

# Purchasing User Guide

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PowerSchool  
eFinancePLUS

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This edition applies to Release 5.2 of the eFinancePLUS software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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## 1: System Overview

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The eFinancePLUS Purchasing System is an information management system designed to streamline the procurement process for school districts and municipal governments. Using the system, you can:

- Create, review, approve, and print requisitions and purchase orders.
- Maintain vendor and commodity information.
- Process shipments to ensure order fulfillment and vendor payment.
- Generate reports for tracking, analyzing, and planning purchasing activities.


In addition, the system interfaces with other eFinancePLUS software to manage budgets, control inventories, award bids, track assets, and maintain security. These additional systems include Fund Accounting, Warehouse Inventory, Vendor Bidding, Fixed Assets, and System Administration.

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**Purchasing System Menus**

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This section provides an outline of the three menus available through the  Purchasing System's main menu.

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## Purchasing System's Entry & Processing Menu

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This section summarizes options on the Purchasing System's Entry & Processing menu.

### Menu Options

#### Change Order Processing

Approve/Deny Change Orders	Use this option to approve or deny change orders. If approval is required, the system encumbers changes in Fund Accounting when change orders are approved.
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Change Orders	Use this option to create change orders for encumbered purchase order line items that require adjustments in their quantities, prices, discounts, taxes, or account distributions.
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Exception Post COs	Use this option to post change orders to Fund Accounting, if errors prevented them from previously being posted.
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Chapter 7, [Change Order Processing \(page 182\)](#)

#### Miscellaneous

Purge Requisitions/POs	Use this option to remove closed requisitions and purchase orders from your database.
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Chapter 8, [Miscellaneous Options \(page 205\)](#)

Receive Ordered Materials	Use this option to record the receipt of purchase order items. You can enter partial or full shipments, as well as shipments that exceed the number of units originally ordered.
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Chapter 8, [Miscellaneous Options \(page 205\)](#)

Chapter 5, [Purchase Order Processing \(page 121\)](#)

#### Purchase Order Processing

Approve/Deny Purchase Orders	Use this option to approve or deny purchase orders. If approval is required, the system encumbers costs in Fund Accounting when purchase orders are approved.
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Exception Post POs	Use this option to post purchase orders to Fund Accounting, if errors prevented them from previously being posted.
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Mass Convert Reqs to POs	Use this option to create purchase orders from requisition line items that have been approved or do not require approval.
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Next Year Purchase Orders	Use this option to create purchase orders for the next fiscal year.
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Purchase Orders	Use this option to enter and maintain purchase orders.
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Chapter 5, [Purchase Order Processing \(page 121\)](#)




**Requisition Processing**

Approve/Deny Requisitions	Use this option to approve or deny requisitions.
Next Year's Requisitions	Use this option to create requisitions for the next fiscal year.
Print Requisitions	Use this option to generate hard copies of selected requisitions.
Requisitions	Use this option to enter and maintain requisitions.

Chapter 3, [Requisition Processing \(page 75\)](#)

## Purchasing Reports Menu

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This section summarizes the options on Purchasing's Reports menu. Additional reports are available by clicking  (Print) on the toolbar of various pages in the Purchasing System.

### Menu Options

Aged Purchase Order Listing	<p>Lists purchase orders by age.</p> <p>For information, refer to <a href="#">Aged Purchase Order Listing (page 164)</a>.</p>
Pending Change Orders Report	<p>Lists change orders that you are eligible to approve and have not been approved or denied on your level.</p> <p>For information, refer to <a href="#">Pending Change Orders Report (page 166)</a>.</p>
Pending Purchase Orders Report	<p>Lists purchase orders that you are eligible to approve and have not been approved or denied on your level.</p> <p>For information, refer to <a href="#">Pending Purchase Orders Report (page 168)</a>.</p>
Pending Requisitions Report	<p>Lists requisitions that you are eligible to approve and have not been approved or denied on your level.</p> <p>For information, refer to <a href="#">Pending Requisitions Report (page 111)</a>.</p>
Price History Reports	<p>Generates either the Price History or Purchase Price Variance Report for selected commodities. The history report shows information on purchase orders for the commodities, while the variance report lists the unit prices paid for the commodities each time they were ordered.</p> <p>For information, refer to <a href="#">Price History Report (page 171)</a>.</p>
Purchase Order Status Summary	<p>Lists the completion status of selected purchase orders.</p> <p>For information, refer to <a href="#">Purchase Order Status Summary (page 181)</a>.</p>
Purchase Orders by Buyer	<p>Lists purchase orders sorted by buyers and provides a total for all purchase orders associated with each buyer.</p> <p>For information, refer to <a href="#">Purchase Orders by Buyer (page 173)</a>.</p>
Purchase Orders by Date Required	<p>Lists purchase orders sorted chronologically based on their required dates. If applicable, the report includes the number of days an order is overdue.</p> <p>For information, refer to <a href="#">Purchase Orders by Date Required (page 175)</a>.</p>
Purchase Orders by Organization	<p>Lists budget units where line items are charged. For each budget unit, the report provides the following totals: quantity of the items ordered, dollar amount for all line items, and total balance due.</p> <p>For information, refer to <a href="#">Purchase Orders by Organization (page 177)</a>.</p>

Purchase Orders by Vendor	<p>Lists purchase orders sorted by vendor.</p> <p>For information, refer to <a href="#">Purchase Orders By Vendor (page 179)</a>.</p>
Requisition Status Report	<p>Lists requisitions in either summary or detail format sorted by requisition number.</p> <p>For information, refer to <a href="#">Requisition Status Report (page 113)</a>.</p>
Requisitions Report	<p>Lists requisitions in summary format sorted by either buyer, approval group, or age.</p> <p>For information, refer to <a href="#">Requisitions Report (page 117)</a>.</p>

## Reference Tables Menu

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This section summarizes options on the Purchasing System's Reference Tables menu.

### Menu Options

Account Approvals	The Account Approval table defines account-based approval requirements for requisitions, purchase orders, and change orders. These records include the user IDs of the individuals authorized to approve items and the range of accounts (objects) that require approval.
Approvals	The Approval table defines approval requirements for requisitions, purchase orders, and change orders. An Approval table record includes user IDs of the authorized approvers and dollar amount ranges for the transactions requiring their approval. The table is used in both Purchasing and Fund Accounting.
Commodity Codes	The Commodity table stores information on the commodities your district purchases. These records enable the Purchasing System to track items and related pricing information. The table facilitates transactions between Purchasing and the Vendor Bidding and Warehouse Inventory Systems.
Distribution Templates	The Distribution Templates table stores templates that include pre-defined accounting distributions for recurring requisitions and purchase orders, as well as other records where the same budget unit/account combinations are used frequently. By selecting a template while adding a requisition or purchase order line item, users do not have to key in the budget units and accounts required for setting up records.
Purchasing Defaults	The Purchasing Defaults table defines a specific list of approval groups and shipping codes that an individual user will have access to when entering or changing requisitions and purchase orders.
Shipping Codes	The Shipping table stores address information for the locations in your district where purchase order items are delivered.
User Defined Codes	This option enables your district to set up and maintain tables for verifying fields in user-defined vendor pages created in the Fund Accounting Profile. User-defined pages are used to track vendor information that otherwise is not stored in the baseline eFinancePLUS software.
Vendor List	The Vendor List table stores records on your district's vendors. In addition to a code and vendor name, a record in the Vendor List includes the vendor's street and web addresses, doing-business-as name, federal tax FIN, 1099 information, telephone and fax numbers, discount information, sales/use tax rates, and electronic fund transfer (EFT) and automatic clearinghouse (ACH) data.

For more information on these tables, refer to Chapter 2, [Reference Tables \(page 30\)](#).

## System Features

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The eFinancePLUS Purchasing System incorporates numerous features to allow flexibility in adapting the system to your specific purchasing needs. The software is also designed to ensure ease of use, so that users can learn the system quickly and perform their tasks efficiently.

### General Features

- Offers an extensive range of options for configuring the system to your organization's specific requirements.
- Provides a single, integrated database to ensure the integrity of records and facilitate the interface between Purchasing and other eFinancePLUS systems.
- Enables easy access to options, using menus, Search bar, favorites, and keyboard shortcuts, depending on your preference.
- Utilizes table-verified codes for entering data that are common to many records. Besides ensuring accuracy and efficiency, verification tables provide considerable flexibility. If certain information changes, you can simply modify a table, rather than change each of the records affected.
- Protects the confidentiality of records through an extensive security system. This system enables you to assign privileges to allow personnel to access specific menu options and look-up pages.
- Utilizes field-sensitive help functions to assist you in entering information when adding and changing records. The help functions include either drop-down lists of valid entries or query pages for looking up selections.
- Provides an advanced help feature that gives you the ability to use multiple search fields and logical query statements for selecting records.
- Allows you to enter notes and attach spreadsheets, reports, email, and other documents to requisitions and purchase orders.

### Requisition and Purchase Order Processing

- Provides self-contained detail pages for creating, viewing, and updating requisitions and purchase orders. In addition to being able to enter vendor, delivery, and line item data in these pages, you can also attach documents, add notes, and access approval and change order information.
- Allows you to set up and maintain comprehensive table records on vendors, commodities, and locations for use in requisitions and purchase orders.
- Gives you the ability to create purchase orders from requisition line items that have been approved and encumbered. You can convert requisition items into separate purchase orders or consolidate items that have the same vendor and approval group.
- Enables you to create requisitions and purchase orders by copying existing requisitions and purchase orders.
- Allows setting up requisitions and purchase orders for the next fiscal year.
- Enables you to create change orders for purchase orders.
- Includes the capability to distribute freight and shipping-handling charges among the items in requisitions and purchase orders.
- Provides an option for purging requisitions and purchase orders that are closed and no longer needed.
- Offers an extensive range of report options for reviewing and analyzing requisition and purchase order transactions.
- Provides an option for receiving ordered materials, if you are not using the Warehouse Inventory System.

## Approval Processing

- Allows requisitions, purchase orders, and change orders to be approved or denied by either approval group or key organization.
- Enables you to set up approval groups and designate employees as either primary approvers or alternates. With approval groups, you can include up to five approval levels.
- Provides selection and detail pages for processing approvals. After selecting records, you can approve or deny them either individually or all at the same time. You can also issue approvals and denials by line item.

## Multi-System Interface

- Interacts with other eFinancePLUS systems, including Fund Accounting, Warehouse Inventory, Vendor Bidding, Fixed Assets, and System Administration.
- Enables you to distribute line item costs to multiple accounts in Fund Accounting. When distributions are entered, the system checks budget balances to determine whether funds are available for the purchases (optional).
- Enables you to encumber line item costs in Fund Accounting ledgers, when purchase orders are either created, approved, or posted, depending on your requirements.
- Enables you to convert requisitions to bids in Vendor Bidding. The bids can then be converted into purchase orders in the Purchasing System.
- Enables the system to update the Inventory Catalog in Warehouse Inventory.
- Enables you to designate selected purchases as assets, which can then be tracked through Fixed Assets.
- Enables you to assign security privileges to users through System Administration.

## Procedural Outline

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The following sections provide the general steps for setting up the Purchasing System, creating and approving requisitions and purchase orders, posting approved purchase orders to Fund Accounting, and performing other system functions.

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## System Prerequisites and Setup


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Before requisitions and purchase orders can be entered, the following must be set up:

- Fund Accounting Profile
- Fund Accounting Reference Tables
- Fund Accounting ledgers
- Purchasing reference tables

The following outline summarizes the Fund Accounting and Purchasing prerequisites for using the Purchasing System:


### A. Fund Accounting System Prerequisites

1. Verify that the Fund Accounting Profile is set up, particularly its Requisitions/PO's tab.   
System Administration > Administration > Profiles > Fund Accounting Profile

*System Administration manual*

2. Verify that the following Fund Accounting reference tables are set up.

**Organization Chart** - Defines your site's reporting structure for accounting purposes. It also has settings for checking budget balances for each reporting level.

 Fund Accounting > Reference Tables > Reference Tables > Organization Chart

**Account List** - Defines the objects used to create balance sheet accounts in the General Ledger and budget accounts for all subsidiary ledgers (Expenditure, Revenue, Project, etc.).

 Fund Accounting > Reference Tables > Reference Tables > Account List

**Project List** (optional) - Defines your site's reporting structure for project accounting, if you use a Project Ledger to track project expenditures and revenues.

 Fund Accounting > Reference Tables > Reference Tables > Project List


*Chapter 2, Reference Tables, Fund Accounting manual*

3. Verify that the following ledgers are set up in Fund Accounting:

**General Ledger** - Provides the balance sheet linking control accounts to the appropriate funds in your Organization Chart. These accounts are required for posting and encumbering purchase orders.

 Fund Accounting > Entry & Processing > General Ledger > Balance Sheet

**Expenditure Ledger** - Ties together budget units from the Organization Chart and expenditure accounts from the Account List, creating expenditure budget accounts. You charge requisition and purchase order line items to these Expenditure Ledger accounts.


 Fund Accounting > Entry & Processing > Budget Ledgers > Expenditure Ledger

**Revenue Ledger** - Ties together budget units from the Organization Chart and revenue accounts from the Account List, creating revenue budget accounts. You charge requisition and purchase order line items to these Revenue Ledger accounts.

 Fund Accounting > Entry & Processing > Budget Ledgers > Revenue Ledger



**Project Ledger** (optional) - Ties together project codes from the Project List and accounts from the Account List, creating project budget accounts. If you track project expenditures, you charge requisition and purchase order line items to these Project Ledger accounts.

 Fund Accounting > Entry & Processing > Budget Ledgers > Project Ledger

*Chapter 4, Budget Entry, Fund Accounting manual*

## B. Purchasing System Prerequisites

1. Verify that the following Reference Tables have been set up for using the Purchasing System:

**Commodity Table** (optional) - Contains codes used on requisitions and purchase orders to identify goods and services you are requesting or ordering. A Commodity record holds an item's status, warehouse stock number, unit of measure, description, and Vendor Bidding setting. It also lets you track price trends for the item.

**Vendor List** - Provides a comprehensive record for each vendor you use for requisitions, purchase orders, and, if applicable, vendor bids. Each Vendor record contains an identifying code, purchasing and accounts payable addresses, tax and discount information, and two status fields.

This table is shared with Fund Accounting. Records entered using Purchasing are reflected in Fund Accounting and vice-versa.

**Shipping Table** - Maintains various shipping locations that you use on requisitions and purchase orders. If you use Warehouse Inventory, you can add Shipping Table records to the Warehouse table so you can track receipt of purchase order items in the Inventory Catalog.

**Approval Table** - Establishes groups for approval of requisitions, purchase orders, change orders, and, if applicable, vendor bid items. You can create approval groups based on user-defined codes or based on budget units from the Organization Chart.


Approval Table records allow up to five levels of approval for requisitions, purchase orders, and change orders. At each approval level, you then assign the person eligible to approve or deny requisitions, purchase orders, or change orders.

**Account Approval Table** (optional) - Allows you to set up a range of expenditure accounts that require approval for requisitions, purchase orders, and change orders. You can then assign people to approve the account ranges you designate.

**Purchasing Defaults Table** (optional) - Allow you to set up specific lists of approval groups and shipping codes that individual users will can access when entering or changing requisitions and purchase orders. If you set up this table for one user, you must define approval groups and shipping codes for all users working with requisitions and purchase orders.

**Distribution Templates Table** (optional) - Allows you to set up standard templates for distributing charges in requisitions and purchase orders.

**User-Defined Tables** (optional) - Allows you to set up and maintain the codes used to validate table-verified fields for vendor-defined pages. Once you have codes in here, you can create vendor-defined pages in the Fund Accounting Profile. Vendor-defined pages are pages you create to track vendor information beyond what is available in the Vendor List.

 Purchasing > Reference Tables > Reference Tables > select a table

*Chapter 2, Reference Tables (page 30)*

## Requisitions


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Depending on your district's procedures, you may have to request and approve commodities and services prior to creating and processing purchase orders. In addition, some commodities may need to go through a bidding process. Approved requisition line items can be converted into purchase orders or vendor bids.

1. Enter commodity and service requests.


Header - A requisition header includes the approval group, shipping location, recommended vendor, date requested and date required, freight method, buyer, and additional information.

Line Items - Line items include details on the requested commodities, such as description, quantity, unit price, discounts, taxes, account distributions, and Vendor Bidding and Fixed Assets settings (if used).

 Purchasing > Entry & Processing > Requisition Processing > Requisitions

*Chapter 3, Requisition Processing: [Requisitions \(page 76\)](#)*


2. If needed, add requisitions for the next fiscal year. To use this option, ledgers must be set up for the coming year in Fund Accounting.

 Purchasing > Entry & Processing > Requisition Processing > Next Year's Requisitions

*Chapter 3, Requisition Processing: [Requisitions \(page 76\)](#)*


3. Requisitions go through an approval process before using them to create purchase orders. You can approve or deny requisitions one at a time, or process approvals for a group of selected requisitions. You also can approve or deny individual line items for a requisition.

Once approved, a requisition item can be converted into a purchase order or if needed, a vendor bid. For information on the vendor bidding process, refer to your Vendor Bidding manual.

 Purchasing > Entry & Processing > Requisition Processing > Approve/Deny Requisitions


*Chapter 3, Requisition Processing: [Approve/Deny Requisitions \(page 101\)](#)*

4. Print hard copies of requisitions, as needed.

 Purchasing > Entry & Processing > Requisition Processing > Requisitions

*Chapter 3, Requisition Processing: [Requisition Listing Page \(page 77\)](#)*

5. Create requisition reports as needed. The Purchasing > Reports menu lets you generate reports on requisitions based on status, buyer, approval group/budget unit, age, or approval status.

 Purchasing > Reports > Purchasing Reports > select report option

*Chapter 4, [Requisition Reports \(page 110\)](#)*

## Purchase Orders

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You can enter purchase orders with or without a requisition to reference. If you reference a requisition, then the header and line item information defaults into the purchase order. Once purchase orders are created, they go through the approval process and are posted to and encumbered in Fund Accounting. Once encumbered, a purchase order item can be adjusted with a change order.

Following are the general steps for processing purchase orders:

1. Create purchase orders.

**Headers** - The purchase order header lets you reference an approved requisition. It also includes the approval group, shipping location, vendor, date issued and date required, freight method, buyer, and additional information.


**Line Items** - Line items can also reference approved requisition line items. They include details on the ordered commodity, such as description, Fixed Assets setting, quantity, unit price, discounts, taxes, and account distributions.

 Purchasing > Entry & Processing > Purchase Order Processing > Purchase Orders

For information refer to [Purchase Orders \(page 122\)](#).


2. Convert selected requisitions into purchase orders through a system process rather than creating POs one by one.

You can have each selected requisition converted into its own PO, or you can have the system group together all requisition items that share the same vendor number.

 Purchasing > Entry & Processing > Purchase Order Processing > Mass Convert Reqs to POs

For information, refer to [Mass Convert Reqs to POs \(page 150\)](#).


3. If needed, add purchase orders in the first accounting period in the next fiscal year. To use this option, you need your ledgers built for the next fiscal year.

 Purchasing > Entry & Processing > Purchase Order Processing > Next Year Purchase Orders

For information, refer to [Next Year Purchase Orders \(page 147\)](#).

4. Process approvals of purchase orders. You can approve or deny purchase orders one at a time, or in groups of selected orders. You can also approve or deny individual line items for a purchase order.

Once approved, a purchase order item can be posted to Fund Accounting and encumbered according to the purchase order's Encumber field setting.

 Purchasing > Entry & Processing > Purchase Order Processing > Approve/Deny Purchase Orders


For information, refer to [Approve/Deny Purchase Orders \(page 153\)](#).

5. Post to Fund Accounting any purchase order items you could not post earlier due to a processing error.

 Purchasing > Entry & Processing > Purchase Order Processing > Exception Post POs

For information, refer to [Exception Post POs \(page 162\)](#).

6. Use change orders to make adjustments to encumbered purchase order line items. You can adjust the line item's quantity, unit price, discount amount, tax rates, and account distributions.

 Purchasing > Entry & Processing > Change Order Processing > Change Orders


*For information, refer to [Change Orders \(page 183\)](#).*

7. Change orders can go through the approval process. You can approve or deny change orders one at a time, or you can approve or deny all selected change orders at once. Once approved, the change order will be posted to Fund Accounting.

 Purchasing > Entry & Processing > Change Order Processing > Approve/Deny Change Orders


*For information, refer to [Approve/Deny Change Orders \(page 194\)](#).*

8. Post to Fund Accounting any change orders you could not post earlier due to processing errors.

 Purchasing > Entry & Processing > Change Order Processing > Exception Post COs


*For information, refer to [Exception Post POs \(page 162\)](#).*

9. Print purchase orders. You can also line up printer stock prior to printing POs.

 Purchasing > Entry & Processing > Purchase Order Processing > search for purchase orders > click Print Purchase Orders on the Action Bar

*For information, [Purchase Order Listing Page \(page 124\)](#).*

10. Create purchase order reports as needed. The Purchasing reports folder lets you report on purchase orders based on status, approval group/budget unit, vendor, buyer, date required, age, price history, or approval status.

 Purchasing > Reports > Purchasing Reports > select report option

*For information, refer to [Chapter 6, Purchase Order Reports \(page 163\)](#).*

11. Record receipt of ordered commodities. You can record partial or full shipments. You can also record shipments that exceed a line item's quantity ordered.

If you use Warehouse Inventory, then you need to record shipments with the Receive Stock option rather than Purchasing's Receive Ordered Materials option.

 Purchasing > Entry & Processing > Miscellaneous > Receive Ordered Materials

*For information, refer to [Receive Ordered Materials \(page 206\)](#).*

## Periodic Processing

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The Purchasing System allows you to purge requisitions and close purchase orders that have been completed. These functions, which are performed on a periodic basis, depend on your site's procedures for maintaining your database.

1. If you no longer need certain requisition records, select them and purge them from your database . You can select requisitions based on year, issue date, and line item status.
2. If you no longer need certain purchase order records, select them and purge them from your database. You can select POs based on year and issue date. The system only allows you to purge purchase orders with an F - Final setting in the PO header's Final field.

 Purchasing > Entry & Processing > Miscellaneous > Purge Requisitions/POs



*For information, refer to [Purge Requisitions/POs \(page 208\)](#).*

## Standard Features

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The Purchasing System utilizes the same environment found in all eFinancePLUS software. For a detailed introduction to the eFinancePLUS environment, refer to your Getting Started Guide. In it, you will find terms, illustrations, procedures, and tips that are applicable throughout the software.

Beyond the features common to all eFinancePLUS systems, Purchasing provides several standard pages that can be accessed from more than one option:

Attachments	Enables you to attach documents to vendor records, requisitions, purchase orders, and change orders. To display the Attachments page, click  (View Attachments) on the Action Bar of pages where this item displays.
Notes	Enables you to add notes to requisitions and purchase orders. To display the Notes page, click  (Notes) on the toolbar of pages where this item displays.
Reset Period	Enables you to reset the fiscal year, accounting period, and transaction date in pages used in set up and maintain requisitions and purchase orders for both the current year and next year. To display the Reset Period page, click <b>Set Period</b> on the Action Bar of pages where this item displays.
Full Account	Enables you to access the Full Account Help window to select distribution accounts when working in requisition, purchase order, and change order pages. Only available if your Fund Accounting Profile's Full Account Expense field is selected.
Reset Taxes	Enables you to adjust a line item's sales tax and use tax rates in a requisition or purchase order. To display the Reset Taxes page, click <b>Tax Rate</b> on the Action Bar while using a page's Line Item tab.
Vendor Order Addresses	Enables you to select vendor addresses and add address information while using requisition and purchase order page. To display the Vendor Order Address page, click the <b>Vendor Order Addresses</b> button next to a page's Vendor field.

These pages, which are described in detail in the following sections, are referenced throughout the Purchasing System manual.

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## Attachments Page


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Use the Attachments page to attach documents to a record. The page also enables you to access or delete the attachments that display for a record. Attachments can include word-processing documents, spreadsheets, reports, email, photographs, and other files.

The Attachments option supports the most commonly-used file types. While you can attach virtually any type of file, your ability to access it depends on having the appropriate software on your computer. For example, if you attached a document created with Microsoft Word, you must have either Word or a compatible word-processing program installed to open the document.

### Note


The size of attachments is limited to 10 megabytes. In addition, access to the Attachments page may be limited by security. For information on security for attachments, refer to your System Administration manual.

**Menu Path:** Click  (View Attachments) on any page where this item displays on the toolbar


---

## Procedures


### Attaching a file to a record:

1. Click  (View Attachments) on the toolbar to display the Attachments page.
2. In the Add Attachment section, complete the following fields:

Attachment Group	Select a group from the field's drop-down list. The attachment groups vary depending on the menu option you were using when you displayed the Attachments page.
File Name	Use the <b>Choose File</b> or <b>Browse</b> button to locate the file on your computer.
Title	Enter a title identifying the attachment. [Character/50]



3. Click  (OK) to save the record.

### Viewing a file attached to a record

1. Click  (View Attachments) on the toolbar to display the Attachments page.
2. In the Add Attachment section's list, double click the Title of the attachment you want.

The file will display, provided you have the software required for opening it.


### Deleting an attachment

1. Click  (View Attachments) on the toolbar to display the Attachments page.
2. Select the attachment you want in the Add Attachment section's list.
3. Click  (Delete).
4. In the Confirmation dialog, click **Yes**.


## Notes Page

---

Use this page to add, view, and update additional text for a requisition, purchase order, or change order. Later, when you print requisitions or purchase orders, you can choose to include the notes above the line items.

**Menu Path:** Click  (Notes) on pages where this item displays on the toolbar.


### Note

After entering notes and closing the Notes page, you must click  (Save) on the main page to save your notes and other information you entered.



---

## Procedure

### Adding or Viewing Notes

1. In the appropriate page, click  (Notes) to display the Notes page.
2. If needed, press <Tab> in Req No, PO No, or Change No field to access the Notes box.
3. Enter notes, using up to 50 lines.

If notes are already entered, you may add or change text as needed.

4. Click  (OK) to close the Notes window.
5. Click  (Save) to save the notes and any other information you added or changed.

If you skip this step, your notes and other information will be lost.



## Reset Period

---

You can use the Reset Period page to change the fiscal year, accounting period, or transaction date for a function where the current year, period, and date do not apply. The current year, period, and date are maintained in the Fund Accounting Profile.

This function is available in any page that has the **Set Period** item on its Action Bar. Clicking the item displays the Reset Period page.

### Note

Changing the year, period, and date in the Reset Period page applies only to the page you are currently using. Once you close or leave the page, these values reset to the current year, period, and date.

---

## Procedure

If you need to change the year, period, or date for a transaction, use the following procedure before entering the transaction.

### Changing the transaction year, period, or date

1. Click **Set Period** on the Action Bar of the page you are using.
2. In the Reset Period page, change the following fields as needed:

Period	Select the appropriate accounting period.
Year	Select the fiscal year you want to use. You can only select the prior or current year.
Transaction Date	Enter the date, or use the 📅 (Calendar) button to select the date.

3.  (OK).

## Full Account

---

The Full Account function enables you to quickly select an Expenditure Ledger account for distributing costs for a requisition, purchase order, or change order.

The use of this feature depends on whether the Fund Accounting Profile's Full Account Expense or Revenue field is selected. If so:


- In requisitions and purchase orders, the system provides a Full Account column for entering line item distributions.
- In change orders and distribution templates, the system displays a Full Account window for distributing account charges.

Both the Full Account column and Full Account window enable you to access the Full Account Help page for selecting a distribution account.

---

### Procedure




#### Using the Full Account feature


1. For a purchase order or requisition line item, access the Full Account field, and then click the field's  (Lookup) button.

or

For a change order or distribution template, access the distribution section to display the Full Account window, and then click **Account Help** on the window's Action Bar.

In either case, the Full Account Help page displays.

2. In the page's Query Type section, select Expenditure Ledger (default), and then  (OK).
3. In the Full Account Search section, enter criteria to identify the expenditure account you want.
4. Click  (OK) to list the accounts matching your criteria.
5. Select the account, and then click  (OK).
6. Your next step depends on the type of record:
  - For a purchase order or requisition line item, the account will display in the Full Account field.
  - For a change order or distribution template, the account will display in the Full Account window.

Click  (OK) to enter the account in the distribution section's Budget Unit field.

#### Tip

A button is provided in requisition and purchase order pages to give users the option of entering a \*Budget Unit\* and Account, instead of using the Full Account feature. Clicking the **Disable Full Account View** button temporarily replaces the Full Account field with the two standard fields, and toggles the button's title. Users can then click **Enable Full Account View** if they want to restore the original field for distributing line item costs.


## Taxes Page

---

Use the Taxes page to adjust a line item's sales tax and use tax rates in a requisition or purchase order. When you add or change the page's Sales Tax and Use Tax fields, the system automatically calculates the Total Price.

**Menu Path:** Click **Tax Rate** on the Action Bar in the following pages:

- Requisition Information - Line Item Tab
- Purchase Order Information - Line Item Tab
- Change Orders Detail - Details, Pricing, and Pricing Adjustments Tabs

You also can display the Taxes page by clicking the  (Tax Rate) button in a line item's Total Tax field of requisition and purchasing detail pages.


---

## Procedure


### Updating a line item's tax rates

1. Display the Taxes page.
2. Change the Sales Tax and Use Tax fields as needed.

Enter the rates as decimals. For example, enter 5% as *0.05000*.

3. Click  (OK) to close the Taxes page.

The system saves the updated tax information and recalculates the Sales Tax and Use Tax amounts, as well as the Total Price.

4. Click  (Save) before exiting the Requisition Information, Purchase Order Information, or Change Orders Detail page.

You must save the page to save the new tax information even if you made no other changes to the requisition or purchase order.

## Vendor Order Addresses Page

---

Use this page to store additional contact information for placing orders with a vendor. The information stored in the Vendor Order Addresses page includes addresses, names, telephone and fax numbers, and general descriptions of the items that can be ordered. You can save multiple addresses for a vendor if needed.

In the Requisition Information and Purchase Order Information pages, the Vendor Order Addresses page can be used to:

- Select a different address.
- Add and assign a new alternate address.
- Assign a different address for the requisition's vendor.

### Menu Path:

Click **Addresses** on the Action Bar of the Vendor Information page.

or


Click **Alternate Order Address** in the Header tab of the Requisition Information or Purchase Order Information page.



---





## Procedures

### Adding, updating, or deleting addresses for a vendor

1. Display the Vendor Order Addresses page.
2. **Add an address.** The procedure depends on your original page.

Vendor Information page: Click  (Add New), complete the desired fields, and then click  (OK) to save the record.

Requisition Information or Purchase Order Information page: Select the line with ADD in its first field, click  (OK), complete the desired fields, and then click  (OK) to save the record.

3. **Update an address** by selecting the address in the List section, and then clicking  (OK). In the new page that displays, change the fields as needed, and then click  (OK) to save the record.
4. **Delete an address** by selecting the address in the List section, clicking  (Delete), and then clicking **Yes**.
5. When finished, click  (Back) to return to the original page.

---

## Fields

### Vendor Code

Number identifying the vendor. The system automatically numbers the records as you enter them. Display only.

In the Vendor Order Addresses page accessed from the Requisition Information or Purchase Order Information page

### Address Number

System-assigned sequential number identifying the address record. The system assigns 1 to the first additional address record for a vendor, 2 for the second record, and so forth.

### Address 1-2

Two lines for the vendor's additional address. [Character/35 each line]

City	City from the additional address. [Character/20]
State	State from the address, identified by the state's standard two-character postal abbreviation.
Zip	Zip code. If you are using a nine-digit zip code, be sure to include the dash, for example, 12345-9876. [Character/10]
Contact	Name of the person or department to contact. [Character/30]
Phone	Area code and telephone number of the contact person or department. The system provides the dashes.
Fax	Area code and fax number. The system provides the dashes.
ComDesc	Commodity descriptions. Brief description of the types of commodities ordered or shipped from this address. [Character/50]

## 2: Reference Tables

---

The eFinancePLUS Purchasing System's Reference Tables options enable you to create database records for processing your requisitions, purchase orders, and vendor bids. Table records allow you to tie codes to the detailed information required for using the Purchasing System Associating codes with these records gives you a way to reference information with just a few keystrokes.

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## Commodity Table

Use this option to enter codes and related information for commodities your district purchases. These codes enable the Purchasing System to track items and related pricing information.




The Commodity table facilitates transactions between Purchasing and the Vendor Bidding and Warehouse Inventory Systems. If you use these systems, you also should set up commodity classes in conjunction with your commodity codes. For more information, refer to [Commodity Table: Concepts \(page 35\)](#).

You also can add notes to a record using the Notes item on the Commodity Code Information page's Action Bar. For more information, refer to the Procedures section.




**Menu Path:**  Purchasing > Reference Tables > Reference Tables > Commodity Codes

### Procedures



#### Adding a Commodity record

1. Select  Purchasing > Reference Tables > Reference Tables > Commodity Codes.
2. Click  (Add New).
3. Complete the fields in the Commodity Data section.
4. Click  (OK)

#### Updating an existing Commodity record

1. Select  Purchasing > Reference Tables > Reference Tables > Commodity Codes.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the record you want, and then click  (OK).
4. Change field values as needed.
5. Click  (OK)



#### Deleting a Commodity record


1. Select  Purchasing > Reference Tables > Reference Tables > Commodity Codes.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the record to delete.
4. Click  (Delete).
5. In the Confirmation dialog, click **Yes**.


#### Note


You cannot delete records that are being used in existing transactions.

#### Adding notes to a Commodity record




1. Select  Purchasing > Reference Tables > Reference Tables > Commodity Codes.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the record you want, and then click  (OK).

4. Click **Notes** on the Action Bar to display the Notes page.
5. Click  (OK) or press <Tab> to access the text box. The code of the record you selected displays in the Commodity Code field.

You also can use the field's  (Browse) button to look up and select another Commodity record.

6. In the text box, enter your notes. You can include up to 48 lines with 55 characters per line.
7. Click  (OK) to save your notes and return to the Commodity Code Information page.

### Generating the Commodity Table report

1. Select  Purchasing > Reference Tables > Reference Tables > Commodity Codes.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Click  (Print).
4. In the Print Commodity Table page, select one of the following options:
  - Alphabetic Sequence - to sort the report by the first line of the Description field.
  - Code Sequence - to sort the report by Commodity Code.
5. Click  (OK).
6. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *commoda.rpt* for Alphabetic Sequence or *commoc.rpt* for Code Sequence.

---

### Fields

#### Commodity Code

Code for identifying the commodity on a requisition or purchase order. [Character/13 including dashes]

The first three positions of the code identify the commodity class, which is used to group commodities of the same type. Although this is not required, you should set up a header record for each class that includes a three-digit code and the class's title.

#### Status Code

User-defined code identifying a commodity's status, for example, A for active or I for inactive. This field is for information purposes only. [Character/1]

#### Stock Number

Code for tracking the commodity in Warehouse Inventory. Stock numbers only apply if you use the Warehouse Inventory System. [Character/13, including dashes]

This number appears as the default stock number when you enter a requisition or purchase order for the commodity, though it can be changed at that point if needed. Stock numbers in the Commodity table must correspond with those in Warehouse Inventory's Inventory Catalog.

#### Measure

Unit of measure used to order this commodity. Examples: *EACH*, *CASE*, and *GALLON*. [Character-/13]

The unit assigned appears as the default measure when entering requisitions and purchase orders for this item. The unit may be changed at that point, if needed.

#### Bid Required

Checkbox indicating whether a bid for this commodity is required in the Vendor Bidding System.



- Select the field if the system should convert requisition line items for this item into vendor bids.
- Leave the field blank if you do not use Vendor Bidding or if line items should not be converted to bids.

Following are some added considerations tied to this field:

- If the field is selected, you also must enter a value in the Last Price field. When converting requisitions to bids, the cost of the item is needed to calculate a bid's total amount and determine whether it meets the minimum bid amount in the Vendor Bidding Profile. If the minimum bid amount is not met, the requisition is not converted to a bid.
- You can manually add a bid to the bid list for a commodity if the Bid Required field is not selected.
- The field's setting defaults to the Bid item field in the Requisition Information line item page.

#### Description

Description of the commodity. The description information defaults to requisitions and purchase orders. The first line of the description is used in alphabetical sorts. [Character/44 per line, five lines]

#### Last Price

Most recent per-unit price paid for the commodity in dollars and cents. This information is used to determine the minimum bid amount in Vendor Bidding's Convert Requisition to Bid option. It also defaults to the Unit Price field when you enter a requisition or purchase order line item for this commodity.

When the commodity is included in a purchase order, the system updates the Last Price field to show the per-unit price paid from the purchase order line item. The system then moves the existing Last Price value to the 2nd Price field and the existing 2nd Price value to the 3rd Price field. The existing 3rd Price field value is deleted.

#### 2nd Price

Second most recent unit price paid for the commodity in dollars and cents.

For information on how the system updates this field, refer to the Last Price field description. You can change the field's value even though it is system-tracked.

#### 3rd Price

Third most recent unit price paid for the commodity in dollars and cents. For information on how the system updates this field, refer to the Last Price field's description. If needed, you can change the field's value even though it is system-tracked.

#### Date (Last, 2nd, and 3rd Price)

Date when the commodity was purchased for the corresponding unit price. The Date fields are updated by the system based on purchase order line items that include this commodity code. You can change these dates, if needed.

#### Vendor (Last, 2nd, and 3rd Price)

Vendor codes corresponding to the price information. These fields are updated by the system but can be changed, if necessary.

#### Qual(ified) Prod(uct) List

Your entry depends on your organization's procedures. These entries appear on the Bid List report. [Character/25]

## Sample Commodity Table Report - Alphabetic Sequence

POWERSCHOOL		YOUR ORGANIZATION'S NAME					PAGE NUMBER: 1	
DATE: MM/DD/YYYY		COMMODITY TABLE - ALPHA ORDER					UPDCOMM1	
TIME: HH:MM:SS								
SELECTION CRITERIA: ALL								
COMMODITY	-----DESCRIPTION-----	MEASURE	STATUS	BID	LATEST PRICE	DATE	-----VENDOR-----	
005-00-100	STOCK NUMBER- CATEGORY ABRASIVES CATEGORY SUB CATEGORIES WILL BE 005-XX-XXX STATUS OF T = TOTAL	UNIT	T	N	.0000			
005-14-100	STOCK NUMBER- SUB CATEGORY ABRASIVES, COATED: CLOTH, FIBER, SANDPAPER, ETC. SUB CATEGORIES WILL BE 005-14-XXX STATUS OF T = TOTAL	UNIT	T	N	.0000			
615-77-151	STOCK NUMBER- STAMP PAD BLK BLK STAMP PAD INK - BLACK	EACH	A	N	.0000			
615-77-150	STOCK NUMBER- STAMP PAD RED BLK STAMP PAD INK - RED	EACH	A	N	3.2500	12/18/10 557	DON C'S SERVICES & SUPPLIE	
070-33-10	STOCK NUMBER- BUS - STD BLUE BIRD BUS - STD	EACH	A	N	.0000			
100-004	STOCK NUMBER- BOUNTY PAPER TOWELS FULL SIZE ADDNL TEXT: NEED TO SOURCE HALF SHEETS	EA	A	N	27.2000	08/22/10 110	LINDA J SCHACHER	
015-12-110	STOCK NUMBER- D.B. ADDRESSING SUPPLIES	EACH	A	N	23.0000	12/04/10 557	DON C'S SERVICES & SUPPLIE	
315-20-110	STOCK NUMBER- GLUE-STICK ELMERS GLUE - ROLL STICK	OZ	A	N	2.2500	12/04/10 557	DON C'S SERVICES & SUPPLIE	
206-86-120	STOCK NUMBER- SCANNER-FLAT EPSON SCANNER - FLAT BED, 8.5 X 11, MODEL EP33	EACH	A	N	275.0000 92.5000	12/29/10 565 12/18/10 557	DON C'S EQUIPMENT DON C'S SERVICES & SUPPLIE	
005-14-110	STOCK NUMBER- SANDPAPER - 4 H.H. SANDPAPER - 4 GRIT	PACKAGE	A	N	5.0000	12/04/10 557	DON C'S SERVICES & SUPPLIE	

## Sample Commodity Table Report - Code Sequence

POWERSCHOOL DATE: MM/DD/YYYY TIME: HH:MM:SS SELECTION CRITERIA: commod.code matches "000"		YOUR ORGANIZATION'S NAME COMMODITY TABLE - CODE ORDER				PAGE NUMBER: 1 UPDCOMM1	
COMMODITY	-----DESCRIPTION-----	MEASURE	STATUS	BID	LATEST PRICE	DATE	-----VENDOR-----
000-00-00-000	STOCK NUMBER- art supplies (PAINTING)			N	.0000		
ADDITIONAL TEXT: All paint supplies purchased must be non-toxic, in plastic recyclable containers.							
000-00-00-101	STOCK NUMBER- P104 BLUE TEMPERA PAINT	GALLON	A	N	18.0000	MM/DD/YY 2	TREHER OFFICE PRODUCTS
000-00-00-102	STOCK NUMBER- P105 RED TEMPERA PAINT BURNT RED COLOR, WASHABLE	GALLON	A	N	15.0000	MM/DD/YY 3	AMERICAN STAMP & STATIONER
000-00-00-103	STOCK NUMBER- P106 YELLOW TEMPERA PAINT WASHABLE, NON-TOXIC	GALLON	A	N	18.0000 18.0000 20.0000	MM/DD/YY 2 MM/DD/YY 1 MM/DD/YY 3	TREHER OFFICE PRODUCTS OFFICE UTILITIES INCORPORA AMERICAN STAMP & STATIONER
000-00-00-303	STOCK NUMBER- C101 WATER COLOR PALETTES, 12 COLORS TO A BOX, WASHABLE, 20 PALETTES PER CASE	CASE	A	N	24.0000 22.0000 22.0000	MM/DD/YY 1 MM/DD/YY 2 MM/DD/YY 3	OFFICE UTILITIES INCORPORA TREHER OFFICE PRODUCTS AMERICAN STAMP & STATIONER

## Commodity Table: Concepts

---

This section describes concepts associated with the Commodity table.

### Commodity Class Codes

A Commodity Code identifies a record in the Commodity table. The code can be up to 13 characters long.

The system treats the first three characters of this code as a Commodity Class Code. A class is a group of commodities of the same type. Class codes are used to group commodities in listings and reports. A class's description comes from the first line of the description stored in the first record within the class.

When you set up your Vendor List, you assign classes to vendors in the Commodity Class Codes pages. In the Vendor Bidding System, the class is used for generating mailing labels in the Bid List Mailing Labels report option. Vendors can bid on any commodity within their assigned classes.

### Setting Up the Commodity Table

Before entering records in the Commodity table, think about the categories you can use to group the items you purchase. For instance, if you order 20 different types of paper, you can identify this class of supplies by applying the same three characters to each record. You can then use the rest of the code to identify each specific type of paper with the class.

Following are some suggestions for setting up your table:

- Develop a consistent format for your codes. Base the format on the level of detail you want to use for grouping records.
- Use the first three characters for the commodity class, two characters to identify a group within the class, and four characters for the item itself; for example, *111-02-0003* to identify Paper Supplies (*111*), Copy Paper (*03*), and Letter Stock (*0004*).
- Reserve a range of codes for each commodity class you intend to use.
- Set up the first sequential Commodity record in each range as a record for identifying the class. This record should only include the three-character commodity class code and a one line description.

When you generate listings and reports, this record will sort ahead of all records within the class and thereby provide the class's title.

### Commodity Codes and Warehouse Inventory

If you use the Warehouse Inventory System, the Commodity record's Stock Number field lets you cross-reference purchase order line items with records in Warehouse Inventory's Inventory Catalog.

Entering a stock number in a Commodity record has the following effects:

- The stock number defaults when you add the commodity to a line item in a requisition or purchase order.
- When you a post purchase order for the commodity, the system updates its quantity on order. Keep in mind that the system can only update the Inventory Catalog if the stock number is assigned to a catalog record.
- When you process the commodity with Warehouse Inventory's Receive Stock option, the system updates the catalog's available inventory. This option is accessed through the Warehouse Administration option.

If you do not use Warehouse Inventory, you do not use stock numbers. In this case, you process items with Purchasing's Receive Ordered Materials option.

## Additional Warehouse Inventory Considerations

In Warehouse Inventory, the Stock Number table must have records corresponding to the stock numbers in Commodity records.

Warehouse Inventory's Inventory Catalog must include records for all Warehouse and Stock Number combinations that need to be updated when purchase orders are issued in Purchasing. Warehouse and Stock Number codes form the key to identifying Inventory Catalog records.

When you enter a purchase order in Purchasing, you must use a Ship To code corresponding to a Warehouse record in the Inventory Catalog, and you must add line items with the appropriate stock numbers.

Records in Warehouse Inventory's Warehouse table must have the same codes as those used in Purchasing's Shipping table.


For related details, refer to the Warehouse Inventory manual's Reference Tables and Inventory Catalog chapters.

## Additional Commodity Code Table Features

You can enter up to five lines of text in the Description field for each Commodity record. For records with longer descriptions, you can enter additional text using the Notes item on the Commodity Code Information page's Action Bar.

When you enter a requisition or purchase order for a commodity item, information from the Commodity table defaults into the corresponding fields on the purchase order or requisition.

## Commodity Table Report Sort Options


You can sort the Commodity Table report by either Description or Commodity Code. When you run a search in the Commodity Code Information page and then click  (Print), the Print Commodity Table page enables you to select one of the following options

Option	Sorted By	Default File Name
Alphabetic Sequence	Description (first line)	<i>commoda.rpt</i>
Code Sequence	Commodity Code	<i>commodc.rpt</i>

## Vendor List

---

Use this page to list and set up records on your district's vendors. In addition, you can access pages for printing the Vendor List, setting up commodity class codes, entering additional vendor addresses, and viewing vendor transactions.

**Menu Path:**  Purchasing > Reference Tables > Reference Tables > Vendor List

### Prerequisites

Before creating vendor records:

- Set up Fund Accounting's 1099 Types table.
- If you use the Vendor Bidding System or intend to use commodity codes, set up Purchasing's Commodity table.
- If you plan to submit vendor payments electronically via the EFT functionality, enter the appropriate vendor banks in the Fund Accounting's EFT > Bank Codes table.

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## Vendor Information Page

---

Use this page to add, change, delete, and print records from your Vendor List.

**Menu Path:**  Purchasing > Reference Tables > Reference Tables > Vendor List

### Tab Sections

Use the following tabs to add or change vendor information:

General	Stores key identification data on the vendor. This includes vendor code, name, search name, federal Employee Information Number (EIN), web address, and the date of the vendor's last transaction.
Address	Stores two sets of addresses, telephone numbers, and fax numbers. To enter additional addresses, use the Addresses item on the page's Action Bar.
1099 Name and Address	Stores the name, doing business as name, and address that are to be used on the vendor's 1099 form.
1099 Information	Stores data used in filing 1099 forms on your vendors. In addition to codes from the 1099 Types table, the tab's information includes year-to-date payment totals.
Discount Information	Stores information that applies to vendor discounts, such as net days for payment, discount rates, and number of days in a discount period.
Miscellaneous Information	Stores sales and use tax rates, minimum check amounts, and user-defined status codes.
EFT/ACH	Stores the vendor's bank account information along with settings for generating and sending email notifications that the system can produce as a by-product of Electronic Funds Transfer processing.

### Action Bar Items

The Vendor Information page's Action Bar displays the following items. The Vendor List item displays on the bar when you access the page. The other items display after you run a search for vendor records.

Vendor List	Displays the Print Vendor List page, which prints records from the Vendor List by either name or vendor code. For details, refer below to the Procedures section.
Payments	Displays the Payment History page, which provides payment information for the vendor, including invoice numbers and due dates, check numbers and dates, payment amounts, and transaction codes. For details, refer to <a href="#">Payment History Page (page 51)</a> .
Classes	Displays the Commodity Class Codes page, which only applies if you use the Vendor Bidding System. The page stores the classes of products associated with the vendor. The codes you enter reference records in the Commodity table. For details, refer to <a href="#">Commodity Class Codes Page (page 49)</a> .

Defined Windows	Displays the Defined Windows selector, which accesses user-defined pages for storing additional data on a vendor. For details, refer to <a href="#">User-Defined Vendor Pages (page 54)</a> .
Addresses	Displays the Vendor Order Addresses page, which enables you to enter additional contact information, including addresses, and telephone and fax numbers. For details, refer to <a href="#">Vendor Order Addresses Page (page 28)</a> .
Transactions	Displays the Vendor Transaction page, which displays the history of the vendor's encumbrances, payables, and checks. These records include dates, purchase order numbers, check numbers, and amounts. For details, refer to <a href="#">Vendor Transactions Page (page 53)</a> .

## Using Vendor Records

You use vendor records to identify the people and businesses who supply goods and services to your organization. Following are the main eFinancePLUS pages where you use these records:


Requisition Information	When setting up a requisition, the vendor is identified in the General Information (header) section. For details, refer to the <a href="#">Requisition Information Page (page 80)</a> .
Vendor Quotes	When entering multiple vendor quotes for a single requisition line item, you can identify the vendors in the Vendor Quotes page. For details, refer to the <a href="#">Vendor Quotes Page (page 93)</a> .
Purchase Order Information	When setting up a requisition, the vendor is identified in the page's General Information (header) section. For details, refer to the <a href="#">Purchase Order Information Page (page 127)</a> .
Deduction Table	In Human Resources, you can set up vendors for automatic payment as a by-product of payroll processing. For details, refer to Chapter 2, Payroll Tables, in your Human Resources manual.
Post Payable Entry	In Fund Accounting, you can select vendors when entering payments. For details, refer to Chapter 6, Payable Entry, in your Fund Accounting manual.
Process Payables	In Fund Accounting, you can select vendors for issuing checks for specific purchases. For details, refer to Chapter 7, Vendor Checks, in your Fund Accounting manual.
Batch Vendors	In Fund Accounting, the Batch Vendors table enables you to add vendor records to a batch file for future posting to the live database. For details, refer to Chapter 2, Reference Tables, in your Fund Accounting manual.

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## Procedures



### Searching for vendor records

Following is the standard procedure for searching and listing vendor records. For information on advanced searches, refer to your Getting Started Guide.







1. Select  Purchasing > Reference Tables > Reference Tables > Vendor List.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

### Performing a Sounds Like search for vendor records




The Sounds Like search feature lets you search for records without using exact spelling in your criteria. This feature is available whenever the  (Sounds Like) displays next to a search field.

1. Select  Purchasing > Reference Tables > Reference Tables > Vendor List.
2. In the Search Criteria section's Vendor Name or Search Name field, enter the name of the vendor as best as you can recall.  
  
For example, if you think the vendor's name is Berks, but are not sure whether it is spelled with an e, i, or u, enter *BERKS*.
3. Click the field's  (Sounds Like) button.
4. Enter criteria as needed in the other fields to further define the search. Usually, in a sounds like search you can skip the remaining fields.
5. Click **Find** to list the records. The listing will include records with search or vendor names that sound like your entry and match your other criteria.

### Adding vendor records

1. Select  Purchasing > Reference Tables > Reference Tables > Vendor List.
2. Click  (Add New).
3. Complete the fields in the page's tabs.
4. If desired, use the following items on the Action Bar to store additional information on the current vendor:  
  
**Classes** - displays the Commodity Class Code page.  
**Addresses** - displays the Vendor Order Addresses page.
5. Click  (OK) to save the record.
6. If your Fund Accounting Profile includes required user-defined vendor pages, a confirmation dialog displays at this point. Click **Yes** to display the Defined Windows page.
7. Select a page in the Defined Window field, and then click  (OK) to display it.
8. Complete the page's fields, and then click  (OK) to save it.
9. Repeat Steps 7-8 for each page you want to complete.
10. Click  (Back) to return to the Vendor Information page.



### Updating vendor records

1. Select  Purchasing > Reference Tables > Reference Tables > Vendor List.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the record you want to change, and then click  (OK).
4. In the Vendor Information page's tabs, change the fields as needed.
5. Click  (OK) to save the record.
6. To update any user-defined pages associated with the vendor, click **Defined Windows** on the Action Bar, and then follow Steps 7-9 of the Add procedure.




## Deleting vendor records

You cannot delete a vendor record that has open transactions.



1. Select  Purchasing > Reference Tables > Reference Tables > Vendor List.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the record to delete.
4. Click  (Delete).
5. In the Confirmation dialog, click **Yes**.

## Vendor List Report



Two options are available for generating the Vendor List report:

Vendor List	Action Bar item. Displays the Print Vendor List page, which gives you the choice of sorting the report by either vendor name or vendor code. If you do not run a search first, the report includes all vendors in your database.
 (Print)	Toolbar item. Displays the standard Print window. With this option, the report sorts records by vendor code. This item is only available after you generate a list of vendors.

### Generating the report using the Vendor List item

1. Select  Purchasing > Reference Tables > Reference Tables > Vendor List.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.  
Skip this step if you want the report to include all vendor records.
3. Click **Vendor List** on the Action Bar.  
The Print Vendor List page displays.
4. In the Sort Order section, select the order for listing vendors.
5. In the Address Options section, select the addresses to include.
6. Click  (OK).
7. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *vendorn.rpt* for Vendor Name Order or *vendorc.rpt* for Vendor Code Order.

### Generating the report using the (Print) item

1. Select  Purchasing > Reference Tables > Reference Tables > Vendor List.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Click  (Print).
4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *vend\_list.rpt*

#### Note

The Federal Tax ID and EFT Bank information in the Vendor List report may appear in a masked format, showing either all X's or X's with only the last four digits displayed. Users' ability to see this information depends on their security resources.

## Fields

Following are descriptions of the fields in the Vendor Information page's tabs: General, Address, 1099 Name and Address, 1099 Information, Discount Information, Miscellaneous Information, and EFT/ACH.

### General Tab

#### General Information Section


##### Vendor Code

Code identifying the vendor record. [Character/8]

- If your Fund Accounting Profile is set for auto-assigning vendor codes, the next increment of the code defaults into the field.
- If you define your own codes, we recommend using a standard length so vendor checks and reports sort correctly. For example, if you use four-digit codes, add zeroes to the front of any codes that are less than 1000, as in *0001*, *0012*, and *0123*.

##### Employee

Checkbox indicating whether the vendor is an employee of your organization.

Select the field if the vendor is an employee, and then press <Tab> to display the Employee Lookup page. Enter search criteria, click **Find** to launch the search, select the employee you want in the list, and then click  (OK) to select the employee and close the page.

The employee's name defaults to the Vendor Name and Search Name fields in the Vendor Information page, and the Social Security number defaults to the Federal Tax ID field. Also, the employee's address defaults to the Address and 1099 Name and Address tabs.

When a payable is created (online or batch), the system accesses the employee's file for name and address changes and updates the file if needed.

##### Vendor Name

Vendor name as it should appear on checks. [Character/35]

##### Search Name

Vendor name for sorting records in alphabetical order. For example, if the vendor's name is *THE PAPER STORE*, the search name should be *PAPER STORE THE*. [Character/35]

If your Fund Accounting Profile is set up to sort checks by vendor names (as opposed to vendor codes), the system uses the Search Name field for sorting, not the Vendor Name field.

The entry from the Vendor Name field initially defaults to this field. You can edit the name as needed.

##### Federal Tax ID

Vendor's Federal Employer Identification Number (EIN) as assigned by the IRS. [Character/15 including dashes]

- For companies and other employers, the number should be entered in standard EIN format, 99-9999999, with the dash included.
- If the vendor is an individual, use the person's Social Security number, formatted as 999-99-9999. Be sure to include the dashes.

The complete EIN displays during the add process. However, when you update a record, the number may be masked and inaccessible, depending on your security resources.

##### Web Address

Vendor's web address. You must include either *https://www.*, *http://www.*, or *www.* at the beginning of the address.

Once an address is entered, you can click the **Web Address** button to display the vendor's website in your default browser.

#### VAC Login Name

Vendor's login information for Vendor Access Center. This field can only be accessed if your district has Vendor Access Center installed.

### Status Information Section

#### Inactive

Checkbox indicating whether the vendor is active. Select the box to change the vendor's status to Inactive.

You cannot use an inactive vendor on a requisition, purchase order, change order, or non-purchase order payable. However, a user with the appropriate security resource can enter a payable for a vendor whose status has been changed from active to inactive.

#### Hold Payment

Checkbox indicating whether to withhold payments to this vendor. To enable the system to withhold payments, select the box.

#### Status 1-2

Two user-defined codes assigned to the vendor. [Character/8, each code]

- If you use Vendor Bidding, enter *BIDDING* to prevent requisitions and purchase orders from being manually added for the vendor. You then can include the vendor in the bidding process using Vendor Bidding's Vendor Bid Information option.
- If you do not use Vendor Bidding, you can enter any code to reflect the vendor's status.

The Status 1 and 2 fields generally are for information purposes only. They do not affect system processing, unless you enter *BIDDING* in the Status 1 field.

#### Last Active

Date of the last transaction posted for this vendor. Display only.

### Address Tab

The tab's two sections, Purchasing and Accounts Payable, include the same fields. Entries in the Purchasing section default to the Accounts Payable section but may be changed if needed. To enter other contact information, click the Action Bar's Addresses item. For details, refer to [Vendor Order Addresses Page \(page 28\)](#).

#### Address 1-2

Two lines for the vendor's address. [Character/35 per line]

#### City

City for the vendor's address. [Character/20]

#### State

Vendor's state identified by its standard two-character abbreviation, for example, *CA* for California or *PA* for Pennsylvania. Select the abbreviation from the field's drop-down list.

#### Zip

Zip code. If you enter a nine-digit zip code, be sure to include the dash, for example, *12345-6789*. [Character/10 including dash]

#### Contact

Name of the person or department to contact. [Character/35]

#### Phone

Area code and telephone number of the contact. The system provides the dashes.

**Fax**

Area code and fax number. The system provides the dashes.

**1099 Name and Address Tab**

The fields in this tab store name and address information for the vendor's 1099 form. Initially, the 1099 Name will default its value from the General tab's Vendor Name field, and the 1099 Address fields will default their values from the Address tab's Accounts Payable fields.

**1099 Name**

The name of the vendor as it should appear on the 1099 form. [Character/35]

**Doing Business As**

Vendor's Doing Business As name. [Character/35]

For 1099 Vendors, if the vendor has a Doing Business As name entered, the name will appear in the Address 1 field when processing 1099s.

**Address 1-2**

Two lines for the vendor's 1099 address. [Character/35 per line]

**City**

City for the vendor's 1099 address. [Character/20]

**State**

State for the vendor's 1099 address, as identified by its standard two-character abbreviation, for example, *PA* for Pennsylvania. Select the abbreviation from the field's drop-down list.

**Zip**

Zip code for the vendor's 1099 address. If you enter a nine-digit zip code, be sure to include the dash, for example, *12345-6789*. [Character/10 including dash]

**1099 Information Tab**

This tab store codes and payment amounts related to the 1099 forms that apply to the vendor.

**Form**

Code identifying the form used to report specific types of payments made to a vendor, as defined by the IRS. This information defaults when you enter a transaction, but you may change it.

Select:

*M - 1099-MISC* - Rents, royalties, other income, fishing boat proceeds, medical/health care payments, non-employee compensation, substitute payments, crop insurance proceeds, and attorney fees.

*G - 1099-G* - Unemployment compensation, state/local income tax, qualified state tuition earnings, taxable grants, and agriculture payments.

*I-1099-INT* - Interest income, early withdrawal penalty, interest on U.S. Savings Bonds and treasury obligations, investment expenses, and foreign taxes paid.

*N - No 1099* - A 1099 form does not apply.

**Box**

Three fields for entering Box codes for the Misc, G, or Int form. The field identifies the specific box used to record payments to the vendor on the 1099 form selected.

**YTD**

Three system-maintained fields displaying the total fiscal year-to-date amounts paid to vendors for reporting on the different types of 1099 forms. The system updates the appropriate field whenever a vendor check is issued.

Use Fund Accounting's Clear 1099 Amounts option to reset the YTD and Prev(ious) fields after filing your forms at the end of the fiscal year and before starting the new year.

#### Prev(ious)

Three fields for 1099 amounts paid to the vendor. These fields allow you to supplement the system-maintained YTD totals, so that you have complete payment amounts when you generate your 1099 forms.

- If you began using the Fund Accounting System after the start of the current fiscal year, enter the amounts in dollars-and-cents format.
- If you began using Fund Accounting at the start of the year, leave these fields at their zero defaults.

#### FTD Paid

Two fields, the first for a system-generated total of the payments in the three fiscal-year-to-date fields and the second for the dollar-and-cents total from the three Prev(ious) fields.

#### Note

Depending on the following conditions, a message displays in the Vendor Information page, asking if you want to update the vendor's 1099 record:

- Changes are made to a vendor's Federal Tax ID, Vendor Name, or Accounts Payable Address information.
- The system month is January.
- 1099 information exists for the prior year,

### Discount Information Tab

The fields in this tab store information on the vendor's discount programs.

#### Net Days

Number of days before payment is due to qualify for a discount. [Integer/4]

#### Discount

Setting indicating whether a discount can be taken in Accounts Payable.

Select:

*A - Always* - Discount is always taken.

*T - Discount Period* - Discount is taken based on invoice and due dates.

*N - Never* - Discount is never taken.

#### Percent

Discount percentage rate. Enter the percentage as a decimal, for example, 5% = 0.05000. [Decimal/6,5]

This field is required if you selected A - Always or T - Discount Period in the Discount field. Your entry becomes the vendor's default discount in Accounts Payable.

#### Discount Days

Number of days in the discount period set by the vendor. Accounts Payable uses this in combination with the invoice and due dates to determine if a discount can be taken. [Integer/4]

## Miscellaneous Information Tab

The fields in this tab store tax rates, payment information, and user-defined vendor status codes.

### Sales Tax Rate

Rate of the sales tax for the vendor's state, if any, for example, 6% = 0.06000. [Decimal/6,5]

### Use Tax Rate

Rate of the use tax, if any, for example, 4% = 0.04000. [Decimal/6,5]

### Minimum Check Amount

Smallest amount for issuing a check to the vendor, entered in dollar-and-cents format. For example, if you enter 100.00, checks cannot be issued to the vendor until the total payments due reach this amount.

## EFT/ACH Tab

Use this tab to set up vendor information for processing Electronic Funds Transfer (EFT) transactions as a by-product of the vendor check printing process. These fields only apply to Fund Accounting's EFT feature.

The ability to view and update information in the tab's Trans. Code, Bank Code, and Account Number fields depends on your security resources. However, during the add process, all fields are accessible.

For a vendor to be used in EFT transactions, you need to assign a transaction code, bank, and bank account number.

### Use Employee Bank Information

Checkbox used to load an employee's direct deposit information to the vendor information. The checkbox only displays if direct deposit information has been set up for the employee.

### Transaction Code

Setting indicating whether EFT payments to the vendor go into a checking or savings account. This setting also determines if you are submitting a payment or sending prenote data to verify the vendor's direct deposit information.

Select:

*22 - Checking Credit* - Allows deposit of electronic funds to vendor's checking account.

*23 - 2nd Checking Prenote* - Creates the final checking prenote when EFT transactions are processed in a check run.

*24 - 1st Checking Prenote* - Creates the first checking prenote when EFT transactions are processed in a check run.

*32 - Savings Credit* - Allows deposit of electronic funds to vendor's checking account.

*33 - 2nd Savings Prenote* - Creates the first savings prenote when EFT transactions are processed in a check run.

*Blank* - Indicates payment checks are printed for this vendor.

Your selection depends on the type of account the vendor uses and how many times you want to submit prenote data to your bank before allowing EFT payments for the vendor.

After you set up the vendor's EFT information, the system updates this transaction code based on vendor check processing. For example, if payments should be made to a vendor's savings account and the bank requires only one prenote, you would assign 33 - 2nd Savings Prenote. When you process a check run that includes the vendor, the system changes the field to 32 - Savings Credit, even if no payables exist for the vendor.

**Bank Code**

Bank where the vendor's funds are routed, also known as the receiving depository financial institution in terms of Automated Clearing House (ACH) transactions.

The system displays the bank's routing number in the display-only ABA Number field to the right after you select the appropriate record from the Bank table.

**Account Number**

Vendor's bank account number. This number appears in the ACH files sent to your bank. [Character/17]

**PO Email**

Email address for the vendor's purchasing department. This address is used in emailing purchase orders and change orders to the vendor. [Character/50]

**A/P Email**

Email address for the vendor's accounts payable department. [Character/50]

When EFT payment is issued, the system sends a notification to this address. However, your network's mail server must be set up for this feature. To verify if the server is configured properly, contact your system administrator.

**Email Voucher Confirmations**

Checkbox indicating whether the system should send email confirmations to the vendor whenever EFT payments are made. Emails go to the address in the A/P Email field.

Select the box if emails should be sent. Otherwise, leave it blank.

---

**Sample Vendor List Report - Vendor Name Order**

POWERSCHOOL		YOUR ORGANIZATION'S NAME		PAGE NUMBER: 1
DATE: MM/DD/YYYY		VENDOR LIST - VENDOR NAME ORDER		UPPVEN31
TIME: HH:MM:SS				
SELECTION CRITERIA: vendor.vend_no='114'				

CODE	SEARCH NAME/ADDRESS/PHONE/CONTACT	VENDOR NAME/PAYABLE ADDRESS/PHONE	COMMODITIES	STATUS
114	DUNBAR SUPPLY COMPANY 123 FAIRYLAND ROAD SUITE B VALLEY VIEW PA 82738 (782-811-2377) FAX (782-811-2777) FIONA MICHAELSON MINIMUM CHECK AMOUNT 0.00 SALES TAX RATE 0.00000 USE TAX RATE 0.00000 EFT INFORMATION: TRANSACTION CODE: XX ACCOUNT NO.: XXXX8819 A/P EMAIL: mdunbar@yahoo.com DOING BUSINESS AS: MICHAEL DUNBAR INCORPORATED WEB ADDRESS: www.michaeldunbarsupply.com	123 FAIRYLAND ROAD SUITE B VALLEY VIEW PA 82738 (782-811-2377) FAX (782-811-2777) FIONA DISCOUNT N DISC PCT .00000 DISC DAYS	TAX ID XX-XX8827 FM 1099 N ACTIVE MM/DD/YY HOLD N PAID .00 ---1099 INFORMATION--- BOX YTD AMOUNT MISC .00 G .00 INT .00  BANK CODE: XXX BANK NAME: XXXXXXXXXXXXXXXXXXXXX ROUTING NO.: XXXXXXXXXX PO EMAIL: fmichaelson@yahoo.com	

## Sample Vendor List Report - Vendor Code Order

POWERSCHOOL  
DATE: MM/DD/YYYY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
VENDOR LIST - VENDOR CODE ORDER

PAGE NUMBER: 1  
UPPVEN31

SELECTION CRITERIA: vendor.vend\_no='114'

CODE	VENDOR NAME/ADDRESS/PHONE/CONTACT	PAYABLE ADDRESS/PHONE	COMMODITIES	STATUS
114	DUNBAR SUPPLY COMPANY 123 FAIRYLAND ROAD SUITE B VALLEY VIEW PA 82738 (782-811-2377) FAX (782-811-2777) FIONA MICHAELSON MINIMUM CHECK AMOUNT 0.00 SALES TAX RATE 0.00000 USE TAX RATE 0.00000 EFT INFORMATION: TRANSACTION CODE: XX ACCOUNT NO.: XXXX8819 A/P EMAIL: mdunbar@yahoo.com DOING BUSINESS AS: MICHAEL DUNBAR INCORPORATED WEB ADDRESS: www.michaeldunbarsupply.com	DUNBAR SUPPLY COMPANY 123 FAIRYLAND ROAD SUITE B VALLEY VIEW PA 82738 (782-811-2377) FAX (782-811-2777) FIONA DISCOUNT N DISC PCT .00000 DISC DAYS	TAX ID XX-XX8827 FM 1099 N ACTIVE MM/DD/YY HOLD N PAID .00 ---1099 INFORMATION--- BOX YTD AMOUNT MISC .00 G .00 INT .00	
			BANK CODE: XXX BANK NAME: XXXXXXXXXXXXXXXXXXXXX ROUTING NO.: XXXXXXXXX PO EMAIL: fmichaelson@yahoo.com	




## Commodity Class Codes Page

Use this page to update the Commodity Class codes assigned to a vendor. You can add up to 100 codes to a vendor's record.





Commodity Class codes are taken from the first three digits of the codes in the Purchasing System's Commodity table. Once tied to a vendor, these codes are used for generating mailing labels in the Vendor Bidding System's Bid List Mailing Labels report option.

For more information on commodity class codes, refer to [Commodity Table \(page 31\)](#) and [Commodity Table: Concepts \(page 35\)](#).

**Menu Path:**  Purchasing > Reference Tables > Reference Tables > Vendor List > search for and select the vendor > click **Classes** on the Action Bar

### Procedures


#### Assigning Commodity Class Codes to a vendor


1. Select  Purchasing > Reference Tables > Reference Tables > Vendor List.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select a vendor, and then click **Classes** on the Action Bar.  
If no classes have been assigned to the vendor, a row displays with a blank Code field and the message *No commodity classes for this vendor*. Otherwise, the page displays the vendor's list of classes.
4. If needed, click in the area below the list to display a line with a blank Code field.
5. In the Code field, click  (Lookup) to display the Commodity Class Lookup page, which lists all commodity classes available in your database.
6. Select the class you want to assign, and then click  (OK).
7. When you return to the Commodity Class window, press <Tab> to accept the code displayed.  
A new line displays below for adding another class.
8. Repeat Steps 5-7 for each additional class to assign.
9. Click  (OK) to save your entries and return to the Vendor Information page.

#### Note

You do not need to use the **Insert Row** item on the Action Bar. After you save and exit the page, the classes re-sort in Code order. You also can sort the list while in the Commodity Class Codes by clicking the header at the top of the Code column.

#### Deleting a vendor's Commodity Class Codes



1. Select  Purchasing > Reference Tables > Reference Tables > Vendor List.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select a vendor, and then click **Classes** on the Action Bar.
4. Select the class you want to delete.

5. Click **Delete Row** on the Action Bar.
6. Repeat Steps 4-5 for each additional class to delete.
7. Click  (OK) to save your deletions and return to the Vendor Information page.

---

## Fields

### Code

Code identifying a class of products or services in the Commodity table. To select a class from the table, use the field's  (Lookup) button, select the class, and then click  (OK).

Commodity class codes are the first three digits of a commodity code. For example, if the code for a specific type of paper is *150* would refer to all types of paper.

When a class code is assigned, the vendor can bid on any paper product in the Vendor Bidding System.


### Description

Name or title of the commodity class, as stored in the first line of the Description field in the associated Commodity record.

## Payment History Page

---

Use this page to look up payment records for the current vendor. Each summary record includes the following information for each listed transaction: due date, invoice number, encumbrance number, check date, check number, description, amount, and a code indicating the type of transaction.

**Menu Path:**  Purchasing > Reference Tables > Reference Tables > Vendor List > search for and select a vendor > click **Payments** on the Action Bar

### Action Bar Items

The Payment History page's Action Bar displays the following items:

Detail	Displays the Transaction Detail page, which provides information for a selected transaction.
Totals	Displays the Payment Totals page, which provides the total invoice and vendor check amounts for a selected transaction.

### Search Criteria and Results

The Payment History page lets you search for payable records based on either a specific purchase order/encumbrance number or invoice number. The page's search fields, therefore, do not respond to criteria the same way as fields in standard Search Criteria sections.

- When you enter a purchase order or encumbrance number, the system retrieves payable transactions associated with the encumbrance. The List section's Invoice column shows the invoice number, if any, tied to each transaction.
- When you enter an invoice number, the system lists payable transactions tied to the invoice. The Invoice column shows the purchase order or encumbrance number for each transaction.


If you search based on purchase order or invoice number, the following kinds of transactions display:



- Records created using Fund Accounting's Post Accounts Payable option. If you used the Vendor Checks option to issue a check for a payable item, the check number and date also display on the same row as the payable record.
- Adjustments made to a payable item using Fund Accounting's Change Accounts Payable option. A Change Accounts Payable transaction creates two records: one that resets the payable item's amount to zero and a second that determines the new amount.
- Checks created with Fund Accounting's Manual Checks option. Manual checks, unlike those created with the Vendor Checks option, do not reference existing payable items. Therefore, they are designated with a separate transaction code and generate their own Transaction records.
- Voided checks created with Fund Accounting's Void Checks option. Void Check records have negative amounts.

---


## Procedures

### Viewing a vendor's payment history



1. Select  Purchasing > Reference Tables > Reference Tables > Vendor List.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select a vendor, and then click **Payments** on the Action Bar to display the Payment History page.


4. In the Search Criteria section, enter criteria identifying the records to list. You cannot access the Encumbrance, Payment, and Balance fields.
5. Click  (OK).  
The records that match your criteria display in the List section.
6. You cannot access the section's Vendor, Encumbrance, Payment, and Balance fields.
7. Click  (OK) to list the matching payment transactions.


#### Viewing payment totals for a payment transaction

1. Complete the procedure for viewing a vendor's payment history.
2. Select the payment.
3. Click **Totals** on the Action Bar to display the Payment Totals page.
4. Click  (Back) to return to the Payment History page.

#### Viewing additional details on a selected payment transaction


1. Complete the procedure for viewing a vendor's payment history.
2. Select the payment, and then click **Detail** on the Action Bar to display the Transaction Detail page. The page lists complete information on the payment.
3. For additional information on the transaction:
  - To view a payment's approval information, click Approval Status on the Action Bar to display the Payables Approval Status window.
  - To attach a document to the payment or view an existing attachment, click  (View Attachments). For more information, refer to [Attachments Page \(page 23\)](#).
  - To view any notes associated with the payment, click  (Notes). For more information refer to [Notes Page \(page 24\)](#).

For each of the above, click  (Back) to return to the Transaction Detail page.

4. Click  (Back) to return to the Payment History page.



## Vendor Transactions Page

Use this page to view details on purchase orders and payments. The Vendor Transactions page allows you to search for and list the transactions while working with your vendor records.

**Menu Path:**  Purchasing > Reference Tables > Reference Tables > Vendor List > search for and select a vendor > click **Transactions**


### Procedure

#### Viewing a vendor's payment history

1. Select  Purchasing > Reference Tables > Reference Tables > Vendor List.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select a vendor, and then click **Transactions** on the Action Bar to display the Vendor Transactions page.
4. In the page's Selection Criteria section, enter criteria to identify specific transactions, and then click  (OK) to list them.

The List section displays transaction records that match your criteria. The TC (Transaction Code) column identifies the types of transactions:

Code	Description	Transaction
17	Add Encumbrance	Purchase Order
18	Change Encumbrance	Change Order
20	Manual Check	Manual or Void Check
21	Accounts Payable Check	Accounts Payable

5. To view details on a transaction, select the transaction, and then click **Details** on the Action Bar to display the Transaction Detail page.
  - To view the transaction's Purchase Order Information page, click **More Info** on the Action Bar. For additional details, refer to [Purchase Order Information Page \(page 127\)](#).
  - To view a transaction's Payable Approval Status page, select the transaction, and then click **Approval Status** on the Action Bar. This item only displays for a transaction that required accounts payable approval (as opposed to purchase order approval).
6. Click  (Back) as needed to return to previous pages.


## User-Defined Vendor Pages

---

The Fund Accounting Profile page has a Vendor Windows item on its Action Bar that allows your district to set up user-defined pages for associating additional information with vendor records.

You can access a user-defined page from the Vendor Information page using the Defined Windows page, which lists all of the user-defined vendor pages stored in your system.





For information on adding user-defined vendor pages, refer to the Fund Accounting Profile section of your System Administration manual.

**Menu Path:**  Purchasing > Reference Tables > Reference Tables > Vendor List > generate a list of vendors, and then click **Defined Windows** on the Action Bar.

---

### Procedure

#### Updating a user-defined vendor page

1. Select  Purchasing > Reference Tables > Reference Tables > Vendor List to display the Vendor Information page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. In the List section, select the desired vendor.
4. Click **Defined Windows** on the page's Action Bar.
5. In the Defined Windows selector, select a defined page, and then click  (OK) to display it.
6. Add, change, or delete information in the page's fields, keeping the following in mind:
  - Some fields in a user-defined page may be required. The system does not allow you to exit a page until you complete its required fields
  - All fields that display on the right-hand side of a user-defined vendor page are table-verified. In these fields, you can use the  (Lookup) button to select a code from the appropriate table.
  - These pages may include fields that only accept entries that were defined when the page was set up. Usually, the entries allowed by the system display in the help message that appears when you are in the field.
  - The system only accepts the type of data defined for a field. For example, a field defined for numeric data only accepts numbers.
7. Click  (OK) to save the record.

## Shipping Table

---

The Shipping table stores address information for the locations where purchase order items are delivered when shipped. You can add new locations, change or delete existing records, and print a report of selected shipping locations.

**Menu Path:**  Purchasing > Reference Tables > Reference Tables > Shipping Codes

### Using Shipping Table Records

You use Shipping Table records to identify locations requesting and receiving commodities. Ship To codes are entered when adding requisitions and purchase orders. Following are some important functions of the Shipping table:




- If you use Purchasing's Mass Convert Requisitions to POs option, the generated purchase orders retain the Ship To codes from the original requisitions.
- If you use Warehouse Inventory, you can define a shipping location as a warehouse by adding a Ship To code to the Warehouse Code table. For more information, refer to your Warehouse Inventory manual.
- If you use Vendor Bidding to convert bids to purchase orders, you must link Ship To codes in Vendor Bidding's Default Location Crosswalk table. For more information, refer to your Vendor Bidding manual.

---




### Procedures

Following are procedures for adding, changing, deleting, and printing Shipping Table records.


#### Adding a Shipping Table record


1. Select  Purchasing > Reference Tables > Reference Tables > Shipping Codes to display the Shipping Information page.
2. Click  (Add New).
3. In the Shipping Data section, enter a Ship To Code, and complete the Address Lines.
4. Click  (OK) to save the record.

#### Updating an existing Shipping Table record

1. Select  Purchasing > Reference Tables > Reference Tables > Shipping Codes to display the Shipping Information page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the record you want, and then click  (OK).
4. Change field values as needed.
5. Click  (OK) to save the record.

#### Deleting a Shipping Table record



1. Select  Purchasing > Reference Tables > Reference Tables > Shipping Codes to display the Shipping Information page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. Select the record to delete.
4. Click  (Delete).
5. In the Confirmation dialog, click **Yes**.

**Note**

You cannot delete records that are being used in existing transactions.

**Generating the Shipping Table report**

1. Select  Purchasing > Reference Tables > Reference Tables > Shipping Codes to display the Shipping Information page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Click  (Print)
4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *ship.rpt*.

**Fields****Ship To Code**

Code identifying the shipping location. [Character/8]

This code is used on requisitions and purchase orders to identify where the item should be shipped. The field is left justified. Therefore you must use the same length for the codes to sort properly in lists and reports. For example, if the maximum number of entries you want to use is 999, enter 001 as the first code to keep the numbers in the proper sequence.

**Address Line 1-4**

Four lines of address information for the shipping location. [Character/35 per line].

Depending on your procedures, you can use the name of the location for Address Line 1, for example, *CENTRAL SUPPLY*.

**Sample Shipping Table Report**

POWERSCHOOL  
DATE: MM/DD/YYYY  
TIME: HH:MM:SS  
SELECTION CRITERIA: ALL

YOUR ORGANIZATION'S NAME  
SHIPPING TABLE

PAGE NUMBER: 1  
UPSHIP16

SHIPPING CODE	----- ADDRESS -----
1000	ADMINISTRATION OFFICE 1000 LINDEN STREET BETHLEHEM, PA 18018
2000	CENTRAL WAREHOUSE 4800 CENTER STREET BETHLEHEM PA 18018
3000	ANNEX BUILDING 1100 LINDEN STREET BETHLEHEM PA 18018
4000	TRANSPORTATION CENTER 1550 8TH AVENUE BETHLEHEM, PA 18018
5000	PURCHASING DEPARTMENT 1000 LINDEN STREET BETHLEHEM, PA 18018



## Approval Table

---

In the Purchasing System, the Approval table defines approval requirements for requisitions, purchase orders, and change orders. An Approval table record includes user IDs of the authorized approvers and dollar amount ranges for transactions requiring approvals. The table is used in both Purchasing and Fund Accounting.

Depending on the setup in your Fund Accounting Profile, approvals can be assigned by either key organization or user-defined group. If the Profile's Approvals by Organization checkbox is selected, then approvals are assigned by key organization. Otherwise, approval groups apply.

If the Profile allows accounts payable and batch transfer/adjustment approval processing, then the table can also be used to set approval levels in Fund Accounting for these transactions.



For more information on setting up Approval records, including use of the Action Bar's Copy item, refer to [Approval Table: Concepts \(page 62\)](#).

**Menu Path:**  Purchasing > Reference Tables > Reference Tables > Approvals


---

### Procedures




#### Adding an Approval Table record

1. Select  Purchasing > Reference Tables > Reference Tables > Approvals to display the Approval Information page.
2. Click  (Add New).
3. Enter a Code and Description to identify the record.

As indicated by the asterisk's, the \*Approval\* field's title is user-defined.

4. Complete the following tabs as needed: Requisition, Purchase Order, Change Order, Accounts Payable, and Budget Transfer/Adjustment.
5. Click  (OK).



#### Updating an existing Approval record

1. Select  Purchasing > Reference Tables > Reference Tables > Approvals to display the Approval Information page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select an Approval record in the List section, and then click  (OK).
4. Change field values as needed.
5. Click  (OK).

#### Note

Updates to Approval Table records apply to all subsequent transactions, but do not affect existing requisitions, purchase orders, and change orders. We recommend that before making changes to records in the Approval table, you should verify that all existing transactions are fully approved.



## Deleting an Approval record

1. Select  Purchasing > Reference Tables > Reference Tables > Approvals to display the Approval Information page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the record to delete.
4. Click  (Delete).
5. In the Confirmation dialog, click **Yes**.

### Note

You cannot delete records that are tied to requisitions, purchase orders, change orders, payables, or budget adjustments/transfers.

## Generating the Approval Table report

1. Select  Purchasing > Reference Tables > Reference Tables > Approvals to display the Approval Information page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Click  (Print).
4. In the Type of Report window, select one of the following to specify the Approval Table report types to print for each record:

Requisitions	Requisition and vendor bid information
POs	Purchase Order information
Change Orders	Change Order information
Acct. Payable	Accounts Payable information
Budget	Budget Transfer/Adjustment information
All	All report types
Cancel	Cancel printing

5. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *apprtype.rpt*.

## Fields

### Approval Data Panel

Use this section to enter information identifying the Approval Table record. The \*Approval Code\* field's title is defined in the Fund Accounting Profile.

#### \*Approval\*

Code identifying the approval organization or user-defined approval group. [Character/16]

The Fund Accounting Profile's Approvals By Organization field determines whether approvals are issued by key organization or user-defined group.

- If the Approvals By Organization checkbox is selected, your entry in the \*Approval\* field is verified against Fund Accounting's Organization Chart.
- If the Approvals By Organization checkbox is not selected, enter a code identifying the approval group.

**Note**

As indicated by the asterisks, the title of the \*Approval\* field is user defined in the Fund Accounting Profile (Group Title field). As a result, the title used in your system may be different.

**Description**

Full description of the approval group or organization. This description appears on requisitions and purchase orders. [Character/35]

If your Fund Accounting Profile is set to approve by organization, the description defaults from the Organization Chart according to your entry in the \*Approval\* field. The default may be changed if needed.

**Tabs**

The Approval Information page includes the following tabs: Requisition, Purchase Order, Change Order, Accounts Payable, and Budget Transfer/Adjustment. All tabs allow up to five approval levels. They include the same fields, except for the Requisition tab, which has a Vendor Bid checkbox.

**Level**

Approval levels 1-5. Display only.

**Approver**

User ID of the primary person authorized to approve at the indicated level. Entries are verified against Security's Users table.

A transaction is not considered fully approved until it has been approved at all required levels. A transaction is considered denied if it has been denied at one level.

**Alternate (1st and 2nd)**

User IDs of alternates who are authorized to approve at the indicated level. Alternates can approve transactions if the primary approver is not available.

**Req(quired)**

Checkbox designating whether approval is required at the indicated level.

- Select the checkbox if the approval level is required.
- Leave the checkbox blank if items are automatically approved at this level.

**Low Amount**

Minimum amount requiring approval at this level. Approval is not required at this level for transactions that total less than this amount, even if the Required checkbox is checked.

**High Amount**

Maximum amount requiring approval at this level.

The following example shows entries for a record with two required levels of approval:

<b>Level</b>	<b>Req(quired)</b>	<b>Low Amount</b>	<b>High Amount</b>
1	Y	300.00	500.00
2	Y	0.00	300.00

In this setup, a requisition or purchase order totaling \$350 with one line item at \$150 and another at \$200 requires approval at Level 1 but not Level 2.

**Vendor Bid**

Checkbox indicating whether approval is required for requisition items designated as vendor bid items. This field only applies to the Requisition tab.

Leave the field blank if the approval level does not apply to bid items.

## Sample Approval Table Report - Organization

POWERSCHOOL  
DATE: MM/DD/YYYY  
TIME: HH:MM:SS

### YOUR ORGANIZATION'S NAME APPROVAL TABLE

PAGE NUMBER: 1  
appr.4g1

APP_GROUP	DESCRIPTION	TYPE	LEVEL	USER 1	USER 2	USER 3	REQ	LOW AMOUNT	HIGH AMOUNT
110002521120	ADMINISTRATION	A/P	1	LEVEL NOT DEFINED FOR TYPE A/P					
		BUD	1	LEVEL NOT DEFINED FOR TYPE BUD					
		CHG ORD	1	LEVEL NOT DEFINED FOR TYPE CHG ORD					
		PO	1	LEVEL NOT DEFINED FOR TYPE PO					
		REQ	1	gallujac	hylanmar	rossijud	Y	100.00	0.00
		VB	1	gallujac	hylanmar	rossijud	Y	100.00	0.00
110003010050	TRANSPORTATION	A/P	1	LEVEL NOT DEFINED FOR TYPE A/P					
		A/P	2	LEVEL NOT DEFINED FOR TYPE A/P					
		A/P	3	LEVEL NOT DEFINED FOR TYPE A/P					
		BUD	1	LEVEL NOT DEFINED FOR TYPE BUD					
		BUD	2	LEVEL NOT DEFINED FOR TYPE BUD					
		BUD	3	LEVEL NOT DEFINED FOR TYPE BUD					
		CHG ORD	1	LEVEL NOT DEFINED FOR TYPE CHG ORD					
		CHG ORD	2	LEVEL NOT DEFINED FOR TYPE CHG ORD					
		CHG ORD	3	LEVEL NOT DEFINED FOR TYPE CHG ORD					
		PO	1	LEVEL NOT DEFINED FOR TYPE PO					
		PO	2	LEVEL NOT DEFINED FOR TYPE PO					
		PO	3	LEVEL NOT DEFINED FOR TYPE PO					
		REQ	1	wendtale	clintale		Y	100.00	0.00
		REQ	2	martidan	bryanjea		Y	100.00	0.00
		REQ	3	lynchpat	willioar		Y	100.00	0.00
110003110020	MAINTENANCE	VB	1	wendtale	clintale		Y	100.00	0.00
		VB	2	martidan	bryanjea		Y	100.00	0.00
		VB	3	lynchpat	willioar		Y	100.00	0.00
		A/P	1	LEVEL NOT DEFINED FOR TYPE A/P					
		A/P	2	LEVEL NOT DEFINED FOR TYPE A/P					
		BUD	1	LEVEL NOT DEFINED FOR TYPE BUD					
		BUD	2	LEVEL NOT DEFINED FOR TYPE BUD					
		CHG ORD	1	LEVEL NOT DEFINED FOR TYPE CHG ORD					
		CHG ORD	2	LEVEL NOT DEFINED FOR TYPE CHG ORD					
		PO	1	LEVEL NOT DEFINED FOR TYPE PO					
		PO	2	LEVEL NOT DEFINED FOR TYPE PO					
		REQ	1	wiesslin	yellarob		Y	100.00	0.00
		REQ	2	grossjam	carlstam		Y	100.00	0.00
		VB	1	wiesslyn	yellarob		Y	100.00	0.00
		VB	2	grossjam	carlstam		Y	100.00	0.00

## Sample Approval Table Report - Group

POWERSCHOOL  
DATE: MM/DD/YYYY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
APPROVAL TABLE

PAGE NUMBER: 1  
appr.4g1

APP_GROUP	DESCRIPTION	TYPE	LEVEL	USER 1	USER 2	USER 3	REQ	LOW AMOUNT	HIGH AMOUNT
100	ADMINISTRATION	A/P	1	LEVEL NOT DEFINED FOR TYPE A/P					
		BUD	1	LEVEL NOT DEFINED FOR TYPE BUD					
		CHG ORD	1	LEVEL NOT DEFINED FOR TYPE CHG ORD					
		PO	1	LEVEL NOT DEFINED FOR TYPE PO					
		REQ	1	gallujac	hylanmar	rossijud	Y	100.00	0.00
		VB	1	gallujac	hylanmar	rossijud	Y	100.00	0.00
200	MAINTENANCE	A/P	1	LEVEL NOT DEFINED FOR TYPE A/P					
		A/P	2	LEVEL NOT DEFINED FOR TYPE A/P					
		BUD	1	LEVEL NOT DEFINED FOR TYPE BUD					
		BUD	2	LEVEL NOT DEFINED FOR TYPE BUD					
		CHG ORD	1	LEVEL NOT DEFINED FOR TYPE CHG ORD					
		CHG ORD	2	LEVEL NOT DEFINED FOR TYPE CHG ORD					
		PO	1	LEVEL NOT DEFINED FOR TYPE PO					
		PO	2	LEVEL NOT DEFINED FOR TYPE PO					
		REQ	1	wiesslin	yellarob		Y	100.00	0.00
		REQ	2	grossjam	carlstam		Y	100.00	0.00
		VB	1	wiesslyn	yellarob		Y	100.00	0.00
		VB	2	grossjam	carlstam		Y	100.00	0.00
300	TRANSPORTATION	A/P	1	LEVEL NOT DEFINED FOR TYPE A/P					
		A/P	2	LEVEL NOT DEFINED FOR TYPE A/P					
		A/P	3	LEVEL NOT DEFINED FOR TYPE A/P					
		BUD	1	LEVEL NOT DEFINED FOR TYPE BUD					
		BUD	2	LEVEL NOT DEFINED FOR TYPE BUD					
		BUD	3	LEVEL NOT DEFINED FOR TYPE BUD					
		CHG ORD	1	LEVEL NOT DEFINED FOR TYPE CHG ORD					
		CHG ORD	2	LEVEL NOT DEFINED FOR TYPE CHG ORD					
		CHG ORD	3	LEVEL NOT DEFINED FOR TYPE CHG ORD					
		PO	1	LEVEL NOT DEFINED FOR TYPE PO					
		PO	2	LEVEL NOT DEFINED FOR TYPE PO					
		PO	3	LEVEL NOT DEFINED FOR TYPE PO					
		REQ	1	wendtale	clintale		Y	100.00	0.00
		REQ	2	martidan	bryanjea		Y	100.00	0.00
		REQ	3	lynchpat	willicar		Y	100.00	0.00
		VB	1	wendtale	clintale		Y	100.00	0.00
		VB	2	martidan	bryanjea		Y	100.00	0.00
		VB	3	lynchpat	willicar		Y	100.00	0.00

## Approval Table: Concepts

---

The following sections explain the settings used to enter new records in the Approval table and describe how the system applies these records. An additional section, [Copying Approval Table Records](#), addresses how the Action Bar's Copy item can be used to either copy information from one record to another or create a new record based by copying an existing one.

### Approval Table Settings

When you add a requisition, purchase order, or change order, the Approval record assigned determines the approval group and rules required for approving the transaction. For each approval group in the table, you define the following settings for requisitions, requisition bid items, purchase orders, and change orders:

- Number of approval levels that apply and the number of levels required.
- Valid approvers at each level, one primary approver and up to two alternates.
- Low and high dollar amounts for each approval level.

### Requisition, Purchase Order, and Change Order Approval

For a requisition to be fully approved, the following conditions must be met for all line items:

- A valid approver needs to approve items for every required level defined in the corresponding Approval Table record.
- If an approval level has low and high amounts defined and the requisition's total cost does not fall within this range, the approval level is not required.
- If a requisition item is marked as a bid item, the system checks the Approval Table record for levels where the Vendor Bid checkbox is selected. If it is selected for a level and the requisition's total amount is within the level's low/high amount range, then the bid item requires approval at that level.
- If a requisition item has a distribution account within an account range defined in the Account Approval table, then account-based approval is also required. For more information, refer to [Account Approval Table \(page 64\)](#).
- A requisition item is considered denied if it has been denied by an approver at any approval group level, regardless of whether the level is required.
- Purchase order approval follows the same rules as requisitions except for bid items. Purchase orders do not go through additional bid processing.
- Change order approval follows the same rules as purchase orders. However, if a change order is entered that reduces the total amount of the purchase order, the change order will not require approval unless account-based approval is used.

### Using the Action Bar's Copy Item

The **Copy** item on the Approval Information page's Action Bar has two functions:

- If you click the button before generating a list of records, you can copy approval information to your Approval records from either Requisitions or Purchase Orders.
- If you click the button after generating a list of records, you can create new Approval records by copying information an existing record.

### Copying Approval Information to Approval Record

If your organization has set up approval groups, and defines approval requirements for change orders, the **Copy** item is available when you first display the Approval Information page.

Clicking the item displays the Copy Selection window, which includes the following buttons:

Requisitions	Copies approval setup information from the Requisition tab into the Change Order tab for all approval groups.
Purchase Orders	Copies approval setup information from the Purchase Order tab into the Change Order tab for all approval groups.




### Creating Approval Records by Copying Existing Records

After you generate a list of records in the Approval Information page, you can use the Action Bar's **Copy** item to create new approval records from an existing record.

Clicking the button displays the Copy Information page, which includes Current and New sections. The Current section displays the record to copy from, while the New section identifies the new record.

All of the approval information in the record being copied will be added to the new record. However, if needed, you can modify the new record after you create it by following the standard update procedure.

### Creating a new Approval record from an existing record

1. Select  Purchasing > Reference Tables > Reference Tables > Approvals to display the Approval Information page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the record you want to copy information from.
4. Click **Copy** on the Action Bar.
5. In the New section, enter a code in the APPROVAL field to identify the record you are creating, and then enter a Description.
6. Click  (OK)
7. To add another record, repeat Steps 4-6.
8. Click  (Back) to return to the homepage.


#### Note

The title of the APPROVAL field in the New section is user defined in the Fund Accounting Profile's Group Title field. As a result, the title used in your system may be different.

## Account Approval Table

---

Records in the Account Approval table define account-based approval requirements for requisitions, purchase orders, and change orders. These records include the user IDs of the individuals authorized to approve items and the range of accounts (objects) that require approval. These records also are used in Fund Accounting for approving accounts payable, budget transfers, and budget adjustments.

**Menu Path:**  Purchasing > Reference Tables > Reference Tables > Account Approvals

### Using Account Approval Records

Account approval is required for a requisition, purchase order, or change order line item when its distribution uses an account defined in an Account Approval record's low/high account range. The account approval is in addition to the approval group assigned to the requisition, purchase order, or change order.

In an Account Approval record, you can set up different ranges for requisitions, purchase orders, and change orders and assign one approver and two alternates for each account range.




To view a complete listing of approval requirements for a requisition, purchase order, or change order item, follow the procedure for accessing the Requisition Approval Status page, Purchase Order Approval Status page, or Change Order Approval Status page. For additional information, refer to [Approval Table \(page 57\)](#).

---


### Procedures

Following are procedures for adding, copying, updating, deleting, and printing Account Approval records.

#### Adding an Account Approval Table record




1. Select  Purchasing > Reference Tables > Reference Tables > Account Approvals to display the Account Approval Table page.
2. Click  (Add New).
3. Enter a Code and Description to identify the record.
4. Complete the following tabs as needed: Requisition, Purchase Order, Change Order, Accounts Payable, and Budget Transfer/Adjustment.
5. Click  (OK)

#### Copying an existing Account Approval record to create a new one

1. Select  Purchasing > Reference Tables > Reference Tables > Account Approvals to display the Account Approval Table page.
  2. Click **Copy** on the Action Bar.
  3. In the Copy Selection window, select:
    - Requisitions* - to copy approval information from Requisitions.
    - Purchase Orders* - to copy approval information from Purchase Orders.
  4. In the Copy Confirmation dialog, click **Yes** to allow the copy function to overwrite existing approval information. The changes will not affect existing Change Orders.
- To cancel the copy process, click **No**.





### Updating an Account Approval record

1. Select  Purchasing > Reference Tables > Reference Tables > Account Approvals to display the Account Approval Table page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the record you want, and then click  (OK).
4. Change field values as needed.
5. Click  (OK)

#### Note

As indicated by the confirmation dialog, updates to Account Approval records do not affect existing requisitions, purchase orders, and change orders that are already associated with the approval group. The updates apply to all subsequent transactions for the approval group. We recommend verifying that all existing transactions are fully approved before making changes to Account Approval records.


### Deleting an Account Approval record

1. Select  Purchasing > Reference Tables > Reference Tables > Account Approvals to display the Account Approval Table page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the record to delete.
4. Click  (Delete).
5. In the Confirmation dialog, click **Yes**.

#### Note

You cannot delete records that are being used in existing transactions.

### Generating the Account Approval Table report

1. Display the Account Approval Table page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Click  (Print)
4. In the Type of Report window, select one of the following to specify the Account Approval Table report types to print for each record:
 

Requisitions	Requisition and vendor bid information
POs	Purchase Order information
Change Orders	Change Order information
Acct. Payable	Accounts Payable information
Budget	Budget Transfer/Adjustment information
All	All report types
Cancel	Cancel printing
5. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *appracct.rpt*.

## Fields

When entering an Account Approval record, you identify the record in the Approval Data section, and then you define account-based approval requirements using the available tabs.

## Approval Data Section

Use the following fields to identify the Account Approval record.

### Code

Code identifying the Account Approval record. [Character/8]

### Description

Full description of the Account Approval record. [Character/35]

## Tabs

Use the fields in the Requisition, Purchase Order, Change Order, Accounts Payable, and Budget Transfer-/Adjustment tabs to identify approvers, alternates, and account ranges for account-based approvals. The tabs include the same fields. Your access to specific tabs depends on your security resources.

### Approver

Login ID of the primary person authorized to issue approvals for the account range identified. Entries are verified against Security's Users table.

### Alternate (1st and 2nd)

Login IDs of alternate employees authorized to issue approvals for the identified account range. Alternates can authorize items when the primary approver is not available. [Character/8, each alternate]

### Low Account

Low account for this approval range. Items charged against this account and those accounts up to and including the high account require account approval.

### High Account

High account for this approval range. Items charged against this account and those accounts down to and including the low account require account approval.


## Sample Account Approval Table Report

POWERSCHOOL			YOUR ORGANIZATION'S NAME ACCOUNT APPROVAL TABLE			PAGE NUMBER: 1	
DATE: MM/DD/YYYY						MODULE: APPACCT1	
TIME: HH:MM:SS							
SELECTION CRITERIA: ALL							
CODE	DESCRIPTION	TYPE	USER 1	USER 2	USER 3	LOW ACCOUNT	HIGH ACCOUNT
EQUIP	EQUIPMENT	A/P					
		BUD					
		CHG					
		PO	marticin	support		100	299
		REQ	marticin	support		100	299
SUPPLY	SUPPLIES	A/P					
		BUD					
		CHG					
		PO	smithtim			500	599
		REQ	smithtim	support	johnsden	500	599
UTILITY	UTILITIES	A/P					
		BUD					
		CHG					
		PO	larsopat	support		300	399
		REQ	larsopat	support		300	399

## Purchasing Defaults Table

The Purchasing Defaults table defines a specific list of approval groups and shipping codes that an individual user will have access to when entering or changing requisitions and purchase orders.

In addition, you can assign the approval group and shipping code that will default for the individual user. These groups and codes will be available in the following Purchasing System options: Requisitions, Next Year's Requisitions, Purchase Orders, and Next Year Purchase Orders.

**Menu Path:**  Purchasing > Reference Tables > Reference Tables > Purchasing Defaults

### Action Bar Item

The Purchasing Defaults page's Action Bar includes the following item:

Copy	Displays the Copy Purchasing Defaults page, which allows you to copy *Approval*s, Ship Codes, or both from one user to another. As indicated by the asterisks, the title *Approval" is defined in the Fund Accounting Profile.
------	--

### Note





Once one user is set up in this table, you must create records for all users who will be entering and changing requisitions and purchase orders. Users who have not been added to the table will be unable to access requisitions and purchase orders.

## Procedures




### Assigning and unassigning purchasing defaults for a user

In Steps 3-4, the term *drag and drop* mean you position the pointer on the record, press and hold the left mouse button, move the pointer to the desired column, and then release the mouse button to drop the record.




You can drag and drop a range of records as follows: click the first record in the range, press the <Shift> key, click the last record in the range, press and hold the left mouse button, move the pointer to the desired column, and then release the button to drop the records.

1. Select  Purchasing > Reference Tables > Reference Tables > Purchasing Defaults to display the Purchasing Defaults page.
2. In the Search Criteria section, enter the User ID for the user who is being assigned \*Approval\*s and Ship Codes, and then click **Find**. You can also use  (Lookup) to select the user in the User Select window.
  - The \*Approval\*s and Ship Codes sections include columns of assigned records and records. The default for a section's assigned record is indicated by a .
3. To assign an approval group or shipping code to the user, drag a record from the respective section's unassigned column and drop it in the assigned column.
4. To unassign an approval group or shipping code, drag the record from the assigned column and drop it on the unassigned column.
5. To designate an assigned approval group or shipping code as the user's default, select the record, and then click **Set Default**. You can only designate one approval group and one shipping code as the defaults for a user.
6. When you finish assigning and unassigning defaults for a user, click  (Save).

## Copying purchasing defaults

1. Select  Purchasing > Reference Tables > Reference Tables > Purchasing Defaults to display the Purchasing Defaults page.
2. Click **Copy** on the Action Bar to display the Copy Purchasing Defaults window.
3. In the window's From field, select the user whose defaults you want to copy. Use the  (Lookup) button to select a user.
4. In the To field, select the user whom you want to assign the defaults to. Use the  (Lookup) button to select a user.
5. Select the following checkboxes to indicate the type of records you want to copy: Copy \*Approvals\* and Copy Ship Codes. By default, both boxes are selected.
6. Click **OK**. If needed, you then can assign and unassign records as outlined in the procedure above.

## Generating the User Purchasing Defaults report


1. Select  Purchasing > Reference Tables > Reference Tables > Purchasing Defaults to display the Purchasing Defaults page.
2. In the Selection Criteria section's User ID field, select a user, and then click  (OK) to display the user's defaults.
3. Click  (Print)
4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *purcDefaults.rpt*.

---

## Fields

### Search Criteria Section

#### User ID


Login ID the employee uses to sign into eFinancePLUS. Use the  (Lookup) button to select a user.

### \*Approval\*s Section

Lists the approval groups that are already assigned to the user, if any. As indicated by the asterisks, \*Approval\* is user defined in the Fund Accounting Profile.

#### Default

Indicates whether the approval group is the default for the \*Approval\* field when the user creates a new requisition or purchase order.

A  in this column identifies the approval group that is currently designated as the user's default. To change it, select another record, and then click **Set Default**. Only one row can be set as the default.

#### Assigned \*Approval\*s

The approval groups that will be available to the user when entering or changing a requisition or purchase order.

#### Unassigned \*Approval\*s


Approval groups that have not been assigned to the user. To assign a record, drag it to the Assigned \*Approval\*s column and then drop it.

### Ship Codes Section

Lists the shipping codes that are already assigned to the user, if any.

### Default

Indicates whether the shipping code is the default for the Ship Code field when the user creates a new requisition or purchase order.

A  in this column identifies the shipping code that is currently designated as the user's default. To change it, select another record, and then click **Set Default**. Only one row can be set as the default.

### Assigned Ship Codes

The shipping codes that will be available to the user when entering or changing a requisition or purchase order.

### Unassigned Ship Codes

Shipping codes that have not been assigned to the user. To assign a record, drag it to the Assigned Ship Codes column and then drop it.

---

## Sample User Purchasing Defaults Report

POWERSCHOOL  
DATE: 05/24/2016  
TIME: 17:23:53

YOUR ORGANIZATION'S NAME  
USER PURCHASING DEFAULTS

PAGE NUMBER: 1  
APPDEFAULTMAINT

SELECTION CRITERIA: sectb\_user.uid='support'

USER: support - YOUR NAME

----- \*Approval\*s -----  
\* 1030 - ADMINISTRATION  
3030 - MAINTENANCE

----- Ship Codes -----  
\* 1 - ADMINISTRATION OFFICE  
10 - CENTRAL WAREHOUSE

\* - Denotes the default choice for the \*Approval\* or ship code

## Distribution Templates Table

---

Use this table to create templates that include pre-defined accounting distributions for recurring requisitions and purchase orders, as well as any other case where you frequently use the same budget unit/account combinations. By selecting a template while adding a requisition or purchase order line item, you can avoid having to key in the required budget units and accounts. The table allows you to set up two types of templates:

**Percentage Templates** use a pre-defined percentage for each budget unit/account combination. This is useful when standard percentages apply to the distributions entered, for example, if two accounts share a set percentage of the charges. If needed, you can adjust the percentage during entry of the line item.





**Amount Templates** allow you to enter an amount for each budget unit/account combination, rather than a percentage. This is useful if the amounts for a line item vary but the distribution accounts are usually the same.

**Menu Path:**  Purchasing > Reference Tables > Reference Tables > Distribution Templates




---

### Procedures


#### Adding a Distribution Template record



1. Select  Purchasing > Reference Tables > Reference Tables > Distribution Templates to display the Distribution Templates page.
2. Click  (Add New).
3. Complete the fields in the Distribution Information section, and then click  (OK).
4. In the distributions section, enter the accounting distributions and the percentages that you want the template to apply.
5. Click  (OK).

#### Creating a Distributions Template from an existing record



1. Select  Purchasing > Reference Tables > Reference Tables > Distribution Templates to display the Distribution Templates page.
2. Click **Copy** on the Action Bar.
3. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
4. Select the record you want to copy information from. You can double-click the record or select it, and then click  (OK).  
The Copy Distribution Template window displays.
5. In the New Information section, enter a New Year, New Distribution Code, and New Title.
6. Click  (OK).
7. In the Confirmation dialog, click **Yes**.
8. To create another record from an existing template, repeat Steps 4-7.

#### Updating a Distributions Template record

1. Select  Purchasing > Reference Tables > Reference Tables > Distribution Templates to display the Distribution Templates page.
2. In the Search Criteria section, enter criteria identifying the records to list, then click **Find**.

3. Select a record, and then click  (OK).
4. In the top of the Distribution Information section, change the fields values as needed, and then click  (OK).



### Deleting a Distribution Template record

1. Select  Purchasing > Reference Tables > Reference Tables > Distribution Templates to display the Distribution Templates page.
2. In the Search Criteria section, enter criteria identifying the records to list, then click **Find**.
3. Select the record to delete.
4. Click  (Delete).
5. In the Confirmation dialog, click **Yes**.

#### Note

You cannot delete a template that is being used in a requisition or purchase order line item.

### Generating the Purchasing Distribution Templates report

1. Select  Purchasing > Reference Tables > Reference Tables > Distribution Templates to display the Distribution Templates page.
2. In the Search Criteria section, enter criteria to select the records to print.
3. Click  (Print)
4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *chrgdist.rpt*.

### Fields

Following are descriptions in the Distribution Template page's Distribution Information and (untitled) Financial Information sections.

#### Distribution Information Section

##### Year

Fiscal year that applies to the template. Select the year from the field's drop-down list.

##### Distribution Code

Unique code identifying the template. [Character/5]

##### Title

Text describing the template. [Character/30]

##### Default Account Info Only

Checkbox indicating whether the template's distributions use percentages or amounts.

Percentage Template - To set up a template that applies percentages to distributions, leave the checkbox blank. In this case, you can access the Percent fields to enter a percentage for each distribution.

Amount Template - To set up a template that uses amounts for distributions, select the checkbox. In this case, you cannot access the Percent fields. When a user is adding or updating a line item in a purchase order or requisition, the user can specify the amount for each distribution.

##### Rollover During Year-end Process

Checkbox indicating whether the template's information can be rolled to the next year when you run the Create New Year Ledgers option in fiscal year-end processing.

The use of this field depends on whether the template's budget units, accounts, and budget unit/account combinations will be valid in the new year.

Allow Rollover by selecting the checkbox. This enables the system to update the template's Year field to the new year during year-end processing. In this case, the template will roll during the Create New Year Ledger process, provided the distribution information exists for the new year.

Prevent Rollover by leaving the checkbox blank. Use this setting if the template's budget units, accounts, and budget unit/account combinations only apply to the current year or if you intend to set up a new distribution code for this template. You also can use the Copy on the Action Bar to copy the template for the new year.

## Distributions Section

The fields in this section define the template's distributions. You may complete up to 99 distribution lines. These fields can only be accessed if you selected the Default Account Info Only checkbox.

### \*Budget Unit\*

Code identifying the budget unit for a line item's charges. As indicated by the asterisks, the field's title is defined in the Fund Accounting Profile.

### Account

Account number for distributing the item's cost. The account must be tied to the budget unit identified. These combinations are defined in Fund Accounting's Expenditure and Revenue Ledgers.

### \*Project\*

Project code for the line item charges. The field's title is defined in the Fund Accounting Profile. This field only applies if you use project accounting.

### Account

Account number for charging the project expense. The project code and project account combination must be defined in the Project Ledger.

### Percent

Percentage of the item's total cost allocated to the distribution line's budget unit/account combination and, if applicable, project/project account. [Decimal/3,2]

The total of the percentages entered in the Percent column must equal 100% (1.00).

You can only access the Percent fields if the Default Account Info Only checkbox is not selected. If it is selected, users can enter amounts for line items, and percentages will not be used.

## Sample Purchasing Distribution Templates Report

POWERSCHOOL DATE: MM/DD/YYYY TIME: HH:MM:SS						YOUR ORGANIZATION'S NAME PURCHASING DISTRIBUTION TEMPLATES				PAGE NUMBER: 1 CHRGDIST	
SELECTION CRITERIA: distdeso.dist_year='11											
YEAR	DIST. CODE	TITLE	ACCT INFO ONLY?	ROLLOVER?	*Budget Unit*	ACCOUNT	*Project*	ACCOUNT	PCT		
11	1000	ADMINISTRATION DEPT	Y	Y	110010001100	610				0.00	
11	2000	ACCOUNTING DEPT	Y	Y	100111001001	610				0.00	
11	3000	PAYROLL DEPT	Y	Y	100011111000	610				0.00	
11	4000	OPERATIONS DEPT	N	Y	101100001011 111010001110	610 610				0.50 0.50	
11	5000	MAINTENANCE DEPT	N	Y	100101101001 110101001100	610 610				0.60 0.40	



## User Defined Tables

Use this option to set up and maintain tables for verifying fields in user-defined vendor pages created in the Fund Accounting Profile. User-defined pages are created by your site to track vendor information not otherwise stored in the baseline eFinancePLUS software.




If a user-defined page has any fields designated as table-verified, then you need to create the table and records to use for validation in the User Defined Tables page. For information on user-defined vendor pages, refer to the [Vendor List \(page 37\)](#).

Each record in a table includes three fields. The first identifies the table itself, while the other two are used for entering records consisting of a code and a description.




**Menu Path:**  Purchasing > Reference Tables > Reference Tables > User Defined Code

### Procedures



#### Adding a User Defined Table record

1. Select  Purchasing > Reference Tables > Reference Tables > User Defined Code to display the User Defined Tables page.
2. Click  (Add New).
3. In the Table Information section, enter a Table Code, a Code identifying a record, and a Title.
4. Click  (OK) to save the record.

#### Updating a User Defined Table record

1. Select  Purchasing > Reference Tables > Reference Tables > User Defined Code to display the User Defined Tables page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the record you want, and then click  (OK).
4. Change field values as needed.
5. Click  (OK) to save the record.



#### Deleting a User Defined Table record

1. Select  Purchasing > Reference Tables > Reference Tables > User Defined Code to display the User Defined Tables page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the record to delete.
4. Click  (Delete).
5. In the Confirmation dialog, click **Yes**.

#### Note

You cannot delete records that are being used in existing transactions.

## Generating the User Defined Table report

1. Select  Purchasing > Reference Tables > Reference Tables > User Defined Code to display the User Defined Tables page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Click  (Print).
4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *udstable.rpt*.

---

## Fields

### Table Code

Code identifying the table used to verify entries in one or more fields of a user-defined page. The table code and record code (entered in the next field) together form the key to a User Defined Tables record. [Character/2]

You must establish codes for all the tables you plan on using to validate fields in user-defined pages. Do this before you create the user-defined pages in the Fund Accounting Profile.

### Code

Code for the record you are adding to the user-defined table. You enter these codes in user-defined page fields that are verified against the specified user-defined table. [Character/10]

### Title

Title or full description of the record. [Character/25]

### 3: Requisition Processing

---


The Requisition Processing menu lists options for creating, processing, and printing requisitions. Requisitions allow individuals and departments to submit requests for supplies, equipment, and services, which then can be reviewed, approved, and converted into purchase orders or vendor bids.

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  - Requisition Listing Page ..... 77
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  - Charge Distribution Templates Page ..... 94
  - Requisition Approval Page ..... 96
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- Approve/Deny Requisitions ..... 101
  - Requisition Approval Selection Page ..... 102
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## Requisitions

Use this option to create and maintain requisitions. The option displays the Requisition Listing page, where you can search for and list existing requisitions. You can also display additional pages for adding new requisitions, copying previous requisitions, and changing existing requests.

**Menu Path:**  Purchasing > Entry & Processing > Requisition Processing > Requisitions

### Requisition Pages

The Purchasing System provides three main pages for adding, copying, and updating requisitions:

Requisition Listing	Lets you search for, list, print, delete, and view summary information on requisitions. You also start the add, copy, and update processes in this page.
Requisition Information	Lets you update requisition and line item information. This page is also used to add requisitions, but under the title, New Requisition Information.
Copy Requisition	Lets you copy information from an existing requisition to create a new one.

In addition, the following pages are provided for working with requisitions:

Print Requisitions	Lets you generate hard copies of either new or previously printed requisitions. For details, refer to <a href="#">Requisition Listing Page (page 77)</a> .
Requisition Approval	Lets you view a line item's approval status. For details, refer to <a href="#">Requisition Approval Page (page 96)</a> .
Vendor Order Addresses	Lets you select or create an alternate address for the requisition's recommended vendor. For details, refer to <a href="#">Vendor Order Addresses Page (page 28)</a> .
Vendor Quotes	Lets you enter quotes from the recommended vendor and other vendors. For details, refer to <a href="#">Vendor Quotes Page (page 93)</a> .
Taxes	Lets you adjust a line item's sales and use tax amounts. For details, refer to <a href="#">Taxes Page (page 27)</a> .
Charge Distribution Templates	Lets you apply distributions from a template, so you do not have to enter them individually. For details, refer to <a href="#">Charge Distribution Templates Page (page 94)</a> .
Notes	Lets you add notes to a requisition line item. For details, refer to <a href="#">Notes Page (page 24)</a> .
Attachments	Lets you add and view attachments for a selected requisition. For details, refer to <a href="#">Attachments Page (page 23)</a> .


### Preview

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## Requisition Listing Page

---

The Requisition Listing page is the central page used for processing requisitions. Using this page, you can list, delete, and print requisitions. You also can generate the Requisition Short Listing report. Additional actions, such as adding and updating requisitions, can be initiated from this page.

**Menu Path:**  Purchasing > Entry & Processing > Requisition Processing > Requisitions

### Action Bar Items

The Action Bar displays the following items when you display the page:

Copy	Enables you to create a new purchase order by copying an existing order.
Print Requisitions	Enables you to print requisitions. For the procedure, refer to the Procedures section below.
Budget Transfers	Enables you to transfer funds between Expenditure Ledger accounts. For details, refer to Chapter 4, Budget Ledgers, in your Fund Accounting manual.
Budget Adjustments	Enables you to adjust balances in Expenditure Ledger accounts. For details, refer to Chapter 4, Budget Ledgers, in your Fund Accounting manual.
Set Period	Enables you to change the transaction date, fiscal period, and fiscal year for budget checking purposes. For more information, refer to <a href="#">Reset Period (page 25)</a> .


---

### Procedures

Following are procedures for listing, deleting, and printing requisitions, as well as for generating the Requisition Short Listing report. For additional requisition procedures, refer to the pages listed:



- Adding requisitions - [Requisition Information Page \(page 80\)](#)
- Copying and creating requisitions - [Requisition Information Page \(page 80\)](#)
- Adding attachments - [Attachments Page \(page 23\)](#)

### Listing requisitions




1. Select  Purchasing > Entry & Processing > Requisition Processing > Requisitions.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

### Deleting requisitions


You cannot delete a requisition that has been converted to a bid or purchase order.

1. Select  Purchasing > Entry & Processing > Requisition Processing > Requisitions.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the requisition you want to delete.
4. Click  (Delete).
5. In the Confirmation dialog, click **Yes**.

## Printing requisitions

1. Select  Purchasing > Entry & Processing > Requisition Processing > Requisitions.
2. Click **Print Requisitions** on the Action Bar.
3. In the Print Requisitions page's Print Options section, select one of the following:  
*Print Requisitions* - Uses your criteria to select and print requisitions that have not yet been printed.  
*Reprint Requisitions* - Uses your criteria to select and print requisitions that were printed previously.
4. Click  (OK).
5. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
6. Click  (OK).
7. In the Question dialog, click **Yes** to print notes associated with the requisitions or **No** to not print the notes.
8. In the Print window, specify how you want to generate the requisitions, and then click **OK**. The default file name for the requisitions is *printed\_reqs.rpt*.

## Generating the Requisition Short Listing report

1. Complete the procedure for listing requisitions.
2. Click  (Print).
3. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *req\_list.rpt*.

## Sample Requisition

```

PAGE 1
REQUISITION 01000434

REQUESTED   REQUIRED   PURCHASE ORDER   APPROVAL CODE   4   BUYER
MM/DD/YY   MM/DD/YY

SHIP TO 4
ADMINISTRATION BUILDING
310 MAPLE LANE
BETHLEHEM PA 18018
ATTN: PENTA ADMIN CONTACT

VENDOR 1
BUSINESS SUPPLY CORPORATI
BUSINESS SUPPLY CORPORATION
118 E BROAD ST
BETHLEHEM PA 18018
FREIGHT

LN/ST COMMODITY   STOCK NO   QUANTITY   UOM   UNIT PRICE   EXTENSION/
01               048804 - 048804   10.00   EA   7.5900       TAX/TRADE-IN
                                           75.90
                                           1.00
                                           0.00
TOTAL PRICE       76.90

*BUDGET UNIT*   ACCOUNT   *TASK*   ACCOUNT   CHARGE AMOUNT
101001         300

LN/ST COMMODITY   STOCK NO   QUANTITY   UOM   UNIT PRICE   EXTENSION/
02               070129 - 070129   10.00   EA   6.0700       TAX/TRADE-IN
                                           60.70
                                           0.80
                                           0.00
TOTAL PRICE       61.50

*BUDGET UNIT*   ACCOUNT   *TASK*   ACCOUNT   CHARGE AMOUNT
101001         300

REQUISITION TOTAL       138.40

```

---

## Sample Requisition Short Listing

POWERSCHOOL  
DATE: MM/DD/YY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
Requisition Short Listing

PAGE NUMBER: 1  
updrequ1.4gl


SELECTION CRITERIA: requisit.yr="YY"

NUMBER	REQUESTED	YEAR	VENDOR	BUYER	*APPROVAL*	AMOUNT
08000035	MM/DD/YYYY YY		SAMPLE VENDOR A	BUYER A	APPRV GRP # A	783.75
08000036	MM/DD/YYYY YY		SAMPLE VENDOR A	BUYER A	APPRV GRP # A	261.25
08000037	MM/DD/YYYY YY		SAMPLE VENDOR B	BUYER A	APPRV GRP # A	381.75
08000038	MM/DD/YYYY YY		SAMPLE VENDOR B	BUYER A	APPRV GRP # A	254.50

## Requisition Information Page



---

Use this page to add, view, change, and delete requisitions and line items.

**Menu Path:**  Purchasing > Entry & Processing > Requisition Processing > Requisitions

### Page Versions

Three versions of the Requisition Information page are available:

Requisition Information	For viewing and changing requisitions. To display the page, select a requisition in the Requisition Listing page, and then click  (OK).
New Requisition Information	For adding requisitions. To display the page, click  (Add New) in the Requisition Listing page.
Copy Requisition	For adding a new requisition by copying an existing one. To display the page, click <b>Copy</b> on the Requisition Information page's Action Bar.

### Page Tabs

All versions of the Requisition Information page include the following tabs:

Header Tab	Defines a requisition. The data stored here includes the requisition number, approval group, required and requested dates, and vendor and shipping information.
Line Item Tab	Defines a requisition's line items. The data stored here includes the commodity requested, quantity, description, costs, account distributions, and Warehouse Inventory, Vendor Bidding, and Fixed Assets settings.

### Action Bar Items

The following Action Bar items are available depending on your location and whether you are adding or changing a requisition:

#### Header Tab

Add Item	Opens the Line Item tab for adding an item to the requisition. For details, refer below to the Procedures section.
----------	--

The following display when you select an item in the Line Item section:

Delete Line Item	Deletes the current line item. This also displays on the Action Bar when you have the Line Item tab open. For details on deleting a line item, refer below to the Procedures section.
Approval Status	Displays the Purchase Order Approval page. This also displays you have the Line Item tab open. For more information, refer to <a href="#">Purchase Order Approval Page (page 142)</a> .



## Line Item Tab

In addition to the above, the following Action Bar item displays when the Line Item tab is open:





Vendor Quotes	Displays the Vendor Quotes page for entering quotations from one or more vendors. For more information, refer to <a href="#">Vendor Quotes Page (page 93)</a> .
Tax Rate	Displays the Taxes page for resetting the tax rate for the current line item. For details, refer to <a href="#">Taxes Page (page 27)</a> .



## Action Buttons

Alternate Order Address	Header tab. Displays the Vendor Order Addresses page for assigning a different vender address, restoring the original address, or creating a new address. For details, refer to <a href="#">Vendor Order Addresses Page (page 28)</a> .
Disable Full Account View	Header tab and Line Item tab's Pricing section. Replaces the *Budget Unit* and Account fields with the Full Account field. Only available if your Fund Accounting Profile's Full Account Expense field is selected. For details, refer to <a href="#">Full Account (page 26)</a> .
View Distribution Templates	Line Item tab's Pricing section. Displays the Charge Distribution Templates page, where you can select a template and apply its account distributions. Only available if you have one or more records in the Distribution Templates table and select T - Templates in the tab's Distribution Method field. For details, refer to <a href="#">Charge Distribution Templates Page (page 144)</a> .



## Navigation Controls

Use the toolbar's navigation controls to browse through line items while updating a requisition. The buttons include:

	First Item	Accesses the requisition's first line item.
	Previous Item	Accesses the line item viewed previous to the current one.
	Next Item	Accesses the line item following the one being viewed.
	Last Item	Accesses the requisition's last line item.

You can also use the navigation buttons while adding a requisition, but you must first click  (Back) to exit to the Header tab after completing the current line item, and then click  (OK) to return to the Line Item tab.



### Note

Using the toolbar's  (Save in Progress) item saves the requisition you are adding or updating without submitting it for approval and without updating its distribution pre-encumbrance information. The requisition's status will be set to In Progress until you use  (Save), which changes the status to Complete.




## Procedures

Following are procedures for adding, copying, and changing requisitions, including adding and deleting line items. The last procedure covers the steps for entering a line item for shipping charges. For information on deleting and printing requisitions, refer to [Requisition Listing Page \(page 77\)](#).






### Adding requisitions



1. Select  Purchasing > Entry & Processing > Requisition Processing > Requisitions to display the Requisition Listing page.
2. Click  (Add New).
3. In the New Requisition Information page, complete the fields in the Header tab's General Information section. For details, refer below to Fields.
4. To open the Line Item tab, click **Add Item** on the Action Bar, or tab through the Continuous field.
5. In the Line Item tab, for each line item being added to the requisition, complete the Detail Information and Pricing sections, including the budget distributions. For details, refer below to Fields.

If you want to add more than one item, leave the Continuous box selected in the Detail Information section.

6. Click  (OK).
7. Repeat Steps 4-6 for each additional line item.
8. Click  (Save)
  - If the Continuous box was selected in the New Requisition Information page, you can add another requisition or click  (Back) to return to the Requisition Listing page.
  - Otherwise, you automatically return to the listing page.








### Copying and creating requisitions

1. Select  Purchasing > Entry & Processing > Requisition Processing > Requisitions to display the Requisition Listing page.
2. Click **Copy** on the Action Bar.
3. Search for and select the requisition you want to copy, and then click  (OK).
4. In the Copy Requisition From page's Header tab, you can change all fields except Requisition.
5. Display the Line Item tab by selecting a line item, and then clicking  (OK).
6. In the Line item tab:
  - To change a line item, change its fields as needed.
  - To navigate through line items, use the toolbar's  navigation buttons.
  - To add a line item, click **Add Item** on the Action Bar, complete the fields in the Line Item tab, and then click  (OK).
  - To delete a line item, display it, click **Delete Line Item** on the Action Bar, and then click **Yes** on the confirmation dialog.



7. Click  (Save).
8. To copy and create another requisition, repeat Steps 3-7.
9. To return to the Requisition Listing page when you are finished, click  (Back).

### Updating requisitions



Use this procedure to change a requisition's information, including adding, updating, and deleting line items.



1. Select  Purchasing > Entry & Processing > Requisition Processing > Requisitions to display the Requisition Listing page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the requisition you are changing, and then click  (OK).
4. In the Requisition Information page, change the fields in the Header tab as needed.
5. To open the Line Item tab, select an item, and then click  (OK).
6. In the Line item tab:
  - To change a line item, change its fields as needed.
  - To navigate through line items, use the toolbar's  navigation buttons.
  - To add a line item, click **Add Item** on the Action Bar, complete the fields, and then click  (OK).
  - To delete a line item, display it, click **Delete Line Item** on the Action Bar, and then click **Yes** on the confirmation dialog.
7. Click  (Save).
8. To return to the Requisition Listing page, click  (Back).

### Deleting requisitions


1. Select  Purchasing > Entry & Processing > Requisition Processing > Requisitions to display the Requisition Listing page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the record to delete.
4. Click  (Delete).
5. In the Confirmation dialog, click **Yes**.

### Creating a line item for a requisition's shipping charges



1. Select  Purchasing > Entry & Processing > Requisition Processing > Requisitions to display the Requisition Listing page.
2. Search for and then select the requisition you want.
3. Click  (OK).
4. In the Requisition Information page, click **Add Item** on the Action Bar.
5. In the Detail Information section, select the Shipping Charge checkbox.

6. In the Pricing section, enter the charges in the Shipping field, and then enter any tax using the Total Tax field's  (Tax Rate) button. For details, refer to [Taxes Page \(page 27\)](#).
7. Complete the distribution information.
8. Click  (Save).
9. In the Confirmation dialog, click **Yes**.

**Note**

When you are adding a requisition, the shipping charge line item should usually be entered last. If you add another line item, you must access the shipping charge line item's distribution section and click  (OK) to recalculate the distributions.

**Deleting a line item**

1. Select  Purchasing > Entry & Processing > Requisition Processing > Requisitions to display the Requisition Listing page.
2. Search for and then select the requisition you want.
3. Click  (OK).
4. In the Requisition Information page, select the line item you want to delete.
5. Click **Delete Line Item** on the Action Bar.
6. Click **Yes** in the Confirmation dialog.

**Fields**

For the most part, the Requisition Information, New Requisition Information, and Copy Requisition Information page use the same fields. Any differences are noted in the descriptions.

**Header Tab**

This tab has two sections: General Information and Line Items (untitled).

**General Information Section****Requisition**

Number identifying the requisition. Required for new requisitions. Display only for existing requisitions. [Character/8]

- If your Fund Accounting Profile is not set for user-assigned requisition numbers, a numeric code defaults into the field. You can change this as needed.
- If a length is set in the Profile's Zero-Fill Length of Req Num field, all requisition numbers must be the length specified. While the length can be 1-8 characters, 8 is usually recommended.
- If the Profile defines a length and a combination of letters and numbers are used, the letters must be at the beginning or end. The system fills the portion preceding the first number with zeroes. For example, the system converts A23 to A0000023 and 2A to 0000002A.

**\*Approval\***

Code identifying the requisition's approval group, as defined in Purchasing's Approval or Purchasing Defaults table. Required. The field's title is defined in the Fund Accounting Profile's Group Title field.

The requisition approval process can be set up in the Fund Accounting Profile to approve requisitions by key organization or user-defined approval group.

For an explanation of how approval groups affect requisition approval, refer to [Approval Table: Concepts \(page 62\)](#).

#### Requested

Date that the requisition was created. The field defaults the Fund Accounting Profile's Transaction Date. You can change this, if needed.

#### Required

Date that the requested items are required. This date is used to calculate the Days Overdue field on the Requisition Status report.

#### Vendor


Code identifying the vendor who supplies the requisition item, as defined in the Vendor List. A vendor with a status of *BIDDING* cannot be entered on a requisition. For more information, refer to [Vendor List \(page 37\)](#).

#### Vendor Address

When you enter a vendor's code, the vendor's name and address display. If the vendor has multiple ordering addresses, you can use the Vendor field's Alternate Order Address button to display the Vendor Order Addresses page for assigning a different address or adding a new alternate address. For more information, refer to [Vendor Order Addresses Page \(page 28\)](#).

#### Add Attachment?

Checkbox indicating if the Attachments page should open once the requisition is saved.

This field only displays when you are adding a requisition. You can view, add and delete attachments for existing requisitions using the toolbar's  (View Attachments) item. For details, refer to [Attachments Page \(page 23\)](#).

#### Freight

Method of shipment for the requested items. You can enter a generic method, such as *VENDOR DELIVERY* or *MOTOR FREIGHT*, or specify a carrier, such as *UPS* or *JONES TRUCKING*. [Character-/35]

#### Comments

Three lines for additional information on the requisition. The first 25 characters of the first line are carried over when the requisition is converted into a purchase order. [Character/35 per line]

#### Buyer

Title, name, or department of the requester. To ensure that reports related to this field sort properly, use a consistent method when identifying buyers. [Character/35]

#### Attention


Building or department name identifying the location where the shipment should be directed once it is received. [Character/35]

#### Ship To

Code identifying the destination where the line item should be delivered, as defined in Purchasing's Shipping Table. The address displays below the field when you select the shipping code.

### Line Item Section

This section lists the requisition's line items. All information is display only.

- To display a line item's information in the Line Item tab, select the item, and then click  (OK).
- To add a new line item, click **Add Item** on the Action Bar.

#### Item

Number identifying the line item.

**Description**

Brief description of the commodity item. The field displays the first 35 characters from the first line of the description in the Commodity table.

**Quantity**

Number of units ordered of the commodity item.

**Price**

Unit price of the commodity item.

**Total**

Total price of the line item. This is determined as follows: Quantity X Price = Total.

**\*Budget Unit\***

Budget unit for the line item charges. The field's title is defined in the Fund Accounting Profile.

**Account**

Account number for distributing the item's cost. The account must be tied to the organization identified in the \*Budget Unit\* field.

**Status**

Current status of the requisition line item. For the possible statuses, refer below to the Status field in the Line Item Tab section.

The following display-only field appears at the bottom of the Header tab, below the Line Items section:

**Total**

Total amount of the requisition.

**Line Item Tab**

This tab is divided into three sections: Detail Information, Pricing, and Distributions (untitled).

**Detail Information Section**

Use this section to add line items and update existing items. In addition to commodity information, the section defines how the item relates to Warehouse Inventory, Vendor Bidding, and Fixed Assets.

**Requisition**

Requisition number associated with the line item, as entered in the Header tab. Display only.

**Item Number (untitled)**


System-generated, display-only line item number for the product or service being requested. A requisition can include up to 99 line items.

**Shipping Charge**

Checkbox for creating a separate line item for freight or shipping and handling charges. The line item created in this case is assigned to line 99.

Selecting the box allows you to access the Line Item tab's Shipping field, where you can enter the item's shipping charge. For additional details on shipping charges, refer to the description of the Shipping field in the Pricing section.

**Commodity**

Code identifying the item being requested. Use the field's  (Lookup) button to select a commodity. You can leave the field blank if the product or service does not have a record set up in the Commodity table.

**Stock Number**

Warehouse stock number for the requested item. This field only applies if you use the Warehouse Inventory System.

- If you entered a code in the Commodity field associated with a stock number, the stock number defaults to this field. This becomes the default stock number when the requisition is converted into a purchase order.
- If the requisition's shipping location is defined in the Warehouse table, the system checks to see if an Inventory Catalog record exists for the stock number entered. The system uses the combination of Ship To code and stock number to determine the Inventory Catalog record to update when you receive ordered materials.
- If the Warehouse Inventory Profile's Inventory Accounts fields define an account range and the requisition's distribution accounts are in this range, the Stock Number is required.

#### Bid Item

Checkbox indicating whether a bid is required. Select the field if this is a bid item. Once you save an item, you cannot change the Bid Item field.

If you use the Vendor Bidding System, bid items require a bid and are not included on a purchase order until the bid process is complete.

The checkbox is selected by default if you entered a code from the Commodity table that has its Bid Required checkbox selected. If needed, you can clear the field.

#### Fixed Asset

Checkbox indicating whether the item meets asset requirements defined in the Fixed Assets Profile. If the field is selected, the system generates an interface record in Fixed Assets when the requisition is converted to a purchase order and the purchase order is posted.

The system automatically selects the box under the following conditions:

- The requisition's distribution accounts are in the range defined in the Fixed Assets Profile.
- The item's Unit Price is in the range defined in the Fixed Assets Profile.

If these conditions are not met, you can select the field. If you do not use the Fixed Assets System, leave the field blank.

#### Description

Brief description of the item. Up to 200 characters of the description appear on printed requisitions in portrait format and up to 250 characters in landscape.

- If a commodity code is entered, the description defaults from the Commodity table. You may change the default as needed.
- If a commodity code is not entered, or does not include a description, you must enter at least one line of text.

*The following fields only display when you are viewing an existing line item. They do not appear in the New Requisition Information page.*

#### Status

Current status of the requisition line item. The system designates one of the following codes based on how the item has been processed:

*A - Approved* - The item has been approved at all required levels.

*C - Needs Correction* - The item was flagged by an approver for correction. The approver's comments can be seen using Approval Status on the Action Bar to display the Requisition Approval page.

*G - Converted to Bid* - The item was converted into a bid using Vendor Bidding.

*D - Denied* - Approval for the item has been denied.

*M - Converted to PO* - The item was converted into a purchase order in Purchasing.

*O - Open* - The request for the item has not been approved/denied, flagged for correction, or converted to a bid or purchase order.

*P - Partially Approved* - The item is approved at one or more required levels, but still needs approval at other levels.

#### Approve/Reject Date

Date when the item was processed using the Approve/Deny Requisitions option. The field is blank if the item is neither approved nor denied, except with the status C - Needs Correction, in which case the field does not display.

#### Purchase Order

Number identifying the purchase order associated with the requisition line item. The field is blank if there is no purchase order tied to this line item.

#### Item Number (untitled)

Number identifying the purchase order line item associated with the requisition line item. The field is blank if there is no purchase order tied to this line item.

### Pricing Section

Use this section to enter quantity and cost information. All of the fields, except Measure, are required. However, you can leave the Discount Percent, Trade/Discount, and Tax Total fields at their zero defaults.

#### Measure

Description of the unit of measure, for example, *GALLON*, *LB*, *CASE*, or *EACH*. This information defaults from the Commodity table if a commodity code was entered and the Commodity record has information in the Measure field.

#### Quantity

Quantity of the item. [Decimal/8,2]

#### Unit Price

Price per unit. If you entered a commodity code, this value defaults to the amount in the Commodity record's Last Price field. [Decimal/12,4]

#### Extended Amount

Quantity multiplied by unit price. If you change the quantity, the amount recalculates.

#### Discount Percent

Percentage to discount the extended amount. The discounted amount appears in the Trade/Discount field. If you need to enter a dollar amount discount or trade amount, leave the field at its zero default. [Decimal/12,4]

Discounts can also be designated for vendors in the Vendor List. Vendor discounts are applied when payment is made to the vendor. They are separate from the discounts entered for requisition and purchase order line items.

#### Trade/Discount

Negative value to indicate a trade-in or discount amount for this item. Leave the field at its zero default if no trade or discount applies. Otherwise, use the minus sign to enter an amount less than zero, *-100.00*. [Decimal/12,4]

If you entered a discount percentage in the Discount Percent field, the system calculates and displays the calculated trade/discount amount. Vendor discounts can also be set up in the Vendor List. Discounts are applied when payment is made to the vendor, not in the requisition.

#### Shipping

Total freight or shipping and handling charges for all items in the requisition. You can only access this field if the Shipping Charge checkbox is selected. [Decimal/12,2]




When you enter the shipping charges, the system allocates this amount, plus any taxes in the line item's Total Tax field, among all existing line items based on the percentage of their amounts relative to the requisition's total cost. The calculation used for determining the shipping charge on each line item is:

Line Item Shipping Charge = (Shipping Charge + Total Tax) X (Line Item Amount ÷ Total Requisition Cost)

**Example:** If a requisition's total Shipping Charge is \$100 including tax, the line item's Charge is \$200, and the Total Requisition is \$1,000, the Line Item Shipping Charge would be \$20 (100 X (200 ÷ 1000)).

#### Tax Total

Total sales and use taxes for this item, based on the Vendor List rates for the requisition's recommended vendor.

To enter or adjust the rate, display the Taxes window by selecting either the field's  (Tax Rate) button or the Tax Rate item on the Action Bar. For details, refer to [Taxes Page \(page 27\)](#).

#### Total Price

Extended amount plus the tax total, less any trade-in or discount amount.

#### Distribution Method

Code indicating how the item's cost is distributed.

Select:

*A - Amount* - Distribute accounting charges based on amount. With this selection, the Distribution section includes Percentage and Amount columns.

*M - Modified* - Indicates the T - Template setting was used originally and distributions from the template selected were changed. This setting cannot be selected. It is display only.


*P - Percentage* - Distribute accounting charges by percentage. With this selection, the Distribution section includes Percentage and Amount columns.

*Q - Quantity* - Distribute accounting charges based on the quantity. With this selection, the Distribution section includes Quantity and Amount columns.

*T - Template* - Distribute accounting charges based on records in Purchasing's Distribution Templates table. This selection enables you to access the Distribution Template field, as well as the View Distribution Template button. For additional details, refer to the description of the Distribution Template field.

#### Distribution Template


Identifies the template to use for determining the line item's distributions. The field's drop-down list includes all records from Purchasing's Distribution Templates table for the year that applies to the requisition.

When you select a template and click  (OK), the distributions from the template default to the Distribution section. You can accept the defaults or modify the distributions as needed. If you subsequently make changes, the system assigns M - Modified to the Distribution Method field when the requisition is saved.

To review the distributions in the table's templates, use View Distribution Templates to display the Charge Distribution Templates page. For additional information, refer to [Charge Distribution Templates Page \(page 144\)](#) and [Distribution Templates Table \(page 70\)](#).

### Distribution Section (untitled)

Use this section to enter account distributions for the line item's cost. You can distribute the cost among multiple budget unit/account combinations. If a line item has more than one distribution, the \*Budget Unit\* field in the Header tab's Line Item Listing displays the code Multiple.


To access this section, complete the fields in the Line Item tab's Detail Information and Pricing sections, and then click  (OK). All fields, except Project and (project) Account, are required.

Your entry of account codes depends on the Fund Accounting Profile's Full Account Expense field.

- If the field is selected, you enter ledger accounts in the Full Account field using the account mask set up for budget and account codes. You can use the **Disable Full Account View** button to display the \*Budget Unit\* and Account fields in place of the Full Account field. For details, refer to [Full Account \(page 26\)](#).
- If the Profile field is not selected, the \*Budget Unit\* and Account fields display.

#### Full Account

Budget and account codes for the ledger account for charging the requisition item. This field accepts the account information formatted according to the full account mask defined in the Fund Accounting Profile.

The *full account mask* is a template determining the position and length of Organization Chart and Account List codes when they are combined to form ledger account codes. Use the field's  (Lookup) button to select the code. If you would rather enter budget unit and account codes in separate fields, use the **Disable Full Account View** button.

#### \*Budget Unit\*

Budget unit for the line item charges. The field's title is defined in the Fund Accounting Profile.

You can charge the entire amount to a single budget unit, or split the line item charge among multiple budget units, as long as the total charges equal the item's full cost.

If the Fund Accounting Profile's Full Account Expense field is selected, the Full Account field displays in place of the \*Budget Unit\* and Account fields.

#### Account

Account number for distributing the item's cost. The account must be tied to the organization identified in the \*Budget Unit\* field.

You can charge the entire amount to a single budget unit/account, or split the line item charge among multiple accounts as long as you charge the item's full cost when all distributions are totaled.

The system determines if a pre-encumbrance applies, depending on the Pre-Encumber Requisitions field in the Organization Chart. If the field is set to:

- N - No Checking - the system does not check the account's budget balance.
- W - Warning - the system issues a warning message if the item's cost exceeds the account's balance.
- F - Fatal - the system does not allow the user to enter a charge if the item's cost is greater than the account's balance.

#### \*Project\*

Project code for the line item charges. The field's title is defined in the Fund Accounting Profile. This field is required if project accounting applies to the transaction.

The project code and project account combination must be defined in the Project Ledger. As with budget units and accounts, you can allocate the requisition item's expense to multiple project/-project account combinations.

Your entry in this field may be affected by the budget unit entered, depending on the budget unit's setting in the Organization Chart's Project Link field. For related information, refer to Project List section of Chapter 2, Reference Tables, in your Fund Accounting manual.

#### Account

Account number for charging the project expense. The project code and project account combination must be defined in the Project Ledger. You can charge the entire amount to a single Project Ledger account, or split the line item charge among multiple accounts.

The system checks the budget balance for this project, as defined in the Project List's Check Budget Balance field. For details on budget checking, refer to the description of the budget unit's Account field.

#### Percentage

Percentage of the item's total cost allocated to the distribution line's budget unit/account combination and, if applicable, project/project account. [Decimal/3,2]

Your entries depend on the selection in the Distribution Method field. This field does not display with the Q - Quantity distribution method.

*P - Percentage* - Enter the percentage in decimal format for each distribution line. The system adjusts the amount and remaining percentage with each entry. The total of the Percentage fields for all distribution lines must equal 1.0 (100%). With this setting, the Amount field is display only.

*A - Amount* - Enter distributions the Amount fields, and the Percentage field is display only. Initially, the system defaults the Total Price to the Amount field in the first distribution line. If you change the amount, the remaining amount and percentage defaults to the next line. The total amount for all distribution lines must equal the requisition's Total Price.

*T - Template* - The template selected in the Distribution Template field determines the default distributions, which you may change as needed. A template can have an Amount or Percentage method, depending on the Default Account Info Only checkbox in the template record. For related information, refer to [Distribution Templates Table \(page 70\)](#).

#### Quantity

Number of units from the requested quantity charged to this distribution line. The Quantity field displays in place of the Percentage field if you selected the Q - Quantity distribution method. In this case, the Amount field is system calculated based on the units entered. [Decimal/8,2]




The field's first distribution line defaults the quantity from the Pricing section's Quantity field. If you change this, the system defaults the remaining units to the next distribution line. The total units from all lines must equal the value in the Pricing section's Quantity field.

#### Amount

Amount allocated to a distribution line. The total of the Amount fields must equal the value in the Pricing section's Total Price field. [Decimal/12,2]

For the first distribution line, the amount defaults from the Pricing section's Total Cost field. With A - Amount and T - Template (Amount) methods, you can change the default amounts. With the other distribution methods, the system calculates the amount.

If the amount exceeds the budget unit/account's budget, a warning may display depending on the Fund Accounting Profile. The profile may also allow you to initiate a budget transfer for the amount, provided you have the required security.

- To set up a budget transfer, use Budget Transfer on the Action Bar, which displays the Batch Budget Transfer page, and then click  (Add New) to display the Add Batch Budget Transfer page. For information on entering a budget transfer, refer to Chapter 4, Budget Ledgers, in your Fund Accounting manual.
- To enter a different budget unit/account combination instead, click  (OK) to return to the Requisition Information page. You can also click  (OK) to proceed with the current budget unit/account combination, but only if budget checking is set to W - Warning.

The following display-only fields appear below the distribution listing:

Total Charges


Total amount from the line item's distribution lines.

Total Requisition

Total cost of all line items entered for the requisition.





## Vendor Quotes Page




Use this page to enter price information submitted for a requisition line item by the recommended vendor and any competitors. The system defaults quantity and price information from the requisition item, and you can then update these fields based on the quote you receive from the vendor.


**Menu Path:**  Purchasing > Entry & Processing > Requisition Processing > Requisitions > search for and select a requisition > open the Line Item tab > click **Vendor Quotes** on the Action Bar

### Procedure

#### Entering vendor quotes for a requisition line item

1. Select  Purchasing > Entry & Processing > Requisition Processing > Requisitions to display the Requisition Listing page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the record you want, and then click  (OK).
4. In the Requisition Information page, open the Line Item tab.
5. Click **Vendor Quotes** on the Action Bar to display the Vendor Quotes page.
6. In the Vendor field, use the  (Lookup) button to display the Vendor Search page.
  - In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
  - To display a vendor, select the vendor, and then click  (OK).
7. Complete additional fields for the vendor, using <Tab> to advance through the fields.
8. Repeat Steps 6-7 for each additional vendor.
9. To delete a vendor's information, position the cursor on the vendor's row, and then click **Delete Row**.
10. Click **OK** to close the Vendor Quotes page.
11. Repeat the procedure for each line item where quotes are needed.

Use the toolbar's     control items to navigate through the line items.

12. Click  (Save) in the Requisition Information page to save the quotes.

If you miss this step, the quotes will not be saved.

#### Note

You do not need to use the Vendor Quotes page's Insert Row button. The records will sort by Vendor code when you close the page.

## Charge Distribution Templates Page

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Use this page to select a template specifying the default distributions to use for a particular line item. Templates contain pre-defined budget unit/account and project/account combinations and can also default the percentage to use for each combination. After selecting a template, you can change the default distribution information.

If the page's display-only Default Account Info Only checkbox is selected, then you can enter amounts for a line item's distributions. If it is not selected, then you can enter percentages. This setting is determined by a field of the same name in the template record itself.

**Menu Path:** In the Requisition Information page, click **View Distribution Templates**. This button is available under the following conditions:

- You must select the T - Templates setting in the Distribution Method field. For details, refer to [Requisition Information Page \(page 80\)](#).
- You must have at least one record set up in the Distribution Templates table. For details, refer to [Distribution Templates Table \(page 70\)](#).

### Action Button

The Charge Distribution Templates page displays the following action button:


**View Distributions** After selecting a template code in the Distribution Code field, click this button if you want to view the distribution information and need to scroll through the template's distribution lines. The template only has a few lines, you will be able to view them without scrolling.

---

### Fields

#### Distribution Code

Code identifying a distribution template. When you select a code, the template's distribution information displays. If needed, you can click the **View Distributions** button to access this section.

To accept the selected code, click  (OK) to close the Charge Distribution Templates page and return to the Purchase Order Information page, which will display the template's distributions.

If needed, you may select a different template code in the Distribution Template field when you return to the purchase order.

#### Default Account Info Only

Display-only checkbox indicating whether the template selected in the Distribution Code field is a Percentage or Amount template:

- If the checkbox is not selected, then this is a Percentage template. A percentage template uses a pre-defined percentage for each of its budget unit/account combinations. If needed, you can adjust the percentages in the Purchase Order Information page's Line Item tab.
- If the checkbox is checked, then this is an Amount template. An Amount template allows you to enter an amount for each budget unit/account combination in the Line Item tab's distributions section.

For additional information on the two types of templates, refer to the description of the Percent field at the end of the next section.

## Distributions Section

### \*Budget Unit\*

Code identifying the budget unit for a line item's charges. As indicated by the asterisks, the field's title is defined in the Fund Accounting Profile.

### Account

Account number for distributing the item's cost. The account displayed is tied to the budget unit in the Expenditure or Revenue Ledger.

### \*Project\*

Project code for the line item charges. The field's title is defined in the Fund Accounting Profile. This field is only applies if you use project accounting.

### Account

Account number for charging the project expense. The account displayed is tied to the project code in Fund Accounting's Project Ledger.

### Percent

Percentage of the item's total cost allocated to the distribution line's budget unit/account combination and, if applicable, project/project account.

- If these fields contain values greater than zero (0.00), then the current template is a Percentage template. With this type of template, you cannot enter amounts for a line item's distributions; you must use percentages.
- If these fields are set to zero (0.00), then the current template is an Amount template. With this type of template, you cannot enter percentages for a line item's distributions; you must use amounts.

## Requisition Approval Page

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Use this page to view the approval status for each level of approval that applies to a requisition line item. The top section of the page shows the approval group or account approval code associated with each level and lists the date, action, and any comments. The page's Approval History section displays additional actions and comments entered during the approval process.

**Menu Path:** Click **Approval Status** on the Action Bar of the Requisition Information page when the Line Item tab is open. The Approval Status item displays when a line item is selected or when the Line Item tab is open.

---

### Fields

Following are descriptions of the fields in the Requisition Approval page. The fields described in the Header (untitled) section also display in the Approval History section.

#### Header Section (untitled)

The following display-only fields provide information on the line item's approval status.

Req(uisition) Number

Number identifying the requisition associated with the line item.

Line No (Number)

Requisition line number for the Approval Status records displayed.

Level/Code

Approval group level or account approval code.

- If the row is for an approval level from the requisition's Approval Group, a numeral displays in this field indicating the approval level that applies to the requisition item.
- If the row is for account approval, the field displays the Account Approval code that applies.

Approver

User name of the person associated with the approval action. If the row is for approval or denial of the item, the field displays the user name of the person who approved or denied it.

Action Date

Date when the requisition item was either approved or denied for the approval level or account approval code. If there is no approval action for the item, a date does not display.

Action

Code describing the approval action taken for the approval level or account approval code. The following codes are used:

*A - Approved*

*D - Denied*

*O - No Action*

*C - Needs Correction*

Required

Flag indicating whether approval is required for the approval level:

*Y - Yes - Approval is required.*

*N - No - Approval is not required.*

Approval can only be optional for approval levels tied to approval groups. Account approval, if it applies, is always required.



**Comments**

Text associated with the approval status record, for example, an explanation of why a requisition item was approved or denied. Hover over the field to view the full comment.

**Approval History Section**

This section includes the same fields as the Header section, plus Date and Time fields. These additional fields relate to comments made by approvers regarding corrections affecting the line item's approval status.

**Date**

Date the comment was entered.

**Time**

Time the comment was entered.


**Comments**

Text relating to the approval status of the line item, as entered during the approval process.

## Next Year's Requisitions

Use this option to enter and copy requisitions for the next fiscal year. If you are copying requisitions, you can select the requisition to copy from the current or next year.

Budget checking does not apply to new year requisitions since ledger balances are set to zero until budgets are posted. However, you must have your budget ledgers set up for the next fiscal year to create new year requisitions.

**Menu Path:**  Purchasing > Entry & Processing > Requisition Processing > Next Year's Requisitions

### Prerequisites

Before entering requisitions for next year, verify that the Organization Chart and related ledgers are set up for distributing accounting charges in the new year. Following are the steps for creating the ledgers:

1. Data must be extracted from Fund Accounting using Budget Preparation's Extract Information option.
2. Ledger records must be updated using Budget Preparation's Reference Tables and Budget Entry options.
3. Expenditure, Revenue, and Project ledgers must be created for the new year using either Create New Year Ledgers in Fund Accounting or Post Budget (Create) in Budget Preparation.
4. The new year's General Ledger must be set up in the Create New Year Ledgers option.

For details on these steps, refer to your Fund Accounting and Budget Preparation manuals.

### Using the Next Year's Requisitions Option

Following are some general considerations for working with the Next Year's Requisitions option:

- The system sets the year for new year requisitions by incrementing the current year by one.
- The New Requisition Information page's **Set Period** item displays the Reset Period page, where you can change the transaction date for your new year requisitions. For details, refer to [Reset Period \(page 25\)](#).
- Fund Accounting Profile's Sep Seq for Next Yr Req Numbers checkbox enables using a different sequence of requisition numbers from the one being used in the current year.



If the field is selected, the system uses the Profile's Next New Year Req Number field to determine the number to assign. If needed, you may change the default when entering a requisition.

If the Profile's User Assigned Req Numbers field is selected, the Next New Year Req Number field does not apply. In this case, you must enter a requisition number that has not been used.

If neither Profile field is selected, the system continues using the current sequence of numbers.




- The Action Bar's **Copy** item enables you to create new year requisitions from existing requisitions in the current year or next year. For details, refer to the Procedures section.

### Note


Using the toolbar's  (Save in Progress) item saves the requisition you are adding or updating without submitting it for approval and without updating its distribution pre-encumbrance information. The requisition's status will be set to In Progress until you use  (Save), which changes the status to Complete.

## Procedures







### Adding requisitions for the new year

1. Verify that ledger records are set up for the new year.
2. Select  Purchasing > Entry & Processing > Requisition Processing > Next Year's Requisitions to display the Next Year Requisition Listing page.
3. Click  (Add New).
4. In the New Requisition Information page, complete the fields to define the requisition, including its accounting distributions. For field descriptions, refer to [Requisition Information Page \(page 80\)](#).
5. Click  (Save).

### Creating a new year requisition by copying an existing requisition







1. Verify that ledger records are set up for the new year.
2. Select  Purchasing > Entry & Processing > Requisition Processing > Next Year's Requisitions to display the Next Year Requisition Listing page.
3. Click the **Copy** on the Action Bar to display the Copy Requisitions page.
4. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

The Year field defaults the new year. You can accept the default or the current year, depending on the year from which you want to copy the requisition.

5. In the untitled List section, select the requisition you want to copy, and then click  (OK).
6. In the Copy Requisition From page's Header tab, change the fields as needed.
7. Display the Line Item tab by selecting a line item, and then clicking  (OK).
8. In the Line Item tab:
  - To change a line item, change its fields as needed.
  - To navigate through line items, use the toolbar's  navigation controls.
  - To add a line item, click **Add Item** on the Action Bar, complete the fields in the Line Item tab, and then click  (OK).
  - To delete a line item, display it, click **Delete Line Item** on the Action Bar, and then click **Yes** on the confirmation dialog.
9. Click  (Save).
10. To copy and create another requisition, repeat Steps 5-8. If you need to generate a new list of requisitions, repeat Step 4 as well.
11. To return to the Next Year Requisition Listing page, click  (Back).

### Updating new year requisitions

Use this procedure to change a new year requisition's information, including adding, updating, and deleting line items.

1. Select  Purchasing > Entry & Processing > Requisition Processing > Next Year's Requisitions to display the Next Year Requisition Listing page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the requisition you are changing, and then click  (OK).
4. In the New Year Requisition Information page, change the fields in the Header tab as needed.
5. To open the Line Item tab, select an item, and then click  (OK).
6. In the Line Item tab:
  - To change a line item, change its fields as needed.
  - To navigate through line items, use the toolbar's  navigation controls.
  - To add a line item, click **Add Item** on the Action Bar, complete the fields, and then click  (OK).
  - To delete a line item, display it, click **Delete Line Item** on the Action Bar, and then click **Yes** on the confirmation dialog.
7. Click  (Save).

## Approve/Deny Requisitions


---

Use this option to select requisitions for approval, denial, or correction. Based on your user name, the system lets you search for and view the requisitions you are authorized to approve.

After generating a list of requisitions, you can approve or deny:

- All the requisitions at once.
- All of the line items in a selected requisition.
- Individual line items in a selected requisition.

You also can flag individual line items as needing correction.

**Menu Path:**  Purchasing > Entry & Processing > Requisition Processing > Approve/Deny Requisitions

### Requisition Approval Pages

When working with the Approve/Deny Requisitions option, you use the following series of pages:

Requisition Approval Selection	Lets you search for requisitions to designate them for approval, denial, or correction. The system retrieves records that match your selection criteria. To list and view the requisitions, you must be authorized to approve them.
Requisitions for Approval	Displays requisitions that match your criteria in the Requisition Approval Selection page. You can approve or deny all requisitions listed or process one requisition at a time. You can also use the Details item to display the Requisition Approval detail page.
Requisition Approval Detail	Lets you view the line items you are authorized to approve or deny. From this page, you can view supplementary pages associated with a line item, approve or deny all the line items together, or approve/deny one line item at a time. To flag a line item for correction, use the detail page's Needs Correction item.

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## Requisition Approval Selection Page

---

Use this page to select and retrieve requisitions for approval processing. The system displays records based on the following factors:

- The requisitions must meet the criteria you enter.
- You must be eligible to view and process approvals for the requisitions' line items based on either approval group or account approval.
- The system does not retrieve items that have already been approved, denied, or flagged for correction on the same level by you or other members of your approval group.
- The system does not retrieve items that have been converted to bids or purchase orders.

**Menu Path:**  Purchasing > Entry & Processing > Requisition Processing > Approve/Deny Requisitions

---

### Procedure

#### Selecting requisitions for approval processing

1. Display the Requisition Approval selection page.
2. In the Approval Criteria and Additional Approval Criteria sections, enter criteria identifying the requisitions to retrieve.

All fields, except Approval Criteria, are optional. You also can use query symbols in these fields. For details, refer below to Fields.

3. Click  (OK).

The records matching your criteria display in the Requisitions for Approval page.


For the procedures for approving or denying requisitions:

- To approve or deny all line items in a requisition, refer to [Requisitions for Approval Page \(page 104\)](#).
  - To approve or deny individual line items in a requisition, refer to [Requisition Approval Detail Page \(page 107\)](#).
- 

### Fields

*Following are descriptions of the fields in the Requisition Approval page's Approval Criteria and Additional Approval Criteria sections.*

#### Approval Criteria Section

*When you complete the section's Required field, press <Tab> or click  (OK) to access the Additional Approval Criteria section.*

##### Approval Criteria

Setting determining whether the system should return all requisitions you are eligible to approve or should limit the search to requisitions that have been approved at all levels lower than yours.

Select:

*A - All Requisitions* - Selects requisitions you are eligible to view and approve.

*L - Approved at Lower Level* - Limits the search to requisition items approved at levels lower than yours.

**Required**

Checkbox determining whether the system should only retrieve requisition items that require your approval.

Select the field if you only want to see items requiring your approval. Leave the field blank to retrieve items where your approval is either required or optional.

**Additional Approval Criteria Section**

These fields allow using query symbols. For example:

- 17\* matches all records with numbers starting with 17.
- 17000001|17000002|17000003 selects the three records specified.
- 17000001:17000010 selects all records in this range.

All the fields are character based, except Requested, which accepts dates, and Year. In these fields, you can use numeric-based query symbols, such as greater than (>) and less than (<). For a range, you can use the colon (:) between dates, for example, 09/20/2017:10/10/2017.


**Requisition**

Number identifying the requisition.

**\*Approval\***

Code identifying the requisition's approval group, as defined in Purchasing's Approval table. The field's title is defined in the Fund Accounting Profile.

**Vendor**

Code for the vendor who usually supplies the requisition items, as defined in the Vendor List. You can use the field's  Lookup button to search for and select a code.

**Requested**

Date that the requisition was created.

**Ship Code**

Code identifying the destination where the line item should be delivered, as defined in Purchasing's Shipping Table.

**Year**

Year that applies to the requisition. The field defaults the year from the Fund Accounting Profile. You may change this by selecting another year, if needed. You also can use the list's blank selection, if you want to see requisitions from the current year, previous year, and next year.



## Requisitions for Approval Page

---

Use this page to display requisitions selected in the Requisition Approval selection page.

In the Requisitions for Approval page, you can:

- Approve or deny all line items for either a single requisition or all requisitions listed. For the procedures, refer below.
- Display the Requisition Approval detail page to approve or deny a requisition's line items. For the procedure for approving or denying line items individually, refer to [Requisition Approval Detail Page \(page 107\)](#).

**Menu Path:**  Purchasing > Entry & Processing > Requisition Processing > Approve/Deny Requisitions > enter criteria, and then click  (OK) to search for and display a list of requisitions

### Action Bar Items

The following items display on the Action Bar of the Requisitions for Approval page:

Approve	Approves all line items at your approval group or account approval level for the requisition selected. This changes the requisition's Status field to Approved.
Deny	Denies all line items at your approval group or account approval level for the requisition selected. This changes the requisition's Status field to Denied. A window displays for entering the reason for denying the requisition.
Approve All	Approves all line items at your approval group or account approval level for the requisitions displayed. This changes the requisitions' Status fields to Approved.
Deny All	Denies all line items at your approval group or account approval level for the requisitions displayed. This changes the requisitions' Status fields to Denied. A window displays for entering the reason for denying the requisitions.
Needs Correction	Flags the line items at your approval group or account approval level as needing correction for the selected requisitions. This changes a requisition's Status field to Needs Correction. A window displays for entering the reason for requesting the correction.
Clear	Cancels an approval action for a selected requisition. This restores the requisition's Status field to Open.

You can change the status of individual requisitions after you use these items. However, once a requisition's status is changed and saved, you can no longer access the requisition in any of the Requisition Approval pages.

### Requisition Approval/Denial Report



As the final step of the approval procedure, the system generates the Requisition Approval/Denial report, which shows the approval actions taken for the listed requisitions.



## Procedures

Following are the steps for processing requisitions in the Requisitions for Approval page:

### Searching for and display requisitions

1. Select  Purchasing > Entry & Processing > Requisition Processing > Approve/Deny Requisitions.
2. In the Requisition Approval selection page, enter selection criteria.
3. Click  (OK).


The Requisitions for Approval page displays requisitions that match your criteria and meet the following conditions:

- You must be eligible to approve or deny at least one of the requisition's open line items.
- You or others on your approval level have not yet approved or denied all of the requisition's items.



### Approving, Denying, or Flagging requisitions for correction

1. Display the Requisitions for Approval page with a list of requisitions by completing the above procedure.
2. To process the requisitions displayed, click one of the following:
  - **Approve All** - to change the status of all requisitions to Approved.
  - **Deny All** - to change the status of all requisitions to Denied.
3. To process selected requisitions, first select the requisitions as follows:
  - Select an individual requisition by clicking it.
  - Select a range of requisitions by Shift+clicking the first and last requisitions in the range.
  - Select multiple requisitions by Ctrl+clicking each requisition.

Then click one of the following actions:

- **Approve** - to approve all requisitions selected.
  - **Deny** - to deny all requisitions selected.
  - **Needs Correction** - to flag the selected requisitions for additional action.
  - **Clear** - to restore the status of the selected requisitions to Open.
4. If you selected **Needs Correction** in Step 3, a window displays for entering a required comment (up to 750 characters). This comment will be applied to each line item in the selected requisitions.
  5. Click  (OK).
  6. In the Print window, specify how you want to generate the Requisition Approval/Denial report, and then click **OK**. The report's default file name is *massreq.rpt*.

### Important

If you click  (Back) in Step 5 instead of  (OK), you will exit the Requisitions for Approval page, and your entries will not be saved.

---

## Sample Requisition Approval/Denial Report

POWERSCHOOL  
DATE: MM/DD/YY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
REQUISITION APPROVAL/DENIAL  
RUN BY: username

PAGE NUMBER: 1  
MODULE NUM: REQAPPR11  
INFO: ALL RECORDS

SELECTION CRITERIA: ALL


LOCATION	REQ NUMBER	LINE ITEM	STATUS	AMOUNT	ERROR MESSAGE
ADMIN BLDG	01000010	1	A	187.60	
	01000012	1	A	100.00	
		2	A	646.40	
	01000013	1	A	109.50	
	01000016	1	A	80.50	
	01000017	1	D	43.80	
			TOTAL	1166.80	



## Requisition Approval Detail Page

Use this page to review and process approvals for a requisition's individual line items. The detail page displays all open line items for which you have approval authority.

In the Requisition Approval detail page, you can:

- View complete details on a requisition's line items.
- Approve or deny individual line items in a selected requisition.
- Flag line items as needing correction.
- Enter comments for line items regarding your approval actions.

**Menu Path:**  Purchasing > Entry & Processing > Requisition Processing > Approve/Deny Requisitions. The Requisition Approval Selection page displays. For the additional pages:

- To display the Requisition for Approval page, enter criteria , and then click  (OK) to search for and display a list of requisitions. For more information, refer to [Requisitions for Approval Page \(page 104\)](#).
- To display the Requisition Approval Detail page, display the Requisition for Approval page (as described above), select the requisition you want, and then click  (OK). For the approval procedure, refer below.

### Action Bar Items

The Requisition Approval Detail page's Action Bar displays the following items:

Approve	Approves a line item at your approval group or account approval level. This changes the item's Status field to Approved.
Deny	Denies a line item at your approval group or account approval level. This changes the item's Status field to Denied. A window displays for entering the reason for denying the item.
Approve All	Approves all listed items at your approval group or account approval level. This changes the items' Status fields to Approved.
Deny All	Denies all listed items at your approval group or account approval level for the requisition selected. This changes the items' Status fields to Denied. A window displays for entering the reason for denying the items.
Needs Correction	Flags a line item for correction and changes the item's Status field to C - Correction. A window displays for entering the reason for requesting the correction.
Clear	Cancels an approval action for a selected line item. The item's Status field changes back to Open.
Approval Status	Displays the Requisition Approval page, where you can view the approval actions applied to a requisition's line items. For more information, refer to <a href="#">Requisition Approval Page (page 96)</a> .
Description	Displays the Requisition Description window, which provides the full description for a selected line item.

Distributions	Displays the Requisition Charging window, which shows the account distributions for a selected line item's cost.
Vendor Quotes	Displays the Vendor Quotes page, which displays prices submitted by the recommended vendor and competing vendors. For details on this page, refer to <a href="#">Vendor Quotes Page (page 93)</a> .
Comments	Displays the Approval Line Item Comments window. You can enter text in the page's Line Item Comment field to describe the approval action applied to a selected line item.

## Requisition Approval/Denial Report




As the last step in the approval process, the system generates the Requisition Approval/Denial report, which shows the approval actions taken for the listed requisitions. The report is generated in the Print window that displays at the end of the procedure for processing your approvals and denials.

---

### Procedure


Following is the procedure for approving or denying line items in a selected requisition. For the procedure for processing all line items in one or more requisitions, refer to [Requisitions for Approval Page \(page 104\)](#).

#### Processing approvals for a requisition's line items

1. Select  Purchasing > Entry & Processing > Requisition Processing > Approve/Deny Requisitions.
2. In the Requisition Approval selection page, enter selection criteria.
3. Click  (OK) to display the Change Orders for Approval page, which lists the requisitions that match your criteria and meet the following conditions:
  - You must be eligible to approve or deny at least one of the requisition's open line items.
  - You have not yet approved or denied any of the requisition's items.
4. Review the Status fields of the requisitions, which can display the following codes:
  - Open - indicates the requisitions has not been approved or denied.
  - Approved - indicates all of the requisition's line items are approved.
  - Denied - indicates all of the requisition's line items are denied.
  - Review Detail - indicates the requisition's line items have different status codes and still need to be processed.
5. To display the Requisition Approval Detail page, select a requisition, and then click  (OK) to display its open line items.
6. To process the line items displayed, click one of the following:
  - **Approve All** - to change the status of all items to Approved.
  - **Deny All** - to change the status of all items to Denied.
7. To process selected line items, first select the items as follows:
  - Select an individual item by clicking it.
  - Select a range of items by Shift+clicking the first and last items in the range.
  - Select multiple items by Ctrl+clicking each item.

Then click one of the following:

- **Approve** - to approve all items selected.
- **Deny** - to deny all items selected.
- **Needs Correction** - to flag the selected items for additional action.
- **Clear** - to restore the status of the selected items to Open.

8. Click  (OK) to accept your entries and return to the Requisitions for Approval page.

9. To process line items for another requisition, repeat Steps 5-8.

Otherwise, proceed to the next step.

10. Click  (OK).

11. In the Print window, specify how you want to generate the Requisition Approval/Denial report, and then click **OK**. The report's default file name is *massreq.rpt*.

### Important

If you click Back in Step 11 instead of OK and then exit the Requisitions for Approval page, your entries will not be saved.

## Sample Requisition Approval/Denial Report

POWERSCHOOL  
DATE: MM/DD/YY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
REQUISITION APPROVAL/DENIAL  
RUN BY: username

PAGE NUMBER: 1  
MODULE NUM: REQAPPR11  
INFO: ALL RECORDS

SELECTION CRITERIA: ALL

LOCATION	REQ NUMBER	LINE ITEM	STATUS	AMOUNT	ERROR MESSAGE
ADMIN BLDG	01000010	1	A	187.60	
		2	A	646.40	
	01000013	1	A	109.50	
	01000016	1	A	80.50	
	01000017	1	D	43.80	
		TOTAL		1166.80	

## 4: Requisition Reports

---

The Purchasing Reports menu includes three options for generating requisition reports: Pending Requisitions Report, Requisition Status Report, and Requisitions Report.

**Preview**

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## Pending Requisitions Report

---

Use this option to generate a report listing requisitions that you are eligible to approve and that have not yet been approved, denied, or flagged as needing correction on your level.

If needed, you can limit the report to the following types of requisitions:

- Requisitions that have been approved by all other levels.
- Requisitions that require approval, thereby excluding those where approval is optional.



For each requisition selected, the report lists the entered and required dates, line item data, approval and shipping information, and account distributions. It also provides the requisition's total cost and balance due, as well as grand totals for the purchase orders listed.

**Menu Path:**  Purchasing > Reports > Purchasing Reports > Pending Requisitions Report

---

### Procedure

#### Generating the Pending Requisitions report

1. Select  Purchasing > Reports > Purchasing Reports > Pending Requisitions Report to display the Pending Requisitions Report page.
2. In the Report Criteria section, enter criteria identifying the records to include in the report. To perform an advanced search, use the **Advanced** button.
3. In the Additional Records section, select the following checkboxes as needed:
  - *Only Include Records Approved By All Lower Levels* - to limit the report to requisitions you are eligible to approve and have been approved at levels lower than your own.
  - *Only Include Records Which Require Approval* - to limit the report to requisitions where approval is required. This excludes purchase orders where approval is optional.
4. Click  (OK).
5. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *pendpo.rpt*.

## Sample Pending Requisitions Report

POWERSCHOOL  
DATE: MM/DD/YYYY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
PENDING REQUISITIONS REPORT

PAGE NUMBER: 1  
UPDREQ41

SELECTION CRITERIA: 1=1 AND requisit.req\_no = reqcomm.req\_no

REQ NUM: 50005069 DATE ENTERED MM/DD/YY DATE REQUIRED MM/DD/YY  
DAYS OVERDUE

\*=EXCEEDS BUDGET

ITEM	COMMODITY	STOCK NO	ASSET	BID	UNIT PRICE	MEASURE	QUANTITY	EXTENSION SHIPPING	TAXES TRADE-IN/DISC	TOTAL PRICE
01	209-10-30-009	209-1043	N	N	2.87		20.00	57.40 .00	0.00	57.40
	COPY PAPER, REAM									
	20 LB WHITE									
	LETTER SIZE									
	ESTIMATED SHIPPING/HANDLING									

CHARGES---	*BUDGET UNIT*	ACCOUNT	*PROJECT*	ACCOUNT	CHRG AMOUNT
	1010100001	612			57.40

TOTAL REQUISITION 50005069				20.00		0.00	57.40
						0.00	

*APPROVAL*	ADMIN	MARK STEHLY	BUYER	RACHEL ALLEN
VENDOR	20078	OFFICE XPRESS	SHIP TO	ADMINISTRATIVE OFFICE
			ATTN	
			FREIGHT	FOB

-----SUMMARY-----		
ORDERED	TAX AMOUNT	
	TRADE-IN/DISC	EST.COST
20.00	0.00	57.40
	0.00	

REPORT TOTAL



## Requisition Status Report

---


Use this option to generate a report listing selected requisitions in one of the following formats:

Summary Report	For each requisition selected, the report includes the requisition number, dates entered and required, line items, approval group, buyer, and comments. If applicable, the report also indicates the number of days the requisition is overdue.
Detail Report	In addition to information that appears in the summary, the report includes stock numbers, Fixed Assets and Vendor Bidding settings, line item unit prices, account distributions, and shipping data.

The reports print in requisition number order. The last page of each report provides totals for all the requisitions selected.

### Note




You can generate the Summary Report by buyer, approval group (location), or requisition age using the Requisitions Report option.

**Menu Path:**  Purchasing > Reports > Purchasing Reports > Requisition Status Report

---

## Procedure

### Generating the Requisition Status report

1. Select  Purchasing > Reports > Purchasing Reports > Requisition Status Report to display the Requisition Status Report page.
2. In the Report Option section, select Summary Report or Detail Report.
3. Click  (OK).
4. In the Report Criteria section, enter criteria identifying the records to include in the report. To perform an advanced search, use the **Advanced** button.
5. Click  (OK).
6. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *reqstat1.rpt* for the Summary Report or *reqstatd.rpt* for the Detail Report.



## Sample Requisition Status Detail Report

POWERSCHOOL  
DATE: MM/DD/YYYY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
REQUISITION STATUS DETAIL

PAGE NUMBER: 1  
UPREQ041

SELECTION CRITERIA: requisit.req\_no in ('50005075','50005076')

REQ NUM: 50005075 DATE ENTERED MM/DD/YY DATE REQUIRED MM/DD/YY  
DAYS OVERDUE \*EXCEEDS BUDGET

ITEM	PO NUMBER	COMMODITY	STOCK NO	ASSET	STAT	APP/DENY	UNIT	PRICE	SIZE	QTY	EXTENSION SHIPPING	TAXES TRADE/DIS	TOTAL PRICE
50005075-01		348-09-15-103	350-1980	N	O			13.99	BX	50	699.50 0.00	0.00	699.50
		FILE FOLDERS 11 PT STOCK, MANILA 100 PER BOX											
		CHARGES---		*BUDGET UNIT*		ACCOUNT	*PROJECT*	ACCOUNT		CHRG AMOUNT			
				110010000010		610				699.50			
50005075-02		348-09-15-345	350-1925	N	O			14.99	BX	120	1,798.80 0.00	0.00	1,798.80
		CLASP ENVELOPES 9"X12" 32 LB MANILA 100/BOX											
		CHARGES---		*BUDGET UNIT*		ACCOUNT	*PROJECT*	ACCOUNT		CHRG AMOUNT			
				110010000010		610				1,798.80			
50005075-03		346-11-03-404	350-2186	N	O			3.47	BX	96	333.12 0.00	0.00	333.12
		METAL BINDER CLIPS, LARGE 2" WIDTH BLACK 12 PER BOX											
		CHARGES---		*BUDGET UNIT*		ACCOUNT	*PROJECT*	ACCOUNT		CHRG AMOUNT			
				110010000010		610				333.12			
50005075-99				N	O			.00			.00 36.76	0.00	36.76
		ESTIMATED SHIPPING/HANDLING											
		CHARGES---		*BUDGET UNIT*		ACCOUNT	*PROJECT*	ACCOUNT		CHRG AMOUNT			
				110010000010		610				36.76			
TOTAL REQUISITION 50005075										266		.00 0.00	2,868.18
	*APPROVAL*	ADMIN	ADMINISTRATION		BUYER		JO GITTINGS						
	VENDOR	240078	OFFICE XPRESS		SHIP TO		ADMINISTRATION CENTER						
					ATTN		JO GITTINGS						
					FREIGHT		BEST WAY						

POWERSCHOOL  
DATE: MM/DD/YYYY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
REQUISITION STATUS DETAIL

PAGE NUMBER: 2  
UPDREQ41

SELECTION CRITERIA: requisit.req\_no in ('50005075','50005076')

REQ NUM: 50005076 DATE ENTERED MM/DD/YY DATE REQUIRED MM/DD/YY  
DAYS OVERDUE

\*=EXCEEDS BUDGET

ITEM	PO NUMBER	COMMODITY	STOCK NO	ASSET	STAT	APP/DENY	UNIT PRICE	SIZE	QTY	EXTENSION SHIPPING	TAXES TRADE/DIS	TOTAL PRICE
50005076-01		340-20-25-002	340-3951	N	O		4.99	BOX	36	179.64 0.00	0.00	179.64
BALLPOINT STICK PENS MEDIUM POINT - BLUE BOX - DOZEN												
				CHARGES---*BUDGET UNIT*		ACCOUNT	*PROJECT*		ACCOUNT	CHRG AMOUNT		
				110010000011		610				179.64		
50005076-02		340-20-25-003	340-3952	N	O		4.99	BOX	24	119.76 0.00	0.00	119.76
BALLPOINT STICK PENS MEDIUM POINT - BLACK BOX - DOZEN												
				CHARGES---*BUDGET UNIT*		ACCOUNT	*PROJECT*		ACCOUNT	CHRG AMOUNT		
				110010000011		610				119.76		
50005076-03		340-20-25-004	340-3953	N	O		4.99	BOX	12	59.88 0.00	0.00	59.88
BALLPOINT STICK PENS MEDIUM POINT - RED BOX - DOZEN												
				CHARGES---*BUDGET UNIT*		ACCOUNT	*PROJECT*		ACCOUNT	CHRG AMOUNT		
				110010000011		610				59.88		
TOTAL REQUISITION 50005076									72		.00 0.00	359.28

\*APPROVAL\* ACOT ACCOUNTING BUYER DAN BROWN  
VENDOR 240078 OFFICE XPRESS SHIP TO ANNEX  
ATTN DAN BROWN  
FREIGHT NONE

-----SUMMARY-----  
ORDERED 338 TAXES  
TRADE/DIS .00  
EST.COST 3,227.46  
0.00

REPORT TOTAL

## Requisitions Report


---

Use this option to generate a listing of requisition information organized by one of the following:

By Buyer	Sorts requisitions by buyer. The report breaks to a new page for each buyer.
By Approval Group	Sorts requisitions by approval group. The report breaks to a new page for each group.
By Age	Sorts requisitions based on their ages. The age equals the current system date minus the requisition's date. The report lists older requisitions first.

For each requisition selected, the report includes the requisition number, dates entered and required, line item data, approval group, buyer, and comments. If applicable, the report also provides the number of days the requisition is overdue. Totals for all requisitions covered by the report appear on the last page.


The report's information is the same as in the Requisition Status report's Summary option, except the summary report is sorted by requisition number. For more information, refer to [Requisition Status Report \(page 113\)](#).

**Menu Path:**  Purchasing > Reports > Purchasing Reports > Requisitions Report


---

### Procedure

#### Generating the Requisitions report

1. Select  Purchasing > Reports > Purchasing Reports > Requisitions Report to display the Requisitions Report page.
2. In the Sort Option section, select the sort option you want to use:

Option	Report Title	Default File Name
By Buyer	Requisition Listing by Buyer	<i>reqstatb.rpt</i>
By Approval Group (Location)	Requisition Listing by Location	<i>reqstatl.rpt</i>
By Age	Aged Requisitions Listing	<i>reqstata.rpt</i>

3. In the Report Criteria section, enter criteria identifying the records to include in the report. To perform an advanced search, use the **Advanced** button.
4. Click  (OK).
5. In the Print window, specify how you want to generate the report, then click **OK**.

## Sample Requisition Listing by Buyer Report

POWERSCHOOL  
 DATE: MM/DD/YYYY  
 TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
 REQUISITION LISTING BY BUYER

PAGE NUMBER: 1  
 UPDREQ41  
 BUYER TOTAL

SELECTION CRITERIA: requisit.req\_no in ('50005075','50005076')

BUYER NAME - DAN BROWN  
 REQ NUM: 50005076 DATE ENTERED MM/DD/YY DATE REQUIRED MM/DD/YY

\*=EXCEEDS BUDGET

ITEM	PO NUMBER	COMMODITY----	DESCRIPTION-----	STS	APP/DENY	QUANTITY	UOM	SHIPPING	TAX AMOUNT	TRADE-IN/DISC	ESTIMATE
50005076-01		340-20-25-002	BALLPOINT STICK PENS	O		36.00	BOX		0.00		179.64
			MEDIUM POINT - BLUE BOX - DOZEN						0.00		
50005076-02		340-20-25-003	BALLPOINT STICK PENS	O		24.00	BOX		0.00		119.76
			MEDIUM POINT - BLACK BOX - DOZEN						0.00		
50005076-03		340-20-25-004	BALLPOINT STICK PENS	O		12.00			0.00		59.88
			MEDIUM POINT - RED BOX - DOZEN						0.00		
	*APPROVAL*	ACCT	BUYER-- DAN BROWN		TOTAL	72.00		0.00	0.00		359.28
									0.00		
			BUYER TOTAL			72.00		0.00	0.00		359.28
									0.00		

POWERSCHOOL  
 DATE: MM/DD/YYYY  
 TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
 REQUISITION LISTING BY BUYER

PAGE NUMBER: 2  
 UPDREQ41  
 BUYER TOTAL

SELECTION CRITERIA: requisit.req\_no in ('50005075','50005076')

BUYER NAME - JO GITTINGS  
 REQ NUM: 50005076 DATE ENTERED MM/DD/YY DATE REQUIRED MM/DD/YY

\*=EXCEEDS BUDGET

ITEM	PO NUMBER	COMMODITY----	DESCRIPTION-----	STS	APP/DENY	QUANTITY	UOM	SHIPPING	TAX AMOUNT	TRADE-IN/DISC	ESTIMATE
50005075-01		348-09-15-103	FILE FOLDERS	O		50.00	BX		0.00		699.50
			11 PT STOCK, MANILA 100 PER BOX						0.00		
50005075-02		348-09-15-345	CLASP ENVELOPES	O		120.00	BX		0.00		1798.80
			9"X12" 32 LB MANILA 100/BOX						0.00		
50005075-03		346-11-03-404	METAL BINDER CLIPS, LARGE	O		96.00	BX		0.00		333.12
			2" WIDTH BLACK 12 PER BOX						0.00		
50005075-99			ESTIMATED SHIPPING/HANDLING	O				36.76	0.00		36.76
									0.00		
	*APPROVAL*	ADMN	BUYER-- JO GITTINGS		TOTAL	266.00		36.76	0.00		2868.18
									0.00		
			BUYER TOTAL			266.00		36.76	0.00		2868.18
									0.00		

		-----SUMMARY-----			
	ORDERED	SHIPPING	TAX AMOUNT	TRADE-IN/DISC	EST. COST
REPORT TOTAL	338.00	36.76	0.00	0.00	327.46

## Sample Requisition Listing by Location Report

POWERSCHOOL  
DATE: MM/DD/YYYY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
REQUISITION LISTING BY LOCATION

PAGE NUMBER: 1  
UPDREQ41  
LOCATION TOTAL

SELECTION CRITERIA: requisit.req\_no in ('50005075','50005076')

\*APPROVAL\* ACCT ACCOUNTING  
REQ NUM: 50005076 DATE ENTERED MM/DD/YY DATE REQUIRED MM/DD/YY

\*EXCEEDS BUDGET

ITEM	PO NUMBER	COMMODITY----	DESCRIPTION-----	STS	APP/DENY	QUANTITY	UOM	SHIPPING	TAX AMOUNT	TRADE-IN/DISC	ESTIMATE
50005076-01		340-20-25-002	BALLPOINT STICK PENS	0		36.00	BOX		0.00	0.00	179.64
			MEDIUM POINT - BLUE BOX - DOZEN								
50005076-02		340-20-25-003	BALLPOINT STICK PENS	0		24.00	BOX		0.00	0.00	119.76
			MEDIUM POINT - BLACK BOX - DOZEN								
50005076-03		340-20-25-004	BALLPOINT STICK PENS	0		12.00			0.00	0.00	59.88
			MEDIUM POINT - RED BOX - DOZEN								
	*APPROVAL*	ACCT	BUYER-- DAN BROWN		TOTAL	72.00		0.00	0.00	0.00	359.28
									0.00		
			LOCATION TOTAL			72.00		0.00	0.00	0.00	359.28
									0.00		

POWERSCHOOL  
DATE: MM/DD/YYYY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
REQUISITION LISTING BY LOCATION

PAGE NUMBER: 2  
UPDREQ41  
LOCATION TOTAL

SELECTION CRITERIA: requisit.req\_no in ('50005075','50005076')

\*APPROVAL\* ADMN ADMINISTRATION  
REQ NUM: 50005075 DATE ENTERED MM/DD/YY DATE REQUIRED MM/DD/YY

\*EXCEEDS BUDGET

ITEM	PO NUMBER	COMMODITY----	DESCRIPTION-----	STS	APP/DENY	QUANTITY	UOM	SHIPPING	TAX AMOUNT	TRADE-IN/DISC	ESTIMATE
50005075-01		348-09-15-103	FILE FOLDERS	0		50.00	BX		0.00	0.00	699.50
			11 PT STOCK, MANILA 100 PER BOX								
50005075-02		348-09-15-345	CLASP ENVELOPES	0		120.00	BX		0.00	0.00	1798.80
			9"X12" 32 LB MANILA 100/BOX								
50005075-03		346-11-03-404	METAL BINDER CLIPS, LARGE	0		96.00	BX		0.00	0.00	333.12
			2" WIDTH BLACK 12 PER BOX								
50005075-99			ESTIMATED SHIPPING/HANDLING	0				36.76	0.00	0.00	36.76
									0.00		
	*APPROVAL*	ADMN	BUYER-- JO GITTINGS		TOTAL	266.00		36.76	0.00	0.00	2868.18
									0.00		
			LOCATION TOTAL			266.00		36.76	0.00	0.00	2868.18
									0.00		
						ORDERED	SHIPPING				
			REPORT TOTAL			338.00	36.76				
									TAX AMOUNT	TRADE-IN/DISC	EST. COST
									0.00	0.00	3227.46
									0.00		

## Sample Aged Requisitions Listing Report

POWERSCHOOL  
DATE: MM/DD/YYYY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
AGED REQUISITIONS LISTING

PAGE NUMBER: 1  
UPDREQ41

SELECTION CRITERIA: requisit.req\_no in ('50005075','50005076')

REQ NUM: 50005075	DATE ENTERED MM/DD/YY	DATE REQUIRED MM/DD/YY	*EXCEEDS BUDGET							
ITEM	PO NUMBER	COMMODITY----	DESCRIPTION-----	STS	APP/DENY	QUANTITY UOM	SHIPPING	TAX AMOUNT	TRADE-IN/DISC	ESTIMATE
50005075-01		348-09-15-103	FILE FOLDERS	0		50.00 BX		0.00	0.00	699.50
			11 PT STOCK, MANILA							
			100 PER BOX							
50005075-02		348-09-15-345	CLASP ENVELOPES	0		120.00 BX		0.00	0.00	1798.80
			9"X12" 32 LB MANILA							
			100/BOX							
50005075-03		346-11-03-404	METAL BINDER CLIPS, LARGE	0		96.00 BX		0.00	0.00	333.12
			2" WIDTH BLACK							
			12 PER BOX							
50005075-99			ESTIMATED SHIPPING/HANDLING	0			36.76	0.00	0.00	36.76
								0.00	0.00	
	*APPROVAL*	ADMIN	BUYER-- JO GITTINGS	TOTAL		266.00	36.76	0.00	0.00	2868.18
								0.00	0.00	

REQ NUM: 50005076	DATE ENTERED MM/DD/YY	DATE REQUIRED MM/DD/YY	*EXCEEDS BUDGET							
ITEM	PO NUMBER	COMMODITY----	DESCRIPTION-----	STS	APP/DENY	QUANTITY UOM	SHIPPING	TAX AMOUNT	TRADE-IN/DISC	ESTIMATE
50005076-01		340-20-25-002	BALLPOINT STICK PENS	0		36.00 BOX		0.00	0.00	179.64
			MEDIUM POINT - BLUE							
			BOX - DOZEN							
50005076-02		340-20-25-003	BALLPOINT STICK PENS	0		24.00 BOX		0.00	0.00	119.76
			MEDIUM POINT - BLACK							
			BOX - DOZEN							
50005076-03		340-20-25-004	BALLPOINT STICK PENS	0		12.00		0.00	0.00	59.88
			MEDIUM POINT - RED							
			BOX - DOZEN							
	*APPROVAL*	ACCT	BUYER-- DAN BROWN	TOTAL		72.00	0.00	0.00	0.00	359.28

		-----SUMMARY-----		
	ORDERED	SHIPPING	TAX AMOUNT	EST.COST
REPORT TOTAL	338.00	36.76	0.00	327.46
			0.00	



## 5: Purchase Order Processing

---

The Purchase Order Processing menu lists options for creating, processing, and printing purchase orders.

**Preview**


- Purchase Orders .....122
  - Purchase Order Listing Page ..... 124
  - Purchase Order Information Page ..... 127
  - Purchase Order Approval Page .....142
  - Charge Distribution Templates Page ..... 144
  - Consolidated Line Item Tab .....146
- Next Year Purchase Orders .....147
- Mass Convert Reqs to POs ..... 150
- Approve/Deny Purchase Orders .....153
  - Purchase Order Approval Selection Page ..... 154
  - Purchase Orders for Approval Page ..... 156
  - Purchase Order Approval Detail Page ..... 159
- Exception Post POs .....162

## Purchase Orders

---

Use this option to add and maintain purchase orders. The option displays the Purchase Order Listing page, where you can search for and list existing purchase orders. You also can display additional pages for creating, copying, and changing existing purchase orders.

If the ordered items are associated with approved line items from a requisition, you can reference the requisition number and default the items' data to the purchase order.

**Menu Path:**  Purchasing > Entry & Processing > Purchase Order Processing > Purchase Orders

### Purchase Order Pages

The Purchasing System provides three main pages for adding, copying, updating, and viewing purchase orders:

Purchase Order Listing	Lets you search for, list, print, delete, and view summary information on purchase orders. You also start the add, copy, and update processes in this page. For details, refer to <a href="#">Purchase Order Listing Page (page 124)</a> .
Purchase Order Information	Lets you update or view purchase order header and line item information. This page is also used to add purchase orders, but under a different title, New Purchase Order Information. For details, refer to <a href="#">Purchase Order Information Page (page 127)</a> .
Copy Purchase Order	Lets you copy information from an existing purchase order to create a new one. For details, refer to <a href="#">Purchase Order Information Page (page 127)</a> .

In addition, the following pages are provided for working with purchase orders:

Print Purchase Orders	Lets you generate hard copies of either new or previously printed purchase orders. For details, refer to <a href="#">Purchase Order Information Page (page 127)</a> .
Change Order Listing	Lets you add, view, and print change orders for purchase orders that were posted to and encumbered in Fund Accounting. For details, refer to Chapter 7, <a href="#">Change Order Processing (page 182)</a> .
Purchase Order Approval	Lets you view a line item's approval status. For details, refer to <a href="#">Purchase Order Approval Page (page 142)</a> .
Vendor Order Addresses	Lets you select an alternate address for the purchase order's recommended vendor. You can also create additional address records in this page. For details, refer to <a href="#">Vendor Order Addresses Page (page 28)</a> .
Taxes	Lets you adjust a line item's sales and use tax amounts. These amounts are generated based on tax rates in the vendor's Vendor List record. For details, refer to <a href="#">Taxes Page (page 27)</a> .

Charge Distribution Templates	Lets you apply distributions from a template, so you do not have to enter them individually. For details, refer to <a href="#">Charge Distribution Templates Page (page 144)</a>
Notes	Lets you add detailed notes for a purchase order line item. For details, refer to <a href="#">Notes Page (page 24)</a> .
Attachments	Lets you add and view attachments for a selected purchase order. For details, refer to <a href="#">Attachments Page (page 23)</a> .

## Preview

Purchase Order Listing Page .....	124
Purchase Order Information Page .....	127
Purchase Order Approval Page .....	142
Charge Distribution Templates Page .....	144
Consolidated Line Item Tab .....	146


## Purchase Order Listing Page

---

The Purchase Order Listing page is the first in a series of pages used for processing purchase orders. Using this page, you can complete the following procedures. For the steps to follow, refer to the Procedures section.

- Search for and list purchase orders.
- Delete purchase orders.
- Print purchase orders.
- Generate the Purchase Order Short Listing report.

For additional actions that can be performed from this page, refer to the Action Bar Items section below.

**Menu Path:**  Purchasing > Entry & Processing > Purchase Order Processing > Purchase Orders

### Action Bar Items

The Action Bar displays the following items when you display the page:

Copy	Enables you to create a new purchase order by copying an existing order.
Print Purchase Orders	Enables you to print purchase orders. For the procedure, refer to the Procedures section below.
Budget Transfers	Enables you to transfer funds between Expenditure Ledger accounts. For details, refer to Chapter 4, Budget Ledgers, in your Fund Accounting manual.
Budget Adjustments	Enables you to adjust balances in Expenditure Ledger accounts. For details, refer to Chapter 4, Budget Ledgers, in your Fund Accounting manual.
Set Period	Enables you to change the transaction date, fiscal period, and fiscal year for budget checking purposes. For more information, refer to <a href="#">Reset Period (page 25)</a> .


---

### Procedures


Following are procedures for listing, deleting, and printing purchase orders, as well as for generating the Purchase Order Short Listing report. For additional purchase order procedures, refer to the pages listed:


- Adding purchase orders - [Purchase Order Information Page \(page 127\)](#)
- Copying and creating purchase orders - [Purchase Order Information Page \(page 127\)](#)
- Adding attachments - [Attachments Page \(page 23\)](#)

### Listing purchase orders



1. Select  Purchasing > Entry & Processing > Purchase Order Processing > Purchase Orders to display the Purchase Order Listing page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

### Deleting purchase orders



1. Select  Purchasing > Entry & Processing > Purchase Order Processing > Purchase Orders to display the Purchase Order Listing page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. Select the purchase order you want to delete.
4. Click  (Delete).
5. In the Confirmation dialog, click **Yes**.

### Printing purchase orders

1. Select  Purchasing > Entry & Processing > Purchase Order Processing > Purchase Orders to display the Purchase Order Listing page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Click **Print Purchase Orders** on the Action Bar.
4. In the Print Purchase Orders page, select one of the following:
  - Print Purchase Orders - generates purchase orders that have not been printed.
  - Reprint Purchase Orders - generates purchase orders that were printed previously.
5. Select the following checkboxes as needed:
  - Create Attachments?
  - Create printed hardcopy?
  - Email document to vendor?
6. Click  (OK).
7. In the first Question dialog, click **Yes** to include notes or **No** to exclude them.
8. In the second Question dialog, click **Yes** to include change order information or **No** to exclude it.
9. In the Print window, specify how you want to generate the purchase orders, and then click **OK**. The default file name for the purchase orders is *printed\_pos.rpt*.

### Generating the Purchase Order Short Listing report

1. Select  Purchasing > Entry & Processing > Purchase Order Processing > Purchase Orders to display the Purchase Order Listing page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Click  (Print)
4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *po\_list.rpt*.

### Sample Purchase Order Short Listing

POWERSCHOOL		YOUR ORGANIZATION'S NAME		PAGE NUMBER: 1
DATE: MM/DD/YY		Purchase Order Short Listing		updpur11.4g1
TIME: HH:MM:SS				
SELECTION CRITERIA: purchase.yr="YY" and purchase.location="APPRV GRP # A"				

NUMBER	DATE	YEAR	VENDOR	BUYER	APPROVAL GROUP	AMOUNT
08001078	MM/DD/YYYY YY		OFFICE XPRESS	JAN LAZOTTE	320	81.45
08001079	MM/DD/YYYY YY		LIGHTING PLUS	DIANE REMINGTON	250	261.99
08001080	MM/DD/YYYY YY		ALL & ALL RENTALS	VICTOR RODRIGUEZ	310	122.37
08001081	MM/DD/YYYY YY		MICROMAX ELECTRONICS	YVONNE AMICI	180	891.04

## Sample Printed Purchase Order

Y Y Y

50005075

PAGE NO. 1

orders@express.com  
000078  
OFFICE XPRESS  
2100 MACARTHUR ROAD  
WHITEHALL, PA 18052

YOUR ORGANIZATION'S NAME  
400 N. MAIN STREET  
BETHLEHEM, PA 18018




ATTN: JO GITTINGS  
jgitting@yourorg.com

	MM/DD/YY	JGITTING	50005074	MM/DD/YY
	NET 30 DAYS	BEST WAY		
01	50.00 BX	FILE FOLDERS 11 PT STOCK, MANILA 100 PER BOX STOCK NO. 350-1980	13.9900	699.50
01	120.00 BX	CLASP ENVELOPES 9"X12" 32 LB MANILA 100/BOX STOCK NO. 350-1925	14.9900	1,798.80
03	96.00 BX	METAL BINDER CLIPS, LARGE 2" WIDTH BLACK 12 PER BOX STOCK NO. 350-2186	3.4700	333.12
			ESTIMATED SHIPPING:	36.76
				2,816.18
				2,816.18
01	110110011000	416	699.50	
02	110110011000	416	1,798.80	
03	110110011000	416	333.12	
99	110110011000	416	37.76	

## Purchase Order Information Page



---

Use this page to add, view, update, and delete purchase orders and line items.

**Menu Path:**  Purchasing > Entry & Processing > Purchase Order Processing > Purchase Orders > click  (Add New) or search for and select a purchase order, and then click  (OK)

### Page Versions

There are three versions of the Purchase Order Information page:

Purchase Order Information	For viewing and updating purchase orders. To display the page, select a purchase order in the Purchase Order Listing page, and then click  (OK).
New Purchase Order Information	For adding purchase orders. To display the page, click  (Add New) in the Purchase Order Listing page.
Copy Purchase Order	For adding a new purchase order by copying an existing one. To display the page, click <b>Copy</b> on the Purchase Order Information page's Action Bar.

### Page Tabs

All versions of the Purchase Order Information page include the following tabs:

Header Tab	Defines a purchase order. The data stored here includes the purchase order number, approval group, required and requested dates, and vendor and shipping information.
Line Item Tab	Defines a purchase order's line items. The data stored here includes the commodity requested, quantity, description, costs, account distributions, and Warehouse Inventory, Vendor Bidding, and Fixed Assets settings.

### Action Bar Items

The following Action Bar items are available depending on your location and whether you are adding or changing a purchase order:

#### Header Tab

Change Orders	Display the Change Order Listing page. From this page, the Detailed Change Order Listing page can be displayed to view pricing and distribution changes made to a line item through a change order. This is only available if a change order applies to the purchase order.
Consolidated	Display the Consolidated Line Item tab. This tab displays the results of changes to a purchase order's pricing and distributions. This is only available if the purchase order being updated has a line item tied to a change order.
Add Item	Displays the Line Item tab for adding an item to the purchase order. This also displays on the Action Bar when you have the Line Item tab selected. For details, refer below to the Procedures section.

The following display when you select an item in the Line Item section:

Delete Line Item	Deletes the current line item. This also displays on the Action Bar when you have the Line Item tab selected. For details on deleting a line item, refer below to the Procedures section.
Approval Status	Displays the Purchase Order Approval page. This also displays you have the Line Item tab open. For details, refer to <a href="#">Purchase Order Approval Page (page 142)</a> .

### Line Item Tab

In addition to the above, the following Action Bar item displays when the Line Item tab is open:





Tax Rate	Displays the Taxes page for resetting the tax rate for the current line item. For details, refer to <a href="#">Taxes Page (page 27)</a> .
----------	--



### Action Buttons

Alternate Order Address	Header tab. Displays the Vendor Order Addresses page for assigning a different vender address, restoring the original address, or creating a new address. For details, refer to <a href="#">Vendor Order Addresses Page (page 28)</a> .
Disable Full Account View	Header tab and Line Item tab's Pricing distribution section. Replaces the Full Account field with the *Budget Unit* and Account fields. The button's title then changes to Enable Full Account View, which reinstates the Full Account field. This button is only available if your Fund Accounting Profile's Full Account Expense field is selected. For details, refer to <a href="#">Full Account (page 26)</a> .
View Distribution Templates	Line Item tab's Pricing section. Displays the Charge Distribution Templates page, where you can select a template and apply its distribution information to a purchase order. This button is only available if you have one or more records in the Distribution Templates table, and you select T - Templates in the tab's Distribution Method field. For details, refer to <a href="#">Charge Distribution Templates Page (page 144)</a> .

### Navigation Controls

In the Line Item tab, use the action bar's navigation controls to browse through line items while changing a purchase order. The buttons include:

	First Item	Accesses the purchase order's first line item.
	Previous Item	Accesses the line item viewed previous to the current one.
	Next Item	Accesses the line item following the one being viewed.
	Last Item	Accesses the purchase order's last line item.

You can also use the navigation buttons while adding a purchase order without referencing a requisition, but you must first click  (Back) to exit to the Header tab after completing the current line item, and then click  (OK) to return to the Line Item tab.





## System Processing

When you save a purchase order, the system checks several settings to determine further processing of the record:

1. The system checks the Status field. If this field is set to C - Completed, then the purchase order is eligible for posting.
2. The system checks all approval settings for the purchase order's line items. The system posts to Fund Accounting all items that do not require any type of approval. You now can create payables for the items.
3. The system checks the posted item's Encumber field. This setting determines how encumbrance amounts are handled in the Expenditure and Project Ledgers. For details, refer below to Fields.



### Note

Using the toolbar's  (Save in Progress) item saves the purchase order you are adding or updating without submitting it for approval and without updating its distribution pre-encumbrance information. The purchase order's status will be set to In Progress until you use  (Save), which changes the status to Complete.




## Procedures

Following are procedures for adding, copying, updating, deleting, and printing purchase orders. Separate procedures are provided for updating the Header tab by itself, updating the Header and Line Item tabs at the same time, adding line items to an existing order, and entering a line item for shipping charges.








### Adding purchase orders

1. Select  Purchasing > Entry & Processing > Purchase Order Processing > Purchase Orders to display the Purchase Order Listing page.
2. Click  (Add New) on the action bar.
3. In the New Purchase Order Information page, complete the fields in the Header tab's General Information section.
4. To open the Line Item tab, click **Add Item** on the Action Bar, or tab through the Continuous field.
5. In the Line Item tab, complete the Detail Information and Pricing sections, including the account distributions.

If you want to add more than one item, leave the Continuous box selected in the Detail Information section.








6. Click  (OK)
7. Repeat Steps 5-6 for each additional line item.
8. Click  (Save)
  - If the Continuous box was selected in the New Purchase Order Information page, you can add another order or click  (Back) to return to the Purchase Order Listing page.
  - Otherwise, you automatically return to the listing page.

## Copying and creating a purchase order





1. Select  Purchasing > Entry & Processing > Purchase Order Processing > Purchase Orders to display the Purchase Order Listing page.
2. Click **Copy** on the Action Bar.
3. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
4. Select the purchase order you want to copy, and then click  (OK).
5. In the Copy Purchase Order From page's Header tab, you can change all fields except Purchase Order.
6. Display the Line Item tab by selecting a line item, and then clicking  (OK).
7. In the Line item tab:
  - To update a line item, change its fields as needed.
  - To navigate through line items, use the action bar's  navigation buttons.
  - To add a line item, click **Add Item** on the Action Bar, complete the fields in the Line Item tab, and then click  (OK).
  - To delete a line item, display it, click **Delete Line Item** on the Action Bar, and then click **Yes** on the confirmation dialog.
8. Click  (Save).
9. To copy and create another purchase order, repeat Steps 4-8.
10. To return to the Purchase Order Listing page when you are finished, click  (Back).

## Updating purchase orders


Use this procedure to change a purchase order's information, including adding, updating, and deleting line items.

1. Select  Purchasing > Entry & Processing > Purchase Order Processing > Purchase Orders to display the Purchase Order Listing page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the purchase order you are changing, and then click  (OK).
4. In the Purchase Order Information page, change the fields in the Header tab as needed.
5. To open the Line Item tab, select an item, and then click  (OK).
6. In the Line item tab:
  - To update a line item, change its fields as needed.
  - To navigate through line items, use the action bar's  navigation buttons.
  - To add a line item, click **Add Item** on the Action Bar, complete the fields, and then click  (OK).
  - To delete a line item, display it, click **Delete Line Item** on the Action Bar, and then click **Yes** on the confirmation dialog.
7. Click  (Save).
8. To return to the Purchase Order Listing page, click  (Back).



## Adding a line item for shipping charges

1. Select  Purchasing > Entry & Processing > Purchase Order Processing > Purchase Orders to display the Purchase Order Listing page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the purchase order you want, and then click  (OK).
4. In the Purchase Order Information page, click **Add Item** on the Action Bar.
5. In the Detail Information section, select the Shipping Charge checkbox.
6. In the Pricing section, enter the shipping charges in the Shipping field, and then enter any tax using the Total Tax field's  (Tax Rate) button. For details, refer to [Taxes Page \(page 27\)](#).
7. Complete the distribution information.
8. Click  (Save).
9. In the Confirmation dialog, click **Yes**.

### Note

When you are adding a purchase order, the shipping charge line item should usually be entered last. If you add another line item, you must access the shipping charge line item's distribution section and click  (OK) to recalculate the distributions.

## Deleting line items

1. Select  Purchasing > Entry & Processing > Purchase Order Processing > Purchase Orders to display the Purchase Order Listing page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the purchase order you want, and then click  (OK).
4. In the Purchase Order Information page, select the line item you want to delete.
5. Click **Delete Line Item** on the Action Bar.
6. In the Confirmation dialog, click **Yes**.

### Note

You cannot delete a line item that is encumbered or approved.

## Fields

Following are descriptions of the fields in the Header and Line Item tabs. Differences between the tabs in the Purchase Order Information and New Purchase Order Information pages are noted in the descriptions.

### Header Tab

Use this tab to add and update line items for the current purchase order. All fields, except Purchase Order, Approval Code, Status, Vendor, and Ship To, are optional.

#### Purchase Order

Number identifying the purchase order. Required for new purchase orders. Display-only for existing purchase orders. [Character/8]

- If your Fund Accounting Profile is not set for user-assigned purchase order numbers, a numeric code defaults. You can change the default if needed.
- If a length is set in the Profile's Zero-Fill Length of PO Num field, all purchase order numbers must be the length specified. While the length can be 1-8 characters, 8 is usually recommended.
- If the Profile defines a length and a combination of letters and numbers are used, the letters must be at the beginning or end. The system fills the portion preceding the first number with zeroes. For example, the system converts A23 to A0000023 and 2A to 0000002A.

#### Requisition

Number identifying the requisition associated with the purchase order. You can only enter a requisition that has at least one approved line item or a requisition that does not require approval. When you enter a number:

- All approved line items from the requisition are added to the current purchase order. You can update each item, if needed.
- Unapproved items and items with a G - Bid status are not copied to the purchase order.

The following information defaults from the requisition: approval group, vendor, date required, freight, description, buyer, "attention of" person, and shipping location.

#### \*Approval\*

Code identifying the purchase order's approval group, as defined in Purchasing's Approval or Purchasing Defaults table. The field's title is defined in the Fund Accounting Profile's Group Title field.

The purchase order approval process can be set up in the Fund Accounting Profile to approve purchase orders by key organization or user-defined approval group.


For an explanation of how approval groups affect purchase order approval, refer to [Approval Table: Concepts \(page 62\)](#).

#### Status

Setting indicating the status of the purchase order. Required.

Selections include:

*C - Complete* - Purchase order is complete and ready for further processing.

*I - In Progress* - Purchase order is in progress. This status applies if it has been saved using the  (Save in Progress) option.

*Y - Printed* - Purchase order has been printed using the Purchase Order Listing page's Print Purchase Orders item. You can only print a purchase order if it has been completed, approved/denied, and then posted to Fund Accounting. The Status field can be accessed if it currently has this status, which can be changed to C-Complete.

#### Blanket

Select the checkbox if the header is for a blanket purchase order. A blanket order is an open, on-going purchase order reserved for unspecified future purchases.

To process this type of purchase order, you can:

- Add a line item for the total amount budgeted for a set time period. Once the item is approved and posted to Fund Accounting, you can enter partial payments against it as needed.
- Add a line item each time a purchase is made, and then follow the approval and payment process, making full payment against each line item.

**Contract**

Checkbox indicating whether the purchase order is based on a contractual agreement, such as a service contract.

**Confirming**

Checkbox indicating whether the purchase order is a confirmation of a previously placed order, such as to confirm an order initially placed by phone.


**Vendor**

Code identifying the vendor supplying the ordered items, as defined in the Vendor List. When you enter a code, the vendor's name and address display below the field.

If the vendor has multiple ordering addresses, you can use the Alternate Order Address button to assign a different address in the Vendor Order Addresses page. You can also add a new alternate address. For more information, refer to [Vendor Order Addresses Page \(page 28\)](#).

**Add Attachment?**

Checkbox indicating if the Attachments page should display once the purchase order is saved.

This field only displays when you are adding a purchase order. You can view, add and delete attachments for existing purchase orders using  (View Attachments) on the action bar. For details, refer to [Attachments Page \(page 23\)](#).

**Issued**

Date that the purchase order was created. The field defaults the Fund Accounting Profile's Transaction Date. You can change this, if needed.

**Required**

Date that the requested items are required. This date is used to calculate the Days Overdue field on the Purchase Order Status report.

**Expires**

Date when the purchase order is no longer valid. For example, you can have a standard that all purchase orders are canceled if not filled within 90 days of the date issued.

**Terms**

Payment terms, such as *2% 10/Net 30*, *COD*, or *Open Account*. [Character/35]

**Freight**

Method of shipment for the requested items. You can enter a generic method, such as *MOTOR FREIGHT*, or specify a carrier, such as *UPS* or *JONES TRUCKING*. [Character/35]

**Description**

General description of the purchase order. The description prints on the purchase order and is used by Fund Accounting for all related transactions. [Character/25]

If a requisition was referenced in the Purchase Order Information page's Requisition field, the description defaults from the first line in the requisition's Comments field.

**Buyer**

Person or department requesting the product or service. The Purchase Orders by Buyer report groups purchase orders according to entries in this field. [Character/35]

**Attention**

Person, department, or site where the shipment should be directed once it arrives at its destination. [Character/35]

**Ship To**

Code identifying the destination where the line item should be delivered, as defined in

## Purchasing's Shipping Table.

### Encumber

Setting determining whether to encumber the purchase order's line item costs in Fund Accounting when you post the record.

Select:

*Y - Post* - Updates Expenditure and Project Ledger encumbrances when the purchase order's items are posted.


*R - Allow PO To Be Reviewed* - Sends encumbrance amounts to Batch Encumbrances in Fund Accounting when the purchase order's items are posted. The batch option enables you to review the encumbrance amounts before posting them to the appropriate ledger accounts.

*N - Do Not Encumber* - Does not encumber the purchase order items in Fund Accounting.

The field's default is set in the Fund Accounting Profile's Purchasing Encumbrance Flag field. You may change the default, if needed.

### Line Item Section

This section lists the purchase order's line items. All information is display only.

- To display a line item's information in the Line Item tab, select the item, and then click  (OK) on the action bar.
- To add a new line item, click **Add Item** on the Action Bar.

### Item

Number identifying the line item.

### Description

Brief description of the commodity item. The field displays the first 35 characters from the first line of the description in the Commodity table.

### Quantity

Number of units ordered of the commodity item.

### Price

Unit price of the commodity item.

### Total

Total price of the line item. This is determined as follows: Quantity X Price = Total.

### \*Budget Unit\*

Budget unit for the line item charges. The field's title is defined in the Fund Accounting Profile.

If your Fund Accounting Profile is set to Full Account Expense, the Full Account field will display in place of the \*Budget Unit\* and Account fields. In this case, you can display these two fields by clicking the Enable Full Account View button.

### Account

Account number for distributing the item's cost. The account must be tied to the organization identified in the \*Budget Unit\* field.

### Approval Status

Current status of the line item. For the possible statuses, refer below to the Status field in the Line Item Tab section.

The following display-only fields appear at the bottom of the Header tab, below the Line Items section:

### Total

Total amount of the purchase order.

**Total Balance**

Remaining encumbrance balance for the current purchase order, as stored in the Encumbrance Ledger's Remaining Balance field.

**Total Payment to Date**

Balance of all payments for the current purchase order as stored in the Encumbrance Ledger's Payment Balance field.

**Line Item Tab**

This tab is divided into three sections: Detail Information, Pricing, and Distribution (untitled).

**Detail Information Section**

Use this section to add line items and update existing items. In addition to commodity information, the section defines how the item relates to Warehouse Inventory, Vendor Bidding, and Fixed Assets.

**Purchase Order**

Purchase order number associated with the line item, as entered in the Header tab. Display only.

**Item Number (untitled)**

Line item number of the product or service being ordered. System-assigned. A purchase order can include up to 99 line items.

**Requisition**

Number referencing the requisition associated with the purchase order, if any.

**Item (untitled)**

Requisition line item number of the product or service being ordered. The item must be approved and must correspond with the requisition entered in the previous field. If you enter a valid requisition and item number, information from the line item defaults to the remaining fields in the Line Item tab.


**Shipping Charge**

Checkbox for creating a separate line item for freight or shipping and handling charges. The line item created in this case is assigned to line 99.

Selecting the box allows you to access the Line Item tab's Shipping field, where you can enter the item's shipping charge.

For additional details on shipping charges, refer to the description of the Shipping field in the Pricing section.

**Commodity**

Code identifying the item being requested. Use the field's  (Lookup) button to select a commodity. You can leave the field blank if the product or service does not have a record set up in the Commodity table.

**Status**

Current status of the purchase order line item.

Select:

*B - Back Order* - Item is out of stock, but is expected to be available. When a payment is entered against this item, a warning message displays to alert the user to the item's B - Back Order status.

*P - Pending* - Item is pending and can be reviewed later. When a payment is entered against the item, a warning message displays to alert the user to the item's P - Pending status.

*Blank* - Item is display. This means the item is not on back order, is not pending review, and has not been recorded as paid or closed in the Fund Accounting System.

There is a fourth, system-generated setting:

*F - Final Status* - Item has been closed or liquidated in the Fund Accounting System. In this case, you cannot change the item's status.

#### Fixed Asset

Checkbox indicating whether the item meets asset requirements defined in the Fixed Assets Profile. If the field is selected, the system generates an interface record in Fixed Assets when the purchase order is posted to Fund Accounting.

The system automatically selects the box under the following conditions:

- The purchase order's distribution accounts are in the range defined in the Fixed Assets Profile.
- The item's Unit Price is in the range defined in the Fixed Assets Profile.

If these conditions are not met, you can select the field. However, if you do not use Fixed Assets, leave the field blank.

#### Description

Brief description of the item. Up to 200 characters of the description appear on printed purchase orders in portrait format and up to 250 characters in landscape.

- If a commodity code is entered, the description defaults from the Commodity table. You may change the default if needed.
- If a commodity code is not entered or the commodity does not include a description, you must enter at least one line of text.
- If you want to insert a blank line in a description, type a period (.) at the beginning of a blank line, and then enter the next line. The period does not print on the purchase order.
- If the purchase order was created with EasyPurchase, the full eSchoolMall Product name defaults. You may change the default if needed.

#### Stock Number

Warehouse stock number for the requested item. This field only applies if you use the Warehouse Inventory System.

- If you entered a code in the Commodity field associated with a stock number, the stock number defaults to this field.
- If you use Warehouse Inventory and the purchase order's shipping location is defined in the Warehouse table, the system checks to see if an Inventory Catalog record exists for the stock number entered. The system uses the combination of Ship To code and stock number to determine the Inventory Catalog record to update.

The following display-only fields only apply to existing line item. They do not display when you are adding an item.

#### Approval Status

Current status of the purchase order line item. The system designates one of the following codes based on how the item has been processed:

*A - Approved* - The purchase order item has been approved at all required levels but has not been posted to Fund Accounting.

*D - Denied* - The purchase order item has been denied.

*O - display* - The item has not been approved, denied, or posted to Fund Accounting.

*P - Partially Approved* - The item has been approved at one or more required levels, but there are still other required levels which have not yet approved the line item.



**C - Needs Correction** - The item was flagged by an approver for correction. The approver's comments can be seen using Approval Status on the Action Bar to display the Purchase Order Approval page.

**X - Posted** - The item has been approved and posted to Fund Accounting.

#### Date Received

Date when the item's ordered commodities were received. This field defaults the date entered using the Receive Ordered Materials option.

If you received the item's commodities in separate shipments and recorded receipt of each shipment, this field shows the most recent date entered in the Receive Ordered Materials page.

#### Received

Total quantity received and recorded for this line item using the Receive Ordered Materials option.

### Pricing Section

Use this section to enter quantity and cost information. All of the fields, except Measure, are required. However, you can leave the Discount Percent, Trade/Discount, and Tax Total fields at their zero defaults.

#### Measure

Description of the unit of measure, for example, *DOZEN*, *GALLON*, *LB*, or *EACH*. This information defaults from the Commodity table if a commodity code was entered and the Commodity record has information in the Measure field. [Character/13]

#### Quantity

Quantity of the item. [Decimal/8,2]

#### Unit Price

Price per unit. If you entered a commodity code, this value defaults to the amount in the Commodity record's Last Price field. [Decimal/12,4]

#### Extended Amount

Quantity multiplied by the unit price. If you change the quantity, the extended amount is recalculated.

#### Discount Percent

Percentage to discount the extended amount. The discounted amount appears in the Trade/Discount field. If you need to enter a dollar amount discount or trade amount, leave the field at its zero default. [Decimal/12,4]

Discounts can also be designated for vendors in the Vendor List. Vendor discounts are applied when payment is made to the vendor. They are separate from the discounts entered for purchase order line items.

#### Trade/Discount

Negative value to indicate a trade-in or discount amount for this item. Leave the field at its zero default if no trade or discount applies. Otherwise, use the minus sign to enter an amount less than zero, for example, *-100.00*. [Decimal/12,4]

If you entered a discount percentage in the Discount Percent field, the system calculates and displays the calculated trade/discount amount.

Vendor discounts can also be set up in the Vendor List. Discounts are applied when payment is made, not when you create the purchase order.

#### Shipping

Total freight or shipping and handling charges for all line items. You can only access this field if the Shipping Charge checkbox is selected. [Decimal/12,2]

When you enter the shipping charges, the system allocates this amount, plus any taxes from the item's Total Tax field, among all existing line items based on the percentage of their amounts relative to the purchase order's total cost. The calculation used for determining the shipping charge on each line item is:


Line Item Shipping Charge = (Shipping Charge + Total Tax) X (Line Item Amount ÷ Total Purchase Order Cost)

**Example:** If a Shipping Charge is \$100 including tax, the Line Item Amount is \$200, and the purchase order's Total Cost is \$1,000, the Line Item Shipping Charge would be \$20 (100 X (200 ÷ 1000)).

For related information, refer to the description of the Shipping Charge field.

#### Total Tax

Total sales and use taxes for this item, based on the Vendor List rates for the purchase order's recommended vendor.

To enter or adjust the rate, display the Taxes window by selecting either the field's  (Tax Rate) button or the Tax Rate item on the Action Bar. For details, refer to [Taxes Page \(page 27\)](#).

#### Total Price

Extended amount plus the tax total, less any trade-in or discount amount.

#### Distribution Method

Code indicating how the item's cost is distributed.

Select:

*A - Amount* - Distribute accounting charges based on amount. With this selection, the Distribution section includes Percentage and Amount columns.

*M - Modified* - Indicates the T - Template setting was used originally and distributions from the template selected were changed. This setting cannot be selected. It is display only.


*P - Percentage* - Distribute accounting charges by percentage. With this selection, the Distribution section includes Percentage and Amount columns.

*Q - Quantity* - Distribute accounting charges based on the quantity. With this selection, the Distribution section includes Quantity and Amount columns.

*T - Template* - Distribute accounting charges based on records in Purchasing's Distribution Templates table. This selection enables you to access the Distribution Template field, as well as the View Distribution Template button. For additional details, refer to the description of the Distribution Template field.

#### Distribution Template


Identifies the template to use for determining the line item's distributions. The field's drop-down list includes all records from Purchasing's Distribution Templates table for the year that applies to the purchase order.

When you select a template and click  (OK), the distributions from the template default to the Distribution section. You can accept the defaults or modify the distributions as needed. If you subsequently make changes, the system assigns M - Modified to the Distribution Method field when the purchase order is saved.

To review the distributions in the table's templates, use the View Distribution Templates button to display the Charge Distribution Templates page. For additional information, refer to [Charge Distribution Templates Page \(page 144\)](#) and [Distribution Templates Table \(page 70\)](#).

## Distribution Section (untitled)

Use this section to enter account distributions for the line item's cost. You can distribute the cost among multiple budget unit/account combinations. If a line item has more than one distribution, the \*Budget Unit\* field in the Header tab's Line Item Listing displays the code Multiple.


To access this section, complete the fields in the Line Item tab's Detail Information and Pricing sections, and then click  (OK). All fields, except Project and (project) Account, are required.

Your entry of account codes depends on the Fund Accounting Profile's Full Account Expense field.

- If the field is selected, you enter ledger accounts in the Full Account field using the account mask set up for budget and account codes. You can use the **Disable Full Account View** button to display the \*Budget Unit\* and Account fields in place of the Full Account field. For details, refer to [Full Account \(page 26\)](#).
- If the Profile field is not selected, you enter ledger accounts using the \*Budget Unit\* and Account fields.

### Full Account

Budget and account codes for the ledger account for charging the requisition item. This field accepts the account information formatted according to the full account mask defined in the Fund Accounting Profile.

The *full account mask* is a template determining the position and length of Organization Chart and Account List codes when they are combined to form ledger account codes. Use the field's  (Lookup) button to select the code. If you would rather enter budget unit and account codes in separate fields, use the **Disable Full Account View** button.

### \*Budget Unit\*

Budget unit for the line item charges. The field's title is defined in the Fund Accounting Profile.

You can charge the entire amount to a single budget unit or split the line item charge among multiple budget units, as long as the total charges equal the item's full cost.

If the Fund Accounting Profile's Full Account Expense field is selected, the Full Account field displays in place of the \*Budget Unit\* and Account fields.

### Account

Account number for distributing the item's cost. The account must be tied to the organization identified in the \*Budget Unit\* field.

You can charge the entire amount to a single budget unit/account, or split the line item charge among multiple accounts as long as you charge the item's full cost when all distributions are totaled.

This field is not available if the Fund Accounting Profile's Full Account Expense field is selected. However, you can use the **Disable Full Account View** button to display it, along with the \*Budget Unit\* field.

### \*Project\*

Project code for the line item charges. The field's title is defined in the Fund Accounting Profile. This field is required if project accounting applies to the transaction.

The project code and project account combination must be defined in the Project Ledger. As with budget units and accounts, you can allocate the requisition item's expense to multiple project/-project account combinations.

Your entry in this field may be affected by the budget unit entered, depending on the budget unit's setting in the Organization Chart's Project Link field. For related information, refer to Project List section of Chapter 2, Reference Tables, in your Fund Accounting manual.

#### Account

Account number for charging the project expense. The project code and project account combination must be defined in the Project Ledger. You can charge the entire amount to a single Project Ledger account, or split the line item charge among multiple accounts.

The system checks the budget balance for this project, as defined in the Project List's Check Budget Balance field. For details on budget checking, refer to the description of the budget unit's Account field.

#### Percentage

Percentage of the item's total cost allocated to the distribution line's budget unit/account combination and, if applicable, project/project account. [Decimal/3,2]

Your entries depend on the selection in the Distribution Method field. This field does not display with the Q - Quantity distribution method.

*P - Percentage* - Enter the percentage in decimal format for each distribution line. The system adjusts the amount and remaining percentage with each entry. The total of the Percentage fields for all distribution lines must equal 1.0 (100%). With this setting, the Amount field is display only.

*A - Amount* - Enter distributions the Amount fields, and the Percentage field is display only. Initially, the system defaults the Total Price to the Amount field in the first distribution line. If you change the amount, the remaining amount and percentage defaults to the next line. The total amount for all distribution lines must equal the requisition's Total Price.

*T - Template* - The template selected in the Distribution Template field determines the default distributions, which you may change as needed. A template can have an Amount or Percentage method, depending on the Default Account Info Only checkbox in the template record. For related information, refer to [Distribution Templates Table \(page 70\)](#).

#### Quantity

Number of units from the requested quantity charged to this distribution line. The Quantity field displays in place of the Percentage field if you selected the Q - Quantity distribution method. In this case, the Amount field is system calculated based on the units entered. [Decimal/8,2]


The field's first distribution line defaults the quantity from the Pricing section's Quantity field. If you change this, the system defaults the remaining units to the next distribution line. The total units from all lines must equal the value in the Pricing section's Quantity field.



#### Amount

Amount allocated to a distribution line. The total of the Amount fields must equal the value in the Pricing section's Total Price field. [Decimal/12,2]

For the first distribution line, the amount defaults from the Pricing section's Total Cost field. With A - Amount and T - Template (Amount) methods, you can change the default amounts. With the other distribution methods, the system calculates the amount.

If the amount exceeds the budget unit/account's budget, a warning may display depending on the Fund Accounting Profile. The profile may also allow you to initiate a budget transfer for the amount, provided you have the required security.

To set up a budget transfer, use the Budget Transfer on the Action Bar, which displays the Batch Budget Transfer page, and then click  (Add New) on the action bar to display the Add Batch Budget Transfer page. For information on entering a budget transfer, refer to Chapter 4, Budget Ledgers, in your Fund Accounting manual.

To enter a different budget unit/account combination instead, click  (OK) to return to the Purchase Order Information page. You can also click  (OK) to proceed with the current budget unit/account combination, but only if budget checking is set to W - Warning.

*The following display-only fields appear below the distribution listing:*

**Total Charges**

Total amount from the line item's distribution lines.

**Total Purchase Order**

Total cost of all line items entered for the requisition.

**Encumbered**

Setting that indicates whether the line item has been encumbered. This field only displays if the line item has been approved. The field's setting depends on the entry in the Fund Accounting Profile's Purchasing Encumbrance Flag field:

<b>Setting</b>	<b>Line Item's Status</b>	<b>Profile Entry</b>
Y - Yes	Encumbered	Y - From Purchasing
N - No	Not Encumbered	N - No Update
R - Review	Sent to Review	R - Review

## Purchase Order Approval Page

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Use this page to view the approval status for each level of approval that applies to a purchase order line item. The top section of the page shows the approval group or account approval code associated with each level and lists the date, action, and any comments. The page's Approval History section displays additional actions and comments entered during the approval process.

**Menu Path:** Click **Approval Status** on the Action Bar of the Purchase Order Information page. The Approval Status item displays when a line item is selected or when the Line Item tab is open. For additional information on this page, refer to [Purchase Order Information Page \(page 127\)](#).

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### Fields

Following are descriptions of the fields in the Purchase Order Approval page. The fields described in the Header (untitled) section also display in the Approval History section.

#### Header Section (untitled)

The following display-only fields provide information on the line item's approval status:

Purchase Order Number

Number identifying the purchase order associated with the line item.

Line No (Number)

Purchase order line number for the Approval Status records you are viewing.

Level/Code

Approval group level or account approval code.

- If the row is for an approval level from the purchase order's Approval Group, a numeral displays in this field indicating the approval level that applies to the purchase order item.
- If the row is for account approval, the field displays the Account Approval code that applies.

Approver

User name of the person associated with the approval action. If the row is for approval or denial of the item, the field displays the user name of the person who approved or denied it.

Action Date

Date when the purchase order item was either approved or denied for the approval level or account approval code. If there is no approval action for the item, a date does not display.

Action

Code describing the approval action taken for the approval level or account approval code. The following codes are used:

*A - Approved*

*D - Denied*

*O - No Action*

*C - Needs Correction*

Required

Flag indicating whether approval is required for the approval level:

*Y - Yes* - Approval is required.

*N - No* - Approval is not required.

Approval can only be optional for approval levels tied to approval groups. Account approval, if it applies, is always required.

**Comments**

Text associated with the approval status record, for example, an explanation of why a purchase order item was approved or denied. Hover over the field to view the full comment.

**Approval History Section**

This section includes the same fields as the Header section, plus Date and Time fields. These additional fields relate to comments made by approvers regarding corrections affecting the line item's approval status.

**Date**

Date the comment was entered.

**Time**

Time the comment was entered.

**Comments**

Text relating to the approval status of the line item, as entered during the approval process.

## Charge Distribution Templates Page

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Use this page to select a template specifying the default distributions to use for a particular line item. Templates contain pre-defined budget unit/account and project/account combinations and can also default the percentage to use for each combination. After selecting a template, you can change the default distribution information.

If the page's display-only Default Account Info Only checkbox is selected, then you can enter amounts for a line item's distributions. If it is not selected, then you can enter percentages. This setting is determined by a field of the same name in the template record itself.

**Menu Path:** In the Purchase Order Information page, click **View Distribution Templates**. This button is available under the following conditions:

- You must select the T - Templates setting in the Distribution Method field. For additional information, refer to [Purchase Order Information Page \(page 127\)](#).
- You must have at least one record set up in the Distribution Templates table. For information on creating templates, refer to [Distribution Templates Table \(page 70\)](#).

### Action Button

The Charge Distribution Templates page displays the following action button:


**View Distributions** After selecting a template code in the Distribution Code field, click this button if you want to view the distribution information and need to scroll through the template's distribution lines. The template only has a few lines, you will be able to view them without scrolling.

---

### Fields

#### Distribution Code

Code identifying a distribution template. When you select a code, the template's distribution information displays. If needed, you can click the **View Distributions** button to access this section.

To accept the selected code, click  (OK) to close the Charge Distribution Templates page and return to the Purchase Order Information page, which will display the template's distributions.

If needed, you may select a different template code in the Distribution Template field when you return to the purchase order.

#### Default Account Info Only

Display-only checkbox indicating whether the template selected in the Distribution Code field is a Percentage or Amount template:

- If the checkbox is not selected, then this is a Percentage template. A percentage template uses a pre-defined percentage for each of its budget unit/account combinations. If needed, you can adjust the percentages in the Purchase Order Information page's Line Item tab.
- If the checkbox is checked, then this is an Amount template. An Amount template allows you to enter an amount for each budget unit/account combination in the Line Item tab's distributions section.

For additional information on the two types of templates, refer to the description of the Percent field in the next section.



## Distributions Section

### \*Budget Unit\*

Code identifying the budget unit for a line item's charges. As indicated by the asterisks, the field's title is defined in the Fund Accounting Profile.

### Account

Account number for distributing the item's cost. The account displayed is tied to the budget unit in the Expenditure or Revenue Ledger.

### \*Project\*

Project code for the line item charges. The field's title is defined in the Fund Accounting Profile. This field is only applies if you use project accounting.

### Account

Account number for charging the project expense. The account displayed is tied to the project code in Fund Accounting's Project Ledger.

### Percent

Percentage of the item's total cost allocated to the distribution line's budget unit/account combination and, if applicable, project/project account.

- If these fields contain values greater than zero (0.00), then the current template is a Percentage template. With this type of template, you cannot enter amounts for a line item's distributions; you must use percentages.
- If these fields are set to zero (0.00), then the current template is an Amount template. With this type of template, you cannot enter percentages for a line item's distributions; you must use amounts.

## Consolidated Line Item Tab

Use this tab to view a line item's change order information. The standard Line Item tab does not reflect adjustments to an item's quantity, pricing, or accounting information made through change orders. The Consolidated Line Item tab displays the results of change orders.

Normally, the Purchase Order Information page's Line Item tab displays the quantity, pricing, and accounting information that was entered when the purchase order item was created. This is true even if the item's information was adjusted later using Purchasing's Change Orders option.

For related information, refer to [Purchase Order Information Page \(page 127\)](#).






### Important

The Consolidated Line Item tab only can be accessed for line items affected by change orders. You can determine whether a change order was issued based on the Changes column in the Line Item section of the Purchase Order Information page's Header tab. If the column lists Yes for an item, you can display the Consolidated Line Item tab.

**Menu Path:** To display the Consolidated Line Item tab, click **Consolidated** on the Purchase Order Information page's Action Bar


## Procedure

### Viewing the Consolidated Line Item tab

1. Select  Purchasing > Entry & Processing > Purchase Order Processing > Purchase Orders to display the Purchase Order Listing page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the purchase order you want, and then click  (OK).
4. On the Action Bar, click **Consolidated**.  
This action item only displays for a line item that includes change order information.
5. In the Consolidated Line Item tab, review the Detail Information and Pricing sections, including the distributions.
6. To view notes associated with the change order, click  (Notes), and then click  (Back) to return to Consolidated Line Item tab.
7. To return to the Purchase Order Information page, click  (Back).

## Next Year Purchase Orders

Use this option to enter or copy purchase orders for the first accounting period of the next fiscal year. While you must set up your Fund Accounting ledgers for the new fiscal year before entering next year purchase orders, budget checking does not apply to these orders, because ledger balances are set to zero until the year's budgets are posted.

**Menu Path:**  Purchasing > Entry & Processing > Purchase Order Processing > Next Year Purchase Orders

### Prerequisites

Before entering purchase orders in the Next Year Purchase Orders option, verify that the Organization Chart and related ledgers are set up for the new year. Following are the steps for creating the ledgers:

1. Data must be extracted from Fund Accounting using Budget Preparation's Extract Information option.
2. Ledger records must be updated using Budget Preparation's Reference Tables and Budget Entry options.
3. Expenditure, Revenue, and Project ledgers must be created for the new year using either Create New Year Ledgers in Fund Accounting or Post Budget (Create) in Budget Preparation.
4. The General Ledger must be set up using Fund Accounting's Create New Year Ledgers option.

For additional details, refer to your Fund Accounting and Budget Preparation manuals.

### Using the Next Year's Purchase Orders Option

Following are some general considerations for working with the Next Year's Purchase Orders option:

- The system sets the year for new year purchase orders by incrementing the current year by one.
- The system encumbers purchase order amounts in Period 1 of the new year.
- The New Purchase Order Information page's Set Period item displays the Reset Period page, where you can change the transaction date for your new year purchase orders. For details, refer to [Reset Period \(page 25\)](#).
- Fund Accounting Profile's Sep Seq for Next Yr PO Numbers checkbox enables using a different sequence of purchase order numbers from the one being used in the current year.



If the field is selected, the system uses the Profile's Next New Year PO Number checkbox to determine the number to assign. If needed, you may change the default number generated when entering a purchase order.

If the Profile's User Assigned PO Numbers checkbox is selected, the Next New Year Req Number field does not apply. In this case, you must enter a purchase order number that has not been used.

If neither Profile field is selected, the system continues using the current sequence of numbers.




- The Copy item on the Action Bar enables you to create new year purchase orders from existing purchase orders from the current year or next year. For additional information on using this item, refer to the Procedures section.

#### Note


Using the toolbar's  (Save in Progress) item saves the purchase order you are adding or updating without submitting it for approval and without updating its distribution pre-encumbrance information. The purchase order's status will be set to In Progress until you use  (Save), which changes the status to Complete.

## Procedures







### Entering purchase orders for the new year:

1. Verify that ledger records are set up for the new year.
2. Select  Purchasing > Entry & Processing > Purchase Order Processing > Next Year Purchase Orders to display the Next Year Purchase Order Listing page.
3. Click  (Add New).
4. In the New Purchase Order Information page, complete the fields to define the purchase order, including its accounting distributions. For field descriptions, refer to [Purchase Order Information Page \(page 127\)](#).
5. Click  (Save).

### Copying and creating a new year purchase order










1. Verify that ledger records are set up for the new year.
2. Select  Purchasing > Entry & Processing > Purchase Order Processing > Next Year Purchase Orders to display the Next Year Purchase Order Listing page.
3. Click **Copy** on the Action Bar to display the Copy Purchase Orders page.
4. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

The Year field defaults the new year. You can accept the default or the current year, depending on the year you want to use to copy the purchase order.

5. In the untitled List section, select the purchase order to copy, and then click  (OK).
6. In the Copy Purchase Order From page's Header tab, change the fields as needed.
7. Display the Line Item tab by selecting a line item, and then clicking  (OK).
8. In the Line Item tab:
  - To update a line item, change its fields as needed.
  - To navigate through line items, use the toolbar's  navigation controls.
  - To add a line item, click **Add Item** on the Action Bar, complete the fields, and then click  (OK).
  - To delete a line item, display it, click **Delete Line Item** on the Action Bar, and then click **Yes** on the confirmation dialog.
9. Click  (Save).
10. To copy and create another purchase order, repeat Steps 5-7. If you need to generate a new list of purchase orders, repeat Step 4 as well.
11. To return to the Next Year Purchase Order Listing page, click  (Back).

### Updating a new year purchase order


Use this procedure to change a new year purchase order's information, including adding, updating, and deleting line items.

1. Select  Purchasing > Entry & Processing > Purchase Order Processing > Next Year Purchase Orders to display the Next Year Purchase Order Listing page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the purchase order you are changing, and then click  (OK).
4. In the New Year Purchase Order Information page, change the fields on the Header tab as needed.
5. To open the Line Item tab, select an item, and then click  (OK).
6. In the Line item tab:
  - To update a line item, change its fields as needed.
  - To navigate through line items, use the toolbar's     navigation controls.
  - To add a line item, click **Add Item** on the Action Bar, complete the fields, and then click  (OK).
  - To delete a line item, display it, click **Delete Line Item** on the Action Bar, and then click **Yes** in the confirmation dialog.
7. Click  (Save).

## Mass Convert Reqs to POs

---

Use this option to convert approved requisitions to purchase orders. You can enter selection criteria to select the requisitions or convert all approved requisitions. You also have the option of either converting each requisition selected into its own purchase order or consolidating all requisitions that share the same approval group and vendor.

**Menu Path:**  Purchasing > Entry & Processing > Purchase Order Processing > Mass Convert Reqs to POs

### Mass Converting Requisitions to Purchase Orders

This option converts selected requisitions to purchase orders. Using the criteria entered in the Mass Convert Requisitions to Purchase Orders page, the system converts requisitions that have an A - Approved status. It cannot convert requisition items that require approval or that are marked for Vendor Bidding.

The settings in the page's Purchase Order Settings section enable you to determine the following:

- Whether the system should convert each requisition into its own purchase order or group records that share the same approval groups and vendors into consolidated purchase orders.
- Whether the system should encumber the generated purchase orders' costs and how it should do so. The system cannot convert requisitions if their encumbrances would exceed budget and the Fund Accounting Profile's Pay Prior to Receive field is set to F - Fatal.

Besides being able to select the fiscal year for the conversion, you can use **Set Period** on the Action Bar to change the system transaction date, accounting period, and fiscal year for the generated purchase orders. For details on this option, refer to [Reset Period \(page 25\)](#).

The selected requisition items are converted into purchase orders with the status of each line item changed from A - Approved to M - Converted to P. O. Generated purchase orders that do not require approval are posted to Fund Accounting and encumbered according to your selection in the Mass Convert Requisitions to Purchase Orders page.

If needed, you can add line items to a generated purchase order following the procedure provided in the Purchase Order Information section.

### Mass Update Reports

The mass update process generates two reports:

**Mass Convert Requisitions to Purchase Orders Report** - lists requisitions that were converted to purchase orders, provides numbers identifying the purchase orders generated, and includes error messages indicating why certain requisitions were not converted.

**Mass Post Purchase Orders Report** - lists the purchase orders that were posted to Fund Accounting and includes error messages indicating why certain purchase orders were not posted.




#### Note

We recommend you save these reports as either files or hard copies. The reports includes important information you may need later regarding the requisitions converted and the purchase orders generated.

---

## Procedure

### Converting approved requisitions into purchase orders

1. Select  Purchasing > Entry & Processing > Purchase Order Processing > Mass Convert Reqs to POs to display the Mass Convert Requisitions to Purchase Orders page.
  2. In the Mass Convert Criteria section, enter selection criteria identifying the requisitions to convert.
  3. Click  (OK).
  4. In the Purchase Order Settings section, complete the fields as needed.
  5. Click  (OK).
  6. In the Print window, specify how you want to generate the Mass Convert Requisitions to Purchase Orders report, and then click **OK**. The report's default file name is *cnvtlog.rpt*.
  7. In the second Print window, specify how you want to generate the Mass Post Purchase Orders report, and then click **OK**. The report's default file name is *masspost.rpt*.
- 

## Fields

The Mass Convert Requisitions to Purchase Orders page includes two sections: Mass Convert Criteria and Purchase Order Settings.

### Mass Convert Criteria Section

To select all approved requisition items, leave the following fields blank.

#### Requisition

Enter a requisition number, or use the colon (:) query symbol to select a range of requisitions. For example, *20160500:20160550* would select all requisitions from the first of the two requisition numbers through the second requisition number.

#### \*Approval\*

Select the Approval Group that applies to the conversions.

#### Date Requested

Enter the date of the requisitions, or use one of the following query symbols to select multiple requisitions based on date: greater than (>), less than (<), or colon (:). With the colon, you can select by a range of dates, for example, *03/20/2017:04/10/2017*.

### Purchase Order Settings Section

#### Convert By Vendor

Select this field to have the system consolidate requisition items that share the same approval group and vendor.

To generate separate purchase orders for these items, leave the checkbox blank.

#### Year

Select the fiscal year for the generated purchase orders. The system uses this field to determine whether to process current or next year requisitions.

#### Encumber

Determines the Encumbrance field setting for the generated POs.

Select:

*Y - Post Encumbrance* - to update Expenditure and Project Ledger encumbrances when the purchase order's items are posted.

*R - Allow To Be Reviewed* - to send encumbrance amounts to Batch Encumbrances in Fund Accounting when the purchase order's items are posted. You then can review the encumbrance amounts before posting them to the appropriate ledger accounts.

*N - Do Not Encumber* - to prevent the purchase order items from being encumbered in Fund Accounting.

The field's default value is set in the Fund Accounting Profile's Purchasing Encumbrance Flag field.

#### First PO Number

Enter the number you want to assign to the first purchase order generated. The system increments the subsequent purchase order numbers by 1. You only can access this field if your Fund Accounting Profile allows user-assigned purchase order numbers.

---

### Sample Mass Convert Requisitions to Purchase Orders Report

POWERSCHOOL	YOUR ORGANIZATION'S NAME	PAGE NUMBER: 1
DATE: MM/DD/YY		UPDPUR71
TIME: HH:MM:SS	MASS CONVERT REQUISITIONS TO PURCHASE ORDERS	
SELECTION CRITERIA: ALL		
REQUISITION 08000025 CONVERTED TO PO 08001001		
REQUISITION 08000930 CONVERTED TO PO 08001002		

---

### Sample Mass Post Purchase Orders Report

POWERSCHOOL	YOUR ORGANIZATION'S NAME	PAGE NUMBER: 1
DATE: MM/DD/YY		MODULE NUM: POSTPU11
TIME: HH:MM:SS	MASS POST PURCHASE ORDERS	
SELECTION CRITERIA: ALL		

PO NUMBER	LINE ITEM	BUDGET UNIT	ACCOUNT	PROJECT	ACCOUNT	SHIP CODE	STOCK NO	PO AMOUNT
08001053								250.00
		*** PURCHASE ORDER POSTED SUCCESSFULLY ***						
08001078								375.00
		*** PURCHASE ORDER POSTED SUCCESSFULLY ***						
08001079								261.25
		*** PURCHASE ORDER POSTED SUCCESSFULLY ***						
		TOTAL AMOUNT POSTED						886.25



## Approve/Deny Purchase Orders


---

Use this option to select purchase orders for approval, denial, or correction. Based on your user name, the system lets you search for and view the purchase order records you are authorized to approve.

After generating a list of purchase orders, you can approve or deny:

- All the purchase orders at once.
- All of the line items in a selected purchase order.
- Individual line items in a selected purchase order.

You also can flag individual line items as needing correction.

**Menu Path:**  Purchasing > Entry & Processing > Purchase Order Processing > Approve/Deny Purchase Orders

### Purchase Order Approval Pages

The following pages are provided for working with purchase order approvals:

Purchase Order Approval Selection	Lets you search for purchase orders to designate them for approval, denial, or correction. The system retrieves records that match your selection criteria. To list and view the purchase orders, you must be authorized to approve them.
Purchase Orders for Approval	Displays purchase orders that match your criteria in the Purchase Order Approval Selection page. You can approve or deny all purchase orders listed or process one purchase order at a time. You can also use the <b>Details</b> item to display the Purchase Order Approval detail page.
Purchase Order Approval Detail	Lets you view the line items you are authorized to approve or deny. From this page, you can view supplementary pages associated with a line item, approve or deny all the line items together, or approve/deny one line item at a time. To flag a line item for correction, use the detail page's <b>Needs Correction</b> item.

### Preview


Purchase Order Approval Selection Page .....	154
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Purchase Order Approval Detail Page .....	159

## Purchase Order Approval Selection Page

---

Use this page to select and retrieve purchase orders for approval processing. The system displays records based on the following factors:



- The purchase orders must meet the criteria you enter.
- You must be eligible to view and process approvals for the purchase orders' line items based on either approval group or account approval.
- The system only retrieves items that have not been approved, denied, or flagged for correction on the same level by you or other members of your approval group.

**Menu Path:**  Purchasing > Entry & Processing > Purchase Order Processing > Approve/Deny Purchase Orders

---

### Procedure

#### Selecting purchase orders for approval processing

1. Select  Purchasing > Entry & Processing > Purchase Order Processing > Approve/Deny Purchase Orders to display the Purchase Order Approval selection page.
2. In the Approval Criteria section, enter selection criteria identifying the purchase orders to retrieve.
3. Click  (OK).


The Purchase Orders for Approval page displays the purchase orders that match your criteria. For the procedure and other information for using this page, refer to [Purchase Orders for Approval Page \(page 156\)](#).

---

### Fields

Following are descriptions of the fields in the Purchase Order Approval page's Approval Criteria and Additional Approval Criteria sections.

#### Approval Criteria Section

When you complete the section's Required field, press <Tab> or click  (OK) to access the Additional Approval Criteria section.

##### Approval Criteria

Setting determining whether the system should return all purchase orders you are eligible to approve or should limit the search to purchase orders that have been approved at all levels lower than yours.

Select:

*A - All Purchase Orders* - Selects line items that you are eligible to view and approve.

*L - Approved at Lower Level* - Limits the search to line items approved at levels lower than yours.

##### Required

Checkbox indicating whether the system should only retrieve purchase orders requiring your approval or also include orders where your approval is optional.

- Select the field if you only want to see items requiring your approval.
- Leave the field blank to retrieve items where your approval is either required or optional.

## Additional Approval Criteria Section

These fields allow using query symbols. For example:

- 17\* matches all records with numbers starting with 17.
- 17000001|17000002|17000003 selects the three records specified.
- 17000001:17000010 selects all records in this range.

All the fields are character based, except Requested, which accepts dates, and Year. In these fields, you can use numeric-based query symbols, such as greater than (>) and less than (<). For a range, you can use the colon (:) between dates, for example, 09/20/2017:10/10/2017.

### \*PO/Encumber\*


Number identifying the purchase order. As indicated by the asterisks, the title of this field is defined in the Fund Accounting Profile (Encumb. field).

### \*Approval\*

Code identifying the purchase order's approval group, as entered in Purchasing's Approval table. The field title is defined in the Fund Accounting Profile.

### Vendor

Code for the vendor who usually supplies the purchase order items, as defined in the Vendor List.

Use the  Lookup button to search for and select a code.

### Issued

Date that the purchase order was created. If you specify a date, your entry must be in a standard date format, such as *MM/DD/YYYY*.

### Ship Code

Code identifying the destination where the line item should be delivered, as defined in Purchasing's Shipping Table.

### Year



Year that applies to the purchase order. The field defaults the year from the Fund Accounting Profile. You may change this by selecting another year from the drop-down list. You can also use the list's blank selection to include purchase orders from the current year, previous year, and next year.

## Purchase Orders for Approval Page

Use this page to display purchase orders selected in the Purchase Order Approval selection page.

In the Purchase Orders for Approval page, you can:

- Approve or deny all line items for either a single purchase order or all orders listed. For the procedures, refer below.
- Display the Purchase Order Approval detail page to approve or deny a purchase order's line items. For the procedures, refer to [Purchase Order Approval Detail Page \(page 159\)](#).

**Menu Path:**  Purchasing > Entry & Processing > Purchase Order Processing > Approve/Deny Purchase Orders > enter criteria, and then click  (OK) to search for and display a list of purchase orders

### Action Bar Items

The following items display on the Action Bar of the Purchase Orders for Approval page:

Approve	Approves all line items at your approval group or account approval level for the purchase order selected. This changes the order's Status field to Approved.
Deny	Denies all line items at your approval group or account approval level for the purchase order selected. This changes the order's Status field to Denied. A window displays for entering the reason for denying the order.
Approve All	Approves all line items at your approval group or account approval level for the purchase orders displayed. This changes the Status fields for all orders to Approved.
Deny All	Denies all line items at your approval group or account approval level for the purchase orders displayed. This changes the Status fields for all orders to Denied. A window displays for entering the reason for denying the orders.
Needs Correction	Flags all line items at your approval group or account approval level as needing correction for the selected purchase order. This changes the order's Status field to Needs Correction. A window displays for entering the reason for requesting the correction.
Clear	Cancels approval actions for selected purchase orders. This restores an order's Status field to Open.

You can change the status of individual purchase orders after you use these items. However, once a purchase order's status is changed and saved, you can no longer access the order in Purchasing's approval pages.

### Approval and Posting Reports

As the final steps in the approval procedure, the system generates two reports:



**Purchase Order Approval Report** - Shows the approval actions taken for the listed purchase orders.

**Mass Post Purchase Orders Report** - Shows the purchase orders that posted to Fund Accounting and includes error messages indicating why certain purchase orders did not post.

## Procedures

Following are the steps for processing purchase orders in the Purchase Orders for Approval page:

### Searching for and displaying purchase orders

1. Select  Purchasing > Entry & Processing > Purchase Order Processing > Approve/Deny Purchase Orders.
2. In the Purchase Order Approval selection page, enter selection criteria.
3. Click  (OK).


The Purchase Order for Approval page displays purchase orders that meet the following conditions:

- You must be eligible to approve or deny at least one of the purchase order's open line items.
- You or others on your approval level have not yet approved or denied all of the purchase order's items.



### Approving, denying, and flagging purchase orders for correction

1. Display the Purchase Order for Approval page with a list of purchase orders by completing the search procedure.
2. To process the orders displayed, click one of the following:
  - **Approve All** - to change the status of all purchase orders to Approved.
  - **Deny All** - to change the status of all purchase orders to Denied.
3. To process selected orders, first select the orders as follows:
  - Select an individual order by clicking it.
  - Select a range of orders by Shift+clicking the first and last orders in the range.
  - Select multiple orders by Ctrl+clicking each order.

Then click one of the following:

- **Approve** - to approve all orders selected.
  - **Deny** - to deny all orders selected.
  - **Needs Correction** - to flag the selected orders for additional action.
  - **Clear** - to restore the status of the selected orders to Open.
4. If you selected **Needs Correction** in Step 3, a window displays for entering a required comment (up to 750 characters). This comment will be applied to each line item in the selected purchase orders.
  5. Click  (OK).
  6. In the first Print window, specify how you want to generate the Purchase Order Approval report, and then click **OK**. The report's default file name is *masspost.rpt*.
  7. In the second Print window, specify how you want to generate the Mass Post Purchase Orders report, and then click **OK**. The report's default file name is *masspo2.rpt*.

### Important

If you click  (Back) in Step 5 instead of  (OK), you will exit the Purchase Orders for Approval page, and your entries will not be saved.

## Sample Purchase Order Approval Report

POWERSCHOOL  
DATE: MM/DD/YYYY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
PURCHASE ORDER APPROVAL  
RUN BY: janlizot

PAGE NUMBER: 1  
MODULE NUM: POAPPR11  
INFO: ALL RECORDS

SELECTION CRITERIA: purchase.yr='YY'

LOCATION	PO NUMBER	LINE ITEM	REQ NUMBER	LINE ITEM	STATUS	AMOUNT	ERROR MESSAGE
ADMINISTRATION	50004817	1		A		1,124.25	
		2		A		1,399.00	
		3		A		520.50	
		99		A		120.50	
					TOTAL	3,164.25	

## Sample Mass Post Purchase Orders Report

POWERSCHOOL  
DATE: MM/DD/YY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
MASS POST PURCHASE ORDERS


PAGE NUMBER: 1  
MODULE NUM: POSTPU11



SELECTION CRITERIA: ALL

PO NUMBER	LINE ITEM	BUDGET UNIT	ACCOUNT	PROJECT	ACCOUNT	SHIP CODE	STOCK NO	PO AMOUNT
08001053								250.00
		*** PURCHASE ORDER POSTED SUCCESSFULLY ***						
08001078								375.00
		*** PURCHASE ORDER POSTED SUCCESSFULLY ***						
08001079								261.25
		*** PURCHASE ORDER POSTED SUCCESSFULLY ***						
		TOTAL AMOUNT POSTED						
								886.25

## Purchase Order Approval Detail Page

Use this page to review and approve or deny line items for a purchase order selected in the Purchase Orders for Approval page. You can also flag line items for correction. The detail page displays all open line items for which you have approval authority.

**Menu Path:**  Purchasing > Entry & Processing > Purchase Order Processing > Approve/Deny Purchase Orders. The Purchase Order Approval selection page displays. For additional pages:

- To display the Purchase Order for Approval page, enter criteria , and then click  (OK) to search for and display a list of purchase orders. For more information, refer to [Purchase Orders for Approval Page \(page 156\)](#).
- To display the Purchase Order Approval detail page, display the Purchase Order for Approval page (as described above), select the requisition you want, and then click  (OK). For the approval procedure, refer below.

### Processing Purchase Order Approvals

The Change Order Approval detail page displays all open line items for which you have approval authority. In this page, you can:

- View detailed information for each line item, such as approval status, description, account distributions, and vendor quotes.
- View notes associated with the purchase order.
- Approve or deny line items either one at a time or all at once.
- Flag individual line items as needing correction.
- Enter comments for specific line items regarding your approval actions.

### Action Bar Items

Following are descriptions of the items that display on the Purchase Order Approval detail page's Action Bar:

Approve	Approves a line item at your approval group or account approval level. This changes the item's Status field to Approved.
Deny	Denies a line item at your approval group or account approval level. This changes the item's Status field to Denied. A window displays for entering the reason for denying the item.
Approve All	Approves all listed items at your approval group or account approval level. This changes the items' Status fields to Approved.
Deny All	Denies all listed items at your approval group or account approval level. This changes the items' Status fields to Denied. A window displays for entering the reason for denying the items.
Needs Correction	Flags a line item for correction and changes the item's status to C - Correction. A window displays for entering the reason for requesting the correction.
Clear	Cancels an approval action for a selected line item. The item's Status field changes back to Open.

Approval Status	Displays the Purchase Order Approval page, where you can view the approval actions applied to a purchase order's line items. For details, refer to <a href="#">Purchase Order Approval Page (page 142)</a> .
Description	Displays the Purchase Order Description window, which provides the full description for a selected line item.
Distributions	Displays the Purchase Order Charging window, which shows the account distributions for a selected line item's cost.
Vendor Quotes	Displays the Vendor Quotes page, which displays prices submitted by the recommended vendor and competing vendors. For details on this page, refer to <a href="#">Vendor Quotes Page (page 93)</a> .
Comments	Displays the Approval Line Item Comments window. You can enter text in the page's Line Item Comment field to describe the approval action applied to a selected line item.

## Approval and Posting Reports

As the last step in the approval process, the system generates two reports:

**Purchase Order Approval Report** - Shows the approval actions taken for the listed purchase orders.

**Mass Post Purchase Orders Report** - Shows the purchase orders that posted to Fund Accounting and includes error messages indicating why certain purchase orders did not post.



These reports are generated by the Print windows that display at the end of the procedure for processing your approvals and denials. For sample reports, refer to the previous section.

---


## Procedure

Following is the procedure for approving or denying line items in a selected purchase order. For the procedure for processing all line items in one or more purchase orders, refer to [Purchase Orders for Approval Page \(page 156\)](#).



### Processing approvals for a purchase order's line items

1. Select  Purchasing > Entry & Processing > Purchase Order Processing > Approve/Deny Purchase Orders.
2. In the Purchase Order Approval selection page, enter selection criteria. For details, refer to [Purchase Order Approval Selection Page \(page 154\)](#).
3. Click  (OK) to display the Purchase Orders for Approval page, which list purchase orders that match your criteria and meet the following conditions:
  - You must be eligible to approve or deny at least one of the purchase order's open line items.
  - You have not yet approved or denied any of the purchase order's items.
4. Review the Status fields of the purchase orders, which can display the following codes:
  - Open - indicates the orders has not been approved or denied.
  - Approved - indicates all of the order's line items are approved.
  - Denied - indicates ll of the order's line items are denied.
  - Review Detail - indicates the order's line items have different status codes and still need to be processed.



5. To display a purchase order's line items in the Purchase Order Approval Detail page, select the order, and then click  (OK).
6. To process the line items displayed, click one of the following:
  - **Approve All** - to change the status of all items to Approved.
  - **Deny All** - to change the status of all items to Denied.
7. To process selected line items, first select the items as follows:
  - Select an individual item by clicking it.
  - Select a range of items by Shift+clicking the first and last items in the range.
  - Select multiple items by Ctrl+clicking each item.

Then click one of the following:

- **Approve** - to approve all items selected.
  - **Deny** - to deny all items selected.
  - **Needs Correction** - to flag the selected items for additional action.
  - **Clear** - to restore the status of the selected items to Open.
8. Click  (OK) to accept your entries and return to the Purchase Orders for Approval page.
  9. To process line items for another purchase order, repeat Steps 5-8.  
Otherwise, proceed to the next step.
  10. Click  (OK).
  11. In the first Print window, specify how you want to generate the Purchase Order Approval report, and then click **OK**. The report's default file name is *masspost.rpt*.
  12. In the second Print window, specify how you want to generate the Mass Post Purchase Orders report, and then click **OK**. The report's default file name is *masspo2.rpt*.


#### Important

If you click Back in Step 11 instead of OK and then exit the Purchase Orders for Approval page, your entries will not be saved.

## Exception Post POs

Use this option to post to Fund Accounting any purchase orders that you could not otherwise post due to processing errors. Normally, the process for posting purchase orders depends on whether approval is required:

- If approval is required for posting, the system posts a purchase order line item when final approval is issued in the Approve/Deny Purchase Order option.
- If approval is not required, the system posts a line item when you save a purchase order in the Purchase Orders option or convert a requisition line item in the Convert Mass Reqs to POs option.
- If the system cannot post a purchase order because of an error, such as a budget imbalance or table setup problem, you can correct the error, then use the Exception Post POs option to post the purchase order to Fund Accounting.



**Menu Path:**  Purchasing > Entry & Processing > Purchase Order Processing > Exception Post POs

### Mass Post Purchase Orders Report

Posting errors appear in the Mass Post Purchase Orders report. This report is generated when you either approve a line item in the Approve/Deny Purchase Orders option or convert requisitions in the Mass Convert Reqs to POs option. The system also issues an error message if it cannot post a line item in the Purchase Orders option and approval is not required. For a sample of the report, refer below.

### Procedure

#### Posting purchase orders to Fund Accounting

1. Correct any errors that prevented a purchase order from posting during the approval, requisition conversion, or bid conversion process. These errors are noted in the Mass Post Purchase Orders report.
2. Select  Purchasing > Entry & Processing > Purchase Order Processing > Exception Post POs to display the Post Purchase Orders page.
3. Enter criteria identifying the purchase orders you want to post.
4. Click  (OK).
5. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *masspost.rpt*.
6. In the Print page, enter settings for generating the Mass Post Purchase Orders report. The report's default file name is *masspost.rpt*.

The system generates the report, posts approved line items that meet your criteria, and encumbers costs according to the Encumber field in each purchase order's header.

### Sample Mass Post Purchase Orders Report

POWERSCHOOL						PAGE NUMBER: 1		
DATE: MM/DD/YY		YOUR ORGANIZATION'S NAME				MODULE NUM: POSTPU11		
TIME: HH:MM:SS		MASS POST PURCHASE ORDERS						
SELECTION CRITERIA: ALL								
PO NUMBER	LINE ITEM	BUDGET UNIT	ACCOUNT	PROJECT	ACCOUNT	SHIP CODE	STOCK NO	PO AMOUNT
08001053								250.00
		*** PURCHASE ORDER POSTED SUCCESSFULLY ***						
08001078								375.00
		*** PURCHASE ORDER POSTED SUCCESSFULLY ***						
08001079								261.25
		*** PURCHASE ORDER POSTED SUCCESSFULLY ***						
		TOTAL AMOUNT POSTED						886.25

## 6: Purchase Order Reports

---

The Purchasing Reports menu lets you print purchase order information sorted by budget unit, vendor, buyer, or date required. You can also generate listings based on approval information and purchase order age. The Price History reports track amounts paid for specific commodities.

- The reports contain information from purchase orders entered in Purchasing and converted from Vendor Bidding.
- Purchase orders created from bids in Vendor Bidding do not print the associated requisition reference information.
- If you have entered encumbrances using Fund Accounting, you cannot retrieve that information using these reports.

### Preview

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## Aged Purchase Order Listing

---

Use this option to generate purchase order information organized by the age of the purchase orders selected. The system calculates the age by days, starting with the day after the purchase order was entered and counting the calendar days up to and including the current system date.



For each purchase order, the report includes account distributions, approval status, shipping information, and line item data. It also shows the total cost and balance due for each purchase order, as well as the totals for all records included.

**Menu Path:**  Purchasing > Reports > Purchasing Reports > Aged Purchase Order Listing

---

### Procedure

#### Generating the Aged Purchase Order Listing report

1. Select  Purchasing > Reports > Purchasing Reports > Aged Purchase Order Listing to display the Aged Purchase Order Listing page.
2. In the Report Criteria section, enter criteria identifying the records to include in the report. To perform an advanced search, use the **Advanced** button.
3. Click  (OK).
4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *polist4.rpt*.

## Sample Aged Purchase Order Listing

POWERSCHOOL  
DATE: MM/DD/YYYY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
AGED PURCHASE ORDER LISTING

PAGE NUMBER: 1  
PURCHA31

SELECTION CRITERIA: purchase.po\_no in ('080040\*\*')

PO ----- DATE ENTERED--MM/DD/YY - AGE IN DAYS-- 14

NUMBER	CHGS	*BUDGET UNIT*	VENDOR	ACCOUNT	*PROJECT*	PO.TYPE	P/A	REQ.REF	DATE	STATUS	CODE	DAYS
08004036	000	101001	1 - BUSINESS SUPPLY CORP	300		REGULAR	N		08/18/11	ENTERED		14
			BUYER- MARY SMITH	SHIP CD- 1						REQUIRE		
			TERMS- NET 30 DAYS	FREIGHT- DESTINATION						EXPIRES		

ITEM	COMMODITY---	STOCK NUMBER	STATUS	UNIT PRICE	MEASURE	ORDERED	RECEIVED	TAX AMOUNT TRADE-IN/DISC	AMOUNT	BALANCE
01			OPEN	899.0000	EACH	6.00		.00	5394.00	
	COMPUTERS							.00		
02			OPEN	199.0000	EACH	6.00		.00	1194.00	
	COMPUTER MONITORS							.00		
03			OPEN	49.9900		6.00		.00	299.94	
	COMPUTER KEYBOARDS							.00		
04			OPEN	12.0000	EACH	6.00		.00	72.00	
	COMPUTER MOUSE							.00		
								.00		
						24.00		.00	6959.94	.00
								.00		

PO ----- DATE ENTERED--MM/DD/YY - AGE IN DAYS-- 14

NUMBER	CHGS	*BUDGET UNIT*	VENDOR	ACCOUNT	*PROJECT*	PO.TYPE	P/A	REQ.REF	DATE	STATUS	CODE	DAYS
08004037	000	101001	1 - BUSINESS SUPPLY CORP	300		REGULAR	N		08/18/11	ENTERED		14
			BUYER- JOHN WATSON JR	SHIP CD- 1						REQUIRE		
			TERMS- NET 30 DAYS	FREIGHT- DESTINATION						EXPIRES		

ITEM	COMMODITY---	STOCK NUMBER	STATUS	UNIT PRICE	MEASURE	ORDERED	RECEIVED	TAX AMOUNT TRADE-IN/DISC	AMOUNT	BALANCE
01	100-00-00-001	100	OPEN	15.0000	REAM	120.00		.00	1800.00	
	COPY PAPER, 8 1/2 X 11 - 10M WHITE SH							.00		
								.00		
						120.00		.00	1800.00	.00
								.00		

PO ----- DATE ENTERED--MM/DD/YY - AGE IN DAYS-- 14

NUMBER	CHGS	*BUDGET UNIT*	VENDOR	ACCOUNT	*PROJECT*	PO.TYPE	P/A	REQ.REF	DATE	STATUS	CODE	DAYS
08004038	000	101001	1 - BUSINESS SUPPLY CORP	300		REGULAR	N		08/18/11	ENTERED		14
			BUYER-	SHIP CD- 1						REQUIRE		
			TERMS- NET 30 DAYS	FREIGHT- DESTINATION						EXPIRES		

ITEM	COMMODITY---	STOCK NUMBER	STATUS	UNIT PRICE	MEASURE	ORDERED	RECEIVED	TAX AMOUNT TRADE-IN/DISC	AMOUNT	BALANCE
01			OPEN	49.9900	EACH	6.00		.00	311.94	
	OFFICE CHAIRS							.00		
								.00		
						6.00		.00	311.94	.00
								.00		

-----ITEMS-----						-----SUMMARY-----					
						ORDERED	RECEIVED	TAX AMOUNT TRADE-IN/DISC	AMOUNT	BALANCE	
					REPORT TOTAL	150.00		.00	9071.88	.00	

## Pending Change Orders Report


---

Use this option to generate a report listing change orders that you are eligible to approve and that have not yet been approved, denied, or flagged as needing correction on your level.

If needed, you can limit the report to the following types of change orders:

- Change orders that have been approved by all other levels.
- Change orders that require approval, thereby excluding those where approval is optional.




For each change order selected, the report includes the change date, line item change data, approval information, and account distributions. It also gives the change order's total adjustment and the purchase order's new total.

**Menu Path:**  Purchasing > Reports > Purchasing Reports > Pending Change Orders Report

---

### Procedure

#### Generating the Pending Change Orders report

1. Select  Purchasing > Reports > Purchasing Reports > Pending Change Orders Report to display the Pending Change Orders page.
2. In the Report Criteria section, enter criteria identifying the records to include in the report. To perform an advanced search, use the **Advanced** button.
3. Click  (OK).
4. In the Additional Records section, select the following checkboxes as needed:
  - *Only Include Records Approved By All Lower Levels* - to limit the report to change orders you are eligible to approve and that have been approved at levels lower than your own.
  - *Only Include Records Which Require Approval* - to limit the report to change orders where approval is required. This excludes purchase orders where approval is optional.
5. Click  (OK).
6. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *pendco.rpt*.

## Sample Pending Change Orders Report

POWERSCHOOL  
DATE: MM/DD/YYYY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
PENDING CHANGE ORDERS REPORT

PAGE NUMBER: 1  
PURCHA31

SELECTION CRITERIA: chgorder.po\_no in ('10000003','10000005')

PURCHASE ORDER NUMBER: 10000003		CHANGE ORDER NUMBER: 1		*=EXCEEDS BUDGET		
		CHANGE DATE: MM/DD/YY				
ITEM	QUANTITY ADJUSTMENT	PRICE ADJUSTMENT	TRADE-IN/DISC	TAX ADJUSTMENT	NEW TOTAL	TOTAL ADJUSTMENT
01	12.00	.00	0.00	0.00	420.00	144.00
COPY PAPER, 8 1/2 X 14, -10M WHITE SHEETS						
CHARGES---		*BUDGET UNIT*	ACCOUNT	*PROJECT*	ACCOUNT	REMAINING BALANCE
		10011000000000	559			276.00
						AMOUNT
						144.00

PURCHASE ORDER NUMBER: 10000005		CHANGE ORDER NUMBER: 1		*=EXCEEDS BUDGET		
		CHANGE DATE: MM/DD/YY				
ITEM	QUANTITY ADJUSTMENT	PRICE ADJUSTMENT	TRADE-IN/DISC	TAX ADJUSTMENT	NEW TOTAL	TOTAL ADJUSTMENT
01	2.00	.00	0.00	0.00	14.00	2.00
POSTAGE STAMPS						
CHARGES---		*BUDGET UNIT*	ACCOUNT	*PROJECT*	ACCOUNT	REMAINING BALANCE
		10011000000000	559			12.00
						AMOUNT
						2.00

## Pending Purchase Orders Report


---

Use this option to generate a report listing purchase orders that you are eligible to approve and that have not yet been approved, denied, or flagged as needing correction on your level.

If needed, you can limit the report to the following types of purchase orders:

- Purchase orders that have been approved by all other levels.
- Purchase orders that require approval, thereby excluding those where approval is optional.



For each purchase order selected, the report lists the entered and required dates, line item data, approval and shipping information, and account distributions. It also provides the purchase order's total cost and balance due, as well as grand totals for the purchase orders listed.

**Menu Path:**  Purchasing > Reports > Purchasing Reports > Pending Purchase Orders Report

---

### Procedure

#### Generating the Pending Purchase Orders report

1. Select  Purchasing > Reports > Purchasing Reports > Pending Purchase Orders Report to display the Pending Purchase Orders page.
2. In the Report Criteria section, enter criteria identifying the records to include in the report. To perform an advanced search, use the **Advanced** button.
3. In the Additional Records section, select the following checkboxes as needed:
  - *Only Include Records Approved By All Lower Levels* - to limit the report to purchase orders you are eligible to approve and have been approved at levels lower than your own.
  - *Only Include Records Which Require Approval* - to limit the report to purchase orders where approval is required. This excludes purchase orders where approval is optional.
4. Click  (OK).
5. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *pendpo.rpt*.



## Sample Pending Purchase Orders Report

POWERSCHOOL  
DATE: MM/DD/YYYY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
PENDING PURCHASE ORDERS REPORT

PAGE NUMBER: 1  
PURCHA31

SELECTION CRITERIA: purchase.po\_no in ('50004816','50004819')

PO NUM: 50004816	DATE ENTERED MM/DD/YY	DATE REQUIRED MM/DD/YY					*=EXCEEDS BUDGET			
	DAYS OVERDUE ***	DATE EXPIRES								
ITEM	REQ NO	COMMODITY	STOCK NO	ASSET	UNIT PRICE	QUANTITY UOM	SHIPPING	EXTENSION	TAXES TRADE-IN/DISC	TOTAL PRICE
01	50005075	348-09-15-103	350-1980	N	13.99	50.00 BX	.00	699.50	0.00 0.00	699.50
FILE FOLDERS 11 PT STOCK, MANILA 100 PER BOX										
			CHARGES---*BUDGET UNIT*		ACCOUNT	*PROJECT*	ACCOUNT	CHRG AMOUNT		
			110010000010		610			699.50		
02	50005075	348-09-15-345	350-1925	N	14.99	120.00 BX	.00	1,798.80	0.00 0.00	1,798.80
CLASP ENVELOPES 9"X12" 32 LB MANILA 100/BOX										
			CHARGES---*BUDGET UNIT*		ACCOUNT	*PROJECT*	ACCOUNT	CHRG AMOUNT		
			110010000010		610			1,798.80		
03	50005075	350-09-01-004	350-2186	N	3.47	96.00 BX	.00	333.12	0.00 0.00	333.12
METAL BINDER CLIPS, LARGE 2" WIDTH BLACK 12 PER BOX										
			CHARGES---*BUDGET UNIT*		ACCOUNT	*PROJECT*	ACCOUNT	CHRG AMOUNT		
			110010000010		610			333.12		
99	50005075			N	.00	.00	36.76	.00	0.00 0.00	36.76
ESTIMATED SHIPPING/HANDLING										
			CHARGES---*BUDGET UNIT*		ACCOUNT	*PROJECT*	ACCOUNT	CHRG AMOUNT		
			110010000010		610			36.76		
TOTAL PO 50004816						266.00	36.76		0.00 0.00	2,868.18
*APPROVAL*		ADMN	ADMINISTRATION		BUYER		JO GITTINGS			
VENDOR		240078	OFFICE XPRESS		SHIP TO		ADMINISTRATION CENTER			
					ATTN		JO GITTINGS			
					FREIGHT		BEST WAY			

POWERSCHOOL  
 DATE: MM/DD/YYYY  
 TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
 PENDING PURCHASE ORDERS REPORT

PAGE NUMBER: 2  
 PURCHA31

SELECTION CRITERIA: purchase.po\_no in ('50004816','50004819')

PO NUM:	50004819	DATE ENTERED MM/DD/YY	DATE REQUIRED MM/DD/YY	**EXCEEDS BUDGET							
		DAYS OVERDUE ***	DATE EXPIRES								
ITEM	REQ NO	COMMODITY	STOCK NO	ASSET	UNIT PRICE	QUANTITY UOM	SHIPPING	EXTENSION	TRADE-IN/DISC	TAXES	TOTAL PRICE
01	50005076	340-20-25-002	350-3951	N	4.99	36.00 BOX	.00	179.64	0.00	0.00	179.64
BALLPOINT STICK PENS MEDIUM POINT - BLUE BOX - DOZEN											
CHARGES---*BUDGET UNIT*					ACCOUNT	*PROJECT*	ACCOUNT	CHRG	AMOUNT		
					110010000011	610			179.64		
02	50005076	340-20-25-003	350-3952	N	4.99	24.00 BOX	.00	119.76	0.00	0.00	119.76
BALLPOINT STICK PENS MEDIUM POINT - BLACK BOX - DOZEN											
CHARGES---*BUDGET UNIT*					ACCOUNT	*PROJECT*	ACCOUNT	CHRG	AMOUNT		
					110010000011	610			119.76		
03	50005076	340-20-25-004	350-3953	N	4.99	12.00	.00	59.88	0.00	0.00	59.88
BALLPOINT STICK PENS MEDIUM POINT - RED BOX - DOZEN											
CHARGES---*BUDGET UNIT*					ACCOUNT	*PROJECT*	ACCOUNT	CHRG	AMOUNT		
					110010000011	610			59.88		
TOTAL PO 50004819						72.00	0.00		0.00	0.00	359.28

\*APPROVAL\*  
 VENDOR

ACCT  
 240078

ACCOUNTING  
 OFFICE XPRESS

BUYER DAN BROWN  
 SHIP TO ANNEX  
 ATTN DAN BROWN  
 FREIGHT NONE


SUMMARY			
REPORT TOTAL	ORDERED	SHIPPING	TOTAL PRICE
	338.00	36.76	3,227.46
			TAX AMOUNT
			0.00
			0.00

## Price History Report




Use this option to print the following Price History reports:

Price History Report	Provides information on purchase orders placed for the commodities, including the purchase order and line item numbers, dates, vendors, quantities, and unit prices.
Purchase Price Variance Report	Lists the unit prices paid for selected commodities each time they were ordered and the percentage of variance between the highest and lowest unit prices paid.

Both reports reflect any change order adjustments made to the commodity's unit price for specific line items.

**Menu Path:**  Purchasing > Reports > Purchasing Reports > Price History Reports

### Procedure

1. Select  Purchasing > Reports > Purchasing Reports > Price History Reports to display the Price History Report page.
2. In the Report Option section, select:
  - Price Report* - to generate the Price History report. The report's default file name is *p\_his.rpt*.
  - Variance Report* - to generate the Purchase Price Variance report. The report's default file name is *p\_var.rpt*.
3. Click  (OK).
4. In the Report Criteria section, enter selection criteria identifying the commodities to include.
5. Click  (OK).
6. In the Print window, specify how you want to generate the report, then click **OK**.

### Sample Price History Report

POWERSCHOOL				PAGE NUMBER: 1		
DATE: MM/DD/YYYY				PRICEHIS		
TIME: HH:MM:SS				YOUR ORGANIZATION'S NAME		
PRICE HISTORY REPORT						
SELECTION CRITERIA: commod.code matches "100-00-00-01**"						
Commodity - 100-00-00-012 - PAPER, COPIER LETTER BLUE						
Vendor Number	Vendor Name	PO Number	Line Number	PO Date	QTY Ordered	Unit Price
2120	TREHER OFFICE PRODUCTS	08004012	3	MM/DD/YYYY	2.00	22.5000
2120	TREHER OFFICE PRODUCTS	08004017	1	MM/DD/YYYY	1.00	24.0000
2120	TREHER OFFICE PRODUCTS	08004020	1	MM/DD/YYYY	1.00	23.0000
Total Vendor:2					4.00	
Vendor Number	Vendor Name	PO Number	Line Number	PO Date	QTY Ordered	Unit Price
3740	AMERICAN STAMP & STATIONERY CO	08004007	3	MM/DD/YYYY	1.00	24.0000
3740	AMERICAN STAMP & STATIONERY CO	08004013	1	MM/DD/YYYY	1.00	23.0000
3740	AMERICAN STAMP & STATIONERY CO	08004028	2	MM/DD/YYYY	1.00	23.7500
Total Vendor:3					3.00	
Total Commodity:100-00-00-012					7.00	

## Sample Purchase Price Variance Report

POWERSCHOOL  
DATE: MM/DD/YY  
TIME: HH:MM:SS

PAGE NUMBER: 1  
PRICEHIS

YOUR ORGANIZATION'S NAME  
PURCHASE PRICE VARIANCE REPORT

SELECTION CRITERIA: commod.code="100-00-00-012"

Commodity - 100-00-00-012 - PAPER, COPIER LETTER BLUE

Vendor Number	Vendor Name	PO Number	Line Number	PO Date	Unit Price
2120	TREHER OFFICE PRODUCTS	08004012	3	MM/DD/YYYY	22.5000
2120	TREHER OFFICE PRODUCTS	08004017	1	MM/DD/YYYY	23.0000
2120	TREHER OFFICE PRODUCTS	08004020	1	MM/DD/YYYY	24.0000
3740	AMERICAN STAMP & STATIONERY CO	08004007	3	MM/DD/YYYY	23.0000
3740	AMERICAN STAMP & STATIONERY CO	08004013	1	MM/DD/YYYY	23.7500
3740	AMERICAN STAMP & STATIONERY CO	08004028	2	MM/DD/YYYY	24.0000

Lowest Price: 22.5000  
Highest Price: 24.0000  
Percentage Change: 6.67%

## Purchase Orders by Buyer



Use this option to generate a report showing purchase order information sorted by buyer. The report groups purchase orders for each buyer and provides a total for all purchase orders associated with the buyer.

For each purchase order selected, the report includes accounting distributions, approval status, vendor and shipping information, and line item data. The report also includes a summary showing totals for all purchase orders listed.

**Menu Path:**  Purchasing > Reports > Purchasing Reports > Purchase Orders by Buyer

## Procedure

## Generating the Purchase Orders by Buyer report

1. Select  Purchasing > Reports > Purchasing Reports > Purchase Orders by Buyer to display the Purchase Order Listing By Buyer page.
2. In the Report Criteria section, enter criteria identifying the records to include in the report. To perform an advanced search, use the **Advanced** button.
3. Click  (OK).
4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *polist5.rpt*.

### Sample Purchase Order Listing by Buyer

POWERSCHOOL		YOUR ORGANIZATION'S NAME				PAGE NUMBER: 1					
DATE: MM/DD/YYYY		PURCHASE ORDER LISTING BY BUYER				PURCHA31					
TIME: HH:MM:SS						BUYER TOTALS					
SELECTION CRITERIA: purchase.po_no in ('50004816','50004819')											
BUYER - DAN BROWN											
PO NUMBER	# OF CHGS	*BUDGET UNIT*	VENDOR	ACCOUNT	*PROJECT*	PO TYPE	P/A	REQ. REF	DATE	CODE	DAYS
50004819	000	110010000011	240078 - OFFICE XPRESS	610		REGULAR	N	50005076	MM/DD/YY	ENTERED	4
				SHIP CD-	ANNEX						
				FREIGHT-	NONE						
TERMS- NET 30 DAYS											
									TAX AMOUNT		
ITEM	COMMODITY---	STOCK NUMBER	STATUS	UNIT PRICE	MEASURE	ORDERED	RECEIVED	TRADE-IN/DISC	AMOUNT	BALANCE	
01	340-20-25-002	350-3951	OPEN	4.9900	BOX	36.00			.00	179.64	
		BALLPOINT STICK PENS							.00		
		MEDIUM POINT - BLUE									
		BOX - DOZEN									
02	340-20-25-003	350-3952	OPEN	4.9900	BOX	24.00			.00	119.76	
		BALLPOINT STICK PENS							.00		
		MEDIUM POINT - BLACK									
		BOX - DOZEN									
03	340-20-25-004	350-3953	OPEN	4.9900	BOX	12.00			.00	59.88	
		BALLPOINT STICK PENS							.00		
		MEDIUM POINT - RED									
		BOX - DOZEN									
PURCHASE ORDER TOTAL						72.00			.00	359.28	.00
						.00					
									.00		
BUYER TOTALS						72.00			.00	359.28	.00
						.00					
									.00		

```

-----
POWERSCHOOL
DATE: MM/DD/YYYY
TIME: HH:MM:SS

                                YOUR ORGANIZATION'S NAME
                                PURCHASE ORDER LISTING BY BUYER

PAGE NUMBER: 2
PURCHA31
BUYER TOTALS

SELECTION CRITERIA: purchase.po_no in ('50004816','50004819')

BUYER - JO GITTINGS

PO      # OF
NUMBER  CHGS  *BUDGET UNIT*  VENDOR      ACCOUNT  *PROJECT*  PO.TYPE  P/A  REQ.REF  DATE  CODE  DAYS
50004816 000  110010000010  240078 - OFFICE XPRESS  610      SHIP CD- ADMN  REGULAR  N    50005075  MM/DD/YY ENTERED 4
                                TERMS- NET 30 DAYS  FREIGHT- BEST WAY  REQUIRE
                                EXPIRES

ITEM  COMMODITY--- STOCK NUMBER  STATUS  UNIT PRICE  MEASURE  ORDERED  RECEIVED  TAX AMOUNT  TRADE-IN/DISC  AMOUNT  BALANCE
-----
01  348-09-15-103 350-1980  OPEN      13.9900    BX      50.00      .00      699.50
      FILE FOLDERS
      11 PT STOCK, MANILA
      100 PER BOX
02  348-09-15-345 350-1925  OPEN      14.9900    BX     120.00      .00     1796.80
      CLASP ENVELOPES
      9"X12" 32 LB MANILA
      100/BOX
03  346-11-03-404 350-2186  OPEN      3.4700    BX      96.00      .00      333.12
      METAL BINDER CLIPS, LARGE
      2" WIDTH BLACK
      12 PER BOX
99                                     OPEN      .0000      .00      .00      36.76
      ESTIMATED SHIPPING/HANDLING
      PURCHASE ORDER TOTAL      266.00      .00     2868.18      .00
      36.76
      BUYER TOTALS      266.00      .00     2868.18      .00
      36.76
      .00

-----ITEMS-----SUMMARY-----
                                TAX AMOUNT
REPORT TOTAL      ORDERED  RECEIVED  TRADE-IN/DISC  AMOUNT  BALANCE
338.00      .00      3227.46      .00
      .00


```

## Purchase Orders by Date Required

---

Use this option to generate purchase orders sorted chronologically based on their required dates. If applicable, the report includes the number of days a purchase order is overdue.



For each purchase order selected, the report includes accounting distributions, approval status, vendor and shipping information, and line item data. The report includes a summary showing totals for all purchase orders listed.

**Menu Path:**  Purchasing > Reports > Purchasing Reports > Purchase Orders by Date Required

---

### Procedure

#### Generating the Purchase Orders by Date Required report

1. Select  Purchasing > Reports > Purchasing Reports > Purchase Orders by Date Required to display the Purchase Order Listing By Date Required page.
2. In the Report Criteria section, enter criteria identifying the records to include in the report. To perform an advanced search, use the **Advanced** button.
3. Click  (OK).
4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *polist3.rpt*.

## Sample Purchase Orders by Date Required Report

POWERSCHOOL  
DATE: MM/DD/YY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
PURCHASE ORDERS BY DATE REQUIRED

PAGE NUMBER: 1  
PURCHA31

SELECTION CRITERIA: purchase.po\_no in ('080040')

PO ----- DATE REQUIRED- - DAYS OVERDUE-

NUMBER	CHGS	*BUDGET UNIT*	VENDOR	ACCOUNT	*PROJECT*	PO.TYPE	P/A	REQ.REF	DATE	CODE	DAYS
08004038	000	101001	1 - BUSINESS SUPPLY CORPOR	300		REGULAR	N		MM/DD/YY	ENTERED	14
			BUYER-	SHIP CD-					MM/DD/YY	REQUIRE	
			TERMS-	FREIGHT-	DESTINATION				EXPIRES		

ITEM	COMMODITY---	STOCK NUMBER	STATUS	UNIT PRICE	MEASURE	ORDERED	RECEIVED	TRADE-IN/DISC	TAX AMOUNT	AMOUNT	BALANCE
01			OPEN	49.9900	EACH	6.00			.00	311.94	
	OFFICE CHAIRS								.00		
PURCHASE ORDER TOTAL						6.00			.00	311.94	.00
									.00		

POWERSCHOOL  
DATE: MM/DD/YY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
PURCHASE ORDERS BY DATE REQUIRED

PAGE NUMBER: 2  
PURCHA31

SELECTION CRITERIA: purchase.po\_no in ('080040')

PO ----- DATE REQUIRED-MM/DD/YY - DAYS OVERDUE- 1

NUMBER	CHGS	*BUDGET UNIT*	VENDOR	ACCOUNT	*PROJECT*	PO.TYPE	P/A	REQ.REF	DATE	CODE	DAYS
08004036	000	101001	1 - BUSINESS SUPPLY CORPOR	300		REGULAR	N		MM/DD/YY	ENTERED	14
			BUYER- MARY SMITH	SHIP CD-					MM/DD/YY	REQUIRE	1
			TERMS-	FREIGHT-	DESTINATION				EXPIRES		

ITEM	COMMODITY---	STOCK NUMBER	STATUS	UNIT PRICE	MEASURE	ORDERED	RECEIVED	TRADE-IN/DISC	TAX AMOUNT	AMOUNT	BALANCE
01			OPEN	899.0000	EACH	6.00			.00	5394.00	
	COMPUTERS								.00		
02			OPEN	199.0000	EACH	6.00			.00	1194.00	
	COMPUTER MONITORS								.00		
03			OPEN	49.9900		6.00			.00	299.94	
	COMPUTER KEYBOARDS								.00		
04			OPEN	12.0000	EACH	6.00			.00	72.00	
	COMPUTER MOUSE								.00		
PURCHASE ORDER TOTAL						24.00			.00	6959.94	.00
									.00		

PO ----- DATE REQUIRED-MM/DD/YY - DAYS OVERDUE- 1

NUMBER	CHGS	*BUDGET UNIT*	VENDOR	ACCOUNT	*PROJECT*	PO.TYPE	P/A	REQ.REF	DATE	CODE	DAYS
08004037	000	101001	1 - BUSINESS SUPPLY CORPOR	300		REGULAR	N		MM/DD/YY	ENTERED	14
			BUYER- JOHN WATSON JR	SHIP CD-					MM/DD/YY	REQUIRE	1
			TERMS-	FREIGHT-	DESTINATION				EXPIRES		

ITEM	COMMODITY---	STOCK NUMBER	STATUS	UNIT PRICE	MEASURE	ORDERED	RECEIVED	TRADE-IN/DISC	TAX AMOUNT	AMOUNT	BALANCE
01	100-00-00-001	100	OPEN	15.0000	REAM	120.00			.00	1800.00	
	COPY PAPER, 8 1/2 X 11 - 10M WHITE SH								.00		
PURCHASE ORDER TOTAL						120.00			.00	1800.00	.00
									.00		


-----ITEMS-----						-----SUMMARY-----					
						TAX AMOUNT					
REPORT TOTAL						ORDERED	RECEIVED	TRADE-IN/DISC	AMOUNT	BALANCE	
						150.00			9071.88	.00	



## Purchase Orders by Organization

---



Use this option to generate a listing of the budget units for charging line items in selected purchase orders. For each budget unit, the report provides the total quantity of items ordered, total dollar amount for all line items, and the total balance due. The report also provides totals for individual purchase orders as well as the entire report.

**Menu Path:**  Purchasing > Reports > Purchasing Reports > Purchase Orders by Organization

---

### Procedure

#### Generating the Purchase Orders by Organization report

1. Select  Purchasing > Reports > Purchasing Reports > Purchase Orders by Organization to display the Purchase Orders By Organization page.
2. In the Report Criteria section, enter criteria identifying the records to include in the report. To perform an advanced search, use the **Advanced** button.
3. Click  (OK).
4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *polist1.rpt*.

## Sample Purchase Orders by Organization Report

POWERSCHOOL  
DATE: MM/DD/YY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
PURCHASE ORDERS BY ORGANIZATION

PAGE NUMBER: 1  
PURCHA31  
\*BUDGET UNIT\* TOTALS

SELECTION CRITERIA: purchase.po\_no in ('080040')

\*BUDGET UNIT\* - 101001 - ACCOUNTING OFFICE

PO NUMBER	# OF CHGS	*BUDGET UNIT*	VENDOR	ACCOUNT	*PROJECT*	PO.TYPE	P/A	REQ.REF	DATE	STATUS	CODE	DAYS
08004036	000	101001	1 - BUSINESS SUPPLY CORP	300		REGULAR	N		MM/DD/YY	ENTERED		14
			BUYER- MARY SMITH	SHIP CD- 1					MM/DD/YY	REQUIRE		1
			TERMS- NET 30 DAYS	FREIGHT- DESTINATION						EXPIRES		
ITEM	COMMODITY---	STOCK NUMBER	STATUS	UNIT PRICE	MEASURE	ORDERED	TAX AMOUNT	TRADE-IN/DISC	AMOUNT	BALANCE		
01		COMPUTERS	OPEN	899.0000	EACH	6.00	.00	.00	5394.00			
02		COMPUTER MONITORS	OPEN	199.0000	EACH	6.00	.00	.00	1194.00			
03		COMPUTER KEYBOARDS	OPEN	49.9900		6.00	.00	.00	299.94			
04		COMPUTER MOUSE	OPEN	12.0000	EACH	6.00	.00	.00	72.00			
				PURCHASE ORDER TOTAL		24.00	.00	.00	6959.94			.00
							.00					

PO NUMBER	# OF CHGS	*BUDGET UNIT*	VENDOR	ACCOUNT	*PROJECT*	PO.TYPE	P/A	REQ.REF	DATE	STATUS	CODE	DAYS
08004037	000	101001	1 - BUSINESS SUPPLY CORP	300		REGULAR	N		MM/DD/YY	ENTERED		14
			BUYER- JOHN WATSON JR	SHIP CD- 1					MM/DD/YY	REQUIRE		1
			TERMS- NET 30 DAYS	FREIGHT- DESTINATION						EXPIRES		
ITEM	COMMODITY---	STOCK NUMBER	STATUS	UNIT PRICE	MEASURE	ORDERED	TAX AMOUNT	TRADE-IN/DISC	AMOUNT	BALANCE		
01	100-00-00-001	100	OPEN	15.0000	REAM	120.00	.00	.00	1800.00			
		COPY PAPER, 8 1/2 X 11 - 10M WHITE SH					.00	.00				
				PURCHASE ORDER TOTAL		120.00	.00	.00	1800.00			.00
							.00					

PO NUMBER	# OF CHGS	*BUDGET UNIT*	VENDOR	ACCOUNT	*PROJECT*	PO.TYPE	P/A	REQ.REF	DATE	STATUS	CODE	DAYS
08004038	000	101001	1 - BUSINESS SUPPLY CORP	300		REGULAR	N		MM/DD/YY	ENTERED		14
			BUYER- MARY SMITH	SHIP CD- 1					MM/DD/YY	REQUIRE		1
			TERMS- NET 30 DAYS	FREIGHT- DESTINATION						EXPIRES		
ITEM	COMMODITY---	STOCK NUMBER	STATUS	UNIT PRICE	MEASURE	ORDERED	TAX AMOUNT	TRADE-IN/DISC	AMOUNT	BALANCE		
01		OFFICE CHAIRS	OPEN	49.9900	EACH	6.00	.00	.00	311.94			
						12.00	.00	.00				
				PURCHASE ORDER TOTAL		6.00	.00	.00	311.94			.00
						12.00	.00	.00				
				*BUDGET UNIT* TOTALS		150.00	.00	.00	9071.88			.00
						12.00	.00	.00				

POWERSCHOOL  
DATE: MM/DD/YY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
PURCHASE ORDERS BY ORGANIZATION

PAGE NUMBER: 2  
PURCHA31  
\*BUDGET UNIT\* TOTALS

SELECTION CRITERIA: purchase.po\_no in ('080040')

--ITEMS--

-----SUMMARY-----

REPORT TOTAL	ORDERED	TAX AMOUNT	TRADE-IN/DISC	AMOUNT	BALANCE
	150.00	.00	.00	9071.88	.00
		.00			

## Purchase Orders By Vendor

---

Use this option to generate purchase order information sorted according to vendor. The report groups purchase orders with their vendors. Page breaks occur at the end of each vendor's listing.



The report's purchase order information includes accounting distributions, approval status, shipping information, and line item data. The report also provides a summary showing totals for all purchase orders printed.

**Menu Path:**  Purchasing > Reports > Purchasing Reports > Purchase Orders by Vendor

---

### Procedure

#### Generating the Purchase Orders by Vendor report

1. Select  Purchasing > Reports > Purchasing Reports > Purchase Orders by Vendor to display the Purchase Orders By Vendor page.
2. In the Report Criteria section, enter criteria identifying the records to include in the report. To perform an advanced search, use the **Advanced** button.
3. Click  (OK).
4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *polist2.rpt*.

## Sample Purchase Orders by Vendor Report

POWERSCHOOL  
DATE: MM/DD/YYYY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
PURCHASE ORDERS BY VENDOR

PAGE NUMBER: 1  
PURCHA31  
VENDOR TOTALS

SELECTION CRITERIA: purchase.po\_no in ('50004816','50004819')

VENDOR - 240078 - OFFICE XPRESS

PO NUMBER	# OF CHGS	VENDOR	*BUDGET UNIT*	ACCOUNT	*PROJECT*	PO.TYPE	P/A	REQ.REF	-----STATUS-----	DATE	CODE	DAYS
50004816	000	240078	110010000010 - ADMINISTRATION	610		REGULAR	N	50005075	MM/DD/YY	ENTERED		4
			BUYER- JO GITTINGS	SHIP CD- ADMN							REQUIRE	
			TERMS- NET 30 DAYS	FREIGHT- BEST WAY							EXPIRES	

ITEM	COMMODITY---	STOCK NUMBER	STATUS	UNIT PRICE	MEASURE	ORDERED	RECEIVED	TAX AMOUNT	AMOUNT	BALANCE
01	348-09-15-103	350-1980	OPEN	13.9900	BX	50.00		.00	699.50	
		FILE FOLDERS						.00		
		11 PT STOCK, MANILA								
		100 PER BOX								
02	348-09-15-345	350-1925	OPEN	14.9900	BX	120.00		.00	1798.80	
		CLASP ENVELOPES						.00		
		9"X12" 32 LB MANILA								
		100/BOX								
03	346-11-03-404	350-2186	OPEN	3.4700	BX	96.00		.00	333.12	
		METAL BINDER CLIPS, LARGE						.00		
		2" WIDTH BLACK								
		12 PER BOX								
99			OPEN	.0000		.00		.00	36.76	
		ESTIMATED SHIPPING/HANDLING						.00		
						266.00		.00	2668.18	.00
						36.76				
								.00		

PO NUMBER	# OF CHGS	VENDOR	*BUDGET UNIT*	ACCOUNT	*PROJECT*	PO.TYPE	P/A	REQ.REF	-----STATUS-----	DATE	CODE	DAYS
50004819	000	240078	110010000011 - ACCOUNTING	610		REGULAR	N	50005076	MM/DD/YY	ENTERED		3
			BUYER- DAN BROWN	SHIP CD- ANNEX							REQUIRE	
			TERMS- NET 30 DAYS	FREIGHT- BEST WAY							EXPIRES	

ITEM	COMMODITY---	STOCK NUMBER	STATUS	UNIT PRICE	MEASURE	ORDERED	RECEIVED	TAX AMOUNT	AMOUNT	BALANCE
01	340-20-25-002	350-3951	OPEN	4.9900	BOX	36.00		.00	179.64	
		BALLPOINT STICK PENS						.00		
		MEDIUM POINT - BLUE								
		BOX - DOZEN								
02	340-20-25-003	350-3952	OPEN	4.9900	BOX	24.00		.00	119.76	
		BALLPOINT STICK PENS						.00		
		MEDIUM POINT - BLACK								
		BOX - DOZEN								
03	340-20-25-004	350-3953	OPEN	4.9900	BOX	12.00		.00	59.88	
		BALLPOINT STICK PENS						.00		
		MEDIUM POINT - RED								
		BOX - DOZEN								
						72.00		.00	359.28	.00
						.00				
								.00		
						338.00		.00	3227.45	.00
						36.76				
								.00		

POWERSCHOOL  
DATE: MM/DD/YYYY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
PURCHASE ORDERS BY VENDOR

PAGE NUMBER: 2  
PURCHA31  
VENDOR TOTALS

SELECTION CRITERIA: purchase.po\_no in ('50004816','50004819')

	-----ITEMS-----	SUMMARY-----	
	ORDERED	RECEIVED	TAX AMOUNT
REPORT TOTAL	338.00		.00
			.00
			3227.46
			.00


## Purchase Order Status Summary

Use this option to generate a listing of the completion status of selected purchase orders. For each purchase order listed, the report includes purchase order and requisition numbers, dates entered and required, expiration date, buyer, vendor, number of line items, and total cost.

The report is sorted by purchase order number. It provides the total count and cost of the purchase orders included. Change order adjustments are reflected in the amounts.



### Note

The Purchase Order Status Summary report does not include requisition numbers for purchase orders generated through Vendor Bidding.

**Menu Path:**  Purchasing > Reports > Purchasing Reports > Purchase Order Status Summary

## Procedure

### Generating the Purchase Order Status Summary report

1. Select  Purchasing > Reports > Purchasing Reports > Purchase Order Status Summary to display the Purchase Order Status Summary page.
2. In the Report Criteria section, enter criteria identifying the records to include in the report. To perform an advanced search, use the **Advanced** button.
3. Click  (OK).
4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *postats.rpt*.

## Sample Purchase Order Status Summary Report

POWERSCHOOL							PAGE NUMBER: 1			
DATE: MM/DD/YY		YOUR ORGANIZATION'S NAME					PURCHA31			
TIME: HH:MM:SS		PURCHASE ORDER STATUS SUMMARY REPORT								
SELECTION CRITERIA: purchase.po_no in ('080040**')										
PO STATUS	PO NUMBER	REQUISIT REF.	DATE ENTERED	DATE REQUIRED	DATE EXPIRES	BUYER	VENDOR CODE	DESCRIPTION	TOTAL ITEMS	TOTAL PO AMOUNT
COMPLETE	08004036		MM/DD/YY	MM/DD/YY		MARY SMITH	1		4	6959.94
COMPLETE	08004038		MM/DD/YY				1		1	311.94
PRINTED	08004037		MM/DD/YY	MM/DD/YY		JOHN WATSON JR	1		1	1800.00
TOTAL NUMBER OF PO'S:			3						TOTAL AMOUNT:	9071.88

## 7: Change Order Processing

---

The Change Order Processing menu lists options for creating, processing, and printing change orders. This chapter covers the following topics:

- Creating change orders by entering adjustments to purchase orders, including delivery information, quantities, unit prices, discounts, taxes, and account distributions.
- Approving, denying, and correcting change order line items.
- Posting change orders to Fund Accounting.


### Preview

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## Change Orders

---

Use this option to add, view, and print change orders for purchase orders that have been posted to and encumbered in Fund Accounting. A change order lets you adjust a purchase order's header and line item data, including delivery information, quantities, unit prices, discounts, taxes, and account distributions.

**Menu Path:**  Purchasing > Entry & Processing > Change Order Processing > Change Orders

### Change Order Pages

The Change Orders option provides the following pages for adding and viewing change order information:

Change Orders selection	Lets you search for, view, and print change order records. You can also start the add procedure from this page. For details, refer to Change Orders Selection.
Change Orders header	Lets you identify the purchase order you are changing, add the change order's header information, and then access the source purchase order's line items. For details, refer to Change Orders Header.
Change Orders Detail	Lets you view and change details for a line item. You can update the item's quantity, unit price, discount, taxes, and account distributions. For details, refer to Change Orders Detail.
Change Order Approval	Lets you view a line item's approval status. For details, refer to <a href="#">Change Order Approval Page (page 190)</a> .
Print Change Orders	Lets you print selected change orders. For details, refer to <a href="#">Print Change Orders (page 192)</a> .

### Preview


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Print Change Orders .....	192

## Adding and Updating Change Orders


The Change Orders selection page is the central page used with the Change Orders option. In this page, you can:

- Search for and list change orders.
- Initiate the procedure for adding a new change order.
- Update line items for an existing change order that is pending approval.
- Print change orders.

This topic includes the procedures for adding and updating line items for a change order. Three change order pages are used in these procedures: Change Orders selection, Change Orders header, and Change Orders Detail.

**Menu Path:**  Purchasing > Entry & Processing > Change Order Processing > Change Orders

### Note

You can only update purchase orders that have already been encumbered and posted to Fund Accounting. To update other purchase orders, use the  Purchasing > Entry & Processing > Purchase Order Processing > Purchase Orders option.




### Action Bar Items

Set Period	Enables you to change fiscal year, accounting period, or transaction date for a function where the current year, period, and date do not apply. This action item displays when you first display the Change Order selection page. For details, refer to <a href="#">Reset Period (page 25)</a> .
Print Change Orders	Enables you to print selected change orders. This action item displays after you search for and list change orders in the Change Orders selection page. For details, refer to <a href="#">Print Change Orders (page 192)</a> .
Approval Status	Enables you to view the approval status for each level of approval that applies to a purchase order line item. This action item displays after you list line items in the Change Order header page or display a line item in the Change Orders Detail page.
Tax Rate	Enables you to set the sales tax and use tax rates for a change order. This action item displays after you display a line item in the Change Orders Detail page. For details, refer to <a href="#">Taxes Page (page 27)</a> .
Insert Row	Enables you to add a row for distributing a line item's charges in Fund Accounting. This action item displays after you access the Charging Information section for a line item in the Change Orders Detail page.
Delete Row	Enables you to remove a row from a line item's distribution charges. This action item displays after you access the Charging Information section for a line item in the Change Orders Detail page.




## Procedures

### Adding a change order



1. Display the Change Orders selection page.
2. Click  (Add New). The Change Orders header page displays.
3. In the Purchase Order field, enter the number of the purchase order being changed.  
When you enter a valid purchase order number, order's values default to the page.
4. Add or change data in the Vendor and Delivery tabs as needed.
5. To display the purchase order's line items, click  (OK).
6. To display the Change Orders Detail page for a line item, select the item, and then click  (OK).
7. In the Pricing Adjustments tab, change the following fields as needed: Quantity Adjustment, Price Adjustment, Trade-in/Discount, and Tax Adjustment.

For details on these fields, refer below to the field descriptions for the Change Orders Detail page.

8. Click  (OK) to access the Charging Information section.
9. In the Amount fields, distribute the value from the Total Adjustment field.  
You also can distribute the costs to additional budget units/accounts by using the following Action Bar items:


**Insert Row** - to add a new budget unit/account for distributing the adjustment.

**Delete Row** - to delete a budget unit/account that you do not want to use.

10. When you distribute the full adjustment, click  (OK) in the Amount field to complete the line item's change order.
11. Repeat Steps 6-9 to change another line item.
12. Click  (Save) to save the change order and route it for approval.

### Updating a change order

*You can only update a change order where the Item Status is not X-Posted. Usually, this only occurs if the change order has been routed for approval.*

1. Display the Change Orders selection page.
2. Select the purchase order you want, and then click  (OK) to display the Change Orders header page.
3. Follow Steps 4-12 of the previous procedure.

## Fields

Following are descriptions of the fields in the Change Orders header and detail pages.

### General Section

*Use this section to identify the change order's source purchase order.*

#### Purchase Order

Number identifying the purchase order you want to change. Change orders can only reference purchase orders that have been encumbered and posted in Fund Accounting. Required for adding or viewing a change order.

**Change**

System-generated number that combines with the Purchase Order number to identify the change order record. Display only.

The system determines this number based on how many previous change orders exist for the purchase order you selected. For instance, if the purchase order has no change orders, the system assigns a value of 1.

**Status**

Setting indicating whether the change order has been printed:

*Y - Printed* - Indicates the change order was previously printed.

*C - Complete* - Indicates the change order has not been printed.

**Change**

System transaction date when the change order was created. The field defaults the date from the Fund Accounting Profile, unless the transaction date was changed using **Set Period** on the Action Bar.

**\*Approval Code\***

Approval group from the source purchase order. The field's title is defined in the Fund Accounting Profile.

**Blanket**

Checkbox indicating whether the source purchase order is an open, continuous purchase order used for unspecified future purchases.

The field is selected if the change order references a blanket purchase order. Otherwise, it is blank.

**Contract**

Checkbox indicating whether the source purchase order is based on a contractual agreement, such as a service contract or equipment lease.

The field is selected if the change order references a contractual purchase order. Otherwise, it is blank.

**Confirming**

Checkbox indicating whether the source purchase order is a confirmation of a previously placed order, such as to confirm an order initially placed by phone.

The field is selected if the change order references a confirming purchase order. Otherwise, it is blank.

**Vendor Tab**

*Use this tab to enter date information for the change order. If the change order does not require dates different from those with the source purchase order, you can keep the system defaults.*

**Vendor**

Vendor code from the source purchase order. Display only.

**Issued**

Date the change order was issued. The field defaults the date when the source purchase order was issued. You can change this, if you want to apply a different date to the change order. Optional.

**Required**

Date when the ordered items are required. You can associate a unique date with the change order, or you can keep the default date from the source purchase order. Optional.

**Expires**

Date when the change order is no longer valid. You can keep the default date from the original purchase order or enter a new date. Optional.

**Vendor Address**

Vendor's ordering address, as it defaults from the source purchase order. Display only.

**Delivery Tab**

*Use this tab to enter shipping, contact, and encumbrance information. The Ship To and Encumber fields are required, while the other fields are optional.*

**Delivery Information Section****Terms**

Payment terms, such as *2% 10/Net 30, Cash, or COD*. [Character/35]

**Freight**

Shipping method, such as *Motor Freight or UPS*. [Character/35]

**Description**

General description of the change order to appear in displays and printouts. The description is also used by Fund Accounting for all transactions related to the change order.

The system inserts the default description of *CHANGE ORDER - \* # \** with the # symbol representing the value in the Change field. If needed, you may enter a different description. [Character/25]

**Buyer**

Person or department associated with the source purchase order. If needed, you may change the default. [Character/35]

**Attention**

Title, name, or department indicating where the shipment should be directed once it is received. If needed, you may change the default. [Character/35]

**Ship To Address Section****Ship To**

Code identifying the location where items should be delivered. If needed, you may change the default by selecting another ship-to code.

**Encumber**

Determines whether to encumber the change order's item costs in Fund Accounting. The default is determined by the Fund Accounting Profile's Purchasing Encumbrance Flag field. You can change this, if needed. However, you cannot change the setting to N - Do Not Encumber.

Select:



*Y - Post Encumbrance* - to update Expenditure and Project Ledger encumbrances when the purchase order's items are posted.

*R - Allow To Be Reviewed* - to send encumbrance amounts to Batch Encumbrances in Fund Accounting when the purchase order's items are posted. You then can review the encumbrance amounts before posting them to the appropriate ledger accounts.

*N - Do Not Encumber* - to prevent the purchase order items from being encumbered in Fund Accounting.

The field's default value is set in the Fund Accounting Profile's Purchasing Encumbrance Flag field.

## Change Orders Detail Page

To display this page, click  (OK) in the Change Orders header page, select a line item, and then click  (OK) again.

### Pricing Adjustments Tab

Use this tab to enter adjustments to a line item's costs. Keep in mind that you are entering values to add or subtract from the item's original figures. For example, to reduce an item's quantity by 5 units, enter -5.00 in the Quantity Adjustment field.

#### Quantity Adjustment

Enter the number of units to add or subtract from the original quantity. For example, to reduce the quantity from 10 to 7 units, enter -3.00.

#### Price Adjustment

Enter the dollar-and-cents amount to add or subtract from the original per unit price. For example, to reduce the per unit price from 5.00 to 4.50, enter -0.50.

#### New Extended

Recalculated extended amount for the line item. The system uses the following formula to calculate the amount:

$$(\text{Original Quantity} + \text{Quantity Adjustment}) \times (\text{Original Unit Price} + \text{Price Adjustment})$$

#### Trade-in/Discount

Enter the dollars-and-cents amount to add or subtract from the original trade-in or discount value. For example, to reduce the discount from 10.00 to 8.00, enter -2.00.

#### Shipping Adjustment

Positive or negative adjustment to the shipping amount. This field can only be accessed when the purchase order line item entered for the change order has the Shipping Charge field checked.

#### Tax Adjustment

System-calculated tax adjustment amount. You can only change the line item's taxes in the Taxes page.

Click the **Tax Rate** item to display the Taxes page for changing the item's sales or use tax rate. Enter the new Sales Tax or Use Tax as a decimal (5% = 0.0500). Press <Tab> in the Use Tax field to display the Confirm Tax Values window, and then click **Yes**.

For more information, refer to [Taxes Page \(page 27\)](#).

#### New Total

Recalculated total price for the line item, taking into account changes to the extended amount, trade in/discount amount, and tax amount.

#### Total Adjustment

The system calculates the adjustment value as follows:

$$\text{New Total} - \text{Original Total Price} = \text{Total Adjustment}$$

The adjustment amount must be distributed in the Charging Information section.

### Charging Information Section

Use this section for one of the following purposes:

- To distribute adjustments to the line item's total cost.
- To update the original account distribution for the line item, for example, by adding another budget unit/account or shifting charges between accounts.

*You can only enter one of these changes in a particular change order. To enter both types of changes, add separate change orders. To access the section, complete the fields in the Pricing Adjustments tab, and then click*



**\*Budget Unit\***

Budget unit for the line item charges. The field's title is defined in the Fund Accounting Profile.

**Account**

Account number for the line item charges. There must be a ledger record tying the account to the budget unit.

**\*Project Code\***

Project code for the line item charges, if allocating to a project. The field's title is defined in the Fund Accounting Profile.

**Account**

Account number for charging the project expense. The combined project/project account must exist in the Project Ledger.

**Remain Bal(ance)**

Balance remaining between the line item's original and adjusted charges. For example, if the original charge of 50.00 was reduced by 10.00, the remaining balance is 40.00.

**Amount**

Amount required to adjust the distribution charge, based on the original charge and remaining balance. For example, if the charge was reduced from 50.00 to 40.00, the distribution adjustment is -10.00.



**Total Charge**

Total of all amounts in the Charging Information section's Amount column. The field's value must equal the amount in the Pricing Adjustment tab's Total Adjustment field.

## Change Order Approval Page

---

Use this page to view the approval status for each level of approval that applies to a change order. The page shows approval levels from the change order's approval group and codes from the Account Approval table if account approval applies. The page's Approval History section indicates the dates and times of the actions taken.

**Menu Path:**  Purchasing > Entry & Processing > Change Order Processing > Change Orders > display a change order > click  (OK) to display the change order's line items > select a line item > click **Approval Status** on the Action Bar

---

### Fields

The Change Order Approval page includes two sections: Header (untitled) and Approval History.

#### Header Section (untitled)

The following display-only fields provide information on the approval status of the selected line item. These fields also display in the Approval History section.

##### Purchase Order Number

Number identifying the purchase order associated with the line item.

##### Line No (Number)

Purchase order line number for the Approval Status records you are viewing.

##### Change Order

Change order number associated with the purchase order.

##### Level/Code

Approval group level or account approval code.

- If the row is for an approval level from the change order's Approval Group, a numeral displays in this field indicating the approval level that applies to the change order item.
- If the row is for account approval, the field displays the Account Approval code that applies.

##### Approver

User name of the person associated with the approval action. If the row is for approval or denial of the item, the field displays the user name of the person who approved or denied it.

##### Action Date

Date when the line item was either approved or denied for the approval level or account approval code. If there is no approval action, a date does not display.

##### Action

Code describing the approval action taken for the approval level or account approval code. The following codes are used:

*A - Approved*

*D - Denied*

*O - No Action*

*C - Needs Correction*

##### Required

Flag indicating whether approval is required for the approval level:

*Y - Yes - Approval is required.*

*N - No - Approval is not required.*

Approval can only be optional for approval levels tied to approval groups. Account approval, if it applies, is always required.

**Comments**

Text associated with the approval status record, for example, an explanation of why a change order item was approved or denied. Hover over the field to view the full comment.

**Approval History Section**

This section includes the same fields as the Header section, plus Date and Time fields. These additional fields relate to comments made by approvers regarding corrections affecting the line item's approval status.

**Date**

Date the comment was entered.

**Time**

Time the comment was entered.

**Comments**



Text relating to the approval status of the line item, as entered during the approval process. Hover over the field to view the full comment.

## Print Change Orders

Use the Print Change Orders page to generate copies of change orders.



### Note

To generate purchase orders that include change order adjustments, follow the procedure for printing purchase orders provided in [Purchase Order Listing Page \(page 124\)](#). When you run the purchase orders, be sure to specify that you want to include change order information.

**Menu Path:**  Purchasing > Entry & Processing > Change Order Processing > Change Orders > enter criteria, and then click  (OK) to search for and display change orders > click **Print Change Orders** on the Action Bar

## Procedure

### Generating change orders

1. Select  Purchasing > Entry & Processing > Change Order Processing > Change Orders to display the Changer Orders page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Click **Print Change Orders** on the Action Bar.
4. In the Print Change Orders page, select one of the following:
  - Print Change Orders* - generates change orders that have not been printed.
  - Reprint Change Orders* - generates change orders that were printed previously.
5. Select the following checkboxes as needed:
  - Create Attachments?
  - Create printed hardcopy?
  - Email document to vendor?
6. Click  (OK).
7. In the Question dialog, click **Yes** to include notes or **No** to exclude them.
8. In the Print window, specify how you want to generate the purchase orders, and then click **OK**. The default file name for the change orders is *chgorder.rpt*.
9. In the Question dialog, click **Yes** if the change orders printed correctly. If not, click **No**, and repeat Steps 4-8.
  - If you were printing the change orders for the first time, you can re-use the Print Change Orders radio button in Step 4.
  - If you were re-printing the change orders, you must again select the Reprint Purchase Orders radio button in Step 4.



## Sample Change Order

08004152-1  
 CHANGE DATE: MM/DD/YY  
 PAGE NO. 1

31250  
 OFFICE XPRESS  
 PO BOX 1786  
 4560 OLD POST RD  
 BETHLEHEM PA 18018

ADMINISTRATION DEPT  
 YOUR ORGANIZATION  
 1000 W UNION BLVD  
 BETHLEHEM, PA 18018  
 ATTN: ADMINISTRATION

	MM/DD/YY		0	MM/DD/YY
	NET 30 DAYS	DESTINATION	CHANGE ORDER - 1	
		Price change of 1.10 per ream, box of 10.		
01	.00	PRICE CHANGE	-1.1000	-11.00

				-11.00
01	10011001001	456	-11.00	-11.00


## Approve/Deny Change Orders

---

Use this option to select change orders for approval, denial, or correction. Based on your user name, the system lets you search for and view the change order records you are authorized to approve.

After generating a list of change orders, you can:

- Approve or deny all the change orders at once.
- Approve or deny all of the line items in a selected change order.
- Approve or deny individual line items in a selected change order.
- Flag individual line items as needing correction.

**Menu Path:**  Purchasing > Entry & Processing > Change Order Processing > Approve/Deny Change Orders

### Change Order Approval Pages

When working with the Approve/Deny Change Orders option, you use the following series of pages:

Change Order Approval Selection	Lets you search for and list change orders to process them for approval, denial, or correction. To access the change orders, you must be authorized to approve them.
Change Orders for Approval	Displays change orders that match your criteria in the Change Order Approval Selection page. You can approve or deny all change orders listed or process one change order at a time. You also can issue approvals for individual line items by displaying the Change Order Approval detail page.
Change Order Approval Detail	Lets you view line items you are authorized to approve. From this page, you can approve or deny all the line items together or one line item at a time. To flag a line item for correction, use Needs Correction on the detail page's Action Bar.

### Preview


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## Change Order Approval Selection Page

---

Use this page to select and retrieve change orders for approval processing. The system displays records based on the following factors:


- The change orders must meet the criteria you enter.
- You must be eligible to view and process approvals for the change orders' line items based on either approval group or account approval.
- The system only retrieves items that have not been approved, denied, or flagged for correction on the same level by either you or other members of your approval group.

**Menu Path:**  Purchasing > Entry & Processing > Change Order Processing > Approve/Deny Change Orders

---

### Procedure

#### Selecting change orders for approval processing

1. Display the Change Order Approval selection page.
2. Enter selection criteria identifying the change orders to retrieve.
3. Click  (OK).

The Change Orders for Approval page displays change orders that match your criteria. For the procedure and other information on using this page, refer to [Change Orders for Approval Page \(page 197\)](#).

---

### Fields

Following are descriptions of the fields in the Change Order Approval page's Approval Criteria and Additional Approval Criteria sections.

#### Approval Criteria Section

##### Approval Criteria

Setting determining whether the system should return all change orders you are eligible to approve or should limit the search to change orders that have been approved at all levels lower than yours.

Select:

*A - All Purchase Orders* - Selects line items that you are eligible to view and approve.

*L - Approved at Lower Level* - Limits the search to line items approved at levels lower than yours.

##### Required

Checkbox indicating whether the system should only retrieve change orders requiring your approval or also include orders where your approval is optional.

- Select the field if you only want to see items requiring your approval.
- Leave the field blank to retrieve items where your approval is either required or optional.

## Additional Approval Criteria Section

These fields allow using query symbols. For example:

- 17\* matches all records with numbers starting with 17.
- 17000001|17000002|17000003 selects the three records specified.
- 17000001:17000010 selects all records in this range.

All the fields are character based, except Requested, which accepts dates, and Year. In these fields, you can use numeric-based query symbols, such as greater than (>) and less than (<). For a range, you can use the colon (:) between dates, for example, 09/20/2017:10/10/2017.

### \*PO/Encumber\*

Number identifying the purchase order with a change order requiring approval. As indicated by the asterisks, the field's title is defined in the Fund Accounting Profile's Encumb(rance) field.

### Change


Number identifying the change order for the purchase order.

### \*Approval\*

Code identifying the change order's approval group, as entered in Purchasing's Approval table. The field title is defined in the Fund Accounting Profile. Note that the approval group is the same for both purchase orders and change orders; however, the approval settings may be different.

### Vendor

Code for the vendor who usually supplies the purchase order items, as defined in the Vendor List.

Use  (Lookup) to search for and select a code. Note that the vendor cannot be changed during Change Order Processing.

### Issued

Date entered in the Issued field in the Vendor tab of the change order. Dates must be entered in a standard MM/DD/YYYY format.

### Ship Code

Code identifying the destination where the line item should be delivered, as defined in Purchasing's Shipping Table.

### Year

Year that applies to the purchase order. Change orders do not have a separate year. The field defaults the year from the Fund Accounting Profile. You may change this by selecting another year from the drop-down list. You also can use the list's blank selection to include purchase orders from the current year, previous year, or next year.



## Change Orders for Approval Page

---

Use this page to view change orders selected in the Change Order Approval page.

In the Change Orders for Approval page, you can:

- Approve or deny all line items for a single change order.
- Approve or deny all line items for all change orders listed.
- Display the Change Order Approval detail page for a listed change order.
- Generate the Change Order Approval report for all listed change orders that you approved or denied or that are in Review Detail status.

**Menu Path:**  Purchasing > Entry & Processing > Change Order Processing > Approve/Deny Change Orders > enter criteria, and then click  (OK) to search for and display change orders

### Action Bar Items

The following items display on the Action Bar of the Change Orders for Approval page:

Approve	Approves all line items at your approval group or account approval level for the change order selected. This changes the order's Status field to Approved.
Deny	Denies all line items fat your approval group or account approval level for the change order selected. This changes the order's Status field to Denied. A window displays for entering the reason for denying the order.
Approve All	Approves all line items at your approval group or account approval level for the change orders displayed. This changes the orders' Status fields to Approved.
Deny All	Denies all line items at your approval group or account approval level for the change orders displayed. This changes the orders' Status fields to Denied. A window displays for entering the reason for denying the orders.
Needs Correction	Flags a selected change order for additional action outside of the approval process. This changes the order's Status field to Needs Correction. A window displays for entering the reason for requesting the correction.
Clear	Cancels the approval action for a selected change order. This restores the order's Status field to Open.

### Change Order Reports

As the final steps in the approval procedure, the system generates two reports:

**Change Order Approval Report** - Shows the approval actions taken for the listed change orders.


**Mass Post Change Orders Report** - Shows the change orders that posted to Fund Accounting and includes error messages indicating why certain change orders did not post.

---

### Procedures

Following are the steps for processing change orders in the Change Orders for Approval page:

#### Searching for and displaying change orders

1. Select  Purchasing > Entry & Processing > Change Order Processing > Approve/Deny Change Orders to display the Change Approval selection page.
2. Enter selection criteria identifying the change orders to list.

- Click  (OK).


The Change Orders for Approval page displays change orders that match your criteria and meet the following conditions:

- You must be eligible to approve or deny at least one of the open line items in the change order.
- You or others on your approval level have not yet approved or denied all of the change order's items.



### Approving, denying, and flagging change orders for correction

- Display the Change Orders for Approval page with a list of change orders by completing the above procedure.
- To process the orders displayed, click one of the following:
  - Approve All** - to change the status of all change orders to Approved.
  - Deny All** - to change the status of all change orders to Denied.
- To process selected orders, first select the orders as follows:
  - Select an individual order by clicking it.
  - Select a range of orders by Shift+clicking the first and last orders in the range.
  - Select multiple orders by Ctrl+clicking each order.

Then click one of the following actions:

- Approve** - to approve all orders selected.
  - Deny** - to deny all orders selected.
  - Needs Correction** - to flag the selected orders for additional action.
  - Clear** - to restore the status of the selected orders to Open.
- If you selected **Needs Correction** in Step 3, a window displays for entering a required comment (up 750 characters). This comment will be applied to each line item in the selected change orders.
  - Click  (OK).
  - In the first Print window, specify how you want to generate the Change Order Approval report, and then click **OK**. The report's default file name is *chgappr.rpt*.
  - In the second Print window, specify how you want to generate the Mass Post Change Orders report, and then click **OK**. The report's default file name is *postchgs.rpt*.

### Important

If you click  (Back) in Step 5 instead of  (OK), you will exit the Change Orders for Approval page, and your entries will not be saved.

### Sample Change Order Approval Report

POWERSCHOOL  
DATE: MM/DD/YYYY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
CHANGE ORDER APPROVAL  
RUN BY: support

PAGE NUMBER: 1  
MODULE NUM: CHGAPPR11  
INFO: ALL RECORDS

SELECTION CRITERIA: chgorder.po\_no='10000016' and purchase.yr=YY

LOCATION	PO NUMBER	CHANGE	LINE ITEM	STATUS	AMOUNT	ERROR MESSAGE
ALL APPROVERS REQUIRED	10000016	1	1	A	100.00	
TOTAL					100.00	

---

## Sample Mass Post Change Orders Report

POWERSCHOOL  
DATE: MM/DD/YYYY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
MASS POST CHANGE ORDERS


PAGE NUMBER: 1  
MODULE NUM: CHGAPPR11



SELECTION CRITERIA: chgorder.po\_no= '10000016' and purchase.yr= 'YY'

LINE	PO NUMBER	CHANGE	ITEM	BUDGET UNIT	ACCOUNT	PROJECT	ACCOUNT	SHIP CODE	STOCK NO	CHANGE AMOUNT
	10000016	1	01	10011000000000	559					
				*** ITEM 01 EXCEEDS BUDGET BALANCE ***						100.00
	10000016	1		*** CHANGE ORDER POSTED SUCCESSFULLY ***						
				TOTAL AMOUNT POSTED						100.00

## Change Order Approval Detail Page

Use this page to review and approve or deny line items for a change order selected in the Change Orders for Approval page. You can also flag line items for correction. The detail page displays all open line items for which you have approval authority.

**Menu Path:**  Purchasing > Entry & Processing > Change Order Processing > Approve/Deny Change Orders. The Change Order Approval selection page displays. For additional pages:

- To display the Change Order for Approval page, enter criteria , and then click  (OK) to search for and display a list of purchase orders. For more information, refer to [Change Orders for Approval Page \(page 197\)](#).
- To display the Change Order Approval detail page, display the Change Order for Approval page (as described above), select the purchase order you want, and then click  (OK). For the approval procedure, refer below.

### Processing Change Order Approvals

You can perform the following in the Change Order Approval detail page:

- View detailed information for each line item, such as approval status, description, and account distributions.
- View notes associated with the change order.
- Approve or deny line items either one at a time or all at once.
- Flag individual line items as needing correction.
- Enter comments for a specific line item regarding your approval action.

### Action Bar Items

Following are descriptions of the items that display on the Change Order Approval detail page's Action Bar:

Approve	Approves a line item at your approval group or account approval level. This changes the item's Status field to Approved.
Deny	Denies all listed items at your approval group or account approval level. This changes the item's Status field to Denied. A window displays for entering the reason for denying the item.
Clear	Cancels an approval action for a selected line item. The item's Status field changes back to Open.
Approve All	Approves all listed items at your approval group or account approval level. This changes the items' Status fields to Approved.
Deny All	Denies all listed items at your approval group or account approval level. This changes the items' Status fields to Denied. A window displays for entering the reason for denying the items.
Needs Correction	Flags a line item for correction and changes the item's status to C - Correction. A window displays for entering the reason for requesting the correction.
Approval Status	Displays the Change Order Approval page, where you can view the approval actions applied to a change order's line items. For details on approvals, refer to <a href="#">Change Order Approval Page (page 190)</a> .



Description	Displays the Change Order Description window, which displays the line item's full description.
Distributions	Displays the Change Order Charging window, which displays the account distributions for the line item's cost.
Comments	Displays the Approval Line Item Comments window for a selected line item. You can enter text in the page's Line Item Comment field to describe the approval action applied to the item.

## Change Order Approval Report

As the last step in the approval process, the system generates the Change Order Approval report. The report shows the approval actions taken for the listed change orders. For a sample report, refer to [Change Orders for Approval Page \(page 197\)](#).




---

## Procedure

Following is the procedure for approving or denying line items in a selected change order. This procedure only applies to approvals and denials of individual line items.



For the procedure for processing all line items in one or more change orders, refer to [Change Orders for Approval Page \(page 197\)](#).

### Processing approvals for a change order's line items

1. Select  Purchasing > Entry & Processing > Change Order Processing > Approve/Deny Change Orders.
2. In the Change Order Approval selection page, enter selection criteria. For additional details on this page, refer to [Change Order Approval Selection Page \(page 195\)](#).
3. Click  (OK) to display the Change Orders for Approval page, which lists the change orders that match your criteria and meet the following conditions:
  - You must be eligible to approve or deny at least one open line item in a change order.
  - You have not yet approved or denied any of the change order's items.
4. Review the Status fields of the change orders, which can display the following codes:
  - Open - indicates the change order's line items have not been approved or denied.
  - Approved - indicates all of the change order's line items are approved.
  - Denied - indicates all of the change order's line items are denied.
  - Review Detail - indicates the change order's line items have different status codes and still need to be processed.
5. To display the Change Order Approval detail page, select a change order, and then click  (OK) to display its open line items.
6. To process the line items displayed, click one of the following:
  - **Approve All** - to change the status of all items to Approved.
  - **Deny All** - to change the status of all items to Denied.

7. To process selected line items, first select the items as follows:
  - Select an individual item by clicking it.
  - Select a range of items by Shift+clicking the first and last items in the range.
  - Select multiple items by Ctrl+clicking each item.

Then click one of the following:

- **Approve** - to approve all items selected.
  - **Deny** - to deny all items selected.
  - **Needs Correction** - to flag the selected items for additional action.
  - **Clear** - to restore the status of the selected items to Open.
8. Click  (OK) to accept your entries and return to the Change Orders for Approval page.
  9. To process line items for another purchase order, repeat Steps 5-8.  
Otherwise, proceed to the next step.
  10. Click  (OK).
  11. In the Print window, specify how you want to generate the Change Order Approval report, and then click **OK**. The report's default file name is *chgappr.rpt*.

**Important**


If you click Back in Step 11 instead of OK and then exit the Change Orders for Approval page, your entries will not be saved.

## Exception Post COs

---

Use this option to display the Post Change Orders page. The page is used to post change orders to Fund Accounting that could not be posted due to processing errors. Normally, the process for posting change orders depends on whether approval is required:

- If approval is required for posting, the system posts a change order when final approval is issued in the Approve/Deny Change Orders option.
- If approval is not required, the system posts a change order when you save it in the Change Order option.
- If the system cannot post a change order because of an error, such as a budget imbalance or table setup problem, you can correct the error, then use the Exception Post COs option to post the change order to Fund Accounting.

**Menu Path:**  Purchasing > Entry & Processing > Change Order Processing > Exception Post COs



### Mass Post Change Orders Report

Posting errors appear in the Mass Post Change Orders report, which is generated when you post change orders to Fund Accounting. This report also is generated when you approve a line item in the Approve/Deny Change Orders option. In addition, the system issues an error message if it cannot post a change in the Change Orders option and approval is not required.

---

### Procedure

#### Posting change orders to Fund Accounting

1. Correct any errors that prevented a change order from posting as a result of the approval. These errors are reported in the Mass Post Change Orders report.
2. Select  Purchasing > Entry & Processing > Change Order Processing > Exception Post COs to display the Post Change Orders page.
3. In the Search Criteria section, enter criteria identifying the change orders you want to post.
4. Click  (OK).
5. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *masspostc.rpt*.

---

### Fields

#### \*PO/Encumber\*

Number identifying a purchase order/encumbrance. The field's title is defined in your Fund Accounting Profile.

You can use query symbols in this field, including greater than (>), less than (<), and colon (:). Using the colon, you could identify a range of numbers, for example, *16000001:160000050*.

#### \*Approval\*

Select the approval group associated with the purchase orders/encumbrances. To include all approval groups, leave the field blank.

The field's title is defined in your Fund Accounting Profile.

#### Date Issued

The date the purchase orders/encumbrances were issued.

You can use query symbols in this field, including greater than (>), less than (<), and colon (:). Using the colon, you could identify a range of dates, for example, *01/01/2017:01/31/2017*.

---

## Sample Mass Post Change Order Report

POWERSCHOOL  
DATE: MM/DD/YYYY  
TIME: HH:MM:SS

YOUR ORGANIZATION'S NAME  
MASS POST CHANGE ORDERS

PAGE NUMBER: 1  
MODULE NUM: CHGAPPR11

SELECTION CRITERIA: chgorder.po\_no= '10000016' and purchase.yr= 'YY'

LINE	PO NUMBER	CHANGE	ITEM	BUDGET UNIT	ACCOUNT	PROJECT	ACCOUNT	SHIP CODE	STOCK NO	CHANGE AMOUNT
	10000016	1	01	10011000000000	559					
				*** ITEM 01 EXCEEDS BUDGET BALANCE ***						100.00
	10000016	1		*** CHANGE ORDER POSTED SUCCESSFULLY ***						
				TOTAL AMOUNT POSTED						100.00

## 8: Miscellaneous Options

---

The Purchasing System's Miscellaneous menu includes options for purging closed requisitions and purchase orders and for processing incoming shipments of ordered materials.

**Preview**

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## Receive Ordered Materials

---

Use this option to record the receipt of purchase order items. You can enter partial shipments, full shipments, and shipments that exceed the units originally ordered.

**Menu Path:**  Purchasing > Entry & Processing > Miscellaneous > Receive Ordered Materials

### Receiving Materials

When entering receiving information in the Receive Ordered Materials page, keep the following in mind:

- The units received and dates received are updated in the corresponding purchase order when you complete an entry.
- The system calculates the units received to date and updates the purchase order accordingly.
- The system updates Fixed Assets for purchase orders that have interface records. The interface record's Received flag in Fixed Assets is set to Y - Yes and the Acquisition Date is updated with the Date Received from the Receive Ordered Materials page.



Your use of this option depends on the following:

- If you are tracking commodities in Warehouse Inventory's Inventory Catalog, you must use Warehouse Inventory's Receive Stock option rather than Purchasing's Receive Ordered Materials option to update the Inventory Catalog.
- If the Warehouse Inventory Profile's Receive in Warehouse if PO Has Stock Number field is selected and the purchase order has a stock number, the system will not allow the purchase order to be received in Purchasing.



---

## Procedures

### Recording a shipment of all items in a purchase order

1. Select  Purchasing > Entry & Processing > Miscellaneous > Receive Ordered Materials to display the Receive Ordered Materials page.
2. In the PO Number field, enter the number identifying the purchase order. To look up a purchase order, click  (Lookup).  
After you enter the number and press <Tab>, the system displays the purchase order's vendor number and name, as well as the number of units ordered and received to date.
3. On the page's Action Bar, click **Receive All**.
4. If all items have been received, click **Yes** in the confirmation dialog. The system processes the transaction and returns you to the PO Number field.
5. To process all items in another purchase order, repeat Steps 2-5.

### Recording a partial shipment of a purchase order's items

1. Select  Purchasing > Entry & Processing > Miscellaneous > Receive Ordered Materials to display the Receive Ordered Materials page.
2. In the PO Number field, enter the number identifying the purchase order. To look up a purchase order, click  (Lookup).  
After you enter the number and press <Tab>, the system displays the purchase order's vendor number and name, as well as the number of units ordered and received to date.
3. In the Received field, enter the number of units received.

4. In the Date Received field, you may accept the default (system date) or enter a different date.
5. Repeat Steps 2-3 for each additional line item.

When you complete the last line item, the message *Transaction completed* displays.

6. To process another purchase order, repeat Steps 2-5.

## Purge Requisitions/POs

---

Use this option to remove closed requisition and purchase order line items from your database.

- If all line items in a requisition or purchase order are purged, the requisition or purchase order itself is purged.
- If only some line items are purged, the requisition or purchase order is retained along with the remaining items.

You cannot purge requisitions and purchase orders from the current fiscal year, only from previous years.

### Note

Before purging, you should back up your files. This enables you to recover any requisitions or purchase orders you inadvertently purge.



**Menu Path:**  Purchasing > Entry & Processing > Miscellaneous > Purge Requisitions/POs

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## Procedures

Following are procedures for purging requisitions and purchase orders.

### Purging requisitions

1. Select  Purchasing > Entry & Processing > Miscellaneous > Purge Requisitions/POs to display the Purge Requisition/PO page.
2. Verify that the Purge Requisitions radio button is selected. This is the default.
3. In the Year field, select the fiscal year for the requisitions you want to purge. You cannot purge requisitions from the current fiscal year.
4. In the Issue Date field, enter a specific date.  
  
To select all requisitions from the selected year regardless of their specific dates, leave the field blank.
5. In the Requisition Status field, select one of the following:  
  
*M - Converted to PO* - Selects all line items meeting your criteria that have been converted into purchase order items.  
  
*G - Converted to Bid* - Selects all line items meeting your criteria that have been converted into vendor bids.  
  
*Blank* - Selects all line items meeting your criteria that have either G or M approval status.
6. Click  (OK).
7. In the confirmation dialog, click **Yes** to begin the purge.  
  
A processing window displays showing the number of records being purged.
8. When the system completes the purge, click **OK**.


### Purging purchase orders and related change orders

1. Select  Purchasing > Entry & Processing > Miscellaneous > Purge Requisitions/POs to display the Purge Requisition/PO page.
2. Select Purge Closed Purchase Orders as the Purge Type.



3. In the Year field, select the fiscal year for the purchase orders you want to purge. You cannot purge orders from the current fiscal year.
4. In the Issue Date field, enter a specific date.

To select all purchase orders from the selected year regardless of their specific dates, leave the field blank.

5. Click  (OK).
6. In the confirmation dialog, click **Yes** to begin the purge.  
A processing window displays showing the number of records being purged.
7. When the system completes the purge, click **OK**.