Purchase Order

P.O. Inquiry

MISD Information Services for MACOMB ISD DEMO - DEMOISD1

Macomb Intermediate School District
budget/finance   P.O. Inquiry

Refer to P.O. Entry or P.O. Authorization for additional documentation.

Select Purchase Order (5)   🔍 PO Lookup

PO #	Status	Vendor #	Vendor Name	Date	Amount	Location	Fiscal Year	Requested By	Entered By
70049	Open	27530	OFFICE SUPPLY SUPERSTORE	08/13/2008	1,152.16	Avery Elementary	2000	JOHN SMITH	MISD Demo User # 1
70044	Open	27530	OFFICE SUPPLY SUPERSTORE	08/11/2008	902.16	Avery Elementary	2000	JOHN SMITH	
70039	Open	68015	OFFICE DEPOT	05/31/2008	500.00	Avery Elementary	2000	JOHN SMITH	
70037	Open	2447	BEST COMPUTER SUPPLIES	05/14/2008	4,803.45	Avery Elementary	2000	JOHN SMITH	
70036	Open	2447	BEST COMPUTER SUPPLIES	05/14/2008	4,778.45	Avery Elementary	2000	JOHN SMITH	MISD Demo User # 1

Select List

PO # 70036 from BEST COMPUTER SUPPLIES for Avery Elementary (DEMOISD1)   ↩ Previous   ➡ Next

Header | Comments | Override Ship To | Preview | Authorization History | Next Authorization | Receivers | Accounts Payable

✖ Cancel   *Open*

PO # 70036 🔍 💾 Load   PO Date 05/14/2008   Fiscal Year 2000   Print ☑   Encumber Disc ☑   Attachments ☐   Fax ☐

Vendor 2447   ⭐ Add   Location 0003 🚚   Requested By JOHN SMITH   Change Order # [   ]

BEST COMPUTER SUPPLIES   Avery Elementary
895 E PATRIOT BLVD #110   JOHN SMITH
RENO, NV 89511   5552 MAIN STREET
          CLINTON TWP, MI 48038

Amount	4,778.45	A/P Open	320.69 Blanket Exp *None
Discount	198.75	A/P Paid	4,159.01 Deliver Date
Net	4,579.70	Recv Net	75.00 Misc Code
Closed	4,004.70	Recv Unpaid	25.00
Open	575.00	Recv Paid	4,479.70

Header

Line	Status	Description	ASN	Quantity	Unit $	UM	Amount	Disc %	Net Amount	Recv Net	Item #	WH	WH Item #	FA	Qty R
1	Closed	Computers - laptop (...)	1125150	5	795.0000	EA	3,975.00	05.0	3,776.25					☐	
2	Open	Misc supplies	1191990				575.00		575.00	75.00					
3	Closed	USB Mouse	2419910	5	45.6900		228.45		228.45						

Detail List

P.O. Inquiry – PO Lookup

Purchase Order Lookup

Lookup selection 1 & 2.

Lookup selection value 1 & 2.

To position the lookup, enter the starting value before clicking.

Location — Selection Value: Avery Elementary {0003}

Entered By — Selection Value: MISD Demo User # 1 {DEMOISD1}

From PO Date: 01/01/2008   To PO Date:

PO Date range selection.

PO and File Status selections.

PO Status: ● All ○ Open ○ Closed

File Status: ● All ○ PO ○ Authorization

Resets the PO Lookup to the default values.

Loads the Select List.

OK   Reset   Cancel

Cancels the PO Lookup.

ⓘ Lookup Selection 1 or 2 or PO Date Range is required (all selections are 'And', not 'Or')

- PO Lookup requires either a lookup or a date range selection.
- Lookup selections include:
    - Vendor
    - Location
    - Requested By
    - PO/Internal Comments
    - ASN
    - Line Item Description (including extended description)
    - Entered By
- To lookup a selection field value, click the 🔍 icon. To position a lookup, enter the starting value before clicking.

P.O. Inquiry – Select List

- The Select List is loaded by clicking PO Lookup and is limited to 500 POs.
- Click the selected line to load the PO to the current Header tab and the Detail List.
- The Previous and Next buttons on the Header can also be used to select a PO.

P.O. Inquiry – Accounts Payable

PO # 70036 from BEST COMPUTER SUPPLIES for Avery Elementary (DEMOISD1)   ⬅ Previous   ➡ Next

| Header | Comments | Override Ship To | Preview | Authorization History | Next Authorization | Receivers | Accounts Payable |

Vendor #	Vendor Name	Amount	Check Date	Bank	Check #	Check Status	Invoice Date	Invoice #	Misc	Batch ID
2447	BEST COMPUTER SUPPLIES	4,159.01	05/30/2008	1	222102	Outstanding	05/14/2008	I87765TW		MAY08
2447	BEST COMPUTER SUPPLIES	170.69		1	0	*Open Items	05/18/2008			MAY208
2447	BEST COMPUTER SUPPLIES	150.00		1	0	*Invoice Batch	05/25/2008			MAY508

🔍 ↓ᵃᵤ   📥 Export   ◉ All Invoices   ○ Paid Items   ○ Open Items   ○ Invoice Batch

A/P invoice status selection.

Double click selected invoice to drill-down.

Exports the A/P summary information as a .csv file.

- All invoices entered for the PO are displayed. Use the radio buttons the limit the invoices to the selected status.

P.O. Inquiry – Accounts Payable Drill Down

Selected invoice header information.

Accounts Payable drill-down.

Selected invoice detail line items.

Exports the A/P detail information as a .csv file.

- The A/P Drill Down replaces the Detail List; click ⊠ or select any other tab to close the drill-down and restore the Detail List.
- After the drill down is displayed, clicking an invoice on the A/P tab loads the detail of the invoice to the drill-down.

P.O. Entry (WH)

MISD Information Services for MACOMB ISD DEMO - DEMOISD1

Macomb Intermediate School District
budget/finance

P.O. Entry (WH)

Header | Comments (...) | Override Ship To | Preview

✓ Save PO | ✗ Cancel | Duplicate PO

PO #

PO Date 11/03/2008   Fiscal Year 2000 ▼   Print ✓   Encumber Disc ✓   Attachments ✓   Fax ☐

Vendor 27530   ★ Remove

Location 0003   Requested By JOHN SMITH   Change Order #

OFFICE SUPPLY SUPERSTORE
55214 MAIN STREET
CLINTON TWP., MI 48038-8002

Avery Elementary
JOHN SMITH
5552 MAIN STREET
CLINTON TWP, MI 48038

Amount   **902.16**   Blanket Exp *None ▼   <Exp Date>

Deliver Date

Misc Code

Discount %   (10 1/2% = 10.5)

Header

Save Line | ✗ Cancel | Copy | Duplicate | Delete

Description   ASN   Fixed Asset ☐

<enter optional extended description>   Quantity   Unit $ UM   Amount   Discount %   (10 1/2% = 10.5)

Item #   WH   Item #

● Tab Desc to ASN   ○ Tab Desc To Ext   WH UM   WH Conv

Detail Edit

Line	Status	Description	ASN	Quantity	Unit $	UM	Amount	Disc %	Net Amount	Item #	WH	WH Item #	FA
1	Open	POSTURE CHAIR (...)	1113240	1	525.3600		525.36		525.36				☐
2	Open	PHOTO PAPER	1115110	5	25.3600	CS	126.80		126.80				
3	Open	MISCELLANEOUS SUPPLIES	1115110				250.00		250.00				

Detail List

Error message location.
Field in error is identified
with a red border.

P.O. Entry (WH) – Duplicate PO

Duplicate PO

Duplicate PO #

Duplicate Comments ☐

Confirm   **Cancel**

PO to duplicate can be open, closed or in the Authorization file.

Cancels the duplication.

Duplicates the PO and comments if selected.
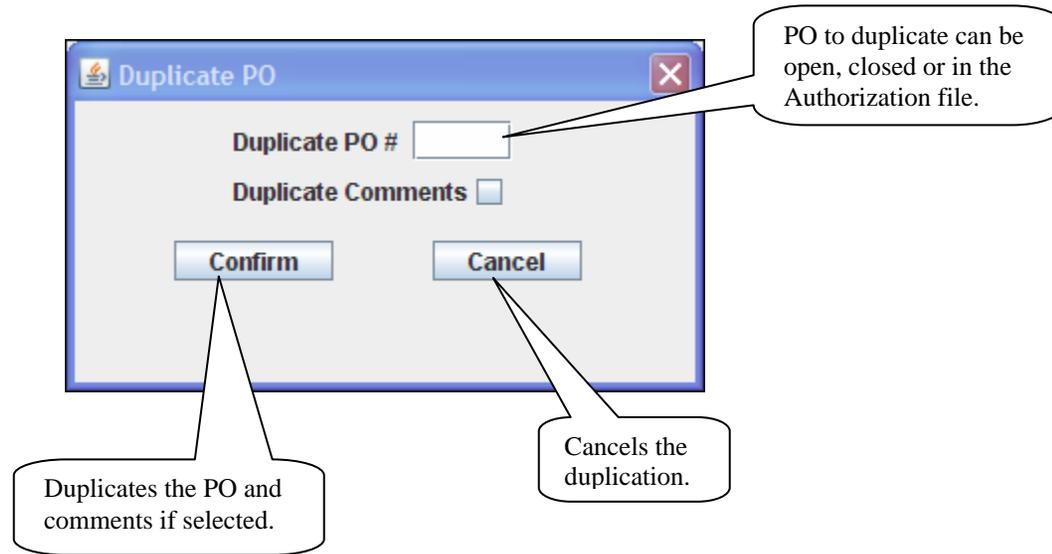
- The Duplicate PO function is optional and changes can be made before saving.

P.O. Entry (WH) – Header

Maintain the PO or Internal comments. "(…)" indicates the PO has comments.

Maintain the override ship to address. "(…)" indicates the PO has an override address.

Cancels the PO after confirmation

Saves the PO after confirmation.

Select the fiscal year *before* saving the first line item.

Preview the Purchase Order.

| Header | Comments (...) | Override Ship To | Preview |

✔ Save PO   ✗ Cancel   Duplicate PO

PO # [ ]   PO Date [10/31/2008] 📅   Fiscal Year [2000 ▾]   Print ☑   Encumber Disc ☑   Attachments ☑   Fax ☐

Vendor [27530] 🔍   ★ Remove   ↩   Location [0003] 🔍   Requested By [JOHN SMITH] 🔍   Change Order # [ ]

OFFICE SUPPLY SUPERSTORE
55214 MAIN STREET
CLINTON TWP., MI 038-8002

Avery Elementary
JOHN SMITH
5552 MAIN STREET
CLINTON TWP, MI 48038

Amount   902.16

Blanket Exp [*None ▾] [<Exp Date>] 📅
Deliver Date [ ] 📅
Misc Code [ ] 🔍
Discount % [ ] (10 1/2% = 10.5)

Requested By is included in the location address if applicable.

To position the lookup, enter the starting name value before clicking.

Click to Remove (or Add) this vendor from (to) your favorites.

- To lookup a field value, click the 🔍 icon. To position a lookup, enter the starting value before clicking.
- To lookup a date, click the 📅 icon.
- The Comments and Override Ship To address can be viewed by hovering over the corresponding tab.

P.O. Entry (WH) – Lookup Vendor

Vendor lookup can be sorted by name (default) or by sort/name.

Vendor selection includes Favorites, Start list at, Contains or *All.

Start list at or Contains value.

Click after selecting Start list at or Contains and entering a value.

Gold start indicates a favorite vendor.

Selects the highlighted vendor.

Cancels the lookup selection.

Vendor #	Vendor Name	Sort	Type
27530	OFFICE SUPPLY SUPERSTORE	OFFICE	Active
4003	OHEP CENTER FOR MEDICAL EDUCATION	OHEP C	Active
68135	OKLAHOMA SCORING SERVICE	OKLAHO	Active
3356	OLD CARS WEEKLY		
1810	OLD KENT BANK		
3440	OLYMPIA ENTERTAINMENT		
592	OMNI COMPUTER PRODUCTS	OMNI C	Active
68290	OMNIGRAPHICS, INC.	OMNIGR	Active
805	ONE ON ONE COMPUTER TRAINING	ONE ON	Active
2796	OPRY LAND HOTEL	OPRY L	Active
554	OPTION CARE	OPTION	Active
3965	ORAL SURGERY SPECIALISTS-ROMEO	ORAL S	Active
2265	ORCHARDS GOLF LIMITED PARTNERS	ORCHAR	Active
68447	OREFICE, LTD./VISUAL ENTERPRIZE	OREFIC	Active

- Favorites are loaded first for the Vendor Lookup if the list is *not* positioned before clicking Lookup.
- If a vendor name is displayed on the Header, the Selection defaults to Start list at and the value defaults to the vendor name.
- Choose the vendor by double clicking or by selecting the vendor and clicking Select or pressing Enter.

P.O. Entry (WH) – Vendor Address Selection

Vendor Address Selection

Select the address for OFFICE SUPPLY SUPERSTORE

Type	Address 1	Address 2	PO Box	City	State	Zip Code
PO ⭐	55214 MAIN STREET			CLINTON TWP.	MI	48038-8002
PO	1204 EASTSIDE DRIVE			WARREN	MI	48526
AP	0 KING STREET	SUITE 200		SAGINAW	MI	48605-1838

Gold start indicates a favorite.

✓ Select   ✗ Cancel

Selects the highlighted address.

Cancels the address selection.

- The address selection screen is *only* displayed when a vendor has multiple Accounts Payable and/or Purchase Order addresses.
- Choose the address by double clicking or by selecting the address and clicking Select or pressing Enter.

P.O. Entry (WH) – Detail Edit

Cancels the changes to the current line item.

Copies the existing line item for use with Duplicate.

Duplicates the previously copied line item.

Deletes the line item after confirmation.

ASN description; a gold star indicates a favorite ASN.

Saves the line item to the Detail List table.

Save Line	Cancel	Copy	Duplicate	Delete

Description POSTURE CHAIR   **ASN** 1113240   BUSH ELEMENTARY BENF - MESSA PAK   **Fixed Asset** ☐

TASK W/ARMS
GRADE III FABRIC; GRAY
PAINT BLACK

Quantity 1   **Unit $** 525.3600   **UM**   **Amount**   **Discount %**   (10 1/2% = 10.5)

Item #   **WH**   **Item #**

WH UM   **WH Conv**

◉ Tab Desc to ASN   ○ Tab Desc To Ext

Extended Description includes the word wrap function. Use Control/Tab to advance to ASN.

Select the appropriate tab sequence order.

Red indicates the ASN is over budget.

Notice decimal placement for discount percent.

- A new line item can be added by entering the detail information and clicking Save Line or pressing Enter.
- To lookup a field value, click the 🔍 icon. To position a lookup, enter the starting value before clicking.
- To lookup an ASN, enter the starting ASN value or precede the value with an "*" to use the Contains lookup selection.
- Duplicate duplicates the information previously copied; only fields left blank are duplicated.

P.O. Entry (WH) – Detail List

Double click the ASN to display Finance Inquiry.

"(…)" indicates the line item has an extended description.

Line item net amount is calculated.

	Line	Status	Description	ASN	Quantity	Unit $	UM	Amount	Disc %	Net Amount	Item #	WH	WH Item #	FA
	1	Open	POSTURE CHAIR (...)	1113240	1	525.3600		525.36		525.36				☐
	2	Open	PHOTO PAPER	1115110	5	25.3600	CS	126.80		126.80				☐
	3	Open	MISCELLANEOUS SUPPLIES	1115110				250.00		250.00				☐

Red indicates the ASN is over budget.

Blue border indicates the ASN requires authorization.

- Line items can be edited by double clicking any column except ASN. The selected line item is loaded to the Detail Edit.
- The extended description can be viewed by hovering over the description.
- The ASN description and Fund, Function & Object levels can be viewed by hovering over the ASN.

P.O. Entry (WH) – Comments

Refreshes the PO
Comments to their
original value.

Deletes the PO
Comments after
confirmation.

Refreshes the Internal
Comments to their
original value.

Deletes the Internal
Comments after
confirmation.

| Header | mments (...) | Over de Ship To | Preview |

Refresh   **Delete**   **Refresh**   **Delete**

Comments   Template Code   **Internal Comments**   Template Code

SUBJECT TO THE TERMS AND CONDITIONS OF THE 2008
EXPANDED GOVERNMENT PROGRAM

OTHER VENDORS CONSIDERED:
JOHNS OFFICE PRODUCTS
A.P. SUPPLIES

- Comments include the word wrap function.
- The Comments can be viewed from any tab (other than Comments) by hovering over the tab.
- To lookup a field value, click the 🔍 icon. The Template Code lookup uses the "*All" lookup selection.

P.O. Entry (WH) – Override Ship To

Refreshes the Override Ship To to the original value.

Deletes the Override Ship To after confirmation.

Loads the default Override Ship To.

Header | **Comments (...)** | **Override Ship To** | **Preview**

⟳ Refresh | 🗑 Delete

Location [ ] 🔍 ⇅ Load Default (N.A.)

Name [ ]

Name 2 [ ]

Address [ ]

[ ]

P.O. Box [ ]

City [ ] State [ ] Zip Code [ ]

- The Override Ship To can be viewed from any tab (other than Override Ship To) by hovering over the tab.
- To lookup a field value, click the 🔍 icon. To position a lookup, enter the starting value before clicking.

P.O. Entry (WH) – Preview

MISD Information Services for MACOMB ISD DEMO - DEMOISD1

Macomb Intermediate School District
budget/finance

P.O. Entry (WH)

Header | Comments (...) | Override Ship To | Preview

Print Preview

> Create a PDF print preview.

Vendor Address

OFFICE SUPPLY SUPERSTORE
55214 MAIN STREET
CLINTON TWP., MI 48038-8002

Ship To Address

Avery Elementary
JOHN SMITH
5552 MAIN STREET
CLINTON TWP, MI 48038

PO Date 11/03/2008   **Deliver Date**

ASN	Description	Quantity	Unit Price	UM	Disc %	Total
1113240	POSTURE CHAIR TASK W/ARMS GRADE III FABRIC; GRAY PAINT BLACK	1	525.3600			525.36
1115110	PHOTO PAPER	5	25.3600	CS		126.80
1115110	MISCELLANEOUS SUPPLIES					250.00
	*Total					902.16

SUBJECT TO THE TERMS AND CONDITIONS OF THE 2005
EXPANDED GOVERNMENT PROGRAM

VOID

P.O. Entry (WH) – Save PO

P.O. Entry (WH)

✅ Save Purchase Order has been selected.

Press Confirm Save to continue or press Cancel to return.

[**Confirm Save**]   [**Cancel**]

ℹ️ PO will be sent to the Authorization file for approval.

Saves the PO.

Cancels the save and returns to PO Entry *without* clearing the screen.

Indication if the PO is being sent to the Authorization file for approval.
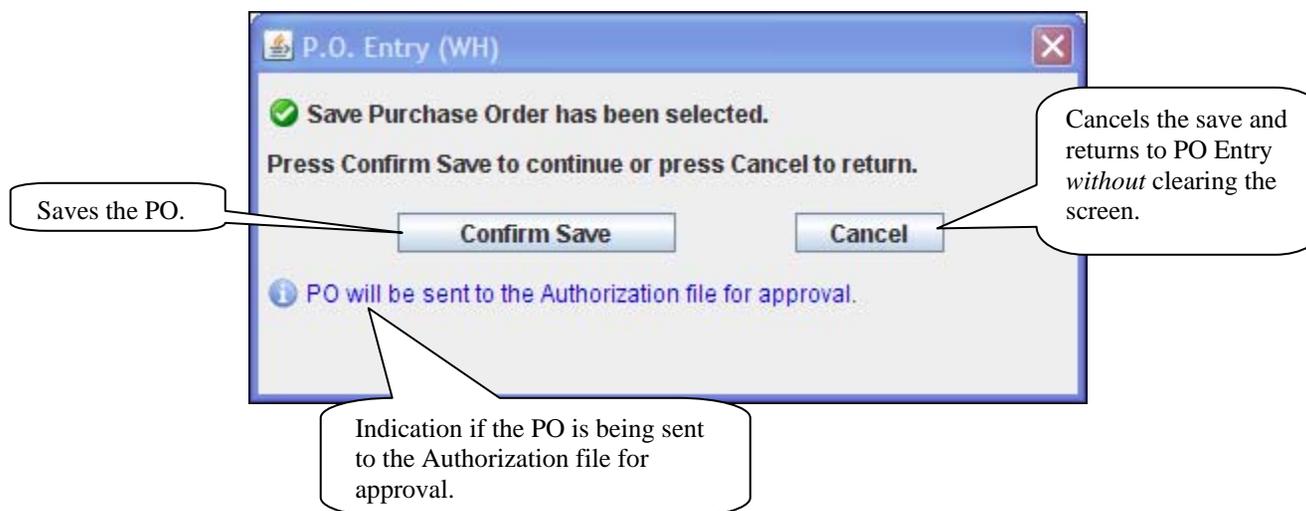
- The Save confirmation screen is displayed after clicking Save PO.
- Purchase orders cannot be saved with errors. Invalid and/or missing fields will be indicated with a red border.
- After confirming, the previous PO# and Vendor is displayed on the top of the PO Entry screen. PO's sent to the Authorization file are identified in blue.

P.O. Print
P.O. Print By User

Create the Purchase Order Spooled file(s).

Cancels the P.O. Print.

Sort order defaults to PO #.

If selected, automatically advances to the Work With Spooled Files option after creating the PO's.
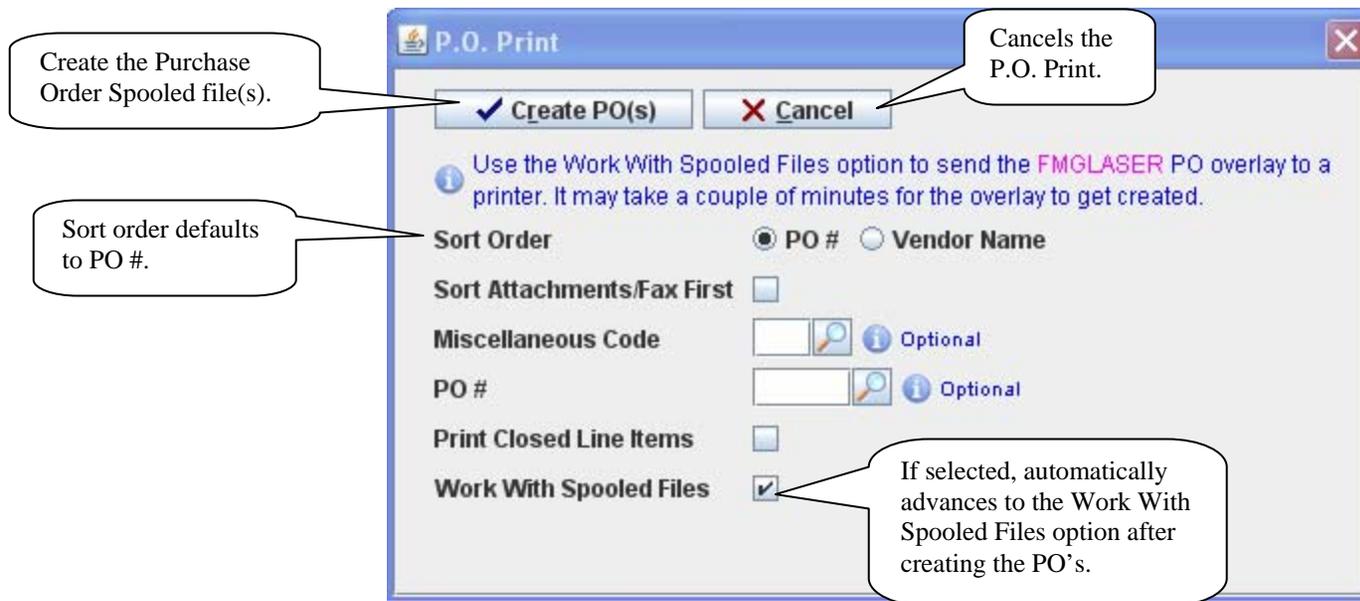
- The P.O. Print By User option *only* includes purchased orders entered by the user.
- Refer to the following Work With Spooled Files – Purchase Orders for specific information on the spooled files created.
- Refer to Work With Spooled Files for additional information including printing a form overlay and recreating a form overlay.

Work With Spooled Files – Purchase Orders

PO form overlay spooled file (FMGLASER) is sent to the printer.

Multiple copies of the PO form overlay spooled file is optional by district and is indicated by the Form Type.

Work With Spooled Files

Spooled File List

Title	Job Name	File Name	User Data	Create Date	Time	Pages	Status	Form Type
Purchase Orders	QPRTJOB	FMGLASER	PO0600CL2	07/08/2010	07:48:30	1	*READY	DEMPO
P.O. PRINT REPORT	QPRTJOB	QPRINT	PO0600CL2	07/08/2010	07:47:41	1	*READY	2501
P.O. PRINT LISTING	QPRTJOB	QPRINTS	PO0600CL2	07/08/2010	07:47:41	1	*READY	2501
Purchase Orders	QPRTJOB	QSYSPRT	PO0600CL2	07/08/2010	07:47:41	2	*HELD	DEMPO

P.O. Print Listing is optional by district.

Original PO spooled file (QSYSPRT) is used to create the overlay. Do *not* print.

P.O. Print Report is *only* produced if PO's are marked as Attachments or Fax.

If the original spooled file status is *READY, click Refresh until the form overlay appears. Status of *HELD indicates the overlay has been created.

Indication that a form overlay spooled file exists.

Delete | Refresh | Save as PDF | Save as Text | Recreate Form Overlay | Form overlay

- Purchase Order form overlay (file name FMGLASER) *cannot* be viewed or saved as a PDF. To print the form overlay, double click to select a folder (to save a temporary file) and to select a network printer to use.
- Do *not* delete the original spooled file until the Purchase Orders have been printed. The original spooled file can be used to recreate the form overlay if necessary. To recreate the overlay, select the original spooled file and click the Recreate Form Overlay button.
- Spooled files are *not* automatically deleted after printing. Once printed, select the printed spooled files and click Delete to remove from the Spooled File List.

P.O. Receiver Maintenance

Loads the open line items for the PO.

Receives all remaining balances for all open line items for the PO.

P.O. Receiver Maintenance

Macomb Intermediate School Dist
budget/finance

PO # 70036 Load Receive All

Line	Vendor #	Vendor Name	Location	Status	Description	ASN	Quantity	Unit $	UM	Amount	Disc %	Recv Net	Item #	WH	WH Item #	WH Item Desc
1	2447	BEST COMPUTER SUPPLIES	Elementary	Open	Computers - laptop	1125150	5	795.0000	EA	0.00	0.05	0.00				
2	2447	BEST COMPUTER SUPPLIES	ntary	Open	Misc supplies	1191990	0	0.0000		575.00	0.00	0.00				
3	2447	BEST COMPUTER SUPPLIES		Open	USB Mouse	2419910	5	45.6900		0.00	0.00	0.00				

PO Detail List

Saves the receiver.

Cancels the receiver.

Deletes the receiver.

Obtain the lock for the receiver.

Save Line   Cancel   Delete   Get Lock

PO # 70036 Line # 2 Vendor 2447 BEST COMPUTER SUPPLIES PO Date 05/14/2008 Location Avery Elementary
ASN 1191990 Description Misc supplies Unit $ 0.0000 UM Amount Ordered 575.00 Discount % 0.00
Item # WH Item # Prev Amt Received 175.00

Received Date 07/23/2012 ● Partial ○ Complete Amt Received

Line Item Detail

Amount (or Quantity) received.

Received date; details to current.

Partial or Complete; defaults to partial.

Current PO Receiver Entries

PO #	Line	Vendor #	Vendor Name	ASN	Description	Qty Recv	Amt Recv	Recv Date	Status	Quantity	Unit $	UM	Amount	Disc %	Recv Net	Item #	WH	WH Item
70036	1	2447	BEST COMPUTER SUPPLIES	1125150	Computers - laptop	4	0.00	07/23/2012	Partial	5	795.0000	EA	0.00	0.05	0.00			

Receiver List

Receivers entered by the user; not yet updated.

Double click line to edit receiver.

View PO Receiver Edit Listing.

Updates receivers entered by the user.

Preview   ✓ Update Receivers