

# Accounting Module

## Purchase Orders

Path: Accounting/Data Entry/Purchase Orders

### Manual PO


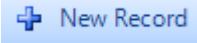
Path: Accounting/Data Entry/Purchase Orders/Manual PO

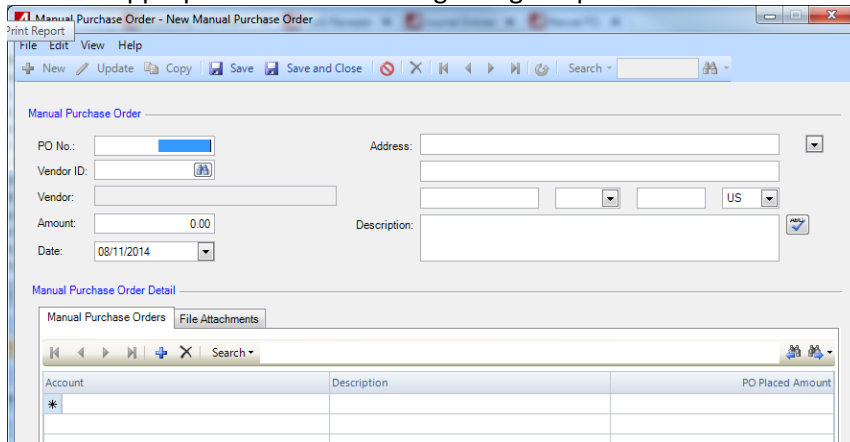
The Manual PO routine provides a mechanism for recording hand-written purchase orders into nVision.

The manual purchase order process is comprised of two steps:

- Select the appropriate open schedule in which to record the manual purchase order.
- Record the basic information regarding the manual purchase order, including the purchase order number, date, vendor, amount, memo regarding the purchase order, and account code distribution.

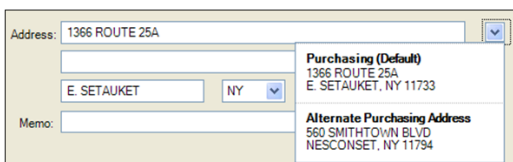
### Entering a Manual PO

- Choose an existing budget entry schedule or add a new schedule
  - Choose an existing schedule
    - Use drop down arrow in the Schedule field 
    - Highlight the appropriate schedule in the browser and click OK.
- Click  to enter add mode.
- Enter all appropriate information regarding the purchase order.



Account	Description	PO Placed Amount
*		

- **PO No** - (REQUIRED) When first accessing the Manual PO routine, this field is blank. Once you have saved the first record in the batch of POs being entered, the second PO record this field defaults to the next sequential PO number. Enter the purchase order number or change the default value as needed.
  - **NOTE:** Duplicate PO numbers for the same vendor and date are not permitted.
- **Vendor ID** - (REQUIRED) This field allows you to either type in the vendor number or click the lookup to bring up a listing of all vendors in the Vendor Setup File.
- **Address** – (Required) The window displays the default purchasing address based on the vendor selected. Change the default address as needed. Click to display any alternate purchasing addresses for this vendor.



Address: 1366 ROUTE 25A

E. SETAUKET NY

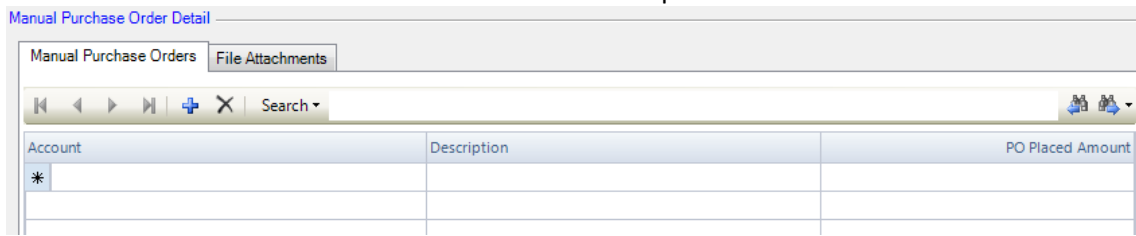
Memo:

**Purchasing (Default)**  
1366 ROUTE 25A  
E. SETAUKET, NY 11733

**Alternate Purchasing Address**  
560 SMITHTOWN BLVD  
NESCONSET, NY 11794

- Click the appropriate address for this PO.

- **Memo** - This field is used to enter any miscellaneous information regarding the manual purchase order. For example, you may enter a description or reason for the PO.
- **Amount** – (Required) Enter the dollar amount of the manual purchase order.
- **Date** - (Required) You may change the default value as needed. Enter the date of the manual PO. entries should be dated for and correspond with the schedule on which they are being entered.
- Enter the account distribution in the Manual PO Detail portion of the window.



The total Amount Placed must equal the Manual Purchase Order Amount in order for the distribution to be balanced. nVision keeps track of the balance as you continue to record entries. The status of the account distribution displays in the status bar at the bottom of the window.

- **Account** - Enter the account code. You can manually type in the account number or click the
- **Description** - Use this field to indicate any additional information relating to this detail transaction line.
- **PO Placed Amount** - Enter the dollar amount being paid out of the specified account code.
  - **NOTE:** Upon saving the record, nVision checks the user's PO Override flag and Override Limit along with the remaining account balance to determine whether the detail record can be entered.
- Repeat step 5 as many times as needed until the distribution is in balance. The PO total must equal the detail total in order for the distribution to be balanced. You are not permitted to leave this window until the distribution is fully balanced.
- Save the record.

#### Deleting a Manual PO Record

- Find the appropriate schedule using the drop-down.
- Highlight the appropriate record in the Manual PO listing.
- Click Delete .
- Confirm that this is the correct action that you want to take.
  - Click YES to delete the PO record.
  - Click NO if you do not want to delete the PO record.

## Computer PO


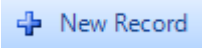
Path: Accounting/Data Entry/Purchase Orders/Computer PO

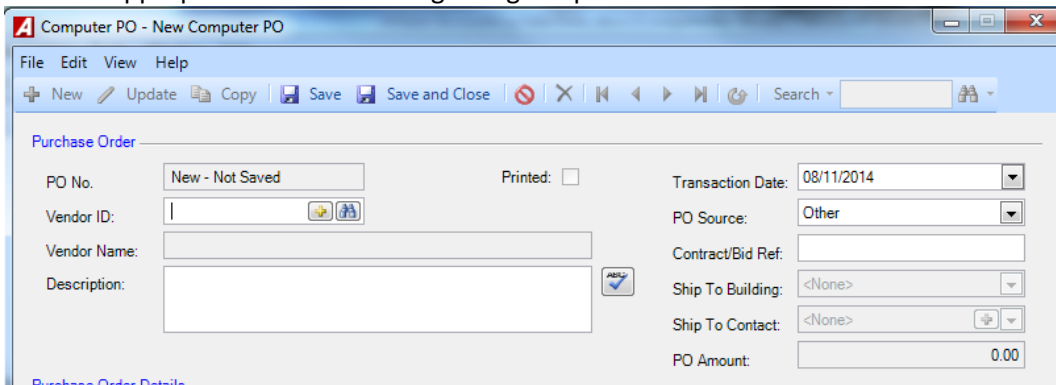
The Computer PO routine provides a mechanism for recording printed purchase orders into nVision Accounting.

The computer purchase order process is comprised of two steps:

- Select the appropriate open schedule in which to record the computer purchase order.
- Record the basic information regarding the computer purchase order, including the purchase order number, date, description, vendor, building, PO Source, and individual requesting the PO. Record each purchase order line item, account code distribution, and shipping distribution (if needed).

## Entering a Computer PO

- Choose an existing budget entry schedule or add a new schedule
  - Choose an existing schedule
    - Use drop down arrow in the Schedule field .
    - Highlight the appropriate schedule in the browser and click OK.
- Click  to enter add mode.
- Enter all appropriate information regarding the purchase order.



- **PO No.** - (Required) nVision will assign a PO number
  - **NOTE:** Duplicate PO numbers for the same vendor and date are not permitted.
- **Vendor ID** - (REQUIRED) This field allows you to either type in the vendor number or click the lookup.
- **Description** - This field is used to enter any miscellaneous information regarding the computer purchase order. For example, you may enter a description or reason for the PO.
- **Transaction Date** (Required) - You may change the default value as needed. Enter the date of the computer PO.
- **PO Source** - Use the drop-down arrow to select the appropriate PO source.
  - Other, Bid, Sole Source, or State Contract.
    - Bid, enter Bid Number in the subsequent field.
    - State Contract, enter State Contract number in the subsequent field.
    - Other, enter the reference number in the subsequent field.
- **Ship To Building** (Required) - Use the drop-down to display and choose from a listing of building codes.
- **Ship to Contact** – Enter the contact person for the building selected. Use the drop-down to display to choose contact associated with the ship-to. This name is then displayed on the printed computer PO in the Attn line of the Ship To box.
  - **NOTE:** In the case where a requisition is converted to a purchase order, the Attn line of the Ship To box on the printed purchase order will display the building contact name followed by the name of the user who entered the original requisition.
- **PO Amount** – This field is for display purposes only and represents a running total of all purchase order line items plus overall shipping.

- Addresses Tab

- PO Address – The window displays the default purchasing address based on the vendor selected. Change the default address as needed. Click down arrow to display any alternate addresses for this vendor.
- **Ship To Address** – The window displays the shipping address for the selected building. Change the default address as needed.


- Purchase Order Items Tab

Click in first blank line. A window is opened for you to enter all necessary.

- **Item No.** – Enter the item number (if applicable). You can manually type in the item number or click the lookup. **NOTE:** that you are not required to enter an item number.
  - **Item Desc** - (Required) Enter a description of the item being ordered. **NOTE:** If you chose an existing item number from the Items Setup File, the description cannot be modified.
  - **Account** – Enter an account number or click the lookup to display and choose from a listing of valid appropriation codes. **NOTE: If the line item is being expensed out of more than one appropriation account, leave this field blank.** Click the Account Distribution folder to charge the line item to the appropriate accounts.
  - **Unit Measure** - (Required) Enter code representing the unit of measure (i.e., each, box, dozen). Click the lookup to display and choose from a listing of valid unit of measure codes. Quantity - Enter the quantity of the item being ordered.
  - **Unit Price** - Enter the price per unit of measure of the item being ordered.
  - **Discount Pct** – If applicable, enter the discount percentage rate for the item being ordered. nVision automatically calculates the appropriate discount amount.
  - **Generate Asset Flag** – If your District is set up to do so, nVision will automatically create an asset record for a purchase order line item. If the user specifies an account code with 200 through 299 in the object, the Generate Asset flag is checked for the item. If you do not wish to track assets and their depreciation, uncheck the box.
  - **Discount Amt** – If applicable, enter the discount amount for this PO line item.
  - **Shipping Pct** – If applicable, enter the shipping percentage rate for the item being ordered. If the shipping percentage is entered, nVision automatically calculates the appropriate shipping amount.
    - **NOTE:** If a shipping charge is applicable to all items in the entire computer PO, use the Shipping Distribution Tab to indicate the shipping charge and the account codes to be charged.
  - **Shipping Amt** – If applicable, enter the shipping amount for this PO line item.
  - **Extended Amt** - This system-calculated field is determined by the following formula: (Quantity X Unit Price) minus Discount plus Shipping.
- Repeat until all PO lines are complete.
  - Click OK to save the PO line item record. Hover your mouse over the PO Item Number to display the item description, category, and subcategory.
- Account Distribution Tab
    - Use this tab if a computer PO line item(s) are being charged to more than one appropriation account.
    - The **Account Distribution Summary** section of the window tells you what still needs to be distributed.

- The **Amount to Distribute** represents the total of ALL the PO lines items.
    - The **Line Item Distribution** amount is the amount from those PO line items where the Appropriation Account was filled in on the Item Entry window.
    - The **Difference** totals the extended price of those computer PO detail line items where the Appropriation Account field was left blank on the Item Entry window; that amount must then be distributed to the appropriate account codes prior to exiting the Computer PO routine.
  - **Account** - Enter the appropriate account code to which the items are to be charged. Click the lookup to display and choose account code.
  - **Description** - Descriptive text for this account distribution.
  - **Pct** - Enter the percentage to be charged to the selected account code. If you choose to omit a percentage, simply click to the **Amount** field and enter the dollar amount to be charged to the account code.
  - Repeat this step as many times as needed until the **Distribution Status** is In Balance.
- Shipping Distribution Tab
    - **Shipping To Distribute** - Enter the overall shipping amount for the entire computer PO. This dollar amount is placed in the Difference field. This represents the amount remaining to be distributed.
    - **Account** - Enter the account code to which the shipping is to be charged or click the lookup to display and choose from a listing
    - **Description** - Enter descriptive text for this account distribution.
    - **Pct** - Enter the percentage to be charged to the selected account code. If you choose to omit a percentage, simply click to the **Amount** field and enter the dollar amount to be charged to the account code.
    - Repeat this step as many times as needed until the Distribution Status is In Balance. Save Record.
  - File Attachments Tab
    - Click Add to specify the location of the attachment to be linked to this purchase order. Use the Browse button to find the location and name of the file.
    - Enter any Comments as needed. Click OK. The selected file is linked to the computer PO.
    - Highlight the file name and click Open to view the contents of the file. Highlight the file name and click Delete if you no longer want this file to be linked to the purchase order.
  - Save the record. Your entries can be seen on the Purchase Order Schedules and Purchase Orders Waiting to Print Reports.

### Deleting a Computer PO Record

- Find the appropriate schedule using the drop-down.
- Highlight the appropriate record in the Computer PO listing.
- Click Delete .
- Confirm that this is the correct action that you want to take.
  - Click YES to delete the PO record.
  - Click NO if you do not want to delete the PO record.

## Liquidate PO

Path: Accounting/Data Entry/Purchase Orders/Liquidate PO

The Liquidate PO routine is used to partially or fully liquidate OR cancel a printed and posted purchase order from either an open or closed schedule. The purchase order date and schedule selected have to be from the same fiscal year.

### To Cancel a PO

- Open Liquidate PO
- Select Schedule in which to cancel purchase order(s).
- Enter **PO No** or use lookup to search for PO.
  - The Liquidate PO window is populated with PO number, vendor name, vendor number, date, description, PO amount, balance, and detail line items.
- Enter the **Date** of the cancellation. Use the drop-down to choose a date from the on-line calendar.
- Set the radio button to **Cancel Complete PO**.

The screenshot shows the 'Liquidate PO Details' window. On the left, under the 'Action' section, the radio button for 'Cancel Complete PO' is selected. The 'Partially Liquidate PO' option is unselected. The 'Details' section on the right contains a table with the following data:

Account	Placed	Liquidated	Remaining	Liquidate Description	Liquidate Amt
A10104901100...	144.00	0.00	144.00	Cancel PO	144.00

- The **Description** text defaults to "Cancel PO". Enter a more meaningful description that will be displayed on the Purchase Order Schedule Report.
- Click **OK** to continue the Cancel process.
- nVision displays the question "Are you sure you want to cancel the entire remaining amount?"
  - Click NO if you do not want to continue the Cancel PO process.
  - Click YES to cancel the entire PO.
- The amount cancelled is reflected on the Purchase Order Schedule Report.

### To Partially or Fully Liquidate a PO

- Open Liquidate PO
- Select Schedule in which to cancel purchase order(s).
- Enter **PO No** or use lookup to search for PO.
  - The Liquidate PO window is populated with PO number, vendor name, vendor number, date, description, PO amount, balance, and detail line items.
- Enter the **Date** of the liquidation. Use the drop-down to choose a date from the on-line calendar.
- Set the radio button to **Partially Liquidate PO**.

The screenshot shows the 'Liquidate PO Details' window. On the left, under the 'Action' section, the radio button for 'Partially Liquidate PO' is selected. The 'Cancel Complete PO' option is unselected. Below the radio buttons, there is a text field labeled 'Amt to Liquidate:' with the value '100.00' entered. The 'Details' section on the right contains a table with the following data:

Account	Placed	Liquidated	Remaining	Liquidate Description	Liquidate Amt
A10104901100...	144.00	0.00	144.00	Liquidate PO	100.00

- The **Description** text defaults to "Liquidate PO". Enter a more meaningful description (for example, Price Discount Given) that will be displayed on the Purchase Order Schedule Report.
- Indicate the **TOTAL** dollar **Amount to Liquidate**.
- Click in each **Detail line** to enter the **Liquidate Description** and **Amount** in each budget code that you want to liquidate.
- The **Amount to Liquidate** (on the status bar at the bottom of the screen) **MUST** equal the **Amount Liquidated** in all of the PO budget code line items combined BEFORE the liquidation can be confirmed and completed.
- Click **OK**. Click **Yes** at the prompt to confirm that you want to liquidate the selected purchase order.

## Increase PO

Path: Accounting/Data Entry/Purchase Orders/Increase PO

The Increase PO routine is used to increase purchase order(s). The Increase PO routine can be used to increase the PO either in one of the existing PO account codes or on an entirely new account.

- Open Increase PO
- Select Schedule in which to increase purchase order(s).

### Increase PO

Select the Schedule to begin Increase PO process.

**Select Schedule**

Schedule: A - 2    August Purchase Order    8/1/2014 - 8/31/2014

**Increase PO**

PO No.: 2    PO Amount: \$142.10  
Vendor: 15    ABEKA BOOK, INC    Liquidated: \$100.00  
Date: 08/11/2014    Expense: \$100.00  
Description: Increase PO    Balance: \$42.10

**Increase PO Details**

Account	Placed	Liquidated	Increase Description	Increase Amt
A1040402110000	51.10	50.00	Increase PO	20.00
A1040475110000	91.00	50.00	Increase PO	10.00

OK    Cancel

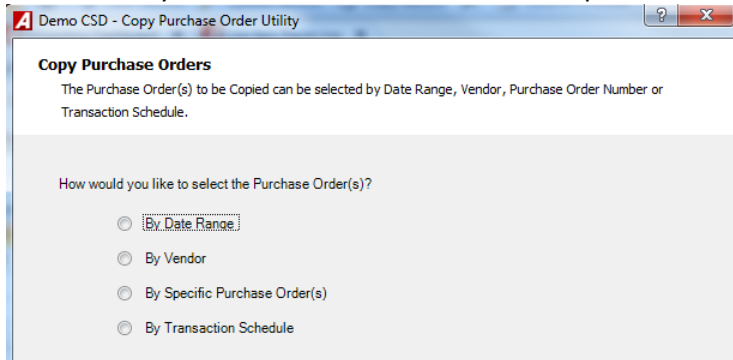
- Enter PO No or use lookup to search for PO.
- The Increase PO window is populated with PO number, vendor name, vendor number, date, description, PO amount, balance, and detail line items.
- Enter the **Date** of the increase transaction. This date must fall within the date range of the selected schedule. Use the drop-down to choose a date from the on-line calendar.
- The **Description** text defaults to "Increase PO". Change the default text by entering a more meaningful description (for example, Discount Taken Back) that will be displayed on the Purchase Order Schedule Report.
- The Increase PO window displays the purchase order amount placed, liquidated, and remaining balance. Enter the **Increase Description** and **Amount** in each budget code.
- nVision displays the **Total Amount Increased** on the bottom left-hand side of the window, which is the sum of the increase amounts in each of the PO budget code line items.
- Click **OK**. Click **Yes** at the prompt to confirm that you want to increase the selected purchase order.






## Copy Purchase Orders

Path: Accounting/Data Entry/Purchase Orders/Copy Purchase Orders

The Copy Purchase Orders routine provides the ability to copy a single or multiple purchase orders from one year or multiple years into the current year. Purchase orders can be selected by date range, vendor, purchase order number, or transaction schedule.

- Open Copy Purchase Orders
- Choose how you want to search for POs to be copied. Then click Next.



- **By Date Range** – Click this option to find a PO within a specified date range.
  - Enter the starting and ending dates and click . To find a PO from a previous fiscal year, check the Prior Fiscal Year box.
- **By Vendor** – Click this option to find a PO associated with a specified vendor.
  - Change the drop-down to All to search all POs for all vendors OR set the drop-down to Selection, click and the lookup, highlight the appropriate vendor record, and click OK. Then click .
- **By Specific Purchase Order(s)** – Click this option to find a PO by entering a specific PO number.
  - Change the drop-down to All to search all POs OR set the drop-down to Selection, click the lookup, highlight the appropriate PO record, and click OK. Then click .
- **By Transaction Schedule** – Click this option to find POs associated with a selected transaction schedule.
  - Use the drop-down arrow to bring up a listing of all PO transaction schedules that are open. Set the Status toggle to Closed to display a listing of closed PO transaction schedules. Highlight the appropriate transaction schedule that the original PO was placed on and click OK.
- Highlight the individual PO(s) to be copied or check Select All to choose all POs in the listing.
- To view a PO, highlight the appropriate PO record and click  to the left of the PO#.
  - Click the Close button to continue the copy PO process.
- Click Next.
- Choose **Transaction Schedule** on which to copy the PO(s) and click OK. The Copy window displays the schedule number, description, and date range.
- Enter the **Target Date** for the copied PO(s). This will become the new transaction date for the newly created PO. This date must coincide with the date range of the selected transaction schedule.
- Click .
- Confirm that you want to continue with the PO Copy process by clicking Yes.
- Click OK at the completion prompt.
- Go to the Computer PO listing window and find the appropriate target schedule number in the drop-down to access the newly created PO(s).
- Make any necessary modifications to the PO detail information before reprinting the new PO(s).



## Print/Post PO

Path: Accounting/Data Entry/Purchase Orders/Print/Post PO

The Print/Post Purchase Orders routine is used to print and post computer-generated purchase orders that were entered and fully distributed to the proper account codes using the Computer PO routine.

### Print/Post PO

- Load blank paper (or preprinted stock forms) into the desired printer.
- Select an existing schedule from which to print purchase orders, use the drop-down arrow in the Schedule field that displays at the top of the Purchase Orders to Print window. Highlight the appropriate schedule record in the browser and click OK. The Print/Post Computer Purchase Orders window is displayed, with a listing of any computer PO records that already were entered in this schedule.
- Enter the **Date of the PO**. This is the date that is to be printed at the top of all selected purchase orders.
- Accept the default **Starting PO Number** or enter a new Starting PO Number to be used.
  
- Select the computer purchase orders that you want to print.
  - Use the mouse to highlight a specific purchase order record. Hold down the Ctrl key and click with the mouse to highlight nonconsecutive PO records. Hold down the Shift key and click with the mouse to highlight a range of consecutive PO records.
- OR
- Check the **Select All Purchase Orders** box to print all purchase orders.
- To PREVIEW a specific copy of ONE selected purchase order before printing it, click the **PO Copy Preview** drop-down and choose the copy you want to display.
  - Click Close to return to the Print/Post Computer Purchase Orders window.
- Using the **Print To** drop-down, choose the printer that you are using to print the purchase orders.
- Click **Print**.
  - The **Print Progress** is displayed at the bottom of the window.
- Verify that all printed purchase orders are correct before you post the POs. Click **Purchase Orders to Post Tab**
  - You have the option of either posting selected POs or resetting the POs.
    - **Reset POs**
      - Make sure the appropriate schedule is selected.
      - Use the mouse to highlight the purchase order(s) that you want to reset.
    - OR
    - Check the **Select All Purchase Orders** box to reset all purchase orders.
    - Click **Reset All**.
    - Confirm that this is the correct action that you want to perform.
      - Click **Yes** to reset the selected purchase orders. The purchase orders can be seen on the **Purchase Orders to Print tab**.
  - **Post POs**
    - Make sure the appropriate schedule is selected.
    - Use the mouse to highlight the purchase order record(s) that you want to post.
  - OR
  - Check the **Select All Purchase Orders** box to post all purchase orders.
  - Click **Post All**.
  - Confirm that this is the correct action that you want to perform.
    - Click **Yes** to post the selected purchase orders.



- Show Shipping/ Receiving Information – Used to display shipping and receiving information to display on the bottom left-hand side of the purchase order.
- Shipping/Receiving Information - Enter the shipping/receiving instructions. You can use this field to type in specific general instructions to the vendor.
- Purchasing Agent - If you are displaying a signature at the bottom of the purchase order, enter the name or title of the purchasing agent. This name or title will print below the signature line on the purchase order.
- Agent Comment - If you are displaying a signature at the bottom of the purchase order, enter the purchasing agent’s comments in this field. This will be displayed above the signature on the printed purchase order.  
Example: You can use this field to indicate that the PO is not valid unless signed by the Purchasing Official.

**MESSAGING Tab**

*NOTE: You must define message information for each individual purchase order copy that you have specified. You may want to include messages on certain copies and exclude them from other copies.*

- Additional Message 1- This message will display above the Order Quantity and Item Description columns.
- Additional Message 2 - This message will display above the Unit Cost, Discount, and Shipping Charge columns.

**IMAGING Tab**




*NOTE: You must define image information for each individual purchase order copy that you have specified. You may want to include images on certain copies and exclude them from other copies.*

- Display Logo at Top - Check this box if you want to print a logo at the top left-hand side of the purchase order.
  - Upload Logo.
- Display Signature at Bottom - Check this box if you want the purchase order to print a digitized signature.
  - Signature Location.




**COLLATE Tab**

- No Collating - If you do not want to collate the copies, leave the Collate Different Copies box unchecked.
- Collate Different Copies - If you are printing more than one copy of each purchase order, the system provides two ways in which you may choose to collate the printed pages.
  - Collate by Page - This option should be used if you are printing purchase orders on multi-colored interleaved paper. The purchase orders will print in the following sequence:
  - Collate by Complete Purchase Order Document – Choose this option if you want all copies of the same purchase order to be printed in sequential order.


**Adding, Updating, or Removing a new PO Copy and Print Options**

- Click Add  or Update  or Remove .
- Click each folder – General, Header, Footer, Messaging, Imaging, Collate – to enter the appropriate print options for each Copy Label.
- Click Save.

**Changing the PO Copy Print Order**

- Click Update  at the bottom of the window.
- Highlight the copy label record in the listing and click on the Up  or Down  arrow as many times as needed to change the print order of the label.
- Click Save .

**Previewing a PO Copy**

- Highlight the appropriate copy label record in the listing at the top of the window.
- Click Preview .