

# Computer Purchase Order Entry

## When Using the VSView Print PO Routine

To access the Computer-Generated PO Entry function, select the Computer POs option from the Accounting Manager Data Entry drop-down menu or simply select the **CompPO** button on the Accounting Manager main window.

First, choose the schedule that the PO's should be entered into and proceed to the Purch Order folder. If an appropriate schedule is not available, you may add one at this point.

PO #	PO Date	Bldg	Vendor	Amount
900000	03/06/01	HS	A.E.S.W. SEMINARS	9.99

PO #: 900000  
Date: 03/06/01  
Vendor: 10  
A.E.S.W. SEMINARS  
Building: HS  
HIGH SCHOOL  
Req By: JOHN DOE

The Computer PO Entry window displays a list of those Computer POs that were entered into the system and that have not yet been printed. If any of these entries are in red, they have not had any items added and should be corrected prior to printing. This window displays the Temporary Computer PO number, date, building, vendor, and amount.

### Field

### Description

#### **P.O. #**

This **temporary** number uniquely references the Computer PO waiting to be printed. When adding a Computer PO, this field defaults to the next sequential temporary number between 900000 and 910000. This value cannot be modified and will be updated to the physical PO # upon running the Post routine after printing the PO.

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<b>Date</b>	The date (in MM/DD/YY format) that the Computer PO is being entered into the system. You may change the default value as needed.
<b>Vendor</b>	(Required) The number that uniquely identifies the vendor to whom the purchase order is to be sent. Use the lookup button to display and choose from a listing of valid vendor codes from the Vendor Code Maintenance File. Or use the Add button to add a new vendor.
<b>Building</b>	(Required) The code representing the building where the items are to be delivered. Use the lookup button to display and choose from a listing of valid building codes from the Building Code Maintenance File.
<b>Req By</b>	This field is used for a contact name as needed and will default to the building contact. It is then displayed on the printed Computer PO in the Attn line of the Ship To box.

### ***Adding a Computer PO Record***

- Select the Add button.
- Enter the date, vendor, building and contact person.
- Press Save to lock in the new information.

The system automatically places you in Add mode on the Item Entry window.

### ***Updating a Computer PO Record***

- Highlight the appropriate Computer PO record in the browser.
- Select the Update button.
- Modify the Computer PO information as needed.
- Press Save to lock in the new information.

### ***Deleting a Computer PO Record***

This option is used to delete a Computer PO record that contains NO line items. If items exist for the selected Computer PO, deletion is not allowed until all items and any shipping or % Distrib are removed.

- Highlight the appropriate Computer PO record in the browser.
- Select the Delete button.
- The system prompts you to confirm that this is the correct action that you wish to take.

Enter YES to delete the Computer PO record.

Enter NO if you do not wish to delete the Computer PO record.

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## Item Entry

The Item Entry window is used to add and maintain the line items associated with the Computer PO.

The middle portion of the window provides the following running totals:

- Total Discount** – The sum of the discounts of all Computer PO line items.
- Total Shipping** – The sum of the shipping charges associated with each individual Computer PO line item.
- Total Order** – The sum of the extended prices of all Computer PO line items.

The screenshot shows the 'Computer-Generated PO Entry' window with the 'Item Entry' tab selected. The window displays a table with the following data:

Appropriation Account	Quantity	UM	Unit Price	Discount	Shipping	Ext Price
	5.0	EA	9.99	2.50	0.00	47.45
A1010500110000	1.0	EA	0.49	0.00	0.00	0.49

Summary fields below the table show:

- Total Discount: 2.50
- Total Shipping: 0.00
- Total Order: 47.94

The detailed view at the bottom shows the following fields:

- Appropriation Account: NO ACCOUNT: distribution must be made in the next folder.
- Quantity: 5.0
- Unit of Measure: EA
- Unit Price: 9.99
- Discount Rate: 5.00% | Discount: 2.50
- Shipping Rate: 0.00% | Shipping: 0.00
- Extended Price: 47.45
- Description: SWINGLINE STAPLERS

## Field

## Description

### **Appropriation Account**

The number that identifies the appropriation account from the Chart of Accounts File to which the Computer PO item is being expensed. Use the lookup button to display and choose from a listing of valid appropriation codes. **NOTE:** If the item is being expensed out of more than one appropriation account, leave this field blank. The system displays the message “NO ACCOUNT: Distribution must be made in the next folder.” Use the % Distrib folder to expense the line item to the appropriate accounts.

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<b>Quantity</b>	Enter the quantity of the item being ordered.
<b>Unit of Measure</b>	Optional - this code represents the unit of measure (each, box, dozen) of the item being ordered. Use the lookup button to display and choose from a listing of valid unit of measure codes from the Unit of Measure Code Maintenance File.
<b>Unit Price</b>	Enter the price per unit of measure of the item being ordered.
<b>Description</b>	Enter a free-text description of the item being ordered.
<b>Discount Rate</b>	<p>(Optional) Enter the discount percentage rate for the item being ordered. If the discount percentage is entered, the system will automatically calculate the appropriate discount amount.</p> <p><b>NOTE:</b> If a discount percentage is specified for the vendor on the Profile folder in Vendor Maintenance, that vendor discount percentage defaults in the Discount Rate field.</p>
<b>Discount</b>	(Optional) Enter the discount amount applicable to the item being ordered. This amount will already be calculated if a Discount Rate has been entered, but can still be modified.
<b>Shipping Rate</b>	<p>(Optional) Enter the shipping percentage rate for the item being Ordered. If the shipping percentage is entered, the system will automatically calculate the appropriate shipping amount.</p> <p><b>NOTE:</b> If a shipping charge is applicable to all items in the entire Computer PO, use the Shipping window to indicate the overall shipping charge and the account codes to which the shipping is to be expensed.</p>
<b>Shipping</b>	(Optional) Enter the shipping amount applicable to the item being Ordered. This amount will already be calculated if a Shipping Rate has been entered, but can still be modified.
<b>Extended Price</b>	This system-calculated field is determined by the following formula: (Quantity X Unit Price) minus Discount plus Shipping.

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## When Using the VSView Print PO Routine

### *Adding a Computer PO Item Record*

- Select the Add button.
- Enter the appropriate item information.
- Press Save to lock in the new information.

### *Updating a Computer PO Item Record*

- Highlight the appropriate Computer PO line item record in the browser. The browser scroll bar will assist you in finding the desired record.
- Select the Update button.
- Modify the item information as needed.
- Press Save to lock in the new information.

### *Deleting a Computer PO Item Record*

This option is used to delete a line item from the Computer PO record.

**NOTE:** If you used the Percent Distribution window to expense money from multiple accounts, you must remember to delete those account distribution records in order to be able to exit from the Enter Computer POs function.

- Highlight the appropriate line item in the browser. The browser scroll bar will assist you in finding the desired record.
- Select the Delete button.
- The system prompts you to confirm that this is the correct action that you wish to take.  
Enter YES to delete the line item record.  
Enter NO if you do not wish to delete the line item record.

**If all items have been entered and distributed to appropriation account codes and there is no additional shipping to be posted for the PO, simply click on the Purch Order folder to begin entering the next purchase order. If any amounts have not been distributed, the system will not let you go to the Purch Order folder until the proper distributions have been made.**

# Computer Purchase Order Entry When Using the VSView Print PO Routine

## Shipping Folder

Selecting the Shipping folder accesses the Shipping window. The Shipping window is used to add and maintain the overall shipping charge for all items on the Computer PO and the account codes to which the shipping is to be expensed.

Computer-Generated PO Entry

Schedule Purch Order Item Entry % Distrib Shipping

Save Reset Add Delete Cancel Exit

Sch#: 2 Fund: A Date Range: 03/01/01 - 03/31/01 PO: 900001

Account	Percent	Amount
A1040500110000	50.00%	1.25
A1010500110000	50.00%	1.25

SHIPPING TO BE DISTRIBUTED: 2.50

AMOUNT DISTRIBUTED: 2.50 100.00%

BALANCE TO DISTRIBUTE: 0.00 0.00%

Set

Use Vendor

Account: A1010500110000 PD SUPPLIES-BOARD OF ED

Percent: 50.00%

Amount: 1.25

Enter the Account.

### *To Add or Update Shipping:*

1. Indicate the overall shipping amount for the entire Computer PO in the **Shipping To Be Distributed** field. Press the **Set** button.

OR

Select the **Use Vendor** button to use the vendor default shipping amount as defined in the Vendor Maintenance File. If a shipping charge is specified for the vendor on the Profile folder in Vendor Maintenance, that vendor's shipping amount defaults in the **Shipping To Be Distributed** field.

The system calculates the Balance to Distribute.

2. Select the **Add** (or **Update**) button.
3. Enter the appropriate account code from which the shipping charges are to be expensed. Use the lookup button to display and choose from a listing of valid account codes or the PO button to display and choose from a listing of account codes that are already listed under the Item folder of the PO.
4. Enter the percentage of the shipping charges to be expensed from the selected account.

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The system automatically calculates the Amount based on the overall shipping amount and the percentage indicated.

5. Enter the amount of the shipping.
6. Press **Save** to save the record.

Continue to repeat steps 2 through 6 until the entire shipping amount has been expensed to the appropriate accounts.

### ***Deleting a Shipping Record***

- Highlight the appropriate line item in the browser. The browser scroll bar will assist you in finding the desired record.
- Select the Delete button
- Change the Shipping to be Distributed amount to 0.00 and click on Set

# Computer Purchase Order Entry When Using the VSView Print PO Routine

## Percent Distribution Folder

Selecting the Percent Distribution folder accesses the Percent Distribution window. The Percent Distribution window is used when a Computer PO line item(s) is being expensed out of more than one appropriation account. The system 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 Enter Computer PO function.

Computer-Generated PO Entry

Schedule Purch Order Item Entry % Distrib Shipping

Save Reset Add Delete Cancel Exit

Sch#: 2 Fund: A Date Range: 03/01/01 - 03/31/01 PO: 900001

Account	Percent	Amount
A1010479110000	30.00%	14.24
A1040402110000	30.00%	14.24
A1040500110000	40.00%	18.97

TOTAL PO TO BE DISTRIBUTED: 47.45

AMOUNT DISTRIBUTED: 47.45 100.00%

BALANCE TO DISTRIBUTE: 0.00 0.00%

Account: A1040500110000 PO SUPPLIES-DISTRICT CLERK

Percent: 40.00%

Amount: 18.97

Enter the Account.

### *To Add or Update Distribution Records:*

The system displays the undistributed portion of the Computer PO in the **Total PO To Be Distributed** field. The **Amount Distributed** and **Balance to Distribute** fields are recalculated each time a record is added, updated, or deleted.

1. Select the **Add** (or **Update**) button.
2. Enter the appropriate account code from which the item charges are to be expensed. Use the lookup button to display and choose from a listing of valid account codes or the PO button to display and choose from a listing of account codes that are already listed under the Item folder of the PO.
3. Enter the percentage of the item charges to be expensed from the selected account.

The system automatically calculates the Amount based on the Total PO Amount to be Distributed.

4. Enter the amount to be expensed to the selected account.
5. Press **Save** to save the record.

## **Computer Purchase Order Entry When Using the VSView Print PO Routine**

Continue to repeat steps 1 through 5 until the entire Computer PO amount has been distributed to the appropriate accounts.

### ***Deleting a Distribution Record***

- Highlight the appropriate line item in the browser. The browser scroll bar will assist you in finding the desired record.
- Select the Delete button.

**If all items have been entered and distributed to appropriation account codes, simply click on the Purch Order folder to begin entering the next purchase order. If any amounts have not been distributed, the system will not let you go to the Purch Order folder until the proper distributions have been made.**