PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

9/18/2017	Section B: Purchase Order Processing

[Topic 3: Printing Purchase Order Reports, Version 2.4]

Revision History

Date	Version	Description	Author
9/18/2017	2.4	17.03.00 – Update *Purchase Order Processing Menu* with new function for *List All Purchase Orders*.	D. Ochala
03/02/2016	2.3	16.01.00 – Update Logo and Footers.	S. Scrivens
06/18/2014	2.2	14.02.00 – Update *List Open Purchase Order* reports with steps for creating csv export files.	D. Ochala
03/31/2011	2.1	11.01.00 – Updates to screenshots, no programmatic changes.	D. Ochala
10/10/2007	2.0	07.03.00 – Updates to screenshots, no programmatic changes.	C. W. Jones

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Overview

PCGenesis allows the following purchase order reports to be processed:

- The *All Purchase Orders* report lists <u>all</u> purchase orders (*closed*, *cancelled*, and *active*) sorted in **Purchase Order Number** sequence. Data will be selected based on an end-user specified date range. The report is generated as a printed report or in CSV format.

- The *Cancelled Purchase Orders* report lists purchase orders cancelled by date range.

- The *Open Purchase Orders* report lists all open purchase orders by entry date, and lists the purchase order's non-liquidated amount by facility, account number, vendor name and purchase order number. The report is generated as a printed report or in CSV format.

Procedure A: Printing All Purchase Orders

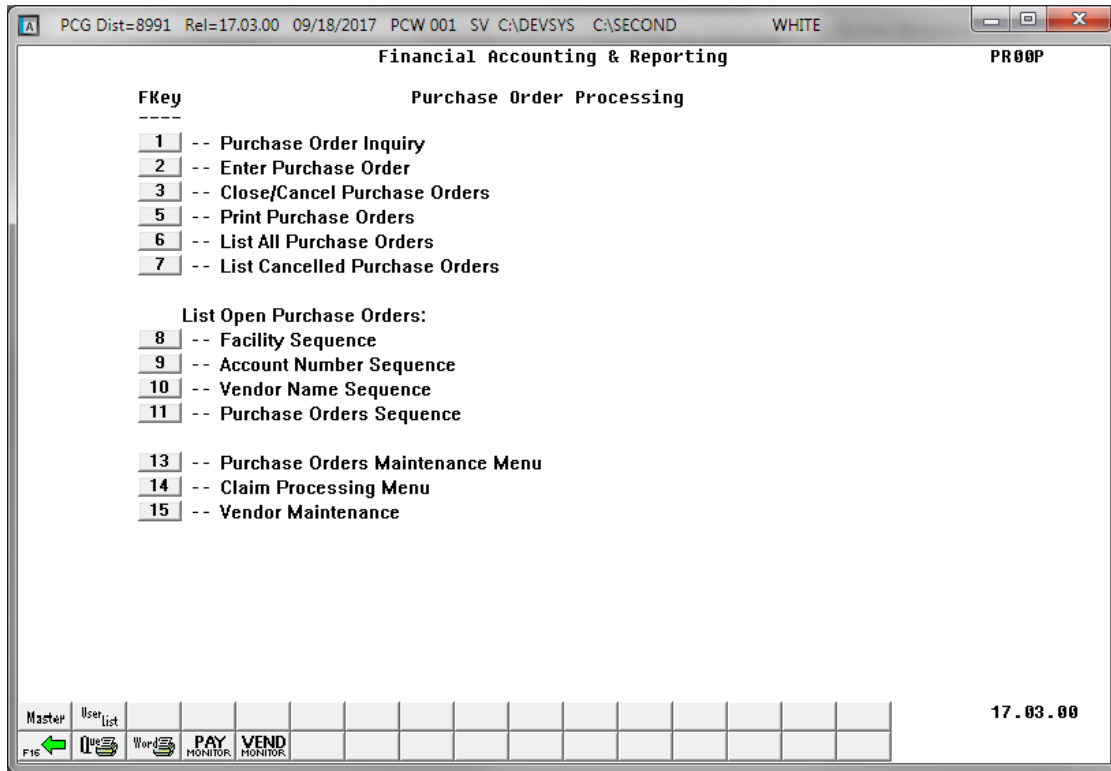| Step	Action
1	From the *Business Applications Master Menu,* select ___1___ (**F1 -** Financial Accounting & Reporting System).

The following screen displays:
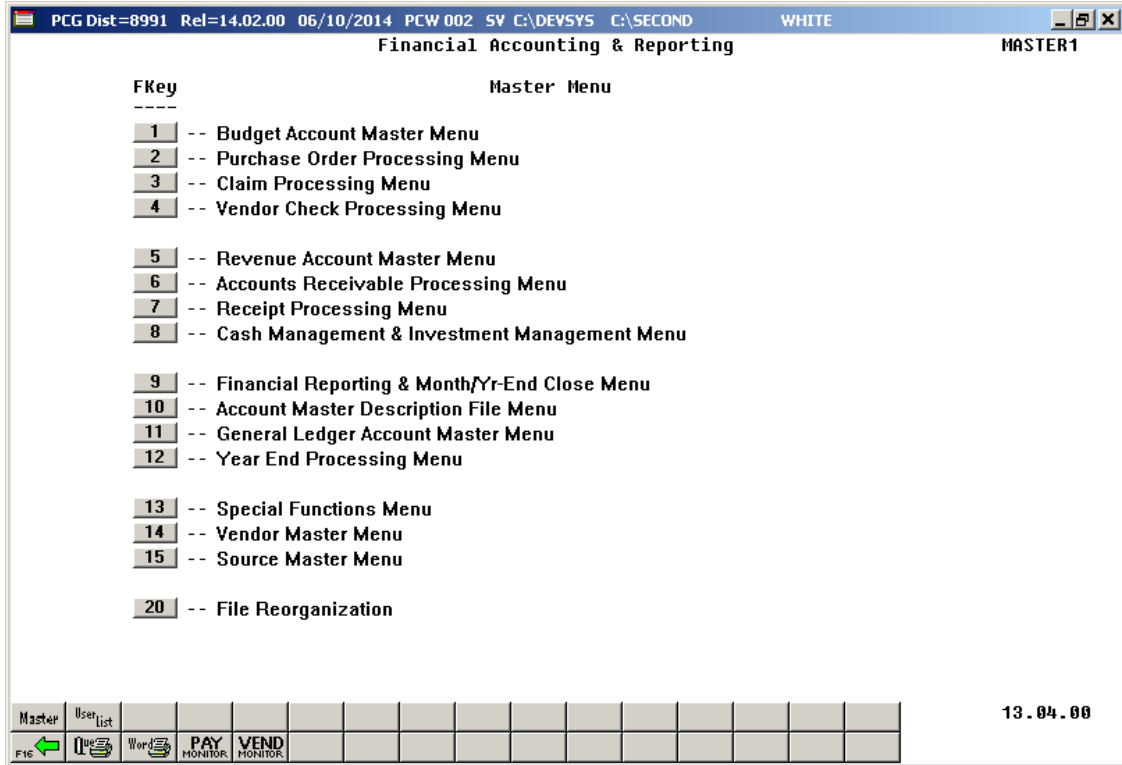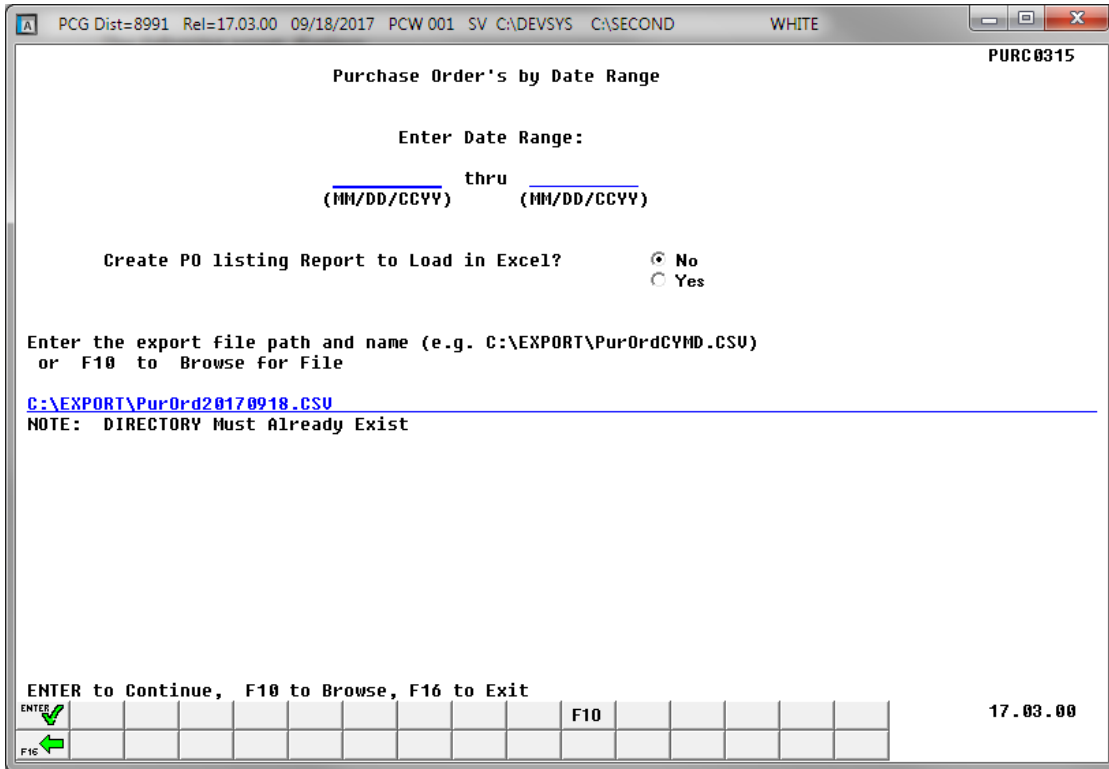

Step	Action
2	Select ___2___ (**F2 -** Purchase Order Processing).

The following screen displays:

Step	Action
3	Select ⬛ **6** (**F6** - List All Purchase Orders).

The following screen displays:

Step	Action
4	Enter the date range (MM/DD/CCYY) in the **Enter Date Range** fields. *The date range indicates the range when the purchase order was opened or re-opened.*
5	Select the ⊙ (**Radio Button**) to left of the appropriate response in the **Create PO Listing Report to Load in Excel?** field. In order to produce a comma separated data file with the data from the report, select '**Yes**'. Otherwise, select '**No**'.
6	**If creating an export file:** Verify the **C:\EXPORT** folder exists, or create the folder where appropriate.
7	**If creating an export file:** Enter **C:\EXPORT\PurOrdccyymmdd.csv** in the **Enter Export File Path and Name** field, or select **F10** (**F10** - Browse for file) to locate the file manually.
8	Select **ENTER ✓** (**Enter -** Continue). *If the filename is invalid, the "UNABLE TO OPEN PO LIST CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 5 to enter the correct information.* *"Processing Request" briefly displays where appropriate.*

The following screen displays:

Step	Action
9	**To print the report via the Uqueue Print Manager:** Select [icon] (**Uqueue**).
	To print the report via Microsoft® Word: Select [icon] (**MS WORD**).
	Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
10	Select [icon] (**F16 -**Exit) to return to the *Financial Accounting & Reporting Master Menu* or select [icon] (**Master**) to return to the *Business Applications Master Menu.*

A1. Purchase Order Listing Report – Example

```
REPORT ID:  PURC0315                        Purchase Order Listing                              PAGE    13
REPORT RUN: 09/18/2017


PURCHASE ORDERS BY PURCHASE ORDER NUMBER WITHIN DATE RANGE:        1/01/2017 - 9/18/2017

VENDOR NAME                      PO#  DESCRIPTION        PO DATE   CANCEL DT   PO STATUS
002390 VENDOR 002390             038355 SUPT Framing/plaques 02/03/17            ACTIVE
                                                                     17-100-0-1450-2300-61000-8010-1-000000       300.00
                                                                            ***** PO TOTAL *****                  300.00

006510 VENDOR 006510             038356 CURR Registration    02/06/17  02/08/17   CLOSED
                                                                     17-100-0-1450-2210-81000-8010-3-000000       140.00
                                                                     17-100-0-1210-2210-81000-8010-3-000000       140.00
                                                                            ***** PO TOTAL *****                  280.00

001699 VENDOR 001699             038357 KES STAFF DEVELOPMEN 02/03/17  02/03/17   CLOSED
                                                                     17-100-0-1210-2210-81000-0103-3-000000        90.00
                                                                            ***** PO TOTAL *****                   90.00

006120 VENDOR 006120             038358 E-V:KES KITCHEN EQUP 02/03/17  03/09/17   CLOSED
                                                                     17-369-0-9990-3100-73000-0103-9-000014    18,609.47
                                                                            ***** PO TOTAL *****               18,609.47

005343 VENDOR 005343             038359 Sp ed Supplies       02/02/17  02/08/17   CLOSED
                                                                     17-100-0-2041-1000-61000-0189-1-000000       145.65
                                                                            ***** PO TOTAL *****                  145.65

000040 VENDOR 000040             038360 JD - Title I RVES    01/27/17  02/09/17   CLOSED
                                                                     17-402-0-1750-1000-61000-0111-0-000000       220.00
                                                                            ***** PO TOTAL *****                  220.00

001912 VENDOR 001912             038361 RES first Grade      01/31/17  02/13/17   CLOSED
                                                                     17-100-0-1021-1000-61000-0189-1-000000        63.60
                                                                            ***** PO TOTAL *****                   63.60

006506 VENDOR 006506             038362 DCJH Charter Grant   01/27/17  02/11/17   CLOSED
                                                                     17-100-0-1638-1000-61600-0109-3-000000     3,574.00
                                                                            ***** PO TOTAL *****                3,574.00

000026 VENDOR 000026             038363 KES STAFF DEVELOPMEN 02/06/17  03/27/17   CANCELLED
                                                                     17-100-0-1210-2210-81000-0103-3-000000       350.00
                                                                            ***** PO TOTAL *****                  350.00

003652 VENDOR 003652             038364 SPED test protocols  02/02/17  02/17/17   CLOSED
                                                                     17-404-0-2824-2100-61000-8010-0-000000     1,992.10
                                                                            ***** PO TOTAL *****                1,992.10

000022 VENDOR 000022             038365 KES TONER            02/07/17  02/23/17   CLOSED
                                                                     17-100-0-1455-2400-61020-0103-1-000000       441.00
                                                                            ***** PO TOTAL *****                  441.00
```
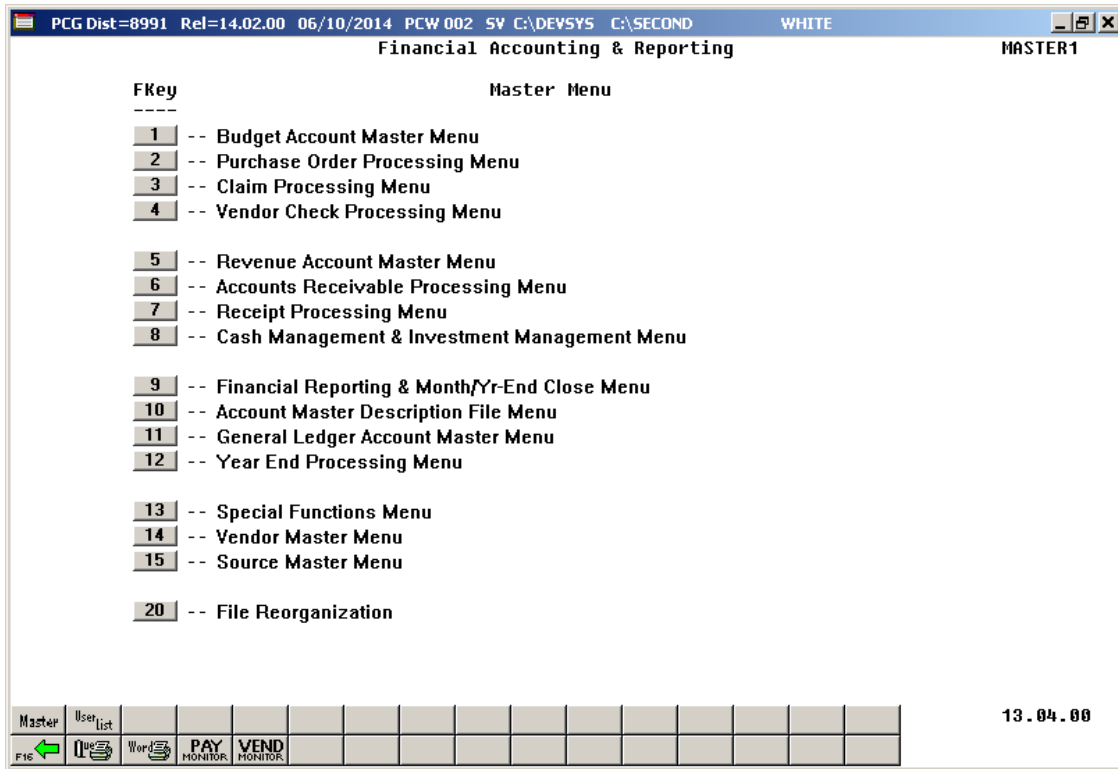
Procedure B: Printing the Cancelled Purchase Orders Report
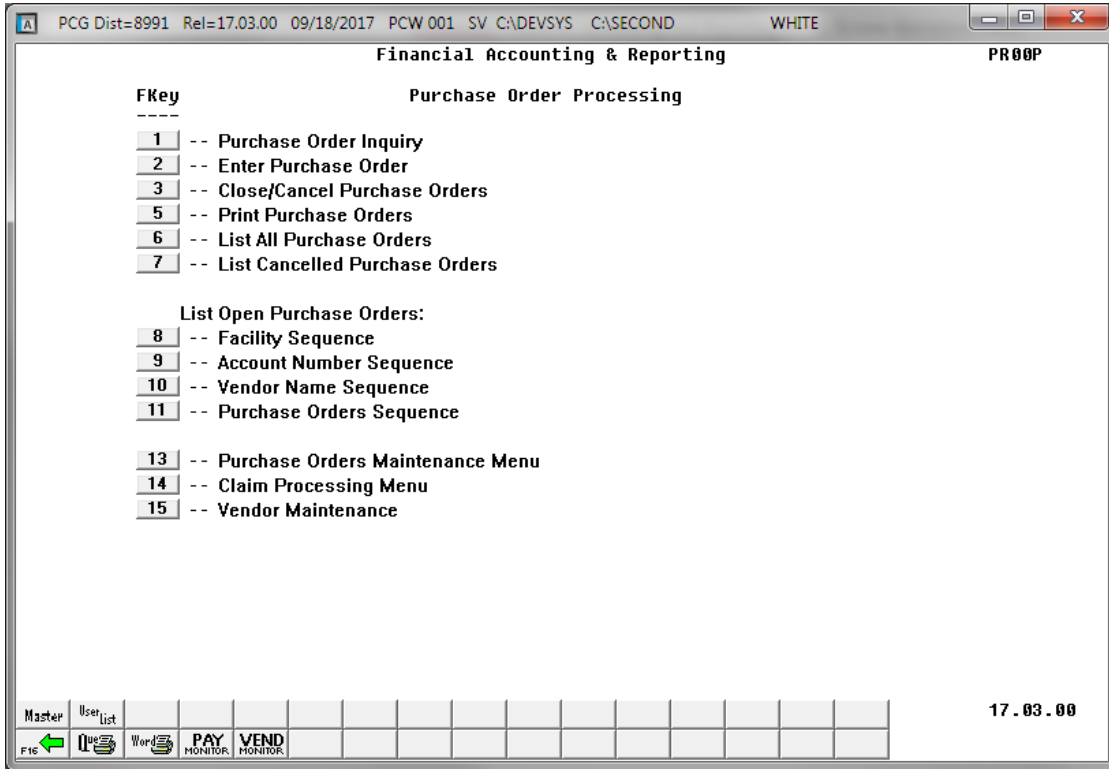
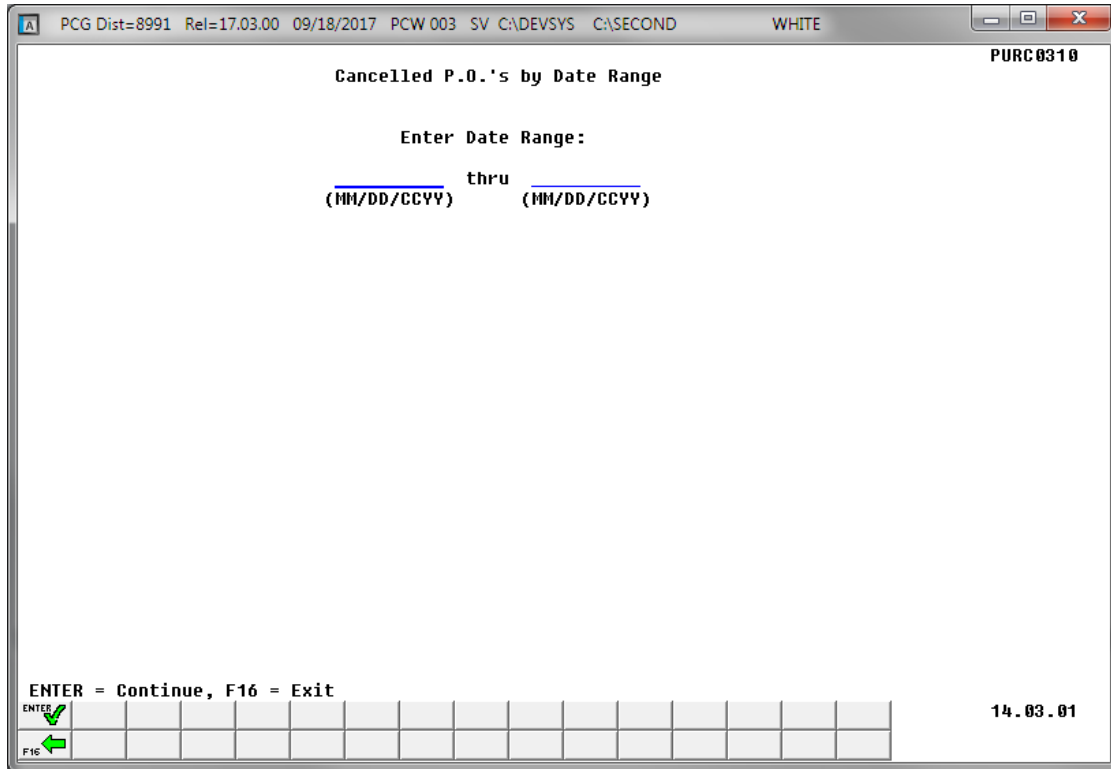| Step	Action
1	From the *Business Applications Master Menu,* select ___1___ (**F1 -** Financial Accounting & Reporting System).

The following screen displays:

Step	Action
2	Select ___2___ (**F2 -** Purchase Order Processing).

The following screen displays:

```
┌──────────────────────────────────────────────────────────────────────────────────┐
│ A  PCG Dist=8991  Rel=17.03.00  09/18/2017  PCW 001  SV C:\DEVSYS  C:\SECOND    WHITE        □ ⊡ ✕ │
│                         Financial Accounting & Reporting                    PR00P │
│         FKey                    Purchase Order Processing                          │
│         ────                                                                       │
│          1   -- Purchase Order Inquiry                                             │
│          2   -- Enter Purchase Order                                               │
│          3   -- Close/Cancel Purchase Orders                                       │
│          5   -- Print Purchase Orders                                              │
│          6   -- List All Purchase Orders                                           │
│          7   -- List Cancelled Purchase Orders                                     │
│                                                                                    │
│             List Open Purchase Orders:                                             │
│          8   -- Facility Sequence                                                  │
│          9   -- Account Number Sequence                                            │
│         10   -- Vendor Name Sequence                                               │
│         11   -- Purchase Orders Sequence                                           │
│                                                                                    │
│         13   -- Purchase Orders Maintenance Menu                                   │
│         14   -- Claim Processing Menu                                              │
│         15   -- Vendor Maintenance                                                 │
│                                                                                    │
│                                                                                    │
│                                                                          17.03.00  │
│  Master  User list                                                                 │
│  F16 ⬅   Que🖨  Word🖨  PAY     VEND                                               │
│                        MONITOR MONITOR                                             │
└──────────────────────────────────────────────────────────────────────────────────┘
```
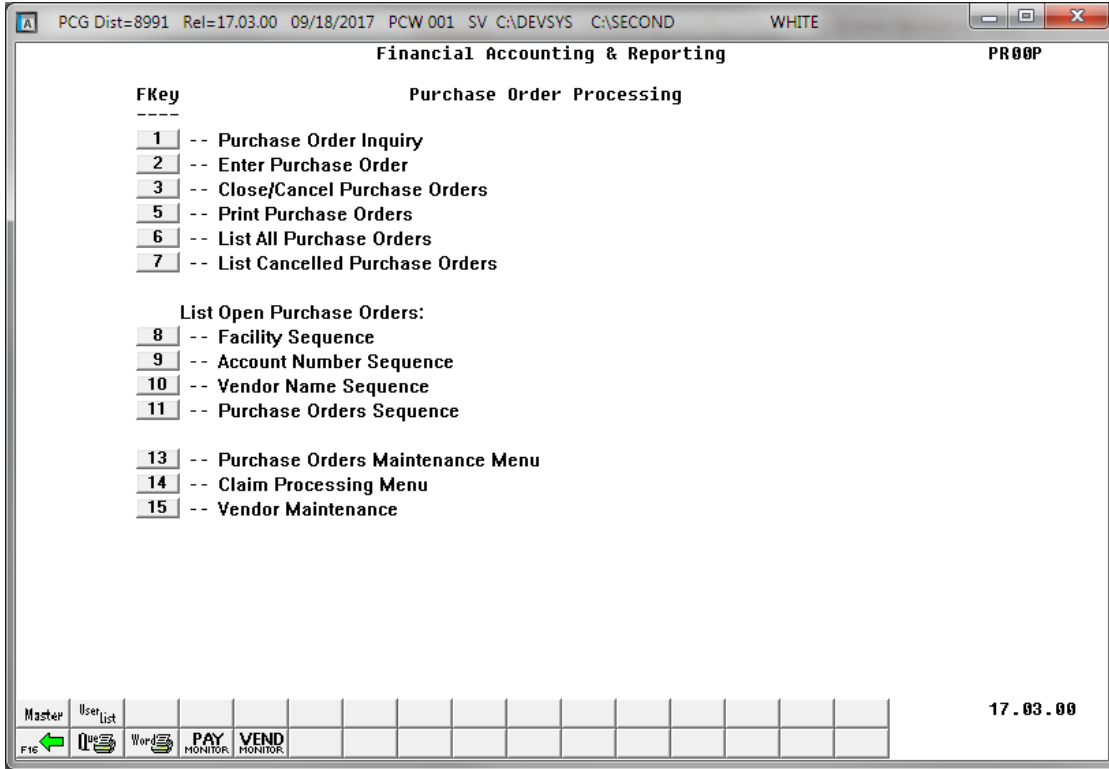
Step	Action
3	Select __7__ (**F7** - List Cancelled Purchase Orders).

The following screen displays:

Step	Action
4	Enter the date range (MM/DD/CCYY) in the **Enter Date Range** fields and select **ENTER** (**Enter**) <u>twice</u>. *The date range indicates the range when the purchase order was opened or re-opened.*

The following screen displays:

Step	Action
5	**To print the report via the Uqueue Print Manager:** Select ![Uqueue icon] (**Uqueue**).
	To print the report via Microsoft® Word: Select ![Word icon] (**MS WORD**).
	Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
6	Select ![F16 icon] (**F16 -**Exit) to return to the *Financial Accounting & Reporting Master Menu* or select ![Master icon] (**Master**) to return to the *Business Applications Master Menu.*

B1. Cancelled Purchase Orders Report – Example

```
REPORT ID:  PURC0310                      CANCELLED PURCHASE ORDERS                           PAGE    2
REPORT RUN: 09/18/2017


CANCELLED PURCHASE ORDERS BY PURCHASE ORDER NUMBER WITHIN DATE RANGE: 1/01/2017 - 9/18/2017

VENDOR NAME                  PO#  DESCRIPTION      PO DATE  CANC DATE ------------- ACCOUNT --------------      AMOUNT
006120 VENDOR 006120         038429 SN - Supplies DCJH   02/21/17  06/08/17 17-608-0-9990-3100-61000-0109-0-000000    392.00
                                                                              ***** PO TOTAL *****    392.00

006120 VENDOR 006120         038430 SN - Supplies BMES   02/21/17  06/08/17 17-606-0-9990-3100-61000-0199-0-000000    588.00
                                                                              ***** PO TOTAL *****    588.00

004729 VENDOR 004729         038466 JD - Title I BMES    01/18/17  01/18/17 17-402-0-1750-2210-61000-0199-0-000000     54.62
                                                                            17-402-0-1750-1000-61000-0199-0-000000    486.67
                                                                              ***** PO TOTAL *****    541.29

000022 VENDOR 000022         038477 JD - Title I KES     02/10/17  02/10/17 17-402-0-1750-1000-61000-0103-0-000000     39.40
                                                                              ***** PO TOTAL *****     39.40

003753 VENDOR 003753         038601 RES Clinic supply    03/29/17  06/15/17 17-100-0-1500-2100-61000-0189-1-000000    100.11
                                                                              ***** PO TOTAL *****    100.11

001333 VENDOR 001333         038609 SN - Supplies DCHS   03/30/17  06/05/17 17-605-0-9990-3100-61000-0198-0-000000     29.52
                                                                              ***** PO TOTAL *****     29.52

006459 VENDOR 006459         038660 JD - Title I RvES    01/27/17  05/02/17 17-402-0-1750-1000-53200-0111-0-000000    210.00
                                                                              ***** PO TOTAL *****    210.00

000022 VENDOR 000022         038940 BMES/G2 POD Order    07/01/17  07/01/17 18-100-0-1021-1000-61000-0199-1-000000     40.95
                                                                              ***** PO TOTAL *****     40.95

000022 VENDOR 000022         038942 BMES/Leonard G2      07/01/17  07/01/17 18-100-0-1021-1000-61000-0199-1-000000    189.05
                                                                              ***** PO TOTAL *****    189.05

006422 VENDOR 006422         038984 CURR Training        07/01/17  07/01/17 18-100-0-1210-2210-30003-8010-3-000000  2,500.00
                                                                              ***** PO TOTAL *****  2,500.00

003347 VENDOR 003347         038996 BMES/SPED/Black      07/01/17  07/01/17 18-100-0-2041-1000-61000-0199-1-000000     70.26
                                                                              ***** PO TOTAL *****     70.26

006140 VENDOR 006140         039257 PERS Subscription    07/13/17  07/13/17 18-100-0-1450-2800-53200-8010-6-000000    810.00
                                                                              ***** PO TOTAL *****    810.00

006140 VENDOR 006140         039258 PERS AESOP           07/13/17  07/13/17 18-100-0-1450-2800-53200-8010-6-000000  3,007.08
                                                                              ***** PO TOTAL *****  3,007.08


                                                                            *** GRAND TOTAL ***  365,233.44
```
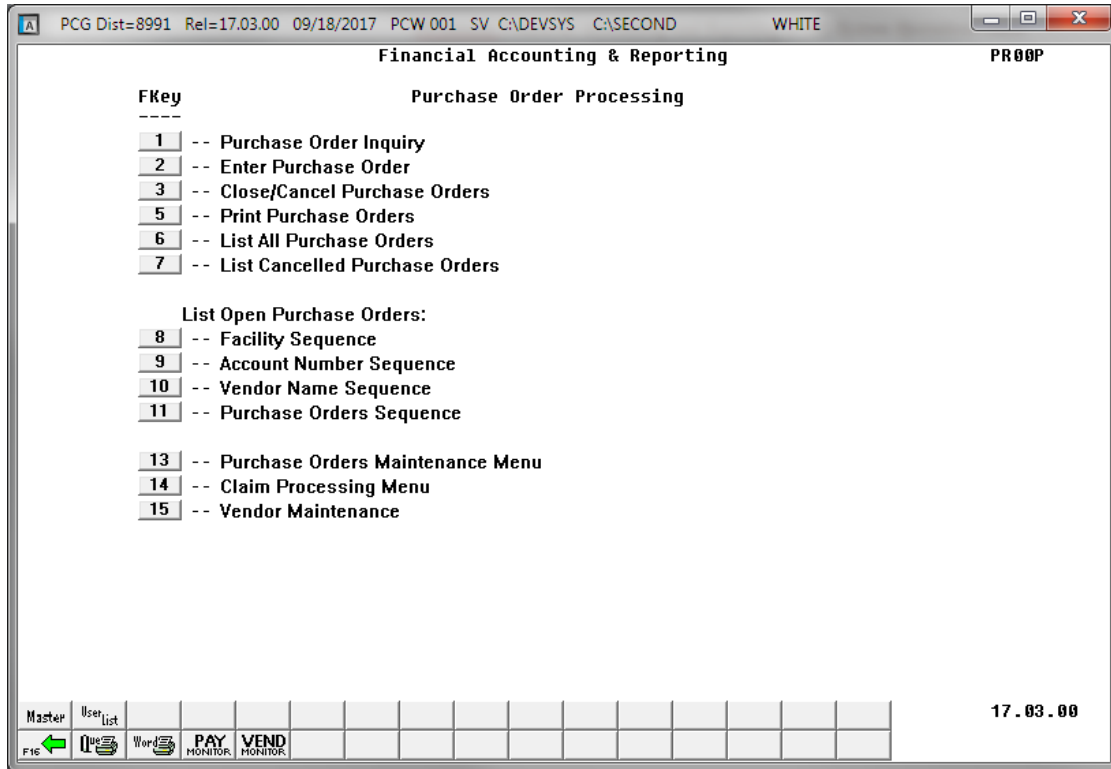
Procedure C: Printing the Open Purchase Orders Report
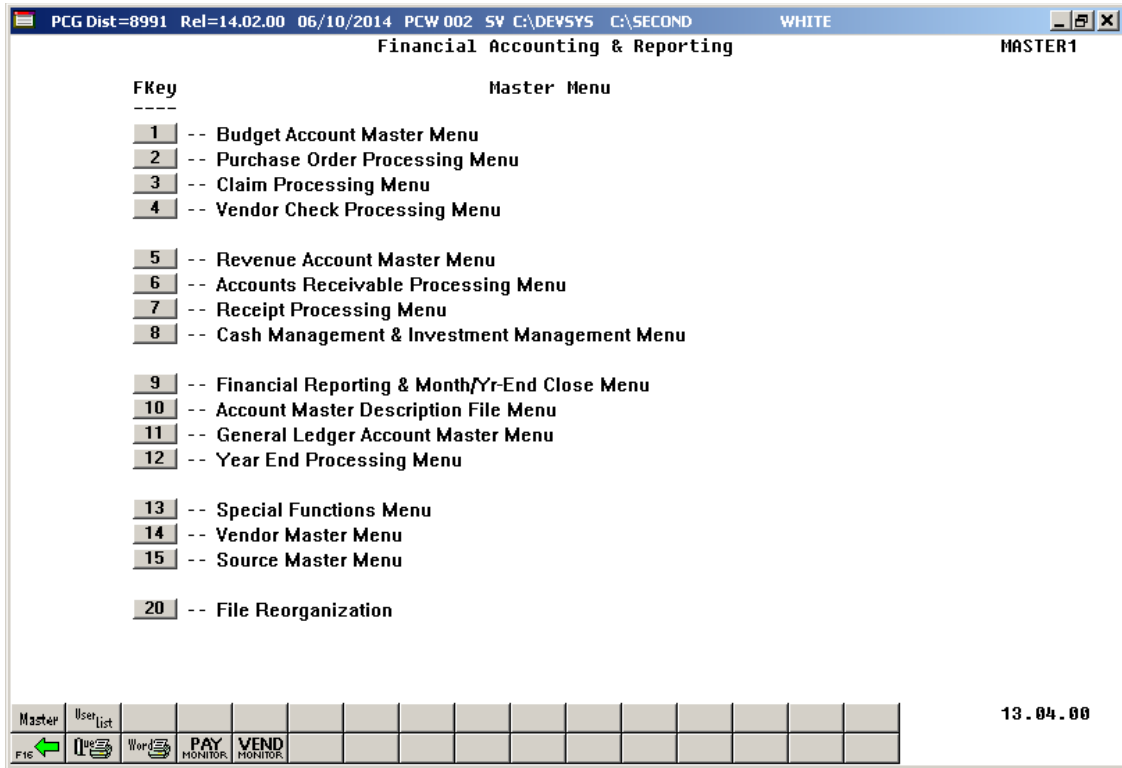
Step	Action
1	Select ___2___ (**F2 -** Purchase Order Processing).

The following screen displays:

Step	Action
2	Select the appropriate option:

      8   (**F8** - List Open Purchase Orders: Facility Sequence)

      9   (**F9** - List Open Purchase Orders: Account Number Sequence)

      10   (**F10** - List Open Purchase Orders: Vendor Name Sequence)

      11   (**F11** - List Open Purchase Orders: Purchase Order Sequence)

The following screen displays:

```
 A   PCG Dist=8991  Rel=17.03.00  09/18/2017  PCW 003  SV C:\DEVSYS  C:\SECOND      WHITE           _ □ ✗
                                                                                              PURC0299
                                LIST OPEN PURCHASE ORDERS


                     ENTER PERIOD ENDING:  9182017___   (MM/DD/CCYY)














                        ENTER TO CONTINUE, F16 TO EXIT
  ENTER ✓                                                                              14.03.01
  F16 ←
```
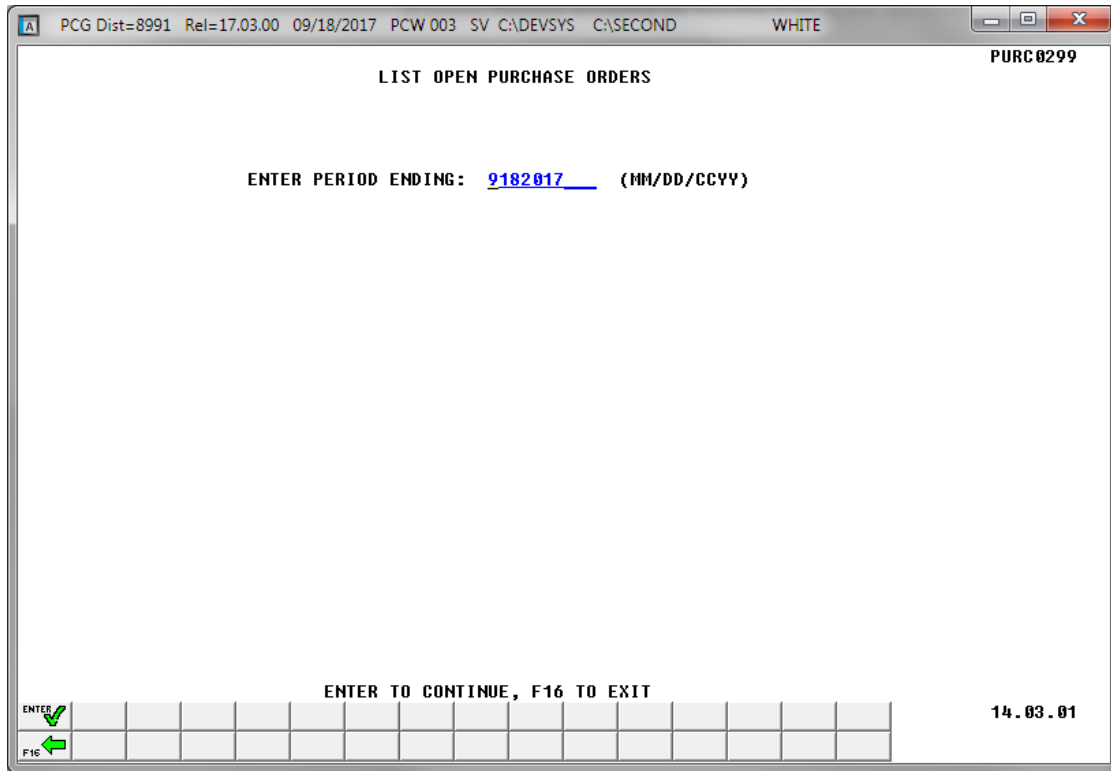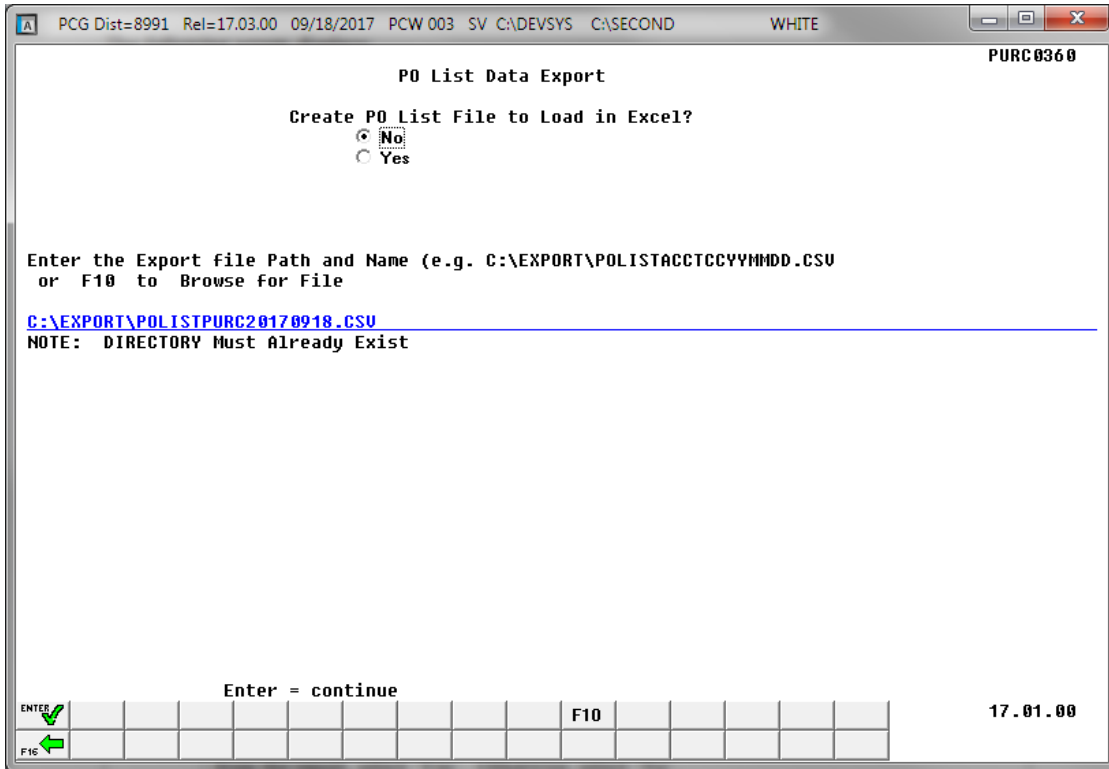
Step	Action
3	Enter the date (MM/DD/CCYY) in the **Enter Period Ending** field and select **ENTER ✓** (**Enter**).

The following screen displays:

Although the screenshot examples display List Open Purchase Orders by Facility Sequence results, the steps also apply to the other List Open Purchase Orders reports.

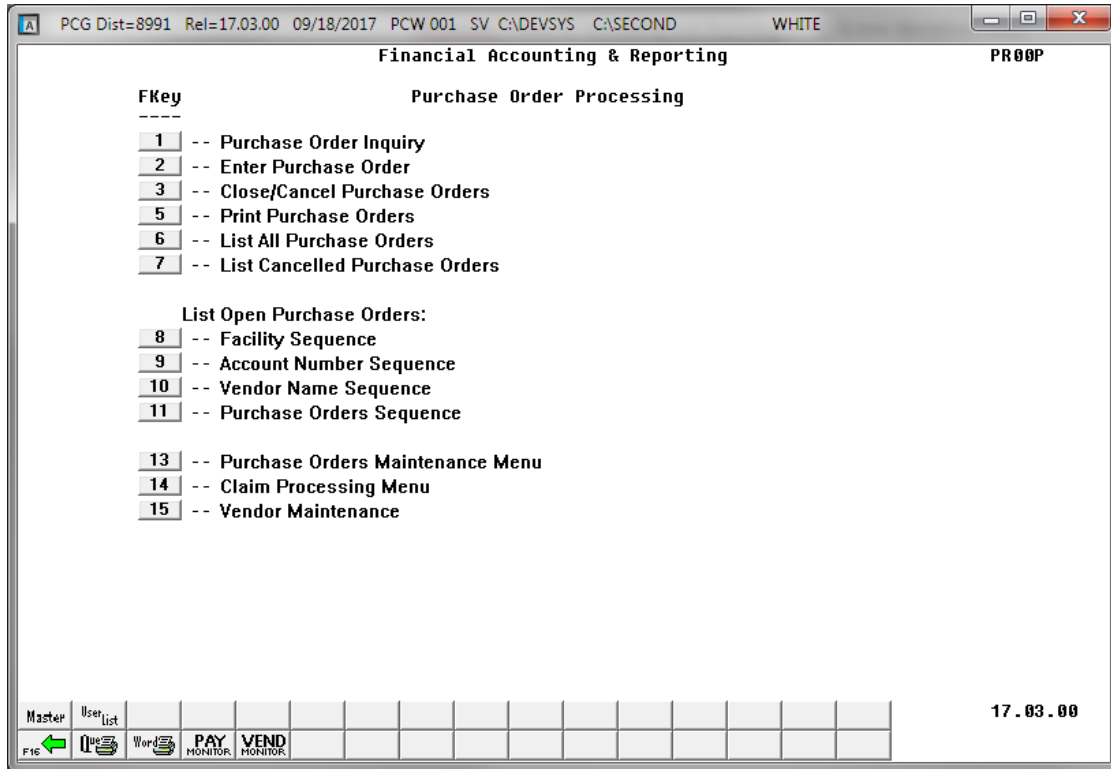| Step	Action
4	Select the ⦿ (**Radio Button**) to left of the appropriate response in the **Create PO List File to Load in Excel?** field. In order to produce a comma separated data file with the data from the report, select '**Yes**'. Otherwise, select '**No**'.
5	**If creating an export file:** Verify the **C:\EXPORT** folder exists, or create the folder where appropriate.
6	**If creating an export file:** Enter **C:\EXPORT\POLISTxxxxccyymmdd.csv** in the **Enter the Export File Path and Name** field, or select F10 (**F10** - Browse for file) to locate the file manually.
7	Select (**Enter -** Continue). *If the filename is invalid, the "UNABLE TO OPEN PO LIST CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 4 to enter the correct information.* *"Processing Request" briefly displays where appropriate.*

The following screen displays:

Step	Action
8	**To print the report via the Uqueue Print Manager:** Select [icon] (**Uqueue**). **To print the report via Microsoft® Word:** Select [icon] (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
9	Select [icon] (**F16 -**Exit) to return to the *Financial Accounting & Reporting Master Menu* or select [icon] (**Master**) to return to the *Business Applications Master Menu.*

C1. Outstanding (Open) Purchase Orders Report - Examples

The following screen shows an example of the *Open Purchase Orders by Facility* report:

```
REPORT DATE: 09/18/2017            OUTSTANDING PURCHASE ORDERS AS OF  09/18/17                    PAGE    2

OPEN PURCHASE ORDERS BY FACILITY

VENDOR NAME                   PO#    DESCRIPTION            DATE    -------------- ACCOUNT -------------       AMOUNT

005764 VENDOR 005764          038987 SN - Uniforms          07/01/17  607-0-9600-3100-61000-0103-0-000000 18       251.86
000022 VENDOR 000022          039055 SN - Supplies KES      07/01/17  607-0-9600-3100-61000-0103-0-000000 18       933.95
005408 VENDOR 005408          039061 SN - Supplies KES      07/01/17  607-0-9600-3100-61000-0103-0-000000 18       496.85

                                                                               **** FUND TOTAL ****         1,682.66

                                                                               ** FACILITY TOTAL **        42,927.33

006336 VENDOR 006336          037431 ESPLOST COPIER LEASE   07/01/16  304-0-9990-1000-44200-0106-0-000000 17     1,106.22

                                                                               **** FUND TOTAL ****         1,106.22

003086 VENDOR 003086          037882 ESPLOST - DCMS         09/01/16  352-0-9990-4000-61500-0106-0-000012 17        48.81

                                                                               **** FUND TOTAL ****            48.81

000022 VENDOR 000022          038923 DCMS/Supplies          07/01/17  100-0-1081-1000-61000-0106-1-000000 18     1,618.45
003894 VENDOR 003894          039237 DCMS Forms             07/10/17  100-0-1081-1000-61000-0106-1-000000 18       152.00
004798 VENDOR 004798          038863 DCMS/Instruments       07/01/17  100-0-1085-1000-61000-0106-1-000000 18     1,251.25
004837 VENDOR 004837          038935 DCMS/Mobile Radios     07/01/17  100-0-1085-1000-61000-0106-1-000000 18        90.00
000026 VENDOR 000026          038934 DCMS/Kim White         07/01/17  100-0-1210-2210-81000-0106-3-000000 18       100.00
000026 VENDOR 000026          038985 DCMS/Lynn Shelton      07/01/17  100-0-1210-2210-81000-0106-3-000000 18        10.00
003480 VENDOR 003480          038866 DCMS/Media             07/01/17  100-0-1310-2220-61000-0106-1-000000 18       233.38
000208 VENDOR 000208          038865 DCMS/Media Center      07/01/17  100-0-1310-2220-64220-0106-1-000000 18       510.18
000208 VENDOR 000208          038897 DCMS/Media             07/01/17  100-0-1310-2220-64220-0106-1-000000 18       117.94
003480 VENDOR 003480          038864 DCMS/Frames            07/01/17  100-0-1455-2400-61000-0106-1-000000 18       120.06
006036 VENDOR 006036          038867 DCMS/Projector         07/01/17  100-0-1455-2400-61000-0106-1-000000 18       440.00
006560 VENDOR 006560          038921 DCMS/Front Office      07/01/17  100-0-1455-2400-61000-0106-1-000000 18     1,292.50
003480 VENDOR 003480          039275 DCMS Office/Teachers   07/01/17  100-0-1455-2400-61000-0106-1-000000 18       693.07
000022 VENDOR 000022          039239 M&O-PAPER ORDER        07/01/17  100-0-1455-2400-61020-0106-1-000000 18     3,281.25
002072 VENDOR 002072          039222 M&O-CUST. SUPPLIES     07/01/17  100-0-1457-2600-61010-0106-9-000000 18     4,000.00
003733 VENDOR 003733          038847 DCMS/Clinic            07/01/17  100-0-1500-2100-61000-0106-1-000000 18       400.00
003753 VENDOR 003753          038848 DCMS/Clinic            07/01/17  100-0-1500-2100-61000-0106-1-000000 18       800.00
006452 VENDOR 006452          039112 TECH-IPAD REPAIR       07/01/17  100-0-1620-2600-43000-0106-7-000000 18     1,000.00
005474 VENDOR 005474          038917 SPED PT Services       07/03/17  100-0-2041-1000-32100-0106-5-000000 18       400.00

                                                                               **** FUND TOTAL ****        16,510.08

005857 VENDOR 005857          038926 SPED GAA Consultant    07/03/17  404-0-2824-1000-30003-0106-0-000000 18     1,000.00
000026 VENDOR 000026          038925 SPED Dues and Fees     07/03/17  404-0-2824-1000-81000-0106-0-000000 18       187.50

                                                                               **** FUND TOTAL ****         1,187.50

005764 VENDOR 005764          038987 SN - Uniforms          07/01/17  603-0-9600-3100-61000-0106-0-000000 18       215.04
000022 VENDOR 000022          039058 SN - Supplies DCMS     07/01/17  603-0-9600-3100-61000-0106-0-000000 18       881.05

                                                                               **** FUND TOTAL ****         1,096.09

                                                                               ** FACILITY TOTAL **        19,948.70
```

The following screen shows an example of the *Open Purchase Orders by PO Number* report:

```
REPORT DATE: 09/18/2017                    OUTSTANDING PURCHASE ORDERS AS OF  09/18/17                              PAGE     1

OPEN PURCHASE ORDERS BY PO NUMBER

VENDOR NAME                     PO#    DESCRIPTION                DATE    -------------- ACCOUNT --------------        AMOUNT
001507 VENDOR 001507            037424 ESPLOST - PAC             07/01/16 368-0-9990-4000-30001-0198-0-000000 17       9,609.19
                                                                          ***** PO TOTAL *****                         9,609.19

006336 VENDOR 006336            037431 ESPLOST COPIER LEASE      07/01/16 304-0-9990-1000-44200-0109-0-000000 17       1,007.78
                                                                          304-0-9990-1000-44200-0198-0-000000 17         263.25
                                                                          304-0-9990-1000-44200-0111-0-000000 17         852.98
                                                                          304-0-9990-1000-44200-0106-0-000000 17       1,106.22
                                                                          304-0-9990-1000-44200-0189-0-000000 17         767.78
                                                                          304-0-9990-1000-44200-0103-0-000000 17       1,004.52
                                                                          304-0-9990-1000-44200-0199-0-000000 17         739.43
                                                                          304-0-9990-2300-44200-8010-0-000000 17         614.45
                                                                          304-0-9990-2700-44200-8012-0-000000 17         102.81
                                                                          304-0-9990-2600-44200-8013-0-000000 17         130.05
                                                                          ***** PO TOTAL *****                         6,589.27

006331 VENDOR 006331            037480 M&O - FLOORING            07/01/16 100-0-1457-2600-43020-8013-9-000000 17       1,400.00
                                                                          ***** PO TOTAL *****                         1,400.00

000145 VENDOR 000145            037481 MISC MEETINGS             07/08/16 100-0-1450-2300-81000-8010-1-000000 17       2,670.00
                                                                          ***** PO TOTAL *****                         2,670.00

006289 VENDOR 006289            037509 ESPLOST - FLOORING        07/01/16 305-0-9990-4000-72000-0198-0-000000 17       3,818.59
                                                                          ***** PO TOTAL *****                         3,818.59

006215 VENDOR 006215            037541 ESPLOST - CAMERAS         07/01/16 581-0-1891-4000-61500-0198-0-000000 17      43,458.00
                                                                          ***** PO TOTAL *****                        43,458.00

000322 VENDOR 000322            037543 ESPLOST - PAC/DCHS        07/01/16 581-0-1891-4000-61500-0198-0-000000 17      13,645.50
                                                                          ***** PO TOTAL *****                        13,645.50

005004 VENDOR 005004            037578 M&O - SUPPLIES            07/01/16 100-0-1457-2600-61025-8013-9-000000 17          70.01
                                                                          100-0-1457-2600-61030-8013-9-000000 17         100.00
                                                                          100-0-1457-2600-61035-8013-9-000000 17         100.00
                                                                          100-0-1457-2600-61040-8013-9-000000 17            .00
                                                                          100-0-1457-2600-61045-8013-9-000000 17            .00
                                                                          100-0-1457-2600-61050-8013-9-000000 17         100.00
                                                                          ***** PO TOTAL *****                           370.01

001980 VENDOR 001980            039276 SPED Equipment            07/21/17 100-0-1450-2100-61000-8010-5-000000 18       2,436.70
                                                                          ***** PO TOTAL *****                         2,436.70

006553 VENDOR 006553            039277 SPED Math Alive           07/03/17 404-0-2824-1000-61200-0111-0-000000 18         795.00
                                                                          ***** PO TOTAL *****                           795.00

                                                                          *** GRAND TOTAL ***  3,888,941.06
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The final page of the report provides the grand total of open purchase orders.