PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

5/18/2018	Section B: Purchase Order Processing

[Topic 2: Printing Purchase Orders, Version 2.5]

Revision History

Date	Version	Description	Author
5/18/2018	2.5	18.02.00 – Expand purchase order and claim display screens and entry lines from 10 to 20	D. Ochala
09/18/2017	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
09/22/2014	2.2	14.02.00 – Added button bar instructions to procedures.	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

Table of Contents

Overview

Purchase orders may be printed or reprinted with a signature or without a signature. This feature eliminates manual signatures on purchase orders. Purchase orders printed with a signature require the use of a *Signature Card*. When not using a signature card for purchase order processing, disable the feature in PCGenesis. Refer to the *Financial Accounting and Reporting (FAR) System Operations Guide, Section O: System Utilities, Topic 3: Vendor Check Signature Card Setup* for instructions.

PCGenesis allows all or a range of purchase orders to be printed or reprinted. PCGenesis also prints individual purchase orders when users select the print by range option. Regardless of the option selected, PCGenesis automatically sends the *Purchase Order Register* report to the PCGenesis *Uqueue Print Manager*. *Appendix A: Purchase Order Register – Example* provides an example of this report.

PCGenesis users may delete the printed detail of cancelled and closed purchase orders. The user may specify a date range on the *Remove Printed Records* screen to select the purchase order detail information to be deleted from the *POPRINT* file. This procedure does not delete the purchase order. It instead deletes the purchase order inventory information from the *POPRINT* file.

Procedure A: Printing Purchase Orders and the Purchase Order Register – Without a Signature Card

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

The following screen displays:
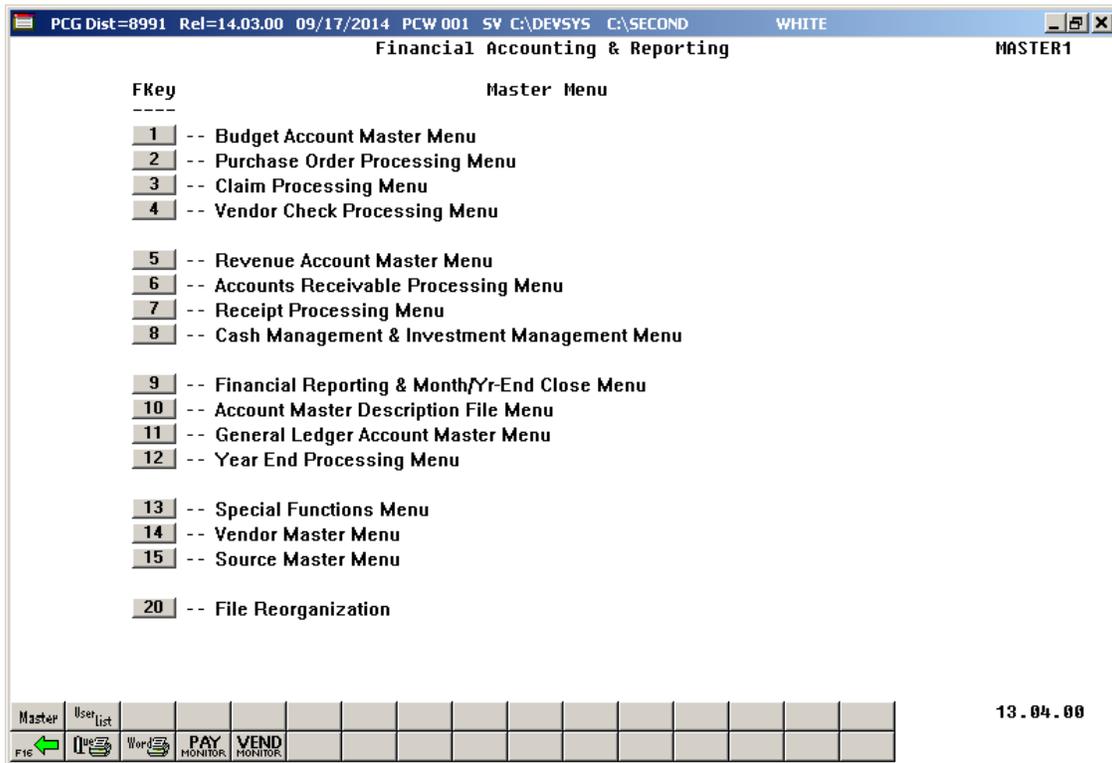
Step	Action
2	Select ___2___ (**F2 -** Purchase Order Processing Menu).

The following screen displays:
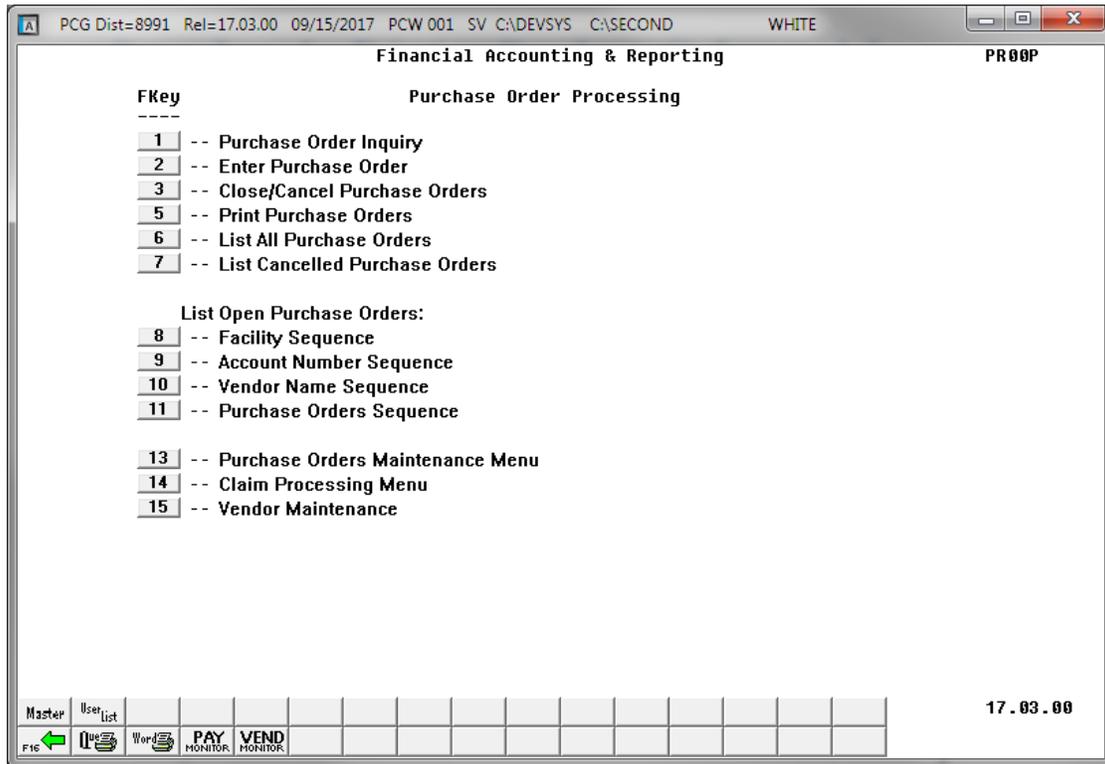
Step	Action
3	Select ⬚ **5** (**F5 -** Print Purchase Orders).

The following screen displays:

Step	Action
4	**For all purchase orders:** Select **F1** (**F1**).
	For an individual purchase order: Enter the purchase order number in the **first field only**, and select **ENTER** (**Enter**).
	For a range of purchase orders: Enter the purchase order number (s) in the fields, and select **ENTER** (**Enter**).
	*"***Processing Request***" briefly displays.*

The following dialog box displays:

Step	Action
5	Within the *Select Printer* window, verify or highlight the appropriate printer's name. Verify that the correct printer displays in the **Selected Printer** text box.
6	Select ____OK____ (**OK**).

The following screen displays:
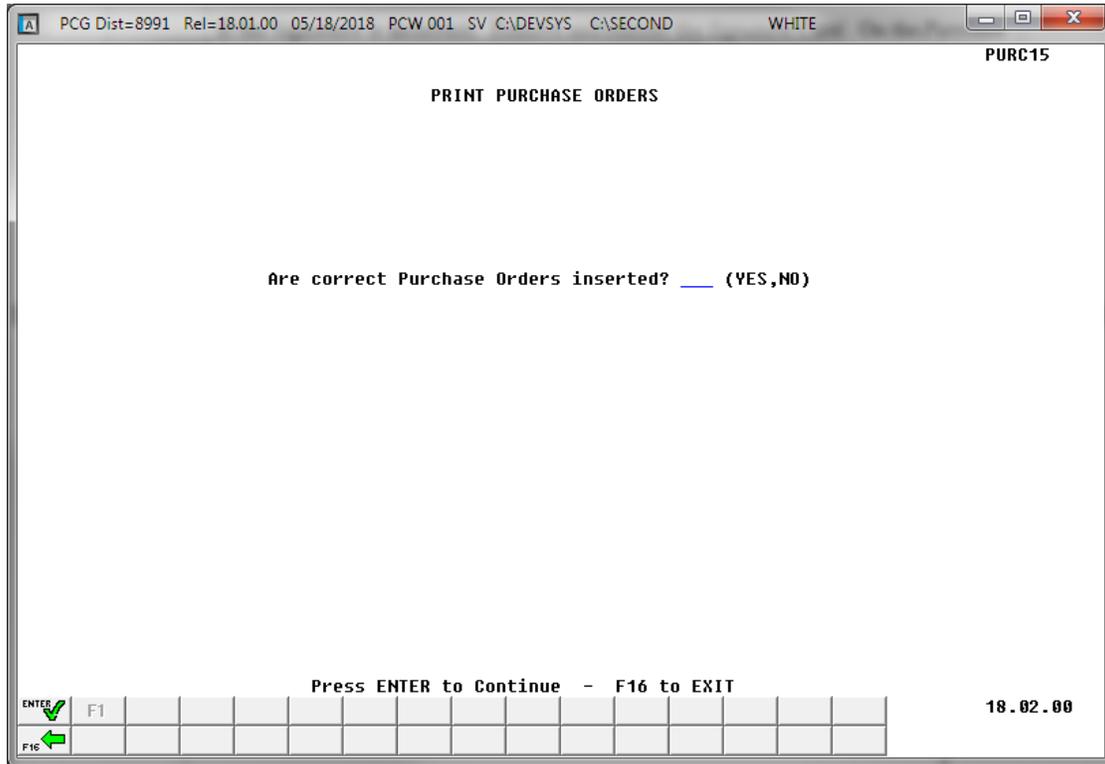
Step	Action
7	Enter **Yes** in the **Are correct Purchase Orders inserted?** field.
8	Select (**Enter**).

The following screen displays:

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ Ⓐ  PCG Dist=8991  Rel=18.01.00  05/18/2018  PCW 001  SV  C:\DEVSYS  C:\SECOND        WHITE      _ ▢ ✕ │
│                                                                        PURC15  │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                          ** REMOVE FORMS FROM PRINTER **                       │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
└──────────────────────────────────────────────────────────────────────────────┘
```
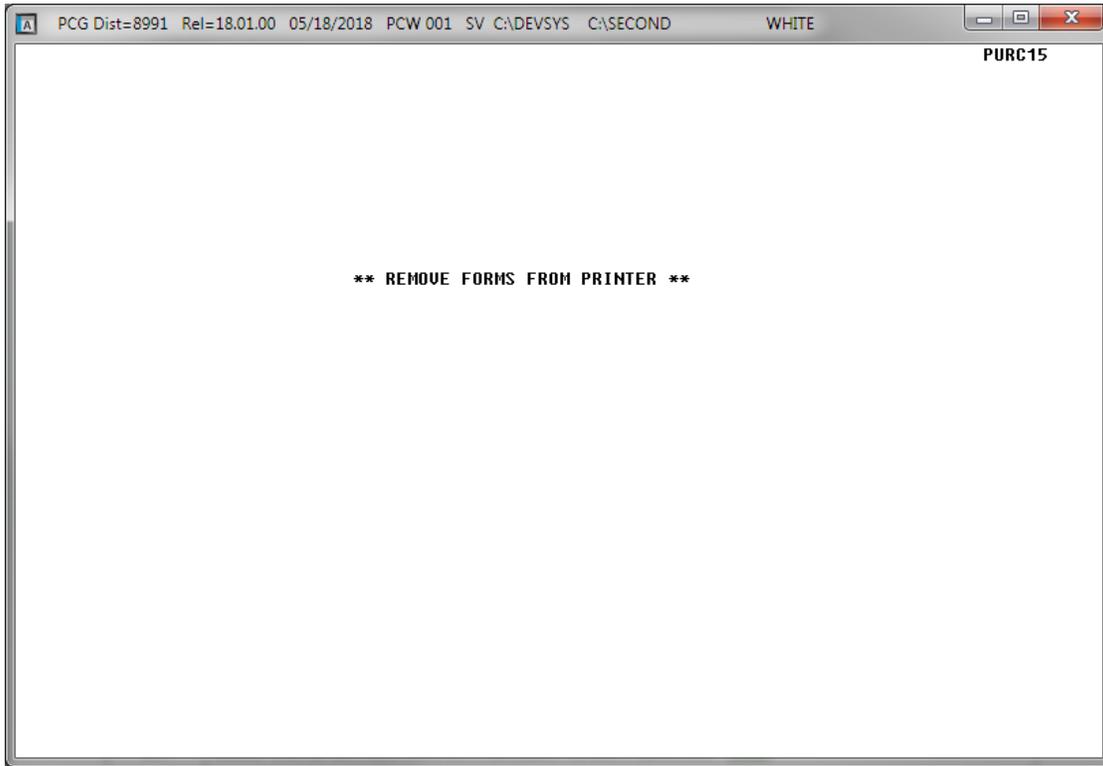
Step	Action
9	Remove the purchase orders from the Printer and select **Enter.**

The following screen displays:

Step	Action
10	**To print the report via the Uqueue Print Manager:** Select ![Uqueue icon] (**Uqueue**). Select the *Spool* option to print the report. **To print the report via Microsoft® Word:** Select ![MS 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.
11	Refer to *Appendix A: Purchase Order Register – Example* for an example of the Purchase Order Register.
12	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*.

Procedure B: Printing Purchase Orders and the Purchase Order Register – With a Signature Card
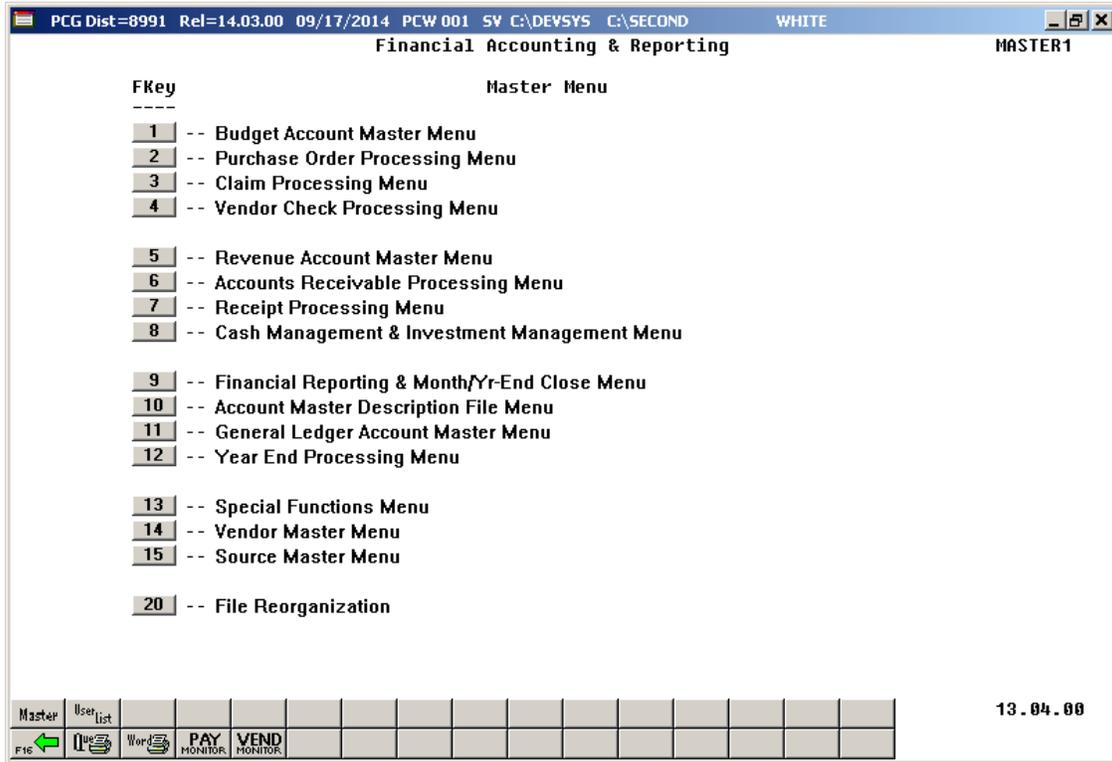
Step	Action
1	Select ⬚2⬚ (**F2 -** Purchase Order Processing Menu).

The following screen displays:
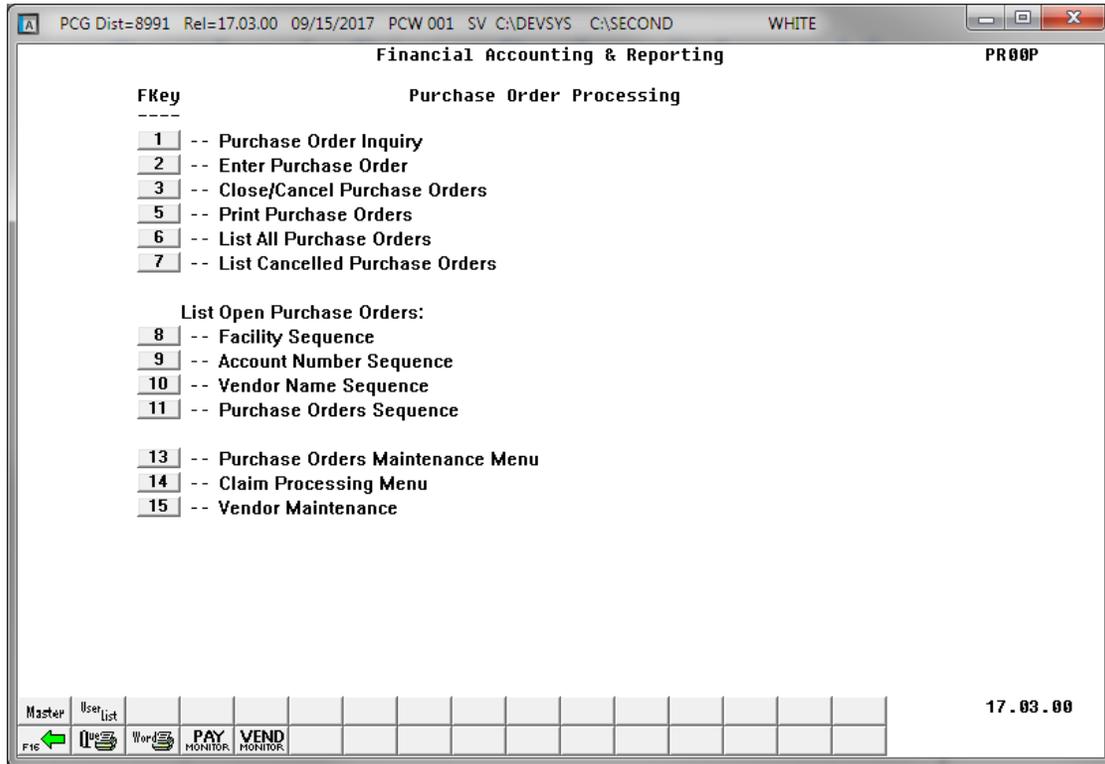
Step	Action
2	Select ⬚**5** (**F5 -** Print Purchase Orders).

The following screen displays:

Step	Action
3	**For all purchase orders:** Select **F1** (**F1**). **For an individual purchase order:** Enter the purchase order number in the **first field only**, and select **ENTER** (**Enter**). **For a range of purchase orders:** Enter the purchase order number (s) in the fields, and select **ENTER** (**Enter**). *"***Processing Request***" briefly displays.*

The following dialog box displays:

Step	Action
4	Within the *Select Printer* window, verify <u>or</u> highlight the appropriate printer's name. Verify that the correct printer displays in the **Selected Printer** text box. *The printer selected must have already been set up with the appropriate signature card.*
5	Select ⬚ OK (**OK**).

The following screen displays:

Step	Action
6	Verify the status is *"Enabled"*, and select [F2] (**F2 -** Print Sample).
	"Printing Sample" briefly displays within the lower left corner of the screen.
7	Verify the information on the *sample purchase order* displays as intended and select [F8] (**F8** – Save and Continue).
	If the information displayed is incorrect, refer to the <u>Financial Accounting and Reporting (FAR) System Operations Guide</u>, Section O: System Utilities, Topic 2: Purchase Order (PO) Signature Card Setup to make the necessary adjustments to the Signature Card. Repeat this procedure beginning at Step 1.
	*To exit purchase order printing, select [F16] (**F16** – Cancel and Exit).*

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.01.00  05/18/2018  PCW 001  SV  C:\DEVSYS  C:\SECOND        WHITE                    _ □ ✕
                                                                                              PURC15

                                    PRINT PURCHASE ORDERS




                       Are correct Purchase Orders inserted? ___  (YES,NO)










                            Press ENTER to Continue   -   F16 to EXIT
   ENTER ✓  F1                                                                              18.02.00
   F16 ←
```
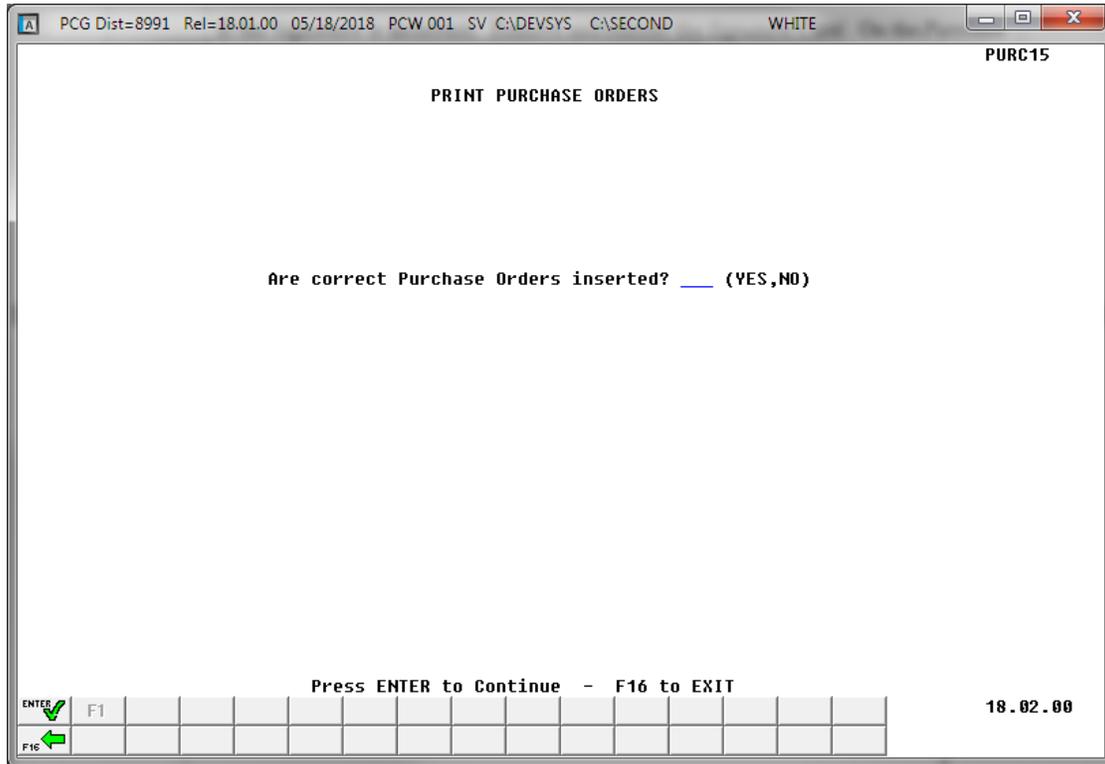
Step	Action
8	Enter **Yes** in the **Are correct Purchase Orders inserted?** field.
9	Select [ENTER ✓] (**Enter**).

The following screen displays:

```
┌──────────────────────────────────────────────────────────────────────────┐
│ A  PCG Dist=8991  Rel=18.01.00  05/18/2018  PCW 001  SV  C:\DEVSYS  C:\SECOND        WHITE    _ □ X │
│                                                                    PURC15   │
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
│                        ** REMOVE FORMS FROM PRINTER **                       │
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
└──────────────────────────────────────────────────────────────────────────┘
```
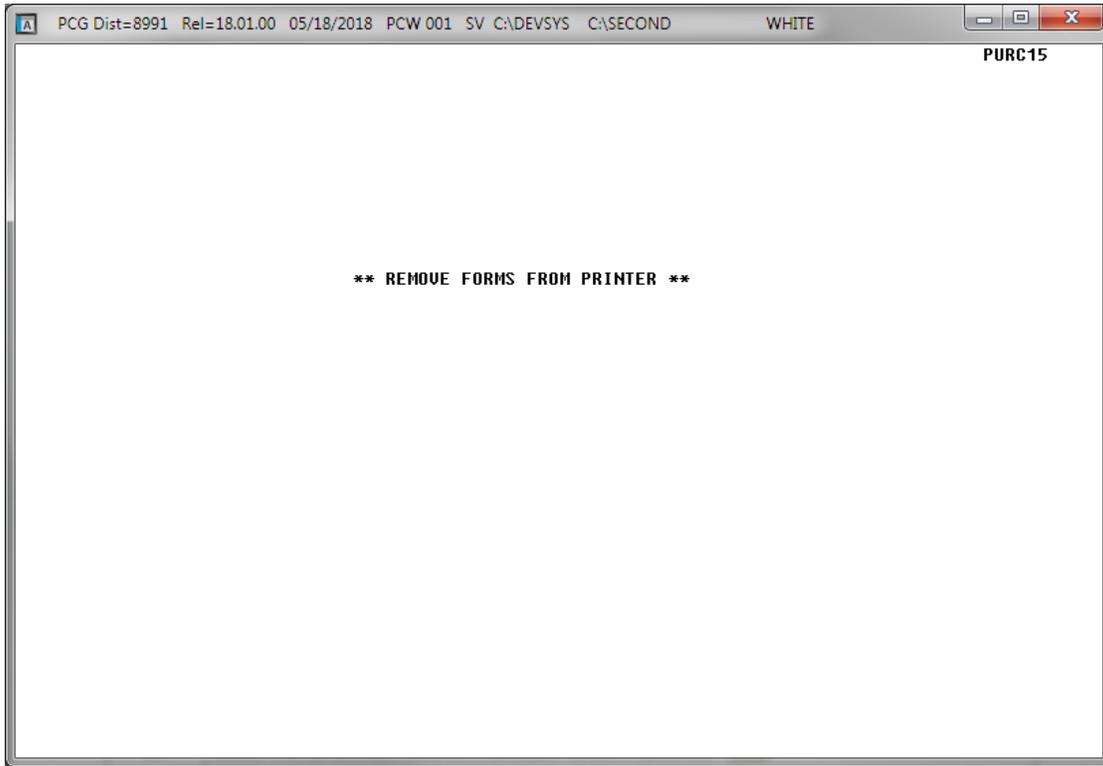
Step	Action
10	Remove the purchase orders from the Printer and select **Enter.**

The following screen displays:

Step	Action
11	**To print the report via the Uqueue Print Manager:** Select ![Uqueue icon] (**Uqueue**). Select the *Spool* option to print the report. **To print the report via Microsoft® Word:** Select ![MS 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.
12	Refer to *Appendix A: Purchase Order Register – Example* for an example of the Purchase Order Register.
13	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*.

Procedure C: Reprinting Purchase Orders

PCG Dist=8991 Rel=14.03.00 09/17/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
Financial Accounting & Reporting MASTER1
FKey Master Menu
----
1 -- Budget Account Master Menu
2 -- Purchase Order Processing Menu
3 -- Claim Processing Menu
4 -- Vendor Check Processing Menu
5 -- Revenue Account Master Menu
6 -- Accounts Receivable Processing Menu
7 -- Receipt Processing Menu
8 -- Cash Management & Investment Management Menu
9 -- Financial Reporting & Month/Yr-End Close Menu
10 -- Account Master Description File Menu
11 -- General Ledger Account Master Menu
12 -- Year End Processing Menu
13 -- Special Functions Menu
14 -- Vendor Master Menu
15 -- Source Master Menu
20 -- File Reorganization
13.04.00
Master Userlist F16 Que Word PAY MONITOR VEND MONITOR

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

The following screen displays:

Step	Action
2	Select **13** (**F13** - Purchase Order Maintenance Menu).

The following screen displays:

Step	Action
3	Select **8** (**F8** - Purchase Order Detail File: Select Reprinting of Purchase Orders).

The following screen displays:

```
 ┌──────────────────────────────────────────────────────────────────────────────┐
 │ A  PCG Dist=8991  Rel=18.01.00  04/16/2018  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE      ─ □  ✕ │
 │                                                                        PURC99   │
 │                       Select Reprinting of Purchase Orders                      │
 │                                                                                 │
 │                                                                                 │
 │                                                                                 │
 │              Enter the Number of Purchase Order to Reprint:    _____          │
 │                                                                                 │
 │                                                                                 │
 │                                                                                 │
 │                                                                                 │
 │              NOTE:  THIS OPTION DOES NOT PRINT P.O. IMMEDIATELY.                 │
 │              INSTEAD, IT REQUEUES THE P.O. TO BE PRINTED IN THE                  │
 │              STANDARD 'PRINT PURCHASE ORDER' OPTION.                            │
 │                                                                                 │
 │                                                                                 │
 │                                                                                 │
 │                                                                                 │
 │                                                                                 │
 │                       Enter to Continue, F16 to Exit                            │
 │  ENTER✓                                                                18.02.00 │
 │  F16 ←                                                                          │
 └──────────────────────────────────────────────────────────────────────────────┘
```
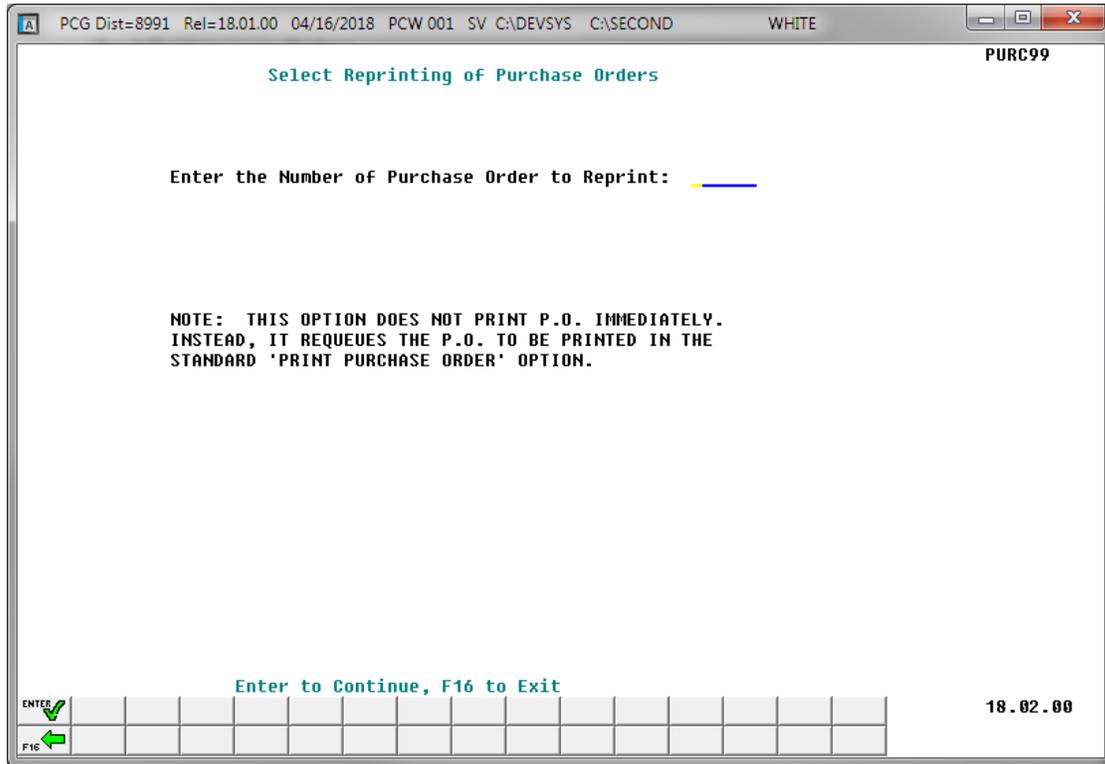
Step	Action
4	Enter the purchase order number in the **Enter the Number of Purchase Order to Reprint** field, and select ![ENTER] (**Enter**).

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.01.00  04/16/2018  PCW 001  SV  C:\DEVSYS  C:\SECOND          WHITE                   _____
                                                                                                                PURC99
                          Select Reprinting of Purchase Orders



                  Enter the Number of Purchase Order to Reprint:      162

                     Vendor:       55   VENDOR 000055
                     Amount:           5355.81



                  NOTE:  THIS OPTION DOES NOT PRINT P.O. IMMEDIATELY.
                  INSTEAD, IT REQUEUES THE P.O. TO BE PRINTED IN THE
                  STANDARD 'PRINT PURCHASE ORDER' OPTION.









                        Enter to Continue, F16 to ReEnter
   ENTER                                                                                          18.02.00
    ✓
   F16
    ⬅
```

Step	Action
5	Verify the screen's entries are correct, and select [ENTER ✓] (**Enter**). *If the information is incorrect, select* [F16 ⬅] *(F16 – Exit), make the appropriate corrections, and select* [ENTER ✓] *(Enter).*

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.01.00  04/16/2018  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE                       _ □ ✕
                                                                                                           PURC99
                        Select Reprinting of Purchase Orders



                   Enter the Number of Purchase Order to Reprint:    _____




                   NOTE:  THIS OPTION DOES NOT PRINT P.O. IMMEDIATELY.
                   INSTEAD, IT REQUEUES THE P.O. TO BE PRINTED IN THE
                   STANDARD 'PRINT PURCHASE ORDER' OPTION.











                             Enter to Continue, F16 to Exit
  ENTER ✓                                                                                          18.02.00
  F16  ⬅
```
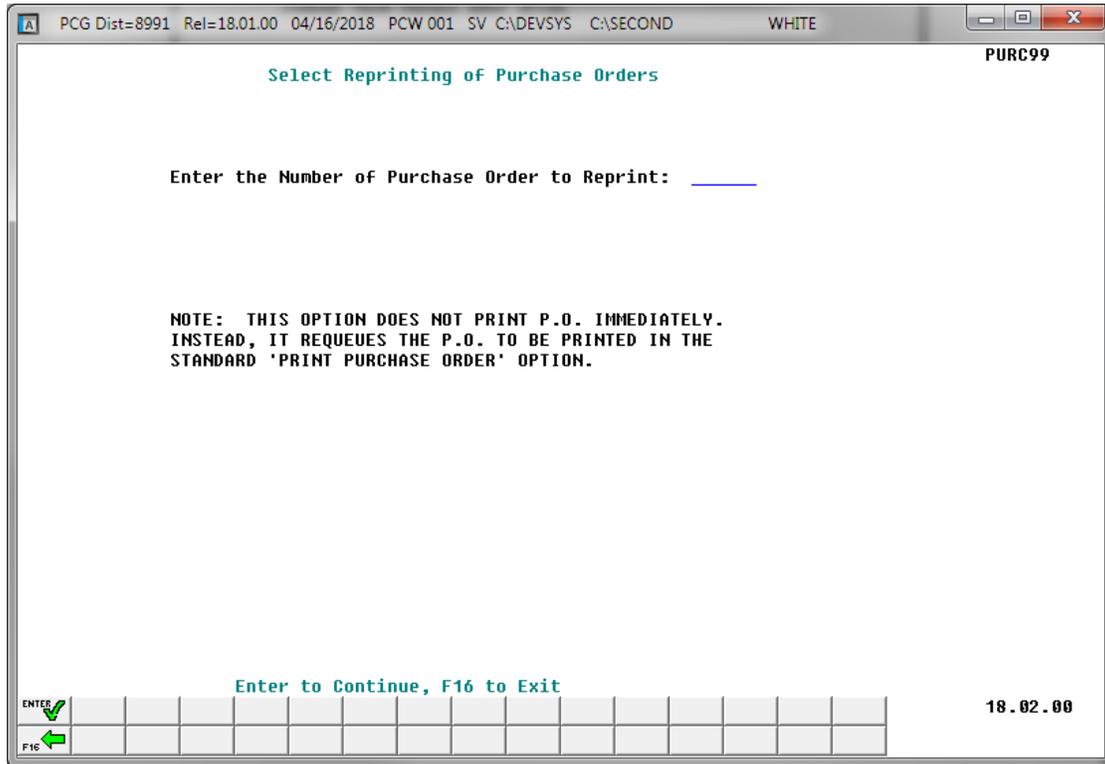
Step	Action
6	Select ![F16 ⬅] (**F16**) to exit. *If there are additional PO's to be printed, repeat this procedure beginning at Step 4.*

The following screen displays:

Step	Action
7	Select [F16] (**F16 -**Exit) to return to the *Financial Accounting & Reporting Master Menu* or select [Master] (**Master**) to return to the *Business Applications Master Menu.*

Procedure D: Removing Printed Purchase Order Detail Records

* * * ATTENTION * * *
Purchase orders may neither be processed, nor printed during this procedure.
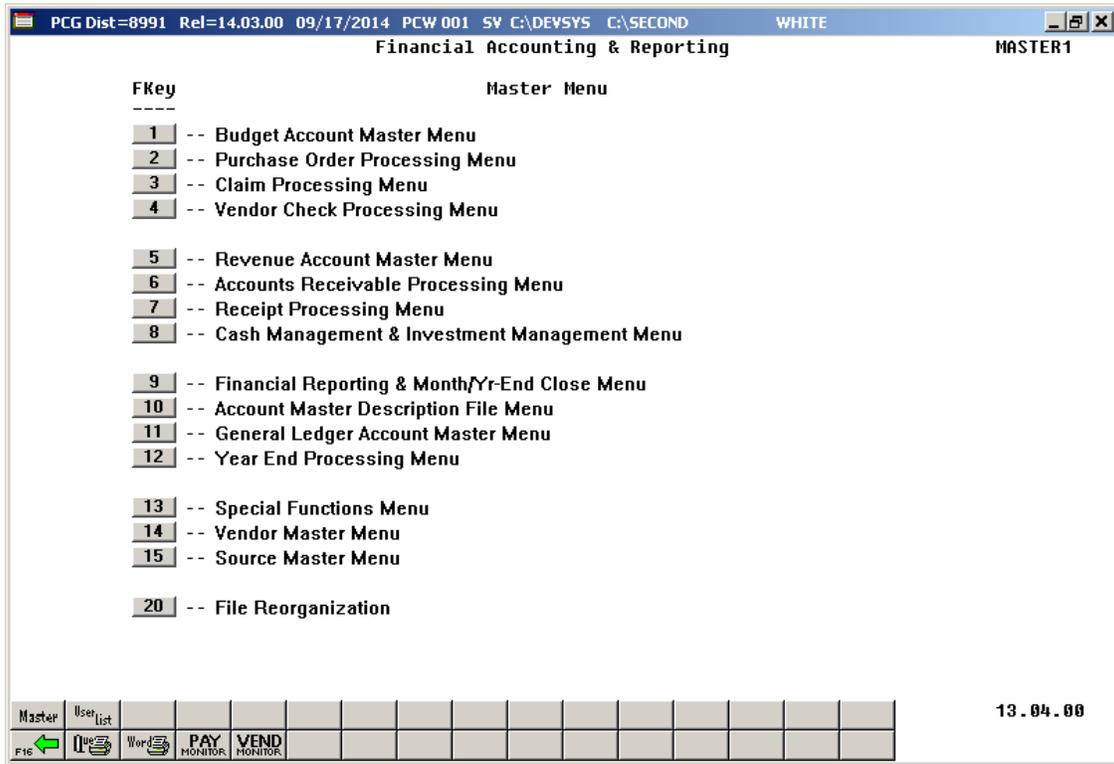
Step	Action
1	Select **2** (**F2 -** Purchase Order Processing Menu).
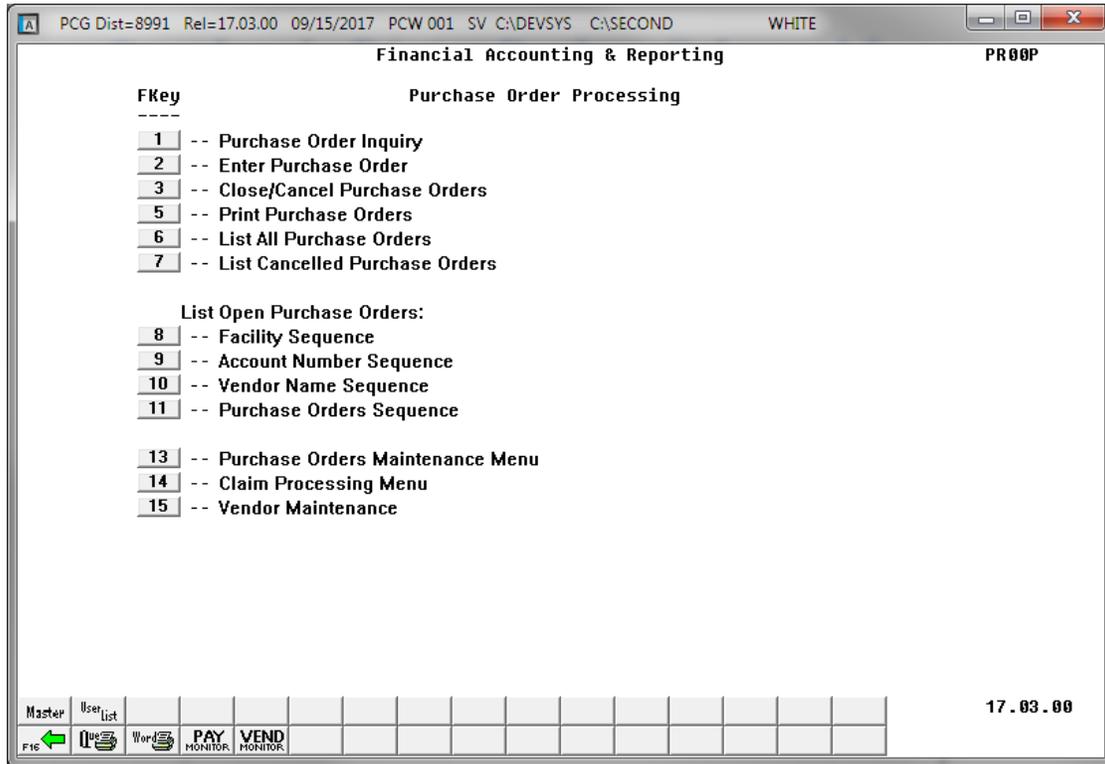
The following screen displays:

Step	Action
2	Select [13] (**F13** - Purchase Order Maintenance Menu).

The following screen displays:
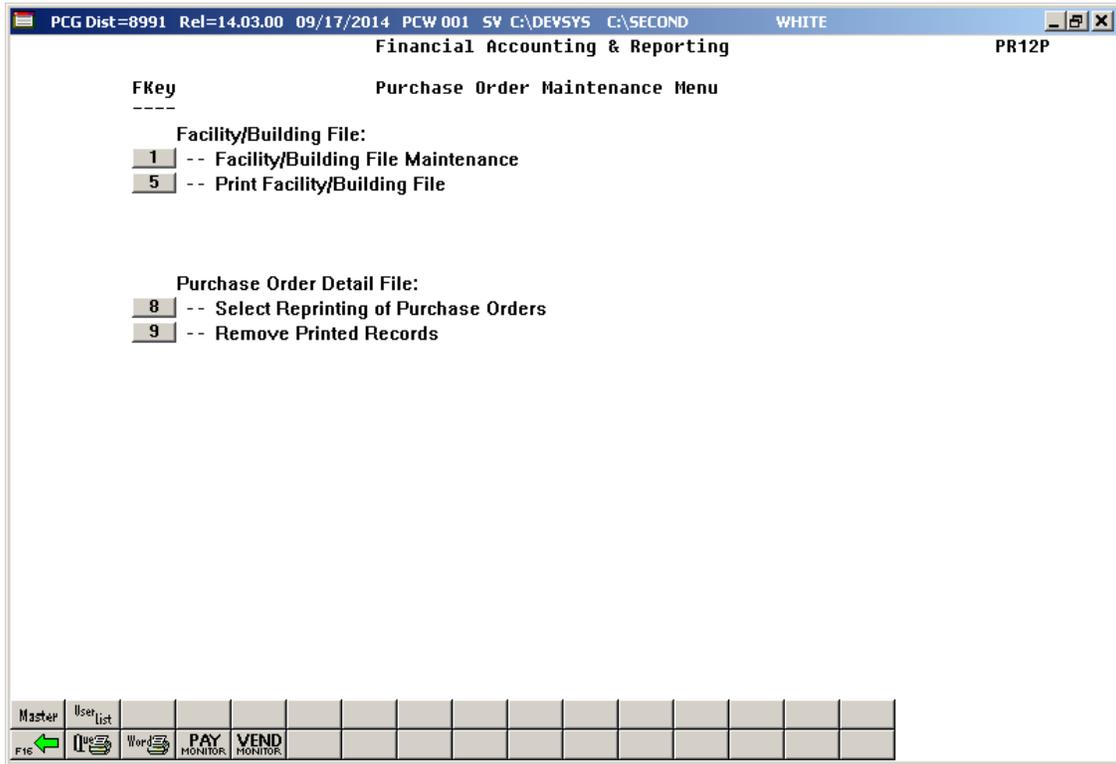
Step	Action
3	Select ⬚**9** (**F9** - Remove Printed Records).

The following screen displays:

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ Ⓐ  PCG Dist=8991  Rel=18.01.00  05/18/2018  PCW 001  SV  C:\DEVSYS  C:\SECOND        WHITE      [_][□][✗] │
│                                                                          POOPT │
│                           * * *   W A R N I N G   * * *                        │
│                                                                                │
│          This procedure is used to PERMANENTLY delete purchase order print     │
│      detail from the POPRINT file.  This detail is deleted based upon the       │
│      date range entered below.  If the original P.O. date falls within the date │
│      range entered AND the P.O. is either cancelled or closed, the P.O. print   │
│      detail will be deleted.  Otherwise, the detail will remain on file.        │
│                                                                                │
│      (NOTE:  P.O. print detail is only the information used to produce a printed │
│              purchase order, NOT the P.O. record!)                              │
│                                                                                │
│              POPRINT FILE WILL NOT BE SHARED DURING THIS PROCESS!               │
│                                                                                │
│                                                                                │
│              Enter the date range of records to be deleted below:               │
│                                                                                │
│                  __  -  00  -  00   thru  00  -  00  -  00                       │
│                 (MM  -  DD  -  YY)       (MM  -  DD  -  YY)                      │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│       ENTER = Validate, F16 = Exit without Deleting                             │
│                                                                    12.03.00     │
└─────────────────────────────────────────────────────────────────────────────┘
```

Step	Action
4	Review the information on the *Delete Printed Purchase Order (P.O.) Detail Warning Entry* screen.
5	Enter the date range (MM DD YY) in the **Enter the date range of records to be deleted below:** field.
6	Select **Enter** (Validate).

The following screen displays:

```
 PCG Dist=8991  Rel=18.01.00  05/18/2018  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE
                                                                                        POOPT
            * * *   W A R N I N G   * * *


        This procedure is used to PERMANENTLY delete purchase order print
     detail from the POPRINT file.  This detail is deleted based upon the
     date range entered below.  If the original P.O. date falls within the date
     range entered AND the P.O. is either cancelled or closed, the P.O. print
     detail will be deleted.  Otherwise, the detail will remain on file.

     (NOTE:  P.O. print detail is only the information used to produce a printed
             purchase order, NOT the P.O. record!)

             POPRINT FILE WILL NOT BE SHARED DURING THIS PROCESS!


          Enter the date range of records to be deleted below:

                07  -  01  -  00  thru  06  -  30  -  08
                (MM  -  DD  -  YY)      (MM  -  DD  -  YY)






     ENTER = Continue to DELETE, F16 = Re-Enter Date/Exit
                                                                                     12.03.00
```

Step	Action
7	Verify the date range entered is correct and select **Enter** (Continue to Delete). *"Processing Request" briefly displays.*

The following screen displays:
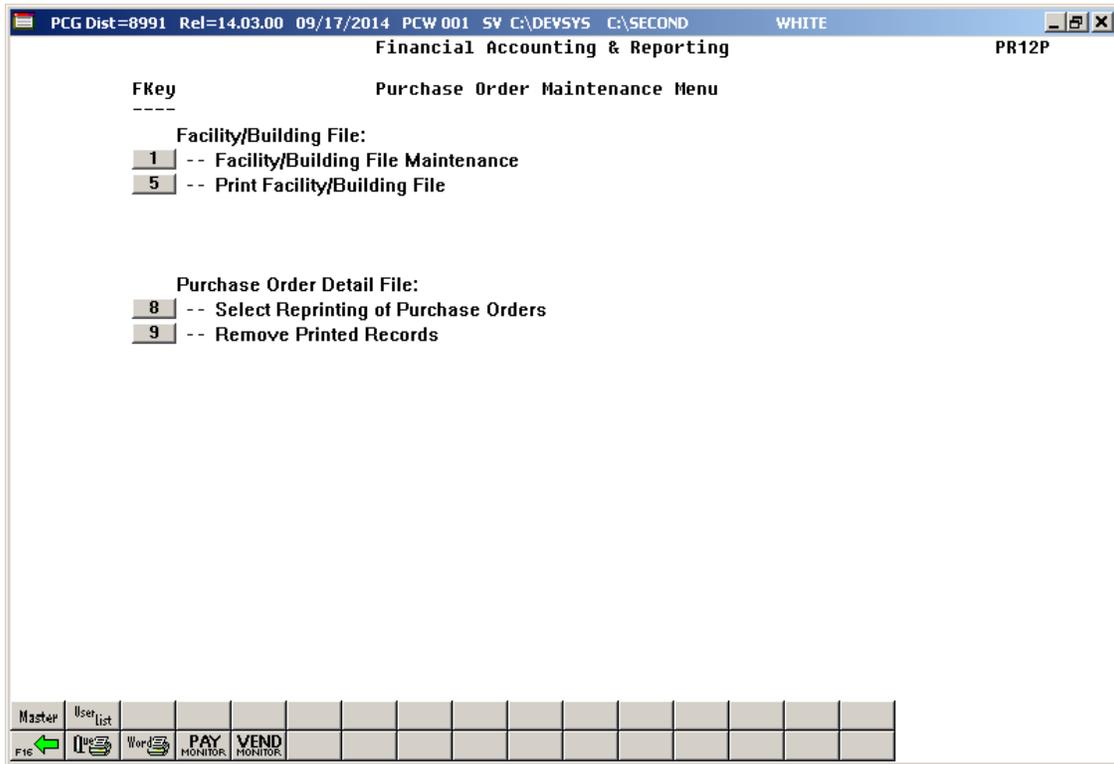
Step	Action
8	Select (**F16 -**Exit) to return to the *Purchase Order Processing Menu* or select Master (**Master**) to return to the *Business Applications Master Menu.*

Appendix A: Purchase Order Register - Example

```
RUN DATE: 09/17/2014                    PURCHASE ORDER REGISTER                          PAGE  1

PO#     DATE    ISSUED TO           DESCRIPTION          FND F  PRGM FNCT OBJCT FCTY B ADDT'L YR        AMOUNT
013622  6/25/12 VENDOR 005873       COMPUTER EXPEND EQUI 406 0  3315 1000 61600 0201 0 000000 12      3,790.00
                                                              ** PO TOTAL **      3,790.00

013623  6/25/12 VENDOR 003608       SUPPLIES             406 0  3315 1000 61000 0201 0 000000 12         84.00
                                                              ** PO TOTAL **         84.00

014565  8/08/13 VENDOR 000130       SUPPLIES             100 0  9990 2300 61000 8010 0 000000 14         24.69
                                                              ** PO TOTAL **         24.69

014566  8/08/13 VENDOR 000130       SUPPLIES             100 0  9990 2500 61000 8010 0 000000 14        202.12
                                                              ** PO TOTAL **        202.12

014567  8/08/13 VENDOR 000130       SUPPLIES             402 0  1750 2900 61000 8010 0 000000 14         64.99
                                                              ** PO TOTAL **         64.99

014568  8/08/13 VENDOR 005328       EXPENDABLE EQUIPMENT 100 0  9990 2300 61500 8010 0 000000 14        185.52
                                                              ** PO TOTAL **        185.52

014569  8/08/13 VENDOR 002504       SUPPLIES             100 0  9990 2100 61000 3050 0 000000 14        159.42
                                                              ** PO TOTAL **        159.42
```

Where appropriate PCGenesis includes detected errors on the final page of the report.