

PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

12/3/2018	Section B: Purchase Order Processing
	[Topic 1: Processing Purchase Orders,

V2.7]

Revision History

Date	Version	Description	Author
12/3/2018	2.7	18.03.01 – Expand claims against a purchase order from 12 to 24.	D. Ochala
05/18/2018	2.6	18.02.00 – Expand purchase order and claim display screens and entry lines	D. Ochala
		from 10 to 20.	
09/18/2017	2.5	17.03.00 – Update Purchase Order Processing Menu with new function for	D. Ochala
		List All Purchase Orders.	
03/02/2016	2.4	16.01.00 – Updated DOE Logo and Footer.	S. Scrivens
03/27/2013	2.3	13.01.00 – Updated Procedure B: Entering a Purchase Order. Updated the	D. Ochala
		.csv file layout for the PO Import File.	
12/15/2008	2.2	08.04.00 – Added B2.5 - F10 (Browse for file) default to the CSV (Comma	C. W. Jones
		<i>delimited</i>) (*. <i>csv</i>) file type information and instructions.	
09/29/2008	2.1	08.02.00 – Added purchase requisition import procedure information and	C. W. Jones
		instructions. Updated purchase order processing instructions.	
10/09/2007	2.0	07.03.00 – Updates to screenshots, no programmatic changes.	C. W. Jones

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Overview

The following processing guidelines apply to purchase orders:

Purchase Requisition and Purchase Requisition Import File Processing: The PCGenesis purchase requisition and the purchase requisition import file processing procedures provide PCGenesis school districts and systems with the ability to accept GaDOE-preformatted Microsoft® Excel spreadsheets from remote locations. These PCGenesis procedures include a requisition-to-purchase order import procedure that allows the remote location to create the requisition, and the central office staff to import and to modify this information as needed when creating a purchase order. The manner in which these files are processed between the central office and school level staff are completely school district-specific. These instructions offer suggestions on the naming of certain files and folders for optimal results.

Purchase Order Inquiry / Purchase Order Close/Cancel:

<u>Inquiries</u>: Purchase order inquiries by vendor number, account number, or by purchase order number provide PO reference information such as a PO's status - *Open*, *Closed*, or *Cancelled*. PCGenesis defaults to the vendor's most recent purchase order.

<u>Close/Cancel a Purchase Order:</u> Close or cancel purchase orders only when there are no additional claims postings against the purchase order. When entering the final claim for the purchase order, PCGenesis users should close the purchase order.

When using the close purchase order procedure, PCGenesis changes the purchase order's status to "*Closed*" if claims remain against the purchase order and to "*Cancelled*" when no claims remain against the purchase order. PCGenesis updates the necessary ACCOUNT, AUDIT, and GENERAL LEDGER files.

When canceling and when closing purchase orders, PCGenesis users should print the *Cancelled Purchase* Orders Report for verification. Refer to the <u>Financial Accounting and Reporting (FAR) System Operations</u> <u>Guide</u>, Section B: Purchase Order Processing, Topic 3: Printing Purchase Order Reports, Procedure A: Printing the Cancelled Purchase Orders Report for instructions.

<u>Navigation Button Selection:</u> Allows a vendor's purchase orders to be scrolled with the selection of F1 (Oldest) which displays the vendor's first purchase order on record, while F4 (Newest) displays the vendor's most recent purchase order. When using F1 and F4, the green, flickering "Waiting for Locked Record: Read next PO" message briefly displays as PCGenesis reads the vendor's records. F2 (Next-Newer) displays the next sequential recent purchase order, and F3 (Prev-Older) displays the previous older purchase order.

Purchase Order Entry: When entering a new purchase order, PCGenesis automatically performs the following functions:

- Opens a new purchase order record.
- Increases the *Budget* account's encumbered amount. Please note however that when entering an asset account, PCGenesis treats this entry as a *Memo* entry only.
- Makes the necessary entries in the *Audit* file for the purchase order's transactions.
- Makes the appropriate debits and credits to the *General Ledger (G/L)* accounts.
 - At least one account number and its corresponding dollar amount are required. PCGenesis users may distribute purchase orders to up to twenty different budget accounts where appropriate.
 - Create the account numbers in the *Budget* and *General Ledger Chart of Accounts* before using the account in the entry of purchase orders.

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- The accounts must be active and must not be closed accounts. PCGenesis highlights the account piece if the account number is invalid. Should this occur enter the account number "piece" in the *Account Master Description* file and reenter the purchase order as normal.
- If the total dollar amount distribution does not equal the value entered in the *Amount* field, PCGenesis highlights the purchase order amount. In this instance, make the appropriate corrections to the distribution's dollar amounts.
- If a single account number is used, it is not necessary to enter the total dollar amount on the account line as PCGenesis assumes these amounts are the same.

Carry Forward Purchase Order: If the purchase order is a *Carry Forward* purchase order from a prior fiscal year, PCGenesis will automatically determine whether appropriation adjustments are required.

Note that if the total amount paid on the purchase order is less than the total amount carried forward, the user should make the necessary appropriation adjustments.

Procedure A: Inquiring on a Purchase Order A1. Purchase Order Inquiry – Vendor Number

Step	Action
1	From the <i>Business Applications Master Menu</i> , select 1 (F1 - Financial Accounting & Reporting System).

	PCG Dist=8991 Rel=17.03.00 09/15/2017 PCW	001 SV C:\DEVSYS C:\SECOND	WHITE	
	Fina	ncial Accounting & Reporting		MASTER1
	FKey	Master Menu		
	Budget Account Master	r Menu		
	2 Purchase Order Proces	ssing Menu		
	3 Claim Processing Men	u 		
	4 Vendor Check Process	ing Menu		
	5 Revenue Account Mast	ter Menu		
	6 Accounts Receivable P	Processing Menu		
	_7 Receipt Processing Me	enu		
	8 Cash Management & Ir	vestment Management Menu		
	9 Financial Benorting & I	Month/Yr-End Close Menu		
	10 Account Master Descri	ption File Menu		
	11 General Ledger Accour	nt Master Menu		
	12 Year End Processing N	denu		
	13 Special Functions Men			
	14 Vendor Master Menu	u		
	15 Source Master Menu			
	20 File Reorganization			
Ma	Ister Userlist			13.04.00
E16				
	Action			
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	PURC0200 Enter vendor number to scan the purchase order file to examine entries for this vendor. Vendor:
	F12 will allow searching by account number
	F13 will allow examination of a specific purchase order
	Enter to Continue - E16 to Evit
ENTI F16	Image: Figure 1 for the continue, Figure 1 for the contin the contine, Figure 1 for the continue,
	Action
	Enter the vendor's number or select the drop-down selection icon 🗾 in the Vendor
	choose the vendor, and select (Enter) to continue.

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	F2	(F2)	2-Ne	ext-N	ewer	°), ha	vond	[F3]	- Pi nost	ev-(Ide nt r	r), 1	to scr	oll bet order	ween	rec	ords.	Se

To view the claim detail of the purchase order: Select **F14** (F14 - Examine Claim Detail).

F4

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9. 9991	4/08/2	2018	150.00	(0)	1	10. 9	990	4/09/	2018	1	75.0	0 (0)				
1. 9989	4/10/2	2018	200.00	(0)	1	12.9	988	4/11/	2018	23	25.0	0 (O)				
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23. 9977	4/19/2	2018	375.00	(C)	2	24.9	976	4/20/	2018	4	00.0	0 (C)				
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Actio	<u>)n</u>															

When selecting **F14** (**F14** - Examine Claim Detail), the following screen displays:

Step	Action
6	Select Function keys $1 - 12$ or Function keys $18 - 29$ to examine the purchase order's claim information, where appropriate.
	 Function keys 1 – 12 will select claims 1 through 12 Function keys 18 – 29 will select claims 13 through 24

Seq #: 9997 P0 #: 160	1 WEST FIRST STREET SUITE 1000	1	expense in	QUITY OPEN A/P blnc: Cross-ref seg:	421
Description:	FINANCE - TEST PO FACILITIES UPGRADE	CLASSR C	laim date:	4/13/2018 Claim amt:	1,007.16
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Action					
Select	(Enter) or Fin	(F16 - 1	Return to	PO) to return to the in	itial Purch

When selecting a *Function key* to view claim information, the following screen displays:

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7.	9993	4/07	/2018	12	5.00	(0)		8.	9992	4/07	/2018	1	50.00	(0)				
9. 11	9991 0090	4/08, 5/10	/2018	15	0.00	(0)	1	10.	9990 0088	4/09	/2018	1	175.00	(0)				
13.	9987	4/11	/2018	24	.29	(P)	-	14.	9986	4/12	/2018	2	250.00	(P)				
15.	9985	4/13	/2018	27	5.00	(0)	1	16.	9984	4/13	/2018	2	275.00	(0)				
17.	9983	4/12	/2018	30	0.00	(0)	1	18.	9982	4/14	/2018	3	325.00	(0)				
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18	100	1011	1000	61100	195	1			1.0	9			.5	0			
18	100	1011	1000	61500	195	1			1.0	9			.5	0			
18	100	1011	1000	61600	195 1	1			1.0	9			.5	0			
18	100	1021	1000	43200	195 1	1			1.0	5			.2	5			
18	100	1021	1000	44222	195 1	1			1.0	5			.2	6			
18	100	1041	1000	44222	108 1	1			1.0	5			.2	7			
18	100	1021	1000	61000	195 1	1 1			1.0	9			.2	8			
18	100	1021	1000	61041	195 1	1			1.0	5			.2	9			
18	100	1041	1000	44300	108	1			1.0	9			.3	0			
18	100	1041	1000	58000	108	1			1.0	9			.3	1			
18	100	1021	1000	01000	195				1.0	9			- 3	2			
18	100	1041	1000	61000	108	1			1.0	9 0				ວ 1.			
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ENTER	' F1	F2	F3	F4	F5 F0	6 F7	F8	F9	F10	F11	F12	F13	F14	FIE Q			18.02.
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ſ	PCG Dist=8991 Rel=17.03.00 09/15/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE		
	Financial Accounting & Reporting	PR 00P	
	FKey Purchase Order Processing I 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 8 Facility Sequence 9 Account Number Sequence 10 Vendor Name Sequence 11 Purchase Orders Maintenance Menu 13 Purchase Orders Maintenance Menu 14 Claim Processing Menu 15 Vendor Maintenance		
	Master User International Pristor Wardson War	17.03.00	
Step	Action		
11	Select FIG (F16 -Exit) to return to the <i>Financial Accounting & Re</i> or select Master (Master) to return to the <i>Business Applications Master</i>	porting Master er Menu.	[.] Menu,

A2. Purchase Order Inquiry – Account Number

	Financial Acc	ounting & Rep:	orting		MASTER1
FKey	Mas	ster Menu			
_1 Budge	Account Master Menu				
2 Purcha	se Order Processing Menu	I			
<u>3</u> Claim	Processing Menu				
4 vendoi	Check Processing Menu				
5 Reven	ue Account Master Menu				
6 Accour	ts Receivable Processing	Menu			
7 Receip	t Processing Menu				
o Cash M	lanagement & Investment	Management Me	iu		
9 Financ	ial Reporting & Month/Yr-E	nd Close Menu			
10 Accour	t Master Description File N	lenu			
11 Genera	I Ledger Account Master M	lenu			
	na Processing Menu				
13 Specia	I Functions Menu				
14 Vendor	Master Menu				
15 Source	Master Menu				
20 File Re	organization				
	5				
		1 1		1 1	13 04 00
Master ^{vser} list					13.04.00

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

The following screen displays:

Step

A	PCG Dist=8991 Rel=17.03.00	09/15/2017 PCW 00	1 SV C:\DEVS	YS C:\SECON	D	WHITE	
		Financi	al Account	ting & Rep	orting		PROOP
	FKey	Purc	hase Orden:	[.] Processi	ng		
	1 Purchas 2 Enter Pu 3 Close/C 5 Print Pu 6 List All I 7 List Can	e Order Inquiry ırchase Order ancel Purchase Or rchase Orders Purchase Orders icelled Purchase O	ders Vrders				
	List Open Pu 8 Facility 9 Account 10 Vendor 11 Purchas	urchase Orders: Sequence Number Sequence Name Sequence se Orders Sequenc	e				
	13 Purchas 14 Claim P 15 Vendor	e Orders Maintena rocessing Menu Maintenance	ance Menu				
Mas	ster Userlist						17.03.00
F16	🗢 🕮 Vort Nonitor Monitor						

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Step	Action
2	Select (F1 - Purchase Order Inquiry).

PCG Dist=8991 Rel=18.01.00 04/16/2018 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
Enter vendor number to scan the purchase order file to examine entries for this vendor.	PURC 02 90
F12 will allow searching by account number	
F13 will allow examination of a specific purchase order	
Enter to Continue, F16 to Exit DITE F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 F18 F19 F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F10 F11 F12 F13 F14 F15 F16 F17 F18 F18 F18 F18 F19 F16 F17 F18 F19 F10 F11 F12 F13 F14 F19 F16 F17 F18 F18 F18 F19 F10 F11 F12 F13 F14 F13 F14 F13 F14 F13 F14 F13 F14 F13	18.02.00
Action	
Select [12] (F12 - Allow searching by account number).	



°.0.	Inqu	iry	Kei=18	PO #:	404	32 U	endor:	6654	JEVSYS	HOME D	, EPOT : DEPO:	INC I LANE			_	PI	JRC 02	× 90
Req # Bill Ship	#: to - to -	Fcty: Fcty:	1 03 1 06	PO Bui Bui	Dutput Lding Lding	: 2	O=Othe SMITH SMITH	r School School	01 03 01 06	ATLANT	A, GA	Attn: Desc:	Jamie FINAN	3 8 Bui 1CE -	0000 lder TEST	4, P0	20/2	918
S-FWU Yr	Fnd I	F Pram	Fnct	Obic	t Fcti	JPN	Addt'1		Âm	ount		Lio	uidate	2018 ?d	HMC:		535	>
18	100	1041	1000	6100	9 10	2 1			53	36.81		4	525.07					
18	100	1011	1000	5320	9 11	1.1				1.00			. 88	3				
18	100	1011	1000	6100	0 10:	31				1.00			- 89)				
18	100	1011	1000	6100	9 11	1 1				1.00			.10	3				
18	100	1011	1000	6100	9 189	91				1.00			- 11					
18	100	1011	1000	6100	U 199	91				1.00			- 12	2				
18	100	1021	1000	5320	9 193 9 114	31				1.00			- 12	\$				
18	100	1021	1000	5320	0 0 1 1	11				1.00			- 14	•				
10	100	1021	1000	5320	0 001 0 101	94 24				1 00			- 15	2				
18	100	1021	1000	6100	0 11 [.]	11				1.00			. 17	,				
18	100	1021	1000	6100	0 189	91				1.00			. 17	,				
18	100	1021	1000	6100	0 199	9 1				1.00			.18	3				
18	100	1051	1000	5320	9 11	1.1				1.00			. 19)				
18	100	1045	1000	6100	0 198	8 1				1.00			.20	3				
18	100	1045	1000	4300	0 198	81				1.00			.21	I				
18	100	1041	1000	6101	0 198	8 1				1.00			.22	2				
18	100	1025	1000	6100	0 10	3 1				1.00			.23	}				
18	100	1025	1000	6100	9 11	11				1.00			-21					
8	טטר	1450	2500	0100	ורטא ט	רפ				1.00			-25	2				
r.u.	. Date	ance:			. 88							4	1520.20	9				
F1=0)ldest	t F2=	Next	F3=P	rev l	F4=N	ewest	F14=E	xamin	e Claim	F13	7=Prin	t Scre	en	F16=R	eentei	/Exi	č ee
V	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10 F11	F12	F13	F14	F15 🕰		10	5.03.	90
F16	8	F18	F19	F20	F21	F22	F23	F24	F25	F26 F27	F28	F29						
A	Actio	on																

Step

6

SelectF1(F1 - Oldest) to view the vendor's first purchase order on record. SelectF2(F2 - Next-Newer),F3(F3 - Prev-Older), to scroll between records. SelectF4(F4 - Newest) to view the vendor's most recent purchase order.

To view the claim detail of the purchase order: Select F14 (F14 - Examine Claim Detail). On the *Claim Detail* screen, select the *Function keys* 1 - 12 or *Function keys* 18 - 29 to examine the purchase order's claim information, where appropriate.

Select (Enter) or FIG - Exit) to return to the initial *Purchase Order Inquiry* screen.



	PCG Dist=8991 Rel=17.03.00 09/15/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Financial Accounting & Reporting	PR00P
	Financial Accounting & Reporting FKey Purchase Order Processing 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 2 3 2 3 1 1 1 1 1 13 13 14	PR 00P
N. F.		17.03.00
	Select FIG (F16 -Exit) to return to the <i>Financial Accounting & R</i> or select Master (Master) to return to the <i>Business Applications Mast</i>	eporting Master Me ter Menu.

A3. Purchase Order Inquiry – Purchase Order Number

PCG Dist=8991 Rel=17.	03.00 09/15/2017 PCW 001 SV CADEVSYS CASECOND	WHITE	MOSTER1
	rinanciai accounting a seporti	.ng	PINSTENT
FKey 	Master Menu		
1 Bu	idget Account Master Menu		
2 Pu	rchase Order Processing Menu		
<u>3</u> Cl	aim Processing Menu		
4 Ve	ndor Check Processing Menu		
5 Be	venue Account Master Menu		
6 Ac	counts Receivable Processing Menu		
7 Re	ceipt Processing Menu		
<u>8</u> Ca	sh Management & Investment Management Menu		
9 Fi	aancial Benorting & Month/Yr-End Close Menu		
10 Ac	count Master Description File Menu		
11 Ge	neral Ledger Account Master Menu		
12 Ye	ar End Processing Menu		
12 0-	- del Francisco - Manar		
13 Sp 14 Ve	ndor Master Menu		
15 So	urce Master Menu		
20 Fil	e Reorganization		
Mactau Useri:			13.04.00
	VEND		
	MONITOR		
tion			

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

The following screen displays:

Step

A	PCG Dist=8991 Rel=17.03.00 09/15/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Financial Accounting & Reporting	PROOP
	FKey Purchase Order Processing	
	 Purchase Order Inquiry Enter Purchase Order Close/Cancel Purchase Orders Print Purchase Orders List All Purchase Orders List Cancelled Purchase Orders 	
	List Open Purchase Orders: 9 Facility Sequence 9 Account Number Sequence 10 Vendor Name Sequence 11 Purchase Orders Sequence	
	13Purchase Orders Maintenance Menu14Claim Processing Menu15Vendor Maintenance	
Mast		17.03.00

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Step	Action
2	Select (F1 - Purchase Order Inquiry).

	PCG Dist=8991 Rel=18.01.00 04/16/2018 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Enter vendor number to scan the purchase order file to examine entries for this vendor. Vendor:	PURC 02 00
	F12 will allow searching by account number	
	F13 will allow examination of a specific purchase order	
EN	Enter to Continue, F16 to Exit ™ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15	18.02.00
	Action	
5	Select 13 (F13 - Allow examination of a specific purchase order).	

Step

4



Enter the purchase order's number in the **Purchase Order Number** field and select **(Enter)** to continue.

D. Inquiry P0 #: 40432 Uendor: 6654 HOME DEPOT INC PURCe 1 HOME DEPOT LANE CLOSE 4 #: P0 Output: 0=0ther ATLANTA, GA 30000 1 to - Fety: 108 Building: 2 SNTH SCHOOL 0103 Attn: Janie Builder 54/28/ 1 to - Fety: 108 Building: 2 SNTH SCHOOL 0103 Date: 4/06/2018 Ant: 53 1 to - Fety: 108 Building: SNTH SCHOOL 0103 Date: 4/06/2018 Ant: 53 1 to - Fety: 108 Building: SNTH SCHOOL 0103 Date: 4/06/2018 Ant: 53 1 to 0 100 101 1000 52200 103 1 1.00 .00 .09 1 to 0 101 1000 52200 103 1 1.00 .11 1 to 0 100 101 100 1000 109 1 1.00 .12 1 to 0 101 100 52200 103 1 1.00 .12 1 to 0 101 100 52200 103 1 1.00 .13 1 to 0 101 100 100 199 1 1.00 .10 .14 1 to 0 102 1000 61000 199 1 1.00 .17 .10 .14 1 to 0 102 1000 61000 199 1 1.00 .17 .10 .12 1 to 0	\times
H: P0 Output: 0=Other ATLANTA, GA 30000 11 to - Fcty: 108 Building: 2 SMTH SCHOOL 0103 Attn: Janie Builder 10 to - Fcty: 108 Building: 2 SMTH SCHOOL 0103 Attn: Janie Builder 10 to - Fcty: 108 Building: 2 SMTH SCHOOL 0103 Attn: Janie Builder 10 to - Fcty: 108 Building: 2 SMTH SCHOOL 0103 Attn: Janie Builder 10 to - Fcty: 108 Ford of 1000 109 Amount Liquidated Jacia 10 to - Ford of 1000 109 1 1.00 .10 Jacia Jacia <t< th=""><th>1200 D</th></t<>	1200 D
it to - Fcty: 163 Building: 2 SMTH SCHOOL 0163 The set of the set	2018
Image: Second secon	
Fr Fnd F Prgm Fnct 00 jct Fcty B Addt'1 Amount Liquidated B 100 1011 1000 5336.81 4525.07 B 100 1011 1000 61000 103 1.00 .00 B 100 1011 1000 61000 103 1.00 .11 B 100 1011 1000 53200 111 1.00 .11 B 100 1021 1000 5200 111 1.00 .12 B 100 1021 1000 5200 111 1.00 .13 B 100 1021 1000 61000 190 1.00 .15 B 100 1021 1000 61000 190 1.00 .17 B 100 1021 1000 61000 190 1.00 .20 B 100 1025 1000 61000 190 <th>55.81</th>	55.81
100 101 100 533 100 100 100 100 101 100 6100 103 1 1.00 .00 100 101 100 6100 103 1 1.00 .00 100 101 100 6100 103 1 1.00 .10 100 101 100 6100 189 1 1.00 .11 100 101 100 6100 189 1 1.00 .11 100 101 100 52200 101 1.00 .12 100 52200 111 1.00 .11 100 1021 1000 6100 103 1 100 .15 100 1021 1000 6100 189 1 100 .20 101 1021 1000 6100 198 1 .00 .21 100 1025 1000 103 1 .00 .23 .20 101 100 100 1.00	
18 100 101 1000 61000 103 1 1.000 .100 .101 1.000 .1000 .111 1.000 .1000 .111 1.000 .1000 .111 1.000 .1100 .120 .11000 .120 .1000 .1100 .120 .1000 .1100 .120 .1000 .120 .1000 .1100 .120 .1000 .120 .12	
1 1	
18 100 1011 1000 1001 100 .12 18 100 1021 1000 53200 111 1.00 .14 18 100 1021 1000 53200 111 1.00 .14 18 100 1021 1000 53200 111 1.00 .14 18 100 1021 1000 53200 111 1.00 .15 19 1001 1021 1000 61000 111 1.00 .17 18 100 1021 1000 61000 199 1.00 .17 18 100 1025 1000 61000 199 1.00 .17 18 100 1055 1000 61000 198 1.00 .20 100 1055 1000 61000 198 1.00 .21 .22 100 1025 1000 61000 181 1.00 .22 .25 .0. balance: .00 .25 .25 .26 <td></td>	
100 1021 1000 53200 111 1 100 .14 100 1021 1000 53200 8010 4 1.00 .15 100 1021 1000 61000 103 1 1.00 .15 100 1021 1000 61000 111 1 1.00 .17 18 1021 1000 61000 199 1 .00 .17 18 1021 1000 61000 199 1 .00 .19 1001 1021 1000 61000 199 1 .00 .20 18 1001 1045 1000 61000 198 1 .00 .22 100 1025 1000 61000 103 1 .00 .23 100 1025 1000 61000 111 1 .00 .23 100 1025 1000 61000 111 1 .00 .25 .0. balance: .00 4528.20 4528	
18 100 1021 1000 53200 8010 4 1.00 .15 18 100 1021 1000 61000 183 1.00 .17 18 100 1021 1000 61000 189 1.00 .17 18 100 1021 1000 61000 199 1.00 .18 19 100 1021 1000 61000 199 1.00 .18 19 1000 1045 1000 61000 198 1.00 .21 100 1045 1000 61000 198 1.00 .21 100 1045 1000 61000 198 1.00 .21 100 1045 1000 61000 103 1.00 .22 18 100 1045 1000 61000 103 1.00 .24 18 100 1450 2500 61000 8010 1 1.00 .25 0. balance: .00 4528.20 14 ref<	
100 1021 1000 61000 111 1.00 .17 100 1021 1000 61000 189 1.00 .17 100 1021 1000 61000 199 1.00 .18 101 1021 1000 61000 199 1.00 .18 101 1045 1000 61000 198 1.00 .21 101 1045 1000 61000 198 1.00 .21 101 1045 1000 61000 198 1.00 .21 101 1045 1000 61000 198 1.00 .22 101 1025 1000 61000 103 1.00 .24 100 1025 1000 61000 111 1.00 .24 101 1450 2500 61000 8010 1 1.00 .25 .0. balance: .00 4528.20 14 ref 18.03 Indicat F1 F2 F3 F4 F5	
180 1021 1000 61000 199 1 1.00 .17 18 100 1021 1000 61000 199 1 1.00 .19 18 100 1045 1000 61000 198 1 1.00 .19 18 100 1045 1000 61000 198 1 .00 .20 18 100 1045 1000 61000 198 1 .00 .21 18 100 1025 1000 61000 103 1 .00 .22 18 100 1025 1000 61000 103 1 .00 .25 100 1025 1000 61000 8010 1 1.00 .25 .0. balance: .00 4528.20 4528.20 18.03 100 1450 520 F1 F2 F3 F4 F5 F6 F7 F8 F1 F1 F14 re@ 18.03 100 125 F2 <	
18 100 1051 1000 53200 111 1 1.00 .20 18 100 1045 1000 61000 198 1 1.00 .21 18 100 1045 1000 61000 198 1 1.00 .21 18 100 1041 1000 61000 103 1 1.00 .22 18 100 1025 1000 61000 103 1 1.00 .23 19 100 1025 1000 61000 8010 1 1.00 .24 18 100 1450 2500 61000 8010 1 .00 .25 .0. balance: .00 4528.20 4528.20 .20 .25 101dest F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 rs 18.03 100 100 100 100 .25 .26 F27 F28 F29 .26	
100 1005	
18 199 1941 1908 198 1 1.09 .22 18 100 1025 1900 61909 103 1 1.09 .23 18 100 1025 1000 61909 111 1 1.09 .24 18 100 1025 1000 61909 8010 1 1.09 .24 18 100 1450 2500 61909 8010 1 1.09 .25 .0. balance: .09 4528.20 4528.20 4528.20 Image: Select F2-Next F3-Prev F4-Newest F14-Examine Claim F17-Print Screen F16-Reenter/Ex 18.03 F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 rs2 18.03 Action To view additional purchase orders: Select the appropriate Function key. Select F1 (F1 - Oldest) to view the vendor's first purchase order on record F2 (F2 - Next-Newer), <td< td=""><td></td></td<>	
Action Action To view additional purchase orders: Select the appropriate Function key . Select F1 (F1 - Oldest) to view the vendor's first purchase order on record. F2 (F2 - Next-Newer), F3 (F3 - Prev-Older), to scroll between records. (F4 - Newest) to view the vendor's most recent purchase order. F14 (F14 - Examine Detail) on the Claim detail of the purchase order: Select the Function keys 1 - 12 or Function key	
18 100 1450 2500 61000 8010 1 1.0. balance: .00 4528.20 1-01dest F2-Next F3-Prev F4-Newest F14-Examine Clain F17-Print Screen F16-Reenter/Ex F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 real 18.03 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F10 F11 F12 F13 F14 real 18.03 Action Action To view additional purchase orders: Select the appropriate Function key. Select F1 (F1 - Oldest) to view the vendor's first purchase order on record F2 (F2- Next-Newer), F3 (F3 - Prev-Older), to scroll between records. (F4 - Newest) to view the vendor's most recent purchase order. To view the claim detail of the purchase order: Select F14 (F14 - Examin Detail). On the Claim Detail screen, select the Function keys 1 – 12 or Function keys 1 –	
Action Action To view additional purchase orders: Select the appropriate Function key . Select F1 (F1 - Oldest) to view the vendor's first purchase order on record F2 (F2- Next-Newer), F3 (F3 - Prev-Older), to scroll between records. (F4 - Newest) to view the vendor's first purchase order. To view the claim detail of the purchase order: Select the F14 (F14 - Examine Detail). On the Claim Detail screen, select the Function keys 1 - 12 or Function F3 (F3 - Prev-Older) to F14 - F14	
Image: Problem text F3=Prev F4=Newest F14=Examine Clain F17=Print Screen F16=Reenter/Ex 18.03 Image: Print F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 rs 18.03 Image: Print F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 rs 18.03 Image: Print F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 rs F16 F7 F8 F9 F10 F11 F12 F13 F14 rs F16 F7 F8 F9 F10 F11 F12 F13 F14 F16 F14 F16 F16 F17 F16 F17 F16 F17 F16 F17 F2 F26 F27 F28 F29 F10 F11 F17 F16 F17 F16 F17 F16 F17 F18 F17 F20	
Image: Figure	it
 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 Action To view additional purchase orders: Select the appropriate Function key. Select F1 (F1 - Oldest) to view the vendor's first purchase order on record F2 (F2- Next-Newer), F3 (F3 - Prev-Older), to scroll between records. (F4 - Newest) to view the vendor's most recent purchase order. To view the claim detail of the purchase order: Select F14 (F14 - Examination Detail). On the Claim Detail screen, select the Function keys 1 – 12 or Function 	.00
ActionTo view additional purchase orders: Select the appropriate Function key.Select F1 (F1 - Oldest) to view the vendor's first purchase order on recordF2 (F2- Next-Newer), F3 (F3 - Prev-Older), to scroll between records.(F4 - Newest) to view the vendor's most recent purchase order.To view the claim detail of the purchase order: Select F14 (F14 - Examit Detail). On the Claim Detail screen, select the Function keys 1 – 12 or Function	
 To view additional purchase orders: Select the appropriate Function key. Select F1 (F1 - Oldest) to view the vendor's first purchase order on record F2 (F2- Next-Newer), F3 (F3 - Prev-Older), to scroll between records. (F4 - Newest) to view the vendor's most recent purchase order. To view the claim detail of the purchase order: Select F14 (F14 - Examine Detail). On the Claim Detail screen, select the Function keys 1 – 12 or Function 	
Select F1 (F1 - Oldest) to view the vendor's first purchase order on record F2 (F2- Next-Newer), F3 (F3 - Prev-Older), to scroll between records. (F4 - Newest) to view the vendor's most recent purchase order. To view the claim detail of the purchase order: Select F14 (F14 - Examin Detail). On the Claim Detail screen, select the Function keys $1 - 12$ or Function	
 Select F1 (F1 - Oldest) to view the vendor's first purchase order on record F2 (F2- Next-Newer), F3 (F3 - Prev-Older), to scroll between records. (F4 - Newest) to view the vendor's most recent purchase order. To view the claim detail of the purchase order: Select F14 (F14 - Examine Detail). On the Claim Detail screen, select the Function keys 1 – 12 or Function 	
 F2 (F2- Next-Newer), F3 (F3 - Prev-Older), to scroll between records. (F4 - Newest) to view the vendor's most recent purchase order. To view the claim detail of the purchase order: Select F14 (F14 - Examine Detail). On the Claim Detail screen, select the Function keys 1 – 12 or Function 	l. Se
(F4 - Newest) to view the vendor's most recent purchase order. To view the claim detail of the purchase order: Select F14 (F14 - Examined Detail). On the Claim Detail screen, select the Function keys $1 - 12$ or Function	Sele
To view the claim detail of the purchase order: Select F14 (F14 - Exami- Detail). On the <i>Claim Detail</i> screen, select the <i>Function keys</i> $1 - 12$ or <i>Function</i>	
To view the claim detail of the purchase order: Select F14 (F14 - Exami Detail). On the <i>Claim Detail</i> screen, select the <i>Function keys</i> $1 - 12$ or <i>Function</i>	
Detail). On the <i>Claim Detail</i> screen, select the <i>Function keys</i> $1 - 12$ or <i>Funcin</i>	
Detaily. On the Claim Detail Screen, Screet the Landin Reys 1 12 01 1 and	ne C
20 to examine the purchase order's claim information where appropriate	ne C <i>tion</i>
27 to examine the purchase order's claim mormation, where appropriate.	ne C <i>tion</i>

The following screen displays:

screen.



			Financial Accounting &	Reporting		PROOP
	FKey	ı	Purchase Order Proc	essing		
	1 2 3 5 6 7 7 8 9 10 11 11 13 14 15	Purchas Enter P Close/C Print Pu List All List Car List Open P Facility Facility Account Vendor Purchas Claim P Vendor	e Order Inquiry urchase Order ancel Purchase Orders rchase Orders Purchase Orders heelled Purchase Orders urchase Orders: Sequence Number Sequence Name Sequence e Orders Sequence te Orders Maintenance Menu rocessing Menu Maintenance			
Mast F16	er ^{User} list D (145) Word	PAY VEND MONITOR MONITOR				17.03.00
	Action					
	Select F16	🔁 (F16	-Exit) to return to the <i>Fin</i>	ancial Ac	counting & Re	porting Ma
	or select	Master (N	(aster) to return to the <i>Bus</i>	iness App	lications Maste	er Menu

Procedure B: Entering a Purchase Order Manually into PCGenesis

	· · · · · · · · · · · · · · · · · · ·		
FKey 	Master Menu		
1 Budget A	Account Master Menu		
2 Purchas	e Order Processing Menu		
3 Claim Pr	rocessing Menu		
_4 Vendor (Check Processing Menu		
5 Revenue	e Account Master Menu		
6 Accounts	s Receivable Processing Menu		
7 Receipt	Processing Menu		
8 Cash Ma	anagement & Investment Management Men	U Contraction of the second seco	
9 Financia	I Benorting & Month/Yr-End Close Menu		
10 Account	Master Description File Menu		
11 General	Ledger Account Master Menu		
12 Year En	d Processing Menu		
12 0			
14 Vendor k	runcuons menu Master Menu		
15 Source M	Master Menu Master Menu		
20 File Reo	rganization		
setan Useri:			13.04.00
List III IIII IIII IIII IIIII IIIII IIIIIII			

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

The following screen displays:

Step

CG Dist=8991 Rel=17.03.00 09/15/2017 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
Financial Accounting & Reporting		PR 00P
FKey Purchase Order Processing		
 Purchase Order Inquiry Enter Purchase Order Close/Cancel Purchase Orders Print Purchase Orders List All Purchase Orders 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 Menu14 Claim Processing Menu15 Vendor Maintenance		
Master Veral PARY VEND rec Werge PARY VEND		17.03.00

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Step	Action
2	Select 2 (F2 - Enter Purchase Order).

load from file?	1414	chase Order Entr	y	PURC 01 00
	м			
F-4 X- 0-3/4 -			F16 to Exit	

Ship t Attn o	0 - Fac 0 - Fac f:	ility	-	Build	iing		Desci	riptio	n:			(F (F	18) 19) PO date	: _4/1	<u>6/2018</u>
Yr Fnd	F Prgm	Fnct	Objct	Fcty	ΒA	ddt'	Requi 1	isitio Amo	n #: _ unt				Amount:		
<u> </u>															
<u>00</u>					22										
<u> </u>															
<u> </u>					22										
<u> </u>															
<u> </u>															
00					22										
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00					22										
<u> </u>															
00					22										
Enter T	o Valid	ate	F17=P	rtScri	n F	18=S	elect	: Bill	To I	- 19 =S	elect	Ship To	F16 t	o Exit	
ENTER F1	F2	F3	F4	F5 I	F6	F7	F8	F9	F10	F11	F12	F13 F1	14 _{F15} 🔍		18.02.0
F16 🔁 🗃) F18	F19									F28		F32		
6															
Acti	on														

Step	Action
5	Select the drop-down selection icon in the PO Output field to choose the vendor's preferred method for receiving purchase orders. Select from the list of options in the drop-down box.
	 Valid options: E – Email, only valid when using a 3rd party to deliver purchase orders F – Fax, only valid when using a 3rd party to deliver purchase orders O – Other, valid when PCGenesis is used to print purchase orders
	The PO Output value defaults to the value defined on the vendor's record in <i>Vendor Maintenance</i> , but the value can be overridden on the purchase order, if desired.
6	Enter the GaDOE-assigned facility and building code where appropriate, in the Bill To Facility and Building fields.
	The Bill To Facility and Building field entries must be valid entries in the FACILITY file. Refer to Section B: Purchase Order Processing, Topic 4: Maintaining the Facility/Building Maintenance File for instructions.
	To locate a facility code, select F18 (F18 – Select Bill To) to select the correct Bill To Facility and Building field entries.
7	Enter the GaDOE-assigned facility and building code where appropriate, in the Ship To Facility and Building fields.
	The Ship To Facility and Building field entries must be valid entries in the FACILITY file. Refer to Section B: Purchase Order Processing, Topic 4: Maintaining the Facility/Building Maintenance File for instructions.
	To locate a facility code, select $F19$ (F19 – Select Ship To) to select the correct Ship To Facility and Building field entries.
8	Enter the purchase order owner's name up to twenty (20) characters, in the Attn of (Attention of) field.
9	Enter reference information pertaining to the purchase order up to twenty (20) characters, in the Description field.
10	Enter the date (MM/DD/CCYY) in the PO Date field. <i>PCGenesis defaults the entry to the current date</i> .
11	Enter the total purchase order dollar amount in the Amount field.

Step	Action
12	Enter the requisition number, up to eight characters, in the Requisition # (Requisition Number) field, where applicable.
13	Enter the account number or select on the drop-down selection icon in the (Acct #) Yr Fund F Prgm Fnct Objct B Addt'l field to choose the account number.
14	Enter the dollar amount corresponding to the entry in <i>Step 11</i> in the (distribution) Amount field, where appropriate.
15	Select (Enter) to validate the entries. Select (F17 – Print Screen) to obtain a screen print of the <i>Purchase Order Entry</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

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Step	Action
16	If the data entered is correct, the <i>Purchase Order Confirmation</i> screen displays and will contain the account balances <u>after</u> the encumbrance of this purchase order. The unencumbered balance for the account(s) are examined for adequate balances(s). If the balance is available, the purchase order amount will be encumbered (reserved). If there is an insufficient balance, the user is notified and has the option to accept or reject the over-expenditure. Any balances that are OVER-EXPENDED will be highlighted and a message will be displayed.
	If the balance contains a negative (-) amount, the " <i>Highlighted balances are over-expended!</i> <i>Indicate allowance or refusal!</i> " message will be displayed. The following Fkey options will become available: F1 = Allow, F5 = Re-enter, F17=Print screen. To accept the over-expenditure, select F1 (F1 - Allow). To reject the over-expenditure, select F5 (F5 - Re-enter) and return to Step 13 to re-enter the account's information.
	Select (F17 – Print Screen) to obtain a screen print of the <i>Purchase Order Entry</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.
	To accept the over-expenditure, select F1 (F1 - Allow), and then ENTER (Enter - Continue) to update the entries.

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The following screen displays:

At any time during the entry of purchase order detail information, **F8** (**F8** - Exit to PO Entry Screen) may be selected to return to the initial Purchase Order Entry screen.



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13 gr 4444 - DDDDDDDDD 11.00 143.00 14 ea 5555 - EEEEEEEEEE 12.00 168.00 15 bx 666 - FFFFFFF 13.00 195.00 16 ea 777 - GGGGGGGGG 4.00 64.00 17 cs 8888 - HHHHHHHHHH 14.00 238.00 18 gr 9999 - IIIIIIIIIIIIIIIII 15.00 270.00 19 ea 1212 - JJJJJJJJJJ 16.00 304.00 20 bx 1313 - KKKKKKKKK 17.00 340.00 21 ea 1414 - LLLLLLLLLLLLLLL 14.00 294.00 22 cs 1515 - MMMMMMMMMMM 18.00 396.00 22 cs 1515 - MMMMMMMMMMM 19.00 437.00 24 ea 177 - 0000000000 20.00 480.00			120.00	10.00	1					CC	CCCCC	CCCC	333 -	CS	12
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16 ea 7777 - GGGGGGGGG 4.00 64.00 17 cs 8888 - HHHHHHHHHHH 14.00 238.00 18 gr 9999 - IIIIIIIIIIIII 15.00 270.00 19 ea 1212 - JJJJJJJJJJ 16.00 304.00 20 bx 1313 - KKKKKKKKK 17.00 340.00 21 ea 1414 - LLLLLLLLLLLLLLL 14.00 294.00 22 cs 1515 - MMMMMMMMMMM 18.00 396.00 23 gr 1616 - NNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNN			195.00	13.00	1					F	FFFFF	- FFF	6666	bx	15
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22 yi 1010 - FFFFFFFFFF 22.00 550.00			220.00	22.00	4				-	FFFFF	FFFFF		1010	gr	25
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			F15 -	520									E10	E10	
			F3Z	720									F13	F18	

Step	Action								
19	Verify the Page 1 entries, and select (Enter) to continue entering detail lines.								
	If there are no more detail lines, select F12 (F12 - validate) to validate the purchase order detail amounts, and proceed to <i>Step 26</i> .								
	Select G (F17 – Print Screen) to obtain a screen print of the <i>Purchase Order Detail</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.								
🔲 PCG Dist=8	991 Rel=	=13.01.00 02	2/21/2013 PCV	W 001	C:\DEVSYS (:\SECON)	WHITE	_ <u>8</u> ×
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		Pur Page:	chase Order 2 Amo	Entry	- Invento 3,200	ory Lin .00	ies		PURC 01 00
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	·Z F3	F4 F	5 F6 F7	F8	F9 F10		F1Z F	-13 F14 _{F15}	13.01.00
FIE V		, I.I.I.I.I.I.I.I.I.I.I.I.I.I.I.I.I.I.I.					120	102	
Action									
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neius.	THC Q	guantity	unes die	Unit			ipute		
If the de	etail ta	otal amo	unt does i	iot eai	ual the p	urcha	se ord	er amount. pres	S F16 (F16)
to re-en	ter co	rrect an	nounts sto	irting	on the fi	rst na	op of a	letail lines	
		i i cci uli			on ne fu	si pa	se oj u		
At any i	time d	uring th	e entry of	purch	ase orde	r deta	il info	rmation, F8	(F8 - Exit to P
Screen	may	be select	ted to retu	rn to t	he initia	l Purc	chase (Order Entry scr	een.

Purchase Order Entry - Inventory Lines Page: 2 Amount: 5,355.81 Quantity Unit Description Unit Price Total 1 ea 123 - Eyes .01 .01 2 cs 465 - nails .05 .10 3 ea 789 - pens .10 .30 4 cs 123 - pencils .15 .60 5 ea 465 - erasers .20 1.00 6 cs 899 - chalk .25 1.50	PURC 01 0(
Page: 2 Amount: 5,355.81 Quantity Unit Description Unit Price Total 1 ea 123 - Eyes .01 .01 2 cs 465 - nails .05 .10 3 ea 789 - pens .10 .30 4 cs 123 - pencils .15 .60 5 ea 465 - erasers .20 1.00 6 cs 899 - chalk .25 1.50	
Quantity Unit Description Unit Price Total 1 ea 123 - Eyes .01 .01 2 cs 465 - nails .05 .10 3 ea 789 - pens .10 .30 4 cs 123 - pencils .15 .60 5 ea 465 - erasers .20 1.00 6 cs 899 - chalk .25 1.50	
quantity unit Description Unit Price lotal 1 ea 12 cs 465 - nails .01 2 cs 465 - nails .05 .10 3 ea 789 - pens .10 .30 4 cs 123 - pencils .15 .60 5 ea 465 - erasers .20 1.00 6 cs 899 - chalk .25 1.50	
1 ea 123 - Eyes .01 .01 2 cs 465 - nails .05 .10 3 ea 789 - pens .10 .30 4 cs 123 - pencils .15 .60 5 ea 465 - erasers .20 1.00 6 cs 899 - chalk .25 1.50	
2 C5 405 111 .05 .10 3 ea 789 pens .10 .30 4 c5 123 pencils .15 .60 5 ea 465 reasers .20 1.00 6 c5 899 chalk .25 1.50	
3 64 789 - pens .10 .30 4 cs 123 - pencils .15 .60 5 ea 465 - erasers .20 1.00 6 cs 899 - chalk .25 1.50	
<u> </u>	
$\frac{5}{6} \frac{6}{cs} \frac{405 - erasers}{1.50} = \frac{.20}{1.50}$	
$- \frac{1}{20} \frac{1}{20} \frac{1}{20} \frac{1}{100} \frac{1}{$	
10 cs 1231 - brown 50 5 50	
11 05 1201 Drom 55 660	
$\frac{11}{13} e_{2} \frac{18}{48} - nurnle \frac{60}{780}$	
<u>14 cs 23 - lilac</u>	
15 bx 45 - marcon .70 10.50	
16 ea 56 - Software	
17 cs 78 - postage .80 13.60	
18 bx 89 - computers .85 15.30	
19 ea 90 - books	
20 cs 91 - textbooks .95 19.00	
21 bx 92 - yellow 1.00 21.00	
22 ea 93 - tan 1.05 23.10	
<u>23 cs 94 - apple</u> <u>1.10</u> 25.30	
<u>24 bx 825 - pear</u> <u>1.15</u> 27.60	
<u>25 ea 125347 - grapes1.20</u> 30.00	
<u>26 cs 3213 - peaches</u> <u>1.25</u> 32.50	
Enter=Continue F8=Exit to PO entry, F17=PrtScrn, F16=Restart	
F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F5	13.01.0
Action	
ENTER /	
Verify the Page 2 entries, and select W (Enter) to continue	

	PCG Dist=8991 Rel=13.01.00 02/22/2013 PCW 001 (:\DEVSYS C:\SECOND	WHITE	_ _ _ _ _
	Purchase Order Entry Page: 2 Amount:	 Inventory Lines 5,355.81 		PURC 01 00
	Quantity Unit Description	Unit Price	Total	
	1 ea 123 - Eyes	. 01	. 01	
	2 cs 465 - nails	. 05	.10	
	3 ea 789 - pens	.10	.30	
	4 cs 123 - pencils	.15	.60	
	5 ea 405 - erasers	.20	1.00	
	0 CS 899 - CHAIK 7 op 199 - jok	-25	1.50	
	7 ed 123 - 10K 9 ec 150 - pipk	-30	2.10	
	0 + 150 = 1100		2.00	
	10 ea 5456 - green	.40	4 50	
	11 cs 1231 - hrown	-50	5.50	
	12 bx 54 - red	.55	6.60	
	13 ea 48 - purple	.60	7.80	
	14 cs 23 - lilac	.65	9.10	
	15 bx 45 - maroon	.70	10.50	
	16 ea 56 - Software	.75	12.00	
	17 cs 78 - postage	.80	13.60	
	18 bx 89 - computers	-85	15.30	
	19 ea 90 - books	.90	17.10	
	20 CS 91 - TEXTDOOKS	.95	19.00	
	21 DX 92 - Yellow 22 pp 02 - top	1.00	21.00	
	22 Ed 90 - Ldii 22 es Ok - applo	1.05	23.10	
	20 C5 74 appre 28 by 825 - boar	1.10	27.60	
	25 ea 125347 - granes	1.20	30.00	
	26 cs 3213 - peaches	1.25	32.50	
EN	Enter=Continue F12=Validate, F17=PrtScrn, ▼ F1 F2 F3 F4 F5 F6 F7 F8 Φ ∰ F18 F19	F16=Restart F9 F10 F11 F12 F1 F9 F10 F11 F12 F1	3 F14 FIS F32	13.01.00
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	Verify the Page 2 entries, and select	(Enter) to con	tinue.	
	If there are no more detail lines, selec amounts and proceed to <i>Step 26</i> .	t F12 (F12 - validat	e) to validate th	e purchase orde
	Select (F17 – Print Screen) to c The screen print file will be available	bbtain a screen print of in the print queue wi	of the <i>Purchase</i> th the name ' <i>P</i> '	Order Detail sc SCNnnn'.

🔲 PCG Dist	=8991 R	el=13.01.00	02/21/201	13 PCW 001	C:\DEVSYS C	:\SECOND	WHITE	X
		P Page:	urchase 3	Order Entr Amount:	y - Invento 3,200.	ry Lines 00		PURC 0100
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Enter=Co	ontinue	, F8=Exit	to PO en	ntry, F17=	PrtScrn, F1	6=Restart	E13 E14 😡	13.01.00
F16	F18	F19				F28	F32	
Actio	n							
On P	age3	make th	e annroi	nriate en	ries in the	Quantity	Unit Description	on, and Unit I
fields	. The	Quanti	ty times	s the Uni	t Price wi	ll compute	the Total amour	t for the detai
If the -	datail	total		0.05 10.04 -	and the area	unah ana am	lon amount me	
ij ine	aeiaii	ioiai an	wunn al	starting	juai irie pi	ir chuse ora	ier amouni, pres. Iotail linas	(f 10
10 10-	enier		mounts	s, siariing	s on the fit	si page 0j t	ieiuii iines.	
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Scree	n) ma	y be sele	cted to	return to	the initial	Purchase	Order Entry scre	en.

	Page: 3 Amount: 5,3!	ntory Lines 55.81		PURC 01 00
Quantitu	Unit Description	Unit Price	Total	
27	bx 32131 - plumes	1.30	35.10	
28	ea 231 - cubes	1.35	37.80	
29	<u>cs 2 - ketchup</u>	1.40	40.60	
30	<u>bx 25 - mustard</u>		22.50	
31	<u>ea 464 - mayo</u>	1.21	37.51	
32	<u>cs 13213 - buns</u>	1.22	39.04	
33	<u>bx 56484 - hotdogs</u>	1.23_	40.59	
34	<u>ea 1234 - fries</u>	1.24_	42.16	
35	<u>cs 32131 - milk shake</u>		43.75	
36	<u>bx 121311 - onion rings</u>	1.26	45.36	
37	<u>ea 11111 - blizzard</u>		46.99	
	<u> </u>			
6		547 B11		
Enter=Con	ITINUE F8=EXIT TO PU entry, F17=PrtScrn,	FID=Restart		40 04 00
	F3 F4 F5 F6 F7 F8 F9 F	F10 F11 F12 F13	F14 FIE	13.01.00
	F18 F19	F28	F32	
<u></u>		1.25	1.22	
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			Purc Page: 3	chase Oi P	rder Ent	try - Inv	entory Li 355 81	.nes			PURC 01 00
			raye. (,	HHOUITC.	- 2,	355.01				
Quant	ity Un	it	Des	scriptio	on		Uni	t Price	e Tot	al	
	27 b	x 32131	1 - plume - cuboc	25				1.30	5	35.10	
	20 e	a 231 - 52 - 1	etchun					1.05	э 0	27.00	
	30 b	x 25 -	mustard					.75	5	22.50	
	31 e	a 464 -	- mayo					1.21	1	37.51	
	32 C	5 13213	3 - buns					1.22	2	39.04	
	33 D 34 o	х 50484 э 123л	4 - NOCOC - Fries	igs				1.23	մ հ	40.59 J2 16	
	35 c	5 32131	1 - milk	shake				1.25	5	43.75	
	36 b	x 12131	11 - onio	on rings	s			1.26	5	45.36	
	37 e	a 11111	1 - blizz	zard				1.27	7	46.99	
			\sim								
Enter	=Conti	nue , F	12=Valida	ate, F1	7=PrtScr	rn, F16=R	estart				
	=Conti F1 F2	nue , F	12=Valida	ate, F13 5 F6	7=PrtScr	rn, F16=Ri F8 F9	estart F10 F11	F12	F13 F14	FIE Q	13.01.00
Enter ENTER F F16	=Conti F1 F2	nue , F ⁻ F3 F19	12=Valida	ste, F1 F6	7=PrtScr F7 F	rn, F16=R F8 F9	estart F10 F11	F12 F28	F13 F14	F15 Q	13.01.00
Enter ENTER F	=Conti F1 F2	nue , F F3 F19	12=Valida	F17 F6	7=PrtScr F7 F	rn, F16=R F8 F9	FID FII	F12 F28	F13 F14	FIS Q	13.01.00
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Enter Fie Fie é	=Conti F1 F2 F1 F1 F1 F1 F1 F1 F1 F1 F1 F1 F1	nue , F ² F3 F19	12=Valida	validate	7=PrtScr F7 F	rn, F16=R F8 F9	estart F10 F11	F12 F28	F13 F14	F15 Q F32	13.01.00
Enter Fre F	=Conti F1 F2 F1 F1 tion ect F	nue F ³ F19 12 (]	12=Valida 54 5 F12 — V	validate	7=PrtScr F7 F e) to va	rn, F16=R F8 F9	estart F10 F11	F12 F28	F13 F14	FIE Q	13.01.00
	=Conti F1 F2 F1 F1 F1 F1 F1 F1 F1 F1 F1 F1 F1 F1 F1	nue F ³ F3 F19	12=Valida	validate	7=PrtScr F7 F e) to va	rn, F16=R F8 F9 alidate th	estart F10 F11	F12 F28 entrie	F13 F14	FIE Q	13.01.00
Enter Fie Fie E	=Conti F1 F2 F1 tion ect F	nue , F ⁻ F3 3 F19 12 (] <i>letail i</i>	12=Valida F12 – V	Validate	7=PrtScr F7 F e) to va led, pre	rn, F16=R F8 F9 alidate th	estart F10 F11 ne detail	F12 F2B l entrie	F13 F14	FIE Q F32	13.01.00
Enter Fie Fie E	=Conti T F2 FI tion ect F nore c ering	nue, F ⁺ F3 F19 12 (] letail i inform	F12 – V lines ard nation.	Validate Up to	e) to va	rn, F16=R F8 F9 alidate th ges are a	ne detail	F12 F28 entrie	F13 F14 es. o displa single F	FIE F32 Y anot P.O.	13.01.00
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Enter Fie F	=Conti F1 F2 F1 tion ect F hore c ering	nue F F3 B F19 12 (] letail l inform	F12 – V lines aro nation.	Validate <i>P need</i>	e) to va	rn, F16=Ri F8 F9 alidate th ess $enterges are d$	estart F10 F11 ne detail (ENT allowed	F12 F28 entrie	F13 F14 es. o displa single F	y anot	13.01.00
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	Action	
	Make a note of the Purchase Order Number assigned to the P.O.	
	Select (Enter) or (F16) to continue.	
	Select (F17 – Print Screen) to obtain a screen print of the Final screen. The screen print file will be available in the print queue with 'PSCNmmm'	l Purchase C the name

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29	Select FIG -Exit) to return to the <i>Financial Accounting & Rep</i> or select Master (Master) to return to the <i>Business Applications Master</i>	orting Master Menu, er Menu.

Procedure C: Creating a Purchase Order Using the PCGenesis_PO_Requisition.xls Spreadsheet

C1. Downloading the PCGenesis_PO_Requisition.xls Spreadsheet

Create the "PURCHASE" folder, and copy the purchase requisition spreadsheet to <u>each workstation</u> used in creating, importing, and saving purchase requisitions.

Step	Action
1	On the C:\ drive, create a folder entitled PURCHASE.

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Address 🛅 C:\Purchase			💌 🔁 Go
Name 🔺	Size Type	Date Modified	

Step	Action
2	Access the PCGenesis Purchase Order/Purchase Requisition Template (<i>PCGenesis_PO_Requisition.xls</i> spreadsheet) located at:
	http://www.gadoe.org/Technology-Services/PCGenesis/Pages/Financial-Accounting-and- Reporting.aspx

Step	Action
3	Save the PurchaseRequisition.xlt template to the Purchase folder created in Step 1.
	Do not change the filename in this step.

C1.1. PCGenesis_PO_Requisition.xls Spreadsheet – Example

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C2. Saving the PCGenesis_PO_Requisition.xls Spreadsheet as a Microsoft® Excel Spreadsheet/Workbook

* * * Attention* * *

To preserve the integrity of the PCGenesis_PO_Requisition.xls spreadsheet, PCGenesis users must ensure that the template is <u>first saved as a Microsoft® Excel</u> <u>spreadsheet/workbook</u> <u>with a filename</u> <u>other than "PCGenesis_PO_Requisition.xls</u>".

Based on the version of software used, file extensions such as Excel Workbook (*.xlsx), Excel 97-2003 Workbook (*.xls), Comma delimited (*.csv), and Excel 97-2003 Template (*.xlt), for example, may contain descriptions that differ from this document's instructions. Ensuring that the <u>filename</u> <u>description</u> selected, such as "Workbook", "Spreadsheet", and ".csv File" for example, corresponds to the file type indicated within the instructions prevents additional processing errors.

Step	Action									
1	Verify the PCGenesis_PO_Requisition.xls spreadsheet exists within <i>C:\PURCHASE</i> .									
	If the file or folder does not exist, refer to C1. Downloading the PCGenesis_PO_Requisition.xls Spreadsheet for the instructions.									
	Creating an additional folder within the "PURCHASE" folder using a naming convention similar to "PurchReqs_ABC" where ABC uniquely identifies the purchase requisition's contact, and allows for the easy identification of a particular user's files. When naming this additional folder however, be careful that the complete import file and pathname name does not exceed PCGenesis import file character limitations.									
2	Within Microsoft® Excel, access and open the PCGenesis_PO_Requisition.xls spreadsheet.									



Step	Action
3	Select \square (Save), or from the <i>Menu Bar</i> , select File \rightarrow Save As.
4	Within the Save in : field, navigate to the C:\PURCHASE or to the appropriate file location. Within the screenshot examples, a folder entitled "PurchReqs_CWJ" was created to identify the user's purchase requisition files.

 PurchReqs_CWJ
 Image: Search integration of the point of the poi

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Step	Action
5	School Level Users: Enter POMMDDYY_FacilitySchoolNameLUA#_RequestorName.xls, where <i>MMDDYY</i> is the current date, <i>FacilitySchoolNameLUA#</i> is the name of the facility and the GaDOE- assigned LUA code, and <i>RequestorName</i> is the name of the individual responsible for the submission of the purchase requisition.
	School District Level Users: Enter POnnnnnnn.xls , where <i>nnnnnnn</i> is the eight-digit school district- or system-specific identifier/requisition number.
6	Select the drop-down selection icon vithin the Save as type field and choose Microsoft Excel Workbook (.xls). Saving the file initially as a Microsoft® Excel spreadsheet/workbook simplifies making modifications for PCGenesis users.
7	Select Save (Save).

C3. Using the PCGenesis_PO_Requisition.xls Spreadsheet to Create a Purchase Order

****IMPORTANT****

Do not enter commas (,) in any of the Microsoft® Excel spreadsheet's data fields because doing so creates incompatibilities with the .csv file's format.

Step	Action
1	Access the Microsoft [®] Excel spreadsheet/workbook saved in C2. Saving the PCGenesis_PO_Requisition.xls Spreadsheet as a Microsoft [®] Excel Spreadsheet/Workbook.
	The PCGenesis Purchase Order/Purchase Requisition Template (PCGenesis_PO_Requisition.xls spreadsheet) may be accessed at: <u>http://www.gadoe.org/Technology-Services/PCGenesis/Pages/Financial-Accounting-and-Reporting.aspx</u>



Step	Action
2	Enter the purchase requisition number, up to eight (8) alphanumeric characters, in the Requisition number field.

Step	Action
3	Enter the date (MM/DD/CCYY) in the Date field.
4	For new vendors: Enter NEW in the Vendor number field.
	For existing vendors: Enter the vendor's number in the Vendor number field.
	After making either of these entries, PCGenesis highlights the remaining mandatory new and existing vendor field entries.
5	Enter the name of the individual who is either responsible for the requisition, or who is responsible for the creation of the requisition, up to thirty (30) characters, in the Requestor field.
6	Enter the purchase requisition contact's ten-digit telephone number in the Phone field.
7	Enter the name of the individual who is responsible for approving the requisition's purchase, up to thirty (30) characters, in the Approved by field.
8	Enter the vendor's name, up to thirty (30) characters, in the Vendor name field.
	For NEW vendors: Complete Steps 9 - 15 For EXISTING vendors: Skip to Step 16
9	Enter the vendor's ten-digit telephone number in the Phone field.
10	Enter the vendor's ten-digit fax number in the Fax field.
11	Enter <u>either</u> the vendor's Federal Tax Identification (Fed ID) <u>or</u> the vendor's Employer Identification Number (EIN) in the EIN field, or the employee's/vendor's Social Security Number (SSN) without dashes in the SSN field. <i>Making an entry in both fields generate the "*** Only SSN or Only EIN*** - **Don't fill</i>
	both** messages.
12	Enter the vendor's street address, up to thirty (30) characters per line, in the Address L1 and Address L2 fields where appropriate.
13	Enter the vendor's city, state code, and zip code in the separated City St Zip fields.
	The "City" field accommodates up to twenty-five (25) characters. The "Zip" field is formatted to accept Zip+4 code entries without dashes, and zip codes containing alphanumeric characters excluding dashes.
14	Enter the vendor's contact name, up to twenty (20) characters, in the Contact field.

Step	Action
15	Enter Y (Yes) or N (No) in the 1099 (Y/N) (1099 Vendor Yes/No) field.
	Entering Y (Yes) identifies the vendor as such, and causes PCGenesis to automatically generate a 1099 statement for the vendor when the statements are processed. Make a corresponding entry in <u>either</u> the EIN <u>or</u> the SSN field.
16	Enter the GaDOE-assigned facility code and the building code where appropriate, in the Bill to facility and the Bill to building fields.
	The Bill To Facility and Building field entries must be valid entries in the FACILITY file. Refer to Section B: Purchase Order Processing, Topic 4: Maintaining the Facility/Building Maintenance File for instruction where appropriate.
17	Enter the GaDOE-assigned facility code and the building code where appropriate, in the Ship to facility and the Ship to building fields.
	The Ship To Facility and Building field entries must be valid entries in the FACILITY file. Refer to Section B: Purchase Order Processing, Topic 4: Maintaining the Facility/Building Maintenance File for instruction where appropriate.
18	Enter the facility and building description, up to twenty (20) characters, in the Facility desc (Facility description) field.
19	Enter the name of the individual responsible for receiving the shipment, up to twenty (20) characters, in the Attention of field.
20	Enter identifying information relating to the request for the items indicated, up to thirty (30) characters, in the Order description field.
	Complete Steps 21 -22 for <u>each</u> account number charge line.
21	Enter the account number to which the order will be charged in the (Acct #) Yr Fund F Prgm Fnct Objct B Addt'l fields.
	Select the "Tab" key to advance to the subsequent account number entry fields. The fields' entries must be valid entries within the Account Master Description File. Refer to Section K: Account Master File Processing for instructions where appropriate.
22	Enter the total dollar amount for line item in the Amount field.
	The "*** Out of Balance *** message continues to display until all account charge totals and line item details correspond.

Step	Action
	Complete Steps 23 -24 for <u>each</u> inventory detail line.
23	Enter the total number of units ordered in the Quantity field, the two-character type of unit requested in the Unit field, the item's description, up to forty (40) characters, in the Description field, and the cost per unit in the Unit Price field.
24	The Ext Price is automatically calculated when the user exits the Unit Price field. The Ext Price is computed as the Quantity field times the Unit Price field entries.
25	Select \square (Save), or from the Menu Bar, select File \rightarrow Save. Ensure the file is saved with the ".xls/.xlsx (Excel Workbook) extension.
26	School Level Users: Based on local school district guidelines, submit the file to the local school district office personnel for processing.
	School District Level Users: Proceed to C4. Saving the PCGenesis Purchase Requisition Spreadsheet/Workbook as a .csv File.

C4. Saving the PCGenesis Purchase Requisition Spreadsheet/Workbook as a .csv File

Saving the Microsoft® Excel spreadsheet/workbook as a .csv file allows PCGenesis to read the PCGenesis_PO_Requisition.xls spreadsheet data. To support the interaction between the local school district's central office and individual schools, PCGenesis users must use extreme caution when electing to save this file with a different naming convention than recommended here. While this naming convention is a recommendation only, it is intended to ease the possibility of file mix-ups during processing.

Step	Action
1	Access the Microsoft® Excel spreadsheet/workbook identified in C3. Using the PCGenesis_PO_Requisition.xls Spreadsheet to Create a Purchase Order.
2	After From the <i>Menu Bar</i> , select File \rightarrow Save As .
3	Within the Save in: field, navigate to the C:\PURCHASE or to the appropriate file location.

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Step	Action
4	Select the drop-down selection icon \checkmark within the Save as type field and select <i>CSV</i> (<i>Comma delimited</i>)(*. <i>csv</i>).



The following window displays:

Step

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6 Select Save (Save). If the "Microsoft Office Excel – The selected file type does not support workbooks that contain multiple sheets." dialog box displays, select OK (OK). The following dialog box displays:

Microsoft	Microsoft Office Excel									
٩	081808_GaDOE1234_CWJones.csv may contain features that are not compatible with CSV (MS-DOS). Do you want to keep the workbook in this format? • To keep this format, which leaves out any incompatible features, click Yes. • To preserve the features, click No. Then save a copy in the latest Excel format. • To see what might be lost, click Help.									

Do not become alarmed, this Dialog Box always displays.

Step	Action
7	Select \underline{Yes} (Yes).
8	From the <i>Menu Bar</i> , select File \rightarrow Close to close the current file <u>or</u> select File \rightarrow Exit to completely exit Microsoft® Excel.
	The .csv file must be closed before it can be imported into PCGenesis.

The following dialog box displays:

Microsoft	Office Excel
⚠	Do you want to save the changes you made to '081808_GaDOE1234_CWJones.csv'?
	Yes No Cancel

Step	Action
9	If no additional modifications were made since Step 5: Select (No).
	For additional modifications since Step 5: Select Yes, and repeat <i>Steps</i> $1-5$ to save the file.

Procedure D: Entering a Purchase Order into PCGenesis by Loading the .csv File

PCG Dist=8991	Rel=17.03.00 09/15/2017 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
	Financial Accounting & Reportin	ıg	MASTER1
FKe	y Master Menu		
1	- - Pudget Account Monter Menu		
2	Duuget Account Master 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 Deporting & Month/Vr-End Cloce 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 Beorganization		
Master Userlict			13.04.00
	PAY VEND		
Action			
Action			
Select	(F2 - Purchase Order Processing Menu))	

	PCG Dist=8991	Rel=17.03.00	09/15/2017 PCV	V 001 SV C:\DEV	SYS C:\SECOND		WHITE	
			Fina	ancial Accour	nting & Repo	rting		PROOP
	FKeg	,	F	Purchase Orde	er Processing	9		
	1 2 3 5 6 7 7 8 9 10 11 11 13 14 15	- Purchas - Enter Pu - Close/Ca - Print Pur - List All F - List Can List Open Pu - Facility 3 - Facility 3 - Account - Vendor N - Purchas - Claim Pi - Vendor N	e Order Inquiry rchase Order uncel Purchase chase Orders urchase Orders celled Purchase rchase Orders Sequence Number Sequence ame Sequence orders Sequence orders Main ocessing Men Maintenance	Y e Orders rs se Orders s: ence ce tence tenance Menu tu				
Mas F16	ter ^{User} list P Ques Vores	PAY VEND MONITOR MONITOR						17.03.00
	Action							
	Select 2	(F2 -]	Enter Pure	chase Orde	er).			

			/1 /////	10.01.00	04/10/2			SV CIUEN	/SYS C:\	SECOND		WH	ITE		
						PU	rcnase	e oraer	Entry						PORCOTOO
	LOAD	rom t	116%		Ц										
	Enter	ſo Val	idate							F16 to	D Exit	ŧ,			
EÌ	Enter F	Fo Val 1 F2	idate F3	F4	F5	FG	F7	F8 F9	F10	F16 t (F12	t F13 F	14 FIS	~	18.02.00
E F	Enter F	Fo Val 1 F2 F 1	idate F3 F19	F4	F5	F6	F7	F8 F9	F10	F16 t (F 12 F28	t F13 F	F14 _{F15} Q F32	2	18.02.00
Đ	Enter F	Fo Val 1 F2 3 F18	.idate 2 F3 8 F19	F4	F5	F6	F7	F8 F9	F10	F16 t (F12	t F13 F	F14 F15 C		18.02.00
EF	Enter F F Act	ro Val 1 F2 7 F18 ion	.idate 2 F3 B F19	F4	F5	F6	F7	F8 F9	F10	F16 t 0	F12 F28	t F13 F	F14 F15 C	2	18.02.00

<u>C:\PURCHA</u>	<u>SE\P000000</u>	001.CSV			F10=B	nuse fi	nr file			
					110-01	owse II				
	=Validate, F2 F3	F10=Brow	se, F16=Ex	it F8	F9 F10	F11 F	F12 F13	F14 m	2	18.02.0
V	12 10				10 110			F15		

Step	Action
4	Select F10 (F10 - Browse for file), and navigate to the . <i>csv</i> file saved in <i>C4</i> . Saving the <i>PCGenesis Purchase Requisition Spreadsheet/Workbook as a .csv File</i> .
	For F10 (F10 – Browse for file) selections, PCGenesis defaults the Browse window to the .csv file type where appropriate. PCGenesis users may select either the CSV (Comma delimited) (*.csv) or the All Files (*.*) options from the drop-down file listing for Files of type selection. PCGenesis displays a warning message dialog box when an import filename does not contain the .csv file extension.
5	Select (Enter) twice.

For **import file errors**, the following is an example of an import file error screen:

	PCG	Dist=899	1 Rel=1	8.01.00	04/16/2	018 PCV	V 001 S	C:\DEVSYS	6 C:\5	ECON)	v	VHITE		- 0 X
				F	Purchas	o Orda	er Enti	n Unload	l Fro	m Fil	0				PURC 01 00
				•				y oproud							
E	nter	the up	load fi	ile pa	ath and	i name	(e.g.	C:\PURCH	IASE\	POnnn	nnnn	.csv)			
C	:\CLA	IMS\CL	A I M2 017	7 JUL 01	U20.1										
*	** ER	RORS F	DUND -	CSV f	ile ca	nnot I	oe load	led ***							
E	rror:	Impor	t file	missi	ing V (Vendor	·) line								
E	rror: rror:	Impor Impor	t file t file	must must	have a have a	nt leas nt leas	st1ao st1u	count li: t line:	.ne item						
ENT	F1	7=Prin	t Scree	en, F	16=Car	ncel			F 10		510	510	-		10 00 00
	₩ F	1 F2	F3	F4	F5	F6	-7 Fi	3 F9	F10	F11	F12	F13	F14	F15	10.02.00
F16	! €</th <th>3 F18</th> <th>F19</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>F28</th> <th></th> <th></th> <th>F32</th> <th></th>	3 F18	F19								F28			F32	

For **successful file imports**, the following screen displays:

	A P	CG Dist	=8991	Rel=18	3.01.00	04/16/	2018 F	CW 00:	1 SV C	:\DEVS\	(S C:\(SECON)	٧	VHITE			x
					F	urcha	nse Or	der E	intry	Uploa	d Fra	m Fil	e				PURC 0	00
	Ente	er the	uplo	oad fi	ile pa	ith ar	nd nar	ne (e.	.q. C:	\PURC	HASE	POnnn	nnnn	.csv)	I			
	C:\P	URCHA	SE\55	5 FINA	NCE T	EST F	O NEW	I VEND	OR.CS	:U								
	***	TMPOR	T FII	E SIII	CESSE	- 111 I Y	LOADE	D ***										
Ì	-				02001	ULLI	Lond											
I																		
		Enter	tof	ontir	nue													
		F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	FIS Q	18.02	. 00
I	F16	8	F18	F19									F28			F32		

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Step	Action
6	For successful file imports – existing vendor entries: Select (Enter) to continue, and proceed to <i>Procedure D1</i> . Successful File Imports for Existing Vendor Information.
	For successful file imports – <u>new</u> vendor entries: Select (Enter) to continue, and proceed to <i>Procedure D2</i> . <i>Successful File Imports for "NEW" Vendor Information</i> .
	For import file errors: Screen-print the *** <i>Errors Found – CSV file cannot be loaded</i> ***
	screen, and select $\mathbf{F16}$ (F16 – cancel) to cancel the import process.
	Select (F17 – Print Screen) to obtain a screen print of the <i>Purchase Order Entry Upload from File</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.
	Refer to Appendix A: Purchase Order Entry and .csv Import File Error Processing and to Appendix B: Purchase Order Entry .csv File Format Requirements for additional error message examples, and for additional information to aid in the correction of errors. After correcting the error(s), repeat this procedure beginning at Step 1.

D1. Successful File Imports for Existing Vendor Information

The following screen \underline{may} be displayed when the vendor name on the import file does not match the vendor name on the VENDOR file:

A PCG Dist=8991 Rel=18.01.00 04/16/2018 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
Vendor Name Does Not Match VENDOR File PURC0100
Hendor number on import file: 65 💌 HOME DEPOT INC.
The vendor name entered on the import file does not match the vendor name associated with the vendor number on the import file.
If the vendor number is correct, press ENTER to continue processing.
If the vendor number is NOT correct, but the correct vendor number exists on the VENDOR file, select the correct vendor number and press ENTER to continue processing.
Otherwise, F32 will allow the user to exit the program and edit
the import file.
ENTER to Validate F32 to Exit Program
F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F14 F13 F14 F13 F14 F13 F14 F13 F14 F13 F14 F14 F13 F14 F14
16 F18 F19 F28 F32
Action
ENTER 2
If the vendor number is correct: Select (Enter) to validate.
If the vendor number is incorrect, but the correct vendor number exists on the
VENDOR file: Select the dron down selection icon vithin the Vender number

Step

7

import field to choose the correct vendor number from the VENDOR file. Select **(Enter)** to validate.

Select **F32** (**F32** to Exit Program) to exit the purchase requisition import procedure altogether, or to modify the purchase requisition import file, and to repeat this procedure beginning at Step 1.

PCG E	Dist=8991 Rel=18.01.	00 04/16/2018	PCW 001 SV C:	DEVSYS C:\	SECOND	WHI	TE	
		Vendor	'Name Does	Not Match	VENDOR F	ile		PURC 01 00
llandar	pumber op imp	aut Cilo.			-			
venuor	number on Imp	ort file:	55 VE	0000 00000	2			
Vendor	name on impor	t file: VI	ENDOR 00005	5				
	The vendor na name associat	me entered or ed with the v	n the impor vendor numb	t file doe er on the	s not mat import fi	ch the v le.	endor	
	If the vendor	number is co	orrect, pres	ss ENTER t	o continu	e proces:	sing.	
	If the vendor	number is NO)T correct.	but the c	orrect ve	ndor num	ber	
	exists on the	VENDOR file	, select th	e correct	vendor nu	mber and	press	
	the import fi	2 will allow Le.	the user t	o exit the	program	and edit		
	to Save F16	to Reenter	F32 to Ex	it Program		1 1		10 00 00
F	F2 F3 F	4 F5 F6	F7 F8	F9 F10	F11 F12	F13 F1	14 F15	18.02.00
F16	F18 F19				F28		F32]
								-
Acu	on							

Step	Action
8	Select Enter) to save the vendor number, and continue.
	Select (to Reenter) to reenter the vendor information.
	Select F32 (F32 to Exit Program) to exit the purchase requisition import procedure altogether, or to modify the purchase requisition import file, and to repeat this procedure beginning at Step 1.

Step 9

rchase	Drder	Entry	UE UE	endor	: <u>55</u>	PCW 001		C:/DEV3	rs C:\	SECONL	,		WHILE				PURC 01 00
υυτρυτ	: 0=0	ther 💌	I														
Bill to	- Fac	ility	: 195	Bui	ldin	g: <u>1</u>							(F18)			
Ship to	- Fac - Iami		: <u>20</u> 1 1 dor	BUI	1010	ig: <u>1</u>	ocer	intion	- 516	IONCE	- 15	т ро	(119) DN dat		1. Z OC	/2819
	. <u>Janı</u>	e bui.	ruei		-	B	enui	sition	. #:	INTICL	1123	51 10		Amnunt		47 05	5355-81
Yr Fnd I	F Prqm	Fnct	Objct	Fct	ψB	Addt'1		Amou	int								
<u>18 100 </u>	<u>1011</u>	1000	432.00	19	51			5	336.8	1							
<u>18 100 </u>	<u> 1011</u>	<u>1000</u>	44222	<u>19</u>	51				1.0	0							
<u>18 100</u>	<u>1011</u>	<u>1000</u>	44300	19	51				1.0	0							
<u>18 100</u>	<u>1011</u>	1000	6100	19	51					10							
<u>18 100</u> . 10 100	<u>1011</u>	1000	01041	19	21				1.0	10							
10 100	1011	1000	615.00	1 10	21				1.0	10							
18 100	1011	1000	61680	1 10	ź <u>†</u>				1.0	10							
18 100	1021	1000	432.00	19	51				1.0	00							
18 100	1021	1000	44222	19	51				1.0	0							
<u>18 100</u>	1021	1000	44300	19	51				1.0	10							
<u>18 100 </u>	<u>1021</u>	<u>1000</u>	<u>6100</u>	<u>19</u>	51				1.0	0							
<u>18 100</u>	<u>1021</u>	<u>1000</u>	<u>6104</u> 1	19	51				1.0	0							
<u>18 100</u>	<u>1021</u>	<u>1000</u>	<u>6110</u>	<u>19</u>	51				1.0	0							
<u>18 100</u>	<u>1021</u>	1000	6150	19	<u>2</u> 1				1.	10							
<u>18 100</u> 10 100	<u>1021</u>	1000	01000	<u>19</u>	21				1.0	10							
18 100	1450	2500	61000	801	0 1				1.0	10							
18 100	1450	2500	6100	801	ŏ 1				1.0	0							
18 100	1450	2500	6100	801	01				1.0	0							
					_					_							
							_		_				_				
nter To	Valid	ate	F17=F	rtSc	rn	F18=Se	lect	Bill	IO F	19=Se	lect	Ship	ſO	F16	to E	xit	40 00 00
😽 F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15			18.02.00
(-	F18	F19									F28			F32			
	1					1		1	1				1	1	-		
A (8																	
Actio	n																
		-															

Select (Enter) to validate the entries.

Select (F17 – Print Screen) to obtain a screen print of the *Purchase Order Entry* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

🖪 PCG E	Dist=8991	Rel=18	.01.00 (04/16/2	018 P	CW 00:	1 SV C	:\DEVSY	S C:\S	SECOND		٧	VHITE			
Purchase	e Order	Entry	Ve	ndor		55	U	ENDOR	0000	55	.					PURC 01 00
PO Outpu Bill t Ship t	it: 0=0 :0 - Fac :0 - Fac	other 💌	 : 195 : 201	Bui] Bui]	.ding .ding	1 9	S MITH MITH	MITH, SCHOO	GA L 019 L 020	15 11		3	(F18) (F18) (F19))))0 data		105 (2040
	IT: Jah	TG BUT	Tuer			F	Renuis	ition	#: A	RCD-12	3	IPU		v uate: Amount:	4	5355-81
Yr Fno	I F Prq	m Fnct	Objct	Fctu	BA	ddt']		Amou	nt		Â	cct B	al A	ter Ent	ry	2022101
18 100	101	1 1000	43200	195	1			5	336.8	1			- 29	143.97-	1	
18 100) 101 [.]	1 1000	44222	195	1				1.0	0			-	449.40		
18 100) 101	1 1000	44300	195	1				1.0	0				5181.25		
18 100) 101	1 1000	61000) 195	1	1	I		1.0	0				203.00-		
18 100	101	1 1000	61041	195	1				1.0	0			-	004.00-		
18 100	1 101	1 1000	6110	1 195					1.6	ម				4.00-		
18 100	1 101	1 1000	01500	1 195					1.0	10				35.00-		
18 100	101	1 1000	01000	195					1.0	10				7987.00 007 00		
10 100	J 102 3 102-	I IUUU 4 4000	43200	1 193					1.0	10				1987.00 1706 99		
18 100) 102) 109-	1 1000 1 1000	44222	1 201					1.0	10				790.33		
18 100	105	1 1000	64100	1 1 1 1	11				1.0	10			12	1700 00		
18 100	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 1000	61041	199	1				1.6	เด				578.00-		
18 100	105	1 1000	6160	10	i i				1.0	0				1.00-		
18 100	105	1 1000	61500	100	1 1				1.0	0				1.00-		
18 100) 102 [.]	1 1000	61600	195	1				1.0	0			59	962.25-		
18 100	105	1 1000	61200	100	1 1	1	1		1.8	0				1.00-		
18 100) 108 [.]	1 1000	44222	201	1				1.0	0			5	5251.73		
18 100) 108 [.]	1 1000	44300	0 201	1				1.0	0				184.25		
18 100	121	0 2210	58000) 100	1				1.0	0				1.00-		
					0.0055	EVE					_		C			J
н н	gniigh	ceo ba	Taucea	are c+-	OVER	-EXPE	NUED!	Indi	cate 547-	allowa	nce Source	or re	tusa.	LT		
ENTER .		L 50	54	r 1ª	HLLU	w, r5	-Ke-E	l roll	r 17=	TTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTT	sure	ell				19 02 00
₩ F	F2	+3	F4	F5	16	F7	1-8	1-9	FIU	F11	FTZ	113	114	F15		10.02.00
F16	F 18	F19									F28			F32		

Step	Action
10	If the data entered is correct, the <i>Purchase Order Confirmation</i> screen displays and will contain the account balances <u>after</u> the encumbrance of this purchase order. The unencumbered balance for the account(s) are examined for adequate balances(s). If the balance is available, the purchase order amount will be encumbered (reserved). If there is an insufficient balance, the user is notified and has the option to accept or reject the over-expenditure. Any balances that are OVER-EXPENDED will be highlighted and a message will be displayed.
	If the balance contains a negative (-) amount, the " <i>Highlighted balances are over-expended!</i> <i>Indicate allowance or refusal!</i> " message will be displayed. The following Fkey options will become available: F1 = Allow, F5 = Re-enter, F17=Print screen. To accept the over-expenditure, select F1 (F1 - Allow). To reject the over-expenditure, select F5 (F5 - Re-enter) and return to <i>Step 9</i> to re-enter the account's information. Select F1 (F17 – Print Screen) to obtain a screen print of the <i>Purchase Order Entry</i> screen.
	The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.
	To accept the over-expenditure, select F1 (F1 - Allow), and then ENTER (Enter - Continue) to update the entries.

A PCG Dist=8991 Rel=18.01.00 04/16/2018 PCW 001 SV C:\DE	/SYS C:\SECOND	WHITE	
Purchase Order Entry - I Page: 1 Amount:	nventory Lines		PURC 01 00
Tage. I mount.	5,055.01		
Quantity Unit Description	Unit Price	Total	
<u>10bx 123456 - Test Purchase Order</u>		9.90	
<u> </u>	.50	.50	
<u> 2 cs 2345 – Pigs </u>		1.50	
<u> </u>	1.00	3.00	
<u> 4 ea 4567 – Rats </u>	2.00	8.00	
<u> </u>		15.00	
<u>6</u> <u>ea</u> <u>6789 - Snails</u>	45.00	270.00	
<u> </u>	5.00	35.00	
<u>8 gr 8901 - Meow</u>	<u> </u>	48.00	
<u> </u>		03.00	
<u>10 DX 1111 - НИННИННИН</u>	8.00	80.00	
<u>11</u> <u>ed</u> <u>2222 - BBBBBBBB</u>	<u> </u>	400.00	
$\frac{12}{12} \frac{13}{12} 13$	11 88	1120.00	
1h op 5555 - 5555555	12 88	169 88	
15 by 6666 - EEEEEEE	12.00	105.00	
		6/ 00	
	14.00	238 88	
18 or 9909 - IIIIIIIIII	15 00	270.00	
19 ea 1212 - JULUUUUU	16.00	304.00	
20 bx 1313 - KKKKKKKKKKKK	17.00	340.00	
21 ea 1414 - LLLLLLLLLLLLL	14.00	294.00	
22 cs 1515 - MMMMMMMMMMMMMM	18.00	396.00	
23 gr 1616 - NNNNNNNNNNNN	19.00	437.00	
24 ea 1717 - 00000000000	20.00	480.00	
25 gr 1818 - PPPPPPPPPPP	22.00	550.00	
Enter=Continue, F8=Exit to PO entry, F17=PrtSc	rn, F16=Restart		
🐨 F1 F2 F3 F4 F5 F6 F7 F8 F9	F10 F11 F12 F	13 F14 _{F15} 🔍	18.02.00
"두 🚑 F18 F19	F28	F32	

Step

11

Action

Select (Enter) to continue.

Enter up to twenty six (26) description detail lines for the purchase order on a single page, and additional pages as necessary. Up to 15 pages are allowed for a single P.O. Select ENTER to compute the totals and display them. If more detail lines are needed, press ENTER to display another screen. Continue entering information. At any time during the entry of purchase order detail, F8 may be selected to return to the initial Purchase Order Entry screen. If there are no more detail lines, select F12 to validate the purchase order detail amount. If the detail total amount does not equal the purchase order amount, press F16 to re-enter correct amounts, starting on the first page of detail lines. Once the amounts are correct, press F28 to post the purchase order detail.

At any time during the entry of purchase order detail information, **F8** (**F8** - Exit to PO Entry Screen) may be selected to return to the initial Purchase Order Entry screen.

PCG Dist=8	991 Re	I=18.01.00	04/16/	2018 F	CW 00	1 SV C	:\DEVS)	/S C:\!	SECONE)	٧	VHITE		
		Рале	Purcha	ise Or	der E	Entry	- Inv	entor	y Lin 1	es				PURC 01 00
		ruge			mou			055.0					_	
Quantity l	Jnit		Descr	iptic	n _				Unit	Pric	e	Tota	al	
10	bx 12	3456 -	lest P	urcha	ise Or	rder				-9	9		9.90	
1	ea 78	90 - Un:	LCORN	Horns						-5	ម		.50	
2	CS 23	45 - P1	gs								5		1.50	
3	gr 34	56 - Ea	rs -							1.0	ម		3.00	
4	ea 45	67 - Ra	ts							2.0	0		8.00	
5	bx 56	78 - Ca	ts							3.0	0		15.00	
6	ea 67	89 - Sn	ails							45.0	0	2	70.00	
7	CS 78	90 - Do	js							5.0	0		35.00	
8	gr 89	01 - Me	DW							6.0	0		48.00	
9	ea 90	12 - GR	RRRR							7.0	0		63.00	
10	bx 11	11 - AA	AAAAAA	IAAA						8.0	0		80.00	
11	ea 22	22 - BB	BBBBBB	1						9.0	0		99.00	
12	cs 33	3 - CCC	ccccc	00						10.0	0	13	20.00	
13	gr 44	44 - DD	DDDDDD	D						11.0	0	1	43.00	
14	ea 55	55 - EE	EEEEE	EE						12.0	0	10	68.00	
15	bx 66	66 - FF	FFFFF	F						13.0	0	- 19	95.00	
16	ea 77	77 - GG	GGGGGG	G						4.0	0		64.00	
17	CS 88	88 - HH	ннннн	нннн						14.0	0	23	38.00	
18	gr 99	99 – II	[]]]]]]]]]]]]]]]]]]]	IIIII						15.0	0	2	70.00	
19	ea 12	12 - JJ	111111	1111						16.0	0	3	04.00	
20	bx 13	13 - KK	KKKKK	KKKK						17.0	0	3-	40.00	
21	ea 14	14 - LLI	LLLLL	LLLL	L					14.0	0	2	94.00	
22	cs 15	15 - MM	иммими	иммим	IMM					18.0	0	3	96.00	
23	gr 16	16 - NN	иннин	INNNN	INN					19.0	0	- 40	37.00	
24	ea 17	17 - 00	000000	0000						20.0	0	- 4	80.00	
25	gr 18	18 - PP	РРРРР	РРРР	•					22.0	0	5	50.00	
	-													
Enter=Cont	tinue 🕻	F12=Va	Lidate	F17	=PrtS	Sern,	F16=8	lestar	t					
ENTER F1	F2 F	3 F4	E5	FG	F7	F8	E9	F10	F11	F12	F13	F14	Q	18.02.00
	10 E1	19								E20			F15 -	
F16	10 F	13								FZ0			FGZ	

Step Action

12

Select F12 (F12 – Validate) to validate the detail entries.

If more detail lines are needed, press (ENTER) to display another screen. Continue entering information. Up to 15 pages are allowed for a single P.O.

If the detail total dollar amount does not equal the purchase order amount, select F16 - Restart) to re-enter the correct amount(s) on the Purchase Order Detail screen, starting on the first page of detail lines.

Select F17 – Print Screen) to obtain a screen print of the Purchase Order Detail screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

PCG E	ist=8991	Rel=1	8.01.00	04/16/	2018	PCW 00	01 SV C	:\DEVS\	/S C:\{	SECON	D	١	NHITE			
			P Page	urcha 1	ase O	rder Amou	Entry nt:	- Inv 5	entor	y Lir	nes					PURC 01
			. uge .			miou		-,	05510					_		
Quanti	ty Uni	.t		Desci	ripti	on				Unit	: Pri	ce	Tot	:al	-	
	10 02	1234	20 - I	est H	rurch	ase U	rder					99 50		9.9	ប	
	1 ea	1 7890	- UN1	corn	Horn	5						50			0	
	2 05	9164	- F19	S							- 4 ⁻	75 88		9.0	0 0	
	a gr	5450	- Car	-								00		0.0	0 0	
	5 hs	5678	- Cat								3	88		15 0	9	
	6 62	6789	- 504	ils							45	66		70 0	a	
	7 69	7890	- Doo	15							5.	ดด		35.0	ด	
	8 01	8901	- Meg	w							6.	00		48.0	0	
	9 ea	9012	- GRR	RRRR							7.	00		63.0	9	
	10 b>	: 1111	- 888	AAAAA	AAAA						8.	00		80.0	0	
	11 ea	2222	- BBB	BBBBB	В						9.	00		99.0	9	
	12 cs	333 -	- cccc	CCCCC	CCC						10.	00	1	20.0	0	
	13 gr	4444	- DDD	DDDD	DD						11.	00	1	43.0	9	
	14 ea	5555	- EEE	EEEEE	EEE						12.	00	1	68.0	0	
	15 bx	6666	- FFF	FFFFF	FF						13.	00	1	95.0	0	
	16 ea	7777	- GGG	GGGGG	GG						4.	00		64.0	9	
	17 CS	8888	– HHH	нннн	нннн	_					- 14 -	00	2	238.0	0	
	18 gr	9999	- 111	IIII		I					15.	00	2	270.0	0	
	19 ea	1212	- 111	11111	1111						16.	មម		104.0	ប	
	20 03	1313	- KKK	RKKK	KKKKK	к					17.	00		40.0	0	
	21 ea 22 ac	1 1414 • 4646	- LLL	LLLL		LL					14.	00	2	94.0	0	
	22 US 22 av	1515	- PIPIP	1141441411 1515151515	TETETET SISISISISISI	PIPIPI NININI					18.	00		190.0 197 A	0 0	
	zə yr Əlı o:	1010	- 000		10000						20	00	Ĵ	137.U 198 8	ย ด	
	24 ec 25 ni	1818	- PPP	PPPPF	PPPPP	р					20.	66		50.0	9	
	co gi	1010		~~~					D	etail	tot.	al:	53	55.8	1	
F17	=PrtSc	rn. F	28=Upd	late	F16=	Resta	rt		-							
ENTER F	F2	E3	E4		FG	E7	F8	F9	F10	E11	F12	F13	E14		2	18.02.
		E10									500			F15 1	<u></u>	
F16 🕶 🧉	F18	1-19									F28			1-3,	2	
Acti	on															
C al-	et F	28	E-10	ТT	a da t	-) (-		41		- 1		مەلە				
	CI I		r ZX	— U1	ndat	eite) DOSI	тпе	Dilra	enas	e or	aer				
PCG Dist=8991 R	el=18.01.00 04/16/2018 PCW 001 SV C:\DEVSYS	C:\SECOND WHITE	_ D X													
-----------------	--	---------------------------------	---------------													
			PURC 01 00													
		_														
	Purchase order number:	162														
	Amount: 5,3	355.81														
	Vendor: 55															
	Assigned to: VENDOR 000055 0045 VENDOR STREET															
	SMITH, GA	33333														
	F17=Print Screen, ENTER or	r F16 to Continue														
F1 F2	F3 F4 F5 F6 F7 F8 F9 F1	0 F11 F12 F13 F14 F15 F12	18.02.00													
16 -		120 132														
Action																
Make a not	e of the Purchase Order Num	ber assigned to the P.O.														
ENTER																
Select	$(Enter)$ or $\underline{F16}$ (F16) to co	ontinue.														
Select 🔿	(F17 – Print Screen) to obtai	n a screen print of the Finc	ıl Purchase O													
	• • • • • • • • • • • • • • • • • • • •	11 • 11 • 1	<i>d</i> (D)													

Load from file? <u>N</u>	
FIG F1 F2 F3 F4 F3 F6 F7 F6 F3 F10 F11 F12 F13 F14 F15 €	
)

ſ	PCG Dist=8991 Rel=17.03.00 09/15/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Financial Accounting & Reporting	PR 00P
	Financial Accounting & Reporting FKey Purchase Order Processing 1 - 1 - 2 - 3 - 3 - 5 - 6 - 1 - 1 - 2 - 1 - 2 - 1 - 2 - 2 - 1 - 2 - 3 - 1 - 2 - 2 - 3 - 2 - 2 - 3 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 3 - 2 - 3 - 2	P K 00P
Step	Master Userlist PAY MONTOR MONTOR	17.03.00
16	Select FIG (F16 -Exit) to return to the <i>Financial Accounting & Rep</i> or select Master (Master) to return to the <i>Business Applications Master</i>	orting Master Menu r Menu.

D2. Successful File Imports for "NEW" Vendor Information

For successful file imports with "NEW" vendor entries, the following screen displays:

	sey key:		000055			S	status	• <u>A</u>			
	Haaress:										
	City:				State		Zip:			PO Outout:	0_0ther
	Remit to - Address:									ro oucpuc.	
	City:		Cor	taat.	State	:	Zip:			_	
	FAX:		01	ILACL:					-		
	Email:										
	Fed ID (Y/N):	_ F	ed W9: N,	/A		•]	Fed L	LC Ty	pe: N/A	•
	SSN / Fed ID:	0000000	<u>00</u>				E-U	Verify	, numb	er:	_
	4000 (11/11) -					A	uthor	izati	lon Da	ite:	
	1099 (Y/N): Name control:	Ы									
	Foreign indicator:	N									
	One item new checks	N / U / NN									
	one riew per check.	<u>n</u> (1711)									
	NOTE: If you thi	nk that t	this vendo	or is a	lread	ly in	the s	yster	n, F16	will	
	allow the Otherwise	user to s F32 will	select an 1 allow ff	existi Ne User	ng ve to e	endor exit t	and c he nr	omple: onran	ete th 1 and	e PO. edit	
	the import	file.	ENTER will	conti	nue t	to ADD) the	venda	or.	cure	
		7 to Dui	nt Coucon								
	E4	/ LO PETI	ne screen	• on PO	scre	en	F3	2 to	Exit	Program	
T	F1 ER to Validate F1	6 to Lool	kub Vendor					E12	F14	E 4E	18.02.00
IT 7	F1 ER to Validate F1 F1 F2 F3 F4	6 to Look F5 F6	F7 F8	F9	F10	F11	F12	L L D			
1T 7 3	F1 F1 F2 F3 F4 51 F18 F19 F19 F19 F19	6 to Lool F5 F6	F7 F8	F9	F10	F11	F12 F28	FIS		F32	

Step 17

To select a different vendor: Proceed to D2.2. Purchase Requisition Import – Selecting a Different Vendor's Information.

Select F17 – Print Screen) to obtain a screen print of the Add Vendor screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

Select **F32** (**F32** to Exit Program) to exit the purchase requisition import procedure altogether, or to modify the purchase requisition import file, and to repeat Procedure D beginning at Step 1.

D2.1. Purchase Requisition Import – Accepting the Defaulting Vendor's Information

	A PCG Dist=8991 Rel=18.01.00 04/16/2018 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
	PURC0100 Add Vendor - 'NEW' Specified on the Import File
	Name: OFFICE MAX Status: Seq key: OFFICE MAX Status: Address: 1 MEST FIRST STREET SUITE 1000 SUITE 1000
	City: ATLANTA State: GA Zip: 30000
	Remit to - Address:
	Fed ID (Y/N): ¥ Fed W9: C=C corporation ▼ Fed LLC Type: N/A ▼
	SSN / Fed ID: 111225555 E-Verify number: Authorization Date:
	1099 (Y/N): Y Name control: <u>OFFM</u> Foreign indicator: <u>N</u>
	One item per check: <u>N</u> (Y/N)
	NOTE: If you think that this vendor is already in the system, F16 will allow the user to select an existing vendor and complete the PO. Otherwise, F32 will allow the user to exit the program and edit the import file. ENTER will continue to ADD the vendor.
F	F17 to Print Screen F32 to Exit Program F16 to Lookup Vendor on P0 screen F32 to Exit Program F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F18 P18 P18 P18 P19 P10 P10 P11 F12 F13 F14 F32 P18 P18 <t< th=""></t<>
ep	Action
18	Make any desired changes to the vendor's information, and then select [ENTER] (Enter) twice
	Select <i>(F17 – Print Screen) to obtain a screen print of the Add Vendor screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.</i>
	Select F32 (F32 to Exit Program) to exit the purchase requisition import procedure

The following dialog box displays:

beginning at Step 1.

	Save	Data? 🛛 🛛 🔊	
	1	Are you sure you want to create this vendor?	
		Cancel	
Ston	Action		
Step	ACUOII		
19	Select OK (OK).		

altogether, or to modify the purchase requisition import file, and to repeat Procedure D

•

PO Output: E=emai											
Bill to - Facil Ship to - Facil	ity: <u>195</u> ity: <u>201</u>	Buildin Buildin	g: <u>1</u> g: <u>1</u>					(F18 (F19)		
Attn of: <u>Jamie</u>	Builder		D	escript	ion: <mark>FIN</mark> ion #•	ANCE -	TEST P	0	PO date	: 4/0	5/2018 5355 91
Yr Fnd F Prqm F	nct Objct	Fcty B	Addt'l	equisic A	mount		-		niloune.		5555.01
<u>18 100 _ 1011 1</u>	<u>000 43200</u>	<u>195</u> 1			5336.8	1					
$\frac{18}{19} \frac{100}{1911} \frac{1011}{1911} \frac{1}{1911}$	<u>000 44222</u>	195 1			1.0	0					
18 100 _ 1011 1	000 44300	195 1			1.0	0					
<u>18 100 _ 1011 1</u>	000 61041	195 1			1.0	0					
<u>18 100 _ 1011 1</u>	<u>000</u> <u>61100</u>	195 1			1.0	0					
$\frac{18}{19} \frac{100}{1011} \frac{1011}{100} \frac{1011}{1011} \frac{1}{100}$	000 61500	195 1			1.0	<u>8</u>					
	000 43200	195 1			1.0	0					
<u>18 100 1021 1</u>	000 44222	195 1			1.0	0					
$\frac{18}{100}$ $\frac{1021}{1001}$ $\frac{1}{1001}$	000 44300	195 1			1.0	0					
<u>18 100 1021 1</u> 18 100 1021 1	<u>000 61000</u> 000 61041	<u>195</u> 1 195 1			1.0	<u>0</u>					
<u>18 100 1021 1</u>	000 61100	195 1			1.0	0					
<u>18 100 1021 1</u>	<u>000</u> <u>61500</u>	<u>195</u> 1			1.0	0					
$\frac{18}{19} \frac{100}{100} - \frac{1021}{150} \frac{1}{150}$	<u>000 61600</u>	195 1			1.0	0					
	500 61000	8010 1			1.0	0					
18 100 1450 2	500 61000	8010 1			1.0	0					
<u>18 100 _ 1450 2</u>	<u>500 61000</u>	<u>8010 1</u>			1.0	0					
Enter To Validat	e F17=Pr	tScrn	F18=Se	lect Bi	11 To F	19=Sel	ect Shi	р То	F16 t	o Exit	
F1 F2 F	-3 F4 F	F5 F6	F7	F8 F	9 F10	F11	F12 F1	3 F14	F15 🔍		18.02.00
F16 두 🎒 F18 F	19						F28		F32		
						l					
Action											
	(Enter)	to 101	idata	the	miaa						
	■ (Enter)	io val	iuale	me en	mes.						

Step

	PCG Di	st=8991	Rel=18.0	1.00 04	4/16/2018	PCW 00	1 SV C	:\DEVSYS	C:\SECOND	_	WHITE	X
Pur	chase	Order	Entry	Vei	ndor:	55	U	ENDOR 0	00055			PURC 0100
РО	Outout	. 0-0	her v				E	1045 VEN	NOK SIKEEI			
		10-01					S	MITH, G	A		33333	
B	ill to) - Fac	ility:	195	Buildi	ng: 1	SMITH	SCHOOL	0195		(F18)	
S	hip to	n - Fac	ility:	201	Buildi	ng: 1	SMITH	SCHOOL	0201	FOT	(F19)	105 10 040
н	ttn of	Jami	e RUIT	aer			Vescr1 Doguic	ption:	FINHNUE - I	IE21	PU PU date: 4	705/2018
V V	r End	E Prom	Enct	Objet	Ectu B	. thhe	nequis 1	Amount	-	Acc	t Bal After Entru	2022.01
1	8 100	1011	1000	43200	195 1	naac	•	533	6.81		34480.78-	
1	8 100	1011	1000	44222	195 1				1.00		1448.40	
1	8 100	1011	1000	44300	195 1				1.00		6180.25	
1	8 100	1011	1000	61000	195 1		1		1.00		204.00-	
1	8 100	1011	1000	61041	195 1				1.00		1005.00-	
1	8 100	1011	1000	61100	195 1				1.00		5.00-	
	001 0 0 100	1011	1000	01500	195 1				1.00		0096 00	
	8 100	1021	1000	43288	195 1				1.00		3086.00	
li	8 100	1021	1000	44222	195 1				1.00		2795.33	
1	8 100	1210	2210	61200	8010				1.00		1.00-	
1	8 100	1021	1000	61000	195 1		1		1.00		6974.37-	
1	8 100	1021	1000	61041	195 1				1.00		579.00-	
1	8 100	1210	2210	61000	8010				1.00		1702.74-	
1	8 100	1210	2210	58000	201 1				1.00		1.00-	
	8 100	1021	1000	01000 50000	195 1				1.00		59963.25-	
	8 100 9 100	1210	2210	58000	108 1		1		1.00		80.00- 1.00-	
l i	8 100	1316	2220	59588	201 1				1.00		1.00	
l i	8 100	1210	2210	81000	8010				1.00		3318.75-	
	Hig	Inlight	ed bal	ances	are OV F1=AL	EK-EXPI LOW, FI	ENDED ! 5=Re-E	indica	te allowand 17=Print Sc	ce or: creen	retusal!	
ENTER	/ F1	F2	F3	F4	F5 F6	F7	F8	F9 F	10 F11 F1	2 F	13 F14 🔤 🔍	18.02.00
		F18	F19						E2	28	F32	
F16		. 10									1.01	
	A _ 4 * -											
	Actio)n										
							D					

21 If the data entered is correct, the *Purchase Order Confirmation* screen displays and will contain the account balances <u>after</u> the encumbrance of this purchase order. The unencumbered balance for the account(s) are examined for adequate balances(s). If the balance is available, the purchase order amount will be encumbered (reserved). If there is an insufficient balance, the user is notified and has the option to accept or reject the over-expenditure. Any balances that are OVER-EXPENDED will be highlighted and a message will be displayed.
If the balance contains a negative (-) amount, the "*Highlighted balances are over-expended! Indicate allowance or refusal!*" message will be displayed. The following Fkey options will become available: F1 = Allow, F5 = Re-enter, F17=Print screen. To accept the over-

expenditure, select **F1** (F1 - Allow). To reject the over-expenditure, select **F5** (F5 - Reenter) and return to *Step 20* to re-enter the account's information.

Select (F17 – Print Screen) to obtain a screen print of the *Purchase Order Entry* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

To accept the over-expenditure, select **F1** (F1 - Allow), and then **EVER** (Enter - Continue) to update the entries.

0	ntitu	llni+	-		Docer	intic					llni+	Pric	•	Tot	-1	
40a	nercy	hy	12345	ю – т	est P	urcha	ise A	rder			01110		0	TUC	0 00	
10	1	ea	7898	- Uni	corn	Horns		- uci				.5	A		.50	
	2	CS	2345	- Pig	5							.7	5		1.50	
	3	gr	3456	- Ear	s							1.0	0		3.00	
	4	ea	4567	- Rat	s							2.0	0		8.00	
	5	bx	5678	- Cat	s							3.0	0	1	15.00	
	6	<u>ea</u>	<u>6789</u>	- Sna	<u>ils</u>							45.0	0	27	70.00	
	7	<u>CS</u>	<u>7890</u>	- Dog	s							5.0	0		35.00	
	8	gr	<u>8901</u>	- Meo	W							6.0	0	1	48.00	
	9	<u>ea</u>	<u>9012</u>	- GRR	RRRR							7.0	0	- 6	53.00	
	10	bx	1111	- AAA	AAAAA	AAA						8.0	0	8	30.00	
	11	<u>ea</u>	2222	<u>- BBB</u>	BBBBB							9.0	0	9	29.00	
	12	<u>cs</u>	333 -	CCCC	CCCCC	CC						10.0	10	12	20.00	
	13	gr	4444	- 000		0						11.0	10	14	43.00	
	14	ea	5555	- <u>EEE</u>	EEEEE	EE						12.0		10	38.00	
	15		<u>0000</u>	- +++	<u>FFFFF</u>	F						13.0		15	75.00 45.00	
	10	<u>ea</u>	0000	- 666	<u>66666</u>							4.0			34.00 30 88	
	10	<u>LS</u>	0000	- <u>nnn</u>	<u> </u>	11111						14.0		20	30.00 70 00	
	10	<u>yr</u>	1212	- 111	****							16 6	10	21	/U.UU AJ AA	
	20	<u>tea</u>	1313	- 888	KKKKK	KKKKK						17.0	10	31	54.00 ha aa	
	21	ea.	1414	- 111	11111	11111	<u> </u>					14.6	6	20	94.00	
	22	CS	1515	- MMM	MMMMM	IMMMMM	1MM					18.0	10	39	96.00	
	23	ar	1616	- NNN	NNNNN	INNNN	INN					19.0	0	43	37.00	
	24	ea	1717	- 000	00000	0000						20.0	0	48	80.00	
	25	ar	1818	- PPP	PPPPP	PPPPF	•					22.0	0	55	50.00	
Ent	er=Co	ntinu	ie, F8	=Exit	to P	0 ent	ry,	F17=Pr	tScrr	, F16	=Rest	art			1 - 1	
NI ER	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	FIS Q	18.02.00
4	(EL	E10	E10									F28			E32	

Step

22

Select (Enter) to continue.

Enter up to twenty six (26) description detail lines for the purchase order on a single page, and additional pages as necessary. Up to 15 pages are allowed for a single P.O. Select ENTER to compute the totals and display them. If more detail lines are needed, press ENTER to display another screen. Continue entering information. At any time during the entry of purchase order detail, F8 may be selected to return to the initial Purchase Order Entry screen. If there are no more detail lines, select F12 to validate the purchase order detail amount. If the detail total amount does not equal the purchase order amount, press F16 to re-enter correct amounts, starting on the first page of detail lines. Once the amounts are correct, press F28 to post the purchase order detail.

At any time during the entry of purchase order detail information, **F8** (**F8** - Exit to PO Entry Screen) may be selected to return to the initial Purchase Order Entry screen.

PCG Dist=	8991	Rel=18	8.01.00	04/16/	2018 F	CW 00	1 SV (:\DEVS)	/S C:\!	SECONE)	٧	VHITE		
			A Pane	Purcha	nse Or	der E	Entry	- Inv	entor	y Lin 1	es				PURC 01 00
			r age .			mou		,	055.0					_	
Quantity	Unit			Desci	iptic	n				Unit	Pric	e	Tot	a1	
10	bΧ	12345	6 - 1	est F	'urcha	ise Or	rder				- 9	9		9.90	
1	ea	7890	- Uni	corn	Horns						-5	U		.50	
2	CS	2345	- P10	js								5		1.50	
3	gr	3450	- Ear	' 5							1.0	U		3.00	
4	ea	4567	- Rat	:5							2.0	ម		8.00	
5	DX	5678	- Cat	:s							3.0	ម		15.00	
6	ea	6789	- Sna	115							45.0	0	2	70.00	
7	CS	7890	- Dog	js							5.0	0		35.00	
8	gr	8901	- Mec	0 W							6.0	0		48.00	
9	ea	9012	- GRF	RRRR							7.0	0		63.00	
10	bx	1111	- 886	AAAAA	AAA						8.0	0		80.00	
11	ea	2222	- BBE	BBBBBB	3						9.0	0		99.00	
12	CS	333 -	- CCCC	:00000	:00						10.0	0	1	20.00	
13	gr	4444	- DDD	DDDDD	D						11.0	0	1	43.00	
14	ea	5555	- EEE	EEEEE	EE						12.0	0	10	68.00	
15	bx	6666	- FFF	FFFFF	F						13.0	0	1	95.00	
16	ea	7777	- GG6	GGGGG	iG						4.0	0		64.00	
17	CS	8888	- HHH	нннн	НННН						14.0	0	2	38.00	
18	qr	9999	- III	IIIII	11111						15.0	0	2	70.00	
19	ēa	1212	- JJ.	IJJJJ,	IJIJJ						16.0	0	3	04.00	
20	bx	1313	- KKF	кккк	кккк						17.0	0	3-	40.00	
21	ea	1414	- LLI	LLLL	LLLL	L					14.0	0	2	94.00	
22	CS	1515	- MMP	4MMMM	иммим	IMM					18.0	0	3	96.00	
23	ar	1616	- NNI	INNNN	INNNN	INN					19.0	0	4:	37.00	
24	ea	1717	- 000	00000	00000						20.0	0	4	80.00	
25	ar	1818	- PPF	рере	РРРРР						22.0	0	5	50.00	
	3.	_										-			
Enter=Co	ntinu	ie . (F1	2=Va]	lidate	F17	=Prts	Scrn.	F16=8	estar	t					
	F2	E3	EA	E5	EG	E7	FR	E9	E10	F11	F12	F13	E1/		18.02.00
	12	13			10	17	10	15	110		112	115	1.1.4	F15	
F16 🖓 🎒	F18	F19									F28			F32	

StepAction23Select

Select F12 (F12 – Validate) to validate the detail entries.

If more detail lines are needed, press (ENTER) to display another screen. Continue entering information. Up to 15 pages are allowed for a single P.O.

If the detail total dollar amount does not equal the purchase order amount, select F16 - Restart) to re-enter the correct amount(s) on the Purchase Order Detail screen, starting on the first page of detail lines.

Select F17 – Print Screen) to obtain a screen print of the Purchase Order Detail screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

PCG Dist	=8991 Rel=18.01.00 04/16/2018 P	CW 001 SV C:\DEVSYS	C:\SECOND	WHITE	
	Purchase Or Page: 1	der Entry – Inve	ntory Lines		PURC 01 0
	Tage. I	mount. 5,5	55.01		
Quantity	Unit Descriptio	n	Unit Price	Total	
10	/ bx 123456 - Test Purcha	ise Order	.99	9.90	
1	ea 7890 - Unicorn Horns	¥	.50	.50	
2	cs 2345 - Pigs		.75	1.50	
3	gr 3456 - Ears		1.00	3.00	
4	ea 4567 - Kats		2.00	8.00	
5	DX 5078 - Gats		3.00	15.00	
07	ed 0789 - Sudiis		45.00	270.00	
	US 7890 - DUUS ar 9001 - Moow		5.00	35.00 10 00	
8	91 0701 - MEUW 0 00 0019 - CODDDDD		0.00	40.00	
40	ca 7012 - GANANAN 1 by 1111 - 00000000000		7.00	00.00	
10	03 2222 - DDDDDDD		0.00	00.00	
12	ea 2222 - 00000000		10 00	120 00	
12	ar 4444 - DDDDDDDD		11 00	143 88	
10	ea 5555 - FEFEFEFEF		12 00	168 88	
15	bx 6666 - FEFFFFFFF		13.00	195.00	
16	ea 7777 - GGGGGGGGG		4.00	64.00	
17	сs 8888 - НННННННННН		14.00	238.00	
18	gr 9999 - IIIIIIIIIIIII	l	15.00	270.00	
19	ea 1212 - JJJJJJJJJJJ		16.00	304.00	
20) bx 1313 - KKKKKKKKKKKKK	t i i i i i i i i i i i i i i i i i i i	17.00	340.00	
21	ea 1414 - LLLLLLLLLLLL	.L	14.00	294.00	
22	сь 1515 - ММММММММММММ	1MM	18.00	396.00	
23	👘 gr 1616 - NNNNNNNNNNNN	INN	19.00	437.00	
24	ea 1717 - 000000000000		20.00	480.00	
25	gr 1818 - PPPPPPPPPPP	•	22.00	550.00	
			Detail total:	5355.81	
F17=P	rtScrn, F28=Update, F16=R	lestart			
ENTER F1	F2 F3 E4 F5 F6	F7 F8 F9	F10 F11 F12 F13	F14 FIS	18.02.0
	E18 E19		F28	F32	
F16			120	1.52	
Action	n				
	E20				
101	Γ/Ω (EAO II 1)	$\lambda $ (1)	1 1		

	PCG Dist=8991 Rel=18.01.00 04/16/2018 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
F		PURC 01 00
	Purchase order number: 163	
	Amount: 5,355.81	
	Vendor: 55	
	Assigned to: VENDOR 000055 0045 VENDOR STREET	
	SMITH, GA 33333	
E	F17=Print Screen, ENTER or F16 to Continue	18.02.00
F	⊷ ← ● F18 F19 F32 F32	
	Action	
	Make a note of the Purchase Order Number assigned to the P.O.	
	Select (Enter) or (F16) to continue.	
	Select \blacksquare (F17 – Print Screen) to obtain a screen print of the Final	l Purchase Order
	$T_{1} = T_{1} = T_{1$	the name 'DSC Manna

Load from file? <u>N</u>	Load from file? M	Load fron file? Ŋ Enter To Validate F16 to Exit MS F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 re F18 F19 F18 F19 F18 F19 F18 F18 F13 F14 re F18 F19 F18 F19 F18 F19 F18 F19 F18 F18 F13 F14 F12 F13 F14 F	Load fron file? N Enter To Validate F16 to Exit N F16 to Exit N 18.82.09 Action						F	urcha	ase C	Irder	Entry				PUR	C 01 00
		Enter To Validate F16 to Exit [™] V F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F5 € F3 F18 F19 F18 F19 F18 F18 F12 F32 F32	Enter To Validate F16 to Exit ™S F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F8 F9 F10 F11 F12 F13 F14 F18 F19 18.02.00 Action Action Action Action Action Action Action	Lo	ad fro	om fi:	le?	M										
		F16 to Exit ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 18.02.00 ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ F28 ✓ F32	nter To Validate F16 to Exit ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 18.82.89 ← F18 F19 F18 F19 F18 F19 F18 F19 F18															

Fky Purchase Order Processing 1		Financial Accounting & Rep	orting	PROOP
1	EKou	Purchase Order Processi	5	
Purchase Order Inquiry - Enter Purchase Orders - Close/Cancel Purchase Orders - Print Purchase Orders - Fint Purchase Orders - List All Purchase Orders: - Tacility Sequence - Facility Sequence - Vendor Name Sequence - Vendor Name Sequence - Purchase Orders Sequence - Purchase Orders Sequence - Purchase Orders Sequence - Vendor Maintenance Menu - Claim Processing Menu - Claim Processing Menu - Vendor Maintenance - Vendor Maintenance - Vendor Maintenance - Vendor Maintenance - Xetion			.ng	
2 Enter Purchase Order 3 Close/Cancel Purchase Orders 5 Print Purchase Orders 6 List All Purchase Orders 7 List Open Purchase Orders 8 Facility Sequence 9 Account Number Sequence 10 Vendor Name Sequence 11 Purchase Orders Maintenance Menu 14 Claim Processing Menu 15 Vendor Maintenance 15 Vendor Maintenance 16 Vendor Maintenance	_1 Purc	chase Order Inquiry		
3 Close/Cancel Purchase Orders 5 Print Purchase Orders 6 List All Purchase Orders 7 List Cancelled Purchase Orders List Open Purchase Orders: 8 9 Account Number Sequence 10 Vendor Name Sequence 11 Purchase Orders Sequence 13 Purchase Orders Maintenance Menu 14 Claim Processing Menu 15 Vendor Maintenance 15 Vendor Maintenance 16 Maintenance 17.83.88	2 Ente	er Purchase Order		
5 Print Purchase Orders 6 List All Purchase Orders 7 List Cancelled Purchase Orders: 8 Facility Sequence 9 Account Number Sequence 10 Vendor Name Sequence 11 Purchase Orders Maintenance Menu 13 Purchase Orders Maintenance Menu 14 Claim Processing Menu 15 Vendor Maintenance 15 Vendor Maintenance 16 Wendor Maintenance 17.03.00	<u>3</u> Clos	se/Cancel Purchase Orders		
6 List All Purchase Orders 7 List Cancelled Purchase Orders: 8 Facility Sequence 9 Account Number Sequence 10 Vendor Name Sequence 11 Purchase Orders Maintenance Menu 14 Claim Processing Menu 15 Vendor Maintenance 15 Vendor Maintenance 16 Wendor Maintenance 17.03.00 Action	<u>5</u> Print	t Purchase Orders		
Ist Cancelled Purchase Orders List Open Purchase Orders: 9 9 - Facility Sequence 10 9 - Vendor Name Sequence 11 12 - Purchase Orders Maintenance Menu 13 - Purchase Orders Maintenance Menu 14 - Claim Processing Menu 15 - Vendor Maintenance 15 - Vendor Maintenance 16 - Vendor Maintenance 17.03.00	<u>6</u> List	All Purchase Orders		
List Open Purchase Orders: 8 Facility Sequence 9 Account Number Sequence 10 Vendor Name Sequence 11 Purchase Orders Maintenance Menu 14 Claim Processing Menu 15 Vendor Maintenance 15 Vendor Maintenance 17.83.88 Action	_/ List	Cancelled Purchase Orders		
	jst One	n Purchase Orders:		
9 Account Number Sequence 10 Vendor Name Sequence 11 Purchase Orders Maintenance Menu 14 Claim Processing Menu 15 Vendor Maintenance 17.63.09 Action	8 Faci	ility Sequence		
10 Vendor Name Sequence 11 Purchase Orders Sequence 13 Claim Processing Menu 14 Claim Processing Menu 15 Vendor Maintenance 15 Vendor Maintenance 16 Wendor Maintenance 17.63.09 Action	9 Acco	ount Number Sequence		
11 Purchase Orders Sequence 13 Purchase Orders Maintenance Menu 14 Claim Processing Menu 15 Vendor Maintenance 15 Vendor Maintenance 17.63.09 Maintenance Action Action	10 Vend	dor Name Sequence		
13 Purchase Orders Maintenance Menu 14 Claim Processing Menu 15 Vendor Maintenance 15 Vendor Maintenance 16* UserList 17.63.09 Action	11 Purc	chase Orders Sequence		
13 Purchase Orders Maintenance Menu 14 Claim Processing Menu 15 Vendor Maintenance 15 Vendor Maintenance 16 Image: Maintenance 17.63.09 Maintenance Monton Maintenance 17.63.09 Action Image: Maintenance Image: Maintenance				
14 Claim Processing Menu 15 Vendor Maintenance 15 Vendor Maintenance 17.63.09	<u>13</u> Purc	chase Orders Maintenance Menu		
ter Usetlist 17.63.00 Image: Words Monitor MONITOR 17.63.00	14 Clair	m Processing Menu		
Lef UsetList MONITOR MITCR 17.63.00 Image: Monitor Monitor MONITOR MONITOR 17.63.00	<u>15</u> Vend	dor Maintenance		
Lef UsetList Monitor Manual Monitor 17.63.00 Image: Monitor Monitor M				
ter Uset Uset <thu< td=""><td></td><td></td><td></td><td></td></thu<>				
ter User User Instrumentation 17.03.09 Image: State of the s				
ter Userlist Image: Second se				
ter User Image: Section				
Iter Uses Image: Non-Top Image: No-Top Image: Non-Top				-
	ister ^{User} list			17.03.00
Action	🗢 🕮 Vorta PAY 📈			
Action				
	Action			

select Master (Master) to return to the Business Applications Master Menu.

D2.2. Purchase Requisition Import – Selecting a Different Vendor's Information

CG Dist=8991 Rel=18.01.00 04/16/2018 PCW 001 SV CADEVSYS CASECOND WHITE	
Add Handor - 'NEW' Specified on the Import File	PURC 01 00
Huu Venuur - New Specifieu un che import file	
Name: <u>VENDOR 000055</u> Status: <u>A</u>	
Address:	
City: State: Zip:	
PO O	utput: O=Other 🔻
City: State: Zip:	
Phone: Contact:	
Email:	
Fea IV (Y/N): _ Fed W9: N/A _ Fed LLC Type:	N/A 🔽
SSN / Fed ID: 000000000 E-Verify number: Authorization Date:	
1899 (Y/N): <u>N</u>	
Name control: Foreign indicator: №	
One item per check: <u>N</u> (Y/N)	
NOTE: If you think that this vendor is already in the system, F16 wil	1
allow the user to select an existing vendor and complete the PO	-
the import file. ENTER will continue to ADD the vendor.	
Vendor sequence key already on file, ENTER to add anyway	_
ENTER to Validate F16 to Lookup Vendor on PO screen F32 to Exit Proq	ram
F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F5	18.02.00
F16 F18 F19 F18 F19 F28 F32	

Step	Action
28	If the message "Vendor sequence key already on file, ENTER to add anyway" displays, the user may decide that this vendor is already in the system. In this case, $\mathbf{F16}$ (F16) will allow the user to select an existing vendor from the VENDOR file and complete the PO.
	To use a vendor number already in the system, select $\mathbf{F16}$ (F16 to Lookup Vendor on PO screen) to proceed to the <i>Purchase Order Entry</i> screen.
	Select $\textcircled{F17}$ – Print Screen) to obtain a screen print of the Add Vendor screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.
	Select F32 (F32 to Exit Program) to exit the purchase requisition import procedure altogether, or to modify the purchase requisition import file, and to repeat Procedure D beginning at Step 1.

A	PCG Dist=8991 Rel=18.01.00 04/16/2018 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
Ρι	ırchase Order Entry Vendor:▼ PURC0100
PC) Output: O=Other 💌
	Bill to - Facilitu: 195 Building: 1 (F18)
	Ship to - Facility: 201 Building: 1 (F19)
	Attn of: Jamie Builder Description: FINANCE - TEST PO PO date: 4/05/2018
	Requisition #: Amount:
	Yr Fnu F Yrgm Fnot Objet Fely B Haut 1 Hmount 1
	<u>18 100 _ 1011 1000 44300 195 1 1.00</u>
	<u>18 100 _ 1011 1000 61000 _195 1 1.00</u>
	<u>18 109 - 1011 1000 61041 105 1 1.00</u>
	<u>18 100 _ 1021 1000 44222 195 1 1.00</u>
	<u>18 100 _ 1021 1000 44300 195 1 1.00</u>
	$\frac{18}{100} - \frac{1021}{1000} \frac{1000}{1000} \frac{195}{100} \frac{1}{1000} \frac{1}{100} \frac$
	<u>18 100 1450 1000 43200 195 1 1.00</u>
	<u>18 100 _ 1450 2500 61000 8010 1 1.00</u>
	$\frac{18}{100} - \frac{1450}{1000} \frac{2500}{5500} \frac{61000}{61000} \frac{8010}{10} \frac{1}{1000} \frac{1}{1$
F	inter To Validate F17=PrtScrn F18=Select Bill To F19=Select Ship To F16 to Exit
EN	🐨 F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F5 F1 18.02.00
	A 3 F18 F19 F28 F32
E	
	Action
	Enter the code, or select the drop-down selection icon 🔳 within the Vendor field to
	the sender's information
	the vendor s information.
	ENTER 2
	Salast (Entern) to realidate the entries
	Select (Enter) to validate the entries.
	Select (Enter) to validate the entries.

screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

Step

A	PCG [Dist=8	991	Rel=18.	01.00 0	4/16/20	18 PCV	V 001	sv c	\DEVSYS	C:\SECON	D	٧	WHITE	-	- • ×
Pur	chase	Ord	er I	Entry	Ve	ndor:	!	55	U	ENDOR	000055					PURC 01 00
Pn	Outer				í				E.	045 VE	NDOK 2181	EEI				
FU	oucht	[[J=Ut	her 🔽					\$	МІТН	GA		2	33333		
B	i11 t	o -	Fac	ilitu	: 195	Buil	dina:	1 S	МІТН	SCHOOL	0195			(F18)	1	
s	hip t	0 -	Fac:	ilitu	201	Buil	dina:	1 5	MITH	SCHOOL	02 01			(F19)		
A	tt'n d	of: J	ami	e Bui	lder		2	D	escri	ption:	FINANCE	- TES	ST PO) é	O date:	4/05/2018
								R	equis	ition	#:	_		A	mount:	5355.81
Y	r Fnd	IFP	rgm	Fnct	Objct	Fcty	B Ade	it'1		Amoun	t		Acct E	Bal Af	ter Entry	y I
1	8 100) 1	011	1000	43200	195	1			53	36.81			34	1480.78-	
1	8 100) 1	011	1000	44222	195	1				1.00			1	448.40	
1	8 100	1	011	1000	44300	195	1				1.00	- I		6	180.25	
1	8 100	1	011	1000	61000	195	1	1			1.00				204.00-	
	8 100		811	1000	01041	195	1				1.00			1	005.00-	
	8 100		011	1000	01100	195	1				1.00				5.00-	
	8 196 9 196) 	011	1000	61500	195	4				1.00			0	-00.00	
	0 100 0 100) 	011	1000	1000	195	4				1.00			2	790.00 1007 00	
l i	0 100 0 100		021	1000	43200	195	4				1 00			9	705 99	
l i	0 100 9 100	, i	210	2210	61200	2010	1 - C				1 00			2	1 88-	
l i	8 100	ii	821	1000	61000	105	1	1			1 00			6	074 37-	
i	8 100	ii	R21	1000	61941	195	i i				1.00			Ĭ	579.00-	
l i	8 100	i i	210	2210	61000	8010	÷				1.00			1	702.74-	
1	8 100	1	210	2210	58000	201	1				1.00				1.00-	
1	8 100) 1	021	1000	61600	195	1				1.00			59	963.25-	
1	8 100) 1	210	2210	58000	1 08	1				1.00				86.60-	
1	8 100) 1	310	2220	61000	100	1	1			1.00				1.00-	
1	8 100) 1	310	2220	59500	201	1				1.00				1.00-	
1	8 100) 1	210	2210	81000	8010					1.00			3	831 <mark>8.75-</mark>	
					_									_		
	Hi	ghli	ght	ed ba	Lances	are	OVER-I	EXPE	NDED!	Indic	ate allou	wance	or re	fusal	11	
ENTER	//			F0	F 4	F 1=	HLLUW	, 15	=Ke-F	ncer,		L SCP	l rag	544		19 69 66
1	r Fi		2	F3	+4	F5	16	-7	1-8	1-9	F10 F11	F12	F13	F14	F15	10.02.00
F16	- 4	F F	18	F19								F28			F32	
	A _ 4 9															
1	Acti	on														

31 If the data entered is correct, the *Purchase Order Confirmation* screen displays and will contain the account balances <u>after</u> the encumbrance of this purchase order. The unencumbered balance for the account(s) are examined for adequate balances(s). If the balance is available, the purchase order amount will be encumbered (reserved). If there is an insufficient balance, the user is notified and has the option to accept or reject the over-expenditure. Any balances that are OVER-EXPENDED will be highlighted and a message will be displayed.
If the balance contains a negative (-) amount, the "*Highlighted balances are over-expended! Indicate allowance or refusal!*" message will be displayed. The following Fkey options will become available: F1 = Allow, F5 = Re-enter, F17=Print screen. To accept the over-expenditure, select F1 (F1 - Allow). To reject the over-expenditure, select F5 (F5 - Re-

enter) and return to *Step 30* to re-enter the account's information.

Select (F17 – Print Screen) to obtain a screen print of the *Purchase Order Entry* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

To accept the over-expenditure, select **F1** (F1 - Allow), and then **EVER** (Enter - Continue) to update the entries.

0ua	ntitu	Unit	-		Descr	intic	חו				Unit	Pric		Tota	-1	
10	nercy	bx	12345	56 - T	est P	urcha	ise O	rder			0111		9		9.90	
	1	ea	7890	- Uni	corn	Horns	;					.5	0		.50	
	2	CS	2345	- Pig	s							.7	'5		1.50	
	3	gr	3456	- Ear	s							1.0	0		3.00	
	- 4	ea	<u>4567</u>	- Rat	5							2.6	0		8.00	
	5	bx	<u>5678</u>	- Cat	s							3.6	0	-	15.00	
	6	<u>ea</u>	<u>6789</u>	- Sna	ils							45.0	0	27	70.00	
	7	<u>CS</u>	<u>7890</u>	<u>- Dog</u>	S							5.6	0		35.00	
	8	<u>gr</u>	<u>8901</u>	- Mea	W							6.0	0		48.00	
	9	ea	<u>9012</u>	- GRR	RRRR							7.0	0		53.00	
	10	<u>bx</u>	<u>1111</u>	- 888	AAAAA	AAA						8.0	0		80.00	
	11	<u>ea</u>	2222	<u>- BBB</u>	BBBBB							9.0	0		79.00	
	12	<u>CS</u>	333 -		CCCCC	<u>:CC</u>						10.0	10	11	20.00	
	13	gr	4444	- DDD								11.0	10	11	43.00	
	14	ea	5555	- <u>EEE</u>	ELEL	EE						12.0	10		58.00	
	15	DX	0000	- +++	FFFFF							13.0	10	1	75.00 (h. 00	
	10	<u>ea</u>	1111	- 666	66666							4.6	10		04.00	
	10	<u>US</u>	0000	- HHH	TTTTT	TTTTT	r					14.0	10	20	38.00 70 00	
	10	<u>91</u>	1919	- 111								16 6	10	21	70.00 AL AA	
	20	by	1919	- 888	KKKKK	KKKKK						17.6	10	31	60 00	
	21		1414	- 111	11111	11111	<u>`</u>					14.6	10	20	40.00 DA AA	
	22	<u>ca</u> CS	1515	- MMb	IMMMMM	IMMMMM	4MM					18.0	10	3	96.00	
	23		1616	- NNN	INNNN	INNNN	INN					19.6	10	4	37.00	
	24	ea	1717	- 000	00000	0000						20.0	10	4	80.00	
	25	ar	1818	- PPP	PPPPP	PPPPF)					22.0	0	5!	50.00	
Ent	er=Co	ntinu	ie, F8	B=Exit	to P	0 ent	ry,	F17=Pr	tScrn	, F16	=Rest	art				
""	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15 Q	18.02.0
	<i>E</i>	E10	E19									E28			E32	

Step

32

Select (Enter) to continue.

Enter up to twenty six (26) description detail lines for the purchase order on a single page, and additional pages as necessary. Up to 15 pages are allowed for a single P.O. Select ENTER to compute the totals and display them. If more detail lines are needed, press ENTER to display another screen. Continue entering information. At any time during the entry of purchase order detail, F8 may be selected to return to the initial Purchase Order Entry screen. If there are no more detail lines, select F12 to validate the purchase order detail amount. If the detail total amount does not equal the purchase order amount, press F16 to re-enter correct amounts, starting on the first page of detail lines. Once the amounts are correct, press F28 to post the purchase order detail.

At any time during the entry of purchase order detail information, **F8** (**F8** - Exit to PO Entry Screen) may be selected to return to the initial Purchase Order Entry screen.

PCG Dist=89	91 Rel=1	3.01.00 0	4/16/20	18 PC	CW 001	sv c	:\DEVS\	/S C:\S	ECONE)	٧	VHITE		
		Pu Page:	rchas	e Or	der E Amoun	ntry t•	- Inv	entor	y Lin 1	es				PURC 01 00
Quantity He		. uge .					-,	00010		Durin	-	Tat	-1	
	IIL 	и 14 то	estri	hcto		dau			UIIIC	Pric	e 0	TUL	9T 00	
10 1	JX 1234:	>0 - 1e	SU PU	runa	se ur	uer				2	9		9.90	
	20 7070 20 99bE	- Diac	Urii n	orns							E E		1 50	
	2042 12 2042	- 5286								4.6	5		9 88	
	yr 3450 ab 1667	- Date								2.0	10		0 00	
	Ca 4507	- Cate								2.0	10		10.00	
	a 6790	- Snai	1c							<u>л</u> , а	0		70 00	
7 6	rc 7800	- Done	10							45.0	6		35 88	
6	ли 9001	- Monu								6.0	0		12 00	
0 0	a 0012	- CRRR	RRR							7.0	6		63 88	
10	hy 1111	- 8888	00000	66						8.0	6		80.00	
11 6	Pa 2222	- BRBR	RRRR							0.0	6		00.00	
12 0	s 333 -	- 0000	CCCCC	c						10.0	ด	1	20.00	
13 0	1r 4444	- 00000	DDDDD	-						11.0	6	- ii	43.00	
14 6	a 5555	- EEFF	EEEEF	E						12.0	0	1	68.00	
15 1	1x 6666	- FFFF	FFFFF	_						13.0	ด		95.00	
16 6	ea 7777	- 6666	GGGGG							4,6	0		64.00	
17 0	5 8888	- НННН	нннни	ннн						14.6	ด	2	38.00	
18 0	1r 9999	- 1111	TITI	TTTT						15.0	in in	2	70.00	
19	ea 1212	- JJ.I.I	JJJJJ	JJ						16.0	0	3	04.00	
20 1	bx 1313	- KKKK	KKKKK	кккк						17.0	0	3/	40.00	
21 6	ea 1414	- LLLL	LLLL	LLLL	L					14.0	0	29	94.00	
22 0	cs 1515	- MMMM	MMMMM	MMMM	MM					18.0	0	39	96.00	
23 0	ir 1616	- NNNN	NNNNN	NNNN	NN					19.0	0	4	37.00	
24 6	ea 1717	- 0000	00000	000						20.0	0	44	80.00	
25 0	r 1818	- РРРР	PPPPP	РРРР						22.0	0	5	50.00	
	/													
Enter=Conti	inue , (F [.]	12=Vali	date,	F17	=PrtS	crn,	F16=R	estar	t					
ENTER F1 F2	2 F3	EA	55	F6	F7	F8	F9	F10	F11	F12	F13	F14	Q	18.02.00
	0 510									E20			E02	
F16 - 6	8 119									F28			F-32	

Step Action 33 Select F12 If more detail

Select F12 (F12 – Validate) to validate the detail entries.

If more detail lines are needed, press (ENTER) to display another screen. Continue entering information. Up to 15 pages are allowed for a single P.O.

If the detail total dollar amount does not equal the purchase order amount, select F16 - Restart) to re-enter the correct amount(s) on the Purchase Order Detail screen, starting on the first page of detail lines.

Select F17 – Print Screen) to obtain a screen print of the Purchase Order Detail screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

🔝 PCG I	Dist=899	01 Rel=1	8.01.00 04	/16/2018	PCW 00	1 SV C	:\DEVS	YS C:\	SECONE)	v	VHITE			
			Pur	chase (1)rder E	Entry	- Inu	ventor	y Lin	es					PURC 01 00
			raye.	·	niiuui			,000.0							
Quanti	ity Un	it	De	scripti	ion				Unit	Pric	e	Tota	1		
	10 b	x 1234	56 - Tes	t Purch	nase Or	rder				.9	9		9.90		
	1 e	a 7890	- Unico	rn Horr	15					.5	0		.50		
	2 C	s 2345	- Pigs							.7	'5		1.50		
	3 g	r 3456	- Ears							1.0	90		3.00		
	4 e	a 4567	- Rats							2.0	0		8.00		
	5 D	x 5678	- Cats							3.6	10	1	5.00		
	6 e	a 6789	- Snail	S						45.0	10	27	0.00		
	/ C	5 7890	- Dogs							5.0	រម	3	15.00		
	8 g	r 8981	- Meow							6.0	រប	4	18.00		
	<u>у</u> е	a 9012	- GRRRR	KK						7.6	10	0	3.00		
	10 D	X 1111	- AAAAA	AAAAAA						8.0	10	8	10.00		
	11 e	a 2222	- RRRRR	BBB						9.6	10	9	9.00		
	12 C	5 333 -	- 000000							10.0	10	12	0.00		
	13 g	r 4444	- 00000	0000						11.0	10	14	13.00		
	14 e	a 5555	- EEEEE	EEEEE						12.0	10	10	8.00		
	15 D	X 0000	- +++++	FFFF						13.0	10	19	5.00		
	10 0	d ////	- 66666	6666						4.6	10		0 00		
	10 0	5 0000 P 0000			1					14.0	10	20	0.00		
	10 y	1 7777 - 1919								15.0	10	27	0.00 M AA		
	20 h	v 1919	- KKKKK	KKKKKKK	a.					17 6	10	34	0 00		
	21 0	a 1414	- 11111							14 6	10	20	14 00		
	22 c	s 1515	- MMMMM	MMMMMM	AMMM					18 6	10	30	6 88		
	22 C	r 1616	- NNNNN	NNNNNN						19.6	10	43	7.00		
	24 P	a 1717	- 0000	οοοοο	1					20.0	เด	48	0.00		
	25 0	r 1818	- PPPPP	PPPPPPF	, p					22.6	เด	55	6.66		
	9	/	\sim					D	etail	tota	1:	535	5.81		
F17	7=PrtS	crn, F:	28=Updat	e) F16=	Restar	٠t									
ENTER F	1 F2	F3	E4	5 F6	F7	F8	F9	F10	F11	F12	F13	F14	Q		18.02.0
	3 E1/	D E10				<u> </u>		<u> </u>		E.20			E32		
F16 -	3/	113								120			1.52		
Act	ion														
Sele	sct F	-28 (F28	Unda	te) to	nos	t tho	nur	-hae	a ord	ler				
		(1 4 0 -	Opua	(0)	POS	i inc	Pur	liasv		ici.				

PCG Dist=8991 Rel=18.01.00 04/16/2018 PCW 001 SV CADEVSYS CASECOND WHITE	
-	PURC 01 00
Purchase order number: 163	
Amount: 5,355.81	
Vendor: 55	
Assigned to: VENDOR 000055 0045 VENDOR STREET	
SMITH, GA 33333	
F17=Print Screen, ENTER or F16 to Continue	40.00.00
Image: F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 $_{F15}$ F16 F1 F3 F18 F19 F10 F10 F11 F12 F13 F14 $_{F15}$	18.02.00
	/
Action	
Make a note of the Purchase Order Number assigned to the P.O.	
Select $(Enter)$ or $F16$ (F16) to continue.	
Select 🖨 (F17 – Print Screen) to obtain a screen print of the Final	Purchase Or
T_{1}	the name 'DS(

FKey Purchase Order Processing 1 Purchase Order Inquiry 2 Enter Purchase Order 3 Close/Cancel Purchase Orders	
 Purchase Order Inquiry Enter Purchase Order Close/Cancel Purchase Orders 	
2 Enter Purchase Order 3 Close/Cancel Purchase Orders	
3 Close/Cancel Purchase Orders	
5 Print Purchase Orders	
6 List All Purchase Orders	
List Cancelled Purchase Orders	
List Onen Purchase Orders:	
8 Facility Sequence	
9 Account Number Sequence	
10 Vendor Name Sequence	
11 Purchase Orders Sequence	
13 Purchase Orders Maintenance Menu	
15 Vender Meintenense	
13 Venuor Maintenance	
ster Userlist	17.03.00
Action	
1	

select Master (Master) to return to the Business Applications Master Menu.

Procedure E: Closing/Canceling a Purchase Order E1. Purchase Order Inquiry – Vendor Number

	PCG Dist=8991	Rel=17.03.00	09/15/2017 PC	W 001 SV C:\l	DEVSYS C:\S	ECOND	WHITE		
			Fin	ancial Acc	ounting &	Reporting		М	ASTER1
	FKey	ı		Mas	ter Menu				
	1 2 3 4 5 6 7 8 9 10 11 11 2 13 14	Budget Purchas Claim F Vendor Revenu Receipt Receipt Cash M Financi Accoum Genera Year Er Special Vendor	Account Maste e Order Proce rocessing Mer Check Process e Account Mas s Receivable Processing M anagement & I al Reporting & Master Descr Ledger Accou d Processing Functions Mer	er Menu sing Menu nu sing Menu ster Menu Processing M lenu Investment M Month/Yr-En iption File M Int Master M Menu nu	Menu Managemen Id Close Me enu enu	t Menu nu			
Ma F16		Source File Re PANY VEND	Master Menu organization					1:	3.04.00
	Action								
	Select 2	(F2 -	Purchase	Order Pr	ocessin	g Menu).	•		

ſ	Image: Non-State Image: Non-State
	Financial Accounting & Reporting PROOP
	FKey Purchase Order Processing
	 1 Purchase Order Inquiry
	2 Enter Purchase Order
	3 Close/Cancel Purchase Orders
	5 Print 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
	Master Userii: 17.03.09
	Action

A	PCG Dist=8991 Rel=18.01.00 04/16/2018 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Enter vendor number to scan the purchase order file to examine entries for this vendor. Vendor:	PURC 02 00
	F12 will allow searching by account number	
	F13 will allow examination of a specific purchase order	
EN F1	Enter to Continue, F16 to Exit Image: Second state F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F8 Image: Second state Image: Second state Image: Second state Image: Second state F10 F11 F12 F13 F14 F8 Image: Second state F12 F13 F14 F8 Image: Second state Image: Second stat	18.02.00
	Action	
	Enter the vendor's number or select the drop-down selection icon \checkmark in choose the vendor, and select $(Enter)$ to continue.	the Vendor field

Step

4

5

cancel the purchase order.

.O. Inquiry	PO #:	163 Vendor:	55 VENDOR 0045 VE	000055 NDOR STREET	PURC 02 00 OPEN
₽q #: ill to - Fcty: hip to - Fcty: -FWD:	PO Ou 195 Build 201 Build C-FWD	itput: O=Other ling: 1 SMITH SCH ling: 1 SMITH SCH l/R-OPN Date:	SMITH, 1001 0195 1001 0201	GA 333 Attn: Jamie Build Desc: FINANCE - T Date: 4/05/2018 A	33 er EST P0 mt: 5355.81
Yr Fnd F Prgm	Fnct Objct	Fcty B Addt'l	Amount	Liquidated	
18 100 1011 18 100 1011	1000 43200 1000 44222	195 1	5336.81		
18 100 1011	1000 44300	195 1	1.00		
18 100 1011	1000 61000	195 1 1	1.00		
18 100 1011	1000 61041	195 1	1.00		
18 100 1011	1000 61500	195 1	1.00		
18 100 1011	1000 61600	195 1	1.00		
18 100 1021	1000 43200	195 1	1.00		
18 100 1021	1000 44222	195 1	1.00		
18 100 1021	1000 61000	195 1 1	1.00		
18 100 1021	1000 61041	195 1	1.00		
18 100 1210	2210 61000	8010	1.00		
18 100 1210	1000 61600	201 1	1.00		
18 100 1210	2210 58000	108 1	1.00		
18 100 1310	2220 61000	100 1 1	1.00		
		201 1	1.00		
P.O. balance:	5.355.8	1	1.00		
F1=0ldest F2= "♥ F1 F2 ₅♥ ♣	F3 F4 F	F5 F6 F7 F	3=Close/Cancel PO	F12 F13 F14 F15 F28 F29 Image: Constraint of the second secon	6=Reenter/Exit 18.02.00
Action					
To view a	dditional	purchase or	lers: Select th	e appropriate Func	ction key.
Select F1	(F1 - C	Oldest) to view	, the vendor's f	irst purchase order	r on record. Sele
F2 (F2	– Next Ne	ewer), F3 (F3 - Prev Old	er), to scroll betwe	en records. Sele
Ì = ·				, ·	

A	PCG Dist	=8991	Rel=18.0	01.00 04	4/16/2018	PCW 00	1 SV C:\	DEVSYS	C:\SECO	ND	W	/HITE			
P.O.	Inqui	ry	F	°0 #:	163	Vendor:	55		VENDOF 0045 (R 0000 Jendor	55 STREE	т		PUR Op	C 02 0 0 EN
Req Bill Ship	#: to - to -	Fcty: Fcty:	195 201	PO O Buil Buil	utput: ding: 1 ding: 1	O=Othe SMITH SMITH	er School School	. 0195 . 0201	SMITH,	, GA	Attn: Desc:	Jamie Bu FINANCE	33333 ilder - TEST	PO	5055 04
C-FW Yr 18 18	D: Fnd F 100 100	Prgm 1011 1011 1011	Fnct 1000 1000	C-FW Objct 43200 44222	D/R-OPN Fcty B 195 1 195 1	Date: Addt']	L	Am 53	ount 36.81 1.00		Date: Liq	4/05/2018 uidated	8 Amt:		5355.81
18 18 18 18 18	100 100 100 100	1011 1011 1011 1011	1000 1000 1000 1000	61000 61041 61100 61500	195 1 195 1 195 1 195 1 195 1		I		1.00 1.00 1.00 1.00						
18 18 18 18	100 100 100 100	1011 1021 1021 1210	1000 1000 1000 2210	61600 43200 44222 61200	195 1 195 1 195 1 8010				1.00 1.00 1.00 1.00						
18 18 18 18 18	100 100 100 100 100	1021 1021 1210 1210 1021	1000 1000 2210 2210 1000	61000 61041 61000 58000 61600	195 1 195 1 8010 201 1 195 1	-	•		1.00 1.00 1.00 1.00						
18 18 18 18	100 100 100 100	1210 1310 1310 1210	2210 2220 2220 2210	58000 61000 59500 81000	108 1 100 1 201 1 8010		1		1.00 1.00 1.00 1.00						
P.0 Clo	. bala se/Can	nce: cel Da	ate: _	5,355.	81 (M	IM/DD/CO	: (YY)								
	TER TO F1	F2	F3	F4	F5 F6	6 F7	F8	F9	F10 F11	F1 F12 F28	7=Prin F13 F29	F14 F15	F16=Re	enter/ 18.	Exit 02.00
A	Actio	n													
E	Enter lose/	the c	late el PO	(MM)).	[/DD/	CCYY	Y) in	the (Close/(Canc	el Da	ate field	and	select	

A	PCG I	Dist=	8991	Rel=18.	01.00 0	4/16/2018	PCW 001	SV C:\I	DEVSYS	C:\S	ECON	D	W	/HITE					x
P.O.	Ind	quir	У	I	PO #:	163	Vendor:	55		VE 00	NDOR 45 Ve	00009 NDOR	55 STREE	т			PU O	RC 02 0 Pen	0
Ren	#:				PN 0	utnut:	0=0the	r		SM	ITH.	GA			:	13333			
Bill	to	- F	ctu:	195	Buil	ding: 1	SMITH	School	0195	•	,		Attn:	Jami	e Buj	lder			
Ship	to to	- F	cty:	201	Buil	ding: 1	SMITH	SCHOOL	02 01				Desc:	FINA	NCE -	- TEST	PO		
C-Fi	ID :		2		C-FW	D/R-OPH	Date:						Date:	4/05	/2018	Amt:		5355	.81
Yr Yr	· Fno	1 F	Prgm	Fnct	Objct	Fcty E	Addt'1		Amo	ount			Liq	uidat	ed				
18	10	3	1011	1000	43200	195 1			533	36.8	1								
18	10	3	1011	1000	44222	195 1				1.0	0								
18	10	3	1011	1000	44300	195 1				1.0	0								
18	10	3	1011	1000	61000	195 1	1			1.0	9								
18	10	3	1011	1000	61041	195 1				1.0	0								
18	10	3	1011	1000	61100	195 1				1.0	0								
18	10	3	1011	1000	61500	195 1				1.0	0								
18	10	1	1011	1000	01000	195 1				1.0	ម								
18	10	9	1021	1000	43200	195 1				1.0	0								
18	10	3	1021	1000	44222	195 1				1.0	0								
10	101 101	9	10210	1000	61000	0010 1 105 1				1.0	0								
10	10	3	1021	1000	61051	105 1				1.0	0								
18	10	3	1210	2210	61000	8010				1 0	6								
18	10	a	1210	2210	58000	201 1				1.0	ด								
18	10	à	1021	1000	61688	195 1				1.0	ด								
18	10	3	1210	2210	58000	108				1.0	0								
18	10	3	1310	2220	61000	100 1	i 1			1.0	9								
18	10	3	1310	2220	59500	201 1				1.0	0								
18	10	3	1210	2210	81000	8010				1.0	9								
P.0). bi	alan	ce:	5	5,355.	81													
C10	ise/()anc	el Da	ate:	4/13/	2018 (1	IM/DD/CC	YY)											
500			E T D M	01.001	-	EL 00							7			547 B			
F29	10	CUN	IFIRM	CLUSE	EZCANC	EL PU)		-			E14	/=Prin	t Scr	een	110=R	eenter	/EXIT	10
N N			12	13	1.1	F5 F6	5 F7	F8	F9 F	10	F11	F12	F13	F14	F15		18	.02.0	10
F 16	∎ ∉	3										F28	F29						

Step	Action
7	Verify the entry in the Close/Cancel Date field is correct and select F29 (F29 - To Confirm Close/Cancel PO).
	"Closing/Canceling Purchase Order" message briefly displays.
	If the Appropriation Adjustment Entry screen displays, review the information on the screen and determine if you must review the required appropriation adjustments before continuing.
	Select <i>Enter</i>). If the appropriation adjustments are correct, select F28 (F28 - To
	Post). If the appropriations displayed are incorrect, select $\mathbf{F16}$ (F16) to return to the
	Purchase Order Close/Cancel Inquiry screen to make the necessary corrections.

	391 Rel=18.01.00 04/16/2018 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
		PURC 02 00
	Enter vendor number to scan the purchase order file to examine entries for this vendor.	
	Vendor:	
	F12 will allow searching by account number	
	F13 will allow examination of a specific purchase order	
	Enter to Continue. F16 to Exit	
	Enter to Continue, F16 to Exit '2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 rts Q '2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 rts Q '2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 rts Q	18.02.00
ENTER F1 F F1 F	Enter to Continue, F16 to Exit 2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F16 2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F16 2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F16 2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F16	18.02.00
Action	Enter to Continue, F16 to Exit 2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 rs<	18.02.00
Action Select	Enter to Continue, F16 to Exit 2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 rs F28 F29 F10 (F16 - Exit) to return to the <i>Financial Accounting & Repo</i>	18.02.00 orting – Pur

PCG Dist=899	1 Rel=17.03.00	0 09/15/2017 PCW 001 SV C:\DEVSYS C:\S	ECOND	WHITE	- • ×
		Financial Accounting &	Reporting		PROOP
FK	ey	Purchase Order Proc	essing		
	Purch:	ase Order Inquiry			
2	Enter	Purchase Order			
3	Close	Cancel Purchase Orders			
	Print F	urchase Orders I Purchase Orders			
	List C:	ancelled Purchase Orders			
	List Open I	Purchase Orders:			
		y Sequence nt Number Sequence			
1	J Vendo	r Name Sequence			
	🛄 Purcha	ase Orders Sequence			
1:	Purch	ase Ωrders Maintenance Menu			
1	L Claim	Processing Menu			
1!	j ¥endo	r Maintenance			
Master Userlict					17.03.00
Fie Dues Words					
			I		
Action					
Select <u>F</u>		b -Exit) to return to the <i>Fin</i>	ancial Acco	unting & Repor	ting Maste
or select	Master (T	Master) to return to the Rus	siness Annlia	cations Master	Menu
		TAMOTER / LO ICLUIII LO LILO DUL	$\mu \mu \nu \nu \nu \nu \nu \mu \nu \mu \nu \mu \nu \nu \nu \nu \nu \nu \nu \nu$		
of select	(-	,	11		
The PO's	status is	changed to "Closed" if any	claims exist	against the purc	hase order.

E2. Purchase Order Inquiry – Account Number

	FINANCIAL ACCOUNTING 6	Reporting	MHSTERT
FKey 	Master Menu		
<u> </u>	Account Master Menu		
2 Purcha	se Order Processing Menu		
Uaim F	Processing Menu Check Processing Menu		
	chock i recovering mond		
5 Revenu	ue Account Master Menu		
Accoun	ts Receivable Processing Menu		
8 Cash M	lanagement & Investment Managemer	nt Menu	
-	- 0		
9 Financi	ial Reporting & Month/Yr-End Close Mi t Maatar Description File Manu	enu	
11 Genera	il Ledger Account Master Menu		
12 Year E	nd Processing Menu		
12 0 1			
14 Vendor	Master Menu		
15 Source	Master Menu		
20 54 5			
<u>20</u> File Re	organization		
			1 1 1
Master ^{User} list			13.04.00

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

The following screen displays:

Step

A	PCG Dist=8991 Rel=17.03.00 09/15/2017 PCW 001 SV CADEVSYS CASECOND WHITE	
	Financial Accounting & Reporting	PRØØP
	FKey Purchase Order Processing	
	 Purchase Order Inquiry Enter Purchase Order Close/Cancel Purchase Orders Print Purchase Orders List All Purchase Orders 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 	
Mas	ter Userlist	17.03.00
F16		

Georgia Department of Education December 3, 2018 • 3:27 PM • Page 99 of 122 All Rights Reserved.

Step	Action
2	Select 3 (F3 - Close/Cancel Purchase Order).

	PCG Dist=8991 Rel=18.01.00 04/16/2018 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Enter vendor number to scan the purchase order file to examine entries for this vendor. Vendor:▼	PURC 02 00
	F12 will allow searching by account number	
	F13 will allow examination of a specific purchase order	
EN	Enter to Continue, F16 to Exit Image: F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F16 F16	18.02.00
F	Action	
	Select F12 (F12) to search the POs by account number	

	PCG Dist=8	991 Rel=1	18.01.00	04/16/20	018 PCW	001 SV C	:\DEVSYS	C:\SECO	ND	WHITE	
		Enter	vendo ex	or numb kamine	er to : entrie	scan the s for th	e purch Nis ven	ase orde dor.	er file	to	1 010 02 00
		F12 #	r.	100 50	archin	n hu acc	ount n	umber			
	(Yr Fn	id F Pr — — —	rgm Fnc	t Objc	t Fcty E 	8 Addt'	1)		
		F13 w	vill al	llow ex	aminat	ion of a	ı speci	fic pur	chase or	der	
		Enter	to Co	ontinue	, F16	to Exit				1 1 - 1	
	👽 🛛 F1 👘	F2 F3	F4	F5	F6 F	7 F8	F9	F10 F11	F12 F28	F13 F14 _{F15} 🔍	18.02.00
ENTI											
ENT.				1 1							· · · · · · · · · · · · · · · · · · ·
F15	Action										
F16	Action	r selec	t the	drop	-dow	n selec	tion i	con 💌	in the	e Yr Fnd F Pr	rgm Fnct Obje



to

The following screen displays:

	PCG Dist=8991	Rel=18.01.00 04	/16/2018 PCW 00	1 SV C:\DEVSYS	C:\SECOND	WHITE	
P.O.	Inquiry	PO #:	163 Vendor:	55	VENDOR 0000 0045 vendor	955 K STREET	PURC 02 00 Open
Req Bill Ship C-FW Yr 19	#: . to - Fcty:) to - Fcty: /D: . Fnd F Prgm : 100 1011	PO Ou 195 Build 201 Build C-FWD Fnct Objct 1888 43269	itput: 0=0the ling: 1 SMITH ling: 1 SMITH 0/R-OPN Date: Fcty B Addt'] 195 1	er SCHOOL 0195 SCHOOL 0201 L Aft 53	SMITH, GA	33333 Attn: Jamie Builder Desc: FINANCE – TES Date: 4/05/2018 Amt Liquidated	T PO : 5355.81
18 18 18 18 18 18	100 1011 100 1011 100 1011 100 1011 100 1011	1000 44222 1000 44300 1000 61000 1000 61041 1000 61100	195 1 195 1 195 1 195 1 195 1 195 1	1	1.00 1.00 1.00 1.00 1.00		
18 18 18 18 18 18 18	100 1011 100 1011 100 1021 100 1021 100 1021 100 1210 100 1021	1000 61500 1000 61600 1000 43200 1000 44222 2210 61200 1000 61000	195 1 195 1 195 1 195 1 8010 195 1		1.00 1.00 1.00 1.00 1.00 1.00		
18 18 18 18 18 18	100 1021 100 1021 100 1210 100 1210 100 1210 100 1210 100 1021 100 1021 100 1021 100 1021	1000 61041 2210 61000 2210 58000 1000 61600 2210 58000	195 1 8010 201 1 195 1 108 1		1.00 1.00 1.00 1.00 1.00		
18 18 18 P.0	100 1310 100 1310 100 1210 100 1210 1.balance:	2220 61000 2220 59500 2210 81000 5,355.8	1001 2011 8010 81		1.00 1.00 1.00		
	01dest F2= 7 F1 F2 ■	Next F3=Pre F3 F4	F5 F6 F7	F13=Close/ F8 E9	Cancel P0 F10 F10 F11 F12 Image: Second Secon	F13 F14 F15 F29	Reenter/Exit 18.02.00
l	Action						
ן נ	Fo view a appropriat	dditional e Functio	purchase n key.	orders wi	ith a match	ning account nun	nber: Select
2	Select F1 F2 (F2	(F1 - C – Next Ne	Dldest) to vi ewer), F3	iew the ve $(F3 - P)$	ndor's first Prev Older)	purchase order o , to scroll betweer	on record. Se 1 records. Se
	гч (F4	- Newest)) to view the	e vendor's	s most rece	nt purchase order	
	Verify the	e informat	ion display order.	red is corr	rect, and se	elect F13 (F13	- Close/Canc

	PCG Dist=8	3991 R	el=18.0	1.00 0	4/16/2018	B PCW 00	1 SV C:\	DEVSYS	C:\SECO	ND	W	/HITE							
P.0.	Inquir	y	Р	0 #:	163	Vendor:	55		VENDOF 0045 l	R 0000 Vendor	55 STREE	т			Pl (IRC 02 00 IPEN			
Req Bill Ship	#: to - F(to - F(cty: cty:	195 201	PO O Buil Buil	utput: ding: 1 ding: 1	O=Othe SMITH SMITH	er SCHOOL SCHOOL	0195 0201	SMITH,	, GA	Attn: Desc:	Jamie FINANO	33 Buil CE -	:333 .der TEST	PO	5055 04			
C-FW Yr 18 18	V: Fnd F I 100 100	Prgm 1011 1011	Fnct 1000 1000	C-FW Objct 43200 44222	Fcty E 195 1 195 1	A Date: 3 Addt']	L	Amo 533	ount 86.81 1.00		vate: Liq	4/05/2 uidated	2018	HMT:		5355.81			
18 18 18 18 18 18	100 100 100 100 100	1011 1011 1011 1011 1011	1000 1000 1000 1000 1000	44300 61000 61041 61100 61500	195 1 195 1 195 1 195 1 195 1	1	I		1.00 1.00 1.00 1.00										
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	TER TO (F1	F2	F3	F4	F5 F6	6 F7	F8	F9 F	710 F11	F12 F12 F28	7=Prin F13 F29	F14 _F	en F ₅Q	16=Re	enter 18	/Exit .02.00			
A	Action																		
E	Enter t	he c	late	(MN	/I DD	YY)	in th	e Cl	ose/Ca	ance	Dat	e fiel	ld a	nd s	elec				
A	PCG I	Dist=	8991	Rel=18.	01.00 0	4/16/2018	PCW 001	SV C:\I	DEVSYS	C:\S	ECON	D	W	/HITE					x
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P.O.	Ind	quir	У	I	PO #:	163	Vendor:	55		VE 00	NDOR 45 Ve	00009 NDOR	55 STREE	т			PU O	RC 02 0 Pen	0
Ren	#:				PN 0	utnut:	0=0the	r		SM	ITH.	GA			:	13333			
Bill	to	- F	ctu:	195	Buil	ding: 1	SMITH	School	0195	•	,		Attn:	Jami	e Buj	lder			
Ship	to to	- F	cty:	201	Buil	ding: 1	SMITH	SCHOOL	02 01				Desc:	FINA	NCE -	- TEST	PO		
C-Fi	ID :		2		C-FW	D/R-OPH	Date:						Date:	4/05	/2018	Amt:		5355	.81
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18	10	3	1011	1000	44222	195 1				1.0	0								
18	10	3	1011	1000	44300	195 1				1.0	0								
18	10	3	1011	1000	61000	195 1	1			1.0	9								
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18	10	3	1011	1000	61500	195 1				1.0	0								
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18	10	9	1021	1000	43200	195 1				1.0	0								
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P.0). bi	alan	ce:	5	5,355.	81													
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F 00			E T D M	01.001	-	EL 00							z . p., 4			547 B			
F29	10	CON	IFIRM	CLUSE	EZCANC	EL PU)		-			E14	/=Prin	t Scr	een	110=R	eenter	/EXIT	10
N N			12	13	1.1	F5 F6	5 F7	F8	F9 F	10	F11	F12	F13	F14	F15		18	.02.0	10
F 16	■ ∉	3										F28	F29						

Step	Action
9	Verify the entry in the Close/Cancel Date field is correct and select F29 (F29 - To Confirm Close/Cancel PO).
	"Closing/Canceling Purchase Order" message briefly displays.
	If the Appropriation Adjustment Entry screen displays, review the information on the screen and determine if you must review the required appropriation adjustments before continuing.
	Select (Enter). If the appropriation adjustments are correct, select (F28 (F28 - To
	Post). If the appropriations displayed are incorrect, select $\mathbf{F16}$ (F16) to return to the
	Purchase Order Close/Cancel Inquiry screen to make the necessary corrections.

	Ist=8991 Rel=18.01.00 04/16/2018 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
		PURC 02 00
	Enter vendor number to scan the purchase order file to examine entries for this vendor.	
	Vendor:	
	F12 will allow searching by account number	
	F13 will allow examination of a specific purchase order	
100		
	Enter to Continue, F16 to Exit	18.02.00
ENTER F1	Enter to Continue, F16 to Exit F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F16 1	18.02.00
	Enter to Continue, F16 to Exit F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 0 0 0 0 0 0 0 72 F28 F29 1	18.02.00
ENTER F1 F16	Enter to Continue, F16 to Exit F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 0 0 0 0 0 0 0 0 728 F29 0	18.02.00

A	PCG Dist=8991	Rel=17.03.00	09/15/2017 PCW 001 SV C:\DEVS	SYS C:\SECOND	WHITE	
			Financial Accoun	ting & Reporting		PR 00P
	FKey	,	Purchase Orde	r Processing		
		Purchae	se Order Inquiry			
	2	Enter P	urchase Order			
	3	Close/C	ancel Purchase Orders			
	5	Print Pu	rchase Orders			
	6	List All	Purchase Orders			
	7	∣ List Caı	celled Purchase Orders			
		List Open P	urchase Orders:			
	8	Facility	Sequence			
	9	Account	Number Sequence			
	10	Vendor	Name Sequence			
		J Purchas	se Orders Sequence			
	13	Purchas	se Orders Maintenance Menu			
	14	Claim F	rocessina Menu			
	15	Vendor	Maintenance			
м	aster Userlict					17.03.00
-	👍 🕮 Word 🗐	PAY VEND				
F						
	Action					
		<u></u>				
	Select F15	— (F16	-Exit) to return to th	e Financial Aco	counting & Repo	rting Maste
	1.	Master 👝		л '	1	14
	or select		(aster) to return to th	e Business App	olications Master	Мепи.
	The PO's	status is d	changed to "Closed" i	if anv claims exi	st against the pur	chase order.
	claims ori	at the Di)'s status is changed to	, "Cancelled"	<i>P</i>	
	ciums exis	si, ine PC	' s siaius is changea ia	s Cuncened.		

E3. Purchase Order Inquiry – Purchase Order Number

PCG Dist=8991	. Rel=17.03.00 (09/15/2017 PCW Fina	ncial Ac	OEVSYS C	& Report:	v ing	VHITE	MASTER1
FKe	y		Ма	ster Menu				
1 2 3 4 5 6 7 7 8 9 10 11 12 13 14 15	- Budget A Purchas: Claim Pr Vendor C Revenue Accounts Receipt I Cash Ma Financia Secount General Year End Special I Source N	Account Master e Order Process ocessing Meni Check Processi e Account Mast F Receivable P Processing Me inagement & In I Reporting & M Master Descrif Ledger Accoun d Processing M Functions Meni Aaster Menu Aaster Menu	Menu sing Menu ng Menu rocessing nu vestment vestment ton File N t Master N fenu u	J Menu Managema Ind Close k Venu Venu	:nt Menu 1enu			
20	File Reo	rganization						
Master ^{User} list	PAY VEND MONITOR MONITOR							13.04.00

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

The following screen displays:

Step

A	PCG Dist=8991 Rel=17.03.00 09/15/2017 PCW 001 SV CADEVSYS CASECOND WHITE	
	Financial Accounting & Reporting	PR 00P
	FKey Purchase Order Processing	
	 Purchase Order Inquiry Enter Purchase Order Close/Cancel Purchase Orders Print Purchase Orders List All Purchase Orders List Cancelled Purchase Orders 	
	List Open Purchase Orders: 8 Facility Sequence 9 Account Number Sequence 10 Vendor Name Sequence 11 Purchase Orders Sequence	
	13Purchase Orders Maintenance Menu14Claim Processing Menu15Vendor Maintenance	
Mas		17.03.00

Georgia Department of Education December 3, 2018 • 3:27 PM • Page 108 of 122 All Rights Reserved.

Step	Action
2	Select 3 (F3 - Close/Cancel Purchase Order).



Step

4

(Enter) to continue.

		PURC 02 00
	Enter vendor number to scan the purchase order file to examine entries for this vendor.	
	Vendor:	
	F12 will allow searching by account number	
	F13 will allow examination of a specific purchase order	
	Purchase order number:	
	Enter to Continue, F16 to Exit	18.02.00
🖌 F1 E		
F 1 F	10 11 10 10 11 110 111 112 113 114 press	
F 1 F		

A	P	CG Di	st=	8991	Rel=18.	01.00	04/16/2	018	PCW 001	SV C:\	DEVSYS	C:\SECON	ID	v	VHITE	-	-		
P.0).	Inqu	ii	'Y	I	PO #:	10	63	Vendor:	55		VENDOR 0045 V	0000 Endor	55 STREE	T			F	URC 02 00 Open
Reo	1 #	:				PO I	Dutout		0=0the	r		SMITH.	GA			5	13333		
Bil	' 1	to -	- 1	ctu:	195	Bui	lding	1	SMITH	SCHOOL	0195	····,		Attn:	Jami	le Bui	lder		
Shi	ίp	to -	- F	ctý:	201	Bui	lding	1	SMITH	SCHOOL	02 01			Desc:	FIN	NCE -	- TEST	PO	
C-F	İWD	12		2		C-F	WD/R-C	PN	Date:					Date:	47 05	5/2018	Amt:		5355.81
Y Y	lr-	Fnd	F	Prgm	Fnct	Obje	t Fcty	, В	Addt'1		Ame	ount		Liq	uidat	ed			
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1	18	100		1011	1000	4422	2 195	5-1				1.00							
1	18	100		1011	1000	4430	0 195	5-1				1.00							
1	18	100		1011	1000	6100	0 195	5-1	1			1.00							
1	18	100		1011	1000	6104	1 195	5-1				1.00							
1	18	100		1011	1000	6110	0 195	5-1				1.00							
1	18	100		1011	1000	6150	0 195	1				1.00							
1	18	100		1011	1000	6160	U 195	1				1.00							
	18	100		1021	1000	4320	0 195	1				1.00							
	18	100		1021	1000	4422	2 195	1				1.00							
	10	100		1210	2210	0120	0 8011 0 401					1.00							
	10	100		1021	1000	2406	0 193 4 400					1.00							
	10	100		1918	2210	6100	I 17: R 0841					1 88							
	10	100		1210	2210	5900	0 0010 0 204	. 1				1 00							
1	18	100		1021	1000	6160	0 20 0 104	4				1 88							
l i	18	100		1210	2210	5800	6 109	1				1 00							
ll i	18	100		1310	2220	6100	6 16	ii	1			1.00							
l i	18	100		1310	2220	5950	0 20	1				1.00							
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Р.	.0.	ba]	lar	ice:		5,355	.81												
													-						
F1	1=0	ldes	st	F2=	Next	F3=P	rev F	4=	Newest	F13=C	lose/(Cancel P	0 1	7=Prin	t Scr	een	F16=R	eente	er/Exit
ENTE	V	F1		F2	F3	F4	F5	F6	F7	F8	E9 F	-10 E11	F12	F13	F14	F15		1	8.02.00
F16	Þ	6	1										F28	F29			1		
	_		_					_						_			4		

Step	Action
5	To view additional purchase orders: Select the appropriate Function key.
	Select F1 (F1 - Oldest) to view the vendor's first purchase order on record. Select F2 (F2 – Next Newer), F3 (F3 – Prev Older), to scroll between records. Select F4 (F4 - Newest) to view the vendor's most recent purchase order.
6	Verify the information displayed is correct, and select F13 (F13 - Close/Cancel PO) to cancel the purchase order.

A	PCG Dist	=8991	Rel=18.0	01.00 04	4/16/2018	PCW 00	1 SV C:\	DEVSYS	C:\SECO	ND	W	/HITE				x
P.0.	Inqui	iry	P	°0 #:	163	Vendor:	55		VENDO 0045	R 0000! Vendor	55 STREE	т			PURC OPE	0200 N
Req Bill Ship	#: to - to -	Fcty: Fcty:	195 201	PO O Buil Buil	utput: ding: 1 ding: 1	O=Othe SMITH SMITH	r SCHOOL SCHOOL	0195 0201	SMITH	, GA	Attn: Desc:	Jamie FINANC	333 Build E - T	33 er EST P	0	055 04
U-FW Yr 18	V: Fnd F 100	Prgm 1011 1011	Fnct 1000 1000	C-FW Objct 43200 44222	Fcty E 195 1 195 1	Date: Addt']		Am 53	ount 36.81 1 00		Date: Liq	4/05/2 uidated	1018 A	mt:	5	355.81
18 18 18	100 100 100	1011 1011 1011	1000 1000 1000	44300 61000 61041	195 1 195 1 195 1	 1			1.00 1.00 1.00							
18 18 18 18	100 100 100	1011 1011 1011 1011	1000 1000 1000	61100 61500 61600	195 1 195 1 195 1				1.00 1.00 1.00							
18 18 18 18	100 100 100	1021 1021 1210 1021	1000 2210 1000	43200 44222 61200 61000	195 1 195 1 8010 195 1				1.00 1.00 1.00 1.00							
18 18 18	100 100 100	1021 1210 1210	1000 2210 2210	61041 61000 58000	195 1 8010 201 1				1.00 1.00 1.00							
18 18 18 18	100 100 100 100	1021 1210 1310 1310	1000 2210 2220 2220	61600 58000 61000 59500	195 1 108 1 100 1 201 1	 1			1.00 1.00 1.00 1.00							
18 P.0 Clo	100 . bala se/Car	1210 ance: acel Da	2210 5 ste: _	81000 ,355.	8010 81 (M	IM/DD/CO	: (YY)		1.00							
	TER TO F1	F2	F3	F4	F5 F6	5 F7	F8	F9	F10 F11	F12 F28	7=Prin F13 F29	F14 F1	n F1 <u>.a.</u>	6=Ree	nter/E 18.0	xit 2.00
	Actio	n								-						
I	Enter	the	date	(MN	/I DD	YY)	in th	e Cl	ose/C	ancel	Dat	e fiel	d an	d se	lect	

A	PCG I	Dist=	8991	Rel=18.	01.00 0	4/16/2018	B PCW 00:	1 SV C:\[DEVSYS	C:\SE	ECONE	D	v	/HITE					x
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Rea	#:				PN N	utnut:	0=0the	er i		SMI	TH.	GA			5	3333			
Bill	to	- 1	Fcty:	195	Buil	ding: '	I SMITH	SCHOOL	0195	0.11	,	-	Attn:	Jami	e Bui	lder			
Ship	to to	- 1	Fcty:	201	Buil	dinq: '	SMITH	SCHOOL	02 01				Desc:	FINA	NCE -	- TEST	PO		
C-Fi	ID :		2		C-FW	D/R-OPI	1 Date:						Date:	47 05	/2018	Amt:		5355	.81
Yr Yr	· Fne	I F	Prgm	Fnct	Objct	Fcty I	} Addt']		Amo	ount			Liq	uidat	ed				
18	10)	1011	1000	43200	195 1	l i		533	36.81									
18	10)	1011	1000	44222	195 1	l i			1.00	3								
18	10)	1011	1000	44300	195 1				1.00	3								
18	10)	1011	1000	61000	195 1	1			1.00	3								
18	10	1	1011	1000	61041	195 1				1.00	1								
18	10	1	1011	1000	01100	195				1.00	1								
10	10		1011	1000	01500	195				1.00	3								
10	10		1011	1000	12200	195				1.00	9								
10	10		1021	1000	43200	195				1 86	9								
15	10	í	1210	2210	61200	8010				1 00	3								
18	10	í	1021	1000	61000	195 -	1 1			1.66	a l								
18	10	9	1021	1000	61041	195				1.00	3								
18	10		1210	2210	61000	8010				1.00	3								
18	10)	1210	2210	58000	201 *	I			1.00	3								
18	10	1	1021	1000	61600	195 1	I			1.00	3								
18	10)	1210	2210	58000	108 1	l i			1.00	3								
18	10)	1310	2220	61000	100 1	I 1			1.00	3								
18	10)	1310	2220	59500	201 -	I			1.00	3								
18	10	1	1210	2210	81000	8010				1.00	3								
P.L	. Da	та	nce:	stor !	5,355. 17497	87 2010 //	4M / D.D. / O.												
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F29	то	coi	NFIRM	CLOSE	E/CANC	EL PO	>					E13	7=Prin	t Scr	een	F16=R	eente	er/Exit	
ENTER	-	-	F2	F3	F4	F5 F	6 F7	F8	F9 F	10	F11	F12	F13	F14	FIS Q		-	8.02.0	0
F16	• 6	3										F28	F29			1			

Step	Action
8	Verify the entry in the Close/Cancel Date field is correct and select F29 (F29 - To Confirm Close/Cancel PO).
	"Closing/Canceling Purchase Order" message briefly displays.
	If the Appropriation Adjustment Entry screen displays, review the information on the screen and determine if you must review the required appropriation adjustments before continuing.
	Select (Enter). If the appropriation adjustments are correct, select F28 (F28 - To
	Post). If the appropriations displayed are incorrect, select $\mathbf{F16}$ (F16) to return to the
	Purchase Order Close/Cancel Inquiry screen to make the necessary corrections.

	PCG Dist=89	91 Rel=18.01.00	04/16/2018 PCW	001 SV C:\DEVSYS	C:\SECOND	WHITE	
							PURC 02 00
		Enter vend e	or number to s xamine entries	can the purcha for this vend	se order filo or.	e to	
		Vendor:					
		F12 will a	llow searching	by account nu	mber		
		F13 will a	llow examinati	on of a specif	ic purchase (order	
		Enter to C	ontinue, F16	to Exit			
					10 F11 F12	E12 E14 0	18.02.00
EN		2 F3 F4	F5 F6 F7	- F8 F9 F		F13 F14 F15 🔨	
EN F1		2 F3 F4	F5 F6 F7	F8 F9 F	F28	F29	
EN F1	F1 F	2 F3 F4	F5 F6 F7	/ F8 F9 F	F28	F29	

	PCG Dist=8991	Rel=17.03.00	09/15/2017 PCW 001 SV	V C:\DEVSYS C	:\SECOND	WHITE	-	X
			Financial	Accounting	& Reportin	g		PR 00P
	FKey	,	Purchas	se Order Pro	ocessing			
	1	Purcha:	se Order Inquiry					
	2	Enter P	urchase Order					
	3	Close/C	ancel Purchase Orders	5				
	5	1 Print Pu	Irchase Orders					
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	9	Accoun	t Number Sequence					
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		1 1 1 1 1 1 1						
	13	Purcha	se Orders Maintenance	e Menu				
	14	Claim F	Processing Menu					
	15] vendor	Maintenance					
Mas	ster Userlist							17.03.00
F16	🛏 🖳 🖓							
		1						
	Action							
		<u>-</u>						
	Select F16	— (F16	-Exit) to return	to the <i>Fi</i>	nancial A	Accounting	& Repo	rting Masi
	or coloct	Master (N)	(astar) to return	to the P	usinass A	nnligation	a Mastar	Manu
			iaster) to return		usiness A	ррисанов	swusier	wienu.
	The PO's	status is (changed to "Clo	sed" if an	v claims e	exist agains	t the pure	chase orde
	claims eri	et the Pl)'s status is char	naped to "	Tancollod	,,	r m	
	ciums exis	si, ine FC	s siaius is chan	izeu io C	unceneu	•		

Appendix A: Purchase Order Entry and .csv Import File Error Processing

If the .csv file contains invalid data, the file import procedure lists up to twelve (12) errors. These errors will include the input file's line number, the error type, and the field in which the error occurred. Compare the error(s) identified to the .csv file's spreadsheet to determine the appropriate corrective measures.

The following us an example of an unsuccessful file import attempt:

🖪 PCO	G Dist=8991	Rel=18.01.0	0 04/16/	2018 P	CW 001 SV	C:\DEVSY	S C:\S	SECONE)	٧	VHITE			×
Enter Enter C:\CL **** E Line Line Line Line Line Line Line Line	the uplo AIMS\CLA RRORS FOU 005 Err 012 Unit 015 Unit 015 Unit 016 Unit 017 Unit 019 Unit 020 Unit 020 Unit	Rel=18.01.0 Dad file IM2017JUL UND - CSU : Vendor line ite line ite	0 04/16/ Purcha path an 02.CSU file o number n number n number n number n number n number n number n number	2018 P ase Or ad nam cannot fer 001 er 003 er 003 er 005 er 006 er 007 er 008 er 009 er 009	CW 001 SV der Entry der Entry be loade ound on U Unit Pri Unit Pri Unit Pri Unit Pri Unit Pri Unit Pri Unit Pri Unit Pri Unit Pri Unit Pri	C:\DEVSY: Upload ::\PURCH d *** ENDOR 4 .ce is 1 .ce is 1	S C:\S 1 Fro HASE\ File requi requi requi requi requi requi requi	red red red red red red red red red red	e	v csv)	VHITE		PURCO	100
	17=Print F1 F2 ∰ F18	Screen, F3 F4 F19	F16=Ca F5	ancel F6	F7 F8	e forma	F10	F11	F12 F28	F13	F14	F15 Q	18.02	. 00

The following is an example of a PCGenesis internal edit error message after the file successfully imports:

P	CG Dist	=8991	Rel=18	.01.00	04/16/2	018 F	PCW 001	. sv c	:\DEVS)	(S C:\S	ECONE)	v	VHITE			- 0 X
Purch	ase O	rder	Entry	V	endor	: <u>55</u>		U	ENDOR	0000	55						PURC 01 00
PO 0.	tout.			1				L L	1045 V	ENDOR	STRE	ΕI					
0.00	icpuc.	0=0	iner <u></u>	1				S	MITH.	GA			3	3333			
Bil	1 to	- Fac	ility	: 19	5 Bui	lding	1: <u>1</u> S	MITH	сноо	L 019	5			(F18))		
Shi	p to	- Fac	ility	: 20	1 Bui	lding	j: <u>1</u> S	MITH	SCHOO	L 020	1			(F19))		
Att	n of:	<u>Jami</u>	<u>e Bui</u>	<u>lder</u>		_	D	escri	ption	: <u>FIN</u>	ANCE	- TES	T PO	F	'O dat	e: <u>4/0</u>	5 <u>/2018</u>
l							R	equis	ition	#: _				f	Amount	-	5355.81
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Dupl	icate		unte	ontor	- ho	not r	ormit	tod.									
Ente	r To	Ualid	ate	F17=	PrtSc	rn F	-18=Se	lect	Bill	To F	19=Se	lect	Shin	To	F16	to Exit	
	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15		18.02.00

Appendix B: Purchase Order Entry.csv File Format Requirements

		Purchase Order Entry .csv File Format Requirements					
1	When creating the .csv file, the <i>Enter</i> Purchase Order <i>Import</i> procedure only processes lines containing the characters H, V, N, P, D, E, F, G, B, S, T, O, C, R, or L within Column A. These characters identify the <i>Header</i> (H), <i>Vendor</i> (V), <i>Vendor Name</i> (N), <i>Vendor Phone</i> (P), <i>Vendor</i> <i>Address Line</i> 1 (D), <i>Vendor Address Line</i> 2 (E), <i>Vendor City Line</i> (F), <i>Vendor Contact</i> (G), <i>Bill To</i> (B), <i>Ship To</i> (S), <i>Attention Of</i> (T), <i>Order Description</i> (O), <i>Account Line</i> (C), <i>PO Total</i> (R), and <i>Inventory</i> (L) lines. (These lines can occur in any order within the .csv file.)						
2	PCGenesis ignores <u>all</u> lines containing the character A (<i>Approved By line</i>) within <i>Column A</i> . The <i>Approved By</i> data is informational only. Leave <i>Column A</i> blank to include <i>Comments</i> and/or <i>Headings</i> in the <i>.csv</i> file.						
3	The following lines are <u>only</u> used if the <i>Vendor Line</i> (V) contains the literal " NEW " for the vendor number: <i>Vendor Phone</i> (P), <i>Vendor Address Line 1</i> (D), <i>Vendor Address Line 2</i> (E), <i>Vendor City</i> <i>Line</i> (F), and <i>Vendor Contact</i> (G). If " NEW " is <u>not</u> specified, these lines are ignored.						
	The <i>Vendor Name</i> (N) line is required when entering a purchase order for either an existing vendor or when adding a new vendor. When entering a purchase order for an existing vendor, the system will verify that the vendor name matches the name on the VENDOR file.						
4	Column B must be numeric for each line containing the character C (Account Line) in Column A. Each C line must contain a sequential number from 1 to 20, and <u>must not be duplicated</u> . The <i>Template</i> specifies Line 1 through Line 20 but only lines which contain an account and an amount will be utilized by the import.						
	Column B must be numeric for each line containing the character L (Inventory Line) in Column A. Each L line must contain a sequential number from 1 to 405, and <u>must not be duplicated</u> . The Template specifies Line 1, but up to 405 inventory lines may be specified.						
5	The H	<i>eader</i> (H) line must meet the following specifications:					
	5.1	Must contain a <i>H</i> in <i>Column A</i> .					
	5.2	Column F/G must contain up to eight (8) alphanumeric characters representing the purchase order requisition number.					
	5.3	Column L must contain up to ten (10) characters representing the purchase order date. Dates must be entered as $MM/DD/CCYY$.					

		Purchase Order Entry .csv File Format Requirements								
6	The V	<i>Vendor</i> (V) line must meet the following specifications:								
	6.1	5.1 Must contain a V in Column A.								
	6.2	Column F/G may contain up to six (6) digits representing a vendor number which already exists in PCG enesis.								
		or								
		Column F/G may contain the literal " NEW " which indicates a new vendor number should be created from the vendor information contained on the following lines: Vendor Name (N), Vendor Phone (P), Vendor Address Line 1 (D), Vendor Address Line 2 (E), Vendor City Line (F), and Vendor Contact (G).								
	6.3	<i>Column L/M/N</i> may contain up to thirty (30) alphanumeric characters representing the purchase order requestor. The <i>Requestor</i> data is informational only and is NOT loaded into PCGenesis.								
7	The V	<i>Lendor Name</i> (N) line must meet the following specifications:								
	7.1	Must contain a <i>N</i> in <i>Column A</i> .								
	7.2	<i>Column F/G/H/I/J/K/L</i> must contain up to thirty (30) alphanumeric characters representing the vendor name. This data is required when entering a purchase order for either an existing vendor or when adding a new vendor. When entering a purchase order for an existing vendor, the system will verify that the vendor name matches the name on the VENDOR file.								
	7.3	<i>Column N/O</i> may contain up to nine (9) digits representing the vendor EIN. Either the vendor EIN on the <i>Vendor Name</i> (N) line $\underline{\text{or}}$ the vendor SSN on the <i>Vendor Phone</i> (P) line may be entered, but not both.								
8	The V	<i>Tendor Phone</i> (P) line must meet the following specifications:								
	8.1	Must contain a <i>P</i> in <i>Column A</i> .								
	8.2	<i>Column F/G/H</i> may contain up to ten (10) digits representing the vendor phone number.								
	8.3	<i>Column K/L</i> may contain up to ten (10) digits representing the vendor fax phone number.								
	8.4	<i>Column N/O</i> may contain up to nine (9) digits representing the vendor SSN. Either the vendor EIN on the <i>Vendor Name</i> (N) line $\underline{\text{or}}$ the vendor SSN on the <i>Vendor Phone</i> (P) line may be entered, but not both.								
9	The V	<i>Lendor Address Line 1</i> (D) line must meet the following specifications:								
	9.1	Must contain a D in Column A.								
	9.2	<i>Column F/G/H/I/J/K/L</i> may contain up to thirty (30) alphanumeric characters representing the vendor address line 1.								
	9.3	Column N may contain up to one (1) alphanumeric character representing the vendor 1099 indicator. Valid values are ' Y ' or ' N '.								

		Purchase Order Entry .csv File Format Requirements								
10	The V	endor Address Line 2 (E) line must meet the following specifications:								
	10.1 Must contain a <i>E</i> in <i>Column A</i> .									
	10.2	0.2 <i>Column F/G/H/I/J/K/L</i> may contain up to thirty (30) alphanumeric characters representing the vendor address line 2.								
11	The V	endor City Line (F) must meet the following specifications:								
	11.1	Must contain a F in Column A.								
	11.2	<i>Column F/G/H/I/J</i> may contain up to twenty-five (25) alphanumeric characters representing the vendor city.								
	11.3	<i>Column K</i> may contain up to two (2) alphanumeric characters representing the vendor state. This field should contain the two character state postal code abbreviation.								
	11.4	<i>Column L</i> may contain up to ten (10) alphanumeric characters representing the vendor zip code.								
12	The V	endor Contact (G) line must meet the following specifications:								
	12.1	Must contain a G in Column A.								
	12.2	<i>Column F/G/H/I/J/K/L</i> may contain up to twenty (20) alphanumeric characters representing the vendor contact name.								
13	The B	<i>ill To</i> (B) line must meet the following specifications:								
	13.1	Must contain a B in Column A.								
	13.2	Column F/G may contain up to four (4) digits representing the purchase order bill to facility code.								
	13.3	<i>Column K</i> may contain up to one (1) digit representing the purchase order bill to building code.								
14	The SI	hip To (S) line must meet the following specifications:								
	14.1	Must contain a <i>S</i> in <i>Column A</i> .								
	14.2	Column F/G may contain up to four (4) digits representing the purchase order ship to facility code.								
	14.3	<i>Column K</i> may contain up to one (1) digit representing the purchase order ship to building code.								
15	The A	<i>ttention Of</i> (T) line must meet the following specifications:								
	15.1	Must contain a <i>T</i> in <i>Column A</i> .								
	15.2	<i>Column F/G/H/I/J/K/L</i> may contain up to twenty (20) alphanumeric characters representing the 'attention of' information for the purchase order.								

		Purchase Order Entry .csv File Format Requirements									
16	The O	The <i>Order Description</i> (O) line must meet the following specifications:									
	16.1	1 Must contain a <i>O</i> in <i>Column A</i> .									
	16.2	<i>Column F/G/H/I/J/K/L</i> may contain up to thirty (30) alphanumeric characters representing the purchase order description.									
17	Each A	Account (C) line must meet the following specifications:									
	17.1	Must contain an <i>C</i> within <i>Column A</i> .									
	17.2	Is sequentially numbered from 1 thru 20 within Column B.									
	17.3	Column C may contain up to two (2) digits representing the expense account fiscal year.									
	17.4	Column D may contain up to three (3) digits representing the expense account fund.									
	17.5	Column E may contain one (1) digit representing the expense account fiscal indicator.									
	17.6	Column F may contain up to four (4) digits representing the expense account program.									
	17.7	Column G may contain up to four (4) digits representing the expense account function.									
	17.8	Column H may contain up to five (5) digits representing the expense account object.									
	17.9	Column I may contain up to four (4) digits representing the expense account facility.									
	17.10	Column J may contain one (1) digit representing the expense account building.									
	17.11	Column K may contain up to six (6) digits representing the expense account additional.									
	17.12	Column L must contain up to eleven (11) digits with two (2) decimal digits representing a purchase order line amount to be posted to this expense account. The expense amount may contain a sign so that either positive or negative amounts may be entered. For example, the amount may be entered as -12345678901.12									
18	The P	<i>O</i> Total (R) line must meet the following specifications:									
	18.1	Must contain an R within Column A.									
	18.2	<i>Column L</i> must contain up to eleven (11) digits with two (2) decimal digits representing the total amount of the purchase order. The PO total amount may contain a sign so that either positive or negative amounts may be entered. For example, the amount may be entered as -12345678901.12									

	Purchase Requisition .csv File Format Requirements									
19	Each <i>Inventory</i> (L) line must meet the following specifications:									
	19.1	Must contain an <i>L</i> within <i>Column A</i> .								
	19.2	Is sequentially numbered from 1 thru 405 within Column B.								
	19.3	<i>Column C/D</i> must contain up to seven (07) digits with zero (0) decimal digits representing the inventory line quantity. The quantity must be positive. For example, the quantity may be entered as 1234567								
	19.4	<i>Column E</i> may contain two (2) alphanumeric characters representing the inventory line unit designation.								
	19.5	<i>Column F/G/H/I/J/K/L/M/N</i> may contain up to forty (40) alphanumeric characters representing the inventory line description.								
	19.6	<i>Column O</i> must contain up to eleven (11) digits with two (2) decimal digits representing the inventory line unit price. The unit price may contain a sign so that either positive or negative amounts may be entered. For example, the amount may be entered as -12345678901.12								
	19.7	Column P must contain up to eleven (11) digits with two (2) decimal digits representing the inventory line extended price. The extended price may contain a sign so that either positive or negative amounts may be entered. For example, the amount may be entered as -12345678901.12								