

# PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

5/18/2018 Section B: Pu	rchase Order Processing
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[Topic 2: Printing Purchase Orders, Version 2.5]

# **Revision History**

Date	Version	Description	Author
5/18/2018	2.5	18.02.00 – Expand purchase order and claim display screens and entry lines	D. Ochala
		from 10 to 20	
09/18/2017	2.4	17.03.00 – Update Purchase Order Processing Menu with new function for	D. Ochala
		List All Purchase Orders.	
03/02/2016	2.3	16.01.00 – Update Logo and Footers.	S. Scrivens
09/22/2014	2.2	14.02.00 – Added button bar instructions to procedures.	D. Ochala
03/31/2011	2.1	11.01.00 – Updates to screenshots, no programmatic changes.	D. Ochala
10/10/2007	2.0	07.03.00 – Updates to screenshots, no programmatic changes.	C. W. Jones

# Table of Contents

OVERVIEW
PROCEDURE A: PRINTING PURCHASE ORDERS AND THE PURCHASE ORDER REGISTER - WITHOUT A SIGNATURE CARD
PROCEDURE B: PRINTING PURCHASE ORDERS AND THE PURCHASE ORDER REGISTER – WITH A SIGNATURE CARD
PROCEDURE C: REPRINTING PURCHASE ORDERS
PROCEDURE D: REMOVING PRINTED PURCHASE ORDER DETAIL RECORDS
APPENDIX A: PURCHASE ORDER REGISTER - EXAMPLE

### **Overview**

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

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

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

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

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

	➡         PCG Dist=8991         Rel=14.03.00         09/17/2014         PCW 001         SV         C:\DEVSYS         C:\SECOND         WHITE	_ & ×
	Financial Accounting & Reporting	MASTER1
	FKey Master Menu	
	Budget Account Master Menu     Purchase Order Processing Menu	
	3 Claim Processing Menu	
	4 Vendor Check Processing Menu	
	5 Revenue Account Master Menu	
	Accounts Receivable Processing Menu 7 Receipt Processing Menu	
	8 Cash Management & Investment Management Menu	
	9 Financial Reporting & Month/Yr-End Close Menu	
	10 Account Master Description File Menu	
	12 Year End Processing Menu	
	13 Special Eurotions Manu	
	14 Vendor Master Menu	
	15 Source Master Menu	
	20 File Reorganization	
	Master Vserlist	13.04.00
ep	Action	
2	Select <b>2</b> ( <b>F2</b> - Purchase Order Processing Menu).	

2		1.21-27105100	05,15,201,	Liner-	i		ing 0	Den	utin-	 		DDOOD
				Financ	тат н	ccount	ing a	керо	rting			PROOP
	FKe	ý		Pur	chase	Order	Proc	essin	g			
		-										
		Purcha	ise Order Ir	iquiry								
	- 2	Enter F	Cancel Dur	ruer shace O	rdore							
	5	Print P	urchase Or	ders	TUCIS							
	6	List All	Purchase	Orders								
	7	List Ca	ncelled Pu	rchase (	Orders							
		List Open F	<sup>p</sup> urchase O	rders:								
	8	Facility	/ Sequence									
	9	Accoun	t Number S	Gequenc	e							
	10	Vendor	Name Sec	uence								
		Purcha	se orders	Sequen	ce							
	13	Purcha	se Orders	Mainten	ance N	<i>l</i> enu						
	14	Claim I	Processing	Menu								
	15	Vendor	<sup>,</sup> Maintenar	ice								
M					1					1		17.03.00
	n List Nuessa Wordsa		2	_								
'16 V	-  u 😅  , 🖼	MONITOR MONITO	R									
_												

Step	Action
3	Select <b>5</b> ( <b>F5</b> - Print Purchase Orders).

PCG Dist=8991 Rel=18.01.00 05/18/2018 PCW 001 SV C:\DEVSYS C:\SECOND - -WHITE PURC15 Print Purchase Orders Press F1 to print all PO's or Enter the range of Purchase Orders to be printed thru NOTE: If only a single PO is to be printed, enter the PO in the first field and press ENTER. Enter to Print a Range, F16 to Exit 18.02.00 F1 جي. Step Action 4 For all purchase orders: Select **F1** (F1). For an individual purchase order: Enter the purchase order number in the first field only, and select (Enter). For a range of purchase orders: Enter the purchase order number (s) in the fields, and select **Enter**). "\*\*\*Processing Request \*\*\*" briefly displays.

The following dialog box displays:

Select Printer	
Select Printer: <u>Called By:</u> CHKCALL <u>Orientation:</u> © Portrait © Landscape	\\printserver\2275-HPLJ4300dtn         Softdocs Generic / Text Only         Send To OneNote 2010         Nitro PDF Creator (Pro 9)         Microsoft XPS Document Writer         Fax         \\printserver\Xerox-1970         \\printserver\2285-hp4300
Default Printer	\\printserver\2275-HPLJ4300dtn
Selected Printer	\\printserver\2275-HPLJ4300dtn
	OK Exit Process

Step	Action
5	Within the <i>Select Printer</i> window, verify <u>or</u> highlight the appropriate printer's name. Verify that the correct printer displays in the <b>Selected Printer</b> text box.
6	Select OK (OK).

	▶ PCG Dist=8991 Rel=18.01.00 05/18/2018 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	PURC15	
	FRINI FUNGRHSE UNDERS	
	Are correct Purchase Orders inserted? (YES,NO)	
	Press ENTER to Continue - F16 to EXIT	1
e e e e e e e e e e e e e e e e e e e		
Step	Action	
7	Enter Yes in the Are correct Purchase Orders inserted? field.	
8	Select <b>Enter</b> ).	

A	PCG Dist=8991	Rel=18.01.00	05/18/2018	PCW 001	SV C:\DEVSYS	C:\SECOND	WHITE	
	PCG Dist=8991	Rel=18.01.00	**	REMOUE	SV CADEVSYS	PRINTER **	WHETE	PURC15
	Action							
	Remove t	he purch	ase orde	ers fro	m the Prin	nter and selec	et Enter.	

PCG Dist=8991 Rel=17.03.00	09/15/2017 PCW 001 SV C:\DEVSYS C:\SE	COND WHITE	- 0 ×
	Financial Accounting &	Reporting	PR 0 0P
FKey	Purchase Order Proce	ssing	
2 Purchas	e Order Inquiry		
	rchase Urder		
5 Print Pu	rchase Arders		
6 List All F	Purchase Orders		
7 List Can	celled Purchase Orders		
List Open Pu	rchase Orders:		
8 Facility	Sequence		
9 Account	Number Sequence		
10 Vendor I	lame Sequence		
Purchas	e oraers sequence		
13 Purchas	e Orders Maintenance Menu		
14 Claim P	ocessing Menu		
15 Vendor I	Aaintenance		
anticul User, .			17.03.00
			-

Step	Action						
10	To print the report via the Uqueue Print Manager: Select (Uqueue).						
	Select the <i>Spool</i> option to print the report.						
	To print the report via Microsoft® Word: Select (MS WORD).						
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.						
11	Refer to <i>Appendix A: Purchase Order Register – Example</i> for an example of the Purchase Order Register.						
12	Select <b>FIG</b> ( <b>F16</b> -Exit) to return to the <i>Financial Accounting &amp; Reporting Master Menu</i> or select <b>Master</b> ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .						

# **Procedure B:** Printing Purchase Orders and the Purchase Order Register – With a Signature Card

PCG Dist=8991 Rel=14.03.00	09/17/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	ASTER1
FKeu	Master Menu		
<u>1</u> Budget /	Account Master Menu e Order Processing Menu		
<u> </u>	ocessing Menu		
_4 Vendor (	Check Processing Menu		
5 Revenue	Account Master Menu		
6 Accounts	Receivable Processing Menu		
7 Receipt	Processing Menu		
	mayement & investment Manayement Menu		
9 Financia	I Reporting & Month/Yr-End Close Menu		
<u>10</u> Account 11 General	Master Description File Menu Ledger Account Master Menu		
12 Year En	d Processing Menu		
13 Createl	Europiana Manu		
14 Vendor M	Aaster Menu		
15 Source N	Aaster Menu		
20 File Ben	rganization		
	igunzation		
Manakan User,			13.04.00
Action			

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

	PCG Dist=8991 Rel=17.03.00 09/15/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Financial Accounting & Reporting	PR00P
	FKey Purchase Order Processing	
	<ul> <li>1 Purchase Order Inquiry</li> <li>2 Enter Purchase Order</li> <li>3 Close/Cancel Purchase Orders</li> <li>5 Print Purchase Orders</li> <li>6 List All Purchase Orders</li> <li>7 List Cancelled Purchase Orders</li> <li>8 Facility Sequence</li> <li>9 Account Number Sequence</li> <li>10 Vendor Name Sequence</li> <li>11 Purchase Orders Sequence</li> <li>13 Purchase Orders Maintenance Menu</li> <li>14 Claim Processing Menu</li> <li>15 Vendor Maintenance</li> </ul>	
M	Ister         Ister <th< th=""><th>17.03.00</th></th<>	17.03.00
р	Action	
	Select <b>5</b> ( <b>F5</b> - Print Purchase Orders).	

PCG Dist=8991 Rel=18.01.00 05/18/2018 PCW 001 SV C:\DEVSYS C:\SECOND - -WHITE PURC15 Print Purchase Orders Press F1 to print all PO's or Enter the range of Purchase Orders to be printed thru NOTE: If only a single PO is to be printed, enter the PO in the first field and press ENTER. Enter to Print a Range, F16 to Exit 18.02.00 F1 جي. Step Action 3 For all purchase orders: Select **F1** (F1). For an individual purchase order: Enter the purchase order number in the first field only, and select (Enter). For a range of purchase orders: Enter the purchase order number (s) in the fields, and select **Enter**). "\*\*\*Processing Request \*\*\*" briefly displays.

The following dialog box displays:

Select Printer	
Select Printer:	Vyprintserver/2275-HPLJ4300dtn Softdocs Generic / Text Only Send To OneNote 2010
Called By: CHKCALL	Nitro PDF Creator (Pro 9) Microsoft XPS Document Writer Fax
Orientation:	\\printserver\Xerox-1970 \\printserver\2285-hp4300
<ul> <li>Portrait</li> <li>C Landscape</li> </ul>	
Default Printer	\\printserver\2275-HPLJ4300dtn
Selected Printer	\\printserver\2275-HPLJ4300dtn
	OK Exit Process

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

PCG Dist=8991 Rel=18.01.00 05/18/2018 PC	W 001 SV C:\DEVSYS	C:\SECOND	WHITE	
Select Print Test Options		Purchase 0	Irder	CHKCALL
CURRENT SELECTED	\\printserver\22	75-HPLJ4300dtn		
Please Make Selection				
F1 - Select Printer F2 - Print Sample	SIGNATURE <b>S</b> IGNATURE	Enabled		
F4 - Disable MICR F5 - Disable Signature				
<b>F9</b> Caus and Continue				
F16 - Cancel and Exit				
				17.01.00

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

A	PCG Dist=8991 Rel=18.01.00 05/18/2018 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	PRINT PURCHASE ORDERS	PURC15
	Are correct Purchase Orders inserted? (YES,NO)	
	Press ENTER to Continue - F16 to EXIT	
ENTI F16	F1     Image: Second seco	18.02.00
	Action	
	Enter Yes in the Are correct Purchase Orders inserted? field.	
	Select Enter).	

A	PCG Dist=8991	Rel=18.01.00	05/18/2018	PCW 001	SV C:\DEVSYS	C:\SECOND	WHITE	
	PCG Dist=8991	Rel=18.01.00	**	REMOVE	FORMS FROM	PRINTER **	WHITE	PURC15
	Action							
	Remove t	he purch	ase orde	ers fro	m the Prin	nter and selec	t Enter.	

	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
	1 Purchase Order Inquiry
	2 Enter Purchase Order
	5 Close/Cancel Purchase Orders
	6 List All Purchase Orders
	7 List Cancelled Purchase Orders
	List Open Purchase Orders:
	8 Facility Sequence
	9 Account Number Sequence
	10 Vendor Name Sequence
	13 Purchase Orders Maintenance Menu
	14 Claim Processing Menu
	+ Venuur Maintenance
M	aster Vserlist 17.03.00
F16	
F16	
Fie	
L	Action To print the report via the Uqueue Print Manager: Select Uqueue).
Fie	Action To print the report via the Uqueue Print Manager: Select (Uqueue).
	Action To print the report via the Uqueue Print Manager: Select (Uqueue). Select the <i>Spool</i> option to print the report.
	Action To print the report via the Uqueue Print Manager: Select (Uqueue). Select the Spool option to print the report. To print the report via Microsoft® Word: Select (MS WORD)
L	Action To print the report via the Uqueue Print Manager: Select (Uqueue). Select the Spool option to print the report. To print the report via Microsoft® Word: Select (MS WORD).
FIE	Action To print the report via the Uqueue Print Manager: Select (Uqueue). Select the Spool option to print the report. To print the report via Microsoft® Word: Select (MS WORD). Follow the instructions provided in the <u>Technical System Operations Guide</u> , User In
L	Action         To print the report via the Uqueue Print Manager: Select III (Uqueue).         Select the Spool option to print the report.         To print the report via Microsoft® Word: Select IIII (MS WORD).         Follow the instructions provided in the Technical System Operations Guide, User In Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Print
L	Action         To print the report via the Uqueue Print Manager: Select III (Uqueue).         Select the Spool option to print the report.         To print the report via Microsoft® Word: Select IIII (MS WORD).         Follow the instructions provided in the Technical System Operations Guide, User In Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing create the macro necessary to use the feature where appropriate.
	Action         To print the report via the Uqueue Print Manager: Select III (Uqueue).         Select the Spool option to print the report.         To print the report via Microsoft® Word: Select IIII (MS WORD).         Follow the instructions provided in the Technical System Operations Guide, User In Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing create the macro necessary to use the feature where appropriate.
	Action To print the report via the Uqueue Print Manager: Select (Uqueue). Select the Spool option to print the report. To print the report via Microsoft® Word: Select (MS WORD). Follow the instructions provided in the <u>Technical System Operations Guide</u> , User In Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printe create the macro necessary to use the feature where appropriate. Refer to Appendix A: Purchase Order Register – Example for an example of the P
	Action         To print the report via the Uqueue Print Manager: Select III (Uqueue).         Select the Spool option to print the report.         To print the report via Microsoft® Word: Select IIII (MS WORD).         Follow the instructions provided in the Technical System Operations Guide, User In Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing create the macro necessary to use the feature where appropriate.         Refer to Appendix A: Purchase Order Register – Example for an example of the Procedures
L 2	Action         To print the report via the Uqueue Print Manager: Select IIII (Uqueue).         Select the Spool option to print the report.         To print the report via Microsoft® Word: Select IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
	Action         To print the report via the Uqueue Print Manager: Select III (Uqueue).         Select the Spool option to print the report.         To print the report via Microsoft® Word: Select IIII (MS WORD).         Follow the instructions provided in the Technical System Operations Guide, User In Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing create the macro necessary to use the feature where appropriate.         Refer to Appendix A: Purchase Order Register – Example for an example of the Procedure Register.
	Action         To print the report via the Uqueue Print Manager: Select Image (Uqueue).         Select the Spool option to print the report.         To print the report via Microsoft® Word: Select Image (MS WORD).         Follow the instructions provided in the Technical System Operations Guide, User In Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printle create the macro necessary to use the feature where appropriate.         Refer to Appendix A: Purchase Order Register – Example for an example of the P Order Register.         Select Image (F16 -Exit) to return to the Financial Accounting & Reporting Master
	Action         To print the report via the Uqueue Print Manager: Select Image (Uqueue).         Select the Spool option to print the report.         To print the report via Microsoft® Word: Select Image (MS WORD).         Follow the instructions provided in the Technical System Operations Guide, User In Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing create the macro necessary to use the feature where appropriate.         Refer to Appendix A: Purchase Order Register – Example for an example of the P Order Register.         Select Image (F16 -Exit) to return to the Financial Accounting & Reporting Master Image)
2	Action         To print the report via the Uqueue Print Manager: Select Image (Uqueue).         Select the Spool option to print the report.         To print the report via Microsoft® Word: Select Image (MS WORD).         Follow the instructions provided in the Technical System Operations Guide, User In Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing create the macro necessary to use the feature where appropriate.         Refer to Appendix A: Purchase Order Register – Example for an example of the P Order Register.         Select Image (F16 -Exit) to return to the Financial Accounting & Reporting Master or select Image (Master) to return to the Business Applications Master Menu.

### **Procedure C: Reprinting Purchase Orders**

	PCG Dist=8991 Rel=14.03.00 09/17/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE     Financial Accounting & Reporting	ASTER1
	FKey Master Menu	
	<ol> <li> Budget Account Master Menu</li> <li> Purchase Order Processing Menu</li> <li> Claim Processing Menu</li> <li> Vendor Check Processing Menu</li> </ol>	
	5 Revenue Account Master Menu 6 Accounts Receivable Processing Menu 7 Receipt Processing Menu 8 Cash Management & Investment Management Menu	
	<ul> <li>9 Financial Reporting &amp; Month/Yr-End Close Menu</li> <li>10 Account Master Description File Menu</li> <li>11 General Ledger Account Master Menu</li> <li>12 Year End Processing Menu</li> </ul>	
	13Special Functions Menu14Vendor Master Menu15Source Master Menu	
	20 File Reorganization	
	Master         User         User         Master         Master	13.04.00
Step	Action	
1	Select <b>2</b> ( <b>F2</b> - Purchase Order Processing Menu).	

Ŀ	PCG Dist=8991 Rel=17.03.00 09/15/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHIT	TE	
	Financial Accounting & Reporting		PROOP
	FKey Purchase Order Processing		
	 1 Purchase Order Inquiry		
	2 Enter Purchase Order		
	3 Close/Cancel Purchase Orders		
1	5 Print Purchase Orders		
	7 List Cancelled Purchase Orders		
	List Open Purchase Orders:		
	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 Userlist		17.03.00
F			
	Action		

	PCG Dist=8991 Rel=14.03.00 09/17/2014 PCW 001 SY C:\DEVSYS C:\SECOND WHITE	
	Financial Accounting & Reporting	PR12P
	FKey Purchase Order Maintenance Menu	
	Facility/Building File: 1 Facility/Building File Maintenance 5 Print Facility/Building File	
	Purchase Order Detail File: 8 Select Reprinting of Purchase Orders 9 Remove Printed Records	
	Master         User Fre         Words         PAY MONITOR         Vendo         PAY MONITOR         Vendo         Pay Monitor	
ер	Action	
3	Select [8] (F8 - Purchase Order Detail File: Select Reprinting of Purc	hase Orders)

PCG Dist=8991 Rel=18.01.00 04/16/2018 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
Select Reprinting of Purchase Orders	PURC99
Enter the Number of Purchase Order to Reprint:	
NOTE: THIS OPTION DOES NOT PRINT P.O. IMMEDIATELY. Instead, it requeues the p.o. to be printed in the Standard 'print purchase order' option.	
Enter to Continue, E16 to Exit	
	18.02.00
Action	

	PCG Dist=8991 Rel=18.01.00 04/16/2018 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Select Reprinting of Purchase Orders	PURC99
	Enter the Number of Purchase Order to Reprint: 162	
	Vendor: 55 VENDOR 000055 Amount: 5355.81	
	NOTE: THIS OPTION DOES NOT PRINT P.O. IMMEDIATELY. INSTEAD, IT REQUEUES THE P.O. TO BE PRINTED IN THE STANDARD 'PRINT PURCHASE ORDER' OPTION.	
ENTI	Enter to Continue, F16 to ReEnter	18.02.00
F16		
	Action	
	Verify the screen's entries are correct, and select (Enter).	
	If the information is incorrect, select $[F16 - Exit]$ , make the ap	propriate cor
	and select (Enter).	



📕 PCG Dist=8991 Rel=14.03.00 09/17/	2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
	Financial Accounting & Reporting		PR12P
FKey	Purchase Order Maintenance Menu		
 Facility/Building Fil			
Facility/Building	g File Maintenance		
5 Print Facility/Bu	ilding File		
Purchase Order Det	ail File:		
9 Remove Printer	l Records		
Master <sup>User</sup> list			
F16 U B Word PAY MONITOR			
Action			
	T + T + T + M + M + M + M + M + M + M +	······································	
Select FIG (F16 -Exi	t) to return to the <i>Financial</i> A	<i>ccounting</i> α κερ	musier

### **Procedure D: Removing Printed Purchase Order Detail Records**

#### \* \* \* ATTENTION \* \* \*

Purchase orders may neither be processed, nor printed during this procedure.

	E PCG Dist=8991 Rel=14.03.00 09/17/2014 PCW 001 5¥ C:\DEV5Y5 C:\SECOND WHITE	<u>_8×</u>
	Financial Accounting & Reporting	MASTER1
	FKey Master Menu	
	 1 Budget Account Macter Menu	
	2 Purchase Order Processing Menu	
	3 Claim Processing Menu	
	4 Vendor Check Processing Menu	
	5 Revenue Account Master Menu	
	6 Accounts Receivable Processing Menu	
	7 Receipt Processing Menu	
	Cash Management & Investment Management Menu	
	9 Financial Reporting & Month/Yr-End Close Menu	
	10 Account Master Description File Menu	
	11 General Ledger Account Master Menu	
	<u>12</u> Tear End Processing Menu	
	13 Special Functions Menu	
	14 Vendor Master Menu	
	15 Source Master Menu	
	20 File Reorganization	
		13 04 00
		10.04.00
р	Action	
1	Select 2 (F2 - Purchase Order Processing Menu).	

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
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:
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 UserList 17.03.00
Action

	PCG Dist=8991 Rel=14.03.00 09/17/2014 PCW 001 SY C:\DEVSYS C:\SECOND         WHITE           Financial Accounting & Reporting	PR12P
	FKey Purchase Order Maintenance Menu	
	Facility/Building File: 1 Facility/Building File Maintenance 5 Print Facility/Building File	
	Purchase Order Detail File: 8 Select Reprinting of Purchase Orders 9 Remove Printed Records	
	Master         User         Page         Master         Image         Image <th< th=""><th></th></th<>	
ep	Action	
3	Select 9 (F9 - Remove Printed Records).	



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



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

🔲 PCG Dist=8991 Rel=14.03.00	09/17/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
	Financial Accounting & Reportin	Ig	PR12P
FKey	Purchase Order Maintenance Menu	ı	
Facility/Buil 1 Facility/ 5 Print Fa	ding File: /Building File Maintenance cility/Building File		
Purchase Or 8 Select F 9 Remove	rder Detail File: Reprinting of Purchase Orders e Printed Records		
Master Userlist FIG PAY MONITOR MONITOR			

Step	Action
8	Select FIG -Exit) to return to the Purchase Order Processing Menu or select
	(Master) to return to the Business Applications Master Menu.

## Appendix A: Purchase Order Register - Example

RUN DATE: 09/17/2014	PURCHASE OR	DER REGISTER	PAGE 1
PO# DATE ISSUED TO	DESCRIPTION	FND F PRGM FNCT OBJCT FCTY B ADDT'L YR	AMOUNT
013622 6/25/12 VENDOR 005873	COMPUTER EXPEND EQUI	406 0 3315 1000 61600 0201 0 000000 12	3,790.00
		** PO TOTAL **	3,790.00
013623 6/25/12 VENDOR 003608	SUPPLIES	406 0 3315 1000 61000 0201 0 000000 12	84.00
		** PO TOTAL **	84.00
014565 8/08/13 VENDOR 000130	STEDDT. TE S	100 0 9990 2300 61000 8010 0 000000 14	24 69
511000 0,00,10 02000 000100	00112120	** PO TOTAL **	24.69
014566 8/08/13 VENDOR 000130	SUPPLIES	100 0 9990 2500 61000 8010 0 000000 14	202.12
		** PO TOTAL **	202.12
014567 8/08/13 VENDOR 000130	SUPPLIES	402 0 1750 2900 61000 8010 0 000000 14	64.99
		** PO TOTAL **	64.99
014568 8/08/13 VENDOR 005328	EXPENDABLE EQUIPMENT	100 0 9990 2300 61500 8010 0 000000 14	185.52
		** PO TOTAL **	185.52
014569 8/08/13 VENDOR 002504	SUPPLIES	100 0 9990 2100 61000 3050 0 000000 14	159.42
		** PO TOTAL **	159.42

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