



Purchase Orders User's Guide

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Contents

Chapter 1: Introducing the Purchase Orders Module	1
Set Up Purchase Orders Module	2
 Chapter 2: Shipping and Billing Addresses	 4
Address Codes	4
Address Codes - Address Codes Tab	4
Address Codes - Contact Information Tab	5
Address Codes - Notes Tab	5
 Chapter 3: Purchasing Items	 6
Item Codes	6
Item Codes - Item Codes Tab	6
Item Codes - Purchase Tab	8
Item Codes - Notes Tab	10
Item Codes Buttons	10
Category Codes	11
Category Codes - Category Codes Tab	12
Category Codes - Notes Tab	13
Category/Item Code Assignments	13
 Chapter 4: Purchase Orders	 15
Create/Modify Purchase Orders	15
Create/Modify Purchase Orders - PO Information Tab	15
Create/Modify Purchase Orders - Item Detail Tab	19
Create/Modify Purchase Orders - Coding Tab	23
Create/Modify Purchase Orders - User Defined Fields Tab	26

Create/Modify Purchase Order Buttons	26
Process Receipts	33
Process Receipt Buttons	36
Adjust Receipts	39
Adjust Receipt Buttons	41
Cancel Items	44
Cancel Item Buttons	47
Void Purchase Orders	49
 Chapter 5: Purchase Order Reporting	 52
Address Codes List	52
Category/Item Codes List	54
Purchase Order Register	57
Purchase Order Tracking	64
 Index	 73

Chapter 1: Introducing the Purchase Orders Module

Note: The Accounts Payable and Encumbrance modules must be installed in order to use the Purchase Orders module.

The Purchase Orders module provides easy entry for purchase orders. It is designed to handle repeat buying practices, as well as one-time purchase entries. You can create customized codes for commonly ordered items. Automatic item quantity and pricing, along with totaling, save time and avoids costly errors.

The Purchase Orders module integrates seamlessly with the Encumbrances module allowing you to create encumbrance entries directly from purchase order information. Using the Choose Items/Encumbrances form to select individual purchase order line items for recording invoices or paying vendors achieves integration with the Accounts Payable, Cash Disbursements, and the Write Checks transaction entry forms. If the purchase orders are encumbered, encumbrance liquidations will be processed simultaneously. Line item cancellations, receipts, and receipt adjustments are easily accessible through toolbar buttons on the transaction entry form, thus providing additional control over tracking and compliance.

The Purchase Orders module offers two work flow options for processing purchase orders: Skip Receiving and Receiving. These options can be used exclusively or together.

- The Skip Receiving option flows directly to the Accounts Payable, Cash Disbursement, and Write Check processes and is controlled by amounts rather than quantities. It is ideal for blanket purchase orders when multiple invoices or payments are processed against a single purchase order.
- The Receiving option for processing purchase orders can strengthen your internal control and audit trail by providing strict monitoring of item quantities. Since quantities are the primary attribute, this method is ideal for organizations maintaining inventory. Because all purchase items must be received, the risk for paying for an item before it is received is eliminated.

To Add This Module

1. First the Purchase Orders module must be added to the organization by the Administrator.
2. Either add Purchase Orders to a current organization (Organization>Add a Module Wizard - Module Panel), or select the Purchase Orders module when creating a new organization (File>New

Organization Wizard - Modules Panel). For more information on these wizards, see the *Administration* guide.

3. Once the Purchase Orders module has been applied to an organization, the Purchase Orders menu selections are available. These selections are integrated into the MIP Accounting menu selections.
4. There are [Checklists](#) available for setting up this module and its processes. Please refer to the online help (Help>Contents and Index>Reference) for modular specific menu selections, checklists, and common questions.

Set Up Purchase Orders Module

Access this form with Administrative user rights, using Organization>Set Up Modules>Purchase Orders.

Use this form to enter the last number used for creating purchase orders, receipts, cancellations, and receiving adjustments; to determine whether to automatically create encumbrances from coding; and to skip the receiving process. These are default settings which can be overwritten using the Activities>Purchase Orders menu selections. Using this form is entirely optional, and the information can be changed at any time.

Encumbrance Users

The Create Encumbrances from Coding check box is available on this form.

Fields

Last Numbers Used: The numbers listed here are the basis for the auto-increment feature, which is available on some document forms in the system. If you do not enter a number, the default auto-increment number of "1" is used.

More...


For example, if you want the Purchase Order number to begin with 1000, enter 999 in this box. Then, when you are on the Activities>Purchase Orders>Create/Modify Purchase Orders>Load Purchase Orders form, the system defaults to 1000 in the Purchase Order Number box. The system stores the last purchase order number and defaults to the next highest number when you print the next purchase order.

If your entry ends with an alpha character, the auto-increment appends it with the number 001 and then increments that number. For example, enter "A7C" as the last purchase order number and the system displays A7C001, then A7C002, and so on.

- **Purchase Order Number:** Enter the last purchase order number you want the system to store. When using the Activities>Purchase Orders>Create/Modify Purchase Orders>Load Purchase Orders form, the system increments to the next available number.
- **Receipt Number:** Enter the last receipt number you want the system to store. When using the Activities>Purchase Orders>Process Receipts form, the system increments to the next available number.
- **Cancellation Number:** Enter the last cancellation number you want the system to store. When using the Activities>Purchase Orders>Cancel Items form, the system increments to the next available number.
- **Receiving Adjustment Number:** Enter the last adjustment number you want the system to store. When using the Activities>Purchase Orders>Adjust Receipts form, the system increments to the next available number.

Create Encumbrances from Coding: Select this check box to have the system automatically create an encumbrance session using the information entered on the Activities>Purchase Orders>Create/Modify Purchase Orders>Coding tab. However, if this check box is not selected, you can elect to create encumbrances at the time of purchase order creation; select the Create Encumbrances check box on the Activities>Purchase Orders>Create/Modify Purchase Orders>PO Information tab.

Skip Receiving: Select this check box to have the system automatically skip the receiving process when printing the purchase order (Activities>Purchase Orders>Create Modify Purchase Orders). After the purchase order is printed, these items become available on the following transaction entry forms Transactions>Enter Cash Disbursements; Transactions>Accounts Payable>Enter A/P Invoices; and

Activities>Check Writing>Write Checks>Start button, using Choose Items/Encumbrances . If this check box is not selected, you can elect to skip the receiving process at the time of purchase order creation; select the Skip Receiving check box on the Activities>Purchase Orders>Create/Modify Purchase Orders>PO Information tab.

Chapter 2: Shipping and Billing Addresses

Address Codes

Use this form to enter address information for multiple office locations outside the main office. There are two address Types that can be defined: Shipping and Billing. An address code can also be set up so that it is both the shipping and billing address. The shipping address is where a particular shipment from a vendor should be received; whereas, the billing address is where the invoice and/or other billing information should be sent by the vendor. Use the [Printed Address](#) button to override the main address and have it print in a different format.

Address Codes - Address Codes Tab

Access this tab using Maintain>Purchase Orders>Address Codes.

Use this form to enter address information for multiple office locations outside the main office. There are two address Types that can be defined: Shipping and Billing. An address code can also be set up so that it is both the shipping and billing address. The shipping address is where a particular shipment from a vendor should be received; whereas, the billing address is where the invoice and/or other billing information should be sent by the vendor. Use the [Printed Address](#) button to override the main address and have it print in a different format.

Use this tab to enter a new address or maintain the existing address information. You can enter multiple office locations outside the main office.

Address Codes are used in the Purchase Orders and Electronic Requisitions modules to provide a quick way to specify where the order should be shipped and where the invoice should be sent. These addresses print on the actual purchase order.

Fields

Address Code: Enter a new address code, or select an existing one from the drop-down list. The system default is the active organization's main address (Organization>Organization Information>Address tab). If any information is changed regarding the main address, it must be saved as a new address code by the Administrator. We recommend using all numeric codes. Numeric codes are generally easier and faster to enter during transaction entry. We also recommend limiting your entry to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols, such as | and ".

Type: Select a type from the drop-down list to identify the address. Your choices are:

- (S) Shipping Address - The location where items are delivered.
- (B) Billing Address - The location where payments are sent.
- (SB) Shipping and Billing Address - The location where items are delivered and payments are sent.

Description: Enter information to describe the address.

Address, City, State/Province, Postal Code, Country: Enter the street or post office address, city, state or province, postal code, and country.

.....
Tip: To print the data entered on this form, use Reports>Purchase Orders>Address Codes List.
.....

Address Codes - Contact Information Tab

Access this tab using Maintain>Purchase Orders>Address Codes.

Use this tab to enter the contact information for the address code, such as the Name, Position, and Email address.

Fields

First Name, MI, Last Name, Position: Enter the contact name, along with the job position or level.

Voice, Email, Fax: Enter a telephone number, email address, and fax number to reach the contact.

Address Codes - Notes Tab

Access this tab using Maintain>Purchase Orders>Address Codes.

Use this tab to record any specific notes or reminders about this address code. This is a free-form area; each line can be longer than the width of the form. Press Enter to move down to the next line.

.....
Tip: You can print these notes using Reports>Purchase Orders>Address Codes List.
.....

Chapter 3: Purchasing Items

Item Codes

Use this form to enter purchase order items and requisition items that are frequently ordered, sold, and entered into the system.

Item Codes - Item Codes Tab

Access this tab using Maintain>Purchase Orders>Item Codes.

Use this form to enter purchase order items and requisition items that are frequently ordered, sold, and entered into the system.

Use this tab to enter the Item Code, Status, Description, and Item Type.

Purchase Orders are a method by which orders for supplies, fixed assets, and so on, can be tracked, received, and reported on. No accounting entries are generated from purchase orders, but encumbrances can be created from a purchase order.

Note: An item code cannot be deleted if it was used in a purchase order.

Forms Designer Users

If this module is installed, the Description box expands to allow for more data. To have the text automatically wrap when printing purchase orders, select the Autofit Row Height check box on the

Reports>Forms Designer>OK button>Insert Table>  Properties>Detail tab.

Multicurrency Users

The Currency field is only available if this module is installed and added to the organization by the Administrator (Organization>Add a Module). If Item Type - Inventory Assembly is selected, the Currency field displays codes which share the same currency as the functional currency.

Fields

Item Information

- **Item Code:** Enter a unique name for the item code, or select an existing one from the drop-down list. We recommend using all numeric codes. Numeric codes are generally easier and faster to enter during

- transaction entry. We also recommend limiting your entry to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols, such as: | and ".
- **Status:** Specify the status of the Item Code. When creating a new code, accept the default status, A (Active), or select I (Inactive) or D (Discontinued) from the drop-down list. The status can be changed at any time. Below are valid status entries and their descriptions:
 - Active (A) - Set an Item Code to active when it is currently being used.
 - Inactive (I) - Set an Item Code to inactive when it is no longer used for normal entry, but it still may need to be used at some point. A warning message appears when attempting to use an inactive item code elsewhere in the system. The warning message is for notification only; the code can still be used.
 - Discontinued (D) - Designate an Item Code as discontinued when it is no longer being used. The system does not allow the use of an Item Code with a discontinued status.
- **Description:** Enter a description for the item code. We recommend limiting your entry to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols, such as: | and ".
- **Item Type:** Select an item type for the Item Code. When creating a new code, accept the default item type, N (Non-Inventory) or select S (Services). Below are item type entries and their descriptions:
 - Non-Inventory (N) - Select this type if the item code is not entered into your subledger. Quantities, descriptions, and unit prices are printed on invoices, but quantities on hand are not tracked.
 - Services (S) - Select this type to identify that the item code is associated with a service. It is a further delineation for a non-inventory item code. Quantities, descriptions, and unit prices are printed on invoices, but quantities on hand are not tracked.
- **Currency:** Select a currency from the drop-down list, such as USD, CAD, EUR, GBP, or MXN. Currencies were created and activated by the Administrator using the Organization>Currency Setup form. The currency of the item code must match the currency of the vendor ID when purchase orders are created.

Tips:

- To print the data entered on this form, use Reports>Purchase Orders>Category/Item Codes List.
 - Once an item code is saved and used in a transaction, the Currency field cannot be changed.
 - To view steps for copying or renaming an item code, see [How Do I Copy or Rename Item Code](#).
-

Item Codes - Purchase Tab

Access this tab using Maintain>Purchase Orders>Item Codes.

Use this tab to enter default purchase information for the item code, such as the Purchase General Ledger Account and Distribution Codes, Standard Quantity, Unit Price, and Weight. This can save time and errors.

Electronic Requisitions and Order Entry Users

These modules are integrated into Purchase Orders. This topic addresses the features that apply to Item Codes.

Multicurrency Users

The Distribution Code field only displays codes that either share the same currency as the selected currency or have a currency of ANY. The Preferred Vendors drop-down list only contains Vendors whose currency is the same as the currency selected on the Item Codes tab. Vendor currency was assigned when the vendor was created (Maintain>Accounts Payable>Vendors). Also, you can restrict payments to vendors using the "Always Pay in Vendor's Currency" check box on the Vendors form.

Fields

Default Information: In this group box, enter the default information to associate with the item code. The item code information entered here displays on the Activities>Purchase Orders>Create/Modify Purchase Orders>Item Detail tab and Activities>Create/Approve Requisitions>Item Detail tab.

- **Purchase GL Account:** If you know that payments for this item code are usually charged to a particular general ledger account, enter it here or select one from the drop-down list. The general ledger account selected here is the default account selected when this item code is used when creating a purchase order or electronic requisition. However, this general ledger account can be changed during purchase order and electronic requisition entry.
- **Distribution Code:** Enter an existing distribution code, or select one from the drop-down list. The distribution code entered is the default code used when the item code is used when creating a purchase order or electronic requisition. However, this code can be changed during purchase order and electronic requisition entry. Distribution codes were created using the Maintain>Distribution Codes form.
- **Purchase Unit:** Enter a unit of measure designating the default purchase unit for this item code, such as each, cases, or dozen.

- **Standard Quantity:** Enter the standard quantity of the purchase unit, such as 2 dozen. It must be a positive number and can have a maximum of two decimal places.
- **Unit Price:** Enter an amount that represents the cost of each purchase unit. The unit price can be zero or a positive number.
- **Weight:** Enter the weight for a purchase unit, to be used when calculating Freight. It must be a positive number and can have a maximum of four decimal places.
- **Weight Unit:** Enter a unit of measure designating what the Weight field represents, such as ounces, pounds, or kilograms.
- **Item Location:** Enter a location where the item is stored, such as Aisle 2 Shelf B. Use this field as an informational field.
- **Preferred Vendor:** Select the vendor from which you prefer to order this item. Vendors were previously created using the Maintain>Accounts Payable>Vendors form.

Tips:

- To print the weight and item location along with other data entered on this form, use Reports>Purchase Orders>Category/Item Codes List.
 - General ledger account codes were created using the Maintain>Chart of Account Codes form.
 - You can assign an item code to a category code (Maintain>Purchase Orders>Category/Item Code Assignments) so that you can select it in a purchase order or requisition.
-

Item Codes - Notes Tab

Access this tab using Maintain>Purchase Orders>Item Codes.

Use this tab to record any specific notes about this item code. This is a free-form area; each line can be longer than the width of the form. Press Enter to move down to the next line.

For example, you might want to include notes about an item's history, such as why an item was discontinued or what item replaced it.

Tip: You can print these notes using Reports>Purchase Orders>Category/Item Codes List.

Item Codes Buttons




Copy/Rename: Use this button to rename or create an exact copy of an existing Item Code, including its applicable purchase options.



Distribution Code Information: If available, use this button to open the Maintain>Distribution Codes form where you can change or add distribution code information.

Copy/Rename Item Codes

Access this form using Maintain>Purchase Orders>Item Codes>  Copy/Rename Item Codes.

Use this form to rename or create an exact copy of an existing [Item Codes](#), including its applicable purchase options. Select an existing Item Code to copy or rename, and then enter the new Item Code. This process produces an exact duplicate of the original Item Code.

Fields

Options Copy, Rename: Select the option to copy or rename the Item Code.

From Item Code: Select an existing Item Code that you want to copy or rename.

To


- **Item Code:** Enter a unique name for the new Item Code. The Drop-Down Lookup displays existing Item Codes that are not available to use again. We recommend limiting your entry to strictly alphabetic

- characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols.
- **Description:** Enter the description for the new Item Code.

How Do I Copy or Rename an Item Code?


To Copy an Item Code

This process copies all data history from one item (the current item code) into another (the copied item code). All records will be associated with the copied item code.

1. Open the Maintain>Purchase Orders>Item Codes> Copy/Rename Item Code form.
2. Select the Copy option, and then select an existing Item Code.
3. Enter the New Item Code, and then enter a description.
4. Click OK. All records are now associated with the copied item code.

To Rename an Item Code

This process renames the item code in all records; it does not merge any records.

1. Open the Maintain>Purchase Orders>Item Codes> Copy/Rename Item Code form.
2. Select the Rename option, and then select an existing Item Code that you want to rename.
3. Enter the New Item Code, and then enter a description.
4. Click OK. The original item code is changed to the new name, and all records are kept intact.

Category Codes

Use this form to set up Category Codes, which are a way for similar item codes to be grouped together. A category code is used as a filter; it narrows down the list of available item codes when creating a purchase order or requisition.

If you plan on using category codes you must have previously set up item codes (Maintain>Purchase Orders>Item Codes). After you create category codes here, assign item codes to category codes (Maintain>Purchase Orders>Category/Item Code Assignments).

You can also use category codes to enforce amount limits for requests and approval amounts in the Electronic Requisitions module.

Category Codes - Category Codes Tab

Access this tab using Maintain>Purchase Orders>Category Codes.

Use this form to set up Category Codes, which are a way for similar item codes to be grouped together. A category code is used as a filter; it narrows down the list of available item codes when creating a purchase order or requisition.

If you plan on using category codes you must have previously set up item codes (Maintain>Purchase Orders>Item Codes). After you create category codes here, assign item codes to category codes (Maintain>Purchase Orders>Category/Item Code Assignments).

You can also use category codes to enforce amount limits for requests and approval amounts in the Electronic Requisitions module.

On this tab, enter a unique name and description for each category code being created.

Fields

Category Code: Enter the name of a new category code, or select an existing one from the drop-down list. We recommend using all numeric codes. Numeric codes are generally easier and faster to enter during transaction entry. We also recommend limiting your entry to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols, such as: | and ".

Status: Specify the status of the Category Code. When creating a new code, accept the default status, A (Active), or select I (Inactive) or D (Discontinued) from the drop-down list. The status can be changed at any time. Below are valid status entries and their descriptions:

- **Active (A)** - Set a category code to active when it is currently being used.
- **Inactive (I)** - Set a category code to inactive when it is no longer used for normal entry, but it still may need to be used at some point. A warning message appears when attempting to use an inactive code elsewhere in the system. The warning message is for notification only; the code can still be used.
- **Discontinued (D)** - Designate a category code as discontinued when it is no longer being used. The system does not allow the use of a code with a discontinued status.

Description: Enter a description for the category code.

Tips:

- To print the data entered on this form, use Reports>Purchase Orders>Category/Item Codes List.
- The category code is only used with the Purchase Orders and Electronic Requisitions modules. It is *not* utilized by the category field in the Fixed Assets module.

Category Codes - Notes Tab

Access this tab using Maintain>Purchase Orders>Category Codes.

Use this tab to record any specific notes about this category code. This is a free-form area; each line can be longer than the width of the form. Press Enter to move down to the next line.

Tip: You can print these notes using Reports>Purchase Orders>Category/Item Codes List.

Category/Item Code Assignments

Access this form using Maintain>Purchase Orders>Category/Item Code Assignments.

Use this form to assign Item Codes to a broader defined Category Code. This essentially filters the item codes according to the assigned category code.

You might group these item codes

- It might be helpful to group all office supply item codes (such as pencils, pens, and paper) under an "Office Supplies" category code. Thus, making it easier and more efficient when assigning item codes to a purchase order or a requisition.
- An additional use includes enforcing amount limits for requests and approval amounts in the Electronic Requisitions module.

You must have previously set up item and category codes in order to use this form (Maintain>Purchase Orders>Item Codes and Category Codes).

Fields

Category Code: Select an existing category code from the drop-down list.

Display Available Item Codes: This group box filters the item codes that display in the Available Items box—making the list of item codes much shorter. Thus, it is easier to assign the appropriate item codes to the category code. Click Display to show the item codes for the criteria specified.

- **Not Assigned to a Category Code:** Select this option to only display items codes that have not been assigned to a category code.
- **Not Assigned to the Selected Category Code:** Select this option to only display item codes that have not been assigned to the category code selected on this form.
- **Item Code is Like:** Enter a filter criteria for the item code. For example, if you enter "D%" the system only displays item codes that begin with "D" (such as D1005, D1010). This can be used in conjunction with the Item Code Description is Like or by itself.
- **Item Code Description is Like:** Enter a filter criteria for the item code description. For example, if you enter "%Desk%" the system only displays item codes that contain "Desk" anywhere in their descriptions (such as Desk Oak, Pine Desk, Cherry Desk Oval). Or, you could enter "%Furniture" and the system only displays item codes that end with "Furniture" (such as Office Furniture, Home Furniture). This can be used in conjunction with the Item Code is Like or by itself.

Item Codes Available Items, Selected Items: The Available Items box displays all item codes according to the criteria specified above. Assign an item code to the selected category by clicking the code in the Available Items box twice to move it to the Selected Items box. You can also use the Mover buttons (>, >>) to move one or more highlighted codes to the Selected Items box.

Tips:

- You can assign the same item code to multiple category codes.
 - This category code is only used with the Purchase Orders and Electronic Requisitions modules. It is not utilized by the category in the Fixed Assets module.
-

Chapter 4: Purchase Orders

Create/Modify Purchase Orders

Use this form to enter, modify, print, or review purchases orders. If General Ledger and Distribution Codes are entered, the system automatically enters Segment Coding and Amounts on the Coding tab.

Create/Modify Purchase Orders - PO Information Tab

Access this tab using Activities>Purchase Orders>Create/Modify Purchase Orders.


Use this form to enter, modify, print, or review purchases orders. If General Ledger and Distribution Codes are entered, the system automatically enters Segment Coding and Amounts on the Coding tab.

On this tab, enter the Number Type of Reference or Purchase Order, Number, Date, Status, Description, Vendor ID, select the receiving option, and assign a Shipping Address. You have the option to assign a Billing Address for the purchase order. This can be useful if you have multiple office locations outside the main office. Finally, you can include special instructions using the Attention, Buyer, FOB, Shipping Method, and Comments boxes.


Note: Until Vendor ID is selected for the Reference or Purchase Order, all the other fields below it and the Item Detail and Coding tabs, are not available.

Skip Receiving and Receiving Options

The Skip Receiving option emphasizes amounts rather than quantities. In all subsequent processes, amounts can be entered directly without consideration to unit price and quantities. After printing, the items are immediately available on the Transactions>Accounts Payable>Enter A/P Invoices,


Transactions>Enter Cash Disbursements, and Activities>Check Writing>Write Checks>Start button 
>Choose Items/Encumbrances form.

The Receiving option emphasizes quantity control, which is ideal when purchasing items. In all subsequent processes, quantity and unit price are entered and the amount is calculated. Items must be received before they are available on the Transactions>Accounts Payable>Enter A/P Invoices,


Transactions>Enter Cash Disbursements, and Activities>Check Writing>Write Checks>Start button 
>Choose Items/Encumbrances form.

More...

When you initially enter a purchase order, assign it a reference number and a Status of *In Process*. This allows you to save it and make changes before the purchase order is actually printed/created. When you decide to print/create the purchase order, you must change the Status to *Ready to Print*. Keep in mind, after you print, the reference number changes to a purchase order number and you can only make limited changes. The purchase order number is determined by what you entered on the

Load Purchase Orders form (Activities>Purchase Orders>Create/Modify Purchase Orders>  Print.).


Electronic Requisitions Users

If this module is installed and added by the Administrator (Organization>Add a Module), click Select Purchase Order Vouchers  to select requisitions to include in the purchase order. Only requisitions that have been given final approval appear on this form.

Encumbrance Users

Select the Create Encumbrance check box to generate a corresponding Encumbrance with the purchase order. The system creates an Encumbrance Session when you Print, using the General Ledger Codes, Distribution Codes, and transaction information entered on the Item Detail and Coding tabs. The system automatically creates encumbrance sessions, if the Create Encumbrances from Coding check box was selected by the Administrator (Organization>Set Up Modules>Purchase Orders).

Fixed Assets Users

If the Fixed Assets module is installed and the Enable Without Validating check box is selected by the Administrator on the Organization>Set Up Modules>Fixed Assets form, click Asset Quick Entry  to create assets, while you are creating or modifying purchase orders.

Multicurrency Users

The Currency field is only available if you have installed and added this module. The Currency defaults to the selected Vendor ID's currency. Vendor currency was assigned when the vendor was created (Maintain>Accounts Payable>Vendors). The Order Total is formatted in the selected vendor's currency. An additional column, Exchange Rate, appears on the Coding tab if the functional currency does not match the Purchase Order currency and if the Create Encumbrances from Coding check box was selected.

Fields

Number Type: Select *Reference* to enter a new purchase order or *Purchase Order* to view an existing one. The system defaults to Reference as a number type when you initially enter the purchase order as the number type. Once the purchase order has been printed/created, the reference number changes to the purchase order number entered on the Load Purchase Orders form (Activities>Purchase

Orders>Create/Modify Purchase Orders>  Print).


Number: If Reference was selected, enter a unique reference number, or accept the default number. If Purchase Order was selected, select an existing purchase order number from the drop-down list. You cannot enter a new purchase order number here.

Date: Enter the purchase order date.

Status: This is the purchase order's status—Open, Closed, Void, In Process, or Ready to Print.

- If the Number Type is Purchase Order, the system displays *Open*, *Closed*, or *Void*. *Open* allows you to modify or reprint an existing purchase order. *Closed* allows you to view or print an existing purchase order that has been completely invoiced, received, or canceled. *Void* allows you to view an existing purchase order that has been voided (Activities>Purchase Order Writing>Void Purchase Orders).
- If the Number Type is Reference, you can select from *In Process* or *Ready to Print*. Select *In Process* when creating or editing a purchase order before it is printed. Select *Ready to Print* to create/print the purchase order.


Description: Enter a description for the purchase order.

Vendor ID: Select the Vendor ID to associate with the purchase order, or use Find  to help you select an ID.

To display only the 200 most recently used IDs in the drop-down list, select the option "View Frequently used IDs" on the Options>Customize Workstation Settings>Preferences tab.

Currency: The vendor's currency, such as USD, CAD, EUR, GBP, or MXN.

Create Encumbrance: Select this check box to generate encumbrances when you Print, by applying General Ledger Codes, Distribution Code data, and transaction information to the Encumbrance Session form (Transactions>Encumbrances>Enter Encumbrances). An unposted encumbrance session is created.

Skip Receiving: Select this check box to automatically skip the receiving process after printing the Purchase Order. This check box defaults to selected, if the Skip Receiving check box was selected by the Administrator on the Organization>Set Up Modules>Purchase Orders form. Once the purchase order is printed, these items become available using Choose Items/Encumbrances  on the following transaction entry forms: Transactions>Accounts Payable>Enter A/P Invoices, Transactions>Enter Cash Disbursements, and Activities>Check Writing>Write Checks>Start button.

Address Codes: You cannot enter a new shipping and billing address on this form; only existing address codes can be selected. Shipping Address Codes are required, while Billing Address Codes are optional. These codes were previously created using the Maintain>Purchase Orders>Address Codes form.

- **Shipping Address:** Select the appropriate shipping code.
- **Billing Address:** Select the appropriate billing code where payment will be sent.

Attention: Enter the name of the person or department that should receive payment.

Buyer: Enter the name of the buyer who handled this order.



FOB: Freight on Board or Free on Board. Enter shipping information that indicates the point at which the title and responsibility for items ordered, passes from the vendor to the purchaser, such as shipping point or destination.

Shipping Method: Enter a shipping method, such as Ground or Priority Mail. Once entries have been saved, they are available for selection in the drop-down list.

Comments: Enter any optional comments related to this purchase order. These comments appear on the printed purchase order.

Order Total: The purchase order total is based on the sum of the Total column on the Item Detail tab. This amount displays at the bottom of the form, once a line item is entered and the Total column is calculated.

Tips:

- After you click Print , the system displays the "Load Purchase Orders (Print)" (page 28) form. From that form, you can print the current purchase order, or all purchase orders (with a Status of *Ready to Print*) at one time.
 - You can use the Load Purchase Orders form to print multiple copies of a purchase order.
 - You can print address code information using the Reports>Purchase Orders>Address Codes form.
 - After the purchase order has been printed and if the Skip Receiving check box was not selected, you can receive the items using Activities>Purchase Orders>Process Receipts.
 - Click Check Budget and Encumbrance Balances  to check budget and encumbrance balances for the current purchase order.
 - A Purchase Order remains in the Open Status until it has been completely invoiced, received, canceled, or voided. A Closed Status can be re-opened if a receipt adjustment is made that causes a balance to exist on the purchase order. Once a Purchase Order is voided, it cannot be re-opened, nor can you void a purchase order that has been partially received or invoiced.
 - The Create Encumbrances check box is selected by default, if the Create Encumbrances from Coding check box was selected by the Administrator on the Organization>Set Up Module>Purchase Orders form.
 - Negative values in a PO are acceptable when used primarily to accommodate discounting.
 - Any entries added to the Attention, Buyer, FOB, or Shipping Method fields are saved and available for selection from the drop-down list. Once an entry is created, it cannot be deleted.
 - Your data is designed to print on a multi-use form available [online](#). Refer to [Preprinted Checks and Forms](#) for a list of part numbers to use when ordering.
-

Create/Modify Purchase Orders - Item Detail Tab


Access this tab using Activities>Purchase Orders>Create/Modify Purchase Orders.

Use this tab to enter the item detail for the purchase order. You must enter an Item Description and Quantity for each line item. If an Item Code is selected, the default information associated with the code (Maintain>Purchase Orders>Item Codes) displays in the table; however, it can be changed.

Advanced Security Users

Account Level Security is available for this form. This feature allows you to define the account codes and related amounts a user can view. Therefore, if a user does not have access to a specific segment, that segment cannot be viewed. Note that if a user does not have Account Level Security enabled, the user will see all account codes.


Electronic Requisitions Users

If this module is installed and added by the Administrator (Organization>Add A Module), click Select Purchase Order Vouchers  to select requisitions to include in the purchase order. Requisition line items appear separate from purchase order line items. Once the requisition line items are included in the purchase order, each item's detail is displayed including the Requisition Number. Only requisitions that have been given final approval appear on this form. Individual line items that originated from the Electronic Requisitions module cannot be deleted from a purchase order.

Encumbrance Users

The purchase order line items are carried over to the Transactions>Encumbrances>Enter Encumbrances form and identified by Line #. This helps track encumbered items.

Fixed Assets Users

If the Fixed Assets module is installed and the Enable Without Validating check box is selected by the Administrator on the Organization>Set Up Modules>Fixed Assets form, click Asset Quick Entry  to create assets while you are creating or modifying purchase orders.

Forms Designer Users


If this module is installed, the Description box expands to allow for more data. To have the text automatically wrap when printing purchase orders, select the Autofit Row Height check box on the

Reports>Forms Designer>OK button>Insert Table>  Properties>Detail tab.

Multicurrency Users

The Distribution Code field only displays codes that either share the same currency as the selected currency or have a currency of ANY. The Unit Price and Total fields are formatted in the selected vendor's currency.

Fields

Line #: The system automatically assigns a purchase order line number as each line is entered in the table. This information displays on the following forms: Activities>Purchase Orders>Process Receipts, Activities>Purchase Orders>Cancel Items, Transactions>Accounts Payable>Enter A/P Invoices>Choose Items/Encumbrances , and if Encumbrances apply, Transactions>Encumbrances>Enter Encumbrances and Enter Encumbrance Liquidations.

Category Code: Select an existing category code from the drop-down list. Category codes were created using the Maintain>Purchase Orders>Category Codes form.

Item Code: Enter a new item code, or select an existing one from the drop-down list. If a new item code is entered on this form, it will not be permanently stored and must be re-entered each time. However, you can make this item code available for selection using the Maintain>Purchase Orders>Item Codes form.

Note: If entering a new *one-time* item code, you do not need to select a Category Code. A Category Code is only indicated when the Item Code has been previously assigned on the Maintain>Purchase Orders>Category/Item Code Assignments. If you select a Category Code and then enter a one-time Item Code, you will not be able to save the Purchase Order.

Item Description: Enter a description for the line item. If using an existing code, you can edit the description or leave it unchanged.

Special Instructions: Enter any special instructions associated with this item.

GL Code: Select an existing general ledger code for the line item. All general ledger codes are available except cash, account payable, and accounts receivable account type codes. General Ledger codes were created using the Maintain>Chart of Accounts Codes form.

Distribution Code: Select an existing distribution code from the drop-down list or accept the default distribution code selected for this item code on the Maintain>Purchase Orders>Item Codes form. Distribution codes were created using the Maintain>Distribution Codes form.

Purchase Unit: Enter a new purchase unit (such as case or each) or accept the default purchase unit selected on the Maintain>Purchase Orders>Item Codes>Purchase tab.

Inventory Unit Quantity: The number of inventory units that make up a single Purchase unit. The quantity must be greater than zero.

Quantity: Enter the number of units for the line item. It must be a positive number, with a maximum of two decimal places, and be greater than zero.

Unit Price: Enter a cost per unit for the line item. It can be a positive or negative number, and be a maximum of two decimal places. Negative numbers appear in parenthesis.

Total: The system calculates this amount by multiplying the Quantity by the Unit Price. The total cannot be changed. Negative totals appear in parenthesis.

Date Required By: Enter the date the item is needed.

Date Promised: Enter the date the vendor promised delivery of the item.

Requested For: Enter the name of the person or organization requesting the item.

Requisition Number: If the item came from an Electronic Requisition, the system automatically displays the number and it cannot be changed. However, if you do not own the Electronic Requisitions module, you can enter a requisition number for tracking purposes.

Tips:

- Category Codes (Maintain>Purchase Orders>Category Codes) can be useful to help filter the Item Codes (Maintain>Purchase Orders>Item Codes) to only those associated with that category code. Item codes are assigned to category codes using Maintain>Purchase Orders>Category/Item Code Assignments.
 - If a line is deleted on the Item Detail tab, all items with the same line number on this tab are also deleted. Consequently, all line numbers are updated. For example, if you have line numbers 1, 2, and 3, and you delete line 1; Lines 2 and 3 will become line numbers 1 and 2.
 - Use the Clear button to delete the General Ledger and Distribution Code data on this tab and to clear the entire Coding tab. This button is only available if the purchase order has not been printed.
 - You can print category codes and the item codes assigned to them using the Reports>Purchase Orders>Category/Item Codes form.
 - You can print information related to a purchase order's creation using the Reports>Purchase Orders>Purchase Order Register report.
-

Create/Modify Purchase Orders - Coding Tab

Access this tab using Activities>Purchase Orders>Create/Modify Purchase Orders.

Use this tab to apply transactions lines to purchase orders. Each line item must be coded and have an amount that is greater than zero and equals the total for the associated line item on the Item Detail tab. When a General Ledger and Distribution Code are entered on the Item Detail tab, the system automatically displays the associated segment codes and amounts on this tab.


Advanced Security Users

Account Level Security is available for this form. This feature allows you to define the account codes and related amounts a user can view. Therefore, if a user does not have access to a specific segment, that segment cannot be viewed. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

Encumbrance Users

The Effective Date only displays if the Create Encumbrance check box was selected on the PO Information tab. The system creates an Encumbrance Session when you Print, using the General Ledger Codes, Distribution Codes, and transaction information entered on the Item Detail and Coding tabs. The system automatically creates encumbrance sessions, if the Create Encumbrances from Coding check box was selected by the Administrator (Organization>Set Up Modules>Purchase Orders). The Line # is carried over to the transaction entry line items on the Transactions>Encumbrances>Enter Encumbrances form to help track encumbered items.

Fixed Assets Users

If the Fixed Assets module is installed and the Enable Without Validating check box is selected by the Administrator on the Organization>Set Up Modules>Fixed Assets form, click Asset Quick Entry  to create assets, while you are creating or modifying purchase orders.

Multicurrency Users

The Exchange Rate column is only available, if the Multicurrency module is installed and added by the Administrator (Organization>Add a Module), and if you have selected a Currency, other than the organization's functional currency and selected the Create Encumbrance check box on the PO Information tab. See [Multicurrency Dates](#) for more information about how rates are calculated. If the Allow rate override during transaction entry option is selected by the Administrator (Organization>Set

Up Modules>Multicurrency), the Exchange Rate field is available. The Amount column is formatted in the selected vendor's currency.

Fields

Line #: The purchase order line number. This number is synchronized with the line numbers on the Item Detail tab.

Description: The description for the line item.

{Segment Names}: Either accept the code, or select a different code for the line item. Segment codes were created using the Maintain>Chart of Accounts Codes form.

Amount: Either accept the amounts, or enter different amounts for the line item. However, the sum of amounts per Line # must equal the Total for the same Line # on the Item Detail tab.

Exchange Rate: The exchange rate for the line item.

Effective Date: Accept the default date (which is the date entered on the PO Information tab) or enter a date specific to the document.

Coding Total: The coding total is based on the sum of the Amount column. Compare this amount with the Order Total that displays at the bottom of the form. The Coding Total and Order Total must be equal in order for the purchase order to print. Each line item must be coded and have an amount that equals the total for the associated line item on the Item Detail tab.

Tips:

- Use the Clear button to delete the General Ledger and Distribution Code data on the Item Detail tab and to clear this tab. This button is only available if the purchase order has not been printed.
 - You can track a purchase order from creation through the invoice, disbursement, check, or encumbrance liquidation (if applicable) process using the Reports>Purchase Orders>Purchase Order Register report.
 - If a line item is deleted on the Item Detail tab, all items with the same line number are also deleted, on this tab. Consequently, all line numbers are updated. For example, if you have line numbers 1, 2, and 3, and you delete line 1; Lines 2 and 3 become line numbers 1 and 2.
 - If you want to generate encumbrances and you select a status of BP (Batch-To Post) or BS (Batch-To Suspend) on the Encumbrance Session form, this information is carried over to the Transactions>Encumbrances>Enter Encumbrances form when printing the purchase order. Alternatively, if OL (Online) is selected, it automatically posts once the Post button is selected; it will not be available on the Transactions>Encumbrances>Enter Encumbrances Session form. Note that, the OL (Online) posted transaction session is available on the Transactions>Accounts Payable>Enter A/P Invoices; Transactions>Enter Cash Disbursements; or Transactions>Encumbrances>Enter Encumbrance Liquidations>Start button form or Activities>Check Writing>Write Checks>Start button.
 - You can still manually create Encumbrances using the Transactions>Encumbrances>Enter Encumbrances form. However, you must manually liquidate each encumbrance line item for when a purchase order is voided or items are canceled. When entering A/P Invoices, Cash Disbursements, or Write Checks, the encumbrance line item displays but is not attached to the original Purchase Order.
 - Coding creates only one side of the entry, never a balancing entry. It creates only the inventory or the expense side of the transaction.
 - If the net amount of the line item and coding combination is positive and the Create Encumbrance check box is checked then an encumbrance will be created. However, at least one line item and coding combination with a positive balance, is needed to generate an encumbrance session. If the Order Total is zero, no encumbrance is created.
 - When the Order Total is zero, the distribution ratio used for receiving, payments, and invoicing is evenly split between each line number. Note that only non-inventory items, on a receive type purchase order, can be saved and printed with a zero unit price. A zero unit price is not allowed for skip receiving type purchase orders.
-

Create/Modify Purchase Orders - User Defined Fields Tab

Access this tab using Activities>Purchase Orders>Create/Modify Purchase Orders.

Use this tab to enter purchase order data for the user defined fields you created. In order to use this tab, a purchase order type field must be created on the Organization>Set Up User Defined Fields form, and a number must be entered on the Purchase Order Information tab.

These fields were previously created and assigned certain characteristics by the Administrator using the Organization>Set Up User Defined Fields form. Once fields have been created, the system automatically creates the User Defined Fields tab. Otherwise, the form is available, but without the tab and any user defined fields.

Fields




Display Name: The name that was assigned to this field. This name cannot be edited here, but it can be changed by the Administrator on the Organization>Set Up User Defined Fields>Setup tab.










Value: Enter the data for this user defined field. Currency user defined fields follow the formatting of the organization's functional currency, even though the data is still processed in the currency selected on the previous tab (if it is different than the functional currency). This field is required for new codes if the "Required" check box was selected when the field was created.


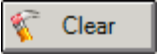
When entering data in the Value column, you must adhere to the pre-defined settings, such as field type, length, and decimal places. For example, if the field was set up with a field type of Number, you cannot enter alphabetic characters for that field.

Tip: To print data entered on this form, use the Reports>Purchase Orders>Purchase Order Register and Purchase Order Tracking reports.

Create/Modify Purchase Order Buttons

	Copy: Use this button to copy an existing purchase order.
	Print: Use this button to print purchase orders. References cannot be printed until the Status "Ready to Print" is selected.
	Display/Hide Titles: Use this button to show or hide the account titles for each of the codes on the Coding tab. It is not available until the "Vendor ID" is

	selected on the PO Information tab.
	Vendor Information: Use this button to open the Maintain>Accounts Payable>Vendors form where you can change or add vendor information. Each time this button is selected a new Vendors form is opened.
	Item Code Information: Use this button to open the Maintain>Purchase Orders>Item Codes form where you can change or add item code information. Each time this button is selected a new Item Codes form is opened.
	Session Information: If available, use this button to change the session information (status, description, or date) that was set up on the current document's Session form. Each time this button is selected a new Session Information form is opened.
	Distribution Code Information: Use this button to open the Maintain>Distribution Codes form where you can change or add distribution code information. Each time this button is selected a new Distribution Codes form is opened.
	Check Budget and Encumbrance Balances: If available, use this button to check Budget and Encumbrance balances. It is not available until a "Number" is entered on the PO Information tab. This button is available if the Budget module is installed and added.
	Select Purchase Order Vouchers: Use this button to select requisitions to include in the purchase order. It is not available until the "Vendor ID" is selected on the PO Information tab. This button is available if the Electronic Requisitions module is installed and added.
	Process Receipts: Use this button to open the Activities>Purchase Orders>Process Receipts form where you can receive items that were processed through a purchase order.
	Asset Quick Entry: Use this button to create assets while you are creating or modifying purchase orders. This button is only available if the Fixed Assets module is installed and the Enable Without Validating check box is selected by the Administrator using Organization>Set Up Modules>Fixed Assets.
	Manage Attachments: Use this button to attach, view, or delete a document. It is not available until a "Number" is entered on the PO Information tab. The

	button changes to  when attachments already exist.
	Clear: Use this button to delete the GL and Distribution Code data on the Item Detail tab and to clear the coding related detail on the Coding tab. This button is only available when the purchase order has not been printed.

Copy Purchase Order

Access this form using Activities>Purchase Orders>Create/Modify Purchase Orders> Copy.



Use this form to copy an existing purchase order. All items and general information is copied into the new purchase order. For example, if encumbrance entries were applied to a purchase order, the new purchase order will have that same structure.

Fields

Copy From Number Type, Number, Description: Select *Reference* to copy an initial order that has not been printed/finalized, or *Purchase Order* to copy an existing purchase order. Then, select the actual Reference or Purchase Order number to copy from. The system displays its description.

Copy To Reference Number, Description: Enter a unique number for the new purchase order, along with a description. We recommend limiting your entry to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols.

Tip: You can copy a purchase order for items ordered on a regular basis. For example, you can submit a monthly purchase order. You can simply copy last month's order to use as a starting point for this month's order.

Load Purchase Orders (Print)

Access this form using the Activities>Purchase Orders>Create/Modify Purchase Orders> Print.



Use this form to change the printer and format (continuous or laser) for the purchase order and enter the beginning purchase order number.

After the purchase order prints, the system asks if it printed properly.

- If you click *Yes*, the system creates a purchase order with the number assigned on this form. Then, the Create/Modify Purchase Orders form appears so you can begin entering another purchase order.
- If you click *No* and you chose the *Print All* option on this form, the system displays the Unprinted or Damaged Purchase Orders form. The system does not assign the purchase order number from the Load Purchase Orders form. You must reselect the reference number and reprint. The system will not create a purchase order until you have answered *Yes* to this message.

Your data is designed to print on a multi-use form available [online](#). Refer to [Preprinted Checks and Forms](#) for a list of part numbers to use when ordering.

Advanced Security Users

Account Level Security is available for this form. This feature allows you to define the account codes and related amounts a user can view. Therefore, if a user selects "Print All" and they do not have access to a specific segment, that purchase order will not be printed. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

Encumbrances Users

If generating encumbrances from purchase orders, after the purchase order prints, the system displays the Encumbrances Session form, which you can use to identify or group the encumbrance entries. If the Purchase Order does not print properly, the following occurs with the Encumbrance Session: For session status BS (Batch-To Suspend), the session will not be deleted because these sessions can have empty sessions. For session status BP (Batch-To Post), the session will be deleted when the Purchase Order form is closed. For session status OL (Online), the session is automatically deleted.

Fields

Number: Enter the starting purchase order number.

Print Current: Select this option to only print the current purchase order.

Print All: Select this option to print all reference numbers with a *Ready to Print* status.

Format: Select the type of form that matches the printer—continuous or laser. If purchase orders were created using the Forms Designer module, they also appear in this drop-down list.

Print Alignment: Click this button to properly align forms before beginning the print process.

OK: Click this button to print the purchase orders. After the purchase orders have printed, the system asks if they printed properly. If you click No, the ["Unprinted or Damaged Purchase Orders"](#) (page 30) form displays. You can then select the purchase orders that need to be reprinted.

Unprinted or Damaged Purchase Orders

Access this form using Activities>Purchase Orders>Create/Modify Purchase Orders>Load Purchase Orders>OK button.


Use this form to select the purchase orders that need to be reprinted. This form only appears if you answered *No* when asked if the purchase orders printed correctly. It contains a list of the purchase orders the system produced.

Note: Use the buttons at the top of the form to select or clear all purchase orders.

Fields

Select Unprinted or Damaged Purchase Orders Table: This table displays the purchase orders that were just sent to the printer. Click the check box, and then click OK to reprint a purchase order.

Check Budget/Encumbrance Balances

Access this form using Activities>Purchase Orders>Create/Modify Purchase Orders>  Check Budget and Encumbrance Balances. This button is only available if the Budget Module is installed.

Use this form to check Budget and Encumbrance balances for the current purchase order.

The balance check is determined by using the following:

- The budget date range and account types for all available accounts except Cash, Accounts Payable, and Accounts Receivable are used.
- The critical segment and General Ledger Report Group Set options selected by the Administrator on the Primary Budget Controls form (Organization>Set Up Modules>Budget>Primary Budget Controls).

Advanced Security Users

Account Level Security is available for this form. This feature allows you to define the account codes and related amounts a user can view. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

Requisition Users

The Pending Requisitions and Adjusted Available Budget columns are only available if the Administrator has installed and added this module (Organization>Add a Module).

Multicurrency Users

The Current Purchase Order In Source column is only available if the Administrator has installed and added this module (Organization>Add a Module). All currency columns follow the formatting of the organization's functional currency.

Fields

Budget Year Beginning, Ending: Enter the budget date range. Initially, the system defaults to the organization's current fiscal year start and end dates. Once a budget date range is entered, it becomes the default. This field will not display if a critical segment selected and applied by the Administrator on the Organization>Set Up Modules>Budget>Primary Budget Controls>Critical Segments form. The critical segment contains beginning and ending dates for each segment code which may vary from the current fiscal year used to check the available balances.


Check Balances: The system verifies the balances and displays budget and encumbrance information related to the current purchase order's General Ledger and Distribution Codes. Voided purchase orders are not included in the balance check.

- **GL/GL Group:** Any accounts or group codes associated with this purchase order display. If you have a General Ledger Group Set selected on the Primary Budget Controls form, it will display in place of the general ledger code.
- **Current Purchase Order In Source:** The amount (from the Item Detail tab) of the current purchase order in the source currency.
- **Current Purchase Order:** The amount (from the Item Detail tab) of the current purchase order by segment code.

Note that pending Purchase Orders, Unposted Encumbrance, and Posted Encumbrance records match the coding (General Ledger and Distribution Codes) of the current purchase order items for a specified time period.


- **Pending Purchase Orders:** The amount for pending purchase orders.
- **Unposted Encumbrance:** This amount includes unposted transactions that were created with a status of BP (Batch to Post) or BS (Batch to Suspend) on the Encumbrances Session form and have not been posted yet.
- **Posted Encumbrance:** This amount includes encumbrances that were posted using Transactions>Encumbrances>Enter Encumbrances or Activities>Manage Sessions>Post Transactions.
- **Actual:** This amount is calculated by taking the increases minus the decreases of the actual amounts.
- **Budget:** This is the net (increases minus decreases) of the Total Budget amounts.
- **Available Budget:** This amount is calculated by adding the Current Purchase Order, Pending Purchase Order, Unposted Encumbrance, Posted Encumbrance, and Actual amounts. Then, taking that sum and subtracting the Budget amount.
- **Pending Requisitions:** The amount for all requisition items coded to the account combinations that are not included in the purchase order, regardless of dates chosen.
- **Adjusted Available Budget:** The system calculates this amount by taking the Available Budget less requisition amounts.
- **Budget Year Beginning, Ending:** The critical segment begin and end dates associated with this segment. The critical segment date is selected using the Primary Budget Controls>Critical Segment form. If a critical segment is not selected, the system displays the budget date range entered for the Budget Year Beginning and Ending dates.


Tips:

- When Budget Year Beginning and Ending dates are entered, this budget date range becomes the default dates on any Check Budget and Encumbrance Balances form. Note that if you have a critical segment selected, these dates are used instead of the budget date range.
 - You may want to run the Reports>Encumbrances>Encumbrance Budget Report to obtain information related to encumbrance and budget data.
 - Click Print  to print the Budget and Encumbrance balances for the current purchase order. It prints in a landscape format (which cannot be changed) and displays the purchase order reference number in the heading.
-

Process Receipts

Access this form using Activities>Purchase Orders>Process Receipts; Transactions>Enter

Cash Disbursements>Start button>  Process Receipts; Transactions>Accounts

Payable>Enter A/P Invoices>Start button>  Process Receipts; or Activities>Purchase

Orders>Create/Modify Purchase Orders>  Process Receipts.

Use this form to receive items from a purchase order. Purchase orders were created using Activities>Purchase Orders>Create/Modify Purchase Orders and the Skip Receiving check box must be cleared for them to be received on this form. Receipts from multiple purchase orders can also be processed at one time based on a Vendor ID.

To receive open purchase orders:

1. Enter a Receipt Number, Receipt Date, Received By, and Vendor ID.
2. Enter a Purchase Order Number, or leave blank to display all open purchase orders for the selected vendor, and click the Display button.
3. Enter the Quantity Received, or click the Receive All button to have the system automatically enter it for you.
4. Click Post.

A purchase order will not be available in the Receipt Number drop-down list after all of its line items have been fully received.

Forms Designer Users

If this module is installed, the Description box expands to allow for more data. To automatically wrap the text when printing receipts, select the Autofit Row Height check box on the Reports>Forms

Designer>OK button>Insert Table>  Properties>Detail tab.

Multicurrency Users

The Unit Price follows the currency and its formatting, which was selected on the Maintain>Purchase Orders>Item Codes form. When a receipt transaction is created, the currency is translated to the functional equivalent using the exchange rate based on the default exchange rate type

(Maintain>Multicurrency>Exchange Rates).

Fields

Receipt Number: Enter a unique receipt number or accept the number that the system assigned. When creating a new receipt, the system displays the next available receipt number; or press the + key. (Receipt number options were set up by the Administrator using Organization>Set Up Modules>Purchase Orders.) We recommend limiting your entry to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols. Note that posted receipt numbers can be recalled using the Find button.

Receipt Date: Accept the default date or enter a date specific to the document. Future dates are not allowed.

Received By: Enter the name of the person who is receiving the items.

Vendor ID: Select the Vendor ID assigned to the purchase order.

Purchase Order Number, Display: Select the purchase order number or leave it blank to display all open purchase orders for the selected vendor, and then click the Display button. Once clicked, the Vendor ID, Purchase Order Number, and Display button are not available.



Items Received, Receive All: Enter the Quantity Received or click the Receive All button to have the system automatically enter the available quantity. The quantity is automatically calculated using the Quantity Ordered minus Quantity Cancelled, minus Previously Received.

- **Purchase Order Number:** The purchase order number for the selected vendor.
- **Line Number:** The line numbers for the purchase order number.
- **Item Code:** The item code for the specified purchase order number and line number.
- **Item Description:** The description for the item code.
- **Distribution Code:** The distribution code for the item code, if applicable.
- **Quantity Ordered:** The quantity ordered for the item code.
- **Quantity Cancelled:** The quantity previously canceled for the specified purchase order number, line number, and item code.
- **Previously Received:** The previously received quantity for the specified purchase order number and item code.




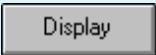

- **Purchase Unit:** The purchase unit for the item code.
- **Quantity Received:** Enter the amount received for the specified purchase order number, line number, and item code.
- **Unit Price:** The unit price for the item code. The unit price can only be edited if process records rights have been set up for Process Receipts by the Administrator (Security>Set Up Organization Menus).
- **Amount:** The system automatically calculates this amount by multiplying the Quantity Received by the Unit Price.
- **Comments:** Enter any comments or explanation related to the item code.

Total Amount: The sum of the Amount column.




Tips:

- Click Print  to print the current open receipt number or click Print All  to select from all posted receipt numbers.
 - Purchase Order Items must be received before they can be invoiced using Transactions>Enter Cash Disbursements, Transactions>Accounts Payable>Enter A/P Invoices, or Activities>Check Writing>Write Checks.
 - A receipt is considered open and can be adjusted until it is invoiced.
 - Change the column order (on the Items Received table) to reflect your personal preferences during receiving. To save these changes, select Save Form Layout on the Options>Customize Workstation Settings>Preferences tab.
 - If you changed the size of a form or modified the columns in a table, you can restore any form back to its original state by right-clicking on the form and selecting Restore Form Layout or Resize Form. You can also access the Options>Customize Workstation Settings form by right-clicking on the form and selecting Customize Workstation.
 - If the Administrator specified a warn or prohibit date (using the Organization>Organization Preferences>Entry Dates tab), and then you must enter a receipt date outside the specified date, the system prohibits and/or warns you with a message.
-

Process Receipt Buttons

	Print: Use this button to print the displayed receipt number. This can be either a posted document or the unposted document currently being entered.
	Print All: Use this button to select from all posted receipt numbers.
	Item Code Information: Use this button to open the Maintain>Item Codes form where you can change or add item code information. Each time this button is selected a new Item Codes form is opened.
	Display: Use this button to display only the purchase orders that match the currently selected purchase order number and Vendor ID. If you are not using a purchase order number (it is blank), click this button to display all of the purchase orders that match the currently selected Vendor ID.
	Receive All: Use this button to automatically enter the amount for the Quantity Received equal to the Quantity Ordered for all items being received.

Load Purchase Order Receipts (Print)

Access this form using Activities>Purchase Orders>Process Receipts>  Print or  Print
All>  Print.

Use this form to change the printer and format (continuous or laser) for the selected purchase order receipt number. This form prints the purchase order receipt numbers selected on the Process Receipts form.

Fields


Number: A purchase order receipt number displays.

Format: Select the type of form that matches the printer—continuous or laser. If purchase order receipts were created using the Forms Designer module, they also appear in this drop-down list.

Print Alignment: Click this button to properly align forms before beginning the print process.

OK: Click this button to print the purchase order receipts.

Print All: Purchase Order Receipts

Access this form using Activities>Purchase Orders>Process Receipts>  Print All.

Use this form to print all posted receipt documents. You can use the Filter to limit which items are displayed and select the Available Items to print. However, posted receipt documents automatically display.

Fields



Filters: The filter is for display purposes only; it simply allows you to limit which items are displayed in the Available Items table.

- **Available Filter, Selected Filter:** Select an item in the Available Filter column, and click the Mover (>) to move it to the Selected Filter column. Once an item is in the Selected Filter column, set up its filtering criteria. Then, the table is limited to the data that falls within the designated filter criteria.
- **Compares To:** Select an operator from the drop-down list. The operator compares the value in the Selected Filter column with the values in Criteria 1 and Criteria 2 to determine which items are displayed in the Available Items table.
- **Criteria 1:** Enter a value to compare with the item in the Selected Filter column. When using Like or Not Like, you can use "%" to represent any number of characters.
- **Criteria 2:** Enter a value for the end of a range if the Compares To column contains the Between or Not Between operators.

Available Items Table: Select the items in the order you want them to print or click the Select All button













The system displays the Receipt Number, Receipt Date, Received By, and Vendor ID for each item. Select how many items per page to display using the Records per Page drop-down list. You can view items in the table in increments of 10, 25, 50, 100, 250, 500, or 1000. The default value for the Records per Page drop-down list was selected using the Options>Customize Workstation Settings>Preferences tab.

Records are initially sorted on the first data column in ascending order. However, records can be sorted based on any column by clicking on the column heading. The column on which items are sorted has  (ascending order) or  (descending order) in the column heading.




Tips:

- When filtering data, select [Operators](#) to determine which data to display. Also, view a list of [Filter Examples](#) that are useful throughout the system and examples of [How to Use Wildcards](#) characters with Like and Not Like.
- For larger organizations with many records, you may want to clear the Use Drop-Down List on Find Forms check box using the Options>Customize Workstation Settings>Preferences tab. By doing so, it will eliminate the time it takes to load this form.

Purchase Order Buttons

	Select All: Use this button to select all items in the table.
	Deselect All: Use this button to clear all items in the table.
	Display/Hide Filter: Use this button to display or hide the Filters group box.
	Clear Filter: Use this button to clear all of the selected filter items. The filter is used for display purposes only; it limits what the system displays in the table. You cannot save the filter items.
	Display Records: Use this button to display only the records that match the currently selected filter items. If you are not using the filter (it is blank), the Display Records button displays all of the items you currently have.
	View First Page: Use this button to display the first page of data in the table.
	View Previous Page: Use this button to display the previous page of data in the table.
	View Next Page: Use this button to display the next page of data in the table.
	View Last Page: Use this button to display the last page of data in the table.
	Print: Use this button to print the selected items in the list. The system displays the Load Purchase Order Receipts (Print) , Load Purchase Order Receipt Adjustments (Print) , or Load Purchase Order Cancellations (Print) form.

Adjust Receipts

Access this form using Activities>Purchase Orders>Adjust Receipts. Or, access it using Transactions>Enter Cash Disbursements>Start button>  Adjust Receipts, Transactions>Accounts Payable>Enter A/P Invoices>Start button>  Adjust Receipts, or Activities>Purchase Orders>Create/Modify Purchase Orders>  Adjust Receipts.

Use this form to enter quantity and unit price adjustments for a receipt. Receipts were entered using Activities>Purchase Orders>Process Receipts.

To adjust a receipt:

1. Enter the Adjustment Number, Adjustment Date, Adjusted By, and Original Receipt Number.
2. Click the Display button.
3. Enter an Adjusted Quantity and Adjusted Unit Price, if applicable.
4. Enter Comments.
5. Click Post.

Forms Designer Users

If this module is installed, the Description box expands to allow for more data. To automatically wrap the text when printing receipt adjustments, select the Autofit Row Height check box on the

Reports>Forms Designer>OK button>Insert Table>  Properties>Detail tab.

Multicurrency Users

When an adjustment is made, the system uses the original receipt date's exchange rate.

Fields

Adjustment Number: Enter a unique receiving adjustment number or accept the number that the system assigned. When creating a new receiving adjustment, the system displays the next available receiving adjustment number; or press the + key. (Receiving adjustment number options were set up by the Administrator using Organization>Set Up Modules>Purchase Orders.) We recommend limiting your entry

to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols. Note that posted receiving adjustment numbers can be recalled using the Find Button.

Adjustment Date: Enter an adjustment date or accept the system default date. Future dates are not allowed.

Adjusted By: Enter the name of the person who is adjusting the received items.

Original Receipt Number, Display: Select the original receipt number from the drop-down list, and then click the Display button. Once clicked, the Original Receipt Number and Display button are no longer available.



Items Adjusted: Enter the Adjusted Quantity, Adjusted Unit Price, and Comment.

- **Purchase Order Number:** The purchase order number for the selected receipt number.
- **Line Number:** The line numbers for the purchase order number.
- **Item Code:** The item code for the specified purchase order number and line number.
- **Item Description:** The description for the item code.
- **Distribution Code:** The distribution code for the item code.
- **Receipt Quantity:** The receipt quantity for the specified purchase order number and item code. If a partial adjustment was made, the system displays the last adjusted quantity.
- **Receipt Unit Price:** The receipt unit price for the item code. If a partial adjustment was made, the last adjusted unit price displays.
- **Adjusted Quantity:** Enter the correct quantity. If a partial adjustment was made, the last adjusted quantity displays. The quantity can be zero or a positive number.
- **Adjusted Unit Price:** Enter the correct unit price. If a partial adjustment was made, the last adjusted unit price displays. The unit price can be zero or a positive number.
- **Adjusted Amount:** The system automatically calculates this amount by multiplying the Adjusted Quantity by the Adjusted Unit Price.
- **Comments:** Enter any comments or explanation related to the item code.
- **Invoiced:** Yes or No displays to indicate if the receipt has been invoiced. You can only adjust receipts that have not been invoiced; however, you can view line numbers that have been invoiced. Note that

Once a receipt has been invoiced (even partially invoiced), you cannot make any adjustments to that line item on that receipt.

Total Adjusted Amount: The sum of the Adjusted Amount column.

Tips:

- Click Print  to print the current open receipt number or click Print All  to select from all open (both current and posted) receipt numbers. See "[Load Purchase Order Receipt Adjustments \(Print\)](#)" (page 42) and "[Print All: Purchase Order Receipt Adjustments](#)" (page 42).
- A receipt is considered open and can be adjusted until it is invoiced using Transactions>Enter Cash Disbursements, Transactions>Accounts Payable>Enter A/P Invoices, or Activities>Check Writing>Write Checks.
- Change the column order (on the Items Adjusted table) to reflect your personal preferences during adjustments. To save these changes, select Save Form Layout on the Options>Customize Workstation Settings>Preferences tab.
- If you changed the size of a form or modified the columns in a table, you can restore any form back to its original state by right-clicking on the form and selecting Restore Form Layout or Resize Form. You can also access the Options>Customize Workstation Settings form by right-clicking on the form and selecting Customize Workstation.
- If the Administrator specified a warn or prohibit date (using the Organization>Organization Preferences>Entry Dates tab), and then you must enter an adjustment date outside the specified date, the system prohibits and/or warns you with a message.

Adjust Receipt Buttons



Print: Use this button to print the displayed receipt adjustment number. This can be either a posted document or the unposted document currently being entered.



Print All: Use this button to select from all posted receipt adjustment numbers.



Item Code Information: Use this button to open the Maintain>Item Codes form where you can change or add item code information. Each time this button is selected a new Item Codes form is opened.



Display: Use this button to display only the purchase orders that match the currently selected purchase order number and Vendor ID. If you are not using a purchase order number (it is blank), the Display button displays all of the purchase orders that match the currently selected Vendor ID.

Load Purchase Order Receipt Adjustments (Print)

Access this form using Activities>Purchase Orders>Adjust Receipts>



Print or



Print

All>



Print.

Use this form to change the printer and format (continuous or laser) for the selected purchase order receipt adjustment number. This form prints the purchase order receipt adjustment numbers selected on the Adjust Receipts form.

Fields

Number: A purchase order receipt adjustment number displays.

Format: Select the type of form that matches the printer—continuous or laser. If purchase order receipts adjustments were created using the Forms Designer module, they also appear in this drop-down list.

Print Alignment: Click this button to properly align forms before beginning the print process.

OK: Click this button to print the purchase order receipt adjustments.

Print All: Purchase Order Receipt Adjustments

Access this form using Activities>Purchase Orders>Adjust Receipts>



Print All.



Use this form to print all open (both current and posted) receipt adjustment numbers. You can use the Filter to limit which items are displayed and select the Available Items to print.

Fields

Filters: The filter is for display purposes only; it simply allows you to limit which items are displayed in the Available Items table.

- **Available Filter, Selected Filter:** Select an item in the Available Filter column, and click the Mover (>) to move it to the Selected Filter column. Once an item is in the Selected Filter column, set up its filtering criteria. Then, the table is limited to the data that falls within the designated filter criteria.
- **Compares To:** Select an operator from the drop-down list. The operator compares the value in the Selected Filter column with the values in Criteria 1 and Criteria 2 to determine which items are displayed in the Available Items table.
- **Criteria 1:** Enter a value to compare with the item in the Selected Filter column. When using Like or Not Like, you can use "%" to represent any number of characters.
- **Criteria 2:** Enter a value for the end of a range if the Compares To column contains the Between or Not Between operators.

Available Items Table: The Adjustment Number, Adjustment Date, Adjusted By, and Original Receipt Number for each item. Select how many items per page to display using the Records per Page drop-down list. You can view items in the table in increments of 10, 25, 50, 100, 250, 500, or 1000. The default value for the Records per Page drop-down list was selected using the Options>Customize Workstation Settings>Preferences tab.


Records are initially sorted on the first data column in ascending order. However, records can be sorted based on any column by clicking on the column heading. The column on which items are sorted has  (ascending order) or  (descending order) in the column heading.

Tips:


- In the Available Items table, you can sort the data based on any column. Simply double-click on a column heading to sort according to that column.
- When filtering data, select [Operators](#) to determine which data to display. Also, view a list of [Filter Examples](#) that are useful throughout the system and examples of [How to Use Wildcards](#) characters with Like and Not Like.
- For larger organizations with many records, you may want to clear the Use Drop-Down List on Find Forms check box using the Options>Customize Workstation Settings>Preferences tab. By doing so, it will eliminate the time it takes to load this form.

Cancel Items

Access this form using Activities>Purchase Orders>Cancel Items. Or, access it using

Transactions>Enter Cash Disbursements>Start button>  Cancel Items,

Transactions>Accounts Payable>Enter A/P Invoices>Start button>  Cancel Items, or


Activities>Purchase Orders>Create/Modify Purchase Orders>  Cancel Items.

Use this form to cancel line items that were entered on a purchase order and automatically generate an appropriate encumbrance liquidation based on the original coding (from the Activities>Purchase Orders>Create/Modify Purchase Orders>Coding tab).

To cancel a line item:

1. Enter a Cancellation Number, Cancellation Date, Cancelled By, and Vendor ID.
2. Select a Purchase Order Number, and then click the Display button.
3. The Items Cancelled table displays purchase orders that have been printed and are open (not fully received or invoiced). Different columns display based on whether the Skip Receiving check box was selected on the Activities>Purchase Orders>Create/Modify Purchase Orders form.
4. Enter an amount or quantity to cancel.
5. Enter a comment.
6. Click the Post button.

Encumbrance Users

Posted Transactions  displays after the canceled item is posted, if the Create Encumbrances check box was selected on the Create/Modify Purchase Orders form, and OL (Online Posting) was selected on the Encumbrance Session form. When BP (Batch-To Post) or BS (Batch-To Suspend) are selected, you will need to post the session using Activities>Manage Sessions>Post Transactions prior to canceling the item. Canceling without posting removes the item from inventory; however, manual liquidation can be performed using the Transactions>Encumbrances>Enter Encumbrance Liquidations form.

Forms Designer Users

If this module is installed, the Description box expands to allow for more data. To automatically wrap the text when printing cancellations, select the Autofit Row Height check box on the Reports>Forms

Designer>OK button>Insert Table>  Properties>Detail tab.

Multicurrency Users

The Unit Price is formatted in the currency selected on the Maintain>Purchase Orders>Item Codes form. When a related encumbrance exists for the canceled purchase order line number, the cancellation amount is translated to the functional currency using the exchange rate that was used when the original encumbrance was created during the purchase order printing process

(Activities>Purchase Orders>Create/Modify Purchase Orders>  Print).

Fields

Cancellation Number: Enter a unique cancellation number or accept the number that the system assigned. When creating a new cancellation, the system displays the next available cancellation number; or press the + key (cancellation number options were set up by the Administrator using Organization>Set Up Modules>Purchase Orders). We recommend limiting your entry to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols. Note that posted cancellation numbers can be recalled using the Find Button.

Cancellation Date: Enter a cancellation date or accept the system default. Future dates are not allowed.

Cancelled By: Enter the name of the person who is canceling the items.

Vendor ID: Select the Vendor ID assigned to the purchase order.




Purchase Order Number, Display: Select the purchase order number from the drop-down list, and then click the Display button. Once clicked, the Vendor ID, Purchase Order Number, and Display button are no longer available.

Items Cancelled: This table displays information based on receiving type, located in the Cancellation Number or Purchase Order Number drop-down list. The column names change depending on whether the Skip Receiving check box was selected on the Activities>Purchase Orders>Create/Modify Purchase Orders form.





- **Line Number:** The line numbers for the purchase order number.
- **Item Code:** The item code for the specified purchase order number and line number.

- **Item Description:** The description for the item code.
- **Quantity Ordered:** The quantity ordered for the item code. This column displays when the Purchase Order Type is Receive.
- **Purchase Unit:** The purchase unit for the item code. This column displays when the Purchase Order Type is Receive.
- **Previously Received:** The previously received quantity for the specified purchase order number and item code. This column displays when the Purchase Order Type is Receive.
- **Previously Cancelled:** The previously canceled quantity for the specified purchase order number and item code. This column displays when the Purchase Order Type is Receive.
- **Quantity to Cancel:** Enter the quantity to cancel for the specified purchase order number and item code. This column displays when the Purchase Order Type is Receive.
- **Ordered Amount:** The amount ordered for the item code. This column displays when the Purchase Order Type is Skip Receiving.
- **Previously Invoiced Amount:** The previously invoiced amount for the specified purchase order number and item code. This column displays when the Purchase Order Type is Skip Receiving.
- **Previously Cancelled Amount:** The previously canceled quantity for the specified purchase order number and item code. This column displays when the Purchase Order Type is Skip Receiving.
- **Amount to Cancel:** Enter the amount to cancel for the specified purchase order number and item code. This column displays when the Purchase Order Type is Skip Receiving.
- **Comments:** Enter any comments or explanation related to the item code.




Tips:

- Click Print  to print the current open receipt number or click Print All  to select from all open (both current and posted) receipt numbers. See ["Load Purchase Order Cancellations \(Print\)" \(page 48\)](#) and ["Print All: Purchase Order Cancellations" \(page 48\)](#).
 - Click Posted Transactions  to view the posted Encumbrance Liquidation session information, or print a report using Reports>Transaction Reports>Posted General Ledger Transactions. See [Enter Encumbrance Liquidations - Transaction Entry Tab](#).
 - If the Administrator specified a warn or prohibit date for Cancel Purchase Order Items or Encumbrance Liquidations (Organization>Organization Preferences>Entry Dates tab), and then you must enter a cancellation date outside the specified date, the system prohibits and/or warns you with a message.
-

Cancel Item Buttons

	Print: Use this button to print the displayed cancellation number. This can be either a posted document or the unposted document currently being entered.
	Print All: Use this button to select from all posted cancellation numbers.
	Item Code Information: Use this button to open the Maintain>Purchase Orders>Item Codes form where you can change or add item code information. Each time this button is selected a new Item Codes form is opened.
	Posted Transactions: If available, use this button to display the posted Encumbrance Liquidations session information from the system generated transaction entries. This button displays after the encumbrance session has been posted.

Load Purchase Order Cancellations (Print)

Access this form using Activities>Purchase Orders>Cancel Items>  Print or  Print All>
 Print.

Use this form to change the printer and format (continuous or laser) for the selected purchase order receipt number. This form prints the purchase order receipt numbers selected on the Cancel Items form.

Fields


Number: A purchase order cancellation number displays.

Format: Select the type of form that matches the printer—continuous or laser. If purchase order cancellations were created using the Forms Designer module, they also appear in this drop-down list.

Print Alignment: Click this button to properly align forms before beginning the print process.

OK: Click this button to print the purchase order cancellations.

Print All: Purchase Order Cancellations

Access this form using Activities>Purchase Orders>Cancel Items>  Print All.

Use this form to print all open (both saved and posted) cancellation numbers. You can use the Filter to limit which items are displayed and select the Available Items to print.



Fields

Filters: The filter is for display purposes only; it simply allows you to limit which items are displayed in the Available Items table.

- **Available Filter, Selected Filter:** Select an item in the Available Filter column, and click the Mover (>) to move it to the Selected Filter column. Once an item is in the Selected Filter column, set up its filtering criteria. Then, the table is limited to the data that falls within the designated filter criteria.
- **Compares To:** Select an operator from the drop-down list. The operator compares the value in the Selected Filter column with the values in Criteria 1 and Criteria 2 to determine which items are displayed in the Available Items table.

- **Criteria 1:** Enter a value to compare with the item in the Selected Filter column. When using Like or Not Like, you can use "%" to represent any number of characters.
- **Criteria 2:** Enter a value for the end of a range if the Compares To column contains the Between or Not Between operators.

Available Items Table: The Cancellation Number, Cancellation Date, Cancelled By, and Vendor ID for each item displays. Select how many items per page to display using the Records per Page drop-down list. You can view items in the table in increments of 10, 25, 50, 100, 250, 500, or 1000. The default value for the Records per Page drop-down list was selected using the Options>Customize Workstation Settings>Preferences tab.

Records are initially sorted on the first data column in ascending order. However, records can be sorted based on any column by clicking on the column heading. The column on which items are sorted has  (ascending order) or  (descending order) in the column heading.

Tips:

- In the Available Items table, you can sort the data based on any column. Simply double-click on a column heading to sort according to that column.
- When filtering data, select [Operators](#) to determine which data to display. Also, view a list of [Filter Examples](#) that are useful throughout the system and examples of [How to Use Wildcards](#) characters with Like and Not Like.
- For larger organizations with many records, you may want to clear the Use Drop-Down List on Find Forms check box using the Options>Customize Workstation Settings>Preferences tab. By doing so, it will eliminate the time it takes to load this form.

Void Purchase Orders

Access this form using Activities>Purchase Orders>Void Purchase Orders.

Use this form to void printed purchase orders that have not been received or invoiced.

Fields

Filters: The filter is for display purposes only; it allows you to limit which documents are displayed in the Purchase Orders table.

- **Available Filter, Selected Filter:** Select an item in the Available Filter column, and click the Mover (>) to move it to the Selected Filter column.
- **Compares To:** Select an operator from the drop-down list. The operator compares the value in the Selected Filter column with the values in Criteria 1 and Criteria 2 to determine which documents are displayed in the Purchase Orders table.
- **Criteria 1:** Enter a value to compare with the item in the Selected Filter column. When using Like or Not Like, you can use "%" to represent any number of characters.
- **Criteria 2:** Enter a value for the end of a range if the Compares To column contains the Between or Not Between operators.

Purchase Orders: Click the check boxes to select the purchase orders you want to void. No purchase orders are selected the first time this form is opened.

- **Records per Page:** Select how many documents per page to display using the drop-down list. You can view documents in increments of 10, 25, 50, 100, 250, 500, or 1000. The default value for the Records per Page drop-down list was selected using the Options>Customize Workstation Settings>Preferences tab.
- **Number:** The purchase order number.
- **Date:** The purchase order date.
- **Vendor ID:** The vendor ID associated with the purchase order.
- **Description:** The purchase order description.
- **Printed By:** The user who printed the purchase order.
- **Total:** The purchase order total.

Tips:

- You can sort the data based on any column. Simply double-click on a column heading to sort according to that column. This sorting functionality is only for table display and does not affect printing. Print uses data from the database and is therefore not reflective of how you sorted the items.
 - Any voided purchase orders have a status of Void on the Create/Modify Purchase Orders form.
 - If a purchase order contains Electronic Requisitions items and the purchase order is voided, those items are moved to the Activities>Purchase Orders>Create/Modify Purchase Orders>Select Purchase Order Voucher form.
 - When filtering data, select [Operators](#) to determine which data to display. Also, view a list of [Filter Examples](#) that are useful throughout the system and examples of [How to Use Wildcards](#) characters with Like and Not Like.
 - For larger organizations with many records, you may want to clear the Use Drop-Down List on Find Forms check box using the Options>Customize Workstation Settings>Preferences tab. Doing this eliminates the time it takes to load the Void Purchase Orders form.
-

Chapter 5: Purchase Order Reporting

The system provides numerous report selections so you can create custom reports that satisfy the reporting needs in your organization. This reporting gives you the flexibility you need, from specifying which columns appear, to sorting and totaling the information presented. You control the output, so you get just the reports you want.

Below is a list of all reports available in the Purchase Orders module:

Report Menu Selections	Reports
Lists>	"Address Codes List" (page 52)
	"Category/Item Codes List" (page 54)
Purchase Order Analysis>	"Purchase Order Register" (page 57)
	"Purchase Order Tracking" (page 64)

For an overview of the report tabs and buttons, refer to the "Report Setup" chapter of the **General Ledger Reports** guide.

Address Codes List

Access this report using Reports>Purchase Orders>Address Codes.

Use this report to print a list of Address Codes that were set up using Maintain>Purchase Orders>Address Codes.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Address Code	The name assigned to the address code.
Description	The description of the address code.
Type	The address type: SB (Shipping and Billing), S (Shipping), or B (Billing).
Address	The street address or PO box for the address code.
City	The city for the address code.
State/Prov.	The state or province for the address code.
Postal Code	The postal code for the address code.
Country	The country for the address code.
Printed Address	The address that overrides the printed format of the main address.
First Name	The contact's first name.
MI Name	The contact's middle initial.
Last Name	The contact's last name.
Position	The contact's position (or job title) at the organization.
Voice	The contact's voice telephone number.
Email	The contact's email address.
Fax	The contact's fax number.
Notes	The notes entered on the Maintain>Purchase Orders>Address Codes>Notes tab.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Category/Item Codes List

Access this report using Reports>Purchase Orders>Category/Item Codes or Reports>Requisitions>Category/Item Codes.

Use this report to print a list of Item Codes and Category Codes. This information was set up using Maintain>Purchase Orders>Item Codes and Maintain>Purchase Orders>Category Codes.

Electronic Requisitions Users

The Internal Expense GL Account column is only available if the Administrator has installed and added this module (Organization>Add a Module). To view this report in Requisitions, security rights must be granted for Reports>Requisitions and set up by the Administrator using the Security>Set Up Organization Menus form.

Multicurrency Users

The Currency column is only available if the Administrator has installed and added this module (Organization>Add a Module).

Order Entry Users

The Available for Resale column is only available if the Administrator has installed and added this module (Organization>Add a Module).

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Category Code	The name assigned to the category code.
Category Code Description	The description of the category code.

Column	Description
Category Code Status	The status of the category code.
Item Code	The name assigned to the item code.
Item Code Description	The description of the item code.
Item Code Status	The status of the item code.
Item Type	The types used to sort Item Codes. When setting up the Item Code, a type such as Non-Inventory or Services may have been created to distinguish between the types of Item Codes being tracked.
Purchase GL Account	The general ledger account code assigned to the item code on the Maintain>Purchase Orders>Item Codes>Purchase tab.
Distribution Code	The distribution code assigned to the item code on the Maintain>Purchase Orders>Item Codes>Purchase tab.
Item Location	The location where the item code is stored within a storage facility or warehouse, such as Aisle 2, Shelf B. This was entered on the Maintain>Purchase Orders>Item Codes>Purchase tab.
Standard Quantity	The number of units representing the standard quantity for the item code entered on the Maintain>Purchase Orders>Item Codes>Purchase tab.
Unit Price	The cost of each Purchase Unit entered on the Maintain>Purchase Orders>Item Codes>Purchase tab.
Purchase Unit	The unit of measure for one purchase unit, such as each or case entered on the Maintain>Purchase Orders>Item Codes>Purchase tab.
Currency	The currency type assigned to the item code, such as USD, CAD, EUR, GBP, or MXN. Currencies were

Column	Description
	created and activated by the Administrator using the Organization>Currency Setup form.
Weight	The weight assigned to the Purchase Unit on the Maintain>Purchase Orders>Item Codes>Purchase tab.
Weight Unit	The unit of measure assigned to the weight, such as pounds or kilograms, entered on the Maintain>Purchase Orders>Item Codes>Purchase tab.
Preferred Vendor ID	The vendor ID of preference designated when ordering the item code on the Maintain>Purchase Orders>Item Codes>Purchase tab.
Preferred Vendor Name	The preferred vendor's name.
Category Code Notes	Any notes entered on the Maintain>Purchase Orders>Category Codes>Notes tab.
Item Code Notes	Any notes entered on the Maintain>Purchase Orders>Item Codes>Notes tab.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- General Ledger Account Codes must have been previously created using Maintain>Chart of Account Codes.
- Distribution Codes must have been previously created using Maintain>Distribution Codes.

Purchase Order Register

Access this report using Reports>Purchase Orders>Purchase Order Register.

Use this report to print purchase order information, which was created using Activities>Purchase Orders>Create/Modify Purchase Orders. This report contains:

- Additional items, columns, and filters if any user defined fields were created by the Administrator using Organization>Set Up User Defined Fields. Only user defined fields with a field type of *String*, *Editable Drop-Down List*, *Non-Editable Drop-Down List*, *Date*, or *Yes/No* are available in the Items by Page group box and are listed as an available filter. User defined fields with a field type of *Currency* follow the formatting of the organization's functional currency. The functional currency was determined when the organization was created by the Administrator (File>New Organization>Functional Currency panel).
- The [Custom Columns](#) feature, which allows you to create report columns that are not provided by the system. These columns can be set up with custom formulas.

Advanced Security Users

Account Level Security is available for this report. This feature allows you to define the account codes and related amounts a user can view in the report. When account level security is activated for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

Encumbrance Users

Segment Code, Title, Short Title, Group Code, Group Title, and Group Short Title columns and Segment Code and Group Code filters are only available to track encumbrance information that has been generated from a purchase order.

Electronic Requisitions Users

Additional columns and filters are available to track requisition information that has been included in a purchase order. All requisitions were created using Activities>Electronic Requisitions>Create/Approve Requisitions.

Multicurrency Users

The Currency column is only available if this module was installed and added by the Administrator (Organization>Add a Module).

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.


Content Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Purchase Order Number	The number assigned to the purchase order when printing (Activities>Purchase Orders>Create/Modify Purchase Orders>Print).
Reference Number	The temporary number assigned to the purchase order before it is printed.
Document Date	The date assigned to the purchase order.
Purchase Order Status	The purchase order's status: In Process, Ready To Print, Open, Closed, or Void.
Description	The title or description of the purchase order.
Vendor ID	The Vendor ID assigned to the purchase order.
Vendor Name	The name associated with the Vendor ID, which was set up on the Maintain>Accounts Payable>Vendors form.
Vendor PO Address	The vendor's address, city, state or province, and postal code.
Vendor PO Contact	The contact name for the vendor.

Column	Description
Vendor PO Contact Email	The contact's email address.
Vendor PO Contact Phone	The contact's telephone number.
Vendor PO Contact Fax	The contact's fax number.
Receiving Skipped	A designation of Y (Yes) or N (No), depending on if the "Skip Receiving" box was selected on the Create/Modify Purchase Orders form.
Currency	The currency type assigned to the vendor, such as USD, CAD, EUR, GBP, or MXN. Currencies were created and activated by the Administrator using the Organization>Currency Setup form.
Create Encumbrance	A designation of Y (Yes) or N (No), depending on if the "Create Encumbrance" box was selected on the Create/Modify Purchase Order form.
Encumbrance Session ID	If the Create Encumbrance check box was selected on the Create/Modify Purchase Orders form, this is the session ID entered on the Encumbrance Session, after the Purchase Order printed.
Shipping Address Code	The shipping address code assigned to the purchase order, such as "Main" address.
Shipping Address	The address associated with the shipping code.
Billing Address Code	The billing address code assigned to the purchase order, such as "Bill" address.
Billing Address	The address associated with the billing code.
Attention	Any entries added to the Attention box on the PO Information tab.
Buyer	Any buyer names added to the Buyer box on the PO Information tab.
FOB	Any entries added to the Freight on Board box on the PO Information tab.

Column	Description
Shipping Method	The shipping method for the purchase order, such as ground or third day.
Comments	The comments for the purchase order.
Line Number	The number for each line item entered on the Create/Modify Purchase Orders, Item Detail tab.
Category Code	The category code for each line number.
Item Code	The item code for each line item.
Item Code Status	The status of the item code, such as, Active, Inactive, or Discontinued.
Item Description	The description for each line item.
Special Instructions	Any additional information related to the line item.
GL Code-Item Detail	The general ledger code for each line item.
Distribution Code	The distribution code for each line item.
Purchase Unit	The unit of measure for one purchase unit, such as each or case set up on the Maintain>Purchase Orders>Item Codes>Purchase tab.
Quantity Ordered	The quantity ordered for each requested line item entered on the Create/Modify Purchase Orders, Item Detail tab.
Quantity Received	The quantity received for each requested line item (Activities>Purchase Orders>Process Receipts). This column displays a zero when the Skip Receiving check box was selected on the purchase order.
Quantity Cancelled	The quantity canceled for each requested line item (Activities>Purchase Orders>Cancel Items). This column displays a zero when the Skip Receiving check box was selected on the purchase order.

Column	Description
Quantity Adjusted (Net)	The quantity difference between the original quantity and the adjusted quantity for the requested line item. This column displays a zero when the Skip Receiving check box was selected on the purchase order.
Quantity Remaining	The remaining quantity being fulfilled for each requested line item.
Adjusted Quantity	The quantity adjusted for each requested line item (Activities>Purchase Orders>Adjust Receipts). This column displays a zero when the Skip Receiving check box was selected on the purchase order.
Unit Price	The monetary amount (per unit) for each line item on the Create/Modify Purchase Orders, Item Detail tab.
Ordered Amount	The amount ordered for each requested line item, for Purchase Orders that had the Skip Receiving check box selected on the Create/Modify Purchase Orders form.
Cancelled Amount	The amount canceled for each requested line item, for Purchase Orders that had the Skip Receiving check box selected on the Create/Modify Purchase Orders form. This was entered on the Activities>Purchase Orders>Cancel Items form.
Invoiced Amount	The amount invoiced for each requested line item, using the Transactions>Enter Cash Disbursements, Transactions>Accounts Payable>Enter A/P Invoices, or Activities>Check Writing>Write Checks>Start button>  Choose Items/Encumbrances form.
Remaining Amount	The amount difference between the Ordered

Column	Description
	Amount less the Invoiced Amounts and Cancelled Amounts, for Purchase Orders that had the Skip Receiving check box selected on the Create/Modify Purchase Orders form.
Item Total	The total for the each item ordered (Quantity multiplied by Unit Price).
Purchase Order Total	The sum of all items in the purchase order.
Encumbrance Document Amount	The sum of all encumbrance increases and decreases.
Open Encumbrance Balance	The current encumbrance balance amount for posted entries.
Date Required By	The date the order is needed.
Date Promised	The date the order is due.
Date Received	The date the order is received.
Requested For	The person who requested the items.
Requisition Number	The requisition in which the line item is associated.
Requisition Date Submitted	The date the requisition was submitted.
Urgent	A designation of Y (Yes) or N (No), depending on if the requisition is marked as "urgent" (Activities>Electronic Requisitions>Create/Approve Requisitions>Requisition Number tab).
Requested By	The user ID of the person who initially submitted the requisition.
{Segment Name} Code	The code assigned to the segment. The report shows a segment code—01, 201, or 11001, for example. The report prints one column for each segment, such as Fund Code, Grant Code, or GL Code.

Column	Description
{Segment Name} Title	The title associated with each code above. The system displays one column for each of these code types, such as Fund Title, Grant Title, or GL Title.
{Segment Name} Short Title	The short title associated with each code. The system displays one column for each of these code types, such as Fund Short Title, Grant Short Title, or GL Short Title.
{Segment Name} Group Code	The defined group code. The report prints a column for each group code, such as Fund Group Code or Grant Group Code.
{Segment Name} Group Title	The title associated with the group code. The report prints one column for each group segment.
{Segment Name} Group Short Title	The short title for the group title (15 characters or less). The report shows one column for each group segment, such as Fund Group and Grant Group.
Increase	The increase amount for each encumbered line item.
Decrease	The decrease amount for each encumbered line item.
Effective Date	The effective date for each encumbered line item.
Created By	The login name of the person who created the purchase order.
Created At	The workstation name where the person created the purchase order.
Printed By	The first and last name of the user that printed the purchase order.
Last Modified By	The first and last name of the user that last changed or updated the purchase order.
Last Modified Date	The date the purchase order was last changed or

Column	Description
	updated.
{User Defined Field} - Vendors	This is a vendor type user defined field and its data. There will be a separate column for each field.
{User Defined Field} - Purchase Orders	This is a purchase order type user defined field and its data. There will be a separate column for each field.
{Custom Column}	This is a custom column that you created.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Groups Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected in at least one of the following: Content tab or Filter tab.

Layout Use this tab to change the font and page setup for a report.

Security Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Purchase Order Tracking

Access this report using Reports>Purchase Orders>Purchase Order Tracking.

Use this report to print purchase order information, which was created using Activities>Purchase Orders>Create/Modify Purchase Orders. You can track information through the:

- Receiving (Activities>Purchase Orders>Process Receipts)
- Receipt Adjustment (Activities>Purchase Orders>Adjust Receipts)
- Cancel Items (Activities>Purchase Orders>Cancel Items)
- Invoice (Transactions>Accounts Payable>Enter A/P Invoices)

- Disbursement (Transactions>Enter Cash Disbursements)
- Check (Activities>Check Writing>Write Checks)
- Encumbrance liquidation (Transactions>Encumbrances>Enter Encumbrance Liquidations)

Additional items, columns, and filters are available if any user defined fields were created by the Administrator using Organization>Set Up User Defined Fields. Only user defined fields with a field type of *String*, *Editable Drop-Down List*, *Non-Editable Drop-Down List*, *Date*, or *Yes/No* are available in the Items by Page group box on the Content tab. User defined fields with a field type of *Currency* follow the formatting of the organization's functional currency. The functional currency was determined when the organization was created by the Administrator (File>New Organization>Functional Currency panel).

Encumbrance Users

Additional columns and filters are available to track encumbrance information that has been generated from a purchase order.

Electronic Requisitions Users

Additional columns and filters are available to track requisition information that has been included in a purchase order. All requisitions were created using Activities>Electronic Requisitions>Create/Approve Requisitions.

Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Content Use this tab to determine what data to include in the report and to define the report layout.


- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Purchase Order Number	The number assigned to the purchase order when printing (Activities>Purchase Orders>Create/Modify Purchase Orders>Print).
Purchase Order Date	The date assigned to the purchase order

Column	Description
	(Activities>Purchase Orders>Create/Modify Purchase Orders).
Purchase Order Status	The purchase order's status: In Process, Ready To Print, Open, Closed, or Void.
Description	The title or description of the purchase order.
Type	The PO, Receipt, Invoice, Adjustment, or Cancelled type depending on where the PO is in the related transaction process.
Receiving Skipped	A designation of Y (Yes) or N (No), depending on if the "Skip Receiving" box was selected on the Create/Modify Purchase Orders form.
Document Number	<p>The document number that created the purchase order transaction entry, such as receipts, adjustments, invoices, and cancelled items.</p> <p>Each day, the starting document number is 0001 and increments for each transaction entry.</p> <p>Document numbers are created for each item code line number.</p>
Receipt Document Number	<p>The document number that created the purchase order receipt transaction entry displays when a receipt adjustment occurred.</p> <p>Each day, the starting document number is 0001 and increments for each transaction entry.</p> <p>Document numbers are created for each item code line number.</p>
Vendor ID	The Vendor ID assigned to the purchase order (Activities>Purchase Orders>Create/Modify Purchase Orders>PO Information tab).
Vendor Name	The name associated with the Vendor ID.

Column	Description
Currency	The currency type assigned to the customer ID, such as USD, CAD, or EUR. Currencies were created and activated by the Administrator using the Organization>Currency Setup form.
Shipping Address Code	The shipping address code assigned to the purchase order, such as "Main" address.
Billing Address Code	The billing address code assigned to the purchase order, such as "Bill" address.
Buyer	This includes any buyer names added to the Buyer box on the PO Information tab.
Shipping Method	The shipping method for the purchase order, such as ground or third day.
Line Number	The number for each line item (Activities>Purchase Orders>Create/Modify Purchase Orders>Item Detail tab).
Category Code	The category code for each line number.
Item Code	The item code for each line item, which was set up on Maintain>Purchase Orders>Item Codes form.
Item Code Status	The status of the item code, such as, Active, Inactive, or Discontinued.
Item Description	The description for each line item.
Item Location	General information describing the item's location such as Aisle 2 or Shelf B. This was entered on the Maintain>Purchase Orders>Item Codes>Purchase Tab.
Special Instructions	Any additional information related to the line item (Activities>Purchase Orders>Create/Modify Purchase Orders>Item Detail tab).
Purchase Unit	The unit of measure for one purchase unit, such as

Column	Description
	each or case entered on the Maintain>Purchase Orders>Item Codes>Purchase tab.
Quantity	The number of units for each line item on the Purchase Order, Process Receipt, Adjust Receipts, or Cancel Items form.
Quantity Remaining	The sum of the remaining quantity for each line item (Quantity minus Previous Quantity Received minus Previous Quantity Adjusted/Cancelled).
Previous Quantity Received	The quantity that has been received for each requested line item, entered on the Activities>Purchase Orders>Process Receipts form.
Previous Quantity Adjusted/Cancelled	The quantity that has been cancelled for each requested line item, entered on the Activities>Purchase Orders>Cancel Items form.
Unit Price	The monetary amount (per unit) for each line item, which was set up on Maintain>Purchase Orders>Item Codes form.
Ordered Amount	The amount ordered for each requested line item, for Purchase Orders that had the Skip Receiving check box selected on the Create/Modify Purchase Orders form.
Voided Amount	The amount voided for each requested line item, for Purchase Orders that had the Skip Receiving check box selected on the Create/Modify Purchase Orders form. This was entered on the Activities>Purchase Orders>Void Purchase Orders form.
Cancelled Amount	The amount cancelled for each requested line item, for Purchase Orders that had the Skip Receiving check box selected on the Create/Modify Purchase

Column	Description
	Orders form. This was entered on the Activities>Purchase Orders>Cancel Items form.
Invoiced Amount	The amount invoiced for each requested line item, using the Transactions>Enter Cash Disbursements, Transactions>Accounts Payable>Enter A/P Invoices, or Activities>Check Writing>Write Checks>Start button>  Choose Items/Encumbrances form.
Remaining Amount	The amount difference between the Ordered Amount less the Invoiced Amounts and Cancelled Amounts, for Purchase Orders that had the Skip Receiving check box selected on the Create/Modify Purchase Orders form.
Adjusted Unit Price	The adjusted unit price for each requested line item, entered on the Activities>Purchase Orders>Adjust Receipts form.
Item Total	The total for the each item ordered (Quantity multiplied by Unit Price) using the Activities>Purchase Orders>Create/Modify Purchase Orders form.
Adjusted Item Total	The adjusted item total, calculated on the Activities>Purchase Orders>Adjust Receipts form.
Purchase Order Total	The sum of all items in the purchase order (Activities>Purchase Orders>Create/Modify Purchase Orders>Item Detail tab).
Encumbrance Document Amount	The sum of all encumbrance increases and decreases.
Date Required By	The date the order is needed (Activities>Purchase Orders>Create/Modify Purchase Orders>Item Detail tab).

Column	Description
Date Promised	The date the order is due (Activities>Purchase Orders>Create/Modify Purchase Orders>Item Detail tab).
Date Received	The date the order was received.
Requested For	The person who requested the items (Activities>Purchase Orders>Create/Modify Purchase Orders>Item Detail tab).
Requisition Number	The requisition in which the line item is associated (Activities>Purchase Orders>Create/Modify Purchase Orders>Item Detail tab).
Requisition Date Submitted	The date the requisition was submitted.
Requested By	The user ID of the person who initially submitted the requisition.
Created By	The first and last name of the user that created the purchase order.
Printed By	The first and last name of the user that printed the purchase order.
Last Modified By	The first and last name of the user that last changed or updated the purchase order.
Session ID	The session ID assigned to the related document.
Transaction Document Number	The document number assigned to the related transaction document, such as the Encumbrance Document Number.
Document Date	The date of the related document.
Transaction Source	The transaction source assigned to the related document, such as API, CD, CDS, or ENL.
Effective Date	The effective date for the related document.
Document Line Amount	The amount for each line item of the related

Column	Description
	document.
Document Posted By User	The user who created the related document.
Comments	The comments for the purchase order, entered on the Activities>Purchase Orders>Create/Modify Purchase Orders, Process Receipts, Adjust Receipts, or Cancel Items form.
{User Defined Field} - Vendors	This is a vendor type user defined field and its data. There will be a separate column for each field.
{User Defined Field} - Purchase Orders	This is a purchase order type user defined field and its data. There will be a separate column for each field.

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Options Use this tab to set up any Available Options for the report.

Options	Description
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.
Suppress Lines with All Zeros	<p>Select this option so that documents with zero amounts do not print. This eliminates records having zero in all amount columns. If it is not selected, every line prints, even if it has a zero value.</p> <p>This option only works with transaction line type user defined fields with a field type of currency.</p>

Layout Use this tab to change the font and page setup for a report.



Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Index

A

- address codes 4
 - contact information 5
 - notes 5
 - printing 52
 - reporting on 52
 - setting up 4
- addresses 4
 - setting up codes 4
 - shipping and billing 4
- adjustments 39
 - printing 42
 - printing all 42
 - purchase order receipts 39

B

- balances 30
 - checking purchase orders 30
- billing address codes 4
- budget 30
 - purchase orders checking 30

C

- cancellations 44
 - printing 48
 - printing all 48
 - purchase order line items 44
- category codes 12
 - assigning item codes to 13
 - notes 13
 - printing 54
 - reporting on 54
 - setting up 12
- checking balances 30
 - purchase orders 30
- codes 4, 6
 - address 4
 - category 12
 - category/item assignments 13
 - item 6
 - purchase items 8
 - shipping and billing 4
- continuous forms 28, 42, 48
- copying 10, 28
 - item codes 10
 - purchase orders 28

E

encumbrances 23
 generating from purchase orders 23
 purchase orders checking 30

I

item codes 6
 assigning to category codes 13
 copying 10
 notes 10
 printing 54
 purchasing 8
 renaming 10
 reporting on 54
 setting up 6
items 6
 purchasing 8
 setting up codes 6

L

laser forms 28, 42, 48

M

module setup 2

P

printing 52
 address codes 52
 category codes 54
 item codes 54
 purchase order cancellations 48
 purchase order receipt adjustments 42
 purchase orders 28
printing all 37, 42, 48
 purchase order cancellations 48
 purchase order receipt adjustments 42
 purchase order receipts 37
purchase order cancellations 44
 printing 48
 printing all 48
purchase order receipts 33
 adjusting 39
 printing all 37
 processing 33
purchase order reports 52
 Address Codes List 52
 Category/Item Codes List 54
 Purchase Order Register 57
 Purchase Order Tracking 64
purchase orders 15
 address codes 4
 adjusting receipts 39
 cancelling line items 44

- category codes 12
- category/item code assignments 13
- checking balances 30
- copying 28
- creating 15
- deleting 49
- encumbrance entries 23
- item codes 6
- item detail 19
- laser and continuous 28, 42, 48
- modifying 15
- printing 28
- printing all cancellations 48
- printing all receipt adjustments 42
- printing all receipts 37
- printing cancellations 48
- printing receipt adjustments 42
- receiving 33
- register 57
- reporting on 57, 64
- setting up module 2
- tracking report 64
- voiding 49
- purchasing item codes 8

R

- receipts 33
 - printing all 37
- purchase order processing 33

- receiving 33
 - purchase orders 33
- registers 57
 - purchase orders 57
- renaming 10
 - item codes 10
- reports 52
 - Address Codes List 52
 - Category/Item Codes List 54
 - purchase order analysis 57, 64
 - purchase order lists 52, 54
 - Purchase Order Register 57
 - Purchase Order Tracking 64
 - user defined fields 57, 64

S

- shipping address codes 4

T

- tracking 64
 - purchase orders 64

U

- user defined fields 26
 - purchase orders 26

V

voiding 49

 purchase orders 49