PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

12/3/2018

Section B: Purchase Order Processing

[Topic 1: Processing Purchase Orders, V2.7]

Revision History

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

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Overview

The following processing guidelines apply to purchase orders:

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

Purchase Order Inquiry / Purchase Order Close/Cancel:

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

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

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

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

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

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

* Opens a new purchase order record.

* Increases the *Budget* account's encumbered amount. Please note however that when entering an asset account, PCGenesis treats this entry as a *Memo* entry only.

* Makes the necessary entries in the *Audit* file for the purchase order's transactions.

* Makes the appropriate debits and credits to the *General Ledger (G/L)* accounts.

  * At least one account number and its corresponding dollar amount are required. PCGenesis users may distribute purchase orders to up to twenty different budget accounts where appropriate.

  * Create the account numbers in the *Budget* and *General Ledger Chart of Accounts* before using the account in the entry of purchase orders.

- The accounts must be active and must not be closed accounts. PCGenesis highlights the account piece if the account number is invalid. Should this occur enter the account number "piece" in the *Account Master Description* file and reenter the purchase order as normal.

- If the total dollar amount distribution does not equal the value entered in the *Amount* field, PCGenesis highlights the purchase order amount. In this instance, make the appropriate corrections to the distribution's dollar amounts.

- If a single account number is used, it is not necessary to enter the total dollar amount on the account line as PCGenesis assumes these amounts are the same.

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

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

Procedure A: Inquiring on a Purchase Order

A1. Purchase Order Inquiry – Vendor Number

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

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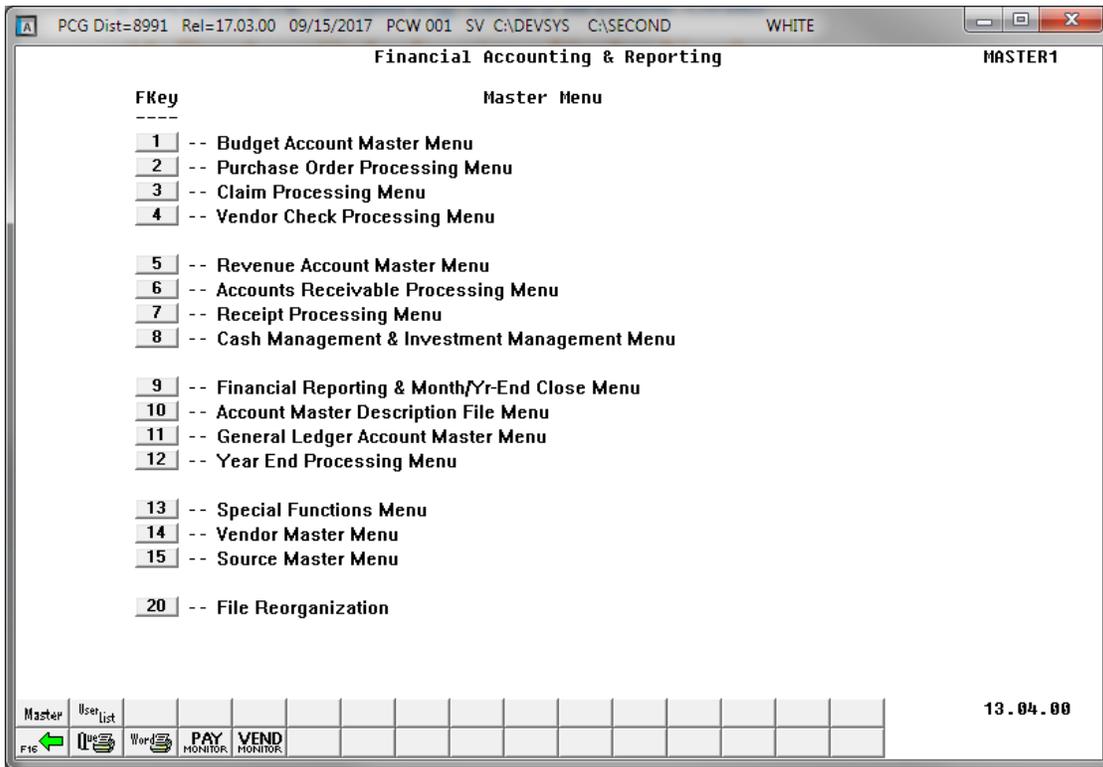
Step	Action
2	Select ___2___ (**F2 -** Purchase Order Processing Menu).

The following screen displays:
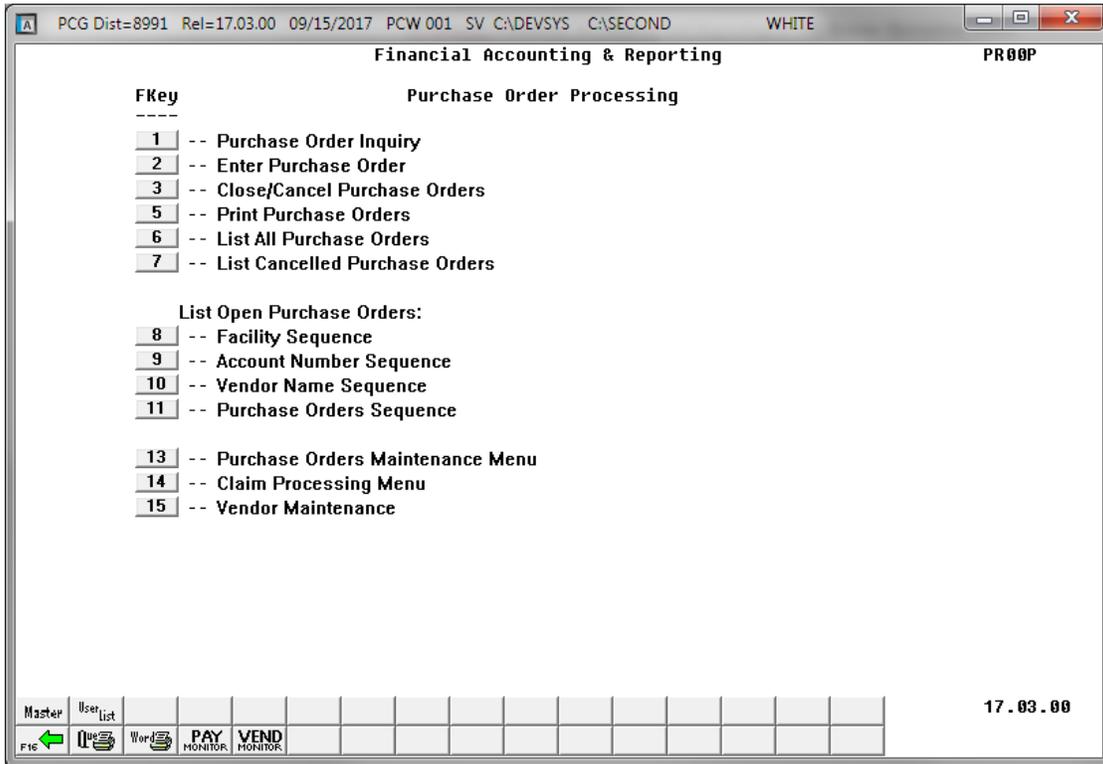
Step	Action
3	Select ___1___ (**F1** - Purchase Order Inquiry).

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.01.00  04/13/2018  PCW 001  SV  C:\DEVSYS   C:\SECOND        WHITE                    ☐ ☒ ✕
                                                                                                          PURC0200


                Enter vendor number to scan the purchase order file to
                       examine entries for this vendor.

                Vendor: _____ ▼




                F12 will allow searching by account number




                F13 will allow examination of a specific purchase order











                Enter to Continue,  F16 to Exit
       ENTER✓  F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  F13  F14  F15🔍        18.02.00
       F16◀   🖨                                                  F28  F29
```

Step	Action
4	Enter the vendor's number or select the drop-down selection icon ▼ in the **Vendor** field to choose the vendor, and select [ENTER✓] (**Enter**) to continue.

The following screen displays:

Step	Action
5	**To view additional purchase orders:** Select the appropriate **Function key**. *Select* **F1** *(F1 - Oldest) to view the vendor's first purchase order on record. Select* **F2** *(F2- Next-Newer),* **F3** *(F3 - Prev-Older), to scroll between records. Select* **F4** *(F4 - Newest) to view the vendor's most recent purchase order.* **To view the claim detail of the purchase order:** Select **F14** (**F14** - Examine Claim Detail).

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

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ A  PCG Dist=8991  Rel=18.03.01  12/03/2018  PCG 001  SV  C:\DEVSYS  C:\SECOND      WHITE        —   □   ×  │
│                                                                       PURC0200 │
│ P.O. Inquiry        Vendor:   6654        HOME DEPOT INC                        │
│                     P.O. Number:    40432   1 HOME DEPOT LANE            CLOSED │
│                                                                                │
│                                           ATLANTA, GA              30000        │
│                                                                                │
│ Bill to - Facility:  103   Building: 2   SMITH SCHOOL 0103      PO Output: 0=Other │
│ Ship to - Facility:  106   Building:     SMITH SCHOOL 0106                      │
│ Attn of: Jamie Builder                   Description: FINANCE - TEST PO         │
│                                                                                │
│ Requisition #:                    Date:     4/05/2018    Carry fwd/reopen date: │
│                                  Amount:      5355.81     Carry fwd:            │
│                                                                                │
│ --------------------------- CLAIM INFORMATION --------------------------       │
│      ('St.' indicates STATUS, (O) = Open, (P) = Paid, & (S) = Selected)        │
│                                                                                │
│      Seq     Date      Amount  St.        Seq     Date      Amount  St.         │
│  1. 9999  4/06/2018    101.90  (O)     2. 9998  4/05/2018      .20  (O)         │
│  3. 9997  4/05/2018      .40  (O)      4. 9996  4/05/2018      .21  (O)         │
│  5. 9995  4/05/2018      .20  (O)      6. 9994  4/07/2018   100.00  (P)         │
│  7. 9993  4/07/2018    125.00  (O)     8. 9992  4/07/2018   150.00  (O)         │
│  9. 9991  4/08/2018    150.00  (O)    10. 9990  4/09/2018   175.00  (O)         │
│ 11. 9989  4/10/2018    200.00  (O)    12. 9988  4/11/2018   225.00  (O)         │
│ 13. 9987  4/11/2018      .29  (P)     14. 9986  4/12/2018   250.00  (P)         │
│ 15. 9985  4/13/2018    275.00  (O)    16. 9984  4/13/2018   275.00  (O)         │
│ 17. 9983  4/12/2018    300.00  (O)    18. 9982  4/14/2018   325.00  (O)         │
│ 19. 9981  4/15/2018    325.00  (O)    20. 9980  4/16/2018   325.00  (O)         │
│ 21. 9979  4/17/2018    350.00  (O)    22. 9975  4/07/2018   100.00  (P)         │
│ 23. 9977  4/19/2018    375.00  (C)    24. 9976  4/20/2018   400.00  (C)         │
│                                                                                │
│  F1-F12=Claims 1-12, F18-F29=Claims 13-24, F17=Print  F16=Reenter/Exit         │
│ ENTER✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14  F15Q         18.03.00    │
│ F16⬅ 🖨 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29                          │
└──────────────────────────────────────────────────────────────────────────────┘
```

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

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

```
 A   PCG Dist=8991 Rel=18.01.00 04/16/2018 PCW 001 SV C:\DEVSYS C:\SECOND        WHITE                  _ □ ✖
Vendor:    6055  VENDOR 000055                   Expense Inquiry                          PURC0200
 Seq #:    9997  1 WEST FIRST STREET                                  OPEN
  PO #:     160  SUITE 1000                                                A/P blnc:  421
                 ATLANTA, GA                          30000               Cross-ref seq:
Description:     FINANCE - TEST PO
                 FACILITIES UPGRADE CLASSR          Claim date:  4/13/2018  Claim amt:     1,007.16
Vendor ref:      VENDOR REFERENCE FOR DESK          Disc date:              Disc amt:

  Bank:        Payment:            Check #:            Amount:

                        Yr Fnd F Prgm Fnct Objct Fcty B Addt'l        Amount
           Charge to:   18 100    1011 1000 43200  195 1              1,000.00
                        18 100    1011 1000 44222  195 1                  .50
                        18 100    1011 1000 44300  195 1                  .50
                        18 100    1011 1000 61000  195 1    1             .50
                        18 100    1011 1000 61041  195 1                  .50
                        18 100    1011 1000 61100  195 1                  .50
                        18 100    1011 1000 61500  195 1                  .50
                        18 100    1011 1000 61600  195 1                  .50
                        18 100    1021 1000 43200  195 1                  .25
                        18 100    1021 1000 44222  195 1                  .26
                        18 100    1041 1000 44222  108 1                  .27
                        18 100    1021 1000 61000  195 1    1             .28
                        18 100    1021 1000 61041  195 1                  .29
                        18 100    1041 1000 44300  108 1                  .30
                        18 100    1041 1000 58000  108 1                  .31
                        18 100    1021 1000 61600  195 1                  .32
                        18 100    1041 1000 61000  108 1                  .33
                        18 100    1021 1000 64100  195 1                  .34
                        18 100    1041 1000 43200  108 1                  .35
                        18 100    1041 1000 61000  108 1    1             .36
 F17=Print Screen,   ENTER/F16=Return to P.O.
ENTER ✓  F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  F13  F14  F15 🔍       18.02.00
F16 ⬅  🖶                                              F28  F29
```

Step	Action
7	Select ![ENTER] (**Enter**) or ![F16] (**F16** - Return to PO) to return to the initial *Purchase Order Inquiry* screen.

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.03.01  12/03/2018  PCG 001  SV C:\DEVSYS  C:\SECOND        WHITE          —    □    ✕
                                                                                                          PURC0200
P.O. Inquiry        Vendor:    6654       HOME DEPOT INC
                    P.O. Number:   40432  1 HOME DEPOT LANE                                 CLOSED

                                          ATLANTA, GA                    30000

Bill to - Facility: 103   Building: 2   SMITH SCHOOL 0103               PO Output: 0=Other
Ship to - Facility: 106   Building:     SMITH SCHOOL 0106
Attn of: Jamie Builder                  Description: FINANCE - TEST PO

Requisition #:                     Date:      4/05/2018      Carry fwd/reopen date:
                                   Amount:       5355.81     Carry fwd:

    ------------------------------- CLAIM INFORMATION ----------------------------
       ('St.' indicates STATUS, (O) = Open, (P) = Paid, & (S) = Selected)

       Seq      Date      Amount  St.        Seq      Date      Amount  St.
 1. 9999   4/06/2018     101.90   (O)   2. 9998   4/05/2018       .20   (O)
 3. 9997   4/05/2018       .40    (O)   4. 9996   4/05/2018       .21   (O)
 5. 9995   4/05/2018       .20    (O)   6. 9994   4/07/2018    100.00   (P)
 7. 9993   4/07/2018     125.00   (O)   8. 9992   4/07/2018    150.00   (O)
 9. 9991   4/08/2018     150.00   (O)  10. 9990   4/09/2018    175.00   (O)
11. 9989   4/10/2018     200.00   (O)  12. 9988   4/11/2018    225.00   (O)
13. 9987   4/11/2018       .29    (P)  14. 9986   4/12/2018    250.00   (P)
15. 9985   4/13/2018     275.00   (O)  16. 9984   4/13/2018    275.00   (O)
17. 9983   4/12/2018     300.00   (O)  18. 9982   4/14/2018    325.00   (O)
19. 9981   4/15/2018     325.00   (O)  20. 9980   4/16/2018    325.00   (O)
21. 9979   4/17/2018     350.00   (O)  22. 9975   4/07/2018    100.00   (P)
23. 9977   4/19/2018     375.00   (C)  24. 9976   4/20/2018    400.00   (C)


 F1-F12=Claims 1-12, F18-F29=Claims 13-24, F17=Print  F16=Reenter/Exit
 ENTER ✓  F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  F13  F14  F15 Q      18.03.00
 F16 ⬅  🖨  F18  F19  F20  F21  F22  F23  F24  F25  F26  F27  F28  F29
```

Step	Action
8	Select ⬅ F16 (**F16** - Reenter/Exit) to return to the *Purchase Order – Entry* screen.

The following screen displays:

Step	Action
9	Select ![F16](F16 icon) (**F16** - Reenter/Exit) to return to the *Find Purchase Order* screen.

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.01.00  04/16/2018  PCW 001  SV  C:\DEVSYS  C:\SECOND          WHITE
                                                                                              PURC0200

              Enter vendor number to scan the purchase order file to
                      examine entries for this vendor.

              Vendor: 6055  _ ▼


              F12 will allow searching by account number



              F13 will allow examination of a specific purchase order








              Enter to Continue,  F16 to Exit
  ENTER✔  F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  F13  F14  F15🔍        18.02.00
  F16←   🖶                                                     F28  F29
```
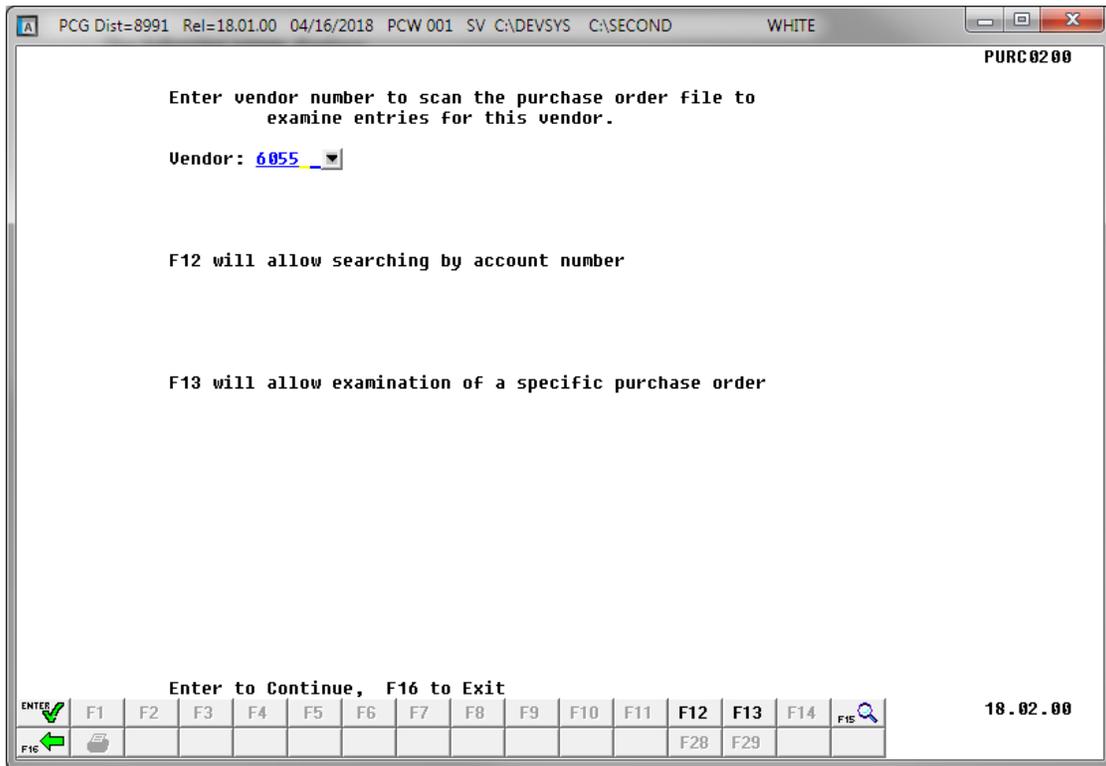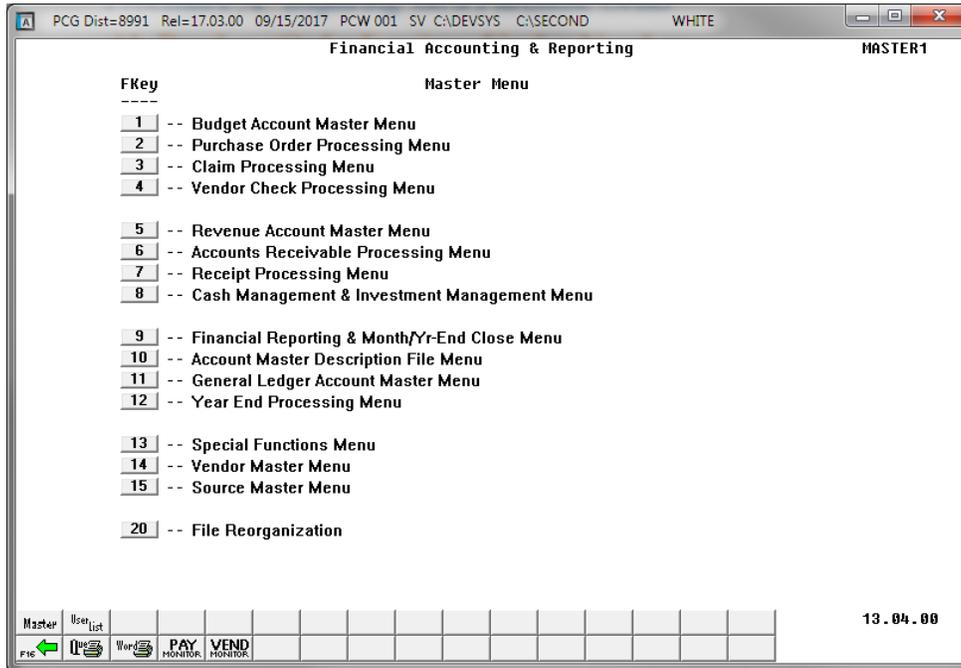
Step	Action
10	Select (**F16 -** Exit) to return to the *Financial Accounting & Reporting – Purchase Order Processing Menu.*

The following screen displays:

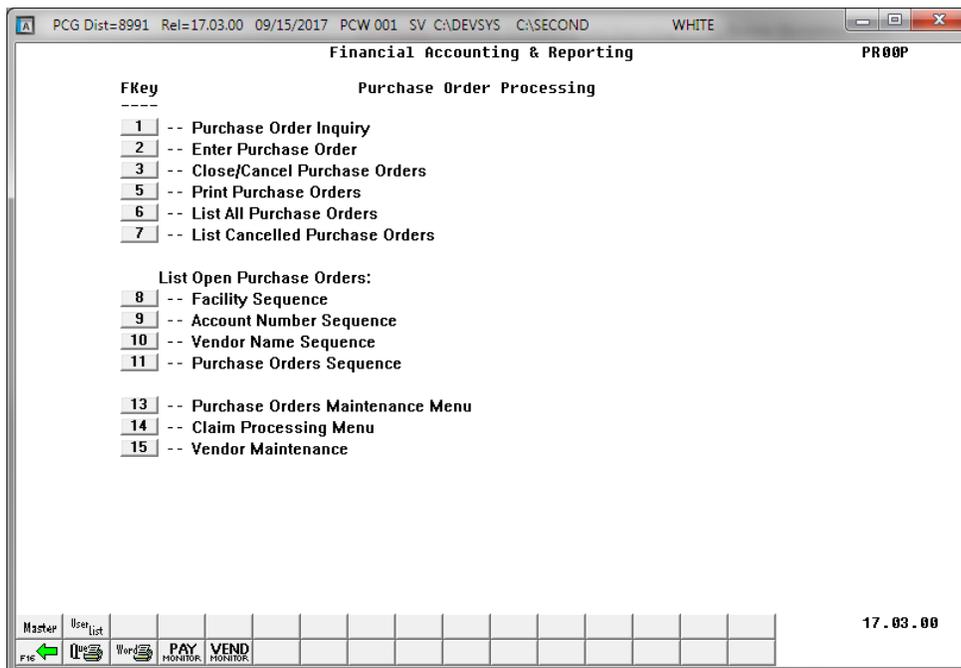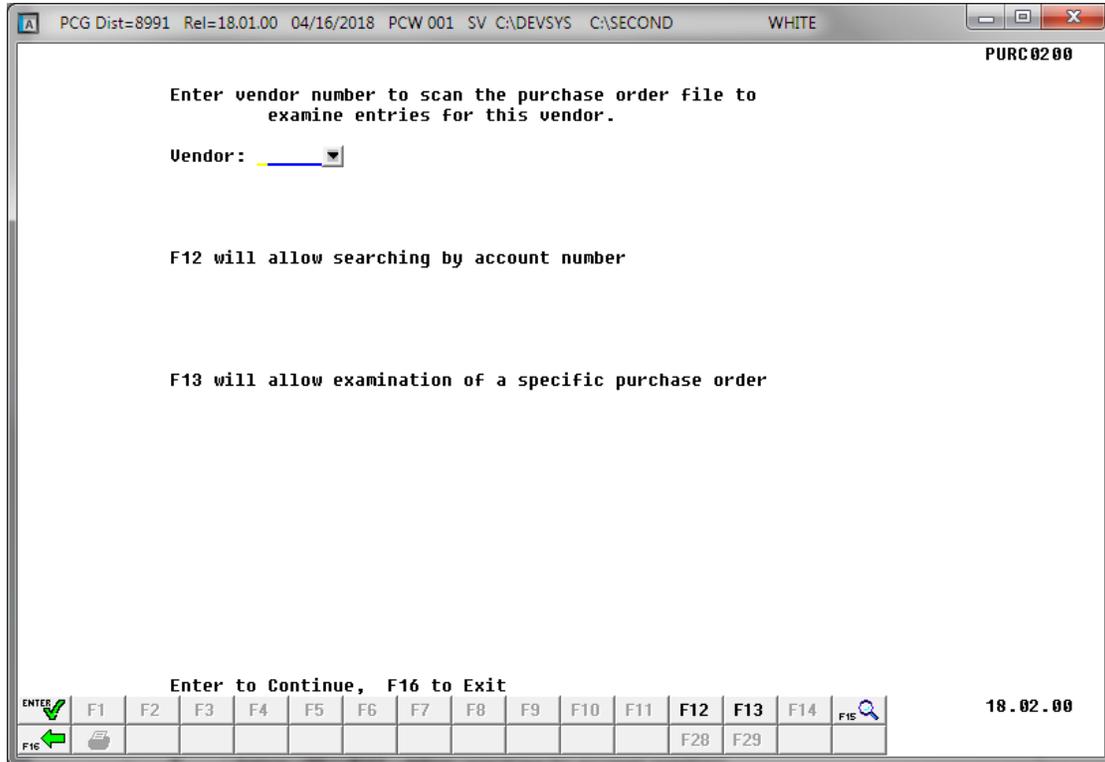| Step	Action
11	Select (**F16 -**Exit) to return to the *Financial Accounting & Reporting Master Menu*, or select (**Master**) to return to the *Business Applications Master Menu*.

A2. Purchase Order Inquiry – Account Number

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

The following screen displays:

Step	Action
2	Select ___1___ (**F1** - Purchase Order Inquiry).

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.01.00  04/16/2018  PCW 001  SV C:\DEVSYS  C:\SECOND       WHITE              ▢ ▢ ✕

                                                                                                    PURC0200

                  Enter vendor number to scan the purchase order file to
                            examine entries for this vendor.

                  Vendor: _____ ▼



                  F12 will allow searching by account number




                  F13 will allow examination of a specific purchase order








                        Enter to Continue,  F16 to Exit
  ENTER✓  F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  F13  F14  F15🔍      18.02.00
  F16⬅   🖶                                                 F28  F29
```

Step	Action
3	Select ___12___ (**F12** - Allow searching by account number).
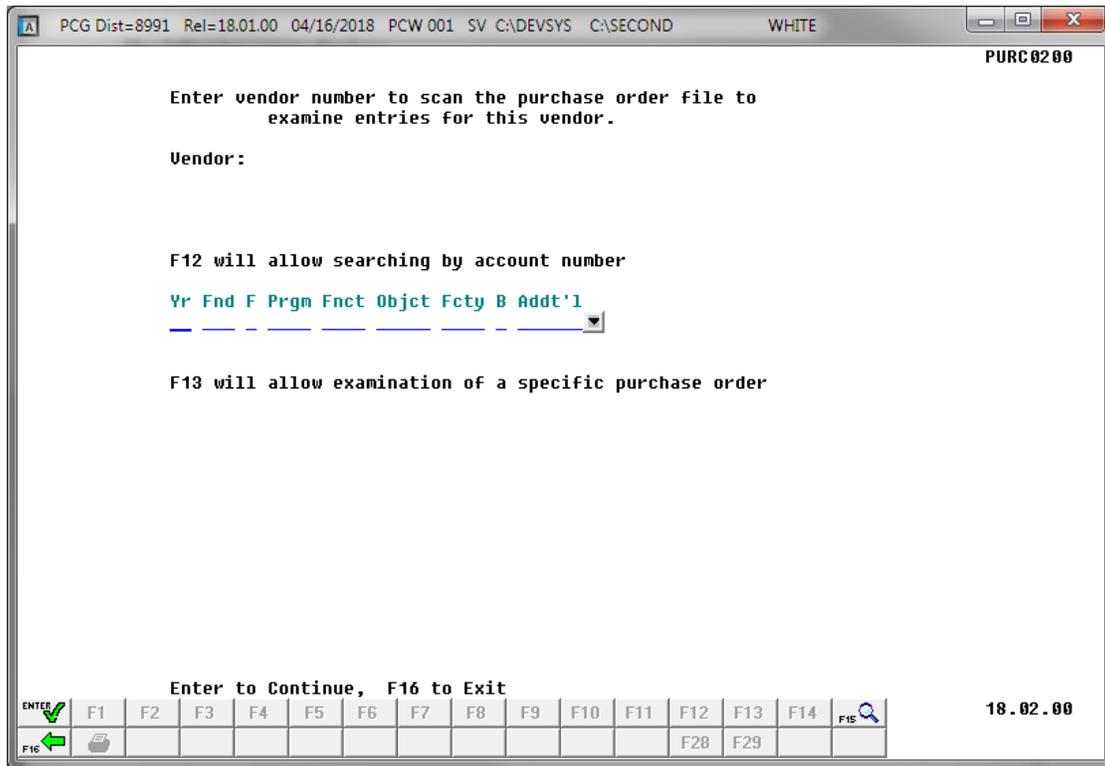
The following screen displays:

```
 A  PCG Dist=8991  Rel=18.01.00  04/16/2018  PCW 001  SV  C:\DEVSYS  C:\SECOND        WHITE            _ □  ✕
                                                                                              PURC0200

                 Enter vendor number to scan the purchase order file to
                         examine entries for this vendor.

                 Vendor:



                 F12 will allow searching by account number

                 Yr Fnd F Prgm Fnct Objct Fcty B Addt'l
                 __  ___ _ ____ ____ _____ ____ _ _____  ▼


                 F13 will allow examination of a specific purchase order












                    Enter to Continue,  F16 to Exit
  ENTER ✓  F1   F2   F3   F4   F5   F6   F7   F8   F9  F10  F11  F12  F13  F14  F15 🔍      18.02.00
  F16 ⬅  🖨                                               F28  F29
```

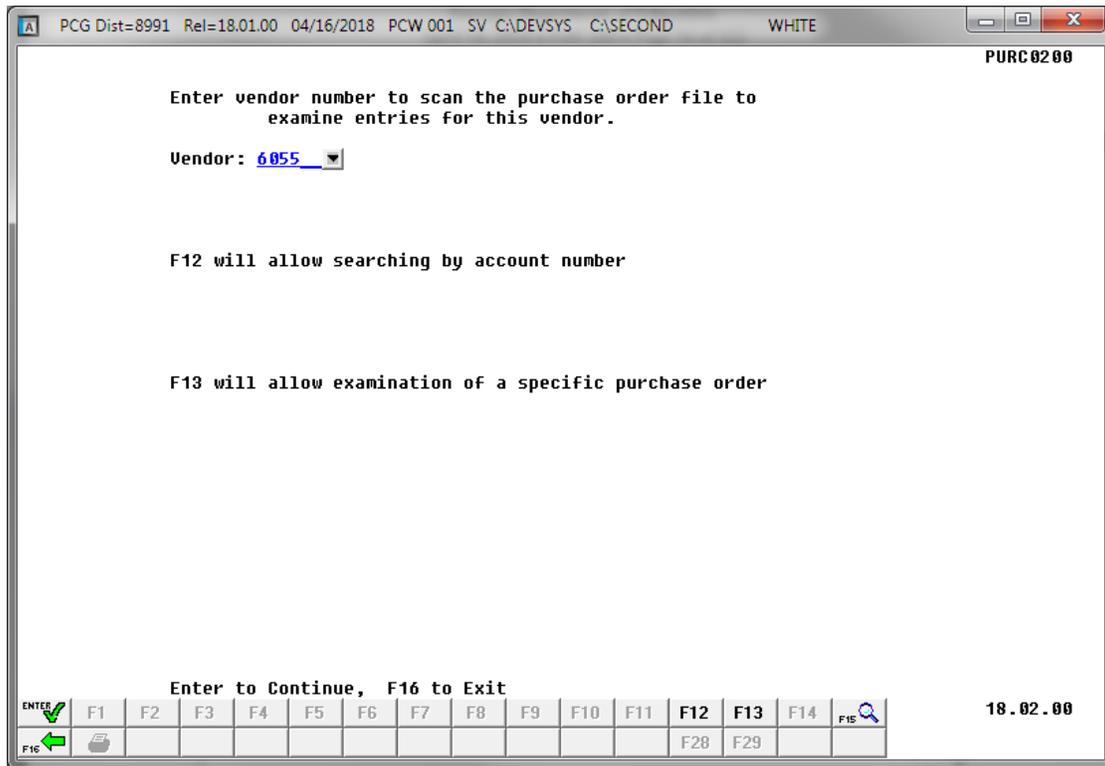| Step	Action
4	Enter or select the drop-down selection icon ▼ in the **Yr Fnd F Prgm Fnct Objct Fcty B Addt'l** field to choose the account.
5	Select ![ENTER](ENTER ✓) (**Enter**) to continue.

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.03.01  12/03/2018  PCG 001  SV C:\DEVSYS  C:\SECOND        WHITE          —    □    ×
P.O. Inquiry           PO #:  40432 Vendor:   6654        HOME DEPOT INC                      PURC0200
                                                          1 HOME DEPOT LANE                    CLOSED
                                                                                              4/20/2018
Req #:                  PO Output:  0=Other            ATLANTA, GA              30000
Bill to - Fcty:  103  Building: 2 SMITH SCHOOL 0103             Attn: Jamie Builder
Ship to - Fcty:  106  Building:   SMITH SCHOOL 0106             Desc: FINANCE - TEST PO
C-FWD:                  C-FWD/R-OPN Date:                        Date: 4/05/2018 Amt:      5355.81
  Yr Fnd F Prgm Fnct Objct Fcty B Addt'l          Amount              Liquidated
  18 100    1041 1000 61000   109 1              5336.81              4525.07
  18 100    1011 1000 53200   111 1                 1.00                  .08
  18 100    1011 1000 61000   103 1                 1.00                  .09
  18 100    1011 1000 61000   111 1                 1.00                  .10
  18 100    1011 1000 61000   189 1                 1.00                  .11
  18 100    1011 1000 61000   199 1                 1.00                  .12
  18 100    1021 1000 53200   103 1                 1.00                  .13
  18 100    1021 1000 53200   111 1                 1.00                  .14
  18 100    1021 1000 53200 8010 4                 1.00                  .15
  18 100    1021 1000 61000   103 1                 1.00                  .15
  18 100    1021 1000 61000   111 1                 1.00                  .17
  18 100    1021 1000 61000   189 1                 1.00                  .17
  18 100    1021 1000 61000   199 1                 1.00                  .18
  18 100    1051 1000 53200   111 1                 1.00                  .19
  18 100    1045 1000 61000   198 1                 1.00                  .20
  18 100    1045 1000 43000   198 1                 1.00                  .21
  18 100    1041 1000 61010   198 1                 1.00                  .22
  18 100    1025 1000 61000   103 1                 1.00                  .23
  18 100    1025 1000 61000   111 1                 1.00                  .24
  18 100    1450 2500 61000 8010 1                 1.00                  .25
P.O. balance:            .00                                          4528.20


F1=Oldest   F2=Next   F3=Prev   F4=Newest   F14=Examine Claim   F17=Print Screen  F16=Reenter/Exit
ENTER  F1   F2   F3   F4   F5   F6   F7   F8   F9  F10  F11  F12  F13  F14  F15       18.03.00
F16    F18  F19  F20  F21  F22  F23  F24  F25  F26  F27  F28  F29
```
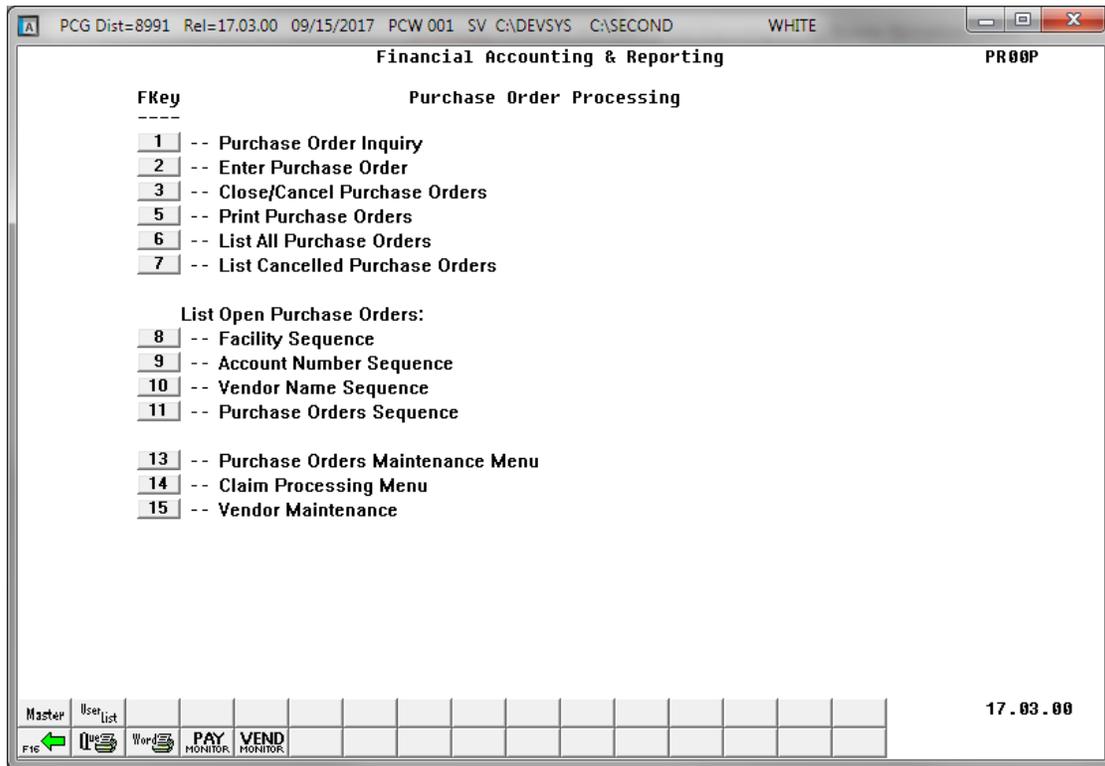
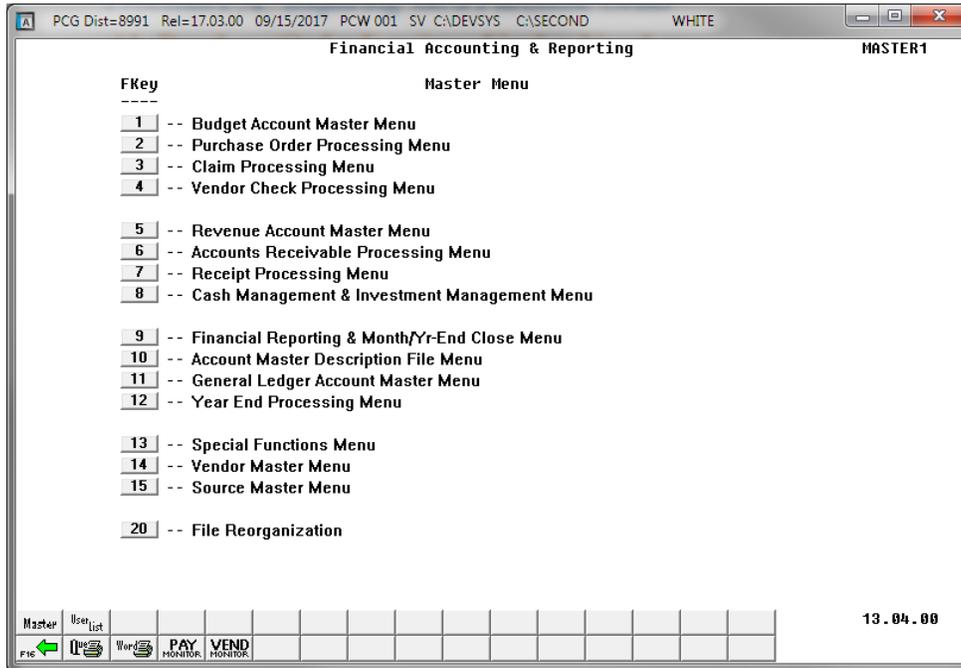| Step	Action
6	**To view additional purchase orders:** Select the appropriate **Function key**. *Select* **F1** *(F1 - Oldest) to view the vendor's first purchase order on record. Select* **F2** *(F2- Next-Newer),* **F3** *(F3 - Prev-Older), to scroll between records. Select* **F4** *(F4 - Newest) to view the vendor's most recent purchase order.* **To view the claim detail of the purchase order**: Select **F14** (F14 - Examine Claim Detail). On the *Claim Detail* screen, select the **Function keys 1 – 12** or **Function keys 18 - 29** to examine the purchase order's claim information, where appropriate. Select **ENTER** (**Enter**) or **F16** (F16 - Exit) to return to the initial *Purchase Order Inquiry* screen.

The following screen displays:

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.01.00  04/16/2018  PCW 001  SV  C:\DEVSYS  C:\SECOND          WHITE              _ □ ✗
                                                                                                         PURC0200

              Enter vendor number to scan the purchase order file to
                     examine entries for this vendor.

              Vendor: 6055   ▼



              F12 will allow searching by account number



              F13 will allow examination of a specific purchase order




              Enter to Continue,  F16 to Exit
  ENTER✓  F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  F13  F14  F15🔍          18.02.00
  F16◄   🖶                                                  F28  F29
```

Step	Action
7	Select ![F16◄] (**F16 -** Exit) to return to the *Financial Accounting & Reporting – Purchase Order Processing Menu.*

The following screen displays:

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

A3. Purchase Order Inquiry – Purchase Order Number

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

The following screen displays:

Step	Action
2	Select _____1_____ (**F1** - Purchase Order Inquiry).

The following screen displays:

```
  A   PCG Dist=8991  Rel=18.01.00  04/16/2018  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE          □ □ ▣ ✖
                                                                                             PURC0200


              Enter vendor number to scan the purchase order file to
                       examine entries for this vendor.

              Vendor: _____  ▼



              F12 will allow searching by account number




              F13 will allow examination of a specific purchase order












                    Enter to Continue,   F16 to Exit
  ENTER ✓│ F1 │ F2 │ F3 │ F4 │ F5 │ F6 │ F7 │ F8 │ F9 │F10 │F11 │ F12│ F13│F14 │ F15🔍         18.02.00
  F16 ⬅│ 🖨│    │    │    │    │    │    │    │    │    │    │    │F28 │F29 │    │
```
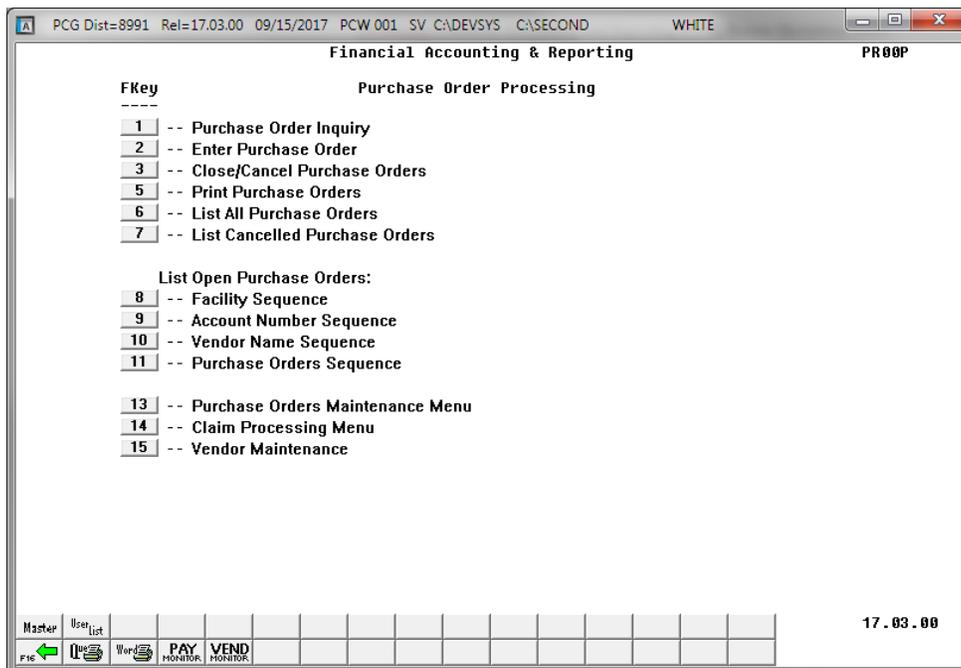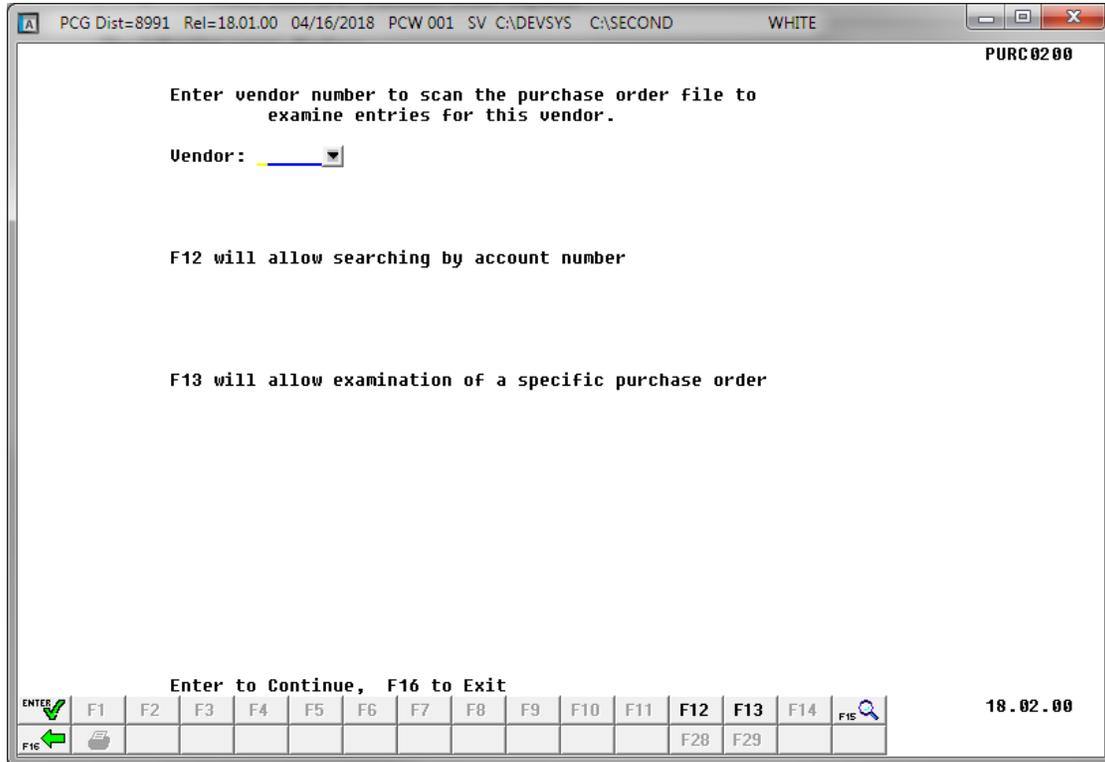
Step	Action
3	Select ___13___ (**F13 -** Allow examination of a specific purchase order).

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.01.00  04/16/2018  PCW 001  SV  C:\DEVSYS  C:\SECOND       WHITE                        ▢ ▢ ✖
                                                                                                        PURC0200


            Enter vendor number to scan the purchase order file to
                    examine entries for this vendor.

            Vendor:




            F12 will allow searching by account number




            F13 will allow examination of a specific purchase order

            Purchase order number: _____






                    Enter to Continue,  F16 to Exit
    ENTER ✓ | F1 | F2 | F3 | F4 | F5 | F6 | F7 | F8 | F9 | F10 | F11 | F12 | F13 | F14 | F15 🔍              18.02.00
    F16 ← | 🖨 |    |    |    |    |    |    |    |    |     |     | F28 | F29 |     |
```

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

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.03.01  12/03/2018  PCG 001  SV  C:\DEVSYS  C:\SECOND         WHITE          —    □    ×
P.O. Inquiry           PO #:   40432 Vendor:   6654        HOME DEPOT INC                          PURC0200
                                                           1 HOME DEPOT LANE                        CLOSED
                                                                                                   4/20/2018
Req #:                    PO Output:  0=Other              ATLANTA, GA              30000
Bill to - Fcty:   103  Building: 2 SMITH SCHOOL 0103                    Attn: Jamie Builder
Ship to - Fcty:   106  Building:   SMITH SCHOOL 0106                    Desc: FINANCE - TEST PO
C-FWD:                    C-FWD/R-OPN Date:                             Date: 4/05/2018 Amt:        5355.81
 Yr Fnd F Prgm Fnct Objct Fcty B Addt'l         Amount               Liquidated
 18 100    1041 1000 61000   109 1              5336.81                4525.07
 18 100    1011 1000 53200   111 1                 1.00                    .08
 18 100    1011 1000 61000   103 1                 1.00                    .09
 18 100    1011 1000 61000   111 1                 1.00                    .10
 18 100    1011 1000 61000   189 1                 1.00                    .11
 18 100    1011 1000 61000   199 1                 1.00                    .12
 18 100    1021 1000 53200   103 1                 1.00                    .13
 18 100    1021 1000 53200   111 1                 1.00                    .14
 18 100    1021 1000 53200 8010 4                 1.00                    .15
 18 100    1021 1000 61000   103 1                 1.00                    .15
 18 100    1021 1000 61000   111 1                 1.00                    .17
 18 100    1021 1000 61000   189 1                 1.00                    .17
 18 100    1021 1000 61000   199 1                 1.00                    .18
 18 100    1051 1000 53200   111 1                 1.00                    .19
 18 100    1045 1000 61000   198 1                 1.00                    .20
 18 100    1045 1000 43000   198 1                 1.00                    .21
 18 100    1041 1000 61010   198 1                 1.00                    .22
 18 100    1025 1000 61000   103 1                 1.00                    .23
 18 100    1025 1000 61000   111 1                 1.00                    .24
 18 100    1450 2500 61000 8010 1                 1.00                    .25
P.O. balance:            .00                                          4528.20


F1=Oldest  F2=Next  F3=Prev  F4=Newest  F14=Examine Claim   F17=Print Screen  F16=Reenter/Exit
ENTER   F1    F2    F3    F4    F5    F6    F7    F8    F9   F10   F11   F12   F13   F14   F15        18.03.00
F16         F18   F19   F20   F21   F22   F23   F24   F25   F26   F27   F28   F29
```

Step	Action
5	**To view additional purchase orders:** Select the appropriate **Function key**. *Select* **F1** *(**F1** - Oldest) to view the vendor's first purchase order on record. Select* **F2** *(**F2**- Next-Newer),* **F3** *(**F3** - Prev-Older), to scroll between records. Select* **F4** *(**F4** - Newest) to view the vendor's most recent purchase order.* **To view the claim detail of the purchase order**: Select **F14** (**F14** - Examine Claim Detail). On the *Claim Detail* screen, select the *Function keys 1 – 12* or *Function keys 18 - 29* to examine the purchase order's claim information, where appropriate. Select **ENTER** (**Enter**) or **F16** (**F16** - Exit) to return to the initial *Purchase Order Inquiry* screen.

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.01.00  04/16/2018  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE         ▭ ▫ ✖

                                                                                              PURC0200


               Enter vendor number to scan the purchase order file to
                        examine entries for this vendor.

               Vendor: 6055___ ▼




               F12 will allow searching by account number




               F13 will allow examination of a specific purchase order












                    Enter to Continue,  F16 to Exit
     ENTER✓  F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  F13  F14  F15🔍      18.02.00
     F16◀  🖨                                                  F28  F29
```

Step	Action
6	Select [F16◀] (**F16 -** Exit) to return to the *Financial Accounting & Reporting – Purchase Order Processing Menu.*

The following screen displays:

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

Procedure B: Entering a Purchase Order Manually into PCGenesis

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

The following screen displays:

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

The following screen displays:
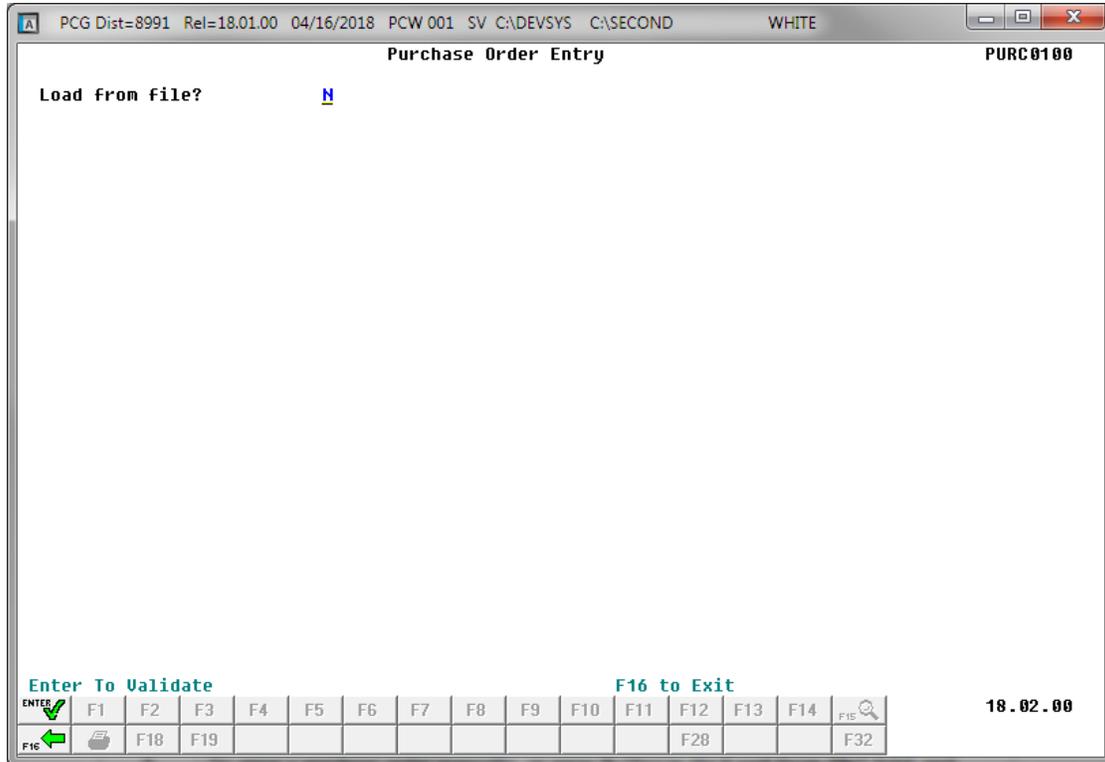
Step	Action
3	To enter a purchase order manually, or enter **N** (No) in the **Load from file?** field, and select ⬚ **ENTER** ⬚ (**Enter** - to Validate).

The following screen displays:

Step	Action
4	Enter the vendor's number or select the drop-down selection icon ▼ in the **Vendor** field to choose the vendor's information, and select ENTER✓ (**Enter**) to validate.

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

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

The following screen displays:

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

The following screen displays:

Step	Action
17	Make the appropriate entries in the **Quantity**, **Unit**, **Description,** and **Unit Price** fields. The **Quantity** times the **Unit Price** will compute the **Total** amount for the detail line.
	*Enter up to twenty six (26) description detail lines for the purchase order on a single page, and additional pages as necessary. Up to 15 pages are allowed for a single P.O. Select **ENTER** to compute the totals and display them. If more detail lines are needed, press **ENTER** to display another screen. Continue entering information. At any time during the entry of purchase order detail, F8 may be selected to return to the initial Purchase Order Entry screen. If there are no more detail lines, select **F12** to validate the purchase order detail amount. If the detail total amount does not equal the purchase order amount, press **F16** to re-enter correct amounts, starting on the first page of detail lines. Once the amounts are correct, press **F28** to post the purchase order and purchase order detail.*
	*At any time during the entry of purchase order detail information, **F8** (F8 - Exit to PO Entry Screen) may be selected to return to the initial Purchase Order Entry screen.*

Step	Action
18	In the following example, three pages of purchase order detail information will be entered. Select ![ENTER] (Enter) to continue.

The following screen displays:

```
 PCG Dist=8991 Rel=13.01.00 02/22/2013 PCW 001    C:\DEVSYS  C:\SECOND          WHITE                 _|&|X|
                        Purchase Order Entry - Inventory Lines                              PURC0100
                    Page:  1         Amount:      5,355.81

    Quantity Unit        Description                       Unit Price       Total
          10  bx 123456 - Test Purchase Order                    .99         9.90
           1  ea 7890 - Unicorn Horns                            .50          .50
           2  cs 2345 - Pigs                                     .75         1.50
           3  gr 3456 - Ears                                    1.00         3.00
           4  ea 4567 - Rats                                    2.00         8.00
           5  bx 5678 - Cats                                    3.00        15.00
           6  ea 6789 - Snails                                 45.00       270.00
           7  cs 7890 - Dogs                                    5.00        35.00
           8  gr 8901 - Meow                                    6.00        48.00
           9  ea 9012 - GRRRRRR                                 7.00        63.00
          10  bx 1111 - AAAAAAAAAAA                             8.00        80.00
          11  ea 2222 - BBBBBBBBB                               9.00        99.00
          12  cs 333 - CCCCCCCCCCC                             10.00       120.00
          13  gr 4444 - DDDDDDDDD                              11.00       143.00
          14  ea 5555 - EEEEEEEEEE                             12.00       168.00
          15  bx 6666 - FFFFFFFFF                              13.00       195.00
          16  ea 7777 - GGGGGGGGG                               4.00        64.00
          17  cs 8888 - HHHHHHHHHHH                            14.00       238.00
          18  gr 9999 - IIIIIIIIIIII                           15.00       270.00
          19  ea 1212 - JJJJJJJJJJJ                            16.00       304.00
          20  bx 1313 - KKKKKKKKKKKKK                          17.00       340.00
          21  ea 1414 - LLLLLLLLLLLLLL                         14.00       294.00
          22  cs 1515 - MMMMMMMMMMMMMMM                        18.00       396.00
          23  gr 1616 - NNNNNNNNNNNNNNN                        19.00       437.00
          24  ea 1717 - OOOOOOOOOOOO                           20.00       480.00
          25  gr 1818 - PPPPPPPPPPPPPP                         22.00       550.00

   Enter=Continue, F12=Validate, F17=PrtScrn, F16=Restart
                                                                                        13.01.00
```

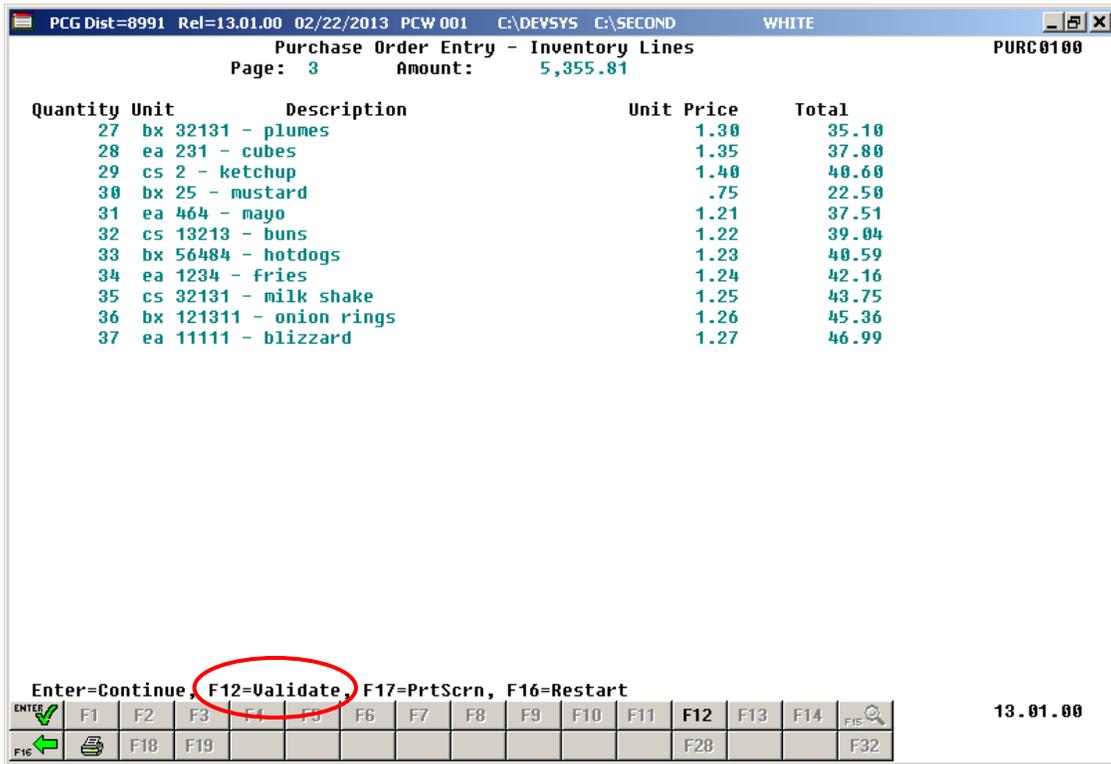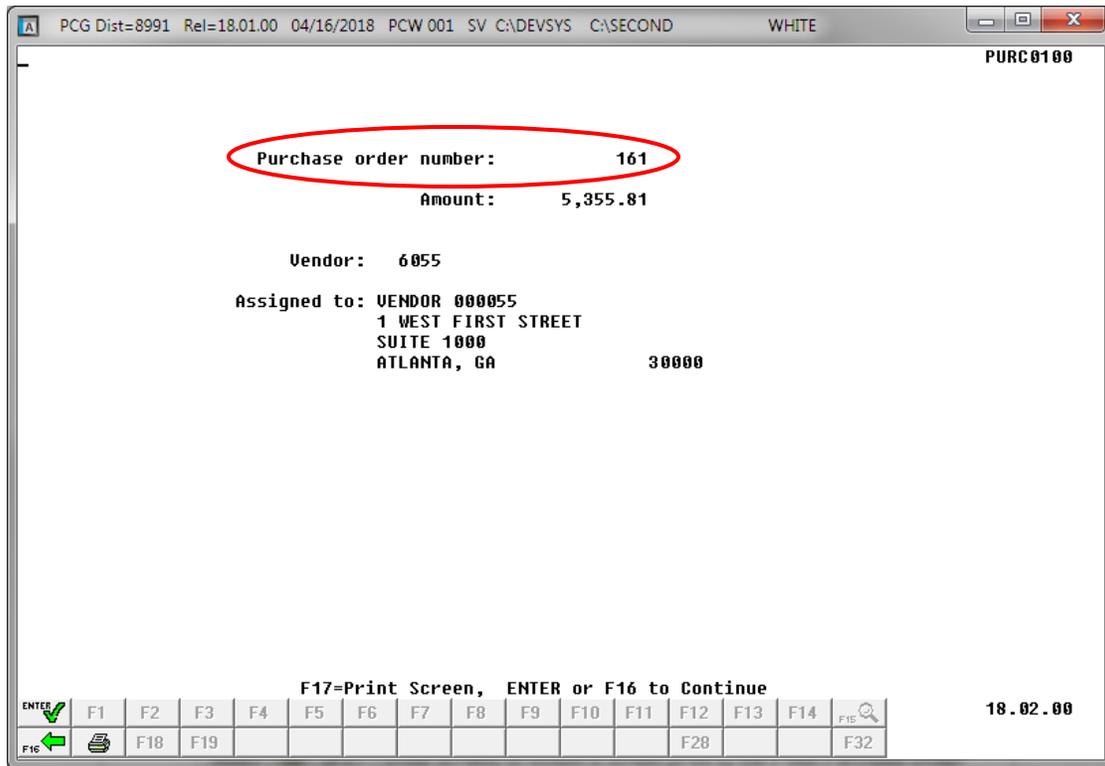| Step	Action
19	Verify the *Page 1* entries, and select ![ENTER] (**Enter**) to continue entering detail lines.
	If there are no more detail lines, select **F12** (**F12**- validate) to validate the purchase order detail amounts, and proceed to *Step 26*.
	Select ![printer] (**F17** – Print Screen) to obtain a screen print of the *Purchase Order Detail* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

The following screen displays:

```
 PCG Dist=8991 Rel=13.01.00 02/21/2013 PCW 001   C:\DEVSYS  C:\SECOND        WHITE                  _ |B| X
                        Purchase Order Entry – Inventory Lines                                   PURC0100
                    Page:  2         Amount:        3,200.00

       Quantity Unit            Description                    Unit Price      Total
       _____ __  _____            _____      _____
       _____ __  _____            _____      _____
       _____ __  _____            _____      _____
       _____ __  _____            _____      _____
       _____ __  _____            _____      _____
       _____ __  _____            _____      _____
       _____ __  _____            _____      _____
       _____ __  _____            _____      _____
       _____ __  _____            _____      _____
       _____ __  _____            _____      _____
       _____ __  _____            _____      _____
       _____ __  _____            _____      _____
       _____ __  _____            _____      _____
       _____ __  _____            _____      _____
       _____ __  _____            _____      _____
       _____ __  _____            _____      _____
       _____ __  _____            _____      _____
       _____ __  _____            _____      _____
       _____ __  _____            _____      _____
       _____ __  _____            _____      _____
       _____ __  _____            _____      _____

      Enter=Continue, F8=Exit to PO entry, F17=PrtScrn, F16=Restart
ENTER   F1   F2   F3   F4   F5   F6   F7   F8   F9  F10  F11  F12  F13  F14  F15            13.01.00
F16         F18  F19                                     F28       F32
```

Step	Action
20	On *Page 2*, make the appropriate entries in the **Quantity**, **Unit**, **Description,** and **Unit Price** fields. The **Quantity** times the **Unit Price** will compute the **Total** amount for the detail line.
	If the detail total amount does not equal the purchase order amount, press F16 ⬅ (***F16** – Restart*) *to re-enter correct amounts, starting on the first page of detail lines.*
	At any time during the entry of purchase order detail information, F8 (***F8** - Exit to PO Entry Screen) may be selected to return to the initial Purchase Order Entry screen.*

The following screen displays:

```
 PCG Dist=8991 Rel=13.01.00 02/22/2013 PCW 001   C:\DEVSYS  C:\SECOND        WHITE                    _|8|X|
                       Purchase Order Entry - Inventory Lines                              PURC0100
                   Page:  2        Amount:      5,355.81

      Quantity Unit         Description                   Unit Price     Total
      1_____   ea 123 - Eyes _____         .01           .01
           2    cs 465 - nails _____         .05           .10
           3    ea 789 - pens _____         .10           .30
           4    cs 123 - pencils _____         .15           .60
           5    ea 465 - erasers _____         .20          1.00
           6    cs 899 - chalk _____         .25          1.50
           7    ea 123 - ink _____         .30          2.10
           8    cs 159 - pink _____         .35          2.80
           9    bx 459 - blue _____         .40          3.60
          10    ea 5456 - green _____         .45          4.50
          11    cs 1231 - brown _____         .50          5.50
          12    bx 54 - red _____         .55          6.60
          13    ea 48 - purple _____         .60          7.80
          14    cs 23 - lilac _____         .65          9.10
          15    bx 45 - maroon _____         .70         10.50
          16    ea 56 - Software _____         .75         12.00
          17    cs 78 - postage _____         .80         13.60
          18    bx 89 - computers _____         .85         15.30
          19    ea 90 - books _____         .90         17.10
          20    cs 91 - textbooks _____         .95         19.00
          21    bx 92 - yellow _____        1.00         21.00
          22    ea 93 - tan _____        1.05         23.10
          23    cs 94 - apple _____        1.10         25.30
          24    bx 825 - pear _____        1.15         27.60
          25    ea 125347 - grapes _____        1.20         30.00
          26    cs 3213 - peaches _____        1.25         32.50

        Enter=Continue  F8=Exit to PO entry, F17=PrtScrn, F16=Restart
                                                                                         13.01.00
```

Step	Action
21	Verify the *Page 2* entries, and select **ENTER** (**Enter**) to continue.

The following screen displays:

```
 PCG Dist=8991 Rel=13.01.00 02/22/2013 PCW 001   C:\DEVSYS  C:\SECOND          WHITE                    _|8|X|
                    Purchase Order Entry - Inventory Lines                              PURC0100
                 Page:  2       Amount:      5,355.81

   Quantity Unit           Description                  Unit Price      Total
          1   ea 123 - Eyes                                  .01          .01
          2   cs 465 - nails                                 .05          .10
          3   ea 789 - pens                                  .10          .30
          4   cs 123 - pencils                               .15          .60
          5   ea 465 - erasers                               .20         1.00
          6   cs 899 - chalk                                 .25         1.50
          7   ea 123 - ink                                   .30         2.10
          8   cs 159 - pink                                  .35         2.80
          9   bx 459 - blue                                  .40         3.60
         10   ea 5456 - green                                .45         4.50
         11   cs 1231 - brown                                .50         5.50
         12   bx 54 - red                                    .55         6.60
         13   ea 48 - purple                                 .60         7.80
         14   cs 23 - lilac                                  .65         9.10
         15   bx 45 - maroon                                 .70        10.50
         16   ea 56 - Software                               .75        12.00
         17   cs 78 - postage                                .80        13.60
         18   bx 89 - computers                              .85        15.30
         19   ea 90 - books                                  .90        17.10
         20   cs 91 - textbooks                              .95        19.00
         21   bx 92 - yellow                                1.00        21.00
         22   ea 93 - tan                                   1.05        23.10
         23   cs 94 - apple                                 1.10        25.30
         24   bx 825 - pear                                 1.15        27.60
         25   ea 125347 - grapes                            1.20        30.00
         26   cs 3213 - peaches                             1.25        32.50

   Enter=Continue  F12=Validate, F17=PrtScrn, F16=Restart
  ENTER                                                                            13.01.00
   F16
```

Step	Action
22	Verify the *Page 2* entries, and select [ENTER] (**Enter**) to continue.
	If there are no more detail lines, select [F12] (**F12**- validate) to validate the purchase order detail amounts and proceed to *Step 26*.
	Select [printer icon] (**F17** – Print Screen) to obtain a screen print of the *Purchase Order Detail* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

The following screen displays:

```
 PCG Dist=8991  Rel=13.01.00  02/21/2013  PCW 001    C:\DEVSYS  C:\SECOND        WHITE              _|_|X
                      Purchase Order Entry - Inventory Lines                                  PURC0100
                  Page:  3       Amount:      3,200.00

      Quantity Unit           Description                 Unit Price       Total
        _____ __ _____     _____

        _____ __ _____     _____
        _____ __ _____     _____
        _____ __ _____     _____
        _____ __ _____     _____
        _____ __ _____     _____
        _____ __ _____     _____
        _____ __ _____     _____
        _____ __ _____     _____
        _____ __ _____     _____
        _____ __ _____     _____
        _____ __ _____     _____
        _____ __ _____     _____
        _____ __ _____     _____
        _____ __ _____     _____
        _____ __ _____     _____
        _____ __ _____     _____
        _____ __ _____     _____
        _____ __ _____     _____
        _____ __ _____     _____
        _____ __ _____     _____

      Enter=Continue, F8=Exit to PO entry, F17=PrtScrn, F16=Restart
    ENTER  F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  F13  F14  F15      13.01.00
    F16        F18  F19                                     F28            F32
```

Step	Action
23	On *Page3*, make the appropriate entries in the **Quantity**, **Unit**, **Description,** and **Unit Price** fields. The **Quantity** times the **Unit Price** will compute the **Total** amount for the detail line.
	If the detail total amount does not equal the purchase order amount, press [F16 ⬅] *(F16 – Restart) to re-enter correct amounts, starting on the first page of detail lines.*
	At any time during the entry of purchase order detail information, **F8** *(F8 - Exit to PO Entry Screen) may be selected to return to the initial Purchase Order Entry screen.*

The following screen displays:

Step	Action
24	Verify the *Page 3* entries, and select ![ENTER] (**Enter**) to continue.

The following screen displays:

Step	Action
25	Select **F12** (**F12** – Validate) to validate the detail entries.
	If more detail lines are needed, press **ENTER** (**ENTER**) *to display another screen. Continue entering information. Up to 15 pages are allowed for a single P.O.*
	If the detail total dollar amount does not equal the purchase order amount, select **F16** (**F16** – Restart) *to re-enter the correct amount(s) on the Purchase Order Detail screen, starting on the first page of detail lines.*
	Select 🖨 (**F17** – Print Screen) *to obtain a screen print of the Purchase Order Detail screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.*

The following screen displays:

PCG Dist=8991 Rel=13.01.00 02/22/2013 PCW 001   C:\DEVSYS   C:\SECOND   WHITE

```
                    Purchase Order Entry - Inventory Lines                    PURC0100
                Page:  3        Amount:     5,355.81

    Quantity Unit            Description              Unit Price      Total
          27   bx 32131 - plumes                          1.30         35.10
          28   ea 231 - cubes                             1.35         37.80
          29   cs 2 - ketchup                             1.40         40.60
          30   bx 25 - mustard                             .75         22.50
          31   ea 464 - mayo                              1.21         37.51
          32   cs 13213 - buns                            1.22         39.04
          33   bx 56484 - hotdogs                         1.23         40.59
          34   ea 1234 - fries                            1.24         42.16
          35   cs 32131 - milk shake                      1.25         43.75
          36   bx 121311 - onion rings                    1.26         45.36
          37   ea 11111 - blizzard                        1.27         46.99




                                             Detail total:     5355.81

        F17=PrtScrn, F28=Update, F16=Restart
```

ENTER	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15		13.01.00
F16	🖶	F18	F19									F28			F32		

Step	Action
26	Select **F28** (**F28** – Update) to post the purchase order.

The following screen displays:

Step	Action
27	Make a note of the **Purchase Order Number** assigned to the P.O.
	Select [ENTER ✓] (**Enter**) or [F16 ⬅] (**F16**) to continue.
	*Select [🖶] (**F17 – Print Screen**) to obtain a screen print of the Final Purchase Order screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.*

The following screen displays:

Step	Action
28	Select (**F16** - Exit) to return to the *Financial Accounting & Reporting - Purchase Order Processing Menu*. *To enter an additional purchase order, repeat this procedure beginning at Step 3.*

The following screen displays:

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

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

C1. Downloading the PCGenesis_PO_Requisition.xls Spreadsheet

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

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

The following window displays:

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

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

C1.1. PCGenesis_PO_Requisition.xls Spreadsheet – Example

Line Codes – 'H', 'V', 'A', 'N', 'P', 'D', 'E', 'F', 'G', 'B', 'S', 'T', 'O', 'C', 'R', 'L'

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

** * * Attention* * **

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

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

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

The following window displays:
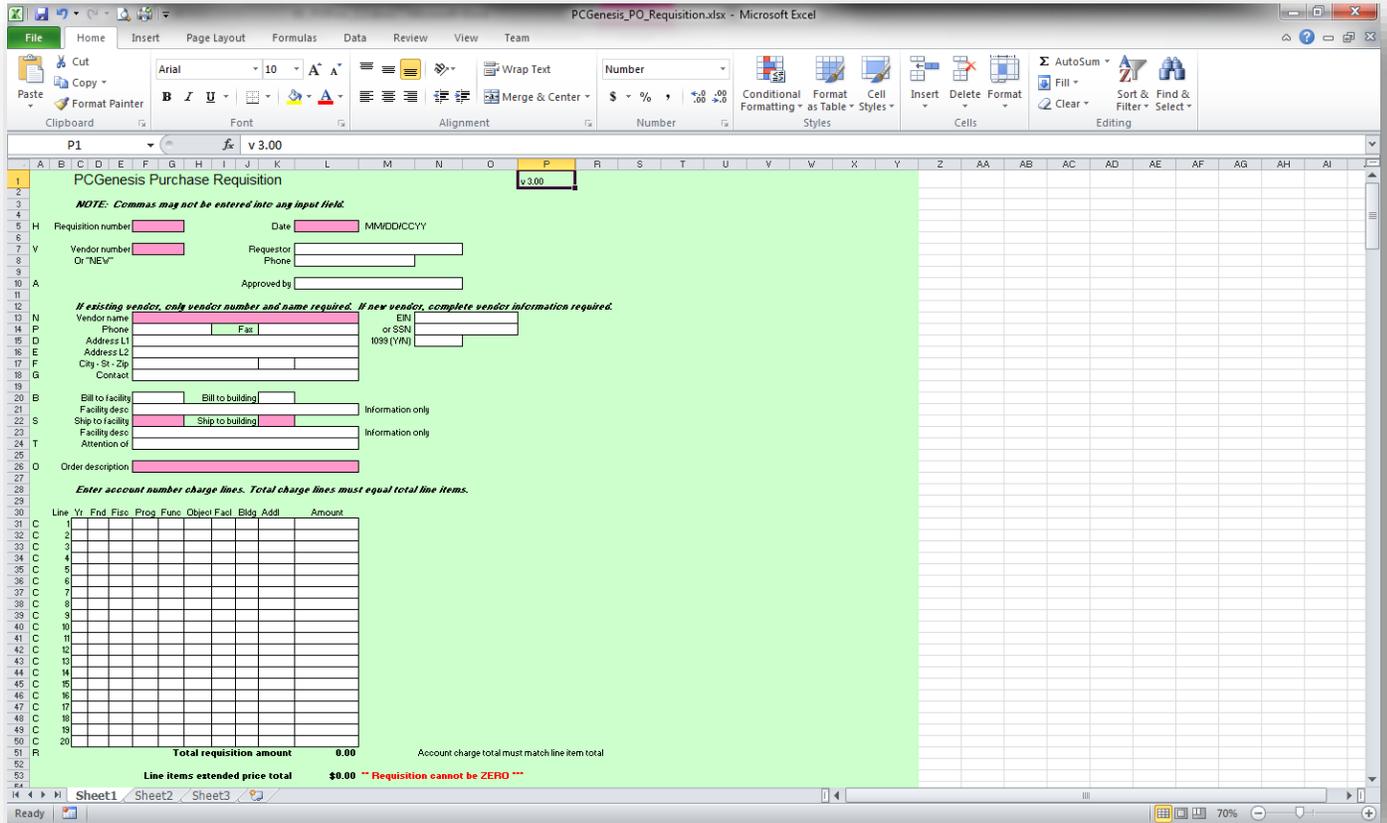
Step	Action
3	Select (**Save**)**,** or from the *Menu Bar,* select **File → Save As**.
4	Within the **Save in**: field, navigate to the **C:\PURCHASE** or to the appropriate file location. *Within the screenshot examples, a folder entitled "PurchReqs_CWJ" was created to identify the user's purchase requisition files.*

The following window displays:

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

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

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

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

The following window displays:
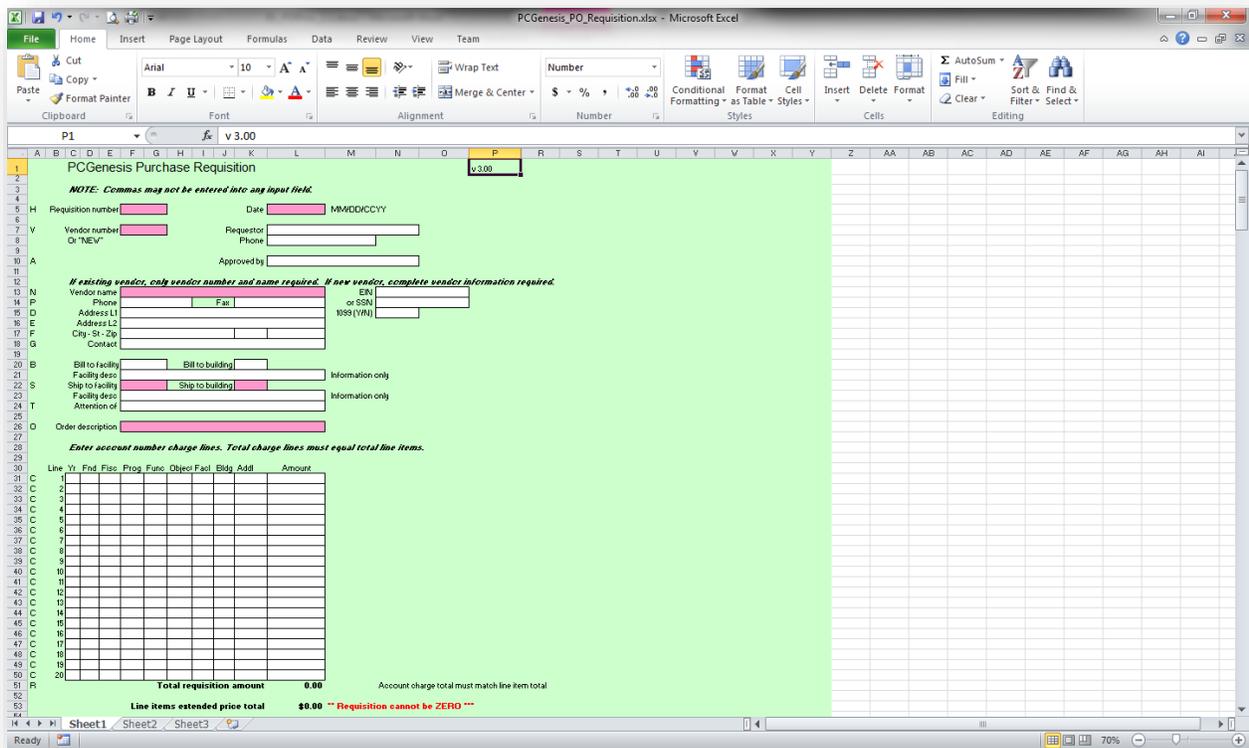
Step	Action
2	Enter the purchase requisition number, up to eight (8) alphanumeric characters, in the **Requisition number** field.

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

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

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

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

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

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

The following window displays:
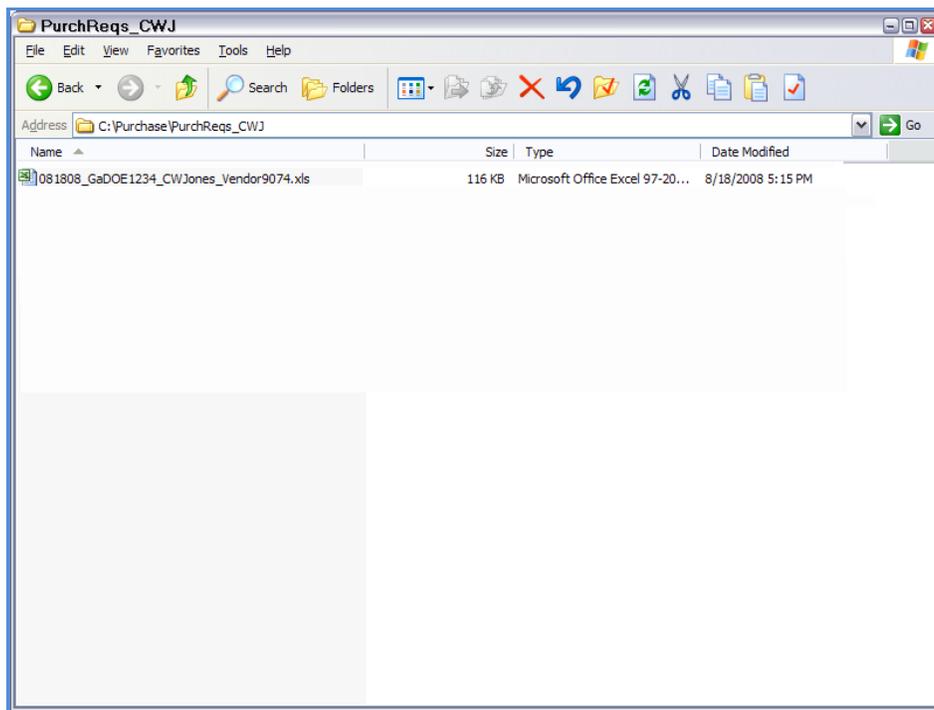
Step	Action
4	Select the drop-down selection icon ▼ within the **Save as type** field and select *CSV (Comma delimited)(*.csv)*.

Step	Action
5	Verify or enter **POnnnnnn.csv** in the **File name** field, using the naming convention covered previously.
	It is not necessary for the user to change the defaulting filename in this step.

The following window displays:

Step	Action
6	Select ⬚ Save ⬚ (**Save**).
	If the "Microsoft Office Excel – The selected file type does not support workbooks that contain multiple sheets." dialog box displays, select ⬚ OK ⬚ *(OK).*
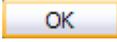
The following dialog box displays:
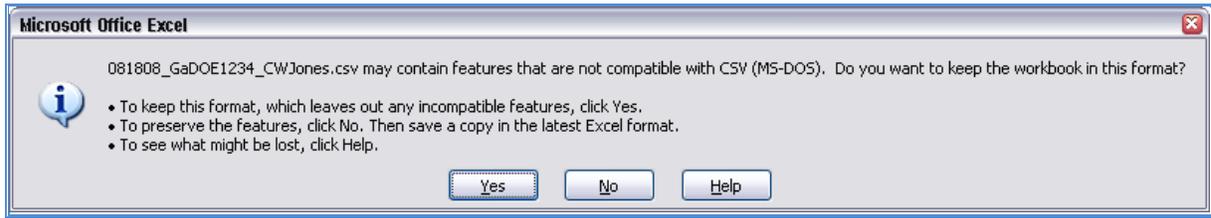
Do not become alarmed, this Dialog Box always displays.

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

The following dialog box displays:
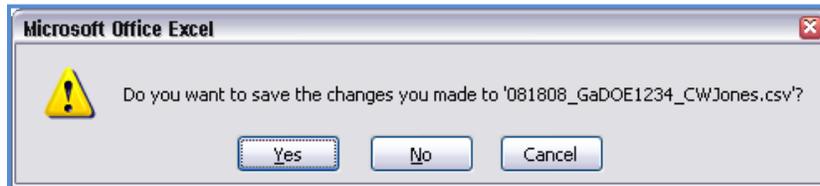
Step	Action
9	**If no additional modifications were made since Step 5:** Select [No] (**No**). **For additional modifications since Step 5:** Select [Yes] (**Yes**)**,** and repeat *Steps 1 – 5* to save the file.

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

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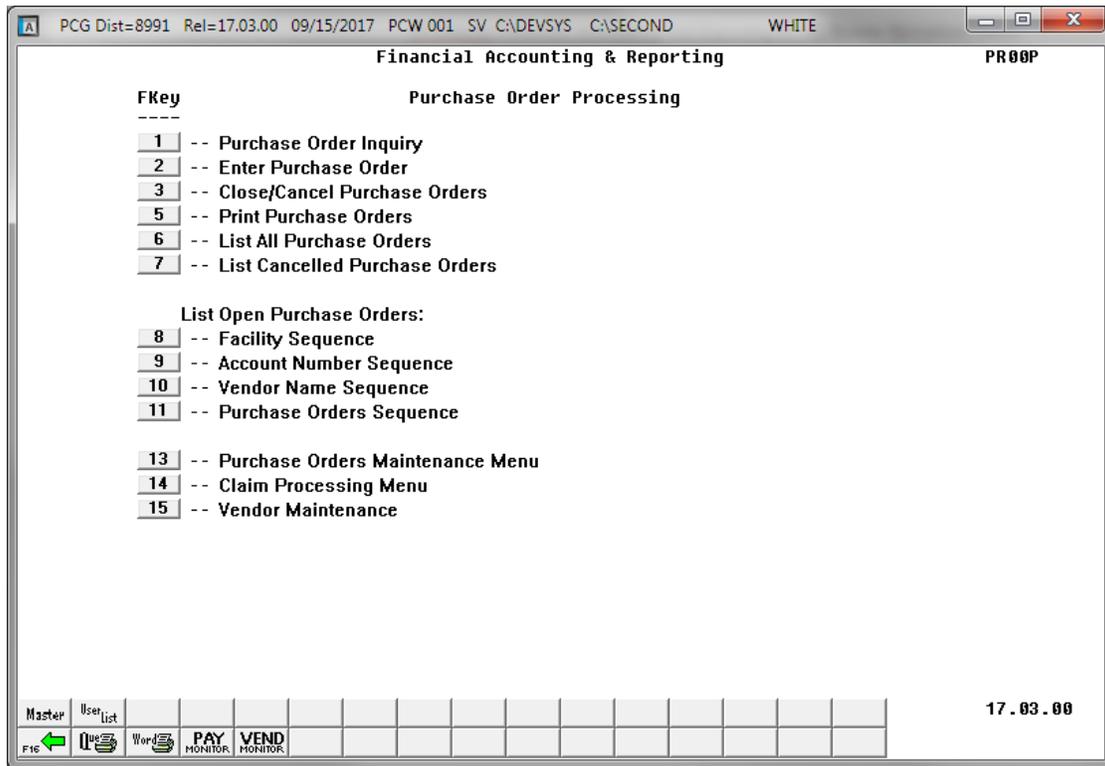
The following screen displays:

Step	Action
2	Select ___2___ (**F2** – Enter Purchase Order).

The following screen displays:
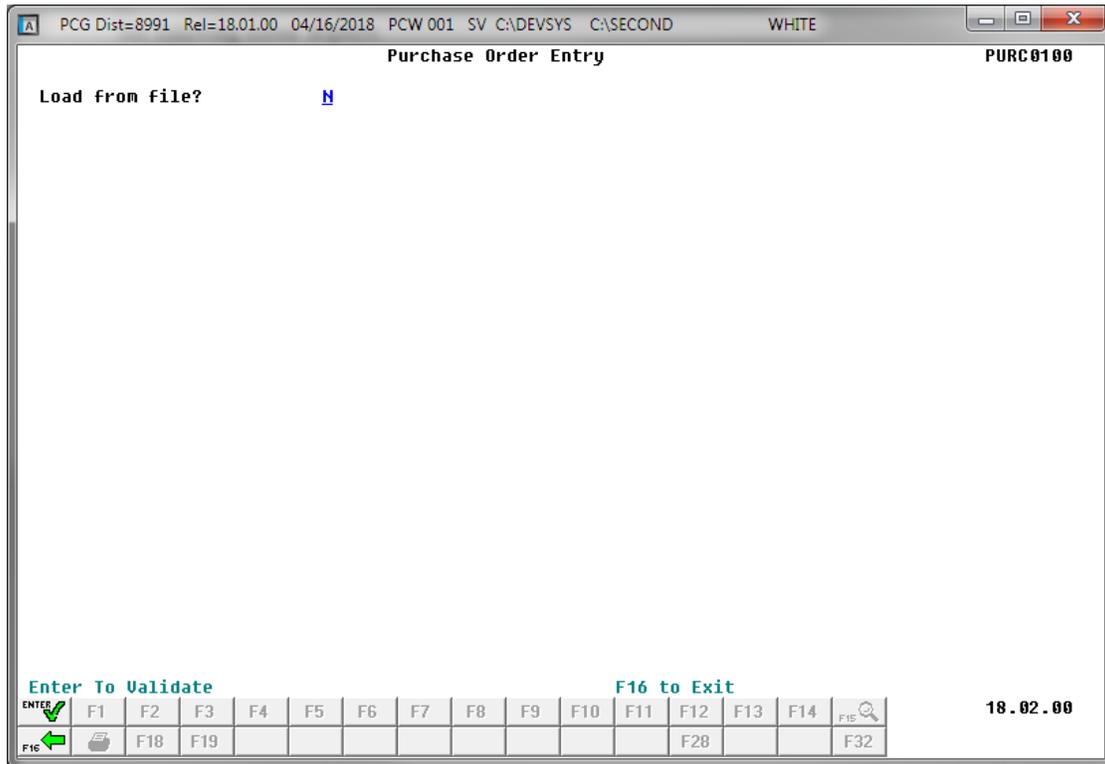
Step	Action
3	Enter **Y** (Yes) in the **Load from file?** field, and select ![ENTER button] (**Enter**) to validate.

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.01.00  04/16/2018  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE            ____ _ □ ___ X
                                                                                                        PURC0100
                              Purchase Order Entry Upload From File

             Enter the upload file path and name (e.g. C:\PURCHASE\POnnnnnnnn.CSV)

             C:\PURCHASE\PO00000001.CSV_____
                                                              F10=Browse for file
```

	ENTER=Validate, F10=Browse, F16=Exit															
ENTER✓	F1	F2	F3	F4	F5	F6	F7	F8	F9	**F10**	F11	F12	F13	F14	F15🔍	18.02.00
F16⬅	🖨	F18	F19									F28			F32	

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

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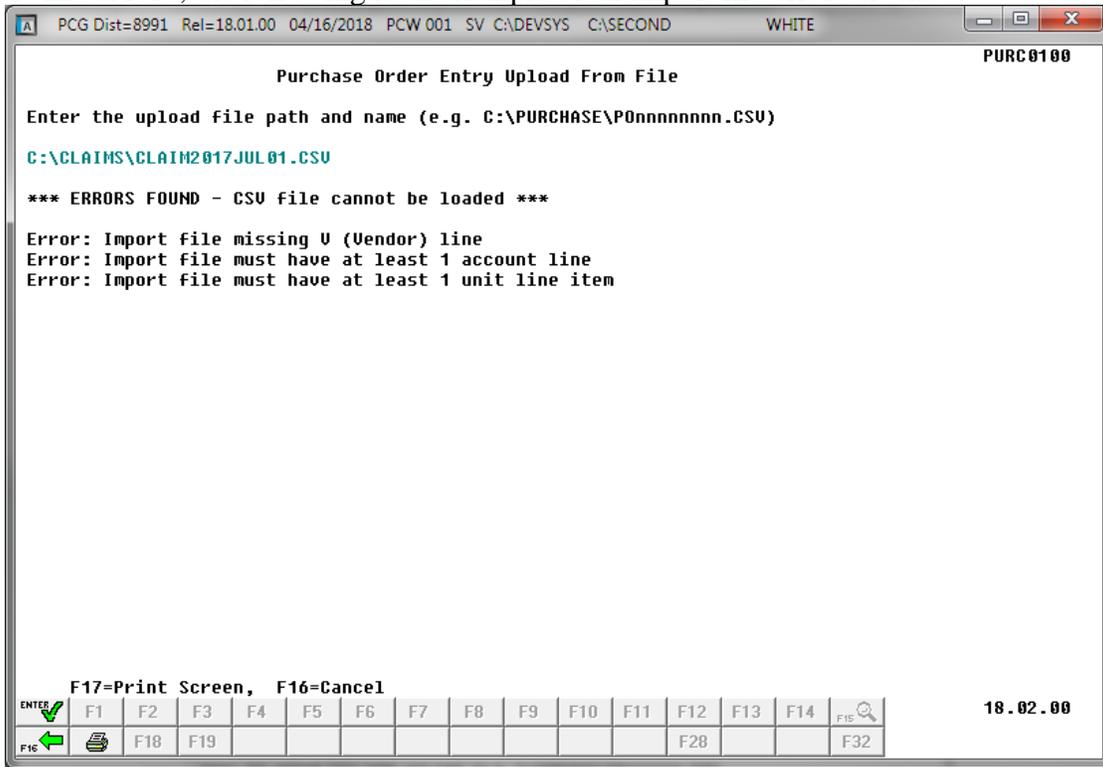
For **successful file imports**, the following screen displays:

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

D1. Successful File Imports for Existing Vendor Information

The following screen <u>may</u> be displayed when the vendor name on the import file does not match the vendor name on the VENDOR file:

Step	Action
7	**If the vendor number is correct:** Select ![ENTER] (**Enter**) to validate. **If the vendor number is incorrect, but the correct vendor number exists on the VENDOR file:** Select the drop-down selection icon ▼ within the **Vendor number on import** field to choose the correct vendor number from the VENDOR file. Select ![ENTER] (**Enter**) to validate. *Select* ![F32] (*F32 to Exit Program) to exit the purchase requisition import procedure altogether, or to modify the purchase requisition import file, and to repeat this procedure beginning at Step 1.*

The following screen displays:

Step	Action
8	Select [ENTER] (**Enter**) to save the vendor number, and continue.
	Select [F16] (to Reenter) to reenter the vendor information.
	Select [F32] (***F32** to Exit Program) to exit the purchase requisition import procedure altogether, or to modify the purchase requisition import file, and to repeat this procedure beginning at Step 1.*

The following screen displays:

Step	Action
9	Select [ENTER] (**Enter**) to validate the entries.
	Select [🖶] (**F17** – Print Screen) to obtain a screen print of the *Purchase Order Entry* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

The following screen displays:

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

The following screen displays:

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

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.01.00  04/16/2018  PCW 001  SV C:\DEVSYS  C:\SECOND       WHITE          ___ ___  ___
                            Purchase Order Entry - Inventory Lines                              PURC0100
                     Page:   1        Amount:        5,355.81

        Quantity Unit            Description                    Unit Price        Total
              10  bx  123456 - Test Purchase Order                    .99          9.90
               1  ea  7890 - Unicorn Horns                            .50           .50
               2  cs  2345 - Pigs                                     .75          1.50
               3  gr  3456 - Ears                                    1.00          3.00
               4  ea  4567 - Rats                                    2.00          8.00
               5  bx  5678 - Cats                                    3.00         15.00
               6  ea  6789 - Snails                                 45.00        270.00
               7  cs  7890 - Dogs                                    5.00         35.00
               8  gr  8901 - Meow                                    6.00         48.00
               9  ea  9012 - GRRRRRR                                 7.00         63.00
              10  bx  1111 - AAAAAAAAAAA                             8.00         80.00
              11  ea  2222 - BBBBBBBB                                9.00         99.00
              12  cs  333 - CCCCCCCCCCC                             10.00        120.00
              13  gr  4444 - DDDDDDDDD                              11.00        143.00
              14  ea  5555 - EEEEEEEEEE                             12.00        168.00
              15  bx  6666 - FFFFFFFFF                              13.00        195.00
              16  ea  7777 - GGGGGGGGG                               4.00         64.00
              17  cs  8888 - HHHHHHHHHHHH                           14.00        238.00
              18  gr  9999 - IIIIIIIIIIII                           15.00        270.00
              19  ea  1212 - JJJJJJJJJJJ                            16.00        304.00
              20  bx  1313 - KKKKKKKKKKKKK                          17.00        340.00
              21  ea  1414 - LLLLLLLLLLLLLL                         14.00        294.00
              22  cs  1515 - MMMMMMMMMMMMMMMM                       18.00        396.00
              23  gr  1616 - NNNNNNNNNNNNNNNN                       19.00        437.00
              24  ea  1717 - OOOOOOOOOOOO                           20.00        480.00
              25  gr  1818 - PPPPPPPPPPPPPP                         22.00        550.00

         Enter=Continue  F12=Validate, F17=PrtScrn, F16=Restart
      ENTER                                                                              18.02.00
       ✓   F1   F2   F3   F4   F5   F6   F7   F8   F9  F10  F11  F12  F13  F14   F15
      F16  🖨   F18  F19                                         F28       F32
```

Step	Action
12	Select **F12** (**F12** – Validate) to validate the detail entries. *If more detail lines are needed, press* **ENTER ✓** (***ENTER***) *to display another screen. Continue entering information. Up to 15 pages are allowed for a single P.O.* *If the detail total dollar amount does not equal the purchase order amount, select* **F16 ⬅** (***F16** – Restart*) *to re-enter the correct amount(s) on the Purchase Order Detail screen, starting on the first page of detail lines.* *Select* **🖨** (***F17** – Print Screen*) *to obtain a screen print of the Purchase Order Detail screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.*

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.01.00  04/16/2018  PCW 001  SV  C:\DEVSYS  C:\SECOND        WHITE                    PURC0100
                       Purchase Order Entry - Inventory Lines
                  Page:  1        Amount:      5,355.81

      Quantity Unit          Description              Unit Price       Total
            10  bx 123456 - Test Purchase Order              .99         9.90
             1  ea 7890 - Unicorn Horns                      .50          .50
             2  cs 2345 - Pigs                               .75         1.50
             3  gr 3456 - Ears                              1.00         3.00
             4  ea 4567 - Rats                              2.00         8.00
             5  bx 5678 - Cats                              3.00        15.00
             6  ea 6789 - Snails                           45.00       270.00
             7  cs 7890 - Dogs                              5.00        35.00
             8  gr 8901 - Meow                              6.00        48.00
             9  ea 9012 - GRRRRRR                           7.00        63.00
            10  bx 1111 - AAAAAAAAAAA                       8.00        80.00
            11  ea 2222 - BBBBBBBB                          9.00        99.00
            12  cs 333 - CCCCCCCCCCC                       10.00       120.00
            13  gr 4444 - DDDDDDDDD                        11.00       143.00
            14  ea 5555 - EEEEEEEEEE                       12.00       168.00
            15  bx 6666 - FFFFFFFFF                        13.00       195.00
            16  ea 7777 - GGGGGGGGG                         4.00        64.00
            17  cs 8888 - HHHHHHHHHHHH                     14.00       238.00
            18  gr 9999 - IIIIIIIIIIIII                    15.00       270.00
            19  ea 1212 - JJJJJJJJJJ                       16.00       304.00
            20  bx 1313 - KKKKKKKKKKKK                     17.00       340.00
            21  ea 1414 - LLLLLLLLLLLLLLL                  14.00       294.00
            22  cs 1515 - MMMMMMMMMMMMMM                   18.00       396.00
            23  gr 1616 - NNNNNNNNNNNNNN                   19.00       437.00
            24  ea 1717 - OOOOOOOOOOOO                     20.00       480.00
            25  gr 1818 - PPPPPPPPPPPPP                    22.00       550.00
                                               Detail total:        5355.81
        F17=PrtScrn,  F28=Update,  F16=Restart
  ENTER    F1    F2    F3    F4    F5    F6    F7    F8    F9   F10   F11   F12   F13   F14   F15         18.02.00
  F16       F18   F19                                              F28         F32
```

Step	Action
13	Select **F28** (**F28** – Update) to post the purchase order.

The following screen displays:

Step	Action
14	Make a note of the **Purchase Order Number** assigned to the P.O. Select ![ENTER] (**Enter**) or ![F16] (**F16**) to continue. *Select ![printer] (F17 – Print Screen) to obtain a screen print of the Final Purchase Order screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.*

The following screen displays:

Step	Action
15	Select F16 (**F16** - Exit) to return to the *Financial Accounting & Reporting - Purchase Order Processing Menu*. *To enter an additional purchase order, repeat Procedure D beginning at Step 3.*

The following screen displays:

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

D2. Successful File Imports for "NEW" Vendor Information

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

Step	Action
17	**To accept the defaulting information:** Proceed to *D2.1. Purchase Requisition Import – Accepting the Defaulting Vendor's Information.*
	To select a different vendor: Proceed to *D2.2. Purchase Requisition Import – Selecting a Different Vendor's Information.*
	Select 🖨 *(F17 – Print Screen) to obtain a screen print of the Add Vendor screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.*
	Select **F32** *(F32 to Exit Program) to exit the purchase requisition import procedure altogether, or to modify the purchase requisition import file, and to repeat Procedure D beginning at Step 1.*

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

Step	Action
18	Make any desired changes to the vendor's information, and then select (**Enter**) twice.
	Select (F17 – Print Screen) to obtain a screen print of the Add Vendor screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.
	Select (F32 to Exit Program) to exit the purchase requisition import procedure altogether, or to modify the purchase requisition import file, and to repeat Procedure D beginning at Step 1.

The following dialog box displays:
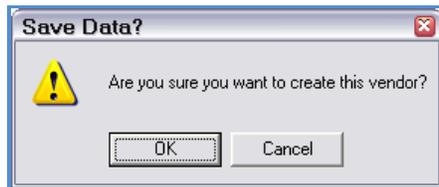
Step	Action
19	Select (**OK**).

The following screen displays:

Step	Action
20	Select ![ENTER] (**Enter**) to validate the entries. Select ![printer] (**F17** – Print Screen) to obtain a screen print of the *Purchase Order Entry* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

The following screen displays:

Step	Action
21	If the data entered is correct, the *Purchase Order Confirmation* screen displays and will contain the account balances <u>after</u> the encumbrance of this purchase order. The unencumbered balance for the account(s) are examined for adequate balances(s). If the balance is available, the purchase order amount will be encumbered (reserved). If there is an insufficient balance, the user is notified and has the option to accept or reject the over-expenditure. Any balances that are OVER-EXPENDED will be highlighted and a message will be displayed.

If the balance contains a negative (-) amount, the "*Highlighted balances are over-expended! Indicate allowance or refusal!*" message will be displayed. The following Fkey options will become available: F1 = Allow, F5 = Re-enter, F17=Print screen. To accept the over-expenditure, select **F1** (F1 - Allow). To reject the over-expenditure, select **F5** (F5 - Re-enter) and return to *Step 20* to re-enter the account's information.

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

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

The following screen displays:

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

The following screen displays:

Step	Action
23	Select **F12** (*F12 – Validate*) to validate the detail entries. *If more detail lines are needed, press ENTER (**ENTER**) to display another screen. Continue entering information. Up to 15 pages are allowed for a single P.O.* *If the detail total dollar amount does not equal the purchase order amount, select F16 (**F16 – Restart**) to re-enter the correct amount(s) on the Purchase Order Detail screen, starting on the first page of detail lines.* *Select (**F17 – Print Screen**) to obtain a screen print of the Purchase Order Detail screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.*

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.01.00  04/16/2018  PCW 001  SV  C:\DEVSYS  C:\SECOND        WHITE                    PURC0100
                          Purchase Order Entry - Inventory Lines
                   Page:  1          Amount:       5,355.81

        Quantity Unit            Description                    Unit Price         Total
              10  bx 123456 - Test Purchase Order                     .99          9.90
               1  ea 7890 - Unicorn Horns                             .50           .50
               2  cs 2345 - Pigs                                      .75          1.50
               3  gr 3456 - Ears                                     1.00          3.00
               4  ea 4567 - Rats                                     2.00          8.00
               5  bx 5678 - Cats                                     3.00         15.00
               6  ea 6789 - Snails                                  45.00        270.00
               7  cs 7890 - Dogs                                     5.00         35.00
               8  gr 8901 - Meow                                     6.00         48.00
               9  ea 9012 - GRRRRRR                                  7.00         63.00
              10  bx 1111 - AAAAAAAAAAA                              8.00         80.00
              11  ea 2222 - BBBBBBBB                                 9.00         99.00
              12  cs 333 - CCCCCCCCCCC                              10.00        120.00
              13  gr 4444 - DDDDDDDDD                               11.00        143.00
              14  ea 5555 - EEEEEEEEEE                              12.00        168.00
              15  bx 6666 - FFFFFFFFF                               13.00        195.00
              16  ea 7777 - GGGGGGGGG                                4.00         64.00
              17  cs 8888 - HHHHHHHHHHHH                            14.00        238.00
              18  gr 9999 - IIIIIIIIIIIII                           15.00        270.00
              19  ea 1212 - JJJJJJJJJJJ                             16.00        304.00
              20  bx 1313 - KKKKKKKKKKKKK                           17.00        340.00
              21  ea 1414 - LLLLLLLLLLLLLL                          14.00        294.00
              22  cs 1515 - MMMMMMMMMMMMMMM                         18.00        396.00
              23  gr 1616 - NNNNNNNNNNNNNNN                         19.00        437.00
              24  ea 1717 - OOOOOOOOOOOO                            20.00        480.00
              25  gr 1818 - PPPPPPPPPPPPP                           22.00        550.00
                                                        Detail total:         5355.81
          F17=PrtScrn, F28=Update, F16=Restart
                                                                                       18.02.00
```
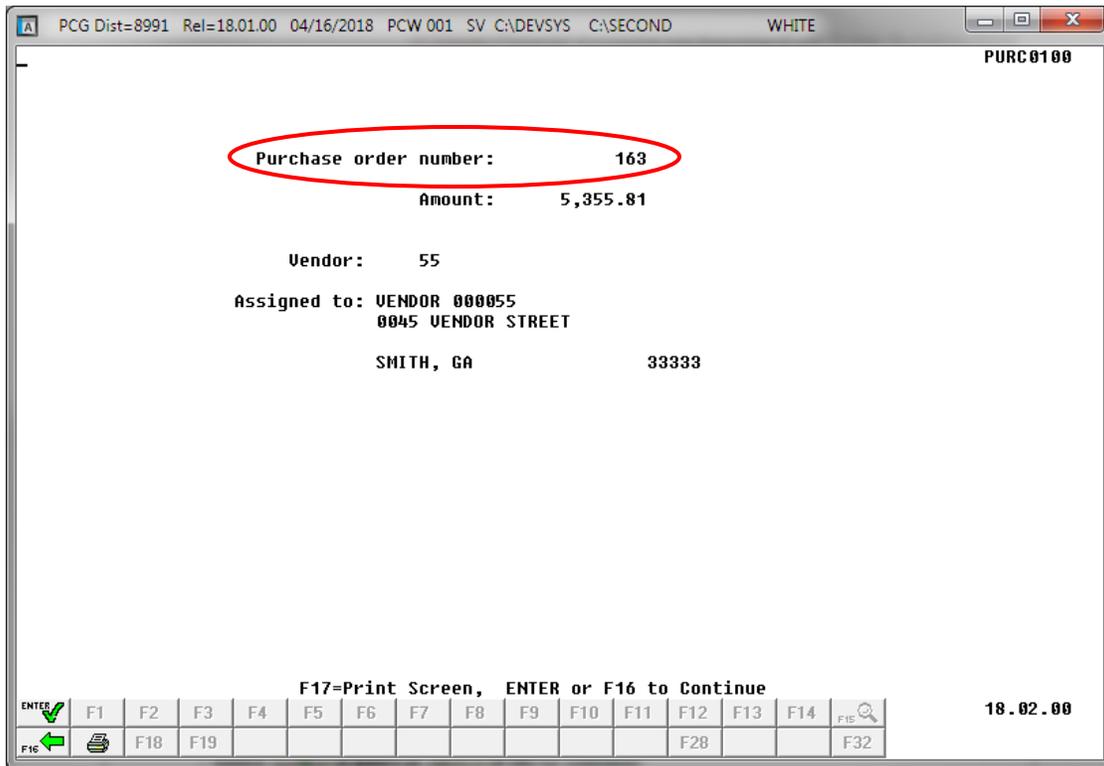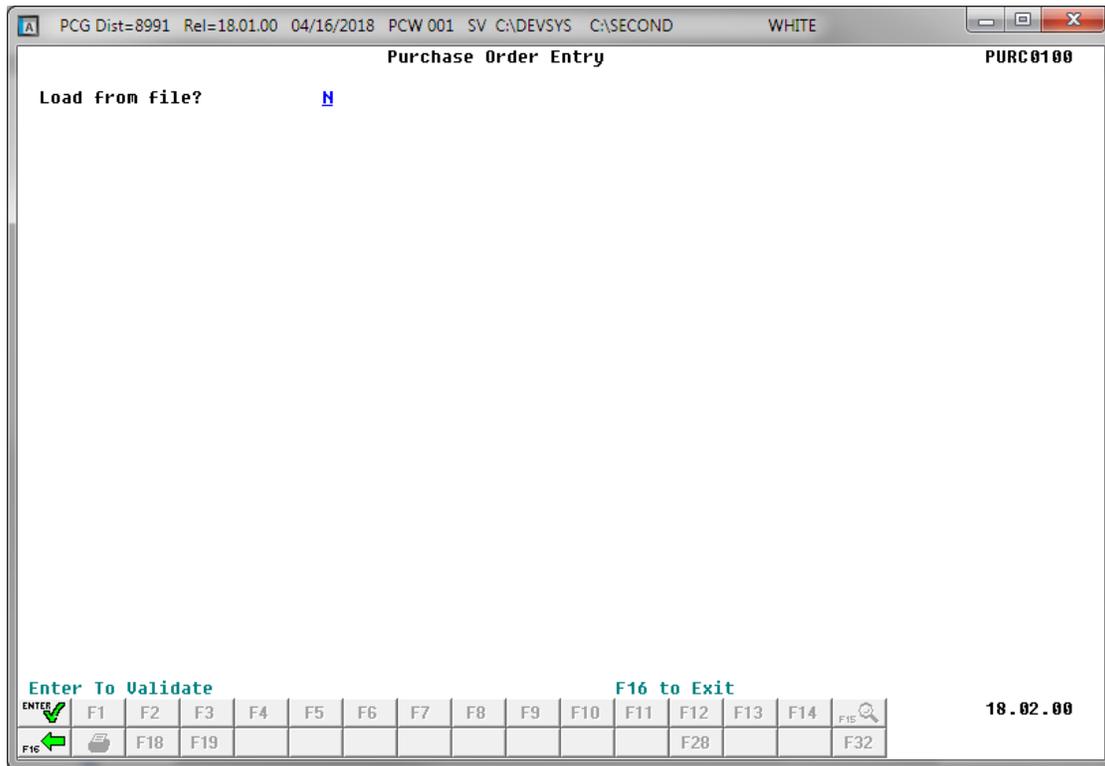
Step	Action
24	Select **F28** (**F28** – Update) to post the purchase order.

The following screen displays:

Step	Action
25	Make a note of the **Purchase Order Number** assigned to the P.O. Select ![ENTER] (**Enter)** or ![F16] (**F16**) to continue. *Select* ![printer] *(**F17** – Print Screen) to obtain a screen print of the Final Purchase Order screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.*

The following screen displays:

Step	Action
26	Select (**F16** - Exit) to return to the *Financial Accounting & Reporting - Purchase Order Processing Menu*. *To enter an additional purchase order, repeat Procedure D beginning at Step 3.*

The following screen displays:

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

Step	Action
27	Select ⬅ (**F16 -**Exit) to return to the *Financial Accounting & Reporting Master Menu*, or select **Master** (**Master**) to return to the *Business Applications Master Menu.*

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

The following screen displays:

Step	Action
28	If the message "*Vendor sequence key already on file, ENTER to add anyway*" displays, the user may decide that this vendor is already in the system. In this case, [F16] (**F16**) will allow the user to select an existing vendor from the VENDOR file and complete the PO.

To use a vendor number already in the system, select [F16] (**F16** to Lookup Vendor on PO screen) to proceed to the *Purchase Order Entry* screen.

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

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

The following screen displays:

Step	Action
29	Enter the code, or select the drop-down selection icon ![dropdown] within the **Vendor** field to choose the vendor's information.
30	Select ![ENTER] (**Enter**) to validate the entries. Select ![printer] (**F17** – Print Screen) to obtain a screen print of the *Purchase Order Entry* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

The following screen displays:

Step	Action
31	If the data entered is correct, the *Purchase Order Confirmation* screen displays and will contain the account balances <u>after</u> the encumbrance of this purchase order. The unencumbered balance for the account(s) are examined for adequate balances(s). If the balance is available, the purchase order amount will be encumbered (reserved). If there is an insufficient balance, the user is notified and has the option to accept or reject the over-expenditure. Any balances that are OVER-EXPENDED will be highlighted and a message will be displayed. If the balance contains a negative (-) amount, the "*Highlighted balances are over-expended! Indicate allowance or refusal!*" message will be displayed. The following Fkey options will become available: F1 = Allow, F5 = Re-enter, F17=Print screen. To accept the over-expenditure, select **F1** (F1 - Allow). To reject the over-expenditure, select **F5** (F5 - Re-enter) and return to *Step 30* to re-enter the account's information. Select 🖨 (**F17** – Print Screen) to obtain a screen print of the *Purchase Order Entry* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'. To accept the over-expenditure, select **F1** (F1 - Allow), and then ✓ (**Enter -** Continue) to update the entries.

The following screen displays:

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

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.01.00  04/16/2018  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE              PURC0100
                      Purchase Order Entry - Inventory Lines
                Page:  1          Amount:      5,355.81

      Quantity Unit          Description                  Unit Price      Total
            10  bx  123456 - Test Purchase Order               .99         9.90
             1  ea  7890 - Unicorn Horns                       .50          .50
             2  cs  2345 - Pigs                                .75         1.50
             3  gr  3456 - Ears                               1.00         3.00
             4  ea  4567 - Rats                               2.00         8.00
             5  bx  5678 - Cats                               3.00        15.00
             6  ea  6789 - Snails                            45.00       270.00
             7  cs  7890 - Dogs                               5.00        35.00
             8  gr  8901 - Meow                               6.00        48.00
             9  ea  9012 - GRRRRRR                            7.00        63.00
            10  bx  1111 - AAAAAAAAAAA                        8.00        80.00
            11  ea  2222 - BBBBBBBB                           9.00        99.00
            12  cs  333 - CCCCCCCCCCC                        10.00       120.00
            13  gr  4444 - DDDDDDDDD                         11.00       143.00
            14  ea  5555 - EEEEEEEEEE                        12.00       168.00
            15  bx  6666 - FFFFFFFFF                         13.00       195.00
            16  ea  7777 - GGGGGGGGG                          4.00        64.00
            17  cs  8888 - HHHHHHHHHHHH                      14.00       238.00
            18  gr  9999 - IIIIIIIIIIIII                     15.00       270.00
            19  ea  1212 - JJJJJJJJJJJ                       16.00       304.00
            20  bx  1313 - KKKKKKKKKKKKK                     17.00       340.00
            21  ea  1414 - LLLLLLLLLLLLLL                    14.00       294.00
            22  cs  1515 - MMMMMMMMMMMMMMM                   18.00       396.00
            23  gr  1616 - NNNNNNNNNNNNNNN                   19.00       437.00
            24  ea  1717 - OOOOOOOOOOOO                      20.00       480.00
            25  gr  1818 - PPPPPPPPPPPPPP                    22.00       550.00

      Enter=Continue, F12=Validate, F17=PrtScrn, F16=Restart
                                                                                        18.02.00
```

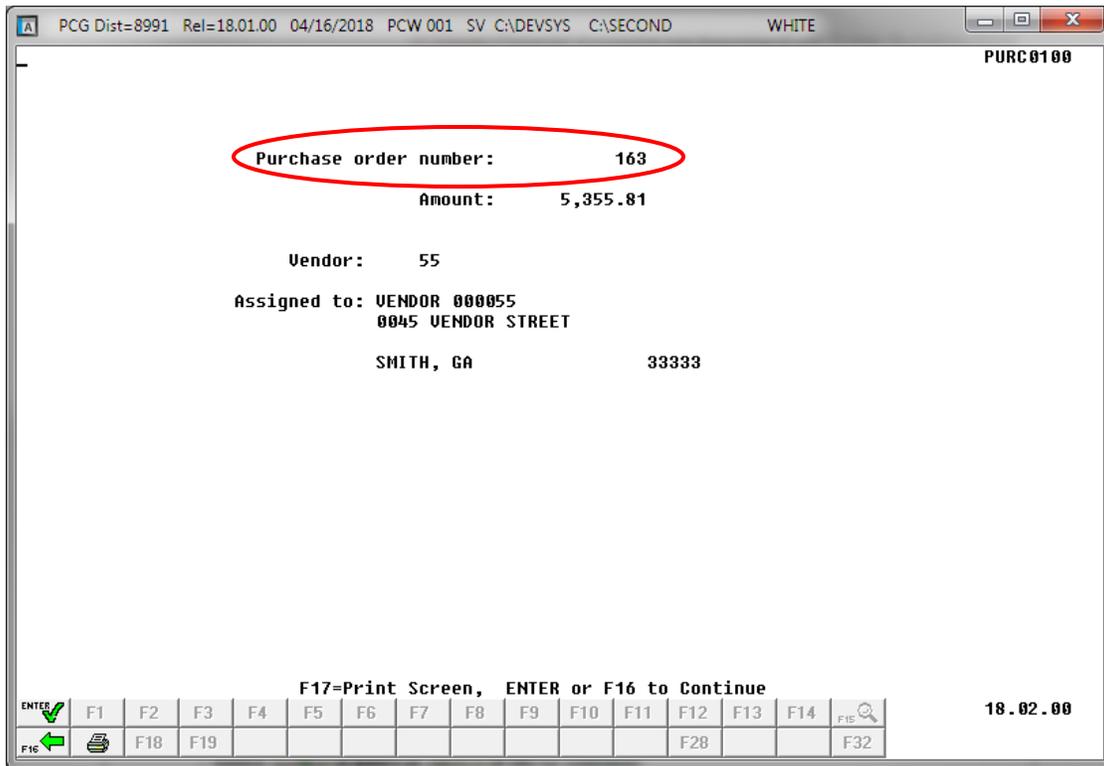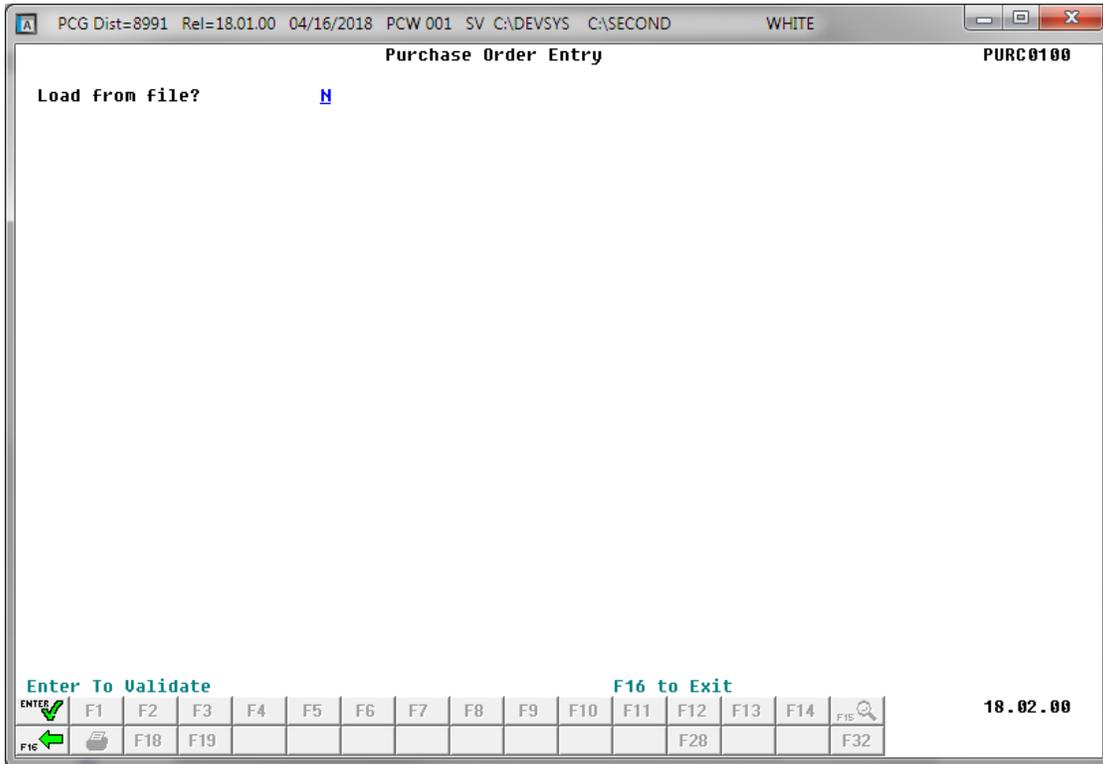| Step	Action
33	Select **F12** (*F12* – Validate) to validate the detail entries.
	If more detail lines are needed, press (**ENTER**) *to display another screen. Continue entering information. Up to 15 pages are allowed for a single P.O.*
	If the detail total dollar amount does not equal the purchase order amount, select **F16** (*F16* – *Restart*) *to re-enter the correct amount(s) on the Purchase Order Detail screen, starting on the first page of detail lines.*
	Select (*F17* – *Print Screen*) *to obtain a screen print of the Purchase Order Detail screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.*

The following screen displays:

```
 A  PCG Dist=8991  Rel=18.01.00  04/16/2018  PCW 001  SV  C:\DEVSYS  C:\SECOND        WHITE                    PURC0100
                        Purchase Order Entry - Inventory Lines
                   Page:  1         Amount:       5,355.81

       Quantity Unit            Description               Unit Price       Total
             10  bx 123456 - Test Purchase Order               .99         9.90
              1  ea 7890 - Unicorn Horns                       .50          .50
              2  cs 2345 - Pigs                                .75         1.50
              3  gr 3456 - Ears                               1.00         3.00
              4  ea 4567 - Rats                               2.00         8.00
              5  bx 5678 - Cats                               3.00        15.00
              6  ea 6789 - Snails                            45.00       270.00
              7  cs 7890 - Dogs                               5.00        35.00
              8  gr 8901 - Meow                               6.00        48.00
              9  ea 9012 - GRRRRRR                            7.00        63.00
             10  bx 1111 - AAAAAAAAAAA                        8.00        80.00
             11  ea 2222 - BBBBBBBB                           9.00        99.00
             12  cs 333 - CCCCCCCCCCC                        10.00       120.00
             13  gr 4444 - DDDDDDDDD                         11.00       143.00
             14  ea 5555 - EEEEEEEEEE                        12.00       168.00
             15  bx 6666 - FFFFFFFFF                         13.00       195.00
             16  ea 7777 - GGGGGGGGG                          4.00        64.00
             17  cs 8888 - HHHHHHHHHHHH                      14.00       238.00
             18  gr 9999 - IIIIIIIIIIIII                     15.00       270.00
             19  ea 1212 - JJJJJJJJJJJ                       16.00       304.00
             20  bx 1313 - KKKKKKKKKKKKK                     17.00       340.00
             21  ea 1414 - LLLLLLLLLLLLLL                    14.00       294.00
             22  cs 1515 - MMMMMMMMMMMMMMM                   18.00       396.00
             23  gr 1616 - NNNNNNNNNNNNNNN                   19.00       437.00
             24  ea 1717 - OOOOOOOOOOOO                      20.00       480.00
             25  gr 1818 - PPPPPPPPPPPPPP                    22.00       550.00
                                                 Detail total:          5355.81
          F17=PrtScrn, F28=Update, F16=Restart
 ENTER                                                                            18.02.00
   F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  F13  F14   F15
 F16      F18  F19                                       F28             F32
```

Step	Action
34	Select **F28** (**F28** – Update) to post the purchase order.

The following screen displays:

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

                                                                                         PURC0100



                     Purchase order number:            163

                              Amount:        5,355.81


                 Vendor:     55

             Assigned to: VENDOR 000055
                          0045 VENDOR STREET

                          SMITH, GA                    33333












                 F17=Print Screen,   ENTER or F16 to Continue
 ENTER✓  F1   F2   F3   F4   F5   F6   F7   F8   F9  F10  F11  F12  F13  F14  F15🔍        18.02.00
 F16⬅   🖨  F18  F19                                  F28       F32
```

Step	Action
35	Make a note of the **Purchase Order Number** assigned to the P.O.
	Select ![ENTER] (**Enter)** or ![F16] (**F16**) to continue.
	Select 🖨 *(F17 – Print Screen) to obtain a screen print of the Final Purchase Order screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.*

The following screen displays:

Step	Action
36	Select F16 (**F16** - Exit) to return to the *Financial Accounting & Reporting - Purchase Order Processing Menu*. *To enter an additional purchase order, repeat Procedure D beginning at Step 3.*

The following screen displays:

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

Procedure E: Closing/Canceling a Purchase Order

E1. Purchase Order Inquiry – Vendor Number

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

The following screen displays:

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

The following screen displays:
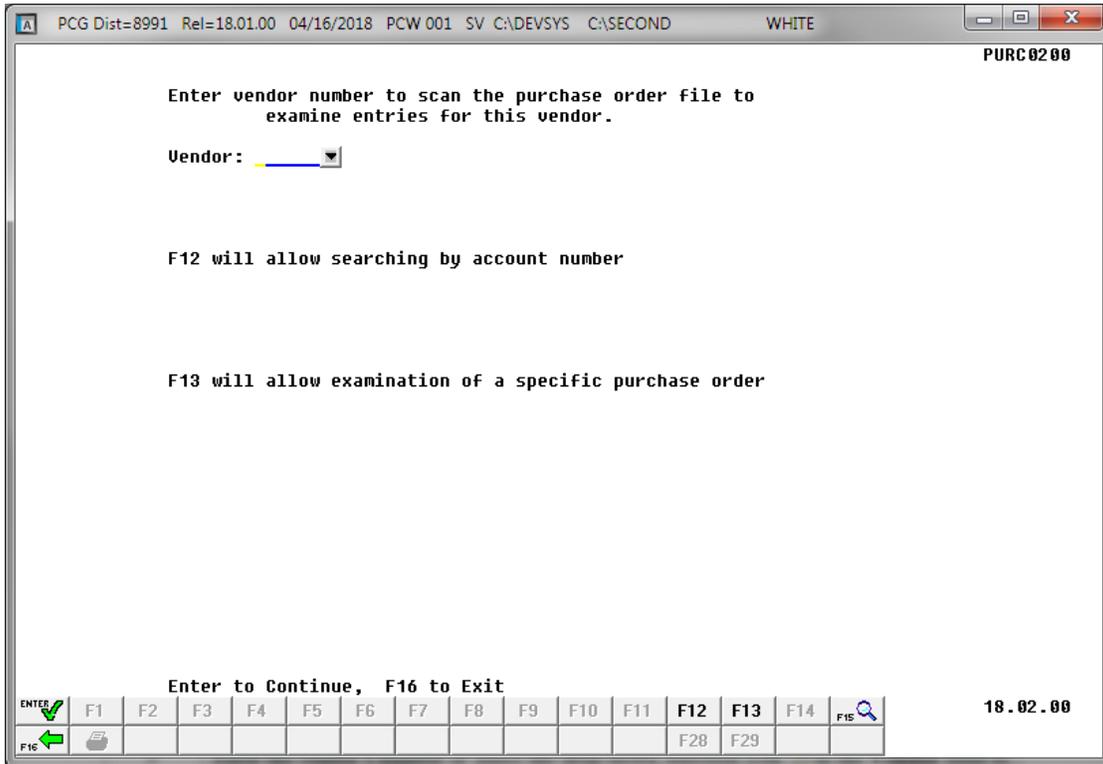
Step	Action
3	Enter the vendor's number or select the drop-down selection icon ▼ in the **Vendor** field to choose the vendor, and select (**Enter**) to continue.

The following screen displays:

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

The following screen displays:

Step	Action
6	Enter the date (MM/DD/CCYY) in the **Close/Cancel Date** field and select ![ENTER] (**Enter** to close/cancel PO).

The following screen displays:

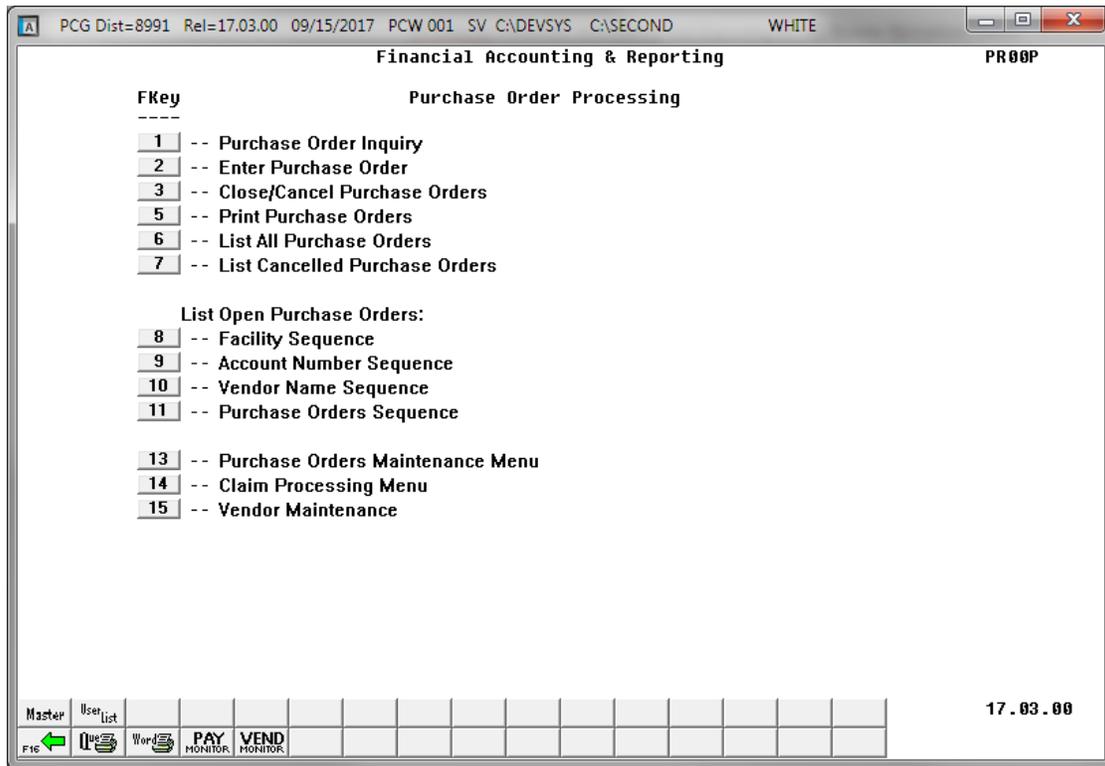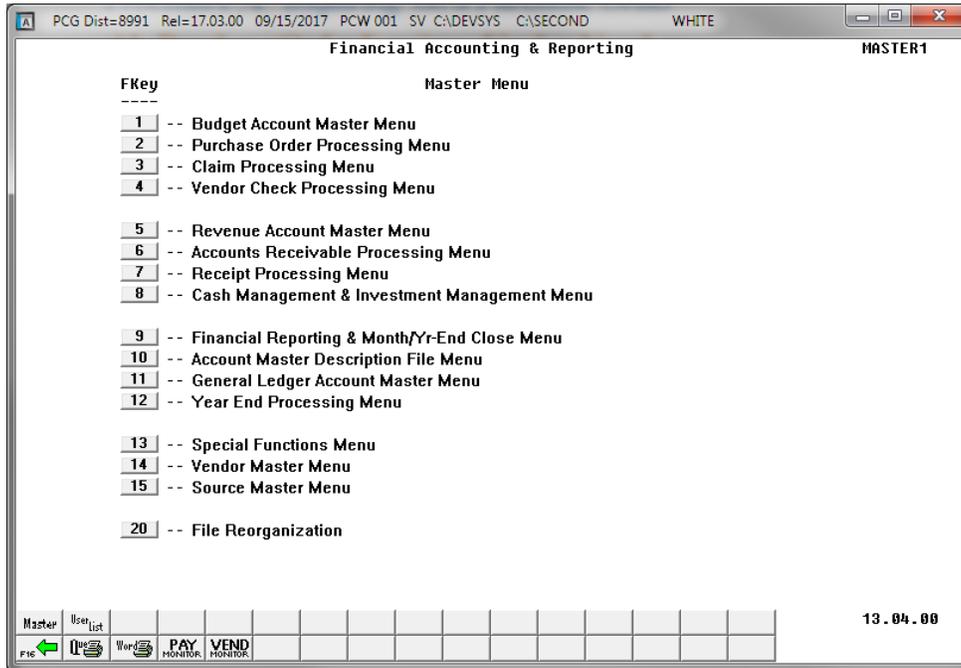| Step	Action
7	Verify the entry in the **Close/Cancel Date** field is correct and select [F29] (**F29** - To Confirm Close/Cancel PO).
	"Closing/Canceling Purchase Order" message briefly displays.
	*If the Appropriation Adjustment Entry screen displays, review the information on the screen and determine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

The following screen displays:

Step	Action
8	Select F16 (**F16** - Exit) to return to the *Financial Accounting & Reporting – Purchase Order Processing Menu.*

The following screen displays:
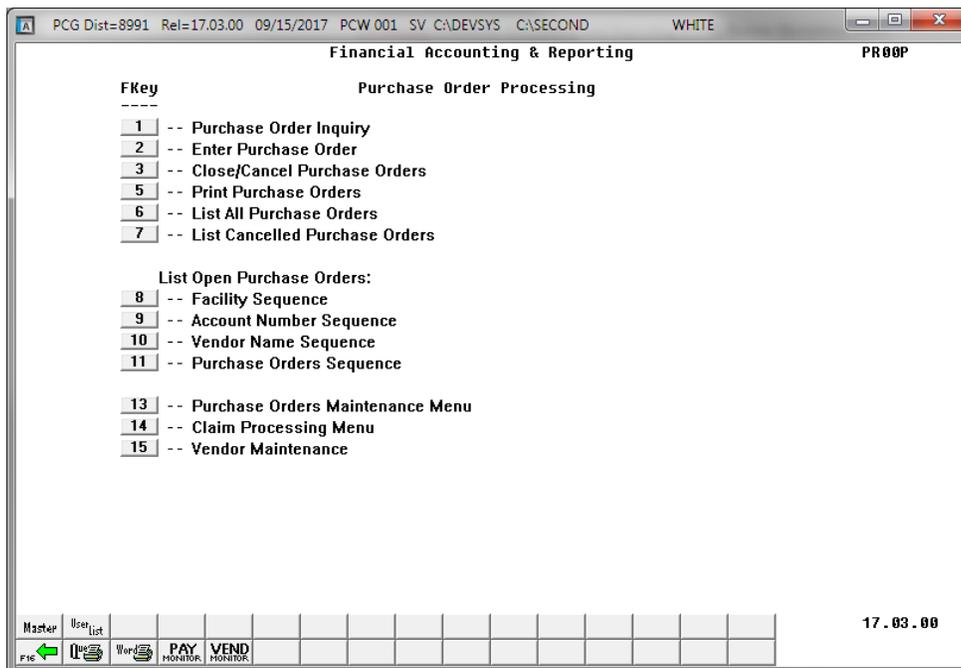

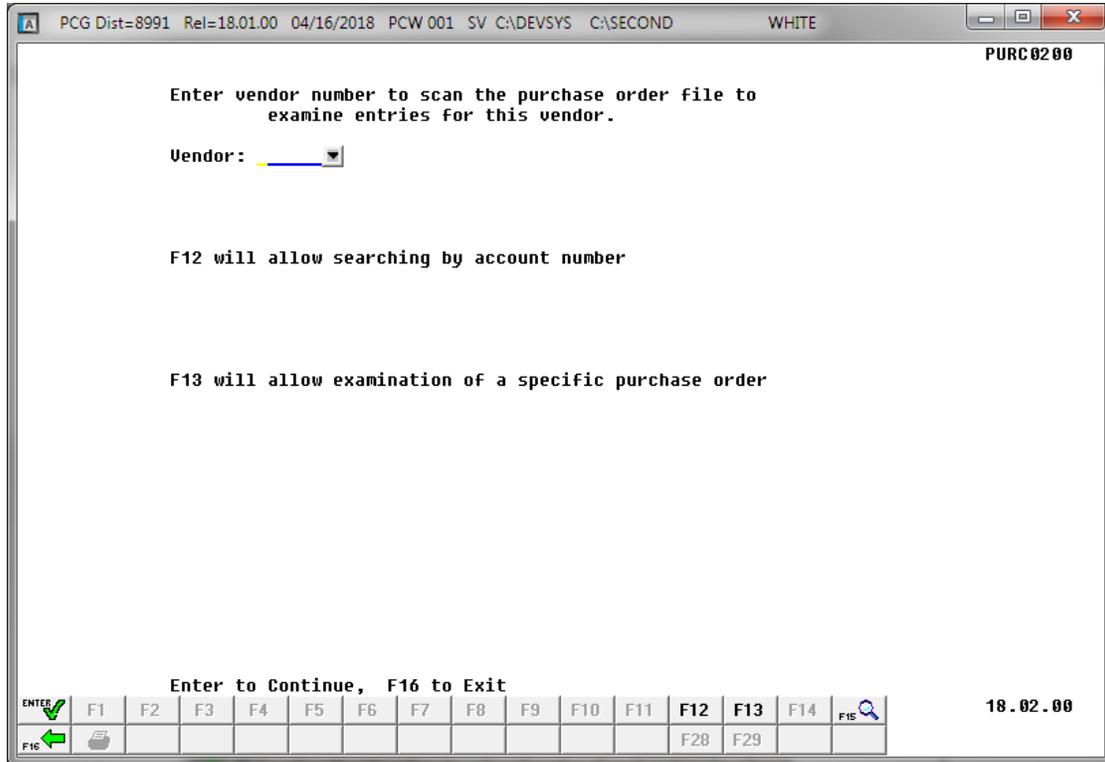| Step	Action
9	Select (**F16 -**Exit) to return to the *Financial Accounting & Reporting Master Menu*, or select (**Master**) to return to the *Business Applications Master Menu*. *The PO's status is changed to "Closed" if any claims exist against the purchase order. If no claims exist, the PO's status is changed to "Cancelled".*

E2. Purchase Order Inquiry – Account Number

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

The following screen displays:

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

The following screen displays:

Step	Action
3	Select **F12** (**F12**) to search the POs by account number.
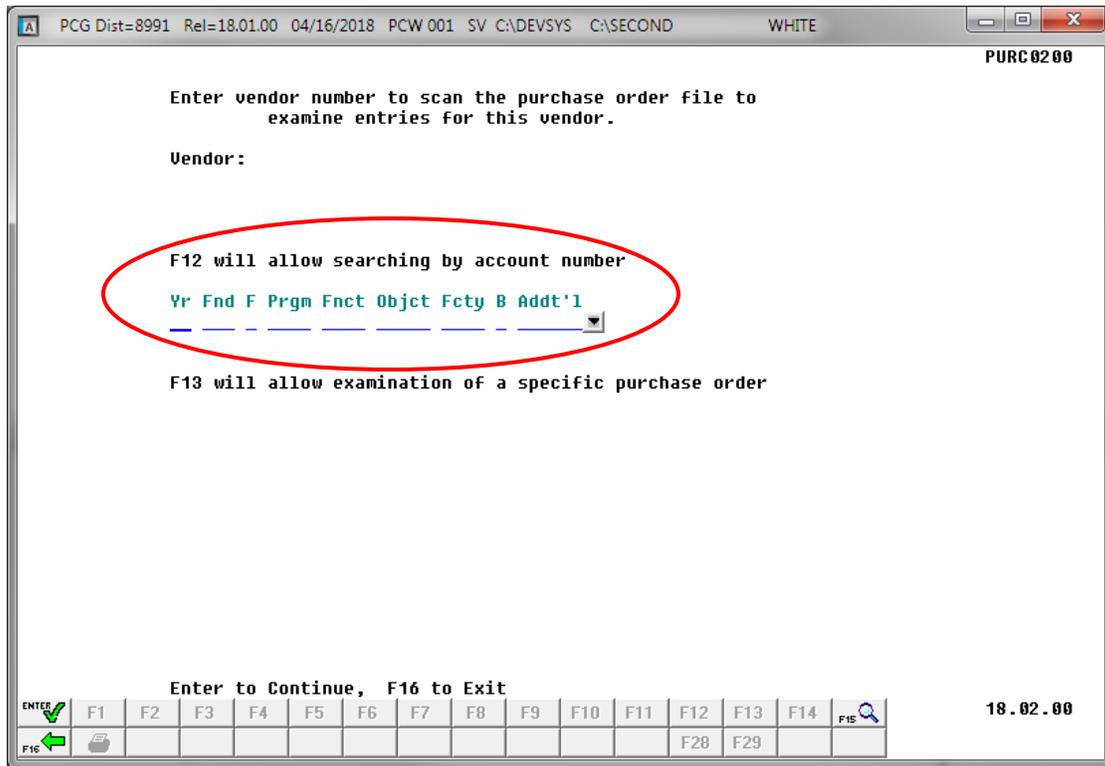
The following screen displays:

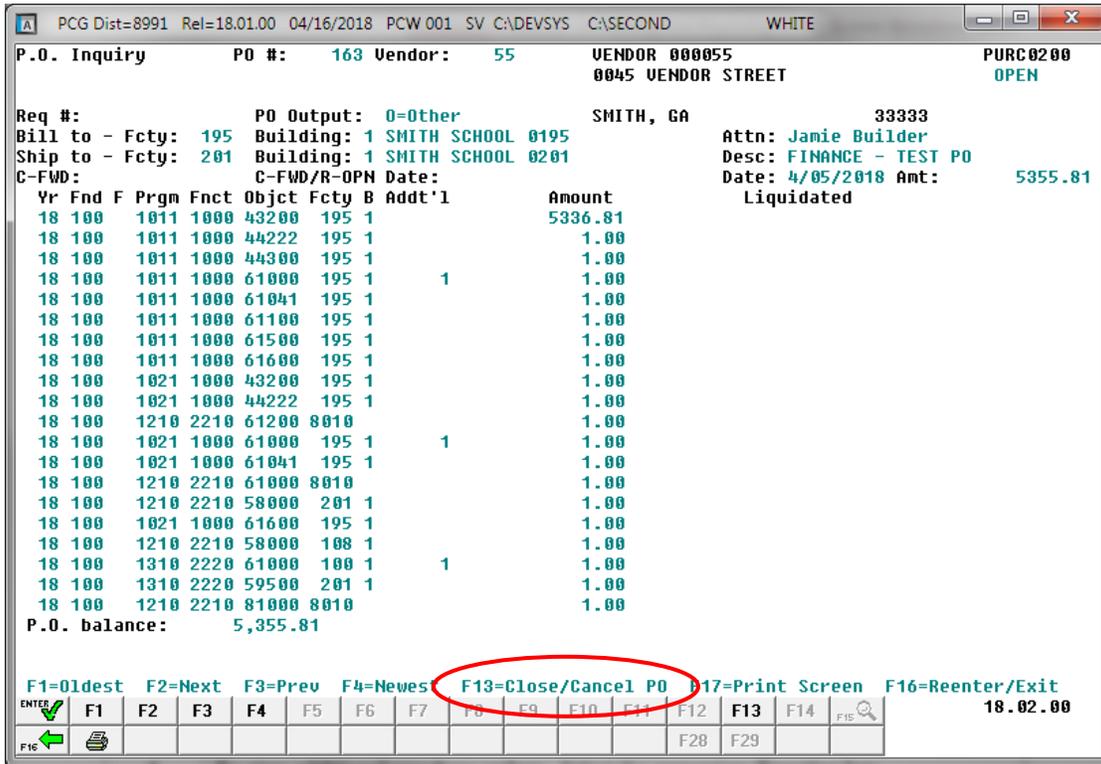| Step	Action
4	Enter or select the drop-down selection icon ▼ in the **Yr Fnd F Prgm Fnct Objct Fcty B Addt'l** field to choose the account.

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.01.00  04/16/2018  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE              _ □ X
                                                                                                    PURC0200


              Enter vendor number to scan the purchase order file to
                       examine entries for this vendor.

              Vendor:




              F12 will allow searching by account number

              Yr Fnd F Prgm Fnct Objct Fcty B Addt'l
              18 100 _ 1011 1000 43200 _195 1 _____   ▼


              F13 will allow examination of a specific purchase order












              Enter to Continue,  F16 to Exit
 ENTER ✓  F1   F2   F3   F4   F5   F6   F7   F8   F9  F10  F11  F12  F13  F14  F15 🔍        18.02.00
 F16 ←   🖶                                            F28  F29
```

Step	Action
5	Select **ENTER ✓** (**Enter**) to continue.

The following screen displays:

```
 A  PCG Dist=8991 Rel=18.01.00 04/16/2018 PCW 001 SV C:\DEVSYS  C:\SECOND        WHITE                    

P.O. Inquiry          PO #:    163 Vendor:    55        VENDOR 000055                    PURC0200
                                                        0045 VENDOR STREET               OPEN

Req #:                PO Output:  0=Other       SMITH, GA                33333
Bill to - Fcty:  195  Building: 1 SMITH SCHOOL 0195           Attn: Jamie Builder
Ship to - Fcty:  201  Building: 1 SMITH SCHOOL 0201           Desc: FINANCE - TEST PO
C-FWD:                C-FWD/R-OPN Date:                        Date: 4/05/2018 Amt:    5355.81
  Yr Fnd F Prgm Fnct Objct Fcty B Addt'l        Amount        Liquidated
  18 100    1011 1000 43200  195 1               5336.81
  18 100    1011 1000 44222  195 1                  1.00
  18 100    1011 1000 44300  195 1                  1.00
  18 100    1011 1000 61000  195 1       1          1.00
  18 100    1011 1000 61041  195 1                  1.00
  18 100    1011 1000 61100  195 1                  1.00
  18 100    1011 1000 61500  195 1                  1.00
  18 100    1011 1000 61600  195 1                  1.00
  18 100    1021 1000 43200  195 1                  1.00
  18 100    1021 1000 44222  195 1                  1.00
  18 100    1210 2210 61200 8010                    1.00
  18 100    1021 1000 61000  195 1       1          1.00
  18 100    1021 1000 61041  195 1                  1.00
  18 100    1210 2210 61000 8010                    1.00
  18 100    1210 2210 58000  201 1                  1.00
  18 100    1021 1000 61600  195 1                  1.00
  18 100    1210 2210 58000  108 1                  1.00
  18 100    1310 2220 61000  100 1       1          1.00
  18 100    1310 2220 59500  201 1                  1.00
  18 100    1210 2210 81000 8010                    1.00
 P.O. balance:      5,355.81


 F1=Oldest   F2=Next   F3=Prev   F4=Newest   F13=Close/Cancel PO   F17=Print Screen   F16=Reenter/Exit
ENTER  F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  F13  F14  F15           18.02.00
 F16                                                     F28  F29
```
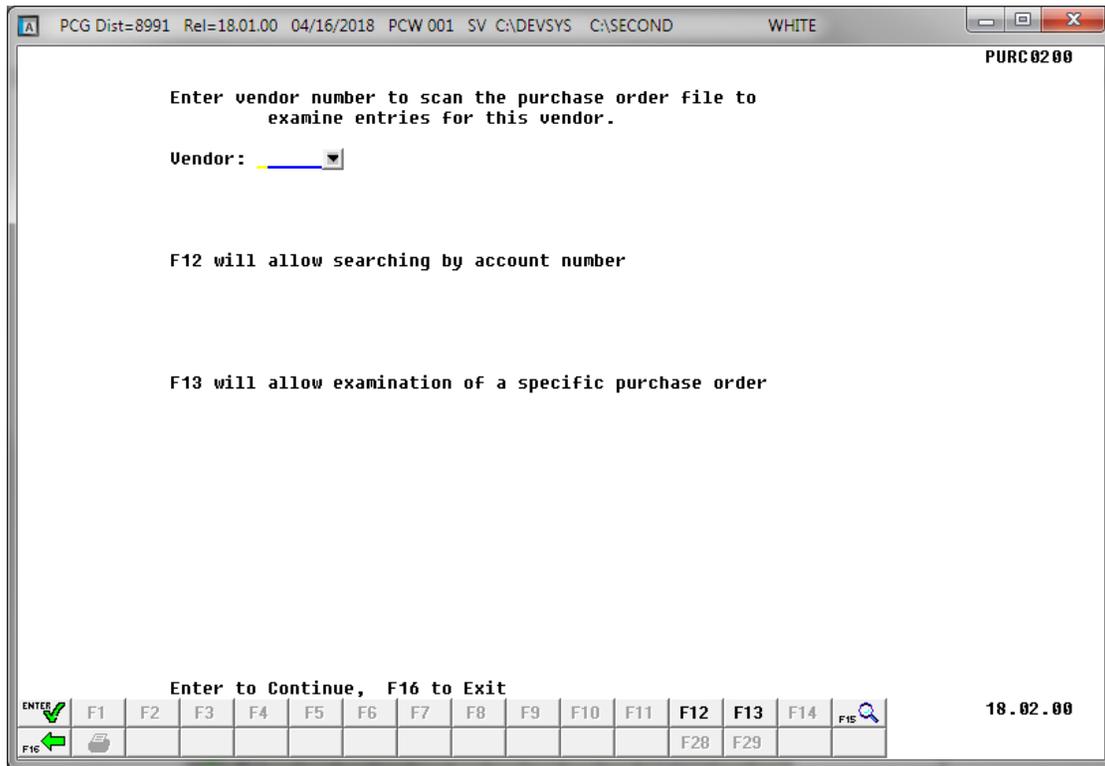
Step	Action
6	**To view additional purchase orders with a matching account number:** Select the appropriate **Function key**. *Select* **F1** *(F1 - Oldest) to view the vendor's first purchase order on record. Select* **F2** *(F2 – Next Newer),* **F3** *(F3 – Prev Older), to scroll between records. Select* **F4** *(F4 - Newest) to view the vendor's most recent purchase order.*
7	Verify the information displayed is correct, and select **F13** (**F13 -** Close/Cancel PO) to cancel the purchase order.

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.01.00  04/16/2018  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE                        _ □ ✕
P.O. Inquiry        PO #:     163 Vendor:     55        VENDOR 000055                              PURC0200
                                                        0045 VENDOR STREET                         OPEN

Req #:              PO Output:  O=Other        SMITH, GA                   33333
Bill to - Fcty:  195  Building: 1 SMITH SCHOOL 0195                Attn: Jamie Builder
Ship to - Fcty:  201  Building: 1 SMITH SCHOOL 0201                Desc: FINANCE - TEST PO
C-FWD:                C-FWD/R-OPN Date:                            Date: 4/05/2018 Amt:      5355.81
  Yr Fnd F Prgm Fnct Objct Fcty B Addt'l        Amount            Liquidated
  18 100    1011 1000 43200  195 1                5336.81
  18 100    1011 1000 44222  195 1                   1.00
  18 100    1011 1000 44300  195 1                   1.00
  18 100    1011 1000 61000  195 1     1             1.00
  18 100    1011 1000 61041  195 1                   1.00
  18 100    1011 1000 61100  195 1                   1.00
  18 100    1011 1000 61500  195 1                   1.00
  18 100    1011 1000 61600  195 1                   1.00
  18 100    1021 1000 43200  195 1                   1.00
  18 100    1021 1000 44222  195 1                   1.00
  18 100    1210 2210 61200 8010                     1.00
  18 100    1021 1000 61000  195 1     1             1.00
  18 100    1021 1000 61041  195 1                   1.00
  18 100    1210 2210 61000 8010                     1.00
  18 100    1210 2210 58000  201 1                   1.00
  18 100    1021 1000 61600  195 1                   1.00
  18 100    1210 2210 58000  108 1                   1.00
  18 100    1310 2220 61000  100 1     1             1.00
  18 100    1310 2220 59500  201 1                   1.00
  18 100    1210 2210 81000 8010                     1.00
P.O. Balance:       5,355.81
Close/Cancel Date: _____  (MM/DD/CCYY)

 ENTER TO CLOSE/CANCEL PO                               F17=Print Screen  F16=Reenter/Exit
ENTER                                                                        18.02.00
  ✓  F1   F2   F3   F4   F5   F6   F7   F8   F9  F10  F11  F12  F13  F14  F15
F16 ←  🖨                                                 F28  F29
```
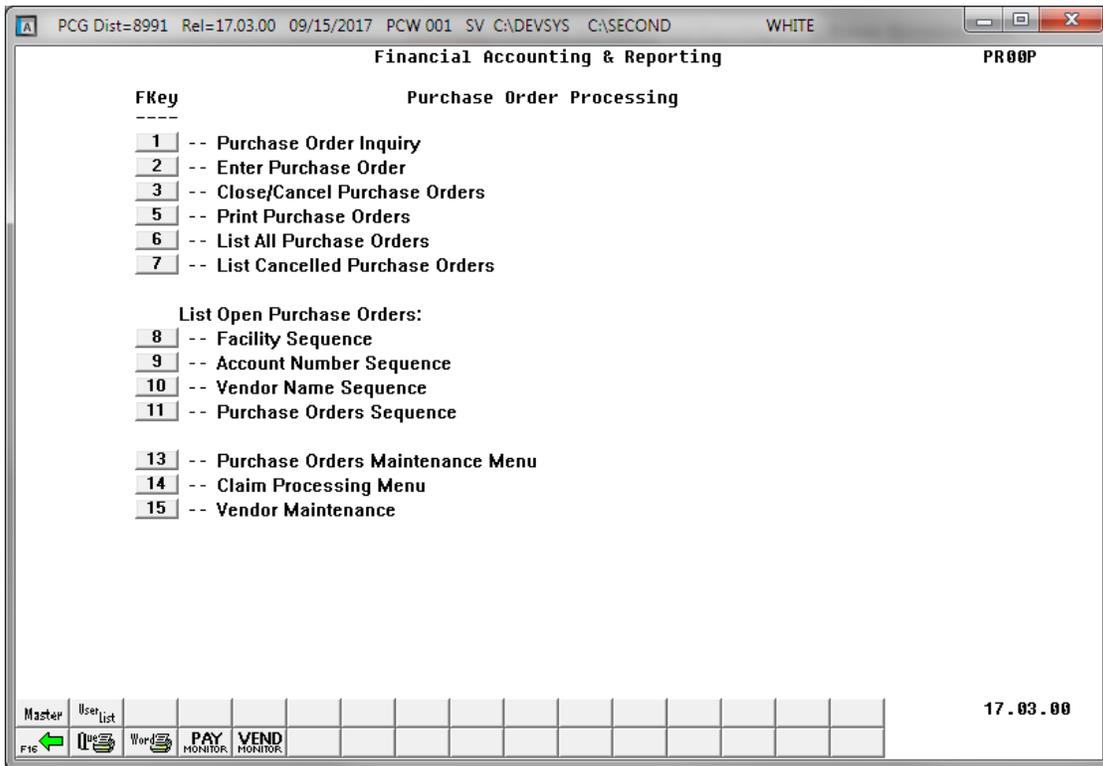
Step	Action
8	Enter the date (MM DD YY) in the **Close/Cancel Date** field and select ![ENTER] (**Enter** to close/cancel PO).

The following screen displays:

```
 A  PCG Dist=8991  Rel=18.01.00  04/16/2018  PCW 001  SV C:\DEVSYS  C:\SECOND      WHITE
P.O. Inquiry         PO #:    163 Vendor:    55        VENDOR 000055              PURC0200
                                                       0045 VENDOR STREET         OPEN

Req #:                PO Output:  O=Other          SMITH, GA              33333
Bill to - Fcty:  195  Building: 1 SMITH SCHOOL 0195           Attn: Jamie Builder
Ship to - Fcty:  201  Building: 1 SMITH SCHOOL 0201           Desc: FINANCE - TEST PO
C-FWD:                C-FWD/R-OPN Date:                        Date: 4/05/2018 Amt:      5355.81
  Yr Fnd F Prgm Fnct Objct Fcty B Addt'l        Amount            Liquidated
  18 100   1011 1000 43200  195 1              5336.81
  18 100   1011 1000 44222  195 1                 1.00
  18 100   1011 1000 44300  195 1                 1.00
  18 100   1011 1000 61000  195 1     1           1.00
  18 100   1011 1000 61041  195 1                 1.00
  18 100   1011 1000 61100  195 1                 1.00
  18 100   1011 1000 61500  195 1                 1.00
  18 100   1011 1000 61600  195 1                 1.00
  18 100   1021 1000 43200  195 1                 1.00
  18 100   1021 1000 44222  195 1                 1.00
  18 100   1210 2210 61200 8010                   1.00
  18 100   1021 1000 61000  195 1     1           1.00
  18 100   1021 1000 61041  195 1                 1.00
  18 100   1210 2210 61000 8010                   1.00
  18 100   1210 2210 58000  201 1                 1.00
  18 100   1021 1000 61600  195 1                 1.00
  18 100   1210 2210 58000  108 1                 1.00
  18 100   1310 2220 61000  100 1     1           1.00
  18 100   1310 2220 59500  201 1                 1.00
  18 100   1210 2210 81000 8010                   1.00
P.O. balance:     5,355.81
Close/Cancel Date:  4/13/2018 (MM/DD/CCYY)

F29 TO CONFIRM CLOSE/CANCEL PO                    F17=Print Screen  F16=Reenter/Exit
                                                                            18.02.00
```

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

The following screen displays:

```
A  PCG Dist=8991  Rel=18.01.00  04/16/2018  PCW 001  SV  C:\DEVSYS  C:\SECOND        WHITE              □ ▣ ✕
                                                                                                      PURC0200

              Enter vendor number to scan the purchase order file to
                     examine entries for this vendor.

              Vendor: _____ ▼




              F12 will allow searching by account number




              F13 will allow examination of a specific purchase order









              Enter to Continue,  F16 to Exit
 ENTER✓  F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  F13  F14  F15🔍          18.02.00
 F16←  🖶                                              F28  F29
```

Step	Action
10	Select ![F16] (**F16** - Exit) to return to the *Financial Accounting & Reporting – Purchase Order Processing Menu.*

The following screen displays:

Step	Action
11	Select (**F16 -**Exit) to return to the *Financial Accounting & Reporting Master Menu*, or select (**Master**) to return to the *Business Applications Master Menu*.
	The PO's status is changed to "Closed" if any claims exist against the purchase order. If no claims exist, the PO's status is changed to "Cancelled".

E3. Purchase Order Inquiry – Purchase Order Number
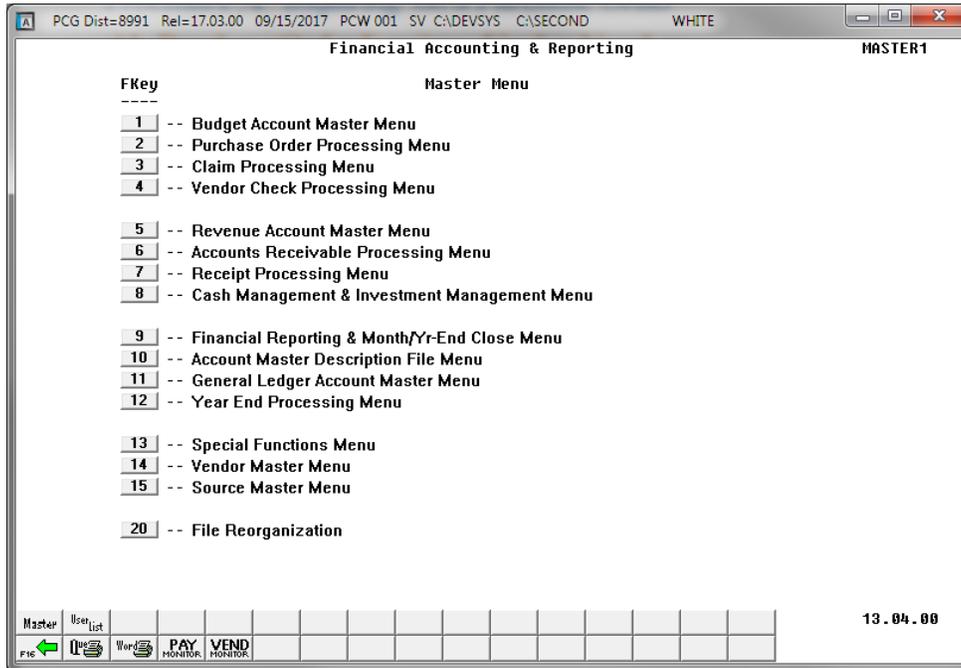
Step	Action
1	Select ⬚**2** (**F2 -** Purchase Order Processing Menu).

The following screen displays:

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

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.01.00  04/16/2018  PCW 001  SV  C:\DEVSYS   C:\SECOND        WHITE

                                                                                   PURC0200

              Enter vendor number to scan the purchase order file to
                      examine entries for this vendor.

              Vendor: _____ ▼



              F12 will allow searching by account number



              F13 will allow examination of a specific purchase order








              Enter to Continue,  F16 to Exit
 ENTER✔  F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  F13  F14  F15 🔍    18.02.00
 F16←   🖨                                                 F28  F29
```
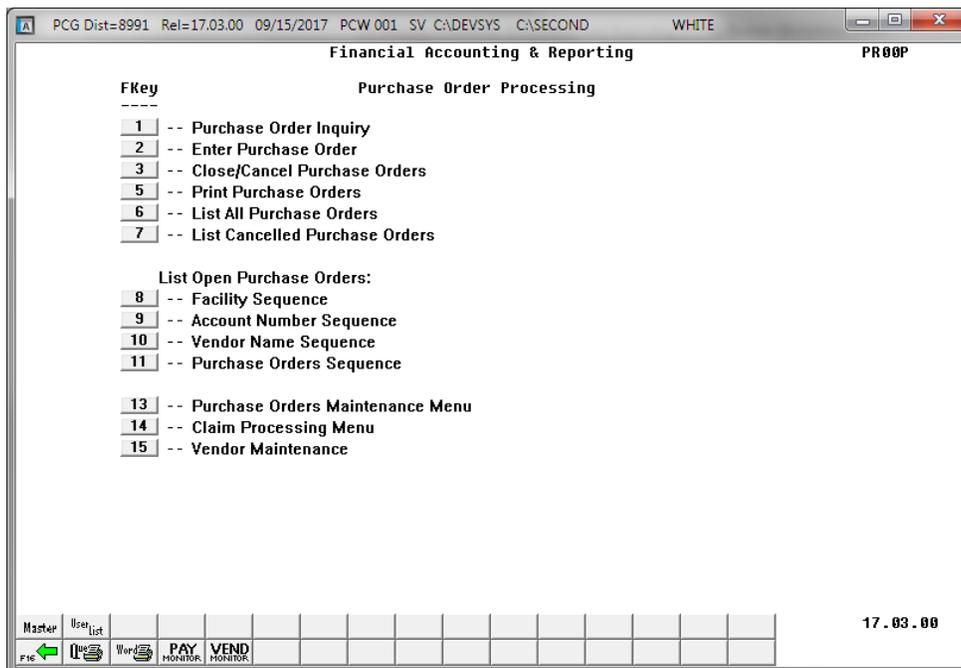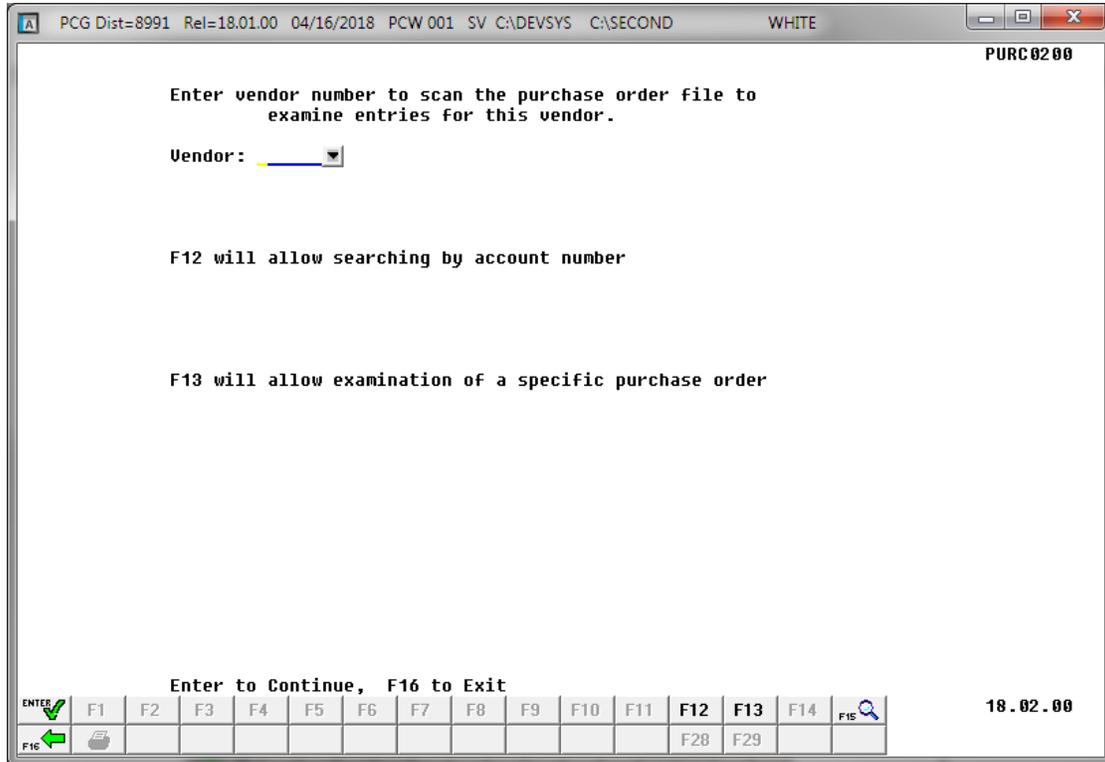
Step	Action
3	Select ⬚ **13** ⬚ (**F13**) to search for a specific purchase order.

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.01.00  04/16/2018  PCW 001  SV C:\DEVSYS  C:\SECOND      WHITE               _ □ ✕
                                                                                                   PURC0200

                 Enter vendor number to scan the purchase order file to
                         examine entries for this vendor.

                 Vendor:



                 F12 will allow searching by account number



                 F13 will allow examination of a specific purchase order

                 Purchase order number: _____




                       Enter to Continue,  F16 to Exit
   ENTER   F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  F13  F14  F15           18.02.00
   F16                                                       F28  F29
```

Step	Action
4	Enter the purchase order's number in the **Purchase Order Number** field and select ![ENTER] (**Enter**) to continue.

The following screen displays:

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

The following screen displays:

Step	Action
7	Enter the date (MM DD YY) in the **Close/Cancel Date** field and select [ENTER ✓] (**Enter** to close/cancel PO).

The following screen displays:

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

The following screen displays:

Step	Action
9	Select (**F16** - Exit) to return to the *Financial Accounting & Reporting – Purchase Order Processing Menu.*

The following screen displays:

Step	Action
10	Select F16 (**F16 -**Exit) to return to the *Financial Accounting & Reporting Master Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu*.
	The PO's status is changed to "Closed" if any claims exist against the purchase order. If no claims exist, the PO's status is changed to "Cancelled".

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

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

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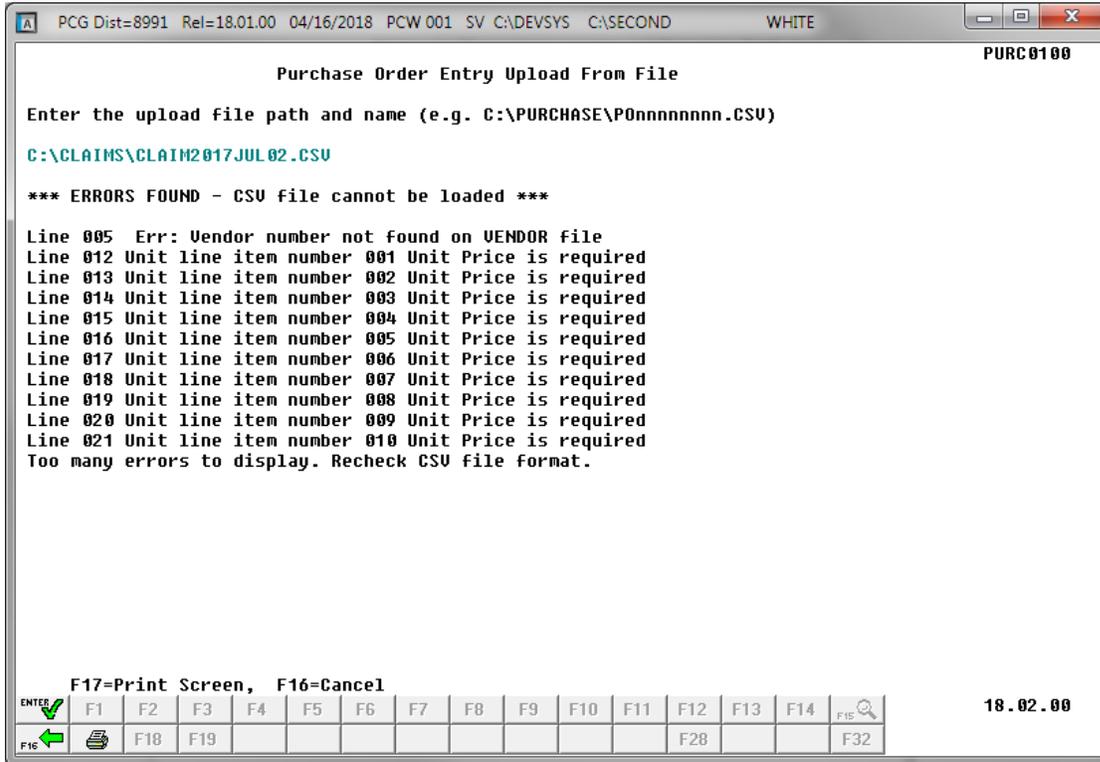
The following is an example of a PCGenesis internal edit error message after the file successfully imports:

Appendix B: Purchase Order Entry .csv File Format Requirements

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

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

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

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

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