Purchase Order - FIN3200

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Finance > Maintenance > Postings > Purchase Order

The Purchase Order tab consists of three sections: transaction, summary, and detail. You can perform the following functions:

- Add - allows you to create a purchase order to encumber funds to specific accounts.
- Edit - allows you to:
  - Edit a purchase order encumbrance amount at any time prior to liquidation.
  - Modify a purchase order created in the current accounting period in either the current or next accounting period, as long as the balance has not become zero through reversal or liquidation in either period.
  - Modify a purchase order created in the next accounting period and only when that purchase order has not become zero through reversal or liquidation.
- Reverse - allows you to remove an encumbrance from an account if the purchase order is canceled (there is no Delete).
- Change vendor - allows you to change the vendor number of an existing purchase order.

Notes:

- 99999 is not available as a vendor number or as a purchase order number. Also, a purchase order number cannot be reused once it is reversed or liquidated.
- You can add or insert account codes, or reverse account codes for purchase orders.
- In addition, if you are logged on to the current file ID, and click **Save**, a new line item on the associated requisition and account codes for those encumbrance amounts is created.

Add or edit a purchase order:

Add PO	Click to add a purchase order.
Retrieve an existing record.	In the **PO Number** field, type an alphanumeric purchase order number; hyphens are allowed. Leading zeros are not required. If the purchase order number is alphanumeric, the field is not zero-filled. The field can be six characters. In the **Vendor Number** field, type a vendor number. If the vendor number is numeric, leading zeros are not required. Click **Retrieve**. If the purchase order number is not known, click **Directory**. To search for a specific purchase order number, type data in one or more of the search fields. To search through all available data, leave all fields blank. Click **Search**. A list of purchase order numbers matching the search criteria is displayed. Select a purchase order number from the list. Otherwise, click **Cancel**.

Field	Description
Default PO Reason	Type a PO reason that is used for new POs automatically, that is, all POs created contain the default reason.
View Account Details	Selected by default to display the detail section. To hide the details section, clear the field.
PO Nbr	Type an alphanumeric purchase order number, hyphens are allowed. Leading zeros are not required. However, if the purchase order number is alphanumeric, the field is not zero-filled. The field can be six characters. **Note**: If a match is found, a message is displayed indicating a duplicate purchase order number was entered and prompts you to enter a different PO number.
PO Reason	Type the user-defined reason for creating the purchase order. The field can be a maximum of 30 characters. If the **Default PO Reason** field was entered before you added a blank row for a new purchase order, the **PO Reason** field displays the default reason. You can change the reason if necessary. When a reason is entered in the requisition **Reason** field and the requisition is submitted or approved to become a purchase order, then the **PO Reason** field displays REQ plus the requisition number plus the **Reason** field.
Sort Key/Vendor Name	Type a valid vendor name, if known. The **Vendor Nbr** field is populated with the corresponding vendor number. If the vendor number is not known, click to select a vendor from the Vendors Directory. The Vendor Directory is populated from the vendor records established on the Finance > Maintenance > Vendor Information > Vendor Name/Address tab.
Vendor Nbr	Populated with the vendor number based on the value entered in the **Sort Key/Vendor Name** field. Or, type a valid vendor number if known. The **Sort Key/Vendor Name** field is populated with the corresponding vendor name. If the vendor number is not known, click to select a vendor from the Vendors Directory.
Date	The current system date is displayed by default, but it can be modified. If it is modified, all new transactions default to the last transaction date that was entered.
Original Amt	The original amount of the purchase order when it is saved as well as any changes made to the same purchase order is displayed.
Balance Amt	The balance of the purchase order that is yet to be liquidated is displayed.

Click **Save**.

Click **+Add** to add a row.

Account Code	Type an account code to be charged. As you type the account code, a drop-down list of corresponding account numbers is displayed. Select an account number. If the account code is not known, place the cursor in the account code field and press F2. Or, click ⋮. The Account Codes lookup is displayed. To search for a specific account code component, type data in one or more of the search fields, or leave blank for all account codes. Click **Search**. A list of available account code components is displayed. Select an account code component from the list. Otherwise, click **Cancel** to return to the Purchase Order page. **Note**: The **PO Object Code Restriction** selection on the Finance > Tables > District Finance Options Page determines the allowed range of object codes to be used on purchase orders. Only account codes with object codes in the selected range are displayed. For example, if *R - Class 62XX-64XX and 66XX* is selected, then only account codes with object codes in the 62XX-64XX and 66XX range can be selected. If an entered account code does not meet the selected criteria, an error message is displayed.
Description	The account description is automatically displayed.
Account Balance	The available balance for the selected account is displayed. After you enter an encumbrance amount, the account balance changes to reflect the new balance. This field is display only. This balance reflects all changes made in the current and next accounting periods.
Encumbrance Amt	Type an amount to be encumbered for the selected account. Click **+Add** to continue adding more rows of account numbers until the Total field has reached the amount of the purchase order.
Liquidated Bal	The encumbrance amount that has been liquidated (i.e., paid) is displayed.
Outstanding Amt	The balance of the purchase order that is yet to be liquidated is displayed.

Click 🔍 to view additional information for the transaction in the following grid.

To update the display-only fields in the lower grid, click **Update Details** if the **Account Code** or **Encumbrance Amt** fields are changed.

If the encumbrance amount is changed and saved, a new line item is created for the difference, and the description on the Warehouse > Inquiry Warehouse Requisition Status page displays “RESTOCK CHANGED IN FINANCE”.

Lower grid:

The **Account Code** and **Description** fields are display only.

If the purchase order or the account code is reversed, REVERSAL is displayed in the **Reason** field. Once the requisition becomes a purchase order, the **Reason** field is the same as the **PO Reason** field. You can change the encumbrance reason if necessary.

Acct Per	The accounting period in which the encumbrance transaction was posted is displayed.
Encumbrance Amt	The amount of the encumbrance applied to the account is displayed.
Trans Date	The current system date is displayed by default, but it can be modified. If it is modified, all new transactions default to the last transaction date that was entered.
User ID	The name of the user who created the transaction is displayed. Users are created in the Security Administration application.

Click **Save** to save. A pop-up is displayed with balance amounts prior to and projected for the transaction.

- Click **Yes** to continue.
- Click **No** to cancel.

Reverse a purchase order:

You can reverse a purchase order in either the transaction or summary sections of the tab. The following rules apply to purchase order reversals:

- A purchase order number cannot be reused once it is reversed.
- Purchase orders created in the next accounting period can only be reversed in the next accounting period.
- Purchase orders created in the current accounting period can be reversed in either the current or next accounting period.

You cannot reverse or add new transactions once the PO balance amount is zero.

- In either the transaction or summary section, select an existing transaction to be reversed and click **Reverse**.
- In the transaction section, the **Original Amt** and the **Balance Amt** fields are set to zero.
- In the summary section, the **Account Balance** field is updated accordingly. The **Encumbrance Amt**, **Liquidated Bal**, and **Outstanding Amt** fields are also reset to zero.
- In the detail section, a new row with the same account code and description is added with a negative or positive amount in the **Encumbrance Amt** field.
- In the **User ID** field, the name of the user who entered the transaction is displayed.

Click **Save** to save. A pop-up is displayed with balance amounts prior to and projected for the transaction.

- Click **Yes** to continue.
- Click **No** to cancel.

Change a vendor number:

Purchase orders that originated from Purchasing and Warehouse restock requisitions can be modified if the **Change PO Created by a Requisition** field is selected on the Finance > Tables > District Finance Options > Finance Options tab. If the vendor is changed on this tab, the vendor is changed in Purchasing and Warehouse.

- Select a purchase order and click **Change Vendor**. The Vendors pop-up window is displayed.
- Type data in the search fields to narrow the displayed search results.
- Click the desired vendor number. The Vendors pop-up window is closed and the purchase order is populated with the new vendor number.

The vendor number can only be changed if no check transactions exist for the purchase order on the Check Processing - PO tab.

Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
+Add	Click to add a new row.
Delete PO	Click to clear the page when the purchase order has not been saved yet but is no longer needed. The **Delete PO** button is not enabled when an existing purchase is retrieved.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.


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