

Purchase Order Entry

Prior to entering Purchase order :

Does the vendor exist in AS400?

In AS400: Budget/Finance Main Menu, Accounts Payable Main Menu, Vendor Inquiry,

Enter Company name in "Vendor Name Only" to search or press F4 for list

Yes: Proceed to Finance Inquiry

No: Contact vendor and request a current W9 - vendor will need to be added to AS400

Email W9 to Business Office: eclune@wcs.net & cc: cgalbraith@wcskids.net

Vendor will then be created

Finance Inquiry: Is there money in the ASN?

In AS400: Budget/Finance Main Menu, Finance Main Menu, Finance Inquiry, Enter ASN to see balance

Yes: Proceed to PO Entry

No: Review ASNs to see where money can be moved and create Budget Transfer

Two types of Purchase Orders: **Blanket** and **One-Time**

Blanket PO's typically begin with the number 9 and PO numbers are assigned by the Business Office upon request

Request should be emailed to cgalbraith@wcskids.net & cc to eclune@wcskids.net

Email should include: vendor name, ASN, amount of PO and what is being purchased

Total amount of PO is larger than individual items being purchased

Blanket PO's need to be monitored and may be increased periodically.

Once PO number is received, you **must** create the PO in AS400/GUI

Total amount needs to be entered and can be split between ASNs

One-Time PO's begin with the number 7 - numbers are auto generated by AS400

PO is created in the exact amount of the purchase

All PO's close automatically once the invoice is paid IF the remaining PO balance is zero.

If the invoice is less, you will have to close the PO.

Go into "PO Processing" and click on "PO Change". Hit F15 to close if in AS400 or just click on "Close PO" if working in GUI

1 PO Entry

Log into AS400, Click on Budget/Finance Main Menu, Click on Purchase Order Main Menu

Click on PO Processing Menu / Then PO Entry

Fiscal Processing Year: Leave blank for current*

*Only change year with permission from Business Office

Default Print PO Flag (Y/N) - Always Y

Default Email PO Flag (Y/N) - May use either

2 Enter Purchase Order Information

PO Number: Entered **ONLY** if creating a **Blanket PO**. The system will assign a one-time PO a number

Vendor #: Enter number if known -or- F4 for list and type vendor name

Vendor may have multiple addresses. Place "X" to choose correct address when using "list".

PO Date: Date of entry

Location: Building # ex: Ad Building would be 060

Blanket Exp: **ONLY** if **Blanket PO** Enter "D"

Exp Date: **USED ONLY FOR BLANKET PO:** is June 30th of current fiscal year (ie: 2022-2023 fiscal year would be 6/30/23)

Req By: Staff member making request/Administrator/your initials

EX: K Graham/A Buford/RC

ASN: ASN of the account the money is coming from

Description: What is being purchased - be as descriptive as possible

Shipping & handling MUST ALWAYS be on a separate line

NEVER!! Never enter in the Quantity field or Unit Price field

This information can be added to the extended description

Comments: F9 - These comments will be printed on the purchase order and will be seen by the vendor
[ie. Quote number or template items for blanket PO's.](#)
To access templates use F4 to list.
F9 then F7 will take you to the Internal Comments that WILL NOT print on the PO
Enter comments for internal purposes, ie reason for a PO change - increase or decrease amount,
include why and when and your initials. Click on "header" and then "Save PO" to save comments
For PO's over \$5,000 three quotes are required to be listed here
For PO's over the state bid threshold - they must go to the Board of Education for approval
Approval date will then be listed here as follows:
Board Approved 5.17.2023

Required for Grant Purchases in Internal Comments

Enter Grant Name, Grant spending Area, and 3 quotes (if applicable)
Ex: Title 1 - Community Involvement Supplies

Click on "header" and "Save PO" to save comments
Pressing F12 will cause you to lose comments

3 Complete

Once all information has been entered into your purchase order press <ENTER>

PINK BAR should appear across the bottom of the screen.

FOLLOW THE PROMPTS -Press LEFT <CONTROL> key, this clears the error of the RED XII

THEN press and hold <SHIFT> F8 (which is F20) to send to Authorization File

*****PURCHASES MAY NOT BE MADE UNTIL THE PO HAS BEEN FULLY AUTHORIZED*****

4 Print When PO is fully authorized, it will become available to print - the system will not notify you that the PO has completed authorization, you will need to check the status

In GUI click Budget Finance, Purchase Order, PO Processing then PO Print by User

You will see a box to Create PO's - this will create the purchase order in your spooled files

Enter PO number and click "Create PO" - this will send the PO with overlay to your spooled files

Go to the menu General Systems, Work with Spooled

The PO will have "FMGLASER" in pink in the file name,

double click to select a folder (to save temporary file) and to select a network printer to use.

Once printed scan/email or mail the Purchase Order to the vendor when you place your order.

5 Purchase Order Changes

To change a PO that has been fully authorized:

PO Main Menu, PO Processing, PO Change by User

Enter PO number and make any necessary changes, add comments to document changes

If the changes require the PO to go back through Authorization you will need to follow the prompts:

Press LEFT <CTRL> to clear the XII (error screen)

Press and hold the shift key and press F8 (F20)

To change a PO that has not been fully authorized:

PO Main Menu, PO Processing, PO Maintenance in Authorization File

Enter PO number and make any necessary changes, add comments to document changes

If the changes require the PO to go back through Authorization you will need to follow the prompts:

Press LEFT <CTRL> to clear the XII (error screen)

Press and hold the shift key and press F8 (F20)

The following changes will cause the PO to go back through the authorization process

Increasing the dollar amount

Adding a new ASN

The following changes will not cause the PO to go back through the authorization process

Decreasing the dollar amount

Adding comments to either comment section

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All invoices/packing slips must be signed and dated and forwarded to Accounts Payable

Once you've sent the packing slips to Accounts Payable, PO will automatically close if the invoice is the same exact amount as the PO. If the invoice is less, you will have to close the PO. Go into "PO Processing" and click on "PO Change". Hit F15 to close if in AS400 or just click on "Close PO" if working in GUI