

**PURCHASE**

**ORDER**

**DESK**

**MANUAL**

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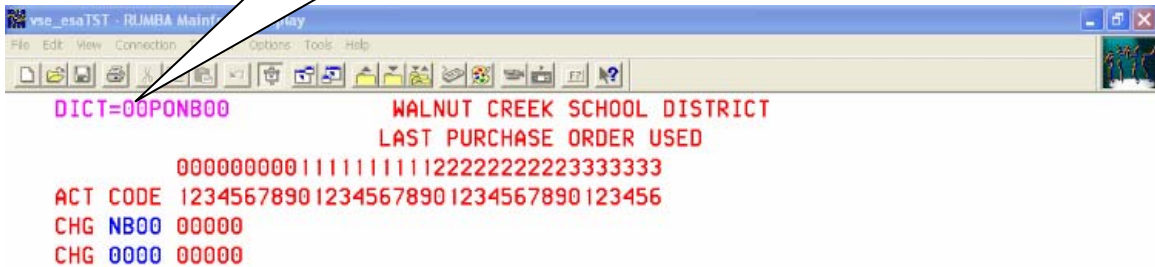
# PURCHASE ORDERS

<u>ENTRY SCREENS</u>		<u>VIEW/CHANGE SCREENS</u>
YRSV RESERVE PO NUMBER		YCIT PO ITEM CHANGE
OR		YHIT PO ITEM HISTORY
YPUP PO SHORT FORM		YHAC PO ACCOUNT HISTORY
OR		YLST PO'S BY NUMBER SEQUENCE
YHDR PO LONG FORM HEADER		YPVN VIEW PO BY VENDOR
↓		
YITM PO LONG FORM ITEM SCREEN		YREC PO RECEIVING ENTRY
↓		
YACC PO LONG FORM ACCOUNT SCREEN		YVUU PO VIEW SCREEN

## TO GET STARTED:

ENTER: DICT=00PONB00

Before you start the year, enter the beginning P. O. #00000 in the dictionary.



```
DICT=00PONB00          WALNUT CREEK SCHOOL DISTRICT
                        LAST PURCHASE ORDER USED
                        00000000011111111122222222223333333
ACT CODE 123456789012345678901234567890123456
CHG NB00 00000
CHG 0000 00000
```



**NOTE:** If you want to start numbering the PO's back to number one each year; start with DICT=00PONB00 (PONB=ALPHA, the rest are numeric) Reset the NB00 code to 0000.

ENTER: DICT=POSHPPCT

Enter the shipping default in the dictionary: i.e. 5% =050000

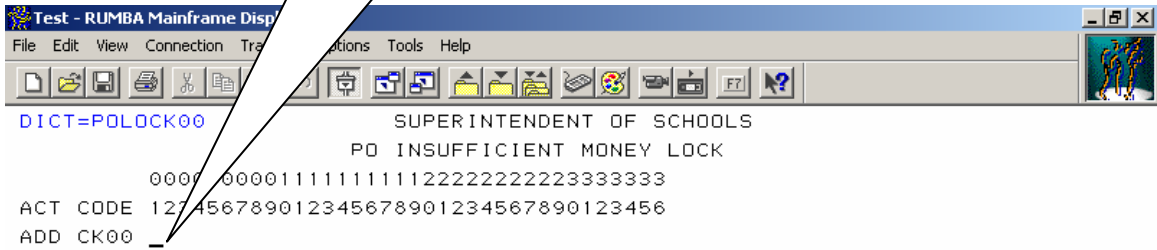
The screenshot shows a window titled "Test - RUMBA Mainframe Display" with a menu bar (File, Edit, View, Connection, Transfer, Options, Help) and a toolbar. The main display area contains the following text:

```
DICT=POSHPPCT          WALNUT CREEK SCHOOL DISTRICT
                        PD SHIPPING CHARGE PCT DEFAULT
                        000000000011111111222222222233333333
ACT CODE 123456789012345678901234567890123456
CHG PPCT 050000
```

At the bottom of the window, a status bar displays: Ready | Running | APL | NUMFLD | | OVR | CAP | NUM | W | 1,2 | 3:43:14 PM

**ENTER: DICT=POLOCK00**

Enter Y if you want to prevent PO's from being issued on overdrawn accounts. Enter N to allow PO's to overdraw accounts



**ENTER: DICT=POTAX000**

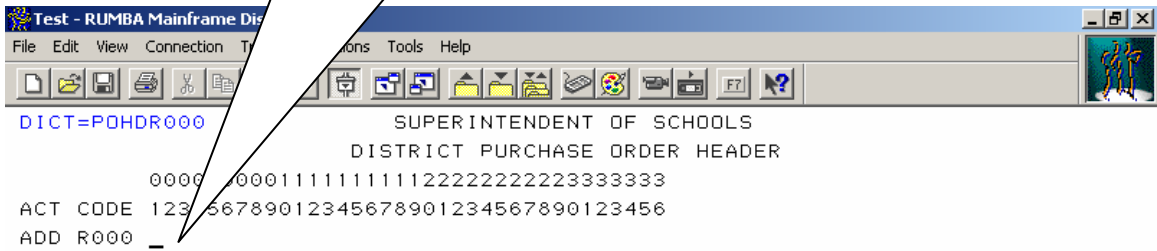
**Set the default Tax code in the dictionary**

```
Test - RUMBA Mainframe Display
File Edit View Connection Transfer O...ools Help
DICT=POTAX000
WALNUT CREEK SCHOOL DISTRICT
PD DEFAULT TAX COED
00000000001111111122222222223333333
ACT CODE 123456789012345678901234567890123456
CHG X000 00082500

Ready Running APL NUMFLD OVR CAP NUM W 5,2 4:39:46 PM
```

**ENTER: DICT=POHDR000**

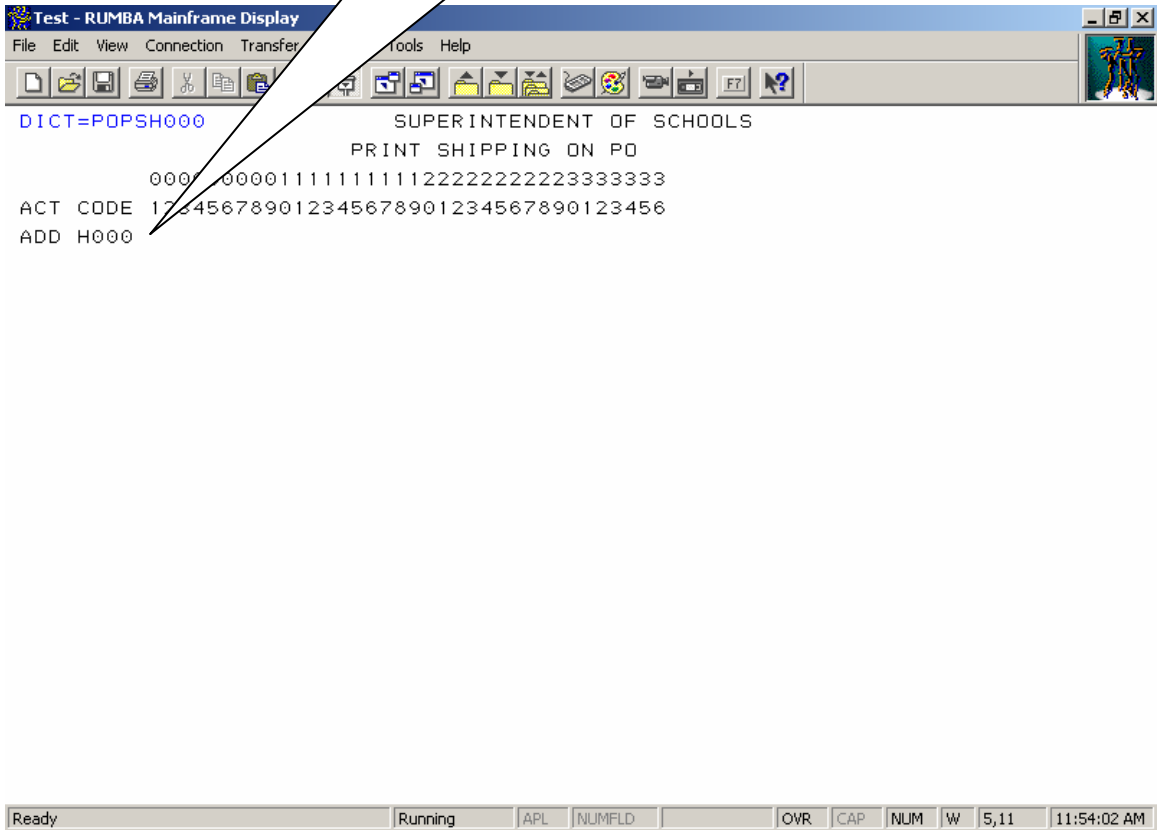
Enter Yes, if the district name and address is to print in the heading of the PO. For preprinted forms enter No.



Ready | Running | APL | NUMFLD | | OVR | CAP | NUM | W | 5,11 | 11:44:35 AM

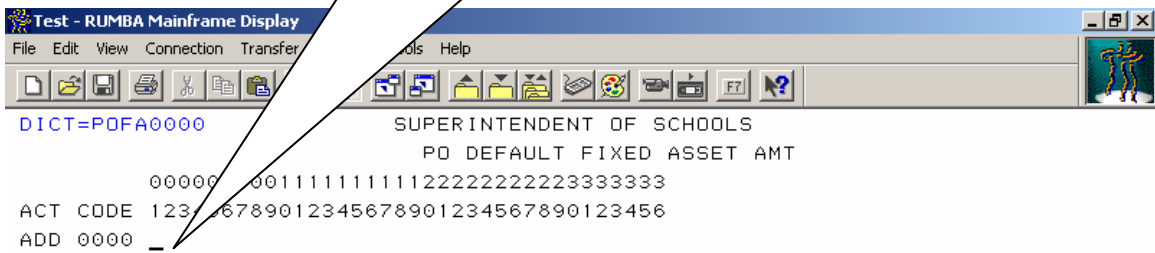
**ENTER: DICT=POPSH000**

Enter Yes, if the calculated shipping amount should show on the PO.



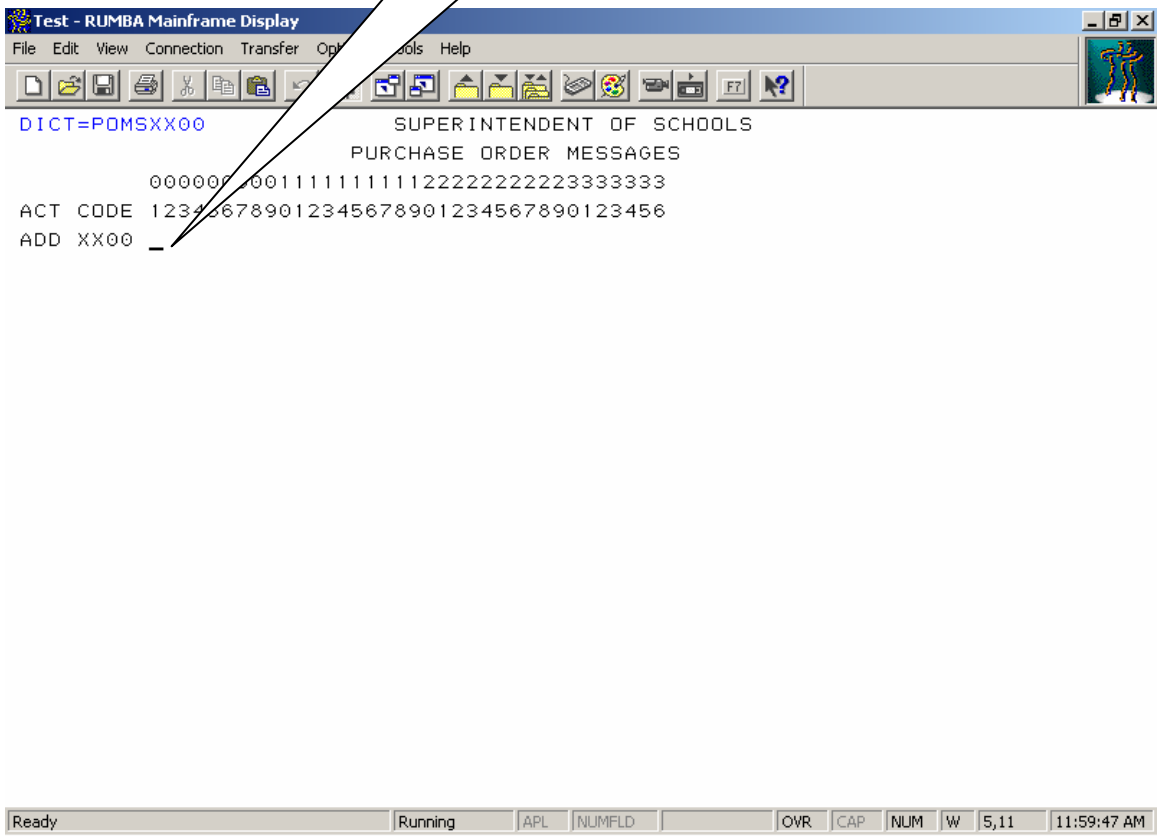
ENTER: DICT=POFA0000

Enter the fixed asset minimum as an eight-digit number with 6 places for dollars and 2 places for cents (i.e. \$15.00 = 00001500), if you want to flag an item as a fixed asset based on the unit cost.



**ENTER: DICT=POMSX00**

Enter up to ten lines of thirty-six characters each to form the message which will appear in the body of the PO after the items have printed.



ENTER: BSHP=XXXX

Create the Ship to File: This is all the delivery points in the district that you may want shipments delivered to.

Test - RUMBA  
File Edit View Selection Transfer Options Tools Help  
BSHP=WHSE SHIP TO FILE UPDATE WAU 01/21/2004 15:50:03  
RECORD ADDED  
NAME ANY SCHOOL DISTRICT  
ADDRESS LINE 1 111 SCHOOL STREET  
ADDRESS LINE 2 \_\_\_\_\_  
CITY ANY CITY STATE CA ZIP 94596 - \_\_\_\_\_  
COMMENT LINE N PRINT ON PURCHASE ORDER?  
\_\_\_\_\_  
RECORD UPDATED 01/21/2004 RECORD LAST USED DELETE RECORD \_

Ready Running APL NUMFLD OVR CAP NUM W 10,20 3:50:31 PM

## SHORT FORM PURCHASE ORDER ENTRY SCREEN: ENTER- YPUP=FY

### MANDATORY FIELDS:

The screenshot shows the 'Test - RUMBA Mainframe Display' window with the following fields and callouts:

- 1- Enter Vendor Number from BDVD Vendor file.** Points to the VENDOR# field.
- 2- Enter PO Type: R = regular (default) B = blanket** Points to the PO TYPE field.
- 3- Enter department ID. Free form.** Points to the DEPT field.
- 4- Enter Requestor name- Free form** Points to the REQUESTOR field.
- 5- Enter 4 character ship- to location** Points to the SHIP TO field.
- 6- Number of Units** Points to the QTY field.
- 7- Packaging description of item. Free form.** Points to the P/A P field.
- 8- Cost of Unit** Points to the UNIT COST field.
- 9- Tax Ind. - defaults to Yes** Points to the TAX F/A field.
- 10- Fixed Asset- Yes or No.** Points to the STORES# field.
- 11- Description of Item.** Points to the ACCOUNT field.
- 12- Percent (Default) or Amount** Points to the AMOUNT field.
- 13- If percent entered- must total 100%** Points to the AMOUNT field.
- 14- Enter 25 digit account code** Points to the ACCOUNT field.

The screen displays the following data:

```

YPUP=04                                SHORT FORM PD ENTRY                                WAU 03/12/2004
PRESS ENTER TO EDIT, CLEAR TO EXIT WITHOUT POSTING.                                12:05:47

PO# 00023
VENDOR# _____ PO TYPE R (REG/BLNKT)
DEPT _____ MESSAGES _____
RUN DTE 03 12 2004
REQUESTOR _____ DLV DATE _____ ITEM TOT
ACCUE (Y/N) Y SHIPPING 0.00 % DP ID JGG SHIPPING
SHIP TO _____ TAX
TOTAL
A LN# I# QTY UNIT UNIT COST TAX F/A STORES# EXTENSION ERROR TYPE
A _____
A _____
A _____
A _____
P/A P OD ACCOUNT AMOUNT
_____
_____
_____

```

**NOTE: YPUP encumbers automatically when posting. Only 1 line of description can be entered on YPUP. See sample of BAAA screen on page 27. You can enter SHIP in quantity and an amount to add a flat shipping amount instead of a %.**

**LONG FORM PURCHASE ORDER HEADER ENTRY SCREEN  
(1<sup>ST</sup> OF 3 REQUIRED SCREENS):**

**ENTER- YHDR=FY**

**1-Enter Vendor Number from BDVD Vendor file.**

**2- R (regular) -default  
B (blanket)**

**3- Ship to 4-character location**

```

Test - RUMBA Mainframe Display
File Edit View Connection Transfer Options Tools Help
YHDR=0400024 PURCHASE ORDER HEADER ENTRY WAU 03/12/2004 13:48:28

PO# 00024 STATUS
VENDOR# PO TYPE R (REG/BLNKT)
DEPT MESSAGES
RUN DTE
REQUESTOR DLV DATE OP ID JGG
ACCRUE (Y/N) Y SHIPPING 0.00 % ITEM TOT
SHIP TO SHIPPING 0.00
TAX 0.00
TOTAL 0.00

RESERVE PO#: REASON:

REQUISITION#S
ENTER DATE
LAST RUN DATE
LAST CHANGE DATE
ENCUMBER DATE
TO VOID PO ENTER (YES)
PRINT EXPEDITER LETTER
BOARD DATE

Ready Running APL NUMFLD OVR CAP NUM W 5,10 1:49:04 PM
    
```

**LONG FORM PURCHASE ORDER ITEM ENTRY SCREEN  
(2<sup>ND</sup> OF 3 REQUIRED SCREENS):**

**ENTER- YITM=FYPONBR (OR F1 FROM YHDR)**

**1- Enter Quantity**

**2- Enter Unit**

**3- Enter Unit Cost**

**4- Tax indicator defaults to Y**

**5- Fixed Asset Indicator Yes or No**

**6- Item Description-free form**

**NOTE: Only one line with qty, unit, unit cost, etc. can be made per page- for additional lines of description, tab to the next line on page, to enter a second line of qty, unit, unit cost, etc hit F1**

**NOTE: Group Number is required if individual items or groups of items are distributed to different sets of accounts- see Examples A, B and C on pages 24, 25 and 26.**

Test - RUMBA Mainframe Display  
 File Edit View Connection Transfer Options Tools Help  
 YITM=0400031 PURCHASE ORDER ITEM ENTRY WAU 03/15/2004  
 TO POST AND: PF1=YITM PF2=YACC (BAL) PF3=YACC (SUBMIT) PF4=NEW YHDR 11:20:28  
 PO# 00031 STATUS CALIF DEPT OF JUSTICE  
 VENDOR# 170125 PO TYPE R (REG/BLNKT) TOTAL 0.00

LN#	I#	QTY	UNIT	UNIT COST	TAX F/A	STORE#	EXTENSION	GP	ERROR	TYPE
001	00	00001	EA	25.000	N	_____	25.00	00		
002			FINGERPRINTS							
003			CLASSIFIED EMPLOYEES							
004			_____							
005			_____							
006			_____							
007			_____							
008			_____							
009			_____							

Ready NUMFLD OVR CAP NUM W 1,2 11:21:36 AM

**LONG FORM PURCHASE ORDER ACCOUNT ENTRY SCREEN  
(3<sup>RD</sup> OF 3 REQUIRED SCREENS):**

**ENTER- YACC=FYPONUM (OR F2 FROM YITM)**

1- ENTER TOTAL OF EXTENSION AMTS BELONGING TO THIS ACCOUNT.

OR

ENTER % OF EXTENSION AMOUNTS BELONGING TO THIS ACCOUNT- MUST TOTAL 100%.

3- ENTER 25 DIGIT ACCOUNT NUMBER.

Test - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

YACC=040002500 PURCHASE ORDER ACCOUNT ENTRY WAU 03/12/2004  
TO POST +: F1=EXIT F2=BAL F3=ENCUMBER F4=YHDR | F7=PG BACK F8=PG FWD 14:02:47

PO# 00025 STATUS CALIF DEPT OF JUSTICE  
VENDOR# 170125 PO TYPE R (REG/BLNKT) TOTAL 1.08  
RUN DATE \_\_\_\_\_

LN	GP	AMOUNT	PCT	ACCOUNT	D	ERROR TYPE
001						
002						
003						
004						
005						
006						
007						
008						
009						
010						
011						
012						
013						
014						
015						
016						
017						

Ready Running APL NUMFLD OVR CAP NUM W 8,6 2:03:36 PM

**NOTE: When using YACC (long form) enter F3 to encumber.  
In you enter account information on line 2 in error; you need to enter the entire account number then add a "D" to delete the line.**

**CHECK YOURSELF!**  
**YVUU=FYPONUM**

```

Test - RUMBA Mainframe Display
File Edit View Connection Transfer Options Tools Help
[Icons]
YVUU=0400025 01001001 PURCHASE ORDER VIEW SCREEN WAU 03/12/2004 14:23:28
PO#: 00025 PO TYPE: R PAY IND: STATUS: BALANCED: ITEM TOT: 25.00
VENDOR#: 170125 CALIF DEPT OF JUSTICE SHIPPING: 0.00
SHIP TO: WHSE WHSE TAX: 2.06
SHIPPING PCT: 0.00 PAID TO DATE: 0.00 TOTAL: 27.06
*****
L# I# GP QTY UNIT COST T EXTENSION DESCRIPTION
001 01 00 00001 25.000 Y 25.00 FINGERPRINTS

*****
LN GP AMOUNT PERCENT ACCOUNT ENCUMBERED
001 00 1.08 100.00 01-0000-1110-1000-5800-150-0-000 1.08

F2=YITM F4=YHDR F5=BDVD F6=BVND F7=YPVN CURS ON LINE IN UPPER=YCIT, LOWER=YACC
Ready Running APL NUMFLD OVR CAP NUM W 1,2 2:23:56 PM
  
```

**NEED TO MAKE A CHANGE TO THE LINE ITEMS?  
 ENTER: YCIT=FYPONUMLN (FISCAL YR, PO NUMBER, LINE NUMBER)**

Test - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

YCIT=0400025001 PURCHASE ORDER ITEM ENTRY WAU 03/12/2004 14:06:27

PO# 00025 STATUS CALIF DEPT OF JUSTICE  
 VENDOR# 170125 PO TYPE R (REG/BLNKT) TOTAL 27.06

CURRENT LINE  
 LN# I# QTY UNIT UNIT COST TAX F/A STORE# EXTENSION GRP ERROR TYPE  
 001 01 00001 EA 25.000 Y N \_\_\_\_\_ 25.00 00  
 FINGERPRINTS DELETE (TYPE "DEL") \_\_\_\_

CHANGED LINE  
 001 01 00001 EA 25.000 Y N \_\_\_\_\_ 25.00 00  
 FINGERPRINTS DELETE (TYPE "DEL") \_\_\_\_

Ready Running APL NUMFLD OVR CAP NUM W 1,2 2:06:55 PM

**VIEW ONLY ITEM HISTORY ON A PURCHASE ORDER  
 ENTER: YHIT=FYPONUMLN (FISCAL YR, PO NUMBER, LINE NUMBER)**

Test - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

YHIT=040002500100 PURCHASE ORDER ITEM HISTORY WAU 03/12/2004 14:41:18

PQ# 00025 STATUS CALIF DEPT OF JUSTICE  
 VENDOR# 170125 PO TYPE R (REG/BLNKT) TOTAL 27.06

LN#	I#	SQ	D	QTY	UNIT	UNIT COST	TAX	F/A	STORES	EXTENSION	A/C	DATE	CHNGD
001	01	00		00001	EA	1.000	Y	N		1.00	00 03 12	2004	
				00000	THING								JGG
001	01	01		00001	EA	25.000	Y	N		25.00	00 03 12	2004	
				00000	FINGERPRINTS								JGG

Ready Running APL NUMFLD OVR CAP NUM W 1,2 2:42:01 PM

**VIEW ALL CHANGES MADE TO AN INDIVIDUAL ACCOUNT LINE ON THE YACC SCREEN.  
 ENTER: YHAC=FYPONUMLNGP (FISCAL YR, PO NO., LINE NO., GROUP NO.)**

Test - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

YHAC=040002600100 PURCHASE ORDER ACCOUNT HISTORY WAU 03/15/2004 09:59:16

PO# 00026 STATUS CALIF DEPT OF JUSTICE  
 VENDOR# 170125 PO TYPE R (REG/BLNKT) TOTAL 29.77

LN	GP	AMOUNT	PCT	ACCOUNT	D	SQ	DATE	CHNGD	DPID
001	00	27.06	100.00	0100001110100058001500000	00	03	15	2004	JGG
001	00	27.06	100.00	1353100000370058000000000	01	03	15	2004	JGG

Ready Running APL NUMFLD OVR CAP NUM W 1,2 10:00:17 AM

**VIEW PURCHASE ORDERS IN NUMBER SEQUENCE  
 ENTER: YLST=FYPONUM (FISCAL YR "STARTING PO NUMBER OPTIONAL")**

```

Test - RUMBA Mainframe Display
File Edit View Connection Transfer Options Tools Help
[Icons]
YLST=04                                LIST PURCHASE ORDERS BY NUMBER    WAU    03/12/2004
                                         14:55:52

   PO #  STATUS  DATE   DEPT   PO TOTAL      PAID VENDOR REQUESTOR
04-00023  RSVD  03/12/04      SYSTEM RESERVED PO NUMBER (YPUP)
04-00024  RSVD  03/12/04      SYSTEM RESERVED PO NUMBER (YHDR)
04-00025  NBAL  03/12/04      27.06              170125
*****
                END OF FILE          *****
  
```

F2=YITM F3=YACC F4=YHDR F5=BDVD F6=BVND F7=(PREV PG) F8=YVUU ENTER=(NEXT PG)

```

Ready      Running      APL  NUMFLD  OVR  CAP  NUM  W  1,2  2:56:21 PM
  
```

**VIEW PURCHASE ORDERS BY VENDOR**  
**ENTER: YPVN=FYVENDNM (FISCAL YR, VENDOR NUMBER)**

Test - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

YPVN=02170125 LIST PURCHASE ORDERS BY VENDOR ALL 03/12/2004 14:57:58

CALIF DEPT OF JUSTICE  
 BUREAU CRIMINAL ID/INFO  
 SACRAMENTO CA

PO #	STATUS	DATE	DEPT	PO TOTAL	PAID REQUESTOR
04-00025	OPEN	03/12/04		27.06	
04-00026	RSVD	03/01/04			SYSTEM RESERVED PO NUMBER (YPUP)
04-00027	RSVD	03/01/04			SYSTEM RESERVED PO NUMBER (YPUP)
04-00028	RSVD	03/01/04			SYSTEM RESERVED PO NUMBER (YPUP)
02-02396	RSVD	07/03/01			SYSTEM RESERVED PO NUMBER (YPUP)
02-02397	RSVD	07/16/01			SYSTEM RESERVED PO NUMBER (YPUP)
02-02398	RSVD	07/16/01			SYSTEM RESERVED PO NUMBER (YPUP)
02-02399	RSVD	07/16/01			SYSTEM RESERVED PO NUMBER (YPUP)

F2=YITM F3=YACC F4=YHDR F5=BDVD F6=BVND F7=(PREV PG) F8=YVUU ENTER=(NEXT PG)

Ready Running APL NUMFLD OVR CAP NUM W 1,2 2:58:27 PM

**PURCHASE ORDER RECEIVING ENTRY**  
**ENTER: YREC=FYPONUMLLL (FISCAL YR, PO NUMBER, LINE NUMBER)**



YREC=0400025001 PURCHASE ORDER RECEIVING ENTRY WAU 03/12/2004  
 15:01:06

PO# 00025 STATUS CALIF DEPT OF JUSTICE  
 VENDOR# 170125 PO TYPE R (REG/BLNKT) TOTAL 27.06

LINE	REC	RECD	QTY	UNIT	UNIT COST	F/A	STOCK	QTY NOT RECD
001	_____	0	1	EA	25.000	N		1
FINGERPRINTS								

Ready Running APL NUMFLD OVR CAP NUM W 7,7 3:01:35 PM

## EXAMPLE A

YVUU=0400023 01001001	PURCHASE ORDER VIEW SCREEN	WAU					
	09/09/2003	14:57:33					
PO#: 00023 PO TYPE: R PAY IND:	<b>STATUS:</b>	<b>BALANCED: Y</b>					
	<b>ITEM TOT:</b>	<b>638.64</b>					
VENDOR#: 442317	PRENTICE HALL						
	SHIPPING:	63.89					
SHIP TO: WHSE	WAREHOUSE						
	TAX:	52.69					
SHIPPING PCT: 0.00	PAID TO DATE:	0.00					
	TOTAL:	755.22					
*****							
L#	I#	GP	QTY	UNIT COST	T	EXTENSION	DESCRIPTION
001	01	00	00010	47.470	Y	474.70	ALGEBRA 1 STUDENT TEXTS
002	02	00	00002	81.970	Y	163.94	ALGEBRA 1 TEACHER MANUAL
003		00	SHIP	63.890		0.00	
*****							
LN	GP	AMOUNT	PERCENT	ACCOUNT	ENCUMBERED		
001	00	755.22	100.00	01-0000-3300-1000-4100-108-0-000	755.22		
*****							
F2=YITM F4=YHDR F5=BDVD F6=BVND F7=YPVN CURS ON LINE IN UPPER=YCIT, LOWER=YACC							

### Grouping Accounts on the Long Form Purchase Order

Group numbers are used to identify which items on the YITM screen relate to which accounts on the YACC screen.

In this first instance, if all items on the PO are to be distributed to the same account(s) you don't have to enter a group number for each item in the YITM screen nor do you have to enter a group number for each account in the YACC screen. When editing takes place, the percents will have to equal 100% and/or the amounts will have to equal the PO TOTAL.

## EXAMPLE B

YVUU=0400025 01001001 PURCHASE ORDER VIEW SCREEN				WAU		
09/09/2003 14:20:00						
PO#: 00025 PO TYPE: R PAY IND: STATUS: BALANCED: Y				ITEM TOT:		
3680.00						
VENDOR#: 170125		CALIF DEPT OF JUSTICE		SHIPPING:		
0.00						
SHIP TO: WHSE		WAREHOUSE		TAX:		
0.00						
SHIPPING PCT: 0.00		PAID TO DATE: 0.00		TOTAL:		
3680.00						
*****						
L#	I#	GP	QTY	UNIT COST	T EXTENSION	DESCRIPTION
001	01	00	00100	32.000	N 3200.00	GENERAL ED FINGERPRINTS
002	02	01	00015	32.000	N 480.00	CAFETERIA FINGERPRINTS
*****						
LN	GP	AMOUNT	PERCENT	ACCOUNT	ENCUMBERED	
001	00	3200.00	100.00	01-0000-1110-1000-5800-150-0-000	3200.00	
002	01	480.00	100.00	13-5310-0000-3700-5800-000-0-000	480.00	
*****						
F2=YITM F4=YHDR F5=BDVD F6=BVND F7=YPVN CURS ON LINE IN UPPER=YCIT, LOWER=YACC						

### Grouping Accounts on the Long Form Purchase Order

**Group numbers are used to identify which items on the YITM screen relate to which accounts on the YACC screen.**

In this type of situation there would be very little need to figure the amounts manually.

In this second instance, each item is encumbered to a separate account. In other words each item has its own group of only a single account. In this case, the each item would have a separate group number that would correspond to the same group number on the account line in the YACC screen. Here each account would be 100% and the total amounts would have to equal the PO total.

## EXAMPLE C

YVUU=0400024 01001001		PURCHASE ORDER VIEW SCREEN		WAW	09/09/2003		
14:46:46							
PO#:	00024	PO TYPE:	R	PAY IND:	STATUS:		
TOT:	17097.43			BALANCED:	Y		
VENDOR#:		517425	THIBAUT ASSOCIATES				
SHIPPING:		0.00					
SHIP TO:		WHSE	WAREHOUSE				
TAX:		0.00					
SHIPPING PCT:		0.00	PAID TO DATE:		0.00		
TOTAL:		17097.43					
*****							
L#	I#	GP	QTY	UNIT COST	T	EXTENSION	DESCRIPTION
001	01	00	00001	6171.350	N	6171.35	COMPAQ PROLIANS DL360G3
ACTIVE DIR							
002	02	01	00001	7926.080	N	7926.08	HP DL3801203 EXCHANGE
UPGRADE							
003	03	02	00001	3000.000	N	3000.00	LABOR
*****							
LN	GP	AMOUNT	PERCENT	ACCOUNT	ENCUMBERED		
001	00	3085.68	50.00	21-9022-0000-8500-6200-103-0-393	3085.68		
002	00	3085.67	50.00	21-9022-0000-8500-6200-101-0-418	3085.67		
003	01	5944.56	75.00	21-9022-0000-8500-6200-106-0-425	5944.56		
004	01	1981.52	25.00	21-9022-0000-8500-6200-102-0-435	1981.52		
005	02	3000.00	100.00	21-9022-0000-8500-6200-120-0-425	3000.00		
F2=YITM F4=YHDR F5=BDVD F6=BVND F7=YPVN CURS ON LINE IN UPPER=YCIT, LOWER=YACC							

### Grouping Accounts on the Long Form Purchase Order

Group numbers are used to identify which items on the YITM screen relate to which accounts on the YACC screen.

In this third circumstance, one or more items may be distributed to a certain set of accounts (group) and other items may be distributed to a different set of accounts. Here the program will edit to ensure that the accounts total 100% within a group and that all groups' amounts equal the PO Total.

While this may seem complicated at first, you will get used to it rapidly and it does give you the flexibility you will need later on to be able to combine requisitions from many sites into a single PO.

**SAMPLE OF BAAA SCREEN WITH PO SYSTEM ENCUMBRANCE.**

