

PURCHASE

ORDER

DOCUMENTATION

PURCHASE ORDER SCREENS

ENTRY SCREENS

YRSV
RESERVE PO NUMBER

OR

YPUP
PO SHORT FORM

OR

YHDR
PO LONG FORM HEADER



YITM
PO LONG FORM ITEM
SCREEN



YACC
PO LONG FORM ACCOUNT
SCREEN

VIEW/CHANGE SCREENS

YCIT
PO ITEM CHANGE

YHIT
PO ITEM HISTORY

YHAC
PO ACCOUNT HISTORY

YLST
PO'S BY NUMBER SEQUENCE

YPVN
VIEW PO BY VENDOR

YREC
PO RECEIVING ENTRY

YVUU
PO VIEW SCREEN

TABLE OF CONTENTS

Purchase Order System Overview	1
Navigating the Purchase Order System.....	4
Rumba Sign on.....	5
Beginning the PO Process	6
Parameters of Operation	7
Security (SECK)	8
Loading the Dictionary (DICT)	9
Loading/Updating the Ship to File (BSHP)	10
Reserve a PO Number for Future Use (YRSV).....	12
Using the PO Short Form Screen (YPUP).....	13
Using the PO Long Form.....	17
Using the PO Header Screen (YHDR).....	18
Using the PO Item Screen (YITM)	21
Using the PO Account Screen (YACC)	23
Changing Items on the PO (YCIT)	25
Viewing Item History (YHIT)	26
View PO Account History (YHAC)	27
View POs in Number Sequence (YLST)	28
View Purchase Orders by Vendor (YPVN)	30
Purchase Order Receiving Entry (YREC).....	32
View Purchase Order (YVUU)	34
Daily Purchase Order Print (OP00).....	35

PURCHASE ORDER SYSTEM DOCUMENTATION

Daily Changes Made to Purchase Order File (OP51) 37

Create Purchase Order Expediter Letter (YPLT)..... 39

Print Purchase Order Expediter Letter (OP18)..... 41

Vendor File Update (BDVD)..... 42

Vendor History / Update New Codes (BVND) 44

View Purchase Order Encumbrances and Payments (BPAA) 46

View Vendor Activity (BVAA)..... 47

Vendor File List and Labels (FACF44) 48

Appendix..... 50

Screens Used In the PO Processing System 51

Reports Available in the PO Processing System..... 52

Calculation of the Purchase Order 53

Example A..... 55

Example B..... 56

Example C..... 57

Transaction Edit Listing (FACF07)..... 58

EINV - Equipment Inventory Screen..... 59

Purchase Order System Overview

The Purchase Order System is a three- phase project.

Phase One gives you the ability to enter purchase order information on line and have the system automatically encumber the SACS codes and print the Purchase Order.

Phase Two will incorporate an accounts payable function.

Phase Three will add requisitions and tie into the warehouse system.

Given the fact that every district processes purchase orders differently, this overview is meant to simply describe how the process might work in the "average" district. Each district needs to adapt and interpret the use of the system to fit its needs. Please don't hesitate to make comments and speak out if fields or functions are missing, if the way the programs work together doesn't work for your district, or if there are questions or concerns of any kind.

To make this system work we will be creating some new files: a Ship To Name and Address File, a Purchase Order File, and a Vendor History File. New records will also be added to the current dictionary file to tell the PO system some things about your district; things like the shipping and handling percent and whether you want your district name and address printed on the purchase order.

PURCHASE ORDERS

Kinds of Purchase Orders

Definition of Terms

Active	An open PO that has not been fully received or paid.
Blanket	A PO issued for a not to exceed (estimated) amount. Multiple partial pays are usually issued against this type of PO.
Confirming	A Po issued after verbal consent to purchase has been given. Hardcopy confirmation of orders placed verbally.
Pre-pay	A PO issued to allow payment for goods and services yet to be received (for conferences etc)
PO Status	Reserved Po number is reserved based on the reason given- Reserved PO numbers are not encumbered
	Open PO has been issued but not fully received or paid
	Completed All goods have been received (that are going to be received/may not be the complete order) and the vendor has been fully paid.
	Void No goods were received and no payments were issued.
	Cannot Void POs where items have been received or payments made.

Regular

Using either the short form YPUP screen, or the long form three screen (YHDR-YITM-YACC) series, a purchase order can be entered and scheduled for printing. The PO# will be sequentially assigned by the system at the time of entry. Since, in certain cases, when all the information may not be available, you may reserve PO # by using the YRSV screen, and then later complete the PO using the YHDR-YITM-YACC screens. Purchase orders may be entered into the system but never physically issued (if no RUN DATE is entered). This may work for POs for utilities. The PRINT PURCHASE ORDERS program, YP00, is run every evening and the POs will print under RAPS at the district the following morning.

Short Form

The YPUP screen combines header, item and account distribution all in a single screen. Use the YPUP screen if the PO has no more than four items, all the items are distributed to the same account(s), and you don't have more than a three-account distribution. Based on previous discussions, this screen should satisfy about 80% of the POs currently sent out by districts. This screen functions as an input screen only. Once a PO is created, in order to delete or change it, use the Long Form screens.

Long Form

For entering POs that don't fit on the YPUP short form screen or for changing/deleting any PO already entered, use the three PO screen series: YHDR (PO header data), YITM (PO item data), and YACC (PO account distribution data). (The "view only" versions of these screens will be available with a separate security)

Reserving a PO#

Occasionally an employee, away from the office on district business, needs a PO# to procure services where all the necessary PO information is yet to be determined. To reserve a PO# in this situation, use the YRSV screen, reserving the PO# and giving the reason. When all the information is known, the PO can be completed using the three screen series.

Changes to POs

Changes may be made to Items and Accounts but not to Vendor numbers. No changes can be made once a payment has been issued for a PO. Changes will be made one Item at a time or one A/C Group at a time on the YCIT and YACC screens. If changes have been made an * will show on the line changed. History of the changes can be viewed on the YHIT or YHAC screens. Changed PO's can be printed by entering a date in the 'run date' field. Vendors can be alerted to the fact that this is a change order by using the messages feature.

Encumbering

POs entered on the short form screen (YPUP) will automatically encumber when they are posted to the PO File.

POs entered on the long form screens will only encumber (and print) if the accounts have been entered on the YACC screen. If no accounts are entered for the PO, the PO will be considered a reserved PO# only and cannot be printed or encumbered. For these reasons, the run date to print a PO can only be ENTERED on the YACC, account screen.

Until the users have some experience with the frequency of the need to re-encumber, the PO System will not re-encumber. If re-encumbering is necessary, it can be accomplished through the existing BAT1 process. If the users determine there is a need to automatically re-encumber, the optimum process would automatically re-encumber an item or group when the account number(s) or percent change.

Updating the Fixed Assets File (Phase3)

When entering items into the YPUP or YITM screen; entering a "Y" in the fixed

assets indicator will create a temporary fixed asset record in the Fixed Asset File when the PO is posted. This temporary asset number will print on the PO. When the goods are received, the receiving clerk should bring up the item by its temporary asset number and complete the EINV (Page 60) screen, turning the temporary asset into a permanent asset.

Printing the Purchase Order

The PO Print program (YP00) will print agreed upon PO information in designated areas on an 8 ½ X 11 size form. The district may chose: 1) to use plain forms and have the program print all written information on the PO form; or 2) to have the district logo, name and address and other information pre-printed on the PO form.

See YP00 for information that will be printed on the PO form (lines will not be printed except for the two horizontal lines separating the header of the PO from the body.) Since vendors often have trouble reading Purchase Orders, one option a district might elect is to buy forms where areas on the form are colored to draw attention to the information. For example, the area where the Ship To name and address is going to be printed may be shaded in red/pink. Districts will have a sample of the exact print locations of the PO data fields at least 45 days prior to the startup of the PO system. The 8 ½ x 11 page can be folded so that it fits in a regular envelope.

POs will print on the evening of the date entered in the RUN DATE field, and are available to print on the district printer the next morning. To accumulate POs and print only once a week (or whenever) simply put the same run date in all the POs entered during the week. If the district doesn't issue a great many POs this will save changing the paper from green bar to 8 ½ x 11 and back every morning when RAPS is run.

In the body of the PO, the item information will print first, followed by any designated messages, followed by the totals (shipping, tax, and extensions total) and the SACS codes in the description area. If the PO runs to more than one page, all pages after the first will only carry the district name, the PO# and the "page 1 of x" data.

Vendor File

This is the same Vendor File used by the Accounts Payable and Encumbering processes. There is a new screen (BVND), which carries vendor history and other information that is required by the PO system.

Navigating the Purchase Order System

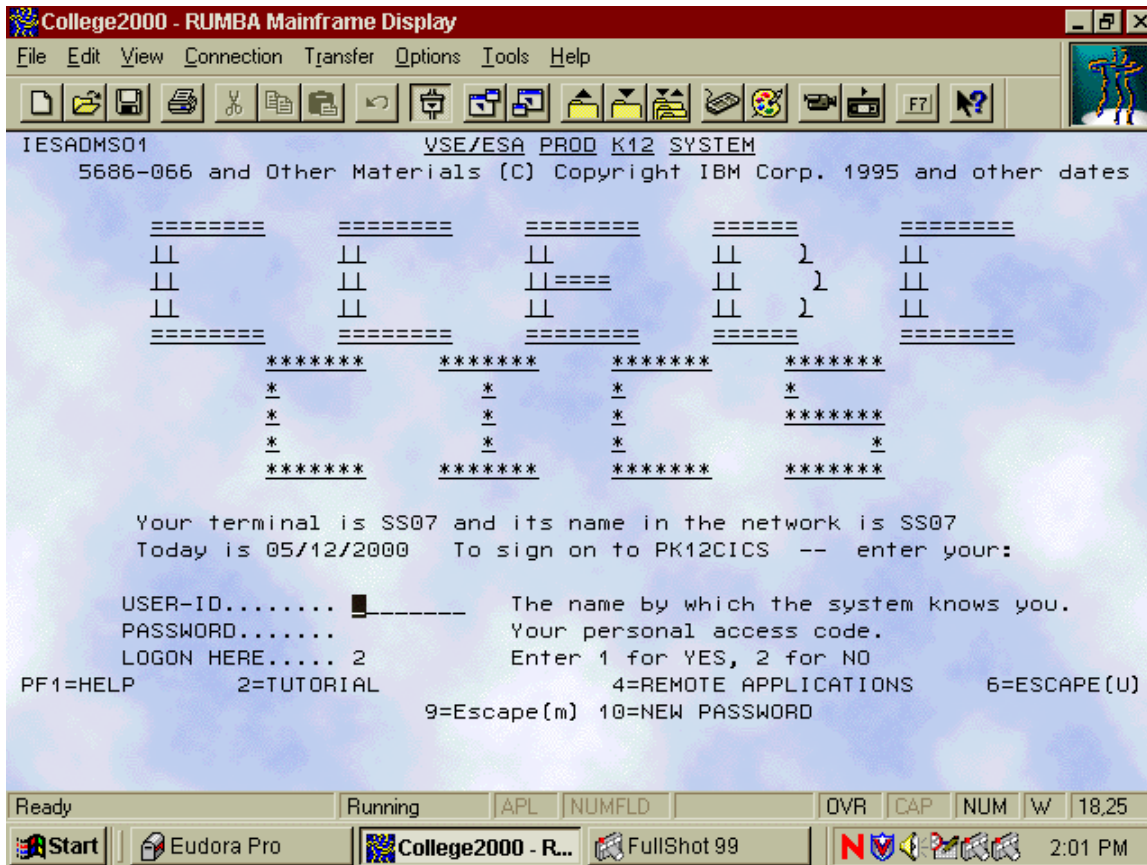
The first option is through use of the MENU system. The second option is to move directly from transaction to transaction using the Transaction IDs or the "F" keys. To use the MENU system, enter "MENU=". This will bring up the MENU screen, choose the Purchasing System by moving the cursor to the PO system line and by pressing enter. The screen that comes up will have a selection of PO transactions. Select the function needed by moving the cursor to it and pressing enter. At this point fill in the required data for the function and press enter.

USING "F" KEYS TO NAVIGATE IN THE PO SYSTEM									
IF YOU ARE IN THIS SCREEN	YOU CAN TRANSFER TO THE SCREENS BELOW BY HITTING THESE "F" KEYS								
	F2	F3	F4	F5	F6	F7	F8	F9	F11
YPUP - Short Form Entry									
YHDR - Long Form Entry Header									
YITM - Long Form Entry Items									
YACC - Long Form Entry Accounts						PAGE BACK	PAGE FORWD		
BDVD - Vendor Update					BVND	YPVN			
BVND - Vendor History				BDVD		YPVN			
BPAA - View PO Payments							YVUU		
BVAA - View Vendor Transactions						YPVN			
YLST - PO Assigned Sequence #s	YITM	YACC	YHDR	BDVD	BVND	YPVN	YVUU		
YPVN - View Vendor PO Summary	YITM	YACC	YHDR	BDVD	BVND	PAGE BACK	YVUU		
YVUU - View PO	YITM		YHDR	BDVD	BVND	YPVN			
YHIT - View Item History	YITM		YHDR	BDVD	BVND	YPVN			
YHAC - View A/C Distribution History	YITM		YHDR	BDVD	BVND	YPVN			

USING "F" KEYS TO UPDATE IN THE PO SYSTEM				
IF YOU ARE IN THIS SCREEN	YOU CAN UPDATE THE CURRENT SCREEN AND TRANSFER TO THE SCREENS BELOW BY HITTING THESE "F" KEYS			
	F1	F2	F3	F4
YPUP - Short Form Entry	POST & EXIT			POST & START NEW PO
YHDR - Long Form Entry Header	POST & GO TO YITM	BALANCE	ENCUMBER	POST & START NEW PO
YITM - Long Form Entry Items	POST & GO TO YACC	BALANCE	ENCUMBER	POST & START NEW PO
YACC - Long Form Entry Accounts	POST & EXIT	BALANCE	ENCUMBER	POST & START NEW PO
YCIT - PO Item Change	POST & EXIT	BALANCE	ENCUMBER	POST & YACC

To begin the Purchase Order process, log on to the FAC system in the following manner:

Double click on the College **Rumba** Icon from the Desktop. A **CICS** screen appears:



At the CICS screen, hit **F6** to clear the screen. A blank screen appears.

At the top of the blank screen, type **CSSN** (Short for CICS Sign oN)

Hit **Enter**

CICS Signon

DFH3561A TYPE IN YOUR NAME AND OPTIONALLY PASSWORD

Name ==>
Password ==>
Language ==>

Tab to Name → and enter User Name as set up in the Security Code File*

Tab to Password → and enter Password as set up in the Security Code File*

Hit **Enter**

DFH3504 08:50:52 SIGNON IS COMPLETE (LANGUAGE E).

The **SIGNON IS COMPLETE** message appears and user is ready to begin entry.

To Sign OFF, type **CSSF** (Short for CICS Sign oFF)

*Prior to using RUMBA, the user must be set up on the RUMBA Security Code File. Check with the Business Manager

PURCHASE ORDER SYSTEM DOCUMENTATION

Beginning the Purchase Order Process

The day before you want to begin using the PO system: give all the PO users the proper security clearances. (See p8).

Before starting, load the SHIP TO FILE

(BSHP) This file contains the names and addresses of all of the delivery points in the district. For districts that have a central warehouse to which everything is delivered there will only be one entry (the warehouse name and address) in the SHIP TO file.

Put the beginning 00 PO# in the dictionary

(DICT=00PONB00) This record must be entered before you start entering POs. The PO# in the dictionary is 5 digits. To begin, enter 00000 in the description field of the dictionary record. When the first PO# appears on the screen, it shows 00001.

Enter the default shipping percent in the dictionary

(DICT=POSHPPCT) If the district doesn't want to automatically compute shipping on most/all invoices, don't enter this dictionary record. The PO update screens will allow overriding of the shipping percent on a PO by PO basis.

Enter the Lockout default in the dictionary

(DICT=POLOCK00) If the district wants to prevent POs from being encumbered (and therefore printed) if there isn't enough money in the distribution accounts, enter a "Y" in the description field; otherwise, enter an "N."

Enter the default TAX Code in the dictionary

(DICT=POTAX000) This record is not mandatory. If the district wants each item on the PO to default to "taxable," enter the TAX percentage to be used as a default in the description area. The user can delete the default on the individual line items.

Compose and enter standard messages

(DICT=POMSXX00 thru 09) Standard messages can be up to ten lines of thirty six characters each.

Enter the indicator for printing the district name/address on the PO

(DICT = POHDR000) This record will allow the district the option of printing (YES) or not printing (NO) the district name and address on the PO. Some districts may choose to use a pre-printed form with a logo and the district name and address. Enter YES to print district name and address on PO. Enter NO if you don't want to print district name and address on PO.

Enter the indicator for printing the calculated shipping amount on the PO

(DICT = POPSH000) This record will allow the district the option of printing (YES) or not printing (NO) the shipping amount on the PO. Enter YES to print shipping amount on the PO. Enter NO if you don't want to print shipping amount on the PO. If NO is entered, the PO total printed on the PO will be less (by the shipping amount) than the amount encumbered.

Determine and enter the Fixed Asset Minimum amount

(DICT=POFA0000) This record allows the district to flag an item as a fixed asset based on the unit cost. If the unit cost of the item is greater than the Fixed Asset Minimum Amount in the dictionary the item will be flagged Y otherwise it will be flagged N. You can override the flag either way. When the warehouse system is integrated w/ the PO system the temporary asset# assigned by the system will print in the description section of the PO for the item.

Review the VENDOR FILE using BDVD to make sure that it is up to date.

New information such as minority indicator has been added to the VENDOR FILE. Check to see that the information necessary for district reporting has been entered.

THE SYSTEM IS READY TO ACCEPT PURCHASE ORDERS

Parameters of Operation

Receive PO input document

Perform any district/department audit functions

Create and schedule PO for printing using YPUP for POs with up to four items and up to three accounts.

Or use the three screen entry series for larger POs. The three-screen process allows you to enter the PO header on the YHDR screen; the PO items (up to 99) on the YITM screen and the account distribution on the YACC screen.

The following morning:

Review Daily PO Entry Edit List (YP51)

Review POs

Mail or distribute POs to Vendors

Modify PO record with Vendor changes

Re-encumber (BAT1) if necessary

This is the end of Phase One.

Reports Available in Phase One

Fiscal Year Cumulative Register for POs (YP10)

Fiscal Year End Accrual Audit Report (YP19) --Preliminary and Final

Vendor File List and Labels (FACF44)

Purchase Order Board Report (YP17)

Expediter/Trace Letters (YP18)

Other Screens Available in Phase One

Display Encumbrances and Payments for a PO (BPAA)

SETTING UP THE SECURITY RECORDS

In order to use the Purchase Order system, the proper security codes must be set up. At least one day before beginning to use the PO system, the Security Administrator for the District must assign, through SECK, the following security levels to the appropriate personnel.

TRANS ID	SECURITY LEVEL	TRANSACTION DESCRIPTION
YRSV	44	Reserve a PO number for completion at a later time
YPUP	45	PO Short Form Entry Screen Use for adding a new short PO only (up to 4 items and 3 account numbers). Once PO has been added use YVUU to view it.
YHDR	45	PO Order Header Long Form Entry Screen Use for adding PO header information for POs with more than 4 items or more than 3 account numbers. Also used for changing all POs, regardless of which entry screen(s) was originally used to add the PO.
YITM	45	PO Order Items Long Form Entry Screen (for add/chg/del) Use for adding PO item information for POs with more than 4 items or more than 3 account numbers. Also used for changing all POs, regardless of which entry screen(s) was originally used to add the PO.
YCIT	45	Purchase Order Items Change Screen (for chg/del)
YHIT	54	View Item Change History
YACC	45	PO Account numbers Long Form Entry Screen (for add/chg/del) Use for adding PO account information for POs with more than 4 items or more than 3 account numbers. Also used for changing all POs, regardless of which entry screen(s) was originally used to add the PO.
YHAC	54	View Account Change History
YLST	54	View POs in Number Sequence This screen allows you to see the list of all PO numbers. You can start at any PO#
YPVN	54	View all POs Issued to a Selected Vendor
YVUU	54	View Entire PO Shows all PO data (header, items & accounts) on one screen.
BSHP	18	Update PO System Ship To Name and Address File
BVND	18	Vendor History Screen

PURCHASE ORDER SYSTEM DOCUMENTATION

Loading the Dictionary

DICT CODE	DESCRIPTION FIELD	WHEN TO ENTER
00PONB00	Enter the 5 digit beginning number (enter 00000 if you want the first PO# to be 00001)	This may be used to reset the PO# sequence if it gets out of sync due to a system/power failure; however please contact Data Processing before resetting this number mid-year. Because of the need to accrue multi-year POs, PO #'s will be continuous and not start over each year; however, the fiscal year of issue will appear as part of the PO # when it is printed.
POSHPPCT	Enter percent to be used to calculate shipping charges. This percent will be used on all POs unless overridden by putting a percent in the shipping % or an amount on the screen (0 is a valid override %) Enter the percent as a four-digit number with two places on either side of the decimal (i.e. nine percent=0900, half a percent=0050).	Enter this record BEFORE starting to use the system. It may be changed in the dictionary at any time. It may be overridden on the PO input screens. If this record is entered the system will assume that shipping charges are to be calculated for every item on the PO. If this record is not entered in the dictionary, when shipping charges are to be calculated the percent will have to be entered in the PO screen.
POLOCK00	Enter "Y" if you want to prevent POs from being issued if there is not enough money in the distribution accounts. Enter "N" if it is permissible for POs to overdraw accounts.	Enter this record before starting to use the system. It may be changed in the dictionary at any time.
POTAX000	Enter the default TAX percentage.	If a default tax indicator is entered, this tax percentage will be automatically entered for all items on a PO. It may be overridden on the PO screen.
POHDR000	Enter YES if the district name and address is to print in the Heading of the PO. Some districts may wish to use forms with a pre-printed logo and district name and address. If the district chooses this option enter NO.	Enter this record only once BEFORE starting to use the PO system.
POPSH000	Enter YES if the calculated shipping amount should show on the PO.	Enter this record only once before starting to use the PO system.
POFA0000	Enter the fixed asset minimum as an eight-digit number with six places for dollars and two places for cents (i.e. \$15.00 = 00001500).	This record will not affect the PO system at this time except to flag the item as a fixed asset. When the PO system and the warehouse system are integrated, fixed asset items will be assigned temporary asset numbers.
POMSXX00 thru POMSXX09	Enter up to ten lines of thirty-six characters each to form the message which will appear in the body of the PO after all the items have printed.	May need to add new messages from time to time. (sample : POMS0100=Ship after July 1 st , or POMSMC00=Merry Christmas)

Loading/Updating the Ship to File (BSHP)

Purpose: To set up the ship-to information that will print on the Purchase Order.

BSHP=0909	SHIP TO FILE UPDATE	KNU	08/07/1995 13:44:12
NAME	SOME SCHOOL SITE		
ADDRESS LINE 1	SCHOOL LANE		
ADDRESS LINE 2			
CITY	SCHOOL CITY	STATE CA	ZIP 99999 - 9999
COMMENT LINE	Y PRINT ON PURCHASE ORDER?		
ATTN ADMIN ASSISTANT			
RECORD UPDATED	08/07/1995	RECORD LAST USED	DELETE RECORD _

Enter: **BSHP=xxxx**
 |
 Ship to Location

BSHP code may be all alpha, all numeric, or a combination. This is a permanent file and is not year oriented. It does not need to "rollover."

If the Ship to Location Code exists on the Ship To File, the ship to information will be displayed on the screen.

If the ship to code does not exist on the Ship To File an empty screen will appear to be filled out as described below.

PURCHASE ORDER SYSTEM DOCUMENTATION

PURCHASE ORDER SHIP TO DATA – (BSHP)			
Underlined fields are required for processing			
FIELD NAME	DATA DEFINITION	FIELD NAME	DATA DEFINITION
<u>NAME</u>	Enter name of the ship to location		
<u>ADDRESS LINE1</u>	Enter address line 1	<u>ADDRESS LINE2</u>	Enter address line 2
<u>CITY</u>	Enter city	<u>STATE</u>	Enter state
<u>ZIP</u>	Enter zip (5 digit +4digits)	COMMENT	If the comment print indicator is equal to “Y,” this comment will print on the PO directly under the ship to name and address
PRINT (COMMENT) ON PURCHASE ORDER	Enter “Y”, if the comment field should print on the PO.	RECORD ADDED	The program will enter the date the record was originally entered in the file
RECORD LAST USED	The PO entry screens will update this field every time you use it in a PO.	DELETE RECORD	Space = active record To DELETE a record, enter D in the Delete Record Indicator. The record will be deleted when you press enter if the Ship To Code has not been used on a PO in the last two years. There will be no automatic maintenance on this file.

Reserve a PO Number for Future Use
(YRSV)

Purpose: Use this screen if you want to reserve a PO number but don't have all the information.

YRSV=04	RESERVE P.O. NUMBER	WAU	08/28/2003
PRESS ENTER TO EDIT, CLEAR TO EXIT WITHOUT RESERVING PO NUMBER			13:11:03
ISSUED TO DEPARTMENT	_____		
REASON FOR ISSUE	_____		

YRSV=04	RESERVE P.O. NUMBER	WAU	08/28/2003
PRESS ENTER TO EDIT, F1 TO RESERVE PO NUMBER, CLEAR TO QUIT			13:11:59
ISSUED TO DEPARTMENT	TEST		
REASON FOR ISSUE	TEST		

YRSV=04	RESERVE P.O. NUMBER	WAU	08/28/2003
PRESS ENTER TO RESERVE ANOTHER PO NUMBER, OR CLEAR TO EXIT.			13:15:35
ISSUED TO DEPARTMENT	TEST		
REASON FOR ISSUE	TEST		
PO NUMBER 00113 RESERVED			

Enter: YRSV=YR
 |
 Fiscal Year

Data: All fields must be filled out. All fields are free form. Enter the department requesting the PO number and give some explanation in the REASON field.

Press F1 to reserve the number.

You will get a message back showing you the PO number that was reserved.

Enter to reserve another PO, or clear to exit.

You **MUST** press CLEAR to exit the transaction. You cannot type a new transaction id without pressing CLEAR

**Using the PO Short Form Screen
(YPUP)**

Purpose: To enter a purchase order with up to 4 items and 3 account numbers.

YPUP=04		SHORT FORM PO ENTRY		WAU	08/28/2003			
PRESS ENTER TO EDIT, CLEAR TO EXIT WITHOUT POSTING.				13:03:24				
PO#	00112							
VENDOR#	_____	PO TYPE	R	(REG/BLNKT)				
DEPT	_____	MESSAGES	—	—	—	—	—	
RUN DTE	08 28 2003	—	—	—	—	—	—	
REQUESTOR	_____	DLV DATE	—	—	—	—	—	
ACCRUE (Y/N)	Y	SHIPPING	0.00	%	OP ID	JGG	ITEM TOT	
SHIP TO	_____					SHIPPING		
							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				
_____			_____	_____				
_____			_____	_____				
_____			_____	_____				

The YPUP (Purchase Order Short Form entry screen) is for entering a new PO only.

To change a PO already entered use the long form series of screens (YHDR, YITM, and YACC).

Use this screen if all the lines in the PO were distributed to the same accounts and don't have more than a three account distribution.

Enter: YPUP=YR
 |
 Fiscal Year

Data: Enter the required (highlighted in the text) data fields and press ENTER to edit the screen. Errors will show as highlighted fields except in the item lines where they will show in the ERROR TYPE column. Correct the errors and press ENTER. Repeat this step until all errors are corrected. There is a difference between an error and a warning message. When all errors have been corrected:

Press F1 to post the PO (and update all the associated files) and return you a confirming screen ready for another transaction

- Errors:**
- Vendor not on file -- check and correct the vendor # you entered or enter the vendor information on the (BDVD).
 - Invalid field --
 - Data must be numeric -- the data you entered in this field is not compatible with the type of field (i.e., entered alpha data in a numeric field)
 - Invalid data -- you entered an invalid code (i.e., you entered "B" and the field only allows "N" or "Y")
 - Missing data -- you have not entered data in a mandatory field.

PURCHASE ORDER SYSTEM DOCUMENTATION

PURCHASE ORDER SHORT FORM DATA INPUT - (YPUP)

Underlined fields are required for processing

FIELD NAME	DATA DESCRIPTION	FIELD NAME	DATA DESCRIPTION
PO#	Automatically assigned by the system and will print on the PO.		
<u>VENDOR #</u>	Will be validated against the Vendor File. Order Name and Address will show on the screen for verification and will print on the PO.	PO TYPE	Enter PO type R = Regular B = Blanket Defaults to 'R'
<u>DEPT</u>	Free form. Enter your department id. Not validated against the dictionary. Will print on the PO.	MESSAGES	Can enter up to 12 codes. These will be validated against the pre-set messages in the dictionary. DICT=POMGxx00 through 09. Will print in the description area of the PO after all the ITEMS have printed.
RUN DATE	Run date doesn't print as the issue date of the PO. The encumbrance date prints as the issue date. Enter the date you want the PO to print. It will print on that date in the evening and be ready for printing on your printer the next working day.	<u>REQUESTOR</u>	Free form. Will print on the PO.
		DLV DATE	Enter expected delivery date. Cannot be less than current date.
OP ID	System generated. The ID of the operator entering the PO.	ACCRUE	Accrual indicator defaults to Y (Yes). May be changed to N (No). Will generate an audit list before year-end and will allow you to change the indicator if you don't want the PO accrued for the new year. Will not print on the PO
SHIPPING PERCENT	If the shipping % record (DICT=POSHPRCT) has a % in it, shipping will be calculated on all POs. You can override the shipping % by entering a 0 or another % on the screen. Printing the shipping amount on the PO is the district's choice by the (DICT=POPSH000) record, but the calculated shipping amount will always show on the PO screen. Shipping will be encumbered based on the SACS distribution. If you have an amount for shipping and more than one acct. distribution group, use the long form screens.	<u>SHIP TO</u>	Enter 4-character ship-to location. Will be Validated against the Ship To File. The districts will enter names and addresses into the dictionary files. Will print on the PO. Dict=BSHPxxxx

When YPUP comes up on your screen it gets the next available PO# from the dictionary and reserves it for you. If you exit without completing the PO, this number remains reserved. A number reserved in this manner CAN be used later by using the long form screens, YHDR, YITM, and YACC.

PURCHASE ORDER SYSTEM DOCUMENTATION

PURCHASE ORDER SHORT FORM DATA INPUT - (YPUP)

Underlined fields are required for processing

ACTION	Initialized with an "A" (Add). Changed to a "C" (Chg) at the time of editing. You may enter a "D" to delete an item.	LINE #	This is the sequence number of the item on the PO. If an item needs to be changed this is how the system will locate it. Will print on the PO. The program automatically assigns the line number.
<u>QUANTITY</u>	Number of units being ordered. Must be numeric (see "Entering Fixed Shipping Amounts" below). Use whole numbers only. Will print on the PO.	<u>UNIT</u>	Packaging designation of the item. Free form. Will print on the PO.
<u>UNIT COST</u>	Cost of each unit. Must be numeric. Will print on the PO. Unit cost carries three digits to the left of the decimal. Don't enter the decimal. (For \$25.00, enter 25000)	TAX INDICATOR	Enter 'Y' to compute tax on the item. The tax percentage will be taken from the percent in the POTAX000 dictionary record. Taxable indicator determines if tax is to be applied to this line item. Enter 'N' for no tax. Defaults to "Y". Indicator will not print on the PO.
<u>FIXED ASSET INDICATOR</u>	Will be used in conjunction with the Fixed Assets system. The system will look at the DICT=POFA record to determine if this should be Y(Yes) or N(No). If the unit cost of the item is greater than the Fixed Asset Minimum Amt. in the dictionary the item will be flagged Y otherwise it will be flagged N. You can override the flag either way. Will not print on the PO. When the warehouse system is integrated with the PO system the temporary asset# will print in the description section for the item if the flag is turned on.	STORES #	Will be used in conjunction with the Warehouse system.
<u>DESCRIPTION</u>	Narrative for the Item. Free form. Prints on the PO.	EXTENSION	This is the result of QTY x UNIT COST. May not be entered, it is calculated by the system and it prints on the PO.
ERROR TYPE	Contains line items error messages during editing phase.		

ENTERING FIXED SHIPPING AMOUNTS: If the shipping cost is a fixed amount and not a % of the item extensions, enter the word SHIP in the quantity field and the shipping cost in the unit cost field, change tax indicator to N and delete F/A indicator. This shipping amount will be distributed like the line items.

PURCHASE ORDER SYSTEM DOCUMENTATION

PURCHASE ORDER SHORT FORM DATA INPUT - (YPUP)

Underlined fields are required for processing

ACCOUNT DISTRIBUTION	You may enter either amounts or percents but you cannot mix the two. Whichever you enter the system will calculate the other one.	<u>P/A</u> (<u>Percent/Amount Indicator</u>)	Enter 'P' if you will be entering %s in the distribution field. Enter 'A' if you will be entering amounts in the distribution field Defaults to 'P'.
<u>AMOUNT</u>	Enter the distribution of the entire PO amount. If amounts are entered, they will be validated when enter is hit. The amounts must equal the PO total.	<u>PCT</u>	If %s are entered they must total to 100%
<u>ACCOUNT</u>	Enter the Account number. Will be validated against the Budget File. If the amount is greater than the balance in the account an * ASTERISK will appear between the account and the account #. This is a warning message only and will not prevent the PO from being printed unless you have turned on the PO Lock in the dictionary. Every item on the PO will be distributed to the accounts listed.	PO LOCK	If the DICT = POLOCK00=Y and the balance in the account is less than the PO amount, processing of the PO cannot continue until a budget transfer is processed.

PURCHASE ORDER SHORT FORM CALCULATED AMOUNTS - (YPUP)

These amounts are calculated if all of the edits for the items and accounts are correct. System generated.

ITEM TOTAL	Total of item extensions.		
SHIPPING:	Total shipping will be the sum of all SHIP line items, plus the total of all non-negative, non-SHIP line items times the shipping percentage in the dictionary (DICT = POSHPPCT). Negative non-SHIP line items will not be included in the computation; negative SHIP items will be included.	TAX	Total tax on the PO will be the total of all taxable (TAX = Y) non-SHIP (ship in the QUANTITY field) line items times the tax percentage in DICT = POTAX000; negative line items will decrease the line-item total and so decrease the tax.
TOTAL	Total of the item extensions + tax + shipping.		

USING THE PURCHASE ORDER LONG FORM

Purpose: To create a purchase order with four (4) or more items use the long form series of screens.

YHDR= Header Screen This screen is used to create the 'header' of a purchase order. The 'header' screen, YHDR, **assigns a PO#** and requires the input of a **vendor #**, **PO type**, the **person requesting** the order and the **ship to** code.

YITM= Item Screen The 'item' screen, YITM, is used for entering the items to be ordered.

YACC= Account Screen The 'account' screen, YACC, requires the account number (s) for the items listed on the YITM screen.

The following pages are detailed direction for use of the aforementioned screens.

K12 FACS PURCHASE ORDER DOCUMENTATION

Using the Purchase Order Long Form Header Screen (YHDR)

Purpose: To create a purchase order with four (4) or more items use the long form series of screens.
***When YHDR comes up on your screen it gets the next available PO# from the dictionary and reserves it. If you exit without completing the PO, this number remains reserved. Use long form instructions for a PO reserved in this manner.**

YHDR=YY00564	PURCHASE ORDER HEADER ENTRY	KNU	09-21-95
			10:25:38
PO# 00564	STATUS _____		
VENDOR# _____	PO TYPE R (REG/BLNKT)		
DEPT _____	MESSAGES _____		
RUN DTE _____			
REQUESTOR _____	DLV DATE _____	OP ID MMS	
ACCRUE (Y/N) Y	SHIPPING 1.25 %	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 _____			

Enter: YHDR=YR
|
Fiscal Year

Data: Enter the required (highlighted in the text) data fields and press ENTER to edit the screen. Errors will show as highlighted fields. Correct the errors and press ENTER. Repeat this step until all errors are corrected. There is a difference between an error and a warning message. When all errors have been corrected:

Press F1 to post the PO (and update the PO file) and exit to a clear screen.
If you have changed the shipping % and want to rebalance (recalculate) the PO press F2.
If the PO has never been encumbered and you want to encumber it now press F3.
Press F4 to post the header data and bring up the next available PO#.

If no PO Number is entered the system will bring up a screen with the next available PO#. If the PO# has already been used it will bring up the YHDR screen with the information in the file for the PO#.

Errors:

Vendor not on file -- check and correct the vendor # you entered or enter the vendor (BDVD).

Invalid field --

Data must be numeric -- the data you entered in this field is not compatible with the type of field (i.e., entered alpha data in a numeric field)

Invalid data -- you entered an invalid code (i.e., you entered "B" and the field only allows "N" or "Y")

Missing data -- you have not entered data in a mandatory field.

PO# not on file - you have asked to see a PO# that has not been used.

K12 FACS PURCHASE ORDER DOCUMENTATION

PURCHASE ORDER LONG FORM HEADER DATA INPUT - (YHDR)

Underlined fields are required for processing

FIELD NAME	DATA DESCRIPTION	FIELD NAME	DATA DESCRIPTION
PO# (See * below)	Enter PO # if bringing up an existing PO. Numbers for new POs are automatically assigned by the system and will print on the PO.	STATUS	System generated. Will show the current status of the PO. Open = PO currently open Voided = PO was voided Closed = Final Payment made to the vendor.
<u>VENDOR #</u>	Will be validated against the Vendor File. Order Name and Address will show on the screen for verification and will print on the PO.	<u>PO TYPE</u>	Enter PO type R = Regular B = Blanket Defaults to 'R'
DEPT#	Optional. Free form. Enter your department ID. Not validated against the dictionary. Will print on the PO.	MESSAGES	Can enter up to 12 codes. These will be validated against the pre-set messages in the dictionary entered by the districts. DICT=POMGxx00 through 09. Will print in the description area after all the ITEMS have printed.
RUN DATE	Run date doesn't print as the issue date of the PO. The encumbrance date prints as the issue date (Enter the run date on the YACC screen). It will print on that date in the evening and be ready for printing on your printer the next working day.	REQUESTOR	Optional field. Free form. Will not print on the PO.
		DLV DATE	Enter expected delivery date. Cannot be less than current date.
OP ID	System generated. The ID of the operator updating the PO.	ACCRUE	Accrual indicator defaults to Y (Yes). May be changed to N (No). Will generate an audit list before year-end and will allow you to change the indicator if you don't want the PO accrued for the new year. Will not print on the PO
SHIPPING PERCENT	If the shipping % record (DICT=POSHPRCT) has a % in it, shipping will be calculated on all POs. You can override the shipping % by entering a 0 or another % on the screen. Printing the shipping amount on the PO is district's choice using (DICT=POPSH000) but the calculated shipping amount will always show on the PO screen. Shipping will be encumbered based on the account distribution. If you have an amount for shipping and more than one account distribution group, use the long form screens.		<u>SHIP TO</u>

K12 FACS PURCHASE ORDER DOCUMENTATION

PURCHASE ORDER LONG FORM HEADER DATA INPUT - (YHDR)			
Underlined fields are required for processing			
RESERVE PO# ONLY	Display only field. To reserve a PO use the YRSV screen. A "Y" shows the PO number was reserved at a previous time.	REASON	Shows reason for reserved POs.
REQUISITION NUMBERS	System generated when a requisition is transferred to a PO.	ENTER DATE	System generated. The date the PO# was assigned.
LAST RUN DATE	System generated. Date the PO was last (or blank if never) printed.	LAST CHANGE DATE	System generated. Date any portion of the PO was changed.
ENCUMBER DATE	System generated. Date PO was encumbered.		
VOIDED DATE	Enter YES to void the PO. Cannot void a PO if any payments have been made against it. Cannot make payments against a voided PO.	PRINT EXPEDITER LETTER	Enter the number of the expediter letter you want printed. See YPLT for directions on creating expediter letters)

PURCHASE ORDER LONG FORM CALCULATED AMOUNTS - (YHDR)			
These amounts are calculated if all of the edits for the items are correct. System generated.			
ITEM TOTAL	Total of item extensions.		
SHIPPING:	Total shipping will be the sum of all SHIP line items, plus the total of all non-negative, non-SHIP line items times the shipping percentage in the dictionary (DICT = POSHPPCT). Negative non-SHIP line items will not be included in the computation; negative SHIP items will be included.	TAX	Total tax on the PO will be the total of all taxable (TAX = Y) non-SHIP (ship in the QUANTITY field) line items times the tax percentage in DICT = POTAX000; negative line items will decrease the line-item total and so decrease the tax.
TOTAL	Total of the item extensions + tax + shipping.		

K12 FACS PURCHASE ORDER DOCUMENTATION

Using the PO Item Screen (YITM)

Purpose: After the header (YHDR) screen has been successfully entered, this screen is used to enter the items to be ordered, only one line per page.

YITM=0400110		PURCHASE ORDER ITEM ENTRY				WAU 08/28/2003						
TO POST AND: PF1=YITM PF2=YACC (BAL) PF3=YACC (SUBMIT) PF4=NEW YHDR 13:28:03												
PO#	00110	STATUS		THIBAUT ASSOCIATES								
VENDOR#	517425	PO TYPE	R	(REG/BLNKT)	TOTAL	17097.43						
LN#	I#	QTY	UNIT	UNIT	COST	TAX	F/A	STORE#	EXTENSION	GP	ERROR	TYPE
004	00	00001	EACH	25.000	N				25.00	00		
	TEST LINE											
005	_____											
006	_____											
007	_____											
008	_____											

To change or delete items, use the YCIT screen.

Enter: YITM=YRPNBR
 | |
 | | Purchase Order Number
 | | Fiscal Year

Data: Enter the required (highlighted in the text) data fields and press ENTER to edit and extend the items on the screen. Errors will show as highlighted fields. Correct the errors and press ENTER. Repeat this step until all errors are corrected. There is a difference between an error and a warning message. When all errors have been corrected:

Press F1 to post the PO (and update the PO file) and exit to the YACC screen.
If the PO has never been encumbered and you want to encumber it now press F3.
Press F4 to post the ITEM data and bring up the next available PO#.

Errors: Invalid field --
Data must be numeric -- the data you entered in this field is not compatible with the type of field (i.e., entered alpha data in a numeric field)
Invalid data -- you entered an invalid code (i.e., you entered "B" and the field only allows "N" or "Y")
Missing data -- you have not entered data in a mandatory field.
PO# not on file - you have asked to see a PO# that has not been used.

K12 FACS PURCHASE ORDER DOCUMENTATION

PURCHASE ORDER ITEM DATA – (YITM)			
Underlined fields are required for processing			
FIELD NAME	DATA DESCRIPTION	FIELD NAME	DATA DESCRIPTION
PO#	Not updatable on this screen.	STATUS	Not updatable on this screen.
VENDOR #	Not updatable on this screen.	PO TYPE	Not updatable on this screen.
PURCHASE ORDER LINE ITEM DATA INPUT YITM			
All ITEM lines on this screen are ADD only. To change/delete an ITEM use YCIT.			
ITEM #	This is the sequence number of the item on the PO. If an item needs to be changed this is how the system will locate it. The item# is assigned by the system. Will print on the PO.	<u>QUANTITY</u>	Number of units being ordered. Must be numeric. (see <i>Entering Fixed Shipping Amounts</i> below. Use whole numbers only. Will print on the PO.
<u>UNIT</u>	Packaging designation of the item. Will print on the PO. Free form.	<u>UNIT COST</u>	Cost of each unit. Must be numeric Unit cost carries three digits to the left of the decimal. Don't enter the decimal. (For \$25.00, enter 25000). Will print on the PO.
TAX INDICATOR	Enter 'Y' to compute tax on the item. The tax percentage will be taken from the percent in the POTAX000 dictionary record. Taxable indicator determines if tax is to be applied to this line item. Enter 'N' for no tax. Indicator will not print on the PO	<u>FIXED ASSET INDICATOR</u>	Will be used in conjunction with the Fixed Assets system. The system will look at the DICT=POFA record to determine if this should be Y(Yes) or N(No). If the unit cost of the item is greater than the Fixed Asset Minimum Amount in the dictionary the item will be flagged Y otherwise it will be flagged N. You can override the flag either way. Will not print on the PO. When the warehouse system is integrated with the PO system the temporary asset# will print in the description section for the item if the flag is on.
STORE #	Future use. Will be used in conjunction with the Warehouse system.	<u>DESCRIPTION</u>	Narrative for the Item. Free form. Description only lines. May be entered by filling in just the description field (see below). Prints on the PO.
EXTENSION	Is the result of QTY x UNIT COST. May not be entered--is calculated by the system. Prints on the PO	ACCOUNT GROUP (GP)	Enter if individual items or groups of items are distributed to different sets of accounts. See YACC page 23.
ENTERING FIXED SHIPPING AMOUNTS: If the shipping cost is a fixed amount and not a % of the item extensions, enter the word SHIP in the quantity field and the shipping cost in the unit cost field. This shipping amount will be distributed like the line items.			
ENTERING BLANK PRINT LINES: To create a blank print line on the purchase order printout, enter at least one space on the description line--do not enter data in any other field.			

K12 FACS PURCHASE ORDER DOCUMENTATION

Using the PO Account Screen (YACC)

Purpose: To assign account numbers to items listed on the YITM screen and to "group (GP)" items.

YACC=0400110001		PURCHASE ORDER ACCOUNT ENTRY			WAU
08/29/2003					
TO POST +: F1=EXIT F2=BAL		F4=YHDR F7=PG BACK F8=PG FWD		09:56:13	
PO#	00110	STATUS		THIBAULT	
ASSOCIATES					
VENDOR#	517425	PO TYPE R (REG/BLNKT)		TOTAL	
17097.43					
RUN DATE	08 28	2003			
LN	GP	AMOUNT	PCT	ACCOUNT	D ERROR TYPE
001	00	3085.68	50.00	2190220000850062001030393	
002	00	3085.67	50.00	2190220000850062001010418	
003	01	5944.56	75.00	2190220000850062001060425	
004	01	1981.52	25.00	2190220000850062001020435	
005	02	3000.00	100.00	2190220000850062001200425	
006	---	-----	-----	-----	---
007	---	-----	-----	-----	---
008	---	-----	-----	-----	---
009	---	-----	-----	-----	---
010	---	-----	-----	-----	---

YACC=960056001 THE FOLLOWING ARE OVER ENCUMBERED -- HIT PF10 TO ENCUMBER ANY WAY 2025.00 EXCEEDS ACCOUNT 010101431010110001 BALANCE 227.52-

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.

There are three ways to specify which accounts relate to each item on the YITM screen.

In the first instance (Appendix: Example A), 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.

In the second instance (Appendix: Example B), 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, 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.

In the third circumstance (Appendix: Example C), 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 group's 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.

K12 FACS PURCHASE ORDER DOCUMENTATION

PURCHASE ORDER ACCOUNT DATA – (YACC)			
Underlined fields are required for processing			
FIELD NAME	DATA DESCRIPTION	FIELD NAME	DATA DESCRIPTION
<u>PO#</u>	Not updatable on this screen.	<u>STATUS</u>	Not updatable on this screen.
<u>VENDOR #</u>	Not updatable on this screen.	<u>PO TYPE</u>	Not updatable on this screen.
<u>TOTAL</u>	Calculated PO total	<u>RUN DATE</u>	Enter the date you want the PO to print. It will run on that date in the evening and be ready for printing on your printer the next working day.
ACCOUNT DISTRIBUTION -- You may enter either <u>amounts</u> or <u>percents</u> but you cannot mix the two. Whichever you enter the system will calculate the other one			
<u>LINE #</u>	System generated	<u>ACCOUNT GROUP (GP)</u>	See explanation on page 23.
<u>AMOUNT</u> (See note above)	Enter the total of the extension amounts belonging to this account. If amounts are entered, they will be validated when PF2 is hit and all the amounts together, regardless of groupings, must equal the PO total.	<u>PCT</u>	If percents are entered they must total to 100% within each group. A PO may be one or more groups
<u>ACCOUNT</u>	Enter the Account number. Will be validated against the Budget File. If the amount is greater than the balance in the account a message screen will appear (see second screen on page 23). This is a warning message only and will not prevent the PO from being printed unless your district has turned on the POLOCK dictionary record (see pages 5 and 8)	<u>ERROR TYPE</u>	Contains account line error messages during editing phase.
		<u>“D”</u>	Enter a “D” to delete the line

K12 FACS PURCHASE ORDER DOCUMENTATION

Changing Items on the PO (YCIT)

Purpose: To make changes to an individual line on a PO.

YCIT=0400110001		PURCHASE ORDER ITEM ENTRY				WAU	08/28/2003	
							13:39:01	
PO#	00110	STATUS			THIBAUT ASSOCIATES			
VENDOR#	517425	PO TYPE	R	(REG/BLNKT)	TOTAL	17097.43		
CURRENT LINE								
LN#	I#	QTY	UNIT	UNIT COST	TAX F/A	STORE#	EXTENSION	
001	01	00001	EA	6171.350	N	_____	6171.35	
THIBAUT COMPAC PROLIANT DL360G3-Q270885							00	
							DELETE (TYPE "DEL")	___
CHANGED LINE								
001	01	00001	EA	6171.350	N	_____	6171.35	
THIBAUT COMPAC PROLIANT DL360G3-Q270885							00	
							DELETE (TYPE "DEL")	___

Enter: YCIT=YRPNBRLN
 | | |
 | | | Line Number
 | | | Purchase Order Number
 | | | Fiscal Year

Data: The screen will bring up the requested line on both the current and changed lines.

Enter the changes in the changed line fields. Press enter.

Entry fields are the same as those described for the YITM screen. See YITM for field definitions

Fields will be edited. If unit cost or quantity changes have been made the PO total will be recalculated but no re-encumbering will be done.

Press F1 to post changed data to the PO File and exit.

To delete an item, type DEL in the DELETE field.

To undelete an item, type UND in the DELETE field.

To change a regular item line to a description only line, you must space out the quantity and then clear all data other than the description.

K12 FACS PURCHASE ORDER DOCUMENTATION

VIEW ITEM HISTORY (YHIT)

Purpose: This is a VIEW ONLY screen of all changes made to an individual item on a PO.

YHIT=96005100100		PURCHASE ORDER ITEM HISTORY				KNU	09-19-95				
							16:47:42				
PO#	00510	STATUS		WELLS FARGO BANK							
VENDOR#	000001	PO TYPE R (REG/BLNKT)		TOTAL	190.56						
LN	SQ	D	QTY	UNIT	UNIT COST	TAX F/A	STOCK	EXTENSION	GRP	DATE	CHNGD
01	00		00012	EA	12.980	Y	N	155.76	01	08 15	1995
			00000	SLIP GRIPS FOR SLIPPERY SLIPHORNS							JNC
01	01		00012	BOX	12.980	Y	N	155.76	01	09 19	1995
			00000	SLIP GRIPS FOR SLIPPERY SLIPHORNS							MMS

Enter: YHIT=YYPONBR11

| | |
| | Line Number
| Purchase Order Number
Fiscal Year

Data: For more items press enter to page to next screen.

See YITM for field definitions

K12 FACS PURCHASE ORDER DOCUMENTATION

VIEW PURCHASE ORDER ACCOUNT HISTORY (YHAC)

Purpose: This screen is a VIEW ONLY screen of all changes made to an individual account line.

College2000 - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

YHAC=040010500100 PURCHASE ORDER ACCOUNT HISTORY WAU 08/28/2003 11:25:51

PD#	00105	STATUS	RESOURCES FOR READING
VENDOR#	463740	PD TYPE R (REG/BLNKT)	TOTAL 435.16

LN	GP	AMOUNT	PCT	ACCOUNT	D	SQ	DATE	CHNGD	OPID
001	00	-----	100.00	0100001110100043001050735	00	08	25	2003	JGG
001	00	435.16	100.00	0100001110100043001050735	01	08	25	2003	JGG
001	00	435.16	100.00	0100001110100043001050735	02	08	25	2003	JGG

Ready Running APL NUMFLD OVR CAP NUM W 1.2 11:27:18 AM

Enter: YHAC=YYPONBRLINGN

Y | | | |
| | | | Group Number (fills automatically from line number)
| | | | Line Number
| | | | Purchase Order Number
| | | | Fiscal Year

Data: For more data press ENTER to page to next screen.

See YACC for field definitions

K12 FACS PURCHASE ORDER DOCUMENTATION

View Purchase Orders in Number Sequence (YLST)

Purpose: This screen lists purchase orders in a requested order and enables the operator to view all of the subsequent PO numbers issued

PO #	STATUS	DATE	DEPT	PO TOTAL	PAID VENDOR	REQUESTOR
04-00115	RSVD	08/28/03				
SYSTEM RESERVED PO NUMBER (YPUP)						
04-00116	NEW	08/29/03	HOME	755.19	442317	K MCLU
04-00117	NEW	08/29/03	DIST	3680.00	170125	G OL
04-00118	RSVD	09/03/03				
SYSTEM RESERVED PO NUMBER (YPUP)						
04-00119	RSVD	09/03/03				
SYSTEM RESERVED PO NUMBER (YHDR)						
04-00120	OPEN	09/04/03	HOME	755.22	442317	K MCL
***** END OF FILE *****						

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

Enter: YLST=YYPONBR
 | |
 | purchase order number
 | fiscal year

Data: This screen lets you start at any PO number and view all the subsequent PO numbers issued.

Primary purpose of this screen is to allow you to locate a PO and transfer to one of the view or update screens.

Press ENTER to view more purchase orders

or

TAB to the PO# you want and use the F-keys to transfer to any of the screens listed at the bottom of the screen.

K12 FACS PURCHASE ORDER DOCUMENTATION

VIEW PURCHASE ORDERS IN NUMBER SEQUENCE SCREEN- (YLST)	
FIELD NAME	DATA DESCRIPTION
FISCAL YEAR	Fiscal year the PO was created
PO#	Numbers for new POs are automatically assigned by the system.
STATUS	System generated. Will show the current status of the PO. New = PO partially entered and not encumbered Open = PO currently open Rsvd = PO number reserved; not in use Voided = PO was voided Closed = Final Payment made to the vendor.
DATE	Date the PO was encumbered
DEPT#	Department issuing the PO. Optional. Free form. Not validated against the dictionary.
PO TOTAL	Total of the PO
PAID	Total paid to date against the PO
REQUESTOR	Person requesting the PO (requisitioner)
VENDOR #	Vendor # on the PO. Has been validated against the Vendor File.

K12 FACS PURCHASE ORDER DOCUMENTATION

View Purchase Orders by Vendor (YPVN)

Purpose: This screen provides a view of all the PO numbers issued through the PO System to a vendor.

PO #	STATUS	DATE	DEPT	PO TOTAL	PAID REQUESTOR
96-00060	OPEN	08/09/95		121.67	
96-00502	OPEN	08/15/95	XMAS	3118.34	S CLAWS
96-00524	OPEN	08/16/95	MATH	47.50	POLYNOMIAL EQUATION
96-00525	OPEN	08/16/95	CULN	349.08	POTS N. PANS
96-00526	OPEN	08/16/95	DOG	132.23	MUTT & JEFF
96-00527	OPEN	08/16/95	ENTM	148.26	BUGSY MALONE
96-00528	OPEN	08/16/95	OPTH	327.57	SEA NG-EYE
96-00529	OPEN	08/16/95	BIOL	506.20	FRANK N. STEIN

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

Enter: YPVN=YYVVVVVV
 | |
 | | Vendor number
 | | Fiscal year

Data: Other POs may have been issued to the vendor using the BATE screen so to look at amounts for all POs issued and all amounts paid transfer to the BDVD screen.

Press ENTER to view more purchase orders for the vendor

or

Use the F-keys to transfer to any of the screens listed at the bottom of the screen.

K12 FACS PURCHASE ORDER DOCUMENTATION

VIEW PURCHASE ORDERS BY VENDOR SCREEN- (YPVN)	
FIELD NAME	DATA DESCRIPTION
VENDOR NAME AND ADDRESS	Order Name and address from the Vendor File
FISCAL YEAR	Fiscal year the PO was created
PO#	Numbers for new POs are automatically assigned by the system.
STATUS	System generated. Will show the current status of the PO. New = PO partially entered and not encumbered Open = PO currently open Rsvd = PO number reserved; not in use Voided = PO was voided Closed = Final Payment made to the vendor.
DATE	Date the PO was encumbered
DEPT#	Department issuing the PO. Optional. Free form. Not validated against the dictionary.
PO TOTAL	Total of the PO
PAID	Total paid to date against the PO
REQUESTOR	Person requesting the PO (requisitioner)

K12 FACS PURCHASE ORDER DOCUMENTATION

PURCHASE ORDER RECEIVING ENTRY (YREC)

Purpose: This screen is used to update the quantity received field in the line item record.

YREC=0400109001		PURCHASE ORDER RECEIVING ENTRY			WAU	09/02/2003
						14:32:44
PO#	00109	STATUS		THIBAUT ASSOCIATES		
VENDOR#	517425	PO TYPE R (REG/BLNKT)	TOTAL	17097.43		
LINE	REC	RECD	QTY	UNIT	UNIT COST	F/A STOCK QTY NOT RECD
001	_____	0	1	EA	6171.350	1
				THIBAUT QUOTE 27885 COMPAQ PROLIANT DL3		
002	_____	0	1	EA	3000.000	1
				LABOR		
003	_____	0	1	EA	7926.080	1
				THIBAUT QUOTE 27887 HP DL3801203		

Enter: YREC=CYP PPPPLL

```

|   |   |
|   |   |   Starting Line Item Number
|   |   |   Purchase Order Number
|   |   |   Current Year
    
```

Data: The screen will appear starting with the entered line item (defaults to 01). It will only show items that have a quantity. Enter the Quantity received for the appropriate line items. After entering data on the screen the following keys will perform the function(s) specified.

Edit the entered data and indicate any identified errors. If no data was entered, the next screen of line items will be presented if more exist.

The following PF keys EDIT the data plus perform the indicated action.

- PF2** **Post changes and present next screen**

- PF3** **Post changes and exit**

- CLEAR** **Exits this transaction. Use this key if you are viewing only.**

K12 FACS PURCHASE ORDER DOCUMENTATION

PURCHASE ORDER RECEIVING ENTRY- (YREC)	
Underlined fields are required for processing	
FIELD NAME	DATA DESCRIPTION
PO#	Purchase Order Number
STATUS	Status of the PO
VENDOR #	Vendor Number Vendor Name
PO TYPE	Purchase Order Type
TOTAL	The total of the Purchase Order -- Extensions + Shipping + Tax
ITEM	Line Item number-- Only line items with quantities will appear
*RECEIVED	Enter the Quantity Being Received – only input line.
RECD	Previously Received Quantity
QTY	Original Quantity Ordered
UNIT	Unit Designation
UNIT COST	Cost of Item
F/A	Fixed Asset Indicator
STOCK	Stock Number
QTY NOT RECD	Quantity ordered minus quantity received. A minus number indicated more was received than ordered
DESCRIPTION	Self-Explanatory

MESSAGES:	
FISCAL YEAR MUST BE NUMERIC:	Self-Explanatory
PURCHASE ORDER RECORD NOT FOUND:	The PO number entered was not found on the PO file.
PO VOIDED – PO MAY NOT BE CHANGED:	This PO has been voided. If this was done erroneously, contact the Education Data Center.
PURCHASE ORDER VENDOR RECORD NOT FOUND:	Contact Education Data Center.
NO RECORDS FOUND:	Either no line items exist or the line item starting number was too high.
THERE ARE ERRORS, PLEASE CORRECT	One or more quantity entered was not numeric – please correct the ones highlighted.
ENTER TO EDIT: F2=POST & NEXT; F3=POST & EXIT	When selected, either one of the two PF keys indicated will cause the data entered to be edited and, if correct, posted to the file. In addition, selecting the PF key will cause the following to happen: F2-Present Next Page F3-Exit

K12 FACS PURCHASE ORDER DOCUMENTATION

Printing the Purchase Order (OP00)

The PO Print program (OP00) will run every scheduled working day. POs will print on the evening of the date entered in the RUN DATE field (excluding Saturdays and Sundays) and are available to print on the district printer the next morning. To accumulate POs and print only once a week or periodically, simply put the same run date in all the POs entered during the week. If the district does not issue a great many POs, this will save printing time when RAPS is run daily.

The PO Print program will print PO information in designated areas on an 8 1/2 X 11 size form. In the body of the PO, the item information will print first followed by any designated messages which will be followed by the computer generated totals (shipping, tax and extensions total). If the PO runs to multiple pages, all pages after the first will only carry the district name, the PO number and "Page 1 of X" data. The account numbers will print on the PO.

Since vendors often have trouble reading Purchase Orders, one option a district might elect is to buy forms where areas on the form are colored to draw attention to the information. For example, the areas where the Ship To name and address is going to be printed may be shaded in red/pink. Districts can request a sample of the exact print locations of the PO data fields prior to implementing the system. The 8 1/2 x 11 paper can be folded so that it fits in a regular envelope.

On page 36 is a real size sample of the information that will be printed on the PO form.

K12 FACS PURCHASE ORDER DOCUMENTATION

04-00489
11/12/2003

D.N.G. TRANSPORTATION
109 KITE HAWK LANE
BRENTWOOD CA 94513

BYRON UNION SCHOOL DISTRICT
14301 BYRON HIGHWAY
BYRON CA 94514

PAGE 1 OF 1

1	2 EA	F/T 11/13/03 CHABOT SPACE DB 5TH GRADE (CUSTOMER'S STORES # N/A)	425.000	850.00
---	------	--	---------	--------

TOTAL OF ITEMS	850.00
TOTAL TAX	0.00
TOTAL SHIPPING	0.00
PURCHASE ORDER TOTAL	850.00

ACCT 01-0000-1110-1000-5870-102-0-000 850.00

MACCARIO/LONG DB 234250 10/13/2003

K12 FACS PURCHASE ORDER DOCUMENTATION

DAILY PURCHASE ORDER ENTRY EDIT LIST (OP51)

- Purpose:** This program produces a report of all the additions, deletes and changes made to the purchase order system each day.
- Selection:** All the Purchase Order Screen updates to the Purchase Order Log file made during the day are selected.
- Sort Sequence:** The report is sorted by PO number then by date and time of transaction.
- Printing:**
- The report is available at the district's printer from RAPS each morning.
 - Old and New Data is shown for each field changed. Only fields that have changed show on the report.
 - For an add transaction there will be no Old Data.
 - For a deleted transaction there will be no New Data.

K12 FACS PURCHASE ORDER DOCUMENTATION

CHANGES MADE TO PURCHASE ORDER FILE
BYRON UNION SCHOOL DISTRICT

0951 - 10/09/03

DATE	TIME	OPR	TRAN	ACT	FIELD	OLD INFORMATION	NEW INFORMATION
10/09/2003	10:21:27	SBR	VPUP	A	04.00643 6200		
10/09/2003	10:21:27	SBR	VPUP	A	DETAIL-SEQUENCE	A00000	A00000
10/09/2003	10:21:27	SBR	VPUP	A	VENDOR ID		521740
10/09/2003	10:21:27	SBR	VPUP	A	SHIP TO ID		DIST
10/09/2003	10:21:27	SBR	VPUP	A	PO TYPE		R
10/09/2003	10:21:27	SBR	VPUP	A	DEPARTMENT		MUSSEY/MEYER
10/09/2003	10:21:27	SBR	VPUP	A	REQUESTOR		Y
10/09/2003	10:21:27	SBR	VPUP	A	ACCRUAL-INDICATOR		20031015
10/09/2003	10:21:27	SBR	VPUP	A	DELIVER-DATE		20031009
10/09/2003	10:21:27	SBR	VPUP	A	ENTERED-DATE		20031009
10/09/2003	10:21:27	SBR	VPUP	A	RUN-DATE		002
10/09/2003	10:21:27	SBR	VPUP	A	LAST-CHANGE-DATE		002
10/09/2003	10:21:27	SBR	VPUP	A	LAST-DETAIL-LINE		00000000
10/09/2003	10:21:27	SBR	VPUP	A	LAST-ACCOUNT-LINE		00000000
10/09/2003	10:21:27	SBR	VPUP	A	TOTAL		00000000
10/09/2003	10:21:27	SBR	VPUP	A	TAX-AMOUNT		0000641.67
10/09/2003	10:21:27	SBR	VPUP	A	OPERATOR ID		SBR
10/09/2003	10:21:27	SBR	VPUP	A	VALLIDATE-FLAG		Y
10/09/2003	10:21:28	SBR	VPUP	A	DETAIL-SEQUENCE	B00000	B00000
10/09/2003	10:21:28	SBR	VPUP	A	VENDOR-NAME		TRACY POWER EQUIPMENT
10/09/2003	10:21:28	SBR	VPUP	A	VENDOR-ADDRESS-2		7575 CARMELO AVENUE
10/09/2003	10:21:28	SBR	VPUP	A	VENDOR-CITY		TRACY
10/09/2003	10:21:28	SBR	VPUP	A	VENDOR-STATE		CA
10/09/2003	10:21:28	SBR	VPUP	A	VENDOR-ZIP		953040000
10/09/2003	10:21:28	SBR	VPUP	A	DETAIL-SEQUENCE	C00000	C00000
10/09/2003	10:21:28	SBR	VPUP	A	SHIP-TO-NAME		BYRON UNION SCHOOL DISTRICT
10/09/2003	10:21:28	SBR	VPUP	A	SHIP-TO-ADDRESS-1		14501 BYRON HIGHWAY
10/09/2003	10:21:28	SBR	VPUP	A	SHIP-TO-CITY		BYRON
10/09/2003	10:21:28	SBR	VPUP	A	SHIP-TO-STATE		CA
10/09/2003	10:21:28	SBR	VPUP	A	SHIP-TO-ZIP		94514
10/09/2003	10:21:28	SBR	VPUP	A	DETAIL-SEQUENCE	100100	100100
10/09/2003	10:21:28	SBR	VPUP	A	QUANTITY		00001
10/09/2003	10:21:28	SBR	VPUP	A	UNIT		EA
10/09/2003	10:21:28	SBR	VPUP	A	UNIT-COST		00007729.020
10/09/2003	10:21:28	SBR	VPUP	A	TAX-CODE		Y
10/09/2003	10:21:28	SBR	VPUP	A	ASSET-INDICATOR		N
10/09/2003	10:21:28	SBR	VPUP	A	STOCK-NUMBER		N/A
10/09/2003	10:21:28	SBR	VPUP	A	EXTENSION		00007729.02
10/09/2003	10:21:28	SBR	VPUP	A	DESCRIPTION		ST1427KA KAWASAKI MOWER, EST #. 49
10/09/2003	10:21:28	SBR	VPUP	A	LINE-DATE		20031009
10/09/2003	10:21:28	SBR	VPUP	A	LINE-OPID		SBR
10/09/2003	10:21:28	SBR	VPUP	A	DETAIL-SEQUENCE	100200	100200
10/09/2003	10:21:28	SBR	VPUP	A	QUANTITY		00001
10/09/2003	10:21:28	SBR	VPUP	A	UNIT		EA
10/09/2003	10:21:28	SBR	VPUP	A	UNIT-COST		00000048.740
10/09/2003	10:21:28	SBR	VPUP	A	TAX-CODE		Y
10/09/2003	10:21:28	SBR	VPUP	A	ASSET-INDICATOR		N
10/09/2003	10:21:28	SBR	VPUP	A	STOCK-NUMBER		N/A
10/09/2003	10:21:28	SBR	VPUP	A	EXTENSION		00000048.74
10/09/2003	10:21:28	SBR	VPUP	A	DESCRIPTION		9254 MULCHER PLATE FOR ABOVE MOWER
10/09/2003	10:21:28	SBR	VPUP	A	LINE-DATE		20031009
10/09/2003	10:21:28	SBR	VPUP	A	LINE-OPID		SBR
10/09/2003	10:21:28	SBR	VPUP	A	DETAIL-SEQUENCE	200100	200100
10/09/2003	10:21:28	SBR	VPUP	A	ACCOUNT-AMOUNT		00003000.00
10/09/2003	10:21:28	SBR	VPUP	A	ACCOUNT		01-9010-0000-8100-6400-000-0-000
10/09/2003	10:21:28	SBR	VPUP	A	ASN-AMOUNT		0-
10/09/2003	10:21:28	SBR	VPUP	A	ASN-DATE		0-20031009
10/09/2003	10:21:28	SBR	VPUP	A	ASN-OPID		0-SBR
10/09/2003	10:21:28	SBR	VPUP	A	DETAIL-SEQUENCE	200200	200200
10/09/2003	10:21:28	SBR	VPUP	A	ACCOUNT-AMOUNT		00005419.43
10/09/2003	10:21:28	SBR	VPUP	A	ACCOUNT		01-8150-0000-8110-6400-000-0-000

K12 FACS PURCHASE ORDER DOCUMENTATION

Create Purchase Order Expediter Letter (YPLT)

Enter: YPLT=X
 |
 letter number

Data: Screen 1 Enter the salutation (up to 20 characters).
 Up to 22 lines of text (75 characters per line).

Screen 2 Enter up to 22 lines of text (75 characters per line)
 Enter up to two closing lines (20 characters each)

NO EDITING WILL BE DONE -- the data will show on the letter EXACTLY as you have entered it.

To enter a blank line on either screen, type at least one space on the line. To clear a line, hold down the clear or delete key. Cleared or unused lines will be ignored when the letter is printed.

To print an expediter letter, fill in the number of the letter in the expediter letter field at the bottom of YHDR. OP18 will be run every night and letters will be ready to print from RAPS the following morning. The letters are written for 8½ by 11 paper.

K12 FACS PURCHASE ORDER DOCUMENTATION

Print Purchase Order Expediter Letter
(OP18)

KNIGHTSEN ELEM SCHOOL DIST
DELTA ROAD P.O. BOX 265
KNIGHTSEN, CA 94548

ACSA
1575 OLD BAYSHORE HWY
BURLINGAME CA 94010

10/04/1995

RE: P.O. # 96-00588

AAAAAAAAAAAAAAAAAAAAA

BB
CC
DD
EE
FF
GG
HH

(UP TO 44 LINES TOTAL)

RRR
SS
TT
UU
VV
WW
XX

YYYYYYYYYYYYYYYYYYYY

ZZZZZZZZZZZZZZZZZZZZ

This program prints, on a daily basis, expediter letters requested by the district on the YHDR screen.

Letters are printed for any Purchase Order having the EXPEDITER LETTER field on the YHDR screen set to 1 through 9, provided the Purchase Order is complete, has not been flagged as voided and the form letter selected (1 thru 9) has been entered through the YPLT screen.

The letters are set up to print on 8 1/2 by 11 paper in PO number sequence. PO's flagged for expediter letters during the day will be ready for printing from RAPS at the district's printer the following morning.

Once the letter is printed the EXPEDITER LETTER field on the PO record is reset to spaces.

K12 FACS PURCHASE ORDER DOCUMENTATION

Vendor File Update (BDVD)

Purpose: This screen is used to add, update or display vendor data.

BDVD=96418188	VENDOR INFORMATION 95/96	KNU	10/02/95
NAME PACIFIC GAS & ELECTRIC COMPANY		DELETE IND: _	
ORDER ADDR P.O. BOX 52001			
CITY SAN FRANCISCO	STATE CA	ZIP CODE 94152 0002	
PHONE 510 _____	CONTACT _____	FAX NO. 510 _____	
ALPHA SORT PACIFIC GA	TAX ID _____	S.S.A. _____	
CALIFORNIA USE TAX ID NO: _____	TAX IND. _		
NAME PACIFIC GAS & ELECTRIC COMPANY			
REMIT ADDR P.O. BOX 52001			
CITY SAN FRANCISCO	STATE CA	ZIP CODE 94152 0002	
	CALENDAR YTD	FISCAL YTD	
	-----	-----	
NO. OF TRANSACTIONS	23	38	
ENCUMBERED	5,900.00	5,900.00	
EXPENDED	10,505.75	23,821.57	
DATE OF LAST TRANSACTION : 08/08/95		LAST ACTIVITY DATE : 08/08/95	
F6 = BVND F7 = YPVN			

Enter: **BDVD=FFVVVVV**
 | |
 | | Vendor Number
 | | Fiscal Year

Data: If the vendor number is not on file, a "fill in the blanks" screen appears. Complete the information in the "Order Address" portion of the screen. If the information for the Remit Address is the same, do not enter.
F6 will transfer to the Vendor History Screen (BVND)
F7 will transfer to the Purchase Order Summary screen for the vendor (YPVN)

K12 FACS PURCHASE ORDER DOCUMENTATION

VENDOR FILE UPDATE – (BDVD)			
Underlined fields are required for processing			
FIELD NAME	DATA DEFINITION	FIELD NAME	DATA DEFINITION
Data:	If the vendor number is not on file, a “fill in the blanks” screen appears. Complete the information in the Order Address portion of the screen. If the information for the Remit Address is the same do not enter the remit information. The system automatically generates it from the order information.		
<u>NAME</u>	Enter name	DELETE IND	
<u>ORDER ADDRESS</u>	Enter address line 1	ADDRESS LINE2	Enter address line 2
<u>CITY</u>	Enter city	<u>STATE</u>	Enter state
<u>ZIP</u>	Enter zip (5 digit +4digits)	<u>PHONE</u>	Area code is on the screen, type over it if incorrect
CONTACT		FAX NO	Area code is on the screen, type over it if incorrect
ALPHA SORT	If the Alpha Sort field is left blank, the system will use the first ten characters of the order name	<u>TAX ID OR SSA</u>	Either the Social Security (SSA) or the TAX ID fields must be completed. Use SSA for employees or contractors and TAX ID for businesses
Errors:	Standard error messages will appear if entry is incorrect.		
Deleting a Vendor File:			
	At the beginning of each fiscal year, the Vendor File is updated using the program FAF59, Delete Vendor Records With Activity Dates Older Than Two Years.		
	On the preliminary run, all vendors with no activity for two years will have a “D” put in the Delete Indicator (IND). Any time before the final run of the FAF59 the user may space out the “D” to keep the vendor on file. It is very important to review the FAF59 preliminary report.		

K12 FACS PURCHASE ORDER DOCUMENTATION

Display Vendor History / Update New Codes (BVND)

Purpose: This screen is used to display vendor history data and update new codes in vendor records.

BVND=CY413143	VENDOR HISTORY	District Name	DATE
NAME	OPENING TECHNOLOGIES, INC.	DELETE IND:	
M/W/S/DV	_____		
LOCAL	__		
COMMENTS	_____		
COMMODITY CODES	_____		
FISCAL	ENCUMBERED	PAID CALENDAR	ENCUMBERED PAID
F5 =	BDVD	F7 =	YPVN

Enter: BVND=YYVVVVVV
| |
| Vendor Number
| Starting Fiscal Year

The following keys will perform the following functions:

- PF5: Transfer to BDVD for this vendor
- PF7: Transfer to YPVN for this vendor and fiscal year
- ENTER: Update record
- CLEAR: Exit this transaction

Messages:

- | | |
|----------------------------|---|
| PLEASE ENTER CORRECT YEAR | Fiscal year must be numeric |
| VENDOR NOT ON FILE | Vendor number cannot be found in the vendor file |
| LOCAL NOT 'Y' OR BLANK | Local code must be "Y" or blank ("N will be converted to blank) |
| COMMODITY CODE NOT NUMERIC | Commodity codes must be 01-99 |
| NO CHANGE – NOT UPDATED | There is nothing changed in the record; the record is not updated |
| RECORD UPDATED | The new data has been placed in the file |
| ENTER NEXT TRANSACTION | BVND has been exited and the system is ready for another task. |

K12 FACS PURCHASE ORDER DOCUMENTATION

DISPLAY VENDOR HISTORY/UPDATE NEW CODES – (BVND)	
Underlined fields are required for processing	
FIELD NAME	DATA DESCRIPTION
NAME	Vendor Name
M/W/S/DV	Vendor special identification codes: M= Minority owned business W= Woman owned business S= Senior owned business DV= Disabled Veteran owned business
LOCAL	Vendor local code
COMMODITY CODES	For future use
FISCAL	Fiscal year of the following history data
ENCUMBERED	Dollar amount encumbered
PAID	Dollar amount paid
CALENDAR	Calendar year of the following history data
ENCUMBERED	Dollar amount encumbered
PAID	Dollar amount paid

K12 FACS PURCHASE ORDER DOCUMENTATION

View Purchase Order Encumbrances and Payments (BPAA)

Purpose: This screen is used to display transaction data for types 1 (encumbrances), 2 (partial payments), 3 (final payments) and 4 (direct payments) flagged as part of a PO.

College2000 - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

BPAA=0400110 PURCHASE ORDER ACTIVITY 03/04 WAU 08/28/03

*** NO MORE RECORDS ***

VENDOR: 517425 THIBAUT ASSOCIATES

WT#	P	ACCOUNT NUMBER	DATE	INVOICE/DESCRIPTION	AMOUNT
1		2190220000850062001030393	08/28/03	PO#04-00110 POSTED	3085.68
0		2190220000850062001030393	08/28/03	PO#04-00110 POSTED	3085.68
1		2190220000850062001010418	08/28/03	PO#04-00110 POSTED	3085.67
0		2190220000850062001010418	08/28/03	PO#04-00110 POSTED	3085.67
1		2190220000850062001060425	08/28/03	PO#04-00110 POSTED	5944.56
0		2190220000850062001060425	08/28/03	PO#04-00110 POSTED	5944.56
1		2190220000850062001020435	08/28/03	PO#04-00110 POSTED	1981.52
0		2190220000850062001020435	08/28/03	PO#04-00110 POSTED	1981.52
1		2190220000850062001200425	08/28/03	PO#04-00110 POSTED	3000.00
0		2190220000850062001200425	08/28/03	PO#04-00110 POSTED	3000.00

ENCUMBERED : 17097.43 EXPENDED : .00

Ready Running APL NUMFLD DVR CAP NUM W 1.2 2:10:53 PM

Enter: BPAA=YRPONUMMMYY
 | | |
 | | Month/Year
 | PO Number
 Fiscal Year

Data: This screen displays the vendor number and name at the top of the screen. Below this information is the data for each transaction pertaining to the selected PO number, from the date entered to current date. Each screen displays up to 18 lines of transactions. Press ENTER to page. When all records have been displayed "NO MORE RECORDS" will appear at the top of the screen. The ENCUMBERED and EXPENDED totals appear at the bottom of the screen are cumulative therefore the grand total appears only on the final page for the selected PO.

Press the clear key to exit or enter the next PO number to continue.

K12 FACS PURCHASE ORDER DOCUMENTATION

VENDOR FILE LIST AND LABELS FACF44

Purpose: Print Vendor List or Labels

Enter: JOBR=

COMPUTER SERVICES REQUISITION MENU

- X REQUEST FOR DATA CENTER SERVICES
- FOR REQUESTING B10 AND BUDGETING
- REPORTS, SEE "FRPT" TRANSACTION
-
-
-
-
- REQUEST FOR COMPUTER SERVICES SCHEDULE FORM
- PL61 THROUGH PL99 PERSONNEL EXTRACT REPORTS
-

ENTER: X FOR REQUEST FORM

ENTER: H FOR HELP (REQUEST FORM DEFINITIONS)

TO QUIT PROCESSING PRIOR TO SUBMITTING JOB REQUEST, HIT THE (CLEAR) KEY

Data: Enter an "X" in request for Data Services & press ENTER.

A form, REQUEST FOR DATA CENTER SERVICES, appears. (See next page).

K12 FACS PURCHASE ORDER DOCUMENTATION

Fill out top portion of REQUEST FOR DATA CENTER SERVICES screen:

REQUEST FOR DATA CENTER SERVICES FORM CC COMMUNITY COLLEGE DISTRICT OFFICE

JOB INFORMATION SEMESTER/YEAR: **0X0X**
JOB NUMBER: **FACF44** JOB NAME: **PRINT VENDOR LIST**
REQUESTED BY: **SELF-EXPLANATORY** DATE OF REQUEST: 09/10/02
DATE JOB IS TO BE RUN: **091202** FORM COMPLETED BY: **SELF-EXPLANATORY**

FORM INFORMATION
TYPE OF PAPER: **LASER** NO. OF COPIES: **01**
BURST: **YES** (YES OR NO) CARBON REMOVED: **YES** (YES OR NO)
ADDITIONAL INSTRUCTIONS: **ALPHA SORT, PRINT REMIT ADDRESS ONLY, TRIPLE SPACE BETWEEN VENDORS**

OPTIONAL/SPECIAL INSTRUCTIONS:

In the ADDITIONAL INSTRUCTIONS field, enter selected options from the following list.

VENDOR LIST

Sort Options

Alpha Sort Field
Vendor Number

Print Options

Order Address only
Remit Address only
Print both Order and Remit Address

Report Spacing Options

Triple space between vendors
Single space between vendors

LABELS

Sort Options

Alpha Sort Field
Vendor Number
Zip Code

Print Options

Order Address only
Remit Address only

Report Frequency Options

Print only new vendors for the current month

APPENDIX

K12 FACS PURCHASE ORDER DOCUMENTATION

SCREENS USED IN THE PO PROCESSING SYSTEM

SCREEN NAME	DESCRIPTION	FIND ON PAGE
YACC	LONG FORM ACCOUNT ENTRY	23
YCIT	PO ITEM CHANGE	25
YHAC	VIEW ACCOUNT DISTRIBUTION HISTORY	27
YHDR	LONG FORM ENTRY HEADER	18
YHIT	VIEW ITEM HISTORY	26
YITM	LONG FORM ENTRY ITEMS	21
YLST	PO ASSIGNED SEQUENCE NUMBERS	28
YPLT	PO EXPEDITER LETTER	39
YPUP	SHORT FORM PO ENTRY	13
YPVN	VIEW VENDOR PO SUMMARY	30
YRSV	RESERVE A PO NUMBER	12
YVUU	VIEW PO	34
BDVD	VENDOR UPDATE	42
BPAA	VIEW PO PAYMENTS	46
BVAA	VIEW VENDOR TRANSACTIONS	47
BVND	VENDOR HISTORY	44
EINV	EQUIPMENT INVENTORY SCREEN	59

REPORTS AVAILABLE IN THE PO PROCESSING SYSTEM

REPORT NAME	DESCRIPTION	FIND ON PAGE
OPOO	DAILY PURCHASE ORDER PRINT	35
OP51	DAILY CHANGES MADE TO PURCHASE ORDER FILE	37
OP18	PRINT PURCHASE ORDER EXPEDITER LETTER	41
FACF44	VENDOR FILE LIST AND LABELS	48
FACF07	TRANSACTION EDIT LISTING	58

K12 FACS PURCHASE ORDER DOCUMENTATION

CALCULATION OF THE PURCHASE ORDER

Short Form – YPUP

Enter all the required data and press enter to edit the data and calculate the Purchase Order. At this point, the data is not posted to the PO file.

Review the calculation. If everything is correct use the 'F' keys to post the PO to the PO files and encumber to the Finance system.

NOTE: Each PO EXTENSION is calculated by multiplying the QUANTITY by the UNIT COST. Aggregate PO totals appear under the vendor name and address. SHIPPING is the total of the EXTENSIONS multiplied by the SHIPPING PERCENT and/or the SHIP ITEM AMOUNTS. TAX is the total of the extensions of those items with the TAX IND turned on times the PERCENT in the TAX INDICATOR record in the Dictionary. TOTAL is the PO total and includes TAX and SHIPPING as well as all the extensions. YPUP always encumber.

Long Form – YHDR, YITM, YACC

Enter all the required data in the Header, YHDR, record and press enter to edit the data.

Review the data and if everything is correct press the F2 key to proceed to the Item Entry screen, YITM. Enter all the item data that will fit on the screen and press ENTER to edit and calculate the extensions. Review data again and once correct, press the F2 key to post and get the next YITM page or press F3 to post and transfer to the Account screen, YACC. (Up to 99 items may be entered using the Entry, YITM screen).

On the Account screen, YACC, enter the accounts and the percents OR amounts. (Amounts and percents cannot be mixed on the same PO). Press enter to calculate and edit the distribution. Review the distribution. If everything is correct press F3 to post and get another YACC screen, otherwise press F4 to post and bring up the next available PO number.

PO CALCULATION PROGRAMMING RULES

(Apply to both short and long forms)

Basic Premise:

- The total of all amounts calculated for encumbrances must equal the PO total.
- If there is a discrepancy at the end of the calculations for a group due to rounding for percentages, the very first account in each group will be adjusted.

Calculating the TOTAL PO (YPUP and YITM)

- Extend each line - Quantity x Unit Cost
- Total Extensions - Add all extensions
- Calculate Tax - Total of all taxable line extensions x tax from dictionary – adjust up to nearest cent
- Calculate Shipping (if any) - Total non-SHIP non-negative extensions x shipping % in header + total SHIP extensions to the nearest cent
- Calculate PO Total - Add total extensions + total taxes + total shipping

K12 FACS PURCHASE ORDER DOCUMENTATION

Calculating Account Distribution (YPUP and YACC)

- Treat each PO account group as if it were a micro PO
- Calculate the total extensions for the group, as above
- Calculate the total taxes for the group, as above
- Calculate the total shipping for the group, as above
- Calculate group total, as above

If all the accounts for the group are distributed by amount:

- Add all the account distribution amounts together
- Compare account distribution amount total to the group total
- If not equal give error message

Total of distribution exceeds PO total by 999.99

Or

Total of PO exceeds distribution total by 999.99

If all of the accounts for the group are distributed by %

- Add all the account distribution %s together
- Compare account distribution % total to 100%
- If not equal give error message "Account distribution percents not == 100%
- If they are equal calculate the account amounts, multiply the account total by each % to 5 decimal places and round to 2
- Add all the calculated % amounts
- Compare with group total
- If equal, OK
- If not equal, + or – the first account in the group with the difference between the group total and the calculated % amount total

Programming Rules

When all the amounts have been calculated:

- Add all the account distribution amounts together
- Compare with PO total
- If equal, OK
- If not equal, + or – the first account in the PO with the difference between the PO total and the calculated % amount total.

Posting Rules for a PO

- The short form must be completed (header, item(s) and account distribution) and pass edits before any PO data is posted to the PO File or encumbrances are posted to the Finance system.

K12 PURCHASE ORDER DOCUMENTATION

EXAMPLE A

YVUU=0400023 01001001	PURCHASE ORDER VIEW SCREEN	WAU	09/09/2003 14:57:33
PO#: 00023 PO TYPE: R PAY IND:	STATUS:	BALANCED: Y	ITEM TOT: 638.64
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#	#	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.

K12 PURCHASE ORDER DOCUMENTATION

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.

K12 PURCHASE ORDER DOCUMENTATION

EXAMPLE C

```

YVUU=0400024 01001001  PURCHASE ORDER VIEW SCREEN  WAU  09/09/2003  14:46:46
PO#: 00024 PO TYPE: R  PAY IND:  STATUS:  BALANCED: Y  ITEM TOT:  17097.43
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.

K12 PURCHASE ORDER DOCUMENTATION

ACCOUNT NO.	LN	LN TYPE	COD	CONTROL	VENDOR NO.	INVOICE NO.	CHECK DATE	LISTING	SECONDARY ACCOUNT	PAGE	OP	AMOUNT
FACF07 RUN DATE: 10/13/03 (2003-04) P.O. BATCH ACT TX BYRON UNION SCHOOL DISTRICT TRANSACTION EDIT LISTING INVOICE CHECK DATE SECONDARY ACCOUNT												
01-0000-1110-1000-5870-102-0-000	00489	001	744	1	10/13/03	D.N.G. TRANSPORTATION	234250			4	POSTED SBR	850.00
01-0000-1110-1000-5870-102-0-000	00490	001	744	1	10/13/03	D.N.G. TRANSPORTATION	234250				POSTED SBR	650.00
01-0000-0000-7110-4350-000-0-000	00491	001	744	1	10/13/03	COLUMBIA STATIONERS & PRINTERS	197643				POSTED SBR	21.11
01-0000-0000-2700-4350-101-0-000	00492	001	744	1	10/13/03	COLUMBIA STATIONERS & PRINTERS	197643				POSTED SBR	25.43
01-0000-0000-2700-4350-104-0-000	00492	001	744	1	10/13/03	COLUMBIA STATIONERS & PRINTERS	197643				POSTED SBR	25.44
01-0000-0000-2700-4350-102-0-000	00492	001	744	1	10/13/03	COLUMBIA STATIONERS & PRINTERS	197643				POSTED SBR	25.45
25-0186-0000-8500-4350-104-0-000	00493	001	744	1	10/13/03	TRUXELL COMMUNICATIONS	521750				POSTED SBR	271.92
01-0000-1110-1000-5870-104-0-000	00494	001	744	1	10/13/03	BILL SMITH DBA: SMITH FARMS	494550				POSTED SBR	687.50
TOTAL TRANSACTIONS READ											8	

EINV- EQUIPMENT INVENTORY SCREEN

```

vse_esaTST - RLIMBA Mainframe Display
File Edit View Connection Transfer Options Tools Help
EINV=                                EQUIPMENT INVENTORY
AUTHORIZATION NOT PROVIDED FOR YOUR DISTRICT
ACTION: ADD                            ASSET NO: _____ 00

CATEGORY: _____ DESCRIPTION: _____
SERIAL NO: _____ SUPPLIER: _____ OWNER: __

(----- ACQUISITION DATA -----) ACTUAL COST: _____
( DATE: MM DD YYYY      VALUE: _____ TYPE: _ )

SITE: __ BUILDING: ___ ROOM: ____ SUB ROOM: __
FUND: __ PROGRAM: ___ STATUS: I LAST STATUS CHANGE: MM DD YYYY
REPL. SCHED: 00 DISPOSITION: 0 ITEM: _____ PO NO. _____
REPLACES ASSET: _____ 00 ORIGINAL COST: 0000000.00

LAST ACTIVITY: MM DD YYYY
    
```

Ready Running CAPL NUMPFD OVR CAP NUM W 6,25 2:09:15 PM