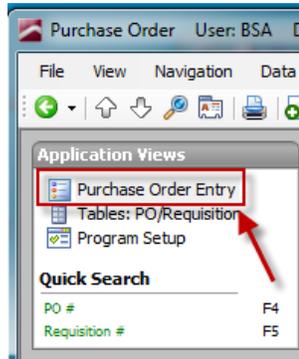


Purchase Order Procedures

BS&A Software, Inc. | bsasoftware.com | 855 BSASOFT

Creating a Requisition

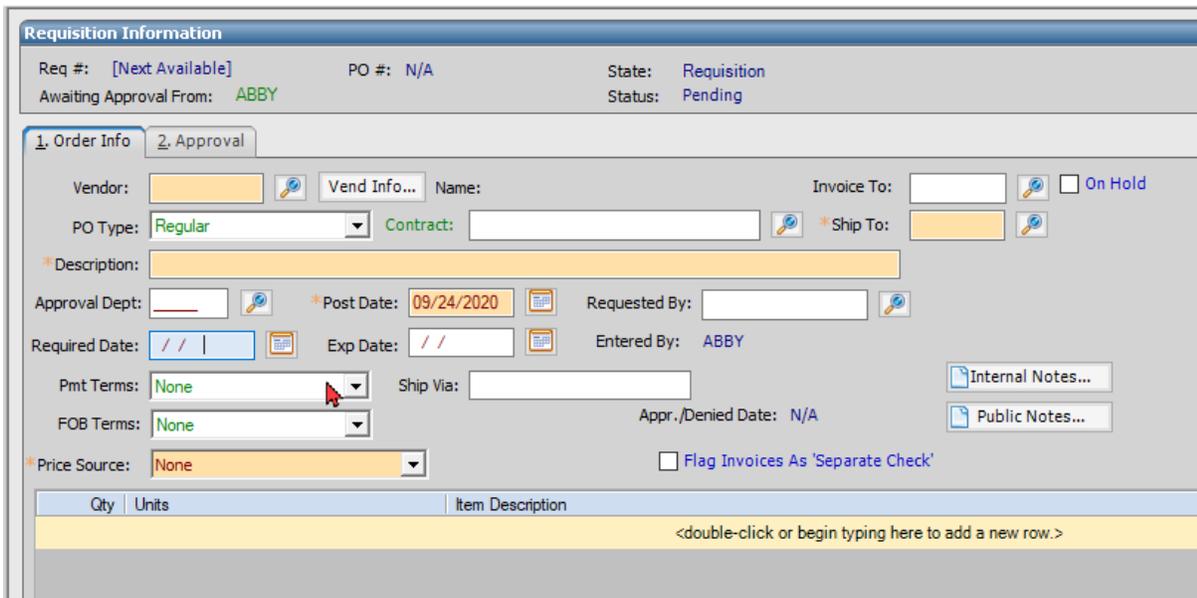
1. Click Purchase Order Entry in Application Views.



2. Click the Add button at the top of the screen.



3. The Requisition number at the top will auto fill after the requisition is saved. At this point, you will see [Next Available].



Requisition Information

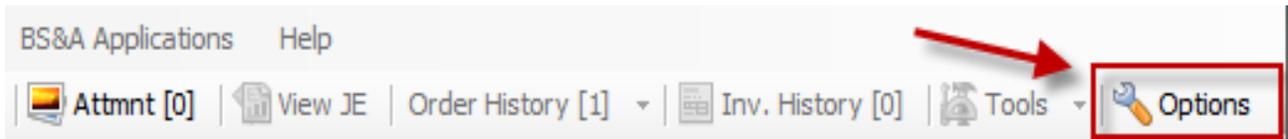
Req #: [Next Available] PO #: N/A State: Requisition
Awaiting Approval From: ABBY Status: Pending

1. Order Info | 2. Approval

Vendor: [] Vend Info... Name: Invoice To: [] On Hold
PO Type: Regular Contract: [] *Ship To: []
*Description: []
Approval Dept: [] *Post Date: 09/24/2020 Requested By: []
Required Date: [] Exp Date: [] Entered By: ABBY
Pmt Terms: None Ship Via: []
FOB Terms: None Appr./Denied Date: N/A
*Price Source: None Flag Invoices As 'Separate Check'

Qty	Units	Item Description
<double-click or begin typing here to add a new row.>		

4. Click Options from the toolbar located at the top right of the screen

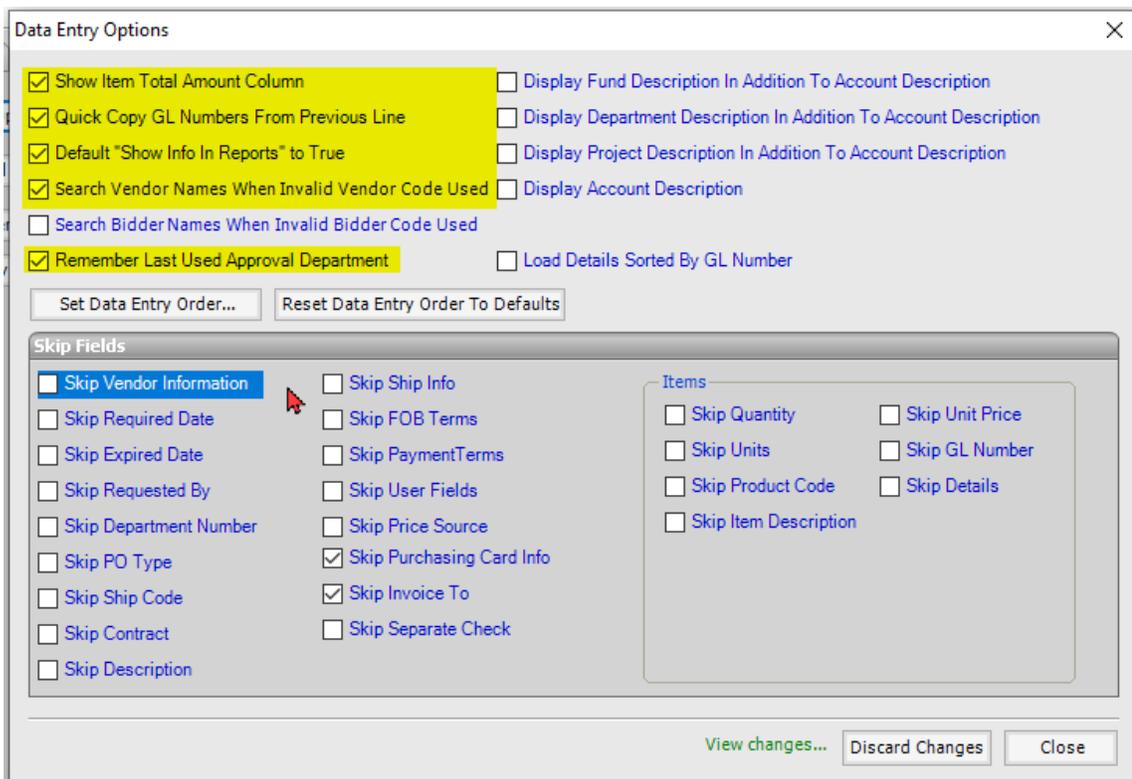


a. A few options to check on are:

- i. **Show Item Total Amount Column:** Will total the Qty x Unit Price on the same line
- ii. **Quick Copy GL Numbers from Previous Line:** Allows the previous lines GL numbers to be automatically copied to next line. This is useful for having detailed requisitions for items such as office supplies where the GL account is the same but multiple items are typically purchased via one requisition.
- iii. **Default 'Show Info in Reports' to True:** Refer to screenshot below. When the Product Description is used, it will default to show that note when reports are ran.

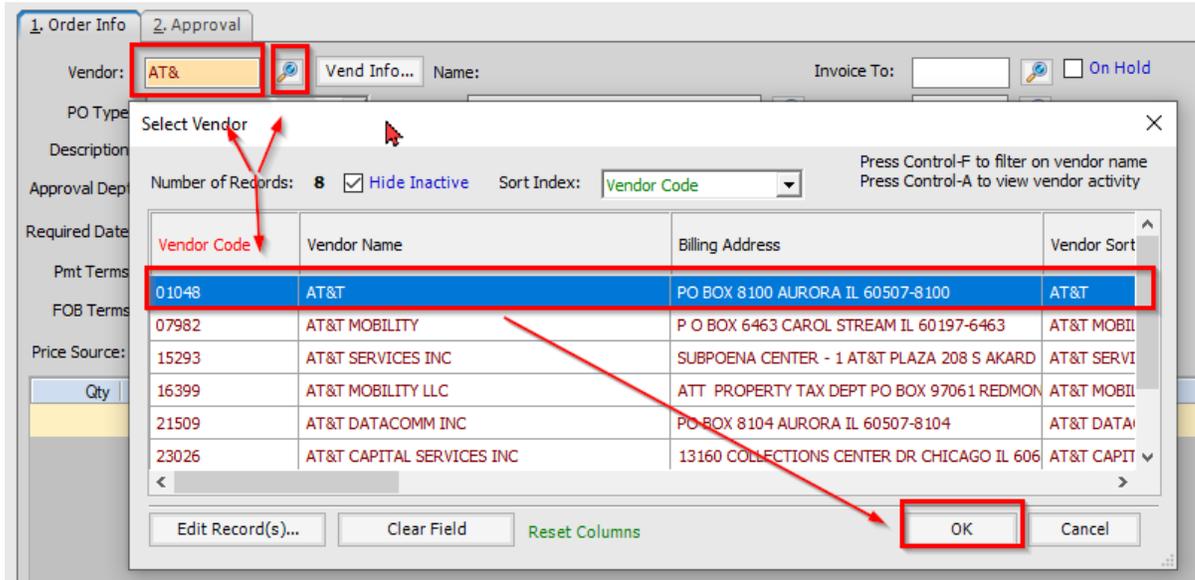
Item Description	Unit Price	Total Amount	GL Number
TESTING REQ	520.000	1040.00	101.00.00.1360.35330.00

- iv. **Search Vendor Names When Invalid Vendor Code Used:** Allows entry of vendor name into the Vendor field. The system automatically searches for the closest matching vendor name, providing a list of potential matches when an exact match is unfound.
- v. **Remember Last Used Approval Department:** Allows the approval department used on previous requisition to be carried forward on new requisitions. This is beneficial if typically entering many requisitions for one department.



5. Type the vendor name (or code), or click the magnifying glass to select it from a list. Click Ok.

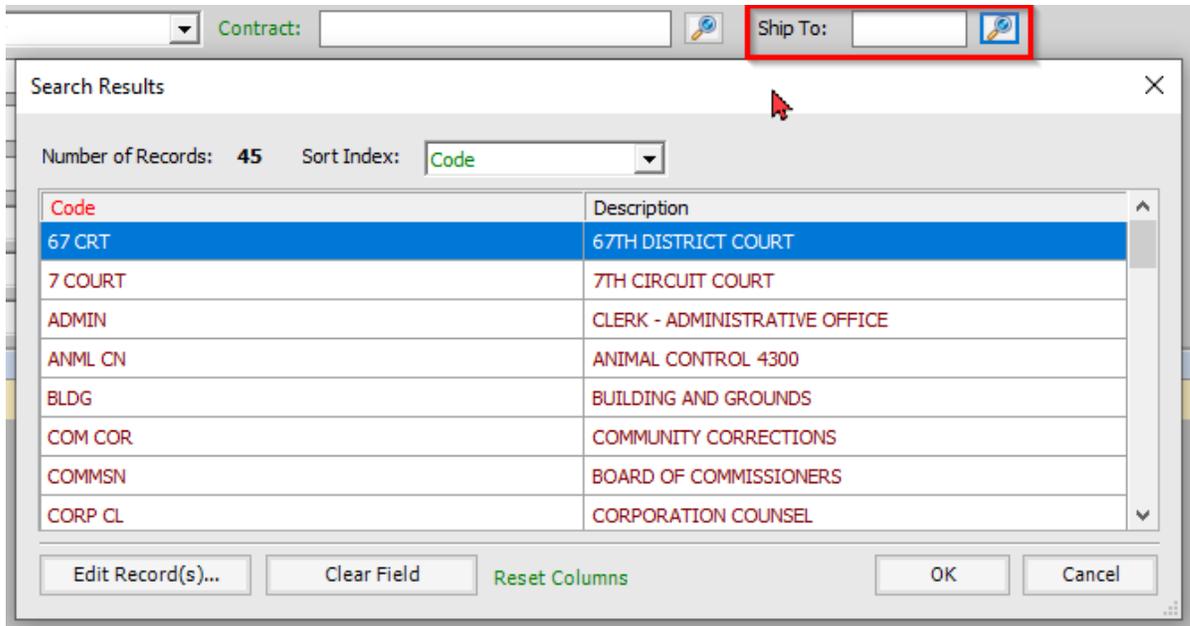
- a. To search for the vendor name, you may type the name in the Vendor field and hit enter on the keyboard or click the magnifying glass (after typing the name in the vendor field)
- b. If the vendor is unknown at the time of inputting the requisition, you may select the vendor entitled "unknown"
- c. If you are waiting for the requested vendor to be entered into the vendor file of BS&A, you may select vendor entitled "Pending Vendor"



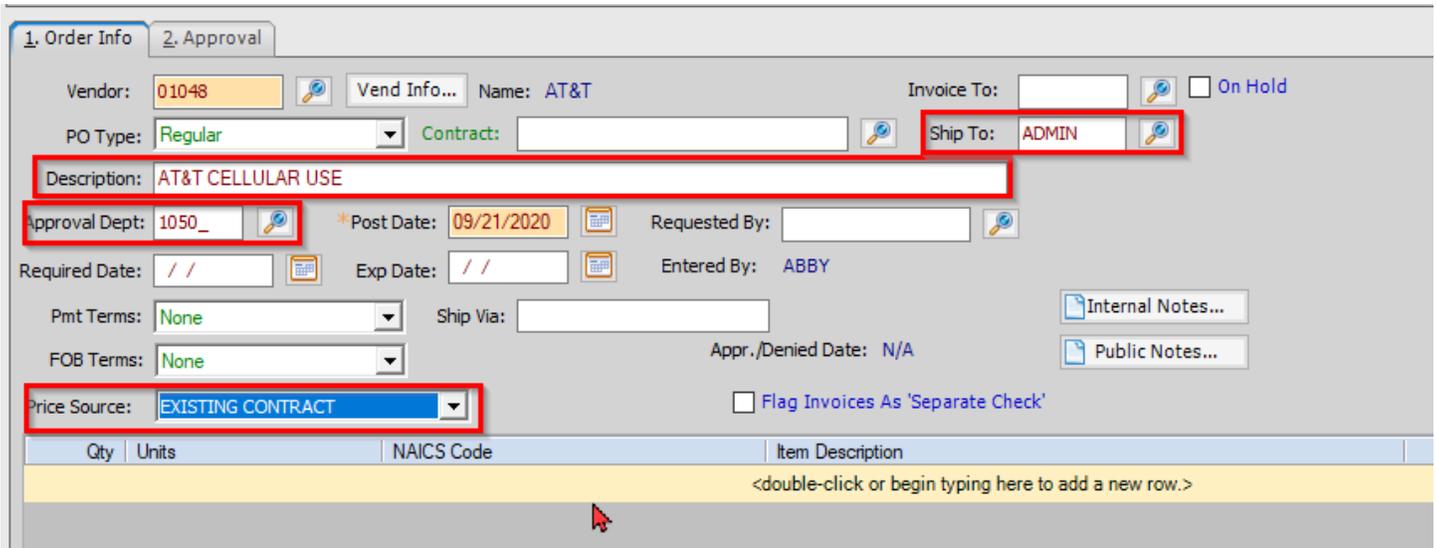
6. The default 'PO Type:' is regular.



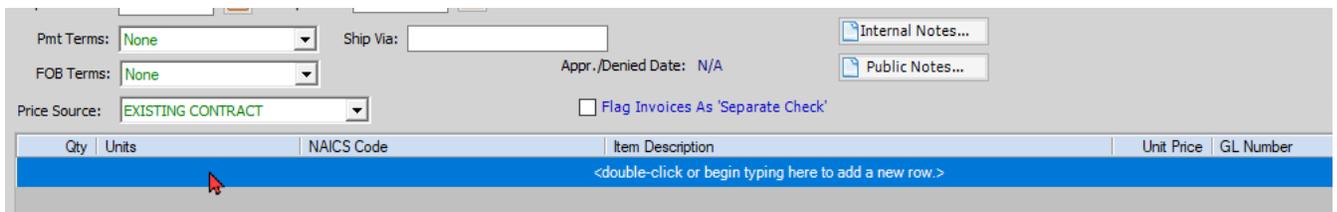
7. Select the Ship To location.



8. Next, fill in a brief description of the requisition, select the approval department, requested by, verify ship to information, and choose the price source. The post date will default to the current date.



9. Double-click the blue bar (turns blue if you select it, otherwise it is the same yellowish color as all required fields)



10. Enter/select the Quantity, Unit, Item Description, Unit Price, and GL Number.

a. For a blanket purchase order please enter QTY 1, units EA, and Unit Price the total dollar amount.

Qty	Units	Item Description	Unit Price	GL Number			
10.000	EA	SERTA OFFICE CHAIR	75.000	01-400-4210.00	GL	D	X
<double-click or begin typing here to add a new row.>							

11. If applicable, click the GL button to view/edit the distribution(s). Click the 'I' button to look at the budget information for this particular GL number. Click Close to return to requisition entry.

GL Distributions

Item Information

Description: SERTA OFFICE CHAIR

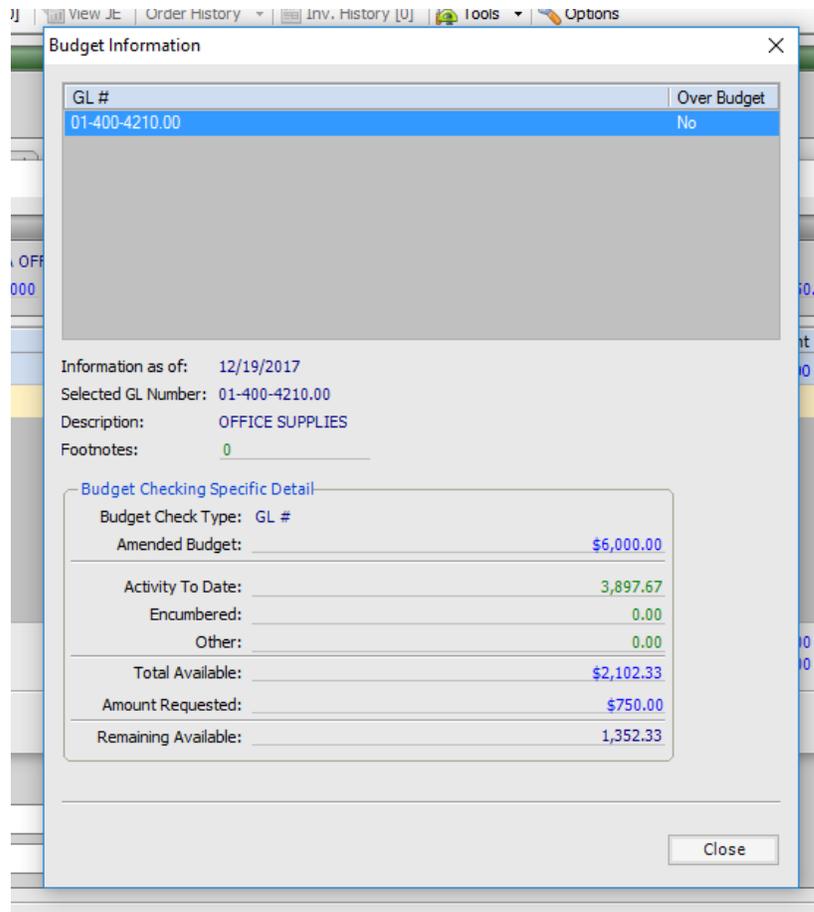
Quantity: 10.000 Price Each: \$75.000 Total: \$750.00

GL Number	Amount	Percent	Quantity
01-400-4210.00	\$750.00	100.00	10.00
<double-click or begin typing here to add a new row.>			

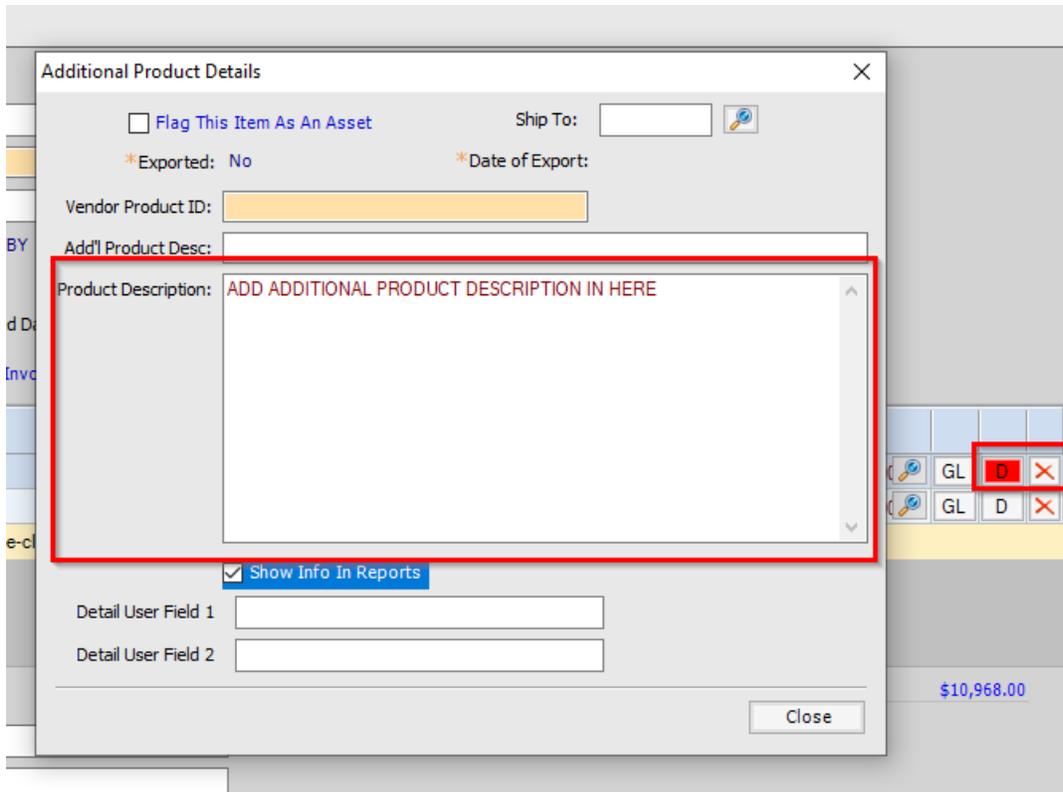
Total Amount Accounted For: \$750.00 100.00 10.00

Total Amount Unaccounted For: \$0.00 0.00 0.00

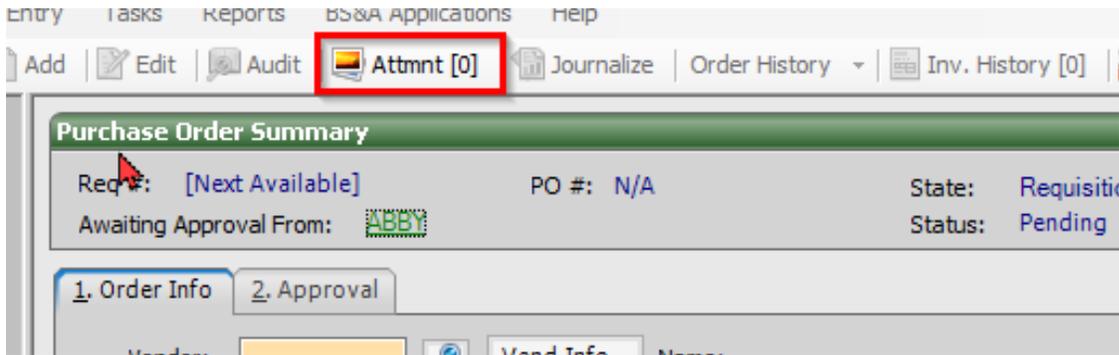
Close



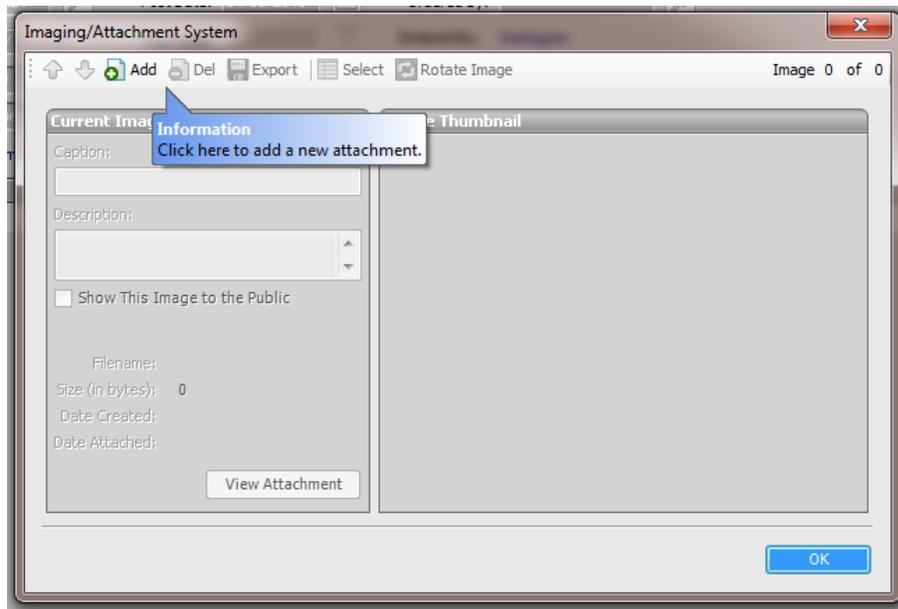
12. To add additional product description notes, click the 'D' on the right hand side of the GL Number and type in the appropriate message.



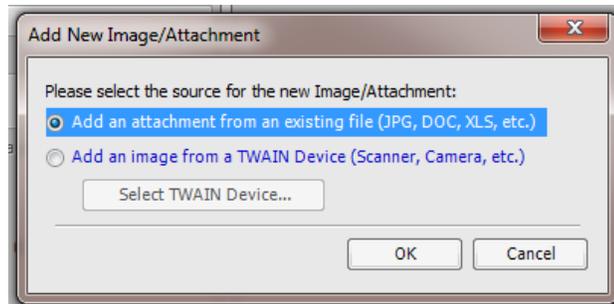
13. If you need to add an attachment, click the Attmnt button on the toolbar at the top of the screen.
 - a. Attachment should be copies of quotes for the request, copies of resolution(s) that authorize the request, copy of the contract, etc...



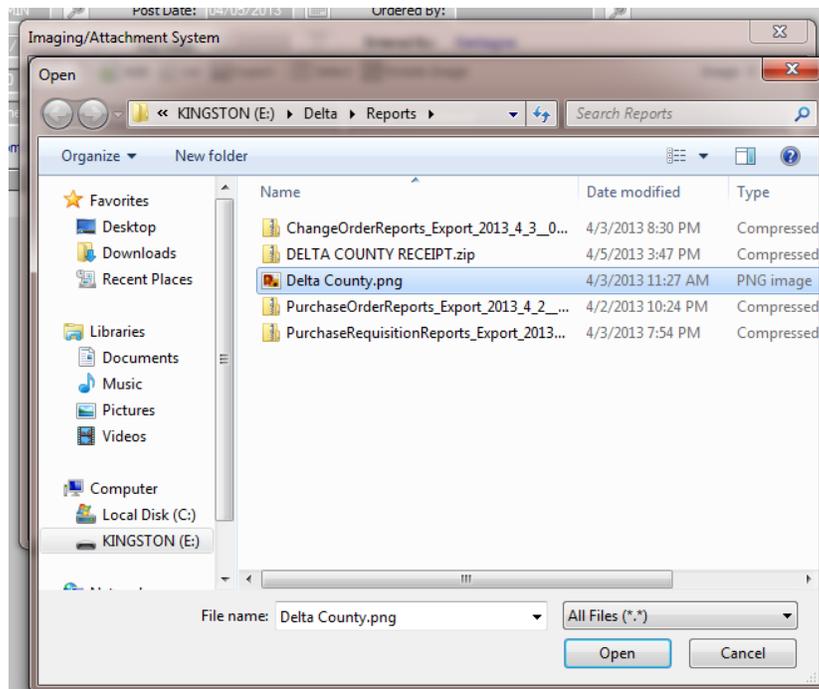
14. Click Add.



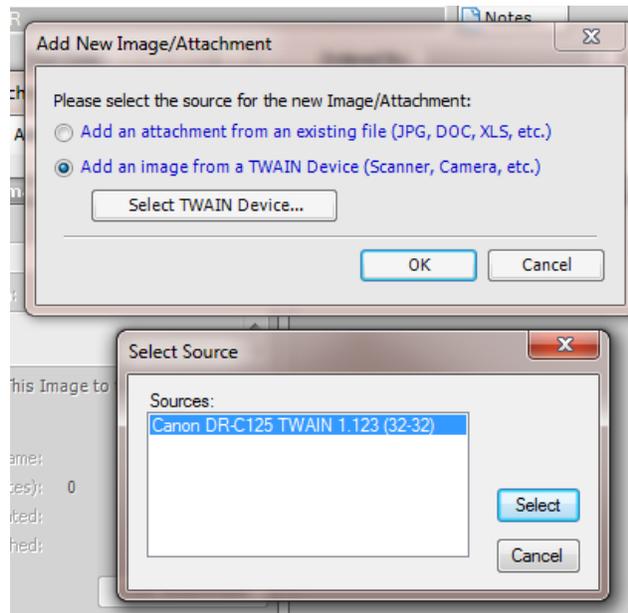
15. Select whether to add from a file or a scanner.



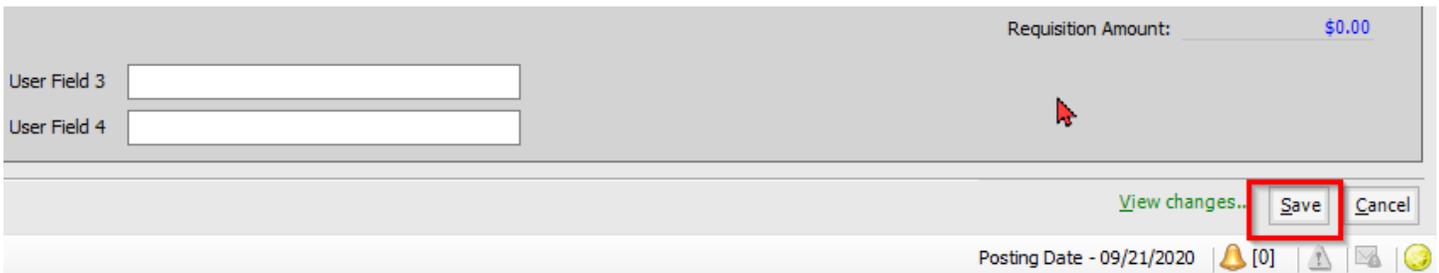
- o If you are adding an attachment from a file, locate the file and click Open.



- If you are adding an attachment from a scanner, select the scanner and follow the prompts.



16. Verify the requisition information, and if all information is correct click 'Save'



PO/Requisition Table

In order to check on the progress of your purchase orders, click Tables in Application Views, then change the Program Table Views to PO/Requisition.

Double-click any header in the table to sort by it. For example, the table pictured is currently sorted by State/Status; its label is in red. If you were to double-click PO Number, the table would re-sort by PO number.

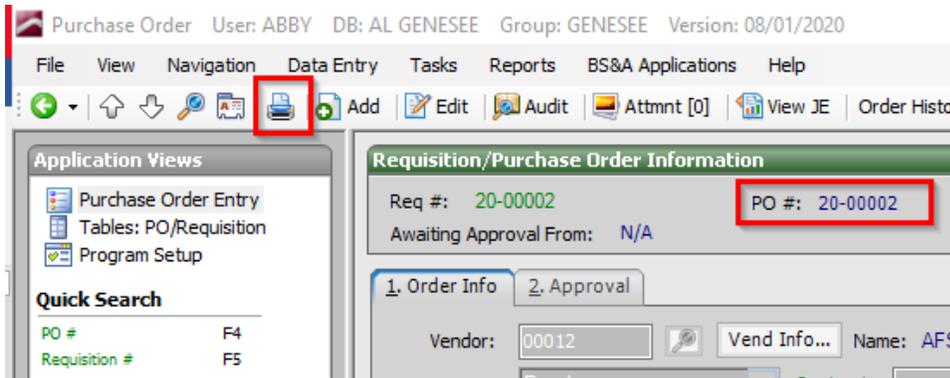
Statuses of purchase orders are as follows:

- Open: no invoice has been applied against the purchase order
- Partial: partial payment has been made
- Completed: the PO has been completely paid. Double-click the PO to see invoice history on the entry screen. Click this to see the invoice and check written to pay the purchase order.
- Cancelled: the PO was cancelled. A new one must be submitted.
- Requisition: the PO has not been converted from requisition state yet

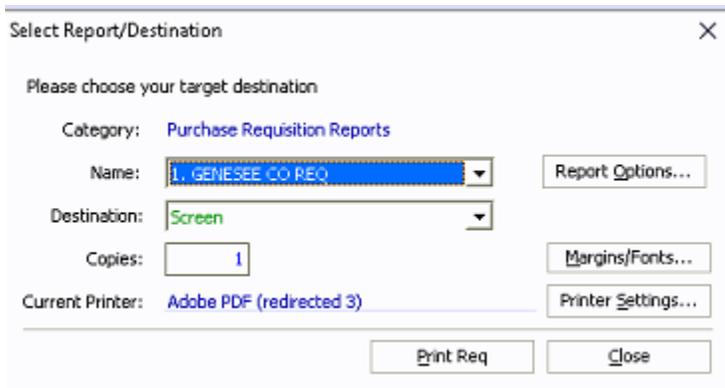
Application Views		Number of Records: 265 <input checked="" type="checkbox"/> Hide Archived Sort Index: State/Status				
Purchase Order Entry Tables: PO/Requisition Program Setup		State/Status	PO Number	PO Type	Vendor Code	Vendor Name
Quick Search PO # F4 Requisition # F5		Purchase Order /Open	12-104931	Regular	LO010	LOWES
Program Table View(s) Current Table (CTRL+T) PO/Requisition		Purchase Order /Open	12-104853	Regular	ME012	METROPOLITAN FIRE EXT. CO.
		Purchase Order /Open	12-104885	Regular	MO026	MOORE-ROBINSON, INC.
		Purchase Order /Open	12-104923	Regular	ME013	MYERS SUPPLY-HOT SPRINGS
		Purchase Order /Partial	12-104821	Regular	CO102	CORVUS OF LITTLE ROCK
		Purchase Order /Completed	12-104695	Regular	GL001	GLOVER'S TRUCK PARTS
		Purchase Order /Completed	12-104988	Regular	AR009	ARKANSAS BUSINESS
		Purchase Order /Completed	12-104920	Regular	HU013	HUM'S HARDWARE & GENERAL STOR
		Purchase Order /Completed	12-104727	Regular	FI018	FIRST ARKANSAS BANK & TRUST
		Purchase Order /Completed	12-104769	Regular	DA000	DAWSON EDUCATION SERVICE CO-C
		Purchase Order /Completed	12-105010	Regular	CA021	CABOT PARTY AND CONCESSION
		Purchase Order /Completed	12-104998	Regular	JA013	JACKSONVILLE PATRIOT-CENTRAL A
		Purchase Order /Completed	12-104949	Regular	KU002	KULLANDER CONSTRUCTION, INC.
		Purchase Order /Cancelled	12-104771	STATEMENT	CR003	CRAIN AUTOMOTIVE HOLDINGS, INC

Printing a Requisition (Optional)

1. Locate the Requisition. This can be done quickly by clicking the Requisition # Quick Search Link and typing the number. The year and a dash will already be in the search string. Type in the last few digits.
2. Click the Print button at the top of the screen.

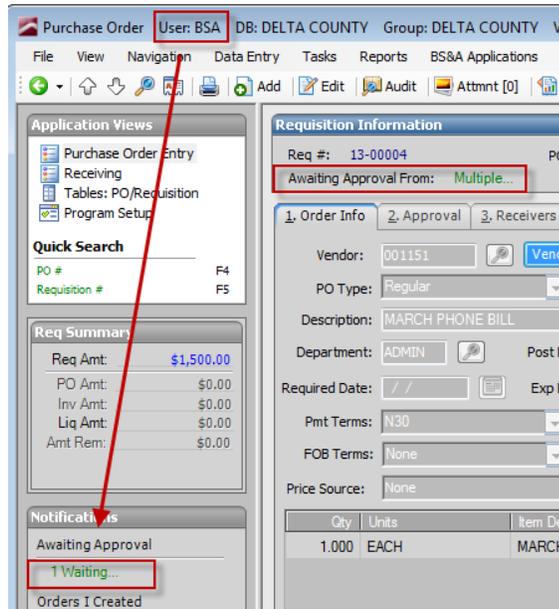


3. The Run Reports window appears. Make sure the Name field is displaying your Requisition format. Select the Destination and click Print Req. ****Note-Your report will contain GENESEE COUNTY****

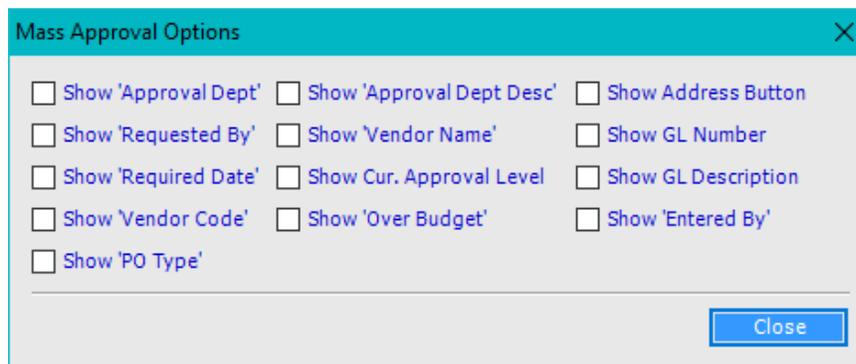
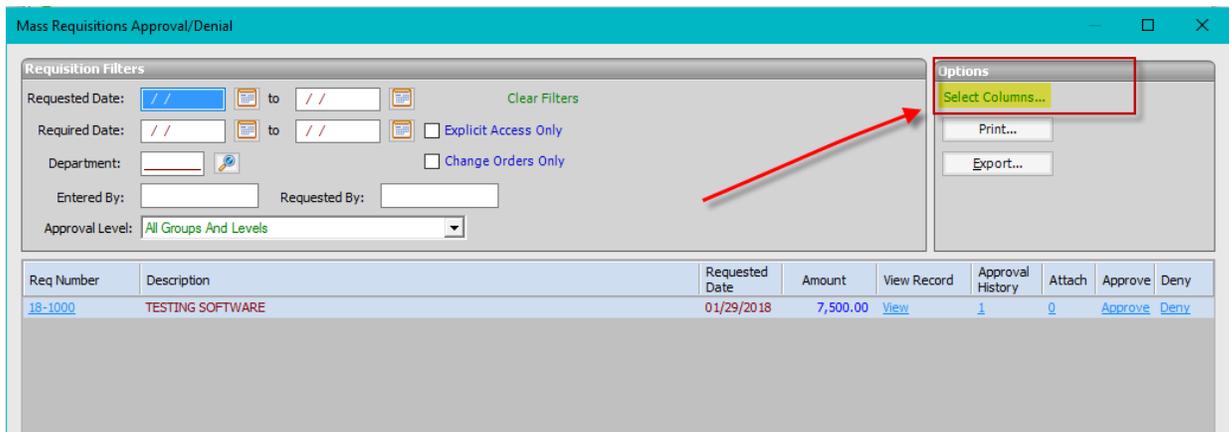


Department Head Approval

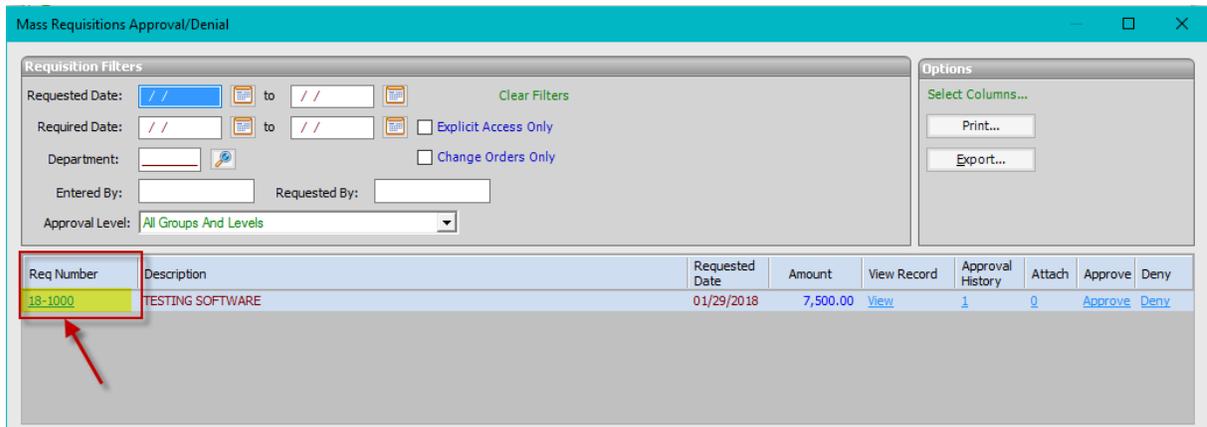
1. On the left side in the Notifications pane, you will see a green link stating how many requisitions are awaiting your approval. The amount of Reqs awaiting approval is tied to your username that is shown at the top. Click this link.



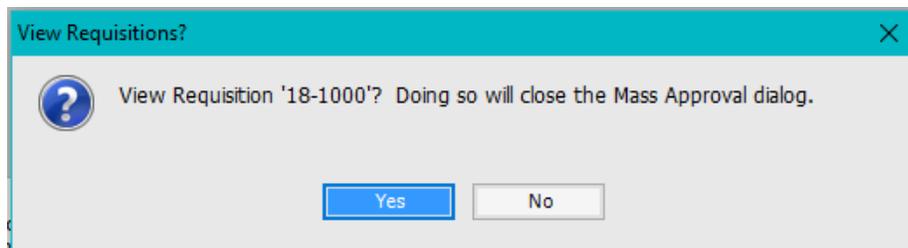
2. Each user can customize the screen, by clicking 'Select Columns' on the top right. By selecting the boxes you would be choosing which columns appear in the Mass Approval Screen. Options available are shown in second image below



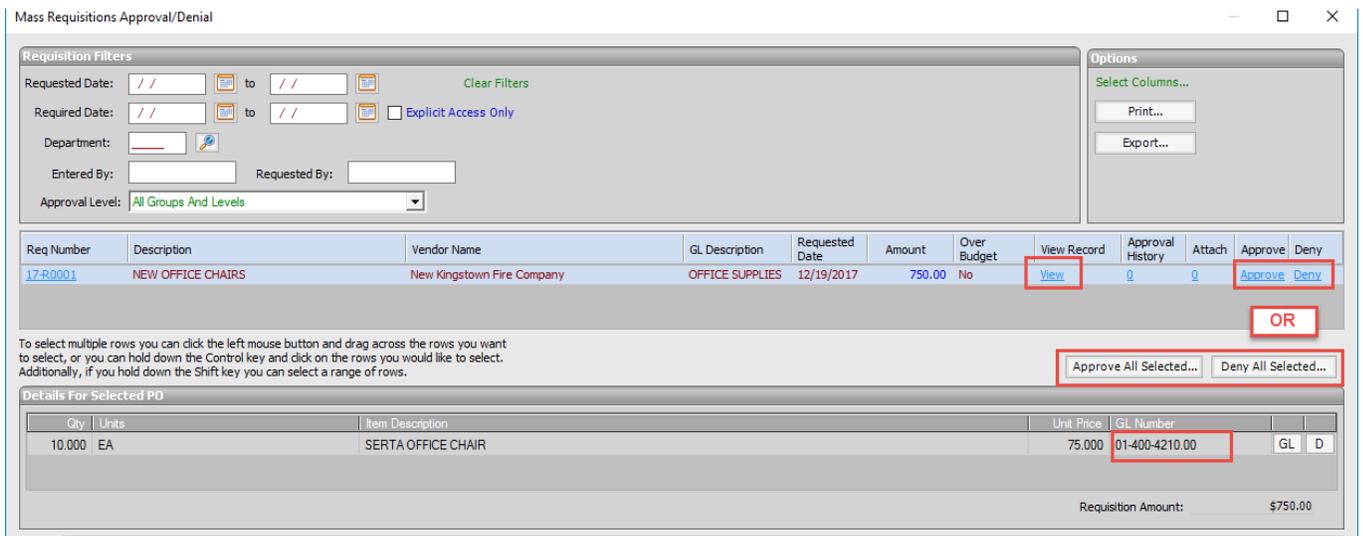
3. Click the requisition number within the approval screen to view the requisition. GL numbers will appear at the bottom. Approval history can also be viewed.



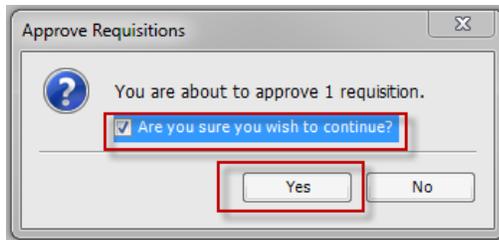
- a. System will verify you wish to leave the approval screen and if you say yes, the requisition will be brought up, otherwise say no and continue the approval process



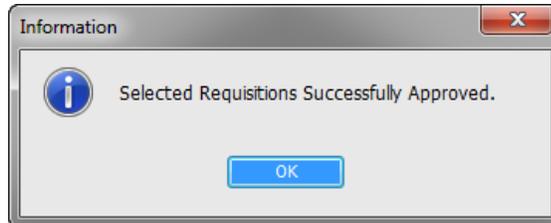
4. Click the Approve link or the Deny link for each requisition. You can approve/deny multiple requisitions by selecting them using the Ctrl+click or Shift+click method, then clicking Approve All Selected or Deny All Selected. Click Ok when you are finished.



5. Assuming an approval, you will receive a prompt similar to the one pictured. The count may differ. Check the Yes box and click the Yes button to continue with the approval.
 - a. A note field will appear when approving, this is optional



6. Another prompt will appear, informing you that the process was successful.



7. If you choose to deny a requisition, there are multiple options available

- a. Permanently Cancel the Requisition
- b. Send Requisition Back to a Previous Approval Level

8. A brief explanation for the denial is required

