

SMART F/T

Purchase Order Maintenance Module

SMART: Product of Computer Services

Board of Education
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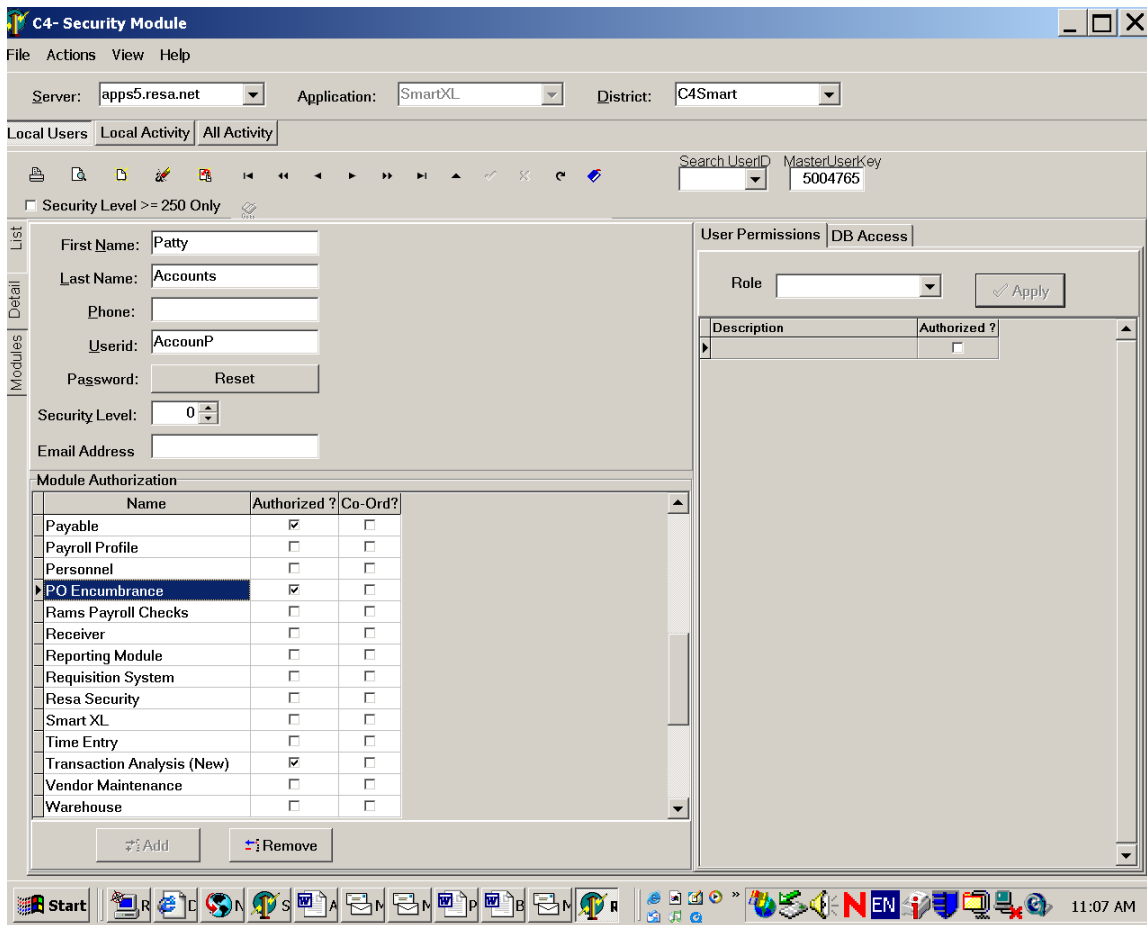
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Module Overview

The Purchase Order Maintenance Module is used to adjust fully approved purchase orders. You may change encumbrances, add accounts, change accounts or close a purchase order.

Security

The user must have access to the PO Encumbrance Module in Security under the Module Authorization. Currently there are no special permissions assigned for this module.



Viewing the Module

Upon entering the Module this screen will appear. It is a list of Open Purchase orders. If you would like to see a list of closed purchase orders select "Closed" If you would like to view both select "All". There also filters for Vendor, Account number and Purchase order number.

The screenshot shows the 'C4- PO Maintenance' application window. The interface includes a menu bar (File, Action, View, Help), a toolbar with various icons, and a 'Fiscal Year' dropdown menu set to '2008-2009'. Below the toolbar, there are input fields for 'Vendor:', 'Account:', and 'PO #:', each with a dropdown arrow. A 'Search' button is located next to the 'PO #' field. To the right of these fields are radio buttons for 'Open', 'Closed', and 'All', with 'Open' selected. The main area is a table with columns: PO #, Date, Vendor #, Vendor Name, Amount, and Balance. The table contains 25 rows of data. At the bottom right of the table area, a summary value is shown: 20,237,870,718.92. At the bottom left, it says 'Record Count: 417'.

PO #	Date	Vendor #	Vendor Name	Amount	Balance
10078	10/29/2008 ...	00003	A & R REPAIRS TEST	\$1,123.00	\$1,023.00
10680	7/1/2006	08060	SCHOOL SPECIALTY SUPPLY	\$3,500.00	(\$309.46)
10687	7/1/2006	05501	OFFICE DEPOT	\$2,000.00	(\$3,677.15)
10749	8/8/2006	08240	SHELDON SUPPLY CO 9730 GRIN...	\$6,000.00	\$3,365.00
10850	9/15/2006	05501	OFFICE DEPOT	\$8,833.79	\$8,733.79
10894	10/12/2006	00779	L G BALFOUR PO BOX 149207	\$3,200.00	\$2,212.29
10998	12/11/2006	03136	GORDON FOOD SERVICE PAYME...	\$2,000.00	\$0.00
11058	2/12/2007	08458	SOUND ENGINEERING inc	\$18,864.00	\$8,864.00
11067	2/26/2007	08825	UNDERWOOD DISTRIBUTING MI...	\$2,590.00	\$2,590.00
11078	3/7/2007	05692	J W PEPPER OF DETROIT	\$3,000.00	\$806.46
11083	3/7/2007	08821	UNDERCOVER RENTALS	\$480.00	(\$801.00)
11088	3/12/2007	05501	OFFICE DEPOT	\$133.98	\$133.98
11103	3/22/2007	10497	PEARSON PRENTICE HALL	\$29,710.05	\$29,710.05
11106	3/23/2007	01485	CDW-G	\$630.00	\$630.00
11111	3/26/2007	02114	EMU COLLEGE OF EDUC	\$3,404.00	\$3,404.00
11112	3/27/2007	08918	UPSTART pay w/5527 HWY 106	\$78.10	\$8.10
11114	3/27/2007	10350	Advanced Lighting & Sound	\$300.00	\$300.00
11117	3/29/2007	10499	MONROE PUBLIC SCHOOLS ATT...	\$270.40	\$270.40
11118	4/4/2007	10350	Advanced Lighting & Sound	\$675.00	\$175.00
11119	4/4/2007	02741	FOLLETT SOFTWARE	\$480.00	\$480.00
11122	4/4/2007	05697	PERMA-BOUND	\$689.05	\$689.05
11123	4/4/2007	05697	PERMA-BOUND	\$260.25	\$260.25
11126	4/4/2007	08177	SCOTT ELECTRIC p o box s	\$18.00	\$18.00
11127	4/4/2007	04253	LIBRARY STORE BOX 964	\$34.13	\$34.13
11128	4/4/2007	03590	HIGHSMITH CO PO BOX 800	\$12.75	\$12.75

Selecting a Purchase Order for Change

You may use the filters provided or simply find your purchase order on the list. In this example PO# 11141 has been selected. Note the small arrow to the left of the PO# on the list. This indicates which PO you wish to change. Select the Detail tab to open the PO.

The screenshot shows the 'C4- PO Maintenance' application window. The 'Fiscal Year' is set to '2008-2009'. The 'List' tab is selected, and the 'PO #' field is empty. The 'Detail' tab is also visible. The table below lists various purchase orders, with PO# 11141 highlighted and a small arrow pointing to its PO# field.

PO #	Date	Vendor #	Vendor Name	Amount	Balance
11136	4/17/2007	03590	HIGHSMITH CO PO BOX 800	\$130.74	\$5.74
11137	4/17/2007	08723	TEAM SPORTS INC	\$840.00	\$840.00
11138	4/17/2007	05980	RIEGLE PRESS INC	\$211.65	\$211.65
11139	4/17/2007	08748	3-M SERVICE PARTS TEST CENT...	\$14.95	\$14.95
11140	4/17/2007	10425	REYNOLDS & SON	\$234.55	(\$0.45)
▶ 11141	4/20/2007	08060	SCHOOL SPECIALTY SUPPLY	\$2,214.72	(\$1,885.28)
11143	4/20/2007	10425	REYNOLDS & SON	\$160.50	\$160.50
11144	4/24/2007	05146	MONROE HIGH SCHOOL	\$195.00	\$0.00
11145	4/24/2007	08245	SHERWIN-WILLIAMS 3460 WEST	\$1,000.00	\$1,000.00
11146	4/24/2007	04204	LEBLANC AUTO WORKS	\$215.00	\$215.00
11147	4/24/2007	10511	Meadowbrook Country club	\$1,000.00	\$745.00
11149	4/24/2007	01116	BOILERS CONTROLS INC	\$2,000.00	\$2,000.00
11150	4/26/2007	03385	HARCOURT ASSESSMENT	\$2,162.77	\$2,162.77
11151	6/19/2007	08177	SCOTT ELECTRIC p o box s	\$63.00	\$63.00
11152	7/1/2007	10182	CAREER CRUISING	\$450.00	\$450.00
11153	7/27/2007	04520	MACUL	\$100.00	\$100.00
11154	7/27/2007	08226	7 UP DETROIT-ABC BEV PO Box ...	\$7,000.00	\$7,000.00
11155	7/27/2007	08250	THE SHIRTERY	\$50.00	\$50.00
11156	7/27/2007	00002	A AND M TRANSMISSIONS	\$1,000.00	\$1,000.00
11157	7/27/2007	08748	3-M SERVICE PARTS TEST CENT...	\$10.00	\$10.00
11158	7/27/2007	08226	7 UP DETROIT-ABC BEV PO Box ...	\$7,000.00	\$7,000.00
11159	7/27/2007	10182	CAREER CRUISING	\$450.00	\$450.00
11161	8/2/2007	00002	A AND M TRANSMISSIONS	\$1.00	\$1.00
11162	8/7/2007	00002	A AND M TRANSMISSIONS	\$10,900.00	\$10,900.00
11163	8/7/2007	00002	A AND M TRANSMISSIONS	\$10,900.00	\$10,900.00

Record Count: 417

The Detail Screen

The detail screen shows the account distribution for this PO. It shows the original and revised amounts, payments made to date and the balance of the PO. There is a column to indicate that the P.O. is open. At the bottom there are four buttons – Revise, Add, Close and Change.

The screenshot displays the 'C4- PO Maintenance' application window. The title bar includes standard window controls. The menu bar contains 'File', 'Action', 'View', and 'Help'. Below the menu bar is a toolbar with various icons for navigation and actions. A 'Fiscal Year' dropdown menu is set to '2008-2009'. The 'List' section shows 'Vendor' as 'SCHOOL SPECIALTY SUPPLY', 'PO #' as '11141', and 'PO Date' as '4/20/2007'. The 'Detail' section has two tabs: 'Encumbrance' (selected) and 'History'. A table displays the account distribution data:

Account	Original Amt	Revised Amt	Payments	Balance	Open?
▶ 11-241-5115-001-001-0000	\$1,000.00	\$1,000.00	\$1,500.00	(\$500.00)	<input checked="" type="checkbox"/>
62-431-0000-000-000-0007	\$1,214.72	\$1,214.72	\$2,600.00	(\$1,385.28)	<input checked="" type="checkbox"/>

At the bottom of the window, there are four buttons: 'Revise', 'Add', 'Close', and 'Change'.

Revising a Purchase Order

To revise an account in a purchase order, from the detail screen select the item on the list by clicking on that line. A small black arrow will show on the left to indicate which item will be revised. Click the “Revise” button on the bottom.

The screenshot shows the 'C4- PO Maintenance' window. At the top, there is a menu bar (File, Action, View, Help) and a toolbar with various icons. The 'Fiscal Year' is set to 2008-2009. Below the toolbar, the 'List' section shows 'Vendor: SCHOOL SPECIALTY SUPPLY', 'PO #: 11141', and 'PO Date: 4/20/2007'. The 'Detail' section has tabs for 'Encumbrance' and 'History'. A table displays the following data:

Account	Original Amt	Revised Amt	Payments	Balance	Open?
▶ 11-241-5115-001-001-0000	\$1,000.00	\$1,000.00	\$1,500.00	(\$500.00)	<input checked="" type="checkbox"/>
62-431-0000-000-000-0007	\$1,214.72	\$1,214.72	\$2,600.00	(\$1,385.28)	<input checked="" type="checkbox"/>

Below the table, the 'Account' field is set to 11-241-5115-001-001-0000, and the 'Revised Amount' field is empty. There is also a 'Comments' text area. At the bottom, there are buttons for 'OK', 'Cancel', 'Revise', 'Add', 'Close', and 'Change'.

Change the amount in the “Revised Amount” field. This amount is the *new total amount* for this P.O. not the dollars you are increasing or decreasing the amount. Keep in mind the amount cannot be less than the payments made against the P.O. You may add notes to this transaction in the “Comments” field. Click the OK button when you are done.

Adding an Account to an existing Purchase Order

Find the Purchase order from the list screen. Click on the Detail tab to open up the detail screen. To add an account to an existing Purchase order Click the “Add” button at the bottom of the screen.

The screenshot shows the 'C4- PO Encumbrance' application window. The title bar includes 'File View Help' and a toolbar with various icons. The main area is divided into 'List' and 'Detail' tabs. The 'List' tab shows the following information:

Vendor: APAC PAPER PO #: 10624 PO Date: 7/1/2006

The 'Detail' tab is active, showing a table with the following data:

Account	Original Amt	Revised Amt	Payments	Balance	Open?
11-261-5940-008-011-0000	\$4,000.00	\$4,500.00	\$0.00	\$4,500.00	<input checked="" type="checkbox"/>
11-261-5950-008-011-0000	\$0.00	\$3,000.00	\$0.00	\$3,000.00	<input checked="" type="checkbox"/>

Below the table, there is an 'Add' section with the following fields:

Account: 11-261-5955-008-011-0000 Amount: 2000.
Comments: To add to existing purchase order

At the bottom of the window, there are buttons for 'Revise', 'Add', and 'Close'. The 'Add' button is highlighted. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 4:21 PM.

Use the pull down in the account field and select an account number from the list. Fill in the amount and add comments if needed. Click the “OK” button to complete the add.

Closing a Purchase Order

Find the Purchase order from the list screen. Click on the Detail tab to open up the detail screen. If you are closing the entire PO select Actions – Close PO. To close only a specific portion of the PO select the account you wish to close by clicking on its line. Note the small black arrow on the left of the list – this indicates your selection. Click on the “Close” button.

The screenshot shows the 'C4- PO Maintenance' window. At the top, there is a menu bar (File, Action, View, Help) and a toolbar with various icons. The 'Fiscal Year' is set to '2008-2009'. Below this, the 'List' section shows 'Vendor: SCHOOL SPECIALTY SUPPLY', 'PO #: 11141', and 'PO Date: 4/20/2007'. The 'Detail' section has two tabs: 'Encumbrance' (selected) and 'History'. A table displays the following data:

Account	Original Amt	Revised Amt	Payments	Balance	Open?
▶ 11-241-5115-001-001-0000	\$1,000.00	\$1,000.00	\$1,500.00	(\$500.00)	✓
62-431-0000-000-000-0007	\$1,214.72	\$1,214.72	\$2,600.00	(\$1,385.28)	✓

Below the table, the 'Account' field is set to '11-241-5115-001-001-0000' and the 'Amount' field is '1000'. There is a 'Comments' text area below that. At the bottom, there are buttons for 'OK', 'Cancel', 'Revise', 'Add', 'Close', and 'Change'.

The account you are closing will be displayed at the bottom of the screen along with the amount currently encumbered (Revised Amount). You may add notes to this transaction in the “Comments” field. Click the OK button when you are done.

After you have closed a Purchase Order the detail will appear as below. The line appears highlighted blue and the Open? box is no longer checked.

The screenshot shows the 'C4- PO Maintenance' window. At the top, there is a menu bar (File, Action, View, Help) and a toolbar with various icons. Below the toolbar, there are input fields for 'Vendor' (SCHOOL SPECIALTY SUPPLY), 'PO #' (11141), and 'PO Date' (4/20/2007). A 'Fiscal Year' dropdown is also present. The main area is divided into 'Encumbrance' and 'History' tabs. A table displays the following data:

Account	Original Amt	Revised Amt	Payments	Balance	Open?
11-241-5115-001-001-0000	\$1,000.00	\$1,000.00	\$1,500.00	(\$500.00)	<input type="checkbox"/>
62-431-0000-000-000-0007	\$1,214.72	\$1,214.72	\$2,600.00	(\$1,385.28)	<input checked="" type="checkbox"/>

At the bottom of the window, there are buttons for 'Revise', 'Add', 'Close', and 'Change'.

Changing a Purchase Order

The Change button allows you to change the account number on a purchase order. Typical use is to correct a purchase order that has the wrong account. Find the Purchase order from the list screen. Click on the Detail tab to open up the detail screen. Select the account you wish to change by clicking on its line. Note the small black arrow on the left of the list – this indicates your selection. Click on the “Change” button.

The screenshot shows the 'C4- PO Maintenance' window. At the top, there is a menu bar (File, Action, View, Help) and a toolbar with various icons. A 'Fiscal Year' dropdown is set to '2008-2009'. Below this, the 'List' tab is active, showing search criteria: Vendor 'SCHOOL SPECIALTY SUPPLY', PO # '11141', and PO Date '4/20/2007'. The 'Detail' tab is also visible. A table displays account information:

Account	Original Amt	Revised Amt	Payments	Balance	Open?
▶ 11-241-5115-001-001-0000	\$1,000.00	\$1,000.00	\$1,500.00	(\$500.00)	✓
62-431-0000-000-000-0007	\$1,214.72	\$1,214.72	\$2,600.00	(\$1,385.28)	✓

Below the table, the 'Account' dropdown is set to '11-241-5115-001-001-0000' and the 'Amount' field contains '1000'. A 'Comments' field is empty. At the bottom, there are buttons for 'Revise', 'Add', 'Close', and 'Change', along with 'OK' and 'Cancel' buttons.

The account you are changing will be displayed at the bottom of the screen along with the amount encumbered. Change the account number to the new one. You may add notes to this transaction in the “Comments” field. Click the OK button when you are done.

History Information

History of changes made to a Purchase Order is tracked under the “History” Tab. In the example below there are three changes that were made to this P.O. The first line shows a closed account for this P.O. The second change was a revision – a change from \$4,000 to \$4,500 on the indicated account. The third line is an additional account added to this P.O. Note that the amounts here shown are the amounts *changed*.

The user who made the change along with the date and time stamp is noted in the first two columns. The comment section includes the type of change that was made (closed account, revised amount or Added new account).

The screenshot shows the 'C4- PO Encumbrance' application window. The 'History' tab is selected, displaying a table of changes. The table has columns for 'Changed By', 'Date', 'Account', 'Changed By', 'Status', and 'Comment'. The data rows are as follows:

Changed By	Date	Account	Changed By	Status	Comment
Karen Keliher	10/25/2006 1...	1126159400080110000	\$0.00	2	Closed account.
Karen Keliher	10/24/2006 3...	1126159400080110000	\$500.00	1	Revised account. To add to original purchase order.
Karen Keliher	10/24/2006 1...	1126159500080110000	\$3,000.00	1	Added new account. To add to Purchase Order

The interface also shows a 'Vendor' field with 'APAC PAPER', a 'PO #' field with '10624', and a 'PO Date' dropdown menu set to '7/1/2006'. The Windows taskbar at the bottom shows the time as 10:05 AM and includes icons for Start, Novell, Internet Explorer, and several application windows.