Springbrook

Purchase Orders

Springbrook Software

www.springbrooksoftware.com

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Purchase Order Module

Overview

Flow Chart

The objects in the diagram below represent processes in the application.

Purchase Orders Work Flow

- Purchase Orders are created using the Purchase Orders process (PO> Purchase Orders).
- Once a Purchase Orders batch has been committed, the POs in the batch can be:
  - Modified using the Change Orders process (PO> Change Orders) - For example, if you would like to add or remove a line item on a committed purchase order, process the PO in a Change Orders batch.
  - Rolled over into a new fiscal year using the Roll Over POs process (PO> Roll Over POs) - For example, if a purchase order is entered in fiscal year 2018, but the encumbered amount should be moved to fiscal year 2019, process the PO through the Roll Over POs process. This will move the encumbered amount from one fiscal year to another. Purchase orders can only be invoiced in the same fiscal year that the encumbered amount has been recorded in.

- Received using the Receiving process (PO> Receiving) - For example, if there are unit quantities attached to the PO line items, you can receive the PO line items and generate a receipt. The receiving process is optional, unless the Force Receiving toggle is checked on the AP module Setup window (AP> Utilities> Setup> Invoices tab> **Force Receiving** toggle). If the **Force Receiving** toggle is checked, you can only invoice purchase orders with quantities that have been received in the PO Receiving process.
- Invoiced using the AP module Invoices process (AP> Invoices).
- Added to a manual check in the AP module using the Manual Checks process (AP> Manual Checks).

PO> Change Orders

Change Orders

Summary

The Change Orders process is used to update or maintain purchase orders that have been created and committed using the Purchase Order process (PO> Purchase Orders). This includes modifying purchase order line items (for example, reopening a closed PO line item) or PO information (for example, the ship to address). If a PO has not been committed in the Purchase Order process, you can modify it using the Purchase Orders process (PO> Purchase Orders> Purchase Orders). The Change Orders process allows you to add, remove or close purchase order line items, or change the ship to address or other information on the purchase order. Once purchase orders have been modified, you can generate a new printed version of the purchase order using the Purchase Order step (PO> Change Orders> Purchase Orders).

If you would like to change the fiscal period associated with a purchase order, process the purchase order in the Roll Over POs process (PO> Roll Over POs). The Roll Over POs process will move the encumbrance associated with the purchase order to the next fiscal year.

Flowchart

The objects in the diagram represent processes in the application.

Step by Step

1 Create a new Change Orders batch.

- Select the Change Orders palette in PO> Change Orders. This will expand the Change Orders palette and display the steps of the Change Orders process.
- Select New from the Change Orders batch number drop-down menu to create a new batch. This will open the New Batch window.
    - If there are open batches in the Purchase Orders process, you can create a new batch without affecting the open batches.
- Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are used for reference only. The batch month and batch year do not affect the fiscal year of the purchase orders that are modified in the batch. If you would like to change to fiscal year associated with a purchase order, process the PO in a Roll Over POs batch (PO> Roll Over POs).
- Click the Generate icon to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
    - You can also manually create a new batch by entering a **Batch Number** and clicking the Confirm icon .

- Highlight the batch in the batch number drop-down menu on the Change Orders palette and press DELETE or click the Delete icon to delete a batch. Any uncommitted change orders in the batch will be deleted.

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2 Select a fiscal year.

- The Settings step is used to select the fiscal year of the purchase orders you would like to modify. You cannot change the fiscal year associated with a purchase order using the Change Orders process. If you would like to move a purchase order from the current fiscal year to the fiscal year, use the Roll Over POs process (PO> Roll Over POs).
- Open the **Settings** window (PO> Change Orders> Settings).
- Select a fiscal year in the **Fiscal Year** field. Only purchase orders associated with the selected fiscal year can be modified in the batch.
  - A fiscal year is attached to a purchase order when it is created using the Settings step of the Purchase Orders process (PO> Purchase Orders> Settings).
  - You can view the fiscal year associated with a PO using the Display palette (PO> Display> Purchase Orders> Select a fiscal year and refresh the data in the window).
- Press ENTER or click the Save icon when complete.

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3 Select the purchase orders to modify.

- Once the Change Orders batch has been created, you can select the purchase orders you would like to modify.
- Open the **Add/Remove Orders** window (PO> Change Orders> Add/Remove Orders).
- The Add/Remove Orders window will display all of the purchase orders that have been selected to be modified. Since you have just created a new batch, this window will be empty.
- Highlight a purchase order and press DELETE or click the Delete icon to remove the purchase order from the window.
- Press INSERT or click the Add icon to select a purchase order from a list. Select a purchase order and press ENTER and the purchase order will populate in the Add/Remove Orders window.
  - Press SHIFT or CTRL while selecting purchase orders in order to add multiple POs to the batch.
- Press ENTER or click the Save icon after all of the purchase orders you would like to modify have been added to the Add/Remove Orders window.

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4 Modify the purchase orders.

- Open the **Purchase Orders** window (PO> Change Orders> Change Orders).
- The Purchase Orders window will display all of the purchase orders that have been selected for modification using the Add/Remove Orders window (PO> Change Orders> Add/Remove Orders).
- Highlight a purchase order and press ENTER to modify it. This will open the purchase order. Change the information on the PO, add/remove PO line items or modify the line items on the purchase order to modify the purchase order. The changes made to the purchase order will display on the Change Orders Proof List (PO> Change Orders> Proof List).
- Open and modify all of the purchase orders that should be modified and then exit the Purchase Orders window.

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5 Print a Proof List Report.

- The Proof List Report displays all of the purchase order line items on the purchase orders in the batch, not just the modified line items. The purchase order line item amounts on the Proof List are the total purchase order line item amounts, not just the modified values.
- Open the **Proof List** window (PO> Purchase Orders> Proof List).
- Select a **Report Type** from the drop-down menu.
  - The Standard report will display all of the purchase order line items on the purchase orders in the batch grouped by the ship to address on the POs. The report will include the Ship Location, Line Item Description, PO Number, Vendor Number, Vendor Name, PO Date, Account Number and Account

    Description. The report will also provide the Amount and Quantity for each line item as well as Amount and Quantity report totals.

        - The Line Item Description will display the purchase order line item descriptions entered into the **Description** field on the PO Line Item window.
        - The PO Date column will display the date on the purchase order, not the date attached to the purchase order line item.
        - The Amount column will include the line item base amount, plus any tax or shipping. This is the total amount of the purchase order line item, not just the modified amount. For example, if the original amount of the PO line item was $500 and you increase it to $750, the Amount column will display $750.
        - The Quantity column will display the unit quantity on the purchase order line item.

    - The Work Order Detail report replaces the Account Description column displayed in the Standard report with the Work Order Number, Reference Number and Activity Type for each PO line item. The rest of the information included in the report is identical to the Standard version.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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6 Print the Budget Proof List Report.

- The Budget Proof List Report displays the purchase order line items in the batch and their effect on the budgets and encumbrances of the GL accounts attached to them. Each line item will display on the report, even purchase order line items that were not modified in the batch. The Budget Proof List Report will display the total modified amounts, not just the changes. For example, if a purchase order line item created an encumbrance of $1000 and was modified to create an encumbrance of $1500, $1500 will display on the report.
    - The modified encumbered and budget amounts will not display on the Chart of Accounts Maintenance window until the Change Orders batch has been committed.
- Open the **Budget Proof List** window (PO> Purchase Orders> Budget Proof List).
- Click the Print icon to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You

can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

- Each purchase order line item will display separately on the report, even if there are multiple line items on the same PO that use the same GL account.
- The GL Account column displays the GL account attached to each PO line item in the batch.
- The Description column displays the description of the GL account and the description of the purchase order line item.
- The Amount column displays the total amount of the purchase order line item. Any tax and shipping on the purchase order line item will be included in the total amount.
- The Outstanding Amount column displays any amount that has not yet been invoiced on the purchase order line item. This field will display $0.00 if the line item is closed.
- The Budget column will display the budget amount before all of the purchase order line items in the batch were applied.

- The Activity column displays the year to date activity on the GL account. You can view the activity broken down by fiscal period using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Select a fiscal year> Balance tab).
- The Encumbered column displays amount encumbered on the GL account.
- The Remaining Budget column displays the available budget amount less all of the PO line items in the batch. The available budget is the budget less the committed transactions.
    - The budget amount is not reduced when purchase orders are committed. The budget will only be affected when the purchase order is invoiced (AP> Invoices).
    - If there is more than one purchase order line item on a GL account, the Remaining Budget column will display the same amount on each PO line item that debits the GL account because the Remaining Budget column displays the available budget less all of the PO line items on that GL account in the batch.

7 Print the change orders.

- The Statements step of the Change Orders process is used to generate a printed version of the change orders.
- Open the **Statement** window (PO> Change Orders> Statements).

- The Statements can be printed in two formats: summary and detail. The only difference between the summary and detail format is the information that displays on each purchase order line item.
  - The detail format displays the purchase order line item number, quantity, unit type (**U/M** column), line item description, product code, GL account, unit price and amount.
  - The summary format displays the product code, quantity, line item description, unit price and amount.
  - Each purchase order will include a "Change Order" watermark.
- Check the **Display Department** toggle to display the department at the top of the generated change order.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

- Each of the purchase orders in the batch will generate on a separate printed purchase order with a "Change Order" watermark.
- The date that displays in the **Date** column is the value in the Date field on the Purchase Order window (PO> Change Orders> Date field).
- The date that displays in the **Required Delivery Date** column is the value in the Expected Date field on the Purchase Order window (PO> Change Orders> **Expected Date** field).

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8 Send the electronic purchase orders.

- The Send Electronic POs step is used to generate and send emails to any vendors in the batch that are set up to receive electronic POs. These vendors will receive an email with an attached PDF of the purchase order.
- Open the **Send Electronic POs** window (PO> Change Orders> Send Electronic POs).
- Click the **Notification Template** field label to select an email template for the electronic POs. This will open the Email Template Selection window.
  - Select the email template that you would like to use and click the Confirm icon .
  - Email templates are created and maintained on the Email Template Maintenance window (SS> Maintenance> Email Template).
- Click the Confirm icon to send the electronic POs.

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9 Commit the Change Orders batch.

- Once all of the reports have been generated, you can commit the purchase orders in the batch.
- Open the **Commit** window (PO> Purchase Orders> Commit) and commit the batch.
- Open the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Balance tab) if you would like to view the encumbered amount and budget balance of the GL accounts attached to the purchase order line items.

PO> Display> Purchase Orders

Display Purchase Orders

Summary

The Purchase Orders window is used to view the purchase orders created in the Purchase Orders process (PO> Purchase Orders). This window allows you to open purchase orders and view all of the line items attached. You can generate a filtered list of purchase orders using Purchase Order List Report (PO> Reports> Purchase Order List).

If you would like to modify a purchase order, use the Change Order process (PO> Change Order). If you would like to create a new purchase order, use the Purchase Orders process (PO> Purchase Orders).

Step by Step

1 View a filtered list of purchase orders.

- Open the **Purchase Orders** window (PO> Display> Purchase Orders).
- Enter information into the Search Criteria section and press ENTER to filter the purchase orders that display in the window.

- The **Status** drop-down menu is used to filter the purchase orders by status.
  - The Closed status is used to view closed purchase orders. Purchase order line items are closed as they are invoiced and committed in the Accounts Payable module (AP> Invoices). A purchase order is closed once all of the line items attached to the purchase order are closed. Contract purchase order line items are closed once the contract amount has been invoiced.
- The **Number** field is used to filter the purchase orders by the purchase order number.
  - The purchase order number is set when the purchase order is created in the Purchase Orders process (PO> Purchase Orders> Purchase Orders> Create icon> **PO Number** field). If the Purchase Order module is set up to auto-number POs (PO> Utilities> Setup> **Automatically number purchase orders** toggle), the **PO Number** field will be disabled and POs will be automatically assigned a number when they are created.
- The **Batch Number** field is used to filter the purchase orders by batch number.
  - The purchase order batch number is set when the purchase order is created in the Purchase Orders process (PO> Purchase Orders> Create a new batch).
- The **From Date** and **To Date** fields are used to filter the POs by the purchase order date.
  - The purchase order date is set up when the purchase order is created in the Purchase Orders process (PO> Purchase Orders> Purchase

Orders> Create icon> **Date** field).

    - You can assign a separate date to the line items on a purchase order, but these are the dates on the purchase order line items, not the purchase order.

- The **Fiscal Year** field is used to filter the purchase orders by the fiscal year.
    - The fiscal year of a purchase order is set during the Setting step of the Purchase Orders process (PO> Purchase Orders> Settings> **Fiscal Year** field).
    - The fiscal year attached to a purchase order determines the fiscal year in which the encumbrance will be recorded. You can view the encumbered amount of a GL account using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Balance tab> **Encumbered** field).
- The **Requisition Number** field is used to filter the purchase orders by the associated requisition number.
- The **Vendor Number** and **Vendor Name** fields are used to filter the purchase orders by the Accounts Payable vendor attached to the PO. Click the **Vendor Number** field label to select a vendor from a list.
- The **Commodity Code** field is used to filter the receipts by the commodity code attached to the purchase order line item being received. Commodity codes are used to compare the prices of AP vendors. For example, you can set up printer paper as a commodity and then track and compare the vendor prices and quantity discounts on printer paper.
- The **Product Code** field is used to filter the receipt by the product code attached to the purchase order line item. A product code is generally the code

    or serial number the vendor uses to reference the product on the purchase order line item. Product codes are entered on purchase order line items when they are created using the Purchase Orders process (PO> Purchase Orders> Purchase Orders> Create a purchase order> Create a PO line item).

    - The **Item ID** field is used to filter the purchase orders by the IC module inventory items attached to the PO.

- Right click on the information in the window and select Export grid contents to Excel if you would like to generate an MS Excel worksheet of the purchase orders that display in the window. All of the information that displays in the window will be included in the export.

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2 View a purchase order.

- Select a purchase order in the window and click the Display icon to view the information attached to the selected purchase order. This will open the Purchase Orders window.
- The Line items tab will display the purchase order line items attached to the PO. Click on a PO line item to view the information attached to it.

PO> Display> Receipts

Display Receipts

Summary

The Receipts window is used to view the receipts created in the Receiving process (PO> Receiving). If you receive purchase orders in the PO module, the Receipts window will display a list of receipts. You cannot modify receipts from this window.

When receiving Purchase Orders (PO> Receiving), you can receive only one purchase order per receipt, so each receipt in the window will be attached to a single purchase order. You can receive multiple PO line items on a single receipt, so there can be several different items associated with each receipt.

Step by Step

1 View a filtered list of receipts.

- Open the **Receipts** window (PO> Display> Receipts).
- Enter information into the Search Criteria section and press ENTER to filter the receipts that display in the window.

    - The **User** field is used to filter the receipts by the user that created the receipt. A user will be attached to a receipt when the receipt is created in the Receipts step (PO> Receiving> Receipts).
    - The **On or After** field is used to filter the receipts by receipt date. The receipt date of a receipt is the transaction date set during the Receipts step (PO> Receiving> Receipts> Create icon> **Transaction Date** and **Transaction Time** fields).
    - The **PO Number** field is used to filter the receipts by the purchase order attached to the receipts.
    - The **Receipt Number** field is used to filter the receipts by receipt number. Receipts are assigned a sequential number when they are generated in the Receiving process (PO> Receiving> Receipts).
    - The **Commodity Code** field is used to filter the receipts by the commodity code attached to the purchase order line item being received. Commodity codes are used to compare the prices of AP vendors. For example, you can set up printer paper as a commodity and then track and compare the vendor prices and quantity discounts on printer paper.
    - The **Product Code** field is used to filter the receipt by the product code attached to the purchase order line item. A product code is generally the code or serial number the vendor uses to reference the product on the purchase order line item. Product codes are entered on purchase order line items when they are created using the Purchase Orders process (PO> Purchase Orders> Purchase Orders> Create a purchase order> Create a PO line item).
- Right click on the information in the window and select Export grid contents to Excel if you would like to generate an MS Excel worksheet of the receipts that display in

the window. All of the information that displays in the window will be included in the export.

2 View a receipt.

- Select a receipt in the window and click the Modify icon to view the information attached to the selected receipt. This will open the Receipt window.
- Click the Attachments icon if you would like to view the document attached to the receipt. Documents can be attached to receipts when they are generated (PO> Receiving> Receipts> Create icon> Attachments icon).
- The **PO Number** field will display the purchase order number of the PO that was received.
- The **Transaction Date** and **Transaction Time** fields display the receipt date of the receipt.
- The **Location** field displays the location the product was received at. For example, if you have multiple warehouses, you may have them set up as separate locations so you can track where products are received.
    - Locations are created and maintained in the Location Maintenance window (SS> Maintenance> Locations).
- The **Notes** field displays any notes or comments entered when the receipt was generated.
- The Purchase Orders section displays the purchase order line items received on the receipt.

- The **Line Item** field will display the purchase order line item that was received.
- The **Outstanding** column displays the quantity outstanding when the receipt was generated, it does not display the current outstanding on the purchase order line item. For example, if the receipt received 10 of the 10 units on the purchase order line item, the Outstanding column will display 10 and the **Received** column displays 10. If the receipt received 6 of the 10 units on the receipt, the Outstanding column will display 10 even though there may currently be 4 units outstanding on the purchase order line item and the Received column will display 6.

PO> Maintenance> Recurring PO Maintenance

Recurring PO Maintenance

Summary

The Recurring Purchase Order Maintenance window is used to create and maintain recurring purchase order templates. These recurring PO templates can be used in the Purchase Orders process to quickly generate new purchase orders that are frequently regenerated with the same details.

Step by Step

1 Open the Recurring Purchase Order Selection window.

- The Recurring Purchase Orders Maintenance window will display all of the recurring purchase orders in the system.
- Highlight a recurring purchase order and click the Delete icon to delete the selected recurring purchase order.
- Highlight a recurring purchase order and click the Modify icon to edit the selected recurring purchase order.

- Click the Create icon to create a new recurring purchase order. This will open the Recurring Purchase Order Maintenance window.

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2 Create a new recurring purchase order.

- The Recurring Purchase Order Maintenance window includes much of the same information as the Purchase Orders Maintenance window.
- The Tab Order icon at the top of the window is used to adjust the tab order of the Recurring Purchase Order Maintenance window.
- The **Code** field is used to enter a unique code for the recurring purchase order.
- The **Date** field is disabled as a date cannot be specified until the recurring purchase order template is used to create a new purchase order.
- The **Vendor Number** field is used to attach an Accounts Payable module vendor to the purchase order.
    - Enter a vendor number or click the **Vendor Number** field label to select a vendor from a list.
    - The **Vendor Name**, **Vendor Address 1**, **Vendor Address 2**, **Vendor City**, **Vendor State**, **Vendor Zip** and **Vendor Phone** fields will populate with the address and phone number attached to the vendor. The vendor address information will display on the printed version of the PO in the **Vendor** fields.
        - If there is a purchase order address attached to the Accounts Payable vendor (AP> Maintenance> Vendor> Shipping tab> **PO Address 1**, **PO**

        Address 2, **PO City**, **PO State** and **PO Zip** fields), the purchase order address will populate in the address fields.

        - If there isn’t a purchase order address attached to the AP vendor, the mailing address will populate on the purchase order (AP> Maintenance> Vendor> General tab> **Mailing Address 1**, **Mailing Address 2**, **Mailing City**, **Mailing State** and **Mailing Zip**).

    - The **Vendor Phone** field will populate with the phone number of the primary contact attached to the AP vendor (AP> Maintenance> Vendor> Contacts tab> **Phone Number** field and **Primary** toggle).

    - If there is a PO message attached to the vendor record, the PO message will display in an alert box. For example, if the vendor is always late in sending the goods, you can add that information to the vendor record. When the vendor is attached to the PO, the information will display.

        - Purchase order messages are attached to Accounts Payable vendors using the Vendor Maintenance window (AP> Maintenance> Vendor> Message Alerts tab> **PO Message** field).

    - Organizations that utilize Tag functionality can control which vendors individual Springbrook users can assign to a purchase order.

    - A vendor number must be specified in order to save the recurring purchase order.

- The **Electronic Recipient** field is used to specify additional electronic PO recipients. These recipients will receive a copy of the electronic PO when the Send Electronic POs step is processed.

    - Enter any additional email addresses that should receive the electronic PO. Separate each email address with a comma.

- The **Leave Open** toggle is used to keep the purchase order open even if all of the purchase order line items have been closed. This feature is used to create blanket purchase orders.
  - When the Leave Open toggle is not checked, the purchase order will close when all of the purchase order line items have been invoiced. If the Leave Open toggle is checked, the purchase order will stay open even when all of the purchase order line items have been invoiced.
- The **Author** field is disabled and will not populate on the recurring purchase order. This field will populate on the resulting purchase order with the user name of the person who creates the purchase order from the recurring purchase order.
- The **Home Department** field is used to attach a department to the purchase order. Enter the department number or click the field label to select a department from a list.
- The **Shipping Location** field is used to add a shipping location to the purchase order. The shipping location will display on the printed version of the PO as the **Ship To** address.
  - If the **Use city name as the default shipping location** toggle is checked on the Setup window (PO> Utilities> Setup), the shipping location address fields will populate with the address of your organization defined in the System Setup window (SS> Utilities> System Setup> Organization tab> **Address Line 1**, **Address Line 2**, **City**, **State**, and **Zip** fields).
  - If there is a shipping location attached to the AP vendor, the **Shipping Location** field will populate with the default shipping location attached to the vendor. A default shipping addresses is attached to an Accounts Payable

    vendor using the Vendor Maintenance window (AP> Maintenance> Vendor> Shipping tab> **Shipping Address** field).

    - If any of the PO line items that are added to the purchase order are associated with IC module inventory items, this shipping address must be an IC module shipping address.

- The **Shipping Instructions** field is used to add shipping instructions to the printed version of the purchase order. The text entered in this field will display in the Shipping Instructions box on the printed version of the PO.
- The **Internal Notes** field does not display on the printed version of the purchase order. This field can be used to enter notes on the purchase order for internal use only.
- The **Vendor Notes** field is used to add notes or comments to the purchase order. The notes or comments entered in this field will display on the printed version of the purchase order in a field titled Special Instructions.
- The **Resolution Number** will not display on the printed version of the purchase orders.
- The **Terms** field will populate with the discount terms information established for the selected vendor.
    - Discount terms are established on the Vendor Maintenance window (AP> Maintenance> Vendor).
- The **Expected Date** field is used to enter the required delivery date of the line items on the purchase order. The date entered in this field will display in the **Required Delivery Date** field on the printed version of the purchase order.
- The **Tax Rate** field is used to apply a tax rate to the line items on the purchase order.

- The Tax Rate field will populate with the sales tax attached to the vendor on the purchase order (AP> Maintenance> Vendor> Detail tab> **Sales Tax Rate** field).
- If a tax rate is not attached to the vendor, or if you would like to edit the tax rate, you can enter a value between 0.00001 and 99.99999.
- Click the Generate icon to apply the tax rate to all taxable line items that have been added to the purchase order.

3 Add a line item to the recurring purchase order.

- Click the Create icon or press INSERT when the Recurring Purchase Orders Maintenance window is open. This will open the PO Line Item window where you can set up a PO line item that will automatically be included on all purchase orders generated from the recurring purchase order you are creating.
- Not all of the fields on the PO Line Item window are required. Only the **GL Account** (to record the encumbrance) and the **Unit Price** fields (to calculate the base amount of the invoice) are required on standard PO line items. If an Inventory Item is attached to the PO line item, you will also be required to specify an Inventory Location.
- The Tab Order icon at the top of the window is used to adjust the tab order of the PO Line Item window.
- The PO line item information is saved as you enter it into the PO Line Item window, so there is no Save icon on the window. Click the Exit icon when complete and

the Recurring Purchase Orders Maintenance window will update with the PO line item information.

- The **Line Type** drop-down menu is used to select the type of line item you would like to create. Select Standard to create a standard line item.
  - If the **All purchase order line items default to contract** toggle is checked on the Setup window (PO> Utilities> Setup), the **Line Type** drop-down menu will default to Contract.
- The **Date** field is used to enter the date on the purchase order line item. This field will populate with the current date.
  - The purchase order line item date is not the same as the date on the purchase order.
- Click the **Inventory Item** field label to attach an IC item to the PO line item.
  - If you attach an inventory item to the PO line item, you will be required to select an **Inventory Location** as well.
  - Inventory items are created and maintained on the Item Maintenance window (IC> Maintenance> Item).
  - In order to process the purchased inventory items in the IC module, the PO batch must be committed, the committed PO must be processed through a PO Receiving batch, and the resulting IC transactions must be included in an open IC Inventory Transactions batch.
- The **Commodity Code** field can be used to associate the line item with a commodity code.
  - Commodity codes are created and maintained on the Commodity Code Maintenance window (AP> Maintenance> Commodity Code).

- The **Product Code** field can be used to enter the product code of the product on the invoice line item. This is an optional field.
- The **Account Alias** field is used to add a GL account to the PO line item using a GL account alias. For example, if you have a GL account set up with the alias "EXP1", enter EXP1 in the Account Alias field and the GL account number will populate in the **Account** field.
    - Account aliases are attached GL accounts using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> General tab> **Alias** field).
- The **Account** field is used to enter the GL account that will be debited when the PO is invoiced in the AP> Invoice process. Click the Account field label to select a GL account from a list. The GL accounts that display in the list are filtered by the fiscal year selected on the Settings step of the Purchase Orders palette.
    - The Account field will populate if there is a GL account attached to the AP vendor on the purchase order (AP> Maintenance> Vendor> Details tab> **GL Account Number** field).
    - The **Remaining Budget** field will populate with the budget amount remaining on the GL account selected in the **Account** field.
    - The **Account Description** field will populate with the description attached to the selected account.
    - If a PM Task and Type are selected below, the Account field will be overwritten with the GL account associated with the Task and Type codes.
- The **Status** drop-down menu is used to select the status of the purchase order line item.

    - The status of the purchase order line item will change to Closed when the purchase order line item has been invoiced.
- The **Description** field is used to enter a description of the purchase order line item. The description of the line item will display on the Purchase Order Proof List Report (PO> Purchase Orders> Proof List).
    - This field will automatically populate if the vendor attached to the purchase order has a description specified on the Vendor Maintenance window (AP> Maintenance> Vendor> Details tab).
- The **Unit Quantity** field is used to enter the number of units on the purchase order. The base amount on the purchase order will be calculated by multiplying the unit quantity by the unit price.
    - If purchase orders are received using the Receiving process (PO> Receiving), this is the unit quantity that will be received.
- The **Unit Type** field is used to select the type of units that are represented by the **Unit Quantity** field.
    - The unit types are created and maintained on the Unit Type Maintenance window (IC> Maintenance> Unit Type).
- The **Unit Price** field is used to enter the unit price of the units on the purchase order. The base amount of the purchase order will be calculated by multiplying the unit quantity by the unit price.
    - If an Inventory Item was specified above, this field will populate with the default cost attached to the inventory item record (IC> Maintenance> Item> General tab> **Default Cost** field).
- The **Base Amount** field will populate with the unit quantity x unit price.

- The **Tax** field is used to enter the tax on the purchase order. This field is only enabled when the **Taxable** toggle is checked. If there is a tax rate attached to the PO (tax rate back on Purchase Order window), the Tax field will populate with the tax amount (tax rate X base amount).
    - Tax is not calculated on shipping and handling charges.
- The **Shipping/Handling** field is used to enter the shipping and handling on the purchase order.
    - The shipping and handling on the purchase order will reduce the remaining budget on the GL account attached to the PO line item.
- The **Task** and **Type** fields are used to attach PM module information to the purchase order. If you attach a task to the PO, you must also attach a type code.
- The **Task** field is used to attach a PM module task code to the purchase order line item. When the purchase order is attached to an AP module invoice (AP> Invoices> Invoices), and that invoice is committed (AP> Invoices> Commit), a PM module transaction will be created on the task.
    - PM module task codes are created and maintained using the Task Maintenance window (PM> Maintenance> Task).
    - If a GL account is associated with the selected PM Task code, that account will overwrite the account previously selected in the Account field above.
- The **Type** field is used to attach a PM module type code to the PM module line item. If you attach a task to the PO, you must also attach a type code.
    - PM module type codes are created and maintained using the Type Maintenance window (PM> Maintenance> Type).

- The **Reference Number** field is used to enter a work order reference number.
  - This field will only be enabled if the **Require unique reference number** toggle is checked on the WO Setup window (WO> Utilities> Setup).
    - Unique reference numbers can help Springbrook users easily attach work orders to Purchase Order line items without having to remember specific work order numbers or use the work order selection window.
  - If this toggle is not checked the Reference Number field will not be enabled. If a reference number is attached to the work order selected below, that reference number will automatically populate.
- The **WO Number** field is used to attach a work order to the PO line item.
  - By attaching a work order to the line item, and then processing the purchase order through PO Receiving, IC Inventory Transactions, and AP Invoices batches, you can bill the specified work order for the items ordered in the purchase order.
  - Work orders are created and maintained on the Work Order Maintenance window (WO> Work Orders> Work Orders).
- The **Activity Type** field is used to attach an activity type to the PO line item.
  - Activity types are used to limit the activities that can be attached to a work order or estimate. Only the activity types associated with the selected work order will be available when you click the field label.
  - Activity Types are created and maintained on the Activity Type Maintenance window (WO> Maintenance> Activity Type).
- The **Requisition Number** field will populate with the requisition associated with the PO line item.

- The **Quantity Received**, **Quantity to be Received**, **Quantity to be Invoiced**, and **Amount to be Invoiced** fields will automatically update with the details entered above.
- The **Remaining Budget** column displays the budget amount less the total amount on the invoice line item plus the total amount of committed and uncommitted POs. The budget amount is the current budget of the GL account selected in the **Account** field. This is the budget of the same fiscal year selected in the Settings step of the Purchase Orders process.
  - You can view the current budget amount of a GL account using the Chart of Accounts maintenance window (GL> Maintenance> Chart of Accounts> Balance tab> **Budget** field).
- The **Taxable** toggle is used to enable the **Tax** field so that you can enter a tax amount on the PO line item.
- The **Fixed Asset** toggle is used to create a Fixed Asset module fixed asset from the purchase order line item.
- The **Allow Over Receiving** toggle is used to allow the system to receive a value greater than that specified on the purchase order.
  - This toggle will be automatically checked if the Purchase Orders module is set up to automatically over receive (PO> Utilities> Setup> Purchase Orders tab> All line items default to allow over receiving toggle).
- The **Encumbered** toggle is used to encumber individual PO line items.
  - Encumbered amounts will display on the Balance tab of the Chart of Accounts Maintenance window.

- Negative line item amounts will also be encumbered if the Purchase Orders module is set up to encumber negative amounts (PO> Utilities> Setup> Purchase Orders tab> Negative line items affect encumbrance toggle).

- Click the Exit icon when complete. The purchase order line item has been added to the recurring PO.

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4 Complete the other recurring purchase order tabs.

- The **Comments** tab is used to add optional comments to the recurring purchase order.
    - Recurring purchase order comments can be up to 1024 characters long.
- The **Contract** tab is used to record optional contract information. This tab is often used to record bid and vendor information and will not influence purchase order functionality. This information can be viewed on committed purchase orders by using the Display Purchase Orders window (PO> Display> Purchase Orders).
- The **Miscellaneous** tab allows you to build your own tables of data if there is information you want to track. This information is optional and user-defined.
- The **Description** tab is used to enter a description for the recurring purchase order. This description will display on the Recurring Purchase Order Selection window.
- Click the Save icon when complete.
- The new recurring purchase order can now be used on the Purchase Orders> Purchase Orders step to quickly generate a new purchase order that includes all of the details entered on the recurring purchase order template.

PO> Purchase Orders

Purchase Orders Overview

Flowchart

The objects in the diagram below represent processes in the application.

Summary

The Purchase Orders batch process is used to enter/create new purchase orders. Complete all of the steps on the palette to create and commit a batch of POs. The Purchase Orders process has the following steps:

- Settings – The Settings step defines which fiscal year the encumbrances will be recorded, which budget amounts will be compared to the purchase order amount when the PO is entered and which fiscal year the PO can be invoiced. If you would like to change the fiscal year of a PO, roll the purchase order into a new fiscal year using the Roll Over POs process (PO> Roll Over POs).

- Purchase Orders – The Purchase Orders step is used to create the POs or modify the POs in the open batch.
    - Once a purchase order has been created, you can create three types of purchase order line items:
        - Contract line item - Contract line items are purchase order line items that are set up to invoice a specific amount. As the purchase order line item is invoiced, the amount on the PO line item is reduced and, once the entire contract amount has been invoiced, the PO line item will close.
        - Standard line item - This is a purchase order line item that is not set up as a contract amount. The amount of the PO line item can be changed as the PO is invoiced in the Accounts Payable module.
        - Blanket purchase order - This is a purchase order that will not close when all of the purchase order line items on the PO have been invoiced.

- Proof List – The Proof List Report displays the purchase order line items in the batch. Each purchase order line item will display as a separate line item on the report.

- Budget Proof List – The Budget Proof List Report displays the budget amounts of the GL accounts attached to the purchase order line items and the encumbrances created by the purchase orders.

- Statements – The Statements step is used to generate the printed version of the purchase orders. The purchase orders can be generated in two formats: detailed and summary. The summary version of the statement displays only the basic information attached to each PO line item.

- Send Electronic POs – The Send Electronic POs step is used to generate and send emails containing PDFs of purchase orders to any vendor included in the batch that is set up to receive purchase orders electronically.

- Commit – The Commit step is used to commit the purchase orders. Committed purchase orders can only be modified using the Change Orders batch process in the Purchase Orders module (PO> Change Orders).

Once a Purchase Orders batch has been committed, the POs that were in that batch can be:

- Invoiced using the AP module Invoices process (AP> Invoices).
- Used to create a manual check in the AP module Manual Checks process.
- Modified using the Change Orders process (PO> Change Orders) - For example, if you would like to add a line item to a committed purchase order.
- Received using the Receiving process (PO> Receiving) - For example, if there are unit quantities attached to the PO line items, you can receive the PO line items and generate a receipt. The receiving process is optional, unless the **Force Receiving** toggle is checked on the AP module Setup window (AP> Utilities> Setup> Invoices tab> Force Receiving toggle). If the Force Receiving toggle is checked, you can only invoice purchase orders with quantities that have been received in the PO Receiving process.

- Rolled over into a new fiscal year using the Roll Over POs process (PO> Roll Over POs) - For example, if a purchase order is entered in fiscal year 2018, but the encumbered amount should be moved to fiscal year 2019, process the PO through the Roll Over POs process. This will move the encumbered amount from one fiscal year to another and allow the PO to be invoiced in the new fiscal year. Purchase orders can only be invoiced in the same fiscal year as the encumbrance was recorded.

Using a PO to create an AP manual check

Purchase orders can be used to create manual checks using the AP module Manual Checks process (AP> Manual Checks). The manual checks process is used to input checks that have been manually created outside the application. For example, if you manually cut a check to a vendor rather than creating a check in the AP module Computer Checks process (AP> Computer Checks).

Purchase Orders and the Project Management module

Attaching a PM module task and type code to a purchase order line item will not create a transaction on the PM module task code (PM> Maintenance> Task> History tab). The PM module transaction will be created when the purchase order is attached to an AP module invoice and then that invoice is committed (AP> Invoices> Commit).

PO> Purchase Orders

Create a Purchase Orders Batch

Summary

The Purchase Orders palette in the Purchase Orders module is used to create purchase orders. If you would like to modify an existing purchase order, use the Change Orders process (PO> Change Orders).

Step by Step

1 Create a new Purchase Orders batch.

- Select the Purchase Orders palette in PO> Purchase Orders. This will expand the Purchase Orders palette and display the steps of the Purchase Orders process.
- Select New from the Purchase Orders batch number drop-down menu to create a new batch. This will open the New Batch window.
    - If there are open batches in the Purchase Orders process, you can create a new batch without affecting the open batches.

- Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are used for reference only. The batch month and batch year do not affect the fiscal year of the purchase orders.
  - The fiscal year of the purchase orders determines the fiscal year the encumbrance will be recorded. The fiscal year of the purchase orders in the batch is set during the Setting step (PO> Purchase Orders> Settings).
- Click the Generate icon to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
  - You can also manually create a new batch by entering a Batch Number and clicking the Confirm icon .
- Highlight the batch in the batch number drop-down menu on the Purchase Orders palette and press DELETE to delete a batch. Any uncommitted purchase orders in the batch will be deleted.

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2 Set the fiscal year of the purchase orders that will be created in the batch.

- Open the **Settings** window (PO> Purchase Orders> Settings).
- The Settings window is used to select the fiscal year of the purchase orders created in the batch.
- Enter the fiscal year of the purchase orders in the **Fiscal Year** field.

- The fiscal year of the purchase orders determines the fiscal year the encumbrances will be recorded. For example, if you enter 2019 in this field, the encumbrances created by the purchase order line items will be posted to the 2019 chart of accounts.
  - You can view the encumbered amount of a GL account using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Balance tab> **Encumbered** field).
- The fiscal year of a purchase order also determines which fiscal year the purchase order can be invoiced using the AP Invoices process (AP> Invoices). For example, if you enter 2019 in the **Fiscal Year** field, you can only invoice the purchase order in fiscal year 2019. If you would like to invoice a purchase order set up in 2019 in fiscal year 2020, roll the purchase order into fiscal year 2020 using the Roll Over Purchase Orders process (PO> Roll Over POs).

- Click the Save icon when complete.

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3 Create the purchase orders and then commit the batch.

PO> Purchase Orders> Purchase Orders

Create a PO

Summary

Once a Purchase Orders batch has been created and the Settings step is complete (sets the fiscal year of the encumbrances are recorded), use the Purchase Orders step to create a PO.

There are two levels of detail on a PO: information that is attached to the PO and information that is attached to the PO line item. The shipping address, purchase order date, purchase order deadline, shipping instructions and other information that applies to all of the line items is set up on the PO. Information that is specific to each line item is set up on the PO line items, such as the GL accounts that should be debited when the PO is invoiced. There is a separate document that describes how to create the two types of PO line items; contract and standard.

When an Accounts Payable module vendor is attached to a purchase order, some of the information attached to the vendor record will populate on the purchase order, such as the vendor address and phone number, ship to address, discount terms and sales tax. This reduces data entry and allows you to apply information set up on the vendor record to all purchase orders or invoices created for that vendor.

The encumbrance associated with the purchase order line items is recorded in the fiscal year set up in the Settings step on the Purchase Orders palette (PO> Purchase Orders> Settings> **Fiscal Year** field). The Chart of Accounts Maintenance window will display the encumbered amount on a GL account (GL> Maintenance> Chart of Accounts> Balance tab> **Encumbered** field).

Step by Step

1 Open or create a purchase orders batch.

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2 Open the Purchase Order window.

- After a Purchase Order batch has been created and the Setting step is complete, select the Purchase Orders step on the Purchase Orders palette to create a new purchase order.
- The Purchase Orders step will display all of the purchase orders in the Purchase Orders batch.
- Highlight a purchase order and click the Delete icon to delete the selected purchase order.
- Highlight a purchase order and click the Modify icon to edit the selected purchase order.

- You can also highlight a purchase order and click the Generate icon to close the PO line items attached to the selected purchase order without having to open the purchase order, open the line item, and change the Status field to Closed. Press SHIFT or CTRL while selecting purchase orders in order to select and close multiple POs.
    - After clicking the Generate icon to close the PO line items, the Close Date Confirmation window will display. Specify a close date for the PO line items and click the Confirm icon to complete the close process.
- Highlight a purchase order and click the Copy icon to copy the selected purchase order.
    - The copied purchase order will inherit all of the details of the original but will be assigned the next available purchase order number.
- Click the Generate from Recurring icon to generate a new purchase order based on a recurring purchase order template.
    - This will open the Recurring Purchase Order Selection window. Select the desire recurring purchase order template and click the Confirm icon. This will open the Purchase Order Maintenance window and automatically populate the new purchase order with the details included on the selected recurring purchase order. These details can be edited.
    - Recurring purchase order templates are created and maintained on the Recurring Purchase Order Maintenance window (PO> Maintenance> Recurring Purchase Order).

- Click the Create icon to create a new PO. This will open the Purchase Order Maintenance window.

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3 Create a new purchase order.

- The Tab Order icon at the top of the window is used to adjust the tab order of the Purchase Order window.
- The **PO Number** field is used to enter the purchase order number. This field will be disabled and will display (Auto) if the Purchase Order module is set up to auto-number purchase orders (PO> Utilities> Setup> **Automatically number purchase orders** toggle).
  - If the PO module is set up for manual numbering on purchase orders, this PO Number can be edited at any point before the PO batch is committed.
- The **Date** field is used to enter the purchase order date. The purchase order day will display in the **Date** field on the printed version of the purchase order. There is a separate date entered on each purchase order line item.
  - The purchase order date can be used to filter the purchase orders that display on the Purchase Order List Report (PO> Reports> PO List).
- The **Vendor Number** field is used to attach an Accounts Payable module vendor to the purchase order.
  - Enter a vendor number or click the **Vendor Number** field label to select a vendor from a list.

- The **Vendor Name**, **Vendor Address 1**, **Vendor Address 2**, **Vendor City**, **Vendor State**, **Vendor Zip** and **Vendor Phone** fields will populate with the address and phone number attached to the vendor. The vendor address information will display on the printed version of the PO in the **Vendor** fields.
  - If there is a purchase order address attached to the Accounts Payable vendor (AP> Maintenance> Vendor> Shipping tab> **PO Address 1**, **PO Address 2**, **PO City**, **PO State** and **PO Zip** fields), the purchase order address will populate in the address fields.
  - If there isn't a purchase order address attached to the AP vendor, the mailing address will populate on the purchase order (AP> Maintenance> Vendor> General tab> **Mailing Address 1**, **Mailing Address 2**, **Mailing City**, **Mailing State** and **Mailing Zip**).
- The **Vendor Phone** field will populate with the phone number of the primary contact attached to the AP vendor (AP> Maintenance> Vendor> Contacts tab> **Phone Number** field and **Primary** toggle).
- If there is a PO message attached to the vendor record, the PO message will display in an alert box. For example, if the vendor is always late in sending the goods, you can add that information to the vendor record. When the vendor is attached to the PO, the information will display.
  - Purchase order messages are attached to Accounts Payable vendors using the Vendor Maintenance window (AP> Maintenance> Vendor> Message Alerts tab> **PO Message** field).
- Organizations that utilize Tag functionality can control which vendors individual Springbrook users can assign to a purchase order.

- The **Electronic Recipient** field is used to specify additional electronic PO recipients. These recipients will receive a copy of the electronic PO when the Send Electronic POs step is processed.
    - Enter any additional email addresses that should receive the electronic PO. Separate each email address with a comma.
- The **Leave Open** toggle is used to keep the purchase order open even if all of the purchase order line items have been closed. This feature is used to create blanket purchase orders.
    - When the Leave Open toggle is not checked, the purchase order will close when all of the purchase order line items have been invoiced. If the Leave Open toggle is checked, the purchase order will stay open even when all of the purchase order line items have been invoiced.
- The **Author** field will populate with the user name of the person who created the purchase order. This field cannot be edited once a purchase order is saved.
- The **Home Department** field is used to attach a department to the purchase order. Enter the department number or click the field label to select a department from a list.
- The **Shipping Location** field is used to add a shipping location to the purchase order. The shipping location will display on the printed version of the PO as the **Ship To** address.
    - If the **Use city name as the default shipping location** toggle is checked on the Setup window (PO> Utilities> Setup), the shipping location address fields will populate with the address of your organization defined in the System Setup window (SS> Utilities> System Setup> Organization tab> **Address Line 1**, **Address Line 2**, **City**, **State**, and **Zip** fields).

  - If there is a shipping location attached to the AP vendor, the **Shipping Location** field will populate with the default shipping location attached to the vendor. A default shipping addresses is attached to an Accounts Payable vendor using the Vendor Maintenance window (AP> Maintenance> Vendor> Shipping tab> **Shipping Address** field).
  - If any of the PO line items that are added to the purchase order are associated with IC module inventory items, this shipping address must be an IC module shipping address.
- The **Shipping Instructions** field is used to add shipping instructions to the printed version of the purchase order. The text entered in this field will display in the Shipping Instructions box on the printed version of the PO.
- The **Internal Notes** field does not display on the printed version of the purchase order. This field can be used to enter notes on the purchase order for internal use only.
- The **Vendor Notes** field is used to add notes or comments to the purchase order. The notes or comments entered in this field will display on the printed version of the purchase order in a field titled Special Instructions.
- The **Resolution Number** will not display on the printed version of the purchase orders.
- The **Terms** field will populate with the discount terms information established for the selected vendor.
  - Discount terms are established on the Vendor Maintenance window (AP> Maintenance> Vendor).

- The **Expected Date** field is used to enter the required delivery date of the line items on the purchase order. The date entered in this field will display in the **Required Delivery Date** field on the printed version of the purchase order.
- The **Tax Rate** field is used to apply a tax rate to the line items on the purchase order.
  - The Tax Rate field will populate with the sales tax attached to the vendor on the purchase order (AP> Maintenance> Vendor> Detail tab> **Sales Tax Rate** field).
  - If a tax rate is not attached to the vendor, or if you would like to edit the tax rate, you can enter a value between 0.00001 and 99.99999.
  - Click the Generate icon to apply the tax rate to all taxable line items that have been added to the purchase order.

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4 Create a purchase order from an approved requisition.

- Click the Import icon to import approved requisitions. This will open the **Select Requisitions** window.
  - Enter the desired requisition information into the Search Criteria section and click the Refresh icon to filter the displayed requisitions.
  - Select the requisitions you would like to import and click the Confirm icon . There are some limits on how purchase orders can be created from requisitions.

        - A purchase order can be created from a single requisition line item.
        - A single purchase order can be created from all line items on a single requisition as long as all of the vendors on the requisition are the same.
            - You will not be able to create a single purchase order from a requisition comprised of multiple line items associated with multiple vendors.
        - A single purchase order can be created from multiple line items attached to multiple requisitions as long as the vendor is the same on every requisition line item. When the purchase order is created, each requisition line item will be a separate purchase order line item.
    - If a requisition line item is set up as a contract, the purchase order line item created by that line item will also be a contract.
        - Contract Purchase Orders allow you to create a purchase order with a cap amount, and then as you create invoices on the purchase order the system will track the invoiced amount in relation to the capped amount. When the entire contract amount has been invoiced, the Purchase Order line item will close.
- Refer to Step 3 above for information on completing the Purchase Order fields.

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5 Complete the purchase order tabs.

- The **Line Items** tab is used to add items to the purchase order. This is the only tab that is required.

    - Click the Create icon to add a purchase order line item.
    - When importing entire requisitions, the line items attached to the requisition will automatically populate the Line Items tab if the line items are attached to the same vendor.
    - The running total for the purchase order line items will be displayed at the bottom of the tab.
- The **Comments** tab is used to add optional comments to the purchase order.
    - Purchase order comments can be up to 1024 characters long.
- The **Contract** tab is used to record optional contract information. This tab is often used to record bid and vendor information and will not influence purchase order functionality. This information can be viewed on committed purchase orders by using the Display Purchase Orders window (PO> Display> Purchase Orders).
- The **History** tab displays the purchase order history. As with the Contract tab, the information included on this tab can be viewed using the Display Purchase Orders window.
- The **Miscellaneous** tab allows you to build your own tables of data if there is information you want to track. This information is optional and user-defined.
- The **Work Flow** tab will display any work flows associated with the selected purchase order that are relevant to the current batch.
    - When a purchase order is opened from the Display palette, all work flows associated with the purchase order will be displayed.
- Click the Save icon when complete.

PO> Purchase Orders> Purchase Orders

Create a Blanket Purchase Order

You can create a blanket purchase order by checking the **Leave Open** toggle on the Purchase Orders window (PO> Purchase Orders). When the Leave Open toggle is checked, the purchase order will stay open even after all of the purchase order line items have been closed. Purchase order line items will still close are they are invoiced, but the purchase order will not. This means you can add new line items to the purchase order using the Change Orders process (PO> Change Orders) even after all of the line items on the invoice have been invoiced.

If you do not check the **Leave Open** toggle, the purchase order will close when all of the purchase order line items have been invoiced.

PO> Purchase Orders> Purchase Orders

Contract Line Items

Summary

Contract purchase order line items are line items with a cap amount. As you invoice portions of the contract amount, the system will track the invoiced amount in relation to the contract amount. When the entire contract amount has been invoiced, the contract purchase order line item will close. If that is the only line item on the purchase order, the purchase order will also close.

The information in this document also applies to contract purchase order line items created using the Change Orders process (PO> Change Orders). The Change Orders process is used to modify purchase orders that have already been committed in a Purchase Orders batch.

Step by Step

1 Create a Purchase Orders batch and create a PO.

2 Create a contract purchase order line item.

- Click the Create icon or press INSERT when the Purchase Orders window is open. This will open the PO Line Item window.
- Not all of the fields on the PO Line Item window are required. Only the **GL Account** (to record the encumbrance) and the **Unit Price** fields (to calculate the base amount of the invoice) are required on contract PO line items.
- The Tab Order icon at the top of the window is used to adjust the tab order of the PO Line Item window.
- The PO line item information is saved as you enter it into the PO Line Item window, so there is no Save icon on the window. Click the Exit icon when complete and the Purchase Orders window will update with the PO line item information.
- The **Line Type** drop-down menu is used to select the type of line item you would like to create. Select Contract to create a contract line item.
  - This will disable the **Inventory Item**, **Inventory Location**, **Product Code**, **Unit Quantity** and **Unit Type** fields since you cannot attach unit information to a contract PO line item.
  - If the **All purchase order line items default to contract** toggle is checked on the Setup window (PO> Utilities> Setup), the **Line Type** drop-down menu will default to Contract.
- The **Date** field is used to enter the date on the purchase order line item. This field will populate with the current date.
  - The purchase order line item date is not the same as the date on the purchase order.
- The Inventory Item and Location fields will not be active when creating a contract line item.

- The **Commodity Code** field can be used to associate the line item with a commodity code.
  - Commodity codes are created and maintained on the Commodity Code Maintenance window (AP> Maintenance> Commodity Code).
- The **Account Alias** field is used to add a GL account to the PO line item using a GL account alias. For example, if you have a GL account set up with the alias "EXP1", enter EXP1 in the Account Alias field and the GL account number will populate in the **Account** field.
  - Account aliases are attached GL accounts using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> General tab> **Alias** field).
- The **Account** field is used to enter the GL account that will be debited when the PO is invoiced in the AP> Invoice process.
  - The Account field will populate if there is a GL account attached to the AP vendor on the purchase order (AP> Maintenance> Vendor> Details tab> **GL Account Number** field). You can change the GL account if it does not apply.
  - The **Remaining Budget** field will populate with the budget amount remaining on the GL account selected in the **Account** field.
  - The Account field is not required, and will be disabled, if you assign distribution accounts in the **Distributions** section below.
  - The **Account Description** field will populate with the description attached to the selected account.
- The **Status** drop-down menu is used to select the status of the purchase order contract line item.

    - The status of the purchase order line item will change to Closed when the purchase order line item has been invoiced.
- The **Description** field is used to enter a description of the purchase order line item. The description entered in this field will display on the Purchase Order Proof List Report (PO> Purchase Orders> Proof List).
    - This field will automatically populate if the vendor attached to the purchase order has a description specified on the Vendor Maintenance window (AP> Maintenance> Vendor> Details tab).
- The **Unit Price** field is used to enter the total contract amount. When this amount has been invoiced, the purchase order line item will close.
    - When you enter the contract amount, the Remaining Budget field will populate with the budgeted amount less the contract amount.
    - If you need to modify the contract amount after portions of the purchase order have already been invoiced, you can do so by opening the PO contract line item and changing this amount in the Change Orders process (PO> Change Orders).
- The **Tax** field is enabled when the **Taxable** toggle is checked. If there is a tax rate attached to the PO (tax rate back on Purchase Order window), the Tax field will populate with the tax amount (tax rate X base amount).
    - Tax is not calculated on shipping and handling charges.
- The **Shipping/Handling** field is used to add shipping and handling charges to the contract line item.
- The **Task** and **Type** fields are used to attach PM module information to the purchase order. If you attach a task to the PO, you must also attach a type code.

- The **Task** field is used to attach a PM module task code to the purchase order line item. When the purchase order is attached to an AP module invoice (AP> Invoices> Invoices), and that invoice is committed (AP> Invoices> Commit), a PM module transaction will be created on the task.
    - PM module task codes are created and maintained using the Task Maintenance window (PM> Maintenance> Task).
- The **Type** field is used to attach a PM module type code to the PM module line item. If you attach a task to the PO, you must also attach a type code.
    - PM module type codes are created and maintained using the Type Maintenance window (PM> Maintenance> Type).
- The **Reference Number** field is used to enter a work order reference number.
    - This field will only be enabled if the **Require unique reference number** toggle is checked on the WO Setup window (WO> Utilities> Setup).
        - Unique reference numbers can help Springbrook users easily attach work orders to Purchase Order line items without having to remember specific work order numbers or use the work order selection window.
    - If this toggle is not checked the Reference Number field will not be enabled. If a reference number is attached to the work order selected below, that reference number will automatically populate.
- The **WO Number** field is used to attach a work order to the PO line item.
    - By attaching a work order to the line item, and then processing the purchase order through a PO Receiving batch, you can bill the specified work order for the items ordered in the purchase order.
    - Work orders are created and maintained on the Work Order Maintenance window (WO> Work Orders> Work Orders).

- The **Activity Type** field is used to attach an activity type to the PO line item.
    - Activity types are used to limit the activities that can be attached to a work order or estimate. Only the activity types associated with the selected work order will be available when you click the field label.
    - Activity Types are created and maintained on the Activity Type Maintenance window (WO> Maintenance> Activity Type).
- The **Quantity Received**, **Quantity to be Received**, **Quantity to be Invoiced**, and **Amount to be Invoiced** fields will automatically update with the details entered above.
- The **Remaining Budget** field displays the budget amount less the total amount on the invoice line item plus the total amount of committed and uncommitted POs. The budget amount is the current budget of the GL account selected in the **Account** field. This is the budget of the same fiscal year selected in the Settings step of the Purchase Orders process.
    - You can view the current budget amount of a GL account using the Chart of Accounts maintenance window (GL> Maintenance> Chart of Accounts> Balance tab> **Budget** field).
- The **Taxable** toggle is used to enable the **Tax** field so that you can enter a tax amount on the PO line item.
- The **Fixed Asset** toggle is used to create a Fixed Asset module fixed asset from the purchase order line item.
- The **Allow Over Receiving** toggle is used to allow the system to receive a value greater than that specified on the purchase order.
    - This toggle will be automatically checked if the Purchase Orders module is set up to automatically over receive (PO> Utilities> Setup> Purchase Orders tab>

All line items default to allow over receiving toggle).

- The **Encumbered** toggle is used to encumber individual PO line items.
  - Encumbered amounts will display on the Balance tab of the Chart of Accounts Maintenance window.
  - Negative line item amounts will also be encumbered if the Purchase Orders module is set up to encumber negative amounts (PO> Utilities> Setup> Purchase Orders tab> Negative line items affect encumbrance toggle).
- Click the Exit icon to close the contract line item and return to the Purchase Orders window. Continue to the next step to set up distribution accounts.

---

3 Specify the distribution accounts for the contract line item. This is an optional step.

- The **Distribution** section is used to distribute a purchase order amount our multiple GL accounts. Each distribution account will create a separate line item on the purchase order. Each contract line item will be tracked through the invoicing process and will be closed only after the entire line item amount has been invoiced.
- Click the Create icon to add a distribution line item to the purchase order contract line item. This will open the Chart of Accounts Selection window.
  - Select a GL account to assign to the distribution line and click the Confirm icon . This will close the Chart of Accounts Selection window and open the Task Selection window.

    - Repeat this process to assign a PM Task and PM Type code to the distribution line if desired.
    - Enter a distribution percentage in the Percentage column. You can specify multiple distribution accounts for the contract line item, but the total distribution percentage must add up to 100%.
- Click the Exit icon when complete. The purchase order line item has been added to the purchase order.

---

4 Invoice a contract amount.

- When invoicing a contract amount (AP> Invoices), the outstanding amount of the contract purchase order line item will display when you select the PO. This is the original contract amount less any amounts that have already been invoiced.
- The invoice line item will populate with the current outstanding amount on the contract purchase order. Modify this amount if you do not want to invoice the remaining total.
- If you invoice the remaining total, the contract purchase order line item will close.

PO> Purchase Orders> Purchase Orders

Create a Standard PO Line Item

Summary

Standard purchase order line items are line items that are not set up as contract amounts. If there is a unit quantity attached to a standard purchase order line item, the line item will change to a close status once the total quantity has been invoiced. This will only close the PO line item, not the entire purchase order. If there isn't a quantity attached to the PO line item, it will be closed as soon as it is invoiced even if the amount is changed when the invoice is created (when you create an invoice you can change the amount). The modified invoice amount will not update back to the PO line item and the PO line time will still display the original amount.

The information in this document also applies to standard purchase order line items created using the Change Orders process (PO> Change Orders). The Change Orders process is used to modify purchase orders that have already been committed in the Purchase Orders process.

If the Accounts Payable module is set up so that purchase orders must be received before they can be invoiced (AP> Utilities> Setup> Invoices tab> **Force Receiving** toggle), you must receive POs in the Purchase Order module Receiving process before they can be invoiced.

Step by Step

1 Create a Purchase Orders batch and create a PO.

2 Create a standard purchase order line item.

- Click the Create icon or press INSERT when the Purchase Orders window is open. This will open the PO Line Item window.
- Not all of the fields on the PO Line Item window are required. Only the **GL Account** (to record the encumbrance) and the **Unit Price** fields (to calculate the base amount of the invoice) are required on standard PO line items. If an Inventory Item is attached to the PO line item, you will also be required to specify an Inventory Location.
- The Tab Order icon at the top of the window is used to adjust the tab order of the PO Line Item window.
- The PO line item information is saved as you enter it into the PO Line Item window, so there is no Save icon on the window. Click the Exit icon when complete and the Purchase Orders window will update with the PO line item information.
- The **Line Type** drop-down menu is used to select the type of line item you would like to create. Select Standard to create a standard line item.
  - If the **All purchase order line items default to contract** toggle is checked on the Setup window (PO> Utilities> Setup), the **Line Type** drop-down menu

will default to Contract.

- The **Date** field is used to enter the date on the purchase order line item. This field will populate with the current date.
  - The purchase order line item date is not the same as the date on the purchase order.
- Click the **Inventory Item** field label to attach an IC item to the PO line item.
  - If you attach an inventory item to the PO line item, you will be required to select an **Inventory Location** as well.
  - Inventory items are created and maintained on the Item Maintenance window (IC> Maintenance> Item).
  - In order to process the purchased inventory items in the IC module, the PO batch must be committed, the committed PO must be processed through a PO Receiving batch, and the resulting IC transactions must be included in an open IC Inventory Transactions batch.
- The **Commodity Code** field can be used to associate the line item with a commodity code.
  - Commodity codes are created and maintained on the Commodity Code Maintenance window (AP> Maintenance> Commodity Code).
- The **Product Code** field can be used to enter the product code of the product on the invoice line item. This is an optional field.
  - When an IC inventory item is added to the PO line item in the Inventory Item field above, the Product Code will automatically display the contents of the IC Product Code field on the selected IC item.

- The **Account Alias** field is used to add a GL account to the PO line item using a GL account alias. For example, if you have a GL account set up with the alias "EXP1", enter EXP1 in the Account Alias field and the GL account number will populate in the **Account** field.
    - Account aliases are attached GL accounts using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> General tab> **Alias** field).
- The **Account** field is used to enter the GL account that will be debited when the PO is invoiced in the AP> Invoice process. Click the Account field label to select a GL account from a list. The GL accounts that display in the list are filtered by the fiscal year selected on the Settings step of the Purchase Orders palette.
    - The Account field will populate if there is a GL account attached to the AP vendor on the purchase order (AP> Maintenance> Vendor> Details tab> **GL Account Number** field).
    - The **Remaining Budget** field will populate with the budget amount remaining on the GL account selected in the **Account** field.
    - The **Account Description** field will populate with the description attached to the selected account.
    - If a PM Task and Type are selected below, the Account field will be overwritten with the GL account associated with the Task and Type codes.
- The **Status** drop-down menu is used to select the status of the purchase order line item.
    - The status of the purchase order line item will change to Closed when the purchase order line item has been invoiced.

- The **Description** field is used to enter a description of the purchase order line item. The description of the line item will display on the Purchase Order Proof List Report (PO> Purchase Orders> Proof List).
  - This field will automatically populate if the vendor attached to the purchase order has a description specified on the Vendor Maintenance window (AP> Maintenance> Vendor> Details tab).
  - This field will automatically populate with the IC Item Description if an IC item is specified in the Inventory Item field above.
- The **Unit Quantity** field is used to enter the number of units on the purchase order. The base amount on the purchase order will be calculated by multiplying the unit quantity by the unit price.
  - If purchase orders are received using the Receiving process (PO> Receiving), this is the unit quantity that will be received.
- The **Unit Type** field is used to select the type of units that are represented by the **Unit Quantity** field.
  - The unit types are created and maintained on the Unit Type Maintenance window (IC> Maintenance> Unit Type).
- The **Unit Price** field is used to enter the unit price of the units on the purchase order. The base amount of the purchase order will be calculated by multiplying the unit quantity by the unit price.
  - If an Inventory Item was specified above, this field will populate with the default cost attached to the inventory item record (IC> Maintenance> Item> General tab> **Default Cost** field).
- The **Base Amount** field will populate with the unit quantity x unit price.

- The **Tax** field is used to enter the tax on the purchase order. This field is only enabled when the **Taxable** toggle is checked. If there is a tax rate attached to the PO (tax rate back on Purchase Order window), the Tax field will populate with the tax amount (tax rate X base amount).
    - Tax is not calculated on shipping and handling charges.
- The **Shipping/Handling** field is used to enter the shipping and handling on the purchase order.
    - The shipping and handling on the purchase order will reduce the remaining budget on the GL account attached to the PO line item.
- The **Task** and **Type** fields are used to attach PM module information to the purchase order. If you attach a task to the PO, you must also attach a type code.
- The **Task** field is used to attach a PM module task code to the purchase order line item. When the purchase order is attached to an AP module invoice (AP> Invoices> Invoices), and that invoice is committed (AP> Invoices> Commit), a PM module transaction will be created on the task.
    - PM module task codes are created and maintained using the Task Maintenance window (PM> Maintenance> Task).
    - If a GL account is associated with the selected PM Task code, that account will overwrite the account previously selected in the Account field above.
- The **Type** field is used to attach a PM module type code to the PM module line item. If you attach a task to the PO, you must also attach a type code.
    - PM module type codes are created and maintained using the Type Maintenance window (PM> Maintenance> Type).

- The **Reference Number** field is used to enter a work order reference number.
  - This field will only be enabled if the **Require unique reference number** toggle is checked on the WO Setup window (WO> Utilities> Setup).
    - Unique reference numbers can help Springbrook users easily attach work orders to Purchase Order line items without having to remember specific work order numbers or use the work order selection window.
  - If this toggle is not checked the Reference Number field will not be enabled. If a reference number is attached to the work order selected below, that reference number will automatically populate.
- The **WO Number** field is used to attach a work order to the PO line item.
  - By attaching a work order to the line item, and then processing the purchase order through PO Receiving, IC Inventory Transactions, and AP Invoices batches, you can bill the specified work order for the items ordered in the purchase order.
  - Work orders are created and maintained on the Work Order Maintenance window (WO> Work Orders> Work Orders).
- The **Activity Type** field is used to attach an activity type to the PO line item.
  - Activity types are used to limit the activities that can be attached to a work order or estimate. Only the activity types associated with the selected work order will be available when you click the field label.
  - Activity Types are created and maintained on the Activity Type Maintenance window (WO> Maintenance> Activity Type).
- The **Requisition Number** field will populate with the requisition associated with the PO line item.

- The **Quantity Received**, **Quantity to be Received**, **Quantity to be Invoiced**, and **Amount to be Invoiced** fields will automatically update with the details entered above.
- The **Remaining Budget** column displays the budget amount less the total amount on the invoice line item plus the total amount of committed and uncommitted POs. The budget amount is the current budget of the GL account selected in the **Account** field. This is the budget of the same fiscal year selected in the Settings step of the Purchase Orders process.
  - You can view the current budget amount of a GL account using the Chart of Accounts maintenance window (GL> Maintenance> Chart of Accounts> Balance tab> **Budget** field).
- The **Taxable** toggle is used to enable the **Tax** field so that you can enter a tax amount on the PO line item.
- The **Fixed Asset** toggle is used to create a Fixed Asset module fixed asset from the purchase order line item.
- The **Allow Over Receiving** toggle is used to allow the system to receive a value greater than that specified on the purchase order.
  - This toggle will be automatically checked if the Purchase Orders module is set up to automatically over receive (PO> Utilities> Setup> Purchase Orders tab> All line items default to allow over receiving toggle).
- The **Encumbered** toggle is used to encumber individual PO line items.
  - Encumbered amounts will display on the Balance tab of the Chart of Accounts Maintenance window.

    - Negative line item amounts will also be encumbered if the Purchase Orders module is set up to encumber negative amounts (PO> Utilities> Setup> Purchase Orders tab> Negative line items affect encumbrance toggle).
- Click the Exit icon when complete. The purchase order line item has been added to the PO.

PO> Purchase Orders

Commit a Purchase Orders Batch

Summary

After the batch has been created, purchase orders have been created and purchase order line items have been added to all of the purchase orders, generate the reports and commit the batch to complete the purchase orders.

Once the Purchase Orders batch is committed, the purchase order can only be modified using the Change Orders process (PO> Change Orders).

Step by Step

1 Create a Purchase Orders batch, create a PO and then add PO line items to the POs.

2 Print a Proof List Report.

- The Proof List Report displays all of the purchase order line items generated in the Purchase Orders batch.
- Open the **Proof List** window (PO> Purchase Orders> Proof List).

- Select a **Report Type** from the drop-down menu.
  - The Standard report will display all of the purchase order line items in the batch grouped by purchase order number. The report will include the Ship Location, Line Item Description, PO Number, Vendor Number, Vendor Name, PO Date, Account Number and Account Description. The report will also provide the Amount and Quantity for each line item as well as Amount and Quantity report totals.
    - The Ship Location column will display the shipping location attached to each purchase order. This is an optional field on the purchase order.
      - The shipping location is entered into the Shipping Location field when entering purchase orders (PO> Purchase Orders> Purchase Orders> **Shipping Location** field).
      - Shipping locations are created and maintained using the Location Maintenance window (SS> Maintenance> Location).
    - The Line Item Description will display the purchase order line item descriptions entered into the **Description** field on the PO Line Item window.
    - The PO Date column will display the date on the purchase order, not the date attached to the purchase order line item.
    - The Amount column will include the line item base amount and any tax or shipping.
    - The Quantity column will display the unit quantity on the purchase order line item. If the purchase order line item is a contract amount, the quantity will be zero.

    - The Work Order Detail report replaces the Account Description column displayed in the Standard report with the Work Order Number, Reference Number and Activity Type for each PO line item. The rest of the information included in the report is identical to the Standard version.

- Click the Print icon to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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3 Generate the work flows. This is an optional step.

- The Generate Work Flows step applies if only certain employees are allowed to commit a Purchase Orders batch. For example, if you are a department clerk, but only the department head is allowed to actually commit a Purchase Orders batch, then run the Generate Work Flows step to notify the department head that a Purchase Orders batch is ready to be committed. If you do not use work flows, skip to the Commit step and commit the batch.

- Select Generate Work Flows on the palette. This will open an information window asking you to confirm your selection. Press ENTER or click the OK button to generate the work flows. This will create a job on the Jobs Viewer window. Once the job is complete, the work flow will be created.
- Work flows are created and maintained on the Work Flow Maintenance window (SS> Work Flow> Work Flow Templates).

---

4 Review the work flows. This step is only required when using work flows.

- The Review Work Flows step is used to view the Purchase Orders batch before it is committed and is used in conjunction with the Generate Work Flows step. For example, a department clerk runs the Generate Work Flows step to notify the department head that the Purchase Orders batch is ready to be approved. The department head receives an email that the batch is ready to be committed, so they review the Purchase Orders proof lists and statements and then commit the batch.
- Open the Review Work Flows window to review the Purchase Orders in the batch (PO> Purchase Orders> Review Work Flows).
- The Review Work Flows window displays the work flow generated by the Generate Work Flows step (PO> Purchase Orders> Generate Work Flows).
- The **Status** column displays the status of the work flow. If the work flow is waiting to be approved, the Status will be New.

- The **Author** column displays the department clerk that created the work flow (this is the employee that ran the Generate Work Flows step). If the Purchase Orders batch is rejected, this is the employee that will receive the notification email that the batch has been rejected.
- The type of work flow generated during the Generate Work Flows step determines what needs to be done to the Purchase Orders before the batch can be committed.
  - If the work flow is set up as an action step on your role (SS> Work Flow> Work Flow Templates), you will have to approve or reject the Purchase Orders in the batch before you can commit the batch.
  - If the work flow is set up as an information step on your role (SS> Work Flow> Work Flow Templates), the commit step will be enabled and the batch will be ready to commit. When the work flow is set up as an information step, skip the Review Work Flows step and commit the Purchase Orders batch.
- If you have to approve or reject the Purchase Orders batch, highlight the work flow in the Review Work Flows window and press ENTER. This will open the specified Purchase Order reports and statements for approval.

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5 Print the Budget Proof List Report.

- The Budget Proof List Report displays the purchase order line items in the batch and their effect on the budgets and encumbrances of the GL accounts attached to them. The budget and encumbered amounts will not display on the Chart of Accounts Maintenance window until the purchase orders have been committed.

    - Once the Purchase Orders batch has been committed, you can view the encumbered amount and budget of the GL accounts attached to the purchase order line items using the Balance tab of the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Balance tab).

- Open the **Budget Proof List** window (PO> Purchase Orders> Budget Proof List).
- Click the Print icon to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- Each purchase order line item will display separately on the report, even if there are multiple line items on the same PO that use the same GL account.
- The Quantity column will display the number of units on the purchase order line item. If the PO line item is a contract amount, the Quantity column will display a zero.
- The GL Account column displays the GL account attached to each PO line item in the batch.

- The Description column displays the description of the GL account and the description of the purchase order line item.
- The Amount column displays the total amount of the purchase order line item. The Amount field will not include shipping or tax on the purchase order line item. Those amounts will be broken out separately.
- The Outstanding Amount column displays any amount that has not yet been invoiced on the purchase order line item. This field will display $0.00 if the line item is closed.
- The Budget column will display the budget amount before all of the purchase order line items in the batch were applied. This is the current budget. This is the budget amount plus any budget adjustments created using the Budget Adjustments process (GL> Budget Adjustments).
  - You can view the budget amount of a GL account using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Select the fiscal year that you are creating POs in> Budget tab> **Budget** field).
- The Activity column displays the year to date activity on the GL account. You can view the activity broken down by fiscal period using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Balance tab).
- The Encumbered column displays amount encumbered on the GL account. The purchase orders in the batch are included in the encumbered amount that displays in this column.
  - The encumbered amount on the Balance tab of the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Balance tab> **Encumbered** field) will not be updated with the new purchase order line items until the Purchase Orders batch is committed.

- The Remaining Budget column displays the available budget amount less all of the PO line items in the batch. The available budget is the budget less the committed transactions.
  - The budget amount is not reduced when purchase orders are committed. The budget will only be affected when the purchase order is invoiced (AP> Invoices).
  - If there is more than one purchase order line item on a GL account, the Remaining Budget column will display the same amount on each PO line item that debits the GL account because the Remaining Budget column displays the available budget less all of the PO line items on that GL account in the batch.
  - You can view the remaining budget on a GL account using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Balance tab> **Available** field).

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6 Print the purchase orders.

- The Statements step of the Purchase Orders process is used to generate a printed version of the purchase orders.
- Open the **Statement** window (PO> Purchase Orders> Statements).
- The Statements can be printed in two formats: summary and detail. The only difference between the summary and detail format is the information that displays on each purchase order line item.

  - The detail format displays the purchase order line item number, quantity, unit type (**U/M** column), line item description, product code, GL account, unit price and amount.
  - The summary format displays the product code, quantity, line item description, unit price and amount.
- Check the **Display Department** toggle to display the department at the top of the generated purchase order.
- Click the Print icon to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- Each of the purchase orders in the batch will generate on a separate printed purchase order.
- The date that displays in the **Date** column is the value in the Date field on the Purchase Order window (PO> Purchase Orders> Date field).

- The date that displays in the **Required Delivery Date** column is the value in the Expected Date field on the Purchase Order window (PO> Purchase Orders> **Expected Date** field).

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7 Send the electronic purchase orders.

- The Send Electronic POs step is used to generate and send emails to any vendors in the batch that are set up to receive electronic POs. These vendors will receive an email with an attached PDF of the purchase order.
- Open the **Send Electronic POs** window (PO> Purchase Orders> Send Electronic POs).
- Click the **Notification Template** field label to select an email template for the electronic POs. This will open the Email Template Selection window.
  - Select the email template that you would like to use and click the Confirm icon .
  - Email templates are created and maintained on the Email Template Maintenance window (SS> Maintenance> Email Template).
- Click the Confirm icon to send the electronic POs.

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8 Commit the Purchase Orders batch.

- Once all of the reports have been generated, you can commit the purchase orders in the batch. Once the purchase orders have been committed, you can only modify them using the Change Orders process (PO> Change Orders).
- Open the **Commit** window (PO> Purchase Orders> Commit) and commit the batch.
- Open the Balance tab of the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Balance tab) if you would like to view the encumbered amount and budget balance of the GL accounts attached to the purchase order lines items.

PO> Receiving

Receiving

Summary

The Receiving process is used to receive purchase order line items. The Receiving process lowers the outstanding quantity on each purchase order line item as receipts are generated, but it does not close a purchase order. The purchase orders line items will be closed when they are invoiced and the invoices are committed in the Invoicing process (AP> Invoices).

You can only receive purchase orders that have been created and committed in the Purchase Orders process. If a PO is in an open Purchase Orders or Change Orders batch, the line items on the purchase order cannot be received until the batch is committed.

There are two set up toggles that affect the Purchase Order module Receiving process. Check the **Receive Orders Through PO** toggle checked on the Purchase Order module Setup window (PO> Utilities> Setup PO) to enable the Receiving process. You can also check the **Force Receiving** toggle in the Accounts Payable module Setup window (AP> Utilities> Setup> Invoices tab) if all purchase order line items should be received in the Purchase Order module before they can be invoiced. If the Receive Orders Through PO toggle is checked, but the Force Receiving toggle is not checked, you will have the option of receiving purchase orders in the PO module, but you will be able to invoice purchase order line items that have not be received.

Contract purchase order line items will not display in the Receiving process since unit quantities are not attached to contract amounts. Contract purchase order line items are purchase orders for a specific dollar amount. As the contract line item is invoiced, the contract amount is lowered. Once the entire contract amount has been invoiced, the purchase order line item is closed.

Flowchart

The objects in the diagram below represent processes in the application.

Step by Step

1 Open or create a Receiving batch.

- Select the Receiving palette in PO> Receiving. This will expand the Receiving palette and display the steps of the Receiving process.
- Select New from the Receiving batch number drop-down menu to create a new batch. This will open the New Batch window.
  - If there are open batches in the Receiving process, you can create a new batch without affecting the open batches.

- Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are used for reference only. The batch month and batch year do not affect the receipt date of the purchase orders received in the batch.
    - The date and time the purchase order line items are received is set up in the **Transaction Date** and **Transaction Time** fields when the purchase order line items are received (PO> Receiving> Receipts> Create a receipt).
- Click the Generate icon to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
    - You can also manually create a new batch by entering a Batch Number and clicking the Confirm icon .
- Highlight the batch in the batch number drop-down menu on the Receiving palette and press DELETE or click the Delete icon to delete a batch. Any uncommitted receipts in the batch will be deleted.

2 Select the purchase order line items to receive.

- Select Receipts from the Receiving palette. This will open the Receipts window. The Receipts window will display all of the purchase orders that have been received in the Receipts batch. As you receive purchase order line items, new records will be added to the window. If this is a new Receipts batch, no records will display in the window.
- Highlight a received purchase order and press DELETE to delete the receipt.

- Highlight a received purchase order and press ENTER to open the selected receipt. This will open the Receipt Entry window that displays the information attached to the selected record.
- You can right click on the receipts that display in the window and select Export grid contents to Excel if you would like to create an MS Excel spreadsheet of all the purchase orders received in the batch.
- Click the Create icon  to create a new receipt. This will open the Receipt Entry window.

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3 Receive a purchase order line item.

- You can receive only one purchase order per receipt, but each receipt can contain multiple PO line items, and you can have multiple receipts for a single purchase order line item if the total quantity on the PO is received in installments.
- The **PO Number** field is used to select the purchase order you would like to receive. Enter the purchase order number in the PO Number field or click the PO Number field label to select a purchase order from a list.
  - Purchase orders that are in an open Purchase Orders or Change Orders batch cannot be received.
  - Once a purchase order is selected in the **PO Number** field, the PO line items attached to the purchase order will display in the Purchase Orders section of the window. Only purchase order line items that have not been received will display in the Purchase Orders section.

    - Highlight a PO line item and press DELETE if you do not want to add a PO line item to the receipt.
- The **Transaction Date** and **Transaction Time** fields are used to enter the receipt date of the purchase order. The Transaction Date and Transaction Time field will default to the current date and time, but you can modify the value in these fields if it does not apply.
- The **Location** field is used to select the location where the purchase order will be received. Click the Location field label to select a location from a list.
    - If an IC module inventory item is attached to any of the purchase order line items included in the receipts batch, the specified location must be a valid IC module location. Locations are created and maintained in the IC module on the IC Location Maintenance window (IC> Maintenance> Location).
- The **Notes** field is used to enter miscellaneous information on the receipt.
    - The value in the Notes field will display on the Receiving Proof List.
- The Purchase Orders section will display the purchase order line items attached to the purchase order selected in the **PO Number** field.
    - Only purchase order line items with quantities that have not been totally received will display in the Purchase Orders section. If all of the line items on the purchase order have been received, no line items will display in the Purchase Orders section.
    - If the purchase order has multiple line items but only some of the line items should be received on the receipt, highlight the line items that shouldn't be received and press DELETE. This will remove the purchase order line item from the receipt.

- Click the **Vendor Number** or **Item** column to view the vendor or inventory item details.
- The **Outstanding** column will display the total quantity on the purchase order line item that has not been received.
- Enter the quantity to be received in the **Received** column.
  - This value cannot be greater than the value on the purchase order unless the PO module is set up for over receiving (PO> Utilities> Setup> Purchase Orders tab> **All purchase order line items default to allow over receiving** toggle).
- Press ENTER or click the Save icon when complete to save the receipt. This will return you to the Receipts window (PO> Receiving> Receipts).
- Highlight a receipt line item in the Purchase Orders section and press DELETE to delete the selected receipt line item.
- The Attachments icon is used to attach a scanned document to a receipt. You can only attach documents to receipts that have been saved. Click the Save icon and then click the Attachments icon to attach a document to the receipt.
  - Documents attached to a receipt can be viewed from the Display palette in the Purchase Order module (PO> Display> Receipts> Open a receipt).

4 Print a Proof List.

- Select Proof List from the Receiving palette. This will open the Proof List window.

- Click the Print icon to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- The Proof List Report will display the received date, user, notes, purchase order number, purchase order line item number, inventory control item number, commodity code, the description of the received item and the quantity received.
  - The Notes column on the report is pulled from the **Notes** field entered during the Receipts step.
  - If you would like to export this report to an MS Excel spreadsheet, return to the Receipts step, right click on the receipts that display in the window and select Export grid contents to Excel. This will generate an MS Excel spreadsheet of the same information that display on the Proof List.

5 Commit the batch.

- Select **Commit** from the Receiving palette. This will open the Commit window.
- If the Receiving batch includes any Inventory Control items, you will need to provide an open IC Inventory Transactions batch number that the received items can be included in.
- Click OK to commit the batch.

6 View receipt information.

- Once the batch has been committed, you can view the receipts in the batch using the Receipts window (PO> Display> Receipts).
- You can filter the purchase orders that display on the PO List Report by received status.

PO> Reports> Purchase Order List

Purchase Order List Report

Summary

The Purchase Order List Report is used to print a list of purchase orders. The report will display the invoiced amount, balance and encumbered amounts on each purchase order included on the list.

The report can filter the purchase order line items and the purchase orders that display on the report. When selecting filters, be aware of whether you are filtering the purchase orders or purchase order line items, otherwise the totals on the report may not reflect the totals information you wanted to display.

Step by Step

1 Open the **Purchase Order List** report window (PO> Reports> Purchase Order List).

2 Configure the report.

- The **Vendor Number** field is used to filter the purchase orders that display on the report by the Accounts Payable module vendor attached to the purchase order. There can be only one vendor attached to each purchase order, so this field will filter the purchase orders that display on the report.
  - Click the **Vendor Number** field label if you would like to select an Accounts Payable vendor from a list.
  - Leave this field blank to include all vendors on the report.
  - Accounts payable vendors are attached to purchase orders when they are created in the Purchase Orders process (PO> Purchase Orders> Purchase Orders> Create icon> **Vendor Number** field).
  - Accounts Payable module vendors are created and maintained using the Vendor Maintenance window. The purchase orders attached to a vendor can be viewed using the PO History tab on the Vendor Maintenance window (AP> Maintenance> Vendor> PO History tab).
- The **Fiscal Year** field is used to filter the purchase orders that display on the report by the fiscal year the encumbrance is recorded. This is a required field, so the report will only display the purchase orders of a specific fiscal year.
  - A fiscal year is assigned to a purchase order when they are created in the Purchase Orders process (PO> Purchase Orders> Settings> **Fiscal Year** field).
  - Use the Roll Over Purchase Orders process (PO> Roll Over POs) if you would like to move a purchase order from the previous fiscal year to the current fiscal year.
  - The purchase order line items of a purchase order can be encumbered in two separate years. For example, if a portion of a purchase order is invoiced in a

past fiscal year and the remaining portion of the purchase order is rolled over into a new fiscal year, the total purchase order amount will be divided between two fiscal years.

- The **Purchase Order From** and **Purchase Order To** fields are used to filter the report by purchase order number.
  - The purchase order number is set when the purchase order is created in the Purchase Orders process (PO> Purchase Orders> Purchase Orders> Create icon> **PO Number** field). If the Purchase Order module is set up to auto-number POs (PO> Utilities> Setup> **Automatically number purchase orders** toggle), the **PO Number** field will be disabled and POs will be automatically assigned a number when they are created.
- The **Requisition Number** field is used to filter the report by the requisition number attached to the included purchase orders.
- The **PO Date From** and **PO Date To** fields are used to filter the report by purchase order date. Leave these fields blank to include all purchase order dates of the selected fiscal year.
  - These fields will filter the purchase orders on the report by the purchase order date, not the date on the purchase order line items. The purchase order date is entered when the PO is created in the Purchase Orders process (PO> Purchase Orders> Purchase Orders> Create icon> **Date** field).
  - If a purchase order line item has a date that is outside of the date range entered into these fields, the purchase order line will still be included on the printed purchase order.

- The **Expected Date From** and **Expected Date To** fields are used to filter the PO line items that display on the report by the expected date. This will filter the purchase order line items, not the purchase orders that display on the report.
    - You are not required to enter an expected date on purchase order line items, so there may not be an expected date attached to each PO line item in the database.
    - The expected date is entered on a PO line item when the purchase order is created in the Purchase Orders process (PO> Purchase Orders> Purchase Orders> Click the Create icon to create a new PO> Click the Create icon to create a new line item> **Expected Date** field).
    - If a purchase order has multiple purchase order lines, and the purchase order line items have different expected dates, some of these line items may not be included in the report if you filter by the expected date.
- The **GL Account Number** field is used to filter the purchase order line items that display on the report by the general ledger account attached them. This field will filter the purchase order line items that display on the report, not the purchase orders.
    - Click the **GL Account Number** field label to select a GL account from a list. When selecting a GL account, make sure that is it active in the fiscal year selected in the **Fiscal Year** field.
    - General ledger accounts are attached to purchase order line items when they are created in the Purchase Orders process (PO> Purchase Orders> Purchase Orders> Click the Create icon to create a new PO> Click the Create icon to create a new line item> **Account** field).

        - If a purchase order has multiple purchase order lines and the purchase order line items are attached to different general ledger account, not all of the purchase order line items will display on the report.
- The **Purchase Order Status** drop-down menu is used to filter the purchase orders that display on the report by the status of the purchase order. A purchase order will have an open status until all of the line items on the PO have been invoiced and committed in the AP module (AP> Invoices).
    - If the **Leave Open** toggle is checked on a purchase order (PO> Purchase Orders> Purchase Orders> Create icon> Leave Open toggle), the purchase order will stay open until it is manually closed. The Leave Open toggle is generally used for blanket purchase orders.
- The **Line Item Status** drop-down menu is used to filter the purchase order line items that display on the report by the status of the purchase order line item. A purchase order line item is open until all of it has been invoiced and committed in the AP Invoices process (AP> Invoices). If a purchase order line item is set up as a contract, the line item will stay open until the entire contract amount has been invoiced.
- The **Received Status** drop-down menu is used to filter the purchase order line items that display on the report by the received status. This field applies if you are receiving purchase order line items using the Receiving process (PO> Receiving).
    - Select Not Received if only purchase order line items that have not been received in the Receiving process should display on the report.
        - The report will determine if there are items left to receive on a purchase order line item by looking at the Quantity Outstanding field on the PO Line item table. If the Quantity Outstanding field is greater than 0, there are items left to receive on the PO line item.

- Configure how the report will be organized by selecting a sort option from the **Sort By** drop-down menu.
- The **Home Department** field is used to filter the purchase orders included in the report by the home department assigned to the purchase order.
- Check the **Include Void Transactions** toggle to include purchase orders that have been attached to invoices (AP> Invoices), voided (AP> Void Invoices), and left closed when voided (AP> Void Invoices> Commit> **Leave purchase order closed** toggle).
- Check the **Print payment history** toggle if you would like the invoice and check information to display on the report. Checks in uncommitted AP Computer Checks and invoices in uncommitted AP Invoice batches will display on the report even if the **Include Uncommitted History** toggle is not checked. This will include an Invoice, Check, Void and Amount column to the report.
  - The Invoice column will display the invoice number attached to the purchase order.
  - The Check column will display the check number used to pay the purchase order.
  - If the invoice or check has been voided, a VOID will display next to the Amount column in the detail section.
  - The Amount column will display the amount of the invoice and check.
- Check the **Include Uncommitted History** toggle if you would like to include uncommitted history transactions on the report.
- The Purchase Order List Report will display the vendor code, vendor name, purchase order number, purchase order date, purchase order line item number, gen-

eral ledger account number, line item description, project management task, line item amount, invoiced amount, balance and encumbered amount.

- The Amount column will display the amount of the purchase order line item.
- Purchase order line items will show up in the Encumbered column of the report if they are still open. As purchase orders are invoiced and committed, the encumbered amounts will be reduced.
- Purchase order line items will display in the Invoices column if they have been invoiced in the Accounts Payable module. If only a portion of the purchase order line item has been invoiced, then the invoiced portion of the line item will display in the Invoiced column.

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3 Print the report.

- Click the Print icon to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

PO> Reports> Purchase Order Statements

Reprint Purchase Order Statements

Summary

The Print Purchase Order Statements window is used to generate a PO statement from outside of the purchase orders batch process. PO statements can be reprinted for both open and closed purchase orders.

Step by Step

1 Open the **Print Purchase Order Statements** window (PO> Reports> Purchase Order Statements).

2 Configure the report.

- Enter a **PO Number** or click the field label to select one from a list. This will open the Purchase Orders Selection window.

- Enter the desired PO details in the Search Criteria section and click the Refresh icon to filter the displayed purchase orders.
- Select the purchase order that will be reprinted and click the Confirm icon to return to the Print Purchase Order Statements window.

- Select the **Report Type** you would like to print.
  - The Summary report type displays the product code, quantity, line item description, unit price and amount.
  - The Detailed report type displays everything included in the Summary report type as well as the purchase order line item number, quantity, unit type (**U/M** column) and GL account.
- Check the **Resend electronic purchase order** toggle if the vendor attached to the selected purchase order is set up to receive purchase orders electronically. The electronic PO emails will be generated when the report is run.
- The reprinted statement will display "Reprint" across the front of the statement.

3 Print the report.

- Click the Print icon to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

PO> Requisitions> Requisitions

Create a Requisition

Summary

After requisition line items have been created and approved, purchase orders can be created from the requisition line items in the Purchase Order module. Purchase orders can be created from a single requisition line item or by grouping together requisition line items for the same vendor from multiple requisitions. Follow this process to create a requisition.

In order to create a requisition, you must establish the proper system security settings for your user account. These settings are maintained on the Menu Security Maintenance window (SS> Security> Menu Security) and the Database Security Maintenance window (SS> Security> DB Security).

Step by Step

1 Open the **Requisition Search** window (PO> Requisitions> Requisitions).

- The Requisition Search window will display all of the requisitions created in the application.

- Use the Search Criteria section to filter the requisitions that display in the window.
    - Check the **Include voided requisitions** toggle if you would like to display any requisitions that were voided in the Requisitions Approval step.
    - Check the **Include ordered requisitions** toggle if you would like to display any requisitions that were approved, imported into a purchase order, and then committed in the Purchase Orders palette.
- Highlight a requisition and click the Delete icon or press DELETE to delete the selected requisition.
- Highlight a requisition and click the Modify icon or press ENTER to edit the selected requisition.
- Click the Create icon or press INSERT to create a new requisition. This will open the **Requisition Maintenance** window.

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2 Create a new requisition.

- The **Requisition Number** and **Requisition Date** fields will automatically populate with the next available requisition number and today's date.
- Complete the Requisition Details section.
- Enter a **Home Department** or click the field label to select one from a list. This is a required field.
    - Departments are created and maintained on the Department Maintenance window (SS> Maintenance> Department).

- Enter a location in the **Ship To** field or click the field label to select a ship to location from a list.
  - If you are generating a purchase order from multiple requisition line items, the location in this field will be applied to all line items on the purchase order. If the requisition line items are attached to different locations, those locations will be overwritten by the location entered in this field.
  - The Ship To location must be set up as an inventory control location. Locations are created and maintained on the Location Maintenance window (SS> Maintenance> Location).
- The **Creator** field will populate with your user name.
- Select a **Requisition Status** from the drop-down menu.
  - Select New when creating a new requisition.
  - Once Ready for Approval is selected, the requisition and requisition line item fields will be disabled and the requisition will populate the Select Requisitions step of the Requisitions Approval process.
  - The status will change to Under Review once the requisition is added to a Requisitions Approval batch.
  - If a requisition is rejected in the Requisitions Approval process, the status will change to Returned.
- Enter an optional requisition **Description**.
- Enter a **Vendor Number** or click the field label to select one from a list.
  - Selecting a Vendor Number on the Requisition Maintenance window will populate the Vendor field on any line items added to the requisition.

    - Vendors are created and maintained on the Vendor Maintenance window (AP> Maintenance> Vendor).
    - Organizations that utilize Tag functionality can control which vendors individual Springbrook users can assign to a requisition.
- Enter any optional requisition **Comments**.
- The Line Items section displays all the individual inventory items attached to the requisition.
    - Highlight a line item and click the Delete icon or press DELETE to delete the selected line item.
    - Highlight a line item and click the Modify icon or press ENTER to edit the selected line item.
    - Click the Create icon or press INSERT to create a new requisition. This will open the **Requisition Line Item Maintenance** window.
    - Click the Attachments icon to attach related documents to the requisition.

---

3 Create a Standard requisition line item.

- The **Status** on new line items is automatically set to Open.
    - The line item status will change to Void if the line item is voided during the Requisitions Approval process.
- Select Standard from the **Line Type** drop-down menu.

- Enter a **Vendor** number or click the field label to select a vendor from a list.
    - This field will populate with the vendor selected on the Requisition Maintenance window.
    - This is an optional field unless the **Require vendor number** toggle is checked on the PO Setup window (PO> Utilities> Setup> Requisitions tab).
- Enter an **Item** or click the field label to select an existing item from the Item Selection window.
    - If you have the Inventory Control module installed, the item selection window will display inventory items created on the IC Item Maintenance window (IC> Maintenance> Item).
    - If the Inventory Control module is not installed, the item selection window will display items created on the PO Item Maintenance window (PO> Maintenance> Item).
    - Click the Create icon  on the Item Selection window to create a new inventory item.
- The **Product Code** field can be used to enter the product code of the product on the requisition line item.
- Enter a **Commodity Code** or click the field label to select one from a list.
    - Commodity Codes are created and maintained on the Commodity Code Maintenance window (AP> Maintenance> Commodity Codes).
- The **Quantity** field is used to specify how many Items will be included in the requisition line item. The base line item amount on the requisition will be calculated by multiplying the unit quantity by the unit price.
    - A Standard line item cannot be created without a positive value in this field.

- The **Unit Type** field is used to select the type of units that are represented by the **Quantity** field.
    - This field will default to the Unit Type associated with the selected item.
- The **Price** field is used to enter the unit price of the units on the line item.
    - This field will default to the unit price attached to the selected item.
- The **Amount** field will populate with the total amount associated with the line item. This amount is calculated by multiplying the unit Quantity by the unit Price.
- The **GL Account** field is used to attach an account to the requisition.
    - If there is a budget amount attached to the selected GL account, an information window will open if a created purchase order results in the GL account going over the budgeted amount. The system will calculate if the GL account is over the budgeted amount by adding the balance plus the encumbrances and the requisition line item. If the **Allow budget warning override in PO requisitions** toggle is not checked on the PO Setup window (PO> Utilities> Setup), the information window will not allow users to continue. The information window will not open when the GL account does not have a budgeted amount.
    - The **GL Description** field will populate when the GL Account is selected.
    - A Requisition must be assigned a GL Account number before it can become a Purchase Order.
- The **PM Task** and **PM Type** fields are used to attach PM module information to the line item. If you attach a task to the line item, you must also attach a type code.
    - The **PM Task** field is used to attach a PM module task code to the requisition line item. When the requisition is attached to a PO module purchase order (PO> Purchase Orders> Import Requisitions), and that purchase order is

committed (PO> Purchase Orders> Commit), a PM module transaction will be created on the task.

    - PM module task codes are created and maintained using the Task Maintenance window (PM> Maintenance> Task).

  - The **PM Type** field is used to attach a PM module type code to the PM module line item. If you attach a task to the PO, you must also attach a type code.

    - PM module type codes are created and maintained using the Type Maintenance window (PM> Maintenance> Type).

- The **Reference Number** field is used to enter a work order reference number.

  - This field will only be enabled if the **Require unique reference number** toggle is checked on the WO Setup window (WO> Utilities> Setup).

    - Unique reference numbers can help Springbrook users easily attach work orders to requisition line items without having to remember specific work order numbers or use the work order selection window.

  - If this toggle is not checked the Reference Number field will not be enabled. If a reference number is attached to the work order selected below, that reference number will automatically populate.

- The **Work Order** field is used to attach a work order to the requisition line item.

  - By attaching a work order to a requisition and then processing that requisition through the PO Purchases Orders, PO Receiving, and IC Transaction processes, you can bill the specified work order for the items requested in the requisition.

  - Work orders are created and maintained on the Work Order Maintenance window (WO> Work Orders> Work Orders).

- The **Purchase Order** field will populate when the requisition is attached to a purchase order.
- The **Description** field is used to enter an optional description for the requisition line item.
- The **Comment** field is used to attach a comment to the requisition line item.
  - This field will populate in the Description field on POs created from this requisition if the **Use comment field when creating PO** toggle is checked (PO> Utilities> Setup> Requisitions tab).
- Click the Exit icon to return the line item to the Requisitions Maintenance window.
- Click the Save icon to save the requisition.

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4 Create a Contract requisition line item.

- Follow this process to create a contract line item on a requisition. When the requisition becomes a purchase order, the contract Purchase Order has a cap amount. As you create invoices on the contract purchase order, the system will track the invoiced amount in relation to the capped amount. When the entire contract amount has been invoiced, the Purchase Order line item will close.
- Creating a Contract requisition line item involves many of the same steps as creating a Standard requisition line item.
- Select Contract from the **Line Type** drop-down menu.
  - This will disable the Item, Product Code, Quantity and Unit Type fields below.

- Enter a **Commodity Code** or click the field label to select one from a list.
  - Commodity Codes are created and maintained on the Commodity Code Maintenance window (AP> Maintenance> Commodity Codes).
- The **Price** field is used to enter the unit price of the requisition line item.
  - For contract line items, the **Amount** field will populate with the same value as the Price field.
- The **GL Account** field is used to attach an account to the requisition.
  - If there is a budget amount attached to the selected GL account, an information window will open if a created purchase order results in the GL account going over the budgeted amount. The system will calculate if the GL account is over the budgeted amount by adding the balance plus the encumbrances and the requisition line item. If the **Allow budget warning override in PO requisitions** toggle is not checked on the PO Setup window (PO> Utilities> Setup), the information window will not allow users to continue. The information window will not open when the GL account does not have a budgeted amount.
  - The **GL Description** field will populate when the GL Account is selected.
  - A Requisition must be assigned a GL Account number before it can become a Purchase Order.
- The **PM Task** and **PM Type** fields are used to attach PM module information to the line item. If you attach a task to the line item, you must also attach a type code.
  - The **PM Task** field is used to attach a PM module task code to the requisition line item. When the requisition is attached to a PO module purchase order (PO> Purchase Orders> Import Requisitions), and that purchase order is committed (PO> Purchase Orders> Commit), a PM module transaction will be

created on the task.

        - PM module task codes are created and maintained using the Task Maintenance window (PM> Maintenance> Task).

    - The **PM Type** field is used to attach a PM module type code to the PM module line item. If you attach a task to the PO, you must also attach a type code.

        - PM module type codes are created and maintained using the Type Maintenance window (PM> Maintenance> Type).

- The **Work Order** field is used to attach a work order to the requisition line item.

    - By attaching a work order to a contract requisition line item and then processing that requisition through the PO Purchases Orders, AP Invoices, and IC Transaction processes, you can bill the specified work order for the items requested in the requisition.

    - Work orders are created and maintained on the Work Order Maintenance window (WO> Work Orders> Work Orders).

- The **Purchase Order** field will populate when the requisition is attached to a purchase order.

- The **Description** field is used to enter an optional description for the requisition line item.

- The **Comment** field is used to attach a comment to the requisition line item.

    - This field will populate in the Description field on POs created from this requisition if the **Use comment field when creating PO** toggle is checked (PO> Utilities> Setup> Requisitions tab).

- Click the Exit icon to return the line item to the Requisitions Maintenance window.
- Click the Save icon to save the requisition.

5 Approve the requisition.

PO> Requisitions> Requisitions

Create an Item on a Requisition

Summary

Inventory items are created and maintained on the Item Maintenance window. Follow this process to create an inventory item.

Step by Step

1 Sort the existing items.

- The lower section of the **Item Selection** window will display all of the inventory items entered in the application.
- This list can be filtered by entering item information on the Vendor tab and then clicking the Refresh icon .
- Highlight an item and click the Confirm icon to return that item to the Requisition Line Item Maintenance window.
- Click the Delete icon to delete an item. You will not be able to delete an inventory item that has on-hand inventory.

- Click the Modify icon  to open an item or the Create icon  to create a new inventory item. This will open the **Item Maintenance** window.

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2 Create a new inventory item.

- The **Information** section of the Item Maintenance window displays the inventory information associated with the item. As transactions accumulate on the inventory item, the Last Cost, Average Cost, On Hand Quantity and On Hand Value fields will populate.
    - The **Last Cost** is the inventory item cost of the last receipt or transfer.
    - The **Average Cost** is the average cost of the inventory on hand. Uncommitted transactions, quantities returned to stock and the cost of quantities returned to stock used will be included in this calculation.
        - The formula for the Average Cost field is:

On Hand Value field / On Hand Quantity field = Average Cost field

    - The **On Hand Quantity** is the total quantity of items in all locations. Uncommitted transactions and quantities returned to stock will be included in this calculation.
    - The **On Hand Value** is the total value of the items in all locations. Uncommitted transactions and quantities returned to stock will be included in this calculation.

- The **Item Info** section contains the General, Quantity and Value, Miscellaneous and Stack tabs. Each tab provides unique information about the item.

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3 Complete the General tab.

- Enter an item number in the **Item** field. The item number must be unique and can be up to 10 alphanumeric characters. This is a required field.
- Select a **Status** from the drop-down menu. Inventory transactions can only be performed on inventory items with an Active status.
  - You can use the New status for an item that is active but that you want to track separately for reporting.
  - The Delete status will not delete the inventory item but it will be take the item off the list of inventory items that can be used in transactions.
- Select an inventory costing method from the **Costing** drop-down menu.
  - Select Average for an average cost.
  - Select FIFO for first in first out inventory.
  - Select LIFO for last in first out inventory.
  - Generally the costing method will not be changed from the default.
- Enter an item description in the **Description** field. The description field can be up to 50 alphanumeric characters.

- Select a **Unit** measure from the drop-down menu.
  - Units are used to describe the type of units that are being purchased. Units are maintained in the Units Maintenance window. Units are created and maintained on the Unit Maintenance window (SS> Maintenance> Units).
- Enter a **Default Cost**.
  - The Default Cost field will only be used as the default cost until there are transactions on the inventory item.
  - This is a required field to create an inventory item.
- Enter values in the **Character** fields if desired. These field labels are user defined and can be edited on the Miscellaneous Field Labels window (SS> Utilities> Miscellaneous Field Labels).

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4 Add a vendor to an inventory item.

- If you order an item from multiple vendors or enter into contracts with vendors, the vendor information can be tracked with the inventory item. This allows you to compare pricing when creating an invoice for an inventory item.
- Click the Create icon drop-down menu and select **New Vendor** to add a vendor to the item.
  - This will create a new line in the **Vendors** section and open the Modify Item Vendor window.
  - Click the **Vendor Number** field label to select a vendor from a list.

    - While none of the remaining fields are required to attach the vendor to the inventory item, the **Product Code** field is generally used to track the vendor's reference number for the item. The product code will populate on the line item when a requisition, purchase order or AP invoice is created using this vendor and item.
    - Check the **Primary** toggle if the vendor is the primary vendor.
    - Complete the desired fields and click the Save icon or press ENTER. This will return you to the Item Maintenance window.
- You can also click the Modify icon or the Delete icon drop-down menu to open or remove a highlighted vendor.
- Click the Save icon when complete.

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5 Add an account to an inventory item.

- Click the Create icon drop-down menu and select **New Account** to attach an account to the inventory item.
    - This will open a new line in the **Accounts** section and open the Account Type Selection window.
    - Select an Account Type and click the Confirm icon . An Account Type entered in this field will overwrite the Account Types entered into the category code when there are transactions on the inventory item.

- This will open the Chart of Accounts Selection window. Select an account that you would like to associate with the inventory item and click the Confirm icon .
- Enter a percentage in the **Percentage** column to distribute transactions on the inventory item to multiple account types.
  - The Percentage must be between 1 and 100.
- Click the Delete icon drop-down menu to remove a highlighted account.
- Click the Save icon when complete.

---

6 Complete the Quantity and Value tab.

- As inventory transactions on this item accumulate, the **Locations** section will populate with transaction information. These transactions can be displayed by clicking the Expand button next to each of the locations.
  - The **Filters** section on the lower right allows you to filter the transaction types displayed in the Location section. All the filters toggles will be checked by default.
    - Check the **Show committed reversals** toggle to include reversing entries created by costing forward in the window.
- The **Selected Location** section allows you to view the inventory information of a location selected in the Location section.

    - Highlight a location in the Location section. The inventory counts in the Selected Location section will update based on the selected location.
    - Click on the Expand button next to a quantity to view the transaction detail that created the values. This allows you to open the requisition, purchase order, or work order that created the on hand value in that location.
    - The **WO Quantity** field displays the number of inventory items that are attached to a Work Order module work order as an estimate. In order to be included in this count, you must check the Reserve Items toggle on the General tab of the work order estimate when creating it.
- The **All Locations** section will display the inventory information of all the locations in the Locations section. To view a breakdown by location, highlight a location in the Location section and the Selected Location section will update.
    - The Work Order fields have not yet been implemented.
- Click on a location in the Locations section to change the location reordering information.
    - The Reorder Point, Qualifier and Build to Level values can be edited in the Locations section.
    - Enter a **Reorder Point** for the location to determine when an item should be reordered.
    - Select a **Qualifier** from the drop-down menu.
        - The Qualifier value applies to the Build to Level. This allows for some flexibility when reordering. If the Build To Qualifier is set to “At Least” then the quantity generated in the Reorder process will be greater than or equal to the target quantity. If the Build To Qualifier is set to "At Most"

then the quantity generated in the Reorder process will be less than or equal to the target quantity.

- The **Build To Level** is the amount of inventory the reorder process will build to on reorder.
- Check the **Reorder** toggle if you want inventory reordered to the selected location. If you do not reorder inventory to the selected location you can transfer inventory to the location.
- Check the **Default** toggle if you want this location to be the default for all new inventory items created in the Item Maintenance window. You can have only one default location.

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7 Complete the Miscellaneous tab.

- Miscellaneous fields are user-defined fields that can display and store information but cannot be used in reporting.
- Miscellaneous field labels are created and maintained on the **Miscellaneous Field Label Maintenance** window (SS> Utilities> Miscellaneous Field Labels).

---

8 Complete the Stack tab.

- If you are using FIFO or LIFO costing on the inventory item, the Stack tab on the Item Maintenance window will be active.

- The Stack tab displays the sequence in which the inventory will be costed as it is issued.
  - Use the **Stack Date** and **Stack Time** fields to filter the Stack tab. This is useful if you want to process a transaction at a certain time in order to issue inventory from a certain inventory receipt.
  - Use the Recalculate Stacks icon to refresh the stack information.
- Click the Save icon to complete the process.

PO> Requisition Approval

Approve Requisitions

Summary

Approved requisition line items can be used to create purchase orders in the Purchase Order module. In order to approve requisitions, you must have the proper security settings set up on the Springbrook username account that you are logged in as. Follow this process to approve requisitions.

Step by Step

1 Create a Requisition Approval batch.

- Select the **Requisition Approval** palette in PO> Requisition Approval. This will expand the Requisition Approval palette and display the steps in the batch process.
- Select New from the Requisition Approval batch number drop-down menu to create a new batch. This will open the **New Batch** window.
  - If there are open batches in the Requisition Approval process, you can create a new batch without affecting the open batches.

- Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are used for reference only.
- Click the Generate icon to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
    - You can also manually create a new batch by entering a Batch Number and clicking the Save icon.
- You can delete batches by selecting a batch and pressing DELETE.

2 Select the requisitions to approve.

- Open the **Select Requisitions** window (PO> Requisitions Approval> Select Requisitions).
- The Select Requisitions window will display all of the requisitions currently available for approval. If you do not see the desired requisitions, confirm that the requisition status has been set to Ready for Approval (PO> Requisitions> Requisitions> **Requisition Status** field).
- Check the **Selected** toggle for each of the requisitions you would like to approve.
- Click the Save icon when complete.

3 Approve Requisitions.

- Open the **Requisitions Approval** window (PO> Requisitions Approval> Requisitions).
- The Requisitions Approval window will display all the requisitions selected in the previous step.
    - Click the Expand button next to a requisition to display the requisition line items.
        - Click and drag the column headings to rearrange the information displayed for each line item.
        - Requisition line items that are attached to a PO will not display in the window.
- Highlight a requisition and click the Modify icon to edit the selected requisition.
    - Approvers are only allowed to modify requisitions if the Approvers can modify requisitions toggle is checked on the PO Setup window (PO> Utilities> Setup).
- Check the **Reject** toggle or click the Reject icon to reject a highlighted requisition.
    - This will return the requisition to the Requisitions process (PO> Requisitions> Requisitions). The requisition status will be changed from Ready for Approval to Returned. After the appropriate changes are made, the requisition can be resubmitted for approval.
    - Once resubmitted, the requisition can be approved in the original approval batch by running the Select Requisitions step again.

- Check the **Void** toggle or click the Void icon to void a highlighted requisition.
    - Once a requisition or requisition line item has been voided, it cannot be resubmitted.
- Click the Save icon when complete.

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4 Print the Proof List.

- Open the **Print Proof List** window (PO> Requisitions Approval> Proof List).
- Specify if you would like the report to sort by requisition number or vendor number in the **Report Order** field.
- The Proof List will display the Line Item, Account, Item, Vendor, Task, Type, Description, Price, Quantity Unit, and Amount. Totals will be provided for each requisition and the entire report.
- Click the Print icon to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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5 Generate Work Flows.

- The Generate Work Flows step applies if only certain employees are allowed to commit a Requisitions Approval batch. For example, if you are a department clerk, but only the department head is allowed to actually commit a Requisitions Approval batch, then run the Generate Work Flow step to notify the department head that a Requisitions Approval batch is ready to be committed. If you do not use work flow, skip to the Commit step and commit the batch.
- Select Generate Work Flows on the palette. This will open an information window asking you to confirm your selection. Press ENTER or click the Confirm icon to generate the work flows. This will create a job on the Jobs Viewer window.
- Once the job is complete, the work flow will be created.

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6 Review Work Flows.

- The Review Work Flows step is used to view the requisitions before committing the batch and is used in conjunction with the Generate Work Flow step. For example, a department clerk runs the Generate Work Flow step to notify the department head that requisitions are ready to be approved. The department head receives an email that the batch is ready to be committed, so they go into the Requisitions Approval batch, review the requisitions, and then commit the batch.
- Open the Review Work Flows window to review the requisitions in the batch (PO> Requisitions Approval> Review Work Flows).
    - The work flow approver can also access the requisitions batch directly from the notification email or from the My Tasks window (My Tasks icon  on the application main menu).
    - Work flows are processed on the My Tasks window in the same manner as on the My Work Flows window (SS> Work Flows> My Work Flows).
- The Review Work Flow window displays the work flow generated by the Generate Work Flows step (PO> Requisitions Approval> Generate Work Flow).
- The **Status** column displays the status of the work flow. If the work flow is waiting to be approved, the Status will be New.
- The **Author** column displays the department clerk that created the work flow (this is the employee that ran the Generate Work Flow step). If the requisitions are rejected, this is the employee that will receive the notification email that the requisitions have been rejected.
- The type of work flow generated during the Generate Work Flow step determines what needs to be done to the requisitions before the batch can be committed.
    - If the workflow is set up as an action step on your role (SS> Work Flow> Work Flow Templates), you will have to approve or reject the requisitions in the

batch before you can commit the batch.

- If the workflow is set up as an information step on your role (SS> Work Flow> Work Flow Templates), the commit step will be enabled and the batch will be ready to commit. You will not be able to view the requisitions in the batch or view the requisitions detail. When the workflow is set up as an information step, skip the Review Work Flows step and commit the Requisitions Approval batch.

- If you have to approve or reject the requisitions in the batch, highlight the workflow in the Review Work Flow window and press ENTER. This will open the Work History Proof List, displaying all of the requisitions in the batch.
    - Review the requisitions. Click the Print icon to generate a printed copy of the report.
    - From the Work History Proof List, click either the Approve icon or the Reject icon .
        - If you select Accept, the Commit step on the Requisitions Approval batch will be enabled.
        - If you select Reject, the author of the requisitions (the department clerk that creates the requisitions) will get an email notification that the requisitions have been rejected. This will not reset the batch step of the Requisitions Approval process, but you will not be able to commit the batch (the Commit step will not be enabled). The department clerk will then go back into the Requisitions Approval batch, modify the requisitions, and run the Generate Work Flows step again.

7 Commit the Requisition Approval batch.

- The Commit step will not be enabled if the Generate Work Flows step creates an action work flow and the requisitions in the batch have either not been approved or the requisitions have been rejected.
- Select Commit on the Requisitions Approval batch. This will open an information window to commit the batch. Press ENTER or click the Confirm icon  to commit. Use the Jobs Viewer window to view the progress of the Commit step.

PO> Roll Over PO

Roll Over Purchase Orders from a Previous Fiscal Year

Summary

The Roll Over Purchase Orders process is used to change the fiscal year attached to open purchase order line items. Open line items from the previous fiscal year are rolled over and reestablished in the new fiscal year and the encumbrances associated with those open purchase order line items will be moved to the new fiscal year. This allows you to invoice purchase orders that were set up in a previous year in the current fiscal year. For example, if a purchase order is set up in fiscal year 2018, the encumbrance is recorded in 2018 and that PO can only be invoiced in 2018. When you roll the purchase order into fiscal year 2019, the encumbrance will move to the new fiscal year and you will be able to invoice the PO in fiscal year 2019 using the AP Invoices process (AP> Invoices).

- The fiscal year of a purchase order is defined during the Settings step on the Purchase Orders palette.
- Purchase orders are invoiced using the AP Invoices process (AP> Invoices).

The Roll Over Purchase Orders process is often done a month to six weeks into the new fiscal year so straggling invoices can be expensed in the previous fiscal year. You can run this process as many times are you would like to move POs to the new fiscal year, but you cannot move POs that have been rolled over back into the previous fiscal year. So when adding POs to the batch, make sure you are selecting the correct POs.

The general ledger accounts attached to the purchase order line items being rolled over must be created in the new fiscal year. The Proof List (PO> Roll Over POs> Proof List) will display the GL accounts attached to the purchase order line items.

During the Commit step (PO> Roll Over Purchase Orders> Commit), you can check the **Create budget adjustments** toggle if you would like to create budget adjustments for the amount of the purchase order line items being rolled over. This will create a budget adjustment line item on the GL accounts attached to the purchase order line items. The budget adjustments will be made to the GL accounts in the new fiscal year, and the amount of the adjustments will be the amounts attached to the purchase order line items being rolled over. You can view the budget adjustments made to a GL account using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Budget tab).

Flowchart

The objects in the diagram below represent processes in the application.

Step by Step

1 Select the purchase orders to be rolled over.

- Open the **Select Purchase Orders** window (PO> Roll Over POs> Select Purchase Orders).
- The Select Purchase Orders window will display all of the open purchase orders filtered by fiscal year.
- Select the fiscal year of the purchase orders that should be rolled over in the **Fiscal Year** field.
- Click the Refresh icon to update the window with the open purchase orders of the selected fiscal year. The Select Purchase Orders window will display a line item for each purchase order with an open line item.
- Click the Expand button to view the open line items attached to an invoice.
  - The GL Account column will display the GL accounts attached to the purchase order line items. These general ledger accounts must be active in the new fiscal year.
  - If you check the **Create budget adjustments** toggle during the Commit step (PO> Roll Over POs> Commit) the GL account in this column will be the GL account that is adjusted in the fiscal year selected in the **Fiscal Year** field.
- Click the Select All icon to select all of the purchase orders in the window.
- Click the Deselect All icon to uncheck all of the purchase orders in the window.

- Right click on the information in the window and select Export grid contents to Excel if you would like to create an MS Excel spreadsheet of the purchase orders that are being rolled over. The Selected column will display on the report. Purchase orders with a TRUE in the Selected column are purchase orders that have been selected to be rolled over.
- Click the Save icon to save the selected purchase orders.

2 Print the Roll Over Proof List Report.

- The Roll Over Proof List report functions as a proof list and a general ledger distribution report because it will display if there are any problems with the GL accounts of the new fiscal year.
- Open the **Proof List** window (PO> Roll Over POs> Proof List).
- Click the Print icon to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- The report will display the PO Number, GL Account number, Vendor Name, Description, Amount Outstanding and Total.

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3 Roll Over the purchase orders.

- The Commit step is used to roll over the purchase orders and gives the option of creating budget adjustments in the new fiscal year for the rolled over purchase order amounts.
- Open the **Commit** window (PO> Roll Over POs> Commit).
- Check in the **Create budget adjustments** toggle if you would like to create budget adjustments on the GL accounts in the new fiscal year for the amount of the purchase order line items being rolled over.
    - You can view budget adjustments using the Chart of Accounts Maintenance window (GL> Maintenance> Account> Budget tab).
- Click the Commit icon to roll over the selected purchase orders or enter a date and time in the field to schedule the batch to be processed at a later time.

  - You can view the process of the commit step using the Jobs Viewer window (Jobs Viewer icon on the main desktop).

- Once the Commit step is complete, the purchase order line items are rolled over to the new fiscal year. If the **Create budget adjustments** toggle was checked on the Commit step the budget adjustments will also be created on the GL accounts.
- You can view the modified encumbered amounts using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Select the previous fiscal year> Open a GL account> Balance tab> **Encumbered** field).
- You can view the budget adjustments made on the GL accounts in the new fiscal year using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Select the current fiscal year> Open a GL account> Budget tab> Budget Adjustments section).

PO> Utilities> Setup POs

Set up the Purchase Order Module

Summary

The Setup window is used to define how the Purchase Order module will function. Use the Menu Security feature (SS> Security> Menu Security) to limit access to the Setup window.

Step by Step

1 Open the **Setup** window (PO> Utilities> Setup POs).

2 Complete the Purchase Orders tab.

- The **PO Email Template** field is used to specify a default email template to be used when generating electronic purchase orders and change orders.
    - Electronic purchase orders and change orders are only send to vendors set up to receive electronic POs (AP> Maintenance> Vendor> General tab> Receive purchase orders electronically toggle).
    - Email templates are created and maintained on the Email Template Maintenance window (SS> Maintenance> Email Template).

- The **Purchase Order Signature** field is used to select the Purchase Order module signature. A Purchase Order module signature is saved in the application using the attachments feature.
    - Click the Purchase Order Signature field label to open the Attachments Selection window. You can have only one signature file attached to the Attachments Selection window. Select a signature file that has already been saved in the application, or press INSERT to add a signature file. This will open the Attachments Maintenance window. Click the **Original File Name** field label to select the path of the signature file. Click the Save icon on the Attachments Maintenance window once a file has been selected. Highlight the signature file in the Attachments Selection window and press ENTER add the signature file to the Purchase Order module. The field next to the Purchase Order Signature field label will display Signature Attached when the signature has been successfully attached.
    - Check the **Print signature line on purchase order** toggle to add the signature file to the POs created in the Purchase Order module. If this toggle is not checked, the signature file selected in the **Purchase Order Signature** field will not display on the purchase orders.
- The **Statement Disclaimer** field is used to enter a disclaimer onto the bottom of the purchase order statements created in the Purchase Orders palette (PO> Purchase Orders> Statements). The disclaimer can be up to two thousand characters long, but all of these characters will not display on the PO Statements (PO> Purchase Orders> Purchase Orders). The purchase order will only display eight lines, which is approximately 1000 characters of text.

- Check the **Automatically Number Purchase Orders** toggle if you would like the system to automatically number purchase orders as they are created (PO> Purchase Orders).
    - If you want the purchase orders to begin at a specific number, uncheck this toggle and create a PO using the start number. After the purchase order has been created, return to the Setup window and check the Automatically Number Purchase Orders toggle. New purchase orders will be assigned the next available number.
- Check the **Receive orders through Purchase Orders** toggle to use the Receiving process in the Purchase Order module.
    - The Receiving process in the PO module is a batch process that will create a receipt for each purchase order line item received.
    - If all purchase order line items should be received before they are invoiced, check the **Force Receiving** toggle in the Accounts Payable module Setup window (AP> Utilities> Setup> Invoices tab).
    - If you do not check the **Force Receiving** toggle but the **Receive orders through Purchase Orders** toggle is checked, you can receive purchase order line items in the Receiving process but still invoice line items that have not been received.
- Check the **Use city name as the default shipping location** toggle if the ship to address on purchase orders should default to the organization address defined in the System Setup window (SS> Utilities> System Setup> General tab> **Address Line 1**, **Address Line 2**, **City**, **Zip** fields). This only defines the default value. If there is a ship to address attached to the vendor on the purchase order, the ship to address on the vendor will override the address on the System Setup window. If you do not check this toggle, there will be no default ship to address on purchase orders.

    - A shipping location is attached to a purchase order using the **Shipping Location** field (PO> Purchase Orders> Purchase Orders> Shipping Location field).
- Check the **Print Project Management task code on purchase order** toggle if you would like to add the PM module task codes attached to PO line items to display on the printed version of purchase orders. This will add the PM module task code to the Description/Task column on the purchase order. If a description has been added to the purchase order line item, both the description and the task code will display in the Description/Task column. The PM module type code will not be added to the purchase order.
- Check the **Print signature line on purchase order** toggle if you would like the signature file set up in the **Purchase Order Signature** field to display on POs generated in the Purchase Order module. If you have a signature file selected in the Purchase Order Signature field but the Print signature line on purchase order toggle is not checked, the signature file will not display on the POs.
- Check the **All line items are taxable** toggle if by default all purchase order line items on a purchase order should be set up as taxable. When a purchase order line item is created, the **Taxable** toggle on the PO Line Item window will be checked (PO> Purchase Orders> Purchase Orders> Create icon> Create icon> Taxable toggle). A tax rate will be applied to the total amount on the purchase order line item to calculate the tax amount. This toggle only sets the default value of the Taxable toggle on the PO Line Item window. If a line item is not taxable, users will be able to uncheck the taxable toggle and the tax rate will not be applied to the purchase order line item.
- Check the **All line items default to contract** toggle if by default you would like all purchase order line items to have the **Contract** toggle checked on the PO Line Item

window (PO> Purchase Orders> Purchase Orders> Create icon> Create icon). This toggle is similar to the **All line items are taxable** toggle.

  - The **All line items default to contract** toggle only sets the default value of the **Contract** toggle on all new purchase order line items. Users will be able to uncheck the Contract toggle when they are creating non-contract purchase order line items.
  - Contract purchase orders allow you to create a purchase order line item with a cap amount. As you create invoices on the contract purchase order line item, the system will track the invoiced amount in relation to the capped amount. When the entire contract amount has been invoiced, the contract purchase order line item will close.
- Check the **All line items default to allow over receiving** toggle to allow the system to receive a value greater than the value specified on the purchase order.
- Check the **Negative line items affect encumbrance** toggle to enable all negative purchase order line items to affect the encumbrance totals.
  - If this toggle is not checked, the Encumbered toggle on PO line items will automatically uncheck if a line item is calculated as a negative value.

---

3 Complete the Requisitions tab.

- The Requisitions tab is used to specify how the Purchase Orders module will handle requisitions.

- Check the **Require vendor numbers** toggle to require a vendor number when creating a requisition line item.
- Check the **Require GL Accounts** toggle to require that GL accounts are specified when creating a requisition line item.
- Check the **Approvers can modify requisitions** toggle to allow requisition approvers to edit the requisitions that they approve.
- Check the **Use requisitions comment field when creating PO** toggle to import the requisitions Comment field into the purchase order Description column.
- Check the **Auto-fill account number from work order** toggle if you want the General Ledger account to auto-fill from the work order selected when entering time in PR> Timesheets> Quick Time Entry.
- Check the **Allow budget warning override in purchase order requisitions** toggle to allow users to override the budget warning that opens in the Accept /Reject Requisitions window (PO> Purchase Orders> Requisitions).
    - An information window will open if the requisition line items will cause the GL account attached to any of the requisition line items to go over budget. The system will calculate if the GL account is over the budgeted amount by adding the balance plus the encumbrances and the requisition line item.
    - The information window will not open when the GL account does not have a budgeted amount.
- Click the Save icon or press ENTER when complete to save the PO module setup.

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4 Complete the Validation tab.

- The Validation tab is used to set up optional validation rules in the PO module. These rules can provide an additional level of control over how purchase orders and requisitions are created in the system.
- Click the Create icon to create a new validation rule. This will create a new line item in the data grid and enable the Maintenance section to the right.
  - Once a validation rule has been created, highlight the rule and click the Delete icon to delete the selected rule.
- The **Entity** field is used to specify which Springbrook entity the rule will apply to.
  - Select Role if the rule should apply to all Springbrook users that occupy a specific role in the application. Roles are created and maintained on the Role Maintenance window (SS> Security> Role).
  - Select User if the rule should apply only to a specific Springbrook user. Users are created and maintained on the User Maintenance window (SS> Security> User).
  - Select User Group if the rule should apply to all Springbrook users that populate a specific user group in the application. User Groups are created and maintained on the User Group Maintenance window (SS> Security> User Group).
    - If your organization already uses user groups, Springbrook recommends setting up a new set of user groups for validation rules. This will prevent duplicate validation warnings that can occur when users are already members of multiple user groups and those existing user groups are used when setting up validation rules.
    - This is a required field.

- The **Code** field is used specify the specific Springbrook entity that the rule will be applied to.
  - The selection window launched when clicking the Code field label will be determined by which entity was selected above.
  - This is a required field.
- The **Department** field is used to apply the validation rule to a specific department.
  - In order to use a department in a validation rule, the specified department will also need to be set up as the home department on the purchase order or requisition (PO> Purchase Orders> Purchase Orders> Home Department field). If the specified department is not set up as the home department on the purchase order or requisition, that purchase order or requisition will be skipped when the system validates the purchase orders or requisitions.
- The **Account Group** field is used to apply the validation rule to a specific account group.
  - Once an account group is set up, it can be used to control budget exceptions during the purchase orders process. When the validation rule is evaluated, the system will look at the aggregate budget for the specified account group rather than just the budget of the individual account.
  - Account groups are created and maintained on the Account Group Maintenance window (GL> Maintenance> Account Groups).
- The **Comparison** and **Amount** fields is used to specify how the validation rule will compare the purchase order or requisition amount to the GL or PM task budget amount.
  - Select Flat use a flat comparison amount. For example, if Flat was selected and 100.00 was entered into the Amount field below, the validation rule will be

activated if the purchase order or requisition amount is $100.00 over the budget or PO encumbrance amount.

    - Select Percentage to use a percentage comparison amount. For example, if Percentage was selected and 10.0000 was entered into the Amount field below, the validation rule will be activated if the purchase order or requisition amount is 10.000% over the budget or PO encumbrance amount.
    - The Amount field should be left at zero if you want the validation rule to be activated when the exact budget or PO encumbrance amount is reached.
    - Both of these fields are required.
- The **Validation** field is used to set the validation rule to either display a warning message, which allows the user to ignore the validation and continue processing the purchase order or requisition, or to display an error message, which will require that the user update the purchase order or requisition in order to continue.
    - This is a required field.
- The **Original** field is used to specify what the purchase order or requisition amount will be compared to when processing the validation rule.
    - Select GL Budget Amount to compare the purchase order or requisition amount to the GL account budget.
        - If the GL account IS NOT set up as budgetable (GL> Maintenance> Chart of Accounts> General tab> Account is budgetable toggle), no validation will be performed. If the account IS set as budgetable, but the budget is set as zero, the validation error will always occur.
    - Select PM Task Budgets to compare the purchase order or requisition amount to the PM Task budget amount.
        - If the budget is set at zero, no validation will occur.

- The **Transaction Data Sources** section is used specify which, if any, uncommitted transactions should be considered when the system is calculating validation rules. These data sources can either increase or decrease the value specified by the selection in the Original field above.
  - Check Committed PO Encumbrance to include committed purchase order or change order amounts. This will typically be used if the Original field is set to PO Variance.
  - Check Committed PO Requisitions (Pre-encumbrance) to include requisition amounts that have been processed in a committed requisition approval batch but not yet turned into a purchase order.
  - Check Uncommitted AP Activity to include any uncommitted AP activity.
  - Check Uncommitted Budget Adjustments to include uncommitted GL budget amounts. Uncommitted PM budget adjustments will not be considered.
  - Check Uncommitted GL History to include uncommitted journal entry amounts.
  - Check Uncommitted PO Encumbrance to include uncommitted purchase order or change order amounts.

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5 Track any changes made to the PO Setup window.

- Click the Audit Trail icon  to open the Audit Trail window.
- Use the **Search Criteria** section to sort the displayed audit trail.

- The **Audit Trail History** section will provide details about any changes made to the setup window including the date of the change, type of change made, user that made the change, and data table that was edited.