Purchase Order User Guide

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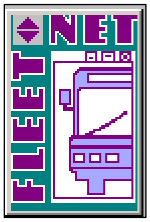
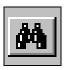
About This Guide

This guide contains standard procedures for operation and a description of each feature released with the module. The module description provides the intended application or use of the module and any comments that relate to this specific module.

Below are features that are used through FNW applications.

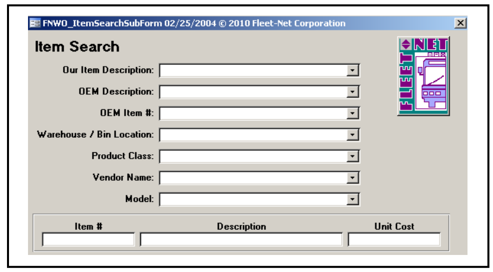


To correctly exit a form or exit out of Fleet-Net® completely click on the Fleet-Net® Icon always located in the upper right of every form.



**When the binoculars search function is not available, nor a drop-down list, select 'Ctrl F' as a search tool.

When using this button to search the following sample form will open up. Use any of the search item criteria to find your item select it and it will populate at the bottom of this form. To populate the previous form with the selected item simply hover over the item # and double click it. Close the search form.

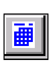


Throughout Fleet-Net® modules, there are Green Check marks that will appear next to specific fields. These Green Checkmarks when selected will open the Misc. List Codes form allowing the user to setup the necessary codes and their value for the associated field.

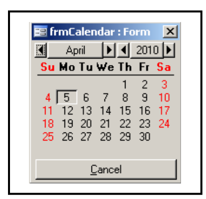
The clock button allows for changing the time entry.

The question mark button opens the search option.

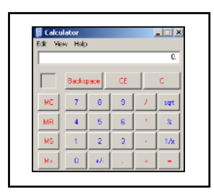
The Stop button aborts the current selection process.



The calendar button allows for quick selection of a specific date via a calendar. Calendar defaults to current date.



The calculator button allows for quick simple calculations on the fly. It opens up your systems calculator.



About Purchase Order Processing

Fleet-Net Purchase Order processing system allows for entry of purchase orders, updates related inventory files, and maintains a file of outstanding purchase orders for management review. Purchase Orders are authorized by selected users entering their PIN number for preset dollar amounts, per transit policies.

PO's can be printed with an Order From address, while accounts payable checks may be directed to another mailing address. The purchase order also indicates both a Ship to and Bill to address for your organization.

To assist in getting your received merchandise on the shelf more quickly, a Receiving Document indicating purchase order information and both the vendor and in-house item number is available. This document also specifies the warehouse bin location where the item should be stored.

Purchase orders entered via this system automatically update quantity on-order in inventory. Receipts against purchase orders add to quantity on-hand and decrease quantity on-order. PO Invoice Update computes inventory values and posts transaction data to accounts payable.

Vendor master and purchase order master files can be accessed for inquiry and reporting purposes. Purchase Orders may also be generated via the Requisitions module with required Authorizations. The system can also generate and track Blanket Purchase Orders for regularly purchased items, such as fuel or tires, etc.

Purchase Orders Setup Requirements

Prior to implementing the Fleet-Net Purchase Order Processing system, the chart of accounts, Inventory Management, Vendor Master, and A/P GL Control Record interface must be defined.

Note: If not using Fleet-Net Corporation Financial modules, the A/P JournalSource in Edit Misc. List Codes does not have to be setup.

PO Setup Checklist

This checklist follows the instructions outlined on the following pages.

Done	Menu		Program/Procedure
________	PO05	(a)	**Edit Misc. Codes-** Set up Journal Source, Departments, Locations and Document Codes
_______	PO05	(b)	**Department Authorization Setup** - Setup all applicable Departments for which purchase order will be created and assign a # Of Authorizers for each amount range.
_______	PO05	(c)	**Employee Authorization Setup -** Define users with ID numbers, Titles, and authorization maximum amounts and assign Departments. Also utilized to set and/or re-set employee PIN Numbers. (Optional)
_______	PO05	(d)	**Security Activation –** Select Enforce to turn on PO authorization
_______	PO05	(e)	**Order From Address** - Records mailing address for purchase Orders, phone, and fax numbers, purchase instructions, FOB and Desired shipping method. This data is retrieved and used when Processing PO's
_______	PO05	(f)	**Control Record Setup** – Setup location, Last PO # and Description Used to track information during the creation of a PO.
_______	PO05	(g)	**Setup Bill To/Ship to Addresses** – Setup your agency addresses That vendors will Ship items to and Bill To for invoices.
_______	PO05	(h)	**Edit PO Disclaimer** – Setup a disclaimer to be printed on Purchase Orders (Optional)

Purchase Orders

*** Purchase Orders ***

1	PO Entry Maintenance	?
2	PO Receipts Maintenance	?
3	PO Invoicing Maintenance	?
4	PO Master Reporting	?
5	PO Setup Maintenance	?
6	PO Inquiries	?
7	Blanket PO Maintenance	?
8	Requisition Menu	?
16	Return to Previous Menu	?

PO Setup Maintenance

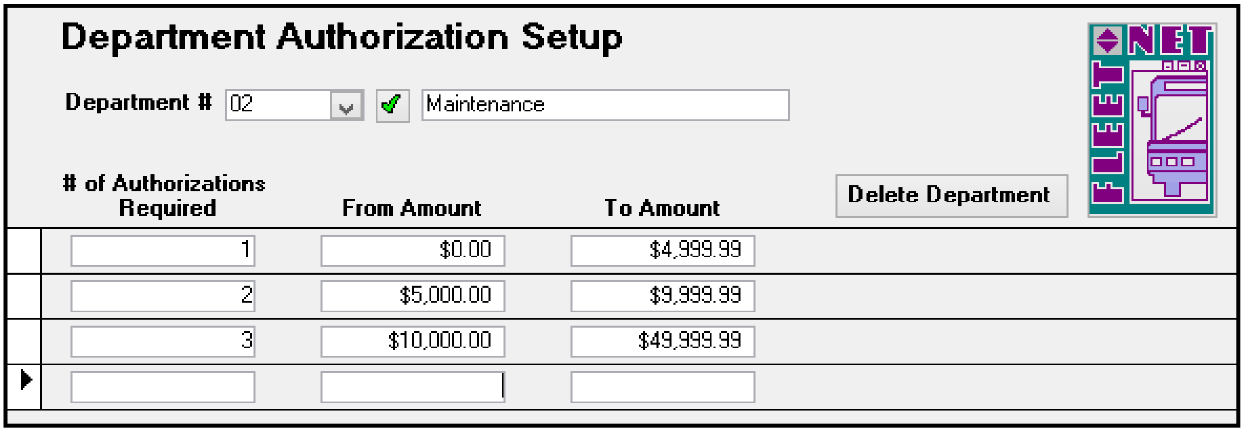
*** PO Setup Maintenance ***

1	Department Authorization Setup	?
2	Employee Authorization Setup	?
3	Security Activation	?
4	Order From Address Setup	?
5	Control Record	?
6	Setup Bill To/Ship To Addresses	?
7	Miscellaneous Codes Maintenance	?
8	Edit PO Disclaimer	?
9	Modify/Add Vendors	?
10	Vendor Inquiry	?
11	Close Blanket PO's	?
12	Revise Blanket PO Limits	?
13	Purge PO	?
14	PO Document Files and Templates Setup	?
16	Return to Previous Menu	?

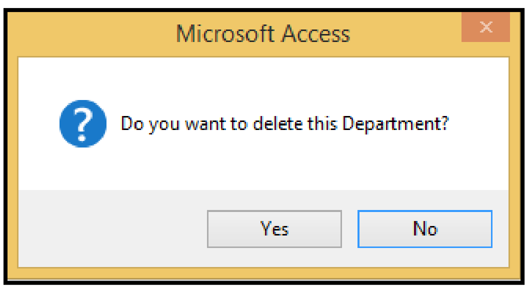
Department Authorization Setup

All departments that will use purchase orders must be defined. The number of required authorizations based on department will need to be defined, as well as the authorized From Amount and To Amount fields. If also using the Requisitions module, these departments and requirements must be the same in both modules.

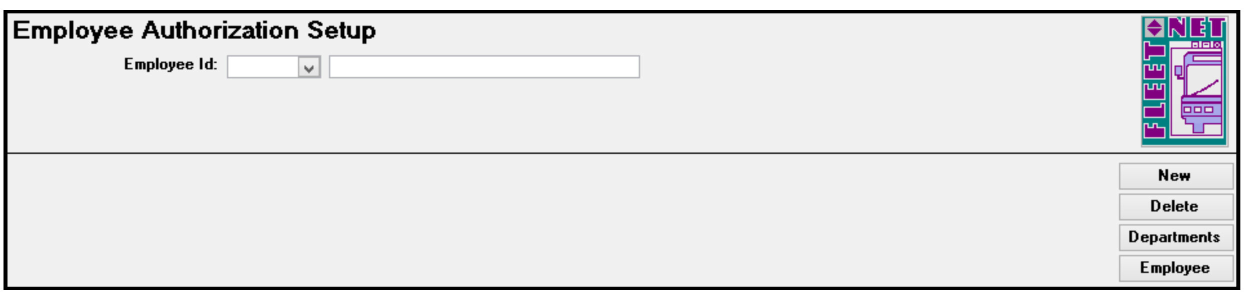
To set up a department and its requirements, select the department from the drop-down list. In the example below, a PO from department 02 in the amount up to 4,999 only needs one authorization. Above that amount, it would require two authorizations. To create a new department, the user would click the green check mark and add the new department to the table.



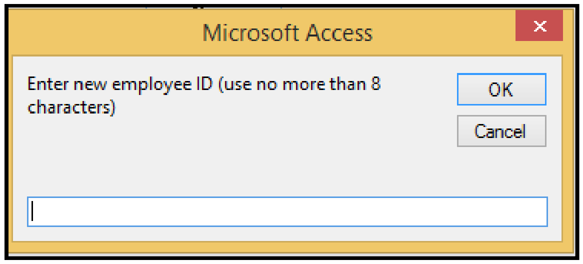
To delete a department from the Authorization setup, select the department and click ***Delete Department***. This will delete the department and all authorization information.

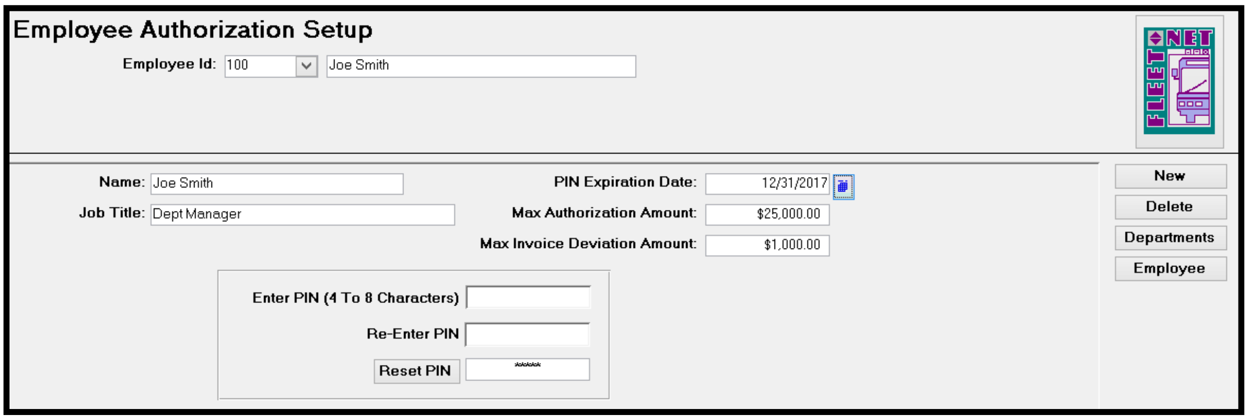


Employee Authorization Setup



Click ***New*** to create a new user authorizer profile. Enter Employee ID's that are authorized to approve purchase orders or who will be invoicing Purchase Orders and needing to approve any deviations.





Enter the user's Name and Job Title.

PIN Expiration Date. After this date, the user could not authorize POs until their PIN number is reset.

Enter the Max Authorization Amount that this employee will be able to authorize on a PO.

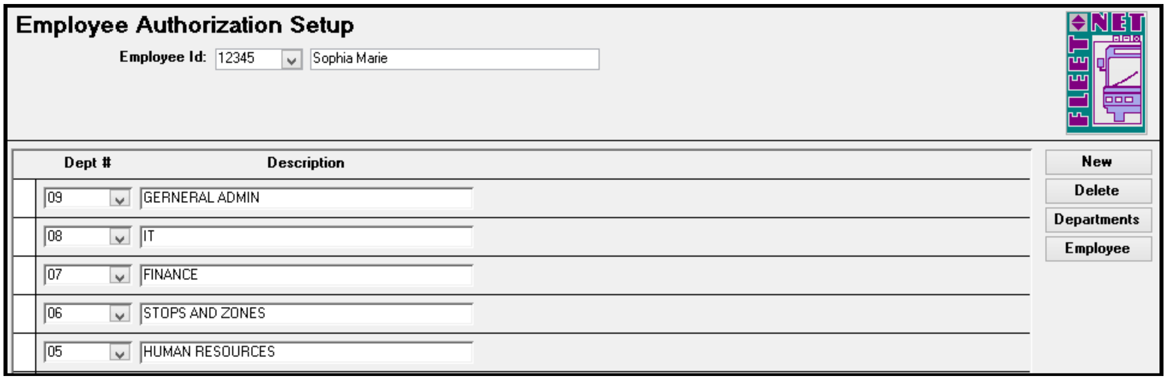
Max Invoice Deviation Amount is needed only for employees who will be authorizing deviations. A deviation is an amount over or under the amount of the original Purchase Order. For example, the vendor raised the price of a part by $1. The original PO was for 20.00 but the invoice is for $21.00. If this deviation authority is not given, then it will not be possible to invoice the Purchase Order and pay it. A user may have one or both fields populated: Max Authorization Amount or Max Invoice Deviation Amount. An AP user who will not be authorizing purchase orders would only have the Deviation field but not the Authorization field populated. The ID # may be the employee's # from HR or a different ID may be created for added security.

Enter a PIN # and confirm by re-entering the PIN number. This will be required when authorizing a PO.

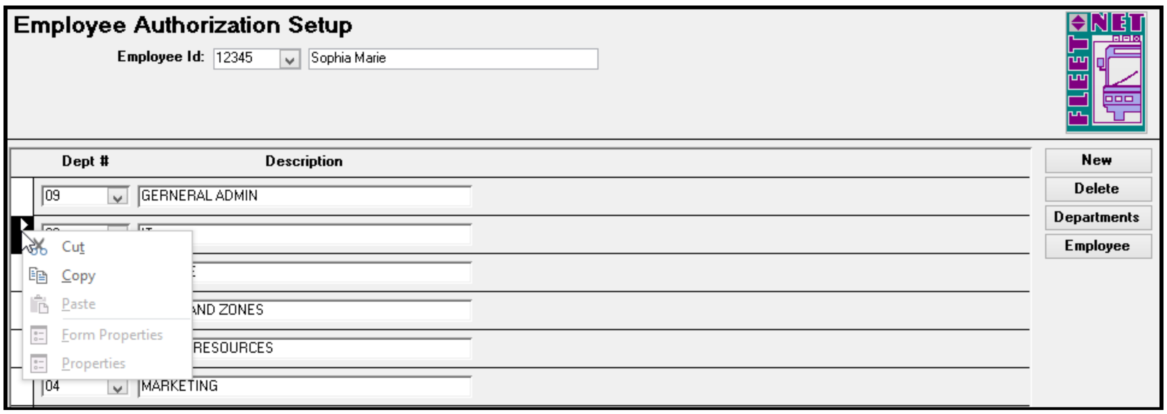
Select ***Reset PIN*** to enter a New PIN number or reactivate an expired PIN for this employee.

NOTE: It is important to set up the authorizers and amounts in both the Requisitions and Purchase Order programs. This allows the authorizations obtained during the RQ process to carry over to the created Purchase Orders.

Assign to the user only the departments where they are permitted to authorize PO's

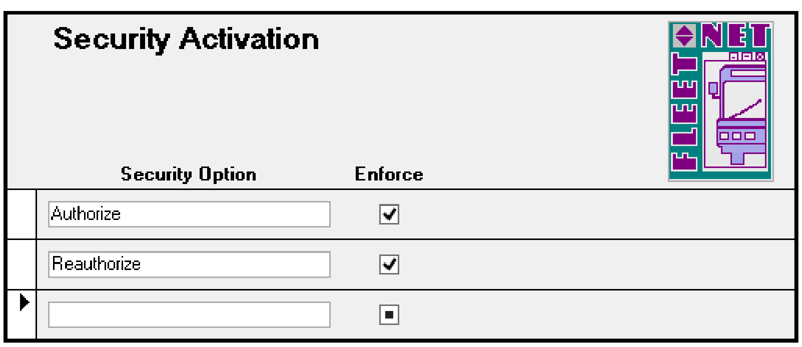


To delete a department, click on the arrow to the left of the record you wish to delete. Right click on the arrow, select Cut, and click yes to the following prompt.



Security Activation

Select the ***Enforce check box***. To deactivate this security feature, simply uncheck the Enforce check box. Now PIN numbers will not be necessary to authorize a PO. Reauthorize makes it necessary to have a new authorization if the PO amount when received differs from the original PO amount.

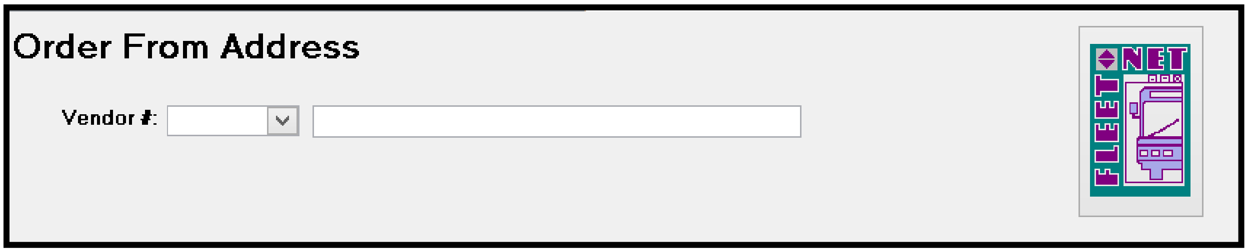


The Purchase Order will have the electronic approval when printed as shown below.

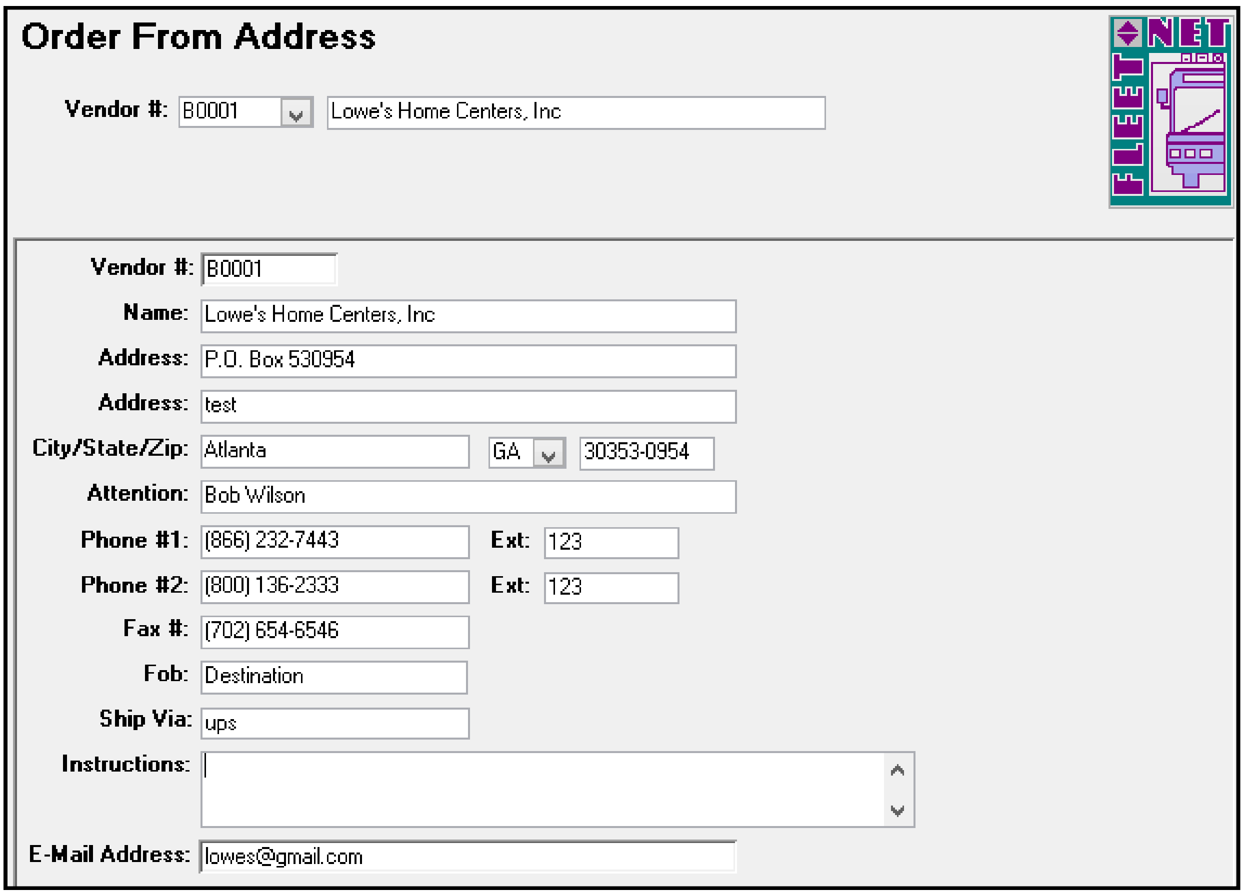
Authorized By Joe Smith,Dept Manager Date: 8/24/2017 4:21:08 PM

Order from Address Setup

Select from the Vendor # drop-down list.



This data is populated from the AP Vendor Master and can be modified for Order from information. Some vendors have one address for billing and another for ordering. This function allows the transit to set up these different addresses. This data can also be edited on the Vendor Master in AP.



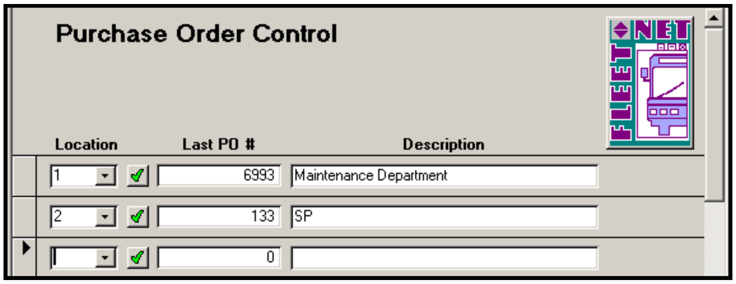
Field	Max Field Size	Field Type	Description
Vendor #	8	Alpha/Numeric	The vendor number is populated by the new vendor number entered or generated.
Name	40	Alpha/Numeric	Enter the vendor's name. This will appear on the A/P check in the 'Pay to the Order of' field. If the *Owner Name* field is blank, this is what will print on the first line of the vendor's 1099 form.
Address Lines 1 & 2	40	Alpha/Numeric	Enter the vendor's street and/or mailing address.
Attention	40	Alpha/Numeric	Enter the 'Attention' name or department, if applicable.
City	20	Alpha/Numeric	Enter the vendor's city.
State	3	Alpha/Numeric	Select the State abbreviation from the drop-down list. State codes are setup in Misc. Codes for module WS. Use CAN for Canada.
Zip	10	Alpha/Numeric	Enter the vendor's zip code.
Phone 1 & 2	14	Alpha/Numeric	Enter the vendor's phone numbers.
Ext	6	Alpha/Numeric	Enter the vendor's phone extension.
Fax	14	Alpha/Numeric	Enter the vendor's fax number.
FOB *Note: FOB is Freight On Board.*	15	Alpha/Numeric	The definition of F.O.B. is "Freight on Board." This is the point at which one party or the other becomes responsible for the freight. If the FOB point were "factory" or "origin," any damage/issue with the carrier would be the responsibility of the recipient. If the FOB point were "destination," the shipper would be responsible for any problems until the freight was delivered.
Ship Via	15	Alpha/Numeric	Enter the usual shipping preference for this Vender Ex: UPS, Ground, Air
Instructions	255	Alpha/Numeric	Enter instructions that will print on any PO's generated for this Vendor. These instructions can be modified when the PO is generated
E-Mail	50	Alpha/Numeric	Enter the vendor's email address. If ACH is used, notification of funds transfer will be emailed to this email address.

Control Record

The character entered as the location will be the first character of the PO number. This allows for different locations in the agency to have a unique PO number range.

Use the green check mark to add locations as necessary.

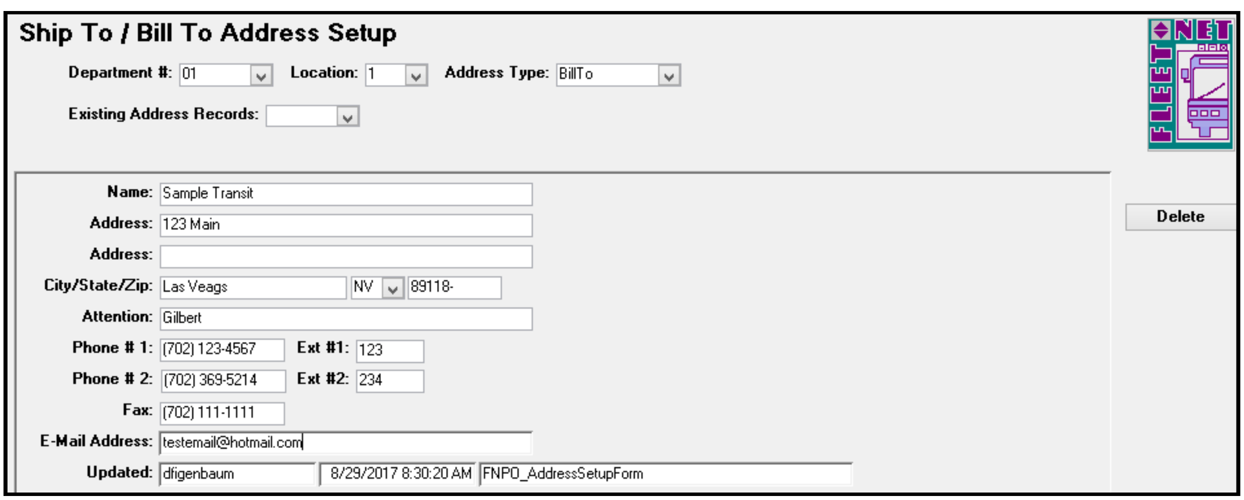
For each location, enter the Last PO # used. When creating a new PO, the system will assign the next PO #. In the example below, the next PO that would be generated for Location 1 would be 6994.Setup Bill To/Ship to Addresses



Bill To/Ship to Address

For each department and location combination, a Bill To and Ship to address must be set up. Select the Department and Location from the drop-down, and then select the Address Type. The following message will appear if no current address is entered for the selected department and location

Select yes and enter the address information on the form. To edit or view a current address, select it from the Existing Address Records drop-down.



Edit Misc. Codes

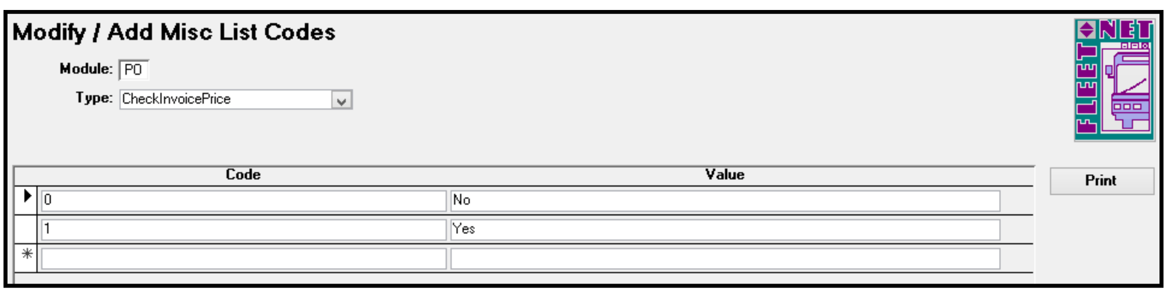
Click ***Miscellaneous Codes*** to define all codes used throughout the Purchase Order module.

Each Fleet-Net application includes a list of miscellaneous codes that are used within the system. Some of these codes are preset by Fleet-Net (Specific) while others are user defined.

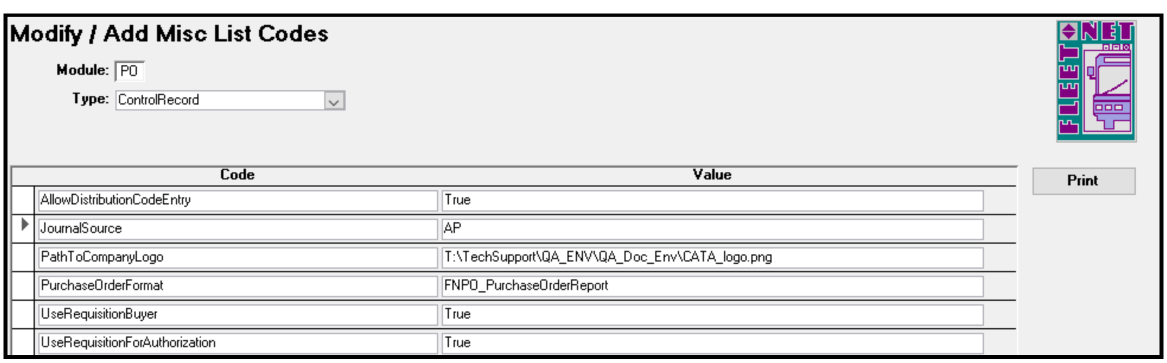
Field	Description
Type	Select from the drop-down options.
Code	Code used to identify the type of code
Value	Definition of code

The ***Print*** button will print a listing of all Miscellaneous Codes. The report will display the **TYPE**, **CODE** and **VALUE**.

CheckInvoicePrice: (User Defined)



ControlRecord: (Specific)



Use Purchase Order Format: FNPO_PurchaseOrderReport if Logo and signature of the authorizer is desired.

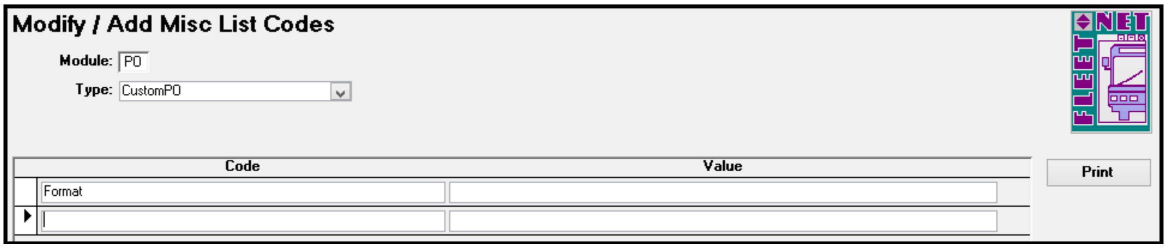
Use Purchase Order Format: FNPO_PurchaseOrderReportStc if Logo but NO signature line, just the authorizer name and date, is desired.

Use Purchase Order Format: FNPO_PurchaseOrderReportPsta if only a signature line is desired (no logo)

UseRequisitionForAuthorization- Set value to ***true*** if using RQ and has electronic signature setup in RQ. Set to ***false*** if not using RQ module

Path to logo needs to be setup for logo to print on Purchase Order.

CustomPO: (User Defined)



Modify / Add Misc List Codes

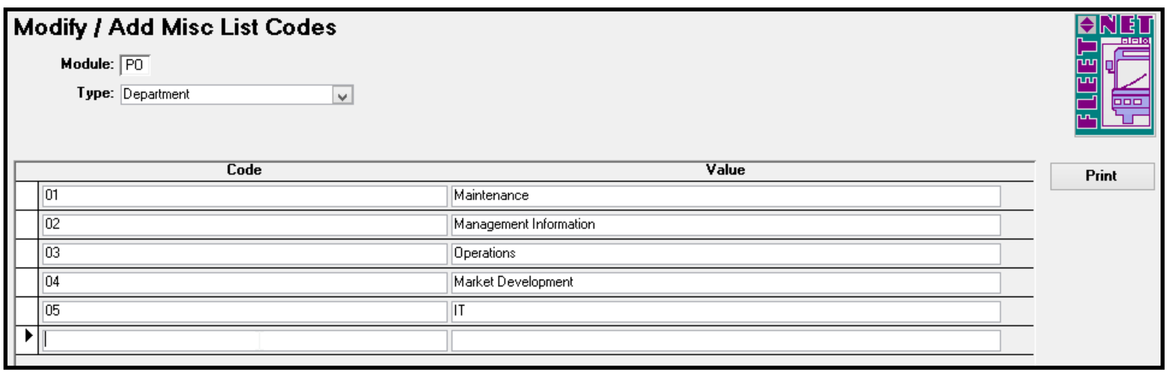
Module: PO

Type: CustomPO

Code	Value
Format	

Print

Department: (User Defined)



Modify / Add Misc List Codes

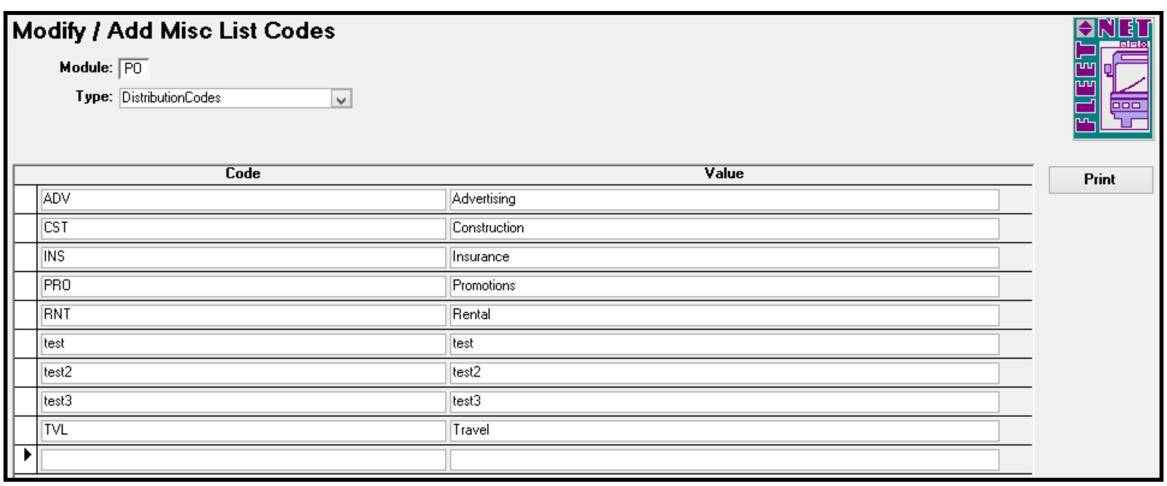
Module: PO

Type: Department

Code	Value
01	Maintenance
02	Management Information
03	Operations
04	Market Development
05	IT

Print

DistributionCodes: (User Defined)



Modify / Add Misc List Codes

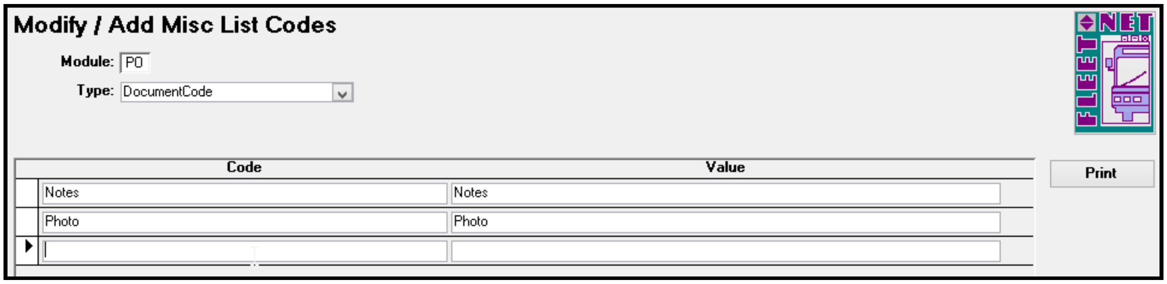
Module: PO

Type: DistributionCodes

Code	Value
ADV	Advertising
CST	Construction
INS	Insurance
PRO	Promotions
RNT	Rental
test	test
test2	test2
test3	test3
TVL	Travel

Print

DocumentCode: (User Defined)



Modify / Add Misc List Codes

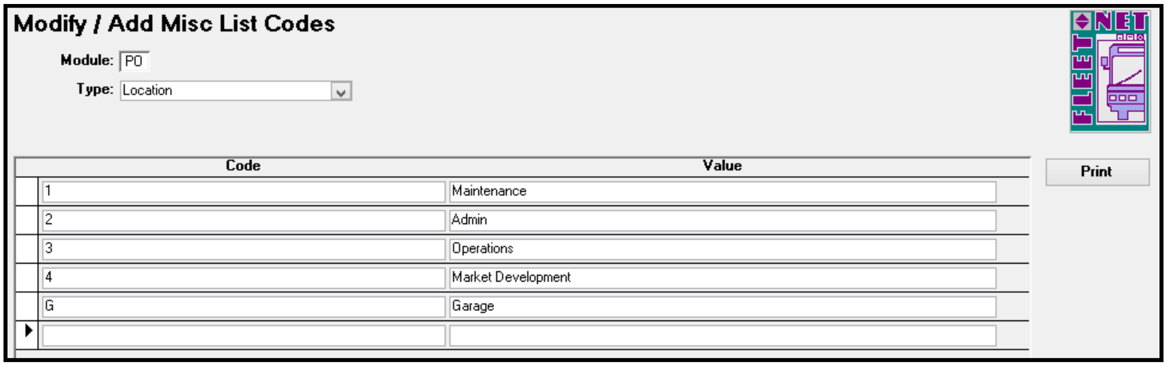
Module: PO

Type: DocumentCode

Code	Value
Notes	Notes
Photo	Photo

Print

Location: (User Defined)



Modify / Add Misc List Codes

Module: PO

Type: Location

Code	Value
1	Maintenance
2	Admin
3	Operations
4	Market Development
G	Garage

Print

PrintOnPOEntry: (Specific)

Modify / Add Misc List Codes

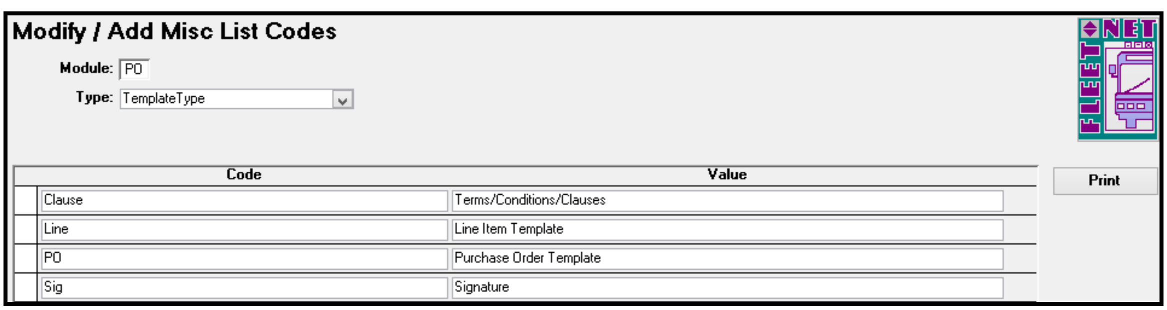
Module: PO

Type: PrintOnPOEntry

Code	Value
ButtonEnabled	Yes

Print

TemplateType: (User Defined)



Modify / Add Misc List Codes

Module: PO

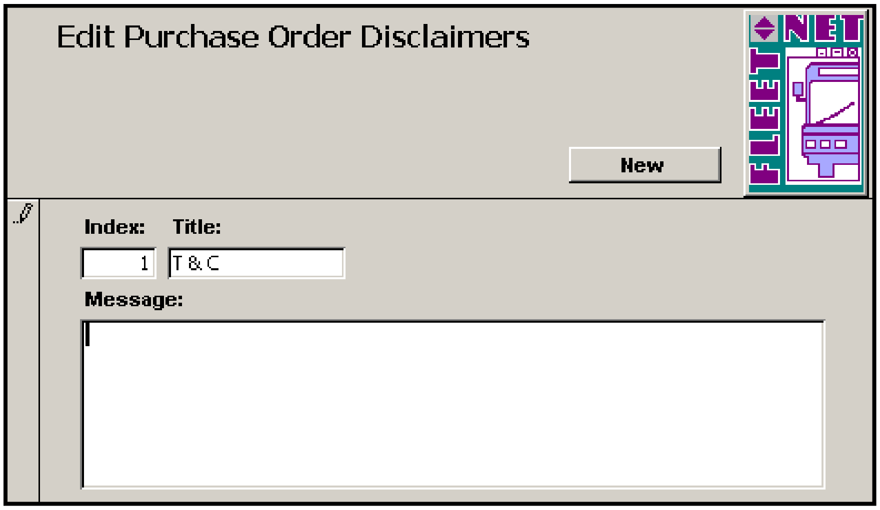
Type: TemplateType

Code	Value
Clause	Terms/Conditions/Clauses
Line	Line Item Template
PO	Purchase Order Template
Sig	Signature

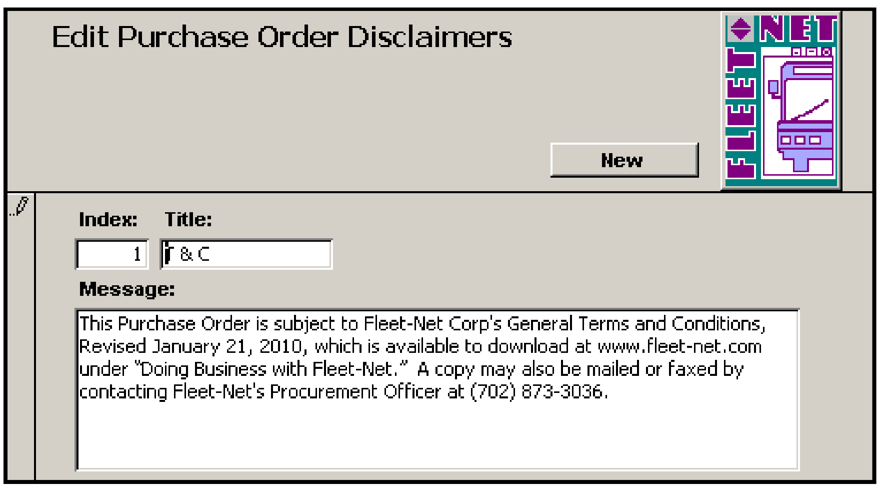
Print

Edit PO Disclaimer

The edit PO disclaimer form allows for entry of a disclaimer at the bottom of the PO that is more specific for your transit authority.



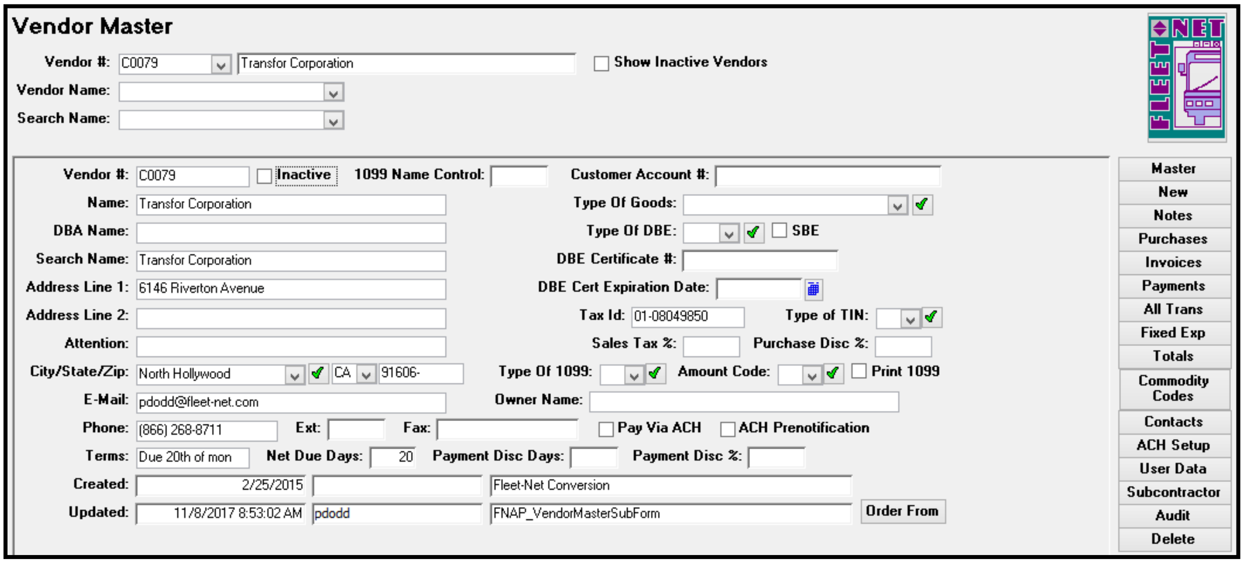
Select ***New*** the index number will be one. Enter a Title (max 25 alpha numeric) for the disclaimer that will also print on the PO and then finally type in the Message section the disclaimer message.



When finished entering the disclaimer information simply close the form by using the Fleet-Net icon

Modify/Add Vendors

This is an Accounts Payable form. It is included in the Purchase Order document for agencies that have the purchasing department add vendors and information. If both the Accounts Payable and Purchasing Departments add vendors caution should be taken that vendors are not added with different numbers. Only the fields required for adding vendors is included in this document. See the Accounts Payable User Guide for descriptions of each of the buttons



Select a Vendor from the Vendor # drop-down list or select the ***'NEW'*** button to add a new vendor master. If the Vendor # is unknown, then selecting the Vendor Name or Search Name from those drop-down lists are also available search tools.
The ***Order From*** will update the PO Order from Address with data entered in Accounts Payable. The Order from address then can be modified.

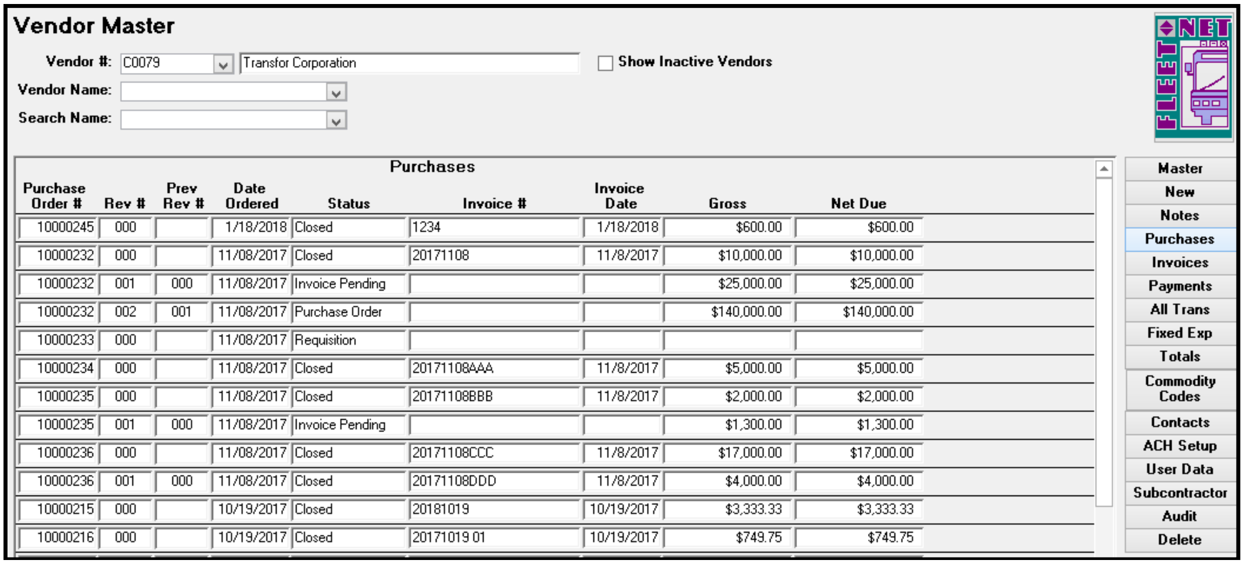
The following table describes each field the Vendor Master form.

Field	Max Field Size	Field Type	Description
Vendor #	8	Alpha/Numeric	The vendor number is populated by the new vendor number entered or generated.
INACTIVE		Yes/No	Making a vendor inactive will result in the vendor not being available for invoicing.
1099 Name Control	4	Alpha/Numeric	This field is used for electronic filing of 1099s only. Refer to the 1099 section of this manual for further details.
Name	40	Alpha/Numeric	Enter the vendor's name. This is the name that will appear on the A/P check in the 'Pay to the Order of' field. If the *Owner Name* field is blank, this is the name that will print on the first line of the vendor's 1099.
DBA Name	40	Alpha/Numeric	Enter the DBA name, if applicable. The dba will appear on the A/P check on the second line beneath the Vendor Name. The dba will appear beneath the Name or Owner Name field on the vendor's 1099.
Search Name	40	Alpha/Numeric	Enter the a search name for the vendor Example if the Vendor is John Doe enter Doe, John as the search name or the search name can be an acronym of the actual company name
Address Lines 1 & 2	40	Alpha/Numeric	Enter the vendor's street and/or mailing address
Attention	40	Alpha/Numeric	Enter the 'attention' name or department if applicable
City	20	Alpha/Numeric	Select the city from the drop-down list. If the city is not listed, click the green check mark to add it to the drop-down list.
State	3	Alpha/Numeric	Select the State abbreviation from the drop-down list. States are setup in Misc. Codes for module WS Use CAN for Canada

Zip	10	Alpha/Numeric	Enter the vendor's zip code
E-Mail	50	Alpha/Numeric	Enter the vendor's email address. If ACH is used, notification of funds transfer will be emailed to this email address.
Phone	14	Alpha/Numeric	Enter the vendor's phone number
Ext	6	Alpha/Numeric	Enter the vendor's phone ext.
Fax	14	Alpha/Numeric	Enter the vendor's fax number
Pay Via ACH	N/A	Yes/No	Check this box if payments made to this vendor will be via ACH. This can either be via a NACHA file or an online payment. **All unpaid invoices will be available for payment via ACH when this box is checked. Check # will be ACH. To change future invoices to ACH all invoices must be paid prior to checking the ACH box. Un-checking the box changes all unpaid invoices to payment type = Check.**
ACH Pre-Notification	N/A	Yes/No	Check this box if this vendor will be paid via a NACHA file and the Transit wishes to create a pre-note for the first transaction processed for the vendor.
Terms	15	Alpha/Numeric	Enter the vendor's terms for payment
Net Due Days	N/A	Numeric	Enter the net due days. This data is used to generate the invoice due date. If this field is blank or a zero is entered Due Date will be the same as Invoice Date when entering transactions
Payment Discount Days	N/A	Numeric	Enter the number of days the invoice is due in order to receive a discount
Payment Discount %	N/A	Numeric	Enter the percentage of the discount the vendor allows if paid within the discount days. Verify that there is an entry for DiscountsEarned in the GL/Auto Post Setup A/P that includes the GL account number to be credited with all discounts taken.
Customer Account #	25	Alpha/Numeric	Enter the transit's customer number assigned by the vendor
Type of Goods	30	Alpha/Numeric	Select the type of goods purchased from this vendor from the drop-down list. If the type is not listed, click the green check mark to add it to the drop-down list.
Type of DBE	3	Alpha/Numeric	Select the DBE (Disadvantaged Business Enterprise) code from the drop-down list. If the type is not listed, click the green check mark to add it to the drop-down list.
SBE		Yes/No	Check this box to indicate that the vendor is certified as a Small Business Enterprise
DBE Certificate #	20	Alpha/Numeric	Enter the Vendor's certificate number. If the certificate is a scanned document it can be attached via the Notes button
DBE Cert Expiration Date		Date/Time	Enter the date the Vendor's DBE certificate expires
Tax ID #	11	Alpha/Numeric	Enter the vendor's Federal Tax ID number
Type of TIN	1	Numeric	Type of tax identification. If the type is not listed. Click ***Green Check Mark*** to add it to the drop-down list.
Sales Tax %	N/A	Numeric	Enter the percentage of sales tax charged by the vendor
Purchase Discount %	N/A	Numeric	Enter the purchase discount percentage allowed by the vendor
Type of 1099	1	Alpha/Numeric	Select the 1099 type from the drop-down list. This is not user defined. Codes are A=Attorney Payments, M=Medical, N= Not entitled to a 1099, O= Other Income, R= Rent and Y= Non-Employee Compensation
Amount Code	1	Alpha/Numeric	Required for 1099's processing. If the type is not listed. Click ***Green Check Mark*** to add it to the drop-down list.
Print 1099	N/A	Yes/No	Check this box to designate this vendor as a 1099 recipient
Owner Name	40	Alpha/Numeric	If the vendor is an individual with a dba, enter the individual owner's name in this field. The individual owner's name will print on the first line of the vendor's 1099 with the dba on the second line.

Purchases

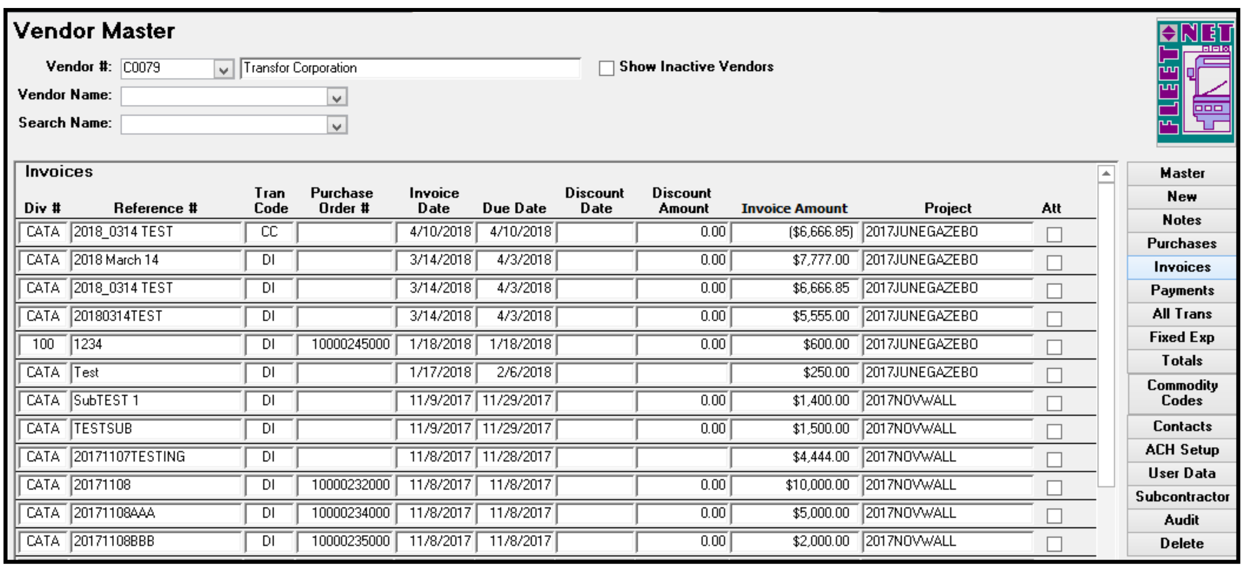
Displays all purchase information for this vendor.



Purchase Order #	Rev #	Prev Rev #	Date Ordered	Status	Invoice #	Invoice Date	Gross	Net Due
10000245	000		1/18/2018	Closed	1234	1/18/2018	$600.00	$600.00
10000232	000		11/08/2017	Closed	20171108	11/8/2017	$10,000.00	$10,000.00
10000232	001	000	11/08/2017	Invoice Pending			$25,000.00	$25,000.00
10000232	002	001	11/08/2017	Purchase Order			$140,000.00	$140,000.00
10000233	000		11/08/2017	Requisition				
10000234	000		11/08/2017	Closed	20171108AAA	11/8/2017	$5,000.00	$5,000.00
10000235	000		11/08/2017	Closed	20171108BBB	11/8/2017	$2,000.00	$2,000.00
10000235	001	000	11/08/2017	Invoice Pending			$1,300.00	$1,300.00
10000236	000		11/08/2017	Closed	20171108CCC	11/8/2017	$17,000.00	$17,000.00
10000236	001	000	11/08/2017	Closed	20171108DDD	11/8/2017	$4,000.00	$4,000.00
10000215	000		10/19/2017	Closed	20181019	10/19/2017	$3,333.33	$3,333.33
10000216	000		10/19/2017	Closed	20171019 01	10/19/2017	$749.75	$749.75

Invoices

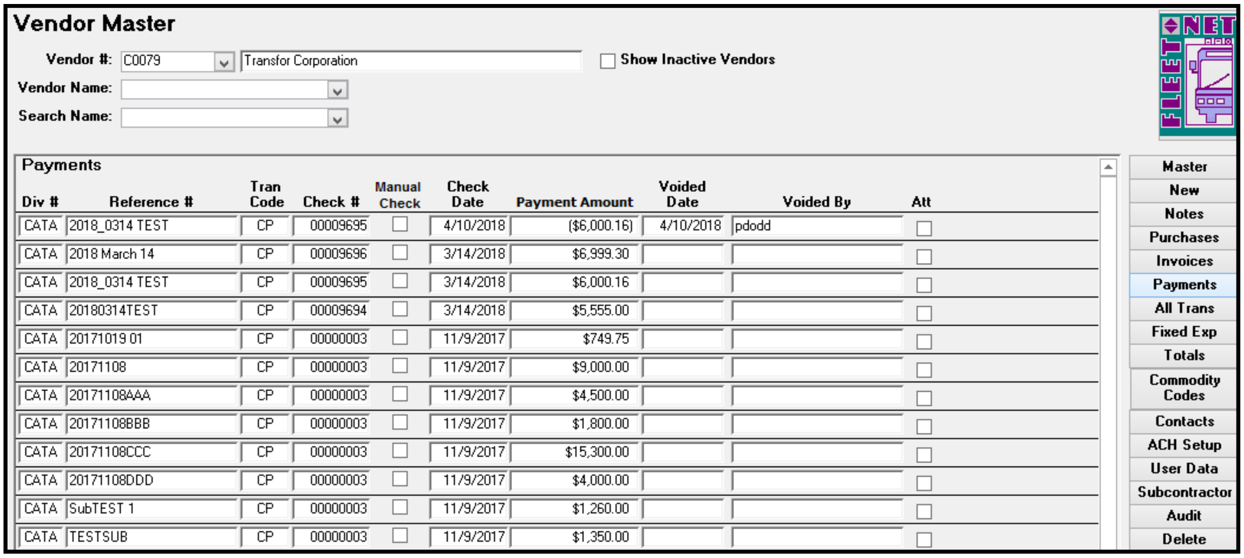
Displays all invoices created for this vendor.



Div #	Reference #	Tran Code	Purchase Order #	Invoice Date	Due Date	Discount Date	Discount Amount	Invoice Amount	Project	Att
CATA	2018_0314 TEST	CC		4/10/2018	4/10/2018		0.00	($6,666.85)	2017JUNEGAZEBO	
CATA	2018 March 14	DI		3/14/2018	4/3/2018		0.00	$7,777.00	2017JUNEGAZEBO	
CATA	2018_0314 TEST	DI		3/14/2018	4/3/2018		0.00	$6,666.85	2017JUNEGAZEBO	
CATA	20180314TEST	DI		3/14/2018	4/3/2018		0.00	$5,555.00	2017JUNEGAZEBO	
100	1234	DI	10000245000	1/18/2018	1/18/2018		0.00	$600.00	2017JUNEGAZEBO	
CATA	Test	DI		1/17/2018	2/6/2018			$250.00	2017JUNEGAZEBO	
CATA	SubTEST 1	DI		11/9/2017	11/29/2017		0.00	$1,400.00	2017NOVWALL	
CATA	TESTSUB	DI		11/9/2017	11/29/2017		0.00	$1,500.00	2017NOVWALL	
CATA	20171107TESTING	DI		11/8/2017	11/28/2017			$4,444.00	2017NOVWALL	
CATA	20171108	DI	10000232000	11/8/2017	11/8/2017		0.00	$10,000.00	2017NOVWALL	
CATA	20171108AAA	DI	10000234000	11/8/2017	11/8/2017		0.00	$5,000.00	2017NOVWALL	
CATA	20171108BBB	DI	10000235000	11/8/2017	11/8/2017		0.00	$2,000.00	2017NOVWALL	

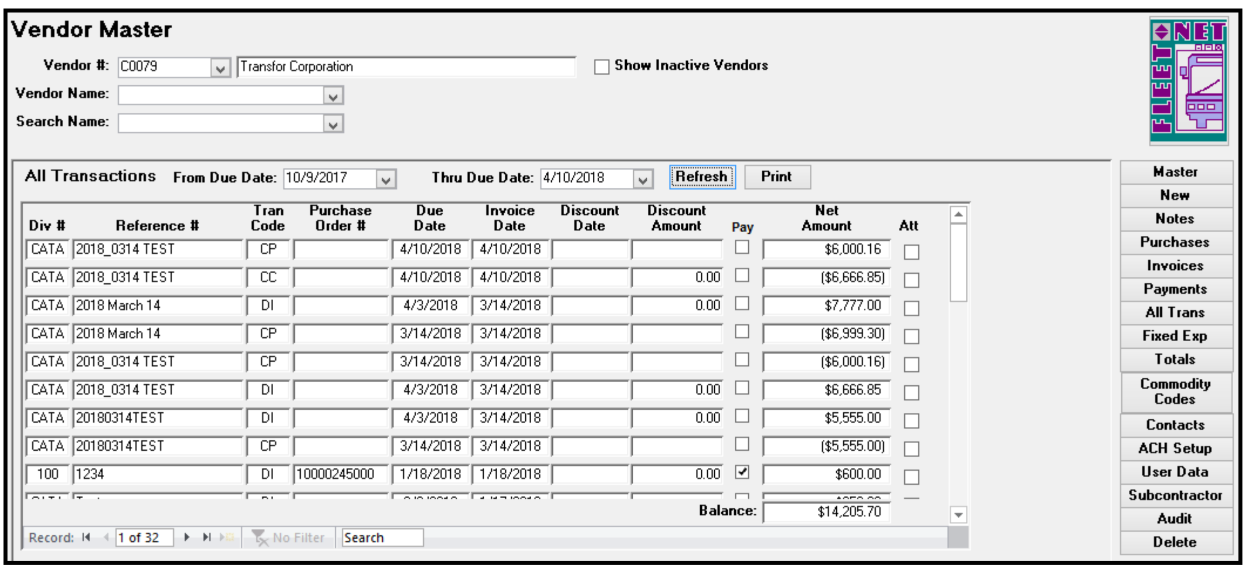
Payments

Displays all payments made to this vendor.



All Transactions

To show all Transactions with the selected vendor enter a 'From' and 'Thru' date. Select the dates from the drop-down list. This list only shows those dates when transactions took place. This will help narrow down the search when looking for specific transactions. Once you have selected the dates click ***Refresh*** to show the transactions. Click ***Print*** to display a print version of the transaction and to print a hard copy use file print.



Click the ***Print*** to display a print version of the transaction and to print a hard copy use file print.

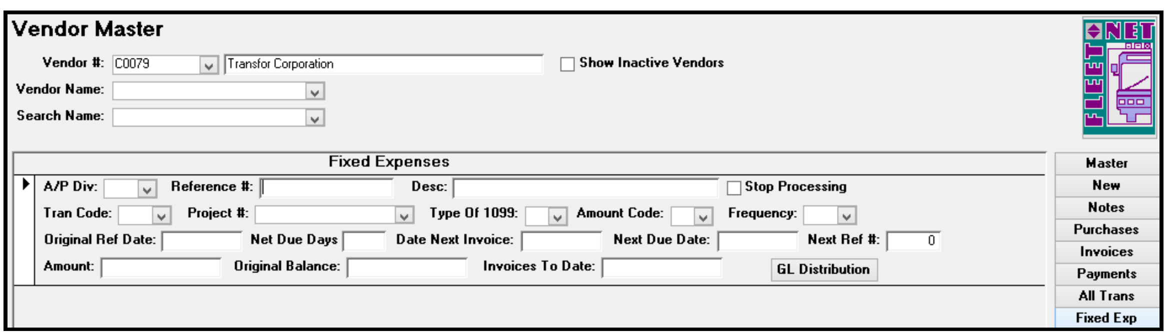
Vendor Transaction Detail

Transfor Corporation | C0079 | From Due Date: 10/9/2017 | Thru Due Date: 4/10/2018

Div #	Reference #	Tran Code	Purchase Order #	Pay	Invoice Date	Due Date	Discount Date	Discount Amount	Net Amount
CATA	SCT-Test	DI		No	9/19/2017	10/9/2017		0.00	1,950.00
CATA	20181019	CP	10000215000	No	10/19/2017	10/19/2017			-3,333.33
CATA	SCT-Test	CP		No	10/19/2017	10/19/2017			-1,950.00
CATA	20171019 01	DI	10000216000	No	10/19/2017	10/31/2017		0.00	749.75
CATA	20181019	DI	10000215000	No	10/19/2017	10/31/2017		0.00	3,333.33
CATA	20171108	DI	10000232000	No	11/8/2017	11/8/2017		0.00	10,000.00
CATA	20171108AAA	DI	10000234000	No	11/8/2017	11/8/2017		0.00	5,000.00
CATA	20171108BBB	DI	10000235000	No	11/8/2017	11/8/2017		0.00	2,000.00
CATA	20171108CCC	DI	10000236000	No	11/8/2017	11/8/2017		0.00	17,000.00
CATA	20171108DDD	DI	10000236001	No	11/8/2017	11/8/2017		0.00	4,000.00
CATA	20171019 01	CP	10000216000	No	11/9/2017	11/9/2017			-749.75
CATA	20171108	CP	10000232000	No	11/9/2017	11/9/2017			-9,000.00
CATA	20171108AAA	CP	10000234000	No	11/9/2017	11/9/2017			-4,500.00
CATA	20171108BBB	CP	10000235000	No	11/9/2017	11/9/2017			-1,800.00
CATA	20171108CCC	CP	10000236000	No	11/9/2017	11/9/2017			-15,300.00
CATA	20171108DDD	CP	10000236001	No	11/9/2017	11/9/2017			-4,000.00
CATA	SubTEST 1	CP		No	11/9/2017	11/9/2017			-1,260.00
CATA	TESTSUB	CP		No	11/9/2017	11/9/2017			-1,350.00
CATA	20171107TESTING	DI		No	11/8/2017	11/28/2017			4,444.00
CATA	20171108ForgetGrant	DI		No	11/8/2017	11/28/2017			4,444.00
CATA	SubTEST 1	DI		No	11/9/2017	11/29/2017		0.00	1,400.00
CATA	TESTSUB	DI		No	11/9/2017	11/29/2017		0.00	1,500.00
100	1234	DI	10000245000	Yes	1/18/2018	1/18/2018		0.00	600.00
CATA	Test	DI		No	1/17/2018	2/6/2018			250.00
CATA	2018 March 14	CP		No	3/14/2018	3/14/2018			-6,999.30
CATA	2018_0314 TEST	CP		No	3/14/2018	3/14/2018			-6,000.16
CATA	20180314TEST	CP		No	3/14/2018	3/14/2018			-5,555.00
CATA	2018 March 14	DI		No	3/14/2018	4/3/2018		0.00	7,777.00
CATA	2018_0314 TEST	DI		No	3/14/2018	4/3/2018		0.00	6,666.85
CATA	20180314TEST	DI		No	3/14/2018	4/3/2018		0.00	5,555.00
CATA	2018_0314 TEST	CC		No	4/10/2018	4/10/2018		0.00	-6,666.85
CATA	2018_0314 TEST	CP		No	4/10/2018	4/10/2018			6,000.16
								Balance:	14,205.70

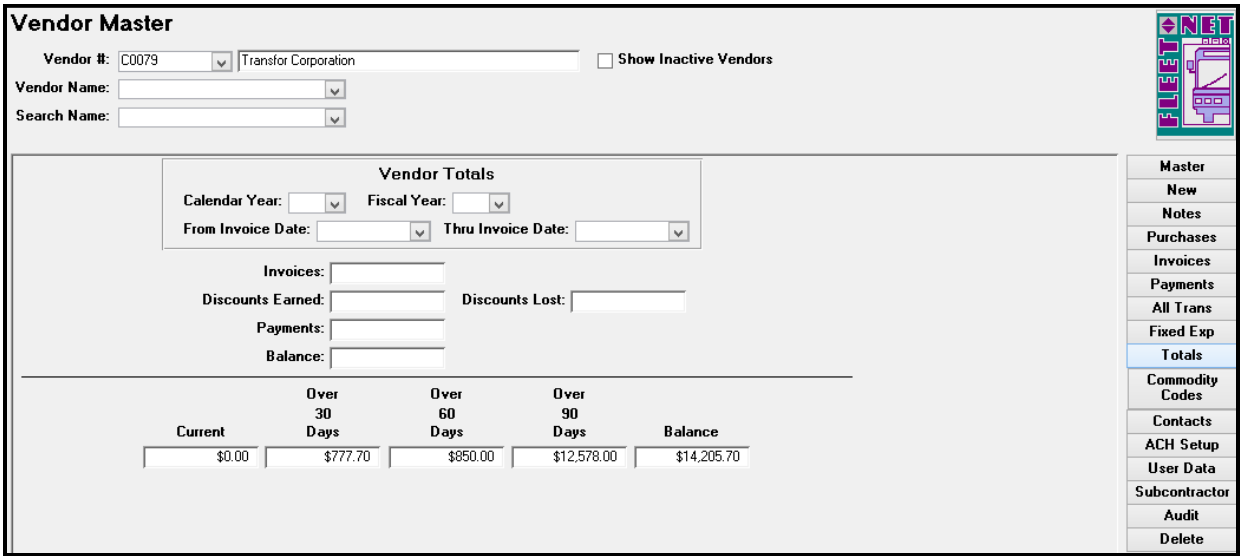
Fixed Expense

Fixed Expenses are those expenses that Re-occur either weekly, monthly, quarterly, etc., for the same amount each time. (Used by Accounts Payable Dept.)



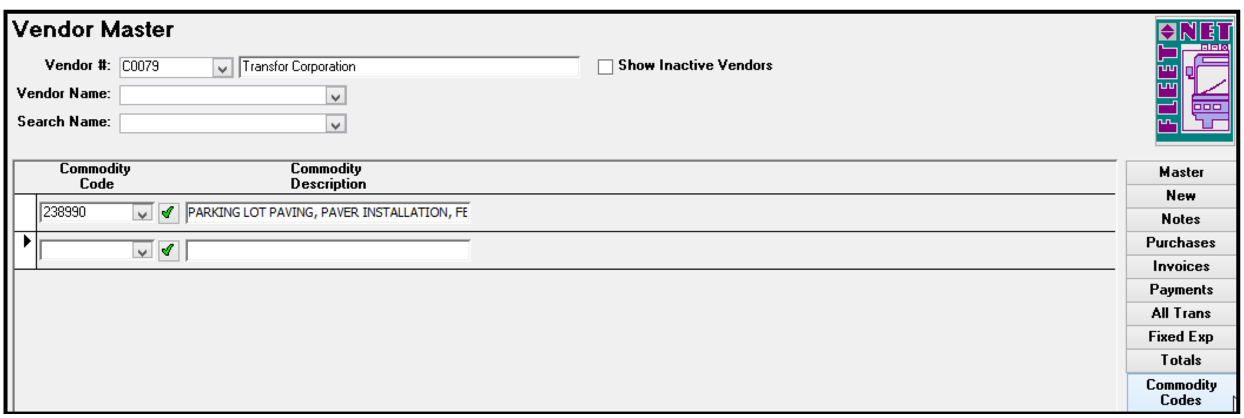
Totals

Totals Opens the following form to view amount totals for a specific period or for range of invoices, and will show any amounts past due.



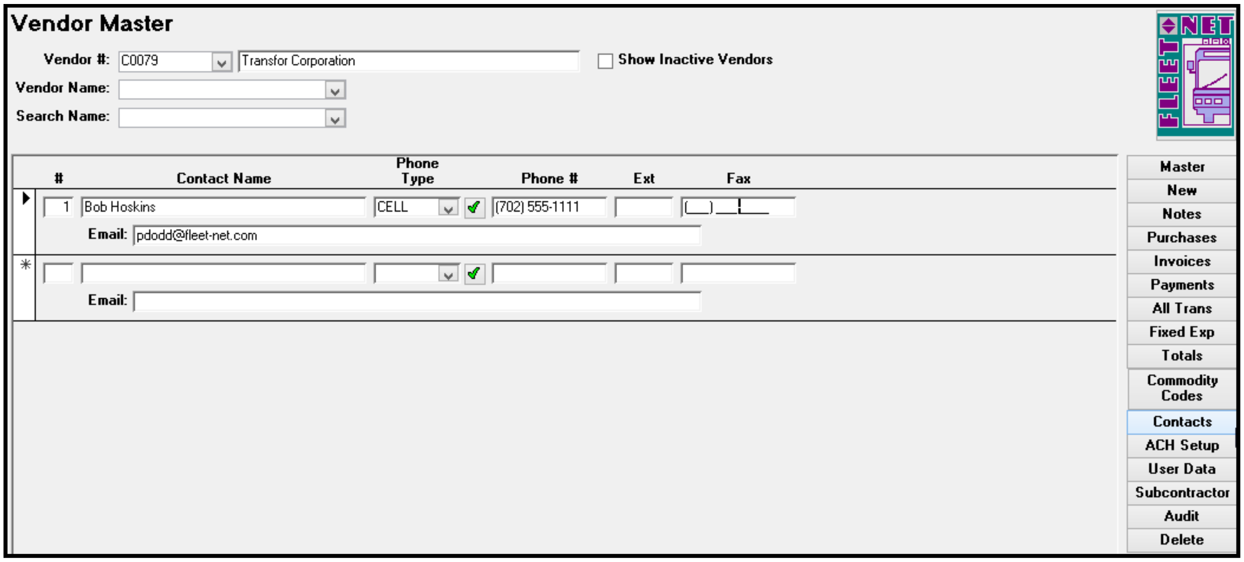
Commodity Codes

Select the ***Commodity Code*** from the drop-down box. If the field is empty, you can modify or add Commodity Codes by clicking on the Green Check mark.



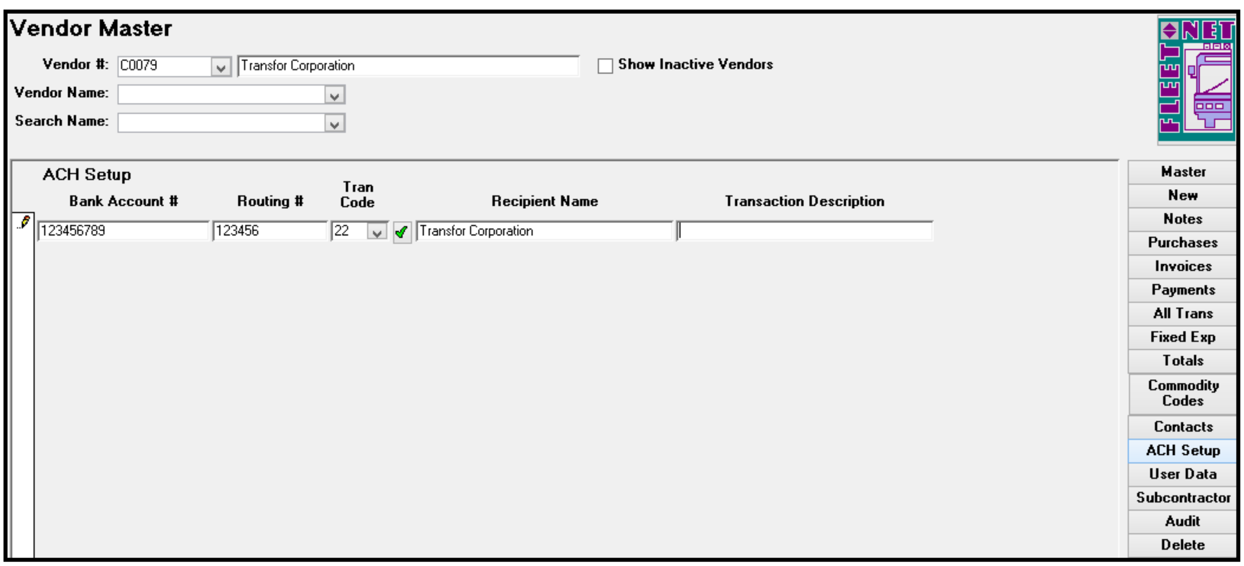
Contacts

Click ***Contacts*** to enter and/or view contacts for the selected vendor.



Ach Setup

Click ***ACH Setup*** to set up the vendor's bank information for ACH payments. This form must be completed for all vendors being paid via ACH. If payments being processed through ACH are simply to record an on-line transaction; this form still must be completed; however, it is not required that the Account and Routing numbers are actual numbers.



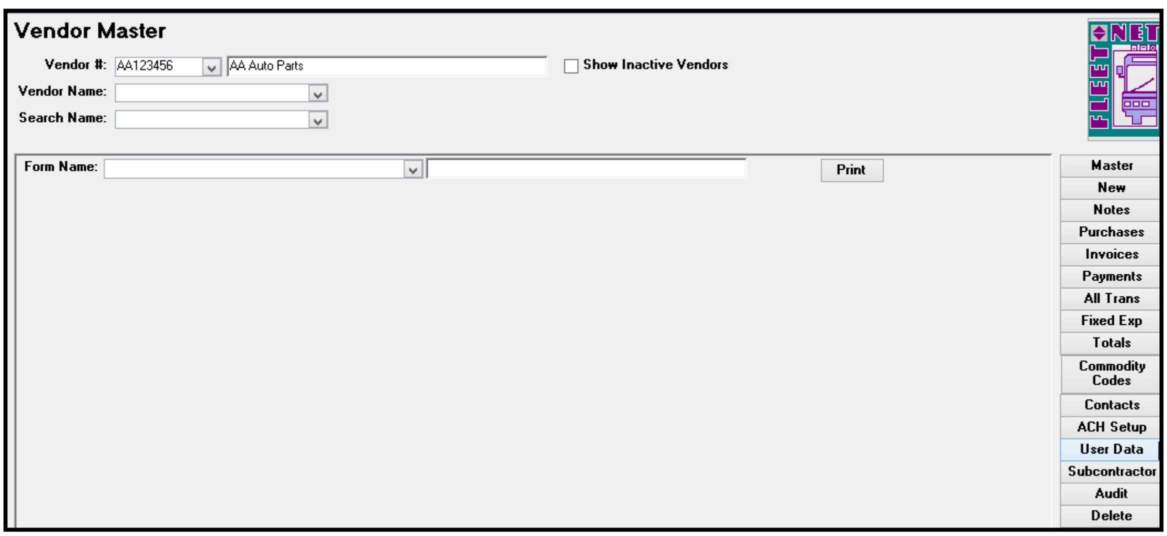
Field Name	Max Field Size	Field Type	Description
Bank Account #	20	Alpha/Numeric	Enter the vendor's bank account number. Enter 12345 if this vendor will be used solely for recording on-line payments.
Routing #	15	Alpha Numeric	Enter the routing number for the vendor's bank account. Enter 12345 if this vendor will be used solely for recording on-line payments.
Tran Code (Not user defined)			Select the applicable Tran Code from the drop-down list. 22 = Checking Account 23 = Checking Account – Pre-note 32 = Savings Account 33 = Savings Account – Pre-note
Recipients Name	30	Alpha Numeric	Automatically populates with the Vendor's name, but the field can be edited
Transaction Description	30	Alpha Numeric	Enter a description of the ACH transaction. This description will display on the ACH Transaction report.

User Data

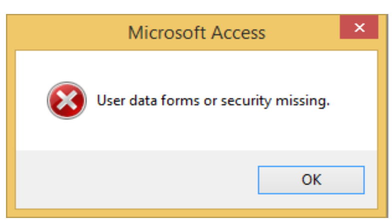
Select this button to enter user defined data fields for custom tracking and reporting. This is used for tracking additional Vendor information.

The forms and fields must be setup in AP to be accessed from the Vendor Master as well as having User security setup.

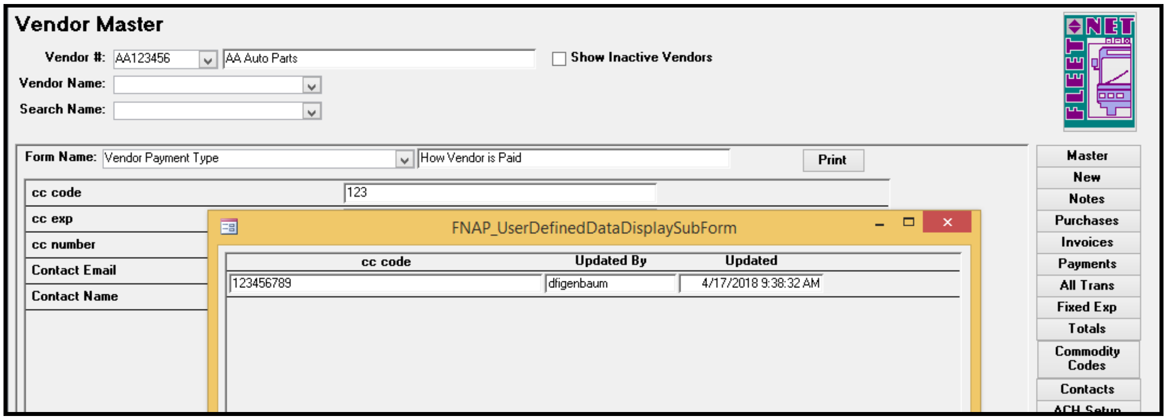
Enter data into each field in the user defined form.



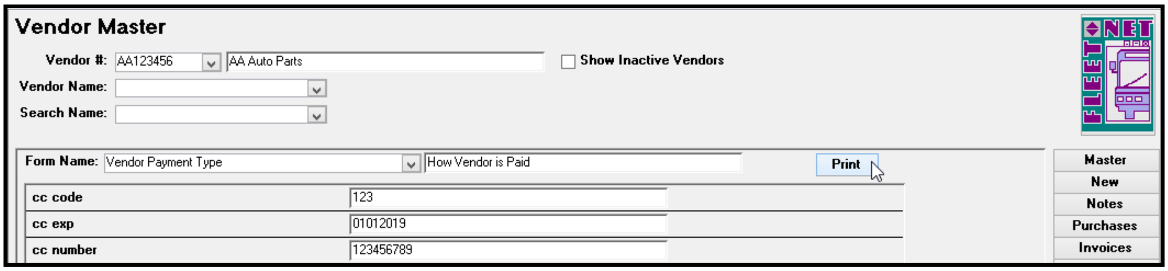
If the user does not have access or User Defined Forms are not setup the following message Displays.



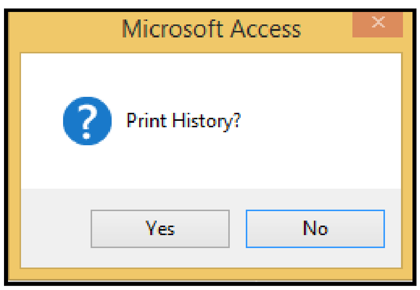
Purchase Order Module
When data is changed the previously entered data can be viewed by double clicking on the field

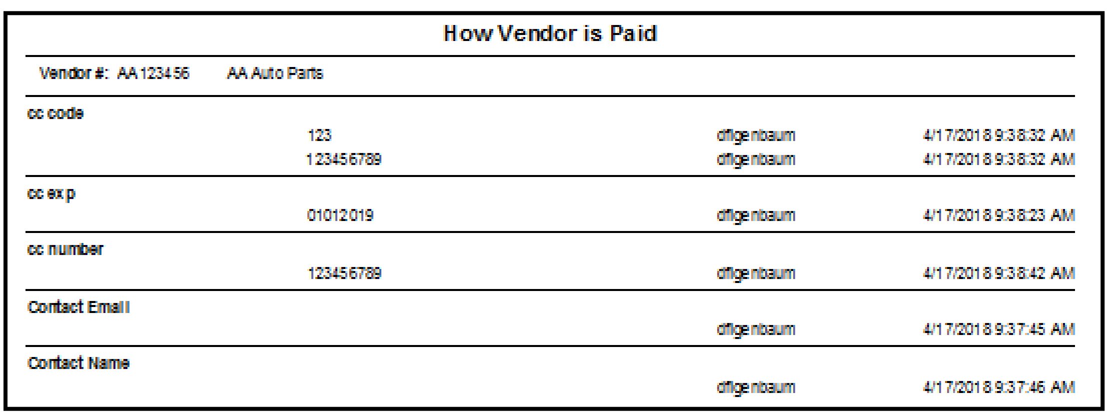


Click ***Print*** to generate a report with all historical data for all fields.



Click yes to print report and no to cancel





How Vendor is Paid

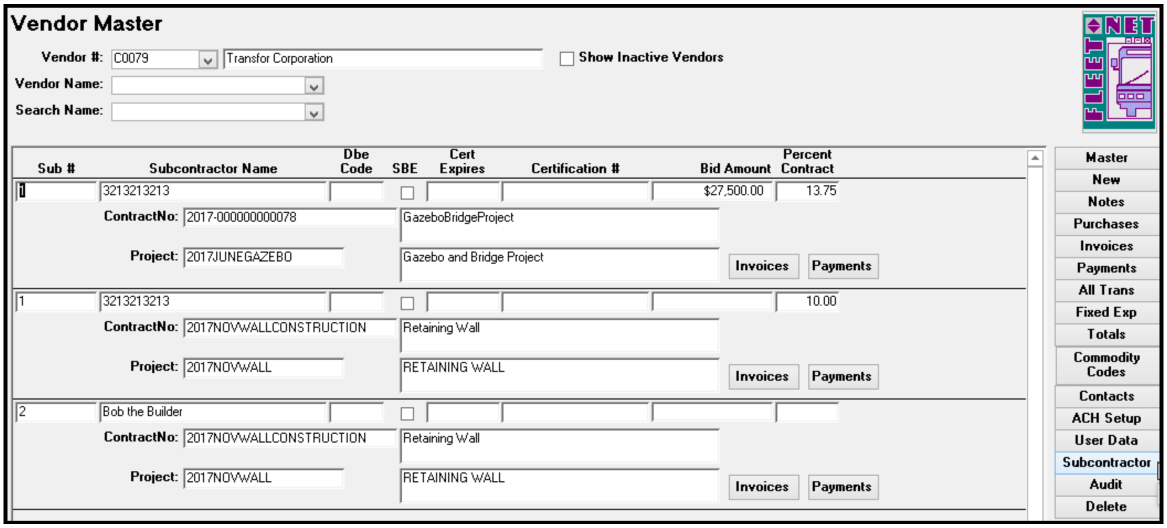
Vendor #: AA123456 AA Auto Parts

cc code			
	123	dfigenbaum	4/17/2018 9:38:32 AM
	123456789	dfigenbaum	4/17/2018 9:38:32 AM
cc exp			
	01012019	dfigenbaum	4/17/2018 9:38:23 AM
cc number			
	123456789	dfigenbaum	4/17/2018 9:38:42 AM
Contact Email			
		dfigenbaum	4/17/2018 9:37:45 AM
Contact Name			
		dfigenbaum	4/17/2018 9:37:46 AM

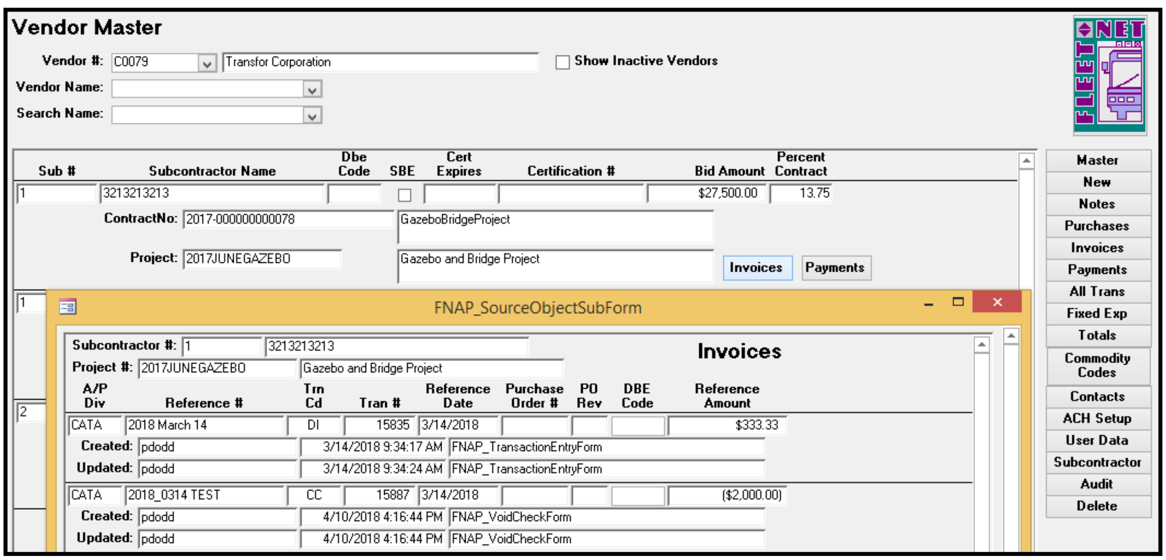
Subcontractor

Use this button to display all subcontractors that have been assigned to the Vendor in the Contract module.

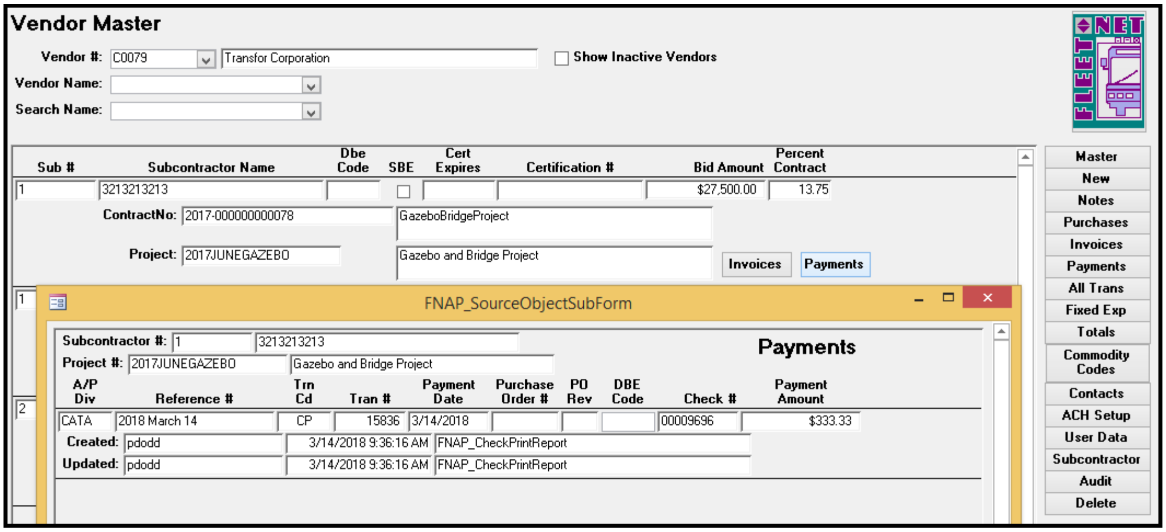
The subcontractor must have been previously setup in the AP Sub-Contractor Maintenance Form and assigned to a Vendor via the Contract module.



Click on the ***Invoices*** button to display all invoices for this subcontractor

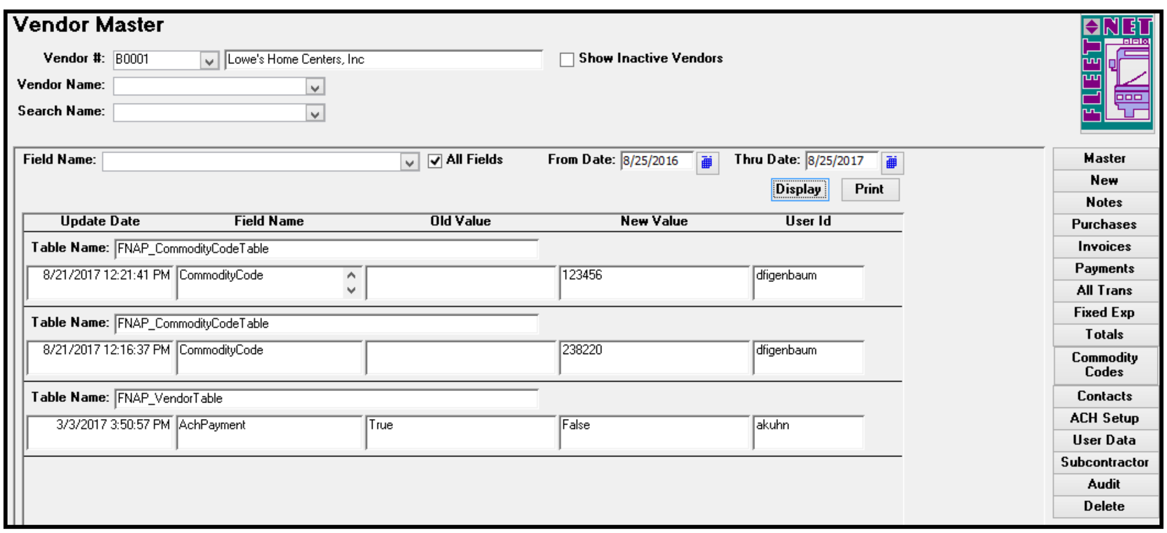


Click on the ***Payments*** button to display all payments for this subcontractor



Audit

Select Vendor from drop-down options or search by Vendor Name or Search Name.
Click ***Audit*** to review all changes made in the Vendor Master.

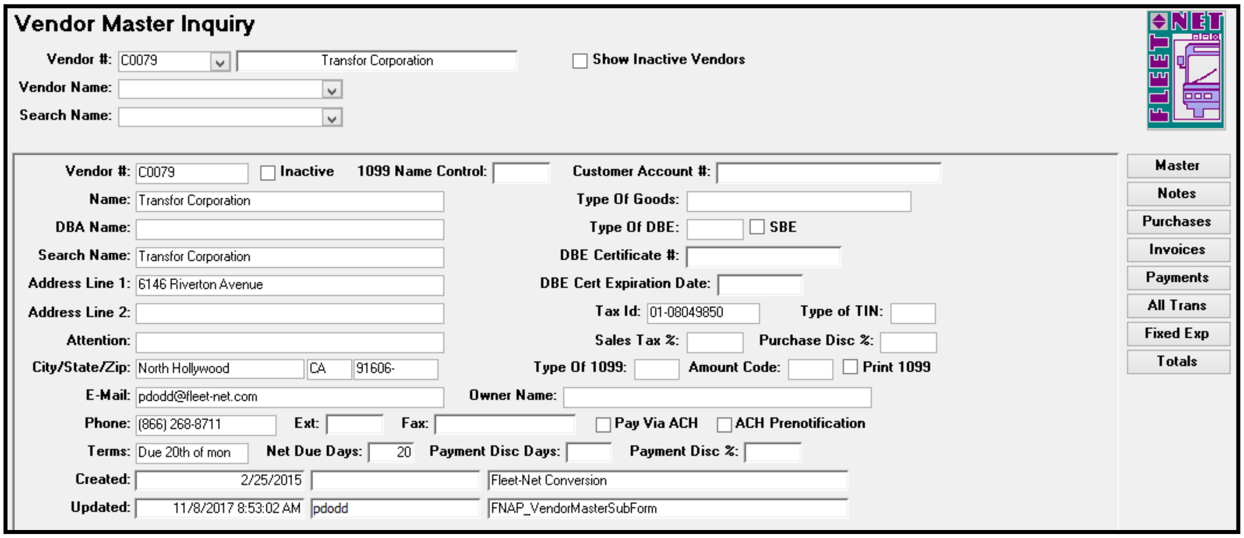


Delete
Select Vendor from drop-due options or search by Vendor Name or Search Name.

Click ***Delete*** to delete a Vendor from the Vendor Master Table. Once deleted all historical data will be removed. Vendors cannot be deleted when still active.

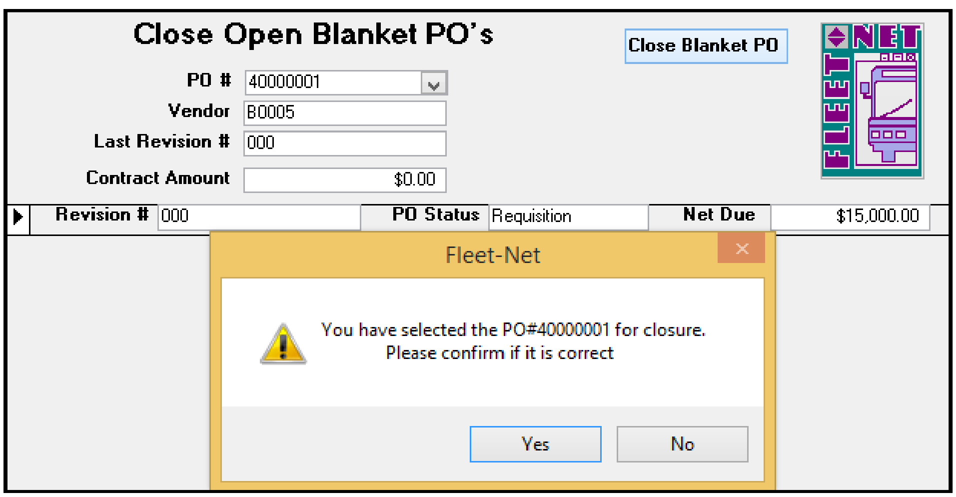
Vendor Inquiry

This form is only for viewing the information for a vendor. The form will look the same with all the same buttons available for viewing various information.



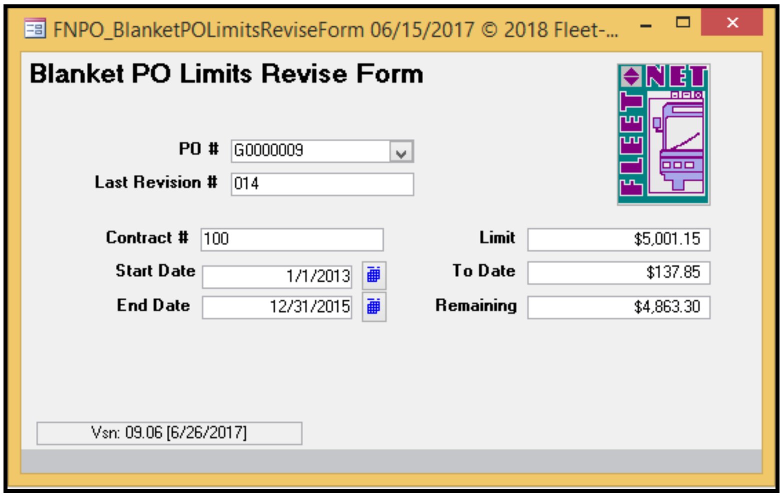
Close Blanket PO's

This form allows Blanket Purchase Orders to be closed. No additional revisions can then be generated. Select the PO # - All revisions with their status and Net Due amounts display.
Click the Close Blanket PO button and confirm that the selected PO # should be closed.
Additional confirmation messages display to continue and then completed.
If there are open revisions, the blanket PO cannot be closed.



Revise Blanket PO Limits

This form is used to adjust an existing blanket PO date or amount limits. Make limits as needed and close the form and the changes take effect immediately.



PO Master Purge

Any Purge function must be used with extreme caution. When using this function all purchase orders included in the range of PO's to purge will be deleted permanently.

Enter the **Starting PO** and **Ending PO** to select a range by PO # to purge. Only PO's with a **closed** status will be in the drop-down listing to qualify to be purged.

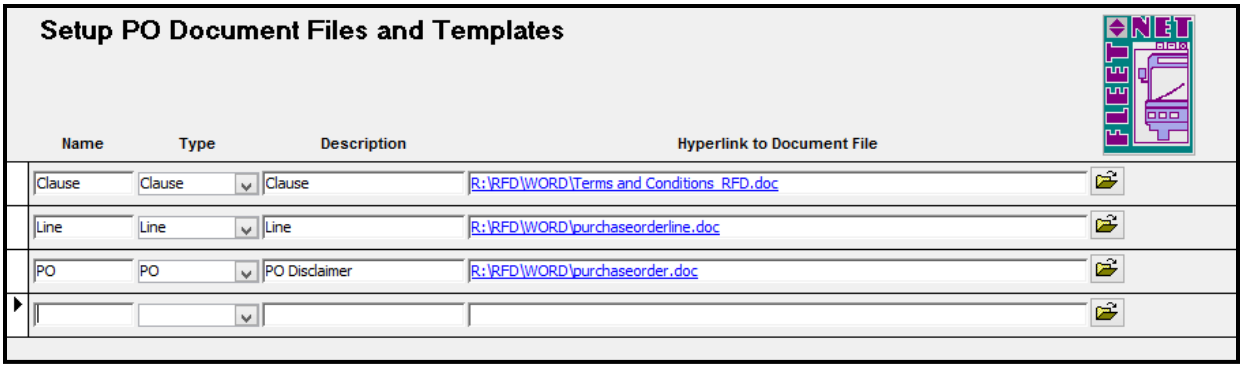
PO's may also be selected to be purged by date.
Note: Please use caution when using this Purge Function.

PO Document Files and Templates Setup

Use this form to setup the files that will be used to print/export of a printed PO out to Microsoft Word. Microsoft Word templates are used to create the "shell" in which the PO header and line item data are printed into. Sample templates are provided but custom designed templates created by users can also be used.

Aside from printing the PO header and line information, this option will also allow for appending custom documents such as Terms and Conditions or boilerplate documents to the PO when exported/printed.

In order to use this option setup of the templates and identification of their location must first be setup.



PO Entry Maintenance

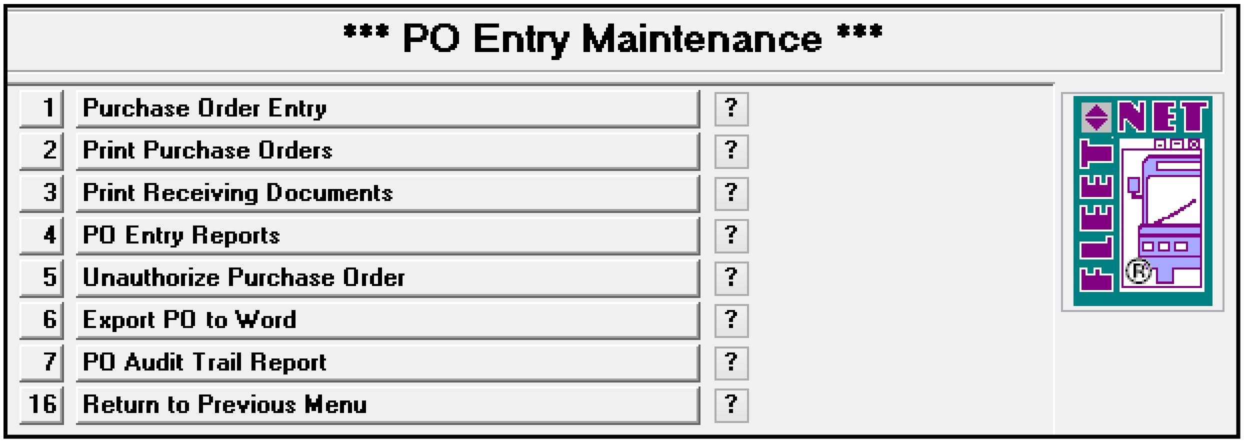
Fleet-Net Purchase Order processing system allows for entry of purchase orders, updates related inventory files, and maintains a file of outstanding purchase orders for management review. Purchase Orders can be authorized by a PIN number for any set dollar amount.

PO's can be printed to an order from address, while accounts payable checks are directed to another mailing address. The purchase order also indicates both a ship to and bill to address for your organization.

To assist in getting your received merchandise on the shelf quicker, a Receiving Document indicating purchase order information and both the vendor and in-house item number is available. This document also specifies the warehouse and bin location.

Purchase orders entered via this system automatically update quantity on-order in inventory. Receipts against purchase orders add to quantity on-hand and decrease quantity on-order. PO Invoice Update computes inventory values and posts transaction data to accounts payable.

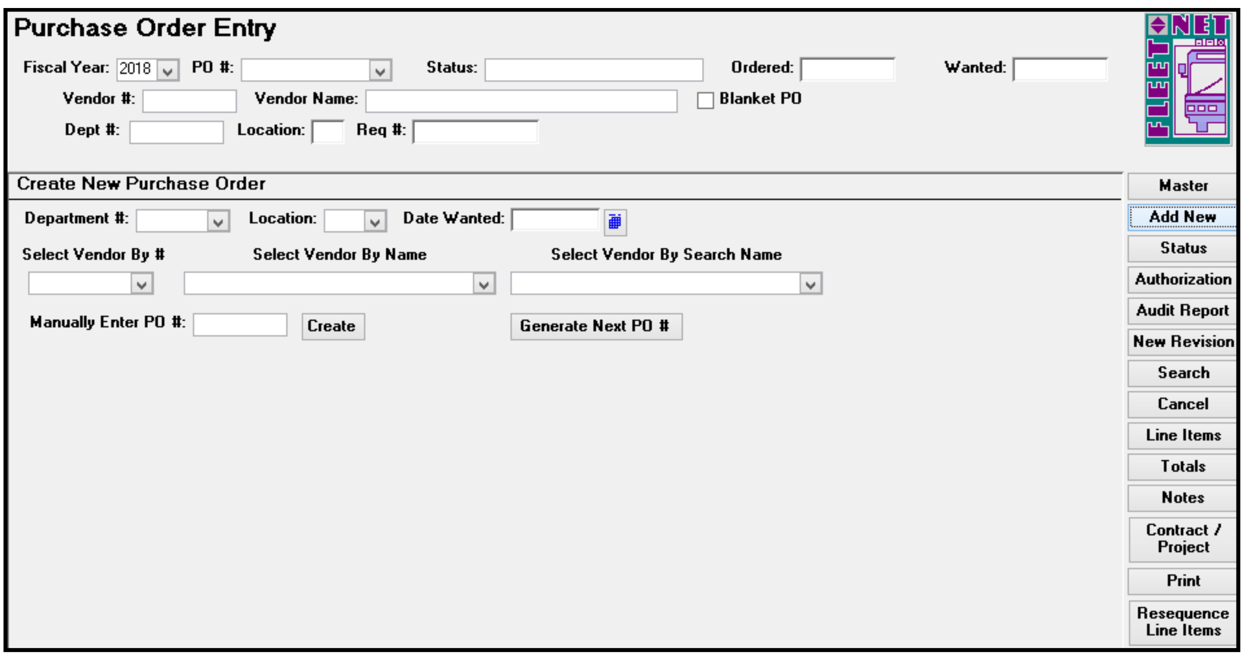
Vendor master and purchase order master files can be accessed for inquiry purposes.



Purchase Order Entry

Select Purchase Order Entry to open the form and either create a new PO or look at a PO or requisitions already entered but not received. To create a new PO select the Fiscal Year from the drop-down list and then select ***Add New***.

Add New

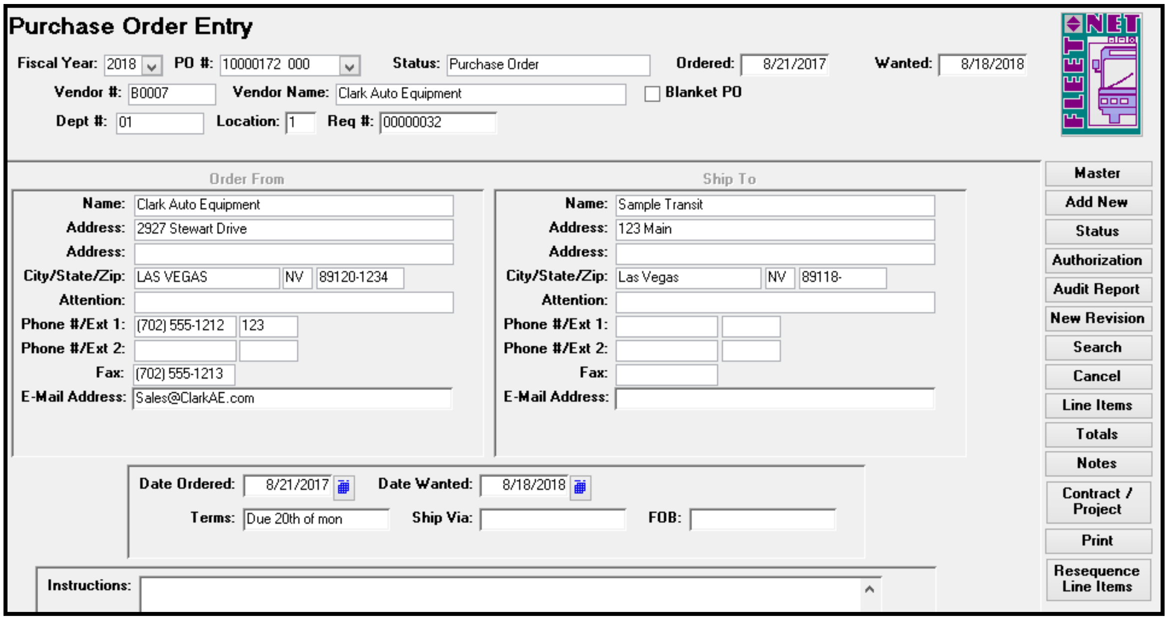


If selecting an existing PO enter the PO # or select it from the PO # drop-down list.

Field	Description
Department #	Select the department number from the drop-down list in which this PO is being created.
Location	Select the Location to which the items will be delivered. The PO # will have the location as the first character.
Date Wanted	Select the date in which you want to receive the items on the PO. Use the calendar button to make a quick entry. This field is required in order to create a PO.
Select Vendor By #	By using one of these three drop-down lists, select the vendor to order from. Whichever field you use to select the vendor, the other two fields will auto populate.
Select Vendor By Name	
Select Vendor By Search Name	
Manually Enter PO #	Enter a PO # and select the '**Create'** button as explained below. Otherwise, leave this field blank and let the system Generate the PO # for you via the **'Generate Next PO #'** button explained below.
Generate Next PO #	Once you have filled in the Create New Purchase Order form click this button to system generate the next PO number. At this point, the PO is in requisition status and will remain so until it has been authorized. Changes can be made to the requisition any time up until it is authorized. A revision will have to be created in order to add line items. When selected the form will open showing the **'Order from'** and **'Ship to'** address information, which is referred to as the PO Master form.
Create	If PO Numbers are already selected via another means other than Fleet-Net for windows then click this button after you enter the PO number in the **'Manually Enter PO #'** field. When selected the form will open showing the **'Order from'** and **'Ship to'** address information and is referred to as the PO Master form.

Master

Order From information as well as Terms, Ship Via, FOB and Instructions are populated from the Vendor's Order from Setup. This data can be modified for this specific Purchase Order.
The Ship To information is populated based on the setup for the specific Department and Location. This data can be modified for this specific Purchase Order.

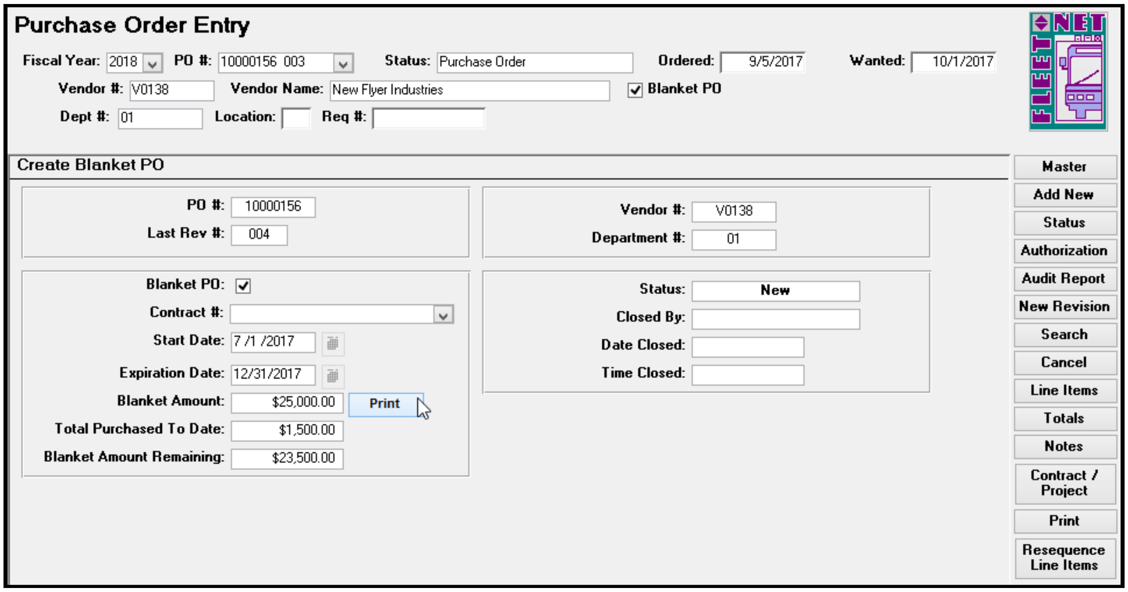


Button	Description
Master	This button will return you to the main form of the selected PO. When selected the form will open showing the **'Order from'** and **'Ship to'** address information and is referred as the PO Master form.
Add New	If creating a new PO first select **Fiscal year** then click the '**Add New'** button and the Create New Purchase Order form will open.
Status	Status will open the following form to allow for creation of a blanket PO **NOTE:** ***When creating a blanket PO, it is optional to have line items on Revision 000.***
Authorization	This is the final step when generating a PO Once all line items are added to the Requisition and quantities are confirmed, assigned to contract and projects then it is time to Authorize it and make it a PO. Once it is authorized, no changes can be made to this revision.
Audit Report	This will show all PO's that have been created and the status of the PO's.
New Revision	If a change needs to be made to a PO click this button. This will create a new revision under the same PO #. For example if adding a new line item and the current authorized PO is 223344 000 then the new revision PO will be 223344 001. **NOTE: The authorization on a blanket PO revision is carried over from the original PO. It is necessary to change the status from requisition to Purchase Order**
Search	Click to view PO's based on the search criteria selected. Below is a sample view of the search form with results.
Cancel	Click this button on a selected Requisition to cancel it before it becomes an authorized PO. The message below will come up if an attempt is made to cancel a PO that is already authorized.
Line Items	Click this to add line items to a Requisition.
Totals	Click on the Totals button (to enter the sales tax percentage, freight costs, and/or any deposits that are necessary for this purchase order. Retainage Percent or Amounts can also be entered.
Notes	Any special notes or attachments can be added to a PO for reference. This will date, time stamp, and show who added notes to the record.
Contract/Project	Assign the Purchase Order to a Contract or Project. See instructions below
Print	* Optional*This button is visible if the misc. code is setup. Type-PrintOnPOEntry, Code= ButtonEnabled, Value = Yes It allows printing PO's. Backorder PO's can only be printed using this button.
Resequence Line Items	Click this when in requisition status and you delete a line item. This will sequence your line items.

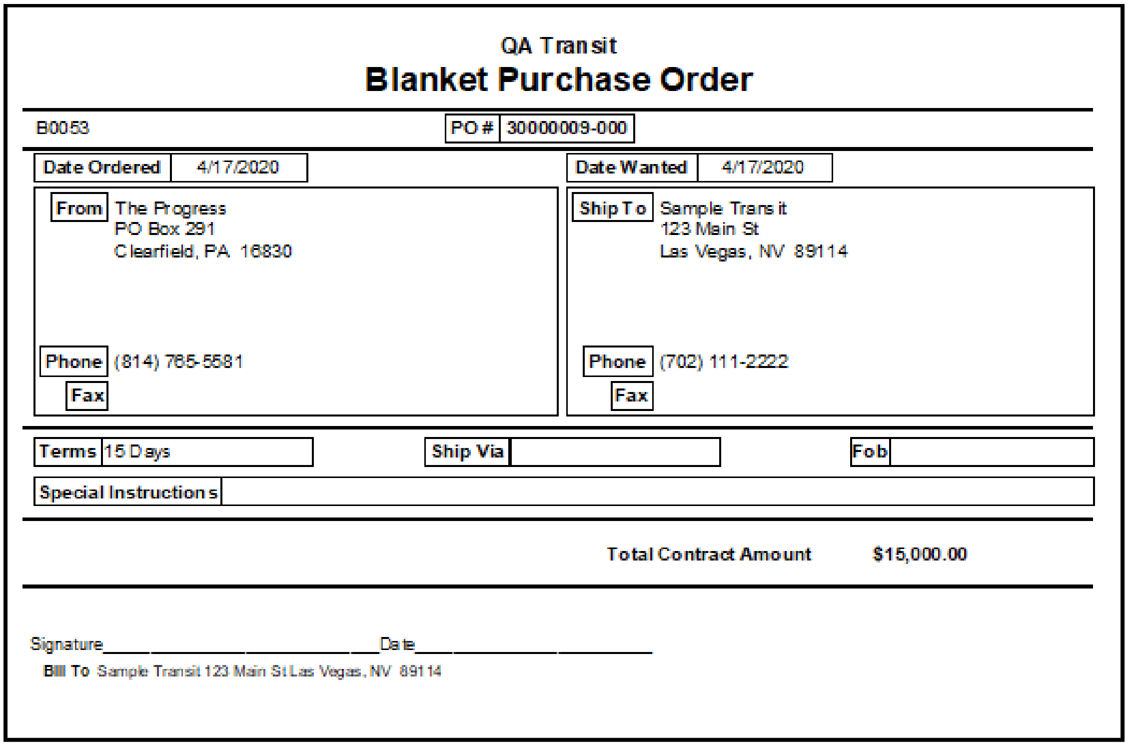
Status

Use this form to setup or display the status of the Blanket Purchase Order.

1. Check the Blanket PO check box.
2. Enter the contract number. Enter the Start date and Expiration dates. This will print on the PO.
3. Enter the total amount for the Contract amount in Contract amount.
4. Total Purchased to Date and Contract Amount Remaining are auto calculated for you.
5. Blanket PO Status can be checked at any time. This will either read 'New', or 'Closed'



The ***Print*** button is used to print a draft copy of the blanket PO. The purpose of this feature to allow for a printed copy in order to obtain written signatures approving the creation of a blanket for a set contract amount.


QA Transit

Blanket Purchase Order

B0053 PO # 30000009-000

Date Ordered 4/17/2020 Date Wanted 4/17/2020

From The Progress
PO Box 291
Clearfield, PA 16830
Phone (814) 765-5581
Fax

Ship To Sample Transit
123 Main St
Las Vegas, NV 89114
Phone (702) 111-2222
Fax

Terms 15 Days Ship Via Fob

Special Instructions

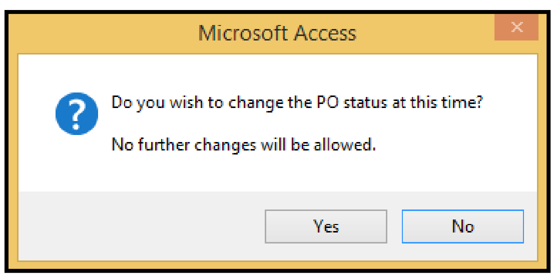
Total Contract Amount $15,000.00

Signature______________________Date____________________

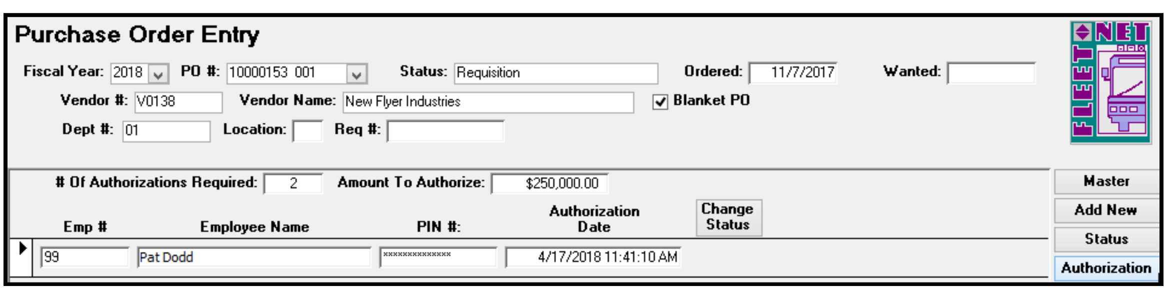
Bill To Sample Transit 123 Main St Las Vegas, NV 89114

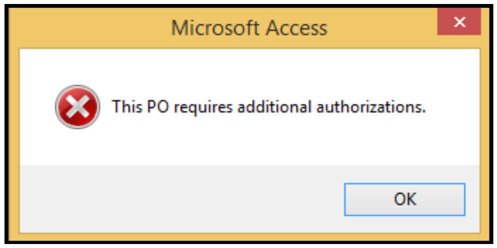
Authorization

When the ***Authorization button*** has been selected one of two things will happen depending on what the security settings are in Security Activation. If the security feature is not activated then when you select authorization this will automatically change the requisition to PO status and make receiving documents available. The following message will prompt you to confirm you are ready to change the status of the requisition.

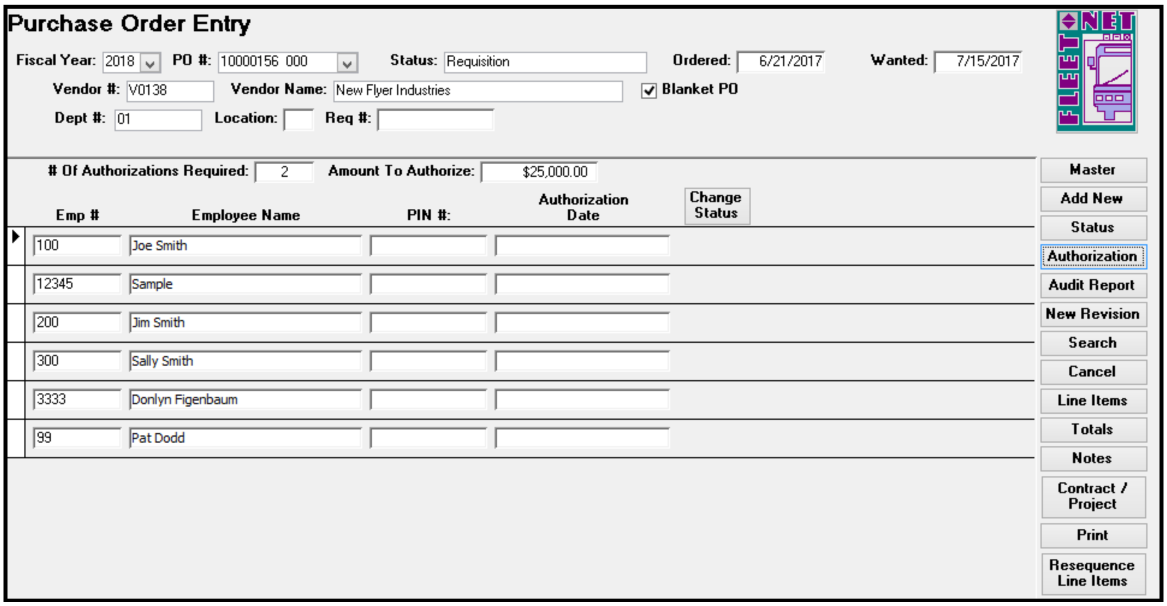


If Security is enforced, then the following sample form will display requiring PIN number authorization before the status can be changed from requisition to PO status and then be received.

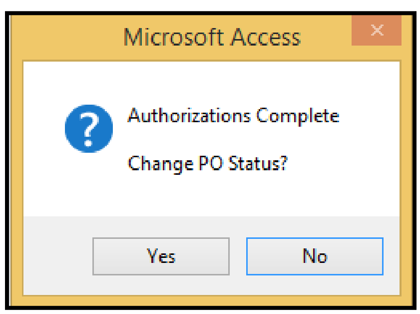




The example below shows that this particular PO requires 2 authorizations therefore; two of the six authorizing employees listed must enter their PIN numbers to change the status of this PO. The employee(s) that are authorizing will simply enter their assigned ***PIN #*** and tab,
The ***Authorization Date*** will auto populate. Only those employees that are assigned to the department and are within the amount range of this PO will be listed and able to authorize this PO.



Click the ***Change Status*** button once the PIN #(s) required have been entered to change the status from a requisition to an authorized PO. No changes can be made once this button is clicked and confirmed the change from Requisition to Purchase Order. Click ***Yes*** to change the status.



Purchase Orders and Receiving documents are now available for Printing, Note: once a requisition becomes an authorized PO it cannot be cancelled.

Audit Report

The sample report shown is an audit report that shows a list of all open Purchase Orders.

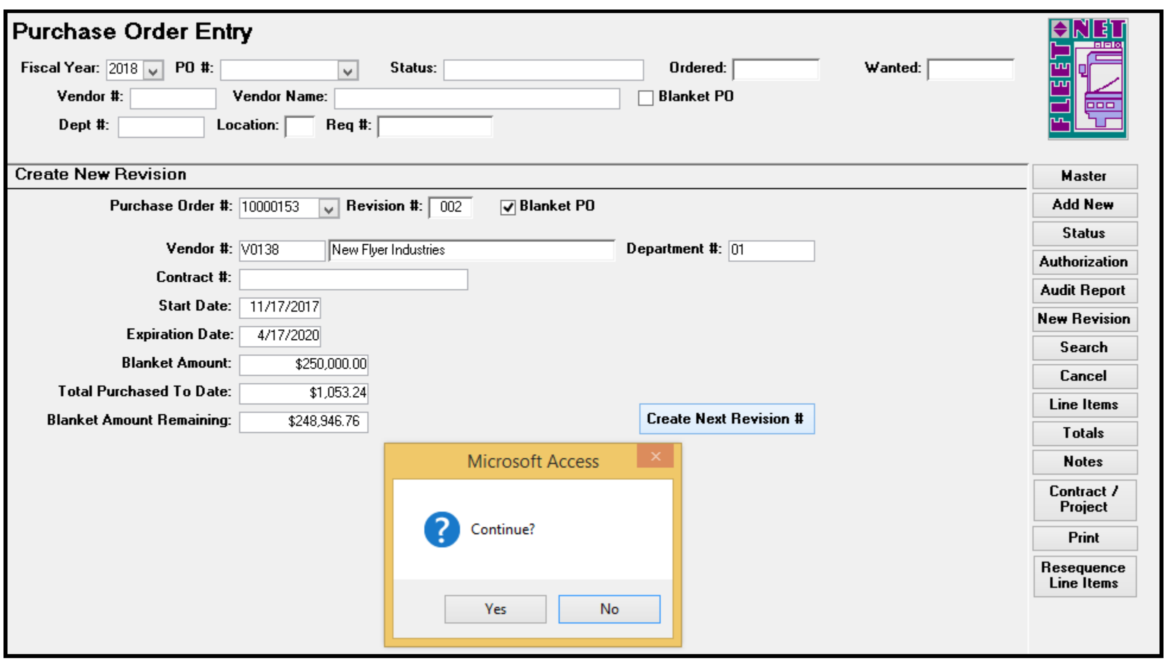
Purchase Order Audit List

PO #	Status	Vendor	Vendor Name	Ordered	Wanted	Dept	Deposit	Gross
10000154-000	Purchase Order	C0030	Newegg.com	5/18/2017	6/1/2017	01		$1,700.00
10000163-000	Purchase Order	C0079	Transfor Corporation	6/22/2017	7/20/2017	01	$0.00	$5,000.00
10000167-000	Purchase Order	B0001	Lowe's Home Centers, Inc	8/15/2017	9/1/2017	01		$225.00
10000169-000	Purchase Order	B0001	Lowe's Home Centers, Inc	8/16/2017	9/1/2017	01		$225.00
10000171-000	Purchase Order	B0007	Clark Auto Equipment	8/18/2017	10/1/2017	01		$500.00
10000172-000	Purchase Order	B0007	Clark Auto Equipment	8/21/2017	8/18/2018	01		$900.00
10000173-000	Purchase Order	B0007	Clark Auto Equipment	8/21/2017	10/15/2017	01		$25,400.00
10000174-001	Purchase Order	V0074	Office Depot Credit Plan	8/22/2017	11/30/2017	01	$0.00	$226.90
						Totals:	$0.00	$34,176.90

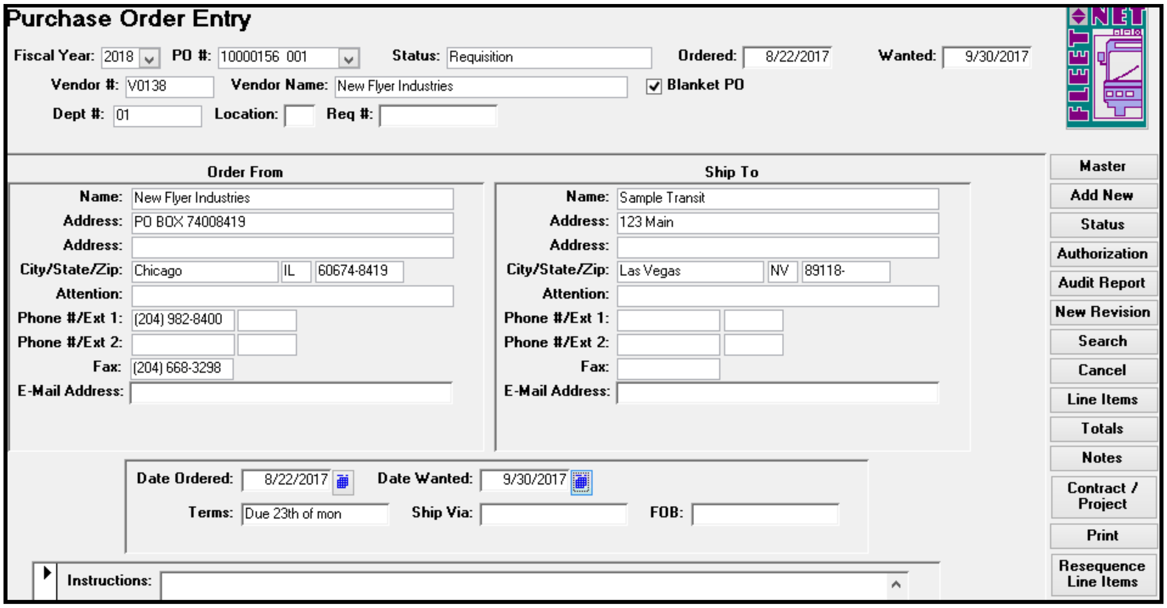
New Revision

New revision are allowed on most Purchase Orders, the exceptions being closed PO's, expired Blanket PO's, or over the contract amount Blankets. Select the Original Purchase Order #. The Vendor #, Contract #, Start Date and Expiration Date, Contract Amount will automatically populate. The Total Purchased to Date will automatically calculate from previous revisions. Contract Amount Remaining will automatically calculate.

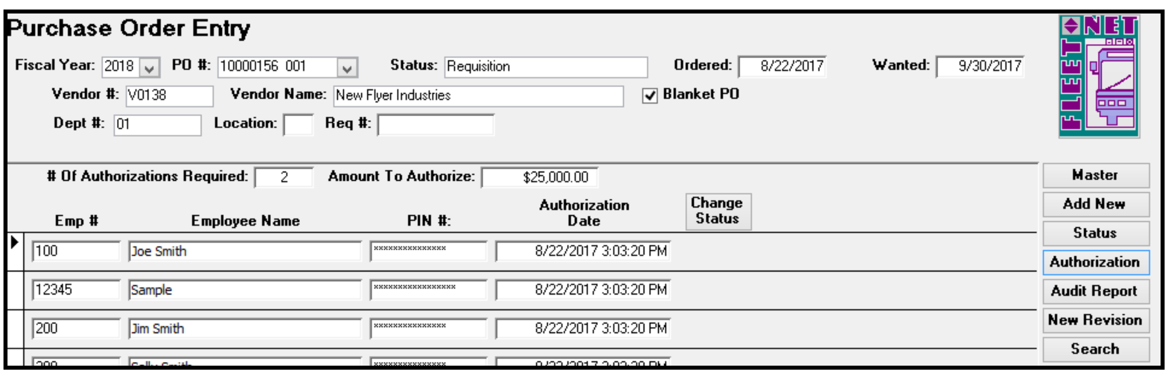
Click Create Next Revision
Yes to continue or no to cancel



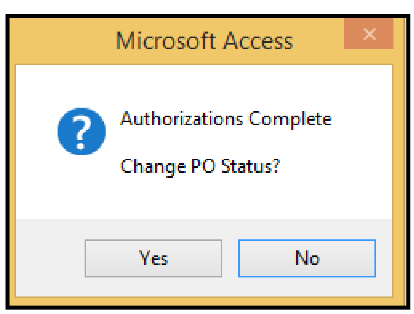
Click ***Create Next Revision*** # to generate the new PO in Requisition status
As shown below the new revision is the original PO # - 001
Enter the Date Wanted and continuing entering Line Items, Sales Tax, Freight Charges etc.



When completed click the ***Authorize button***
Since the original Blanket PO was authorized for the full contract amount, the revisions will not require additional authorization
Click ***Change Status*** to change the Status from Requisition to Purchase Order.



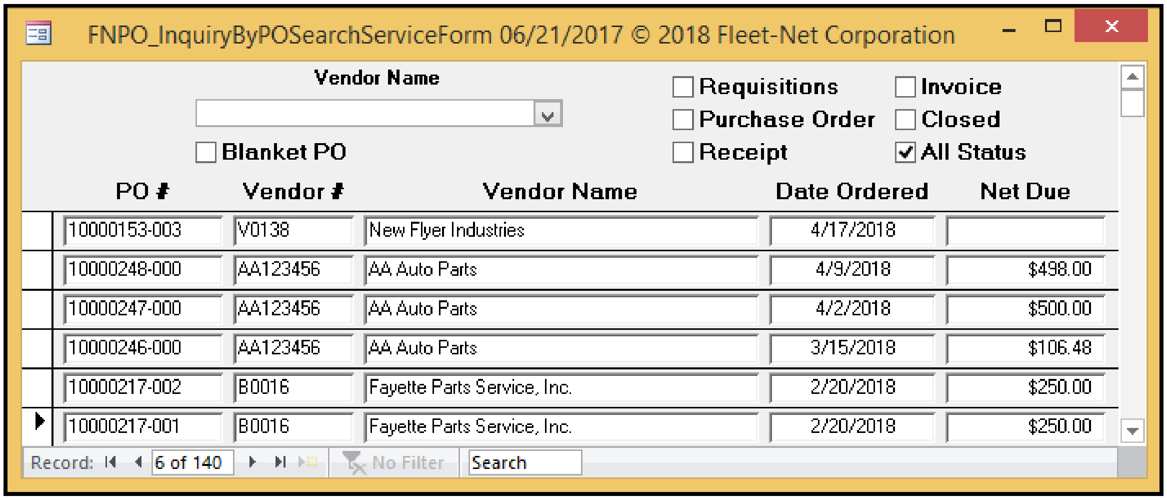
Click ***Change Status*** to change the Status from Requisition to Purchase Order.



Search

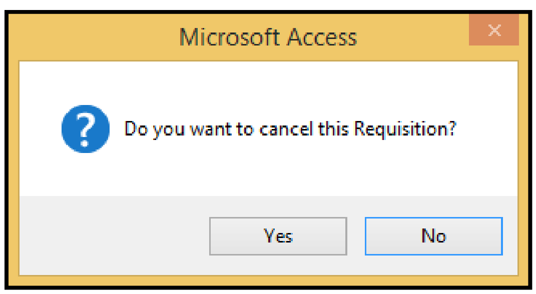
With this Search function, you can view all PO's. When you first select search and the form shown displays, it will list all PO's ever written. To narrow the search to a single vendor, select from the Vendor Name field drop-down list. To narrow the search criteria even further you can select one of the available check boxes. All status is the default. Check the Blanket PO checkbox to view only those blanket PO's and all revisions related to blanket PO's.

To view a particular PO in the list, double-click in the PO# and that Purchase orders master form will display.

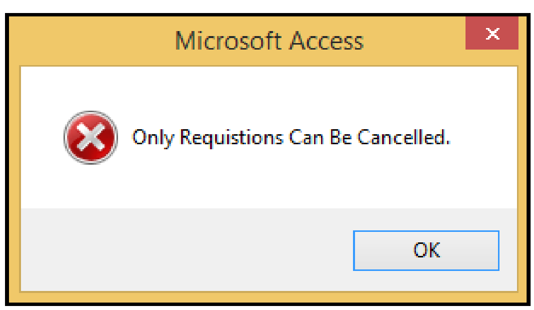


Cancel

You can only cancel requisitions. Any PO that has been authorized cannot be cancelled. To cancel a requisition, select the requisition number from the PO # drop-down list and select the Cancel button. You will be prompted with a message to confirm you want to cancel, select **'Yes'** to execute the function.

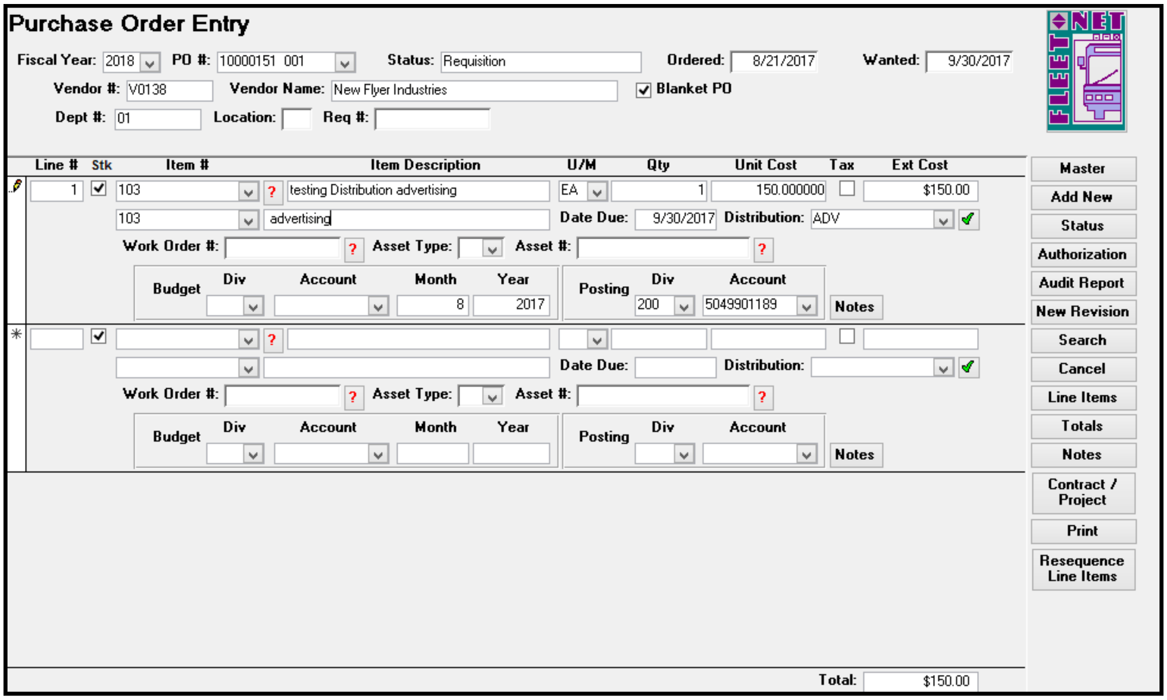


This message displays when trying to cancel a PO that has been authorized.

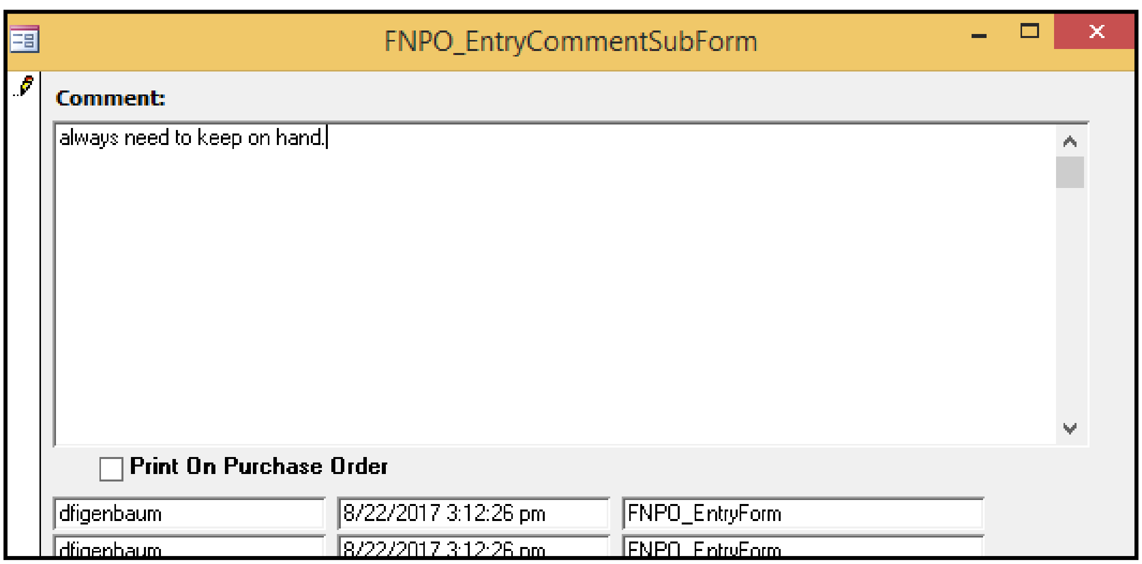


Line Items

Select the ***Line Items*** to add line items to a requisition. If you select this function after a PO has been authorized, you will be allowed to view all the line items on the PO but no changes can be made.



To add notes specific to a line item, click ***Notes***. This allows entry of more item descriptions or additional comments. Select the ***Print on Purchase Order*** checkbox to include the notes on the printed PO. If this option is not selected the notes will print on the receiving document only for internal use.

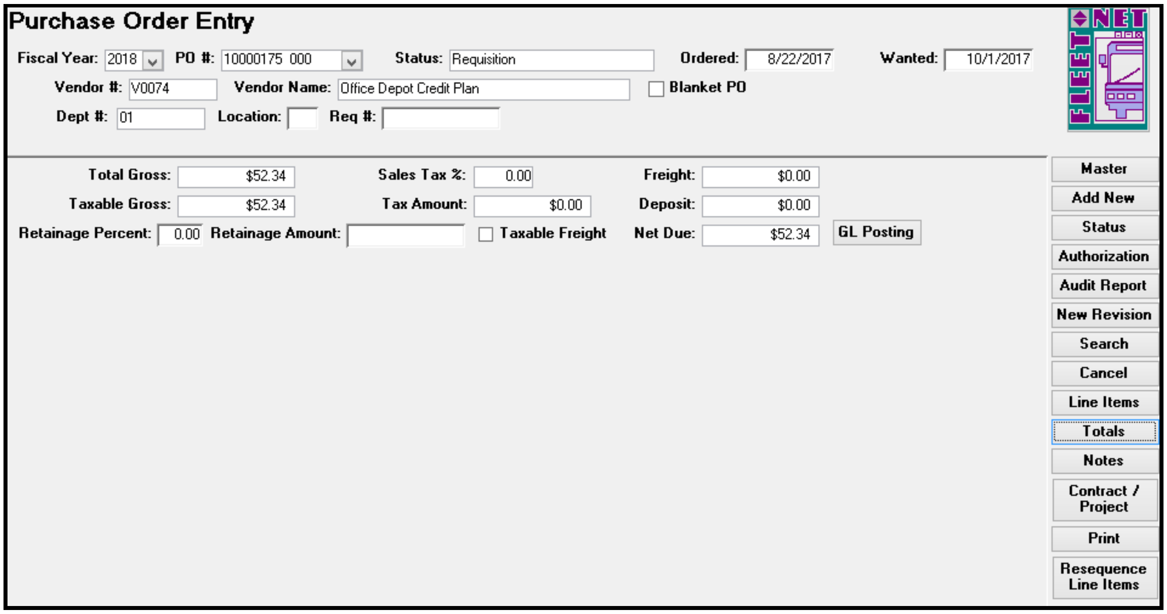


FIELD	DESCRIPTION
Line #	This field is system generated as the line # in sequential order.
Stocked	If item being ordered is an inventory item then this field should be checked (this is the default). If the item being purchased is non-stocked, uncheck this box, NS will populate the Item# field. If using this line for Core Deposits, DO NOT use the word DEPOSIT for the Vendor #/OEM number. This is a hard-coded phrase that will signal the system to take money OFF the invoice, not add it on. Use CORE DEPOSIT OR CORE CHARGE.
Item #	Utilizing the drop-down listing, select the inventory item to be ordered. Use the binoculars to the left of the field to use the Search feature.
Item Description	This field is system-generated from the Item # that is entered unless it's non-stocked, then enter a description if the Stocked check flag is unchecked.
U/M	This will be the unit of measure for the item selected. If selecting an inventory item, this field will populate if, ordering a non-stock item the unit of measure must be entered.
QTY	Enter the quantity to be ordered for the selected item.
Unit Cost	If an inventory item is selected with previous pricing, the unit cost will be system-generated. If the item being purchased has never been purchased before or is a non-stocked item, a unit price must be entered.
Tax	Click in the checkbox if the item being purchased is a taxable item, leave blank if not.
Ext Cost	Calculated based on the Unit Cost and Quantity
Distribution	Distribution Code is an option to allow you to define the expense further.
Work Order #	
Asset Type	Select asset type from the drop-down
Asset #	Select from the drop-down list vehicle # if the purchase of this item is related to a specific vehicle.
Budget	
Div - Account	The division and account selected in these fields will be used to create encumbrance records for non-invoiced Purchase Orders for budget comparisons. Once the Purchase Order is invoiced, encumbrance is relieved and the transaction is posted as an expense.
Month – Year	The current Budget Month and Year will be system generated. It defaults to the current calendar Month/Year not Fiscal year period. This can be changed to post encumbrance to the month/year required.
Posting	
Div – Account	Using the drop-down listing, select the Posting Division and Account number to incur the cost of the item being ordered. This field defaults to the account # setup in product class for Inventory items.
Date Due	Defaults to the Date Wanted entered when generating the PO.
Item Notes	Allows entry of notes specific to a line item. There is a checkbox to indicate whether these notes are to be printed on the Purchase Order.

Totals

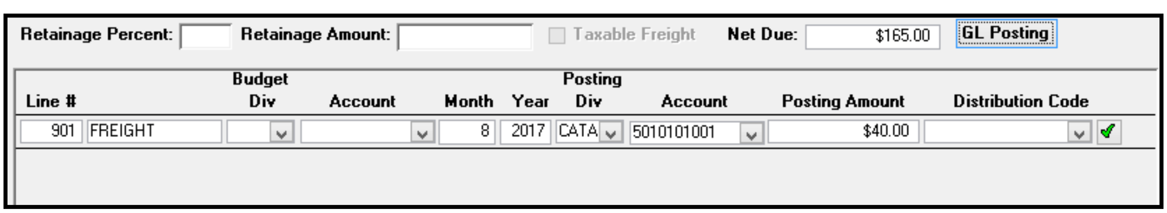
The Totals form displays all totals, taxes, freight and any deposits made on this purchase order. If there are applicable taxes, once you enter either the percentage or the fixed amount the form will display for entry of the tax distribution.

Total Gross, Taxable Gross, and Net Due are automatically calculated from line item entries. The following fields can be entered at Requisition status if known. These fields can also be Entered at PO Invoice Entry.



FIELD	DESCRIPTION
Sales Tax %	If the line item is flagged as Tax, the percent setup in the vendor's master form will populate. The percent can also be entered or changed in this field. If the Tax flag is not checked on line items, this field is grayed out and no entry allowed.
Tax Amount	The amount will be calculated based on the Tax Percent entered.
Freight	Enter the Freight amount for this purchase order if known.
Deposit	Enter a deposit amount
Retainage Percent	Enter a percentage of the purchase order as retainage format 10.00 = 10 percent. Another option is to enter a fixed dollar amount for retainage. When this invoice is selected for payment, the retainage amount will be deducted from the total invoice amount to be paid later.
Retainage Amount	
Taxable Freight	Check this box if the Freight amount entered is taxable. The tax will calculate based on the Sales Tax percent.

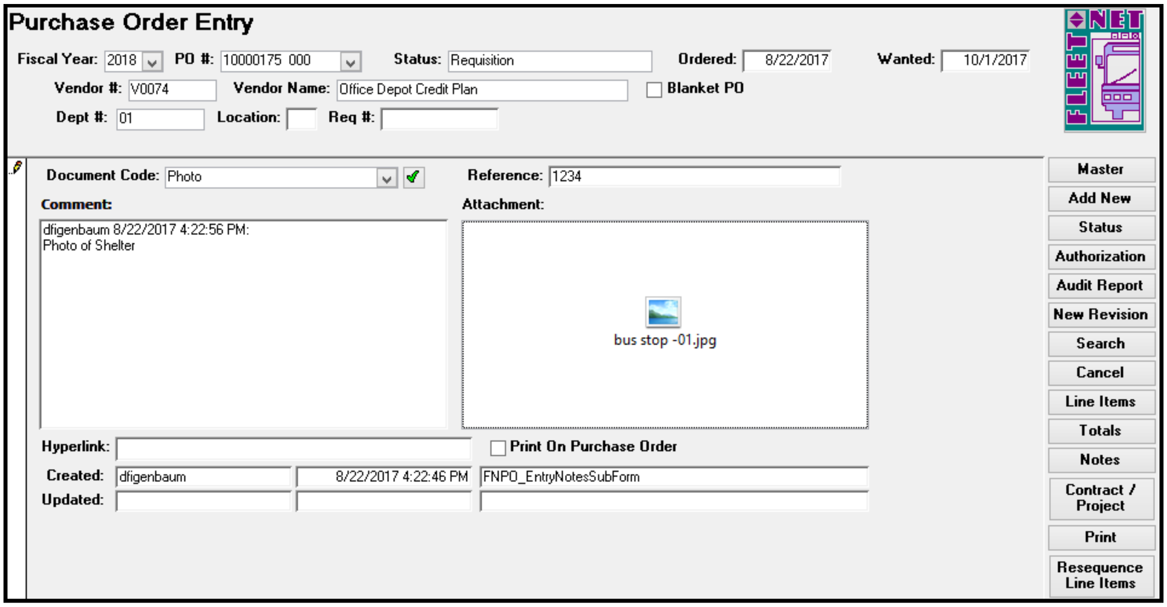
The Budget and GL Posting accounts can be entered at Requisition status or they can be entered at PO Invoice Entry.



Notes

Select ***Notes*** and the form shown will display. After selecting a Date, enter any comments pertinent to this purchase order. If a picture or supporting document needs to be attached, it can be in the Attachment field. A Hyperlink may also be added: this will link to a web page or a document located on your server.

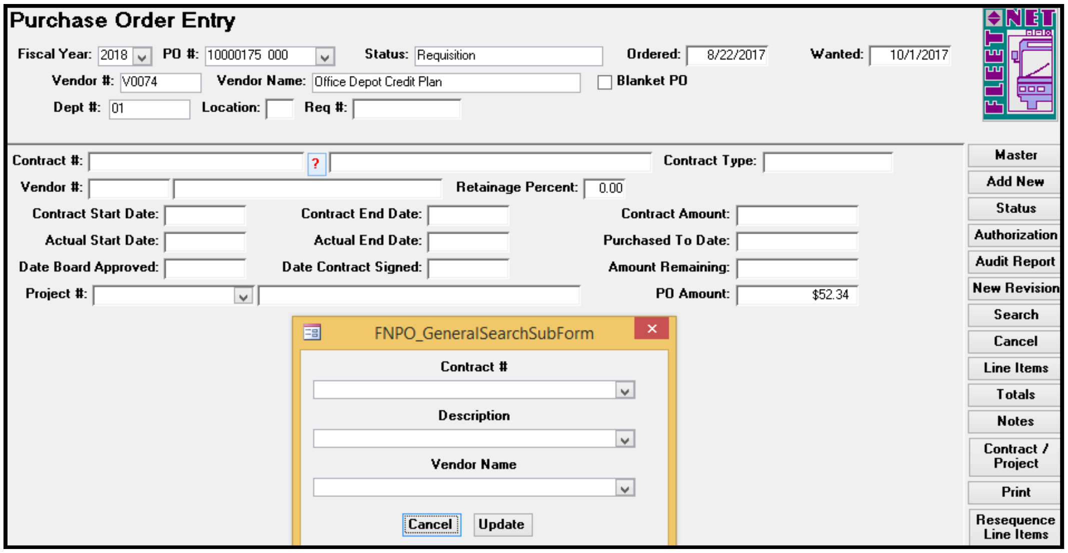
Select the option Print on Purchase Order checkbox to include these notes on the printed PO. If this is not selected the notes will print on the Receiving Document only.



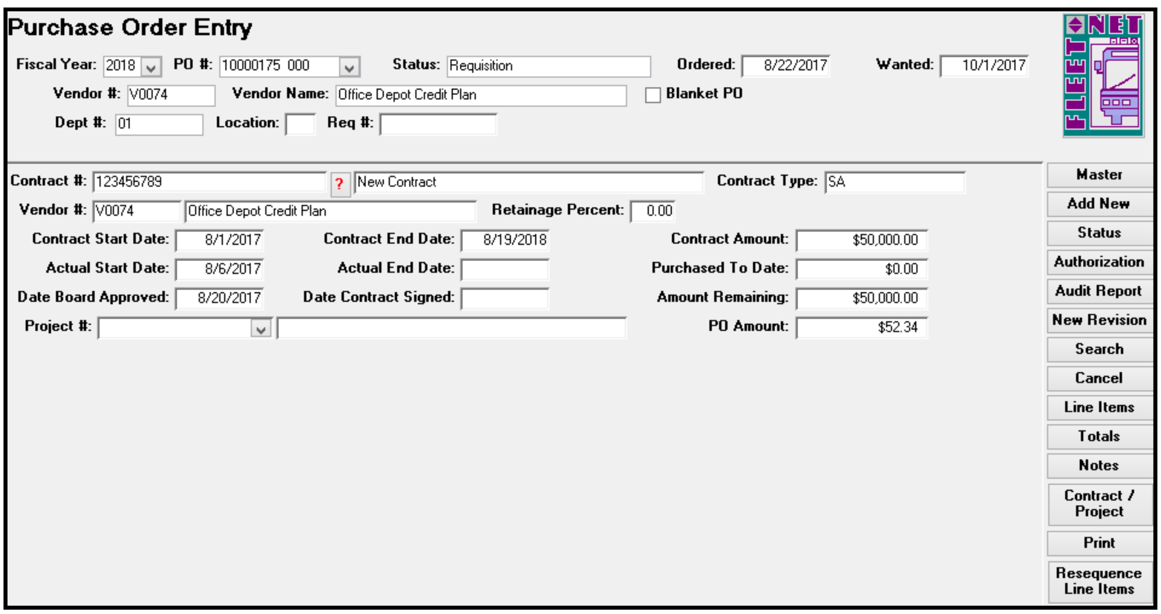
Contract/Project

The Purchase Order can be assigned to a Contract and/or Project to allow tracking of expenditures associated with the Contracts and Projects.

Select the ***Contract/Project button***
Enter the Contract # or use the red question mark to search by Contract #, Description or Vendor Name.
The Vendor must match the Vendor on the Purchase Order.

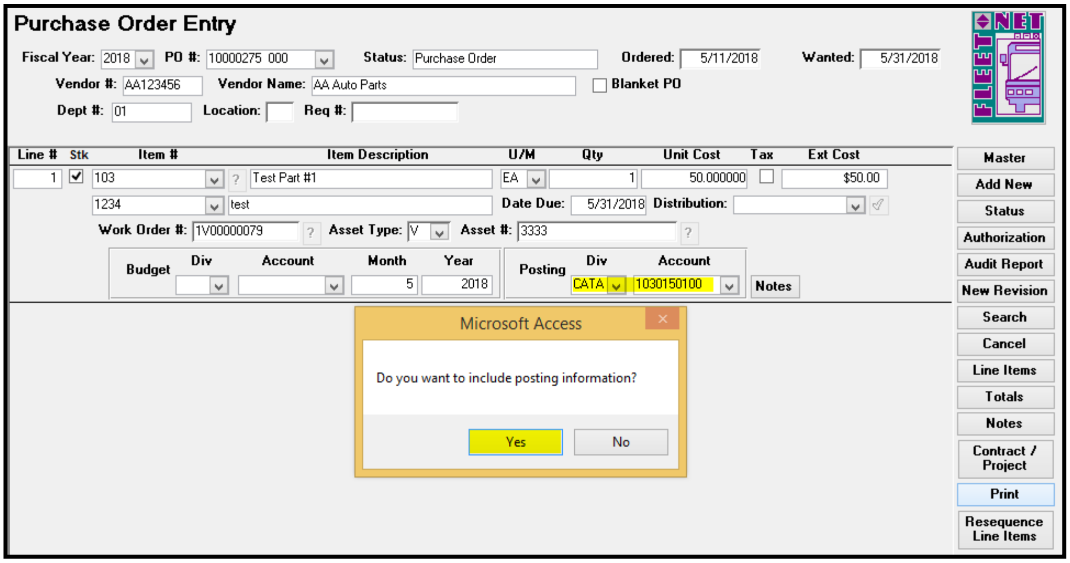


Once a Contract # is selected only the project associated with the contract will be available in the Project # drop-down list.
A Project can be selected or entered without a Contract.
Select the Project for the expenditures.
The Funding information for the Project will display.
Enter the Purchase Order amount for each of the funding line items.

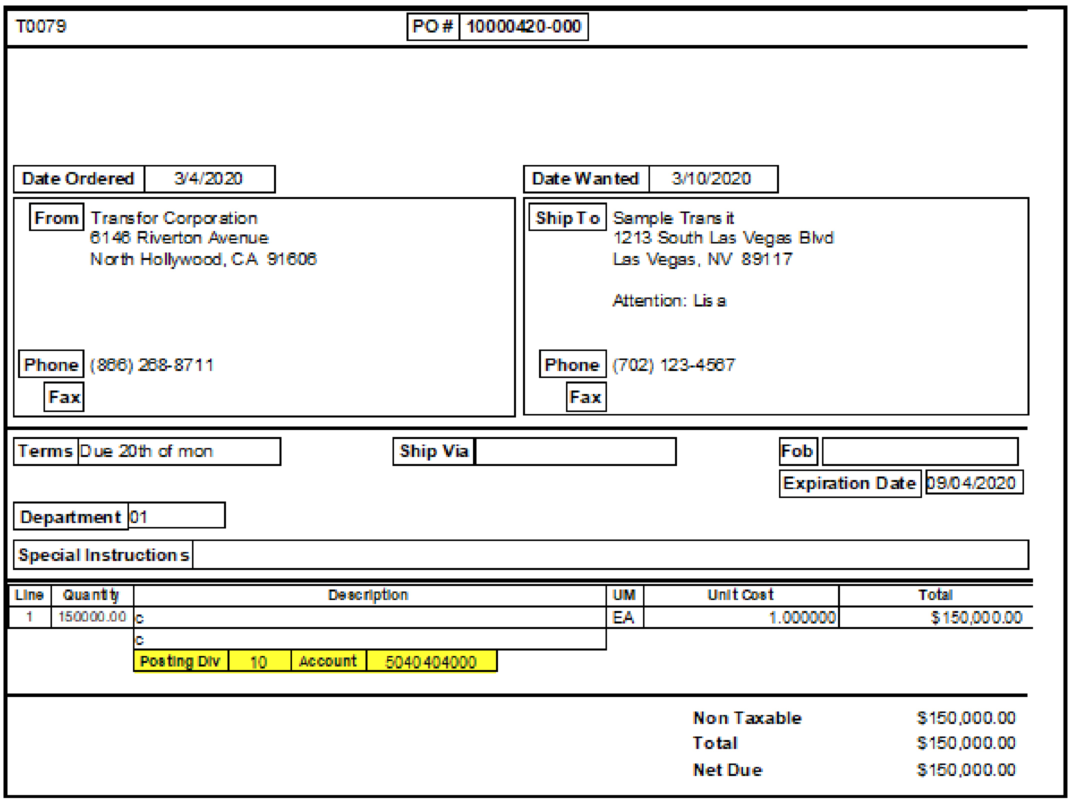


Print

Click ***Print,*** A confirmation message displays to include posting information.



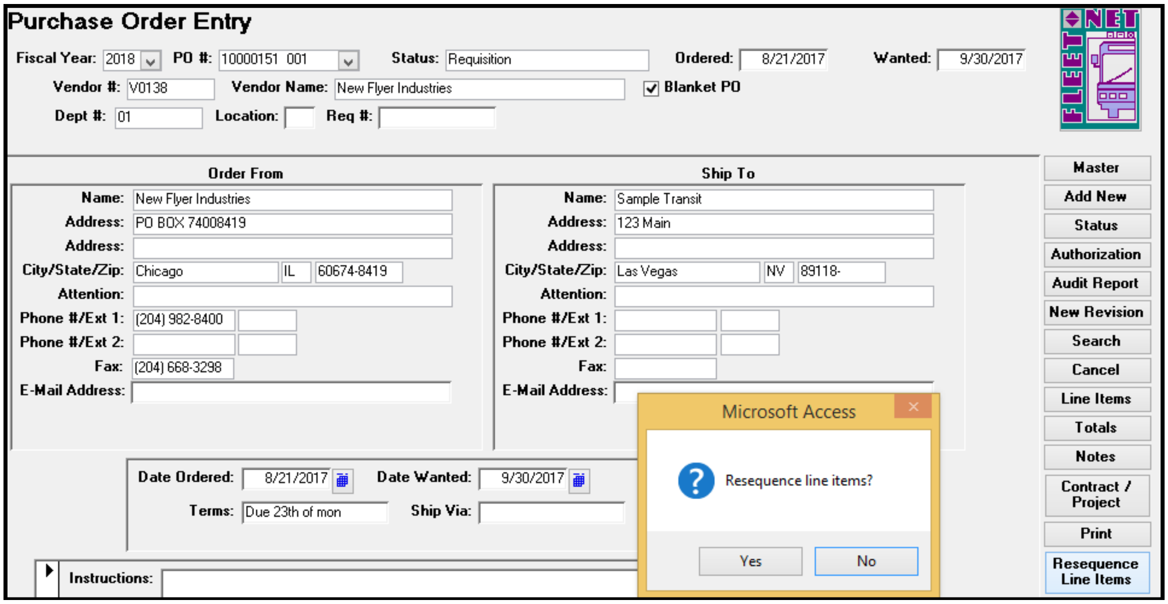
Click ***yes*** to include GL posting information as shown below.

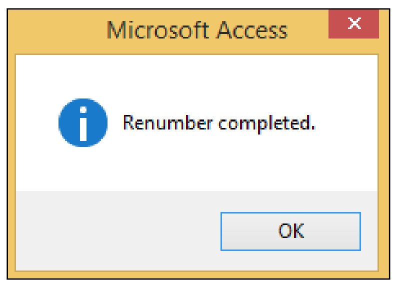


Click ***No*** to not include the posting information.

Resequence Line Items

Click the ***Resequence Line items*** button if you had to delete any line items while in Requisition status and it will renumber them.





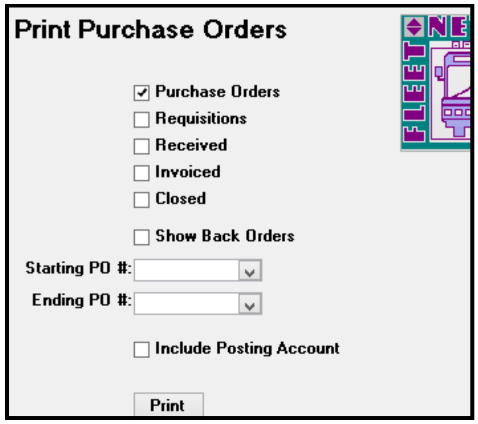
Print Purchase Orders

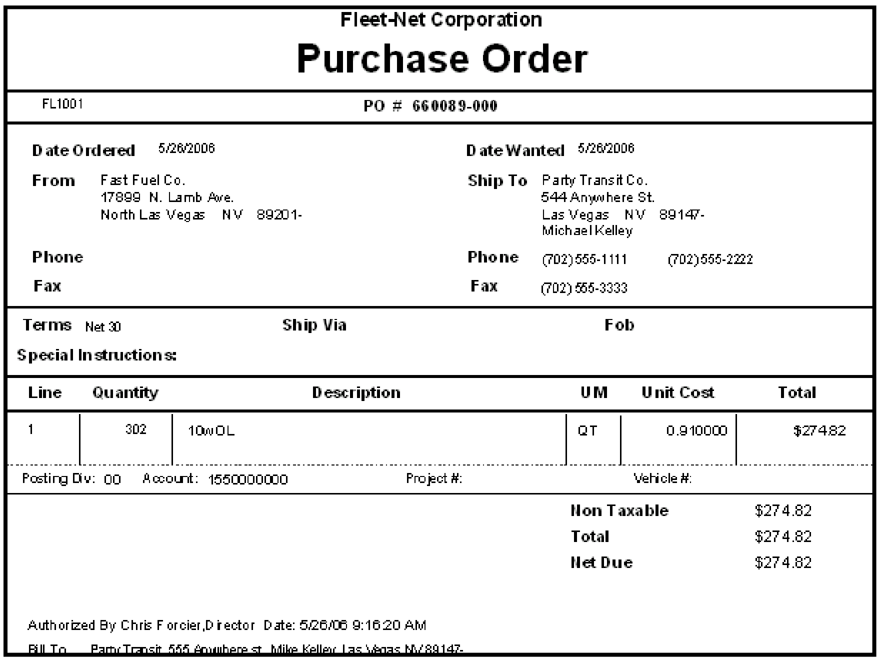
From the Purchase Order entry menu, select ***Print Purchase orders***. The default is to print Purchase Order status. To print a PO at another status, uncheck Purchase Order and select the status.

The option to select one or a range of PO's for printing is available. The list is limited to the PO numbers for the selected status.

Once you select those PO's for printing simply click the print button and a display of the PO to be printed will be print preview. To print a hard copy simply, select your file print options.
Select the option to Include Posting Account and Project Information to have this included on the printed PO.

Please note that the expiration date must be added to the Status screen in order for it to print on the PO.




Fleet-Net Corporation

Purchase Order

FL1001 PO # 660089-000

Date Ordered 5/26/2006 Date Wanted 5/26/2006

From Fast Fuel Co.
17899 N. Lamb Ave.
North Las Vegas NV 89201-

Ship To Party Transit Co.
544 Anywhere St.
Las Vegas NV 89147-
Michael Kelley

Phone

Fax

Phone (702)555-1111 (702)555-2222

Fax (702) 555-3333

Terms Net 30 Ship Via Fob

Special Instructions:

Line	Quantity	Description	UM	Unit Cost	Total
1	302	10wOL	QT	0.910000	$274.82

Posting Div: 00 Account: 1550000000 Project #: Vehicle #:

Non Taxable	$274.82
Total	$274.82
Net Due	$274.82

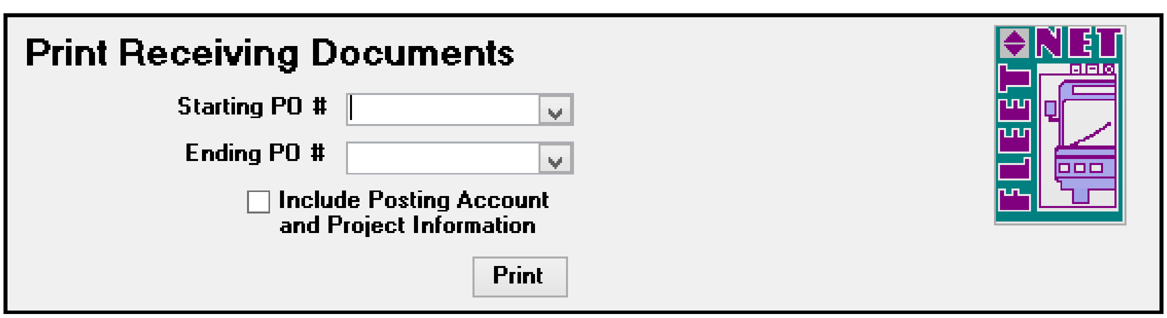
Authorized By Chris Forcier,Director Date: 5/26/06 9:16:20 AM

Bill To Party Transit 555 Anywhere st Mike Kelley Las Vegas NV 89147-

Print Receiving Documents

From the Purchase Order entry menu, select Print Receiving Documents. It is recommended to have receiving docs to easily reference when the items actually come into the receiving department. Below is Print Receiving Documents form. Simply select the PO # (s) from the drop-down and click the print button.

Select the option to Include Posting Account and Project Information to have this included on the printed PO.



Sample Receiving Document below.

Rapid Transit
Receiving Document

C0030 PO # 10000154-000

Date Ordered 5/18/2017 Date Wanted 6/1/2017

From Newegg.com

Ship To Sample Transit
123 Main
Las Vegas NV 89118

Phone Phone
Fax Fax

Terms Due 20th of mon Ship Via Fob

Special Instructions:

Line	Ordered	Received	Vendor's Item #		In-House #	Whs Bin Location
1	1		alkjsdfklaj alsdk jfaskldfj	EA	NS Office Software	

Rcvd By:__________________Date:_______________Posted:_______________Partial / Complete

PO Entry Reports

Below is the sample form for PO Entry Reports. Simply select the report and click the '**Print Report'** button. Samples of each report are shown below.

Purchase Order Entry Reports

Print Report

Select Report

- Outstanding PO Items
- PO Items By Item #
- PO Items By Vendor
- PO Items By Due Date

Outstanding PO Items

QA Transit
Outstanding PO's Not Yet Received

PO #	Rev #	Line	Item #	Qty Ordered	Unit Cost	Extended Cost	Due Date	Date Ordered	Pay To Vendor	Pay To Vendor Name
00666100	001	1	12646512	1	$14.9500	$14.95	2/3/2020	1/31/2020	B0023	State College Borough Water
10000218	000	1	NS	26	$340.3800	$0.00	10/1/2018	10/23/2017	L0016	Fayette Parts Service, Inc.
10000219	000	1	NS	26	$340.3800	$0.00	10/31/2017	10/23/2017	L0016	Fayette Parts Service, Inc.
10000223	000	1	NS	12	$1,000.0000	$0.00	10/31/2018	10/27/2017	L0016	Fayette Parts Service, Inc.

PO Items by Item

QA Transit

Outstanding PO Items - Sorted By Item #

Pay To Vendor	PO #	Rev #	Line	Item #	Vendor Part #	Description	Qty Ordered	Qty Received	Date Ordered	Bin Location
AA123456	10000411	001	1	000111	000111-1	Donlyn testing 5/21/2019	3		1/13/2020	001-A01
	AA Auto Parts									
AA123456	10000412	001	1	000111	000111-1	Donlyn testing 5/21/2019	3		1/13/2020	001-A01
	AA Auto Parts									
B0026	10000356	000	1	000490F	ss	VALVE, LEVELING RH REAR (93)	5	0	3/14/2019	
	Forever Media, Inc									

PO by Vendor

QA Transit

Outstanding PO Items - Sorted By Vendor

Pay To Vendor	Pay To Vendor Name	PO #	Rev #	Line	Item #	Description	Qty Ordered	Qty Received	Due Date
L0016	Fayette Parts Service, Inc.	10000218	000	1	NS	Admin Expenses	26	0	10/1/2018
L0016	Fayette Parts Service, Inc.	10000219	000	1	NS	Adm Svcs	26	1	10/31/2017
L0016	Fayette Parts Service, Inc.	10000223	000	1	NS	NS	12	0	10/31/2018
L0016	Fayette Parts Service, Inc.	10000335	000	1	103	Test Part #1	1	0	12/1/2018
T0079	Transfor Corporation	10000232	002	1	NS	Initial digging and supplies	140000		11/8/2017

PO Items by Due Date

QA Transit

Outstanding PO Items - Sorted By Due Date

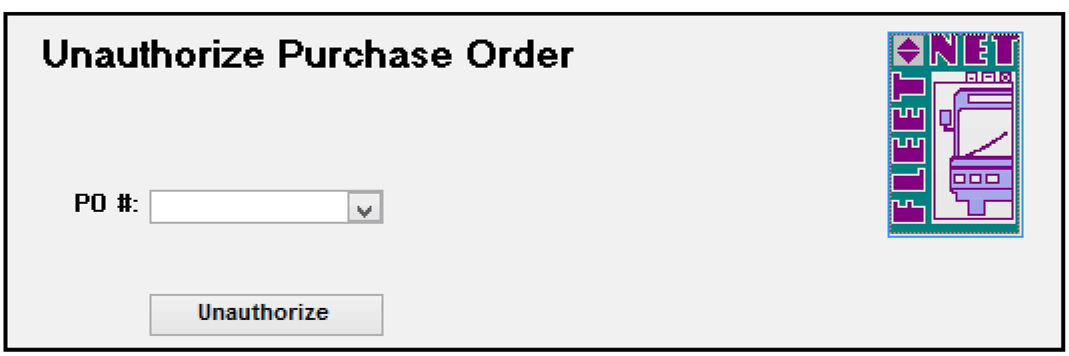
PO #	Rev #	Line	Pay To Vendor	Pay To Vendor Name	Due Date	Item #	Description	Qty Ordered	Qty Received
10000367	000	1	B0037	Barnes & Noble	4/30/2019	NS	7 HABITS	15.95	0
10000369	000	1	B0028	West Penn Power	4/30/2019	NS	lots of energy	4500	0
10000370	000	1	C0011	Mercedes-Benz of State College	4/30/2019	NS	engine	1	0

Unauthorize Purchase Order

Once a PO has been authorized, the system will not allow any changes to be made to a PO.

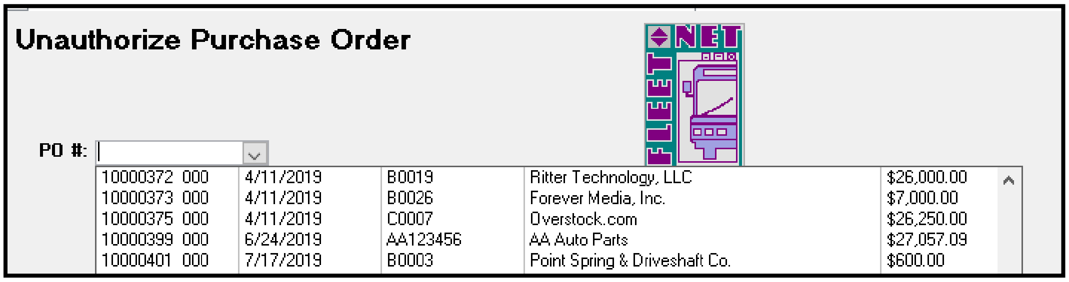
The Unauthorize PO or “change order” option can be used once a purchase order has been authorized and it has been determined that there was an error or additional data needs to be added or subtracted to the PO.

This option allows the user to revise the status of an authorized PO back to requisition status, which will then allow changes to be made assuming the items have not been received yet.

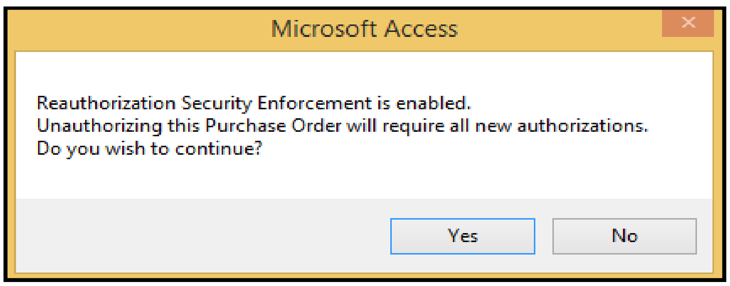


Enter the PO # or select it from the drop-down list. Only purchase orders with a status of Purchase Order will appear in the drop-down list. Notice sample of PO 10011183 within the Purchase Order Entry form and its status and how it does appear in the PO# drop-down list on the Unauthorize Purchase Order form.

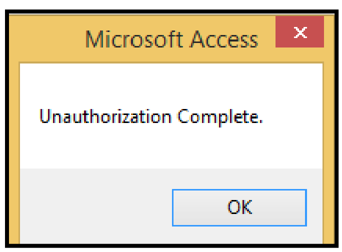
Other statuses include Requisition, Receipts Pending, Invoice Pending, Closed etc. these will not appear on the list.



Once the PO has been selected from the list click ***Unauthorize***.
Click ***Yes*** to continue or ***No*** to abort.



Click ***OK*** to finalize. At this point, the PO status has been changed back to requisition and changes can once again be made to the PO.



Please Note:

Having the Reauthorize security option set to NOT enforce (unchecked) will result in the “Un-authorization Complete” prompt to appear immediately by passing the initial prompt seen above indicating new authorizations will be required. Fleet-Net recommends this option not be used because it is possible to increase the PO dollar amount and the initial authorizers may not be aware of the change.

The Unauthorized PO option should be tightly restricted by the IT department to allow only authorized users security access to the menu option and internal control issues should be considered. This option could open the door for potential fraud if other measures are not put in place.

By having the Reauthorize option unchecked and Authorize option checked:

- It will allow a user to add additional lines to the PO without having to get the authorizers to approve it again. The exception is if the total PO dollar amount goes into the next authorizing level. For example, the Maint department limits are set to 2 authorizers approve anything $5000.00 or less. If the revised PO now exceeds $5000.00 then 3 authorizers are required. The original 2 authorizers will not have to approve but a third authorizer will be required to approve before it can be finalized.

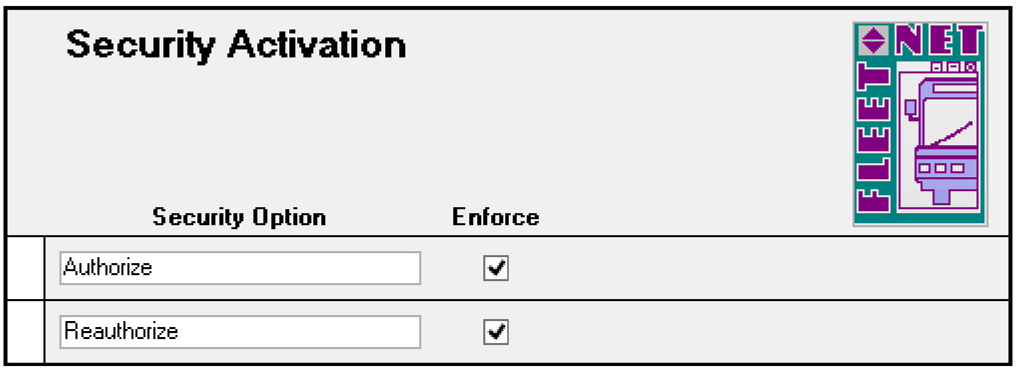
- Cosmetic changes can be made without re-approval. This includes changes to the vendor part number, vendor description, various fields found on the Master Button etc.

- An existing line can be deleted without re-approval.

- Any change to the quantity or unit cost of the original lines will require re-authorization assuming “Authorize” option within Security Activation form is checked.

By having the Authorize option unchecked within Security Activation:

- All changes are allowed with no approvals required for the initial creation of the PO or subsequent changes once unauthorized.

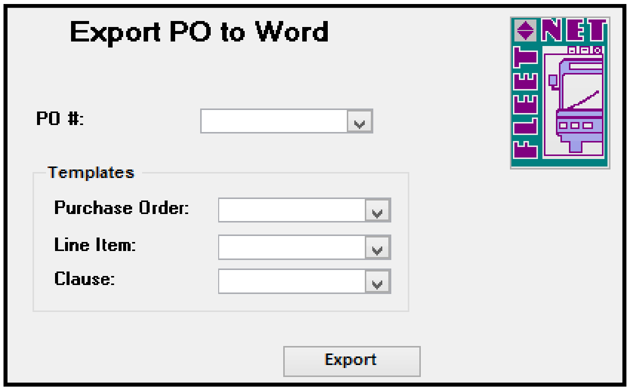


Export PO to MS Word

This option allows for the printing/exporting of a printed PO out to Microsoft Word. Microsoft Word templates are used to create the “shell” in which the PO header and line item data are printed into. Sample templates are provided but custom designed templates created by users can also be used.

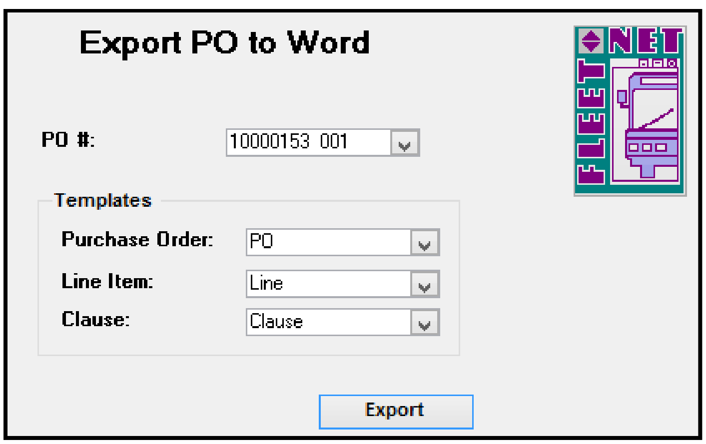
Aside from printing the PO header and line information, this option will also allow for appending custom documents such as Terms and Conditions or boilerplate documents to the PO when exported/printed.

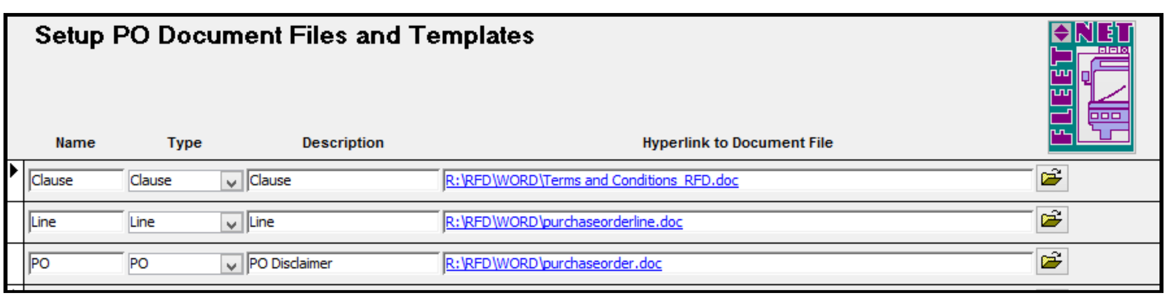
In order to use this option setup of the templates and identification of their location must first be setup. Refer to Template Setup Form within this manual.



Field	Description
PO #	Enter the PO # to print or select it from the drop-down list.
Purchase Order	From the drop-down option, select the MS Word template that should be used to print the PO header information. The drop-down options must first be created via the Template Setup form and have the "Type" setup as "PO."
Line Item	From the drop-down option, select the MS Word template that should be used to print the PO line item information. The drop-down options must first be created via the Template Setup form and have the "Type" setup as "Line."
Clause	From the drop-down option, select the MS Word template that should be used to append any terms and conditions/boiler plate documents to the PO. For example, there could be a document for terms and conditions for grant purchases under $25,000.00 and another document for grant purchases over $25,000.00. Multiple documents can be setup but only one can be selected.

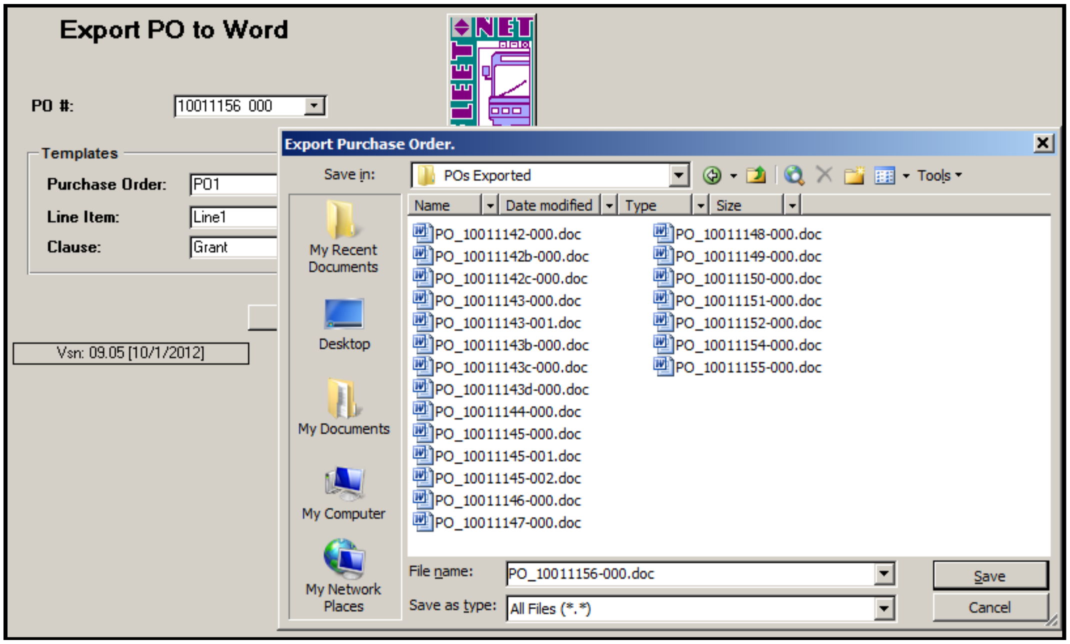
Notice how drop-down options within Purchase Order, Line Item and Clause fields match the name field within the Template Setup Form.



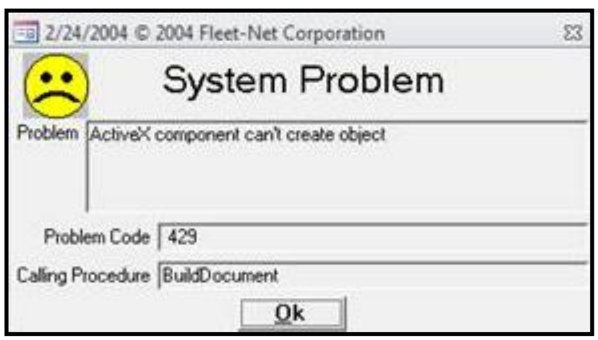


Export

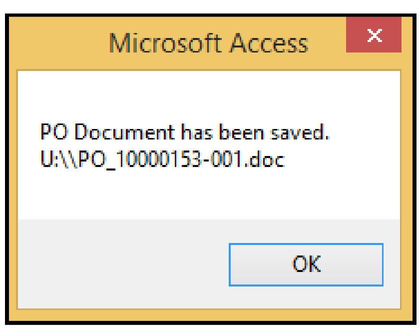
Select the ***Export button*** to begin the process of exporting/printing the PO
The following window will appear. Navigate to the folder via the "***Save In***:" drop-down option to where PO's will be saved. The system will automatically assign the file name as the PO number. ***Click Save***.



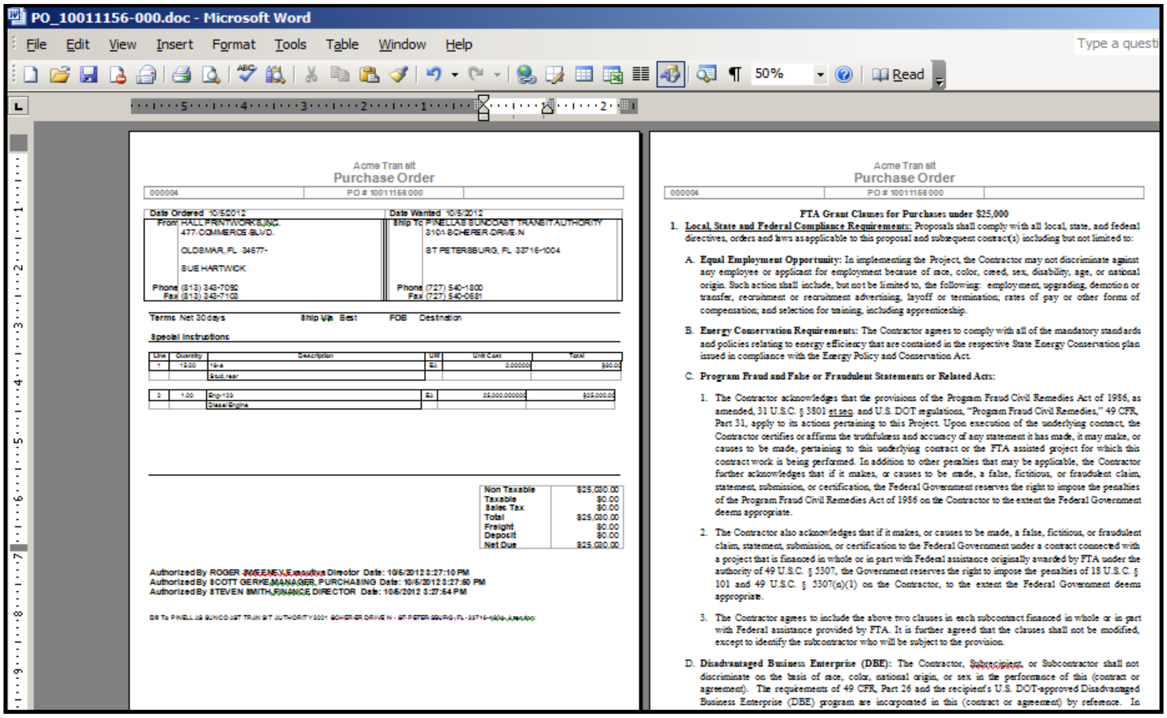
If you receive the following Active X error, click ***OK*** and then open the Microsoft Word program before the Export button is selected.



When the save process is complete the following message will appear. Do not click OK until you have accessed the Word document. Clicking ***OK*** will close the Word document.

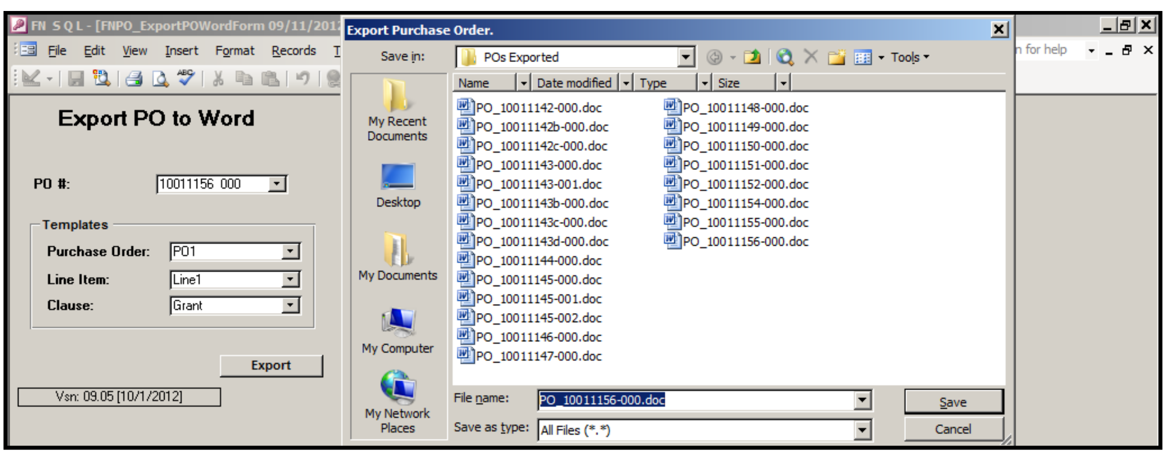


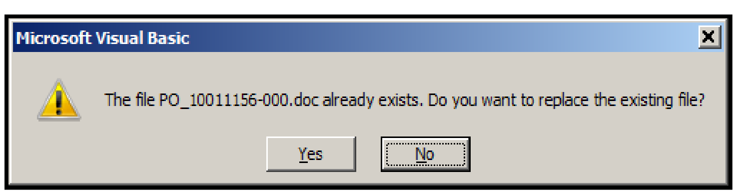
At this point, the new MS Word document is on the forefront screen or has been minimized on the task bar. ***Click the document to access it***.



Click ***Print*** within MS Word to print the entire Po along with any terms and conditions or any other document that was appended.

This entire process can be repeated in the case of a “change order” etc. but when prompted to “Save” the system will indicate that a file of that name already exists and ask whether to replace. Simply click Save and overwrite the existing file.

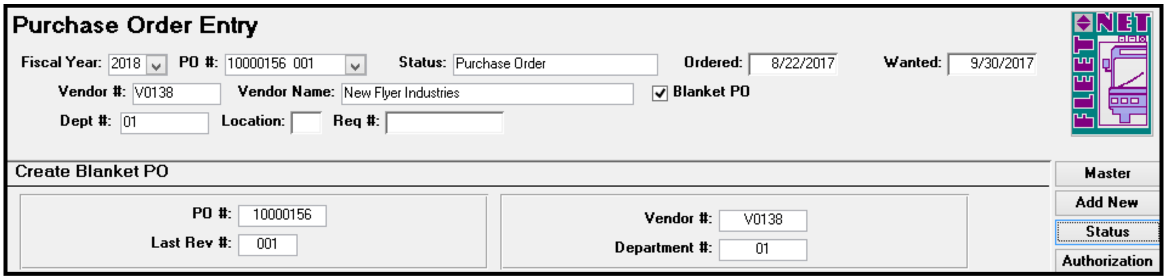




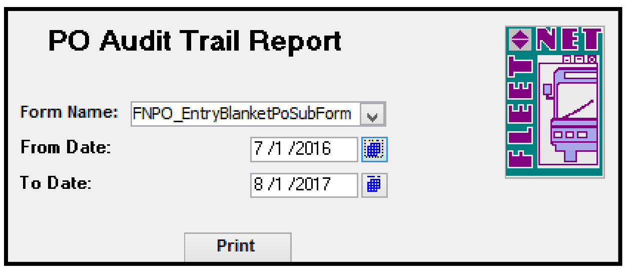
PO Audit Trail Report

This audit trail report will list all changes made via the Status button within Purchase Order Entry.

Changes made via the form below on the Status screen are tracked and can be viewed in the subsequent print screen. Clicking ***Status*** allows the user to create a blanket PO by checking the ***Blanket PO check box***.



Changes made to the Status section of a blanket PO such a Contract #, Start Date, Expiration Date, and Contract Amount will be tracked and can be viewed via the PO Audit Trail Report. The user making the change and the time and date the change took place are also tracked.



Field	Description
Form Name	From the drop-down option, pick the FNPO_EntryBlanketPOSubForm.
From Date	Enter the From Date for which changes to the Status fields were made. The date can be typed in or double clicked from the calendar. This date should not be confused with the Start Date or Expiration Date of the Status button. For example if a user revised the contract amount on Monday 11/12/2012 and you wish to see this change on the report then 11/12/2012 or and earlier date must be entered.
To Date	Enter the thru date for the changes.

Select ***Print*** to execute the report. The report is sorted in ascending order based on the date the changes were made. The User ID field indicates which specific user made the change. Notice the “Old Value” heading contains many instances of the word “(null)” *(Null indicates blank or empty.)*. This indicates the Blanket PO was newly created and there was no before or “old” value.

Rapid Transit

PO Data Audit Trail

Form Name: FNPO_EntryBlanketPoSubForm

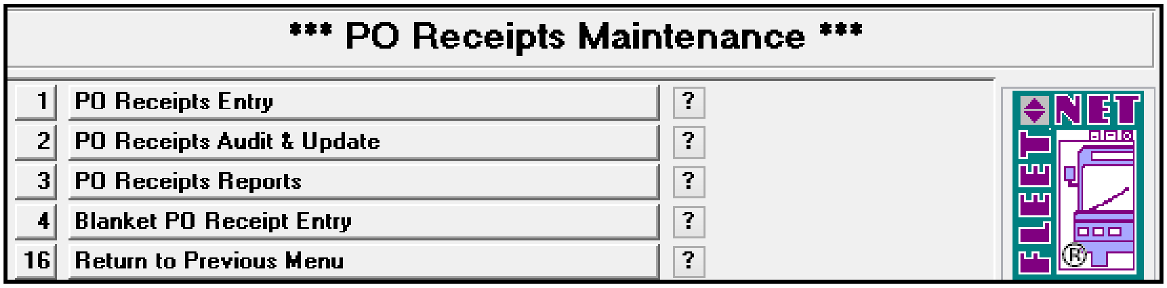
From Date: 7/1/2016

To Date: 8/1/2017

Date/Time	Table Name	Field Name	Reference #	Old Value	New Value	User Id
Monday 7/3/2017						
7/3/2017 1:49:45 PM	FNPO_RevisionTable	ContractAmount	10000156	(null)	25000	pdodd
7/3/2017 1:49:45 PM	FNPO_RevisionTable	ExpirationDate	10000156	(null)	12/31/2017	pdodd
7/3/2017 1:49:45 PM	FNPO_RevisionTable	StartDate	10000156	(null)	7/1/2017	pdodd
7/3/2017 1:49:45 PM	FNPO_RevisionTable	Type	10000156	0	-1	pdodd

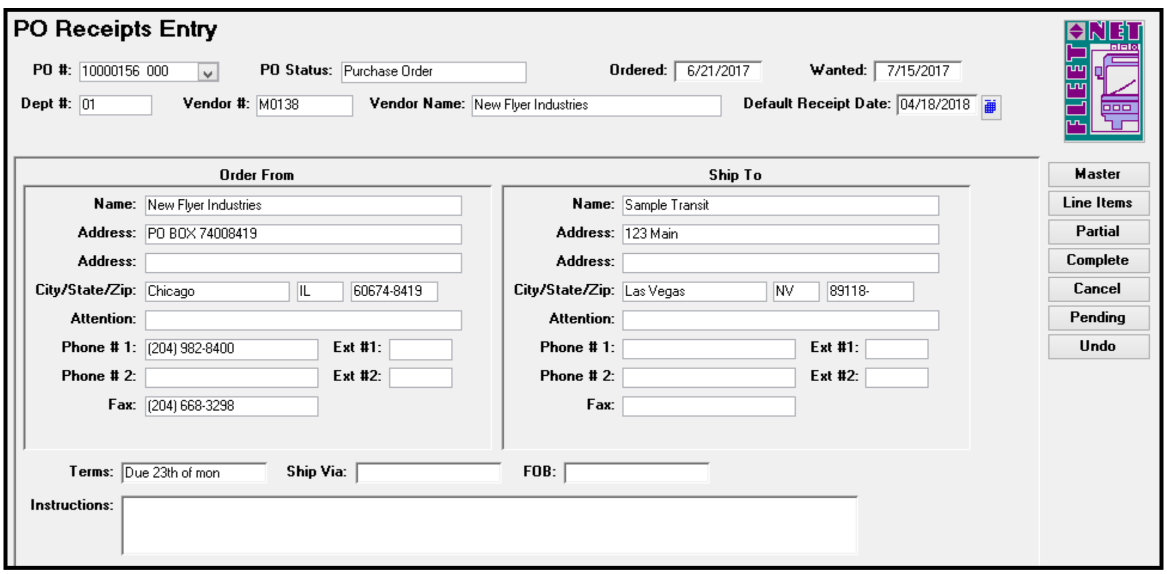
PO Receipts Maintenance

Purchase Order Receipts records items that are received, increases the on-hand quantities in inventory, decreases the 0n-order quantities. Also allows for batch receiving and updating.



PO Receipts Entry

Select or enter the PO Number to receive line items. Only PO's a status of Purchase Order status can be selected. Below is the master receipts form with a PO selected for receipt. Note that this looks similar to PO Entry in that it shows the same PO information fields and displays the Order from and Ship to addresses. The Default Receipt Date can be changed if necessary before receiving the line items. This date will auto populate in the receiving date of each line item.

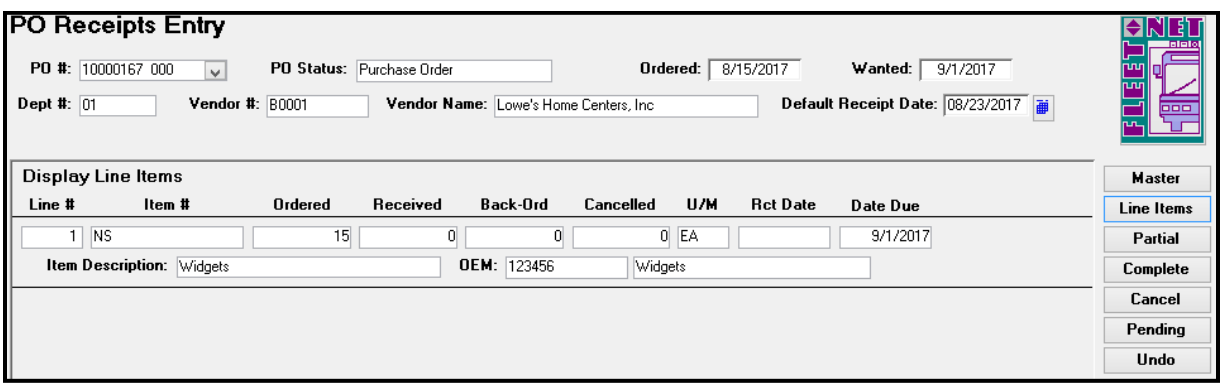


Button	Description
Master	Selecting this button will return you to the main form of the selected PO receipt.
Line Items	Select to show the line items for receiving. This is for viewing only and no changes can be made here. This form can be used to determine if a complete or partial receipt should be done.
Partial	Select to receive items on a PO when the order is not completely filled and items are back ordered. You will be prompted to make sure you want to do a partial receipt of the order. Simply click yes to open the form to receive items.
Complete	This will automatically receive everything on the selected PO and eliminates the need to enter receiving quantities for each line item. A message will display to confirm the complete receipt of this PO, select 'Yes' and this will confirm and receive everything on the PO.
Cancel	Select to cancel all line items on the selected PO. Select 'yes' and this will cancel and close this PO. Until this PO is updated, line items can still be viewed but no changes can be made to the PO from this point forward. If this PO is cancelled by mistake then click the 'Undo' button, explained below, to return the PO to its original receiving state and do a partial or complete receipt as needed.
Pending	The Pending button when clicked will show all receipts pending update. This does not show all PO's waiting to be received only those that have been partial or completely received will appear on the list.
UNDO	This button will Undo the receipt or cancel activity on the selected PO. Of course, once the PO receipt is updated you cannot undo the receipt.

Note: To update PO receipts select 'PO Receipts Audit and Update' from the receipts menu.

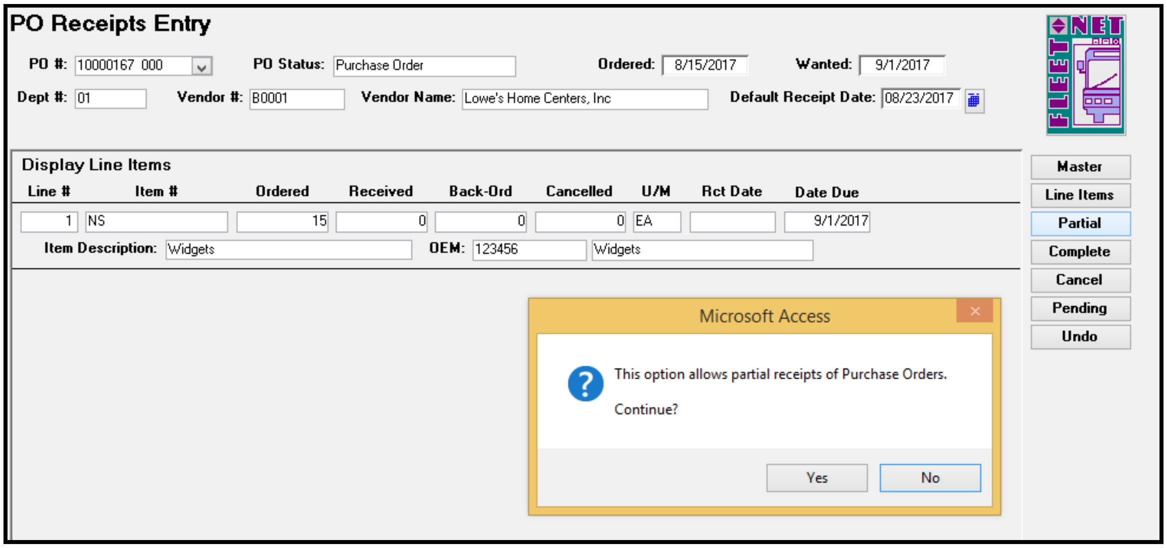
Line Items

This is a form view of all line items on the selected PO. This is for reviewing only and no entries can be made.

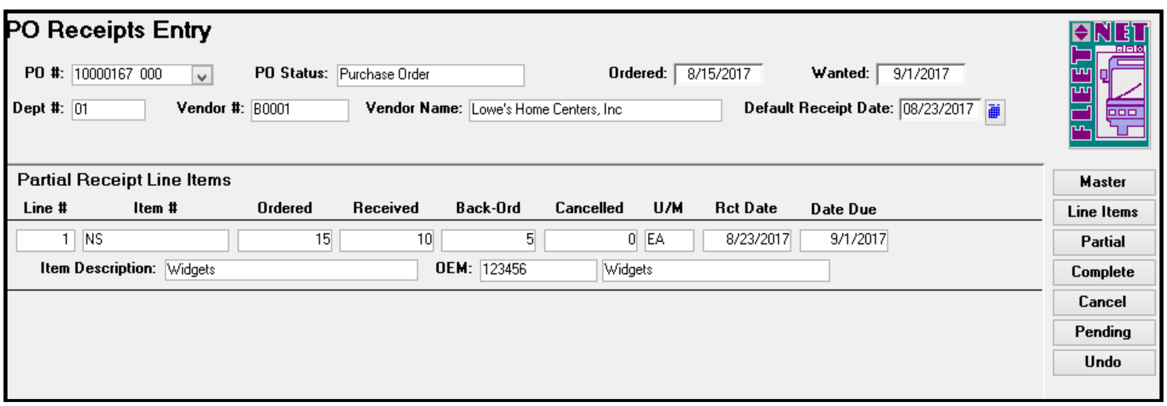


Partial

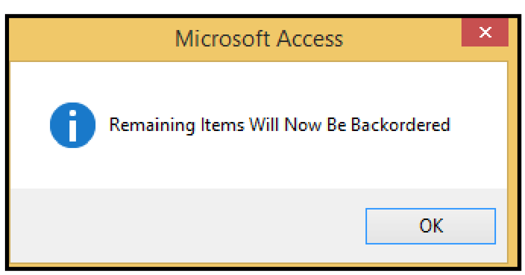
Notice that this form looks the same as the Line Items form except this form will allow Entry to receive items.



Enter the quantity received, tab or press Enter and the Back Order and Received date will automatically populate. For those items backordered, a new PO revision number will be generated. A receiving document should be printed for the backorder revision. If canceling an item, simply enter the quantity of the item you are canceling in the cancelled field and this will cancel out this item and Quantity will not be added to Quantity On Hand in inventory but Quantity on order will update accordingly.

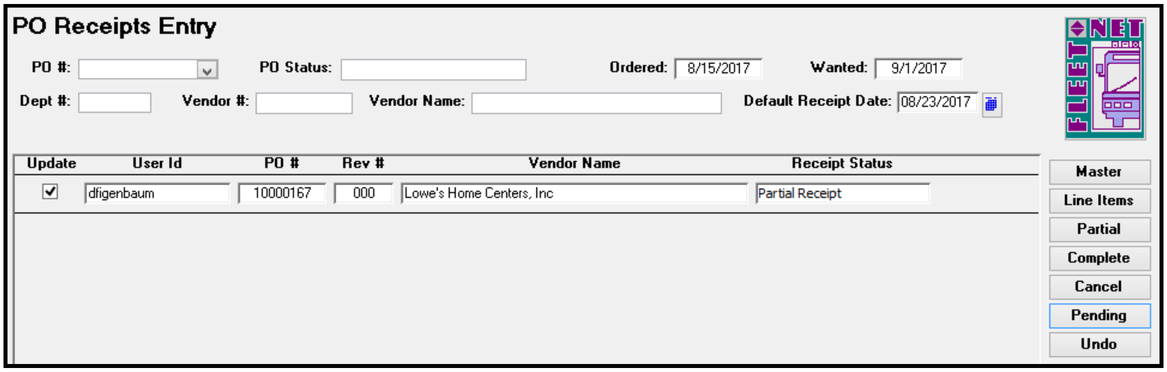


Simply click **"Ok'** to confirm the receiving process.



Pending

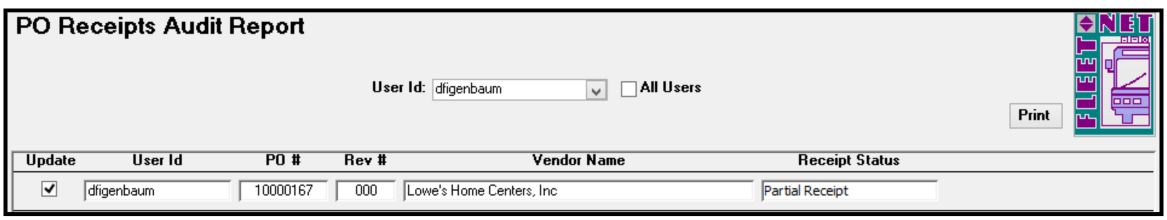
Pending displays a list of all receipts to be updated. To view a particular PO receipt double-click the PO #.



PO Receipts Audit & Update

In Receipts Audit and Update, verify that all receipt information is correct and then print and update. The update will update inventory Qty on hand and Qty on Order. In addition, once the PO's are updated then they are ready for the next step, which is invoicing. Until the Receipts update is complete, the PO's will not appear in invoicing.

To begin, either select you're receiving User Id from the drop-down to only update those receipts you have completed. If all receipts are to be updated then click the all users check box and all POs that have been partially or completely received will appear in the list showing the user Id of the receiver and status. The Update check box will be check, which will indicate this PO will be updated. If a PO should not be updated at this time then simply uncheck the Update box and it will not update with the rest of PO's and no changes will be made to inventory nor will it be available for invoicing.



If there is a question on a specific PO, then double click the PO Number to open the Master form in PO Receipt Entry. You are now at Receipt Entry again and able to view and perform all the functions of receipt entry. Remember if changes are to be made to that selected PO then you must click the **'*Undo'*** button then changes can be made to that PO. To get back to PO Receipts Audit Report, return to the receipts menu.

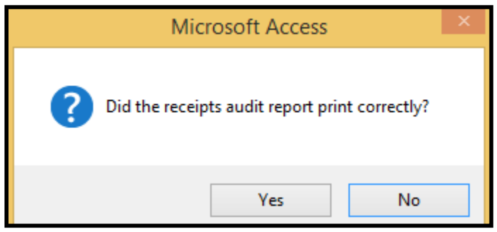
To print the audit report and update receipts:
Select the ***'Print'*** button to start the update process. The following report will display and can be printed using file print if needed.

Rapid Transit
Purchase Order Receipt Audit

PO #	Vendor	Dept	Line	Item # / Description	U/M	Date Received	Qty Ordered	Qty Received	Qty Back Ordered	Qty Cancelled
10000167-000	B0001	01		Lowe's Home Centers, Inc						
			1	NS	EA	8/23/2017	15	10	5	0
				Widgets						

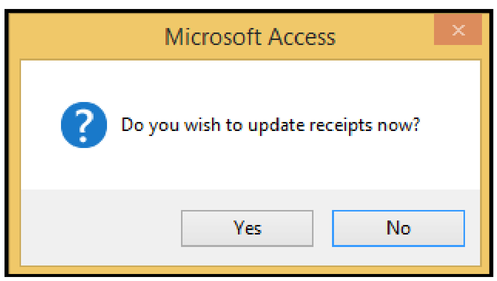
1 Purchase Orders   1 Line Items

Once you review and print the report simply close the printed report and the following message will appear to confirm the report printed correctly.

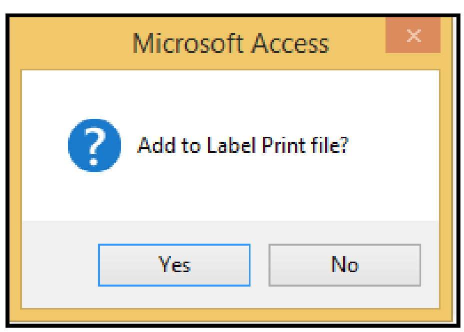


If not then select ***'NO"*** and make any required corrections in PO Receipts Entry. No update is done at this time. This is useful if you want to see a report of what is pending update, but do not want to actually update it at this time.

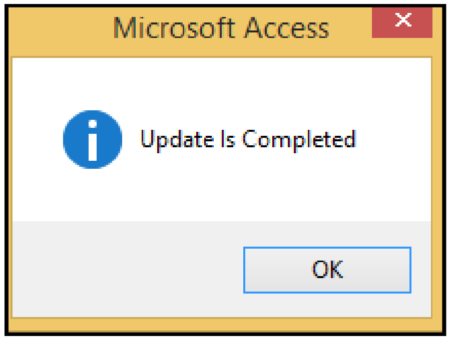
If '***YES***" is selected, the following confirmation box will display to confirm if you want to update the receipt information.



By selecting ***'YES'*** you will be prompted one more time with the following message. The Labels are the bar code labels that will go on the received items before going on the shelf. These are printed from the Inventory Module in Label Printing. This prompt will simply add the items form your PO's to the Label Print list in Inventory.

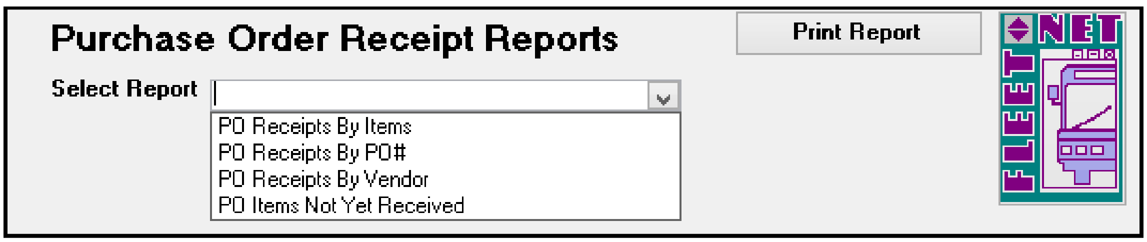


The next dialog box will inform you that your update is complete, and inventory Qty on hand and Qty on order is updated, and the POs are now available for invoicing.



PO Receipt Reports

The following Reports are available for view or printing as needed. Remember to print a hard copy of a report simply use the file drop-down and print options available to you. Simply select the report you wish to view and click the ***'Print Report'*** button.



The following are samples of the available reports.

PO Receipts by Items

Rapid Transit

PO Receipts To Be Invoiced - Sorted By Item #

Item #	Description	PO #	Rev#	Line #	Qty Rec'd	Date Rec'd
100	Engine	G0000008	005	2	1	12/18/2013
100	Engine	G0000010	000	1	1	12/18/2013
102	Pedal, Asm Electronic Throttle	G0000010	000	2	4	12/18/2013

PO Receipts by PO

Rapid Transit

PO Receipts To be Invoiced - Sorted By PO #

PO #	Rev #	Line	Pay To Vendor	Item #	Description	Qty Received	Date Received
10000167	000	1	B0001	NS	Widgets	10	8/23/2017
10000168	000	1	B0007	NS	a/c	1	8/16/2017
10000170	000	1	B0007	NS	radiator	1	8/16/2017

Rapid Transit
PO Receipts To be Invoiced - Sorted By Vendor

Pay To Vendor	PO #	Rev#	Line	Item #	Description	Qty Received	Date Received
A0010	G0000008	001	1	NS	Test	1	12/18/2013
A0010	G0000008	005	2	100	Engine	1	12/18/2013
A0010	G0000009	004	1	103	Bolt	1	10/14/2014

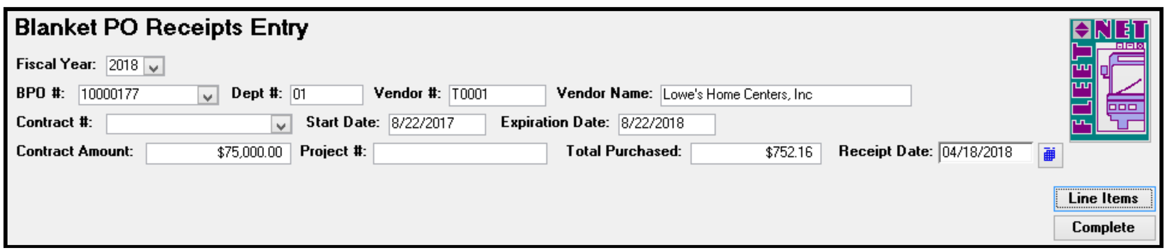
PO items Not Yet Received

Rapid Transit
PO Items Not Yet Received

PO #	Rev #	Line	Item #	Description	Qty Due	Due Date	Pay To Vendor
10000167	001	1	NS	Widgets	5	9/1/2017	B0001
10000169	000	1	NS	Widgets	15	9/1/2017	B0001
10000171	000	1	NS	NS	50	10/1/2017	B0007

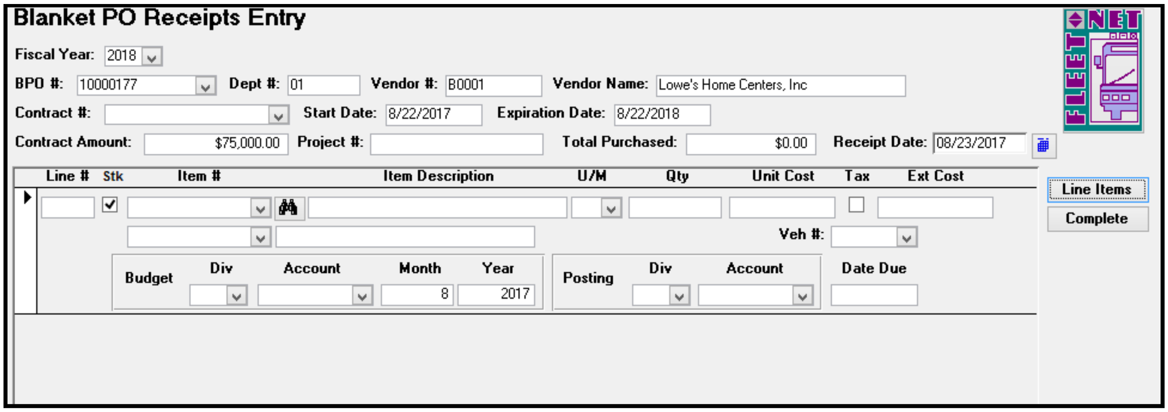
Blanket PO Receipts Entry

This option is dual function in that it allows the user to create a new Blanket PO revision number with line items and then receive them at the same time. Since blanket PO's have already been authorized / approved for the total dollar limit of the contract amount this feature will create new revisions bypassing the authorization process found within the Purchase Order Entry option.

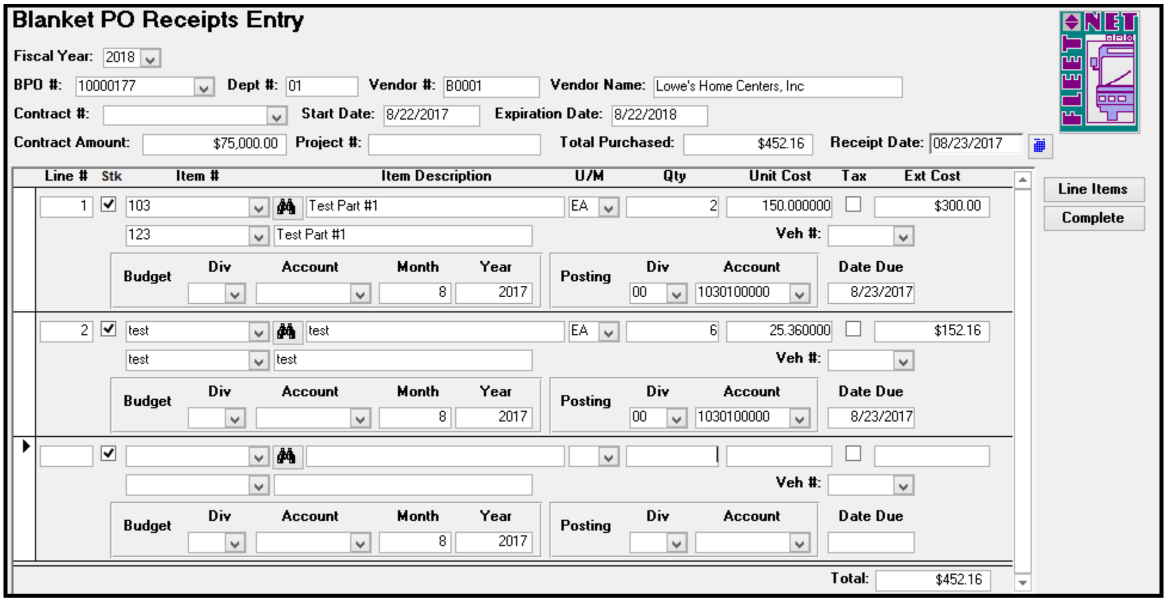


Field	Description
Fiscal Year	Select the Fiscal Year from the drop-down list for which this PO is being created.
BPO #	The drop-down option will list only Blanket PO's and in descending order. Select PO from the list. The remaining fields will automatically populate.
Receipt Date	Upon entering the form, the Receipt Date field will automatically populate with the current date. If items were truly received on this date, no change is needed. Otherwise, click the calendar and select the correct receipts date.

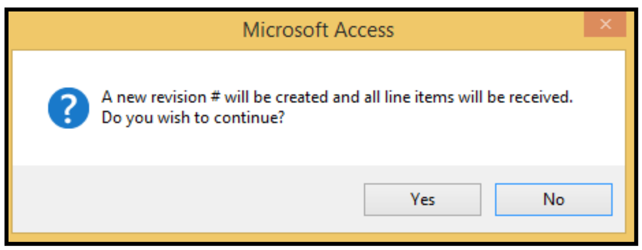
Select ***Line Items*** to begin entering the stock or non-stock items received. The following form displays. The process for creating a new line # is the same as in Purchase Order Entry.



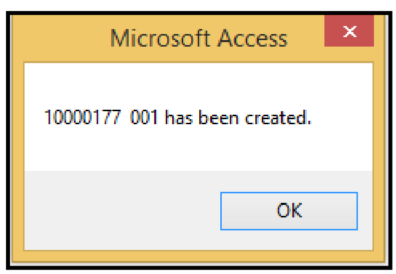
FIELD	DESCRIPTION
Line #	Do not enter the line #. The system will generate it automatically and in sequential order, once an item has been entered.
Stocked	If item being ordered is an inventory item then this field should be checked (this is the default). If the item being purchased is non-stocked, uncheck this box, NS will populate the Item# field.
Item #	Utilizing the drop-down listing, select the inventory item to be ordered.
Item Description	This field is system-generated from the Item # that is entered unless it's non-stocked, then enter a description if the Stocked check flag is unchecked.
U/M	This will be the unit of measure for the item selected. If selecting an inventory item, this field will populate if, ordering a non-stock item the unit of measure must be entered.
QTY	Enter the quantity to be ordered for the selected item.
Unit Cost	If an inventory item is selected with previous pricing, the unit cost will be system-generated. If the item being purchased has never been purchased before or is a non-stocked item, a unit price must be entered.
Ext Cost	Calculated based on the Unit Cost and Quantity
Tax	Click in the checkbox if the item being purchased is a taxable item, leave blank if not.
Project #	If the purchase of this item is related to a Project, click on the drop-down list, and select the appropriate Project #.
Veh #	Select from the drop-down list vehicle # if the purchase of this item is related to a specific vehicle.
Budget	
Div - Account	Using the drop-down listing, select the Budget Division and Account number, that should be debited for this item's purchase. Fields are not required and should not be confused with the posting GL account number.
Month – Year	The current Budget Month and Year will be system generated. It defaults to the current calendar Month/Year not Fiscal year period. This can be changed to post encumbrance to the month/year required.
Posting	
Div – Account	Using the drop-down listing, select the Posting Division and Account number to incur the cost of the item being ordered. This field defaults to the account # setup in product class for Inventory items.
Date Due	Enter what the due date was or leave blank.
Total	Auto populates with the grand total of all of the line item Ext Costs.



Select ***Complete*** to receive and create the new PO revision.

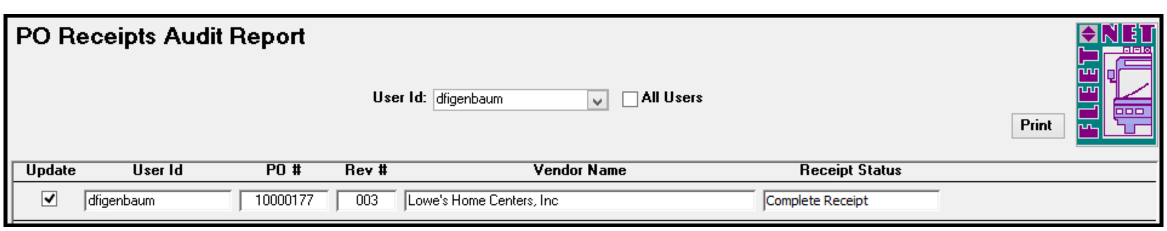


If successful, the process will complete. Click ***OK.***



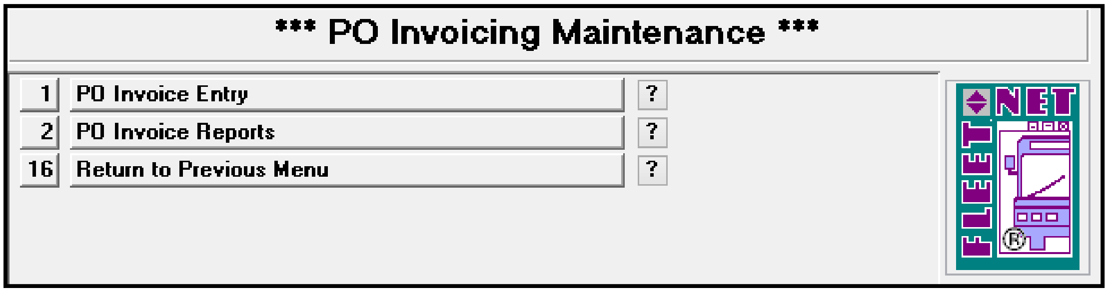
The prompt will indicate which new revision number was generated for the blanket PO. Click OK.

The new revision can now be accessed via the PO Receipts Audit & Update form in order to complete the receiving cycle. Process the receiving cycle as normal for these items and once received they can be accessed via the PO Invoice Entry form.



PO Invoicing Maintenance

The purpose of Invoice Maintenance is to track and maintain all invoices corresponding to purchase orders. Invoices created here do not have to be manually entered in AP. When PO invoice is updated, it becomes available in AP for payment. The PO invoice Maintenance Menu has two items.



PO Invoice Entry

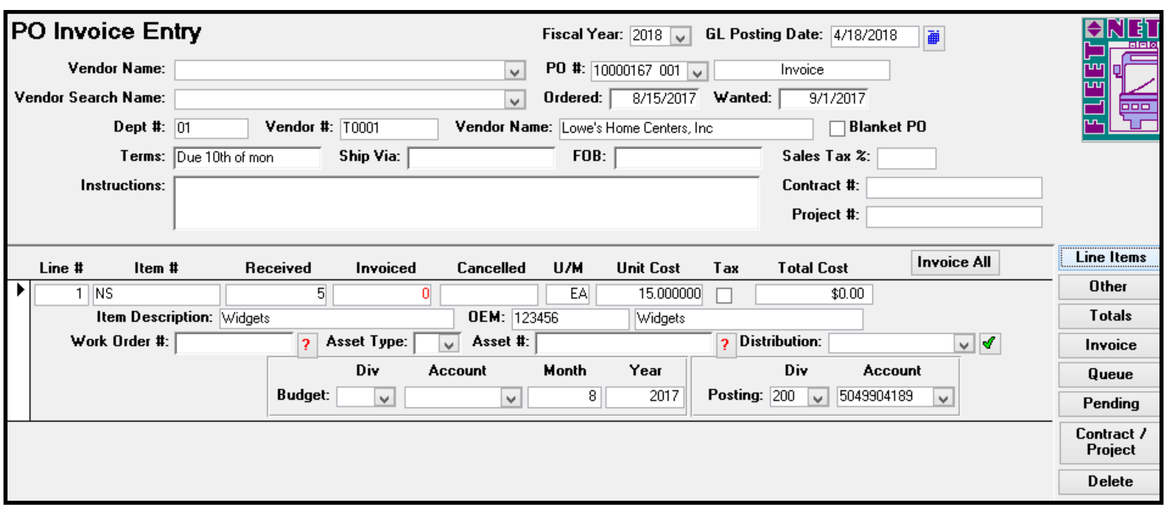
After items are received and updated to inventory, the PO is ready for invoicing. It is a good practice to compare the vendors invoice to your receiving documents to make sure they match for items and quantities received. PO Invoice Entry will also create an Audit trail between the purchase order and the invoice. Below is the sample form for Invoice Entry.

To enter the invoice information for audit and payment first select the Fiscal Year from the drop-down. Enter the PO # or the vendor name or search name to view all PO's for that vendor in the drop-down list. Then select the PO from the PO # drop-down or Vendor Name or Search Name and the detail will auto populate in the remaining fields of the PO Invoice Entry form.

Button	Description
Line Item	Will show all the line items on this PO to be invoiced. Enter the Quantity to be invoiced and tab over for the costs to calculate and populate the fields. Unit cost and tax checkbox may be modified.
Other Charges	Select if other charges apply to this PO not already applied to the order. Remember Taxes and Freight are calculated separate from this area and need not be entered here.
Totals	This button shows the totals for this Invoice. Freight and tax can be added here. Sample form is below.
Invoice	Click this button to assign an invoice number and enter any discounts that may apply. It is important to note that if payment is required on this PO then the Pay check box must be checked. This will usually default with a check automatically for you. If no Discounts are to be applied then do not enter a discount date or amount.
Queue	Once all invoice amounts are entered and calculated, add this invoice to the update Queue. Click this button to add to the invoice update queue.
Pending	Select this button to view by user or view all pending invoice's waiting to be updated. Updating is done via ***Print*** were invoice reports are printed before the update takes effect.
Contract/Project	Assign the Purchase Order to a Contract or Project. When the invoice is updated, the expenditures will be updated and when the payment is completed, the payments will be updated to Contracts and Projects. See instructions below
Delete	This button is to delete a specific PO Invoice. A PO must be selected before it can be deleted. This will close the PO and no invoice or payment will be made. However, keep in mind that inventory has already been updated via PO receipts and no changes will be made to inventory when an invoice is cancelled.

Line Items

Line items allows for entry of quantities to be invoiced. Notice that the invoice field entry is in RED. This helps in quick identification of which field to make the entry. Tab through so that the unit cost will automatically update the Total Cost field. The item description and OEM information are automatically populated.



If there are Taxes applied to this order, but the TAX check box is not checked then check it at this time. Also, make sure a posting division and account are selected and correct for accurate GL updating

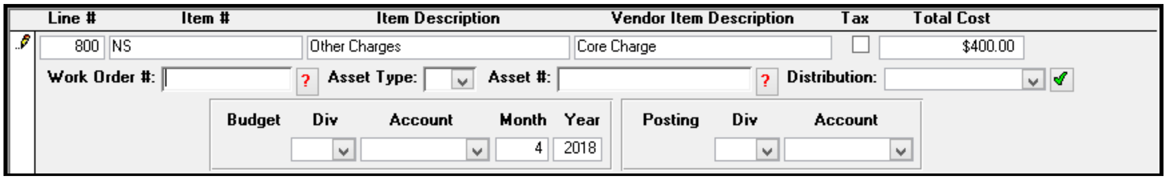
FIELD	DESCRIPTION
Line #	This field is system generated as the line # in sequential order.
Item #	Will automatically populate the Item # from PO Receipts.
Item Description	This field is system-generated from the Item # that is entered unless it's non-stocked, then enter a description if the Stocked check flag is unchecked.
Received	Automatically populates with the received Qty from PO Receipts.
Invoiced	Enter the quantity to be invoiced. This entry will show in RED.
Cancelled	Enter a quantity to cancel and not to be invoiced. This could be necessary if the part is received at no charge or is being returned.
U/M	This will be the unit of measure for the item selected. If selecting an inventory item, this field will populate if, ordering a non-stock item the unit of measure must be entered.
Unit Cost	If an inventory item is selected with previous pricing, the unit cost will be system-generated. If the item being purchased has never been purchased before or is a non-stocked item, a unit price must be entered.
Tax	Click in the checkbox if the item being purchased is a taxable item, leave blank if not. This may already be checked if it was entered at PO Entry. Since it is not necessary to add the tax at PO Entry, PO Invoice gives you the opportunity to add for payment.
Total Cost	Based on the Unit Cost and Quantity Fleet-Net will calculate the Extended Cost.
Asset #	Select a vehicle from the drop-down list if the purchase of this item is related to a specific vehicle.
Distribution	Distribution Code is an option to allow you to further defining the expense.
Budget	
Div - Account	Using the drop-down listing, select the Division and Account number that should be debited for this item's purchase.
Month – Year	The current Budget Month and Year will be system generated. It defaults to the current calendar Month/Year not Fiscal year period. This can be changed to post encumbrance to the month/year required.
Posting	
Div – Account	Using the drop-down listing, select the Posting Division and Account number to incur the cost of the item being ordered

If a budget is being used then make sure those fields are populated as required.

Remember to make sure that the proper Posting Division and Account are selected before updating.

Other

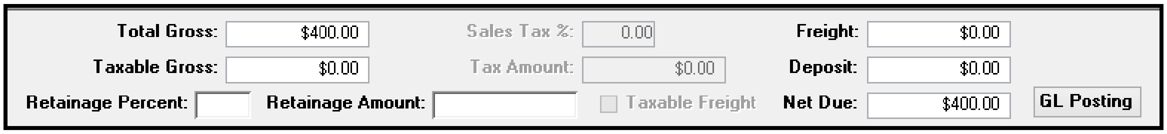
Allows for entry of other items not already on the PO invoice. Examples are Core Charges, Hazmat fees the top of the form will have information pertaining to the selected PO.



FIELD	DESCRIPTION
Line #	This field is system generated as 800 numbers
Item #	Enter NS for non-stock
Item Description	OTHER CHARGES is automatically populated
Vendor Item Description	Enter the Vendor Item Description.
Tax	Click in the checkbox if the item being purchased is a taxable item, leave blank if not.
Total Cost	Enter the total cost of this item.
Work Order #	Enter the Work Order # or select the red question mark to enter your information and click update.
Budget	
Div - Account	Using the drop-down listing, select the Budget Division and Account number, which should be debited for this item’s purchase.
Month – Year	The current Budget Month and Year will be system generated. It defaults to the current calendar Month/Year not Fiscal year period. This can be changed to post encumbrance to the month/year required.
Posting	
Div – Account	Using the drop-down listing, select the Posting Division and Account number to incur the cost of the item being ordered

Totals

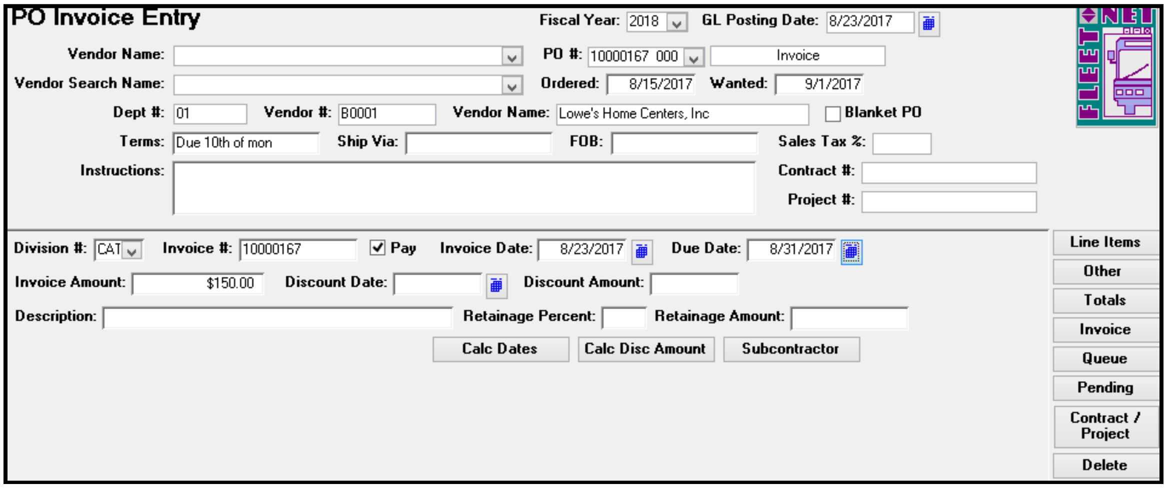
The Totals are populated if the amounts were entered in PO Entry or Requisitions.
These amounts can be modified or added in PO Invoice Entry.
Total Gross, Taxable Gross, and Net Due are automatically calculated from line item entries.



If the Tax flag was checked then either the tax % or flat tax amount must be entered. If the tax fields were grayed out then no tax can be entered which means that the Tax check box is not checked on the line items form. If tax is required on this PO, then go back to the line items and/or other items forms and check the tax check box as required. Then come back to totals and enter the tax percentage or flat dollar amount as required. When entering tax a valid Posting Division and Account must be selected.

FIELD	DESCRIPTION
Sales Tax %	If the line item is flagged as Tax, the percent setup in the vendor's master form will populate. The percent can also be entered or changed in this field. If the Tax flag is not checked on line items, this field is grayed out and no entry allowed.
Tax Amount	The amount will be calculated based on the Tax Percent entered.
Freight	Enter the Freight amount
Deposit	If a deposit was made at the time of the order then that can be entered and deducted from the total at this time.
Retainage Percent	Enter a percentage of the Invoice as retainage. The format 10.00 = 10 percent. Or enter a fixed dollar amount for retainage. When this invoice is selected for payment, the retainage amount will be deducted from the total invoice amount to be paid at a later date.
Retainage Amount	
Taxable Freight	Check this box if the Freight amount entered is taxable. The tax will calculate based on the Sales Tax percent.
Budget	
Div - Account	Using the drop-down listing, select the Budget Division and Account number, which should be debited for this item's purchase.
Month – Year	The current Budget Month and Year will be system generated. It defaults to the current calendar Month/Year not Fiscal year period. This can be changed to post encumbrance to the month/year required.
Posting	
Div – Account	Using the drop-down listing, select the Posting Division and Account number to incur the cost of the item being ordered

Invoice



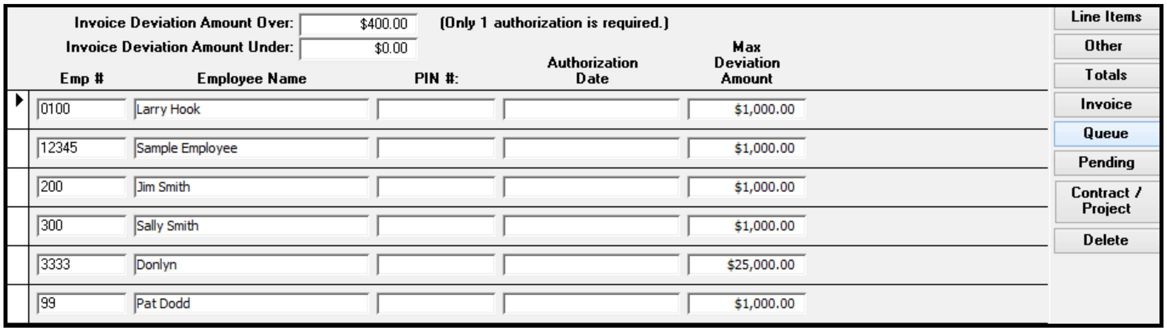
Field	Description
Division #	Enter the AP posting Division. This is setup in GL at Auto Post setup.
Invoice #	Enter the Invoice # from the vendor's invoice.
Pay	This check flag will default already checked to make this available for payment in AP.
Invoice Date	Select the invoice date.
Due Date	Due date can be manually entered or you can allow the system to generate the Due Date for you by selecting ***Calc Date*** on the form and it will enter a date based on information in the Vendor master file.
Invoice Amount	The invoice amount will Automatically Populate. Confirm it is correct before sending it to the Queue for update.
Discount Date	If this vendor provides discounts based on payment date then this will populate when ***Calc Dates*** is selected. This comes from the Payment Disc Days in the Vendor Master in AP.
Discount Amount	Enter a discount amount manually or select ***Calc Disc Amount*** which will automatically enter the discount amount based Purchase Disc % entered in the Vendor master file in AP.
Description	Is automatically populated from the Type of Goods in the Vendor Master file in AP.
Retainage Percent	Enter a percentage of the invoice as retainage. The format 10.00 = 10 percent. Another option is to enter a fixed dollar amount for retainage. When this invoice is selected for payment, the retainage amount will be deducted from the total invoice amount to be paid later.
Retainage Amount	

Select ***Calc Dates*** to calculate the due date based on the invoice date.

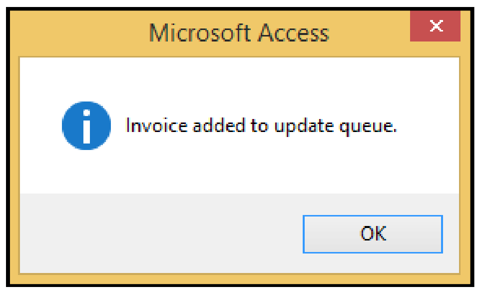
If there is a Discount Amount to be calculated based on the date, select ***Calc Disc Amount*** to calculate the discount amount only if a discount is to be applied to this PO invoice.

Once all information is entered on the form, select ***Queue*** to add the PO to the invoice update queue.

***NOTE**: If the Invoice amount is different from the original authorized PO, then additional authorization maybe required. This is known as the Deviation amount. The invoice will not update if this occurs and additional authorizations are not made. Only those employees authorized will be listed to authorize the additional amounts. Simply enter the required PIN # and the Authorization Date will auto populate when enter is pressed.*



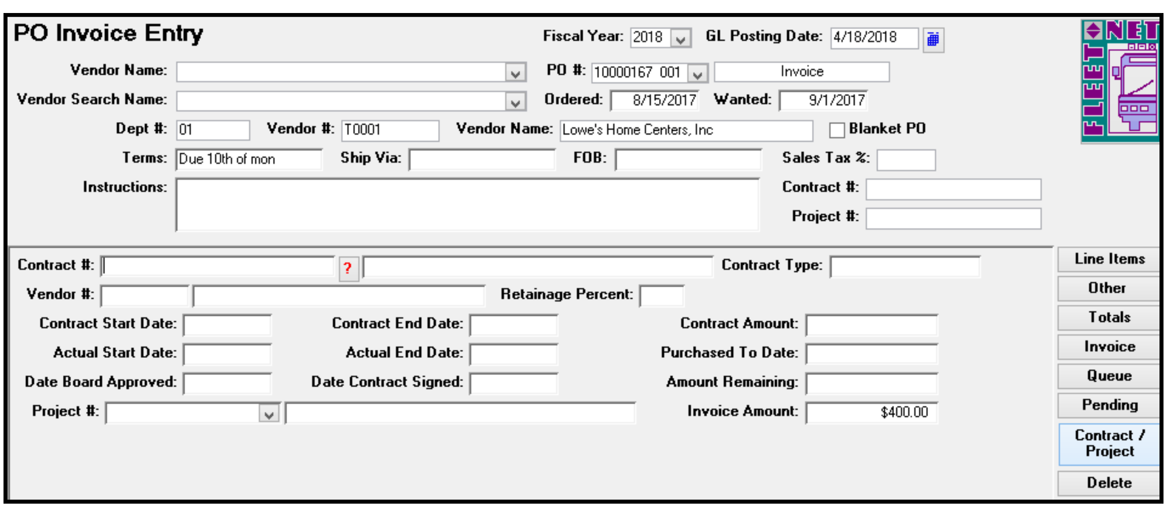
Once a PIN # is entered to authorize the deviation then select ***Add to Updated Queue*** to add to the Invoice update queue. If there is no deviation, click this button to add the invoice to the invoice update queue. Below is the response.



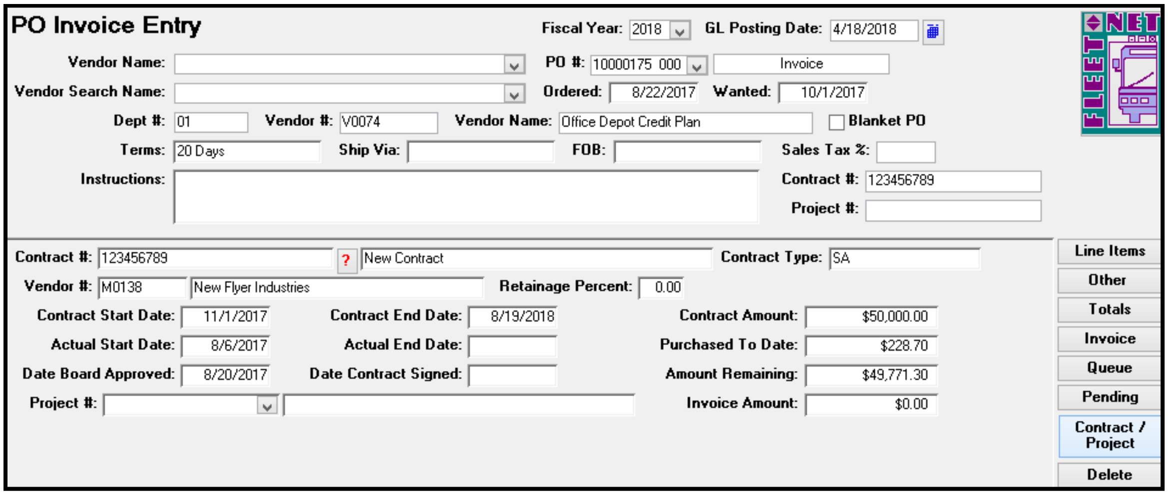
Note: Each time an invoice is modified it must be queued again to be in the pending list.

Contract/Project

The Purchase Order Invoice can to assign to a Contract and/or Project to allow tracking of expenditures associated with the Contracts and Projects.
If the Contract and Project were entered in PO Entry in error, this can be modified or deleted in Invoice Entry.



Select ***Contract/Project.*** Enter the Contract # or use the red question mark to search by Contract #, Description or Vendor Name. The Vendor must match the Vendor on the Purchase Order

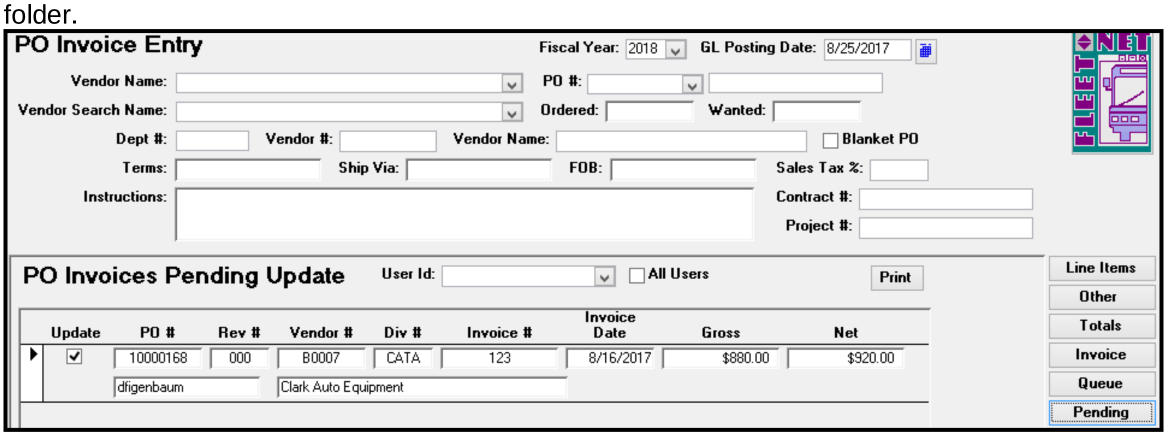


Once a Contract # is selected only the project associated with the contract will be available in the Project # drop-down list.
A Project can be selected or entered without a Contract. Select the Project for the expenditures. The Funding information for the Project will display. Enter the Purchase Order amount for each of the funding line items.
When the Grant line item was entered in Grant Management, it was optional to enter GL distribution. If GL distribution was entered, the funding line items will use those accounts for GL entries.

Pending

Select an individual User Id from the drop-down to update just those invoices you have completed or if all invoices are to be updated then click the 'All users' checkbox and all PO invoices that are ready for update will appear in the list. The default is All Users. If a PO should not be updated at this time, simply uncheck the Update box and it will not update with the rest of PO's and no changes will be made.

Once all PO's are ready to update select ***Print*** to start the update process. The following reports will show and hard copies may be printed via your file print options or they made saved to a folder.



Once all PO's are ready to update select ***Print*** to start the update process. The following reports will show and hard copies may be printed via your file print options or they made saved to a folder.

Rapid Transit
Purchase Order Invoice Audit

Fiscal Year: 2018 Posting Date: 8/25/2017 9:2

Vendor #	Vendor Name	Div	Invoice #	PO #	H/P	Invoiced	Due Date	Disc Date	Disc Amount
V0074	Office Depot Credit Plan	CATA	12345	10000174-000	P	8/25/2017	9/14/2017		

Description: Project #: Retainage Percent: 0.00 Retainage Amount:
Contract #: 123456789

Line #	Item # / Description	Received	Qty Rcvd	Qty Invoiced	Qty Cancelled	Unit Cost	Ext Cost
1	NS OFFICE SUPPLIES	8/22/2017	20.00	20.00	0	0.990000	$19.80
2	NS OFFICE SUPPLIES	8/22/2017	2.00	2.00	0	9.990000	$19.98
3	NS OFFICE SUPPLIES	8/22/2017	3.00	3.00	0	45.000000	$135.00
4	NS OFFICE SUPPLIES	8/22/2017	0.00	0.00	0	36.990000	$0.00
5	NS OFFICE SUPPLIES	8/22/2017	2.00	2.00	0	5.990000	$11.98
6	NS OFFICE SUPPLIES	8/22/2017	4.00	4.00	0	5.990000	$23.96
7	NS OFFICE SUPPLIES	8/22/2017	2.00	2.00	0	8.990000	$17.98

Div #	GL Account #	Distribution Code	Title	Debit	Credit
100	5049901193	*None*	CC - Office Supplies	$228.70	
				$228.70	$0.00

Non Taxable	$228.70
Taxable	$0.00
Total	$228.70
Net Due	$228.70

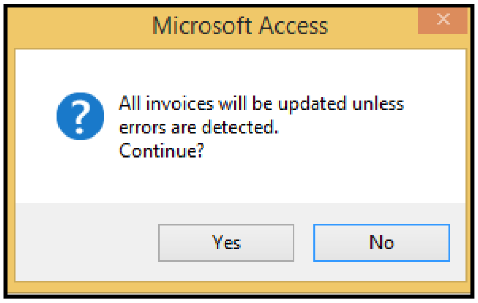
Total PO's 1 Report Total: $228.70

Rapid Transit
Purchase Order Invoice Audit - GL Recap

Fiscal Year: 2018 Posting Date: 8/25/2017 9:2

Div #	GL Acct #	PO #	Rev #	Vendor	Project #	Debit	Credit
100	5049901193	CC - Office Supplies					
		10000174	000	Office Depot Credit Plan		$228.70	
100	5049901193	CC - Office Supplies				$228.70	$0.00
					Balance:	$228.70	
100	Divison Totals:					$228.70	$0.00
					Balance:	$228.70	
					Report Totals:	$228.70	$0.00
					Balance:	$228.70	

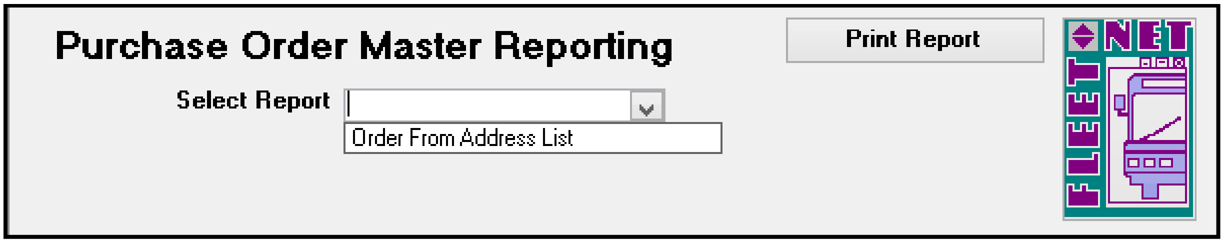
Once each report is reviewed and hard copies printed as needed, close each one to show the next report. Once all reports are done, the following dialog box will appear.



Click ***'YES'*** to update the invoices and make them available for payment in Accounts Payable.

PO Master Reporting

Contains a report called the Order from Address List, which shows the Vendors with their purchasing addresses that have been entered. Below is the selection form and a sample report. Select the report and click ***Print Report***.



Fleet-Net Corporation

Vendor Order From Address Listing

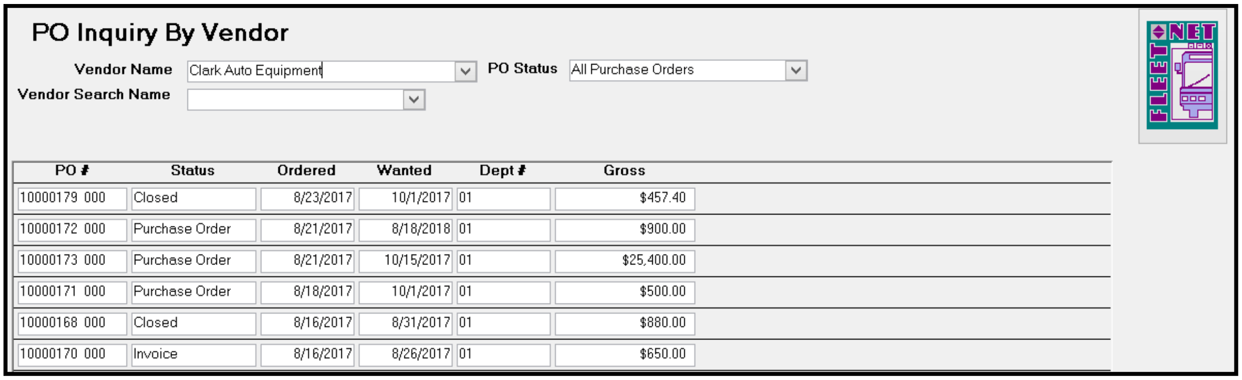
Vendor #	Order From	Address 1	Address 2	City	State	Zip Code
00000002						
PT0520	American Auto Parts Co.	12365 American Way		Henderson	NV	89110-
CD1800	Coin Drop Co.	5568 So. Industrial Ave.		Detroit	MI	07225-5556
TR100	Discount Tires	8956 E. Charleston Ave.		Las Vegas	NV	89116-
FL1001	Fast Fuel Co.	17899 N. Lamb Ave.		North Las Vegas	NV	89201-
LU1001	Lumins Wholesale Lube Co.	87989 N Nellis Rd.		Las Vegas	NV	89145-
MOT001	Motor America Co.	5568 So. Central Ave.		Riverside	CA	90063-
PT0599	NAPA Auto Parts	5565 E. Sahara Ave.		Las Vegas	NV	89114-
OR12P	Orion Parts Department	12856 N. Lucus Dr.		Detroit	MI	09635-
XYZ123	XYZ Suspension Co.			AKRON	OH	12345-6987

PO Inquiries

Purchase Order Inquiries allows the user to look up information. Inquiries do not allow any changes, additions, or deletions of the information displayed.

PO Inquiry by Vendor

PO Inquiry by Vendor produces a quick reference to look up PO information by Vendors. User can use the PO Status drop-down to look for a type of PO (Open, Received, Closed, etc.) or All to see all PPO's for the chosen vendor.


PO Inquiry By Vendor

Vendor Name: Clark Auto Equipment | PO Status: All Purchase Orders

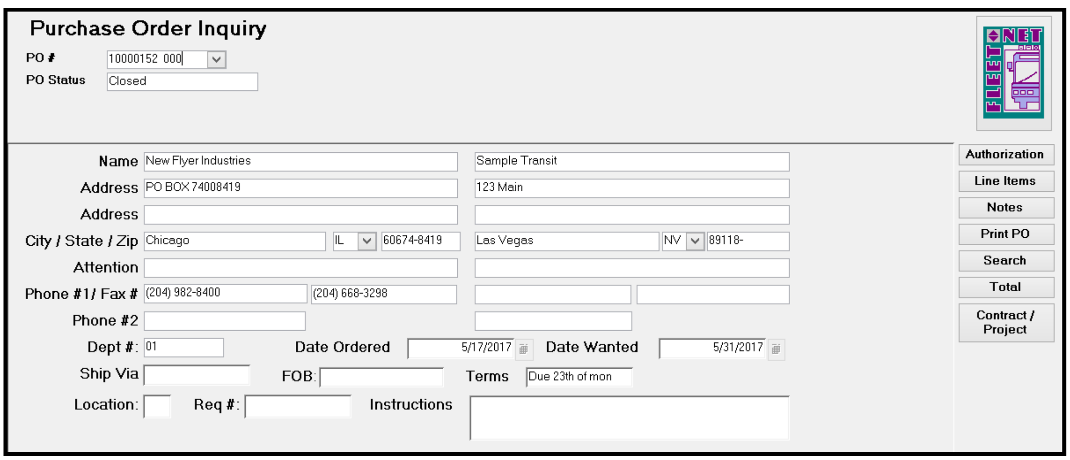
Vendor Search Name:

PO #	Status	Ordered	Wanted	Dept #	Gross
10000179 000	Closed	8/23/2017	10/1/2017	01	$457.40
10000172 000	Purchase Order	8/21/2017	8/18/2018	01	$900.00
10000173 000	Purchase Order	8/21/2017	10/15/2017	01	$25,400.00
10000171 000	Purchase Order	8/18/2017	10/1/2017	01	$500.00
10000168 000	Closed	8/16/2017	8/31/2017	01	$880.00
10000170 000	Invoice	8/16/2017	8/26/2017	01	$650.00

Double Click the PO # to view the Authorizations, Line Items, Notes, and Totals. The PO can only be printed from this form when it is Purchase Order Status.

PO Inquiry by PO#

PO Inquiry By PO# allows the user to look up specific PO's and see the detail of items ordered, view authorizations, view totals etc.


Purchase Order Inquiry

PO #: 10000152 000

PO Status: Closed

Name: New Flyer Industries | Sample Transit

Address: PO BOX 74008419 | 123 Main

Address:

City / State / Zip: Chicago IL 60674-8419 | Las Vegas NV 89118-

Attention:

Phone #1 / Fax #: (204) 982-8400 (204) 668-3298

Phone #2:

Dept #: 01 Date Ordered: 5/17/2017 Date Wanted: 5/31/2017

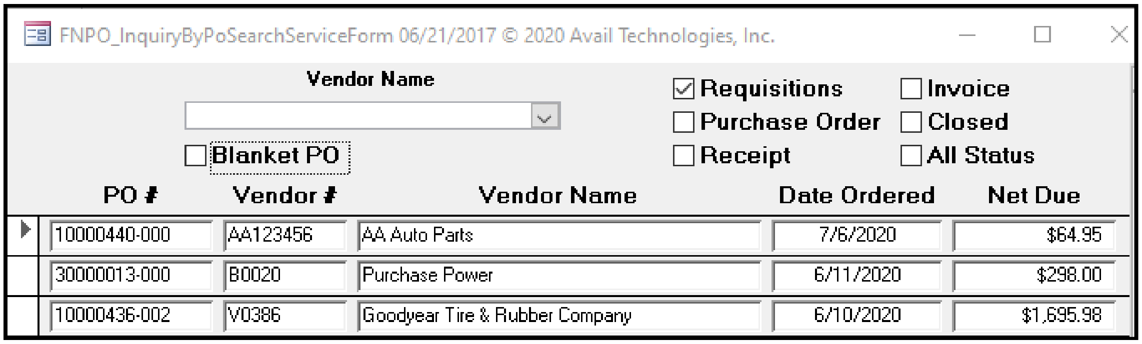
Ship Via: FOB: Terms: Due 23th of mon

Location: Req #: Instructions:

Authorization | Line Items | Notes | Print PO | Search | Total | Contract / Project

Field	Description
Authorization	This button shows those employees that are assigned to authorize and those that actually authorized the selected PO.
Line Items	This shows all line items on the selected PO
Notes	User can view Notes created for the selected PO.
Print PO	The PO or a range of PO's can only be printed from this form.
Search	If help is needed in finding, a specific PO this search button offers search options to narrow down the criteria.
Total	Shows the cost totals for the selected PO including Taxes and Freight cost.
Contract/Project	User can view contracts and/or projects assigned to this PO.

The SEARCH button allows a user to look for all Purchase Orders for a specific status (Requisition, Purchase Order, Receipts, Invoice, or Cancelled). This search can be for all vendors or a chosen vendor. Clicking on Blanket PO will only return PO's that are blanket purchase orders.


FNPO_InquiryByPoSearchServiceForm 06/21/2017 © 2020 Avail Technologies, Inc.

Vendor Name

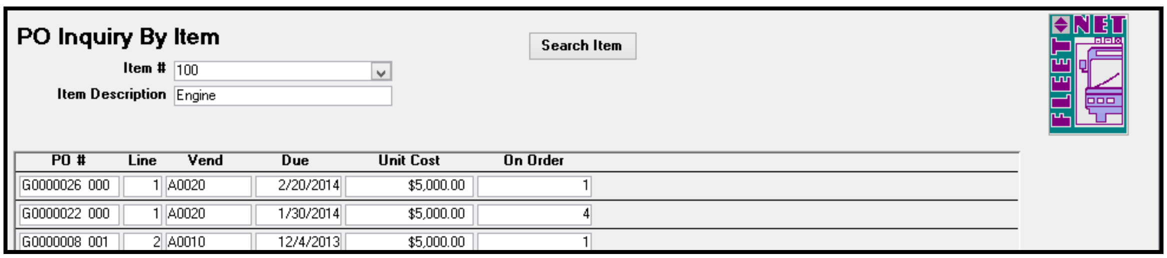
☐ Blanket PO

☑ Requisitions ☐ Invoice
☐ Purchase Order ☐ Closed
☐ Receipt ☐ All Status

PO #	Vendor #	Vendor Name	Date Ordered	Net Due
10000440-000	AA123456	AA Auto Parts	7/6/2020	$64.95
30000013-000	B0020	Purchase Power	6/11/2020	$298.00
10000436-002	V0386	Goodyear Tire & Rubber Company	6/10/2020	$1,695.98

PO Inquiry by Item

PO Inquiry by Item allows the user to look up PO information by item #s. The inquiry only searches for items that have not been received (Purchase orders with a status of Requisition or Purchase Order). These are the only items displayed in the drop-down.
Once an item is selected, all the POs with the specified item will display, and by double clicking on the PO# the detail of the PO will display.


PO Inquiry By Item

Search Item

Item # 100

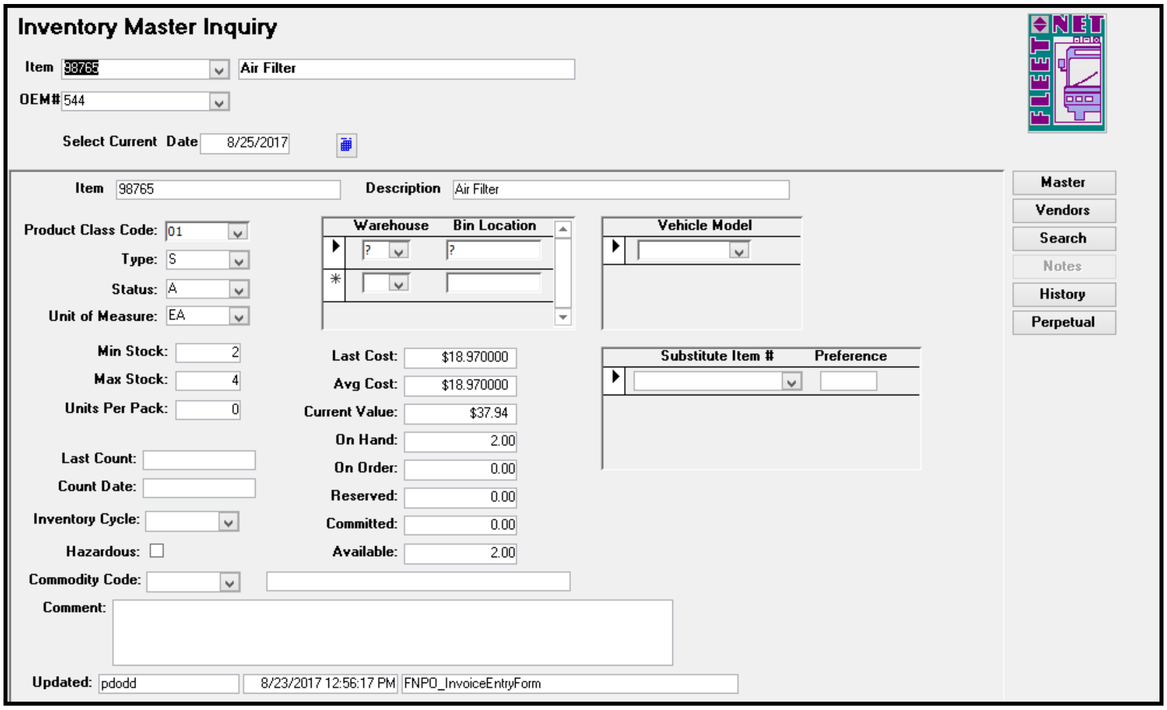
Item Description Engine

PO #	Line	Vend	Due	Unit Cost	On Order
G0000026 000	1	A0020	2/20/2014	$5,000.00	1
G0000022 000	1	A0020	1/30/2014	$5,000.00	4
G0000008 001	2	A0010	12/4/2013	$5,000.00	1

To view a specific PO from the list, double click on the PO # and the contents of that PO will open allowing the same button options as those available in PO inquiry by PO #, as described on the previous page.

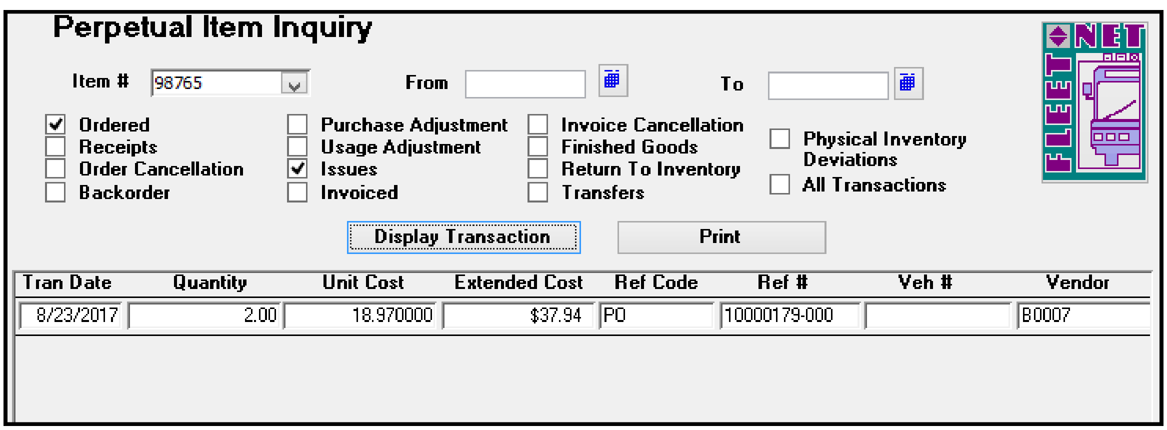
Inventory Master Inquiry

This inquiry displays the Inventory Master form, which allows the user to look up all item information. However, it does not permit any data changes.



Perpetual Inventory Inquiry

The Perpetual Item Inquiry allows the user to view/print all transactions or specified types of transactions for the selected Item #.



Vendor Item Cost Inquiry

This inquiry provides details by Vendor of purchase orders that have been received and paid for, to the specified Vendor selected. The PO must have been Invoiced and Updated to populate here.

Vendor Item Cost Inquiry

Vendor Name: Clark Auto Equipment
Vendor Search Name:
Select Item:
Select Item By Description:
All Items

PO #	Rev#	Line	Item #	Invoice Date	Qty Invoiced	Unit Cost	Ext Cost
10000179	000	1	98765	8/23/2017	2	$18.97	$37.94
10000179	000	2	R-98765	8/23/2017	4	$22.66	$90.64
10000179	000	3	999-111	8/23/2017	2	$84.55	$169.10
10000179	000	4	999-222	8/23/2017	3	$53.24	$159.72

Authorization Search Inquiry

This form allows requisitions (Purchase Orders in Requisition Status, not Requisitions from the RQ Module) to be reviewed and authorized. It was designed for use by department heads and executives who do not use the Purchase Order Entry Form. It enables them to see a list of all PO's requiring their approval and review the requisition details.

Select the Sort option – By PO# Dept # or Date Wanted. A complete list of all PO's in requisition status will display.

Filter by Authorizer will limit the list to only requisitions assigned to that person.

Purchase Order Authorization Inquiry

PO #:
Rev #:
Dept #:
Show PO Sorted By: By PO # / By Dept # / By Date Wanted
Filter By Authorizer:

PO #	Dept #	Vendor Name	Date Order	Date Wanted	Total
10000151-000	01	New Flyer Industries	5/17/2017	5/24/2018	$0.00
10000151-001	01	New Flyer Industries	8/21/2017	9/30/2017	$170.00
10000153-000	01	New Flyer Industries	5/17/2017	5/31/2017	$0.00
10000155-000	01		5/23/2017	5/31/2017	$100.00
10000156-000	01	New Flyer Industries	6/21/2017	7/15/2017	
10000157-000	01	New Flyer Industries	6/21/2017	6/21/2017	$0.00
10000158-000	01	New Flyer Industries	6/21/2017	6/21/2017	$0.00
10000159-000	01	Transfor Corporation	6/21/2017	8/1/2016	
10000163-000	01	Transfor Corporation	6/22/2017	7/20/2017	$5,000.00
10000176-000	01	Lowe's Home Centers, Inc	8/22/2017	8/31/2017	
10000177-000	01	Lowe's Home Centers, Inc	8/22/2017	8/31/2017	
10000180-000	01	Nittany Oil Company	8/23/2017	9/15/2017	$0.00

Show list
Authorization
Heading
Line Items
Notes
Totals
Contract / Project

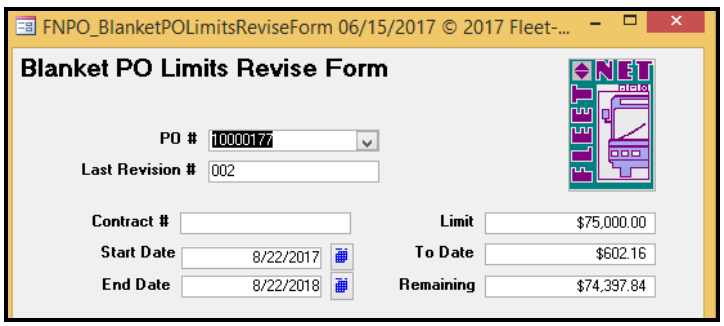
Button	Description
Show List	Repopulates the list after viewing other options
Authorization	Displays the form to enter the PIN # and change the status from requisition to purchase order.
Heading	Displays the Purchase Order master form.
Line Items	Displays line items.
Notes	Displays notes entered on the requisition.
Totals	Displays the PO totals

Blanket PO Maintenance

PO Blanket Maintenance has options available to Close or Revise the limits of a BPO.

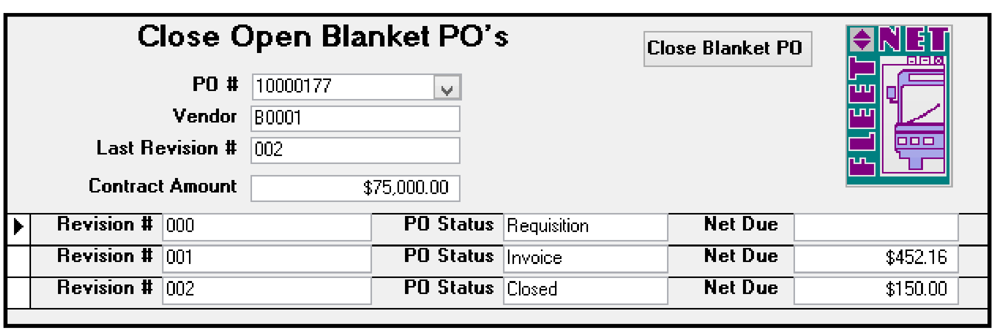
Revise Blanket PO Limits

This option allows the BPO limits to be revised. Keep in mind that the revisions can be made without any further Authorizations required. In addition, those revisions can be made in PO Entry Maintenance. Below is a sample form.



Close Blanket PO's

This option will allow a BPO to be closed. However, if there are any revisions that are still open at any stage of the PO process then the BPO cannot be closed. The revision must be received and through the invoice process or cancelled before the BPO can be closed. The BPO can be closed even if there are still funds available. Be aware that once this BPO is closed no further revision or activity is allowed. A new BPO will need to be created in PO Entry Maintenance. Below is a sample form.



Appendix

This concluded the Purchase Order Module Operators Manual. If questions arise, please call Fleet-Net Support staff at 1-800-258-2762.

Purchase Order Entry Cycle

Purchase orders will start out as a requisition until authorized and changed to a Purchase Order status. A Purchase Order and receiving document are available for printing. The PO system should be implemented as follows:

Standard Purchase Orders - PO01 Menu

Menu	PROGRAM/PROCESS
PO01	Enter new purchase orders via ***Purchase Order Entry.*** The initial PO will have a revision # 000. Subsequent revision numbers are generated by backorders in via PO receiving, or generating a new revision for change orders.
PO01	Modifications to line items, notes etc. may be made prior to authorization, while still a requisition.
PO01	Authorize purchase orders via ***Purchase Order Entry.*** Users that are setup to authorize PO's must enter their PIN # to approve PO and change the status from Requisition to Purchase Order.
PO06	***Authorization Search Inquiry*** allows personnel without access to PO Entry to authorize PO's
PO01	Authorized Purchase Orders may be printed/viewed via ***Print Purchase Orders***. ***Receiving Documents*** may also be printed for this new PO's and sent to the inventory agent(s) and receiving personnel.

Blanket Purchase Orders

Steps	PROGRAM/PROCESS
1	Enter new purchase orders via ***Purchase Order Entry.***
2	Select the ***Status*** button to setup the blanket PO details. It is optional to add line items on a blanket PO revision 000. Subsequent revisions are generated by selecting the ***New Revision*** button.
3	Modifications to line items, notes etc. may be made prior to authorization, while still a requisition.
4	*Authorize purchase orders via **Purchase Order Entry.** Users that are setup to authorize PO's must enter their PIN # to approve PO and change the status from Requisition to Purchase Order.* *The authorization from the original 000 revision is carried over to the revision so that it can be changed to Purchase Order status.* ***PO06 Menu- Authorization Search Inquiry** allows personnel without access to PO Entry to authorize PO's. A new revision to a blanket PO will be populated with original 000 revision's authorizers PIN# and Date. It will display in the complete list but will not display if filtered by the Authorizer*
5	***Print Purchase Orders** and Receiving **Documents** may be printed for this new PO and sent to the inventory agent(s) and receiving personnel.*
6	**PO07 Menu – *Revise Blanket PO Limits*** allows the limit amount and date range to be revised.
7	**PO07 Menu- *Close Blanket PO's*** allows the original 000 revision to be closed so that new revisions cannot be generated.

Purchase Order Receiving Cycle

The recommended procedure for utilization of Receiving Documents is for the purchasing department to forward the Receiving Documents for each new purchase order to the inventory agent(s) and/or receiving personnel. These documents should be filed by vendor name and when merchandise arrives, the Receiving Documents can be easily pulled and referenced for stocking as well as accounting purposes.

Purchase Order Module

During the physical receipt of the merchandise, the Receiving Document should be marked to indicate which goods have been received, with initials and date of person receiving and attached to the packing slip. The Receiving Document should also be initialed and dated when the data is entered into Fleet-Net. Once this is completed, the paperwork should be forwarded for use during PO Invoicing.

Purchase Order reports and inquiries are available to view and/or print as needed. The cycle described below should take place on a consistent and daily basis.

MENU	PROGRAM/PROCESS
PO02	Purchase Order items that are received should be entered into PO Receipts Entry on the same day received.
PO02	Verify receipts data entry through 'Receipts Audit Report' found in PO Receipts Entry.
PO02	After verifying the correctness of all receipts entry, run the 'PO Receipts Update' function in PO Receipts Entry.

Purchase Order Invoicing Cycle

The cycle recommended and described below should take place on a consistent and periodic basis (daily).

Match the Receiving Documents, to the vendor invoices currently processing. Record into Fleet-Net as indicated below.

MENU	PROGRAM/PROCESS
PO03	Vendor invoices received for purchase order items should be recorded via PO Invoice Entry.
PO03	Execute PO Invoice Audit and view/print to verify transactions.
PO03	After invoices are entered and audited, run the 'PO Invoice Update' process from PO Invoice Entry.

After the 'PO Invoice Update' process has taken place, the inventory average cost is updated and invoice information has been transferred to Accounts Payable.