

## S6: Encumbrances – Purchase Orders & Invoices

### Agenda

1. Purchase Order (PO) Settings and Forms
2. Generating Purchase Orders
3. PO Types
4. Printing POs
5. Purchase Order Reports
6. Receiving Purchase Orders through Invoice Entry
7. Backorder Amounts

### What is a Purchase Order?

- A. SchoolBooks allows you to record items to be ORDERED on preprinted forms or plain paper.
- B. Purchase orders provide signature lines which note that a requested item or service has been approved by the appropriate authorizing individual(s).
- C. The purchase order can be sent to the VENDOR to place an order for needed supplies and/or services.
- D. Why use a purchase order? Because you are responsible for recording that all purchases are approved by the ADVISOR. The purchase order protects you, the principal, and your students.

### Things to think about:

1. Do you need SchoolBooks to print the purchase order, or just record it?
2. Do you want SchoolBooks to print your purchase order after each entry or all at once in a batch?
3. Are you printing on a Blue Bear form, your own form, or blank paper? You'll need to align your forms so they print correctly.

## Purchase Order Settings:

1

2

Allow Selective Imports  Don't Prompt to Print in PO Entry Screen.

Date Format 01/31/05 Report Date Starting at 07/01/04

Tracks Item Folder C:\Program Files\BlueBear\TRDATA\ZPLAY\

Tracks Import Folder C:\Program Files\BlueBear\SBDATA\ZPLAY\

Allow Selective Imports  Don't Prompt to Print in PO Entry Screen.

Date Format 01/31/05 Report Date Starting at 07/01/04

Account Mask 9999-99-99

Backup Manager Always Warn Use Auto-Complete

Default 'Auth By' Value Mary Smith Make this School Read-Only

Enter a name that will automatically be placed in the field for "Authorized By" on every sc ZPLAY 03/10/06

3

4

5

Allow Reprint Purchase Orders

Include in Multi-School Bank Rec

Recalc Balances on Startup

Show Export Number in GL Acct Maint

Prompt When Overdrawing Account

Don't Prompt for Expense Accounts

Show Category in GL Transactions

Default Line Type in PO & Inv Detail Amount

PO Forms Are Pre-Numbered

Include in Consolidations

Assign Rec No but do not print

School Type

Use Sub-Accts  Take Type from Segment

Federal Tax ID 33-1234567

School ID PLY

Fiscal Year Begin Date 07/01/04

06/30/05

07/31/04

Month Offset

Sales Tax Rate (Like 7.75) 0.000

Use Sales Tax in Receipts

ZPLAY 03/10/06

Go to: Management/Customize/School Settings

1. On the School Data Tab.
2. Select "Don't Prompt to Print in PO Entry Screen" to print POs in a batch.
3. Select the Accounting Tab
4. Select "Allow Reprint Purchase Orders."
5. Select the "Default Line Type" and "PO forms are pre-numbered" option.

## Purchase Order Form Settings:

To format signature lines and include general information:

Go to: Management/Customize/School Settings.

1. On the UDFs Tab.
2. Enter in signature lines and general information in the PO Memo section.

To edit PO reporting fields

Go to: Management/System Maintenance/Forms/PO Forms

3. Select drop down under “Load Template” to choose appropriate PO form.
4. “Select Data or Text” to include additional reporting fields.
5. Use left mouse button to move fields to desired location.

## Generating Purchase Orders:

**The Header Tab:** New purchase orders can be entered two ways:

1. Computer PO: Clicking on the “#” button (Alt-X will do the same thing). You’ll be prompted to enter the number when you print.
2. Manual PO: Typing the **PURCHASE ORDER NUMBER** in the number field tells the program that there is no need to print it.

There are three types of purchase orders:

1. **STANDARD** : Normal everyday orders. Removed from Open PO file when received.
2. **BLANKET** : Open PO for a large amount to one Vendor used multiple times.
3. **MULTI-VENDOR** : Gives you the ability to use one PO for several different Vendors. Most often used for paying officials.

## The Detail Tab:

There are three line types:

**ITEM:** if you wish to enter an item number on the PO or order an Item normally sold in Tracks.

**AMOUNT:** if you wish to record the total for the requested item(s) and/or service.

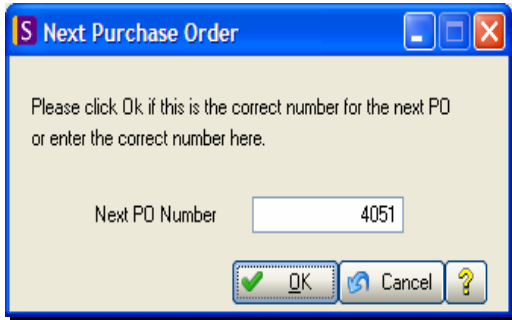
**COMMENT:** if you wish to add a comment about the item, about the shipping, or about the order.

Line	Stat	Type	Item	Qty	Qty	Qty	Cost	Amount	Tax	Freight	Total
			Purpose	Ord	Rec	BO	GL Account				
1	0	I	PENCILS	100	0	0	35	35.00	.00	2.00	37.00
			Pencils				4250-40-12				

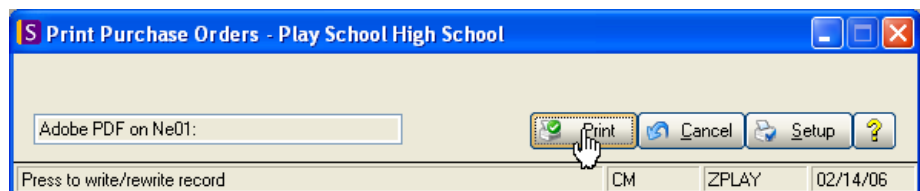
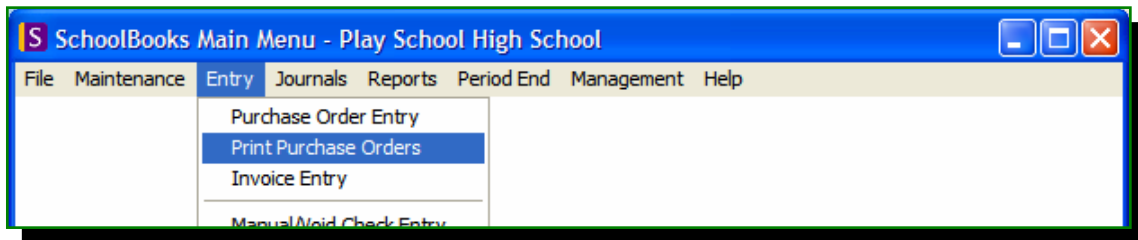
## Printing Purchase Orders:

There are two ways to print purchase orders:

- A. INDIVIDUAL at the time they are entered. This is the program default.
- B. BATCH printing several at a time you decide.



OR



# Purchase Order Reports:

## Open Purchase Order: Unpaid or partially paid POs

Play School High School										
OPEN PURCHASE ORDER REPORT - SORTED BY PO NUMBER										
Vendor Range: ALL										
PO Range: ALL										
Date Needed Range: Through 3/10/2008										
PO #	PO Date	Original PO Amount	Vendor	Vendor Name	Current PO Amount	Date Needed	PO Type			
Type	Status	Qty/Amount	Re'd	B/O	Open Qty	Item Cost	Account & Description	Tax	Freight	Line Total
101	03/08/06	250.00		BOBSYR - Bob's Yearbook Productio	250.00		Standard			
A	Open	250.00	0.00	250.00			2001-00-00 - PSAT Tests	250.00	0.00	250.00
								Purchase Order Totals		250.00

Play School High School										
PURCHASE ORDER HISTORY REPORT - DETAIL - SORTED BY PO NUMBER										
Vendor Range: ALL										
PO Range: through ZZZZZZZZ										
Date Needed Range: through 12/31/2100										
PO #	PO Date	Vendor & Name	Date Needed	PO Type	PO Amt	PO Amt				
Type	Status	Qty/Amount	Re'd	B/O	Open Qty	Item Cost	Account & Description	Tax	Freight	Line Total
101	03/08/06	BOBSYR - Bob's Yearbook Productio		Std	250.00	250.00				
A	Open	250.00	0.00	250.00			2001-00-00 - PSAT Tests	250.00	0.00	250.00
								Purchase Order Totals		250.00
4024	09/29/04	WESTERN - Western Athletic Supply, I		Std	436.00	436.00				
I	Open	1 436.00	0	0	1	436.00	5205-40-00 - Homecoming Dance ~ Expense	436.00	0.00	436.00
								Purchase Order Totals		436.00
4025	07/01/04	SHIRTFOR - Shirts Forever Wholesale								
A	Open	1,000.00	0.00	0.00			3105-00-00 - Class			
								Purchase Order To		

Play School High School										
Athletic Supply, I										
1	436.00	436.00	0.00	0.00	436.00					
00 - Homecoming Dance ~ Expense										
								Purchase Order Totals		436.00
ra Shop										
	200.00	200.00	0.00	0.00	200.00					
00 - Homecoming Dance ~ Expense										
								Purchase Order Totals		200.00

## Purchase Order History: All POs issued during a period

Play School High School										
PURCHASE ORDER APPROVAL REPORT										
Vendor Range: ALL										
PO Range: ALL										
PO Date Range: Through 3/10/2008										
Account & Description	Vendor	Vendor Name	Purpose	PO #	PO Date	Line Total	Enc. Balance			
2001-00-00 - PSAT Tests										
BOBSYR - Bob's Yearbook Productions		Test for Flex		101	03/08/06	250.00				
						GL Account Totals	250.00	(250.00)		
2215-10-10 - Soccer ~ Boys										
JNEDAL - Jack Njedal		Trans fee - West HS game		4040	09/29/04	50.00				
OFFIC - Misc Officials		Officiate - Game 9/28/03		4042	09/29/04	200.00				
						GL Account Totals	250.00	5,192.23		
2215-10-20 - Soccer ~ Girls										
JNEDAL - Jack Njedal		Trans fee - East HS game		4040	09/29/04	50.00				
						GL Account Totals	50.00	1,084.47		
2220-10-10 - Baseball ~ Boys										
WESTERN - Western Athletic Supply, I		Baseballs		4044	09/29/04	86.22				
						GL Account Totals	86.22	2,759.52		

## Open Purchase Order Approval: Print to obtain authorizing signatures

Play School High School										
09/29/04										
						200.00				
09/29/04										
						436.00				
						Account Totals	636.00	(3,499.00)		
09/29/04										
						2,500.00				
						Account Totals	2,500.00	(2,500.00)		
						To Be Issued:	3,772.22			

Play School High School										
PO CHECK CROSS REFERENCE REPORT										
PO No Range: ALL										
Date Range: ALL										
Bank & Check No.	Check Date	Type	Vendor on Check	Invoice No.	Purpose	Amount				
PO No: 4026 08/01/05 Vendor: WESTERN Western Athletic Supply, Inc. Orig Amt / Diff: 650.00 150.00										
A 3287	08/10/05	M	Western Athletic Supply, Inc.	8977	Soccer Shorts	500.00				
						Check Total for PO 4026	500.00			
PO No: 4028 08/01/05 Vendor: UNRENTALS United Rentals Orig Amt / Diff: 2,000.00 12.00										
A 3280	08/20/05	M	United Rentals	2117	Tables and Chairs	1,988.00				
						Check Total for PO 4028	1,988.00			
PO No: 4029 08/01/05 Vendor: ATHLET Athletic Supplies For All Orig Amt / Diff: 100.00										
A 3293	09/29/05	C	Athletic Supplies For All	5841	Soccer nets	50.00				
A	09/29/05		Athletic Supplies For All	5841	Soccer nets	50.00				
						Check Total for PO 4029	100.00			

## PO Check Cross Reference: All checks paid against PO issued

## Encumbrances:

- Now that a purchase order has been entered, the account balance will show the Encumbered Balance.
- Viewable on the GL Maintenance screen or on the Encumbrance Report.

The top screenshot shows the 'GL Account Maintenance - Play School High School' window with the following details:

- Account #: 3105-00-00
- Description: Class of 2006
- Advisor: Yolanda White
- Type: Student Body
- Import Type: Summary
- Print Group: CLASS
- Income Budget: 1,000.00
- Expense Budget: 1,000.00
- Current Balance: 3,121.15
- Current Encumb Balance: 3,088.80

The bottom screenshot shows the 'Encumbrances' tab with a table of transactions:

Type	PO#/INV#	Date	Name	Amount
PO	4051	02/24/06	Green Photography Company	32.35

Additional values shown in the bottom screenshot: Current Balance 3,121.15 and Encumbered Balance 3,088.80.

Play School High School									
ENCUMBRANCE REPORT									
Date Range: Through 2/14/2006									
Account Range: 3105-00-00									
Date	Source	Ref#	Description / Purpose	Beg Bal	Income	Expense	Transfers	Balance	
<b>Other Accounts</b>									
<b>Account:</b> 3105-00-00 Class of 2006									
<b>Advisor:</b> Yolanda White									
			Beginning Balance						1,521.15
07/10/05	DP01-001 2		Terry Edwards Donation		2,000.00				3,521.15
07/25/05	MC01-004 3286		Shirts Forever Wholesale Ou Senior Shirts			900.00			2,621.15
09/05/05	DP03-003 3305		Tom Edwards Donation		500.00				3,121.15
			Actual Closing Balance	1,521.15	2,500.00	900.00	0.00		3,121.15
Open Purchase Orders									
02/24/06	4051		Green Photography Compan Photo Paper - 8X10 Matte 24/pk			32.35			
			Total Open Purchase Orders			32.35			
			Projected Current Balance		2,500.00	932.35	0.00		3,088.80

## Receiving Purchase Orders:

1. The way we show that an item or items on a purchase order have been received is to enter an INVOICE, showing the amount to be paid.
2. The purchase order may be received as all or partial amounts and may be modified directly from the Invoice Entry screen.

## Backorders:

1. SchoolBooks has the ability to keep track of backorders until they are received or removed.
2. Backorders will continue to encumber an account until they are either received or removed.

Original	Prev Rec	Received	Backorder
Quantity	250	0	150
Amount	250.00	.00	2,625.00

Original	Prev Rec	Received	Backorder
Quantity	250	0	150
Amount	250.00	.00	2,625.00

Original	Prev Rec	Received	Backorder
Quantity	250	0	150
Amount	250.00	.00	2,625.00

Original	Prev Rec	Received	Backorder
Quantity	250	0	0
Amount	250.00	.00	2,625.00



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NOTES:

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