

## **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 \_\_\_\_\_ 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 \_\_\_\_\_ 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 \_\_\_\_\_. 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

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

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

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.

S Customize - Play School High School

School Data | Accounting | UDFs | Month End

1

GL Account User-Defined Fields

UDF1 [ ] UDF2 [ ]

Purchase Order Memos

Memo 1 Advisor X

Memo 2 Student Rep X

Memo 3 Purchase Orders Expires 6 months from

Memo 4 original order date.

2

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.

S PO Header Form - Play School High School

Select Data or Text PD No Text

Load Template [ ]

3

Header Detail Footer Margins

Preprinted Form  
Blank Paper  
Load From Other School  
Load From External File

PHONE DATA

FODTE DATA

NAME DATA  
PHONE DATA  
FAX DATA  
CITY STATE ZIP DATA

SHIPNAME DATA  
SHIPADDR1 DATA  
SHIPADDR2 DATA  
SHIPADDR3 DATA  
SHIP CITY STATE ZIP DATA

VENDNO DATA PHONE DATA FAX DATA

Print Sample PO Accept Cancel ?

CM ZPLAY 12/22/05

## 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 \_\_\_\_\_ in the number field tells the program that there is no need to print it.

There are three types of purchase orders:

1. \_\_\_\_\_: Normal everyday orders. Removed from Open PO file when received.
2. \_\_\_\_\_: Open PO for a large amount to one Vendor used multiple times.
3. \_\_\_\_\_: 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.

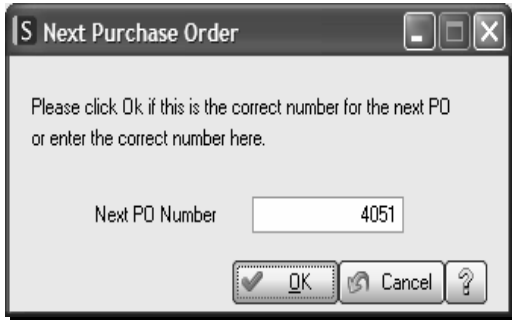
**COMMENT:** if you wish to add a comment about the item, about the shipping, or about the order.

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				

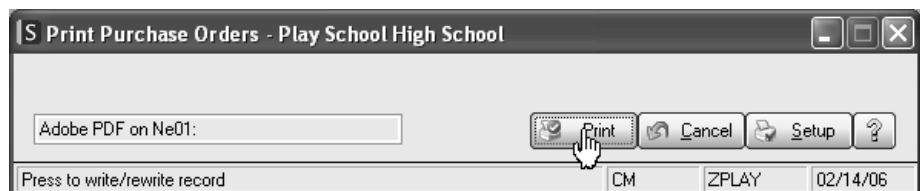
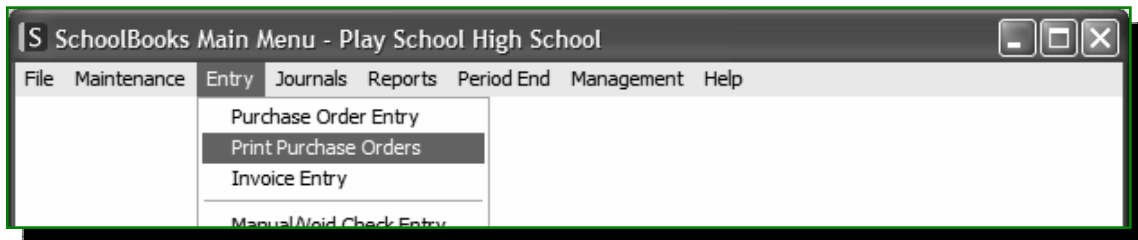
## Printing Purchase Orders:

There are two ways to print purchase orders:

- A. \_\_\_\_\_ at the time they are entered. This is the program default.
- B. \_\_\_\_\_ 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	Amount	Tax	Freight	Line Total
Item #	Account & Description									
101	03/08/06	250.00		BOBSYR - Bob's Yearbook Productio	250.00					Standard
A	Open	250.00	0.00	250.00			250.00	0.00	0.00	250.00
		Test for Flex		2001-00-00 - PSAT Tests						
							<b>Purchase Order Totals</b>	0.00	0.00	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 Original	PO Amt Current				
Type	Status	Qty/Amount	Re'd	B/O	Open Qty	Item Cost	Amount	Tax	Freight	Line Total
Item #	Account & Description									
101	03/08/06	BOBSYR - Bob's Yearbook Productio		Std	250.00	250.00				
A	Open	250.00	0.00	250.00			250.00	0.00	0.00	250.00
		Test for Flex		2001-00-00 - PSAT Tests						
							<b>Purchase Order Totals</b>	0.00	0.00	250.00
4024	09/29/04	WESTERN - Western Athletic Supply, I		Std	436.00	436.00				
I	Open	1	0	0	1	436.00	436.00	0.00	0.00	436.00
		Helium and Tanks		6205-40-00 - Homecoming Dance ~ Expense						
							<b>Purchase Order Totals</b>	436.00	0.00	436.00
4025	07/01/04	SHIRTFOR - Shirts Forever Wholesale								
A	Open	1,000.00	0.00	0.00						
		Senior Shirts		3105-00-00 - Class						
							<b>Purchase Order To</b>			

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 Original	PO Amt Current				
Type	Status	Qty/Amount	Re'd	B/O	Open Qty	Item Cost	Amount	Tax	Freight	Line Total
Item #	Account & Description									
		Athletic Supply, I			436.00	436.00				
1	Open	436.00	0.00	0.00	436.00	436.00	0.00	0.00	0.00	436.00
		00 - Homecoming Dance ~ Expense								
							<b>Purchase Order Totals</b>	0.00	0.00	436.00
		Sports Shop			200.00	200.00				
I	Open	200.00	0.00	0.00	200.00	200.00	0.00	0.00	0.00	200.00
		00 - Homecoming Dance ~ Expense								
							<b>Purchase Order Totals</b>	0.00	0.00	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		
<b>2001-00-00 - PSAT Tests</b>									
BOBSYR - Bob's Yearbook Productions		Test for Flex		101	03/08/06	250.00			
						<b>GL Account Totals</b>	250.00	(250.00)	
<b>2215-10-10 - Soccer ~ Boys</b>									
JNEDAL - Jack Njedal		Trans fee - West HS game		4040	09/29/04	50.00			
OFFIC - Misc Officials		Officiate - Game 9/28/03		4042	09/28/04	200.00			
						<b>GL Account Totals</b>	250.00	5,192.23	
<b>2215-10-20 - Soccer ~ Girls</b>									
JNEDAL - Jack Njedal		Trans fee - East HS game		4040	09/29/04	50.00			
						<b>GL Account Totals</b>	50.00	1,084.47	
<b>2220-10-10 - Baseball ~ Boys</b>									
WESTERN - Western Athletic Supply, I		Baseballs		4044	09/29/04	86.22			
						<b>GL Account Totals</b>	86.22	2,759.52	

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

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			
<b>PO No: 4026 08/01/05 Vendor: WESTERN Western Athletic Supply, Inc. Orig Amt / Diff: 650.00 150.00</b>									
A 3287	08/10/05	M	Western Athletic Supply, Inc.	8977	Soccer Shorts	500.00			
						<b>Check Total for PO 4026</b>	500.00		
<b>PO No: 4028 08/01/05 Vendor: UNRENTALS United Rentals Orig Amt / Diff: 2,000.00 12.00</b>									
A 3280	08/20/05	M	United Rentals	2117	Tables and Chairs	1,988.00			
						<b>Check Total for PO 4028</b>	1,988.00		
<b>PO No: 4029 08/01/05 Vendor: ATHLET Athletic Supplies For All Orig Amt / Diff: 100.00</b>									
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			
						<b>Check Total for PO 4029</b>	100.00		

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		
<b>2001-00-00 - PSAT Tests</b>									
BOBSYR - Bob's Yearbook Productions		Test for Flex		101	03/08/06	250.00			
						<b>GL Account Totals</b>	250.00	(250.00)	
<b>2215-10-10 - Soccer ~ Boys</b>									
JNEDAL - Jack Njedal		Trans fee - West HS game		4040	09/29/04	50.00			
OFFIC - Misc Officials		Officiate - Game 9/28/03		4042	09/28/04	200.00			
						<b>GL Account Totals</b>	250.00	5,192.23	
<b>2215-10-20 - Soccer ~ Girls</b>									
JNEDAL - Jack Njedal		Trans fee - East HS game		4040	09/29/04	50.00			
						<b>GL Account Totals</b>	50.00	1,084.47	
<b>2220-10-10 - Baseball ~ Boys</b>									
WESTERN - Western Athletic Supply, I		Baseballs		4044	09/29/04	86.22			
						<b>GL Account Totals</b>	86.22	2,759.52	

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

## Encumbrances:

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

**S GL Account Maintenance - Play School High School**

Account # 3105-00-00 Description Class of 2006

1. Main | 2. Transactions | 3. Encumbrances

Advisor: Yolanda White Income Budget: 1,000.00  
 Type: Student Body Expense Budget: 1,000.00  
 Import Type: Summary Current Balance: 3,121.15  
 Print Group: CLASS Class Accounts Current Encumb Balance: 3,088.80

President: Wes Phillips  
 Secretary: Karen Wells  
 Inactive:

Enter Current Balance

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**S GL Account Maintenance - Play School High School**

Account # 3105-00-00 Description Class of 2006

1. Main | 2. Transactions | 3. Encumbrances

Current Balance: 3,121.15

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

Encumbered Balance: 3,088.80

Encumbrance History: CM ZPLAY 02/14/06

Play School High School									
<b>ENCUMBRANCE REPORT</b>									
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 \_\_\_\_\_, 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.

Vendor: GREEN Green Photography Company Amount: 2,625.00  
 Invoice: 435707 Date: 03/20/06 Balance: .00

Type: Item Item: YRBK Purpose: YEARBOOK  
 Auth By: John Q Bear GL: 4105-40-00

Quantity	Original	Prev Rec	Received	Backorder	Unit Cost	Taxable Rate	Tax	Freight
250	250	0	150	100	17.50	.000 %	.00	.00
Amount	250.00	.00	2,625.00	1,750.00				

Line Type Item Purpose Qty Qty Qty Cost Amount Tax Freight Total

Line	Type	Item	Purpose	Qty	Qty	Qty	Cost	Amount	Tax	Freight	Total
1	I	YRBK	YEARBOOK	250	150	100	17.50	2,625.00	0.00	0.00	2,625.00

Buttons: OK, Undo, Ins, Del

Buttons: Backorder



Vendor: GREEN Green Photography Company Amount: 2,625.00  
 Invoice: 435707 Date: 03/20/06 Balance: .00

Type: Item Item: YRBK Purpose: YEARBOOK  
 Auth By: John Q Bear GL: 4105-40-00

Quantity	Original	Prev Rec	Received	Backorder	Unit Cost	Taxable Rate	Tax	Freight
250	250	0	150	0	17.50	.000 %	.00	.00
Amount	250.00	.00	2,625.00	.00				

Line Type Item Purpose Qty Qty Qty Cost Amount Tax Freight Total

Line	Type	Item	Purpose	Qty	Qty	Qty	Cost	Amount	Tax	Freight	Total
1	I	YRBK	YEARBOOK	250	150	0	17.50	2,625.00	0.00	0.00	2,625.00

Buttons: OK, Undo, Ins, Del

Buttons: Backorder

Buttons: Accept, Cancel, Delete, ?

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NOTES:

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