ACS Financial Suite Purchase Orders

Purchase Orders

Using the ACS Purchase Orders module, you can post and receive purchase orders, interface with the Acco unts Payable module to generate invoices, maintain a list of buyers within your organization, and track encumbered amounts that print on reports generated from General Ledger.

To get started, check out the Purchase Orders Startup Outline.

Purchase Orders - Startup Outline

Follow the startup procedures below before using the Purchase Orders module.

1. Set up Purchase Orders defaults.

2. Add buyers.

3. Add terms.

4. Add new vendors.

5. Begin adding purchase orders.

Purchase Orders Procedures Outline

Here's an outline of daily or weekly Purchase Orders procedures. To learn more about a process, we've linked each step to procedures related to that task.

1. Add new vendors, if necessary.
2. Add new purchase orders.
3. Review purchase orders prior to posting.
4. Post purchase orders.
5. Receive purchase orders.
6. Complete partially received purchase orders, as necessary.
7. Edit any received item records, if necessary.
8. Post received items.
9. Review received items.
10. Generate reports, as desired.
11. Void purchase orders, if necessary.

Setting Purchase Order Defaults

Before you begin adding purchase orders, you must set up program defaults to customize the way purchase orders are processed.

You can choose to approve purchase orders with no buyer, which is useful if you decide not to set up buyers. To save time, you can choose to automatically assign purchase order numbers or automatically print purchase orders after entry.

After you set up these defaults, it's time to start adding buyers.

1. Under Advanced Tools, click the **Settings** tab.
2. In the drop-down list, select **Purchase Orders** and click **Go** .
3. Select the check box for one or more of the following options:
   - **Automatically Assign Purchase Order Numbers** — To automatically assign a number to every new purchase order, select this option.
   - **Automatically Print Purchase Orders after Entry** — To receive a prompt to preview or print each purchase order after you enter and save the purchase order, select this option.
   - **Automatically Approve Purchase Orders with no Buyer** — If you do not want to associate a buyer with every purchase order, select this option.
   - **Warn if Duplicating a Purchase Order Number** — To receive a warning when you enter a duplicate purchase order number, select this option.
4. If you want to automatically assign purchase order numbers when you are adding an order, enter the number to assign to your next purchase order in the **Next PO** No. field.
5. After making any changes, click **OK**, then **Close**.

Working with Buyer Records

After setting up your purchase order defaults, you can add a buyer at any time. You can add as many buyers as you want to meet the needs of your organization.

Keeping buyer information current is very important. You can also edit a buyer's information to change the buyer's name or purchases limit, or add or remove a buyer's automatic approval on all purchase orders. You can also delete buyers who are no longer authorized to buy or no long with your organization; however, you cannot delete a buyer who is assigned to a purchase order.

> **Tip**
>
> When you add a buyer, use the Global Name List to select the name record for the buyer.
>
> Selecting the name record in the Global Name List saves you time because the common information for the individual is copied into the buyer record for you. This also eliminates the possibility of adding a duplicate record.

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Purchase Orders** and click **Go** .
3. Click **Add**.

4. To select a buyer from the Global Name List, in the **Last Name** field, click **Lookup** .
5. Enter the buyer's information.
6. To continue adding buyers, select **Add Another**. Otherwise, click **OK**.

Additional Field Information
Automatically Approve All POs If the buyer has authority to approve all issued purchase orders, select this option. All purchase orders are automatically approved and allowed to post. **Automatically Approve All POs less than/equal to** If the buyer has a buying limit, select this option and enter the dollar amount. Purchase orders exceeding the buyer's limit are not approved or allowed to post.

Entering Purchase Orders

In Add/Edit Orders, you can add purchase orders and work with added purchase orders. You can edit or delete a purchase order if you need to, or void a purchase order if it is invoiced or paid. You can also print purchase orders for your records, approve purchase orders, and complete partial purchase orders.

After working with your purchase orders, you can print and review the proof list, then post them.

Adding Purchase Orders

To prevent buyers from spending over a set purchasing limit, purchase orders operate on an approval system. When you add a purchase order, the initial status of the order is **Unapproved**. When you assign a buyer to the order, ACS changes the order status to **Approved** when you save it. As an added precaution, you can only post approved purchase orders.

You must either assign a buyer to the purchase order or select **Automatically Approve Purchase Orders with no Buyer** in the Purchase Orders Setup window. When you assign a buyer to a purchase order, the order is approved if the buyer has not exceeded the set limit. If you do not assign a buyer to a purchase order and you have selected the option to automatically approve purchase orders without a buyer, ACS approves the order when you click **OK**.

If **Projects in Use** is selected in General Ledger Setup, you can assign a project code to the item ordered when entering items. When the check for this invoice is issued from Accounts Payable, your general ledger reports reflect the expense when printing by project.

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Purchase Orders** and click **Go** .
3. Click **Add/Edit Orders**, then click **Add**.
4. In the **Purchase Order #** field, enter the purchase order number or click **Next** to use the next number.
5. Select the appropriate **Post Month/Year**.
6. Click **Lookup** to select the **Vendor**. After selection, the vendor's address displays. If necessary, enter a different **Ship-To Address**.
7. Select the appropriate **Vendor Contact**, **Terms**, **P.O. Date**, **Ship Date**, and **Required Date**.

8. Enter a **Memo** for the purchase order, then select a **Buyer**. 9. Under **Items**, click **Add** to add items to the purchase order.
9. When finished, click **OK**.

Additional Field Information

Add/Edit Order

- **Autofill Text?** — To display text in the **Memo** field, select this option. When adding additional purchase orders, text from the previous entries in the session displays in a drop-down list for selection. To enter different descriptions and comments for each purchase order, clear this checkbox.
- **Buyer** — In the drop-down list, select a buyer. To add a new buyer on the fly, click **Lookup** .

Add/Edit Item

- **Dist 1099** — If you want this item included in the vendor's 1099 purchases, select the Dist 1099 option.
- **Project** — If you want the item distribution applied to a particular project, select a project code.
- **Unit Cost** — Enter the cost per item. The total cost of the item equals the quantity multiplied by the unit cost. Total cost = Quantity Ordered x Unit Cost
- **Unit** — Enter or change the unit of measurement.
- **Account** — Displays the general ledger account for the selected vendor. Click **Lookup** to select an account in the Account Lookup window.

Editing Purchase Orders

You can edit unposted and unreceived or partially received posted purchase orders so that you don't have to void and reenter information. For example, you may need to change the original estimate after posting a purchase order if you find that the actual cost is different. If a purchase order is partially received, you can only edit unreceived distributions.

You can edit any purchase order you created, but you can only edit other ACS users' purchase orders if you have rights to **Edit All Users Purchase Orders** in Add/Edit Users.

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Purchase Orders** and click **Go** .
3. Click **Add/Edit Orders**.
4. In the drop-down list, select the type of orders that you want to edit.
5. **Optional:** Choose one or more of the following options:
   - To view purchase orders entered by all users, select **All Users**.
   - To view purchase orders entered in all periods, select **All Periods**.
   - To view purchase orders entered during a specific posting period, select the correct posting period.
6. Select the purchase order that you want to edit and click **Edit**.
7. Enter the revised information and click **OK**.

1. In the Purchase Order - Add/Edit Order window, under **Items**, select the item you want to edit.
2. Click **Edit**.

3. Enter the revised information, then click **OK**.

1. In the Purchase Order - Add/Edit Order window, under **Items**, select the item you want to delete.
2. Click **Delete**.
3. When the confirmation message displays, click **OK**.

Additional Field Information

Add/Edit Order

- **Autofill Text?** — To display text in the **Memo** field, select this option. When adding additional purchase orders, text from the previous entries in the session displays in a drop-down list for selection. To enter different descriptions and comments for each purchase order, clear this checkbox.
- **Buyer** — In the drop-down list, select a buyer. To add a new buyer on the fly, click **Lookup** .

Add/Edit Item

- **Dist 1099** — If you want this item included in the vendor's 1099 purchases, select the Dist 1099 option.
- **Project** — If you want the item distribution applied to a particular project, select a project code.
- **Unit Cost** — Enter the cost per item. The total cost of the item equals the quantity multiplied by the unit cost. Total cost = Quantity Ordered x Unit Cost
- **Unit** — Enter or change the unit of measurement.
- **Account** — Displays the general ledger account for the selected vendor. Click **Lookup** to select an account in the Account Lookup window.

Viewing Purchase Orders

You can view any purchase order that you entered, including purchase orders not yet posted and voided purchase orders. However, you cannot view deleted purchase orders.

When viewing a purchase order, you can edit the vendor contact, terms, and ship date.

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Purchase Orders** and click **Go** .
3. Click **Add/Edit Orders**.
4. Select the purchase order that you want to view, then click **View**.
5. If you make any changes, click **OK**. Otherwise, click **Cancel**.

Printing Purchase Orders

Printing a purchase order gives you a record of the order information, and you can use this information to verify the order when you receive it.

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select Purchase Orders and click **Go** .
3. Click **Add/Edit Orders**.

4. If necessary, select an option in the drop-down list to filter the grid.
5. Select the purchase orders that you want to print, then click **Print**.
6. Select any of the following options.
   - **Print GL Account Numbers** — Select to print account numbers on purchase orders.
   - **Print Signature Line** — Select to print an approval signature line on purchase orders.
   - **Print Vendor Account Number** — Select to print the account number assigned to the vendor.
7. To view the purchase order before printing, click **Preview**. To change the viewing options or print the report from the preview window, use the preview tools.
8. To print the purchase order, click **Print**.

Deleting Purchase Orders

You can delete purchase orders that are not posted. If a purchase order is posted, you must void it instead.

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Purchase Orders** and click **Go** .
3. Click **Add/Edit Orders**.
4. Select the purchase order that you want to delete. To select multiple purchase orders, hold down the Ctrl and Shift keys while clicking.
5. Click **Delete**.
6. When the confirmation message displays, click **OK**.

Voiding Purchase Orders

The procedures for voiding a purchase order depend on the status of the order.

If a purchase order is not invoiced or paid, you can void it in the Add/Edit Orders window.

If you've created an invoice for the purchase order, you can void it, but you must void the invoice in the Accounts Payable module. If the invoice has been invoiced and paid, you must void both the check and invo ice in Accounts Payable before voiding the purchase order.

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Purchase Orders** and click **Go** .
3. Click **Add/Edit Orders**.
4. In the drop-down list, select **Unreceived Orders**.
5. **Optional:** Select one of the following options:
   a. To view purchase orders entered by all users, select **All Users**.
   b. To view purchase orders entered in all periods, select **All Periods**.
   c. To view purchase orders entered during a specific posting period, select the correct posting period in the **M onth** and **Year** boxes.
6. Select the purchase order that you want to void and click **Void**.
7. When the confirmation message displays, click **OK**.

1. Void the invoice in the Accounts Payable module.
2. Under Manage Records, click the **Transactions** tab.
3. In the drop-down list, select **Purchase Orders** and click **Go** .
4. Click **Add/Edit Orders**.
5. In the drop-down list, select **Completed Orders**.
6. **Optional:** Select one of the following options:
   - To view purchase orders entered by all users, select **All Users**.
   - To view purchase orders entered in all periods, select **All Periods**.
   - To view purchase orders entered during a specific posting period, select the correct posting period in the **Month** and **Year** boxes.
7. Select the purchase order that you want to void and click **Void**.
8. When the confirmation message displays, click **OK**.

1. Void the check in the Accounts Payable module.
2. Void the invoice in the Accounts Payable module.
3. Under Manage Records, click the **Transactions** tab.
4. In the drop-down list, select **Purchase Orders** and click **Go** .
5. Click **Add/Edit Orders**.
6. In the drop-down list, select **Completed Orders**.
7. **Optional:** Select one of the following options:
   - To view purchase orders entered by all users, select **All Users**.
   - To view purchase orders entered in all periods, select **All Periods**.
   - To view purchase orders entered during a specific posting period, select the correct posting period in the **Month** and **Year** boxes.
8. Select the purchase order that you want to void and click **Void**.
9. When the confirmation message displays, click **OK**.

Approving Purchase Orders

When setting up Purchase Orders, you may have set up some buyers with purchase limits so that orders that exceed the buyer's limit are marked Unapproved. Or, you may have elected not to allow automatic approval of purchases without a buyer.

Purchase orders that do not meet the criteria you set up are unapproved until you manually approve them. For example, you may want to override an unapproved status when the budget exceeds the limit set for the buyer, but you intend to transfer the funds from another budget to cover the costs.

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Purchase Orders** and click **Go** .
3. Click **Add/Edit Orders**.
4. In the drop-down list, select **Unposted, Unapproved Purchase Orders**.
5. Select the purchase order to approve.
6. Click **Approve**, then **Yes**.

Completing Partial Purchase Orders

When all of the items are not received on the order, purchase orders are incomplete or partially complete.

A purchase order becomes encumbered when it is posted. If you operate on a cash basis, the encumbered amount remains until you write a check from Accounts Payable for the purchase order. If the remainder of the items will not be received, complete the purchase order to release the encumbered funds. You can also display encumbered amounts on the Analysis of Revenues and Expenses report.

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Purchase Orders** and click **Go** .
3. Click **Add/Edit Orders**.
4. In the drop-down list, select **Partially Received Orders**.
5. Select the purchase orders you want to complete, then click **Complete**.

Printing the Purchase Orders Proof List

Before posting purchase orders, you can preview a list of purchase orders and print a proof list to review or file. The proof list prints by entry order.

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Purchase Orders** and click **Go** .
3. Click **Post Orders**.
4. To customize the proof list settings, choose one or more of the following options:
   - To preview or print a selected purchase order, select **Use Selection**.
   - To print headers and a border for the distribution information, select **Print Detail Headers**. This option is only available when **Print Distribution** is selected.
   - To include unapproved purchase orders on the proof list, select **Unapproved**. To print purchase orders entered by all users, select **All Users**.
   - To preview or print purchase orders entered in all periods, select **All Periods**.
   - To preview or print purchase orders entered during a specific month and year, select the correct posting period in the **Month** and **Year** date boxes.
5. To preview the proof list, click **Preview**. To change the viewing options or print the proof list from the preview window, use the preview tools.
6. To print the proof list without previewing, click **Print**.

Posting Purchase Orders

After entering your purchase orders and printing the proof list, it's time to post purchase orders. Posting purchase orders allows you to create Accounts Payable invoices from them.

The Post Orders window displays all approved purchase orders for the current user and the current period. You can display the approved purchase orders for all users and all periods.

If you entered an inactive general ledger account code on a purchase order, ACS changes the status of the account code to active when the purchase order is posted.

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Purchase Orders** and click **Go** .
3. Click **Post Orders**.
4. In the Post Orders window, select one or more purchase orders using one of the following options:
    - To view purchase orders entered by other ACS users in your organization, select **All Users**.
    - To view purchase orders entered in all periods, select **All Periods**.
    - To preview or print purchase orders entered during a specified month and year, select the correct posting **Month/Year**.
5. Click **Post Orders**, then **Yes**.

Receiving Purchase Orders

When you receive purchase orders, you can perform the following tasks in ACS:

- Receive the entire order
- Receive one or more items on the order
- Receive part of an item
- Edit a received item
- Print the received item proof list
- Post received orders

Receiving Entire Purchase Orders

When you receive a purchase order, the amount in the **Total Received** field changes to show that the total amount is received in full, while the amount in the **Total Remaining** field changes to show a zero balance.

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Purchase Orders**, then click **Go** .
3. Click **Receive Orders**, then click **Add/Edit**.
4. **Optional:** Choose one or more of the following options:
   - To view purchase orders created by all users, select **All Users**.
   - To view purchase orders entered in all periods, select **All Periods**.
   - To view purchase orders entered during a specific posting period, select the posting period in the **Month** and **Year** date boxes.
5. Select the purchase order that you want to receive.
6. Click **Receive Order**.

Receiving Partial Purchase Orders

Occasionally, a vendor will fill a partial order.

When a vendor sends several items on a purchase order, you can mark the items "Received". When you post those items as received, the purchase order becomes a partially received order. To complete a partially received order, see the topic Completing Partial Purchase Orders.

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Purchase Orders**, then click **Go** .
3. Click **Receive Orders**, then click **Add/Edit**.
4. If you want to assign a buyer as the person who received the order, in the Receive Purchase Orders window, select the **Received by** check box, then select a buyer in the drop-down list. To add a new buyer, click **Lookup** .
5. If you want to receive orders for other users and other posting periods, use the following options:
   - To view purchase orders entered by all users, select **All Users**.
   - To view purchase orders entered in all periods, select **All Periods**.
   - To preview or print purchase orders entered during a specific month and year, select the correct posting period in the **Month** and **Year** date boxes.
6. Select the purchase order that you want to receive.
7. Select the item that you want to receive.
8. Click **Receive Item**. The balances of the **Total Received** and **Total Remaining** fields on the right of the window change to reflect the receipt of the item.
9. Repeat steps 6- 8 for each purchase order with items that you want to receive, then click **Close**.

Sometimes you may receive part of an item. For example, you order four boxes of supplies, but only three come. You can enter 3 as the quantity received.

When you post the partial item, ACS creates a separate distribution so that you can issue an invoice for the partial item. In this example, the one distribution of 4 boxes becomes two distributions — 3 boxes received and 1 box unreceived.

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Purchase Orders**, then click **Go** .
3. Click **Receive Orders**, then click **Add/Edit**.
4. If you want to assign a buyer as the person who received the order, in the Receive Purchase Orders window, select the **Received by** check box, then select a buyer in the drop-down list. To add a new buyer, click **Lookup** .
5. If you want to receive orders for other users and other posting periods, use the following options:
   - To view purchase orders entered by all users, select **All Users**.
   - To view purchase orders entered in all periods, select **All Periods**.
   - To preview or print purchase orders entered during a specific month and year, select the correct posting period in the **Month** and **Year** date boxes.
6. Select the purchase order that you want to receive, then click **Partial Item**.
7. **Optional:** To assign a buyer as the receiver of the items, select **Received By**. Assign the buyer in one of the following ways:
   - Click in the field and type the buyer's name.
   - Select the buyer in the drop-down list.
   - Click **Lookup** to add a new buyer.
8. In the **Quantity Received** field, enter the number of items received and press ENTER.
9. Click **OK** to confirm the partial receipt.

Updating Received Purchase Orders

If you discover that part of the goods or services are unacceptable or you received the wrong quantity on an item, you can update the received items that are not yet posted.

If you received an item or purchase order in error and the purchase order is posted, you can void and reissue the purchase order.

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Purchase Orders**, then click **Go** .
3. Click **Receive Orders**, then click **Add/Edit**.
4. If you want to assign a buyer as the person who received the order, in the Receive Purchase Orders window, select the **Received by** check box, then select a buyer in the drop-down list. To add a new buyer, click **Lookup** .
5. If you want to receive orders for other users and other posting periods, use the following options:
   - To view purchase orders entered by all users, select **All Users**.
   - To view purchase orders entered in all periods, select **All Periods**.

- To preview or print purchase orders entered during a specific month and year, select the correct posting period in the **Month** and **Year** date boxes.

6. Select the purchase order that you want to edit, then double-click the received item that you want to edit.
7. Enter the revised information, then click **OK**.

Printing the Received Purchase Orders Proof List

You can preview or print a list of purchase orders received under your user name.

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Purchase Orders** and click **Go** .
3. Click **Receive Orders**, then click **Proof List**.
4. If you want to print detailed information about every item received for each purchase order, select **Print Items**. Otherwise, summary information prints.
5. To preview the proof list, click **Preview**. To change the viewing options or print the proof list from the preview window, use the preview tools.
6. Click **Print.**

Posting Received Purchase Orders

Posting the received items on a purchase order is an important step for users in both a cash and an accrual accounting environment. In both accounting environments, you cannot create an invoice from a purchase order until the items on the purchase order are posted as received.

In an accrual environment, the amount of the purchase order remains encumbered in the General Ledger module until an invoice is created from the purchase order, and the invoice is posted. In a cash environment, the amount of the purchase order remains encumbered until the invoice is created from the purchase order, and the invoice is posted and paid.

After receiving items or purchase orders, you must post them. Before receiving a purchase order in ACS, the status of the purchase is "Posted, Open." Once you post the received purchase order, the status changes to "Posted, Complete." When you post the receipt of only part of the items, the status of the purchase order changes to "Posted, Partial."

The Post Received Items window displays all items received by the current user. The same user who received the items must post them. To select more than one order for posting, select the first order, press and hold SHIFT, then select the next order.

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Purchase Orders** and click **Go** .
3. Click **Receive Orders**.
4. Select the orders you want to receive, then click **Post.**
5. Click **Post** again.
6. Click **Yes**, then **OK**.

Purchase Orders Reports

The Purchase Orders module contains List and Journal reports. You can customize these reports to meet your church or organization's needs.

Customizing and Printing Purchase Orders Reports

When printing a report, you can configure your report to meet the needs of your organization, such as selecting different options and fields to generate the information for a particular vendor or a range of dates.

1. Under Generate Reports, click the **Reports** tab.
2. In the drop-down list, select **Purchase Orders** and click **Go** .
3. In the Reports window, select the report you want to print, then click **Customize**.
4. On the **Options** tab, select the options you want to display on your report.
5. On the **Purchase Orders Search** tab, select the search criteria to base your report on.
6. Click **Print** to print your report, or **Preview** to display it.