Guide to Requisitions and Purchasing

alia FAS

UG-ALIO FAS-REQUISITIONS & PURCHASING-REL 16.3-1
Released February 2016

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<td>Introduction</td>
<td>Page 5</td>
<td>ALIO-2210</td>
<td>Added the Organization Master &gt; Finance &gt; Use Sales Tax prerequisite to the “Prerequisites for requisitions and order processing” table.</td>
</tr>
<tr>
<td>Maintaining Vendor Master Files</td>
<td>Page 101–Page 105</td>
<td>ALIO-7836</td>
<td>Added the “Printing the Vendor Detail Report with Accounts” procedure to list payment details by vendor, including the accounts to which the payments were posted.</td>
</tr>
<tr>
<td></td>
<td>Page 121–Page 138</td>
<td>ALIO-12817</td>
<td>Modified the “Viewing Vendor History” section:</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Replaced Figure 4-44 through Figure 4-52 to show the modified banner date.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Modified the Claims tab (Figure 4-48):</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Changed the Check Date search option to Date to Pay</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Renamed the Check Date column to Date to Pay and modified the program to display the pay date associated with the claim</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Added the Include Payments That Have Checks Printed check box. Use this check box to list claims with printed checks.</td>
</tr>
<tr>
<td>Chapter</td>
<td>Page</td>
<td>JIRA No.</td>
<td>Change</td>
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<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</table>
| Processing Requisitions and Orders | Page 156, Page 162, Page 166, Page 170, Page 172, Page 180, Page 184 | ALIO-2210 | Modified the "Creating Requisitions" section:  
  • Replaced Figure 6-1, Figure 6-3, Figure 6-4, and Figure 6-8, to show the modified banner date and (optional) sales tax fields.  
  • Added the following note to Figure 6-1: "The Tax Type and Tax Code fields display only if the Sales Tax module is used in your organization."  
  • Modified the Tax Type and Tax Code field definitions  
  • Added the following note to Figure 6-3: "The Tax Type, Tax Code, Tax Rate, and Tax Amount fields display only if the Sales Tax module is used in your organization. The Tax Type and Tax Code will default to the Tax Code and Tax Type values entered on the requisition header.  
  • Modified the Tax on Freight check box definition and Tax Type, Tax Code, Tax Rate, and Tax Amount field definitions. |
<table>
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<th>JIRA No.</th>
<th>Change</th>
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<tr>
<td>Processing Requisitions</td>
<td>Page 189–Page 190,</td>
<td>ALIO-2210</td>
<td>Modified the “Running an Order Edit List” procedure:&lt;br&gt;• Added the following paragraph to the introduction: “If your organization uses the Sales Tax module, the Tax Code/Tax Type, Tax Rate, Tax Amount, and Tax Total fields will display on the Order Edit List.”&lt;br&gt;• Replaced Figure 6-13 to show the modified banner date. Added the following note to Step 17: “The Tax Type/Tax Code, Tax Rate, Tax Amount, and Tax Total fields display only if the Sales Tax module is used in your organization.”&lt;br&gt;• Replaced Figure 6-14 to show an illustration with the sales tax fields displayed.&lt;br&gt;• Added the following fields to the “Order Edit List field cross-reference table”: Tax Type/Tax Code, Tax Rate, Tax Amount, and Tax Total.</td>
</tr>
<tr>
<td>and Orders (continued)</td>
<td>Page 193, Page 196–Page 197</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Page 198, Page 200</td>
<td>ALIO-2210</td>
<td>Modified the “Entering Direct Purchase Orders” section:&lt;br&gt;• Modified the “Searching for a Requisition” procedure:&lt;br&gt;• Added the following note to Figure 6-15: “The Tax Type and Tax Code fields display only if the Sales Tax module is used in your organization.”</td>
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<th>Change</th>
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<tr>
<td>Processing Requisitions and Orders (continued)</td>
<td>Page 201, Page 205, Page 211, Page 214</td>
<td>ALIO-2210</td>
<td>• Modified the &quot;Creating a Purchase Order&quot; procedure:</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Added the following note to step 1: “The Tax Type and Tax Code fields display only if the Sales Tax module is used in your organization.”</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Modified the Tax Type and Tax Code field definitions</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Modified the &quot;Adding Items to a PO if PO Receiving is Used (Program FUENT02A.FMX)” procedure:</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Added the following note to Figure 6-16: “The Tax Type, Tax Code, Tax Rate, and Tax Amount fields display only if the Sales Tax module is used in your organization.”</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Modified the Tax on Freight check box definition and Tax Type, Tax Code, Tax Rate, and Tax Amount field definitions.</td>
</tr>
</tbody>
</table>
Welcome to alio®!

Powered by Oracle and featuring web-based technology, alio and its fully integrated library of Financial Management, Payroll, and Human Resource software applications is built to excel both now and in the future.

The alio suite of products includes fund accounting, encumbrance accounting, general ledger, purchasing, accounts payable, accounts receivable, budgeting, finance, payroll, human resources, position control, salary administration and complete reporting. It is deployed on an Oracle database and runs on Windows servers.

Purchasing/Order Entry Overview

The Purchasing/Order Entry system allows users to place orders/requisitions into the accounting system. Account numbers and available funds are verified. The amount of the order/requisition is pre-encumbered against the accounts. When the order/requisition has been approved through all levels of the approval chain, a purchase order is printed.

Approval chains can be defined by the district, including routing options by dollar amount, accounts, as well as by type of purchase. For example, the district can specify that all technology purchases must be approved by the technology director, in addition to dollar amount approvals.

Highlights of the Purchasing/Order Entry system include:

- Multiple account distribution on each requisition or PO
- Detailed Vendor Inquiry to see all detailed transactions associated with a vendor
- Audit trail of all transactions associated with requisition and purchase order
- Supports blanket purchase orders
- Generates POs against next year’s budget
Requisitions Overview

Encumbrance Accounting is fundamental to the design of the alio Financial Accounting System (FAS). FAS encumbrance capabilities include the "pre-encumbrance" of requisitions as well as the actual encumbering of funds at the time of purchase order authorization. Available balances of expenditure accounts are adjusted as each requisition or purchase is entered into the system. Budget managers with on-line access have current information available for every account without the need to maintain a separate monitoring system. Requisitions and purchase orders can have unlimited line items, each chargeable to a unique expenditure account or to a split distribution of accounts. FAS will generate and print purchase orders from requisitions, or purchase orders may be entered manually.

The Requisitions application allows users to create requests with the demand on stock (warehouse) or the demand on a vendor (PO) and process and manage the requisitions. Requisitions are provided through an easy-to-use application and allow users to order from an online catalog of vendors’ standard items. The requisition is then routed for approval.

Highlights of the Requisition application include:

- Pre-encumbrance of funds
- Create requisitions to request items from inventory or vendors
- Attach scanned documents to requests
- Maintain and view requisition status
- View lines with summary account distributions
- Create automated approval policy based on user, accounts, locations and amounts
- Define catalogs or vendor standard items that end-users can order from with negotiated vendor price lists
About this Guide

Weidenhammer designed the Guide to Requisitions and Purchasing for alio FAS as a resource for staff responsible for purchasing supplies, approving purchases and posting purchases to your general ledger.

The Guide to Requisitions and Purchasing for alio FAS contains the following chapters:

- Chapter 1, “Introduction,” beginning on page 1
- Chapter 2, “Defining Approval Chains,” beginning on page 18
- Chapter 3, “Maintaining Requisition Master Files,” beginning on page 31
- Chapter 4, “Maintaining Vendor Master Files,” beginning on page 43
- Chapter 5, “Maintaining Customer Data,” beginning on page 139
- Chapter 6, “Processing Requisitions and Orders,” beginning on page 148
- Chapter 7, “Viewing Requisitions and Purchase Orders,” beginning on page 265
- Chapter 8, “Purchase Order Reports,” beginning on page 275
- Appendix A, “Approval Chain Forms,” beginning on page 323

Each chapter may include the following sections:

- Chapter overview
- Prerequisites
- Step-by-step procedures

You can use the Table of Contents or Index to search for the topic of your choice. You can also use the Customer Feedback Form to submit suggestions or comments about the alio Financial Accounting System software solution or this guide to the Weidenhammer Client Care Center (CCC). The CCC will forward your feedback to the appropriate department.

Weidenhammer distributes the alio guides as PDF files. Each PDF file contains several navigation tools to assist you in finding the information required. These tools include:

- A Bookmarks panel that outlines the topics in the user’s guide. You can click a topic in the bookmarks panel to go directly to that topic.
- A Search tool that lets you search for occurrences of a word or phrase in the user’s guide.
- Interactive links that take you directly to the information you seek. These links display with blue text. Click a link to go to that topic or page.
- A Comment tool that lets you add and save sticky notes to topics in the guide. Use these notes to add additional information to a topic. Optionally, you can display an interactive comment list that provides quick access to the sticky notes saved in the PDF file.
Preface

Formatting Conventions

The following table lists the formatting conventions used in this guide.

Table 1-1. Formatting conventions

<table>
<thead>
<tr>
<th>Item</th>
<th>Convention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buttons and Keys</td>
<td>Buttons and keys, such as the <strong>New Record</strong> button, the <strong>ENTER</strong> key or the <strong>TAB</strong> key, display in <strong>boldface</strong>. Press the indicated key; do not type the letters or words.</td>
</tr>
<tr>
<td>Case</td>
<td>Text entries are displayed in UPPERCASE in this guide. However, you can type text entries in all UPPERCASE, Mixed case, or lower case. Follow your organization’s instructions to determine which case to use.</td>
</tr>
<tr>
<td>Document and chapter titles</td>
<td>Titles of documents appear in italics. Chapter names are bracketed in parenthesis.</td>
</tr>
<tr>
<td>Field Names</td>
<td>Literal field names, such as the <strong>Date</strong> field, display in <strong>bold</strong> in the step-by-step procedures.</td>
</tr>
<tr>
<td>Hypertext links</td>
<td>Hypertext links are formatted in <strong>blue</strong> text. Click a link to jump to that topic or page.</td>
</tr>
<tr>
<td>Variables</td>
<td>Variables, such as a <strong>Y</strong> and an <strong>N</strong>, display in <strong>bold</strong>.</td>
</tr>
</tbody>
</table>

Additional Resources

You can find additional resources about **alio** in the following publications and Web sites.

Publications

Weidenhammer provides a full set of user guides for the **alio** Software Solution. These guides are published on the **Weidenhammer infolink Web site**. Refer to the “**Core alio Publications List**” document on infolink for a full list of the available publications.

Web Sites

- Weidenhammer Web site, [www.myalio.com](http://www.myalio.com)
- Weidenhammer infolink Web site, [http://infolink.hammer.net/login.aspx](http://infolink.hammer.net/login.aspx)
Contacting alio Support

If you have any questions about alio Financial Accounting System software solution, you can contact your business partner that provides your alio support or the Weidenhammer alio Client Care Center at (800) 914-9879 during normal business hours. You can also contact Weidenhammer alio Client Care Center via e-mail at wccc@hammer.net.

**NOTE:** If you are contacting the help desk about an existing support incident, please include the support incident number in the Subject line of the e-mail.
Before using the requisition and purchase order processing programs, review this chapter to understand the program prerequisites, Batch Master form, and standard report selection criteria.

This chapter discusses:

- Prerequisites to Requisition and Purchase Order Processing
- Navigating the Batch Master Form
- Standard Selection Criteria
Introduction

Prerequisites to Requisition and Purchase Order Processing

Your *aliO* administrator can define the following default values to expedite entering and approving requisitions and purchase orders. Your organization’s business practices determine how these defaults are defined.

Table 1-1. Prerequisites for requisitions and order processing

| Prerequisite                                                                 | Additional Information |
|                                                                            |                         |
| **Program AMCLI01A.FMX – Organization Master**                            | *Guide to System        |
| The field path displays in bold with the explanation below the path (e.g., | Administration for *aliO*|
| Organization Master > [Tab Name] > [Field Name]).                         |                          |
| **Organization Master > Assign PO > Assign PO No by Year:** If your      |                         |
| organization chooses to generate purchase order numbers based on values  |                         |
| identified for each fiscal year, use the **Assign PO** tab to identify    |                         |
| the purchase order number range to be used for each year. This option    |                         |
| enables you to easily identify the year in which your purchase orders    |                         |
| were generated. If you elect not to use this option, purchase order      |                         |
| numbers are automatically generated in numerical order.                   |                         |
| **Organization Master > Encumbrance > Disallow Vendor Change on PO Entry:**| Grant permission to     |
| Grant permission to users to change the vendor address on requisitions    | users to change the     |
| and purchase orders. If a user has this permission, the Vendor Address   | vendor address on       |
| Change button displays on the Purchase Order Entry and Requisition Entry/ | requisitions and        |
| Approval forms.                                                          | purchase orders.        |
| **Organization Master > Encumbrance > Display Warning if Order Entry      | Display a warning       |
| Item Amount is Zero:** Display a warning message if a user creates a    | message if a user       |
| requisition with at least one line where the order quantity is zero.      | creates a requisition   |
| **Organization Master > Encumbrance > PO Payments by Account Payment      | with at least one line  |
| Type:** Define the account distribution method for requisition line items. | where the order         |
|                                                                | quantity is zero.       |
### Program AMCLI01A.FMX – Organization Master (continued)

**Organization Master > Encumbrance > Approve Stipend Vendors:**
Require approval of any requisition entered for a stipend vendor (vendor category is ST for that vendor). The Approve as Vendor and Allow Stipend buttons display on the Requisition Entry/Approval form. The approver is granted permission to review and approve the requisition as a stipend vendor.

If approval of a requisition entered for stipend vendor is not required, the Approve as Vendor and Allow Stipend buttons will not display.

**Organization Master > Encumbrance > Autoload Order Entry Amounts:**
Automatically populate the Amount field on the Requisition Entry/Approval form with the undistributed cost of the selected line items. The user can modify this amount.

**Organization Master > Encumbrance > Encumber Overpayment of PO:**
Automatically encumber and liquidate any amount overpaid on a purchase order.

**Organization Master > Encumbrance > Freight on Discounted Cost:**
Define when to automatically calculate the freight on a line item: before any discount is applied to the extended cost or after any discount is applied to the extended cost.

**Organization Master > Encumbrance > Restrict Requisition Number Changes:**
Prevent the user from changing a requisition number after it is assigned to a requisition.

### Table 1-1. Prerequisites for requisitions and order processing (continued)

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Additional Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Program AMCLI01A.FMX – Organization Master (continued)</strong></td>
<td>Guide to System Administration for alo</td>
</tr>
</tbody>
</table>

**Organization Master > Encumbrance > Approve Stipend Vendors:**
Require approval of any requisition entered for a stipend vendor (vendor category is ST for that vendor). The Approve as Vendor and Allow Stipend buttons display on the Requisition Entry/Approval form. The approver is granted permission to review and approve the requisition as a stipend vendor.

If approval of a requisition entered for stipend vendor is not required, the Approve as Vendor and Allow Stipend buttons will not display.

**Organization Master > Encumbrance > Autoload Order Entry Amounts:**
Automatically populate the Amount field on the Requisition Entry/Approval form with the undistributed cost of the selected line items. The user can modify this amount.

**Organization Master > Encumbrance > Encumber Overpayment of PO:**
Automatically encumber and liquidate any amount overpaid on a purchase order.

**Organization Master > Encumbrance > Freight on Discounted Cost:**
Define when to automatically calculate the freight on a line item: before any discount is applied to the extended cost or after any discount is applied to the extended cost.

**Organization Master > Encumbrance > Restrict Requisition Number Changes:**
Prevent the user from changing a requisition number after it is assigned to a requisition.
Table 1-1. Prerequisites for requisitions and order processing (continued)

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program AMCLI01A.FMX – Organization Master (continued)</strong></td>
<td>Guide to System Administration for alio</td>
</tr>
<tr>
<td><strong>Organization Master &gt; Encumbrance &gt; Approve Each Level:</strong> Yes if your organization requires each level on the approval chain to approve the requisition before it reaches the Approved, Ready for Edit/Print status.</td>
<td></td>
</tr>
<tr>
<td>If the user/owner, which is the person who entered the requisition, is assigned to any level of the approval chain and must approve the requisition before it moves to the next level/person in the approval chain, the approval process will only approve the requisition at the lowest level of the approval chain to which the owner/approver is assigned. The requisition must still be approved at each level of the approval chain before it reaches the Approved, Ready for Edit/Print status.</td>
<td></td>
</tr>
<tr>
<td>No if your organization does not require approval of a requisition at each level of the approval chain. After the requisition is approved at any level, it will continue to move up the approval chain until it reaches the Approved, Ready for Edit/Print status. Approval levels may be bypassed if an approver is on the approval chain multiple times.</td>
<td></td>
</tr>
<tr>
<td>The approver can only see the requisition to approve it when the requisition is at the level for that approver. In other words, if Approver X must approve the requisition before Approver Y can access it, then Approver Y cannot approve that requisition.</td>
<td></td>
</tr>
<tr>
<td><strong>Organization Master &gt; Encumbrance &gt; Disapproval Level:</strong> Define the recipient of a requisition when it is disapproved. If Owner is selected, the requisition is automatically sent back to the person that entered the requisition. If Prior is selected, the requisition is automatically sent back to the person that last approved the requisition.</td>
<td></td>
</tr>
<tr>
<td><strong>Organization Master &gt; Encumbrance &gt; Blanket Orders Allow Quantity of Zero:</strong> Allow order quantities to equal zero on blanket purchase orders.</td>
<td></td>
</tr>
</tbody>
</table>
**Introduction**

Table 1-1. Prerequisites for requisitions and order processing (continued)

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization Master &gt; Encumbrance &gt; Require Product Class on Order Entry:</strong> Set this profile to Yes to require the entry of the product class when a requisition and or purchase order are created.</td>
<td><strong>Guide to System Administration for all</strong></td>
</tr>
<tr>
<td><strong>Note for NJ Clients:</strong> You must set this indicator to Yes to comply with the New Jersey Legislature enacted Public School Contract Law, N.J.S.A 18:18A-3, which requires the use of bid thresholds by public schools.</td>
<td></td>
</tr>
</tbody>
</table>

**Organization Master > Finance > Use Sales Tax:** If your organization includes sales tax on its requisitions/purchase orders, set the User Sales Tax profile to Yes, and define the Default Tax Type, Default Tax Code, and Tax on Freight profiles values.

When the Use Sales Tax profile is implemented, the Tax Type and Tax Code fields display in the following programs:

- Requisition Entry/Approval – FOENT01B.FMX
- Purchase Order Entry – FUENT01A.FMX
- Direct PO Entry – FUENT02A.FMX
- Purchase Order – Item Entry – FUENT02C.FMX
- Order Edit List – FOEDT01A.REP

**Program AMPRF01A.FMX – Profiles**

Follow this path to the Profiles form: **System Administration > Profiles > Profiles form**. Use the Profiles form to enter and/or modify the following profiles to meet your organization’s business practice.
Introduction

Table 1-1. Prerequisites for requisitions and order processing (continued)

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAY_BY_LINE_ITEM profile key:</strong> This profile key determines the Purchase Order – Item Entry form that appears when entering items on a purchase order. If the profile key is PAY_BY_LINE_ITEM, program FUENT02A.FMX – Purchase Order — Item Entry form displays (Figure 6-16 on page 211). This setting is typically used for organizations using the Purchase Order Receiving process and Purchase Order Payments by Line Item. Any account distribution changes made using Direct Purchase Order — Item Entry will update both the Order Item Account and PO Accounts tables. With this profile setting, you can use the Set Tax button to copy the Tax Type and Tax Code values from the purchase order to the individual lines on the purchase order. <strong>Important:</strong> If entering payments by line item, you must define the PAY_BY_LINE_ITEM profile key and use program FUENT02A – Purchase Order Entry — Item Entry to add lines to a purchase order. If the PAY_BY_LINE_ITEM profile key does not exist in the Profiles table, or is anything other than PAY_BY_LINE_ITEM (i.e., PAY_BY_LINE_ITEM_NO), program FUENT02B.FMX – Purchase Order — Item Entry form displays (see Figure 6-17 on page 218). This setting is used for organizations that use Purchase Order Payments by Account. Any account distribution changes made using Direct Purchase Order — Item Entry will update only the PO Accounts table.</td>
<td>Guide to System Administration for alicc</td>
</tr>
</tbody>
</table>

| **PAY_BY_LINE_ITEM profile key (continued):** With this profile setting, you cannot use the Set Tax button to copy the Tax Type and Tax Code values from the purchase order to the individual lines on the purchase order. | |

| **FOPTR05B PO MUST POST profile key:** This profile key determines if a warning message appears stating that you can print your purchase orders even when there are previously printed purchase orders not yet posted. | |
### Introduction

Table 1-1. Prerequisites for requisitions and order processing (continued)

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PATH profile keys:</strong> Use the following PATH profile keys to allow users to attach documents in programs FOENT06A.FMX – Requisitions and FMVEN01A.FMX – Vendor Master:</td>
<td><strong>Guide to System Administration for</strong> aliop</td>
</tr>
<tr>
<td>• PATH_DOC</td>
<td></td>
</tr>
<tr>
<td>• PATH_DOCX</td>
<td></td>
</tr>
<tr>
<td>• PATH_XLS</td>
<td></td>
</tr>
<tr>
<td>• PATH_XLSX</td>
<td></td>
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<tr>
<td>• PATH_PDF</td>
<td></td>
</tr>
<tr>
<td>• PATH_TXT</td>
<td></td>
</tr>
<tr>
<td>• PATH_JPG</td>
<td></td>
</tr>
</tbody>
</table>

In the Profile Data field, enter the path to the application on the computer that is used to open that type of file. You must enclose the path in quotes (""") if there are spaces in the path name (e.g., "C:\Program Files\Microsoft Office\Office14\winword.exe").

Profiles required for New Jersey State Reporting.

**Note for NJ Clients:** You must define these profile keys to comply with the New Jersey Legislature enacted Public School Contract Law, N.J.S.A 18:18A-3, which requires the use of bid thresholds by public schools.

- **VENDOR_THRESHOLD_1** to identify the first threshold level
- **VENDOR_THRESHOLD_2** to identify the second threshold level
- **PRODUCT_CLASS_THRESHOLD** to identify the threshold level for product classes defined in the Product Class Master file
- **VENDOR_THRESHOLD_MESSAGE_1** to identify the message that will display when a requisition or purchase order total equals the level 1 vendor threshold (VENDOR_THRESHOLD_1) and a valid document is not on file.
- **VENDOR_THRESHOLD_MESSAGE_2** to identify the message that will display requisition or purchase order total equals the level 2 vendor threshold (VENDOR_THRESHOLD_2) and a valid document is not on file.
- **PRODUCT_CLASS_THRESHOLD_MESSAGE** to identify the message that will display when the sum of the Open Purchase Order Total plus the Fiscal Year-to-Date Payment Total exceeds the threshold set for the product class (PRODUCT_CLASS_THRESHOLD).
**Introduction**

Table 1-1. Prerequisites for requisitions and order processing (continued)

<table>
<thead>
<tr>
<th>Prerequisite</th>
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</tr>
</thead>
</table>
| **BALANCE_SHEET_ENC_OPTION:** | This profile key is optional. Use the BALANCE_SHEET_ENC_OPTION profile key to determine if an amount distributed to a balance sheet account is validated against the account's current balance. You can enter any combination of the following upper case Profile Data values on the same line, with or without separators, e.g., ALE (no separator), A L E (space separator), A,L,E (comma separator), or A-L-E (dash separator).

- **Y** — an Insufficient Funds message displays when the account to which the amount is distributed exceeds the account balance and the account entered is an Asset or Liability account.
- **L** — an Insufficient Funds message displays when the account to which the amount is distributed exceeds the account balance and the account entered is a Liability account.
- **E** — an Insufficient Funds message displays when the account to which the amount is distributed exceeds the account balance and the account entered is an Equity account.
- **A** — an Insufficient Funds message displays when the account to which the amount is distributed exceeds the account balance and the account entered is an Asset account.

For example:

- **A,E** will validate the account balance against assets and equities
- **A** will validate the account balance against only assets
- **L** will validate the account balance against only liabilities
- **A,E,L** will validate the account balance against assets, equities, and liabilities
- **A,L** will validate the account balance against assets and liabilities

To prevent account balance validation for balance sheet accounts, remove or rename the Profile Key or set the Profile Data to N. |

**Guide to System Administration for alio**
Introduction

Table 1-1. Prerequisites for requisitions and order processing (continued)

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program AMSEC01B.FMX – Security</td>
<td></td>
</tr>
<tr>
<td>In programs FOENT01B.FMX – Requisition Entry / Approval, FUENT02A.FMX – Purchase Order - Item Entry, and FUENT02B.FMX Purchase Order - Item Entry, an Insufficient Funds message will display if the amount distributed to an account during the line item entry process exceeds the current balance. The Budget Override check box defined in program AMSEC01B.FMX – Security for the user security role to which the user belongs will determine how that user may respond to this Insufficient Funds message:</td>
<td></td>
</tr>
<tr>
<td>• If the Budget Override check box is selected for a user security role, a user assigned to that user security role is granted permission to override the current account balance when the amount distributed to an account during the line item entry process exceeds that balance. An Insufficient Funds message displays prompting the user to either override the budget amount or change the account number prior to saving and finalizing the requisition and saving a purchase order.</td>
<td></td>
</tr>
<tr>
<td>• If the Budget Override check box is not selected (blank) for a user security role, a user assigned to that user security role is not permitted to override the current account balance when the amount distributed to an account during the line item entry process exceeds that balance. An Insufficient Funds message displays prompting the user to change the account number before saving and finalizing the requisition and saving a purchase order.</td>
<td></td>
</tr>
<tr>
<td>Program FURCV01A.FMX – Purchase Order Receiving: If your organization limits your access to purchase order receipts by receiving location group, and the Budget Override check box defined in program AMSEC01B.FMX – Security for your assigned user role is:</td>
<td></td>
</tr>
<tr>
<td>• Not selected, you may receive purchase orders created with your User ID that are assigned to a location that belongs to the receiving location group assigned to your User ID in program AMSEC05A.FMX – Users</td>
<td></td>
</tr>
<tr>
<td>• Selected, you may receive purchase orders entered by other users if the receiving location for those purchase orders belongs to the receiving location group assigned to your user ID in program AMSEC05A.FMX – Users.</td>
<td></td>
</tr>
<tr>
<td>Prerequisite</td>
<td>Additional Information</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td><strong>Program AMSEC05A.FMX – Users</strong></td>
<td>Guide to System Administration for alio</td>
</tr>
<tr>
<td>1. Grant permission to users responsible for entering requisitions and purchase orders to manually assign a purchase order number to a requisition. If a user does not have permission to assign a purchase order number to a requisition, the PO# button will not display on the Requisition Entry/Approval form.</td>
<td></td>
</tr>
<tr>
<td>2. Assign a default ship location, order location, and buyer code for each user responsible for entering requisitions and purchase orders. These defaults display on the Requisition Entry/Approval form when the user is entering a requisition.</td>
<td></td>
</tr>
<tr>
<td>3. Assign a receiving location group to your organization limit your access to purchase order receipts by location. If implemented, you are able to receive only purchase orders entered for the locations that belong to the receiving location group assigned to your user ID in program AMSEC05A.FMX – Users. In addition, if the Share Batches check box is:</td>
<td></td>
</tr>
<tr>
<td>• Not selected, you may receive purchase orders created with your User ID that are assigned to a location that belongs to the receiving location group assigned to your User ID in program AMSEC05A.FMX – Users</td>
<td></td>
</tr>
<tr>
<td>• Selected, you may receive purchase orders entered by other users if the receiving location for those purchase orders belong to the receiving location group assigned to your user ID in program AMSEC05A.FMX – Users.</td>
<td></td>
</tr>
<tr>
<td>4. Assign the applicable approval chain to the users responsible for approving purchase orders.</td>
<td></td>
</tr>
<tr>
<td><strong>FMPRC01A.FMX – Product Classes</strong></td>
<td>“Maintaining Product Classes” beginning on page 39</td>
</tr>
<tr>
<td>1. Define the product class codes used to categorize the items to purchase. You must add the product class to each item included in a vendor’s Standard Item Catalog or to each free-form item entered on the RTB. If your organization has required vendor thresholds, you can define the product classes to be monitored.</td>
<td></td>
</tr>
<tr>
<td><strong>For NJ Clients:</strong> You must define the product class codes to comply with the New Jersey Legislature enacted Public School Contract Law, N.J.S.A 18:18A-3, which requires the use of bid thresholds by public schools.</td>
<td></td>
</tr>
</tbody>
</table>
Introduction

Table 1-1. Prerequisites for requisitions and order processing (continued)

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program FMVEN01A.FMX – Vendor Master</strong></td>
<td>&quot;Maintaining Vendor Master Files” beginning on page 43</td>
</tr>
<tr>
<td>1. On the <strong>Vendor Master</strong> tab, select the E-mail Flag check</td>
<td></td>
</tr>
<tr>
<td>box and define the vendor’s e-mail address to send purchase</td>
<td></td>
</tr>
<tr>
<td>orders to a vendor by e-mail.</td>
<td></td>
</tr>
<tr>
<td>2. On the <strong>Terms</strong> tab, define a default freight cost or freight</td>
<td></td>
</tr>
<tr>
<td>percent that will automatically display on the Requisition</td>
<td></td>
</tr>
<tr>
<td>Entry/Approval form when the vendor is selected.</td>
<td></td>
</tr>
<tr>
<td>3. On the <strong>Terms</strong> tab, define a discount percent that will</td>
<td></td>
</tr>
<tr>
<td>automatically display on the Requisition Entry/Approval form</td>
<td></td>
</tr>
<tr>
<td>when the vendor is selected.</td>
<td></td>
</tr>
<tr>
<td>4. On the <strong>Contracts</strong> tab, define a default contract number</td>
<td></td>
</tr>
<tr>
<td>that will automatically display on the Requisition Entry/</td>
<td></td>
</tr>
<tr>
<td>Approval form when the vendor is selected.</td>
<td></td>
</tr>
<tr>
<td>5. On the <strong>Standard Items</strong> tab, create a standard vendor</td>
<td></td>
</tr>
<tr>
<td>items catalog if you frequently order the same items from</td>
<td></td>
</tr>
<tr>
<td>the same vendor. The vendor items catalog saves time when</td>
<td></td>
</tr>
<tr>
<td>entering requisitions and purchase orders.</td>
<td></td>
</tr>
<tr>
<td>6. On the <strong>Thresholds</strong> tab, enter the Business Registration</td>
<td></td>
</tr>
<tr>
<td>Certification (BRC) number, and the dates that the Business</td>
<td></td>
</tr>
<tr>
<td>Registration Certificate and Political Disclosure Statement</td>
<td></td>
</tr>
<tr>
<td>Expiration Date were received from the vendor, if applicable</td>
<td></td>
</tr>
<tr>
<td>to your organization. <strong>Note for NJ Clients:</strong> You are required</td>
<td></td>
</tr>
<tr>
<td>to complete this information for each vendor to comply with</td>
<td></td>
</tr>
<tr>
<td>the New Jersey Legislature enacted Public School Contract Law,</td>
<td></td>
</tr>
<tr>
<td>N.J.S.A 18:18A-3, which requires the use of bid thresholds by</td>
<td></td>
</tr>
<tr>
<td>public schools.</td>
<td></td>
</tr>
<tr>
<td><strong>Program FUTYP01A.FMX - Purchase Order Types</strong> (optional)</td>
<td>&quot;Maintaining Purchase Order Types” beginning on page 37</td>
</tr>
<tr>
<td>1. Define purchase order types that you can assign to a purchase</td>
<td></td>
</tr>
<tr>
<td>order to prevent that purchase order from going through the</td>
<td></td>
</tr>
<tr>
<td>receiving process.</td>
<td></td>
</tr>
</tbody>
</table>
**Introduction**

Table 1-1. Prerequisites for requisitions and order processing (continued)

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program SMBUY01A.FMX – Buyer Codes (optional)</strong></td>
<td>“Maintaining Buyer Codes” beginning on page 32</td>
</tr>
<tr>
<td>1. Define buyer codes to identify and trace members of your organization that make purchases. After these buyer codes are established, you can click the List of Values button to select a buyer code when creating a requisition or purchase order. You can filter the Order Edit List, Purchase Order Print programs, and other purchase order reports by a specific buyer code, which provides multiple users the ability to view their own entries.</td>
<td></td>
</tr>
<tr>
<td><strong>Program SMLOC01A.FMX – Receiving Locations (optional)</strong></td>
<td>“Maintaining Receiving Location Groups” beginning on page 41</td>
</tr>
<tr>
<td>1. The system administrator must define at least one receiving location group with one assigned location in program SMLOC01A.FMX – Location Groups in order for users to receive purchase orders. You must also assign the Receiving Location Group to user records in AMSEC05A.FMX – Users if your organization plans to limit user access to purchase order receipts by location and User Id.</td>
<td></td>
</tr>
<tr>
<td><strong>Program SMSPI01A.FMX – Special Instructions (optional)</strong></td>
<td>“Maintaining Special Instructions” beginning on page 33</td>
</tr>
<tr>
<td>1. Define the default header and footer text for the requisition/purchase order. Header text will print at the top of the printed purchase order and footer text will print at the bottom of the printed purchase order. If defined, you can select the default header and footer from a List of Values when creating a requisition or purchase order. <strong>Note:</strong> If your organization uses the third-party software EDGE to print purchase orders, you must limit the following fields in the requisition and purchase order header to 60 alphanumeric characters:</td>
<td></td>
</tr>
<tr>
<td>• Header</td>
<td></td>
</tr>
<tr>
<td>• Footer</td>
<td></td>
</tr>
<tr>
<td>EDGE will print only 60 alphanumeric characters on the purchase order.</td>
<td></td>
</tr>
</tbody>
</table>
If your organization uses approval chains to approve and disapprove requisitions and purchase orders, your organization must set up the following master files.

Table 1-2. Approval Chain prerequisites

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program FMAPP01A.FMX – Approval Code Master</td>
<td>“Maintaining Approval Codes” beginning on page 23</td>
</tr>
<tr>
<td>1. Define the approval codes that identify the approvers included in your organization’s approval chains. Approval codes are associated to users. This association determines who specifically can approve a purchase and the amounts for which approval is required.</td>
<td></td>
</tr>
<tr>
<td>Program FMAPP02A.FMX – User Approver Master</td>
<td>“Associating Approval Codes to Users” beginning on page 25</td>
</tr>
<tr>
<td>1. Associate approval codes with specific system users. A system user can be a specific person or a group. This allows the user to approve requisitions or purchase orders that are assigned the approval code with which they are associated. You can assign multiple approval codes to a user and associate the same approval code to multiple users.</td>
<td></td>
</tr>
</tbody>
</table>
Table 1-2. Approval Chain prerequisites (continued)

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program FMAPP03A.FMX – Approval Chain</strong></td>
<td>“Creating Approval Chains” beginning on page 27</td>
</tr>
<tr>
<td>1. Create a chain of approval for requisitions, warehouse orders, budget transfer requests, and payroll approvals. You can set up as many approval chains as required by your school district and you can set up multiple links for each chain. Each location or user chain must contain approval code PO as the last record in the chain. A chain consists of different levels and approval codes each linked together by the same approval chain name. For example, you can create two separate approval chains with two links per chain. To set up the different links for each chain, you must ensure each link has the exact same name in the Approval Chain field. You can create an AUTO approval chain to assign to individual users and locations. The AUTO approval chain has one level in the Approval Chain form (FMAPP03A), usually for Approval Level 90 or 99, and an Approval Code equal to PO. AUTO indicates any requisitions keyed using a location or user approval chain of AUTO will not require any approvals in the system; it is automatically approved and ready for the next step — the order edit list and PO print. If an AUTO approval chain is assigned to the user entering the requisition/purchase order or the location receiving the items on the requisition/purchase order, the AUTO approval chain overrides the account approval chain associated with the account to which the requisition/purchase order cost is posted.</td>
<td></td>
</tr>
</tbody>
</table>
Introduction

Navigating the Batch Master Form

All cash receipt transactions in alio must have an associated batch number. A batch number is a unique identifier for a group of records that allows you to establish controls, group data, and post specific data. Batch numbers also allow multiple users to work on the same processes without interfering in each other’s work.

A batch may have a status of:

- **ENTRY** indicates that the edit list has not run for the batch.
- **ERROR** indicates that the edit list ran but errors exist.
- **READY** indicates that the edit list ran without errors and the batch is ready to post.

Use program FMBTH01A.FMX – Batch Master to assign a specific batch number to a process. This Batch Master form automatically appears when a process that requires a batch to be created is selected from a menu. You must complete the Batch Master form before accessing the process form. After a batch number is used for posting, you cannot use that batch number again in the same fiscal year.

**IMPORTANT:** You can share a batch with other staff if your assigned user role has permission to share batches. Otherwise, you can update only your own batches.

Accessing the Batch Master Form

When a process is selected that requires a batch number, a **Batch Master** form automatically appears. You must select or enter a batch number before you can access the related process form. You cannot update a posted batch.

Figure 1-1. Batch Master form – FMBTH01A
Introduction

Handling Batch Master Error Messages

When the **Use This Batch** button is clicked, you may receive one of two error messages that are common to the batch master. Both messages apply to the congruency of the accounting period, accounting year, and transaction date.

**Accounting period error message:** If you change the transaction date to a date that falls within a different accounting period, an error message appears. To respond to this message:

- Click **Yes** to change the accounting period to the period that includes the specified date. The **Accounting Period** field changes to the accounting period that includes the date you specified.
- Click **No** to close the error message and manually correct the accounting period or the transaction date.

**IMPORTANT:** Weidenhammer recommends you reply **Yes** to this message to revert to the default accounting period.

**Date range error message:** If you change the transaction date to a date that is not established for the specified accounting year, or you change the accounting year to a year that does not include the specified transaction date, an error message appears. To respond to this message:

- Click **Cancel** to return to the **Batch Master** form and correct the transaction date or the accounting year.
- Click **OK** to ignore the error and use the transaction date and accounting year you specified.

**NOTE:** Weidenhammer recommends you reply **Cancel** to this message and correct the transaction date or the accounting year.
Standard Selection Criteria

Refer to the *Guide to Generating Reports in alio* for detailed information about generating reports in alio. You can download a copy of this guide from Weidenhammer’s infolink Web site.

**NOTE:** On any alio menu, click to select the Open in Spreadsheet check box prior to accessing the report option to generate the report as an Excel spreadsheet. The Destination Format (or Desformat) field on the corresponding Runtime Parameter Form will default to DELIMITEDDATA.

When you print a report, you are required to enter four standard fields. The following table defines each field.

Table 1-3. Standard selection criteria definitions

<table>
<thead>
<tr>
<th>Standard Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination Type</td>
<td>This field lists the output destination options available for the report (cache, printer, etc.). Your choices are:</td>
</tr>
<tr>
<td></td>
<td>• Cache (default) to display the report on your monitor.</td>
</tr>
<tr>
<td></td>
<td>• Printer to send the report to your default printer. To send the report to a different printer, type the printer name in the Destination Name field.</td>
</tr>
<tr>
<td></td>
<td>• Mail to send a purchase order document to a vendor via e-mail. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information.</td>
</tr>
<tr>
<td></td>
<td>• File to print Web AP checks with a third party software.</td>
</tr>
<tr>
<td>Destination Name</td>
<td>If the Destination Type is Printer, type the location of the printer in the Destination Name field to send the report to a printer that is not the default printer. Otherwise, leave this field blank.</td>
</tr>
<tr>
<td>Destination Format</td>
<td>The Destination Format field defaults to PDF or, if the Open Spreadsheet check box is selected on any alio menu, DELIMITEDDATA. You can generate a report in DELIMITEDDATA format to display the resulting report data in an Excel spreadsheet.</td>
</tr>
<tr>
<td>Number of Copies or Copies</td>
<td>Type the number of report copies to print. The default is 1.</td>
</tr>
</tbody>
</table>
Defining Approval Chains

This chapter explains how to plan and create the approval chains required by your organization. You can use approval chains to approve the following items:

- Requisitions
- Purchase orders
- Budgets
- Adjusting Journal Entries
- Bids
- Advanced Purchases
- Payments

After the approval chains are created, you assign the approval chains to the applicable accounts in the Chart of Accounts. You can assign the approval chains manually, import the approval chains as part of your alio implementation, or mass load the approval chains using program FMACT13A – Mass Load Approval Chains.

You must also assign the approval chain to each user that is part of that chain. Your system administrator can assign approval chains to users in the User Master file.

This chapter discusses:

- Planning an Approval Chain
- Maintaining Approval Codes
- Associating Approval Codes to Users
- Creating Approval Chains
Defining Approval Chains

Planning an Approval Chain

Prior to setting up an approval chain, you must first identify how your approval chain will function. It is important to have a clear picture of who is involved in the approval chain and at what point in the chain they are involved. Approval chains are used in many areas of aliō such as order processing, budget approvals, warehouse order processing, and payroll approvals.

There are three ways to set up an approval chain:

- Location to have a designated approval chain for requisitions entered from a specific location
- User to have a designated approval chain for requisitions entered by a specific user
- Account to have a designated approval chain for requisitions entered for an account

**NOTE:** User approval chains always override Location approval chains.

You can create an AUTO approval chain to assign to individual users and locations. The AUTO approval chain has one level in program FMAPP03A.FMX – Approval Chain, usually for Approval Level 90 or 99, and an Approval Code equal to PO. AUTO indicates any requisitions keyed using a location or user approval chain of AUTO will not require any approvals in the system; it is automatically approved and ready for the next step — the order edit list and PO print.

If an AUTO approval chain is assigned to the user entering the requisition/purchase order or the location receiving the items on the requisition/purchase order, the AUTO approval chain overrides the account approval chain associated with the account to which the requisition/purchase order cost is posted.

Completing an Approval Chain Form

Before you begin setting up an approval chain in aliō, you can complete an Approval Chain form to help you plan and lay out the approval process. This can help you visualize the process and ensure that all your requirements are met prior to setting up the approval chain in the system.

**NOTE:** Weidenhammer has developed a form to help you plan your approval process. Refer to Appendix A, “Approval Chain Forms,” beginning on page 323 for examples of approval chain forms.

To explain the Approval Chain form and the approval process, we can create an example and use it throughout the process. In this example, we can set up an approval chain for Birch High School. At Birch High School, a requisition is entered and then goes to the principal for approval. When the principal approves the requisition, it goes to Finance. Once Finance approves the requisition it goes to Purchasing for approval. If the requisition is $25,000 or more, it goes from Purchasing to the Assistant Superintendent for approval and then the requisition becomes an approved purchase order. If the requisition is less than $25,000, it
Defining Approval Chains

does not need to go to the Assistant Superintendent. It goes from purchasing and immediately becomes an approved purchase order. See Figure 2-1 on page 20 for a flowchart of this example.

Figure 2-1. Requisition Flow for Birch High School
Defining Approval Chains

In our example, any requisition entered at Birch High School must go through this process. Therefore, our approval chain is based on location; Birch High School. We can use the Approval Chain by Location form to plan our approval chain. Figure 2-2 is an example of the completed Approval Chain by Location form for our Birch High School example.

Figure 2-2. Approval Chain by Location form for Birch High School

<table>
<thead>
<tr>
<th>Location</th>
<th>Location Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birch High School</td>
<td>101</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approval Chain Name</th>
<th>Approval Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birch HS</td>
<td>Principal</td>
</tr>
<tr>
<td></td>
<td>Finance</td>
</tr>
<tr>
<td></td>
<td>Purchasing</td>
</tr>
<tr>
<td></td>
<td>Assistant Superintendent</td>
</tr>
<tr>
<td></td>
<td>Ready for Print</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approval Name</th>
<th>Code</th>
<th>Level</th>
<th>Dollar Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>P101</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td>FIN</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Purchasing</td>
<td>PUR</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Assistant Superintendent</td>
<td>ASUP</td>
<td>40</td>
<td>25,000</td>
</tr>
<tr>
<td>Ready for Print</td>
<td>PO</td>
<td>99</td>
<td></td>
</tr>
</tbody>
</table>

Names, codes, and dollar minimums that will be set up in the Approval Code Master form
Defining Approval Chains

With an account approval chain, there would be a detour in the approval chain. A location or user chain is generated by the system; it then detours a different department for approval. This occurs when the requisition entered is allocated to an account in the Chart of Accounts that contains an approval chain.

**NOTE:** If the user or location associated with the requisition/purchase order is assigned an AUTO approval chain, the account approval chain is bypassed.

The following table illustrates an account approval chain.

<table>
<thead>
<tr>
<th>Approver</th>
<th>Code</th>
<th>Level</th>
<th>Dollar Minimum</th>
<th>Detour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>P101</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td>FIN</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>TECH</td>
<td>25</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Purchasing</td>
<td>PUR</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>ASUP</td>
<td>40</td>
<td>$25,000</td>
<td></td>
</tr>
<tr>
<td>Ready for Print</td>
<td>PO</td>
<td>99</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Defining Approval Chains

Maintaining Approval Codes

Use program FMAPP01A.FMX – Approval Codes to define the approval codes that identify the approvers included in your organization’s approval chains. Approval codes are associated to users. This association determines who specifically can approve a purchase and the amounts for which approval is required.

You can establish several approval codes for your organization using the Approval Code Master option. You can establish approval codes for specific departments, specific positions, and specific statuses. You can create approval codes that meet your organization’s particular needs.

The Approval Code Master form contains multiple approval codes displayed in a list format with an individual code on each line. All approval codes are accessible from the same form. Approval codes are added, modified, or deleted directly on the Approval Code Master form without accessing other forms.

Using the example established in “Planning an Approval Chain” beginning on page 19, you must create approval codes for each approval name on the Approval Chain by Location form. These approval names include Principal, Finance, Purchasing, and Assistant Superintendent. You do not need to set up an approval code of PO for Ready for Print. This code is automatically set up in the alio system. Figure 2-3 on page 24 displays how the information from the example should be set up.
Defining Approval Chains

To define an approval code:

1. Follow this path to access the **Approval Code Master** form: FAS > FAS Master File Maintenance > Requisition Master Files > Approval Code Master.

   **Tip**: Click the **Find** button to list existing approval master code records.

   Figure 2-3. Approval Code Master form – FMAPP01A

2. Click the **New Record** button to insert a blank line.

3. Enter the following approval code information.

   **Table 2-2. Approval Code Master form field definitions**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Code</td>
<td>Type a unique code that identifies the approval group or person. This is a required field; you can enter up to 4 alphanumeric characters.</td>
</tr>
<tr>
<td>Description</td>
<td>Type a description of the approval code. You can type a maximum of 30 alphanumeric characters.</td>
</tr>
<tr>
<td>Dollar Minimum</td>
<td>Type any dollar amount for which this approval code is required. For example, if you have a Superintendent approval code, and the superintendent must approve any expense amount exceeding $10,000, you can specify <strong>10,000</strong> in the <strong>Dollar Minimum</strong> field. This indicates that any expense over $10,000 must be approved by someone who is assigned the superintendent code.</td>
</tr>
</tbody>
</table>
Defining Approval Chains

4. Click the **Save** button to save the record.
5. When finished adding approval codes, close the form.

**Associating Approval Codes to Users**

After creating the approval codes, use program FMAPP02A.FMX – User Approver Master to associate approval codes with specific system users. A system user can be a specific person or a group. This allows the user to approve requisitions or purchase orders that are assigned the approval code with which they are associated. A user can have multiple approval codes associated to them and an approval code can be associated to multiple users.

You can also assign an AUTO approval code to a user. In this case, any requisition/purchase order created by the user is automatically approved. It is not processed by an account approval chain, even if the purchase order cost is distributed to an account with an associated approval chain.

Using the example established in “Planning an Approval Chain” beginning on page 19, you can now associate user IDs with the approval codes you already established. In this example, the following are the user IDs for the specific people or groups in the example chain:

- Principal’s User ID: **PRINCIPAL**
- Finance User ID: **FINANCE**
- Purchasing User ID: **PURCHASE**
- Assistant Superintendent User ID: **ASSTSUP**
- Buyer’s User ID: **BUYER**

This section explains how to link a user and approval code to create a relationship.
Defining Approval Chains

To link a user and approval code:

1. Follow this path to access the User Approval Master form: FAS > FAS Master File Maintenance > Requisition Master Files > User Approver Master.
   Tip: Click the Find button to list existing user approver master code records.

Figure 2-4. User Approver Master form – FMAPP02A

2. Click the New Record button to insert a blank line.

3. Enter the following approval code information.
   Table 2-3. User Approver Master form field definitions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| User ID        | Click the List of Values button to associate a user ID with an approval code or type the user ID in the space provided.  
                  Note: Users are defined using the Users menu option.        |
| Approval Code  | Click the List of Values button to select the approval code to be associated with the user or type the approval code in the space provided.  
                  Note: Approval codes are defined using the Approval Code Master form. For more information about defining approval codes, see “Maintaining Approval Codes” beginning on page 23. |
Defining Approval Chains

4. Click the Save button to save the record.
5. When finished adding approval codes, close the form.

Creating Approval Chains

Use program FMAPP03A.FMX – Approval Links (Chain) to create a chain of approval for requisitions, warehouse orders, budget transfer requests, and payroll approvals. You can set up as many approval chains as required by your school district and you can set up multiple links for each chain. Each location or user chain must contain approval code PO as the last record in the chain.

A chain consists of different levels and approval codes each linked together by the same approval chain name. For example, you can create two separate approval chains with two links per chain. To set up the different links for each chain, you must ensure each link has the exact same name in the Approval Chain field.

The Approval Chain form contains multiple links displayed in a list format with an individual record on each line. All approval chains are accessible from the same form. Approval chain records are added, modified, or deleted directly on the Approval Chain form without accessing other forms.

Using the example established in “Planning an Approval Chain” beginning on page 19, we can now chain together the approval codes to make an approval chain that follows the flowchart in Figure 2-1 on page 20. Figure 2-5 on page 28 displays how the information from the example is set up.

This section explains how to create an approval chain.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Description</td>
<td>The description of the selected approval code automatically displays when you select an approval code. This field cannot be modified.</td>
</tr>
<tr>
<td>Active</td>
<td>Clear the Active check box to inactivate an approval code/user relationship. This check box is automatically selected when adding a new relationship.</td>
</tr>
</tbody>
</table>
Defining Approval Chains

To create an approval chain:

1. Follow this path to access the Approval Chain form: FAS > FAS Master File Maintenance > Requisition Master Files > Approval Links.

   **Tip**: Click the Find button to list existing approval chain records.

Figure 2-5. Approval Chain form – FMAPP03A

2. Click the New Record button to insert a blank line.

3. Enter the following approval chain details.

   Table 2-4. Approval Chain form field definitions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Chain</td>
<td>Type a name for the approval chain you are creating. This is a required field; you can enter up to 10 alphanumeric characters. You must identify the same chain the same way in each field. For example, if you specify Birch HS as the approval chain on one line and BIRCH HS as the approval chain on another line, they are considered two different chains. You must enter them identically to be considered the same chain.</td>
</tr>
</tbody>
</table>
Defining Approval Chains

Table 2-4. Approval Chain form field definitions (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Level</td>
<td>Type the order in which this entry will occur in the approval chain. This is a required field; you can enter up to 2 numeric digits. Assign a value from 90 - 99 if creating an AUTO approval chain. <strong>Tip:</strong> Weidenhammer recommends that you enter levels in increments of 10. This leaves room to add additional levels. For example, you can specify the first level as 10 and the second level as 20. Then, if it becomes necessary to add another level between those levels, you can create a level 15.</td>
</tr>
<tr>
<td>Approval Code</td>
<td>Click the <strong>List of Values</strong> button to select the approval code to be associated with the specified level or type the approval code in the space provided. Select PO if creating an AUTO approval chain. <strong>Note:</strong> Approval codes are defined using the <strong>Approval Code Master</strong> form. For more information about defining approval codes, see “Maintaining Approval Codes” beginning on page 23.</td>
</tr>
<tr>
<td>Approval Description</td>
<td>A description of the selected approval code automatically displays when you select an approval code. This field cannot be modified.</td>
</tr>
</tbody>
</table>

4. Click the **Save** button to save the record.
5. When finished adding approval chains, close the form.
Copying an Approval Chain

Use program FMAPP03A.FMX – Approval Chain to copy an existing full approval chain to create an approval chain or copy an approval chain to another approval chain.

To copy the approval chain:

1. Follow this path to access the Approval Chain form (see Figure 2-5 on page 28): FAS > FAS Master File Maintenance > Requisition Master Files > Approval Links.
   
   Tip: Click the Find button to list existing approval chain records.

2. In the Copy Full Approval Chains box:
   
   - In the From field, click the List of Values button to select the approval chain to be copied. If this field is left blank, an message will display prompting you to enter this field.
   
   - In the To field, click the List of Values button to select the approval chain to which the From approval chain will be copied; or type an approval chain to create an approval chain by copying the From approval chain. If this field is left blank, an message will display prompting you to enter this field.

3. Click the Copy button to copy the selected approval chain.

4. Use the Find button to search for and display the added or modified approval chain.
Maintaining Requisition Master Files

Requisition master files serve as building blocks for order processing functionality. Requisition master files such as buyers, pay cycles, special instructions, and units of measure provide essential requisitioning information for other *alieno* functions. Data from these master files display as default values throughout many operations, forms, and reports.

This chapter discusses:

- Maintaining Buyer Codes
- Maintaining Special Instructions
- Maintaining Units of Measure
- Maintaining Purchase Order Types
- Maintaining Product Classes
- Maintaining Receiving Location Groups
Maintaining Buyer Codes

Use the Buyer Master option to set up buyer codes to identify and trace members of your organization that make purchases. After these buyer codes are established, you can click the List of Values button to select a buyer code when creating a requisition or purchase order. You can filter the Order Edit List and Purchase Order Print programs by a specific buyer code, which provides multiple users the ability to view their own entries.

The Buyer Master form contains multiple buyer codes displayed in a list format with an individual record on each line. All buyer codes are accessible from the same form. Buyer codes are added, modified, or deleted directly on the Buyer Master form without accessing other forms.

This section explains how to create buyer master codes.

To create buyer master codes:

1. Follow this path to access the **Buyer Master** form: **FAS > FAS Master File Maintenance > Requisition Master Files > Buyer Master**.

   **Tip**: Click the **Find** button to list existing buyer master records.

2. Click the **New Record** button to insert a blank line.
3. Enter the following approval chain details.

Table 3-1. Buyer Master form field definitions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buyer Code</td>
<td>Type a unique code identifying the buyer. This is a required field; you can enter a maximum of 4 alphanumeric characters.</td>
</tr>
<tr>
<td>Buyer Name</td>
<td>Type a name for the buyer. Generally this is the name of the person or department designated as a buyer. You can enter a maximum of 40 alphanumeric characters.</td>
</tr>
</tbody>
</table>

4. Click the **Save** button to save the record.
5. When finished adding buyer master codes, close the form.

### Maintaining Special Instructions

Use the Special Instructions option to create specific instructions that you can associate with a requisition or purchase order. For example, your office may close between December 24 and January 2. You can create a special instruction that states that deliveries between those dates must be delivered to the warehouse. Once this instruction is defined, you can select it from a List of Values when creating a requisition or purchase order. The instruction will display and print in the header or footer of the requisition or purchase order.

The Special Instruction form contains multiple special instructions codes displayed in a list format with a special instructions record on each line. All special instructions are accessible from the same form. Special instructions are added, modified, or deleted directly on the Special Instructions form without accessing other forms.

**NOTE:** Note: If your organization uses the third-party software EDGE to print purchase orders, you must limit the following fields in the requisition and purchase order header to 60 alphanumeric characters: Header and Footer.

EDGE will print only 60 alphanumeric characters on the purchase order.
To define special instructions:

1. Follow this path to access the **Special Instructions** form:  
   
   FAS > FAS Master File Maintenance > Requisition Master Files > Special Instructions Table.  
   
   **Tip**: Click the **Find** button to list existing special instruction records.

   Figure 3-2. Special Instructions form – SMSPI01A

   ![Special Instructions form](image)

   2. Click the **New Record** button to insert a blank line.
3. Enter the following special instruction details.

Table 3-2. Special Instructions form field definitions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Type a unique code identifying the special instruction. This is a required field; you can enter a maximum of 4 alphanumeric characters.</td>
</tr>
<tr>
<td>Label</td>
<td>Type a name for the special instruction. Make this name descriptive so that it is easy to identify in the Special Instruction List of Values when creating the requisition or purchase order. You can enter a maximum of 40 alphanumeric characters.</td>
</tr>
<tr>
<td>Body</td>
<td>Type the detailed special instructions associated with this code. This text displays/prints in the header or footer of the requisition or purchase order. You can edit the comments directly on the form or you can click the Edit button to open an Editor box. Use the Editor box to edit the comments in a separate form. This is useful for editing long comments.</td>
</tr>
</tbody>
</table>

4. Click the Save button to save the record.

5. When finished adding special instructions, close the form.

Maintaining Units of Measure

Use program SMUOM01A.FMX – Unit Of Measure to define specific units of measure to use for informational purposes when completing a requisition or purchase order. For example, to order pens that are ordered in boxes of 12, you can set up a unit of measure called Box. You can then select this unit of measure when you complete the requisition or purchase order. This indicates to anyone reviewing the order that you are ordering 5 boxes of pens, not 5 individual pens.

The Unit Of Measure form contains multiple unit of measure codes displayed in a list format with a unit of measure record on each line. All unit of measure codes are accessible from the same form. Unit of measure records are added, modified, or deleted directly on the Unit Of Measure form without accessing other forms.

This section explains how to define units of measure.
To define units a measure:

1. Follow this path to access the Unit Of Measure form: FAS > FAS Master File Maintenance > Requisition Master Files > Unit of Measure Table.
   **Tip**: Click the Find button to list existing unit of measure records.

Figure 3-3. Unit of Measure form – SMUOM01A

2. Click the New Record button to insert a blank line.

3. Enter the following unit of measure details.

   **Table 3-3. Unit of Measure form field definitions**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UOM</td>
<td>Type a unique code identifying the unit of measure. This is a required field. You can enter a maximum of 6 alphanumeric characters.</td>
</tr>
<tr>
<td>Description</td>
<td>Type a description of the unit of measure. You can enter a maximum of 20 alphanumeric characters.</td>
</tr>
</tbody>
</table>

4. Click the Save button to save the record.

5. When finished adding units of measure, close the form.
Maintaining Requisition Master Files

Maintaining Purchase Order Types

On the Finance tab of program AMCLI01A.FMX – Organization Master, you can identify whether your organization requires purchase orders to be received. If your organization requires receiving there are generally some purchase orders that you cannot or do not want to receive (for example, a travel or support purchase order). Use program FUTYP01A.FMX – Purchase Order Types to define purchase order types that you can assign to a purchase order to prevent that purchase order from going through the receiving process.

If your organization uses blanket purchase orders, you must define a purchase order type equal to BO for blank order.

The Purchase Order Types window contains multiple purchase order types displayed in a list format with a purchase order type on each line. All purchase order types are accessible from the same window. Purchase order types are added, modified, or deleted directly on the Purchase Order Types window without accessing other windows.

This section explains how to define purchase order types.

To define purchase order types:

1. Follow this path to access the Purchase Order Types form: FAS > FAS Master File Maintenance > Requisition Master Files > Purchase Order Types.

   **Tip:** Click the Find button to list existing purchase order type records.

   Figure 3-4. Purchase Order Types form – FUTYP01A

2. Click the New Record button to insert a blank line.
3. Enter the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Type</td>
<td>Type a unique code identifying the purchase order type. This is a required field; you can enter a maximum of 4 alphanumeric characters.</td>
</tr>
<tr>
<td>PO Type Desc</td>
<td>Type a description of the purchase order type. You can enter a maximum of 40 alphanumeric characters.</td>
</tr>
<tr>
<td>Inactive</td>
<td>Select this check box to inactivate a purchase order type. Inactive purchase order types are excluded from the List of Values when creating a purchase order or requisition.</td>
</tr>
<tr>
<td>Receiving Required</td>
<td>Select this check box to indicate that you must use program FURCV01A.FMX – Purchase Order Receiving to receive purchase orders assigned this purchase order type. Clear this check box to indicate that receiving purchase orders assigned this purchase order type is optional. This check box is selected by default. <strong>Note:</strong> If the Receiving Required check box is selected, and <strong>No Matching</strong> is selected in the Receiving/Payment Option field on the Finance tab of program AMCLI01A.FMX – Organization Master form, the No Matching selection overrides this check box setting.</td>
</tr>
</tbody>
</table>
| Allow PO Payments By| Select one or more of these check boxes to indicate how payments may be applied to a purchase order.  
  • Select **Line Item** to pay a purchase order with this PO type using program FPENT03S.FMX – Purchase Order Payments by Line Item.  
  • Select **Account** to pay a purchase order with this PO type using program FPENT03C.FMX – Purchase Order Payments by Account.  
  • Select **Blanket PO** to pay a purchase order with this PO type using program FPENT09A.FMX – Blanket Purchase Order Payments. |

4. Click the **Save** button to save the record.
5. When finished adding purchase order types, close the form.
Maintaining Product Classes

Use program FMPRC01A.FMX – Product Classes to:

- Create the product class codes used to categorize the items to purchase. You can add the product class to each item included in a vendor's Standard Item Catalog or to each free-form item entered on the RTB.
- Define the appropriate Product Classes that require monitoring for vendor thresholds. This function is specific to New Jersey state reporting.

**NOTE FOR NJ CLIENTS:** You are required to define the product classes to comply with the New Jersey Legislature enacted Public School Contract Law, N.J.S.A 18:18A-3, which requires the use of bid thresholds by public schools.

The Product Class is case-sensitive. To prevent duplicate codes (for example PAPER and Paper), you should decide your product class naming conventions before adding the codes to the table.

Product classes defined in the Product Classes form display in the Product Classes List of Values form.

**NOTE:** The Open PO Total and Fiscal YTD Payment Total fields are display-only and specific to New Jersey state reporting. The Open PO Total field is updated when purchase orders associated with a product class are posted, maintained, cancelled, and paid. The Fiscal YTD Payment Total is updated when a purchase order associated with a product class is paid.
To add a product class:

1. Follow this path to access the Product Classes form: FAS > FAS Master File Maintenance > Requisition Master Files > Product Classes.
   
   **Tip**: Click the **Find** button to list existing product classes.

   Figure 3-5. Product Classes form – FMPRC01A

2. Click the **New Record** button to insert a blank line.

3. In the **Product Class** field, type the code to be used to identify this product class. You can enter a maximum of 10 alphanumeric characters; these characters are case-sensitive.

4. In the **Description** field, type a description of the product class. You can enter a maximum of 40 alphanumeric characters.

5. In the **Comment** field, enter notes and rules about the product class. The comments are for information only. You can enter up to 2000 alphanumeric characters.

6. Optionally, click to select the **Inactive** flag to prevent the product class from displaying in the **Product Class List of Values**. A product class is active by default.

7. Click the **Save** button to save the record.

8. When finished adding product classes, close the form.
Maintaining Requisition Master Files

Maintaining Receiving Location Groups

Use program SMLOC01A.FMX – Location Groups to define the receiving location groups used to limit user access to purchase orders during the purchase order receiving process. If a user is assigned a Receiving Location Group in program AMSEC05A.FMX – Users, that user may receive only purchase orders for locations that belong to that receiving location group.

**NOTE:** If the Share Batches option is set to:

No, you may receive purchase orders created with your User ID that are assigned to a location that belongs to the receiving location group assigned to your User ID in program AMSEC05A.FMX – Users

Yes, you may receive purchase orders entered by other users if the receiving location for those purchase orders belong to the receiving location group assigned to your user ID in program AMSEC05A.FMX – Users.

To define receiving location groups:

1. Follow this path to access the Location Groups form: **FAS > FAS Master File Maintenance > Location Master Groups**.

   **Tip:** Click the **Find** button to search for an existing location group record.

   Figure 3-6. Location Groups form – SMLOC01A

2. If applicable, click the **New Record** button to display the form in Entry mode.

3. In the **Group No** field, type the 4-digit alphanumeric code that represents the location group.
4. In the **Description** field, type a description of the location group. You can enter a maximum of 40 alphanumeric characters.

5. In the **Location** field, click the **List of Values** button to select a location that belongs to this location group. The **Location** number and **Location Name** are automatically populated.

   Repeat this step for each location that belongs to this group.

6. When finished, click the **Save** button to save the record.
Maintaining Vendor Master Files

Vendor information is established as building blocks for alio functionality. It provides names, addresses, types, terms, and history. Vendor information also provides a way to supply 1099 vendors with required tax information. Vendor data displays as default values throughout many operations, forms, and reports of alio.

This chapter discusses:

- Maintaining Vendor Types
- Maintaining Commodity Codes
- Maintaining Vendor Master Records
- Maintaining Vendor Groups
- Generating Vendor Reports
- Viewing Vendor History
Maintaining Vendor Types

Use program FMVEN05A.FMX – Vendor Types to create the vendor type codes used to group vendors with similar characteristics for reporting purposes. You assign these vendor types to each vendor record in the Vendor Master file. For example, you may have vendor types that include Contractor, Caterer, and Recruiting. You must individually define each of these vendor types.

If your organization uses stipend vendors, you must define the ST – STIPEND vendor type to be assigned to stipend vendors in the Vendor Master file.

Vendor types display in the Vendor Types List of Values form.

The Vendor Types form contains multiple vendor type records displayed in a list format with an individual record on each line. All vendor type records are accessible from the same form. Records are added, modified, or deleted directly on the Vendor Types form without accessing other forms.

This section explains how to define vendor types.

To define vendor types:

1. Follow this path to access the Vendor Types form: FAS > FAS Master File Maintenance > Vendor Maintenance > Vendor Types.

   Tip: Click the Find button to list existing vendor type records.

   Figure 4-1. Vendor Types form – FMVEN05A

2. Click the New Record button to insert a blank line.
3. Enter the following vendor type details.
   
   Table 4-1. Vendor Types form field definitions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Type a unique code identifying the vendor type. This is a required field; you can enter a maximum of 4 alphanumeric characters.</td>
</tr>
<tr>
<td>Description</td>
<td>Type a description of the vendor type. You can enter a maximum of 40 alphanumeric characters.</td>
</tr>
<tr>
<td>Federal ID Required</td>
<td>Click to select the <strong>Federal ID Required</strong> check box if the Federal ID is required when adding a vendor to the Vendor Master file that is assigned this vendor type.</td>
</tr>
</tbody>
</table>

4. Click the **Save** button to save the record.

5. When finished adding vendor types, close the form.
Maintaining Commodity Codes

Use program FMCOM01A.FMX – Commodity Codes to define commodity codes to attach to vendors.

Adding a Commodity Code

Follow these steps to add a commodity code to the Commodity Codes table.

To maintain commodity codes:

1. Follow this path to access the Commodity Codes form: FAS > FAS Master File Maintenance > Vendor Maintenance > Commodity Codes.
   
   **Tip**: Click the Find button to list existing commodity code records.

   Figure 4-2. Commodity Codes form – FMCOM01A

2. In the Code field, enter the commodity code. You can enter a maximum of 10 alphanumeric characters.

3. In the Description field, enter the commodity code description. You can enter a maximum of 40 alphanumeric characters.

4. Click to select the Inactive check box to indicate a commodity code as inactive. Click to clear the check box to activate the commodity code.
Maintaining Vendor Master Files

5. In the Comments field, type comments about the commodity code. You can edit the comments directly on the form or you can click the Edit button to open an Editor box. Use the Editor box to edit the comments in a separate form. This is useful for editing long comments.

6. Click the Save button to save changes.

Running a Commodity Code Master Report

Follow these steps to run the Commodity Code Master Report.

To run a commodity code master report:

1. If necessary, access the Commodity Codes form.

2. Click the Report button. The Commodity Code Master Runtime Parameter Form form appears.

   Tip: On the FAS menu, click the Open in Spreadsheet check box prior to accessing the report option to generate the report as an Excel spreadsheet.

   Figure 4-3. Commodity Code Master Runtime Parameter Form form – FMCOM01A

3. The Destination Type field defaults to Cache. Choose this option to display the report on your monitor.

   You can also select the Printer option to send the report to your default printer. To send the report to a different printer, type the printer name in the Destination Name field.

   Note: The Mail option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

4. Leave the Destination Name field blank unless you are sending the report directly to a printer that is not your default printer (Destination Type is Printer).

5. In the Number of Copies field, type the number of copies to print. The default is 1.
6. In the **Comm. Code Status** field, select the applicable option:
   - **1-Active** to report only active commodity codes
   - **2-Inactive** to report only inactive commodity codes
   - **3-Active/Inactive** to report active and inactive commodity codes

7. Click the **Submit Query** button.

The **Commodity Codes Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the report appears on your monitor in the selected Destination Format.

**Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

Figure 4-4. Commodity Codes report
Maintaining Vendor Master Files

Searching for Vendor Records

Use program FVSEL01A.FMX – Vendor Selection to list vendor records using the following filter criteria:

- Status — Active, Inactive, or All vendors
- Category — all vendors assigned to a specific vendor category, e.g., all stipend vendors or all 1099 vendors
- Federal ID — display a vendor by the vendor’s assigned Federal ID or Social Security Number

You can use any combination of the filter criteria fields to customize your vendor search.

Vendor records are displayed in alphabetical order by vendor name. You can click a column heading to change this sort order. For example, click the Number column to display the vendors in numerical order by their assigned vendor identification number or State column to display vendor records in alphabetical order by their state of residence.

You can click a vendor name or number to display that vendor’s master record in program FMVEN01A.FMX – Vendor Master.

**NOTE:** Your system administrator must add this program to the program list and modify menus to call the program. Refer to the “Adding a Program to the Program List” section in the *Guide to System Administration in alio* for more information.
To initiate a vendor search:

1. Follow this path to access the **Vendor Selection** form: **FAS > FAS Master File Maintenance > Vendor Maintenance > Vendor Selection**.

Figure 4-5. Vendor Selection form – FVSEL01A

2. In the **Status** field, click to select the status of the vendors to include in the search.
   - **Active** (default) to limit the vendor list to vendor records with an active status
   - **Inactive** to limit the vendor list to vendor records with an inactive status
   - **All** to list all vendors regardless of their assigned status

3. Leave the **Category** field blank to include any vendor record that meets the other filter criteria in the selection process.
   Optionally, click the **List of Values** button to select a **Category** to limit the vendor records included in the selection process to vendors in that category.

4. Leave the **Federal ID** field blank to include any vendor record that meets the other filter criteria in the selection process.
   Optionally, in the **Federal ID** field, type the Employer Identification Number or Social Security Number assigned to a vendor record to display that vendor record. You must include the punctuation in the value entered (i.e., 99-999999 for Federal ID; 999-99-9999 for Social Security Number).
Maintaining Vendor Master Files

5. Click the **Select** button to run the search process. A list of vendor records that meet the filter criteria displays in alphabetical order by Vendor Name.

The following table defines each field displayed.

Table 4-2. Vendor Selection form – FVSEL01A, Column definitions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name</td>
<td>This column displays the name of each vendor that meets the filter criteria.</td>
</tr>
<tr>
<td>Number</td>
<td>This column displays the identification number in alphabetical order for each vendor.</td>
</tr>
<tr>
<td>Address</td>
<td>This column displays the street address of the vendor’s primary address.</td>
</tr>
<tr>
<td>City</td>
<td>This column displays the city where the vendor’s primary address is located.</td>
</tr>
<tr>
<td>State</td>
<td>This column displays the 2-digit state abbreviation where the vendor’s primary address is located.</td>
</tr>
<tr>
<td>Active</td>
<td>This column displays the status of the vendor record in the Vendor Master file, either Active or Inactive.</td>
</tr>
</tbody>
</table>

6. Optionally, click a column heading to sort the vendor records displayed. For example, click the **Number** column to display the vendor records in numerical order.

7. Optionally, click a specific **Vendor Name** or **Number** to display that vendor’s master record in program FMVEN01A.FMX – Vendor Master (see Figure 4-7 on page 61).
Maintaining Vendor Master Records

Use program FMVEN01A.FMX – Vendor Master to create a vendor master record for each vendor that does business with your organization. You can enter a vendor master record that contains data about the vendor, including business data, history, freight information, 1099 data, item information, commodity information, and vendor threshold information. This information is used for order processing, payment processing, and tax preparation.

**NOTE:** Vendor thresholds are specific for New Jersey state reporting.

Vendors with a valid mailing address display in the Vendor List of Values form.

Prior to adding a vendor master record, you should define the following tables:

- Vendor Catalog
- Product Class
- Units of Measure
- Commodities

The Vendor Master form contains three blocks of information. Each block is maintained individually.

- The Master block identifies the vendor and specific business information. You must position your cursor in the Master block to create a vendor master record. While the cursor is positioned in the Master block, you can click the Next or Prev buttons to display the next or previous vendor master record.

- The Address block defines the addresses associated with the vendor specified in the Master block. You can add multiple addresses for a vendor; click and drag the Vertical scroll bar or click the Next or Prev buttons to view each address. You must position your cursor in the Address block to insert a new address.

  If you click the New, Delete, Prev, or Next buttons while your cursor is in the Address block, the Address block is only affected. The Master block remains unchanged.

- The Contact block identifies the contact information associated with the address specified in the Address block. You can add multiple contacts to an address; click and drag the Vertical scroll bar or click the Next or Prev buttons to view each contact. You must position your cursor in the Contact block to insert a new contact.

  If you click the New, Delete, Prev, or Next buttons while your cursor is in the Contact block, the Contact block is only affected. The Master and Address blocks remain unchanged.
Maintaining Vendor Master Files

This section discusses:

- Adding a Vendor Master Record
- Adding Vendor Terms
- Adding Federal Information to a Vendor Master
- Creating the Vendor’s Standard Item Catalog
- Adding Commodity Codes to a Vendor Master
- Adding Automatic Clearing House (ACH) Information to a Vendor Master
- Attaching Documents to a Vendor Master
- Adding a Contract Reference to a Vendor Master
- Maintaining the Vendor Master Thresholds
Adding a Vendor Master Record

Follow these procedures to add a vendor master record.

To add a vendor master record:

1. Follow this path to access the Vendor Master form: FAS > FAS Master File Maintenance > Vendor Maintenance > Vendor Master.

   **Tips:** You can also use program FVSEL01A.FMX – Vendor Selection to display a vendor master record in the Vendor Master form. Refer to “Searching for Vendor Records” beginning on page 49 for more information.

   Click the **Find** button to search for an existing vendor record.

   A message box indicating the vendor’s 1099 status displays to the right of the Inactive check box. The 1099 Message is populated based upon the type of 1099 selected on the Federal Info tab (see Figure 4-7 on page 61). If **None** is selected, the “Not a 1099 Vendor” message displays; any other selection activates the “1099 Vendor” message.

   ![Figure 4-6. Vendor Master form – FMVEN01A, Vendor Master tab](image)

2. If necessary, click the **New Record** button to display the Vendor Master tab in Entry mode.

3. Click the **Vendor No** button to assign a system-generated number to the vendor master record or type a unique number to user-assign a number to the vendor master record.

   **Note:** Duplicate vendor numbers are not allowed. When manually entering a vendor number, an error message will display with the record is saved if that vendor number is assigned to another vendor record.
4. In the **Name** field, type the company name of the vendor. This is a required field; you can enter a maximum of 40 alphanumeric characters. This name displays in the List of Values and is used to sort accounts payable checks.

   **Tip:** To retrieve a vendor master record, you can click the **List of Values** button to open a form and select the vendor name.

5. Select the **Exclude Inactive in Vendor List** check box to exclude inactive vendor records from the List of Values.

6. Select the **Inactive** check box to change an active vendor’s status to inactive. A vendor is identified as active by default.

   **Note:** When the Inactive check box is selected, a warning message will display if the vendor record has open purchase orders, open payments, or both open purchase orders and payments. The warning messages are:

   - Inactivating vendor with open POs. Do you wish to continue?
   - Inactivating vendor with open payments. Do you wish to continue?
   - Inactivating vendor with open POs and payments. Do you wish to continue?

   Click **Yes** to inactivate the vendor record or **No** to keep the vendor record active. If the vendor is inactivated, the message "Vendor selected is inactive. Please activate or change the vendor." will display when creating or maintaining a purchase order or payment. You must update the vendor’s status to active before continuing with the purchase order or payment process.

7. On the **Vendor Master** tab, enter the following information.

   **Table 4-3. Vendor Master tab field definitions**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Cat.</td>
<td>Click the <strong>List of Values</strong> button to select vendor type to be assigned to this vendor. You can use vendor types to categorize vendors on reports. Select ST – Stipend if defining a stipend vendor record. <strong>Note:</strong> Vendor types are defined using the <strong>Vendor Types</strong> form. For more information about vendor types, see &quot;Maintaining Vendor Types&quot; beginning on page 44.</td>
</tr>
<tr>
<td>Account</td>
<td>Type your organization’s account number with the selected vendor. You can enter a maximum of to 20 alphanumeric characters.</td>
</tr>
<tr>
<td>Last Payment</td>
<td>This is the date of the last payment made to the selected vendor. This field is automatically populated when a payment is made but can be changed. Double-click the <strong>Calendar</strong> button to select the date of the vendor’s last payment or type the date in mmdyyyy format. <strong>Tip:</strong> The date is automatically formatted in mm-dd-yyyy format when the cursor is advanced to the next field.</td>
</tr>
</tbody>
</table>
Maintaining Vendor Master Files

Table 4-3. Vendor Master tab field definitions (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>Type the telephone number for the vendor. This field consists of up to 10 numeric digits, 1 dash, and 2 parentheses. If applicable, you can type an extension in the second text box. <strong>Tip:</strong> Type the phone number without any punctuation (9999999999). The phone number is automatically formatted in (999)999-9999 format when the cursor advances to the next field.</td>
</tr>
<tr>
<td>Sort Code</td>
<td>Type the code used to group checks together in a printing order. You can enter up to 6 alphanumeric characters. <strong>Note:</strong> Contact Weidenhammer for assistance with this option.</td>
</tr>
<tr>
<td>Tax Type</td>
<td>Click the <strong>List of Values</strong> button to select the tax type that applies to this vendor. This value is populated as the default when new items are ordered from this vendor on a requisition or purchase order. This field is only available if the Sales Tax module is implemented by your organization.</td>
</tr>
<tr>
<td>Tax Code</td>
<td>Click the <strong>List of Values</strong> button to select the tax code used in sales tax calculations. This value is populated as the default when new items are ordered from this vendor on a requisition or purchase order. This field is only available if the Sales Tax module is implemented by your organization.</td>
</tr>
<tr>
<td>Fax</td>
<td>Type the facsimile number for the vendor. This field consists of up to 10 numeric digits, 1 dash, and 2 parentheses. <strong>Tip:</strong> Type the phone number without any punctuation (9999999999). The phone number is automatically formatted in (999)999-9999 format when the cursor advances to the next field.</td>
</tr>
<tr>
<td>Comments</td>
<td>Type any comments concerning this vendor. You can enter the comments directly on the form or you can click the <strong>Edit</strong> button to open an <strong>Editor</strong> box. Use the <strong>Editor</strong> box to edit the comments in a separate form. This is useful for editing long comments.</td>
</tr>
</tbody>
</table>
Table 4-3. Vendor Master tab field definitions (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract No</td>
<td>Click the <strong>List of Values</strong> button to select the contract number your organization has with the selected vendor. You can also type a contract number in this field. You can enter a maximum of 30 alphanumeric characters. This number is not validated against the existing <strong>Contract No List of Values</strong>.</td>
</tr>
<tr>
<td>E-Mail Address</td>
<td>Type the electronic mail address for the vendor. You can enter a maximum of 60 alphanumeric characters. This field is required if your organization uses program FOPRT05ER.FMX – Sending Purchase Orders to Vendors via E-mail to electronically send purchase orders to vendors. You must also select the E-mail Flag check box.</td>
</tr>
<tr>
<td>E-Mail Flag</td>
<td>Select the E-mail Flag check box to send purchase orders to a vendor by e-mail. This field is required if your organization uses program FOPRT05ER.FMX – Sending Purchase Orders to Vendors via E-mail to electronically send purchase orders to vendors. You must also enter the vendor’s e-mail address.</td>
</tr>
<tr>
<td>Internet URL</td>
<td>Type the URL of the vendor’s Web address. You can enter a maximum of 60 alphanumeric characters.</td>
</tr>
</tbody>
</table>
8. Enter the vendor’s mailing address.

**Tip:** A vendor does not display in the *List of Values* form until a mailing name and address are entered for that vendor.

Table 4-4. Mailing Address field definitions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Mailing Name | Type the mailing name for the vendor. You can enter up to 40 alphanumeric characters.  
**Tip:** Leave this field blank and press **TAB** to automatically populate this field with the name indicated in the **Name** field.  
The mailing name does not have to be the same name as the vendor master name specified in the **Name** field. But, when you print accounts payable checks, they are sorted using the vendor master name, not the mailing name. |
| Address | Type the street address for the vendor. You can enter three lines with a maximum of 40 alphanumeric characters per line.  
**Note:** If the vendor’s legal name is required for the Positive Pay file submitted to the bank, and the vendor’s legal name exceeds 40 alphanumeric characters, you can type the remaining part of the vendor’s legal name on the first line of the Address field. You will need to select the **Include Address Line 1 in Mailing Name for Positive Pay** check box to make sure both the Mailing Name and Address Line 1 text are included in the Vendor Name field of the Positive Pay file.  
Type the vendor’s address in lines 2 and 3 of the Address field. |
| City | Type the city for the vendor. You can enter a maximum of 40 alphanumeric characters. |
| State | Type the two-character state abbreviation for the vendor. |
Maintaining Vendor Master Files

Table 4-4. Mailing Address field definitions (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zip</td>
<td>Type the ZIP code for the vendor. This field consists of up to 9 alphanumeric characters and a dash. <strong>Tip:</strong> You can enter ZIP codes in 5 digit format or ZIP + 4 format. Type the ZIP + 4 format without a dash. The ZIP is automatically formatted in 99999-9999 format when the cursor advances to the next field.</td>
</tr>
<tr>
<td>Address Type</td>
<td>Click the <strong>List of Values</strong> button to select the type of address that is entered in the <strong>Address</strong> field. A vendor master record may have multiple addresses (purchase order address, accounts payable address, etc.) <strong>Note:</strong> Address types are defined using the <strong>Address Types</strong> form. For more information about address types see “Maintaining Address Types” in the <em>Guide to Accounting File Maintenance for alio FAS</em>.</td>
</tr>
</tbody>
</table>

9. Click to select the **Include Address Line 1 in Mailing Name for Positive Pay** check box to include both the **Mailing Name** and **Address Line 1** text in the Vendor Name field of the Positive Pay file.

10. Click the **Contact Name** field to position the cursor in the **Contact** block.

11. In the **Contact** block, enter the following information.

Table 4-5. Contact block field definitions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name</td>
<td>Type the name of the vendor contact person associated with the displayed address. You can enter up to 40 alphanumeric characters. <strong>Note:</strong> You can have multiple contact names for each address.</td>
</tr>
<tr>
<td>Type</td>
<td>Type a user-defined code that identifies the type of contact. For example, you may want to identify main contacts with an <strong>M</strong> and secondary contacts with an <strong>S</strong>. You can enter up to 2 alphanumeric characters.</td>
</tr>
<tr>
<td>Title</td>
<td>Type the title of the vendor contact person. You can enter up to 40 alphanumeric characters.</td>
</tr>
<tr>
<td>Phone</td>
<td>Type the telephone number for the vendor contact. This field consists of up to 10 numeric digits, 1 dash, and 2 parentheses. <strong>Tip:</strong> If you enter the phone number without a dash or parentheses, the number is formatted automatically in (999)999-9999 format when you exit the field.</td>
</tr>
</tbody>
</table>
Table 4-5. Contact block field definitions (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ext</td>
<td>Type the extension associated to the telephone number, if applicable. This field consists of up to 10 alphanumeric characters.</td>
</tr>
<tr>
<td>Fax</td>
<td>Type the facsimile number for the vendor contact. This field consists of up to 10 numeric digits, 1 dash, and 2 parentheses. <strong>Tip:</strong> If you enter the phone number without a dash or parentheses, the number is formatted automatically in (999)999-9999 format when you exit the field.</td>
</tr>
<tr>
<td>Internet URL</td>
<td>Type the internet web address for the vendor contact. You can enter up to 60 alphanumeric characters. You can edit the comments directly on the form or you can click the <strong>Edit</strong> button to open an <strong>Editor</strong> box. Use the <strong>Editor</strong> box to edit the comments in a separate form. This is useful for editing long comments.</td>
</tr>
<tr>
<td>E-Mail</td>
<td>Type the electronic mail address for the vendor contact. You can enter up to 60 alphanumeric characters.</td>
</tr>
<tr>
<td>Comments</td>
<td>Type any comments concerning this vendor contact. You can enter up to 250 alphanumeric characters. You can edit the comments directly on the form or you can click the <strong>Edit</strong> button to open an <strong>Editor</strong> box. Use the <strong>Editor</strong> box to edit the comments in a separate form. This is useful for editing long comments.</td>
</tr>
</tbody>
</table>

12. If applicable, click the **New Record** button to add another contact to the selected vendor address.
13. Click the **Save** button to save the record.

**Note:** An error message will display if the vendor number assigned to this vendor is assigned to another vendor record.

The following figure illustrates a vendor master record.

**Figure 4-7. Vendor Master form – FMVEN01A example**
Adding Vendor Terms

Vendor master terms specify shipping costs and discounts you receive from the selected vendor. The terms established in this form are default values that display in the Requisition Entry/Approval form. If standard shipping costs or discounts are available from a vendor, specifying those terms on the Terms tab of the Vendor Master form makes the ordering process faster, easier, and more accurate.

You can use the Vendor No, Name, and Inactive fields at the top of the screen to search for a vendor master record. Use the Vendor Master screen to modify the contents of these fields.

To add vendor terms:
1. If necessary, open the Vendor Master form.
2. Click the Find option to find the vendor master record to be updated.
3. Click the Terms tab.
4. Enter the following fields if they pertain to this vendor.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price Adjustment Percent</td>
<td>Leave this field blank. This field is not currently used and is reserved for future use.</td>
</tr>
</tbody>
</table>
5. **Click the Save** button to save the record.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freight Percent</td>
<td>Enter the percentage of your order amount that the vendor charges for freight. For example, a vendor may charge you 5 percent of your order amount for freight. If you order $200 of merchandise, your freight charge is $10.00. You can enter a maximum of 7 numeric digits with four decimal places (999.9999). Press <strong>TAB</strong> to exit the field. The percentage is automatically formatted in 999.9999 format. To enter a 5 percent freight charge, you can enter <strong>5</strong> and it displays as <strong>5.0000</strong>. If the freight charge includes fractions (5.5%), type the decimal point.</td>
</tr>
<tr>
<td>Freight Minimum</td>
<td>Enter the minimum freight cost that the vendor charges for shipping. For example, you may normally pay a 5 percent freight charge but a vendor specifies a minimum freight amount of $10. If you only purchase $100 of merchandise, you pay $10 freight because 5 percent is lower than the minimum freight charge. You can enter a maximum of 11 numeric digits. Press <strong>TAB</strong> to exit the field. The amount is automatically formatted in 99,999,999,999.99 format. For example, if a $25 freight minimum is entered, you can enter <strong>25</strong> and it displays as <strong>25.00</strong>. If the freight charge includes fractions (25.50), type the decimal point.</td>
</tr>
<tr>
<td>Discount Amount</td>
<td>Type the discount amount that the vendor gives you for being their customer. For example, you may receive a $20 discount on all purchases. You can enter a maximum of 11 numeric digits. Press <strong>TAB</strong> to exit the field. The amount is automatically formatted in 99,999,999,999.99 format. For example, if a $20 discount is entered, you can enter <strong>20</strong> and it displays as <strong>20.00</strong>. If the discount amount includes a fraction (25.50), type the decimal point.</td>
</tr>
<tr>
<td>Discount Percent</td>
<td>Type the discount percentage that the vendor gives you for being their customer. For example, you may receive a 10 percent discount as a frequent buyer. This field consists of up to 7 numeric digits and displays in 999.9999 format. For example, if a 10 percent discount is entered, you can enter <strong>10</strong> and it displays as <strong>10.0000</strong>. If the discount percent includes fractions (5.5), type the decimal point.</td>
</tr>
</tbody>
</table>
Adding Federal Information to a Vendor Master

If this vendor will receive a 1099 form, use the Federal Info tab to identify the type of 1099 the vendor will receive. The federal information in this form is used by the Vendor 1099 Processing programs.

After defining the vendor’s 1099 status, the status displays at the top of the Vendor Master form – FMVEN01A.

You can use the Vendor No, Name, and Inactive fields at the top of the screen to search for a vendor master record. Use the Vendor Master screen to modify the contents of these fields.

To add federal information:
1. If necessary, open the Vendor Master form.
2. Click the Find option to find the vendor master record to be updated.
3. Click the Federal Info tab.

Figure 4-9. Vendor Master form – FMVEN01A, Federal Info tab
4. Enter the following fields.

Table 4-7. Federal Info tab field definitions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Federal ID     | Type the federal identification number for the vendor. Generally this is a social security number (SSN) or an employer identification number (EIN). You can enter a maximum of 12 alphanumeric characters. This field is required if the Federal ID Required check box is selected for the Vendor Type (also referred to as the Vendor Category) assigned on the Vendor Master tab. If left blank, the message “Federal ID required” will display to prompt you to enter the Federal ID. You must enter the Federal ID in the correct format. If the Federal ID is:  
  • The vendor’s social security number (SSN), type the Federal ID in XXX-XX-XXXX format. Any other format causes an error to display: “The Federal ID provided is in an incorrect format. The correct format is “XXX-XX-XXXX”. Please correct the format before continuing.”  
  • The vendor’s employer identification number (EIN), type the Federal ID in XX-XXXXXXXX format. Any other format causes an error to display: “The Federal ID provided is in an incorrect format. The correct format is “XX-XXXXXXXX”. Please correct the format before continuing.”  
  Click OK to close the message, and type the Federal ID in the correct format. |
| ID Type        | Select the type of taxpayer identification number specified in the Federal ID field from the pre-defined list. Valid options are:  
  • Employer Identification Number if the specified number is an identification number other than a social security number.  
  • Social Security Number if the specified number is a social security number.  
  • None if there is no specified number or the number is not a Social Security Number or Employer Identification number. |
| W9             | Click to select the W9 check box if the vendor has a W9 on file with your organization. Leave the check box blank if the vendor does not have a W9 on file or if the W9 does not apply to this vendor. |
| Federal Name   | Type the business name of the vendor as it is registered with the Internal Revenue Service. You can enter a maximum of 40 alphanumeric characters. |
Table 4-7. Federal Info tab field definitions (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory 1099</td>
<td>Select this check box to extract this vendor when program FVTEN02A.FMX – Load Vendor 1099 is run, even if this vendor does not have payment activity for the selected period. This is a time-saving measure; it allows the user to edit the payment information without being required to enter the vendor’s address and other pertinent 1099 information.</td>
</tr>
<tr>
<td>Name (First Middle Last)</td>
<td>Enter this field only if your district is in the state of Iowa, and the vendor is an independent contractor. This field is extracted when the Iowa New Hire report is generated. Type contractor’s first name in Box 1, the contractor’s middle name in Box 2, and the contractor’s last name in Box 3.</td>
</tr>
<tr>
<td>Birth Date</td>
<td>Enter this field only if your district is in the state of Iowa, and the vendor is an independent contractor. This field is extracted when the Iowa New Hire report is generated. Double-click the Birth Date field to select the contractor’s birth date from the Calendar form; or type the date in MMDDYYYY format. <strong>Tip:</strong> The date is formatted automatically when the cursor is advanced to the next field.</td>
</tr>
<tr>
<td>Hire Date</td>
<td>Enter this field only if your district is in the state of Iowa, and the vendor is an independent contractor. This field is extracted when the Iowa New Hire report is generated. Double-click the Hire Date field to select the date this contractor was hired by your organization from the Calendar form; or type the date in MMDDYYYY format. <strong>Tip:</strong> The date is formatted automatically when the cursor is advanced to the next field.</td>
</tr>
<tr>
<td>Type of 1099</td>
<td>Click the option that identifies the type of 1099 the vendor receives. You can select only one option. If the vendor does not receive a 1099, you must select <strong>None</strong>.</td>
</tr>
</tbody>
</table>

5. Click the **Save** button to save the record. The vendor’s 1099 status is updated at the top of the Vendor Master form.
Creating the Vendor’s Standard Item Catalog

Sometimes a vendor requests that you order items using their standard catalog numbers. Use the Standard Items tab to identify the standard items usually ordered from this vendor. You can select these standard items when creating a requisition or purchase order for this vendor. If your organization uses the **alio** Advanced Purchasing System, you can also use the vendor’s standard item catalog when creating a request-to-buy (RTB) order.

**NOTE:** The Advanced Purchasing System is an add-on module of the **alio** Web Financial Accounting System. It provides an alternate method of purchasing and creating purchase orders. Please contact Weidenhammer for more information.

You should have the vendor’s catalog available when adding standard items to ensure that the catalog numbers are correct.

You can also import a vendor’s standard items catalog. Refer to the following documents for more information:

- *Guide to Standard Import Programs for alio FAS*
- *FAS Transactions Data Conversion Workbook*

You can download both guides from the Weidenhammer infolink Web site.

After entering the standard items, you can print the Vendor Items report. You can filter the Vendor Items report by vendor and item status (active and/or inactive).

Prior to adding standard items to the catalog, define the following codes:

- Product classes used to group the standard items (see “Maintaining Product Classes” beginning on page 39)
- Units of measure (see “Maintaining Units of Measure” beginning on page 35)

This section discusses:

- Defining the Standard Item Catalog
- Running the Vendor Items Report
Defining the Standard Item Catalog

Follow these steps to add items to the vendor’s standard item catalog.

To define the standard item catalog:
1. If necessary, open the **Vendor Master** form.
2. Click the **Find** option to find the vendor master record to be updated.
3. Click the **Standard Items** tab.

![Figure 4-10. Vendor Master form – FMVEN01A, Standard Items tab](image)

4. Click the **New Record** button to insert a blank line, if necessary.
5. In the **Catalog No** field, type the vendor’s catalog number for the item. You can enter a maximum of 20 alphanumeric characters.
6. In the **Catalog Description** field, type a description of the item as it appears in the vendor’s catalog. You can enter a maximum of 200 characters.
   
   Click the **Edit** button to open an **Editor** box to type a long description.
7. In the **Product Class** field, click the **List of Values** button to select the product class assigned to this item. You can use the product class to categorize items in the vendor’s standard item catalog.
8. In the **Unit Cost** field, type the cost per unit of this item. You can enter a maximum of 11 numeric digits.

   Press **TAB** to exit the field. The amount is automatically formatted in 99,999,999,999.99 format. For example, if the item’s unit cost is $24.00, you can enter 24 and it displays as 24.0000. If the item’s unit cost includes a fraction (24.50), type the decimal point.

9. In the **UOM** field, click the **List of Values** button to select the unit of measure for this item.

10. Repeat steps 4 through 9 for each item to be included in the vendor’s catalog.

11. Click the **Save** button to save the standard item records.
Running the Vendor Items Report

After entering or updating the vendor’s standard item list, you can print the Vendor Items report. Use this report to verify the items in the catalog were correctly entered and as a reference when creating requisitions and purchase orders.

You can filter the report by vendor, vendor type, and item status. You can sort the report by vendor and item number or vendor and item description.

To print the Vendor Items list:
1. If necessary, find the vendor whose standard item catalog will be printed.
2. Click the **Report** button. The **Vendor Items Runtime Parameter Form** appears.

   **Tip:** On the FAS menu, click the **Open in Spreadsheet** check box prior to accessing the report option to generate the report as an Excel spreadsheet.

   Figure 4-11. Vendor Items Runtime Parameter Form – FMVEN08A

3. The **Destination Type** field defaults to Cache. Choose this option to display the report on your monitor.

   You can also select the **Printer** option to send the report to your default printer. To send the report to a different printer, type the printer name in the **Destination Name** field.

   **Note:** The **Mail** option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.
Maintaining Vendor Master Files

4. Leave the **Destination Name** field blank unless you are sending the report directly to a printer that is not your default printer (**Destination Type** is **Printer**).

5. In the **Number of Copies** field, type the number of copies to print. The default is 1.

6. In the **Print Option** field, select from the following options:
   - 1-Active to exclude inactive vendors from the report selection criteria (default)
   - 2-Inactive to exclude only active vendors from the report selection criteria
   - 3-Active/Inactive to include all vendors in the report selection criteria regardless of status

7. Type a **Vendor Type** to filter the vendors used in the report selection criteria. The default is **All** vendor types.

8. In the **Item Status** field, select from the following options:
   - 1-Active to exclude inactive catalog items from the report selection criteria (default)
   - 2-Inactive to exclude only active catalog items from the report selection criteria
   - 3-Active/Inactive to include all catalog items in the report selection criteria regardless of status

9. In the **Sort Option** field, select the sort option for the report:
   - 1-Vendor & Item Number to list items in alphanumeric order by item number for each vendor. The vendors are sorted alphabetically by name.
   - 2-Vendor & Item Description to list items in alphabetical order by item description for each vendor. The vendors are sorted alphabetically by name.

10. **Vendor No1** defaults to **All**. Leave this default in place to print vendor item catalogs for all vendors in the Vendor Master file. Optionally, in the **Vendor No1 – Vendor No5** fields, you can type up to five vendor numbers to print specific vendor standard item catalogs.

11. Click the **Submit Query** button.

   The **Vendor Items Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the report appears on your monitor in the selected **Destination Format**.

   **Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

Figure 4-12. Vendor Items report illustration
Adding Commodity Codes to a Vendor Master

Use the Commodities tab to add commodity codes to the vendor master record.

Prior to adding commodity codes to a vendor, you must define the codes in the Commodity Code table. Refer to “Maintaining Commodity Codes” beginning on page 46 for more information.

To add commodity codes:
1. If necessary, open the Vendor Master form.
2. Click the Find option to find the vendor master record to be updated.
3. Click the Commodities tab.
   
   Figure 4-13. Vendor Master form – FMVEN01A, Commodities tab

4. Click the New Record button to insert a blank line, if necessary.
5. In the Commodity Code field, click the List of Values button to select the commodity code to be assigned to this vendor. The Description of the commodity code is automatically populated.

   Repeat this step for each commodity code that applies to this vendor.
6. When finished, click the Save button to update the vendor record.
Maintaining Vendor Master Files

Adding Automatic Clearing House (ACH) Information to a Vendor Master

Use the ACH tab to identify the automatic clearing house data used to send payments directly to the vendor’s bank account. After this data is established, you can use the ACH option on the payment forms to create direct deposits for payments to the vendor.

You can use the Vendor No, Name, and Inactive fields at the top of the screen to search for a vendor master record. Use the Vendor Master screen to modify the contents of these fields.

To define ACH information for a vendor:
1. If necessary, open the Vendor Master form.
2. Click the Find option to find the vendor master record to be updated.
3. Click the ACH tab.

To define ACH information for a vendor:
4. Click the New Record button to insert a blank line.
5. In the Entry Detail Record 6 block, enter the applicable fields.

Table 4-8. Entry Detail Record 6 block field definitions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFI Bank No</td>
<td>Type the vendor’s bank routing number. You can enter up to 9 alphanumeric characters.</td>
</tr>
<tr>
<td>Individual No</td>
<td>This field typically is populated with the customer number.</td>
</tr>
</tbody>
</table>
6. In the **Optional Addenda Record 7** block, enter the applicable fields.

**Note:** This data is optional.

Table 4-9. Optional Addenda Record 7 block field definitions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include Addenda TXP 94105</td>
<td>Click to select this check box to create an addenda record (record type 7) for the Federal Employer Tax Payment (TXP 94105). This record is added to the 941 file that is paid to the federal government. Click to clear this check box to not create the addenda record.</td>
</tr>
<tr>
<td>Addenda Record Type</td>
<td>Enter the record type that identifies this record as a special addenda record.</td>
</tr>
<tr>
<td>Addenda Type Code</td>
<td>Enter the type code that identifies the type of addenda.</td>
</tr>
<tr>
<td>Addenda Segment Identifier</td>
<td>Enter the segment identifier that indicates this is a tax payment.</td>
</tr>
<tr>
<td>Addenda Tax Payment Type Code</td>
<td>Enter the Federal (EFTPS) Employer’s Tax code.</td>
</tr>
</tbody>
</table>
Maintaining Vendor Master Files

7. Click the **Save** button to save the record.

### Attaching Documents to a Vendor Master

Use the Documents form to attach documents to a vendor master record (for example, a bid received from the vendor). After attaching the document, it is accessible from the Order Entry forms, allowing the requisitioner or the approver to view associated vendor documentation for a requisition. Documents added to this form are not stored in *alio*.

Based on your organization’s business practice, you may be able to attach documents with the following file types to a vendor master record:

- Microsoft® Word documents (.doc and .docx extension)
- Microsoft Excel documents (.xls and .xlsx extension)
- Adobe® Acrobat® files (.pdf extension)
- Text files (.txt extension)
- JPEG Images (.jpg extension)

**NOTE:** Check with your administrator before attaching a document to the requisition to verify that the document type (e.g., .doc, .docx, etc.) is supported. Your administrator must define the PATH profile keys for each type of document that users can attach and open (e.g., PATH_PDF, PATH_DOC, PATH_XLS, etc.). Each profile contains the path to the application on your local drive used to open that type of document. For example, the PATH_DOC profile key may be set to “C:\Program Files\Microsoft Office\OFFICE14\WINWORD.exe.”

If your organization uses a program other than Adobe Acrobat to open PDF files or if you are unable to open PDF files in *alio*, access the Profiles form, select the PATH_PDF Profile Key, and change the Profile Data field to “C:\Program Files\Internet Explorer\iexplore.exe.”

Refer to “PATH profile keys” beginning on page 7 for more information.

You can use the Vendor No, Name, and Inactive fields at the top of the screen to search for a vendor master record. Use the Vendor Master screen to modify the contents of these fields.
Maintaining Vendor Master Files

This section discusses:

- Attaching a Document
- Opening an Attached Document

Attaching a Document

Follow these steps to attach a document to the vendor master record.

To attach a document:
1. If necessary, open the Vendor Master form.
2. Click the Find option to find the vendor master record to be updated.
3. Click the Documents tab.
4. Click the New Record button to insert a blank line, if necessary.
5. Enter the applicable fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Type a description of the file that you are attaching to the vendor master record. You can enter a maximum 100 alphanumeric characters.</td>
</tr>
<tr>
<td>Filename</td>
<td>Click the Attach button to browse to the location on your network or local computer where the document is stored. You must include the extension in the file name. Optionally, you can type the exact pathname of the file, for example, D:/Bid.xls. You must include the extension in the pathname (xls in this example).</td>
</tr>
<tr>
<td>Start Date</td>
<td>Optionally, double-click the Start Date field to select the start date from the Calendar form; or type the date in mm/dd/yyyy format. The date is formatted automatically in mm/dd/yyyy format when the cursor is advanced to the next field.</td>
</tr>
<tr>
<td>End Date</td>
<td>Optionally, double-click the End Date field to select an end date from the Calendar form; or type the date in mm/dd/yyyy format. The date is formatted automatically in mm/dd/yyyy format when the cursor is advanced to the next field.</td>
</tr>
<tr>
<td>Comments</td>
<td>Type comments concerning the attached document. You can edit the comments directly on the form or you can click the Edit button to open an Editor box. Use the Editor box to edit the comments in a separate form. This is useful for editing long comments.</td>
</tr>
</tbody>
</table>

6. Click the Save button to save the record. The User Id of the person that attached the document and Date Attached are automatically populated.

**Opening an Attached Document**

Follow these steps to open an attached document.

To open an attached document:

1. On the Vendor Master form, click the Find button to display the vendor master record with the attachment.
2. Click the Document tab.
3. Click the Open button to display the document in the applicable program.
Adding a Contract Reference to a Vendor Master

Use the Contracts tab to reference contracts that exist with this vendor.

You can use the Vendor No, Name, and Inactive fields at the top of the screen to search for a vendor master record. Use the Vendor Master screen to modify the contents of these fields.

To add a contract reference:
1. If necessary, open the Vendor Master form.
2. Click the Find option to find the vendor master record to be updated.
3. Click the Contracts tab.

4. If necessary, click the New Record button to insert a blank line.
5. Enter the following contract details.

Table 4-11. Contracts tab field definitions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract No.</td>
<td>Type the number of the contract.</td>
</tr>
<tr>
<td>Description</td>
<td>Type a description of the contract. You can edit the comments directly on the form or you can click the Edit button to open an Editor box. Use the Editor box to edit the comments in a separate form. This is useful for editing long comments.</td>
</tr>
</tbody>
</table>
6. Click the **Save** button to save the record.

### Maintaining the Vendor Master Thresholds

For New Jersey state reporting, use the Threshold tab on the Vendor Master to maintain the legal document dates, if your organization uses vendor thresholds. You must have the legal documents on file to enter a date.

**NOTE FOR NJ CLIENTS:** You are required to complete this information for each vendor to comply with the New Jersey Legislature enacted Public School Contract Law, N.J.S.A 18:18A-3, which requires the use of bid thresholds by public schools.

The Open PO Amount for Vendor field is a display-only field that will keep a running total of the open purchase orders for this vendor. It is adjusted each time purchase orders are posted. The Fiscal YTD Amount Paid field is a display-only field that will keep a running total of the fiscal year-to-date amount paid to this vendor. It is adjusted each time the Payment Posting program is run.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Date</strong></td>
<td>Double-click this field to select the contract start date from the Calendar form. Optionally, you can type the date the contract started in mm/dd/yyyy format. The date is formatted in mm/dd/yyyy format when the cursor is advanced to the next field.</td>
</tr>
<tr>
<td><strong>End Date</strong></td>
<td>Double-click this field to select the contract expiration date from the Calendar form. Optionally, you can type the date the contract expires in mm/dd/yyyy format. The date is formatted in mm/dd/yyyy format when the cursor is advanced to the next field.</td>
</tr>
</tbody>
</table>
Maintaining Vendor Master Files

To enter the applicable dates:
1. If necessary, open the Vendor Master form.
2. Click the Find option to find the vendor master record to be updated.
3. Click the Thresholds tab.

Figure 4-17. Vendor Master form, Thresholds tab – FMVEN01A

4. In the **BRC No.** field, type the number identifying the vendor’s business registration certificate. You can enter a maximum of 10 alphanumeric characters.

5. Double-click the **Business Registration Certificate Date** field to select the date when the Vendor’s Business Registration Certificate was received from the Calendar form; or type the date in MM/DD/YYYY format.
   
   **Tip:** The date is formatted in MM/DD/YYYY format when the cursor is advanced to the next field.

6. Double-click the **Political Disclosure Statement Expiration Date** field to select the date that the Political Disclosure Document Expires from the Calendar form; or type the date in MM/DD/YYYY format.
   
   **Tip:** The date is formatted in MM/DD/YYYY format when the cursor is advanced to the next field.
Maintaining Vendor Master Files

7. In the Fiscal Limit field, type the fiscal purchase limit for this vendor per fiscal year. This field is used to track the fiscal threshold/purchase limit for an individual vendor. The fiscal year is determined by the default year assigned to the users.

When a user creates a requisition using program FOENT01B – Requisition Entry/Approval, the program calculates the sum of the requisition Amount and Fiscal YTD Amount Paid for the vendor. If this sum exceeds the Fiscal Limit defined for the vendor, the user is prevented from finalizing the requisition. The following message displays: “Vendor Fiscal Amount reached, available amount for vendor is $999999999.99”, where $999999999.99 is the difference between the Fiscal Limit minus the Fiscal YTD Amount Paid. This amount may be positive or negative.

You cannot finalize the requisition until the amount is reconciled to the limit. Follow your organization’s business practice to resolve this error.

8. Click the Save button to update the vendor master record.

Maintaining Vendor Groups

Use program FVGRP01A.FMX – Vendor Groups to define vendor groups used to categorize vendors and simplify reporting. For example, you can have a vendor group set up for software companies. Then, if a bid on computer software is required, you can run a report for just this group and retrieve all the possible bid vendors. This eliminates the need to look through all vendors to find specific vendors for the project.

You can establish as many vendor groups as your organization needs. Vendors can exist in more than one group.

You must create vendor groups if your organization uses the Create Vendor Liabilities program on the Payment Processing menu.

You must create your vendor master records prior to assigning a vendor to a group.

The Vendor Groups form contains multiple vendor group records displayed in a list format with an individual group on each line. All vendor group records are accessible from the same form. Records are added, modified, or deleted directly on the Vendor Groups form without accessing other forms.
Maintaining Vendor Master Files

To define a vendor group:

1. Follow this path to access the **Vendor Groups** form: **FAS > FAS Master File Maintenance > Vendor Maintenance > Vendor Groups**.

   **Tip:** Click the **Find** button to search for an existing vendor group.

   Figure 4-18. Vendor Groups form – FVGRP01A

2. If necessary, click the **New Record** button to insert a blank line.

3. In the **Group No** field, type a unique number for the group. This is a required field. You can enter a maximum of 4 alphanumeric characters.

4. In the **Vendor No** field, click the **List of Values** button to select the vendor to be included in the group. This is a required field.

   The **Vendor Name** field is automatically populated after selecting the vendor number.

   **Note:** Vendor numbers are defined using the **Vendor Master** form. For more information about the **Vendor Master** form, see “Maintaining Vendor Master Records” beginning on page 52.

5. Click the **Save** button to save the record.
Generating Vendor Reports

Vendor reports display vendor setup information in a report format. These reports are useful for viewing specific vendor setup information without accessing each form. You can also use these reports to ensure your vendor information is correct before using the vendors.

You can also print mailing labels for your vendors. This is useful when mailing accounts payable checks.

This section discusses:

- Running a Vendor Directory
- Running Vendor Mailing Labels
- Running a Vendor Master Listing (1 Line) Report
- Running a Vendor Name and Address (1 Line) Report
- Running the Stipend Vendor Report
- Printing the Vendor Detail Report
- Printing the Vendor Detail Report with Accounts
- Printing the Vendor Analysis Report
Running a Vendor Directory

Use program FMVEN01A.REP – Vendor Directory to view the vendor master records set up in the Vendor Master file. This report provides a convenient method to verify the accuracy of the vendor master records.

You can filter this report by vendor status, vendor type, and address type. You can also include or exclude vendor contacts.

Follow these steps to generate a Vendor Directory.

To run the Vendor Directory report:

1. Follow this path to access the Vendor Directory Runtime Parameter Form: FAS > FAS Master File Maintenance > Vendor Maintenance > Vendor Reports > Print the Vendor Directory.

   Tip: On the FAS menu, click the Open in Spreadsheet check box prior to accessing the report option to generate the report as an Excel spreadsheet.

   Figure 4-19. Vendor Directory Runtime Parameter Form – FMVEN01A

2. The Destination Type field defaults to Cache. Choose this option to display the report on your monitor.

   You can also select the Printer option to send the report to your default printer. To send the report to a different printer, type the printer name in the Destination Name field.

   Note: The Mail option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

3. Leave the Destination Name field blank unless the report will be sent directly to a printer that is not your default printer (Destination Type is Printer).
4. The Destination Format field defaults to PDF or, if the Open in Spreadsheet check box was selected on the FAS menu, DELIMITEDDATA. You can use DELIMITEDDATA to display the report results in an Excel spreadsheet.

You can change this field, if applicable.

5. In the Copies field, type the number of copies to print. The default is 1.

6. In the Print Option field, select the status of the vendor records to be included in the directory. Your choices are Active Vendors, Inactive Vendors, or Active and Inactive vendors.

7. The Vendor Type field default to All, which means that all types of vendors are included in the directory. Type a specific vendor type to limit the directory to a specific type of vendor.

8. The Address Type field defaults to All, which means that all addresses for each vendor are included in the directory. Type a specific address type to limit the directory to a specific vendor address. For example, type PR to print a directory with the vendor’s primary address.

9. The Contact Type field defaults to All, which means that the contacts for each vendor are included in the directory. Click None to prevent vendor contacts from printing on the Vendor Directory.

**Tip:** If a specific Address Type is entered, the contact for the related address record only prints on the report.

10. Click the Submit Query button.

The Vendor Directory Runtime Parameter Form closes and the report is routed to the selected destination type. If the destination type is Cache, the report appears on your monitor in the selected Destination Format.

**Tip:** Click File > Print or the Printer icon to send the report to the printer.

Figure 4-20. Vendor Directory report
Running Vendor Mailing Labels

Use program FMVEN40A.REP – Vendor Labels to print vendor mailing labels to use when mailing accounts payable checks. This provides a convenient method for addressing your vendor envelopes.

You filter the vendor mailing labels by vendor status, vendor type, address type, and activity date. You can sort the vendor mailing labels by vendor name or vendor number.

You must print the vendor labels on standard 1” x 4” mailing labels that have 20 labels on each page.

Follow these steps to run vendor mailing labels.

To run the labels:

1. Follow this path to access the Vendor Mailing Labels Runtime Parameter Form: FAS > FAS Master File Maintenance > Vendor Maintenance > Vendor Reports > Print Vendor Mailing Labels.

   **Tip:** On the FAS menu, click the Open in Spreadsheet check box prior to accessing the report option to generate the report as an Excel spreadsheet.

Figure 4-21. Vendor Labels Runtime Parameter Form – FMVEN40A
2. The **Destination Type** field defaults to **Cache**. Choose this option to display the labels on your monitor.

   You can also select the **Printer** option to send the labels to your default printer. To send the report to a different printer, type the printer name in the **Destination Name** field.

   **Note:** The **Mail** option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

3. Leave the **Destination Name** field blank unless the labels will be sent directly to a printer that is not your default printer (**Destination Type** is **Printer**).

4. The **Destination Format** field defaults to PDF or, if the **Open in Spreadsheet** check box was selected on the **FAS** menu, DELIMITEDDATA. You can use DELIMITEDDATA to display the report results in an Excel spreadsheet.

   You can change this field, if applicable.

5. In the **Copies** field, type the number of copies to print. The default is 1.

6. The **Vendor Type** field defaults to **All**, which means that all types of vendors are included in the record selection process. Click the **List of Values** button to limit the vendors selected for the mailing labels to a specific vendor type.

7. The **Address Type** field defaults to **PR**, which means that vendor’s primary addresses are only included on the labels. Select a different address type to limit the labels to a specific vendor address. For example, you may have an AP address type for the vendor’s accounts payable address.

8. In the **Sort Option** field, select the sort option for the report:
   - **Vendor Number** (default) to sort the report by vendor number in ascending order
   - **Vendor Name** to sort the report alphabetically by vendor name

9. In the **Start Date** and **End Date** fields, type the date range to print labels only for vendors with that have activity within the specified dates.

10. In the **Include Inactive** field, click to select **Yes** to print mailing labels for inactive vendor records. The default is **No**.
11. Click the **Submit Query** button.

The **Vendor Labels Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the vendor mailing labels appear on your monitor in the selected Destination Format.

**Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

Figure 4-22. Vendor Mailing Labels
Running Vendor Number and Name Labels

Use program FMVEN40B.REP – Print Vendor Labels to print vendor labels that contain only the vendor’s number and name. You can use these labels on file folders and other documents.

You filter the vendor labels by vendor category. You can sort the vendor labels by vendor name or vendor number.

You must print the vendor labels on standard 1” x 4” mailing labels that have 20 labels on each page.

Follow these steps to run vendor number and name labels.

To run the labels:
1. Follow your organization’s procedure to access the Print Vendor Labels Runtime Parameter Form – FMVEN40B.

   Tip: On the FAS menu, click the Open in Spreadsheet check box prior to accessing the report option to generate the report as an Excel spreadsheet.

   Figure 4-23. Print Vendor Labels Runtime Parameter Form – FMVEN40B

2. The Destination Type field defaults to Cache. Choose this option to display the labels on your monitor.

   You can also select the Printer option to send the labels to your default printer. To send the report to a different printer, type the printer name in the Destination Name field.

   Note: The Mail option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.
Maintaining Vendor Master Files

3. Leave the **Destination Name** field blank unless the labels will be sent directly to a printer that is not your default printer (**Destination Type** is **Printer**).

4. In the **Copies** field, type the number of copies to print. The default is 1.

5. The **Vendor Category** field defaults to **All**, which means that vendors in all categories are included in the record selection process. Type a specific vendor category to limit the vendors selected for the labels to those assigned to that category.

6. In the **Sort By** field, select the sort option for the report:
   - **Vendor No** to sort the report by vendor number in ascending order
   - **Vendor Name** to sort the report alphabetically by vendor name

7. Click the **Submit Query** button.

The **Print Vendor Labels Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the vendor labels appear on your monitor in the selected Destination Format.

**Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer. Remember to load the labels in the printer.

Figure 4-24. Vendor Labels
Maintaining Vendor Master Files

Running a Vendor Master Listing (1 Line) Report

Use program FMVEN02A.REP – Vendor Master Listing (1 Line) Report to print a single line summary of the information set up in the Vendor Master file. This report provides a convenient method to verify the accuracy of vendor master records.

You can filter this report by vendor status and vendor type. You can sort the vendors by vendor number or vendor name.

To run the Vendor Master Listing (1 line) report.

1. Follow this path to access the **Vendor Master (1 line) Runtime Parameter Form:**
   
   FAS > FAS Master File Maintenance > Vendor Maintenance > Vendor Reports > Print Vendor Master (1 line).

   **Tip:** On the FAS menu, click the **Open in Spreadsheet** check box prior to accessing the report option to generate the report as an Excel spreadsheet.

   Figure 4-25. Vendor Master Listing Runtime Parameter Form – FMVEN02A

2. The **Destination Type** field defaults to **Cache**. Choose this option to display the report on your monitor.

   You can also select the **Printer** option to send the report to your default printer. To send the report to a different printer, type the printer name in the **Destination Name** field.

   **Note:** The **Mail** option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

3. Leave the **Destination Name** field blank unless the report will be sent directly to a printer that is not your default printer (**Destination Type** is **Printer**).
4. The **Destination Format** field defaults to PDF or, if the **Open in Spreadsheet** check box was selected on the **FAS** menu, **DELIMITEDDATA**. You can use **DELIMITEDDATA** to display the report results in an Excel spreadsheet.

   You can change this field, if applicable.

5. In the **Copies** field, type the number of copies to print. The default is 1.

6. In the **Print Option** field, select the status of the vendor records to be included in the directory. Your choices are **Active Vendors**, **Inactive Vendors**, or **Active and Inactive** vendors.

7. The **Vendor Type** field defaults to **All**, which means that all types of vendors are included in the directory. Type a specific vendor type to limit the directory to a specific type of vendor.

8. In the **Sort By** field, select the sort option for the report:
   - **Vendor No** to sort the report by vendor number in ascending order
   - **Vendor Name** to sort the report alphabetically by vendor name

9. Click the **Submit Query** button.

   The **Vendor Master Listing Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the report appears on your monitor in the selected Destination Format.

   **Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

Figure 4-26. Vendor Master Listing (1 Line) report
Maintaining Vendor Master Files

Running a Vendor Name and Address (1 Line) Report

Use program FMVEN09A.REP – Vendor Name and Address (1 Line) Report to view the vendor names and addresses. This report provides a convenient method to verify the accuracy of vendor master records and vendor addresses.

Stipend vendors (Vendor Type = ST) are excluded from this report.

You can filter this report by vendor status, vendor type and address type. Optionally, you can include or exclude ACH vendors and/or vendor address records with an assigned address type equal to IA (Inactive).

To run the Vendor Name and Address report:

1. Follow this path to access the Vendor Name and Address Runtime Parameter Form:

   **FAS** > FAS Master File Maintenance > Vendor Maintenance > Vendor Reports > Print Vendor Name and Address (1 line).

   **Tip:** On the FAS menu, click the **Open in Spreadsheet** check box prior to accessing the report option to generate the report as an Excel spreadsheet.

Figure 4-27. Vendor Name and Address Runtime Parameter Form – FMVEN09A

![Vendor Name and Address Runtime Parameter Form](image-url)
Maintaining Vendor Master Files

2. The **Destination Type** field defaults to **Cache**. Choose this option to display the report on your monitor.

   You can also select the **Printer** option to send the report to your default printer. To send the report to a different printer, type the printer name in the **Destination Name** field.

   **Note:** The **Mail** option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

3. Leave the **Destination Name** field blank unless the report will be sent directly to a printer that is not your default printer (**Destination Type** is **Printer**).

4. The **Destination Format** field defaults to PDF or, if the **Open in Spreadsheet** check box was selected on the **FAS** menu, **DELIMITEDDATA**. You can use **DELIMITEDDATA** to display the report results in an Excel spreadsheet.

   You can change this field, if applicable.

5. In the **Copies** field, type the number of copies to print. The default is 1.

6. In the **Print Option** field, select the status of the vendor records to be included in the directory. Your choices are **Active Vendors**, **Inactive Vendors**, or **Active and Inactive** vendors.

7. The **Vendor Type** field default to **All**, which means that all types of vendors are included in the directory. Type a specific vendor type to limit the directory to a specific type of vendor.

8. The **Address Type** field defaults to **All**, which means that all addresses for each vendor are included in the directory. Type a specific address type to limit the directory to a specific vendor address. For example, type **PR** to print a directory with the vendor’s primary address.

9. In the **Exclude IA address type** field, select **YES** to exclude vendor addresses with an address type of **IA**, indicating the address is inactive. The default is **NO**.

10. In the **Include ACH Vendors** list, select **ACH** only to print this report for vendors with automatic clearing house accounts or **Non ACH** to print this report for vendors without automatic clearing house accounts. The default is **ALL** for all vendors.
11. Click the **Submit Query** button.

The **Vendor Name and Address Listing Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the report appears on your monitor in the selected Destination Format.

**Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

---

**Figure 4-28. Vendor Name and Address (1 Line) Report**
Maintaining Vendor Master Files

Running the Stipend Vendor Report

Use program FMVEN12A.REP – Stipend Vendor Report to list vendor master records identified as stipend vendors. A stipend vendor is identified in alio by assigning a vendor type equal to ST to the vendor master record.

You can filter the report by vendor status.

To run the Vendor Name and Address report:

1. Follow this path to access the **Stipend Vendor Report Runtime Parameter Form**:  
   **FAS > FAS Master File Maintenance > Vendor Maintenance > Vendor Reports > Stipend Vendor Report.**

   **Tip:** On the **FAS** menu, click the **Open in Spreadsheet** check box prior to accessing the report option to generate the report as an Excel spreadsheet.

   Figure 4-29. Stipend Vendor Report Runtime Parameter Form – FMVEN12A

2. The **Destination Type** field defaults to **Cache**. Choose this option to display the report on your monitor.

   You can also select the **Printer** option to send the report to your default printer. To send the report to a different printer, type the printer name in the **Destination Name** field.

   **Note:** The **Mail** option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

3. Leave the **Destination Name** field blank unless the report will be sent directly to a printer that is not your default printer (**Destination Type** is **Printer**).
4. The **Destination Format** field defaults to PDF or, if the **Open in Spreadsheet** check box was selected on the **FAS** menu, **DELIMITEDDATA**. You can use **DELIMITEDDATA** to display the report results in an Excel spreadsheet. You can change this field, if applicable.

5. In the **Copies** field, type the number of copies to print. The default is 1.

6. In the **Print Option** field, select the status of the vendor records to be included in the directory. Your choices are **Active Vendors**, **Inactive Vendors**, or **Active and Inactive** vendors.

7. Click the **Submit Query** button.

The **Stipend Vendor Report Listing Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the report appears on your monitor in the selected Destination Format.

**Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

---

**Printing the Vendor Detail Report**

Use program **FMVEN10A.REP – Vendor Detail Report** to list payment details by vendor. You can run this report for all vendors or up to five specific vendors.

You can filter the records selected for the report by batch number range, check date range or batch year. Use the default batch year and leave the batch number range blank to run the report for multiple years.
Maintaining Vendor Master Files

To run the report:

1. Follow your organization’s procedure to access the **Vendor Detail Report Runtime Parameter Form**.
   
   **Tip:** On the FAS menu, click the **Open in Spreadsheet** check box prior to accessing the report option to generate the report as an Excel spreadsheet.

   Figure 4-31. Vendor Detail Report Runtime Parameter Form – FMVEN10A

2. The **Destination Type** field defaults to **Cache**. Choose this option to display the report on your monitor.
   
   You can also select the **Printer** option to send the report to your default printer. To send the report to a different printer, type the printer name in the **Destination Name** field.

   **Note:** The **Mail** option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

3. Leave the **Destination Name** field blank unless the report will be sent directly to a printer that is not your default printer (**Destination Type** is **Printer**).

4. The **Destination Format** field defaults to PDF or, if the **Open in Spreadsheet** check box was selected on the FAS menu, DELIMITEDDATA. You can use DELIMITEDDATA to display the report results in an Excel spreadsheet.
   
   You can change this field, if applicable.

5. In the **Copies** field, type the number of copies to print. The default is 1.

6. The **Batch Year** field defaults to the current 2-digit batch year. Optionally, click to select another batch year from the list provided.
Maintaining Vendor Master Files

7. In the **Begin Batch No** and **End Batch No** fields, type the first and last 6-digit number in the range of payment batches used to select the vendor payments to be included in the report. Leave these fields blank to include all payment batches in the selection process.

8. In the **Begin Check Date** and **End Check Date** fields, type the first and last date in the check date range used to select the vendor payments to be included in the report in MMDDYYYY format. Leave these fields blank to include all vendor payments in the selection process that meet the other record selection criteria.

9. The **Vendor 1** field defaults to **All Vendors**. Keep this value to include all vendors in the record selection process.

   Optionally, in the **Vendor 1-5** fields, click to select up to five individual vendors to be included in the record selection process.

10. Click the **Submit Query** button.

    The **Vendor Detail Report Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the report appears on your monitor in the selected Destination Format.

**Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

Figure 4-32. Vendor Detail Report illustration

![Vendor Detail Report](image-url)
Vendor Detail Report Field Definitions

The following table lists the report fields and their source.

Table 4-12. Vendor Detail Report field cross-reference table

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Date</td>
<td>This field displays the Begin Check Date and End Check Date entered on the Vendor Detail Report Runtime Parameter Form.</td>
<td>FMVEN10A.FMX – Vendor Detail Report Runtime Parameter Form &gt; Begin Check Date, End Check Date</td>
</tr>
<tr>
<td>Vendor</td>
<td>This column lists the vendor name.</td>
<td>FMVEN01A.FMX – Vendor Master &gt; Name</td>
</tr>
<tr>
<td>Check Key</td>
<td>This column lists the number of the check used to pay this vendor.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Invoices tab &gt; Check Key</td>
</tr>
<tr>
<td>Check Date</td>
<td>This column lists the date the check was generated.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Invoices tab &gt; Date to Pay</td>
</tr>
<tr>
<td>Invoice No</td>
<td>This column lists the invoice number associated with this payment.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Invoices tab &gt; Invoice Number</td>
</tr>
<tr>
<td>Po No</td>
<td>This column lists the purchase order number associated with this payment.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Purchase Orders tab &gt; PO Number</td>
</tr>
<tr>
<td>Description</td>
<td>This column contains the description of the paid item.</td>
<td>FUINQ01A.FMX – Purchase Order Inquiry &gt; Detail &gt; Description</td>
</tr>
<tr>
<td>Account No</td>
<td>This column contains the account number to which this payment was posted.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Invoices (with Accounts) &gt; Account Number</td>
</tr>
<tr>
<td>Amount</td>
<td>This column contains the payment amount.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Invoices &gt; Invoice Amount</td>
</tr>
<tr>
<td>Check Total</td>
<td>This column contains the total of all items included on the check.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Vendor Total</td>
<td>This column contains the total payments for the vendor.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Grand Total</td>
<td>This column contains the total payments for all vendors included on the report.</td>
<td>Calculated</td>
</tr>
</tbody>
</table>
Maintaining Vendor Master Files

Printing the Vendor Detail Report with Accounts

Use program FMVEN05A.REP – Vendor Detail Report with Accounts to list payment details by vendor, including the accounts to which the payments were posted. You can run this report for all vendors or up to five specific vendors.

You can filter the records selected for the report by check date range.

To run the report:

1. Follow your organization’s procedure to access program FMVEN05A.REP – Print Vendor Detail Report W/ Accounts. The Print Vendor Detail Report W/ Accounts Runtime Parameter Form appears.

   Tip: On the FAS menu, click the Open in Spreadsheet check box prior to accessing the report option to generate the report as an Excel spreadsheet.

   Fields marked with red asterisks (*) are required.

Figure 4-33. Print Vendor Detail Report W/ Accounts Runtime Parameter Form – FMVEN05A

```
01/25/16  7:30 AM

Print Vendor Detail Report W/ Accounts

Enter values for the parameters * Indicates Required Fields

<table>
<thead>
<tr>
<th>Destination Type</th>
<th>Cache</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination Name</td>
<td></td>
</tr>
<tr>
<td>Destination Format</td>
<td>PDF</td>
</tr>
<tr>
<td>Copies</td>
<td>1</td>
</tr>
<tr>
<td>* Beginning Date</td>
<td></td>
</tr>
<tr>
<td>* Ending Date</td>
<td></td>
</tr>
<tr>
<td>Vendor 1</td>
<td></td>
</tr>
<tr>
<td>Vendor 2</td>
<td></td>
</tr>
<tr>
<td>Vendor 3</td>
<td></td>
</tr>
<tr>
<td>Vendor 4</td>
<td></td>
</tr>
<tr>
<td>Vendor 5</td>
<td></td>
</tr>
<tr>
<td>Print Accounts</td>
<td>Yes</td>
</tr>
</tbody>
</table>
```
2. The **Destination Type** field defaults to **Cache**. Choose this option to display the report on your monitor. You can also select the **Printer** option to send the report to your default printer. To send the report to a different printer, type the printer name in the **Destination Name** field.

**Note:** The **Mail** option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

3. Leave the **Destination Name** field blank unless the report will be sent directly to a printer that is not your default printer (**Destination Type** is **Printer**).

4. The **Destination Format** field defaults to PDF or, if the **Open in Spreadsheet** check box was selected on the **FAS** menu, DELIMITEDDATA. You can use DELIMITEDDATA to display the report results in an Excel spreadsheet.

   You can change this field, if applicable.

5. In the **Copies** field, type the number of copies to print. The default is 1.

6. In the **Beginning Date** and **Ending Date** fields, type the first and last date in the check date range used to select the vendor payments to be included in the report in MMDDYYYY format. These fields are required.

7. Leave the **Vendor 1** through **Vendor 5** fields blank to include all vendors in the record selection process.

   Optionally, in the **Vendor 1-5** fields, click to select up to five individual vendors to be included in the record selection process.

8. In the **Print Accounts** field, click to select **Yes** to include the account details on the report. Click to select **No** to generate the report without the account details.
9. Click the **Submit Query** button.

The **Vendor Detail Report Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the report appears on your monitor in the selected Destination Format.

**Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

Figure 4-34. Vendor Detail Report with Accounts illustration
The following table lists the report fields and their source.

Table 4-13. Vendor Detail Report with Accounts field cross-reference table

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Dates</td>
<td>This field displays the check date range entered on the Print Vendor Detail Report W/ Accounts Runtime Parameter Form.</td>
<td>FMVEN05A.FMX – Print Vendor Detail Report W/ Accounts Runtime Parameter Form &gt; Beginning Date, Ending Date</td>
</tr>
<tr>
<td>Vendor</td>
<td>This field lists the vendor number and name.</td>
<td>FMVEN01A.FMX – Vendor Master &gt; Vendor No, Name</td>
</tr>
<tr>
<td>Date</td>
<td>This column lists the date the check was generated.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Invoices tab &gt; Date to Pay</td>
</tr>
<tr>
<td>Check Key</td>
<td>This column lists the number of the check used to pay this vendor.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Invoices tab &gt; Check Key</td>
</tr>
<tr>
<td>Invoice</td>
<td>This column lists the invoice number associated with this payment.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Invoices tab &gt; Invoice Number</td>
</tr>
<tr>
<td>Po No</td>
<td>This column lists the purchase order number associated with this payment.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Purchase Orders tab &gt; PO Number</td>
</tr>
<tr>
<td>Status</td>
<td>This column lists the method used to submit the payment. Values are: • A – ACH • E – Electronic • M – Manual check • C – Computer gen. check • O – Other</td>
<td>FPINQ01A.FMX – Check Inquiry &gt; Payment Type</td>
</tr>
<tr>
<td>V</td>
<td>V displays to identify a voided check.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Checks &gt; Check Key where “V” displays to the right of the check.</td>
</tr>
<tr>
<td>Y</td>
<td>Y displays to identify a voided claim.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Claims &gt; Claim Number where “Y” displays to the right of the claim number.</td>
</tr>
</tbody>
</table>
### Table 4-13. Vendor Detail Report with Accounts field cross-reference table (continued)

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>This column contains the description of the check status.</td>
<td>FPINQ01A.FMX – Check Inquiry &gt; Payment Type</td>
</tr>
<tr>
<td>Acct Amount</td>
<td>This column contains the payment amount posted to the account.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Invoices &gt; Invoice Amount</td>
</tr>
<tr>
<td>Item Amount</td>
<td>This column contains the extended cost of the item on the purchase order.</td>
<td>FUINQ01A.FMX – Purchase Order Inquiry &gt; Line No</td>
</tr>
<tr>
<td>Account No \ Description</td>
<td>This column contains the account number to which this payment was posted. A description of the account is also displayed.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Invoices (with Accounts) &gt; Account Number, Description</td>
</tr>
<tr>
<td>Total Check</td>
<td>This column contains the total amount of the check distributed to the accounts.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Total Vendor</td>
<td>This column contains the total payments for the vendor.</td>
<td>Calculated</td>
</tr>
<tr>
<td>No of Checks</td>
<td>This column contains the number of checks listed for this vendor.</td>
<td>Calculated</td>
</tr>
</tbody>
</table>
Printing the Vendor Analysis Report

Use program FMVEN11A.REP – Vendor Analysis Report to review vendor activity for up to ten vendors. This report includes the following sections:

- The Outstanding Purchase Orders section lists all open purchase orders for the selected vendor. Encumbrance, paid, liquidated, and remaining totals display for each purchase order. The Outstanding Purchase Order Total at the end of the section shows the total encumbrance, paid, liquidated, and remaining amounts for all open purchase orders within the selected date range.
  
The purchase orders are sequenced by purchase order number.

- The Unpaid Invoices section lists vendor invoices not yet paid in full. It shows the account distribution, related purchase order number, invoice number, invoice date, original invoice amount, outstanding invoice balance, and invoice due date. The Unpaid Invoices Total at the end of the section shows the total original amount and balance for all open invoices.
  
The unpaid invoices are sequenced in ascending order by invoice date.

- The Encumbrance Detail section displays only when the Print Encumbrance Detail field on the Vendor Analysis Runtime Parameter Form is set to Yes. This section shows the amount encumbered for each purchase order submitted to the vendor within the selected date range. The Encumbrance Detail Total at the end of the section displays the total encumbrance amount for all purchase orders.
  
The encumbrance transactions are sequenced in ascending order by purchase order number.

- The Checks section lists the payments made to the vendor in the selected date range. This section includes the account distribution, purchase order number, invoice number, payment date, payment amount, and check key/number. The Checks Total at the end of the section shows the total payments made to the vendor in the selected date range.
  
The payments are sequenced in ascending order by purchase order number, with a secondary sort on invoice number.

- The Vendor Summary section shows the following dollar totals: Outstanding Purchase Orders Remaining, Unpaid Invoices Original Amount, Checks Total and Vendor Total.
Maintaining Vendor Master Files

To run the report:

1. Follow your organization’s procedure to access the **Vendor Analysis Runtime Parameter Form**.
   
   **Tip:** On the **FAS** menu, click the **Open in Spreadsheet** check box prior to accessing the report option to generate the report as an Excel spreadsheet.

   Figure 4-35. Vendor Analysis Report Runtime Parameter Form – FMVEN11A

   ![Vendor Analysis Report Runtime Parameter Form](image)

   2. The **Destination Type** field defaults to **Cache**. Choose this option to display the report on your monitor.

      You can also select the **Printer** option to send the report to your default printer. To send the report to a different printer, type the printer name in the **Destination Name** field.

      **Note:** The **Mail** option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

   3. Leave the **Destination Name** field blank unless the report will be sent directly to a printer that is not your default printer (**Destination Type** is **Printer**).

   4. The **Destination Format** field defaults to PDF or, if the **Open in Spreadsheet** check box was selected on the **FAS** menu, DELIMITEDDATA. You can use DELIMITEDDATA to display the report results in an Excel spreadsheet.

      You can change this field, if applicable.

   5. In the **Copies** field, type the number of copies to print. The default is 1.

   6. In the **Print Encumbrance Detail** field, click **Yes** to include encumbered vendor funds on the report. Click **No** to exclude encumbered vendor funds from the report.
7. In the **Begin Date** and **End Date** fields, type the first and last date in the date range used to select the vendor transactions to be included in the report in MMDDYYYY format. Leave these fields blank to include all vendor payments in the selection process that meet the other record selection criteria.

8. The **Vendor 1** field defaults to **All Vendors**. Keep this value to include all vendors in the record selection process.

Optionally, in the **Vendor 1-10** fields, click to select up to ten individual vendors to be included in the record selection process.

9. Click the **Submit Query** button.

The **Vendor Analysis Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the report appears on your monitor in the selected Destination Format.

**Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

---

**Figure 4-36. Vendor Analysis Report – Outstanding Purchase Orders section**

**Figure 4-37. Vendor Analysis Report – Unpaid Invoices section**
Maintaining Vendor Master Files

Figure 4-38. Vendor Analysis Report – Encumbrance Detail section

<table>
<thead>
<tr>
<th>PO NO</th>
<th>Invoice NO</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>20000470</td>
<td>2-12-1</td>
<td>413-110400-000-000000-2</td>
<td>05/02/12</td>
<td>1.03</td>
</tr>
<tr>
<td>20000470</td>
<td>2-22-322</td>
<td>411-120000-000-000000-2</td>
<td>05/02/12</td>
<td>2.78</td>
</tr>
<tr>
<td>20000471</td>
<td>2-22-322</td>
<td>411-120000-000-000000-2</td>
<td>05/02/12</td>
<td>18.44</td>
</tr>
<tr>
<td>20000471</td>
<td>2-22-322</td>
<td>411-120000-000-000000-2</td>
<td>05/02/12</td>
<td>17.25</td>
</tr>
<tr>
<td>20000472</td>
<td>2-22-322</td>
<td>411-120000-000-000000-2</td>
<td>05/02/12</td>
<td>0.00</td>
</tr>
<tr>
<td>20000473</td>
<td>2-22-322</td>
<td>411-120000-000-000000-2</td>
<td>05/02/12</td>
<td>16.00</td>
</tr>
<tr>
<td>20000474</td>
<td>2-22-322</td>
<td>411-120000-000-000000-2</td>
<td>05/02/12</td>
<td>15.03</td>
</tr>
<tr>
<td>20000475</td>
<td>2-22-322</td>
<td>411-120000-000-000000-2</td>
<td>05/02/12</td>
<td>15.03</td>
</tr>
</tbody>
</table>

Encumbrance Detail Totals: -4,430.02

Figure 4-39. Vendor Analysis Report – Checks section and Report Totals

<table>
<thead>
<tr>
<th>Account</th>
<th>PO NO</th>
<th>Invoice No</th>
<th>Invoice Date</th>
<th>Payment Date</th>
<th>Payment Amount</th>
<th>Check Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10-172</td>
<td>210-122110-000-000000-2</td>
<td>OS-09-2012_1</td>
<td>05/09/12</td>
<td>05/09/12</td>
<td>10.00</td>
<td>0000000099</td>
</tr>
<tr>
<td>2-10-202</td>
<td>242-122110-000-000000-2</td>
<td>OS-09-2012_1</td>
<td>05/09/12</td>
<td>05/09/12</td>
<td>9.00</td>
<td>0000000767</td>
</tr>
<tr>
<td>2-16-202</td>
<td>411-122110-000-000000-2</td>
<td>OS-09-2012_1</td>
<td>05/09/12</td>
<td>05/09/12</td>
<td>5.00</td>
<td>0000000864</td>
</tr>
<tr>
<td>2-16-202</td>
<td>411-122110-000-000000-2</td>
<td>OS-09-2012_1</td>
<td>05/09/12</td>
<td>05/09/12</td>
<td>10.00</td>
<td>0000000222</td>
</tr>
<tr>
<td>2-16-202</td>
<td>411-122110-000-000000-2</td>
<td>OS-09-2012_1</td>
<td>05/09/12</td>
<td>05/09/12</td>
<td>10.00</td>
<td>0000000322</td>
</tr>
<tr>
<td>2-16-202</td>
<td>411-122110-000-000000-2</td>
<td>OS-09-2012_1</td>
<td>05/09/12</td>
<td>05/09/12</td>
<td>10.00</td>
<td>0000000422</td>
</tr>
<tr>
<td>2-16-202</td>
<td>411-122110-000-000000-2</td>
<td>OS-09-2012_1</td>
<td>05/09/12</td>
<td>05/09/12</td>
<td>10.00</td>
<td>0000000522</td>
</tr>
<tr>
<td>2-16-202</td>
<td>411-122110-000-000000-2</td>
<td>OS-09-2012_1</td>
<td>05/09/12</td>
<td>05/09/12</td>
<td>10.00</td>
<td>0000000622</td>
</tr>
<tr>
<td>2-16-202</td>
<td>411-122110-000-000000-2</td>
<td>OS-09-2012_1</td>
<td>05/09/12</td>
<td>05/09/12</td>
<td>10.00</td>
<td>0000000722</td>
</tr>
<tr>
<td>2-16-202</td>
<td>411-122110-000-000000-2</td>
<td>OS-09-2012_1</td>
<td>05/09/12</td>
<td>05/09/12</td>
<td>10.00</td>
<td>0000000822</td>
</tr>
<tr>
<td>2-16-202</td>
<td>411-122110-000-000000-2</td>
<td>OS-09-2012_1</td>
<td>05/09/12</td>
<td>05/09/12</td>
<td>10.00</td>
<td>0000000922</td>
</tr>
<tr>
<td>2-16-202</td>
<td>411-122110-000-000000-2</td>
<td>OS-09-2012_1</td>
<td>05/09/12</td>
<td>05/09/12</td>
<td>10.00</td>
<td>0000000000</td>
</tr>
</tbody>
</table>

Vendor Summary:

| Outstanding Purchase Orders Remaining | 7,957.57 |
| Unpaid Invoices Original Amount | 525.54 |
| Checks Total | 356.76 |
| Vendor Total | 6,804.96 |
Vendor Analysis Report Field Definitions

The following table lists the report fields and their source.

Table 4-14. Vendor Analysis Report field cross-reference table

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Date</td>
<td>This field displays the Beginning Date entered on the Vendor Analysis Runtime Parameter Form.</td>
<td>FMVEN11A.FMX – Vendor Analysis Runtime Parameter Form &gt; Beginning Date</td>
</tr>
<tr>
<td>Ending Date</td>
<td>This field displays the Ending Date entered on the Vendor Analysis Runtime Parameter Form.</td>
<td>FMVEN11A.FMX – Vendor Analysis Runtime Parameter Form &gt; Ending Date</td>
</tr>
<tr>
<td>Vendor</td>
<td>This field lists the number and name. You select the vendors that display on the report in the Vendors 1-10 fields.</td>
<td>FMVEN01A.FMX – Vendor Master &gt; Number, Name</td>
</tr>
<tr>
<td><strong>Outstanding Purchase Orders</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO NO</td>
<td>This field shows the number identifying an outstanding purchase order with open quantities (not received) that is associated with this vendor.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Purchase Orders tab &gt; PO Number</td>
</tr>
<tr>
<td>PO Date</td>
<td>This field shows the date the outstanding purchase order was created.</td>
<td>FUNQ01A.FMX – Purchase Order Inquiry &gt; PO Date</td>
</tr>
<tr>
<td>Requisition No</td>
<td>This field shows the requisition number associated with this outstanding purchase order.</td>
<td>FUNQ01A.FMX – Purchase Order Inquiry &gt; Requisition No</td>
</tr>
<tr>
<td>Requested By</td>
<td>This field shows the name of the person that requested the items included on the outstanding purchase order.</td>
<td>FUNQ01A.FMX – Purchase Order Inquiry &gt; Header tab &gt; REquested By</td>
</tr>
<tr>
<td>Line No</td>
<td>This column shows each line included on the outstanding purchase order.</td>
<td>FUNQ01A.FMX – Purchase Order Inquiry &gt; Detail tab &gt; Line No</td>
</tr>
<tr>
<td>Qty Ordered</td>
<td>This column shows the quantity of each line item ordered.</td>
<td>FUNQ01A.FMX – Purchase Order Inquiry &gt; Detail tab &gt; Ordered</td>
</tr>
<tr>
<td>Unit Price</td>
<td>This column shows the unit price of each line item.</td>
<td>FUNQ02A.FMX – Item Detail &gt; Detail &gt; Unit Cost</td>
</tr>
</tbody>
</table>
Table 4-14. Vendor Analysis Report field cross-reference table (continued)

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disc/Frght</td>
<td>This column shows sum of any freight and discount amounts applied to this line item.</td>
<td>FUNQ02A.FMX – Item Detail &gt; Detail &gt; Freight Amount, Discount Amount</td>
</tr>
<tr>
<td>Final Cost</td>
<td>This column shows the final cost of the line item (Unit Price X Qty Ordered).</td>
<td>FUNQ02A.FMX – Item Detail &gt; Detail &gt; Extended Cost</td>
</tr>
<tr>
<td>Qty Received</td>
<td>This column shows the quantity of this line item received from the vendor.</td>
<td>FUNQ01A.FMX – Purchase Order Inquiry &gt; Detail tab &gt; Quantity Received</td>
</tr>
<tr>
<td>Order Desc</td>
<td>This column shows a description of each line item.</td>
<td>FUNQ01A.FMX – Purchase Order Inquiry &gt; Detail tab &gt; Description</td>
</tr>
<tr>
<td>Accounts</td>
<td>This column shows the account number to which each line item on the outstanding purchase order was distributed.</td>
<td>FUNQ01A.FMX – Purchase Order Inquiry &gt; Detail tab &gt; Account Number</td>
</tr>
<tr>
<td>Account Desc</td>
<td>This column shows the description of each account.</td>
<td>FUNQ01A – Purchase Order Inquiry &gt; Detail tab &gt; Description</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>This column shows the total dollars encumbered to each account.</td>
<td>FAINQ01A.FMX – Account Inquiry &gt; Encumb Detail &gt; Amount, where the PO No matches the PO No on the report</td>
</tr>
<tr>
<td>Paid</td>
<td>This column shows the total paid dollars posted to each account.</td>
<td>Calculated Sum of FUNQ01A.FMX – Purchase Order Inquiry &gt; Payment Info tab &gt; Payment Amount for each line item</td>
</tr>
<tr>
<td>Liquidated</td>
<td>This column shows the total liquidation dollars posted to each account.</td>
<td>Calculated Sum of FUNQ01A.FMX – Purchase Order Inquiry &gt; Payment Info tab &gt; Amount Liq for each line item</td>
</tr>
<tr>
<td>Remaining</td>
<td>This column shows the amount outstanding for each line item/account.</td>
<td>Calculated Encumbrance - Paid</td>
</tr>
</tbody>
</table>
Table 4-14. Vendor Analysis Report field cross-reference table (continued)

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PO Total</strong></td>
<td>The total Encumbrance, Paid, Liquidated, and Remaining amounts for this outstanding purchase order.</td>
<td>Calculated Sum of each column heading: Encumbrance, Paid, Liquidated, and Remaining</td>
</tr>
<tr>
<td><strong>Outstanding Purchase Orders Total</strong></td>
<td>The total Encumbrance, Paid, Liquidated, and Remaining amounts for all outstanding purchase orders included in this section of the report.</td>
<td>Calculated Sum of each column heading: Encumbrance, Paid, Liquidated, and Remaining</td>
</tr>
</tbody>
</table>

**Unpaid Invoices**

<table>
<thead>
<tr>
<th>Accounts</th>
<th>This column lists all accounts associated with this vendor's unpaid invoices.</th>
<th>FVINQ01A.FMX – Vendor History &gt; Invoices (with Accounts) tab &gt; Account No</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO NO</td>
<td>This column lists the purchase orders associated with each account.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Invoices (with Accounts) tab &gt; PO Number</td>
</tr>
<tr>
<td>Invoice NO</td>
<td>This column lists the unpaid invoice numbers associated with each account.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Invoices (with Accounts) tab &gt; Invoice Number</td>
</tr>
<tr>
<td>Date</td>
<td>This column lists the date the invoice was created.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Invoices (with Accounts) tab &gt; Date to Pay</td>
</tr>
<tr>
<td>Original Amt</td>
<td>This column lists the original amount of the invoice.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Invoices (with Accounts) tab &gt; Amount</td>
</tr>
<tr>
<td>Balance</td>
<td>This column lists the unpaid invoice amount.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Due Date</td>
<td>This column lists the invoice due date.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Invoices (with Accounts) tab &gt; Date to Pay</td>
</tr>
<tr>
<td>Unpaid Invoices Total</td>
<td>The field shows the total original amount and balance for all unpaid invoices included in this section of the report.</td>
<td>Calculated Sum of Original Amt column and Balance column.</td>
</tr>
</tbody>
</table>
Maintaining Vendor Master Files

Table 4-14. Vendor Analysis Report field cross-reference table (continued)

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Encumbrance Detail</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO NO</td>
<td>This column shows the encumbered purchase orders.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Invoices (with Accounts) tab &gt; PO Number</td>
</tr>
<tr>
<td>Invoice NO</td>
<td>This column shows the invoice number associated with each purchase order.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Invoices (with Accounts) tab &gt; Invoice Number</td>
</tr>
<tr>
<td>Account</td>
<td>This column shows the account to which the encumbrance transaction was posted.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Invoices (with Accounts) tab &gt; Account No</td>
</tr>
<tr>
<td>Description</td>
<td>This column shows the description of each account.</td>
<td>FAINQ01A.FMX – Account Inquiry &gt; Description</td>
</tr>
<tr>
<td>Trxn Date</td>
<td>This column shows the date the encumbrance transaction was posted to the account.</td>
<td>FAINQ01A.FMX – Account Inquiry &gt; Encumb Detail tab &gt; Date</td>
</tr>
<tr>
<td>Amount</td>
<td>This column shows the encumbrance amount posted to the account.</td>
<td>FAINQ01A.FMX – Account Inquiry &gt; Encumb Detail tab &gt; Amount</td>
</tr>
<tr>
<td>Check</td>
<td>This column shows the check generated to pay the invoice.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Checks tab &gt; Check Key</td>
</tr>
<tr>
<td>Encumbrance Detail Total</td>
<td>This field shows the total encumbrance amount for all purchase orders included in this section of the report.</td>
<td>Calculated Sum of Amount column</td>
</tr>
<tr>
<td><strong>Checks</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>This column contains the account number to which this payment was posted.</td>
<td>FPINQ01A.FMX – Check Inquiry &gt; Account No</td>
</tr>
<tr>
<td>PO NO</td>
<td>This column shows the purchase order associated with the check.</td>
<td>FPINQ01A.FMX – Check Inquiry &gt; PO No</td>
</tr>
<tr>
<td>Invoice No</td>
<td>This column lists the invoice number associated with this payment.</td>
<td>FPINQ01A.FMX – Check Inquiry &gt; Invoice No</td>
</tr>
</tbody>
</table>
## Maintaining Vendor Master Files

Table 4-14. Vendor Analysis Report field cross-reference table (continued)

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Date</td>
<td>This column lists the date the invoice was generated.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Invoices tab &gt; Date to Pay</td>
</tr>
<tr>
<td>Payment Date</td>
<td>This column shows the date the payment was generated.</td>
<td>FPINQ01A.FMX – Check Inquiry &gt; Check Date</td>
</tr>
<tr>
<td>Payment Amount</td>
<td>This column contains the payment amount.</td>
<td>FPINQ01A.FMX – Check Inquiry &gt; Payment Amount</td>
</tr>
<tr>
<td>Check Key</td>
<td>This column lists the number of the check used to pay this vendor.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Invoices tab &gt; Check Key</td>
</tr>
<tr>
<td>Checks Total</td>
<td>This field shows the total payment amount made to this vendor within the report date range.</td>
<td>Calculated Sum of Payment Amount column</td>
</tr>
</tbody>
</table>

### Vendor Summary

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding Purchase Orders Remaining</td>
<td>This field shows the total remaining dollars for the outstanding purchase orders included on the report.</td>
<td>Calculated See Outstanding Purchase Orders Total &gt; Remaining on the report</td>
</tr>
<tr>
<td>Unpaid Invoices Original Amount</td>
<td>This field shows the total original amount of the unpaid invoices included on the report.</td>
<td>Calculated See Unpaid Invoice Total &gt; Original Amt on the report</td>
</tr>
<tr>
<td>Checks Total</td>
<td>This field shows the total payment amount made to the vendor within the report date range.</td>
<td>Calculated See Check Total &gt; Payment Amount</td>
</tr>
<tr>
<td>Vendor Total</td>
<td>This field shows the total amount of Outstanding Purchase Orders Remaining, Unpaid Invoices Original Amount and Checks.</td>
<td>Calculated Outstanding Purchase Orders Remaining + Unpaid Invoices Original Amount + Checks Total</td>
</tr>
</tbody>
</table>
Maintaining Vendor Master Files

Printing the Vendor Listing

Use program FMVEN16A.REP – Vendor Listing to list vendor’s with activity. You can filter the vendor records selected for the report by status (active, inactive, or both), vendor type, and date range.

You can sort the vendor records by vendor number or name.

To print the report:

1. Follow your organization’s procedure to access program FMVEN16A.REP – Vendor Listing. The **Vendor Listing Runtime Parameter Form** appears.

   **Tip:** On the FAS menu, click the **Open in Spreadsheet** check box prior to accessing the report option to generate the report as an Excel spreadsheet.

   Figure 4-40. Vendor Listing Runtime Parameter Form – FMVEN16A

   ![Vendor Listing Runtime Parameter Form](image)

2. The **Destination Type** field defaults to **Cache**. Choose this option to display the report on your monitor.

   You can also select the **Printer** option to send the report to your default printer. To send the report to a different printer, type the printer name in the **Destination Name** field.

   **Note:** The **Mail** option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

3. Leave the **Destination Name** field blank unless the report will be sent directly to a printer that is not your default printer (**Destination Type** is **Printer**).
4. The **Destination Format** field defaults to PDF or, if the **Open in Spreadsheet** check box was selected on the FAS menu, DELIMITEDDATA. You can use DELIMITEDDATA to display the report results in an Excel spreadsheet. You can change this field, if applicable.

5. In the **Copies** field, type the number of copies to print. The default is 1.

6. In the **Print Option** field, select the status of the vendor records to be included in the report. Your choices are **Active Vendors**, **Inactive Vendors**, or **Active and Inactive** vendors.

7. The **Vendor Type** field default to **All**, which means that all types of vendors are included in the directory. Click to select a specific vendor type to limit the vendor records to a specific type of vendor.

8. In the **Sort By** field, click to select the sort option for the vendor records included on the report. Your choices are:
   - **Vendor Number** to list the vendors in numeric order
   - **Vendor Name** to list the vendors in alphanumeric order

9. Optionally, in the **Start Date** field, type the first date in the date range used to select the vendor records for the report. Any vendor with activity on or after this date is included in the record selection criteria.

10. Optionally, in the **End Date** field, type the last date in the date range used to select the vendor records for the report. Any vendor with activity on or before this date is included in the record selection criteria.

11. Click the **Submit Query** button.

   The **Vendor Listing Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the report appears on your monitor in the selected Destination Format.

   **Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

Figure 4-41. Vendor Listing
## Vendor Listing Field Definitions

The following table lists the report fields and their source.

Table 4-15. Vendor Listing field cross-reference table

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor No/Name</td>
<td>This column lists the vendor’s identification number in alio and the vendor’s name.</td>
<td>FMVEN01A.FMX – Vendor Master &gt; Vendor No, Name</td>
</tr>
<tr>
<td>Address</td>
<td>This column lists the vendor’s mailing address.</td>
<td>FMVEN01A.FMX – Vendor Master &gt; Vendor Master &gt; Address, City, State, Zip</td>
</tr>
<tr>
<td>Check Date</td>
<td>This column lists the date the check was sent to the vendor.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Checks &gt; Check Date</td>
</tr>
<tr>
<td>Payment Amt</td>
<td>This column lists the amount of the check.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Checks &gt; Payment Amount</td>
</tr>
<tr>
<td>Check Key</td>
<td>This column lists the check key assigned to this check.</td>
<td>FVINQ01A.FMX – Vendor History &gt; Checks &gt; Check Key</td>
</tr>
<tr>
<td>Inactive</td>
<td>A Y displays in this column if the vendor has an inactive status. An N displays in this column if the vendor has an active status.</td>
<td>FMVEN01A.FMX – Vendor Master &gt; Inactive</td>
</tr>
</tbody>
</table>
Running the Over Threshold Report by Vendor

Use program FPTHD01A.REP – Over Threshold Report by Vendor to list the vendors that are over the threshold limit.

To run the report:

1. Follow your organization’s procedure to access the **Over the Threshold Report by Vendor Runtime Parameter Form**.

2. The **Destination Type** field defaults to **Cache**. Choose this option to display the report on your monitor.

   You can also select the **Printer** option to send the report to your default printer. To send the report to a different printer, type the printer name in the **Destination Name** field.

   **Note:** The **Mail** option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

3. Leave the **Destination Name** field blank unless the report will be sent directly to a printer that is not your default printer (**Destination Type** is **Printer**).

4. The **Destination Format** field defaults to PDF or, if the **Open in Spreadsheet** check box was selected on the **FAS** menu, DELIMITEDDATA. You can use DELIMITEDDATA to display the report results in an Excel spreadsheet.

   You can change this field, if applicable.

5. In the **Copies** field, type the number of copies to print. The default is 1.
6. In the **Requisitions** field, click to select **No** to hide the Pre-Encumbrances column on the report. The default is Yes, indicating that the Pre encumbrance column will display on the report.

7. In the **All Vendors** field, click to select No to display only vendors in excess of the threshold limits that are missing one or both of the certifications. The default is Yes, indicating that all vendors are listed on the report, even those vendors that are not missing a certificate or statement and that have not exceeded the threshold limits.

8. In the **Year** field, click to select the fiscal accounting year to include on the report. This field defaults to the current fiscal accounting year.

9. Click the Submit Query button.

   The **Over the Threshold Report by Vendor Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the report appears on your monitor in the selected Destination Format.

   **Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

   **Figure 4-43. Over the Threshold Report by Vendor**

**Over Threshold by Vendor Report Field Definitions**

The following table lists the report fields and their source.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Threshold Limits</td>
<td>This field shows the Business Registration Certificate and Political Disclosure Statement threshold limits.</td>
<td>VENDOR_THRESHOLD_1 and VENDOR_THRESHOLD_OLD_2 profile keys</td>
</tr>
<tr>
<td>Vendor Number</td>
<td>This column lists the number and name.</td>
<td>FMVEN01A.FMX – Vendor Master &gt; Number</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>This column lists the vendor’s name.</td>
<td>FMVEN01A.FMX – Vendor Master &gt; Name</td>
</tr>
</tbody>
</table>
## Maintaining Vendor Master Files

Table 4.16. Over Threshold by Vendor Report field cross-reference table (continued)

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Encumbrances</td>
<td>This column displays the requisition amount for orders in non PO status for this vendor. This column displays only if the <strong>Requisitions</strong> field on the Over the Threshold Report by Vendor Runtime Parameter Form – FPTHD01A is set to Yes.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Open PO Amount</td>
<td>This column displays the open purchase order amount for this vendor.</td>
<td>FMVEN01A.FMX – Vendor Master &gt; Thresholds &gt; Open PO Amount for Vendor</td>
</tr>
<tr>
<td>Total Payments</td>
<td>This column displays the total payments made to this vendor for the fiscal year selected on the report.</td>
<td>FMVEN01A.FMX – Vendor Master &gt; Thresholds &gt; Fiscal YTD Amount Paid</td>
</tr>
<tr>
<td>Total Amount</td>
<td>This column displays the sum of the Pre-Encumbrances, Open PO Amount, and Total Payments. This total includes the Pre-Encumbrance amount even if the column is not displayed on the report.</td>
<td>Calculated</td>
</tr>
<tr>
<td>BRC Date</td>
<td>This field displays the date the Business Recognition Certificate (BRC) was recorded for this vendor in the Vendor Master file.</td>
<td>FMVEN01A.FMX – Vendor Master &gt; Thresholds &gt; Business Registration Certificate Date</td>
</tr>
<tr>
<td>PDS Date</td>
<td>This field displays the date the Political Disclosure Statement (PDS) will expire for this vendor in the Vendor Master file.</td>
<td>FMVEN01A.FMX – Vendor Master &gt; Thresholds &gt; Political Disclosure Statement Expiration Date</td>
</tr>
<tr>
<td>Total Vendor Count</td>
<td>This field displays the total number of vendor records included on the report.</td>
<td>Calculated</td>
</tr>
</tbody>
</table>
Viewing Vendor History

Use program FVINQ01A.FMX – Vendor History to view the following vendor details:

- Purchase orders submitted to the vendor
- Invoices generated for the purchase order items
- Invoices cross-referenced to the corresponding account
- Check details
- Claims
- Requisitions associated with the vendor purchase orders
- P-Card transactions, if your organization uses the P-Card Processing software solution
- Vendor addresses
- Vendor details including telephone and fax numbers, vendor status (active or inactive), 1099 vendors, vendor type, vendor account, comments, terms, federal name and type of 1099, and threshold details

You can drill down to view requisition numbers, purchase order line details, and check history.

This section discusses:

- Viewing Purchase Order Details
- Viewing Invoice History
- Viewing Invoice History with Account Details
- Viewing Check Details
- Viewing Claims
- Viewing Requisitions
- Viewing P-Card Transactions
- Viewing Vendor Addresses
- Viewing Vendor Details
Viewing Purchase Order Details

Follow these steps to display the purchase orders submitted to a vendor. You can search for specific purchase orders by purchase order number, date range, order location or requisition number.

To view purchase order details:

1. Follow this path to access the **Vendor History** form: **FAS > On Line Inquiry > Vendor Inquiry**.

2. In the **Vendor Name** field, click the **List of Values** button to select the name of the vendor to be displayed. The purchase orders associated with that vendor display on the Purchase Orders tab.

You can also type the vendor’s **Federal ID** number, and then click the **Search** button to display the vendor purchase order details.

The **Purchase Orders** tab displays the adjusted extended cost, amount paid, amount liquidated, and amount open for each purchase order associated with this vendor.

Figure 4-44. Vendor History – FVINQ01A, Purchase Orders tab
3. Optionally, use one of these methods to filter the Purchase Orders tab.
   - In the PO No field, type the number of the purchase order to be viewed.
   - In the PO Date field, double-click the From and To date fields to select the date ranges used to list purchase orders associated with this vendor from the Calendar form; or type the From and To dates in mmdyyyy format.
     **Tip:** The dates are automatically formatted in mm-dd-yyyy format when the cursor is advanced to the next field.
   - In the Order Location field, type the number of the location to list all purchase orders for a specific location.
   - In the Requisition No field, type the requisition number associated with the purchase order to be viewed.

   Click the Search button to implement the search for the purchase orders that meet the entered filter criteria.

   **Tip:** Click the Clear Search button to clear the search fields to enter a different filter criteria.

4. Click any column heading once to sort the purchase orders displayed. You can implement only one sort criteria at a time.
   - **PO Number** — click the PO Number column heading to sort the purchase order numbers in descending order.
   - **PO Date** — click the PO Date column heading to sort the purchase orders in descending order by purchase order date.
   - **Adjusted Extended Cost** — click the Adjusted Extended Cost column heading to display the purchase orders with the highest adjusted extended cost at the top of the list.
   - **Amount Paid** — click the Amount Paid column heading to display the purchase orders with the highest amount paid at the top of the list.
   - **Amount Liquidated** — click the Amount Liquidated column heading to display the purchase orders with the highest amount liquidated at the top of the list.
   - **Amount Open** — click the Amount Open column heading to display the purchase orders with the highest amount open at the top of the list.

5. In the PO Number column, double-click a purchase order number to display its line items and account distribution. The Purchase Order Inquiry form appears (see Figure 7-3 on page 268 for a sample of this form).

6. In the Amount Paid column, double-click a pay amount to display the related check details. The Check Inquiry form appears (see Figure 7-8 on page 272 for a sample of this form).
Maintaining Vendor Master Files

Viewing Invoice History

Click the Invoices tab to list invoices related to this vendor. Optionally, you can filter the invoices displayed by invoice number, purchase order number, check key/number, or payment date range.

To view invoice details:

1. Click the Invoices tab.

2. If applicable, in the Vendor Name field, click the List of Values button to select the name of the vendor to be displayed. The invoices associated with that vendor display.

You can also type the vendor’s Federal ID number, and then click the Search button to display the vendor invoice details.

The Invoices tab displays the invoice number, payment date, invoice amount, check key, purchase order number, and batch number for each invoice associated with this vendor.

Figure 4-45. Vendor History – FVINQ01A, Invoices tab
Maintaining Vendor Master Files

3. Optionally, use one of these methods to filter the **Invoices** tab.
   - In the **Invoice No** field, type the number of the invoice to be viewed.
   - In the **PO No** field, type the number of the purchase order related to the invoice to be viewed.
   - In the **Key** field, type the check key to view the related invoices. The check key includes the bank number and check number.
   - In the **Date to Pay** field, type the From and To dates to list invoices with a pay date that falls within a specific date range.

   Click the **Search** button to implement the search for the invoices that meet the entered filter criteria.

   **Tip:** Click the **Clear Search** button to clear the search fields to enter a different filter criteria.

4. Click any column heading once to sort the invoices displayed. You can implement only one sort criteria at a time.
   - **Invoice Number** — click the **Invoice Number** column heading to display the invoice numbers in descending order.
   - **Invoice Date** — click the **Invoice Date** column heading to sort the invoices by invoice entry date. The dates are sorted in descending order (high to low).
   - **Date to Pay** — click the **Date to Pay** column heading to sort the invoices in by the invoice payment due date. The dates are sorted in descending order (high to low).
   - **Invoice Amount** — click the **Invoice Amount** column heading to display the invoices with the highest invoice amount at the top of the list.
   - **Check Key** — click the **Check Key** column heading to sort the invoices in by check. The checks are sorted in ascending order (invoices without an assigned check key appear first in the list).
   - **PO Number** — click the **PO Number** column heading to sort the invoices by their assigned purchase order number. The purchase order numbers are sorted in ascending order. (invoices without an assigned purchase order appear first in the list).
   - **Batch** — click the **Batch** column heading to display the invoices by their assigned batch. The batch numbers are sorted in descending order (highest to lowest).

5. In the **Check Key** column, double-click a check number to display the related check details. The **Check Inquiry** form appears (see **Figure 7-8 on page 272** for a sample of this form).

6. In the **PO Number** column, double-click a purchase order number to display its line items and account distribution. The **Purchase Order Inquiry** form appears (see **Figure 7-3 on page 268** for a sample of this form).
Viewing Invoice History with Account Details

Click the Invoices (with Accounts) to display account distribution for each invoice. Optionally, you can filter the invoices displayed by invoice number, purchase order number, check key/number, or payment date range.

To view invoice account distributions:

1. Click the Invoices (with Accounts) tab.
2. If applicable, in the Vendor Name field, click the List of Values button to select the name of the vendor to be displayed. The invoices associated with that vendor display.

You can also type the vendor’s Federal ID number, and then click the Search button to display the vendor account details.

The Invoices (with Accounts) tab displays the invoice number, payment date, account number, amount distributed to the account, check key, purchase order number, and batch number for each invoice associated with this vendor.

Figure 4-46. Vendor History – FVINQ01A, Invoices (with Accounts) tab
3. Optionally, use one of these methods to filter the Invoices (with Accounts) tab.
   - In the Invoice No field, type the number of the invoice to be viewed.
   - In the PO No field, type the number of the purchase order related to the invoice to be viewed.
   - In the Key field, type the check key to view the related invoices. The check key includes the bank number and check number.
   - In the Date to Pay field, type the From and To dates to list invoices with a pay date that falls within a specific date range.

   Click the Search button to implement the search for the invoices that meet the entered filter criteria.

   **Tip:** Click the Clear Search button to clear the search fields to enter a different filter criteria.

4. Click any column heading once to sort the invoices displayed. You can implement only one sort criteria at a time.
   - **Invoice Number** — click the Invoice Number column heading to display the invoice numbers in descending order.
   - **Date to Pay** — click the Date to Pay column heading to sort the invoices by the invoice payment due date. The dates are sorted in descending order (high to low).
   - **Account Number** — click the Account Number column heading to sort the invoices by their assigned account number. The account numbers are sorted in ascending order.
   - **Amount** — click the Amount column heading to sort the invoices by the total amount distributed to each account. Invoices with the highest account distribution amount display at the top of the list.
   - **Check Key** — click the Check Key column heading to sort the invoices in by check. The checks are sorted in ascending order (invoices without an assigned check key appear first in the list).
   - **PO Number** — click the PO Number column heading to sort the invoices by their assigned purchase order number. The purchase order numbers are sorted in ascending order. (invoices without an assigned purchase order appear first in the list).
   - **Batch** — click the Batch column heading to display the invoices by their assigned batch. The batch numbers are sorted in descending order (highest to lowest).

5. In the Check Key column, double-click a check number to display the related check details. The Check Inquiry form appears (see Figure 7-8 on page 272 for a sample of this form).

6. In the PO Number column, double-click a purchase order number to display its line items and account distribution. The Purchase Order Inquiry form appears (see Figure 7-3 on page 268 for a sample of this form).
Maintaining Vendor Master Files

Viewing Check Details

Click the Checks tab to list the checks submitted to this vendor. Optionally, you can filter the checks displayed by check key/number, invoice number, purchase order number, or check date range.

To view check details:

1. Click the **Checks** tab.

2. If applicable, in the **Vendor Name** field, click the **List of Values** button to select the name of the vendor to be displayed. The checks associated with that vendor display.

You can also type the vendor’s **Federal ID** number, and then click the **Search** button to display the vendor check details.

The Checks tab displays the check key, check date, payment amount, batch, and void date (if applicable) for each check associated with this vendor. The letter “V” displays to the right of a voided check.

Figure 4-47. Vendor History – FVINQ01A, Checks tab
3. Optionally, use one of these methods to filter the **Checks** tab.

- In the **Key** field, type the check key to view that check’s details. The check key includes the bank number and check number.
- In the **Invoice No** field, type the number of the invoice to list checks associated with that invoice.
- In the **PO No** field, type the number of the purchase order to list checks associated with that purchase order.
- In the **Check Date** field, type the **From** and **To** dates to list checks with a check date that falls within a specific date range.

Click the **Search** button to implement the search for the checks that meet the entered filter criteria.

**Tip:** Click the **Clear Search** button to clear the search fields to enter a different filter criteria.

4. Click any column heading once to sort the checks displayed. You can implement only one sort criteria at a time.

- **Check Key** — click the **Check Key** column heading to sort the checks by check number. The checks are sorted in ascending order.
- **Check Date** — click the **Check Date** column heading to sort the checks by the check creation date. The dates are sorted in descending order (high to low).
- **Payment Amount** — click the **Payment Amount** column heading to sort the checks by the payment amount associated with each check. Checks with the highest payment amount display at the top of the list.
- **Batch** — click the **Batch** column heading to display the checks by their assigned batch. The batch numbers are sorted in descending order (highest to lowest).
- **Void Date** — click the **Void Date** column heading to sort the checks by the date a check was voided. The checks are sorted in ascending order (checks without a void date are listed first).

5. In the **Check Key** column, double-click a check number to display the related check details. The **Check Inquiry** form appears (see **Figure 7-8 on page 272** for a sample of this form).
Maintaining Vendor Master Files

Viewing Claims

Click the Claims tab to list the claims associated with this vendor. Optionally, you can filter the claims displayed by claim number, check key/number, invoice number, purchase order number, or check date range.

To view claims:
1. Click the **Claims** tab.
2. If applicable, in the **Vendor Name** field, click the **List of Values** button to select the name of the vendor to be displayed. The claims associated with that vendor display.

You can also type the vendor’s **Federal ID** number, and then click the **Search** button to display the vendor claim details.

The **Claims** tab displays the check key, date to pay, claim number, payment amount, batch, and void date (if applicable) for each claim associated with this vendor. The letter “V” displays to the right of a voided check.

**Note:** By default, only claims for which a check has not been printed will display. Click the Include Payments That Have Checks Printed check box to display claims with an assigned check number.

Figure 4-48. Vendor History – FVINQ01A, Claims tab
3. Click to select the **Include Payments That Have Checks Printed** check box to display all payments that have an assigned check number.

**Tip:** You can double-click a check number to view that check's details in program FPINQ01A.FMX – Check Inquiry. This option is not available if the bank number only is displayed in the Check Key column.

4. Optionally, use one of these methods to filter the **Claims** tab.
   - In the **Key** field, type the check key to list the claims associated with that check. The check key includes the bank number and check number.
   - In the **Invoice No** field, type the number of the invoice to list claims associated with that invoice.
   - In the **Claim No** field, type the number of the claim to be displayed.
   - In the **PO No** field, type the number of the purchase order to list claims associated with that purchase order.
   - In the **Date to Pay** field, type the **From** and **To** dates to list claims with a pay date that falls within a specific date range.

Click the **Search** button to implement the search for the claims that meet the entered filter criteria.

**Tip:** Click the **Clear Search** button to clear the search fields to enter a different filter criteria.

5. Click any column heading once to sort the claims displayed. You can implement only one sort criteria at a time.
   - **Check Key** — click the **Check Key** column heading to sort the claims by check number. The checks are sorted in ascending order (invoices without an assigned check key appear first in the list).
   - **Date to Pay** — click the **Date to Pay** column heading to sort the claims by the payment date. The dates are sorted in descending order (high to low).
   - **Claim Number** — click the **Claim Number** column heading to sort the claims by claim number. The claims are sorted in descending order (highest to lowest).
   - **Payment Amount** — click the **Payment Amount** column heading to sort the claims by the payment amount associated with each claim. Claims with the highest payment amount display at the top of the list.
   - **Batch** — click the **Batch** column heading to display the claims by their assigned batch. The batch numbers are sorted in descending order (highest to lowest).
   - ** Void Date** — click the **Void Date** column heading to sort the claims by the date a check was voided. The checks are sorted in ascending order (checks without a void date are listed first).

6. In the **Check Key** column, double-click a check number to display the related check details. The **Check Inquiry** form appears (see **Figure 7-8 on page 272** for a sample of this form).

Note: This option is not available if a bank number only is displayed in the **Check Key** column.
Maintaining Vendor Master Files

Viewing Requisitions

Click the Requisitions tab to list the requisitions associated with this vendor. Optionally, you can filter the requisitions displayed by requisition number, date entered, order location, or purchase order number.

To view requisitions:
1. Click the Requisitions tab.
2. If applicable, in the Vendor Name field, click the List of Values button to select the name of the vendor to be displayed. The requisitions associated with that vendor display.

You can also type the vendor's Federal ID number, and then click the Search button to display the vendor requisition details.

The Requisitions tab displays the requisition number, date the requisition was entered, adjusted extended cost, corresponding purchase order number, and purchase order status for each requisition associated with this vendor.

Figure 4-49. Vendor History – FVINQ01A, Requisitions tab
3. Optionally, use one of these methods to filter the Requisitions tab.
   - In the RQ No field, type the number of the requisition to be displayed.
   - In the Date Entered field, type the From and To dates to list requisitions with an entry date that falls within a specific date range.
   - In the Order Location field, type the number of the location to list all requisitions for a specific location.
   - In the PO No field, type the number of the purchase order to list the corresponding requisition.

Click the Search button to implement the search for the requisitions that meet the entered filter criteria.

**Tip:** Click the Clear Search button to clear the search fields to enter a different filter criteria.

4. Click any column heading once to sort the requisitions displayed. You can implement only one sort criteria at a time.
   - Requisition Number — click the Requisition Number column heading to sort the requisitions in descending order by number (highest to lowest).
   - Date Entered — click the Date Entered column heading to sort the requisitions by the date each requisition was entered. The dates are sorted in descending order (high to low).
   - Adjusted Extended Cost — click the Adjusted Extended Cost column heading to display the requisitions with the highest adjusted extended cost at the top of the list.
   - PO Number — click the PO Number column heading to sort the requisitions by their assigned purchase order number. The purchase order numbers are sorted in ascending order (requisitions without an assigned purchase order number appear first in the list).
   - PO Status — click the PO Status column heading to sort the requisitions by status. The status codes are listed in alphabetical order.

5. In the Requisition No column, double-click a requisition number to display its line items and account distribution. The Requisition Inquiry form appears (see Figure 7-1 on page 266 for a sample of this form).
Maintaining Vendor Master Files

Viewing P-Card Transactions

Use the P-Card Transactions tab to review P-Card transactions posted to the **olio** vendor.

**Note:** The P-Card Transactions tab will display data only if your organization uses the P-Card Processing software solution and the P-Card transactions are associated with an **olio** vendor.

To view P-Card transactions:

1. Click the **P-Card Transactions** tab.
2. If applicable, in the **Vendor Name** field, click the **List of Values** button to select the name of the vendor to be displayed. The requisitions associated with that vendor display. You can also type the vendor’s **Federal ID** number, and then click the **Search** button to display the vendor requisition details.

Figure 4-50. Vendor Inquiry form – FVINQ01A, P-Card Transactions

3. Optionally, use one of these methods to filter the **P-Card Transactions** tab.
   - In the **Card ID** field, type the number that identifies the P-Card associated with the transactions to be viewed.
   - In the **Transaction Dates** fields, enter a range of dates to list p-card transactions that fall within a specific date range.

Click the **Search** button to implement the search for the requisitions that meet the entered filter criteria.

**Tip:** Click the **Clear Search** button to clear the search fields to enter a different filter criteria.
4. Click any column heading once to sort the P-Card transactions displayed. You can implement only one sort criteria at a time.

- **Transaction Date** — click the **Transaction Date** column heading to sort the P-Card transactions by the date each requisition was processed. The dates are sorted in descending order (high to low).

- **Vendor** — click the **Vendor** column heading to sort the P-Card transactions by their associated vendor. The vendors are sorted in alphabetically in descending order by vendor name.

- **Amount** — click the **Amount** column heading to sort the P-Card transactions by transaction amount with the P-Card transactions that have the highest transaction amounts at the top of the list.

- **External Reference** — click the **External Reference** column heading to sort the P-Card transactions by external reference. The external reference numbers are sorted alphanumerically in descending order. P-Card transactions not assigned an external reference appear first in the list.
Maintaining Vendor Master Files

Viewing Vendor Addresses

Click the Addresses tab to list all addresses and contacts currently on file for this vendor. The first address and contact to display is the vendor’s primary address and contact. You can add and update vendor addresses on the Vendor Master form (see Figure 4-6 on page 54). Refer to the “Adding a Vendor Master Record” beginning on page 54 for more information.

To view vendor addresses:

1. Click the **Addresses** tab.

2. If applicable, in the **Vendor Name** field, click the **List of Values** button to select the name of the vendor to be displayed. The vendor’s primary address and contact displays. You can also type the vendor’s **Federal ID** number, and then click the **Search** button to display the vendor’s address records.

Figure 4-51. Vendor History – FVINQ01A, Addresses tab

3. Click and drag the **Vertical** scroll bar to display the next address or contact record.
Maintaining Vendor Master Files

Viewing Vendor Details
Click the Vendor Details tab to display the following details:

- The vendor’s telephone and fax numbers.
- The last date a payment was sent to the vendor.
- The vendor’s status (active or inactive).
- The vendor’s 1099 status (1099 Vendor or Not a 1099 Vendor).
- The vendor’s payment terms.
- The vendor’s federal name and, if a 1099 vendor, the Type of 1099 filed for that vendor.
- The State ID (or BRC No), Legal Doc 1 Expiration Date, Legal Doc 2 Expiration Date, Open PO Amount, and Fiscal YTD Amount Paid are specific to New Jersey state reporting. These fields are used to maintain vendor thresholds. The Open Po Amount and Fiscal YTD Amount Paid are automatically updated when purchase order and payment amounts are posted.
Maintaining Vendor Master Files

To view vendor details:

1. Click the **Vendor Details** tab.

2. If applicable, in the **Vendor Name** field, click the **List of Values** button to select the name of the vendor to be displayed. The details for that vendor display.

   You can also type the vendor’s **Federal ID** number, and then click the **Search** button to display the vendor’s address records.

   **Tip:** Click the **Display** button to view the comments in a larger text box.

The following fields display in the **THRESHOLDS** block: **State ID**, **Legal Doc 1 Expiration Date**, **Legal Doc 2 Expiration Date**, **Open PO Amount**, and **Fiscal YTD Amount Paid**. If the state defined in the Organization Master is New Jersey (NJ), **BRC No** displays in place of **State ID**.

When appropriate, the following messages will display in **Red** at the bottom:

- “The Vendor must have a current Business Certification on file”, when the **Legal Doc 1 Expiration Date** field is blank
- “The Vendor must have a current Political Disclosure Statement on file”, when the **Legal Doc 2 Expiration Date** field is blank

Figure 4-52. Vendor History – FVINQ01A, Vendor Details tab
This chapter explains how to enter and maintain the following customer tables:

- Customer Type
- Customer Master

This customer data displays as default values throughout many operations, forms, and reports of *olio*.

This chapter discusses:

- Maintaining Customer Types
- Maintaining Customer Master Records
Maintaining Customer Data

Maintaining Customer Types

Use program FMCST02A.FMX – Customer Types to create unique customer type codes used to group customers with similar characteristics for reporting purposes. You assign these customer types to each customer record in the Customer Master file. For example, you may have customer types that include Student, Renter, and Organizations. You must individually define each of these customer types.

Customer types display in the Customer Type List of Values.

The Customer Types form contains multiple customer type records displayed in a list format with an individual record on each line. All customer type records are accessible from the same form. Records are added, modified, or deleted directly on the Customer Types form without accessing other forms.

This section describes how to define customer types.

To define customer types:

1. Follow this path to access the **Customer Types** form: FAS > FAS Master File Maintenance > Customer Maintenance > Customer Types.

   **Tip**: Click the **Find** button to list existing customer type records.

   *Figure 5-1. Customer Type form – FMCST02A*

2. Click the **New Record** button to insert a blank line.

3. In the **Type** field, type a unique code identifying the customer type. This is a required field; you can enter a maximum of 4 alphanumeric characters.
Maintaining Customer Data

4. In the Description field, type a description of the customer type. You can enter a maximum of 40 alphanumeric characters.

5. Click the Save button to save the record.

6. Continue to add customer types. When finished, close the form.

Maintaining Customer Master Records

Use program FMCST01A.FMX – Customer Master to create customer master records, which contain informational data about customers that do business with your organization. Customer master records contain information that includes business data, address information, and contact data. This information is used for cash receipt processing.

The Customer Master form contains three blocks of information. Each block is maintained individually.

• The Master block identifies the customer and specific business information. You must position your cursor in the Master block to create a customer master record. While the cursor is positioned in the Master block, you can click the Next or Prev buttons to display the next or previous vendor master record.

• The Address block defines the addresses associated with the customer specified in the Master block. You can add multiple addresses to a customer; click and drag the Vertical scroll bar or click the Next or Prev buttons to view each address. You must position your cursor in the Address block to insert a new address.

If you click the New, Delete, Prev, or Next buttons while your cursor is in the Address block, the Address block is only affected. The Master block remains unchanged.

• The Contact block identifies the contacts associated with the address selected in the Address block. You can add multiple contacts to an address; click and drag the Vertical scroll bar or click the Next or Prev buttons to view each contact. You must position your cursor in the Contact block to insert a new contact.

If you click the New, Delete, Prev, or Next buttons while your cursor is in the Contact block, the Contact block is only affected. The Master and Address blocks remain unchanged.

This section explains how to define customer master records.
Adding a Customer Master Record

Follow these steps to add the customer master record.

To add a customer master record:

1. Follow this path to access the Customer Master form: FAS > FAS Master File Maintenance > Customer Maintenance > Customer Master.
   
   **Tips:** Click the **Find** button to search for an existing customer record.

   Figure 5-2. Customer Master form – FMCST01A

2. If necessary, click the **New Record** button to display the form in Entry mode.

3. Click the **Customer No** button to assign a system-generated number to this customer record or type the unique, 6-character number used to identify this customer.

4. In the **Master** block, enter the following fields.

   **Table 5-1. Master block field definitions**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Name</td>
<td>Type the name of the customer. This is a required field; you can enter a maximum or 40 alphanumeric characters. <strong>Note:</strong> A customer does not display in the List of Values until a mailing name and address are specified for the customer.</td>
</tr>
<tr>
<td>Inactive</td>
<td>Select this check box to inactivate a customer record. All customer records are active by default.</td>
</tr>
</tbody>
</table>
Maintaining Customer Data

Table 5-1. Master block field definitions (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal or External</td>
<td>Click the option that identifies this customer is an internal or external customer. Internal customers are generally for internal billing purposes. For example, a copy center has several internal customers for which they do copy work. The copy center may bill those internal customer's budgets for the completed work. An external customer is any customer outside of your business that pays you for services or products.</td>
</tr>
<tr>
<td>Phone No</td>
<td>Type the telephone number for the customer. This field consists of up to 10 numeric digits, 1 dash, and 2 parentheses. <strong>Tip:</strong> Type the phone number without any punctuation (9999999999). The phone number is automatically formatted in (999)999-9999 format when the cursor advances to the next field.</td>
</tr>
<tr>
<td>Fax No</td>
<td>Type the facsimile number for the customer. This field consists of up to 10 numeric digits, 1 dash, and 2 parentheses. <strong>Tip:</strong> Type the phone number without any punctuation (9999999999). The phone number is automatically formatted in (999)999-9999 format when the cursor advances to the next field.</td>
</tr>
<tr>
<td>Last Payment</td>
<td>This is the date of the last payment made by the customer. This field is automatically populated when a payment is received but can be changed. You can choose the date from the Calendar form or you can manually type the date. <strong>Tip:</strong> Type the date without dashes (mmddyyyy). The date is automatically formatted in mm-dd-yyyy format when the cursor advances to the next field.</td>
</tr>
<tr>
<td>Customer Type</td>
<td>Click the <strong>List of Values</strong> button to select the type of customer assigned to this customer master record. <strong>Note:</strong> Customer types are defined using the <strong>Customer Types</strong> form. For more information about customer types, see “Maintaining Customer Types” beginning on page 140.</td>
</tr>
<tr>
<td>Customer Account</td>
<td>Type your organization’s account number for the selected customer. You can enter a maximum of 20 alphanumeric characters.</td>
</tr>
</tbody>
</table>
Maintaining Customer Data

Table 5-1. Master block field definitions (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
<td>Type comments concerning this customer. You can edit the comments directly on the form or you can click the <strong>Edit</strong> button to open an <strong>Editor</strong> box. Use the <strong>Editor</strong> box to edit the comments in a separate form. This is useful for editing long comments.</td>
</tr>
</tbody>
</table>
| Credit Acct No | Click the **List of Values** button to select the default credit account number for this customer. This account number is automatically loaded when an invoice is entered for this customer.  
**Note:** You can delete the credit account number, if necessary.  
**Note:** Account numbers are defined using the **Chart of Accounts** form. For more information about the Chart of Accounts, see the *Guide to Accounting File Maintenance for alio FAS*. |
| Debit Acct No | Click the **List of Values** button to select the default debit account number. This account number is automatically loaded when an invoice is entered for the customer.  
**Note:** You can delete the debit account number, if necessary.  
**Note:** Account numbers are defined using the **Chart of Accounts** form. For more information about the Chart of Accounts, see the *Guide to Accounting File Maintenance for alio FAS*. |

Adding a Customer’s Address

Follow these steps to add an address to a customer’s record.

To add the customer’s mailing address:
1. Click the **Mailing Name** field to position the cursor in the **Address** block.
2. If necessary, click the **New Record** button to insert a blank record.
3. In the **Address** block, enter the following information.

Table 5-2. Address block field definitions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Mailing Name | Type the mailing name for the customer. You can enter a maximum of 40 alphanumeric characters.  
**Tip:** Press **TAB** to automatically populate this field with the name entered in the **Customer Name** field. |
| Address      | Type the street address for the customer. You can enter up to three lines with 40 alphanumeric characters per line. |
| City         | Type the city for this mailing address. You can enter a maximum of 40 alphanumeric characters. |
| State        | Type the two-character state abbreviation for this mailing address.           |
| Zip          | Type the ZIP code for the vendor. This field consists of up to 9 alphanumeric characters and a dash.  
**Tip:** You can enter ZIP codes in 5 digit format or ZIP + 4 format. Type the ZIP + 4 format without a dash. The ZIP is automatically formatted in 99999-9999 format when the cursor advances to the next field. |
| Address Type | Click the **List of Values** button to select the type of address that is identified in the **Address** field.  
**Note:** Address Types are defined using the **Address Types** form. For more information about address types, see Guide to Financial Accounting Management for **alia** FAS. |

4. Click the **Save** button to save the record.

5. Repeat this procedure for each mailing address associated with this customer. When finished, enter the contact details in the **Contact** block.
Adding a Contact to the Customer’s Address

Follow these steps to add a contact to a customer’s address record.

To add a contact record to a customer’s address record:

1. In the Address block, click the Find button to search for and select the address record to be updated.
2. Click the Contact Name field to position the cursor in the Contact block.
3. In the Contact block, enter the following information.

Table 5-3. Contact block field definitions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name</td>
<td>Type the name of the customer contact person associated to the displayed address. You can enter a maximum of 40 alphanumeric characters. <strong>Note:</strong> You can have multiple contact names for each address.</td>
</tr>
<tr>
<td>Type</td>
<td>Type a user-defined code that identifies the type of contact. For example, you may want to identify main contacts with an M and secondary contacts with an S. You can enter up to 2 alphanumeric characters.</td>
</tr>
<tr>
<td>Title</td>
<td>Type the title of the customer contact person. You can enter a maximum of 40 alphanumeric characters.</td>
</tr>
<tr>
<td>Phone No</td>
<td>Type the telephone number for the customer contact. This field consists of up to 10 numeric digits, 1 dash, and 2 parentheses. <strong>Tip:</strong> Type the phone number without any punctuation (9999999999). The phone number is automatically formatted in (999)999-9999 format when the cursor advances to the next field.</td>
</tr>
<tr>
<td>Ext</td>
<td>Type the extension associated to the telephone number (if applicable). You can enter a maximum of 10 alphanumeric characters.</td>
</tr>
<tr>
<td>Fax</td>
<td>Type the facsimile number for the customer contact. This field consists of up to 10 numeric digits, 1 dash, and 2 parentheses. <strong>Tip:</strong> Type the phone number without any punctuation (9999999999). The phone number is automatically formatted in (999)999-9999 format when the cursor advances to the next field.</td>
</tr>
</tbody>
</table>
4. Click the **Save** button to save the record.

Repeat this procedure for each mailing address associated with this customer. When finished, close the form.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet URL</td>
<td>Type the URL of the Internet address for the customer contact. You can enter a maximum of 60 alphanumeric characters. Click the <strong>Edit</strong> button to open an <strong>Editor</strong> box. Use the <strong>Editor</strong> box to edit the Internet address in a separate form. This is useful for editing long comments.</td>
</tr>
<tr>
<td>Email Address</td>
<td>Type the e-mail address for the customer contact. You can enter a maximum of 60 alphanumeric characters. Click the <strong>Edit</strong> button to open an <strong>Editor</strong> box. Use the <strong>Editor</strong> box to edit the Internet address in a separate form. This is useful for editing long comments.</td>
</tr>
<tr>
<td>Comments</td>
<td>Type any informational comments concerning this customer contact. You can enter a maximum of 250 alphanumeric characters. You can edit the comments directly on the form or you can click the <strong>Edit</strong> button to open an <strong>Editor</strong> box. Use the <strong>Editor</strong> box to edit the comments in a separate form. This is useful for editing long comments.</td>
</tr>
</tbody>
</table>
Use Order Processing to place orders/requisitions into the accounting system. Account numbers and available funds are verified. The amount of the order/requisition is pre-encumbered against the accounts. When the order/requisition has been approved through all levels of the approval chain, a purchase order is printed.

This chapter discusses:

- Order Processing Checklist
- Creating Requisitions
- Approving and Disapproving Requisitions
- Copying Requisitions
- Running an Order Edit List
- Printing and E-mailing Purchase Orders
- Entering Direct Purchase Orders
- Changing a Purchase Order
- Running a POs Ready to Post Report
- Posting Purchase Orders
- Receiving a Purchase Order
- Running the PO Receiving Edit List
## Order Processing Checklist

The following checklist summarizes the steps required to create, approve, print, and post purchase orders. Each step includes a reference to the pages in this guide where you can find additional details.

### Table 6-1. Order Processing Checklist

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>If your organization approves purchases using an approval chain, you must create and approve a requisition prior to printing the purchase order. However, you also have the option to create a purchase order without creating the requisition. Use this option to bypass the requisition approval process. The first step in the order processing checklist encompasses both of these options.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 1. | **FOENT01B.FMX – Create the Requisition:** Use program FOENT01B.FMX – Requisition Entry/Approval to create the requisition. This step includes the following sub tasks:  
  - Entering the requisition header, which includes the requisition number, vendor name and address, order and ship locations, buyer, freight and discount costs (if applicable), sales tax (if applicable), special instructions, and the purchase order header and footer.  
  - Adding the items to the requisition that are being ordered from the vendor. You can use a vendor’s standard item catalog to add the items or enter a user-defined item description. For each ordered item, you must enter the following details: quantity ordered, unit cost, freight and discount costs (if different than those entered on the header), and, if applicable, sales tax (if different than entered on the header).  
  - Distribute each item’s cost to the corresponding accounts.  
  Optionally, you can attach the vendor’s estimate, contract, and other related documents to the requisition.  
**Note:** If your organization uses the third-party software EDGE to print purchase orders, you must limit the following fields in the requisition header to 60 alphanumeric characters:  
  - Header  
  - Footer  
  EDGE will print only 60 alphanumeric characters on the purchase order. | Page 153–Page 178 |
## Processing Requisitions and Orders

Table 6-1. Order Processing Checklist

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
</table>
| 1. (continued) | **FUENT01A.FMX – Direct Purchase Order Entry**: Use program FUENT01A.FMX – Direct Purchase Order Entry to create a purchase order without creating and approving a requisition. This step includes the following sub tasks:  
• Entering the purchase order header, which includes the purchase order number, vendor name and address, order and ship locations, buyer, freight and discount costs (if applicable), sales tax (if applicable), special instructions, and the purchase order header and footer.  
• Adding the items to the purchase order that are being ordered from the vendor. You can use a vendor’s standard item catalog to add the items or enter a user-defined item description. For each ordered item, you must enter the following details: quantity ordered, unit cost, freight and discount costs (if different than those entered on the header), and, if applicable, sales tax (if different than entered on the header).  
How you add items to the purchase order depends on profile key PAY_BY_LINE_ITEM. Refer to page 5 for more information about this profile key.  
• Distribute each item’s cost to the corresponding accounts.  
**Note**: If your organization uses the third-party software EDGE to print purchase orders, you must limit the following fields in the purchase order header to 60 alphanumeric characters:  
• Header  
• Footer  
EDGE will print only 60 alphanumeric characters on the purchase order. | Page 198–Page 209 |
| 2. | **FOENT01B.FMX – Approve/Disapprove the Requisition**: After a requisition is entered, it needs to be approved. The approval process is determined by the approval chain established on the Approval tab of the Requisition Entry/Approval form. When the requisition is approved, the requisition status changes to the next link in the approval chain or the next step in the requisition process.  
You can also disapprove a requisition. When a requisition is disapproved, it is sent back to the original owner for modification/review.  
You can skip this step if you entered a purchase order without creating the requisition. | Page 183–Page 186 |
Processing Requisitions and Orders

Table 6-1. Order Processing Checklist

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td><strong>FOENT01A.REP – Order Edit List:</strong> Use program FOENT01A.REP – Order Edit List to review requisitions and to change orders not yet printed. If a requisition is correct, it is ready for printing. If an error is found in the requisition, it is not ready for printing. You must correct the error before running the Order Edit List again to review the requisitions and change orders. All lines on the requisition or change order must be correct before printing. This report also validates your requisitions and prepares them for posting.</td>
<td>Page 189–Page 198</td>
</tr>
<tr>
<td></td>
<td>Correct requisition errors listed on the Order Edit List. Re-run the Order Edit List until all lines on the requisition are correct.</td>
<td>N/A</td>
</tr>
</tbody>
</table>
| 5.   | **Printing Purchase Orders / Sending Purchase Orders via E-mail:** You can print and, optionally, send via e-mail the requisitions and purchase orders that passed the edit process. A requisition is automatically assigned a purchase order number during this process. You can use either of the following programs to print your purchase orders:  
  • FOPRT05B.REP – PO Print – Standard (see page 223) to print the purchase orders.  
  • FOPRT05ER.FMX – PO Print (see page 229) to send the purchase orders to vendors via e-mail.  
  • FOCNT01S.FMX – PO Print File For Alio Content to capture purchase orders that passed the edit checks in program FOEDT01A – Order Edit List and file those purchase orders as matched documents in alio Content. This program is available only if your organization has implemented alio Content. You can print hard copies of purchase orders for the vendor, for tracking purposes, or for record keeping. A purchase order displays billing information, shipping information, vendor information, and special instructions. It also displays item information, costs, discounts, freight charges, and account distribution numbers. | Page 223–Page 236 |
6. **FUEDT01A.REP – Running a PO Post Edit List**: Run program FUEDT01A.REP – PO Post Edit List after the purchase orders are printed to identify the purchase orders that are ready for posting. This report displays a summary of the purchase order information. You can use this report to verify that all the expected purchase orders are ready for posting.

7. **FOPST02A.FMX – Posting Purchase Orders**: Run program FOPST02A.FMX – Post Purchase Orders to post the account distribution entries for each purchase order line item to the adjusting journals in the Financial Accounting System (FAS). Posting purchase orders allows you to track all entries and modifications and maintains a balanced financial system.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td><strong>FUEDT01A.REP – Running a PO Post Edit List</strong>: Run program FUEDT01A.REP – PO Post Edit List after the purchase orders are printed to identify the purchase orders that are ready for posting. This report displays a summary of the purchase order information. You can use this report to verify that all the expected purchase orders are ready for posting.</td>
<td>Page 247–Page 250</td>
</tr>
<tr>
<td>7.</td>
<td><strong>FOPST02A.FMX – Posting Purchase Orders</strong>: Run program FOPST02A.FMX – Post Purchase Orders to post the account distribution entries for each purchase order line item to the adjusting journals in the Financial Accounting System (FAS). Posting purchase orders allows you to track all entries and modifications and maintains a balanced financial system.</td>
<td>Page 251–Page 254</td>
</tr>
</tbody>
</table>
Creating Requisitions

Use the Requisition Entry/Approval option to create requisitions and implement the requisition approval process.

**IMPORTANT:** If your organization has implemented the Sales Tax module, you can calculate sales tax by line item or for all line items on the requisition. You can also apply the sales tax calculation to freight cost, if appropriate.

If sales tax is entered on the requisition and/or purchase order, it will be encumbered. If the item is marked as exempt or non-taxable when the payment is entered, this encumbrance is not automatically liquidated and may require a manual liquidation.

Refer to the *Guide to Sales Tax Processing for alio* for more information about the Sales Tax module.

This section discusses:

- Requisition Entry Global Procedures
- Account Distribution Balance Validation
- Searching for a Requisition
- Creating a Requisition
- Changing the Vendor’s Mailing Address
- Adding Items to the Requisition
- Distributing Line Item Costs to Accounts
- Viewing Account Allocations
- Adding Estimates to a Requisition
- Adding Documents to a Requisition
- Viewing Approval Status
- Printing a Requisition
Processing Requisitions and Orders

Requisition Entry Global Procedures
At any point in Requisition Entry, you can perform the following procedures.

- Save the requisition after entering a requisition number, vendor, order location and/or ship location.
- Select one of the following options when you close the requisition:
  - Save Only to save a requisition prior to adding an account structure for validation or fund allocation.
  - Save and Finalize to finalize the requisition by allocating the funds requested to the accounts entered on the Accounts tab.
  - Exit without Saving to exit the requisition entry page without saving the changes.
Account Distribution Balance Validation


Your organization may also use the BALANCE_SHEET_ENC_OPTION profile key (see page 8) to include balance sheet accounts (equities, liabilities, and assets) in the validation process.

As part of the account distribution process, the program verifies that the amount distributed to an account does not exceed that account’s balance. If the amount distributed exceeds the account balance, one of the following Insufficient Funds messages will display:

- If your assigned user role is not authorized to distribute an amount that exceeds the current account balance, the following message will display: “Insufficient Funds for account [9-99-999-999-999999-999-999999-9] by: [99999999999.99]. You are not authorized to override the budget. Please change the account number or amount.” (where [9-99-999-999-999999-999-999999-9] represents the account to which the amount will be distributed and [99999999999.99] represents the difference between the distribution amount and the current account balance).

To resolve this message:
- Click the OK button to close the message.
- Click the Trash Can icon to delete the account to which the amount is distributed.
- Perform one of these actions:
  - Distribute the amount to another account; or
  - Change the amount distributed to the account and distribute the remaining amount to another account; or
  - Click the Save button to save the requisition without finalizing it.

You will need to resolve the insufficient funds error before completing the requisition.

- If your assigned user role is authorized to distribute an amount that exceeds the current account balance, the following message will display: “Insufficient Funds for account [9-99-999-999-999999-999-999999-9] by: [99999999999.99] - Would you like to override?” (where [9-99-999-999-999999-999-999999-9] represents the account to which the amount will be distributed and [99999999999.99] represents the difference between the distribution amount and the current account balance).
  - Click OK to allow the distribution amount to exceed the current balance for the account.
  - Click Cancel to change the account distribution or to save the requisition without completing it. You can finalize the requisition at a later date after the insufficient funds issue is resolved.
Searching for a Requisition

Use program FOENT01B.FMX – Requisition Entry / Approval to retrieve an existing requisition.

To search for a requisition:

1. Follow this path to access the Requisition Entry/Approval form: FAS > Processing > Order Processing > Requisition/Entry Approval.

   **Note:** The Tax Type and Tax Code fields display only if the Sales Tax module is used in your organization.

   Figure 6-1. Requisition Entry / Approval form – FOENT01B

2. Click the Find button to display the form in Find mode.

3. Type the search criteria and then click the Find button to retrieve the first requisition that matches the search criteria.

   **Tip:** Click the Prev and Next buttons to page through the requisitions that match the search criteria.
Processing Requisitions and Orders

4. In the drop-down list below the **Requisition #** field, click to select a filter option:

> **Table 6-2. Requisition filter options**

<table>
<thead>
<tr>
<th>Filter Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter</td>
<td>Click to select this option to create a new requisition or to view open requisitions or purchase orders (default).</td>
</tr>
<tr>
<td>Requisition</td>
<td>Click to select this option to view only open requisitions. Purchase orders do not display.</td>
</tr>
<tr>
<td>Requisition by Year</td>
<td>Click to select this option to view only open requisitions for the selected <strong>Account Year</strong>. Purchase orders do not display. <strong>Note:</strong> Your system administrator must set up the User Administration/Users program to enable you to set the User Default Account Year.</td>
</tr>
<tr>
<td>Approve</td>
<td>Click to select this option to view all requisitions that need your approval. Requisitions that belong to your assigned approval chain will display.</td>
</tr>
<tr>
<td>Approve By Year</td>
<td>Click to select this option to view requisitions that need your approval and are within the <strong>Default Year</strong> assigned to your User ID. Requisitions for the Account Year and that belong to your assigned approval chain will display. <strong>Note:</strong> Your system administrator must set up the User Administration/Users program to enable you to set the User Default Account Year.</td>
</tr>
</tbody>
</table>
Creating a Requisition

Use program FOENT01B.FMX – Requisition Entry / Approval to create a requisition.

To create a requisition:

1. If necessary, click the **New Record** button to display the form in Entry mode.
2. Click the **Requisition #** button to assign a unique system-generated requisition number. This is a required field and consists of up to 8 alphanumeric characters.
   **Note:** The **Account Year** field defaults to the year that your system is currently running and should not be modified. If you change the Account Year, then that year’s account numbers will reflect the same year to which you changed the Account Year.
3. In the **Date Entered** field, the current date is displayed but can be modified. You can double-click the date field to select the new date from the Calendar form or type the date in mm/dd/yyyy format.
   **Tip:** The date is formatted in mm/dd/yyyy format when the cursor is advanced to the next field.
4. Optionally, click the **PO #** button to assign a unique system-generated purchase order number.
   **Note:** Generally, this option is used only when a purchase order number is needed immediately. Users have access to this functionality only if their security is set up to allow access.
5. In the **Order Header** tab, enter the following fields.
   
   Table 6-3. Order Header tab field definitions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td>Click the <strong>List of Values</strong> button to select the vendor from whom you are requisitioning the items. The vendor’s mailing address displays. <strong>Tip:</strong> If available, you can click the <strong>New/Other</strong> button to change the mailing address displayed for the selected vendor. Refer to “Changing the Vendor’s Mailing Address” beginning on page 165 for further details.</td>
</tr>
</tbody>
</table>
### Processing Requisitions and Orders

Table 6-3. Order Header tab field definitions (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locations</td>
<td>If applicable, the default order location and ship location defined for your User ID on the Users form will display. Note: Your system administrator is responsible for assigning these defaults. Click the List of Values button to select the • Order location, which is the location initiating the order; and the • Ship location, which is the location to which the order will be shipped. Note: Locations are defined using the Location Master form. For more information about locations, see Guide to Accounting File Maintenance for ajo FAS.</td>
</tr>
<tr>
<td>Requestor</td>
<td>Type the name of the person requesting the order. You can enter up to 14 alphanumeric characters.</td>
</tr>
<tr>
<td>Phone</td>
<td>Type the phone number of the requestor’s order location. You can enter up to 10 numeric digits, 1 dash, and 2 parentheses. Tip: Type the phone number without a dash or parentheses, and then press TAB. The number is formatted in (999)999-9999 format.</td>
</tr>
<tr>
<td>Order Type</td>
<td>Click the List of Values button to select the code that identifies the type of order to be created. You must select an Order Type of BO to create a blanket purchase order. Tip: This is a useful field when receiving orders. For example, some orders are commodities that require receipt into a warehouse. Other orders are services that are not received into a warehouse. When a purchase is received, you can specify the order type to receive. Note: Order types are defined using the Purchase Order Types form. For more information about purchase order types, see “Maintaining Purchase Order Types” beginning on page 37.</td>
</tr>
<tr>
<td>Buyer Code</td>
<td>If applicable, the default buyer code defined for your User ID on the Users form will display. Note: Your system administrator is responsible for assigning this default. Click the List of Values button to select the unique buyer code that identifies the person making the purchase. Buyer codes are defined using the Buyer Master form. For more information about buyer codes, see “Maintaining Buyer Codes” beginning on page 32.</td>
</tr>
</tbody>
</table>
Table 6-3. Order Header tab field definitions (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freight Cost</td>
<td>Type the freight cost, if applicable. If a default freight cost is defined in the Vendor Master, this field defaults to that freight cost but can be changed. You can enter up to 10 numeric digits. Press TAB to exit the field. The amount is automatically formatted in 99,999,999,999.99 format. For example, type 25 for a $25 freight cost and press enter; the freight cost displays as 25.00. If the freight charge includes fractions (25.50), type the decimal point. Leave this field blank if using the Freight % to calculate the freight cost. Important: When the freight cost is entered on the Order Header, line item number 9999 is automatically added to the order with a default order quantity of zero (0). This eliminates the need to receive the freight line when using Purchase Order Receiving.</td>
</tr>
<tr>
<td>Freight %</td>
<td>If the vendor calculates the freight using a percentage of the order amount, type that percentage. If a default freight percent is defined in the Vendor Master, this field defaults to that freight percent but can be changed. For example, a vendor may charge you 5 percent of your order amount for freight. If you order $200 of merchandise, your freight charge is $10.00. You can enter up to 7 numeric digits. Tip: Press TAB to exit the field. The percentage is automatically formatted in 999.9999 format. For example, type 5, and press Tab; the freight percent displays as 5.0000. If the freight percent includes a fraction (5.5%), type the decimal point. Leave this field blank if a Freight Cost is entered. Important: When the freight percent is entered on the Order Header, line item number 9999 is automatically added to the order with a default order quantity of zero (0). This eliminates the need to receive the freight line when using Purchase Order Receiving.</td>
</tr>
</tbody>
</table>
### Processing Requisitions and Orders

Table 6-3. Order Header tab field definitions (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Discount %         | If the vendor offers a discount to your organization, type the discount percentage. If a discount percentage is defined in the vendor master, that percentage is displayed but can be changed. You can enter up to 7 numeric digits.  

**Tip:** Press **TAB** to exit the field. The percentage is automatically formatted in 999.9999 format. For example, type 5, and press **Tab**; the discount percent displays as **5.0000**. If the discount percent includes a fraction (5.5%), type the decimal point.  

**Important:** When the discount percent is entered on the Order Header, line item number 9999 is automatically added to the order with a default order quantity of zero (0). |
| Contract No        | If a contract number is defined in the vendor master, it displays in this field. Otherwise, click the **List of Values** button to select the number of a contract your organization has with this vendor.  

You can also type the number of a contract you may have with the vendor. You can enter a maximum of 30 alphanumeric characters. This number is not validated against the existing **Contract No List of Values**. |
| Date Cancel        | If applicable, double-click the date field to display the **Calendar** form, and then click to select the date by which your organization may cancel this order. You can also type the date in mm/dd/yyyy format.  

**Tip:** The date is formatted in mm/dd/yyyy format when the cursor is advanced to the next field. |
| Date Needed        | If applicable, double-click the date field to display the **Calendar** form, and then click to select the date by which your organization must receive this order. You can also type the date in mm/dd/yyyy format.  

**Tip:** The date is formatted in mm/dd/yyyy format when the cursor is advanced to the next field. |
| Default Product Class | Click the **List of Values** button to identify the product that is automatically assigned to each item entered on the requisition; however, you can override the default product class assigned to an item on the Items tab.  

**Note:** The Default Product Class is required if the **Require Product Class on Order Entry** profile in the **Organization Master** is set to **Yes**. |
### Tax Type
A default **Tax Type** will display in this field, if available. Optionally, click the **List of Values** button to select another tax type that applies to this vendor.

The **Tax Type** default value is determined as follows:

- The **Default Tax Type** defined for the vendor in program FMVEN01A.FMX will display, if available.
- If a default tax type is not defined for this vendor, the **Tax Type** defined for the **Ship** location will display in this field.
- If a default tax type is not defined for the **Ship** location, the **Default Tax Type** defined on the Finance tab in program AMCLI01A.FMX – Organization Master will display in this field.

### Tax Code
This field displays only if the Sales Tax module is implemented in your organization.

A default **Tax Code** will display in this field, if available. Optionally, click the **List of Values** button to select another tax code to be used in the sales tax calculations.

The **Tax Code** default value is determined as follows:

- The **Default Tax Code** defined for the vendor in program FMVEN01A.FMX will display, if available.
- If a default tax type is not defined for this vendor, the **Tax Code** defined for the **Ship** location will display in this field.

If a default tax type is not defined for the **Ship** location, the **Default Tax Code** defined on the Finance tab in program AMCLI01A.FMX – Organization Master will display in this field.

After assigning the **Tax Code**, click the **Set Tax** button to assign the same Tax Type and Tax Code values to both new and existing line items on the requisition.
6. In the **Special Instructions** block, enter the following data.

Table 6-4. Special Instructions block field definitions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal</td>
<td>Type any internal instructions that will display in the <strong>Purchase Order Payment</strong> form. These are internal instructions only and cannot be viewed by the vendor. You can enter a maximum of 2000 alphanumeric characters. You can edit the internal instructions directly on the form or you can click the <strong>Edit</strong> button to open an <strong>Editor</strong> box. Use the <strong>Editor</strong> box to edit the internal instructions in a separate form. This is useful for editing long internal instructions.</td>
</tr>
<tr>
<td>PO</td>
<td>Type any instructions to display on the top of the purchase order. The vendor can view these instructions. You can enter a maximum of 72 alphanumeric characters.</td>
</tr>
<tr>
<td>Header</td>
<td>Type any unique instructions to display in the purchase order header. You can enter a maximum of 2000 alphanumeric characters. You can edit the header instructions directly on the form or you can click the <strong>Edit</strong> button to open an <strong>Editor</strong> box. Use the <strong>Editor</strong> box to edit the header instructions in a separate form. This is useful for editing long comments. Leave this field blank to select the Header Code to retrieve the header instruction text. This option is available if standard header instructions are available in the <strong>Special Instructions</strong> form. <strong>Note:</strong> If your organization uses the third-party software EDGE to print purchase orders, you must limit the Header field to 60 alphanumeric characters. EDGE will print only 60 alphanumeric characters on the purchase order.</td>
</tr>
<tr>
<td>Header Code</td>
<td>Select the code from the <strong>List of Values</strong> for the special instructions to display in the purchase order header. <strong>Note:</strong> Special instructions are defined using the <strong>Special Instructions</strong> form. For more information about special instructions, see “Maintaining Special Instructions” beginning on page 33. Use the <strong>Header</strong> field to enter free form instructions.</td>
</tr>
</tbody>
</table>
7. Click the **Items** tab or press the **Enter** key twice to add items to the requisition. You can also click the **Save** button to save the requisition header details. The **Owner** field defaults to the user ID of the person entering the requisition.

### Table 6-4. Special Instructions block field definitions (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Footer</td>
<td>Type any unique instructions to display in the purchase order footer. You can enter a maximum of 2000 alphanumeric characters. You can edit the footer instructions directly on the form or you can click the <strong>Edit</strong> button to open an <strong>Editor</strong> box. Use the <strong>Editor</strong> box to edit the footer instructions in a separate form. This is useful for editing long comments. Leave this field blank to select the Footer Code to retrieve the footer instruction text. This option is available if standard footer instructions are available in the <strong>Special Instructions</strong> form. <strong>Note:</strong> If your organization uses the third-party software EDGE to print purchase orders, you must limit the Footer field to 60 alphanumeric characters. EDGE will print only 60 alphanumeric characters on the purchase order.</td>
</tr>
<tr>
<td>Footer Code</td>
<td>Select the code from the <strong>List of Values</strong> for the special instructions to display in the purchase order footer. <strong>Note:</strong> Special instructions are defined using the <strong>Special Instructions</strong> form. Use the <strong>Footer</strong> field to enter free form instructions.</td>
</tr>
</tbody>
</table>
Changing the Vendor’s Mailing Address

If a user has permission to change the vendor’s mailing address that is displayed on the Requisition Entry/Approval form, the New/Other button displays. Use this button to change the vendor’s mailing address. The new address is added to the vendor’s record in the Vendor Master.

To change the vendor mailing address:
1. If necessary, use the Find option to search for and display the requisition to be updated.
2. Click the Order Header tab.
3. In the Vendor Address section, click the New/Other button. The Vendor Address Book appears.

   Figure 6-2. Vendor Address Book form – SLADR01A

4. Make the necessary changes to the address displayed.
5. If applicable, change the Address Type.
6. Click OK to display the new address in the Header tab. A vendor address record is also added to the Vendor Master.
7. Click the Save button to save the requisition.

Adding Items to the Requisition

After creating the requisition header, you can add line items to the requisition. Items are added to the requisition by catalog number. If your organization has an item catalog established for the vendor, an item’s details are retrieved automatically when the catalog number is entered. If the item is not in the catalog, or a item catalog does not exist for that vendor, you must enter the item’s details.

Item details retrieved from the vendor’s standard item catalog can be changed on the requisition. However, these changes are not applied to the record in the standard item catalog.

You specify the line items using the Items tab on the Requisition Entry/Approval form. The Items tab defines each item to be purchased with the requisition. It can contain multiple line items that are identified by a sequential item number. You must position your cursor in the Items tab to add or update line items.
If your organization uses the Fixed Assets System (FIS) module, and has defined asset account masks in program FIMSK01A.FMX – Asset Account Masks, items where the asset account mask matches the accounts to which the items are distributed, and meet the minimum dollar limit required to create a fixed asset record are automatically extracted into FIS after the payment is posted. You do not need to assign the Asset Tag No to the item on the requisition.

This section explains how to add items to a requisition.

To add items to the requisition:

1. If applicable, click the **Find** button to search for and retrieve the requisition to which you are adding the items. The status of the requisition displays along with the Item Total and Account Total.

   **Tip:** To view a long status, click the **View** button to open an **Editor** box.

2. On the **Requisition Entry/Approval** form, click the **Items** tab.

   **Important:** When the freight cost and/or discount percent are entered on the Order Header, line item number 9999 is automatically added to the order with a default order quantity of zero (0). This eliminates the need to receive the freight line when using Purchase Order Receiving.

   **Note:** The **Tax Type**, **Tax Code**, **Tax Rate**, and **Tax Amount** fields display only if the Sales Tax module is used in your organization. If displayed, the **Tax Type** and **Tax Code** will default to the **Tax Code** and **Tax Type** values entered on the requisition header.

Figure 6-3. Requisition Entry/Approval form – FOENT01B, Items tab
3. Click the first blank line. An Item number is generated automatically for that line. 
   **Note:** A sequential item number is automatically generated each time a line item is added to the requisition.

4. In the Catalog field, click the List of Values button to select the catalog number for the item you are purchasing, if a vendor item catalog exists for this vendor. Otherwise, type the catalog number.

   Press **TAB**. If the item exists in the vendor’s standard item catalog, the item details are displayed. Otherwise, you will need to enter this information.

5. Enter or change these fields.

   **Table 6-5. Item tab field definitions**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Type a description for the item you are purchasing or change the description displayed. You can edit the description directly on the form or you can click the <strong>Edit</strong> button to open an <strong>Editor</strong> box. Use the <strong>Editor</strong> box to edit the description in a separate form. This is useful for editing a long description.</td>
</tr>
<tr>
<td>Product Class</td>
<td>The Product Class will default to the Default Product Class entered on the Order Header tab but can be changed. Click the <strong>List of Values</strong> button to select a product class for this item. This field is blank if the Default Product Class was not entered on the Order Header tab. <strong>Note for NJ Clients:</strong> If your organization uses vendor threshold limits, a warning message will display if the PRODUCT_CLASS_THRESHOLD profile key has an assigned value and the sum of the Open Purchase Order Total plus the Fiscal Year-to-Date Payment Total exceeds that value. This warning message will not stop you from processing the requisition; however, you should notify the appropriate person that this message displayed.</td>
</tr>
<tr>
<td>Quantity</td>
<td>Type the quantity of this item to be purchased. You can enter up to seven numeric digits. Press <strong>TAB</strong> to exit the field. The quantity displays in 9,999,999.0000 format. For example, to order 120 boxes, type <strong>120</strong> and it displays as <strong>120.0000</strong>. Press <strong>TAB</strong>. If the item’s <strong>Unit Cost</strong> is displayed, the <strong>Extended Cost</strong> (Quantity x Unit Cost) and <strong>Final Cost</strong> (Extended Cost + Freight - Discount) are calculated automatically. The <strong>Item Total</strong> displayed at the top of the form is also calculated.</td>
</tr>
</tbody>
</table>
## Processing Requisitions and Orders

Table 6-5. Item tab field definitions (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Cost</strong></td>
<td>Type or change the unit cost for this item. Press <strong>TAB</strong> to exit the field. The amount is automatically formatted in 9,999,999.9999 format. For example, if the item’s unit cost is $24.00, you can enter 24 and it displays as 24.0000. If the item’s unit cost includes a fraction (24.50), type the decimal point. The <strong>Extended Cost</strong> (Quantity x Unit Cost) and <strong>Final Cost</strong> (Extended Cost + Freight - Discount) are calculated for this line item. The <strong>Item Total</strong> displayed at the top of the form is also calculated.</td>
</tr>
</tbody>
</table>
| **UOM**     | Click the **List of Values** button to select the unit of measure (UOM) for this item or type the UOM. The unit of measure is for informational purposes only. Examples of units of measure include a box, carton, each, and piece. For example, you may want to order pens and they come in boxes of 12. If you have a UOM called Box, you can select this unit of measure when you complete the requisition. This indicates to anyone reviewing the order that you are ordering 5 boxes of pens, not 5 individual pens.  
**Note:** Units of measure are defined using the **Unit of Measure Master** form. For more information about units of measure see “Maintaining Units of Measure” beginning on page 35. |
| **Freight Cost** | If the freight cost is entered on the **Order Header** tab, that amount will display but can be changed. Type or change the freight cost for this item. Leave this field blank to calculate the freight cost using the freight percent or if no freight cost is needed for this line item. Press **TAB**. The amount is automatically formatted in 99,999,999,999.99 format. For example, if the item’s freight cost is $24.00, you can enter 24 and it displays as 24.00. If the item’s freight cost includes a fraction (24.50), type the decimal point. The **Freight Cost** is added automatically to the **Final Cost** of this line item. |
### Table 6-5. Item tab field definitions (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freight Percent</td>
<td>If the freight percent is entered on the <strong>Order Header</strong> tab, that percentage will display but can be changed. Type or change the freight percent for this item. Leave this field blank if you entered a freight cost or if no freight cost is needed for this line item. Press <strong>TAB</strong> to calculate the <strong>Freight Cost</strong> associated with this line item, and to add the freight cost to the <strong>Final Cost</strong> of the line item. The percentage is automatically formatted in 999.9999 format.</td>
</tr>
<tr>
<td>Discount Amt</td>
<td>Type or change the discount amount for this item. Leave this field blank to calculate the discount amount using the discount percent or if no discount is needed for this requisition. Press <strong>TAB</strong>. The amount is automatically formatted in 99,999,999,999.99 format. For example, if the item’s discount amount is $24.00, you can enter 24 and it displays as 24.0000. If the item’s discount amount includes a fraction (24.50), type the decimal point. The <strong>Discount Amount</strong> is subtracted automatically from the <strong>Final Cost</strong> of the line item.</td>
</tr>
<tr>
<td>Discount Percent</td>
<td>If the discount percent is entered on the <strong>Order Header</strong> tab, that percentage will display but can be changed. Type or change the discount percent for this item. Leave this field blank if you entered a discount amount or if no discount is needed for this requisition. Press <strong>TAB</strong> to calculate the <strong>Discount Amt</strong> associated with this line item, and to subtract the discount amount from the <strong>Final Cost</strong> of the line item. The percentage is automatically formatted in 999.9999 format.</td>
</tr>
<tr>
<td>Asset Tag No</td>
<td>If applicable, type the fixed asset tag number for this item. <strong>Note:</strong> If your organization uses the Fixed Assets System (FIS) module, and has defined asset account masks in program FIMSK01A.FMX – Asset Account Masks, items where the asset account mask matches the accounts to which the items are distributed and meet the minimum dollar limit required to create a fixed asset record are automatically extracted into FIS after the payment is posted. You do not need to assign the Asset Tag No to the item on the requisition. For more information on how to populate this field, refer to the <em>Guide to the Fixed Asset System for alio</em>.</td>
</tr>
</tbody>
</table>
### Table 6-5. Item tab field definitions (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grouping</td>
<td>Optionally, select a group number to assign to the item. Using this field enables you to combine multiple items to create one fixed asset tag when extracting FAS data to FIS.</td>
</tr>
<tr>
<td>Tax on Freight</td>
<td>This field applies only if the Sales Tax module is used in your organization. If applicable, click to select this check box to include the freight cost in the sales tax calculation for this line item. If your organization incorporates sales tax on its requisitions and the Tax on Freight profile is set to Yes, this check box is automatically populated with a checkmark. Click to clear this check box to exclude the freight cost from the sales tax calculation.</td>
</tr>
<tr>
<td>Tax Type</td>
<td>This field applies only if the Sales Tax module is used in your organization. If the <strong>Set Tax</strong> button was selected on the Order Header tab, the Tax Type value entered on that tab displays but can be changed. If changed, the total cost for the line item is recalculated. Optionally, click the <strong>List of Values</strong> button to select the appropriate tax type for this line item. The tax type determines how the sales tax for this line item will be paid and/or liquidated.</td>
</tr>
<tr>
<td>Tax Code</td>
<td>This field applies only if the Sales Tax module is used in your organization. If the <strong>Set Tax</strong> button was selected on the Order Header tab, the Tax Code value entered on that tab displays but can be changed. Optionally, click the <strong>List of Values</strong> button to select the appropriate tax code for this line item. Press <strong>Tab</strong> to calculate the <strong>Tax Rate</strong> for the line item. The tax code identifies the formula used to calculate the <strong>Tax Rate</strong>.</td>
</tr>
<tr>
<td>Tax Rate</td>
<td>This field applies only if the Sales Tax module is used in your organization. If the <strong>Tax Code</strong> field is entered, the tax rate defined for that tax code displays but can be changed. Type or change the tax rate for this line item. Press <strong>TAB</strong>. The amount is automatically formatted in 99,999,999,999.99 format and the <strong>Tax Amount</strong> is calculated ([Extended Cost - Discount Amt] X Tax Rate).</td>
</tr>
</tbody>
</table>
6. When all lines are added to the requisition, click the Accounts tab or press the Enter key twice to allocate costs to accounts. You can also click the Save button to save the line items on the requisition.

Note for NJ Clients: If vendor threshold limits are set by your organization, and the purchase order total reaches one of these thresholds, a warning message will display if the valid legal document is not on file with the organization. You can continue to process the requisition; however you should notify the appropriate person that this message displayed.

Distributing Line Item Costs to Accounts

The next step in the requisition process is to distribute the line item costs to the correct expense accounts. You can perform this distribution using the Accounts tab on the Requisition Entry/Approval form. The Total Distributed must match the Item Total before you can save the distribution.

NOTE: The program displays an Insufficient Funds message when the requisition amount distributed to an account exceeds that account’s current balance. The user must have permission to override the current account balance to distribute the amount to that account. If the user does not have permission to override the current account balance, the user must change the account to which the amount is distributed prior to finalizing the requisition.

Refer to “Program AMSEC01B.FMX – Security” beginning on page 9 for more information.

The Requisition Entry/Approval form, Accounts tab contains two blocks of information:

- The Line Item block lists each item included on the requisition and its final cost. A line also displays for freight costs, if applicable. This list is provided for informational purposes only and cannot be modified. To change a line item, click the Items tab (see “Adding Items to the Requisition” beginning on page 165).

- Use the Accounts block to distribute the line item costs to the internal accounts. You can distribute line item costs to multiple accounts.

The Range section of the Accounts block displays:

- The total cost of the line items selected for distribution
- How much of that cost is allocated to the selected account and how much of that cost is not allocated to the selected account
- The percentage of the line item costs allocated to the selected account

These amounts are calculated automatically as the line item costs are distributed to one or more internal accounts.

You must position the cursor in the Accounts block to create, modify or view account distributions. If you click the New Record, Delete, Prev, or Next buttons while your cursor is in the Accounting block, the Accounting block is only affected.
To perform account distribution:

1. Click the **Find** option to search for and retrieve the requisition to which you are adding the items. The status of the requisition displays along with the Item Total and Account Total.

   **Tip:** To view a long status, click the **View** button to open an Editor box.

2. On the **Requisition Entry/Approval** form, click the **Accounts** tab.

   **Note:** You can use the requisition master fields at the top of the form to search for another requisition to be updated.

Figure 6-4. Requisition Entry/Approval form – FOENT01B, Accounts tab

3. When the **Accounts** tab first displays, the **From** and **To Line** fields default to the first and last line on the requisition. Use these fields to select the range of line items to be allocated to the selected internal account.

   - In the **From** field, click the **List of Values** button to select the first line item to include in the range. You can also type the line number assigned to the line item.
   
   - In the **To Line** field, click the **List of Values** button to select the last line item to include in the range. You can also type the line number assigned to the line item.

The **To Line** can default to 1 or 9999 depending on the Order Entry Item Range profile setting on the Encumbrance tab in the Organization Master.

The **Range Total** and **Unallocated** amounts are calculated for the selected line items.
4. In the **Account Number** field, click the **List of Values** button to select the account number to which the cost of the selected line items will be distributed or type the account number.

**Note:** Account numbers are defined using the Chart of Accounts form. For more information about defining account numbers, see *Guide to Accounting File Maintenance for alio FAS*. You can download a copy of this guide from the Weidenhammer infolink Web site.

A description of the account number displays in the Account Description field; you cannot change this field.

5. The **Amount** field will automatically default to the **Total Requisition Amount** if the Autoload Order Entry Amounts profile setting is equal to Yes on the Encumbrance tab of the Organization Master. You can change this amount, if necessary.

Type the amount to distribute to the selected account. Leave this field blank to calculate the amount using a percentage of the final cost of the requisition.

Press **TAB**. The amount is automatically formatted in 99,999,999,999.99 format. The **Calculated Amt**, **Range Total**, **Range Allocated**, **Item Total**, and **Acct Total** amounts are calculated.

**Tip:** If entering an amount in dollars and cents (99999999999.99), type the decimal point.

6. In the **Percent** field, type the percentage of the unallocated amount to distribute to the selected account. Leave this field blank if you entered a distribution amount in the **Amount** field.

Press **TAB**. The Percent is automatically formatted in 999.99 format. The **Amount**, **Calculated Amt**, **Range Total**, **Range Allocated**, **Item Total**, and **Acct Total** amounts are calculated.

**Tip:** If the percent is not a whole number (5.5), type the decimal point.

7. Click the **Finish** button. If the requisition passes all validations, the amounts are distributed to the specified accounts. Refer to “Validation Errors that Prevent Finalization of the Requisition” beginning on page 174 for further information.

**Note:** An error message will display if the **Total Distributed** is out-of-balance with the **Item Total**. You must correct this imbalance before saving the account distribution records.

Optionally, you can click the **Close** button in the upper right corner, and then click the **Save and Finalize** button to complete the requisition.

If the user or location is assigned an AUTO approval chain, the requisition is automatically approved and the status updated to “Approved, Ready for Edit/Print”. Otherwise, you need to follow your organization’s procedure to approve the requisition (see “Approving and Disapproving Requisitions” beginning on page 183 for more information).
Validation Errors that Prevent Finalization of the Requisition

**Vendor Threshold Errors:** If your organization incorporates vendor thresholds in the purchasing process, and the Fiscal Limit threshold is defined for the vendor on the requisition, the program calculates the sum of the requisition Amount and Fiscal YTD Amount Paid for the vendor. If this sum meets or exceeds the Fiscal Limit defined for the vendor, the user is prevented from finalizing the requisition. The following message displays: “Vendor Fiscal Amount reached, available amount for vendor is $999999999.99”, where $999999999.99 is the difference between the Fiscal Limit minus the Fiscal YTD Amount Paid. This amount may be positive or negative.

**Note:** The Fiscal Limit and Fiscal YTD Amount Paid are defined for the vendor record on the Thresholds tab of program FMVEN01A – Vendor Master (see “Maintaining the Vendor Master Thresholds” beginning on page 79).

You cannot finalize the requisition until the amount is reconciled to the limit. Follow your organization’s business practice to resolve this error.

**Account Errors:** For standard accounts, if the distribution amount exceeds the current balance for the account, and your user role is:

- Authorized to override the current budget amounts, the following message displays: “Insufficient Funds for account 9-99-999-999-999999-999-999999-9 by: 99999999999.99 - Would you like to override?”, (where [9-99-999-999-999999-999-999999-9] represents the account to which the amount will be distributed and [99999999999.99] represents the difference between the distribution amount and the current account balance).
- Click **OK** to allow the distribution amount to exceed the current balance for the account listed.
- Click **Cancel** to change the account distribution or to save the requisition without completing it. You can finalize the requisition at a later date after the insufficient funds issue is resolved.
- Not authorized to override the current budget amounts, the following message displays: “Insufficient Funds for account by 999999999.99. You are not authorized to override the budget. Please change account number or amount.” where [9-99-999-999-999999-999-999999-9] represents the host account to which the amount will be distributed and [99999999999.99] represents the difference between the distribution amount and the current account balance)
- To resolve this message:
  - Click the **OK** button to close the message.
  - Click the Trash Can icon to delete the account to which the amount is distributed.
Processing Requisitions and Orders

• Perform one of these actions:
  • Distribute the amount to another account; or
  • Change the amount distributed to the account and distribute the remaining amount to another account; or
  • Click the Save button to save the requisition without finalizing it.

You will need to resolve the insufficient funds error before finalizing the requisition.

For two or more host accounts, if the accumulated distribution amount exceeds the current amount budgeted for the host account, and your user role is:

• Authorized to override the current budget amounts, the following message displays: “Insufficient Funds for host account 9-99-999-999-999999-999-999999-9 by: 99999999999.99 - Would you like to override?”, (where [9-99-999-999-999999-999-999999-9] represents the host account to which the amount will be distributed and [99999999999.99] represents the difference between the distribution amount and the current account balance).

• Click OK to allow the distribution amount to exceed the current balance for the host account listed.

• Click Cancel to change the account distribution or to save the requisition without completing it. You can finalize the requisition at a later date after the insufficient funds issue is resolved.

• Not authorized to override the current budget amounts, the following message displays: “Insufficient Funds for host account 9-99-999-999-999999-999-999999-9 by: 99999999999.99. You are not authorized to override the budget. Please change account number or amount.”, (where [9-99-999-999-999999-999-999999-9] represents the host account to which the amount will be distributed and [99999999999.99] represents the difference between the distribution amount and the current account balance).

To resolve this message:

• Click the OK button to close the message.

• Click the Trash Can icon to delete the account to which the amount is distributed.

• Perform one of these actions:
  • Distribute the amount to another account; or
  • Change the amount distributed to the account and distribute the remaining amount to another account; or
  • Click the Save button to save the requisition without finalizing it.

You will need to resolve the insufficient funds error before finalizing the requisition.
Processing Requisitions and Orders

Viewing Account Allocations

Use program FOENT05B.FMX – Allocations to view the account breakdown by line item.

To view account allocations:

- On the **Accounts** tab, click the **Allocations** button to go to the **Allocations** page. This data is for informational purposes only and cannot be modified.

Figure 6-5. Allocations form – FOENT05A

Adding Estimates to a Requisition

If estimates are received from different vendors for requisition items, use program FOENT04A – Estimates to document the estimates for each line item on the requisition. You can enter multiple estimates for each line item.

Click the Estimates button on the Order Header tab of the Requisition Entry/Approval form to access program FOENT04A.FMX.

The requisition approver can review the estimates as part of the approval process.
To document estimates for review:

1. Click the **Find** button to search for and retrieve the requisition to which the estimates will be added. The status of the requisition displays along with the **Item Total** and **Account Total** (if applicable).
   **Tip:** To view a long status, click the **View** button to open an **Editor** box.
2. On the **Order Header** tab, click the **Estimates** button.

Figure 6-6. Estimates form – FOENT04A

3. If necessary, click the **New Record** button to insert a blank line.
4. In the **Line No** field, click the **List of Values** button to select the line item for which you received the vendor’s estimate. The **Line Item Description** displays.
5. In the **Vendor** list, click the **List of Values** button to select the vendor who provided the estimate. The **Vendor Name** displays but can be changed.
6. In the **Amount** field, type the estimated cost of this line item that was provided by the vendor.
   **Tip:** Enter the amount without a decimal point and then press **TAB**. The amount displays in 999,999,999.00 format. For example, if you enter 1250 as the amount, it displays as 1,250.00. If the amount includes both dollars and cents (12.50), type the decimal point.
7. In the **Description** field, type a brief summary of the estimate. You can edit the description directly on the form or you can click the **Edit** button to open an **Editor** box.
8. Click the **Save** button to save the record.
9. Click **Close** to return to the **Requisition Entry/Approval** form.
Adding Documents to a Requisition

If documentation about requisition items is received, use program FOENT06A.FMX – Documents to attach the related document to the requisition. You can add multiple documents to this form. These documents are not stored in alio.

Click the Documents button on the Order Header tab of the Requisition Entry/Approval form to access program FOENT06A.FMX.

Based on your organization’s business practice, you may be able to attach documents with the following file types to a purchase order record:

- Microsoft® Word documents (.doc and .docx extensions)
- Microsoft Excel documents (.xls and .xlsx extensions)
- Adobe® Acrobat® files (.pdf extension)
- Text files (.txt extension)
- JPEG Images (.jpg extension)

**NOTE:** Check with your administrator before attaching a document to the requisition to verify that the document type (e.g., .doc, .docx, etc.) is supported. Your administrator must define the PATH profile keys for each type of document that users can attach and open (e.g., PATH_PDF, PATH_DOC, PATH_XLS, etc.). Each profile contains the path to the application on your local drive used to open that type of document. For example, the PATH_DOC profile key may be set to “C:\Program Files\Microsoft Office\OFFICE14\WINWORD.exe”.

If your organization uses a program other than Adobe Acrobat to open PDF files or if you are unable to open PDF files in alio, access the Profiles form, select the PATH_PDF Profile Key, and change the Profile Data field to “C:\Program Files\Internet Explorer\iexplore.exe.”

Refer to “PATH profile keys” beginning on page 7 for more information.

The requisition approver can review the documents as part of the approval process.
To attach a document for review:

1. Click the **Find** button to search for and retrieve the requisition to which the documents will be added.

2. On the **Order Header** tab, click the **Documents** button.

   ![Figure 6-7. Documents form – FOENT06A](image)

3. If necessary, click the **New Record** button to insert a blank line.

4. In the **Description** field, type a description of the document.

5. Click the **Attach** button to browse for the document to be attached to the requisition. The **Open** form appears.

6. Browse to the folder on your local computer or network where the document is stored.

7. Click the document name, and then the **Open** button to attach the document to the requisition. The path and filename for the document displays in the **Filename** field.

8. In the **Comments** field, type additional comments about the document. You can edit the comments directly on the form or you can click the **Edit** button to open an **Editor** box.

   **Tip:** Use the **Editor** box to edit the comments in a separate form. This is useful for editing long comments.

9. Click the **Save** button to save the record.

10. When you are finished attaching documents, click the **Close** button.
Processing Requisitions and Orders

To view an attached document:
1. On the **Documents** form, click the **Find** button to search for the document to view.
2. Click the **Open** button to display the document on your monitor.
3. When finished viewing the document, click the **Close** button.

**Viewing Approval Status**

During any point in the requisition process, you can view the current requisition approval status on the Approval tab of the Requisition Entry/Approval form.

The Approval tab shows the approval chain for this requisition. It lists the approver, the requisition status, and the status date for each link in the chain. This data is for informational purposes only and cannot be modified.

To view requisition approval status:
1. Click the **Find** button to search for and retrieve the requisition to which you are adding the items. The status of the requisition displays along with the **Item Total** and **Account Total** (if applicable).
   
   **Tip:** To view a long status, click the **View** button to open an **Editor** box.

2. On the **Requisition Entry/Approval** form, click the **Approval** tab.
   
   **Note:** You can use the requisition master fields at the top of the form to search for another requisition to be updated.

Figure 6-8. Requisition Entry/Approval form – FOENT01B, Approval tab
Printing a Requisition

Use the Requisition button to print the requisition before or after approval.

To print a requisition:

1. Click the **Find** button to search for and retrieve the requisition to which you are adding the items. The status of the requisition displays along with the **Item Total** and **Account Total**.

   **Tip:** To view a long status, click the **View** button to open an **Editor** box.

2. Click the **Print Requisition** button. The **Requisition Print Runtime Parameter Form** appears.

   ![Requisition Print Runtime Parameter Form](image)

   - **Destination Type** field defaults to **Cache**. Choose this option to display the report on your monitor.
   - You can also select the **Printer** option to send the report to your default printer. To send the report to a different printer, type the printer name in the **Destination Name** field.

   **Note:** The **Mail** option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

3. Leave the **Destination Name** field blank unless the report will be sent directly to a printer that is not your default printer (**Destination Type** is **Printer**).

4. The **Destination Format** field defaults to PDF but can be changed.

5. In the **Copies** field, type the number of copies to print. The default is 1.
7. Click the **Submit Query** button.

The **Requisition Print Report Listing Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the requisition appears on your monitor in the selected Destination Format.

**Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

Figure 6-10. Requisition
Applying and Disapproving Requisitions

After a requisition is entered, it may need to be approved/disapproved based on your organization’s business practices. The approval/disapproval process is determined by the approval chain established in the Requisition Master Files tables, which is displayed on the Approval tab of the Requisition Entry/Approval form and the Approve Each Level option defined in program AMCLI01A.FMX – Organization Master. Your administrator will set the Approve Each Level option to Yes if your organization’s business rules require a requisition to be approved at each level of an approval chain, until the requisition reaches the Approved, Ready for Edit/Print status. If your organization does not require requisitions to be approved at each level of an approval chain, this option should be set to No.

**NOTE:** If the Approve Each Level option equals Yes in the program AMCLI01A.FMX – Organization Master and the user/owner, which is the person who entered the requisition, is assigned to any level of the approval chain, then the user/owner must approve the requisition before it moves to the next level/person in the approval chain. The approval process will only approve the requisition at the lowest level of the approval chain to which the owner/approver is assigned. The requisition must still be approved at each level of the approval chain before it reaches the Approved, Ready for Edit/Print status.

You can bypass this procedure if your organization uses a user- or location-assigned AUTO approval chain to approve requisitions.

**NOTE:** For more information about approval chains, see Chapter 2, “Defining Approval Chains,” beginning on page 18.

To approve or disapprove a requisition, your user ID must be assigned the necessary approval chain.

**NOTE:** For more information about approval codes and assigning them to users, see “Associating Approval Codes to Users” beginning on page 25.

When a requisition is:

- **Approved**, the requisition status changes to the next link in the approval chain or the next step in the requisition process.
- **Disapproved**, the requisition status changes to not approved, and the requisition is returned to the owner.

This section discusses:

- Approving a Requisition
- Approving a Requisition as a Stipend Vendor
- Disapproving a Requisition
Approving a Requisition

Use the Inquire tab in program FOENT01B.FMX – Requisition Entry/Approval to approve a requisition.

To approve a requisition:

1. Follow this path to access the Requisition Entry/Approval form: FAS > Processing > Order Processing > Requisition/Entry Approval.

2. In the drop-down list at the top of the form, click to select one of these options:
   - **Approve** to view all requisitions that need your approval. Requisitions that belong to your assigned approval chain will display.
   - **Approve by Year** to view requisitions that need your approval and are within the Default Year assigned to your User ID. Requisitions for the Account Year and that belong to your assigned approval chain will display.

The Requisition Entry/Approval - Inquire form appears. Any orders that need your approval display and the Approve and Disapprove buttons are activated.

Figure 6-11. Requisition Entry/Approval form – FOENT01B, Inquire tab

**Note:** If the Find option is used to display requisitions for approval, only the requisitions that fall within the specified parameters are displayed. For example, if you used the Find option to find a specific requisition number, only the requisition that matches that number is displayed. The Next and Prev options do not display additional requisitions.
3. Review the requisition for accuracy. Optionally, you can click the following buttons for more information about the requisition:
   - Inquiry to display the Requisition Inquiry form (see “Viewing a Requisition” beginning on page 266)
   - Vendor Documents to display the Vendor Documents form (see “To view an attached document:” beginning on page 180)

4. Click the Approve button. The requisition is approved and the next requisition that needs your approval appears. If no other requisitions need your approval, a “No more requisitions to approve!” message displays.

   **Note:** If the approver makes a change to the requisition, the requisition is automatically approved at their approval level.

**Approving a Requisition as a Stipend Vendor**

If the Approve Stipend Vendors profile is set to Yes in program AMCLI01A.FMX – Organization Master for your organization, authorized approvers may use one of the following options to approve a requisition for a stipend vendor.

- Approve as Vendor option to approve the requisition and create a vendor master and address record for the stipend vendor using the vendor’s address information entered on the Order Header tab. The Order Header is populated with the new vendor number.
- Allow Stipend option to indicate the requisition for this stipend vendor is ready for approval. The approver uses the Approval button to approve the requisition.

An approver is authorized to approve requisitions for a stipend vendor if the Requisition Stipend Approval check box is selected for that approver’s user ID in program AMSEC05A.FMX – Users.

The Approve as Vendor and Allow Stipend buttons are disabled (grayed out) on the Inquire tab of the Requisition Entry/Approval form if:

- The Approve Stipend Vendors profile is set to No in program AMCLI01A.FMX – Organization Master.
- The requisition Approval radio button is not selected on the Requisition Entry/Approval form.
- The user is not authorized to approve requisitions for a stipend vendor.
- The vendor is not a stipend vendor. The stipend vendor is assigned a vendor category of ST for Stipend.
To approve a requisition for a stipend vendor:

1. Follow this path to access the **Requisition Entry/Approval** form: **FAS > Processing > Order Processing > Requisition/Entry Approval**.

2. Click **Find** to display the **Requisition Entry/Approval** form in Find mode. Type **999999** in the **Vendor Number** field, and then click **Find** again. The first requisition found for the stipend vendor displays.

3. In the drop-down list at the top of the form, click to select one of these options:
   - **Approve** to view all requisitions that need your approval. Requisitions that belong to your assigned approval chain will display.
   - **Approve by Year** to view requisitions that need your approval and are within the **Default Year** assigned to your User ID. Requisitions for the Account Year and that belong to your assigned approval chain will display.

   The **Requisition Entry/Approval - Inquire** form appears. Any orders that need your approval display and the **Approve** and **Disapprove** buttons are activated.

4. Review the requisition for accuracy. Optionally, you can click the following buttons for more information about the requisition:
   - Inquiry to display the Requisition Inquiry form (see “Viewing a Requisition” beginning on page 266)
   - Vendor Documents to display the Vendor Documents form (see "To view an attached document:" beginning on page 180)

5. Click the approval button that applies to this requisition.
   - Click the **Approve as Vendor** button to approve the requisition and create a vendor master and address record for this stipend vendor.
   - Click the **Allow Stipend** to approve the requisition without creating a permanent vendor record.

   The next requisition ready for approval will display.

6. When finished approving the requisitions, close the Requisition Entry/Approval form.

**Disapproving a Requisition**

Sometimes it is necessary to disapprove a requisition. There are many reasons that a requisition might not be approved. The requisition may be incorrect, the account distribution is not correct, the organization’s needs have changed, or the approver does not feel it is necessary to purchase the item. If a requisition is disapproved, it can be corrected or modified and resubmitted for approval. The requisition can also be deleted.

When a requisition is disapproved, the pre-encumbered amount for that requisition is released so that the funds previously encumbered for that requisition are available for future requisitions.

Follow these steps to disapprove the requisition.
Processing Requisitions and Orders

To disapprove a requisition:

1. Follow this path to access the Requisition Entry/Approval form: FAS > Processing > Order Processing > Requisition/Entry Approval.

2. In the drop-down list at the top of the form, click to select one of these options:
   - **Approve** to view all requisitions that need your approval. Requisitions that belong to your assigned approval chain will display.
   - **Approve by Year** to view requisitions that need your approval and are within the Default Year assigned to your User ID. Requisitions for the Account Year and that belong to your assigned approval chain will display.

   The Requisition Entry/Approval - Inquire form appears. Any orders that need your approval display and the Approve and Disapprove buttons are activated.

   **Note:** If the Find option is used to display specific requisitions, only the requisitions that fall within the specified parameters are displayed. For example, if you used the Find option for a specific requisition number, only the requisition that matches that number is displayed. The Next and Prev options do not display additional requisitions.

3. Click the Disapprove button. A message appears.

4. Enter the reason that you are disapproving the requisition or any other message to convey to the owner and click OK.

   The message displays in the Requisition Status field of the Requisition Entry/Approval form along with the name of the person who disapproved the requisition.

   The requisition is returned to the owner and the next requisition that needs your approval appears. If no other requisitions need your approval, a "No Records Found" message displays.

Deleting a Requisition

Use the Delete Record button to delete a requisition for items that are no longer required or were disapproved.

**Note:** When a requisition is deleted, the pre-encumbrance amount is not relieved until the form is closed.

To delete a requisition:

1. Follow this path to access the Requisition Entry/Approval form: FAS > Processing > Order Processing > Requisition/Entry Approval.

2. Use the Find option to display the requisition to be deleted.

3. Click the Delete Record button. The message “You are deleting requisition 99999999. Continue?” displays.

4. Click the OK button to delete the requisition.

5. Close the Requisition Entry/Approval form. The pre-encumbrance amount is relieved.
Processing Requisitions and Orders

Copying Requisitions

You may occasionally find that you need to create a requisition that is similar to a prior requisition. You can use program FOUTL02A.FMX – Copy Requisitions to copy a requisition to create a new requisition. After the new requisition is created, use program FOENT01B.FMX Requisition Entry/Approval to modify and approve the new requisition.

To copy a requisition:
1. Follow this path to access the Copy Requisition form: FAS > Processing > Order Processing > Copy Requisitions.
2. Click the Find button to search for and retrieve the requisition to be copied.

Figure 6-12. Copy Requisitions form – FOUTL02A

3. Under Copy Requisition, click the Requisition # button to assign a system-generated number to the new requisition.

4. In the Date Entered field, type the requisition date in mmddyyyy format.

   Tip: Press Tab to format the date in mm-dd-yyyy format.

5. Click to select the Make Current User Owner check box to assign your user ID to the new requisition.

   Note: If you are not the owner, you will not be able to edit the requisition details.
6. Click to select the **Include Accounting** check box to copy the account distribution to the new requisition.

7. Click the **Process** button to copy the requisition. When the process is finished, the new requisition appears in the form.

   **Note:** Use the **Requisition Entry/Approval** option to edit and, if authorized, approve the new requisition.

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## Running an Order Edit List

Use program FOEDT01A.REP – Order Edit List to review requisitions and change orders not yet printed. If a requisition is correct, it is ready for printing. If an error is found in the requisition or change order, it is not ready for printing. You must correct the error before running the Order Edit Listing again to review the requisitions and change orders.

All lines on the requisition or change order must be correct before you can print them. For more information about printing purchase orders, see “Printing and E-mailing Purchase Orders” beginning on page 223.

This report also validates your requisitions and prepares them for posting.

**IMPORTANT:** You cannot print a requisition as a purchase order until you run an Order Edit List report.

The Order Edit List report displays each requisition including the items, costs, freight charges, and account distribution numbers. The report also displays vendor information and location information.

If your organization uses the Sales Tax module, the Tax Code/Tax Type, Tax Rate, Tax Amount, and Tax Total fields will display on the Order Edit List.

**NOTE:** Refer to the *Guide to Sales Tax Processing for alio* for more information about implementing the Sales Tax option in your organization.
To run an Order Edit List:

1. Follow this path to access the **Order Edit List Runtime Parameter Form**: **FAS > Processing > Order Processing > Order Edit List**.

**Tip:** On the **FAS** menu, click the **Open in Spreadsheet** check box prior to accessing the report option to generate the report as an Excel spreadsheet.

Figure 6-13. Order Edit List Runtime Parameter Form – FOEDT01A
2. The **Destination Type** field defaults to Cache. Choose this option to display the report on your monitor.

You can also select the **Printer** option to send the report to your default printer. To send the report to a different printer, type the printer name in the **Destination Name** field.

**Note:** The **Mail** option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

3. Leave the **Destination Name** field blank unless you are sending the report directly to a printer that is not your default printer (**Destination Type** is **Printer**).

4. The **Destination Format** field defaults to PDF or, if the **Open in Spreadsheet** check box was selected on the **FAS** menu, **DELIMITEDDATA**. You can use DELIMITEDDATA to display the report results in an Excel spreadsheet.

You can change this field, if applicable.

5. In the **Copies** field, type the number of copies to print. The default is 1.

6. In the **Approval Code** field, the default is **All**. To run the **Order Edit List** report for a specific approval code, select that code from the list provided.

**Note:** Approval codes are defined using the Approval Code Master form. For more information about approval codes, see “Maintaining Approval Codes” beginning on page 23.

7. In the **Begin Buyer Code** field, the default is **All**. To run the **Order Edit List** report for a range of buyer codes, select the first buyer code in the range from the list provided.

**Note:** Buyer codes are defined using the **Buyer Master** form. For more information about buyer codes, see “Maintaining Buyer Codes” beginning on page 32.

8. In the **End Buyer Code** field, the default is **All**. To run the **Order Edit List** report for a range of buyer codes, select the last buyer code in the range from the list provided.

9. In the **Disapproved Options** field, select the approval status of the orders to be included on the report. The default is **Show All** to include all available orders. Other options include:

- **Show Approved Only** to include only the orders that are approved
- **Show Disapproved Only** to include only the orders that are disapproved
- **Show Errors Only** to include only the orders with errors
- **Show Reqs in Approval Process** to include only the orders that are currently in the approval process
10. In the **Print Option** field, select the requisitions or change orders to be included in the report. The requisitions or change orders selected must meet the other report criteria. The default is **First Time Requisitions** to include requisitions that were not printed or posted. Other options include:

- **Reprint Requisitions** to include requisitions that were printed but not posted
- **Reprint Change Orders** to include change orders that were printed but not posted
- **Change Order** to include change orders not were not printed or posted

11. In the **Sort Option** field, select one of the following sort options for the report:

- **Vendor Name** to sort by vendor name
- **Requisition No** to sort by requisition number
- **Vendor No** to sort by vendor number

12. In the **Account Year** field, select the accounting year for the orders you are including in the report. The default is the current year.

   **Note:** Accounting years are defined using the **Year Master** form. For more information about accounting years, see the *Guide to Accounting File Maintenance for alio FAS*.

13. In the **Show Order Header/Footer Info.** field, select **Yes** to show order header and footer information. Select **No** to exclude order header and footer information from the report.

14. In the **Show Approval Info.** field, select **Yes** to show approval information. Select **No** to exclude approval information from the report.

15. In the **Show Disapproval History** field, select **Yes** to show disapproval history. Select **No** to exclude disapproval history from the report.

16. In the **Requisition No 1-5** fields, enter the requisition numbers to only print this report only for the specific requisitions listed. You can select maximum of five requisitions. Enter **All** in the **Requisition No 1** field to include all requisitions that meet the other report criteria.
17. Click the **Submit Query** button.

The **Order Edit List Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the requisition appears on your monitor in the selected Destination Format.

**Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

**Note:** The Tax Type/Tax Code, Tax Rate, Tax Amount, and Tax Total fields display only if the Sales Tax module is used in your organization.

Figure 6-14. Order Edit List report

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Description:</td>
</tr>
<tr>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>15.2500</td>
</tr>
<tr>
<td></td>
<td>.0000</td>
</tr>
<tr>
<td></td>
<td>15.2500</td>
</tr>
<tr>
<td></td>
<td>.0000</td>
</tr>
<tr>
<td></td>
<td>15.25</td>
</tr>
<tr>
<td>2</td>
<td>Description:</td>
</tr>
<tr>
<td></td>
<td>20.00</td>
</tr>
<tr>
<td></td>
<td>20.0000</td>
</tr>
<tr>
<td></td>
<td>.0000</td>
</tr>
<tr>
<td></td>
<td>200.00</td>
</tr>
<tr>
<td></td>
<td>.0000</td>
</tr>
<tr>
<td></td>
<td>200.00</td>
</tr>
<tr>
<td></td>
<td>.0000</td>
</tr>
<tr>
<td></td>
<td>200.00</td>
</tr>
</tbody>
</table>

Figure 6-14. Order Edit List report
## Order Edit List Field Definitions

The following table lists the report fields and their source.

Table 6-6. Order Edit List field cross-reference table

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Req No.</td>
<td>This column contains the number identifying the requisition.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Requisition #</td>
</tr>
<tr>
<td>Date</td>
<td>This column contains the date the requisition was created.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Date Entered</td>
</tr>
<tr>
<td>Requested By</td>
<td>This column contains the name of the person requesting the requisitioned items.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Order Header &gt; Requestor</td>
</tr>
<tr>
<td>Po No</td>
<td>This column contains the purchase order number assigned to this requisition, if applicable. <strong>Note:</strong> Generally, this option is used only when a purchase order is needed immediately. Users have access to this functionality only if their security is set up to allow access.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; PO #</td>
</tr>
<tr>
<td>Vendor</td>
<td>This column contains the name of the vendor to whom the requisition is addressed.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Order Header &gt; Vendor</td>
</tr>
<tr>
<td>Location</td>
<td>This column contains the order location for this requisition.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Order Header &gt; (Locations) Order</td>
</tr>
<tr>
<td>RTB No.</td>
<td>This column contains the RTB number associated with this requisition, if the requisition was created using the Request-to-Buy System. This field display only if your organization has implemented the Request-to-Buy module.</td>
<td></td>
</tr>
</tbody>
</table>
## Processing Requisitions and Orders

Table 6-6. Order Edit List field cross-reference table (continued)

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Status</td>
<td>This field displays the current status of the requisition. Possible statuses are: • Errors • Missing Approvals • Missing Items • Needs Approval By (User) • Ready for PO Print • Unfinished Save</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Requisition Status</td>
</tr>
<tr>
<td>Line</td>
<td>This column contains the sequential line number assigned to each line item on the requisition.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Items &gt; Item</td>
</tr>
<tr>
<td>Catalog No</td>
<td>If applicable, this column contains the vendor’s catalog number for the requisition line item.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Items &gt; Catalog</td>
</tr>
<tr>
<td>Quantity</td>
<td>This column contains the order quantity of each requisition line item.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Items &gt; Quantity</td>
</tr>
<tr>
<td>Unit Price</td>
<td>This column contains the unit price of each requisition line item.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Items &gt; Unit Cost</td>
</tr>
<tr>
<td>Freight</td>
<td>This column contains the freight cost for each requisition line item.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Items &gt; Freight Cost</td>
</tr>
<tr>
<td>Extended Cost</td>
<td>This column contains the extended cost of the line item. The calculation is Quantity X Unit Price.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Items &gt; Extended Cost</td>
</tr>
<tr>
<td>Discount</td>
<td>This column contains the discount applied to the total cost for each requisition line item.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Items &gt; Discount Amt</td>
</tr>
<tr>
<td>Item Total</td>
<td>This column contains the extended cost of the line item. The calculation is [Quantity X Unit Price] + Sales Tax Amount.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Items &gt; Final Cost</td>
</tr>
</tbody>
</table>
## Processing Requisitions and Orders

### Table 6-6. Order Edit List field cross-reference table (continued)

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Type/Tax Code</td>
<td>This field applies only if the Sales Tax module is used in your organization. This column contains the tax type and tax code associated with each line item.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Items &gt; Tax Type, Tax Code</td>
</tr>
<tr>
<td>Tax Rate</td>
<td>This field applies only if the Sales Tax module is used in your organization. This column contains the tax percentage applied to each line item on the requisitions/purchase order to calculate the tax amount, if applicable. The Tax Code identifies the tax rate percentage used in the calculation.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Items &gt; Tax Rate</td>
</tr>
<tr>
<td>Tax Amount</td>
<td>This field applies only if the Sales Tax module is used in your organization. This column contains the calculated tax amount for each line item, if applicable.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Items &gt; Tax Amount</td>
</tr>
<tr>
<td>Instructions</td>
<td>This field contains the special instructions entered in the Internal field on the Order Header tab.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Order Header &gt; (Special Instructions) Internal</td>
</tr>
<tr>
<td>Desc</td>
<td>This field contains a description of the line item.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Items &gt; Description</td>
</tr>
<tr>
<td>Acct No</td>
<td>This field contains the account number to which the cost of this line item will be distributed.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Accounts &gt; Account Number</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>This field contains the encumbrance amount for this line item.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Acct Total</td>
<td>This field contains the total amount of this line item to be posted to the account.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Accounts &gt; Amount</td>
</tr>
</tbody>
</table>
### Table 6-6. Order Edit List field cross-reference table (continued)

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>R.Q. Total</td>
<td>This field contains the total cost of all line items for the requisition.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Tax Total</td>
<td>This field contains the total tax amount for the requisition.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Seq</td>
<td>This column contains the approval sequence for this requisition.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Approval &gt; Approver Sequence</td>
</tr>
<tr>
<td>Approver</td>
<td>This column contains the name of the approver assigned to each approval sequence.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Approval &gt; Approver</td>
</tr>
<tr>
<td>Status</td>
<td>This column contains the status of each approval sequence.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Approval &gt; Status</td>
</tr>
<tr>
<td>Status Date</td>
<td>This column contains the date this approval sequence was completed by the approver.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Approval &gt; Status Date</td>
</tr>
<tr>
<td>User ID</td>
<td>This column contains the user ID of the person that completed the approval sequence.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Approval &gt; User id</td>
</tr>
<tr>
<td>Requisition with Errors</td>
<td>This column lists all requisitions on the report with errors, the vendor to whom the requisition is addressed, and a description of the error or the vendor name.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Requisitions with No Accounts</td>
<td>This column lists all requisitions without account distributions and the purchase order status of those requisitions.</td>
<td>Calculated</td>
</tr>
</tbody>
</table>
Troubleshooting
This section lists error messages that may display on the Order Edit List.

- Missing Items
- Error – account total does not match RQ total

Entering Direct Purchase Orders
You can use program FUENT01A.FMX – Direct Purchase Order Entry to enter purchase orders directly without going through the requisition/approval process. This is useful in situations when a purchase order number is needed immediately. When saved, a direct purchase order is automatically posted to the general ledger.

You can create the purchase order using an existing requisition or create a new purchase order without a requisition.

**NOTE:** Purchase order numbers cannot be duplicated. An error occurs if purchase order number that was used previously is entered.

This section discusses:

- Creating the Batch
- Searching for a Requisition
- Creating a Purchase Order
- Changing the Vendor’s Mailing Address
- Adding Items and Distributing Item Cost
Creating the Batch

Follow these steps to create the batch used to enter (and post) the purchase orders.

**NOTE:** Refer to “Navigating the Batch Master Form” beginning on page 15 for additional information.

To create a batch:

1. Follow this path to access the Direct Purchase Order Entry option: **FAS > Processing > Order Processing > Direct Purchase Order Entry.** The Batch Master form appears (see Figure 1-1 on page 1-15).

2. Position the cursor on the first blank line or click the **New Record** button to insert a blank line. The accounting period and transaction date automatically default to the current accounting period and current system date.

   **Note:** You can change the accounting period and transaction date, if necessary. The accounting period value entered must exist in the Year Master form. If the accounting year or transaction date is incorrect, an error message appears. Refer to “Handling Batch Master Error Messages” beginning on page 16 for further information about responding to this message.

3. Click the **Batch#** button to system-generate a unique, 6-digit batch number or type a unique, user-defined, 6-digit batch number.

   **Note:** Do not use symbol characters as part of a user-defined batch number (e.g., apostrophe (‘), quotes (“), asterisk (*), etc.). After a batch is posted, you cannot reuse the batch number in the same fiscal year.

4. In the **Description** field, type a description for this batch. You can enter a maximum of 40 alphanumeric characters.

5. In the **Accounting Period** field, type the accounting period associated with the transaction date.

   If you specify an accounting period that does not contain the specified transaction date or is not in the specified accounting year, you receive an error message. Refer to “Handling Batch Master Error Messages” beginning on page 16 for further information about responding to this message.

6. Click the **Save** button to save the record. The **Status** and **User ID** fields are automatically populated and cannot be modified.
Processing Requisitions and Orders

Searching for a Requisition

Follow these steps to retrieve an existing requisition to create the purchase order.

You can skip this step if you are creating the purchase order without a requisition. See “Creating a Purchase Order” beginning on page 201 for more information.

To search for a requisition:

1. On the **Batch Master** form (see Figure 1-1 on page 15), click the **Use This Batch** button. The **Purchase Order Entry** form appears.

   **Note:** Payment By Account will display if profile key PAY_BY_LINE_ITEM exists in the Profile table. When Payment By Account is displayed, it means that your organization uses program FUENT02A.FMX – Purchase Order – Item Entry to add lines to the purchase order.

   **Note:** The **Tax Type** and **Tax Code** fields display only if the Sales Tax module is used in your organization.

   Figure 6-15. Purchase Order Entry form – FUENT01A

   ![Purchase Order Entry form](Image)

   2. Click the **Find** button to display the form in Find mode.

   3. Type the search criteria and then click the **Find** button to retrieve the purchase orders that match the search criteria.
Creating a Purchase Order

Follow these steps to create a purchase order without a requisition. You can also edit posted purchase orders.

To create a purchase order:

1. If necessary, click the **New Record** button to display the form in Entry mode.
   
   **Note:** The **Tax Type** and **Tax Code** fields display only if the Sales Tax module is used in your organization.

2. Click the **PO #** button to assign a system-generated number to this purchase order. A requisition number is assigned automatically and displays in the **Requisition No** field. The **PO #** field is 8 characters long.

3. In the **PO Date** field, the current date is displayed but can be modified. You can double-click the date field to select the new date from the **Calendar** form or type the date in mmddyyyy format.

   **Tip:** The date is formatted in mm/dd/yyyy format when the cursor is advanced to the next field.

4. Enter the following data to create the purchase order.

   **Table 6-7. Purchase Order Entry field definitions**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td>Click the <strong>List of Values</strong> button to select the vendor from whom you are requisitioning the items. The vendor’s mailing address displays. <strong>Tip:</strong> If available, you can click the <strong>New/Other</strong> button to change the mailing address displayed for the selected vendor. Refer to “Changing the Vendor’s Mailing Address” beginning on page 165 for further details.</td>
</tr>
<tr>
<td>Locations</td>
<td>If applicable, the default order location and ship location defined for your User ID on the Users form will display. <strong>Note:</strong> Your system administrator is responsible for assigning these defaults. Click the <strong>List of Values</strong> button to select the <strong>Order</strong> location, which is the location initiating the order; and the <strong>Ship</strong> location, which is the location to which the order will be shipped. <strong>Note:</strong> Locations are defined using the <strong>Location Master</strong> form. For more information about locations, see <strong>Guide to Accounting File Maintenance for alio FAS</strong>.</td>
</tr>
<tr>
<td>Requestor</td>
<td>Type the name of the person requesting the order. You can enter up to 14 alphanumeric characters.</td>
</tr>
</tbody>
</table>
### Table 6-7. Purchase Order Entry field definitions (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>Type the phone number of the requestor’s order location. You can enter up to 10 numeric digits, 1 dash, and 2 parentheses. <strong>Tip:</strong> Type the phone number without a dash or parentheses, and then press TAB. The number is formatted in (999)999-9999 format.</td>
</tr>
<tr>
<td>Order Type</td>
<td>Click the List of Values button to select the code that identifies the type of order to be created. You must select an Order Type of BO to create a blanket purchase order. <strong>Tip:</strong> This is a useful field when receiving orders. For example, some orders are commodities that require receipt into a warehouse. Other orders are services that are not received into a warehouse. When a purchase is received, you can specify the order type to receive. <strong>Note:</strong> Order types are defined using the Purchase Order Types form. For more information about purchase order types, see “Maintaining Purchase Order Types” beginning on page 37.</td>
</tr>
<tr>
<td>Buyer Code</td>
<td>If applicable, the default buyer code defined for your User ID on the Users form will display. <strong>Note:</strong> Your system administrator is responsible for assigning this default. Click the List of Values button to select the unique buyer code that identifies the person making the purchase. Buyer codes are defined using the Buyer Master form. For more information about buyer codes, see “Maintaining Buyer Codes” beginning on page 32.</td>
</tr>
</tbody>
</table>
### Freight Cost

Type the freight cost, if applicable. If a default freight cost is defined in the Vendor Master, this field defaults to that freight cost but can be changed. You can enter up to 10 numeric digits.

Press **TAB** to exit the field. The amount is automatically formatted in 99,999,999,999.99 format. For example, type **25** for a $25 freight cost and press enter; the freight cost displays as **25.00**. If the freight charge includes fractions (25.50), type the decimal point.

Leave this field blank if using the **Freight %** to calculate the freight cost.

**Important:** When the freight cost is entered on the Order Header, line item number 9999 is automatically added to the order with a default order quantity of one (1). This eliminates the need to receive the freight line when using Purchase Order Receiving.

If the freight cost changes after the purchase order header is saved and closed, you can only change the freight cost displayed on line item 9999 on the Purchase Order - Item Entry form. The Freight Cost field on the Order Header is disabled (grayed out).

### Freight %

If the vendor calculates the freight using a percentage of the order amount, type that percentage. If a default freight percent is defined in the Vendor Master, this field defaults to that freight percent but can be changed. For example, a vendor may charge you 5 percent of your order amount for freight. If you order $200 of merchandise, your freight charge is $10.00. You can enter up to 7 numeric digits.

**Tip:** Press **TAB** to exit the field. The percentage is automatically formatted in 999.9999 format. For example, type **5**, and press **Tab**; the freight percent displays as **5.0000**. If the freight percent includes a fraction (5.5%), type the decimal point.

Leave this field blank if a **Freight Cost** is entered.

**Important:** When the freight percent is entered on the Order Header, line item number 9999 is automatically added to the order with a default order quantity of zero (0). This eliminates the need to receive the freight line when using Purchase Order Receiving.
Table 6-7. Purchase Order Entry field definitions (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount %</td>
<td>If the vendor offers a discount to your organization, type the discount percentage. If a discount percentage is defined in the vendor master, that percentage is displayed but can be changed. You can enter up to 7 numeric digits. <strong>Tip:</strong> Press TAB to exit the field. The percentage is automatically formatted in 999.9999 format. For example, type 5, and press Tab; the discount percent displays as <strong>5.0000</strong>. If the discount percent includes a fraction (5.5%), type the decimal point. <strong>Important:</strong> When the discount percent is entered on the Order Header, line item number 9999 is automatically added to the order with a default order quantity of zero (0).</td>
</tr>
<tr>
<td>Contract Number</td>
<td>If a contract number is defined in the vendor master, it displays in this field. Otherwise, you can enter the number of a contract you may have with the vendor, up to 14 alphanumeric characters.</td>
</tr>
<tr>
<td>Date Cancel</td>
<td>If applicable, double-click the date field to display the Calendar form, and then click to select the date by which your organization may cancel this order. You can also type the date in mm/dd/yyyy format. <strong>Tip:</strong> The date is formatted in mm/dd/yyyy format when the cursor is advanced to the next field.</td>
</tr>
<tr>
<td>Date Needed</td>
<td>If applicable, double-click the date field to display the Calendar form, and then click to select the date by which your organization must receive this order. You can also type the date in mm/dd/yyyy format. <strong>Tip:</strong> The date is formatted in mm/dd/yyyy format when the cursor is advanced to the next field.</td>
</tr>
<tr>
<td>Payment Status</td>
<td>This is a custom field.</td>
</tr>
</tbody>
</table>
### Table 6-7. Purchase Order Entry field definitions (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Tax Type** | This field applies only if the Sales Tax module is used in your organization.  
A default **Tax Type** will display in this field, if available.  
Optionally, click the **List of Values** button to select another tax type that applies to this vendor.  
The **Tax Type** default value is determined as follows:  
• The **Default Tax Type** defined for the vendor in program FMVEN01A.FMX will display, if available.  
• If a default tax type is not defined for this vendor, the **Tax Type** defined for the **Ship** location will display in this field.  
• If a default tax type is not defined for the Ship location, the **Default Tax Type** defined on the Finance tab in program AMCL101A.FMX – Organization Master will display in this field.  
After assigning the **Tax Type**, click the **Set Tax** button to assign the same Tax Type and Tax Code values to both new and existing line items on the requisition. |
| **Tax Code** | This field applies only if the Sales Tax module is used in your organization.  
A default **Tax Code** will display in this field, if available.  
Optionally, click the **List of Values** button to select another tax code to be used in the sales tax calculations.  
The **Tax Code** default value is determined as follows:  
• The **Default Tax Code** defined for the vendor in program FMVEN01A.FMX will display, if available.  
• If a default tax type is not defined for this vendor, the **Tax Code** defined for the **Ship** location will display in this field.  
If a default tax type is not defined for the Ship location, the **Default Tax Code** defined on the Finance tab in program AMCL101A.FMX – Organization Master will display in this field.  
After assigning the **Tax Code**, click the **Set Tax** button to assign the same Tax Type and Tax Code values to both new and existing line items on the requisition. |
5. In the **Special Instructions** block, enter the following data.

Table 6-8. Special Instructions block field definitions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Internal** | Type any internal instructions to display in the **Purchase Order Payment** form. These are internal instructions only and cannot be viewed by the vendor. You can enter a maximum of 2000 alphanumeric characters. 
You can edit the internal instructions directly on the form or you can click the **Edit** button to open an **Editor** box. 
Use the **Editor** box to edit the internal instructions in a separate form. This is useful for editing long internal instructions. |
| **PO**       | Type any instructions to display on the top of the purchase order. The vendor can view these instructions. 
You can enter a maximum of 72 alphanumeric characters. |
| **Header**   | Type any unique instructions to display in the purchase order header. You can enter a maximum of 2000 alphanumeric characters. 
You can edit the header instructions directly on the form or you can click the **Edit** button to open an **Editor** box. 
Use the **Editor** box to edit the header instructions in a separate form. This is useful for editing long comments. 
Leave this field blank to select the **Header Code** to retrieve the header instruction text. This option is available if standard header instructions are available in the **Special Instructions** form. 
**Note:** If your organization uses the third-party software EDGE to print purchase orders, you must limit the **Header** field to 60 alphanumeric characters. 
EDGE will print only 60 alphanumeric characters on the purchase order. |
| **Header Code** | Select the code from the **List of Values** for the special instructions to display in the purchase order header. 
**Note:** Special instructions are defined using the **Special Instructions** form. For more information about special instructions, see ”**Maintaining Special Instructions**” beginning on page 33. 
Use the **Header** field to enter free form instructions. |
Processing Requisitions and Orders

6. Click the **Items** button to add items to the purchase order. The **Purchase Order — Item Entry** form appears.

The Purchase Order — Item Entry form that appears depends on the PAY_BY_LINE_ITEM profile key entered on the System Administration > Profiles form.

- If the profile key is PAY_BY_LINE_ITEM, the Purchase Order — Item Entry form – FUENT02A displays (Figure 6-16 on page 211). This setting is typically used for organizations using the Purchase Order Receiving process and Purchase Order Payments by Line Item. Any account distribution changes made using Direct Purchase Order — Item Entry will update both the Order Item Account and PO Accounts tables.

  With this profile setting, you can use the Set Tax button to copy the Tax Type and Tax Code values from the purchase order to the individual lines on the purchase order.

- If the PAY_BY_LINE_ITEM profile key does not exist in the Profiles table, or is anything other than PAY_BY_LINE_ITEM (i.e., PAY_BY_LINE_ITEM_NO), the Purchase Order — Item Entry form – FUENT02B displays (see Figure 6-17 on page 218). This setting is used for organizations that use Purchase Order

---

Table 6-8. Special Instructions block field definitions (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Footer</td>
<td>Type any unique instructions to display in the purchase order footer. You can enter a maximum of 2000 alphanumeric characters. You can edit the footer instructions directly on the form or you can click the <strong>Edit</strong> button to open an <strong>Editor</strong> box. Use the <strong>Editor</strong> box to edit the footer instructions in a separate form. This is useful for editing long comments. Leave this field blank to select the Footer Code to retrieve the footer instruction text. This option is available if standard footer instructions are available in the <strong>Special Instructions</strong> form. <strong>Note:</strong> If your organization uses the third-party software EDGE to print purchase orders, you must limit the Footer field to 60 alphanumeric characters. EDGE will print only 60 alphanumeric characters on the purchase order.</td>
</tr>
<tr>
<td>Footer Code</td>
<td>Select the code from the <strong>List of Values</strong> for the special instructions to display in the purchase order footer. <strong>Note:</strong> Special instructions are defined using the <strong>Special Instructions</strong> form. Use the <strong>Footer</strong> field to enter free form instructions.</td>
</tr>
</tbody>
</table>

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Processing Requisitions and Orders

Payments by Account. Any account distribution changes made using Direct Purchase Order — Item Entry will update only the PO Accounts table.

With this profile setting, you cannot use the Set Tax button to copy the Tax Type and Tax Code values from the purchase order to the individual lines on the purchase order.

Note: The profile data value is not applicable for the functionality of this profile key.

Changing the Vendor’s Mailing Address

If a user has permission to change the vendor’s mailing address that is displayed on the Purchase Order Entry form, the New/Other button displays. Use this button to change the vendor’s mailing address. The new address is added to the vendor’s record in the Vendor Master.

To change the vendor mailing address:
1. If necessary, use the Find option to search for and display the requisition to be updated.
2. Click the Order Header tab.
3. In the Vendor Address section, click the New/Other button. The Vendor Address Book appears (see Figure 6-2 on page 165).
4. Make the necessary changes to the address displayed.
5. If applicable, change the Address Type.
6. Click OK to display the new address in the Header tab. A vendor address record is also added to the Vendor Master.
7. Click the Save button to save the requisition.
Processing Requisitions and Orders

Adding Items and Distributing Item Cost

After entering the purchase order header details, you must add the item being ordered from the vendor and distribute the item cost to the appropriate internal accounts.

If your organization uses the Fixed Assets System (FIS) module, and has defined asset account masks in program FIMSK01A.FMX – Asset Account Masks, items where the asset account mask matches the accounts to which the items are distributed and meet the minimum dollar limit required to create a fixed asset record are automatically extracted into FIS after the payment is posted. You do not need to assign the Asset Tag No to the item on the purchase order.

The Purchase Order — Item Entry form contains three blocks of information. Each block is maintained individually.

- The Master block contains the purchase order header details, including the purchase order number, vendor, requisition number, freight cost and percentage, and discount percentage. This information is displayed from the purchase order header and cannot be changed in this form.

- Use the Items block to add the items being purchased from the vendor to the purchase order. You can add multiple lines to the same purchase order. You must position your cursor in the Item block to add an item to the purchase order.

  This block contains liquidation information about the item.

  If you click the New, Delete, Prev, or Next buttons while your cursor is in the Items block, the Items block is only affected. The Master block remains unchanged.

- Use the Accounting block to distribute the items cost their corresponding accounts. You can also liquidate item costs. Your cursor must be positioned within the Accounting block to create accounting distributions.

  The Accounting block can contain multiple distributions. You can click the Next or Prev button to view each record in the block.

  If you click the New, Delete, Prev, or Next buttons while your cursor is in the Accounting block, the Accounting block is only affected. The Master block and Items block remain unchanged.
Adding Items to a PO if PO Receiving is Used (Program FUENT02A.FMX)

You will use program FUENT02A.FMX – Purchase Order – Item Entry to add line items to the purchase order if profile key PAY_BY_LINE_ITEM exists in the Profiles table.

**NOTE:** This setting is typically used for organizations using the Purchase Order Receiving process and Purchase Order Payments by Line Item. Any account distribution changes made using Direct Purchase Order – Item Entry will update both the Order Item Account and PO Accounts tables.

**NOTE:** The program displays an Insufficient Funds message when the line item amount distributed to an account exceeds the budget amount for that account. The user must have permission to override the current budget amount to distribute the line item amount distributed to that account. If the user does not have permission to override the current budget amount, the user must change the account to which the line item amount is distributed prior to finalizing the purchase order.

Refer to “Program AMSEC01B.FMX – Security” beginning on page 9 for more information.

Adding a purchase order line involves two steps:

- Adding items to the purchase order (see “To add items to a purchase order:” beginning on page 211)
- Distributing each line item’s final cost to the appropriate accounts (see “To distribute item costs to internal accounts:” beginning on page 215)
To add items to a purchase order:

1. On the **Purchase Order Entry** form, click the **Items** button. The **Purchase Order – Item Entry** form appears.

   **Note:** If entered on the **Purchase Order Entry** form, the **Freight Cost**, **Freight Percent**, **Discount Cost**, and/or **Discount Percent** are automatically populated for the line item. You can change these values, if applicable to that line item.

   **Note:** The **Tax Type**, **Tax Code**, **Tax Rate**, and **Tax Amount** fields display only if the Sales Tax module is used in your organization.

   Figure 6-16. Purchase Order - Item Entry form – FUENT02A

2. Click the first blank line. An **Item** number is generated automatically for that line.

   **Note:** A sequential item number is generated automatically each time a line item is added to the order.

3. In the **Catalog** field, type the catalog number for the item you are purchasing.

   Press **TAB**. If the item exists in the vendor’s standard item catalog, the item details are automatically displayed. Otherwise, you will need to enter this information.
4. Enter or change these fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Type a description for the item you are purchasing or change the description displayed. You can edit the description directly on the form or you can click the Edit button to open an Editor box. Use the Editor box to edit the description in a separate form. This is useful for editing a long description.</td>
</tr>
<tr>
<td>Quantity</td>
<td>Optionally, type the quantity of this item to be purchased. You can enter up to seven numeric digits. Press TAB. If the item’s Unit Cost is displayed, the Extended Cost (Quantity x Unit Cost) and Final Cost (Extended Cost + Freight - Discount) are calculated automatically. The Item Total displayed at the top of the form is also calculated. Tip: Enter the quantity without a decimal point and then press TAB. The quantity displays in 9,999,999.0000 format. For example, to order 120 boxes, type 120 and it displays as 120.0000.</td>
</tr>
<tr>
<td>Unit Price</td>
<td>Type or change the unit price of this item. Press TAB. The Extended Cost (Quantity x Unit Cost) and Final Cost (Extended Cost + Freight - Discount) are calculated for this line item. The Open total displayed at the top of the form is also calculated. Tip: Enter the unit cost without a decimal point and then press TAB. The unit cost displays in 999,999,999.00 format. For example, if each unit costs $25, you can enter 25 and it displays as 25.00.</td>
</tr>
<tr>
<td>Freight Cost</td>
<td>Type or change the freight cost for this item. Leave this field blank to calculate the freight cost using the freight percent or if no freight cost is required for this purchase order line item. Press TAB. The Freight Cost is added automatically to the Final Cost of this line item. Change line item 9999 to change the freight cost for the entire purchase order (if applicable).</td>
</tr>
<tr>
<td>Freight Percent</td>
<td>If the freight percent is entered on the Order Header tab, that percentage will display but can be changed. Leave this field blank if you entered a freight cost or if no freight cost is needed for this purchase order line item. Press TAB to calculate the Freight Cost associated with this line item, and to add the freight cost to the Final Cost of the line item.</td>
</tr>
</tbody>
</table>
### Processing Requisitions and Orders

#### Table 6-9. Purchase Order - Item Entry form field definitions (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Discount Cost                | Type or change the discount amount for this item. Leave this field blank to calculate the discount amount using the discount percent or if no discount is needed for this purchase order line item.  
The Discount Amount is subtracted automatically from the Final Cost of the line item. |
| Discount Percent             | If the discount percent is entered on the Order Header tab, that percentage will display but can be changed. Leave this field blank if you entered a discount amount or if no discount is needed for this purchase order line item.  
Press TAB to calculate the Discount Amt associated with this line item, and to subtract the discount amount from the Final Cost of the line item. |
| Asset Tag No - Grouping      | If applicable, type the fixed asset tag number and grouping for this item.  
If your organization uses the Fixed Assets System (FIS) module, and has defined asset account masks in program FIMSK01A – Asset Account Masks, items where the asset account mask matches the accounts to which the items are distributed and meet the minimum dollar limit required to create a fixed asset record are automatically extracted into FIS after the payment is posted. You do not need to assign the Asset Tag No to the item on the purchase order.  
**Note:** Refer to the *Fixed Asset System User’s Guide* for further information. |
| UOM                          | Click the List of Values button to select the unit of measure (UOM) for this item or type the UOM in the field provided.  
The unit of measure is for informational purposes only. Examples of units of measure include a box, carton, each, and piece. For example, you may want to order pens and they come in boxes of 12. If you have a UOM called Box, you can select this unit of measure when you complete the requisition. This indicates to anyone reviewing the order that you are ordering 5 boxes of pens, not 5 individual pens.  
**Note:** Units of measure are defined using the Unit of Measure Master form. For more information about units of measure see “Maintaining Units of Measure” beginning on page 35. |
### Table 6-9. Purchase Order - Item Entry form field definitions (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax on Freight</td>
<td>This field applies only if the Sales Tax module is used in your organization. If applicable, click to select this check box to include the freight cost in the sales tax calculation for this line item. If your organization incorporates sales tax on its requisitions and the Tax on Freight profile is set to Yes, this check box is automatically populated with a checkmark. Click to clear this check box to exclude the freight cost from the sales tax calculation.</td>
</tr>
<tr>
<td>Tax Type</td>
<td>This field applies only if the Sales Tax module is used in your organization. If the <strong>Set Tax</strong> button was selected on the Order Header tab, the Tax Type value entered on that tab displays but can be changed. If changed, the total cost for the line item is recalculated. Optionally, click the <strong>List of Values</strong> button to select the appropriate tax type for this line item. The tax type determines how the sales tax for this line item will be paid and/or liquidated.</td>
</tr>
<tr>
<td>Tax Code</td>
<td>This field applies only if the Sales Tax module is used in your organization. If the <strong>Set Tax</strong> button was selected on the Order Header tab, the Tax Code value entered on that tab displays but can be changed. Optionally, click the <strong>List of Values</strong> button to select the appropriate tax code for this line item. Press <strong>Tab</strong> to calculate the <strong>Tax Rate</strong> for the line item. The tax code identifies the formula used to calculate the Tax Rate.</td>
</tr>
<tr>
<td>Tax Rate</td>
<td>This field applies only if the Sales Tax module is used in your organization. If the <strong>Tax Code</strong> field is entered, the tax rate defined for that tax code displays but can be changed. Type or change the tax rate for this line item. Press <strong>TAB</strong>. The amount is automatically formatted in 99,999,999,999.99 format and the <strong>Tax Amount</strong> is calculated ([Extended Cost - Discount Amt] X Tax Rate).</td>
</tr>
</tbody>
</table>
To distribute item costs to internal accounts:

1. In the **Purchase Order – Item Entry** form, select the item with the cost that requires distribution.

2. In the **Account** field, click the **List of Values** button to select the account number to which the cost of the selected line items will be distributed or type the account number in the field provided. The **Account Description** is automatically populated.

   **Note:** Account numbers are defined using the **Chart of Accounts** form. For more information about defining account numbers, see *Guide to Accounting File Maintenance for alio FAS*.

   In the **Unposted Paid** and **Unposted Liq** fields, the total unposted paid amount and liquidated amount for this account are calculated automatically from the Payment Entry programs. To modify this amount you must review the unposted payment entries for this purchase order.

   The **Posted Paid** and **Posted Liq** amounts for this account are calculated automatically when the Post AP Check Print is run.

3. In the **Amount** field, type the amount to distribute to the selected account.

   Press **TAB**. In the **Open** field, the encumbered amount from the selected account is calculated. The Open amount is updated when the purchase order is paid or when adjustments are made for the account line.

   The **Total Amount** current distribution of all accounting line items is updated automatically.

   **Tip:** Enter the amount without a decimal point and then press **TAB**. The amount displays in 999,999,999.00 format. For example, if you enter **1250** as the amount, it displays as **1,250.00**.
4. Repeat steps 2 and 3 until the full amount for the line item is distributed to the appropriate accounts.

As part of the account distribution process, the program verifies that the amount distributed to an account does not exceed that account’s balance. If the amount distributed exceeds the account balance, one of the following Insufficient Funds messages will display.

- If your assigned user role is not authorized to distribute an amount that exceeds the current account balance, the following message will display: “Insufficient Funds for account [9-99-999-999-999999-999-999999-9] by: [99999999999.99]. You are not authorized to override the budget. Please change the account number or amount.” (where [9-99-999-999-999999-999-999999-9] represents the account to which the amount will be distributed and [99999999999.99] represents the difference between the distribution amount and the current account balance).

To resolve this message:
- Click the **OK** button to close the message.
- Click the **Trash Can** icon to delete the account to which the amount is distributed.
- Perform one of these actions:
  - Distribute the amount to another account; or
  - Change the amount distributed to the account and distribute the remaining amount to another account; or
  - Click the **Save** button to save the requisition without finalizing it.

You will need to resolve the insufficient funds error before completing the requisition.

- If your assigned user role is authorized to distribute an amount that exceeds the current account balance, the following message will display: “Insufficient Funds for account [9-99-999-999-999999-999-999999-9] by: [99999999999.99] - Would you like to override?” (where [9-99-999-999-999999-999-999999-9] represents the account to which the amount will be distributed and [99999999999.99] represents the difference between the distribution amount and the current account balance).

- Click **OK** to allow the distribution amount to exceed the current balance for the account.
- Click **Cancel** to change the account distribution or to save the requisition without completing it. You can finalize the requisition at a later date after the insufficient funds issue is resolved.

5. Repeat steps 1 through 4 for all purchase order line items. When all line items are distributed, click the **Save** button.
Adding Items to a PO by Account (Program FUENT02B.FMX)

You will use the Purchase Order – Item Entry form – FUENT02B to add line items to the purchase order if profile key PAY_BY_LINE_ITEM does not exist in the Profiles table or is set to another value, such as PAY_BY_LINE_ITEM_NO.

**NOTE:** This setting is used for organizations that use Purchase Order Payments by Account. Any account distribution changes made using Direct Purchase Order — Item Entry will only update the PO Accounts table.

**NOTE:** The program displays an Insufficient Funds message when the line item amount distributed to an account exceeds the budget amount for that account. The user must have permission to override the current budget amount to distribute the line item amount distributed to that account. If the user does not have permission to override the current budget amount, the user must change the account to which the line item amount is distributed prior to finalizing the purchase order.

Refer to “Program AMSEC01B.FMX – Security” beginning on page 9 for more information.

Adding a purchase order line involves two steps:

- Adding Items to a PO by Account (Program FUENT02B.FMX)
- Distributing the Item Total to Internal Accounts
To add items to a purchase order by account:

1. On the **Purchase Order Entry** form, click the **Items** button. The **Purchase Order – Item Entry** form appears.

   **Note:** If entered on the **Purchase Order Entry** form, the **Freight Cost**, **Freight Percent**, **Discount Cost**, and/or **Discount Percent** are automatically populated for the line item. You can change these values, if applicable to that line item.

   Figure 6-17. Purchase Order - Item Entry form – FUENT02B

2. Click the first blank line. An **Item** number is generated automatically for that line.

   **Note:** A sequential item number is generated automatically each time a line item is added to the requisition.

3. In the **Catalog** field, type the catalog number for the item you are purchasing.

   Press **TAB**. If the item exists in the vendor’s standard item catalog, the item details are automatically displayed. Otherwise, you will need to enter this information.
4. Enter or change these fields:

Table 6-10. Purchase Order - Item Entry form field definitions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desc</td>
<td>Type a description for the item to be purchased or change the description displayed. You can edit the description directly on the form or you can click the Edit button to open an Editor box. Use the Editor box to edit the description in a separate form. This is useful for editing a long description.</td>
</tr>
<tr>
<td>Quantity</td>
<td>Optionally, type the quantity of this item to be purchased. You can enter up to seven numeric digits. Press TAB. If the item’s Unit Cost is displayed, the Extended Cost (Quantity x Unit Cost) and Final Cost (Extended Cost + Freight - Discount) are calculated automatically. The Item Total displayed at the bottom of the purchase order line section is also calculated. Tip: Enter the quantity without a decimal point and then press TAB. The quantity displays in 9,999,999.0000 format. For example, to order 120 boxes, type 120 and it displays as 120.0000.</td>
</tr>
<tr>
<td>Unit Price</td>
<td>Type or change the unit price of this item. Press TAB. The Extended Cost (Quantity x Unit Cost) and Final Cost (Extended Cost + Freight - Discount) are calculated for this line item. The Item Total displayed at the bottom of the Line Items block is also calculated. Tip: Enter the unit cost without a decimal point and then press TAB. The unit cost displays in 999,999,999.00 format. For example, if each unit costs $25, you can enter 25 and it displays as 25.00.</td>
</tr>
<tr>
<td>Product Class</td>
<td>Click the List of Values button to select the product class associated with this line item.</td>
</tr>
<tr>
<td>Freight Cost</td>
<td>Type or change the freight cost for this item. Leave this field blank to calculate the freight cost using the freight percent or if no freight cost is required for this purchase order line item. Press TAB. The Freight Cost is added automatically to the Final Cost of this line item. Change line item 9999 to change the freight cost for the entire purchase order (if applicable).</td>
</tr>
</tbody>
</table>
Table 6-10. Purchase Order - Item Entry form field definitions (continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freight Percent</td>
<td>If the freight percent is entered on the Order Header tab, that percentage will display but can be changed. Leave this field blank if you entered a freight cost or if no freight cost is needed for this purchase order line item. Press TAB to calculate the Freight Cost associated with this line item, and to add the freight cost to the Final Cost of the line item.</td>
</tr>
<tr>
<td>Discount Cost</td>
<td>Type or change the discount amount for this item. Leave this field blank to calculate the discount amount using the discount percent or if no discount is needed for this purchase order line item. The Discount Amount is subtracted automatically from the Final Cost of the line item.</td>
</tr>
<tr>
<td>Discount Percent</td>
<td>If the discount percent is entered on the Order Header tab, that percentage will display but can be changed. Leave this field blank if you entered a discount amount or if no discount is needed for this purchase order line item. Press TAB to calculate the Discount Amt associated with this line item, and to subtract the discount amount from the Final Cost of the line item.</td>
</tr>
<tr>
<td>Asset Tag No</td>
<td>If applicable, type the fixed asset tag number for this item. If your organization uses the Fixed Assets System (FIS) module, and has defined asset account masks in program FIMSK01A – Asset Account Masks, items where the asset account mask matches the accounts to which the items are distributed and meet the minimum dollar limit required to create a fixed asset record are automatically extracted into FIS after the payment is posted. You do not need to assign the Asset Tag No to the item on the purchase order. <strong>Note:</strong> Refer to the <em>alio Fixed Asset System User’s Guide</em> for further information.</td>
</tr>
<tr>
<td>Asset Grouping</td>
<td>If applicable, type the fixed asset tag group for this item. <strong>Note:</strong> Refer to the <em>alio Fixed Asset System User’s Guide</em> for further information.</td>
</tr>
</tbody>
</table>

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5. Click the **New Record** button to insert a blank line. Repeat steps 1 through 4 to add the next line to the purchase order.

### Distributing the Item Total to Internal Accounts

Follow these steps to distribute the item total to one or more internal accounts.

To distribute the Item Total to internal accounts:

1. After all line items are entered on the purchase order, click the **Account** field.

2. Click the **List of Values** button to select the account number to which part or all of the Item Total cost will be distributed; or type the account number in the field provided. The **Account** **Description** is automatically populated.

   **Note:** Account numbers are defined using the **Chart of Accounts** form. For more information about defining account numbers, see *Guide to Accounting File Maintenance for alio FAS*.

   In the **Unposted Paid** and **Unposted Liq** fields, the total unposted paid amount and liquidated amount for this account is calculated automatically from the Payment Entry programs. To modify this amount you must review the unposted payment entries for this purchase order.

   The **Posted Paid** and **Posted Liq** amounts for this account are calculated automatically when the Post AP Check Print is run.
3. In the **Amount** field, type the amount to distribute to the selected account.

Press **TAB**. The **Open** and **Accounting Totals** amounts are calculated.

**Tip:** Enter the amount without a decimal point and then press **TAB**. The amount displays in 999,999,999.00 format. For example, if you enter **1250** as the amount, it displays as **1,250.00**.

4. Repeat steps 2 and 3 until the full purchase order amount is distributed to the appropriate accounts.

As part of the account distribution process, the program verifies that the amount distributed to an account does not exceed that account’s balance. If the amount distributed exceeds the account balance, one of the following Insufficient Funds messages will display.

- If your assigned user role is not authorized to distribute an amount that exceeds the current account balance, the following message will display: "Insufficient Funds for account [9-99-999-999-999999-999-999999-9] by: [99999999999.99]. You are not authorized to override the budget. Please change the account number or amount." (where [9-99-999-999-999999-999-999999-9] represents the account to which the amount will be distributed and [99999999999.99] represents the difference between the distribution amount and the current account balance).

To resolve this message:

- Click the **OK** button to close the message.
- Click the **Trash Can** icon to delete the account to which the amount is distributed.
- Perform one of these actions:
  - Distribute the amount to another account; or
  - Change the amount distributed to the account and distribute the remaining amount to another account; or
  - Click the **Save** button to save the order without finalizing it.

You will need to resolve the insufficient funds error before completing the order.

- If your assigned user role is authorized to distribute an amount that exceeds the current account balance, the following message will display: "Insufficient Funds for account [9-99-999-999-999999-999-999999-9] by: [99999999999.99] - Would you like to override?" (where [9-99-999-999-999999-999-999999-9] represents the account to which the amount will be distributed and [99999999999.99] represents the difference between the distribution amount and the current account balance).

  - Click **OK** to allow the distribution amount to exceed the current balance for the account.
  - Click **Cancel** to change the account distribution or to save the order without completing it. You can finalize the order at a later date after the insufficient funds issue is resolved.

5. Click the **Save** button to save the purchase order.
Printing and E-mailing Purchase Orders

After generating the Order Edit List, you can print and, optionally, e-mail the requisitions and purchase orders that passed the edit process (no errors were found). A requisition is automatically assigned a purchase order number during the print process.

The following programs are available to print your purchase orders:

- FOPRT05B.REP – PO Print – Standard
- FOPRT05ER.FMX – PO Print to e-mail the purchase orders to the vendor. You can also use this program to print purchase orders
- FOCNT01S.FMX – PO Print File For Alio Content, if your organization uses Alio Capture or Alio Content to capture and file images of purchase orders

You can print hard copies of purchase orders for the vendor, for tracking purposes, or for record keeping. A purchase order displays billing information, shipping information, vendor information, and special instructions. It also displays item information, costs, discounts, freight charges, and account distribution numbers.

IMPORTANT: When profile FOPRT05B PO MUST POST is set to Y, you can print your purchase orders even when previously printed purchase orders are not yet posted. If profile FOPRT05B PO MUST POST is set to N, you will receive a warning message that you have printed purchase orders that are not yet posted. You must post your printed purchase orders prior to printing your newly created purchase orders.

This section discusses:

- Printing Purchase Orders using Program FOPRT05B.REP
- Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER
- Capturing Purchase Orders using Program FOCNT01S.FMX

Printing Purchase Orders using Program FOPRT05B.REP

Use program FOPRT05B.REP – Print Purchase Orders to print requisitions and purchase orders that passed the edit checks in program FOEDT01A.FMX – Order Edit List. A requisition is automatically assigned a purchase order number during this print process.

To print purchase orders:

1. Follow this path to access the PO Print – Standard Runtime Parameter Form: FAS > Processing > Order Processing > Print Purchase Orders.

   Tip: Click and drag the Horizontal scroll bar to display additional report query fields. Fields with a red asterisk (*) are required to run the report.
Note: The following field values are saved when the form is closed: Sort By, Print Accounts, Show Quantity, Show Approval, Show Page No, Show Requestor Information, Show vendor Acct, Show Contract No, Show Buyer Name, and Print.

Figure 6-18. PO Print – Standard Runtime Parameter Form – FOPRT05B
The Destination Type field defaults to Cache. Choose this option to display the report on your monitor.

You can also select the Printer option to send the report to your default printer. To send the report to a different printer, type the printer name in the Destination Name field.

**Note:** The Mail option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

3. Leave the Destination Name field blank unless the report will be sent directly to a printer that is not your default printer (Destination Type is Printer).

4. The Destination Format field defaults to PDF but can be changed.

5. In the Copies field, type the number of copies to print. The default is 1.

6. In the PO Date field, type the date to print on the purchase orders in MMDDYYYY format. This field defaults to the current date.

   You must enter a date that falls within five (5) years of the current date or an error message will display.

7. In the Account Year field, select the accounting year for the purchase orders you are printing.

   **Notes:** If the Assign PO No by Year field is selected in the Organization Master, the program will check the last two digits of the Next Key field value against the entered Account Year. If these values match, the purchase order is generated.

   If these numbers do not match, an error displays: "The Account Year selected is not matching the PO NO Prefix. Please go to Assign PO tab in the Organization Master form and correct."

   Accounting years are defined using the Year Master form. For more information about accounting years, see Guide to Accounting File Maintenance for \*\*FAS.\*\*

8. The Begin Buyer Code field, the default is All. To print purchase orders for a range of buyers, select the beginning buyer code for the buyer code range from the list provided. A purchase order is included in the report criteria selection process that has a buyer code included in the range.

   **Note:** Buyer codes are defined using the Buyer Master form. For more information about buyer codes, see "Maintaining Buyer Codes" beginning on page 32.

9. The End Buyer Code field, the default is All. To print purchase orders for a range of buyers, select the ending buyer code for the buyer code range from the list provided.
10. In the **Sort By** field, select the sort order for the printed purchase orders. Your choices are:

- **PO No** to sort the purchase orders by purchase number in ascending order (default)
- **Order Location No** to sort the purchase orders by location number in descending order
- **Requisition No** to sort the purchase orders by requisition number in ascending order

This value is retained when the form is closed.

11. In the **Print Accounts** field, select **No** to exclude the account numbers from the printed purchase orders. The default is **Yes**.

This value is retained when the form is closed.

12. In the **Show Quantity** field, select **No** to exclude the quantities from the printed purchase orders. The default is **Yes**.

This value is retained when the form is closed.

13. In the **Show Approval** field, select **Yes** to include approvals on the printed purchase orders. The default is **No**.

This value is retained when the form is closed.

14. In the **Show Page No** field, select **Yes** to display page numbers on your printed purchase orders. The default is **No**.

This value is retained when the form is closed.

15. In the **Show PO Type** field, select **No** to prevent the purchase order types on your printed purchase orders from displaying on the report. The default is **Yes**.

16. In the **Show Requestor Information From** field, select the source of the requestor data included on the printed purchase order. Your choices are **Contact** (default) or **Requisition**.

This value is retained when the form is closed.

17. In the **Show Vendor Acct** field, select **Yes** to include the vendor’s account number on the printed purchase order. The default is **No**.

This value is retained when the form is closed.

18. In the **Show Contract No** field, select **Yes** to include the vendor contract number on the printed purchase order. Select **No** to exclude the vendor contract number from the printed purchase order.

This value is retained when the form is closed.

19. In the **Show Buyer Name** field, select **Yes** to display the buyer’s name on the printed purchase order. The default is **No**.

This value is retained when the form is closed.
20. In the **Print** field, select the type of purchase order to print. Your choices are:
   - **Vendor Copy** to print purchase orders for the vendor
   - **Inhouse Copy** to print an internal copy of the purchase orders (default)
   - **Receiving Copy** to print purchase orders for receiving
   - **Accounting Copy** to print purchase orders for accounting

   This value is retained when the form is closed.

21. In the **Print Option** field, select the purchase orders to include in the report that meet the report criteria. Your choices are:
   - **First Time POs** to include requisitions that were not printed or posted (default)
   - **First Time Change Orders** to include change orders that were not printed or posted.
   - **Reprint POs** to include requisitions that were printed but not posted
   - **Reprint Change Orders** to include change orders that were printed but not posted
   - **Print Selected PO(s) Only** to print specific purchase orders (see step 23)

22. In the **Date Option** field, select one of these options:
   - **Prompted Date** to print the date entered in the PO date field on the purchase order
   - **Original Date** to print the original date that the purchase order was printed on the purchase order
   - **Requisition Date Entered** to print the **Date Entered** field value entered in program FOENT01B.FMX – Requisition Entry/Approval on a purchase order printed for the first time (**Print Option equals First Time POs**)

23. In the **Print All Unit Price Digits** field, click to select **Yes** to print the full unit price of an item on the purchase order, up to four decimal positions (e.g., 99.9999 – see Figure 6-20 on page 229). Click to select **No** to print the unit price of an item on the purchase order with only two decimal positions (e.g., 99.99 – see Figure 6-19 on page 228).

24. If **Print Selected PO(s) Only** option is selected in the **Print Option** field, enter one of the following:
   - **Begin Date** and **End Date** — type a date range to print any purchase order that meets the other report selection criteria if that purchase order has a purchase order date that falls within the begin and end date range.
   - **PO No 1–2** — type a purchase order number range to print posted purchase orders or those orders entered using program FUENT01A.FMX – Direct Purchase Order Entry. Type the first purchase order number in the **PO No 1** field and the last purchase order number in the **PO No 2** field.
• **PO No 1–10** — type a maximum of ten purchase order numbers to be printed. 

   **Tip:** To print two specific purchase orders, enter the greater PO number in the PO No 1 field. If the lesser PO number is entered in the PO No 1 field, the program will print the range of purchase orders.

   Leave the **PO No 1–10** fields blank to print all purchase orders that meet the report selection criteria.

   Leave these fields blank if the **Print Option** field is set to any other option.

25. Click the **Submit Query** button.

   The **PO Print – Standard Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the purchase order appears on your monitor in the selected Destination Format.

   **Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

   Figure 6-19. Purchase Order with 2 decimal unit prices
Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER

In FAS, you can send purchase orders to vendors via e-mail when program FOPRT05ER.FMX – PO Print is used to create the purchase orders. This program functions similar to program FOPRT05B.REP – PO Print – Standard.

You can also use program FOPRT05ER.FMX to print purchase orders to send to the vendor.

This section discusses:

- Prerequisites to Sending Purchase Orders to Vendors via E-mail
- Printing and Sending Purchase Orders by E-Mail Process
- Entering Purchase Order Print Parameters
- Retaining Purchase Order Print Parameters
- Previewing All Purchase Orders
- Previewing and Printing Non E-mailed Purchase Orders
- Entering the E-mail Information
Prerequisites to Sending Purchase Orders to Vendors via E-mail

Before you can send an e-mail to a vendor that contains a purchase order, you must define the following parameters in program FMVEN01A.FMX – Vendor Master for each vendor that will receive purchase orders.

- Select the **E-Mail Flag** check box.
- Type an e-mail address for the vendor in the **E-Mail Address** field.

The following illustration shows the location of these fields in the Vendor Master.

![Vendor Master form – FMVEN01A](image)

Printing and Sending Purchase Orders by E-Mail Process

In FAS, you use program FOPRT05ER.FMX – PO Print to print and (optionally) send purchase orders to vendors via e-mail. This section discusses the steps involved in this process.

**Step 1 – Enter Parameters:** Enter the criteria to be used to print the purchase orders. The print criteria includes the purchase order date, number of alignments, account year, buyer code and the sort by, print accounts, show quantity, show approvers name, show buyer name and print options. You should always select First Time PO's print option the first time you run this program.

Refer to “Entering Purchase Order Print Parameters” beginning on page 232 for a step-by-step procedure to enter the purchase order print selection criteria.
Processing Requisitions and Orders

**Step 2 – Retain Parameters**: Select the Retain Parameters option for the purchase order print process. Your choices are:

- **Global**, which saves the runtime parameter values for all users in your organization.
- **User Only**, which saves the runtime parameter values only for the user ID of the user currently logged in to this session of *alio* Web.
- **Don't Retain**, which does not save the runtime parameter values.

The most common option selected is the User Only option.

**Step 3 – Preview all POs in a PDF format**: Use the **Preview All PO's** option to display the purchase orders in PDF format in the Preview Report form prior to printing the purchase orders or sending the purchase orders to the vendors via e-mail.

A message will display when the process is complete. The form remains open for continued processing.

This step is optional but highly recommended. You should run this critical step prior to running Step 4 and Step 5. Weidenhammer suggests always previewing all of the purchase orders that met the defined runtime parameter criteria. You can preview the purchase orders for accuracy before they are printed or sent via e-mail.

**Note**: To run this step again, you must change the **Print Option** in the runtime parameters to **Reprint PO's** or **Print Selected PO's Only**. If **Print Selected PO's Only** is selected, you must also identify the purchase orders to print or reprint by entering the **PO No 1** through **PO No 10** fields or by selecting a **Begin Date** and **End Date**.

After sending the e-mails to the vendors, you can use this option to preview the purchase orders until they are posted. After posting is complete, you can use the Print Selected PO’s Only option to preview the purchase orders.

**Step 4 – Preview and print PO's that are not flagged to be emailed to vendors**: Use the Preview and Print Non-Emailed PO’s option to preview only purchase orders in PDF format that you are printing and mailing to the vendor.

A message will display when the process is complete. The form remains open for continued processing.

This step is optional. Prior to using this option, you must verify that the printer is set up and ready to print the purchase orders.

**Note**: If Step 3 or 4 were run previously, you must change the **Print Option** in the runtime parameters to **Reprint PO's** or **Print Selected PO's Only**. If **Print Selected Po's Only** is selected, you must also identify the purchase orders to print or reprint by entering the **PO No 1** through **PO No 10** fields or by selecting the **Begin Date** and **End Date**.
Step 5 – Enter e-mail information and publish POs for vendors who are flagged to receive their POs by e-mail: Enter the subject line of the e-mail, the From e-mail address, and a CC: e-mail address for the purchase order e-mails you are sending to the vendors. The Subject line and From e-mail address are required fields.

**Note:** If Step 3 or 4 were run previously, you must change the Print Option in the runtime parameters to **Reprint PO’s or Print Selected PO’s Only**. If **Print Selected PO’s Only** is selected, you must also identify the purchase orders to print or reprint by entering the **PO No 1** through **PO No 10** fields or by selecting a **Begin Date** and **End Date**.

**Note:** You will receive an e-mail notifying you if an e-mail was not delivered because an invalid e-mail address was used.

### Entering Purchase Order Print Parameters

The first step is to enter the purchase order print criteria.

To enter the parameters:

1. Follow this path to access the **PO Print Report Calling Form**: **FAS > Processing > Order Processing > Web PO print email bursting**.

   **Note:** The following field values are saved when the form is closed: **Date Option**, **Show PO Type**, **Show Contract**, and **Show Site**. The **Begin Buyer Code** and **End Buyer Code** will default with the values that were used the last time the program was run, based on the user setup.

Figure 6-22. PO Print Report Calling Form – FOPRT05ER
2. In the **PO Date** field, enter the date to print on the purchase orders in MMDDYYYY format.

3. In the **Account Year** field, select the 2-digit accounting year for the purchase orders to be printed.

   **Notes:** If the **Assign PO No by Year** field is selected in the Organization Master, the program will check the last two digits of the **Next Key** field value against the entered **Account Year**. If these values match, the purchase order is generated.

   If these numbers do not match, an error displays: “The Account Year selected is not matching the PO NO Prefix. Please go to Assign PO tab in the Organization Master form and correct.”

4. The **Begin Buyer Code** field defaults to the buyer entered the last time the PO Print was run, based on the user setup in program AMSEC05A – Users. To print purchase orders for a range of buyers, select the beginning buyer code for the buyer code range from the list provided. A purchase order is included in the report criteria selection process that has a buyer code included in the range.

   If modified, the changed value is retained when the form is closed.

   **Note:** Buyer codes are defined using the **Buyer Master** form. For more information about buyer codes, see “Maintaining Buyer Codes” beginning on page 32.

5. The **End Buyer Code** field defaults to the buyer entered the last time the PO Print was run, based on the user setup in program AMSEC05A – Users. To print purchase orders for a range of buyers, select the ending buyer code for the buyer code range from the list provided.

   If modified, the changed value is retained when the form is closed.

6. In the **Sort By** field, select the sort order for the printed purchase orders. Your choices are:
   - **PO No** to sort the purchase orders by purchase number in ascending order (default)
   - **Order Location No** to sort the purchase orders by location number in descending order
   - **Requisition No** to sort the purchase orders by requisition number in ascending order

7. In the **Print Accounts** field, select **No** to exclude the account numbers from the printed purchase orders. The default is **Yes**.

8. In the **Show Quantity** field, select **No** to exclude the quantities from the printed purchase orders. The default is **Yes**.

9. In the **Show Apprv’s Name** field, select **Yes** to include the name of the person who approved the purchase order on the printed purchase orders. The default is **No**.

10. In the **Show Buyer Name** field, select **Yes** to include the buyer’s name on the printed purchase order. The default is **No**.
Processing Requisitions and Orders

11. In the **Print Option** field, select the purchase orders to include in the report that meet the report criteria. Your choices are:

   - **First Time POs** to include requisitions that were not printed or posted (default)
   - **First Time Change Orders** to include change orders that were not printed or posted.
   - **Reprint POs** to include requisitions that were printed but not posted
   - **Reprint Change Orders** to include change orders that were printed but not posted
   - **Print Selected PO(s) Only** to print specific purchase orders (see step 16)

12. In the **Date Option** field, select the date that will display on the printed purchase order:

   - **Prompted Date** to print the date entered in the PO date field on the purchase order
   - **Original Date** to print the original date that the purchase order was printed on the purchase order

   This value is retained when the form is closed.

13. In the **Show PO Type** field, select **Yes** to display purchase order types on your printed purchase orders. Select **Yes** to print the purchase order type on the printed purchase order.

   This value is retained when the form is closed.

14. In the **Show Contract No** field, select **Yes** to include the vendor contract number on the printed purchase order. Select **No** to exclude the vendor contract number from the printed purchase order.

   This value is retained when the form is closed.

15. In the **Show Site** field, select **Yes** to display the order location description on the printed purchase order. Select **No** to prevent the order location description from displaying on the printed purchase order.

   This value is retained when the form is closed.

16. If **Print Selected PO(s) Only** option is selected in the **Print Option** field, enter one of the following:

   - **Begin Date** and **End Date** — type a date range to print any purchase order that meets the other report selection criteria if that purchase order has a purchase order date that falls within the begin and end date range.

   - **PO No 1–2** — type a purchase order number range to print posted purchase orders or those orders entered using program FUENT01A.FMX – Direct Purchase Order Entry. Type the first purchase order number in the **PO No 1** field and the last purchase order number in the **PO No 2** field.

   - **PO No 1–10** — type a maximum of ten purchase order numbers to be printed.

   Leave the **PO No 1–10** fields blank to print all purchase orders that meet the report selection criteria.

   Leave these fields blank if the **Print Option** field is set to any other option.
Retaining Purchase Order Print Parameters

Optionally, you can save the purchase order print criteria to use again at a later time.

To retain print parameters:
- Click the Retain Parameter option that best meets your needs. Your choices are Global, User Only, or Don’t Retain. Refer to “Step 2 – Retain Parameters” beginning on page 231 for a description of each option.

Previewing All Purchase Orders

You preview purchase orders in PDF format. Acrobat Reader version 7.0 or higher is used to display the printed purchase orders.

To preview the purchase orders:
- Click the Preview All PO’s button. When the process is complete, the printed purchase orders appear on your monitor in PDF format beginning with the first purchase order printed.
  A message displays when the process is complete. The form remains open for continued processing.
  \textit{Tip:} Click File > Print or the Printer icon to send the report to the printer.
  Refer to Figure 6-19 on page 228 for an illustration of the printed purchase order.

Previewing and Printing Non E-mailed Purchase Orders

You can use this option to preview and print purchase orders you are not sending to the vendor by e-mail. You must have a designated printer defined before you select this option.

To preview and print non e-mailed purchase orders:
1. Click the Preview and Print Non Emailed PO’s button. The printed purchase orders appear on your monitor in PDF format.
   A message displays when the process is complete. The form remains open for continued processing.
   \textit{Tip:} Click File > Print or the Printer icon to send the report to the printer.
2. Review the purchase orders for accuracy.
3. Click the Print button to send the purchase orders to the designated printer.
4. Close the report.
Entering the E-mail Information

The last step is to define the e-mail parameters for the purchase orders you are sending to the vendor via e-mail.

To enter the e-mail parameters:

1. In the **Subject** field, type the text that will display in the Subject line of the e-mail. This field is required; if left blank the e-mails containing the purchase orders are not created.
2. In the **From** field, type the e-mail address of the person sending the purchase orders to the vendors via e-mail (business manager, A/P file clerk, etc.)
   **Tip:** Type your e-mail address in this field to receive an e-mail notifying you that the e-mail was not delivered because an invalid e-mail address was used.
3. In the **CC** field, type the e-mail address of any other personnel who should receive a copy of the e-mail that was sent to the vendor.
   **Tip:** Type your e-mail address in this field to receive a copy of the e-mail when it is sent.
4. Click the **Email PO’s** button to send the e-mails to the vendors.
   A message displays when the process is complete and the form closes.

Capturing Purchase Orders using Program FOCNT01S.FMX

You can use program FOCNT01S.FMX – PO Print File For Alio Content only if your organization currently uses the **alio Capture** or **alio Content** software solution. Please contact your **alio** support provider for more information.

Use program FOCNT01S.FMX – PO Print File For Alio Content to capture purchase orders that passed the edit checks in program FOEDT01A.REP – Order Edit List and file those purchase orders as matched documents in **alio Content**. The document is assigned a PENDING status.

A requisition is automatically assigned a purchase order number during this print process.

**NOTE:** Capturing a purchase order requires an image to capture purchase order data. Also, you must add program FOCNT01S.FMX – PO Print File For Alio Content (or the specific print program used by your organization) to the appropriate menu. Contact your **alio** support representative for assistance.
To capture purchase orders:

1. Follow your standard procedure to access the **PO Print File For Alio Content** form.  
   **Tip:** Click and drag the Horizontal scroll bar to display additional report query fields.  
   Fields with a red asterisk (*) are required to run the report.

   **Figure 6-23. PO Print File For Alio Content form – FOCNT01S**

2. In the **PO Date (MMDDYYYY)** field, type the date to display on the purchase orders in MMDDYYYY format. This field is required.

3. In the **Account Year** field, select the accounting year for the purchase orders you are printing.

   **Notes:** If the **Assign PO No by Year** field is selected in the Organization Master, the program will check the last two digits of the **Next Key** field value against the entered **Account Year**. If these values match, the purchase order is generated.

   If these numbers do not match, an error displays: “The Account Year selected is not matching the PO NO Prefix. Please go to Assign PO tab in the Organization Master form and correct.”

   Accounting years are defined using the **Year Master** form. For more information about accounting years, see **Guide to Accounting File Maintenance for Alio FAS**.

4. The **Begin Buyer Code** field, the default is **All**. To print purchase orders for a range of buyers, select the beginning buyer code for the buyer code range from the list provided. A purchase order is included in the report criteria selection process that has a buyer code included in the range.

   **Note:** Buyer codes are defined using the **Buyer Master** form. For more information about buyer codes, see “Maintaining Buyer Codes” beginning on page 32.
5. The **End Buyer Code** field, the default is **All**. To print purchase orders for a range of buyers, select the ending buyer code for the buyer code range from the list provided.

6. In the **Sort By** field, select the sort order for the printed purchase orders. Your choices are:
   - **PO No** to sort the purchase orders by purchase number in ascending order (default)
   - **Order Location No** to sort the purchase orders by location number in descending order
   - **Requisition No** to sort the purchase orders by requisition number in ascending order

7. In the **Print Accounts** field, select **No** to exclude the account numbers from the printed purchase orders. The default is **Yes**.

8. In the **Show Account Nick No** field, select **Yes** to display the Nick account number on the purchase orders. The default is **No**.

9. In the **Show Quantity** field, select **No** to exclude the quantities from the printed purchase orders. The default is **Yes**.

10. In the **Show Requestor Information From** field, select the source of the requestor data included on the printed purchase order. Your choices are **Contact** (default) or **Requisition**.

11. In the **Show Vendor Acct** field, select **Yes** to include the vendor’s account number on the printed purchase order. The default is **No**.

12. In the **Show Contract No** field, select **Yes** to include the vendor contract number on the printed purchase order. Select **No** to exclude the vendor contract number from the printed purchase order.

13. In the **Show Buyer Name** field, select **No** to prevent the buyer’s name from displaying on the printed purchase order. The default is **Yes**.

14. In the **Print Option** field, select the purchase orders to include in the capture process. Your choices are:
   - **First Time POs** to include requisitions that were not printed or posted (default)
   - **First Time Change Orders** to include change orders that were not printed or posted.
   - **Reprint POs** to include requisitions that were printed but not posted
   - **Reprint Change Orders** to include change orders that were printed but not posted
   - **Print Selected PO(s) Only** to print specific purchase orders (see step 16)
15. In the **Date Option** field, select one of these options:

- **Prompted Date** to print the date entered in the PO date field on the purchase order (default)
- **Original Date** to print the original date that the purchase order was printed on the purchase order
- **Order Entry Date** to print the **Date Entered** field value entered in program FOENT01B.FMX – Requisition Entry/Approval on a purchase order printed for the first time (**Print Option** equals **First Time POs**)

16. If **Print Selected PO(s) Only** option is selected in the **Print Option** field, enter one of the following:

- **Begin Date** and **End Date** — type a date range to print any purchase order that meets the other report selection criteria if that purchase order has a purchase order date that falls within the begin and end date range.
- **PO No 1–2** — type a purchase order number range to print posted purchase orders or those orders entered using program FUENT01A.FMX – Direct Purchase Order Entry. Type the first purchase order number in the **PO No 1** field and the last purchase order number in the **PO No 2** field.
- **PO No 1–10** — type a maximum of ten purchase order numbers to be printed. Leave the **Po No 1–10** fields blank to print all purchase orders that meet the report selection criteria.

Leave these fields blank if the **Print Option** field is set to any other option.

17. Type the **Destination Name** for the PO print file, e.g., Z:\PO_PRINT.TXT.

18. In the **Retain Parameters** field, select the option to be used to retain the values entered on the **PO Print File For Alio Content** form. Your choices are:

- **Global**, which saves the runtime parameter values for all users in your organization.
- **User Only**, which saves the runtime parameter values only for the user ID of the user currently logged in to this session of **alio Web**.
- **Don't Retain**, which does not save the runtime parameter values.

The most common option selected is the User Only option.

19. Click the **Create a File** button. The purchase order image is captured and filed as a matched document in **alio Content**. The document is assigned a PENDING status.

20. Follow your standard procedure to log in to **alio Capture** to review a copy of the PO that was processed.
Changing a Purchase Order

You can change a purchase order by:

- Modifying the purchase order header details, such as vendor, freight or discount amounts/percentages, etc.
- Modifying one or more line items that currently exist on the purchase order
- Encumbering or liquidating one or more line items
- Adding additional line items to the purchase order

This section discusses:

- Changing the Purchase Order Header
- Liquidating a PO
- Changing a Purchase Order Line Item
- Liquidating a Line Item
- Liquidating Line Items on a Purchase Order by Account
- Performing Encumbrance Adjustments
**Changing the Purchase Order Header**

Follow these steps to change details on the purchase order header.

To change purchase order header details:

1. Follow this path to access the Direct Purchase Order Entry option: FAS > Processing > Order Processing > Direct Purchase Order Entry. The Batch Master form appears (see Figure 1-1 on page 15).
2. Use the Find option to search for and select the batch that contains the purchase order to be changed.
3. Click the Use this Batch button. The Purchase Order Entry form appears.
4. Click the Find button to display the form in Find mode.
5. In the PO# field, type the number identifying the purchase order. Click the Find button again to display the purchase order header.
6. Make the necessary changes to the information displayed.
7. Click to select the Change Order check box to indicate that this purchase order was changed. Select this check box only if you need to print the purchase order to display the changes made.
   
   You can change any order information including accounting and item information without selecting this box. This is optional.

   **Note:** If this check box is selected, you must run an Order Edit List report for the change order, print the change order, and post the change order.
8. Click the Save button to save the changes.

**Liquidating a PO**

To liquidate a purchase order:

- Click the Liq PO button located in the Header block. A confirmation message appears. Click OK to continue and liquidate the entire purchase order.
Changing a Purchase Order Line Item

Follow these steps to change the line item or account distribution details for an existing line item.

To change purchase order line item details:

1. Follow this path to access the Direct Purchase Order Entry option: FAS > Processing > Order Processing > Direct Purchase Order Entry. The Batch Master form appears (see Figure 1-1 on page 15).

2. Use the Find option to search for and select the batch that contains the purchase order to be changed; or create a new batch for purchase order changes (see “Creating the Batch” beginning on page 199).

3. Click the Use this Batch button. The Purchase Order Entry form appears.

4. Click the Find button to display the form in Find mode.

5. In the PO# field, type the number identifying the purchase order. Click the Find button again to display the purchase order header.

6. Click the Items button to display the Purchase Order – Item Entry form – FUENT02A.

7. Make the necessary changes to the line item or account distribution details.

8. Select the Change check box to indicate that this item is a change to the purchase order.

   Running the Print Purchase Orders for First Time POs option will print only the change items when the Change Order check box is selected on the Order Header and on the Purchase Order – Item Entry form. This is useful if the vendor made a change and only wants you to send the changes to the purchase order.

   Important: If the Change Order check box is selected, you must run the Order Edit List with the First Time Change Orders option selected prior to printing the updated purchase order.

   Optionally, do not select the Change check box. Running the Print Purchase Orders option with the following fields populated to print the entire purchase order:

   - In the Print Option field, select the Print Selected PO(s) Only option.
   - Enter the purchase order number in the Po No 1 field.

9. Click the Save button to save the changes.
Liquidating a Line Item

Use program FUENT02A.FMX – Purchase Order – Item Entry to liquidate the line items on the purchase order if the PAY_BY_LINE_ITEM profile key exists in the Profiles table.

If the PAY_BY_LINE_ITEM profile key does not exist in the Profiles table, or is anything other than PAY_BY_LINE_ITEM (i.e., PAY_BY_LINE_ITEM_NO), you must liquidate a purchase order line items by account using program FUENT02B.FMX – Purchase Order – Item Entry (see “Liquidating Line Items on a Purchase Order by Account” beginning on page 244).

**NOTE:** This setting is typically used by organizations that use the Purchase Order Receiving process and program FPENT03S.FMX – Purchase Order Payments by Line Item.

To liquidate a line item:

1. Follow this path to access the Direct Purchase Order Entry option: FAS > Processing > Order Processing > Direct Purchase Order Entry. The Batch Master form appears (see Figure 1-1 on page 15).
2. Use the Find option to search for and select the batch that contains the purchase order to be changed; or create a new batch for purchase order changes (see “Creating the Batch” beginning on page 199).
3. Click the Use this Batch button. The Purchase Order Entry form appears.
4. Click the Find button to display the form in Find mode.
5. In the PO# field, type the number identifying the purchase order. Click the Find button again to display the purchase order header.
6. Click the Items button to display the Purchase Order – Item Entry form (FUENT02A).
7. In the Item block, select the item to liquidate.
8. Click the Liq Item button to liquidate the amount on the selected line. A confirmation message displays: "Current item will be liquidated. Do you wish to continue?".
9. Click the OK button. The Purchase Order Entry form appears.
10. Click the **Items** button to display the modified line item. In the **Account** block, the **Open Amount** value is changed to zero (0) and the **Posted Liq** value is populated.

The **Posted Liq** amount is also subtracted from the **Open** amount displayed at the top of the form.

Figure 6-24. Purchase Order – Item Entry – FUENT02A with liquidated line item

Liquidating Line Items on a Purchase Order by Account

Use program FUENT02B.FMX – Purchase Order – Item Entry to liquidate the purchase order by account if profile key PAY_BY_LINE_ITEM does not exist in the Profiles table or is set to another value, such as PAY_BY_LINE_ITEM_NO.

**NOTE:** This setting is used by organizations that use Purchase Order Payments by Account.

To liquidate a line item by account:

1. Follow this path to access the **Direct Purchase Order Entry** option: FAS > Processing > Order Processing > Direct Purchase Order Entry. The Batch Master form appears (see Figure 1-1 on page 15).

2. Use the **Find** option to search for and select the batch that contains the purchase order to be changed; or create a new batch for purchase order changes (see “Creating the Batch” beginning on page 199).

3. Click the **Use this Batch** button. The Purchase Order Entry form appears.

4. Click the **Find** button to display the form in Find mode.

5. In the **PO#** field, type the number identifying the purchase order. Click the **Find** button again to display the purchase order header.

6. Click the **Items** button to display the Purchase Order – Item Entry form (FUENT02B).

7. In the **Account** block, select the account to liquidate.
8. Click the **LIQ** button to liquidate the amount on the selected line. A confirmation message displays.

Figure 6-25. Purchase Order — Item Entry form – FUENT02B, Confirmation message

9. Click the **OK** button. The **Purchase Order Entry** form appears.

10. Click the **Items** button to display the modified account. In the **Account** block, the **Open** value is changed to zero (0) and the Posted **Liq** value is populated.

   The **Liq** amount is also subtracted from the **Open** amount displayed at the top of the form.

Figure 6-26. Purchase Order – Item Entry – FUENT02B with liquidated line item
Performing Encumbrance Adjustments

Use the Encumbrance Adjustment function to make adjustments to encumbrances. You can use this function to liquidate or re-encumber specific amounts for each accounting distribution. This is useful when liquidating or re-encumbering partial amounts instead of the total amount.

To liquidate/re-encumber an encumbrance:

1. Follow this path to access the Direct Purchase Order Entry option: FAS > Processing > Order Processing > Direct Purchase Order Entry. The Batch Master form appears (see Figure 1-1 on page 15).
2. Use the Find option to search for and select the batch that contains the purchase order to be changed.
3. Click the Use this Batch button. The Purchase Order Entry form appears.
4. Click the Find button to display the form in Find mode.
5. In the PO# field, type the number identifying the purchase order. Click the Find button again to display the purchase order header.
6. Click the Items button. The Purchase Order — Item Entry form used by your organization appears.
7. In the Accounting block, click the ADJ button to the right of the account to be adjusted. The Encumbrance Adjustment form appears.

Figure 6-27. Encumbrance Adjustments form
8. In the **Encumbrance Adjustment Amount** field, type the dollar amount of the encumbrance adjustment.

   **Tip:** Enter the amount without a decimal point and then press **TAB**. The amount displays in 999,999,999.00 format. For example, if you enter 1250 as the amount, it displays as 1,250.00.

9. Select the **Liquidate** option to liquidate the specified encumbrance adjustment amount or the **Re-Encumber** option to re-encumber the specified encumbrance adjustment amount.

10. Click the **Process** button. A confirmation message appears.

    Click **OK** to approve the adjustment. The **Purchase Order Entry – Item Entry** form appears. The modified line item distribution displays the adjustments made.

---

**Running a POs Ready to Post Report**

After the purchase orders are printed, use program FUEDT01A.FMX – POs Ready To Post to run a POs Ready to Post report. This report identifies the purchase orders that are ready for posting and displays a summary of the purchase order information. You can use this report to verify that all the expected purchase orders are ready for posting.

This section explains how to run a POs Ready to Post report. A sample report is provided.
To run the report:

1. Follow this path to access the **POs Ready To Post Runtime Parameter Form: FAS > Processing > Order Processing > PO Post Edit List**.
   
   **Tip:** On the **FAS** menu, click the **Open in Spreadsheet** check box prior to accessing the report option to generate the report as an Excel spreadsheet.
   
   Figure 6-29. POs Ready To Post Runtime Parameter Form – FUEDT01A

2. The **Destination Type** field defaults to **Cache**. Choose this option to display the report on your monitor.

   You can also select the **Printer** option to send the report to your default printer. To send the report to a different printer, type the printer name in the **Destination Name** field.

   **Note:** The **Mail** option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

3. Leave the **Destination Name** field blank unless the report will be sent directly to a printer that is not your default printer (**Destination Type** is **Printer**).

4. The **Destination Format** field defaults to PDF or, if the **Open in Spreadsheet** check box was selected on the **FAS** menu, DELIMITEDDATA. You can use DELIMITEDDATA to display the report results in an Excel spreadsheet.

   You can change this field, if applicable.

5. In the **Copies** field, type the number of copies to print. The default is 1.

6. In the **Batch Year** field, select the 2-digit batch year for the purchase orders to be posted.
7. In the **Sort By** field, select the one of the following options:
   - **PO No** to sort the purchase orders by purchase order numbers
   - **Requisition No** to sort the purchase orders by requisition numbers

8. Click the **Submit Query** button.

The **POs Ready To Post Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the requisition appears on your monitor in the selected Destination Format.

**Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

Figure 6-30. POs Ready to Post report

### POs Ready to Post Field Definitions

The following table lists the report fields and their source.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO No</td>
<td>This column contains the number identifying the purchase order.</td>
<td>FOENT01B.FMX – Requisition Entry / Approval &gt; PO #</td>
</tr>
<tr>
<td>PO Date</td>
<td>This column contains the date the purchase order was created.</td>
<td>FOPRT05B.FMX – PO Print – Standard &gt; PO Date FOPRT05ER.FMX – PO Print &gt; PO Date</td>
</tr>
</tbody>
</table>
## Processing Requisitions and Orders

Table 6-11. POs Ready to Post field cross-reference table (continued)

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Entered</td>
<td>This column contains the date the requisition was entered.</td>
<td>FOENT01B.FMX – Requisition Entry / Approval &gt; Date Entered</td>
</tr>
<tr>
<td>Req No</td>
<td>This column contains the number assigned to the requisition used to create the purchase order.</td>
<td>FOENT01B.FMX – Requisition Entry / Approval &gt; Requisition #</td>
</tr>
<tr>
<td>Vendor No / Name</td>
<td>This column contains the number and name of the vendor to whom the purchase order was sent.</td>
<td>FOENT01B.FMX – Requisition Entry / Approval &gt; Order Header &gt; Vendor</td>
</tr>
<tr>
<td>Line No/Description</td>
<td>This column contains the sequential line number assigned to each purchase order line item and a description of the line item.</td>
<td>FOENT01B.FMX – Requisition Entry / Approval &gt; Items &gt; Item, Description</td>
</tr>
<tr>
<td>Account No</td>
<td>This field contains the account number to which the cost of this line item will be posted.</td>
<td>FOENT01B.FMX – Requisition Entry / Approval &gt; Accounts &gt; Account Number</td>
</tr>
<tr>
<td>Acct Total</td>
<td>This field contains the total amount of this line item to be posted to the account.</td>
<td>Calculated</td>
</tr>
<tr>
<td>PO Total</td>
<td>This field contains the total posted amount for all line items on the purchase order.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Grand Total</td>
<td>This field contains the total posted amount for all purchase orders on the report.</td>
<td>Calculated</td>
</tr>
</tbody>
</table>
Posting Purchase Orders

Use program FOPST02A.FMX – Purchase Order Posting to post purchase orders. When a purchase order is posted, the account distribution entries for that purchase order are posted to the adjusting journals in the Financial Accounting System. Posting purchase orders allows you to track all entries and modifications and maintains a balanced financial system.

When a batch is posted, it no longer displays on the Batch Master form.
To post purchase orders:

1. Follow this path to access the **Post POs** option: FAS > Processing > Order Processing > Post POs. The **Batch Master** form appears (see Figure 1-1 on page 1-15).

2. Click the **New Record** button to insert a blank line.

3. Click the **Batch#** button to system-generate a unique, 6-digit batch number or type a unique, user-defined, 6-digit batch number. The accounting period and transaction date automatically default to the current accounting period and current system date.

   **Tip:** You can change the accounting period and transaction date, if necessary. The accounting period value entered must exist in the Year Master form. If the accounting year or transaction date is incorrect, an error Message appears. Refer to "Handling Batch Master Error Messages" beginning on page 16 for further information about responding to this message.

   **Note:** Do not use symbol characters as part of a user-defined batch number (e.g., apostrophe (’), quotes ("), asterisk (*), etc.). After a batch is posted, you cannot reuse the batch number in the same fiscal year.

4. In the **Description** field, type a description for this batch. You can enter a maximum of 40 alphanumeric characters.

5. In the **Accounting Period** field, type the accounting period associated with the transaction date.

   If you specify an accounting period that does not contain the specified transaction date or is not in the specified accounting year, you receive an error message. Refer to "Handling Batch Master Error Messages" beginning on page 16 for further information about responding to this message.
Processing Requisitions and Orders

6. Click the Use This Batch button. The Purchase Order Post form appears with a list of purchase orders ready for posting.

**Note:** You will use the Order Confirmations to Send tab and the Send PunchOut Order Confirmations button only if your school district uses the (optional) alio Vendor PunchOut (VPO) software solution. Contact your alio support representative for more information about VPO.

If your organization uses VPO, refer to the Guide to Vendor PunchOut for alio for more information about using program FOPST02A to electronically send a purchase order to the vendor. You can download a copy of this guide from the Weidenhammer infolink Web site.

Figure 6-31. Purchase Order Post form – FOPST02A

7. Click one of the following buttons:

- The POST button to post the purchase orders listed
- The PRINT EDIT LIST button to generate the POs Ready to Post Report (see “Running a POs Ready to Post Report” beginning on page 247 for more information)
- Set PO(s) To Printed (Ready-To-Post) to change the status of the listed purchase orders to ready to post without printing the purchase orders

Click the CANCEL button to return to the Order Processing Menu without posting the purchase orders.

A message displays when the posting process is complete.
Receiving a Purchase Order

Use program FURCV01A.FMX – Purchase Order Receiving to receive line items on the purchase order.

Purchase order receipt is by line item. You can process partial receipts and assign asset tag numbers and asset groups to each item received.

This section discusses:

- Prerequisite
- Receiving Location Groups
- Receiving Individual PO Line Items
- Receiving All PO Line Items

Prerequisite

The system administrator must define at least one receiving location group with one assigned location in program SMLOC01A.FMX – Location Groups in order for users to receive purchase orders.

Receiving Location Groups

Your organization may limit your access to purchase order receipts by receiving location group. If implemented, you are able to receive only purchase orders entered for the locations that belong to the receiving location group assigned to your user ID in program AMSEC05A.FMX – Users.

In addition, the program checks the Budget Override check box defined in program AMSEC01B.FMX – Security for your assigned user role. If this Budget Override check box is:

- Not selected, you may receive purchase orders created with your User ID that are assigned to a location that belongs to the receiving location group assigned to your User ID in program AMSEC05A.FMX – Users
- Selected, you may receive purchase orders entered by other users if the receiving location for those purchase orders belong to the receiving location group assigned to your user ID in program AMSEC05A.FMX – Users.
Receiving Individual PO Line Items

Follow this procedure to receive individual open line items on the purchase order.

To mark a line item received:

1. Follow this path to access the Purchase Order Receiving form: FAS > Processing > Order Receiving Processing > Purchase Order Receiving.

2. Type one or more of the following fields to search for the purchase orders to be received. Use the percent character (%) as a wildcard.
   - **PO No** or **Requisition No** to find a specific purchase order to be received
   - **PO Date** to search for all purchase orders entered on a specific date
   - **Vendor** to search for purchase orders ordered from a specific vendor
   - **Requester Name** to search for purchase orders requested by a specific person in your organization (Requestor Name was entered when the requisition was created)

3. Click the **Find** button to display the first purchase order that matches the entered search criteria.

   **Tip:** Click the **Next Record** button to display the next purchase order, if multiple purchase orders match the search criteria (for example, all purchase orders entered by a specific requestor).

4. Optionally, assign an **Asset Tag No** and **Group** to a received line item. You must click and drag the **Horizontal** scroll bar to display these fields.
5. In the **Receiving** block, click the **(Line)** box to activate the **Receiving** block. A small arrow (>) displays to identify the line you are receiving.

![Figure 6-33. Purchase Order Receiving form – FURCV01A, Receiving block activated](image)

6. Optionally, click the **Retain** check box above the **Packing No.** field to copy the packing number entered for the first line item received to all other received line items. This applies only when multiple items are listed on the same receipt.

   When entering multiple receipts, clear this check box if the items are listed on different receipts.

7. Optionally, click the **Retain** check box above the **Date Received** field to copy the date the first line item was received to all other received line items. This applies only when the items are received on the same date.

   When entering multiple receipts, clear this check box if the items are received on different dates.
8. Type the following details to receive an item on the purchase order.

Table 6-12. Receiving block field definitions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Line)</td>
<td>Type the line number of the item received. Use the line item list as a reference.</td>
</tr>
<tr>
<td>Qty Received</td>
<td>Type the quantity of this item that was received. You can enter a full or partial quantity. <strong>Tip:</strong> Enter the quantity without a decimal point and then press <strong>TAB.</strong> The quantity displays in 9,999,999.00 format. For example, to order 120 boxes, type <strong>120</strong> and it displays as <strong>120.00.</strong></td>
</tr>
<tr>
<td>Packing No</td>
<td>Type the packing number from the receipt, if available.</td>
</tr>
<tr>
<td>Date Received</td>
<td>The Date Received defaults to the current date but can be changed. You can double-click the date field to choose the received date from the Calendar form or type a different date. <strong>Tip:</strong> The date is formatted in mm-dd-yyyy format when the cursor is advanced to the next field.</td>
</tr>
<tr>
<td>Receiving Comment</td>
<td>Optionally, type comments about the line item received. You can edit the comments directly on the form or you can click the <strong>Edit</strong> button to open an <strong>Editor</strong> box. Use the <strong>Editor</strong> box to edit the comments in a separate form. This is useful for editing long comments.</td>
</tr>
<tr>
<td>User Name</td>
<td>This field defaults to your user ID and cannot be changed.</td>
</tr>
<tr>
<td>Qty Canceled</td>
<td>If applicable, type the quantity of this item that is canceled. <strong>Note:</strong> Canceled items are not automatically liquidated. You must use Direct Purchase Order Entry to liquidate a canceled item.</td>
</tr>
</tbody>
</table>

9. Click the **New Record** button to receive the next line and repeat step 6. Continue to receive the line items listed on the receipts.

10. When finished, click the **Save** button to save the record.
Receiving All PO Line Items

Follow this procedure to receive all open line items on the purchase order. The quantity received must match the quantity ordered to use this option.

To receive all line items on the purchase order:

1. Follow this path to access the Purchase Order Receiving form: FAS > Processing > Order Processing > Purchase Order Receiving.

2. Type one or more of the following fields to search for the purchase orders to be received. Use the percent character (%) as a wildcard.
   - PO No or Requisition No to find a specific purchase order to be received
   - PO Date to search for all purchase orders entered on a specific date
   - Vendor to search for purchase orders ordered from a specific vendor
   - Requester Name to search for purchase orders requested by a specific person in your organization (Requestor Name was entered when the requisition was created)

3. Click the Find button to display the first purchase order that matches the entered search criteria.
   Tip: Click the Next Record button to display the next purchase order, if multiple purchase orders match the search criteria (for example, all purchase orders entered by a specific requestor).

4. Under Receive All, type the following information.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packing No</td>
<td>Type the packing number from the receipt, if available.</td>
</tr>
</tbody>
</table>
| Date Received| Double-click the date field to choose the received date from the Calendar form or type the date the items were received.  
   Tip: The date is formatted in mm-dd-yyyy format when the cursor is advanced to the next field. |
| Comments     | Optionally, type comments about the line item received. You can edit the comments directly on the form or you can click the Edit button to open an Editor box.  
   Use the Editor box to edit the comments in a separate form. This is useful for editing long comments. |

5. Click the Receive All button. All lines attached to the purchase order display in the Receiving block with a quantity received equal to the quantity ordered.
Running the PO Receiving Edit List

Use program FURCV01A.REP – PO Receiving Edit List to review the purchase order line details that you received. You should run this report prior to receiving the purchase order into the warehouse.

You can reprint this report as necessary. The reprinted report will exclude any purchase orders received after the initial report was printed.

If the Share Batches check box is selected for your assigned user role, you can print all received purchase orders on the PO Receiving Edit List. If the Share Batches check box is not selected for your assigned user role, you can print only purchase orders received by you.

To run the report:

1. Follow this path to access the **PO Receiving Edit List Runtime Parameter Form: FAS > Processing > Order Receiving Processing > PO Receiving Edit List**.

   **Tip:** On the **FAS** menu, click the **Open in Spreadsheet** check box prior to accessing the report option to generate the report as an Excel spreadsheet.

   Figure 6-34. PO Receiving Edit List Runtime Parameter Form – FURCV01A
2. The Destination Type field defaults to Cache. Choose this option to display the report on your monitor.

You can also select the Printer option to send the report to your default printer. To send the report to a different printer, type the printer name in the Destination Name field.

**Note:** The Mail option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

3. Leave the Destination Name field blank unless the report will be sent directly to a printer that is not your default printer (Destination Type is Printer).

4. The Destination Format field defaults to PDF or, if the Open in Spreadsheet check box was selected on the FAS menu, DELIMITEDDATA. You can use DELIMITEDDATA to display the report results in an Excel spreadsheet.

You can change this field, if applicable.

5. In the Copies field, type the number of copies to print. The default is 1.

6. In the Sort Option field, select the method to be used to sort the purchase order receipts. Your choices are Requisition No, Vendor No, Vendor Name, and Order Location.

7. In the Print Option field, click Initial Print if this is the first time you are printing the report or Reprint if you are reprinting the report. New purchase orders are excluded from a reprinted Purchase Order Receiving Edit List.

8. In the Trans Beginning Date field, type the first date in the transaction date range to be used to select the purchase order receipt records in mmddyyyy format.

9. In the Trans Ending Date field, type the last date in the transaction date range to be used to select the purchase order receipt records in mmddyyyy format.

10. In the Order Location Number field, type the number that identifies the location that placed the order. Use this field to limit the purchase order receipt records selected for the report to one location. All is the default.

11. In the Begin Buyer Code field, type the first code in the buyer range to filter the record selection criteria by buyer. All is the default.

12. In the End Buyer Code field, type the last code in the buyer range to filter the record selection criteria by buyer. Leave this field blank if the Begin Buyer Code is set to All.

13. In the Page Break field, click to select Yes to insert a page break each time the item identified in the Sort Order field changes. For example, if the Sort Order is Order Location and the Page Break field equals Yes, a new page will start when the order location number changes.

The default is No.
Processing Requisitions and Orders

14. Click the Submit Query button.

The **PO Receiving Edit List Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the requisition appears on your monitor in the selected Destination Format.

**Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

Figure 6-35. PO Receiving Edit List

### PO Receiving Edit List Field Definitions

The following table lists the report fields and their source.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name</td>
<td>This field contains the name of the vendor associated with the received purchase orders.</td>
<td>FURCV01A.FMX – Purchase Order Receiving &gt; Vendor</td>
</tr>
<tr>
<td>PO No</td>
<td>This column lists the number assigned to the received purchase order.</td>
<td>FURCV01A.FMX – Purchase Order Receiving &gt; PO No</td>
</tr>
<tr>
<td>Order Loc</td>
<td>This field contains the number of the location that placed the order.</td>
<td>FUINQ01A.FMX – Purchase Order Inquiry &gt; Order Location Number</td>
</tr>
<tr>
<td>Line</td>
<td>This column lists each line on the purchase order that was received.</td>
<td>FURCV01A.FMX – Purchase Order Receiving &gt; Line</td>
</tr>
<tr>
<td>Catalog No/Description</td>
<td>This column lists the catalog number (if applicable) and description of each received line item.</td>
<td>FURCV01A.FMX – Purchase Order Receiving &gt; Description</td>
</tr>
<tr>
<td>Qty Ordered</td>
<td>This column lists the order quantity for each received line item.</td>
<td>FURCV01A.FMX – Purchase Order Receiving &gt; Qty Ordered</td>
</tr>
</tbody>
</table>
Liquidating a Purchase Order

Use program FUENT03A.FMX – Liquidate PO Fully to fully liquidate purchase orders by batch. Type 15 journal entry transactions are created when the purchase order is liquidated. The batch status is automatically updated to PO (Posted) when the batch is closed.

After the purchase order is liquidated, you can review the purchase order in program FUINQ01A.FMX – PO Inquiry.

You cannot use this program to liquidate individual purchase order lines or change purchase order lines or other purchase order details. Use program FUENT01A.FMX – Direct PO Entry to make these types of changes.

**IMPORTANT NOTE TO KS, NY, AND NJ CLIENTS:** Clients in Kansas, New York, and New Jersey should not use this program to liquidate purchase orders rolled using programs FUROL01A.FMX – Liquidate/Roll POs or FUROL01B.FMX – Roll POs because these states liquidate their purchase order records through the payment process, which uses a different set of transaction drivers and posts to different types of accounts.

To fully liquidate purchase orders:

1. Follow your standard procedure to access program FUENT03A.FMX – Liquidate PO Fully. The Batch Master form appears (see Figure 1-1 on page 1-15).
2. Position the cursor on the first blank line or click the **New Record** button to insert a blank line. The **Accounting Period** and **Transaction Date** automatically default to the current accounting period and current system date.

   **Note:** You can change the accounting period and transaction date, if necessary. The accounting period value entered must exist in the Year Master form. If the accounting year or transaction date is incorrect, an error message appears. Refer to "Handling Batch Master Error Messages" beginning on page 16 for further information about responding to this message.

3. Click the **Batch#** button to system-generate a unique, 6-digit batch number or type a unique, user-defined, 6-digit batch number.

   **Note:** Do not use symbol characters as part of a user-defined batch number (e.g., apostrophe (’), quotes (“), asterisk (*), etc.). After a batch is posted, you cannot reuse the batch number in the same fiscal year.

4. In the **Description** field, type a description for this batch. You can enter a maximum of 40 alphanumeric characters.

5. In the **Accounting Period** field, type the accounting period associated with the transaction date.

   If you specify an accounting period that does not contain the specified transaction date or is not in the specified accounting year, you receive an error message. Refer to "Handling Batch Master Error Messages" beginning on page 16 for further information about responding to this message.

6. Click the **Use this Batch** button. The **Liquidate PO Fully** form appears.

Figure 6-36. Liquidate PO Fully form – FUENT03A
7. If necessary, click the **Find** button to display the form in Find mode.

8. In the **PO Number** field, type the number of the purchase order to be liquidated, and then or click the Find button to display that purchase order’s details. Leave the **PO Number** field blank and click the **Find** button to display the first purchase order to be liquidated.

**Figure 6-37. Liquidate PO Fully form – FUENT03A after Find process is run**

9. Review the purchase order details to verify that this purchase order should be liquidated.

10. Click the **Liq PO** button to liquidate the purchase order. The message “This will liquidate entire PO. Do you want to continue?” will display.

11. Click the **OK** button to liquidate the purchase order. The Type 15 journal entry transactions are created.

   **Tip:** Click the **Next Record** button to bypass a purchase order record without liquidating that purchase order.

12. Close the **Liquidate PO Fully** form when finished liquidating the purchase orders. The batch status is updated to Posted (PO).

13. Optionally, go to program FUINQ01A.FMX – Purchase Order Inquiry to review the liquidation details for a purchase order.
Use the Requisition and Purchase Order Inquiry options to view requisitions and purchase orders before and after posting is complete. You can review header details, item and accounting details, and payment details. Use these options to look at the history of a requisition or purchase order without looking at the individual forms that comprise that history.

This chapter discusses:

- **Viewing a Requisition**
- **Viewing a Purchase Order**
Viewing Requisitions and Purchase Orders

Viewing a Requisition

Use program FOINQ01A.FMX – Requisition Inquiry function to view a summary of each requisition.

To view a requisition:

1. Follow this path to access the Requisition Inquiry form: FAS > On Line Inquiry > Requisition Inquiry.
2. Click the Find button to search for and select the requisition to be viewed. The line items and account distributions display for the selected requisition.

Figure 7-1. Requisition Inquiry form – FOINQ01A
Viewing Requisitions and Purchase Orders

3. Double-click a **Line No** to view the item details for that line.

Figure 7-2. Item Detail form – FUINQ02A

4. When finished, close the **Item Detail** form to return to the **Requisition Inquiry** form.
Viewing Requisitions and Purchase Orders

Viewing a Purchase Order

Use program FUINQ01A.FMX – Purchase Order Inquiry to view a summary of each purchase order. You can view the header details, line items and their account distribution, payment details, and journal entries.

This section discusses:

- Viewing Details
- Viewing Header Details
- Viewing Payment Transactions
- Viewing Journal Entries

Viewing Details

Follow these steps to view line item and accounting details for the selected purchase order.

To view item details:

1. Follow this path to access the Purchase Order Inquiry form: FAS > On Line Inquiry > Purchase Order Inquiry.
2. Click the Find button to search for and select the purchase order to be viewed.

Figure 7-3. Purchase Order Inquiry form – FUINQ01A
Viewing Requisitions and Purchase Orders

3. Double-click a **Line No** to view the item details for that line.

   Figure 7-4. Item Detail form – FUINQ02A

4. When finished, close the **Item Detail** form to return to the **Purchase Order Inquiry** form.

5. Double-click an **Account Number** to view that account’s activity for the current accounting period and the year-to-date. The **Account Inquiry** form appears.

   **Note:** The P-Cards tab will display data only if your organization uses the P-Card Processing software solution.

   Figure 7-5. Account Inquiry form – FAINQ01A
Viewing Requisitions and Purchase Orders

6. When finished, close the **Account Inquiry** form to return to the **Purchase Order Inquiry** form.

**Viewing Header Details**

Follow these steps to view header details for the selected purchase order.

To view header details:
- Click the **Header** tab.

Figure 7-6. Purchase Order Inquiry form – FUINQ01A, Header tab
Viewing Requisitions and Purchase Orders

Viewing Payment Transactions

Follow these steps to view payment transactions for the selected purchase order.

To view payment transactions:

1. Click the **Payment Info** tab.

![Figure 7-7. Purchase Order Inquiry form – FUINQ01A, Payment Info tab](image-url)
2. Double-click a check number to display the check details. The **Check Inquiry** form appears.

Figure 7-8. Check Inquiry – FPINQ01A

3. When finished, close the **Check Inquiry** form to return to the **Purchase Order Inquiry** form.
4. Double-click a vendor number to display that vendor’s invoice history. The **Vendor History** form appears.

Figure 7-9. Vendor History – FVINQ01A

5. When finished, close the **Vendor History** form to return to the **Purchase Order Inquiry** form.
Viewing Requisitions and Purchase Orders

Viewing Journal Entries

Follow these steps to view journal entries for the selected purchase order.

To view journal entries:

- Click the **Journals** tab.

Figure 7-10. Purchase Order Inquiry form – FUINQ01A, Journals tab
In addition to the printed purchase order and edit listings, you can generate the following purchase order reports:

- Requisition
- Requisition Approval Status Report
- Purchase Order Report by
  - Buyer code
  - P.O. Number
  - Account Number
  - Vendor
  - Location
- Open Purchase Orders (Journals)
- Purchase Order Summary by PO No

The purchase order reports are summary reports about purchase order transactions in the Financial Accounting System. These reports are for informational and tracking purposes and can help you to view purchase order trends and history.

This chapter discusses:

- Printing a Requisition
- Printing the Requisition Approval Status Report
- Printing the Purchase Order Report by Buyer Code
- Printing a Purchase Order Report By PO Number
- Printing a Purchase Order Report By Account Number
- Printing a Purchase Order Report By Vendor Name
- Running a Purchase Order Report By Location
- Running the Open Purchase Orders (Journals) Report
- Running the Purchase Order Summary by PO No Report
Printing a Requisition

Use program FOREQ01A.REP – Requisition Print to print a requisition.

To print the requisition:

1. Follow this path to access the Requisition Print Runtime Parameter Form: FAS > Processing > Order Processing > Requisition Print.

   Tip: Click and drag the Horizontal scroll bar to display additional report query fields.

   Figure 8-1. Requisition Print Runtime Parameter Form – FOREQ01A

2. The Destination Type field defaults to Cache. Choose this option to display the report on your monitor.

   You can also select the Printer option to send the report to your default printer. To send the report to a different printer, type the printer name in the Destination Name field.

   Note: The Mail option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

3. Leave the Destination Name field blank unless the report will be sent directly to a printer that is not your default printer (Destination Type is Printer).
4. The **Destination Format** field defaults to PDF or, if the **Open in Spreadsheet** check box was selected on the **FAS** menu, DELIMITEDDATA. You can use DELIMITEDDATA to display the report results in an Excel spreadsheet.

   You can change this field, if applicable.

5. In the **Copies** field, type the number of copies to print. The default is 1.

6. In the **Account Year** field, select the accounting year for the requisitions you are printing. This field defaults to the current accounting year.

   **Note:** Accounting years are defined using the Year Master form. For more information about accounting years, see *Guide to Accounting File Maintenance for alio FAS*.

7. In the **Begin Buyer Code** field, the default is **All**. To print requisitions for a range of buyers, type the beginning buyer code for the buyer code range. A requisition is included in the report criteria selection process that has a buyer code included in the range.

   **Note:** Buyer codes are defined using the Buyer Master form. For more information about buyer codes, see “Maintaining Buyer Codes” beginning on page 32.

8. Leave the **End Buyer Code** field blank if the **Begin Buyer Code** field is set to **All**. To print requisitions for a range of buyers, type the last buyer code for the buyer code range. A requisition is included in the report criteria selection process that has a buyer code included in the range.

9. In the **User** field, select the user ID to list requisitions entered by a specific user. The default is **All**.

10. The **Req No 1** field defaults to **All**. Leave the **Req No 2-10** fields blank to print all requisitions that meet the remaining report criteria.

    To print individual requisitions, type the number of each requisition to be printed in the **Req No 1-10** fields. You can print up to ten requisitions at a time.
11. Click the **Submit Query** button.

The **Requisition Print Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the requisition appears on your monitor in the selected Destination Format.

**Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

Figure 8-2. Requisition
Printing the Requisition Approval Status Report

Use program FOREQ03A.REP – Requisition Approval Status Report to list requisitions that have:

- The following statuses:
  - Pending approval
  - Disapproved
  - Printed but not posted
  - Change order
  - Errors

You can filter the report by buyer code, approval code, and, if applicable, disapproved options. You can sort the requisitions by vendor name, vendor number, approval status, or requisition number.

The field values entered to run the report are saved by user when the form is closed.

To generate the report:

1. Follow this path to access program FOREQ03A.REP – Requisition Approval Status Report: FAS > Processing > Order Processing > Requisition Approval Status. The Requisition Approval Status Report Runtime Parameter Form displays.

Figure 8-3. Requisition Approval Status Report Runtime Parameter Form – FOREQ03A
2. The **Destination Type** field defaults to **Cache**. Choose this option to display the report on your monitor.

You can also select the **Printer** option to send the report to your default printer. To send the report to a different printer, type the printer name in the **Destination Name** field.

**Note:** The **Mail** option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

3. Leave the **Destination Name** field blank unless the report will be sent directly to a printer that is not your default printer (**Destination Type** is **Printer**).

4. The **Destination Format** field defaults to PDF. You can change this field, if applicable.

5. In the **Copies** field, type the number of copies to print. The default is 1.

6. The **Account Year** field defaults to the current default year but can be changed. This field is required.

7. The **Begin Buyer Code** defaults to the value entered the last time the program was run. To run the report for a range of buyer codes, select the first buyer code in the range from the list provided.

8. The **End Buyer Code** field defaults to the value entered the last time the program was run. To run the report for a range of buyer codes, select the last buyer code in the range from the list provided.

9. The **Approval Code** field defaults to the value entered the last time the program was run. To limit the requisitions included on the report to those requisitions assigned to a specific approval code, select that approval code from the list provided.

10. In the **Disapproved Options** field, select the approval status of the orders to be included on the report. The default is **Show All** to include all available orders. Other options include:

    - **Show Reqs in Approval Process** to include only the orders that are currently in the approval process
    - **Show Errors Only** to include only the orders with errors
    - **Show Disapproved Only** to include only the orders that are disapproved

**Show All** is the default.

11. In the **Sort Option** field, click to select the method used to sort the requisitions:

    - **Vendor Name** to sort the requisitions in alphanumerical order by vendor name
    - **Vendor No** to sort the requisitions in alphanumerical order by vendor number
    - **Approval Status** to sort the requisitions in alphanumerical order by approval status
    - **Requisition No** to sort the requisitions in ascending order by requisition number
12. Click the **Submit Query** button.

The **Requisition Approval Status Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the report appears on your monitor in the selected Destination Format.

**Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

The record selection criteria entered in program FOREQ03A.REP – Requisition Approval Status displays in the report header.

![Figure 8-4. Requisition Approval Status Report](image)

### Requisition Approval Status Report Field Definitions

The following table lists the report fields and their source.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Req. No</td>
<td>This column displays the number identifying each requisition with an approval status.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Requisition No</td>
</tr>
<tr>
<td>Date</td>
<td>This column displays the date the requisition was created.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Date Entered</td>
</tr>
<tr>
<td>Order Owner</td>
<td>This column displays the user ID of the person that entered the requisition.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Owner</td>
</tr>
<tr>
<td>Vendor</td>
<td>This column displays the <strong>alio</strong> vendor number and name that identify the vendor to whom the requisition will be submitted.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Vendor</td>
</tr>
</tbody>
</table>
Table 8-1. Requisition Approval Status Report field cross-reference table (continued)

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Status</td>
<td>This column displays the current approval status of each requisition.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Requisition Status</td>
</tr>
<tr>
<td>Message</td>
<td>This column displays the associated error message for a requisition, if applicable.</td>
<td>FOENT01B.FMX – Requisition Entry/Approval &gt; Disapproval Status, if the requisition order status is DR Calculated if the requisition contains errors (ER)</td>
</tr>
<tr>
<td></td>
<td>• The Disapproval Message will display if the requisition’s order status is disapproved (DR).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The Error Message that relates to this requisition will display if the requisition contains errors (ER).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No error message displays if the requisition status is pending approval (EN), printed (PR) or change order (CO).</td>
<td></td>
</tr>
</tbody>
</table>
Printing the Purchase Order Report by Buyer Code

Use program FODET05A.REP – Print P.O. Report by Buyer Code to print a Purchase Order By Buyer Code report any time after a purchase order is created. Use this report to list purchase orders associated with specific buyers and summarize the information for those purchase orders. Use this report to review purchase orders created by a specific buyer or to review purchase order and buyer history information.

You can list purchase orders associated with all buyers or up to ten specific buyers. You can filter the purchase orders selected by purchase order create date, accounting year, and status (all purchase orders or open purchase orders).

Follow these steps to print the Purchase Order Report by Buyer Code.

To print the report:

1. Follow this path to access the Purchase Orders By Buyer Code Runtime Parameter Form: FAS > Processing > Order Processing > Purchase Order Reports > Print P.O. Report by Buyer Code.

   Tip: On the FAS menu, click the Open in Spreadsheet check box prior to accessing the report option to generate the report as an Excel spreadsheet.

Figure 8-5. Purchase Orders By Buyer Code Runtime Parameter Form – FODET05A
2. The **Destination Type** field defaults to **Cache**. Choose this option to display the report on your monitor.

You can also select the **Printer** option to send the report to your default printer. To send the report to a different printer, type the printer name in the **Destination Name** field.

**Note:** The **Mail** option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

3. Leave the **Destination Name** field blank unless the report will be sent directly to a printer that is not your default printer (**Destination Type** is **Printer**).

4. The **Destination Format** field defaults to PDF or, if the **Open in Spreadsheet** check box was selected on the **FAS** menu, DELIMITEDDATA. You can use DELIMITEDDATA to display the report results in an Excel spreadsheet.

You can change this field, if applicable.

5. In the **Copies** field, type the number of copies to print. The default is 1.

6. In the **Beginning Date** field, type the beginning purchase order date for the range of purchase orders to include in the report. The date format is mmddyyyy.

7. In the **Ending Date** field, type the ending purchase order date of the range of purchase orders to include in the report. The date format is mmddyyyy.

8. In the **Year** field, select the 2-digit batch year for the purchase orders to include in the report. This field defaults to the current accounting year.

9. In the **Selection Option** field, select one of the following options:
   - **All Purchase Orders** (default) to report any purchase order, open or filled, that meets your selection criteria
   - **Open Purchase Orders** to report only open purchase orders that meet your selection criteria

10. The **Buyer Code 1** field default is **All**. Leave the **Buyer Code 2-10** fields blank to print all purchase orders that meet the remaining report criteria.

    To print purchase orders associated with specific buyers, type the buyer code assigned to each buyer in the **Buyer Code 1-10** fields. You can print purchase orders for a maximum of ten buyers at a time.
11. Click the **Submit Query** button.

The **Purchase Orders By Buyer Code Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the report appears on your monitor in the selected Destination Format.

**Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

Figure 8-6. Purchase Order Report By Buyer Code Report

### Purchase Order Report By Buyer Code Report Field Definitions

The following table lists the report fields and their source.

Table 8-2. Purchase Order Report By Buyer Code field cross-reference table

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Date</td>
<td>This field displays the Beginning Date entered on the Purchase Orders By Buyer Code Runtime Parameter Form.</td>
<td>FODET05A.FMX – Purchase Orders By Buyer Code Runtime Parameter Form &gt; Beginning Date</td>
</tr>
<tr>
<td>Ending Date</td>
<td>This field displays the Ending Date entered on the Purchase Orders By Buyer Code Runtime Parameter Form.</td>
<td>FODET05A.FMX – Purchase Orders By Buyer Code Runtime Parameter Form &gt; Ending Date</td>
</tr>
<tr>
<td>Buyer Code</td>
<td>This column contains the buyer code associated with the purchase order. The buyer code is used to group the purchase orders included on the report.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; Buyer Code</td>
</tr>
</tbody>
</table>
Table 8-2. Purchase Order Report By Buyer Code field cross-reference table (continued)

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO No</td>
<td>This column contains the number of each purchase order associated with the buyer code.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; PO #</td>
</tr>
<tr>
<td>Vendor No/Name</td>
<td>This column contains the number and name of the vendor to whom the purchase order will be or was sent.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; Vendor</td>
</tr>
<tr>
<td>PO Date</td>
<td>This column contains the date the purchase order was created.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; PO Date</td>
</tr>
<tr>
<td>Req No</td>
<td>This column contains the number of the requisition used to create the purchase order.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; Requisition No</td>
</tr>
<tr>
<td>Requested By</td>
<td>This column contains the name of the person that requested the items on the purchase order.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; Requestor</td>
</tr>
<tr>
<td>Line No</td>
<td>This column contains the sequential number assigned to each purchase order line.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Item</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FUENT02B.FMX – Purchase Order - Item Entry &gt; Item</td>
</tr>
<tr>
<td>Qty Ordered</td>
<td>This column contains the quantity ordered for each line item.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Quantity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FUENT02B.FMX – Purchase Order - Item Entry &gt; Quantity</td>
</tr>
<tr>
<td>Unit Price</td>
<td>This column contains the unit price of each line item.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Unit Price</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FUENT02B.FMX – Purchase Order - Item Entry &gt; Unit Price</td>
</tr>
</tbody>
</table>
Table 8-2. Purchase Order Report By Buyer Code field cross-reference table (continued)

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disc/Frgh</td>
<td>This column contains the total discount and freight amount that applies to this line item.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Freight Cost, Discount Cost FUENT02B.FMX – Purchase Order - Item Entry &gt; Freight Cost, Discount Cost</td>
</tr>
<tr>
<td>Final Cost</td>
<td>This column contains the final cost of the line item [(Qty Ordered X Unit Price) + Freight - Discount).</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Final Cost FUENT02B.FMX – Purchase Order - Item Entry &gt; Final Cost</td>
</tr>
<tr>
<td>Qty Recved</td>
<td>This column contains the total quantity of this line item received.</td>
<td>FURCV01A.FMX – Purchase Order Receiving &gt; Qty Received</td>
</tr>
<tr>
<td>Order Desc</td>
<td>This column contains a description of each line item on the purchase order.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Description FUENT02B.FMX – Purchase Order - Item Entry &gt; Description</td>
</tr>
<tr>
<td>Account No/Description</td>
<td>This column contains the number and description of each account to which the line item’s final cost was distributed.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Account, Account Description FUENT02B.FMX – Purchase Order - Item Entry &gt; Account, Account Description</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>This column contains the encumbrance amount posted to this account for this line item.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Paid</td>
<td>This column contains the payment amount applied to each account.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Liquidated</td>
<td>This column contains the liquidated amount posted to each account.</td>
<td>Calculated</td>
</tr>
</tbody>
</table>
### Table 8-2. Purchase Order Report By Buyer Code field cross-reference table (continued)

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remaining</td>
<td>This column contains the total outstanding amount not yet posted to each account. This field is calculated using the following formula: Encumbrance - (Paid + Liquidated).</td>
<td>Calculated</td>
</tr>
<tr>
<td>Total Accounts</td>
<td>This column contains the total number of accounts to which the line item’s cost was distributed.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Po Total</td>
<td>This column contains the total Encumbrance, Paid, Liquidated, and Remaining amounts for all line items on the purchase order.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Grand Totals</td>
<td>This column contains the total Encumbrance, Paid, Liquidated, and Remaining amounts for all purchase orders included on the report.</td>
<td>Calculated</td>
</tr>
</tbody>
</table>
Printing a Purchase Order Report By PO Number

Use program FODET01A.REP – Print P.O. Report by PO Number to print a Purchase Order Report By PO Number report any time after a purchase order is created. Use this report to summarize purchase orders for review. Use this report to look for information about specific purchase orders or to review purchase order history information.

You can filter the purchase orders selected by purchase order create date, accounting year, and status (all purchase orders or open purchase orders).

The purchase orders are listed in sequential order, beginning with the lowest purchase order number.

Follow these steps to print the Purchase Order Report by PO Number.

To print the report:

1. Follow this path to access the Purchase Order by PO NO Runtime Parameter Form: FAS > Processing > Order Processing > Purchase Order Reports > Print P.O. Report by P.O. Number.

   **Tip:** On the FAS menu, click the Open in Spreadsheet check box prior to accessing the report option to generate the report as an Excel spreadsheet.

Figure 8-7. Purchase Order by PO No Runtime Parameter Form – FODET01A
2. The **Destination Type** field defaults to **Cache**. Choose this option to display the report on your monitor.

   You can also select the **Printer** option to send the report to your default printer. To send the report to a different printer, type the printer name in the **Destination Name** field.

   **Note:** The **Mail** option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

3. Leave the **Destination Name** field blank unless the report will be sent directly to a printer that is not your default printer (**Destination Type** is **Printer**).

4. The **Destination Format** field defaults to PDF or, if the **Open in Spreadsheet** check box was selected on the **FAS** menu, DELIMITEDDATA. You can use DELIMITEDDATA to display the report results in an Excel spreadsheet.

   You can change this field, if applicable.

5. In the **Copies** field, type the number of copies to print. The default is 1.

6. In the **Beginning Date** field, type the beginning purchase order date for the range of purchase orders to include in the report. The date format is mmddyyyy.

7. In the **Ending Date** field, type the ending purchase order date of the range of purchase orders to include in the report. The date format is mmddyyyy.

8. In the **Year** field, select the 2-digit batch year for the purchase orders to include in the report.

9. In the **Selection Option** field, select one of the following options:
   
   - **All Purchase Orders** to report any purchase order, open or filled, that meets your selection criteria
   - **Open Purchase Orders** to report only open purchase orders that meet your selection criteria

   The option selected displays to the right of the report title.

10. The **Order Owner** field default is **ALL**. To limit the purchase orders by owner, click to select the user name of the owner from the list provided.

    The **Order Owner** is the user name used to log in to **alio**. The user name must have permission to Share Batches in program AMSEC05A.FMX – User Security to print purchase orders by owner.

11. The **Begin Buyer Code** field default is **All**. To run the report for a range of buyer codes, type the first buyer code in the range.

    **Note:** Buyer codes are defined using the **Buyer Master** form. For more information about buyer codes, see “Maintaining Buyer Codes” beginning on page 32.

12. In the **End Buyer Code** field, type the last buyer code in the range.
13. Click the Submit Query button.

The Purchase Orders By PO No Runtime Parameter Form closes and the report is routed to the selected destination type. If the destination type is Cache, the report appears on your monitor in the selected Destination Format.

Tip: Click File > Print or the Printer icon to send the report to the printer.

Figure 8-8. Purchase Order Report By PO No

Purchase Order Report By PO No Report Field Definitions

The following table lists the report fields and their source.

Table 8-3. Purchase Order Report By PO Number field cross-reference table

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Date</td>
<td>This field displays the Beginning Date entered on the Purchase Orders By PO No Runtime Parameter Form.</td>
<td>FODET01A.FMX – PURCHASE Orders By PO No Runtime Parameter Form &gt; Beginning Date</td>
</tr>
<tr>
<td>Ending Date</td>
<td>This field displays the Ending Date entered on the Purchase Orders By PO No Runtime Parameter Form.</td>
<td>FODET01A.FMX – Purchase Orders By PO No Runtime Parameter Form &gt; Ending Date</td>
</tr>
<tr>
<td>PO No</td>
<td>This column contains the number of each purchase order.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; Po #</td>
</tr>
</tbody>
</table>
Table 8-3. Purchase Order Report By PO Number field cross-reference table (continued)

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name</td>
<td>This column contains the name of the vendor to whom the purchase order will be or was sent.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; Vendor</td>
</tr>
<tr>
<td>Vendor No</td>
<td>This column contains the number of the vendor to whom the purchase order will be or was sent.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; Vendor</td>
</tr>
<tr>
<td>PO Date</td>
<td>This column contains the date the purchase order was created.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; PO Date</td>
</tr>
<tr>
<td>Requisition No</td>
<td>This column contains the number of the requisition used to create the purchase order.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; Requisition No</td>
</tr>
<tr>
<td>Requested By</td>
<td>This column contains the name of the person that requested the items on the purchase order.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; Requestor</td>
</tr>
<tr>
<td>Line No</td>
<td>This column contains the sequential number assigned to each purchase order line.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Item</td>
</tr>
<tr>
<td>Qty Ordered</td>
<td>This column contains the quantity ordered for each line item.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Quantity</td>
</tr>
<tr>
<td>Unit Price</td>
<td>This column contains the unit price of each line item.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Unit Price</td>
</tr>
<tr>
<td>Disc/Frght</td>
<td>This column contains the total discount and freight amount that applies to this line item.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Freight Cost, Discount Cost</td>
</tr>
</tbody>
</table>

292
<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Cost</td>
<td>This column contains the final cost of the line item [((\text{Qty Ordered} \times \text{Unit Price}) + \text{Freight} - \text{Discount})).</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Final Cost FUENT02B.FMX – Purchase Order - Item Entry &gt; Final Cost</td>
</tr>
<tr>
<td>Qty Rcvd</td>
<td>This column contains the total quantity of this line item received.</td>
<td>FURCV01A.FMX – Purchase Order Receiving &gt; Qty Received</td>
</tr>
<tr>
<td>Qty Cancelled</td>
<td>This column contains the total quantity of this line item cancelled.</td>
<td>FURCV01A.FMX – Purchase Order Receiving &gt; Qty Cancelled</td>
</tr>
<tr>
<td>Order Desc</td>
<td>This column contains a description of each line item on the purchase order.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Description FUENT02B.FMX – Purchase Order - Item Entry &gt; Description</td>
</tr>
<tr>
<td>Accounts</td>
<td>This column contains the number of each account to which the line item's final cost was distributed.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Account FUENT02B.FMX – Purchase Order - Item Entry &gt; Account</td>
</tr>
<tr>
<td>Account Desc</td>
<td>This column contains the description of each account to which the line item's final cost was distributed.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Account, Account Description FUENT02B.FMX – Purchase Order - Item Entry &gt; Account, Account Description</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>This column contains the encumbrance amount posted to this account for this line item.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Paid</td>
<td>This column contains the payment amount applied to each account.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Liquidated</td>
<td>This column contains the liquidated amount posted to each account.</td>
<td>Calculated</td>
</tr>
</tbody>
</table>
Printing a Purchase Order Report By Account Number

Use program FODET04A.REP – Print P.O. Report by Account Number option to print a Purchase Order Report By Account Number report any time after a purchase order is created. Use this report to print purchase orders associated with specific accounts and to summarize the information for those purchase orders. Use this report to review charges applied to specific accounts and account dimensions or purchase order and account history information.

You can print this report for a single purchase order or multiple purchase orders selected by date range, order owner, and/or buyer code.

You can filter the purchase orders selected by purchase order create date, accounting year, and status (all purchase orders or open purchase orders). You can print the report for all accounts or up to ten specific accounts.

You can sequence the purchase orders by account dimension.

Program FODET04A.REP – Print P.O. Report by Account Number is spreadsheet ready. Select the Open in Spreadsheet check box prior to accessing this report program to export the data to a spreadsheet instead of a printed report.
To print the report:

1. Follow this path to access the **Purchase Order Report By Account Number Runtime Parameter Form**: FAS > Processing > Order Processing > Purchase Order Reports > Print P.O. Report by Account Number.

**Tip:** On the FAS menu, click the **Open in Spreadsheet** check box prior to accessing the report option to generate the report as an Excel spreadsheet.

Figure 8-9. Purchase Order Report By Account Number Runtime Parameter Form – FODET04A
Purchase Order Reports

2. The Destination Type field defaults to Cache. Choose this option to display the report on your monitor.
   
   You can also select the Printer option to send the report to your default printer. To send the report to a different printer, type the printer name in the Destination Name field.
   
   **Note:** The Mail option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

3. Leave the Destination Name field blank unless the report will be sent directly to a printer that is not your default printer (Destination Type is Printer).

4. The Destination Format field defaults to PDF or, if the Open in Spreadsheet check box was selected on the FAS menu, DELIMITEDDATA. You can use DELIMITEDDATA to display the report results in an Excel spreadsheet.
   
   You can change this field, if applicable.

5. In the Copies field, type the number of copies to print. The default is 1.

6. In the Selection Option field, select one of the following options:
   
   - **All Purchase Orders** to report any purchase order, open or filled, that meets your selection criteria
   - **Open Purchase Orders** to report only open purchase orders that meet your selection criteria
   
   The option selected displays directly under the report title.

7. In the Beginning Date field, type the beginning purchase order date for the range of purchase orders to include in the report. The date format is mmddyyyy.

8. In the Ending Date field, type the ending purchase order date of the range of purchase orders to include in the report. The date format is mmddyyyy.

9. In the Year field, type the 2-digit batch year for the purchase orders to include in the report.

10. In the Dimension Name field, select the account dimension that will be used to sort the accounts selected for the report. The accounts are sequenced in ascending order by account number.

11. The Order Owner field default is ALL. To limit the purchase orders by owner, click to select the user name of the owner from the list provided.
   
   The Order Owner is the user name used to log in to alio. The user name must have permission to Share Batches in program AMSEC05A.FMX – User Security to print purchase orders by owner.

12. The Begin Buyer Code field default is All. To run the report for a range of buyer codes, type the first buyer code in the range.
   
   **Note:** Buyer codes are defined using the Buyer Master form. For more information about buyer codes, see “Maintaining Buyer Codes” beginning on page 32.

13. In the End Buyer Code field, type the last buyer code in the range.

14. In the PO No field, type the number of the purchase order to be printed on the report, if printing the report for a single purchase order.
15. The **Account No 1** field defaults to **All**. Leave the **Account No 2-10** fields blank to print all purchase orders that meet the remaining report criteria.

To print purchase orders associated with specific accounts, type the accounts assigned to each purchase order in the **Account No 1-10** fields. You can print purchase orders for a maximum of ten accounts at a time.

16. Click the **Submit Query** button.

The **Purchase Order Report By Account Number Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the report appears on your monitor in the selected Destination Format.

**Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

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**Figure 8-10. Purchase Order Report By Account Number**

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<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>SO NO</strong></td>
<td><strong>WAREHOUSE NO</strong></td>
<td><strong>NAME</strong></td>
<td><strong>DESCRIPTION</strong></td>
<td><strong>P-KEY TEST ACCOUNT TYPE 20</strong></td>
</tr>
<tr>
<td>60000040</td>
<td>7212</td>
<td><strong>G&amp;L COMMERCIAL INC</strong></td>
<td><strong>COATING</strong></td>
<td><strong>$920.00</strong></td>
</tr>
<tr>
<td>60000043</td>
<td>601901</td>
<td><strong>SCHOOL PLUS Publisher-Textbooks - FF</strong></td>
<td><strong>COATING</strong></td>
<td><strong>$104.00</strong></td>
</tr>
<tr>
<td><strong>ACCOUNT TOTALS:</strong></td>
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<td></td>
<td></td>
<td><strong>$1,024.00</strong></td>
</tr>
<tr>
<td><strong>DIMENSION TOTALS:</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$1,024.00</strong></td>
</tr>
</tbody>
</table>

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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SO NO</strong></td>
<td><strong>WAREHOUSE NO</strong></td>
<td><strong>NAME</strong></td>
<td><strong>DESCRIPTION</strong></td>
<td><strong>P-KEY TEST ACCOUNT TYPE 20</strong></td>
<td><strong>ACCOUNT TOTALS:</strong></td>
<td><strong>DIMENSION TOTALS:</strong></td>
</tr>
<tr>
<td>60000042</td>
<td>248134</td>
<td><strong>1000 COMMERCIAL AND MORE</strong></td>
<td><strong>COATING</strong></td>
<td><strong>$66.66</strong></td>
<td><strong>$20.00</strong></td>
<td><strong>$46.66</strong></td>
</tr>
<tr>
<td>60000042</td>
<td>248134</td>
<td><strong>1000 COMMERCIAL AND MORE</strong></td>
<td><strong>COATING</strong></td>
<td><strong>$20.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$20.00</strong></td>
</tr>
<tr>
<td><strong>ACCOUNT TOTALS:</strong></td>
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<td></td>
<td><strong>$86.66</strong></td>
<td><strong>$20.00</strong></td>
<td><strong>$66.66</strong></td>
</tr>
<tr>
<td><strong>DIMENSION TOTALS:</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$86.66</strong></td>
<td><strong>$20.00</strong></td>
<td><strong>$66.66</strong></td>
</tr>
</tbody>
</table>

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<p>| | | | | | | |</p>
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</thead>
<tbody>
<tr>
<td><strong>SO NO</strong></td>
<td><strong>WAREHOUSE NO</strong></td>
<td><strong>NAME</strong></td>
<td><strong>DESCRIPTION</strong></td>
<td><strong>P-KEY TEST ACCOUNT TYPE 20</strong></td>
<td><strong>ACCOUNT TOTALS:</strong></td>
<td><strong>DIMENSION TOTALS:</strong></td>
</tr>
<tr>
<td>60000042</td>
<td>167468</td>
<td><strong>G &amp; I PUBLICATIONS</strong></td>
<td><strong>COATING</strong></td>
<td><strong>$396.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$396.00</strong></td>
</tr>
<tr>
<td>60000042</td>
<td>167468</td>
<td><strong>FF MASSIVE TEXTBOOKS ARCHIVE</strong></td>
<td><strong>COATING</strong></td>
<td><strong>$1,050.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$1,050.00</strong></td>
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<tr>
<td><strong>ACCOUNT TOTALS:</strong></td>
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<td></td>
<td><strong>$1,446.00</strong></td>
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<td><strong>$1,446.00</strong></td>
</tr>
<tr>
<td><strong>DIMENSION TOTALS:</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$1,446.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$1,446.00</strong></td>
</tr>
</tbody>
</table>

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</tr>
</thead>
<tbody>
<tr>
<td><strong>SO NO</strong></td>
<td><strong>WAREHOUSE NO</strong></td>
<td><strong>NAME</strong></td>
<td><strong>DESCRIPTION</strong></td>
<td><strong>P-KEY TEST ACCOUNT TYPE 20</strong></td>
<td><strong>ACCOUNT TOTALS:</strong></td>
<td><strong>DIMENSION TOTALS:</strong></td>
</tr>
<tr>
<td>60000042</td>
<td>270308</td>
<td><strong>AcademyPlus Publisher-Textbooks - FF</strong></td>
<td><strong>COATING</strong></td>
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<td><strong>$621.00</strong></td>
<td><strong>$621.00</strong></td>
</tr>
<tr>
<td>60000042</td>
<td>270308</td>
<td><strong>G &amp; I PUBLICATIONS</strong></td>
<td><strong>COATING</strong></td>
<td><strong>$704.00</strong></td>
<td><strong>$704.00</strong></td>
<td><strong>$704.00</strong></td>
</tr>
<tr>
<td>60000042</td>
<td>37602</td>
<td><strong>G &amp; L COMMERCIAL INC</strong></td>
<td><strong>COATING</strong></td>
<td><strong>$704.00</strong></td>
<td><strong>$704.00</strong></td>
<td><strong>$704.00</strong></td>
</tr>
<tr>
<td>60000042</td>
<td>167468</td>
<td><strong>FF MASSIVE TEXTBOOKS ARCHIVE</strong></td>
<td><strong>COATING</strong></td>
<td><strong>$621.00</strong></td>
<td><strong>$621.00</strong></td>
<td><strong>$621.00</strong></td>
</tr>
<tr>
<td><strong>ACCOUNT TOTALS:</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$2,698.00</strong></td>
<td><strong>$2,698.00</strong></td>
<td><strong>$2,698.00</strong></td>
</tr>
<tr>
<td><strong>DIMENSION TOTALS:</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$2,698.00</strong></td>
<td><strong>$2,698.00</strong></td>
<td><strong>$2,698.00</strong></td>
</tr>
</tbody>
</table>

**Grand Totals:** 27,626.73 26,127.20 27,626.73 26,127.20
## Purchase Order Report By Account Number Field Definitions

The following table lists the report fields and their source.

Table 8-4. Purchase Order Report By Account Number field cross-reference table

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Date</td>
<td>This field displays the Beginning Date entered on the Purchase Order Report By Account Number Runtime Parameter Form.</td>
<td>FODET04A.FMX – Purchase Order Report By Account Number Runtime Parameter Form &gt; Beginning Date</td>
</tr>
<tr>
<td>Ending Date</td>
<td>This field displays the Ending Date entered on the Purchase Order Report By Account Number Runtime Parameter Form.</td>
<td>FODET04A.FMX – Purchase Order Report By Account Number Runtime Parameter Form &gt; Ending Date</td>
</tr>
<tr>
<td>Dimension Value</td>
<td>This field displays the dimension name selected in the Order By option selected on the Purchase Order Report By Account Number Runtime Parameter Form.</td>
<td>FODET04A.FMX – Purchase Order Report By Account Number Runtime Parameter Form &gt; Order By</td>
</tr>
<tr>
<td>PO No</td>
<td>This column contains the number of each purchase order.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; Po #</td>
</tr>
<tr>
<td>Vendor No</td>
<td>This column contains the number of the vendor to whom the purchase order will be or was sent.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; Vendor</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>This column contains the name of the vendor to whom the purchase order will be or was sent.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; Vendor</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>This column contains the encumbrance amount posted to this account for this line item.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Paid</td>
<td>This column contains the payment amount applied to each account.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Liquidated</td>
<td>This column contains the liquidated amount posted to each account.</td>
<td>Calculated</td>
</tr>
</tbody>
</table>
Purchase Order Reports

Table 8-4. Purchase Order Report By Account Number field cross-reference table (continued)

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remaining</td>
<td>This column contains the total outstanding amount not yet posted to each account. This field is calculated using the following formula: Encumbrance - (Paid + Liquidated).</td>
<td>Calculated</td>
</tr>
<tr>
<td>Account No</td>
<td>This column contains the number of each account to which the line item’s final cost was distributed.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Account</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FUENT02B.FMX – Purchase Order - Item Entry &gt; Account</td>
</tr>
<tr>
<td>Description</td>
<td>This column contains the description of each account to which the line item’s final cost was distributed.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Account, Account Description</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FUENT02B.FMX – Purchase Order - Item Entry &gt; Account, Account Description</td>
</tr>
<tr>
<td>Account Totals</td>
<td>This column contains the total Encumbrance, Paid, Liquidated, and Remaining amounts for each account.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Dimension Totals</td>
<td>This column contains the total Encumbrance, Paid, Liquidated, and Remaining amounts for this dimension.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Grand Totals</td>
<td>This column contains the total Encumbrance, Paid, Liquidated, and Remaining amounts for all accounts included on the report.</td>
<td>Calculated</td>
</tr>
</tbody>
</table>
Printing a Purchase Order Report By Vendor Name

Use the Print P.O. Report by Vendor option to print a Purchase Order Report By Vendor Name report any time after a purchase order is created. Use this report to print purchase orders associated with specific vendors and to summarize the information for those purchase orders. Use this report to review charges made through a specific vendor or to review purchase order and vendor history.

You can filter the purchase orders selected by purchase order create date, batch year, and status (all purchase orders or open purchase orders). You can print the report for all vendors or up to ten specific accounts.

Follow these steps to print the Purchase Order Report by Vendor Name.
Purchase Order Reports

To print the report:

1. Follow this path to access the **PO by Vendor Name Runtime Parameter Form:** FAS > Processing > Order Processing > Purchase Order Reports > Print P.O. Report by Vendor.

   **Tip:** On the FAS menu, click the **Open in Spreadsheet** check box prior to accessing the report option to generate the report as an Excel spreadsheet.

Figure 8-11. PO by Vendor Name Runtime Parameter Form – FODET02A
2. The **Destination Type** field defaults to **Cache**. Choose this option to display the report on your monitor.

   You can also select the **Printer** option to send the report to your default printer. To send the report to a different printer, type the printer name in the **Destination Name** field.

   **Note:** The **Mail** option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

3. Leave the **Destination Name** field blank unless the report will be sent directly to a printer that is not your default printer (**Destination Type** is **Printer**).

4. The **Destination Format** field defaults to PDF or, if the **Open in Spreadsheet** check box was selected on the FAS menu, DELIMITEDDATA. You can use DELIMITEDDATA to display the report results in an Excel spreadsheet.

   You can change this field, if applicable.

5. In the **Copies** field, type the number of copies to print. The default is 1.

6. In the **Beginning Date** field, type the beginning purchase order date for the range of purchase orders to include in the report. The date format is mmddyyyy.

7. In the **Ending Date** field, type the ending purchase order date of the range of purchase orders to include in the report. The date format is mmddyyyy.

8. In the **Year** field, type the 2-digit batch year for the purchase orders to include in the report.

9. In the **Selection Option** field, select one of the following options:

   - **All Purchase Orders** to include any purchase order, open or filled, that meets your selection criteria
   - **Open Purchase Orders** to include only open purchase orders that meet your selection criteria

   The option selected displays to the right of the report title.

10. The **Order Owner** field default is **ALL**. To limit the purchase orders by owner, click to select the user name of the owner from the list provided.

    The Order Owner is the user name used to log in to alio. The user name must have permission to Share Batches in program AMSEC05A.FMX – User Security to print purchase orders by owner.

11. The **Begin Buyer Code** field default is **All**. To run the report for a range of buyer codes, type the first buyer code in the range.

    **Note:** Buyer codes are defined using the **Buyer Master** form. For more information about buyer codes, see “Maintaining Buyer Codes” beginning on page 32.

12. In the **End Buyer Code** field, type the last buyer code in the range.

13. Leave the **Vendor No 1-10** fields blank to print all purchase orders that meet the report criteria.

    To print purchase orders associated with specific vendors, type the vendor numbers assigned to each vendor in the **Vendor No 1-10** fields. You can print purchase orders for a maximum of ten vendors at a time.
14. Click the **Submit Query** button.

The **PO by Vendor Name Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the report appears on your monitor in the selected Destination Format.

**Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

Figure 8-12. Purchase Order Report By Vendor Name

### Purchase Order Report By Vendor Name Field Definitions

The following table lists the report fields and their source.

Table 8-5. Purchase Order Report By Vendor Name field cross-reference table

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Date</td>
<td>This field displays the Beginning Date entered on the Purchase Order Report By Vendor Name Runtime Parameter Form.</td>
<td>FODET02A.FMX – Purchase Order Report By Vendor Name Runtime Parameter Form &gt; Beginning Date</td>
</tr>
<tr>
<td>Ending Date</td>
<td>This field displays the Ending Date entered on the Purchase Order Report By Vendor Name Runtime Parameter Form.</td>
<td>FODET02A.FMX – Purchase Order Report By Vendor Name Runtime Parameter Form &gt; Ending Date</td>
</tr>
</tbody>
</table>
Table 8-5. Purchase Order Report By Vendor Name field cross-reference table (continued)

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name</td>
<td>This column contains the name of the vendor to whom the purchase order will be or was sent.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; Vendor</td>
</tr>
<tr>
<td>PO No</td>
<td>This column contains the number of each purchase order.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; PO No</td>
</tr>
<tr>
<td>Vendor No</td>
<td>This column contains the number of the vendor to whom the purchase order will be or was sent.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; Vendor</td>
</tr>
<tr>
<td>PO Date</td>
<td>This column contains the date the purchase order was created.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; PO Date</td>
</tr>
<tr>
<td>Requisition No</td>
<td>This column contains the number of the requisition used to create the purchase order.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; Requisition Number</td>
</tr>
<tr>
<td>Requested By</td>
<td>This column contains the name of the person that requested the items on the purchase order.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; Requestor</td>
</tr>
<tr>
<td>Line No</td>
<td>This column contains the sequential number assigned to each purchase order line.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Item</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FUENT02B.FMX – Purchase Order - Item Entry &gt; Item</td>
</tr>
<tr>
<td>Qty Ordered</td>
<td>This column contains the quantity ordered for each line item.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Quantity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FUENT02B.FMX – Purchase Order - Item Entry &gt; Quantity</td>
</tr>
<tr>
<td>Unit Price</td>
<td>This column contains the unit price of each line item.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Unit Price</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FUENT02B.FMX – Purchase Order - Item Entry &gt; Unit Price</td>
</tr>
</tbody>
</table>
### Table 8-5. Purchase Order Report By Vendor Name field cross-reference table (continued)

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disc/Frgh</td>
<td>This column contains the total discount and freight amount that applies to this line item.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Freight Cost, Discount Cost</td>
</tr>
<tr>
<td>Final Cost</td>
<td>This column contains the final cost of the line item ([(\text{Qty Ordered} \times \text{Unit Price}) + \text{Freight} - \text{Discount})].</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Final Cost</td>
</tr>
<tr>
<td>Qty Rcvd</td>
<td>This column contains the total quantity of this line item received.</td>
<td>FURCV01A.FMX – Purchase Order Receiving &gt; Qty Received</td>
</tr>
<tr>
<td>Qty Cancelled</td>
<td>This column contains the total quantity of this line item cancelled.</td>
<td>FURCV01A.FMX – Purchase Order Receiving &gt; Qty Cancelled</td>
</tr>
<tr>
<td>Order Desc</td>
<td>This column contains a description of each line item on the purchase order.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Description</td>
</tr>
<tr>
<td>Accounts</td>
<td>This column contains the number of each account to which the line item’s final cost was distributed.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Account</td>
</tr>
<tr>
<td>Account Desc</td>
<td>This column contains the description of each account to which the line item’s final cost was distributed.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Account, Account Description</td>
</tr>
</tbody>
</table>
## Purchase Order Reports

Table 8-5. Purchase Order Report By Vendor Name field cross-reference table (continued)

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encumbrance</td>
<td>This column contains the encumbrance amount posted to this account for this line item.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Paid</td>
<td>This column contains the payment amount applied to each account.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Liquidated</td>
<td>This column contains the liquidated amount posted to each account.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Remaining</td>
<td>This column contains the total outstanding amount not yet posted to each account. This field is calculated using the following formula: Encumbrance - (Paid + Liquidated).</td>
<td>Calculated</td>
</tr>
<tr>
<td>Total Accounts</td>
<td>This column contains the total number of accounts to which the line item's cost was distributed.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Po Total</td>
<td>This column contains the total Encumbrance, Paid, Liquidated, and Remaining amounts for all line items on the purchase order.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Grand Totals</td>
<td>This column contains the total Encumbrance, Paid, Liquidated, and Remaining amounts for all purchase orders included on the report.</td>
<td>Calculated</td>
</tr>
</tbody>
</table>
Running a Purchase Order Report By Location

Use program FODET03A.REP – Print P.O. Report by Location option to print a Purchase Order By Location report any time after a purchase order is created. Use this report to print purchase orders associated with specific ship or order locations and to summarize the information for those purchase orders. Use this report to review for purchase orders created from a specific location or shipped to a specific location; or to review purchase order and location history.

You can filter the purchase orders selected by purchase order create date, batch year, and status (all purchase orders or open purchase orders). You can print the report for all locations or up to twenty specific locations.

You can list the purchase orders by ship location or order location. A page break is inserted each time the ship or order location number changes.

Follow these steps to print the Purchase Order Report by Location.
To run the report:

1. Follow this path to access the Purchase Orders by Location Runtime Parameter Form: FAS > Processing > Order Processing > Purchase Order Reports > Print P.O. Report by Location.

_Tip:_ On the FAS menu, click the **Open in Spreadsheet** check box prior to accessing the report option to generate the report as an Excel spreadsheet.

Figure 8-13. Purchase Orders By Location Runtime Parameter Form – FODET03A

2. The **Destination Type** field defaults to **Cache**. Choose this option to display the report on your monitor.

You can also select the **Printer** option to send the report to your default printer. To send the report to a different printer, type the printer name in the **Destination Name** field.

**Note:** The **Mail** option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

3. Leave the **Destination Name** field blank unless the report will be sent directly to a printer that is not your default printer (**Destination Type** is **Printer**).
Purchase Order Reports

4. The **Destination Format** field defaults to PDF or, if the **Open in Spreadsheet** check box was selected on the **FAS** menu, DELIMITEDDATA. You can use DELIMITEDDATA to display the report results in an Excel spreadsheet.

You can change this field, if applicable.

5. In the **Copies** field, type the number of copies to print. The default is 1.

6. In the **Selection Option** field, select one of the following options:
   - **All Purchase Orders** to include any purchase order, open or filled, that meets your selection criteria
   - **Open Purchase Orders** to include only open purchase orders that meet your selection criteria

   The option selected displays directly under the report title.

7. In the **Beginning Date** field, type the beginning purchase order date for the range of purchase orders to be included in the report. The date format is mmddyyyy.

8. In the **Ending Date** field, type the ending purchase order date of the range of purchase orders to be included in the report. The date format is mmddyyyy.

9. In the **Year** field, type the 2-digit batch year for the purchase orders to be included in the report.

10. In the **Show Item Desc Options** field, select the **Maximum 50 Ch.** option to display a maximum of 50 characters of a purchase order item description or **All** to display the complete purchase order item description (up to 2000 characters).

11. In the **Report & Break By** field, select one of the following sort and page break options:
   - **Ship Loc No** to display purchase orders by shipping location number with a page break between new shipping locations
   - **Order Loc No** to display purchase orders by order location number with a page break between new order locations

12. The **Location 1** field defaults to **All**. Leave the **Location 2-20** fields blank to print all purchase orders that meet the remaining report criteria.

   To print purchase orders associated with specific locations, type the locations assigned to each purchase order in the **Location 1-20** fields. You can print purchase orders for a maximum of twenty locations at a time.
13. Click the **Submit Query** button.

The **Purchase Orders by Location Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the report appears on your monitor in the selected Destination Format.

**Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

Figure 8-14. Purchase Order By Location report

### Purchase Order By Location Field Definitions

The following table lists the report fields and their source.

Table 8-6. Purchase Order By Location field cross-reference table

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Date</td>
<td>This field displays the Beginning Date entered on the Purchase Order Report By Location Runtime Parameter Form.</td>
<td>FODET03A.REP – Purchase Order Report By Location Runtime Parameter Form &gt; Beginning Date</td>
</tr>
<tr>
<td>Ending Date</td>
<td>This field displays the Ending Date entered on the Purchase Order Report By Location Runtime Parameter Form.</td>
<td>FODET03A.REP – Purchase Order Report By Location Runtime Parameter Form &gt; Ending Date</td>
</tr>
</tbody>
</table>
Purchase Order Reports

Table 8-6. Purchase Order By Location field cross-reference table (continued)

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>The ship-to or order location number and name display based on the Report &amp; Break By value selected on the Purchase Orders by Location Runtime Parameter Form. A page break is inserted each time the location number changes.</td>
<td>FODET03A.REP – Purchase Orders by Location Runtime Parameter Form &gt; Report &amp; Break By</td>
</tr>
<tr>
<td>Line No/Description</td>
<td>This column contains the sequential number assigned to each purchase order line and a description of the line item. Based on the Show Item Desc Options field value, the first 50 characters of the description or the full description may display.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Item</td>
</tr>
<tr>
<td>Amount</td>
<td>This column contains the final cost of the line item [(Qty Ordered X Unit Price) + Freight - Discount].</td>
<td>Calculated</td>
</tr>
<tr>
<td>Paid</td>
<td>This column contains the payment amount applied to each account.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Liquidated</td>
<td>This column contains the liquidated amount posted to each account.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Remaining</td>
<td>This column contains the total outstanding amount not yet posted to each account. This field is calculated using the following formula: Encumbrance - (Paid + Liquidated).</td>
<td>Calculated</td>
</tr>
<tr>
<td>PO No</td>
<td>This column contains the number of each purchase order.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; PO #</td>
</tr>
<tr>
<td>Date</td>
<td>This column contains the date the purchase order was created.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; PO Date</td>
</tr>
<tr>
<td>Req By</td>
<td>This column contains the name of the person that requested the items on the purchase order.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; Requestor</td>
</tr>
</tbody>
</table>
### Table 8-6. Purchase Order By Location field cross-reference table (continued)

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Req No</td>
<td>This column contains the number of the requisition used to create the purchase order.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; Requisition No</td>
</tr>
<tr>
<td>Vendor</td>
<td>This column contains the number and name of the vendor to whom the purchase order will be or was sent.</td>
<td>FUENT01A.FMX – Purchase Order Entry &gt; Vendor</td>
</tr>
<tr>
<td>Account</td>
<td>This field contains the number of each account to which the line item’s final cost was distributed.</td>
<td>FUENT02A.FMX – Purchase Order - Item Entry &gt; Account</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FUENT02B.FMX – Purchase Order - Item Entry &gt; Account</td>
</tr>
<tr>
<td>Po Total</td>
<td>This column contains the total Amount, Paid, Liquidated, and Remaining amounts for all line items on the purchase order.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Location Total</td>
<td>This column contains the total Amount, Paid, Liquidated, and Remaining amounts for all line items ordered for or shipped to the location.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Grand Totals</td>
<td>This column contains the total Encumbrance, Paid, Liquidated, and Remaining amounts for all purchase orders included on the report.</td>
<td>Calculated</td>
</tr>
</tbody>
</table>
Running the Open Purchase Orders (Journals) Report

Use program FUDET01A.REP – Open Purchase Orders (Journals) Report option to list purchase order amounts based on journal entries (the general ledger). A purchase order displays as open if the journals indicate the encumbrance is still open regardless of what the purchase order tables display (such as po_accounts). You can print a detail or summary report.

The select Dimension By allows the user to filter the data that displays on the report by dimension. Only show POs that have FUND 10 to 10, for example.

The Sort by Dimension allows the user to determine how they want the report to be sorted. If by dimension, which dimension. The output lists the account number and the purchase order data for that account number. So sorting by the dimension of OBJECT would list the accounts in order by the account number listing lowest OBJECT to highest OBJECT dimension in the account.

You can filter the open purchase orders selected by ending accounting period, account year, status (all purchase orders or open purchase orders), buyer, dimension, and owner. You can include all purchase orders that meet the record selection criteria or purchase orders that were rolled from one fiscal year to the next year. You can print the report for all accounts or up to twenty specific accounts.

Follow these steps to print the Open Purchase Orders Report.
Purchase Order Reports

To run the report:

1. Follow this path to access the **Open Purchase Orders Runtime Parameter Form**: FAS > Processing > Order Processing > Purchase Order Reports > Print Open Purchase Orders (Journals).

   **Tip**: On the FAS menu, click the **Open in Spreadsheet** check box prior to accessing the report option to generate the report as an Excel spreadsheet.

   Fields with a red asterisk (*) are required to run the report.

Figure 8-15. Open Purchase Orders Runtime Parameter Form – FUDET01A
2. The **Destination Type** field defaults to **Cache**. Choose this option to display the report on your monitor.

You can also select the **Printer** option to send the report to your default printer. To send the report to a different printer, type the printer name in the **Destination Name** field.

**Note:** The **Mail** option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

3. Leave the **Destination Name** field blank unless the report will be sent directly to a printer that is not your default printer (**Destination Type** is **Printer**).

4. The **Destination Format** field defaults to PDF or, if the **Open in Spreadsheet** check box was selected on the FAS menu, DELIMITEDDATA. You can use DELIMITEDDATA to display the report results in an Excel spreadsheet.

You can change this field, if applicable.

5. In the **Copies** field, type the number of copies to print. The default is 1.

6. In the **Ending Acct Period** field, type the ending accounting period to include open purchase orders with a date prior to the ending accounting period in the report. This field is required.

7. In the **Selection Option** field, select one of the following options:
   - **All Purchase Orders** to include any purchase order, open or filled, that meets your selection criteria
   - **Open Purchase Orders** to include only open purchase orders that meet your selection criteria

   The option selected displays directly under the report title.

8. In the **Account Year** field, click to select the accounting year for the purchase orders to be included in the report.

9. In the **Summary Or Detail** field, click **Summary** to generate the report in summary format or **Detail** to generate the report in detail format.

10. In the **Select Dimension By** field, click to filter the data that displays on the report by dimension. Type a **Low Value** and **High Value** to limit the accounts included on the report. These fields are required.

    For example, if the FUND dimension is selected, you can type the FUND range (e.g., 10 to 10) to limit the purchase orders selected for the report.

    The dimension selected displays as part of the report name, e.g., Open Purchase Orders by FUND.

11. In the **Sort by Dimension** field, select the account dimension that will be used to sort the accounts selected for the report. The report lists the account number and the purchase order data for that account number.

    For example, to sort the data by the OBJECT dimension, the accounts are listed in order by the account number, with the lowest OBJECT to highest OBJECT dimension in the account.
12. The **Order Owner** field default is **ALL**. To limit the purchase orders by owner, click to select the user name of the owner from the list provided.

The Order Owner is the user name used to log in to **aliao**. The user name must have permission to Share Batches in program AMSEC05A.FMX – User Security to print purchase orders by owner.

13. The **Begin Buyer Code** field default is **All**. To run the report for a range of buyer codes, type the first buyer code in the range.

**Note:** Buyer codes are defined using the **Buyer Master** form. For more information about buyer codes, see “Maintaining Buyer Codes” beginning on page 32.

14. In the **End Buyer Code** field, type the last buyer code in the range.

15. The **Roll PO Options** field default is **All POs**. Click to select **Only Rolled POs** to include only purchase orders rolled from one fiscal year to the next.

16. The **Account No 1** field defaults to **All**. Leave the **Account No 2-20** fields blank to print all purchase orders that meet the remaining report criteria.

To print purchase orders associated with specific accounts, type the accounts assigned to each purchase order in the **Account No 1-20** fields. You can print purchase orders for a maximum of twenty accounts at a time.

17. Click the **Submit Query** button.

The **Open Purchase Orders Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the report appears on your monitor in the selected Destination Format.

**Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.
## Open Purchase Orders (Journals) Field Definitions

The following table lists the report fields and their source.

Table 8-7. Open Purchase Orders (Journals) field cross-reference table

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>This field shows the Account Year entered on the Open Purchase Orders Runtime Parameter Form.</td>
<td>FUDET01A.REP – Open Purchase Orders Runtime Parameter Form &gt; Account Year</td>
</tr>
<tr>
<td>Ending Period</td>
<td>This field shows the Ending Period entered on the Open Purchase Orders Runtime Parameter Form</td>
<td>FUDET01A.REP – Open Purchase Orders Runtime Parameter Form &gt; Ending Acct Period</td>
</tr>
<tr>
<td>Dimension</td>
<td>This field displays the lowest dimension in the dimension range selected to filter the report data.</td>
<td>FUDET01A.REP – Open Purchase Orders Runtime Parameter Form &gt; Select Dimension By</td>
</tr>
<tr>
<td>Account No</td>
<td>Each account number contained in the selected dimension displays on the report. The account description displays to the right of the account number. Account numbers are listed in ascending order</td>
<td>FMACT02A.FMX – Chart of Accounts &gt; Account No, Description</td>
</tr>
<tr>
<td>PO No</td>
<td>Each purchase order number with an amount distributed to the account displayed is listed below the corresponding account number. Purchase order numbers are listed in ascending order.</td>
<td>FAINQ01A.FMX – Account Inquiry &gt; Open Encumb tab &gt; PO No</td>
</tr>
<tr>
<td>Date</td>
<td>This field contains the date each purchase order was created.</td>
<td>FAINQ01A.FMX – Account Inquiry &gt; Open Encumb tab &gt; Date</td>
</tr>
<tr>
<td>Vendor</td>
<td>This field contains the vendor number and name from whom the purchase order items were ordered.</td>
<td>FAINQ01A.FMX – Account Inquiry &gt; Open Encumb tab &gt; Vendor, Vendor Name</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>This column displays the amount of the purchase order encumbered.</td>
<td>FAINQ01A.FMX – Account Inquiry &gt; Open Encumb tab &gt; Amount</td>
</tr>
</tbody>
</table>
| Paid/Liquidated     | This column displays the amount of the purchase order liquidated.           | FUINQ01A.FMX – Purchase Order Inquiry > Detail tab > Amount Liq
Running the Purchase Order Summary by PO No Report

Use program FOSUM01A.REP – Purchase Order Summary by PO No Report option to summarize purchase order activity within a specified data range. You can include all purchase orders or just open purchase orders in this report. You can also limit the report to expensed or non expensed purchase orders.

You can filter the open purchase orders selected by date range, buyer, and owner.

Follow these steps to print the Purchase Order Summary by PO No report.
Purchase Order Reports

To run the report:

1. Follow this path to access the Purchase Order Summary By PO No Runtime Parameter Form: FAS > Processing > Order Processing > Purchase Order Reports > Purchase Order Summary By PO No.

   Tip: On the FAS menu, click the Open in Spreadsheet check box prior to accessing the report option to generate the report as an Excel spreadsheet.

   Figure 8-17. Purchase Order Summary By PO No Runtime Parameter Form – FOSUM01A

   ![Purchase Order Summary By PO No Runtime Parameter Form](image)

   2. The Destination Type field defaults to Cache. Choose this option to display the report on your monitor.

   You can also select the Printer option to send the report to your default printer. To send the report to a different printer, type the printer name in the Destination Name field.

   Note: The Mail option pertains only to purchase order e-mail bursts. Refer to “Sending Purchase Orders to Vendors via E-mail Using Program FOPRT05ER” beginning on page 229 for more information about this option.

2. Leave the Destination Name field blank unless the report will be sent directly to a printer that is not your default printer (Destination Type is Printer).
4. The **Destination Format** field defaults to PDF or, if the **Open in Spreadsheet** check box was selected on the **FAS** menu, **DELIMITEDDATA**. You can use **DELIMITEDDATA** to display the report results in an Excel spreadsheet.

You can change this field, if applicable.

5. In the **Copies** field, type the number of copies to print. The default is 1.

6. In the **Beginning Date** field, type the beginning purchase order date for the range of purchase orders to be included in the report. The date format is `mmddyyyy`.

7. In the **Ending Date** field, type the ending purchase order date of the range of purchase orders to be included in the report. The date format is `mmddyyyy`.

8. In the **Year** field, select the 2-digit batch year for the purchase orders to be included in the report.

9. The **Order Owner** field default is **ALL**. To limit the purchase orders by owner, click to select the user name of the owner from the list provided.

   The **Order Owner** is the user name used to log in to **alio**. The user name must have permission to Share Batches in program **AMSEC05A.FMX - User Security** to print purchase orders by owner.

10. The **Begin Buyer Code** field default is **All**. To run the report for a range of buyer codes, type the first buyer code in the range.

   **Note:** Buyer codes are defined using the **Buyer Master** form. For more information about buyer codes, see “Maintaining Buyer Codes” beginning on page 32.

11. In the **End Buyer Code** field, type the last buyer code in the range.

12. In the **Selection Option** field, select one of the following options:

    - **All Purchase Orders** to include any purchase order, open or filled, that meets your selection criteria
    - **Open Purchase Orders** to include only open purchase orders that meet your selection criteria

   The option selected displays directly under the report title.

13. In the **Selection Option 2** field, select one of the following options:

    - **All Purchase Orders** to include any purchase order, open or filled, that meets your selection criteria
    - **Expensed Purchase Orders** to include any purchase order that has been invoiced and the payment is posted
    - **Non Expensed Purchase Orders** to include any purchase order that has not yet been invoiced or keyed into payment entry
14. Click the **Submit Query** button.

The **Purchase Order Summary By PO No Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the report appears on your monitor in the selected Destination Format.

**Tip:** Click **File > Print** or the **Printer** icon to send the report to the printer.

Figure 8-18. Purchase Order Summary by PO No

### Purchase Order Summary By PO No Field Definitions

The following table lists the report fields and their source.

Table 8-8. Purchase Order Summary by PO No field cross-reference table

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Date</td>
<td>This field displays the Beginning Date entered on the Purchase Order Summary By PO No Runtime Parameter Form.</td>
<td>FOSUM01A.REP – Purchase Order Summary By PO No Runtime Parameter Form &gt; Beginning Date</td>
</tr>
<tr>
<td>End Date</td>
<td>This field displays the Ending Date entered on the Purchase Order Summary By PO No Runtime Parameter Form.</td>
<td>FOSUM01A.REP – Purchase Order Summary By PO No Runtime Parameter Form &gt; Ending Date</td>
</tr>
<tr>
<td>PO #</td>
<td>This column lists each purchase order number to met the record selection criteria.</td>
<td>FUNQ01A.FMX – Purchase Order Inquiry &gt; PO Number</td>
</tr>
<tr>
<td>Date</td>
<td>This column lists the date each purchase order was created.</td>
<td>FUNQ01A.FMX – Purchase Order Inquiry &gt; PO Date</td>
</tr>
<tr>
<td>Item</td>
<td>This column lists each line item included on the purchase order.</td>
<td>FUNQ01A.FMX – Purchase Order Inquiry &gt; Detail tab &gt; Line No</td>
</tr>
<tr>
<td>Account #</td>
<td>This column lists the account number to which the line item cost is distributed.</td>
<td>FUNQ01A.FMX – Purchase Order Inquiry &gt; Detail tab &gt; Account Number</td>
</tr>
</tbody>
</table>
### Table 8-8. Purchase Order Summary by PO No field cross-reference table (continued)

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
<th>Source Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td>This column lists the name and number of the vendor to whom the purchase order was sent.</td>
<td>FUNQ01A.FMX – Purchase Order Inquiry &gt; Vendor No, Vendor Name</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>This column lists the amount of each purchase order line item encumbered.</td>
<td>FAINQ01A.FMX – Account Inquiry &gt; Encumb Detail tab &gt; Amount</td>
</tr>
<tr>
<td>Open Amount</td>
<td>This column lists the open amount of each purchase order.</td>
<td>FUNQ01A.FMX – Purchase Order Inquiry &gt; Detail tab &gt; Amount</td>
</tr>
<tr>
<td>No Of Acct’s</td>
<td>This field shows the number of accounts included on the report.</td>
<td>Calculated</td>
</tr>
<tr>
<td>No of PO’s</td>
<td>This field shows the number of purchase orders included on the report.</td>
<td>Calculated</td>
</tr>
<tr>
<td>Totals For All PO’s</td>
<td>This field shows the total <strong>Encumbrance</strong> amount and <strong>Open Amount</strong> for all purchase orders included on the report.</td>
<td>Calculated</td>
</tr>
</tbody>
</table>
When establishing an approval chain for a location or user, you can use an Approval Chain form to help you visualize the plan. You can use an Approval Chain form to lay out your approval plan before entering it in the system. When you are ready to enter it in the system, you have already decided the process and can easily set it up in alio.

This appendix contains two different Approval Chain forms: the Approval Chain by Location and the Approval Chain by User. Use the form that works best for your organization.
# Approval Chain by Location

<table>
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<tr>
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<th>Code</th>
<th>Level</th>
<th>Dollar Minimum</th>
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## Approval Chain by User

### Approval Chain Name

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### People Entering Requisitions | User IDs

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