

AMS Advantage 3.8 Purchase Order Quick Reference

How to Create a Purchase Order:

Under the **Search** section

Click **Document Catalog**

- Code: Enter "**PO**"
- Enter the **Dept # of the account number to be charged**
- Click **Create**
- Select **Auto Numbering**
- Click **Create** - *The system will generate a PO number (displayed top left of screen)*

HEADER SECTION

General Information Tab:

- Enter a **Document Name** (this should be a brief description of po)

Reference Tab:

- If purchase is Board Approved, enter 'YES' in the **Internal Award Number** and the date of the Board approval in the **Internal Award Date**
- If NOT Board Approved, enter 'NO' in the **Internal Award Number**

Requester Issuer Buyer Tab:

- Your user ID and name should automatically appear in **Issuer ID**
- Click **Requester ID**, you may search by User ID, First or Last Names (this should be person items are shipping to and will print on the PO);
- Click **Select** when desired name is found or if person does not have a user ID, select yourself and type over your name in the **Name** field
- Click **Save**

Default Shipping/Billing Tab:

- Enter or Click and Select **Shipping location**
- Enter required **Delivery Date**
- Click **Save**

VENDOR SECTION

Vendor Tab:

- Enter the vendor number in the **Vendor Customer** field or click the green arrow to search: In **Legal Name** field type **vendor name** and hit **enter** (it is helpful to use wildcards *)
- Click on **Select** when desired name is found
- Click **Save** - *The vendor information will infer*

If the address required is different than the default, click the **Address Code** pick list and Select the correct address.

COMMODITY SECTION

General Information Tab:

- Click **Insert New Line** for each commodity
- Enter the **Commodity Code** or choose from the **pick list**
- Click **Save**

- Select **Line Type**

Enter the following information:

- For **Item Line Type**:
 - Quantity**
 - Unit of Measure**
 - Unit Price**
- For **Service Line Type**:
 - Contract Amount**
 - Service From Date**
 - Service To Date**

Enter a detailed description in the **Extended Description** (for example, "12 Ruby Red Latex Balloons, Item #18382"; This description prints on the purchase order and tells the vendor exactly what you want.

Click **Save**

CHARGING TO ACCOUNT NUMBERS (SEE OPTIONS BELOW):

1) Charge each commodity to a DIFFERENT account number - From the Commodity Line go to:

ACCOUNTING SECTION

General Information Tab:

- Click **Insert New Line**
- Click **Save** – *The dollar amount for that commodity line should appear in **Line Amount***

Fund Accounting Tab:

- Insert the following:
 - Fund**
 - Department**
 - Unit**
 - Object** - *Appr Unit will be deferred*

Detail Accounting Tab:

- Insert the following:
 - Activity**
 - Function**
 Click **Save**

Payment Details Tab:

- Enter a brief description in **Check Description** (for example, "Instructional Supplies"); this prints on the check stub & check register that the Board reviews)
- Repeat the above steps for the next item by starting on that commodity line in the Commodity section.

2) Charge MANY commodities to ONE ACCOUNT NUMBER or ONE or MANY commodities to MULTIPLE ACCOUNT NUMBERS by PERCENTAGE – From the Commodity section go to:

ACCOUNTING DISTRIBUTION SECTION

General Information Tab:

- Click **Insert New Line**
- Enter the percentage to be charged for the first account number (if one account number to charge to all commodity items, put **100**) in the **Distribution %**

Fund Accounting Tab:

- Insert the following:
Fund
Department
Unit
Object - *Appr Unit will be deferred*

Detail Accounting Tab:

- Insert the following:
Activity
Function
- Click **Save**
- Click **Distribute Accounting Lines** (this appears on right after the percentage charged totals 100%)
- Click **Save**

SPECIAL INSTRUCTIONS SECTION (Prints special instructions on PO - OPTIONAL)

Details Tab:

- Click **Insert New Line**
- Enter a **Special Instruction** code or choose from the **pick list** (this will print on the PO)
- Click **Save**

TO CHECK PO FOR ERRORS AND ROUTE FOR APPROVALS:

- Click **Validate**. Check for errors . If you have errors, correct them and Validate again.
- If there are no errors, click **Submit** – *The PO will route for approvals.*

Click **Workflow > Track Work in Progress** to verify the PO is routing properly. If it is not routing properly, contact the person in your district that is responsible for this.

How to Modify a Purchase Order:

PO documents can be modified when:

- 1) A quantity, price or description of an item has changed
- 2) An item is added or deleted from a document
- 3) An account number must be changed
- 4) The outstanding document must be closed down to zero

To modify a document:

Search for and open the document using the **Document Catalog**
Click **Edit**

Note: All changes to account numbers that have been allocated through the **Account Distribution** method will have to be changed through the **Accounting section** line by line. If items were split by percent across multiple accounts, the dollar amounts will have to be manually adjusted.

HEADER SECTION

Modification Tab:

- Enter a description for the modification in **Reason for Modification**

To ADD a commodity/item(s):

COMMODITY SECTION

General Information Tab:

- Click **Insert New Line**
- Follow the instructions in the Commodity Section in the *How to Create a Purchase Order* to add items/commodity lines.
- Click **Save**

ACCOUNTING SECTION

General Information Tab:

- Click **Insert New Line**
- Click **Save**. The total amount for the commodity line just added should display in **Line Amount**.

Enter the account number by following the instructions in the Accounting Section in the *How to Create a Purchase Order*.

Click **Validate**

Click **Submit**. Check for errors. The document will route for approvals.

To DELETE or CHANGE a commodity/item:

COMMODITY SECTION

General Information Tab:

- Select the commodity line to be changed.
- Enter the correct information (QUANTITY & UNIT PRICE or CONTRACT AMOUNT) by typing over the existing data. If you are deleting a commodity line, you must enter a 0 in the respective fields.
- Click **Save**. The commodity item's total will be updated.

NOTE: *If a payment has been made against the commodity line, it cannot be reduced to less than the amount paid. Click on the Matching tab in this section to verify if any payments have been made against the line.*

ACCOUNTING SECTION

General Information Tab:

- If you clicked on the Accounting section from the commodity line just changed, you should be on that commodity line's account number(s).
- Delete the amount in the **Line Amount** fields for all of the changed account numbers.
- Click **Save**. The revised amount for the commodity line changed should display in **Line Amount**.
- If multiple account numbers are used for one commodity line, you will have to type in the dollar amounts for each account number.

Click **Validate**

Click **Submit**. Check for errors. The document will route for approvals.

To CHANGE ACCOUNT NUMBERS from one to another:

ACCOUNTING SECTION

General Information Tab:

- Select the line to change.
- Replace the existing account number with the new account number by typing over the existing data using the **Fund Accounting** and **Detail Accounting** tabs (see Accounting section of *How to Create a Purchase Order* for specific fields).
- Delete the amount in the **Line Amount** fields for all of the changed commodity lines.
- Click **Save**. The revised amount for the commodity line should display in **Line Amount**.

NOTE: *If a payment has been made against the accounting/commodity line, it cannot be reduced to less than the amount paid against that respective account number. The amount paid against that account number is displayed in the **Referenced Line Amount** field.*

Click **Validate**

Click **Submit**. Check for errors. The document will route for approvals.