

BS&A Courseware: Purchase Order

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BS&A Software Courseware

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About this Courseware

This courseware assumes students understand the basics of using a Windows-based computer, and are comfortable using the keyboard and mouse. Students should also be comfortable navigating the file structure of their computer in order to create and manage files and folders. Understanding of and experience with printing and using a Web browser is also encouraged.

This courseware is not exhaustive in covering every possible scenario or area of the application. Its intent is to showcase key areas and procedures that are covered in more detail in the software manual, and it has been designed as a reasonable outline of the information and order followed during your training on the software.

BS&A's applications are designed to anticipate every need of your department. As not all municipalities have identical procedures, some aspects of this courseware may not be necessary, while some of your training might involve scenarios not covered by this courseware. Training is tailored to the individual municipality.

Customers and potential customers have unlimited access to our Tech Support department; feel free to contact them at any time with questions.

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Section 1: User Setup and Database Groups

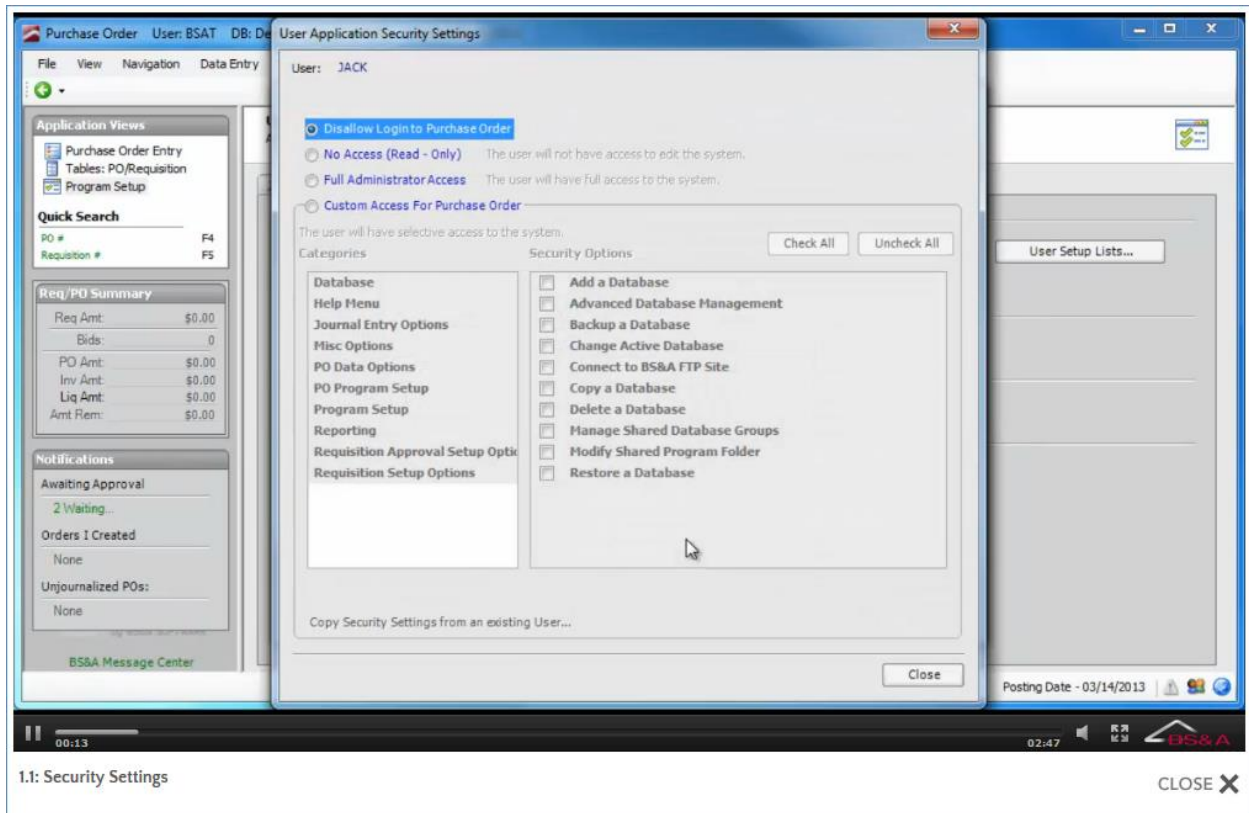


In this section you will learn how to:

- Establish user and password security
- Add users
- Restrict access to departments and funds
- Set up Shared Database Groups

Lesson 1.1: Security Settings

Four basic security settings are available: Disallow Login to Purchase Order; No Access (Read-Only); Full Administrator Access; Custom (Limited) Access.



Disallow Login

Users are initially set to this access when first added (or imported, if using Active Directory users) so that, as an example, access to Payroll is not accidentally given while creating a user for Tax.

No Access (Read-Only)

The user can open the program and look around, but cannot edit any data. This is rarely used, as No Access (Read-Only) users cannot even print a report of the data they are viewing on the screen.

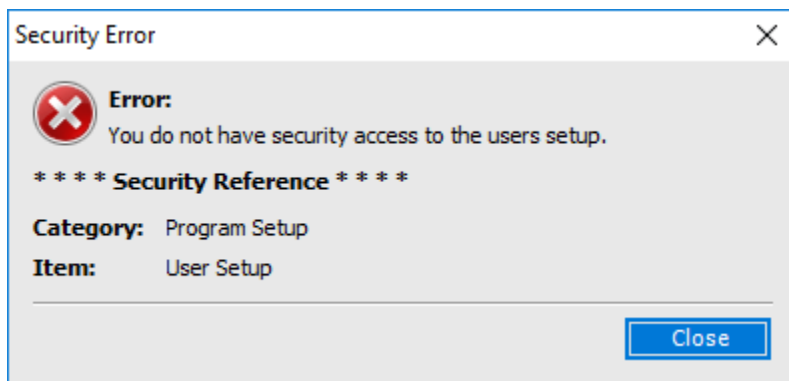
Full Administrator Access

The user will have lookup/edit access to all areas of the current application (a spreadsheet of security settings is available; your trainer will address this, or you may contact Tech Support). These settings are to the BS&A application only. Jack can be set as a Full Administrator Access user in AP, but have custom access set in GL. For full Administrator rights over all BS&A .NET applications, an additional security level exists for Enterprise Administrator.

Enterprise Administrators have the highest security level in the program and have rights to perform tasks that affect both users and user groups in all shared BS&A applications. For example, if Jack should have admin rights in Tax, but restricted rights in GL, do not check this box. If checked, Jack will have admin rights in GL as well. Enterprise Administrators have the rights to add or delete any other user (including an Enterprise user). A user must be marked as "Enterprise" in order to access the Shared Program Folder.

Custom (Limited) Access

Custom access is separated into categories, which are then separated into security options. If a number of users will have the same custom access, you can either copy settings from another user, or set up a User Group (see page 14). If a custom-access user attempts an operation for which he is restricted, the program will pop up a message; for example:



Lesson 1.2: Password Security

This is an entirely optional feature that allows an Enterprise Admin user to set requirements on individual users' passwords.

1. Go to Program Setup>Administration>Password Security.

The Verify Passwords Against Active Directory... setting should only be used under the direction of I.T. Support. If checked, it will change everyone's password (if already set up) in every BS&A program.


2. Check the Use Password Requirements box.
3. Select your options.

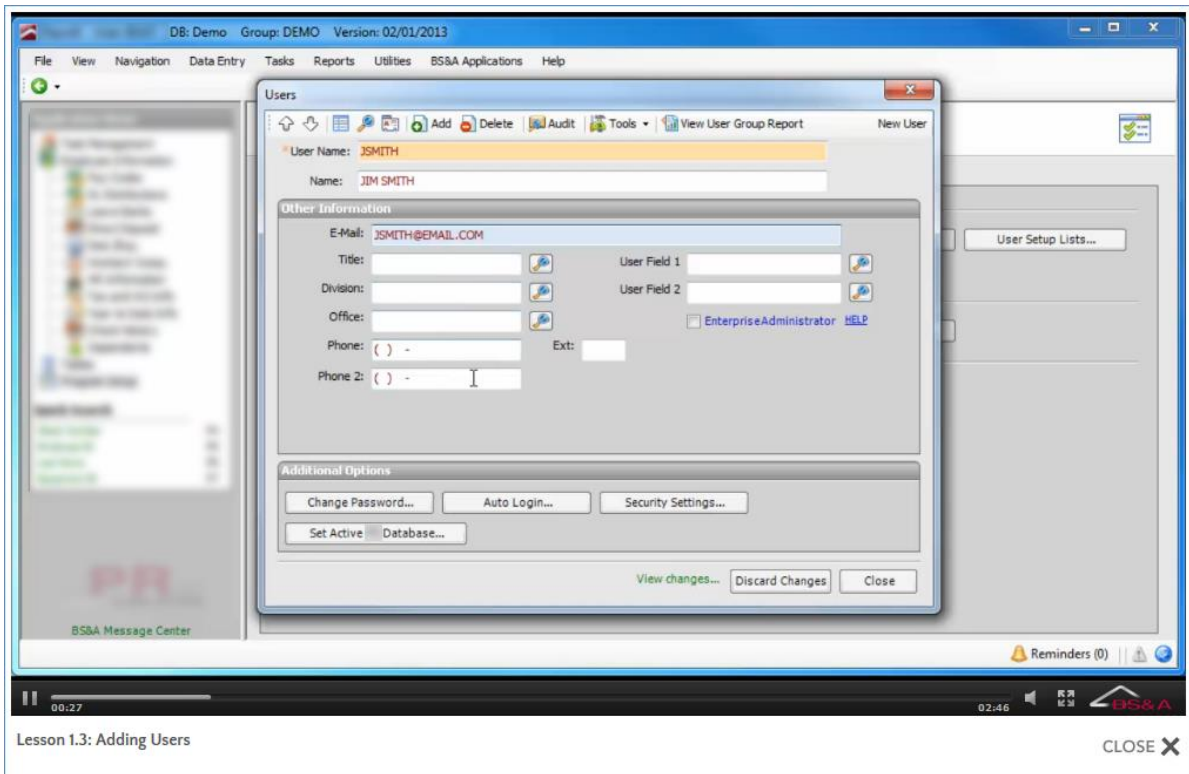
Regarding the other two settings appearing at the top of the screen:

- **BSA Users May Only be Imported from Active Directory.** If checked, the ability to manually add users is eliminated. Users can only be added by importing them from Active Directory.
- **Only Enterprise Admins May Add New Users.** If unchecked, users set up with either Full Administrator Access or with Custom Access to the User setup screen will be able to add users.

Lesson 1.3: Adding Users

Option 1: Manually Add a User

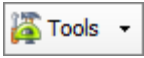
1. Go to Program Setup>Administration>Users.
2. Click  and enter the User Name.
3. (Optional) Enter the full Name, the user's Email, and any fields¹ in the Other Information pane.

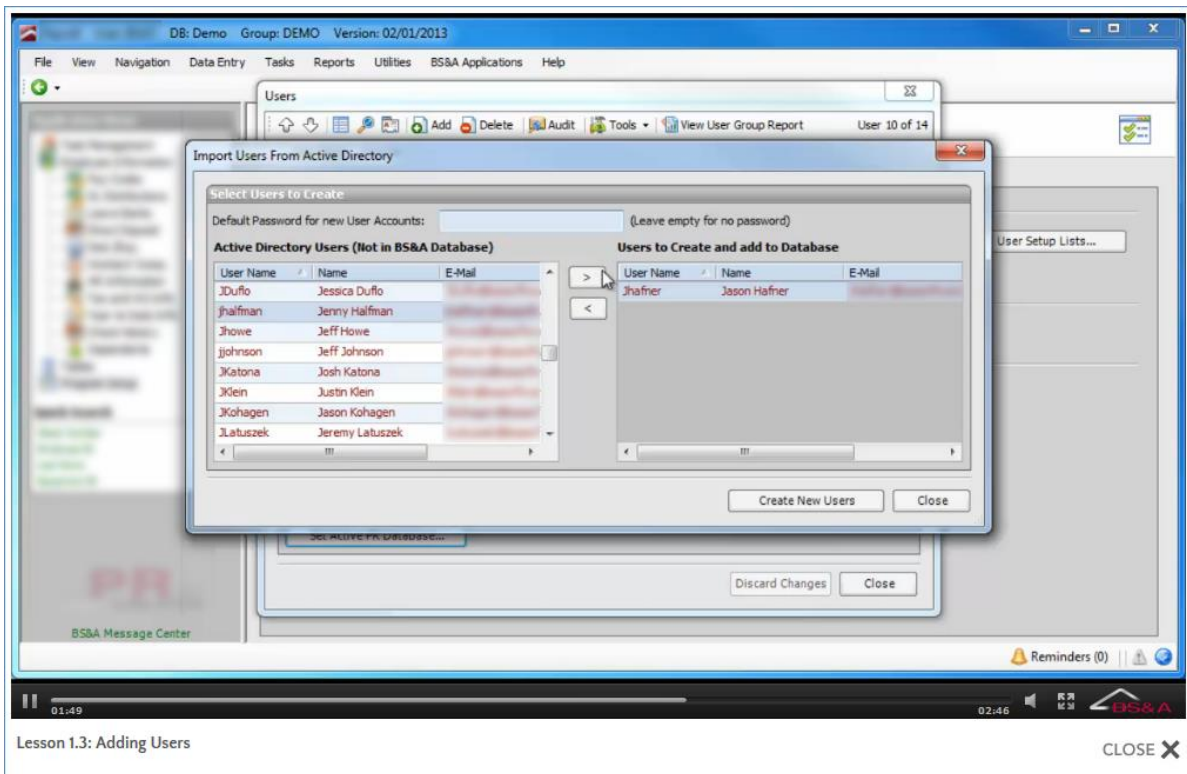


4. If applicable, click Set Active [application name] Database.
5. Once you have all of your users entered, you may (optionally) set passwords (see page 10) and set up either individual security or group security (see page 14).

¹With the exception of Enterprise Administrator; please contact BS&A I.T. Support for assistance.

Option 2: Import Users from Active Directory

1. Go to Program Setup>Administration>Users.
2. Click  >Import Users from Active Directory.
3. (Optional) Set a Default Password.
4. (Optional) Set a Username, Name, and/or Email filter to reduce the amount of names to select from.
5. Move the items from the left column to the right column.
6. Click Create New Users, then Ok.



7. Locate one of the users you just imported.
8. (Optional) Enter or verify the user's Email, and fill out any fields (see footnote) in the Other Information pane.
9. If applicable, click Set Active [application name] Database.
10. Once you have all of your users entered, you may (optionally) set passwords (see page 10) OR activate auto login (see page 12), and set up either individual security or group security (see page 14).

Lesson 1.4: Set Up Passwords

Follow these instructions if you will be setting up passwords in the BS&A programs as opposed to using Active Directory Auto Login (see page 12).

1. Go to Program Setup>Administration>Users and locate the user.
2. Click Change Password.
3. Type the password (may be subject to some type of password security; see page 5) in New Password and Confirm New Password.
4. Click Save Password.
5. Repeat for additional users.

Lesson 1.5: Active Directory Auto Login

This is an entirely optional feature that allows an Enterprise Admin user to tell the programs to bypass the step of users having to enter a user name and password, provided the user name matches the user name set up in Active Directory.

1. Go to Program Setup>Administration>Active Directory Auto Login.
2. Select Use Auto Login Feature.
3. Check the Require Active Directory box and enter your Domain Name. Please contact I.T. Support for assistance with the When Auto Login Fails... setting.

At this point, the use of Auto Login is enabled, but users still have to opt in. This can be done through the Users setup screen, or users may do it themselves on their My Settings screen.

Lesson 1.6: Set User or User Group Security

Setup of User/User Group security is not necessary on Enterprise Admins.

Set Individual User Security

This may not be necessary if the individual user will be part of a User Group. If, however, the user is part of a group but will have additional individual security, setup here is necessary.


1. Go to Program Setup>Administration>Users and locate the user.
2. Click Security Settings and set security for the current user. If "Custom Access," go to each Category to receive its security options and check the appropriate boxes to the right.
3. Click Close to return to the Users screen.
4. Repeat for additional users.

Copy Individual User Security Settings (Optional)

Copying a user's custom security settings is helpful when adding additional users that will have much of the same security. For example, Cash Receipting .NET has well over 50 individual security options per user. Setting these options once and copying to multiple users is a faster way to get users up and running. If individual users will be part of a User Group, this may not be necessary.

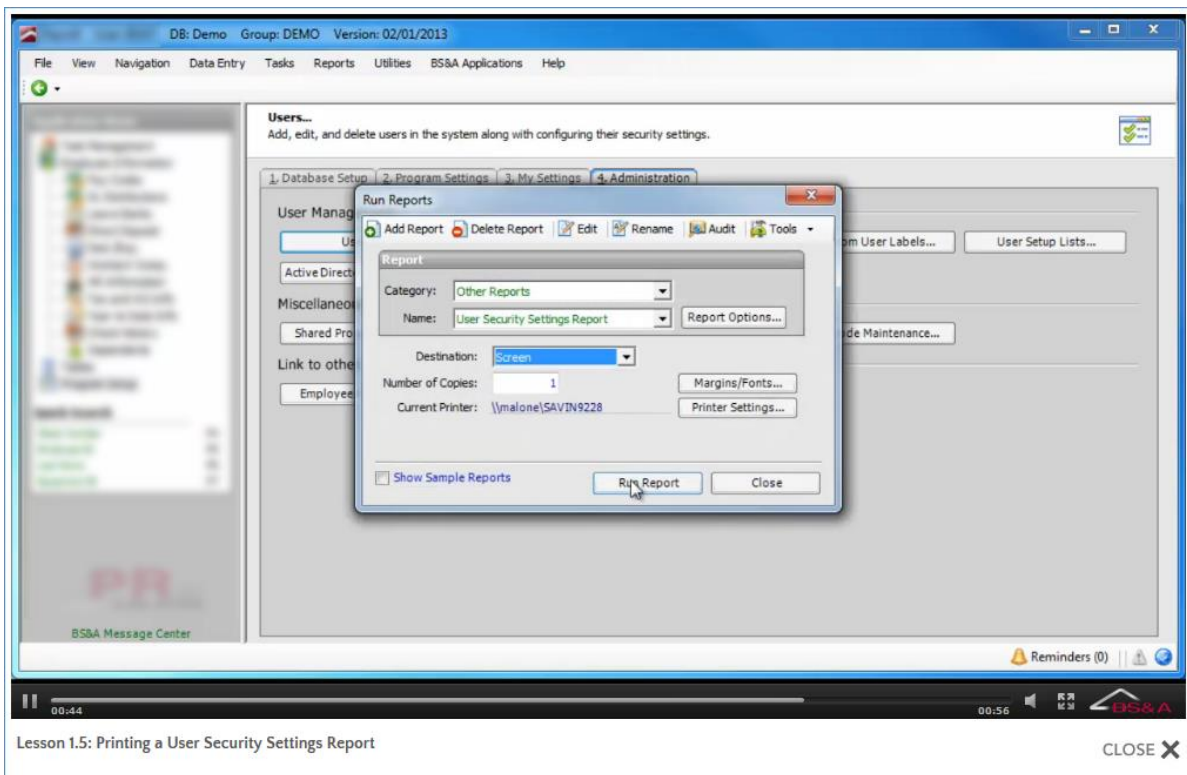
1. Go to Program Setup>Administration>Users and locate the user to copy to.
2. Click Security Settings.
3. Select Custom Access.
4. Click **Copy Security Settings from an existing User**.
5. Select whether to search by Name or User Name, enter the criteria, and click Ok. If an exact match isn't found, a list of results will appear; double-click the appropriate user name to copy from.

Set User Group Security

1. Go to Program Setup>Administration.
2. Add or import users but do not go into the Security Settings screen.
3. Click Close to exit the Users screen; you will be on the Administration tab of Program Setup.
4. Click User Groups.
5. Click  and enter the Group Name.
6. Enter the Primary Contact and his/her Email. The Primary Contact is typically the one responsible for determining access rights.
7. Click Security Settings.
8. Set security for the current group. If Custom Access, go to each Category to receive its security options and check the appropriate boxes to the right.
9. Click Close to return to the Groups screen.
10. Move the items from the left column to the right column.
11. If one or more of this user group should have elevated security, return to the Users screen to set it up (see above).

Lesson 1.7: Printing a User Security Settings Report

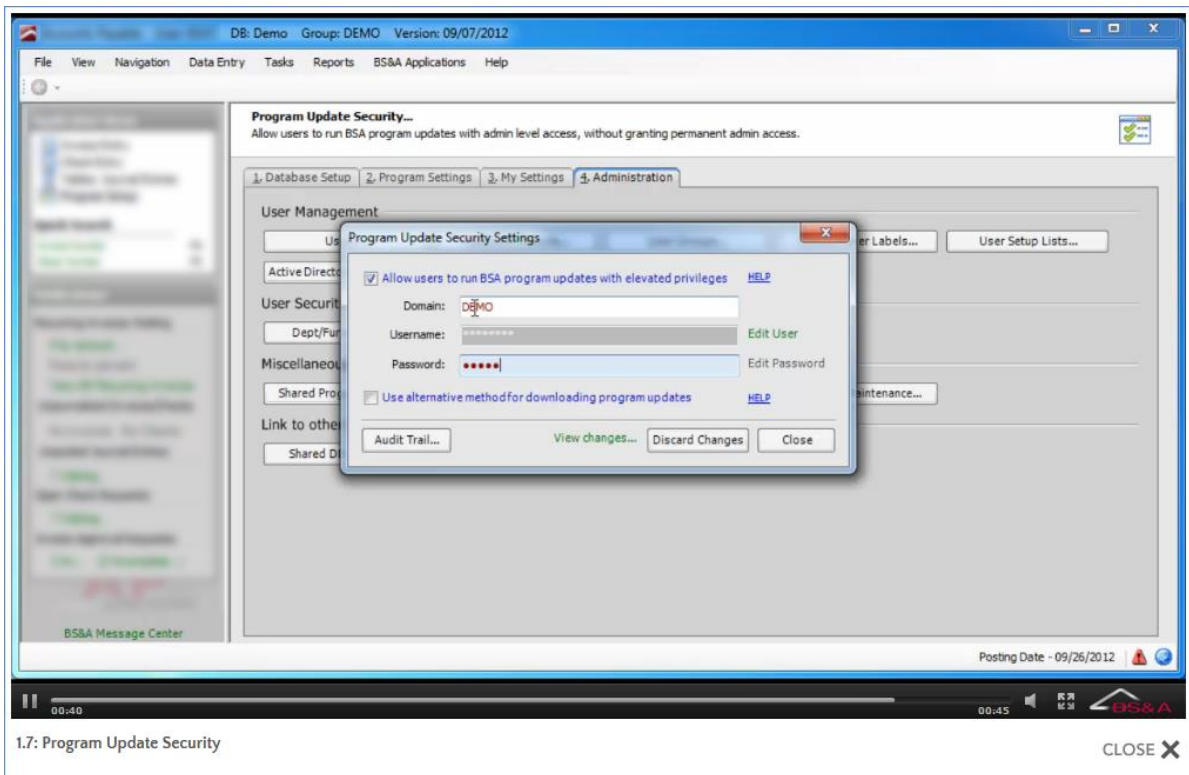
1. Go to Reports>Other Reports and select User Security Settings Report.
2. Click Report Options.
3. Select whether or not to Show User Settings for All Applications.
4. Select whether to Display Settings for All Users (and set its optional filters) or to Display Settings for Specified User (and select the user).
5. Click Ok.
6. Select the (print) Destination and click Run Report.



Lesson 1.8: Program Update Security

Program Update Security is designed for network environments with Windows Restricted Users. This option lets you add a specific Windows user name and password which will be used when a restricted user attempts to execute an update.

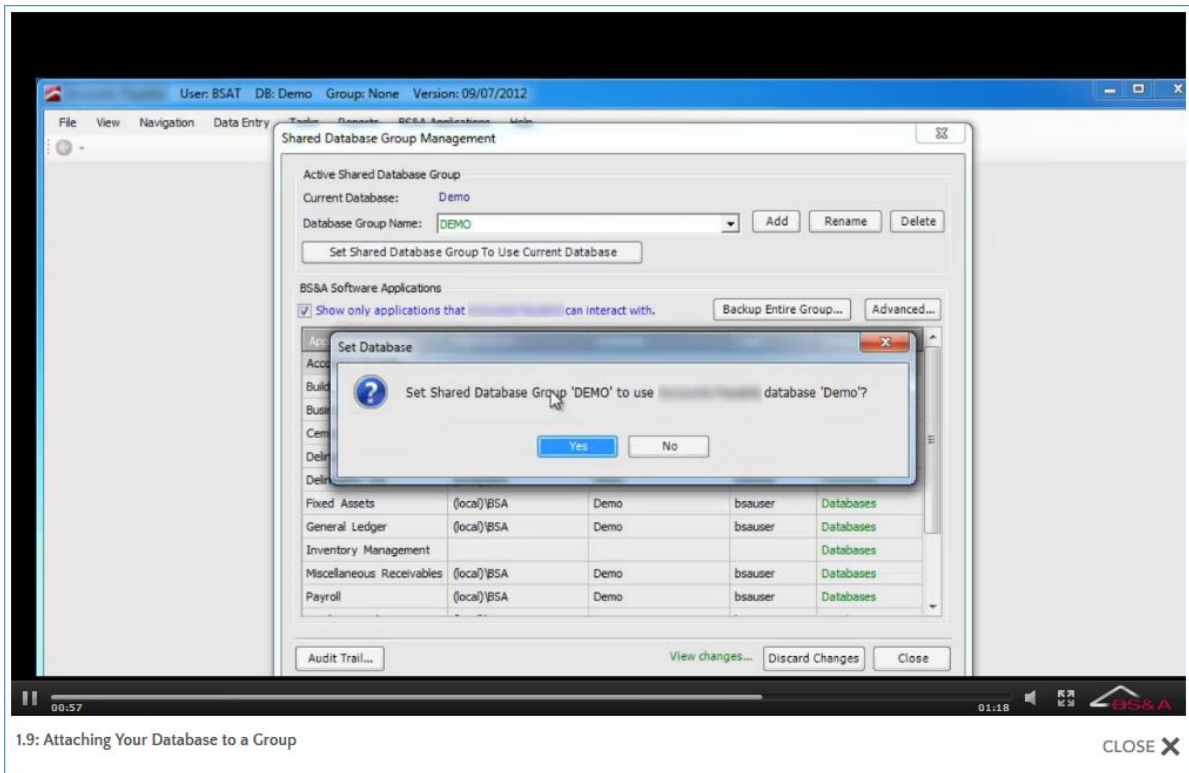
1. Go to Program Setup>Administration>Program Update Security.
2. Check the Allow Users to Run BS&A Program Updates with Elevated Privileges box.
3. Enter the Domain, User Name, and Password. This is the "Windows" user name/password.



Lesson 1.9: Attaching Your Database to a Group

To recap the "Basics" courseware that accompanies this one, Shared Database Groups minimize your database management by linking your BS&A .NET databases. A group only needs to be added in one BS&A application, and is then available in others for you to attach the appropriate databases.

1. Go to Program Setup>Administration>Shared DB Settings.
2. Verify Current Database is displaying your currently active (working) database.
3. Verify Database Group Name is displaying the correct group. Show Only Applications that Purchase Order Can Interact With is checked by default, displaying only those (installed) BS&A .NET applications that link with Purchase Order. Verify the database names listed there as well.
4. Click Set Shared Database Group to Use Current Database, then Yes.



5. Click Close.
6. You are prompted that any other currently-open BS&A .NET applications will need to be closed and restarted for the change to take effect; click Ok. All users that have affected BS&A .NET applications open will need to exit and restart.

Lesson 1.10: Department/Fund Access

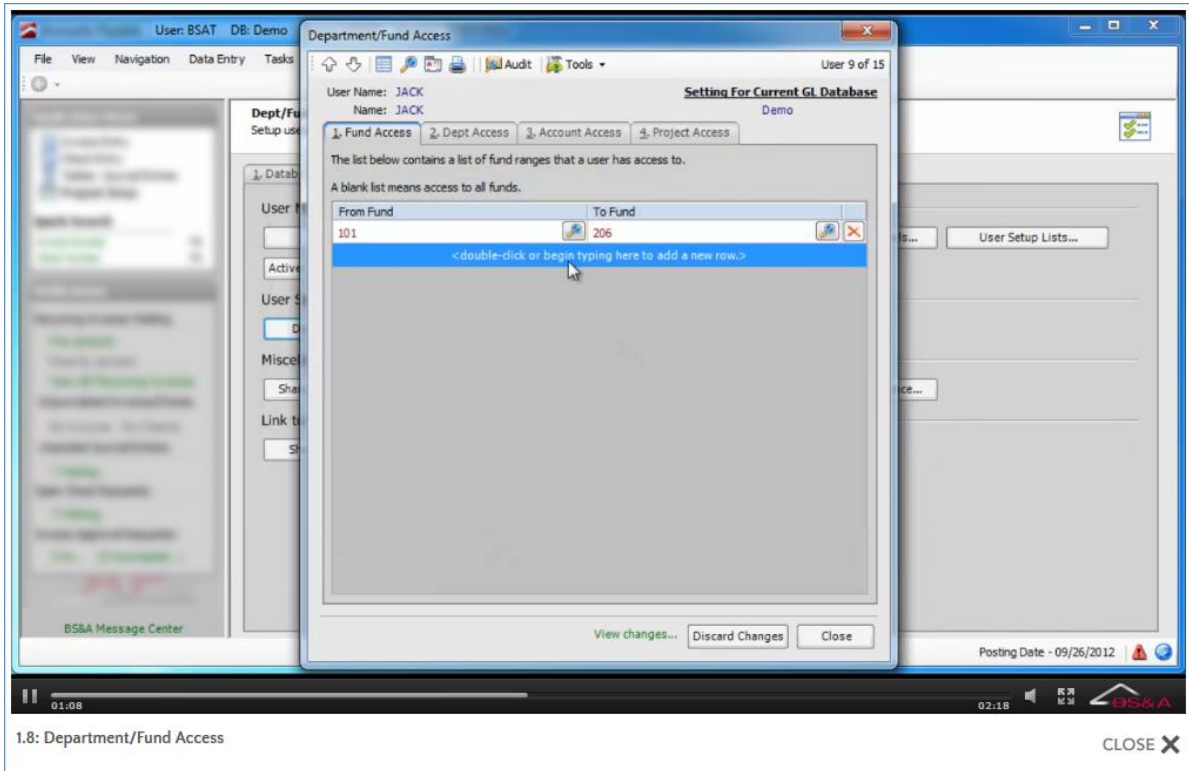
About Restrictions

- If linked with General Ledger, a message appears in this screen: *Settings for current GL database [database name]*. A change can be made to the settings in either application. If you get an error that the fund/department/account/project is not found, it will need to be added in General Ledger.
- The Dept/Fund Access screen is split into three tabs (four, if you use Projects).
- The Dept/Fund Access screen is split into four tabs (five, if you use Projects).
- Restrictions are database-specific.
- Blank lists mean access to all.
- A setting in Program Setup>Program Settings>Budget Setup affects the appearance of this screen. If that setting - Use Separate Fund/Dept/Acct/Project Filters for Budget Entry Security - is enabled, you will see two additional columns on each tab: For Viewing/Input and For Budget Entry. This lets you be more specific in the access/restrictions you are applying. If unchecked, access/restrictions will affect both viewing/input and budget entry.

Set Restrictions

1. Go to Program Setup>Administration>Dept/Fund Access and locate the user.
2. On the Fund Access tab, double-click the bar labeled <double-click or begin typing here to add a new row.>.

3. Select the range of funds.



4. If applicable, go to the Dept Access tab.
5. Select the department access:
 - If the current user is only to have access to the department in which he/she works, select the Home Department. If you have been set up to use the department list from PO, an Approval Dept (from PO Dept List) field is available, and you may select an approval department. If you also selected a Home Dept, the Home Dept will be ignored.
 - If the current user is to have access to specific departments, select the range. You may select a Home and a range.
 - If the current user is to have access to specific departments (GL departments only), select the range. You may select a Home and a range.
6. If applicable, go to the Account Access tab.
7. Select the type of list (has access to; does not have access to).
8. Select the range of accounts.
9. If applicable, go to the Project Access tab and repeat.
10. If applicable, go to the Advanced tab.

11. Select the GL # Use Option.
12. Select the Department Access Option.
13. Select whether or not to Allow User Access if Department Field is Blank.
14. If more than one user will have the same or similar settings, use the Copy/Paste functions in the Tools button.

Section 2: Program Settings

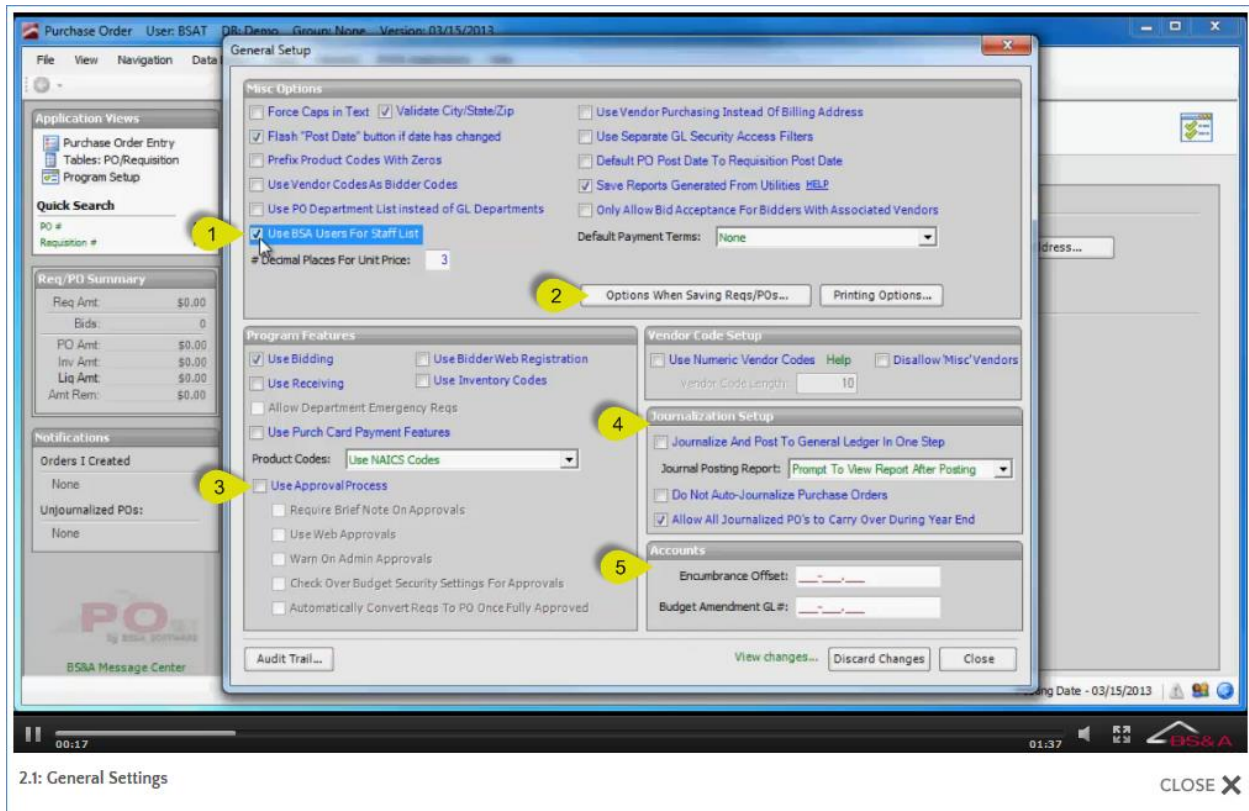


In this section you will learn how to:

- Set general program settings
- Set up approval levels
- Set up email notifications
- Set up asset flagging rules
- Enter your Return Address

Lesson 2.1: General Settings

There will be a discussion of General Settings as they relate to your municipality. Of note are items 1 - 5.



(1) Use BSA Users for Staff List. If checked, you will select staff members directly from your user list, rather than from a list that can be set up separately in Program Setup (see page 73). In fact, if this setting is checked, the Staff Member setup button on the Database Setup tab is unavailable. If unchecked, you may still populate that Staff Member list with your users.

(2) Options When Saving Reqs/POs. These settings tell the program what to do when saving a requisition and a purchase order. The Require Additional Fields when Saving Reqs/POs setting gives you more control on information getting entered on your Reqs/POs. If a piece of data marked to be required isn't entered, the Req/PO cannot be saved.

Options When Saving a Purchase Order/Requisition

Suppress GL # over budget notifications

Allow saving zero-amount line items

When saving delete zero-amount line items

Allow 'Unknown Vendor' when saving POs from Reqs that skip bidding

Allow 'Unknown Vendor' on requisitions that do not require bids

Require Additional Fields When Saving Reqs/POs

<input type="checkbox"/> Vendor Name	<input type="checkbox"/> Expired Date
<input type="checkbox"/> Required Date	<input type="checkbox"/> FOB Terms
<input type="checkbox"/> Requested By	<input type="checkbox"/> Ship Info
<input type="checkbox"/> PaymentTerms	<input type="checkbox"/> Units
<input type="checkbox"/> Ship Code	<input type="checkbox"/> Unit Price
<input type="checkbox"/> Contract	<input type="checkbox"/> Item Description
<input type="checkbox"/> Description	<input type="checkbox"/> Price Source
<input checked="" type="checkbox"/> Department Number	<input type="checkbox"/> Product Code
<input type="checkbox"/> Invoice To	

Required Notes Type:

Close

(3) Use Approval Process. Must be checked to enable the approval settings of Purchase Order. The boxes beneath may be set according to how your municipality uses approval.

(4) Journalization Setup. This area tells the program how to handle your journal entries.

(5) Accounts. Encumbrance Offset is another term for "Encumbrance Payable." Budget Amendment GL # is used during the year-end process for carrying encumbrances forward to the new fiscal year. These are the offset accounts used for budget amendments and encumbrances, to ensure that balanced journal entries are created. Most typically, these are liability accounts (accounts payable), although specific accounts for these items can be created/used.

Lesson 2.2: Approval Level Setup

The screenshot shows the 'Approval Level Setup' window. At the top, there is a 'Group Name' dropdown menu (1) with 'Example' selected. To its right are buttons for 'Edit' (2), 'Rename...' (3), 'Add' (4), and 'Delete'. There is also an 'Inactive' checkbox. Below these is a 'Departments:' dropdown menu showing '<None>' (5). The main area contains a flowchart: 'REQ. CREATED' (arrow) points to 'DEPARTMENT HEAD' (blue box), which points to 'TREASURER' (grey box), which points to 'MANAGER' (grey box). Below this, a blue bar contains the text 'Less Than: 500.00'. Below the bar, 'DENIED/CANCELLED' (hexagon) and 'REQ. APPROVED' (hexagon) are shown. Arrows from 'REQ. CREATED' and 'MANAGER' point to 'REQ. APPROVED'. A '6' is placed near the 'REQ. APPROVED' node. Below the flowchart, there is a 'Selected Node Label:' dropdown menu showing 'DEPARTMENT HEAD' and a 'Requires Distribution Approvals' checkbox with a 'Setup...' link. Below that is a 'Don't Email Approvals To Users In This Level' checkbox. To the right is a section '8 Users Who Can Approve This Level' with the instruction '(Leave blank for all administrators)'. Below this is a table with columns: 'Link To Level', 'Over Budget', 'More Than Filter', 'More Than Amount', 'Less Than Filter', 'Less Than Amount', and 'Advanced'. The first row shows 'TREASURER' with checkboxes for 'Over Budget' and 'More Than Filter', and values '\$0.00' for 'More Than Amount' and 'Less Than Amount', and 'Adv' for 'Advanced'. A '7' is placed near the 'TREASURER' row. At the bottom right, there is a 'Username' and 'Department' table. At the very bottom are buttons for 'Audit Trail...', 'Print Groups...', 'Discard Changes', and 'Close'.

(1) Group Name. Displays the name of the group you are working on. Click the drop arrow to select other groups. The program is shipped with a Default group (pictured) that is used for Departments that are not assigned to a user-defined approval group.

(2) Edit; Rename; Add; Delete. Edit can be used on all groups, including the Default group. Rename and Delete can be used on user-defined groups only. Add adds a user-defined group. Groups are not immediately editable when you open the Approval Level Setup screen; you must click the Edit button in order to make changes.




(3) Inactive. If checked (user-defined groups only), the department(s) assigned to the inactivated group will use the Default group instead.

(4) Departments. On a user-defined group, this will initially say <None>. Click this command link to select one or more departments to assign to the current group. At least one department must be assigned or the group is unavailable for use. The Default group cannot have departments assigned to it.

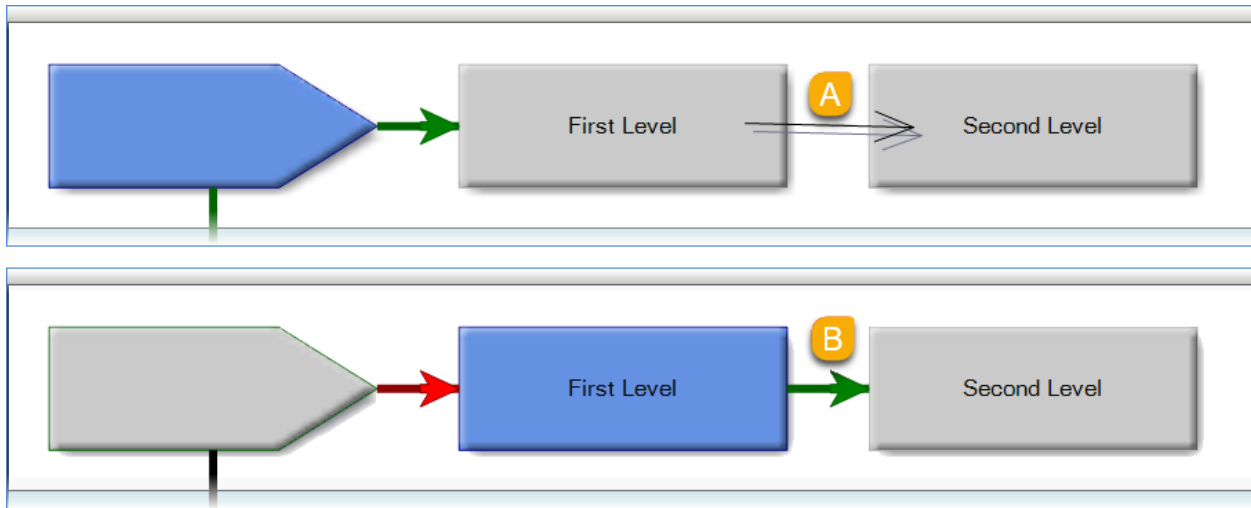
(5) Advanced. Click this button to set several options:

- Use This Group for Blanket Purchase Orders. If checked, this group will be used instead of the group to which the department is ordinarily assigned.
- Requisition Amount Change Action
 - Reset Approval Process if Path Changes. Any time a requisition amount change alters the original approval path, the approval process resets.
 - Always Reset Approval Process. Any change to the requisition amount will reset the approval process.
 - Never Reset Approval Process
 - Reset Approval Process Based on Amount Changed. A specific change to the requisition amount will reset the approval process.
 - Reset Approval Process Based on Amount Changed or Path Change
- Allow Bidding After Level. Select the level to begin the bidding process; bids will not be allowed on previous levels.
- Change Order Approval. If you have enabled Change Order approval elsewhere in Program Setup (see page 28), settings become available for you to customize how to handle the approval of change orders.

(6) Approval Group Builder. This is the area where you add and connect the individual nodes that make up an approval group.

- Zoom In; Zoom Out. Click  and  to zoom in and out.
- Zoom to Fit. Click  to quickly zoom back to the display that shows all nodes.
- Add. Click to add a new node.
- Tools. Click to launch the Reset Approval Levels to Default tool, which returns your group to its original state.

To connect the nodes, position your cursor on the "source" node, press and hold down your left mouse button and drag it to the "target" node. Release your mouse button and the connection is made. The source node is Active, meaning any rules you set (see "Node Editor," below) will be on that active node.



Right-click a node to clear it (clears the label) or to delete it. You cannot delete the first (arrow-shaped) or final (octagonal-shaped) nodes.

(7) Node Editor. This area lets you relabel and set rules for the currently active (blue) node.

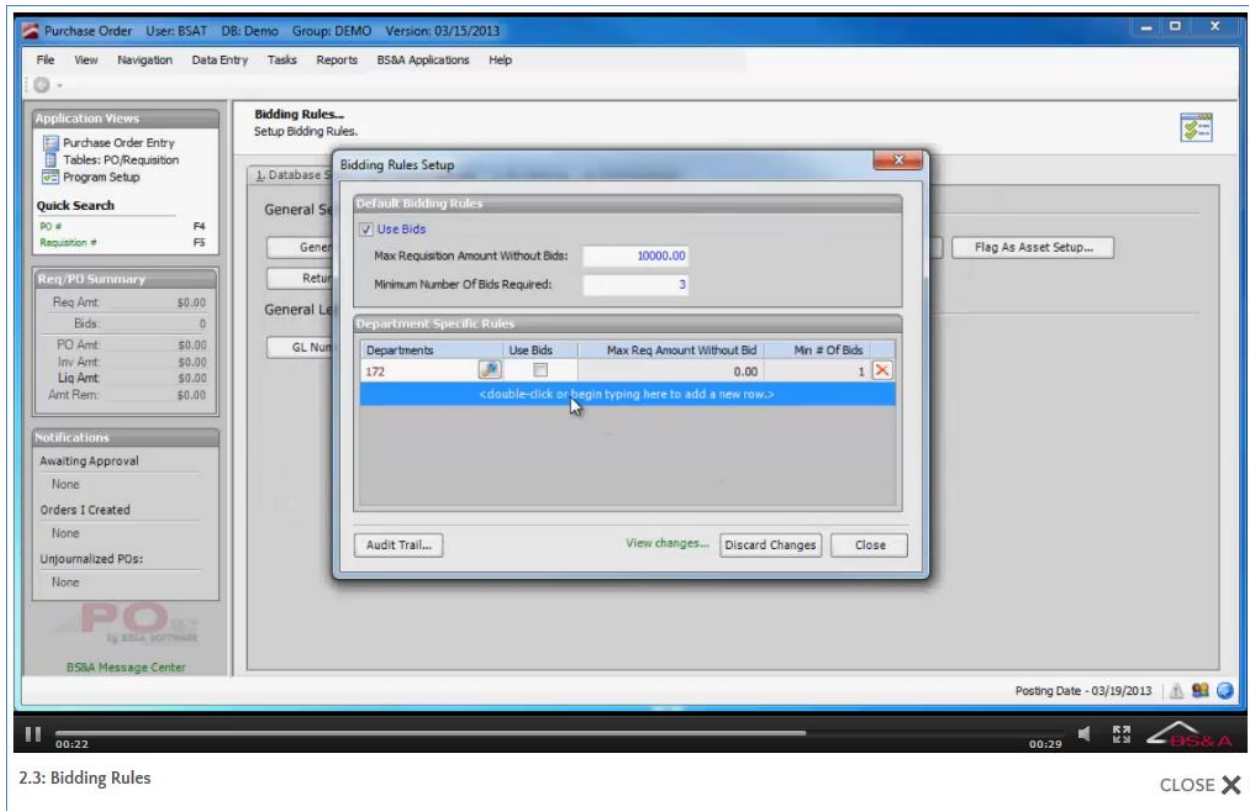
- Selected Node Label. Displays the name of the active node. You can change the label here on both user-defined nodes and on the first and final nodes.
- Requires Distribution Approvals; Setup. This lets you approve/deny at the distribution level.
- Don't Email Approvals to Users in This Level
- Rules Grid. Shows the level(s) to which the active node is linked, and lets you set amount parameters. The Adv button lets you filter on Purchase Order user fields, and lets you set whether the current level is for Inventory orders only.

(8) Users Who Can Approve This Level. If all admin-level users can approve the active (user-defined) level, do not set this area up. Otherwise, double-click the <Add New Row> bar and select the user and which departments are affected.

(9) Print Groups. Click this button to generate a printout of your groups. Included on the printout are the nodes and their connections, the departments assigned to the group, and selected users.

Lesson 2.3: Bidding Rules

The availability of Bidding Rules depends on whether or not you've enabled the Use Bidding option elsewhere in Program Setup (see page 28).



Default Bidding Rules. A requisition entered for any department may require bids.

Department Specific Rules. A requisition entered for departments specified here may require bids.

Lesson 2.4: Email Notifications

For each Option, you may select from Don't send emails, Send emails (automatically), and Send emails in manual batches. If Send emails in manual batches is selected, you will need to send the emails via the Tasks menu, unless Email Service is properly set up. If a User is selected for more than one notification type, and more than one notification is generated, that User will receive one email with each message.

2.4: Email Notifications

CLOSE X

Lesson 2.5: Flag as Asset Setup

Items can be individually flagged as assets for the export to BS&A Fixed Assets, and this area lets you automate that flagging. If you check the Flag PO Items as Assets... box and enter the Cutoff Amount, any item exceeding this amount will be flagged as an asset by the program. You may also set up particular GL Account Number Ranges, Account Ranges, and/or Project Ranges that will always trigger the flag, regardless of amount.

Using the example pictured, any item exceeding \$1,000 will be flagged as an asset, regardless of the GL number it hits. Any item hitting the GL number(s) set up in the table will be flagged as an asset, no matter the amount entered.

The screenshot displays the 'Flag As Asset Setup' dialog box within a software application. The dialog box is titled 'Flag As Asset Setup' and contains the following elements:

- A checked checkbox: Flag PO Items as assets when capitalization amount is greater than the cutoff amount
- A 'Cutoff Amount' field with the value '1000.00'.
- A table titled 'GL Numbers To Trigger Flag As Asset' with the following rows:

GL Number
101-265,000-970,000
101-276,000-970,000
- A yellow background area with the text: '<double-click or begin typing here to add a new row.>'
- Buttons at the bottom: 'Audit Trail...', 'View changes...', 'Discard Changes', and 'Close'.

The background window is titled 'Flag As Asset Setup-- Setup Rules For Flagging POs as Assets.' and includes a 'Flag As Asset Setup...' button. The application interface also shows a 'Req/PO Summary' section with values for 'Req Amt', 'Bids', 'PO Amt', 'Inv Amt', 'Liq Amt', and 'Amt Rem', all set to '\$0.00'. The 'Notifications' section shows 'Awaiting Approval' with '2 Waiting...'. The bottom of the screen displays a 'Posting Date - 03/19/2013' and a 'CLOSE X' button.

Lesson 2.6: Return Address

The Unit Name appears on several reports and printouts. Depending on the report, the address may appear as well.

The screenshot displays the BSA Software interface for setting a return address. A modal dialog box titled "Return Address" is open, showing the following information:

- Unit Name: BSA TOWNSHIP
- Address 1: 14965 ABBEY LANE
- Address 2: BATH, MI 48808
- Address 3: (empty)
- Address 4: (empty)
- Phone: (517) 641-8900
- Fax: (517) 641-8960
- E-Mail: (empty)
- Web Site: WWW.BSASOFTWARE.COM
- Fed ID: (empty)

The background window shows the "Return Address--" setup screen with "General Settings" and "General Ledger Settings" tabs. The "Return Address..." button is highlighted. The interface includes a menu bar (File, View, Navigation, Data Entry, Tasks, Reports, BSA Applications, Help), a sidebar with "Application Views" and "Quick Search", and a bottom status bar with the BSA Software logo, "Lesson 2.6: Return Address", "PO Courseware - Section 2", and "Posting Date - 03/19/2013".

2.6: Return Address

CLOSE X

Section 3: Database Setup

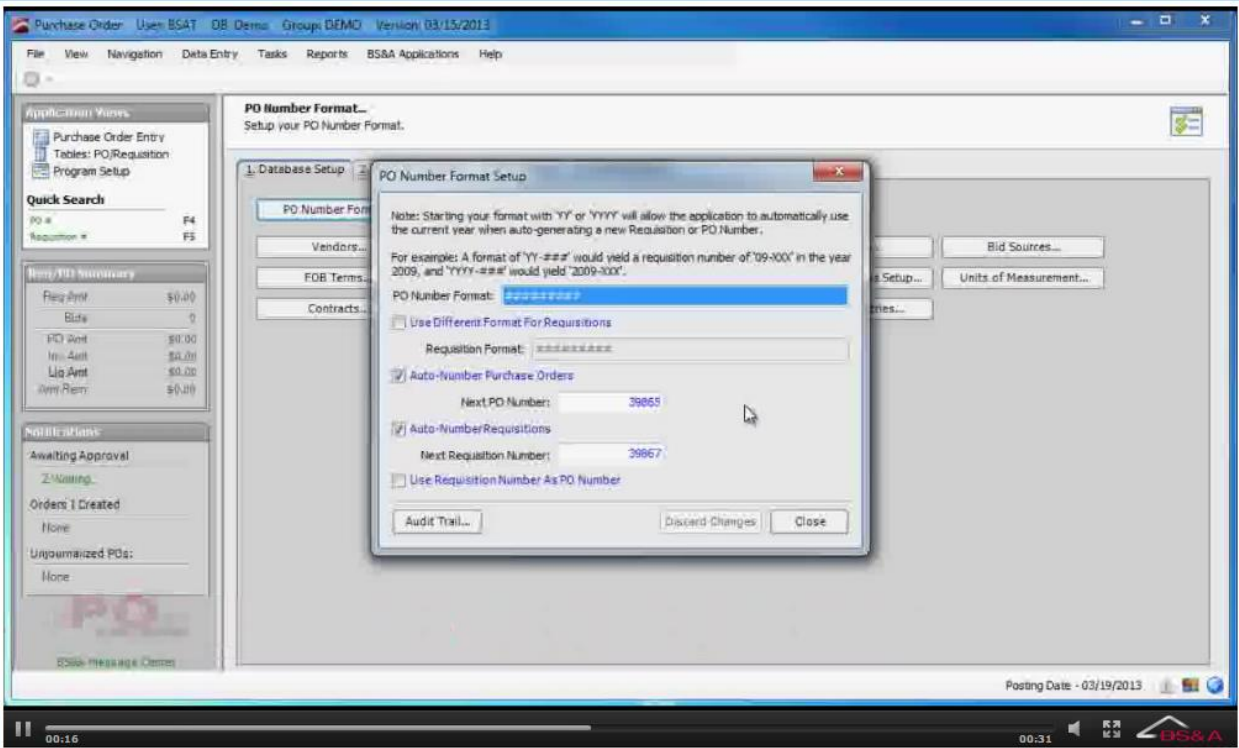


In this section you will learn how to:

- Set up purchase order and requisition number formatting
- Set up vendors and bidders
- Set up a variety of items that are involved in purchase order entry

Lesson 3.1: PO Number Format

The PO Number Format controls the length and numbering assigned automatically to purchase orders. Purchase Orders must have automatic numbering enabled in order to utilize the Mass Create POs from Approved Reqs task (see page 104). If automatic numbering is disabled, you will not be able to use that task, and will instead have to manually create and number each purchase order.



The screenshot shows a software application window titled "Purchase Order" with a menu bar (File, View, Navigation, Data Entry, Tasks, Reports, BS&A Applications, Help) and a toolbar. The main window displays the "PO Number Format..." setup screen. A "PO Number Format Setup" dialog box is open, containing the following information:

- Note:** Starting your format with 'YY' or 'YYYY' will allow the application to automatically use the current year when auto-generating a new Requisition or PO Number.
- For example:** A format of 'YY-###' would yield a requisition number of '09-000' in the year 2009, and 'YYYY-###' would yield '2009-000'.
- PO Number Format:** #####
- Use Different Format For Requisitions
- Requisition Format:** #####
- Auto-Number Purchase Orders
 - Next PO Number: 39855
- Auto-Number Requisitions
 - Next Requisition Number: 39867
- Use Requisition Number As PO Number
- Buttons: Audit Trail..., Discard Changes, Close

The dialog box is overlaid on the main application window, which also shows a "Database Setup" section with buttons for "Vendors...", "FOB Terms...", and "Contracts...". The application window includes a sidebar with "Application Views" (Purchase Order Entry, Tables: PO/Requisition, Program Setup), a "Quick Search" section, and a "New PO Summary" table.

New PO Summary	
Req Amt	\$0.00
Bltd	0
PO Amt	\$0.00
Inv Amt	\$0.00
Liq Amt	\$0.00
Inv Rem	\$0.00

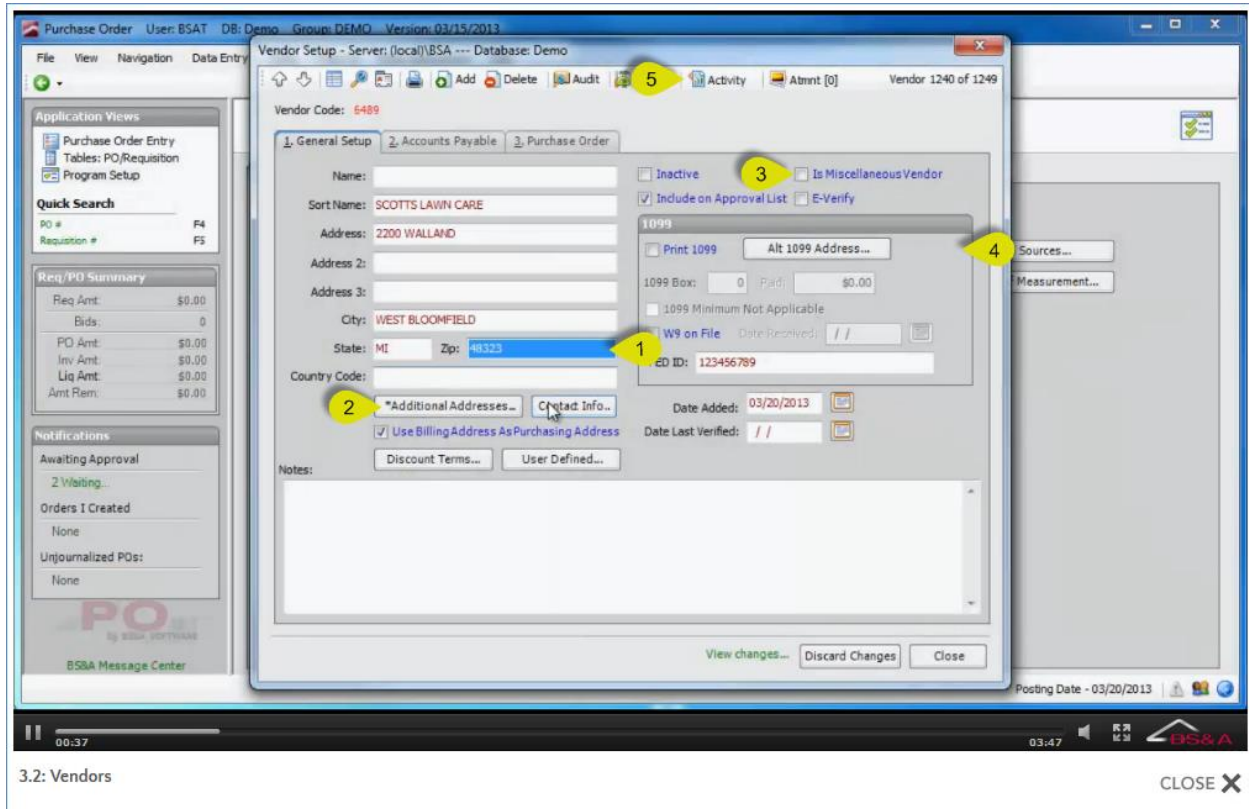
At the bottom of the application window, the "Posting Date" is 03/19/2013. The taskbar at the bottom of the screen shows the time as 00:16 and the system tray includes a volume icon and the BS&A logo.

3.1: PO Number Format CLOSE X

Lesson 3.2: Vendors

The Vendor Setup screen in Purchase Order is the same as that in Accounts Payable, as vendors are typically shared between the two.

General Tab



(1) Zip Code Lookup. If the Validate Addresses setting in General Settings is checked, cities and zip codes will be auto-filled using one of two methods:

- a. Typing the City yields a dialog with matching cities in all states, and those cities' zip codes. Double click the correct one.
- b. Typing the Zip Code automatically fills out the City and State.

(2) Additional Addresses. Used to store addresses for Generic, Purchasing, Shipping, and/or Billing. The address entered on the General tab can be copied to the Purchasing address through the Tools button.

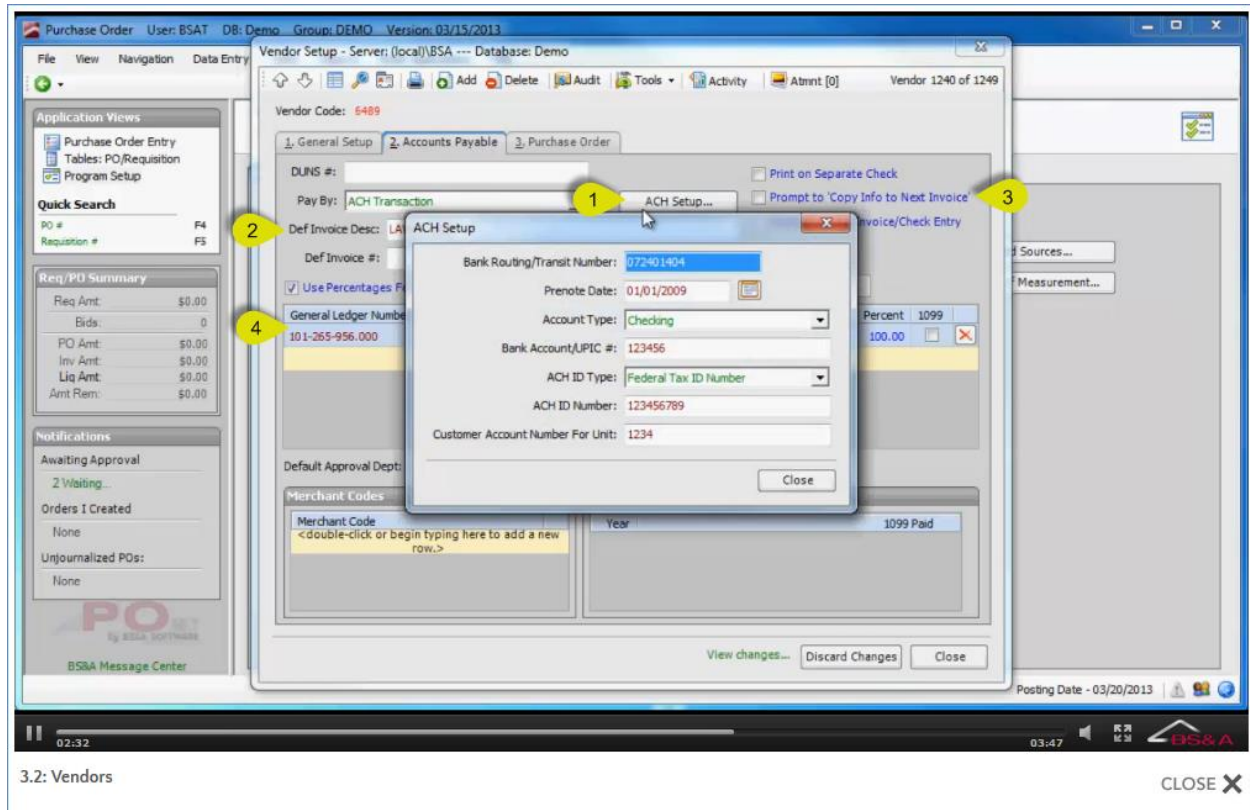
(3) Is Miscellaneous Vendor. Can be used to exclude vendors from reports such as mailing labels. Additionally, if a default check request vendor is not selected, Accounts Payable looks for vendors with this setting checked.

(4) 1099 Information

- Print 1099. Check this box if you will be sending a 1099 to the vendor. This is a default setting that can be changed on a per-record basis.
- Alt 1099 Address. Click this button to enter the address 1099 should be sent to, if different from that entered on the left side of the screen.
- 1099 Box. Enter the box number for the current vendor.
- Paid. Automatically filled out by the program when the Calculate 1099 Amounts task has been run and can be changed.
- 1099 Minimum Not Applicable. Tells the program to ignore the bottom end cutoff point at which 1099s must be created. Typically, a 1099 is only necessary if the vendor received over \$600 in compensation. For some vendors, however, municipalities may choose to ignore this limit and print a 1099 anyway. On the other hand, some vendors are required to receive a 1099 no matter the amount of compensation.
- W9 on File. If applicable, check this box.
- Fed ID. Required for some reports; most notably, 1099s.

(5) Activity Button. In Accounts Payable and Fixed Assets, clicking this button shows invoice and check activity for the current vendor. In Purchase Order, clicking this button shows the vendor's requisition and purchase order activity.

Accounts Payable Tab



(1) ACH Setup. Requires the Pay By field to be set to ACH Transaction or TXP ACH Transaction.

- Bank Routing/Transit Number. A valid routing/transit number is required.
- Prenote Date. Filled out by the program after sending a Prenote.
- ACH ID Number. Your entry in this field is determined by your selection in the ACH ID Type field.

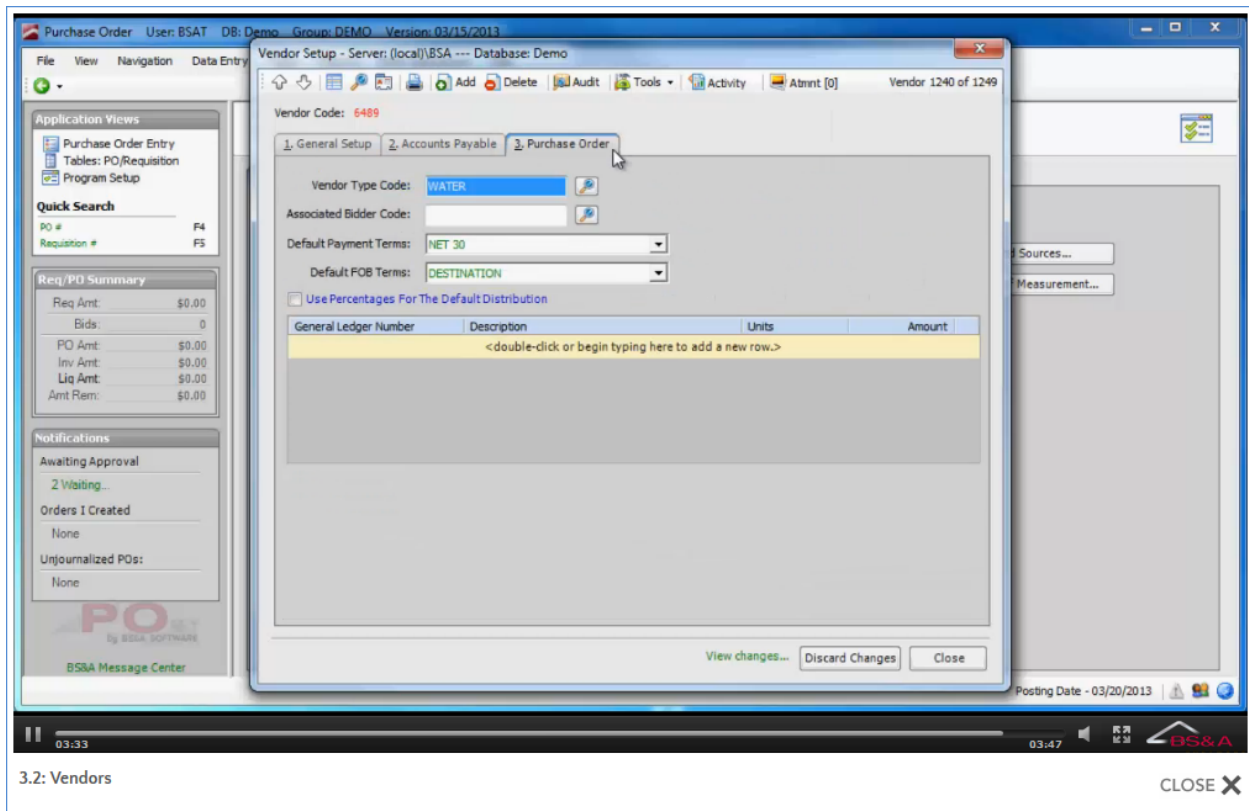
(2) Default Invoice Description. Text entered here will be the default when adding invoices from this vendor and can be changed.

(3) Prompt to Copy Info to Next Invoice. If checked, you will be prompted upon saving an invoice to enter another one from the same vendor. Answering Yes to that prompt populates all vendor-related fields.

(4) Default Distribution. Entering default distribution prevents you from having to enter it when adding invoices. Distribution does not need to be set up in order; a Sort AP GL Distribution tool is available to sort it.

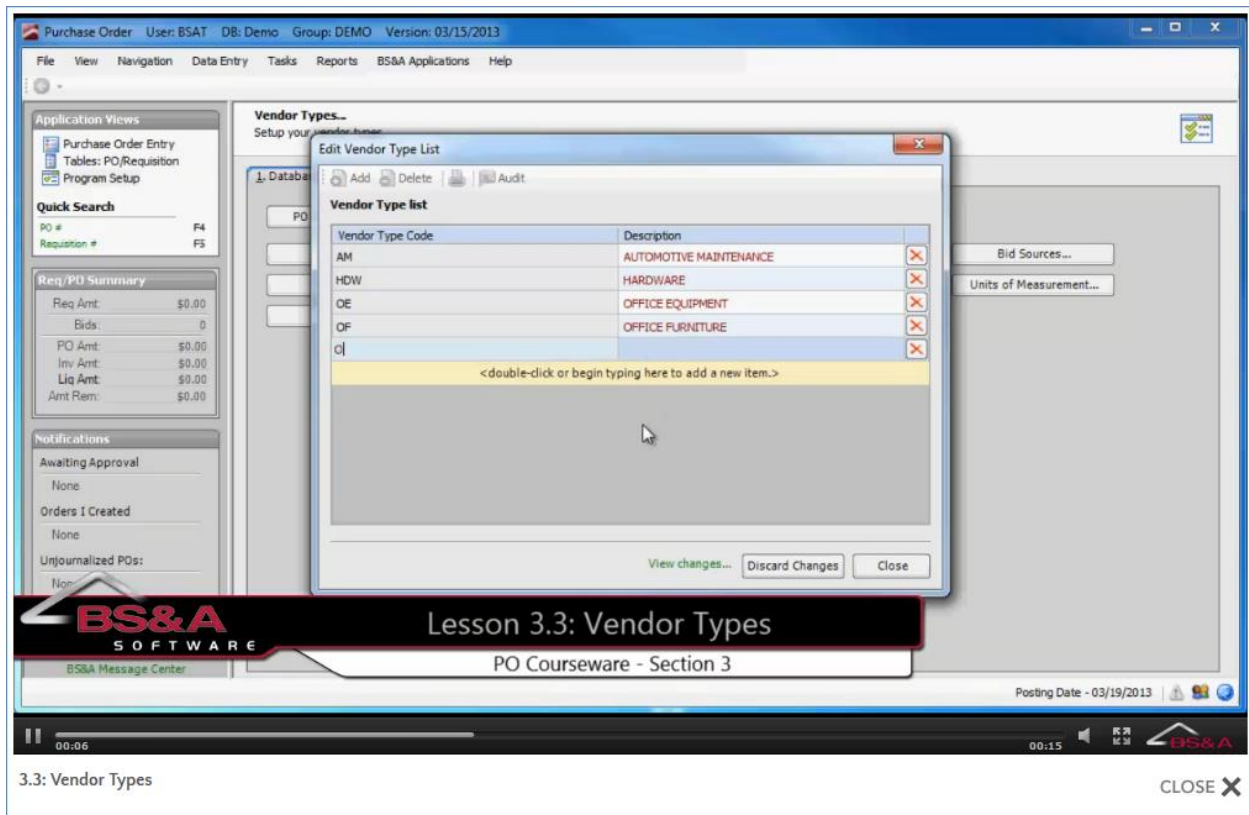
Purchase Order Tab

This tab lets you set up default PO distributions and other information for the current vendor. As on the Accounts Payable tab, default distribution may be set up in any order, and sorted through the Tools button.



Lesson 3.3: Vendor Types

The Vendor Types screen lets you set up a list of type codes and descriptions, primarily for the purpose of grouping types of vendors together when using bidding.



The screenshot shows the BSA Software interface for the 'Vendor Types' screen. The main window title is 'Purchase Order User: BSAT DB: Demo Group: DEMO Version: 03/15/2013'. The menu bar includes File, View, Navigation, Data Entry, Tasks, Reports, and BSA Applications. The left sidebar contains 'Application Views' (Purchase Order Entry, Tables: PO/Requisition, Program Setup), 'Quick Search' (PO #, Requisition #), 'Req/PO Summary' (Req Amt: \$0.00, Bids: 0, PO Amt: \$0.00, Inv Amt: \$0.00, Liq Amt: \$0.00, Amt Rem: \$0.00), and 'Notifications' (Awaiting Approval: None, Orders I Created: None, Unjournalized POs: None). The main area is titled 'Vendor Types-- Setup your vendor types'. An 'Edit Vendor Type List' dialog box is open, showing a table with the following data:

Vendor Type Code	Description
AM	AUTOMOTIVE MAINTENANCE
HDW	HARDWARE
OE	OFFICE EQUIPMENT
OF	OFFICE FURNITURE
cl	

Below the table is a yellow bar with the text '<double-click or begin typing here to add a new item.>'. The dialog box has buttons for 'View changes...', 'Discard Changes', and 'Close'. The bottom of the screen features the BSA Software logo, the text 'Lesson 3.3: Vendor Types PO Courseware - Section 3', and a 'Posting Date - 03/19/2013'. A video player interface is visible at the bottom with a '3.3: Vendor Types' title and a 'CLOSE X' button.

Lesson 3.4: Price Sources

The Price Sources screen lets you set up price sources to be selected on requisitions. Additionally, when bidding is used, the Requires Bids column lets you select the bidding rules for a particular price source.

The screenshot displays the 'Price Sources' configuration screen in the BS&A Software application. The main window is titled 'Purchase Order' and shows the 'Price Sources List' table. The table has three columns: 'Price Source', 'Requires Bids', and 'Requires Notes'. The data rows are as follows:

Price Source	Requires Bids	Requires Notes
None	Use Bidding Rules	<input type="checkbox"/>
Quote/Bid	Use Bidding Rules	<input type="checkbox"/>
Estimate	Force Bidding	<input type="checkbox"/>
Unknown	Force Bidding	<input type="checkbox"/>
	Use Bidding Rules	<input type="checkbox"/>

An 'Edit Price Sources List' dialog box is open, showing the same table. A red error message is displayed: 'Error: You must enter a value. Press the escape key to cancel.' The dialog also has 'Discard Changes' and 'Close' buttons.

The background interface includes a 'Quick Search' section with fields for 'PO #' and 'Requisition #'. A 'Req/PO Summary' section shows various amounts: 'Req Amt: \$0.00', 'Bids: 0', 'PO Amt: \$0.00', 'Inv Amt: \$0.00', 'Liq Amt: \$0.00', and 'Amt Rem: \$0.00'. The 'BS&A SOFTWARE' logo and 'Lesson 3.4: Price Sources' title are visible at the bottom of the screen.

3.4: Price Sources

CLOSE X

Lesson 3.5: Bidders

If you will be setting up bidders with similar information, use the Copy and Paste tools. Bidders can be created from vendors, and vendors can be created from bidders. If Product or NAICS codes are used, consider selecting a default when adding a bidder. When it comes time to add a bid to a requisition, a tool is available to add all bidders with that/those default code(s).

The screenshot displays the 'Bidder Setup' window for Bidder 195 of 1248. The 'General Info' tab is active, showing the following details:

- Bidder Code: 1694
- Name: ABC HARDWARE
- Sort Name: ABC HARDWARE
- Address: 1 MAIN ST, PO BOX 123
- City: WEST BLOOMFIELD
- State: MI, Zip: 48323
- Country Code: (empty)
- Buttons: Inactive, Contact Info..., User Defined..., Discount Terms...
- Checkbox: Use Billing Address As Purchasing Address
- Notes and Public Notes: (empty text areas)
- NAICS Table:

NAICS Code	Description
444130	Hardware Stores
<double-click or begin typing here to add a new row.>	

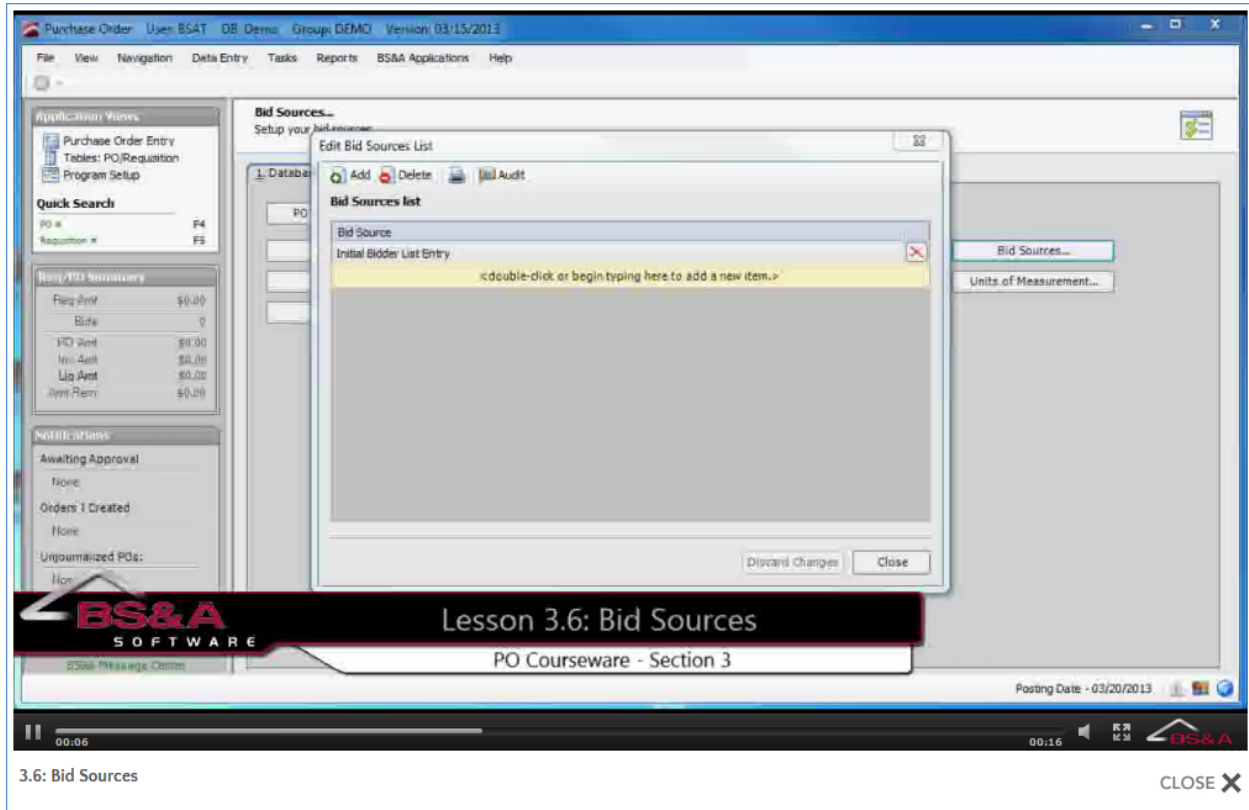
The background window shows a 'Purchase Order' summary with various financial figures and a 'BS&A Message Center'.

3.5: Bidders

CLOSE X

Lesson 3.6: Bid Sources

The Bid Sources screen lets you set up a list of bids sources to be selected on requisitions.



The screenshot shows the 'Purchase Order' application window. The main area is titled 'Bid Sources...' and contains a 'Bid Sources list' table. A dialog box titled 'Edit Bid Sources List' is open, showing a list with one entry: 'Initial Bidder List Entry'. The dialog has 'Add', 'Delete', and 'Audit' buttons at the top. The main window has a sidebar with 'Application Views' (Purchase Order Entry, Tables: PO/Requisition, Program Setup), 'Quick Search' (PO #, Requisition #), 'Buyer PO Summary' (Req Amt, Bids, PO Amt, Inv Amt, Lig Amt, Open Rem), and 'Notifications' (Awaiting Approval, Orders Created, Unjournalized POs). The bottom of the window shows a 'Posting Date - 03/20/2013' and a 'BS&A SOFTWARE' logo. A video player overlay at the bottom of the screenshot displays 'Lesson 3.6: Bid Sources' and 'PO Courseware - Section 3'.

3.6: Bid Sources

CLOSE X

Lesson 3.7: FOB Terms

The FOB Terms screen lets you set up a list of FOB options to be selected on purchase orders, letting you dictate to the vendor the delivery terms you will accept.

BSA SOFTWARE

Lesson 3.7: FOB Terms
PO Courseware - Section 3

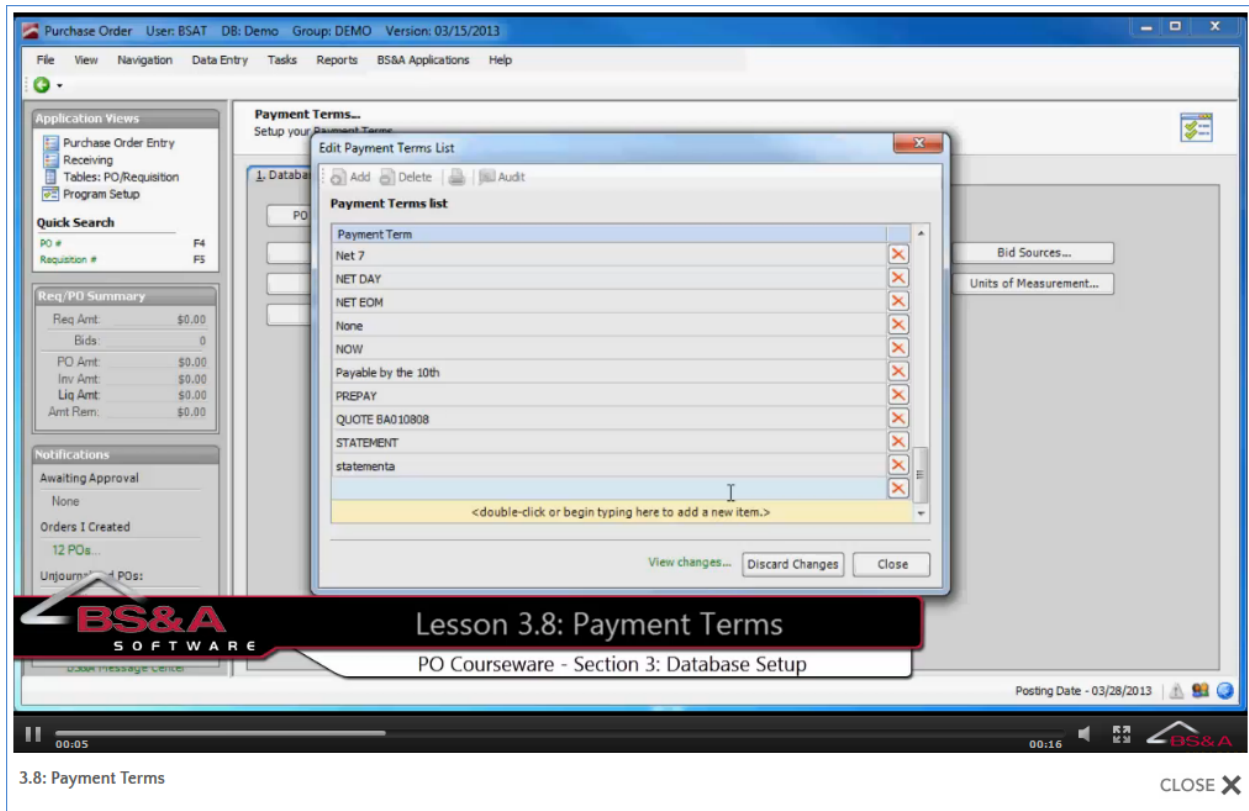
Posting Date - 03/21/2013

00:06 00:16

3.7: FOB Terms CLOSE X

Lesson 3.8: Payment Terms

The Payment Terms screen lets you set up a list of payment terms to be selected on the requisition, letting you define the payment terms expected with the order placed.



The screenshot displays the BS&A Software interface for the 'Payment Terms' screen. The main window title is 'Purchase Order User: BSAT DB: Demo Group: DEMO Version: 03/15/2013'. The interface includes a menu bar (File, View, Navigation, Data Entry, Tasks, Reports, BS&A Applications, Help) and a sidebar with 'Application Views' (Purchase Order Entry, Receiving, Tables: PO/Requisition, Program Setup) and 'Quick Search' (PO #, Requisition #). The main area shows the 'Payment Terms-- Setup your Payment Terms' screen. A dialog box titled 'Edit Payment Terms List' is open, showing a list of payment terms with 'x' icons for deletion. The list includes: Net 7, NET DAY, NET EOM, None, NOW, Payable by the 10th, PREPAY, QUOTE BA010808, STATEMENT, and statementa. Below the list is a yellow bar with the text '<double-click or begin typing here to add a new item.>'. The dialog box has buttons for 'View changes...', 'Discard Changes', and 'Close'. The BS&A Software logo is visible in the bottom left corner. A banner at the bottom of the screen reads 'Lesson 3.8: Payment Terms PO Courseware - Section 3: Database Setup'. The bottom right corner shows 'Posting Date - 03/28/2013' and a 'CLOSE X' button.

Lesson 3.9: PO Types

The PO Types screen lets you set up PO Types in addition to the default ones included with the program.

The screenshot displays the BS&A Software interface for the 'Purchase Order' application. The main window title is 'Purchase Order User: BSAT DB: Demo Group: DEMO Version: 03/15/2013'. The menu bar includes 'File', 'View', 'Navigation', 'Data Entry', 'Tasks', 'Reports', 'BS&A Applications', and 'Help'. The left sidebar contains 'Application Views' (Purchase Order Entry, Tables: PO/Requisition, Program Setup), 'Quick Search' (PO #, Requisition #), 'Req/PO Summary' (Req Amt: \$0.00, Bids: 0, PO Amt: \$0.00, Inv Amt: \$0.00, Liq Amt: \$0.00, Amt Rem: \$0.00), and 'Notifications' (Awaiting Approval: None, Orders I Created: None, Unjournalized POs: None). The main area is titled 'PO Types...' and contains a 'PO Types list' table with columns 'PO Type Name' and 'Actual PO Type'. The table lists 'Regular', 'Confirming', and 'Blanket' types. A 'NEW P' entry is highlighted in red. Below the table is a yellow instruction bar: '<double-click or begin typing here to add a new item.>'. An 'Edit Po Types List' dialog box is open over the table, with buttons for 'View changes...', 'Discard Changes', and 'Close'. The bottom of the screen features a black banner with the BS&A Software logo, the text 'Lesson 3.9: PO Types' and 'PO Courseware - Section 3', and a 'Posting Date - 03/20/2013'. A video player interface is visible at the bottom, showing a progress bar at 00:06 and a 'CLOSE X' button.

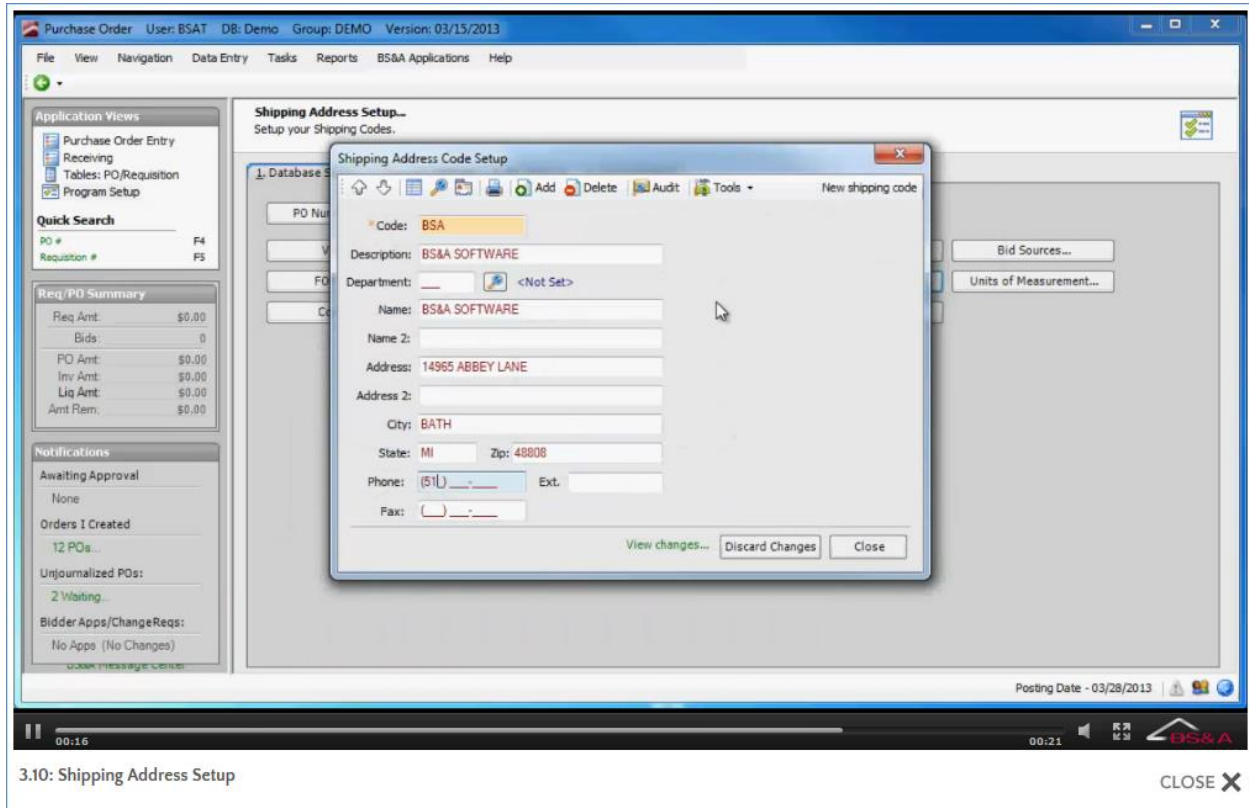
PO Type Name	Actual PO Type
Regular	Regular
Confirming	Confirming
Blanket	Blanket
NEW P	Regular

3.9: PO Types

CLOSE X


Lesson 3.10: Shipping Address Setup

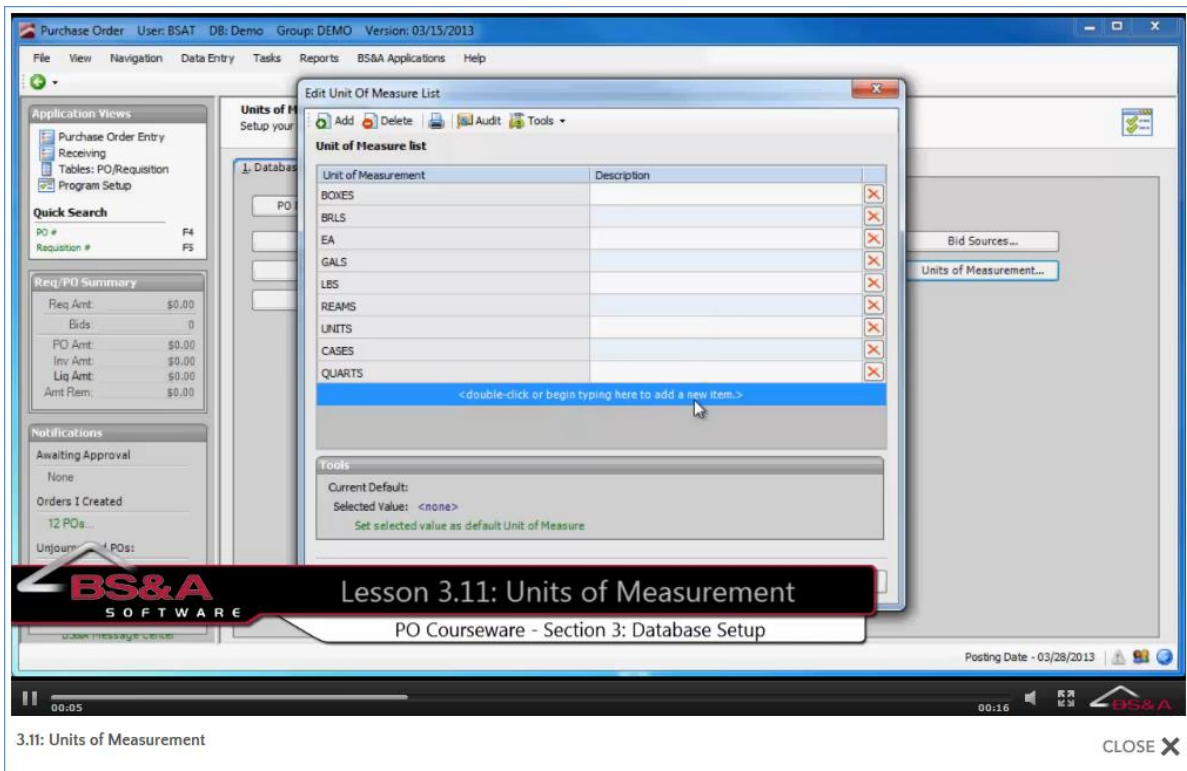
The Shipping Address Setup screen lets you set up all of the different addresses to which goods can be shipped to. When entering the purchase order, simply select the appropriate address.



Lesson 3.11: Units of Measurement

The Units of Measurement screen lets you define different types of quantities to be selected when entering a requisition. Units of Measurement can be set up in either Accounts Payable or Purchase Order; both databases (when linked) reflect additions/changes to this list.

1. Go to Program Setup>Database Setup>Units of Measurement.
2. (Optional) Click  >Add Defaults. This adds:



3. To add your own, double-click the bar labeled <double-click or begin typing here to add a new row.>.
4. Type a unit of measurement and press Enter.

Lesson 3.12: Contracts

Some purchase orders may be related to contracts with certain vendors. The Contracts screen lets you set up contracts for selection.

The screenshot displays the 'Contracts' screen in the BS&A Software application. The main window title is 'Purchase Order User: BSAT DB: Demo Group: DEMO Version: 03/15/2013'. The interface includes a menu bar (File, View, Navigation, Data Entry, Tasks, Reports, BS&A Applications, Help) and a sidebar with 'Application Views' (Purchase Order Entry, Receiving, Tables: PO/Requisition, Program Setup), 'Quick Search' (PO #, Requisition #), and 'Req/PO Summary' (Req Amt: \$0.00, Bids: 0, PO Amt: \$0.00, Inv Amt: \$0.00, Liq Amt: \$0.00, Amt Rem: \$0.00). The main area shows a 'Contracts' table with the following data:

Contract Name	Start Date	End Date	Skip Bidding
STAPLES CONTRACT	01/01/2011	12/31/2011	<input type="checkbox"/>
STORM DRAIN CONTRACT	10/17/2011	12/31/2012	<input checked="" type="checkbox"/>

A modal window titled 'Edit Contract List' is open, showing the same table. Below the table, there is a text prompt: '<double-click or begin typing here to add a new item.>'. The modal window has 'Discard Changes' and 'Close' buttons. The background window also has 'Bid Sources...' and 'Units of Measurement...' buttons. The bottom of the screen features a 'BS&A SOFTWARE' logo, the text 'Lesson 3.12: Contracts PO Courseware - Section 3: Database Setup', a 'Posting Date - 03/29/2013', and a system tray with a clock showing '00:19' and a 'CLOSE X' button.

Lesson 3.13: Product Categories

The Product Categories screen lets you set up a list of product categories that can be used in conjunction with product codes for broader reporting.

The screenshot displays the BS&A Software interface. The main window is titled "Purchase Order" and shows the "Product Categories..." screen. A dialog box titled "Edit Product Category List" is open, allowing users to manage the product category list. The dialog box includes a table with the following data:

Product Category
OFF]

Below the table, a yellow instruction bar reads: "<double-click or begin typing here to add a new item.>". The dialog box also features buttons for "View changes...", "Discard Changes", and "Close".

The background interface includes a sidebar with "Application Views" (Purchase Order Entry, Receiving, Tables: PO/Requisition, Program Setup), "Quick Search" (PO #, Requisition #), "Req/PO Summary" (Req Amt: \$0.00, Bids: 0, PO Amt: \$0.00, Inv Amt: \$0.00, Liq Amt: \$0.00, Amt Rem: \$0.00), and "Notifications" (Awaiting Approval: None, Orders I Created: 12 POs...). The bottom of the screen shows the BS&A Software logo, the text "Lesson 3.13: Product Categories", "PO Courseware - Section 3: Database Setup", and a "Posting Date - 03/29/2013".

Lesson 3.14: Staff Members

The Staff Members screen lets you set up a list of staffers for selection on purchase orders. The availability of this button is determined by a setting elsewhere in Program Setup (see page 28).

- If the Use BSA Users for Staff List setting is checked, the Staff Members button is not available.
- If the Use BSA Users for Staff List setting is unchecked, you may still use that user list by selecting Tools>Import Staff Members from Users Table.

Another tool lets you import staff member emails from the users table.

The screenshot displays the 'Staff Members' screen in a software application. The main window shows a 'Staff Member list' table with columns for Staff Member Code, Full Name, and Phone #. A 'Tools' menu is open, highlighting the option 'Update Staff Member Emails From Users Table'. A red banner at the bottom reads 'Program Setup > Database Setup > Staff Members'.

Staff Member Code	Full Name	Phone #
ADAM SMITH	ADAM SMITH	751
JANE RICHARDS	JANE RICHARDS	000
JOHN DOE	JOHN DOE	215

Program Setup > Database Setup > Staff Members

Section 4: Purchase Order Entry/Management



In this section you will learn how to:

- Enter a purchase order
- Enter a bid
- View order history
- Add attachments and receivers
- Cancel/liquidate purchase orders

Lesson 4.1: Entering a Purchase Order

Purchase Orders start out as Requisitions. Municipalities may take different routes to achieve Purchase Order status (e.g., using an approval process; requiring bids), and the program allows for those scenarios. Examples of the flexibility available in using Purchase Order:

- Bids may be required or may be optional. If required, a maximum amount may be set so that requisition amounts beneath that maximum will not require bids. Please review page 35 for more information.
- Approval is optional. If used, rules can be set that will bypass certain levels based on the requisition amount entered. For example, requisitions less than \$100 can bypass approval levels to be considered "approved." Please review page 31 for more information.
- If using Bidding in conjunction with Approval, you may select the approval level at which to begin accepting bids.
- If using Approval, the approval process can be bypassed when entering Department-Emergency requisitions.

Fields colored orange are designated by the program (in some cases, designated by you; see page 28) as required. Information must be entered before the requisition can be saved.


The screenshot displays the BSA Software interface for entering a purchase order. The main window is titled "Purchase Order" and shows the "Requisition Information" section. The requisition is for "ROOFING - CITY HALL" with a quantity of 1.000 units and a unit price of 5000.000, resulting in a total requisition amount of \$5,000.00. The interface includes a menu bar, a toolbar, and a sidebar with "Application Views" and "Quick Search". The requisition is currently in a "Pending" state, awaiting approval from BSAT (BSAT@BSASOFTWARE.COM).

Qty	Inv. Code	Units	NAICS Code	Item Description	Unit Price	GL Number
1.000			238160	Roofing Contractors	5000.000	101-265-930.000

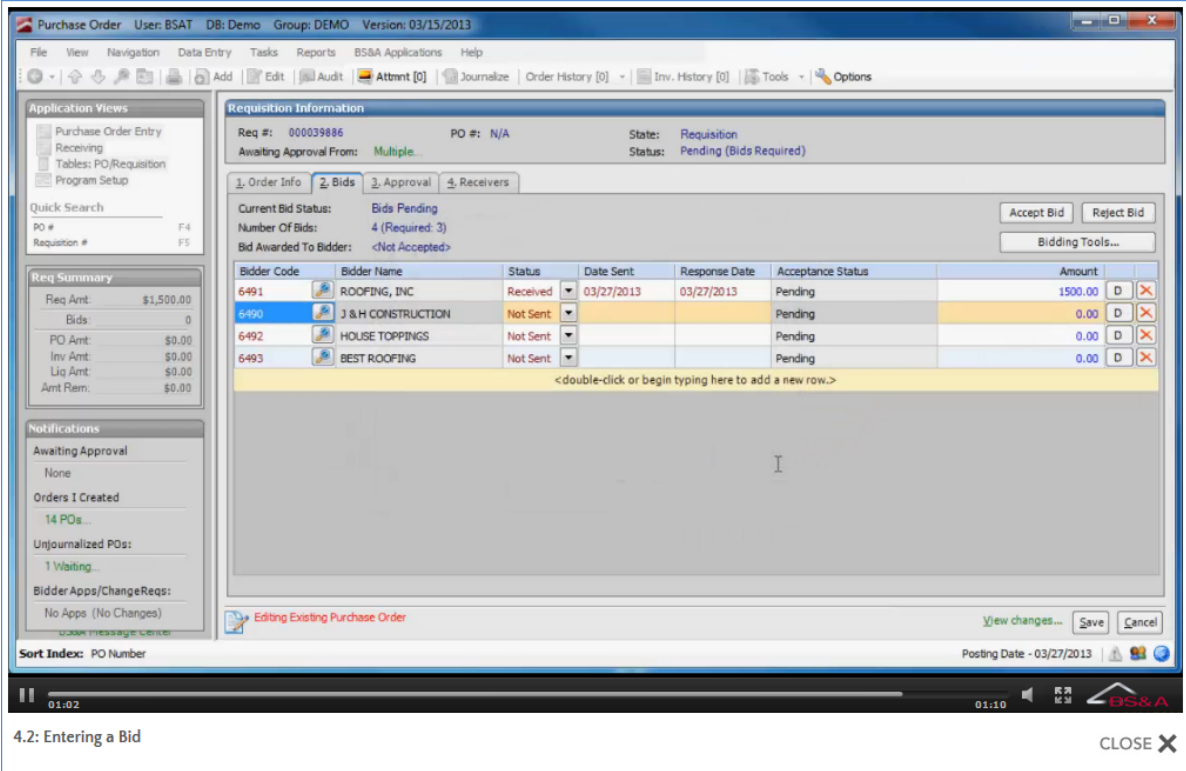
4.1: Entering a Purchase Order

CLOSE X

Lesson 4.2: Entering a Bid

1. Go to Purchase Order Entry and locate the requisition.
2. Click the Bids tab.
3. Click  Edit.
4. Double-click the bar labeled <double-click or begin typing here to add a new row.>.
5. Select a bidder manually or add bidders with a default Product/NAICS code:
 - Manually, select the Bidder Code and continue with step 6.
 - If by Product/NAICS code:
 - i. Click Bidding Tools and select one of the following:
 - Add all bidders with specified Product/NAICS code
 - Add all bidders with Product/NAICS code on requisition
 - Add all bidders meeting advanced filter conditions
 - ii. If "specified...," select the Product/NAICS code.
 - iii. If "advanced filter...," select the conditions and click Ok.
6. Select the bid Status.
7. Verify or enter the appropriate dates:
 - If Sent, verify or change the Date Sent.
 - If Received, verify or change the Response Date.
8. Enter the Amount of the bid(s).
9. Click D to edit/view additional bidder information.

10. Click Close to return to bidder entry.



4.2: Entering a Bid

11. If added manually and another bid is required, repeat.

12. Click Save.

Lesson 4.3: Viewing Order History

When viewing an existing purchase order or requisition, and the Order History button has a number in it, clicking that button pops up a dialog showing a history of actions (changes; approvals; etc.) that have occurred, along with the date and user involved.

Purchase Order History

Purchase Order Status Info

Cancelled or Liquidated: Liquidated
User: BSAT
Date: 04/01/2013
Amount Liquidated: \$300.00
Reason: <None>

Select the history version you would like to view:

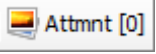

- Current [Purchase Order] (04/01/2013 08:55 AM)
- (1) [Requisition] BSAT (04/01/2013 08:32 AM)

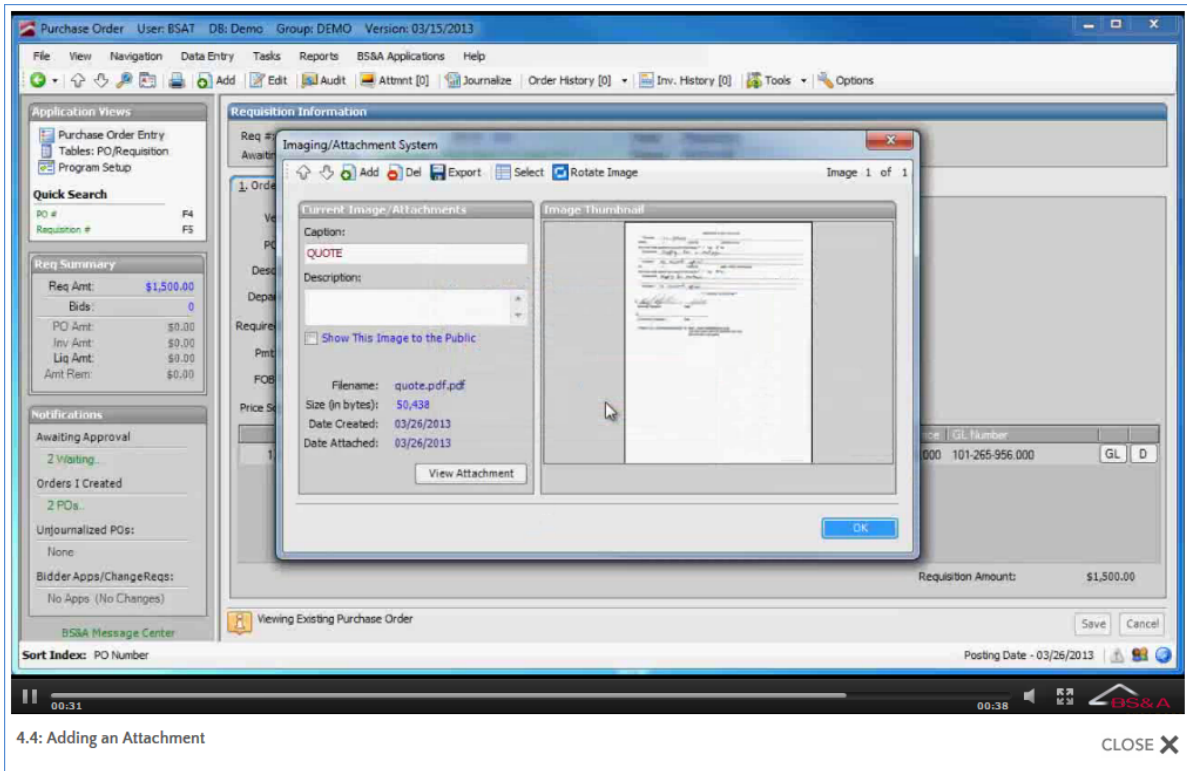
OK Cancel

Lesson 4.3: Viewing Order History
PO Courseware - Section 4

4.3: Viewing Order History CLOSE X

Lesson 4.4: Adding an Attachment

1. Locate the Req/P.O.
2. Click  Attmnt [0].
3. Click .
4. Add an Attachment From an Existing File is the default selection. If necessary, select Add an image from a TWAIN device and then the device.
5. Click Ok.
6. Browse to the file and double-click it.
7. Enter a Caption for the attachment and click Ok.
8. (Optional) Enter a Description (appears below the Caption).



9. Click Ok.

Lesson 4.5: Receivers


Receivers are only available when you are set to Use Receiving in Program Setup (see page 28). Receiving must be used when Purchase Order is used in conjunction with Inventory Management. When receiving is enabled, a Receiving item appears in Application Views. Click this item, select the vendor, and fill out the applicable information. You may then choose to **Add Single Purchase Order** (used in this example) or **Add All Open POs for Current Vendor**. Enter the quantity and click Save.

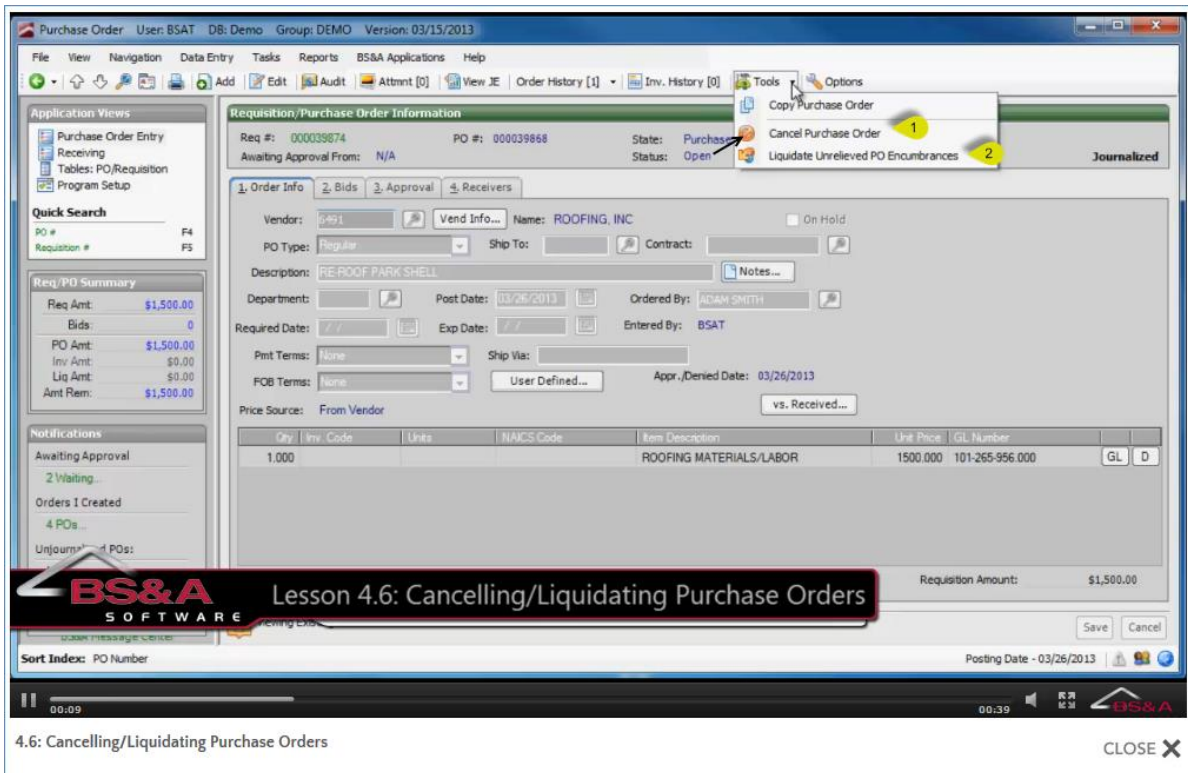
The screenshot displays the 'Purchase Order' application interface. The main window title is 'Purchase Order User: BSAT DB: Demo Group: DEMO Version: 04/01/2013'. The interface includes a menu bar (File, View, Navigation, Data Entry, Tasks, Reports, BSA/A Applications, Help) and a toolbar with icons for Add, Edit, Audit, and Attachments. On the left, there are several panels: 'Application Views' with options for Purchase Order Entry, Receiving, Tables: PO/Requisition, and Program Setup; 'Quick Search' for PO # and Requisition #; 'Req/PO Summary' showing financial data like Req Amt (\$0.00), PO Amt (\$0.00), Inv Amt (\$0.00), Liq Amt (\$0.00), and Amt Rem (\$0.00); and 'Notifications' for Awaiting Approval, Orders I Created (2 POs), Unjournalized POs (2 Waiting), and Bidder Apps/ChangeReqs (No Apps). The main content area shows 'Vendor: SCOTTS LAWN CARE' and 'Receiver Number: [Next Available]'. Below this, there are fields for 'Date Received: 04/26/2013' and 'Location: BSA'. A 'Package Slip #' field contains '0001123'. A 'Comments' text area is present. Below the comments, there are buttons for 'Add Single Purchase Order...' and 'Add All Open POs For Current Vendor'. A table with columns 'PO Number', 'Qty', 'Units', 'Item Description', and 'View PO' is shown. The table has one row: '00003888', '0.000', 'HEDGE TRIMMER'. Below the table, a message says '<double-click or begin typing here to add a new row.>'. At the bottom of the window, there is a 'Save' button and a 'View changes...' button. The status bar at the bottom shows '00:57' and '01:04'.

4.5: Receivers

CLOSE X

Lesson 4.6: Cancelling/Liquidating Purchase Orders

1. Click Purchase Order Entry and locate the purchase order.
2. Click .
3. Select the appropriate tool: Cancel Purchase Order or Liquidate Unrelieved PO Encumbrances. Open purchase orders are cancelled **(1)**. Partially-relieved purchase orders are liquidated **(2)**.



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Lesson 4.6: Cancelling/Liquidating Purchase Orders

Qty	Inv. Code	Units	NAICS Code	Item Description	Unit Price	GL Number		
1.000				ROOFING MATERIALS/LABOR	1500.000	101-265-956.000	GL	D

Requisition Amount: \$1,500.00

Posting Date - 03/26/2013

4.6: Cancelling/Liquidating Purchase Orders

CLOSE X

Section 5: Purchase Order Approval Process



In this section you will learn how to manage the approval/denial process.

Lesson 5.1: Viewing Approval Status from the Purchase Order

The screenshot displays a software application window titled "Purchase Order" with the following components:

- Application Views:** Purchase Order Entry, Receiving, Tables: PO/Requisition, Program Setup.
- Quick Search:** PO # (F4), Requisition # (F5).
- Req Summary:**

Req Amt:	\$30,000.00
Bids:	0
PO Amt:	\$0.00
Inv Amt:	\$0.00
Liq Amt:	\$0.00
Amt Rem:	\$0.00
- Notifications:** Awaiting Approval (1 Waiting), Orders I Created (1 POs), Unjournalized POs (None), Bidder Apps/ChangeReqs (No Apps (No Changes)).
- Requisition Information:** Req #: 000039900, PO #: N/A, State: Requisition, Status: Pending, Awaiting Approval From: MFELDPAUSCH (MFELD@EMAIL.COM).
- Users Who Can Approve Current Requisition Dialog:**

User Name	E-Mail Address
MFELDPAUSCH	MFELD@EMAIL.COM
- Bottom Bar:** Sort Index: PO Number, Posting Date: -04/03/2013, Requisition Amount: \$30,000.00.

5.1: Viewing Approval Status from the Purchase Order

CLOSE X

Lesson 5.2: Individual Approval

When a level is approved, the date appears in its node **(1)**. The level awaiting approval is pink **(2)**. Click the green Approve button to approve the level. When all levels have been approved, you have the option of creating the purchase order at that time or later.

The screenshot shows the 'Purchase Order' application window. The 'Requisition Information' section displays the following details:

- Req #: 000039899
- PO #: N/A
- State: Requisition
- Status: Pending
- Awaiting Approval From: BSAT

The 'Approval' tab is selected, showing a flowchart with the following steps:

- REQ. CREATED (grey arrow)
- DEPARTMENT HEAD: Approved 04/03/2013 (grey box with a red border and a yellow '1' above it)
- FINANCE/PURCHASING: BSAT (pink box with a yellow '2' above it)

Below the flowchart are two grey boxes: DENIED/CANCELLED and REQ. APPROVED. The interface includes a menu bar, a toolbar, and a sidebar with 'Application Views' and 'Quick Search' sections. A watermark for 'BS&A SOFTWARE' is visible at the bottom of the screenshot.

Lesson 5.3: Mass Approval

This task can also be accomplished via the Notifications pane by clicking the [n] waiting command link. As requisitions are approved (or denied) they are removed from the list.

Requisition Filters

Requested Date: // to // Explicit Access Only

Required Date: // to // Explicit Access Only

Department:

Entered By: Requested By:

Approval Level: All Groups And Levels

Show 'Entered By'

Show 'Requested By'

Show 'Required Date'

Show 'OverBudget'

Show Vendor Code

Show Cur. Approval Level

Req Number	Description	Dept	Requested Date	Amount	View Record	Approval History	Attach	Approve	Deny
000039891	TREE PLANTING		03/29/2013	400.00	View	1	0	Approve	Deny
000039892	RE-ROOF SHED		03/29/2013	200.00	View	1	0	Approve	Deny
000039894	TIRES		03/29/2013	380.00	View	1	0	Approve	Deny

Approve All Selected... Deny All Selected...

Details For Selected PO

Qty	Inv. Code	Units	NARS Code	Item Description	Unit Price	GL Number	GL	D
4.000				TREE	100.000	101-265-956.000	GL	D

Requisition Amount: \$400.00

OK

5.3: Mass Approval

Section 6: Journalizing Purchase Orders



In this section you will learn how to journalize and post purchase orders.

Lesson 6.1: Journalizing One Purchase Order

By default, purchase orders are automatically journalized as they are created. A setting in Program Setup lets you tell the program to allow manual journalization (see page 28).

The screenshot displays the BS&A Software interface for a Purchase Order. The window title is "Purchase Order User: BSAT DB: Demo Group: DEMO Version: 03/15/2013". The menu bar includes "File", "View", "Navigation", "Data Entry", "Tasks", "Reports", "BS&A Applications", and "Help". The "Journalize" option is highlighted in the menu bar with a black arrow. The main window shows the "Requisition/Purchase Order Information" for a PO # 000039881. The vendor is "ROOFING, INC" and the description is "RE-ROOF TOWN HALL". The purchase order amount is \$1,500.00. A video player overlay is positioned at the bottom of the screenshot, with the text "Lesson 6.1: Journalizing One Purchase Order" and "PO Courseware - Section 6". The video player shows a progress bar at 00:06 and a "CLOSE X" button in the bottom right corner.

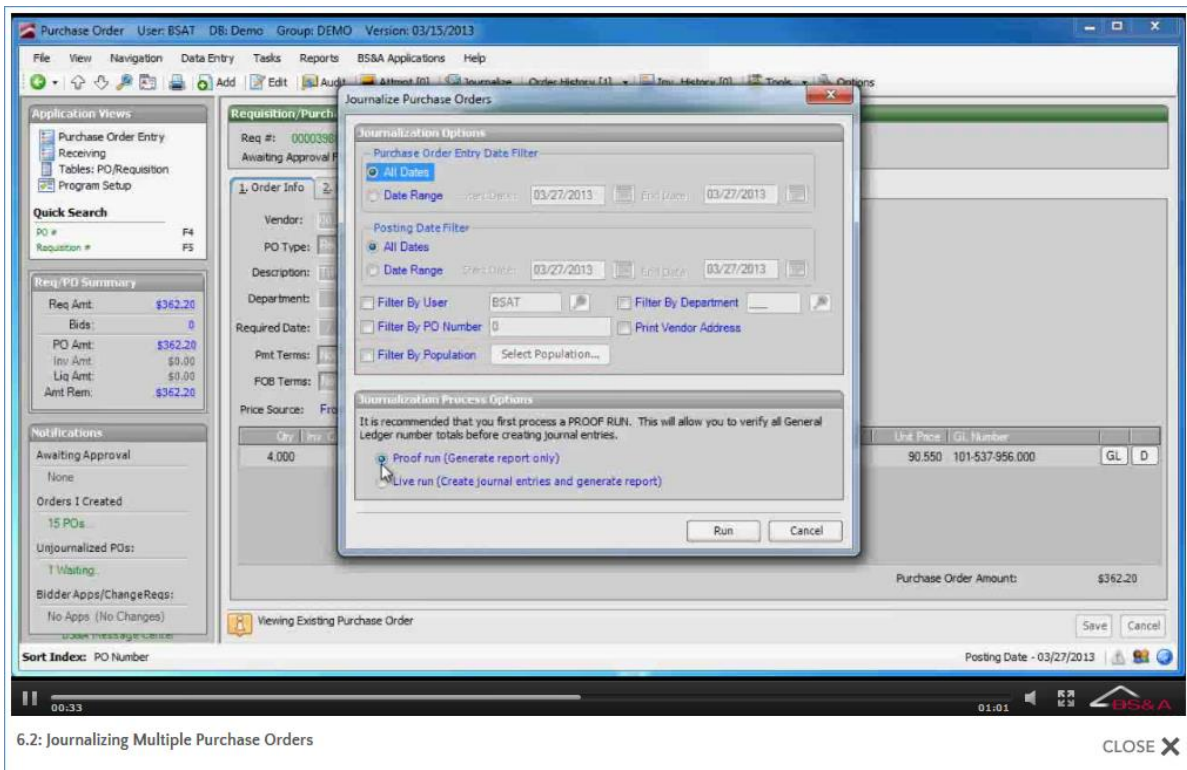
Qty	Inv. Code	Units	NAICS Code	Item Description	Unit Price	GL Number		
1.000				ROOFING & LABOR	1500.000	101-265-956.000	GL	D

6.1: Journalizing One Purchase Order

CLOSE X

Lesson 6.2: Journalizing Multiple Purchase Orders

1. Go to Tasks>Journalize/Post>Journalize Purchase Orders.
2. Select the Date option for both filters (all or a date range): Purchase Order Entry Date and Posting Date.
3. (Optional) Select additional filters. One filter will not negate the other; however, if two or more filters are used, the invoice data must meet all sets of criteria in order to be selected for journalization.
4. Select the Population.



5. Proof Run is the default selection. A proof run should always be done before a live run to ensure the data is correct; click Run.
6. Select the (print) Destination and click Ok.
7. Carefully review the report before you close it. You are then prompted to proceed with the task. Provided everything is correct, click Yes.

Section 7: Tasks Menu



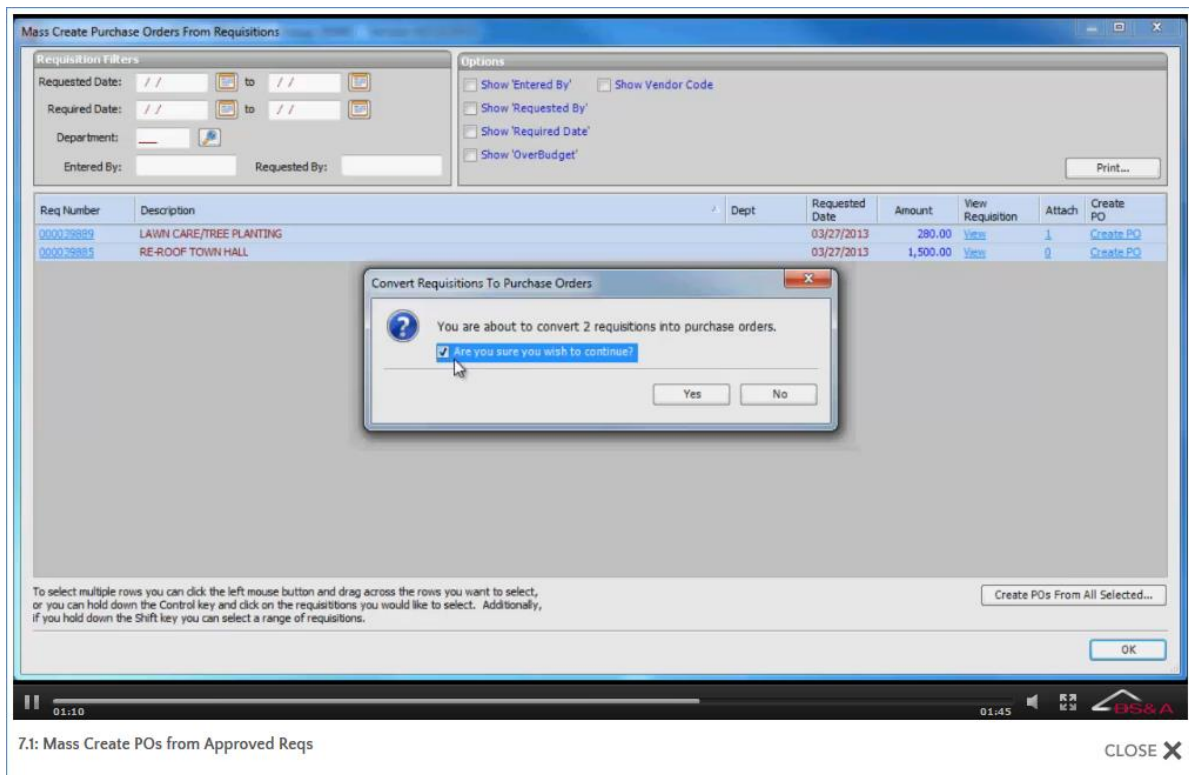
In this section you will learn how to:

- Create purchase orders from requisitions en masse
- Export purchased items to BS&A Fixed Assets
- Run the Year-End Wizard

Lesson 7.1: Mass Create POs from Approved Reqs

This task requires your Purchase Order numbers to be automatically generated by the program (see page 44).

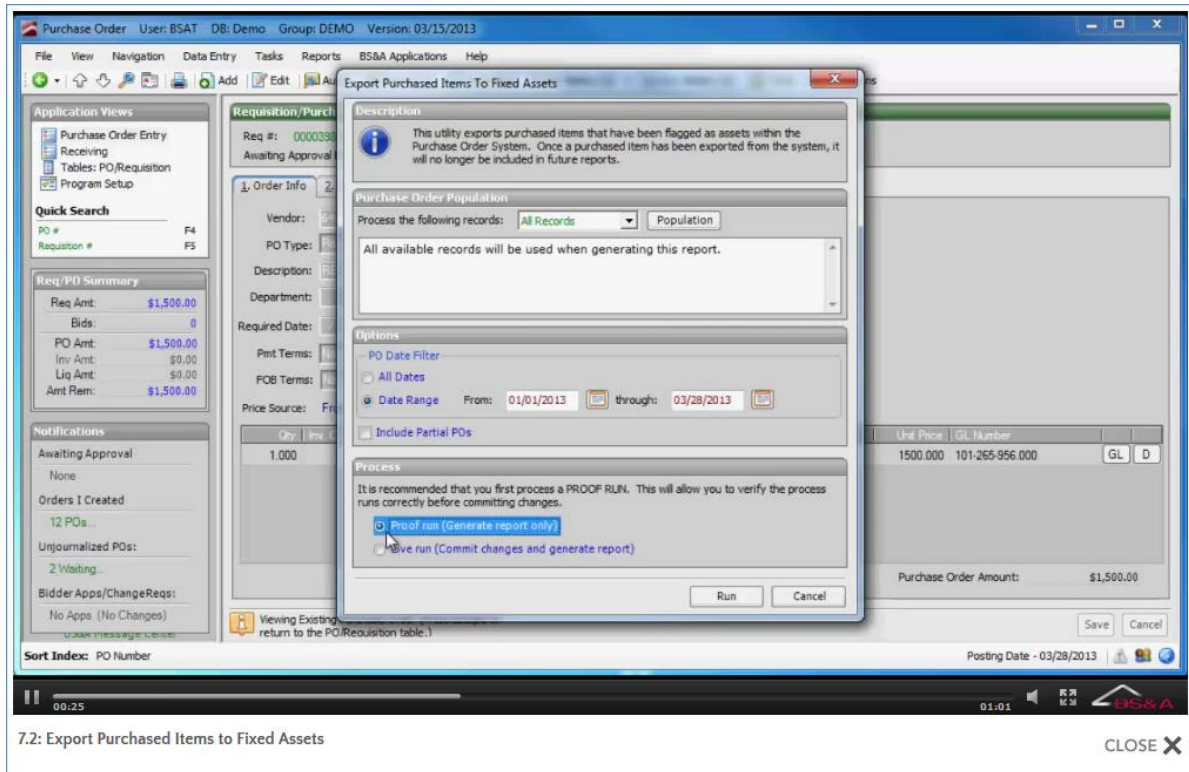
1. Go to Tasks>Mass Create POs from Approved Reqs.
2. Set the Requisition Filters. The more filters, the fewer records.
3. Check the columns (Options pane) to show.
4. (Optional) Click a **View** command link to view the requisition screen; do the same for any Attach links).
5. Using the tip in the lower left corner of the screen as a guide, select the requisitions to convert to purchase orders. Each can be converted separately by clicking the **Create PO** command link located at the end of the requisition line item.
6. Click Create POs from All Selected.
7. Check the Are You Sure... box and click Yes.



8. Verify or enter the Posting Date and click Ok.
9. If set as such, the purchase orders are automatically journalized and posted.

Lesson 7.2: Export Purchased Items to Fixed Assets

1. Go to Tasks>Export Purchased Items to Fixed Assets.
2. Select the Population.
3. Select the PO Date Filter (All Dates or Date Range).
4. Proof Run is the default selection. A proof run should always be done before a live run to ensure the data is correct.



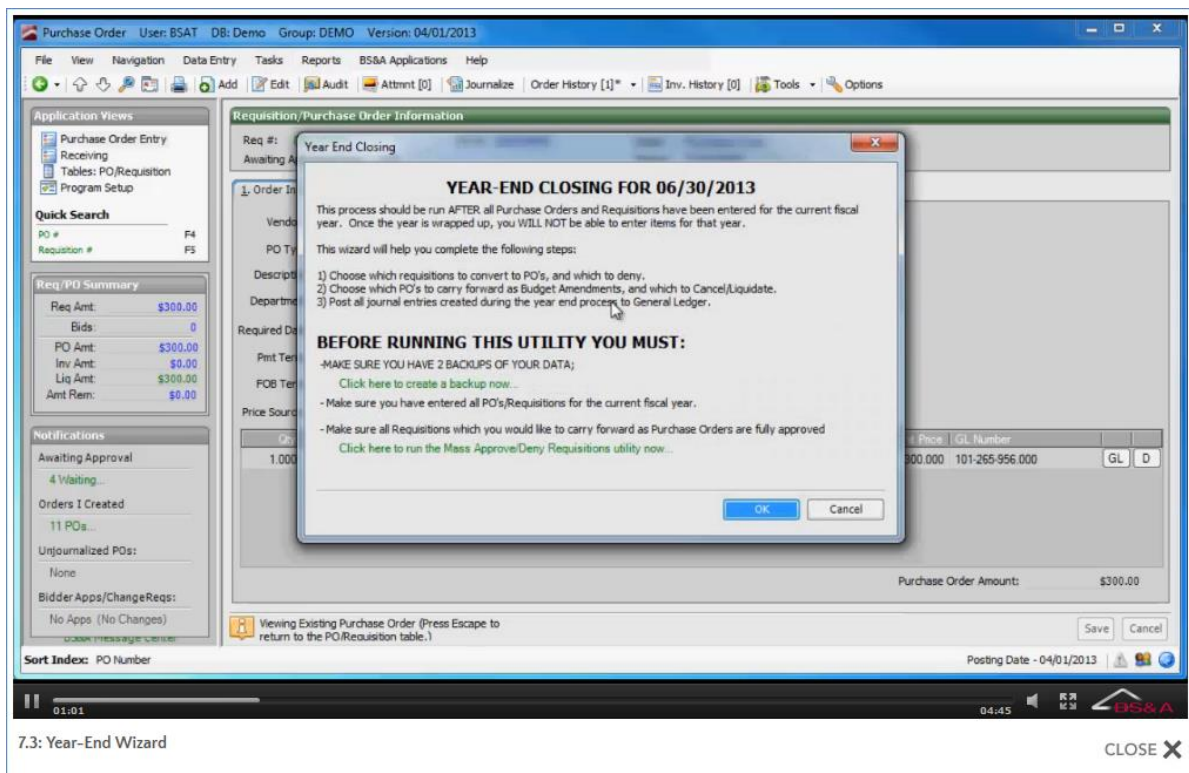
5. Click Run.
6. Carefully review the report before you close it. You are then prompted to proceed with the task. Provided everything is correct, click Yes.
7. Go to Fixed Assets and run the import. Instructions are in the Fixed Assets User Manual.

Lesson 7.3: Year-End Wizard

The Year-End task should be performed before closing out and rolling over your fiscal year in General Ledger. The following requirements must be met before completing your rollover:

- Post all unposted journal entries to General Ledger. When you begin the task, you will be prompted if any unposted journal entries are found. If your database is set up to post to General Ledger at the time of journalization (see page 28), this warning will not appear.
- Two backups of your data need to be made. The Year-End Closing task gives you two opportunities, or you may make the backups prior to beginning the utility.
- Requisitions that you want to carry forward into the next fiscal year must be approved. If you have not already done that, you are given an opportunity to during the Year-End Closing task.

1. Go to Tasks>Year-End Closing.



2. Read the warning. If you made a backup prior to performing this task, click Yes to proceed. If not, click the [Click here to create a backup now...](#) command link and follow the prompts.

3. When you return to the task, determine your next step:
 - All Requisitions to Carry Forward Have Been Approved or You Don't Use Requisitions. Continue with step 4.
 - Still Need to Approve/Deny Requisitions. Proceed with the instructions immediately following. These instructions are a condensed version of those in the Mass Approve/Deny topic:
 - i. Click the [Click here to run the Mass Approve/Deny Requisitions utility now](#) command link.
 - ii. Using the tip in the lower left corner of the screen as a guide, select the requisitions to approve or deny.
 - iii. If approving/denying "all selected," check the Are You Sure... box and click Yes.
 - iv. Enter a Brief Note (and an optional additional Note) and click Ok.
 - v. You are asked if you want to convert fully approved requisitions into purchase orders at this time; answer accordingly.
 - vi. Click Ok to exit and return to the Year End Task warning.
 - vii. Continue with step 4.
4. Click Ok.
5. You are prompted again to make a backup. It is highly recommended you make another backup.
6. Click Yes in response to having the second backup to proceed with the task.
7. Check the Yes, I Wish To... box and click Yes.
8. The Year End Wizard Step 1 - Requisitions screen appears. Any requisitions not yet converted to purchase orders appear in this screen.
 - i. Using the same methods outlined beginning in step 3.ii, determine the actions to take on these requisitions. Your options are: Convert to PO; Take no action; Deny.
 - ii. Click Ok (Preview).
 - iii. Carefully review the report before you close it. You are then prompted to proceed with the task. Provided everything is correct, click Yes.
 - iv. Click Ok (Live Run).
 - v. Check the Yes, I Wish To... box and click Yes, then Ok.

9. The Year End Wizard Step 2 - Purchase Orders screen appears. Any open or partial purchase orders appear in this screen.

- i. Using the same methods outlined beginning in step 3.ii, determine the actions to take on these purchase orders:

Toggle Create BA. This creates a budget amendment in the new fiscal year for the POs that will be carried forward, essentially adding the previous year's unspent budget related to this PO to the new fiscal year's budget. You would then change the setting for each from Cancel/Liquidate to Carry Forward.

Take No Action on Selected POs. The Year End close process will not actually be completed until some action has been taken on all of these POs, whether to Cancel/Liquidate, or to Carry Forward in some fashion. This option can be useful when trying to narrow down a list of many POs that must be dealt with.

Carry Forward All Selected POs. This allows the POs to be utilized in the new fiscal year, but does not create a budget amendment. By using this option, the amounts spent from these POs will come from the new fiscal year's budget.

Cancel/Liquidate All Selected POs. This assumes that these POs are no longer valid, since they are from a previous fiscal year. In order to purchase these goods or services, a new PO will need to be entered for the new fiscal year.

- ii. Click Ok (Preview).
- iii. Carefully review the report before you close it. You are then prompted to proceed with the task. Provided everything is correct, click Yes.
- iv. Click Ok (Live Run).
- v. Check the Yes, I Wish To... box and click Yes.
- vi. If prompted, enter a Brief Note and click Ok.

10. Follow the prompts according to the actions you took.

