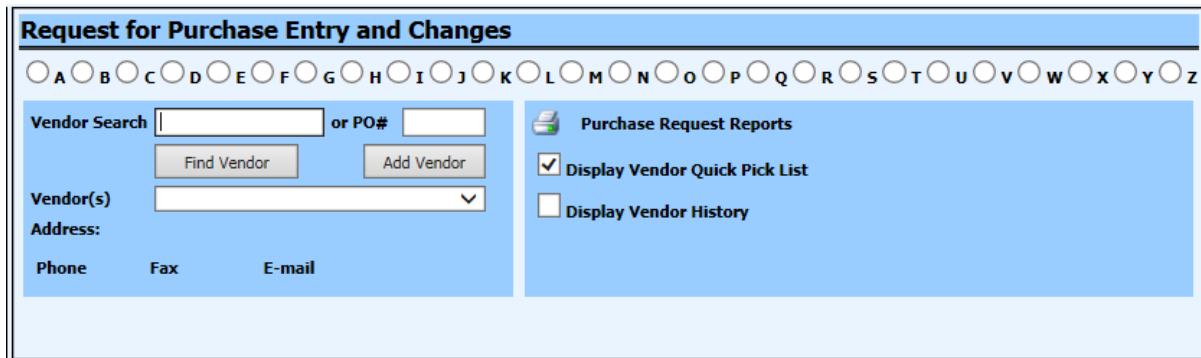


Purchase Order Processing

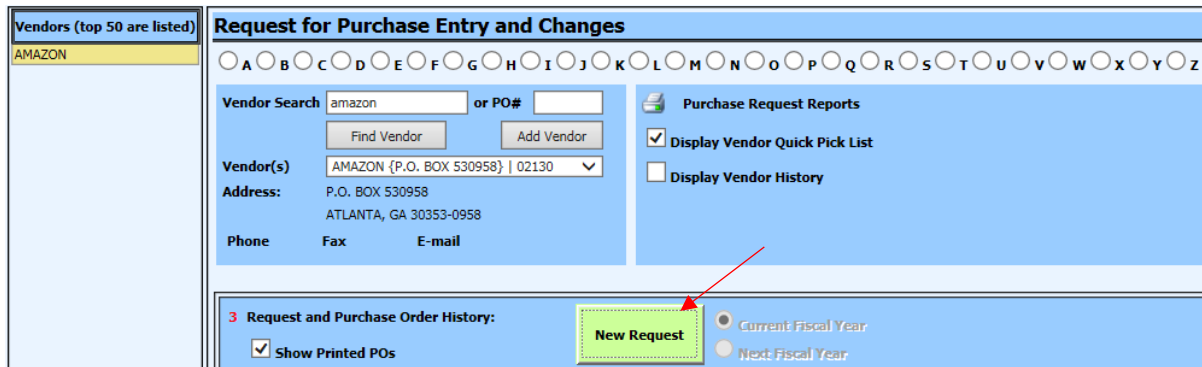
(AKA: Request for Purchase Entry and Changes)

Entering in a Requisition (Purchase Order)

1. Select "Purchasing"
2. Select "Request for Purchase entry and Changes"
3. Use Vendor Search field to find needed Vendor
 - At this time, new vendors must be added by someone in the Business Office, please email Cheryl Masnova @ cmasnova@antioch34.com with vendor information, including a W9.



4. Select "New Request"



5. Enter the details of the order in the new window
 - a. Order for – will be your school
 - b. Ship to Info – add your name to the location line
 - c. Enter the order details – including quantity, price, unit of measure (if known) & item number (if known), item description & account number.
 - d. Special Order Handling Instructions – information that will be printed on the approved purchase order for the Vendor to see (example: quote number).
 - e. Internal Notes – information that will NOT print on the approved purchase order, this area is used to give the approver (i.e. Principal & CFO) additional information about the order.
 - f. Detail Area Entry Options -> Attach a Document to Request – **ALWAYS** attach a document to better inform the approver of order details. Items to attach include:
 - copy of quote
 - screenshot of cart (example: Amazon)
 - copy of receipt for reimbursement (example: supply receipt or cell phone bill)
 - copy of mileage log or Google map

1 Order For: ADMINISTRATIVE SERVICES CENTER 9		Order From: AMAZON {P.O. BOX 530958} 02130 P.O. BOX 530958 ATLANTA GA 30353-0958	
Request is for the Current Fiscal Year.			
2 Ship to Information:		Request Number: 0000013462 Dated: 12/13/2017 Group: Admin	
Location:	ASC	Required By:	
Staff Member:	ADMINISTRATIVE SERVICES CENTER	Ship Via:	
Address:	964 SPAFFORD ST.	Phone#:	847-838-8401
City State Zip:	ANTIOCH IL 60002	Processing History:	cmasnova - cheryl @ 12/13/2017 12:35:49 PM Level:9
Detail Area Entry Options:			
		<input type="checkbox"/> Authorize on Save <input type="checkbox"/> Show Budget <input type="checkbox"/> Retain Account Number <input type="checkbox"/> Mass Change Account Number <input type="checkbox"/> Account Title Sequence in Account Drop Down. Display <input type="checkbox"/> Attach a Document to Request <input checked="" type="checkbox"/> Delete / Cancel Entire Request	

3 <input checked="" type="radio"/> Standard <input type="radio"/> Copy Old PO Requests <input type="radio"/> % Distribution		4 Save & Total Request		5 Request is Complete		or Request is Complete	
<input type="button" value="Add a Line"/>		<input type="button" value="Save and Continue"/>		<input type="button" value="Save and Exit"/>		<input type="button" value="Return Without Saving"/>	

X	Qty	Price	Total	U of M	Item	Item Description	Account Number
<input type="checkbox"/>	0	0.0000	\$0.00				
			\$0.00				

Special Order Handling Instructions:

Internal Notes:

6. Select “Save and Exit” once the request has been completed.

Tips for saving a PO:

4 Save & Total Request	5 Request is Complete	or Request is Complete
<input type="button" value="Save and Continue"/>	<input type="button" value="Save and Exit"/>	<input type="button" value="Return Without Saving"/>

Here is the difference between the above buttons:

Save & Continue: Use this if your PO is not complete and you don't want it to go to your supervisor for approval yet.

Save & Exit: Use this when the PO is complete & ready for approval or if you made a change. This will start the whole approval process over again.

Return without Saving: Use this when you are just viewing the request and are NOT making any changes.

Purchase Request Authorization

Once the request has been authorized by all approvers (i.e. Principal & CFO) a purchase order number will be assigned and it can be printed.

Note: If a change is made to the request (i.e. amount, account number, etc.) before it has been finalized, it will become unauthorized. All of the approvers will need to re-authorize the order again.

While waiting for the PO to be approved, the status of the order can be viewed by following the steps below:

- Look & Browse -> Finance Look & Browse -> Vendor tab -> type the Vendor in the "Vendor Name" field & click search -> Purchase Order Tab -> then toggle on the "Show Approval History"

ANTIOCH C.C. DIST. #34
Finance Look and Browse

Wednesday, Dec 13, 2017
Current Month = December

cheryl Logout

Accounts Vendors Customers Display Options: Show Active Vendors ☒ Only Open Purchase Orders

Options Vendor # Vendor Name Address 1 Find By PO Invoices Select a Report to Print: Fiscal Year: Thru: Current Year or Historical Data

Selection Options amazon Search Select a Report: 2017-2018 2017-2018 Current Year

Page 1 of 1 Expanded List Details Accounts Payable Purchase Orders Documents

Vendor Number Vendor Name
00130 AMAZON
00130 GE MONEY BANK/ AMAZON

☒ Show Approval History

PO Num	Asst Num	Description	PO Date	UOM	Qty	Unit Price	Orig Price	Open Amt	Bills Recd	Vendor Name	Est Num	Current Year	Approval History
0001703058	12762	Retractable Badge Holders	12/12/2017	S	5	\$7.99	\$39.95	\$39.95	\$0.00	AMAZON	0000013450	C	Needs to Approve: WADSWORTH, CHERYL - 571340 Needs to Approve: GUNTHARP, KRISTINA R. - 31023 Entered by: BRITTO, SUSAN L. - 9939 - Group Teach B.L. Approved By: 9939 - BRITTO, SUSAN L. on: 12/13/2017 8 Approved By: 571310 - OCEVAS, DANIEL F on: 12/13/20 Approved By: 74839 - SAV, ADAM H. on: 12/13/2017 10:
0001703047	40605	Espar heater water pumps	12/11/2017	ea	3	\$158.68	\$476.04	\$476.04	\$0.00	AMAZON	0000013441	C	Needs to Approve: WADSWORTH, CHERYL - 571340 Entered by: GRAHAM, GUSTAV K. - 31614 - Group TRAY Approved By: 31614 - GRAHAM, GUSTAV K. on: 12/11/20 Approved By: 69852 - RIESENWEBER, CHERYL L. on: 12/11/20

Upon approval, purchase order requestor will receive an email stating their PO has been approved:

cheryl <cwadsworth@antioch34.com> Cheryl Masnova

Your Purchase Requests

Your Purchase Requests have been approved.

Purchase Order 0001703024 has been approved to AMAZON for your Request #0000013409 in the amount of \$36.91.

If the PO is denied, purchase order requestor will receive the following email:

Subject: Your Purchase Request Has Been Denied

Your Purchase Request has been denied!
Denied By: 571340 - WADSWORTH, CHERYL on: 10/8/2019 3:27:35 PM

Purchase Order 0000201196 has been denied to [REDACTED] for your Request #0000020480 in the amount of \$71.02.

Comments as to why the PO was denied can be found in the internal notes of the purchase order:

1 Order For: ADMINISTRATIVE SERVICES CENTER | 9 | Request is for the Current Fiscal Year. Order From: AMAZON {P.O. BOX 530958} | 02130 | P.O. BOX 530958 ATLANTA GA 30353-0958 PO# (Optional)* PO Date (optional)

2 Ship to Information: Request Number: 0000013462 Dated: 12/13/2017 Group: Admin Detail Area Entry Options: Location: ASC Required By: Ship Via: Promised By: Authorize on Save Show Budget Staff Member: ADMINISTRATIVE SERVICES CENTER Ship Via: Retain Account Number Address: 964 SPAFFORD ST. Phone#: 847-838-8401 Mass Change Account Number City State Zip: ANTIOCH IL 60002 Processing History: cmasnova - cheryl @ 12/13/2017 12:35:49 PM Level:9 Account Title Sequence in Account Drop Down, Display Attach a Document to Request Delete / Cancel Entire Request

3 Standard Copy Old PO Requests % Distribution 4 Save & Total Request 5 Request is Complete or Request is Complete Add a Line Save and Continue Save and Exit Return Without Saving

Qty	Price	Total	U of M	Item	Item Description	Account Number
0	0.0000	\$0.00				?
		\$0.00				

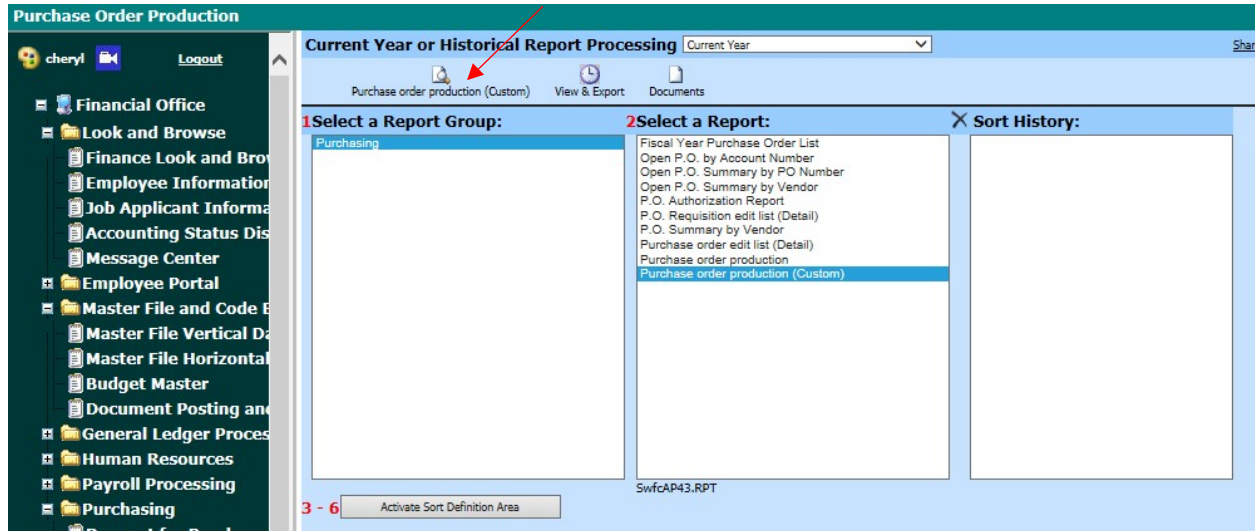
Special Order Handling Instructions:

Internal Notes:

Printing Purchase Orders

Once the approval email is received the PO can be printed.

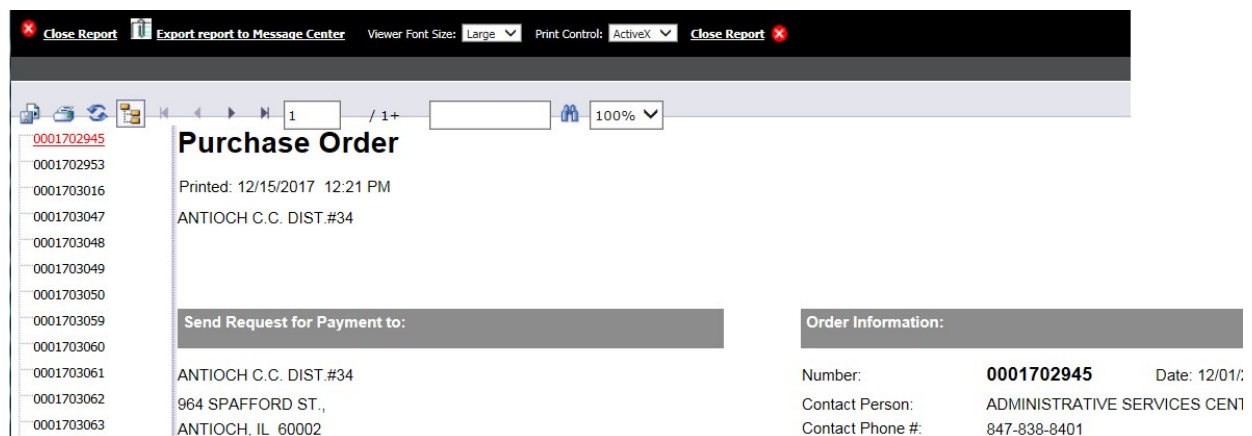
1. Select "Purchasing"
2. Select "Purchase Order Production"
3. Select "Purchase order production (custom)" from the top left corner:





4. A new window/tab will open:

Note: please set your web browser to allow pop-up from

<https://ssl9.schooloffice.com/antioch34/sdsweboffice/> to prevent this window from being blocked.



5. **IMPORTANT:** Select  and then the “Send Now” button. This will send the purchase orders to the Look & Browse area for printing at a later time. If this step is skipped, you will be unable to re-print the purchase order.

The PO can be printed from this screen by selecting the “Disk/Paper” Icon , select “Adobe Acrobat (PDF)” from the drop down menu, finally select “Ok”.

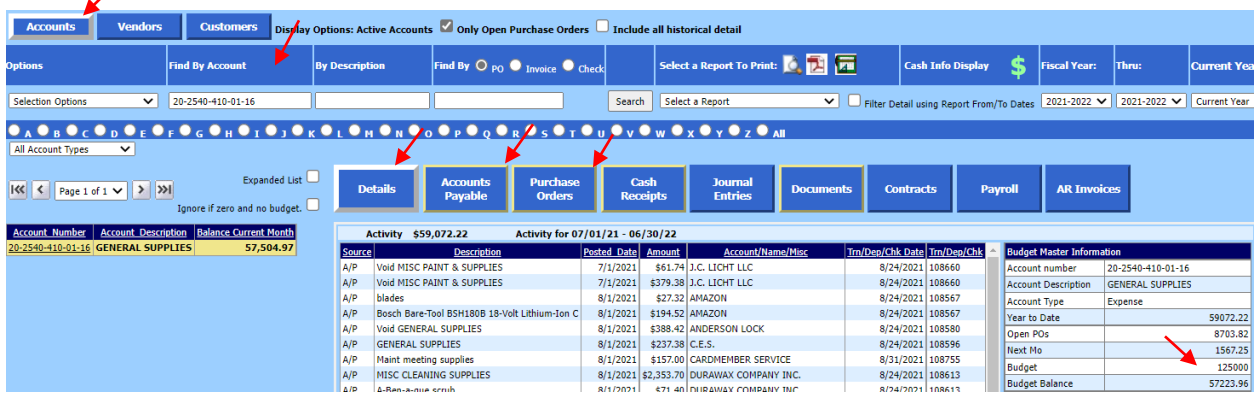
Note: to view or print a previous purchase order or attachment:

- Look & Browse -> Finance Look & Browse -> Vendor tab -> type the Vendor in the “Vendor Name” field & click search -> Purchase Order Tab -> click on the underlined purchase order number or request number -> a new window will open with the PDF

0000190139	11270	3M Super Sticky Pads, world of rio 3x3"	6/14/2018	1	\$19.99	\$19.99	\$19.99	\$0.00	AMAZON	0000015583	N
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Note: to view account balances:

- Look & Browse -> Finance Look & Browse -> Account tab -> type the account number in the “Find by Account” field & click search -> Detail tab will show the Budget balance -> Accounts Payable Tab will show line item purchases -> Purchase Order tab will show open PO's



The screenshot shows the Accounts Payable screen. The 'Accounts' tab is selected. The 'Find by Account' field contains '20-2540-410-01-16'. The 'Purchase Orders' tab is highlighted. The 'Budget Master Information' section shows a budget balance of 57223.96.

Account Number	Account Description	Balance Current Month
20-2540-410-01-16	GENERAL SUPPLIES	57,504.97

Source	Description	Posted Date	Amount	Account/Name/Misc	Tm/Dep/Chk Date	Tm/Dep/Chk
A/P	Void MISC PAINT & SUPPLIES	7/1/2021	\$61.74	J.C. LIGHT LLC	8/24/2021	108660
A/P	Void MISC PAINT & SUPPLIES	7/1/2021	\$379.38	J.C. LIGHT LLC	8/24/2021	108660
A/P	blades	8/1/2021	\$27.32	AMAZON	8/24/2021	108567
A/P	Bosch Bare-Tool BSH180B 18-Volt Lithium-Ion C	8/1/2021	\$194.52	AMAZON	8/24/2021	108567
A/P	Void GENERAL SUPPLIES	8/1/2021	\$388.42	ANDERSON LOCK	8/24/2021	108590
A/P	GENERAL SUPPLIES	8/1/2021	\$237.38	C.E.S.	8/24/2021	108596
A/P	Maint meeting supplies	8/1/2021	\$157.00	CARDMEMBER SERVICE	8/31/2021	108755
A/P	MISC CLEANING SUPPLIES	8/1/2021	\$2,353.70	DURAWAX COMPANY INC.	8/24/2021	108613
A/P	2-Reg-a-mix 57016	8/1/2021	\$71.40	THE BOWEN COMPANY INC	8/24/2021	108613

Budget Master Information	
Account number	20-2540-410-01-16
Account Description	GENERAL SUPPLIES
Account Type	Expense
Year to Date	59072.22
Open POs	8703.82
Next Mo	1567.25
Budget	125000
Budget Balance	57223.96

Make Purchase Orders Permanent

Once PO's have been printed & sent to the Vendor, they need to be posted to the system to move them to the Receiving & Accounts Payables areas.

- Select “Purchasing”
- Select “Make Purchase Orders Permanent”
- Select the correct PO(s): All Purchase Orders will be listed in this screen, please be careful to only make your PO's permanent.
- Select “Post Selected Ledger”

ANTIOCH C.C. DIST.#34
Make Purchase Orders Permanent

cheryl Logout

Financial Office
Look and Browse
 Finance Look and Browse
 Employee Information
 Job Applicant Information
 Accounting Status Display
 Message Center
Employee Portal
 Master File and Code Entry
 General Ledger Process
 Human Resources
 Payroll Processing
Purchasing
 Request for Purchase
 Purchase Request Auto
 Purchase Order Production
Make Purchase Orders Permanent

Control/Subsidiary Ledgers:

1 **Check Items to Post:** Check All

2 ☐ PO # 0000192975
☐ PO # 0000193199
☐ PO # 0000193356
☐ PO # 0000193597
☒ PO # 0000200128
☐ PO # 0000200129
☐ PO # 0000200130
☐ PO # 0000200131
☐ PO # 0000200133
☐ PO # 0000200142
☐ PO # 0000200147
☐ PO # 0000200156
☐ PO # 0000200158
☐ PO # 0000200159
☐ PO # 0000200160
☐ PO # 0000200164
☐ PO # 0000200167
☐ PO # 0000200169

3 ☐ Purchase Orders ☒ Notify Requestor via E-Mail
 Post Selected Ledger

Vendor Name	Po Number	Account Number	PO Date	Description	Item Number	PO Amount	Request Number	Purchase Order Number
INDEPENDENT STATIONERS INC.		11270	6/11/2019	AUGS \$75 staff supplies 2019-2020		74.63	0000019358	0000200128
				Total		74.63		

NOTE:

1. If you are not sure which PO is yours, click on the binoculars on the left side and the PO detail will be displayed on the bottom of the screen.
2. "Notify Requestor via E-Mail" – If this option is selected a PDF copy of the PO will be emailed to you once the "Post Selected Ledger" is clicked. This is very helpful when entering employee reimbursements because the Business Office uses the PO as an invoice to pay the employee. Just forward the email (with attachment) to cmasnova@antioch34.com for payment processing.
 - Here is what the email looks like:
 - Please note that "issued to" doesn't mean the PO was sent to the vendor, you will still need to forward a copy to them.

From: [REDACTED] [mailto:mtretorefrench@antioch34.com]
 Sent: Tuesday, March 16, 2021 11:33 AM
 To: [REDACTED]
 Subject: Your Purchase Request

CAUTION

This email originated from outside of the organization. Do not follow guidance, click links or open attachments unless you recognize the sender and know the content is safe.

Your Purchase Request has been processed.

Purchase Order 0000211988 has been issued to CEREBELLUM CORPORATION for your Request #0000024669 in the amount of \$119.8.

Receiving Purchase Orders

Each purchase order must be “received” in order to indicate to Business Office that the item has been actually received and is ready for payment.

1. Select “Purchasing”
2. Select “Record Received Merchandise”
3. Select Vendor from the search box and click the correct PO (note: this screen looks VERY similar to the original “Request for Purchase Entry”)

Record Received Merchandise

Vendors (top 50 are listed): AMAZON

Request for Purchase Entry and Changes

Vendor Search: amazon or PO# Find Vendor Add Vendor

Vendor(s): AMAZON (P.O. BOX 530958) | 02130

Address: P.O. BOX 530958 ATLANTA, GA 30353-0958

Phone Fax E-mail

Purchase Request Reports

☒ Display Vendor Quick Pick List

3 Request and Purchase Order History: New Request

Select	PO Number	Date	Request Number	Total	Fis
View/Edit	0001703058	12/12/2017	0000013450	\$39.95	C
View/Edit	0001703045	12/08/2017	0000013434	\$154.99	C

4. Enter the Received information

- If order is received in full, select **PO Received in Full** for all quantities to be recorded
- Enter your name on the first line and select “Save and Return”
- If an order is incomplete, enter the quantities received on the corresponding lines, enter “P” for partial in the code area and select “Save and Return” to exit the screen

PO Received in Full Save as changed Save and Return

Received Code: F Received Date: 12/15/2017 Received by Name: Cheryl Masnova

Received Qty	Received Code	Received Date	Received By Name	Qty	Price	Total	U of M	Item	Description
3	F	12/15/2017	Cheryl Masnov	3	5.8	17.4	6/pack	R330-AN	Post-it Pop-up Notes, 3 x 3
1	F	12/15/2017	Cheryl Masnov	1	19.51	19.51	50/box	75560	Smead Jackets, letter size, 2 in expansion

PO Received in Full Save as changed Save and Return

Received Code: F Received Date: 12/15/2017 Received by Name: Cheryl Masnova

Received Qty	Received Code	Received Date	Received By Name	Qty	Price	Total	U of M	Item	Description
2	P	12/15/2017	Cheryl Masnov	3	5.8	17.4	6/pack	R330-AN	Post-it Pop-up Notes, 3 x 3
1	F	12/15/2017	Cheryl Masnov	1	19.51	19.51	50/box	75560	Smead Jackets, letter size, 2 in expansion