Education Solutions Development, Inc.

Bookeeping II:

Bookkeeping

Training Reference Guide

Volume II

March 2013

Bookkeeping Training Tasks

Purchase Orders

Purchase Order Receiving

Travel

Accounts Payable

Fixed Assets

Warehouse

Searching for a Purchase Order

Use this procedure to find a particular purchase order or to display a list of purchase orders that meet the criteria you specify. You can easily find a purchase order using two different types of searches:

- Use a **quick search** when you need to display a different purchase order than is currently displayed on a Finance > PO screen AND you know the beginning numbers of the purchase order number or the first letters of its description. You can perform a quick search using the PO Search field that appears in the screen header. The Search field is not available on the PO Search screen.
- Use an **advanced search** when you you need to narrow the search using more detailed information, such as the cost center that initiated the requisition, the date, purchase order type, buyer code, and status. The advanced search is available only on the PO Search screen.

Before You Begin

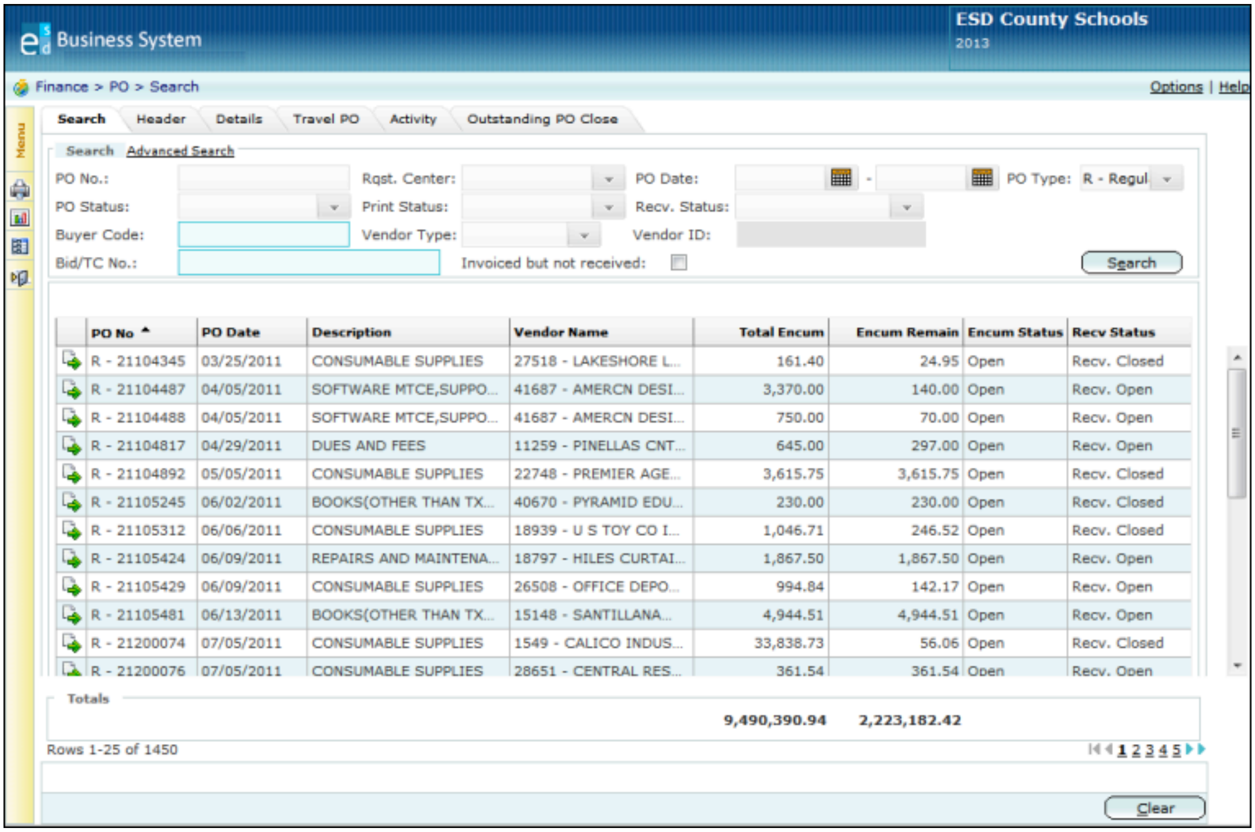
Do the following before you begin:

- Sign on to the correct fiscal year. Refer to “Signing on to a Particular Fiscal Year.”
- Display one of the Finance > PO screens.

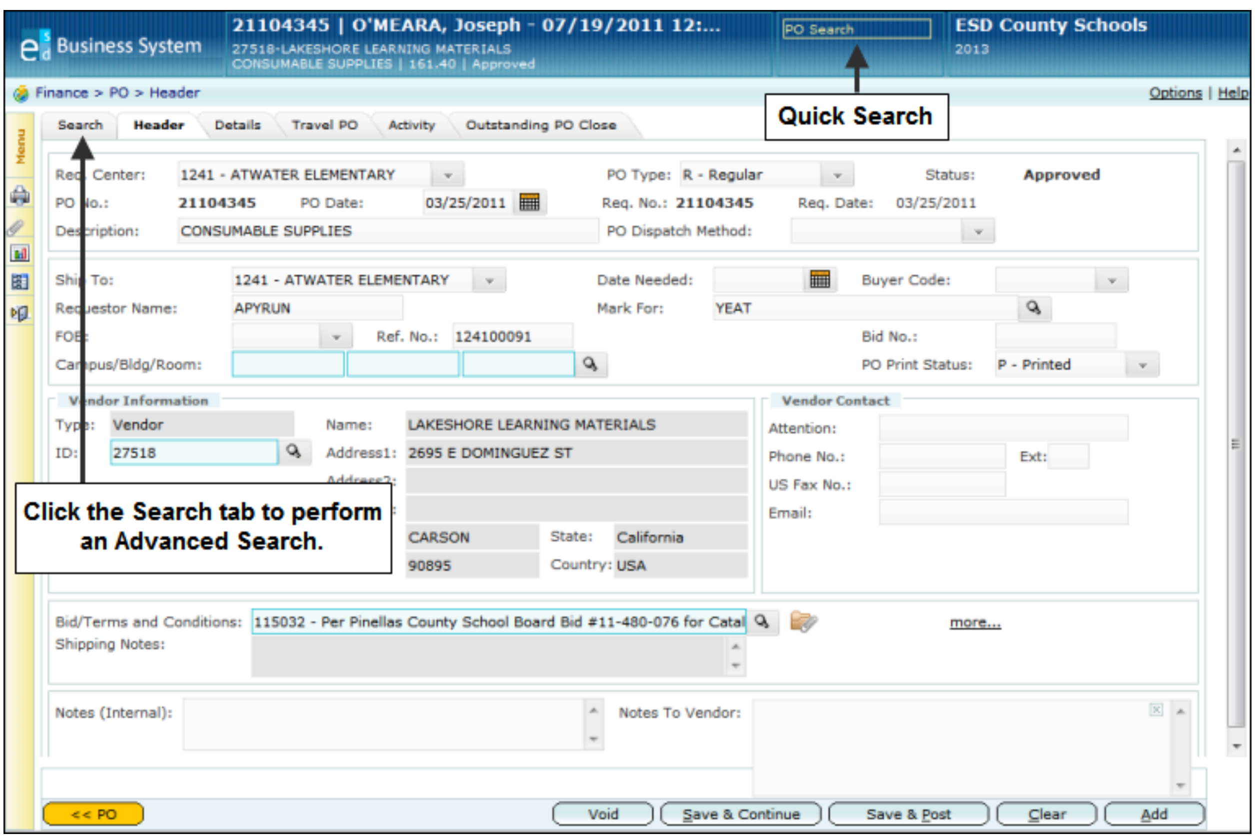
Procedure

Do the following to search for a purchase order using a quick search or advanced search:

To Use a…	Then…
Quick Search	Do the following to find a purchase order to display on any of the PO screens (except the PO Search screen): 1. Type numbers from the purchase order number or letters from its description in the PO Search field that appears in the screen header. You do not need to enter the complete number or description. The system displays a list of purchase orders matching the letters or numbers entered. 2. Review the list, and click the number of the purchase order whose information you need to display.
Advanced Search	Do the following to find a purchase order using the PO Search screen: 1. Select Finance > PO > Search on the Menu Pane or click the Search tab. The system displays the PO Search screen. Click Help to see descriptions of all the fields. 2. Do you need to enter more search criteria than is currently displayed? • If yes, then click the Advanced Search field. The system displays additional fields, including requisition number, vendor type, and account number. • If no, then go to step 3. 3. Enter the information you have for the purchase order you need to find, then click the Search button. The system displays a list of purchase order s matching the criteria entered. 4. Review the list, and click the Actions icon that appears to the left of the PO number whose information you need to display. The system displays several options in the Actions window, which vary according to the purchase order type. 5. Click the option to display the purchase order information you need.



Finance > PO > Search Screen



Search Functions on the Finance > PO > Header Screen

Viewing Purchase Order Activity

Use this procedure to display a summary of activity information (encumbrances and payment transactions) for a particular purchase order. This information includes the date the purchase order was issued, its current status, the encumbrance amounts, payment details, vendor information, check numbers and dates, and account numbers. This is all displayed on the PO Activity screen.

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year. Refer to "Changing to a Different Fiscal Year" in *Getting Started*.
- Be sure you have the correct security access to display purchase order information.

Procedure

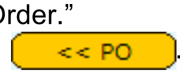
Do the following to display the activity for a particular purchase order:

1. Display the PO Search screen by selecting Finance > PO > Search on the Menu Pane.
2. Do you need to enter more search criteria than is currently displayed?
   - If **yes**, then click the Advanced Search field.

     The system displays additional fields, including requisition number, vendor type, and account number.
   - If **no**, then go to step 3.
3. Enter the information you have for the purchase order you need to find, then click the Search button.

   The system displays a list of purchase orders matching the criteria entered. The purchase orders are sorted by PO number.
4. Click the Actions icon  that appears to the left of the purchase order whose activity information you need to display.

   The system displays the Actions window.
5. Click the PO Activity option.

   The system displays the PO Activity screen. Click Help to see descriptions of the fields.
6. What do you need to do next?
   - **To review activity information for another purchase order,** then enter the purchase order number in the search box in the screen header or click the Search tab to locate the purchase order. Refer to "Searching for a Purchase Order."
   - **To redisplay the PO Search screen**, click 

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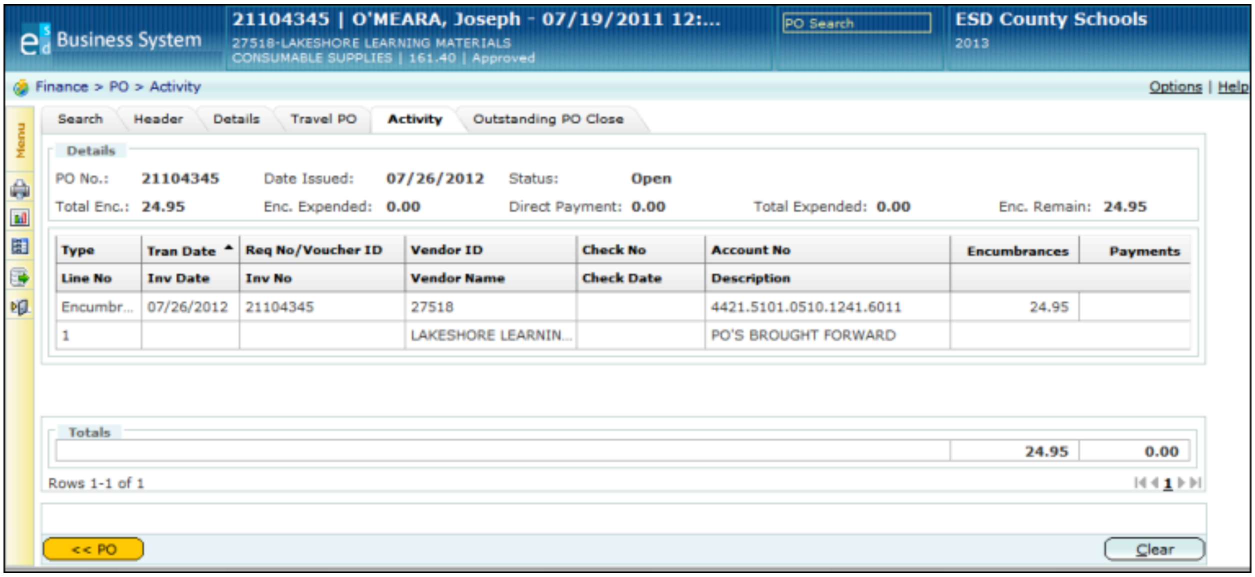
Business System
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27518-LAKESHORE LEARNING MATERIALS
CONSUMABLE SUPPLIES | 161.40 | Approved
PO Search
ESD County Schools
2013
Finance > PO > Activity
Options | Help
Menu
Search
Header
Details
Travel PO
Activity
Outstanding PO Close
Details
PO No.: 21104345
Date Issued: 07/26/2012
Status: Open
Total Enc.: 24.95
Enc. Expended: 0.00
Direct Payment: 0.00
Total Expended: 0.00
Enc. Remain: 24.95
Type
Tran Date
Req No/Voucher ID
Vendor ID
Check No
Account No
Encumbrances
Payments
Line No
Inv Date
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07/26/2012
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4421.5101.0510.1241.6011
24.95
1
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Rows 1-1 of 1
1
<< PO
Clear

Searching for Receiving Information

Use this procedure to find and display receiving information for one particular item or service.

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year. Refer to "Signing on to a Particular Fiscal Year."
- Be sure you have the correct security access to update purchase order information.

Procedure

Do the following to display receiving information for one particular item or service:

1. Display the PO Receiving Search screen by selecting Finance > PO Receiving > Search on the Menu Pane.
2. Do you need to enter more search criteria than is currently displayed?
   - If **yes,** then click the Advanced Search field.

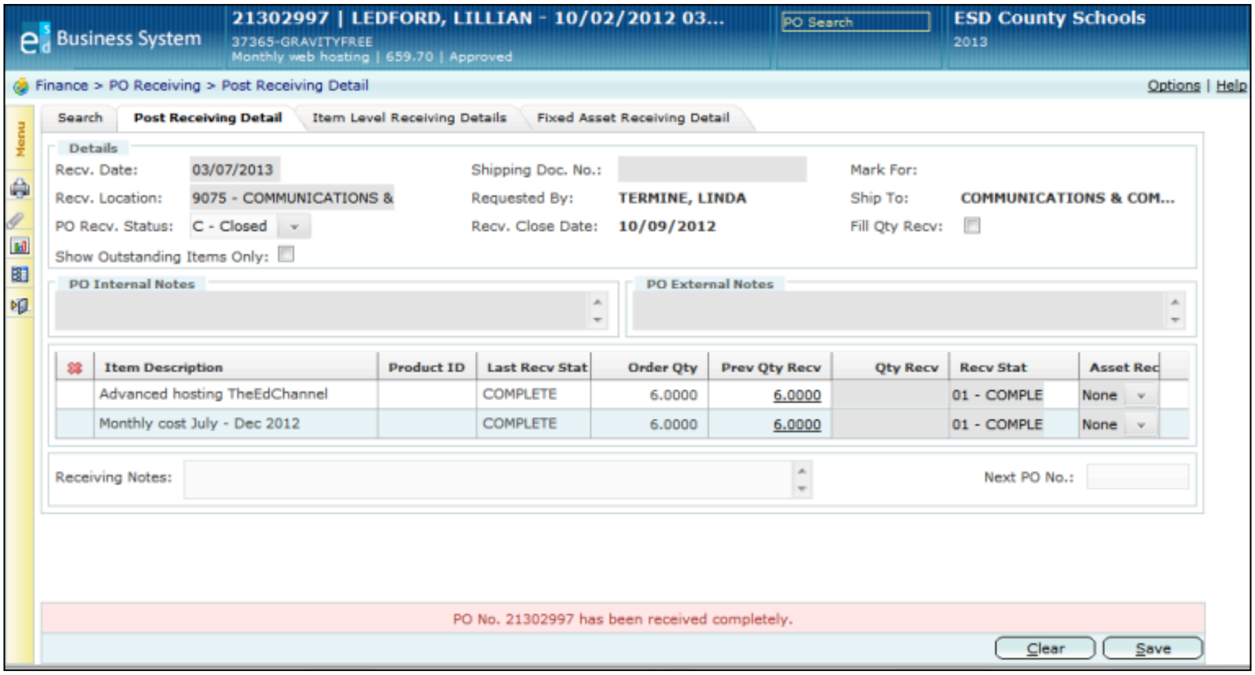
     The system displays additional fields, including requisition number, vendor type, and account number.
   - If **no**, then go to step 3.
3. Enter the information you have for the purchase order you need to find, then click the Search button.

   The system displays a list of purchase orders matching the criteria entered. The purchase orders are sorted by PO number.
4. Click the Actions icon  that appears to the left of the purchase order you need to display.

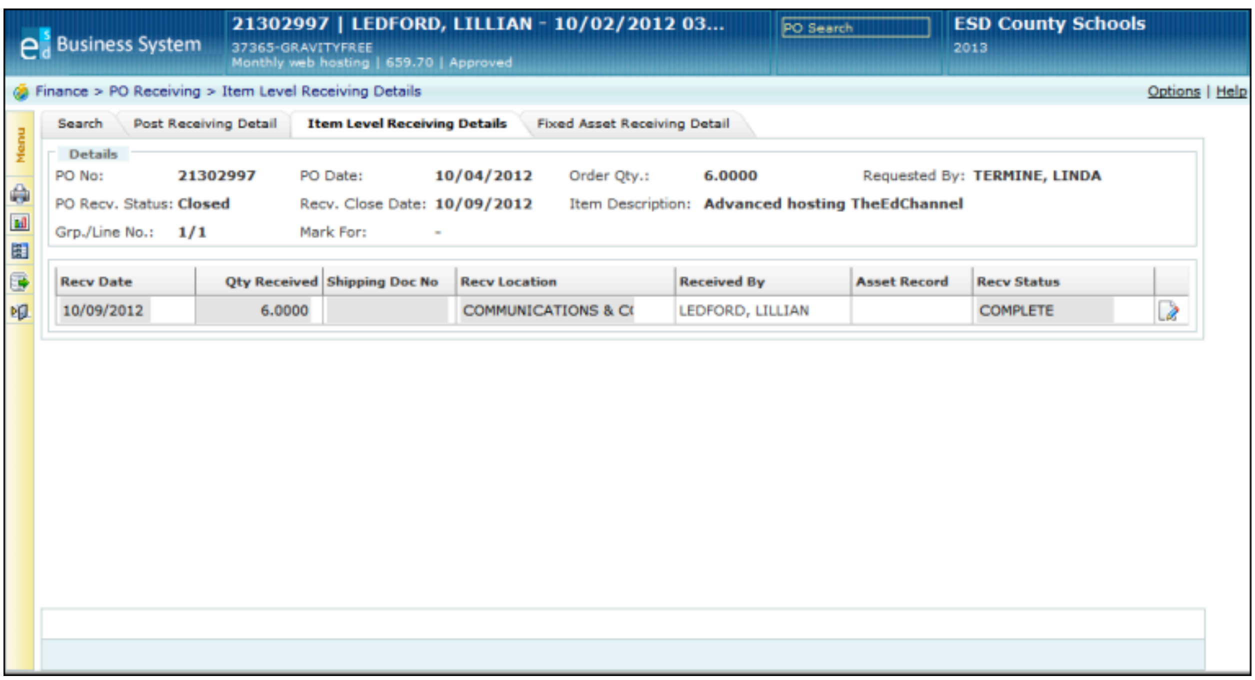
   The system displays the Actions window.
5. Click the Post Receiving Detail option.

   The system displays the Post Receiving Detail screen. This screen lists all the line items from the purchase order and the corresponding receiving information. Click Help to see descriptions of the fields.
6. To review the receiving information for a particular line item, click the underlined quantity in the Prev Qty Recv field.

   The system displays the Item Level Receiving Details screen. Click Help to see descriptions of the fields.
7. Review the information on this screen.



Finance > PO Receiving > Post Receiving Detail Screen



Finance > PO Receiving > Item Level Receiving Details Screen

Adding Receiving Information

Use this procedure to enter receiving information for a particular purchase order when requested items or services have been delivered. This information includes the date and location where the goods or services have been received; descriptions, product IDs, and quantities of the goods or services; and typed notes and attachments. You might want to enter notes that detail the condition of the goods or the reason for returning items to a vendor. You enter all of this information on the Post Receiving Detail screen. If you need to update receiving information for one particular item or service on a purchase order, refer to "Viewing and Updating Receiving Information for One Line Item."

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year. Refer to "Signing on to a Particular Fiscal Year" in *Getting Started*.
- Be sure you have the correct security access to update purchase order information.

Procedure

Do the following to enter receiving information for a particular purchase order:

1. Display the PO Receiving Search screen by selecting Finance > PO Receiving > Search on the Menu Pane.
2. Do you need to enter more search criteria than is currently displayed?
   - If **yes**, then click the Advanced Search field. The system displays additional fields, including requisition number, vendor type, and account number.
   - If **no**, then go to step 3.
3. Enter the information you have for the purchase order you need to find, then click the Search button.

   The system displays a list of purchase orders matching the criteria entered. The purchase orders are sorted by PO number.
4. Click the Actions icon that appears to the left of the purchase order you need to display.

   The system displays the Actions window.
5. Click the Post Receiving Detail option.

   The system displays the Post Receiving Detail screen. This screen lists all the line items from the purchase order. Click Help to see descriptions of the fields.
6. Enter the information for the items received for this purchase order.
7. Click the Save button.

   The system displays the message "Save successful" at the bottom of the screen.
8. Do you need to enter receiving information for another purchase order?
   - If **yes,** then enter the purchase order number in the search box in the screen header or click the Search tab to locate the purchase order.
   - If **no,** perform other system tasks as needed.

Searching for a Travel Requisition

Use this procedure to find a particular travel requisition or to display a list of requisitions that meet the criteria you specify. You can easily find a travel requisition using two different types of searches:

- Use a **quick search** when you need to display a different requisition than is currently displayed on the Finance > Requisition > Travel Requisition screen AND you know the beginning numbers of the requisition number or the first letters of its description. You can perform a quick search using the Requisition Search field that appears in the screen header. The Search field is not available on the Requisition Search screen.
- Use an **advanced search** when you you need to narrow the search using more detailed information, such as the cost center that initiated the requisition, the date, purchase order type, buyer code, and status. The advanced search is available only on the Requisition Search screen.

Before You Begin

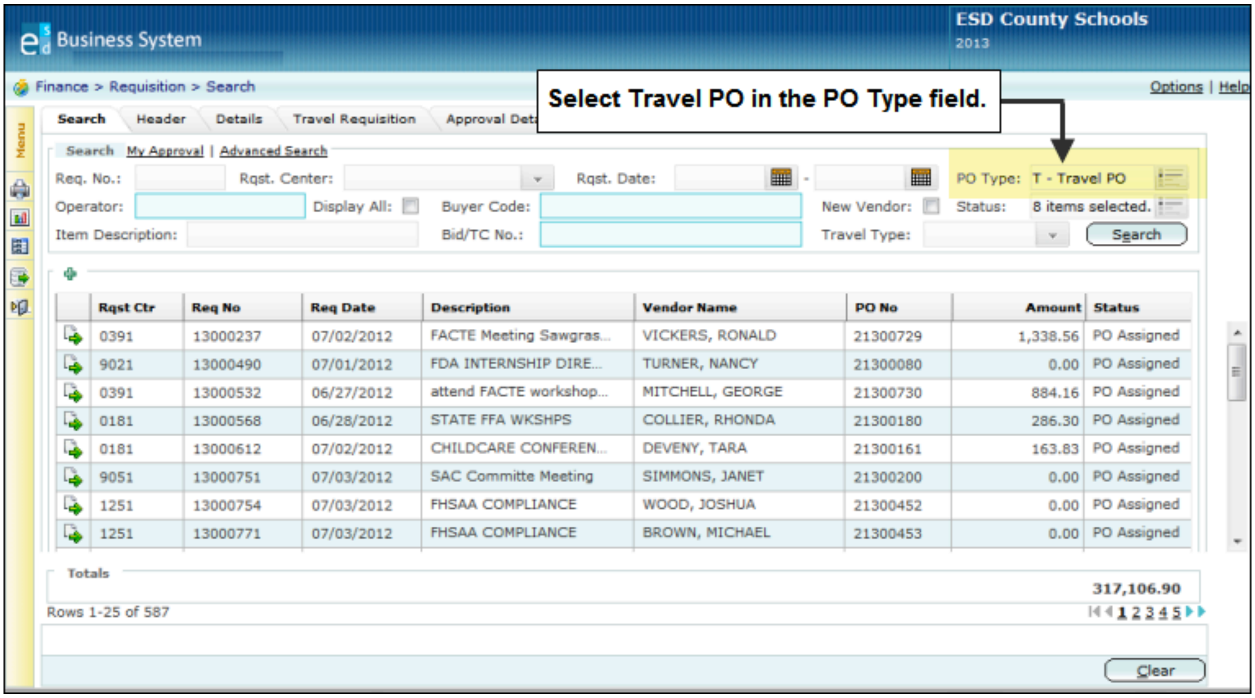
Do the following before you begin:

- Sign on to the correct fiscal year. Refer to “Signing on to a Particular Fiscal Year” in *Getting Started*.
- Display one of the Finance Requisition screens.

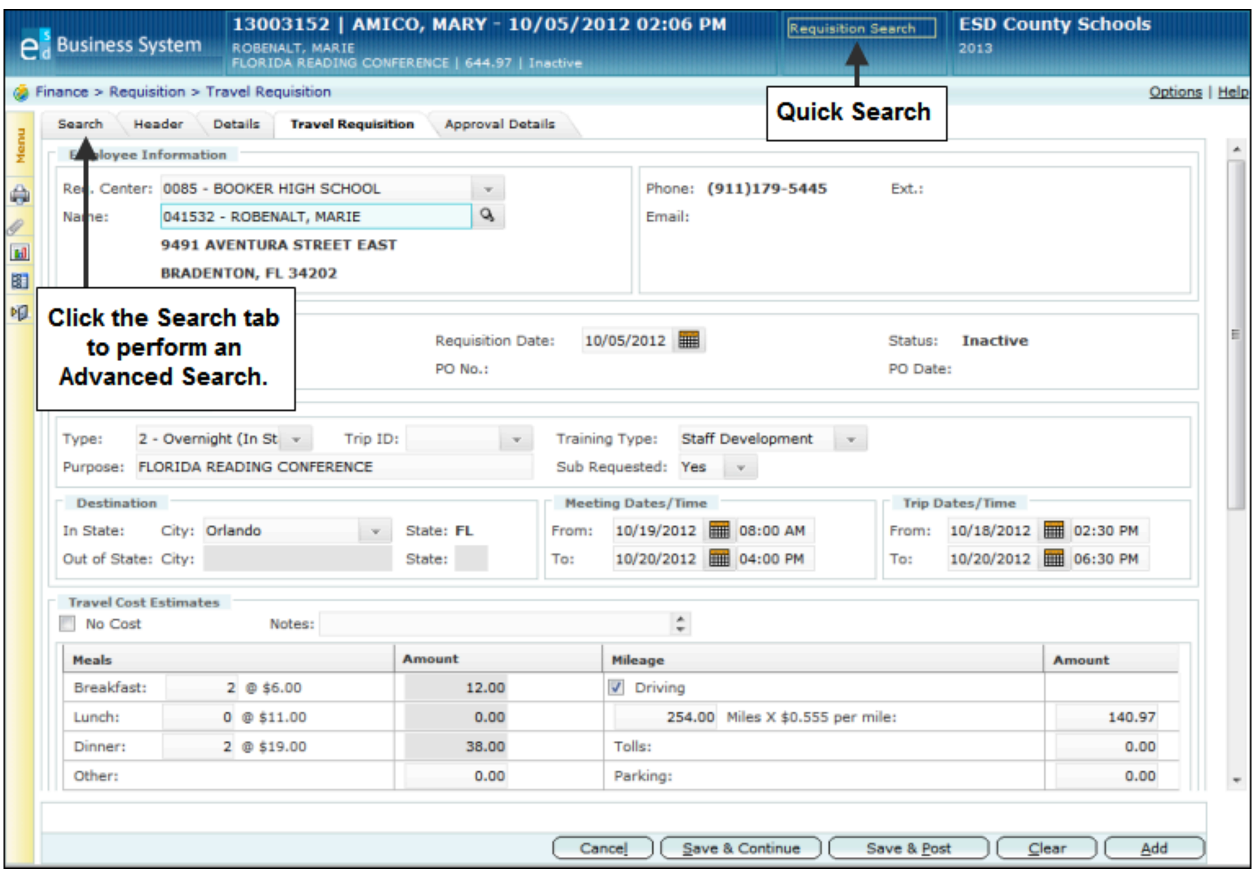
Procedure

Do the following to search for a travel requisition using a quick search or advanced search:

To Use a...	Then...
Quick Search	Do the following to find a requisition to display on any of the Finance > Requisition > Travel Requisition screen: 1. Type numbers from the requisition number or letters from its description in the Requisition Search field that appears in the screen header. You do not need to enter the complete number or description. The system displays a list of requisitions matching the letters or numbers entered. 2. Review the list, and click the number of the requisition whose information you need to display.
Advanced Search	Do the following to find a requisition using the Requisition Search screen: 1. Click the Search tab. The system displays the Requisition Search screen. Click Help to see descriptions of all the fields. 2. Do you need to enter more search criteria than is currently displayed? • If **yes**, then click the Advanced Search field. The system displays additional fields, including purchase order number, vendor number, and account number. • If **no**, then go to step 3. 3. Enter the information you have for the requisition you need to find, then click the Search button. The system displays a list of requisitions matching the criteria entered. 4. Review the list, and click the Actions icon that appears to the left of the requisition number whose information you need to display. The system displays several options in the Actions window, which vary according to the requisition type. 5. Click the option to display the requisition information you need.



Finance > Requisition > SearchScreen



Search Functions Available from Travel Requisition Screen

Adding a Travel Requisition

Use this procedure to create a new travel requisition for a particular employee and to initiate the review and approval process by entering all the travel information, such as the purpose of the trip, destination, dates, and cost estimates for the travel expenses. This information is entered on the Travel Requisition screen. You can also attach documents to provide additional information for the requisition.

Travel Types

If an employee is requesting to travel and will not incur any expenses, you can create a "no-cost" travel requisition that enables the district to process the approval of the trip and maintain a record of it. For example, you may need to process a request for "no-cost" travel if an employee is requesting permission to attend a meeting outside the school district and will be riding with someone else and thus incur no expenses.

Trips that incur expenses are classified as one of three types:

- Day trip
- Overnight trip
- Out-of-state trip

The system automatically calculates mileage for day trips and overnight trips to an in-state destination. The system also automatically calculates meal expenses based on your district's allotments.

Payment Types

When creating a travel requisition that includes expenses, you can select one of three different payment types for registration fees, lodging, airfare, and car rental:

- Select **direct pay** to pay each vendor directly in advance of the travel. You may need to use this option, for example, to pay registration fees that are due before the date of a conference.
- Select **P-card** if the employee will be paying for travel costs using a district-provided procurement card.
- If the employee prefers to pay for travel expenses on his or her own and be **reimbursed,** then do no not select a payment option.

When the travel requisition is approved, a travel purchase order is automatically created. If you specified multiple vendors to be paid, then the system will create a separate purchase order for each vendor.

After the trip has been completed, the employee creates a travel expense report that lists all the actual costs. When the expense report is approved, then the employee will be reimbursed for charges paid on his or her own.

Cloning Existing Travel Requisitions

If there is an existing travel requisition whose information you would like to copy to save data entry time, you might prefer to use the clone option. Use the clone option to easily copy all the data belonging to an existing requisition so you can use that data as a starting point and then change fields as needed to create a new requisition.

Saving Your Entries

To save the requisition, you can choose from two different save options:

- Click the **Save & Continue button to save** the requisition, but do not forward it for approval or purchase order processing yet. You may want to do this, for example, if you do not have all the information and you need to resume entering it later. The system will validate all of your current entries before it can complete the save.
- Click the **Save & Post button to save and post.** When you select this option, the system verifies the account numbers and the availability of funds and also calculates extensions and totals. Then the system creates the designated approval queue, forwards the requisition to the first person in the queue, and pre-encumbers the funds. After the last person in the queue approves the requisition, a purchase order will be assigned to it and the funds will become fully encumbered.

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year. Refer to “Signing on to a Particular Fiscal Year” in the *Getting Started Reference Guide*.
- Be sure you have the correct security access to create a travel requisition.

Procedure

Do the following to create a travel requisition:

1. What do you need to do?

If You Need to…	Then…
Enter all the information for a new travel requisition	Do the following: 1. Display the Travel Requisition screen by selecting Finance > Requisition > Travel Requisition on the Menu Pane. The system displays the Travel Requisition screen. Click Help to see descriptions of all the fields. 2. If information for an existing requisition is currently displayed, then click the Add button so you can enter information for a new requisition.
Clone an existing travel requisition	Do the following: 1. Display the Requisition Search screen by selecting Finance > Requisition > Search on the Menu Pane. 2. Find the requisition whose information you need to clone by selecting the appropriate fields in the Search section of the screen, then click the Search button. The system displays a list of requisitions that match the criteria specified. 3. Click the Actions icon that appears to the left of the requisition you need to clone. The system displays the Actions window. 4. Click the Travel Requisition option. The system displays the Travel Requisition screen. Click Help to see descriptions of all the fields. 5. Review the information on this screen to be sure this is the requisition you need to clone. 6. Click the Clone button. The system redisplays the Travel Requisition screen.

2. Enter the requisition center and employee's name in the Employee Information section.

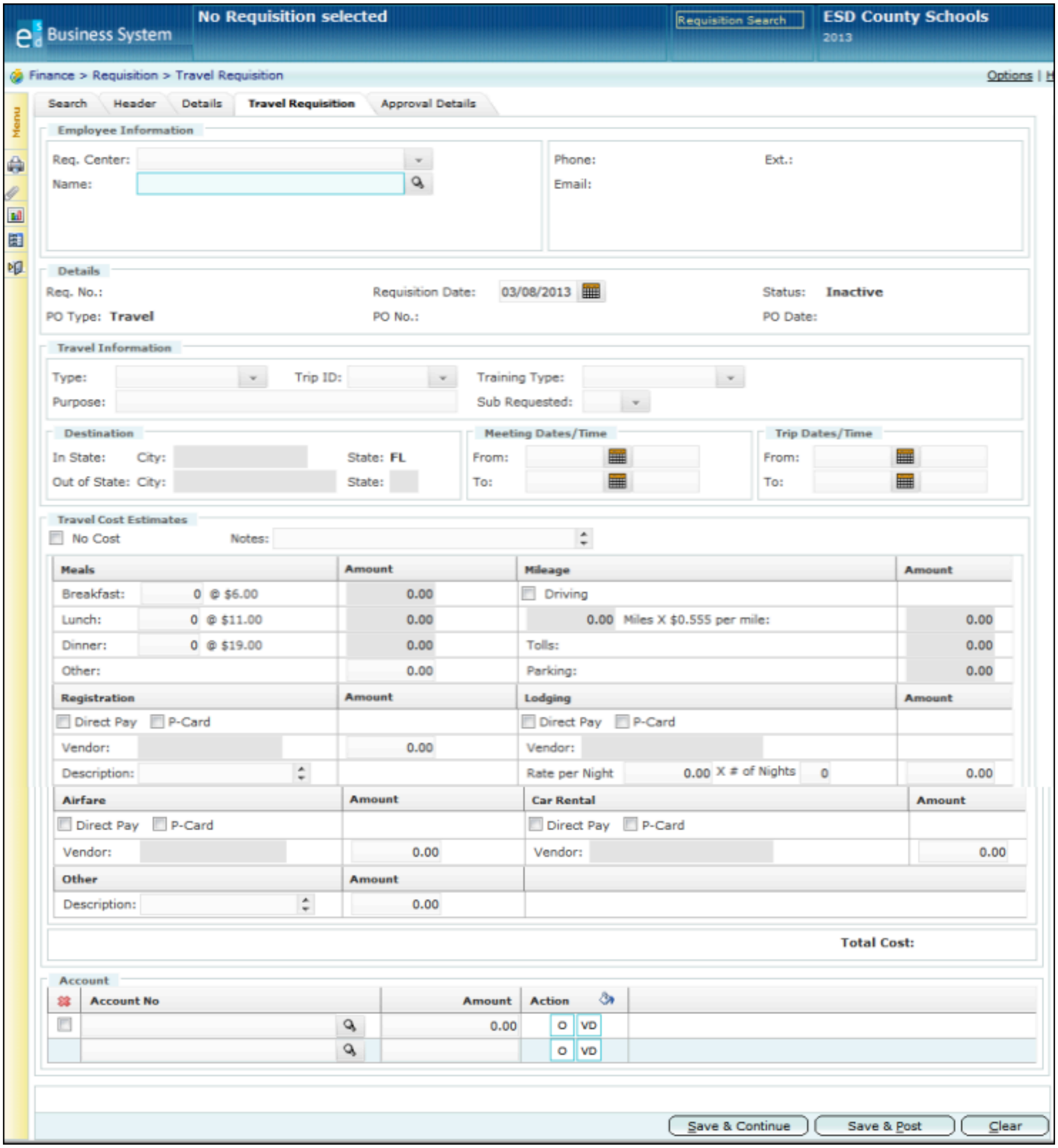
   The system fills in the employee's information in other fields.
3. Will the employee incur expenses for this trip?
   - If **yes,** then enter the appropriate information in the Details, Travel Information, Destination, Meeting Dates/Time, Trip Dates/Time, Travel Cost Estimates, and Account sections of the screen.

     Select one of the following payment methods for registration, lodging, airfare, and car rental. You can choose different payment methods for each expense.
     - To **pay a vendor directly,** click the Direct Pay checkbox.
     - To permit the employee to pay for these costs using a **procurement card,** click the P-Card checkbox.
     - If the employee prefers to pay for these expenses on his or her own and be **reimbursed,** then do no not click either the Direct Pay or P-Card checkbox.

     If you need **to override the system's budget checking feature** for a particular account, click the O box that appears in the Action column at the end of the row. When you select the override option, the system will not verify the amount you enter against the account's remaining balance to determine if the budget is sufficient. If you need to override all the line items, click the Fill Options icon that appears in the column heading and select Override. You can use this option only if you have override security.
   - If **no,** then enter the appropriate information in the Details, Travel Information, Destination, Meeting Dates/Time, and Trip Dates/Time sections of the screen. Also, click the No Cost checkbox in the Travel Cost Estimates section.
4. If you need to attach one or more files to this requisition, click the Attachments icon. Refer to "Attaching Supplemental Files to a Record" in *Getting Started* for instructions.
5. Select one of the following save options:
   - To **save** the changes but do not forward to the approval queue yet, click the Save & Continue button.

     The system saves the information and adds this travel requisition to the list of Incomplete Documents on the Awaiting My Action screen. You will be able to update this requisition at a later date and then forward it.
   - To **save the requisition and forward it**, click the Save & Post button.

     The system creates the approval queue, forwards the requisition to the first person in the queue, and posts the pre-encumbrance to the general ledger. The system creates a purchase order for each vendor as soon as the requisition is approved.
     If you are the same person who would be responsible for approving the requisition, then the system does not create an approval queue and simply assigns the requisition to a purchase order.
     If this requisition includes direct pay items, you should create an expense report as soon as the requisition has been approved and assigned to a purchase order. Refer to "Creating an Expense Report" for instructions.


Business System
No Requisition selected
Requisition Search
ESD County Schools
2013
Finance > Requisition > Travel Requisition
Options
Menu
Search
Header
Details
Travel Requisition
Approval Details
Employee Information
Req. Center:
Name:
Phone:
Ext.:
Email:
Details
Req. No.:
Requisition Date:
03/08/2013
Status:
Inactive
PO Type:
Travel
PO No.:
PO Date:
Travel Information
Type:
Trip ID:
Training Type:
Purpose:
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Destination
In State:
City:
State: FL
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0 @ $6.00
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0.00
Other:
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Parking:
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Registration
Amount
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Vendor:
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Rate per Night
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Save & Continue
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Searching for a Travel Expense Report

Use this procedure to find a particular travel expense report or to display a list of expense reports that meet the criteria you specify. You can easily find a travel expense report using two different types of searches:

- Use a **quick search** when you need to display a different expense report than is currently displayed on a Finance > Travel screen AND you know the beginning numbers of the expense report number or the first letters of its description. You can perform a quick search using the Travel Search field that appears in the screen header. The Search field is not available on the Travel Search screen.
- Use an **advanced search** when you you need to narrow the search using more detailed information, such as the cost center that initiated the expense report, the date, purchase order type, buyer code, and status. The advanced search is available only on the Travel Search screen.

Before You Begin

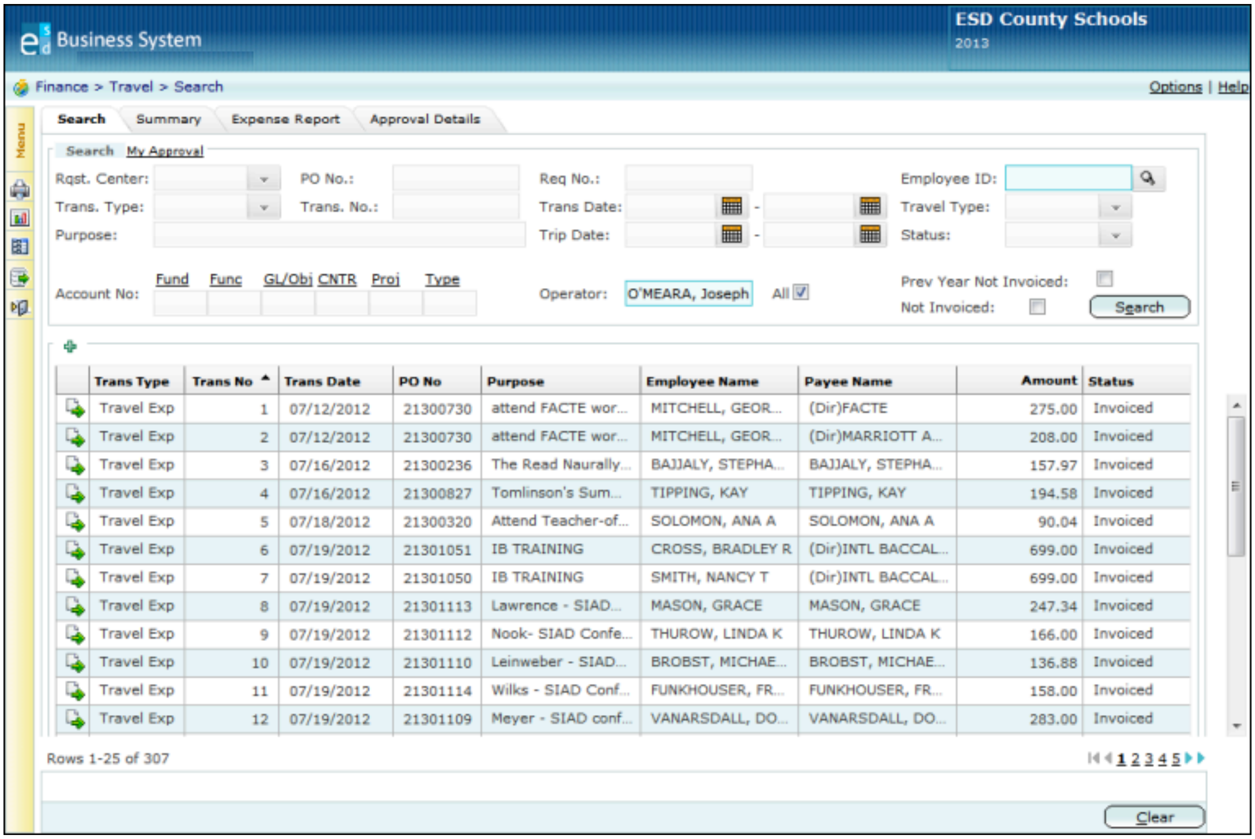
Do the following before you begin:

- Sign on to the correct fiscal year. Refer to “Signing on to a Particular Fiscal Year” in *Getting Started*.
- Display one of the Finance Travel screens.

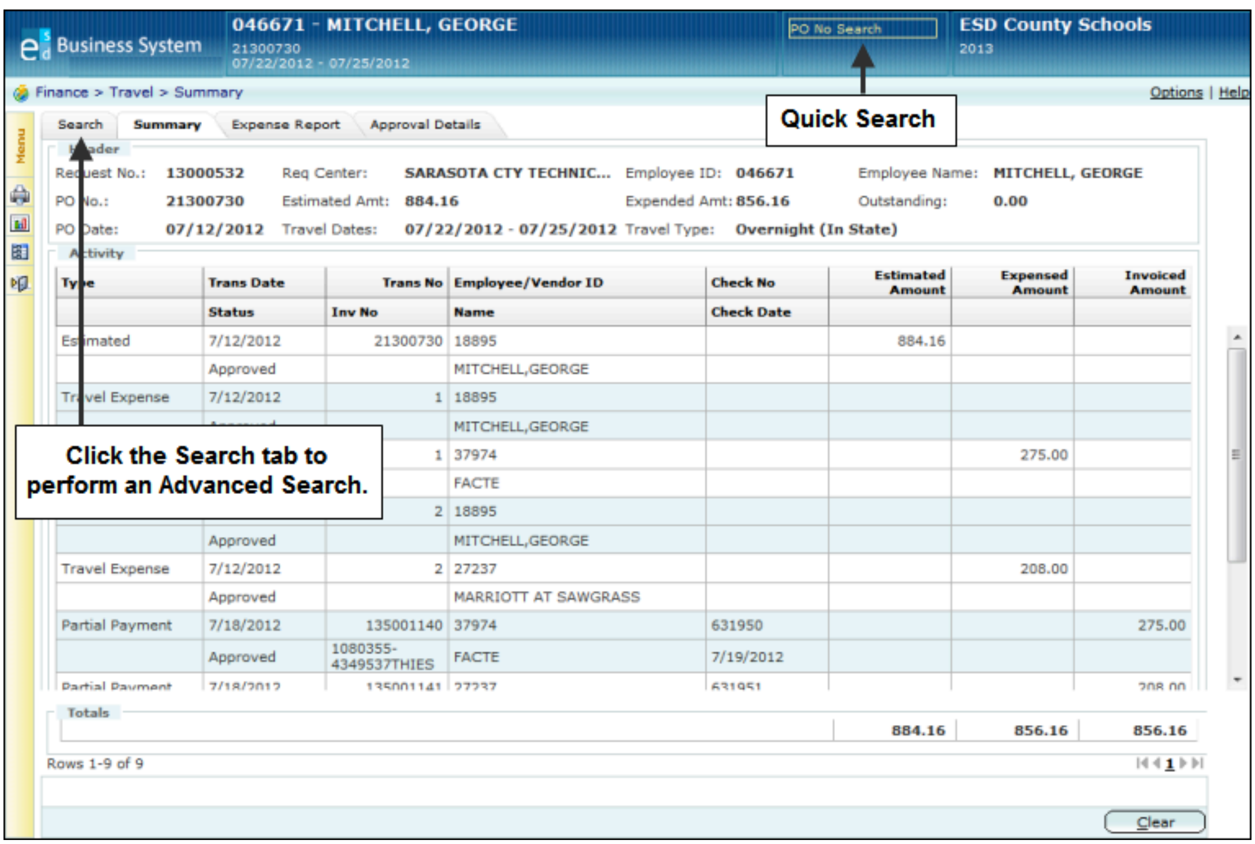
Procedure

Do the following to search for a travel expense report using a quick search or advanced search:

To Use a…	Then…
Quick Search	Do the following to find an expense report to display on any of the Travel screens (except the Travel Search screen): 1. Type numbers from the expense report number or letters from its description in the Travel Search field that appears in the screen header. You do not need to enter the complete number or description. The system displays a list of expense reports matching the letters or numbers entered. 2. Review the list, and click the number of the expense report whose information you need to display.
Advanced Search	Do the following to find an expense report using the Travel Search screen: 1. Click the Search tab. The system displays the Travel Search screen. Click Help to see descriptions of all the fields. 2. Enter the information you have for the expense report you need to find, then click the Search button. The system displays a list of expense reports matching the criteria entered. 3. Review the list, and click the Actions icon  that appears to the left of the expense report number whose information you need to display. The system displays several options in the Actions window. 4. Click the option to display the expense report information you need.



Finance > Travel > Search Screen



Search Functions on Finance > Travel Screens

Creating a Travel Expense Report

Use this procedure to create an expense report for approved travel so vendors can be paid and the employee can be reimbursed as needed. The system creates an expense report using information from the travel requisition and purchase order, which you can update as needed. This information includes the travel dates, miles traveled, and actual costs for meals, registration fees, transportation, and lodging. You can create an expense report only if the status of the travel requisition is PO Assigned. You can also attach documents and type notes to provide additional information about the expense report. You might want to attach a copy of the itinerary or scanned receipts, for example.

Expenses can be submitted on an expense report at different times as needed. For example, if the travel requisition includes direct payments that need to be made before the travel dates (such as a conference fee), then the expense report must be created and submitted right after the purchase order has been assigned to the travel requisition. Additional expenses can be entered later after the travel has been completed so the actual amounts can be entered and receipts can be attached.

The bookkeeper enters and submits the expense report to be reviewed and approved. Once the report has been approved, the employee can be reimbursed for any expenses he or she paid and outstanding payments can be made to vendors.

The system enables you to create an expense report by starting from any of these four screens:

- Requisition Search screen
- PO Search screen
- Travel Search screen
- Travel Expense Report screen

If you need to create a travel requisition to request travel, refer to "Creating a Travel Requisition."

Saving Your Entries

To save the expense report, you can choose from two different save options:

- Click the **Save & Continue button to save** the expense report, **but do not forward** to the approval queue yet. You may want to do this, for example, if you do not have all the information now and will need to resume entering it later. The system will validate all of your current entries before it can complete the save.
- Click the **Save & Post button to save and post.** When you select this option, the system verifies the account numbers, fully encumbers the funds, and sends the report to the approval queue.

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year. Refer to "Signing on to a Particular Fiscal Year" in the *Getting Started Reference Guide*.
- Be sure that a purchase order has been assigned to the travel requisition.
- Be sure you have the correct security access to create an expense report.

Procedure

Do the following to create an expense report:

1. What do you need to do?

If You Need to…	Then…
Create an expense report starting from the Travel Search screen	Do the following: 1. Is the Travel Search screen currently displayed? • If **yes,** refer to step 3. • If **no,** refer to step 2. 2. Select Finance > Travel > Search on the Menu Pane. The system displays the Travel Search screen. 3. Click the Add icon . The system displays the Expense Report screen. 4. Enter the travel requisition number in the Request No field or the Travel Search box to display the information from the corresponding travel requisition.
Create an expense report starting from the Expense Report screen	Do the following: 1. Is the Expense Report screen displayed? • If **yes,** refer to step 2. • If **no,** select Finance > Travel > Expense Report on the Menu Pane. The system displays the Expense Report screen. 2. If information for an existing expense report is currently displayed, then click the Add button and enter the travel requisition number in the Request No field or the Travel Search box to display the information from the travel requisition.

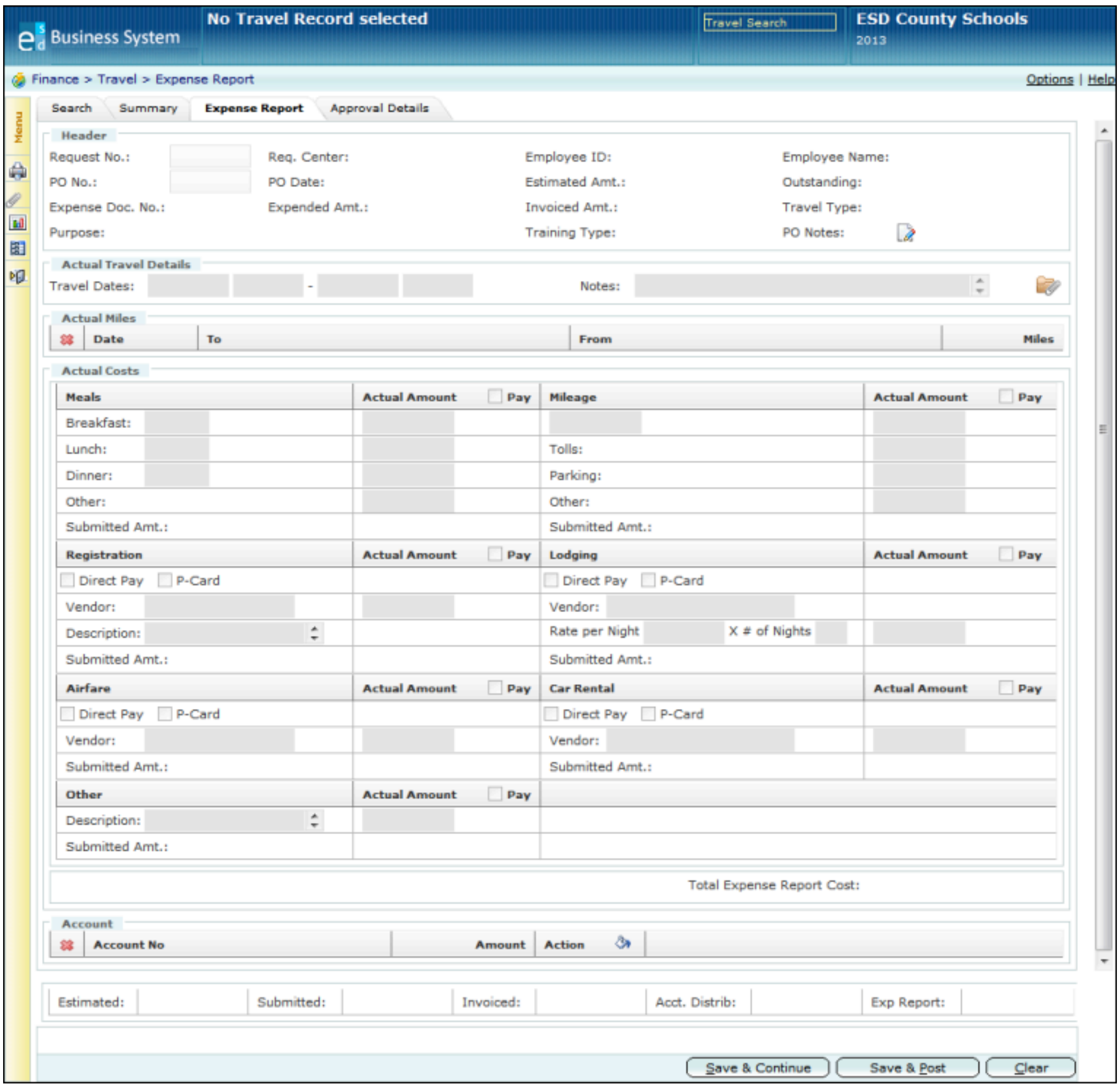
2. Enter all the additional information you have for this expense report. You can type notes and add file attachments to provide additional information as needed.
3. Enter the correct information in the Actual Travel Details and Actual Miles section fields as needed. You can enter mileage for as many dates as needed.
4. In the Actual Costs section, click the Pay checkbox for each category of expense you need to submit for payment at this time. Categories include Meals, Mileage, Registration, Lodging, Airfare, Car Rental, and Other.

   For example, if you need to submit only items that require prepayment (such as a registration fee and airfare), then click those checkboxes. You can update and resubmit the expense report at a later date after the travel has been completed to request payment for the remaining items.

5. Select one of the following save options:
    - To **save** the changes but do not forward to the approval queue yet, click the Save & Continue button.

      The system saves the information and adds this expense report to the list of Incomplete Documents on the Awaiting My Action screen. You will be able to update this expense report at a later date and then forward it.
    - To **save the expense report and forward it**, click the Save & Post button.

      The system creates the approval queue and forwards the expense report to the first person in the queue. If you are the same person who would be responsible for approving the expense report, then the system does not create an approval queue and simply changes its status to approved. An invoice and voucher can be created for the expense report so that payment can be initiated. Refer to “Creating an Invoice from an Approved Expense Report.”



Printing the Certification of Travel Expenses Form

When creating an expense report, you may need to print the Certification of Travel Expenses form. This form includes all the information entered on the expense report and includes a certification statement to be signed by the employee indicating the expenses reported are accurate.

You can print this form directly from the Expense Report screen.

First click the Reports icon , then select Certification of Travel Expenses.

Viewing the Travel Summary

Use this procedure to display a summary of activity information about a particular travel requisition and its corresponding purchase order using the Travel Summary screen so you can easily monitor the status of the requistion, expense report, and invoices. Activity summary information includes basic details about the travel requisition (such as requesting center, employee name and ID, and purchase order number), as well as the date and status of each level of expense activity and the estimated, expensed, and invoiced amounts for the travel expenses.

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year. Refer to "Signing on to a Particular Fiscal Year" in the *Getting Started Reference Guide*.
- Be sure you have the correct security access to review travel expense information.

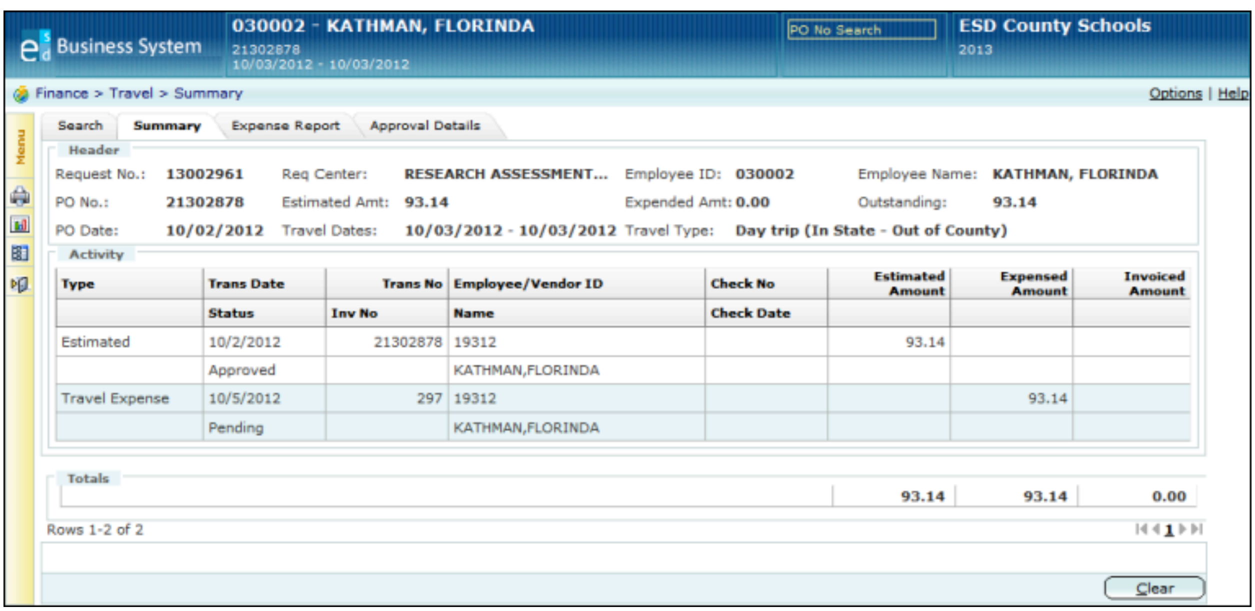
Procedure

Do the following to display the activity summary for a travel requisition:

1. Display the Travel Summary screen by selecting Finance > Travel > Summary on the Menu Pane or by clicking the Summary tab.

   The system displays the Travel Summary screen. This screen is display only; you cannot change any information. The activity details are displayed by transaction date.
2. Is the requistion whose activity summary you need to see displayed?
   - If **yes,** refer to step 3.
   - If **no,** enter the report number in the PO No Search box in the screen header.
3. Review the information on this screen.
4. What do you need to do?

If You Need to...	Then...
Display the activity for a different expense report.	Enter the report number or purpose of the travel in the PO No Search field in the screen header. Refer to "Searching for an Expense Report."
Display the details of this expense report.	Click the Expense Report tab.



Approving an Expense Report from the Travel Search Screen

Use this procedure to review a travel expense report that has been forwarded to you for your approval so that payments can be made. When you review the expense report, you can take one of several actions. You can also enter comments to explain the action you take.

- You can choose to **approve** the expense report, and it will be forwarded to the next person in the approval queue. When the last person in the queue approves the expense report, the system sends an email to the person who initiated it.
- You can **approve and insert** another employee who is not already in the approval queue so he or she can review the expense report before it moves to the next person in the queue.
- You can **insert** someone to review and approve before you decide. The expense report will be returned to you after the additional employee reviews it.
- You can **hold** an expense report so that it is not forwarded to the next person in the queue. When selecting the hold option, you must enter a reason code that explains the hold. Reason codes are defined by your district. The hold option is available for requisitions and expense reports only.
- You can **deny** the expense report. Denying a expense report has the same effect as voiding it. When you deny the expense report, the system sends an email to the person who initiated the expense report stating that it has been denied. If you are denying the expense report, you can specify the reason in the Comments field. The initiator can choose to create a new expense report and start the approval process over again.
- You can choose to take **no action** at this time.
- You can **return** the expense report to the initiator if you need more information. When you return it, the system sends an email to the initiator stating that it is being returned. If you are returning the expense report, you can specify the reason or what additional information is needed in the Comments field.

If you are an administrator with special security, you can take one of the following actions:

- You can **bypass** this level of approval and send the request to the next level of approval.
- You can **substitute** another reviewer.

The system sends email notification to the initiator and approvers only if the expense report is returned, denied, or approved by the final person in the queue. If the initiator's and approvers' user accounts are not set up to accept email, then the system does not send the email notification.

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year. Refer to “Signing on to a Particular Fiscal Year” in the *Getting Started Reference Guide*.
- Be sure you have the correct security access to approve an expense report.

Procedure

Do the following to review and process a expense report that has been forwarded to you for your action:

1. Display the Travel Search screen by selecting Finance > Travel > Search on the Menu Pane.
2. Click My Approval.

   The system displays a list of expense reports that are waiting for your approval. Additional fields are displayed below the Search fields:

   - To display a list of **approved expense reports in your queue**, select Approved and enter a corresponding date range.
   - To display a list of **expense reports in your queue that have a hold status,** select hold. You can choose to select a corresponding reason, but it is not required.
   - To display the list of **expense reports waiting for your approval,** select My Queue. This is the default.

   Hint: To narrow the list of expense reports, enter the appropriate values in the Search fields.
3. If you selected a different option or entered search criteria, click the Search button.

   The system displays a list of expense reports that match the criteria specified.

   Hint: You can see the name of the person or department who is currently reviewing each expense report by hovering the cursor over the status field for each report.
4. To review a particular expense report, click the Actions icon  that appears to the left of it.

   The system displays the Actions window.
5. Click the Approval Details option.

   The system displays the Approval Details screen.
6. Review all the information about this expense report. Click Help to see descriptions of all the fields.
7. Determine what action you need to take, and enter your action and comments in the Approval Details section of the screen.

   If you choose the option to insert an additional approver or substitute an approver, select the appropriate value in the Approver field and enter his or her name or department in the following field.
8. Click the Save button.

   The system saves your approval information and sends the expense report to the next person in the approval queue. If you are the last person in the queue and you approved the expense report, then the system changes its status to approved. An invoice and voucher can now be created for the expense report. Refer to “Creating an Invoice from an Approved Expense Report.“
9. What do you need to do?

If You Need to…	Then…
Review the previous or next expense report that is waiting for your approval	Click the Previous or Next button. The system displays the previous or next expense report.
Return to the Search screen	Click the Search tab.

Searching for a Voucher

Use this procedure to find a particular voucher or to display a list of voucher that meet the criteria you specify. You can easily find a voucher using two different types of searches:

- Use a **quick search** when you need to display a different voucher than is currently displayed on a Finance > AP screen AND you know the beginning numbers of the voucher ID or the first letters of its description. You can perform a quick search using the Voucher Search field that appears in the screen header. The Search field is not available on the AP Search screen.
- Use an **advanced search** when you you need to narrow the search using more detailed information, such as invoice type, payment status, entry date, and vendor ID. The advanced search is available only on the AP Search screen.

Before You Begin

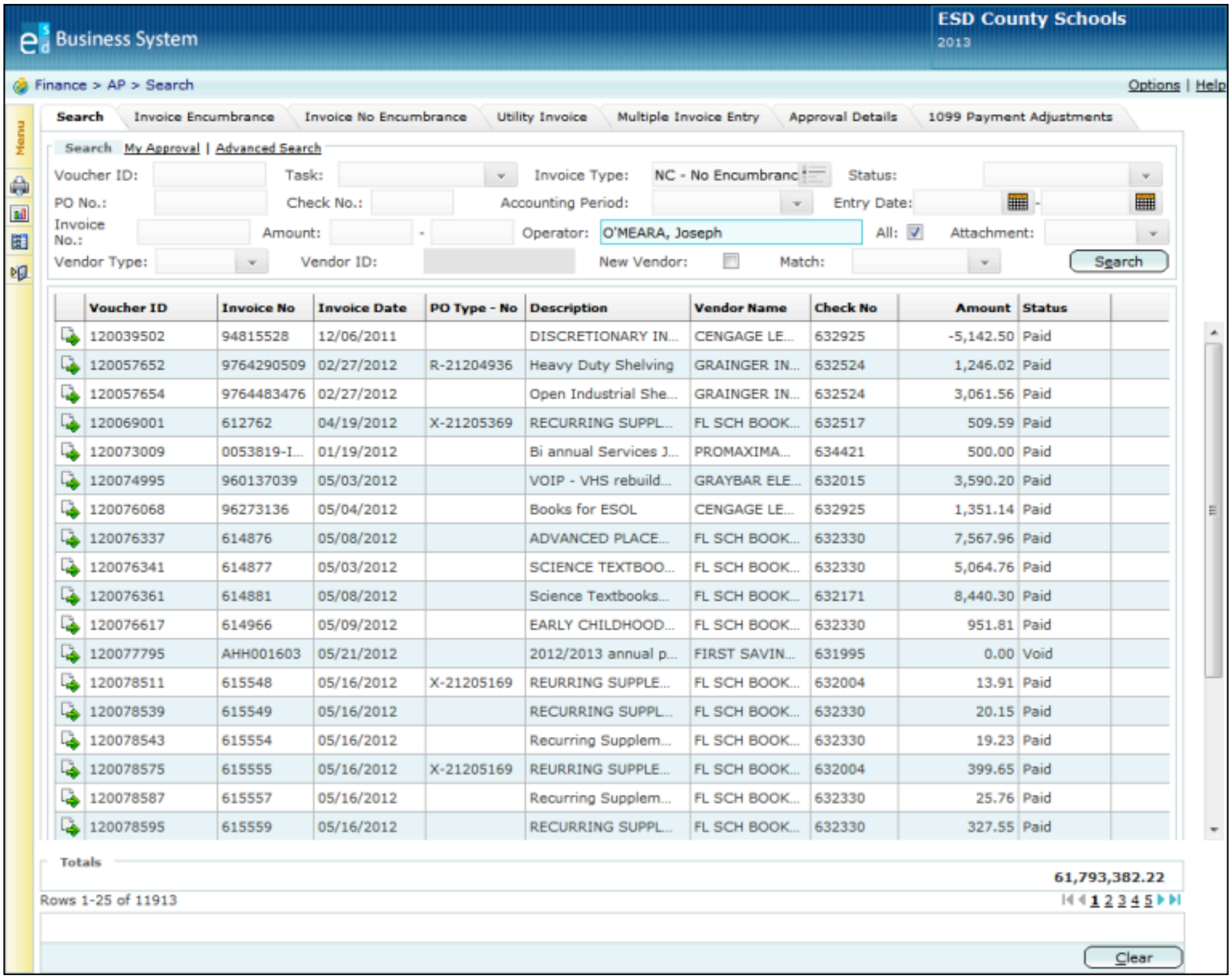
Do the following before you begin:

- Sign on to the correct fiscal year. Refer to "Signing on to a Particular Fiscal Year."
- Display one of the Finance > AP screens.

Procedure

Do the following to search for a voucher using a quick search or advanced search:

To Use a…	Then…
Quick Search	Do the following to find a voucher to display on any of the AP screens (except the AP Search screen): 1. Type numbers from the voucher ID or letters from its description in the Voucher Search field that appears in the screen header. You do not need to enter the complete ID or description The system displays a list of vouchers matching the letters or numbers entered. 2. Review the list, and click the number of the voucher whose information you need to display.
Advanced Search	Do the following to find a purchase order using the AP Search screen: 1. Select Finance > AP > Search on the Menu Pane or click the Search tab. The system displays the AP Search screen. Click Help to see descriptions of all the fields. 2. Do you need to enter more search criteria than is currently displayed? • If yes, then click the Advanced Search field. The system displays additional fields, including PO type, approval status, and account number. • If no, then go to step 3. 3. Enter the information you have for the voucher you need to find, then click the Search button. The system displays a list of vouchers matching the criteria entered. 4. Review the list, and click the Actions icon that appears to the left of the voucher ID whose information you need to display. The system displays several options in the Actions window, which vary according to the invoice type. 5. Click the option to display the voucher information you need.



Voucher ID	Invoice No	Invoice Date	PO Type - No	Description	Vendor Name	Check No	Amount	Status
120039502	94815528	12/06/2011		DISCRETIONARY IN...	CENGAGE LE...	632925	-5,142.50	Paid
120057652	9764290509	02/27/2012	R-21204936	Heavy Duty Shelving	GRAINGER IN...	632524	1,246.02	Paid
120057654	9764483476	02/27/2012		Open Industrial She...	GRAINGER IN...	632524	3,061.56	Paid
120069001	612762	04/19/2012	X-21205369	RECURRING SUPPL...	FL SCH BOOK...	632517	509.59	Paid
120073009	0053819-I...	01/19/2012		Bi annual Services J...	PROMAXIMA...	634421	500.00	Paid
120074995	960137039	05/03/2012		VOIP - VHS rebuild...	GRAYBAR ELE...	632015	3,590.20	Paid
120076068	96273136	05/04/2012		Books for ESOL	CENGAGE LE...	632925	1,351.14	Paid
120076337	614876	05/08/2012		ADVANCED PLACE...	FL SCH BOOK...	632330	7,567.96	Paid
120076341	614877	05/03/2012		SCIENCE TEXTBOO...	FL SCH BOOK...	632330	5,064.76	Paid
120076361	614881	05/08/2012		Science Textbooks...	FL SCH BOOK...	632171	8,440.30	Paid
120076617	614966	05/09/2012		EARLY CHILDHOOD...	FL SCH BOOK...	632330	951.81	Paid
120077795	AHH001603	05/21/2012		2012/2013 annual p...	FIRST SAVIN...	631995	0.00	Void
120078511	615548	05/16/2012	X-21205169	REURRING SUPPLE...	FL SCH BOOK...	632004	13.91	Paid
120078539	615549	05/16/2012		RECURRING SUPPL...	FL SCH BOOK...	632330	20.15	Paid
120078543	615554	05/16/2012		Recurring Supplem...	FL SCH BOOK...	632330	19.23	Paid
120078575	615555	05/16/2012	X-21205169	REURRING SUPPLE...	FL SCH BOOK...	632004	399.65	Paid
120078587	615557	05/16/2012		Recurring Supplem...	FL SCH BOOK...	632330	25.76	Paid
120078595	615559	05/16/2012		RECURRING SUPPL...	FL SCH BOOK...	632330	327.55	Paid

Creating a Voucher for an Encumbered Invoice

Use this procedure to create a voucher for an invoice for a blanket purchase order that has an open encumbrance and to initiate the payment process so the vendor can be paid. This procedure is used only for invoices that are paid against a purchase order. The payment information, including the amounts to be paid from each account, is entered on the Invoice Encumbrance screen. You can also attach documents and type notes to provide additional information for the voucher.

Spreading Payments

When you create a voucher, the system provides three different methods in which you can choose to spread the payments. Indicate the method you prefer using the Spread Method field in the Invoice Details section of the screen.

- **Manual Entry**

  Select manual entry to apply payments manually to each account. When manual entry is selected, the system disables the Invoice Amt field in the Invoice Details section of the screen and enables the Amount field in the List section of the screen. You can then enter the amount to be debited from the corresponding account number in the List section of the screen.
- **Prorate**

  Select the prorate method if you need to create payments based on percentages rather than exact amounts. When the prorate method is selected, the system enables the Invoice Amt field in the Invoice Details section of the screen and disables the Amount field in the List section. You then must enter the invoice amount. When you save and post the voucher, the system automatically distributes the invoice amount in proportion to the outstanding encumbrances for each account number.
- **Top-Down**

  Select the top-down method to enable the system to apply different amounts to each account. When top-down is selected, the system enables the Invoice Amt field in the Invoice Details section of the screen and disables the Amount field in the List section. You then must enter the invoice amount. When you save and post the voucher, the system automatically allocates an amount equal to the encumbrance balance of each account number starting from the top.

Saving Your Entries

To save the voucher, you can choose from two different save options:

- Click the **Save & Continue button to save** the voucher, **but not post it yet.** You may want to do this, for example, if you do not have all the information now and will need to resume entering it later.
- Click the **Save & Post button to save and post.** When you select this option, the system either creates an approval queue or initiates the payment process. Ask your supervisor if the approval queue is enabled in your district.

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year. Refer to “Signing on to a Particular Fiscal Year” in the *Getting Started Reference Guide*.
- Be sure you have the correct security access to create a voucher.
- Be sure you have the purchase order and invoice information you need to create the voucher.

Procedure

Do the following to create a voucher for an encumbered invoice:

1. Select **Finance > AP > Invoice Encumbrance** on the Menu Pane.

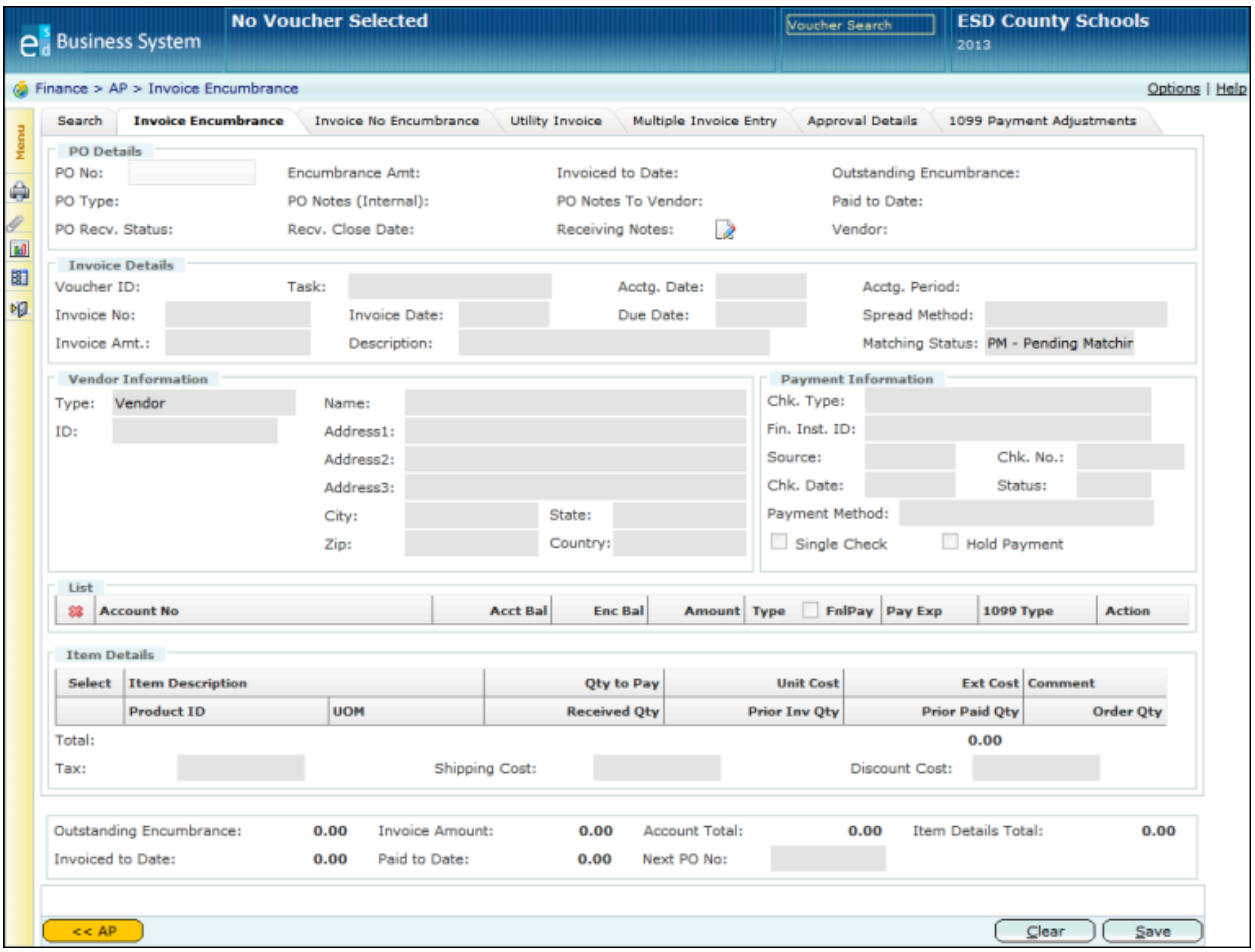
   The system displays the Invoice Encumbrance screen. Click Help to see descriptions of all the fields.

2. Enter the purchase order number in the PO No field, then press the Tab key.

   The screen displays information from the purchase order.

   Hint: If you need to search for the purchase order number, click the Search tab and enter the search criteria on the Search screen.

3. If required by your district, print the Purchase Order Receiving Report by clicking the Reports icon and selecting the Post Receiving Details option.



4. Enter all the information you have for this voucher, including fields that need to be updated in the Invoice Details section. The Task field defaults to Blanket PO. Do not change it.
5. What else do you need to do for this voucher?

If You Need to…	Then…
Make a direct payment using an account number that is not encumbered in this purchase order.	Enter the account number on an available row in the List section of the screen and specify DirPay (direct payment) in the Type field.
Override the system's budget checking feature for a particular account. *You can use this option only if you have override security*.	Click the O box that appears in the Action field at the end of the row. When you select the override option, the system will not verify the amount you enter against the account's remaining balance to determine if the budget is sufficient.
Override the system's budget checking feature for all accounts. *You can use this option only if you have override security*.	Do the following: 1. Click the Fill Options icon  that appears in the Action column header. The system displays the Fill Options window. 2. Click Override. The system selects the O box (override) for every line item.

6. Select one of the following save options:
   - To **save the voucher but do not post it yet**, click the Save & Continue button.

     The system saves the voucher information, assigns a unique ID number to it, and adds it to the list of Incomplete Documents on the Awaiting My Action screen. You will be able to update this voucher at a later date and then post it.
   - To **save the voucher and post it**, click the Save & Post button.

     The system assigns a unique ID number to the voucher. If your system is set up to create an approval queue, then the voucher is forwarded to the first person in the queue. Otherwise, the payment process is initiated.

Creating a Voucher for an Unencumbered Invoice

Use this procedure to create a voucher for an invoice that has no encumbrance and to initiate the payment process so the vendor can be paid. If you need to create a voucher for an invoice that has no corresponding purchase order, use this procedure. You enter the payment information, including the amounts to be paid from each account, on the Invoice No Encumbrance screen. You can also attach documents and type notes to provide additional information for the voucher.

You can also choose to create multiple vouchers from information in a text file using the Automated AP Voucher Import Process.

Cloning Existing Vouchers

If there is an existing voucher whose information you would like to copy to save data entry time, you might prefer to use the clone option. Use the **clone option** to easily copy all the data belonging to an existing voucher so that you can use that data as a starting point and then change fields as needed to create a new voucher.

Saving Your Entries

To save the voucher, you can choose from two different save options:

- Click the **Save & Continue button to save** the voucher, **but not post it yet.** You may want to do this, for example, if you do not have all the information now and will need to resume entering it later.
- Click the **Save & Post button to save and post.** When you select this option, the system either creates an approval queue or initiates the payment process. Ask your supervisor if the approval queue is enabled in your district.

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year. Refer to “Signing on to a Particular Fiscal Year” in the *Getting Started Reference Guide*.
- Be sure you have the correct security access to create a voucher.

Procedure

Do the following to create a voucher for an unencumbered invoice:

1. What do you need to do?

If You Need to…	Then…
Enter all the information for a new voucher	Do the following: 1. Display the Invoice No Encumbrance screen by selecting Finance > AP > No Encumbrance on the Menu Pane. Click Help to see descriptions of all the fields. 2. Is information for an existing voucher displayed? • If **yes**, then click the Clear button so you can create a new record. • If **no**, go to step 3. 3. Enter all the information you have for this voucher, including the vendor information, payment information, account numbers, and the payment amounts. **Hint:** Click Add New Vendor if you need to add a new vendor. If you need **to override the system's budget checking feature** for a particular account, click the O box that appears in the Action column at the end of the row. When you select the override option, the system will not verify the amount you enter against the account's remaining balance to determine if the budget is sufficient. If you need **to override all the accounts**, click the Fill Options icon that appears in the Action column header and click the option to override. You can use the override option only if you have override security.

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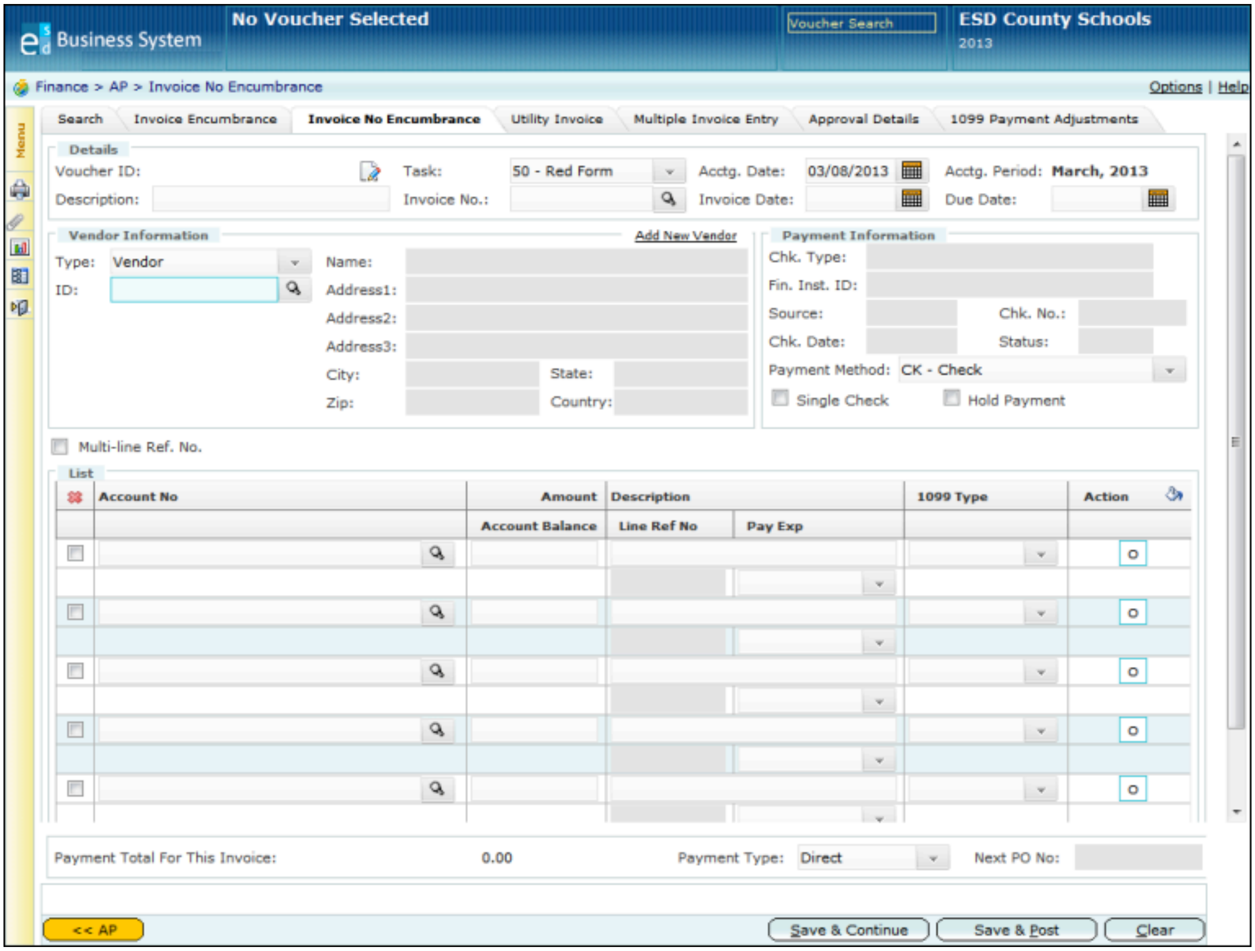

Business System
No Voucher Selected
Voucher Search
ESD County Schools
2013
Finance > AP > Invoice No Encumbrance
Options | Help
Search
Invoice Encumbrance
Invoice No Encumbrance
Utility Invoice
Multiple Invoice Entry
Approval Details
1099 Payment Adjustments
Details
Voucher ID:
Task:
50 - Red Form
Acctg. Date:
03/08/2013
Acctg. Period:
March, 2013
Description:
Invoice No.:
Invoice Date:
Due Date:
Vendor Information
Add New Vendor
Type:
Vendor
ID:
Name:
Address1:
Address2:
Address3:
City:
State:
Zip:
Country:
Payment Information
Chk. Type:
Fin. Inst. ID:
Source:
Chk. No.:
Chk. Date:
Status:
Payment Method:
CK - Check
Single Check
Hold Payment
Multi-line Ref. No.
List
Account No
Amount
Description
1099 Type
Action
Account Balance
Line Ref No
Pay Exp
Payment Total For This Invoice:
0.00
Payment Type:
Direct
Next PO No:
<< AP
Save & Continue
Save & Post
Clear

<table>
<tr><th>If You Need to…</th><th>Then…</th></tr>
<tr><td>Clone an existing voucher</td><td>Do the following:

Display the AP Search screen by selecting Finance > AP > Search on the Menu Pane.
Find the voucher you need to clone by selecting the appropriate fields in the Search section of the screen, then click the Search button. Click Help to see descriptions of all the fields.
The system displays a list of vouchers that match the criteria specified.
Click the Actions icon that appears to the left of the voucher ID you need to clone.
The system displays the Actions window.
Click the Invoice – No Encumbrance option.
The system displays the Invoice No Encumbrance screen. Click Help to see descriptions of all the fields.
Review the information on this screen to be sure this is the voucher you need to clone.
Click the Clone button. The system displays the message “Do you want to clear the debit/credit amounts?”

Click yes if you need to enter different amounts.
Click no if you need to retain the same amounts.
The system redisplays the screen with all the same data except the Voucher ID field is now blank.

Enter and change information as needed for this voucher.
Hint: Click Add New Vendor if you need to add a new vendor.
If you need to override the system’s budget checking feature for a particular account, click the O box that appears in the Action column at the end of the row. When you select the override option, the system will not verify the amount you enter against the account’s remaining balance to determine if the budget is sufficient. If you need to override all the accounts, click the Fill Options icon that appears in the Action column header and click the option to override. You can use the override option only if you have override security.
</td></tr>
</table>

2. Select one of the following save options:
   - To **save** the voucher but do not post it yet, click the Save & Continue button.

     The system saves the voucher information, assigns a unique ID number to it, and adds it to the list of Incomplete Documents on the Awaiting My Action screen. You will be able to update this voucher at a later date and then post it.
   - To **save the voucher and post it**, click the Save & Post button.

     The system assigns a unique ID number to the voucher. If your system is set up to create an approval queue, then the voucher is forwarded to the first person in the queue. Otherwise, the payment process is initiated.

Approving a Voucher

Use this procedure to review a voucher for payment that has been forwarded to you for your approval so that the payment can be made. When reviewing the voucher, you can take one of several actions. You can also enter comments to explain the action you take.

- You can choose to **approve** the voucher, and it will be forwarded to the next person in the approval queue. When the last person in the queue approves the voucher, the system sends an email to the person who initiated it.
- You can **approve and insert** another employee who is not already in the approval queue so he or she can review the voucher before it moves to the next person in the queue.
- You can **insert** someone to review and approve before you decide. The voucher will be returned to you after the additional employee reviews it.
- You can **deny** the voucher. Denying a voucher has the same effect as voiding it. When you deny the voucher, the system sends an email to the person who initiated it stating that it has been denied. If you are denying the voucher, you can specify the reason in the Comments field. The initiator can choose to create a new voucher and start the approval process over again.
- You can choose to take **no action** at this time.
- You can **return** the voucher to the initiator if you need more information. When you return it, the system sends an email to the initiator stating that it is being returned. If you are returning the voucher, you can specify the reason or what additional information is needed in the Comments field.

If you are an administrator with special security, you can take one of the following actions:

- You can **bypass** this level of approval and send the voucher to the next level of approval.
- You can **substitute** another reviewer.

The system sends email notification to the initiator and approvers only if the voucher is returned, denied, or approved by the final person in the queue. If the initiator's and approvers' user accounts are not set up to accept email, then the system does not send the email notification.

Before You Begin

Be sure you have the correct security access to approve a voucher.

Procedure

Do the following to review and process a voucher that has been forwarded to you for your action:

1. Is the voucher you need to review displayed on the Voucher Approval Details screen?
   - If **yes,** refer to step 7.
   - If **no,** refer to step 2.
2. Display the AP Search screen by selecting Finance > AP > Search on the Menu Pane.
3. Click My Approval.

   The system displays a list of vouchers that are waiting for your approval. Additional fields are displayed below the Search fields:
   - To display a list of **approved vouchers** in your queue, select Approved and enter a corresponding date range.
   - To display the list of **vouchers waiting for your approval,** select My Queue. This is the default.

   Hint: To narrow the list of entries, enter the appropriate values in the Search fields.
4. If you selected a different option or entered search criteria, click the Search button.

   The system displays a list of vouchers that match the criteria specified.
5. To review a particular voucher, click the Actions icon that appears to the left of it.

   The system displays the Actions window.
6. Click the Approval Details option.

   The system displays the Approval Details screen.
7. Review all the information about this voucher. Click Help to see descriptions of all the fields.
8. Determine what action you need to take, and enter your action and comments in the Approval Details section of the screen. If you choose the option to insert an additional approver or substitute an approver, select the appropriate value in the Approver field and enter his or her name or department in the following field.
9. Click the Save button.

   The system saves your approval information and sends the voucher to the next person in the approval queue.
10. What do you need to do?

If You Need to…	Then…
Review the previous or next voucher that is waiting for your approval	Click the Previous or Next button. The system displays the previous or next voucher.
Return to the Search screen	Click the Search tab.

Searching for a Fixed Asset

Use this procedure to find a particular fixed asset item or to display a list of items that meet the criteria you specify. You can easily find an item using two different types of searches:

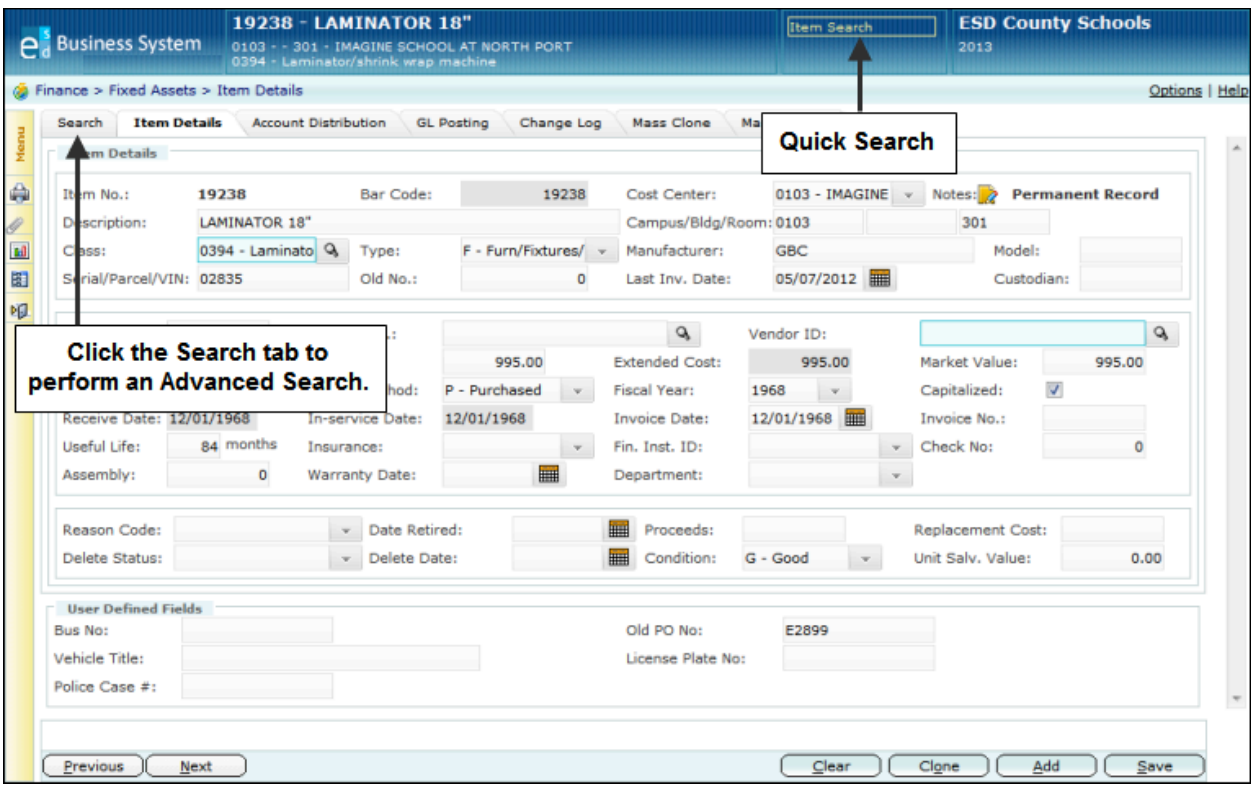
- Use a **quick search** when you need to display a different item than is currently displayed on a Finance > Fixed Assets screen AND you know the beginning numbers of the item number or the first letters of its description. You can perform a quick search using the Item Search field that appears in the screen header on most Fixed Assets screens. The Search field is not available in the header of the Fixed Assets Search screen or the Fixed Assets Mass Replace screen.
- Use an **advanced search** when you need to narrow the search using additional criteria, such as manufacturer, serial number, or extended cost. The advanced search is available only on the Fixed Assets Search screen.

For instructions on exporting the search results, refer to “Exporting Search Result Data to a Spreadsheet” in *Getting Started*.

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year. Refer to “Signing on to a Particular Fiscal Year.”
- Display one of the Finance > Fixed Assets screens.



Procedure

Do the following to search for an item using a quick search or advanced search:

To Use a…	Then…
Quick Search	Do the following to find an item to display on any of the Fixed Assets screens (except the Fixed Assets Search and Fixed Assets Mass Replace screens): 1. Type numbers from the item number or letters from its description in the Item Search field that appears in the screen header. You do not need to enter the complete item number or description. The system displays a list of items matching the letters or numbers entered. 2. Review the list, and click the number of the item whose information you need to display.
Advanced Search	Do the following to find an item using the Fixed Assets Search screen: 1. Click the Search tab. The system displays the Fixed Assets Search screen. Click Help to see descriptions of the fields. 2. Do you need to enter more search criteria than is currently displayed? • If yes, then click the Advanced Search field. The system displays additional fields, including assembly, manufacturer, bar code, and retired date. • If no, then go to step 3. 3. Select and enter the information you have for the item you need to find, then click the Search button. The system displays a list of items matching the criteria entered. 4. Review the list, and click the Actions icon that appears to the left of the item number whose information you need to display. The system displays options in the Actions window. 5. Click the option to display the fixed asset information you need.

Viewing a Fixed Asset

Use this procedure to display information about a particular fixed asset, such as description, model and serial numbers, bar code, manufacturer, condition, and useful life. All of this information is stored on the Fixed Assets Item Details screen.

Before You Begin

Be sure you have the correct security access to display fixed asset information.

Procedure

Do the following to display information about a particular fixed asset:

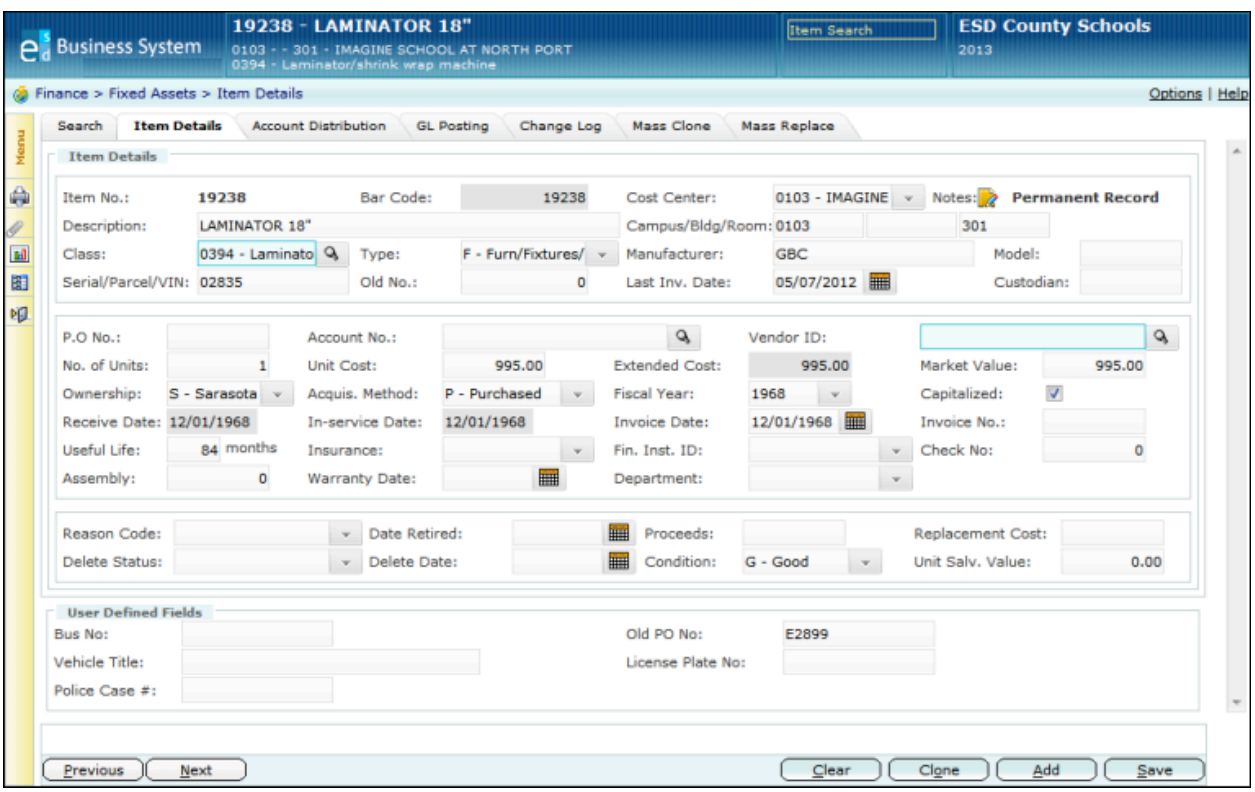
1. Select Finance > Fixed Assets > Search on the Menu Pane.
2. Enter the information you have for the fixed asset you need to find, then click the Search button.

   The system displays a list of items matching the criteria entered.
3. Review the list, and click the Actions icon that appears to the left of the item number whose information you need to display.

   The system displays options in the Actions window.
4. Click the Item Details option.

   The system displays the Fixed Assets Item Details screen.
5. Review the information on this screen. Click Help to see descriptions of the fields.
6. What do you need to do?

If You Need to...	Then...
Review the previous or next fixed asset item	Click the Previous or Next button. The system displays the previous or next item.
Return to the Search screen	Click the Search tab.



Searching for a Warehouse Item

Use this procedure to find a particular warehouse item or to display a list of items that meet the criteria you specify. You can easily find an item using two different types of searches:

- Use a **quick search** when you need to display a different item than is currently displayed on a Finance > Warehouse > Catalog screen AND you know the beginning numbers of the item number or the first letters of its description. You can perform a quick search using the Catalog Search field that appears in the screen header on most Warehouse screens. The Search field is not available on the Warehouse Catalog Search screen.
- Use an **advanced search** when you need to narrow the search using additional criteria, such as class, stock status, and vendor. The advanced search is available only on the Warehouse Catalog Search screen.

Before You Begin

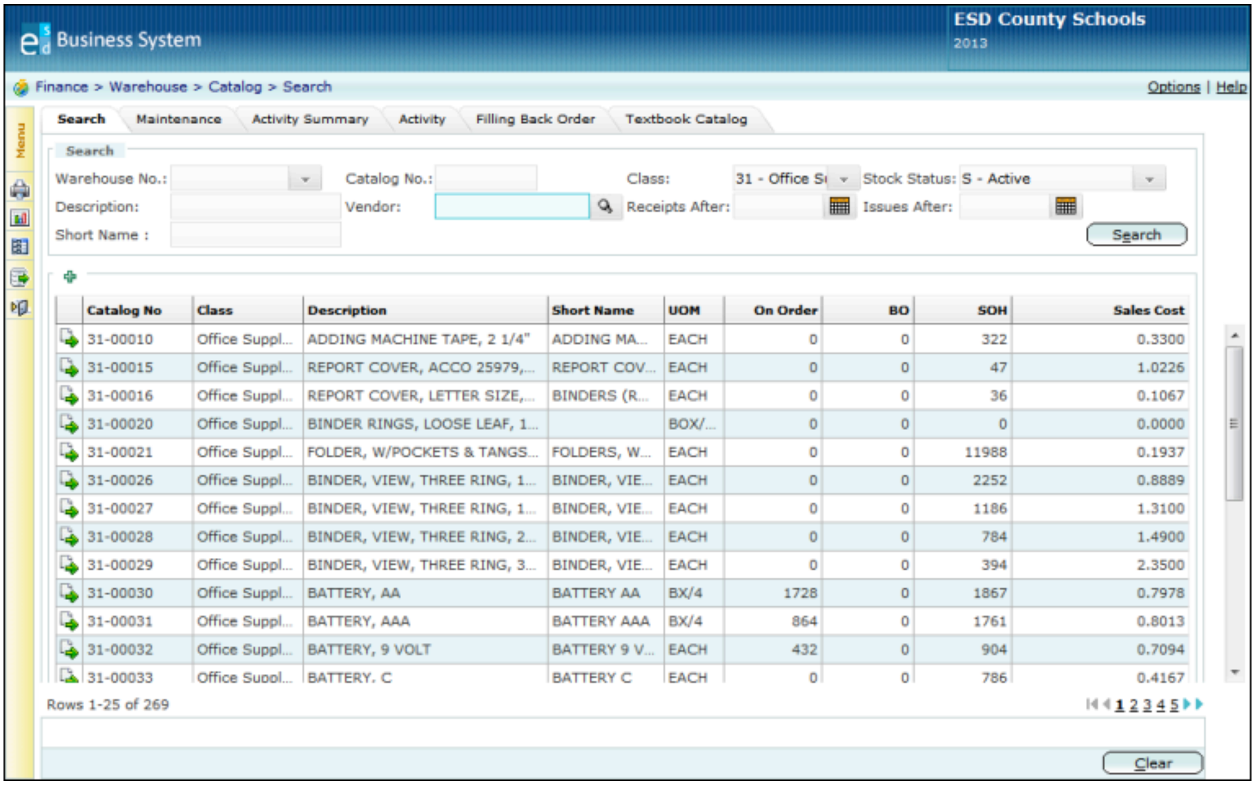
Do the following before you begin:

- Sign on to the correct fiscal year. Refer to “Signing on to a Particular Fiscal Year” in *Getting Started*.
- Display one of the Finance > Warehouse > Catalog screens.

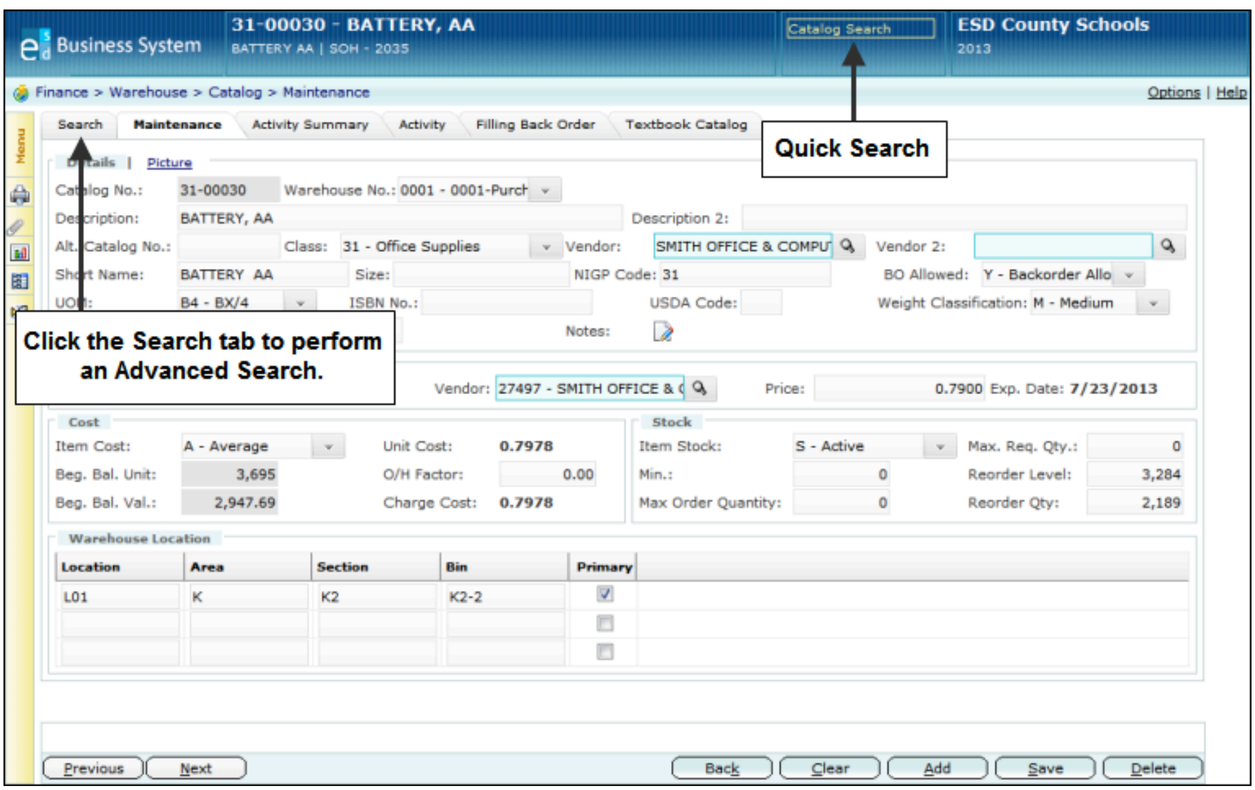
Procedure

Do the following to search for a warehouse item using a quick search or advanced search:

To Use a…	Then…
Quick Search	Do the following to find an item to display on any of the Warehouse Catalog screens (except the Warehouse Catalog Search screen): 1. Type numbers from the catalog number or letters from its description in the Catalog Search field that appears in the screen header. You do not need to enter the complete catalog number or description. The system displays a list of items matching the letters or numbers entered. 2. Review the list, and click the number of the item whose information you need to display.
Advanced Search	Do the following to find an item using the Warehouse Catalog Search screen: 1. Click the Search tab. The system displays the Warehouse Catalog Search screen. Click Help to see descriptions of all the fields. 2. Select and enter the information you have for the item you need to find, then click the Search button. The system displays a list of items matching the criteria entered. 3. Review the list, and click the Actions icon that appears to the left of the catalog number whose information you need to display. The system displays options in the Actions window. 4. Click the option to display the warehouse information you need.



Finance > Warehouse > Catalog > Search Screen



Search Functions on the Finance > Warehouse > Catalog Screens

Viewing a Warehouse Item

Use this procedure to display information about a particular warehouse item, such as catalog number, ISBN number, vendor information, and cost. All of this information is stored on the Warehouse Catalog Maintenance screen.

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year. Refer to “Signing on to a Particular Fiscal Year” in *Getting Started*.
- Be sure you have the correct security access to display warehouse information.

Procedure

Do the following to display information about a particular warehouse item:

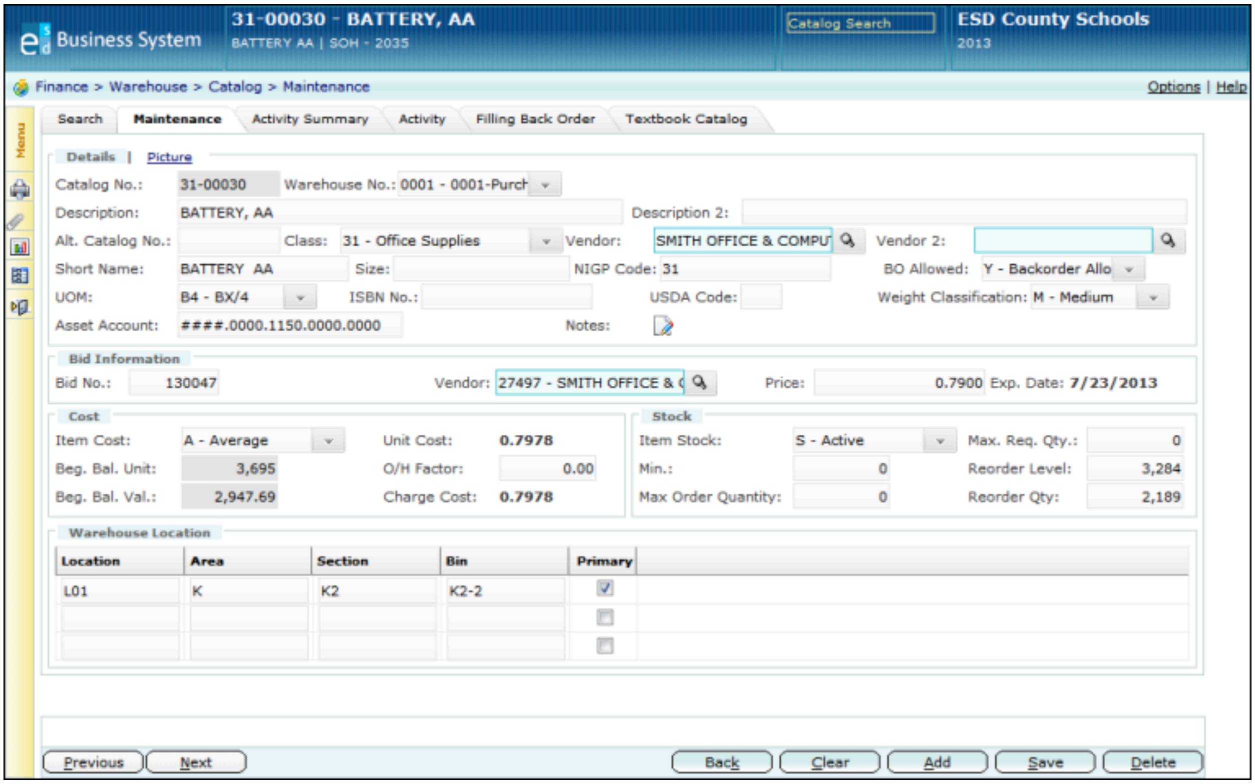
1. Select Finance > Warehouse > Catalog > Search on the Menu Pane.
2. Enter the information you have for the item you need to find, then click the Search button.

   The system displays a list of items matching the criteria entered.
3. Review the list, and click the Actions icon that appears to the left of the catalog number whose information you need to display.

   The system displays options in the Actions window.
4. Click the Maintenance option.

   The system displays the Warehouse Catalog Maintenance screen.
5. Review the information on this screen. Click Help to see descriptions of all the fields.
6. What do you need to do?

If You Need to...	Then...
Review the previous or next warehouse item	Click the Previous or Next button. The system displays the previous or next item.
Return to the Search screen	Click the Search tab.


Business System
31-00030 - BATTERY, AA
BATTERY AA | SOH - 2035
Catalog Search
ESD County Schools
2013
Finance > Warehouse > Catalog > Maintenance
Options | Help
Search
Maintenance
Activity Summary
Activity
Filling Back Order
Textbook Catalog
Details | Picture
Catalog No.: 31-00030
Warehouse No.: 0001 - 0001-Purch
Description: BATTERY, AA
Description 2:
Alt. Catalog No.:
Class: 31 - Office Supplies
Vendor: SMITH OFFICE & COMPU
Vendor 2:
Short Name: BATTERY AA
Size:
NIGP Code: 31
BO Allowed: Y - Backorder Allo
UOM: B4 - BX/4
ISBN No.:
USDA Code:
Weight Classification: M - Medium
Asset Account: ####.0000.1150.0000.0000
Notes:
Bid Information
Bid No.: 130047
Vendor: 27497 - SMITH OFFICE & C
Price: 0.7900
Exp. Date: 7/23/2013
Cost
Item Cost: A - Average
Unit Cost: 0.7978
Beg. Bal. Unit: 3,695
O/H Factor: 0.00
Beg. Bal. Val.: 2,947.69
Charge Cost: 0.7978
Stock
Item Stock: S - Active
Max. Req. Qty.: 0
Min.: 0
Reorder Level: 3,284
Max Order Quantity: 0
Reorder Qty: 2,189
Warehouse Location
Location
Area
Section
Bin
Primary
L01
K
K2
K2-2
Previous
Next
Back
Clear
Add
Save
Delete

Requesting an Item from the Warehouse

Use this procedure to enter a request for supplies from the warehouse using the Warehouse Transaction Requisition Entry screen. This type of request is called a **warehouse requisition.** A warehouse requisition is not the same as a **purchase requisition,** which is a request to purchase supplies from an outside vendor to stock the district's warehouse.

Entry Options

You can choose to create a warehouse requisition by entering the requested items directly or by importing them from a spreadsheet:

- **To enter the items directly,** use the Warehouse Transaction Requisition Entry screen to enter the details of what is being requested and the account numbers to be charged. You can also type notes to provide additional information for the requisition if needed.

  You can start from either the Warehouse Transaction Search screen or the Warehouse Transaction Requisition Entry screen. You may want to start the process of creating a new requisition from the Warehouse Transaction Search screen if you need to review a list of existing requisitions first or if the Warehouse Transaction Search screen is currently displayed. If the Warehouse Transaction Requisition Entry screen is currently displayed, you can click the Add button to enter the information for a new warehouse requisition.
- **To import** the requested items from a spreadsheet file that has been saved in .CSV format, first display the Warehouse Transaction Requisition Entry screen then select the Import icon to import the items directly to the screen. Once the line items have been imported, you can enter the account information and additional data as needed to create the warehouse requisition. Refer to “Importing Data from a Spreadsheet” in *Getting Started*.

Saving Your Entries

Each time you create, save, and post a warehouse requisition, the Finance System verifies the account numbers, ensures that funds are available, and assigns each warehouse requisition a unique ID number. What happens next varies by school district:

- Some districts may choose to have the system **create an approval queue** for each warehouse requisition. When an approval queue is created, the system forwards the warehouse requisition to the first person in the queue and displays it as an action item on his or her Awaiting My Action screen. The items cannot be picked from the warehouse until the warehouse requisition is approved.

  If the person who creates the requisition is the same and only person who would be responsible for approving the requisition, then the system does not create an approval queue and simply designates this requisition as "active" so the items can be picked.
- At a district that does not require warehouse requisitions to be approved, the system **automatically designates the requisition as "active"** so the items can be picked.

To save the warehouse requisition, you can choose from two different save options:

- Click the **Save & Continue button to save** the requisition, but do not forward it for approval yet. You may want to do this, for example, if you do not have all the information and you need to resume entering it later.
- Click the **Save & Post button to save and post.** When you select this option, the system either creates an approval queue or immediately designates this requisition as "active" so that the items can be picked from the warehouse. Ask your supervisor if the approval queue is enabled in your district.

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year. Refer to “Signing on to a Particular Fiscal Year” in *Getting Started*.
- Be sure you have the correct security access to create a warehouse requisition.
- Be sure the items you need are available. Refer to “Viewing the Activity Summary for a Warehouse Item” on the documentation wiki if needed.

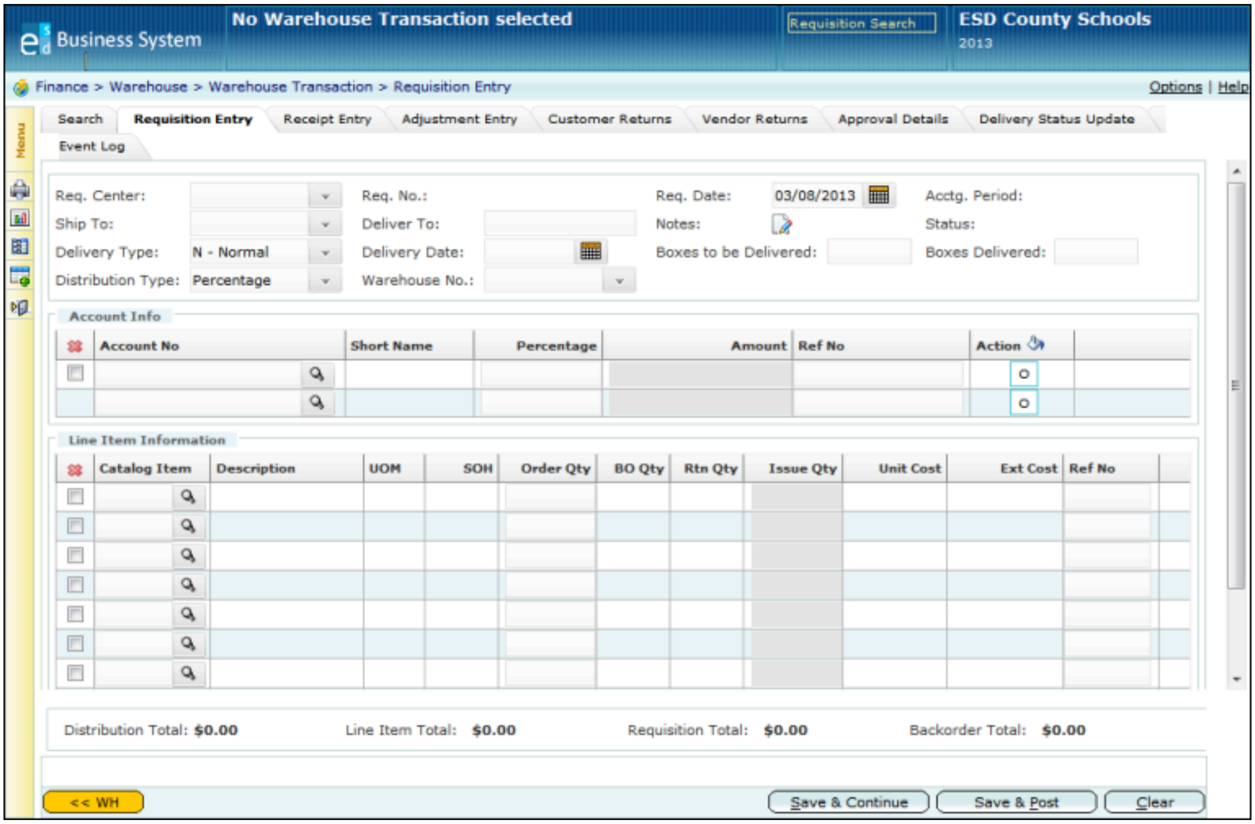
Procedure

Do the following to create a warehouse requisition:

1. What do you need to do?

If You Need to…	Then…
Create a new warehouse requisition starting from the Warehouse Transaction Search screen	Do the following: 1. Select Finance > Warehouse > Warehouse Transaction > Search on the Menu Pane or click the Search tab. 2. Click the Add icon. The system displays the Requisition Entry screen. Click Help to see descriptions of all the fields. 3. Enter all the information you have for this warehouse requisition. Be sure to: • Enter the requesting center, ship to location, and warehouse number. • Enter all the account information and the items being requested. You can enter accounts and line items on as many rows as needed. If you need **to override the system’s budget checking feature** for a particular account, click the O box that appears in the Action column at the end of the row. When you select the override option, the system will not verify the amount you enter against the account’s remaining balance to determine if the budget is sufficient. If you need to override all the line items, click the Fill Options icon that appears in the column.

continued


Business System
No Warehouse Transaction selected
Requisition Search
ESD County Schools
2013
Finance > Warehouse > Warehouse Transaction > Requisition Entry
Options | Help
Search
Requisition Entry
Receipt Entry
Adjustment Entry
Customer Returns
Vendor Returns
Approval Details
Delivery Status Update
Event Log
Req. Center:
Req. No.:
Req. Date: 03/08/2013
Acctg. Period:
Ship To:
Deliver To:
Notes:
Status:
Delivery Type: N - Normal
Delivery Date:
Boxes to be Delivered:
Boxes Delivered:
Distribution Type: Percentage
Warehouse No.:
Account Info
Account No
Short Name
Percentage
Amount
Ref No
Action
Line Item Information
Catalog Item
Description
UOM
SOH
Order Qty
BO Qty
Rtn Qty
Issue Qty
Unit Cost
Ext Cost
Ref No
Distribution Total: $0.00
Line Item Total: $0.00
Requisition Total: $0.00
Backorder Total: $0.00
<< WH
Save & Continue
Save & Post
Clear

If You Need to…	Then…
Create a new warehouse requisition starting from the Requisition Entry screen	Do the following: 1. Is the Requisition Entry screen currently displayed? • If **yes,** refer to step 3. • If **no,** refer to step 2. 2. Select Finance > Warehouse > Warehouse Transaction > Requisition Entry on the Menu Pane or click the Requisition Entry tab. The system displays the Requisition Entry screen. Click Help to see descriptions of all the fields. 3. Is information for an existing requisition currently displayed? • If **yes,** then click the Add button so you can create a new record. • If **no,** refer to step 4. 4. Enter all the information you have for this warehouse requisition. Be sure to: • Enter the requesting center, ship to location, and warehouse number. • Enter all the account information and the items being requested. You can enter accounts and line items on as many rows as needed. If you need **to override the system's budget checking feature** for a particular account, click the O box that appears in the Action column at the end of the row. When you select the override option, the system will not verify the amount you enter against the account's remaining balance to determine if the budget is sufficient. If you need to override all the line items, click the Fill Options icon that appears in the column.

2. Select one of the following save options:
   - To **save** the requisition but do not post it yet, click the Save & Continue button.

     The system saves the requisition, assigns a unique ID number to it, and adds it to the list of Incomplete Documents on the Awaiting My Action screen. You will be able to update this requisition at a later date and then forward it.
   - To **save the requisition and post it,** click the Save & Post button.

     The system assigns a unique ID number to the requisition. If your system is set up to create an approval queue, then the requisition is forwarded to the first person in the queue. Otherwise, the requisition's status is designated as "active" and the items can be picked.
3. Refer to "Running and Posting the Warehouse Pick List" in the documentation wiki for instructions on printing the Warehouse Pick List when you are ready to pull the requested items from the warehouse inventory.

Viewing a Customer Return

Use this procedure to find a customer using the Warehouse Transaction > Search screen and then display the details for it on the Warehouse Transaction > Customer Returns screen.

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year. Refer to "Changing to a Different Fiscal Year."
- Be sure you have the correct security access to display warehouse information.

Procedure

Do the following to display a customer return:

1. Select Finance > Warehouse > Warehouse Transaction > Search on the Menu Pane.
2. Enter the information you have for the return you need to find, then click the Search button. Be sure to select Customer Return in the Tran. Type field.

   The system displays a list of customer returns matching the criteria entered.
3. Review the list, and click the Actions icon that appears to the left of the transaction number whose information you need to display.

   The system displays options in the Actions window.
4. Click the Customer Returns option.

   The system displays the Warehouse Transaction > Customer Returns screen.
5. Review the information on this screen. Click Help for descriptions of all the fields if needed.
6. To redisplay the Search screen, click << WH.

Approving a Warehouse Requisition

Use this procedure to review a warehouse requisition that has been forwarded to you for your approval so that the items can be removed from the warehouse and delivered to the person requesting them. When you review the requisition, you can take one of several actions. You can also enter comments to explain the action you take.

- You can choose to **approve** the requisition, and it will be forwarded to the next person in the approval queue. When the last person in the queue approves the requisition, the system sends an email to the person who initiated it.
- You can **approve and insert** another employee who is not already in the approval queue so he or she can review the requisition before it moves to the next person in the queue.
- You can **insert** someone to review and approve before you decide. The requisition will be returned to you after the additional employee reviews it.
- You can **hold** a requisition so that it is not forwarded to the next person in the queue. When selecting the hold option, you must enter a reason code that explains the hold. Reason codes are defined by your district. The hold option is available for requisitions and travel expense reports only.
- You can **deny** the requisition. Denying a requisition has the same effect as voiding it. When you deny the requisition, the system sends an email to the person who initiated it stating that it has been denied. If you are denying the requisition, you can specify the reason in the Comments field. The initiator can choose to create a new requisition and start the approval process over again.
- You can choose to take **no action** at this time.
- You can **return** the requisition to the initiator if you need more information. When you return it, the system sends an email to the initiator stating that it is being returned. If you are returning the requisition, you can specify the reason or what additional information is needed in the Comments field.

If you are an administrator with special security, you can take one of the following actions:

- You can **bypass** this level of approval and send the requistion to the next level of approval.
- You can **substitute** another reviewer.

The system sends email notification to the initiator and approvers only if the requisition is returned, denied, or approved by the final person in the queue. If the initiator's and approvers' user accounts are not set up to accept email, then the system does not send the email notification.

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year. Refer to “Signing on to a Particular Fiscal Year” in *Getting Started*.
- Be sure you have the correct security access to approve a requisition.

Procedure

Do the following to review and process a warehouse requisition that has been forwarded to you for your action:

1. Is the requisition you need to review displayed on the Warehouse Transaction Approval Details screen?
   - If **yes**, refer to step 7.
   - If **no**, refer to step 2.
2. Display the Warehouse Transaction Search screen by selecting Finance > Warehouse > Warehouse Transaction > Search on the Menu Pane.
3. Click My Approval.

   The system displays a list of requisitions that are waiting for your approval. Additional fields are displayed below the Search fields:
   - To display a list of **approved requisitions** in your queue, select Approved and enter a corresponding date range.
   - To display a list of **requisitions in your queue that have a hold status,** select Hold. You can choose to select a corresponding reason, but it is not required.
   - To display the list of **requisitions waiting for your approval,** select My Queue. This is the default.

   Hint: To narrow the list of requisitions, enter the appropriate values in the Search fields.
4. If you selected a different option or entered search criteria, click the Search button.

   The system displays a list of requisitions that match the criteria specified.
5. To review a particular requisition, click the Actions icon that appears to the left of it.

   The system displays the Actions window.
6. Click the WH Requisition Approval Details option.

   The system displays the Approval Details screen.
7. Review all the information about this requisition. Click Help to see descriptions of all the fields.
8. Determine what action you need to take, and enter your action and comments in the Approval Details section of the screen.

   If you choose the option to insert an additional approver or substitute an approver, select the appropriate value in the Approver field and enter his or her name or department in the following field. If you choose to hold the requisition, select the appropriate value in the Reason field.
9. Click the Save button.

   The system saves your approval information and sends the requisition to the next person in the approval queue. If you are the last person in the queue and you approved the requisition, then the system changes the transaction status of this requisition to active and warehouse staff can run the Warehouse Pick List to process the order.
10. What do you need to do?

If You Need to…	Then…
Review the previous or next requisition that is waiting for your approval	Click the Previous or Next button. The system displays the previous or next requisition.
Run the Warehouse Pick List	Refer to “Running and Posting the Warehouse Pick List” in the documentation wiki.
Return to the Search screen	Click the Search tab.