

**GARDNER-SOUTH WILMINGTON
HIGH SCHOOL DISTRICT NO. 73
500 EAST MAIN ST.
GARDNER, IL 60424**

Instructions for Entering a Purchase Order

- Double Click on the FA icon to open the program.
- If you get a pop telling you that another user is on select cancel and continue.
- Enter your initials.
- Enter your password and log on.
- On the top tool bar select “Encumbrances”.
- Select “Purchase Order”.
- To select a new PO you click on the icon that looks like a piece of paper, it is located on the second tool bar at the top.
- A new PO # pops up for you, do not change this PO #.
- Tab to Reg. #. Use one of the following options.
 - Billed = Use this if the school is going to be billed for this item.
 - Cr. Cd. = Use this if you are placing your order with the school credit card.
- Tab to Date. This will use the current date.
- Tab to Vendor. Click on the icon next to this box. It will bring up the vendor list. Select your vendor. This will fill in the “Send PO To” box also.
- Tab to Account #. Use F2 to bring up a list of accounts to select from. Double click on the account you want to use. This brings you back to ordering.
- Tab to Item #. Fill in the code for the item you are ordering.
- Tab to Quantity. Fill in the quantity you are ordering.
- Tab to Measure. This is usually Each.
- Tab to Unit Cost. Fill in the cost per each, the computer fills in the total for you.
- Tab to Description. Fill out the item description, the vendor will see this on the PO.
- Tab to FA. Do not check this.
- Tab to FOI. This will default and do not change this. I will explain frequently ordered items later.
- Tab to order more items. Enter as many line items as needed.
- When done entering items check at the top right of your PO to see the total amount of your PO is correct. You can go back and correct any line items that may not be right.
- Next step is to add you shipping charges. Go to the tab next to line items, there is a tab for shipping, click on that.
- Ship to, Click on the icon next to and select GSWHS.
- Tab to Shipment to arrive by. Select the date you want your order by.
- Tab past Ship Via and Freight Terms, leave them blank
- Tab to Attention, put your name here.
- Tab to Shipping Account #. Use F2 to bring up your account #'s to choose from. Double click on the right account.

- Fill in the shipping amount.

To save your PO:

After checking over your PO and you are ready to save it, click on the icon that looks like a folder at the top of the page. Once it is saved your status will appear as “approved 1”. This is because every PO is approved by the “first person”. You will need to send an email to the administration to let them know that you have a PO in the system that needs to be approved.

Dr. Decman will approve all PO’s that are related to the school budget. Ms. Spiezio will approve all PO’s that are related to the Activity Accounts.

To print your PO:

Once your PO has been approved you will need to print it out to send to your vender.

- Open your PO to see if it was approved.
- When it is approved click on “print PO’s”.
- The program will pop up with the following defaults.
 - Order by
Po Number Date
Vender
 - Order Direction
Ascending Descending
Leave on the defaults.
 - Range
Field: PO Number (Leave this one)
Start: Must enter this number
End: Must enter this number
If you do not enter the starting number and the ending number you will print all PO’s in the system.
- Check the box “Set PO Status to Ordered”.
- Set up paper and print.

To receive your order:

When you receive your order open up your PO.

- Click on Receive, it is on the upper right hand side.
- On the line item, click on amount received.
- Enter in the amount you received. You may receive a partial order, this is ok. Repeat this process until all items have been received.

When you have received all items you are done. When the bookkeeper receives the invoice, the bookkeeper will liquidate and pay your PO. This is why it is important to mark items received as you get them.

I will have a lap top set up in my office for any one that wants help in learning this system. Please do not hesitate to ask, I will help you. It is like anything you learn the first time, it gets easier!