PURCHASE ORDERS

SET STARTING PURCHASE ORDER NUMBER

1. PO NUMBERING

Some municipalities prefer to start the purchase order numbers with each new fiscal year. AUC now offers sites the option to reset the next Purchase Order number from the menu.

1.1. Set Starting PO Number for the Fiscal Year [New]

Select **Purchase Orders ▶ Year End Processing ▶ Set starting PO# for New Year**. The starting number is set based on the current year Purchase Order numbers – the first two places of the Purchase Order number are incremented by one to arrive at the new starting number.
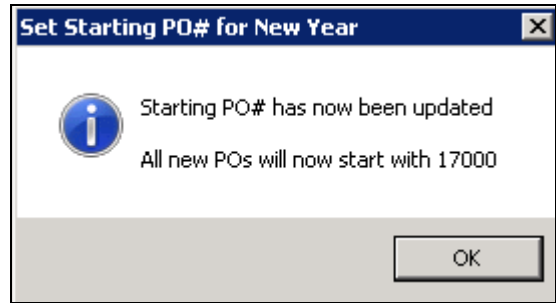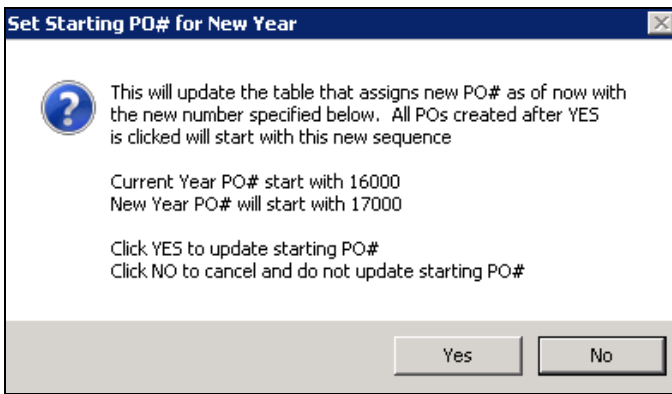

Figure 1 Set Starting PO # for New Year

This numbering affects POs created via the Create New from Posted method as well as those created from scratch.

To prevent unintended consequences, this process should only be run once per fiscal year. The PO Module Control #3005 should be set to "C" if computer generated Purchase Order numbers are to be used.

PO numbers are never re-used in the AUC system; if the starting number is set to 17000 and purchase orders numbered 17001-17008 exist, the next purchase order created will be assigned #17009. This can happen on sites that have carved out ranges of Purchase Order numbers in the past when using Manual PO numbers rather than computer generated PO numbers.
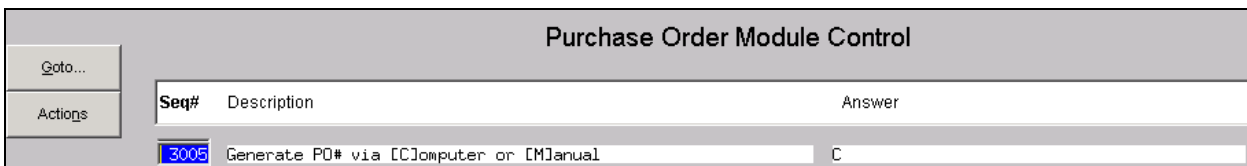
The PO numbering will not affect purchase orders that are rolled from the prior year; these purchase orders retain the original number.