

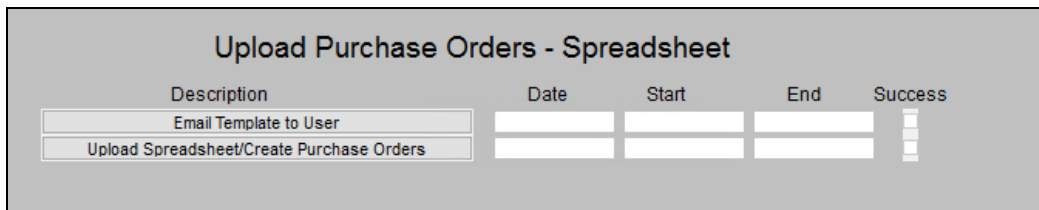
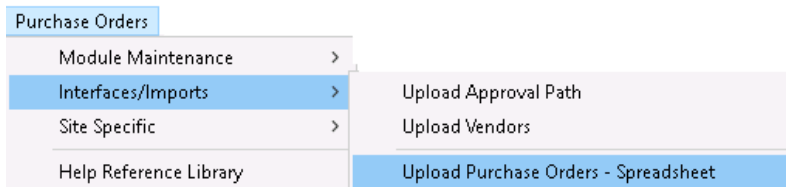


PURCHASE ORDERS

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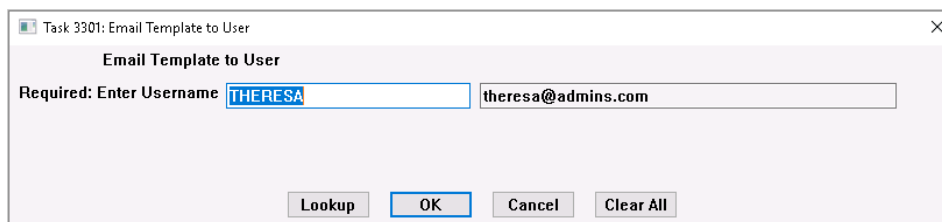
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1. ACCESS THE UPLOAD PURCHASE ORDERS - SPREADSHEET STEPS MENU



2. EMAIL TEMPLATE TO USER

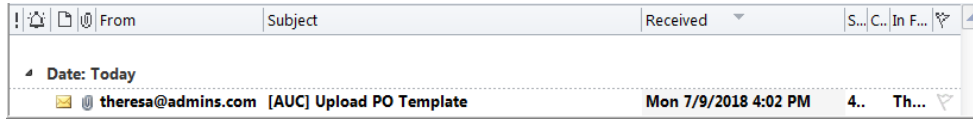
The first button on the steps menu will email an Excel® spreadsheet to the user specified in the prompt. The system requires that the user be an AUC user; the username may be selected from a lookup or entered directly.





If a staff member is doing data entry, but does not have an AUC user name, an AUC user may forward the template to the staff member without AUC access. (This may happen, for example, if there are volunteers working in the office and assisting with data entry, who may use Excel® but are not trained in AUC and for whom access to the AUC financial system would be inappropriate.)

The email will arrive with a subject line of **[AUC] Upload PO Template:**

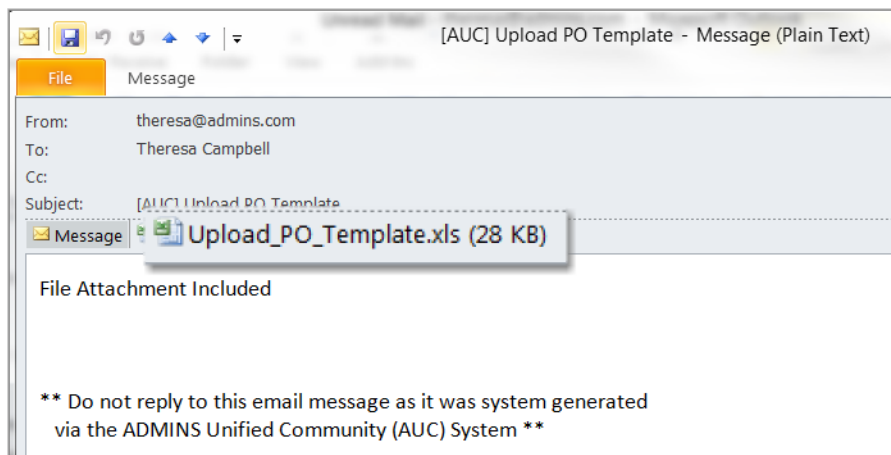


2.1. Open the Email and Save the Template as a .csv file

Open the email and download and save the template to a location that is available from the desktop where the data entry is being done.



It is most important that when data entry is complete the *.csv file is saved to a location that the user performing the upload can access from the AUC server. See section 5.1.



2.2. Open the Template Spreadsheet

Opening the template file shows the 20 columns that may be used to upload purchase order data.



A	B	C	D	E	F	G	H
1. AUC Vendor Number (Required) #####	2. Remit # (Required) [01 - 99]	3. PO Type (Optional) [R=Regular/B=Blanket/E=Emergency/ Z=Zero Tolerance]	4. Department Group (Optional)	5. PO Date (Required) [MM/DD/YYYY]	6. PO Line# (Required) ###	7. Account# (Required) (e.g. 100-000-666-000-00-52010)	8. Commodity Item (Optional)
VENDOR	REMIT	POTYPE	DEPTCODE	A1BILDAT	LINE	XACTNUM	ITEM

I	J	K	L	M	N	O	P	Q
9. Item Description (Required)	10. Item Description 2 (Optional)	11. Item Description 3 (Optional)	12. Quantity (Optional)	13. Price (Required) #####	14. Freight (Optional) #####	15. Other (Optional) ###	16. Fixed Assets (Optional) [F=Fixed Asset/Blank=Not Fixed Asset]	17. Requisition# (Optional)
ITEMDESC	2ITEMDESC	3ITEMDESC	QTY	PRICE	FREIGHT	OTHER	SOURCE	REQNUM

Column headers in red identify fields required for a successful upload

This site specific field is optional and only in use for sites by pre-arrangement - this is NOT the AUC contract number

R	S	T	U
18. Contract# (MDT) (Optional) POUDF	19. Retainage % (Optional) #####	20. Retainage Amount (Optional) ###	
	RET PCT	RET AMT	

3. ENTER PURCHASE ORDERS INTO THE EXCEL® SPREADSHEET TEMPLATE

Each column is described in the table that follows.

Column Label	Description
1. Vendor#	Required – must be a valid vendor# in AUC. If a new vendor is required, the vendor must be created in the usual manner prior to the upload
2. Remit#	Required – must be a valid Vendor Remit in AUC. If a new remit address is required it must be created prior to the upload
3. PO Type	Optional – if left blank the Purchase Order will be set to the default PO type from the User Profile (if there is no default on the user profile, the department profile default will be used). Can be changed after the upload if required
4. Department Group	<p>Optional – if left blank the system will set PO to the department group of the person who is performing the upload – can be changed after the upload if required.</p> <p>Any department group entered must be a valid department group. If the user performing the upload does not have access to the department group, then the user will not see the PO once it has been created. The user performing the upload should have access to all department groups used in the file.</p> <p>This department group will also set the approval path, delivery and invoice address from the department group settings (or from the system profile if department group has no default set).</p> <p>If the department group is changed on the Purchase Order after the upload – this will also change the Approval path, Delivery and Invoice addresses.</p>



5. PO Date	Required – must be within range of the current date minus 365 days or the current date plus 180 days.																																																															
6. PO Line#	<p>Optional. This is the Line on the Purchase Order. If left blank – it will indicate that each line in the spreadsheet is a NEW PO</p> <p>If a multi-line PO is to be uploaded– this must be filled in (this example is for a 4 line PO):</p> <table border="1" data-bbox="451 514 1485 703"> <thead> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> </tr> <tr> <th><i>Vendor Number</i> <i>(Required)</i></th> <th><i>Remit #</i> <i>(Required)</i></th> <th><i>PO Type</i> <i>(Optional)</i></th> <th><i>Department Group</i> <i>(Optional)</i></th> <th><i>PO Date</i> <i>(Required)</i> <i>[MM/DD/YYYY]</i></th> <th><i>PO Line#</i> <i>(Required)</i> <i>###</i></th> <th><i>Account#</i> <i>(Required)</i> <i>(e.g. 100-000-666-000-00-52010)</i></th> <th><i>Commodity Item</i> <i>(Optional)</i></th> <th><i>Item Description 1</i> <i>(Required)</i></th> </tr> </thead> <tbody> <tr> <td>VENDOR</td> <td>REMIT</td> <td>POTYPE</td> <td>DEPTCODE</td> <td>A1BILDAT</td> <td>LINE</td> <td>XACTNUM</td> <td>ITEM</td> <td>ITEMDESC</td> </tr> <tr> <td>000672</td> <td>01</td> <td></td> <td></td> <td>7/9/2018</td> <td>1</td> <td>1000-163-0000-001-00-00-52020</td> <td></td> <td>first line of this multi-line purchase order</td> </tr> <tr> <td>000672</td> <td>01</td> <td></td> <td></td> <td>7/9/2018</td> <td>2</td> <td>1000-300-2110-620-09-00-54090</td> <td></td> <td>second line of multi-line po</td> </tr> <tr> <td>000672</td> <td>01</td> <td></td> <td></td> <td>7/9/2018</td> <td>3</td> <td>1000-300-4110-601-09-00-54090</td> <td></td> <td>third line of multi-line po</td> </tr> <tr> <td>000672</td> <td>01</td> <td></td> <td></td> <td>7/9/2018</td> <td>4</td> <td>1000-300-1210-601-09-00-54090</td> <td></td> <td>last or fourth line</td> </tr> </tbody> </table> <p>NOTE: only enter a line number if multiple lines are for a single PO; otherwise leave the line # blank</p> <p>NOTE: if adding multiple lines – they MUST be entered into the spreadsheet one after the other in sequence. Leaving a gap in the numbering will indicate to the system that a new purchase order number should be used.</p>	1	2	3	4	5	6	7	8	9	<i>Vendor Number</i> <i>(Required)</i>	<i>Remit #</i> <i>(Required)</i>	<i>PO Type</i> <i>(Optional)</i>	<i>Department Group</i> <i>(Optional)</i>	<i>PO Date</i> <i>(Required)</i> <i>[MM/DD/YYYY]</i>	<i>PO Line#</i> <i>(Required)</i> <i>###</i>	<i>Account#</i> <i>(Required)</i> <i>(e.g. 100-000-666-000-00-52010)</i>	<i>Commodity Item</i> <i>(Optional)</i>	<i>Item Description 1</i> <i>(Required)</i>	VENDOR	REMIT	POTYPE	DEPTCODE	A1BILDAT	LINE	XACTNUM	ITEM	ITEMDESC	000672	01			7/9/2018	1	1000-163-0000-001-00-00-52020		first line of this multi-line purchase order	000672	01			7/9/2018	2	1000-300-2110-620-09-00-54090		second line of multi-line po	000672	01			7/9/2018	3	1000-300-4110-601-09-00-54090		third line of multi-line po	000672	01			7/9/2018	4	1000-300-1210-601-09-00-54090		last or fourth line
1	2	3	4	5	6	7	8	9																																																								
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000672	01			7/9/2018	4	1000-300-1210-601-09-00-54090		last or fourth line																																																								
7. Account#	Required – must be a valid account in the General Ledger Chart of Accounts – new accounts cannot be added here. If a new account is needed it must be added in the usual manner prior to using the account in the upload file.																																																															
8. Commodity item	Optional –commodity items are used to identify frequently used items or items that may be analyzed to show usage or purchase patterns.																																																															
9. Item Description 1	Required – description of the item to purchase																																																															
10. Item Description 2	Optional – if more space is needed for description																																																															
11. Item Description 3	Optional – if more space is needed for description																																																															
12. Quantity	<p>Optional – this is a quantity based system. If not purchasing and paying for specific quantities leave this blank.</p> <p>Only enter a quantity if purchasing and paying by quantity.</p> <p>If payments will not be made for a fixed dollar amount that matches the PO price, leave the quantity blank.</p>																																																															
13. Price	Required – Price of the Item. No negatives allowed. If quantity is not entered then the price should be the entire amount to encumber for this line; if quantity is entered then the price should be individual price per unit.																																																															
14. Freight	Optional – no negatives allowed																																																															



15. Other	Optional – negatives can be entered (for say a discount) but the overall Line amount [Price * Quantity + Freight + Other] cannot be negative																					
	<table border="1"> <thead> <tr> <th></th> <th><u>Price</u></th> <th><u>Quantity</u></th> <th><u>Freight</u></th> <th><u>Other</u></th> <th><u>Line Total</u></th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>50</td> <td>2</td> <td>10</td> <td>-20</td> <td>90</td> <td>Correct</td> </tr> <tr> <td></td> <td>50</td> <td>2</td> <td>10</td> <td>-120</td> <td>-10</td> <td>Error</td> </tr> </tbody> </table>		<u>Price</u>	<u>Quantity</u>	<u>Freight</u>	<u>Other</u>	<u>Line Total</u>			50	2	10	-20	90	Correct		50	2	10	-120	-10	Error
	<u>Price</u>	<u>Quantity</u>	<u>Freight</u>	<u>Other</u>	<u>Line Total</u>																	
	50	2	10	-20	90	Correct																
	50	2	10	-120	-10	Error																
	i.e.,																					
16. Fixed Assets	Optional – indicates if this is a fixed assets item. Enter F if this is a fixed asset or leave blank if this is not a fixed asset																					
17. Requisition#	Optional –When available a requisition# up to 10 characters may be referenced on the PO. (Note: this is found on the ITEM tab of the PO entry screen)																					
18. Contract# (MDT)	Optional – this allows a site to enter the contract# associated with the PO. Can enter up to 40 characters for the contract# (Site specific option may not apply to all sites– this is <i>not</i> the AUC contract number.)																					
19. Retainage %	Optional – percentage to be withheld when making payments for this PO. Cannot enter both a Retainage % and amount –mutually exclusive.																					
20. Retainage Amount	Optional – Amount to be held as retainage when paying this PO. . Cannot enter both a Retainage % and amount –mutually exclusive																					



Purchase orders that reference AUC Bids or Contracts may not be created via this method. The error checking for balances, amounts, and quantities required when creating purchase orders from Bids or Contracts built into the AUC system ensures that limits set by these agreements are respected.

4. SAVE THE EXCEL® FILE AS .CSV FORMAT

Save the file with the purchase orders to be uploaded as a .csv file in a location that may be accessed from the AUC server. Consult the local IT department for the proper location to save this file. File paths and filenames should not contain spaces. The combined path and filename should not exceed 80 characters.



5. UPLOAD SPREADSHEET/CREATE PURCHASE ORDERS

5.1. Retrieving the CSV File and the Name Specification

Enter the full path and name of the .csv file in the Upload prompt. Use the Lookup to find the file instead of typing in the full path and file name.

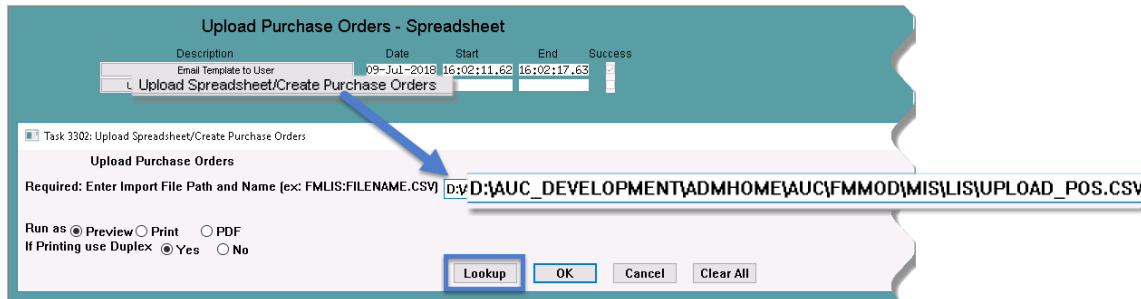


Figure 1 Entering the .csv file name

5.2. Error Conditions Preventing Successful Upload

If there are errors in the upload, for example, if required fields are not supplied or are of the wrong format, the system will report the errors and the process will stop. Return to the .csv file, make corrections, save the corrected file and try the upload again.

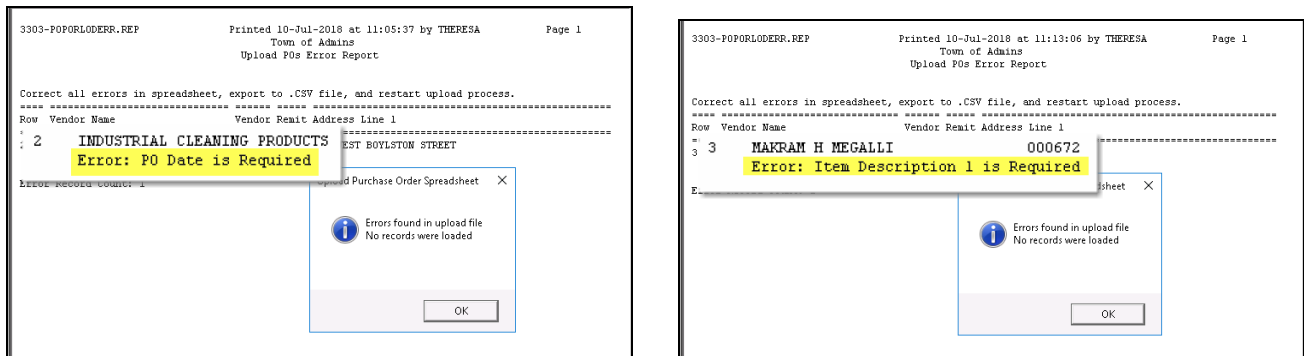


Figure 2 Missing data will stop the process and report the row number in error and describe the remedy

A single error on a single record will prevent the upload of the entire file. The file will be checked for errors on each attempt to upload and will produce a report of errors if any remain.

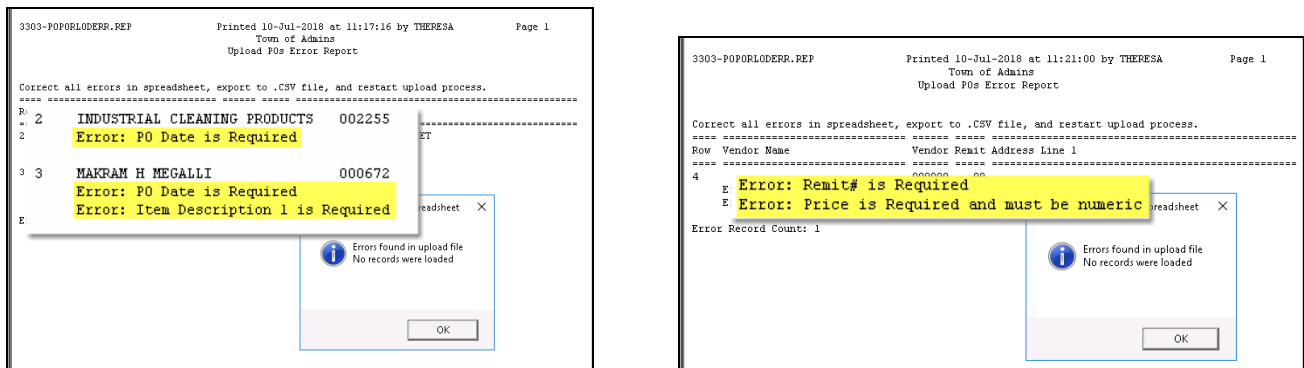


Figure 3 Multiple errors will be reported at the same time and will give a count of the # of records with errors



Once the file is error-free, the **Upload POs Posting Report** will be generated.

5.3. Upload POs Posting Report

When an error-free file is uploaded, a report is produced showing the **Purchase Order Number Assigned**, the **Date**, **Department Group**, **Entry User**, **Vendor Number and Name**, **Purchase Order Line Numbers** and the **General Ledger Lines and Account Numbers**. If there is a gap in the Purchase Order Sequence numbers, it may be due to manual Purchase Order numbers having been used.

3305-POPORLODPST.REP Printed 09-Jul-2018 at 17:27:49 by THERESA Tom of Admins Page 1
Upload POs Posting Report

PO#	PO Date	Dept Group	Entry User	Vendor	Line	GLLn	Account#	Amount
15320	02-Jul-2018	FINANCE	THERESA	002255 INDUSTRIAL CLEANING PRODU	1	1	1000-163-0000-001-00-00-52020	850.00
15322	15-Jul-2018	FINANCE	THERESA	000672 MAKRAM H MEGALLI	1	1	1000-300-4220-440-06-00-52200	175.00
					2	1	1000-300-2110-620-09-00-54090	25.00
					3	1	1000-300-4110-601-09-00-54090	125.00
					4	1	1000-300-1210-601-09-00-54090	35.00
*** Total for PO 15322								360.00
15338	15-Jul-2018	FINANCE	THERESA	003551 POPE BUILDING SYSTEMS INC	1			
					2			
					3	1	1000-300-4110-660-06-00-54030	17.83
					4	1	1000-300-4110-660-12-00-54030	17.50
					5	1	1000-610-0000-006-00-00-52200	750.00
*** Total for PO 15338								1,495.08
*** Grand Total *** #PO: 3								2,645.08

Selection Legend:
Note: PO# might not be consecutive as manual PO# might have been used

Figure 4 Upload POs Posting Report indicates the file was uploaded and POs are now in the Entry Began stage

While the title of this is Upload POs Posting Report, the POs are not posted until they are processed in the usual manner.

Purchase Orders in Progress

P	PO#	Vendor	Dept Group	Date	Type	Amount	User	Status
	15338	FRE BUILDING CO., INC.	FINANCE	15-Jul-2018	Regular			Entry Began
	15322	MAKRAM H MEGALLI	FINANCE	15-Jul-2018	Regular			Entry Began
	15320	INDUSTRIAL CLEANING PRODU	FINANCE	02-Jul-2018	Regular			Entry Began
	15269	MAKRAM H MEGALLI	FINANCE	15-Jul-2018	Regular	360.00	THERESA	Entry Began
	15265	INDUSTRIAL CLEANING PRODU	FINANCE	02-Jul-2018	Regular	850.00	THERESA	Entry Began
	15128	H W WILSON COMPANY	FIRE	10-Jul-2018	Regular	898.00		Ready for Posting
	15126	ADCARE EDUCATIONAL INST I	FIRE	10-Jun-2018	Regular	345.00		Ready for Posting
	15125	POSTMASTER	FIRE	10-Jun-2018	Regular	750.00		Ready for Posting
	15124	POSTMASTER	FIRE	06-Jun-2018	Regular	500.00		Ready for Posting
	11474	MSSAA	HIGHSCHOOL	03-Apr-2018	Regular	400.00	ANTHEA	Ready for Posting

New PO OK Find Search Cancel Help EOF

Figure 5 Purchase Orders created via the upload are shown in the Purchase Orders in Progress Lookup Window



5.4. How to Know if POs Were Entered Via the Upload Process

PO Query - Status History

Vendor Code: 000672 01
M/K/R/M H MEGALLI
1650 DOUGLAS AVE.
Apt. 3201
PROVIDENCE
RI 02904-0000

Dept Code: FINANCE FINANCE OFFICE
PO Date: 15-Jul-2018 FY 2019
Type Code: R - Regular

Deliver To: 1 BELL PRESCHOOL - SOUTH
Invoice To: 1 BELL PRESCHOOL - SOUTH

1 Delivery Notes
1 Internal Notes

No text available No text available

Ship To Attn
Ship Date

Expected Amt: 360,00

Change Date	Time	User	Status	Notes	Buttons
02-Jul-2018	16:48:48,08	THERESA	Open		
02-Jul-2018	16:46:39,97	THERESA	Ready For Posting		
02-Jul-2018	16:44:01,85	THERESA	Needs Finance Department A		
02-Jul-2018	16:44:00,07	THERESA	Ready For Release		
02-Jul-2018	16:34:10,80	THERESA	Entry Begon	Upload POs From: D:\AUC_DEVELOPMENT\ADMHOM	View Notes

Status History Notes for PO# 15261 *** Read Only ***

File Edit View Insert Format Help

Times New Roman (Western)

Upload POs from
D:\AUC_DEVELOPMENT\ADMHOM\AUC\FM\MOD\MIS\SLIS\UPLOAD_POS.CSV

For Help, press F1

Encumbered 360,00 Liquidated Relieved Paid Balance 360,00

Purchase orders created via this method will include a note on the **[5 Status History]** tab of the **Purchase Orders ▶ Queries ▶ Detail ▶** screen.

This identifies the source of the purchase order as an upload and provides the original filename.

PO Query - Status History

Vendor Code: 019588 01
BEST BUY BUSINESS ADVANTAGE
ACCOUNT
P.O. BOX 731247
DALLAS TX 75373-1247

Dept Code: HIGH SCHOOL HIGH SCHOOL
PO Date: 08-May-2018 FY 2018
Type Code: R - Regular

Deliver To: 6 BELLINGHAM HIGH SCHOOL
Invoice To: 8 KEOUGH ADMINISTRATION B

1 Delivery Notes
1 Internal Notes

No text available No text available

Ship To Attn
Ship Date

Manually entered purchase orders do not show notes here

Change Date	Time	User	Status	Notes	Buttons
02-Jul-2018	13:07:44,80	THERESA	Closed		
08-May-2018	15:40:12,70	THERESA	Open		
08-May-2018	15:37:06,64	THERESA	Ready For Posting		
08-May-2018	15:36:33,06	THERESA	Needs Budget Override		
08-May-2018	15:36:26,71	THERESA	Ready For Release		
08-May-2018	15:35:47,90	THERESA	Entry Begon		

5.5. Error Check and Process in the Usual Manner

When the steps are complete, the purchase orders are available for editing, checking, releasing and posting in the usual manner. This process does not bypass approvals and error checking; it does expedite data entry if data is available electronically (for example, from a vendor who provides a file.)