

# **USAS Web - Training Guide**

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# Chapter 1. Accounts

## 1.1. Creating a Budget Account

The "New Budget" option under the Accounts menu is used in creating and posting new budget accounts. Selecting "New" will open a blank budget account window that can be used to enter the information for a new budget account as displayed here:

**Figure 1.1. Creating A New Budget Account**

New Budget Account									
Account Number	Fund	Func	Obj	SCC	Subject	OPU	IL	Job	
	009	1100	552	0000	000000	001	00	000	
Description	Workbooks - Elementary							Status:	Active
	Fiscal Year 2005			Month			Calendar Year		
Initial Budget									
+ Carryover Encumbered									
+ Additions	1500			1500					
- Deductions									
= Expendable									
- Actual Expended									
- Encumbered									
= Unencumbered Balance									
				Next FY Proposed					
- Future Encumbered				Future Year Encumbered					
- Requisitioned Amount				Future Year Requisitions					
Remaining Balance				Available Percent					
GAAP Original Budget				Start Date					
Project-to-date Actual Expenditure				Stop Date					
User Defined Fields									
Money 1					Code 1				
Money 2					Code 2				
Date									
Text									

The cursor will automatically be placed in the fund dimension field. Only selected fields are accessible when creating a budget account (they are denoted with an asterisk (\*) below). The rest of the fields are calculated fields that aren't modifiable.

- **Account Number Dimensions\*** - The budget account entered needs to be a valid budget account code
  - **Click on "New Budget" under the Accounts Menu**
  - **Enter 009 1100 552 0000 000000 001 00 000 for the account code**
- **Description\*** - Enter a description for the budget account. If the field is left blank, it will default to the description provided by the Auditor of State's USAS manual.
  - **Enter "Workbooks - Elementary" for the description**
- **Status\*** - If the Active status is selected, it will allow requisitions, purchase orders and receipts to be processed against this account. If the Inactive status is selected, it will disallow requisitions, purchase orders and receipts to be processed against this account. The default status is Active.
- **Initial Budget** - is the amount that is initially approved for the budget account
- **Carryover Encumbered** - is the amount of encumbrances from the prior fiscal year
- **Fiscal Year Additions\*** - is the total of all additional amounts budgeted to this account during the current fiscal year
- **Fiscal Year Deductions\*** - is the total of all deductions to this account's budgeted amount during the current fiscal year
- **Month Additions\*** - is the total of all additional amounts budgeted to this account during the current month
- **Month Deductions\*** - is the total of all deductions to this account's budgeted amount during the current month
- **Expendable** - is the total of Initial Budget + Carryover Encumbered + Fiscal Year Additions - Fiscal Year Deductions
- **Fiscal Year Actual Expended** - is the fiscal year total expenditures charged to the budget account
- **Month Actual Expended** - is the month to date total expenditures charged to the budget account.
- **Calendar Year Actual Expended** - is the calendar year to date total expenditures charged to the budget account.
- **Encumbered** - is the amount currently encumbered to the budget account
- **Unencumbered Balance** - is the total of Fiscal Year Expendable - Fiscal Year Actual Expended - Fiscal Year Encumbered
- **Future Encumbered** - is the amount that has been encumbered for a future month within the current fiscal year (using future purchase orders)
- **Requisitioned Amount** - is the amount of the remaining balance that is currently posted to open requisitions. The requisitioned amount can optionally be used in balance checking as requisitions and/or purchase orders are being created and modified.

## Note

The "Track Requisitioned Amount" flag in USASDAT/USACON must be set to "yes" to activate this field. When set to "yes", the Requisitioned Amount is automatically calculated and



stored on the budget account. If the flag is set to "no", the Requisitioned Amount will not be tracked.

- **Remaining Balance** - is the total of the Unencumbered Balance - Future Encumbered - Requisitioned Amount
- **GAAP Original Budget\*** - contains the first budget amounts covering the entire fiscal year for the fund. It is used as a comparison to the current budget throughout the fiscal year. Once this initial budget is set, the value in this field becomes the benchmark for budget changes that may occur during the course of the year.
- **Project-to-Date Actual Expenditure** - contains the expenditures made to the budget account for a particular project.

## Note

The PTD flag on the related cash account must be set to "Y" in order to track PTD expenditures for the associated budget accounts.

- **Next FY Proposed\*** - is the amount proposed for this account for the next fiscal year
- **Future Year Encumbered** - is the amount that has been encumbered for a future fiscal year using future purchase orders.
- **Future Year Requisitions** - is the total dollar amount currently posted to requisitions for a future fiscal year
- **Available Percent** - is the calculated percentage of the Remaining Balance amount
- **Start Date\*** - the account will only become active after the date entered in the Start Date field.
- **Stop Date\*** - the account will only be active up until the date entered in the Stop Date field.
- **User Defined Fields\*** - are optional fields for the district's own use.

**Figure 1.2. New Budget Account Functions**



- **Accept** - The Accept function will add the budget account to the USAS system. Any warnings or errors encountered will be displayed at the top of your browser window. The message, "Account Added Successfully" will be displayed at the top of your browser if no errors were encountered. If fatal errors are encountered, the account will not be added. Modifications will need to be made to correct the errors before the account can be posted.
- **Cancel** - The Cancel function will erase any entries made to the budget account currently displayed on the screen. A pop-up box will appear in your browser ensuring that the budget account will be cancelled. Clicking on OK will cancel the budget account.

## Note

The New Budget Account function options appear at both the top and the bottom of the screen for easier access.

- Select "Accept" to add the budget account.

## 1.2. Query Budget Accounts

The "Query Budgets" option under the Accounts menu allows you to search for budget accounts that currently exist on the USAS system. It is necessary to first query a budget account in order to do any of the following:

- View the details of the existing budget account
- Make modifications to the existing budget account
- Clone an existing budget account
- Delete an existing budget account

**Figure 1.3. Budget Account Query Screen**

Fund	Func	Obj	SCC	Subj	OPU	IL	Job	Description	Available Balance	Available Percent
009	1100	551	0000	000000	001	00	000	Supplies - Elem	\$0.00	0
009	1100	551	0000	000000	002	00	000	Supplies - Hs	\$0.00	0
009	1100	551	0000	000000	003	00	000	Supplies - Middle School	\$0.00	0
009	1100	552	0000	000000	001	00	000	Workbooks - Elementary	\$0.00	0
009	1100	552	0000	000000	002	00	000	Workbooks - High School	\$0.00	0

To search for a budget account, select the "Budget Query" option. To search for a specific budget account, enter the entire budget account and click on Search. If you do not know the entire account code or in order to select a range of budget accounts, the portions of the account that are known may be entered into the corresponding dimensions. Click on Search and a list will be brought up displaying all budget accounts matching the criteria entered. Along with the budget account code, the corresponding description, available balance and available percent of the budget account will be displayed. In order to select a specific budget account, click on any of the account code dimensions or the description of a specific budget account and it will display the detailed record of the budget account.

## Note

Any of the column headings may be clicked on to change the order in which the budget accounts are currently being displayed. By default, the accounts will be displayed Fund/SCC, Function, Object, Subject, OPU, IL, Job. Simply click on the column heading that you wish to

have the budgets sorted by. For example, to display by OPU, click on that column heading. The current listing of budget account will then be sorted by the OPU.

- Click on Query Budgets under the Accounts Menu
- Enter 009 in the Fund dimension
- Select Search

## 1.3. Modify Budget Accounts

Budget accounts that have been previously posted to the USAS system may be modified through the USASWEB application. In order to modify a budget account, it must first be queried by selecting the "Query" option under the main Accounts menu. Please refer to the "Query Budget Accounts" section for help on selecting budget accounts to be queried. Once the account has been queried, it is selected by clicking on the account dimensions or description. The details of the budget account will be displayed in your browser window as shown below:

Budget Account Details									
<input type="button" value="New"/> <input type="button" value="Modify"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/>									
Budget Account									
Account Number	Fund	Func	Obj	SCC	Subject	OPU	IL	Job	
	009	1100	552	0000	000000	001	00	000	
Description	Workbooks - Elementary							Status:	Active
	Fiscal Year 2006			Month			Calendar Year		
Initial Budget	0.00								
+ Carryover Encumbered	0.00								
+ Additions	0.00			0.00					
- Deductions	0.00			0.00					
= Expendable	0.00								
- Actual Expended	0.00			0.00			0.00		
- Encumbered	0.00								
= Unencumbered Balance	0.00								
				Next FY Proposed			0.00		
- Future Encumbered	0.00			Future Year Encumbered			0.00		
- Requisitioned Amount	0.00			Future Year Requisitions			0.00		
Remaining Balance	0.00			Available Percent			0		
GAAP Original Budget	0.00			Start Date					
Project-to-date Actual Expenditure	0.00			Stop Date					
User Defined Fields									
Money 1	0.00			Code 1					
Money 2	0.00			Code 2					
Date									
Text									

Next, select the Modify button located under the Budget Account Details. Once you have selected to modify, the budget account record changes slightly. Only selected fields are opened and accessible for modifications.

- Select budget account: 009 1100 552 0000 000000 001 00 000.

- Click on Modify in order to modify the budget account data.

**Figure 1.4. Modifying a Budget Account**

Functions											
Accept		Cancel									
<b>Update Budget Account</b>											
Account Number	Fund	Func	Obj	SCC	Subject	OPU	IL	Job			
	009	1100	552	0000	000000	001	00	000			
Description	Workbooks - Elementary							Status:	Active		
	Fiscal Year 2006				Month			Calendar Year			
Initial Budget	0.00										
+ Carryover Encumbered	0.00										
+ Additions	0.00				0.00						
- Deductions	0.00				0.00						
= Expendable	0.00										
- Actual Expended	0.00				0.00			0.00			
- Encumbered	0.00										
= Unencumbered Balance	0.00										
					Next FY Proposed			0.00			
- Future Encumbered	0.00				Future Year Encumbered			0.00			
- Requisitioned Amount	0.00				Future Year Requisitions			0.00			
Remaining Balance	0.00				Available Percent			0			
GAAP Original Budget	0.00				Start Date						
Project-to-date Actual Expenditure	0.00				Stop Date						
<b>User Defined Fields</b>											
Money 1	0.00				Code 1						
Money 2	0.00				Code 2						
Date											
Text											
Functions											
Accept		Cancel									

The following fields are modifiable:

- Description
- Status
- Fiscal Year Additions
- Fiscal Year Deductions

- Month Additions
- Month Deductions
- GAAP Original Budget
- Next FY Proposed
- Start Date
- Stop Date
- User Defined Fields

Use Accept to post the modifications made to the budget account. Use the Cancel function to leave the account unchanged and return to the Query page.

- **Enter 100.00 in the FTD Additions and MTD Additions fields.**
- **Select Accept to accept the modifications made to the budget account.**

## 1.4. Cloning Budget Accounts

The Clone feature may be used to load all information from an existing budget account into a new budget account. In order to clone a budget account, the account must be queried using the "Query" option located under the main Accounts menu. Please refer to the "Query Budgets" section for help on selecting budget accounts to be queried. Once the budget account has been queried, it is selected by clicking on the account dimensions or description. The budget account details will be displayed in your browser window as shown below:

Budget Account Details									
<input type="button" value="New"/> <input type="button" value="Modify"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/>									
<b>Budget Account</b>									
Account Number	Fund	Func	Obj	SCC	Subject	OPU	IL	Job	
	009	1100	552	0000	000000	001	00	000	
Description	Workbooks - Elementary							Status:	Active
	Fiscal Year 2006				Month		Calendar Year		
Initial Budget	0.00								
+ Carryover Encumbered	0.00								
+ Additions	0.00				0.00				
- Deductions	0.00				0.00				
= Expendable	0.00								
- Actual Expended	0.00				0.00		0.00		
- Encumbered	0.00								
= Unencumbered Balance	0.00								
					Next FY Proposed		0.00		
- Future Encumbered	0.00				Future Year Encumbered		0.00		
- Requisitioned Amount	0.00				Future Year Requisitions		0.00		
Remaining Balance	0.00				Available Percent		0		
GAAP Original Budget	0.00				Start Date				
Project-to-date Actual Expenditure	0.00				Stop Date				
<b>User Defined Fields</b>									
Money 1	0.00				Code 1				
Money 2	0.00				Code 2				
Date									
Text									

Next, click on the Clone function. The only fields that will be copied to the new budget account are the entire account code and description. The status will default to active and the rest of the fields will be left blank.

- Click on Query Budgets under the Accounts menu.
- Enter the 499 2920 510 9401 000000 000 00 000 account and click on Search.
- Select the above account and click Clone.

**Figure 1.5. Cloning a Budget Account**

Functions									
Accept		Cancel							
<b>New Budget Account</b>									
<b>Account Number</b>	Fund	Func	Obj	SCC	Subject	OPU	IL	Job	
	499	2920	550	9401	000000	000	00	000	
<b>Description</b>	Supplies - BEST Practices Grant							<b>Status:</b>	Active <input type="button" value="v"/>
	<b>Fiscal Year 2006</b>			<b>Month</b>			<b>Calendar Year</b>		
<b>Initial Budget</b>									
<b>+ Carryover Encumbered</b>									
<b>+ Additions</b>									
<b>- Deductions</b>									
<b>= Expendable</b>									
<b>- Actual Expended</b>									
<b>- Encumbered</b>									
<b>= Unencumbered Balance</b>									
				<b>Next FY Proposed</b>					
<b>- Future Encumbered</b>				<b>Future Year Encumbered</b>					
<b>- Requisitioned Amount</b>				<b>Future Year Requisitions</b>					
<b>Remaining Balance</b>				<b>Available Percent</b>					
<b>GAAP Original Budget</b>				<b>Start Date</b>			<input type="text"/>		
<b>Project-to-date Actual Expenditure</b>				<b>Stop Date</b>			<input type="text"/>		
<b>User Defined Fields</b>									
<b>Money 1</b>				<b>Code 1</b>					
<b>Money 2</b>				<b>Code 2</b>					
<b>Date</b>	<input type="text"/>								
<b>Text</b>	<input type="text"/>								
Functions									
Accept		Cancel							

The account code and description must be edited to reflect the correct account code. If any further modifications or additions are to be made to the new budget account, they may be done so prior to adding the budget account. Use the Accept function to add the budget account to the system. Use the Cancel function to cancel out of the account without adding it to the system.

- **Change the OBJECT from 510 to 550**
- **Modify the description to "Supplies - BEST Practices Gift"**
- **Select Accept to add the new budget account.**

## 1.5. Deleting a Budget Account

The Delete function may be used to delete a budget account. It is important that you run the DELACT



program prior to deleting an account. The DELACT program will list the budget accounts that have no transactions associated with them, and therefore have all zero figures in them. If the budget account show up on DELACT, it is safe to delete the account in USASWEB.

In order to delete a budget account, the account must be queried using the "Query" option located under the main Accounts menu. Please refer to the "Query Budgets" section for help on selecting budget accounts to be queried. Once the budget account has been queried, it is selected by clicking on the account dimensions or description. The budget account details will be displayed in your browser window as shown below:

Budget Account Details									
<input type="button" value="New"/> <input type="button" value="Modify"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/>									
Budget Account									
Account Number	Fund	Func	Obj	SCC	Subject	OPU	IL	Job	
	009	1100	552	0000	000000	001	00	000	
Description	Workbooks - Elementary							Status:	Active
	Fiscal Year 2006			Month			Calendar Year		
Initial Budget	0.00								
+ Carryover Encumbered	0.00								
+ Additions	0.00			0.00					
- Deductions	0.00			0.00					
= Expendable	0.00								
- Actual Expended	0.00			0.00			0.00		
- Encumbered	0.00								
= Unencumbered Balance	0.00								
				Next FY Proposed			0.00		
- Future Encumbered	0.00			Future Year Encumbered			0.00		
- Requisitioned Amount	0.00			Future Year Requisitions			0.00		
Remaining Balance	0.00			Available Percent			0		
GAAP Original Budget	0.00			Start Date					
Project-to-date Actual Expenditure	0.00			Stop Date					
User Defined Fields									
Money 1	0.00			Code 1					
Money 2	0.00			Code 2					
Date									
Text									

- Click on Query Budgets under the Accounts menu.
- Enter the 432 2120 510 9590 000000 001 00 000 account and click on Search.
- Select the above account

Next, click on the Delete button located under the Budget Account Details. Once you have selected to delete, you will receive a pop-up box prompting you if you are sure you want to delete this budget account.

**Figure 1.6. Deleting a Budget Account**



- **Select Delete to delete the account.**
- **Select OK to confirm that you want to delete the selected account.**

The "New Revenue" option under the Accounts menu is used in creating and posting new revenue accounts. Selecting "New" will open a blank revenue account window that can be used to enter the information for a new revenue account as displayed here:

Figure 1.7. Creating a Revenue Account

Functions			
Accept Cancel			
New Revenue Account			
Account Number	Fund	Receipt	SCC Subject OPU
Description			Status: Active <input type="button" value="v"/>
	Fiscal Year 2006	Month	Calendar Year
Initial Revenue			
+ Additions			
- Deductions			
= Receivable			
- Actual Received			
= Remaining		Receivable Percent	
		Next FY Proposed	
GAAP Original Estimate		Start Date	<input type="button" value="calendar"/>
Project to Date Actual Receipts		Stop Date	<input type="button" value="calendar"/>
User Defined Fields			
Money 1		Code 1	
Money 2		Code 2	
Date	<input type="button" value="calendar"/>		
Text			
Functions			
Accept Cancel			

The cursor will automatically be placed in the fund dimension field. Only selected fields are accessible when creating a revenue account (they are denoted with an asterisk (\*) below). The rest of the fields are calculated fields that aren't modifiable.

- **Account Number Dimensions\*** - The revenue account entered needs to be a valid revenue account code
  - Click on "New Revenue" under the Accounts Menu
  - Enter 009 1720 0000 000000 001 for the account code
- **Description\*** - Enter a description for the revenue account. If the field is left blank, it will default to the description provided by the Auditor of State's USAS manual.
  - Enter "Sale of Workbooks - Elementary" for the account description.
- **Status\*** - If the Active status is selected, it will allow receipts to be processed against this account. If the Inactive status is selected, it will disallow receipts to be processed against this account. The default status is Active.

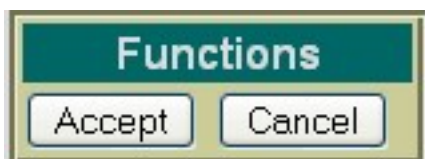
- **Initial Revenue** - is the amount that is initially approved for the revenue account
- **Fiscal Year Additions\*** - is the total of all additional amounts estimated to this account during the current fiscal year
- **Fiscal Year Deductions\*** - is the total of all deductions to this account's estimated amount during the current fiscal year
- **Month Additions\*** - is the total of all additional amounts estimated to this account during the current month
- **Month Deductions\*** - is the total of all deductions to this account's estimated amount during the current month
- **Receivable** - is the total of Initial Revenue + Fiscal Year Additions - Fiscal Year Deductions
- **Fiscal Year Actual Received** - is the fiscal year total receipts credited to the revenue account
- **Month Actual Received** - is the month to date total receipts credited to the revenue account
- **Calendar Year Actual Received** - is the calendar year total receipts credited to the revenue account
- **Remaining** - is the total of the Receivable - Actual Received
- **GAAP Original Estimate\*** - contains the first revenue amounts covering the entire fiscal year for the fund. It is used as a comparison to the current revenue throughout the fiscal year. Once this initial revenue is set, the value in this field becomes the benchmark for revenue changes that may occur during the course of the year.
- **Project-to-Date Actual Receipts** - contains the receipts made to the revenue account for a particular project.

### Note

The PTD flag on the related cash account must be set to "Y" in order to track PTD receipts for the associated revenue accounts.

- **Receivable Percent** - is the calculated percentage of the Remaining Balance amount
- **Next FY Proposed\*** - is the amount proposed for this account for the next fiscal year
- **Start Date\*** - the account will only become active after the date entered in the Start Date field.
- **Stop Date\*** - the account will only be active up until the date entered in the Stop Date field.
- **User Defined Fields\*** - are optional fields for the district's own use.

**Figure 1.8. New Revenue Account Functions**



- **Accept** - The Accept function will add the revenue account to the USAS system. Any warnings or errors encountered will be displayed at the top of your browser window. The message, "Account Added Successfully" will be displayed at the top of your browser if no errors were encountered. If fatal errors are encountered, the account will not be added. Modifications will need to be made to correct the errors before the account can be posted.
- **Cancel** - The Cancel function will erase any entries made to the revenue account currently displayed on the screen. A pop-up box will appear in your browser ensuring that the revenue account will be cancelled. Clicking on OK will cancel the revenue account.

### **Note**

The New Revenue Account function options appear at both the top and the bottom of the screen for easier access.

- **Click on "Accept" to add the revenue account.**

## **1.7. Query Revenue Accounts**

The "Query Revenue" option under the Accounts menu allows you to search for revenue accounts that currently exist on the USAS system. It is necessary to first query a revenue account in order to do any of the following:

- View the details of the existing revenue account
- Make modifications to the existing revenue account
- Clone an existing revenue account
- Delete an existing revenue account

**Figure 1.9. Revenue Account Query Screen**

Revenue Account Query							
Fund	Receipt	SCC	Subj	OPU			
Enter Account:	006		0000		Search	Clear	
Fund	Receipt	SCC	Subj	OPU	Description	Receivable Balance	Receivable Percent
006	1410	0000	000000	000	Interest - Lunchroom Fund	\$148.42	49
006	1512	0000	000000	000	Student Type A Lunch Sales	\$78,975.07	46
006	1513	0000	000000	000	Student Ala Carte Sales	\$40,842.32	45
006	1514	0000	000000	000	Student Milk Sales	\$5,661.00	53
006	1522	0000	000000	000	Adult Type A Lunch Sales	\$8,802.50	74
006	1523	0000	000000	000	Adult Ala Carte Sales	(\$1,413.91)	-21
006	1524	0000	000000	000	Adult Milk Sales	\$142.40	71
006	1890	0000	000000	000	MISC. RECEIPTS - LUNCHROOM	\$1,746.83	87
006	1930	0000	000000	000	SALE OF NON-REAL PROPERTY	\$0.00	0
006	3200	0000	000000	000	STATE REIMBURSEMENT LUNCHES	\$1,844.80	73
006	4120	0000	000000	000	LUNCH REIMBURSEMENT - FEDERAL	\$39,508.87	43
006	5210	0000	000000	000	ADVANCE IN - LUNCHROOM FUND	\$0.00	0
006	5300	0000	000000	000	REDUCTION PRIOR YEAR EXP - LUNCHROOM	\$0.00	0

To search for a revenue account, select the "Revenue Query" option. To search for a specific revenue account, enter the entire revenue account and click on Search. If you do not know the entire account code or in order to select a range of revenue accounts, the portions of the account that are known may be entered into the corresponding dimensions. Click on Search and a list will be brought up displaying all revenue accounts matching the criteria entered. Along with the revenue account code, the corresponding description, receivable balance and receivable percent of the revenue account will be displayed. In order to select a specific revenue account, click on any of the account code dimensions or the description of a specific revenue account and it will display the detailed record of the revenue account.

### Note

Any of the column headings may be clicked on to change the order in which the revenue accounts are currently being displayed. By default, the accounts will be displayed Fund/SCC, Receipt, Subject, OPU. Simply click on the column heading that you wish to have the revenue accounts sorted by. For example, to display by OPU, click on that column heading. The current listing of revenue account will then be sorted by the OPU.

- Click on Query Revenue under the Accounts Menu
- Enter 006 in the Fund dimension and 0000 in the SCC dimension
- Select Search

## 1.8. Modify Revenue Accounts

Revenue accounts that have been previously posted to the USAS system may be modified through the USASWEB application. In order to modify a revenue account, it must first be queried by selecting the "Query" option under the main Accounts menu. Please refer to the "Query Revenue Accounts" section for help on selecting revenue accounts to be queried. Once the account has been queried, it is selected by clicking on the account dimensions or description. The details of the revenue account will be displayed in your browser window as shown below:

Revenue Account Details					
<input type="button" value="New"/> <input type="button" value="Modify"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/>					
Revenue Account					
Account Number	Fund	Receipt	SCC	Subject	OPU
	006	3200	0000	000000	000
Description	STATE REIMBURSEMENT LUNCHES				Status: Active <input type="button" value="v"/>
	Fiscal Year 2006		Month	Calendar Year	
Initial Revenue	0.00				
+ Additions	0.00		0.00		
- Deductions	0.00		0.00		
= Receivable	0.00				
- Actual Received	0.00		0.00	1487.27	
= Remaining	0.00		Receivable Percent 0		
			Next FY Proposed 0.00		
GAAP Original Estimate	0.00		Start Date		
Project to Date Actual Receipts	0.00		Stop Date		
User Defined Fields					
Money 1	0.00		Code 1		
Money 2	0.00		Code 2		
Date					
Text					

Next, click on the Modify button located under the Revenue Account Details. Once you have selected to modify, the revenue account record changes slightly. Only selected fields are opened and accessible for modifications.

- Select revenue account 006 3200 0000 000000 000 from the query
- Select Modify in order to modify the revenue account data.

**Figure 1.10. Modifying a Revenue Account**

Functions						
Accept		Cancel				
Update Revenue Account						
Account Number	Fund	Receipt	SCC	Subject	OPU	
	006	3200	0000	000000	000	
Description	STATE REIMBURSEMENT LUNCHES				Status:	Active
	Fiscal Year 2006		Month	Calendar Year		
Initial Revenue	0.00					
+ Additions	2000		2000			
- Deductions	0.00		0.00			
= Receivable	0.00					
- Actual Received	0.00		0.00		1487.27	
= Remaining	0.00		Receivable Percent		0	
			Next FY Proposed		0.00	
GAAP Original Estimate	0.00		Start Date			
Project to Date Actual Receipts	0.00		Stop Date			
User Defined Fields						
Money 1	0.00		Code 1			
Money 2	0.00		Code 2			
Date						
Text						
Functions						
Accept		Cancel				

The following fields are modifiable:

- Description
- Status
- Fiscal Year Additions
- Fiscal Year Deductions
- Month Additions
- Month Deductions
- GAAP Original Estimate
- Next FY Proposed
- Start Date
- Stop Date
- User Defined Fields

Use Accept to post the modifications made to the revenue account. Use the Cancel function to leave the



account unchanged and return to the Query page.

- Enter 2000.00 in the FTD Additions and MTD Additions fields.
- Click on Accept to accept the modifications made to the revenue account.

## 1.9. Cloning Revenue Accounts

The Clone feature may be used to load all information from an existing revenue account into a new revenue account. In order to clone a revenue account, the account must be queried using the "Query" option located under the main Accounts menu. Please refer to the "Query Revenue Accounts" section for help on selecting revenue accounts to be queried. Once the revenue account has been queried, it is selected by clicking on the account dimensions or description. The revenue account details will be displayed in your browser window as shown below:

Revenue Account Details			
<input type="button" value="New"/> <input type="button" value="Modify"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/>			
Revenue Account			
Account Number	Fund	Receipt	SCC Subject OPU
	006	3200	0000 000000 000
Description	STATE REIMBURSEMENT LUNCHES		Status: Active <input type="button" value="v"/>
	Fiscal Year 2006	Month	Calendar Year
Initial Revenue	0.00		
+ Additions	0.00	0.00	
- Deductions	0.00	0.00	
= Receivable	0.00		
- Actual Received	0.00	0.00	1487.27
= Remaining	0.00	Receivable Percent	0
		Next FY Proposed	0.00
GAAP Original Estimate	0.00	Start Date	
Project to Date Actual Receipts	0.00	Stop Date	
User Defined Fields			
Money 1	0.00	Code 1	
Money 2	0.00	Code 2	
Date			
Text			

- Click on Query Revenue under the Accounts menu.
- Enter the 440 3200 9704 000000 000 00 000 account and click on Search.
- Select the above account and click Clone.

Next, click on the Clone function. The only fields that will be copied to the new revenue account are the entire account code and description. The status will default to active and the rest of the fields will be left



blank.

**Figure 1.11. Cloning a Revenue Account**

Functions					
Accept Cancel					
New Revenue Account					
Account Number	Fund	Receipt	SCC	Subject	OPU
	440	3200	9705	000000	000
Description	Subsidy - Entry Year Teacher Grant				Status: Active <input type="button" value="v"/>
	Fiscal Year 2006	Month		Calendar Year	
Initial Revenue					
+ Additions					
- Deductions					
= Receivable					
- Actual Received					
= Remaining		Receivable Percent			
			Next FY Proposed		
GAAP Original Estimate		Start Date		<input type="button" value="v"/>	
Project to Date Actual Receipts		Stop Date		<input type="button" value="v"/>	
User Defined Fields					
Money 1	0.00	Code 1			
Money 2	0.00	Code 2			
Date	<input type="button" value="v"/>				
Text					
Functions					
Accept Cancel					

The account code and description must be edited to reflect the correct account code. If any further modifications or additions are to be made to the new revenue account, they may be done so prior to adding the revenue account. Use the Accept function to add the revenue account to the system. Use the Cancel function to cancel out of the account without adding it to the system.

- Change the SPCC from 9704 to 9705.
- Select Accept to add the new revenue account.

## 1.10. Deleting a Revenue Account

The Delete function may be used to delete a revenue account. It is important that you run the DELACT program prior to deleting an account. The DELACT program will list the revenue accounts that have no transactions associated with them, and therefore have all zero figures in them. If the revenue account shows up on DELACT, it is safe to delete the account in USASWEB.


In order to delete a revenue account, the account must be queried using the "Query" option located under the Query Revenue Accounts menu. Please refer to the "Query Revenue Accounts" section for help on selecting revenue accounts to be queried. Once the revenue account has been queried, it is selected by clicking on the account dimensions or description. The revenue account details will be displayed in your browser window as shown below:

Revenue Account Details				
<input type="button" value="New"/> <input type="button" value="Modify"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/>				
Revenue Account				
Account Number	Fund	Receipt	SCC	Subject OPU
	006	3200	0000	000000 000
Description	STATE REIMBURSEMENT LUNCHES			Status: Active <input type="button" value="v"/>
	Fiscal Year 2006		Month	Calendar Year
Initial Revenue	0.00			
+ Additions	0.00		0.00	
- Deductions	0.00		0.00	
= Receivable	0.00			
- Actual Received	0.00		0.00	1487.27
= Remaining	0.00		Receivable Percent	0
			Next FY Proposed	0.00
GAAP Original Estimate	0.00		Start Date	
Project to Date Actual Receipts	0.00		Stop Date	
User Defined Fields				
Money 1	0.00		Code 1	
Money 2	0.00		Code 2	
Date				
Text				

- Click on Query Revenue under the Accounts menu.
- Enter the 440 3200 9704 000000 000 revenue account and click on Search
- Select the above account

Next, click on the Delete button located under the Revenue Account Details. Once you have selected to delete, you will receive a pop-up box prompting you if you are sure you want to delete this revenue account.

**Figure 1.12. Deleting a Revenue Account**

Revenue Account Details					
<input type="button" value="New"/> <input type="button" value="Modify"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/>					
Revenue Account					
Account Number	Fund	Receipt	SCC	Subject	OPU
	440	3200	9704	000000	000
					Status: Active
					Calendar Year
<div><a href="http://nwoca.org:9080">http://nwoca.org:9080</a></div> <div> Are you sure you want to delete this Revenue Account</div> <div><input type="button" value="OK"/> <input type="button" value="Cancel"/></div>					
- Actual Received	0.00			0.00	0.00
= Remaining	0.00			Receivable Percent	0
				Next FY Proposed	0.00
GAAP Original Estimate	0.00			Start Date	
Project to Date Actual Receipts	0.00			Stop Date	
User Defined Fields					
Money 1	0.00			Code 1	
Money 2	0.00			Code 2	
Date					
Text					

Select "OK" to delete the account and return to the Query page or click on "Cancel" to cancel out of the pop-up box.

- Select Delete to delete the account
- Select OK to confirm that you want to delete the selected account.

---

# Chapter 2. Receipts

## 2.1. Creating a Receipt/Reduction of Expenditure

The "New" option under the Receipts menu is used in creating and posting receipts and/or reduction of expenditures. Selecting "New" will open a blank form that can be used to enter the information for a new receipt or reduction of expenditure.

**Figure 2.1. Creating a Receipt or Reduction of Expenditure**

New Receipt											
Receipt #		Auto Assign		Receipt Date							
0				02/03/2006							
Received From		Betty Crocker									
Description		Cafeteria Receipts									
Item #	Amount	Description	Type	Fund	Fn/Rc	Obj	SCC	Subject	OPU	IL	Job
+	Total	\$0.00									

The cursor will automatically be placed in the Receipt Number field. The Tab key or the mouse can be used to navigate from one field to the next. The following fields are available for entering receipt information prior to adding receipt line items:

- **Receipt Number** - stores the number assigned to each receipt. Receipt numbers must be numeric and may contain up to six digits. The receipt number will be automatically assigned to the next available number on file unless you override the auto assign by entering a desired receipt number.
- **Receipt Date** - stores the desired receipt date. The date automatically defaults to the current system date. If a different date is desired, it can be entered in this field. The date must be within the current processing period.
- **Received From** -stores the details of who/where the transaction was received from for the Auditor Form
- **Description** - stores a general description of the receipt for the Auditor Form
- - Click on "New" under the Receipts menu.
  - Skip Receipt # (system will automatically assign next number available)
  - Enter Receipt Date: 02/01/2006
  - Enter Received From: Betty Crocker

- **Enter Description: Cafeteria Receipts**
- Select **+** to add your first receipt line item.

Select the **+** icon opens the item detail section of the receipt form. The following fields are available for entering information in the detail portion of the receipt:

**Functions**  
Validate Post Cancel Save Draft

**New Receipt**



Receipt # 0 **Auto Assign** Receipt Date 02/03/2006






Received From Betty Crocker


Description Cafeteria Receipts


	Item #	Amount	Description	Type	Fund	Fn/Rc	Obj	SCC	Subject	OPU	IL	Job
✓	Edit Item #: 1	Amount: 238.32		Type: Receipt					Description: Student Type A Lunch			
✗			XREF	Fund	Fn/Rc	Obj	SCC	Subj	OPU	IL	Job	
				006	1512	XXX	0000	000000	000	XX XXX		
+	Total	\$0.00										



**Functions**  
Validate Post Cancel Save Draft






- Amount - enter the dollar amount for the item that is being receipted in. Enter the dollars, decimal point, and cents only. Do not enter the dollar sign or any commas in the amount field.
- **Enter 238.32 for the amount**
- Type - select the type of receipt you are processing. The options available are receipt and reduction of expenditure.
- Description - enter a description for the item that is being receipted in.
- **Enter "Student Type A Lunch" for the description.**
- XREF - if your district utilizes XREF (Cross Reference) codes for the account codes, the XREF code associated with the account code to be receipted may be entered. If one has not been established for the account code to be credited, this field can be left blank and the account code dimensions fields should be used instead. If XREF codes are not used, the XREF field will not be displayed.
- Account Code - enter the account code to be credited for the item being receipted in. The account code entered must be a valid revenue or budget account on file. If the account code is known, it can be manually entered. The  icon can be used to search for the account code if the entire account code is not known. The portions of the account that are known may be entered into the corresponding dimensions. Next, click on the . A budget or revenue account query screen will be brought up displaying all budget or revenue accounts matching the criteria entered. From this query, the cor-

 located in the Select column next to the account. You will be taken back to the receipt form and the account code will be automatically filled in. Once the account code has been entered, the  may be used to verify the description, status and remaining balance of the account. Clicking on the  will bring up a separate budget or revenue account view window in your browser. This window simply displays the account number, corresponding description, available balance, available percent and status. The  icon may be used to clear any data that is currently being displayed in the account code fields. When creating a receipt with multiple line items, the account code will automatically default to the account code entered in the previous item. If the current item's account is different than the previous item, clicking on the  will clear the previous account code allowing you to enter or search for the account code to be charged for the current item.





- **Enter 006 for the FUND**
- **Enter 1512 for the FN/RC**
- **Click on the  to verify the account is the correct one.**


The  icon will cancel the current item detail.



Once all of the information has been entered for the current item, the  icon or the  icon may be selected to post the item and proceed.

-  - Posts the current item.
-  - Posts the current item and at the same time opens a new blank item to begin adding the next line item.
  - **Select  to add Item #2: (which will simultaneously add line item #1)**
    - **Amount: 158.30**
    - **Description: Student A La Carte**
    - **Account: 006 1513 0000 000000 000**
  - **Select  to add Item #3: (which will simultaneously add line item #2)**
    - **Amount: 50.32**
    - **Description: Student Milk**
    - **Account: 006 1514 0000 000000 000**
  - **Select  to add Item #4: (which will simultaneously add line item #3)**
    - **Amount: 37.50**
    - **Description: Adult Lunch**

- **Account: 006 1522 0000 000000 000**

Once an item has been posted, it may be modified by clicking on the  icon next to the item number. Clicking on the  will open the item details allowing you to make modifications to any of the fields. Once the modifications have been entered, click on the  to post the changes. Clicking on the  will cancel the modifications and leave the item posted as is.

Once an item has been posted, it may be deleted by clicking on the  icon next to the item number. A pop-up box will appear in your browser ensuring that the item is to be deleted. Clicking on Yes will delete the item. Selecting Cancel will cause the item to not be deleted.

Once an item has been posted, the  icon can be used to copy the item to a new item. Clicking on the  icon will create a new item identical to the item copied. Any modifications that may need to be made to the new item may be done so prior to posting the item.

## Figure 2.2. New Receipt Functions



### Note

The New Receipt Functions options are displayed at the top and the bottom of the screen for easier access.

- **Validate** - The Validate function will validate all of the information that has been entered for the receipt. If the validation is successful, meaning no errors or warnings are encountered, the message "Validation Successful" will be displayed at the top of the browser window. Likewise, if any warnings or errors are encountered during the validation, the associated messages will be displayed.
  - **Post** - The Post function will validate and post the receipt. Any errors encountered will be displayed at the top of your browser window. The message "Receipt Posted Successfully" will be displayed at the top of your browser if no errors were encountered. If errors are encountered, the receipt will not be posted. Modifications will need to be made to correct the errors before the receipt can be posted.
  - **Cancel** - The Cancel function will erase any entries made to the receipt currently displayed on the screen. A pop-up box will appear in your browser ensuring that the receipt is to be cancelled. Clicking on Yes will cancel the receipt. Selecting Cancel will cancel you out of the pop-up box.
  - **Save Draft** - Please refer to the SAVE/LOAD DRAFT section for further details on how to use Save Draft.
- **Click on Validate to valid the receipt.**

- Click on Post to post the receipt.
  
- Create a Reduction of Expenditure
  - Click on "New" in the "Receipt Details" menu.
  - Skip Receipt # (system will automatically assign next number available)
  - Enter Receipt Date: 02/10/2006
  - Enter Received From: Sue Jones
  - Enter Description: Lasagna Dinner Reimbursement
  - Select **+** to add line item #1:
    - Amount: 258.30
    - Type: Reduction of expenditure
    - Description: Food for Lasagna Dinner
    - Account: 006 3120 560 0000 000000 000 00 000
  - Select **+** to add line item #2:
    - Amount: 18.91
    - Type: Reduction of expenditure
    - Description: Supplies for dinner
    - Account: 006 3120 560 0000 000000 000 00 000
  - Select Validate and/or Post to post the reduction of expenditure.

## 2.2. Printing Receipts

The Print function may be used to print a copy of a new or existing receipt. Once you click on Print, the following receipt print file will be displayed:

**Figure 2.3. Sample Printed Receipt**



http://nwoca.org:8000 - Print Receipt - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

← → ↺ ↻ 🏠 🖨️ ⏏️ Go

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SAMPLEVILLE SCHOOLS      **Receipt#:** 500004  
TREASURERS OFFICE      **Date:** 01/24/2006  
P.O. BOX 123      **Total:** \$613.42  
SAMPLEVILLE OH 55555  
Phone: 419-555-5555

**Received From:** Betty Crocker

**Description:** Lunchroom Receipts 1/20/2006

Item #	Description	FND	FUNC/RCPT	OBJ	SPCC	SUBJCT	OPU	IL	JOB	Amount
1	Student Type A Lunch	006	1512		0000	000000	000			232.50
2	Student A La Carte	006	1513		0000	000000	000			293.10
3	Student Milk	006	1514		0000	000000	000			50.32
4	Adult A La Carte	006	1522		0000	000000	000			37.50
<b>Total</b>										<b>\$613.42</b>

Treasurer: \_\_\_\_\_

Signature of Party \_\_\_\_\_  
Making Payment: \_\_\_\_\_

Done

Click on the printer icon (or print option under the File menu) provided on your browser and print off a hard copy of your receipt.

Currently, USASWEB is only able to print off one receipt at a time. In order to print off a range of receipts, please use the RCFORM program in USAS.

- **Print the Receipts**
  - **Access RCFORM in USAS**
  - **Enter receipt numbers of the receipts you just entered.**
  - **View the RCFORM.TXT file generated.**

## 2.3. Query Receipts

The "Query" option under the Receipts menu allows you to search for receipts that have been posted to the USAS system. It is necessary to first query a receipt in order to do any of the following:

- View the details of a previously posted receipt/reduction of expenditure
- Make modifications to a previously posted receipt/reduction of expenditure
- Clone a previously posted receipt/reduction of expenditure

- Print a previously posted receipt/reduction of expenditure

To search for an existing receipt, select the "Query" option. Currently, receipts can only be queried by receipt number as displayed below:

**Figure 2.4. Receipt Query**

Number	Date	Total	Description
95001	2004-09-08	\$446.94	Cafeteria Receipts for 9/7/2004

To search for a specific receipt, enter the receipt number in the "Starting with" and "Ending with" fields and click on Search. To search for a range of receipts, enter the beginning and ending receipts numbers in the corresponding fields and click on Search. Any receipt numbers found within the range entered will be displayed along with other summary type information as shown above. The information displayed is as follows:

- Number - displays the receipt number used in creating and posting the receipt to the USAS system. All receipts found from the query will be displayed chronologically by receipt number. Click on the receipt number to view all of the details of the receipt, as well as to modify, clone or print the receipt.
- Date - displays the date entered in the "Receipt Date" field when creating the receipt.
- Total - displays the total amount the receipt was processed for.
- Description - displays the general description of the receipt for the Auditor Form

## Note

Any of the column headings may be clicked on to change the order in which the receipts are currently being displayed. By default, the receipts will be displayed by receipt number. Simply click on the column heading that you wish to have the receipt sorted by. For example, to display by "Date", click on that column heading. The current listing of receipts will then be sorted by receipt date.

- **Select Query under the Receipts menu**
- **Enter a receipt range of #10811-10811**

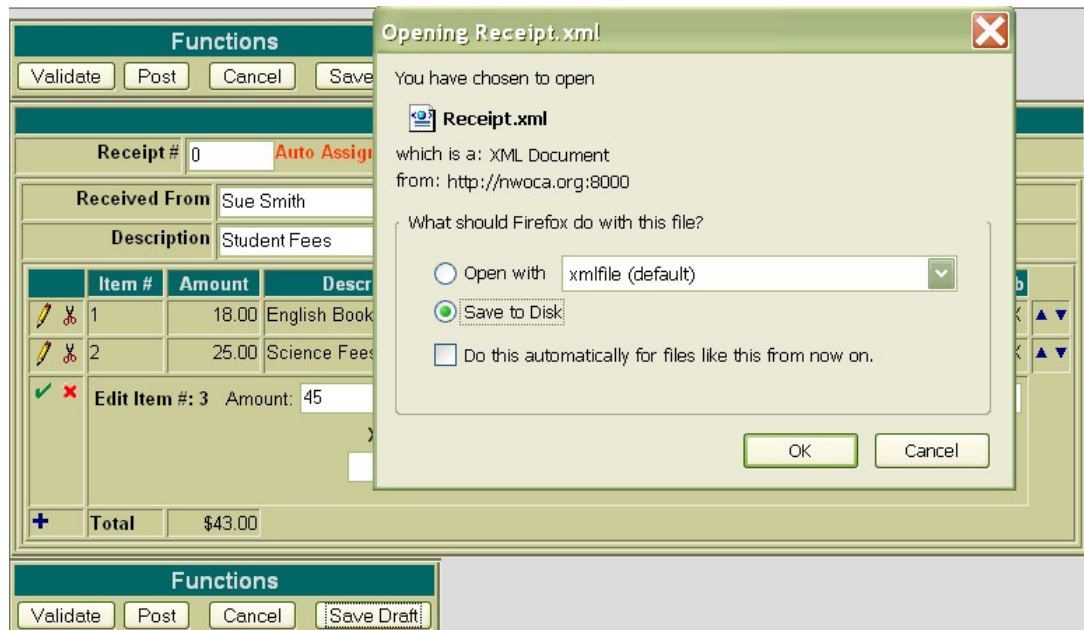
- Click on **Search**

## 2.4. Save/Load Draft

Save Draft - The Save Draft function allows you to save any information that has been entered for the current receipt to your computer without posting it to the USAS system. For security purposes, the USASWeb system will automatically log out any session that has sat dormant for thirty minutes. If a receipt has been started and for one reason or another you are unable to finish it, the Save Draft function should be used to save a copy of it. The saved copy can then be loaded back into USASWeb, completed and posted to the system.

### Save a Draft Exercise:

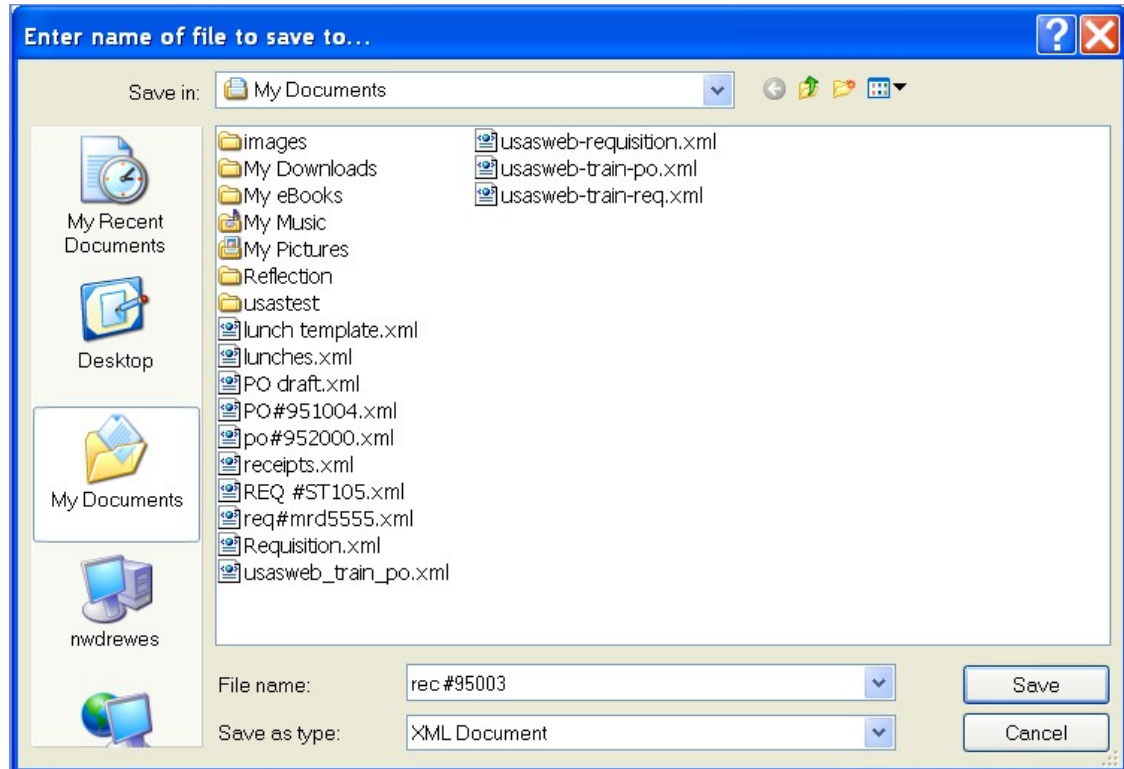
- Click on "**New**" under the Receipt menu.
- **Skip Receipt #:** (allow Auto Assign to assign next available number)
- Enter Receipt Date: **02/08/2006**
- Enter Received From: **Sue Smith**
- Enter Description: **Student Fees**
- Select **+** to enter line item #1:
  - Amount: **18.00**
  - Type: **Receipt**
  - Description: **English Book Fees**
  - Account Code: **001 1740 0000 050000 002**
- Select **+** to enter line item #2:
  - Amount: **25.00**
  - Type: **Receipt**
  - Description: **Science Fees**
  - Account Code: **001 1740 0000 130000 002**
- Select **+** to enter line item #3:
  - Amount: **45.00**
  - Type: **Receipt**
  - Description: **Art Fees**
  - Account Code: **001 1740 0000 020000 002**
- Select **Save Draft**

**Figure 2.5. Sample Save Draft Dialog Box**

After you click on Save Draft function, you may be presented with a pop-up box similar to the above asking if you would like to "Open with" or "Save to Disk". Please note that all browsers are set up differently when downloading files to your PC. If you receive a box similar to the above, you should select "Save to Disk" and click on OK. This will save (download) a copy or draft of the receipt to your hard drive. After clicking on OK, a pop-up box similar to the following will be displayed:

- Click on "Save to Disk" or "Save" (depending on what type of browser you are using)

**Figure 2.6. Save Draft Location**



A file name should be specified as well as the location where the copy of the receipt should be stored on your computer. The receipt may be saved to the desktop or in the "My Documents" folder or a folder of your choice.

- **If you are prompted for a file name, enter a filename of your choice and click on SAVE.**

## LOAD DRAFT

Once a copy of the receipt has been saved to the computer, the Load Draft option available from the main receipt menu must be used to load it back into USASWeb to be completed and posted to the system.

The Load Draft option can be very useful for creating new receipts from a template saved on your hard drive or finishing a receipt that had been started at an earlier time but due to time constraints, could not be completed. The Load Draft option is used in conjunction with the Save Draft function that is available when creating a new receipt or modifying an existing one. For security purposes, the USASWeb system will automatically log out any session that has sat dormant for thirty minutes.

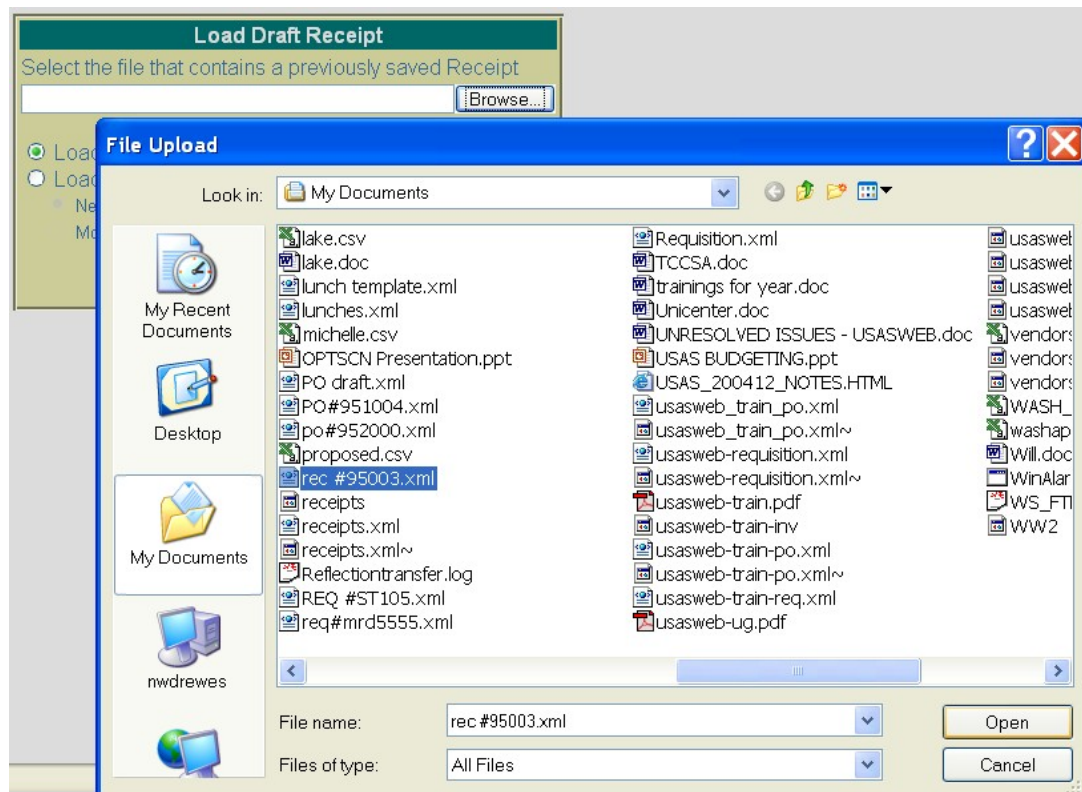
To load a copy of a receipt draft that has previously been saved to your computer, select "Load Draft" from the main receipt menu.

**Figure 2.7. Search Receipt to Load**



If the location where the draft is saved on the computer and the file name is known, it can be manually entered. Otherwise, click the Browse button to locate the saved receipt on your computer.

- Click on "Load Draft" under the Receipts menu
- Click on Browse

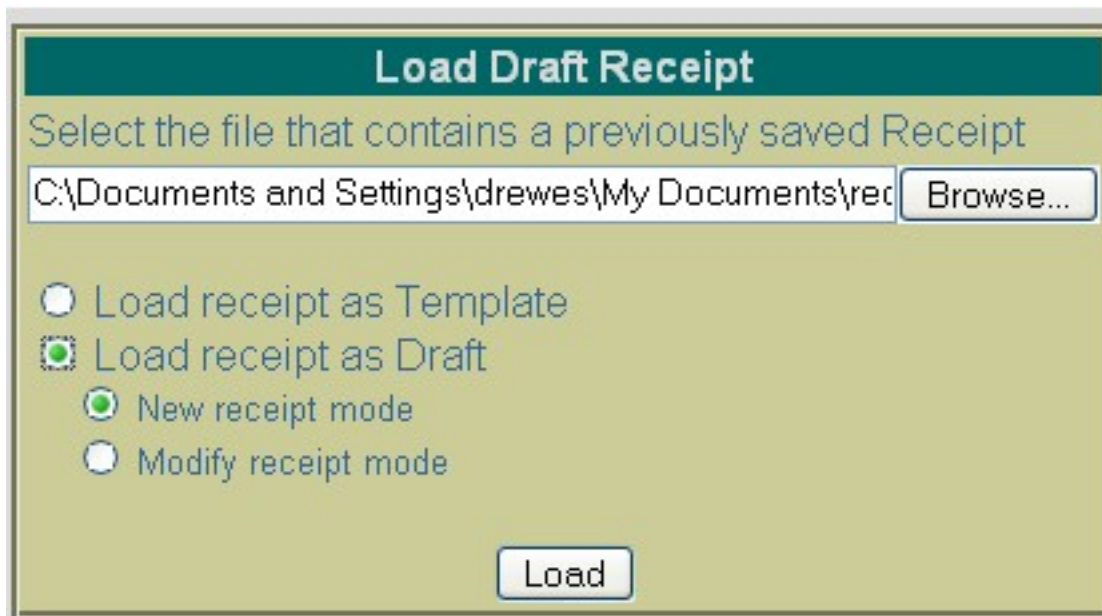


The location of the draft receipt on your computer depends on where it was downloaded to when using the Save Draft function to save a copy of it to your hard drive. Most web browsers will default to either the Desktop or the My Documents folder. Once you have located the receipt, select it and

click on Open.

- **Click on your saved draft on your hard drive and click on OPEN.**

The location and file name of the receipt will automatically be pulled into the USASWeb Load Draft form as shown below:



Next, select "Load Receipt as Template" or "Load Receipt as Draft". The difference is as follows:

- **Load Receipt as Template** - Use this option if a template of a receipt has been saved to be used in creating new receipts. When loading the draft as a template, all of the saved information except the receipt number and the date will be loaded into a new receipt form. A new receipt number will need to be entered and the receipt date field will default to the current system date. If any other modifications or additions need to be made to the new receipt, they can be done so prior to posting the receipt.
- **Load Receipt as Draft** - Use this option if a draft of a receipt is to be loaded into the USASWeb system. This option is similar to the above with the exception of the way that the receipt number and receipt date fields are handled. The receipt number and the receipt date entered on the draft will be loaded into USASWeb along with all of the other receipt information. When selecting to load a draft, the following two options are available:
  - Use **"New Receipt Mode"** when creating a new receipt from the copy that is being loaded into USASWeb. All of the header information, including the receipt number and the date entered when the draft was saved, will be loaded into a blank receipt form. All item information included on the draft will also be loaded into the new receipt form. If the receipt number from the draft is already on file, a new number will need to be entered into the receipt field. If any other modifications or additions need to be made, they can be done so prior to posting the receipt.
  - Use **"Modify Receipt Mode"** if the saved copy that is being loaded in is to replace or overwrite an existing receipt currently on file with the same receipt number. The receipt will be loaded directly into the modify mode. Any modifications or additions may be done prior to posting the modified receipt to the system. Please note, because you have chosen to load the draft as a modified receipt, the receipt number cannot be modified.



- Select "Load Receipt as Draft" then "New Receipt Mode".
- Click on "Load".

Complete the receipt by entering the following:

- Click on **+** to enter line item #4:
  - Amount: **40**
  - Type: **Receipt**
  - Description: **Phys Ed Fees**
  - Account Code: **001 1740 0000 080000 002**
- Select **+** to enter line item #5:
  - Amount: **20**
  - Type: **Receipt**
  - Description: **FFA Dues**
  - Account Code: **200 1633 933A 000000 002**
- Click on **Validate** and **Post** to post the receipt.

## 2.5. Modifying Receipts

Receipts that have been previously posted to USAS may be modified through the USASWEB application. In order to modify a receipt, it must first be queried by selecting the "Query" option under the main Receipt menu. Please refer to the "Query Receipts" section for help on selecting receipts to be queried. Once the receipt has been queried, it is selected by clicking on the receipt number under the number column. The details of the receipt will be displayed in your browser window as shown below:

**Figure 2.8.**


Receipt Details											
New		Modify		Clone		Print					
Receipt											
Receipt #				95002		Receipt Date				01/12/2006	
Received From				Sue Jones							
Description											
Item #	Amount	Description	Type	Fund	Fn/Rc	Obj	SCC	Subject	OPU	IL	Job
1	258.30	Food for Lasagna Dinner	RX	006	3120	560	0000	000000	000	00	000
2	18.91	Supplies for Dinner	RX	006	3120	560	0000	000000	000	00	000
<b>Total</b>		\$277.21									



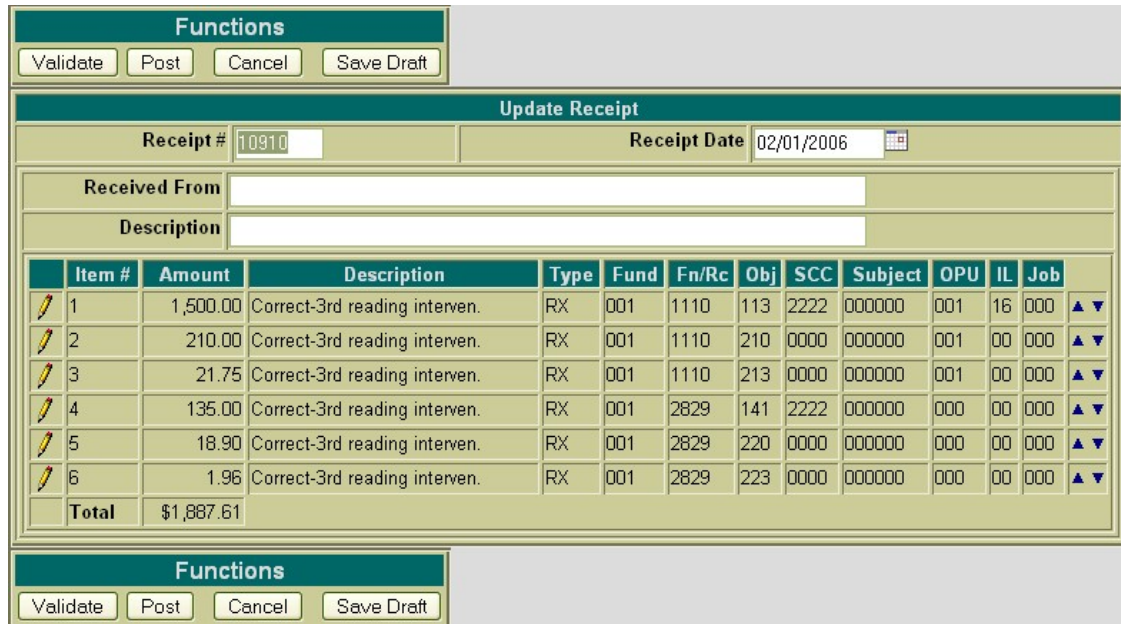
- **Select Receipt #10810 from the receipt query.**

Next, click on the Modify button located under the Receipt Details menu. Once you have selected to modify, the receipt form changes slightly. Only selected details of the receipt are opened and accessible for modifications. The following fields are modifiable:







- Receipt Number
- Receipt Date
- Received From
- Description (Auditor Form)
- Item Description field

The available functions have now become: Validate, Post, Cancel and Save Draft. To modify the description of a line item, click on the  icon next to the number of the item to be modified. The description field for the item selected will then be available for editing, as displayed below:

**Figure 2.9. Modifying a Receipt**



The screenshot shows the 'Update Receipt' form. At the top, there is a 'Functions' bar with buttons for 'Validate', 'Post', 'Cancel', and 'Save Draft'. Below this, the 'Update Receipt' section contains fields for 'Receipt #' (10910), 'Receipt Date' (02/01/2006), 'Received From', and 'Description'. A table of line items follows, with columns for Item #, Amount, Description, Type, Fund, Fn/Rc, Obj, SCC, Subject, OPU, IL, Job, and a pencil icon for editing. The total amount is \$1,887.61.

	Item #	Amount	Description	Type	Fund	Fn/Rc	Obj	SCC	Subject	OPU	IL	Job	
	1	1,500.00	Correct-3rd reading interven.	RX	001	1110	113	2222	000000	001	16	000	▲ ▼
	2	210.00	Correct-3rd reading interven.	RX	001	1110	210	0000	000000	001	00	000	▲ ▼
	3	21.75	Correct-3rd reading interven.	RX	001	1110	213	0000	000000	001	00	000	▲ ▼
	4	135.00	Correct-3rd reading interven.	RX	001	2829	141	2222	000000	000	00	000	▲ ▼
	5	18.90	Correct-3rd reading interven.	RX	001	2829	220	0000	000000	000	00	000	▲ ▼
	6	1.96	Correct-3rd reading interven.	RX	001	2829	223	0000	000000	000	00	000	▲ ▼
	<b>Total</b>	<b>\$1,887.61</b>											

At the bottom, there is another 'Functions' bar with buttons for 'Validate', 'Post', 'Cancel', and 'Save Draft'.

Use the Validate function to verify the modifications made will not cause any errors when posting the receipt to the system. Use the Post function to post the changes made to the receipt to the system. Use the Cancel function to leave the receipt posted to the system unchanged and return to the Query page.

- **Click on Modify in order to modify the reduction of expenditure.**
- **Change the receipt number from 10810 to 10910.**

- Click on **Validate** to validate the changes made.
- Click on **Post** to post the changes made to the reduction of expenditure.

## 2.6. Cloning Receipts





The Clone function may be used to load all of the information from an existing receipt/reduction of expenditure into a new receipt/reduction of expenditure. In order to clone a receipt, the receipt must be queried using the "Query" option located under the main Receipts Menu. Please refer to the "Query Receipts" section for help on selecting receipts to be queried. Once the receipt has been queried, it is selected by clicking on the receipt number under the number column. The receipt details will be displayed in your browser window as shown below:

Receipt Details											
New		Modify		Clone		Print					
Receipt											
Receipt #				95001		Receipt Date				01/12/2006	
Received From				Betty Crocker							
Description				Lunchroom Receipts 1/20/2006							
Item #	Amount	Description	Type	Fund	Fn/Rc	Obj	SCC	Subject	OPU	IL	Job
1	232.50	Student Type A Lunch	RC	006	1512	XXX	0000	000000	000	XX	XXX
2	293.10	Student A La Carte	RC	006	1513	XXX	0000	000000	000	XX	XXX
3	50.32	Student Milk	RC	006	1514	XXX	0000	000000	000	XX	XXX
4	37.50	Adult A La Carte	RC	006	1522	XXX	0000	000000	000	XX	XXX
<b>Total</b>		\$613.42									





- Click on **Query** under **Receipts** menu and find **Receipt #10822**

Next, click on the Clone function. All of the details of the receipt, except the receipt number and the receipt date, will be loaded into a new receipt. A new receipt number must be supplied and the date will default to the current system date. If any modifications are to be made to the new receipt, they may be done so prior to posting the receipt.

**Figure 2.10. Cloning a Receipt**

Functions													
<input type="button" value="Validate"/> <input type="button" value="Post"/> <input type="button" value="Cancel"/> <input type="button" value="Save Draft"/>													
New Receipt													
Receipt #		0 <b>Auto Assign</b>				Receipt Date		01/13/2006					
Received From		Betty Crocker											
Description		Lunchroom Receipts 1/21/2006											
	Item #	Amount	Description	Type	Fund	Fn/Rc	Obj	SCC	Subject	OPU	IL	Job	
	1	232.50	Student Type A Lunch	RC	006	1512	XXX	0000	000000	000	XX	XXX	▲ ▼
	2	293.10	Student A La Carte	RC	006	1513	XXX	0000	000000	000	XX	XXX	▲ ▼
	3	50.32	Student Milk	RC	006	1514	XXX	0000	000000	000	XX	XXX	▲ ▼
	4	37.50	Adult A La Carte	RC	006	1522	XXX	0000	000000	000	XX	XXX	▲ ▼
<b>Total</b>		<b>\$613.42</b>											
Functions													
<input type="button" value="Validate"/> <input type="button" value="Post"/> <input type="button" value="Cancel"/> <input type="button" value="Save Draft"/>													

Use the Validate function to verify all of the information entered for the new receipt will not cause any warnings or errors when posting it to the system. Use the Post function to post the new receipt to the system. Use the Cancel function to cancel out of the receipt without posting it to the system.

- **Select Clone to clone Receipt #10822**
- **Skip Receipt Auto Assign #**
- **Enter Receipt Date: 02/02/2006**
- **Edit Description: Cafeteria Receipts**
- Click on  to edit Item 1. Change the amount to \$259.40
- Click on  to edit Item 2. Change the amount to \$140.30
- Click on  to edit Item 3. Change the amount to \$61.79
- Click on  to edit Item 4. Change the amount to 35.00
- **Click on Validate and/or Post to post the new receipt.**

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# Chapter 3. Refunds

## 3.1. Creating a Refund

The **New** option under the Refunds menu is used in creating and posting refunds. Selecting **New** will open a blank form that can be used to enter the information for a new refund.


**Figure 3.1. Creating a New Refund**

The screenshot shows a software interface for creating a new refund. At the top, there is a 'Functions' bar with buttons for 'Validate', 'Post', 'Cancel', and 'Save Draft'. Below this is the 'New Refund' form. The form contains several input fields: 'Refund #' with a value of 0 and an 'Auto Assign' button; 'Check #' with a value of 0 and an 'Auto Assign' button; 'Refund Date' set to 02/03/2006; 'Check Date' set to 02/03/2006; 'Create Check' set to 'Yes'; and 'Vendor #' set to 20405. Below these fields is a section for 'Refunded To' (Jones, Denise) and 'Description' (Refund School Fees). At the bottom of the form is a table with columns: Item #, Amount, Description, Fund, Rcpt, SCC, Subject, and OPU. The 'Total' row shows a value of \$0.00. Another 'Functions' bar with the same buttons is at the very bottom.

The cursor will automatically be placed in the **Refund Number** field. The Tab key or the mouse may be used to navigate from one field to the next. The following fields are available for entering refund information prior to adding refund line items:


- **Refund Number** - stores the number assigned to each refund transaction. Refund numbers must be numeric and may contain up to six digits. The refund number will be automatically assigned to the next available number on file unless you override the auto assign by entering a desired refund number.
- **Refund Date** - stores the desired refund date. The date automatically defaults to the current system date. If a different date is desired, it can be entered in this field by typing the desired date or by clicking on the calendar and selecting the desired date from the calendar.
- **Create Check** - select "No" if you do not want a refund check created; select "Yes" if you do want a refund check created.
- **Check Number** - stores the warrant check number if the refund requires a check. Check numbers must be numeric and may contain up to six digits. The check number will be automatically assigned to the next available number on file unless you override the auto assign by entering a desired check number.
- **Check Date** - stores the desired date to be used on the associated warrant check. The date automatically defaults to the current system date. If a different date is desired, it can be entered in this field by typing the desired date or by clicking on the calendar and selecting the desired date from the calendar.

dar.

- **Vendor Number** - stores the number of the vendor the refund was processed to if a warrant check was issued. If the vendor number is known it may be entered directly into the vendor number field. If the vendor number is not known, the vendor can be searched for by name by clicking on the  icon. This will bring up a vendor query page where the vendor name can be entered. The entire name of the vendor can be entered or just a portion. If only a portion of the name is entered, the program will bring up a listing of all vendors matching the criteria entered from which the correct vendor can be selected. The vendor number field will be automatically filled and the "refunded to" field will be automatically filled in with the vendor name.
- **Refunded To** - stores the details of who the transaction was refunded to for the Auditor Form. If a refund check is issued, the "refunded to" field will be automatically filled in with the name of the vendor entered in the "vendor" field.
- **Description** - stores a general description of the refund for the Auditor Form.

Click on "New" under the Refund menu.


- **Skip Refund #** (system will automatically assign next number available)
- **Enter Refund Date:** 02/06/2006
- **Select "Y" for "Create Check" option**
- **Skip Check #** (system will automatically assign next number available)
- **Enter Check Date:** 02/06/2006
- **Enter Vendor #:** 20405
- **Enter Description:** Refund School Fees



Select the  icon opens the item detail section of the refund. The following fields are available for entering information in the detail portion of the refund:



**Figure 3.2. Creating a New Refund - Item Detail**

Functions									
<input type="button" value="Validate"/> <input type="button" value="Post"/> <input type="button" value="Cancel"/> <input type="button" value="Save Draft"/>									
New Refund									
Refund # 0 <span style="color: red;">Auto Assign</span>					Check # 0 <span style="color: red;">Auto Assign</span>				
Refund Date 02/03/2006					Check Date 02/03/2006				
Create Check Yes <input type="button" value="v"/>					Vendor # 20405				
Refunded To Jones, Denise									
Description Refund School Fees									
	Item #	Amount	Description	Fund	Rcpt	SCC	Subject	OPU	
✓ ✗	Edit Item #: 1	Amount: 30	Description: Refund School Fees						
				XREF	Fund	Rcpt	SCC	Subj	OPU
					001	1740	0000	000000	002
+	Total		\$0.00						
Functions									
<input type="button" value="Validate"/> <input type="button" value="Post"/> <input type="button" value="Cancel"/> <input type="button" value="Save Draft"/>									

- **Amount** - enter the dollar amount to be refunded for the item. Enter the dollars, decimal point, and cents only. Do not enter the dollar sign or any commas in the amount field.
- **Description** - enter a description for the item being refunded.
- **XREF** - if your district utilizes XREF (Cross Reference) codes for the account codes, the XREF code associated with the account code to be debited may be entered. If XREF codes are not used or one has not been established for the account code to be debited, this field will be left blank and the account code dimension fields should be used instead.
- **Account Code** - enter the account code to be debited for the dollar amount being refunded. The account code entered must be a valid revenue account on the account file. If the revenue account code is known, it can be manually entered. The icon can be used to search for the account code if the entire account code is not known. The portions of the account that are known may be entered into the corresponding dimensions. Next click on the . A revenue account query screen will be brought up displaying all revenue accounts matching the criteria entered. From this query, the correct account code may be selected by clicking on the located in the Select column next to the account. You will taken back to the refund form and the account code will be automatically filled in. Once the account code has been entered, the may be used to verify the description, status and remaining balance of the account. Clicking on the will bring up a separate revenue account view window in your browser. This window simply diplays the account number, corresponding description, receivable balance, receivable percent, and status. The icon may be used to clear any data that is currently being displayed in the account code fields. When creating a refund with multiple line items, the account codes will automatically default to the account code entered for the previous item. If the current item's account is different than the previous item, clicking on the will clear the previous account code allowing you to enter or search for the account code to be debited for the current item.





The  icon will cancel the current item.


Once all of the information has been entered for the current item, the  icon or the  icon may be clicked on to post the item and proceed.



-  - Posts the current item.
-  - Posts the current item and at the same time opens a new blank item to begin adding the next line item.

**Enter the following for Item #1:**

- **Amount: 30.00**
- **Description: Refund School Fees**
- **Account: 001 1740 0000 000000 002**

Once an item has been posted, it may be modified by clicking on the  icon next to the item number. Clicking on the  will open the item details allowing you to make modifications to any of the fields. Once the modifications have been entered, click on the  to post the changes. Clicking on the  will cancel the modifications and leave the item posted as is.

Once an item has been posted, it may be deleted by clicking on the  icon next to the item number. A pop-up box will appear in your browser ensuring that the item is to be deleted. Clicking on Yes will delete the item. Selecting Cancel will cause the item to not be deleted.

Once an item has been posted, the  icon can be used to copy the item to a new item. Clicking on the  icon will create a new item identical to the item copied. Any modifications that may need to be made to the new item may be done so prior to posting the item.

**Figure 3.3. New Refund Functions**



- **Validate** - The Validate function will validate all of the information that has been entered for the refund. If the validation is successful, meaning no errors or warnings are encountered, the message "Validation Successful" will be displayed at the top of the browser window. Likewise, if any warnings or errors are encountered during the validation, the associated messages will be displayed.
- **Post** - The Post function will validate and post the refund. Any warnings or errors encountered will



be displayed at the top of your browser window. The message, "Refund Posted Successfully" will be displayed at the top of your browser if no errors were encountered. If fatal errors are encountered, the refund will not be posted. Modifications will need to be made to correct the errors before the refund can be posted.

- **Cancel** - The Cancel function will erase any entries made to the refund currently displayed on the screen. A pop-up box will appear in your browser ensuring that the refund is to be cancelled. Clicking on Yes will cancel the refund. Selecting Cancel will cause the refund to not be deleted.
- **Select Validate and/or Post to post the refund.**

## 3.2. Printing Refunds

The **Print** function may be used to print the Auditor Form for a posted refund. The print option is available immediately after posting a new refund, posting modifications to a refund, or when selecting a refund from a query. Print is available from the "Refund Details" menu. Once you select Print, the following receipt print file will be displayed:

**Figure 3.4. Sample Printed Refund Receipt**

SAMPLEVILLE SCHOOLS  
TREASURERS OFFICE  
P.O. BOX 123  
SAMPLEVILLE OH 55555  
Phone: 419-555-5555

**Refund #:** 500008  
**Date:** 01/09/2006  
**Check #:** 49475  
**Check Date:** 01/09/2006  
**Total:** \$20.00

**Refunded To:** #20405  
Jones, Denise  
Phone: --  
Fax: --

**Description:** Refund School Fees

Item #	Description	FND	RCPT	SPCC	SUBJCT	OPU	Amount
1	Refund School Fees	001	1740	0000	000000	002	\$20.00
<b>Total</b>							<b>\$20.00</b>

Click on the printer icon (or print option under the File menu) provided on your browser and print off a hard copy of your refund.

Currently, USASWEB is only able to print off one receipt at a time. In order to print off a range of refunds, please use the RCFORM program in USAS. In order to print the refund check, you will need to



use CHKSEQ - Option 2 - in USAS to generate a check print file.

- **Print the Refund**
  - **Access RCFORM in USAS**
  - **Enter refund number of the refund you just entered.**
  - **View the RCFORM.TXT file generated.**

### 3.3. Query Refunds

The "Query" option under the Refunds menu allows you to search for refunds that have been posted to the USAS system. It is necessary to first query a refund in order to do any of the following:

- View the details of a previously posted refund
- Make modifications to a previously posted refund
- Clone a previously posted refund
- Print a previously posted refund

To search for an existing refund, select the "Query" option. Currently, refunds can only be queried by refund number as displayed below:

**Figure 3.5. Refund Query**

USAS - SAMPLE CITY SCHOOLS

**Refund Query**

Refund Numbers: Starting with: 900170 Ending with: 900999 Search

Number	Date	Total	Check No	Vendor	Description
900178	2005-01-22	\$75.00	90001	100	Tuition Refund - John Smith

To search for a specific refund, enter the refund transaction number in the "Starting with" and "Ending with" fields and click on Search. To search for a range of refunds, enter the beginning and ending refund transaction numbers in the corresponding fields and click on Search. Any refund transaction numbers

found within the range entered will be displayed along with other summary type information as shown above. The information displayed is as follows:

- **Number** - displays the transaction number used in creating and posting the refund to the USAS system. All refunds found from the query will be displayed chronologically by transaction number. Click on the refund number to view all of the details of the refund, as well as to modify, clone or print the refund.
- **Date** - displays the date entered in the "Refund Date" field when creating the refund.
- **Total** - displays the total dollar amount for all items posted to the refund.
- **Check No** - displays the refund check number associated with the transaction if the refund required a check.
- **Vendor** - displays the USAS vendor number the money was refunded to if a refund check was issued. Details of the vendor can be viewed by clicking on the vendor number. The vendor name, address, phone number, current status, year-to-date activity, and last activity date will be displayed in a pop-up box.
- **Description** - displays the general description entered into the "Description" field for the Auditor Form.

### Note

Any of the column headings may be clicked on to change the order in which the refunds are currently being displayed. By default, the refunds will be displayed by refund number. Simply click on the column heading that you wish to have the refunds sorted by. For example, to display by "**Date**", click on that column heading. The current listing of refunds will then be sorted by the date entered when posting the refunds.

- **Select Query under the Refunds menu**
- **Enter receipt #9726**
- **Select Search**

## 3.4. Save/Load Draft

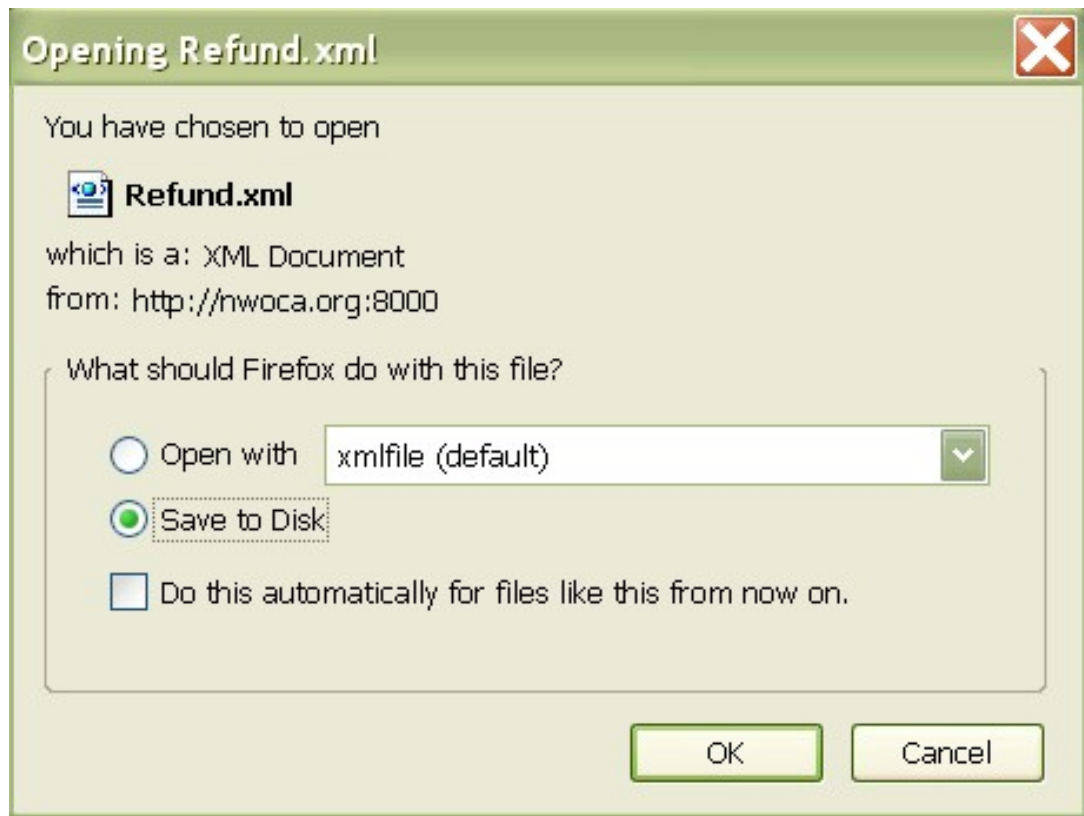
Save Draft - The Save Draft function allows you to save any information that has been entered for the current refund to your computer without posting it to the USAS system. For security purposes, the USASWeb system will automatically log out any session that has sat dormant for thirty minutes. If a refund has been started and for one reason or another you are unable to finish it, the Save Draft function should be used to save a copy of it. The saved copy can then be loaded back into USASWeb, completed and posted to the system.

### Save a Draft Exercise:

- Click on "**New**" under the Refund menu.
- **Skip Receipt #:** (allow Auto Assign to assign next available number)

- Enter Receipt Date: **02/08/2006**
- Enter Received From: **Sue Smith**
- Enter Description: **Refund Student Fees**
- Select **+** to enter line item #1:
  - Amount: **18.00**
  - Description: **English Book Fees Refund**
  - Account Code: **001 1740 0000 050000 002**
- Select **+** to enter line item #2:
  - Amount: **25.00**
  - Description: **Science Fees Refund**
  - Account Code: **001 1740 0000 130000 002**
- Select **+** to enter line item #3:
  - Amount: **45.00**
  - Description: **Art Fees Refund**
  - Account Code: **001 1740 0000 020000 002**
- Select **Save Draft**

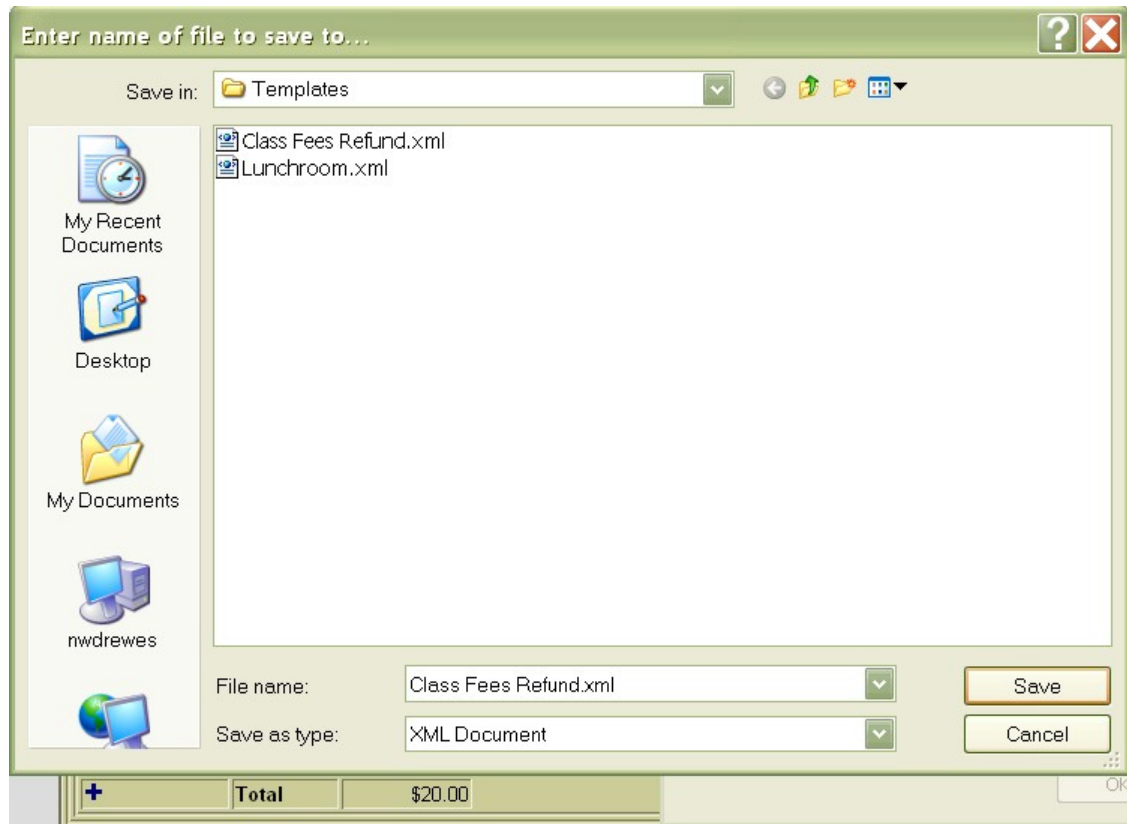
**Figure 3.6. Sample Save Draft Dialog Box**



After you click on Save Draft function, you may be presented with a pop-up box similar to the above asking if you would like to "Open with" or "Save to Disk". Please note that all browsers are set up differently when downloading files to your PC. If you receive a box similar to the above, you should select "Save to Disk" and click on OK. This will save (download) a copy or draft of the refund to your hard drive. After clicking on OK, a pop-up box similar to the following will be displayed:

- Click on "Save to Disk" or "Save" (depending on what type of browser you are using)

**Figure 3.7. Save Draft Location**



A file name should be specified as well as the location where the copy of the refund should be stored on your computer. The refund may be saved to the desktop or in the "My Documents" folder or a folder of your choice.

- **If you are prompted for a file name, enter a filename of your choice and click on SAVE.**

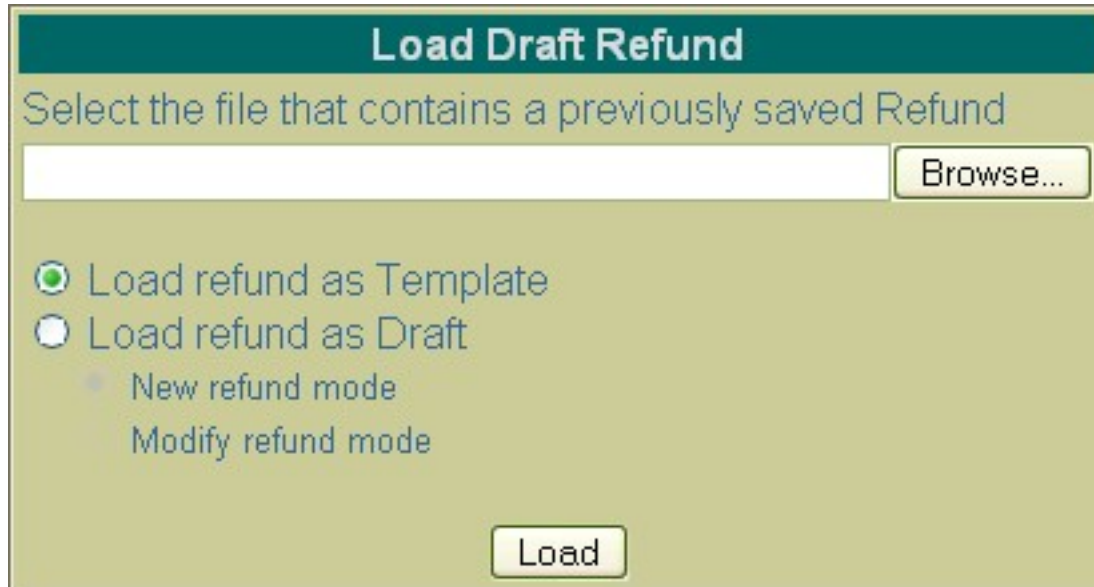
## LOAD DRAFT

Once a copy of the refund has been saved to the computer, the Load Draft option available from the main refund menu must be used to load it back into USASWeb to be completed and posted to the system.

The Load Draft option can be very useful for creating new refunds from a template saved on your hard drive or finishing a refund that had been started at an earlier time but due to time constraints, could not be completed. The Load Draft option is used in conjunction with the Save Draft function that is available when creating a new refund or modifying an existing one. For security purposes, the USASWeb system will automatically log out any session that has sat dormant for thirty minutes.

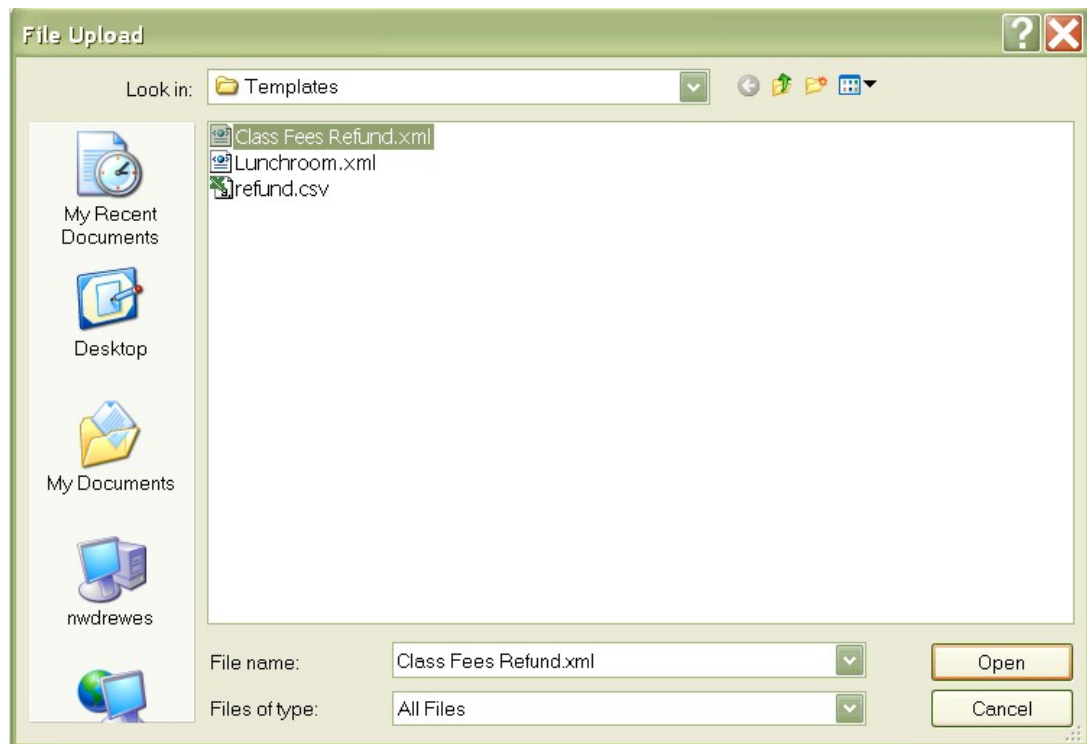
To load a copy of a refund draft that has previously been saved to your computer, select "Load Draft" from the main receipt menu.

**Figure 3.8. Search Refund to Load**



If the location where the draft is saved on the computer and the file name is known, it can be manually entered. Otherwise, click the Browse button to locate the saved refund on your computer.

- Click on "Load Draft" under the Refund menu
- Click on Browse



The location of the draft refund on your computer depends on where it was downloaded to when using the Save Draft function to save a copy of it to your hard drive. Most web browsers will default to either the Desktop or the My Documents folder. Once you have located the refund, select it and click

on Open.

- **Click on your saved draft on your hard drive and click on OPEN.**

The location and file name of the refund will automatically be pulled into the USASWeb Load Draft form as shown below:

**Load Draft Refund**

Select the file that contains a previously saved Refund

C:\Documents and Settings\drewes\My Documents\PC

☒ Load refund as Template

☐ Load refund as Draft

☐ New refund mode

☐ Modify refund mode

Next, select "Load Refund as Template" or "Load Refund as Draft". The difference is as follows:

- **Load Refund as Template** - Use this option if a template of a refund has been saved to be used in creating new refunds. When loading the draft as a template, all of the saved information except the refund number and the date will be loaded into a new refund form. A new refund number will need to be entered and the refund date field will default to the current system date. If any other modifications or additions need to be made to the new refund, they can be done so prior to posting the refund.
- **Load Refund as Draft** - Use this option if a draft of a refund is to be loaded into the USASWeb system. This option is similar to the above with the exception of the way that the refund number and refund date fields are handled. The refund number and the refund date entered on the draft will be loaded into USASWeb along with all of the other refund information. When selecting to load a draft, the following two options are available:
  - Use **"New Refund Mode"** when creating a new refund from the copy that is being loaded into USASWeb. All of the header information, including the refund number and the date entered when the draft was saved, will be loaded into a blank refund form. All item information included on the draft will also be loaded into the new refund form. If the refund number from the draft is already on file, a new number will need to be entered into the refund field. If any other modifications or additions need to be made, they can be done so prior to posting the refund.
  - Use **"Modify Refund Mode"** if the saved copy that is being loaded in is to replace or overwrite an existing refund currently on file with the same refund number. The refund will be loaded directly into the modify mode. Any modifications or additions may be done prior to posting the modified refund to the system. Please note, because you have chosen to load the draft as a modified refund, the refund number cannot be modified.
- **Select "Load Refund as Draft" then "New Refund Mode".**

- Click on "Load".

Complete the receipt by entering the following:

- Click on **+** to enter line item #4:
  - Amount: **40**
  - Description: **Phys Ed Fees Refund**
  - Account Code: **001 1740 0000 080000 002**
- Select **+** to enter line item #5:
  - Amount: **20**
  - Description: **FFA Dues Refund**
  - Account Code: **200 1633 933A 000000 002**
- Click on **Validate** and **Post** to post the refund.

## 3.5. Modifying Refunds

Refunds that have been previously posted to USAS may be modified through the USASWEB application. In order to modify a refund, it must first be queried by selecting the "Query" option under the main Refunds menu. Please refer to the "Query Refunds" section for help on selecting refunds to be queried. Once the refund has been queried, it is selected by clicking on the refund number under the number column. The details of the refund will be displayed in your browser window as shown below:

**Figure 3.9. Modifying Refunds**

Refund Details							
<input type="button" value="New"/> <input type="button" value="Modify"/> <input type="button" value="Clone"/> <input type="button" value="Print"/>							
Refund							
Refund #	500008			Check #	49475		
Refund Date	01/09/2006			Check Date	01/09/2006		
Create Check	Yes <input type="button" value="v"/>			Vendor #	20405		
Refunded To	Jones, Denise						
Description	Refund School Fees						
Item #	Amount	Description	Fund	Rcpt	SCC	Subject	OPU
1	20.00	Refund School Fees	001	1740	0000	000000	002
<b>Total</b>	<b>\$20.00</b>						


Next, click on the **Modify** button located under the Refund Details menu. Once you have selected to modify, the refund form changes slightly. Only selected details of the refund are opened and accessible for modifications. The following fields are modifiable:




- Refund Number
- Refund Date
- Description (Auditor Form)
- Item Description

The available function have now become: Validate, Post, Cancel and Save Draft.

**Figure 3.10. Sample Refund Modificaiton**

Functions									
<input type="button" value="Validate"/> <input type="button" value="Post"/> <input type="button" value="Cancel"/> <input type="button" value="Save Draft"/>									
Update Refund									
Refund #					Check #				
500008					49475				
Refund Date					Check Date				
01/09/2006					01/09/2006				
Create Check					Vendor #				
Yes					20405				
Refunded To									
Jones, Denise									
Description									
Refund School Fees									
	Item #	Amount	Description	Fund	Rcpt	SCC	Subject	OPU	
	1	20.00	Refund School Fees	001	1740	0000	000000	002	▲ ▼
Total		\$20.00							
Functions									
<input type="button" value="Validate"/> <input type="button" value="Post"/> <input type="button" value="Cancel"/> <input type="button" value="Save Draft"/>									

- Query Refund #9726
- Select Modify

To modify the description of a line item, click on the  icon next to the number of the item to be modified. The description field for the item selected will then be available for editing, as displayed below:


**Figure 3.11. Modifying Refund Line Item Details**

Functions	
Validate	Post Cancel Save Draft

Update Refund	
Refund #	500008
Check #	49475
Refund Date	01/09/2006
Check Date	01/09/2006
Create Check	Yes
Vendor #	20405
Refunded To	Jones, Denise
Description	Refund School Fees

Item #	Amount	Description	Fund	Rcpt	SCC	Subject	OPU
✓ ✗ Edit Item #: 1	Amount: 20.00	Description: Refund School Fees - HS					
		XREF	Fund	Rcpt	SCC	Subj	OPU
			001	1740	0000	000000	002
Total	\$20.00						

Functions	
Validate	Post Cancel Save Draft

- Click on the  to modify Item #1
- Modify the description to read "Refund Item Not Received"
- Post the changes made to the refund

User the Validate function to verify the modifications made will not cause any errors when posting the refund to the system. Use the Post function to post the changes made to the refund to the system. Use the Cancel function to leave the refund posted to the system unchanged and return to the Query page.

## 3.6. Cloning Refunds

The Clone function may be used to load all of the information from an existing refund into a new refund. In order to clone a refund, the refund must first be queried using the "Query" option located under the main Refunds menu. Please refer for the "Query Refunds" section for help on selecting refunds to be queried. Once the refund has been queried, it is selected by clicking on the refund number under the number column. The refund details will be displayed in your browser window as shown below:

**Figure 3.12.**

Refund Details							
<input type="button" value="New"/> <input type="button" value="Modify"/> <input type="button" value="Clone"/> <input type="button" value="Print"/>							
Refund							
Refund # 500008				Check # 49475			
Refund Date 01/09/2006				Check Date 01/09/2006			
Create Check Yes				Vendor # 20405			
Refunded To Jones, Denise							
Description Refund School Fees							
Item #	Amount	Description	Fund	Rcpt	SCC	Subject	OPU
1	20.00	Refund School Fees	001	1740	0000	000000	002
Total	\$20.00						

Next, click on the **Clone** function. All of the details of the refund, except the refund number, check number and the refund date, will be loaded into a new refund. A new refund number must be supplied and the date will default to the current system date. If a refund check is required for the new refund, a new check number must also be entered. If any modifications are to be made to the new refund, they may be done so prior to posting the refund.


- **Query Refund #8714**
- **Click on Clone to copy the existing data to a new refund**

**Figure 3.13. Cloning a Refund**

Functions								
<input type="button" value="Validate"/> <input type="button" value="Post"/> <input type="button" value="Cancel"/> <input type="button" value="Save Draft"/>								
New Refund								
Refund # 0 <span style="color: red;">Auto Assign</span>				Check # 0 <span style="color: red;">Auto Assign</span>				
Refund Date 01/09/2006				Check Date 01/09/2006				
Create Check Yes				Vendor # 20406				
Refunded To WARD, KAREN								
Description Refund School Fees								
	Item #	Amount	Description	Fund	Rcpt	SCC	Subject	OPU
	1	20.00	Refund School Fees	001	1740	0000	000000	002
	Total	\$20.00						

Functions			
<input type="button" value="Validate"/> <input type="button" value="Post"/> <input type="button" value="Cancel"/> <input type="button" value="Save Draft"/>			

Use the Validate function to verify all of the information entered for the new refund will not cause any warnings or errors when posting it to the system. Use the Post function to post the new refund to the system. Use the Cancel function to cancel out of the refund without posting it to the system.

- **Change the vendor# to 20405.**
- **Click on the  to modify Item #1.**
- **Modify the Amount from \$20.00 to \$30.00**
- **Validate and/or Post the new refund.**

# Chapter 4. Requisitions




## 4.1. Creating New Requisitions

The **New** option under the Requisitions menu is used in creating and posting new requisitions. Selecting **New** will open a blank requisition form that can be used to enter the information for a new requisition as displayed here:


**Figure 4.1. Sample New Requisition Form**


The screenshot shows a web-based requisition form. On the left is a navigation menu with a tree structure: Home, Accounts, Requisitions (expanded), Purchase Orders, Vendors, Receipts, Refunds, AP Invoices, Utilities, Help, and Logout. Under 'Requisitions', 'New' is selected. The main form area is titled 'New Requisition' and contains several input fields: 'Requisition #' (with a cursor), 'Vendor #' (with a search icon), 'Deliver By Date' (calendar icon), 'Deliver To Vendor #' (with a search icon), 'Vendor' (text area), 'Deliver To' (text area), 'Requested PO Date' (calendar icon, showing 02/06/2006), 'Requisition Description' (text area), 'Terms' (text field), 'Attention' (text field), and 'Total' (displaying \$0.00). Below these fields is a table with columns: #, Quantity, Unit, Description, Unit Price, Total, Fund, Func, Obj, SCC, Subj, OPU, IL, Job. The table has a 'Total' row showing \$0.00. At the bottom of the form are buttons for 'Validate', 'Post', 'Cancel', and 'Save Draft'.

The cursor will automatically be placed in the **Requisition Number** field. You may begin entering any of the desired header type information for the requisition. The Tab key or the mouse can be used to navigate from one field to the next. The following fields are available for entering information in the heading portion of the requisition:

- **Requisition Number** - stores the number assigned to each requisition. It can be numeric or alpha or a combination of both.
  - Click on "New" under the Requisition menu.
  - Enter ST100 for the requisition number.
- **Vendor Number** - If the vendor number is known it can be entered directly into the vendor number field. If the vendor number is not known, the vendor can be searched for by name by clicking on the  icon.
  - Click on the  and enter SPRINT in the "search" field and click on "SEARCH". Click on the  to the left of #1680 and it will load the vendor information into USASWEB. If you need further detailed information about the vendor, you may click on the number or name column and it will display additional information (i.e. check address, YTD totals). At

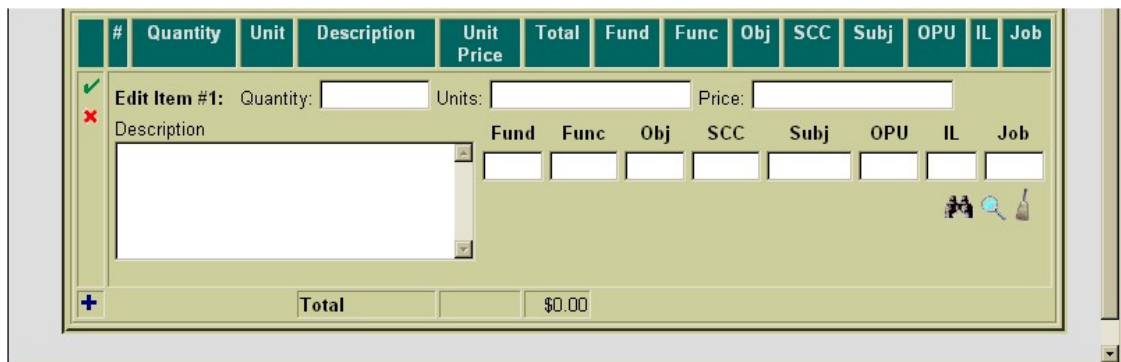
that point, you may click on "select vendor" to load the vendor into USASWEB or click on "return to query" to return to the vendor query.

- **Requested PO Date** - stores the desired purchase order date. The date automatically defaults to the current system date. If a different date is desired, it can be entered in this field by typing the desired date or by clicking on the calendar and selecting the desired date from the calendar.
- **Use today's date as the requested PO date**
- **Terms** - This is an optional field for any special terms for the requisition.
- **Deliver By Date** - The deliver by date is optional. Type the desired date or click on the calendar and select the desired date from the calendar.
- **Deliver To Vendor** - The deliver to vendor is optional for specifying specific address information for where the goods or services are to be delivered to. If this has been set up as an actual USAS vendor, the associated vendor number can be entered or it can be searched for by vendor name by clicking on the  icon.
- **Deliver To** - displays the address for which the goods or services are to be delivered. This field is optional and will be left blank if not filled in. The address can be manually entered or automatically pulled in by specifying the associated vendor number in the Deliver To Vendor field. When doing multiple requisitions, any deliver to information from the previous requisition will default to the next one being entered.
- **Requisition Description** - This is an optional field that may be used for any special instructions, detail, or description associated with the requisition as a whole. Anything entered in this field will print above the item information for the first item on the requisition.
- **Attention** - Optionally enter the individual's name the goods or services are being ordered for.
  - **Enter Mr. Principal in the Attention field.**






Clicking on the  icon opens the item detail section of the requisition form. The following fields are available for entering information in the detail portion of the requisitions:



- Click on  to add a line item



**Figure 4.2. Sample Requisition Item Detail**








#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
✓	<div> <div> Edit Item #1: Quantity: <input type="text"/> Units: <input type="text"/> Price: <input type="text"/> </div> <div> Description <div></div> </div> <div> Fund Func Obj SCC Subj OPU IL Job </div> </div>												
+	Total			\$0.00									


- **Quantity** - enter the desired number of the item to be ordered.
  - **Enter 1 for the quantity**
- **Units** - optionally enter the type of unit that is being ordered (i.e. box, carton, etc.).
- **Price** - enter the dollar amount per unit for the items being ordered. Enter the dollars, decimal point, and cents only. Do not enter the dollar sign or any commas in the price field.
  - **Enter 50 for the price**
- **Description** - enter a description for the item that is being ordered.
  - **Enter "Pay Phone Installation" for the description.**
- **XREF** - if your district utilizes XREF (Cross Reference) codes for the account codes, the XREF code associated with the account code to be charged may be entered. If XREF codes are not used or one has not been established for the account code to be charged, this field will be left blank and the account code dimension fields should be used instead.
- **Account Code** - Enter the account code to be charged for the item being ordered. The account code entered must be a valid budget account on file. If the budget account code is known, it can be manually entered. The  icon can be used to search for the account code if the entire account code is not known. The portions of the account that are known may be entered into the corresponding dimensions. Next click on the . A budget account query screen will be brought up displaying all budget accounts matching the criteria entered. From this query the correct account code may be selected by clicking on the  located in the Select column next to the account. You will be taken back to the requisition form and the account code will be automatically filled in.
  - **Enter 001 for the FUND**
  - **Enter 2700 for the FUNC**
  - **Enter 4 for the beginning of the OBJ**
  - **Click on the  and select the "001 2700 441 0000 000000 000 00 000 - Telephone District" by clicking on the  to the left of the account code.** (If you want to see further details about the budget account, click on any of the account code dimensions).





Once the account code has been entered, the  may be used to verify the description, status, and remaining balance of the account. Clicking on the  will bring up a separate Budget Account View window in your browser. This window simply displays the account number, corresponding description, available balance, available percent, and status.


The  icon may be used to clear any data that is currently being displayed in the account code fields. When creating a requisition with multiple line items, the account code will automatically default to the account code charged for the previous item. If the current item is to be charged to a different account code, clicking on the  icon will clear the previous account code allowing you to enter or search for the account code to be charged for the current item.



Once all information has been entered for the current item, the  icon or the  icon may be clicked on to post the item and proceed.

-  - Posts the current item.
-  - Posts the current item and at the same time opens a new blank item to begin adding the next line item.
- Click on the  to add the line item.

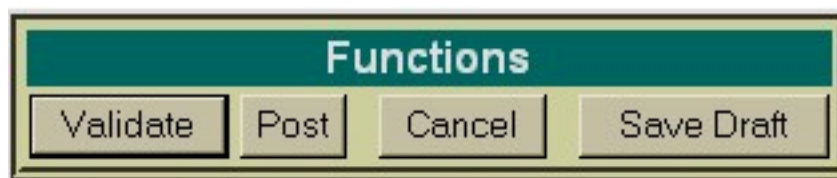
The  icon will cancel the current item detail.

Once an item has been posted, it may be modified by clicking on the  icon next to the item number. Clicking on the  will open the item details allowing you to make modifications to any of the fields. Once the modifications have been entered, click on the  to post the changes. Clicking on the  will cancel the modifications and leave the item posted as is.

Once an item has been posted, it may be deleted by clicking on the  icon next to the item number. A pop-up box will appear in your browser ensuring that the item is to be deleted. Clicking on Yes will delete the item. Selecting Cancel will cause the item to not be deleted.

Once an item has been posted, the  icon can be used to copy the item to a new item. Clicking on the  icon will create a new item identical to the item copied. Any modifications that may need to be made to the new item may be done so prior to posting the item.

**Figure 4.3. New Requisition Functions**



- **Validate** - The Validate function will validate all the information that has been entered for the requisition. If the validation is successful, meaning no errors or warnings are encountered, the message "Validation Successful" will be displayed at the top of your browser window. Likewise, if any warnings or errors are encountered during the validation the associated messages will be displayed.
- **Post** - The Post function will validate and post the requisition. Any warnings or errors encountered will be displayed at the top of your browser window. The message, "Requisition posted successfully" will be displayed at the top of your browser if no errors were encountered. If fatal errors are encountered, the requisition will not be posted. Modifications will need to be made to correct the er-



rors before the requisition can be posted.

- **Cancel** - The Cancel function will erase any entries made to the requisition currently displayed on the screen. A pop-up box will appear in your browser ensuring that the requisition is to be cancelled. Clicking on Yes will cancel the requisition. Selecting Cancel will cause the requisition to not be deleted.
- **Save Draft** - Please refer to the SAVE/LOAD DRAFT section for further details on how to use Save Draft.

## Note

The New Requisition Function menu will be displayed at both the top and bottom of the screen for easier access.

- **Click on Validate. Next, click on Post to post your requisition.**

**Figure 4.4. Posted Requisition**

Requisition posted successfully.

Requisition Details													
New	Modify	Clone	Delete	Convert	Print								
Requisition													
Requisition #	ST100				Deliver By Date								
Vendor #	1680												
Vendor	SPRINT P.O. BOX 3701 MANSFIELD OH 44999 Phone: 4193351015				Deliver To								
Requested PO Date	02/06/2006				Requisition Description								
Terms					Attention								
Status	Posted On 02/06/2006 by DREWES												
Total	\$50.00												
#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
1	1.00		Pay Phone Installation	50.00	50.00	001	2700	441	0000	000000	000	00	000
Total					\$50.00								

After you have posted your requisition, you may print a copy of it by clicking on the Print option under the "Requisition Details" menu. An example of a printed requisition is displayed below:

**Figure 4.5. Sample Printed Requisition**


SAMPLEVILLE SCHOOLS TREASURERS OFFICE P.O. BOX 123 SAMPLEVILLE OH 55555 Phone: 419-555-5555	<b>Requisition #:</b> ST100 <b>Requested PO Date:</b> 02/06/2006																																										
<b>Vendor Information:</b> (#1680) SPRINT  P.O. BOX 3701 MANSFIELD OH 44999  Phone: 419-335-1015 Fax: --	<b>Deliver To:</b>     <b>Attention:</b>																																										
<b>Terms:</b>																																											
<b>Description:</b>																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item #</th> <th>Quantity</th> <th>Unit</th> <th>Description</th> <th>Unit Price</th> <th>Total</th> <th>FND</th> <th>FUNC</th> <th>OBJ</th> <th>SPCC</th> <th>SUBJCT</th> <th>OPU</th> <th>IL</th> <th>JOB</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1.00</td> <td></td> <td>Pay Phone Installation</td> <td>50.00</td> <td>50.00</td> <td>001</td> <td>2700</td> <td>441</td> <td>0000</td> <td>000000</td> <td>000</td> <td>00</td> <td>000</td> </tr> <tr> <td colspan="4" style="text-align: right;"><b>Total</b></td> <td></td> <td><b>\$50.00</b></td> <td colspan="8"></td> </tr> </tbody> </table>		Item #	Quantity	Unit	Description	Unit Price	Total	FND	FUNC	OBJ	SPCC	SUBJCT	OPU	IL	JOB	1	1.00		Pay Phone Installation	50.00	50.00	001	2700	441	0000	000000	000	00	000	<b>Total</b>					<b>\$50.00</b>								
Item #	Quantity	Unit	Description	Unit Price	Total	FND	FUNC	OBJ	SPCC	SUBJCT	OPU	IL	JOB																														
1	1.00		Pay Phone Installation	50.00	50.00	001	2700	441	0000	000000	000	00	000																														
<b>Total</b>					<b>\$50.00</b>																																						
This is NOT a purchase order <div style="text-align: right; margin-top: 20px;">                     _____                      _____                      _____                 </div>																																											

Click on the printer icon (or print option under the File menu) provided on your browser to print off a hard copy of your requisition. Currently, USASWEB is only able to print off one requisition at a time.


## 4.2. Additional "Create a Requisition" Exercises

### Requisition #ST101

- Enter Requisition number: **ST101**
- Enter Vendor **#8455**
- Enter Requested PO Date: **use today's date**
- Enter Deliver-to Address Vendor **#10100**
- Enter Attention: **Mr. Principal**
- Click on **+** to add line item #1:
  - Qty: **3**
  - Unit Price: **7.89**

- Description: **Toner Cartridge - Black**
- Budget Account: **001 2120 511 0000 000000 002 00 000.**
- Click on  to view the account details
- Click on **+** to add line item #2:
  - Qty: **1**
  - Unit Price: **33.95**
  - Description: **Toner Cartridge - Magenta**
  - Budget Account: **same as above**
- Click on **+** to add line item #3:
  - Qty: **1**
  - Unit Price: **7.99**
  - Description: **Shipping**
  - Budget Account: **same as above**
- Click on **Validate** and **Post** to post the requisition.

#### **Requisition #ST102**

- Enter Requisition number: **ST102**
- Enter Vendor **#2527**
- Enter Requested PO Date: **use today's date**
- Enter Deliver-to Address Vendor **#10100**
- Enter Attention: **Mr. Principal**
- Enter Requisition Description: **Office Furniture for Treasurer's Office**
- Click on **+** to add line item #1:
  - Qty: **1**
  - Unit Price: **256.30**
  - Description: **Computer Table #4349**
  - Budget Account: **001 2510 640 0000 000000 005 00 000**
  - Click on  to view the account details

- Click on **Validate** and **Post** to post the requisition.

## 4.3. Query Requisitions

The **Query** option under the Requisitions menu allows you to search for requisitions that have been posted to the USAS system. It is necessary to first query a requisition in order to do any of the following:

- View the details of a previously posted requisition
- Make modifications to a previously posted requisition
- Convert a previously posted requisition to a purchase order
- Clone a previously posted requisition
- Print a copy of a previously posted requisition
- Delete a requisition currently posted to the system

To search for a requisition, select the **Query** option. Currently requisitions can only be queried by requisition number as displayed below:

**Figure 4.6. Requisition Query Screen**

The screenshot shows a web interface titled "Requisition Query". Below the title is a search form with two text input fields: "Requisition Numbers: Starting with:" containing "ST100" and "Ending with:" containing "ST999". To the right of these fields is a "Find" button. Below the search form is a table with the following data:

Number	Posted Date	Vendor No	Status	PO Requested Date	Posted as PO	Posted By	Description
ST100	2005-03-03	1680	Open	2005-03-03	0	DREWES	

To search for a specific requisition, enter the requisition number in the "Starting with" and "Ending with" fields and click on Find. To search for a range of requisitions enter the beginning and ending requisition numbers in the corresponding fields and click on Find. Please note the requisition numbers can be alpha or numeric. Any requisition numbers found within the range entered will be displayed along with other summary type information as shown above.

- Click on **"Query"** under the **Requisitions Menu**.
- Enter **ST100** in the **"starting with"** and **ST999** in the **"ending with"** fields.
- Click on **FIND**.

The information displayed is as follows:

- **Number** - displays the requisition number used in creating and posting the requisition to the USAS system. All requisitions found from the query will be displayed chronologically by requisition num-

ber. Click on the requisition number to view all of the details of the requisition, as well as to modify, clone, convert, print, or delete the requisition.

- **Posted Date** - displays the actual date the requisition was posted to the USAS system. The USAS system automatically stamps and records the date the requisition is posted. This may be different than the Requested PO Date.
- **Vendor Number** - displays the number of the vendor the goods or services are to be purchased from. Details of the vendor can be viewed by clicking on the vendor number. The vendor name, address, phone number, current status, year-to-date activity, and last activity date will be displayed in a pop-up box.
- **Status** - displays the current status of the requisition. If the requisition has not been converted to a purchase order the status will be *Open*. If the requisition has been converted to a purchase order and is still on the system, the status will be *Posted*.
- **PO Requested Date** - displays the date entered in the "**Requested PO Date**" field when creating the requisition.
- **Posted as PO** - if the requisition is currently at a status of posted, the corresponding purchase order number will be displayed here.
- **Posted By** - displays the username of the person who created and posted the requisition.
- **Description** - displays any special instructions or information entered in the "**Requisition Description**" field of the requisition.
- **Click on Requisition #ST100 in order to display the details of the requisition. At this point, you may Modify, Clone, Convert, Print or Delete the Requisition that is currently being displayed. (Convert will not be displayed for read-only users).**

### Note

Any of the column headings may be clicked on to change the order in which the requisitions are currently being displayed. By default, the requisitions will be displayed by requisition number. Simply click on the column heading that you wish to have the requisitions sorted by. For example, to display by "**PO Requested Date**", click on that column heading. The current listing of requisitions will then be sorted by the requested po date.

## 4.4. Save/Load Draft

**Save Draft** - The Save Draft function allows you to save any information that has been entered for the current requisition to your computer without posting it to the USAS system. For security purposes, the USASWeb system will automatically log out any session that has sat dormant for thirty minutes. If a requisition has been started and for one reason or another you are unable to finish it, the Save Draft function should be used to save a copy of it. The saved copy can then be loaded back into USASWeb, completed and posted to the system.

### Saving a Draft Exercise:

- Enter Requisition number: **ST105**
- Enter Vendor **#8455**
- Enter Requested PO Date: **use today's date**

- Enter Deliver-to Vendor **#100**
- Enter Requisition Description: **"Office Supplies for Administrative Offices"**
- Click on **+** to add line item #1:
  - Qty: **1**
  - Unit Price: **115.20**
  - Description: **R300 Master Rolls 2 per box**
  - Budget Account: **001 1130 511 9413 000000 002 00 000**
- Click on **+** to add line item #2:
  - Qty: **8**
  - Unit Price: **63.00**
  - Description: **R100 5 Ink Cartridges/box**
  - Budget Account: **same as above**
- Click on **Save Draft**

**Figure 4.7. Sample Save Draft Box**

## Requisitions

Functions																																
<input type="button" value="Validate"/> <input type="button" value="Post"/> <input type="button" value="Cancel"/> <input type="button" value="Save Draft"/>																																
Save a draft copy of the current requisition																																
Requisition #		st105			Deliver By Date																											
Vendor #		8455			Deliver To Vendor #		0																									
Vendor		JBS OFFICE SOLUTIONS, LTD. 1808 BALTIMORE ROAD DEFIANCE OH 43512 Phone: 8777065271 FAX: 4197826353			Deliver To		Sue Jones Sampleville High School 103 West Street Sampleville, OH 55555																									
Requested PO Date		02/06/2006			Requisition Description		Office Supplies for Administrative Offices																									
Terms					Attention																											
Total		\$0.00																														
#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job																			
✓	<b>Edit Item #1:</b> Quantity: 8 Units: Price: 63																															
✗	Description: R100 5 ink cartridges/box <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #006699; color: white;"> <th>XREF</th> <th>Fund</th> <th>Func</th> <th>Obj</th> <th>SCC</th> <th>Subj</th> <th>OPU</th> <th>IL</th> <th>Job</th> </tr> </thead> <tbody> <tr> <td></td> <td>001</td> <td>1130</td> <td>511</td> <td>9413</td> <td></td> <td>002</td> <td></td> <td></td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"> </div>														XREF	Fund	Func	Obj	SCC	Subj	OPU	IL	Job		001	1130	511	9413		002		
XREF	Fund	Func	Obj	SCC	Subj	OPU	IL	Job																								
	001	1130	511	9413		002																										
+		Total			\$0.00																											
Functions																																
<input type="button" value="Validate"/> <input type="button" value="Post"/> <input type="button" value="Cancel"/> <input type="button" value="Save Draft"/>																																

After you click on Save Draft function, you will be presented with a pop-up box similar to the following asking if you would like to "Open with" or "Save to Disk". Please note that all browsers are set up differently when downloading files to your PC.

The screenshot shows a web-based requisition form. At the top, there is a 'Functions' bar with buttons for 'Validate', 'Post', 'Cancel', and 'Save Draft'. The form fields include: 'Requisition #' (st105), 'Vendor #' (8455), 'Vendor' (JBS OFFICE SOLUTIONS, 1808 BALTIMORE RD, DEFIANCE OH 43511, Phone: 8777065271, FAX: 4197826353), 'Requested PO Date' (02/06/2006), 'Terms', and 'Total' (\$0.00). A Firefox dialog box titled 'Opening Requisition.xml' is open in the center, asking 'What should Firefox do with this file?'. It shows 'Requisition.xml' as an XML document from 'http://nwoca.org:8000'. The options are 'Open with xmlfile (default)', 'Save to Disk' (which is selected), and 'Do this automatically for files like this from now on.' (unchecked). Below the dialog, the 'Edit Item #1' section shows a table with columns: #, Quantity, Unit, Description, XREF, Fund, Func, Obj, SCC, Subj, OPU, IL, Job. The first row contains: 1, 8, , R100 5 ink cartridges/box, , 001, 1130, 511, 9413, , 002, , . At the bottom, there is another 'Functions' bar with the same buttons as the top.

If you receive a box similar to the one above, you should select "Save to Disk" and click on OK. This will save (download) a copy or draft of the requisition to your hard drive. After clicking OK, a pop-up box similar to the following will be displayed:

- Click on "Save to Disk" or "Save" (depending on what type of browser you are using). Then click on "OK".

**Figure 4.8. Save Draft Location**



The screenshot displays the USASWeb Requisitions interface. At the top, a 'Functions' bar includes buttons for 'Validate', 'Post', 'Cancel', and 'Save Draft'. Below this, a form contains the following fields:

- Requisition #**: st105
- Vendor #**: 8455
- Vendor**: JBS OFFICE SOLUTIONS, 1808 BALTIMORE RD, DEFIANCE OH 43511, Phone: 8777065271, FAX: 4197826353
- Requested PO Date**: 02/06/2006
- Terms**: (empty)
- Total**: \$0.00

An 'Opening Requisition.xml' dialog box is open, asking 'What should Firefox do with this file?'. The options are:

- ☐ Open with xmlfile (default)
- ☒ Save to Disk
- ☐ Do this automatically for files like this from now on.

Below the dialog box, the 'Edit Item #1' section shows a table with the following data:

#	Quantity	Unit	Description	XREF	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
1	8		R100 5 ink cartridges/box		001	1130	511	9413		002		

The 'Total' at the bottom of the table is \$0.00. The 'Functions' bar at the bottom also includes 'Validate', 'Post', 'Cancel', and 'Save Draft' buttons.

A file name should be specified as well as the location where the copy of the requisition should be stored on your computer. The requisitions may be saved to the desktop or in the "My Documents" folder or a folder of your choice.

- If you are prompted for a file name, enter the filename "REQ #ST105" and click on SAVE.

## LOAD DRAFT

Once a copy of the requisition has been saved to the computer the **Load Draft** option available from the main Requisitions menu can be used to load it back into USASWeb to be completed and posted to the system.

The **Load Draft** option located under the main Requisitions menu can be used to load a copy of a requisition that has been saved to your computer into the USASWeb system. This can be very useful for creating new requisitions from a template saved on your hard drive or finishing a requisition that had been started at an earlier time but due to time constraints could not be completed. The Load Draft option can be used in conjunction with the Save Draft function that is available when creating a new requisition or modifying an existing one. For security purposes, the USASWeb system will automatically log out any session that has sat dormant for thirty minutes.

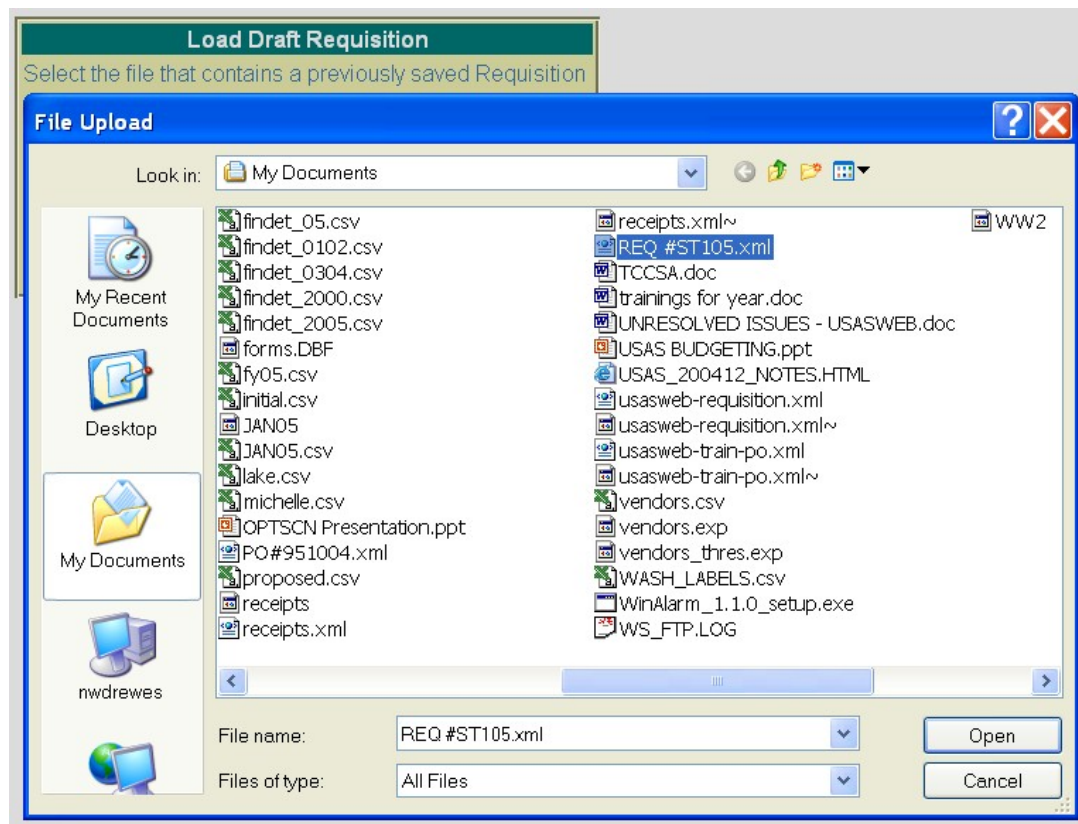
To load a copy of a requisition that has previously been saved to your computer, select "Load Draft" from the main Requisitions menu.

**Figure 4.9. Loading a Draft**

The screenshot shows a web application interface. On the left is a vertical navigation menu with the following items: Home, Accounts, Requisitions (expanded), New, Query, Load, Purchase Orders, Vendors, Receipts, Refunds, Invoices, Admin, Utilities, Help, and Logout. The 'Requisitions' menu item is expanded, showing its sub-items. The main content area displays a dialog box titled 'Load Draft Requisition'. Inside the dialog, the text 'Select the file that contains a previously saved Requisition' is followed by a text input field and a 'Browse...' button. Below this, there are two radio button options: 'Load Requisition as Template' (which is selected) and 'Load Requisition as Draft'. Under the 'Load Requisition as Draft' option, there are two sub-options: 'New requisition mode' and 'Modify requisition mode'. At the bottom right of the dialog is a 'Load' button.

If the location where the draft is saved on the computer and the file name is known, it can be manually entered. Otherwise, click the Browse button to locate the saved requisition on your computer.

- **Click on "Load Draft"**
- **Click on Browse**



The location of the requisition on your computer depends on where it was downloaded to when using the Save Draft function to save a copy of it to the hard drive. Most web browsers will default to either the Desktop or the My Documents folder. Once you have located the requisition, select it and click on Open.

- **Click on REQ #ST105 on your hard drive and click on OPEN.**

The location and file name of the requisition will automatically be pulled into the USASWeb Load Draft form as shown below:

**Load Draft Requisition**

Select the file that contains a previously saved Requisition

C:\Documents and Settings\drewes\My Documents\RE

☐ Load Requisition as Template

☒ Load Requisition as Draft

☒ New requisition mode

☐ Modify requisition mode

Next, select "Load Requisition as Template" or "Load Requisition as Draft." The difference is as follows:

- **Load Requisition as Template** - Use this option if a template of a requisition has been saved to be used in creating new requisitions. When loading the draft as a template, all of the saved information except the requisition number and the date will be loaded into a new requisition form. A new requisition number will need to be entered and the requested PO date field will default to the current system date. If any other modifications or additions need to be made to the new requisition, they can be done so prior to posting the requisition.
- **Load Requisition as Draft** - Use this option if a draft of a requisition is to be loaded into the USASWeb system. This option is similar to the above with the exception of the way that the requisition number and requested PO date fields are handled. The requisition number and requested PO date saved on the draft will be loaded into USASWeb along with all the other requisition information. When selecting to load as a draft, the following two options are available:
  - Use **"New Requisition Mode"** when creating a new requisition from the copy that is being loaded into USASWeb. All of the header information, including the requisition number and the date entered when the draft was saved, will be loaded into a blank requisition form. All item information included on the draft will also be loaded into the new requisition form. If the requisition number from the draft is already on file, a new number will need to be entered into the requisition number field. If any other modifications or additions need to be made they can be done so prior to posting the requisition.
  - Use **"Modify Requisition Mode"** if the saved copy that is being loaded in is to replace or overwrite an existing requisition currently on file with the same requisition number. The requisition will be loaded directly into the modify mode. Any modifications or additions may be done prior to posting the modified requisition to the system. Please note, because you have chosen to load the draft as a modified requisition, the requisition number can not be modified.
- **Select "Load as New Requisition" and click on "Load Draft". Complete the requisition by entering the following:**

- Click on **+** to add line item #3:
  - Qty: 2
  - Unit Price: 57.38
  - Description: R200 Staples Refill
  - Budget Account: 001 1130 511 9413 000000 002 00 000
- Click on **Validate and Post** to post the requisition.

## 4.5. Modifying Requisitions

Requisitions that have been previously posted to the USAS system may be modified through the USASWeb application. In order to modify a requisition, it must first be queried by selecting the **Query** option under the main Requisitions menu. Please refer to the "Query Requisitions" section for help on selecting requisitions to be queried. Once the requisition has been queried, it is selected by clicking on the requisition number under the number column. The details of the requisition will be displayed in your browser window as shown below:








**Figure 4.10. Modifying Requisitions**



Requisition Details													
<input type="button" value="Modify"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/> <input type="button" value="Convert"/> <input type="button" value="Print"/>													
Requisition													
Requisition #	ST101			Deliver By Date									
Vendor #	8455												
Vendor	JBS OFFICE SOLUTIONS, LTD. 1808 BALTIMORE ROAD DEFIANCE OH 43512 Phone: 8777065271 FAX: 4197826353			Deliver To									
Requested PO Date	06/16/2005			Requisition Description									
Terms				Attention									
Status	Posted On 06/16/2005 by DREWES												
#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
1	3.00		Toner Cartridge - Black	7.89	23.67	001	2120	511	0000	000000	002	00	000
2	1.00		Toner Cartridge - Magenta	33.95	33.95	001	2120	511	0000	000000	002	00	000
<b>Total</b>					\$57.62								

- Click on **Query** under the Requisitions menu and find REQ #ST101.


Next, click on the **Modify** button located under Requisition Details. Once you have selected to modify, the requisition form changes slightly. The details of the requisition are now opened and accessible for modifications. All of the requisition fields, except the requisition number, may be modified. The available functions have now become: Validate, Post, Cancel, and Save Draft.

**Figure 4.11. Modify Requisition Header Information**

Functions													
<input type="button" value="Validate"/> <input type="button" value="Post"/> <input type="button" value="Cancel"/> <input type="button" value="Save Draft"/>													
Update Requisition													
Requisition #	ST101					Deliver By Date							
Vendor #	8455 					Deliver To Vendor #	0 						
Vendor	JBS OFFICE SOLUTIONS, LTD. 1808 BALTIMORE ROAD DEFIANCE OH 43512 Phone: 8777065271 FAX: 4197826353					Deliver To							
Requested PO Date	03/03/2005 (mm/dd/yyyy)					Requisition Description							
Terms						Attention							
Status	Posted On 03/03/2005 by DREWES												
#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
 	1	3.00	Toner Cartridge - Black	7.89	23.67	001	2120	511	0000	000000	000	00	000
 	2	1.00	Toner Cartridge - Magenta	33.95	33.95	001	2120	511	0000	000000	000	00	000
	<b>Total</b>				\$57.62								

To modify the detail of an item, click on the  icon next to the number of the item to be modified. The item details will then be available for editing. To add an item to the existing requisition, click on the .

Use the Validate function to verify the modifications made will not cause any errors when posting the requisition to the system. Use the Post function to post the requisition with the changes to the system. Use the Cancel function to leave the requisition posted to the system unchanged and return to the Query page. Use the Save Draft function to save a copy of the requisition to your hard drive.

- Click on **Modify** to re-open REQ #ST101
- Click on  to add line item #3:
  - Qty: 1
  - Unit Price: 1.99



- **Description:** A0101 5 x 8 legal pads
- **Budget Account:** 001 2510 512 0000 000000 005 00 000
- Click on **Validate and Post** to post the changes made to the requisition.

## 4.6. Cloning Requisitions

The **Clone** function may be used to load all of the information from an existing requisition into a new requisition. First, the requisition to be cloned must be queried using the "Query" option located under the main Requisitions Menu. Please refer to the "Query Requisitions" section for help on selecting requisitions to be queried. Once the requisition has been queried, it is selected by clicking on the requisition number under the number column. The requisition details will be displayed in your browser window.

**Figure 4.12. Cloning a Requisition**

Requisition Details													
<input type="button" value="Modify"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/> <input type="button" value="Convert"/> <input type="button" value="Print"/>													
Requisition													
Requisition #		ST100			Deliver By Date								
Vendor #		1680											
Vendor		SPRINT P.O. BOX 3701 MANSFIELD OH 44999 Phone: 4193351015			Deliver To								
Requested PO Date		06/15/2005			Requisition Description								
Terms					Attention								
Status		Posted On 06/16/2005 by DREWES											
#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
1	1.00		Pay Phone Installation	50.00	50.00	001	2700	441	0000	000000	000	00	000
Total					\$50.00								

- Click on **Query** under the **Requisitions** menu and find **REQ #ST100**.

Next, click on the **Clone** function. All of the details of the requisition, except the requisition number and the date, will be loaded into a new requisition. A new requisition number must be supplied and the date will default to the current system date. If any modifications are to be made to the new requisition, they may be done so prior to posting the requisition.

Functions														
<input type="button" value="Validate"/> <input type="button" value="Post"/> <input type="button" value="Cancel"/> <input type="button" value="Save Draft"/>														
New Requisition														
Requisition #				Deliver By Date				(mm/dd/yyyy)						
Vendor # 1680				Deliver To Vendor # 0										
Vendor SPRINT P.O. BOX 3701 MANSFIELD OH 44999 Phone: 4193351015				Deliver To										
Requested PO Date 03/04/2005 (mm/dd/yyyy)				Requisition Description										
Terms				Attention										
	#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
	1	1.00		Pay Phone Installation	50.00	50.00	001	2700	441	0000	000000	000	00	000
				Total		\$50.00								

- Click on Clone to clone REQ #ST100
- Requisition #: Enter ST110
- Requested PO Date: use current date
- Click on to edit Item 1. Modify the description to read "Pay Phone - Sports Complex".
- Click on Validate and Post to post the changes made to the requisition.

## 4.7. Deleting Requisitions

Requisitions that have been previously posted to the USAS system may be deleted through the USASWeb application. In order to delete a requisition, it must first be queried by selecting the **Query** option under the main Requisitions menu. Please refer to the "Query Requisitions" section for help on selecting requisitions to be queried. Once the requisition has been queried, it is selected by clicking on the requisition number under the number column. The details of the requisition will be displayed in your browser window as shown below:

**Figure 4.13. Deleting a Requisition**



Requisition Details													
<input type="button" value="Modify"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/> <input type="button" value="Convert"/> <input type="button" value="Print"/>													
Requisition													
Requisition #	ST101				Deliver By Date								
Vendor #	8455												
Vendor	JBS OFFICE SOLUTIONS, LTD. 1808 BALTIMORE ROAD DEFIANCE OH 43512 Phone: 8777065271 FAX: 4197826353				Deliver To								
Requested PO Date	06/16/2005				Requisition Description								
Terms					Attention								
Status	Posted On 06/16/2005 by DREWES												
#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
1	3.00		Toner Cartridge - Black	7.89	23.67	001	2120	511	0000	000000	002	00	000
2	1.00		Toner Cartridge - Magenta	33.95	33.95	001	2120	511	0000	000000	002	00	000
Total					\$57.62								

- Click on Query under the Requisitions menu and find REQ #ST101.

Functions														
<input type="button" value="Validate"/> <input type="button" value="Post"/> <input type="button" value="Cancel"/> <input type="button" value="Save Draft"/>														
New Requisition														
Requisition #								Deliver By Date						
Vendor #				1680				Deliver To Vendor #		0				
Vendor				SPRINT P.O. BOX 3701 MANSFIELD OH 44999 Phone: 4193351015				Deliver To						
Requested PO Date				03/04/2005 (mm/dd/yyyy)				Requisition Description						
Terms								Attention						
	#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
	1	1.00		Pay Phone Installation	50.00	50.00	001	2700	441	0000	000000	000	00	000
	Total					\$50.00								

Next, click on the **Delete** button located under Requisition Details. Once you have selected to delete, a pop-up box will come up to confirm that the requisition is to be deleted. Click on OK in the pop-up box to delete the requisition. Selecting Cancel will leave the requisition posted to the system.

- Click on **Delete** to delete REQ #ST101
- Click on **OK** to confirm that you want to delete the requisition and you will be automatically returned to the Query page.
- Click on **"Logout"** under the USASWEB menu to log off of USASWEB




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# Chapter 5. Purchase Orders

## 5.1. Creating Purchase Orders



The **New** option under the Purchase Order menu is used in creating and posting new purchase orders. Selecting **New** will open a blank purchase order form that can be used to enter the information for a new purchase order as displayed here:


**Figure 5.1. Sample New Purchase Order Form**

Functions													
<input type="button" value="Validate"/> <input type="button" value="Post"/> <input type="button" value="Cancel"/> <input type="button" value="Save Draft"/>													
New Purchase Order													
Purchase Order #	<input type="text" value="0"/> <b>Auto Assign</b>	Deliver By Date	<input type="text"/>										
Vendor #	<input type="text" value="0"/> 	Deliver To Vendor #	<input type="text" value="0"/> 										
Vendor	<input type="text"/>												
Deliver To	<input type="text"/>												
Purchase Order Date	<input type="text" value="02/06/2006"/> 	Purchase Order Description	<input type="text"/>										
Terms	<input type="text"/>	Attention	<input type="text"/>										
Status	<input type="text"/>												
P.O. Total	\$0.00												
#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
+	Total				\$0.00								
Functions													
<input type="button" value="Validate"/> <input type="button" value="Post"/> <input type="button" value="Cancel"/> <input type="button" value="Save Draft"/>													

The cursor will automatically be placed in the **Purchase Order Number** field. You may begin entering any of the desired header type information for the purchase order. The Tab key or the mouse can be used to navigate from one field to the next. The following fields are available for entering information in the heading portion of the purchase order:







- **Purchase Order Number** - stores the number assigned to each purchase order. Purchase order numbers must be numeric and may contain up to seven digits. The PO number will be automatically assigned to the next available number on file unless you override the auto assign by entering a desired purchase order number.
  - Click on "New" under the Purchase Order Menu
  - Allow the program to select the next available number (the number will be displayed once the PO is posted)



- **Vendor Number** - If the vendor number is known it can be entered directly into the vendor number field. If the vendor number is not known, the vendor can be searched for by name by clicking on the  icon.
  - **Enter 8455 for the vendor number.**
- **Purchase Order Date** - stores the purchase order date. The date automatically defaults to the current system date. If a different date is desired, it can be entered in this field by typing the desired date or by clicking on the calendar and selecting the desired date from the calendar.
  - **Use 020606 as the Purchase Order date**
- **Terms** - This is an optional field for any special terms for the purchase order.
- **Deliver By Date** - The deliver by date is optional. If entering a date it must be entered in the MM/DD/YYYY format.
- **Deliver To Vendor** - The deliver to vendor is optional for specifying specific address information for where the goods or services are to be delivered to. If this has been set up as an actual USAS vendor, the associated vendor number can be entered or it can be searched for by vendor name by clicking on the  icon.
  - **Enter 10100 for the deliver-to vendor number.**
- **Deliver To** - displays the address for which the goods or services are to be delivered. This field is optional and will be left blank if not filled in. The address can be manually entered or automatically pulled in by specifying the associated vendor number in the Deliver To Vendor field. When doing multiple purchase orders, any deliver to information from the previous purchase order will default to the next one being entered.
- **Purchase Order Description** - This is an optional field that may be used for any special instructions, detail, or description associated with the purchase order as a whole. Anything entered in this field will print above the item information for the first item on the purchase order.
  - **Enter "Toner Cartridges for Guidance Office Copier" for the purchase order description.**
- **Attention** - Optionally enter the individual's name the goods or services are being ordered for.



Selecting the  icon opens the item detail section of the purchase order form. The following fields are available for entering information in the detail portion of the purchase order:

**Figure 5.2. Sample Purchase Order Item Detail**



#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
✓ ✕	<div> <div> Edit Item #1: Quantity: <input type="text"/> Units: <input type="text"/> Price: <input type="text"/> </div> <div> Description <div> XREF Fund Func Obj SCC Subj OPU IL Job <div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> </div> </div> </div>												
				<div>    </div>									
+	Total			\$0.00									






- Select  to enter line item #1.
- **Quantity** - enter the desired number of the item to be ordered.
  - **Enter 3 for the quantity**
- **Units** - optionally enter the type of unit that is being ordered (i.e. box, carton, etc.).
- **Price** - enter the dollar amount per unit for the items being ordered. Enter the dollars, decimal point, and cents only. Do not enter the dollar sign or any commas in the price field.
  - **Enter 7.89 for the price**
- **Description** - enter a description for the item that is being ordered.
  - **Enter "Toner Cartridge - Black" for the description.**
- **XREF** - if your district utilizes XREF (Cross Reference) codes for the account codes, the XREF code associated with the account code to be charged may be entered. If XREF codes are not used or one has not been established for the account code to be charged, this field will be left blank and the account code dimension fields should be used instead. If your district does not have the flag set in USASDAT/USACON to use XREF codes, the XREF box will not be displayed in USASWEB.
- **Account Code** - Enter the account code to be charged for the item being ordered. The account code entered must be a valid budget account on file. If the budget account code is known, it can be manually entered. The  icon can be used to search for the account code if the entire account code is not known. The portions of the account that are known may be entered into the corresponding dimensions. Next click on the . A budget account query screen will be brought up displaying all budget accounts matching the criteria entered. From this query the correct account code may be selected by clicking on the  located in the Select column next to the account. You will be taken back to the purchase order form and the account code will be automatically filled in.
  - **Enter 001 for the FUND**
  - **Enter 2120 for the FUNC**
  - **Enter 5 for the beginning of the OBJ**
  - **Click on the  and select the "001 2120 511 0000 000000 002 00 000 - Guid Testing and Supplies - HS" by clicking on the  to the left of the account code.** (If you want to see further details about the budget account, click on any of the account code dimensions).


Once the account code has been entered, the  may be used to verify the description, status, and remaining balance of the account. Clicking on the  will bring up a separate Budget Account View window in your browser. This window simply displays the account number, corresponding description, available balance, available percent, and status.





The  icon may be used to clear any data that is currently being displayed in the account code fields. When creating a purchase order with multiple line items, the  account code will automatically default to the account code charged for the previous item. If the current item is to be charged to


a different account code, clicking on the icon will clear the previous account code allowing you to enter or search for the account code to be charged for the current item.



Once all information has been entered for the current item, the  icon or the  icon may be clicked on to post the item and proceed.

-  - Posts the current item.
-  - Posts the current item and at the same time opens a new blank item to begin adding the next line item.
  - **Click on the  to add line item #1 and open line item #2.**
  - **Item #2:**
    - **Qty: 1**
    - **Unit Price: 33.95**
    - **Description: Toner Cartridge - Magenta**
    - **Account Code: Same as Item 1**
-  - Posts the current item and at the same time opens a new blank item to begin adding the next line item.
  - **Click on the  to add line item #2 and open line item #3.**
  - **Item #3:**
    - **Qty: 1**
    - **Unit Price: 9.99**
    - **Description: Shipping**
    - **Account Code: Same as Item 1**

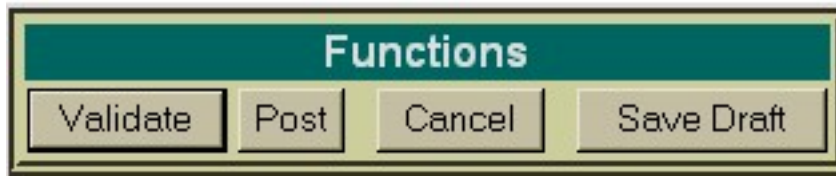
The  icon will cancel the current item detail.

Once an item has been posted, it may be modified by clicking on the  icon next to the item number. Clicking on the  will open the item details allowing you to make modifications to any of the fields. Once the modifications have been entered, click on the  to post the changes. Clicking on the  will cancel the modifications and leave the item posted as is.

Once an item has been posted, it may be deleted by clicking on the  icon next to the item number. A pop-up box will appear in your browser ensuring that the item is to be deleted. Clicking on Yes will delete the item. Selecting Cancel will cause the item to not be deleted.

Once an item has been posted, the  icon can be used to copy the item to a new item. Clicking on the  icon will create a new item identical to the item copied. Any modifications that may need to be made to the new item may be done so prior to posting the item.

**Figure 5.3. New Purchase Order Functions**



- **Validate** - The Validate function will validate all the information that has been entered for the purchase order. If the validation is successful, meaning no errors or warnings are encountered, the message "Validation Successful" will be displayed at the top of your browser window. Likewise, if any warnings or errors are encountered during the validation the associated messages will be displayed.
  - **Post** - The Post function will validate and post the purchase order. Any warnings or errors encountered will be displayed at the top of your browser window. The message, "Purchase Order posted successfully" will be displayed at the top of your browser if no errors were encountered. If fatal errors are encountered, the purchase order will not be posted. Modifications will need to be made to correct the errors before the purchase order can be posted.
  - **Cancel** - The Cancel function will erase any entries made to the purchase order currently displayed on the screen. A pop-up box will appear in your browser ensuring that the purchase order is to be cancelled. Clicking on Yes will cancel the purchase order. Selecting Cancel will cause the purchase order to not be deleted.
  - **Save Draft** - Please refer to the SAVE/LOAD DRAFT section for further details on how to use Save Draft.
- **Click on Validate. Next, click on Post to post your purchase order.**

**Figure 5.4. Sample Posted Purchase Order**

Purchase Order posted successfully.

Purchase Order Details													
<input type="button" value="Modify"/> <input type="button" value="New"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/> <input type="button" value="Invoice"/> <input type="button" value="Print"/>													
Purchase Order													
Purchase Order #	951000					Deliver By Date							
Vendor #	8455												
Vendor	JBS OFFICE SOLUTIONS, LTD. 1808 BALTIMORE ROAD DEFIANCE OH 43512 Phone: 8777065271 FAX: 4197826353					Deliver To	Sampleville Local Schools 123 Main Street P.O. Box 105 Sampleville, OH 55555						
Purchase Order Date	01/31/2006					Purchase Order Description	Toner Cartridges for Guidance Office Copier						
Terms						Attention							
Status	New												
PO Total	\$67.61												
Amount Filled	\$0.00					Amount Paid	\$0.00						
Remaining Encumbrance	\$67.61					Last Check Number	0						
#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
1	3.00		Toner Cartridge - Black	7.89	23.67	001	2120	511	0000	000000	002	00	000
2	1.00		Toner Cartridge - Magenta	33.95	33.95	001	2120	511	0000	000000	002	00	000
3	1.00		Shipping	9.99	9.99	001	2120	511	0000	000000	002	00	000
<b>Total</b>					\$67.61								

## 5.2. Printing a Purchase Order

The Print function may be used to print a copy of a new or existing purchase order. Once you click on Print, the following purchase order print file will be displayed.

**Figure 5.5. Sample Printed Purchase Order**



File Edit View Go Bookmarks Tools Help

PURCHASE ORDER

**Send All Invoices To:**  
SAMPLEVILLE SCHOOLS  
TREASURERS OFFICE  
P.O. BOX 123  
SAMPLEVILLE OH 55555  
Phone: 419-555-5555

**Purchase Order No:** 951000  
**Date:** 01/31/2006  
These numbers must appear on all letters, invoices, Shipping Manifests, Bills of Lading, Express Receipts and Packages. **PLEASE ACKNOWLEDGE RECEIPT AND ACCEPTANCE OF THIS ORDER.**

**INVOICE IN DUPLICATE**

**To:** JBS OFFICE SOLUTIONS, LTD. (#8455)  
1808 BALTIMORE ROAD  
DEFIANCE OH 43512  
Phone: 877-706-5271  
Fax: 419-782-6353

**Deliver To:**  
Sampleville Local Schools  
123 Main Street  
P.O. Box 105  
Sampleville, OH 55555

**Attn:**  
**Requisition No:**

**Terms:**  
**Description:** Toner Cartridges for GuidanceOffice Copier

Item #	Quantity	Unit	Description	Unit Price	Total	FND	FUNC	OBJ	SPCC	SUBJECT	OPU	IL	JOB
1	3.00		Toner Cartridge - Black	7.89	\$23.67	001	2120	511	0000	000000	002	00	000
2	1.00		Toner Cartridge - Magenta	33.95	\$33.95	001	2120	511	0000	000000	002	00	000
3	1.00		Shipping	9.99	\$9.99	001	2120	511	0000	000000	002	00	000
<b>Total</b>					<b>\$67.61</b>								

**TAX EXEMPT** STATE ID: FED ID: 999999999

It is hereby certified that the above amount required to meet the contract, agreement, obligation, payment or expenditure for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the treasury or in process or collection to the credit of the Funds of the Board of Education free from any obligation or certification now outstanding.

**THIS ORDER IS VOID UNLESS TREASURER'S CERTIFICATE IS SIGNED**

**VERIFICATION OF RECEIPT OF GOODS**  
Order Complete  
Items Back Ordered (Circle)  
Material Checked by: \_\_\_\_\_  
Date: \_\_\_\_\_  
Return to Business Office Upon Completion

Treasurer, Board of Education Dated Purchasing Department Dated

Click on the printer icon (or print option under the File men) provided on your browser to print off a hard copy of your purchase order.

Currently, USASWEB is only able to print off one purchase order at a time. In order to print off a range of purchase orders, please use the POFORM program in USAS.

- Access POFORM in USAS
- Enter the purchase order number you just created.
- View the POFORM.TXT file generated.



## 5.3. Additional "Create a Purchase Order" Exercises

### Exercise #1

- Click on "New" under the purchase order menu.
- Skip PO# (Accept the next available PO# from Auto Assign)
-



and enter "Viking" in the Search box. Click on search. Click on the  to select #2527 "Viking Office Products".

- Enter PO Date: 020606
- Enter Attention: Mr. Principal
- Click on  to add line item #1:
  - Qty: 1
  - Unit Price: 256.30
  - Description: Computer Table #4349
  - Budget Account: 001 2510 640 0000 000000 005 00 000. Click on  to view the account details. Click on "Close" to remove the View Account box.
- Click on Validate and Post to post the purchase order.

#### Converting a Requisition into a Purchase Order

- Access the Query option under the Requisition Interface
- Query #ST001 and select that requisition
- Click on "Convert" to convert the requisition to a purchase order.
- Skip PO# (allow Auto Assign to assign next available number)
- Enter 02/14/06 as the PO date
- Click on Validate and Post to post the purchase order.

## 5.4. Query purchase orders

The **Query** option under the Purchase Order menu allows you to search for purchase orders that have been posted to the USAS system. It is necessary to first query a purchase order in order to do any of the following:

- View the details of a previously posted purchase order
- Make modifications to a previously posted purchase order
- Convert a previously posted purchase order to a purchase order
- Clone a previously posted purchase order
- Print a copy of a previously posted purchase order
- Delete a purchase order currently posted to the system

- Invoice a purchase order currently posted to the system

To search for a purchase order, select the **Query** option. Currently purchase orders can only be queried by purchase order number as displayed below:

**Figure 5.6. Purchase Order Query Screen**

Purchase Order Query								
Purchase Order Numbers: Starting with: <input type="text" value="600900"/> Ending with: <input type="text" value="600920"/> <input type="button" value="Find"/>								
Number	PO Date	Vendor	Status	Total	Amt Filled	Last Check	Req No	Description
600900	2005-11-17	1300	Completely_Paid	\$310.62	\$0.00	44196		
600901	2005-11-18	1300	Completely_Paid	\$2,000.00	\$0.00	44196		
600902	2005-11-18	20760	Completely_Paid	\$150.00	\$0.00	44290		
600903	2005-11-18	20344	Completely_Paid	\$3.80	\$0.00	44207		
600904	2005-11-18	20344	Completely_Paid	\$304.00	\$0.00	44207		Football Awards
600905	2005-11-18	20344	Completely_Paid	\$179.85	\$0.00	44207		Cheerleading Awards
600906	2005-11-18	1510	Completely_Paid	\$62.00	\$0.00	44379		
600907	2005-11-18	3089	New	\$47.00	\$0.00	0		
600908	2005-11-23	907100	Payroll	\$202,328.97	\$0.00	44159		
600909	2005-11-22	1385	Completely_Paid	\$81.00	\$0.00	44359		
600910	2005-11-22	8508	Completely_Paid	\$150.00	\$0.00	44199		
600911	2005-11-22	2280	Completely_Paid	\$87.50	\$0.00	44269		
600912	2005-11-22	20812	Completely_Paid	\$329.70	\$0.00	44262		
600913	2005-11-22	20897	Partially_Paid	\$500.00	\$0.00	44450		
600914	2005-11-22	3011	Completely_Paid	\$840.00	\$0.00	44206		
600915	2005-11-22	9966	Partially_Paid	\$120.00	\$0.00	44412		
600916	2005-11-22	6131	Partially_Paid	\$3,500.00	\$0.00	44408		
600917	2005-11-22	20112	Partially_Paid	\$2,000.00	\$0.00	44410		
600918	2005-11-22	8502	New	\$50.00	\$0.00	0		
600919	2005-11-22	9270	New	\$150.00	\$0.00	0		
600920	2005-11-22	6108	Partially_Paid	\$12,000.00	\$0.00	44407		

To search for a specific purchase order, enter the purchase order number in the "Starting with" and "Ending with" fields and click on Find. To search for a range of purchase orders enter the beginning and ending purchase order numbers in the corresponding fields and click on Find. Any purchase order numbers found within the range entered will be displayed along with other summary type information as shown above.

- Click on "Query" under the Purchase Orders Menu. Enter 500511 in the "starting with" and 500513 in the "ending with" fields. Click on FIND.

The information displayed is as follows:

- **Number** - displays the purchase order number used in creating and posting the purchase order to the USAS system. All purchase orders found from the query will be displayed chronologically by purchase order number. Click on the purchase order number to view all of the details of the purchase order as well as to modify, clone or delete the purchase order.

- **PO Date** - displays the date entered in the " **Purchase Order Date**" field when creating the purchase order.
- **Vendor** - displays the number of the vendor the goods or services are to be purchased from. Details of the vendor can be viewed by clicking on the vendor number. The vendor name, address, phone number, current status, year-to-date activity, and last activity date will be displayed in a pop-up box.
- **Status** - displays the current status of the purchase order.
- **Total** - displays the total dollar amount encumbered for the purchase order.
- **Amount Filled** - displays the dollar amount that has been invoiced for the purchase order but not yet paid.
- **Last Check** - displays the number of the last check posted to the system for the purchase order.
- **Requisition No.** - displays the requisition number the purchase order was converted from. If the purchase order was not converted from a requisition, this field will be blank. Details of the requisition can be viewed by clicking on the requisition number.
- **Description** - displays any special instructions or information entered in the "Purchase Order Description" field of the purchase order.

### Note

Any of the column headings may be clicked on to change the order in which the purchase orders are currently being displayed. By default, the purchase orders will be displayed by purchase order number. Simply click on the column heading that you wish to have the purchase orders sorted by. For example, to display by "**PO Date**", click on that column heading. The current listing of purchase orders will then be sorted by the PO date.

## 5.5. Save/Load Draft

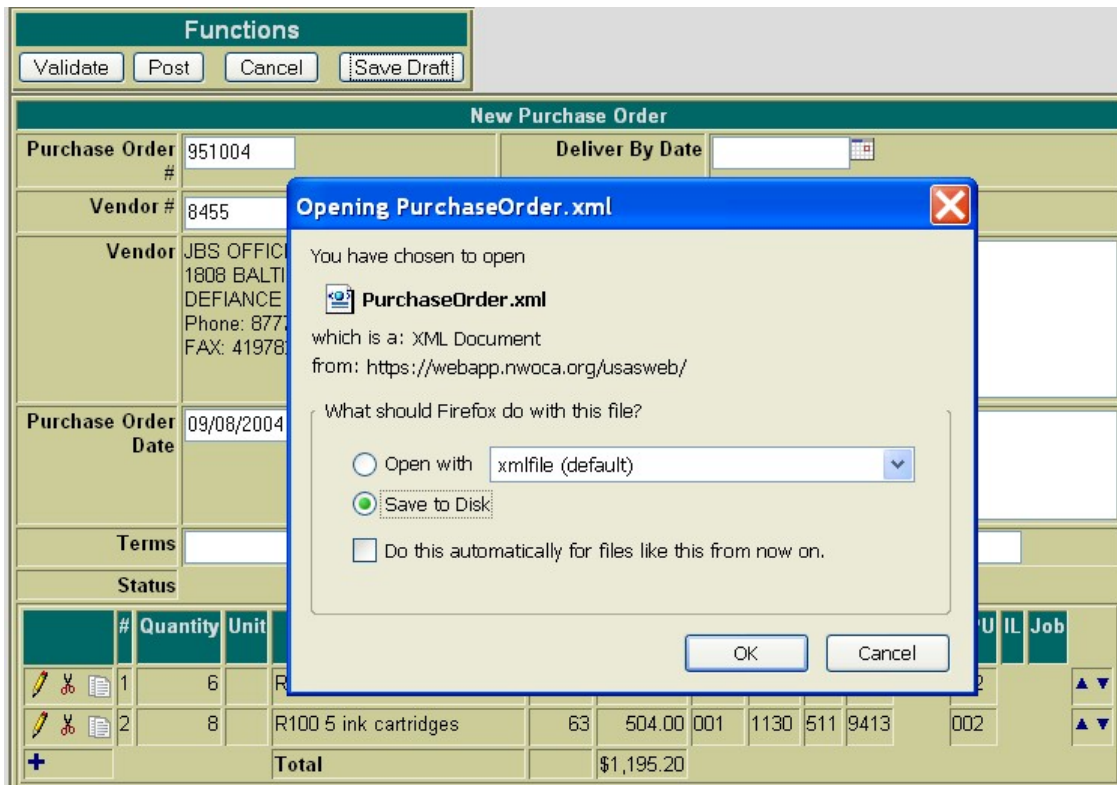
**Save Draft** - The Save Draft function allows you to save any information that has been entered for the current purchase order to your computer without posting it to the USAS system. For security purposes, the USASWeb system will automatically log out any session that has sat dormant for thirty minutes. If a purchase order has been started and for one reason or another you are unable to finish it, the Save Draft function should be used to save a copy of it. The saved copy can then be loaded back into USASWeb, completed and posted to the system.

### Saving a Draft Exercise:

- Click on "**New**" under the Purchase Order menu.
- Skip PO# (allow Auto Assign to assign next available number)
- Enter Vendor #**8455**
- Enter Requested PO Date: **020206**
- Enter Deliver-to Vendor #**100**
- Enter purchase order Description: "**Office Supplies for Administrative Offices**"
- Click on **+** to enter line item #1:

- Qty: **6**
- Unit Price: **115.20**
- Description: **R300 Master Rolls 2 per box**
- Budget Account: **001 1130 511 9413 000000 002 00 000**
- Click on **+** to enter line item #2:
  - Qty: **8**
  - Unit Price: **63.00**
  - Description: **R100 5 Ink Cartridges/box**
  - Budget Account: **same as above**
- Click on **Save Draft**

**Figure 5.7. Sample Save Draft Dialog Box**

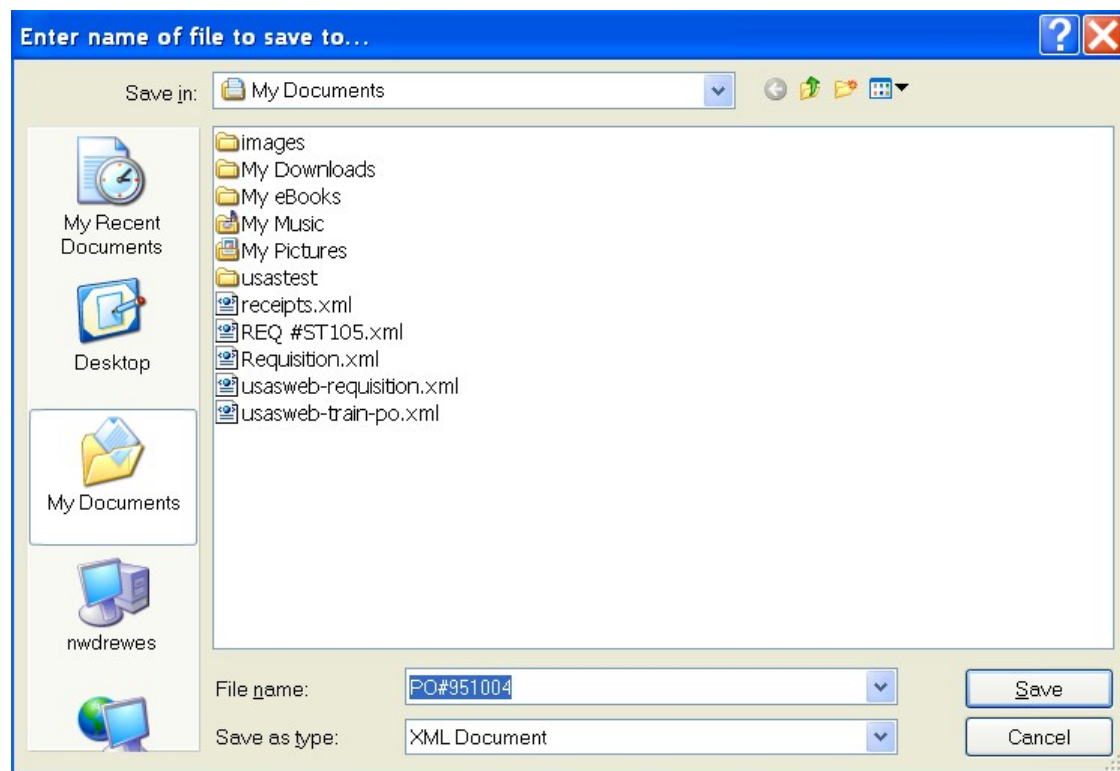


After you click on Save Draft function, you may be presented with a pop-up box similar to the above asking if you would like to "Open with" or "Save to Disk". Please note that all browsers are set up differently when downloading files to your PC. If you receive a box similar to the above, you should select

"Save to Disk" and click on OK. This will save (download) a copy or draft of the purchase order to your hard drive. After clicking on OK, a pop-up box similar to the following will be displayed:

- Click on "Save to Disk" or "Save" (depending on what type of browser you are using)

**Figure 5.8. Save Draft Location**



A file name should be specified as well as the location where the copy of the purchase order should be stored on your computer. The purchase orders may be saved to the desktop or in the "My Documents" folder.

- If you are prompted for a file name, enter a filename of your choice and click on SAVE.

## LOAD DRAFT

Once a copy of the purchase order has been saved to the computer the **Load Draft** option available from the main purchase orders menu can be used to load it back into USASWeb to be completed and posted to the system.

The **Load Draft** option located under the main purchase orders menu can be used to load a copy of a purchase order that has been saved to your computer into the USASWeb system. This can be very useful for creating new purchase orders from a template saved on your hard drive or finishing a purchase order that had been started at an earlier time but due to time constraints could not be completed. The Load Draft option can be used in conjunction with the Save Draft function that is available when creating a

new purchase order or modifying an existing one. For security purposes, the USASWeb system will automatically log out any session that has sat dormant for thirty minutes.

To load a copy of a purchase order that has previously been saved to your computer, select "Load Draft" from the main purchase orders menu.

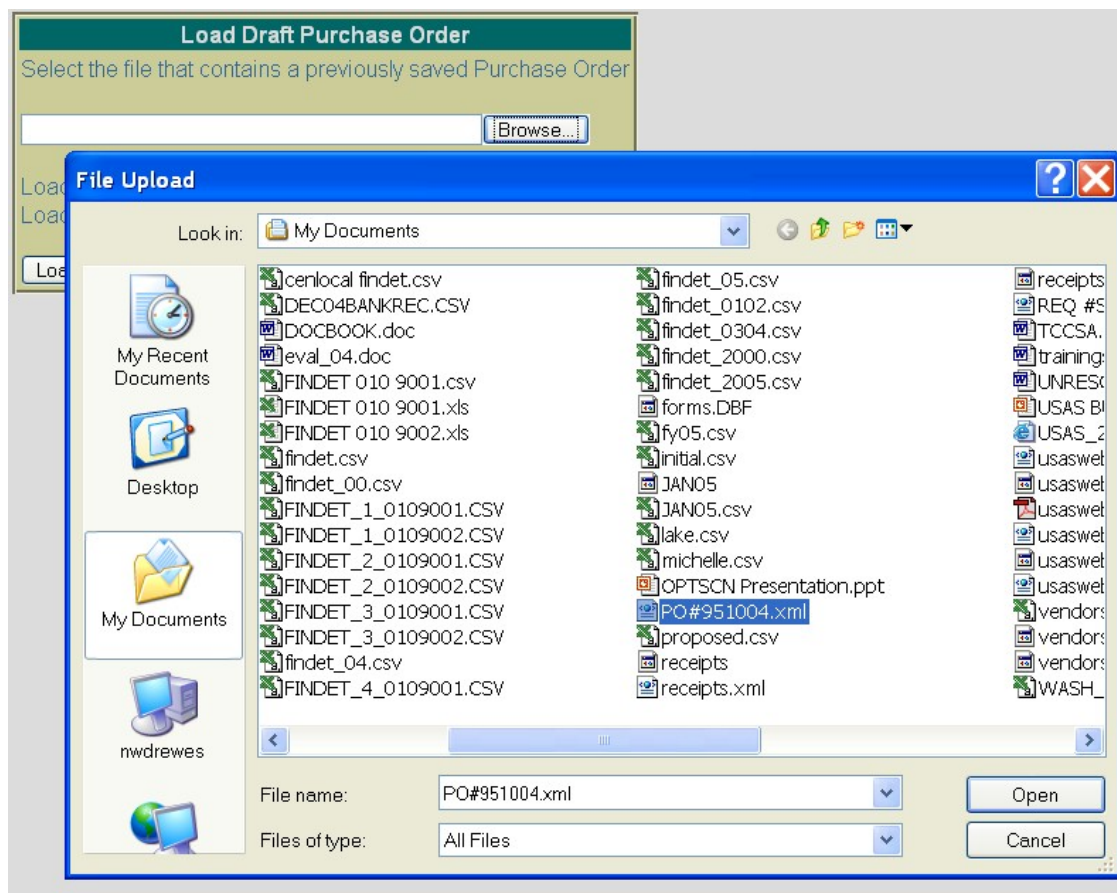
**Figure 5.9. Search Purchase Order to Load**

The screenshot shows a web application interface. On the left is a sidebar menu with the following items: Home, Accounts, Requisitions, Purchase Orders (expanded), New, Query, Load, Vendors, Receipts, Refunds, Invoices (expanded), New, Query, Admin, Utilities, Help, and Logout. The 'Purchase Orders' menu item is selected, and the 'Load' option is highlighted. The main content area displays a dialog box titled 'Load Draft Purchase Order'. The dialog box contains the text 'Select the file that contains a previously saved Purchase Order' and a text input field with a 'Browse...' button. Below the input field are two radio button options: 'Load purchase order as Template' (selected) and 'Load purchase order as Draft'. Under the 'Load purchase order as Draft' option, there are two sub-options: 'New purchase order mode' and 'Modify purchase order mode'. A 'Load' button is located at the bottom right of the dialog box.

If the location where the draft is saved on the computer and the file name is known, it can be manually entered. Otherwise, click the Browse button to locate the saved purchase order on your computer.

- Click on "Load Draft" under the Purchase Order menu.
- Click on Browse





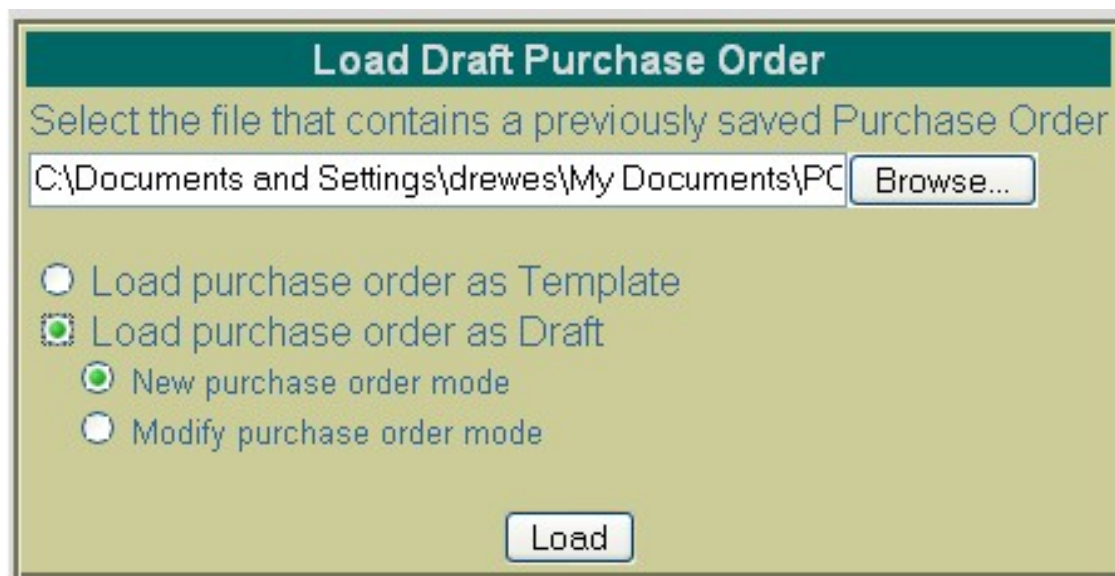
The location of the purchase order on your computer depends on where it was copied to when using the Save Draft function to save a copy of it to the hard drive. Most web browsers will default to either the Desktop or the My Documents folder. Once you have located the purchase order, select it and click on Open.

- **Click on your saved draft on your hard drive and click on OPEN.**

The location and file name of the purchase order will automatically be pulled into the USASWeb Load Draft form as shown below:

**Figure 5.10. Load Draft Options**





**Load Draft Purchase Order**

Select the file that contains a previously saved Purchase Order

C:\Documents and Settings\drewes\My Documents\PC

☐ Load purchase order as Template

☒ Load purchase order as Draft

☒ New purchase order mode

☐ Modify purchase order mode

Next, select "Load as New purchase order" or "Load as Modify purchase order." The difference is as follows:

- **Load Purchase Order as Template** - Use this option if a template of a purchase order has been saved to be used in creating new purchase orders. When loading the draft as a template, all of the saved information except the purchase order number and the date will be loaded into a new purchase order form. A new purchase order number will need to be entered and the purchase order date field will default to the current system date. If any other modifications or additions need to be made to the new purchase order, they can be done so prior to posting the purchase order.
- **Load Purchase Order as Draft**- Use this option if a draft of a purchase order is to be loaded into the USASWeb system. This option is similar to the above with the exception of the way that the purchase order number and purchase order date fields are handled. The purchase order number and purchase order date saved on the draft will be loaded into USASWeb along with all the other purchase order information. When selecting to load as a draft, the following two options are available:
  - Use "**New Purchase Order Mode**" when creating a new purchase order from the copy that is being loaded into USASWeb. All of the header information, including the purchase order number and the date entered when the draft was saved, will be loaded into a blank purchase order form. All item information included on the draft will also be loaded into the new purchase order form. If the purchase order number from the draft is already on file, a new number will need to be entered into the purchase order number field. If any other modifications or additions need to be made they can be done so prior to posting the purchase order.
  - Use "**Modify purchase order mode**" if the saved copy that is being loaded in is to replace or overwrite an existing purchase order currently on file with the same purchase order number. The purchase order will be loaded directly into the modify mode. Any modifications or additions may be done prior to posting the modified purchase order to the system. Please note, because you have chosen to load the draft as a modified purchase order, the purchase order number can not be modified.
- Select "**Load Purchase Order as Draft**" then "**New Purchase Order Mode**".
- Click on "**Load**".

Complete the purchase order by entering the following:

- Click on **+** to add line item #3:
  - Qty: 2
  - Unit Price: **57.38**
  - Description: **R200 Staples Refill**
  - Budget Account: **001 1130 511 9413 000000 002 00 000**
- Click on **Validate** and **Post** to post the purchase order.

## 5.6. Modifying purchase orders

Purchase Order Details													
<input type="button" value="Modify"/> <input type="button" value="New"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/> <input type="button" value="Invoice"/> <input type="button" value="Print"/>													
Purchase Order													
Purchase Order #		500502				Deliver By Date							
Vendor #		4087											
Vendor		INSTITUTIONAL DIVERSIFIED PO BOX 566 CHARDON OH 44024 Phone: 8007355132 FAX: 8002335889				Deliver To							
Purchase Order Date		09/01/2004				Purchase Order Description							
Terms						Attention							
Status		New											
PO Total		\$3,980.00											
Amount Filled		\$0.00				Amount Paid		\$0.00					
Remaining Encumbrance		\$3,980.00				Last Check Number		0					
#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
1	1.00	ROLL	4x100 POLYRITE MARKER BOARD	1500.00	1,500.00	001	2700	423	9414	000000	000	00	000
2	20.00		ID-55 12" CHAIR DK BLUE/NAVY	38.00	760.00	001	1110	511	9413	000000	001	00	000
3	20.00		ID-55 14" CHAIR DK BLUE/NAVY	38.00	760.00	001	1110	511	9413	000000	001	00	000
4	20.00		ID-55 16" CHAIR DK BLUE/NAVY	38.00	760.00	001	1110	511	9413	000000	001	00	000
5	1.00		SHIPPING	200.00	200.00	001	1110	511	9413	000000	001	00	000
<b>Total</b>					\$3,980.00								



- Click on **Query** under the purchase orders menu and find PO #500512

Next, click on the **Modify** button located under Purchase Order Details. Once you have selected to modify, the purchase order form changes slightly. The details of the purchase order are now opened and


accessible for modifications. All of the purchase order fields, except the purchase order number, may be modified. The available functions have now become: Validate, Post, Cancel, and Save Draft.

## Note

Only purchase orders with a status of "new" are modifiable. Purchase orders that have been filled or payments made against them will not display the MODIFY option under the Purchase Order Details menu.

To modify the detail of an item, click on the  icon next to the number of the item to be modified. The item details will then be available for editing. To add an item to the existing purchase order, click on the .

Use the Validate function to verify the modifications made will not cause any errors when posting the purchase order to the system. Use the Post function to post the purchase order with the changes to the system. Use the Cancel function to leave the purchase order posted to the system unchanged and return to the Query page. Use the Save Draft function to save a copy of the purchase order to your hard drive.

- Click on **Modify** to re-open PO #500512.
- Click on  to modify line item #1:
  - Modify Amount to 67.85
- Click on **Validate** and **Post** to post the changes made to the purchase order.

## 5.7. Cloning purchase orders







The **Clone** function may be used to load all of the information from an existing purchase order into a new purchase order. First, the purchase order to be cloned must be queried using the "Query" option located under the main purchase orders Menu. Please refer to the "Query purchase orders" section for help on selecting purchase orders to be queried. Once the purchase order has been queried, it is selected by clicking on the purchase order number under the number column. The purchase order details will be displayed in your browser window.

Purchase Order Details													
<div> <input type="button" value="New"/> <input type="button" value="Clone"/> <input type="button" value="Print"/> </div>													
Purchase Order													
Purchase Order #		401364				Deliver By Date							
Vendor #		6108											
Vendor		ARPS DAIRY, INC. P.O. BOX 803 DEFIANCE OH 43512 Phone:				Deliver To							
Purchase Order Date		02/25/2004				Purchase Order Description							
Terms						Attention		D.EICKHOLT					
Status		Completely_Paid											
PO Total		\$14,000.00											
Amount Filled		\$0.00				Amount Paid		\$9,893.81					
Remaining Encumbrance		\$0.00				Last Check Number		40970					
#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
1	1.00	LOT	FOOD ITEMS MARCH-JUNE	14000.00	14,000.00	006	3120	560	0000	000000	000	00	000
Total					\$14,000.00								

- Click on Query under the purchase orders menu and find PO# 500515

Next, click on the Clone function. All of the details of the purchase order, except the purchase order number and the date, will be loaded into a new purchase order. A new purchase order number must be supplied and the date will default to the current system date. If any modifications are to be made to the new purchase order, they may be done so prior to posting the purchase order.

**Figure 5.11. Cloning a Purchase Order**

Functions													
<input type="button" value="Validate"/> <input type="button" value="Post"/> <input type="button" value="Cancel"/> <input type="button" value="Save Draft"/>													
New Purchase Order													
Purchase Order # 0 <span style="color: red;">Auto Assign</span>				Deliver By Date <input type="text"/>									
Vendor # 6108 				Deliver To Vendor # 0 									
Vendor ARPS DAIRY, INC. P.O. BOX 803 DEFIANCE OH 43512 Phone:				Deliver To <input type="text"/>									
Purchase Order Date 02/07/2006 				Purchase Order Description <input type="text"/>									
Terms <input type="text"/>				Attention D.EICKHOLT <input type="text"/>									
Status <input type="text"/>													
PO Total \$14,000.00													
#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
✓ ✗	Edit Item #1: Quantity: 1.00 Units: LOT Price: 14000.00 Description: FOOD ITEMS Feb-May Fund: 006 Func: 3120 Obj: 560 SCC: 0000 Subj: 000000 OPU: 000 IL: 00 Job: 000   												
+ Total				\$14,000.00									
Functions													
<input type="button" value="Validate"/> <input type="button" value="Post"/> <input type="button" value="Cancel"/> <input type="button" value="Save Draft"/>													

- Click on Clone to clone PO # 500515
- Skip PO# (Allow Auto Assign to assign next available number)
- Requested PO Date: Enter 021406
- Click on **Validate** and **Post** to post the purchase order.

## 5.8. Deleting a Purchase Order

Purchase Orders that are currently at a status of New may be deleted through the USASWeb application.

### Note

Purchase orders with a status of filled or paid will not be modifiable. The MODIFY option will not be available.

In order to delete a purchase order, it must first be queried by selecting the Query option under the main Purchase Orders menu. Please refer to the "Query Purchase Orders" section for help on selecting purchase orders to be queried. Once the purchase order has been queried, it is selected by clicking on the purchase order number under the number column. The details of the purchase order will be displayed in

your browser window as shown below:

Purchase Order Details													
<input type="button" value="Modify"/> <input type="button" value="New"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/> <input type="button" value="Invoice"/> <input type="button" value="Print"/>													
Purchase Order													
Purchase Order #				500515		Deliver By Date							
Vendor #				9270									
Vendor				WAL-MART 1815 NORTH SCOTT NAPOLEON OH 43545 Phone:		Deliver To							
Purchase Order Date				08/24/2004		Purchase Order Description							
Terms						Attention				P.RIGHI			
Status				New									
PO Total				\$50.00									
Amount Filled				\$0.00		Amount Paid				\$0.00			
Remaining Encumbrance				\$50.00		Last Check Number				0			
#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
1	1.00	LOT	NEW STUDENT GROUP MATERIALS	50.00	50.00	001	2120	511	0000	000000	001	00	000
Total					\$50.00								

- Click on Query under the purchase order menu and find PO#500515.

**Figure 5.12. Deleting a Purchase Order**

Purchase Order Details													
<div> <input type="button" value="Modify"/> <input type="button" value="New"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/> <input type="button" value="Invoice"/> <input type="button" value="Print"/> </div>													
Purchase Order													
Purchase Order # 500515				Deliver By Date									
Vendor # 927				<a href="http://nwoca.org:8000">http://nwoca.org:8000</a>									
Vendor VWA 181: NAP Pho				<div>  Are you sure you want to delete this Purchase Order           <div> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </div> </div>									
Purchase Order Date 08/24/2004				Purchase Order Description									
Terms				Attention P.RIGHI									
Status New													
PO Total \$50.00													
Amount Filled \$0.00				Amount Paid \$0.00									
Remaining Encumbrance \$50.00				Last Check Number 0									
#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
1	1.00	LOT	NEW STUDENT GROUP MATERIALS	50.00	50.00	001	2120	511	0000	000000	001	00	000
Total					\$50.00								

Next, click on the **Delete** button located under Purchase Order Details. Once you have selected to delete, a pop-up box will come up to confirm that the purchase order is to be deleted. Click on OK in the popup box to delete the purchase order and release the encumbrances. Selecting Cancel will leave the purchase order posted to the system.

- Click on Delete to delete PO#500515.
- Click on OK to delete the purchase order.

## 5.9. Invoicing a Purchase Order

Please refer to the AP Invoice Chapter of the USASWEB training guide for further information on how to invoice purchase orders.



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# Chapter 6. AP Invoices

## 6.1. Creating an AP Invoice

There are two different ways to create an invoice:

1. Click on "new" under the Invoice menu. Enter the Purchase Order Number and click on "invoice" to create an invoice; or

**Figure 6.1. Creating an Invoice under the AP Invoice Interface**

The screenshot displays a web application interface for creating an AP invoice. On the left is a sidebar menu with the following items: Home, Accounts, Requisitions, Purchase Orders, Vendors, Receipts, Refunds, AP Invoices (expanded), New, Query, Admin, Utilities, Help, and Logout. The 'New' option under 'AP Invoices' is selected. A tooltip points to the 'Admin' option with the text 'Create a new invoice from a PO'. The main content area is titled 'New AP Invoice' and contains a form with the label 'Purchase Order Number:' followed by a text input field containing '951000' and an 'Invoice' button.

2. Query the PO and display it. Click on Invoice to create the invoice.

**Figure 6.2. Creating an Invoice under the Purchase Order Interface**



Purchase Order Details													
<input type="button" value="Modify"/> <input type="button" value="New"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/> <input type="button" value="Invoice"/> <input type="button" value="Print"/>													
Purchase Order													
Purchase Order #		951000					Deliver By Date						
Vendor #		8455											
Vendor		JBS OFFICE SOLUTIONS, LTD. 1808 BALTIMORE ROAD DEFIANCE OH 43512 Phone: 8777065271 FAX: 4197826353					Deliver To		Sampleville Local Schools 123 Main Street P.O. Box 105 Sampleville, OH 55555				
Purchase Order Date		01/31/2006					Purchase Order Description		Toner Cartridges for Guidance Office Copier				
Terms							Attention						
Status		New											
PO Total		\$67.61											
Amount Filled		\$0.00					Amount Paid		\$0.00				
Remaining Encumbrance		\$67.61					Last Check Number		0				
#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
1	3.00		Toner Cartridge - Black	7.89	23.67	001	2120	511	0000	000000	002	00	000
2	1.00		Toner Cartridge - Magenta	33.95	33.95	001	2120	511	0000	000000	002	00	000
3	1.00		Shipping	9.99	9.99	001	2120	511	0000	000000	002	00	000
Total					\$67.61								

Either option will take you to the following invoice screen where you will be able to enter the information in order to "fill" the invoice.

- Click on "New" under the AP Invoices Menu
- Enter 500384 for the PO number and click on Invoice

**Figure 6.3. Creating a New Invoice**

Functions	
Validate	Post Cancel

New AP Invoice			
Invoice #		Invoice Date	02/07/2006
Purchase Order #	951000	Payment Terms (Net)	0
Vendor #	8455	Payment Due Date	02/07/2006
Vendor	JBS OFFICE SOLUTIONS, LTD. 1808 BALTIMORE ROAD DEFIANCE OH 43512 Phone: 8777065271 FAX: 4197826353		PO Amount
		PO Paid	\$0.00
		PO Filled	\$0.00
Fill Items		Clear Items	Cancel Items


  

	#	Original	Remaining Encumbrance	Description	Amount	Invoice Status	Received Date	Inventory
<input type="checkbox"/>	1	\$23.67	\$23.67	Toner Cartridge - Black				N
<input type="checkbox"/>	2	\$33.95	\$33.95	Toner Cartridge - Magenta				N
<input type="checkbox"/>	3	\$9.99	\$9.99	Shipping				N
					Total Filled	\$0.00	Update	
					Total Cancelled	\$0.00		

Functions	
Validate	Post Cancel

The cursor will automatically be placed in the Invoice # field. The Tab key or the mouse may be used to navigate from one field to the next. The following fields are available for entering invoice header information prior to filling the purchase order line items:

- **Invoice #** - stores the number assigned for each invoice
- **Vendor #** - If you entered a multi-vendor purchase order, you must change the vendor # to a valid USAS vendor when filling the invoice. If the vendor number is not known, the vendor can be searched for by name by clicking on the  icon. You will not be able to modify this field if a regular vendor was used for the purchase order.
- **Invoice Date** - stores the desired invoice date. The date automatically defaults to the current system date. If a different date is desired, it can be entered in this field by typing the desired date or by clicking on the calendar and selecting the desired date from the calendar.
- **Payment Terms** - allows you to select a payment term of "Net 30" or "Net 60". If you select a payment terms date, it will automatically calculate the payment due date based on the invoice date and the terms selected and displays it in the Payment Due Date field. If you want to enter a specific payment due date, you may skip the Payment Terms field and enter the date in the Payment Due Date field.
- **Payment Due Date** - stores the desired payment due date. The Payment Due Date is used to indicate when payment is due for the invoice. The date automatically defaults to the current system date. If a different date is desired, it can be entered in this field by typing the desired date or by clicking on the calendar and selecting the desired date from the calendar.
- Enter the following into the invoice header fields:
  - **Invoice #: 500384**


- **Invoice Date: 021006**
- **Payment Terms: 30**

Once these fields have been entered, you may move down to the purchase order line items in order to fill them. The "Fill Items" option will completely fill any line items that have a checkmark in the box to the left of each line item. The "Clear Items" will clear any checkmarked items that are currently at a filled status. If you want to completely fill all items at once, click on the box at the top of the first column and it will place checkmarks in the boxes to the left of all outstanding line items. Then click on "Fill Items" to fill all of them at once. The "Cancel Items" option will cancel any items that have been check marked to be cancelled. If you prefer to fill each item manually, the following fields are available:

- **Description** - currently displays the purchase order item description. However, if you would like to replace the PO description with an invoice description, you may override the description field. The purpose of the invoice description is to provide additional details related to the current invoice.
- **Amount** - For each open item you wish to process, enter the amount you wish to process the item for.
- **Invoice Status**- select the status for the type of invoice item you are processing. The options available are:
  - *Partial* - indicates a partial supply
  - *Full* - indicates a full supply
  - *Cancel* - indicates you wish to cancel all or part of the line item (depending on the amount entered).
- **Received Date** - stores the date the good or service was received. If left blank, it will default to the invoice date.
- **Inventory** - indicates whether or not the line item is to be written to the pending file of the Equipment Inventory System (EIS).

## Note

The "Equipment Inventory System" field in USASDAT/USACON will affect how the Invoice interface will respond to the posting of items which are charged to accounts with 6xx or 7xx object codes. If the "Equipment Inventory System" flag is to "Y", the inventory flag in USASWEB will default to "Y" for items with 600/700 object codes and will automatically add those items to the EIS pending file. If the flag is set to "N", it will not add items to the EIS pending file. However, you do have the ability to override the default option.

If you need to see additional information about the item to be filled, you can click on the  which will display a separate PO Details window in your browser. This window displays the PO line item information (i.e. qty, unit price, account code, etc) as is displayed below:

PO Details	
Quantity:	3.00
PO Description:	Toner Cartridge - Black
Unit Price:	7.89
Adjusted:	23.67
Paid:	0.00
Filled:	0.00
PO Status:	New
Account:	001 2120 511 0000 000000 002 00 000

The "Update" button will update the total amount you have filled and/or cancelled on the current invoice. This is a very useful button as it allows you to confirm that you have entered the correct amount for the invoice before you post it.

- Click on the box at the top of the first column. It will place checkmarks in the boxes to the left of all six items.
- Click on "Fill Items".
- Click on the amount field on Item 2 and modify the amount to 2230.49
- Click on "Update".

**Figure 6.4. New Invoice Functions**



- **Validate** - The Validation function will validate all the information that has been entered for the invoice. If the validation is successful, meaning no errors or warnings were encountered, the message "Validation Successful" will be displayed at the top of your browser window. Likewise, if any warnings or errors are encountered during the validation, the associated messages will be displayed.
- **Post** - The Post function will post the invoice. Any errors encountered will be displayed at the top of your browser window. The message "Invoice Posted Successfully" will be displayed at the top of your browser window if no errors were encountered. If fatal errors are encountered, the invoice will not be posted. Modifications will need to be made to correct the errors before the invoice can be posted.
- **Cancel** - The Cancel function will erase any entries made to the invoice currently displayed on the screen. A pop-up box will appear in your browser ensuring that the invoice is to be cancelled. Clicking on Yes will cancel the invoice.

## Note

The New Invoice Functions menu will be displayed at both the top and bottom of the screen for easier access.


- Click on "Validate".
- Click on "Post".

## 6.2. Additional "Create an Invoice" Exercises

### Exercise #1:

- Click on **New** under Invoice
- Enter Purchase Order **#500449** and then click on "**Invoice**"
- Enter Invoice **#500449**
- Enter Invoice Date: **021006**
- Enter Payment Terms: **30**
- **Item #1 - Item #9: fill completely** for the entire amount
- **Skip Items 10 and 11**
- **Item #12: cancel** the entire amount
- Click on **Update** and **validate** and **post** the invoice.

### Exercise #2 (Multi-Vendor PO)

- Click on **New** under Invoice
- Enter Purchase Order **#500434** and click on "**Invoice**"
- Enter Invoice **#500434**
- Click on  and find Andrew Smith.
- Enter Invoice Date: **021006**
- Enter Payment terms: **30**
- Item #1: modify item description to "**2/6 JV Game vs. Tigers**" and partially fill for **\$30.00**
- Click on **Update** and **validate** and **post** the invoice.

## 6.3. Query Invoices

The Query option under the Invoice menu allows you to search for invoices that have been posted to the USAS system. To search for an invoice, select the Query option. Currently, invoices can only be queried by purchase order number as displayed below:

**Figure 6.5. Invoice Query Screen**

Invoice Query					
Purchase Order Numbers: Starting with:		951000	Ending with:	951010	Find
Invoice Number	PO Number	Invoice Date	Vendor	Payment Due Date	Total
0951000	951000	2004-09-23	8455		\$10.00
951000A	951000	2004-09-08	20375	2005-05-23	\$20.00
0951000	951001	2004-09-08	2527	2004-10-08	\$256.30
0951002	951002	2004-09-08	1680	2004-09-08	\$50.00
supplies	951004	2004-09-08	8455	2004-10-08	\$750.00
supplies2	951004	2004-09-08	8455	2004-09-08	\$505.96
0951006	951006	2004-09-08	6108	2005-05-23	\$100.00
0951007	951007	2004-09-08	6108	2005-05-24	\$260.00
0951008	951008	2004-09-08	6108	2005-05-24	\$100.00

To search for all invoices issued against a specific purchase order, enter the purchase order number in the "starting with" and "ending with" fields and click on Find. To search for invoices issued against a range of purchase orders, enter the beginning and ending purchase order numbers in the corresponding fields and click on Find.

The information displayed is as follows:

- **Invoice Number** - displays the invoice number used in creating and posting the invoice to the USAS system. All invoices found from the query will be displayed chronologically by purchase order number. Click on the invoice number to view all of the details of the invoice.
- **PO Number** - displays the purchase order number tied to that invoice. Click on the PO number to view all of the details of the purchase order.
- **Invoice Date** - displays the date entered in the "Invoice Date" field when creating the invoice.
- **Vendor** - displays the number of the vendor the goods or services were purchased from. Details of the vendor can be viewed by clicking on the vendor number. The vendor name, address, phone, current status, year-to-date activity and last activity date will be displayed in a pop-up box.
- **Payment Due Date** - displays the date entered in the "Payment Due Date" field when creating the invoice.
- **Total** - displays the total amount of the entire invoice.

## Note

Any of the column headings may be clicked on to change the order in which the invoices are currently being displayed. By default, the invoices will be displayed by purchase order number. Simply click on the column heading that you wish to have the invoices sorted by. For example, to display by "invoice number" click on that column heading. The current listing of invoices

will then be sorted by invoice number (alphabetical, then numerical).

# Chapter 7. Vendors

## 7.1. Creating a New Vendor

The New option under the Vendors menu is used in creating and posting new vendors. Selecting New will open a blank vendor window that can be used to enter the information for a new vendor as displayed here:

**Figure 7.1. Sample New Vendor Window**

Functions	
Accept	Cancel
<b>WARNING: If you are a read-only user, you may not be able to add/update vendors.</b>	
Vendor Add	
Vendor Address Information	Check Address Information
Vendor Number 0 <span>Auto Assign</span> Active <span>▼</span>	
Name	Check Name
2nd Name	Check 2nd Name
Address	Check Address
2nd Address	Check 2nd Address
City	Check City
State	Check State
Postal Code	Check Postal Code
Country	Check Country
Phone ( ) -	Check Phone ( ) -
Fax ( ) -	
1099 Information	Year-To-Date Totals
1099 Type Non-1099 <span>▼</span>	Calendar YTD Total
ID#	Fiscal YTD Total
Override No <span>▼</span>	
Other Information	
Account Number	Category
Last Activity	Minority Vendor No <span>▼</span>
Creation Date 01/24/2006	Multi-Vendor Flag No <span>▼</span>
Email Address	
New Hire Reporting	
New Hire Flag Not Reportable <span>▼</span>	Birth Date
Hire Date	
User Defined	
User Money	User Code 1
User Date	User Code 2
User Text	
Functions	
Accept	Cancel

The cursor will automatically be placed in the Vendor Number field. You may begin entering any of the information for the vendor. The Tab or the mouse can be used to navigate from one field to the next. The following fields are available for entering information in the vendor window:



### Vendor Address Information

- **Vendor Number** - stores the number assigned to each vendor. Vendor numbers must be numeric and can contain up to six digits. The vendor number will be automatically assigned to the next available number on file unless you override the auto assign by entering a desired vendor number
  - **Status** - signifies if the vendor is an active or inactive vendor. If the Inactive status is selected, it will disallow requisitions and purchase orders from being processed against this vendor. The default status is Active.
  - **Name** - is the name of the vendor.
  - **2nd Name** - may be used as a second line for the vendor name.
  - **Address** - is the first line of the vendor's address
  - **2nd Address** - is a second line for the address
  - **City** - list the city where the vendor is located
  - **State** - is the state or province of the vendor's location. If the vendor has a U.S. address, the valid U.S. abbreviation of the state must be entered in this field.
  - **Postal Code** - is the zip or postal code for the vendor. If the country field is blank or a variant of U.S.A., then the code must be a correctly formatted U.S. zip code (5 digits plus optional 4-digits). Otherwise, it can be a postal code for any country.
  - **Country** - allows for foreign vendors. If this field is blank or a variant of the U.S.A., then the state will be validated for a two digit state code, and the zip code must be correctly formatted.
  - **Phone** - is the vendor's phone number
  - **Fax** - is the fax number of the vendor
- 
- **Accept next available vendor number**
  - **Enter "Sample Vendor Co" for Name**
  - **Enter "123 Main Street" for Address**
  - **Enter "Sampleville" for City**
  - **Enter "OH" for State**
  - **Enter "55555" for Zip Code**
  - **Enter "555 115-4555" for Phone Number**

### Check Address Information

Check Address Information fields are used if the vendor wants payments to be sent to an address other than their place of business.

### 1099 Information

- **1099 Type:** If the vendor is not a 1099 vendor, the default type of non-1099 should be used. If the vendor is a 1099 vendor, click on the down arrow next the 1099 Type field to select from the following 1099 types:
  - Non-Employee Compensation
  - Rents
  - Other Income
  - Medical and Health Care
  - Royalty Payments
  - Attorney (Gross Proceeds)
- **ID#** - is the vendor's Federal IRS identification number or social security number
- **Override** - If it's set to "Yes", the vendor should have a 1099 reported regardless of the Calendar Year-to-Date amount. The default option is set to "No."

#### **Year-to-Date Totals**

- **Calendar YTD Total** - is the total amount paid to this vendor for the current calendar year.
- **Fiscal YTD Total** - is the total amount paid to this vendor for the current fiscal year

#### **Other Information**

- **Account Number** - is an optional 20 character field which may contain the district's account number with the vendor
- **Last Activity Date** - is the date of the most recent transaction type which references vendor. This field is non-modifiable.
- **Creation Date** - is the date the vendor record was created. This field is non-modifiable.
- **Email Address** - is the e-mail address of the vendor
- **Category** - is an optional 2 character field which may be used to categorize this vendor
- **Minority Vendor** - is an optional, which set to "Yes", indicates a minority vendor. The default option is set to "No."
- **Multi-Vendor Flag** - if set to "Y" means that it does not represent a real vendor, but is meant to be used for Multi-Vendor/Blanket Purchase Orders. The default option is set to "No."
  - **Enter "sample@vendor.com" for Email Address**

#### **New Hire Reporting**

- **New Hire Flag** - is used for vendors that need to be reported to the Ohio Department of Job and Family Services. The "non-reportable" setting is the default setting. "Reported" indicates the vendor

has been reported. "Reportable" indicates the vendor needs to be included in "New Hire" reporting.

- **Hire Date** - indicates the date the person was hired.
- **Birth Date** - indicates the date the person was born.

#### User Defined

- **User Money** - is an optional numeric field for the district's own use
- **User Date** - is an optional 8 character field for the district's own use. Format is MMDDYYYY
- **User Text** - is an optional 30 character field for the district's own use
- **User Code 1** and **User Code 2** - are optional 2 character fields for the district's own use.

**Figure 7.2. New Vendor Functions**



- **Accept** - The Accept function will add the vendor to the USAS system. Any warnings or errors encountered will be displayed at the top of your browser window. The message "Vendor Added Successfully" will be displayed at the top of your browser if no errors were encountered. If fatal errors are encountered, the vendor will not be added. Modifications will need to be made to correct the errors before the vendor can be posted.
- **Cancel** - The Cancel function will erase any entries made to the vendor currently displayed on the screen. A pop-up box will appear in your browser ensuring that the vendor will be cancelled. Clicking on OK will cancel the vendor.

#### Note

The New Vendor Functions will be displayed at both the top and the bottom of the screen for easier access.

- **Select Accept to create the vendor record.**

## 7.2. Query Vendors

The **Query** option under the Vendors menu allows you to search for vendors that have been posted to the USAS system. It is necessary to first query a vendor in order to do any of the following:

- View the details of an existing vendor
- Make modifications to an existing vendor
- Delete an existing vendor

To search for a vendor, select the **Query** option. Enter the entire vendor name or a portion of it in the "search" field. You can search for vendors "By Name" meaning it will search for vendors alphabetically based on what was entered in the "search" field. This is the default option. You may also search by "Sounds Like" meaning it will search for vendors phonetically based on what was entered in the "search" field. If only a portion of the name is entered in the "search" field, the program will bring up a listing of all vendors matching the criteria entered from which the correct vendor can be selected. An example of the vendors found is displayed below:

**Figure 7.3. Vendor Query**

Vendor Query						
Search: <input type="text" value="school"/>		<input checked="" type="radio"/> By name <input type="radio"/> Sounds Like		<input type="button" value="Search"/>		
Number	Name	Phone	Address	City	State	Zip
1470	SCHOOL ADMINISTRATOR MAGAZINE		1801 NORTH MOORE STREET	ARLINGTON	VA	22209-1813
3074	SCHOOL BUSINESS SOLUTIONS		PO BOX 29	RICHMOND DALE	OH	45673-0029
5342	SCHOOL BUS PARTS CO.		POTTER'S LANE	PLUNSTEADVILLE	PA	18949
3836	SCHOOL COUNSELOR		426 WEST FRONT	WASHINGTON	MO	63090
5344	SCHOOL CRAFT - DIVISION		2200 DEAN ST.	ST. CHARLES	IL	60174
1648	SCHOOL EMPLOYEES		DEPARTMENT L-1617	COLUMBUS	OH	43260-1617
903000	SCHOOL EMPLOYEES RETIRE-	6142215853	45 NORTH FOURTH ST	COLUMBUS	OH	43215
3075	SCHOOL EVENTS		4875 WHITE BEAR PARKWAY	WHITE BEAR LAKE	MN	55110
6271	SCHOOL FOOD SERV. DIR.		960-D NATIONAL	WASHINGTON	DC	20045
3626	SCHOOL HEALTH SUPPLY	8003231305	865 MUIRFIELD DRIVE	HANOVER PARK	IL	60133
3617	SCHOOLHOUSE PRODUCTIONS, INC		P.O. BOX 451	NEWTON	NY	07860
3946	SCHOOLHOUSE PRODUCTS		R.D.#1 BOX 831	LAFAYETTE	NJ	07848
3959	SCHOOL HOUSE GLOBAL ENTERPRISE		P.O. BOX 441028	FT. WASHINGTON	MD	20749
8649	SCHOOL HOUSE FUNDS		P.O. BOX 391	NAPOLÉON	OH	43545
9356	SCHOOL HOUSE RESOURCES		13642 KLOPFENSTEIN RD.	BOWLING GREEN	OH	43402
3616	SCHOOL LOCK COMPANY	9085911015	P.O. BOX 421	MARLBORO	NJ	07746-0421
1650	SCHOOL LUNCH COMPUTER SERVICES		7700 HAAR RD.	WOOSTER	OH	44691
1640	SCHOOL MANAGEMENT		P.O. BOX 37	WESTERVILLE	OH	43081
20162	SCHOOLMASTERS SCIENCE		P.O. 1941	ANN ARBOR	MI	48106
8920	SCHOOL MATE	8005168339	PO BOX 2110	KEARNEY	NE	68848-2110
3628	SCHOOL MUSICIAN		4049 W. PETERSON	CHICAGO	IL	60646
8259	SCHOOL NURSE SUPPLY, INC.		P.O. BOX 68968	SCHAUMBURG	IL	60168
3820	SCHOOL SAFETY SUPPLY		3783 W. NATIONAL R	SPRINGFIELD	OH	45504
3864	SCHOOL SCRABBLE		P.O. BOX 7501	JEFFERSON CITY	MO	65102-9977
3625	SCHOOL SPECIALTY/BECKLEY CARDY		100 PARAGON PARKWAY	MANSFIELD	OH	44903
9347	SCHOOL SPECIALTY ARTS &		P.O. BOX 1579	APPLETON	WI	54913-1579
1633	SCHOOL-TO-WORK	4195307295	48 ISLAND VIEW AVENUE	ROSSFORD	OH	43460
8158	SCHOOL VIOLENCE PREVENTION REP		23 DRYDOCK AVE.	BOSTON	MA	02210

- **Number** - displays the vendor number used in creating the vendor. Click on the vendor number to view the details of the vendor, as well as to modify or delete the vendor
- **Name** - displays the vendor name used in creating the vendor. You may also click on the vendor name to view the details of the vendor, as well as to modify or delete the vendor.

- **Phone** - displays the phone number entered when creating the vendor.
- **Address** - displays the vendor street address entered when creating the vendor.
- **City** - displays the city entered when creating the vendor.
- **State** - displays the abbreviated state code entered when creating the vendor.
- **Zip** - displays up to the 9 digit zip code entered when creating the vendor.

### Note

Any of the column headings may be clicked on to change the order in which the vendors are currently being displayed. By default, the vendors will be displayed alphabetically. Simply click on the column heading that you wish to have the vendors sorted by. For example, to display by "State" order, click on that column heading. The current listing of vendors will then be sorted by state (ascending to descending - A to Z). You may click again to reverse the order (descending to ascending - Z to A).

- - **Click on Query under the Vendor Interface**
  - **Enter USA in the Search field and select Search**
  - **Select "USA Mobile Communication"**

## 7.3. Modifying Vendors

Vendors that currently exist on the system may be modified through USASWEB application. In order to modify a vendor, it must first be queried by selecting the "Query" option under the main Vendors menu. Please refer to the "Query Vendors" section for help on selecting vendors to be queried. Once the vendor has been queried, it is selected by clicking on the vendor name or number. The details of the vendor will be displayed in your browser window. Click on Modify to access the vendor data, as shown below:

**Figure 7.4. Modifying a Vendor**

Functions	
Accept	Cancel

**WARNING: If you are a read-only user, you may not be able to add/update vendors.**

Vendor Change	
Vendor Address Information	Check Address Information
Vendor Number: 5176 Active	
Name: USA MOBILE COMMUNICATION	Check Name:
2nd Name:	Check 2nd Name:
Address: 2303 N. Main St.	Check Address: P.O. BOX 94908
2nd Address: P.O. Box 298	Check 2nd Address:
City: Findlay	Check City: CLEVELAND
State: OH	Check State: OH
Postal Code: 45839	Check Postal Code: 44101-4908
Country:	Check Country:
Phone: ( 419 ) 423 - 3550	Check Phone: ( ) -
Fax: ( ) -	
1099 Information	Year-To-Date Totals
1099 Type: Non-1099	Calendar YTD Total: 0.00
ID#: 311236804	Fiscal YTD Total: 0.00
Override: No	
Other Information	
Account Number:	Category:
Last Activity:	Minority Vendor: No
Creation Date:	Multi-Vendor Flag: No
Email Address:	Child Support Flag: No
New Hire Reporting	
New Hire Flag: Not Reportable	Birth Date:
Hire Date:	New Hire SSN:
User Defined	
User Money: 0.00	User Code 1:
User Date:	User Code 2:
User Text:	

Functions	
Accept	Cancel

Next, click on the Modify button under the Vendor Detail menu. Once you have selected to modify, the vendor record changes slightly. All of the fields are opened and accessible (with the exception of the vendor number, last activity date and creation date) for modifications:

- Select "USA Mobile Coummunications" in Query
- Select Modify in order to modify the vendor data.
- Modify the Check Address to P.O. Box 1234

Use Accept to post the modifications made to the vendor. Use the Cancel function to leave the vendor unchanged and return to the Query page.

- Click on Accept to accept the modifications made to the vendor.

## 7.4. Deleting Vendors

The Delete function may be used to delete vendors.

### Note

It is not recommended to delete old vendors since this might destroy an audit trail. If the vendor number is re-used, reports from prior fiscal years will not match current vendor information. We recommend changing the status from "active" to "inactive" instead.

It is important that you run the DELVEN program prior to deleting a vendor. The DELVEN program will list the vendors that have no activity associated with them. The vendor will not be deleted if the YTD and FYTD amounts are not equal to zero or the last activity date is within the current fiscal year.


In order to delete a vendor, the vendor must be queried using the "Query" option located under the main Vendor menu. Please refer to the "Query Vendors" section for help on selecting vendors to be queried. Once the vendor has been queried, it is selected by clicking on the vendor name or number. The vendor details will be displayed in your browser window.

Select Delete to delete the vendor data. Once you have selected to delete, you will receive a pop-up box prompting you if you are sure you want to delete the vendor. Select "OK" to delete the vendor and return to the Query page or select "Cancel" to cancel out of the pop-up box.

### Figure 7.5. Deleting a Vendor

Vendor Detail			
Vendor Address Information		Check Address Information	
Vendor Number	4230	Status:	Active
Name	OFFICE AUTOMATION PLUS	Check Name	
2nd Name		Check 2nd Name	
Address	2800 TREMAINSVILLE ROAD	Check Address	
2nd Address		Check 2nd Address	
City	TOLEDO		
State	OH		
Postal Code	43613		
Country			
Phone	( 419 )		
Fax	( 419 )		
1099 Information		Year-To-Date Totals	
1099 Type	Non-1099	Calendar YTD Total	0.00
ID#	341082971	Fiscal YTD Total	0.00
Override	No		
Other Information			
Account Number		Category	
Last Activity	04/04/2002	Minority Vendor	No
Creation Date		Multi-Vendor Flag	No
Email Address			
New Hire Reporting			
New Hire Flag	Not Reportable	Birth Date	
Hire Date			
User Defined			
User Money	0.00	User Code 1	
User Date		User Code 2	
User Text			

<https://webapp.nwoca.org>

 Are you sure you want to delete this Vendor

OK Cancel

- Select Query under the Vendor menu
- Enter "Office Automation Plus" in the Search field
- Select the vendor
- Select Delete to delete the vendor
- Click on OK to confirm that you want to delete the selected vendor.