

Instructions for Entering a Purchase Order

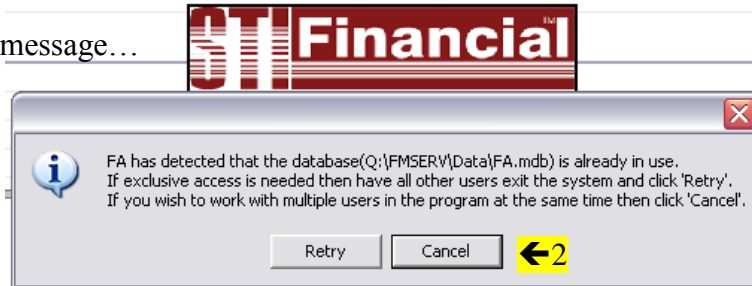
1. Double Click on the FAWin Icon



- 1 = U.O.
- 3 = BGS
- 4 = HGS
- 5 = LGS
- 6 = HHS
- 7 = RGS

2. If you get this message...

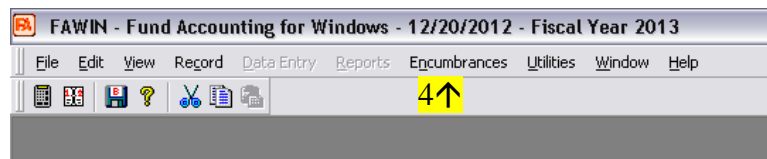
Click **Cancel** and continue.



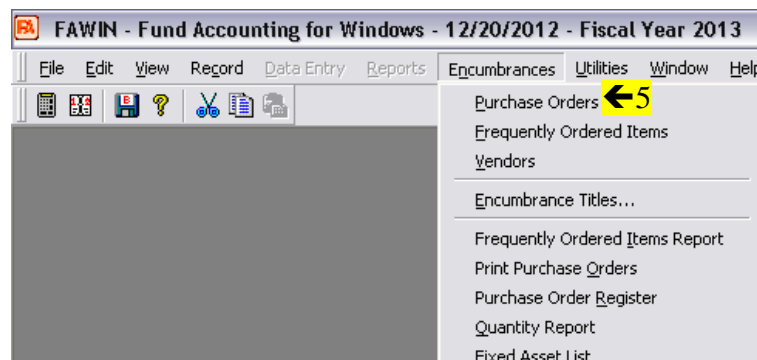
3. Enter your initials and the password (last 4 of SSN) and **Login**



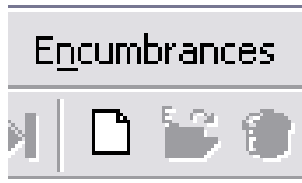
4. From the top toolbar, click on **Encumbrances**



5. Click on **Purchase Orders**



6. To create a new Purchase Order, click on the icon that looks like a piece of paper (in top toolbar)



7. A new Purchase Order will open – **DO NOT CHANGE THE NUMBER!**

8. Tab to Req. #:
Enter: **Bill** – if school will be invoiced for this item
CC – if you are placing this order with the school credit card.

NOTE: If you place an order with the credit card, RECEIPT is to be IMMEDIATELY FORWARDED to the UNIT OFFICE ATTN: Accounts Payable. ((Do NOT wait until order has arrived.))

9. Date will be today's.

10. Tab to Vendor.
Click on [...] icon.
This will bring up a vendor list...

← Change the Search Field to Vendor Name
Start typing the vendor...

If vendor comes up, Select.

Note: If Vendor does not appear in list, STOP fill out New Vendor Form.

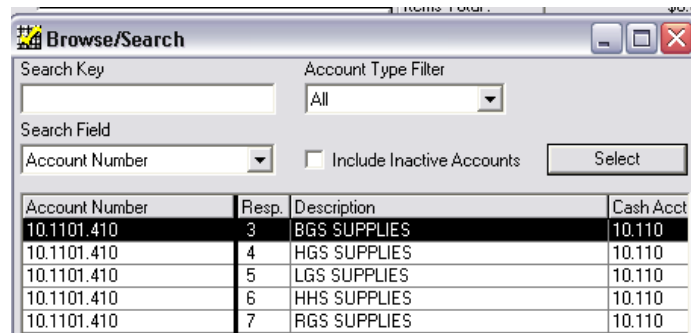


11. Tab down to Account #
and hit **F2** to bring up a list of accounts you can use.

Account	RC	Item #	Quantity	Measure	Unit Cost	Description	FA	FOI
*			0		\$0.00		<input type="checkbox"/>	<input type="checkbox"/>

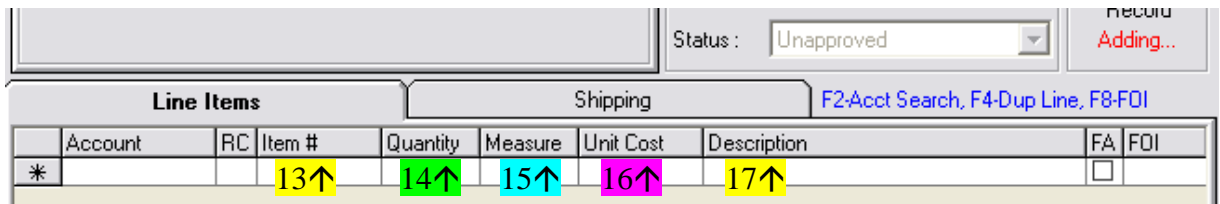
12. Double Click on the account you want to use.

You will then be brought back to your P.O.



13. Tab to the **Item #**

Enter the item # of the product you are ordering.



14. Tab to **Quantity** and enter # of product you are ordering

15. Tab to **Measure** (normally 'Each')

16. Tab to **Unit Cost** and fill in the cost per item.

17. Tab to **Description** and type a brief description of the item. **Note: this description WILL appear on the PO, Check and Board Report so use care and detail.**

18. Tab past the FA and FOI boxes.

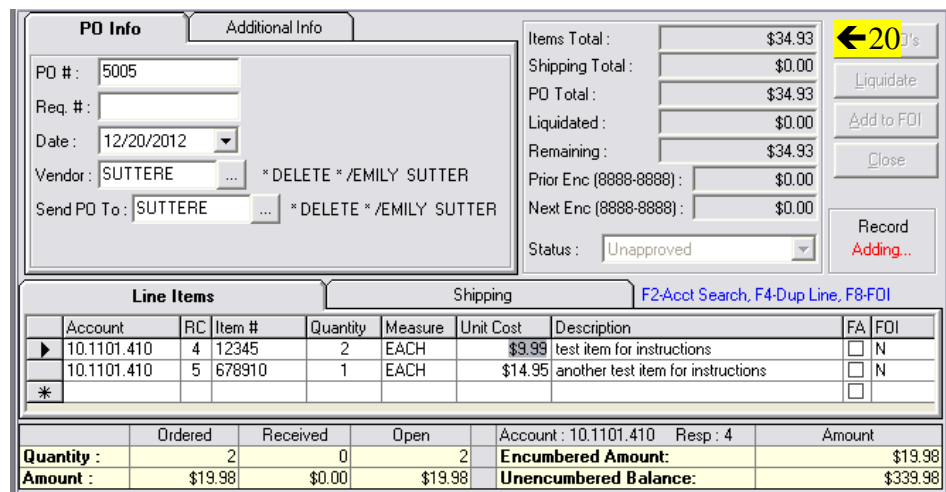
19. Tab to add another line to order another item...remember F2 to select account etc.

20. When done entering items, make sure to check the top RIGHT of screen to make sure total is correct.

Example:

$$(9.99 \times 2 + 14.95 = 34.93)$$

You can go back at any time if something isn't right.



TAKE NOTE:



When on an items line, the balances of each account you are trying to spend money from will show. Amount you are allocating will be listed in the 'Encumbered Amount' line with the remaining balance listed in 'Unencumbered.'

Next step is to add your Shipping Charges...

21. Click on the **Shipping Tab**

22. Click on [...] icon next to 'Ship To:' and

choose your building OR the building you want your order to be delivered to

Alpha Code	Vendor Name	Address 1	Addr
BONGRAD	Bonfield Grade School	522 W. Smith Street	
HERGRAD	Herscher Grade School	391 N. Main Street	
HERHIGH	Herscher High School	501 N. Main St.	
HERSCHO	Herscher School Dist. #2	501 N. Main St.	
LIMGRAD	Limestone Grade School	963 N 5000 W Rd.	
REDGRAD	Reddick Grade School	210 E. Main Street	

23. Tab to "Shipment to Arrive by:"

Defaults to today's date...

**REMEMBER TO CHANGE!
TO THE DATE YOU NEED
YOUR ORDER BY....**

24. Tab past 'Ship Via' and 'Freight Terms' Leave them blank.

25. Tab to **Attention** and enter your name.

26. Tab up to Shipping Account Number.

Use **F2** to bring up account numbers you have access to.

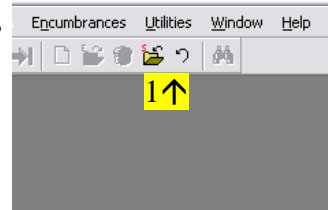
27. Double Click on account you want to charge the shipping to.

Account Number	Resp.	Description	Cash Acct
10.1101.410	3	BGS SUPPLIES	10.110
10.1101.410	4	HGS SUPPLIES	10.110
10.1101.410	5	LGS SUPPLIES	10.110
10.1101.410	6	HHS SUPPLIES	10.110
10.1101.410	7	RGS SUPPLIES	10.110

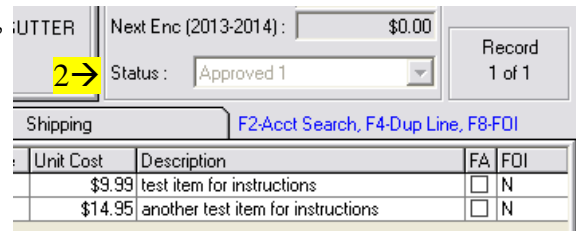
28. Tab to Amount and fill in Shipping Costs. Save. (Folder with 'S' on it in the toolbar.)
You are now DONE creating your Purchase Order...

To Save Your Purchase Order and Have it Approved:

1. After checking over your P.O. and you are ready to save it, Click on the icon, on the toolbar, that looks like a folder with an 'S' by it.

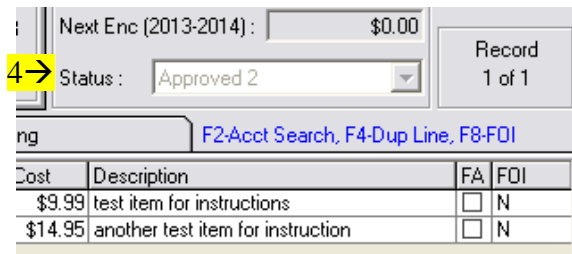


2. Once saved, your Status will appear as 'Approved 1'. This is because every Purchase Order is 'approved' by the first person – YOU.



3. **Send email to appropriate administrator to let them know you've entered a PO into the system and they need to review for approval.**

4. After your PO is approved, your Status will appear as 'Approved 2.'



5. You may now print it your PO and place your order.

**** MAKE SURE TO TELL VENDOR YOUR PO NUMBER AND HAVE THEM PUT IT ON THE BILL – HELPS WITH INVOICING.**

To PRINT:

- When approved, open your PO and click on 'Print POs'
To open: Login in, Click on Encumbrances on toolbar, Select Purchase Orders.



- This dialog box will appear...
Make sure to check



- Under Range:
Field: PO Number
Start: Enter your PO#
End: Enter your PO #

**Note: If you do not enter a start/end number - - -
you will print ALL PO's IN THE SYSTEM!!**

- Click Print.

- Your Purchase Order!!

Herscher School District No. 2
501 N. Main St.
Herscher, IL 60941-0540
Phone (815) 426-2162
Unit Office - Billing Address

Purchase Order #
5006

This PO number must appear on all correspondence, invoices, and shipping papers

Vender
Vendors ARE US
Address
City State Zip

Ship to
Herscher School Dist. #2
501 N. Main St.
Herscher IL 60941-
Chris Moeller

Date: 12/20/2012
REQUISITION NUMBER: Bill
TAX EXEMPT NUMBER: E9995-9216-04

Quantity	Catalog No.	Description	Unit Price	Amount
2	EACH 12345	test item for instructions	\$9.99	\$19.98
1	EACH 678910	another test item for instruction	\$14.95	\$14.95
			PO Subtotal:	\$34.93
			Shipping and Handling:	\$0.00

Use the Pre-Printed Paper

- Place Order as you would normally.

- When you receive your order, forward your packing slips to the UO.
(Replaces the GREEN SHEET)

Shipment to Arrive by: 12/20/2012
Total PO: \$34.93

It is the policy of HSD 2 to have a signed PO before an order is placed. Payment will not be made without a signed approved PO. Goods are subject to our inspection and approval. If shipment will be delayed for any reason, advise us immediately, stating all the necessary facts. To avoid errors, note specifications carefully and if unable to complete as written notify us promptly