



MOTT COMMUNITY COLLEGE

JOB AID



Creating/Editing a Purchase Order

POEM - POIL - POIM

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The screenshot shows a software window titled "POEM-Purchase Order Maintenance". The form contains several sections of data entry fields:

- Header Section:** PO Number, PO Status, Status Date.
- PO Details:** PO Date, AP Type (red), Requisitions (1, 2), Maintenance Date, PO Amount.
- Vendor Information:** Vendor ID, Name (1), Address (1), CSZ, Country, Currency, Ship To (red), Ship Via (red), Types (1), Terms (red), Take Cash Discount, FOB.
- Approvals and Buyer:** Approvals (1), Buyer (red), Initiator, Reference No (1), Invn Store.
- Comments and Status:** Line Items (red), Printed Comments (1, red), Comments (1, hatched), PO Done (red), Contract Date.

Numbered callouts (6-14) point to the following fields:

- 6. Ship To
- 7. Ship Via
- 8. Buyer
- 9. AP Type
- 10. Terms
- 11. Line Items
- 13. Comments
- 14. Contract Date

 Required Field
 Optional Field

All Fields Marked in Red MUST be filled in.

 Field Not Used
 Auto fills

Procedure Information:

Title: Purchase Order Maintenance
 Mnemonic: POEM
 File Name: JA_POEM.ppt
 Application: APPS CF PUR POEM
 Primary Dept: Purchasing
 Effective Date: September 12, 2007
 Revision Date: Rev # 1

Purpose:

Use the Purchase Order Maintenance ([POEM](#)) form to create and maintain purchase orders.

If you create a purchase order from an outstanding requisition, Colleague defaults any information from the requisition onto the purchase order. You can then change the information, and add or delete line items as necessary. If a requisition has already been used to create a blanket purchase order, you cannot also use it to create a regular purchase order.

Summary Steps

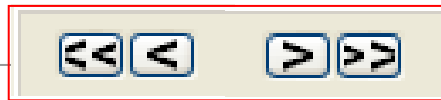
- | | | |
|---|---|--|
| <ol style="list-style-type: none"> 1. Login to Datatel. Click APP, then Click CF. Type "POEM", click GO. 2. PO Number: Enter A for Add if this is a new purchase order or
Enter purchase order number or vendors name for maintenance 3. ► Alert window: Date fall's beyond current fiscal yr? Enter Y to accept date. This will only happen until Accounting has closed the previous fiscal year. 4. Requisitions: Enter Req. Number(s) 5. Following fields will self popular from data entered on the REQM screen <ul style="list-style-type: none"> • Vendor Id • Name • Address • City, State, and Zip code 6. Ship To: Verify data or enter information from lookup table | <ol style="list-style-type: none"> 7. Ship via: Enter data from lookup table 8. Buyer: Enter your Datatel Id 9. AP Type: Enter from Lookup Table 10. Terms: Enter from Lookup Table 11. Line Items: Detail to POIL screen for summary list of line items.

 ► To make corrections (Add , Adjust, Delete data from original requisition line items, detail to the POIM screen page 11) 12. Save & Update 13. Comments: Enter reason for changes to original requisition | <ul style="list-style-type: none"> • PO Done: Enter Y (Yes) ► If this step is skipped Datatel will still assign a number to the PO, but the status is changed to "In Process" 15. Save & Update 16. Appendix
 ► Alert box messages : Page 14 |
|---|---|--|

Using the Guide

1. Actions are **Bold**.
2. Data to enter is ***"Italic"***.
 - Notes are bulleted.
 - Field Codes
3. Field Names are underlined.
4. Click means use the mouse.
5. Enter means use the keyboard.
6. Press means use the keyboard.

Task Bar



First Record Previous Record Next Record Last Record



Course Levels **1** 100 Beginning L

DROP DOWN LIST – Click **Icon**, Click **item** on the list.

- 100 Beginning Level
- 200 Advanced Level
- CE Continuing Ed
- DEV Developmental



Course Levels **1** 100 Beginning L

SCROLL – Indicates more than one selection is allowed. Click **Arrows** to scroll up or down. This example shows #1 is level 100.



CALENDAR – Click **Icon**. Click **Arrows** to scroll to month and year. Click **Date**. Or type the date **MMDDYY-072106**.



CALCULATOR – Click **Icon**. Click or press calculator **keys**. Click **Enter**. Or just type number into field.



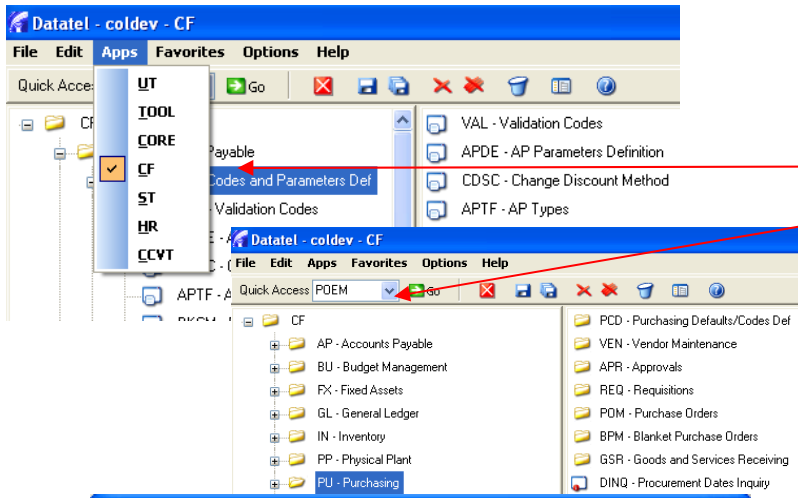
Status

A Active

DETAILS – Click **Icon** to open a new window to display or record more details for the field. When done, click **Save**.

Original Function Keys

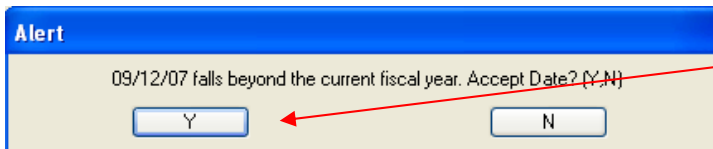
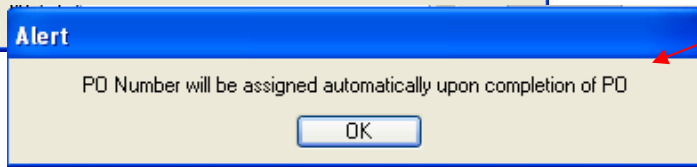
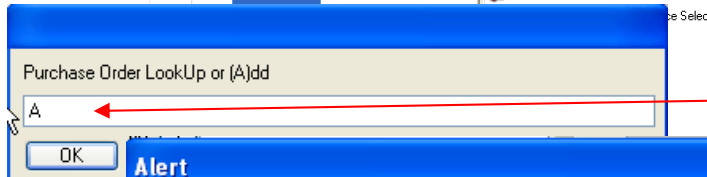
Shift >	Process Help	Function Help	Window Insert	Window Page Jump	Window Back	Field Back	Element Back	Cancel	Exit	Refresh	Clear EOL	Screen Back
	Field Help	Detail	Window Jump	Field Jump	Window FWD	Field FWD	Element FWD	Direct Access	Finish	Update	Screen Jump	Screen FWD
	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12



Step 1. Login to Datatel

1. **Double Click** on the **Datatel Icon**.
2. Enter your "**User ID**" and "**Password**"
 - Database should be [collive]
3. Click **OK**.
4. At the Datatel Menu Bar, Click on **Apps**
5. Click **CF**
6. In the Quick Access area, **enter POEM**
7. Click **Go**

Step 2. Purchase Order Lookup or Add: Enter appropriate response



▶ If (new purchase order) Add **Click OK**
Alert box PO number will assign upon completion
Click Ok

▶ **Alert box** Date fall's beyond current fiscal yr?
 Yes to accept date. **THIS WILL ONLY APPEAR UNTIL ACCOUNTING HAS CLOSED PREVIOUS FISCAL YR**

POEM

POEM-Purchase Order Maintenance

PO Number: P0091838 PO Status: Outstanding Status Date: 05/11/07

PO Date: 05/11/07 AP Type: []

Requisitions: 1 0099436 Maintenance Date: []

2 [] PO Amount: 2,386.19

Vendor ID: 0255625 Types: 1 C Corporation

Name: 1 Michigan Lumber Company

Address: 1 1919 Clifford St

CSZ: Flint MI 48503

Country: USA U.S.A. Terms: []

Currency: [] Take Cash Discount: []

Ship To: [] Ship Via: [] FOB: []

Approvals: 1 MBENNER

Buyer: Carol D. Buford

Initiator: Jennifer A. Young-Se

Reference No: 1 []

Invt Store: []

Line Items: 27

Printed Comments: 1 []

Comments: 1 []

PO Done: Yes

Contract Date: []

Step 4. Requisitions: Enter requisition number from the REQM screens

► The following fields will self populate based on information entered on REQM and VEND

- Vendor Id
- Name
- Address
- City, State, Zip

Step 6 Ship To: Verify data or Detail for a list of locations

• Click on accurate entry

• Save [Save Icon]

Step 7 Ship Via: Use Lookup (...) function for list of acceptable data entries

• Click on accurate entry

• Save [Save Icon]

POEM

POEM-Purchase Order Maintenance

File Resolution (Standard)

using SHIP.TO.CODES, View: SHIP.TO.CODES

Seq	Item ID	Description
1:	AB	Autobody Lab
2:	AC	VADCI00
3:	AD	Admission Center CC218
4:	AG	Accounting--CM 1032
5:	AL	Auto Lab
6:	AR	Admission & Records CC114
7:	AT	Athletics RPH103
8:	AV	Del
9:	AW	Applewood Cafe
10:	BC	Sylvester Brown Ctr
11:	BT	Del
12:	BP	Business Processing CM1008
13:	BS	Business Division CM133
14:	BT	Board of Trustees CM1017
15:	CA	Career Alliance
16:	CC	Lapeer Corporate Services

Controller Lookup Resolution Page 1/6

Seq Number, (F)lag, (S)ort/Select: []

POEM-Purchase Order Maintenance

File Resolution (Standard)

using SHIP.VIAS, View: SHIP.VIAS

Seq	Item ID	Description
1:	A	US POSTAL SERVICE
2:	AB	AIR BOONE
3:	BW	Best Way
4:	CC	Common Carrier
5:	EG	England
6:	F1	Federal express 1-day ship
7:	F2	Federal express 2-day ship
8:	FO	federal express overnite ship
9:	FX	Federal Express
10:	IN	installed
11:	NA	not applicable
12:	PU	pick-up
13:	BP	RAPID PACKAGING SERVICE
14:	SP	Shipping Point
15:	UP	United Parcel Service 2 day
16:	UZ	United Parcel Service

Controller Lookup Resolution Page 1/2

Seq Number, (F)lag, (S)ort/Select: []

POEM

POEM-Purchase Order Maintenance

PD Number: P0091838 PD Status: Outstanding Status Date: 05/11/07

PD Date: 05/11/07 AP Type:

Requisitions: 1 0099436 Maintenance Date:

2 PO Amount: 2,386.19

Vendor ID: 0255625 Types: 1 C Corporation

Name: 1 Michigan Lumber Company

Address: 1 1919 Clifford St

CSZ: Flint MI: 48503

Country: USA U.S.A. Terms:

Currency: Take Cash Discount:

Ship To: TT Technology-RTC FOB:

Ship Via: BW Best Way

Approvals: 1 MBENNER

Buyer: Carol D. Buford

Initiator: Jennifer A. Young-Se

Reference No: 1

Invn Store:

Line Items: 27

Printed Comments: 1

Comments: 1

PO Done: Yes

Contract Date:

- **Approvals:** Self Populates

Step 8 **Buyer:** Enter your Datatel Id

▶ **Initiator:** Self Populates from REQM screen

Step 9 **AP Types:** Use Lookup (...) function

- Select from table
- Save

Step 10 **Terms:** Use Lookup (...) function to select available terms

POEM

POEM-Purchase Order Maintenance

POSM-PO Ship To Maintenance

File Resolution (Standard)
using AP.TYPES, View: AP.TYPES

Seq:	Item ID	Description
<input type="checkbox"/>	1:	SPO STOCKLESS PURCHASE ORDER
<input type="checkbox"/>	2:	LPO LIMITED PURCHASE ORDER
<input type="checkbox"/>	3:	PO STANDARD PURCHASE ORDER
<input type="checkbox"/>	4:	AP (Do Not Use)
<input type="checkbox"/>	5:	BPO BLANKET PURCHASE ORDER
<input type="checkbox"/>	6:	DVP DIRECT VOUCHER PAYMENT

POEM

POEM-Purchase Order Maintenance

POSM-PO Ship To Maintenance

File Resolution (Standard)
using VENDOR.TERMS, View: VENDOR.TERMS

Seq:	Item ID	Description
<input type="checkbox"/>	1:	02 10/30
<input type="checkbox"/>	2:	10 Net 2*/10
<input type="checkbox"/>	3:	30 Net/30
<input type="checkbox"/>	4:	N Net/10
<input type="checkbox"/>	5:	PD Prepaid

POEM-Purchase Order Maintenance

PO Number: P0091838 PO Status: Outstanding Status Date: 05/11/07

PO Date: 05/11/07 AP Type: PO STANDARD PURCHASE OR
 Requisitions: 1 0099436 Maintenance Date: 05/11/07
 2 PO Amount: 2,386.19

Vendor ID: 0255625 Types: 1 C Corporation
 Name: 1 Michigan Lumber Company
 Address: 1 1919 Clifford St
 CSZ: Flint MI: 48503
 Country: USA U.S.A. Terms: 30 Net/30
 Currency: Take Cash Discount:
 Ship To: TT Technology-RTC
 Ship Via: BW Best Way FOB: /

Approvals: 1 MBENNER Line Items: 27
 Buyer: Carol D. Buford Printed Comments: 1 Quote
 Initiator: Jennifer A. Young-Se Comments: 1 May 1

Reference N: ss POEM Invn Sto: ss POEM

POEM-Purchase Order Maintenance POIL-Purchase Order Summary List

PO Number: P0091838 PO Status: Outstanding Status Date: 05/11/07

Vendor: 1 Zoom Technology Expected Date:
 Commodity: Requisitions: 1 0099261

Description	Ordered		Accepted		Item Status	Expected Date	Tax/
	Ordered	Accepted	Ordered	Accepted			
1 Electronic Sales: TRANX	1.000	0.000			Outstanding		
			1.000	0.000		1,499.0000	1,499.00
2 GM 4L60E (Early & Late)	1.000	0.000			Outstanding		
			1.000	0.000		125.0000	125.00
3 GM 4T60E (Late 4	1.000	0.000			Outstanding		
			1.000	0.000		125.0000	125.00
4 GM4T65E/4T40E/4T45E	1.000	0.000			Outstanding		
			1.000	0.000		125.0000	125.00
5							
Remaining Taxes							1,874.00
							Taxes 0.00
							Total 1,874.00

Step 11 Line Items: Detail to the **POIL** screen to Add, Adjust, Delete individual line items

POIL is a summary screen that will show

- Header Block

- PO number (if one has been assigned)
- PO status
- PO status date

- Vendor
- Req. Number

- Individual line items
- Individual item status
- Unit price

Step 12 **Detail** on line item to **POIM** screen

POEM

POEM-Purchase Order Maintenance | POIL-Purchase Order Summary List | POIM-PO Item Maintenance

PO Number: P0091839 PO Status: Outstanding Status Date: 05/11/07

Vendor 1 Zoom Technology Requisition 0099261

Commodity

Inv Item

Desc 1 Electronic Sales: TRANK Item Status Outstanding

Price Ordered 1,499.0000 Fixed Asset

Price Accepted Vendor Part TRANK2000

Qty Ordered 1.000 Form/Box/Loc

Qty Accepted Initiator Ms. Andretta Ne

Unit of Issue EA Each Expected Dt

Trade Disc Amt Comments 1

Trade Disc Pct

Extended Price 1,499.00

Work Or/Type/Flg

Tax Codes 1

GL Account No	Percent	Quantity
1 41-62584-28210	100.000	1.000

GL Amt 1,499.00



Proj ID

Controller Desc Value 1/2

► Note there are three screens open pertaining to this Purchase Order

- Use the PO Item Maintenance ([POIM](#)) screen to create new purchase order line items and edit existing ones.
- If accessed by pressing DETAIL on an existing line item on the Purchase Order Summary List (POIL) screen, that line item will be displayed and can be edited.
- If accessed through DETAIL from a blank line of the POIL screen, a *new* line item is created.

POIM – PO Item Maintenance

 Required Field
 Optional Field

All Fields Marked in Red MUST be filled in.

 Field Not Used
 Auto fills

Procedure Information:

Title: Purchase Order Maintenance

Mnemonic: POIM

File Name: JA_POEM.ppt

Application: APPS CF PUR POEM POIL POIM

Primary Dept: Purchasing

Effective Date: September 12, 2007

Revision Date: Rev # 1

Purpose:Use the PO Item Maintenance ([POIM](#)) form to create and edit purchase orders line items.

If you create a purchase order from an outstanding requisition, Colleague defaults any information from the requisition onto the purchase order. You can then change the information, and add or delete line items as necessary. If a requisition has already been used to create a blanket purchase order, you cannot also use it to create a regular purchase order.

Summary Steps

1. From the POIL screen **Detail** on the Line Item field
2. POIM-PO Maintenance Screen

► **If you Detailed** from a line item the following fields will auto filled:

- Vendor
- Desc
- Price Ordered
- Qty Ordered
- Unit of Issue
- GL Account No
- Percent
- Quantity
- Requisition
- Item Status
- Vendor Part
- Initiator
- Comments

All of these fields can be edited by the purchasing agent EXCEPT Requisition

Reasons for Editing a PO line item:

- Miss spellings
- Better price per unit
- Quantity changed
- Wrong GL number entered
- Item Status changed
- Vendor part changed

If you **Detailed** from POIL on a BLANK line the following fields will auto filled:

- Vendor
- Item Status
- Initiator

Adding items to this PO can now take place

Step 3 Comments: **Detail** and type reasons for changes

Step 4 Date/ Time/Login: Signature of purchasing agent making changes

Step 5 Save & Update

Step 6 Go to Step 13 on page 3 to complete Purchase Order requirements

POEM-Purchase Order Maintenance | POIL-Purchase Order Summary List | POIM-PO Item Maintenance

PO Number: P0091859 PO Status: Outstanding Status Date: 09/11/07

Vendor: FJ Grafik, Inc Requisition:
 Commodity:
 Inv Item:
 Desc:
 Price Ordered:
 Price Accepted:
 Qty Ordered:
 Qty Accepted:
 Unit of Issue:
 Trade Disc Amt:
 Trade Disc Pct:
 Extended Price:
 Work Or/Type/Flg:
 Tax Codes:
 GL Account No:
 GL Amt:
 Proj ID:
 Controller Desc:
 No Values

Item Status: Outstanding
 Fixed Asset:
 Vendor Part:
 Form/Box/Loc:
 Initiator: Michelle L. Rob
 Expected Dt:
 Comments: 1

This screen is the results of:
 Detailing from the **POIL** screen on a **BLANK** line

The following fields auto filled:

- Vendor
- Item Status
- Initiator

Adding items to this PO can now take place

POEM-Purchase Order Maintenance | POIL-Purchase Order Summary List | POIM-PO Item Maintenance

PO Number: P0091859 PO Status: Outstanding Status Date: 09/11/07

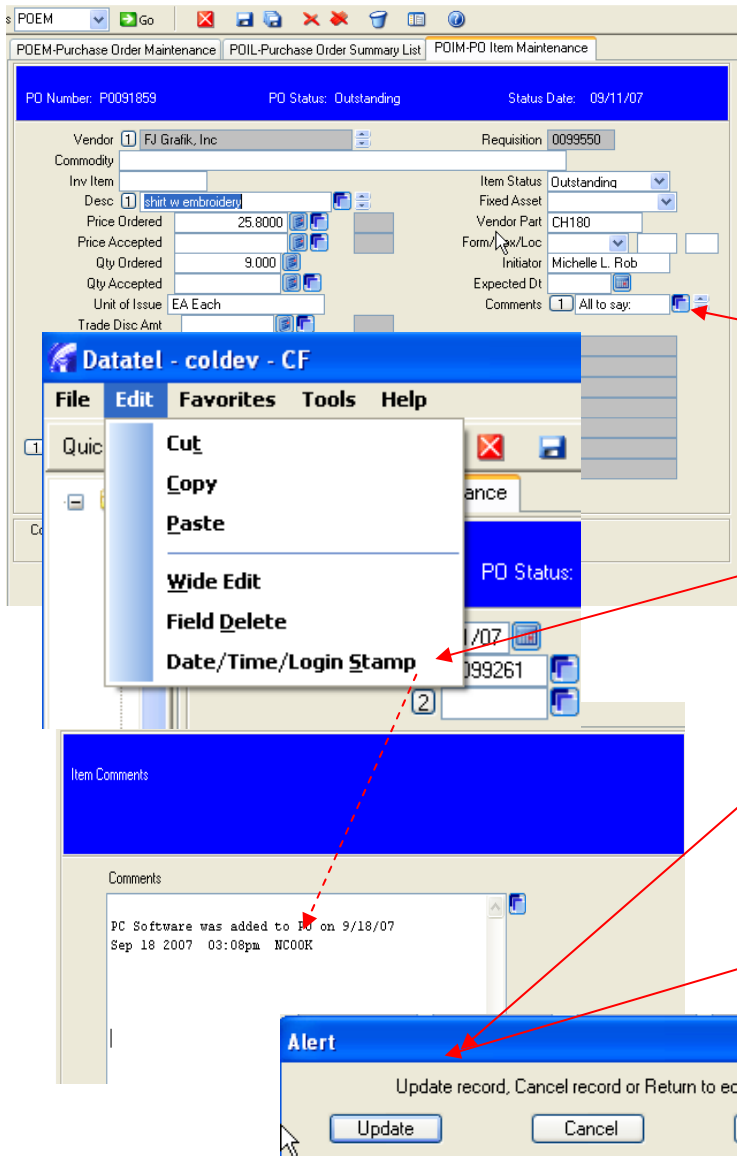
Vendor: FJ Grafik, Inc Requisition: 0099550
 Commodity:
 Inv Item:
 Desc: shirt w embroidery
 Price Ordered: 25.8000
 Price Accepted:
 Qty Ordered: 9.000
 Qty Accepted:
 Unit of Issue: EA Each
 Trade Disc Amt:
 Trade Disc Pct:
 Extended Price: 232.20
 Work Or/Type/Flg:
 Tax Codes:
 GL Account No: 01-36400-22790
 GL Amt: 232.20
 Proj ID:
 Controller Desc:
 Value 1/1

Item Status: Outstanding
 Fixed Asset:
 Vendor Part: CH180
 Form/Box/Loc:
 Initiator: Michelle L. Rob
 Expected Dt:
 Comments: 1 All to say:

This screen is the results of :
 Detailing from POIL screen on a Line Item from the PO

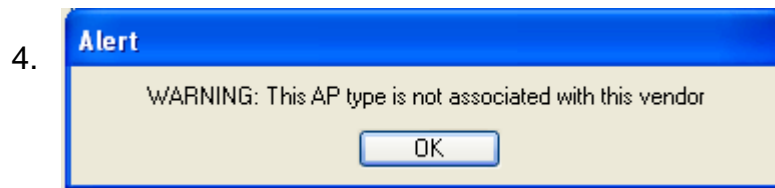
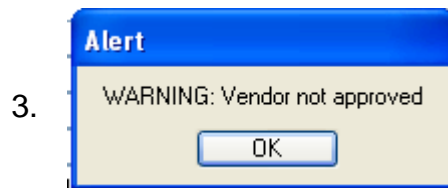
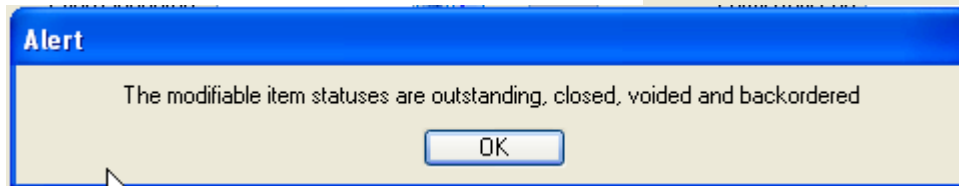
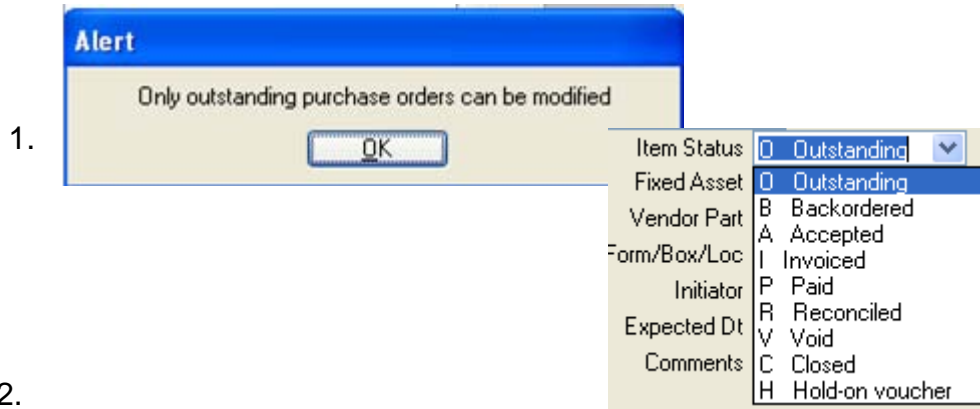
- | | |
|---------------|---------------|
| Vendor | Desc |
| Price Ordered | Qty Ordered |
| Unit of Issue | GL Account No |
| Percent | Quantity |
| Requisition | Item Status |
| Vendor Part | Initiator |
| Comments | |

All of these fields can be edited by the purchasing agent **EXCEPT Requisition**



► Any time a change is made to a Purchase Order it must be documented in the Comments field and the purchase agent should use the time and date stamp from the toolbar as signature.

- Step 1 Comments: **Detail** and type reasons for changes in this Purchase Order
- Step 2 Date/ Time / Login: Signature of purchasing agent making changes
- Step 3 Save & Update
- Step 4 Cancel (back to POIL screen)
- Step 5 Save & Update (back to the POIM screen)
- Step 6 Go to Step 13 on page 3 to complete Purchase Order requirements



Alert Messages that might appear:

1 and 2. This purchase order has had Item Status changed from Outstanding on the POIM screen. Check on the PINQ screen to see what the Status is:

3. and 4. The entered Vendor has not been set-up properly on the VEND screen.

Corrections should be made in VEND before proceeding with Purchase Order