Onslow County Schools Purchasing Dept
Online Purchasing Training

PO Entry – "F5" PO Detail Screen

PO ENTRY – "F5" PO DETAIL SCREEN

1. Press the "F5 Key" to enter the PO line details

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2. Press "enter" to get the first line item (or next line item if keying in multiple lines)

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3. Type the required information (Qty, Unit Cost, UM, Item Description, Vendor Item#, Commodity Code)

4. Press the "F13 Key" (Shift + F1 Key) to look up the unit of measure listing

5. Be sure to indicate your state contract #, quote #, quotes on file, sole source document on file, not on contract, etc.
   (*NOTE: This information only has to be entered on the first line item*)

6. See Commodity Codes and Unit Of Measure pages for more information.

PO ENTRY – "F5" PO DETAIL SCREEN

7. **ONLY** Press the "F7 Key" if you need more lines.
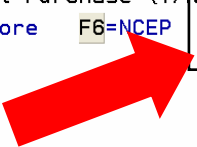
```
SunPac Financials PO  Entry/Adjust (V2) - Details      Rev 6.03  FY:7  ADM:670
Vendor:     101496  PO# Auto PO#  Line#   1  Batch ID: DAH022107       Addition
================================================================================
Seq  Quantity     UM        Description              Ext Cost  Commodity
---  ----------  ------  ------------------------------  ------------  ---------




                    --------------------------------------------------------------
                    Seq:   1     Qty:  1         Unit Cost: 50.00       UM: EA        Stat: HOLD
                    Desc 1: 9X12 CONSTRUCTION PAPER,      Desc 2: DARK GREEN
                    Desc 3: STATE CONTRACT 785B           Desc 4: INVOICE ATTN: DEBBIE HORNAGE
                    Vendor Item# 12345         Recycle: _____  Y/N? N  Commodity: 785-00
                    Blanket Purchase (Y/N)? N          Mdse Amt:      .00  Acct Bal:   15329.07
                    F3=Ignore    F6=NCEP    F7=Comments   F10=U/D   F11=Codes Lookup    F13=UM
```

PO ENTRY – "F5" PO DETAIL SCREEN COMMENTS

1. Press "enter" to get the first four comment lines.

```
DHORNAGES2
File  Edit  View  Communication  Actions  Window  Help




        SunPac Financials PO   Additional Detail Comments     Rev 6.03  FY:7  ADM:670


         Admin: 670    PO #: Auto PO#   Line#:   1   Dtl#:   1   Batch ID: DAH022107
        ================================================================================
        Seq
        ---















        --------------------------------------------------------------------------------
        Seq: ___




            F1=Next   F2=Prev   F9=Return






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128  I902 - Session successfully started                              Xerox Doc Centre 220/230 PS2 on 10.1.7.18
```
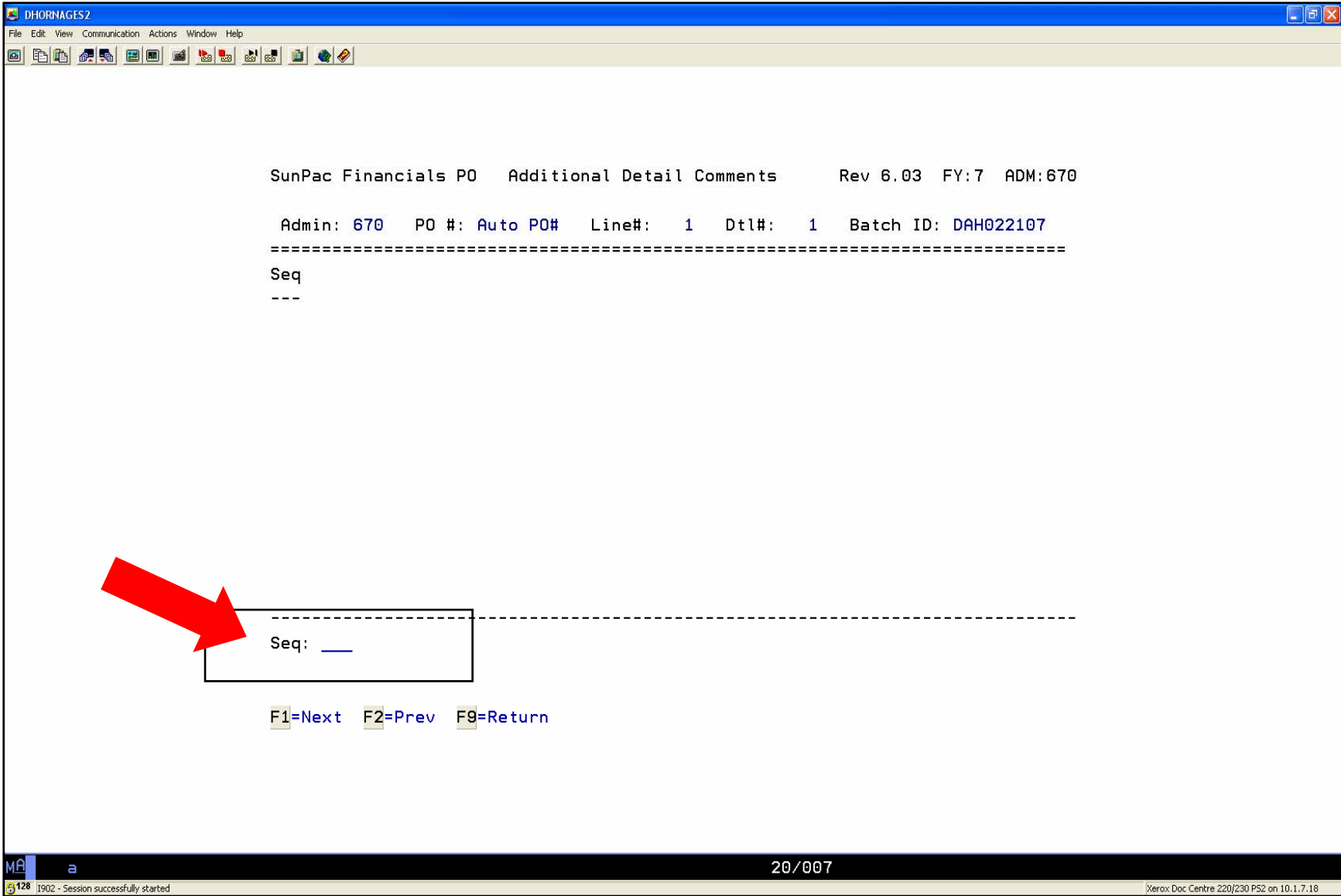
PO ENTRY – "F5" PO DETAIL SCREEN COMMENTS

2. Type your comments and press "enter.

PO ENTRY – "F5" PO DETAIL SCREEN COMMENTS

3. Type your additional line item comments (Invoice Attn:, Reference State Contract #, Etc.). When you have used all four comment lines or have completed your comments, press "enter"

4. Press "enter" if you need additional comment lines.

5. Once you have entered all your comments, press "enter". All additional line comments are displayed for your review.

```
SunPac Financials PO   Additional Detail Comments     Rev 6.03  FY:7  ADM:670
                                                        Addition
  Admin: 670   PO #: Auto PO#   Line#:  1   Dtl#:  1   Batch ID: DAH022107
===============================================================================
Seq
---
   1     ADDITIONAL LINE COMMENTS
         CAN BE PLACED ON AS MANY
         LINES AS NEEDED FOR ALL
         INFORMATION NEEDED TO




         ---------------------------------------------------------------------
Seq:   2
Cmnt1: COMPLETE YOUR PURCHASE        Cmnt2: ORDER(S).
Cmnt3:                               Cmnt4:
F3=Ignore
```

PO ENTRY – "F5" PO DETAIL SCREEN COMMENTS

6. If you need to make any changes, type the "sequence number" in for the line that needs to be changed and press "enter".

7. Make the changes and press "enter".

8. Press the "F9 Key" Return to go back to the previous line item detail screen.

```
SunPac Financials PO    Additional Detail Comments      Rev 6.03  FY:7  ADM:670

 Admin: 670    PO #: Auto PO#    Line#:   1    Dtl#:   1    Batch ID: DAH022107
=============================================================================
Seq
---
    1      ADDITIONAL LINE COMMENTS
           CAN BE PLACED ON AS MANY
           LINES AS NEEDED FOR ALL
           INFORMATION NEEDED TO
    2      COMPLETE YOUR PURCHASE
           ORDER(S).




    -------------------------------------------------------------------------
Seq: ___


F1=Next   F2=Prev   F9=Return
```

PO ENTRY – "F5" PO DETAIL SCREEN LINE ITEM

1. Make sure all line item information is correct and press "enter"

2. If there are omitted items or incorrect information, the system will indicate it after pressing enter.

3. If you receive a message at the bottom of the screen, press "enter" and correct your mistake, then press "enter again". (Example: I left off the commodity code which is a required field)

PO ENTRY – "F5" PO DETAIL SCREEN LINE ITEM

4. Enter additional PO line items if needed and after all items are entered, press the "F9 Key" to update the PO Lines and return to the PO header page.

```
SunPac Financials PO  Entry/Adjust (V2) - Details      Rev 6.03  FY:7  ADM:670
Vendor:    101496   PO# Auto PO#  Line#   1  Batch ID: DAH022107
================================================================================
Seq  Quantity    UM       Description                    Ext Cost  Commodity
---  ---------- ------  ------------------------------  ----------- ---------
  1      1.00  EA       9X12 CONSTRUCTION PAPER,           50.00   785-00
                        DARK GREEN
                        STATE CONTRACT 785B
                        INVOICE ATTN: DEBBIE HORNAGE
  2      1.00  EA       9X12 CONSTRUCTION PAPER,           50.00   785-00
                        LIGHT GREEN




       --------------------------------------------------------------------------
Seq: ___


                                    Mdse Amt:     100.00  Acct Bal:   15229.07

    F1=Next  F2=Prev  F3=Exit  F9=PO Lines  F20=Update
```

18/007

PO ENTRY – "F5" PO DETAIL SCREEN LINE ITEM

5. Verify all information is correct for totals and budget codes and press "F20 Key" (Shift + F8 Key) to update the purchase order.

6. Type "Y" if you get the question "This PO Is Over Budget – Update Anyway?" and press "enter".


```
DHORNAGES2
File  Edit  View  Communication  Actions  Window  Help


        SunPac Financials PO      Entry/Adjust (V2)          Rev 6.03  FY:7  ADM:670
                                                                        Addition
           Admin: 670    PO#: Auto PO#    Vendor No:     101496    Batch ID: DAH022107
        ===============================================================================
         Vendor: BENDER-BURKOT SCHOOL SUPPLIES  - POLLOCKSVILLE, NC 28573
         Acct: 2.5400.862.412.820.820.00   SUPPLIES & MATERIALS      Bal:   70703.98-
         Desc: INSTRUCTIONAL SUPPLIES                   Ref# 1: X
                                                        Ref# 2: D.HORNAGE
           Mdse:      100.00         Deliver To: DANNY SHEPARD
            Tax:        8.10
            Frt:       30.00
           Disc:       10.00                    Ship To: ONSLOW COUNTY SCHOOLS
                   ===========                   820 / PO DIST CENTER / PURCHASING DEPT
           Total:     128.10   Taxable? Y              200 BROADHURST ROAD
                                                       JACKSONVILLE,NC 28540
          Tax Percents                      Bill To: 000
          State   4.25           PO Date:  22107         PO Status: ON HOLD
         County:  2.50          Deliv Date: 22107        Entered By: DEBBIE
          Local: _____         Expire Date: 63007         Amt Invd:        .00
                                                        EP Vendor? Y  EP PO? N


          F3=Exit   F4=D/F/T   F5=Details   F6=HdrCmts   F7=LineCmts   F8=StatusFlags
                F10=FA Flags   F15=ChgVendor   F17=AcctLookup    F20=Update
         This PO Is Over Budget - Update Anyway?                           (Y/N): _


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128  I902 - Session successfully started                      Xerox Doc Centre 220/230 PS2 on 10.1.7.18
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