



Onslow County Schools Purchasing Dept

Online Purchasing Training

PO Entry – Discounts, Freight & Taxes

PO ENTRY – DISCOUNTS

ONLY USE IF DISCOUNTS ARE REQUIRED ON YOUR PO.

1. Press “F4 Key”
2. Change the “Discount----->” From “N” to “Y” and/or “Y” to “N” as needed
3. Change the “Amt/Pct” From “A” to “P” and/or “P” to “A” as needed
4. Type in the “Amount” by percentage or dollar as needed

NOTE: If you choose “percent” the discount will be calculated as you key in your items.

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
=====

Standard Tax Pcts --> State: 4.25 County: 2.50 Local: .00

Discount->	<u>N</u>	Amt/Pct: <u>A</u>	Auto Distr? <u>Y</u>	Encumber? <u>Y</u>	Amt/Pct: <u>.00</u>
Freight-->	<u>Y</u>	Amt/Pct: <u>A</u>	Auto Distr? <u>Y</u>	Encumber? <u>Y</u>	Amt/Pct: <u>.00</u>
Tax----->	<u>Y</u>	Amt/Pct: <u>P</u>	Auto Distr? <u>Y</u>	Encumber? <u>Y</u>	Amount: <u>.00</u>

Encumber Mdse? Y

JACKSONVILLE, NC 28540

<u>Tax Percents</u>	Bill To: <u>000</u>	
State <u>4.25</u>	PO Date: <u>22107</u>	PO Status: ON HOLD
County: <u>2.50</u>	Deliv Date: <u>22107</u>	Entered By: DEBBIE
Local: <u> </u>	Expire Date: <u>63007</u>	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

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PO ENTRY – FREIGHT CHARGES

ONLY USE IF SHIPPING & HANDLING CHARGES ARE REQUIRED ON YOUR PO.

1. Press “F4 key”
2. Change the “Freight----->” From “N” to “Y” and/or “Y” to “N” as needed (“N” = No, “Y” = Yes)
3. Change the “Amt/Pct” From “A” to “P” and/or “P” to “A” as needed (“A” = Amount, “P” = Percent”)
4. Type in the “Amount” by percentage or dollar as needed

NOTE: On orders with Goods and Labor/installation, use “A” (Amount) and enter the total amount of the freight charge for the entire order.

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Addition
Admin: 670 PO#: Auto PO# Vendor No: 101496 Batch ID: DAH022107
=====

Standard Tax Pcts --> State: <u>4.25</u> County: <u>2.50</u> Local: <u>.00</u>
Discount-> <u>N</u> Amt/Pct: <u>A</u> Auto Distr? <u>Y</u> Encumber? <u>Y</u> Amt/Pct: <u>.00</u>
Freight--> <u>Y</u> Amt/Pct: <u>A</u> Auto Distr? <u>Y</u> Encumber? <u>Y</u> Amt/Pct: <u>.00</u>
Tax-----> <u>Y</u> Amt/Pct: <u>P</u> Auto Distr? <u>Y</u> Encumber? <u>Y</u> Amount: <u>.00</u>
Encumber Mdse? <u>Y</u>

JACKSONVILLE, NC 28540
Bill To: 000

<u>Tax Percents</u>	PO Date: <u>22107</u>	PO Status: ON HOLD
State <u>4.25</u>	Deliv Date: <u>22107</u>	Entered By: DEBBIE
County: <u>2.50</u>	Expire Date: <u>63007</u>	Amt Invd: .00
Local: <u> </u>		EP Vendor? Y EP PO? N

F3=Exit F4=D/F/T F5=Details F6=HdrCmts F7=LineCmts F8=StatusFlags
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PO ENTRY – TAXES

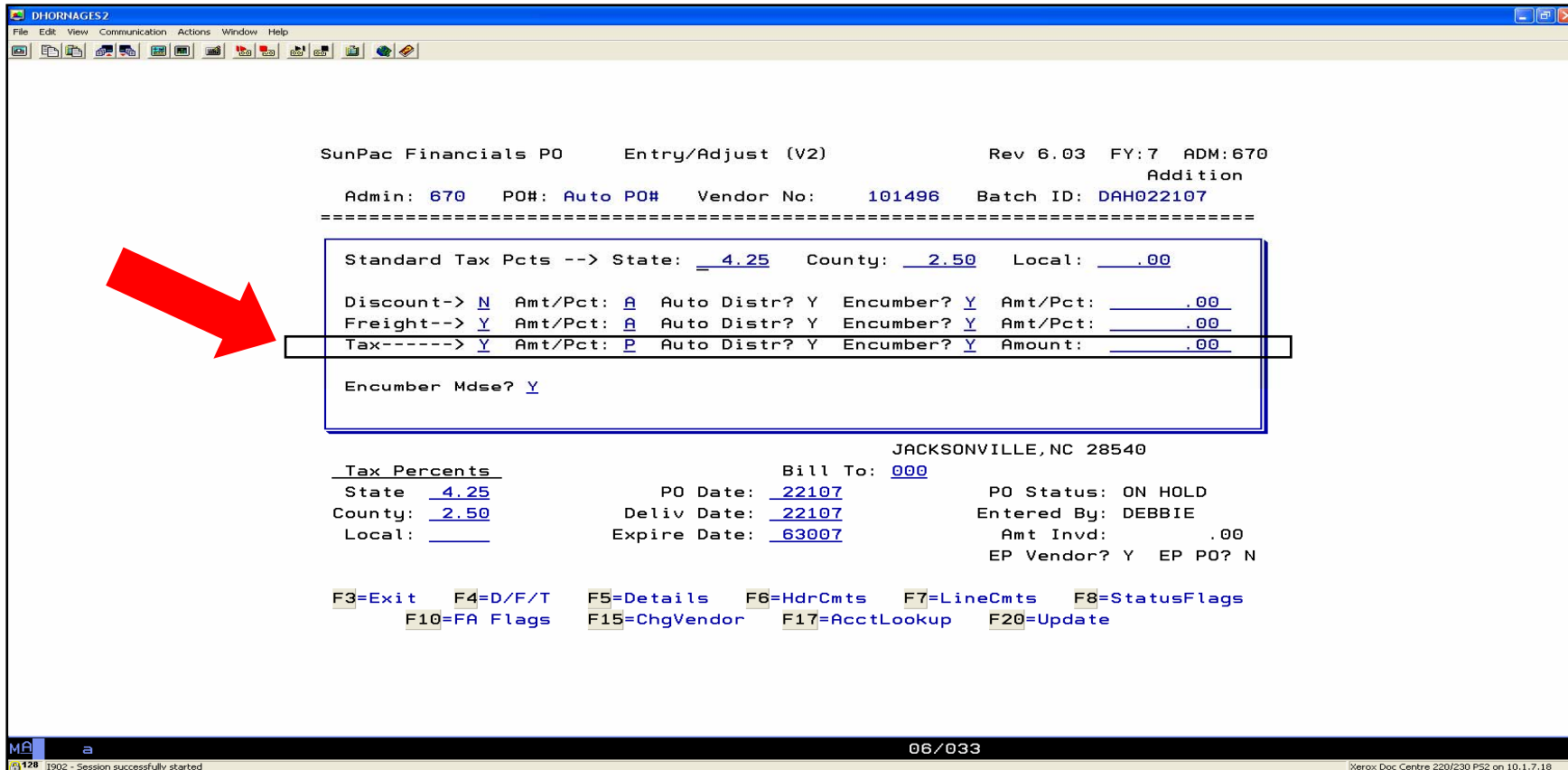
ONLY USE IF YOU HAVE TO CHANGE TAX AMOUNT ON YOUR PO.

Press “F4 key” when the vendor’s default tax information needs to be changed to encumber the correct tax amount needed on the purchase order

1. Change the “Tax----->” From “Y” to “N” and/or “N” to “Y” as needed
2. Change the “Amt/Pct” From “A” to “P” and/or “P” to “A” as needed

NOTE: Since labor/installation is not taxable, if you have an order that includes labor/installation along with materials, use “A” and manually calculate the tax amount for the materials and freight only.

3. Enter the “Amount” by percentage or dollar as needed



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=====

Standard Tax Pcts --> State: <u>4.25</u> County: <u>2.50</u> Local: <u>.00</u>
Discount--> <u>N</u> Amt/Pct: <u>A</u> Auto Distr? <u>Y</u> Encumber? <u>Y</u> Amt/Pct: <u>.00</u>
Freight--> <u>Y</u> Amt/Pct: <u>A</u> Auto Distr? <u>Y</u> Encumber? <u>Y</u> Amt/Pct: <u>.00</u>
Tax-----> <u>Y</u> Amt/Pct: <u>P</u> Auto Distr? <u>Y</u> Encumber? <u>Y</u> Amount: <u>.00</u>
Encumber Mdse? <u>Y</u>

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
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PO ENTRY - DISCOUNT, FREIGHT & TAXES

1. Type the information required for discounts, freight and taxes and then 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
=====

Standard Tax Pcts --> State: 4.25 County: 2.50 Local: .00

Discount--> Y Amt/Pct: P Auto Distr? Y Encumber? Y Amt/Pct: 10
Freight--> Y Amt/Pct: A Auto Distr? Y Encumber? Y Amt/Pct: 30.00
Tax-----> Y Amt/Pct: P Auto Distr? Y Encumber? Y Amount: .00

Encumber Mdse? Y

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

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PO ENTRY - DISCOUNT, FREIGHT & TAXES

2. You will then see all your information listed.
3. Discounts will not show until PO line details have been entered so amounts can be calculated.

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

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Vendor: BENDER-BURKOT SCHOOL SUPPLIES - POLLOCKSVILLE, NC 28573
Acct: 2.6320.801.412.000.820.00 SUPPLIES & MATERIALS Bal: 15331.10
Desc: INSTRUCTIONAL SUPPLIES Ref# 1: X
Ref# 2: D.HORNAGE

Mdse: .00 Deliver To: DANNY SHEPARD
Tax: .00
Frt: 30.00
Disc: .00
=====

Total: 30.00 Taxable? Y

Ship To: ONSLOW COUNTY SCHOOLS
820 / PO DIST CENTER / PURCHASING DEPT
200 BROADHURST ROAD
JACKSONVILLE, NC 28540

Bill To: 000

Tax Percents PO Date: 22107 PO Status: ON HOLD
State 4.25 Deliv Date: 22107 Entered By: DEBBIE
County: 2.50 Expire Date: 63007 Amt Invd: .00
Local: EP Vendor? Y EP PO? N

F3=Exit F4=D/F/T F5=Details F6=HdrCmts F7=LineCmts F8=StatusFlags
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