

Banyon Data Systems
Purchase Orders
(WinFund)

Purchase Order NOVEMBER 2002

Order by: 15 All Records

PO Nbr: 0000068 Date: 10/04/2001 Refer: 0 Posted: Type:

Vendor: GENERAL OFFICE PRODUCTS # 9329 Act Yr Created: 2001

Entry: Special Instructions | Comments | Encumber

GENERAL OFFICE PRODUCTS Phone # 8004629878 SHIP To: Demonstration Default Ship To
 ATTN: SALES Fax # 6123687598
 401 N. MULBERRY 2222 TYLER RD
 MINNEAPOLIS MN 55318 PO BOX 21
 YOUR CITY US 55555

Tax Exempt Tax Comment:

Required	Ship Via	Terms	Other

Qty	Unit	Item	Unit Price	Total	Tax	TP	Ac
5		Book Shelves	100.00	\$500.00	\$32.50	E	101-4100
1	Ea	SOFTWARE	1,995.00	\$1,995.00	\$129.68	E	101-4100
1	*	SOFTWARE		\$0.00	\$0.00		
					Total		\$2,495.00

*Use right click on V to add or change.

Record: 1 of 19

- Can print one PO, a range, or all.
- Type in an item or pick from drop down list the item you want to order.
- Recur items can be set up to put in \$ amount, tax, and acct. code automatically, making the entry of a PO a fast, smooth process. It will put all information filled in on the recur setup screen. The entry can also be changed once it comes up on the PO screen. (Recur Screen Shown Below)
- Click on the find button to locate a PO by # or name.
- Encumber the PO to have it set aside money from the budget. The PO is then sent to the accounts payable where it is waiting to be paid.
- See Sample PO on next page.

Setup Recurring Items

Post Recur Calculate Interest

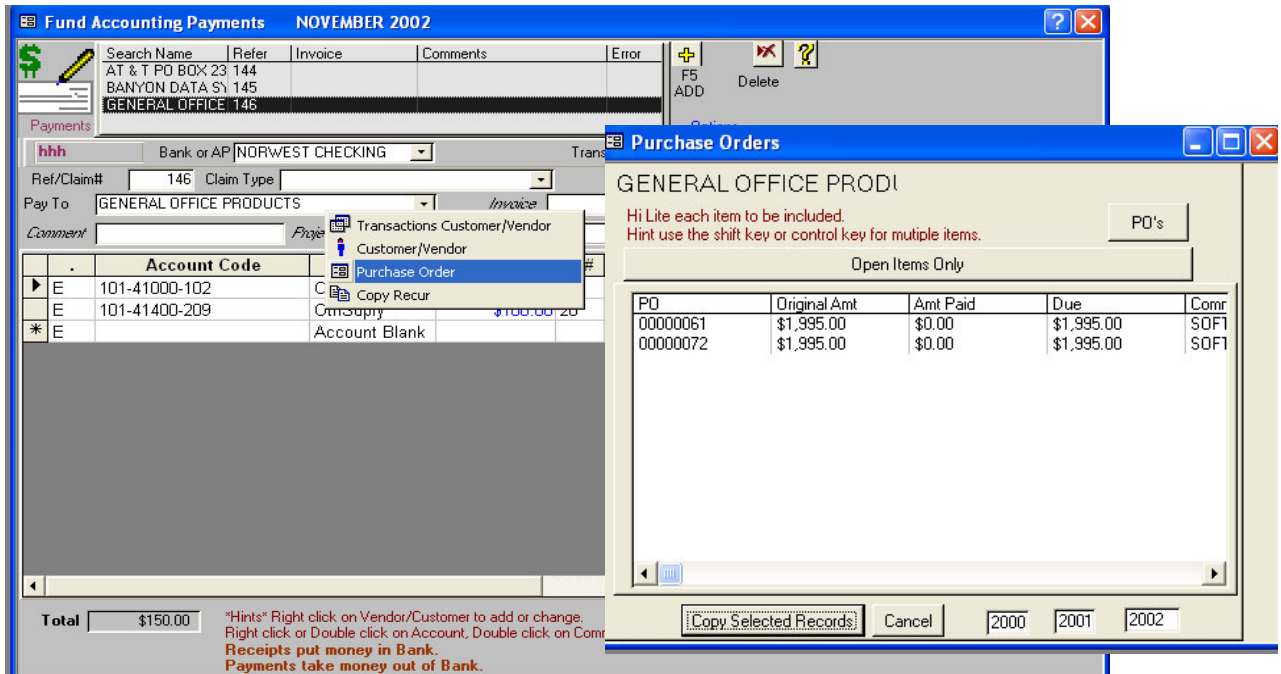
Recur Items are selected using the Description. Tax is used only on Billing Invoice Items.

Recur	Item	Amount	Tp	Act Code	Description	Tax
01	Utility Services	0.00	R	601-37100	WtrSales	E
02	Animal License	30.00	R	101-32240	AnimalLi	E
03	Park Rental Fee	45.00	R	101-31110	Park Rental	E
04	Building Permit	00.00	R	101-32210	BldgPer	E

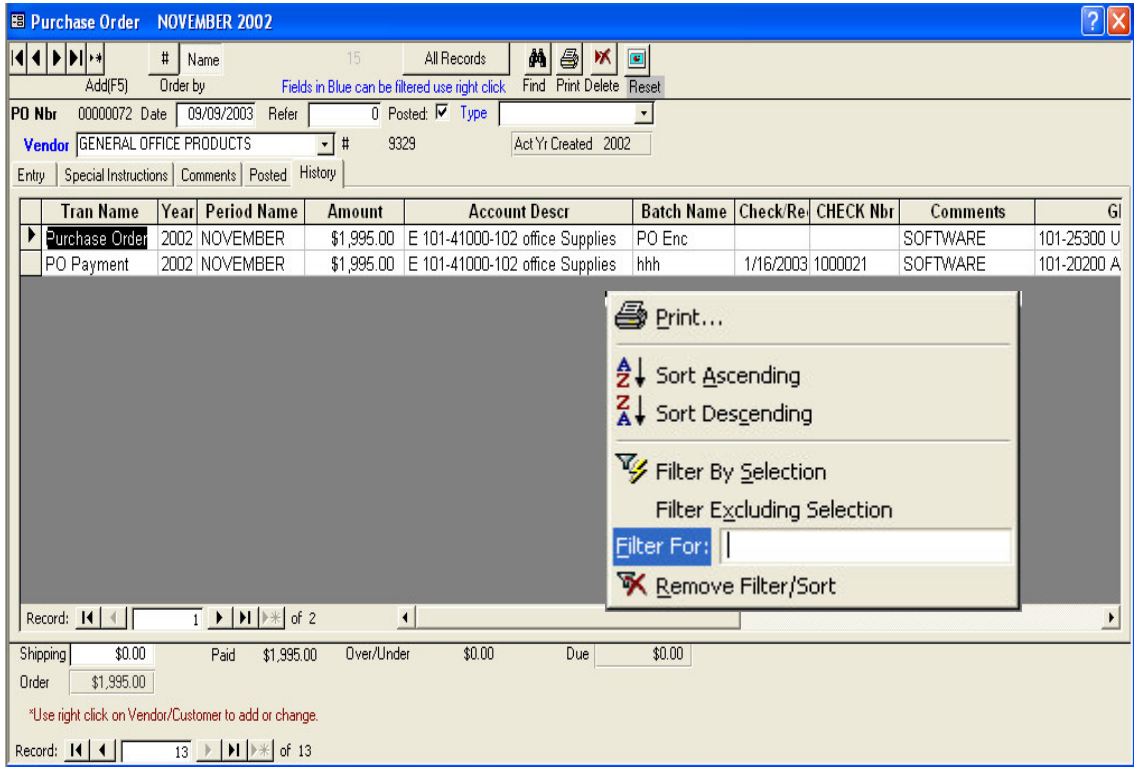
Record: 1 of 19

Tax	Description	Percent	Tp	Act Code	Description
B	SOFTWARE TAX	6.50%	G	01-203	SalesTax
C	SUPPORT TAX	1.30%	G	01-203	SalesTax
D	Support Tax Small	1.30%	G	01-203	SalesTax
E	NO TAX	0.00%	G	01-203	SalesTax

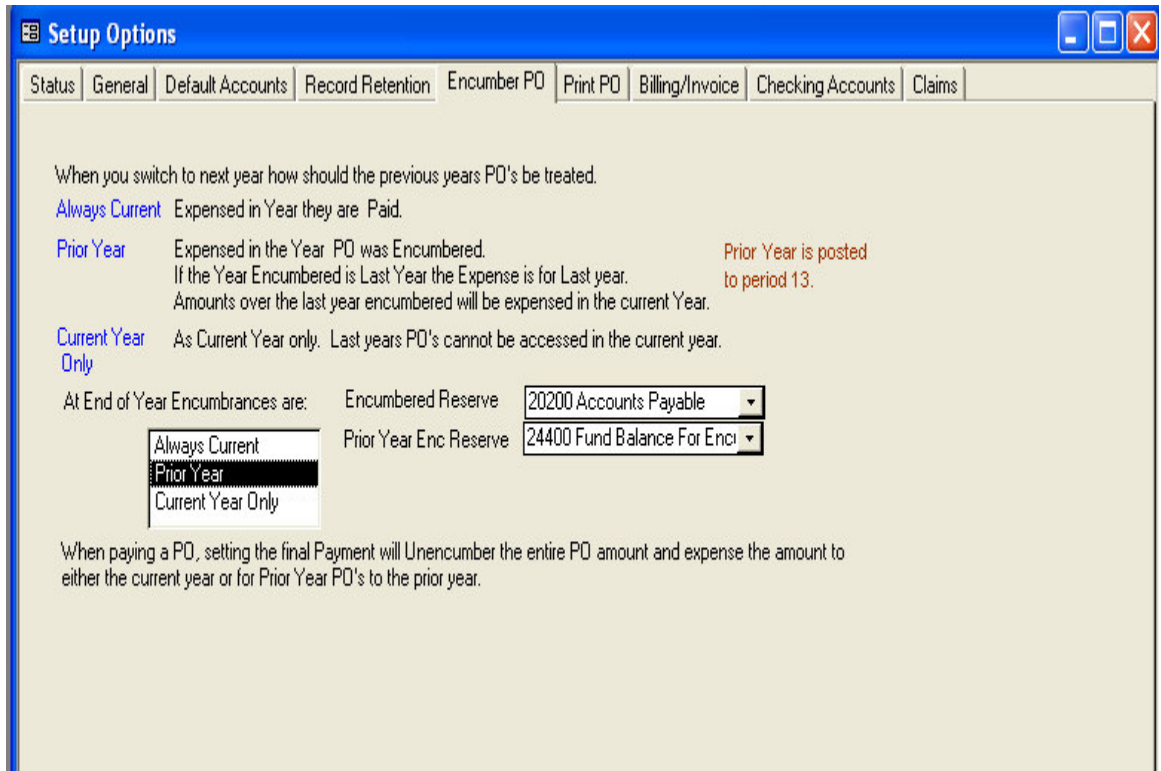
Record: 1 of 5



- When you want to pay off a purchase order, right click on the pay to name and select purchase order. A list of PO's for that vendor will then come up.
- Select which PO(s) you want to pay and click on copy selected records. It will then put an entry into the batch for you automatically. You can then change the PO amount if it is different than the original amount. You would then click the final button and it will zero out the remainder of the purchase order. If you do not click the final button when changing the amount or make a partial payment the system will assume it needs to pay the remainder and store that as a balance.



- Easy look up of the history for the purchase order. The history tab indicates when the PO was created and when or if it was actually paid.
- Also create purchase order reports. A sample of one that we created is on the next page.
- When looking on any transaction screen within the software you can search using the filter for. Right click on the field you want to search and you could search for any PO, Check #, Date, Batch Name, Amount, etc. Also do any range.
- To void a purchase order, look up the PO and click on the posted tab and then check the final box. It will then zero out the purchase order.



In the setup options specify how PO from the previous year are to be handled at the beginning of the new year.