



# Questions & Answers about Your CPA Software: **PURCHASE ORDERS**



Simply scroll down to get the answers to these questions...

- How do I enter a purchase order?
- How do I receive a PO once I have an invoice?
- How do I pay an invoice once it has been received?
- How do I void a purchase order?
- How do I cancel a line item on a purchase order?
- How do I find the purchase orders that make up the encumbered amount?
- How do I unencumber a purchase order?

If you don't find your question addressed here, please submit it to [support@sspro.com](mailto:support@sspro.com). We will update these FAQ Software Sheets frequently for CPA Users. Send your questions!

## Q. How do I enter a purchase order?

**A.** Select the Purchase Orders tab. Press <Enter> through Add A Purchase Order and the purchase order number will come up automatically, press <Enter> again to accept that number or type in a new number and press <Enter>. The program will continue to number consecutively with the last number entered. You will select a vendor by clicking on the drop down and selecting the vendor for that PO. If the vendor does not exist, you will be asked to add the vendor. (Only the vendor name is required.) You will then select the 6000-account number of the fund you want to order the items from. Select or create a sort code or leave the sort code blank. Type in the description of what you are purchasing. Put in the quantity (you must put in at least 1) and the unit price. The total will fill in automatically. If you want to use Supplies as your description on the first line and then list the specific items, you may press <Enter> through the GL account on the next line and then type in description lines with no dollars associated with that line. You have the option of typing in comments on the PO, such as Confirming, Do Not Duplicate, etc. Click the Save button to print the PO at that time or you have the option of printing your PO's all at one time by selecting Purchase Orders on the report side.

GL Acct	GL Sort Code	Description	Qty	Unit	Unit Price	Total	Check #	Notes

## Q. How do I receive a PO once I have an invoice?

**A.** Once you have received the products and an invoice from the vendor, you will need to go to <Receive Purchase Orders>. Click on the drop down box and select the PO #. The program will display the detail for that PO. You will be asked to type in the Invoice #, Invoice date, claim #, and due date. If the amount shown in the billed amount and invoice amount is correct, click Receive PO. If it does not agree with the invoice amount, you will change the amount in the billed amount and the program will change the invoice amount. This allows you to add in any shipping or other charges that were not on the original PO. Then click the Receive PO. When you receive the PO, it is sent to the Accounts Payable module to be paid.

## Q. How do I pay an invoice once it has been received?

**A.** Once the PO has been received and sent to Accounts Payable to be paid, you will go to the <Accounts Payable> tab and choose Select and Pay Invoices. You will be asked if you would like to clean the invoice file. This will take out all of the paid and cancelled invoices. If you would like to pay all the PO's listed, you may click the <Select All> button. If you only want to pay one invoice, click on that line under Status and click Selected. (If you have more than one PO for a vendor and you select A for all, it will combine those PO's on one check for that vendor.) Once you have selected the PO's to pay, click the Print Vendor Checks button at the bottom of the screen. A small pop-up box will come up displaying the next check number. Click the Print Check button to print the checks.

GL Account	GL Sort Code	Description	Qty	Unit	Unit Price	Total	Billed
6040 - COKE	COKE MACHINE	PURCHASE COKE PRODU	5.0	EA	\$3.50	\$17.50	\$17.50



Did this help? Questions? If not, we're here! E-mail: [support@sspro.com](mailto:support@sspro.com) or call (765) 423-4472. You arrived on this page when you clicked on the Frequently Asked Questions button. To return to your program, simply close this window (upper right corner X).

CPA - Purchase Orders  
for  
YOUR SCHOOL

Payroll Student Receivables Textbook Rental Configure Manage Data  
General Ledger Accounts Payable Receipts Purchase Orders Batch Reporting Set of Books

PO Number: 6-11/18/2011 Vendor: ALL STAR SPORTS, INC. Address 1: PO Box 568 Address 2: City: Evansville State: IN Zip: 47704 PO Date: 11/18/11 Tax Id: 1099: #

Purchased For: Delivered To: Invoice Sent To: Comments: Printed: Yes Received: No Void: No

GL Acct	GL Sort Code	Description	Qty	Unit	Unit Price	Total	Check #	Notes
6030 - ATHLETIC		TEST LINE	1.00		\$5.0000	\$5.00		

Fund Balance: \$0.00 Encumbered Amount: \$0.00 Total Purchase Order: \$5.00

Void Save Notes Reprint PO Close

## Q. How do I void a purchase order?

**A.** Select Purchase Orders, click the drop down box instead of entering a new PO. Select the PO from the drop down box and the screen will display the details of that PO. Click the Void button in the middle of the screen. If you have received the PO, you will not be able to void the PO.

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PO Number: 5-11/11/2009 Vendor: A+ TEACHING SUPPLY Address 1: Address 2: 7900 E US 36 SUITE E City: Avon State: IN Zip: 46123-8108 PO Date: 11/11/09 Tax Id: 1099: #

Purchased For: MOORESVILLE HS Delivered To: MOORESVILLE HS Invoice Sent To: PEGGY GORMAN Comments: Would you like to cancel the detail line item? Yes No

GL Acct	GL Sort Code	Description	Qty	Unit	Unit Price	Total	Check #	Notes
6055 - BOOKSTORE	Supplies	SUPPLIES	1.00		\$52.0000	\$52.00		

Fund Balance: \$0.00 Encumbered Amount: \$0.00 Total Purchase Order: \$52.00

Void Save Notes Reprint PO Close

## Q. How do I cancel a line item on a purchase order?

**A.** Select Purchase Orders, click the drop down box instead of entering a new PO. Select the PO from the drop down box. Go to the check column and double click in that column on the line item you would like to cancel. You will be asked if you want to cancel that line item, when you select Yes, the check column will display Cancelled. Make sure you cancel each line item on the PO.

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PO Number: 5-11/11/2009 Vendor: A+ TEACHING SUPPLY Address 1: Address 2: 7900 E US 36 SUITE E City: Avon State: IN Zip: 46123-8108 PO Date: 11/11/09 Tax Id: 1099: #

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GL Acct	GL Sort Code	Description	Qty	Unit	Unit Price	Total	Check #	Notes
6055 - BOOKSTORE	Supplies	SUPPLIES	1.00		\$52.0000	\$52.00		

Fund Balance: \$0.00 Encumbered Amount: \$0.00 Total Purchase Order: \$52.00

Void Save Notes Reprint PO Close

## Q. How do I find the purchase orders that make up the encumbered amount?

**A.** First run the Encumbrance report to see which accounts have encumbered balances. Then run the PO Fund Summary. You will put in a date range, then select the 6000 account and say Yes, encumbered PO's only. That report will show you which PO's make up the encumbered amount. If the PO will not be paid, you will un-encumber that PO.

## Q. How do I unencumber a purchase order?

**A.** Select Purchase Orders, click the drop down box instead of entering a new PO. Select the PO from the drop down box. Go to the check column and double click in that column on the line item you would like to cancel. You will be asked if you want to cancel that line item, when you select Yes, the check column will display Cancelled. Make sure you cancel each line item on the PO.



Did this help? Questions? If not, we're here! E-mail: [support@sspro.com](mailto:support@sspro.com) or call (765) 423-4472. You arrived on this page when you clicked on the Frequently Asked Questions button. To return to your program, simply close this window (upper right corner X).