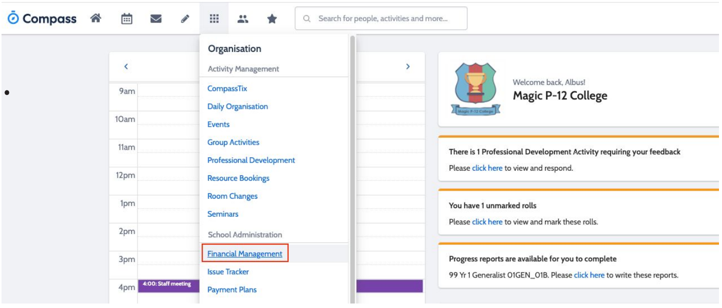
CREATING A PURCHASE ORDER

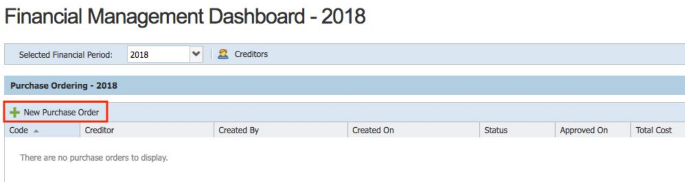
1. To create a new PO, go to Financial Management under the grid icon.

1.



2. Click the 'New Purchase Order' button.

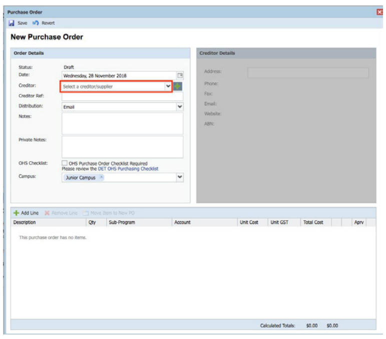
2.



3. Select a creditor from the drop down list of your school's creditors. The creditor's details will be automatically populated from the information that has been imported from CASES.

If you have a quote number or other reference number from the Creditor, you can add it in the 'Creditor Ref' field.

3.

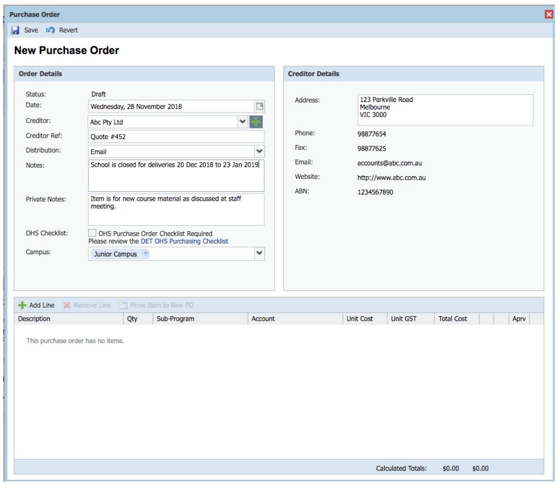


4. Choose the Distribution type for the Purchase Order once approved.

If you have information for the creditor you can type this into the 'Notes' field and it will be printed on the PO for the creditor to see. This can include delivery information for the creditor, eg if the order should be shipped to a different contact and/or address from the school's main campus.

Anything you add to the 'Private Notes' field is only viewable within Compass Purchase Orders. These can be used to include additional notes for the Sub-Program or Business Manager.

4.



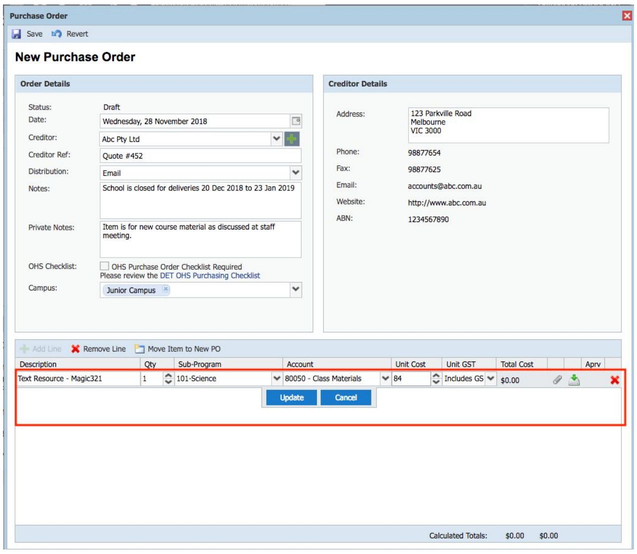
5. Tick the 'OHS Purchase Order Checklist Required' if applicable for your order. You can also select a Campus is required.

Once the Order Details section has been completed, you will need to add Lines to the PO.

A single line in a PO contains one type of item to be purchased (either a single item or a quantity of that same item). EG a PO for a stationary supplier could include one line for blue ball-point pens, one line for black ball-point pens, one line for A4 paper, one line for A3 paper etc.

For each line you can define the sub-program relevant to this purchase (i.e. I am buying coloured paper for 'Visual Art') and the account to which the item will be charged (eg, the coloured paper is a 'Classroom Material').

5.



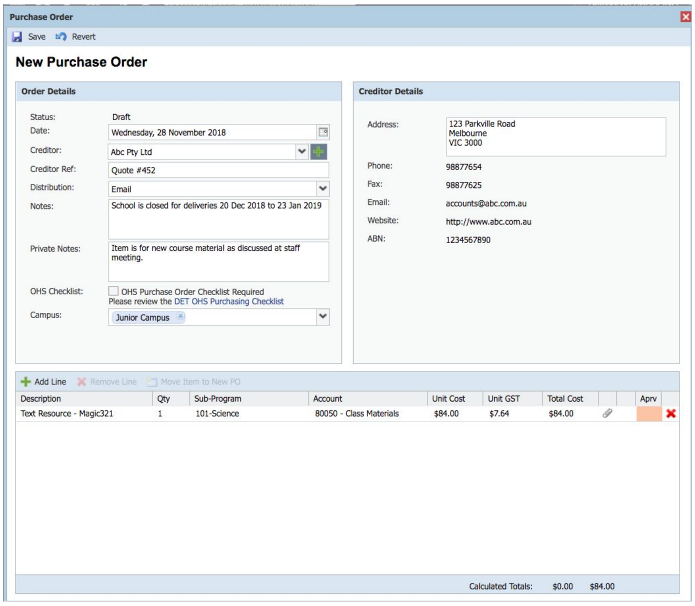
When completing an order for Professional Development the exact name of the PD is to be entered in the description. The notes section will also need to be completed confirming all the PD Details and when it was approved.

6. Once the details for a line have been entered click 'Update' to save.

If at any time you wish to change any details of the line, you can do so by double-clicking on the line.

If you are unhappy with any of the changes you have made you can use the "Revert' function to change the PO back to the last time it was saved. Each line is completely independent. Therefore a PO can include purchases for multiple sub-programs and accounts. This allows a single purchase order to be processed to charge multiple sub-programs, allowing funding/cost to be shared or consolidated across departments within the school.

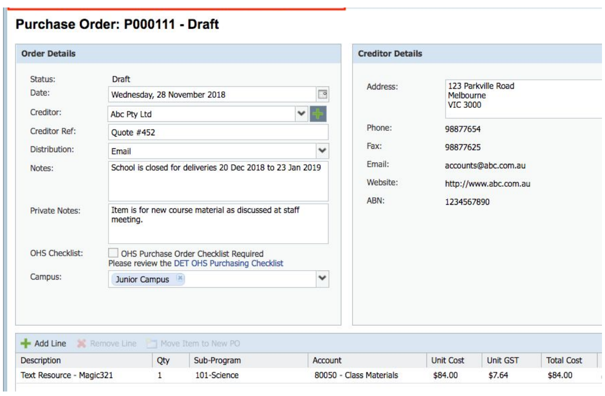
6.



7. When you save a PO, it is saved with a 'Draft' status. POs marked as 'Draft' can remain indefinitely and will not be processed. Once you have completed your PO and are ready to submit the PO for approval, select the 'Submit for Approval' button in the top bar of the PO. This will change the PO's status to "Pending Sub-Program (SP) Approval". You will no longer be able to edit the PO.

Once a PO has been submitted it needs to be approved by all relevant sub-program managers and the school'sBusiness Manager before it can be sent off. The creator of a PO will be notified via an alert when their PO has been fully approved.

7.



8. When you see this notification you can click it. Click into the Purchase Order and then you can proceed to forward it to the Creditor via the available options.

8.