

Purchase Order Button

The PO Summary screen is displayed when you click for the details of a purchase order after pressing the “Purchase Orders” button.

The screenshot displays a software interface for a Purchase Order Summary. At the top, there are navigation buttons: "Check Registers", "Denied Checks", "Travel", "Purchase Orders", "Reset", and "Approve All But Marked". Below these is a header bar for "REQUISITION: 2479 - VENDOR: ELECTRIC MOTOR SERV" with a total value of 950.00. A table below the header lists items with columns for department, description, and amount. The main content area is titled "PO Summary" and is split into two columns. The left column shows item details for "ELECTRIC MOTOR SERVICE" and "ESTIMATED COST TO REPAIR WATER SPRINKLER PUMP". The right column is titled "Approvals" and contains a table with columns for name, date, and comment. A dropdown menu is open over the "Approvals" table, showing options: "Approved", "Denied", "No Action", and "Question". A red "Update" button is positioned above the dropdown. Below the dropdown, there is a text box for a commissioner's comment and a history of previous comments from users GINAJB and JULIER.

Item	Department	Description	Amount
1	PUBLIC WORKS / PARKS	BUILDING & GROUND	475.00
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Name	Date	Comment
GINAJB	4/3/2013	This is the first comment that was entered on this purchase order. At this time, the P.O. is in a DEPT status. Here's where you would put any comments you want the Purchasing Agent
JULIER	4/3/2013	P.O. still in a department status Purchasing agent has commented and will note anything needed such as "bid required" or not part of state contract

1. This has been revised to show more detailed information for the purchase order.
2. The left portion shows the details of the request.
3. On the right you may set your approval, as well as adding comments. The comment field has been expanded.
4. The bottom right shows a history of comments pertaining to the P.O. Any comment made from this screen will be visible to the departments, purchasing agent and auditor.

Check Registers Button

The Check Summary screen is displayed when you click for the details of a purchase order after pressing the “Check Registers” button.

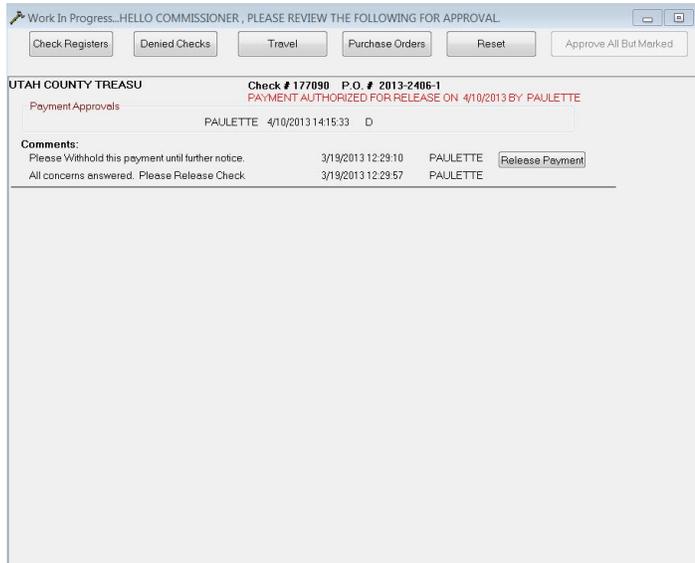
The screenshot shows a software window titled "Check Summary" with the following content:

- Vendor:** AIRE-MASTER OF SOUTHERN UT. (with a "Print Details" link)
- Check Number:** 176935
- Line Items:** A list of six items, each with a description, quantity, unit price, and total amount. All items are for "BUILDING MAINTENANCE OPERATION" and "SERVICE OF DEODORIZERS AT THE [location]".
- Item To Purchase:** A note for each item stating "2013 BLANKET PURCHASE ORDER FOR SERVICE OF DEODORIZERS AT THE [location]".
- Approvals:** A section with "Check Number 176935" and an "Update" button. Below it, a red warning message states: "There are 9 P.O.'s tied to this check. Entire check will be held." Three approval entries are listed: Gary (2/26/2013 13:49:57), Doug (2/25/2013 15:58:56), and Larry, each with a dropdown menu set to "Approved".
- Comment History:** A table with columns for name, date, and comment. One entry is visible: PAULETTE, 4/10/2013, Register 233 - ck is on multiple PO's.
- Auditor's Recommendation:** A section at the bottom with a dropdown menu currently set to "R".

1. This has been revised to show more detailed information for the purchase order.
2. The left portion shows the details of the request as well as the “Audtor’s Recommendation”.
3. There may be multiple P.O.’s tied to this check. If there are, you will see a message in red indicating so. This message is directly under the “Update” button
4. On the right you may set your approval, as well as adding comments. The comment field has been expanded.
5. The bottom right shows a history of comments pertaining to the P.O. Any comment made from this screen will be visible to the departments, purchasing agent, auditor and accounts payable.
6. If a payment has been denied, this will trigger A.P. to hold the payment.

Denied Checks Button

View held or questioned payments as well as release those that have been held.



1. The comments that show are only those pertaining to payment denial and are not reflective of all the comments.
2. Until Accounts Payable has sent the payment, they will appear on the screen; but if Commission has released them, you will see the date and who released it in red at top of the screen.
3. Pressing the Release Payment button automatically sends e-mail to the Accounts Payable Staff to send the payment. If more than one Commissioner has denied a check, a warning message will be shown indicating that there are multiple denials. This does not, however, prevent you from releasing the payment.
4. The user code of the Commissioner who released it and the current date is stored with the record.
5. Once the payment is released, you will see a message asking if you want to add comments. If you indicate yes, the Payment Release Notes screen will be opened. Once comments are added, press "Save Comments" to complete the transaction.

