



Activity: Student Activities Purchase Orders (Internal Accounts)
Munis > Financials > Student Activity > Activity Transactions

Enter a Purchase Order (PO)

1. Navigate to **Activity Transactions**
Munis > Financials > Student Activity > Activity Transactions
2. Click **Search**
 - a. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center)
 - b. Click **Accept**
 - c. A message indicating that ‘Access has been restricted based on student activity role permissions’ may appear – click **OK**
3. Click **Purchase Order**
4. Input PO information
 - a. Input general PO information
 - i. Input **Location** (Cost Center)
 - ii. **GL Effective Date** defaults to current date.
 - iii. **Fiscal Year, Current/Next, and Period** default based on **GL Effective Date**
 - iv. Click **+1** in the **PO Number** field to generate a PO number, which contains the last digit of the fiscal year, the cost center, and a unique identifier (e.g. 7XXXX001 where XXXX = Cost Center)
 - v. **Status** and **Buyer** (user entering the PO) default
 - vi. Input **General Description** and **Needed by** date, if desired
 - vii. For a blanket PO, input **Expiration** date of six months (or less)
 - b. Input Vendor information
 - i. Enter **Vendor number** (use the ellipsis to search for a vendor if vendor number is not known)
 - ii. Press **Tab** to populate the Name, PO Mailing address and default delivery method for the vendor
 1. To change the PO Mailing Address, click the ellipsis next to **PO Mailing** and select the desired remit address from the list of selections
 - iii. Input **Discount %** if discount applies to **all** items ordered – if discount is different for some items, discount amounts will be entered on the line detail
 - iv. Input **Freight %** if freight percentage is the same for all items ordered – if freight is a fixed dollar amount or differs by item, amounts will be entered on the line detail
 - v. Tab to **Bill To** and input the cost center number
 - vi. Input an email contact address if desired, and **Tab** to open the **Misc** tab
 - c. Enter shipping information on the **Misc** tab
 - i. **Ship to** defaults based on location
 - ii. Input **Email** contact and **Reference** (team/LC name, etc.), if desired
 - iii. *Do not* change **Special Handling** or **Type**
 - d. Click **Accept**
 - e. Input Detail information
 - i. **Purchase Order Detail** defaults from previously entered information and cannot be changed
 - ii. Input **Description** of item (detailed item numbers are only required if PO will be sent to vendor)
 - iii. Input **Quantity**
 - iv. Input **Unit Price**
 - v. **UOM** (Unit of Measure) defaults to EACH – change only if PO will be sent to a vendor
 - vi. Input Freight if applicable
 - vii. Input **Discount percent** if applicable (this will recalculate the **Line item total**)
 - viii. Tab past the **Credit** field and the **Line item total** will calculate based on quantity and price
 - ix. Tab past the **1099 Box, Fixed asset, and Request by** fields
 - x. Input **Required by** date if desired

- f. Input Activity and Action information
 - i. Input **Activity** (this may be keyed directly if known; otherwise, use the ellipsis to select Activity)
 - ii. Tab once to **Action** – the **Activity Description** defaults in
 - iii. Input **Action** (this may be keyed directly if known; otherwise, use the ellipsis to select Action)
 - iv. Tab once to **Amount** – the **Action Description** will default in
 1. Do not change if the line is not to be split-coded
 2. Input the partial amount for the indicated Activity/Action to split code the line
 3. Tab once to start a new line and repeat steps **i** through **iv** for each additional split
 - v. Click **Accept** to save the line information
- g. Add additional lines to PO
 - i. Click **Add**
 - ii. Repeat step **f**
- h. Click **Return** when all lines have been added
- i. Add supporting documentation
 - i. Click **Attach**
 - ii. Select **Student Activity Purchase Order**
 - iii. Click **View Documents**
 - iv. Attach all required documentation
 1. Click **New**
 2. Click **Scan** – document scans into TCM
 3. Click **Save** (document is *not* attached until you click **Save**)
 4. Repeat steps **1** through **3** to attach more documents, or click **Close Viewer** to return to your PO
- j. Complete PO entry
 - i. Click **Release** to release the PO
 - ii. Click **Yes** on the **Workflow Business Rule** approval warning that appears
 1. PO **Status** changes to 4 - Approved
 2. The message 'Transaction successfully released' appears in the lower-left corner
 - iii. Click **Output-Post**
 - iv. At the Output Menu, select **Save** – leave the default values for all other settings
 - v. Click **OK**
 - vi. System returns to the Purchase Order screen, where status has now changed to 6 - Posted
 - vii. The message '**Output-Post was completed successfully**' appears in the lower-left corner



The system will not allow creation of (or editing) of a line detail with Activity/Action lines totaling less than the **Line item total**. The error message 'Action amounts cannot be less than the total amount for the transaction' will appear in the bottom of the screen and amounts must meet the line's total to proceed.

Print PO

1. Navigate to **Activity Transactions**
Munis > Financials > Student Activity > Activity Transactions
2. Click **Search**
 - a. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center)
 - b. Click **Accept**
 - c. A message indicating that 'Access has been restricted based on student activity role permissions' may appear – click **OK**
3. Click **Print Purchase Orders**
 - a. Click **Define**
 - i. The **Cash Code** imports automatically
 - ii. Input cost center in **Location**
 - iii. Select **Print Type** (**Print** for first time PO, **Reprint** to print again, or **Cancelled** to print cancelled PO)
 - iv. Input PO range if selecting print type of **Reprint** or **Cancelled**. Leave default of 00000000 to 99999999 if selecting print type of **Print**, allowing all POs in status 6 – Posted to be printed
 - v. Leave **PO fiscal year** blank
 - vi. Click **Accept**
 - b. Click **Select** – the system displays 'Select Completed' at the bottom of screen
 - c. Click **Print** (printer icon)

- i. At the **Output** menu, click on the ellipsis and select the **TYLERFORMS** printer (ID is **!TF**), then click **Accept**
- ii. Select **Print SA PO's** from the job drop-down under **Forms Options** – Form printer and Override option will default in
- iii. Click **OK** – the PO(s) will begin to print on the printer, and in the background Munis will be scanning a copy of the PO into Tyler Content Manager (Attachments)
- d. System returns to the Print Purchase Order screen and the message at the bottom of the screen indicates the number of records printed
- e. Click **Return** to go back to **Activity Transactions**

Update a PO

1. Navigate to **Activity Transactions**
Munis > Financials > Student Activity > Activity Transactions
2. Click **Search**
 - a. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center)
 - b. Click **Accept**
 - c. A message indicating that 'Access has been restricted based on student activity role permissions' may appear – click **OK**
3. Locate the PO in the list of transactions
 - a. Click on the PO to highlight it and click **Accept** – the window opens to the selected PO
 - b. Vendor, Shipping and general PO updates
 - i. Click **Update** while on the main purchase order screen
 - ii. Make necessary changes
 - iii. Click **Accept** – the message 'Record(s) update' appears at the bottom of the screen
 - c. Quantity, Price or Description, Activity or Action updates
 - i. Click **Detail Lines**
 - ii. Use the arrows at the bottom of the screen to locate the line to be updated (if applicable)
 - iii. With the line to be updated visible, click **Update**
 1. Input or select the **Effective Date of Changes** – the current date is the default
 2. Input the reason for the change in **Journal Description**
 3. Click **Accept**
 - iv. Make changes to **Quantity, Unit price, Description, Activity or Action** as needed
 1. **Line item total** will update based on changes made to price or quantity – tab from the updated field to apply changes to the **Line item total**
 2. Click **Accept** once changes are complete
 - a. At the **Output** menu, select **Save**
 - b. Leave the default value for all other settings
 - c. Click **OK**
 3. System displays 'Records Updated' at the bottom of the screen
 - v. Click **Return** twice to return to the **Activity Transactions** screen – the PO now reflects any changes made



Cancelling a PO is done *only* when a PO has not been used and needs to be removed to free encumbered funds. **DO NOT** cancel a PO with a disbursement.

Cancel an unused PO

1. Navigate to **Activity Transactions**
Munis > Financials > Student Activity > Activity Transactions
2. Click **Search**
 - a. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center)
 - b. Click **Accept**
 - c. A message indicating that 'Access has been restricted based on student activity role permissions' may appear – click **OK**

3. Locate the PO in the list of transactions
 - a. Click on the PO to highlight it and click **Accept** – the window opens to the selected PO
 - b. Click **Cancel PO**
 - i. Input or select the **Effective Date of Changes** – the current date is the default
 - ii. Input the reason for the change in **Journal Description**
 - iii. Click **Accept**
 - c. System message ‘Are you sure you want to cancel this PO?’ appears – click **Yes**
 - i. At the **Output** menu, select **Save**
 - ii. Leave the default value for all other settings
 - iii. Click **OK**
 - d. Click **Return** to go back to the Activity Transaction Screen
 - e. Verify that the status has changed to 10 - Canceled
 - f. System displays ‘Purchase Order was successfully canceled’ at the bottom of the screen
 - g. Print the cancelled PO using the Print PO directions and selecting the specific PO number and the Cancelled radio button



Closing a PO is done *only* when the PO has been liquidated or partially liquidated. **DO NOT** cancel a PO with a disbursement.

Close a liquidated/partially liquidated PO

1. Navigate to **Activity Transactions**
Munis > Financials > Student Activity > Activity Transactions
2. Click Search
 - a. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center)
 - b. Click **Accept**
 - c. A message indicating that ‘Access has been restricted based on student activity role permissions’ may appear – click **OK**
3. Locate the PO in the list of transactions
4. Click on the PO to highlight it and click **Accept** – the window opens to the selected PO
5. If the PO has not been fully liquidated, follow directions to update the PO line items – line item totals for each line **must** match the amount disbursed for that line and the open amount **must** read zero
 - a. Click **Detail Lines**
 - b. Use the arrows at the bottom of the screen to locate the line to be updated (if applicable)
 - c. With the line to be updated visible, click **Update**
 - i. Input or select the **Effective Date of Changes** – the current date is the default
 - ii. Input the reason for the change in **Journal Description**
 - iii. Click **Accept**
 - d. Make changes to **Quantity, Unit price, Description, Activity or Action** as needed
 - i. **Line item total** will update based on changes made to price or quantity – tab from the updated field to apply changes to the **Line item total**
 - ii. Click **Accept** once changes are complete
 1. At the **Output** menu, select **Save**
 2. Leave the default value for all other settings
 3. Click **OK**
 - iii. System displays ‘Records Updated’ at the bottom of the screen
6. If the open amount reads zero, click **Close PO**
 - a. System message ‘Are you sure you want to close this PO?’ appears on the screen – click **Yes**
 - b. Verify status of PO has changed to 11 - Closed
7. Click **Return** to go back to the **Activity Transactions** screen

Add an attachment to a PO after cash-out

1. Navigate to **Cash Balances**
Munis > Financials > Student Activity > Cash Balances
2. Click Search
 - a. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center)
 - b. Input the start and end date for the search range
 - i. Narrow this down as much as possible – a smaller date range means less data to sort through
 - ii. The start and end date must be the same (e.g. 7/21/15 – 7/21/15) to select a single date
 - c. Click **Accept**
3. Double Click on the Activity that the PO was written against
 - a. Select the PO that the attachment will be added to and double click that item
 - i. Click **Attach**
 - ii. Select **Student Activity Disbursement**
 - iii. Click **View Documents**
 - iv. Attach all required documentation
 1. Click **New**
 2. Click **Scan** – document scans into TCM
 3. Click **Save** (document is **not** attached until you click **Save**)
 4. Repeat steps **1** through **3** to attach more documents, or click **Close Viewer** to return to the PO view
 - v. Click **Return** to return to the Activity that was selected
 - b. Repeat step **a** to continue attaching documents to POs in this Activity within the selected date range
 - c. Click **Return** to return to the main Cash Balances screen
4. Repeat step **3** to continue adding documents to POs in the selected date range
5. Repeat from step **2** if a new date range is needed



Some POs have multiple Activities associated with them. Attachments are added once per PO, not once per Activity. Once an attachment is added to a PO in one Activity it is not necessary to re-add the attachment to the PO in other Activities.