## Banyon Data Systems Purchase Orders (WinFund)

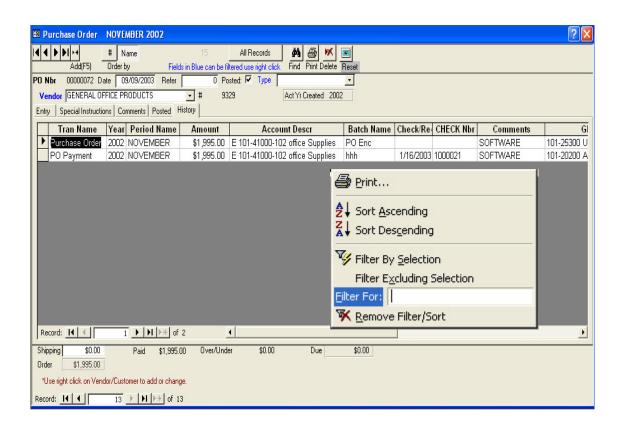
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- Can print one PO, a range, or all.
- Type in an item or pick from drop down list the item you want to order.
- Recur items can be set up to put in \$ amount, tax, and acct. code automatically, making the entry of a PO a fast, smooth process. It will 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.

		Post Recur			Calculate	e Interest				
	ur Item	Recur s	Items are s	elected u	sing the D	escription	Tax is used	only on Billing Inv	voice It	ems
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	С	C SUPPORT TAX 1.30%. G		. G	01-203		SalesTax			
	D	Support Tax Small	1.30%	. G	01-203		SalesTax			
	E NO TAX 0.00%									

Fund Accounting Payments	OVEMBER 2002				?×	
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				- <u>-</u>	<u></u>	
Right click o	t click on Vendor/Customer to add or change. r Double click on Account, Double click on Comr	Copy Sele	cted Records Ca	ancel 2000	2001 2002	
	out money in Bank. take money out of Bank.					

- 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.

🖽 Setup Optio	ns									
Status General	Default Accounts	Record Retention	Encumber PO	Print PO	Billing/Invoice	Checking Accounts	Claims			
When you switch to next year how should the previous years PO's be treated. Always Current Expensed in Year they are Paid.										
Prior Year										
Current Year As Current Year only. Last years PO's cannot be accessed in the current year.										
At End of Yea	ar Encumbrances ar	e: Encumbered	Reserve 202	200 Accour	its Payable	•				
l í	Always Current Prior Year Current Year Only	Prior Year En	c Reserve 244	00 Fund B	alance For Enci	-				
l When paying	a PD, setting the fir	hal Payment will Uner Year PO's to the pric		re PO amo	unt and expense	the amount to				

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