



Edmunds Manual

General Rules

EVERYTHING IN EDMUNDS MUST BE IN ALL CAPITAL LETTERS

New Vendors **MUST** be submitted to Purchasing.

Questions??? Call Purchasing

Welcome to the wonderful world of Paperless Purchasing...



Table of Contents

Basic Terms	3
Sign into Edmunds.....	4
Change Password	5
Entering a Requisition.....	6-36
Entering a Partial Payment.....	37-49
Printing a Partial Payment.....	50-51
Procedure Prior to Sending Complete Packet to Purchasing.....	52
Your Personal Filing System	53
To Use Laserfiche	54-57

Basic Terms:

For further clarification, consult "Accounting and Purchasing Policy Manual."

New Blanket Purchase Order: IF you do not have a quote, but you do have an estimate of anticipated spending amount, you set aside the money for the Vendor.

- "Encumbrance": No copies are sent to Vendor. Partial is sent to Vendor for signature.
- Signature on File: The white and yellow copies are mailed to the Vendor. The Vendor signs and returns the yellow copy. The yellow copy is kept on file. Subsequent partials made under this do not require a signature by the Vendor. In place of Vendor signature it must be written "Signature on File."

Purchase Order: After requisition has been approved, it becomes a Purchase Order.

- White Copy: Vendor Copy
- Yellow Copy: Vendor Must Sign
- Pink Copy: Department Copy
- Gold Copy: Treasury Copy
- Green Copy: Purchasing Copy

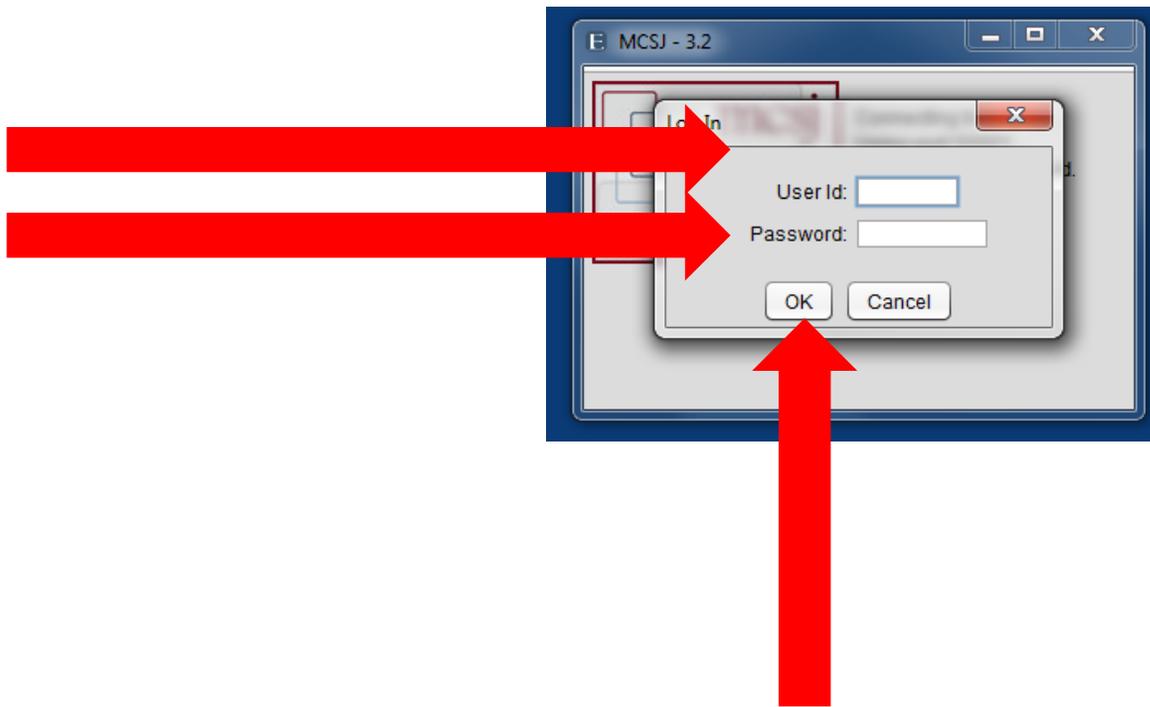
3 Quote: When Purchase is over \$6,000.00, a minimum of three quotes must be obtained.

Requisition: Setting aside/requesting money for a purchase.

Please note: For Blanket (Signature on File) Encumbrances, White Copy and Yellow Copy are mailed to Vendor. All Departments will receive Pink Copy for Recordkeeping.

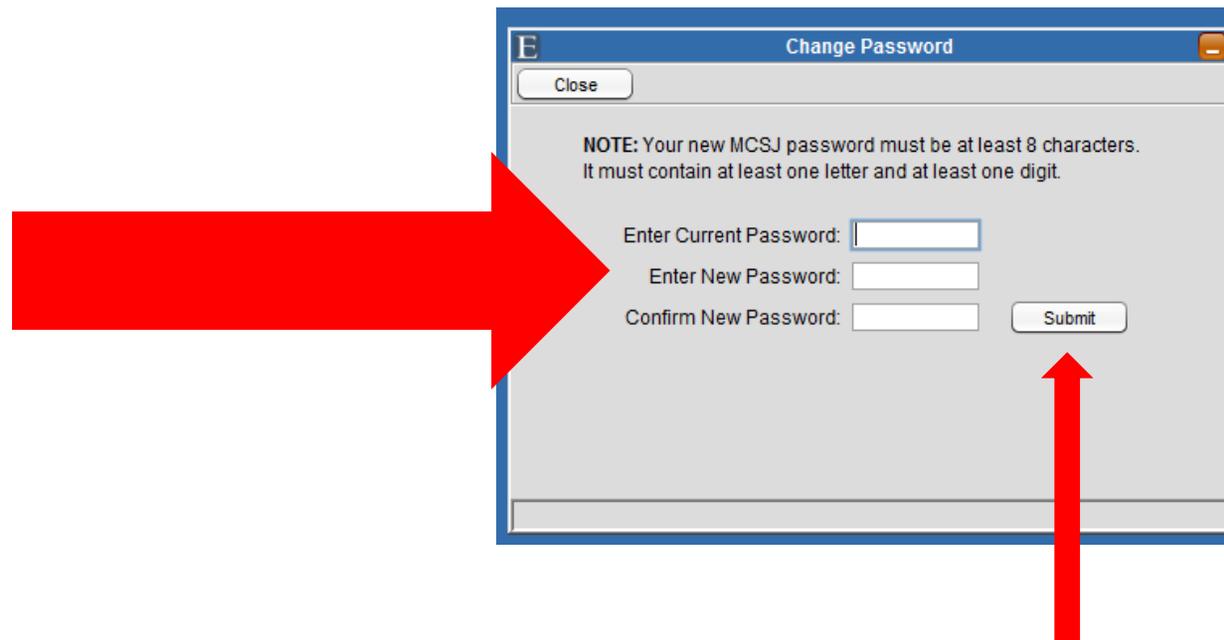
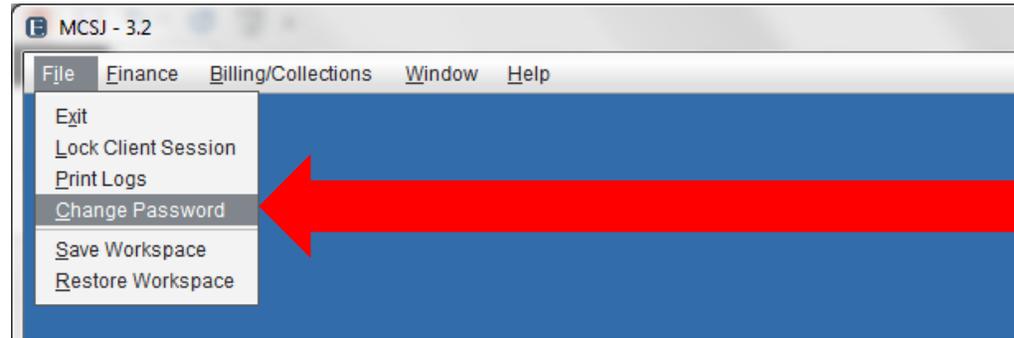
Sign into Edmunds:

- Enter Your **User Id**
- Enter Your **Password**
- Select **OK**



Changing Your Password:

- **File**
 - **Change Password**
- **Enter Current Password**
- **Enter New Password**
- **Confirm New Password**
- **Select Submit**



Before Entering a Requisition, you MUST have the following information:

- **Vendor Name and Information**
- **Account Number(s) Used for the Purchase**
- **St. Contract No.** (Is your Requisition a NON-BID, (3 PART) QUOTE, BID?)
- **P.O. Type** (Is your Requisition an Encumbrance/Blanket or a One Time Purchase?)

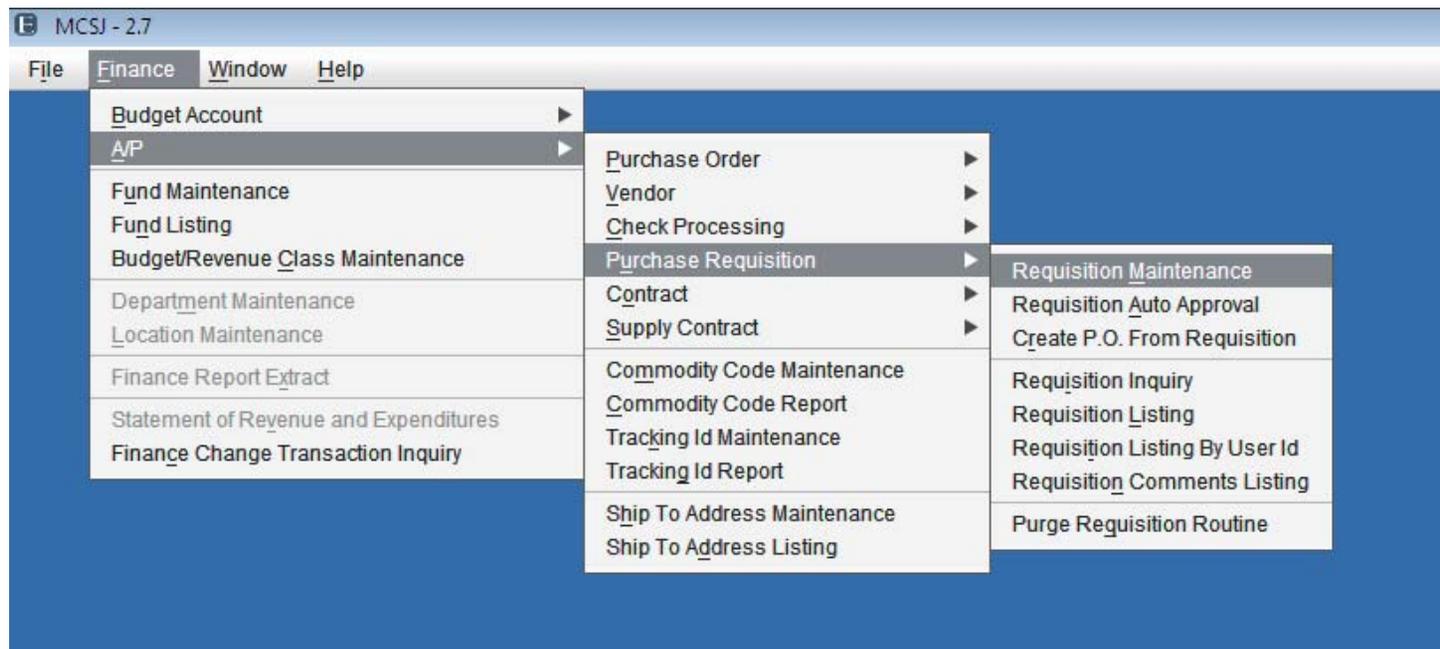
- If your Requisition is NOT an Encumbrance/Blanket, you MUST have your Department Head/Supervisor write on the Quote the Account Number that you are to use. She/he must also sign and date the Quote (Per “Accounting and Purchasing Manual”)

- If you have any questions, do not hesitate to contact Purchasing!!!



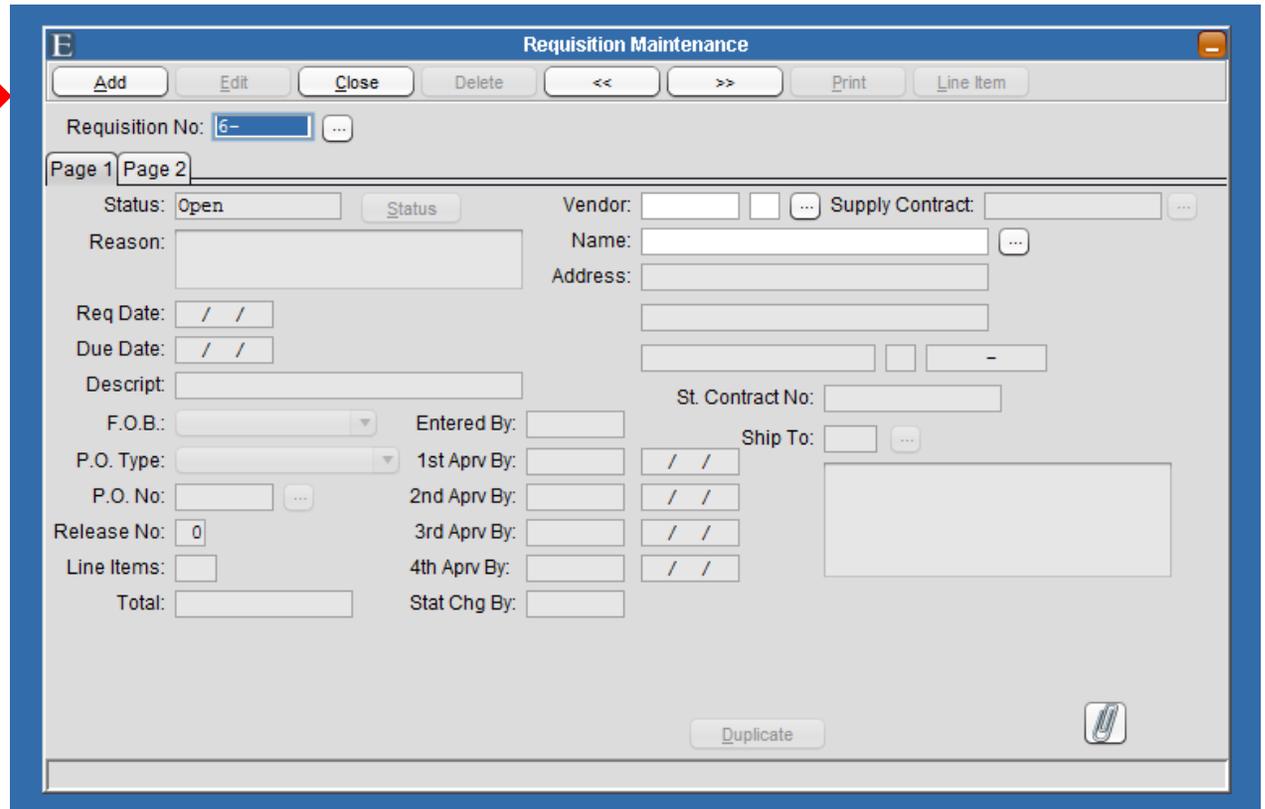
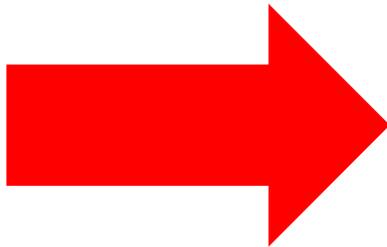
Entering a Requisition:

- **Finance**
 - **A/P**
 - **Purchase Requisition**
 - **Select Requisition Maintenance**



Entering a Requisition:

➤ Select **Add**



Requisition Maintenance

Add Edit Close Delete << >> Print Line Item

Requisition No: 6- ...

Page 1 Page 2

Status: Open Status Vendor: ... Supply Contract: ...

Reason: Name: ...

Address: ...

Req Date: / /

Due Date: / /

Descript: ...

F.O.B.: ... Entered By: ...

P.O. Type: ... 1st Aprv By: / /

P.O. No.: ... 2nd Aprv By: / /

Release No: 0 3rd Aprv By: / /

Line Items: ... 4th Aprv By: / /

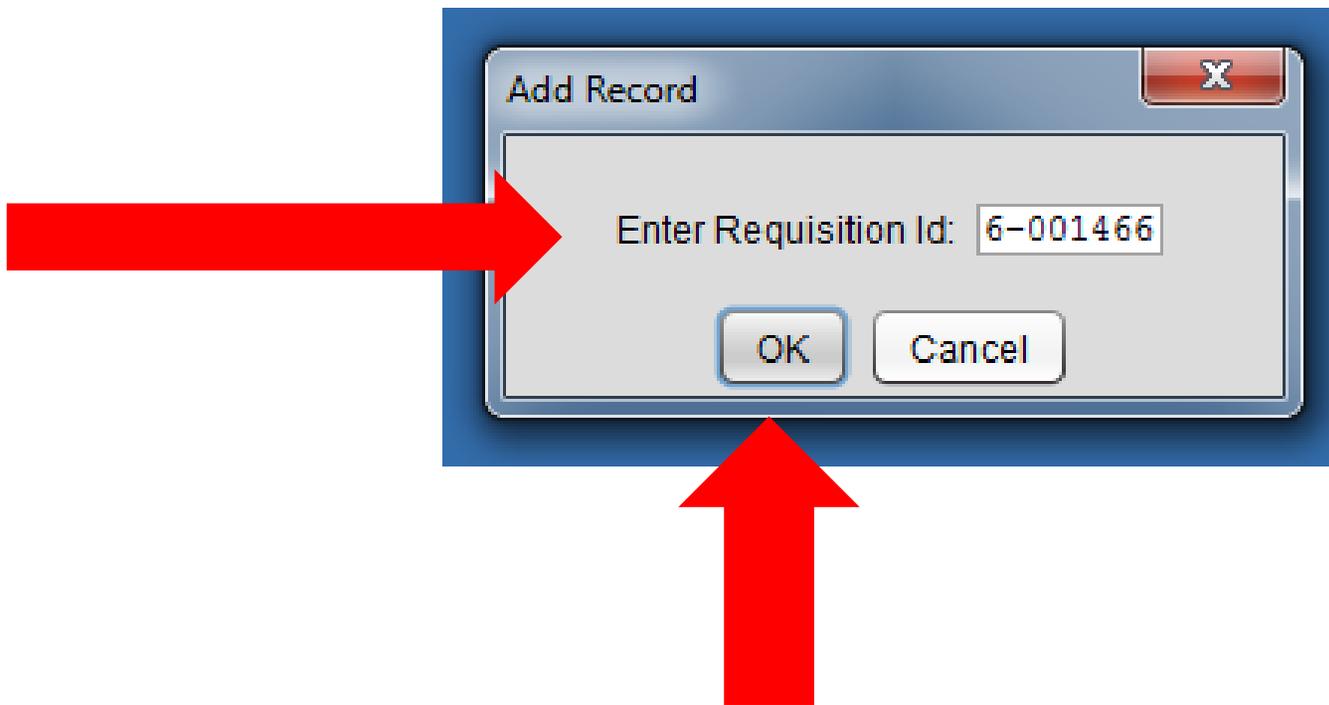
Total: ... Stat Chg By: ...

St. Contract No: ... Ship To: ...

Duplicate

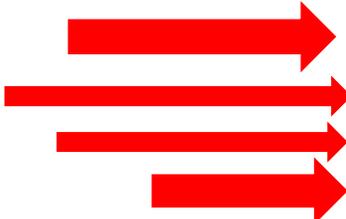
Entering a Requisition:

- **Add Record** box will pop up.
- Select **OK**



Entering a Requisition:

- **Req. Date** will show current date.
- **Descript** MUST be completed. Use a brief description and your department.
 - For example: CHEMICALS – DPW
- **F.O.B.** MUST be completed. This field designates Freight Charges. (Bids are always “Destination.”)
- **P.O. Type**
 - For One Time Purchase – Leave Blank
 - For Encumbrance and Blanket PO – Select **New Blanket**
- **Supply Contract**
 - Enter Township of Wayne Contract Number



Requisition Maintenance

Requisition No: 6-001466

Page 1 Page 2

Status: Open Vendor: Supply Contract:

Reason: Name:

Address:

Req Date: 04/19/16

Due Date: / /

Descript:

F.O.B.: Entered By:

P.O. Type: 1st Aprv By: / /

P.O. No.: 2nd Aprv By: / /

Release No.: 3rd Aprv By: / /

Line Items: 4th Aprv By: / /

Total: Stat Chg By:

St. Contract No:

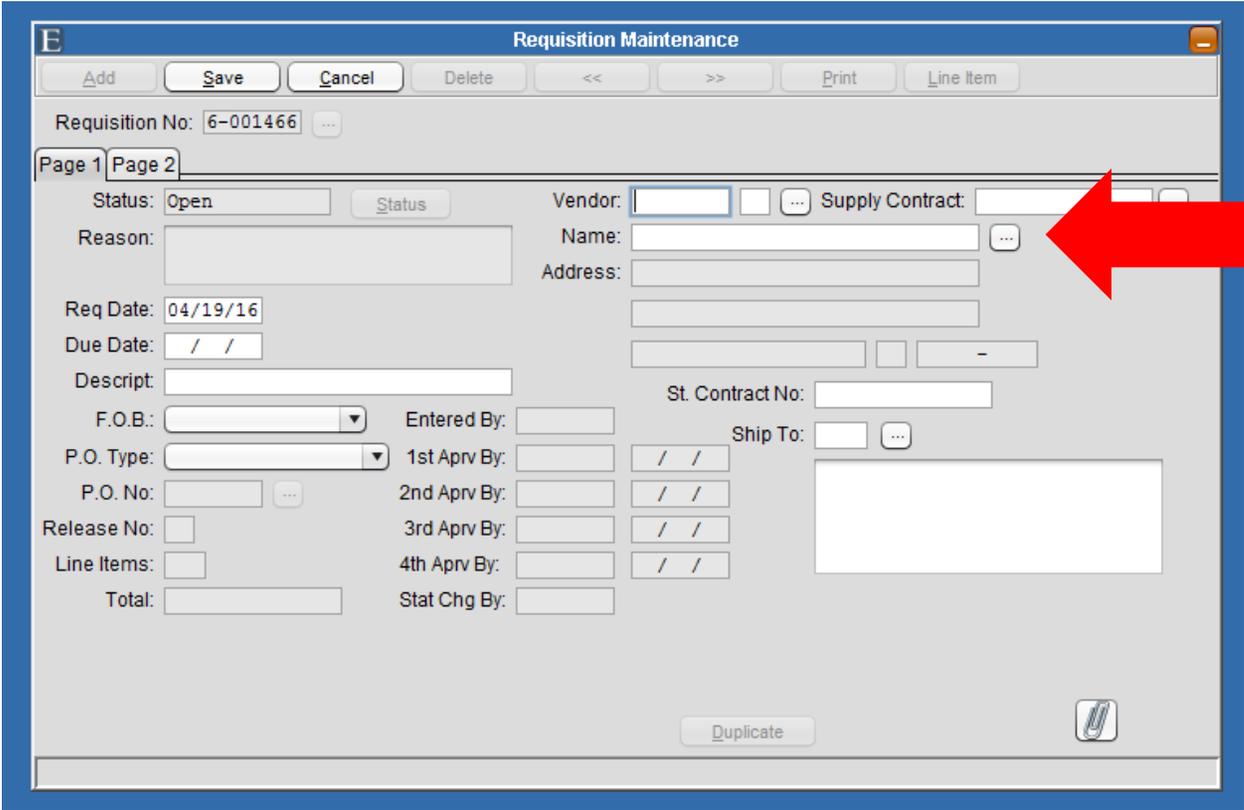
Ship To:

Duplicate

10

Entering a Requisition:

- Enter the number for the **Vendor**.
 - *If you do not know the Vendor number, begin typing the **Name**. Then select  and select the correct Vendor.
 - *If you do not see the Vendor you need, contact Purchasing.



The screenshot shows the 'Requisition Maintenance' window with the following fields and values:

- Requisition No: 6-001466
- Status: Open
- Vendor: [Empty]
- Name: [Empty]
- Address: [Empty]
- Req Date: 04/19/16
- Due Date: / /
- Descript: [Empty]
- F.O.B.: [Dropdown]
- Entered By: [Empty]
- St. Contract No: [Empty]
- P.O. Type: [Dropdown]
- 1st Aprv By: [Empty] / /
- Ship To: [Empty]
- P.O. No: [Empty]
- 2nd Aprv By: [Empty] / /
- Release No: [Empty]
- 3rd Aprv By: [Empty] / /
- Line Items: [Empty]
- 4th Aprv By: [Empty] / /
- Total: [Empty]
- Stat Chg By: [Empty]

A red arrow points to the dropdown arrow icon next to the Vendor Name field.

Entering a Requisition:

- **St. Contract No.** Enter one of the following:
 - NON BID
 - QUOTE (Used for 3 part Quote)
 - BID #_____
 - RFP #_____
 - STB #_____
 - MCCPC #_____
 - RESO _____
 - *If another, you MUST check with Purchasing!

The screenshot shows the 'Requisition Maintenance' window. At the top, there are buttons for 'Add', 'Save', 'Cancel', 'Delete', and navigation arrows. Below that, the 'Requisition No.' is set to '6-001466'. The window is divided into 'Page 1' and 'Page 2'. The main form area contains several fields: 'Status' (Open), 'Reason', 'Req Date' (04/19/16), 'Due Date' (/ /), 'Descript', 'F.O.B.' (dropdown), 'P.O. Type' (dropdown), 'P.O. No.', 'Release No.', 'Line Items', 'Total', 'Vendor', 'Name', 'Address', 'Entered By', '1st Aprv By', '2nd Aprv By', '3rd Aprv By', '4th Aprv By', 'Stat Chg By', 'St. Contract No.', and 'Ship To'. A large red arrow points to the 'St. Contract No.' field. At the bottom, there is a 'Duplicate' button and a paperclip icon.

Entering a Requisition:

- **Ship to** Enter your Department number and then TAB
 - *If you do not know your Department Number, press  All Departments will be listed.

Requisition Maintenance

Add Save Cancel Delete << >> Print Line Item

Requisition No: 6-001466 ...

Page 1 Page 2

Status: Open Status Vendor: ... Supply Contract: ...

Reason: Name: ...

Req Date: 04/19/16 Address: ...

Due Date: / / St. Contract No: ...

Descript: Ship To: ...

F.O.B.: ... Entered By: ...

P.O. No: ... 2nd Aprv By: ... / /

Release No: 3rd Aprv By: ... / /

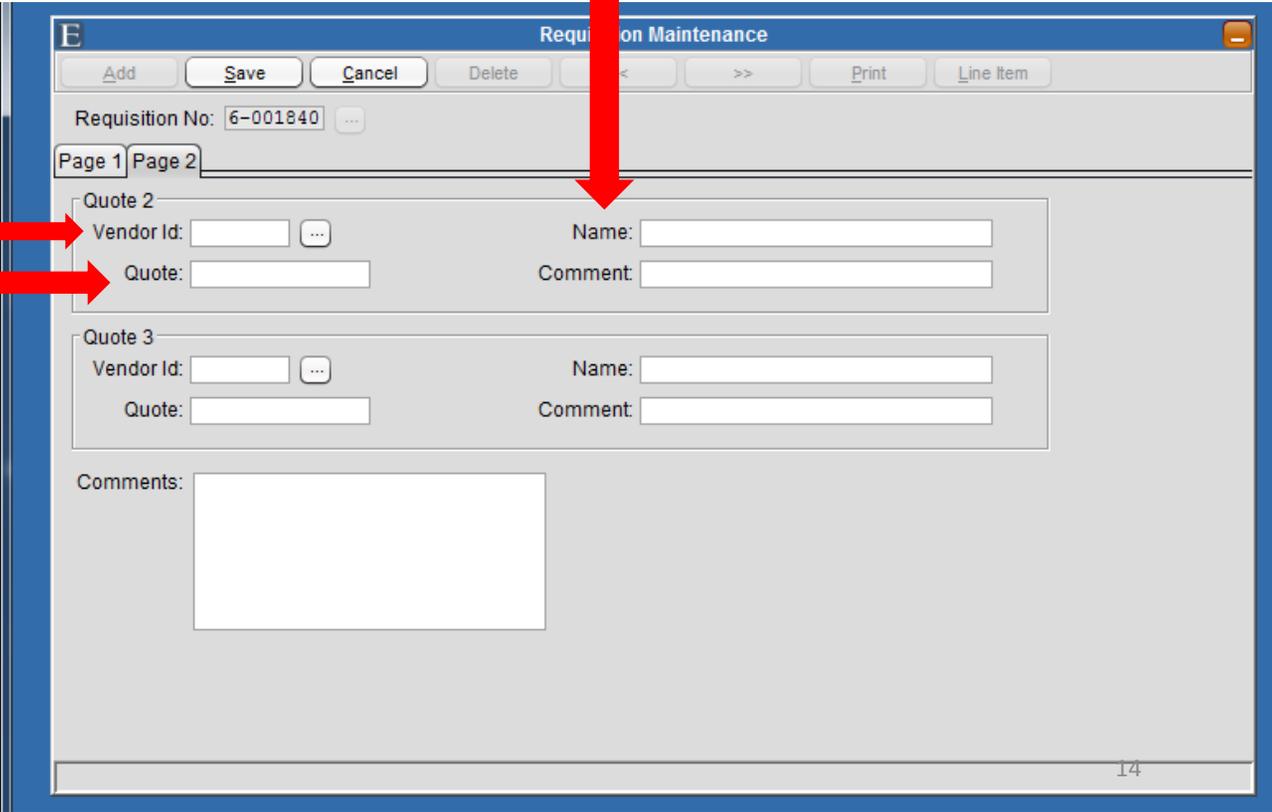
Line Items: 4th Aprv By: ... / /

Total: Stat Chg By: ...

Duplicate 

Entering a Requisition:

- **Page 2 (Used only for 3 PART QUOTE)**
- Enter the **Vendor ID** number.
 - *If you do not know the Vendor number, begin typing the **Name**. Then select  and select the correct Vendor.
 - *If you do not see the Vendor you need, contact Purchasing.
- **Quote** Enter Amount
- You **MUST** enter all quotes, even if \$0.00



Requisition Maintenance

Requisition No: 6-001840

Page 1 Page 2

Quote 2

Vendor Id: ... Name:

Quote: Comment:

Quote 3

Vendor Id: ... Name:

Quote: Comment:

Comments:

14

Entering a Requisition:

- Select **Save**

Requisition Maintenance

Save Cancel Delete << >> Print Line Item

Requisition No: 6-001466 ...

Page 1 Page 2

Status: Open Status Vendor: [] [] ... Supply Contract: [] ...

Reason: [] Name: [] ...

Address: []

Req Date: 04/19/16

Due Date: / /

Descript: []

F.O.B.: [] Entered By: []

P.O. Type: [] 1st Aprv By: [] / /

P.O. No: [] ... 2nd Aprv By: [] / /

Release No: [] 3rd Aprv By: [] / /

Line Items: [] 4th Aprv By: [] / /

Total: [] Stat Chg By: []

St. Contract No: []

Ship To: [] ...

[]

Duplicate []

15

Entering a Requisition:

➤ Select **Line Item**

The screenshot shows the 'Requisition Maintenance' window. The title bar includes a blue 'E' icon and the text 'Requisition Maintenance'. The toolbar contains buttons for 'Add', 'Edit', 'Close', 'Delete', '<<', '>>', 'Print', and 'Line Item'. A red arrow points to the 'Line Item' button. Below the toolbar, the 'Requisition No:' field contains '6-001840'. The interface is divided into two pages, 'Page 1' and 'Page 2'. The main form area contains various fields for requisition details:

- Status: Open (with a 'Status' button)
- Reason: (empty text box)
- Req Date: 05/26/16
- Due Date: / /
- Vendor: 68910 (with a '0' and '...' button)
- Name: WAYNE BOARD OF EDUCATION (with a '...' button)
- Address: 50 NELLIS DRIVE
- Wayne County: WAYNE (with a '...' button)
- State: NJ
- Zip: 07470
- St. Contract No: (empty text box)
- Entered By: EK
- Ship To: (empty text box with a '...' button)
- P.O. Type: (dropdown menu)
- 1st Aprv By: (empty text box with a date field / /)
- 2nd Aprv By: (empty text box with a date field / /)
- 3rd Aprv By: (empty text box with a date field / /)
- 4th Aprv By: (empty text box with a date field / /)
- P.O. No: (empty text box with a '...' button)
- Release No: 0
- Stat Chg By: (empty text box)
- Line Items: 0
- Total: .00

At the bottom of the window, there is a 'Duplicate' button and a paperclip icon.

Entering a Requisition:
➤ Select **Add**



Requisition Line Item Maintenance

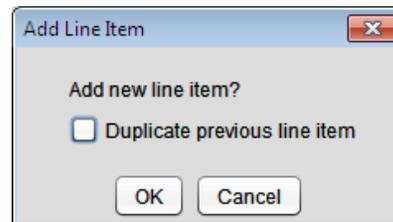
Add Edit Close Delete << >> Go To Notes

Requisition No: Vendor:
Item Seq: Name:
Release Num: 0 Due Date: / / Supply Contract Id/Seq:
Description:
Account Type: Budget Charge to: 6- - - - ...
Control Acct: Requested Balance:
Sub-Account: Requested Balance:
Catalog Num: Requested Date: / /
Comm Code:
Tracking Id:
Quantity: 1.0000 U. Measure: Purch Type: Other
Unit Price: Invoice:
Item Total:

Line 0 of 0

Entering a Requisition:

➤ Select **Line Item**



Entering a Requisition:

- **Description** (Detailed Item Information; Match Quote as closely as possible)
 - Enter in ALL INFORMATION
 - Part/Item/Product #
 - Detailed Product Description
 - *If you run out of space, Select **Notes**

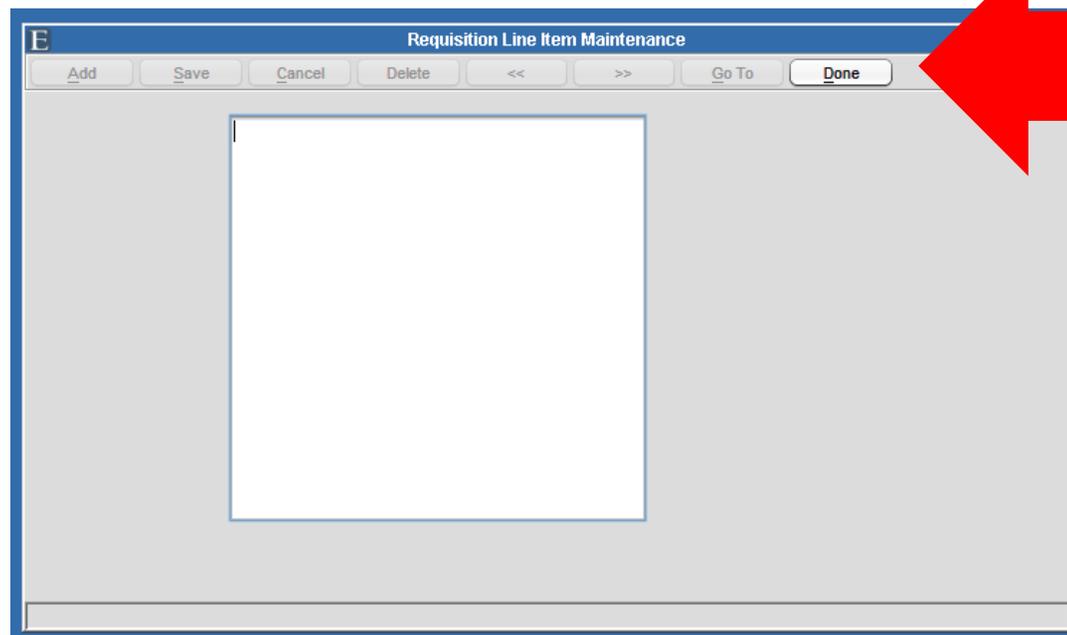
Requisition Line Item Maintenance

Add Save Cancel Delete << >> Go To Notes

Requisition No: 6-001840 Vendor: 68910
Item Seq: 1 Name: WAYNE BOARD OF EDUCATION
Release Num: 0 Due Date: / / Supply Contract Id/Seq: 0
Description: []
Account Type: Budget Charge to: 6- - - -
Control Acct: [] Requested Balance: []
Sub-Account: [] Requested Balance: []
Catalog Num: [] Requested Date: 05/26/16
Comm Code: [] []
Tracking Id: [] []
Quantity: 1.0000 U. Measure: [] Purch Type: Other
Unit Price: .0000 Invoice: []
Item Total: .00

Entering a Requisition:

- **Notes:**
- This is a continuation of Description from Line Item Maintenance
- Continue Item Description
- When complete select **Done**



Entering a Requisition:

- **Charge to:**
 - Enter in account number of the account you want to use for this purchase.
- ****Blanket or Encumbrance – Use Account Number only ONE time (Can use multiple accounts, but each only once.)**

- **Quantity**
 - Enter in the quantity of the item(s)
- ****Blanket or Encumbrance - Quantity MUST be 1.**

The screenshot shows a software window titled "Requisition Line Item Maintenance". It contains several input fields and buttons. A large red arrow points from the top of the window down to the "Charge to:" field, which contains "6- - - -". Another large red arrow points from the left side of the window to the "Quantity:" field, which contains "1.0000". Other visible fields include "Requisition No: 6-001840", "Item Seq: 1", "Release Num: 0", "Due Date: / /", "Description:", "Account Type: Budget", "Control Acct:", "Sub-Account:", "Catalog Num:", "Comm Code:", "Tracking Id:", "U. Measure:", "Purch Type: Other", "Unit Price: .0000", "Item Total: .00", "Requested Date: 05/26/16", and "Requested Balance:" fields. Buttons for "Add", "Save", "Cancel", "Delete", and "<<" are visible at the top.

Entering a Requisition:

➤ **U. Measure:**

- Enter Unit of Measure of the Quantity
 - Examples: LS – Lump Sum; EA – Each; GAL – Gallon

➤ **Purch Type:**

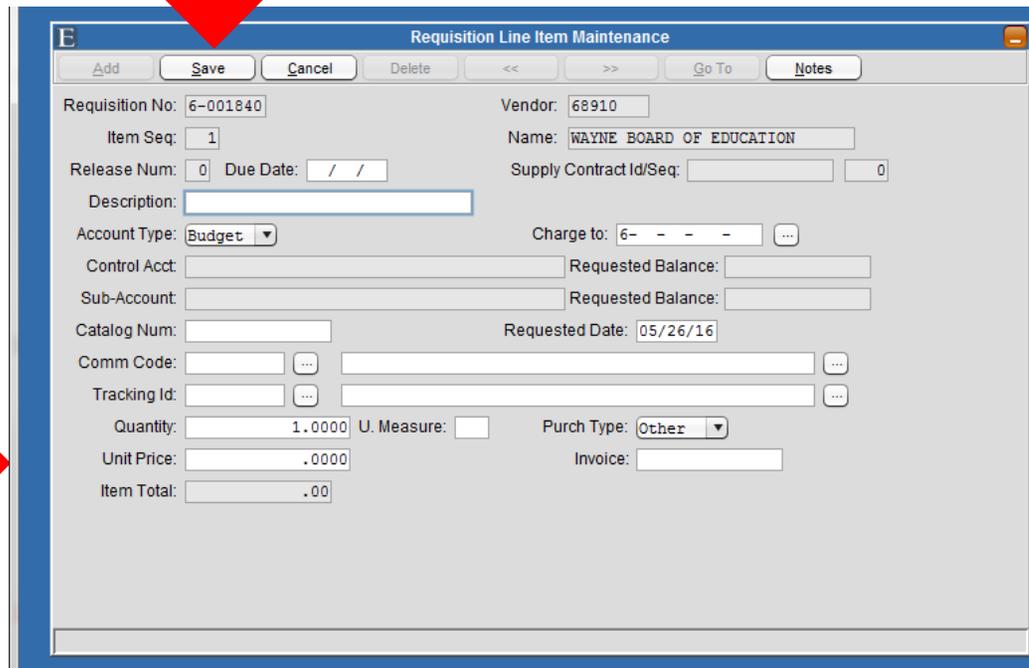
- Drop Down Options:
 - State –State Contract/Bid, Co-Op Bid
 - Bid – Township of Wayne Bid, Township of Wayne RFP, Pay to Play, Special Wayne Resolution
 - Other – NON-BID, Quote, Three Part Quote
 - Exempt – DO NOT USE

The screenshot shows the 'Requisition Line Item Maintenance' window with the following fields and values:

- Requisition No: 6-001840
- Vendor: 68910
- Item Seq: 1
- Name: WAYNE BOARD OF EDUCATION
- Release Num: 0
- Due Date: / /
- Supply Contract Id/Seq: 0
- Description: (empty)
- Account Type: Budget
- Charge to: 6- - - -
- Control Acct: (empty)
- Requested Balance: (empty)
- Sub-Account: (empty)
- Requested Balance: (empty)
- Catalog Num: (empty)
- Requested Date: 05/26/16
- Comm Code: (empty)
- Tracking Id: (empty)
- U. Measure: (empty)
- Purch Type: Other
- Invoice: (empty)
- Item Total: .00

Entering a Requisition:

- **Unit Price** – Enter price of Item
 - Based on the Quantity and the Unit Price, **Item Total** will auto-calculate.
- Select **Save**



The screenshot shows the 'Requisition Line Item Maintenance' window. A red arrow points to the 'Save' button in the top toolbar. Another red arrow points to the 'Unit Price' field, which contains the value '.0000'. The 'Item Total' field below it shows '.00'. Other fields include Requisition No: 6-001840, Vendor: 68910, Item Seq: 1, Name: WAYNE BOARD OF EDUCATION, Release Num: 0, Due Date: / /, Supply Contract Id/Seq: 0, Description: (empty), Account Type: Budget, Charge to: 6- - - -, Control Acct: (empty), Requested Balance: (empty), Sub-Account: (empty), Requested Balance: (empty), Catalog Num: (empty), Requested Date: 05/26/16, Comm Code: (empty), Tracking Id: (empty), Quantity: 1.0000, U. Measure: (empty), Purch Type: Other, and Invoice: (empty).

Entering a Requisition:

- IF you need to add another line item, select **Add**

E Requisition Line Item Maintenance

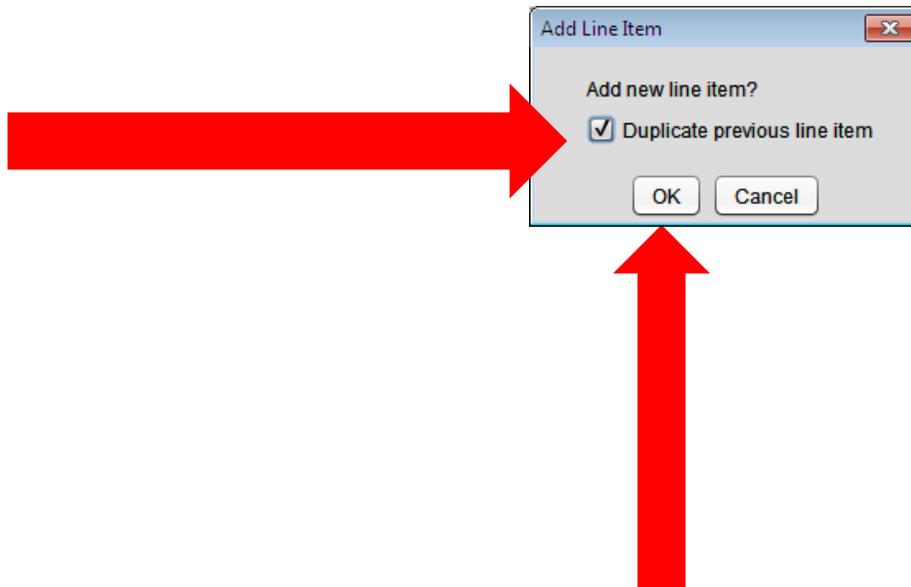
Add Edit Close Delete << >> Go To Notes

Requisition No: 6-001840 Vendor: 68910
Item Seq: 1 Name: WAYNE BOARD OF EDUCATION
Release Num: 0 Due Date: / / Supply Contract Id/Seq:
Description:
Account Type: Budget Charge to: 6-01-20-704-026 ...
Control Acct: OTHER EXPENSE CONTROL Requested Balance: 70,689.93
Sub-Account: MAINT CONTRACTS Requested Balance: 110.00
Catalog Num: Requested Date: 05/26/16
Comm Code:
Tracking Id:
Quantity: 1.0000 U. Measure: Purch Type: Other
Unit Price: .0000 Invoice:
Item Total: .00

Line 1 of 1

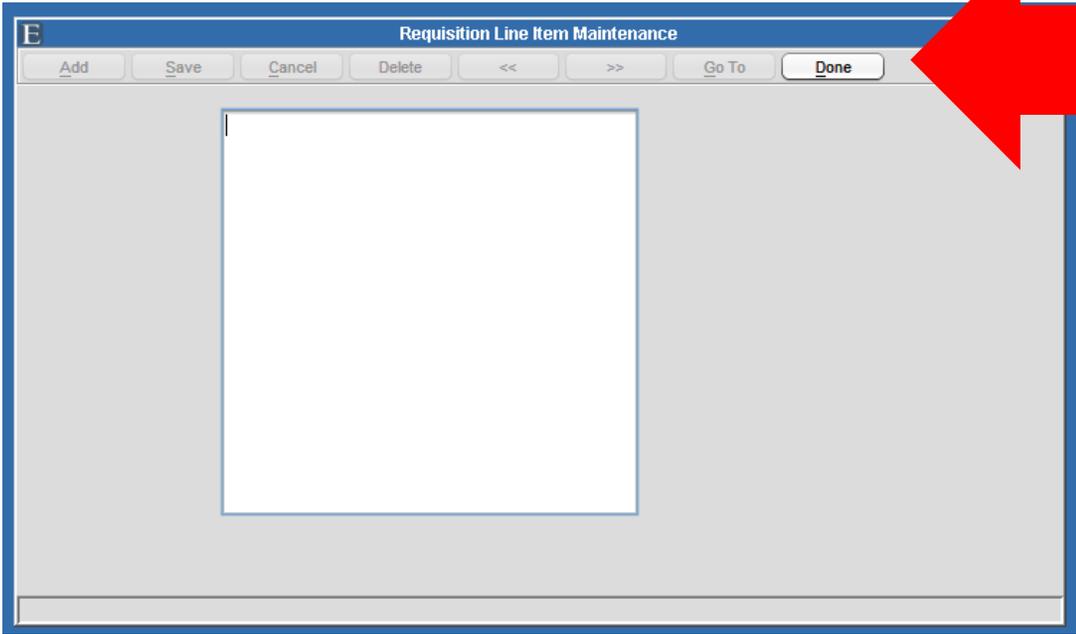
Entering a Requisition:

- You can copy the previous line item's information by checking the **Duplicate previous line item box**
- Select **OK**
- Enter Information as Explained in the Previous Slides



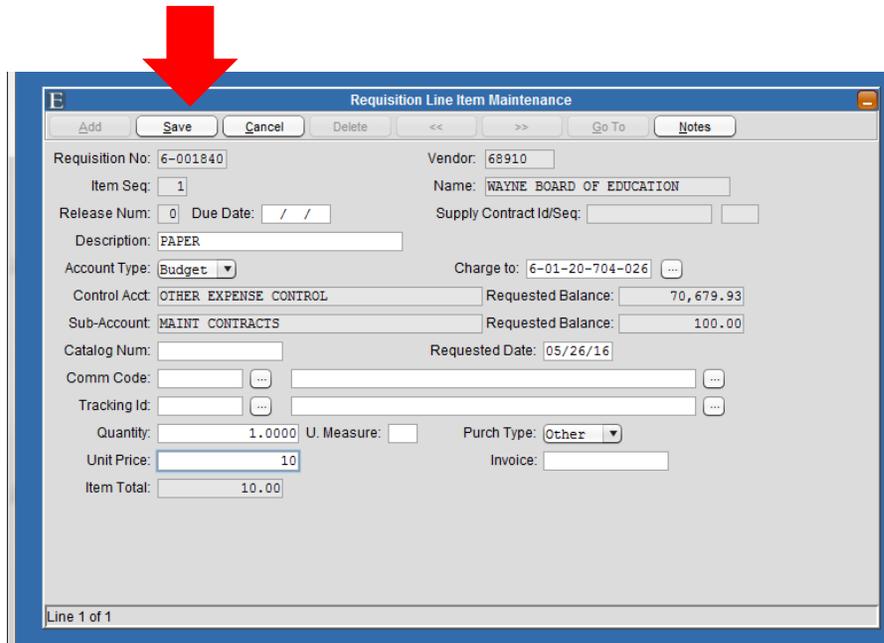
Entering a Requisition:

- After entering the last line item, further information is required.
- You MUST include any and all of this information:
 - Quote Number
 - Quote Date
 - Resolution Number
 - If New Blanket Purchase Order Signature on File write: BLANKET PO
 - If New Blanket Purchase Order “Encumbrance” NOT to be mailed write: ENCUMBRANCE ONLY



Entering a Requisition:

- When All Information is Complete, Select **Save**
- Select **Yes**



The screenshot shows the 'Requisition Line Item Maintenance' window. The 'Save' button in the top toolbar is highlighted with a red arrow. The form contains the following fields:

Requisition No:	6-001840	Vendor:	68910
Item Seq:	1	Name:	WAYNE BOARD OF EDUCATION
Release Num:	0	Due Date:	/ /
Description:	PAPER		
Account Type:	Budget	Charge to:	6-01-20-704-026
Control Acct:	OTHER EXPENSE CONTROL	Requested Balance:	70,679.93
Sub-Account:	MAINT CONTRACTS	Requested Balance:	100.00
Catalog Num:		Requested Date:	05/26/16
Comm Code:			
Tracking Id:			
Quantity:	1.0000	U. Measure:	
Unit Price:	10	Purch Type:	Other
Item Total:	10.00	Invoice:	



The screenshot shows a 'Select an Option' dialog box with a question mark icon and the text 'Do you want to save this record?'. The 'Yes' button is highlighted with a red arrow.

Entering a Requisition:

- When All Information is Complete, Select **Close**



E Requisition Line Item Maintenance

Add Edit **Close** Delete << >> Go To Notes

Requisition No: 6-001840 Vendor: 68910
Item Seq: 1 Name: WAYNE BOARD OF EDUCATION
Release Num: 0 Due Date: / / Supply Contract Id/Seq:
Description: PAPER
Account Type: Budget Charge to: 6-01-20-704-026 ...
Control Acct: OTHER EXPENSE CONTROL Requested Balance: 70,679.93
Sub-Account: MAINT CONTRACTS Requested Balance: 100.00
Catalog Num: Requested Date: 05/26/16
Comm Code: ...
Tracking Id: ...
Quantity: 1.0000 U. Measure: Purch Type: Other
Unit Price: 10.0000 Invoice:
Item Total: 10.00

Line 1 of 1

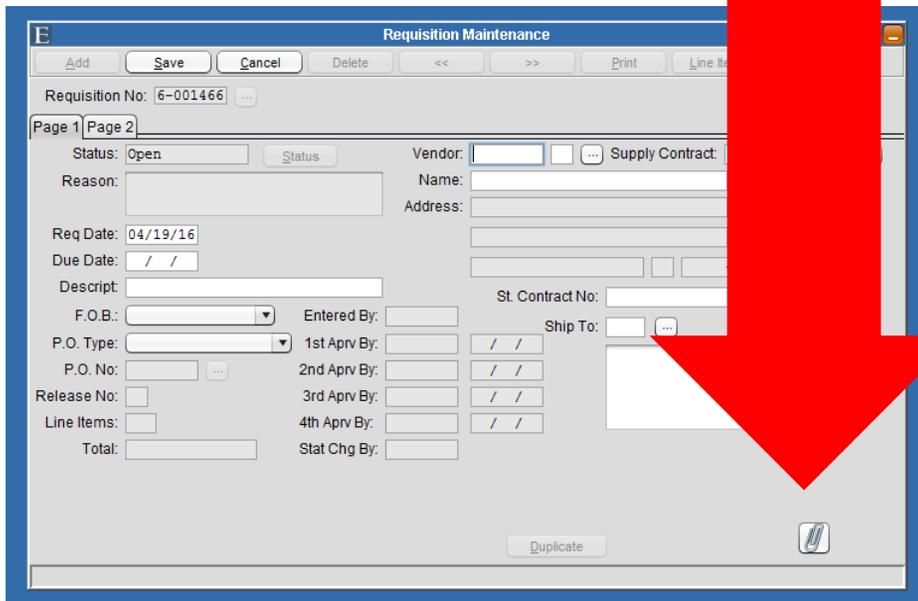
Entering a Requisition:

- You MUST attach your back up scanned paperwork to your Requisition.
- At this point, there are two possible procedures.

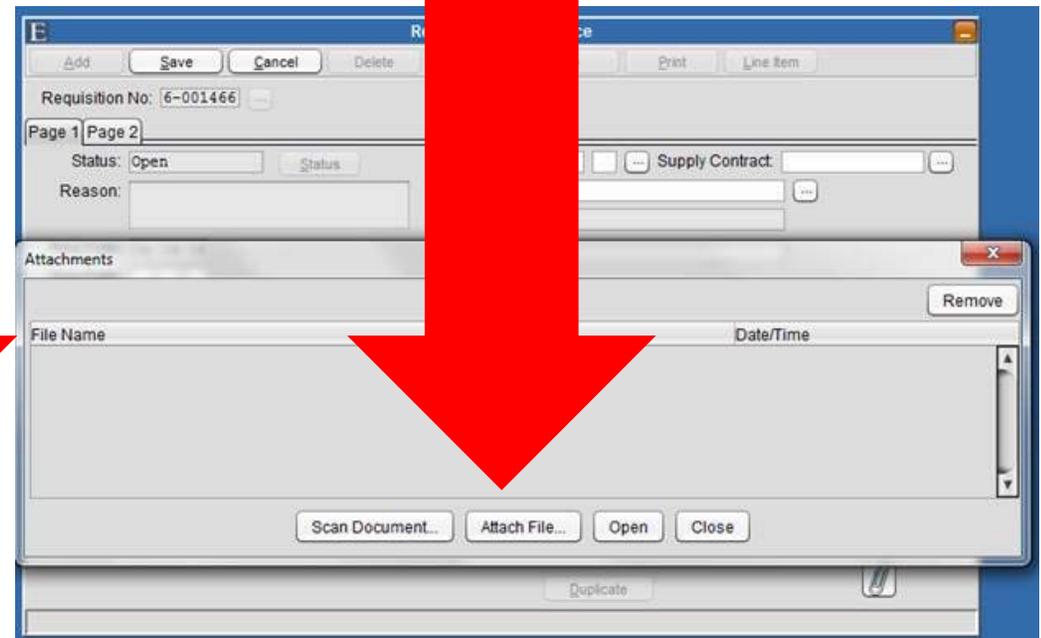
The screenshot shows a software window titled "E Requisition Maintenance". At the top, there is a toolbar with buttons for "Add", "Save", "Cancel", "Delete", navigation arrows "<<" and ">>", "Print", and "Line Item". Below the toolbar, the "Requisition No." is displayed as "6-001466" with a dropdown arrow. There are two tabs, "Page 1" and "Page 2", with "Page 1" selected. The main form area is divided into several sections. On the left, there are fields for "Status" (set to "Open"), "Reason", "Req Date" (04/19/16), "Due Date" (/ /), "F.O.B." (dropdown), "P.O. Type" (dropdown), "P.O. No." (with dropdown arrow), "Release No.", "Line Items", and "Total". On the right, there are fields for "Vendor", "Name", "Address", "Supply Contract" (with dropdown arrow), "St. Contract No.", and "Ship To" (with dropdown arrow). Below these are four "Aprv By" fields (1st, 2nd, 3rd, 4th) and a "Stat Chg By" field. At the bottom right, there is a "Duplicate" button and a paperclip icon.

Entering a Requisition:

- Procedure #1 (If not using Procedure #1, Skip to Page 33)
- Select 
- Select **Attach File....**



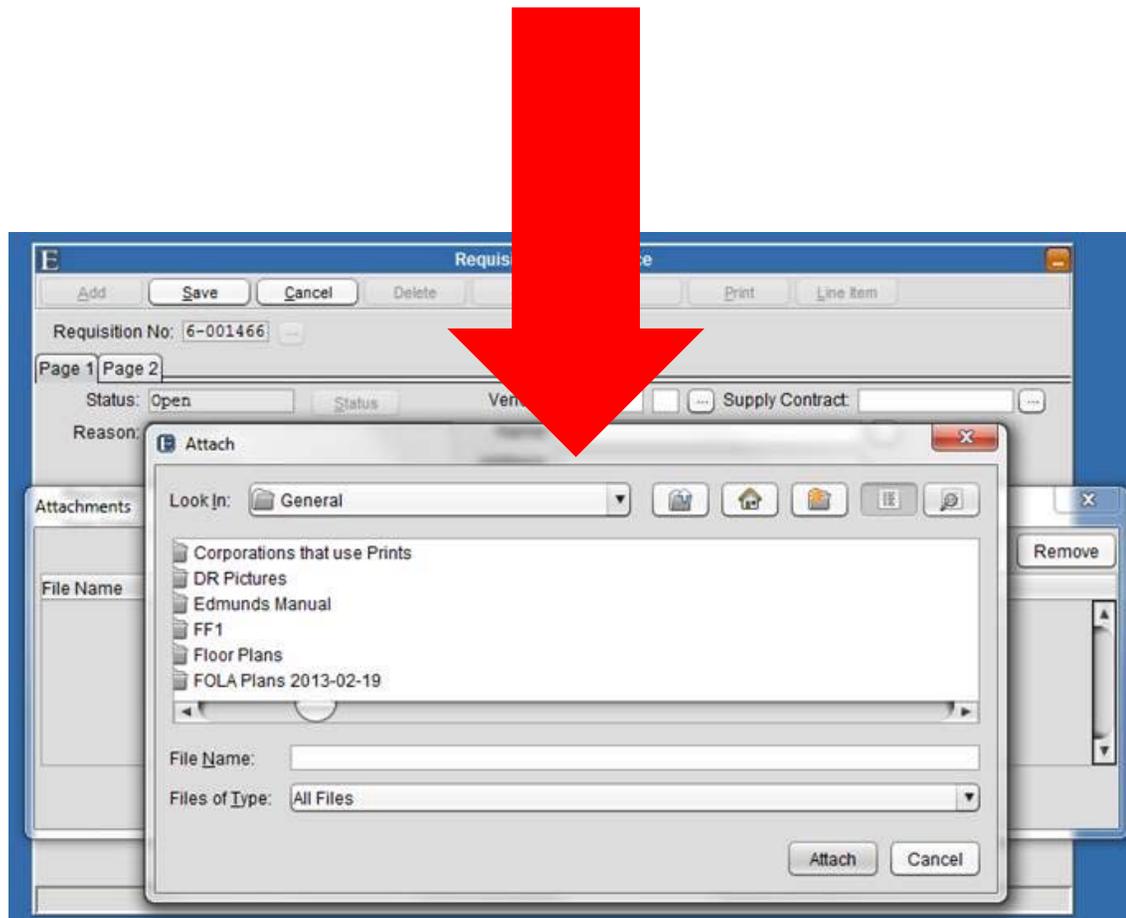
The screenshot shows the 'Requisition Maintenance' window. The 'Requisition No.' is 6-001466. The status is 'Open'. The 'Req Date' is 04/19/16. At the bottom right, there is a paperclip icon. A large red arrow points from the top of the window down to this icon.



The screenshot shows the 'Attachments' dialog box. It has a table with columns 'File Name' and 'Date/Time'. At the bottom, there are buttons for 'Scan Document...', 'Attach File...', 'Open', and 'Close'. A large red arrow points from the top of the dialog down to the 'Attach File...' button.

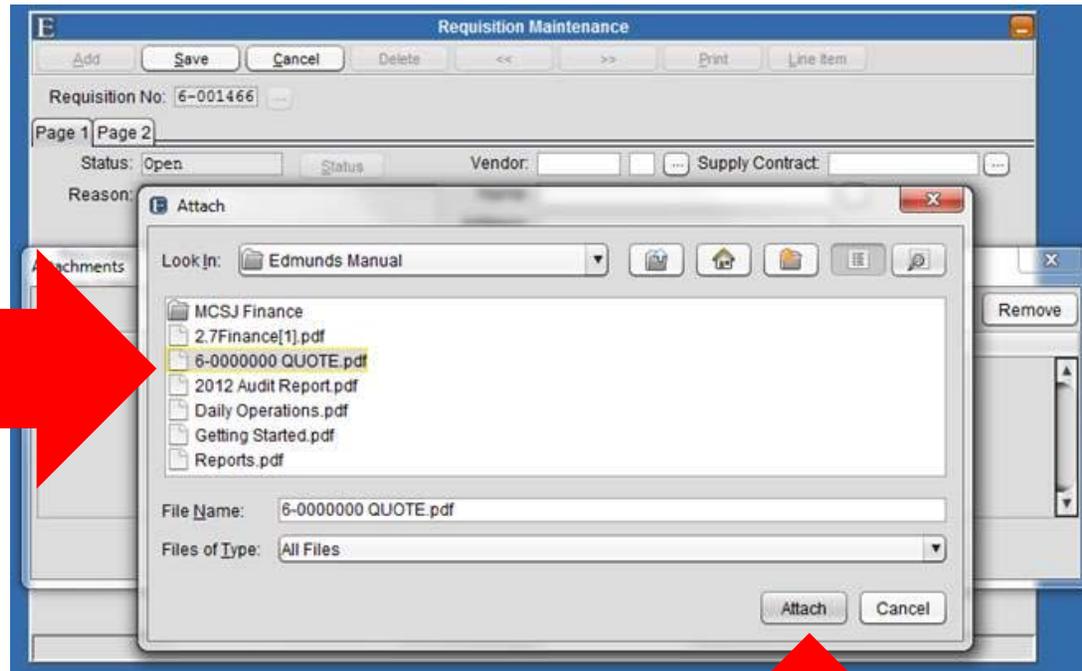
Entering a Requisition:

- Go to the location of the file that you would like to attach.

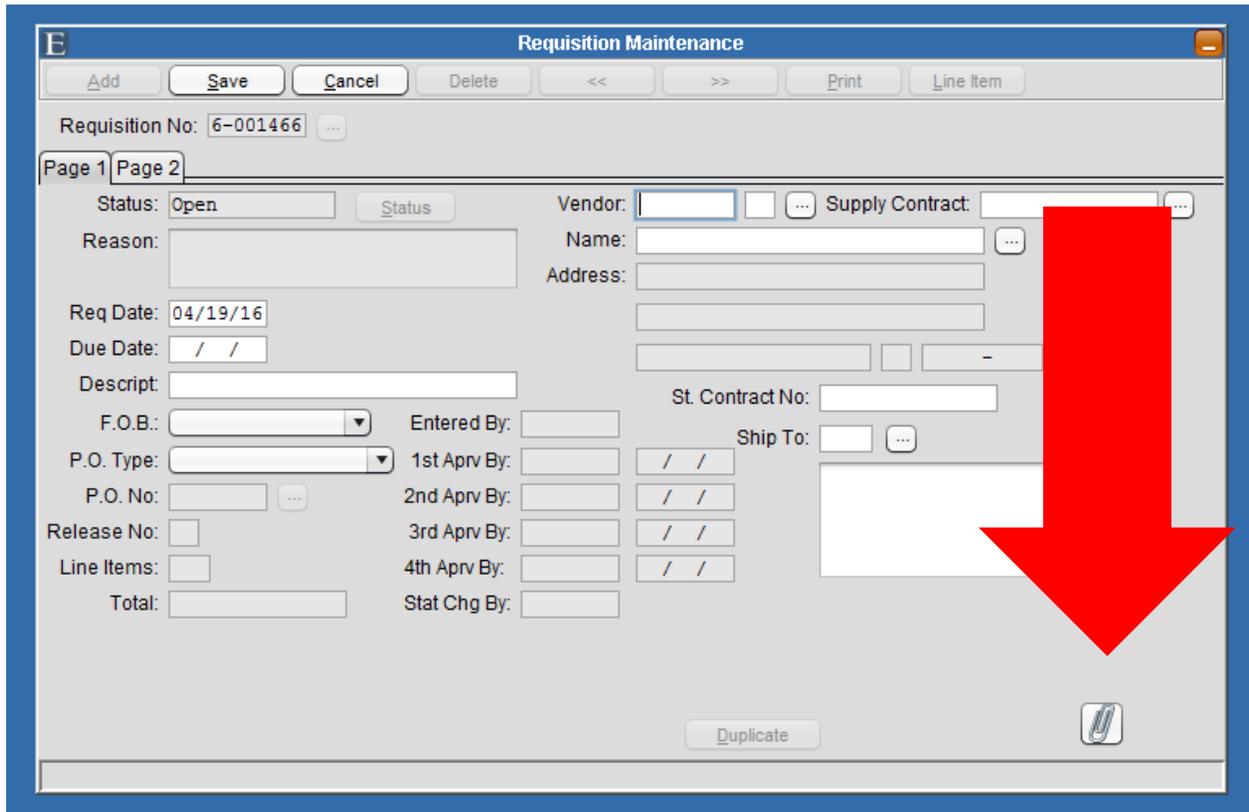


Entering a Requisition:

- Select the File.
- Select **Attach**
- (Proceed to Page 34)



- Entering a Requisition:
- Procedure #2
- Load Paperwork into Personal Scanner, Select 
- Scan Paperwork Directly into Edmunds



E Requisition Maintenance

Add Save Cancel Delete << >> Print Line Item

Requisition No: 6-001466 ...

Page 1 Page 2

Status: Open Status

Reason:

Req Date: 04/19/16

Due Date: / /

Descrip:

F.O.B.: Entered By:

P.O. Type: 1st Aprv By: / /

P.O. No: ... 2nd Aprv By: / /

Release No: 3rd Aprv By: / /

Line Items: 4th Aprv By: / /

Total: Stat Chg By:

Vendor: ... Supply Contract: ...

Name: ...

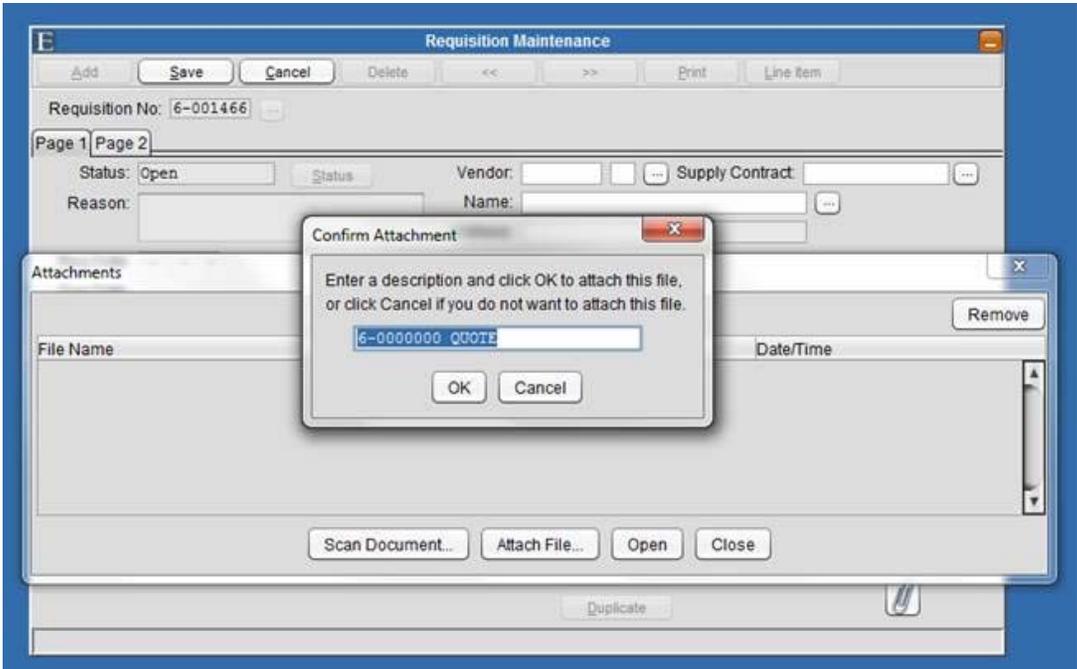
Address:

St. Contract No:

Ship To: ...

Duplicate 

- Entering a Requisition:
- Attached Scanned Items MUST Be Named; You can name them as you choose. Some suggestions:
 - PO # TABULATIONS
 - PO# QUOTE
 - PO # PROPOSAL
 - PO # EMAIL
 - PO # LETTER
 - QUOTE #
- Select **OK**



Entering a Requisition:

- Select **Close**

The screenshot shows the 'Requisition Maintenance' application window. The main window has a title bar with 'E' and 'Requisition Maintenance'. Below the title bar are buttons: Add, Save, Cancel, Delete, <<, >>, Print, and Line Item. The main area contains the following fields:

- Requisition No: 6-001466
- Page 1 | Page 2
- Status: Open
- Reason: [Empty]
- Vendor: [Empty]
- Name: [Empty]
- Address: [Empty]
- Supply Contract: [Empty]

An 'Attachments' window is overlaid on top. It has a title bar with 'Attachments' and a close button. Below the title bar is a 'Remove' button. The main area contains a table with the following data:

File Name	Description	Date/Time
6-0000000 QUOTE.pdf	6-0000000 QUOTE	04/19/16 02:49 PM

At the bottom of the Attachments window are buttons: Scan Document..., Attach File..., Open, and Close. A large red arrow points to the 'Close' button.

Entering a Requisition:

- The Green **+** indicates that you have attachments.
- Select **Close**
- *Write the Requisition Number in Pencil on Any Back Up Paperwork (Quote, Proposal, etc. and Send to Purchasing.)*

The screenshot shows the 'Requisition Maintenance' window. The top toolbar contains buttons for 'Close', 'Delete', '<<', '>>', 'Print', and 'Line Item'. The main form area includes fields for 'Status' (set to 'Open'), 'Reason', 'Req Date' (04/19/16), 'Due Date', 'F.O.B.', 'P.O. Type', 'P.O. No.', 'Release No.', 'Line Items', and 'Total'. It also has sections for 'Vendor' (Name, Address), 'Supply Contract', 'St. Contract No.', and 'Ship To'. Approval fields for '1st Aprv By' through '4th Aprv By' and 'Stat Chg By' are present. A 'Duplicate' button is at the bottom center. A green plus icon is in the bottom right corner. Two red arrows highlight the 'Close' button and the green plus icon.

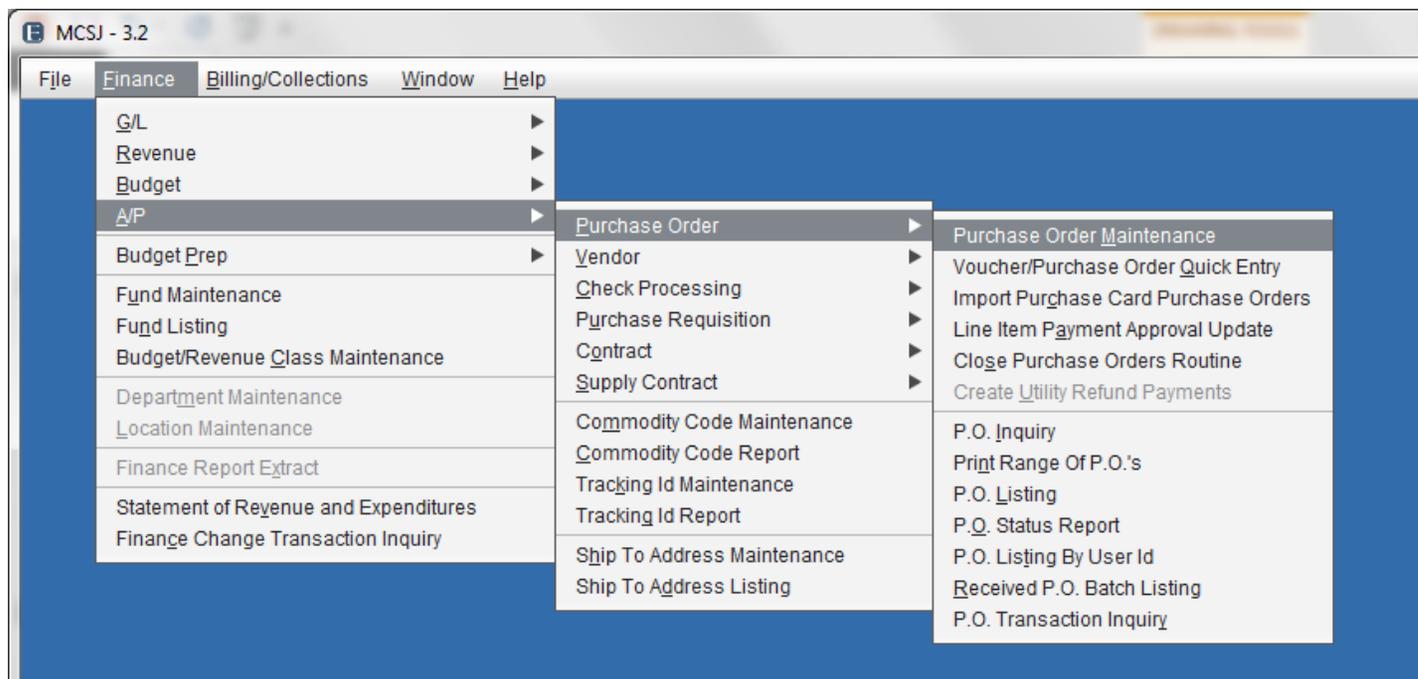
Before Entering a Partial, you MUST have the following information:

- **Encumbrance/Blanket Purchase Order Number**
- **Invoice**
- If you have any questions, do not hesitate to contact Purchasing!!!



Entering a Partial Payment:

- **Finance**
 - **A/P**
 - **Purchase Order**
 - **Purchase Order Maintenance**



Entering a Partial Payment:

- Enter the Number of **Purchase Order**
- Select “Enter” Button on your keyboard



E Purchase Order Maintenance

Add Edit Close Delete << >> Print Line Item

Purchase Order: 6- ... P.O. Type: ... Contract Id: ...

Status: ... PO Status Vendor: ... Supply Contract: ...

Order Date: / / Line Item Status Name: ...

Due Date: / /

Descript: ...

F.O.B.: ...

Discount %: ... Edit Discount

Req. No: ... Line Items: ... St. Contract No: ...

P.O. Total: ... Ship To: ...

Void Total: ...

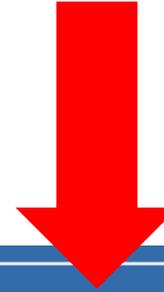
Comments:

Duplicate

39

Entering a Partial Payment:

- Select **Line Item**



Purchase Order Maintenance

Add Edit Close Delete << >> Print **Line Item**

Purchase Order: 6-000014 P.O. Type: Blanket Contract Id: ...

Status: Closed PO Status Vendor: 21450 0 Supply Contract: ...

Order Date: 01/05/16 Line Item Status Name: FELDMAN BROTHERS ELEC SUPPLY ...

Due Date: / / 26 MARYLAND AVENUE

Descript: ELECTRICAL SUPPLIES - SEWER

F.O.B.: Destination PATERSON NJ 07503

Discount %: .00 Edit Discount

Req. No: 6-000012 Line Items: 3 St. Contract No: NON-BID

P.O. Total: 505.23 Ship To: SEWER DIV.
DPW GARAGE
201 DEY ROAD
WAYNE, NJ 07470

Void Total: .00

Comments:

Duplicate

Entering a Partial Payment:

- Using the Arrows, find the Blanket Control for the line item which you will use to make a payment.
- Make sure you are selecting the correct account number.
- Select **Add**



Purchase Order Line Item Maintenance

Buttons: Add, Edit, Close, Delete, <<, >>, Go To, Detail, Notes

Purchase Order: 6-000014 Blanket Control Vendor: 21450 Notes Exist

Item Seq: 1 Status: Paid Status Name: FELDMAN BROTHERS ELEC SUPPLY

General

Release Num: 0 Due Date: / / Checking Acct: Id: 0 Date: 05/13/16

Description: VARIOUS ELECTRICAL SUPPLIES Supply Contract Id/Seq:

First Enc Date: 01/05/16 Charge to: Budget 6-05-55-512-039 Split Charges:

Control Acct: OTHER EXPENSE CONTROL Balance: 305,504.93

Sub-Account: PUMP STATION REPAIRS 79,464.46 Regstrn Info

Catalog Num: P

Comm Code: ...

Tracking Id: ...

Quantity: 1.0000 U. Measure: Rcvd Invoice:

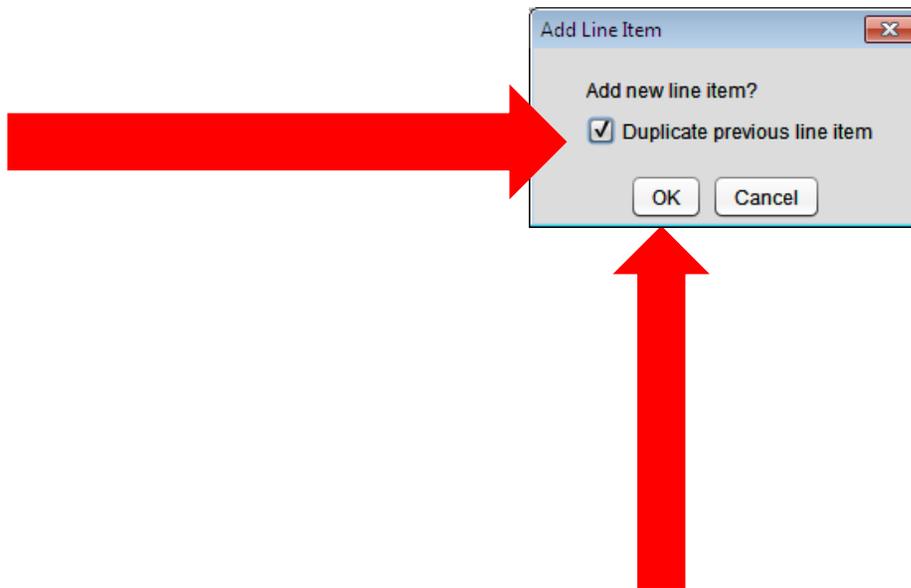
Unit Price: .0000 Rcvd Ba 1099 1099 Exclusion:

Item Total: .00 Void Req. No: 6-000012

Line 1 of 3

Entering a Partial Payment:

- You can copy the previous line item's information by checking the **Duplicate previous line item box**
- Select **OK**



Entering a Partial Payment:

- Enter the **Release Number** (Release Number = Partial Number)
- Enter the **Due Date** (Select “Tab” on your Keyboard)
- Enter **Description** (Detailed Item Information; Match Invoice as closely as possible)
 - Enter in ALL INFORMATION
 - Part/Item/Product #
 - Detailed Product Description
 - *If you run out of space, Select **Notes**

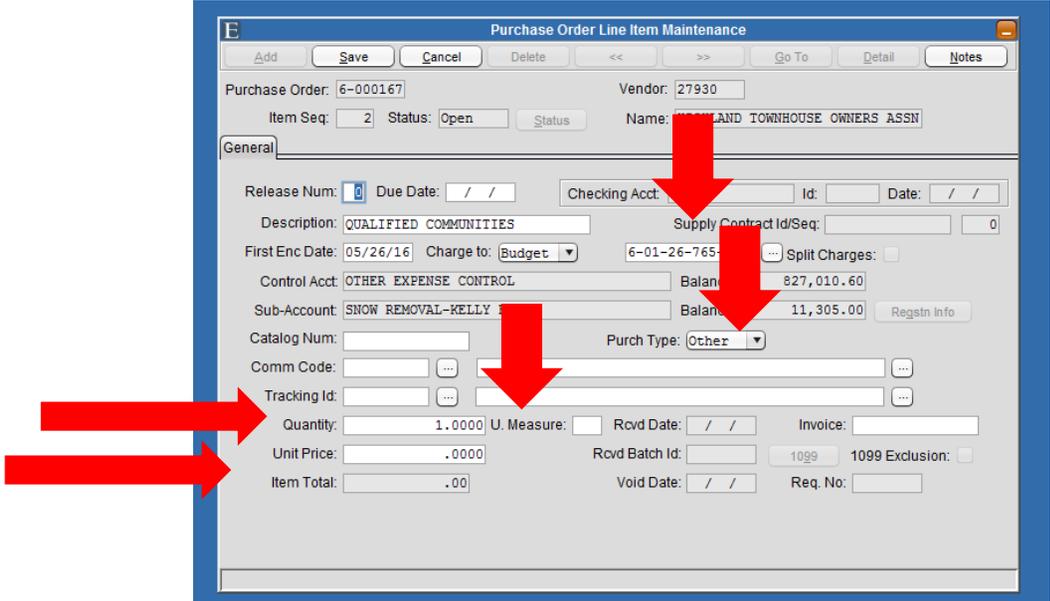
The screenshot shows the 'Purchase Order Line Item Maintenance' window. At the top, there are buttons for 'Add', 'Save', 'Cancel', 'Delete', '<<', '>>', 'Go To', 'Detail', and 'Notes'. Below these are fields for 'Purchase Order: 6-000167', 'Vendor: 27930', 'Item Seq: 2', 'Status: Op', and 'Name: HIGHLAND TOWNHOUSE OWNERS ASSN'. The 'General' tab is selected. The 'Release Num' field is highlighted with a red arrow. Below it, the 'Description' field contains 'QUALIFIED COMMUNITIES'. Other fields include 'Due Date: / /', 'Checking Acct:', 'Id:', 'Date: / /', 'Supply Contract Id/Seq: 0', 'First Enc Date: 05/26/16', 'Charge to: Budget', '6-01-26-765-103', 'Split Charges: []', 'Control Acct: OTHER EXPENSE CONTROL', 'Balance: 827,010.60', 'Sub-Account: SNOW REMOVAL-KELLY BILL', 'Balance: 11,305.00', 'Regstrn Info', 'Catalog Num:', 'Purch Type: Other', 'Comm Code:', 'Tracking Id:', 'Quantity: 1.0000', 'U. Measure:', 'Rcvd Date: / /', 'Invoice:', 'Unit Price: .0000', 'Rcvd Batch Id:', '1099', '1099 Exclusion: []', 'Item Total: .00', 'Void Date: / /', and 'Req. No:'.

Entering a Partial Payment:

- **Charge to:**
 - Confirm that you have the correct account number.
- **U. Measure:**
 - Enter Unit of Measure of the Quantity
 - Examples: LS – Lump Sum; EA – Each; GAL – Gallon
- **Purch Type:**
 - Drop Down Options:
 - State –State Contract/Bid, Co-Op Bid
 - Bid – Township of Wayne Bid, Township of Wayne RFP, Pay to Play, Special Wayne Resolution
 - Other – NON-BID, Quote, Three Part Quote
 - Exempt – DO NOT USE

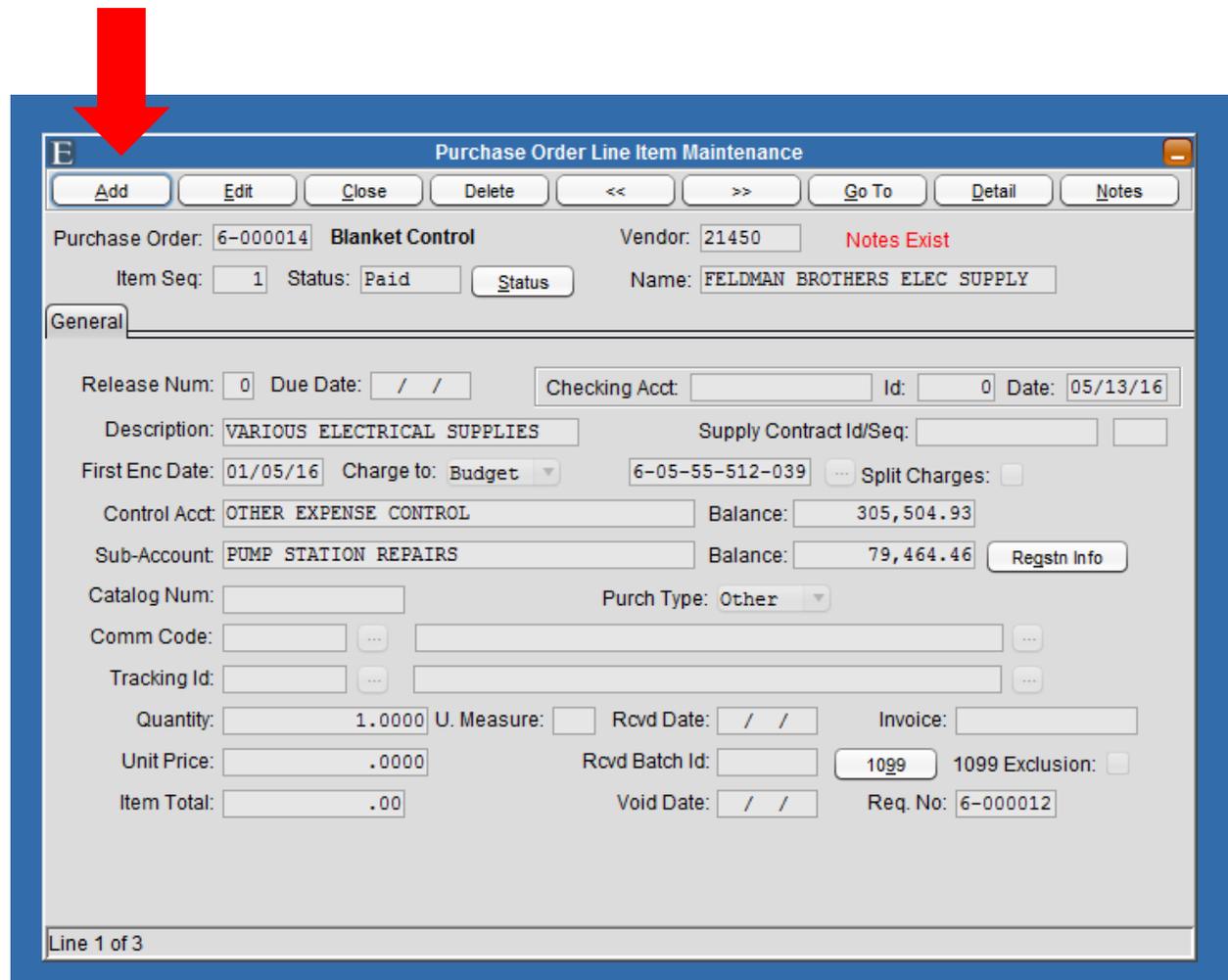
- **Quantity**
 - Enter in the quantity of the item(s)
- **Unit Price** – Enter price of Item
 - Based on the Quantity and the Unit Price
 - **Item Total** will auto-calculate.

- **Select Save**
- If Done, Page 47
- If more Items, proceed to next page.



Entering a Partial Payment:

- IF you need to add another line item, select **Add**



The screenshot shows the 'Purchase Order Line Item Maintenance' window. A red arrow points to the 'Add' button in the top toolbar. The window displays the following information:

Purchase Order: 6-000014 **Blanket Control** **Vendor:** 21450 **Notes Exist**

Item Seq: 1 **Status:** Paid **Name:** FELDMAN BROTHERS ELEC SUPPLY

General

Release Num: 0 **Due Date:** / / **Checking Acct:** **Id:** 0 **Date:** 05/13/16

Description: VARIOUS ELECTRICAL SUPPLIES **Supply Contract Id/Seq:** /

First Enc Date: 01/05/16 **Charge to:** Budget **6-05-55-512-039** **Split Charges:**

Control Acct: OTHER EXPENSE CONTROL **Balance:** 305,504.93

Sub-Account: PUMP STATION REPAIRS **Balance:** 79,464.46 **Regstrn Info**

Catalog Num: **Purch Type:** Other

Comm Code: /

Tracking Id: /

Quantity: 1.0000 **U. Measure:** **Rcvd Date:** / / **Invoice:** /

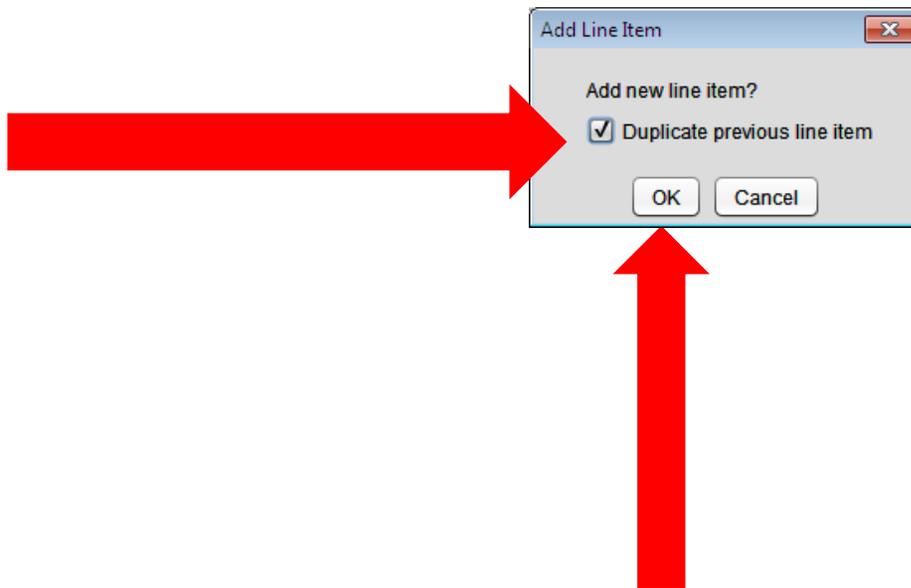
Unit Price: .0000 **Rcvd Batch Id:** 1099 **1099 Exclusion:**

Item Total: .00 **Void Date:** / / **Req. No:** 6-000012

Line 1 of 3

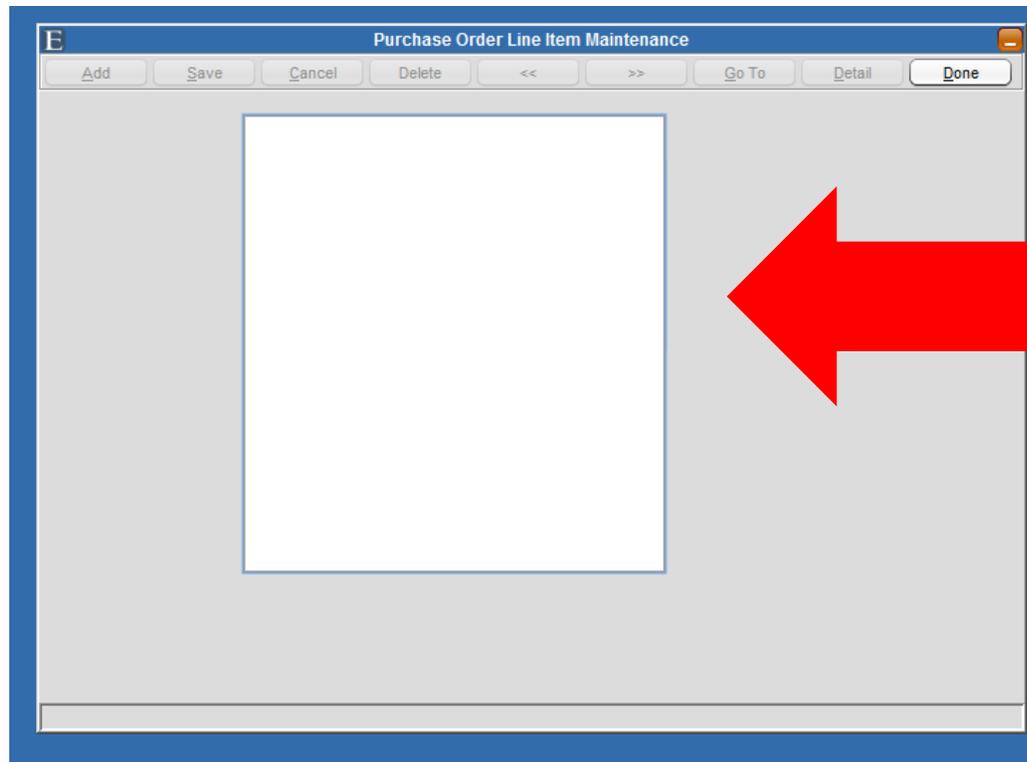
Entering a Partial Payment:

- You can copy the previous line item's information by checking the **Duplicate previous line item box**
- Select **OK**
- Page 43 (The Release Number and Date WILL NOT Change)



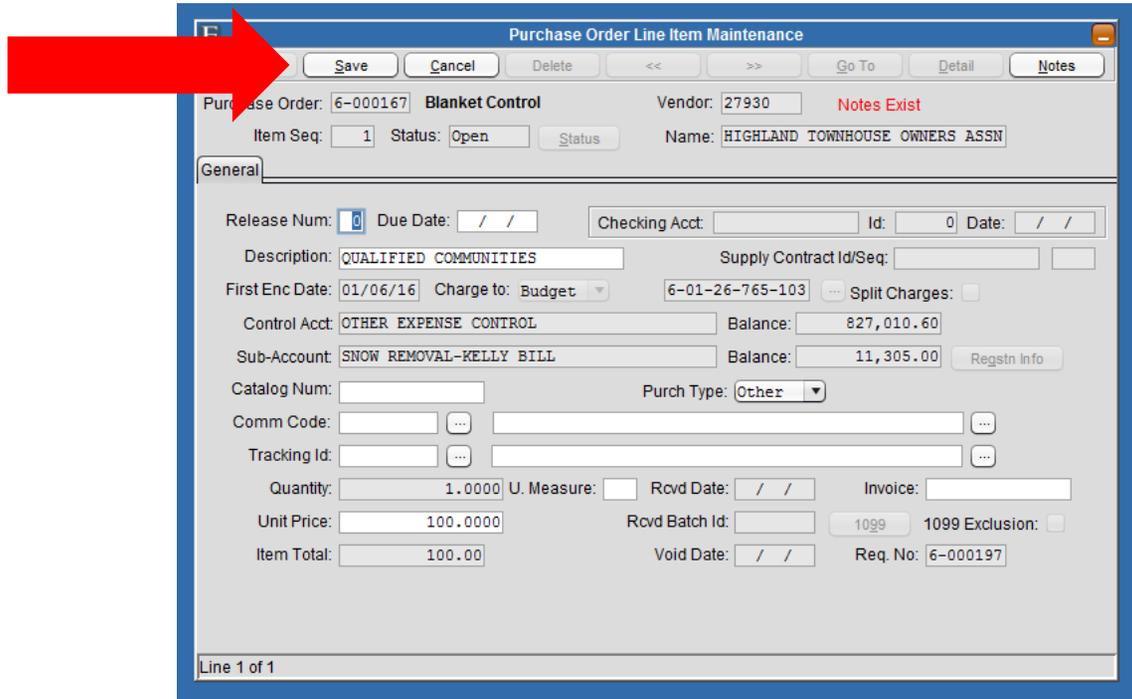
Entering a Partial Payment:

- After entering the last line item, further information is required.
- You **MUST** include any and all of this information:
 - Invoice Number
 - Invoice Date
 - Resolution Number



Entering a Partial Payment:

- When All Information is Complete, Select **Save**
- Select **Yes**



Purchase Order Line Item Maintenance

Save Cancel Delete << >> Go To Detail Notes

Purchase Order: 6-000167 Blanket Control Vendor: 27930 Notes Exist

Item Seq: 1 Status: Open Name: HIGHLAND TOWNHOUSE OWNERS ASSN

General

Release Num: 0 Due Date: / / Checking Acct: Id: 0 Date: / /

Description: QUALIFIED COMMUNITIES Supply Contract Id/Seq:

First Enc Date: 01/06/16 Charge to: Budget 6-01-26-765-103 Split Charges:

Control Acct: OTHER EXPENSE CONTROL Balance: 827,010.60

Sub-Account: SNOW REMOVAL-KELLY BILL Balance: 11,305.00 Regstrn Info

Catalog Num: Purch Type: Other

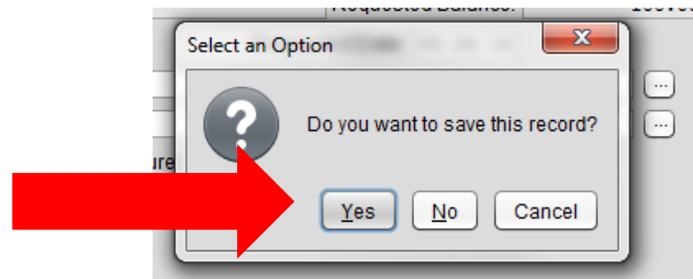
Comm Code: Tracking Id:

Quantity: 1.0000 U. Measure: Rcvd Date: / / Invoice:

Unit Price: 100.0000 Rcvd Batch Id: 1099 1099 Exclusion:

Item Total: 100.00 Void Date: / / Req. No: 6-000197

Line 1 of 1



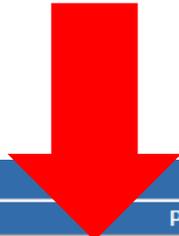
Select an Option

Do you want to save this record?

Yes No Cancel

Entering a Partial Payment:

- Select **Close**



E Purchase Order Line Item Maintenance

Purchase Order: 6-000014 **Blanket Control** Vendor: 21450 **Notes Exist**
Item Seq: 1 Status: Paid Name: FELDMAN BROTHERS ELEC SUPPLY

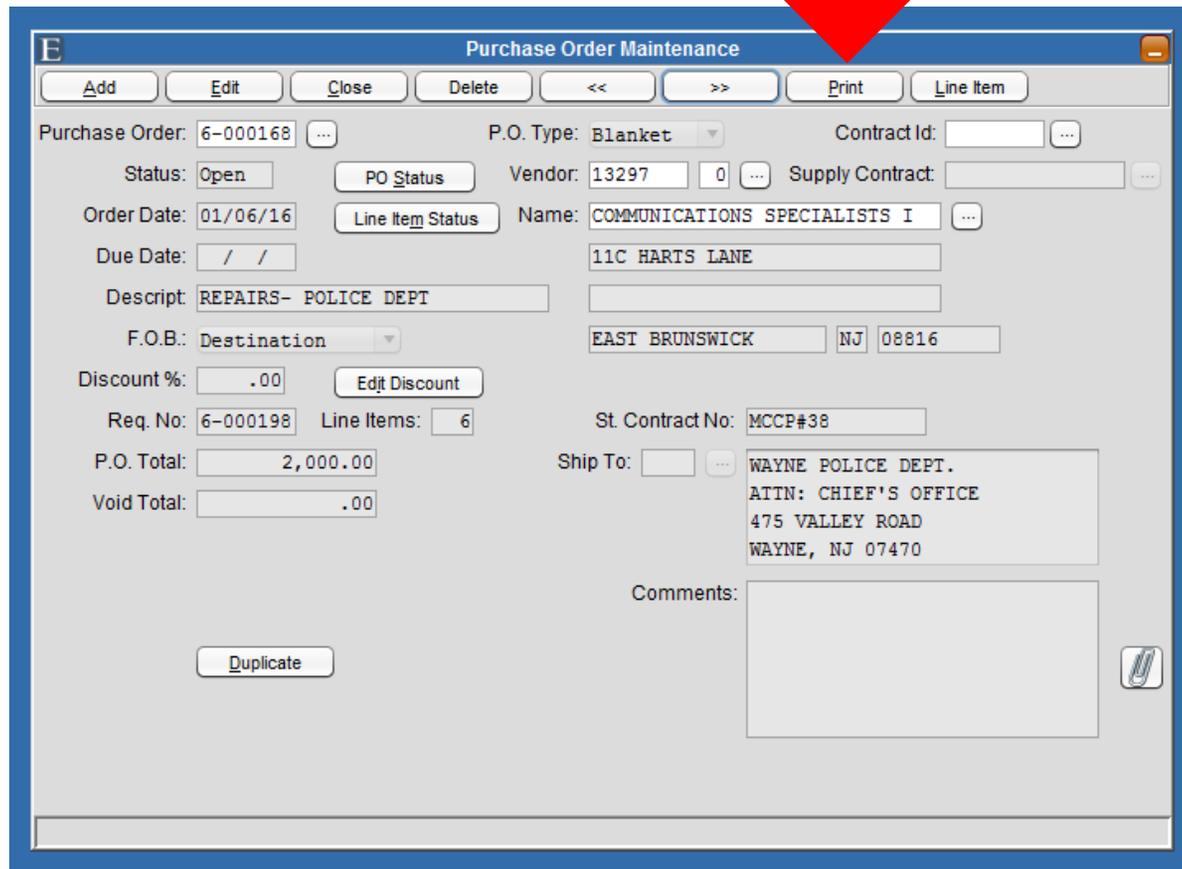
General

Release Num: 0 Due Date: / / Checking Acct: Id: 0 Date: 05/13/16
Description: VARIOUS ELECTRICAL SUPPLIES Supply Contract Id/Seq:
First Enc Date: 01/05/16 Charge to: Budget 6-05-55-512-039 Split Charges:
Control Acct: OTHER EXPENSE CONTROL Balance: 305,504.93
Sub-Account: PUMP STATION REPAIRS Balance: 79,464.46
Catalog Num: Purch Type: Other
Comm Code: ...
Tracking Id: ...
Quantity: 1.0000 U. Measure: Rcvd Date: / / Invoice:
Unit Price: .0000 Rcvd Batch Id: 1099 1099 Exclusion:
Item Total: .00 Void Date: / / Req. No: 6-000012

Line 1 of 3

Entering a Partial Payment:

- Select **Print**



The screenshot shows the 'Purchase Order Maintenance' application window. The title bar reads 'Purchase Order Maintenance'. The toolbar contains buttons for 'Add', 'Edit', 'Close', 'Delete', '<<', '>>', 'Print', and 'Line Item'. A large red arrow points to the 'Print' button. The main form area contains the following fields and controls:

- Purchase Order: 6-000168
- P.O. Type: Blanket
- Contract Id: [empty]
- Status: Open
- PO Status: [button]
- Vendor: 13297 0
- Supply Contract: [empty]
- Order Date: 01/06/16
- Line Item Status: [button]
- Name: COMMUNICATIONS SPECIALISTS I
- Due Date: / /
- 11C HARTS LANE
- Descript: REPAIRS- POLICE DEPT
- F.O.B.: Destination
- EAST BRUNSWICK NJ 08816
- Discount %: .00
- Edt Discount: [button]
- Req. No: 6-000198
- Line Items: 6
- St. Contract No: M CCP#38
- P.O. Total: 2,000.00
- Ship To: WAYNE POLICE DEPT.
ATTN: CHIEF'S OFFICE
475 VALLEY ROAD
WAYNE, NJ 07470
- Void Total: .00
- Comments: [text area]
- Duplicate: [button]

Entering a Partial Payment:

➤ Enter in the **Blanket Release Number**

➤ Select **OK**

- White Copy: Vendor Copy
- Yellow Copy: Vendor Must Sign Partial (Unless you have Signature on File); After Vendor and Department Head Sign, Send with Initialed Invoice and Packing Slip to Purchasing
- Pink Copy: Department Copy
- Green Copy: Purchasing Copy

Print P.O.

Select Item Status to Include

<input checked="" type="checkbox"/> Open	<input checked="" type="checkbox"/> Approved
<input checked="" type="checkbox"/> Received	<input type="checkbox"/> Paid
<input checked="" type="checkbox"/> Held	<input type="checkbox"/> Void

Blanket Release Number:

Copies: 5 ▾

OK Cancel

Procedure Prior to Sending Complete Packet to Purchasing:

***** It is VERY IMPORTANT that your Complete Packet:**

- Use ONLY ONE staple
- Yellow Copies - Staple in the Middle of the Left Hand Side of the Edge of the Page
- Handwritten Notes Only Allowed in Large, Center Box (Do Not Write In ANY Other Areas)
- Stamp(s) Only Allowed in Large, Center
- Department Head Signature Must NOT EXCEED Box
- No Highlighting

Your complete packet should consist of:

- Yellow Voucher (Signed by Vendor and Department Head/Supervisor)
- Original Quote (As Applicable)
- Original Invoice
- Original Packing Slip (As Applicable)
- Original Prevailing Wage Documents (As Applicable)

Your Personal Filing System:

It is Strongly Recommended that You Scan your Documents as Paperless Back Up.
You May Name Them as Appropriate.

The Only Document Required to be Scanned and Attached in Edmunds is the Original Quote.

Documents you May Want to Scan:

- Yellow Voucher (Signed by Vendor and Department Head/Supervisor)
- Original Packing Slip
- Original Invoice
- Any Back Up Paperwork

Laserfiche is now available to ALL USERS of Edmunds.

Laserfiche Purchase Orders Copies Will Include:

- Yellow Voucher (Signed by Vendor and Department Head/Supervisor)
- Original Quote (As Applicable)
- Original Invoice
- Original Packing Slip (As Applicable)
- Gold Voucher
- Check Number



How To Use Laserfiche:

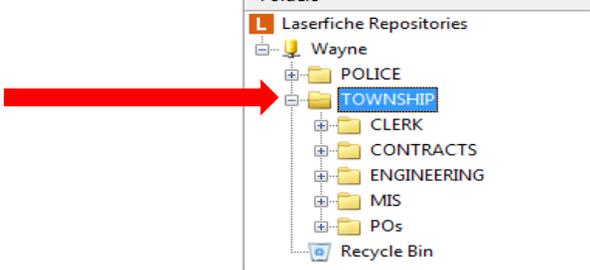
➤ Open Software by Double Clicking on the **Laserfiche** Desktop Shortcut.



➤ Under **Available Repositories** Highlight **Wayne** and Hit the **OPEN** Button.



➤ Under **Laserfiche Repositories**, expand **Wayne** and highlight **TOWNSHIP**.

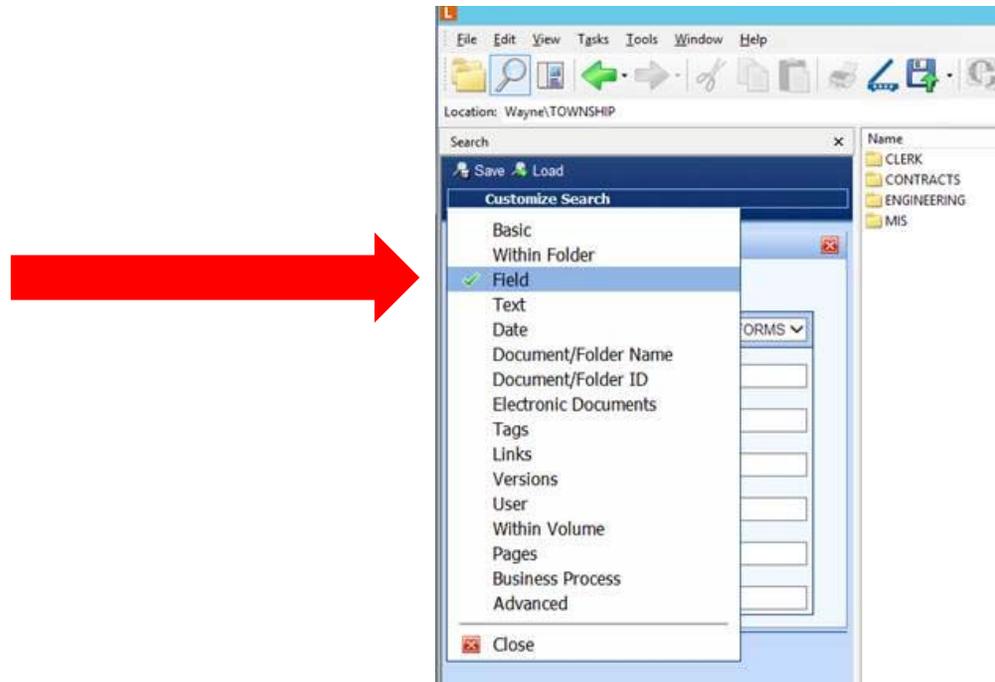


➤ From the tool bar, click on the **Search Pane** icon.



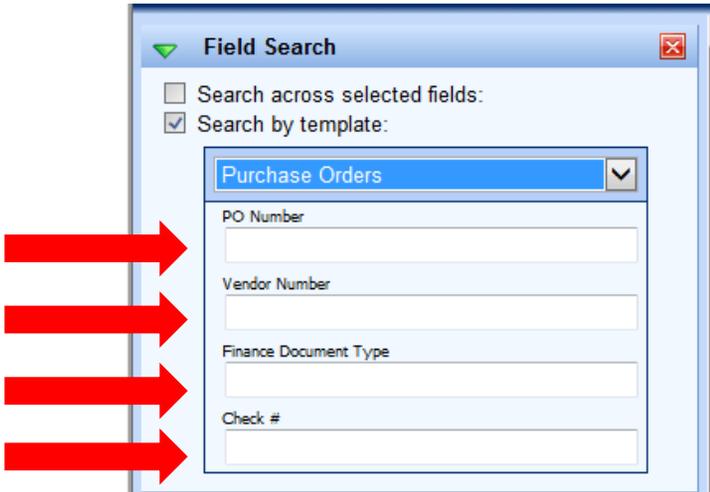
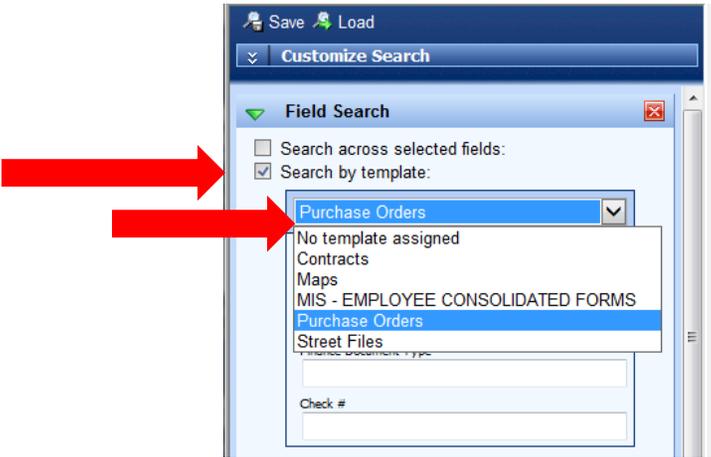
How To Use Laserfiche:

- Click the Arrow on the Left of **Customize Search** and Verify that **Field** is the Only Option Selected.
- Select **Close**



How To Use Laserfiche:

- Make sure that **Search by Template** Is Selected and Choose **Purchase Orders** from the Dropdown Menu. You May Now Lookup POs by the Fields Listed Above.



- You May Search Using:
 - PO Number
 - Vendor Number
 - Finance Document Type
 - Purchase Order
 - Capital Purchase Order
 - Check #

How To Use Laserfiche:

➤ Having Trouble? Advanced search options – **Wildcards**.

Wildcard	Description
*	(Asterisk) Represents zero or more missing characters. For example, govern*s would find "governors," "governments," and "governs."
?	(Question mark) Represents any single character. For example, gr?y would find "gray" and "grey," but not "gravy."
[]	(Brackets) Brackets are also used as a wildcard for any single character. A limited set of replacement characters can be specified within the brackets. For example, gr[ae]y would find "gray" and "grey," but no others.
-	(Dash) Indicates a range of characters. For example, b[a-i]tter would find the words "batter," "better" and "bitter," but not "butter."
[0-9]	Represents any single digit number. For example, [0-9][0-9] would find any two-digit number (but not a one- or three-digit number), and [0-9][0-9][0-9]-[0-9][0-9][0-9][0-9][0-9][0-9] would find a social security number.