TRIO Budgetary Purchase Orders

The Purchase Order system in the TRIO Budgetary application is an easy and convenient way to record both POs and Invoices. This document will cover how to create Purchase Orders in TRIO as well as how to use them during the Accounts Payable process.

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Creating a Purchase Order

To create a purchase order:

1. From the Budgetary main menu, select *1. Data Entry > F. Purchase Orders*.
2. On the screen that opens, enter *0* in the purchase order number field and click *Process*. This will open the Purchase Order screen shown below.

3. On this screen, fill in the following fields:
   - **Date** – This is the date that the purchase order was issued / created. This field defaults to the current date, but can be changed to any past or future date.
   - **Vendor** – Enter the vendor numbers associated to this purchase into this field. If the vendor number is not known or the vendor does not yet exist in the system, press *S* to search for the vendor or *A* to add a new vendor on the fly.

- **Description** – This can be any text to help identify this particular purchase.
- **Department** – This drop-down list shows all of the departments in the system and is used to identify the department responsible for the purchase.
- **Details** – The detail section of the screen allows for the entry of an unlimited number of line items on the PO. Enter a Description, Account, Price and Quantity for each line item.
- **Comment** – This optional field can be used to write a brief note about the order.

4. Once all of the information has been entered, press *F12* or select *File > Save* to save the purchase order. TRIO will automatically assign it the next sequential PO number.
5. Once the PO is saved, TRIO will ask if the PO should be printed. If *Yes* is selected, a screen will display asking for the Billing and Shipping information to be entered or verified. Once the information has been entered once, TRIO will retain it going forward so that it will not need to be entered again. Once the billing and shipping information has been verified, click *OK* to continue.

Maintaining a Purchase Order

To update, delete or reprint a purchase order once it has been created:

1. From the Budgetary main menu, select *1. Data Entry > F. Purchase Orders*.
2. On the screen that opens, enter the purchase order number and click *Process* or use one of the five search options in the bottom half of the screen and click *Search*.
   - If the Search option is used and multiple matches are found, double click on the purchase order in question.
3. Once on the Purchase Order screen it is possible to change anything on the PO except for the PO number. Make any changes needed and press *F12* to save and exit.
   - To reprint the purchase order, select *File > Print Purchase Order.*
   - To delete an item from the detail section, click into the line item in question and select *File > Delete Detail Item* or press *F3*.
   - To delete the entire purchase order, select *File > Delete Journal Entry* or press *F4*.

Paying a Purchase Order

Purchase orders are paid through the Accounts Payable system in Budgetary. To use a PO during the AP process, press *P* while in the *Vendor Number* field on the *A/P Data Entry* screen. This will display a listing of all of the open purchase orders in the system. Double clicking on the purchase order will pull all of the information back into the *A/P Data Entry* screen. Once back on this screen, any of the information pulled from the purchase order can be edited including the vendor, account numbers or amounts.

Important Notes
- Purchase orders do not encumber funds in the affected accounts. If funds should be encumbered, please use the Encumbrance system in the program.
- The system does not recognize or account for partial payments. TRIO will mark the purchase order as closed when it is used in an AP run, even if the full amount of the PO was not paid.
- Voiding an AP check will not reopen purchase orders used on that check.

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