Miscellaneous

Chapter 12
Miscellaneous

Section Objectives

At the end of this section, you should be able to:

- Enter a PO for services
- Complete a Cumulative Review
Service Agreement PO’s

A PO can be created for services, such as consulting, maintenance, repair, or other.

When entering a PO for services, enter line information as follows:

– Choose Services as the Commodity Group, then choose the appropriate Category

– The Description field should describe the terms of the services including the time period, if applicable.

– UOM is US Dollars

– Quantity is the dollar amount

– Price is 1

– Need By date may or may not be applicable

– The rest of the PO is completed as usual
Service Agreement PO’s

Enter a Purchase Order to Metropolitan Cleaners for the cleaning/pressing of lab coats. The PO is to cover a 6 month period at a cost of $600.00.

- **Supplier**: Metropolitan Cleaners
- **Site**: Pittsburgh
- **Contact**: CUST SERV, FAX
- **Ship-To**: SALK-2189
- **Header Description**: Cleaning of lab coats
- **Category**: Services.Laundry
- **Description**: Beginning Date – End Date, weekly cleaning/pressing of lab coats, incl. pickup and delivery @ 3.95 each
- **UOM**: US Dollars
- **Quantity**: 600
- **Price**: 1
- **Charge Account**: 02.49201.6010
Service Agreement PO’s

Header

Lines

Distributions
Lab 10: Cumulative Review Exercise

The following exercise is designed to review many of the features covered in this manual.

- Enter a multi-line Purchase Order to Franklin Interiors for one bookcase and one microwave
- Include a note to the supplier asking that they notify you of a delivery date and time.
- Approve/Fax the order
- Cancel the line for the microwave, because the item was discontinued.

**Header**

- **Supplier**: Franklin Interiors
- **Site**: Pittsburgh-4
- **Contact**: Cust Scv, Fax
- **Description**: Bookcase & Microwave / CWP Lab
- **Ship-To**: Salk-2189

**Line 1**

- **Category**: Furniture/Furnishings.Shelving
- **Description**: #BK10775A Radius Series Bookcase
- **Price**: 329.00

**Line 2**

- **Category**: Appliance.Other
- **Description**: #N2044B Sanyo Microwave 1.4 Cu Ft
- **Price**: 169.00

**Distributions**

- **Charge Account**: 04.49010.6020.22950.000000.00000
Lab 10 Solutions: Cumulative Review Exercise

Enter the Multi-line Purchase Order

Header & Note to Supplier

PO Line 1

- Click update icon to enter Charge Account
Lab 10 Solutions: Cumulative Review Exercise

**Charge Account PO Line 1**

- Enter Charge Account and click Apply

**Duplicate Line 1 to create Line 2**
Lab 10 Solutions: Cumulative Review Exercise

- Save PO
- Submit for Approval/Faxing
Lab 10 Solutions: Cumulative Review Exercise

To Cancel PO Line:

1. Click on the Lines Tab

2. Search for the order by Order number, Buyer name, etc.
Lab 10 Solutions: Cumulative Review Exercise

3. Select the line to be canceled

4. Select Cancel from the Select Line Drop down menu. Click Go.

5. Enter reason for canceling and click Apply.