

Finance Manager: Accounting



Remote PO Printing

The Remote PO Printing routine provides two options for computer purchases that have already been printed and posted. These options are **Purchase Orders to Print** and **Purchase Orders to Re-Print**.

The **Purchase Orders to Print** option is used to print those specific copies of a PO that were chosen NOT to be printed at the time the computer purchase order was printed and posted. For example, your organization prints three copies of each PO – a Vendor Copy, a Receiving Copy, and a File Copy. Perhaps you chose to print the Vendor Copy of the PO, but opted NOT to print the Receiving or File Copies in the Print/Post PO process.

The **Purchase Orders to Re-Print** option is used to print a watermarked copy of a purchase (e.g., Vendor Copy, Receiving Copy, etc.) that has already been printed and posted.

The appropriate buildings must be flagged in order for the logged in user to view purchase orders linked to those buildings. In addition, the appropriate PO Copy Names must be flagged in order for the logged in user to be able to print those PO copies via the Remote PO Printing routine. **NOTE:** We recommend that only the PO copies that are to be printed through the Remote PO Printing routine be checked, rather than flagging all copies, to limit the amount of PO information that nVision must load into the Remote PO Printing window.

Access to Remote PO Printing

1. In nVision Accounting, under the Data Entry menu, open the Purchase Orders submenu.
2. Click the Remote PO Printing option. The Remote PO Printing window displays.

Purchase Orders to Print

1. In the **View** drop-down, select **Purchase Orders to Print**.
2. The **Fiscal Year** defaults to the current year. Using the drop-down, change the Fiscal Year if needed.

PO Number	PO Copy Name	Building Name	Vendor Name	Description	Ship To Contact	Requestor	PO Total
100000669	Office copy- BLUE	Adair Middle School	GRAINGER INC		John Smith		16.40
100000517	Business Office - W...	Adair Middle School	3M LIBRARY SYSTEMS	NEW YORK/ISLAND COOP PH...	P.E.-MUNDY		552.20
100000517	Requestor Copy - Y...	Adair Middle School	3M LIBRARY SYSTEMS	NEW YORK/ISLAND COOP PH...	P.E.-MUNDY		552.20
100000517	Office copy- BLUE	Adair Middle School	3M LIBRARY SYSTEMS	NEW YORK/ISLAND COOP PH...	P.E.-MUNDY		552.20
100000514	Business Office - W...	Adult Ed	ACS EDUCATION PRODUCTS	NEW YORK/ISLAND COOP PH...	RAY DOWNEY/PE		186.59
100000514	Requestor Copy - Y...	Adult Ed	ACS EDUCATION PRODUCTS	NEW YORK/ISLAND COOP PH...	RAY DOWNEY/PE		186.59
100000514	Office copy- BLUE	Adult Ed	ACS EDUCATION PRODUCTS	NEW YORK/ISLAND COOP PH...	RAY DOWNEY/PE		186.59
100000617	Business Office - W...	Admin Superintendent	Amazon		Rob Balin		132.76
100000617	Requestor Copy - Y...	Admin Superintendent	Amazon		Rob Balin		132.76
100000617	Office copy- BLUE	Admin Superintendent	Amazon		Rob Balin		132.76
100000667	Business Office - W...	Admin Superintendent	Amazon		ROBERT BAILIN		370.99
100000667	Requestor Copy - Y...	Admin Superintendent	Amazon		ROBERT BAILIN		370.99
100000667	Office copy- BLUE	Admin Superintendent	Amazon		ROBERT BAILIN		370.99
100000662	Business Office - W...	High School	SCHOOL HEALTH SUPPLY C...		Sue Johnson	Amundsen, Diane	95.00
100000662	Requestor Copy - Y...	High School	SCHOOL HEALTH SUPPLY C...		Sue Johnson	Amundsen, Diane	95.00
100000662	Office copy- BLUE	High School	SCHOOL HEALTH SUPPLY C...		Sue Johnson	Amundsen, Diane	95.00
100000538	Requestor Copy - Y...	Administrative Offices	HIGHSMITH CO INC		Susan Payroll	Amundsen, Diane	210.00
100000539	Business Office - W...	CENTRAL OFFICE	LEARNING RESOURCES		Toothpaste	Martin, Mindy C	60.00
100000539	Requestor Copy - Y...	CENTRAL OFFICE	LEARNING RESOURCES		Toothpaste	Martin, Mindy C	60.00
100000539	Office copy- BLUE	CENTRAL OFFICE	LEARNING RESOURCES		Toothpaste	Martin, Mindy C	60.00
100000632	Office copy- BLUE	Administrative Offices	STAPLES BUSINESS ADVAN...		Wei		216.00
100000664	Business Office - W...	Admin Superintendent	SCHOOL SPECIALTY Inc.		Wei Huang		124.01
100000664	Requestor Copy - Y...	Admin Superintendent	SCHOOL SPECIALTY Inc.		Wei Huang		124.01
100000664	Office copy- BLUE	Admin Superintendent	SCHOOL SPECIALTY Inc.		Wei Huang		124.01

This listing window displays those specific PO Copy Names that were chosen **NOT** to be printed at the time the computer purchase order was printed and posted. Remember that this window only displays POs based on your Remote Printing Building and PO Copy Permissions established in your User Login record.

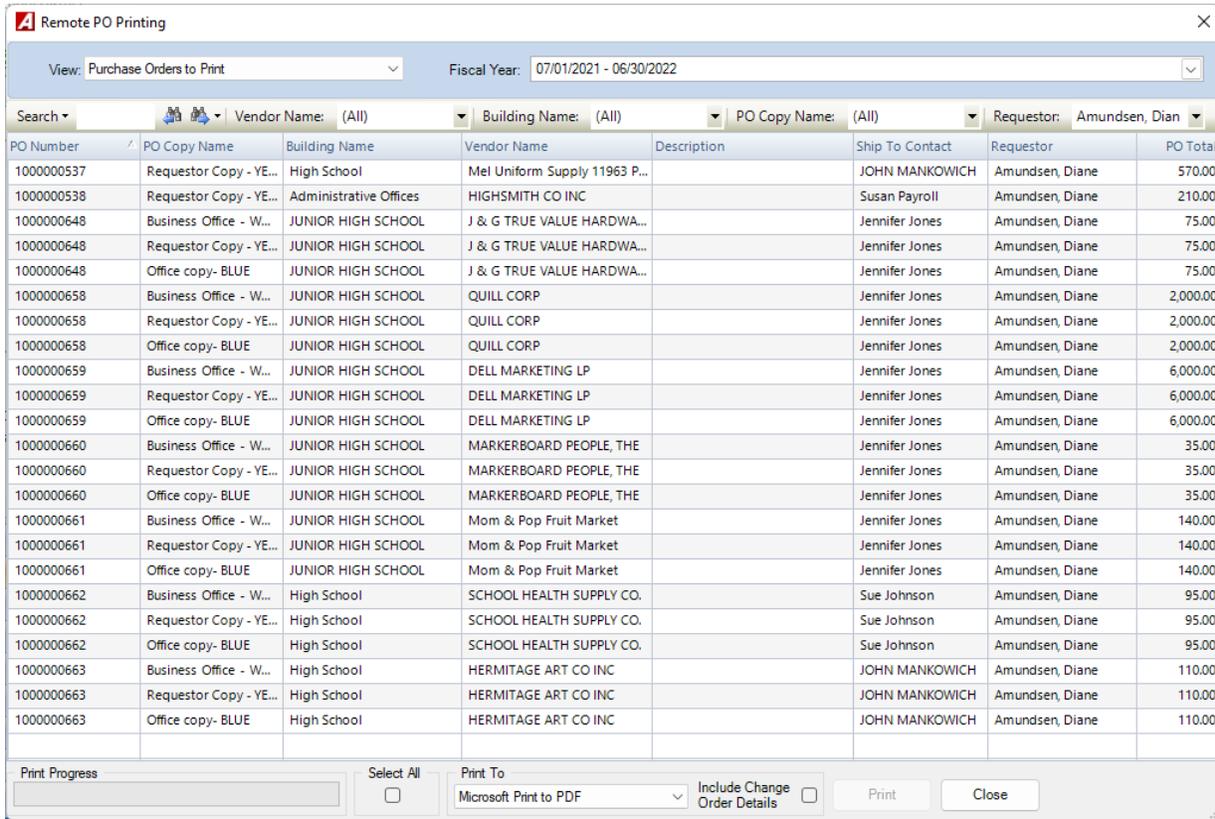
3. If needed, use the filters at the top of the window to filter the window by Vendor, Building, PO Copy Name, or Requestor.

Using the filters

Below is an example of the Requestor filter.



You can choose a specific requestor to restrict the window to POs linked to that requestor.



POs linked to the selected requestor are now displayed on the window. The default secondary sort is by PO Number. To change the secondary sort to be by Ship to Contract, hold the Ctrl key and click on the Ship to Contact column header.

POs are now displayed by Requestor and then by Ship to Contact.

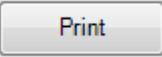
Remote PO Printing

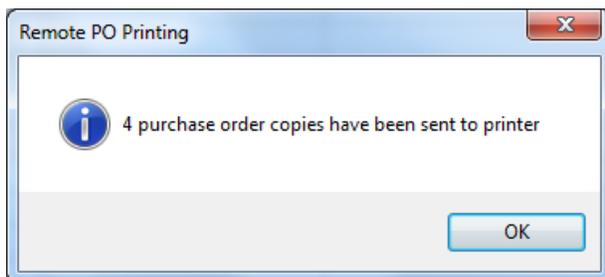
View: Purchase Orders to Print Fiscal Year: 07/01/2021 - 06/30/2022

Search Vendor Name: (All) Building Name: (All) PO Copy Name: (All) Requestor: Amundsen, Dian

PO Number	PO Copy Name	Building Name	Vendor Name	Description	Ship To Contact	Requestor	PO Total
100000658	Business Office - W...	JUNIOR HIGH SCHOOL	QUILL CORP		Jennifer Jones	Amundsen, Diane	2,000.00
100000658	Requestor Copy - YE...	JUNIOR HIGH SCHOOL	QUILL CORP		Jennifer Jones	Amundsen, Diane	2,000.00
100000658	Office copy- BLUE	JUNIOR HIGH SCHOOL	QUILL CORP		Jennifer Jones	Amundsen, Diane	2,000.00
100000659	Business Office - W...	JUNIOR HIGH SCHOOL	DELL MARKETING LP		Jennifer Jones	Amundsen, Diane	6,000.00
100000659	Requestor Copy - YE...	JUNIOR HIGH SCHOOL	DELL MARKETING LP		Jennifer Jones	Amundsen, Diane	6,000.00
100000659	Office copy- BLUE	JUNIOR HIGH SCHOOL	DELL MARKETING LP		Jennifer Jones	Amundsen, Diane	6,000.00
100000660	Business Office - W...	JUNIOR HIGH SCHOOL	MARKERBOARD PEOPLE, THE		Jennifer Jones	Amundsen, Diane	35.00
100000660	Requestor Copy - YE...	JUNIOR HIGH SCHOOL	MARKERBOARD PEOPLE, THE		Jennifer Jones	Amundsen, Diane	35.00
100000660	Office copy- BLUE	JUNIOR HIGH SCHOOL	MARKERBOARD PEOPLE, THE		Jennifer Jones	Amundsen, Diane	35.00
100000661	Business Office - W...	JUNIOR HIGH SCHOOL	Mom & Pop Fruit Market		Jennifer Jones	Amundsen, Diane	140.00
100000661	Requestor Copy - YE...	JUNIOR HIGH SCHOOL	Mom & Pop Fruit Market		Jennifer Jones	Amundsen, Diane	140.00
100000661	Office copy- BLUE	JUNIOR HIGH SCHOOL	Mom & Pop Fruit Market		Jennifer Jones	Amundsen, Diane	140.00
100000648	Business Office - W...	JUNIOR HIGH SCHOOL	J & G TRUE VALUE HARDW...		Jennifer Jones	Amundsen, Diane	75.00
100000648	Requestor Copy - YE...	JUNIOR HIGH SCHOOL	J & G TRUE VALUE HARDW...		Jennifer Jones	Amundsen, Diane	75.00
100000648	Office copy- BLUE	JUNIOR HIGH SCHOOL	J & G TRUE VALUE HARDW...		Jennifer Jones	Amundsen, Diane	75.00
100000537	Requestor Copy - YE...	High School	Mel Uniform Supply 11963...		JOHN MANKOWICH	Amundsen, Diane	570.00
100000663	Business Office - W...	High School	HERMITAGE ART CO INC		JOHN MANKOWICH	Amundsen, Diane	110.00
100000663	Requestor Copy - YE...	High School	HERMITAGE ART CO INC		JOHN MANKOWICH	Amundsen, Diane	110.00
100000663	Office copy- BLUE	High School	HERMITAGE ART CO INC		JOHN MANKOWICH	Amundsen, Diane	110.00
100000662	Business Office - W...	High School	SCHOOL HEALTH SUPPLY C...		Sue Johnson	Amundsen, Diane	95.00
100000662	Requestor Copy - YE...	High School	SCHOOL HEALTH SUPPLY C...		Sue Johnson	Amundsen, Diane	95.00
100000662	Office copy- BLUE	High School	SCHOOL HEALTH SUPPLY C...		Sue Johnson	Amundsen, Diane	95.00
100000538	Requestor Copy - YE...	Administrative Offices	HIGHSMITH CO INC		Susan Payroll	Amundsen, Diane	210.00

Print Progress Select All Print To: Microsoft Print to PDF Include Change Order Details Print Close

- Highlight one or multiple purchase order copies to be printed; check Select All to highlight all copies in the listing.
- If needed, use the **Print To** drop down to change the default printer.
- Check the **Include Change Order Details** box so that any liquidations and/or increases to the selected POs will be reflected as a ****Change Order**** under the Item Description column and show the liquidated/increased amount in the Extended Cost column on the printed PO.
- Click  to print the selected PO copies. nVision displays a prompt that indicates the number of purchase order copies that were printed.



Click OK at the prompt.

Purchase Orders to Re-Print

1. In the **View** drop-down, select **Purchase Orders to Re-Print**.
2. The **Fiscal Year** defaults to the current year. Using the drop-down, change the Fiscal Year if needed.

PO Number	PO Copy Name	Building Name	Vendor Name	Description	Ship To Contact	Requestor	PO Total
100000534	Business Office - W...	ELEM. SPECIAL ED.	LAKE GROVE SCHOOL		ELLEN CERVONE	Martin, Mindy C	100.00
100000534	Requestor Copy - Y...	ELEM. SPECIAL ED.	LAKE GROVE SCHOOL		ELLEN CERVONE	Martin, Mindy C	100.00
100000534	Office copy- BLUE	ELEM. SPECIAL ED.	LAKE GROVE SCHOOL		ELLEN CERVONE	Martin, Mindy C	100.00
100000535	Business Office - W...	Administrative Offices	CRISIS PREVENTION INSTIT...		John Brook	Martin, Mindy C	150.00
100000535	Requestor Copy - Y...	Administrative Offices	CRISIS PREVENTION INSTIT...		John Brook	Martin, Mindy C	150.00
100000535	Office copy- BLUE	Administrative Offices	CRISIS PREVENTION INSTIT...		John Brook	Martin, Mindy C	150.00
100000536	Business Office - W...	JUNIOR HIGH SCHOOL	GENERAL ELECTRIC COMP...		D GOLDSTEIN	Amundsen, Diane	125.00
100000536	Requestor Copy - Y...	JUNIOR HIGH SCHOOL	GENERAL ELECTRIC COMP...		D GOLDSTEIN	Amundsen, Diane	125.00
100000536	Office copy- BLUE	JUNIOR HIGH SCHOOL	GENERAL ELECTRIC COMP...		D GOLDSTEIN	Amundsen, Diane	125.00
100000537	Business Office - W...	High School	Mel Uniform Supply 11963...		JOHN MANKOWICH	Amundsen, Diane	570.00
100000537	Requestor Copy - Y...	High School	Mel Uniform Supply 11963...		JOHN MANKOWICH	Amundsen, Diane	570.00
100000537	Office copy- BLUE	High School	Mel Uniform Supply 11963...		JOHN MANKOWICH	Amundsen, Diane	570.00
100000538	Business Office - W...	Administrative Offices	HIGHSMITH CO INC		Susan Payroll	Amundsen, Diane	210.00
100000538	Requestor Copy - Y...	Administrative Offices	HIGHSMITH CO INC		Susan Payroll	Amundsen, Diane	210.00
100000538	Office copy- BLUE	Administrative Offices	HIGHSMITH CO INC		Susan Payroll	Amundsen, Diane	210.00
100000539	Business Office - W...	CENTRAL OFFICE	LEARNING RESOURCES		Toothpaste	Martin, Mindy C	60.00
100000539	Requestor Copy - Y...	CENTRAL OFFICE	LEARNING RESOURCES		Toothpaste	Martin, Mindy C	60.00
100000539	Office copy- BLUE	CENTRAL OFFICE	LEARNING RESOURCES		Toothpaste	Martin, Mindy C	60.00
100000540	Business Office - W...	Administrative Offices	MARKERBOARD PEOPLE, T...		Bill Smith	Martin, Mindy C	240.00
100000540	Requestor Copy - Y...	Administrative Offices	MARKERBOARD PEOPLE, T...		Bill Smith	Martin, Mindy C	240.00
100000540	Office copy- BLUE	Administrative Offices	MARKERBOARD PEOPLE, T...		Bill Smith	Martin, Mindy C	240.00
100000541	Business Office - W...	Adair Middle School	MELODY HOUSE		John Smith		45.00
100000541	Requestor Copy - Y...	Adair Middle School	MELODY HOUSE		John Smith		45.00
100000541	Office copy- BLUE	Adair Middle School	MELODY HOUSE		John Smith		45.00

This listing window displays those copies of a purchase order (e.g., Vendor Copy, Receiving Copy, etc.) that have already been printed and posted. Remember that this window only displays POs based on your Remote Printing Building and PO Copy Permissions established in your User Login record.

3. If needed, use the filters at the top of the window to filter the window by Vendor, Building, PO Copy Name, or Requestor.

Using the filters

Below is an example of the Requestor filter.



You can choose a specific requestor to restrict the window to POs linked to that requestor.

Remote PO Printing

View: Purchase Orders to Re-Print Fiscal Year: 07/01/2021 - 06/30/2022

Search Vendor Name: (All) Building Name: (All) PO Copy Name: (All) Requestor: Amundsen, Dian

PO Number	PO Copy Name	Building Name	Vendor Name	Description	Ship To Contact	Requestor	PO Total
100000529	Business Office - W...	JUNIOR HIGH SCHOOL	MCDONALD PUBLISHING...		Jennifer Jones	Amundsen, Diane	100.00
100000529	Requestor Copy - Y...	JUNIOR HIGH SCHOOL	MCDONALD PUBLISHING...		Jennifer Jones	Amundsen, Diane	100.00
100000529	Office copy- BLUE	JUNIOR HIGH SCHOOL	MCDONALD PUBLISHING...		Jennifer Jones	Amundsen, Diane	100.00
100000530	Business Office - W...	High School	ST JAMES TUTORING		DEBORAH SANCHEZ	Amundsen, Diane	500.00
100000530	Requestor Copy - Y...	High School	ST JAMES TUTORING		DEBORAH SANCHEZ	Amundsen, Diane	500.00
100000530	Office copy- BLUE	High School	ST JAMES TUTORING		DEBORAH SANCHEZ	Amundsen, Diane	500.00
100000531	Business Office - W...	Administrative Offices	Greenwood Athletic Comp...		Tim West	Amundsen, Diane	5,000.00
100000531	Requestor Copy - Y...	Administrative Offices	Greenwood Athletic Comp...		Tim West	Amundsen, Diane	5,000.00
100000531	Office copy- BLUE	Administrative Offices	Greenwood Athletic Comp...		Tim West	Amundsen, Diane	5,000.00
100000532	Business Office - W...	High School	GREG LARSON SPORTS		DEBORAH SANCHEZ	Amundsen, Diane	1,000.00
100000532	Requestor Copy - Y...	High School	GREG LARSON SPORTS		DEBORAH SANCHEZ	Amundsen, Diane	1,000.00
100000532	Office copy- BLUE	High School	GREG LARSON SPORTS		DEBORAH SANCHEZ	Amundsen, Diane	1,000.00
100000536	Business Office - W...	JUNIOR HIGH SCHOOL	GENERAL ELECTRIC COMP...		D GOLDSTEIN	Amundsen, Diane	125.00
100000536	Requestor Copy - Y...	JUNIOR HIGH SCHOOL	GENERAL ELECTRIC COMP...		D GOLDSTEIN	Amundsen, Diane	125.00
100000536	Office copy- BLUE	JUNIOR HIGH SCHOOL	GENERAL ELECTRIC COMP...		D GOLDSTEIN	Amundsen, Diane	125.00
100000537	Business Office - W...	High School	Mel Uniform Supply 11963...		JOHN MANKOWICH	Amundsen, Diane	570.00
100000537	Requestor Copy - Y...	High School	Mel Uniform Supply 11963...		JOHN MANKOWICH	Amundsen, Diane	570.00
100000537	Office copy- BLUE	High School	Mel Uniform Supply 11963...		JOHN MANKOWICH	Amundsen, Diane	570.00
100000538	Business Office - W...	Administrative Offices	HIGHSMITH CO INC		Susan Payroll	Amundsen, Diane	210.00
100000538	Requestor Copy - Y...	Administrative Offices	HIGHSMITH CO INC		Susan Payroll	Amundsen, Diane	210.00
100000538	Office copy- BLUE	Administrative Offices	HIGHSMITH CO INC		Susan Payroll	Amundsen, Diane	210.00
100000611	Business Office - W...	JUNIOR HIGH SCHOOL	UNITED PARCEL SERVICE		Jennifer Jones	Amundsen, Diane	200.00
100000611	Requestor Copy - Y...	JUNIOR HIGH SCHOOL	UNITED PARCEL SERVICE		Jennifer Jones	Amundsen, Diane	200.00
100000611	Office copy- BLUE	JUNIOR HIGH SCHOOL	UNITED PARCEL SERVICE		Jennifer Jones	Amundsen, Diane	200.00

Print Progress Select All Print To Microsoft Print to PDF Include Change Order Details Print Close

POs linked to the selected requestor are now displayed on the window. The default secondary sort is by PO Number. To change the secondary sort to be by Ship to Contract, hold the Ctrl key and click on the Ship to Contact column header.

POs are now displayed by Requestor and then by Ship to Contact.

Remote PO Printing

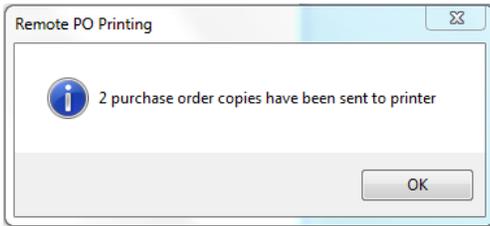
View: Purchase Orders to Re-Print Fiscal Year: 07/01/2021 - 06/30/2022

Search Vendor Name: (All) Building Name: (All) PO Copy Name: (All) Requestor: Amundsen, Dian

PO Number	PO Copy Name	Building Name	Vendor Name	Description	Ship To Contact	Requestor	PO Total
100000536	Business Office - W...	JUNIOR HIGH SCHOOL	GENERAL ELECTRIC COMP...		D GOLDSTEIN	Amundsen, Diane	125.00
100000536	Requestor Copy - Y...	JUNIOR HIGH SCHOOL	GENERAL ELECTRIC COMP...		D GOLDSTEIN	Amundsen, Diane	125.00
100000536	Office copy- BLUE	JUNIOR HIGH SCHOOL	GENERAL ELECTRIC COMP...		D GOLDSTEIN	Amundsen, Diane	125.00
100000672	Business Office - W...	JUNIOR HIGH SCHOOL	EYE ON EDUCATION		D GOLDSTEIN	Amundsen, Diane	69.00
100000672	Requestor Copy - Y...	JUNIOR HIGH SCHOOL	EYE ON EDUCATION		D GOLDSTEIN	Amundsen, Diane	69.00
100000672	Office copy- BLUE	JUNIOR HIGH SCHOOL	EYE ON EDUCATION		D GOLDSTEIN	Amundsen, Diane	69.00
100000530	Business Office - W...	High School	ST JAMES TUTORING		DEBORAH SANCHEZ	Amundsen, Diane	500.00
100000530	Requestor Copy - Y...	High School	ST JAMES TUTORING		DEBORAH SANCHEZ	Amundsen, Diane	500.00
100000530	Office copy- BLUE	High School	ST JAMES TUTORING		DEBORAH SANCHEZ	Amundsen, Diane	500.00
100000532	Business Office - W...	High School	GREG LARSON SPORTS		DEBORAH SANCHEZ	Amundsen, Diane	1,000.00
100000532	Requestor Copy - Y...	High School	GREG LARSON SPORTS		DEBORAH SANCHEZ	Amundsen, Diane	1,000.00
100000532	Office copy- BLUE	High School	GREG LARSON SPORTS		DEBORAH SANCHEZ	Amundsen, Diane	1,000.00
100000529	Business Office - W...	JUNIOR HIGH SCHOOL	MCDONALD PUBLISHING...		Jennifer Jones	Amundsen, Diane	100.00
100000529	Requestor Copy - Y...	JUNIOR HIGH SCHOOL	MCDONALD PUBLISHING...		Jennifer Jones	Amundsen, Diane	100.00
100000529	Office copy- BLUE	JUNIOR HIGH SCHOOL	MCDONALD PUBLISHING...		Jennifer Jones	Amundsen, Diane	100.00
100000658	Business Office - W...	JUNIOR HIGH SCHOOL	QUILL CORP		Jennifer Jones	Amundsen, Diane	2,000.00
100000658	Requestor Copy - Y...	JUNIOR HIGH SCHOOL	QUILL CORP		Jennifer Jones	Amundsen, Diane	2,000.00
100000658	Office copy- BLUE	JUNIOR HIGH SCHOOL	QUILL CORP		Jennifer Jones	Amundsen, Diane	2,000.00
100000611	Business Office - W...	JUNIOR HIGH SCHOOL	UNITED PARCEL SERVICE		Jennifer Jones	Amundsen, Diane	200.00
100000611	Requestor Copy - Y...	JUNIOR HIGH SCHOOL	UNITED PARCEL SERVICE		Jennifer Jones	Amundsen, Diane	200.00
100000611	Office copy- BLUE	JUNIOR HIGH SCHOOL	UNITED PARCEL SERVICE		Jennifer Jones	Amundsen, Diane	200.00
100000612	Business Office - W...	JUNIOR HIGH SCHOOL	LIBRARIANS BOOK EXPRESS		Jennifer Jones	Amundsen, Diane	100.00
100000612	Requestor Copy - Y...	JUNIOR HIGH SCHOOL	LIBRARIANS BOOK EXPRESS		Jennifer Jones	Amundsen, Diane	100.00
100000612	Office copy- BLUE	JUNIOR HIGH SCHOOL	LIBRARIANS BOOK EXPRESS		Jennifer Jones	Amundsen, Diane	100.00

Print Progress Select All Print To Microsoft Print to PDF Include Change Order Details Print Close

- Highlight one or multiple purchase order copies to be printed; check Select All to highlight all copies in the listing.
- If needed, use the **Print To** drop down to change the default printer.
- Check the **Include Change Order Details** box so that any liquidations and/or increases to the selected POs will be reflected as a ****Change Order**** under the Item Description column and show the liquidated/increased amount in the Extended Cost column on the printed PO.
- Click  to print the selected PO copies. nVision displays a prompt that indicates the number of purchase order copies that were printed.



Click OK at the prompt.

Left Header of Purchase Order

PURCHASE ORDER

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Page 1 of 1

DEMO SCHOOLS
10 SCHOOL WAY
NEW YORK, NY 14444
(518) 555-4444 FAX (518) 555-3333

DATE: 06/2015
VENDOR #: 13
REQUISITION #:
VENDOR PHONE:
VENDOR FAX:

ORDER TO: ABC SCHOOL SUP PO BOX 1000 DULUTH, GA 30136	SHIP TO: ELEM SCHOOL #66 DEMO CENTRAL SCHOOLS 31 BROADWAY DEMOVILLE, NY 14444 Attn: John Requier
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Other: Secondary School Supplies

WHILE INCREASE OR INCREASES IN SHIPPING COST IN EXCESS OF \$25
YOUR TOTAL P.O. MUST EXCEEDS PRIOR SCHOOL DISTRICT APPROVAL

This is a governmental purchase order which may be accepted in lieu of acceptance
certificate for sales tax purposes. FEDERAL TAX ID #: 52-0000000

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
1.00 EA	OFF-0013 - BINDER - VINYL VIEW BINDER - 3-RING - 3" CAPACITY - WHITE	1.1700		0.00	1.17
10.00 PKG	OFF-0108 - PAPER CLIPS - NO. 1 - SMOOTH	0.1400		0.00	1.40
10.00 EA	ART-1176 - STORAGE BINS, STACKABLE 11" X 5" X 5" BLUE	2.8200		0.00	28.20
10.00 PKG	OFF-0234 - INDEX CARD, 3 X 5 - RULED - WHITE - 8 PT. COMMERCIAL GRADE - 100 PKG	0.2700		0.00	2.70
15.00 EA	OFF-0397 - NOTEBOOK, WIREBOUND - WIDE RULED - 3-SUBJECT - 120 SHEETS	0.8000		0.00	12.00
2.00 EA	OFF-0773 - Pencil Sharpener - Twin nickel-plated cutting heads, 8-hole guide. One piece metal base	6.7700		0.00	13.54
	** Change Order: Liquidate PO				-28.20
Total:					35.49

INSTRUCTIONS TO VENDOR:
1. DO NOT modify or substitute without prior School District Approval.
2. Send all invoices to: DEMO SCHOOLS, 10 SCHOOL WAY, Box 203, NEW YORK, NY, 14444
3. A separate TAX FREE invoice must be submitted for each order.
4. Claims for Freight Charges must be accompanied by accepted Freight Bill or Postal Receipt.
5. Purchase Order Number and Location Number must appear on all documents relating to this order.

TO EXHIBIT PAYMENT PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE:
1. SHIPPED DELIVERY RECEIPT
2. INVOICE RECEIPT (FORM 909)
3. AIR BILL, WAY BILL, BILL OF LADING

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN RECEIVED IN GOOD ORDER.

Purchasing Agent

A-3 VENDOR COPY

Since this purchase order was already printed, a 'COPY' watermark is displayed on the reprinted copy.

In our example, the 'Include Change Order Details' box was checked. PO 2 was partially liquidated. Note the Item Description column is flagged as ****Change Order – Liquidate PO**** and the Extended Cost column shows the liquidated amount.