

Viewing a Catalog:

Non-Integrated Vendor Catalog displays the listing of items that were uploaded from the vendor. The user selects items from the catalog and the items are added automatically to a PO in NP. The PO can then be routed for approval and the order is automatically placed once the final user approves it.

or Catalog Listin	igs				
Jump to Catalog:	[- Go			
Catalog:	Any	y by: Any	Property: Any	~	Sear
	Select multiple values from	the drop down to compare against two	or more catalogs		
Appl	liances			Computer Hardware	
• Mu	urray Supply Company			Best Buy Catalog CDW Direct	
				- CON DITL	
	puter Software			Flooring	

Information Page displays an information page about the services the vendor offers and provides information on how to contact them for a quote. Purchase Orders for these vendors will need to be entered into NP manually, routed for approval, and forwarded to the vendor.

Vendor Site Link provides a link to order directly from the vendor's website. Items selected during the shopping process are not pulled into NP and automatically added to a PO. Users must create a PO in NP, manually enter the items to be ordered, and submit the PO for approval before submitting their order online.



Integrated Nexus Catalog (Punch Out Catalogs)

Links the user to the vendor's online catalog that is integrated with the NP Nexus Catalog module. The user selects items from the vendor's website and the items are pulled into NP and automatically added to a PO in NP. The PO can then be routed for approval and the order is automatically placed once the final user approves it.



Purchase Order:

- 1. Open tab POs that only have a vendor, property, and line-item field completed.
- 2. These have not been processed or submitted for approval.
- 3. Rejected tab: POs that were sent back by the approver to the originator of the PO.
- 4. Template tab: Saved POs that can be re-used on a regular basis.
- 5. Pending tab: POs pending the approval of one or more users.
- 6. Approved tab: POs that have been approved (Released) by all users triggered by workflow.

NE[×]US

- 7. These are now ready for final review and to be converted to or linked to an Invoice.
- 8. Invoiced tab: POs that have been converted to or linked to an Invoice.
- 9. Cancelled tab: POs that have been marked cancelled.

	SPAYABLES	Catalog •	Purchase Orders -	Invoices -	Vendors -	Image Management •	Budget -	Reports -	Administration •				â	? •	
ise Or	rder: In Progress									You	are signed on a	esc admin to NE	RUSTRAD	NEWSS	l
ress C	trl + Alt + h for shortcut keys														
Prop	erty:									Created On:	02/24/2014				
400 1	NEXUS AVENUE NEX17									Created By:	Coder1				
	for (select a vendor):									Priority:	Regular				
	(JACKSONVILLE/32232-5047)		2								Regular				
Vendo PO BO	or ID: JEA OX 45047									Needed By:					
JACKS	SCNVILLE, FL 32232-5047 d States									PO Post Period:	02/2014				
										Receipt Required:	Yes				
Line It	temm Edit Lines														
			Description						GL Account		HTD Budget	MTD Remaining	Item Price	Amor	
Add(0 QTY 0.51			Description				6-7030 % rical Repairs/S	happlies NP	GL Account				Price	\$27 Edit	
Add 0 QTY 0.51 0.49	Edit Lines		Description			Eed 0234		keppliestiP	GL Account		Budget	Remaining	Price \$545.00	\$27 Edd De 526 Edd	
Add 0 QTY 0.51 0.49	Edit Lines LABOR/NATERIAL Default Split: LABOR/NATERIAL		Description			Eed 0234	rical Repairs/3	keppliesNP	GL Account		Budget \$50,000.00	Remaining \$40,109.51	Price \$545.00 \$545.00	527 Edit Da 526 Edit Da	
Add 0 QTY 0.51 0.49	Edit Lines LABOR/NATERIAL Default Split: LABOR/NATERIAL		Description			Eed 0234	rical Repairs/5 6-7130 ract LaborNP			charges are allocated to	Budget 558,000.00 558,000.00	Remaining \$40,109.51 \$49,233.56 Shipping	Price 5545.00 5545.00	527 Edit 226 Edit 236 Edit 0.	
Add 0 QTY 0.51 0.49	Edit Lines LABOR/NATERIAL Default Split: LABOR/NATERIAL		Description			Eed 0234	rical Repairs/5 6-7130 ract LaborNP			charges are allocated to	Budget 558,000.00 558,000.00	Remaining \$40,109.51 \$49,233.56 Shipping	Price \$545.00 \$545.00 :	Amox 527 Edd Edd Edd De 0.0 0.0 5545	

Creating a Purchase Order:

- 1. From the Menu Bar mouse over 'Purchase Order' and select 'New PO' (The screen will refresh and open with a blank PO).
- 2. The following information will need to be entered:
 - a. Select a property from the property drop down list.
 - b. Select 'Vendor' from the vendor favorite drop-down list.
- 3. Click 'Add/Edit Lines' Enter the Quantity Enter the line-item Description.
- 4. Enter the Unit Price. Confirm that the default GL is correct, or select a new GL.
- 5. Click 'Save' or 'Add Line' to add additional rows. Click 'Ready'.



Purchase Order – Using Receiving (If Applicable)

	ABM JANITORIAL					
	1TPN-128194-042012					
	\$1,000.00					
	\$0.00					
	\$0.00					
	\$1,000.00					
	03/26/2012 mmddyyyyy					
	Artists House North 👻					
Description		Unit Price	Taxable	Tax	Shipping	Total Amount
y Service		1000.00		0.00	0.00	1000.00
ia//Cleaning (MC5048000)	•					
House North						
match Total Received Amount due to ro	ounding.					
						1000.0
1	ly Service rial/Cleaning (MC5048000) House North	S0.00 S0.00 S1,000.00	S0.00 S0.00 S0.00 S1,000.00 03/25/2012 Immodyryy Artists House North • Immodyryy Artists House North • Immodyryy Immodyryy Immodyryy Y Service Immodyryy Immodyryy Immodyryy Immodyryy Y Service Immodyryy Immod	\$0.00 \$0.00 \$1,000.00 03/28/2012 mmd5yyyy Artists House North • • Description Unit Price Taxable ty Service 1000.00 House North	S0.00 S0.00 S1,000.00	S0.00 S0.00 S0.00 S1,000.00 03/25/2012 Immodyryy Artists House North • Immodyryy Artists House North • Immodyryy Immodyryy Immodyryy Y Service Interview Immodyryy Immodyryy Interview Interview Immodyryy Immodyryy Y Service Interview Immodyryy Immodyryy Interview Interview Immodyryy Immodyryy Y Service Interview Immodyryy Immodyryy Interview Interview Immodyryy Immodyryy Immodyryy Y Service Interview Immodyryy Immodyryy

To add Receiving, complete the following steps:

- 1. Open a PO in the 'Approved' status. Select 'Receipt Required' (if not set as default)
- 2. Click the 'Mark Items as Received' icon to start the receiving process (If user right has been granted).
- 3. The PO to Receipt Conversion Page will open to select received items. Enter the Quantity received.
- 4. Update the Unit Price if applicable. Enter Tax and Shipping, if applicable.
- 5. Click 'Save' and then 'Process Receipt' to complete the conversion.



Purchase Order Split

Split Purchase Orders between multiple properties and/or GL accounts.

Press Ctrl + Alt + h for shor	Line Item Split							×		
Property:		ave and Create Defaul	t all t			Select a Spi	la -	~		
400 NEXUS AVENUE-NEX17		are and create points	. 2975		Original Quantity:	select a sp	Unit Price:			
Vendor (select a vendor):	Description.	808			1.000000		500.000000	C Recalculate		
WILLIAMS CONSTRUCTION								V recacuate		
Vendor ID: WILLIAMS	Allocation %	Amount	Balance	Property	GL Account			1		
15193 HIBISCUS AVE CHENO HILLS, CA 91709	* 50.0000		250.000000	400 NEXUS AVERUE-REX17		en (7000-00)	60			
United States	× 50.0000	A REAL PROPERTY AND ADDRESS OF AD	0.000000	400 NEXUS AVENUE-NEX17		on (7000-000				
									ales Tax : oss Total:	0.0
									t Amount:	\$500.0
Notes										
Notes:										
	Any left over a more	t that is not allocat	ed will be accele	ed to the first line item				Left to Allocate: 0% \$8.00		
	Any sensor amoun	it that is not asocate	ed will be applied	ed to the first and item				Left to Allocate: VTv 30.00		

Once you have created your Purchase Order with a quantity, description, and item amount.

- 1. Click 'Save' and select the 'Split' link under the amount column.
- 2. Complete the following steps to apply the split to the Purchase order:
 - a. Click located above the allocation percentage column of the split box to add additional lines.
 - b. Click 'Add Line' 50.
- 3. Enter the Percentage by which you are splitting.
- 4. Click 'Save' to apply the split to the purchase order or click 'Save as Default Split'.
- 5. Choosing 'Save as Default Split' applies the split to the purchase order and will also save the split for future use.



Purchase Order Search

You will have the ability to look up purchase orders and their status, which is helpful for auditing and reporting purposes.

	Search							the set apprendent and eve	ert to NEXUSTRAINING5
Searching for:	Any P0	~	By:	Vendor	~	Keyword:	A		
						Criteria:	C Begins With® C	ontains	
			And/Or:		~				
			And/Or:		~				
			And/Or:		*				
Property:	Current Property O Mul 400 NEXUS AVENUE-NEX17	Start Start	All Properties	Search					
				Searca	Reset				
i i Page 1	d6 > N 20 50 80	Records per page: 25		568(D	Reset				Displaying 1 - 25 of
	efe 🕨 M 🧔 🚍 🖲	Records per page: 25 Property	*	Vendor	Feset		Vendor ID	Amount	Osplaving 1 - 25 of Status
ate		A CONTRACTOR OF A CONTRACTOR OFTAC	2		Fesel		Vendor ID AALOCK	Amount \$500.00	
ate 1/30/2014	tiumber	Property		Vendor					Status
ate 1/30/2014 2/20/2014	NEX17-131755-012014	Property 400 NEXUS AVENUE-NEX17	*	Vendor AALOCKSNETH JUST PLANT DESIG			AALOCK	\$500.00	Status Invoiced
4 Page 1 hate 11/30/2014 2/20/2014 2/24/2014 2/24/2014	Number NEX17-131755-012014 NEX17-131757-022014	Property 400 NEXUS AVENUE-NEX17 400 NEXUS AVENUE-NEX17		Vendor AALOCKSNETH JUST PLANT DESIG	NERS FOOL AND SPA COMPANY		AALOCK JPDESIGN	\$500.00 \$130.00	Status Invoiced Invoiced

Complete the following steps to research a Purchase Order:

- 1. From the Menu Bar, mouse over Purchase Order. Click 'Search POs'.
- 2. Enter the available search information.
- 3. Click 'Enter' to process the search.