

Purchase Order System Quick Start Guide

To take a look at the PO system, login options are:

execsigner: full administrative privileges, ability to approve POs for costs over \$500.

prosigner: full administrative privileges, approvals for staff you supervise.

staff: make POs, upload receipts and references.

The password for all three accounts is !password1

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RANDY VICKERS

LINGCOCKIE RECORDS

HOME

Purchase Orders Login

Username:

Password:

[Quick start guide \(download PDF\)](#)

The staff account will list the POs created by the staff member and sort them by POs that need approval in one box, and POs that have been approved and are ready for purchasing in another box. Staff users will be able to search their POs with a search function in the lower part of the navigation panel on the left.

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PO LIST

ADD NEW PO/EXPENSE

SIGN OUT

SETTINGS

HOME

NEED APPROVAL

READY TO REVIEW

Date	ID	User	Description	Amount
9/9/23	19	program staff	NEED PURPOSE FOR FUNDS	\$ 0.00
9/9/23	18	program staff	NEED PURPOSE FOR FUNDS	\$ 0.00
9/6/23	17	program staff	test	\$ 1254.64
9/6/23	16	program staff	test	\$ 12.34
9/3/23	15	program staff	VR headset	\$ 300.00
9/3/23	13	program staff	book: Making History Paperback University of New ...	\$ 39.95
9/3/23	12	program staff	Bic Cristal pen	\$ 0.70
9/3/23	11	program staff	Electro-Voice RE20 for podcasts.	\$ 499.00
9/3/23	10	program staff	10 Recycle bins	\$ 80.00
9/3/23	9	program staff	New Mac Mini M2 with 16GB RAM for Pat.	\$ 859.12

APPROVED

READY TO PROCESS

Date	ID	User	Description	Amount
9/3/23	14	waiting days	Snowblower	\$ 1549.00
9/3/23	8	waiting days	Flux capacitor for market research.	\$ 88.00

Quick Search

PO Number:

starting: 09 / 11 / 2022

through: 09 / 11 / 2023

The admin accounts will have a search bar with more options than the staff account.

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PO LIST ADD NEW PO/EXPENSE ADVANCED SEARCH SIGN OUT SETTINGS HOME	SEARCH															
	<div style="display: flex; justify-content: space-between;"> <div style="width: 24%;"> <p>search for:</p> <input type="text" value="Invoice POs"/> <p>from: <input type="text" value="09 / 11 / 2022"/> through: <input type="text" value="09 / 11 / 2023"/></p> <p style="text-align: center;">search</p> </div> <div style="width: 24%;"> <p>or by USER and DATE</p> <input type="text" value="executive approver"/> <p>from: <input type="text" value="09 / 11 / 2022"/> through: <input type="text" value="09 / 11 / 2023"/></p> <p style="text-align: center;">search</p> </div> <div style="width: 24%;"> <p>or by PROGRAM and DATE</p> <input type="text" value="0 - Choose one"/> <p>from: <input type="text" value="09 / 11 / 2022"/> through: <input type="text" value="09 / 11 / 2023"/></p> <p style="text-align: center;">search</p> </div> <div style="width: 24%;"> <p>or by AMOUNT and DATE</p> <p>\$ <input type="text"/></p> <p>from: <input type="text" value="09 / 11 / 2022"/> through: <input type="text" value="09 / 11 / 2023"/></p> <p style="text-align: center;">search</p> </div> </div>															
	NEED APPROVAL															
	<p>READY TO REVIEW</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">9/6/23</td> <td style="width: 10%; color: blue; font-weight: bold;">17</td> <td style="width: 20%;">program staff</td> <td style="width: 45%;">test</td> <td style="width: 10%; text-align: right;">\$ 1254.84</td> </tr> <tr> <td>9/3/23</td> <td style="color: blue; font-weight: bold;">9</td> <td>program staff</td> <td>New Mac Mini M2 with 16GB RAM for Pat.</td> <td style="text-align: right;">\$ 859.12</td> </tr> <tr> <td>9/3/23</td> <td style="color: blue; font-weight: bold;">4</td> <td>Randy Vickers</td> <td>new computer for Sally. Mac Mini M2 with 16GB RAM.</td> <td style="text-align: right;">\$ 859.12</td> </tr> </table>	9/6/23	17	program staff	test	\$ 1254.84	9/3/23	9	program staff	New Mac Mini M2 with 16GB RAM for Pat.	\$ 859.12	9/3/23	4	Randy Vickers	new computer for Sally. Mac Mini M2 with 16GB RAM.	\$ 859.12
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Quick Search

starting: through:

[search](#)

The purchase order requires payee name, grant expense description, department, project, expense code, amount, payment type, and requires that you choose an approver. If the PO is over \$500, you will need to assign an executive approval. If any of these are not filled in, you will get a page that lists the fields you need to fill out. There is a button that says “back to PO.”

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PO LIST

ADD NEW PO/EXPENSE

ADVANCED SEARCH

SIGN OUT

SETTINGS

HOME

status: waiting for approval

FauxFi | Purchase Order

PO Number

9

Total:

\$ 859.12

Requested By

program staff

Date Entered

09 / 03 / 2023

Payee Name and Address

Apple

Grant Expense Line/Category and Expense Description

New Mac Mini M2 with 16GB RAM for Pat.

Eligible for Federal Contracts:

not eligible

Discussion

Add Message

Submit Question

Question answered

Estimated Cost and Budget Info

Department	Project	Expense Code	Amount
15-Editorial	207-Editorial	8190-Equipment Purcha	\$ 859.12
New budget line:			
Finance	Add budget line		
Total: \$ 859.12			
Payment Type: Divvy			

Approvals

Your Supervisor	Executive (only for over \$500)	Final
Program Signer	Executive Signer	0000-00-00
<p style="background-color: #008000; color: white; padding: 2px; display: inline-block; border-radius: 3px;">Approve</p> <p style="background-color: #800000; color: white; padding: 2px; display: inline-block; border-radius: 3px; margin-left: 10px;">Deny</p>		

Actual Payment

Department	Project	Amount
15-Editorial	207-Editorial	\$ <input style="width: 50px;" type="text"/>
Total Amount Paid:		\$ 0
Original amount approved:		\$ 859.12

For Divvy purchases, please complete the process by adding required info into Divvy along with attaching your Divvy receipts there.

Records

Uploaded docs

[reference 3/9/23](#) delete

upload image. Files must be smaller than 3MB:

choose one Browse... No file selected. Upload image

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PO LIST **SEARCH**

ADD NEW PO/EXPENSE search for: Invoice POs or by USER and DATE: executive approver or by PROGRAM and DATE: 0 - Choose one or by AMOUNT and DATE: \$

ADVANCED SEARCH from: 09 / 11 / 2022 through: 09 / 11 / 2023 from: 09 / 11 / 2022 through: 09 / 11 / 2023 from: 09 / 11 / 2022 through: 09 / 11 / 2023 from: 09 / 11 / 2022 through: 09 / 11 / 2023

SIGN OUT search search search search

SETTINGS

HOME **NEED APPROVAL**

READY TO REVIEW

9/6/23	17	program staff	test	\$ 1254.84
9/3/23	9	program staff	New Mac Mini M2 with 16GB RAM for Pat.	\$ 859.12
9/3/23	4	Randy Vickers	new computer for Sally. Mac Mini M2 with 16GB RAM.	\$ 859.12

APPROVED

READY TO PROCESS

9/3/23	14	waiting days	Snowblower	\$ 1549.00
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Quick Search

- ✓ PO Number
- Finalized POs
- Vendor**
- Purpose
- POs paid over 10%

search

Quick Search

Vendor: apple

starting: 09 / 11 / 2022

through: 09 / 11 / 2023

search

When you conduct a search with the quick search box, it will bring up a page with the results. You can sort the results by clicking on the column headers (ie. PO#, Entered, Approved, Purpose, etc.)

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PO LIST **SEARCH**

ADD NEW PO/EXPENSE search for: Invoice POs or by USER and DATE: executive approver or by PROGRAM and DATE: 0 - Choose one or by AMOUNT and DATE: \$

ADVANCED SEARCH from: 09 / 11 / 2022 through: 09 / 11 / 2023 from: 09 / 11 / 2022 through: 09 / 11 / 2023 from: 09 / 11 / 2022 through: 09 / 11 / 2023 from: 09 / 11 / 2022 through: 09 / 11 / 2023

SIGN OUT search search search search

SETTINGS

HOME

search results for "apple"

PO#	ENTERED	APPROVED	PURPOSE	VENDOR	DATE PAID	AMOUNT	PAYMENT
9	9/3/23	11/30/-1	New Mac Mini M2 with 16GB RAM for	Apple ...	11/30/-1	\$ 859.12	Divvy
4	9/3/23	11/30/-1	new computer for Sally. Mac Mini M2	Apple ...	11/30/-1	\$ 859.12	Wait For Invoice

[Download CSV](#)

Users with admin accounts can search all POs:

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Invoice POs
 DIVVY POs
 Check POs
 Petty Cash POs
 POs in Draft Mode
 Dropped and Deleted POs

SE

or by **USER and DATE**
 executive approver
 from: 09/11/2022
 through: 09/11/2023

or by **PROGRAM and DATE**
 0 - Choose one
 from: 09/11/2022
 through: 09/11/2023

or by **AMOUNT and DATE**
 \$
 from: 09/11/2022
 through: 09/11/2023

search search search search

PO LIST
 ADD NEW PO/EXPENSE
 ADVANCED SEARCH
 SIGN OUT
 SETTINGS
 HOME

search results for "apple"

PO#	ENTERED	APPROVED	PURPOSE	VENDOR	DATE PAID	AMOUNT	PAYMENT
9	9/3/23	11/30/-1	New Mac Mini M2 with 16GB RAM for P...	Apple ...	11/30/-1	\$ 859.12	Divvy
4	9/3/23	11/30/-1	new computer for Sally- Mac Mini M2	Apple ...	11/30/-1	\$ 859.12	Wait For Invoice

Download CSV

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SEARCH

search for: Invoice POs
 from: 09/11/2022
 through: 09/11/2023

or by **USER and DATE**
 executive approver
 from: 09/11/2022
 through: 09/11/2023

or by **PROGRAM and DATE**
 0 - Choose one
 from: 09/11/2022
 through: 09/11/2023

or by **AMOUNT and DATE**
 \$
 from: 09/11/2022
 through: 09/11/2023

search search search search

PO LIST
 ADD NEW PO/EXPENSE
 ADVANCED SEARCH
 SIGN OUT
 SETTINGS
 HOME

Search Result

PO#	ENTERED	APPROVED	PURPOSE	VENDOR	DATE PAID	AMOUNT	PAYMENT
19	9/9/23	11/30/-1	...	amazon ...	11/30/-1	\$ 0.00	Choose One
18	9/9/23	11/30/-1	11/30/-1	\$ 0.00	Choose One
17	9/6/23	11/30/-1	test ...	test ...	11/30/-1	\$ 1254.84	Divvy
16	9/6/23	11/30/-1	test ...	test ...	11/30/-1	\$ 12.34	Wait For Invoice
15	9/3/23	11/30/-1	VR headset ...	New Egg ...	11/30/-1	\$ 300.00	Divvy
14	9/3/23	9/6/23	Snowblower ...	Lowe's ...	11/30/-1	\$ 1549.00	Divvy
13	9/3/23	11/30/-1	book-Making History Paperback/Uni ...	Birchbark ...	11/30/-1	\$ 39.95	Divvy
12	9/3/23	11/30/-1	Bic Cristal pen ...	Amazon ...	11/30/-1	\$ 0.70	Wait For Invoice
11	9/3/23	11/30/-1	Electro-Voice RE20 for podcasts. ...	Full Compa ...	11/30/-1	\$ 499.00	Divvy
10	9/3/23	11/30/-1	10 Recycle bins ...	Uline ...	11/30/-1	\$ 80.00	Divvy
9	9/3/23	11/30/-1	New Mac Mini M2 with 16GB RAM for P...	Apple ...	11/30/-1	\$ 859.12	Divvy
8	9/3/23	9/6/23	Flux capacitor for market research ...	O'Reilly ...	11/30/-1	\$ 88.00	Divvy
7	9/3/23	11/30/-1	Typewriter for Charles. He refuses ...	Office Dep ...	11/30/-1	\$ 237.49	Divvy
6	9/3/23	11/30/-1	Electro-Voice RE20 for training vid ...	Full Compa ...	11/30/-1	\$ 449.00	Divvy
5	9/3/23	11/30/-1	Ten recycling containers, 3 gallon ...	Uline ...	11/30/-1	\$ 80.00	Wait For Invoice
4	9/3/23	11/30/-1	new computer for Sally- Mac Mini M2	Apple ...	11/30/-1	\$ 859.12	Wait For Invoice
3	9/3/23	11/30/-1	Flux capacitor ...	O'Reilly ...	9/3/23	\$ 88.00	Divvy
2	9/3/23	11/30/-1	Doughnuts and coffee ...	Cub Foods ...	11/30/-1	\$ 32.58	Petty Cash
1	9/3/23	9/6/23	One Staedtler Mars Technico lead ho ...	Amazon ...	9/7/23	\$ 8.92	Divvy

Download CSV

Quick Search
 PO Number
 starting: 09/11/2022
 through: 09/11/2023
 search

All users can change their password by choosing SETTINGS->Your Account

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PO LIST

ADD NEW PO/EXPENSE

ADVANCED SEARCH

SIGN OUT

SETTINGS

HOME

SEARCH

search for: Invoice POs

or by USER and DATE: executive approver

or by PROGRAM and DATE: Choose one

or by AMOUNT and DATE: \$

from: 09/11/2022 through: 09/11/2023

from: 09/11/2022 through: 09/11/2023

from: 09/11/2022 through: 09/11/2023

from: 09/11/2022 through: 09/11/2023

search search search search

Year Account

Edit User

Department Code

PROVIDED	PURPOSE	VENDOR	DATE PAID	AMOUNT	PAYMENT
1/00-1	...	amazon ...	11/00-1	\$ 0.00	Choose One
1/00-1	11/00-1	\$ 0.00	Choose One
1/00-1	test ...	test ...	11/00-1	\$ 1254.84	Divvy
16	9/6/23 11/00-1	test ...	test ...	11/00-1	\$ 12.34 Wait For Invoice
15	9/9/23 11/00-1	VR headset ...	New Egg ...	11/00-1	\$ 300.00 Divvy
14	9/9/23 9/6/23	Snowblower ...	Lowe's ...	11/00-1	\$ 1549.00 Divvy
13	9/9/23 11/00-1	book: Making History Paperback/Kni ...	Birchbark ...	11/00-1	\$ 39.95 Divvy
12	9/9/23 11/00-1	Bic Cristal pen ...	Amazon ...	11/00-1	\$ 0.70 Wait For Invoice
11	9/9/23 11/00-1	Electro-Voice RE20 for podcasts. ...	Full Compa ...	11/00-1	\$ 499.00 Divvy
10	9/9/23 11/00-1	10 Recycle bins ...	Uline ...	11/00-1	\$ 80.00 Divvy
9	9/9/23 11/00-1	New Mac Mini M2 with 16GB RAM for P...	Apple ...	11/00-1	\$ 859.12 Divvy
8	9/9/23 9/6/23	Flux capacitor for market research. ...	O'Reilly ...	11/00-1	\$ 88.00 Divvy
7	9/9/23 11/00-1	Typewriter for Charles. He refuses ...	Office Dep ...	11/00-1	\$ 237.49 Divvy
6	9/9/23 11/00-1	Electro-Voice RE20 for training vid ...	Full Compa ...	11/00-1	\$ 448.00 Divvy
5	9/9/23 11/00-1	Ten recycling containers, 3 gallon ...	Uline ...	11/00-1	\$ 80.00 Wait For Invoice
4	9/9/23 11/00-1	new computer for Sally. Mac Mini M2 ...	Apple ...	11/00-1	\$ 859.12 Wait For Invoice
3	9/9/23 11/00-1	Flux capacitor ...	O'Reilly ...	9/9/23	\$ 88.00 Divvy
2	9/9/23 11/00-1	Doughnuts and coffee ...	Cub Foods ...	11/00-1	\$ 32.58 Petty Cash
1	9/9/23 9/6/23	One Staedler Mars Technico lead ho ...	Amazon ...	9/7/23	\$ 8.92 Divvy

Download CSV

Quick Search

PO Number

starting: 09/11/2022 through: 09/11/2023

search

To change your password, type the new password in twice.

fF FauxFi Purchase Orders

PO LIST

ADD NEW PO/EXPENSE

ADVANCED SEARCH

SIGN OUT

SETTINGS

HOME

Edit Account

Username:
execsigner

E-Mail Address:

Password:

Confirm password:

(leave both blank if you do not want to change your password)

Password Change Disabled

Admin users can add or deactivate department codes, program codes, expense codes, payment methods, and credit cards.

PO LIST	Users		
ADD NEW PO/EXPENSE			
ADVANCED SEARCH	ID	Name	Status
SIGN OUT	ADD NEW USER		
SETTINGS	Your Account		
	Edit Users		active
HOME	Department Code		
	Program Codes		active
	Expense Codes		active
	Payment Methods		inactive
	Credit Cards		
	4	program staff	inactive
	5	Program Staff	inactive

Simply add a new code by entering the information and hitting the submit button. If you need to deactivate a code, uncheck the checkbox and hit the submit button.

PO LIST	Department Codes		
ADD NEW PO/EXPENSE	ADD NEW DEPARTMENT CODE <input type="text"/> <input type="text"/> <input type="button" value="submit"/>		
ADVANCED SEARCH			
SIGN OUT	0 - Choose One	<input checked="" type="checkbox"/>	Show in Menu <input type="button" value="submit"/>
SETTINGS	10 - Finance	<input checked="" type="checkbox"/>	Show in Menu <input type="button" value="submit"/>
	15 - Editorial	<input checked="" type="checkbox"/>	Show in Menu <input type="button" value="submit"/>
HOME	18 - Production	<input checked="" type="checkbox"/>	Show in Menu <input type="button" value="submit"/>
	20 - Sales	<input checked="" type="checkbox"/>	Show in Menu <input type="button" value="submit"/>
	40 - Sales Support	<input checked="" type="checkbox"/>	Show in Menu <input type="button" value="submit"/>
	50 - Information Technology	<input checked="" type="checkbox"/>	Show in Menu <input type="button" value="submit"/>
	60 - Research and Development	<input checked="" type="checkbox"/>	Show in Menu <input type="button" value="submit"/>
	70 - Facilities	<input checked="" type="checkbox"/>	Show in Menu <input type="button" value="submit"/>
	80 - Human Resources	<input checked="" type="checkbox"/>	Show in Menu <input type="button" value="submit"/>
	90 - Executive Board	<input checked="" type="checkbox"/>	Show in Menu <input type="button" value="submit"/>