



# Purchasing Manual

**PeopleSoft Version 8.9**

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*UW System Shared Financial System*

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## Introduction

The purpose of this training manual is to familiarize users with options and terminology used in the SFS Version 8.9 Purchasing module. It is also intended to guide users through the transaction processing procedures that are available, including processing vouchers. There is a separate training manual, **SFS Vendor Entry**, for vendor entry or lookup.

The screen shots illustrated may consist of multiple screens since they do not fit on one view. When you actually look at a particular page online, you will have to scroll up or down and /or right or left to see the same view as displayed in this manual.

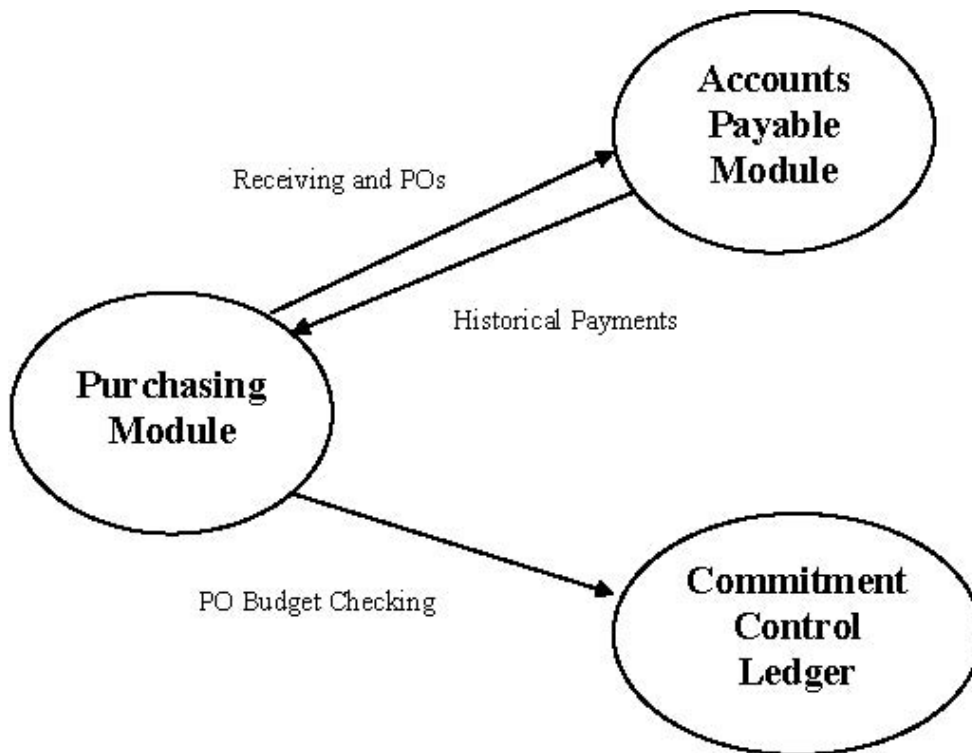
You will also note that not all fields on a page will be defined in this manual, only those fields that require your action or that we are using.

There are very few changes in 8.9 that will affect the transactional end user. Whenever there is a new or changed functionality or field placement it will be flagged with a star.



## The Big Picture

The functionality in the PeopleSoft 8.9 version will not be a significant change for users familiar with version 8.8. The Purchasing module of SFS interacts with the commitment control ledgers and accounts payable modules in many ways. When payments are made against PO's in the accounts payable module, specific information is drawn from the purchasing module. The following diagram illustrates the major interactions.



## Purchasing Control Tables

Control tables store information that defines the accounting structure and processing rules that are used when a transaction is recorded. Most of them are set up at a campus level and then are used to select values when purchase orders and requisitions are entered. Following is a list of the control tables that are used by the purchasing module and also those used by all SFS financial modules. You will gain a better understanding of how these tables work as you go through the material covered in later sections of this manual.

### Control tables used by all financial modules

**Calendars** define open accounting periods and budget years

**Chartfields** define valid accounting codes

**Locations** identify addresses that are used throughout SFS

**Account Types** identify a transaction as a budget entry, an encumbrance, a payment or a receipt

**Ledgers** control where transactions are posted

### Control tables used specifically by the purchasing module

**Payment Terms** identify when payments are due.

**Vendors** must be set up before a purchase order or requisition can be created

**Shipping Codes** identify the options for shipping

**Freight Terms** identify the payment responsibility for the shipment of items as well as the point where liability for a shipment passes from the seller to the buyer.

## Purchasing Options

Because of the variety of options within SFS there were many decisions made to set up the basic framework of the system. Some of those decisions involved populating the various control tables and making choices about what features you will be using. Your campus administration (i.e. controller, accounts payable manager and purchasing director) has already made most of the decisions about the features of the system that you will be using. The following information gives you a background of the various tables and options within SFS. Check with your campus administration for variations in how these options are used on your campus.

Some purchasing options that are the same across all campuses are set up as a business unit of SHARE. Others are unique for each campus and are set up by the specific campus business unit. The following table lists the purchasing options and identifies them as a shared table or a business unit specific table.

Purchasing Option	Business Unit
Locations	Campus Specific
Units of Measure	Share
Freight Terms	Campus Specific
Shipping Codes	Campus Specific
Ship To Locations	Campus Specific
Payment Terms	Share
PO Origin Codes	Campus Specific
Standard Comments	Campus Specific
Vendors	Campus Specific
Categories	Share

**Locations** – The location table stores campus address information that you will use throughout your system. All vendors must have at least one address. Location defines these addresses as “Ship to”, Remit to”, etc. All addresses used throughout the purchasing module will need to be defined. The various campus locations that you want merchandise shipped to would be one example.

**Activity: Search for a location Navigation: Setup Financials/Supply Chain>Common Definitions>Location>Location**

**Menu**

- Security
- Upgrade
- Business Unit Related
- Common Definitions
  - Accounting Entry
  - Templates
  - Activities
  - Agency Location Codes
  - Approvals
  - Bank Branch File
  - Calendars/Schedules
  - Codes and Auto Numbering
  - Currency
  - Customers
  - Design ChartFields
  - Distribution Accounting
  - Document Sequencing
  - Documentum
  - EFT
  - Employee Data
  - Entry Event
  - File Locations and Images
  - Integration Rules
  - Inter/Intra Unit
  - Journals
  - Location**
    - Country
    - Country Statistics
    - Division Area Code
    - Fax Location
    - Location
    - Region Codes
    - Region Type Codes
    - State
  - Market Rates
  - Notes

**Main Menu > Set Up Financials/Supply Chain > Common Definitions >**

### Location

Set up location data such as countries, states, provinces, regions or addresses.

- Country**
- Country Statistics** Define country-specific reporting codes for statistical reporting.
- Fax Location** Define data to construct fax numbers and extensions for dispatch processes.
- Location** Define address details for entities such as business units, assets, and banks.
- Region Type Codes** Identify a region type code and description.
- State** Add or review a state or province code.

Click on Location.

**Menu**

- Codes and Auto Numbering
- Currency
- Customers
- Design ChartFields
- Distribution Accounting
- Document Sequencing
- Documentum
- EFT
- Employee Data
- Entry Event
- File Locations and Images
- Integration Rules
- Inter/Intra Unit
- Journals
- Location**
  - Country
  - Country Statistics
  - Division Area Code
  - Fax Location
  - Location
  - Region Codes
  - Region Type Codes
  - State
- Market Rates
- Notes
- Notifications and Escalations

**Location**

Enter any information you have and click Search. Leave fields blank for a list of all value

**Find an Existing Value** **Add a New Value**

**SetID:** = [UWADM]

**Location Code:** begins with [ ]

**Status as of Effective Date:** = [ ]

**Description:** begins with [ ]

Include History  Correct History  Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Enter your Business Unit if it does not default and hit Search.

**Location**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

SetID: [=] [UWADM]

Location Code: [begins with]

Status as of Effective Date: [=]

Description: [begins with]

Include History  Correct History  Case Sensitive

[Basic Search](#)

**Search Results**

View All First 1-56 of 56 Last

SetID	Location Code	Status as of Effective Date	Description
UWADM1969_VH		Active	University Relations (Gaspen)
UWADM AC ADL_CL		Active	Academic ADL Co-Lab
UWADM ACADAFFAIR		Active	Academic Affairs
UWADM ACCOUNTING		Active	Accounting
UWADM ACCTPAY		Active	Accounts Payable
UWADM ADMINISTRA		Active	Administration
UWADM APBS		Active	Appointment Payroll & Benefits
UWADM ATHLETICS		Active	Athletics
UWADM ATTACHED		Active	See attached location listing
UWADM BENE&PAYRO		Active	Staff Benefits & Payroll
UWADM BOR		Active	Board of Regents Office
UWADM BRITTINGHA		Active	Brifflingham House
UWADM BUDGET&PLA		Active	Budget & Planning
UWADM BUDGETPLAN		Active	Budget Planning & Development
UWADM BUILDSEVCS		Active	Building Services
UWADM CAPITALPLA		Active	Capital Planning & Budget
UWADM CAPTULP		Active	Capit Planning & Budget

Now you can select a Location. Every Business Unit must have at least one location. Select any line and press enter or click on the highlighted line to display the following page.

Location Definition [Location Detail](#)

SetID: UWADM Location Code: ACCTPAY

**Location Definition** Find | View All First 1 of 1 Last

\*Eff Date: 01/01/1900 [M] Active \*Descr: Accounts Payable

Country: USA United States Prefix:

Address 1: 780 Regent Phone:

Address 2: Suite 221 Ext:

Address 3: Fax:

City: Madison  In City Limit

County:

State: WI Wisconsin Jurisdiction: Postal:

Building #:  Floor #:  Sector:

[Location Definition](#) | [Location Detail](#)

[Location Definition](#) **Location Detail**

**Location Detail** Find | View All First 1 of 1 Last

SetID: UWADM Location Code: ACCTPAY Accounts Payable

Attention: Jonelle Rufsvold

**Location Detail:**  
 UWSA Accounts Payable

**Label Format**

Carton Label:  Shipping Container Label:

Usage Label:

**Add a Location page.** The following information is required or is strongly recommended. All other information is optional. The Location Detail page is optional also and can be used to maintain any additional information.

Effective Date use current date unless otherwise specified If any part of an address changes for a particular location code, you would insert a row by clicking the +. You would then enter an effective date that reflects the address change and enter the new address.

Description—Enter something that clearly describes this location. This field is used in search lists and is not printed on the purchase order.

Country - USA should default

Address 1 – You may want to consider entering the name of the location in this field, even if you’ve already entered it in the description field. When this address is used, Address 1 is the first line that will print. For example, if this location is used as a shipping address, you may want the first line that prints on the purchase order to be the name of a campus division or department. Then you could enter additional room and street address information on Address 2 and Address 3 lines.

St/Prov

Postal – enter a zip code

Click on the **Save** button to save your work

**Units of Measure** – Units of Measure are used to record the vendor’s unit of measure on purchase orders. A table of values is maintained and any unit of measure used when entering a purchase order or a requisition must be listed in the table.

**Activity: View the Unit of Measure (UOM) values** Navigation: **Setup Financials/Supply Chain>Common Definitions>Units of Measure>Units of Measure** Click the **Search** button.



### Units of Measure

Enter any information you have and click Search. Leave fields blank for a list of

**Find an Existing Value** [Add a New Value](#)

Unit of Measure: begins with

[Basic Search](#)  [Save Search Criteria](#)

### Search Results

View All First  Last

Unit of Measure	Description	Short Description
<a href="#">ACR</a>	<a href="#">Acre</a>	<a href="#">ACRE</a>
<a href="#">BAG</a>	<a href="#">Bag</a>	<a href="#">BAG</a>
<a href="#">BBL</a>	<a href="#">Barrel - Liquid Measure</a>	<a href="#">BARREL</a>
<a href="#">BOX</a>	<a href="#">Box</a>	<a href="#">BOX</a>
<a href="#">BSD</a>	<a href="#">Bushel - Dry Measure</a>	<a href="#">BUSHEL</a>
<a href="#">C</a>	<a href="#">Hundreds</a>	<a href="#">HUNDREDS</a>
<a href="#">CS</a>	<a href="#">Case</a>	<a href="#">CASE</a>
<a href="#">CTN</a>	<a href="#">Carton</a>	<a href="#">Carton</a>
<a href="#">CUF</a>	<a href="#">Cubic Feet</a>	<a href="#">CUBIC FEET</a>
<a href="#">CUI</a>	<a href="#">Cubic Inches</a>	<a href="#">CUBIC INCH</a>
<a href="#">CUM</a>	<a href="#">Cubic Meters</a>	<a href="#">CUBIC METE</a>
<a href="#">CUY</a>	<a href="#">Cubic Yards</a>	<a href="#">CUBIC YARD</a>
<a href="#">DAY</a>	<a href="#">Days</a>	<a href="#">DAY</a>
<a href="#">DOZ</a>	<a href="#">Dozen</a>	<a href="#">DOZEN</a>
<a href="#">EA</a>	<a href="#">Each</a>	<a href="#">EACH</a>
<a href="#">FT</a>	<a href="#">Feet</a>	<a href="#">FEET</a>
<a href="#">G</a>	<a href="#">Grams</a>	<a href="#">GRAMS</a>
<a href="#">GAL</a>	<a href="#">Gallon - Liquid Measure</a>	<a href="#">GALLON</a>
<a href="#">GB</a>	<a href="#">Gigabytes</a>	<a href="#">Gigabytes</a>
<a href="#">GHZ</a>	<a href="#">Gigahertz</a>	<a href="#">Gigahertz</a>
<a href="#">GRS</a>	<a href="#">Gross</a>	<a href="#">GROSS</a>
<a href="#">HR</a>	<a href="#">Hour</a>	<a href="#">HOUR</a>
<a href="#">HRS</a>	<a href="#">HOURS</a>	<a href="#">HOURS</a>
<a href="#">IN</a>	<a href="#">Inches</a>	<a href="#">INCHES</a>

Select any line and press enter or click on the highlighted line to display the following page. Most the units of measures needed are already listed. But you may want to search on a particular unit of measure so you know what to enter on a purchase order.

Unit of Measure: CTN  
 Description:   
 Short Description:

Unit Of Measure Conversions		
*Convert To	*Conversion Rate	Inverse
CTN	1.00000000	1.00000000 <input type="button" value="+"/> <input type="button" value="-"/>

**Freight Terms** – Freight terms determine payment responsibility for the shipment of purchased items. They also identify at what point the liability for a shipment passes from the seller to the buyer.

**Activity: View the freight terms page Navigation: Setup Financials/Supply Chain>Common Definitions>Shipping and Receiving>Freight Terms**

Freight terms table is set up by the business unit, so you will need to enter your SetID of your business unit and click Search and the following page will display.



**Freight Terms**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**SetID:** [=]

**Freight Terms Code:** [begins with]

**Description:** [begins with]

Case Sensitive

[Basic Search](#)

**Search Results**

View All First ◀ 1-3 of 3 ▶ Last

SetID	Freight Terms Code	Description
UWADM	DESTIN	Destination
UWADM	PREPAID	Prepaid and Add
UWADM	SHPT	Shipping Point

Select any line and press enter or click on the highlighted line to display the following

**Freight Terms**

---

**SetID:** UWADM **Freight Terms Code:** DESTIN

---

\*Description:

\*Short Description:

Delivery Terms 1:

---

**Title Passage**

Buyer's Destination-Ship To  
 Seller's Origination-Ship From  
 Intermediate Consignee

---

**Cost/Insurance/Freight Paid By**

Buyer  
 Seller

---

**Shipping Codes** – Shipping codes are used to define the shipping methods that you will specify on purchase orders for the goods and materials you purchase.

**Activity: View the Shipping Codes page. Navigation: Setup Financials/Supply Chain>Common Definitions>Shipping and Receiving> Ship via Codes**

Shipping codes are stored by business unit, so be sure that you enter your business unit for your SetID then click the Search Button.

**Ship Via Codes**

Enter any information you have and click Search. Leave fields blank.

---

**SetID:**

**Ship Via Code:**

**Description:**

Case Sensitive

[Basic Search](#)

### Ship Via Codes

Enter any information you have and click Search. Leave fields b

SetID:

Ship Via Code:

Description:

Case Sensitive

[Basic Search](#)

### Search Results

View All First 1-3 of 3 Last

SetID	Ship Via Code	Description
UWADM	BESTWAY	Bestway
UWADM	FEDEX	Federal Express
UWADM	UPS	UPS

Select any line by clicking on the highlighted line to display the following page.

Ship Via Codes

SetID: UWADM      Ship Via: BESTWAY

---

\*Description:

\*Short Description:

Customer Pick Up:

Transport Mode:

Shipping Capacity

Minimum Weight:	<input type="text"/>	Maximum Weight:	<input type="text"/>
Weight UOM:	<input type="text"/>		
Minimum Volume:	<input type="text"/>	Maximum Volume:	<input type="text"/>
Volume UOM:	<input type="text"/>		

[Return to Units of Measure](#)

**Ship To Locations** – The first table we looked at was the location table. Now we can draw from that table and identify one or more of the locations as Ship To locations. Follow the instructions below to identify your location as a Ship To address. (All ship to addresses must first be entered as a Location)

**Activity: Identify Ship To locations Navigation: Set Up Financials/Supply Chain>Product Related>Procurement Options>Purchasing>Ship To Locations**

**Menu**

- Financial Gateway
- ▷ VAT and Intrastat
- ▷ Excise and Sales Tax/VAT IND
- ▷ Commitment Control
- ▷ General Ledger
- ▷ Allocations
- ▷ Statutory Reports
- ▷ SCM Integrations
- ▷ Set Up Financials/Supply Chain
  - ▷ Install
  - ▷ Security
  - ▷ Upgrade
  - ▷ Business Unit Related
  - ▷ Common Definitions
  - ▷ Product Related
    - ▷ Asset Management
    - ▷ Budgeting
    - ▷ Billing
    - ▷ Contracts
    - ▷ Cost Accounting
    - ▷ Engineering
    - ▷ Expenses
    - ▷ Grants
    - ▷ Inventory
    - ▷ Order Management
    - ▷ Foundation
    - ▷ Planning
    - ▷ Procurement Options
      - ▷ Charges/Costs
      - ▷ Management
      - ▷ Payments
      - ▷ Purchasing
        - Buyer Setup
        - Change Request Mapping

Main Menu > Set Up Financials/Supply Chain > Product Related >

### Procurement Options

Set up product-related procurement options.

<p><b>Document Tolerance Definition</b> Define tolerance-checking rules by ChartField.</p>	<p><b>Charges/Costs</b> Setup miscellaneous charges and landed costs definitions.  <a href="#">Misc Charged Landed Cost Defn</a>  <a href="#">Misc Chrg/Landed Cost Template</a></p>
<p><b>Payments</b> Set up payment options.  <a href="#">Define Aging Categories</a>  <a href="#">Define Bank Replacement Rules</a>  <a href="#">Federal Payment Schedule</a>  <a href="#">10 More...</a></p>	<p><b>Purchasing</b> Manage requisitions, purchase orders, receipts, contracts, and procurement data.  <a href="#">Buyer Setup</a>  <a href="#">Change Request Mapping</a>  <a href="#">Define Contract Intervals</a>  <a href="#">25 More...</a></p>
<p><b>Vouchers</b> Set up voucher options.  <a href="#">Voucher Build Criteria</a>  <a href="#">Voucher Origin</a></p>	<p><b>Withholding</b> Set up 1099 and global withholding options.  <a href="#">Rules</a>  <a href="#">Types and Classes</a>  <a href="#">Jurisdictions</a>  <a href="#">12 More...</a></p>
<p><b>Federal Spending Region</b> Set up a federal spending region.  <a href="#">Spending Region Installation</a>  <a href="#">Spending Region Definition</a></p>	

Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options >

### Purchasing

Manage requisitions, purchase orders, receipts, contracts, and procurement data.



<p><b>Buyer Setup</b> Establish users as buyers and define purchase order defaults for each buyer.</p>	<p><b>Change Request Mapping</b> Map incoming data fields to PO tables for Change PO/Change Request Load process.</p>
<p><b>Dispatch PO Configuration</b> Configure purchase order output files for dispatch by either email or fax.</p>	<p><b>Fax Cover Letters</b> Identify fax cover letters for dispatching Purchasing documents by fax.</p>
<p><b>Manufacturers</b> Define Manufacturer IDs for goods that you purchase or manufacture. When tracking EANUCC numbers, manufacturer ID represents the EANUCC Company Prefix.</p>	<p><b>PO Change Order Template</b> Specify PO fields that, when changed, produce a system-generated change order.</p>
<p><b>PO Origin Codes</b> Create codes that identify the origins of transactions in the system.</p>	<p><b>PO Vendor Freight Group</b> Group vendor locations under a single freight group code.</p>
<p><b>Requester Setup</b> Establish requesters; define requisition or catalog defaults for each requester.</p>	<p><b>Requisition Loader Defaults</b> Set defaults for the Requisition Loader process (PO_REQLOAD).</p>
<p><b>Set Controls-Contracts</b> Set up auto-numbering and default currency for contracts.</p>	<p><b>Ship To Locations</b> Create ship to IDs from existing location IDs for receiving vendor shipments.</p>

### Ship To Locations


Enter any information you have and click Search. Leave fields blank for

[Find an Existing Value](#) | [Add a New Value](#)

---

**SetID:** [=]    
**Ship To Location:** [begins with]    
**Description:** [begins with]

Include History  
  Correct History  
  Case Sensitive

 
   
[Basic Search](#)  
 [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)



Enter your business unit as the Set ID and click on search.

### Ship To Locations


Enter any information you have and click Search. Leave fields blank for

[Find an Existing Value](#) | [Add a New Value](#)

---

**SetID:** [=]    
**Ship To Location:** [begins with]    
**Description:** [begins with]

Include History  
  Correct History  
  Case Sensitive

 
   
[Basic Search](#)  
 [Save Search Criteria](#)

### Search Results

View All      First  1-53 of 53  Last

SetID	Ship To Location	Description
<a href="#">UWADM1850_VH</a>		<a href="#">University Relations (Gasper)</a>
<a href="#">UWADM AC ADL CL</a>		<a href="#">Academic ADL Co-Lab</a>
<a href="#">UWADM ACADAFFAIR</a>		<a href="#">Academic Affairs</a>
<a href="#">UWADM ACCOUNTING</a>		<a href="#">Accounting</a>
<a href="#">UWADM ADMINISTRA</a>		<a href="#">Administration</a>
<a href="#">UWADM APBS</a>		<a href="#">Appointment Payroll &amp; Benefits</a>
<a href="#">UWADM APBS</a>		<a href="#">HR Information Services (HRIS)</a>
<a href="#">UWADM ATHLETICS</a>		<a href="#">Athletics</a>
<a href="#">UWADM ATTACHED</a>		<a href="#">See attached location listing</a>
<a href="#">UWADM BENE&amp;PAYRO</a>		<a href="#">Staff Benefits &amp; Payroll</a>
<a href="#">UWADM BOP</a>		<a href="#">Board of Regents Office</a>

Select any line and press enter or click on the highlighted line to display the following

**Ship To Locations**

SetID: UWADM Ship To Location: 1850\_VH University Relations (Gaspar)

Ship To Details Find | View All First 1 of 1

\*Effective Date: 01/01/1900 \*Status: Active

\*Description: University Relations (Gaspar) \*Short Desc: University

Inventory Unit: Receiving Business Unit: UWADM

Region SetID: Region Code:

External Interface:  Send Expected Receipt

Delivery Instructions:  Copy To Transactions  Send to Vendor

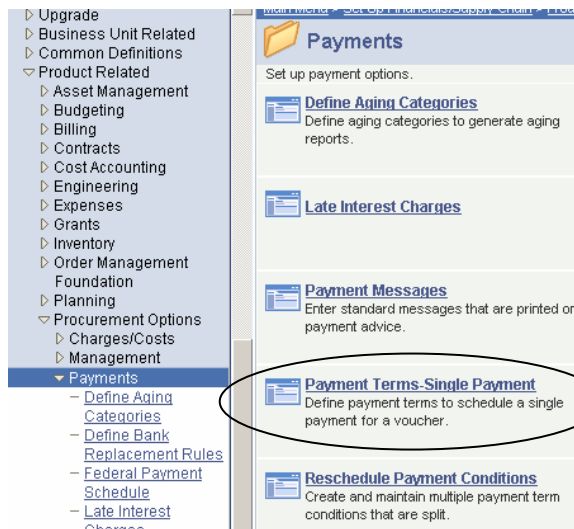
[Sales/Use Tax](#) [Vendor Order Location](#)

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History

**Payment Terms** – Most of the time the University of Wisconsin campuses are required to pay an invoice within 30 days. However, sometimes discounts are available if the invoice is paid earlier. For example, a vendor may offer a 10% discount if an invoice is paid in 10 days. SFS allows payments to be scheduled so that they are paid when due and so that any applicable discount is taken. The payment terms appear on the purchase order and so it is important that you understand them. Most payments are made upon receipt of the invoice and DUR (Due Upon Receipt) is selected.

There are two steps to defining the payment terms: First the payment terms timing must be defined. Next the payment terms timing codes must be defined.

**Activity: View the Payment Terms that have been created. Navigation: Set Up Financials/Supply Chain>Product Related>Procurement Options>Payments>Payment Terms-Single Payment**



The screenshot shows the SFS navigation tree on the left and the 'Payments' section on the right. The 'Payment Terms-Single Payment' option is circled in the left-hand menu.

- Upgrade
- Business Unit Related
- Common Definitions
- Product Related
  - Asset Management
  - Budgeting
  - Billing
  - Contracts
  - Cost Accounting
  - Engineering
  - Expenses
  - Grants
  - Inventory
  - Order Management
  - Foundation
  - Planning
  - Procurement Options
    - Charges/Costs
    - Management
    - Payments
      - Define Aging Categories
      - Define Bank Replacement Rules
      - Federal Payment Schedule
      - Late Interest Charges

The right-hand pane shows the 'Payments' section with the following options:

- Define Aging Categories: Define aging categories to generate aging reports.
- Late Interest Charges
- Payment Messages: Enter standard messages that are printed on payment advice.
- Payment Terms-Single Payment**: Define payment terms to schedule a single payment for a voucher.
- Reschedule Payment Conditions: Create and maintain multiple payment term conditions that are split.

### Payment Terms - Single Pymnt

Enter any information you have and click Search. Leave field

**Find an Existing Value**

**Add a New Value**

SetID:

Payment Terms ID:

Include History  Correct History

[Basic Search](#)

### Search Results

View All First 1-12 of 12 Last

SetID	Payment Terms ID	Description
<a href="#">SHARE 1/10</a>		<a href="#">1/10, Net 30</a>
<a href="#">SHARE 2/10</a>		<a href="#">2/10, Net 30</a>
<a href="#">SHARE 3/15</a>		<a href="#">3/15, Net 30</a>
<a href="#">SHARE CWO</a>		<a href="#">Check with Order</a>
<a href="#">SHARE DUR</a>		<a href="#">Due Upon Receipt</a>
<a href="#">SHARE NET10</a>		<a href="#">NET 10</a>
<a href="#">SHARE NET15</a>		<a href="#">Net 15</a>
<a href="#">SHARE NET20</a>		<a href="#">Net 20</a>
<a href="#">SHARE NET25</a>		<a href="#">Net 25</a>
<a href="#">SHARE NET30</a>		<a href="#">Net 30</a>
<a href="#">SHARE NET45</a>		<a href="#">Net 45</a>
<a href="#">SHARE SCHED</a>		<a href="#">Schedule for Future Payment</a>

Select a payment terms timing from the list and the following page will display.

### Payment Terms - Single Payment

SetID:  Description:

Payment Terms ID:  Short Description:

[Search Where Used](#) [Calculate Example Payment Data](#)

**Payment Terms Control** Find | View All First 1 of 1 Last

\*Effective Date:  Terms Applicability: Vendor-Only Terms

\*Status:   Split Net Terms \*Number of Terms:

---

**Net Due Terms** Find | View All First 1 of 1 Last

1 \*Basis From Day:  \*Timing ID:  30 Days

\*Basis To Day:

Rebate Term Available Daily Rebate Percent:  Maximum Rebate Percent:

Discount Terms Available

Timing ID	Description	Adjustment Days	Discount Terms Percent	Discount Terms Amount
		0	0.00000000	0.000

The next step is to define the payment terms timing codes. First let's view what has been set up.



Enter your Business Unit and click “Search”.

### PO Origin Codes

Enter any information you have and click Search. Leave fields blank.

Find an Existing Value [Add a New Value](#)

SetID: [=]  🔍

Origin: [begins with]

Description: [begins with]

Include History  Correct History  Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

### Search Results

View All First 1-4 of 4 Last

SetID	Origin	Description
<a href="#">UWADM AP</a>		<a href="#">Accounts Payable</a>
<a href="#">UWADM OIS</a>		<a href="#">Office of Information Services</a>
<a href="#">UWADM PRO</a>		<a href="#">UWSA Procurement</a>
<a href="#">UWADM UR</a>		<a href="#">University Relations</a>

Select any line and press enter or click on the highlighted line to display the following

**Origin Codes**

SetID: UWADM Origin: AP

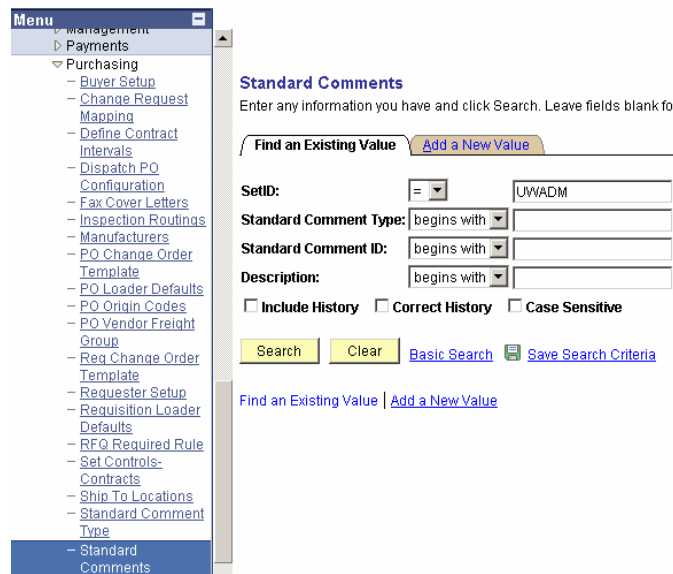
\*Descr:

\*Short Desc:

Department:  🔍

**Standard Comments Type** – Frequently used comments can be recorded so they can be printed on a purchase order without re-keying them each time. These comments are unique to each business unit. Follow the step below in recording standard comments.

**Activity: View the Standard Comment Types Navigation: Setup Financials/Supply Chain>Product Related>Procurement Options>Purchasing>Standard Comments Type**



Select your **SetID** and click **Search** and all Standard Comment Types will display as follows.

**Standard Comments**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

SetID: = UWMIL

Standard Comment Type: begins with

Standard Comment ID: begins with

Description: begins with

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

**Search Results**  
 View All First 1-100 of 120 La

SetID	Standard Comment Type	Standard Comment ID	Description
UWMIL DOL		1018	Contract Blanket Order
UWMIL JSK		1310	Enterprise Car Rental Contract
UWMIL JSK		1523	GENERAL REVENUE
UWMIL JSK		1976	Journal Sentinel Contract Ads
UWMIL JSK		4304	NEWS FROM INDIAN COUNTRY
UWMIL JSK		5761	MILWAUKEE TIMES
UWMIL JSK		5760	SPANISH TIMES

Select any line and press enter or click on the highlighted line to display the following.

**Standard Comments**

SetID: UWML  
 Standard Comment Type: JSK Jim Skorlinski Comment Library  
 Standard Comment ID: 1523

Standard Comments Find | View All First 1 of 1 Last

\*Effective Date: 07/26/2001 \*Status: Active

\*Description: GENERAL REVENUE

\*Short Desc: COLLECTION

Comments: CONTRACT BLANKET ORDER FOR THE ABOVE FOR THE PERIOD 7/1/05-6/30/06  
 FOR FURTHER INFORMATION CONTACT JIM SKORLINSKI AT 414-229-4304/4301,  
 FAX: 414-906-8406, EMAIL: jimsk@uwm.edu. Deliver between 8 A.M. and 3

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History

### Standard Comments - Add

**Activity: Enter a Standard Comment. Navigation: Setup Financials/Supply Chain>Product Related>Procurement Options>Purchasing>Standard Comments Select Add a New Value**

Select your SetID and use any of the Standard Comment Type listed. For the Standard Comment ID, create a unique four-character code. Click on Add.

**Standard Comments**

[Find an Existing Value](#) **Add a New Value**

SetID: UWADM

Standard Comment Type: REG

Standard Comment ID: REG

Add

[Find an Existing Value](#) | [Add a New Value](#)

**Standard Comments**

SetID: UWADM  
 Standard Comment Type: REG REGULAR COMMENTS ON ALL POS  
 Standard Comment ID: REG

Standard Comments Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1900 \*Status: Active

\*Description: REGULAR

\*Short Desc: REGULAR

Comments: TERMS FOR ALL VENDORS ARE NET 30 DAYS UNLESS SPECIFIED IN THIS PURCHASE ORDER.  
 NO SUBSTITUTIONS CAN BE MADE WITHOUT A CHANGE ORDER.

Save Notify Add Update/Display Include History Correct History

The Standard Comments page is where information is entered to be printed on the Purchase Orders. Change the Effective Date to 01/01/1900. Enter a Description and a Short

Description. Then enter whatever you'd like under comments. When entering comments, press return when a row of comments reaches 40 characters or less, this will make the comments easier to read when they print on the purchase order.

**Category IDs**– Category ID codes consist of descriptions of products or services on PO Lines or entries of “D” or “DFLT” for PO Lines that do not require such descriptions. The Category ID selections include the NIGP codes required for reporting to the Department of Administration that have been loaded into the underlying table.

**Activity: View the Category ID. Navigation: Items>Define Controls>Item Categories**

**Always select Share, click Search or press enter.**

**Item Categories**

Enter any information you have and click Search. Leave fields blank for a list of all value

**Search Results**

Only the first 300 results can be displayed. Enter more information above and search a

[View All](#) First 1-100 of 300 Last

SetID	Category	Description	Short Description
<a href="#">SHARE 00500</a>	ABRASIVES		ABRASIVES
<a href="#">SHARE 00505</a>	Abrasive Equipment and Tools		Abrasive E
<a href="#">SHARE 00514</a>	Abrasives, Coated: Cloth, Fibe		Abrasives,
<a href="#">SHARE 00521</a>	Abrasives, Sandblasting, Metal		Abrasives,
<a href="#">SHARE 00528</a>	Abrasives, Sandblasting Other		Abrasives,

Click on a category and press enter. The Category Definition page has been set up with default values that are not changed.



Category Definition **Category Definition 2**

SetID: SHARE Category ID: 00012 Code: 01000

Header Find | View All First 1 of 1 Last

\*Market Code: User Def. Effective Date: 01/01/1900 Status: Active

\*Description: ACOUSTICAL TILE, INSULATING MA \*Short Desc: ACOUSTICAL

Primary Buyer: [Search] Usage Code: [Search]

Lead Time Days: 0 \*Physical Nature: Goods

\*Currency: [Search]

\*Account: [Search]

Asset Profile ID: [Search] Description: [Search]

Comments: ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES

[VAT Default](#)  
[VAT Service Treatment Setup](#)

[BU Attributes](#)

Hierarchy

Save Return to Search Previous in List Next in List Notify Add Include History Correct

Category Definition 2 does not apply to how we use SFS and category codes. Here is a screen shot.

Category Definition **Category Definition 2**

SetID: SHARE Category ID: 00012 Code: 01000

[Expand All](#) [Collapse All](#)

Item Category Detail Find | View All First 1 of 1 Last

Effective Date: 01/01/1900 Status: Active

- ▶ Matching Controls
- ▶ Receiving Controls
- ▶ Sourcing Controls
- ▶ Misc. Controls and Options
- ▶ WorkFlow Notification Controls

Save Return to Search Previous in List Next in List Notify Add Include History Correct History

[Category Definition](#) | [Category Definition 2](#)

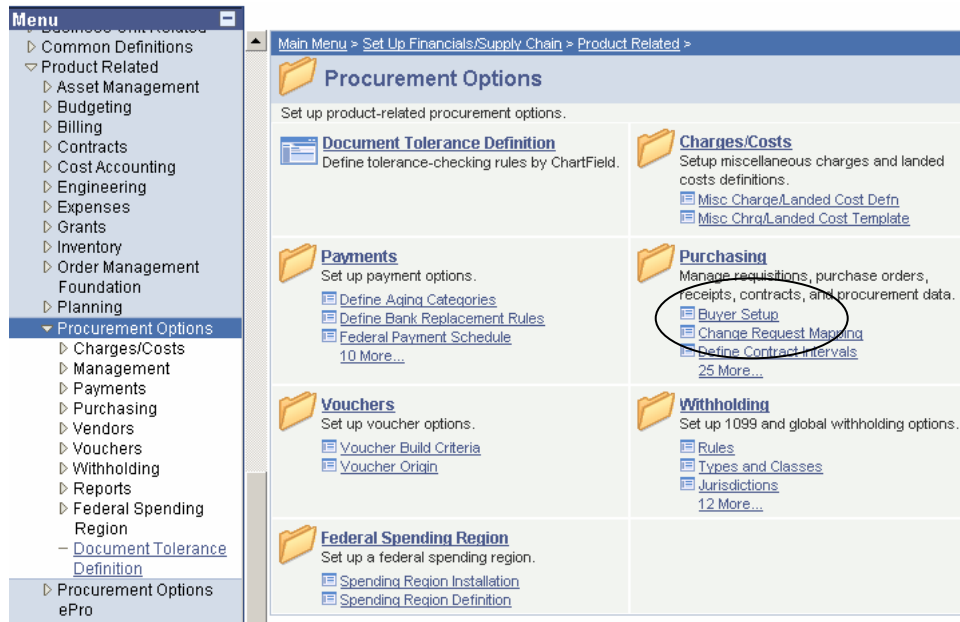
## Defaults

Default information for processing requisitions and purchase orders can be set up at different levels, such as Buyer level or Business unit level and can then be overridden at other points in the processes.

## Buyer Set up

When you are approved to create purchase orders, you should be identified in SFS as a buyer. Defaults can be set at the buyer level and when a purchase order is created, this information will default in. Following is a screen print of the Buyer Set up and the Ship To, Location Code, Origin and PO Status default options.

**Navigation: Set Up Financials/Supply Chain>Product Related>Procurement Options>Purchasing>Buyer Setup**



**Buyer Setup**

Enter any information you have and click Search. Leave fields blank.

**Buyer:**

**Description:**

**Case Sensitive**

[Basic Search](#)

**Search Results**

View All First  Last

Buyer	Description
<a href="#">KEA</a>	<a href="#">Keach,Jim UWMSN</a>

Enter a few characters of a buyer name in description or the three-character User ID, if known, and click on Search. Then Click on the Buyer name.

**Buyer Setup**

Buyer: KEA Keach,Jim UWMSN

Department SetID: UWMIL Department: Department \*Status: Active

ShipTo SetID: UWMIL Ship To: Ship To

Location Set ID: UWMIL Location: Location

PO Origin SetID: UWMIL Origin: Origin

Phone: Phone

Fax: Fax

Default PO Status

Open

Pending Approval/Approved

Save Return to Search Notify Add U

This is where you can set defaults at the buyer level. These will override any business unit defaults.

The following options are set-up by Business Unit:

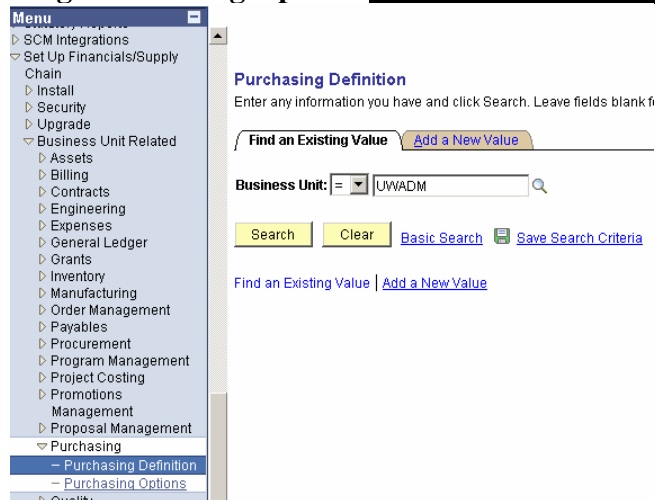
- Department SetID – Specifies the correct department table
- Ship to SetID – Specifies the correct Ship to table
- Location SetID – Specifies the correct Location table
- PO Origin SetID – Specifies the correct PO Origin table

A specific Department, Ship to, Location or Origin can be selected for each buyer.

## Business Unit Purchasing Options

Other defaults can be set up at the business unit level and defaulted to purchasing transactions. The following page shows the various defaults that can be set up at the business unit level.

### Activity: View Purchasing Processing Options Navigation: Set Up Financials>Business Unit Related>Purchasing>Purchasing Options Purchasing Business Unit Definition



**Menu**

- SCM Integrations
- Set Up Financials/Supply Chain
  - Install
  - Security
  - Upgrade
- Business Unit Related
  - Assets
  - Billing
  - Contracts
  - Engineering
  - Expenses
  - General Ledger
  - Grants
  - Inventory
  - Manufacturing
  - Order Management
  - Payables
  - Procurement
  - Program Management
  - Project Costing
  - Promotions Management
  - Proposal Management
  - Purchasing**
    - Purchasing Definition**
    - Purchasing Options
  - Quality

**Purchasing Definition**

Enter any information you have and click Search. Leave fields blank for

Find an Existing Value Add a New Value

Business Unit: UWADM

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

One or more purchasing business units are set up and linked to the GL business unit. The following definition page shows default values that can be set up at the purchasing business unit level.

**Business Unit Definition** | Business Unit Options | PO Approval Options | Req Approval Options | Document Numbering

Unit: UWADM  
 Description: UW System Administration Short Desc: UWADM  
 Process Option: UWADM  PS/GL  
 Location: PURCHASING GL Unit: UWADM UW System Administration  
 Billing Location: ACCTPAY AM Unit: UWADM  Capitalize  
 Close Days: AP Unit: UWADM  Accrue SUT for ERS orders  
 Cancel Days:  
 Currency: USD Rate Type: CRRNT

**RFQ Required Rule**

Line Amount Threshold: USD  
 RFQ Required Rule:

[Add Comments](#) | [Matching](#) | [Define Images](#) | [VAT Default](#)

### Business Unit Definition

**Business Unit Definition** | Business Unit Options | PO Approval Options | Req Approval Options | Document Numbering

Unit: UWADM UW System Administration  
 \*PO Item Vendor Security Option: No Edit Required  Allow Multicurrency Reqs  Calculate VAT On Req  
 \*PO Change Order Template: STANDARD  Allow Multicurrency PO  
 \*Change Order Map Template: EDX  Allow Business Item Attributes  
 \*Req Change Order Option: B  Allow Receipt Load Cascade  
 Req Change Order Template: BUDGET  Accrue PO Receipts  Accrue Non/PO Receipts  
 Origin: AP  Separate Inspection  
 Receipt Date Adjustment:  Tax Exempt ID:  
 DUNS Number:  RTV Adjust Source  
 \*Receipt Allocation Type: FIFO  RTV Adjust Fees  Allow PO Deletion  
 \*PO Price Edit: Warning  RTV Reopen PO  Allow Requisition Deletion

Sourcing Controls	
Tolerance Over	Tolerance Under
% Unit Price Tolerance: 0.00	0.00

**Automatically Approve Change Requests**  
 Buyer Accepted POA Sources  
 All Other Sources

**Liquidate Method**  
 Allow Liquidate by Quantity when Distribute by Quantity  
 \*Default Liquidate Method: Amount

[Business Unit Definition](#) | [Business Unit Options](#) | [PO Approval Options](#) | [Req Approval Options](#) | [Document Numbering](#)

## Business Unit Options

[Business Unit Definition](#) | [Business Unit Options](#) | [PO Approval Options](#) | [Req Approval Options](#) | [Document Numbering](#)

Unit: UWADM UW System Administration

PO Approval Business Process:

PO Amount Approval Needed    PO Amount Approval Rule Set:

PO ChartField Approval Needed    PO ChartField Approval RuleSet:

PO Create Exceptions			Find   View All	First	1 of 1	Last
PO Process	Amt Appr Needed	ChrtFld Appr Needed				
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	+ -			

## PO Approval Options

[Business Unit Definition](#) | [Business Unit Options](#) | [PO Approval Options](#) | [Req Approval Options](#) | [Document Numbering](#)

Unit: UWADM UW System Administration

Req Approval Business Process:

Req Amount Approval Needed    Req Amount Approval Rule:

Req ChartField Approval Needed    Req ChartField Approval Rule:

[Business Unit Definition](#) | [Business Unit Options](#) | [PO Approval Options](#) | [Req Approval Options](#) | [Document Numbering](#)

## Req Approval Options

[Business Unit Definition](#) | [Business Unit Options](#) | [PO Approval Options](#) | [Req Approval Options](#) | [Document Numbering](#)

Unit: UWADM UW System Administration

Requisitions  
 Purchase Orders  
 Receivers

Request For Quotes    Last RFQ Number:    0000000000

Return To Vendors    Last RTV Number:    0000000000

This is the panel to enable auto-numbering

**Activity: View Purchasing Business Unit Definitions Navigation: Set Up Financials>Business Unit Related>Purchasing>Purchasing Options**

**Menu**

- ▷ Grants
- ▷ Inventory
- ▷ Manufacturing
- ▷ Order Management
- ▷ Payables
- ▷ Procurement
- ▷ Program Management
- ▷ Project Costing
- ▷ Promotions Management
- ▷ Proposal Management
- ▽ Purchasing
  - Purchasing Definition
  - **Purchasing Options**
- ▷ Quality
- ▷ Receivables
- ▷ Resource Management
- ▷ Sourcing
- ▷ Treasury
- ▷ Reports
- ▷ Common Definitions
- ▷ Product Related

**Purchasing Options**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

SetID: = UWADM

Processing Option ID: begins with

Description: begins with

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Hit Search.

**Purchasing Processing Options**

SetID: UWADM Processing Option ID: UWADM

Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1900

\*Description: Defaults for UW System Admin

Accounting Template: STANDARD

Accounting Date Indicator: Current

Edit Combinations \*Chartfield Edit Option: Reject

\*Automatic UOM Round Option: No Warning

\*Payment Terms ID: NET30 NET 30

\*Payment Terms Basis Date Type: Invoice Date

\*Ship Via Code: BESTWAY Bestway

\*Freight Terms Code: DESTIN Destination

\*Physical Nature: Goods

\*Open Period: Error

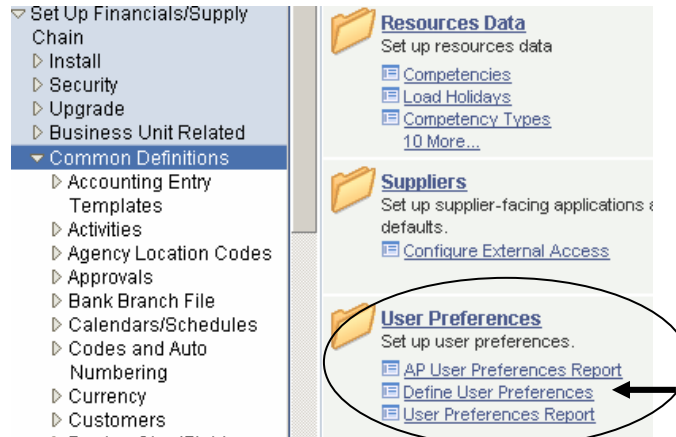
Dispatch Method Freight Option VAT Default VAT Service Treatment Setup POA Settings

Save Return to Search Notify Add Update/Display Include History Correct History

These options will default into all Purchase Orders for this Business Unit.

**Define User Preferences** - Purchasing defaults can also be set for each particular operator. There are multiple pages within operator preferences that apply to the purchasing module. Following are screen shots of some of those.

**Activity: View defaults set at the operator level. Navigation: Set Up Financials/Supply Chain>Common Definitions>User Preferences>Define User Preferences**



The following page will display and your own User ID may default and click Search or press Enter.

### User Preferences

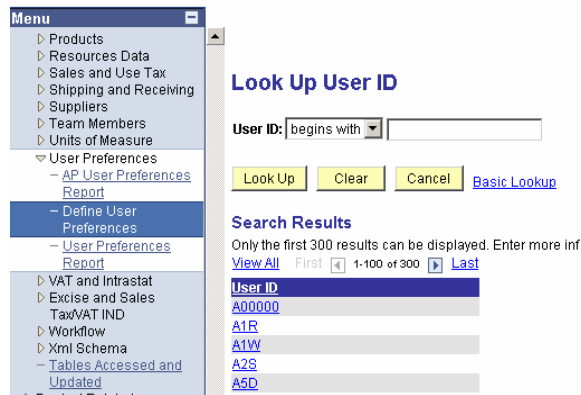
Enter any information you have and click Search. Leave fields blank for a list of all value:

**Find an Existing Value**

User ID:

Case Sensitive

[Basic Search](#)



Look-up in User Preference does not allow searching for a user by name. User ID is needed in order to enter User Preferences. Enter User ID and hit Search.

### User Preferences

Enter any information you have and click Search. Leave fields blank for a

**Find an Existing Value**

User ID:

Case Sensitive

[Basic Search](#)

The following page will display with a list of links to various User Preferences and the current Defaults. Two of the options will be selected for display but any and all are for review.

**User Preferences** Overall Preferences

User ID: KEA  
Name: Jim Keach

Business Unit:  UW Madison  
SetID:  UW Madison  
As of Date:    
Localization Country:  USA

Alternate Character Enabled  
 Display Debit/Credit Amounts in Subsystems

[User Preferences](#) | [Overall Preferences](#)

Overall Preferences links a user to a specific Business Unit.

This Business Unit defaults into each PO entered by this user.

**User Preferences**

General Preference	Product preference
<a href="#">Overall Preference</a>	<a href="#">Asset Management</a>
<a href="#">OLE Information</a>	<a href="#">IT Asset Management</a>
<a href="#">Process Group</a>	<a href="#">Billing</a>
	<a href="#">Contracts</a>
	<a href="#">General Ledger</a>
	<a href="#">Inventory</a>
	<a href="#">Lease Administration</a>
	<a href="#">Maintenance Management</a>
	<a href="#">Manufacturing</a>
	<a href="#">Orders - Quotations</a>
	<a href="#">Orders - RMA</a>
	<a href="#">Orders - Sales</a>
	<a href="#">Paycycle</a>
	<a href="#">Planning</a>
	<a href="#">Procurement</a>
	<a href="#">Project Costing</a>
	<a href="#">Promotions Management</a>
	<a href="#">Receivables Data Entry 1</a>
	<a href="#">Receivables Data Entry 2</a>
	<a href="#">Staffing - General Preferences</a>
	<a href="#">Staffing - Job Data</a>
	<a href="#">Strategic Sourcing</a>
	<a href="#">Supplier Contract Management</a>

**Procurement** link. There are additional links on this page and two are selected for additional review.

**User Preferences Procurement**

User: KEA Jim Keach

Location:  21 North Park Street

Origin:  Online Processing

Department:

Ship To Location:  21 North Park Street

Requester:

Buyer:

[Contract Process](#)
[Rebate Authorizations](#)
[Request for Quote Process](#)
[Payables Online Vouchering](#)
[Receiver Setup](#)  
[Requisition Authorizations](#)
[Purchase Order Authorizations](#)
[Vendor Processing Authority](#)
[Disc Tolerance Authorizations](#)

On this page, you can enter defaults for the various areas shown such as origin, a ship to location, buyer. These will default into the purchase order if selected here.

There are links from this **Procurement** page to **Purchase Order Authorization** and **Vendor Processing Authority**.

**Purchase Order Authorizations**

User: KEA Jim Keach

Allowed Purchase Order Actions

Approval
  Can Work Approved PO's  
 Cancel
  Full Authority for All Buyers  
 Delete  
 Close
 Rebate ID Security Control:

Buyers User Authorization		Customize	Find	View All	First	1 of 1	Last
Buyers User Authorized For	Description	Add	Update	Cancel	Delete	Close	
<input type="text"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

**Vendor Processing Authority**

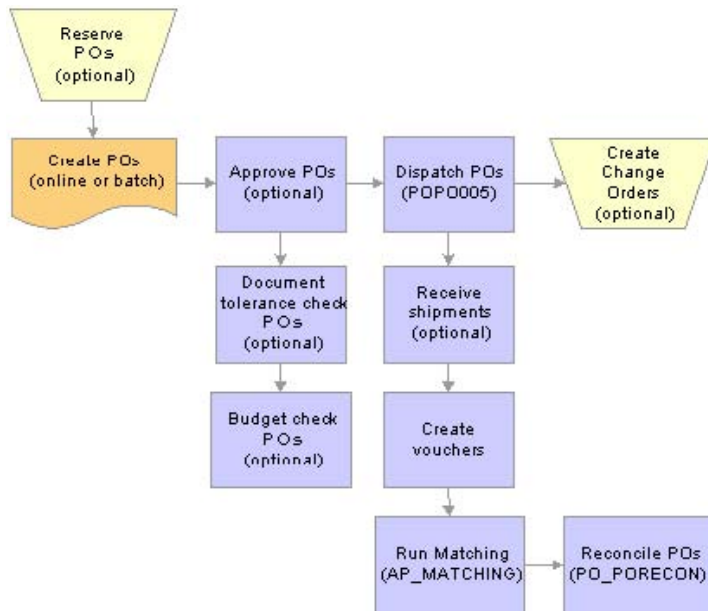
User: KEA Jim Keach

Vendor Processing Authority

Authority to Enter  
 Authority to Approve  
 Authority to Inactivate

## Processing Purchase Orders

Purchase Orders are identified by a unique ID number. The purchase order number defaults to a system-generated number, but may be manually overwritten.



There are two entry options for entering a Purchase Order. One is the Express PO which is a new feature in 8.8 and one in which you will find more user friendly. The Express PO entry screen gives you the ability to find everything you need on one screen. We will show you both entry options and you may choose which one best suits your needs.

### Create an Express Purchase Order

Enter POs using a “rapid-entry” version of the Maintain Purchase Order - Purchase Order page, where you can view line, schedule, and distribution information all on one page. However, when using the Express PO page you cannot allocate header miscellaneous charges, nor copy from an existing contract, requisition, or PO.

**Activity: Create a new Purchase Order Navigation: Purchasing>Purchase Orders>Add/Update Express PO’s>Add a New Value**

The following page will allow you to Search for an existing Purchase Order or to Add a new Express Purchase Order. You must enter your Business Unit.

Select your business unit. Let the Purchase Order number default to NEXT (auto-numbering) when entering a new Purchase Order or enter the PO Id if your business unit does not use auto numbering for PO's. Then click “Add” or press Enter and the following page will display for entry.

Express Purchase Order

Purchase Order

Unit: UWADM PO Status: Initial  
 PO ID: NEXT Budget Status: Not Chk'd  
 Copy From:   Hold From Further Processing

▼ Header

\*PO Date: 12/04/2006   [Vendor Search](#)  
 Vendor   [Vendor Details](#)  
 \*Vendor ID: 1    
 \*Buyer: 2    
 PO Reference:  \*PO Type: GEN

[Header Details](#) 3 [PO Activities](#) [Add ShipTo Comments](#) 5  
[PO Defaults](#) 4  
[Add Comments](#) 4

Doc Tol Status: Valid  
 Receipt Status: Not Recvd  
 \*Dispatch Method:    
 Amount Summary  
 Merchandise: 0.00  
 Freight/Tax/Misc.: 0.00   
 Total Amount: 0.00 USD

Add Items From  
[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Line	Item	Description	PO Qty	UOM	Category	Amount
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Expand All](#) [Collapse All](#)  
[View Printable Version](#) Go to:

The following sequence of steps is the preferred method of creating a Purchase Order. Several of the pages will display after the following instructions and will be completed with the required data. Additional information will be shown with each of those pages.

- Vendor or Vendor ID:** Either search for vendor if vendor code unknown or enter Vendor Code in Vendor ID field. Use magnifying glass to conduct search if necessary.
- Buyer:** Enter Buyer ID, i.e., the individual purchasing agent who is creating the Purchase Order.
- Header Details:** Open Header Details link (1) and complete the PO Header Details Defaults. Make changes or leave at default codes. When done click OK.
- PO Defaults:** Open PO Defaults link (2) and complete the Purchase Order defaults. Change and/or update defaults as necessary for this PO. Complete the Distribution fields, which identify the distribution of cost to the required chartfields. When done click OK.
- Add Ship to Comments:** Open Add Ship to Comments link (3) and complete the PO Ship to Comments page per the requirements for this PO. Note the additional link 'Copy Standard Comments' which will provide comments available for selection. When done click OK.

The following page is the **PO Header Details** that can be updated or left at default values.

**Express Purchase Order**

---

**PO Header Details**

Unit: UWADM PO ID: NEXT Vendor:

**PO Details**

Vendor: PO Date: 12/04/2006  
 \*PO Type: GEN Budget Status: Not Chk'd  
 \*Billing Location: ACCTPAY Billing Address  Tax Exempt ID:   
 Origin:  Letter of Credit ID:

**Currency**

Currency Code: USD Exchange Rate Detail Base Currency: USD  
 Rate Date: 12/04/2006 Exchange Rate: 1.00000000  
 Rate Type: CRRNT

**Process Control Option**

Acknowledgements required for: Not required Accounting Date: 12/04/2006  
 Dispatch \*Method:  Accounting Template: STANDARD

OK Cancel Refresh

The following page is the **Purchase Order Defaults** page that can be updated or left at the default values.

**Express Purchase Order**

---

**Purchase Order Defaults**

Unit: UWADM PO ID: NEXT Vendor:

**Default Options**

**Default** If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

**Override** If you select this option, all default values entered on this page override the default values found in the default hierarchy.

**Line**

Category:  Unit of Measure:

**Schedule**

Ship To:  Ultimate Use Code:   
 Due Date:  Original Promise Date:   
 Ship Via: BESTWAY Freight Terms Code: DESTIN  
 Arbitration:  Freight Charge Method:   
 \*Distribute by: Quantity [One Time Address](#)

**Distribution**

SpeedChart:

**Distributions**

Chartfields Asset Information

Dist	Percent	GL Unit	Account	Fund	Dept	Program	Class	PC Bus Unit	Project
1		UWADM							

OK Cancel Refresh

- **Default Options:** The preferred selection is to use ‘**Override**’ as all defaults updated on this page will carry forward on the Purchase Order. The defaults carried forward can be updated/changed if a Line requires different data.
- **Category:** The Category entered will default to each line of the order. This is the NIPG code. It can be changed on the line if the category is different for a given line.
- **Unit of Measure:** The unit of measure will default to each line of the order but can be changed on the line if a different unit of measure is required.
- **Ship To:** Select the location that identifies where the items will be shipped to internally.
- **Due Date:** If you don’t enter a default due date here, the due date for each schedule defaults as the purchase order date plus the number of lead time days defined for the item on the Purchase Order line.
- **Ship Via:** Leave the default
- **TRFT Rule:** Currently do not use.
- **Distributed By:** Options are Quantity or Amount. Always select **Amount** as the default.
- **Ultimate Use Code:** Currently do not use.
- **Original Promise Date:** If you enter a Due Date, the Original Promise date defaults to that value. This date is on the schedule as the date on which the vendor originally promises delivery.
- **Freight Terms Code:** Select the freight terms that apply to this order and vendor.
- **Freight Charge Method:** Currently do not use.
- **Chartfields:** Complete as many of the fields that you wish to default to each Line in the distribution of the cost. All defaulted information can be changed on the Distribution line of the order if the defaulted data is not correct for the line. Note that you may leave the chartfields blank which will require the manual update on each distribution line. If the chartfields are the same for each line, then it is to your advantage to have that information default into the order and reduce the amount of manual intervention. Multiple distribution splits can be easily accomplished by using percent splits with the total of all distributions equaling 100%. The primary fields that will normally be used are: **Account, Fund, Department, Program and Project (for campuses that use it).**
- **Asset Information:** This TAB is available for any capital purchases and can be updated to start the Asset Management process.
- Click on **OK** to save your changes and to return to the **Express Purchase Order** main page.
- Click the **PO Ship To Comments** if you would like to enter Ship to Comments. This will link you to the following page. You can enter a comment free form OR click the **Copy Standard Comments** link after selecting **Ship To** location.

Express Purchase Order

**Purchase Order**

Unit: UWADM

PO ID: NEXT

Copy From:

▼ Header

\*PO Date: 12/05/2006

[Vendor Search](#)

Vendor:

[Vendor Details](#)

\*Vendor ID:

\*Buyer:

PO Reference:

\*PO Type: GEN

[Header Details](#)

[PO Activities](#)

[Add ShipTo Comments](#)

[PO Defaults](#)

[Add Comments](#)

**PO ShipTo Comments**

Unit: UWADM PO ID: NEXT

Vendor:

\*Sort Method: Vendor Flag

\*Sort Sequence: Ascending

Sort

Comments

Find | View All First 1 of 1 Last

[Copy Standard Comments](#)

Ship To:

Comment Status: Active

Inactivate

Note: You can not copy a comment without a "ship to" location.

Send to Vendor  Shown at Receipt  Shown at Vendor

Associated Document

Attachment

Attach

View

Delete

Email

From -> PO UWADM-NEXT

OK

Cancel

Refresh

**Standard Comments**

Comments

\*Action: Copy Comment

Comment Type:

Comment ID:

\*Effective Date: 12/05/2006

\*Status: Active

Description:

Short Desc:

Comments:

OK

Cancel

Refresh

Standard Comments

Comments

\*Action: Copy Comment

Comment Type: Copy Comment  
 Create New Comment  
 Link to Comment

ID:

\*Effective Date: 12/05/2006 \*Status: Active

Description:

Short Desc:

Comments:

OK Cancel Refresh

Standard Comments

Comments

\*Action: Copy Comment

Comment Type: REG Comment ID: REG

\*Effective Date: 12/05/2006 \*Status: Active

Description: REGULAR COMMENT

Short Desc: REGULAR CC

Comments: DELIVER TO THE LOCATION SPECIFIED ONLY  
 NO SUBSTITUTIONS WITHOUT PRIOR APPROVAL  
 PRICE ON INVOICE MUST MATCH QUOTE

OK Cancel Refresh

Drop down menu show choices. Comments must already exist, refer to Standard Comment set-up.

**PO ShipTo Comments**

Unit: UWADM PO ID: NEXT Vendor: NOVELLINC-001

\*Sort Method: Vendor Flag \*Sort Sequence: Ascending Sort

Comments Find | View All First 1 of 1 Last

Copy Standard Comments Ship To: ADMINISTR Comment Status: Active Inactivate +

DELIVER TO THE LOCATION SPECIFIED ONLY  
 NO SUBSTITUTIONS WITHOUT PRIOR APPROVAL  
 PRICE ON INVOICE MUST MATCH QUOTE

Send to Vendor  Shown at Receipt  Shown at Voucher

Associated Document

Attachment Attach View Delete Email

OK Cancel Refresh

The **Standard Comments** page is completed click **OK**. This will save the ship to comment data and will return you to the main page.

Once back on the main page go to button '**Expand All**' which will expand the Line information to allow the entry of **Schedule and Distribution** information as shown below.

**TIP:** Before you click 'Expand All' add all the Lines for the PO, filling in each description and quantity. You can also add lines that are No Charge or Zero dollars and lines that are Negative for discounts. After all the lines are added then click 'Expand All' and complete the remaining fields in the Schedule and Distribution as required.

**Express Purchase Order**  
**Purchase Order**

Unit: UWADM PO Status: Initial  
 PO ID: NEXT Budget Status: Not Chk'd  
 Copy From: [Dropdown]  Hold From Further Processing

Header

\*PO Date: 12/05/2006 Vendor Search  
 Vendor: NOVELLINC-001 Vendor Details  
 \*Vendor ID: 0000002012 NOVELL INC  
 \*Buyer: [Search] Keach,Jim UWMSN  
 PO Reference: [Search] \*PO Type: GEN Amount Summary

Doc Tol Status: Valid  
 Receipt Status: Not Recvd  
 \*Dispatch Method: Print Dispatch  
 Merchandise: 0.00 Calculate  
 Freight/Tax/Misc.: 0.00  
 Total Amount: 0.00 USD

Click the + to add lines to the PO before "Expand All".

Line	Item	Description	PO Qty	'UOM	Category	Amount	Status
1							Active

Expand All Collapse All  
 View Printable Version  
 Go to: ... More ...  
 Save Notify Refresh Add Update

Purchasing Kit Catalog Item Search

Lines

Line	Item	Description	PO Qty	'UOM	Category	Amount	Status
1							Active

Schedules

Sched	'Due Date	'Ship To	'PO Qty	Price	Amount	Status	'Distribute by
1	12/05/2006	ADMINISTRA				Active	Amount

Distributions

Dist	Status	Percent	Amount	Curr	'GL Unit	'Account	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Affiliate
1	Open				UWADA									

Expanded Line with chartfields. Each user can customize this layout so only the required fields are displayed. Enter valid coding string. This coding is for demonstration purposes only.

Header

\*PO Date: 12/05/2006 Vendor Search  
 Vendor: NOVELLINC-001 Vendor Details  
 \*Vendor ID: 0000002012 NOVELL INC  
 \*Buyer: KEA Keach,Jim UWMSN  
 PO Reference: [Search] \*PO Type: GEN Amount Summary

Doc Tol Status: Valid  
 Receipt Status: Not Recvd  
 \*Dispatch Method: Print  
 Merchandise: 7200.00  
 Freight/Tax/Misc.: 0.00  
 Total Amount: 7200.00 USD

Line

Line	Item	Description	PO Qty	'UOM	Category	Amount	Status
1		SUPPLIES	2.0000	CTN	61500		Active

Schedule

Sched	'Due Date	'Ship To	'PO Qty	Price	Amount	Status	'Distrib
1	12/05/2006	ADMINISTRA	2.0000	3600.00000	7200.00	Active	Amou

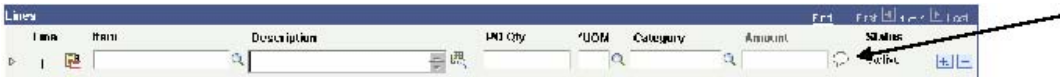
Distribution


Dist	Status	Percent	Amount	Curr	'GL Unit	'Account	Fund	Dept	Program
1	Open	100.000	7200.00	USD	UWADM	2620	301	010100	1

Amount will calculate at save

Expand All Collapse All  
 View Printable Version  
 Go to: ... More ...  
 Save Notify Refresh

Complete the Line fields of Description, PO Qty (PO Quantity), Unit of Measure (UOM) and Category, if required. Schedule fields will default into the PO. Review and update the Distribution of Line 1 are the PO defaults. If the defaults are not appropriate, these fields can be entered manually. Do not enter any Amount into the Distribution region as that will update when the document is saved. Repeat this process for each additional Line of the PO. When done, **SAVE** the document. If any errors display, they must be corrected before the document can be saved. NOTE: If you have not saved the document and are timed out, you must start the document over.



If you need to enter Line comments, click on the icon . This will allow you to enter line comments.

### Approving a Purchase Order

SFS allows for PO approval to happen automatically when it is created, i.e., **SAVED**. This option is set by logon ID in the Operator Preferences panel. Some campuses may choose to separate those two responsibilities.

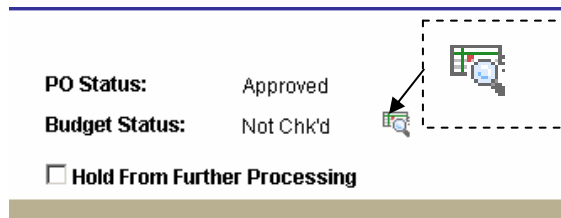
If you are approving purchase orders, you need to approve PO amounts and PO chartfields. Navigation is as follows.

Approve Purchase Order Amounts Purchasing> Purchase Orders>Approve Amounts

Approve Purchase Order Chartfields Purchasing> Purchase Orders>Approve Chartfields

### Edit and Budget Check a Purchase Order:

Edit of the purchase order takes place **at the time the PO is Saved.** Budget Checking is performed as a nightly batch process after the PO is saved. All PO's must be budget checked before you can dispatch them. A PO can be budget checked at the entry panel by clicking on the icon.



## Budget Check Purchase Orders In Batch

The most efficient process is to budget check them in batch processes that are run overnight. Following is documentation of those processes for your reference. You will also be able to select single PO depending on how you setup the Run Control.

### Activity: Budget Check Purchase Orders in Batch Navigation: Purchasing>Purchase Orders>Budget Check

**PO Budget Check Request**  
 Enter any information you have and click Search. Leave fields b

Find an Existing Value [Add a New Value](#)

Run Control ID: begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Crit](#)

**Search Results**  
 View All First 1-14 of 14 Last

Run Control ID	Language Code
<a href="#">ADMDLY</a>	English
<a href="#">AP_BCM</a>	English
<a href="#">AP_PAYMENT_POST</a>	English
<a href="#">AP_VOUCHER_POST</a>	English
<a href="#">MSNDLY</a>	English
<a href="#">POSPY1</a>	English
<a href="#">POSPY2</a>	English
<a href="#">PO_BCM</a>	English
<a href="#">PO_DISPATCH_LSN</a>	English
<a href="#">PO_DISPATCH</a>	English

Search for the Run Control and click on the link or “Add”

**Budget Check Request** Find | View All First 1 of 1 Last

Run Control ID: PO\_BCM [Report Manager](#) [Process Monitor](#) [Run](#)

**Process Frequency**  
 Once  
 Always  
 Don't Run

Request Number: 1  
 \*Description: PO BUDGET CHECK

**Process Options**

\*Business Unit: Value Business Unit: UWADM

PO ID: All  
 PO Date: All  
 Actg Date: All  
 PO Type: All  
 Buyer ID: All  
 Origin: All  
 PO Status: All  
 Mid Roll Status: All

[Save](#) [Notify](#)

Run Control Settings. If entering a new run control, 'Save' the setup and Click on the 'Run' button to begin the process.

**Process Scheduler Request**

User ID: LSN Run Control ID: PO\_BCM

---

Server Name:  Run Date:  [BT]

Recurrence:  Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	Web	TXT	<a href="#">Distributor</a>

Select PSUNX and click “OK”.

Select a run control or add a PO\_BUDGET\_CHECK run control. The following page shows how the Batch Budget Check Process should be set up if you are running the Budget Check by Business Unit. **Save** the setup and Click on the ‘**Run**’ button to begin the process.

**Activity: View the results budget check batch process. You should see the budget status of Valid on the Purchase orders you Budget checked.**

**Express Purchase Order**

**Purchase Order**

Unit: UWADM PO Status:

PO ID: 0000000001 Budget Status:

Copy From:

Hold From Further Processing

**Posting a Purchase Order** There is no posting of purchase orders. When you budget check a purchase order, this information is written to the ledgers at this time. Encumbrances for purchase orders are no longer in the LEDGER table but rather in the LEDGER\_KK table, or commitment control tables.

**Dispatch/Print an Individual Purchase Order**

After a PO has been created, saved, approved and budget checked, it is ready to be dispatched and printed. You can dispatch a purchase order from the PO entry screen. Normal Dispatching of Purchase Orders is part of a nightly batch process.

Express Purchase Order

Purchase Order

Unit: UWADM PO Status: Approved ✘  
 PO ID: 0000000001 Budget Status: Valid  
 Copy From:   Hold From Further Processing

**Header**

\*PO Date: 12/05/2006 Doc Tol Status: Valid  
 Vendor: NOVELLINC-001 Receipt Status: Not Recvd  
 \*Vendor ID: 0000002012 \*Dispatch Method: Print Dispatch  
 \*Buyer: KEA Amount Summary: EDX Calculate  
 PO Reference:  \*PO Type: GEN Merchandise: Email Print  
Freight/Tax/Misc.: Phone Calculate  
Total Amount: 7200.00 USD

[Header Details](#) [PO Activities](#) [Edit ShipTo Comments](#)  
[PO Defaults](#) [Document Status](#)  
[Add Comments](#) [Requisitions](#)

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line:  To:  Retrieve

Line	Item	Description	PO Qty	*UOM	Category	Amount
1		SUPPLIES	2.0000	CTN	61500	720

Select Dispatch method or use default and then click on the Dispatch icon.

**Dispatch** the PO interactively by selecting the server 'PSUNX'. Select PO Dispatch/Print and WEB, PDF and click **OK** and click "Yes" next screen to complete the process. The PO's will be written to a PDF file and printed.

**Dispatch Options**

Dispatch Options

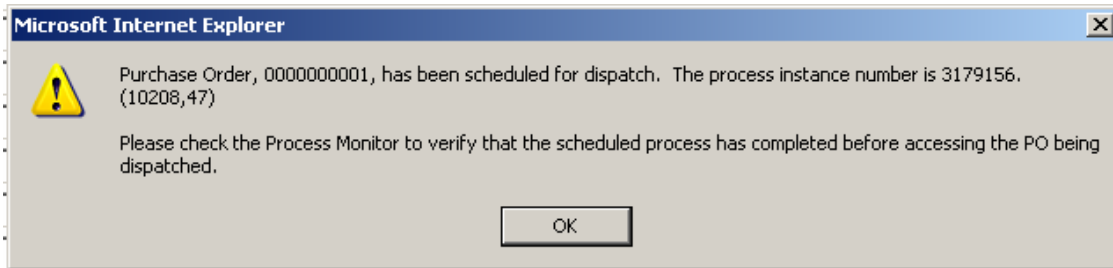
Fax Cover Page:   Test Dispatch  
 Server Name: PSUNX  Print BU Comments  
 \*Output Destination Type: WEB  Print Duplicate on PO  
 \*Output Destination Format: PDF  Print Changes Only  
 Print Copy  Print PO Item Description

Reply Yes or No to the message.

Would you like to wait for confirmation that the PO Dispatch process has completed? (10208,44)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated PO. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the PO being dispatched.

Yes No



This is the notification message that a PO is in processing for dispatch.

**Caution**

Once a purchase order is dispatched, changes cannot be made on the original. Instead a change order must be generated to process the change. See next section on Change Orders.

**Printing a Dispatched PO: From Report Manager, click on the dispatch job.**

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	395280	3181336	Email	12/21/2006 1:30:00PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	395279	3181335	Single PO Dispatch/Print	12/21/2006 1:30:00PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	395278	3181333	Comm. Cntrl. Budget Processor	12/21/2006 1:26:58PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	395091	3181149	Pay Cycle Positive Pay Request	12/20/2006 4:25:25PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	395090	3181148	AP Crystal Check	12/20/2006 4:24:33PM	Crystal Report (*.rpt)	Posted	Details

UW System Administration  
 PURCHASING  
 780 REGENT STREET  
 SUITE 145  
 MADISON, WI 53715

Vendor: 000000009  
 CORPORATE BUSINESS SYSTEMS  
 2018 S STOUTGTON RD  
 MADISON, WI 53716

Ship To: PO# 00002006  
 University of Wisconsin System  
 Suite 221  
 780 Regent St  
 Madison, WI 53715

Bill To: 780 Regent

Date	Page	Purchase Order Number
12/21/2006	1	00002006
Payment Terms	Freight Terms	Ship Via
NET 30		BESTWAY
Buyer	Taylor Lon	
Contract/Bid File:		

Print PO from Process Monitor:

Process List **Server List**

View Process Request For

User ID: LSN  Type:  Last: 30 Days

Server:  Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3181334		PSJob	<a href="#">PODISP</a>	LSN	12/21/2006 1:29:58PM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3181333		Application Engine	FS_BP	LSN	12/21/2006 1:26:57PM CST	Success	Posted	<a href="#">Details</a>

Click on PODISP

**Process Detail**

**Process Name:** PODISP

**Main Job Instance:** 3181334

Left | Right

[3181334 - PODISP Success](#)

[3181335 - POPO005 Success](#) ← Click here

[3181336 - PO PO EMAIL Success](#)

Click on View Log Trace for the PDF file

**Process Detail**

Process	
<b>Instance:</b> 3181335	<b>Type:</b> SQR Process
<b>Name:</b> POPO005	<b>Description:</b> Single PO Dispatch/Print
<b>Run Status:</b> Success	<b>Distribution Status:</b> Posted
Run	Update Process
<b>Run Control ID:</b> PS_PO_UWADM00002006_4271865	<input type="radio"/> Hold Request
<b>Location:</b> Server	<input type="radio"/> Queue Request
<b>Server:</b> PSUNX	<input type="radio"/> Cancel Request
<b>Recurrence:</b>	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request
Date/Time	Actions
<b>Request Created On:</b> 12/21/2006 1:30:06PM CST	<a href="#">Parameters</a> Transfer
<b>Run Anytime After:</b> 12/21/2006 1:29:58PM CST	<a href="#">Message Log</a>
<b>Began Process At:</b> 12/21/2006 1:30:26PM CST	Batch Timings
<b>Ended Process At:</b> 12/21/2006 1:30:35PM CST	<a href="#">View Log/Trace</a>

**View Log/Trace**

Report

**Report ID:** 395279      **Process Instance:** 3181335      [Message Log](#)  
**Name:** POPO005      **Process Type:** SQR Process  
**Run Status:** Success

Single PO Dispatch/Print

Distribution Details

**Distribution Node:** SF89TST\_RPT\_NODE      **Expiration Date:** 03/21/2007

File List

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_POPO005_3181335.log</a>	1,710	12/21/2006 1:30:35.000000PM
<a href="#">popo005_3181335.PDF</a>	8,479	12/21/2006 1:30:35.000000PM
<a href="#">popo005_3181335.out</a>	2,275	12/21/2006 1:30:35.000000PM

Distribute To

Distribution ID Type	*Distribution ID
User	LSN

Print dispatched POs from .pdf file.


## Processing Change Orders

Purchase orders can be changed, re-edited and re-budget checked anytime prior to dispatching through the screens described in previous exercises. However, once a PO is dispatched certain fields can only be changed through a change order. The blue triangle change icon appears for all POs that will allow a change order. To create a change order, you will use the same pages used when creating a purchase order, except that you will be updating a dispatched purchase order and, for this reason, there is a slightly different technique. Once a purchase order has been budget checked and dispatched the order will look as shown.


The blue triangle in the upper right corner is used to change the PO Header details.

**Express Purchase Order**

**Purchase Order**

**Unit:** UWADM      **PO Status:** Dispatched   
**PO ID:** 00002006      **Budget Status:** Valid  
**Copy From:**        **Hold From Further Processing**

Header

**\*PO Date:** 12/21/2006  Vendor Search      **Doc Tol Status:** Valid  
**Vendor:** CORPORATEB-001 [Vendor Details](#)      **Backorder Status:** None [Create BackOrder](#)  
**\*Vendor ID:** 0000000009      CORPORATE BUSINESS SYSTEMS      **Receipt Status:** Not Recvd  
**\*Buyer:** L5T      Taylor,Lori SYS      **\*Dispatch Method:** Print

Amount Summary

**PO Reference:**       **\*PO Type:** GEN   
**Header Details**      [PO Activities](#)      [Add ShipTo Comments](#)      **Merchandise:** 200.00  
[PO Defaults](#)      [Document Status](#)      **Freight/Tax/Misc.:** 0.00   
[Add Comments](#)      [Requisitions](#)      **Total Amount:** 200.00 USD

Select Lines To Display

[Purchasing Kit](#)      [Catalog](#)      [Item Search](#)      **Line:**        **To:**

Lines

Line	Item	Description	PO Qty	*UOM	Category	Amount
1		Supplies	2.0000	EA	67064	200.00

PO Header area.

**Purchase Orders can be changed separately at the Header, Line or Schedule level.**

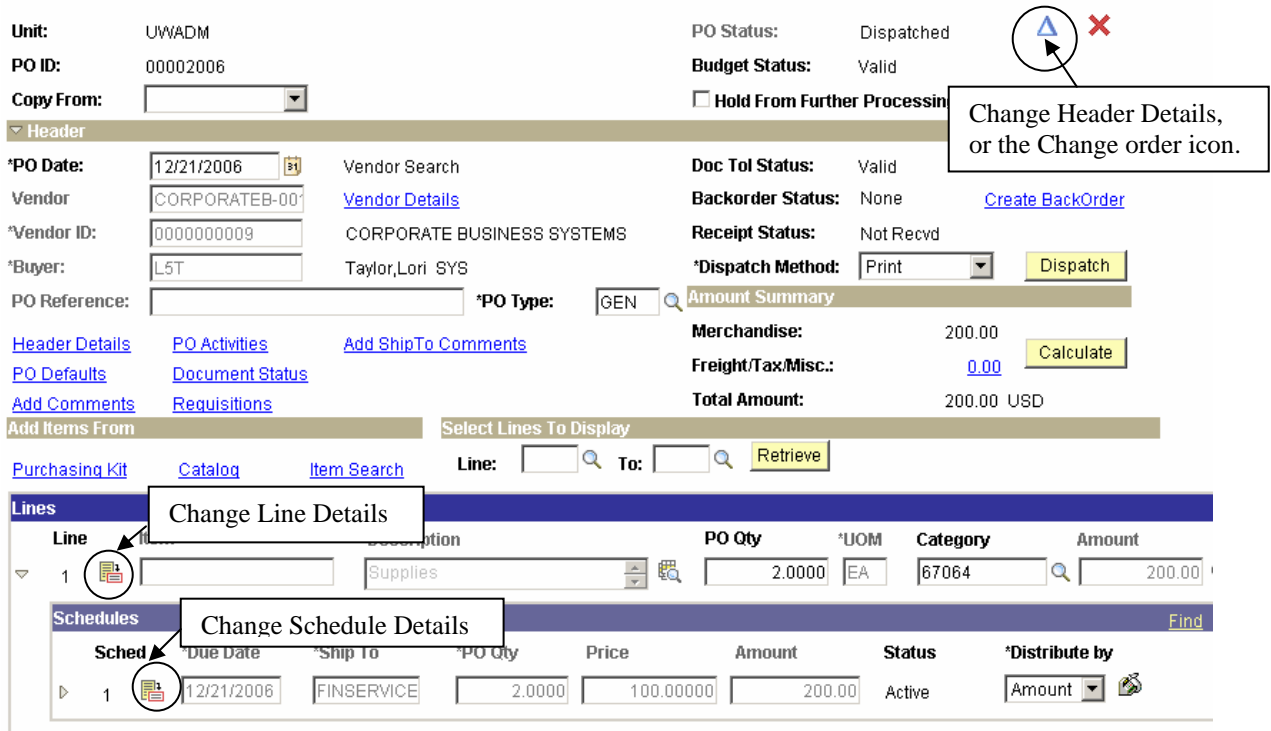
Changes made determine if the PO can be Saved only, Dispatched or Budget Checked and Dispatched. Generally, changes that do not involve quantity, dollar amount or distribution line accounting coding will require dispatch only. Changes to quantity, price, and accounting will require a budget check before dispatching. Note: POs from a closed accounting period may require an Accounting Date Change in the PO Header Details. The Purchase Order generated through the dispatch process will indicate that it is a Change Order.

**Change order icons:**

Use the **blue triangle change icon** to change header details.

**Express Purchase Order**

**Purchase Order**



The screenshot displays the 'Purchase Order' header and line details. At the top right, a callout box points to a blue triangle icon with a red 'X' next to it, labeled 'Change Header Details, or the Change order icon.' Below this, the 'Header' section contains fields for Unit (UWADM), PO ID (00002006), and various status indicators (PO Status: Dispatched, Budget Status: Valid, etc.). A 'Change Line Details' callout points to a blue triangle icon in the 'Lines' table. A 'Change Schedule Details' callout points to a blue triangle icon in the 'Schedules' table. The 'Lines' table shows a single line for 'Supplies' with a quantity of 2.0000 and an amount of 200.00. The 'Schedules' table shows a schedule for '12/21/2006' with a quantity of 2.0000 and an amount of 200.00.

To change a line and/or schedule requires you to click the icons indicated to open a new page. The new pages opened will have the **blue triangle change icon**. Using the icon will open up the line or schedule for change. Each type of change is independent of the others but can be combined when necessary. The distribution line, or accounting coding, can be changed at either the Header or Schedule level. At the header level, the line or lines must be selected for change.

**Change Order at PO Header**

The links at the Header can be changed to reflect changes in several fields. Some fields will not require use of Change Order. The following is one illustration for the use of Change Order at the PO Header. From the Header you can change PO Reference, Edit PO Comments, Change a Line Quantity, etc. The following example illustrated changing distribution coding.

**Navigation:** Purchasing>Purchase Orders>Add/Update Express Purchase Orders>Find an Existing Value, enter an existing PO number.

Click on the Change Header icon.

**Express Purchase Order**  
**Purchase Order**

Unit: UWADM PO Status: Dispatched ✖  
 PO ID: 00002006 Budget Status: Valid  
 Copy From:   Hold From Further Processing

▼ Header

\*PO Date: 12/21/2006 Vendor Search Doc Tol Status: Valid  
 Vendor: CORPORATEB-001 Vendor Details Backorder Status: None [Create BackOrder](#)  
 \*Vendor ID: 0000000009 CORPORATE BUSINESS SYSTEMS Receipt Status: Not Recvd  
 \*Buyer: L5T Taylor, Lori SYS \*Dispatch Method: Print   
 PO Reference:  \*PO Type: GEN Amount Summary

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#) Merchandise: 200.00  
PO Defaults [Document Status](#) Freight/Tax/Misc.: 0.00   
[Add Comments](#) [Requisitions](#) Total Amount: 200.00 USD

Add Items From  Select Lines To Display     
[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line:  To:

Appearance of the PO Header after the Change icon has been selected, before changes have been made. Changes can be made to any of the fields by clicking on the links. **Grayed out areas or fields can not be changed.** At the PO Header

From the Purchase Order Header, click on the link for the PO Defaults to change the distribution coding:

**Express Purchase Order**  
**Purchase Order Defaults**

Unit: UWADM PO ID: 00002006 Vendor: CORPORATEB-001

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Category:  Unit of Measure:

Schedule

Ship To: FINSERVICE Financial Services Ultimate Use Code:   
 Due Date:  Original Promise Date:   
 Ship Via: BESTWAY Freight Terms Code: DESTIN  
 Arbitration:  Freight Charge Method:   
 \*Distribute by: Amount [One Time Address](#)

Distribution

SpeedChart:

Distributions

Chartfields [Asset Information](#)

Dist	Percent	GL Unit	Account	Fund	Dept	Program	Class	Project
1	100.0000	UWADM	3100	301	010200	1		

Changing a field in the distribution will display the following screen:

**Express Purchase Order**

**Retrofit field changes to "all" existing PO lines/schedules/distributions.**

Unit: UWADM PO ID: 00002006 Vendor: CORPORATEB-001

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.  
 For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.  
 Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the PO.  
 Select 'Apply to All Distribs' to apply changes to all distribution lines on the PO.

Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
<input type="checkbox"/>	1	Dept	010500	<input type="checkbox"/>

[Select All](#)
 [Clear All](#)

At this screen you can select the line or lines that should be changed. **Warning:** If you select cancel here or do not select the correct lines by clicking on Apply or Select All, no changes will be made to the actual distribution line. Clicking OK without selecting the line will not change the distribution line. Also note that a line that has been vouchered can not have the distribution changed. Changing Distribution Lines is discussed further later in this manual.

**Express Purchase Order**

**Retrofit field changes to "all" existing PO lines/schedules/distrib**

Unit: UWADM PO ID: 00002006 Vendor: CORPORATEB-001

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.  
 For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.  
 Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the PO.  
 Select 'Apply to All Distribs' to apply changes to all distribution lines on the PO.

Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
<input checked="" type="checkbox"/>	1	Dept	010500	<input type="checkbox"/>

[Select All](#)
 [Clear All](#)

To change the distribution, you must click "Select All" or click the Apply check box, then click on "OK".

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	12/21/2006	FINSERVICE	2.0000	100.00000	200.00	Active	Amount

Dist	Status	Percent	Amount	Curr	*GL Unit	*Account	Fund	Dept	Program	Class	EmplID	Project
1	Open	100.000	200.00	USD	UWADM	3100	301	010500	1			

Department has changed on the Distribution Line. PO has not been saved and the status is still "Approved" and Budget Status is still "Valid". See further discussion in the section "Change of Accounting Coding".

### Purchase Order

Unit: UWADM  
 PO ID: 00002006  
 Change Order: 1  
 Copy From:

PO Status: Approved ✘  
 Budget Status: Valid

Hold From Further Processing

**Header**

\*PO Date: 12/21/2006 Vendor Search Doc Tol Status: Valid  
 Vendor: CORPORATEB-00 Vendor Details  
 \*Vendor ID: 0000000009 CORPORATE BUSINESS SYSTEMS Receipt Status: Not Recvd  
 \*Buyer: L5T Taylor, Lori SYS \*Dispatch Method: Print Dispatch  
 PO Reference: \*PO Type: GEN Amount Summary  
 Merchandise: 200.00  
 Freight/Tax/Misc.: 0.00 Calculate  
 Total Amount: 200.00 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)  
[PO Defaults](#) [Document Status](#)  
[Add Comments](#) [Requisitions](#)

Add Items From  Select Lines To Display  Retrieve

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

**Lines**

Line	Item	Description	PO Qty	*UOM	Category	Amount
1		Supplies	2.0000	EA	67064	

**Schedules**

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	12/21/2006	FINSERVICE	2.0000	100.00000	200.00	Active	Amount

**Distributions**

Dist	Status	Percent	Amount	Curr	*GL Unit	*Account	Fund	Dept	Program	Class
1	Open	100.000	200.00	USD	UWADM	3100	301	010500	1	

Changed PO before "Save".

Unit: UWADM  
 PO ID: 00002006  
 Change Order: 1  
 Copy From:

PO Status: Approved ✘  
 Budget Status: Not Chk'd

Hold From Further Processing

**Header**

\*PO Date: 12/21/2006 Vendor Search Doc Tol Status: Valid  
 Vendor: CORPORATEB-00 Vendor Details  
 \*Vendor ID: 0000000009 CORPORATE BUSINESS SYSTEMS Receipt Status: Not Recvd  
 \*Buyer: L5T Taylor, Lori SYS \*Dispatch Method: Print Dispatch  
 PO Reference: \*PO Type: GEN Amount Summary  
 Merchandise: 200.00  
 Freight/Tax/Misc.: 0.00 Calculate  
 Total Amount: 200.00 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)  
[PO Defaults](#) [Document Status](#)  
[Add Comments](#) [Requisitions](#)



Changed PO after "Save". PO Status is Approved, Budget Status is "Not Chk'd". PO will Budget Check and Dispatch in the regular batch processes or can be processed manually like any other PO.

## Change Order at PO Line

**Navigation:** Purchasing>Purchase Orders>Add/Update Express Purchase Orders>Find an Existing Value, enter an existing PO number.

**Express Purchase Order**

**Purchase Order**



Unit: UWADM PO Status: Dispatched  

PO ID: 00002000 Budget Status: Valid

Copy From:   Hold From Further Processing

---

**Header**

\*PO Date: 11/27/2006  Vendor Search  
 Vendor: PITNEYBOWE-001 [Vendor Details](#)  
 \*Vendor ID: 0000000086 PITNEY BOWES INC  
 \*Buyer: LSN Janet Larson  
 PO Reference:  \*PO Type: GEN 

Doc Tol Status: Valid  
 Backorder Status: None [Create BackOrder](#)  
 Receipt Status: Not Recvd  
 \*Dispatch Method: Print

Amount Summary

Merchandise: 6000.00  
 Freight/Tax/Misc.: 0.00   
 Total Amount: 6000.00 USD


[Header Details](#) [PO Activities](#) [Add Ship To Comments](#)  
[PO Defaults](#) [Document Status](#)  
[Add Comments](#) [Requisitions](#)

Add Items From  Select Lines To Display


[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line:  To:

---

**Lines**

Line	Item	Description	PO Qty	*UOM	Category	Amount
1		POSTAGE METER	3.0000	EA	60077	6000.00

Schedules

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	11/27/2006	ACCOUNTIN	3.0000	2000.00000	6000.00	Active	Amount 

Click on the Line Details icon. The following screen will be displayed. Click on the Create Line Change icon.



**Express Purchase Order**

**Details for Line 1**

PO ID: 00002000 Vendor: PITNEYBOWE-001  
 Line: 1 Item: [POSTAGE](#)

---

**Line Details**

Category: 60077 Line Status: Active    
 Category Desc: Postage Meters Backorder Status: None  
 Category ID: 04075

Amount Summary

Amount to Receive: 6,000.00 USD Merchandise Amt: 6,000.00 USD  
 Quantity to Receive: 3.0000 Doc. Base Amt: 6,000.00 USD

Transaction Item Description:  
 POSTAGE METER

Preferred Language Item Description:

[Expand All](#) [Collapse All](#)

- Item Information
- Attributes
- RFQ
- Contract
- Receiving

Express Purchase Order

Purchase Order

Unit: UWADM PO Status: Dispatched   
 PO ID: 00002000 Budget Status: Valid   
 Copy From:   Hold From Further Processing

**Header**

\*PO Date: 11/27/2006 Vendor Search Doc Tol Status: Valid   
 Vendor: PITNEYBOWE-001 Vendor Details Backorder Status: None Create BackOrder   
 \*Vendor ID: 0000000086 PITNEY BOWES INC Receipt Status: Not Recvd   
 \*Buyer: LSN Janet Larson \*Dispatch Method: Print Dispatch   
 PO Reference:  \*PO Type: GEN Amount Summary   
 Merchandise: 6000.00   
 Freight/Tax/Misc.: 0.00 Calculate   
 Total Amount: 6000.00 USD

Add Items From  Select Lines To Display   Retrieve

Line	Item	Description	PO Qty	*UOM	Category	Amount
1		POSTAGE METER	3.0000	EA	60077	6000.00

This is the next screen. Note all the fields that can now be changed. Change PO Quantity to 4 and “Save”.

Express Purchase Order

Purchase Order

Unit: UWADM PO Status: Open   
 PO ID: 00002000 Budget Status: Not Chk'd   
 Change Order: 1  Hold From Further Processing

**Header**

\*PO Date: 11/27/2006 Vendor Search Doc Tol Status: Valid   
 Vendor: PITNEYBOWE-001 Vendor Details   
 \*Vendor ID: 0000000086 PITNEY BOWES INC Receipt Status: Not Recvd   
 \*Buyer: LSN Janet Larson \*Dispatch Method: Print Dispatch   
 PO Reference:  \*PO Type: GEN Amount Summary   
 Merchandise: 8000.00   
 Freight/Tax/Misc.: 0.00 Calculate   
 Total Amount: 8000.00 USD

Add Items From  Select Lines To Display   Retrieve

Line	Item	Description	PO Qty	*UOM	Category	Amount
1		POSTAGE METER	4.0000	EA	60077	

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	11/27/2006	ACCOUNTIN	4.0000	2000.00000	8000.00	Active	Amount

After save – PO Status is Open, Budget Status is “Not Chk’d” and Amount changes to \$8,000.00. Note that after save the Description and Unit of Measure fields are grayed out. PO will be Budget Checked and Dispatch in the regular batch process or can be manually Budget Checked and Dispatched.



## Change Order for PO Schedule

**Navigation:** Purchasing>Purchase Orders>Add/Update Express Purchase Orders>Find an Existing Value, enter an existing PO number.

**Express Purchase Order**

---

**Purchase Order**


Unit: UWADM PO Status: Dispatched  

PO ID: 001999 Budget Status: Valid

Change Order: 1

Copy From:   Hold From Further Processing

**Header**

\*PO Date: 11/27/2006  Vendor Search Doc Tol Status: Valid

Vendor: PITNEYBOWE-001 [Vendor Details](#) Backorder Status: None [Create BackOrder](#)

\*Vendor ID: 0000000086 PITNEY BOWES INC Receipt Status: Not Recvd

\*Buyer: LSN Janet Larson \*Dispatch Method: Email

PO Reference: TEST CHANGE ORDER \*PO Type: GEN [Amount Summary](#)

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#) Merchandise: 2000.00

[PO Defaults](#) [Document Status](#) Freight/Tax/Misc.: 0.00


[Edit Comments](#) [Requisitions](#) Total Amount: 2000.00 USD

Add Items From [Purchasing Kit](#) [Catalog](#) [Item Search](#) Select Lines To Display Line:  To:

**Lines**

Line	Item	Description	PO Qty	*UOM	Category	Amount
1		POSTAGE METER	1.0000	EA	60073	20

**Schedules**

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	11/27/2006	ACCOUNTIN	1.0000	2000.00000	2000.00	Active	Amount 

Click on the Schedule Details Icon.

This is the next screen. Click on the Create Schedule Change icon.



**Express Purchase Order**

---

**Details for Schedule 1**

Unit: UWADM Vendor: PITNEYBOWE-001

PO ID: 001999 Item: [POSTAGE METER](#)


Line: 1 Status: Active  


Sched: 1

**Schedule Details**

Due Date: 11/27/2006  Custom Price - No Override

Time Due:   No Charge

Original Promise Date: 11/27/2006 

Ship Date:  

Ship Via: BESTWAY Bestway

Freight Terms: DESTIN Destination

Distribute by: Amount

**Amount Summary**

Schedule Qty: 1.0000

Merchandise Amt: 2000.00 USD

Doc. Base Amount: 2000.00 USD

[Expand All](#) [Collapse All](#)

- ▶ Matching Controls
- ▶ Receiving Controls
- ▶ Freight Calculation Rule
- ▶ RTV Information

This is the screen for changing schedule details which includes the accounting distribution line. Fields that can be changed include: Price, PO Quantity,

**Purchase Order**

Unit: UWADM PO Status: Dispatched ▲ ✖  
 PO ID: 001999 Budget Status: Valid  
 Change Order: 1  
 Copy From:   Hold From Further Processing

**Header**

\*PO Date: 11/27/2006 Vendor Search Doc Tol Status: Valid  
 Vendor: PITNEYBOWE-001 Vendor Details Backorder Status: None [Create BackOrder](#)  
 \*Vendor ID: 0000000086 PITNEY BOWES INC Receipt Status: Not Recvd  
 \*Buyer: LSN Janet Larson \*Dispatch Method: Email   
 PO Reference: TEST CHANGE ORDER \*PO Type: GEN

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)  
[PO Defaults](#) [Document Status](#)  
[Edit Comments](#) [Requisitions](#)

Merchandise: 2000.00  
 Freight/Tax/Misc.: 0.00   
 Total Amount: 2000.00 USD

Add Items From  Select Lines To Display  
 Purchasing Kit [Catalog](#) [Item Search](#) Line:  To:

**Lines**

Line	Item	Description	PO Qty	*UOM	Category	Amount
1		POSTAGE METER	1.0000	EA	60073	2000

**Schedules**

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	11/27/2006	ACCOUNTIN	1.0000	2000.00000	2000.00	Active	Amount

**Distributions**

Dist	Status	Percent	Amount	Curr	*GL Unit	*Account	Fund	Dept	Program	Class	Em
1	Open	100.000	2000.00	USD	UWADM	3150	301	010100	1		

Change schedule Quantity to 2 and price to \$3,000.00 and “Save” PO.

Sum of scheduled quantities (2) not equal to line quantity (1), reset Line Qty on line (1)? (10200,362)

The sum of all the scheduled quantities should equal the quantity on the line.

Message if all fields not changed. Click OK to have changes made to all fields. Note that the Line PO Quantity is changed to 2 and line Amount is now \$6,000.00.

**Lines**

Line	Item	Description	PO Qty	*UOM	Category	Amount	St
1		POSTAGE METER	2.0000	EA	60073	6000.00	

**Schedules**

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	11/27/2006	ACCOUNTIN	2.0000	3000.00000	6000.00	Active	Amount

**Distributions**

Dist	Status	Percent	Amount	Curr	*GL Unit	*Account	Fund	Dept	Program	Class	EmpID	Pr
1	Open	100.000	6000.00	USD	UWADM	3150	301	010100	1			



**Unit:** UWADM **PO Status:** Open     
**PO ID:** 001999 **Budget Status:** Not Chk'd   
**Change Order:** 2  
**Copy From:**   **Hold From Further Processing**

---

**Header**  
**\*PO Date:** 11/27/2006  [Vendor Search](#) **Doc Tol Status:** Valid  
**Vendor:** PITNEYBOWE-001 [Vendor Details](#)  
**\*Vendor ID:** 0000000086 **Receipt Status:** Not Recvd  
**\*Buyer:** LSN Janet Larson **\*Dispatch Method:** Email    
**PO Reference:** TEST CHANGE ORDER **\*PO Type:** GEN  [Amount Summary](#)

---

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)  
[PO Defaults](#) [Document Status](#)  
[Edit Comments](#) [Requisitions](#)

**Merchandise:** 6000.00  
**Freight/Tax/Misc.:** 0.00   
**Total Amount:** 6000.00 USD

---

**Add Items From** **Select Lines To Display**  
[Purchasing Kit](#) [Catalog](#) [Item Search](#) **Line:**  **To:**

---

**Lines**  

Line	Item	Description	PO Qty	*UOM	Category	Amount
1		POSTAGE METER	2.0000	EA	60073	6000

---

**Schedules**  

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	11/27/2006	ACCOUNTIN	2.0000	3000.00000	6000.00	Active	Amount

---

**Distributions**  

Dist	Status	Percent	Amount	Curr	*GL Unit	*Account	Fund	Dept	Program	Class	Em
1	Open	100.000	6000.00	USD	UWADM	3150	301	010100	1		

PO Status changes to Open and Budget Status is "Not Chk'd". After batch processes, the PO will be Budget Checked and Dispatched.

See next page for a sample of a Dispatched Change Order.



### Purchase Order

#### UW System Administration

PURCHASING  
780 REGENT STREET  
SUITE 145  
MADISON WI 53715  
United States

Vendor: 000000088  
FITNEY BOWES INC  
47 PARK PL  
APPLETON WI 54915-7508

#### CHANGE ORDER - CHANGES ONLY Dispatch via Print

Purchase Order	Date	Revision	Page
000000088	11/17/2006	2 - 00/00/2007	1
Payment Terms	Freight Terms	Ship Via	
NET 30		BESTWAY	
Buyer	Destination	Phone	Currency
Jacob Larson			USD

Ship To: University of Wisconsin System  
Suite 221  
780 Regent St  
Madison WI 53715  
United States

Bill To: 780 Regent  
Suite 221  
Madison WI 53715  
United States

Tax Exempt?	Y	Tax Exempt ID:		Replenishment Option:	Standard
-------------	---	----------------	--	-----------------------	----------

Line-Sub	Item/Description	Qty	Unit	PO Price	Scheduled Amt	Due Date
1- 1	POSTAGE METEX	2.00		3,000.00	6,000.00	
Schedule Total					6,000.00	

CHANGE ORDER TEST

Authorized Signature

Copy of the Dispatched PO after a change order.

### Change the Distribution Line (Account, Department, etc.)

Changing Distribution Line Chartfields does not require a dispatch of the PO but Budget Checking will be required. The change order process is not required for a change in accounting but can be used to change the accounting. As previously mentioned, a distribution line that has a voucher associated with it, even a partial, will not allow a change in the distribution line chartfields.

When changing chartfields is allowed, the fields in the Distribution line will allow entry as shown. Amount or percentage can not be changed in the chartfield unless the percent and amount can be changed by the addition of another distribution line.

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	11/27/2006	ACCOUNTIN	2.0000	3000.00000	6000.00	Active	Amount

Dist	Status	Percent	Amount	Curr	*GL Unit	*Account	Fund	Dept	Program	Class	EmpID	Project
1	Open	100.000	6000.00	USD	UWADR	3150	301	010100	1			

When chartfields can not be changed because a voucher is associated with a distribution line, the Distribution line will appear as follows:

Line	Item	Description	PO Qty	*UOM	Category	Amount
1		Renewal of annual equipment	1.0000	YR	93921	13136.88

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	08/10/2006	OIS	1.0000	13136.88000	13136.88	Active	Amount

Dist	Status	Percent	Amount	Curr	*GL Unit	*Account	Fund	Dept	Program	Class	EmpID	Project
1	Open	100.000	13136.88	USD	UWADM	2460	350	074000	1			

The system will not allow a change in percent or amount, although the fields appear open.

Be aware that the PO changes do not affect any vouchers entered before the change.

### Change a Distribution Line without Change Order (before a PO voucher is entered)

**Navigation:** Purchasing>Purchase Orders>Add/Update Express Purchase Orders>Find an Existing Value, enter an existing PO number. Drill down to the line and make changes.

Line	Item	Description	PO Qty	*UOM	Category	Amount	Status
1		PDA's for use by students	30.0000	EA	20410	8916.00	Active

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	08/30/2006	AC ADL CL	30.0000	297.20000	8916.00	Active	Amount

Dist	Status	Percent	Amount	Curr	*GL Unit	*Account	Fund	Dept	Program	Class	EmpID	Project
1	Open	100.000	8916.00	USD	UWSYE	3195	144	503910	6			144NZ08

Example: Change department to 503920 and "save".

Express Purchase Order

Purchase Order

Unit: UWSYS  
 PO ID: X151056  
 Copy From:

PO Status: Dispatched ▲ ✖  
 Budget Status: Not Chk'd 🔍  
 Hold From Further Processing

Header

\*PO Date: 08/30/2006 Vendor Search  
 Vendor: DELLCOMPUT-001 [Vendor Details](#)  
 \*Vendor ID: 0000002156 DELL COMPUTERS  
 \*Buyer: L5T Taylor, Lori SYS  
 PO Reference: 11-20400-505 \*PO Type: GEN 🔍

Doc Tol Status: Valid  
 Backorder Status: None [Create BackOrder](#)  
 Receipt Status: Not Recvd  
 \*Dispatch Method: Print Dispatch

Amount Summary  
 Merchandise: 8916.00  
 Freight/Tax/Misc.: 0.00 Calculate  
 Total Amount: 8916.00 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)  
[PO Defaults](#) [Document Status](#)  
[Add Comments](#) [Requisitions](#)

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line:  To:  Retrieve

Line	Item	Description	PO Qty	*UOM	Category	Amount	Status
1		PDA's for use by students	30.0000	EA	20410	8916.00	Active

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	08/30/2006	AC ADL CL	30.0000	297.20000	8916.00	Active	Amount

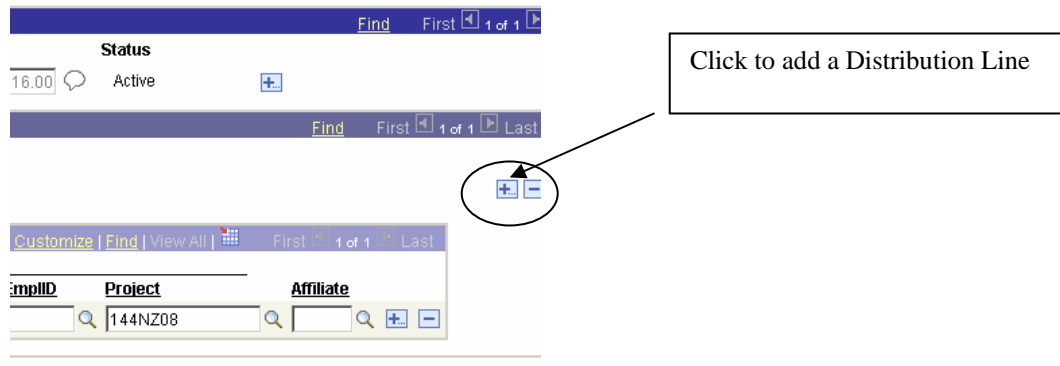
  

Dist	Status	Percent	Amount	Curr	*GL Unit	*Account	Fund	Dept	Program	Class	EmplID	Project
1	Open	100.000	8916.00	USD	UWSYS	3195	144	503920	6			144NZ08

Note changes after save – Budget Status is now “Not Chk’d” but PO Status remains “Dispatched”. This PO will not need to be dispatched as the changes do not affect the PO vendor information. Because there is no voucher associated with this distribution line, the change does not require use of Change Order or Dispatch. Budget Check will be done when the next batch process is run.

**Add a Distribution Line (Split) without Change Order (before a PO voucher is entered)**

Scroll over to the right side of the Distribution Line and click on the “+” sign to add a distribution line. A prompt will ask for the number of lines to add.



Line	Item	Description	PO Qty	*UOM	Category	Amount	Status
1		PDA's for use by students	30.0000	EA	20410	8916.00	Active

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	08/30/2006	AC ADL CL	30.0000	297.20000	8916.00	Active	Amount

Dist	Status	Percent	Amount	Curr	*GL Unit	*Account	Fund	Dept	Program	Class	EmplID	Project
1	Open	50.0000	4458.00	USD	UWSYS	3195	144	503920	6			144NZ08
2	Open	50.0000	4458.00	USD	UWSYS							

In this example the percentage was changed to 50% on the first line before a new line was created. This defaults the next line to 50%. Enter the Account, Fund, Department, Program, Project and save.

**Purchase Order**

Unit: UWSYS PO Status: Dispatched  
 PO ID: X151056 Budget Status: Not Chk'd  
 Copy From:   Hold From Further Processing

Header

PO Date: 08/30/2006 Vendor Search Vendor: DELLCOMPUT-001 Vendor ID: 0000002156 Buyer: L5T PO Reference: 11-20400-505 \*PO Type: GEN

Doc Tol Status: Valid Backorder Status: None Receipt Status: Not Recvd \*Dispatch Method: Print

Merchandise: 8916.00 Freight/Tax/Misc.: 0.00 Total Amount: 8916.00 USD

Select Lines To Display

Line	Item	Description	PO Qty	*UOM	Category	Amount	Status
1		PDA's for use by students	30.0000	EA	20410	8916.00	Active

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	08/30/2006	AC ADL CL	30.0000	297.20000	8916.00	Active	Amount

Dist	Status	Percent	Amount	Curr	*GL Unit	*Account	Fund	Dept	Program	Class	EmplID	Project
1	Open	50.0000	4458.00	USD	UWSYS	3195	144	503920	6			144NZ08
2	Open	50.0000	4458.00	USD	UWSYS	3195	144	503910	6			144NZ08

After save, the PO Status is "Dispatched" and the Budget Status is "Not Chk'd". Budget Check will be done when the next batch process is run.

### Change a Distribution Line with Change Order (after partial voucher entry)

After a voucher has been entered against a distribution line, the line can not be changed but a new line can be added for the remaining balance of the distribution line.

**Navigation:** Purchasing>Purchase Orders>Add/Update Express Purchase Orders>Find an Existing Value, enter an existing PO number with a partial distribution.

In this example, a voucher has been processed for one unit. The other units should be charged to Department 010100. The previously existing voucher will not be corrected by this change.

### Purchase Order

Unit: UWADM PO Status: Dispatched ▲ ✖  
 PO ID: 00002001 Budget Status: Valid  
 Change Order: 1  
 Copy From:   Hold From Further Processing

---

**Header**

PO Date: 11/27/2006 Vendor Search Doc Tol Status: Valid  
 Vendor: PITNEYBOWE-001 [Vendor Details](#) Backorder Status: None [Create BackOrder](#)  
 Vendor ID: 0000000086 PITNEY BOWES INC Receipt Status: Not Recvd  
 Buyer: LSN Janet Larson \*Dispatch Method: Print   
 PO Reference:  \*PO Type: PROE

[Header Details](#) [PO Activities](#) [Edit ShipTo Comments](#)  
[PO Defaults](#) [Document Status](#)  
[Edit Comments](#) [Requisitions](#)

Merchandise: 6000.00  
 Freight/Tax/Misc.: 0.00   
 Total Amount: 6000.00 USD

---

Select Lines To Display  
 Line:  To:

---

**Lines**

Line	Item	Description	PO Qty	*UOM	Category	Amount
1		POSTAGE METER	3.0000	EA	60077	600

---

**Schedules**

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	11/27/2006	ACCOUNTIN	3.0000	2000.00000	6000.00	Active	Amount



[Chartfields](#) [Details/Tax](#) [Asset Information](#) [Req Detail](#) [Statuses](#)

Dist	Status	Percent	Amount	Curr	*GL Unit	*Account	Fund	Dept	Program	Class	EmplID
1	Open	100.000	6000.00	USD	UWADM	3195	301	055000	1		

Click on the Schedule Details icon.


Express Purchase Order

Details for Schedule 1

<b>Unit:</b>	UWADM	<b>Vendor:</b>	PITNEYBOWE-001
<b>PO ID:</b>	00002001	<b>Item:</b>	<a href="#">POSTAGE METER</a>
<b>Line:</b>	1	<b>Status:</b>	Active  
<b>Sched:</b>	1		

---

**Schedule Details**

<b>Due Date:</b>	11/27/2006	<input checked="" type="checkbox"/> <b>Custom Price - No Override</b>
<b>Time Due:</b>	<input type="text"/>	<input type="checkbox"/> <b>No Charge</b>
<b>Original Promise Date:</b>	11/27/2006 	
<b>Ship Date:</b>	<input type="text"/>	
<b>Ship Via:</b>	<input type="text" value="BESTWAY"/> Bestway	
<b>Freight Terms:</b>	<input type="text" value="DESTIN"/> Destination	
<b>Distribute by:</b>	Amount	

---

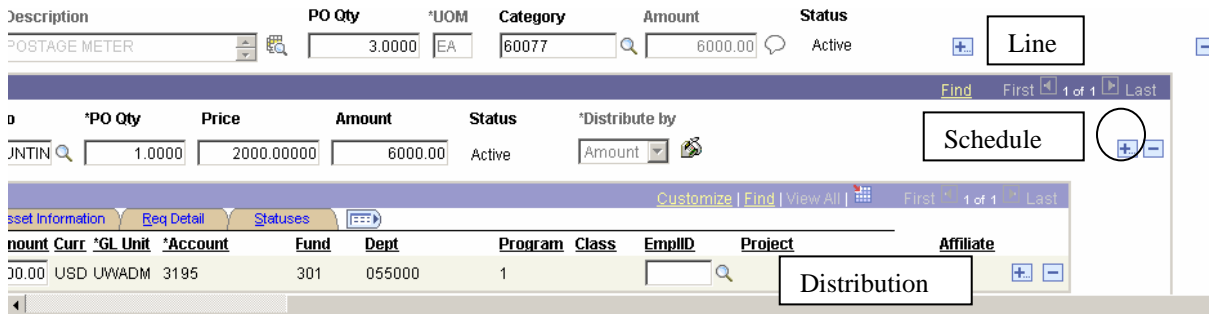
**Amount Summary**

<b>Schedule Qty:</b>	3.0000
<b>Merchandise Amt:</b>	6000.00 USD
<b>Doc. Base Amount:</b>	6000.00 USD

[Expand All](#)    [Collapse All](#)

- ▶ Matching Controls
- ▶ Receiving Controls
- ▶ Freight Calculation Rule
- ▶ RTV Information

Click on the Create Schedule Change Icon – the blue triangle.



The screenshot shows the 'Line' tab with the following details:

Description	PO Qty	'UOM	Category	Amount	Status
POSTAGE METER	3.0000	EA	60077	6000.00	Active

Below the Line tab, the 'Schedule' tab is visible with a '+' icon. The 'Distribution' tab is also visible at the bottom with a '+' icon.

It is important to be familiar with the differences between the fields in Line, Schedule and Distribution when creating any change.

Remember that the PO total quantity is 3. To change the distribution (accounting) for the remainder of the PO, a new **Schedule** line must be created for the remaining quantity. Then the correct Distribution line can be created. In this example, the Schedule Quantity has been changed to 1 before the “+” is clicked to create a new Schedule line. Click on the “+” to create a new Schedule line. There will be a prompt asking for the number of lines to be created so that you can specify more than one line, if required.

Line	Item	Description	PO Qty	*UOM	Category	Amount	Status
1		POSTAGE METER	3.0000	EA	60077	6000.00	Active

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	11/27/2006	ACCOUNTIN	1.0000	2000.00000	2000.00	Active	Amount

Dist	Status	Percent	Amount Curr	*GL Unit	*Account	Fund	Dept	Program
1	Open	100.000	2000.00	USD UWADM	3195	301	055000	1

Original line of coding that can not be changed

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
2	01/03/2007	ACCOUNTIN	2.0000	2000.00000	4000.00	Active	Quantity

Dist	Status	Percent	PO Qty	Amount Curr	*GL Unit	*Account	Fund	Dept	Program	Class	EmpID	Prc
1	Open	100.000	2.0000	4000.00	USD UWADM	3195	301	010100	1			

The correct coding can be entered, as shown in the fields. Save the PO and the regular batch processes will complete the Change Order.

Another example is when the Distribution must be split after a voucher has been entered. The process follows the same example as described above but an additional Distribution line must be added.

Line	Item	Description	PO Qty	*UOM	Category	Amount	Status
1		POSTAGE METER	3.0000	EA	60077	6000.00	Active

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	11/27/2006	ACCOUNTIN	1.0000	2000.00000	2000.00	Active	Amount

Dist	Status	Percent	Amount Curr	*GL Unit	*Account	Fund	Dept	Program	Project
1	Open	100.000	2000.00	USD UWADM	3195	301	055000	1	

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
2	01/03/2007	ACCOUNTIN	2.0000	2000.00000	4000.00	Active	Amount

Dist	Status	Percent	Amount Curr	*GL Unit	*Account	Fund	Dept	Program	Project
1	Open	50.0000	2000.00	USD UWADM	3195	301	010100	1	

After entering the coding for the first line, ADD a Distribution Line by clicking on the “+”.

Line	Item	Description	PO Qty	*UOM	Category	Amount	Status
1		POSTAGE METER	3.0000	EA	60077	6000.00	Active

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	11/27/2006	ACCOUNTIN	1.0000	2000.00000	2000.00	Active	Amount

Dist	Status	Percent	Amount	Curr	*GL Unit	*Account	Fund	Dept	Program	Project
1	Open	100.0000	2000.00	USD	UWADM	3195	301	055000	1	

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
2	01/03/2007	ACCOUNTIN	2.0000	2000.00000	4000.00	Active	Amount

Dist	Status	Percent	Amount	Curr	*GL Unit	*Account	Fund	Dept	Program	Project
1	Open	50.0000	2000.00	USD	UWADM	3195	301	010100	1	
2	Open	50.0000	2000.00	USD	UWADM	3195	301	055000	1	

Enter the coding for the split and "Save". Batch processing will complete the process.

After saving the PO, note the changes to the PO Header:

**Express Purchase Order**

**Purchase Order**

<b>Unit:</b> UWADM	<b>PO Status:</b> Approved
<b>PO ID:</b> 00002001	<b>Budget Status:</b> Not Chk'd
<b>Change Order:</b> 2	<input type="checkbox"/> <b>Hold From Further Processing</b>
<b>Copy From:</b> [dropdown]	<b>Doc Tol Status:</b> Valid
<b>Header</b>	<b>Receipt Status:</b> Not Recvd
<b>*PO Date:</b> 11/27/2006	<b>*Dispatch Method:</b> Print
<b>Vendor:</b> PITNEYBOWNE-001	<b>Amount Summary</b>
<b>*Vendor ID:</b> 0000000086	<b>Merchandise:</b> 6000.00
<b>*Buyer:</b> LSN	<b>Freight/Tax/Misc.:</b> 0.00
<b>PO Reference:</b> [input]	<b>Total Amount:</b> 6000.00 USD
<b>*PO Type:</b> PROE	<b>Calculate</b>

There have been two change orders. The PO must be budget checked.

**Express Purchase Order**

**Purchase Order**

Unit: UWADM PO Status: Approved ▲ ✖  
 PO ID: 00002001 Budget Status: Valid  
 Change Order: 2  
 Copy From:   Hold From Further Processing

**Header**

\*PO Date: 11/27/2006 Vendor Search Doc Tol Status: Valid  
 Vendor: PITNEYBOWE-001 Vendor Details Backorder Status: None [Create BackOrder](#)  
 \*Vendor ID: 0000000086 PITNEY BOWES INC Receipt Status: Not Recvd  
 \*Buyer: LSN Janet Larson \*Dispatch Method: Print   
 PO Reference:  \*PO Type: PROE   
 Merchandise: 6000.00  
 Freight/Tax/Misc.: 0.00   
 Total Amount: 6000.00 USD

[Header Details](#) [PO Activities](#) [Edit ShipTo Comments](#)  
[PO Defaults](#) [Document Status](#)  
[Edit Comments](#) [Requisitions](#)

Add Items From  Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

After Budget Checking this PO will be dispatched in the daily batch process.

**Change Order for Closed Accounting Period**

**Navigation:** Purchasing>Purchase Orders>Add/Update Express Purchase Orders>Find an Existing Value Purchase order selected X147151 with an Accounting Date of 01/20/2006 that

**Menu**

- > Customer Returns
- > Items
- > Cost Accounting
- > Vendors
- > Purchasing
  - > Requisitions
  - > Request for Quotes
  - > Procurement Contracts
  - > Vendor Rebates
  - ▼ Purchase Orders
    - > Stage/Source Requests
    - > Acknowledgements
    - > Manage Change Orders
    - > Reconcile POs
    - > Review PO Information
    - > Reports
    - > Budget Year End Processing
    - Add/Update Express POs**
    - Add/Update POs
    - Approve Amounts
    - Approve ChartFields
    - Reserve PO IDs
    - Maintain Distributions
    - Dispatch POs
    - Verify Document
    - Tolerance
    - Budget Check
    - Entry Event Request
    - Create Backorders
    - Approval Workflow

**Express Purchase Order**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Business Unit:** =

**PO ID:** begins with

**Purchase Order Date:** =

**PO Status:** =

**Short Vendor Name:** begins with

**Vendor ID:** begins with

**Vendor Name:** begins with

**Buyer:** begins with

**Buyer Name:** begins with

**PO Type:** =

**Purchase Order Reference:** begins with

**Hold From Further Processing**

Case Sensitive

[Basic Search](#)

The purchase order will look as follows:

**Express Purchase Order**

---

**Purchase Order**

Unit: UWADM PO Status: Dispatched ▲ ✖  
 PO ID: X147151 Budget Status: Valid  
 Copy From:   Hold From Further Processing

▼ Header

\*PO Date: 07/14/2006  Vendor Search Doc Tot Status: Valid  
 Vendor: UBSGLOBAL-001 [Vendor Details](#) Backorder Status: None [Create BackOrder](#)  
 \*Vendor ID: 0000002807 UBS GLOBAL ASSET MGMT INC Receipt Status: Not Recvd  
 \*Buyer: LST Taylor, Lori SYS \*Dispatch Method:

Click on the Red X to start the change order

**Express Purchase Order**

**Purchase Order**

Unit: LWOSH PO Status: Dispatched ▲ ✖  
 PO ID: 0000008931 Budget Status: Valid  
 Copy From:   Hold From Further Processing

▼ Header

\*PO Date: 07/09/06  Vendor Search Doc Tot Status: Valid  
 Vendor: PART TIME Vendor Details Backorder Status: None [Create BackOrder](#)  
 \*Vendor ID: 000012555 PART TIME Receipt Status: Not Recvd  
 \*Buyer: JTP Jacy Pechman \*Dispatch Method:

PO Reference:  PO Type:

Header Detail: [PO Actions](#) [Edit Ship To Comments](#) Merchandise: 800.00   
 PO Details: [Document Status](#) Freight Amount: 0.00  
 Add Comments: [Requisitions](#) Total Amount: 800.00

Additional Items: [New Line to Order](#)

Purchasing:

Line	Item	Description	PO Qty	UOM	Category	Amount	Status
1		1 SERVICE FOR CL...	1.0000	EA	34295	403.00	Active
2		1 SERVICE FOR CL...	1.0000	EA	34295	403.00	Active

Print:

The only change for this example will be to change the Line #1 quantity from a PO Qty from 1 to 2. When the change is made on the line and you try to Save the page, the following message will display for an 'Accounting Period' that is closed.



Line	Item	Description	PO Qty	'BOM	Category	Amount	Status
1		PROCESOR FOR CLUB	2.0000	EA	96205	990.00	Active
2		SCANNER FOR CLUB	1.0000	EA	96205	490.00	Active

Click Ok on the message and then click 'Header Details' on the purchase order and the following page will open.

**Express Purchase Order**  
**PO Header Details**

Unit: UWOSH PO ID: 0000008991 Vendor: PARTYTIME-001

**PO Details**

Vendor: PARTYTIME-001 PO Date: 01/20/2006  
 \*PO Type: PROE Budget Status: Valid  
 \*Billing Location: BILLING Billing Address  
 Origin: OSH UWOSH Letter of Credit ID:

**Currency**

Currency Code: USD Exchange Rate Detail Base Currency: USD  
 Rate Date: 12/31/1995 Exchange Rate: 1.00000000  
 Rate Type: CRRNT

**Process Control Option**

Dispatch \*Method: Print Accounting Date: 01/20/2006  
 Accounting Template: STANDARD

OK Cancel Refresh

Change the 'Accounting Date' to the current date or date for an OPEN accounting period and click OK.



**Express Purchase Order**  
**PO Header Details**

Unit: UWOSH PO ID: 000008991 Vendor: PARTYTIME-001

**PO Details**

Vendor: PARTYTIME-001 PO Date: 01/20/2006  
 \*PO Type: PROF Budget Status: Valid  
 \*Billing Location: BILLING Billing Address  
 Origin: OSH UWOSH Letter of Credit ID:

**Currency**

Currency Code: USD Exchange Rate Detail Base Currency: USD  
 Rate Date: 12/31/1995 Exchange Rate: 1.00000000  
 Rate Type: CRRNT

**Process Control Option**

Dispatch \*Method: Print Accounting Date: 04/11/2006  
 Accounting Template: STANDARD

OK Cancel Refresh

Date changed to current date.

Clicking 'OK' will return you to the Purchase Order and you may now **SAVE** the changes made and page will look as follows.

**Express Purchase Order**  
**Purchase Order**

Unit: UWOSH PO ID: 000008991  
 Change Order: 1

PO Status: Approved  
 Budget Status: Not Child

Copy From:

**Header**

PO Date: 01/20/2006 Vendor: PARTYTIME-001 Doc Tot Status: Valid  
 Vendor ID: 000012559 PARTYTIME Receipt Status: Not Recvd  
 Buyer: JTP Judy Pechman Dispatch Method: Print Dispatch  
 PO Reference: PO type: PROE Amount Summary  
 Merchandise: 1200.00 Calculate  
 Freight/Tax/Dis: 0.00  
 Total Amount: 1200.00 USD

**Lines**

Line	Item	Description	PO Qty	Unit	Category	Amount	Status
1		CL SERVICES FOR CLUB	2.0000	EA	96205	800.00	Active
2		CL SERVICES FOR CLUB	1.0000	EA	96205	400.00	Active

Expand All Collapse All  
 Go Tot: More

Save Return to Search Notify Refresh Add

Proceed to Budget Check and Dispatch the PO as normal and the printed purchase order will look as follows with circled items for changed fields:



UW Oshkosh  
 FED ID #: 391805963  
 Purchasing Office 920/424-0405  
 800 Algoma Blvd Dempsey Hall 232  
 Oshkosh, WI 54901

State of Wisconsin Purchase Order **CHANGE ORDER**

Show purchase order number on all correspondence.

Date	Page	Revision	Purchase Order Number
01/20/2006	1	1 - 04/11/2006	0000008991

Payment Terms: Freight Terms: Ship Via: DCR. BESTWAY

Buyer: Pechmann, Judy  
 Contract/Bid/File:

Vendor: 0000012559  
 PARTYTIME  
 C/O FORTUNE TALENT INC  
 PO BOX 1175  
 APPLETON, WI 54912-1175

Ship To: PO# 0000008991  
 UW-OSHKOSH RECEIVING-920-424-3445  
 ATTN: DEAN OF STUDENTS D125  
 846 PEARL AVENUE  
 OSHKOSH, WI 54901

Bill To: SEND INVOICE IN DUPLICATE TO:  
 UW OSHKOSH  
 ACCOUNTS PAYABLE 920/424-1305  
 PO BOX 2884  
 OSHKOSH, WI 54903-2884

Line-Schd	Item	Quantity	UOM	PO Price	Extended Amt
1-1	DJ SERVICES FOR CLUB UNDERGROUND ON FEB. 3, 2006	2	EA	400.00	800.00
2-1	DJ SERVICES FOR CLUB UNDERGROUND ON APRIL 7, 2006	1	EA	400.00	400.00

UW OSHKOSH REQ# RX244007

Total PO Amount 1,200.00

### Reserve a Purchase Order

A Purchase Order number can be reserved in situations where a PO number is needed but not enough information is available to create a PO. Each campus determines if this functionality will be used.

Navigation: Purchasing>Purchase Order>Reports>Reserve PO IDs

In the PO ID field enter the PO number or leave as “NEXT” if using auto-numbering. Click the “Add” button. This will bring up the following page:

Note: A range of POs can be created that will be sequentially numbered. The range can only be created for the same vendor. Enter Vendor information and any other information that is available. Minimum information required is vendor.

**Purchase Order Reservations**

Unit: UWADM PO ID: 999J233

Enter the number of purchase orders you want to reserve. The number represents the range of PO IDs . After you save the page, the range of PO IDs that you reserved appears.

Number of PO's:

PO Date:

Vendor:

\*Vendor ID:  ALLTEL SUPPLY COMPANY

Buyer:

PO Reference:

Origin:

After selecting the vendor, click “Save”.

**Purchase Order Reservations**

Unit: UWADM PO ID: 999J233

Enter the number of purchase orders you want to reserve. The number represents the range of PO IDs . After you save the page, the range of PO IDs that you reserved appears.

Number of PO's: 1

PO Date: 01/04/2007

Vendor: ALLTELSUPP-001

Vendor ID: 0000000001 ALLTEL SUPPLY COMPANY

Buyer:

PO Reference:

Origin:

The PO number has now been reserved.

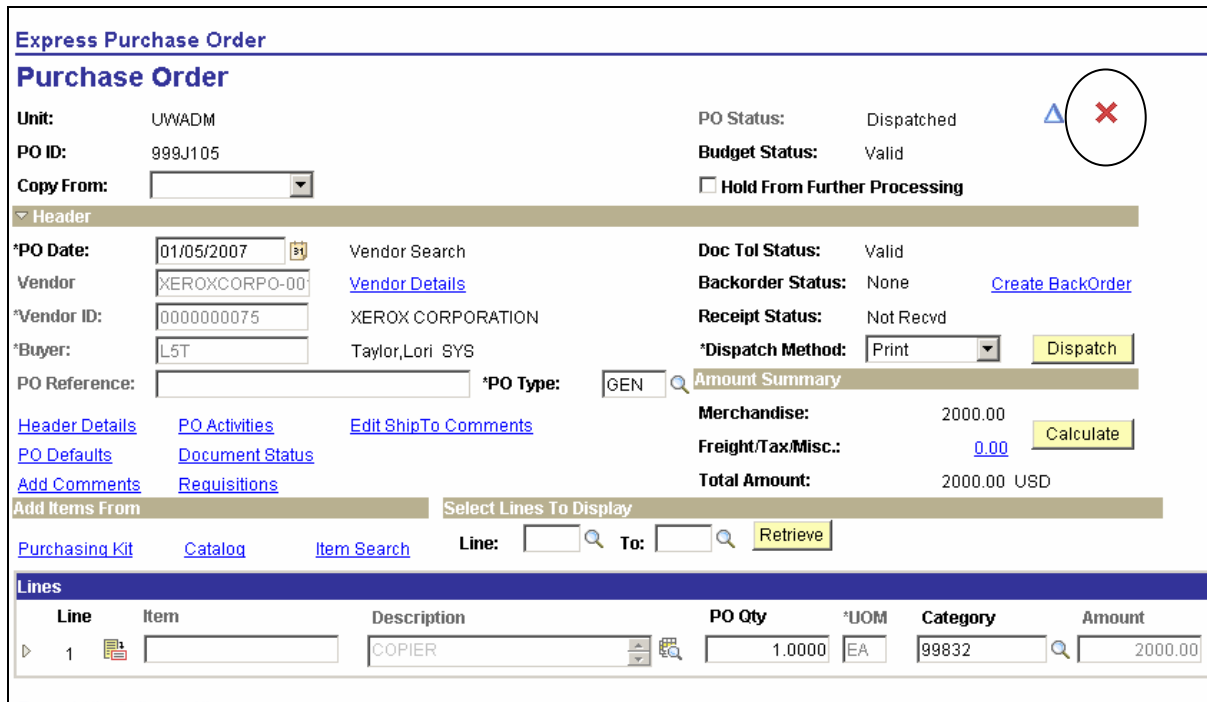
Business Unit	PO ID	Purchase Order Date	PO Status	Short Vendor Name	Vendor ID	Vendor Name	Buyer
UWADM	999J233	01/04/2007	Initial	ALLTELSUPP-001	0000000001	ALLTEL SUPPLY COMPANY	(blank)
UWADM	00002005	11/27/2006	Initial	CORPORATEB-001	0000000009	CORPORATE BUSINESS SYSTEMS LSN	
UWADM	00002004	11/27/2006	Initial	CORPORATEB-001	0000000009	CORPORATE BUSINESS SYSTEMS LSN	
UWADM	00002003	11/27/2006	Initial	CORPORATEB-001	0000000009	CORPORATE BUSINESS SYSTEMS LSN	

Reserved POs will have a status of “Initial”. Complete a Reserved PO as any other PO when that information is available.

### Canceling a Purchase Order

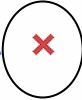
Purchase Orders can be cancelled. This is useful for a variety of reasons. Campuses that do not use auto-numbering may need to cancel a PO entered with the wrong number. Once a PO is saved, the number can not be changed. A PO may be issued to a vendor that can not supply the items. POs must be dispatched before canceling. Canceling a PO is a specific security authorization under User Preferences.

**Navigation:** Purchasing>Purchase Orders>Add/Update Express POs>Find an Existing Number. Enter the PO number and “Search”.



**Express Purchase Order**

**Purchase Order**

Unit: UWADM PO Status: Dispatched 

PO ID: 999J105 Budget Status: Valid

Copy From:   Hold From Further Processing

**Header**

\*PO Date: 01/05/2007 Vendor Search Doc Tol Status: Valid

Vendor: XEROXCORPO-00 Vendor Details Backorder Status: None [Create BackOrder](#)

\*Vendor ID: 0000000075 XEROX CORPORATION Receipt Status: Not Recvd

\*Buyer: L5T Taylor,Lori SYS \*Dispatch Method: Print

PO Reference:  \*PO Type: GEN


[Header Details](#) [PO Activities](#) [Edit ShipTo Comments](#) Merchandise: 2000.00

[PO Defaults](#) [Document Status](#) Freight/Tax/Misc.: 0.00

[Add Comments](#) [Requisitions](#) Total Amount: 2000.00 USD

**Add Items From** **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line:  To:

Line	Item	Description	PO Qty	*UOM	Category	Amount
1		COPIER	1.0000	EA	99832	2000.00

Cancel a PO buy clicking on the Red “X”. Note: If the red “X” is not shown, you do not have authority to cancel a PO or the PO can not be canceled.

Canceling a purchase order will commit any changes made and prevent further changes. Continue? (10200,515)

When you mark a purchase order as canceled, the system does not allow any further changes to the purchase order. Any changes made, however, will be stored on the purchase order.

This is the message after selecting PO Cancel:

“Canceling a purchase order will commit any changes made and prevent further changes. Continue? (10200,515)”

When you mark a purchase order as canceled, the system does not allow any further changes to the purchase order. Any changes made, however, will be stored on the purchase order.”

To proceed, select “Yes”.

After the Cancellation has been processed the PO status changes to “Canceled”.

### Close a Purchase Order

The process to Close a Purchase Order that is fully or partially open is illustrated in the PO Reconciliation Manual. The PO Close/Finalize process at the voucher level is described in the Accounts Payable Processing Manual.

## Purchase Order Information Inquiries

### PO Inquiry

Purchase Orders need to be reviewed to check status or any other viable information concerning an order. The following process will assist in doing inquiry into a PO.

Activity: PO Inquiry Navigation: Purchase>Purchase Order>Review PO Information>Purchase Orders>Purchase Order Inquiry. Search for a PO using any of the criteria or enter the PO Number.

**Menu**

- ▶ Customer Returns
- ▶ Items
- ▶ Cost Accounting
- ▶ Vendors
- ▶ Purchasing
  - ▶ Requisitions
  - ▶ Request for Quotes
  - ▶ Procurement Contracts
  - ▼ Purchase Orders
    - ▶ Stage/Source Requests
    - ▶ Acknowledgements
    - ▶ Manage Change Orders
    - ▶ Reconcile POs
    - ▼ Review PO Information
      - Purchase Orders
      - Activity Summary
      - PO Accounting Entries
      - Document Tolerance Exceptions
      - Doc Tolerance Override History
      - Print POs
      - Document Status
      - EE Journal Entries
  - ▶ Reports
  - ▶ Budget Year End Processing
  - Add/Update Express POs
  - Add/Update POs
  - Approve Amounts
  - Approve ChartFields
  - Reserve PO IDs
  - Maintain Distributions

**Purchase Order Inquiry**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Business Unit:** [=] [UWADM] 🔍

**PO ID:** [begins with] [ ]

**Contract SetID:** [begins with] [ ] 🔍

**Contract ID:** [begins with] [ ] 🔍

**Release Number:** [=] [ ]

**Purchase Order Date:** [=] [ ] 📅

**PO Status:** [=] [ ]

**Short Vendor Name:** [begins with] [ ] 🔍

**Vendor ID:** [begins with] [ ] 🔍

**Buyer:** [begins with] [ ] 🔍

**Buyer Name:** [begins with] [ ] 🔍

**PO Type:** [=] [ ]

Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

After selecting a PO the next screen will display with Header and Status Information and links to additional information.

**Purchase Order Inquiry**  
**Purchase Order**

Unit: UWADM PO Status: Compl  
 PO ID: X147114 Budget Status: Valid

**Header**

PO Date: 07/03/2006 Doc Tol Status: Valid  
 Vendor: SUNGARDTRU-001 Backorder Status: None  
 Vendor ID: 0000001466 [Vendor Details](#) Receipt: Not Recvd  
 Buyer: Taylor,Lori SYS  Hold From Further Processing  
 PO Reference: PRO-E-4

[Header Details](#) [All RTV](#) [Matching](#)  
[Header Comments](#) [Document Status](#)  
[Change Order](#)

**Amount Summary**

Merchandise: 40000.00  
 Freight/Tax/Misc.: 0.00  
 Total: 40000.00 USD

Select Lines To Display

Link to Schedule information and Chartfield distribution.

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1		<a href="#">Annual contract order for cost</a>	94656	1.0000	EA	40000.00 USD	Closed

Return to Search Previous in List Next in List Notify Related Links

## PO Activity Summary Inquiry

PO Activity Summary is useful to view information associated with a PO. This is a snapshot is used only for vouchers. We do not use matching, receiving or return to vendor functionality at this time.

**Navigation:** Purchasing>Purchase Orders>Review PO Information>Activity Summary>PO Activity Summary. Search using criteria or Enter PO Number.

**Menu**

- Cost Accounting
- Vendors
- Purchasing
  - Requisitions
  - Request for Quotes
  - Procurement Contracts
  - Purchase Orders
    - Stage/Source Requests
    - Acknowledgements
    - Manage Change Orders
    - Reconcile POs
  - Review PO Information
    - Purchase Orders**
    - Activity Summary**
    - PO Accounting Entries
    - Document Tolerance Exceptions
    - Doc Tolerance Override History
    - Print POs
    - Document Status
    - EE Journal Entries

### PO Activity Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

#### Find an Existing Value

Business Unit: = UWADM

PO Number: begins with 00002001

Purchase Order Date: =

Purchase Order Reference: begins with


Vendor ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Activity Summary Panels  
**Activity Summary**

Unit: UWADM PO Status: Approved  
 PO ID: 00002001 Vendor: PITNEY BOWES INC

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
		<a href="#">POSTAGE METER</a>	EA	3.0000	6000.000	USD	<input type="checkbox"/>

Click on the Line Details Link for a snapshot of the PO activity. Click “Expand All”.

**Activity Summary**

**Details for Line 1**

PO Number: 00002001 PO Status: Approved  
 Line: 1 Vendor ID: PITNEY BOWES INC  
 Item ID: [POSTAGE METER](#)


Line Details			
Order Qty:	3.0000	UOM: EA	Amount Ordered: 6,000.000 USD
<a href="#">Expand All</a> <a href="#">Collapse All</a>			
Receipt			
Open Quantity:	3.0000	Qty Received:	0.0000
Open Amount:	6,000.000 USD	Qty Accepted:	0.0000
Invoice			
Quantity Invoiced:	1.00		
Amt Invoiced:	2,000.000 USD		
Matched			
Qty Matched:	0.0000		
Amt Matched:	0.000		
RTV			
Qty Returned:	0.0000		
Amount Returned:	0.000		

[Return](#)

Click on the invoice tab to see invoices processed against a PO.

**Activity Summary**

Unit: UWADM PO Status: Approved  
 PO ID: 00002001 Vendor: PITNEY BOWES INC

Line	Item	Item Description	UOM	Quantity Invoiced	Amt Invoiced	Currency
1		<a href="#">POSTAGE METER</a>	EA	1.00	2000.000	USD

Click on the Invoice link to view vouchers for this PO.

Unit:	UWADM	PO No.:	00002001	Line	1	Item ID	
<b>Invoice</b> <span style="float:right">Customize   Find   View All   First 1 of 1 Last</span>							
Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced		
1	UWADM	<a href="#">00009914</a>	1	1.00	2000.000	+ -	

Vouchers for a PO – click on link for additional voucher information.

### PO Accounting Lines Inquiry

PO Accounting Lines can be viewed for a PO or range of POs. Select the criteria that you want to view on the Purchase Order Accounting Entries page. Set criteria by purchase order range, business unit, fiscal year range, purchase order status, and chartfield combinations. In the following example, we will use one PO.

**Navigation:** Purchasing>Purchase Orders>Review PO Information>PO Accounting Entries>Selection Criteria

**Menu**

- Cost Accounting
- Vendors
- Purchasing
  - Requisitions
  - Request for Quotes
  - Procurement Contracts
  - Purchase Orders
    - Stage/Source Requests
    - Acknowledgements
    - Manage Change Orders
    - Reconcile POs
  - Review PO Information
    - Purchase Orders
    - Activity Summary
    - PO Accounting Entries
    - Document Tolerance Exceptions
    - Doc Tolerance Override History
    - Print POs

**Selection Criteria**

\*Business Unit:

From PO ID:  To PO ID:

PO Status:

Fiscal Year From/To:   Max Rows:

\*Accounting Line View Option:  \*Ledger Group:

**ChartFields** Customize | Find | View All | First 1 of 1 Last

Account	Fund	Dept	Program	Class	Project	Affiliate
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Po Acctg Ln Lookup													
<b>Business Unit:</b>		UWADM											
<b>From PO:</b>		00002001			<b>To PO:</b>		00002001						
<b>PO Status:</b>													
<b>From Fiscal Year:</b>		<b>To Fiscal Year:</b>											
<b>Accounting Line View Option:</b>		Standard						<b>CommitmentControl Ledger Group:</b> CC_EXP					
Accounting Entries													
<div style="display: flex; justify-content: space-between;"> <span>Details</span> <span>ChartFields</span> <span>EEB</span> </div>													
Purchase Order	Status	Vendor ID	Change Order	Trans Type	Unpost Seg	Line	Sched	Dist	Entry Event	GL Unit	Account	Fund	Dept
<a href="#">00002001</a>	A	0000000086	2	PO_POENC	0	1	1	1		UWADM	3195	301	055000
<a href="#">00002001</a>	A	0000000086	2	PO_POENC	0	1	2	1		UWADM	3195	301	010100
<a href="#">00002001</a>	A	0000000086	2	PO_POENC	0	1	2	2		UWADM	3195	301	055000
<a href="#">00002001</a>	A	0000000086	2	REVERSAL	0	1	1	1		UWADM	3195	301	055000

PO Accounting Entries data elements Continued on next page

Program	Class	Project	Affiliate	Analysis Type	Monetary Amount	Base Currency	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID
1					2,000.00	USD	N	2006	2007	0072380354	
1					2,000.00	USD	N	2006	2007	0072380354	
1					2,000.00	USD	N	2006	2007	0072380354	
1					-2,000.00	USD	N	2006	2007	0072381924	00009914

## Review Change Order History

Change Order history can be researched by navigating to Change History.

**Navigation:** Purchasing>Purchase Orders>Manage Change Orders>review Change History  
 Enter an existing PO number with changes.

**Menu**

- Products
- Promotions
- Customer Contracts
- Order Management
- Pricing Configuration
- Customer Returns
- Items
- Cost Accounting
- Vendors
- Purchasing
  - Requisitions
  - Request for Quotes
  - Procurement Contracts
  - Purchase Orders
    - Stage/Source Requests
    - Acknowledgements
  - Manage Change Orders
    - Load Change Requests
    - Approve Change Requests
    - Process Change Orders
    - Purge Change Requests
    - Review Change History
    - Review Change Orders

**Change History**  
 Enter any information you have and click Search. Leave fields blank for a list of all values

**Find an Existing Value**

Business Unit: = [UWADM]

PO Number: begins with [00002001]

Change Order Number: = [ ]

[Basic Search](#)

**Search Results**  
 View All First 1-2 of 2 Last

Business Unit	PO Number	Change Order Number
<a href="#">UWADM</a>	<a href="#">00002001</a>	<a href="#">1</a>
<a href="#">UWADM</a>	<a href="#">00002001</a>	<a href="#">2</a>

This PO has two change orders associated to it. Click the link for additional information.

**Batch** [Header Changes](#) [Line Changes](#) [Ship Changes](#)


**Unit:** UWADM      **PO:** 00002001

Batch	Find   View All	First 1 of 1 Last
<b>Batch:</b>	2	Batch is the sequence of the change. First change is Batch 1, next is Batch 2 and so forth.
<b>Revision Date:</b>	01/03/2007	

First Panel shows the date the change was processed.

[Batch](#)   **Header Changes**   [Line Changes](#)   [Ship Changes](#)

Business UWADM   PO Number: 00002001  
 Unit:

PO Header			Customize   Find   View All      First
Batch	Seq	Description	More Information
0	0		

Header Changes indicates that no Header changes were made.

[Batch](#)   **Header Changes**   [Line Changes](#)   [Ship Changes](#)

Unit: UWADM   PO Number: 00002001

Changes to PO Lines				Customize   Find   View All      First
Line	Batch	Seq	Description	More Information
1	0	0		

Line Changes indicates that no Line changes have been made Ship Changes as follows.

[Batch](#)   [Header Changes](#)   [Line Changes](#)   **Ship Changes**

Unit: UWADM   PO Number: 00002001

Changes to PO Schedules					Customize   Find   View 9      1-24 of 24   Last
Line	Sched	Batch	Seq	Description	More Information
1	1	0	0	Due Date	11/27/06 12:00:00AM
1	1	0	0	Freight Terms Code	DESTIN
1	1	0	0	Merchandise Amt	6000.00000
1	1	0	0	Price	2000.00000
1	1	0	0	Purchase Order Quantity	3.00000
1	1	0	0	Ship To Location	ACCOUNTING
1	1	0	0	Ship Via	BESTWAY
1	1	2	1	Change Order Source	ONL
1	1	2	1	Change Type	C
1	1	2	1	Last Change Date	2007-01-03 13:51:10.000
1	1	2	1	Merchandise Amt	2000.00000
1	1	2	1	Last User to Modify	LSN
1	1	2	1	Purchase Order Quantity	1.00000
1	2	2	1	Change Order Source	ONL
1	2	2	1	Change Type	I
1	2	2	1	Due Date	01/03/07 12:00:00AM
1	2	2	1	Freight Terms Code	DESTIN
1	2	2	1	Last Change Date	2007-01-03 13:51:10.000
1	2	2	1	Merchandise Amt	4000.00000
1	2	2	1	Last User to Modify	LSN
1	2	2	1	Price	2000.00000
1	2	2	1	Purchase Order Quantity	2.00000
1	2	2	1	Ship To Location	ACCOUNTING
1	2	2	1	Ship Via	BESTWAY

Changes to PO 00002001  
**Schedule 1** Quantity was changed to 1 which also changed the Merchandise amount to \$2,000.00.  
  
**Schedule 2** A new line was created for a coding change for the remaining units.  
  
 Note last user is identified along with date and time of modification.

Changes have been made as “Batch” 2.

## Appendix A - Sources for Help

**PeopleBooks** is on-line documentation that is available in SFS. It is especially valuable when you are trying to understand some terminology or some of the options that you see on the various panels. To activate PeopleBooks enter the following website:

<http://sfswebtest.services.wisc.edu:6001/PSOL/html/doc/eng/psbooks/index.htm>

### Helpful Hints

Navigate to the page that your question is about, and then position your cursor in the specific field that you want to know more about. If you click HELP, you should be taken to the location in PeopleBooks that applies to your question.

**Help Desk** procedures will be determined by each campus. Most campuses have a central help desk number for technical questions, such as:

I can't get into the database.

My computer keeps locking up on me.

I keep getting an error that throws me out of the system.

A campus administrative department (such as the controller's office) may handle functional questions or you may be directed to contact your campus help desk first and they will track the call and get the appropriate help. Examples of functional questions include:

I can't find my purchase order in the system.

How do I set up a new vendor?

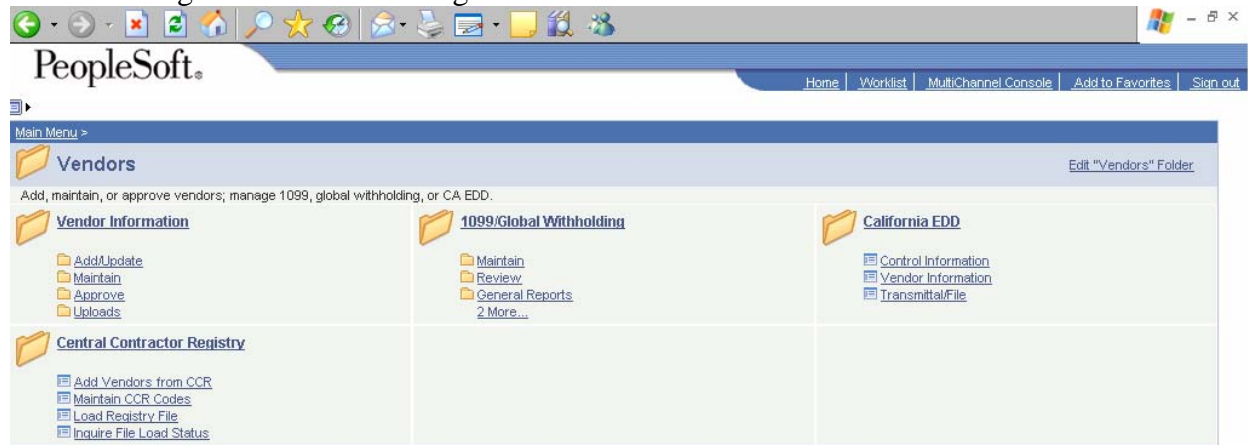
How do I correct an error that I made?

How do I find the status of a purchase order?

Check with your campus Controller's Office if you are not sure of the proper procedures for your campus.

# Appendix B - Home Pages

SFS version 8.9 is very similar to version 8.8 with 'Centers' or 'Home Pages' which categorize related activities. The home pages are designed to make navigation easier. Home pages are set up for each module, and may look different based on the level of security. The following are methods to navigate to Vendors:



Or:

