Contents

New Year Purchase Order (PO) Entry for Fiscal Year 2018 (FY17) Overview ............................................. 1

I. New Fiscal Year Purchase Order Entry via the Express PO Entry Page ..................................................... 1

II. Important Reminders..................................................................................................................................... 5

III. Run Queries................................................................................................................................................. 6

New Year Purchase Order (PO) Entry for Fiscal Year 2018 (FY17) Overview

You may start entering NEW FISCAL YEAR 2018 Purchase Orders (POs) on May 1, 2017. Important steps must be followed when entering new Fiscal Year POs. Please follow the instructions below very carefully when entering any new Fiscal Year POs. UWSA Problem solvers will open the next fiscal year PO entry period on May 1st.

<table>
<thead>
<tr>
<th>Process Frequency</th>
<th>Two Months Prior to Fiscal Year Begin Date – May 1st 2017</th>
</tr>
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<tbody>
<tr>
<td>Dependencies</td>
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<tr>
<td>Assumptions</td>
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<td>Responsible Parties</td>
<td>PO Entry Staff</td>
</tr>
<tr>
<td>Alternate Scenarios</td>
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I. New Fiscal Year Purchase Order Entry via the Express PO Entry Page

The Express Purchase Order entry page allows you to view line, schedule, and distribution information all on one page. However, when using the Express PO page you cannot allocate header miscellaneous charges. Please review the following page navigation.
Navigation: Purchasing > Purchase Orders > Add/Update Express PO’s

1. **Select** [Add a New Value] tab.  
2. **Enter** Business Unit: ‘UW***’  
3. **PO ID** will default to ‘NEXT’, leave as is or **enter** PO ID if your business unit does not use auto-numbering.  
4. **Click** [Add]
5. The Express Purchase Order screen will appear. In the Header section, 
   a. The PO Date will default to today’s date, CHANGE the PO DATE: to 07/02/2017 or later for all New Fiscal Year POs. 
   b. Enter or Search Vendor ID. 
   c. Message that will be seen after selecting Vendor ID when entering a New Fiscal Year PO in May:

   **Message**

   Warning – date out of range. (15:9)

   The date entered is either more than 30 days in the past or 30 days in the future. This is not normally true for this date. Either acknowledge that the date is OK, or correct the entered date.

   ![Message](message.png)

   d. Click OK if you are entering a NEW fiscal year PO. 
   e. Enter or Search Buyer: to assign a Buyer.
6. **Click** the *Header Details* hyperlink and change the Accounting Date to 7/02/2017 or later for any New FY17 POs.

![Image of SFS interface highlighting Accounting Date]

**IMPORTANT:** Change Accounting Date to 07/02/2017 or later for New FY18 PO’s

7. Make **changes** to
   a. *Dispatch Method*, if needed
   b. *Accounting Date*. **For new FY18 POs, in addition to the PO DATE, you MUST also CHANGE the ACCOUNTING DATE to 7/2/2017 or later.**

   **IMPORTANT NOTE:** The accounting date *always* defaults to the current date, so you MUST manually change this date to on or after July 2, 2017 **BEFORE** the PO is budget check process is executed.

   Most institutions have a nightly batch run for PO Budget Check. Some institutions manually budget check their POs. If you find that you did NOT enter correctly before the PO is budget checked, STOP and contact uwsaproblemsolvers. Trying to make changes without discussing with uwsaproblemsolvers first may result in something that cannot be reversed.

8. **Click** *OK*

9. Continue entering the remaining fields as you would for any newly created PO. See [SFS_PO.1.01_Purchase_Order_Creation](#) Document for instructions.
10. Changes the **Budget Date** in the **Distribution** section **Budget Information Tab** Budget Date field. Click the **Expand All** link to display the Schedule and Distributions sections for each PO Line. Select the Budget Information tab to display Budget Date field and **CHANGE the Budget Date to 7/2/2017** or later. **All PO Line Distributions Budget Information lines must be updated to 7/2/2017 or later.**

II. **Important Reminders**

1. When Copying a PO, **COPY** the PO first and then **ENTER** the PO Date and Accounting Date. Always enter the dates **BEFORE** you save and before the PO is budget checked. [Note: If you change the PO date and accounting date when copying a PO into a new PO and then copy another PO into the new PO, the accounting date changes back to the current date, so you will need to change the dates again **BEFORE** you save. Remember to change the PO Date and Accounting Dates **BEFORE** the PO is budget checked]
2. Commitment Control functionality associates the PO encumbrance with the PO Accounting Date at Budget Check. IF YOU DID NOT CHANGE THE PO Date and the ACCOUNTING DATE BEFORE BUDGET CHECK, further action is needed and WISDM balances will not display correctly for financial reporting. Do NOT attempt to make any changes to dates after budget check. Please contact uwsaproblemsolvers for the best approach for making a correction.

3. **Vouchers MUST NOT** be entered on new fiscal year 2018 POs until on or AFTER July 2, 2017. If a voucher is entered on a New FY18 PO before July 2, 2017, the New Year PO Encumbrance will be liquidated in the current fiscal year which will cause issues.

4. Purchasing and Accounting areas at each campus must work collaboratively on ensuring the integrity of PO encumbrances and liquidations. Once a PO is created, budget checked and dispatched, a voucher can be entered against it. **Please make sure your accounting area is aware they should not enter vouchers against New Year 2018 POs until on or after July 2, 2017.**

**III. Run Queries**

1. Run query named SFS_PO_NFY_CORRECTIONS to identify those POs that were entered incorrectly and will need a correction.

   Use this query to check for New Fiscal Year POs where the PO has been budget checked with an accounting date in the current fiscal year (2017) instead of the new fiscal year (2018). If you find POs on this query, please contact uwsaproblemsolvers for guidance on how to correct. Do NOT make any changes until you have contacted problemsolvers as this may create a situation that is irreversible.

2. Run query named SFS_PO_NFY18_POS to bring back a list of all POs you have entered correctly for the new 2018 fiscal year.

**Revision History**

<table>
<thead>
<tr>
<th>Author</th>
<th>Version</th>
<th>Date</th>
<th>Description of Change</th>
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<tr>
<td>Laura Parman</td>
<td>1.0</td>
<td>4/16/2014</td>
<td>Initial Draft</td>
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<tr>
<td>Laura Parman</td>
<td>1.0</td>
<td>4/18/2014</td>
<td>Final</td>
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<tr>
<td>James Backus</td>
<td>1.1.15</td>
<td>4/15/2015</td>
<td>Updates for FY 2016</td>
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<tr>
<td>James Backus</td>
<td>1.1.16</td>
<td>4/14/2016</td>
<td>Updates for FY 2017</td>
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<tr>
<td>Denise McDonald</td>
<td>1.1.17</td>
<td>4/19/2017</td>
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