Purchase Order Creation Process Overview

Purchase Orders in SFS represent orders for goods or services to vendors and carry an associated encumbrance value that represents the remaining purchase order value. Typically, a request is made to an institution buyer for a good or service and the buyer reviews the request for required policy enforcement and then enters the PO into SFS, Budget Checks the PO, and Dispatches it to the Vendor.

With the SFS 9.1 upgrade, some institutions have chosen to use the PO workflow functionality which decentralized the PO entry process to the requester and allows for an ad hoc electronic workflow approval which ultimately routes to the buyer. For more information regarding PO workflow processing, please reference the PO workflow approval business process document.

Also with the 9.1 upgrade institutions now have the option to dispatch Purchase Orders directly to Vendors via email with electronic signatures. Additionally, the PO Dispatch report has been separated into a Vendor and Buyer copy which supports sending the right information to the right user. Regardless of email dispatch, both the Buyer and Vendor copy of the PO Dispatch report will be available on the Process Monitor.

This document covers the Regular PO entry page, as well as the Express PO entry page and subsequent steps through PO Dispatch.

Process Detail

I. Purchase Order Entry via the Regular PO Add/Update Page

*Navigation: Purchasing > Purchase Orders > Add/Update PO’s*
1. Select **Add a New Value** tab.
2. Enter **Business Unit**: ‘UW***’
3. The **PO ID** will **default** to ‘NEXT’. If your Campus has chosen to utilize the PO auto-numbering function, leave this value. Otherwise manually **enter** a **PO ID**.
4. Click **Add**, which will launch the PO Entry page
5. In the Header section, **enter or search** for Vendor ID.

6. **Enter or search** for Buyer ID. **Note:** The list of buyers a user can see is limited by their User Preferences.

7. **Click** the **Header Details** hyperlink. Here you can update important PO attributes such as the Accounting Date and Dispatch Method and override the vendor Email Address used for PO Dispatch.

8. **Click** **OK**

9. **Click** the **PO Defaults** hyperlink.
10. Select Default or Override radio button. The more common 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.

11. In the Line section, Enter or Search Category. This is the NIPG code. It can be changed on the line if the category is different for a given line.

12. Enter or Search 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.

13. In the Schedule section Enter or Search Ship To location. Select the location that identifies where the items will be shipped to internally.

14. Select 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.

15. Leave default ‘BESTWAY’ in Ship Via field.

16. Leave Arbitration blank.

17. Select Distribute By: ‘Amount’


19. The Original Promise Date defaults to that value you entered in the Due Date field. This date is on the schedule as the date on which the vendor originally promises delivery.
20. **Enter or search** Freight Terms Code. Select the freight terms that apply to this order and vendor.
21. **Leave** Freight Charge Method blank.
22. In the Distributions section, populate a SpeedChart or complete as many ChartFields as possible. The completed fields will 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 using Project Lite or Grants).
23. **Leave** the fields on the Asset Information tab blank as assets will only be integrated to Asset Management through Accounts Payable Vouchers.
24. **Click** OK to save your changes and to return to the Purchase Order main page.
25. **Click** the Add Ship to Comments hyperlink.

26. Complete the PO Ship To Comments page per the requirements for the given PO.
27. In the Comments section, **Select Ship To** from pull down menu. **Note**: You cannot copy a comment without a Ship To location.
28. **Click** the *Use Standard Comments* hyperlink which will provide comments available for selection or manually enter your own comment.

29. **Select Action**: ‘Copy Comment’.
30. Click **OK** to retain your changes and return to the PO Ship To Comments page.
Note: An attachment can be added to the comment by Clicking Attach. Also, if you are using PO Dispatch via email you can Check the Email checkbox to have the attachment emailed to the vendor with the Purchase Order. This requires that the Send to Vendor checkbox is also checked. Also note that having the Send to Vendor checkbox selected will make the comment appear on both the vendor and buyer copy of the PO Dispatch report. If email dispatch is used, there is an attachment, and Send to Vendor is selected, it will also go to the Buyer and Vendor.

31. Click OK again to retain your changes and return to the main Purchase Order page.
32. In the Line section, **Enter Description**.

   **Note:** By clicking the ☰ icon in the upper right corner of the **Description** field an editable modal window will open, which makes it easier to enter a lengthy description.

33. **Enter PO Qty** (PO Quantity).
34. **Enter UOM** (Unit of Measure).
35. **Enter Category**, if required.
36. **Enter Price**
37. To enter Line comments, **Click** the ☰ icon

38. **Click** the ☰ icon to access the **Schedule** section, all fields should have defaulted in. In certain cases these values may need to be overridden.
39. Click the icon to access the Distribution section. **Review** and **Update** the distribution line where the defaults are not appropriate. **Note:** You can also use a SpeedChart to populate ChartField distributions.

40. Click OK. 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.
42. Repeat this process for each additional Line of the PO. Click the icon to add lines to the PO. You can also add lines that are No Charge or Zero dollars and lines that are Negative for discounts.

**II. 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.

*Navigation: Purchasing > Purchase Orders > Add/Update Express PO’s*
Select 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, **Enter or Search Vendor ID**.
6. **Enter or Search Buyer**.
7. **Click the Header Details hyperlink**.
8. Make changes to Dispatch Method and Accounting Date as needed.

9. Click OK

10. Click the PO Defaults hyperlink.
11. Select the Default or Override radio button. 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 values.

12. In the Line section, Enter or Search Category. This is the NIPG code. It can be changed on the line if the category is different for a given line.

13. Enter or Search 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.

14. In the Schedule section Enter or Search Ship To location. Select the location that identifies where the items will be shipped to internally.

15. Select 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.

16. Leave default ‘BESTWAY’ in Ship Via field.

17. Leave Arbitration blank.

18. Select Distribute By: ‘Amount’


20. The Original Promise date Defaults to that value you entered in the Due Date. This date is on the schedule as the date on which the vendor originally promises delivery.
21. Enter or Search ‌Freight Terms Code. Select the freight terms that apply to this order and vendor.

22. Leave Freight Charge Method blank.

23. In the Distribution section, populate a SpeedChart or complete as many Chartfields as possible. The completed fields will 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 using Project Lite or Grants).

24. Leave the fields on the Asset Information tab blank as assets will only be integrated to Asset Management through Accounts Payable Vouchers.

25. Click OK to preserve your changes and to return to the Express Purchase Order main page.

26. Click the Add Ship To Comments hyperlink.

27. Complete the PO Ship To Comments page per the requirements for the given PO.

28. In the Comments section, Select Ship To from the drop down menu. Note: You cannot copy a comment without a Ship To location.

29. If you would like to add predefined comments, Click the Use Standard Comments hyperlink which will provide comments available for selection.
30. **Select Action**: 'Copy Comment'.

31. **Click** [OK] to preserve your work and return to the PO Ship To Comments page.
32. **Note**: An attachment can be added to the comment by Clicking the **Attach** button. Also, if you are using PO Dispatch via email you can **Check** the **Email** checkbox to have the attachment emailed to the vendor with the Purchase Order. This requires that the **Send to Vendor** checkbox is also **Checked**. Also note that having the **Send to Vendor** checkbox selected will make the comment appear on both the vendor and buyer copy of the PO Dispatch report. If email dispatch is used, there is an attachment, and **Send to Vendor** is selected, it will also go to the Buyer and Vendor.

33. **Click** the **OK** button again to return to the Express Purchase Order page.

34. In the Lines section at the bottom of the page, **click** to add lines to the PO. You can also add lines that are No Charge or Zero dollars and lines that are Negative for discounts.
35. After all the lines are added, click **Expand All** hyperlink.

36. In the Lines section, **Enter** the line **Description**.

   **Note:** By clicking the ![Edit](image Icon) in the upper right corner of the **Description** field an editable modal window will open, which makes it easier to enter a lengthy description.

37. **Enter** **PO Qty** (PO Quantity).
38. **Enter** **UOM** (Unit of Measure).
39. **Enter** **Category**, if required.
40. To enter a Line comment **Click** the ![Comment](image Icon) icon.
41. In the Schedules section Review the default values and Update where needed.
42. In the Distributions section, Review and Update the distribution of each line where the defaults are not appropriate.
43. Click Save. 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.

III. Budget Checking and Dispatching POs Online (Applies to Regular and Express Pages)

1. Click the icon to initiate the online budget check process. You will see the processing icon spin while the Budget Check process is running via the Ren server. Once it is complete the page will refresh and display the updated Budget Check status. If the resulting status is Valid, continue to the Dispatch process steps, otherwise refer to the Budget Check Exceptions chapter in the GL.2.01 – Edit, Budget Check, and Post Journals business process document.
2. If appropriate update the Dispatch Method and Click Dispatch Methods:
• ‘EDX’ - Not used at UW.
• ‘Email’ - Requires that the Vendor have an email address prepopulated or that you enter a onetime override email address upon initiating PO Dispatch. The Vendor copy will go to this address and the Buyer copy will be sent to the email address listed on the Buyer’s operator definition. Additionally, both the Vendor and Buyer copy will be sent to the Process Monitor/Report Manager.
• ‘Fax’ - Not used at UW.
• ‘Phone’ – The PO Dispatch report is not created
• ‘Print’ – The PO Dispatch report is sent to the Process Monitor/Report Manager

3. Select the Server Name ‘PSUNX’, Output Destination Type ‘WEB’, and Output Destination Format ‘PDF’.
   Option Notes:
   Test Dispatch - Selecting the Test Dispatch checkbox will make the PO Dispatch report show Unauthorized in the signature area, but still send the PO to the Vendor/Buyer if email dispatch is selected. Also, the PO status will stay Approved.
   Print BU Comments - Does not impact the PO Dispatch report at UW.
   Print PO Item Description - Does not impact the PO Dispatch report at UW.
One Time Fax/Email section—If using the email Dispatch option, you are able to enter/override the Vendor email address in the editable Email ID field.

4. Click **OK** to continue and you will receive the following message.

5. If you would like to wait while the PO Dispatches **Click** or **Yes** or **No** if you would like to move on and review the process status later on the Process Monitor.

6. To retrieve the PO Dispatch report **navigate** to Main Menu > Reporting Tools > Reporting Manager

7. **Click** the Details link associated with the PO Dispatch Process Instance.
8. The Buyer and Vendor copies of the PO Dispatch report can be found in the File List section of the Report Details page.

**IV. Budget Checking and Dispatching POs Via Batch Process**

*Note:* Time can be saved by entering and approving POs online, then running the PO Budget Check process in batch followed by the batch PO Dispatch process. This is especially true for those campuses using PO Dispatch via email. With this process the user does not have to initiate the budget check and dispatch process for every transaction and wait while the processes run, rather they can move on to the next transaction.

*Navigation Purchasing > Purchase Orders > Budget Check*
1. **Add** a new run control, **click** "Add a New Value"

2. **Enter** a *Run Control ID*

3. **Click** "Add" or use "Find an Existing Value" to **search** for an existing run control.
4. Select the Process Frequency of ‘Always’
5. Enter a Description (example: ‘Budget Check’)
6. Select the Business Unit ‘Value’ dropdown and the Business Unit value of your Business Unit (example: ‘UW MIL’)
   Note: It is imperative that you populate your Business Unit as a parameter on this process run control; otherwise you could accidentally process transactions for all Business Units.
7. Select PO Status of ‘Some’ and check the options of your choice. With a new PO you would want to check ‘Approved’.
8. Click Run
9. **Select** Server Name ‘PSUNIX’

10. **Click** OK. You will be transferred to the Process Monitor page.

11. **Click** Refresh until the job completes.

12. After the POs are successfully Budget Checked, **run** the batch PO Dispatch process.

13. **Navigate** to Purchasing > Purchase Orders > Dispatch POs
14. **Add** a new run control, **click** [Add a New Value]
15. **Enter** Run Control ID
16. **Click** [Add] or use [Find an Existing Value] to search for an existing run control.

![Dispatch POs screenshot](image)

17. **Enter** your *Business Unit* as the from and to value (example: ‘UWMIL’ to ‘UWMIL’)
    
    **Note:** It is imperative that you populate your from and to *Business Unit* as otherwise you may Dispatch all other BU’s POs.
18. **Select** the *Statuses to Include*. If you are looking to just dispatch newly created POs, **select** ‘Approved’.
19. **Check** the *Dispatch Methods to Include*. In this case, we **selected** ‘Print’ and ‘E-Mail’.
20. **Click** [Run]
21. Select Server Name ‘PSUNX’
22. Select the checkbox for PO Dispatch & Email job
23. Click OK
24. To retrieve the PO Dispatch reports, navigate to Main Menu > Reporting Tools > Reporting Manager
25. **Click** the *Details* link associated with the PO Dispatch Process Instance.

26. The Buyer and Vendor copies of the PO Dispatch report can be found in the *File List* section of the *Report Details* page.
## Revision History

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<th>Author</th>
<th>Version</th>
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<tr>
<td>Martha Mendoza</td>
<td>1.0</td>
<td>12/06/2012</td>
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<tr>
<td>Spencer Kelsay</td>
<td>1.1</td>
<td>03/19/2013</td>
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<td>Mark Flemington</td>
<td>2.0</td>
<td>06/04/2013</td>
<td>9.1 Related Content Updates</td>
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<td>2.1</td>
<td>06/05/2013</td>
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<td>Mark Flemington</td>
<td>2.3</td>
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<td>Susan Kincanon</td>
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