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## PeopleSoft IR-#15

### Enterprise-Wide Entering New Purchase Orders or Copying Prior Year Purchase Orders for Next Fiscal Year Funds

#### Scope:

This PeopleSoft Information Release (IR) applies to Enterprise-wide Business Units' Purchasing personnel who **Build and/or Approve** Purchasing Orders (PO).

#### Purpose:

The purpose is to provide procedures for Purchasing personnel to Build a New Purchase Order or Copy a Prior Year Purchase Order in the current Fiscal Year that will be charged with Next Fiscal Year funds.

#### Module:

The IR affects the Purchasing Module in Financials Production.

#### Source:

The source of this IR is a result of annual procedural modifications required on Purchase Orders for proper charges on next Fiscal Year funds.

#### Procedures

**Parameters** – The following must exist for this procedure to be successful:

**Notice Sent:** This procedure should not be followed until Official notification from the Budget Section is received notifying that Budgets for FY2005 have been added and the Accounting Period is Open.

**Database:** PS Financial Production (PSFSPRD)

**Req Approval Status:** Pending Approval

**Acctg Date:** Start of Next Fiscal Year

#### **Navigation & Process Overview**

**Section A.** [Method #1 Entering New Purchase Orders for Next Fiscal Year](#)

**Section B.** [Method #2 Copying Purchase Orders for Next Fiscal Year](#)



**Retrieval Name:** Information Release - #15  
**Issue Date:** March 18, 2004  
**Revision Date:**  
**Originator:** Purchasing Functional Team  
**Rescind Date:**

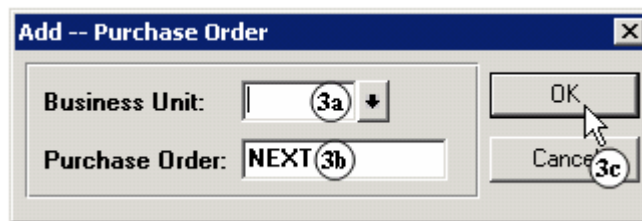
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## Navigation & Process

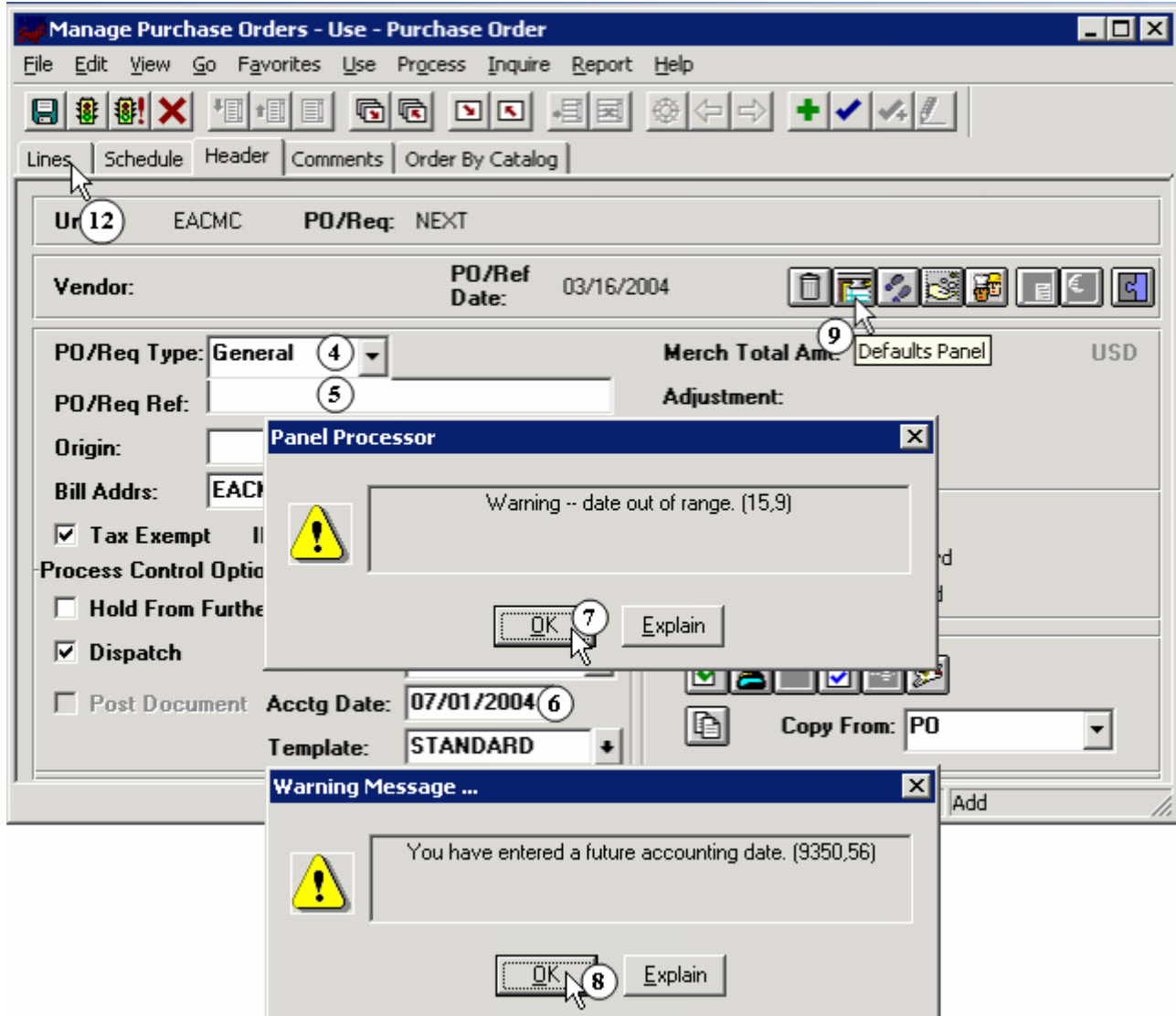
### Section A: Method #1 Entering New Purchase Orders for Next Fiscal Year


Step	Action
1.	Click <b>Go</b> , <b>Administer Procurement</b> , <b>Manage Purchase Orders</b> 
2.	Click <b>Use</b> , <b>Purchase Order</b> , <b>Header</b> , <b>Add</b> 

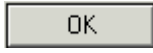
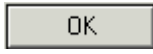



Step	Action
3.	Follow applicable Business Unit direction for entering the following: <ol style="list-style-type: none"> <li>a. Enter the <b>Business Unit</b></li> <li>b. Enter the <b>Purchase Order (PO Number) or Leave as "Next"</b></li> <li>c. Click </li> </ol>

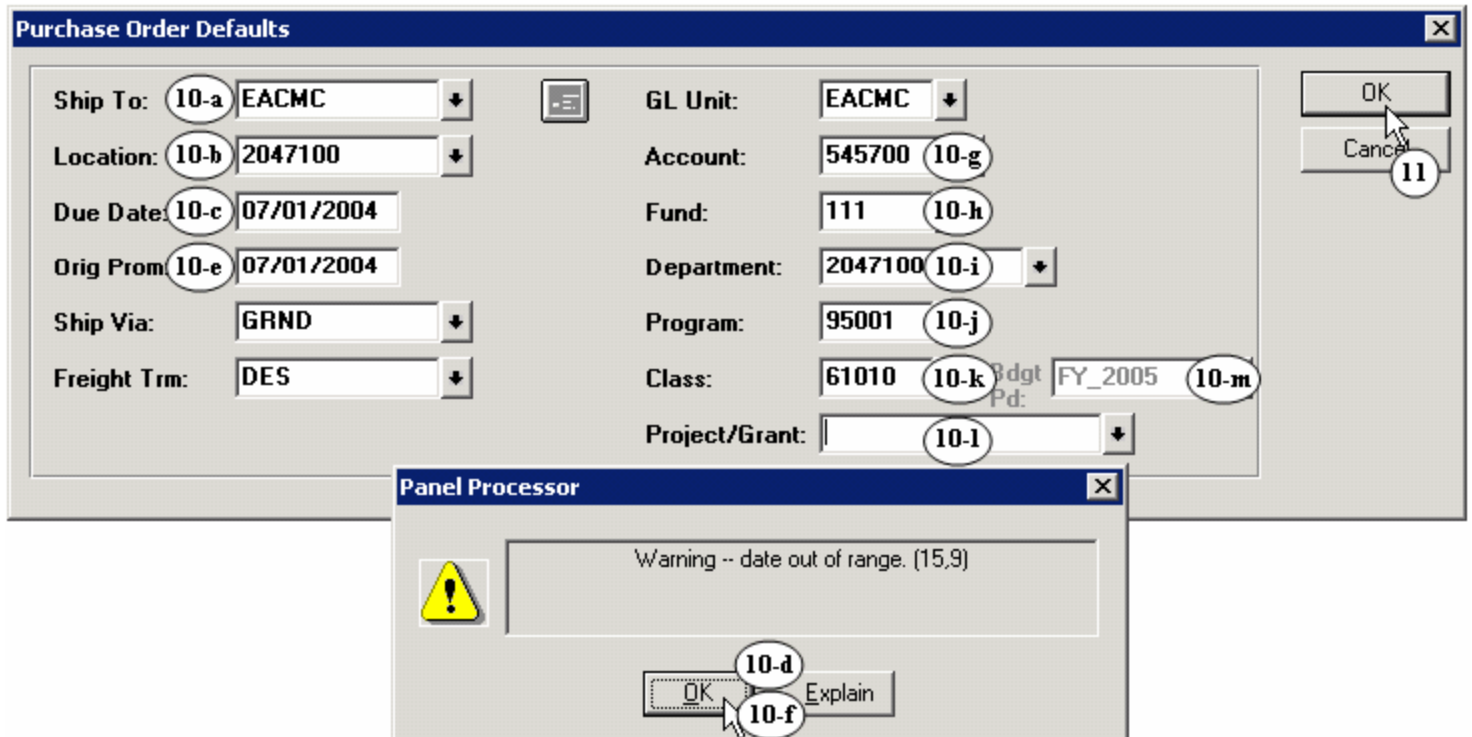
The Manage Purchase Orders window with the **Header** panel displays.



Step	Action
4.	Enter <b>PO/Req Type</b> (A Valid Values List displays upon clicking Drop-down Arrow  )
5.	Enter <b>PO/Req Ref</b>
6.	Enter <b>Acctg Date</b> of 07/01/04. Tab out of Field.

Step	Action
7.	The <b>Panel Processor</b> message box displays. Click  to close box
8.	A <b>Warning Message</b> box displays. Click  to close box
9.	Click  <b>Defaults Panel</b> button.

The **Purchase Order Defaults** subpanel displays.


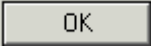




The screenshot shows the **Purchase Order Defaults** dialog box with the following fields:

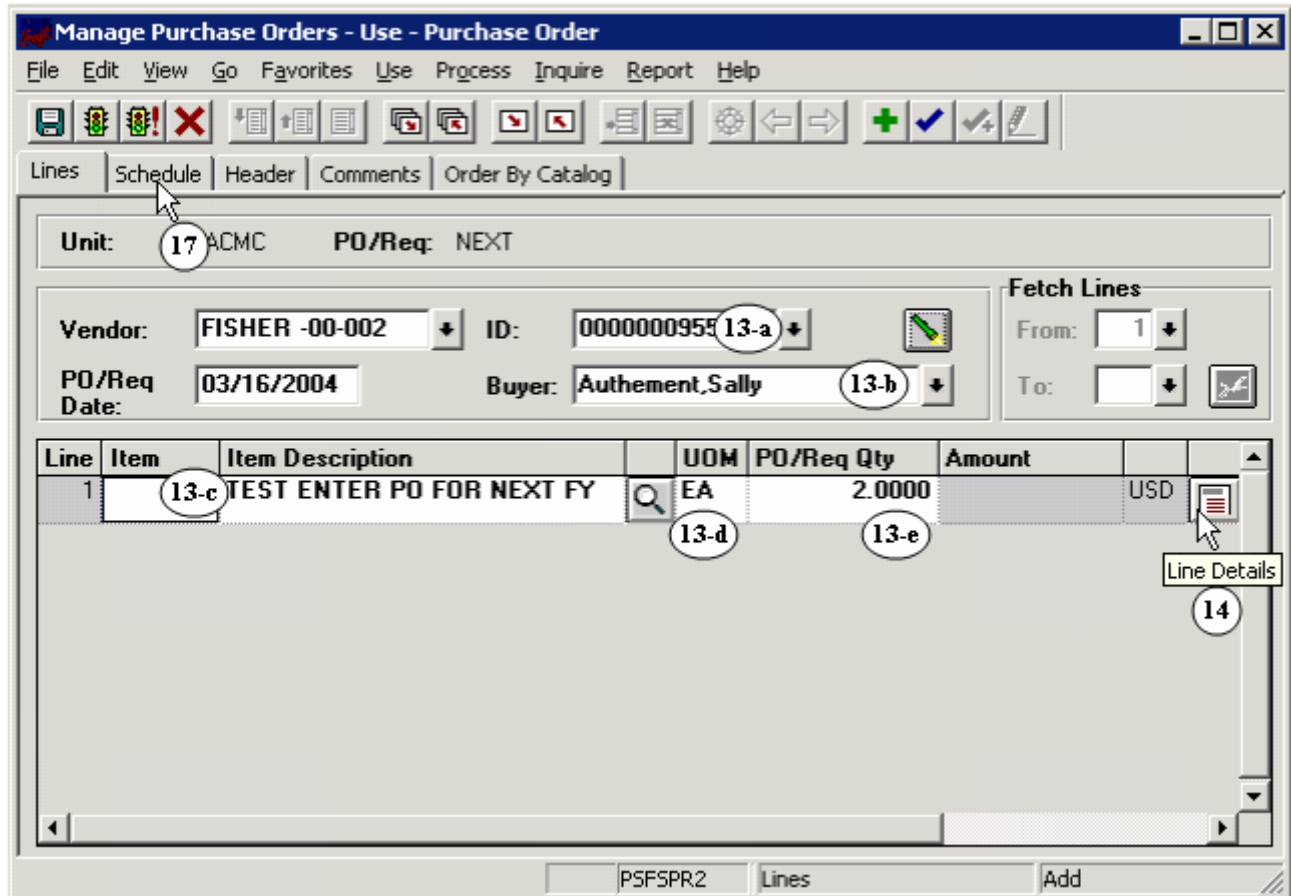
- Ship To: 10-a EACMC
- Location: 10-b 2047100
- Due Date: 10-c 07/01/2004
- Orig From: 10-e 07/01/2004
- Ship Via: GRND
- Freight Trm: DES
- GL Unit: EACMC
- Account: 545700 10-g
- Fund: 111 10-h
- Department: 2047100 10-i
- Program: 95001 10-j
- Class: 61010 10-k
- Bdgt Pd: FY\_2005 10-m
- Project/Grant: 10-l


Buttons: OK (11), Cancel (11).

The **Panel Processor** dialog box displays a warning: "Warning -- date out of range. (15,9)". Buttons: OK (10-d), Explain (10-f).

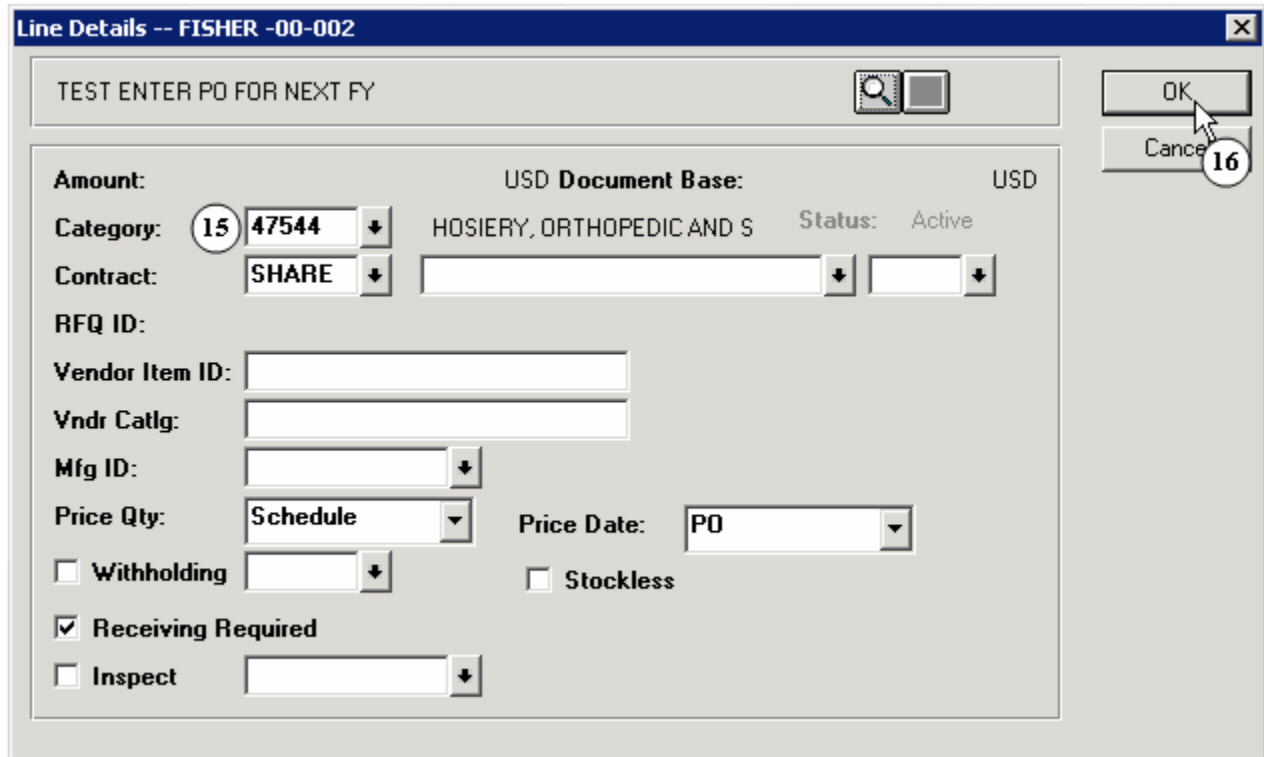
Step	Action
10.	<p>Follow applicable Business Unit direction for the following Default Information:</p> <p><b>Enter or Select:</b></p> <ul style="list-style-type: none"> <li>a. <b>Ship To: Per Business Unit Listing</b></li> <li>b. <b>Location: Per Business Unit Listing</b></li> <li>c. <b>Due Date: 070104 (or later). Tab out of Field.</b></li> </ul> <p>The <b>Panel Processor</b> message box displays.</p> <ul style="list-style-type: none"> <li>d. Click  to close box</li> <li>e. <b>Orig Prom: 070104 (or later). Tab out of Field.</b></li> </ul> <p>The <b>Panel Processor</b> message box displays.</p> <ul style="list-style-type: none"> <li>f. Click  to close box</li> <li>g. <b>Account: 6-digit</b></li> <li>h. <b>Fund: 3-digit</b></li> <li>i. <b>Department.: 7-digit</b></li> <li>j. <b>Program: 5-digit</b></li> <li>k. <b>Class: 5-digit</b></li> <li>l. <b>Proj/Grt: Required for applicable Chart Of Accounts</b></li> <li>m. <b>Bdgt Pd: Has been populated and is grayed out.</b></li> </ul>
11.	<p>Click  to close <b>Purchase Order Defaults</b> subpanel</p>
12.	<p>Click  Tab.</p>


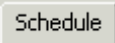
The Purchase Order **Lines** panel displays.



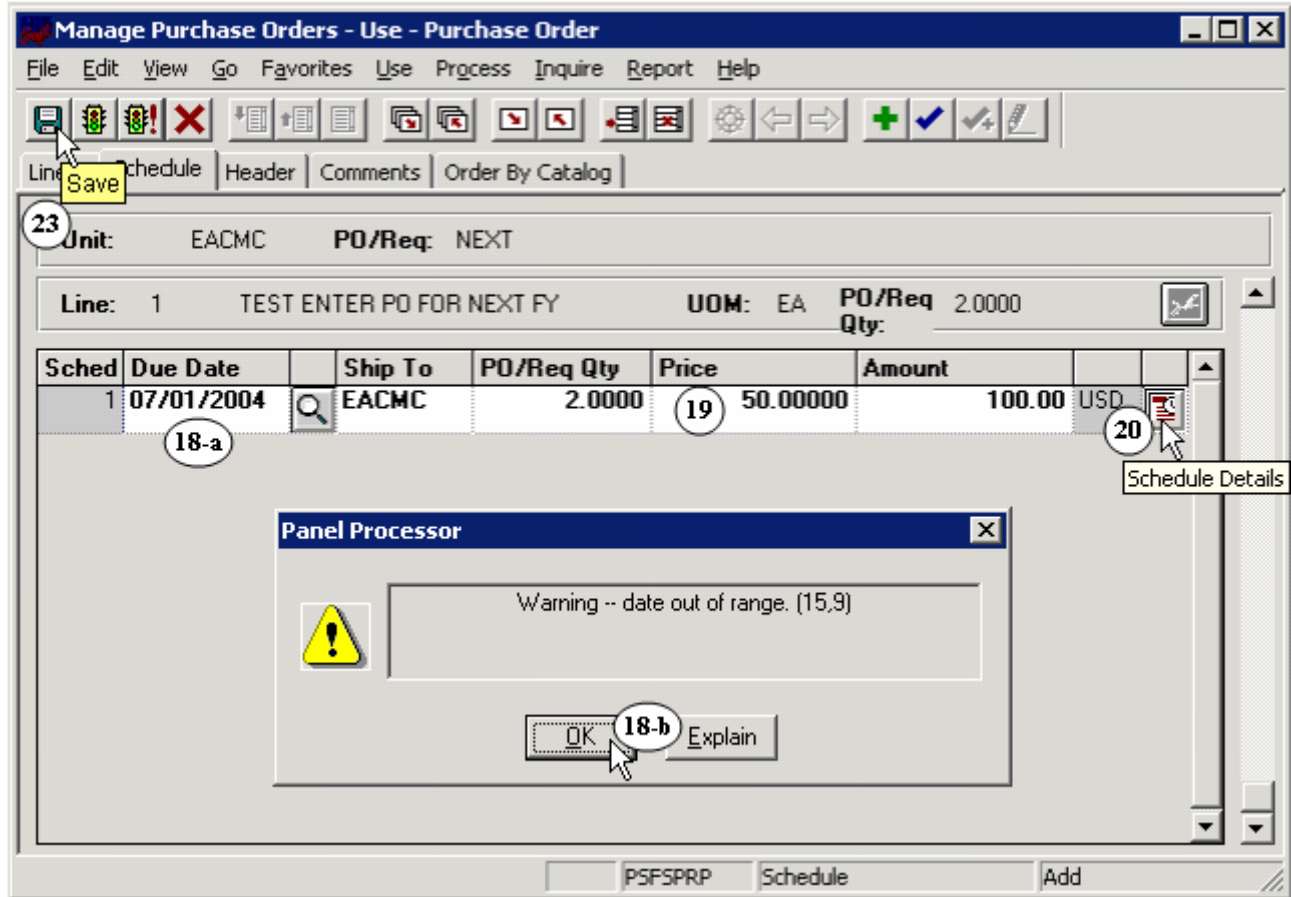
Step	Action
13.	<p>Follow applicable Business Unit direction for the following PO Information:</p> <p><b>Enter or Select:</b></p> <ul style="list-style-type: none"> <li>a. <b>ID: Vendor ID (number)</b></li> <li>b. <b>Buyer: Per Business Unit Listing</b></li> <li>c. <b>Item ID or Item Description: Per Business Unit.</b></li> <li>d. <b>UOM: Per Valid Values listing.</b></li> <li>e. <b>PO/Req Qty: Quantity ordered</b></li> </ul>
14.	<p>Click  <b>Lines Detail</b> button.</p>



The **Lines Details** subpanel displays.



Step	Action
15.	Enter <b>Category:</b> Per Valid Values listing.
16.	Click  to close <b>Line Details</b> subpanel
17.	Click  Tab.

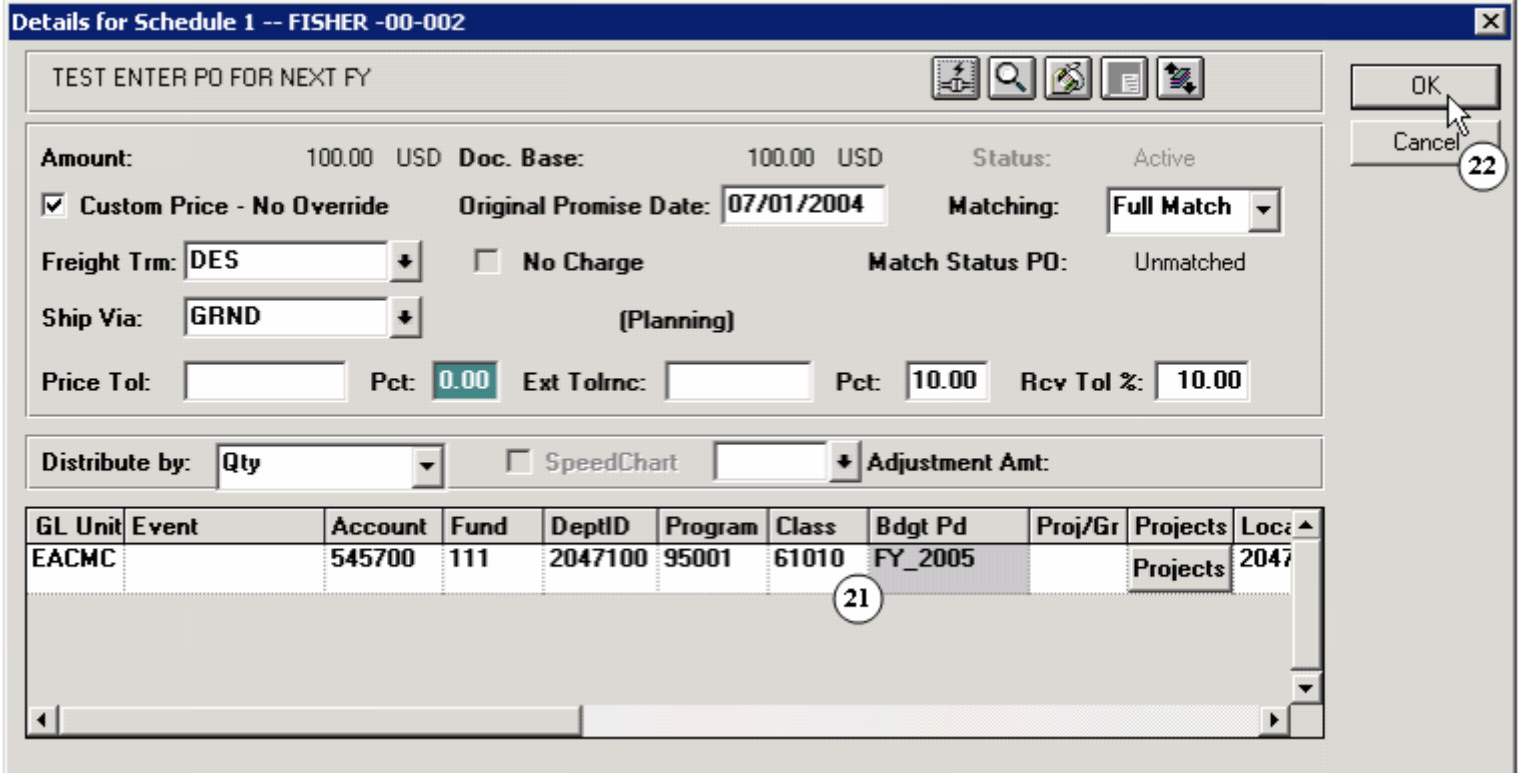
The Purchase Order **Schedule** panel displays.

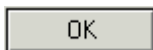



Step	Action
18.	<p><b>Enter or Select (If Necessary):</b></p> <p>a. <b>Due Date: 070104 (or later). Tab out of Field.</b>                      The <b>Panel Processor</b> message box displays.</p> <p>b. Click  to close box</p>
19.	Enter <b>Price</b>
20.	Click  <b>Schedule Details</b> button.

**Retrieval Name:** Information Release - #15  
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The **Details for Schedule 1** subpanel displays.



Step	Action
21.	Review <b>ChartField</b> Information. Verify <b>Bdgt Pd</b> is <b>Next Fiscal Year (FY2005)</b> .
22.	Click  to close the <b>Details for Schedule 1</b> subpanel.
23.	When complete working the entire PO perform the following: <b>Save the Purchase Order, Approve it, and Edit &amp; Budget Check</b> <b>Post should be processed using normal procedures.</b>





**PeopleSoft Note**

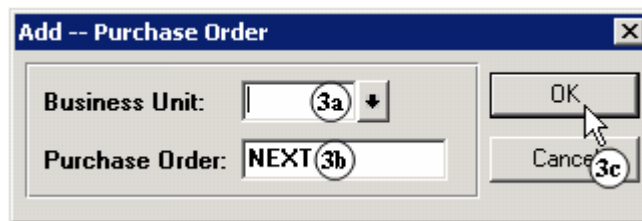
Reminder: **This procedure should not be accomplished until official notification is received from the Budget Section that budgets for FY2005 have been added and the Accounting Period is open. If a Purchase Order is built and determined to be incorrect, notify PS Support Organization and Accounting Services.**


End of Procedures for **Method #1 Entering New Purchase Orders for Next Fiscal Year funding**. Click [here](#) to return to the Start of the IR.

**Navigation & Process**

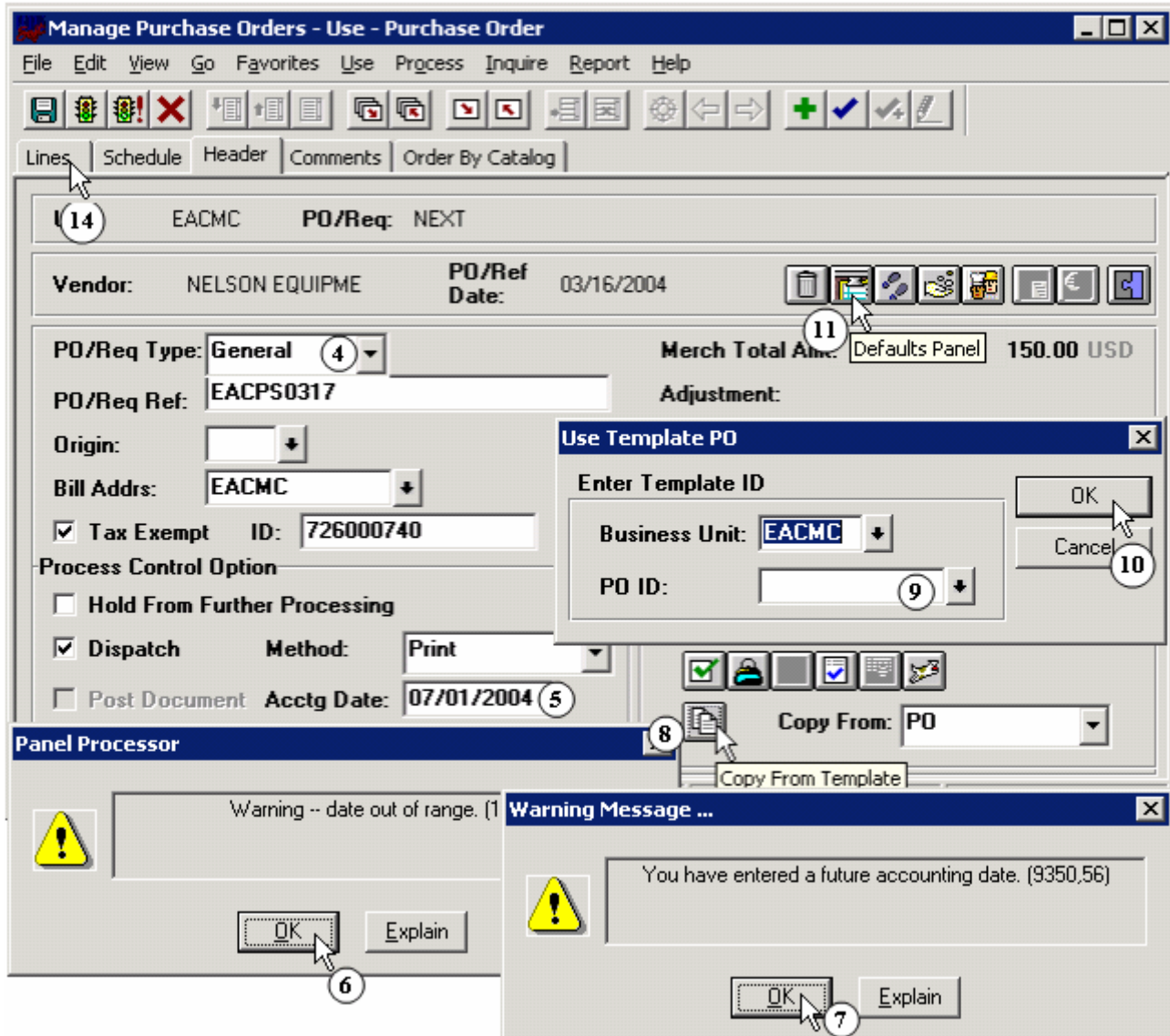
**Section B: Method #2 Copying Purchase Orders for Next Fiscal Year**


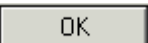
Step	Action
1.	Click <b>Go</b> , <b>Administer Procurement</b> , <b>Manage Purchase Orders</b> 
2.	Click <b>Use</b> , <b>Purchase Order</b> , <b>Header</b> , <b>Add</b> 




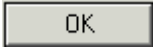



Step	Action
3.	Follow applicable Business Unit direction for entering the following: <ol style="list-style-type: none"> <li>a. Enter the <b>Business Unit</b></li> <li>b. Enter the <b>Purchase Order (PO Number) or Leave as "Next"</b></li> <li>c. Click </li> </ol>

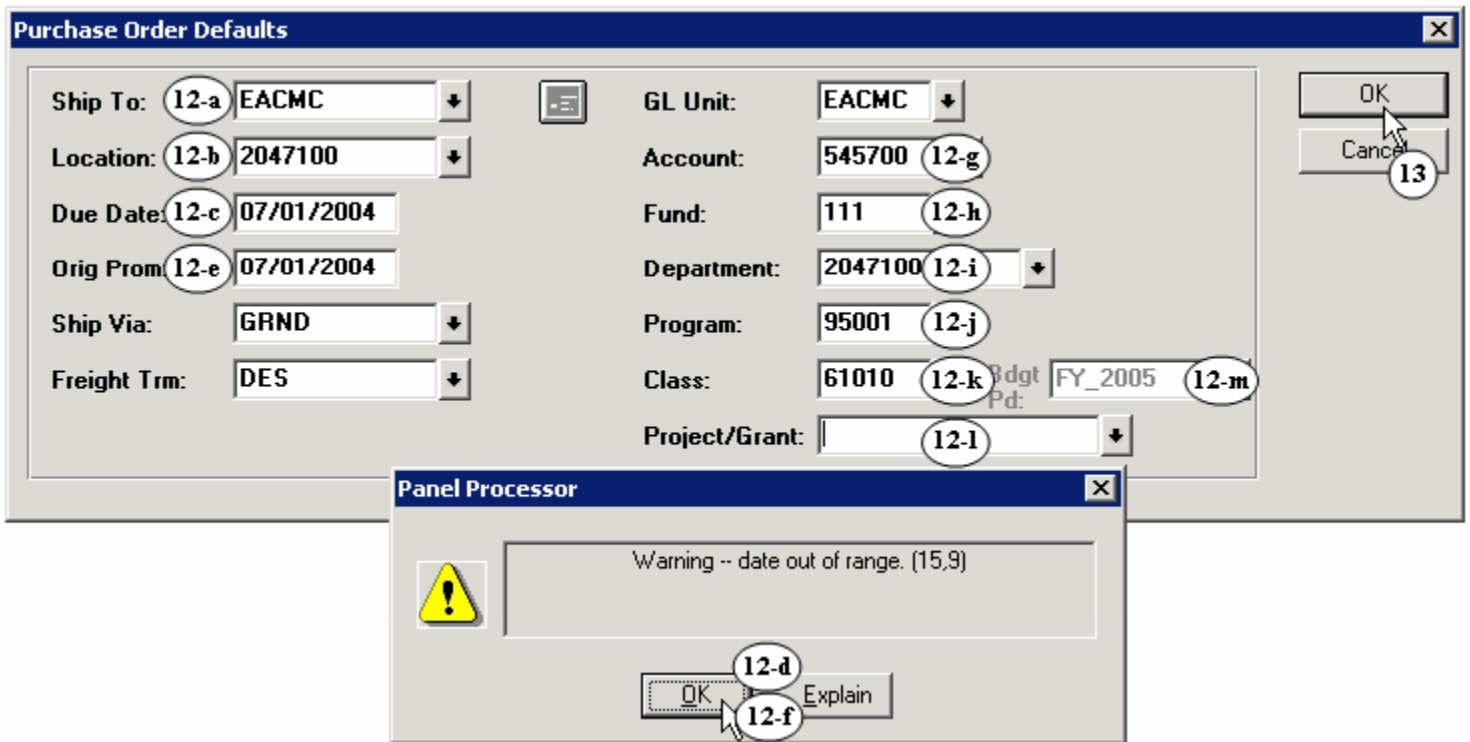
The Manage Purchase Orders window with the **Header** panel displays.



Step	Action
4.	Enter <b>PO/Req Type</b> (A Valid Values List displays upon clicking Drop-down Arrow  )
5.	Enter <b>Acctg Date</b> of 07/01/04. Tab out of Field.
6.	The <b>Panel Processor</b> message box displays. Click  to close box

Step	Action
7.	A <b>Warning Message</b> box displays. Click  to close box
8.	Click  <b>Copy From Template</b> button to enter a Prior Year PO.
9.	Enter <b>PO ID (Number)</b> : (A Valid Values List displays upon clicking Drop-down Arrow  )
10.	Click  to close the <b>Use Template PO</b> subpanel.
11.	Click  <b>Defaults Panel</b> button.

The **Purchase Order Defaults** subpanel displays.





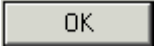

The screenshot shows the **Purchase Order Defaults** subpanel with the following fields and values:

- Ship To: **12-a** EACMC
- Location: **12-b** 2047100
- Due Date: **12-c** 07/01/2004
- Orig Prom: **12-e** 07/01/2004
- Ship Via: GRND
- Freight Trm: DES
- GL Unit: EACMC
- Account: 545700 **12-g**
- Fund: 111 **12-h**
- Department: 2047100 **12-i**
- Program: 95001 **12-j**
- Class: 61010 **12-k**
- Project/Grant: **12-l**
- Fy: FY\_2005 **12-m**

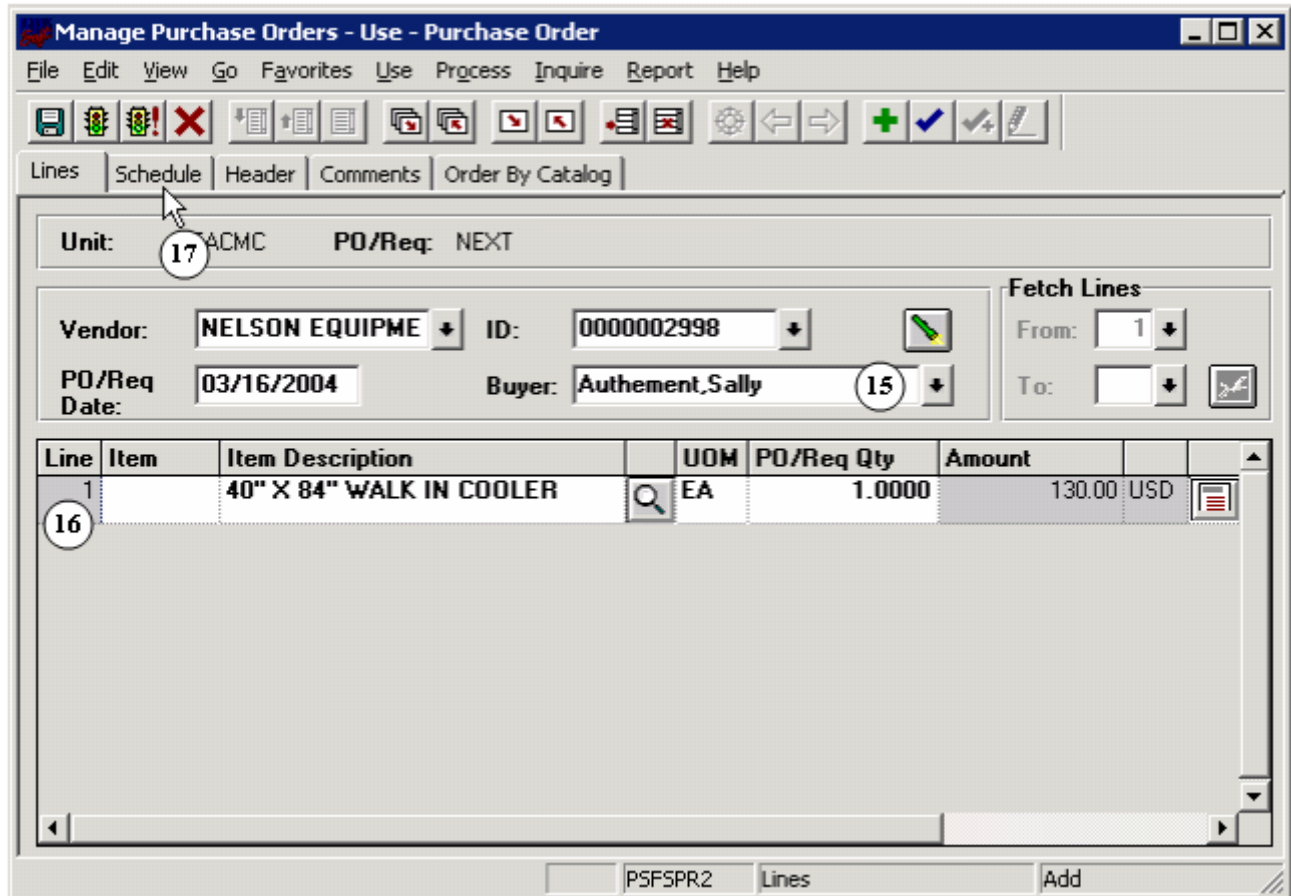
A **Panel Processor** dialog box is displayed in the foreground with the following content:

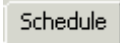
- Warning icon
- Warning -- date out of range. (15,9)
- Buttons: **12-d** OK, **12-f** Explain

In the background, the **Purchase Order Defaults** subpanel has **OK** and **Cancel** buttons, with a callout **13** pointing to the **Cancel** button.

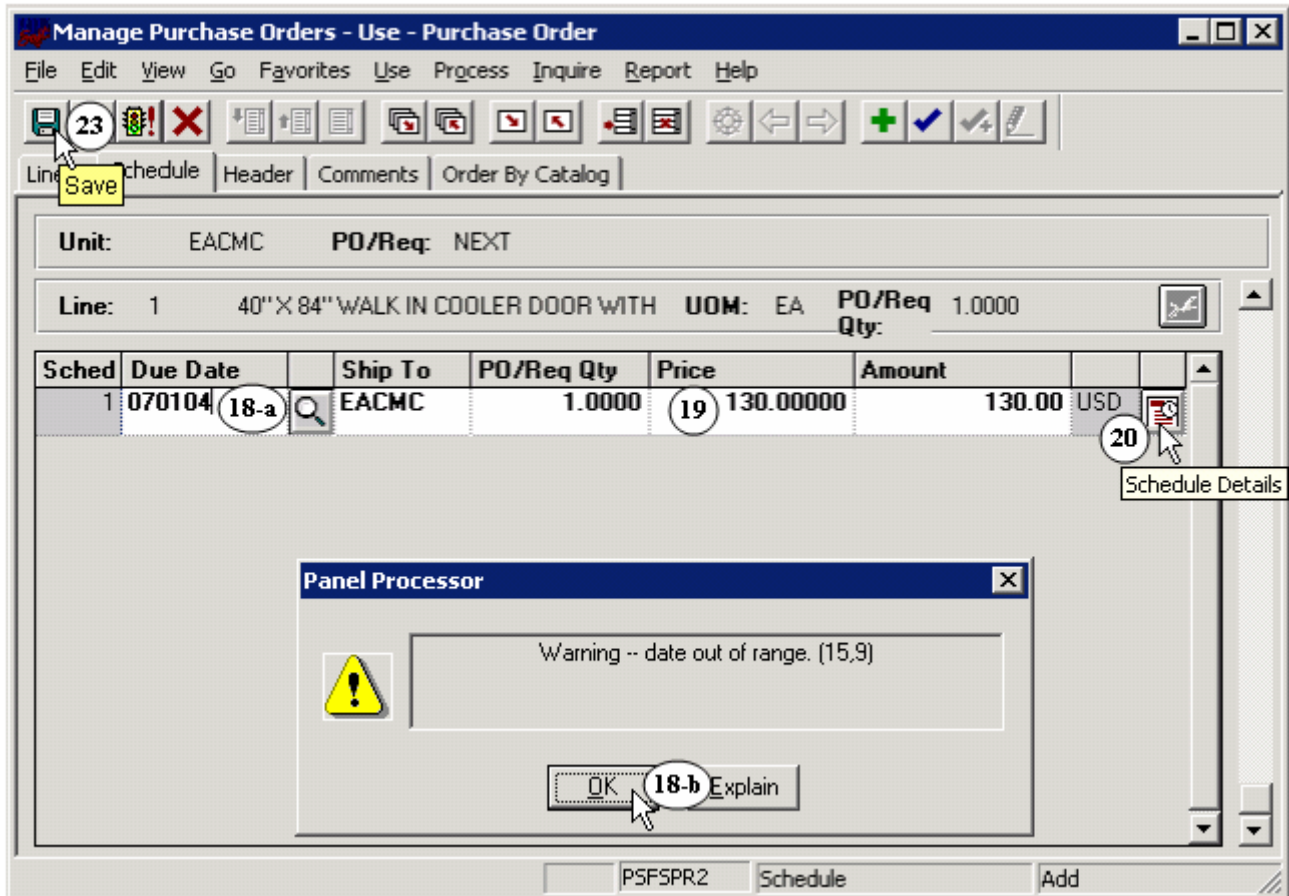
Step	Action
12.	<p>Follow applicable Business Unit direction for the following Default Information:</p> <p><b>Enter or Select:</b></p> <ul style="list-style-type: none"> <li>a. <b>Ship To: Per Business Unit Listing</b></li> <li>b. <b>Location: Per Business Unit Listing</b></li> <li>c. <b>Due Date: 070104 (or later). Tab out of Field.</b></li> </ul> <p>The <b>Panel Processor</b> message box displays.</p> <ul style="list-style-type: none"> <li>d. Click  to close box</li> <li>e. <b>Orig Prom: 070104 (or later). Tab out of Field.</b></li> </ul> <p>The <b>Panel Processor</b> message box displays.</p> <ul style="list-style-type: none"> <li>f. Click  to close box</li> <li>g. <b>Account: 6-digit</b></li> <li>h. <b>Fund: 3-digit</b></li> <li>i. <b>Department.: 7-digit</b></li> <li>j. <b>Program: 5-digit</b></li> <li>k. <b>Class: 5-digit</b></li> <li>l. <b>Proj/Grt: Required for applicable Chart Of Accounts</b></li> <li>m. <b>Bdgt Pd: Has been populated and is grayed out.</b></li> </ul>
13.	<p>Click  to close <b>Purchase Order Defaults</b> subpanel</p>
14.	<p>Click  Tab.</p>



The Purchase Order **Lines** panel displays.



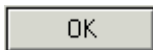
Step	Action
15.	Enter <b>Buyer:</b> per Business Unit Listing.
16.	Make changes to the <b>PO Line(s)</b> as necessary.
17.	Click  Tab.


The Purchase Order **Schedule** panel displays.



Step	Action
18.	<p>Follow applicable Business Unit direction for the following Default Information:</p> <p><b>Enter or Select:</b></p> <p>a. <b>Due Date: 070104 (or later). Tab out of Field.</b></p> <p>The <b>Panel Processor</b> message box displays.</p> <p>b. Click  to close box</p>
19.	Verify Unit <b>Price</b>
20.	Click  <b>Schedule Details</b> button.

The **Details for Schedule 1** subpanel displays.

Step	Action
21.	Review <b>ChartField</b> Information. - Verify <b>Bdgt Pd</b> is <b>Next Fiscal Year (FY2005)</b> .
22.	Click  to close the <b>Details for Schedule 1</b> subpanel.
23.	When complete working the entire Purchase Order perform the following: <b>Save the PO, Approve it and Edit &amp; Budget Check and Post should be processed using normal procedures.</b>

 **PeopleSoft Note**

Reminder: This procedure should not be accomplished until official notification is received from the Budget Section that budgets for FY2005 have been added and the Accounting Period is open. If a Purchase Order is built and determined to be incorrect, notify PS Support Organization and Accounting Services.

End of Procedures for **Method #2 Copying Purchase Orders for Next Fiscal Year funding**. Click [here](#) to return to Start of the IR.

**Retrieval Name:** Information Release - #15  
**Issue Date:** March 18, 2004  
**Revision Date:**  
**Originator:** Purchasing Functional Team  
**Rescind Date:**

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## **Questions/Comments:**

Refer all questions or comments via e-mail to the **PS FIN SUPPORT GROUP**.