PeopleSoft IR-# 38(R)

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 FY2007 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**
# Navigation & Process

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click Go, Administer Procurement, Manage Purchase Orders</td>
</tr>
<tr>
<td>2.</td>
<td>Click Use, Purchase Order, Header, Add</td>
</tr>
</tbody>
</table>

![Add -- Purchase Order](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Follow applicable Business Unit direction for entering the following:</td>
</tr>
<tr>
<td></td>
<td>a. Enter the <strong>Business Unit</strong></td>
</tr>
<tr>
<td></td>
<td>b. Enter the <strong>Purchase Order (PO Number) or Leave as “Next”</strong></td>
</tr>
<tr>
<td></td>
<td>c. Click <strong>OK</strong></td>
</tr>
</tbody>
</table>
The Manage Purchase Orders window with the **Header** panel displays.

![Image of Manage Purchase Orders window]

### Step | Action
---|---
4 | 
5 | 
6 | 
7 | 
8 | 
9 | 
10 | 
11 | 
12 |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Enter <strong>PO/Req Type</strong> (A Valid Values List displays upon clicking Drop-down Arrow)</td>
</tr>
<tr>
<td>5.</td>
<td>Enter <strong>PO/Req Ref</strong></td>
</tr>
<tr>
<td>6.</td>
<td>Enter <strong>Acctg Date</strong> of 07/01/06. Tab out of Field.</td>
</tr>
<tr>
<td>7.</td>
<td>The <strong>Panel Processor</strong> message box displays. Click <strong>OK</strong> to close box</td>
</tr>
<tr>
<td>8.</td>
<td>A <strong>Warning Message</strong> box displays. Click <strong>OK</strong> to close box</td>
</tr>
<tr>
<td>9.</td>
<td>Click <strong>Defaults Panel</strong> button.</td>
</tr>
</tbody>
</table>

The **Purchase Order Defaults** subpanel displays.

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**Purchase Order Defaults**

- **Ship To:** ACWC (10-a)
- **Location:** 347100 (10-b)
- **Due Date:** 7/01/2006 (10-c)
- **Orig Pro:** 7/01/2006 (10-d)
- **Ship Via:** GRND (10-e)
- **Freight Trm:** DES (10-f)
- **GL Unit:** EACMC (10-g)
- **Account:** 545700 (10-h)
- **Fund:** 11 (10-i)
- **Department:** 100 (10-j)
- **Program:** 95001 (10-k)
- **Class:** 210 (10-l)
- **Project/Grant:** FY 2007 (10-m)
- **OK** button
- **Cancel** button

---

**Panel Processor**

- **Warning - date out of range: (15,9)**
- **OK** button
- **Explain** button
- **OK** button
- **Cancel** button
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 10.  | Follow applicable Business Unit direction for the following Default Information: Enter or Select:  
  a. **Ship To:** Per Business Unit Listing  
  b. **Location:** Per Business Unit Listing  
  c. **Due Date:** 070106 (or later). Tab out of Field.  
  
  The **Panel Processor** message box displays.  
  d. Click **OK** to close box  
  e. **Orig Prom:** 070106 (or later). Tab out of Field.  
  The **Panel Processor** message box displays.  
  f. Click **OK** to close box  
  g. **Account:** 6-digit  
  h. **Fund:** 3-digit  
  i. **Department:** 7-digit  
  j. **Program:** 5-digit  
  k. **Class:** 5-digit  
  l. **Proj/Grt:** Required for applicable Chart Of Accounts  
  m. **Bdgt Pd:** Has been populated and is grayed out. |
| 11.  | Click **OK** to close **Purchase Order Defaults** subpanel |
| 12.  | Click **Lines** Tab. |
The Purchase Order Lines panel displays.

Step | Action
--- | ---
13. | Follow applicable Business Unit direction for the following PO Information:

**Enter or Select:**

a. ID: Vendor ID (number)
b. **Buyer:** Per Business Unit Listing
c. Item ID or Item Description: Per Business Unit.
d. **UOM:** Per Valid Values listing.
e. **PO/Req Qty:** Quantity ordered

14. | Click **Lines Detail** button.
The **Lines Details** subpanel displays.

![Line Details Subpanel](image)

<table>
<thead>
<tr>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.</td>
<td>Enter <strong>Category</strong>: Per Valid Values listing.</td>
</tr>
<tr>
<td>16.</td>
<td>Click <img src="image" alt="OK Button" /> to close <strong>Line Details</strong> subpanel</td>
</tr>
<tr>
<td>17.</td>
<td>Click <img src="image" alt="Schedule Tab" /> Tab.</td>
</tr>
</tbody>
</table>
The Purchase Order Schedule panel displays.

### Step 18
Enter or Select (If Necessary):

a. **Due Date**: 070106 (or later). Tab out of Field.

The **Panel Processor** message box displays.

b. Click **OK** to close box

### Step 19
Enter **Price**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td>Click <strong>Schedule Details</strong> button.</td>
</tr>
</tbody>
</table>
The Details for Schedule 1 subpanel displays.

### PeopleSoft Note
Reminder: This procedure should not be accomplished until official notification is received from the Budget Section that budgets for FY2007 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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click <strong>Go</strong>, <strong>Administer Procurement</strong>, <strong>Manage Purchase Orders</strong></td>
</tr>
<tr>
<td>2.</td>
<td>Click <strong>Use</strong>, <strong>Purchase Order</strong>, <strong>Header</strong>, <strong>Add</strong></td>
</tr>
</tbody>
</table>

![Add — Purchase Order](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 3.   | Follow applicable Business Unit direction for entering the following:  
  a. Enter the **Business Unit**  
  b. Enter the **Purchase Order (PO Number) or Leave as “Next”**  
  c. Click **OK** |
The Manage Purchase Orders window with the **Header** panel displays.
Step | Action
--- | ---
4. | Enter **PO/Req Type** (A Valid Values List displays upon clicking Drop-down Arrow)  
5. | Enter **Acctg Date** of 07/01/06. Tab out of Field.
6. | The **Panel Processor** message box displays.  
   | Click **OK** to close box.
7. | A **Warning Message** box displays.  
   | Click **OK** to close box.
8. | Click **Copy From Template** button to enter a Prior Year PO.
9. | Enter **PO ID (Number)**: (A Valid Values List displays upon clicking Drop-down Arrow)  
10. | Click **OK** to close the **Use Template PO** subpanel.
11. | Click **Defaults Panel** button.

The **Purchase Order Defaults** subpanel displays.
Step | Action
--- | ---
12. | Follow applicable Business Unit direction for the following Default Information:

**Enter or Select:**

a. **Ship To:** Per Business Unit Listing

b. **Location:** Per Business Unit Listing

c. **Due Date:** 070106 (or later). Tab out of Field.

The Panel Processor message box displays.

d. Click OK to close box

e. **Orig Prom:** 070106 (or later). Tab out of Field.

The Panel Processor message box displays.

f. Click OK to close box

g. **Account:** 6-digit

h. **Fund:** 3-digit

i. **Department:** 7-digit

j. **Program:** 5-digit

k. **Class:** 5-digit

l. **Proj/Grt:** Required for applicable Chart Of Accounts

m. **Bdgt Pd:** Has been populated and is grayed out.

13. | Click OK to close **Purchase Order Defaults** subpanel

14. | Click Lines Tab.
The Purchase Order **Lines** panel displays.

![Image of Purchase Order Lines panel]

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>15.</td>
<td>Enter <strong>Buyer</strong>: per Business Unit Listing.</td>
</tr>
<tr>
<td>16.</td>
<td>Make changes to the <strong>PO Line(s)</strong> as necessary.</td>
</tr>
<tr>
<td>17.</td>
<td>Click <strong>Schedule</strong> Tab.</td>
</tr>
</tbody>
</table>
The Purchase Order Schedule panel displays.

![Image of the Purchase Order Schedule panel with line 1 highlighted]

Warning: date out of range, (15,9)
<table>
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</tr>
</thead>
</table>
| 18.  | Follow applicable Business Unit direction for the following Default Information: <br>**Enter or Select:**  
   a. **Due Date:** 070106 (or later). Tab out of Field. <br>   The Panel Processor message box displays.  
   b. Click **OK** to close box |
| 19.  | Verify Unit **Price** |
| 20.  | Click **Schedule Details** button. |
The Details for Schedule 1 subpanel displays.

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<tbody>
<tr>
<td>21.</td>
<td>Review ChartField Information. - Verify Bdgtpd is Next Fiscal Year (FY2007).</td>
</tr>
<tr>
<td>22.</td>
<td>Click OK to close the Details for Schedule 1 subpanel.</td>
</tr>
<tr>
<td>23.</td>
<td>When complete working the entire Purchase Order perform the following: Save the PO, Approve it and Edit &amp; Budget Check and Post should be processed using normal procedures.</td>
</tr>
</tbody>
</table>

PeopleSoft Note

Reminder: This procedure should not be accomplished until official notification is received from the Budget Section that budgets for FY2007 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.
Questions/Comments:
Refer all questions or comments via e-mail to the PS FIN SUPPORT GROUP.