PO.020.140 – CREATING A PURCHASE ORDER (MANUAL ENTRY)

Purpose	• To create a Purchase Order. • To understand the difference between an Amount Only PO and a Quantity PO.
Description	When users create a purchase order they should determine whether the PO should be designated as an Amount Only purchase order or left as a Quantity purchase order; the system sets the default option to Quantity and users must manually set the PO to Amount only. The Distribute By drives how you allocate the expense account distribution Designating a purchase order as Amount Only means that the PO will be matched by dollar amount, whereas a quantity PO will be matched by the number of items ordered. Amount Only POs are typically going to be for intangible items like services or utilities. Designating a PO as Quantity or Amount affects both Receiving and Accounts Payable. If a purchase order is going to be invoiced multiple times, ITS recommends setting the PO to an Amount Only PO. ○ **Amount Only**: used for the purchase of services where the supplier would send an invoice that is based on an amount of service provided RATHER than quantity of items delivered. if you don’t check this box, the quantity field is open. If the checkbox is checked, the system changes the quantity to 1 and let them know it is changed. Then, they can voucher the PO until the last PO is used up. ○ **Quantity**: used for the purchasing a quantity of items to be delivered. When the PO is vouchered, it will need to be vouchered by quantity. Matches on quantity.

Security Role	BOR_PO_MAINTAIN
Dependencies/ Constraints	• User was granted the appropriate security roles for the position • User was granted the appropriate user preferences. See the institution's local Security Administrator for further details.
Additional Information	Users may need to be granted additional security roles, dependent on their duties. For additional information, review the PO Security documentation found on the GeorgiaFIRST Financials website in the Security Section.

Procedure

Below are step by step instructions on how to manually create a Purchase Order.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **Purchasing** link.
4.	Click the **Purchase Orders** link.
5.	Click the **Add/Update POs** link.
6.	Click the **Add a New Value** button.
7.	Verify the **Business Unit** and **PO ID** field are pre-populated. If they are not, enter your Business Unit in the Business Unit field, then enter "**NEXT**" into the **PO ID** field.
8.	Click the **Add** button. The system navigates to the Add/Update POs page.
9.	Verify the **PO Date** defaults with today's date. ***Note***: *this date can be edited if needed.*
10.	Enter or search for the supplier in the **Supplier ID** field.
11.	Verify the supplier name populates in the **Supplier** field.
12.	Verify the buyer's user ID populates in the **Buyer ID** field.
13.	To add comments to the Header (which will affect the PO how?), select the Add Comments link. Users can either manually add comments and/or use standard comments. For more information on Standard Comments,……
14.	In the Lines section and under the Details tab, enter or search for the following information: • Description • PO Quantity • UOM • Category: aka NIGP Code. • Price • Line Comments: To add line comments or attachments to the PO, click on the **Details** tab, then click on the **Comment** icon. For more information on standard comments,…… ***Note***: *To add additional lines to the PO, click the plus (+) icon at the far right of the line.*

Step	Action
15.	In the Lines section and under the Ship To/Due Date tab, enter or search for the following information: • Due Date • Ship To
16.	In the Lines section and under the Receiving tab, set the Receiving Required option. The option selected here will affect Receiving. The options are as follows: • Required: this will require a receipt to be created at the point the items are received • Optional: this will allow the • Do Not: Here you will find the default receiving requirement for the line, as defined on the category code. This value can be changed, if necessary.
17.	Select the Attributes tab to change the PO to an Amount Only PO. ***Note**: If you mark the line as Amount Only the PO Qty will default to 1.*
18.	To add accounting information, click the Details tab and then the Schedule icon at the far left of the line. Next, click on the **Schedule** icon (found between the comments icon and the add button on the right side of the page).
19.	Verify the following fields populate on the Schedules page: • Due Date • Ship To • PO Qty • Price • Merchandise Amount
20.	Click on the Matching tab. This is where the Matching requirement is found for the line, in the Matching field. The option selected here will affect how AP can do what? Select one of the following options: • **Full Match**: means the system will matches the line. • **No Match**: means the system does not match the line. ***Note:** ALL lines should have the same matching requirement.*

Step	Action
21.	Next, select the Distributions/Chartfields icon.
22.	On the **Chartfields** tab, enter or search for the following information: • **GL Unit** • **Account** • **Fund** • **Dept** • **Program** • **Class** • **Bud Ref** • **Project, if needed**. ***Note 1***: *Not all fields will always be populated. This is dependent on the Chartstring.* ***Note 2***: *If the institution uses SpeedCharts, enter or search for it in the SpeedChart field. Once the Speedchart is selected, the chartfields will populate below but the speedchart will not remain in the* ***SpeedChart*** *field. If the line needs to be distribute to more than one chartstring, use the* ***Multi-SpeedCharts*** *link.*
23.	Click the **OK** button.
24.	Click the **Return to Main Page** link, found above the Lines box.
25.	Click the **Save** button.
26.	Verify a PO Number is assigned and the PO Status updates to "**Pending Approval**". Note: the status will depend on the Buyer's setup.