

## PO Entry: Entering Standard PO Header

In this learning cycle, PO Department Buyers will learn how to enter the Header information for an SIU Purchase Order, specifically: Supplier and Supplier Site Information, Ship-To and Bill-To Information, Description of goods and Descriptive FlexField Information.

- To begin entering a Standard Purchase Order, login to AIS Production.
- From your AIS Personal Home Page Main Menu:
  - Select the Responsibility: **SIU PO Department Buyer**
  - Then select, **Purchase Orders > SIU Purchase Orders**.

**Reminder:** If entering more than one PO during a session, it may be beneficial to "Set Preferences".

**Hint:** Populate fields using LOV Auto-reduction, i.e., type just a few letters in the fields and then press Tab. Fields will either populate automatically or a shortened LOV will appear.

### Supplier Field

- Enter a few beginning characters of the Supplier's name and then press Tab.
- The **Site** and **Contact** fields will populate automatically based on the Supplier chosen.
  - The Site is the Supplier location that receives the Purchase Order.
  - A Supplier can have one or more Sites.
  - The Site field must always be populated.
  - If a particular Supplier has only one Site, the field populates automatically.
  - When a Contact person is established for the Site, then this field also populates automatically.
- If after selecting the Supplier, the Site field remains blank, invoke the List of Values (LOV) for the field and select the appropriate Site.

### Ship-To Field

- The next field of data entry is the **Ship-To** field; tab to this field and enter a few beginning characters of the Ship-To address and then press Tab.
- If the characters entered are not unique to just one value, you will have to select the correct Ship-To Location from the list of values that appears.

**Note:** If after viewing the entire LOV, your Ship-To address is not available, access the AIS e-forms web site and complete form #PO-0500S to request your Ship-To address be added to the List of Values.

### Bill-To Field

- The cursor advances to the **Bill-To** field. Populate this field using the same steps noted above.

**IMPORTANT:** A Purchase Order with no Ship-To or Bill-To entries will not be processed.

### Buyer, Status and Total Fields

- From the Bill-To field, the cursor automatically advances to the **Buyer** field, which is already populated.
- The **Status** of the Purchase Order is Incomplete.
  - This will automatically change when we save this form.
- The amount in the **Total** field is 0.00.
  - The total for the order will be automatically calculated by the system once the Lines are entered and saved.
  - That amount will then be displayed in the Total field.

### Description Field

- The Description field is a free form field. Enter a brief description of the goods or services. The information entered in to this field:
  - Provides a summary description of what is being purchased on the Purchase Order.
  - Will be seen when forwarded to the Fiscal Officer or Delegate.
  - Is for INTERNAL use only and will not appear on the Purchase Order if/ when it is printed.

### PO Header Descriptive FlexField (DFF)

Although easy to overlook, entry of the Header information is not complete until the PO Header Descriptive Flexfield (DFF) information is entered. This information must be entered or you will get an error message, when you try to save your work.

- To open the DFF window, press Tab once or click in the field to open it.
- The PO Headers Descriptive Flexfield window appears.
- The **Document** type field is automatically populated with the default type, Standard. Accept the default.
- Several fields have field labels in ALL CAPS and colored backgrounds. These are required, data entry fields, specifically:
  - FUNDING FISCAL YEAR
  - AWARD POSTED ON PROCURE BLTN?
  - SIU STAT CODE
  - IL TRANSACTION CODE
- For the remaining fields, with mixed case labels, data entry is optional.
- Tab to the FUNDING FISCAL YEAR field and enter the current Fiscal Year.
- Tab to the AWARD POSTED ON PROCURE BLTN? field, enter 'n' and press Tab again.
  - For SIU PO Department Buyers, this will always be "No" due to the <1,500 dollar amount restriction on these Purchase Orders.
  - Current dollar amounts that require posting are:
    - >\$30,500 Construction
    - > \$36,000 Professional
    - > \$20,000 Artistic
- Tab to the STAT CODE field, enter "d1" and press Tab.
  - The STAT CODE provides criteria used for generating reports, in order to track Purchase Orders.
  - An LOV is available for this field, but the LOV contains many SIU STAT CODES. Only 'D1' is used by the PO Department Buyer.
- The last field requiring data entry is the IL TRANSACTION CODE field.
- Enter 'n' and press Tab.
  - N/A populates the field and the text, "Not Needed for this dollar level", appears next to the IL TRANSACTION CODE field. This field must be populated with a specific code when the dollar amount of the obligation exceeds \$10,000. Since this responsibility only allows purchases for <\$1,500, 'N/A' (Not Applicable) is the only choice.
- The required entries for the PO Header DFF window are complete; click **OK** to close the window.
- Closing the DFF advances the cursor to the Lines Region of the SIU Purchase Order form. This form is now ready for data entry of the purchase order lines.
- The procedures for entering PO Lines are covered in the next learning cycle.