

PO Entry: Entering Standard PO - Distributions

Overview

- In this learning cycle, the PO Department Buyers will:
 - Use the SIU Shipments and SIU Distributions windows to access the PO Distributions (DDF) window and populate the Budget Purpose and a secondary required field.
 - Build the Charge Account and will review the Accounting Flexfield segments and make any necessary changes in regard to Dept Activity Codes and Source of Funds (SOF).
- The Requestor and Deliver-to information on the PO Distributions window defaults from setting Preferences at the beginning of the entry (see Learning Cycle 1). If Preferences are not set, these values will have to be entered.
- After the Distributions information is entered, the Purchase Order must be SAVED. When the Purchase Order is saved, a Purchase Order number is automatically assigned by the system.

Entering Distributions

- Steps to enter the Header, Line, Terms and Shipments information have been completed at this time, for a Standard Purchase Order. Now, you must enter the **Distributions** information.
- Beginning from the Shipments window, click the Distributions button at the bottom of the window.
 - The **SIU Distributions - Personalized** window appears.
 - Again, some information has defaulted from the SIU Purchase Order form.
- Note the following:
 - **Type** field - this field defaults to "Expense".
 - **Requester** and **Deliver-To** - if Preferences were entered before entering the order, these fields will be populated.
If you didn't set your preferences prior to beginning data entry of the purchase order, these fields will be blank and you will have to populate these fields. Instructions are provided later in this document.

PO Distributions DFF

- To begin data entry of the Distributions information press **Tab** once.
 - This action will open the PO Distributions DFF window.
- The **PO Distributions** window appears with two fields available for data entry.
- The **BUDGET PURPOSE** field is used to enter the Budget Purpose for the account that this Purchase Order will be charged against.
- The cursor resides in the Budget Purpose field by default, so just type the Budget Purpose in this field.
 - The cursor automatically advances and the LOV is activated for the second field.
- You can manually enter the appropriate value in the **PURCHASE FOR US CITIZEN/PERMANENT RESIDENT?/ If NOT, THEN GROSS UP?** field or use the LOV to enter the required option, **YES-NA**.
 - You can enter a few characters directly in to the field and press **Tab** to populate the field, without displaying a LOV.
 - If the LOV is invoked, a pre-defined list of values for the field is displayed. Select the third option, **YES - N/A**.
- Click **OK** to close the PO Distributions DFF window.
 - The SIU Distributions window reappears.

Requester and Deliver-To

- If the **Requester** and **Deliver-To** fields are not populated:
 - Tab to the Requestor field and enter your own name, as it appears in the HR employee tables.
You might want to just type a few letters of your last name and press Tab to show a shortened LOV.
This will ensure the name is entered exactly as it should be.
 - Populate the Deliver-To field using the LOV to enter your own address.

Charge Account

- The next step is to populate the Charge Account field. To begin the process, the Tab key is pressed once.
 - Depending on the location of the cursor, you will continue pressing Tab, in some instances, up to four times, until the Charge Account is built.
 - An hour glass appears on the screen, while the Account Generator is working to build the entire 49 digit Accounting Flexfield (AFF).
 - When the Account Generator has finished building the AFF, the **PO Charge Account** field and the **PO Account Descriptions** Region will be populated.
- Invoke the LOV for the **PO Charge Account** field.
 - The Charge Account window opens to display the 12-segment, 49-digit AFF, with descriptions for each.
 - Many of the fields default to all zeroes, including the **Dept Act 1** and the **Dept Act 2** fields.
Enter **Dept Act 1** and the **Dept Act 2** codes, if your department uses these.
- Notice the **Object** code and its **Description**. Part of the Description is the assigned **SAMS** code.
 - SAMS is the acronym for Statewide Accounting Management System. The SAMS codes are very similar to our own object codes. These codes describe different types of expenditure and revenue transactions, only applicable to state transactions.
- Review the **SOF (Source of Funds)** segment. The default for this field is "00".
- When the funds for the account are provided by the State of Illinois, the SOF default (00) must be changed.
 - If the **second** and **third** digits of the Budget Purpose contain the numbers **01** or **81**, then the funds for the account have been provided by the State . . . AND the SOF **must** be changed.

SOF Determination

- To determine what SOF to enter, refer to the current FY Funding Plan located at the following URL:
 - http://finandadmin.siumed.edu/fa/po_home.htm
 - Note: *Appendix A: Accessing the SIUSOM Fin&Admin Home Page* found on the Unit 5 elearning web site is currently under review. Contact your SIUSOM training coordinator for more information in this regard.

IMPORTANT: The choice of which SOF to use is determined by each individual campus and will change periodically.

- If you determine that the SOF should be changed, then you would change it, at this time.
 - Click in the field and enter the correct SOF; the cursor automatically advances to the next field.
 - The **FFY** field defaults to the current fiscal year. Accept the default.
 - When the appropriate changes are made, click **OK** to close. Entry of the Purchase Order is now complete.
-
- **SAVE** your work by clicking on the **Save** icon on the Toolbar.
 - View the message line on the Status Bar at the bottom of the window to verify that the PO saved properly.
 - Click the Oracle icon in the upper left corner of the SIU Distributions window and select **Close** from the Drop Down menu. Repeat the process to close the SIU Shipments window and return to the SIU Purchase Order window.
- TIP:** If you use the Close Form icon on the Toolbar, you will return to the Navigator. You will have to re-query the Purchase Order to complete any pending work.
- At the SIU Purchase Orders window, you will notice that the **PO, Rev** field is now populated with a Purchase Order number, automatically assigned by the system.
 - It is a good idea to write down this Purchase Order number for future reference.
 - The Status of this window is "Incomplete". This will not change until you submit the Purchase Order for approval.
 - If an Attachment is to be added to the Purchase Order, you would add it at this time.
 - If no Attachment is needed, then the PO is ready to be submitted for Approval.
 - You will learn how to enter an Attachment in the next learning cycle and in the last learning cycle, you will learn how to approve the PO.