

## Introduction and Sign On

### Overview

This tutorial is being used in three different Units:

- Department Buyer
- PO Department Buyer
- Department Receiver

If you have more than one of the responsibilities above, you only need to review this information one time.

### Objectives

Depending on the responsibility you use to access PO Summary (Department Buyer, Department Receiver, or PO Department Buyer), you should be able to do the following after completing this module:

- Search for an existing Purchase Order (PO), using various methods.
- Look up detailed information on a Standard or Planned Purchase Order (PPO), specifically in these four major areas:
  - Purchase Order Header
    - Review the status
    - Verify a supplier's name
    - Show expiration date of a PPO
    - Determine remaining amount of a PPO
  - Purchase Order Line(s)
  - Purchase Order Shipment(s)
    - Look up the Matching Type and Receipt Routing
  - Purchase Order Distributions(s)
    - Show the charge account
- Use the Inquire Menu to:
  - View Receipts
    - Review Receipts that may have been received against a PO or a Release
  - View Action History
    - Review any changes made to the PO and/or Release
    - Review who approved, forwarded or rejected the PO
    - Review corresponding notes
  - View invoices
    - Review invoices entered and/or paid against a PO or Release (DR does NOT have access to this function)
- Departments/Units may request the establishment of PPOs. PPOs allow the department/unit to procure goods/services from the same supplier over time. For example, PPOs may be established to pay monthly lease costs to a specific supplier or purchase books from the same bookseller over many months.
  - Departmental staff submits a purchase requisition to their fiscal officer, requesting the PPO.
  - The fiscal officer approves the requisition, and forwards it to the campus' Purchasing Office.
  - The Purchasing Office establishes the PPO and assigns it a unique PPO number.
  - As goods/services are required, a Department Buyer places "orders", referencing the PPO number, directly with the designated supplier.
  - The Department Buyer will then input a release (i.e., "Scheduled Release") directly into AIS against the appropriate PPO, using the unique PPO number.
- In the Purchase Order Summary module, the following windows will be accessed:
  - Find Purchase Orders
  - Purchase Order Headers

- PO Headers DFF
- Purchase Order Lines
- PO Lines DFF
- Purchase Order Shipments
- Purchase Order Distributions
- PO Distributions DFF

**NOTE:** PO Summary is used for inquiry purposes only. No fields can be updated while using PO Summary. It does not have data entry capability.

### Find Purchase Orders Window

The fields on the Find Purchase Orders window are defined below.

- **Number** - refers to the Purchase Order number; it is automatically assigned by the system.
- **Type** - Document Type of order; SIU uses only 'Standard' or 'Planned' purchase orders.
- **Release** - A number representing a commitment against a Planned PO. The number is automatically assigned when the Department Buyer enters the Release.
- **Currency** - is always in USD.
- **Supplier** - Entity from whom the goods or services are being purchased.
- **Site** - Location of the Supplier's business.
- **Ship-To Org** - Procurement organization to where goods will be shipped, i.e. CPO, SPO, EPO.
- **Bill-To** - Address where Supplier mails bill/invoices.
- **Ship-To** - Location to where goods should be shipped.
- **Line Type** - Goods, M-Bkt or Services.
- **Buyer** - Purchasing Department employee who enters the Purchase Order; or the Department Buyer who issues a Scheduled Release against a Planned PO; or a PO Department Buyer who issues Standard POs under \$1,500 (used at SOM only).
- **Line** - A specific item on a purchase order or a release.
- **Shipment** - A unique number that identifies a specific shipment.
- **View Releases** - A checkbox that if checked, displays Scheduled Releases against PPOs.
- **Tabbed Regions** - Click on each Tab to select a different region with different field options. You can enter criteria in several of the region's available fields to perform a more specific search.
  - **Line** displays by default.
  - **Date Ranges** allows you to narrow down the search to be within a certain timeframe.
  - **Status region** can use criteria to look for documents that are Approved, Incomplete, or In Process.
  - **Related Documents** allows the user to search using a Receipt # or an Invoice # that is related to the document.
  - **Deliver To** allows you to search for information by Organization or Location.
  - **Accounting and Projects** tabbed regions are not used by SIU.
  - **Results Region** allows you to determine the format in which the retrieved data will be displayed. It can be displayed by:
    - Headers
    - Lines
    - Shipments
    - Distributions

## Action Buttons on the Find Purchase Orders Window

At the bottom of the Find Purchase Orders window are several actions buttons. Depending on your responsibility in AIS, these may or may not be active.

- **Clear** button - bottom, left side of the window is used to clear previous search criteria from the screen; it does not clear information from the database.
- **New Release** button - is used only by Department Buyers, when issuing a Scheduled Release.
- **New PO** button - is used only by PO Department Buyers and Purchasing Buyers for entering a new PO.
- **Find (J)** - action button is used to execute the search. You may also press Enter or Alt + J on your keyboard.

## Purchase Order Headers Window

- If you execute a search from the Find Purchase Orders window with the 'Headers' radio button selected, the Purchase Order Headers window opens.
- The **Open Folder** icon, below the title bar on the upper left side of the window, indicates that the block of fields in this window are customizable. All summary windows will have this function available.
  - For instructions on how to use the Open Folder icon, refer to the Folder Tools module in Unit 2: Navigation
- Use the Horizontal and Vertical Scroll Bars to view all fields and records on the window.
- If you scroll to the far right of a record and click in the double brackets [ ]...the PO Headers DFF window will open, showing AIS-specific information from the original order.
  - Field labels in ALL CAPS represent mandatory information that was populated when the PO was created.
  - Click OK to close the DFF to return to the Purchase Order Headers window.
- Clicking the **Lines** action button at the bottom of the window will open a summary of the Line information entered into the original purchase order or release.

## Purchase Order Lines Window

- The **Purchase Order Lines** window appears if the Lines radio button was selected in the Results Region of the Find Purchase Order screen or if the Lines action button was selected from any other window.
  - Scroll to the far right and click on the [ ] field of a record to open the PO Lines DFF and view AIS-specific information; click the OK button to close the DFF when finished.
  - Clicking Shipments button at the bottom of the PO Lines window will display the Shipments region for the current record.
  - If enabled, the **Open** button in the lower right corner of the window displays the Purchase Order Summary to Purchase Orders window for the current record. ('Open' is not enabled for Department Receivers.)

## Purchase Order Shipments Window

- The **Purchase Order Shipments** window appears if the Shipments radio button is selected in the Results Region of the Find Purchase Order form or if the Shipments action button is selected from any other window.
  - There are over 20 fields accessible; use your scroll bar to review them.
  - There are no DFFS used by SIU on the Purchase Order Shipments window.
  - Clicking the **Distributions** action button in the lower left corner of the Shipments window opens the Purchase Order Distributions window for the current record.

## Purchase Order Distributions Window

- The **Purchase Order Distributions** window appears if the Distributions radio button is selected in the Results Region of the Find Purchase order (SIU Operating Unit) form or if the Distributions action button is selected from any other window.
  - Use the horizontal scroll bar to scroll to the far right and open the Distributions DFF. The PO Distributions DFF window provides AIS-specific fields carried over from the original PO; click OK to close the DFF.

- **NOTICE** the sequence of windows that we opened.
  - First, the Find Purchase Orders window was opened to query for the Purchase Order we needed to view. Then, the PO Headers window was opened, next the PO Lines window and from there the PO Shipments window. From the Shipments window, we reviewed the PO Distributions.
  - The process of accessing these windows in this order is referred to as “drilling down”. We drilled down to the last form, PO Distributions - there are no more action buttons left to “click”.
- Once you have close the PO Distributions DFF, if you would like to view any of the open windows, click on the title bar of the window to bring it forward or use the Window menu to select any of the windows.