

Financial
System
Upgrade
Changes

WHAT'S NEW

PURCHASE ORDERS



Purchase Orders

Changes to Look for

- Navigation
- Lines, Schedules, Distribution all on one page
- Category ID not used

Conversion Notes

- PO's with outstanding balances are converted using the 7.5 PO ID
- Active SpeedCharts are converted using the 7.5 SpeedChart value
- Vendor ID's are renumbered with 7.5 values saved as an attribute

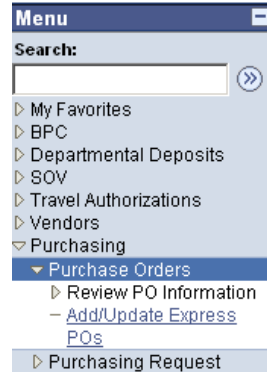
General Upgrade Changes

- Shared data tables for the followings:
 - Chartfields – Account, Fund, Deptid/Cost Center
 - Vendor file

Express Purchase Orders

➤ **Menu Navigation:**

Purchasing – Purchase Orders –
Add/Update Express POs



➤ **Add an Express Purchase Order:**

All vendors will be added with NEXT id

Express Purchase Order

Business Unit:

PO ID:

To continue the transaction

➤ Complete the Express Purchase Order on a single page:

Express Purchase Order

Purchase Order

Unit: UKANS PO Status: Pend Appr
 PO ID: NEXT Budget Status: Not Chk'd
 Copy From: Hold From Further Processing

Header

'PO Date: 06/27/2008 [Vendor Search](#)
 Vendor: APPLESEED-001 [Vendor Details](#)
 'Vendor ID: 0000000013 JOHNNY APPLESEED
 'Buyer: JHANSON Jennifer Hanson
 PO Reference: 11/37 Process

Receipt Status: Not Recvd
 'Dispatch Method: Phone

Amount Summary

Merchandise: 0.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 0.00 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Add Comments](#) [Additional Info](#)

➤ Additional Info hyperlink with a slight change: [Additional Info](#)

- Topeka Statements
- Purchasing Request Number
- Contract Number

Additional Information

Please check all that apply to this transaction. Information will be reported to the State based on the items selected.

<input type="checkbox"/> KU KSA 75-3738, 75-3740a	<input checked="" type="checkbox"/> Fees Collected
<input type="checkbox"/> KLETC Expenses	<input type="checkbox"/> State Employee - No subst
<input type="checkbox"/> Scholarship / Fellowship	<input type="checkbox"/> Membership / Subscription Stay
<input type="checkbox"/> Receipt Request	<input type="checkbox"/> Postage
<input type="checkbox"/> Certify Correct / Unpaid	<input type="checkbox"/> Old Year / New Year

Purchasing Request ID: <input type="text" value="00103"/> <input type="button" value="Q"/>	Contract ID: <input type="text"/>
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➤ **Comments added via “Add Comments” hyperlink or icon on each Line:**

[Header Details](#) [PO Activities](#) ~~[Add Ship To Comments](#)~~
[PO Defaults](#)
[Add Comments](#) [Additional Info](#)



PO Header Comments

Unit: UKANS **PO ID:** NEXT **Vendor:** APPLESEED-001
***Sort Method:** ***Sort Sequence:**

Comments Find | View All First 1 of 1 Last
[Copy Standard Comments](#) **Comment Status:** Active Inactivate +

PO Comments will copy into Vouchers - check box Shown at Voucher (below).

PO Comments will copy into PO Print - check box Send to Vendor (below).

Send to Vendor **Shown at Receipt** **Shown at Voucher**

- Select “Shown at Voucher” to have the comments copy into the voucher
- Select “Send to Vendor” to have the comments copy onto the printed PO report

➤ **Complete the Lines information:**

Lines								Find	First	1 of 1	Last
Line	Item	Description	PO Qty	'UOM	Category	Amount	Status				
1					ALL		Active				

- Use hyperlink “Expand All” to see all Lines, Schedules and Distributions:

[Expand All](#)

Lines Find First 1 of 1 Last

Line	Item	Description	PO Qty	'UOM	Category	Amount	Status
1		Line 1 Stuff	12.0000	EA	ALL	1,200.00	Active

Schedules Find First 1 of 1 Last

Sched	'Due Date	'Ship To	'PO Qty	Price	Amount	Status	'Distribute by
1	06/27/2008	C-O_223	12.0000	100.00000	1,200.00	Active	Amount

Distributions Customize Find View All First 1 of 1 Last

Dist	Status	Percent	Amount	'GL Unit	'Account	Fund	Dept	Bud Ref	Project	'Location
1	Open	100.000	1,200.00	UKANS	12050	700	1510000	2008		C-O_2

- Complete the Invoice Lines and Distribution Lines:

Chartfield String = Combination of Account, Fund, Dept, Bud Ref, Project and CF1

Invoice Lines Find View 1 First 1-2 of 2 Last

Line	'Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		Product 1				300.00

Ship To: C-O_223 SpeedChart: Use One Asset ID Calculate

Distribution Lines Customize Find View All First 1 of 1 Last

GL Chart	Assets	Reimbursable	Related Travel Authorization	State PO Info
1				

Amount	Quantity	'GL Unit	Account	Fund	Dept	Bud Ref	Project
300.00		UKANS	13690	003	1510000	2008	

Line	'Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
2	Amount		Service 1				200.00

Ship To: C-O_223 SpeedChart: Use One Asset ID Calculate

Distribution Lines Customize Find View All First 1 of 1 Last

GL Chart	Assets	Reimbursable	Related Travel Authorization	State PO Info
1				

Amount	Quantity	'GL Unit	Account	Fund	Dept	Bud Ref	Project
200.00		UKANS	12990	700	1524000	2008	

➤ **New tabs on the Distribution Line:**

Reimbursable – tracking information when using funds to be reimbursed by KUCR or KUEA

- 720/721 – KURES Dept or KURES Project will cover these expenses
- 725/925 – KUEA will cover these expenses

Distributions			
Chartfields Reimbursable Related Travel Authorization State PO Info			
Dist	KURES Deptid	KURES Project ID	KUEA Account Number
1			1234567890

Travel Authorization – travel expenses link back to Travel Authorizations

- Select Travel Authorization or Traveler's Name
- KUEA Travel Advancements reported to KU Endowment Association

Distributions				
Chartfields Reimbursable Related Travel Authorization State PO Info				
Dist	Travel Authorization ID	Traveler ID	Travel Purpose	Endowment Loan Amount
1	0000000001	0000000003	Alliance Conference	700.00

State PO Info – information reported to the state specific to your encumbrance

- Central staff use this information when reporting with the state

Distributions			
Chartfields Reimbursable Related Travel Authorization State PO Info			
Dist	State PO ID	State Suffix	State PO Type
1	A1234567	01	Firm

➤ **Save the pending PO entry:**

