

BEREA COLLEGE Purchase Order Creation	Document No.	FIN017.D
	Effective Date	05/2007
	Revision Date	1/2009
	Pages	1-7
	Approval:	On File in Purchasing

1.0 Purpose

This procedure describes steps to process a new purchase order (not blanket order.)

2.0 Definitions

Requisition: A written or computer generated request to purchasing for the procurement of goods or services from suppliers.

Requisitioner: The person who initiates a purchase requisition.

End user: The department requesting the purchase

Commodity: Description of the items to be purchased

Leadtime: The period of time between when the item is ordered and when it is delivered.

F.O.B.: (Free On Board) Shipping terms under which title is transferred between supplier and purchaser at the FOB point.

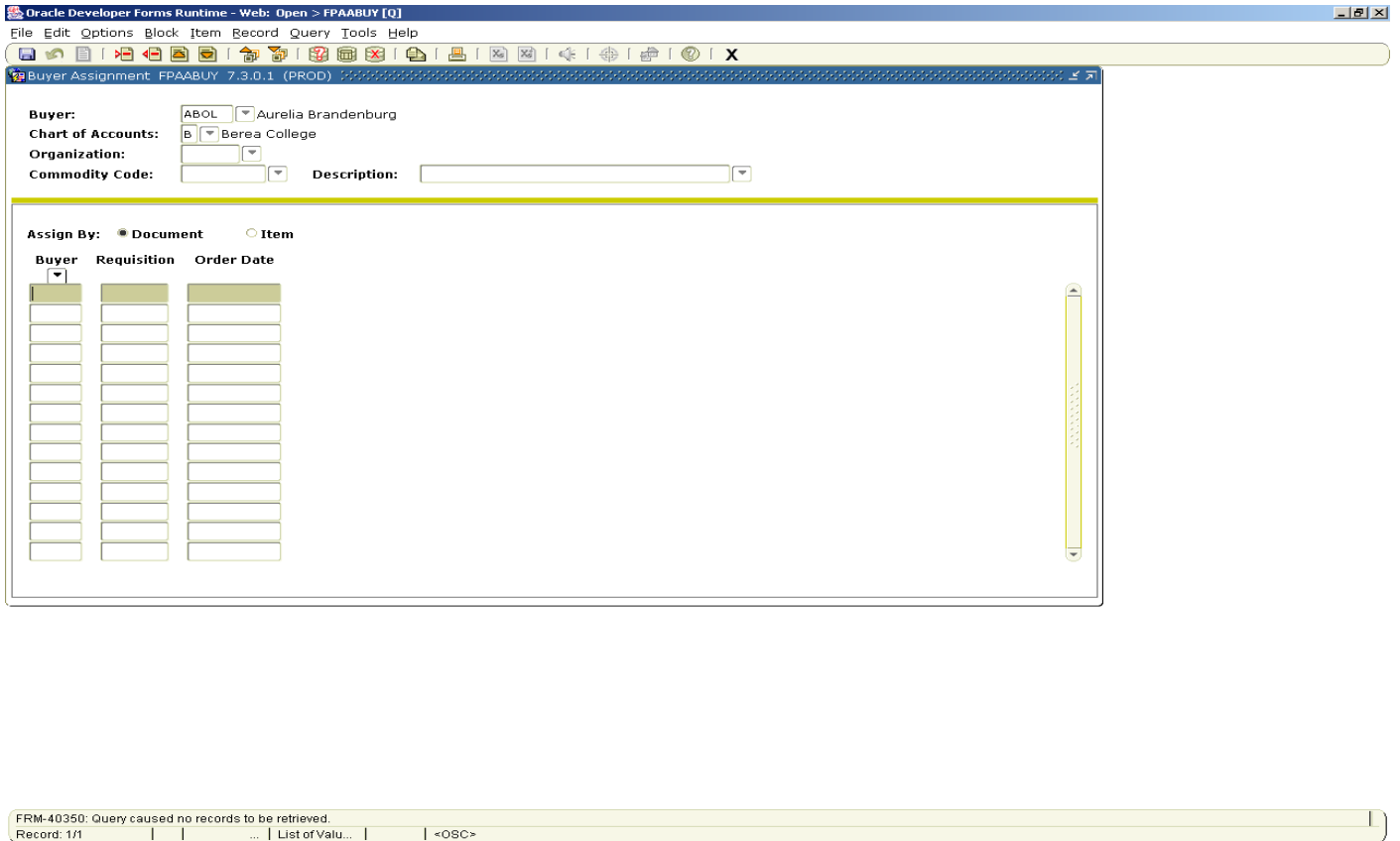
Terms and Conditions: Specific requirements that a buyer makes upon a supplier, may include the performance of work, delivery of goods and/or invoice requirements. A questionnaire that may be required of new vendors who are the source of supply that exceeds \$10,000.

3.0 Procedure

3.1 Access Requisitions Screen in Banner

FPAABUY – Requisition list

- Control page down



- Buyer: ABOL
- Control page down (next block)
- When list comes up on the screen, hit F10 to save
- Exit

FPAPOAS – Assign PO number

- Enter FPAPOAS in the Banner direct access code, press Enter
- Control page down
- When requisitions come up on the screen, put cursor in PO number box and type NEXT (unless the PO has a special prefix, like “BT” in BT034 for the Boone Tavern renovation project – in which case, enter that number)
- Arrow down to each requisition, tab to PO number box, and type NEXT for each requisition
- When finished, hit F10 to assign PO numbers
- When computer has assigned PO numbers, write down the PO numbers – you will need them for the next step
- Exit

FPAPURR – Complete PO

The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web: Open > FPAPURR [Q]". The browser's address bar contains "Purchase Order FPAPURR 7.4.0.1 (PROD)". The main content area of the browser displays a form with the label "Purchase Order:" followed by a dropdown menu showing "PO0" and a small icon to its right.

Enter NEXT or leave blank for automatic assignment or enter document number, press NEXT ITEM to activate COPY function.
Record: 1/1 | | ... | | <OSC>

- Control page down
- Enter PO number (which you wrote down during FPAPOAS step, above)
- Control page down

Oracle Developer Forms Runtime - Web: Open > FPAPURR [Q]

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Document Information FPAPURR 7.4.0.1 (PROD)

Purchase Order: P0021249 Blanket Order: Order Type: Regular

Order Date: 21-MAY-2009 Transaction Date: 21-MAY-2009 In Suspense

Delivery Date: 29-MAY-2009 Comments: Document Text

Commodity Total: 50,352.01 Accounting Total: 50,352.01 Document Level Accounting

Receipt Required: Receipt Required

Document Information Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

PO created from Requisition

Requisition Document Text: Copy Document ...

Buyer Code: ABOL Aurelia Brandenburg

BO Termination Date:

Rush Order

NSF Checking

Deferred Editing

Purchase Order Copied From:

Blanket Order document number, Press LIST for valid values

Record: 1/1 ... <OSC>

- Go to the Options, and in the dropdown menu, click on Document Text
- Control page down
- If there are instructions in the text, check to see if the “print” box is checked – if not, the text will not print on the PO
- Take out any unnecessary information, such as “Aurelia, please” in “Aurelia, please fax to ###-###-####,” and add in information as required
- Take out any internal notes, by unchecking the boxes, but be sure to note the information (maybe on a post-it) for yourself
- If you make any changes to this screen, press F10 to save
- Exit
- Look over the Document Info – if it seems okay, control page down
- Requestor/Delivery Information should already be filled in – control page down

Oracle Developer Forms Runtime - Web: Open > FPAPURR [Q]

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Vendor: FPAPURR 7.4.0.1 (PROD)

Purchase Order: P0021249 Blanket Order: Order Type: Regular

Order Date: 21-MAY-2009 Transaction Date: 21-MAY-2009 In Suspense

Delivery Date: 29-MAY-2009 Comments: Document Text

Commodity Total: 50,352.01 Accounting Total: 50,352.01 Document Level Accounting

Receipt Required: Receipt Required

Document Information Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

Vendor: 952039211 Bell Industries, Inc

Address Type: PU Address Sequence: 1

Street Line 1: 2475 Crowne Point Dr Phone: 513 7727753 Extension:

Street Line 2: Fax: Extension:

Street Line 3:

City: Cincinnati State or Province: OH Zip or Postal Code: 45241 Nation:

Contact: Carol Pendulum

Email:

Discount: 36 net 25 days

FOB Code: 02 FOB Berea

Tax Group: Disbursing Agent

Class Code:

Carrier:

Currency:

Record: 1/1 ... <OSC>

- Control page down
- On the Commodity/Accounting page, control page down will take you to the accounting information block

Oracle Developer Forms Runtime - Web: Open > FPAPURR [Q]

File Edit Options Block Item Record Query Tools Help

Purchase Order Entry: Balance/Completion FPAPURR 7.4.0.1 (PROD)

Purchase Order: P0021249 Blanket Order: Order Type: Regular

Order Date: 21-MAY-2009 Transaction Date: 21-MAY-2009 In Suspense

Delivery Date: 29-MAY-2009 Comments: Document Text

Commodity Total: 50,352.01 Accounting Total: 50,352.01 Document Level Accounting

Receipt Required: Receipt Required

Document Information Requestor/Delivery Information Vendor Information Commodity/Accounting **Balancing/Completion**

Vendor: 952039211 Bell Industries, Inc Requestor: Kay Himes

COA: B Berea College

Organization: 2044 Information Systems & Services

Currency Code: Commodity Record Count: 3

Exchange Rate: Input Amount: 50,352.01 Converted Amount:

	Header	Commodity	Accounting	Status
Approved Amounts:	50,352.01	50,352.01	50,352.01	BALANCED
Discount Amounts:	.00	.00	.00	BALANCED
Additional Amounts:	.00	.00	.00	BALANCED
Tax Amounts:	.00	.00	.00	BALANCED

Complete: In Process: Yes Receipt Required.

FRM-40208: Form running in query-only mode. Cannot change database fields.

Record: 1/1 ... <OSC>

- Control page down again
- The status should be “Balanced”
- Click on Complete

4.0 Related Documents

4.1 Purchasing Policy