University of Illinois System

Purchase Orders Training Document

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Overview

The Expense Purchase Orders application allows the user to create and manage a Purchase Order from your downstream Vendors and Contractors.

The system will track the Schedule of Values for the Purchase Order. Cost amounts are tracked in Work Breakdown according to status.

To access the Expense Purchase Orders application, please open the Apps repository. Under the Cost Management suite of applications click on Expenses. This will launch the Expenses Applications which will include:

- Contracts
- Change Requests
- Change Orders
- Pay Requests
- **Purchase Orders**
- Purchase Order Change Orders
- Invoices

Create a Purchase Order

1. To create a new Purchase, select the **Purchase Orders** tab, then click the **New** button to open a new Purchase Order

2. Notice a new form on the right side of the screen

3. Populate the Purchase Order Details such as Date, Description, Requisitioned By, Charge Code, Vendor Name and Banner ID

4. In the Vendor section, you must record the Company the Purchase Order was issued to. There are two easy to accomplish this task:

   a. The Company Name drop down list can be used to search for the Company

      i. If the desired Company is found make sure to choose the appropriate and Office Name corresponding to the Banner vendor used on the Purchase Order from the available choices

      ii. They will start with Banner followed by an underscore and then the combination of Banner Address Type Code and Sequence Number. will populate automatically

   b. If the Company is not found in the drop down list, the Legal Vendor Name of the Company can be entered in the Vendor Name field

      i. The Banner ID should also be entered.

   c. **Note**: A process is being developed to populate a Banner vendor in the Kahua company list based on a request from a Financial Manager entering a Purchase Order. This process is not available during the pilot but is expected to be available for the full implementation of Kahua.

5. To add purchase order line items, navigate to the Items grid

    a. To add multiple line items, determine how many lines you will need and click Insert

    b. Select the applicable cost codes and fill out the remaining details regarding this record.

    c. **Note**: The Kahua Activity Code is the same as the FCP Web Activity Code.

6. To view the Purchase Order Items in further detail, click the more details ⬈ icon next to the PO Item number

    a. This view allows for additional detail on the item such as the Scope of Work, Notes, and additional Comments

    b. Use the Previous and Next action buttons to sort through the Items if needed.

7. Click Done once details have been added.

8. Documents can be attached to the record under the References section. The user can either:

    a. Upload a document saved on their computer

    b. Add Kahua Doc to reference a document that is stored within Kahua's File Manager application

    c. Add Approval Doc which is used anytime a record is being routed for Review or Signature.

9. Once all details have been filled out, click Save/Close

Purchase Order Action Buttons

Once the fields within the record have been completed and saved, the users can select from several actions:

- **Send** – Use messaging to send record details to others (NOT to be confused with a workflow)
- **Edit** – Update and maintain the record
- **View** – This action button displays the Portable View (document view)
- **Delete** – Select this action button to delete a record (typically permission based, so all may not see this)
- **History** – All updates/changes are tracked

Send

- Do not confuse **Send** with using the workflow buttons in any application
- Documents can be sent via a message within Kahua to either existing Kahua users or users outside of Kahua by entering their email address and clicking **Enter**
- The documents are treated as attachments, and the message can be copied to the **Communications** application by checking the box

Edit

- The record can be updated as needed during the process
- If the document is out for Review or Signature, **Edit** will not be available

View

- Records can be viewed as a Portable View in which a PDF version of the data is generated and can be printed out. Select the **PDF Icon** to generate a printable PDF version of the document

History

- The **History** action button provides details regarding all activity (Creation, Updates, Saves, etc.) performed on the record
- To see specific details related to the updates made, click the View Edit button

Approve a Purchase Order

1. As Purchase Orders will be used as a form of Data Entry there are no Workflows Configured for the application
2. All Purchase Orders will have to be Set to Approved Manually
   a. Please set the status manually by using the 'Set To' button at the bottom of the record
   b. The option to manually Set To Projected, Pending, Approved, or Approved & Lock
3. The selection will determine where the values are on the Work Breakdown