# Table of Contents

Overview ......................................................................................................................................................... 3

Entering a Purchase Order, Exercise #1 ..................................................................................................... 5
  Purchase Order (PO) Header ..................................................................................................................... 6
  Purchase Order Attachments .................................................................................................................... 13
  Purchase Order (PO) Lines ....................................................................................................................... 17
  PO Line 1 .................................................................................................................................................. 17
  Shipments (PO Line 1) .............................................................................................................................. 19
  Distributions (PO Line 1) .......................................................................................................................... 21
  PO Line 2 .................................................................................................................................................. 23
  Shipments (PO Line 2) .............................................................................................................................. 24
  Distributions (PO Line 2) .......................................................................................................................... 24
  Summary .................................................................................................................................................. 26

PO Workflow and Approval ....................................................................................................................... 27

PO Exercise #2 ............................................................................................................................................. 30
  Copying a Purchase Order ......................................................................................................................... 30
  Purchase Order (PO) Lines ....................................................................................................................... 35
  Splitting Shipments .................................................................................................................................. 36
  PO Line 2 .................................................................................................................................................. 39
  Splitting Distributions .............................................................................................................................. 40
  Summary .................................................................................................................................................. 42

Purchase Order Inquiry .............................................................................................................................. 44

Notifications ................................................................................................................................................ 48
  PO is Approved ........................................................................................................................................ 48
  More Information is Requested .............................................................................................................. 50
  PO is Rejected ......................................................................................................................................... 51

Printing Purchase Orders ............................................................................................................................ 52
  Viewing Your Printed PO ......................................................................................................................... 56

Entering Receipts ......................................................................................................................................... 59

Receiving Exercise #1 ............................................................................................................................... 60
  Modifying a Purchase Order .................................................................................................................... 65
  Creating a Return ...................................................................................................................................... 67
  Changing an Approved PO ....................................................................................................................... 70

Receiving Exercise #2 ................................................................................................................................ 75
  Verify the receipts ................................................................................................................................... 77

Purchase Order Exercise #3 ....................................................................................................................... 78

FCPA and Requesting Access for Purchase Orders: ............................................................................... 82

APPENDIX .................................................................................................................................................. 83

Purchase Order Approval Workflow ........................................................................................................... 84
Overview

What is a Purchase Order (PO)?

An on-line form completed in the Oracle Financials System and then issued by a Carnegie Mellon University (CMU) buyer to a supplier indicating types, quantities, and agreed prices for products or services the supplier will provide to Carnegie Mellon. Sending a PO to a supplier constitutes a legal offer to buy products or services. Acceptance of a PO by a supplier usually forms an agreement between the buyer and seller.

Purchasing Process Flow

In this training manual, the focus will be on creating purchase orders and receiving against the purchase orders.

If you recall from Oracle 101, data entry forms can include Headers and Lines and some forms like the Purchase Order also contain distributions. In this course, you will enter three variations of Purchase Orders as shown here.
<table>
<thead>
<tr>
<th>PO Exercise #1</th>
<th>PO Exercise #2</th>
<th>PO Exercise #3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PO HEADER</strong></td>
<td><strong>PO HEADER</strong></td>
<td><strong>PO HEADER</strong></td>
</tr>
<tr>
<td><strong>PO Line 1</strong></td>
<td><strong>PO Line 1</strong></td>
<td><strong>PO Line 1</strong></td>
</tr>
<tr>
<td>&gt;&gt;Shipment 1</td>
<td>&gt;&gt;Shipment 1</td>
<td>&gt;&gt;Shipment 1</td>
</tr>
<tr>
<td>&gt;&gt;&gt;Distribution 1</td>
<td>&gt;&gt;&gt;Distribution 1</td>
<td>&gt;&gt;&gt;Distribution 1</td>
</tr>
<tr>
<td></td>
<td>&gt;&gt;Shipment 2</td>
<td></td>
</tr>
<tr>
<td><strong>PO Line 2</strong></td>
<td></td>
<td>&gt;&gt;&gt;Distribution 1</td>
</tr>
<tr>
<td>&gt;&gt;Shipment 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&gt;&gt;&gt;Distribution 1</td>
<td>PO Line 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt;&gt;Shipment 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt;&gt;&gt;Distribution 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt;&gt;&gt;Distribution 2</td>
<td></td>
</tr>
</tbody>
</table>

We'll begin with PO Exercise #1. This is a simple purchase order containing two PO Lines with one shipment and one distribution for each PO Line.
**Entering a Purchase Order, Exercise #1**

The Vice President of your division has selected a new table and chairs for the main conference room. The furniture will be purchased from one of our discount suppliers, Tri-State Office Furniture.

The conference table itself is $6,000 which is over the $5,000 threshold for capital furniture here at CMU. The chairs, however, are $110 each. You are purchasing 15 chairs. When deciding if the furniture is capital or non-capital, you must consider each piece individually. Thus, the chairs are non-capital furniture as they are well below the capital threshold.

We will have to enter two separate lines on this PO, one for capital furniture and one for non-capital furniture, because different object codes will be used in the Distributions (account strings charged).

**Note:** Both the table and the cumulative amount of the 15 chairs is over the $2,499.99 purchasing card furniture threshold, therefore requiring the use of a purchase order.

To start, be sure to select the Oracle responsibility that is the appropriate ledger for the purchase order you wish to enter.

For today’s training session, we will be working in the **USA Ledger**.

1. At the Oracle home page expand the responsibility **USA POREQ Buyer and Approver**, then expand the Purchase Orders folder, and click on the **Purchase Order Summary** link.

![Oracle Applications Home Page](image-url)
2. From the Home Page the system opens a blank **Purchase Orders** form for data entry.

![Purchase Order Form](image)

**Purchase Order (PO) Header**

3. Data entry begins in the PO header section. The header section contains general information about the purchase order, such as the Supplier, the Buyer and so on. The header also contains the Description field that buyers use to enter the business justification.

![PO Header](image)

a. The **Operating Unit** will default with the appropriate value for the ledger you are working in. Although this field is yellow, it is protected from update. The **Created** field and the **PO Rev** fields are gray. This means they are protected from update by the system and you cannot enter data into these fields. The Created field is systematically populated with the data and time (EST) the purchase order was started. The PO number is populated by the system when the PO is saved. The Rev (Revision) number is incremented by the system each time a PO is altered after initial approval.

b. The system automatically defaults to the first yellow field called **Type**.

![Type Field](image)

Always accept the default value of “Standard PO”.

6
c. Press the Tab key on your keyboard. This moves your cursor to the Supplier field. Click on the List of Values icon. The supplier must be in the university's Oracle supplier database in order to be selected.

d. The List of Values is not empty. Imagine all the suppliers Carnegie Mellon (CMU) has used over the years. Let's narrow down the list. In the Find field, enter “TRI-STATE%”.  

1. Note: In Oracle, “%” is a wildcard. Entering “TRI-STATE%” will only bring back any results starting with “TRI-STATE.” Likewise, entering “%TRI-STATE%” will bring back any results containing “TRI-STATE.”
e. Click on the button.

f. A reduced List of Values displays.

g. Select “TRI-STATE OFFICE FURNITURE INC”.

4. The Supplier is populated and the system moves to the next field. It is the
5. **Site** field. Some companies may have different warehouses/plants from which they ship their product. These are referred to as “sites”.

6. Remember what a white field indicates? Though this Site field is “optional” for Oracle, it is required for CMU business purposes. If the Supplier you selected has only one Site, the system will automatically populate the field. If the supplier has multiple sites, the List of Values icon will display in the field. Click on the List of Values.

7. The list is reduced to the Sites applicable to the Supplier we selected, namely, Tri-State Office Furniture Inc. You will become familiar with the sites for a particular supplier as you work with the supplier. For this example, this supplier has two Sites, choose – **Pittsburgh PA**.

8. The **Contact** field is optional for Oracle and for CMU business policy. Click on the List of Values. When you do you should see the message at the very bottom left of the screen. Contacts may or may not be entered at the time of supplier setup. We’ll leave it blank. Press the Tab key on your keyboard.

9. The **Ship-To** field is also required by CMU business policy even though it is white. Ship-To “locations” have been setup for different campus areas. We want the new furniture delivered to the UTDC Building on Henry Street. Let’s use a shortcut to find the location. In the Ship-To field, type in the letters ‘**UTDC**’ and press the Tab key on your keyboard.

10. A reduced list of values shows with just the ship-to locations starting with “UTDC”. Notice that entering “UTDC” and pressing Tab entered the wildcard at the end of the word. These are abbreviated addresses, but the full ship-to address will print on the PO. Select **UTDC, Ste 414**. **Note:** There are two special Ship-Tos; None and Notes.
11. The **Bill-To: ACCOUNTS PAYABLE** field defaults to Accounts Payable. For the majority of purchase orders this does not change. The Accounts Payable address prints on the PO so the supplier knows where to send the invoice. Press the Tab key on your keyboard.

12. The **Currency USD** field either defaults to the functional currency of the ledger (USA - USD) or to the payment currency a supplier has requested. If the supplier has requested a special payment currency, it is entered with the supplier information on setup. The field is protected and you cannot type a change directly into the field. However, you can change the payment currency as follows:

   a. Click on the **Currency...** button at the bottom of the form. The **Currency** form displays.

   ![Currency Form](image)

   b. Click on the List of Values in the currency field.

   ![Currencies List](image)
c. You can only select from the currencies enabled in the Oracle system. Select GBP – Pound Sterling.

d. The Rate Type is “Corporate”. Select this value either from the List of Values or by using the shortcut method for the field. The Rate Date must either be the current date or a date in the past. No rates will have been assigned yet for future dates.

e. The system automatically populates the rate. **Note:** In class it is necessary to back the Rate Date up a day because the Oracle instance being used is populated with the previous day’s data and rates.

f. Now the rate field is populated. Let’s change the currency back to USD.

13. The **Buyer** defaults to your name. The name should change only if a different buyer makes changes to the PO and sends it for approval.

14. The **Status** field is gray. It will default with the appropriate value once the purchase order is sent for approval.
15. The **Total** field will be systematically populated as you add lines to the purchase order.

16. The **Description** field is optional. This description is for your internal use only and does not print on the purchase order. This is where you indicate the business justification for this purchase. As a general rule, business justifications for any purchase should answer our 5 Ws (who, what, when, where, why) and how the purchase relates to university business. Type ‘**NEW FURNITURE FOR MAIN CONFERENCE ROOM IN STE 414**’ into the description field.

17. The last field on the Header to be entered is the small field to the right of the Total. Click in the field. A decision box opens.

![Decision Box](image)

a. The first field, **Bid Checklist Required**, is used to indicate whether the purchase order requires a Purchasing Checklist and Bid Summary form to be completed. In the Introduction to Purchasing training class, you were shown how to use the **Buyer's Action Matrix** to determine the correct answer. If we follow the matrix, the answer for this PO is ‘**YES**’.

b. The second field, **PMWeb Commitment Id**, is not used by the majority of campus. This is only for any departments that utilize PMWeb. We will not enter anything in this field.

18. At this point, you can save the purchase order. The system will generate a purchase order number in the PO field.

19. **Save your work.** Write down the purchase order number →
Purchase Order Attachments

Attaching the required Purchasing Checklist and Bid Summary Form (Bid Checklist) to purchase orders in Oracle eliminates the need for a separate submission to Procurement Services, allows approvers to view the attachment in their workflow notification to ensure the necessary steps have been completed prior to the purchase, and helps alleviate potential audit concerns with missing Bid Checklists.

1. While in any field in the PO header section, click the **Attachments paper clip icon** in the toolbar.

   ![Attachment Icon](image)

   a. **Note:** The PO must be saved before an attachment can be added. If the PO has not yet been saved, a decision box will open and ask if you want to commit (save) the record. Click **Yes**.

   ![Decision Dialog](image)

2. The Attachments form will open. This is where the Bid Checklist can be uploaded as an attachment on the PO.

   ![Attachments Form](image)

3. Click on the **Category** field. To see the available Category values click the List of Values button and enter the % wildcard. Select the **Bid Checklist** option.
a. **Note:** The *Miscellaneous* option can be used for any other type of supporting documentation, such as any necessary gift processing forms, quotes, etc.

b. The **Title** and **Description** fields are both optional. The title is what the approver(s) will see in the workflow notifications as the link to the attachment. If a title is not entered, the file name or URL will show as the document name. The description could be used to provide a brief description of the attachment.

4. In the **Title** field, enter “**TRI-STATE CHECKLIST**”

5. Click on the **Source** tab. A Decision Box will pop up asking if the file has been uploaded successfully. **Do not click on either Yes or No yet.**
6. On the GFM Upload Page, click the **Browse** button to search for the file to submit (upload).

7. Select the file from your computer to upload and click **Submit**.
8. After receiving confirmation the file was successfully uploaded, click the **Close Window** link.

9. This will take you back to the Oracle Attachments form with the Decision box asking if the file has uploaded successfully. Click **Yes**.

10. The file name will appear in the **File or URL** field.

11. Close the Attachments window by clicking on the **X** in the upper right corner of the form. This will take you back to the Purchase Order screen.

12. To confirm that the Bid Checklist attachment was successfully added, click any field in the PO header and confirm that the paperclip icon now has a piece of paper in it.
We are finished with the Header section of the PO. Let’s move on to the lines.

**Purchase Order (PO) Lines**

The Lines contain the detail information about what is being purchased. This section also contains “tabbed regions”. Each tab holds different information applicable to the PO. However, the Lines tab is the only one that contains required fields.

**PO Line 1**

1. Click into the Num field on the first line.

2. The system automatically numbers each line as they are entered. Notice now some of the fields have turned to yellow. Click into the Type field then click on the List of Values icon.
3. There are four choices for PO Line Type. Each type determines what will be entered into the Quantity and Unit Price Field and what the default will be for the Unit of Measure (UOM) field. (Remember, you can use the Edit icon on the Oracle toolbar to view the total contents of a field.)

   a. **GOODS – AMOUNT** – Ordering goods based on a total dollar amount. For example, buying $5,000 worth of office supplies from Office Depot over a 3 month period. Also useful when ‘splitting’ a purchase between multiple accounts strings by varying amounts (e.g. 18/35/47 or 63/73). For example, splitting the cost of a piece of equipment shared by multiple departments.

<table>
<thead>
<tr>
<th>UOM</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency used above</td>
<td>5000</td>
<td>$1</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

   b. **GOODS – QUANTITY** (default line type) – Buying goods based on specific quantity. For example, 5 cases of paper from Office Depot. If a lesser quantity is received, buyer can easily receive to ensure only quantity received is paid for.

<table>
<thead>
<tr>
<th>UOM</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each</td>
<td>5</td>
<td>$20</td>
<td>$100</td>
</tr>
</tbody>
</table>

   c. **SERVICES – AMOUNT** – Ordering service based on a total dollar amount. Best used for recurring invoices (draw down POs) where multiple invoices are expected in varying amounts. For example, contracting computer maintenance for $100,000 billed throughout the year. Also useful in cases where only one invoice is expected but the amount needs to be ‘split’ between multiple account strings.

<table>
<thead>
<tr>
<th>UOM</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency used above</td>
<td>100000</td>
<td>$1</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

   d. **SERVICES – QUANTITY** – Ordering service based on a defined quantity, UOM and Price such as Rate/Hour. For example, Xerox repairman @ $20/Hr. for 3 hours. Also useful when multiple invoices are expected that will be identical each month. For example computer maintenance costing $60,000/yr. that will be billed at $5,000 each month for 12 months. This would allow the buyer to receive a quantity of (1) each month.

<table>
<thead>
<tr>
<th>UOM</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Each</td>
<td>3</td>
<td>$20</td>
<td>$60</td>
</tr>
</tbody>
</table>

   *For the example above, the UOM can be changed to Hour.

4. The purchase order is for one conference table. Select **GOODS – QUANTITY** because we are buying goods (table) based on a specific quantity (one).

5. The Item and Rev fields are not used at CMU.
6. Click or Tab into the **Category** field. The category is a general description of the goods or services being purchased. You should select the category that best fits the purchase. The category for this PO line is **FURNITURE & FURNISHINGS**. Use a shortcut or the List of Values to select this category. This field is case sensitive, so use uppercase if you choose the shortcut.

7. Notice that the **Description** field is yellow which means it is required. Enter the description as follows: **“14FT RACETRACK VENEER CONFERENCE TABLE WITH HALF DRUM BASE IN A LIGHT CHERRY FINISH”**. This description tells the supplier what product or service you want. Give as much information to the supplier as you can so the supplier knows exactly what you want. If you have a model number or supplier catalog number, include it here.

8. The **Unit of Measure (UOM)** field defaulted to EACH because the Line Type selected is GOODS – QUANTITY.

9. Enter a quantity of one into the **Quantity** field.

10. Type **6000** into the **Price** field. Do not enter a dollar sign ($) or commas. In addition, the price must be in the currency selected at the header level. If we had selected the Pound Sterling, the price entered would have to be in pound sterling.

11. If you scroll to the right you will see the **Promised** and **Need-By** fields. These are optional. If you were negotiating with the supplier and were given a “Promised” delivery date you could enter it into the Promised field. If you needed the laptop by a specific date you could enter it into the Need-By field.

12. The remaining fields in this tab are not used by Carnegie Mellon.

For this example, we have completed the header and a line of the purchase order. Essentially, we have selected the supplier (header) and selected “what” we want to purchase, namely, the New Furniture for main conference room in Ste 414.

Let’s move on to Shipments.

**Shipments (PO Line 1)**

Shipments tell the supplier where the product should be shipped.
1. Click on the **Shipments** button at the bottom of the form to open the **Shipments** form.

2. The Shipment Num **Num** field is systematically populated sequentially starting with the number ‘1’.

3. The Org **Org** field is gray indicating that it is protected by the system and cannot be changed.

4. The Ship-To **Ship-To** field defaults from the Ship-To on the PO Header. The Ship-To can be changed; however, this is a simple purchase order with only one shipment.

5. The UOM **UOM** field defaults from the Lines section of the PO and cannot be changed.

6. The **Quantity** field defaults from the Lines section of the PO and can be changed. Do not change it for this example.

7. The optional Promised Date and Need-by dates **Promised Date** and **Need-By** default from the PO Lines section but can be modified here. Leave these blank for this example.

That completes the Shipments data for this PO. There is one more piece of information that we need to enter on this PO, which is the Distribution(s).
Distributions (PO Line 1)

Distributions indicate “who” will be charged for this purchase. You will enter the General Ledger (GL) or Grants Management (GM) account that will be charged for the purchase in the Distributions form.

Click on the Distributions button.

1. When the Distributions form opens, you will be on the Destination tab. The tab is used to enter a GL account string. Notice there is also a tab. We will use the Project tab later in the class to enter a Grants account string.

2. The field and the field are systematically populated and should not be changed.

3. The Requester field is optional. We’ll leave it blank here.

4. The Quantity field value comes from the quantity entered in the Shipments form.
5. Scroll to the right to reveal the field. This field is used to enter a GL account string. Click into the field.

6. Doesn't this look familiar? It is the Accounting Flexfield but it is called the “Charge Account” in the PO module. Using the skills you learned in Oracle 101, enter the following account string: 87200.000001.520.000.570010.01

   Note: The object code 87200, Capital Furniture was selected because the purchase amount is $6,000 which is over the capital threshold of $5,000.

7. Click on the button.
8. Scroll all the way to the right to see one more required field in the Destinations tab.

9. The GL Date defaults to the current date. This date must always be within an open period. Do not change the date for this exercise.

10. This completes the Distributions. Close the **Distributions** and **Shipments** forms by clicking on the X at the upper right corner of each form.

11. **Save your work.**

**PO Line 2**

1. Let's complete **Line 2** of this PO, place your cursor into the next available line in the Lines section of the Purchase Order.

2. System automatically sequences the line numbers. Type defaults to **GOODS – QUANTITY**. Accept the default. We are selecting this type because we are purchasing goods (chairs) and a specific quantity (15).

3. The category is **FURNITURE & FURNISHINGS**. Remember this field is case sensitive.

4. In the Description field type '**MESH BACK TASK CHAIR WITH MID-BACK IN BLACK MESH**'. Remember, you can use the Edit icon to help you type this into the field.
5. **Quantity** is 15 and **Price** is $110 each.

   ![Quantity and Price](image)

   **Note:** The system keeps a running total in the **Total** field in the header area.

**Shipments (PO Line 2)**

6. Click on the **Shipments** button. The Ship-To defaults from the Header and the Quantity defaults from the lines.

   ![Shipments Screen](image)

7. Accept the defaults. The chairs are going to UTDC, Suite 414. Now complete the Distributions, that is, what account will be charged.

**Distributions (PO Line2)**

8. Click on the **Distributions** button.
9. Scroll to the right until you see the PO Charge Account field.

10. Click into the PO Charge Account field. The **Charge Account** form opens and we can assign a GL account string for the shipment for PO Line 2.

11. Use your Oracle 101 skills to find and enter the following segment values:
   
a. Object Code – Each chair is under the $5,000 dollars threshold so the object code you are looking for is NON-CAPITAL FURNITURE.
b. Funding Source – 000001
c. Function – 520
d. Activity – 000
e. Organization – Institutional Research (Remember you are in the USA Ledger).
f. Entity – 01

   ![Charge Account Form]

<table>
<thead>
<tr>
<th>Num</th>
<th>Subinventory</th>
<th>Quantity</th>
<th>PO Charge Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>15</td>
<td>66200.000001.520.000.570010.01</td>
</tr>
</tbody>
</table>

12. **Save your work.**

13. Close the **Distributions** and **Shipments** forms by click on the at the top right hand corner.
Summary

You have finished entering data for Purchase Order Exercise #1. You selected Tri-State Office Furniture as the supplier in the header.

**PO Line 1** contained the conference table (what) which was to be shipped to UTDC, Suite 414 (where) and charged to the Institutional Research (who) GL account string with a Capital Furniture (87200) object code.

**PO Line 2** was for the 15 chairs (what) to accompany the table. They were also to be shipped to UTDC Suite 414 (where) and charged to the Institutional Research (who) GL account string with a Non-Capital Furniture (86200) object code.

<table>
<thead>
<tr>
<th>PO Exercise #1</th>
<th>PO Exercise #1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PO HEADER</strong></td>
<td>Tri-State Office Furniture</td>
</tr>
<tr>
<td><strong>PO Line 1</strong></td>
<td>Conference Table</td>
</tr>
<tr>
<td>&gt;&gt;&gt;Shipment 1</td>
<td>&gt;&gt;&gt;UTDC, Ste 414</td>
</tr>
<tr>
<td>&gt;&gt;&gt;&gt;Distribution 1</td>
<td>&gt;&gt;&gt;&gt;87200.000001.520.000.570010.01</td>
</tr>
<tr>
<td><strong>PO Line 2</strong></td>
<td>Chairs</td>
</tr>
<tr>
<td>&gt;&gt;&gt;Shipment 1</td>
<td>&gt;&gt;&gt;UTDC, Ste 414</td>
</tr>
<tr>
<td>&gt;&gt;&gt;&gt;Distribution 1</td>
<td>&gt;&gt;&gt;&gt;86200.000001.520.000.570010.01</td>
</tr>
</tbody>
</table>
PO Workflow and Approval

There is an approval process in Oracle associated with purchase orders. All purchase orders must be approved before they can be sent to a supplier.

Purchase Orders (PO) enter a workflow when submitted for approval in Oracle. The workflow evaluates the information entered on the PO and determines if the PO goes to your supervisor and/or to one of the special approval checkpoints.

In supervisory approval, the system will direct the PO to the submitters' Oracle supervisor for approval when necessary. If that supervisor does not have sufficient rights to approve, the systems will follow the submitters' supervisor hierarchy until it finds an approver with appropriate rights to approve the PO.

Each workflow checkpoint has designated approvers who can approve the PO. Some checkpoints are “final approvals” meaning the PO does not also have to go through supervisory approval. If a workflow checkpoint does not have final approval, the PO may then also require supervisory approval if it is above the amount the buyer has the rights to approve.

Note: See the Appendix for more information regarding the Purchasing Workflow.

To submit a PO for approval:

1. Click on the Approve button.

2. The Approve Document opens.
3. CMU utilizes encumbrance accounting.

A PO creates an obligation to pay referred to as an encumbrance. These entries are sent to both the General Ledger (GL) and Grants Management (GM). An encumbrance is simply money set aside for planned purchases. Reports can be run in the system showing money you have spent and money you are planning to spend (encumbrances).

4. Check the box next to Reserve in the Encumbrance region.

5. The system automatically checks the Submit for Approval selection in the Approval region.

6. The Forward function allows you to forward the PO to another person. Click on the checkbox next to forward. The Forward From and the Forward To fields systematically populate.
7. The Forward From field cannot be changed. The Forward To field is populated with your Oracle supervisor, but can be changed. Perhaps you are filling in for another buyer who is on vacation. You may want to forward the PO to that buyer’s supervisor.

8. Uncheck the Forward function; we are not forwarding this PO.

9. Transmission Methods are not used at CMU. We will talk about how to get the PO to the supplier later in the class.

10. Click on the OK button to submit the PO for approval.

11. The following Decision box will appear.

12. Click on the OK button.

13. Oracle returns to your purchase order.
PO Exercise #2

Now we will get a little more complicated as we try our next purchase order exercise.

Carnegie Mellon has decided to purchase a new software package. Bids were taken and the firm Solution Beacon was chosen to do the implementation. Their estimate is 1,000 hours at $125/hr. In addition, CMU will be purchasing a maintenance agreement from Solution Beacon for $1,800 per year. The cost of the implementation will be shared between Procurement Services and the Business Systems and Services Team because the software will be installed in both locations. Even though Procurement Services negotiated the maintenance agreement, the cost will be split between the two departments and will be paid monthly. Solution Beacon will also create a user guide for each department.

For class today, the header and the first line have been created on a purchase order. You will each make a copy of the purchase order and complete it.

Enter the PO number your instructor gives you to copy here

Copying a Purchase Order

1. Open the *Purchase Order* branch of the *Navigator* menu and select *Purchase Order Summary*.

2. The *Find Purchase Orders* form will display.
3. This is an Oracle Inquiry form. We know that because there is a button on it.

4. In the **Number** field enter the Purchase Order number the instructor gave you.

5. Click on the **Find (F)** button.

6. The **Purchase Order Headers** form will open.

7. Click on the **Tools** menu and select **Copy Document**.
8. On the Copy Document form, click on the **OK** button. Leave Copy Attachments selected.

9. A note will appear announcing that a new Purchase Order has been created.

10. Write down the new Purchase Order number.
11. Click on the button.

12. The new Purchase Order is opened.

**PO Header:**

![PO Header Image](image)

1. The Header has been completed.
   a. **Supplier:** Solution Beacon LLC
   
      b. **Site:** Seattle
   
      c. **Contact:** Alicia Hoekstra
   
      d. **Ship-To:** US UTDC FLOOR 2 *Note:* The current naming convention for campus locations is Country (US) Building (UTDC) Floor or Office (FLOOR 2).
   
      e. **Buyer:** Change the Buyer name to your name.
   
      f. **Description:** New project management software for Procurement Services and Business Systems and Services Team plus a maintenance agreement.
   
      g. **Bid Checklist Required:** ‘Yes’.
   
      h. The Purchasing Checklist and Bud Summary form has also been attached and will copy with the purchase orders. Notice that the paperclip icon has a piece of paper in it.

1. Click into the Buyer field. Notice the instructors name is listed because that is who created the PO you copied.

2. You should select your name by opening the List of Values.

   ![Buyer List of Values](image)

3. Or by typing in the first few letters of your last name.

   ![Buyer Typing](image)

4. Then press the Tab key on your keyboard. The name will automatically populate or you will get a reduced list of values from which to make a selection.
5. Attach additional documentation to this purchase order. To view or make changes to existing attachments, click on the paperclip icon while the cursor is anywhere in the PO header. To add another attachment, click into the second line in the Attachments screen.

6. In the category, select **Miscellaneous**. Type M and Tab. Oracle will auto-fill the Miscellaneous category since it is the only option in the list that starts with M.

7. Enter “**Software Package Quotes**” in the Title field.

8. Click on the **Source** tab. Notice that you do not automatically get the Decision Box like we did before. This time, we must indicate which **Data Type** we are using.

   a. The preferred Data Type at CMU is **File**. The other Data Types available are:

      i. Long Text / Short Text - The Long Text option allows for up to 32,000 characters in the text box. The Short Text option allows you to enter up to 4,000 characters.
characters in the text box. The only reason you should use either of these fields is if you need to provide backup that contains sensitive information (social security numbers, salary data, etc.) or that your business manager deems confidential to the department and you don’t want to attach the document to the purchase order in Oracle. Use this data type to reference the location of the file on the shared drive. It is important to make sure your approver(s) have access to the location you reference in order to review the backup.

ii. Web Page - You would use this option if the information that you want to include as documentation is located on a webpage. Choosing this option allows you to add a URL in the file or URL field.

1. **Note:** When working in Oracle within the Citrix (virtualized) environment, approvers will not be able to click on a URL in their notification and get to a web page. Access to the web is restricted in Citrix.

9. Select a Data Type of **File** and follow the steps on pages 14-16 to attach the additional file.

---

**Purchase Order (PO) Lines**

**PO Line 1 – Line completed, but no Shipment/Distributions**

1. The first line will contain the software implementation service provided by Solution Beacon. This is based on the number of hours it will take to complete the implementation.

2. **Type:** SERVICES QUANTITY. This type is selected because we are ordering a service based on a defined quantity (1,000), UOM (hours) and price ($125/Hr.).

3. **Category:** Professional Services.

4. **Description:** Software implementation plus user guides.

5. **UOM:** Changed to Hour. Solution Beacon estimates the implementation will take 1,000 hours.

6. **Quantity:** 1000 (hours).

7. **Price:** $125 per hour.
Wait for the instructor to begin.

As part of the 1,000 hours of implementation, Solution Beacon will be creating software user guides. A user guide will be shipped to both departments, which are in different locations. Therefore, you need to do two shipments on the first PO line.

### Splitting Shipments

1. Click on the **Shipments** button. The **Shipments** form opens.

2. The **Ship-To** here is defaulted from the header. This is the location for Procurement Services.

3. To begin we need to split the quantity in half. Procurement Services is responsible for half of the purchase. Click into the **Quantity** field and change the quantity to **500**. This is the first shipment.

4. Let's add the **Distribution** for this shipment. Click on the **Distributions** button.
5. For this particular PO, let’s enter an employee in the Requester field. Select **Mark Herleman** (from Procurement Services) as the requester.

6. The Deliver-To field is automatically populated. However, the list of values icon indicate that the Deliver-To can be changed.

7. Enter the following GL account string in the PO Charge Account field: 85313.000001.520.000.540500.01. This is Procurement Services account string.

8. Scroll to the right to verify that the GL Date field contains the current date.

9. **Save your work.**

10. Go back to the **Shipments** form by clicking on the **X** at the top right corner of the **Distributions** form.

11. Click into the next blank Shipments row.

12. The system copies down the Ship-To from the row above and calculates the quantity remaining. For example, if you had entered 250 in the Quantity on the first row, the quantity on the second row would show 750.

13. The Ship-to on the second row has to be changed to Financial Systems (the former name of the Business Systems and Services Team.) Click into the Ship-To on the second row. The List of Values icon appears. Click on it.

14. Do you remember what it means when a List of Values appears to be blank? Let’s narrow down the search. We know the Business Systems and Services Team is in the UTDC Building. In the
field, type %UTDC%. We put the % sign on both sides of the building name to make sure we see the old and the new naming convention.

15. Click on the button. A list of locations for the UTDC building displays.

16. Select the one that has FINANCIAL SYSTEMS in the description.

17. Click on the button.

18. Enter the Requester here as **Deanne Weaver**.

19. Change the Deliver-To field to US UTDC FLOOR 5.

20. Enter the following GL account string: **85313.000001.520.000.540700.01** for Shipment 2, Distribution 1. This is the Business Systems and Services Team account string.

21. Scroll to the right to verify that the field contains the current date.

22. Close the **Distributions** and **Shipments** forms to return to the **Purchase Orders** form.

23. **Save your work.**
1. Line 2 was not yet started on the purchase order we copied, so we need to create the line. This line will cover the maintenance contract.

2. **Type**: Change the field to **SERVICES - AMOUNT**. This type is selected because we are ordering a service (maintenance) based on a dollar amount ($1,800). Although the total maintenance contract is $1,800, it will be paid in monthly increments instead of the full amount at one time.

With **GOODS – AMOUNT** or **SERVICES – AMOUNT** you can create a line that can be used like a Draw-Down PO. The dollar amount becomes the quantity and the Unit price is 1. As you receive the goods or services, you can incrementally draw-down or decrease the balance on the PO. This allows you to create one line for the entire amount such as the $1,800 instead of twelve lines for $150 each. The $150 will be received each month against this one particular line reducing the remaining balance each month. These types are excellent for things like leases. They also work well if you have a budget of $5,000 over period of time with the same supplier for say office supplies or if you are entering a purchase order based on a quote for a service but won't know the final amount until the service is performed or goods are delivered.

3. **Category**: Professional Services.

4. **Description**: Maintenance agreement.

5. **UOM**: Defaults to CURRENCY USED ABOVE because of the line type selected. Accept the default.

6. **Quantity**: 1800. This is the total amount of the maintenance agreement.

7. **Price**: Price automatically defaults to ‘1’ when you select SERVICES -AMOUNT as the Type.

**STOP**

Wait for the instructor to continue.

Now this second PO line needs Shipments and Distributions. Let's make this interesting. For this particular line, you are going to do one shipment with two distributions. One distribution will go to a GL account string and one will go to a Grants account string.

1. Click on the **Shipments** button at the bottom of the form. The Shipments form displays.
2. The Ship-To defaults from the header and the Quantity defaults from the PO line. This is for a maintenance agreement so there is no real shipment. Just accept the defaults.

3. Click on the **Distributions** button. The **Distributions** form displays. Remember that in this exercise two departments (Procurement Services and Business Systems and Services Team) are splitting the cost of the maintenance agreement to two different account strings. We will need to split our Distributions.

**Splitting Distributions**

4. Let's enter **Mark Herleman** as the Requester for this distribution. The Deliver-To auto-fills with his campus location.

5. The first thing to do when splitting distributions is to split the Quantity over the number of distributions you want to make. The Quantity here is 1800 and we are going to do two distributions (1800 divided by 2 = 900). Click into the Quantity field and change the **1800** to **900**.

6. Scroll to the right to see the PO Charge Account field. Enter the following GL account string.

7. Scroll to the right to verify the GL date. It should be a date within the current open period.

**STOP**

Wait for the instructor to continue please.
8. Scroll back to the left and click into the next row. The system calculates the remaining quantity and populates that field in the second row.

<table>
<thead>
<tr>
<th>Num</th>
<th>Type</th>
<th>Requester</th>
<th>Deliver-To</th>
<th>Subinventory</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Expense</td>
<td>HERLEMAN, MARK W</td>
<td>US UTDC FLOOR</td>
<td></td>
<td>900</td>
</tr>
<tr>
<td>2</td>
<td>Expense</td>
<td>WEaver, Deanne EL</td>
<td>US UTDC FLOOR</td>
<td></td>
<td>900</td>
</tr>
</tbody>
</table>

9. Enter Deanne Weaver as the Requester for the second distribution. The Deliver-To auto-fills with her division. Do you remember how to update the Deliver-To field?

10. The next distribution (for the Business Systems and Services Team) will be to a Project, Task and Award (PTA). Click on the Project tab.

11. The Project tab opens with the second row number highlighted in yellow and the cursor in the Project field. **The instructor will provide a valid PTA to use.** Type the Project number into this field and press the Tab key on your keyboard.

12. Once a Project is entered, other required fields turn yellow. Type the Task number the instructor gave you into the Task field. Press the Tab key on your keyboard.

13. Type the Award number the instructor gave you into the Award field. Press the Tab key on your keyboard.
14. Next is the **Type** field. Type is the Expenditure Type in Grants. Select **PROFESSIONAL SERVICES** for the Type.

*Note:* If you recall from Chart of Accounts, the Expenditure Type in Grants is typically same as the name of the Object Code in GL. The object code we used for the GL account string is 85313. The name of this object code is **PROFESSIONAL SERVICES**.

15. Select **BUSINESS SYSTEMS AND SERVICES** for the **Org**. In Grants, the name of the organization is used, not the value.

16. The last required field is the **Date**. Click on the list of values calendar to select the current date.

17. **Save your work.**

18. Return to the Destination tab. Scroll to the right to view the PO Charge Account.

19. The system automatically generates the equivalent GL account string for the PTA. But, notice that the field is gray which means it is protected and you cannot make changes. Any changes must be made to the PTA.

20. Close the **Shipments** and **Distributions** forms.

21. Submit the PO for approval. (Refer to pages 23-25 for help.)

22. Return to the Navigator menu, F4.

**Summary**

You have finished entering data for **Purchase Order Exercise #2**.

In the header, the supplier selected is **Solution Beacon**. The first line is for the software implementation (what) which included shipment of manuals to the two departments. You split Shipments between the two departments (where) with each shipment having its own distribution account string (who).
The second line was for the maintenance agreement (what). There is no physical shipment involved so you accepted the default shipment information (where). However, the cost of the maintenance agreement was to be split between the two departments (who) so you had to split the distributions.

<table>
<thead>
<tr>
<th>PO Exercise #2</th>
<th>PO Exercise #2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PO HEADER</strong></td>
<td>Solution Beacon LLC</td>
</tr>
<tr>
<td><strong>PO Line 1</strong></td>
<td>New Software Package, Implementation</td>
</tr>
<tr>
<td>&gt;&gt;&gt;Shipment 1</td>
<td>&gt;&gt;US UTDC FL2, Manual</td>
</tr>
<tr>
<td>&gt;&gt;&gt;&gt;&gt;&gt;Distribution 1</td>
<td>&gt;&gt;&gt;85313.000001.520.000.540500.01</td>
</tr>
<tr>
<td>&gt;&gt;&gt;Shipment 2</td>
<td>&gt;&gt;US UTDC FL5, Manual</td>
</tr>
<tr>
<td>&gt;&gt;&gt;&gt;&gt;&gt;Distribution 1</td>
<td>&gt;&gt;&gt;85313.000001.520.000.540700.01</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PO Line 2</th>
<th>Maintenance Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;&gt;&gt;Shipmen 1</td>
<td>&gt;&gt;US UTDC FL2</td>
</tr>
<tr>
<td>&gt;&gt;&gt;&gt;&gt;&gt;Distribution 1</td>
<td>&gt;&gt;&gt;85313.000001.520.000.540500.01</td>
</tr>
<tr>
<td>&gt;&gt;&gt;&gt;&gt;&gt;Distribution 2</td>
<td>&gt;&gt;&gt;10360.3.5004235</td>
</tr>
</tbody>
</table>
Purchase Order Inquiry

When a purchase order (PO) is “in process” of being approved, you cannot open the PO, but you can check on the PO by using the Purchase Order Inquiry function.

1. From the module Navigator menu, select **Purchase Order Summary** under the Purchase Orders menu branch.

2. The **Find Purchase Orders** form opens.

3. As you learned in Oracle 101, you can type criteria in one or a number of the fields in a Data Inquiry form. You can even enter criteria in the different “tabbed regions”. For example, you can select a range of dates for purchase orders in the tab “Date Ranges” as shown below.
4. For this search, however, we will just **use the PO number for Solution Beacon** that you just sent for approval. Enter your PO number from Page 33 into the **Number** field.

5. Notice under Results you can select from various sections of the PO. Accept the default “Headers” and click on the **Find** button. The **Purchase Order Headers** form displays.
6. As you can see the Open button is grayed out. Move the scrollbar to the right until you see In Process. As mentioned earlier, you cannot open a PO with an Approval Status of “In Process”. However, you can check to see where the PO is in that process.

7. Under Inquire on the Oracle menu, select View Action History.

8. The form that opens lists the steps the PO has gone through so far.


   b. Seq 2 – Clicking on the OK button to submit the PO for approval.

   c. Seq 3 – Forward means the PO has been forwarded to the workflow which channels it to the appropriate approvers.

   d. Seq 4 – Has nothing in the action field. This indicates that the PO is waiting in Amanda Perkins's queue for approval.

9. Close the form by clicking on the X at the top right corner.

10. Back at the Purchase Order Headers, you can click on the Lines button to view the lines entered on this PO.
11. From Lines we can move on to Shipments only display for the line selected above.

12. Then click on the button. Distributions display only for the shipment selected.

13. Press F4 on your keyboard to return to the module Navigator menu.
Notifications

- The PO submitter receives a notification in their Oracle Worklist and an automated email to your andrew email account, when one of the following actions is taken by the PO approver:
  - PO is Approved
  - More information is requested
  - PO is Rejected

**PO is Approved**

Once the purchase order has been approved, the system will send a notification to your Oracle Home page and to your Andrew email.

- From the Oracle Home page notification, double click on **Standard Purchase Order 357530 has been approved** to open the notification.
You will also receive an e-mail that looks like the following:

Oracle Workflow Notification (FYI)

Standard Purchase Order 357530 has been approved.

Standard Purchase Order 357530  Amount: USD 126,800.00;
Tax: USD 0.00.
Description: NEW SOFTWARE FOR PROCUREMENT SERVICES AND BUSINESS SYSTEMS AND SERVICES TEAMS

Preparer: CATTRELL, MARY

Note:
Purchase Order Lines

Line: 1
Item Number: 
Rev.: 
Item Description: SOFTWARE IMPLEMENTATION PLUS USER GUIDE
UOM: HOUR
Quantity: 1000
Unit Price: 125.00
Line Amount: 125,000.00

Line: 2
Item Number: 
Rev.: 
Item Description: MAINTENANCE AGREEMENT
UOM: CURRENCY USED ABOVE
Quantity: 1800
Unit Price: 1.00
Line Amount: 1,800.00

Approval Sequence
Sequence: 4
Who: PERKINS, AMANDA K
Action: Approve
Date: 14-JUN-2017
Note:

Sequence: 3
Who: CATTRELL, MARY
Action: Forward
Date: 14-JUN-2017
Note:

Sequence: 2
More Information is Requested

- Double-click on the subject to open the notification.
- At the very bottom is a Response area where you can answer the question. You may answer the request yourself, or you may transfer the request for more information to another user. If you choose to answer the question yourself, type in your response and then click on the button to send it back to the approver.
PO is Rejected

<table>
<thead>
<tr>
<th>From</th>
<th>Type</th>
<th>Subject</th>
<th>Sent</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEAVER, DEANNE</td>
<td>CMU PO Approval</td>
<td>Standard Purchase Order 359180 has been Rejected</td>
<td>11-Mar-2016</td>
<td></td>
</tr>
</tbody>
</table>

It is important that you take action on a PO that is rejected or contains a request for more information. **Do not leave the PO in a rejected state.**

For example, you may call your approver and verbally answer the request for more information; however, the PO will not be approved until you send it back to the approver.

If the PO is rejected, contact the approver to find out why? If the approver wants something changed you can modify the PO as we will do later in this course. Don't create a new purchase order. If the approver doesn't want the PO at all, then delete the PO.
Printing Purchase Orders

Once a purchase order is approved, the next step would be to forward it to the supplier. This will require printing the purchase order report. The report creates a PDF, which will enable you to save your PO and send it electronically to the supplier or print and mail it to the supplier.

1. Navigate to Reports>Run

2. Submit a New Request form opens.

3. The system defaults to a single request. Click on the OK button. The Submit Request form opens.
4. Click into the yellow name field to select a report. The report you want is “Printed Purchase Order Report (Portrait) Approved Only”. Again this is a reminder that only approved purchase orders can be printed. Once the report is selected a Parameters form will appear specific to this report.

5. Populate the following parameters:
   a. Print Selection: Select the value “All”
   b. Purchase Order Numbers From/To: Enter your purchase order number(s) in the From and To fields. You can do a range of Purchase Orders or a single one.
      i. If printing a single purchase order, be sure to put the number in both the To and From fields. If you enter a number in the ‘From’ field, the ‘To’ field will automatically populate with the same number.
      ii. If selecting a range of purchase order numbers, be sure to enter your name in the Buyer field so only your purchase orders print.
   6. Click on the **OK** button.
7. Click on the Upon Completion… button.

8. You can have the system send an e-mail to another CMU employee that the PO has printed with a link to view it. Simply select an employee name in the Name field under the Notify the following people: region.
9. A copy of such an e-mail is shown below:

![Email](image1)

10. You can send a copy directly to a registered printer designated in the Print the Output to: region. You can select the printer and the number of copies you want to print.

![Printer Selection](image2)

11. When you have completed the output options, click on the **OK** button.
12. Back at the **Submit Request** form, click on the **Submit** button. A Decision box will show with a Request ID number and the opportunity to run another request.

![Decision box](image)

Write down your Request ID #

13. Click on the **No** button.

**Viewing Your Printed PO**

1. On the Oracle menu under View, select Requests.

![View menu](image)

2. The **Find Requests** form opens.

![Find Requests form](image)

3. Click on ‘Specific Requests’ and type the Request ID into the Request ID field (or leave ‘All My Requests’ marked).
4. Click on the **Find** button. The request form opens with the Request ID you entered.

5. Click the **View Output** button. The PO opens as a PDF file.
6. Opening as a PDF allows you to print or save the purchase order. Then you can either fax or e-mail the PO to your supplier.
Entering Receipts

The system automatically defaults all purchase orders to a three-way match. This means when an invoice is received from the supplier and entered into the system by Accounts Payable (AP), it must be matched to a purchase order and a receipt in order for payment to be made. A receipt acknowledges that you have received the goods or services represented by the invoice. The process is depicted below:

In this “best case” example, a purchase order was created for 10 computers. Ten computers were received. The invoice included charges for 10 computers. Once the match is made the payment process can begin.

System alerts are sent to the buyer (creator of PO) if an invoice is entered but can't be matched at 100%. **Failing to enter receipts in a timely manner will hold payment to the supplier.**

Let's start by entering a receipt for the new furniture from Tri-State Office Furniture on our first purchase order.
Receiving Exercise #1

You have been notified by a staff member that the conference table and 6 of the chairs you ordered have arrived. The other 9 chairs are on back-order and should arrive in a week. You decided to go ahead and receive against the purchase order.

1. Navigate to Receiving>Receipts

2. An Organizations form opens. The purchase order was entered into the USA Ledger so highlight the CM Inventory Organization.

3. Click on the OK button. The Find Expected Receipts form opens.
4. Typically, you will be entering receipts for a specific purchase order. **Enter your Purchase Order number from Exercise #1 (Tri-State Office Furniture)** in the **Purchase Order** field and click on the **Find** button.

5. The **Receipt Header** form displays with summary information for the receipt. You have the option to enter additional information in the fields provided in the Header but there are no **required** fields here.

6. For now, close the Receipt Header by clicking on the **X** at the upper right hand corner.

7. The **Receipts** form now shows with all shipments that meet the search criteria.
8. As with other purchasing forms, there are “tabbed regions” containing various data about the receipt. On opening, the form defaults to the lines tab. Click on the Order Information tab.

9. This tab lists the PO #, PO Line and Shipment. This tab becomes important when the purchase order contains multiple lines/shipments/distributions to help ensure you are creating the receipt for the appropriate line.

10. On the bottom of the form is information about the purchase such as the PO#, Supplier, Due Date and so on.

11. Select the Line you want to create a receipt for by clicking into the tiny white box next to the line. If the box is not checked a receipt will not be created.

12. The Quantity field displays the quantity due for shipment. However, the quantity can be changed as necessary, such as in the case of a partial receipt (e.g. 10 items were ordered, but
only 5 received so far). Once this line is fully received the quantity will be zero. For this example, we will not be changing the quantity.

13. Click on the Lines tab.

14. The **location** field is required. For this receipt enter the following: UTDC, Ste 414.

15. The Destination field at the bottom of the form is now populated.

<table>
<thead>
<tr>
<th>Operating Unit</th>
<th>CM OPERATING UNIT ORGANIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier</td>
<td>TRI-STATE OFFICE FURNITURE INC</td>
</tr>
<tr>
<td>Item Description</td>
<td>14FT RACETRACK VENEER CONFERENCE</td>
</tr>
<tr>
<td>Destination</td>
<td>UTDC, Ste 414---</td>
</tr>
<tr>
<td>Header Receiver Note</td>
<td></td>
</tr>
<tr>
<td>Shipment Receiver Note</td>
<td></td>
</tr>
</tbody>
</table>

16. Click the checkbox next to Line two. Change the Quantity from 15 to 6.

17. Add the location. Do you remember how to copy the field above?

18. **Save your work.**

19. Click on the **Header** button on the bottom of the form.

20. When the header reappears you will see the system has generated a receipt number.

21. Return to the Navigator menu (F4).
A week has passed. The table has been set up in the main conference room. You discovered that there is a large scratch on one of the legs. You contacted Tri-State Office Furniture and the manager offered a $500 discount in lieu of replacing the table. You accepted it. Hopefully, people won’t spend their time in meetings looking at the table legs. In addition, the other 9 chairs have arrived.

You need to modify the purchase order to reflect the new price on the table and you need to receive the additional 9 chairs.

In order to change the price on the PO, we need to undo the receipt which is referred to as a ‘return’ in Oracle. In this case, we are not actually physically returning the table.

**Before you can do a return in Oracle, you must verify that the item has not been matched to an invoice by Accounts Payable.**
Modifying a Purchase Order

1. Navigate to Purchase Orders>Purchase Order Summary

2. The **Find Purchase Orders** form opens

3. Enter the Tri-State Office Furniture PO# in the **Number** field.

4. Click on Shipments in the Results region.

5. Click on the **Find (J)** button. The **Purchase Order Shipments** form will open.
6. Click on the little yellow folder at the top left.

7. Simply click the **OK** button to open the **PO STATISTICS** folder. Folders allow you to look at data in different formats.

8. The two columns we need to verify are Qty Received and Qty Billed for Line 1.
   a. Qty billed is zero so that means no invoice has been processed by Accounts Payable (AP). If there was an amount billed other than zero, it may be necessary to contact AP to have them temporarily “unbill” the invoice. **Wait for AP to verify this is complete before continuing.**
b. Qty Received shows a ‘1’, so we will have to do a return before we can modify the price on the conference table. Again we are not actually returning the table to the supplier. We need to undo the receipt.

9. Press F4 on your keyboard to return to the Navigator menu.

Creating a Return

1. Navigate to Receiving>Returns

2. On the **Find Returns** form enter the Tri-State Office Furniture PO number from in the **Purchase Order** field.

3. Click on the **Find** button.
4. The **Receiving Returns form** looks very similar to the Receipts form.

5. Click on the **Order Information** Tab.

6. Notice the lines are reversed. Always click on the Order Information tab to be sure that the action you are taking is on the correct line. Select the second row (Line 1) by clicking on the checkbox next to it.

7. Enter the quantity you wish to return. In this case, the quantity is 1 meaning one conference table.
8. Click on the Transactions tab. The Return To field is required. Click into the field.

9. Click on the List of Values.

10. Only two choices appear. Always select **Supplier**.

11. **Save your work**

12. F4 to return to the Navigator menu. That completes the return. Now you must change the price on the Purchase Order.
Changing an Approved PO

1. Navigate to Purchase Orders>Purchase Order Summary

2. The Find Purchase Orders form opens

3. Enter the Tri State Office Furniture PO # in the **Number** field.
4. Click on the **Find** button.
5. When the **Purchase Order Headers** form displays click on the **Open** button.
6. When the purchase order opens click into the first line.

<table>
<thead>
<tr>
<th>Lines</th>
<th>Price Reference</th>
<th>Reference Documents</th>
<th>More</th>
<th>Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Num</td>
<td>Type</td>
<td>Item</td>
<td>Rev</td>
<td>Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Description</td>
</tr>
<tr>
<td>1</td>
<td>GOODS - QU</td>
<td>FURNITURE &amp; FIX</td>
<td></td>
<td>FP TRACERACK: 4 EACH</td>
</tr>
</tbody>
</table>

7. Some of the fields turn yellow but the price field is grayed out. You cannot change the price until you unreserve the funds. **Be sure that you cursor is on the line that you want to modify.**
   a. **Note:** Oracle will allow you to change the price without unreserving the funds. This will lead to issues with the encumbered amount on the PO. ALWAYS unreserve the line(s) that require modification before moving forward.

8. On the Oracle menu under Tools, select Unreserve.
9. An Unreserve box will display with today's date.

10. Click on the **OK** button to accept today's date. Always use today's date. A Decision box will show confirming the action.

11. Click **OK** to close the box.

12. The Status has now changed to **Requires Reapproval**.

13. Click into the price field and change the price from 6000 to **5500**. The field is now yellow and can be modified. Click into the second row.

   a. Notice when you click into Line 2, the Price is grayed out. When you Unreserve as shown here you are unreserving funds for just the one selected line. If you needed to change the price on Line 2, you would begin with Step 8 again.
14. Go to the **Distributions** form and verify the GL Date is a date in the current period.

**GL Date**

All transactions, including encumbrances, end up in the General Ledger. The GL date on the distributions must coincide with the open period in the General Ledger. At the beginning of each period, the Business Systems and Services Team opens the period to allow transactions into the General Ledger. At the end of the period, Business Systems and Services Team closes the period after month-end processes are complete and no more transactions can be entered into the GL. A period is equivalent to one calendar month.

When entering a new PO, this GL Date is automatically populated with the current date and is typically not changed. When modifying the PO, the GL Date is not changed systematically. You must manually change the date if the modification is being done in a different period.

For example, if you created and approved a PO on Jul 14, 2016, the GL Date would show . Perhaps something occurred that required modification to the PO on Aug 12, 2016. When you modify and unreserve a line, the GL Date will still be Jul 14, 2016 on the **Distributions** form. You must change the GL Date to a date in the current period or you will get the following Error message.

15. **Save your work.** The following Note box will appear.

16. Click OK to close. The system will populate a revision # in the Rev field.
17. **Submit PO for approval.** The following message will immediately appear.

![Decision](image)

Your Budgetary Control action completed successfully.

18. Because we lowered the price of the table from $6,000 to $5,500, approval is simply a formality and will automatically be done.

19. Click on ![OK](image). The Status has now changed to **Status Approved, Reserved**.

20. Go into Receipts and **create a new receipt for the conference table.**

![Receipts](image)

21. **Create a Receipt for the additional 9 chairs.** The quantity to receive for the chairs will be only nine because you had already received six prior to this.

![Receipt](image)

22. **Save and F4 to return to the Navigator menu.**
Receiving Exercise #2

Solution Beacon has begun the implementation of the software. They have sent you an invoice for 500 (of the 1,000) hours. You have forwarded the invoice to Accounts Payable but you need to receive on the PO so the invoice can be matched appropriately.

1. Navigate to Receiving>Receipts
2. Select the CM Inventory Organization.
3. Enter the Solution Beacon purchase order number in the field.
4. Click on the button.
5. Close the Receipt Header.
6. Click on the Order Information Tab to verify the order of the lines.
7. There are two rows for PO Line 1 because there were two shipments. There is only one row for PO Line 2 but it has the word Multiple at the end and a + sign between UOM and Order Type. This indicates one shipment but multiple distributions.
8. You are receiving on the two shipments for PO Line 1. The quantity is split. The invoice is for 500 hours, so we will receive **250 hours** on each shipment row for PO Line 1.
9. Click on the checkbox for Receipt row 1, PO Line 1 and change the quantity to **250** which is the amount you are receiving on this row. Click on the Lines tab. The Location populated from the Deliver To field on the Distributions form.
10. Click into the checkbox and receive **250 hours** for Receipt row 2, PO Line 1. The location will automatically populate here also.
11. **Save and F4 to return to the Navigator menu.**
It is the following month. Solution Beacon has completed the implementation and is invoicing for the remaining 500 hours. In addition, they sent an invoice for the first monthly maintenance payment.

12. Create a receipt for the remaining hours for implementation.

13. **Save your work.**

   ![Stop](image)

   **Wait for the instructor to continue please.**


15. There is a blue plus (+) sign after the UOM column. Click on the + sign.

16. When there are multiple distributions for one shipment, you must receive at each of the distribution levels. For each row that has a quantity of 900 do the following:

17. Click on the checkbox next to that row.

18. Change the quantity to **75**. **Calculation: Monthly charge - 1800/12 = 150. Two distributions – 150/2 = 75.**

19. Enter the appropriate location (US UTDC FLOOR 2 and US UTDC FLOOR 5. (This did not populate because we did not enter a Requester on the Distributions form.)}
20. Complete the second row of PO Line 2.

21. **Save your work.**

   **Verify the receipts**
   1. Navigate to Purchase Orders>Purchase Order Summary
   2. Enter your Solution Beacon purchase order number.
   3. Select **Shipments** under the Results region and click on the Find button.
   4. When the **Purchase Order Shipments** form opens click on the little yellow folder at the upper left.
   5. Select the **PO Statistics** folder.
   6. Your PO Statistics data should look like the following:
Purchase Order Exercise #3

Learn by doing

Your business manager wants to purchase five new Dell XPS 11 2in1 Ultrabook for the department administrators. The Ultrabook’s should include the 4th Generation Intel Core i5 Processor, Windows 8.1, 4GB Memory and 128GB Solid State Drive. The Dell sales representative quoted you a total price of $5,999.95, (1,199.99 ea.).

Create a new purchase order using the skills you have learned in today’s class. GOOD LUCK!

*Navigator>Purchase Order>Purchase Orders*

**PO Header Information –**

1. PO Type – **Standard PO**
2. Supplier – **DELL MARKETING LP**
3. Site – **ATLANTA**
4. Contact – **N/A**
5. Ship-To – **UC 103 ADMIN**
6. Bill-To – **ACCOUNTS PAYABLE**
7. Buyer – **Your Name**
8. Description – **DELL ULTRABOOK FOR DEPARTMENT ADMINISTRATORS**
9. PO Headers – Bid Checklist Required? **No**

**PO Line Information –**

1. Num – 1
2. Type – **GOODS – AMOUNT**
3. Item – not used at CMU
4. Category – **COMPUTER SYSTEMS**
5. Description - **Dell XPS 11 2in1 Ultrabook including the 4th Generation Intel Core i5 Processor, Windows 8.1, 4GB Memory and 128GB Solid State Drive**
6. UOM – Accept the default – Currency used above
7. Quantity – **$999.95**, entering the price as the qty because of the PO Line Type of Goods-Amount
8. Price – Accept the default – **1**
Screen shot of what your PO should look like

Shipment Information –

1. Accept the defaults

Distribution Information –
On the Destination Tab – GL Account String
1. Num – Accept the default – 1
2. Type – Accept the default – Expense
3. Requester – Enter your name (last name, first name) (optional)
4. Deliver-To – will default with your building location or department name, accept the defaults
5. Quantity – accept the default
6. PO Charge Account – 86110.000001.520.000.760000.01
7. GL Date – verify it’s the current date

✓ Save your work!

✓ Close the Distribution form and the Shipments form

✓ Write down your PO Number __________________________

✓ Submit your PO for Approval, (refer to pages 23-25 for help)

✓ Once your PO is approved, you would follow the steps on pages 47-53 to submit the print job to print your approved PO and forward to the supplier. If you would like to practice these steps, you may, but not necessary for this exercise.

Now let’s receive on this Dell PO. Our shipment has arrived along with the invoice. Dell only shipped and billed us for three of the five Ultrabook’s. Go into the receiving menu and receive three Ultrabook’s.

**Navigator>Receiving>Receipts**

1. Select the Organization – CM Inventory Organization (if needed)
2. Enter your PO number in the Purchase Order field, click Find
3. Close the Receipt Header form, it’s not needed
4. Click the check box on the receipt row, remember, when this PO was created, it was created with the PO Line Type of GOODS-AMOUNT. You will receive on the AMOUNT, not QUANTITY. The price of each Ultrabook is $1,199.99. ($1,199.99*3=$3,599.85) Enter 3599.85 in the Quantity field.
5. Verify that the Location field has populated with the requestor information that was entered in the Distribution form
6. **Save your work.**
7. Click on the Header button to verify a receipt was created.

---

**Navigator>Purchase Order>Purchase Order Summary**

Let's check the PO Statistics folder

1. Enter your PO number in the Number field
2. Change the **Results region** from **Headers to Shipments**, then Click on **Find**

3. Open the yellow folder, select **PO Statistics**

4. Verify your **Qty Due** is **2400.10** and your **Qty Received** is **3599.85**

5. Close all forms and return to the Navigator (F4).
FCPA and Requesting Access for Purchase Orders:

FOREIGN CORRUPT PRACTICES ACT (FCPA)

Prohibits any U.S. person or company (including the university) from the following:
- Direct or indirect bribery to a foreign official to obtain or retain and/or direct business to any person or to secure an improper advantage
  - Includes any offer, payment, promise of payment, or authorization of payment of any money, or offer, gift, promise to give or authorization of the giving of anything of value

*Please review the Carnegie Mellon FCPA Guidelines, FAQ’s, and training materials on the General Counsel website at http://www.cmu.edu/ogc/fcpa/index.html

REQUESTING ACCESS FOR POs

- Use the Online Forms System available at https://www.cmu.edu/finance/systems/index.html
- Complete the Core Access Request Form
  - Request POReq Buyer and Approver responsibility
  - Request AP Inquiry (used for supplier inquiries)
- Complete the PO Approval Access Request Form
  - Request buyer approval limit if needed (talk to your supervisor)
**Purchase Order Approval Workflow**

Automated **Approval Checkpoints** have been added to the approval workflow in addition to the standard oracle supervisory approval hierarchy.
The following is a description of each workflow checkpoint:

- **Bid Check List** - As soon as a PO is submitted for approval, the first workflow process will check to see if the Bid Check List field is populated. If it is not, the workflow will reject the PO and return it to the buyer.

- **Entity** – The next process will check POs with multiple lines that are charged to more than one entity. Some entities cannot be combined on the same PO including:
  - An international entity (68-80) and any additional entity.
  - The SEI entity (05) and any additional entity.

  The workflow will reject POs that combine the entities above and return it to the buyer.

- **(Qatar Research Office) QRO** – This workflow process will check for POs that have a Funding Source beginning with 07 or 08 and where the Entity is 68 or 73. If approved, the PO will continue through the rest of the workflow, including the International checkpoint corresponding to the Entity associated with the PO.

- **Benefits** - This workflow process will check for POs that have a benefits object code. (Including international benefits) Based on the total amount of the PO, a notification will be sent to users assigned the Benefits Responsibility. (All of the approval checkpoints have more than one person assigned to the responsibility.) Users with this responsibility can Reject, Approve, Reassign, or Request More Information. If rejected, the PO will be returned to the buyer, if approved (and there are no additional lines outside of these Benefits criteria) the PO will not continue through the rest of the workflow but instead will be directed to Final Approval. The PO will bypass the rest of the workflow and the Supervisory Approval Groups.

- **Regulatory (Human Subject Payments, Animal Procurement, BioSafety/RDNA)** – This workflow process will check for POs that have a regulatory object code. Regardless of the amount of the PO, a notification will be sent to users with the Regulatory Responsibility. Users with this responsibility can Reject, Approve, Reassign, or Request More Information. If rejected, the PO will be returned to the buyer. If approved the PO will continue through the rest of the workflow and the Supervisory Approval Groups.

- **Hazardous Materials (HAZMAT) (Chemical, Biological Agent, Radioactive)** - This workflow process will check for POs that have a hazardous materials object code. Regardless of the amount of the PO, a notification will be sent to users with the HAZMAT Responsibility. Users with this responsibility can Reject, Approve, Reassign, or Request More Information. If rejected, the PO will be returned to the buyer. If approved the PO will continue through the rest of the workflow and the Supervisory Approval Groups.

- **Software Engineering Institute (SEI)** - This workflow process will check for POs that have an SEI entity. Based on the total amount of the PO, a notification will be sent to users with an SEI Responsibility. Users with this responsibility can Reject, Approve, Reassign, or Request More Information. If rejected, the PO will be returned to the buyer. If approved the PO will not continue through the rest of the workflow but instead it will be directed to Final Approval. The PO will bypass the rest of the workflow and the Supervisory Approval Groups.

- **Sponsored Projects Accounting (SPA)** - This workflow process will check POs > 5K and < 100K that are charged to a federal fund, have an award type of CONTRACT or PRIME FED%, and are not a subcontract, consulting, or professional service. It will also check POs > 100K charged to any PTA that is not a subcontract, consulting, or professional service. Based on the total amount of the PO, a
notification will be sent to users with a **SPA Responsibility**. Users with this responsibility can Reject, Approve, Reassign, or Request More Information. If rejected, the PO will be returned to the buyer. If approved the PO will continue through the rest of the workflow and the **Supervisory Approval Groups**.

- **Procurement Services (PS)** – This workflow process will check for POs that have at least one line charged to a federal fund, and are over 10K, and are for a non-preferred supplier, and are not a subcontract (85700) or not Consulting Services (85312) or not Capital Consulting Services (87299) or not Professional Services (85313). If the PO meets this criteria, a notification will be sent to users with the **PS Responsibility**. Users with this responsibility can Reject, Approve, Reassign, or Request More Information. If rejected, the PO will be returned to the buyer. If approved (and there are no additional lines outside of the PS criteria) the PO will not continue through the rest of the workflow but instead it will be directed to **Final Approval**. The PO will bypass the rest of the workflow and the **Supervisory Approval Groups**.

- **Office of Sponsored Projects (OSP)** – This workflow process will check for POs that have a Subcontracts object code. Based on the total amount of the PO, a notification will be sent to users with an **OSP Responsibility**. Users with this responsibility can Reject, Approve, Reassign, or Request More Information. If rejected, the PO will be returned to the buyer. If approved (and there are no additional lines outside of these OSP criteria) the PO will not continue through the rest of the workflow but instead it will be directed to **Final Approval**. The PO will bypass the rest of the workflow and the **Supervisory Approval Groups**.

- **OSP Consulting** - This workflow process will check for POs that have a Consulting Services, Capital Consulting Services, or Professional Services object code and are charged to a federal fund. Based on the total amount of the PO, a notification will be sent to users with an **OSP Consulting Responsibility**. Users with this responsibility can Reject, Approve, Reassign, or Request More Information. If rejected, the PO will be returned to the buyer. If approved (and there are no additional lines outside of the OSP Consulting criteria) the PO will not continue through the rest of the workflow but instead it will be directed to **Final Approval**. The PO will bypass the rest of the workflow and the **Supervisory Approval Groups**.

- **International** - This is the last workflow process. It will check for POs that have an international entity. Based on the total amount of the PO, a notification will be sent to users with an **International Responsibility**. Users with this responsibility can Reject, Approve, Reassign, or Request More Information. If rejected, the PO will be returned to the buyer. If approved the PO will not continue through the rest of the workflow but instead it will be directed to **Final Approval**. The PO will bypass the **Supervisory Approval Groups**.

- **Supervisory Approval Groups** – After the PO completes all of the workflow checkpoints and if it has not already been directed to **Final Approval**, it will be directed to the **Supervisory Approval Groups**. These groups have not changed from 11.03. The process will remain the same. If the submitter has the rights to approve (i.e. the amount of the PO is within the dollar limits of the users PO Buyer Group), the PO will approve. If the submitter does not have the rights to approve, the PO will automatically be directed to their supervisor. The PO will follow the supervisor hierarchy until it finds a person with the appropriate rights to approve the PO.

For workflow checkpoints (excluding supervisor approval), there is a time out period of 5 days. If the approval notification is not acted upon within 5 days, the PO will automatically resubmit one more time to the same checkpoint. If the notification is not acted upon after another 5 days, the PO is returned to the buyer via a notification that no manager was found for the PO approval.
The following table lists each checkpoint, dollar thresholds, and current members who can approve in each checkpoint:

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Description</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BENEFITS B</td>
<td>Approval Rights for BENEFITS &lt;= $50,000</td>
<td>Lisa Ciletti Joyce Heckmann</td>
</tr>
<tr>
<td>BENEFITS D</td>
<td>Approval Rights for BENEFITS &lt;= $250,000 Approve or Reject BENEFITS &gt; $250,000 prior to the Automatic forward to the CFO RESPONSIBILITY (&gt;= $2M to the CFO and Board of Directors)</td>
<td>Joyce Heckmann</td>
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<tr>
<td>REGULATORY</td>
<td>No Final Approval</td>
<td>Susan Brunner Cathy O'Domes</td>
</tr>
<tr>
<td>HAZMAT CHEMICAL</td>
<td>No Final Approval</td>
<td>Mark Banister Michael Fouch Madelyn Miller Michael Patrick</td>
</tr>
<tr>
<td>HAZMAT BIOLOGICAL</td>
<td>No Final Approval</td>
<td>Andrew Lawson Mark Banister Madelyn Miller</td>
</tr>
<tr>
<td>HAZMAT RADIOACTIVE</td>
<td>No Final Approval</td>
<td>Mark Banister Madelyn Miller</td>
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<td>Approval Rights for SEI &lt;= $50,000</td>
<td>Bernadette Ledwich Eileen Eicheldinger</td>
</tr>
<tr>
<td>SEI D</td>
<td>Approval Rights for SEI &lt;= $250,000 Approve or Reject SEI &gt; $250,000 prior to the Automatic forward to the CFO RESPONSIBILITY (&gt;= $2M to the CFO and Board of Directors)</td>
<td>Bernadette Ledwich Peter Menniti Harry Kaye Eileen Eicheldinger</td>
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<tr>
<td>SPA</td>
<td>No Final Approval</td>
<td>Teri McCort David Thomas Rhonda Kloss</td>
</tr>
<tr>
<td>PS</td>
<td>Approval Rights for PS &lt;= $250,000 Approve or Reject PS &gt; $250,000 prior to the Automatic forward to the CONTROLLER RESPONSIBILITY</td>
<td>Mark Herleman Heather Maxfield Jarrod McAdoo</td>
</tr>
<tr>
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<td>Rob Kearns Lynn Young</td>
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<td>OSP F</td>
<td>Approval Rights for OSP &lt;=$1,000,000 Approve or Reject OSP &gt;$1,000,000 prior to the Automatic forward to the CFO RESPONSIBILITY (&gt;= $2M to the CFO and Board of Directors)</td>
<td>Rob Kearns Lynn Young</td>
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<tr>
<td>Responsibility</td>
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<td></td>
<td>Approve or Reject International &gt; $250,000</td>
<td>Fatima Seludo Reyes Della Verde</td>
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<td>Mark Gambone</td>
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<td>Christine Murray</td>
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</table>
| INTERNATIONAL 73 D | Approval Rights for International <= $250,000  
Approve or Reject International > $250,000 prior to the Automatic forward to the CFO  
RESPONSIBILITY (>= $2M to the CFO and Board of Directors) | Mark Gambone                  |
|                 |                                                                             | Richard Mundy                 |
|                 |                                                                             | Carrie Nelson                 |
| INTERNATIONAL 74 B | Approval Rights for International <= $50,000                              | Margie Hinebaugh              |
|                 |                                                                             | Mark Gambone                  |
|                 |                                                                             | Christine Murray              |
| INTERNATIONAL 74 D | Approval Rights for International <= $250,000  
Approve or Reject International > $250,000 prior to the Automatic forward to the CFO  
RESPONSIBILITY (>= $2M to the CFO and Board of Directors) | Carrie Nelson                 |
|                 |                                                                             | Christine Murray              |
| INTERNATIONAL 75 B | Approval Rights for International <= $50,000                              | Romayne Botti                 |
|                 |                                                                             | Matthew Coley                 |
|                 |                                                                             | Christine Murray              |
|                 |                                                                             | Carrie Nelson                 |
| INTERNATIONAL 75 D | Approval Rights for International <= $250,000  
Approve or Reject International > $250,000 prior to the Automatic forward to the CFO  
RESPONSIBILITY (>= $2M to the CFO and Board of Directors) | Carrie Nelson                 |
|                 |                                                                             | Christine Murray              |
| INTERNATIONAL 76 B | Approval Rights for International <= $50,000                              | Romayne Botti                 |
|                 |                                                                             | Christine Murray              |
|                 |                                                                             | Carrie Nelson                 |
| INTERNATIONAL 76 D | Approval Rights for International <= $250,000  
Approve or Reject International > $250,000 prior to the Automatic forward to the CFO  
RESPONSIBILITY (>= $2M to the CFO and Board of Directors) | Carrie Nelson                 |
| CFO             | Approval Rights for All POs (>= $2M requires additional approval from the Board of Directors) | Angela Blanton                |
| CONTROLLER      | Approval Rights for >=$250,000.01 and <= $500,000. Approve or Reject > $500,000 prior to the Automatic forward to the CFO  
RESPONSIBILITY (>= $2M to the CFO and Board of Directors) | Carrie Nelson                 |
<p>| QRO B           | Approve PO &lt;= $50,000, which then forward to International checkpoint for final approval. | Maria Georges                 |
|                 |                                                                             | Kemal Oflazer                 |
|                 |                                                                             | Margaret Rodgers              |</p>
<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Description</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>QRO D</td>
<td>Approve PO &lt;= $250,000, which then forward to International checkpoint for approval, then to CFO checkpoint for final approval.</td>
<td>Richard Mundy Kemal Ofazer</td>
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