TRAINING MANUAL

Oracle Purchase Order

Carnegie Mellon University

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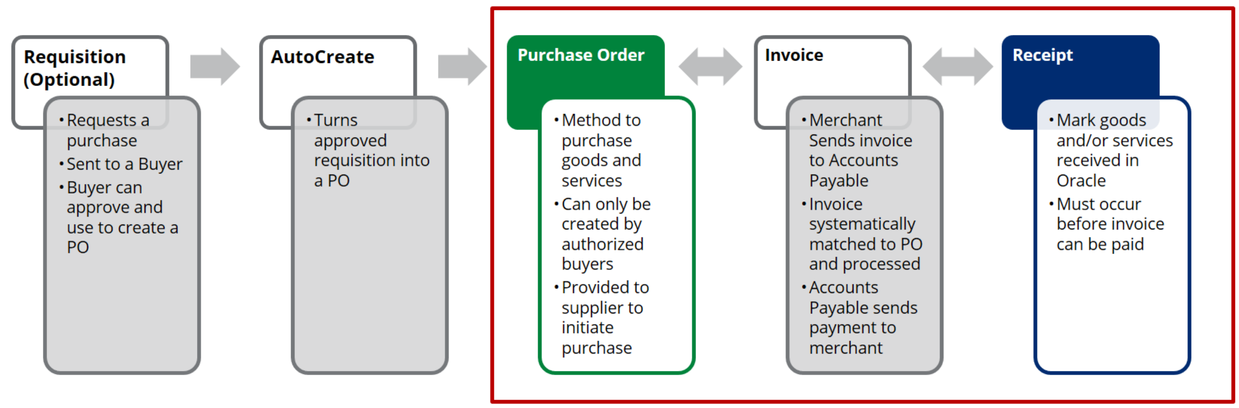
Overview

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.

	PO Exercise #1		**PO Exercise #2**		**PO Exercise #3**
	PO HEADER		*PO HEADER*		*PO HEADER*
	PO Line 1		*PO Line 1*		*PO Line 1*
	>>Shipment 1		*>>Shipment 1*		*>>Shipment 1*
	>>>>Distribution 1		*>>>>Distribution 1*		*>>>>Distribution 1*
	PO Line 2		*PO Line 2*		
	>>Shipment 1		*>>Shipment 1*		
	>>>>Distribution 1		*>>>>Distribution 1*		
			PO Line 3		
			>>Shipment 1		
			>>>>Distribution 1		
			PO Line 4		
			>>Shipment 1		
			>>>>Distribution 1		

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 existing Oracle 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, each piece is typically considered individually. Thus, the chairs are non-capital furniture as they are well below the capital threshold.

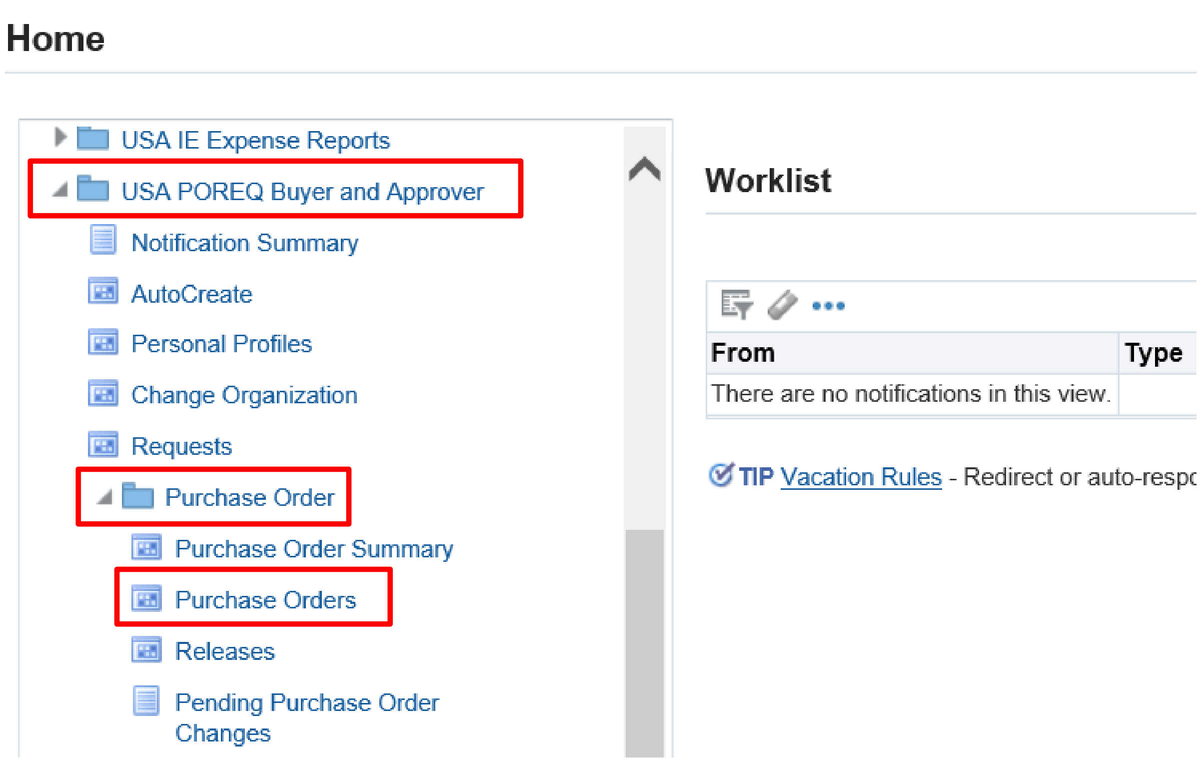
We will have to enter two separate lines on this PO, one for capital furniture and one for non-capital furniture, because different object codes will be used in the Distributions (account strings charged).

Note: The cumulative value of this purchase above the micro-purchase threshold. Remember, any purchase more than $5,000 must be made via purchase order.

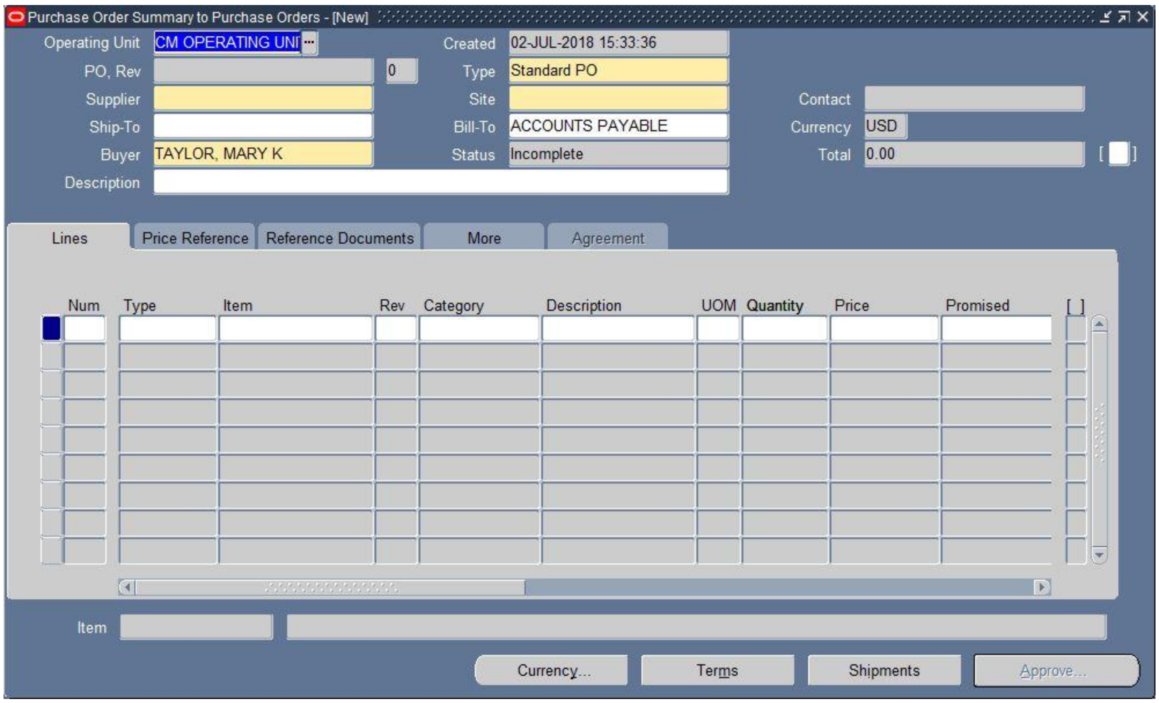
To start, be sure to select the Oracle responsibility that is the appropriate ledger for the purchase order you wish to enter.

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 Orders** link.

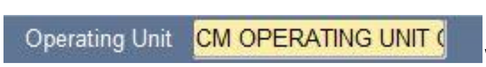


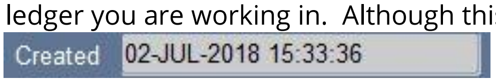
2. From the Home Page the system opens a blank **Purchase Orders** form for data entry.



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.

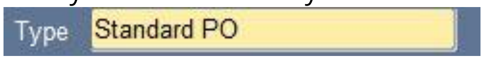
a. The Operating Unit 

will default with the appropriate value for the ledger you are working in. Although this field is yellow, it is protected from update. The 

field and the 

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.

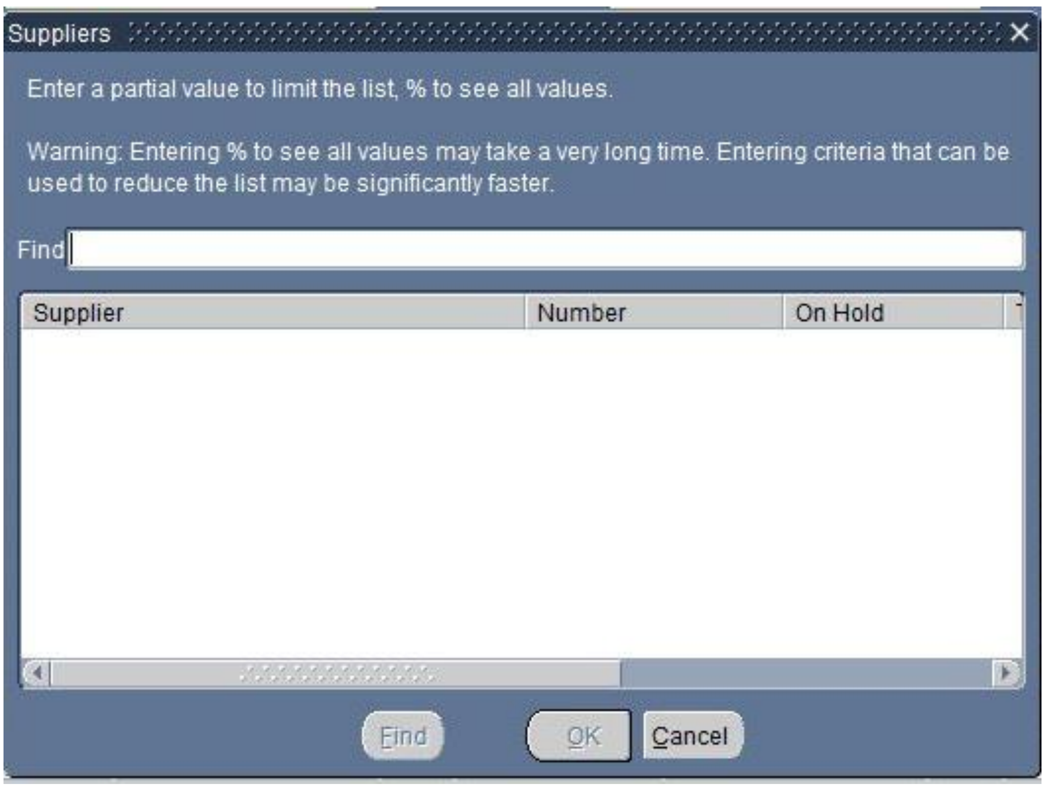
b. The system automatically defaults to the first yellow field called Type.



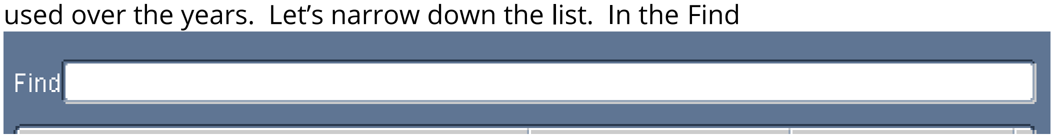
Always accept the default value of "Standard PO".

c. Press the Tab key on your keyboard. This moves your cursor to the

field. Click on the List of Values icon. The supplier must be in the university's Oracle supplier database in order to be selected. If a new supplier is needed, they can be added by filling out the Invite New Vendor Questionnaire in [PaymentWorks].

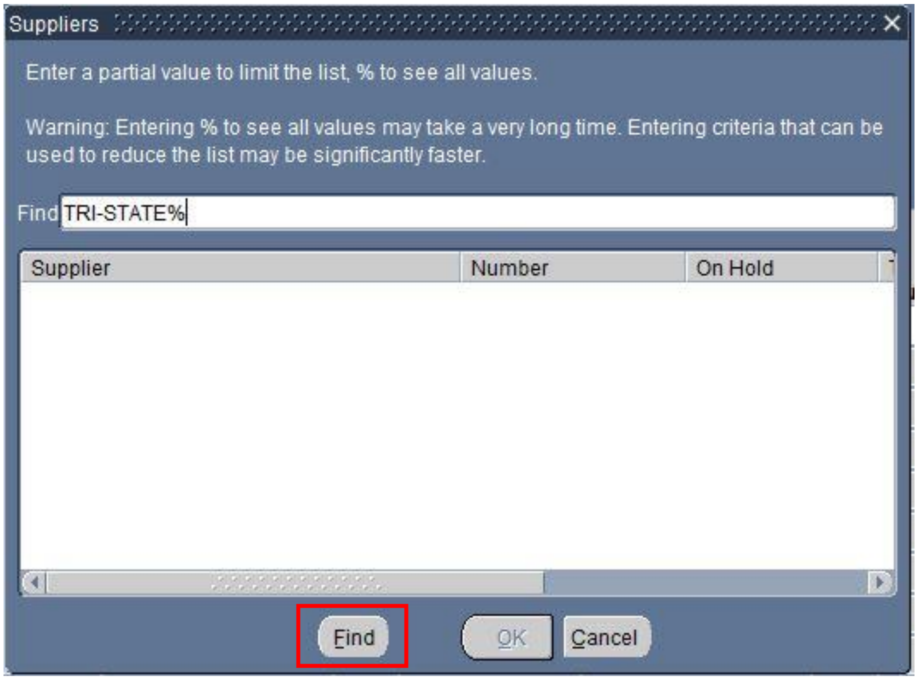


d. The List of Values is not empty. Imagine all the suppliers Carnegie Mellon (CMU) has used over the years. Let's narrow down the list. In the Find



field, enter "TRI-STATE%".

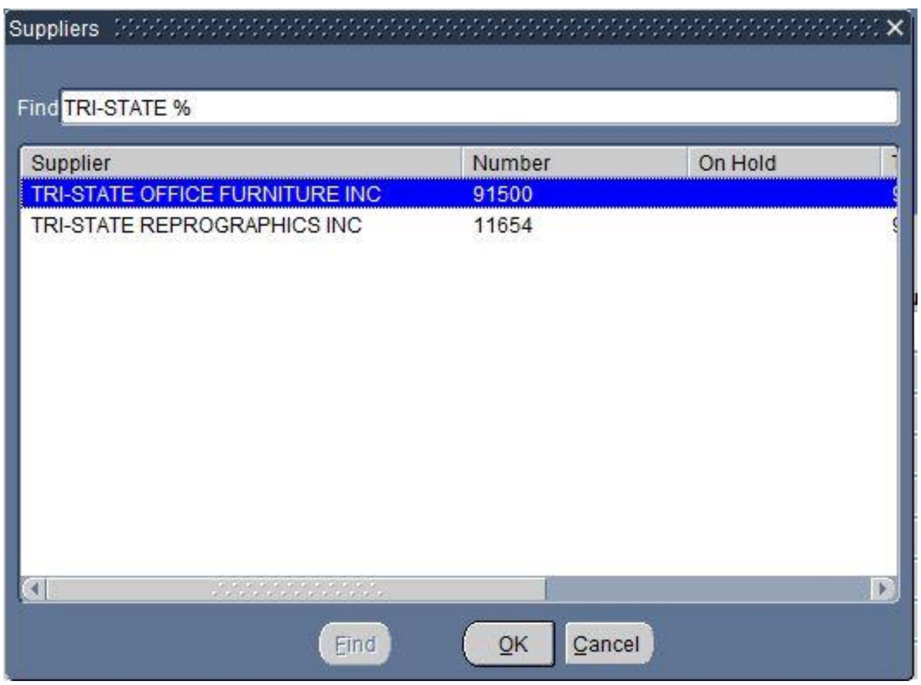
1. Note: In Oracle, "%" is a wildcard. Entering "TRI-STATE%" will only bring back any results **starting with** "TRI-STATE." Likewise, entering "%TRI-STATE%" will bring back any results **containing** "TRI-STATE."



e. Click on the 

button.

f. A reduced List of Values displays.



g. Select "**TRI-STATE OFFICE FURNITURE INC**".

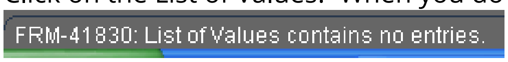
4. The Supplier is populated and the system moves to the next field. It is the 

field. Some companies may have different warehouses/plants from which they ship their product. These are referred to as “sites”.

5. 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.

6. 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**.

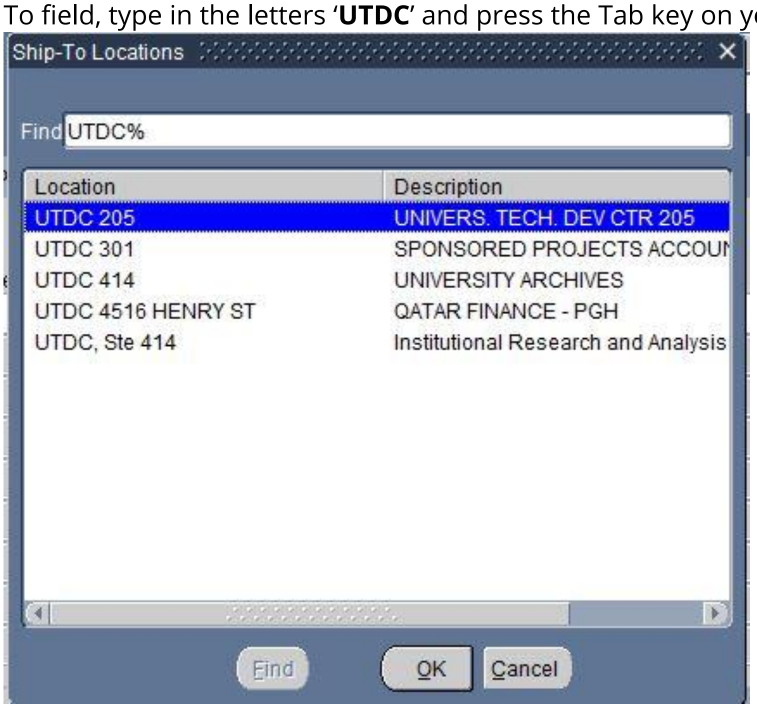
7. The 

field is optional for Oracle and for CMU business policy. Click on the List of Values. When you do you should see the message 

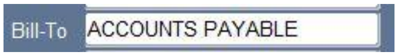
at the very bottom left of the screen. Contacts may or may not be entered at the time of supplier setup. We’ll leave it blank. Press the Tab key on your keyboard.

8. The 

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.



9. 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.

10. The 

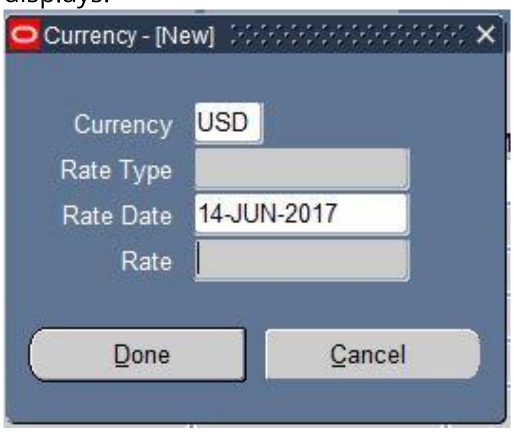
field defaults to Accounts Payable. For the majority of purchase orders this does not change. The Accounts Payable address prints on the PO so the supplier knows where to send the invoice. Press the Tab key on your keyboard.

11. The 

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 

button at the bottom of the form. The **Currency** form displays.



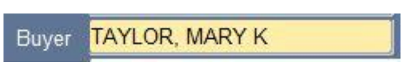
   b. Click on the List of Values in the currency field.

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.**

12. The 

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

Note*: If a buyer leaves the university or moves on to another position, there needs to be a reassignment of duties to manage that buyer's purchase orders.*

13. The 

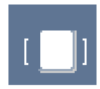
field is gray. It will default with the appropriate value once the purchase order is sent for approval.

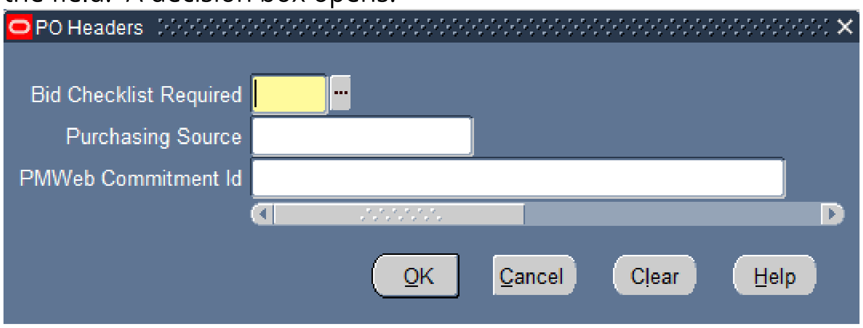
14. The 

field will be systematically populated as you add lines to the purchase order.

15. The 

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.

16. 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.



   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 taught the criteria to determine whether a checklist is required. Remember that you can use the **Buyer's Action Matrix** to determine the documentation requirements for your purchase. For training purposes, let's assume the answer is '**YES**'.
      1. A completed Purchasing Checklist and Bid Summary Form is required for purchases $5,001 USD or greater made with a non-preferred supplier. All purchases of $150,000 USD or greater, regardless of the source of funds or type of supplier utilized, are required to complete this form per the university Procurement Manual
   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.

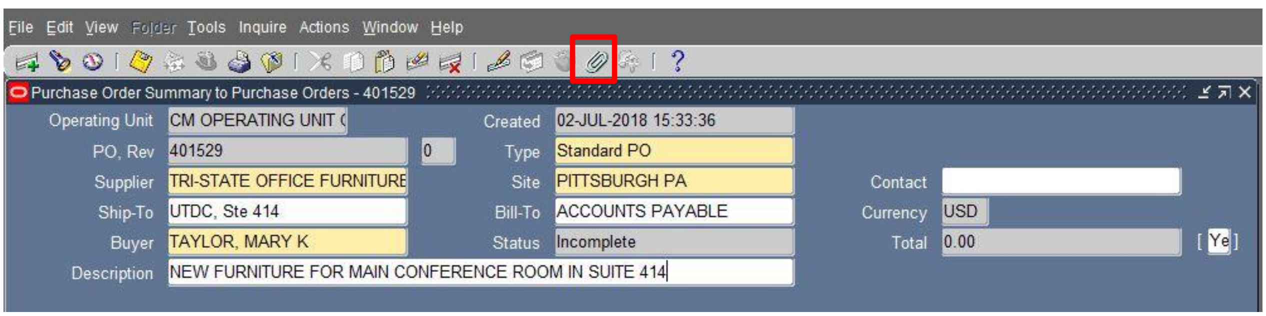
17. At this point, you can save the purchase order. The system will generate a purchase order number in the PO field.

18. **Save your work**. Write down the purchase order number →

Purchase Order Attachments

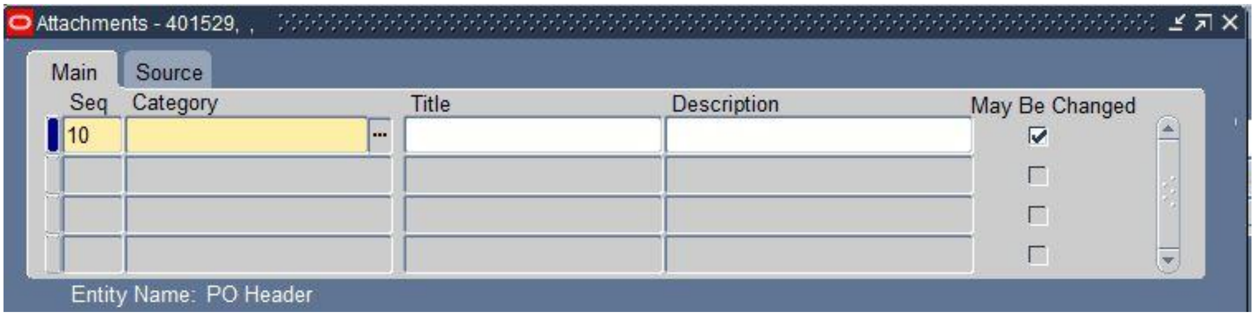
Attaching the required Purchasing Checklist and Bid Summary Form (Bid Checklist) to purchase orders in Oracle eliminates the need for a separate submission to Procurement Services, allows approvers to view the attachment in their workflow notification to ensure the necessary steps have been completed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

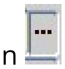


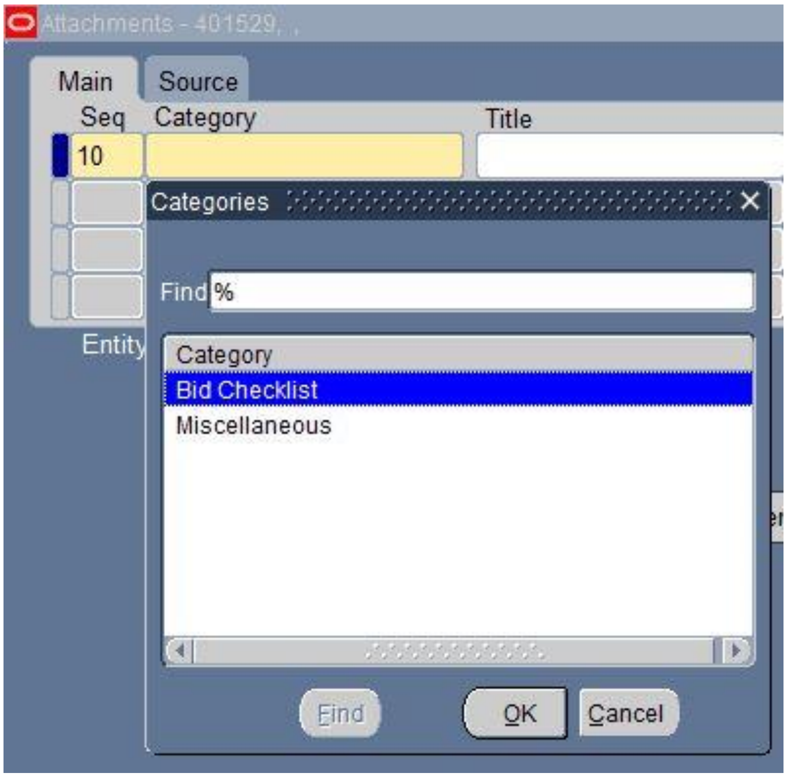
   a. **Note:** The PO must be saved before an attachment can be added. If the PO has not yet been saved, a decision box will open and ask if you want to commit (save) the record. Click **Yes**.

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



a. **Note:** Documents must be attached at the header level. Otherwise, approvers are not able to see the attachment. Make sure that the Entity Name is PO Header.

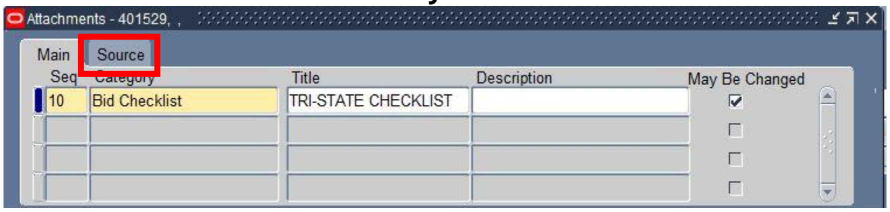
3. Click on the **Category** field. To see the available Category values click the List of Values button  and enter the % wildcard. Select the **Bid Checklist** option.

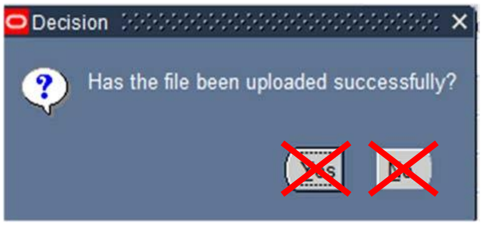


a. **Note**: The **Miscellaneous** option can be used for any other type of supporting documentation, such as any necessary gift processing forms, quotes, etc.
b. The **Title** and **Description** fields are both optional. The title is what the approver(s) will see in the workflow notifications as the 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.

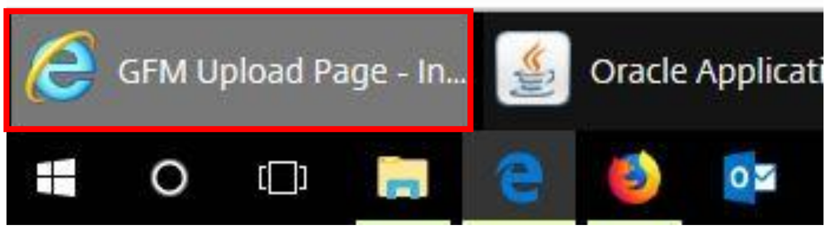
4. In the **Title** field, enter "**TRI-STATE CHECKLIST"**

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.**

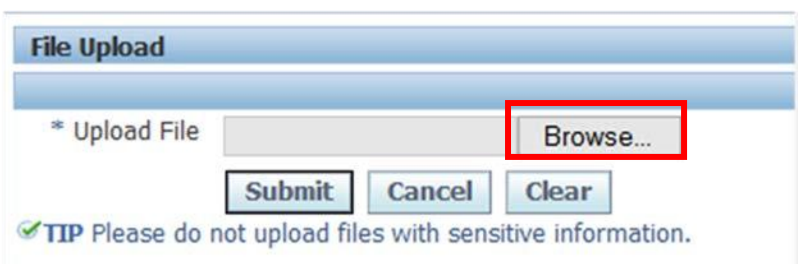




a. The Bid Checklist category defaults to a **Data Type** of **File** and automatically opens a browser window/tab to allow you to browse for and submit an attachment.
b. **Note**: this window often opens *behind* the Oracle application. Locate the internet browser window titled **GFM Upload Page**.

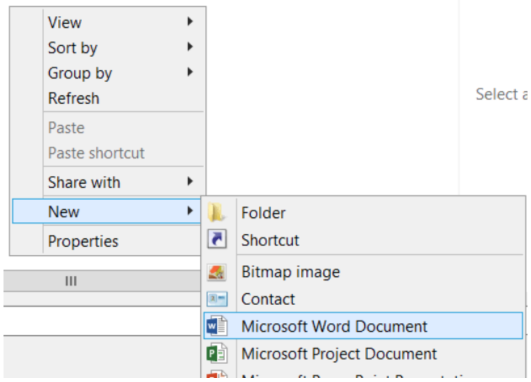


6. On the GFM Upload Page, click the **Browse** button to search for the file to submit (upload).

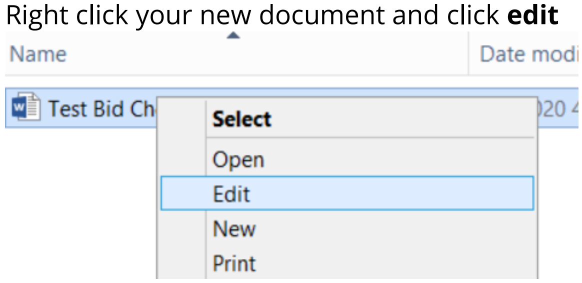


Note: If you are not able to locate your desired file, follow the steps below for practice purposes. If you are able to find your file, skip to number seven below the dotted box to continue.

- Navigate to the desired location for the file to be saved (desktop, documents, etc.)
- Right click in the window and hover on **New**, then click **New Microsoft Word Document**



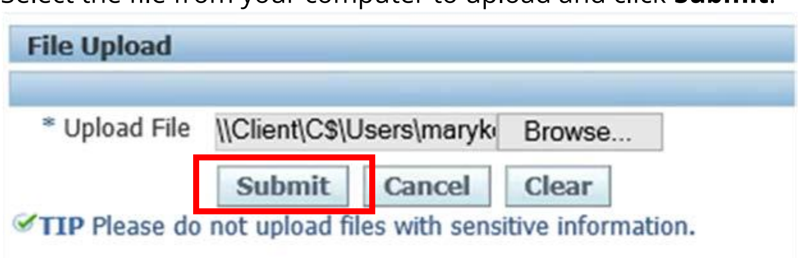
- Rename the file and press enter
  - **Note**: The system won't let a blank file be uploaded
- Right click your new document and click **edit**



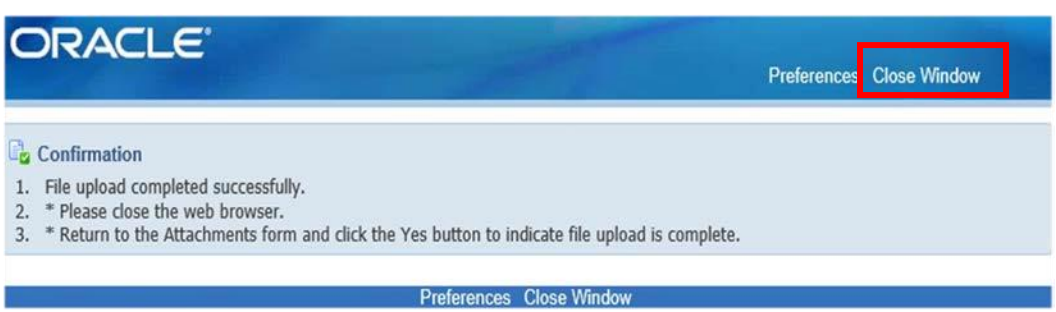
- Add some text in the document and save the file and close Word
- Continue with step seven below

Note: This is only to be done for training purposes only. You should never upload blank or test documents for your attachments

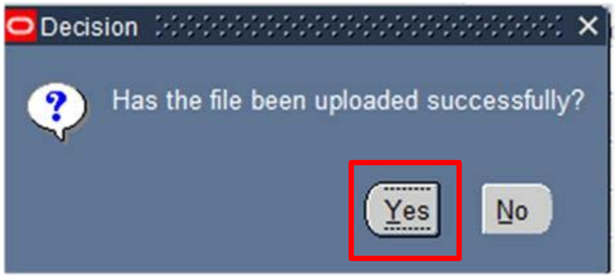
7. Select the file from your computer to upload and click **Submit**.



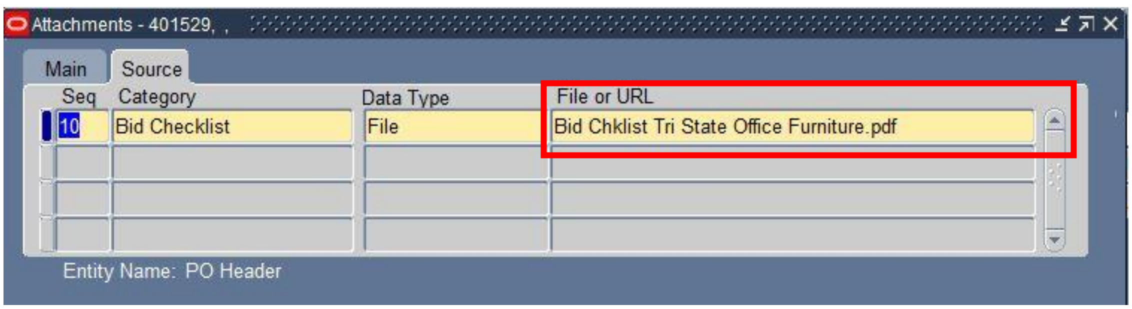
8. After receiving confirmation the file was successfully uploaded, click the **Close Window** link.



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

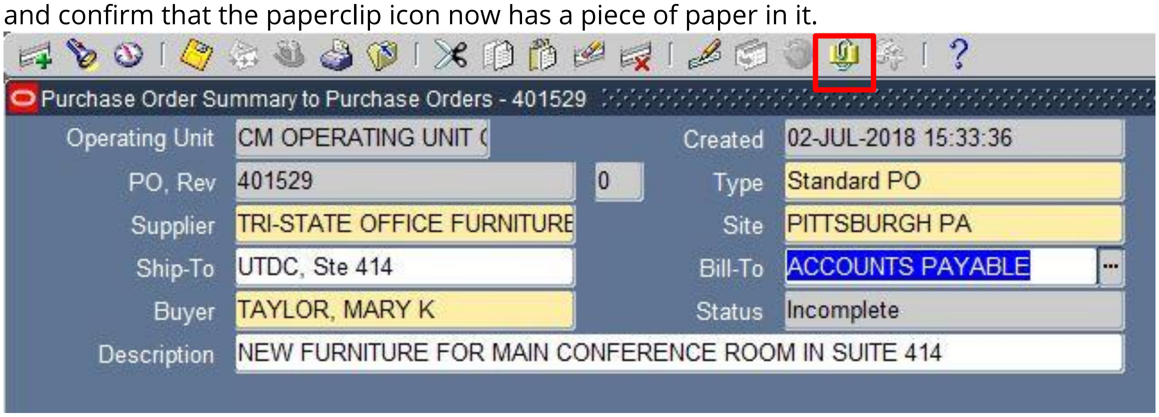


10. The file name will appear in the **File or URL** field.



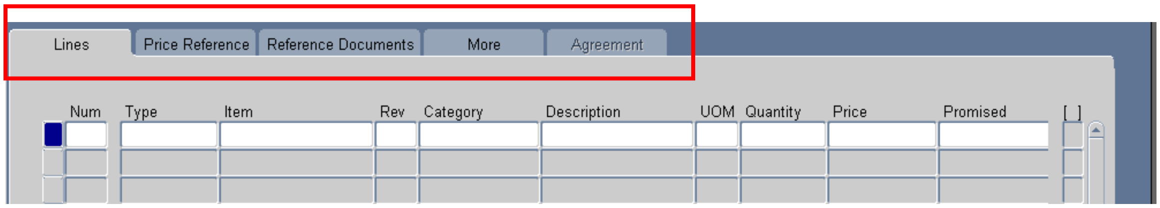
11. Close the Attachments window by clicking on the **X** in the upper right corner of the form. This will take you back to the Purchase Order screen.

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.

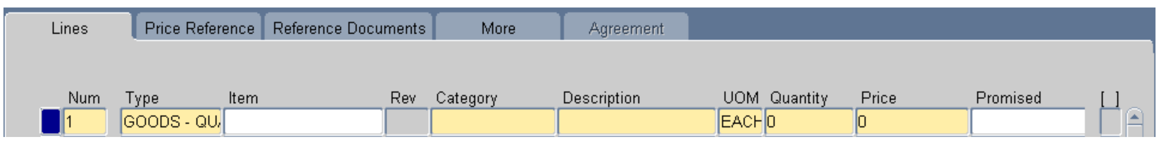
Purchase Order (PO) Lines



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.

UOM	Quantity	Unit Price	Total
Currency used above	5000	$1	$5,000

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.

UOM	Quantity	Unit Price	Total
Each	5	$20	$100

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.

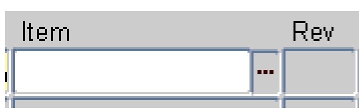
UOM	Quantity	Unit Price	Total
Currency used above	100000	$1	$100,000

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.

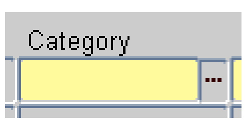
UOM	Quantity	Unit Price	Total
*Each	3	$20	$60

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

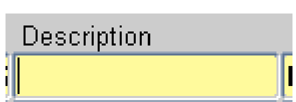
4. The purchase order is for one conference table. Select **GOODS – QUANTITY** because we are buying goods (table) based on a specific quantity (one).

5. The Item and Rev fields 

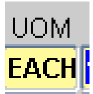
are not used at CMU.

6. Click or Tab into the 

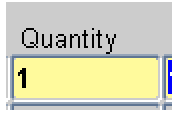
field. The category is a general description of the goods or services being purchased. You should select the category that bests fits the purchase. The category for this PO line is **FURNITURE & FURNISHINGS**. Use a shortcut or the List of Values to select this category. This field is case sensitive, so use uppercase if you choose the shortcut.

7. Notice that the Description 

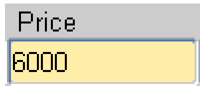
field is yellow which means it is required. Enter the description as follows: "**14FT RACETRACK VENEER CONFERENCE TABLE WITH HALF DRUM BASE IN A LIGHT CHERRY FINISH"**. This description tells the supplier what product or service you want. Give as much information to the supplier as you can so the supplier 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.

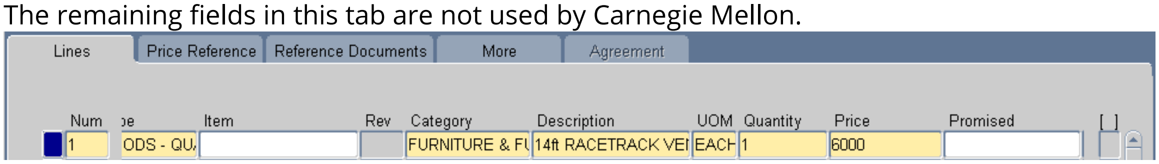
10. Type **6000** into the Price 

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 

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.

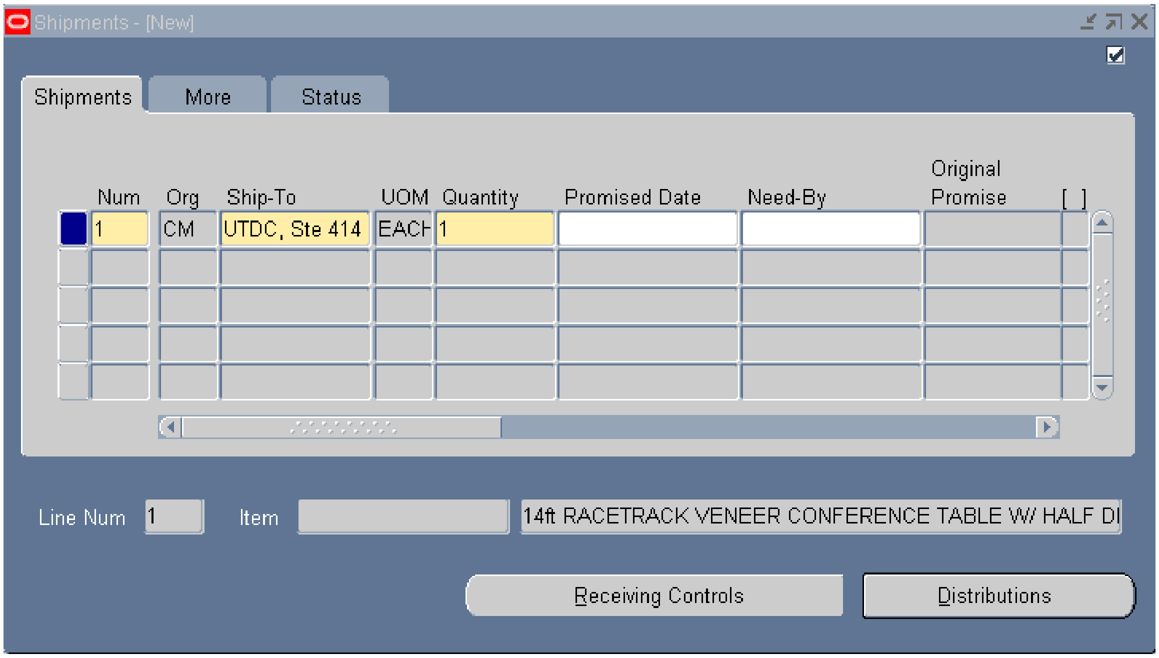
Let's move on to Shipments.

Shipments (PO Line 1)

Shipments tell the supplier where the product should be shipped.

1. Click on the 

button at the bottom of the form to open the **Shipments** form.

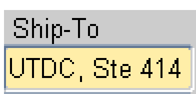


2. The Shipment Num 

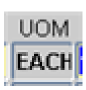
field is systematically populated sequentially starting with the number ‘1’.

3. The Org 

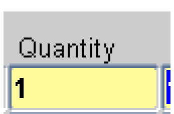
field is gray indicating that it is protected by the system and cannot be changed.

4. The Ship-To 

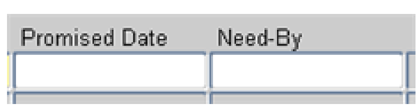
field defaults from the Ship-To on the PO Header. The Ship-To can be changed; however, this is a simple purchase order with only one shipment.

5. The UOM 

field defaults from the Lines section of the PO and cannot be changed.

6. The 

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 

default from the PO Lines section but can be modified here. Leave these blank for this example.

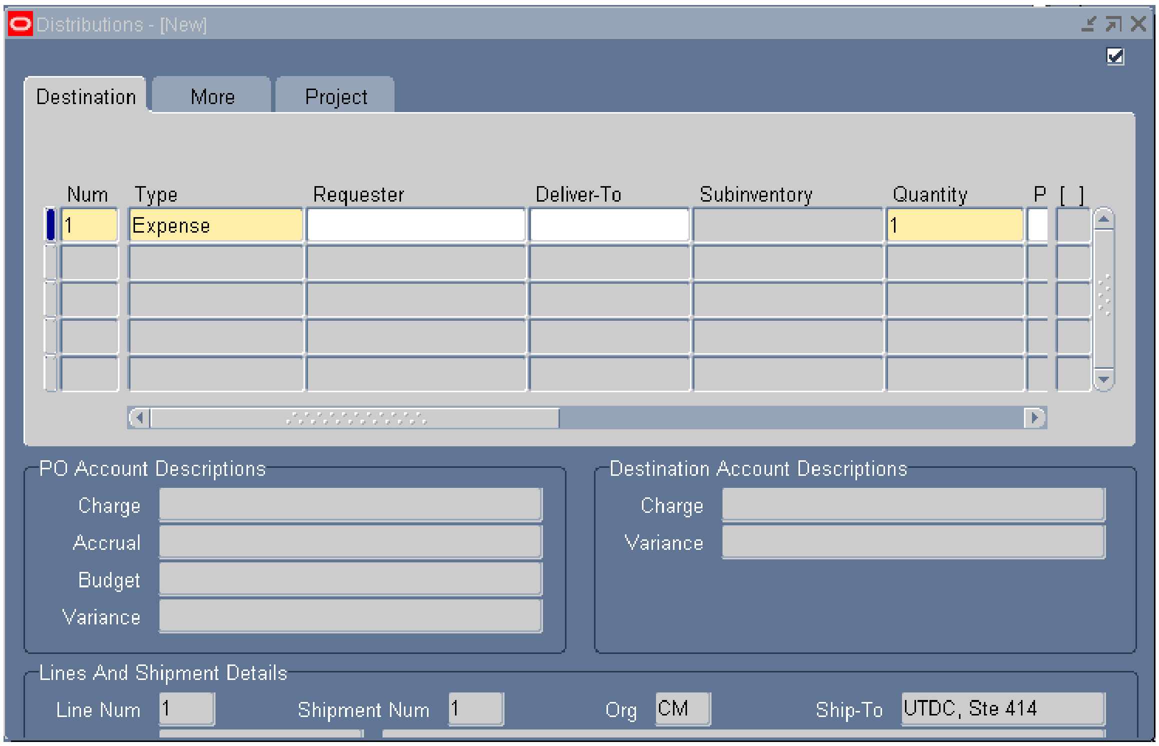
That completes the Shipments data for this PO. There is one more piece of information that we need to enter on this PO, which is the Distribution(s).

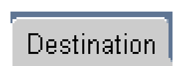
Distributions (PO Line 1)

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 

button.

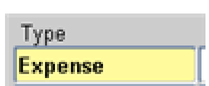


1. When the **Distributions** form opens, you will be on the Destination tab. The 

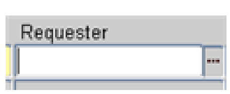
tab is used to enter a GL account string. Notice there is also a 

tab. We will use the Project tab later in the class to enter a Grants account string.

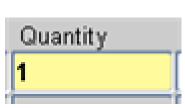
2. The 

field and the 

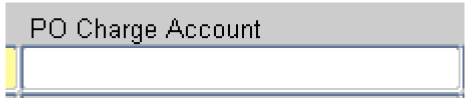
field are systematically populated and should not be changed.

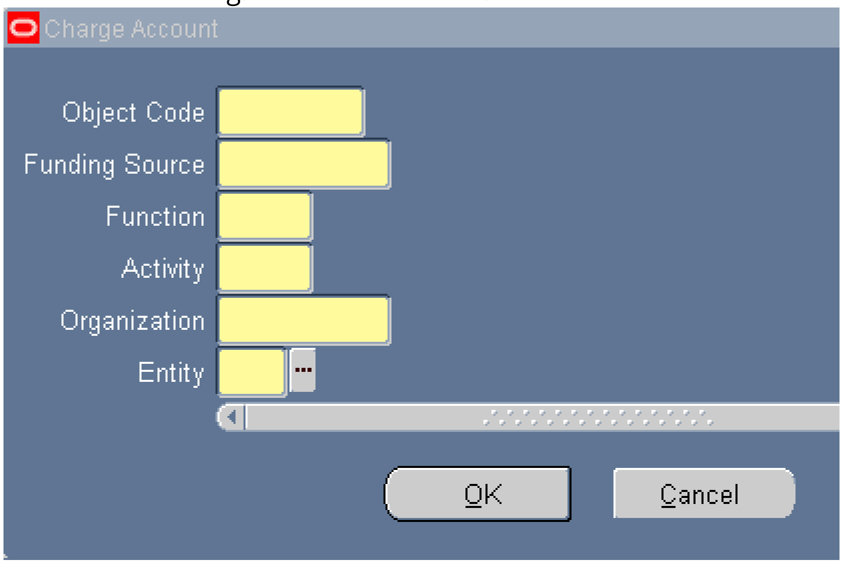
3. The Requester field 

is optional. Let's enter Walker, Kylie for this exercise. When the requestor is entered, the 'Deliver-To' field will automatically be populated with their campus address in the system, but can be changed if needed.

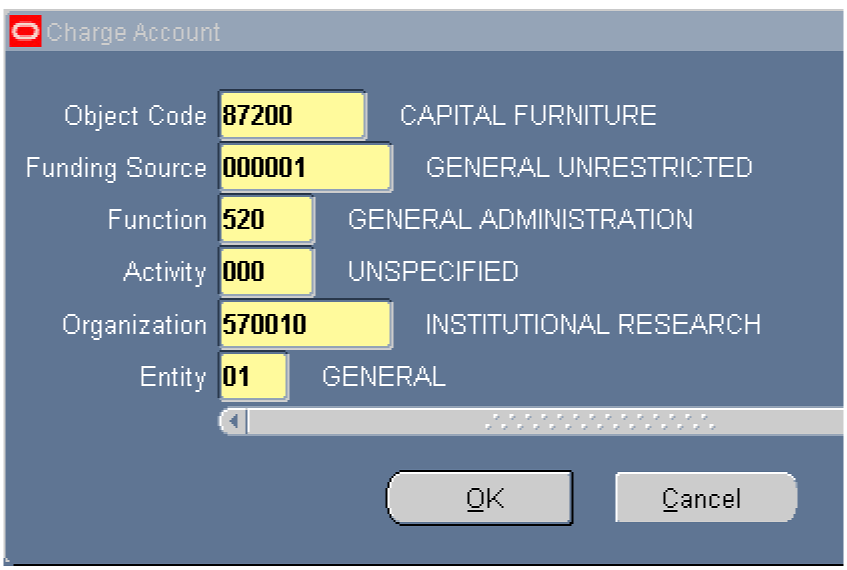
4. The Quantity field 

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.

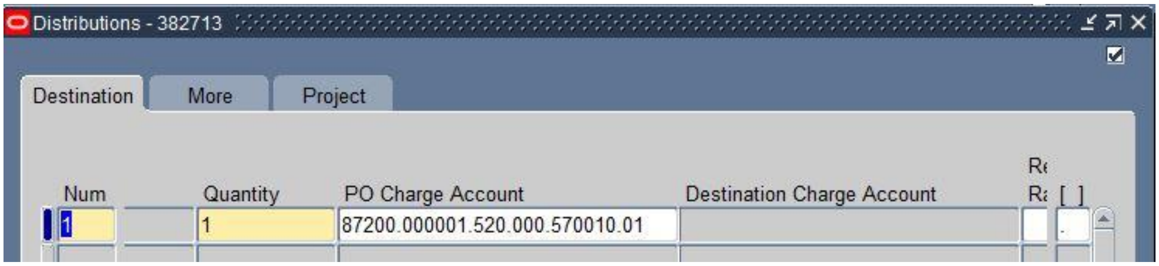


6. Doesn't this look familiar? It is the Accounting Flexfield but it is called the "Charge Account" in the PO module. Using the skills you learned in Oracle 101, enter the following account string: **87200.000001.520.000.570010.01**



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.

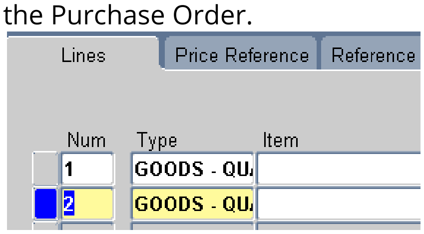
9. The GL Date defaults to the current date. This date must always be within an open period. Do not change the date for this exercise.

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

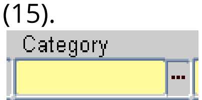
11. Save your work.

PO Line 2

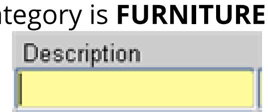
1. Let's complete **Line 2** of this PO, place your cursor into the next available line in the Lines section of the Purchase Order.



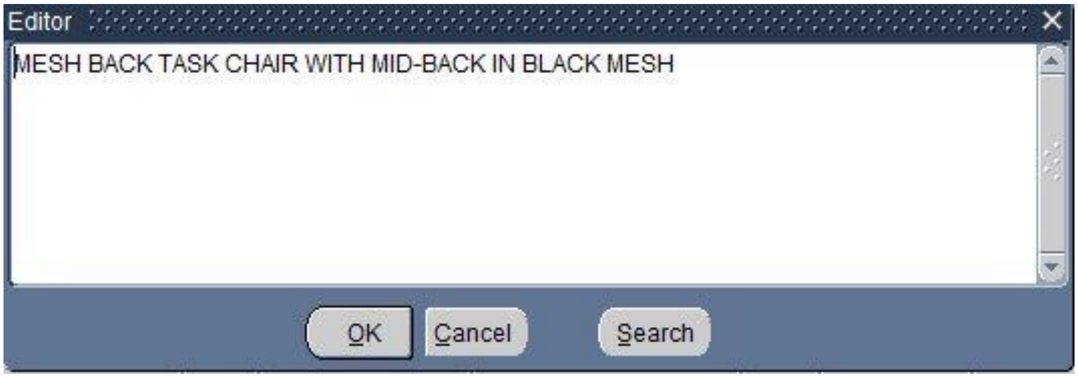
2. System automatically sequences the line numbers. Type defaults to **GOODS – QUANTITY**. Accept the default. We are selecting this type because we are purchasing goods (chairs) and a specific quantity (15).

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.

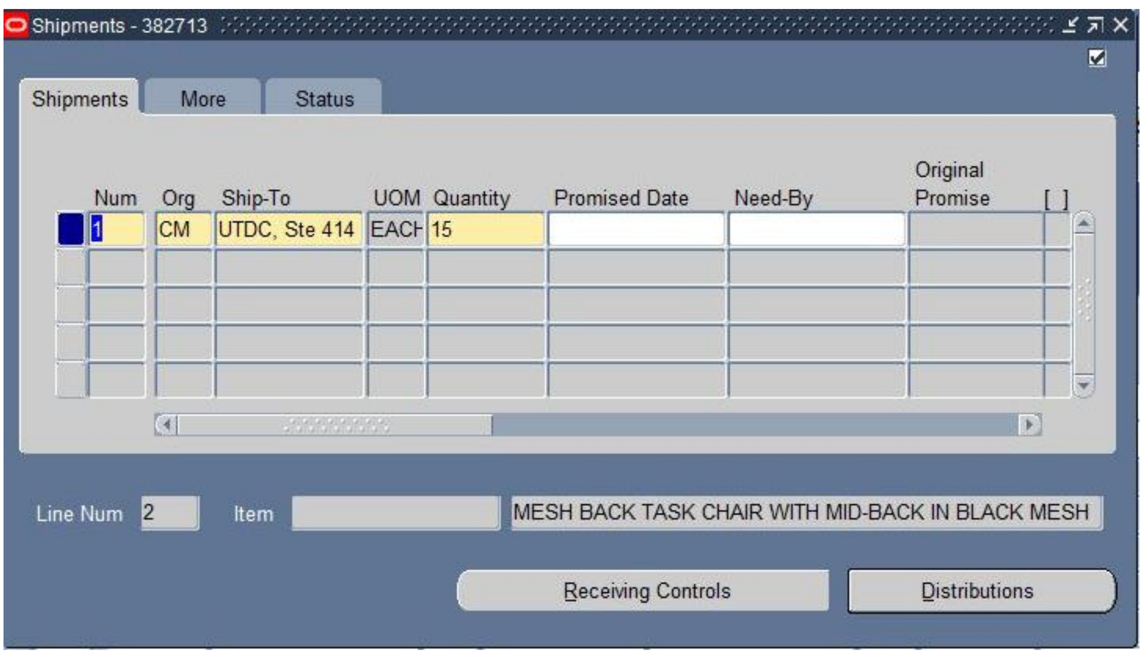
Note: The system keeps a running total in the 

field in the header area.

Shipments (PO Line 2)

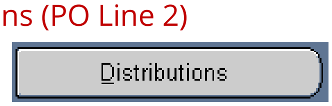
6. Click on the 

button. The Ship-To defaults from the Header and the Quantity defaults from the lines.



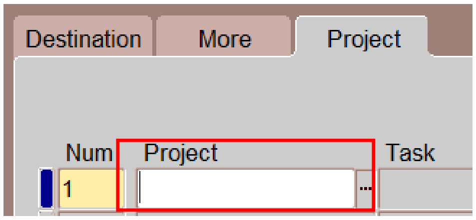
7. Accept the defaults. The chairs are going to UTDC, Suite 414. Now complete the Distributions, that is, what account will be charged.

Distributions (PO Line 2)

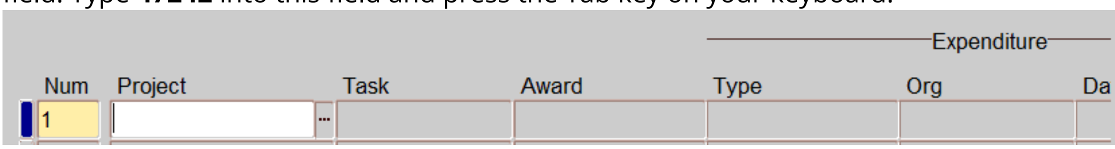
8. Click on the 

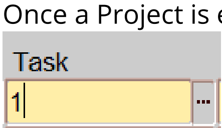
button.

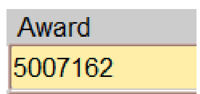
9. The next distribution will be to a Project, Task, and Award (PTA). Click on the  tab.

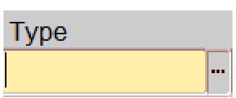


10. The Project tab opens with the first row number highlighted in yellow and the cursor in the project field. Type **47242** into this field and press the Tab key on your keyboard.

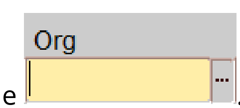


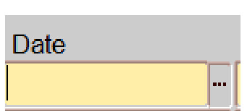
11. Once a Project is entered, other required fields turn yellow. Type Task number **1** into the  field. Press the Tab Key on your keyboard.

12. Type the Award number **5007162** into the  field. Press the Tab key on your keyboard.

13. Next is the  field. Type is the Expenditure Type in Grants. Select **NON-CAPITAL FURNITURE** for the Type.

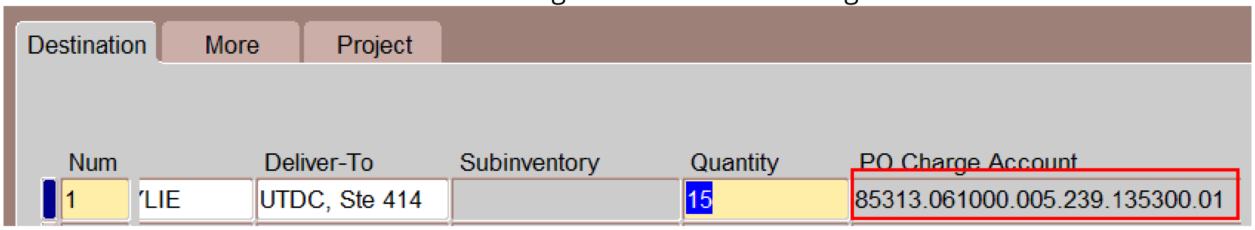
Note: If you recall from Chart of Accounts, the Expenditure Type in Grants is typically same as the name of the Object Code in GL, The object code we used for the GL account string is 86200. The name of this object code is NON-CAPITAL FURNITURE.

14. Select **INSTITUTIONAL RESEARCH AND ANALYSIS** for the . In Grants, the name of the organization is used, not the value.

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

16. Save your work.

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



18. 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.
19. 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) PTA account string with a Non-Capital Furniture type category.

	PO Exercise #1		**PO Exercise #1**
	PO HEADER		Tri-State Office Furniture
	PO Line 1		Conference Table
	>>Shipment 1		>>UTDC, Ste 414
	>>>>Distribution 1		>>>>87200.000001.520.000.570010.01
	PO Line 2		Chairs
	>>Shipment 1		>>UTDC, Ste 414
	>>>>Distribution 1		>>>>28408.1.5004620

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.

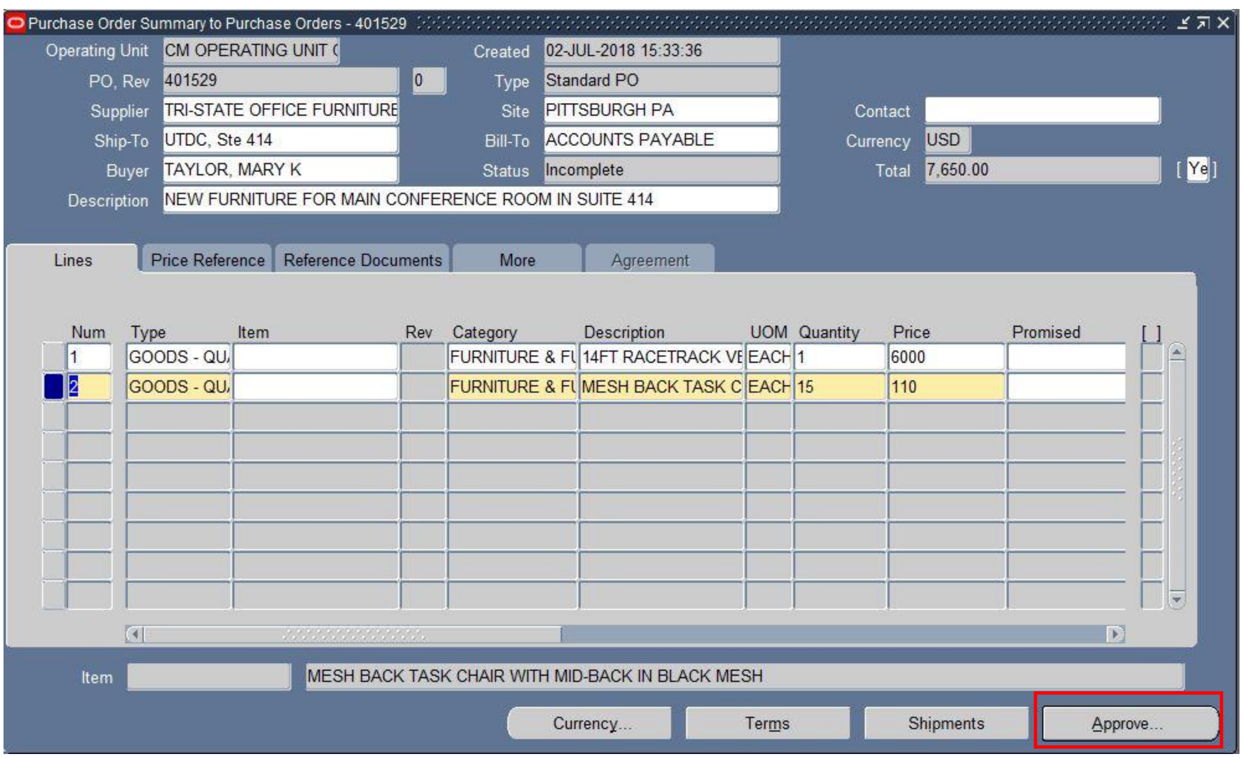
Each workflow checkpoint has designated approvers who can approve the PO. Some checkpoints are "final approvals" meaning the PO does not also have to go through supervisory approval. If a workflow checkpoint does not have final approval, the PO may then also require supervisory approval if it is above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

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

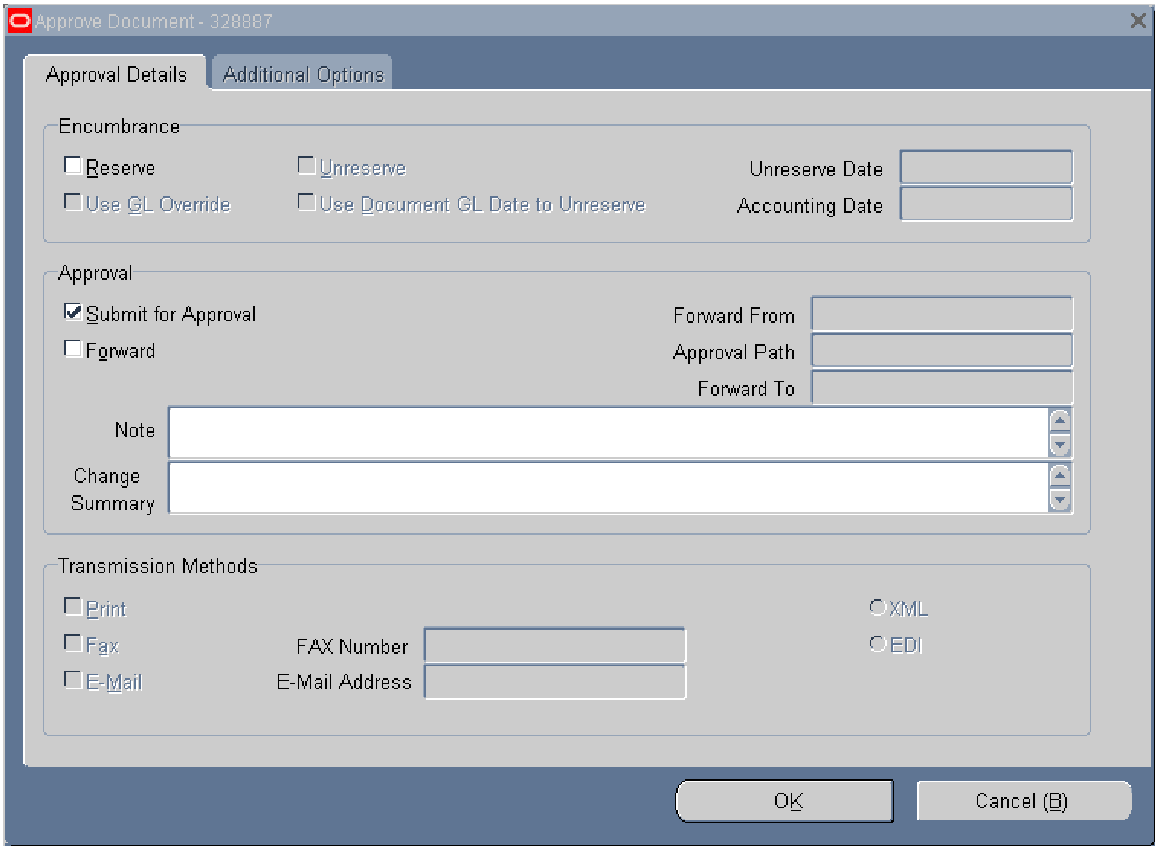
To submit a PO for approval:

1. Click on the 

button.

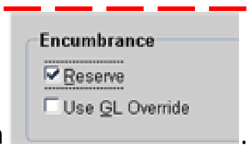


2. The **Approve Document** opens.

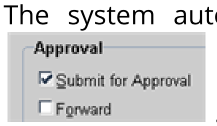


3. CMU utilizes encumbrance accounting.

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 

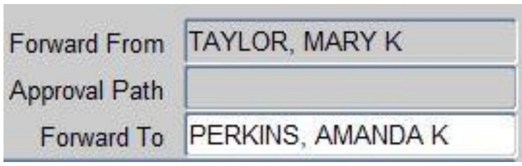
.

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

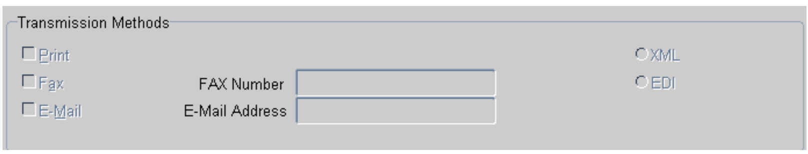
.

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.

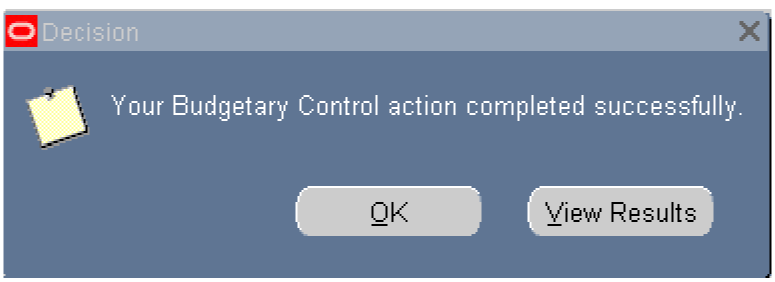


7. The Forward From field cannot be changed. The Forward To field is populated with your Oracle supervisor, but can be changed. Perhaps you are filling in for another buyer who is on vacation. You may want to forward the PO to that buyer's supervisor.
8. Uncheck the Forward function; we are not forwarding 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.



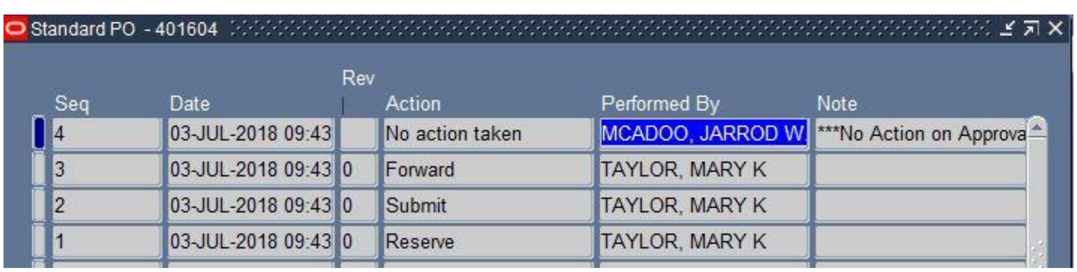
10. Click on  button to submit the PO for approval.

11. The following Decision box will appear.

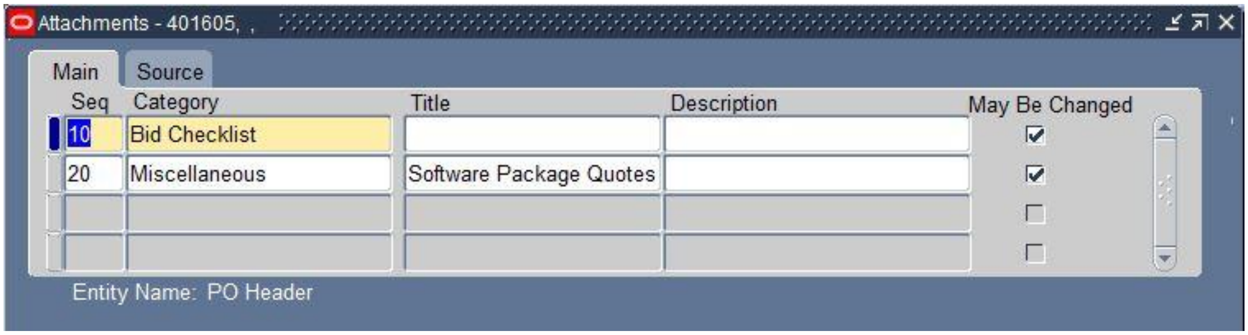


12. Click on the  button.

13. This Purchase Order will stop at the Procurement Services Checkpoint. The instructor will approve all purchase orders in the PS Checkpoint before class moves forward. Any purchase order that requires a Purchasing Checklist and Bid Summary form will also route through the Procurement Services checkpoint prior to moving through the supervisory approval or any additional checkpoints.



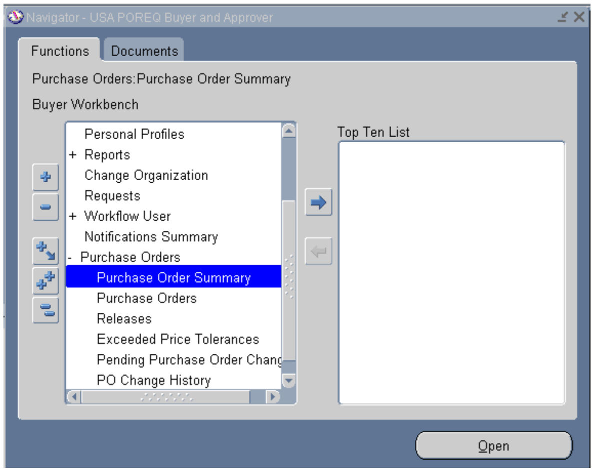
14. Once the purchase order has been approved, you will see that it is in Approved, Reserved status.



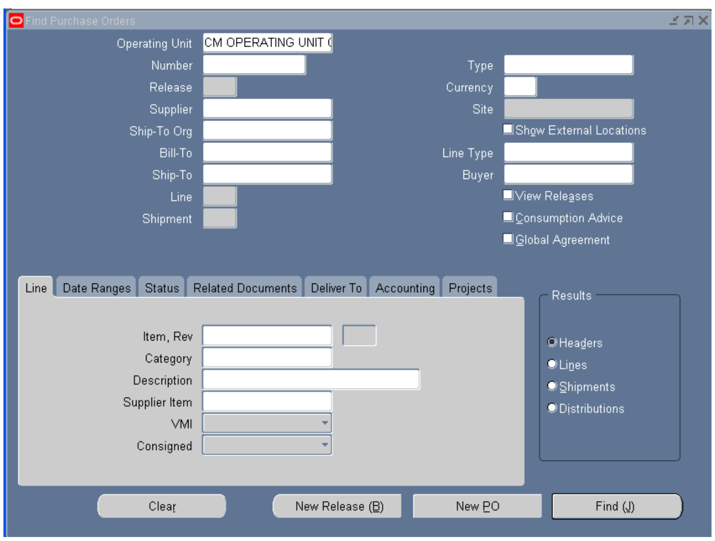
Purchase Order Inquiry

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.

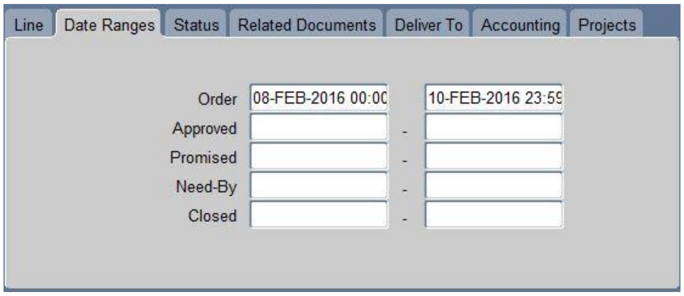
1. From the module Navigator menu, select **Purchase Order Summary** under the Purchase Orders menu branch



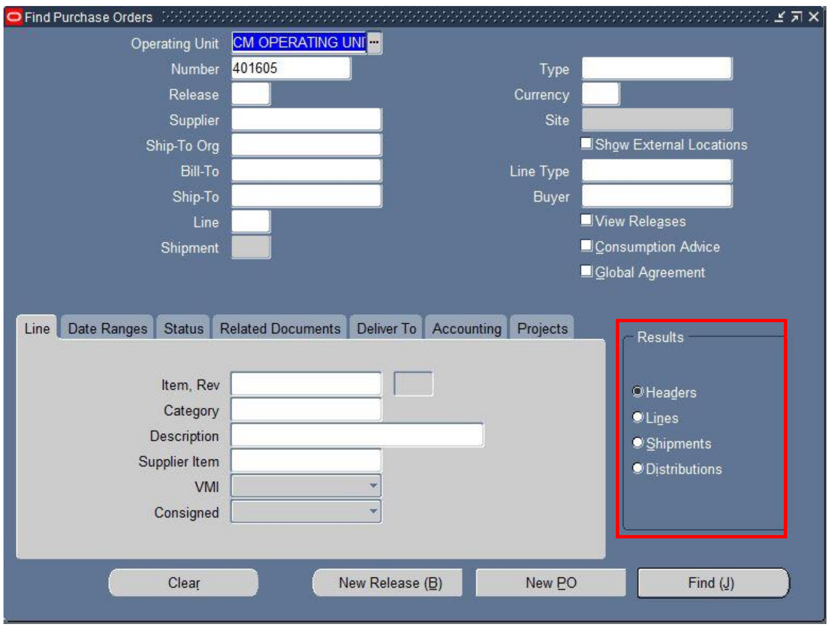
2. The **Find Purchase Orders** form opens.

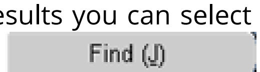


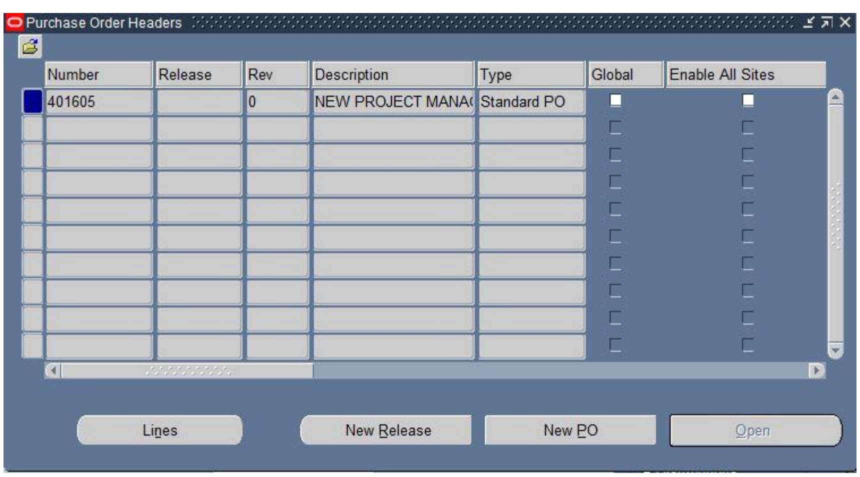
3. As you learned in Oracle 101, you can type criteria in one or a number of the fields in a Data Inquiry form. You can even enter criteria in the different "tabbed regions". For example, you can select a range of dates for purchase orders in the tab "Date Ranges" as shown below.



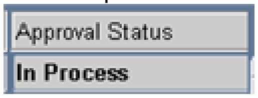
4. For this search, however, we will just **use the PO number for Tri-State Furniture** that you just sent for approval. Enter your PO number from into the **Number** field.



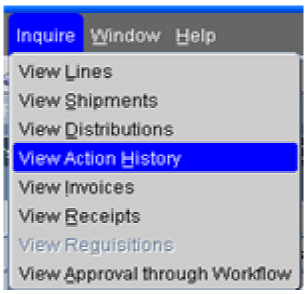
5. Notice under Results you can select from various sections of the PO. Accept the default "Headers" and click on the  button. The **Purchase Order Headers** form displays.



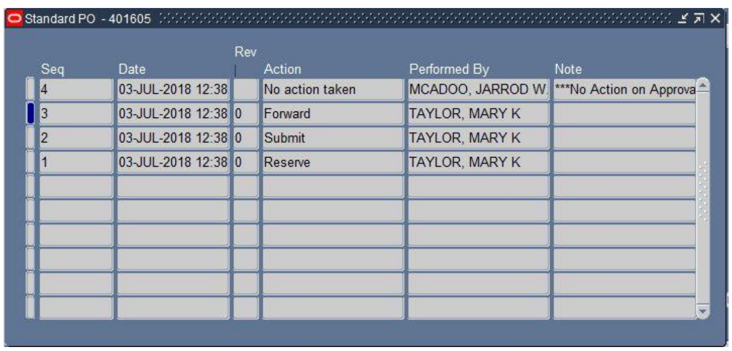
6. As you can see the Open button is grayed out 

. Move the scrollbar to the right until you see 

. 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.

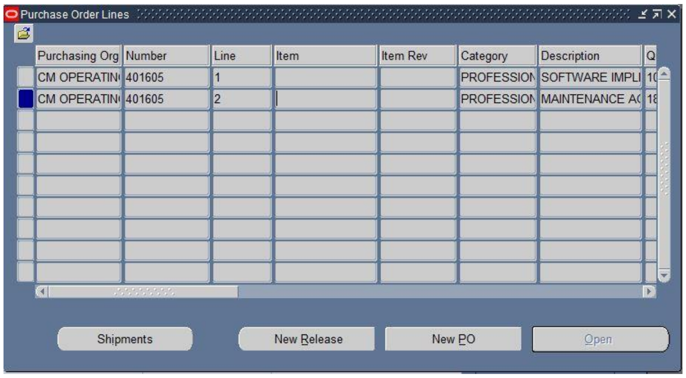


Seq	Date	Rev	Action	Performed By	Note
4	03-JUL-2018 12:38		No action taken	MCADOO, JARROD W.	***No Action on Approva
3	03-JUL-2018 12:38	0	Forward	TAYLOR, MARY K	
2	03-JUL-2018 12:38	0	Submit	TAYLOR, MARY K	
1	03-JUL-2018 12:38	0	Reserve	TAYLOR, MARY K	

   a. Seq 1 – Checking of the Reserve box on the Approval Document.
   b. Seq 2 – Clicking on the 

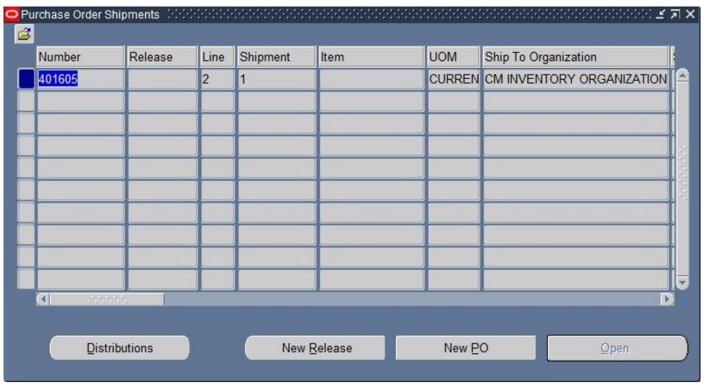
button to submit the PO for approval.
   c. Seq 3 – Forward means the PO has been forwarded to the workflow which channels it to the appropriate approvers.
   d. Seq 4 – Has "No action taken" in the Action field. This indicates that the PO is waiting in the Procurement Services queue for approval. Once someone with access to the checkpoint approves the PO, that name will appear in the Performed By field and the PO will move to the supervisory approval hierarchy.
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 

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.

PERKINS, AMANDA	CMU PO Approval	Standard Purchase Order 401605 has been approved

- From the Oracle Home page notification, double click on the notification title to open the notification.

Standard Purchase Order 401605 has been approved

From **PERKINS, AMANDA**
To **TAYLOR, MARY**
Sent **03-Jul-2018 13:56:53**
Closed **03-Jul-2018 13:58:46**
ID **8032391**
Responder
Standard Purchase Order 401605 has been approved.

Standard Purchase Order 401605 Amount: USD 126,800.00;
Tax: USD 0.00.
Description: NEW PROJECT MANAGEMENT SOFTWARE FOR PROCUREMENT SERVICES AND BUSINESS SYSTEMS AND SERVICES

Preparer: TAYLOR, MARY

Note:

Purchase Order Lines

LN.SHP.DST	Item Number	Rev.	Item Description	UOM	Quantity	Unit Price	Line Amount	Account
1.1.1			SOFTWARE IMPLEMENTATION PLUS USER GUIDES	EACH	500	125.00	62,500.00	85313.000001.520.000.540500.01
					500	125.00	62,500.00	85313.000001.520.000.540700.01
2.1.1			MAINTENANCE AGREEMENT	CURRENCY USED ABOVE	900	1.00	900.00	85313.000001.520.000.540500.01
					900	1.00	900.00	28408.1.5004620.PROFESSIONAL SERVICES

Approval Sequence

Sequence	Who	Action	Date	Note
5	PERKINS, AMANDA K	Approve	03-JUL-2018	
4	MALTA, JAMIE M.	Approve	03-JUL-2018	
3	TAYLOR, MARY K	Forward	03-JUL-2018	
2	TAYLOR, MARY K	Submit	03-JUL-2018	
1	TAYLOR, MARY K	Reserve	03-JUL-2018	

- You will also receive an e-mail that looks like the following:

Oracle Workflow Notification (FYI)

Standard Purchase Order 401605 has been approved.

Standard Purchase Order 401605 Amount: USD 126,800.00;
Tax: USD 0.00.
Description: NEW SOFTWARE FOR PROCUREMENT SERVICES AND BUSINESS SYSTEMS AND SERVICES TEAMS

Preparer: TAYLOR, MARY

Note:
Purchase Order Lines

Line: 1
Item Number:
Rev.:
Item Description: SOFTWARE IMPLEMENTATION PLUS USER GUIDES
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: 5
Who: PERKINS, AMANDA K
Action: Approve
Date: 03-JUL-2018
Note:

Sequence: 4
Who: MALTA, JAMIE M.
Action: Approve
Date: 03-JUL-2018
Note:

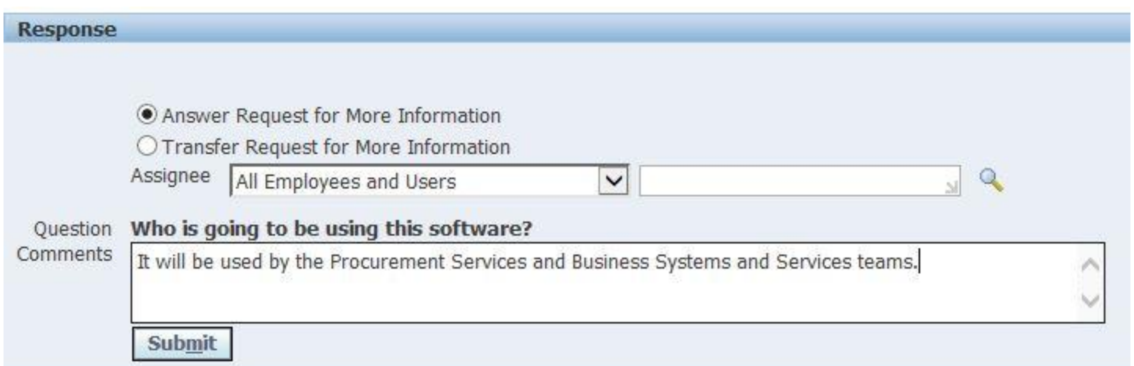
Sequence: 3
Who: TAYLOR, MARY
Action: Forward
Date: 03-JUL-2018
Note:

Sequence: 2
Who: TAYLOR, MARY
Action: Submit
Date: 03-JUL-2018

Sequence: 1
Who: TAYLOR, MARY
Action: Reserve
Date: 03-JUL-2018
Note:

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 Submit button to send it back to the approver.



PO is Rejected

Worklist

Full List (1)

From	Type	Subject	Sent	Due
WEAVER, DEANNE	CMU PO Approval	Standard Purchase Order 359180 has been Rejected	11-Mar-2016	

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.**

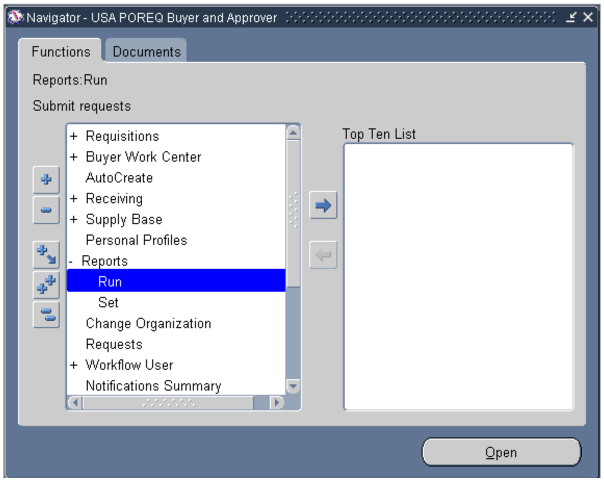
For example, you may call your approver and verbally answer the request for more information; however, the PO will not be approved until you send it back to the approver.

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.

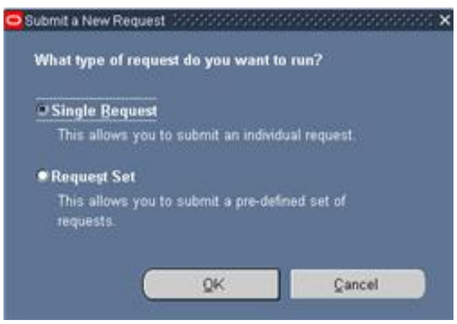
Printing Purchase Orders

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.

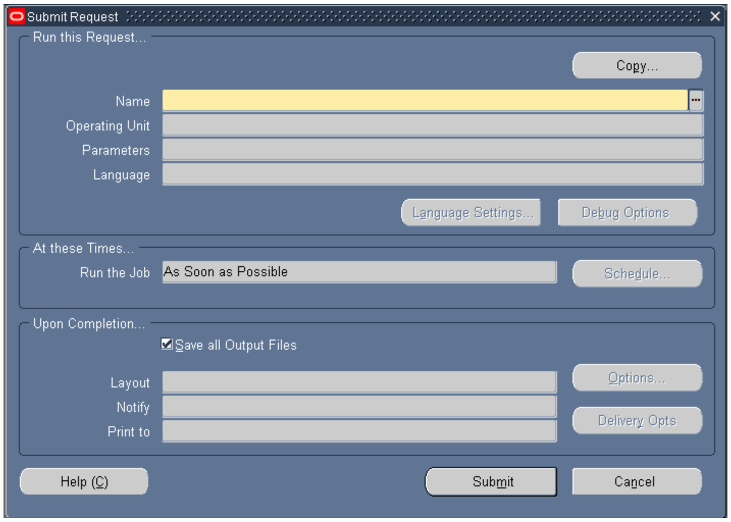
1. Navigate to Reports>Run



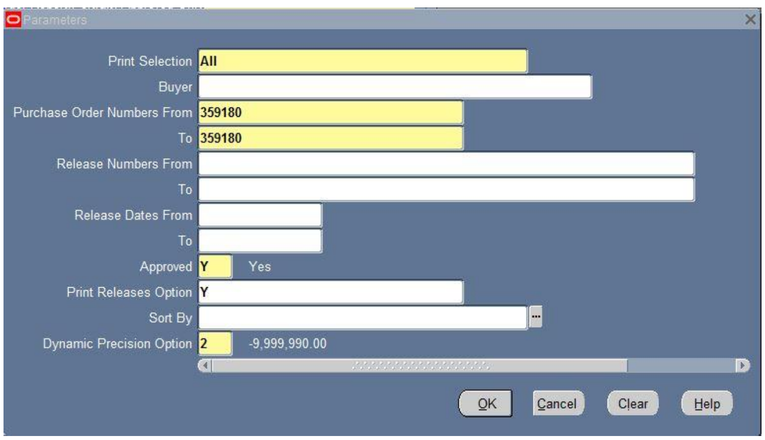
2. **Submit a New Request** form opens.



3. The system defaults to a single request. Click on the  button. The **Submit Request** form opens.



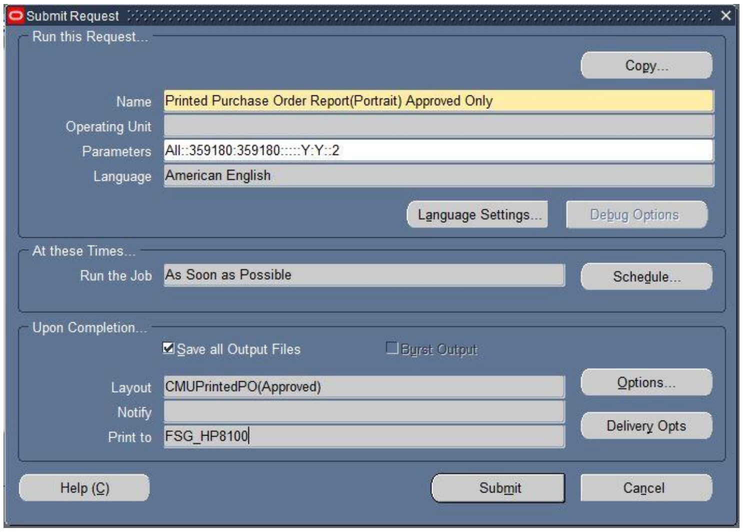
4. Click into the yellow name field to select a report. The report you want is **"Printed Purchase Order Report (Portrait) Approved Only"**. Again this is a reminder that only approved purchase orders can be printed. Once the report is selected a Parameters form will appear specific to this report.

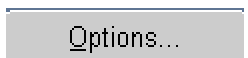


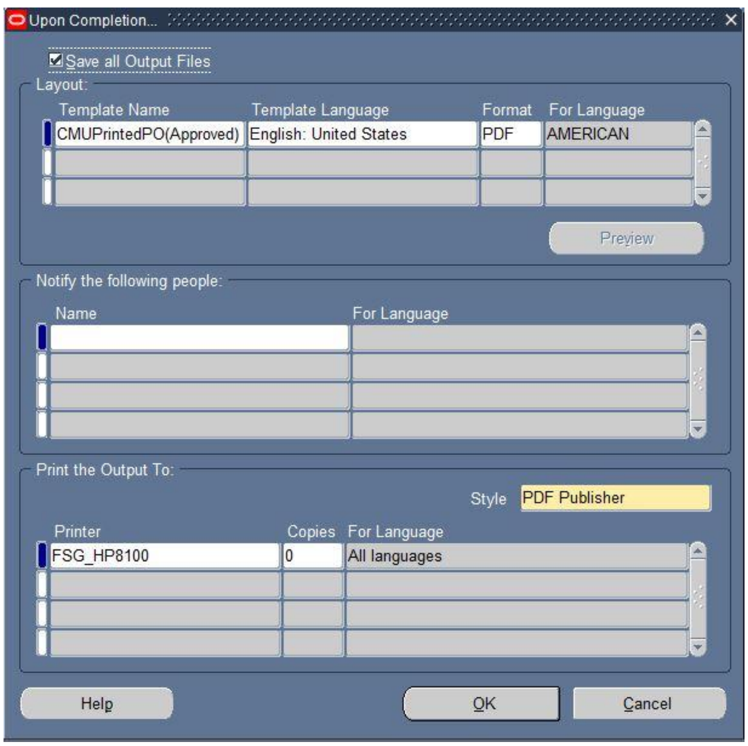
5. Populate the following parameters:
   a. Print Selection: Select the value "All"
   b. Purchase Order Numbers From/To: Enter your purchase order number(s) in the From and To fields. You can do a range of Purchase Orders or a single one.
   i. If printing a single purchase order, be sure to put the 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 

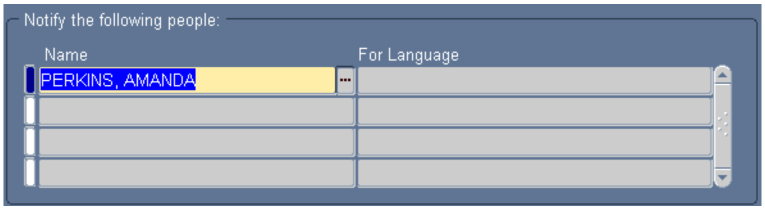
button.



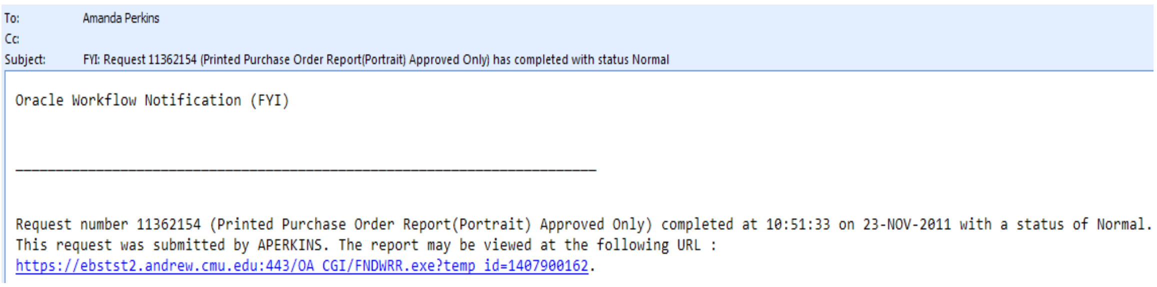
7. Click on the Upon Completion...  button.



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.



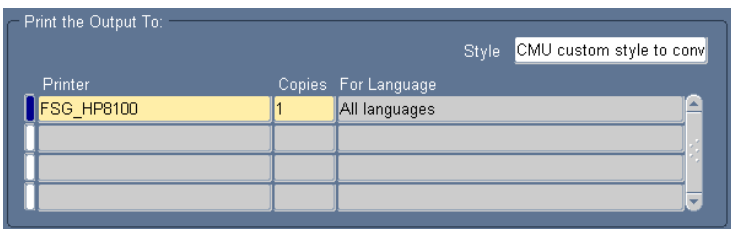
9. A copy of such an e-mail is shown below:


To: Amanda Perkins
Cc:
Subject: FYI: Request 11362154 (Printed Purchase Order Report(Portrait) Approved Only) has completed with status Normal

Oracle Workflow Notification (FYI)

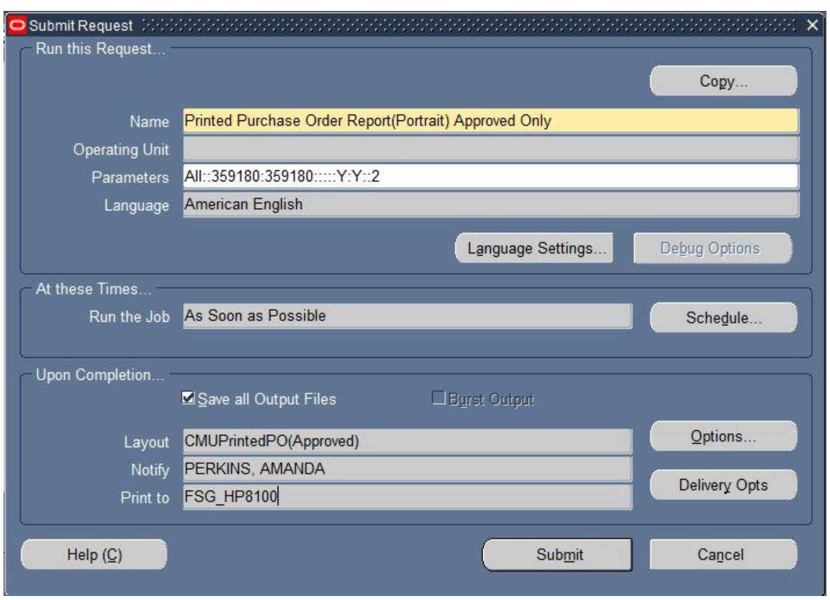
Request number 11362154 (Printed Purchase Order Report(Portrait) Approved Only) completed at 10:51:33 on 23-NOV-2011 with a status of Normal.
This request was submitted by APERKINS. The report may be viewed at the following URL :
https://ebstst2.andrew.cmu.edu:443/OA_CGI/FNDWRR.exe?temp_id=1407900162.

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.



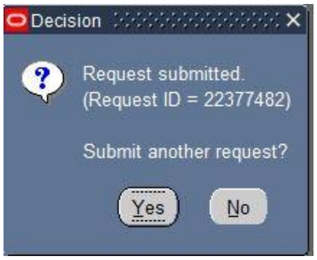
11. When you have completed the output options, click on the 

button.



12. Back at the **Submit Request** form, click on the 

button. A Decision box will show with a Request ID number and the opportunity to run another request.



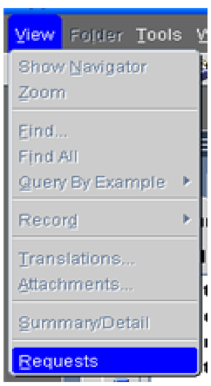
Write down your Request ID #

13. Click on the 

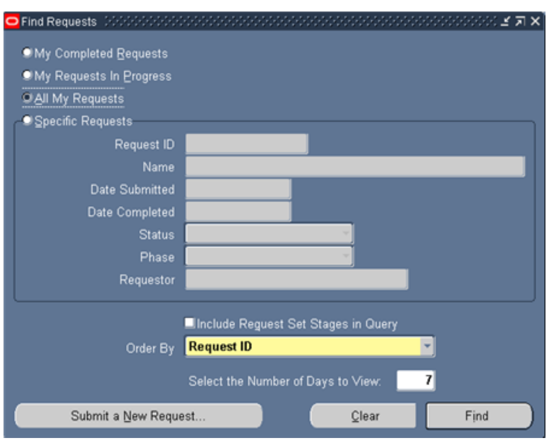
button.

Viewing Your Printed PO

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



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



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 

button. The request form opens with the Request ID you entered.

5. Click the 

button. The PO opens as a PDF file.

Page 1 of 1

Carnegie Mellon

STANDARD PURCHASE ORDER: 359180 Revision: 0

Instructions: 1) PO number must appear on all papers and packages concerning this order. 2) Invoice in duplicate. 3) Serial numbers of all material furnished must be shown on invoice. Failure to show on invoice will delay payment. 4) Shipping terms are F.O.B. destination, freight prepaid and allowed, unless otherwise specified in this order. 5) Unless otherwise specified in this order, the products and/or services are to be delivered and/or performed immediately upon receipt of this order. 6) Please acknowledge receipt of this order.

TO:
SOLUTION BEACON LLC
14419 GREENWOOD AVE N#332
SEATTLE, WA 98133
United States

SHIP TO:
CARNEGIE MELLON UNIVERSITY
PROCUREMENT SERVICES
5000 FORBES AVENUE, UTDC 2ND FLOOR
PITTSBURGH,PA 151213
United States

ATTN: A HOEKSTRA (206) 366-6606
CUSTOMER ACCT: 55852
PAYMENT TERMS: NET 30

FOB:
SHIP VIA:
GOVERNMENT FUNDS USED FOR THIS PO: NO
STIMULUS FUNDS USED FOR THIS PO: NO

BILL TO:
ACCOUNTS PAYABLE
CARNEGIE MELLON
5000 FORBES AVENUE
PITTSBURGH,PA 15213-3890
United States

DATE: 11-MAR-16
BUYER: M CATTRELL
REQUESTOR:

Note:
All prices and amounts on this order are expressed in : **US dollar**

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	SOFTWARE IMPLEMENTATION PLUS USER GUIDES **Shipment: 1 Quantity: 500** - SHIP TO: Address at top of page **Shipment: 2 Quantity: 500** - SHIP TO: FINANCIAL SYSTEMS 5000 FORBES AVENUE UTDC 5TH FLOOR, PITTSBURGH,PA 15213 United States	1000	HOUR	125	125,000.00
2	MAINTENANCE AGREEMENT **Shipment: 1 Quantity: 1800** - SHIP TO: Address at top of page		CURRENCY USED ABOVE		1,800.00
				Total:	126,800.00

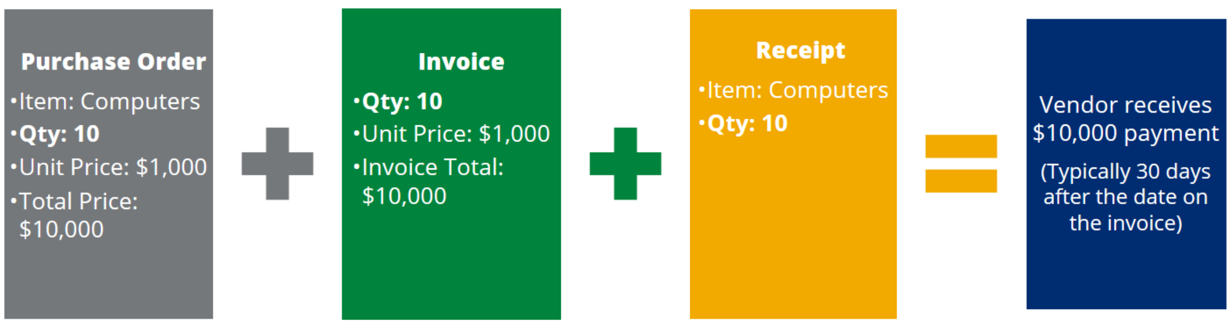
Carnegie Mellon's Purchase Order Terms and Conditions (including Shipping and Invoice Instructions) are incorporated herein by reference as if fully set forth. A copy of Carnegie Mellon's Purchase Order Terms and Conditions (including Shipping and Invoice Instructions) can be obtained from Carnegie Mellon's website, at http://www.cmu.edu/finance/files/PO-terms.pdf, or from Carnegie Mellon's Procurement Services group by contacting them at Procurement Services, 5000 Forbes Avenue Pittsburgh, PA 15213 or at procurement-inbox@andrew.cmu.edu.

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:

Three-Way Match



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

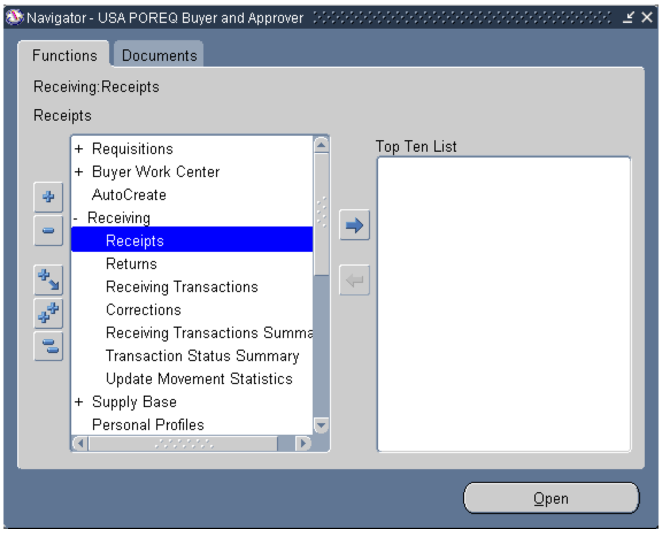
System alerts are sent to the buyer (creator of PO) when an invoice is entered but can't be matched at 100%. This alert email is the indication to enter the system and create the receipt for the purchase order. **Failing to enter receipts in a timely manner will hold payment to the supplier.**

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

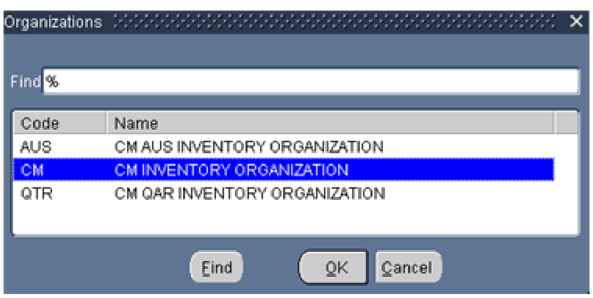
Receiving, Exercise #2

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 have also received the invoice hold email indicating an invoice has been entered in the system. You decided to go ahead and receive against the purchase order.

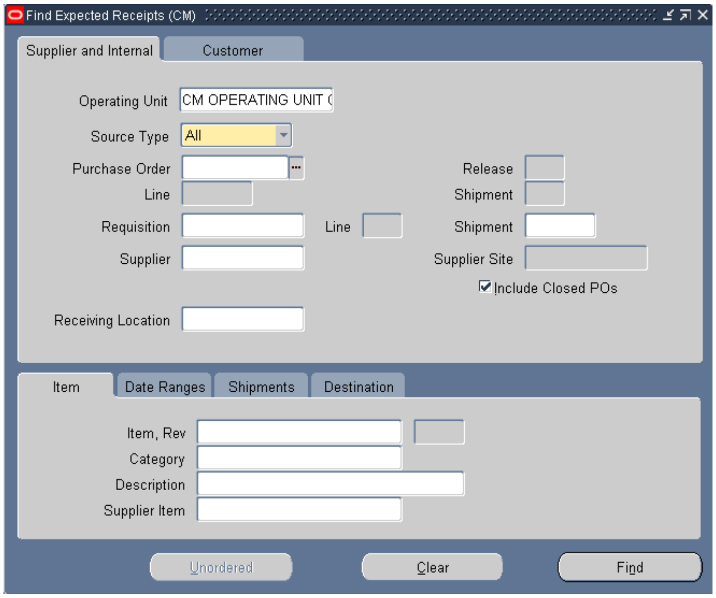
1. Navigate to **Receiving>Receipts**



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.

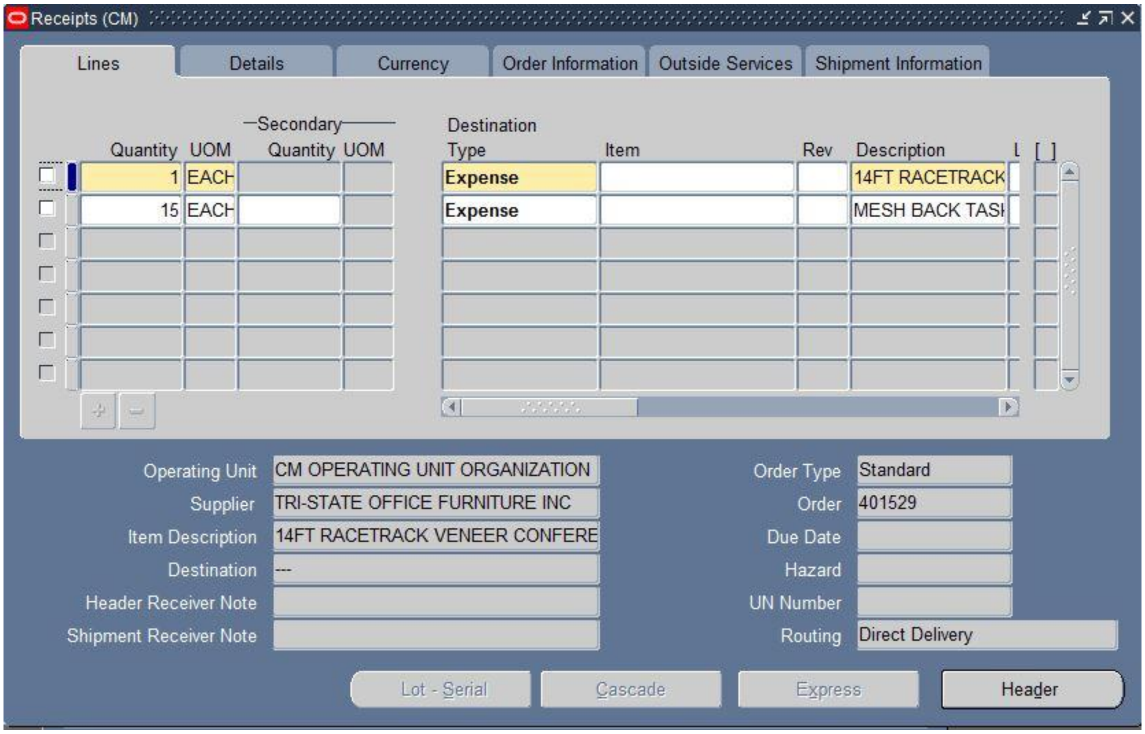


4. Typically, you will be entering receipts for a specific purchase order. **Enter your Purchase Order number from Exercise #1 (Tri-State Office Furniture)** in the **Purchase Order** field and click on the Find button.

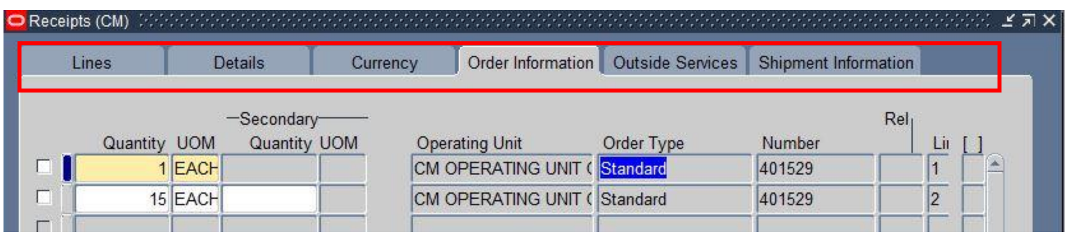
5. The **Receipt Header** form displays with summary information for the receipt. You have the option to enter additional information in the fields provided in the Header but there are no *required* fields here.

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

7. The **Receipts** form now shows with all shipments that meet the search criteria.

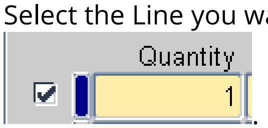


8. As with other purchasing forms, there are “tabbed regions” containing various data about the receipt. On opening, the form defaults to the lines tab. Click on the Order Information tab.

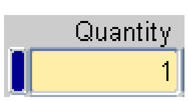


9. This tab lists the PO #, PO Line and Shipment. This tab becomes important when the purchase order contains multiple lines/shipments/distributions to help ensure you are creating the receipt for the appropriate line.

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

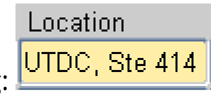
11. Select the Line you want to create a receipt for by clicking into the tiny white box next to the line. 

. **If the box is not checked a receipt will not be created.**

12. The Quantity 

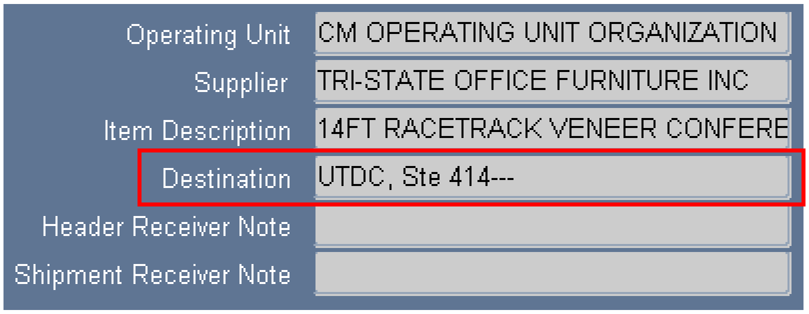
field displays the quantity due for shipment. However, the quantity can be changed as necessary, such as in the case of a partial receipt (e.g. 10 items were ordered, but only 5 received so far). Once this line is fully received the quantity will be zero. For this example, we will not be changing the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

13. Click on the Lines tab.
14. The 

field is required. For this receipt enter the following: 

.

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



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 

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).

Wait for the instructor to continue.

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.

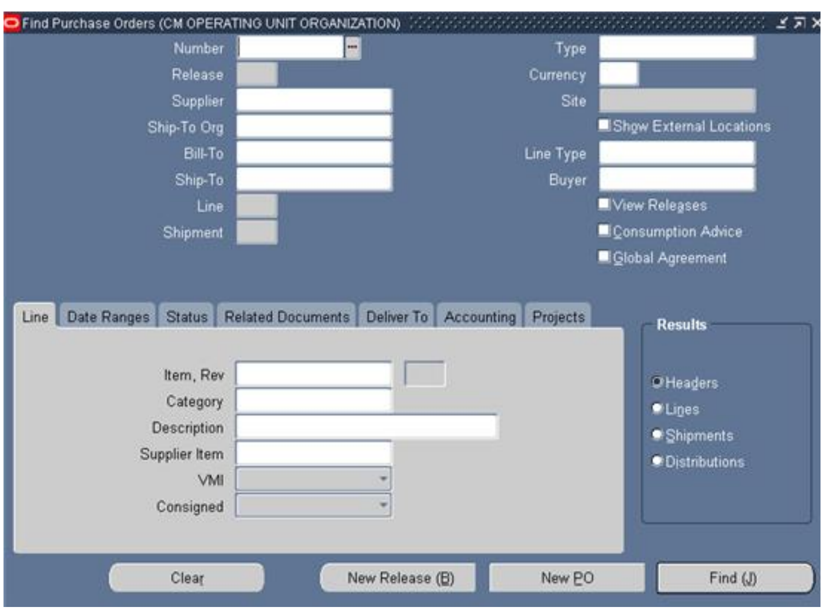
In order to change the price on the PO, we need to undo the receipt which is referred to as a 'return' in Oracle. In this case, we are not actually physically returning the table.

Since the table has been matched to an invoice we would need to contact Accounts Payable to create a reverse/hold on the payment.

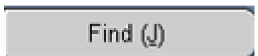
Modifying a Purchase Order

1. Navigate to Purchase Orders>Purchase Order Summary

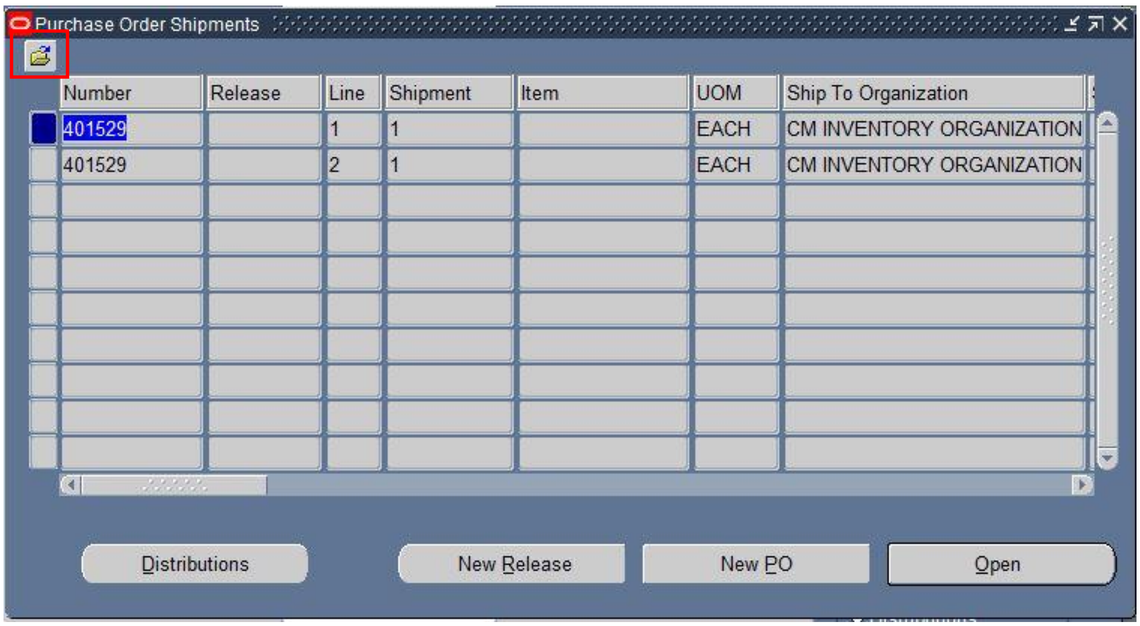
2. The **Find Purchase Orders** form opens



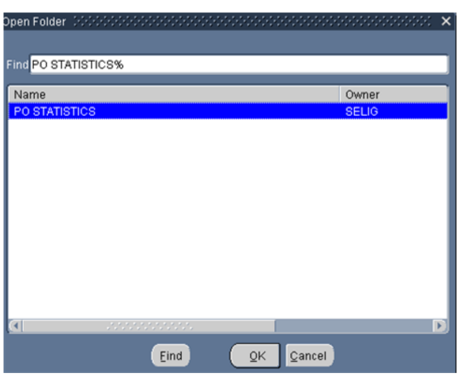
3. Enter the Tri-State Office Furniture PO# in the **Number** field.
4. Click on Shipments in the Results region.

5. Click on the 

button. The **Purchase Order Shipments** form will open.

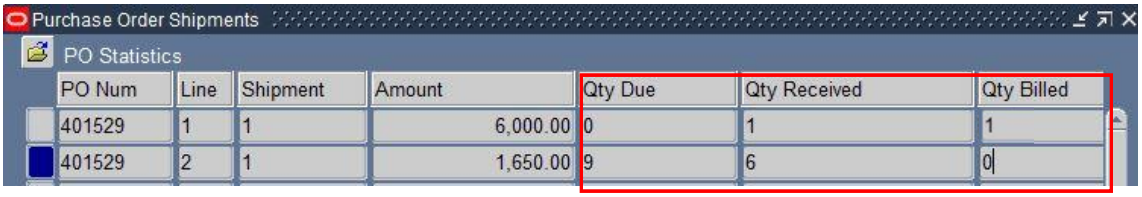


6. Click on the little yellow folder at the top left.



7. Simply click the 

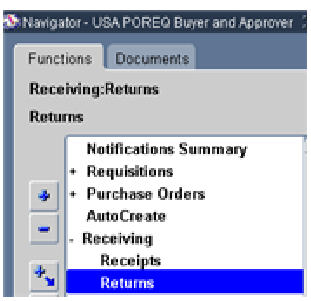
button to open the **PO STATISTICS** folder. Folders allow you to look at data in different formats.



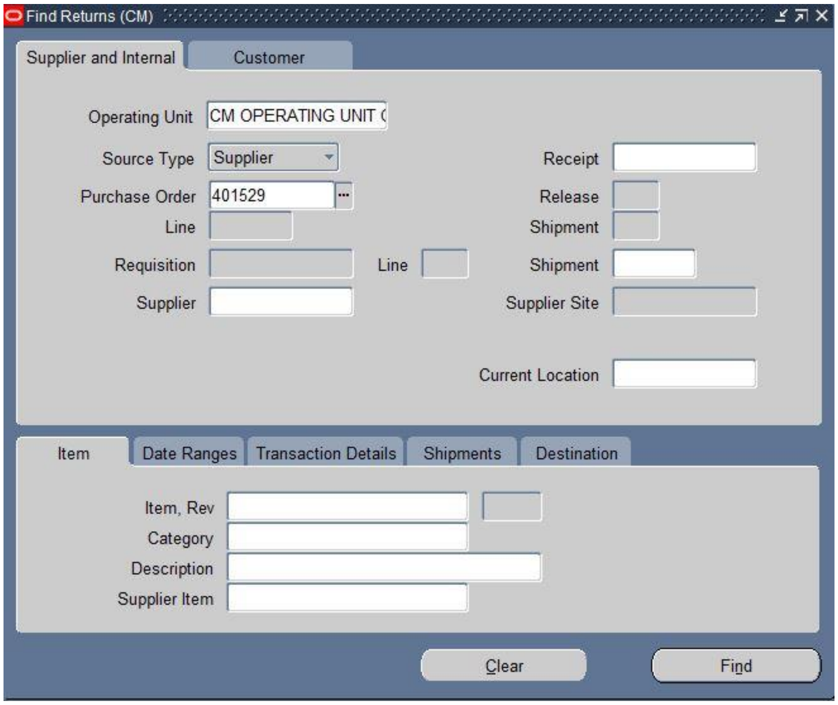
8. The two columns we need to verify are Qty Received and Qty Billed for Line 1.
    a. Qty billed is one so that means an invoice has been processed by Accounts Payable (AP). Since there is an amount billed, it is necessary to contact AP to have them temporarily "unbill" the invoice. **Wait for AP to 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

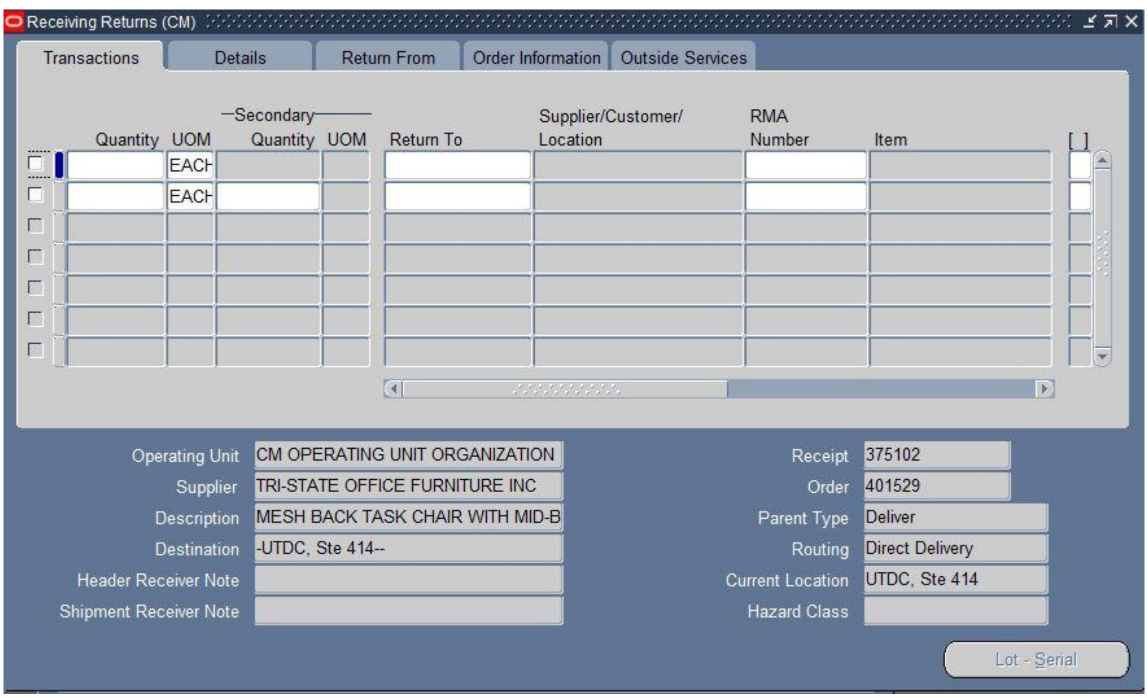
1. Navigate to Receiving>Returns



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



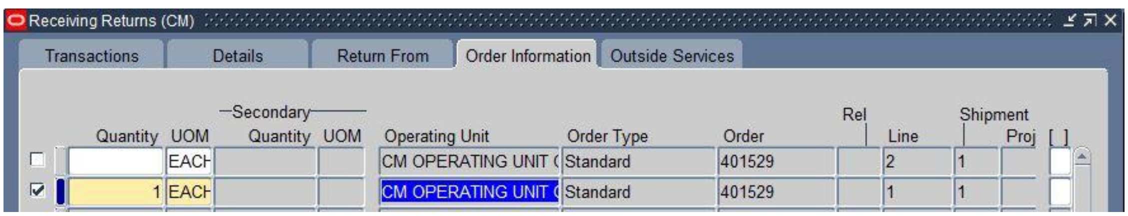
3. Click on the **Find** button.
4. The **Receiving Returns form** looks very similar to the Receipts form.



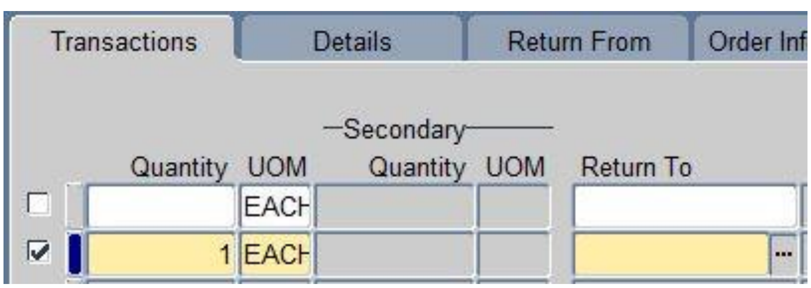
5. Click on the **Order Information** Tab.

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.

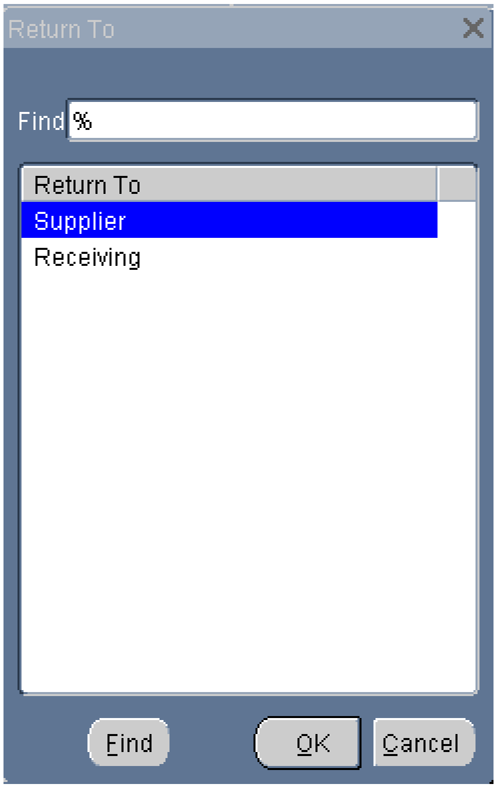
7. Enter the quantity you wish to return. In this case, the quantity is 1 meaning one conference table.



8. Click on the Transactions tab. The Return To field is required. Click into the field.



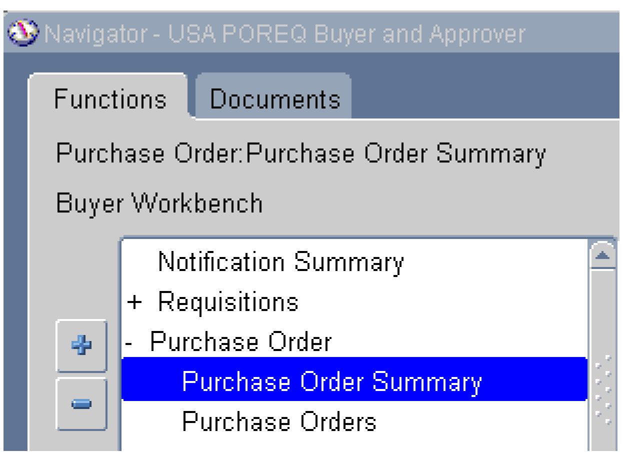
9. Click on the List of Values.



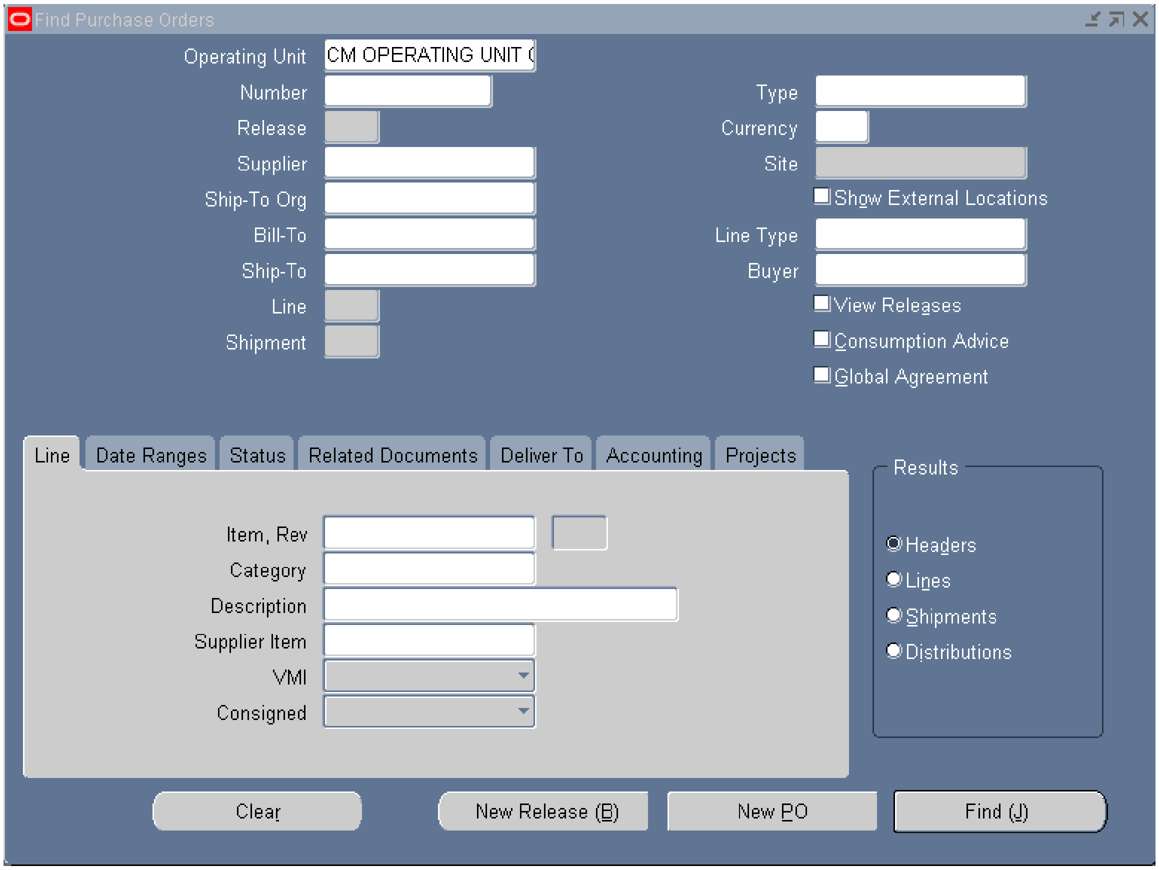
10. Only two choices appear. Always select **Supplier**.
11. **Save your work**
12. F4 to return to the Navigator menu. That completes the return. Now you must change the price on the Purchase Order.

Changing an Approved PO

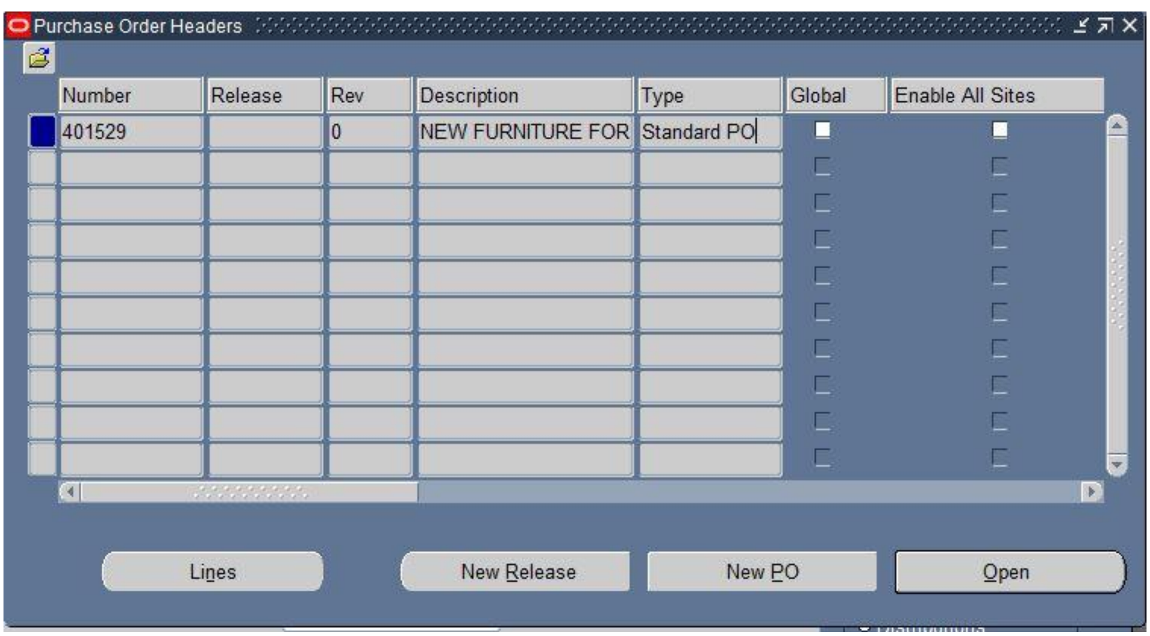
1. Navigate to Purchase Orders>Purchase Order Summary



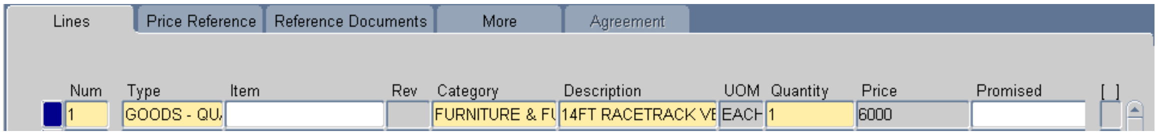
2. The Find Purchase Orders form opens



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.

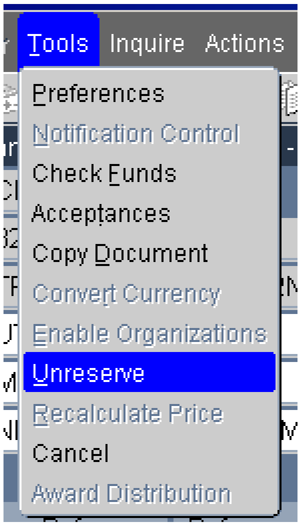


6. When the purchase order opens click into the first line.

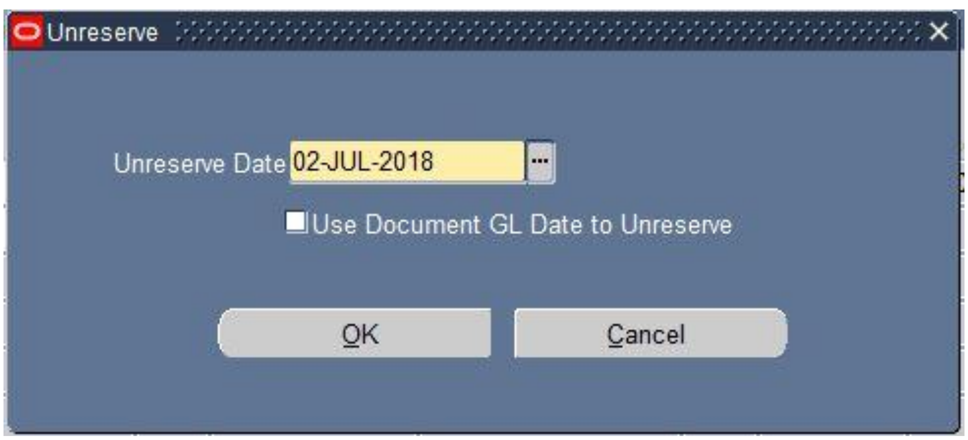


7. Some of the fields turn yellow but the price field is grayed out. You cannot change the price until you unreserve the funds. **Be sure that you cursor is on the line that you want to modify.**
    a. **Note:** Oracle will allow you to change the price without unreserving the funds. This will lead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

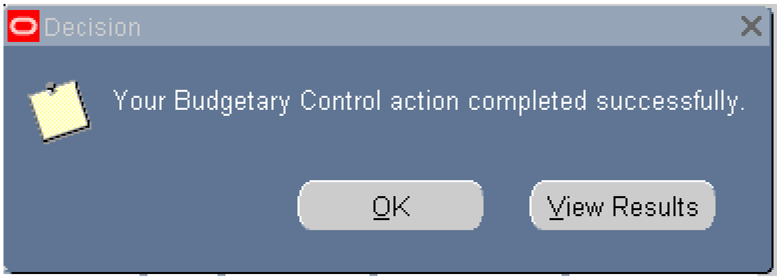
8. On the Oracle menu under Tools, select Unreserve.



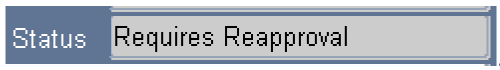
9. An Unreserve box will display with today's date.



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

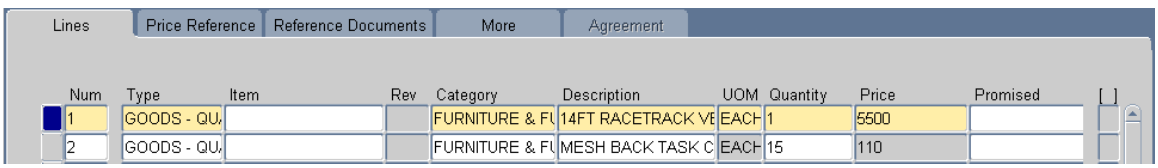


11. Click **OK** to close the box.

12. The Status has now changed to 

.

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.



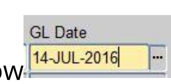
   a. Notice when you click into Line 2, the Price is grayed out. When you Unreserve as shown here you are unreserving funds for just the one selected line. If you needed to change the price on Line 2, you would begin with Step 8 again.

14. Go to the **Distributions** form and verify the GL Date is a date in the current period.

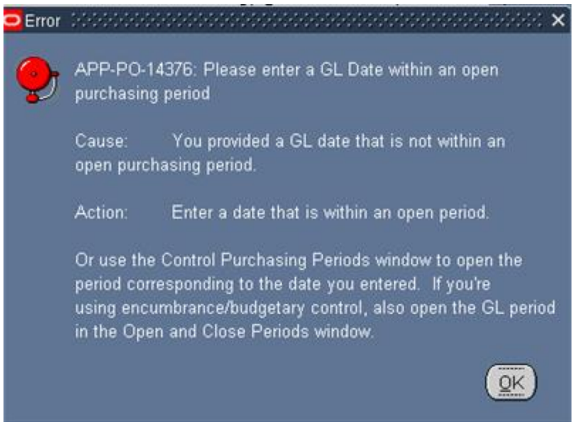
GL Date

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.

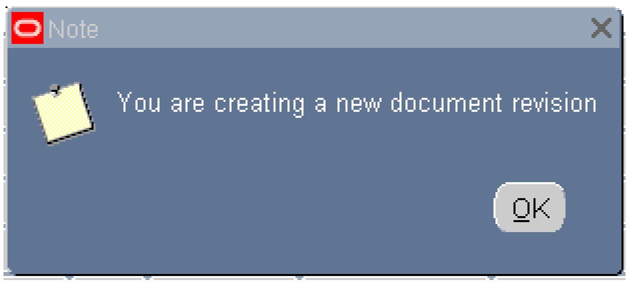
When entering a new PO, this GL Date is automatically populated with the current date and is typically not changed. When modifying the PO, the GL Date is not changed systematically. You must manually change the date if the modification is being done in a different period.

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.

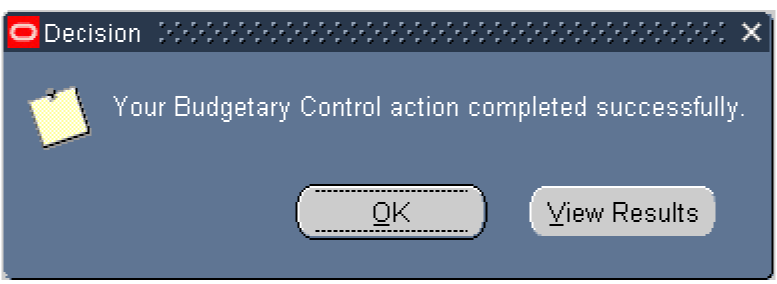


15. **Save your work**. The following Note box will appear.



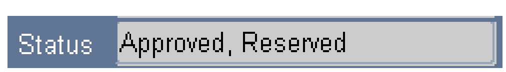
16. Click OK to close. The system will populate a revision # in the Rev field.

17. **Submit PO for approval**. The following message will immediately appear.

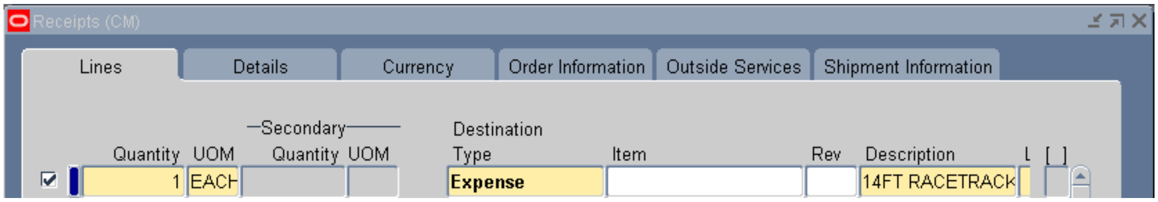


18. Because we lowered the price of the table from $6,000 to $5,500, approval is simply a formality and will automatically be done.

19. Click on 

. The Status has now changed to 

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

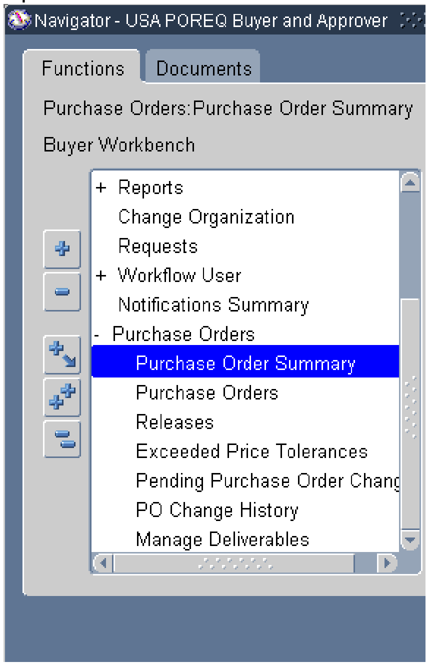


21. **Create a Receipt for the additional 9 chairs**. The quantity to receive for the chairs will be only nine because you had already received six prior to this.

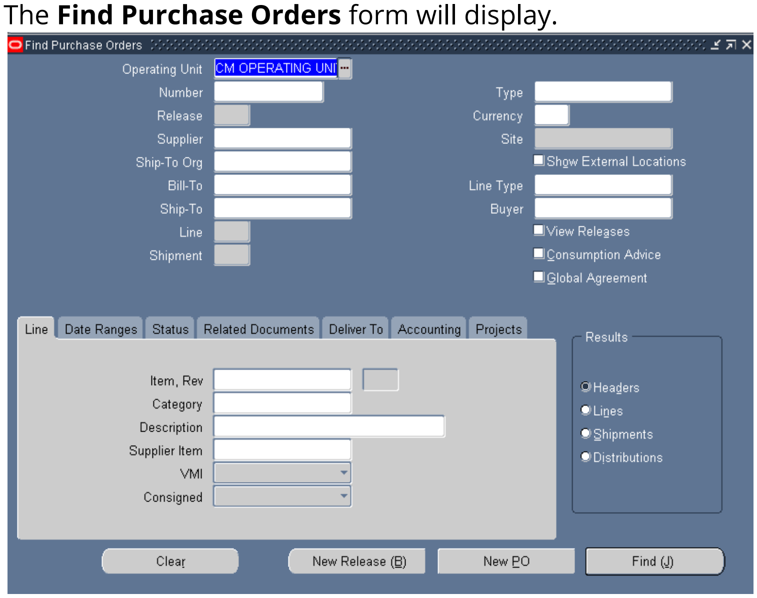
22. **Save and F4 to return to the Navigator menu.**

Copy a Purchase Order

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

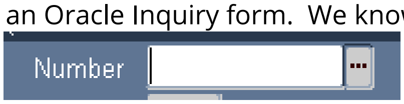


2. The **Find Purchase Orders** form will display.



3. This is an Oracle Inquiry form. We know that because there is a 

button.

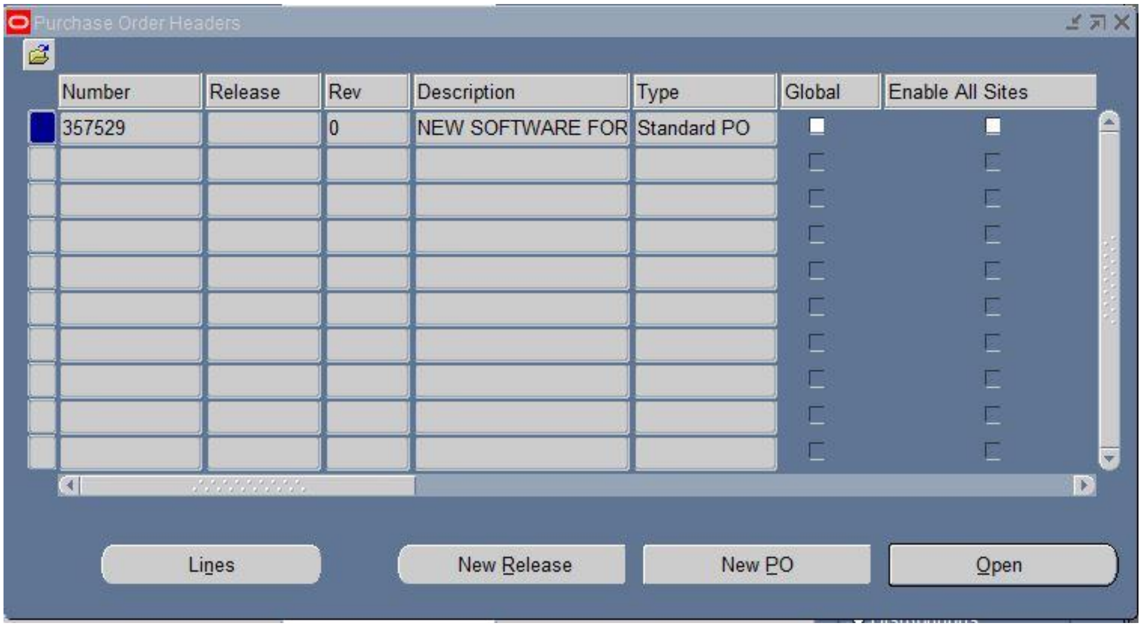
4. In the 

field enter the Purchase Order number the instructor gave you.

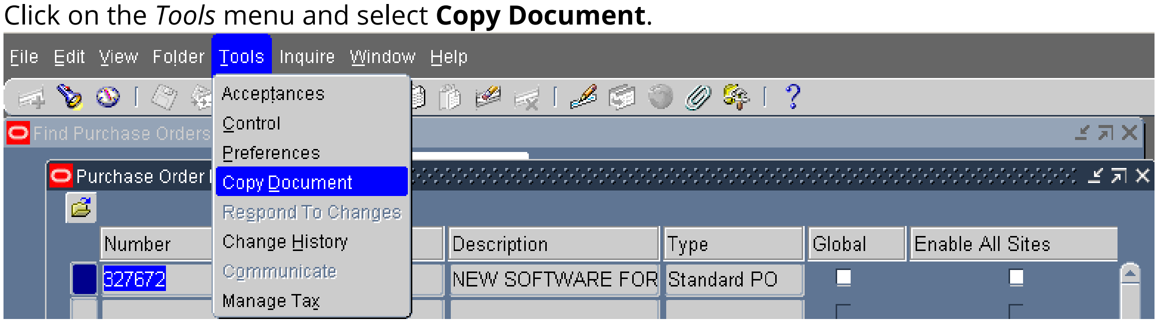
5. Click on the 

button.

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

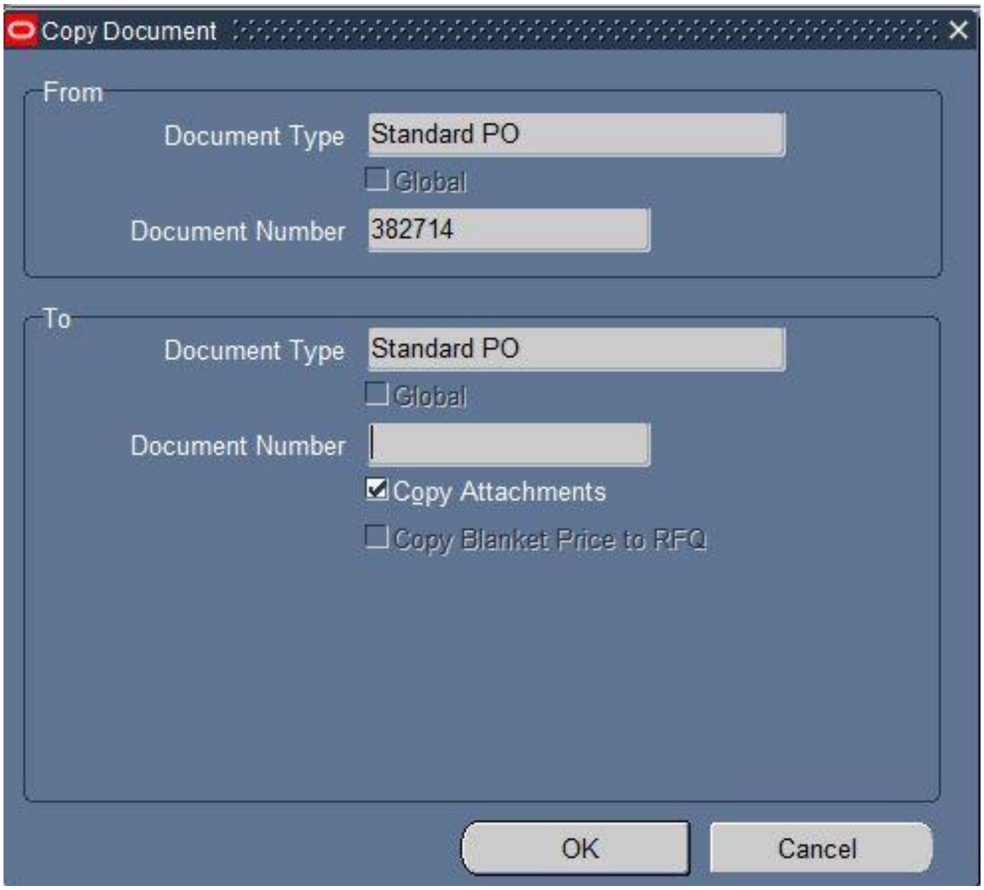


7. Click on the *Tools* menu and select **Copy Document**.



8. On the **Copy Document** form, click on the 

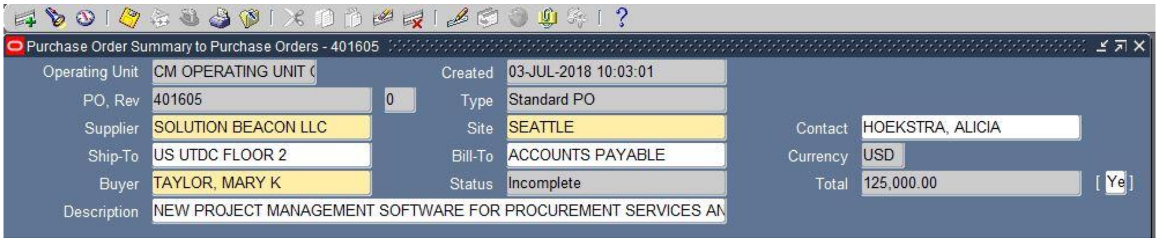
button. Leave **Copy Attachments** selected.



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 OK button.
12. The new Purchase Order is opened.

PO Header:



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.

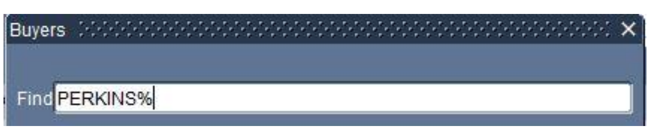
    g. **Bid Checklist Required:** 'Yes'.

    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.

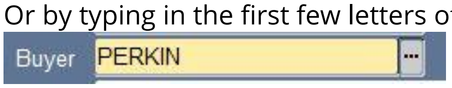
1. Click into the Buyer field. 

Notice the instructors name is listed because that is who created the PO you copied.

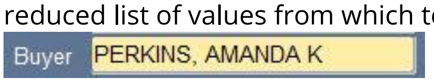
2. You should select your name by opening the List of Values.



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

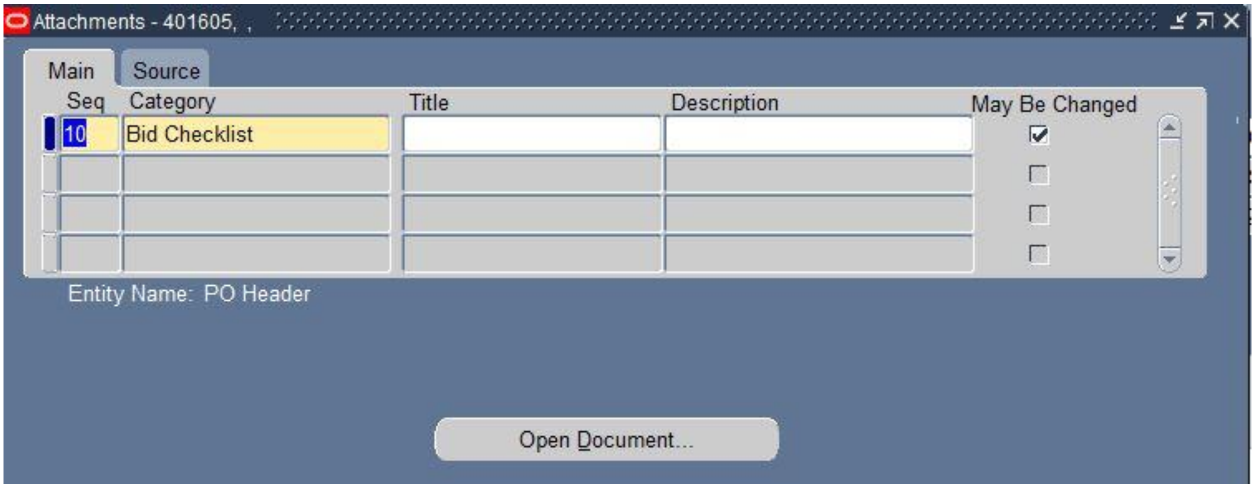


4. Then press the Tab key on your keyboard. The name will automatically populate or you will get a reduced list of values from which to make a selection.



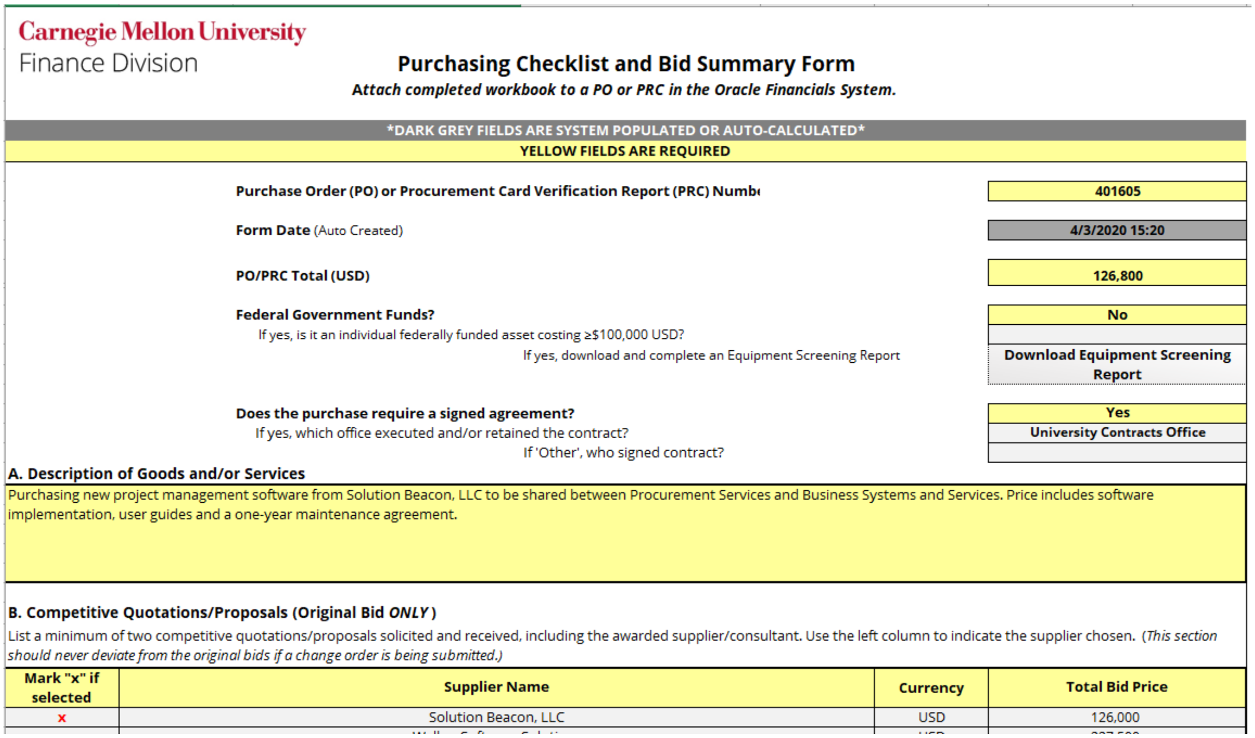
***Note**: If a buyer leaves the university or moves on to another position, there needs to be a reassignment of duties to manage that buyer's POs.*

5. Now view the attached documentation on this purchase order. In this case, a Purchasing Checklist and Bid Summary form has already been attached. To view the attached documentation, click on the paperclip icon while the cursor is anywhere in the PO header.

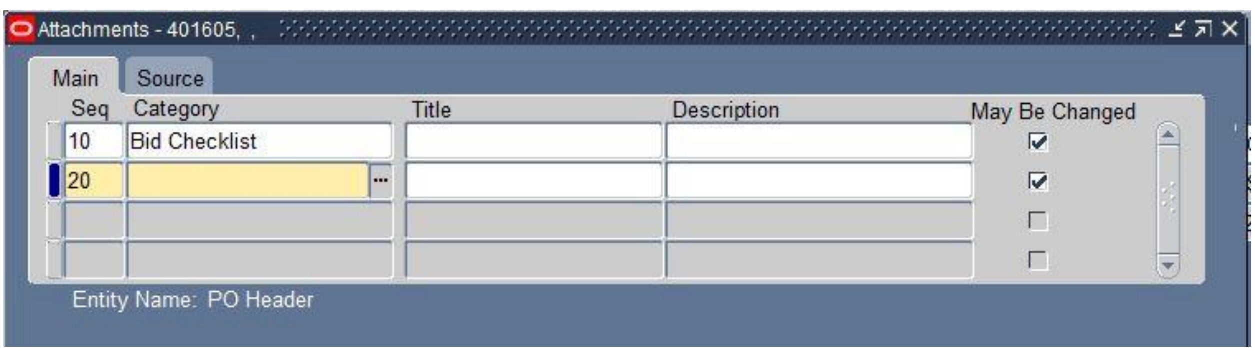


6. With the cursor in the appropriate line (shown by blue indicator), click Open Document. The following decision box will appear, typically on the Internet Explorer window titled Oracle Applications R12:

7. Click Open. The Checklist will open in Microsoft Excel.



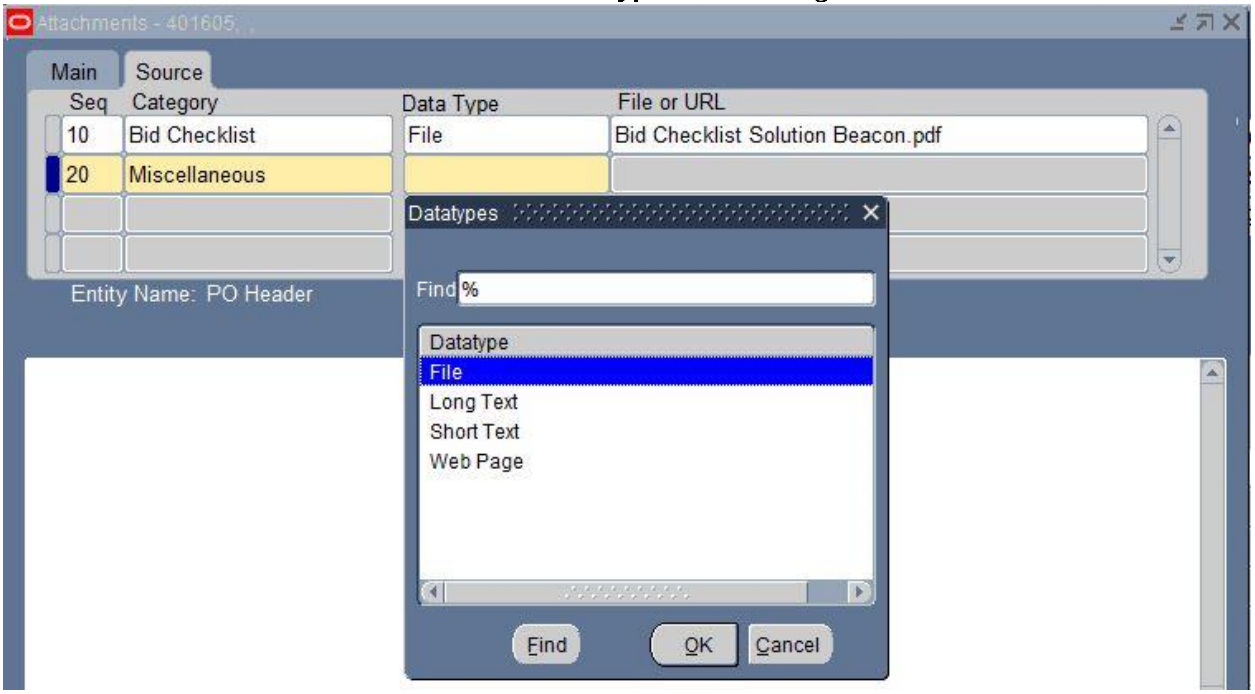
8. Attach additional documentation to this purchase order. To view or make changes to existing attachments, click on the paperclip icon while the cursor is anywhere in the PO header. To add another attachment, click into the second line in the Attachments screen.



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

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

11. 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 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.

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

Purchase Order Practice Exercise #3

Use the PO number that you created during the 'Copy Purchase Order' exercise to complete this practice exercise. If you do not have your 'Copy Purchase Order' number, you can search for it using the Purchase Order Summary function OR you could just begin a new purchase order for this 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.

PO Header

1. The Header information should be as follows (may have already been completed during the 'Copy Purchase Order' exercise).
   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: Make sure your name is showing.**

   f. **Description:** New project management software for Procurement Services and Business Systems and Services Team plus a maintenance agreement.

   g. **Bid Checklist Required:** 'Yes'.

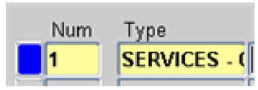
   h. **Purchasing Source**: BID

   i. Attach documentation as necessary following steps on Page 14 – 16.

Purchase Order (PO) Lines

PO Line 1

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 (500), UOM (hours) and price ($125/Hr.).

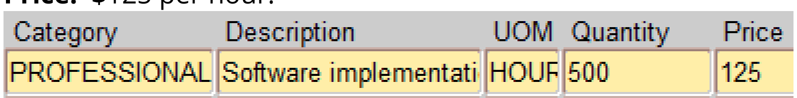
3. **Category:** Professional Services.

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

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

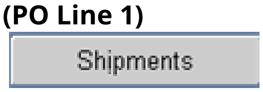
6. **Quantity:** 500 (hours). (will be 1000 in total)
    a. Since two departments are sharing the cost of the 1000 hours, change the quantity to 500 here. We will add a second line for the remaining 500 hours later.

7. **Price:** **$**125 per hour.

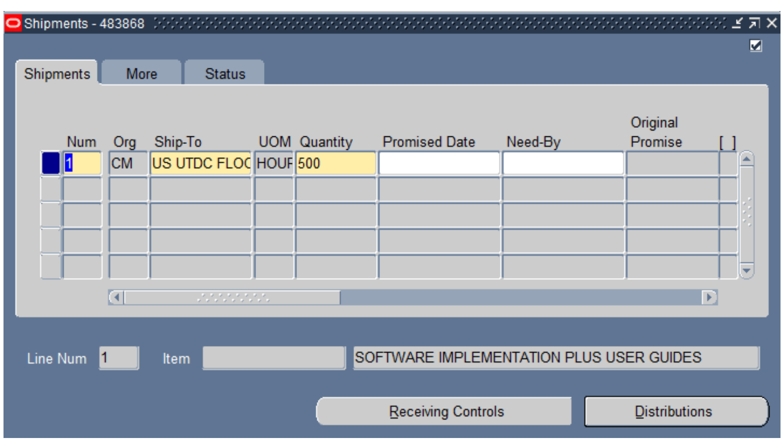


As part of the 1,000 hours of implementation, Solution Beacon will be creating software user guides. A user guide will be shipped to both departments, which are in different locations. Therefore, you need to do two PO lines, both with different shipments.

Shipments (PO Line 1)

1. Click on the 

button. The **Shipments** form opens.



2. The Ship-To here is defaulted from the header. 

This is the location for Procurement Services.

3. Procurement Services is responsible for half of the purchase. This first **Line**, **Shipment**, and **Distribution** are addressed to that department.

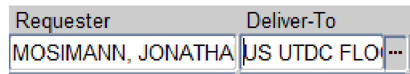
Distributions (PO Line 1)

1. Let's add the **Distribution** for this shipment. Click on the 

button.

2. For this particular PO, let's enter an employee in the Requester 

field. Select **Jonathan Mosimann** (from Procurement Services) as the requester.

3. The Deliver-To field is automatically populated. 

However, the list of values icon indicate that the Deliver-To can be changed.

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

5. Scroll to the right to verify that the GL Date field 

contains the **current date**.

6. **Save your work.**

7. Go back to the **Lines** form by clicking on the  at the top right corner of the **Distributions** and **Shipments** forms.

PO Line 2

Since we need to split the order, we need to create a second Line with new information in the shipment and distribution

1. Click into the next blank Line row.

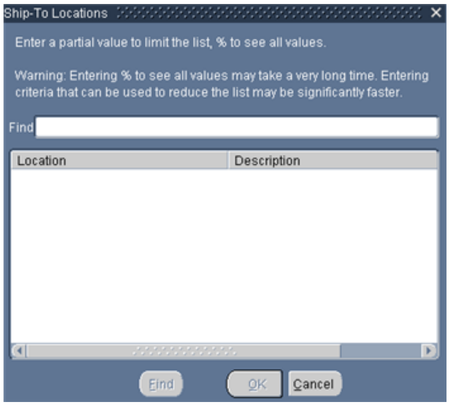
2. Click the Edit menu at the top left. Hover on the word Duplicate, then click Record Above.

This will make a copy of the first line.

Shipments (PO Line 2)

1. Click the Shipments button.

2. The Ship-to for the second line 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.

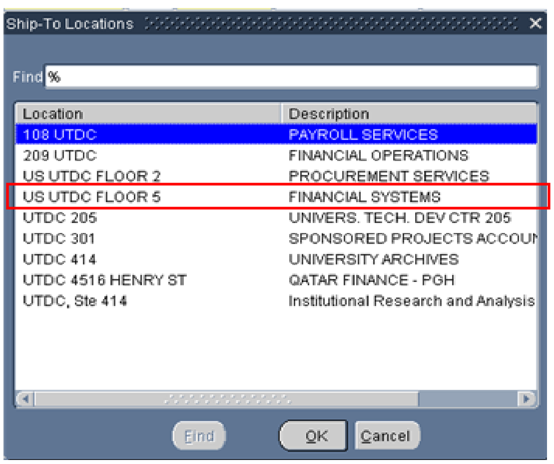


3. Do you remember what it means when a List of Values appears to be blank? Let's narrow down the search. We know the Business Systems and Services Team is in the UTDC Building. In the 

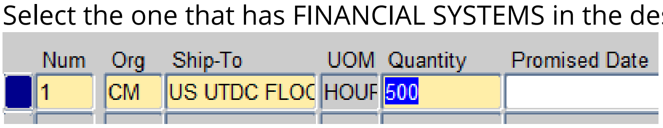
field, type %UTDC%. We put the % sign on both sides of the building name to make sure we see the old and the new naming convention.

4. Click on the 

button. A list of locations for the UTDC building displays.



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



Distributions (PO Line 2)

1. Click on the 

button.

2. Enter the Requester here as **Derek Sommer**.
3. If needed, change the Deliver-To field to **US UTDC FLOOR 5**

4. Enter the following GL account string: **85313.000001.520.000.540900.01**. This is the Finance Training and Communications account string.

5. Scroll to the right to verify that the 

field contains the **current date**.

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

7. **Save your work.**

PO Line 3

1. Line 3 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 ($900). Although the total maintenance contract is $1,800, it will be paid in monthly increments instead of the full amount at one time. It will also be split between two departments.

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:** 900. This is half of the total amount of the maintenance agreement.

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

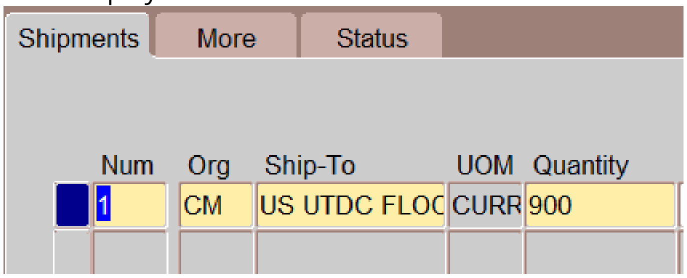
Wait for the instructor to continue.

Now the third and fourth PO lines need Shipments and Distributions. Let's make this interesting. Each Line and Shipment will be the same but the two distributions will be different. One distribution will go to a GL account string and one will go to a Grants account string.

Shipments (PO Line 3)

1. While on Line 3, click on the 

button at the bottom of the form. The **Shipments** form displays.



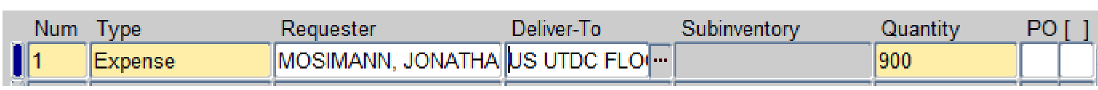
2. The Ship-To defaults from the header and the Quantity defaults from the PO line. This is for a maintenance agreement so there is no real shipment. Just accept the defaults.

Distributions (PO Line 3)

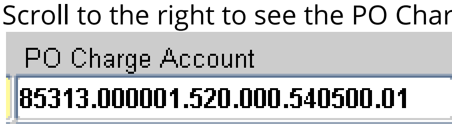
1. Click on the 

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 are creating two different Lines in order to split our Distributions.

2. Let's enter **Jonathan Mosimann** as the Requester for this distribution. The Deliver-To auto-fills with his campus location.



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



.

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

5. Save close distributions and Shipments.

PO Line 4

1. From the PO Lines area, start a new line.

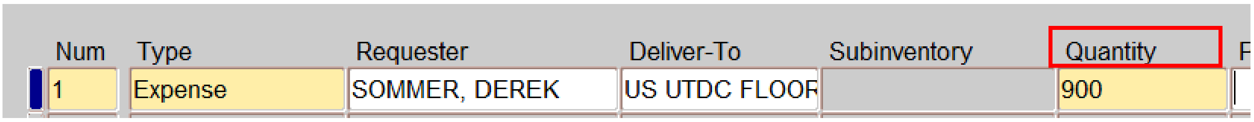
2. Duplicate the Line 3 by clicking Edit -> Duplicate -> Record Above.

Shipments (PO Line 4)

3. Click the Shipment button.

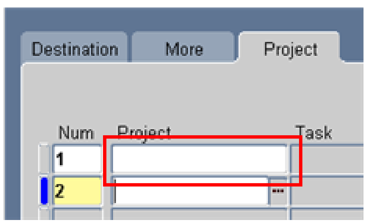
4. Accept the defaults, and click the Distribution button.

5. Enter **Derek Sommer** as the Requester for the second distribution. The Deliver-To auto-fills with his location but can be updated as needed. Do you remember how to update the Deliver-To field?

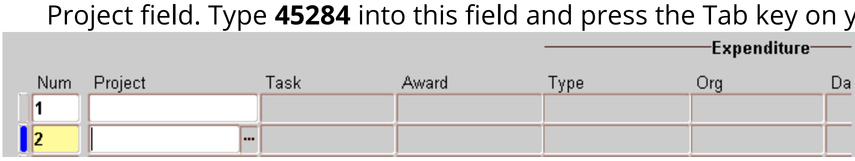


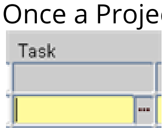
Distributions (PO Line 4)

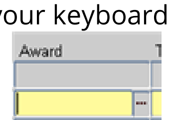
1. The next distribution (for the Business Systems and Services Team) will be to a Project, Task and Award (PTA). Click on the Project  tab.

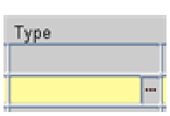


2. The Project tab opens with the second row number highlighted in yellow and the cursor in the Project field. Type **45284** into this field and press the Tab key on your keyboard.

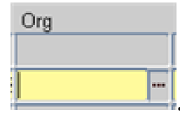


3. Once a Project is entered, other required fields turn yellow. Type Task number **1** into the  field. Press the Tab key on your keyboard.

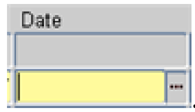
4. Type the Award number **1012623** into the  field. Press the Tab key on your keyboard.

5. Next is the  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.

6. Select **FINANCE TRAINING AND COMMUNICATIONS** for the 

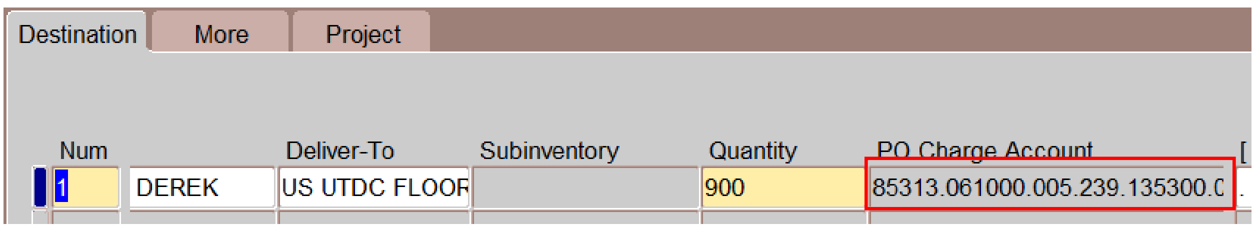
. In Grants, the name of the organization is used, not the value.

7. The last required field is the 

. Click on the list of values calendar to select the **current date.**

8. **Save your work.**

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



10. 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.

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

12. Submit the PO for approval. (Refer to pages 35 - 37 for help.)

13. Return to the Navigator menu, F4.

Summary
You have finished entering data for Purchase Order Exercise #3.

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.

	PO Exercise #3		**PO Exercise #3**
	PO HEADER		Solution Beacon LLC
	PO Line 1		New Software Package, Implementation
	>>Shipment 1		**>>**US UTDC FL2, Manual
	>>>>Distribution 1		**>>>>**85313.000001.520.000.540500.01
	PO Line 2		New Software Package, Implementation
	>>Shipment 1		**>>**US UTDC FL5, Manual
	>>>>Distribution 1		**>>>>**85313.000001.520.000.540900.01
	PO Line 3		Maintenance Agreement
	>>Shipment 1		**>>**US UTDC FL2
	>>>>Distribution 1		**>>>>**85313.000001.520.000.540500.01
	PO Line 4		Maintenance Agreement
	>>Shipment 1		**>>**US UTDC FL5
	>>>>Distribution 1		**>>>>**45284.1.1012623

Purchase Order Practice Exercise #4

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 10, 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

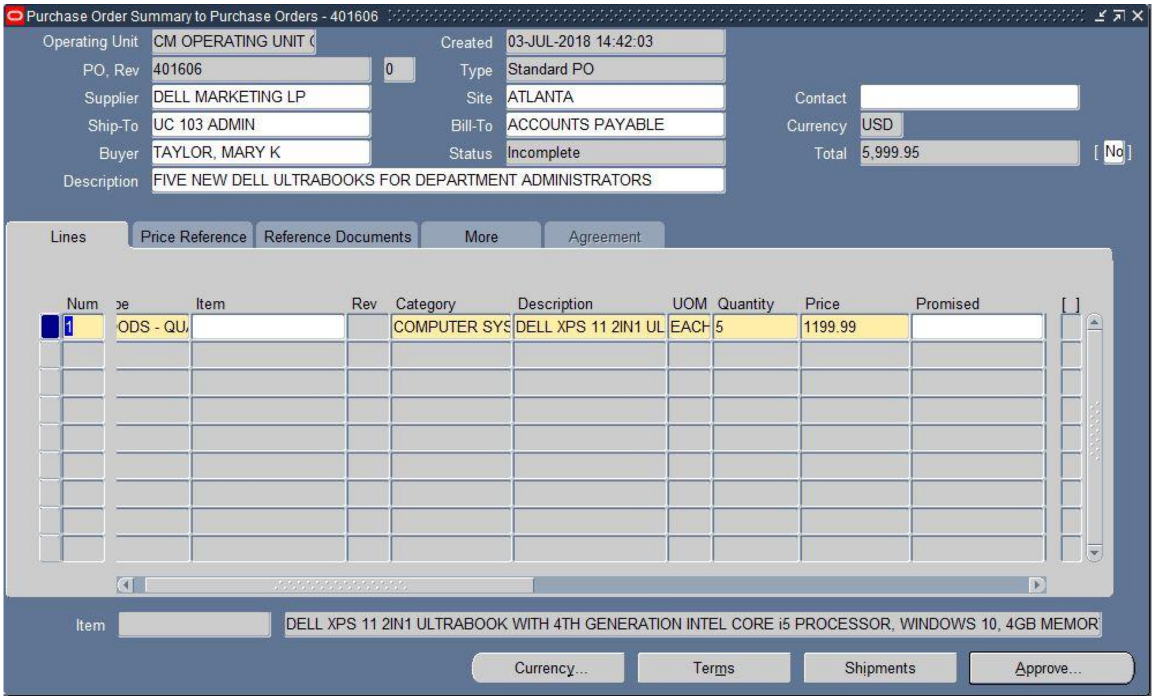
PO Header Information –

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**
    a. Even though this purchase is above the micro-purchase threshold, a Purchasing Checklist and Bid Summary Form is not required because Dell is a preferred supplier.

PO Line Information –

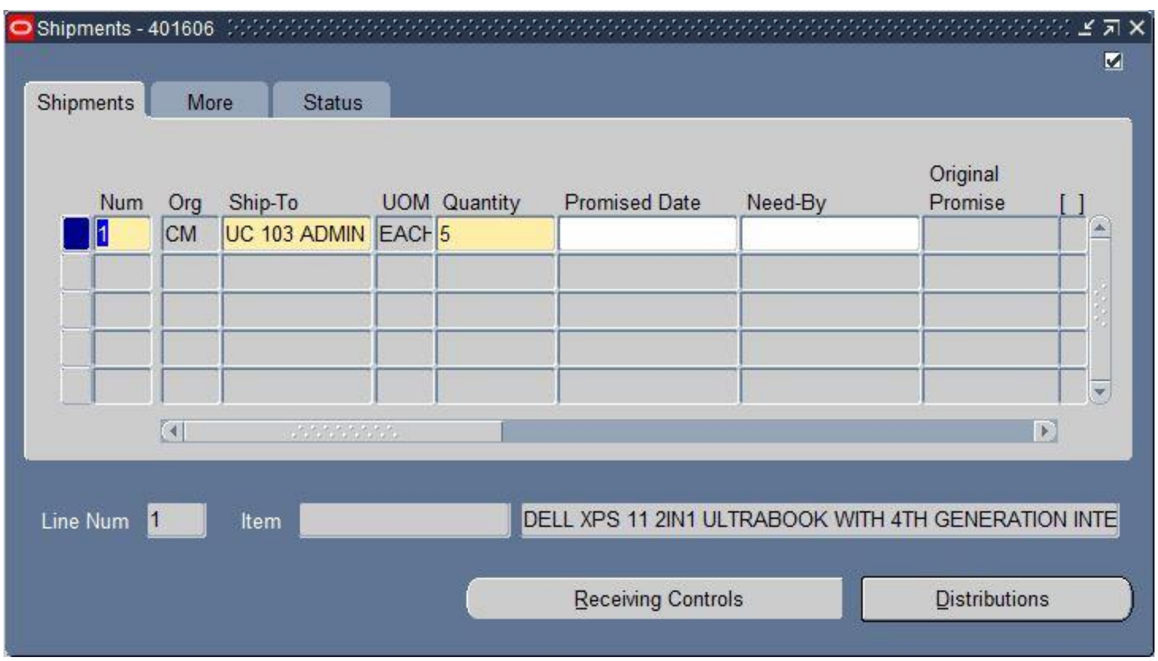
1. Num – 1
2. Type – **GOODS – QUANTITY**
3. Item – not used at CMU
4. Category – **COMPUTER SYSTEMS**
5. Description - **Dell XPS 11 2in1 Ultrabook including the 4th Generation Intel Core i5 Processor, Windows 10, 4GB Memory and 128GB Solid State Drive**
6. UOM – Each
7. Quantity – **5**
8. Price – $1199.99

✓ Screen shot of what your PO should look like



Shipment Information –

1. Accept the defaults



<u>Distribution Information –</u>

On the Destination Tab – GL Account String

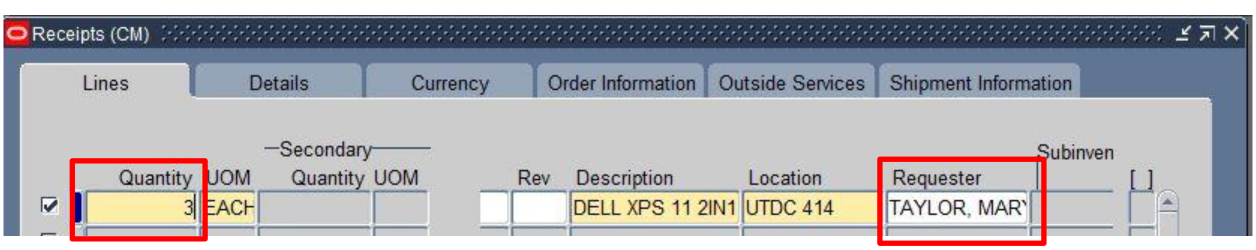
1. Num – Accept the default – **1**
2. Type – Accept the default – **Expense**
3. Requester – **Enter your name (last name, first name) (optional)**
4. Deliver-To – will default with your building location or department name, accept the defaults
5. Quantity – accept the default
6. PO Charge Account – **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 27 - 30 for help)
- ✓ Once your PO is approved, you would follow the steps on pages 39 - 45 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, and receive the appropriate number of computers
5. Verify that the Location field has populated with the requestor information that was entered in the Distribution form



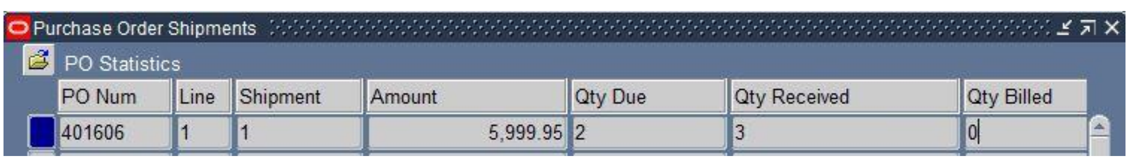
6. **Save your work.**
7. Click on the Header button to verify a receipt was created.

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 **2** and your **Qty Received** is **3**



PO Num	Line	Shipment	Amount	Qty Due	Qty Received	Qty Billed
401606	1	1	5,999.95	2	3	0

5. Close all forms and return to the Navigator (F4).

FCPA Guidance

The Foreign Corrupt Practices Act (FCPA)

Remember, the Foreign Corrupt Practices Act prohibits any 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 complete the "U.S. Foreign Corrupt Practices Act – An Overview for Employees of Carnegie Mellon University" course available in FocusU.

You may also review the Carnegie Mellon FCPA Guidelines, FAQ's, and training materials on the Office of General Counsel website.

Requesting Access to Create Purchase Orders

Access to the purchase order responsibility can be requested using the Core Access Request Form, available in the Oracle Provisioning System.

For PO entry access, request the USA POREQ Buyer and Approver responsibility if you are purchasing for campuses in the United States. If you are creating purchase orders for the Australia or Qatar campuses, request the needed responsibilities, AUS POREQ Buyer and Approver and/or QAR POREQ Buyer and Approver. The US responsibility cannot be used to make purchases charged to Qatar or Australia charge strings and vice versa.

For supplier and payment inquiry, request the AP Inquiry responsibility for the appropriate ledger(s):

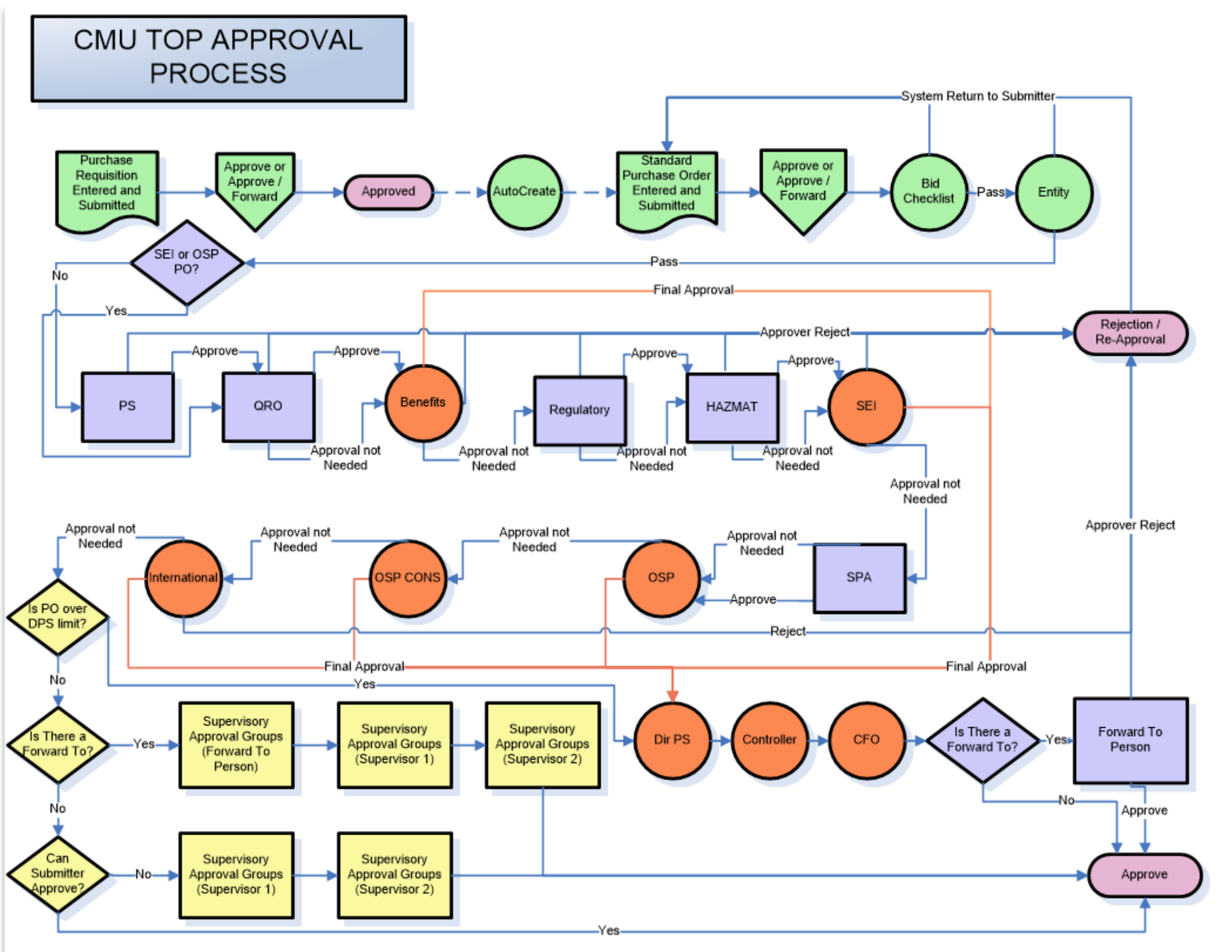
- USA AP Inquiry
- AUS AP Inquiry
- QAR AP Inquiry

To request PO approval authority, complete the PO Approval Access Request Form, available in the Oracle Provisioning System.

APPENDIX

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:
  - A U.S. (01) entity with International entities (68-80)
  - The SEI entity (05) and with a U.S. (01) entity with International entities (68-80)

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

  If an invalid entity combination is used, the PO is immediately returned to the buyer with a notification that the PO failed the entity check.
- **Procurement Services (PS)** – This workflow process will check for POs that follow the same criteria when the PO requires a bid checklist. If the PO meets these criteria, a notification will be sent to users with the **WF PO APPRV PS Responsibility**. Users with this responsibility can Reject, Approve, or Request More Information based on if the purchase meets the requirements of applicable policy and if the required documentation has been attached to the PO. If rejected, the PO will be returned to the buyer. If approved, the PO will continue through the rest of the workflow checkpoints and Supervisory Approval Groups as needed since PS will no longer be a final checkpoint. **Criteria**: PO totals $5,001 or more and the vendor is not preferred; PO totals $150,000 or more and vendor is preferred; PO does not contain an SEI entity (05); and PO does not contain only Subcontracts object code (85700). **Approval process:** PS approval is not a Final Approval checkpoint. The PO will continue through the rest of the workflow checkpoints and **Supervisory Approval Groups**.
- **(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. The QRO checkpoint is not considered a Final Approval checkpoint.
- **Benefits** - This workflow process will check for POs that have a benefits object code (Including domestic and international benefits). Based on the total amount of the PO, a notification will be sent to users assigned the **Benefits 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** unless there is an international entity associated with the PO. 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, Human Subject Payments, Biosafety/RDNA, Hazmat Chemical) - 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 service, capital consulting service, or professional consulting service. It will also check POs >=100K charged to any PTA whether federal or non-federal. 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**.
- **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**. All international entities will pass to the International Checkpoint regardless of whether OSP is a final approval checkpoint. 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** unless there is an international entity associated with the PO. All international entities will pass to the International Checkpoint regardless of whether OSP Consulting is a final approval checkpoint. The PO will bypass the rest of the workflow and the **Supervisory Approval Groups**.
- **International** - –This workflow process will check for POs that have an international entity. Based on the total amount of the PO (POs auto-created from requisitions over $50K and any PO created without a requisition regardless of dollar amount), a notification will be sent to users with an **International Responsibility**. Users with this responsibility can Reject, Approve, Reassign, or Request More Information. 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**.
- **Director Procurement Services** – This workflow process will check for POs >$250K and routes to the Director of Procurement Services for approval. If <=$500K 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**. If >$500K the PO will approve and be automatically routed to the Controller checkpoint for final approval.

- **Controller** – This workflow process checks for all POs >$500K and routes to the Controller. If <$2M the PO will not continue through the rest of the workflow but instead it will be directed to **Final Approval**. If >=$2M the PO will approve and be automatically routed to the CFO checkpoint for final approval.
- **CFO** – This workflow process checks for all POs >= $2M and routes to the CFO. The PO will not continue through the rest of the workflow but instead it will be directed to **Final Approval**.
- **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**. 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 Oracle 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:

Responsibility	Description	Name
BENEFITS B	Approval Rights for BENEFITS <= $50,000	Lisa Ciletti Jack Kennedy Chipiwa Zimbwa
BENEFITS D	Approval Rights for BENEFITS <= $250,000 Approve or Reject BENEFITS > $250,000 and < $2M prior to the automatic forward to DIR PS Responsibility	Michelle Piekutowski
REGULATORY	No Final Approval	Ellen Conser Anthony Noone
HAZMAT CHEMICAL	No Final Approval	Jeffrey Harris Andrew Lawson
HAZMAT BIOLOGICAL	No Final Approval	Jeffrey Harris Andrew Lawson
HAZMAT RADIOACTIVE	No Final Approval	Jeffrey Harris Andrew Lawson
SEI B	Approval Rights for SEI <= $250,000	Bernadette Ledwich

Responsibility	Description	Name
SEI D	Approval Rights for SEI <= $250,000 Approve or Reject SEI > $250,000 prior to the automatic forward to the DIR PS Responsibility	Heidi Magnelia
SPA	No Final Approval	Elizabeth Callaway Teri McCort Autumn Slobe
PS	No Final Approval	Jonathan Mosimann
OSP E	Approval Rights for OSP <= $500,000	Kristen Jackson Julie M Fredericks
OSP F	Approval Rights for OSP <=$1,000,000 Approve or Reject OSP >$1,000,000 and < $2M prior to the automatic forward to the DIR PS Responsibility	Kristen Jackson Julie M Fredericks
OSP CONSULTING	Approval Rights for OSP Consulting <=$50,000 Approve or Reject OSP Consulting >$50,000 and < $2M prior to the automatic forward to the DIR PS Responsibility	Kristen Jackson Julie M Fredericks
INTERNATIONAL 68 B	Approval Rights for International <= $250,000	Qaisar Choudhary Katie Price
INTERNATIONAL 68 D	Approval Rights for International < $500K Approve or Reject International >= $500K prior to the automatic forward to the DIR PS Responsibility	Mark Gambone
INTERNATIONAL 70 B	Approval Rights for International <= $250,000	Katie Price
INTERNATIONAL 70 D	Approval Rights for International < $500K Approve or Reject International >= $500K prior to the automatic forward to the DIR PS Responsibility	Mark Gambone
INTERNATIONAL 72 B	Approval Rights for International <= $250,000	Matthew Coley Katie Price
INTERNATIONAL 72 D	Approval Rights for International < $500K Approve or Reject International >= $500K prior to the automatic forward to the PS DIR Responsibility	Mark Gambone
INTERNATIONAL 73 B	Approval Rights for International <= $250,000	Qaisar Choudhary Katie Price

Responsibility	Description	Name
INTERNATIONAL 73 D	Approval Rights for International < $500K Approve or Reject International >= $500K prior to the automatic forward to the DIR PS Responsibility	Mark Gambone
INTERNATIONAL 74 B	Approval Rights for International <= $250,000	Katie Price
INTERNATIONAL 74 D	Approval Rights for International < $500K Approve or Reject International >= $500K prior to the automatic forward to the CFO RESPONSIBILITY(>= $2M to the CFO and Board of Directors)	Mark Gambone
INTERNATIONAL 75 B	Approval Rights for International <= $250,000	Matthew Coley Katie Price Chipiwa Zimbwa
INTERNATIONAL 75 D	Approval Rights for International < $500K Approval or Reject International >= $500K prior to the automatic forward to the DIR PS Responsibility	Mark Gambone
INTERNATIONAL 76 B	Approval Rights for International <= $250,000	Matt Coley Katie Price
INTERNATIONAL 76 D	Approval Rights for International < $500K Approval or Reject International >= $500K prior to the automatic forward to the DIR PS Responsibility	Mark Gambone
INTERNATIONAL 77 B	Approval Rights for International <=$250,000	Matthew Coley Katie Price
INTERNATIONAL 77 D	Approval Rights for International < $500K Approval or Reject International >= $500K prior to the automatic forward to the DIR PS Responsibility	Mark Gambone
DIR PS	Approval Rights for all POs <$500K. Approve or Reject POs prior to automatic forward to CONTROLLER Responsibility	Shawn Facchiano
CONTROLLER	Approval Rights for >=$500K Approve or Reject > $2M 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

Responsibility	Description	Name
QRO B	Approve PO <= $250,000, which then forward to International checkpoint for final approval.	Qaisar Choudhary Katie Price Maria Georges
QRO D	Approval PO < $500K Approval or Reject PO >= $500K prior to the automatic forward to the International Checkpoint for approval, then automatic forward to the DIR PS Responsibility	Mark Gambone