Placing Orders in PeopleSoft Financials 8.4

The ordering process in PS Financials involves:

Step 1: Creating and submitting either a requisition or purchase order detailing the items and/or services you wish to order and from whom.

Step 2: Initiating the approval process and entering the order into the workflow for final approval and processing.

Step 3: Initiating payment to the vendor or vendors by acknowledging, in the system, the receipt of the order.

Placing an Order

Through a Requisition

Orders placed through a requisition have no dollar amount restrictions and can include items and/or services from multiple vendors.

1. Select **Purchasing > Requisitions > Maintain Requisitions**.
2. Click Add to start a new requisition.
3. Click the Header Defaults link, enter the ordering and charging defaults that apply to the entire requisition, and click **OK** to return to the Form page.
4. In the Lines area, enter the details for the first item you want to order. Click **Add** +... to add data entry lines for ordering additional items, if necessary.
5. Click Save to save the requisition and generate a requisition number for your order.
6. Print the requisition as described (next column).
7. Click **Approve** and enter comments for the approver in the *Comments* field.
8. Click Save to save the requisition and enter the requisition into the purchasing workflow for approval and processing.

Through an Express Purchase Order

Orders placed through a purchase order must be less than $1000 ($5000 if all catalog items) and can only include items and/or services from a single vendor.

1. Select **Purchasing > Purchase Orders > Express Purchase Orders**.
2. Click Add to start a new PO.
3. In the *Vendor* and *ID* fields, enter or use Lookup to select the vendor from which you are ordering items and/or services.
4. In the *Buyer* field, enter the buyer's name or select the buyer's name using the Lookup feature.
5. Click the Defaults link, enter the defaults that apply to the entire PO, and click **OK** to return to the main Express PO page.
6. In the Lines area, enter the details for the first item you want to order.
7. In the Schedule area, enter the price for the item in the *Price* field.
8. To order an additional item, click **Add** +... and add an additional data entry line, and repeat steps 6 and 7.

   Note: If this is a confirming purchase order, mark it '**Confirming Order - Do not duplicate**' and click *Send to Vendor* on the Header Comments page, to instruct vendors not to duplicate the order.
9. Click Save to save the purchase order.
10. Click **Approve PO** to initiate the approval process and enter the PO into the purchasing workflow for approval and processing.

Receiving an Order

When an order is delivered, its receipt must be 'acknowledged' in the system to initiate payment to the vendor or vendors. Orders are received on the **Purchasing > Shipments > Maintain Receipts** page.

Printing a Requisition

To print a requisition, select **Purchasing > Requisitions > Maintain Requisitions**, and then:

1. Select the Find an Existing Value tab, enter search criteria to access the requisition you wish to print.
2. Click the Print Requisition link at the bottom of the Form page.
3. Click Refresh until the Status for the requisition changes to **Posted** or **Complete**.
4. To display the report, click the Description link.
5. From the browser window, select **File**, **Print**, or click the **Print** toolbar button.

Printing a Purchase Order

To print a purchase order, select **Purchasing > Purchase Orders > Maintain Purchase Orders**, and then:

1. Search for an existing PO using the Find an Existing Value search.
2. Click on any link in the line for the desired PO.
3. Click on the Princeton PO Print link at the bottom of the PO Form page.
4. In the new window, click Refresh until the *Status* for the PO changes to **Posted** or **Complete**.
5. Click the View link to open the Report Detail.
6. Click the .PDF file in the list of generated files.
7. From the browser window, select **File**, **Print**, or click the **Print** toolbar button.

Approving from the Worklist and Budget Checking

Users with approval authority use the Worklist to review and access orders that require their approval. To open the Worklist, select **Worklist > Worklist Details** from the menu. (Click Summary View to view a condensed version of the Worklist.)

To review a requisition or PO, click the order's link. To indicate approval of the order, select **Approve** from the *Approval Action* drop-down list and click Save.

To print the purchase order, click the Go to Purchase Order link, and continue with steps 3 through 7 above.

Budget checking follows the approval process. Users with budget checking authority can initiate budget checking by returning to the Form page (for requisitions and POs), or the main page (for Express POs) and clicking the **Budget Check** button.

Changing Orders in PeopleSoft Financials 8.4

Once a purchase order is dispatched, any changes or cancellations to the order must be made through a formal request known as a *Change Order*. Change Orders can only be submitted to change or cancel:

- **Open** or **Active** line items;
- of a purchase order in the current fiscal year;
- with a status of **Dispatched**.

The following sections summarize how to verify each of these Change Order requirements.

Verifying Dispatched and Line Item Status

Select **Purchasing > Purchase Orders > Maintain Purchase Orders**. The *PO Status* field on the PO Form page indicates the current status of the PO.

To determine whether the line items you wish to change or cancel through a Change Order are open or active, review the *Status* field values for each of the line items, in the Lines area of the PO Form page.

Verifying Fiscal Year

On the PO Form page, click the Header Details link. The *Acctg Date* field indicates whether the PO falls within the current fiscal year.

Line Received, Invoiced, or Matched?

To check whether receiving, invoicing, or matching has occurred, select **Purchasing > Purchase Orders > Review PO Information, Activity Summary**. The values under Receipt, Invoice, and Matched show receiving, invoicing, and matching activity for the current line.

Changing a Line in a PO

The **Open** and **Active** lines of a dispatched PO in the current fiscal year can be changed through a Change Order. To change a line:

1. Select **Purchasing > Purchase Orders > Maintain Purchase Orders** from the menu.
2. Select the Find an Existing Value tab, enter search criteria to access the purchase order you wish to change.
3. Click the Header Details link to open the PO Header Details page, verify the dispatch method in the *Method* field, and click **OK**.
4. On the PO Form page, click **Chng Hdr**.
5. In the Lines area of the PO Form page, select (☑) the checkbox for the Line you wish to change .
6. Click Refresh to activate the Line Details link, and then click the Line Details link.
7. Click **Chng Line** and click **OK**.
8. In the Lines area of the PO Form page, make any necessary changes to the line item's *Description*, *PO Qty*, and/or *UOM* field values.
9. To change an item's price, click the Schedule tab, click **Chng Schd**, and change the item's price in the *Price* field.
10. Repeat steps 5 through 8 for each item in the purchase order that you wish to change.
11. On the PO Form page, click the Header Comments link to open the Header Comments page.
12. Select (☑) the *Send to Vendor* checkbox, enter a summary of the changes you made to the purchase order in the *Comments* field, and click **OK**.
13. Click Save to save the modified purchase order.
14. Click **Approve PO**, enter comments for the approver of this changed PO in the *Comments* field, and click Save to route the purchase order to the next approver.

Canceling a PO

Before canceling a dispatched PO, consider the following:

- If invoicing and/or matching has occurred for any of the line items in the PO, the PO cannot be canceled. You may, instead, cancel the line items on the PO that have yet to be invoiced and matched.
- If line items of the dispatched PO have been 'Received' in the system, the Receiver can be canceled to allow for the cancellation of the entire PO.

Refer to 'Canceling a Receiver or Receiver Line' in the Purchasing Department User Manual for more information.

> ***Important!*** *To send a notice of cancellation to the vendor, click* **Chng Header** *and then click* Save *on the Purchase Order Header Details page, before canceling the PO.*

To cancel an entire purchase order:

1. Select **Purchasing > Purchase Orders > Reconcile POs > Reconciliation Workbench** from the menu.
2. Enter a new Workbench ID on the Add a New Value page or search for an existing ID using the Find an Existing Value search.
3. Enter the purchase order ID of the PO you want to cancel in the *Purchase Order* field and click Search.
4. Select (☑) the checkbox for the PO you want to cancel and click Cancel.
5. When canceling a PO that was sourced from a requisition, on rare occasion, you may want it to be reordered and a new PO generated. If so, select (☑) the *Re-Source Requisition?* checkbox.
6. When prompted to proceed, click **Yes**.

   Note: If the PO you want to cancel is not listed in the Qualified list, the PO cannot be canceled. Verify that all qualifications for canceling a PO have been met, as introduced in "Verifying Dispatched and Line Item Status", "Verifying Fiscal Year", and "Line Received, Invoiced, or Matched?" sections of this quick reference card.
7. Click **Yes** when prompted to **Continue to Cancel POs**; the purchase order is canceled.