
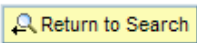
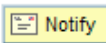
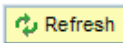
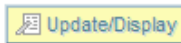
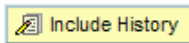


PO Express Job Aid

1. Find the Vendor, Location and Address

- Navigate to path: *Vendors > Vendor Information > Add/Update > Vendor*
- Use search to find vendor (Tip: Use Name 1 field with search operator contains) SetID = UMFIN.
- If vendor does not exist send Vendor Authorization Form from Purchasing website.
- Write down Vendor ID
- Verify the Open for Ordering field is Yes
- Click on the Address tab

Summary	Identifying Information	Address	Contacts	Location	Custom
SetID:	UMFIN				
Vendor ID:	0000002131				
Vendor Short Name:	PURDUEUNIV	PURDUEUNIV-001			
Vendor Name:	PURDUE UNIVERSITY				
Order:	PURDUEUNIV-001	Remit To:	PURDUEUNIV-001		
	SPONSORED PROGRAM SERVICE		SPONSORED PROGRAM SERVICE		
	W LAFAYETTE, IN 47907-2108		W LAFAYETTE, IN 47907-2108		
Status:	Approved	Last Modified By:	KIESE023		
Persistence:	Regular	Last modified date:	10/22/2008 9:04AM		
Classification:	Supplier	Created By:	J-BUDG		
HCM Class:		Created Date/time:	03/17/2008 2:27PM		
Open for Ordering:	Yes	Last Activity Date:	11/13/2008		
Withholding:	No				
 Save	 Return to Search	 Notify	 Refresh	 Update/Display	 Include History
Summary Identifying Information Address Contacts Location Custom					

- Click View All to see all the addresses
- Find the correct address from the list
- Note the Address # (If the correct Address does not exist, fill out the top portion of the Vendor Authorization Form and send to Disbursements (do not send to vendor)

Address ID: 2

Description: ORDER/REMIT

Details Find | View All First 1 of 1 Last

Effective Date: 01/01/1901

Status: Active

Country: USA UNITED STATES

Address 1: ATHLETIC TICKET OFFICE

Address 2: 1440 MONROE ST

Address 3: KELLNER HALL

Address 4:

City: MADISON

County: Postal: 53711

State: WI Wisconsin

Email ID:

▶ Payment/Withholding Alt Names

- Click the Location tab at the top of the screen
- Search a record with the correct associated Address by clicking the Payables hyperlink on each Location. Note this Location's name.

Summary Identifying Information Address **Location** Contacts Custom

SetID: UMFIN

Vendor: 0000002114 **Short Vendor Name:** UWI-001 **Name:** UNIVERSITY OF WISCONSIN

A vendor location is a default set of rules which define how you conduct business with a vendor.

Location Find | View 1 First 1-39 of 39 Last

Location: EAUCLAIRE Default

Description: OFFICE OF BUSINESS SERVICES [RTV Fees](#)

Details Find | View All First 1 of 1 Last

Effective Date: 07/19/2008

Status: Active

Options: Payables Procurement Sales/Use Tax 1099

▶ Additional ID Numbers

▶ Comments

▶ Internet Address

▶ VAT

- Clicking the Payables hyperlink opens the Payables Options screen shown below. The Address associated with the Location is shown below.

Payables Options

SetID:	UMFIN	Location:	EAUCLAIRE
Vendor ID:	0000002114	Description:	OFFICE OF BUSINESS SERVICES
Short Vendor Name:	UWI-001		
Name 1:	UNIVERSITY OF WISCONSIN	Expand All	Collapse All

Invoicing

Vendor:	0000002114	UWI-001
Address:	27	Search
		ORDER/REMIT
		UW EAU CLAIRE
		EAU CLAIRE, WI 54702-4004
Location:	EAUCLAIRE	OFFICE OF BUSINESS SERVICES

Remitting

Vendor	0000002114	UWI-001
Address:	27	Search
		ORDER/REMIT
		UW EAU CLAIRE
		EAU CLAIRE, WI 54702-4004
Location:	EAUCLAIRE	Description:OFFICE OF BUSINESS SERVICES

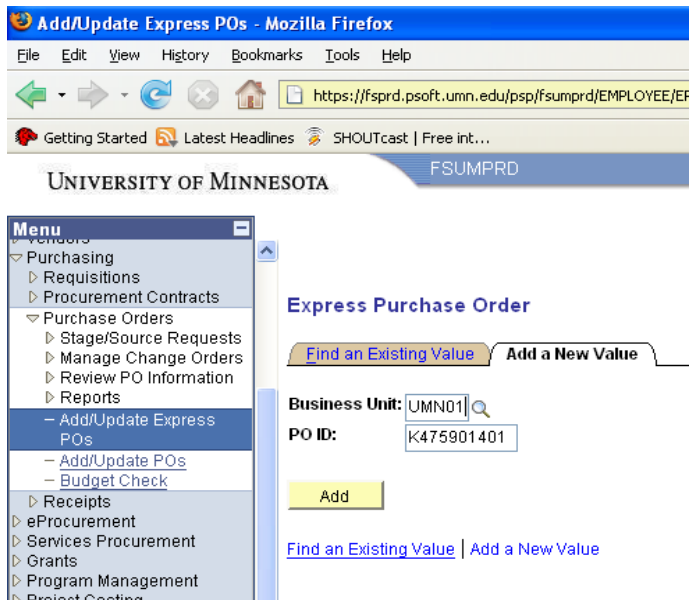
- Note the Vendor ID, Location name and Address # on the Step 2 form. (Notes: The two addresses in the Payables Options screen should be identical. Also, the check address will be the full address from the Address tab, not the shortened address in the Payables Options Screen.)

2. Verify Funds

- Open a new window (or tab) by clicking the New Window hyperlink in upper right corner
- Run KK Commitment Control report. Keep this report open as you will need the chartfield information later (Note: If setting up a pre-PS subaward verify the EXPC table matches the balance sheet in the desk file)
- Verify the correct Account Code(s) exists and funding is available (Notes: 810300 exempt from F&A; 810400 includes F&A. Note that the balances for all subawards roll up into 810300 & 810400.)
- Account code should also be setup in the Grants module under *Grants > Awards > Project Budgets*.

3. Create an Express PO

- Open a new window by clicking the New Window hyperlink in upper right corner
- Navigate to path: Purchasing > Purchase Order > Add/Update Express PO > Add New Value Tab
- Business Unit = UMN01
- PO ID = Enter PO number (see Attachment 1 for numbering instructions)
- Click Add



4. Entering Express PO Information

- PO Date = Today's date (XX/XX/XXXX) (should default)
- Vendor ID = Enter Vendor ID from vendor record window (see first step above)
- Click the Vendor Details hyperlink






- In the Vendor Details screen enter the Location by typing it in or using the lookup. Do not change the Address that populates when a Location is selected. Also, the Address here is not the check address but the address from the Procurement tab in the Vendor record where a PO will be sent may or may not match the check address. Upshot: don't use this screen to find a location and check address, it won't always work. Use the process above by going into the vendor record.
- Click OK.



Express Purchase Order


Vendor Details -- UNIVERSITY OF WISCONSIN

Unit: UWIN01 PO ID: NEXT Vendor: UWI-001

*Location:  [Vendor Information](#)

*Address:  Terms:  Net 30 Days

Contact:  Basis Dt Type: 

Salesperson: 

Address Details

Country: USA UNITED STATES Prefix:

Address 1: ATTN JUDY SYRNON HANSON Fax:

Address 2: 2266 GRAINGER HALL Prefix:

Address 3: 975 UNIVERSITY AVE Phone:

Address 4:

City: MADISON

County: Postal: 53706

State: WI Wisconsin

- Buyer field should populate after vendor is entered, otherwise enter GA name using lookup.
- PO Reference = Prime Sponsor name and agreement # assigned by Prime Sponsor (example: NIH/5U010660133)
- *****Dispatch Method = Select Phone***** (otherwise PO document will be sent to vendor)
- Click icon between Line 1 and Item (see below)

Express Purchase Order

Purchase Order

Unit: UMN01	PO Status: Initial
PO ID: K475901401	Budget Status: Not Chk'd
Copy From: <input type="text" value=""/>	<input type="checkbox"/> Hold From Further Processing

Header

'PO Date: 07/02/2008	Vendor Search	Receipt Status: Not Recvd
Vendor: <input type="text"/>	Vendor Details	'Dispatch Method: <input type="text"/>
'Vendor ID: <input type="text"/>		<input type="button" value="Dispatch"/>
'Buyer: <input type="text"/>		
PO Reference: <input type="text"/>		

Amount Summary

Merchandise:	0.00	
Freight/Tax/Misc.:	<u>0.00</u>	<input type="button" value="Calculate"/>
Total Amount:	0.00 USD	

- [Header Details](#)
- [PO Activities](#)
- [Add ShipTo Comments](#)
- [PO Defaults](#)
- [Add Comments](#)

Add Items From

- [Purchasing Kit](#)
- [Catalog](#)
- [Item Search](#)

Lines

Line	Item	Description	PO Qty	'UOM	Category	Amount
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- [Expand All](#)
- [Collapse All](#)
- [View Printable Version](#)

Go to: [... More ...](#)

5. Completing Line Details Screen

- In Transaction Item Description type subaward title
- Spell check using the icon to the right of the text box
- Click Attributes triangle to expand section
- Check Amount Only box
- Click the OK button
- Click Yes if warning message appears

Add/Update Express POs - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://fsprd.psoft.umn.edu/psp/fsumprd/EMPLOYEE/ERP/c/MANAGE_PURCHASE_ORDERS.PURCHASE_ Google

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- My Dictionary

Details for Line 1

PO ID: K475901401 **Vendor:** KLBBRADIO-001

Line: 1 **Item:** [Islam and Muslims in the World and Mi](#)

Line Details

Category: OSPA1	Line Status: Active
Category Desc: SPA SubAward/SubContract ONLY	Backorder Status: None
Category ID: 01177	

Amount Summary

Amount to Receive: USD	Merchandise Amt: USD
Quantity to Receive:	Doc. Base Amt: USD

Transaction Item Description:
Islam and Muslims in the World and Minnesota

Preferred Language Item Description:

[Expand All](#) [Collapse All](#)

Item Information

Attributes

Physical Nature: Goods **Amount Only**

***Price Qty:** Schedule

Done fsprd.psoft.umn.edu


start Inbox for krzyzek@u... Krzyzek, Judith A - Ju... 5 Firefox Subaward_PO_Entry... Search Desktop 1:31 PM

6. Completing PO Line information on the Express Purchase Order screen





- Item leave blank
- PO Quantity should be grayed out and populated as "1"
- UOM = LOT
- Category = 0SPA1 at top of list in lookup
- Amount = Total dollar amount of subaward

UNIVERSITY OF MINNESOTA FSUMPRD Home | Worklist | Add to Favorites | Sign

Express Purchase Order
Purchase Order

Unit: UMN01 PO Status: Approved
 PO ID: K475901401 Budget Status: Not Ch'kd 
 Copy From: Hold From Further Processing

Header

'PO Date: 07/02/2008  [Vendor Search](#)
 Vendor: KLBBRADIO-001  [Vendor Details](#)
 'Vendor ID: 0000009731  KLBB RADIO
 'Buyer: DRAVE002  Lisa Draves
 PO Reference: Social Science Research Council

Receipt Status: Not Recvd
 'Dispatch Method: Email
Amount Summary
 Merchandise: 15100.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 15100.00 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Edit Comments](#)

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Line	Item	Description	PO Qty	'UOM	Category	Amount	Status
1	<input type="text"/>	Islam and Muslims in the World and Minnesota	1	LOT	0SPA1	15100.00	Active

Schedules

7. Completing PO Schedule and Distribution Information

- Click Expand All to open Schedule and Distribution fields
- In Schedules line Due Date field should always be 12/31/2099
- Ship To will default to P107220001
- If this is a two line PO create another Distribution line by clicking the “plus” sign at the far right of the Distribution line, ex. if the project caps subaward costs in the F&A rate (i.e. first \$25K)
- Complete and verify the following Distribution Chartfields for all lines using KK Commitment Control report from step 2.
 - Amount will default to PO total if there is one line. For multiple line PO's, each Amount must be adjusted so the lines sum to the PO total.
 - Fund = Type in Fund #
 - Dept ID = Delete auto-filled # and type in the Dept ID # assigned to project
 - Program = leave blank unless cost sharing
 - PC Bus Unit = UMSPR
 - Project ID = Project #
 - Activity = 1
 - Account = Select Account code (8103XX exempt from F&A; 8104XX includes F&A) (Note: The last two digits of PO# should match the last two digits of Account code (actual, not budget-only). See Attachment 1 for explanation.)
- Ignore any pop-up warnings
- Verify individual distribution line amounts and account codes are correct
- Click Save

UNIVERSITY OF MINNESOTA

Home | Worklist | Add to Favorites | Sign out

Header Details | PO Activities | Add ShipTo Comments | Merchandise: 15100.00
 PO Defaults | Edit Comments | Freight/Tax/Misc.: 0.00 Calculate
 Add Items From | Total Amount: 15100.00 USD
 Purchasing Kit | Catalog | Item Search

Lines

Line	Item	Description	PO Qty	'UOM	Category	Amount	Status
1		Islam and Muslims in the World	1.0000	LOT	0SPA1	15100.00	Active

Schedules

Sched	'Due Date	'Ship To	'PO Qty	Price	Amount	Status	'Distribute by
1	12/31/2099	P107220001	1.0000	15100.00000	15100.00	Active	Amount

Distributions

Dist	Status	Percent	Amount	Curr	'GL Unit	Fund	DeptID	Program	PC Bus Unit	Project	Activity	'Account	Fin EmplID	ChartField 1
1	Open	100.000	15100.00	USD	UMN01	3006	10722		UMSPR	04759014	1	810301		

Expand All | Collapse All | View Printable Version

Go to: ... more ...

Save | Notify | Refresh

Done | fsprd.psoft.umn.edu

start | Inbox for krzyzek@u... | Krzyzek, Judith A - Ju... | 5 Firefox | Subaward_PO_Entry... | Search Desktop | 2:00 PM

8. Completing PO Header Comments

- Click Add Comments hyperlink

Express Purchase Order


Purchase Order

Unit: UMN01

PO ID: K475901401

Copy From:

Header

'PO Date: 07/02/2008  [Vendor Search](#)

Vendor:  [Vendor Details](#)

'Vendor ID: 

'Buyer: 

PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)



[PO Defaults](#)

[Add Comments](#)

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

Line	Item	Description
▶ 1 	<input type="text"/> 	<input type="text"/>

- In the Comments text box enter the subaward period of performance in the format xx/xx/xx-xx/xx/xx (Note: if the period of performance is entered uniformly, we can pull this information into reports or other systems)
- Check Send to Vendor box
- Check Shown at Voucher box
- Click OK
- At the next screen click Save

Add/Update Express POs - Mozilla Firefox

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- Set Up Financials/Supply Chain
- Worklist
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- PeopleTools
- My Personalizations
- My System Profile
- My Dictionary

PO Header Comments

Unit: UMN01 PO ID: K475901401 Vendor: KLBBRADIO-001

'Sort Method: Comment Time Stamp 'Sort Sequence: Ascending Sort

Comments Find | View All First 1 of 1 Last

[Copy Standard Comments](#) Comment Status: Active Inactivate +

03/15/08-03/14/09

Send to Vendor Shown at Receipt Shown at Voucher

Associated Document

Attachment Attach View Delete Email

From -> PO UMN01-K475901401

OK Cancel Refresh

fsprd.psoft.umn.edu 1:29 PM

9. PO Budget Check

- Click icon to the right of Budget Status. If Budget Status is marked Valid after budget check, any warning pop-up may be ignored. If status is marked Error use link to access PO Exceptions page before continuing.

UNIVERSITY OF MINNESOTA FSUMPRD Home

Express Purchase Order

Purchase Order

Unit: UMN01 PO Status: Approved
PO ID: K475901401 Budget Status: Not Chk'd
Copy From: Hold From Further Processing

Header

*PO Date: 07/02/2008 Vendor Search
Vendor: KLBBRADIO-001 Vendor Details
*Vendor ID: 0000009731 KLBB RADIO
*Buyer: DRAVE002 Lisa Draves
PO Reference: Social Science Research Council

Receipt Status: Not Recvd
*Dispatch Method: Email Dispatch

Amount Summary

Merchandise: 15100.00
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 15100.00 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#)
[Edit Comments](#)

Add Items From

10. Dispatch and Print Express PO

- Click Dispatch button.
- In the next screen enter the following settings:
 - Server Name = PSUNX
 - Output Destination Type = WEB
 - Output Destination Format = PDF
- Click OK
- Click Yes
- Upon return to the PO screen, click the View Printable Version hyperlink (lower left). Your browser will become small.
- Ignore any warning pop-ups.
- Wait until PDF appears.
- Print PDF.

Attachment 1

Assigning Purchase Order Numbers

The purchase order number is the **10-character** identifier applied to subawards (e.g. A234567801).

This number is made up of the monitor code (see below), followed by the last **seven digits of the project number**. Do not use the first digit of the project number. Assign the last two digits starting from 01-50. The last two digits of the account codes 8103XX and 8104XX (actual, not budget only) used when setting up the PO should match the last two digits of the PO#. This is similar to CUFS, where we would match the last two digits of the object code to the last two digits of the PO#.

Continuations - Drop the letter of the previous PO # and add the rev # at the end of the sequence

For subawards that were in process with the old PO numbering system but not entered into CUFS, enter the PO# using the new numbering system.

Monitor Codes:

Team 1 (Lorrie): N
Team 2 (Jason): P
Team 3 (Amy): A
Team 4 (April): H
Team 5 (Laura): W