

## **Purchase Order Instruction Sheet**

**Using a PO:** Purchases that exceed \$5,000 must be pre-approved with a purchase order (PO). However, a PO can be used for any advance order regardless of amount. A PO will encumber the budget for the Smartkey. A PO can also be copied to a voucher or associated with a P-Card purchase. This saves time when payment is made.

### **A Vendor is Required on All Purchase Orders and Vouchers**

If you cannot find the vendor in the lookup, complete the New Vendor Request Form and send to the Accounts Payable Office. They will notify you when the new vendor ID has been created. (See Vendor Lookup link.)

### **To Change or Select a Billing Location or Ship-To location**

1. The Billing Location always defaults to the Accounts Payable campus address
2. The Ship-To location always defaults to the campus address of the Buyer
3. To look-up a different address for either, click the magnifying glass
  - a. Enter "W\_ xxx" to find a Wesleyan campus address
  - b. Enter "S\_ xxx" to find a Shipping address that has been setup for your department. (Applies only to science departments.)
  - c. You can enter partial codes, click the search and get all values that begin with those letters.

### **Use Procurement Card**

Just beneath the vendor address is a checkbox to "Use Procurement Card." **IMPORTANT: Only check this box if the Buyer has a Wesleyan Procurement Card and you are sure the item(s) ordered with the PO will be paid for with that card.** A PO cannot be split between P-Card and check payment. If this box is checked, you will NOT be able to copy the PO into a regular voucher. Conversely, if the box is not checked you will not be able to relate the PO to a P-Card transaction. If this box is checked and the Buyer is not a P-Card holder, a warning will appear. DO NOT save the PO with this warning. If the Buyer is a P-Card holder, their P-Card number will appear (masked so only the last 4 digits show).



Use Procurement Card   
PO Reference:   
▼ Comments Find | View All First 1 of 1 Last

### **PO Reference**

This is an optional field, but the data in this field shows in the WFS Inquiry system for user information.

### **Comment Text and Attachments:**

A Comment is required to fully describe the purpose of the PO. Attachments are optional, but relevant information regarding the order (such as specifications or an estimate) should be attached.

### **Line Information**

1. If you want to use the PO to list a specific quantity of items you are buying, enter a description, quantity, Unit of Measure (UOM) and amount per item. When you tab out of the Amount field, the total will be calculated (quantity X amount).

# WFS Wesleyan Financial System

- If you are just buying a Service, or something for a flat rate, check the “Amount Only” box on the far right. Be sure to change the Category to “Service”. The UOM must still be entered (EA-each-is fine to use).
- When a PO is copied to a voucher for payment, the number of lines on the voucher must be equal to or less than the number of lines on the PO. The voucher cannot have more lines than the PO.
- Vendor Item ID: An optional field, but can be used to enter the actual catalog or item number from the vendor. This data field appears in the WFS Inquiry system.
- Due Date: This is information for the vendor. If there is not a specific due date the default can be used.

## Distributions

- A Smartkey and Account are required even if you do not know who the vendor will be or if Olga is going to get bids for you. Olga will change the amount before the P.O. is final.
- Multiple distribution lines can be entered with different Smartkeys or different Accounts, but they must all add up to the total in the Line Information.

Dist	Status	Percent	Amount	GL Unit	Smartkey	Description	Account	Description
1	Open	60.0000	60.00	WSLYN	1001044114	ADM WFS	83100	CONSULTANT FEES I
2	Open	40.0000	40.00	WSLYN	7201044111	NEW FINANCIAL SYSTEM	83100	CONSULTANT FEES I

## Finalizing the PO

- Save the PO to get the PO number.
- Budget Checking must be performed before Submitting to Workflow.
- Save and submit the PO to Workflow
- Once a PO has been fully approved it must be dispatched by clicking the button at the top of the PO. All fully approved PO’s will be system dispatched each night through a batch process.
- A P.O. **MUST** be dispatched in order to copy the P.O. information onto and A.P. Voucher.
- The dispatch method selected is strictly informational so you know how it was dispatched.

## To Route a Purchase Order to Olga Bookas, Purchasing Manager

**Method 1:** If you do not know what vendor you want, enter “REQ” in the vendor field and click the small magnifying glass. This will return a vendor called REQUISITIO-001 (vendor number 9999999999). Select this vendor. You can enter yourself as the buyer.

**Method 2:** If you know the vendor, select the correct vendor, but then you must enter OBOOKAS as the buyer. This will route the PO to her to review and negotiate a good price.

Regardless of which method you use to route a PO to Olga, be sure to enter a full description of what you want in the Comment Section.