

## July 30-2008: Module 4, Purchase Orders – part 2



For group discussion: Let's spend five minutes talking about module 3, POs part 1. Any questions or success stories to share?

### ***LEARNING OUTCOME***

Successful completion of this module should increase your confidence. Before and after each new topic, assign yourself a "confidence rating" for that item.

- Find document information using FOADOCU
- Using the Copy PO function to save time.
- Close a PO Balance using FPAEOCD
- Change Completed Purchase Orders using FPACHAR
  - Change product information
  - Increase the amount
  - Change or add to the Accounting
- Printing a Change Order using FPACORD

When you have completed the workshop, ask yourself if you feel more confident.

### ***Refresher...***

The Native Banner form used to create a PO is FPAPURR. POs that you have created can be incomplete or complete; and approved, NSF, not approved or disapproved. Depending on its status, you may be able to delete, cancel or make changes to an existing document.

### ***If you receive an insufficient budget message***

To allow the PO to be completed and approved:

1. Click the "IN PROCESS" button and then transfer budget into the desired FOAP

Remember you can have ExpressLane open at the same time as Banner to use Budget Availability or do a Budget Transfer.

- OR, Go back to the Commodity/Accounting screen and change the FOAP or reduce the amount of the PO.

Whichever option you choose (even if you just did a budget transfer and did not change the PO at all), **you must page through the PO again, AND tab through the fields of the Commodity/Accounting entries to allow Banner to do available balance checking again. If you don't, even though money may now be available, Banner will not recognize it. Note: even with the warning message, Banner will allow the PO to be completed.**

- Where are incomplete documents found in ExpressLane? Native Banner?
- How can having incomplete documents impact your daily operations?

Let's take a closer look.

## Find Document Information using FOADOCU



FOADOCU – Documents by User allows you to look up documents by any user, type (PO, JV...) and Fiscal Year or Activity Date Range. You can query by status: Complete, Incomplete, Approved, Cancelled or All.

Oracle Developer Forms Runtime - Web: Open > FOADOCU

File Edit Options Block Item Record Query Tools Help

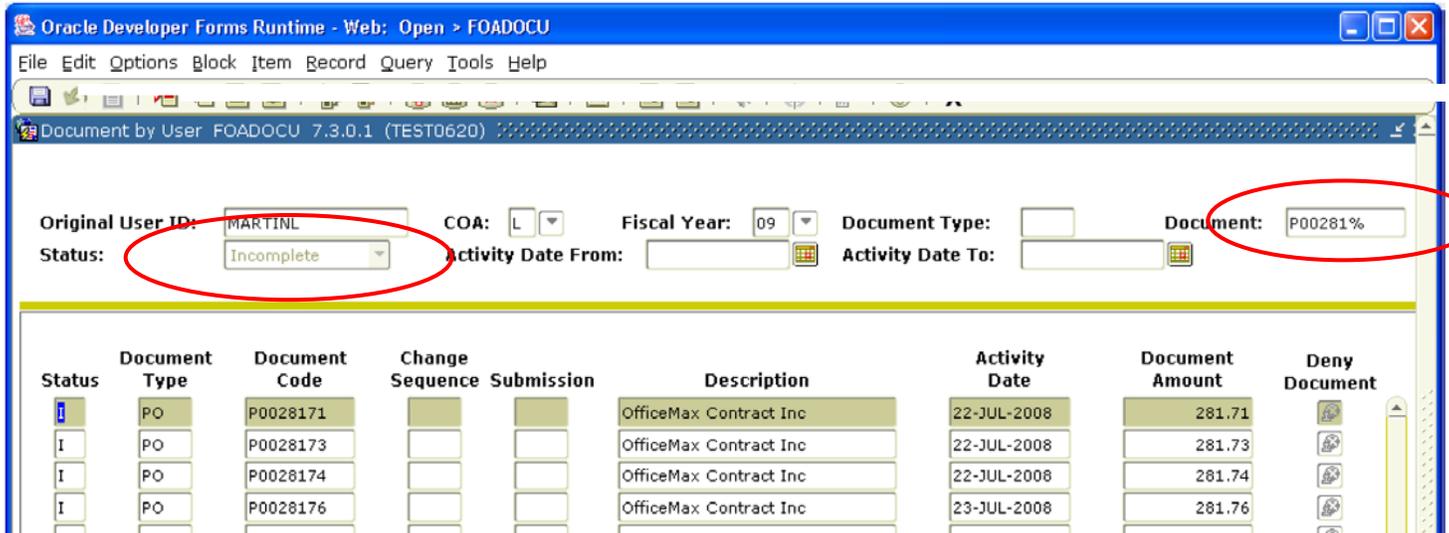
Document by User FOADOCU 7.3.0.1 (TEST0620)

Original User ID: MARTINL COA: L Fiscal Year: 09 Document Type: PO Document:

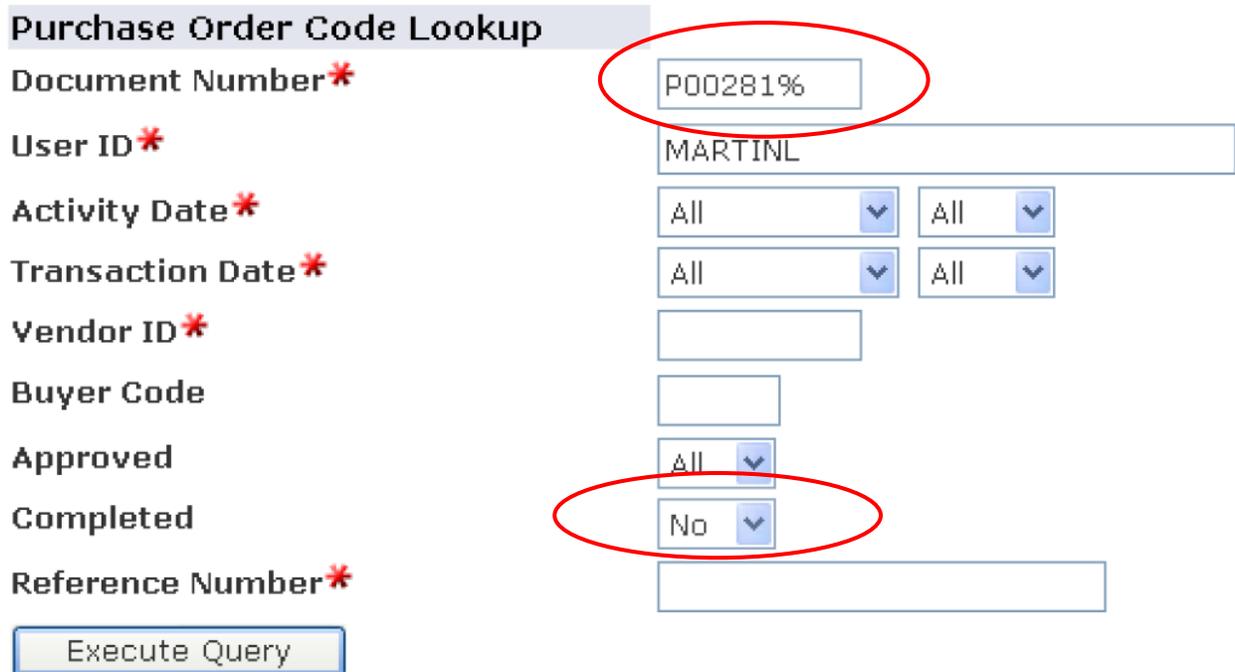
Status:  Activity Date From:  Activity Date To:

Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
<input checked="" type="checkbox"/>	PO	P0028159			OfficeMax Contract Inc	17-JUL-2008	149.95	
<input type="checkbox"/>	PO	P0028161			OfficeMax Contract Inc	17-JUL-2008	281.61	
<input type="checkbox"/>	PO	P0028162			OfficeMax Contract Inc	17-JUL-2008	.99	
<input type="checkbox"/>	PO	P0028163			OfficeMax Contract Inc	17-JUL-2008	1.63	
<input type="checkbox"/>	PO	P0028168			OfficeMax Contract Inc	22-JUL-2008	281.68	
<input type="checkbox"/>	PO	P0028169			OfficeMax Contract Inc	22-JUL-2008	281.69	

Or query for a certain document number or range, ex: Incomplete documents P00281%.



Or get the same results in ExpressLane > View Documents > Document Lookup.



 4 documents selected.

**Purchase Order Lookup Results**

Document Number	User ID	Activity Date	Trans Date	Buyer Code	Vendor ID	Vendor	Change Seq#	Approved	Completed	Reference Number
P0028171	MARTINL	Jul 22, 2008	Jul 22, 2008	LCC	L00000699	OfficeMax Contract Inc		No	No	
P0028173	MARTINL	Jul 22, 2008	Jul 22, 2008	LCC	L00000699	OfficeMax Contract Inc		No	No	
P0028174	MARTINL	Jul 22, 2008	Jul 22, 2008	LCC	L00000699	OfficeMax Contract Inc		No	No	
P0028176	MARTINL	Jul 23, 2008	Jul 23, 2008	LCC	L00000699	OfficeMax Contract Inc		No	No	

4 documents selected.

3. Why are the document numbers in the screen shot above blue?

4. What happens if you click on them?

**Using the Copy PO Function to Save Time**

If you want to create a new Purchase Order, consider whether you have already done most of the work. If you have a PO that has similar characteristics as the one you'd like to create, the copy function may save you time.



In FPAPURR, click the Copy Icon 

Enter the **PO number** in the **Copy From:** Purchase Order field. Find a good starting PO using **FOADOCU** as above. Press **Tab** and the vendor information will pop in. (You can change to a different vendor when you get to the Vendor Information tab, however you will need to manually enter the Address Type and Sequence. Use the list of values lookup. It can be done.)

You will see the PO number **Copied From** at the bottom of the screen, and the PO is assigned a new number immediately. Enter the delivery date and page through the tabs changing information as needed. Don't forget to check the document and item text.

5. Practice creating several POs using the copy function. Does this seem like a potential timesaver or is it just as easy to create a new PO for you?

## ***Closing a PO Balance Using FPAEOCD***

FPAEOCD is used to close the remaining balance for a completed and approved PO that has had activity. For example the original PO was for \$1,000 but the invoice only charged \$950, the \$50 balance needs to be closed out. Go to FPAEOCD, and type **NEXT** in the Document Number field to allow Banner to automatically assign the next number in its sequence. Go to the **Next Block**.

Accept the default activity: **Close PO document or Commodity**. Go to the **Next Block** and enter the **PO Number**. Tab to pop in the Vendor name and review. Check the box to **Close All Items**, and to **Change Accounting**. **Next Block** twice. In the Accounting Information block, enter the amount to adjust the encumbrance (the remaining amount – as a positive number) and **tab**. Under the **Options** menu, select **Complete**. And it is! This is easy!



Now you're going places!

6. Practice closing several POs.

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## **PROCESSING CHANGE ORDERS**

If a Purchase Order has not been completed, you may go in and make changes any time in **FPAPURR**. The Change order form **FPACHAR** is used to revise header, description and accounting information on a completed, approved and posted PO. You can change the monetary amounts and FOAP distributions, and add new rows. Delivery Date, Ship To, Attention To and Contact fields can be updated. The printed change order presents only the new data, and is intended to be coupled with the original PO so that together they present a complete picture of the updated order.



This process has the reputation of being one of the most complicated procedures in purchase order activities, so it will be covered in step-by-step detail in this handout. However, once the author performed these processes to test this document's accuracy, I found them to be no more complicated than creating a PO, once I learned the steps below.

**To Begin:** In Native Banner, go to **FPACHAR**, or Change Order Processing under the PO menu. Enter the PO number you wish to change. It is a good practice to enter **NXT** for the change

sequence number, and Banner will automatically assign the next available number. **Next Block** to get into the processing screens. Follow the instructions below for the various options.

**Remember Change Orders are printed on FPACORD.**

### ***Change or Add Product Information***

You can add or change a line item using the change order process. All the commodity and accounting information has been carried forward and populated on the Change Order form. You can still enter new items by either entering a new description or overwrite the existing text.

- **Next block** three times, and click the black **X** to get to the Commodity/Accounting screen.
- Enter the **Description** as you normally would when creating a new PO.
- Add a new line for the **accounting** (FOAP) information, and be sure to add the amount of the new product.
- **Tab** all the way through to allow Banner to recognize the new total.
- **Complete** as usual for a PO.



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### ***Increase the Amount***

- **Next Block** until you reach FPQCHAP – Purchase Order Item Selection
  - Click the black **X** to exit and go to the Commodity/Accounting tab of the PO.
  - Enter the **Description**. It is a good practice to preface your description with C/O #1 – Date. Where C/O stands for Change Order, and #1 is the change sequence number. Then follow with your description, such as “Increase quantity by 100”.
  - Enter **U/M, Quantity** and **Unit Cost**.
  - **Next Block**. The adjusted order amount will show in the Document Commodity Total.
  - Change the accounting if necessary as above.
  - **Next Block**
  - Correct the amount in the **Extended** field to reflect your changes.
  - **Next Block**
  - **Complete**
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## ***Change or Add to the Accounting/FOAP Distributions***

- Check the box to **Change Accounting Only**
  - **Next Block**
  - Zero out the amounts in any incorrect FOAP lines
  - Add a new line and enter the correct FOAP and amounts
  - **Next Block**
  - **Complete**
- 

## ***Print a Change Order using FPACORD***

The process is almost identical to that of **FPAPORD** – printing a Purchase Order. Following the guide comments in the gray bar on the bottom left should help. Enter the printer name or select from list of valued. Use DATABASE to review on screen.

- Special Print: The default is landscape. Enter **P** for Portrait.
  - Enter the PO number, remembering that the first three digits are P –Zero-Zero.
  - Change order sequence is formatted 00X, example 001 for the first CO.
  - Accept the default for lines 3 & 4.
  - Remember **SAVE** actually means print.
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There you go! Practice several of each type of change order making notes of your own to supplement this document until you feel confident with the instructions.

