Order Processing Checklist

If your organization approves purchases using an approval chain, you must create and approve a requisition prior to printing the purchase order. However, you also have the option to create a purchase order without creating the requisition. Use this option to bypass the requisition approval process. The first step in the order processing checklist encompasses both of these options.

1. Create the Requisition:

Use **Requisition Entry/Approval** to create the requisition. This step includes the following sub tasks:

Entering the requisition header, which includes the requisition number, vendor name and address, order and ship locations, buyer, freight and discount costs (if applicable), sales tax (if applicable), special instructions, and the purchase order header and footer.

Adding the items to the requisition that are being ordered from the vendor. You can use a vendor's standard item catalog to add the items or enter a user-defined item description. For each ordered item, you must enter the following details: quantity ordered, unit cost, freight and discount costs (if different than those entered on the header), and, if applicable, sales tax (if different than entered on the header).

Distribute each item's cost to the corresponding accounts.

Optionally, you can attach the vendor's estimate, contract, and other related documents to the requisition.

2. Direct Purchase Order Entry:

Use **Direct Purchase Order Entry** to create a purchase order without creating and approving a requisition. This step includes the following sub tasks:

Entering the purchase order header, which includes the purchase order number, vendor name and address, order and ship locations, buyer, freight and discount costs (if applicable), sales tax (if applicable), special instructions, and the purchase order header and footer.

Adding the items to the purchase order that are being ordered from the vendor. You can use a vendor's standard item catalog to add the items or enter a user-defined item description. For each ordered item, you must enter the following details: quantity ordered, unit cost, freight and discount costs (if different than those entered on the header), and, if applicable, sales tax (if different than entered on the header).

How you add items to the purchase order depends on profile key PAY_BY_LINE_ITEM. Refer to page 5 of the Guide to Requisitions and Purchasing for more information about this profile key.

Distribute each item's cost to the corresponding accounts.

3. Approve/Disapprove the Requisition:

After a requisition is entered, it needs to be approved. The approval process is determined by the approval chain established on the Approval tab of the Requisition Entry/ Approval form. When the requisition is approved, the requisition status changes to the next link in the approval chain or the next step in the requisition process. You can also disapprove a requisition. When a requisition is disapproved, it is sent back to the original owner for modification/review. You can skip this step if you entered a purchase order without creating the requisition.

4. Order Edit List:

Use **Order Edit List** to review requisitions and to change orders not yet printed. If a requisition is correct, it is ready for printing. If an error is found in the requisition, it is not ready for printing. You must correct the error before running the Order Edit List again to review the requisitions and change orders. All lines on the requisition or change order must be correct before printing. This report also validates your requisitions and prepares them for posting.

Correct requisition errors listed on the Order Edit List. Rerun the Order Edit List until all lines on the requisition are correct.

5. Printing Purchase Orders / Sending Purchase Orders via E-mail:

You can print and, optionally, send via e-mail the requisitions and purchase orders that passed the edit process. A requisition is automatically assigned a purchase order number during this process. You can use either of the following programs to print your purchase orders:
- PO Print – Standard to print the purchase orders.
- PO Print to send the purchase orders to vendors via e-mail.
- PO Print File For Alio Content to capture purchase orders that passed the edit checks in program Order Edit List and file those purchase orders as matched documents in alio Content. This program is available only if your organization has implemented alio Content. You can print hard copies of purchase orders for the vendor, for tracking purposes, or for record keeping. A purchase order displays billing information, shipping information, vendor information, and special instructions. It also displays item information, costs, discounts, freight charges, and account distribution numbers.

6. Running a PO Post Edit List:

Run program FUEDT01A.REP – PO Post Edit List after the purchase orders are printed to identify the purchase orders that are ready for posting. This report displays a summary of the purchase order information. You can use this report to verify that all the expected purchase orders are ready for posting.

7. Posting Purchase Orders:

Run program FOPST02A.FMX – Post Purchase Orders to post the account distribution entries for each purchase order line item to the adjusting journals in the Financial Accounting System (FAS). Posting purchase orders allows you to track all entries and modifications and maintains a balanced financial system.