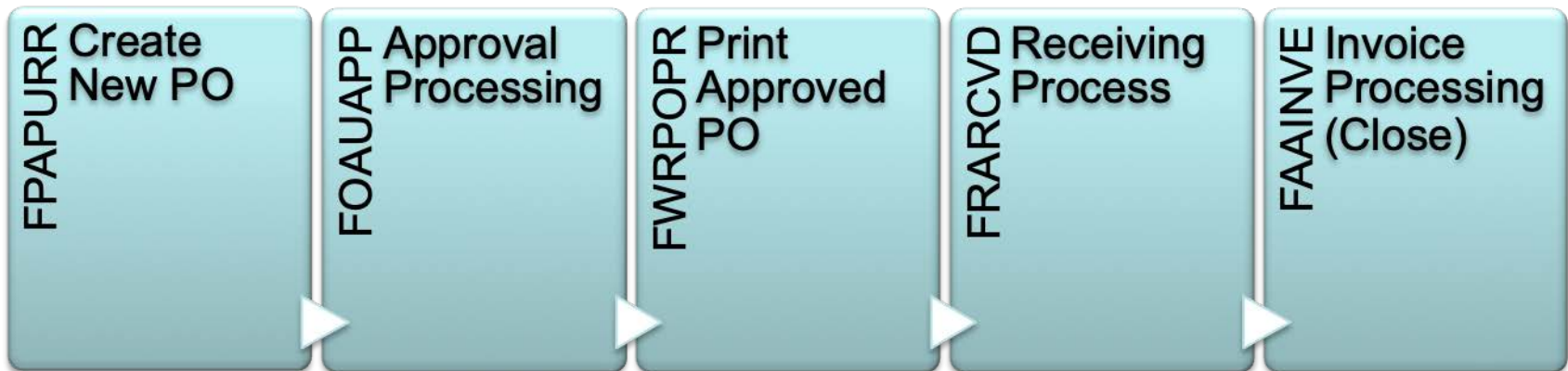


FINANCIAL AND ADMINISTRATIVE SERVICES

Purchase Order Lifecycle

Purchase Order Lifecycle

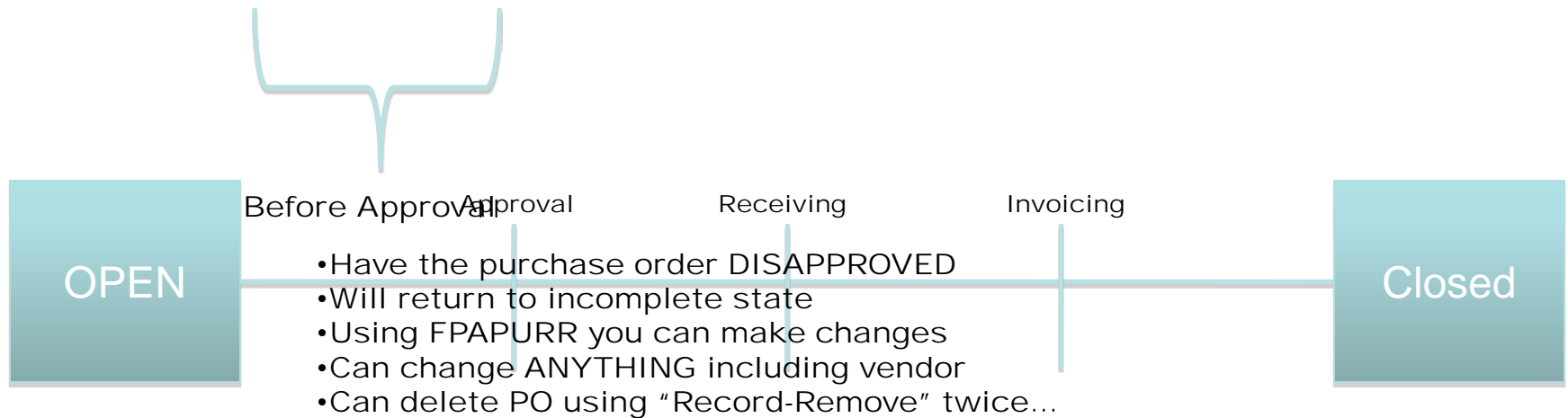


So what happens if you:

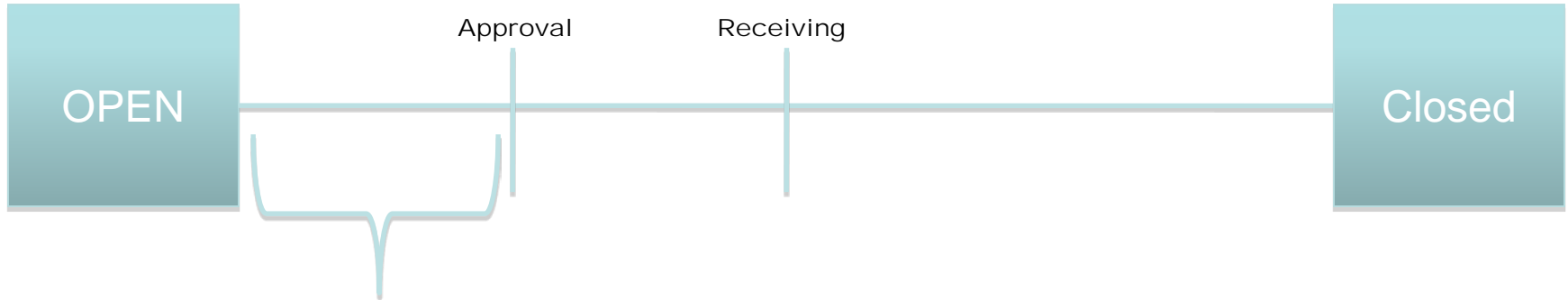
- Forgot an item on the PO?
- Entered the price incorrectly?
- Have the wrong vendor?
- Need to increase the order?
- Don't want to issue this PO anymore?
- Received more than you ordered?
- Were really having a bad day and have all of the above?

Well it depends at which stage you are!

The Purchase Order Stages



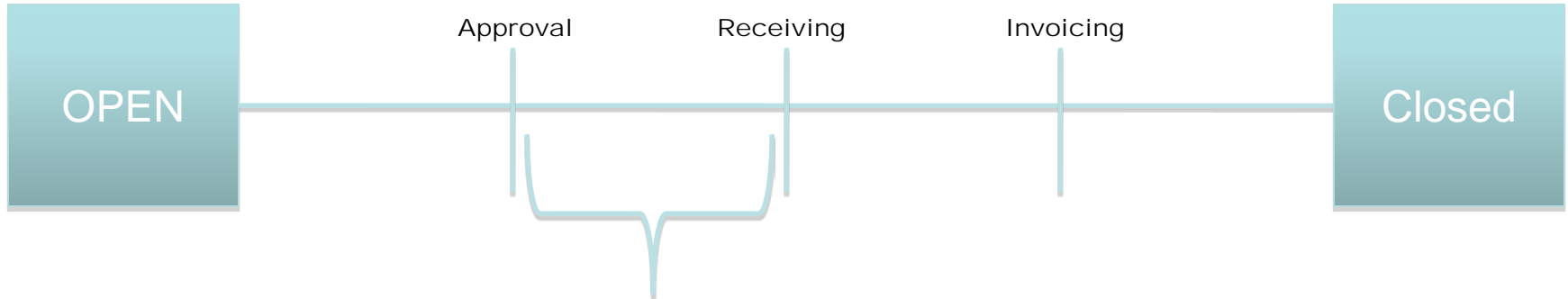
The Purchase Order Stages



Before Approval After Approval

- Have the purchase order DISAPPROVED
- Will return to incomplete state
- Using FPAPURR - can add line changes
- Can change ANYTHING including vendor
- Can delete PO using NEW or Remove twice
 - Delete using FPAPDEL

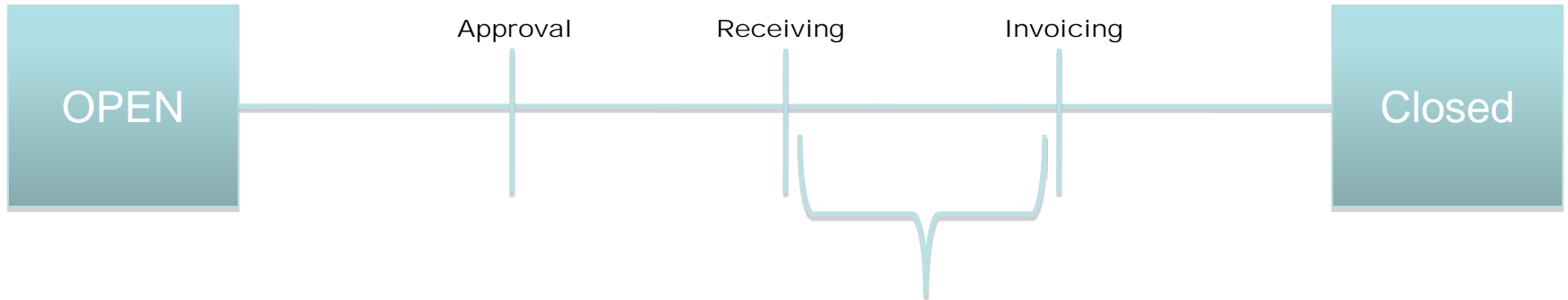
The Purchase Order Stages



After Approval After Receiving

- Changes now use FPACHAR
- Cannot change Vendor or PO Line encumbrance
- Can't add item
- Can ONLY change quantity or price
- Put in NEW price...don't do the math
- Delete using FPAPDEL

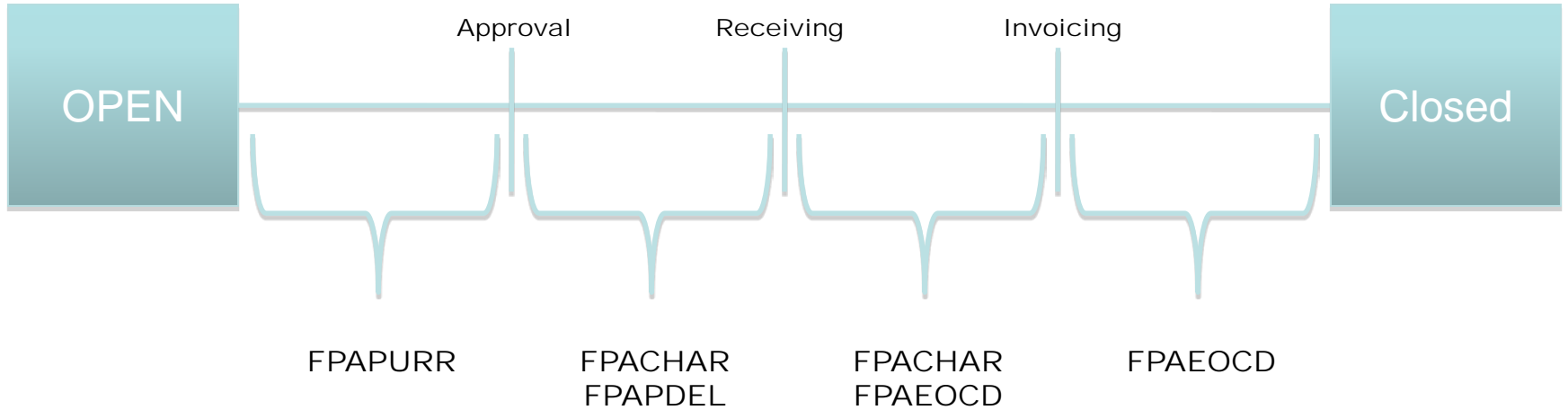
The Purchase Order Stages



After Receiving Partial Invoicing

- Changes still using FPAEOWAB will close PO
- FPAEOWAB to close PO
- Check tolerances with AP
- Change Order only if needed
- FPAEOWAB will leave open
- FPAEOWAB will close using FPAEOWAB
- Still needed FPACHAR

The Purchase Order Stages



Questions or Comments?