FINANCIAL AND ADMINISTRATIVE SERVICES

Purchase Order Lifecycle
Purchase Order Lifecycle

FPAPURR: Create New PO
FOAUAPP: Approval Processing
FRWPORPR: Print Approved PO
FRARCVD: Receiving Process
FAAINVE: Invoice Processing (Close)
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

- Before Approval
  - Have the purchase order DISAPPROVED
  - Will return to incomplete state
  - Using FPAPURR you can make changes
  - Can change ANYTHING including vendor
  - Can delete PO using “Record-Remove” twice...

- OPEN

- Closed
The Purchase Order Stages

OPEN

Approval

Receiving

Closed

Before Approval

• Have the purchase order DISAPPROVED
• Will return to incomplete state
• Using FPAPURR you can make changes
• Can change ANYTHING including vendor
• Can delete PO using “Record-Remove” twice

After Approval

• Changes DISAPPROVED
• Complete stage
• Can’t add items

• Can change ANYTHING including quantity and price
• Can’t delete PO using “Record-Remove”
• Can put in NEW price…don’t do the math
• Delete using FPAPDEL
The Purchase Order Stages

OPEN

Approval

Receiving

Invoicing

Closed

After Approval

• Changes now using FPACHAR
• Cannot change Vendor or FOAPAL
• Can’t add item
• Can’t change order quantity
• Put in NEW price...don’t do the math
• Delete using FPAPDEL

After Receiving

• Changes still using FPACHAR
• FPAPEDOAR to close encumbrance
• Check tolerances with AP
• Change Order only if needed
The Purchase Order Stages

OPEN

Approval

Receiving

Invoicing

Closed

After Receiving

- Changes still using FPACHAR
- FPAEOCD to close encumbrance
- Check tolerances with AP
- Change Order only if needed

Partial Invoicing

- Final Invoice will close PO
- Partial Invoicing will leave open
- Force close using FPAEOCD
- Still able to FPACHAR
The Purchase Order Stages

OPEN   Approval   Receiving   Invoicing   Closed

FPAPURR  FPACHAR  FPACHAR  FPAEOCD  FPAEOCD
FPAPDEL  FPAEOCD
Questions or Comments?