Financial Services Training Guide

PeopleSoft (9.1): Introduction to Electronic Purchase Orders
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1 Create a Purchase Order

Invoices without a valid PeopleSoft Purchase Order will not be paid. In must be emailed by the Vendor to accounts payable@uwa.edu.au or posted by the vendor to Accounts Payable.

Where the purchase is low risk and low value to the University a payment can be made via Credit Card and no Purchase Order is required. Do not create a purchase Order if paying by Credit Card. If a Purchase Order is created and later paid by Credit Card request the purchase Order be Closed via askUWA.

Before creating a Purchase Order, search PeopleSoft (by ABN) to ensure there is a vendor and confirm the correct address and bank details are recorded.

If the vendor is not retrieved after searching, complete a Create/Reactivate Vendor form and submit to Financial Services via askUWA http://staff.ask.uwa.edu.au/app/ask/list. Retain the original for your records as Auditors may request to view them.

Please note when creating a new vendor the following is to accompany the Create/Reactivate Vendor Form:

- Vendor EFT Details form to pay the vendor directly to their bank account. This is to be completed and signed by the vendor.
- Supporting documentation is also required e.g. Correspondence on Company letterhead from the vendor stating the bank account details, a copy of a bank deposit form, or a copy of a bank statement with names and bank account details.

If the vendor exists but doesn’t have bank details: complete the Amend Vendor Form and submit via askUWA:

- Complete the Amend Vendor Form
- Complete the EDT details from to apy the vendor directly to their bank account. This is to be completed and signed by the Vendor.
- Supporting documentation is also required e.g. Correspondence on Company letterhead from the vendor stating the bank account details, a copy of a bank deposit form, or a copy of a bank statement with names and bank account details.

If bank details are added to a vendor after the purchase order has been created: the purchase order will need to be updated to the EFT location before the receipt is processed (click on the Vendor Details hyperlink next to the Vendor field, then click on the magnifying glass icon next to the Location: field and select EFT). If this does not happen before the receipt is processed this can result in a delay with payment.

a) Main Menu, click Purchasing.
b) Purchase Orders.
c) Add/Update POs.
d) Confirm or enter Business Unit number (current tab is highlighted in blue).
e) Leave the PO ID: as NEXT (to start with your Business Unit number and records in numerical order).
f) Click Add.
g) The Maintain Purchase Order screen is now displayed. Enter Vendor ID in the Vendor ID field if known.

- If the Vendor ID is not known, click on the magnifying glass icon next to the Vendor field.
- Search by ABN (VAT Registration ID) - Type in the vendors ABN number and click Lookup (this is the recommended search to ensure the correct Vendor is selected) or search by Name 1 (amend drop down field to contains, enter part of the vendor name, and click Lookup).

From the search results select the vendor required. This will return to the Maintain Purchase Order screen.

**NOTE:** If you haven’t previously searched to see if the vendor exists ensure all vendor details are correct, e.g. Address and Bank Details. From the Maintain Purchase Order screen, click on the Vendor Details hyperlink next to the Vendor:
field. This displays the vendor Location and Address details (see print screen below). If the vendor is defaulted to be paid by EFT, this will display in the Location field. If this field is changed to another Location which is not EFT the vendor will be paid by cheque, and sent to the address as listed under Vendor Details Message. To display the vendors details, click on the Vendor Information hyperlink.

After clicking on the Vendor Information hyperlink, this displays the vendor’s information where the bank details can be confirmed. Click the Location tab, identify the Location: EFT and then click on the Payables hyperlink.

**NOTE:** Some vendors have more than one Location, to find the EFT Location click on the next icon (top right corner of the Location header) until the EFT Location is found.

Expand the header Vendor Bank Account Options, all bank details will be available (Refer PeopleSoft: DIY Enquiries). Close the window to return to the purchase order.
NOTE: If the vendor is not retrieved when searching within the purchase order, search the vendor by navigating from the Main Menu to Vendors > Vendor Information > Add/Update > Vendor. Search by Vendor ID (if known), VAT Registration ID or Name. This will display the vendor details. Check the Status: is Approved and check Open for Ordering: is Yes. If the Vendor is Unapproved it is waiting to be finalised for approval by Financial Services. If the Status: is Inactive, confirm all details are correct and raise an incident/Ask a question to Client Services by using askUWA http://staff.ask.uwa.edu.au/app/ask/list requesting the Vendor be activated. Attach a copy of the paperwork from the Vendor (email/letter/invoice etc.) and the ABN Look-Up so the details can be confirmed. If Open for Ordering: is No, contact Client Services by using askUWA and request the Vendor to be opened.

h) The User ID of the Buyer should be displayed (your USERID), if not click on the magnifying glass icon and select Buyer from the list or search by Name and click Look Up.
i) Under the header Lines, enter the line details of the goods or services being ordered by completing the following fields:
- Description: Detailed description of the goods or services being ordered. Click on the Modal Window icon to complete/display full description.
- PO Qty: the quantity of items being ordered.
- UOM: Unit of Measure, leave as EA (each).
- Category: enter ALL (expenditure category).
- Price: price per item (GST exclusive).

j) Once the Line information is entered click on the Schedule icon at the end of the line.

k) From the Schedules screen, confirm the Ship To: details (standard delivery address will be defaulted for your Business Unit). To select an alternate Ship To location, click on the magnifying glass icon for existing addresses already created for your Business Unit. To change the shipping information, click on the Ship to Address icon and enter the address details required.
NOTE: To have a permanent address added; contact Client Services by using askUWA detailing full address details and include your Business Unit number.

NOTE: To add an Attention to: which will display under each line, click on the Shipment tab and enter name in the Attention To field.

i) Once a Ship To: has been confirmed/selected, click on the Distributions/ChartFields icon to advance to the Distributions screen.

m) Complete the Account and Project Grant information (Class can also be used, if this is setup within your Business Unit).

n) Click OK. The Schedules screen will display.

o) Click the Return to Main Page hyperlink.
NOTE: To add more lines to the purchase order, click on the + sign at the end of the Lines details and repeat steps i-o.

Any GST free items will need to be created on a separate line as the GST function will need to be turned off. (Refer Content 2 – Switching off GST).

p) To complete the purchase order, click Save, this allocates the purchase order ID (or PO ID: take note of this ID). Once the purchase order is Saved, Click Calculate. A Budget Check icon will appear next to Budget Status.

q) Click on the Budget Check icon to Budget Check the purchase order (this creates the encumbrance against the Project Grant). Once the process is completed the Budget Status: will be Valid.

NOTE: this does not check the balance of a Project Grant, this creates an encumbrance against the Project Grant.

r) Click Dispatch. Note the Dispatch Method is defaulted to Email. If Print is the preferred dispatch method, click on the drop down menu and select Print.

NOTE: If the order is not dispatched, the purchase order will not be able to be retrieved when receipting.
s) Within the Dispatch Options screen enter the Server Name: as PSNT.
   • As the Dispatch Option is defaulted to Email, this will automatically send a copy of the purchase order to the Vendor as per the Vendor/Contact Fax/Email ID: within the Dispatch Options. This email address is from the Vendor Details.
   • If this email address is incorrect or the email address for the purchase order is different, complete the One Time Fax/Email ID: field. This will override the Vendor Email ID: under the Vendor/Contact Fax/Email header. Multiple emails can be sent by entering a semicolon (;) between the addresses.
   • The email is sent from the Buyers email address so the Buyer can be contacted directly.
   • The Buyer will also receive a copy of the purchase order by email.
   • If the purchase order is not to be emailed to the Vendor, the One Time Fax/Email field can be overridden with the Buyers email address, or on the Main Page of the Purchase Order change the Email default to Print and enter the Server Name: as PSNT. Click OK.

   ![Dispatch Options Screen](image)

   ![Process Control Option](image)

   ![Message Displayed](image)

   ![View Printable Version](image)

   t) A message will be displayed ‘Would you like to wait for confirmation that the PO Dispatch process has completed?’ click Yes.

   u) To print the purchase order click on the View Printable Version hyperlink. If the purchase order is dispatched by Email to the Vendor it will also be emailed to the Buyer which can be printed from the email received.
NOTE: If the purchase order was dispatched using the Print method, it can also be printed by navigating to the UWA Report Manager (from the Main Menu, UWA Reports, Report Manager).
If the purchase order was dispatched using the Email option, it will not display within the UWA Report Manager.
2 Switching off GST
Refer Content 1 – Creating a Purchase Order and repeat steps a – k.

a) Within the Schedules screen, click on the VAT icon.

b) The VAT Information for Schedule 1 is displayed (note: Line 1, Schedule 1, relates to the line the GST is being switched off for). Click Expand All Sections.

c) Within the VAT Details header change the Applicability: by clicking on the drop down menu and select Exempt.

d) Under the Adjust/Reset VAT Defaults header click the Adjust Affected VAT Defaults button, scroll back to the top of the page and click the Return to Schedules Page hyperlink.
e) From the Schedules screen, click on the Distributions/ChartFields icon to advance to the Distributions for Schedule 1 screen and complete the order.

f) Once the information has been entered, click OK. This will return to the Schedules screen, click Return to Main Page hyperlink.

**NOTE:** If the Purchase Order is completely GST free, there should be no GST showing when Calculate is clicked. If GST is showing this has not been turned off correctly, therefore follow the steps above again.

To turn GST back on – reverse the above instructions and select Taxable.
3 Search for an existing Purchase Order

3.1. To search by purchase order number (to review or to amend):
   a) From the Main Menu, click Purchasing.
   b) Purchase Orders.
   c) Add/Update POs.
   d) Click the Find an Existing Value tab (current tab is highlighted in blue).
   e) Confirm or enter Business Unit number.
   f) Enter PO ID.
   g) Click Search.

**NOTE:** Searches can also be completed by Purchase Order Date:, Vendor ID:, Vendor Name:, Buyer Name:.
3.2. If purchase order is completed (dispatched, receipted and paid and the status is closed).

a) From the Main Menu, click Purchasing.
b) Click Purchase Orders.
c) Click Review PO Information.
d) Click Purchase Orders.
e) Confirm or enter Business Unit number.
f) Enter PO ID.
g) Click Search.

![Purchase Order Inquiry](image_url)
4 Status of a Purchase Order

a) Retrieve purchase order (refer to Content 3 – Search for an Existing Purchase Order).

b) From the Maintain Purchase Order screen, click on the Document Status hyperlink.

This will display the Document Status screen which lists all activity on the Purchase Order. Refer to the Document Type column within the Documents tab which will indicate (if processed):

- **Receipt** - receipted goods processed against the Purchase Order (Refer to the Doc ID column for the receipt number, this is a hyperlink which can be clicked on for receipting information).

- **Vouchers** - invoices processed (Refer to the Doc ID column for the Voucher Number, this is a hyperlink which can be clicked on for the invoice/scheduled due date information).

- **Payment** - invoice payments processed (Refer to the Doc ID column for the payment reference number, this is a hyperlink which can be clicked on to view the payment information).
5 Copy from an existing Purchase Order
Before copying an existing order confirm the Vendor details in PeopleSoft (search by ABN) are current and correct. E.g. Address and Bank Account details. If they are not correct the vendor will need to be updated before continuing.

a) From the Main Menu, click Purchasing.
b) Click Purchase Orders.
c) Click Add/Update PO’s.
d) Confirm or enter Business Unit number (current tab is highlighted in blue).
e) Leave the PO ID: as NEXT (to record in numerical order).
f) Click Add, the Maintain Purchase Order main screen will display.
g) In the Copy From: field, click on the drop down menu and select Purchase Order. Once selected the Copy Purchase Order from Purchase Order screen will display.

h) In the PO ID field, enter the existing Purchase Order number to copy from.
i) Click Search.
j) The PO ID will appear under the Select PO header (Details tab). Tick the box under the Select column to select the line to be copied.

k) Click OK.

l) A message will be displayed advising ‘The change made could potentially affect the VAT at all levels. To re-default VAT at all levels to reflect the change, navigate to ‘Review Header VAT’ page and Click on ‘Reset All VAT Defaults’ with ‘This and all lower levels’ option’. If you choose not to Review at the Header level, you will have to Review VAT at all lower levels namely Schedule VAT and Distribution VAT pages individually.’ Note the action to be taken. Click OK.

m) Click on the Review Header VAT hyperlink.
n) Under the header Adjust/Reset VAT Defaults, ensure Levels: is This and all lower levels (or click on drop down menu to select this option) and click on Reset All VAT Defaults (as per message that previously displayed). Scroll back to the top of the page and click the Return to Main Page hyperlink.

From the Maintain Purchase Order screen, amend or complete the order as required. A new PO number will be issued once saved. **Remember to Save, Calculate, Budget Check and Dispatch the order.**
6 Amend a purchase order

a) Retrieve purchase order to amend (refer to Content 3 – Search for an Existing Purchase Order). The Maintain Purchase Order screen will display.

b) Click the Line Details icon of the line to be changed.

c) The Maintain Purchase Order, Details for Line 1 screen will be displayed (if amending line 1).

d) Click the Create Line Change icon.
e) The Maintain Purchase Order screen will now display. Make the required changes to the order and complete (E.g. Description, PO Qty and/or $ Amount). Remember to Save, Calculate, Budget Check and Dispatch the order.

When the order is printed from Report Manager (Main Menu, UWA Reports, Report Manager) it will display CHANGE ORDER.

![Purchase Order Screen]

NOTE: Alternatively retrieve the purchase order and make required changes, click Save.

When saved, a message will display 'This action will create a change order. Continue?' - click Yes to create a change order. Once order is complete, remember to Save, Calculate, Budget Check and Dispatch.

![Message]

NOTE: Alternatively retrieve the purchase order and click the Change Order icon ▲. By clicking on this icon first, you are indicating that you’re creating a change order before making the change as opposed to making the change then receiving the message above.

Once the Change Order icon is clicked, amend purchase order as required and complete. Remember to Save, Calculate, Budget Check and Dispatch.

Using these methods the description is unable to be amended. To change the description, click on the line details icon ▼ and follow the Amend a Purchase Order steps as above.
7 Cancel a Purchase Order and a line within an order

7.1. Cancelling a purchase order
Check the Purchase Orders Document Status first (refer Content 4 – Status of a Purchase Order). Purchase orders cannot be cancelled if the order has been receipted, unless the receipt is cancelled first.

If the goods or services have been ordered from a vendor but paid by credit card, do not cancel the order, instead raise an incident/Ask a question by using askUWA [http://staff.ask.uwa.edu.au/app/ask/list](http://staff.ask.uwa.edu.au/app/ask/list) requesting the order be closed and advise why (this will remove the encumbrance).

Retrieve purchase order to cancel (refer to Content 3 – Search for an existing purchase order). The Maintain Purchase Order page will display.

a) Click the Cancel PO icon.

![Maintain Purchase Order](image)

b) A message will be displayed ‘Cancelling a purchase order will commit any changes made and prevent further changes. Continue?’ confirm and click Yes (to confirm PO to be cancelled).

![Message](image)

Canceling a purchase order will commit any changes made and prevent further changes. Continue? (10200,515)

When you mark a purchase order as canceled, the system does not allow any further changes to the purchase order. Any changes made, however, will be stored on the purchase order.
c) If purchase order was budget checked – the cancellation will also require budget checking otherwise the encumbrance will remain on the project grant.

NOTE: Once an order is cancelled it is unable to be retrieved.
7.2. Cancel a line within an order

This is used when a purchase order has been dispatched and a line item needs to be cancelled as it is no longer required or the goods/services can no longer be provided.

a) Retrieve purchase order to cancel (refer to Content 3 – Search for an Existing Purchase Order). The Maintain Purchase Order screen will display.

b) Click the line details icon of the line to be cancelled.

c) The Maintain Purchase Order, Details for Line 1 screen will be displayed (if amending line 1).

d) Click the Cancel Line icon.
e) A message will be displayed ‘This action will cancel line 1 for this purchase order. Continue?’ Confirm and click Yes (to confirm the relevant line be cancelled).

f) After confirming to cancel the line, the Maintain Purchase Order screen will be displayed and the Status of the Line will be ‘Cancelled’. Complete purchase order and remember to Save, Calculate, Budget Check and Dispatch.
8 Encumbrances

The encumbrance report details all outstanding purchase order line items under a particular project grant. These outstanding items are those which have not yet been processed or paid. It is important to monitor these encumbrances and work to clear them consistently (monthly).

a) From the Main Menu, click UWA Reports.
b) Click GL Transaction Reports.
c) Click Outstanding Encumbrance.
d) Enter or Search for a Run Control ID (If no Run Control ID is available, click on the Add a New Value tab, name the report and click Add. Click Save as this will save the Run Control ID for use again).
e) Confirm or enter BU: Business Unit number.
f) Enter the Project/Grant: number
g) Enter the Journal Date From:
h) Click Run.
i) From the Process Scheduler Request select how the report is to be displayed (Detail or Summary).
j) Click OK.
k) Click the Report Manager hyperlink.
l) From the UWA Report Manager, locate the report to be printed (click Refresh until the Status indicates Posted), click on the Description hyperlink to view and print the report.
9 Training and Development

PeopleSoft workshop materials are available on the Financial Services website, located under the relevant header, Professional Development (E.g. Accounts payable/Professional Development).

Frequently asked questions and answers can be found by using askUWA FAQs. [http://staff.ask.uwa.edu.au/]. If the answer you are seeking is not available within an askUWA FAQ please click on the "Ask a Question" button and one of our Client Service team members will get back to you with an answer to your query.

8.2. PeopleSoft Help – User Productivity Kit (UPK)
The User Productivity Kit or UPK is a web-based training tool. It’s an interactive learning environment that portrays a simulated PeopleSoft environment. You learn by performing the task yourself and the UPK provides instructions as you go. It’s like working on the real system with the added feature of being guided through the tasks. A table of contents is used to display all the available training topics.

When logged into PeopleSoft, click the Hyperlink, Help (top right hand corner), click OnDemand, then Search for the topic required e.g. Vendor. Click on the mode required being See It, Try It, Know It and Do It and follow the directions.

8.3. OSDS
Various workshops are available for further PeopleSoft training. For a full listing of workshops and to enrol, log onto the Human Resources website, www.hr.uwa.edu.au/development.

If you have any questions regarding the workshops, contact Client Services on 6488 8777 or raise an incident/Ask a Question by using askUWA, [http://staff.ask.uwa.edu.au/app/ask/list].