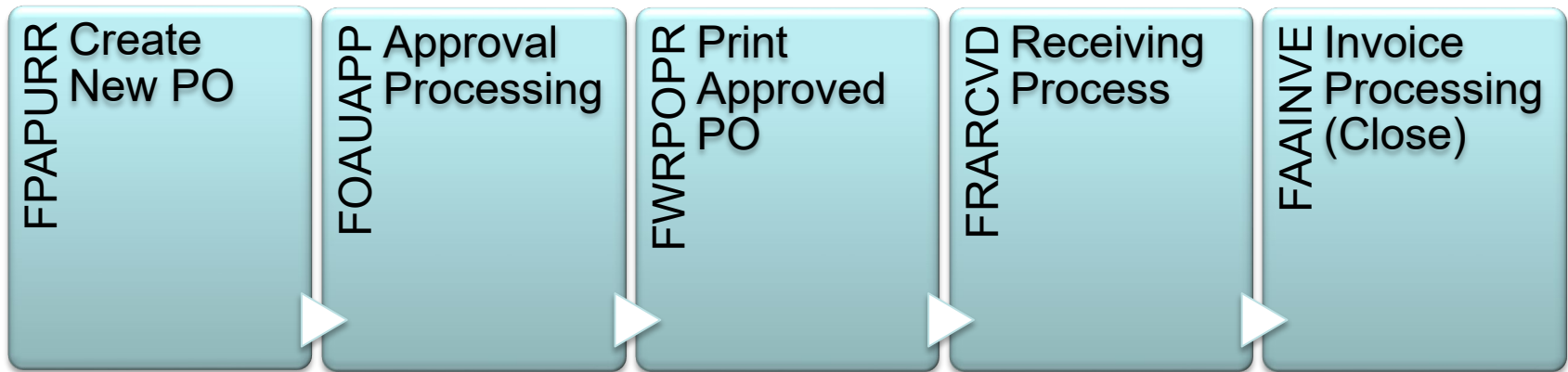# FINANCIAL AND ADMINISTRATIVE SERVICES

Purchase Order Lifecycle
February 21, 2012

Purchase Order Lifecycle

FPAPURR Create New PO → FOAUAPP Approval Processing → FWRPOPR 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

Approval **Receiving** **Invoicing**

OPEN

Closed
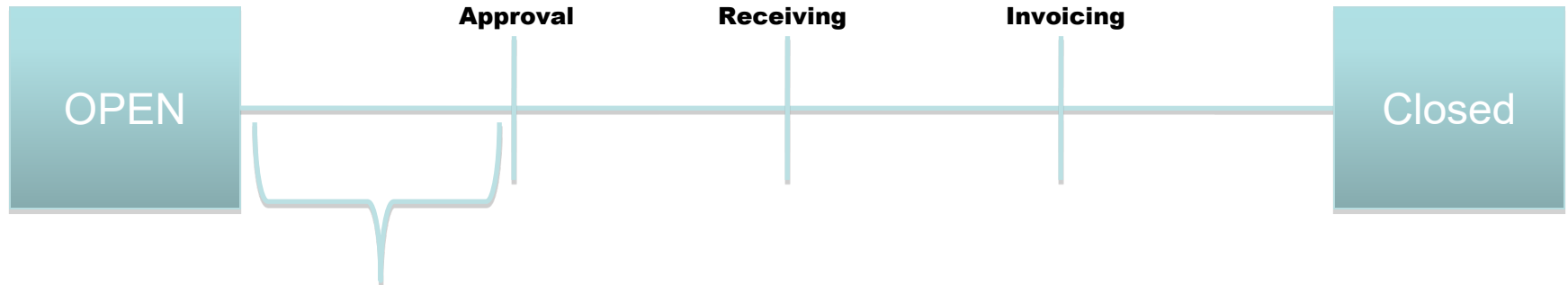
Before Approval

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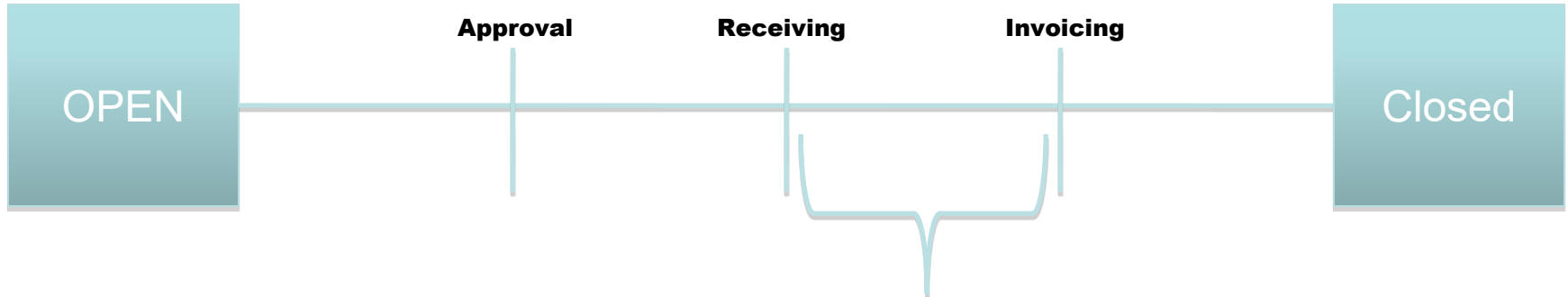- Can delete PO using "Record-Remove" twice…

The Purchase Order Stages

Approval

Receiving

OPEN

Closed
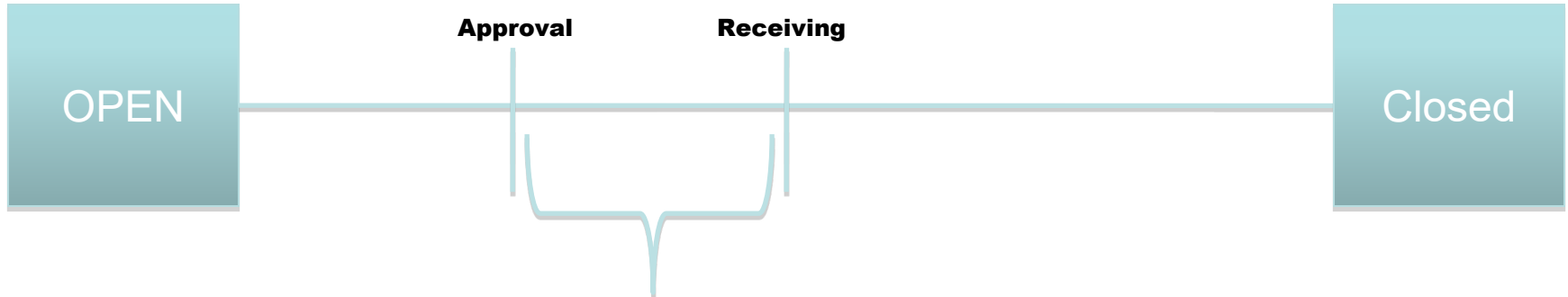
After Approval

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

The Purchase Order Stages
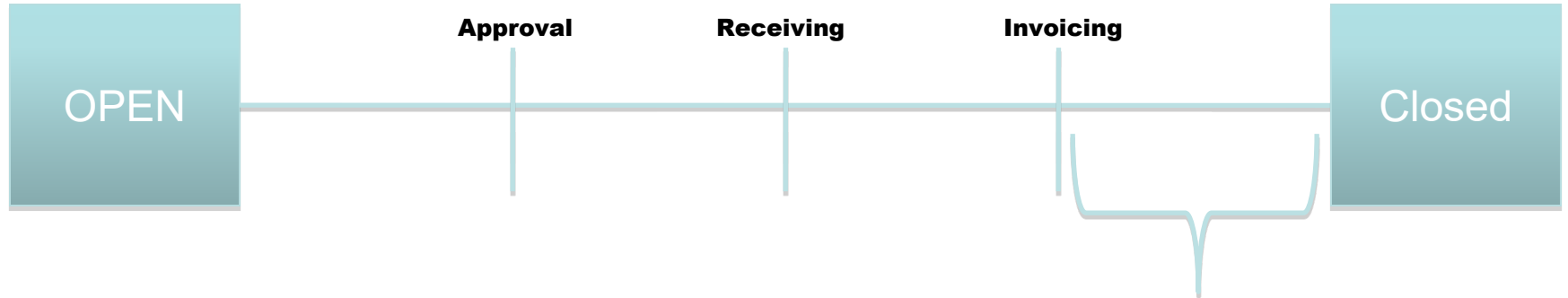
Approval **Receiving** **Invoicing**

OPEN

Closed

After Receiving

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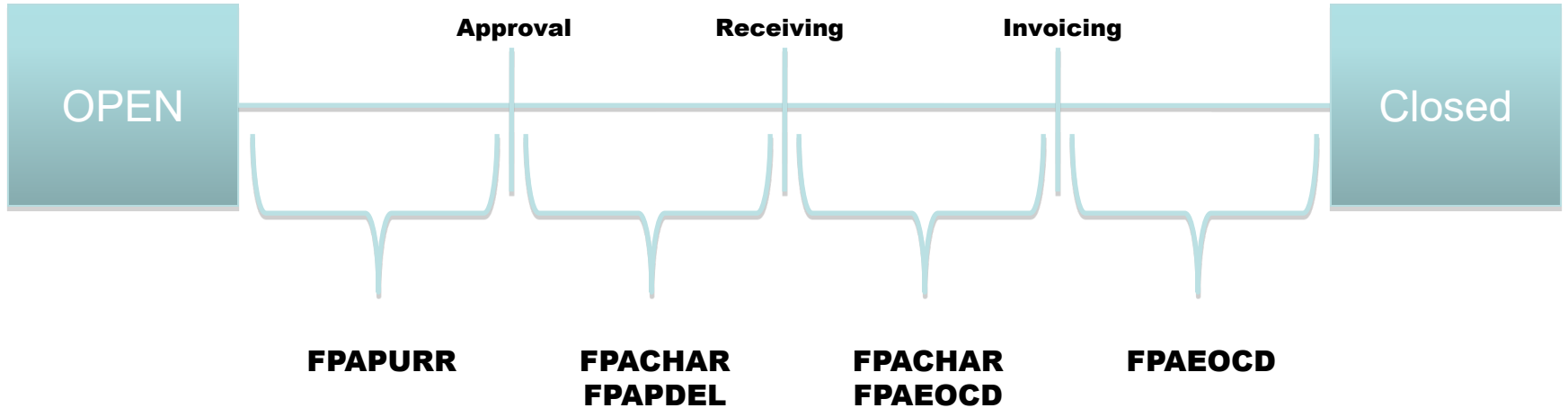- Check tolerances with AP
- Change Order only if needed

The Purchase Order Stages

OPEN

Approval   Receiving   Invoicing

Closed

Partial Invoicing

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

The Purchase Order Stages

Approval

Receiving

Invoicing

OPEN

Closed

FPAPURR

FPACHAR
FPAPDEL

FPACHAR
FPAEOCD

FPAEOCD

Questions or Comments?