MANUAL PENGGUNA

(USER MANUAL)

UNIVERSITI PENDIDIKAN SULTAN IDRIS

اونيۏرسيتي ڤنديديقن سلطان ادريس

SULTAN IDRIS EDUCATION UNIVERSITY

JABATAN BENDAHARI

PESANAN BELIAN

(PURCHASE ORDER)

UPSI (ISO)/BEN/P02/MP03

PINDAAN: 01

TARIKH: 1 JANUARI 2022

1. PURCHASE ORDER

1.1 Purchase Order

Purchase Order is one of the sub module in Purchasing. It captures and automates the entire purcase order (PO) application process. It was the first official offer issued by a buyer to a seller indicating types, quantities, and agreed prices for products or services. The details describe as below.

1.2 Purchase Order Entry and Verification for Cost Center (WUF001)

This screen allow user to view, add, edit and delete Purchase Order Application. User is allowed to fill in either manually or automatically (by Requisition Number). The details are **Figure 1** as follows.

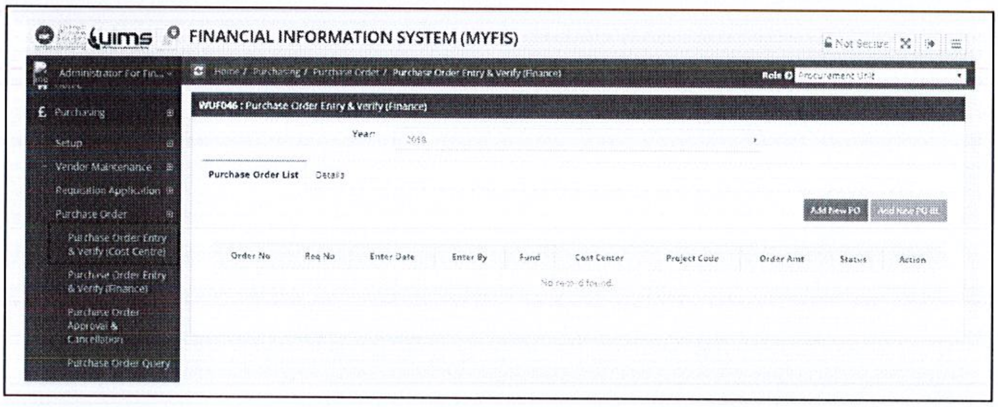

Figure 1 – Purchase Order Entry - Main page

1.2.1 Opening Manual Entry for Purchase Order Application Screen

1.2.1.1 Click **Procurement Unit** from the **Role** dropdown list.

1.2.1.2 Click on **Purchasing>Purchase Order>Purchase Order Entry & Verify** function. It will display the **Purchase Order Entry & Verify (Finance)** screen. See **Figure 1**.

1.2.2 Adding New Record Manually

1.2.2.1 Add Purchase Order Header

1. Click on **Add New PO** Add New PO button from **Purchase Order Entry & Verify (Cost Centre)** screen. It will bring up the Purchase Order Header as **Figure 2**.

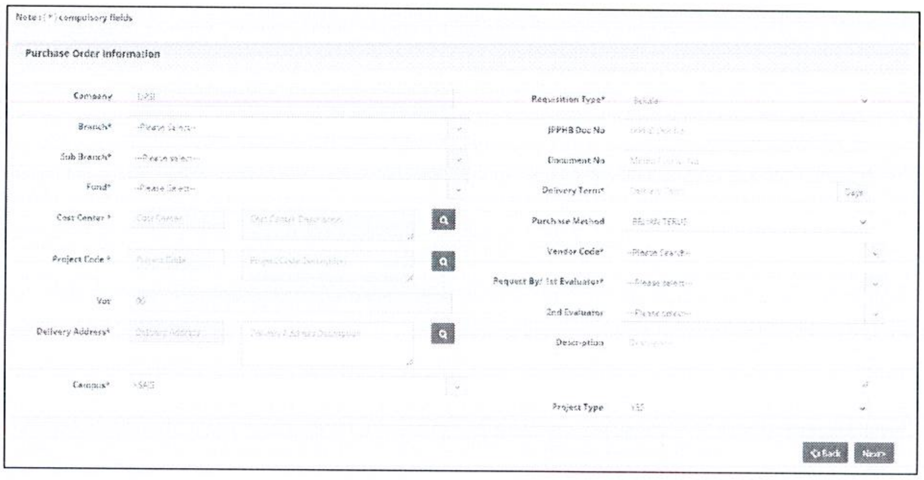

Figure 2 - Purchase Order Header

2. Key-in all the details for Purchase Order Header.

i. **Branch:** Select branch from the dropdown list
ii. **Sub Branch:**Select sub-branch from the dropdown list
iii. **Fund:** Select fund from the dropdown list
iv. **Cost Center:** Select cost center from the dropdown list (based on Fund)
v. **Project Code:** Select project from the dropdown list (based on Fund and Cost Center)
vi. **Delivery Address:** Select address from the dropdown list
vii. **Campus:** Select campus from the dropdown list
viii. **Requisition Type:** Select requisition type from the dropdown list
ix. **Document No:**Key-in document no
x. **Delivery Term:** Key in count off day to delivery **(NEW)**
xi. **Purchase Method:**Select purchase method from the dropdown list
xii. **Vendor Code:**Select vendor from the dropdown list
xiii. **Request By/ First Evaluator:**Select evaluator from the dropdown list
xiv. **Second Evaluator:**Select evaluator from the dropdown list
xv. **Description:**Key in description
xvi. **Project Type:**Project Type dropdown automatically will follow Fund Type

3. Compulsory data (*) is required.
4. Click **Next** button to save Purchase Order Header. It will display the **Detail Information Of New Purchase Order Header** screen. See **Figure 3**.

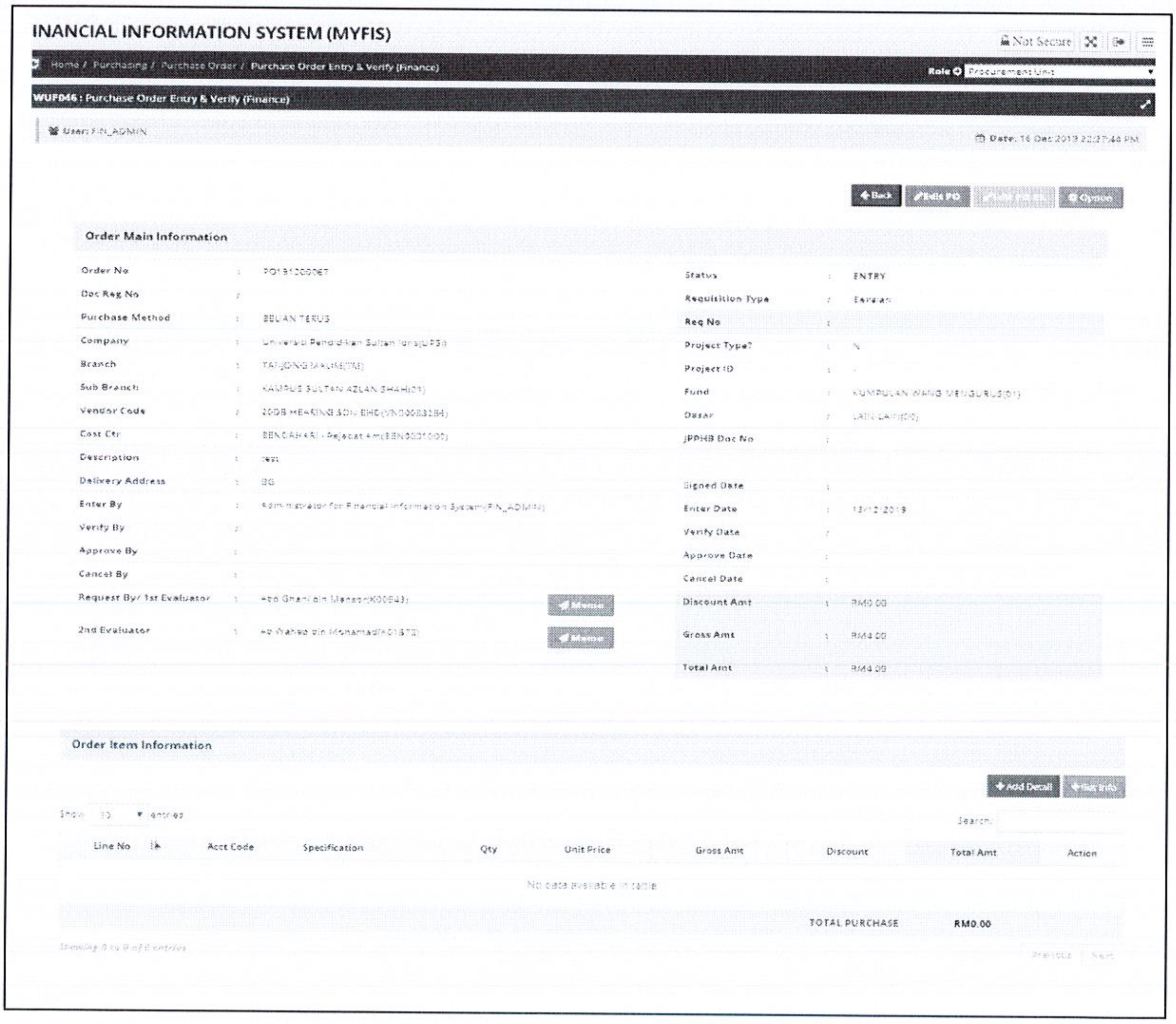

Figure 3 – Details of New Purchase Order Header

1.2.2.2 Edit Purchase Order Header

1. Click **Edit PO** Edit PO button (**Figure 4**) to update relevant information.
2. Click Save button to save and Close to return to original screen.

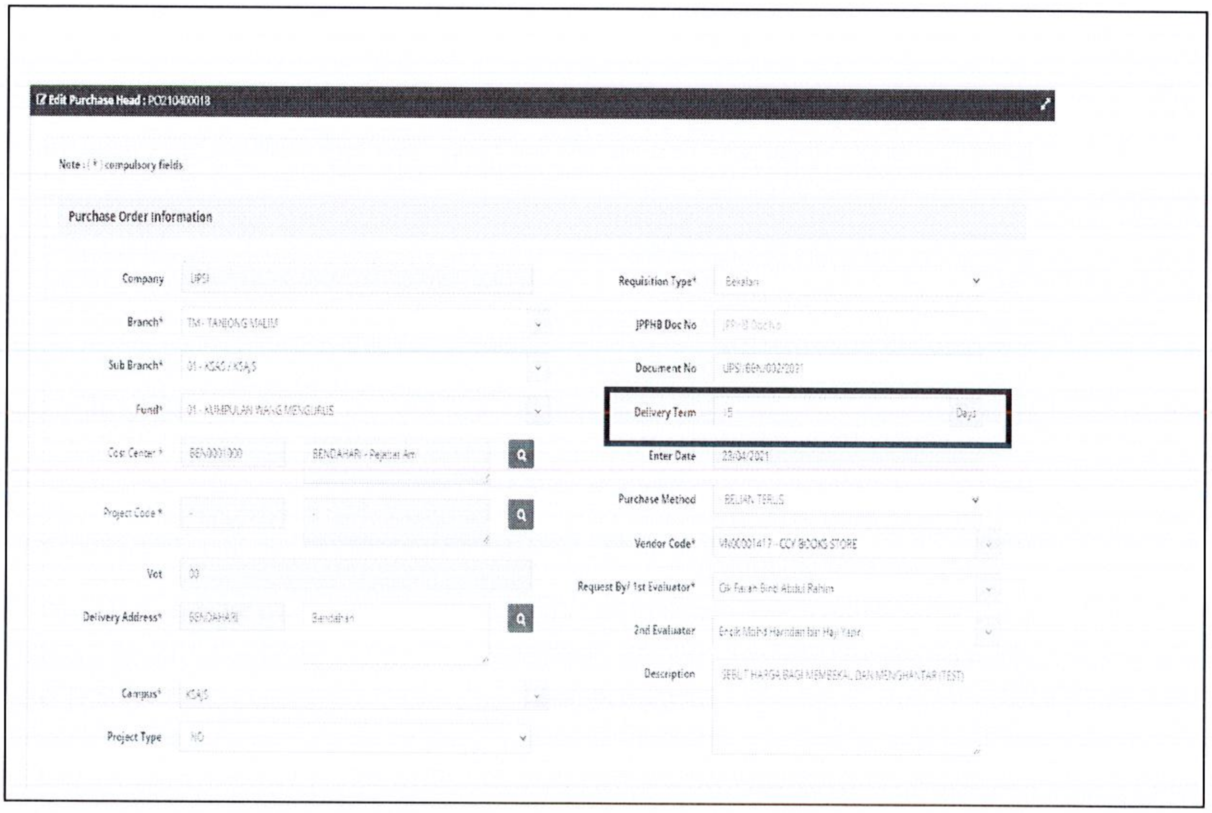

Figure 4 – Edit Purchase Order Header

1.2.2.3 Add Purchase Order Detail

1. Click on **Add Detail** +Add Detail from **Details of New Purchase Order Entry** screen. It will bring up to the **Add New Purchase Detail** Screen. See **Figure 5**.

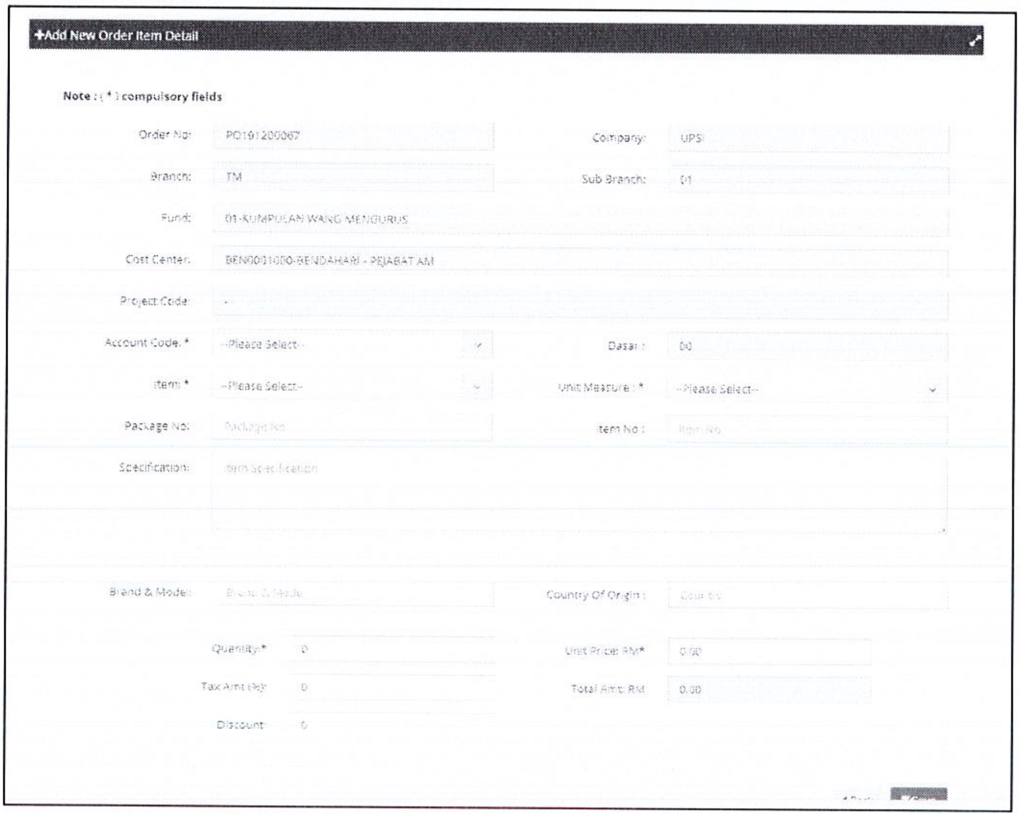

Figure 5 – Add Purchase Order Details

2. Key-in all the details for Purchase Order Details.
    i. **Account Code:** Select account code from the dropdown list
    ii. **Item:** Select item from the dropdown list
    iii. **Unit Measure:** Select unit measure from the dropdown list
    iv. **Package No:** Key in package no
    v. **Item No:**Key in item no
    vi. **Brand & Model:**Key in brand and model
    vii. **Country Of Origin:**Key in Country
    viii. **Quantity:**Key in quantity
    ix. **Unit Price:**Key in unit price
    x. **Tax Amt:**Key in tax amt (if any)
    xi. **Total Amount:**Will update by calculation (quantity times unit price)
    xii. **Discount:**Key in discount (if any)
3. Compulsory (*) is required.
4. Click **Save** button to save Purchase Order Detail. It will display the **Detail Information Of New Purchase Order** screen with new **Order Item Information (Figure 6)**.
5. Compulsory (*) is required.
6. Click **Save** button to save Purchase Order Detail. It will display the **Detail Information Of New Purchase Order** screen with new **Order Item Information (Figure 6)**.

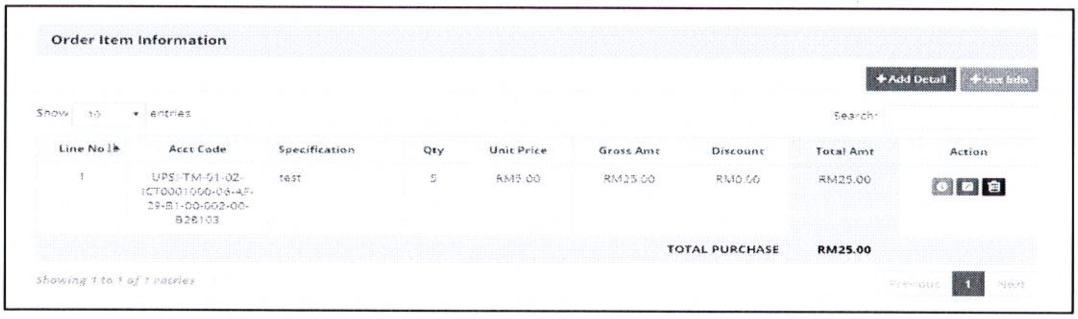

Figure 6 –New Purchase Order Detail

1.2.2.4 Edit Purchase Order Detail

1. Click **Edit** button **(Figure 7)** to update relevant information.
2. Click **Save** button to save and **Close** to return to original screen.

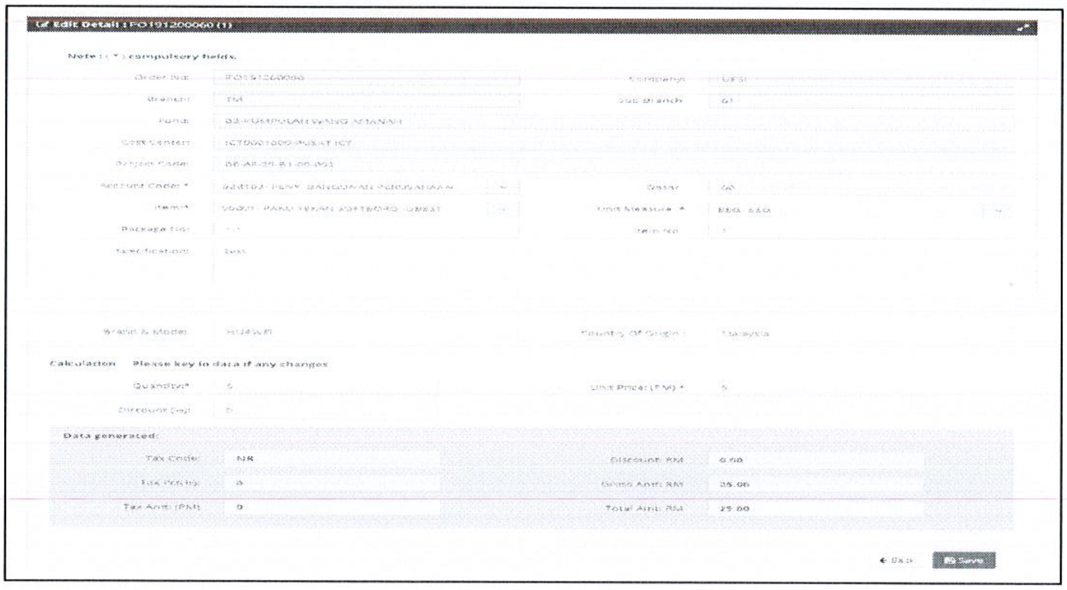

Figure 7–Update Purchase Order Detail

1.2.3 View Purchase Order Detail

1. Click **View** button (**Figure 8**) to see the details that have been recorded
2. Click the **Close** button to return to original screen.

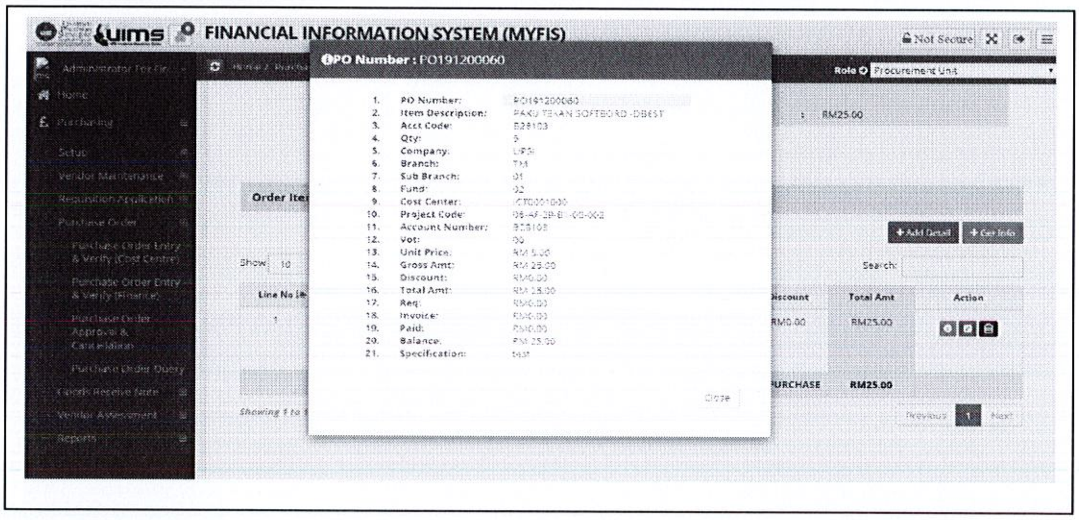

Figure 8–View Purchase Order Detail

1.2.3 Delete Purchase Order Detail

1. Click **Delete** button to delete the record. Verify the information to be deleted.
2. Click **Yes** button to delete and **Close** button to return to original screen.

1.2.4 View Budget

1. Click **Option button** Option from the **Purchase Order Details Screen (Figure 9)**.
2. Click **View Budget** button View Budget to view the budget. If the budget is more than Total Amount, the record can be verified.

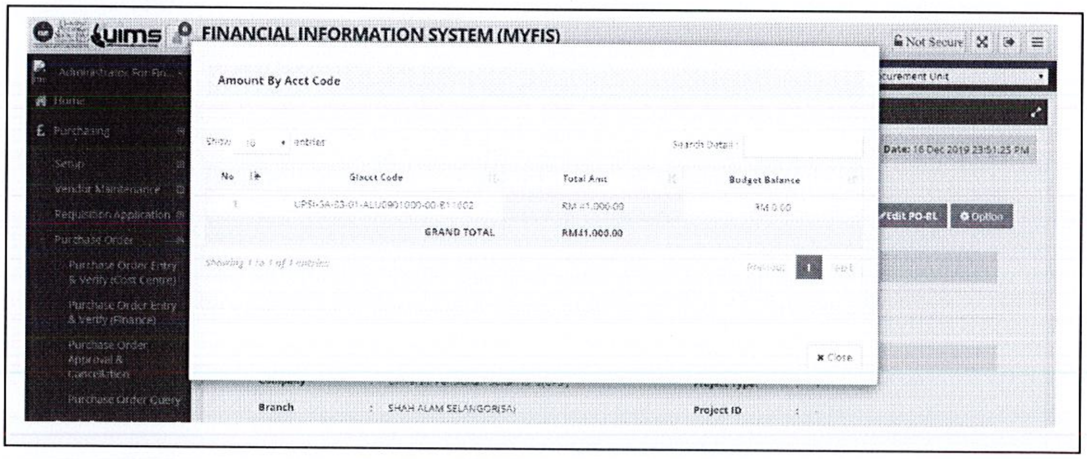

Figure 9 –View budget

1.2.5 Purchase Order Verification

1. Click **Option button** Option from the **Purchase Order Details Screen (Figure 10)**.
2. Click **Verify button** verify to verify record. If the budget is more than Total Amount, the record can be verified.

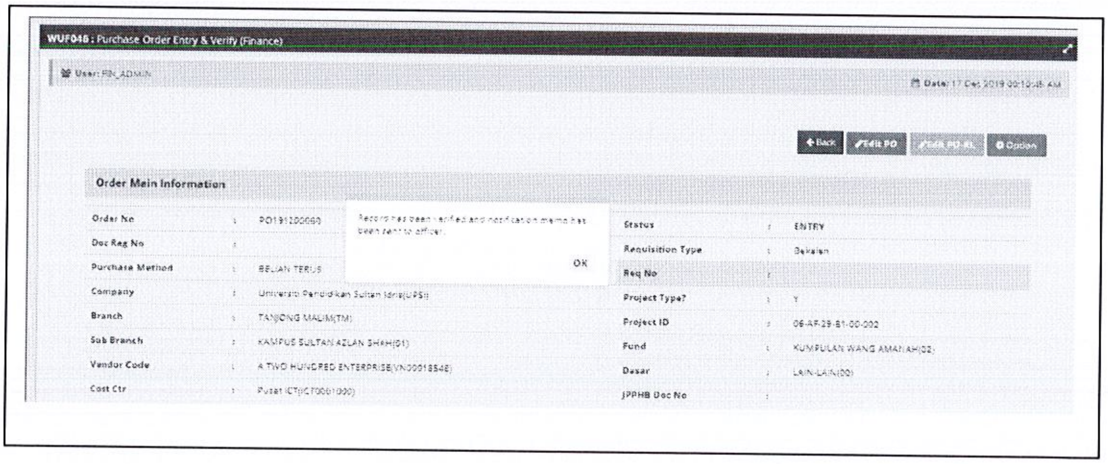

Figure 10 – Purchase Order Verification

1.3 Purchase Order Approval And Cancellation (WUF002)

This screen allow user to approve or cancel application of Purchase Order. The details are as follows.

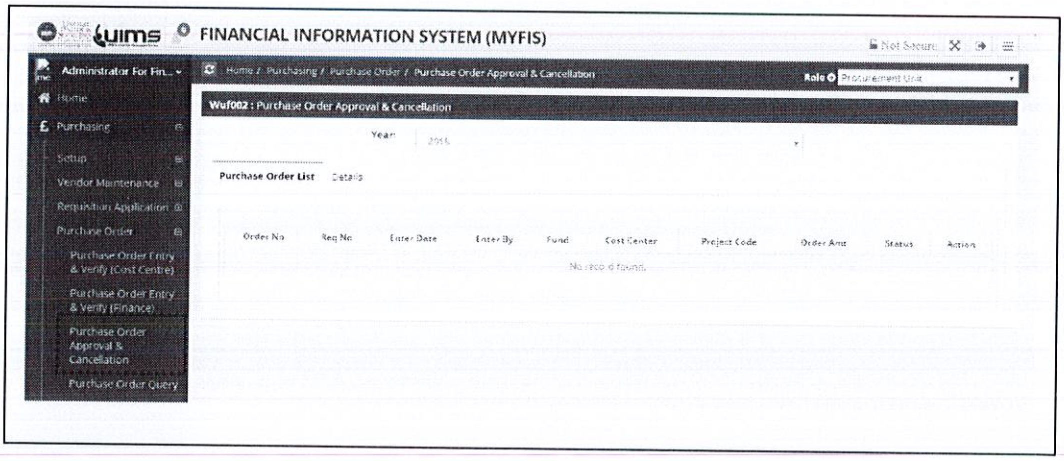

Figure 11 – Purchase Order Approval & Cancellation (WUF002) screen

1.3.1 Opening Approval & Cancellation Purchase Order Screen

1. Click **Procurement Unit** from the **Role** dropdown list.
2. Click on **Purchasing** >**Purchase Order** >**Purchase Order Approval & Cancellation** function. It will display the **Purchase Order Approval & Cancellation** screen. See **Figure 11**.
3. Click Year to find the record. See **Figure 11**.

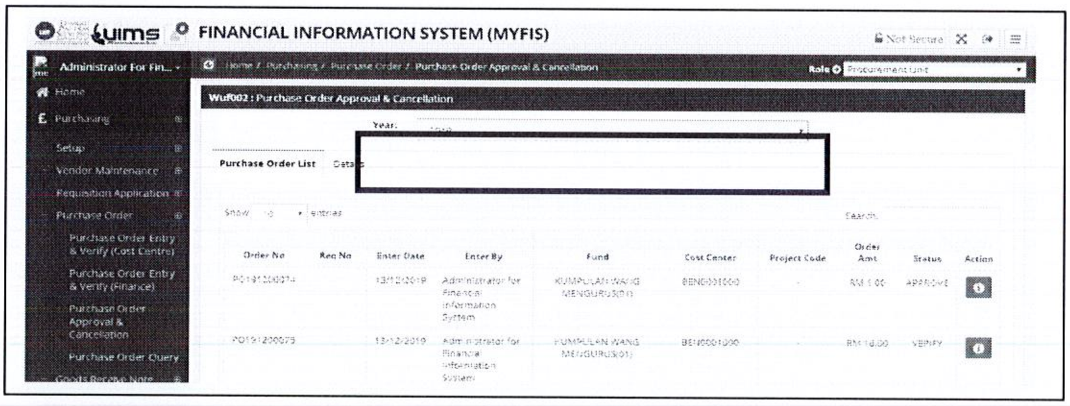

Figure 11 – search record

1.3.2 View Detail Purchase Order

1. Click on the **Detail** button to display the record.

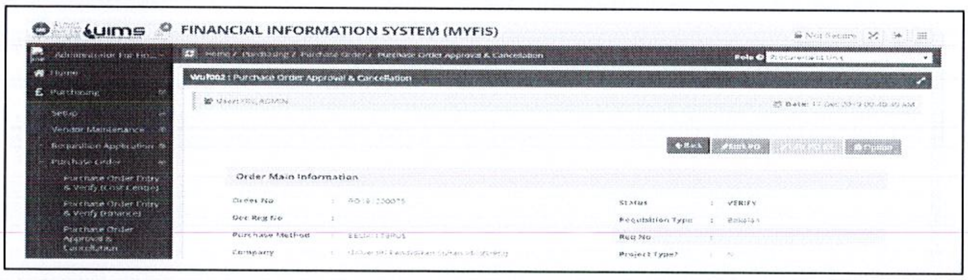

Figure 12 – view detail of Purchase Order

1.3.3 Purchase Order Approval

1. Click **Optionbutton** Option, then click **View Budgetbutton** View Budget to view the budget of the application.

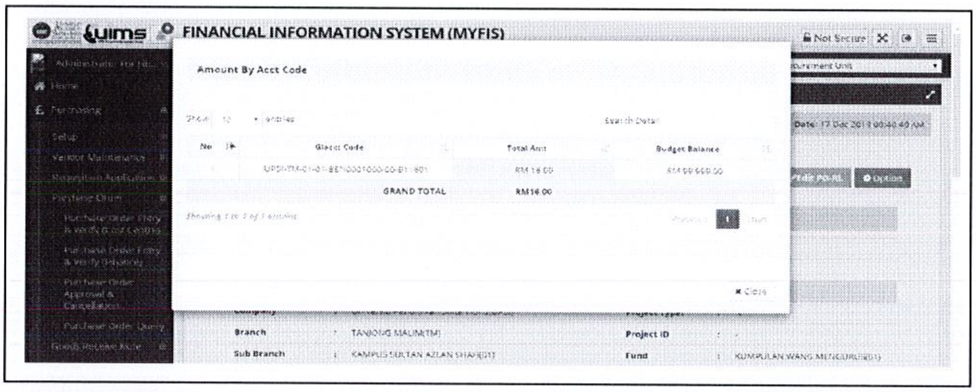

Figure 13 – View budget of Purchase Order

2. If the budget is greater than total amount, the record can be proceed to approve.
3. Click at the **Option**button Option again, and click **Approve button** Approve.
4. Click the **Yes** button to confirm approval or **Cancel** to cancel the approval

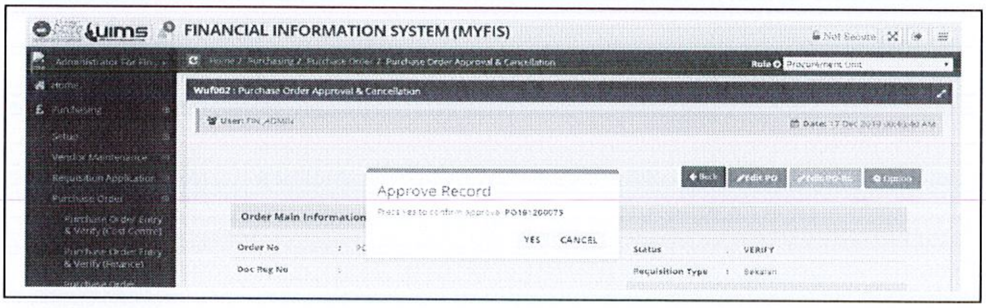

Figure 14 –Purchase Order Approval

1.3.4 Purchase Order Cancellation

1. Click at the **Option button** Option and then click the **Cancel button** Cancel to proceed the cancellation process.
2. Click the **Yes** button to confirm cancellation or **Cancel button** to cancel the process.
3. View budget by **View Budget** button to make sure the cancellation is success.

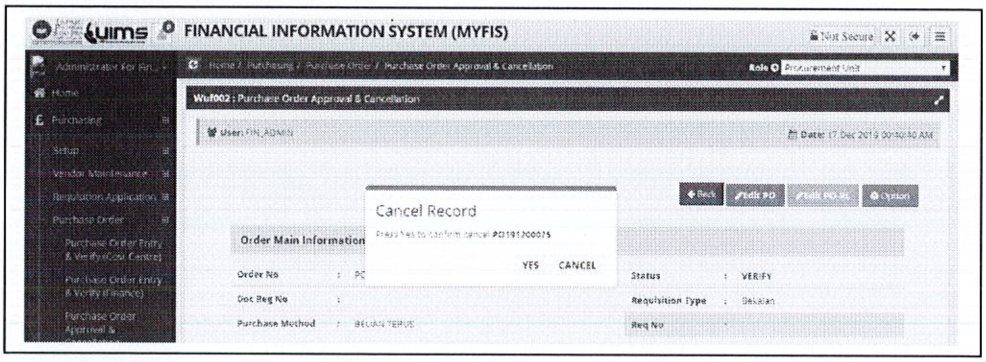

Figure 15 –Purchase Order Cancellation

1.3.5 Purchase Order Completion

1. Click at the **Option button** Option and then click the **Complete button** Complete to proceed the completion process.
2. Click the **Yes** button to confirm completion or **Cancel button** to cancel the process.
3. This button is only available for department='BENDAHARI' and status='APPROVE'.

1.4 Purchase Order Query (WUF515)

This screen allow user to view all detail of each Purchase Order Application from all status.

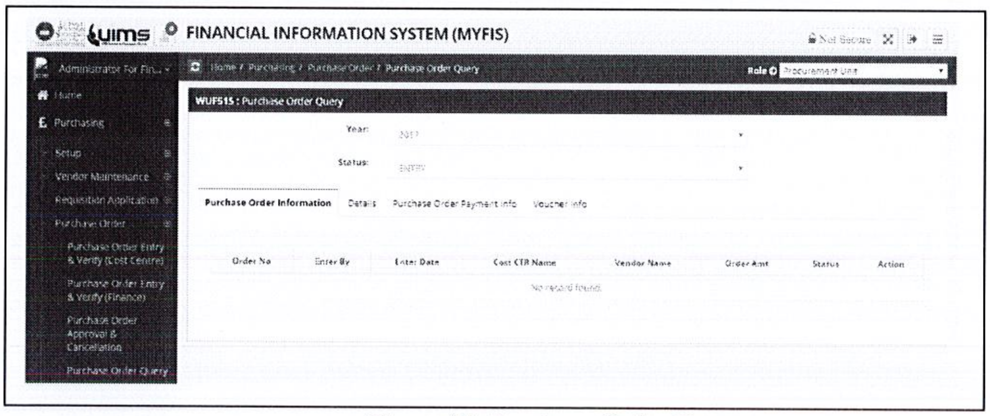

Figure 16–Purchase Order Query

1.4.1 Opening Purchase Order Query Screen

1. Click **Procurement Unit** from the **Role** dropdown list.
2. Click on **Purchasing** >**Purchase Order** >**Purchase Order Query** function. It will display the **Purchase Order Query** screen. See **Figure 17**.
3. Click **Year** or **Status** to find the record.

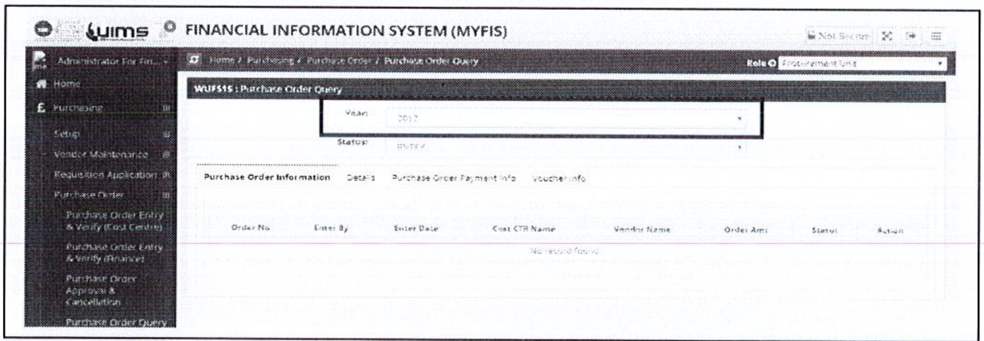

Figure 17–Purchase Order Query

1.4.2 View Detail Purchase Order

Click on the **Detail** button Details to display the record.

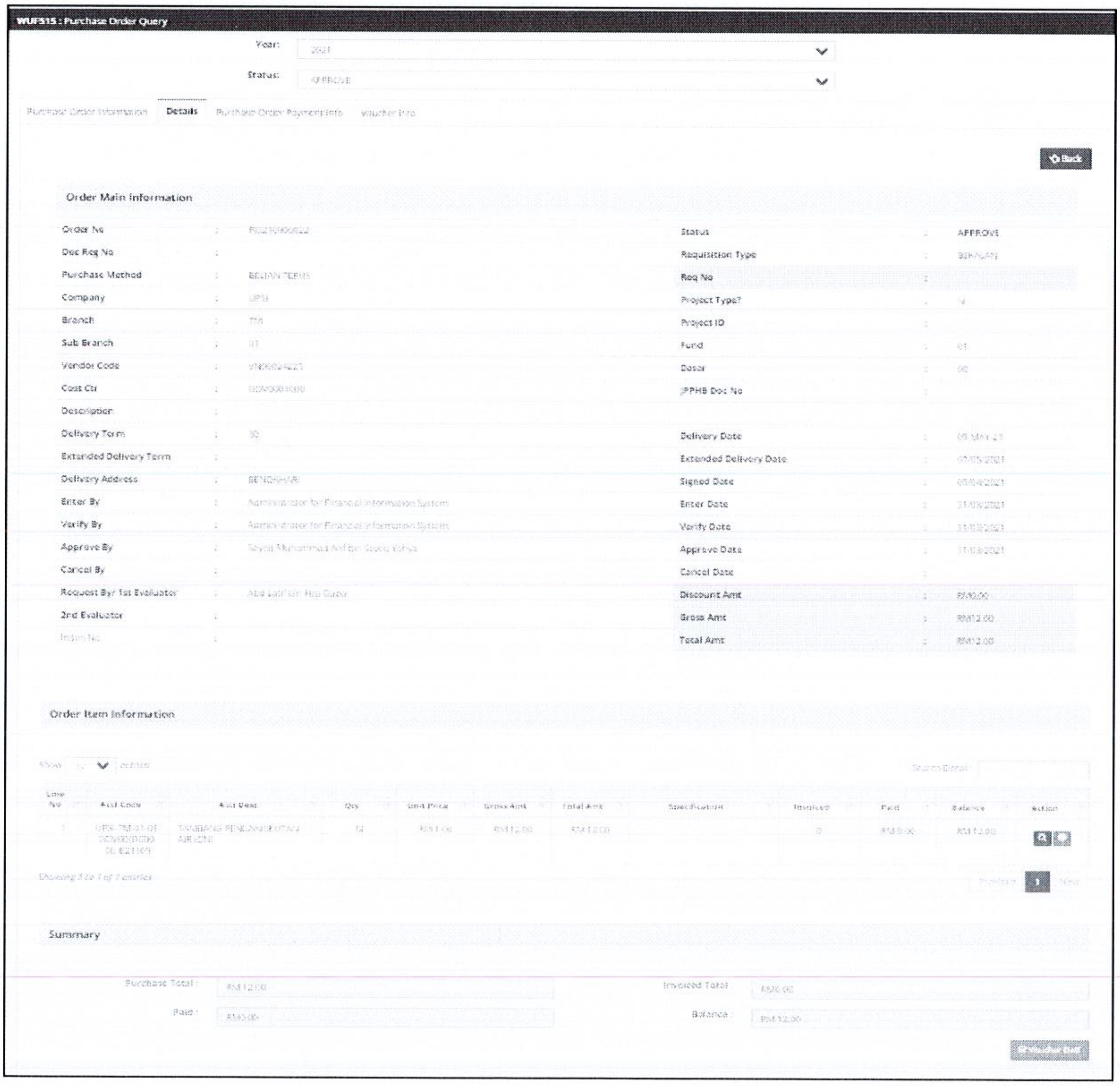

Figure 18 – view detail of Purchase Order Query