



Purchasing Quick Tip for Creating TBD Distribution Lines



Create a Purchase order that crosses SFY

- Single Line of Funding
- 12 Months
 - o 01/01/2009-012/31/2009
 - o FY 09-10

PO Line

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	*UOM	Category	Price
1	07255120067			Deluxe Telephone,		12	MOR	07255120	50.00

PO Schedule

- Create two schedules
 - o One for FY 09
 - o One for FY 10
 - Due date is the beginning of the FY.
 -

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
1	01/01/2009	45217	6.0000	50.00000	300.00	Active
2	07/01/2009	45217	6.0000	50.00000	300.00	Active

PO Distribution Line 1-1-1 FY 09

Dist	Status	Percent	PO Qty	Amount	Currency	*GL Unit	*Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	Oper Unit
1	Open	100.0	6.0000		300.00 USD	09000	531130		1000	19901	1000001	09	

PO Distribution Line 1-2-1 FY10

Dist	Status	Percent	PO Qty	Amount	Currency	*GL Unit	*Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	Oper Unit
1	Open	100.0	6.0000		300.00 USD	09000	TBD		1000	10001	1000001	10	



Copy PO to Voucher

Voucher Copy Worksheet

Select	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	PO Price	Amount Only	Receiving Required	Ve
<input type="checkbox"/>	1		1 07255120067	Deluxe Telephone, Mobile Porta	6.0000	MOR	50.00000	300.00	USD	6.0000	MOR	50.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1		2 07255120067	Deluxe Telephone, Mobile Porta	6.0000	MOR	50.00000	300.00	USD	6.0000	MOR	50.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

The AP user can select the 09 funding line and input the invoice Quantity.

Select	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	PO Price	Amount Only	Receiving Required	V
<input checked="" type="checkbox"/>	1		1 07255120067	Deluxe Telephone, Mobile Porta	1.0000	MOR	50.00000	300.00	USD	6.0000	MOR	50.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1		2 07255120067	Deluxe Telephone, Mobile Porta	6.0000	MOR	50.00000	300.00	USD	6.0000	MOR	50.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Voucher

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Quantity	07255120	Deluxe Telephone, Mobile	1.0000	MOR	50.00000	50.00

Ship To: 45217 SpeedChart

Use One Asset ID Force Price

Override PO %
Allocate by %

Purchase Order & Receiver Info Associate Receiver(s)

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	Percent	Amount	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	Oper Unit	CFDA#
				1	100.0000	50.00	1.0000	09000	531130	1000	19901	1000001	09		

- Notice the TBD did not copy to the voucher
- The AP user does not need to make any changes to the distribution line.



Create a Purchase order that crosses SFY

- Multiple Lines of Funding
- 12 Months
 - 01/01/2009-012/31/2009
 - FY 09-10

PO Line

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	*UOM	Category	Price
1	07255120067			Deluxe Telephone,		12	MOR	07255120	50.00

PO Schedule

- Create two schedules
 - One for FY 09
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 - Due date is the beginning of the FY.

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
1	01/01/2009	45217	6.0000	50.00000	300.00	Active
2	07/01/2009	45217	6.0000	50.00000	300.00	Active

PO Distribution Line 1-1-1 FY 09

*Distribute by: Amount Schedule Qty: 6.0000
 Merchandise Amt: 300.00 USD
 SpeedChart: Multi-SpeedCharts Doc. Base Amount: 300.00 USD

Dist	Status	Percent	Amount	Currency	*GL Unit	*Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref
1	Open	25.00	75.00	USD	09000	531130		1000	19901	1000001	09
2	Open	25.00	75.00	USD	09000	531130		1000	19901	1000007	09
3	Open	25.00	75.00	USD	09000	531130		1000	19901	1000008	09
4	Open	25.00	75.00	USD	09000	531130		1000	19901	1000009	09

OK Cancel Refresh



PO Distribution Line 1-2-1 FY 10

*Distribute by: Schedule Qty: 6.0000
 Merchandise Amt: 300.00 USD
 SpeedChart: [Multi-SpeedCharts](#) Doc. Base Amount: 300.00 USD

Distribution

Chartfields [Details/Tax](#) [Asset Information](#) [Req Detail](#) [Statuses](#)

Dist	Status	Percent	Amount	Currency	*GL Unit	*Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref
1	Open	25.00	75.00	USD	09000	TBD		1000	10001	1000001	10
2	Open	25.00	75.00	USD	09000	TBD		1000	10001	1000007	10
3	Open	25.00	75.00	USD	09000	TBD		1000	10001	1000008	10
4	Open	25.00	75.00	USD	09000	TBD		1000	10001	1000009	10

OK Cancel Refresh

Copy PO to Voucher

Voucher Copy Worksheet

Select	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	PO Price	Amount Only	Receiving Required
<input type="checkbox"/>	1		1 07255120067	Deluxe Telephone, Mobile Porta	6.0000	MOR	50.00000	300.00 USD		6.0000 MOR		50.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1		2 07255120067	Deluxe Telephone, Mobile Porta	6.0000	MOR	50.00000	300.00 USD		6.0000 MOR		50.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The AP user can select the 09 funding line and input the invoice Quantity

Select	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	PO Price	Amount Only	Receiving Required
<input checked="" type="checkbox"/>	1		1 07255120067	Deluxe Telephone, Mobile Porta	1.0000	MOR	50.00000	300.00 USD		6.0000 MOR		50.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1		2 07255120067	Deluxe Telephone, Mobile Porta	6.0000	MOR	50.00000	300.00 USD		6.0000 MOR		50.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Voucher

Override PO %
Allocate by %

Purchase Order & Receiver Info Associate Receiver(s)

Distribution Lines

GL Chart Exchange Rate Statistics Assets

	Percent	Amount	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref
1	25.0000	75.00	1.5000	09000	531130		1000	19901	1000001	09
2	25.0000	75.00	1.5000	09000	531130		1000	19901	1000007	09
3	25.0000	75.00	1.5000	09000	531130		1000	19901	1000008	09
4	25.0000	75.00	1.5000	09000	531130		1000	19901	1000009	09

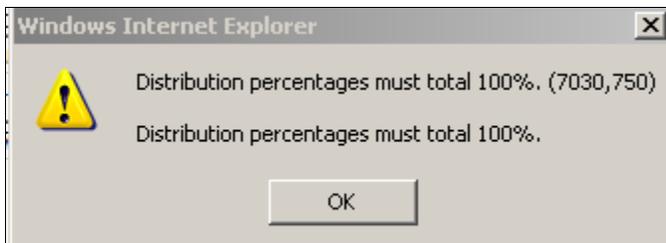
The AP user will click the **Allocate by %** button.

Distribution Lines

GL Chart Exchange Rate Statistics Assets

	Percent	Amount	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref
1	25.0000	12.50	0.2500	09000	531130		1000	19901	1000001	09
2	25.0000	12.50	0.2500	09000	531130		1000	19901	1000007	09
3	25.0000	12.50	0.2500	09000	531130		1000	19901	1000008	09
4	25.0000	12.50	0.2500	09000	531130		1000	19901	1000009	09

The voucher distribution line will be updated based upon the PO percentage allocation. If the user had to delete a line such as "TBD" or another "FY", they would receive an error message



The AP user would then manually allocate the cost to each distribution lines which would no longer match the PO distribution lines.



CORE Oklahoma

Quick Tips

Distribution Lines											
GL Chart Exchange Rate Statistics Assets											
		<u>Percent</u>	<u>Amount</u>	<u>Quantity</u>	<u>*GL Unit</u>	<u>Account</u>	<u>Sub-Account</u>	<u>Fund Type</u>	<u>Class-Funding</u>	<u>Dept</u>	<u>Bud Ref</u>
+ -	1	25.0000	25.00	0.5000	09000	531130		1000	19901	1000001	09
+ -	2	25.0000	12.50	0.2500	09000	531130		1000	19901	1000007	09
+ -	3	25.0000	12.50	0.2500	09000	531130		1000	19901	1000008	09

This example was based upon the use of TBD, but this will also apply anytime a PO schedule contains multiple FYs.

- This will allow AP users to create a PO voucher easier.
- This will allow PO users to create PO change orders easier.
- This will allow PO users to close out lapsed funding in a timely manner.