UNIVERSITY OF ILLINOIS SYSTEM

Purchase Orders Training Document

May 2025

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Overview

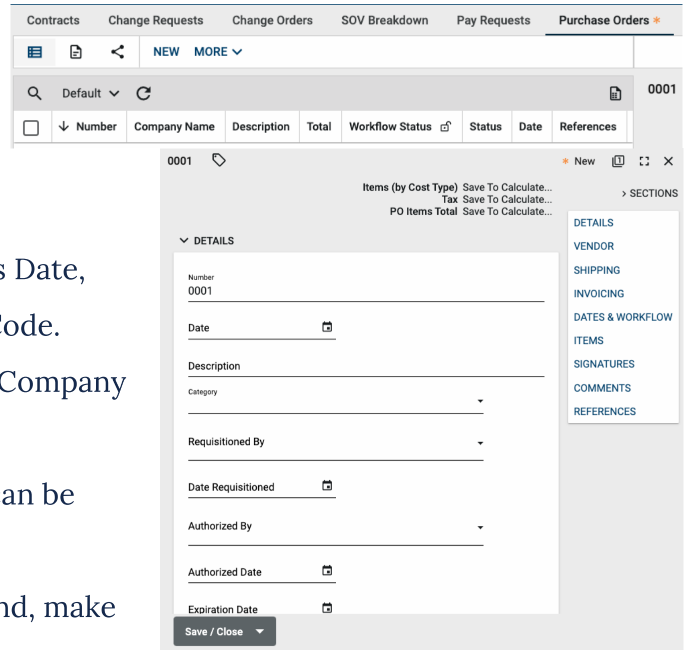
The Expense Purchase Orders application allows the user to create and manage a Purchase Order from your downstream Vendors and Contractors.

The system will track the Schedule of Values for the Purchase Order. Cost amounts are tracked in Work Breakdown according to status.

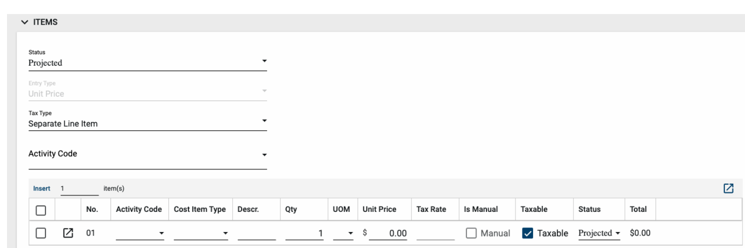
To access the Expense Purchase Orders application, please open the Apps repository. Under the Cost Management suite of applications click on Expenses. This will launch the Expenses Applications which will include:

- Contracts
- Change Requests
- Change Orders
- Pay Requests
- **Purchase Orders**
- Purchase Order Change Orders
- Invoices

Create a Purchase Order

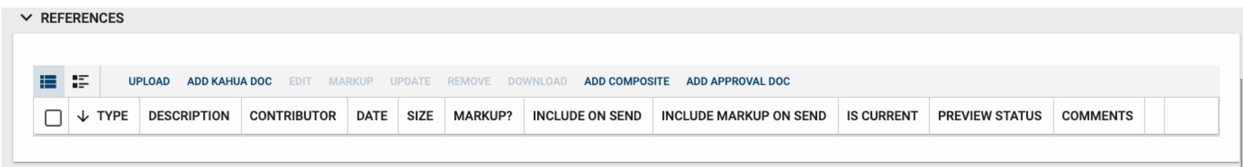


1. To create a new Purchase, select the **Purchase Orders** tab, then click the **New** button to open a new Purchase Order.
2. A new form will open on the right side of the screen.
3. Populate the Purchase Order Details such as Date, Description, Requisitioned By, and Charge Code.
4. In the Vendor section, you must record the Company the Purchase Order was issued to.
   a. The Company Name drop down list can be used to search for the Company.
      i. If the desired Company is found, make sure to choose the appropriate Company Name and Office Name corresponding to the Banner vendor used on the Purchase Order from the available choices.
      ii. They will start with Banner followed by an underscore and then the combination of Banner Address Type Code and Sequence Number will populate automatically.
   b. If the Company is not found in the drop-down list, send an email to the Kahua Administrator distribution list with the Name and Banner ID of the Company to be added. That Company record will be brought into Kahua from the Vendor Services Application.
5. To add purchase order line items, navigate to the Items grid in the Items section.
   a. To add multiple line items, enter the number of lines you will need in the space and click **Insert**.



   b. Select the applicable cost codes and fill out the remaining details regarding this record.
   c. **<u>Note</u>**: The Kahua Activity Code is the same as the FCPWeb Activity Code.
   d. To view the Purchase Order Items in further detail, click the more details icon.
      i. This view allows for additional detail, such as the Scope of Work, Notes, and additional Comments, to be added to the item.
      ii. Use the Previous and Next action buttons to sort through the Items if needed.
      iii. Click **Done** once details have been added.

6. Documents can be attached to the record under the References section. The user can either:



   a. **Upload** a document saved on their computer.
   b. **Add Kahua Doc** to reference a document that is stored within Kahua's File Manager application.
   c. **Add Approval Doc** which is used anytime a record is being routed for Review or Signature.

7. Once all details have been filled out, click **Save/Close**.

Purchase Order Action Buttons

Once the fields within the record have been completed and saved, the users can select from several actions:

- **Send** – Use messaging to send record details to others (NOT to be confused with a workflow)
- **Edit** – Update and maintain the record
- **View** – This action button displays the Portable View (document view)
- **Delete** – Select this action button to delete a record (typically permission based, so all may not see this)
- **History** – All updates/changes are tracked

Send

- Do not confuse **Send** with using the workflow buttons in any application
- Documents can be sent via a message within Kahua to either existing Kahua users or users outside of Kahua by entering their email address and clicking **Enter**
- The documents are treated as attachments, and the message can be copied to the **Communications** application by checking the box

Edit

- The record can be updated as needed during the process
- If the document is out for Review or Signature, **Edit** will not be available

View

- Records can be viewed as a Portable View in which a PDF version of the data is generated and can be printed out. Select the **PDF Icon** to generate a printable PDF version of the document

History

- The **History** action button provides details regarding all activity (Creation, Updates, Saves, etc.) performed on the record
- To see specific details related to the updates made, click the View Edit button

Approve a Purchase Order

1. As Purchase Orders will be used as a form of Data Entry, there are no Workflows Configured for the application.
2. All Purchase Orders will need to be Set to Approved manually.
    a. Set the status manually by using the 'Set To' button at the bottom of the record.
    b. The options are Set To Projected, Pending, Approved, or Approved & Lock.
    c. The selection will determine where the values are on the Work Breakdown.