PURCHASE ORDERS

Upload Purchase Orders from a Spreadsheet PO-775

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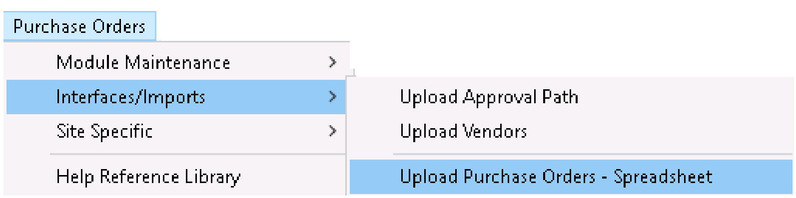
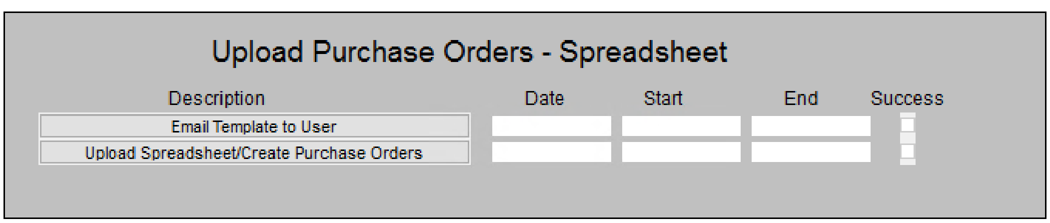
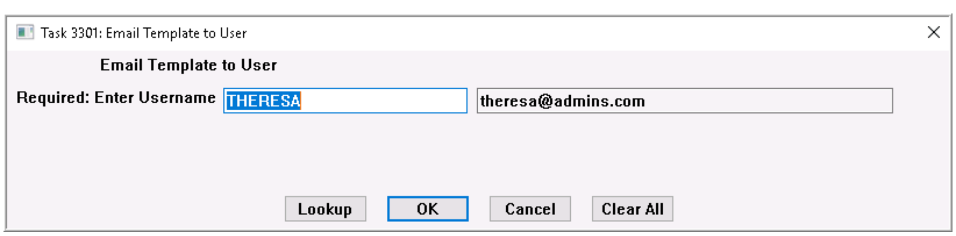
1. ACCESS THE UPLOAD PURCHASE ORDERS - SPREADSHEET STEPS MENU





2. EMAIL TEMPLATE TO USER

The first button on the steps menu will email an Excel® spreadsheet to the user specified in the prompt. The system requires that the user be an AUC user; the username may be selected from a lookup or entered directly.



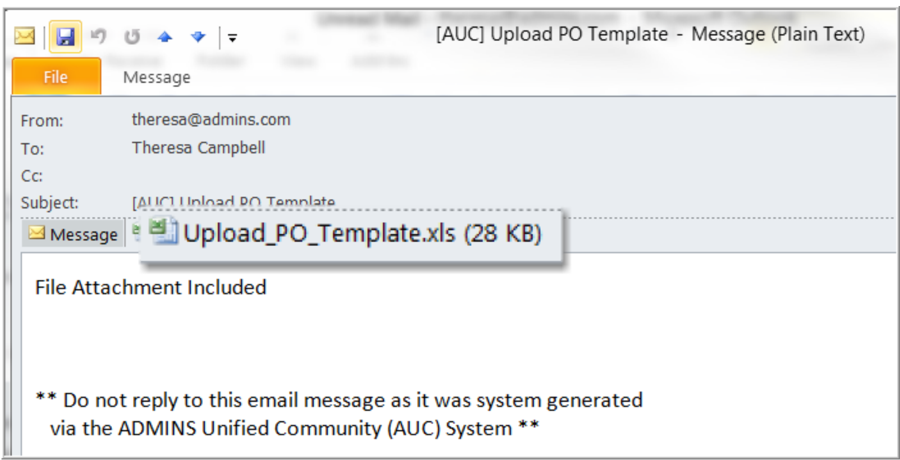
If a staff member is doing data entry, but does not have an AUC user name, an AUC user may forward the template to the staff member without AUC access. (This may happen, for example, if there are volunteers working in the office and assisting with data entry, who may use Excel® but are not trained in AUC and for whom access to the AUC financial system would be inappropriate.)

The email will arrive with a subject line of **[AUC] Upload PO Template**:

2.1. Open the Email and Save the Template as a .csv file

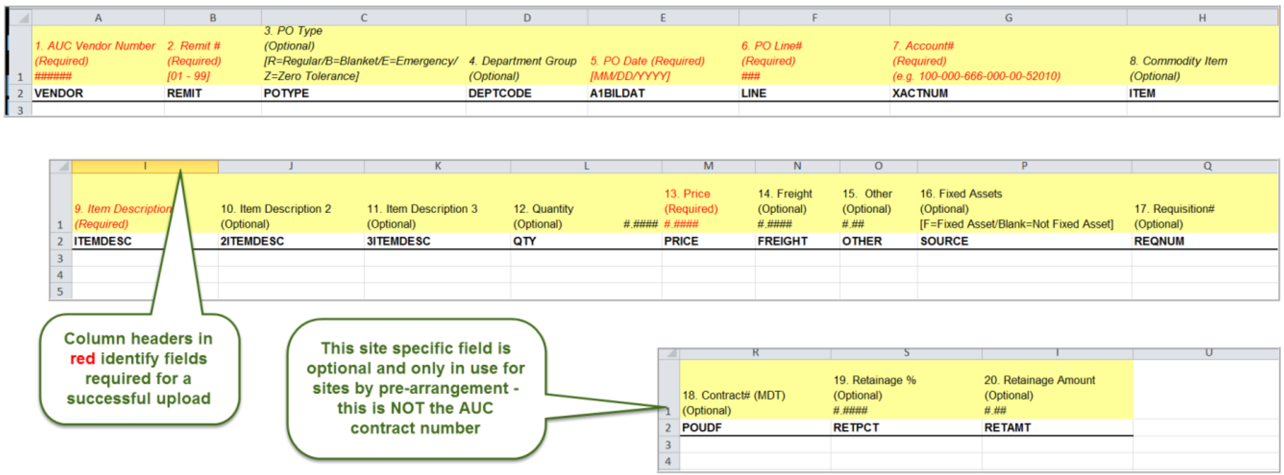
Open the email and download and save the template to a location that is available from the desktop where the data entry is being done.

It is most important that when data entry is complete the *.csv file is saved to a location that the user performing the upload can access from the AUC server. See section 5.1.



2.2. Open the Template Spreadsheet

Opening the template file shows the 20 columns that may be used to upload purchase order data.



3. ENTER PURCHASE ORDERS INTO THE EXCEL® SPREADSHEET TEMPLATE

Each column is described in the table that follows.

Column Label	Description
1. Vendor#	Required – must be a valid vendor# in AUC. If a new vendor is required, the vendor must be created in the usual manner prior to the upload
2. Remit#	Required – must be a valid Vendor Remit in AUC. If a new remit address is required it must be created prior to the upload
3. PO Type	Optional – if left blank the Purchase Order will be set to the default PO type from the User Profile (if there is no default on the user profile, the department profile default will be used). Can be changed after the upload if required
4. Department Group	Optional – if left blank the system will set PO to the department group of the person who is performing the upload – can be changed after the upload if required. Any department group entered must be a valid department group. If the user performing the upload does not have access to the department group, then the user will not see the PO once it has been created. The user performing the upload should have access to all department groups used in the file. This department group will also set the approval path, delivery and invoice address from the department group settings (or from the system profile if department group has no default set). If the department group is changed on the Purchase Order after the upload – this will also change the Approval path, Delivery and Invoice addresses.

5. PO Date

Required – must be within range of the current date minus 365 days or the current date plus 180 days.

6. PO Line#

Optional. This is the Line on the Purchase Order.
If left blank – it will indicate that each line in the spreadsheet is a NEW PO

If a multi-line PO is to be uploaded– this must be filled in (this example is for a 4 line PO):

	A	B	C	D	E	F	G	H	I
1	1. AUC Vendor Number (Required)	2. Remit # (Required) [01	3. PO Type (Optional)	4. Department Group (Optional)	5. PO Date (Required) [MM/DD/YYYY]	6. PO Line# (Required) ###	7. Account# (Required) (e.g. 100-000-666-000-00-52010)	8. Commodity Item (Optional)	9. Item Description 1 (Required)
2	VENDOR	REMIT	POTYPE	DEPTCODE	A1BILDAT	LINE	XACTNUM	ITEM	ITEMDESC
3	000672	01			7/9/2018	1	1000-163-0000-001-00-00-52020		first line of this multi-line purchase order
4	000672	01			7/9/2018	2	1000-300-2110-620-09-00-54090		second line of multi-line po
5	000672	01			7/9/2018	3	1000-300-4110-601-09-00-54090		third line of multi-line po
6	000672	01			7/9/2018	4	1000-300-1210-601-09-00-54090		last or fourth line

NOTE: only enter a line number if multiple lines are for a single PO; otherwise leave the line # blank

NOTE: if adding multiple lines – they MUST be entered into the spreadsheet one after the other in sequence. Leaving a gap in the numbering will indicate to the system that a new purchase order number should be used.

7. Account#

Required – must be a valid account in the General Ledger Chart of Accounts – new accounts cannot be added here. If a new account is needed it must be added in the usual manner prior to using the account in the upload file.

8. Commodity item

Optional –commodity items are used to identify frequently used items or items that may be analyzed to show usage or purchase patterns.

9. Item Description 1

Required – description of the item to purchase

10. Item Description 2

Optional – if more space is needed for description

11. Item Description 3

Optional – if more space is needed for description

12. Quantity

Optional – this is a quantity based system. If not purchasing and paying for specific quantities leave this blank.

Only enter a quantity if purchasing and paying by quantity.

If payments will not be made for a fixed dollar amount that matches the PO price, leave the quantity blank.

13. Price

Required – Price of the Item. No negatives allowed. If quantity is not entered then the price should be the entire amount to encumber for this line; if quantity is entered then the price should be individual price per unit.

14. Freight

Optional – no negatives allowed

<table>
<tr><td>15. Other</td><td>Optional – negatives can be entered (for say a discount) but the overall Line amount [Price * Quantity + Freight + Other] cannot be negative
<table>
<tr><th></th><th>Price</th><th>Quantity</th><th>Freight</th><th>Other</th><th>Line Total</th><th></th></tr>
<tr><td></td><td>50</td><td>2</td><td>10</td><td>-20</td><td>90</td><td>Correct</td></tr>
<tr><td></td><td>50</td><td>2</td><td>10</td><td>-120</td><td>-10</td><td>Error</td></tr>
<tr><td>i.e.,</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
</table></td></tr>
<tr><td>16. Fixed Assets</td><td>Optional – indicates if this is a fixed assets item. Enter F if this is a fixed asset or leave blank if this is not a fixed asset</td></tr>
<tr><td>17. Requisition#</td><td>Optional –When available a requisition# up to 10 characters may be referenced on the PO. (Note: this is found on the ITEM tab of the PO entry screen)</td></tr>
<tr><td>18. Contract# (MDT)</td><td>Optional – this allows a site to enter the contract# associated with the PO. Can enter up to 40 characters for the contract# (Site specific option may not apply to all sites– this is not the AUC contract number.)</td></tr>
<tr><td>19. Retainage %</td><td>Optional – percentage to be withheld when making payments for this PO. Cannot enter both a Retainage % and amount –mutually exclusive.</td></tr>
<tr><td>20. Retainage Amount</td><td>Optional – Amount to be held as retainage when paying this PO. . Cannot enter both a Retainage % and amount –mutually exclusive</td></tr>
</table>

Purchase orders that reference AUC Bids or Contracts may not be created via this method. The error checking for balances, amounts, and quantities required when creating purchase orders from Bids or Contracts built into the AUC system ensures that limits set by these agreements are respected.

4. SAVE THE EXCEL® FILE AS .CSV FORMAT

Save the file with the purchase orders to be uploaded as a .csv file in a location that may be accessed from the AUC server. Consult the local IT department for the proper location to save this file. File paths and filenames should not contain spaces. The combined path and filename should not exceed 80 characters.

5. UPLOAD SPREADSHEET/CREATE PURCHASE ORDERS

5.1. Retrieving the CSV File and the Name Specification

Enter the full path and name of the .csv file in the Upload prompt. Use the Lookup to find the file instead of typing in the full path and file name.

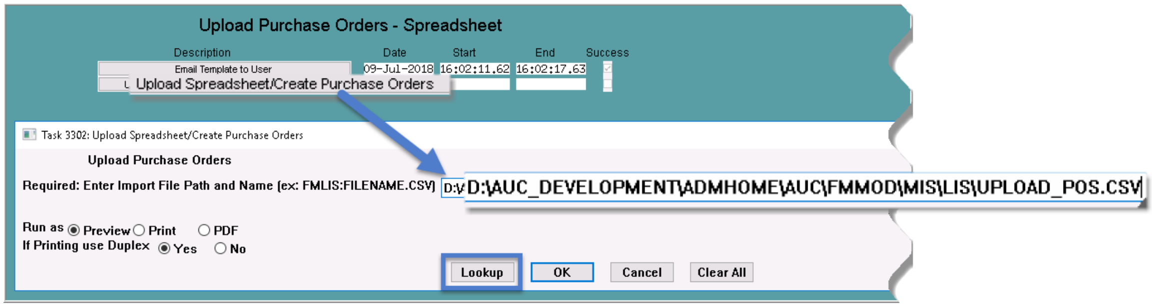


Figure 1 Entering the .csv file name

5.2. Error Conditions Preventing Successful Upload

If there are errors in the upload, for example, if required fields are not supplied or are of the wrong format, the system will report the errors and the process will stop. Return to the .csv file, make corrections, save the corrected file and try the upload again.

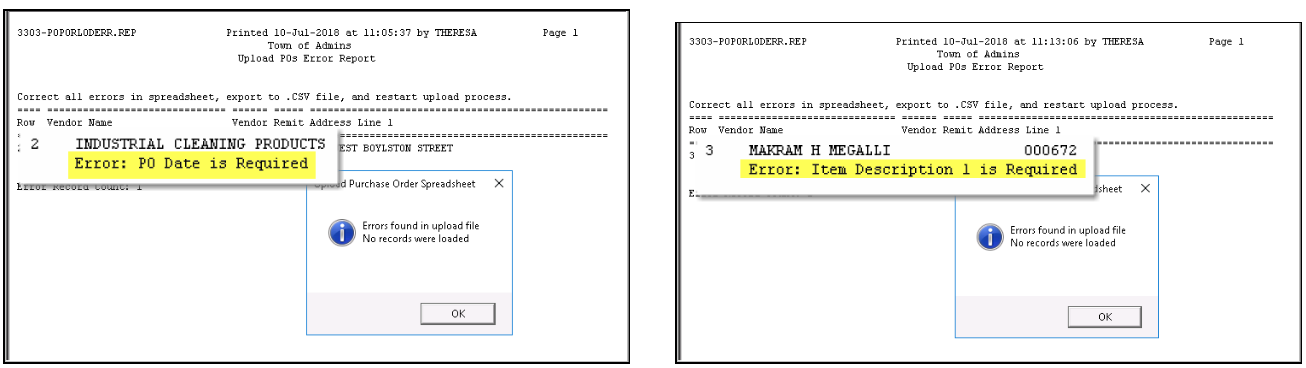


Figure 2 Missing data will stop the process and report the row number in error and describe the remedy

A single error on a single record will prevent the upload of the entire file. The file will be checked for errors on each attempt to upload and will produce a report of errors if any remain.

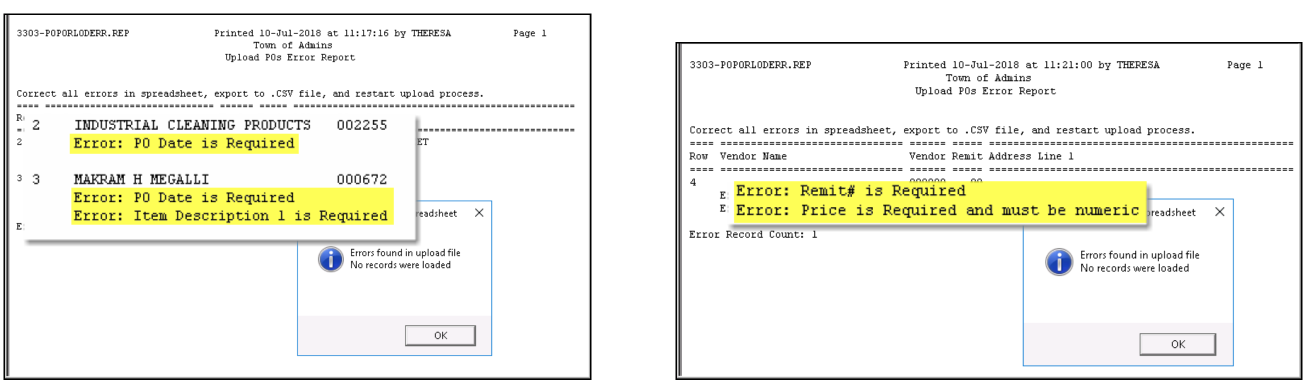


Figure 3 Multiple errors will be reported at the same time and will give a count of the # of records with errors

Once the file is error-free, the **Upload POs Posting Report** will be generated.

5.3. Upload POs Posting Report

When an error-free file is uploaded, a report is produced showing the **Purchase Order Number Assigned,** the **Date, Department Group, Entry User, Vendor Number and Name, Purchase Order Line Numbers** and the **General Ledger Lines** and **Account Numbers**. If there is a gap in the Purchase Order Sequence numbers, it may be due to manual Purchase Order numbers having been used.

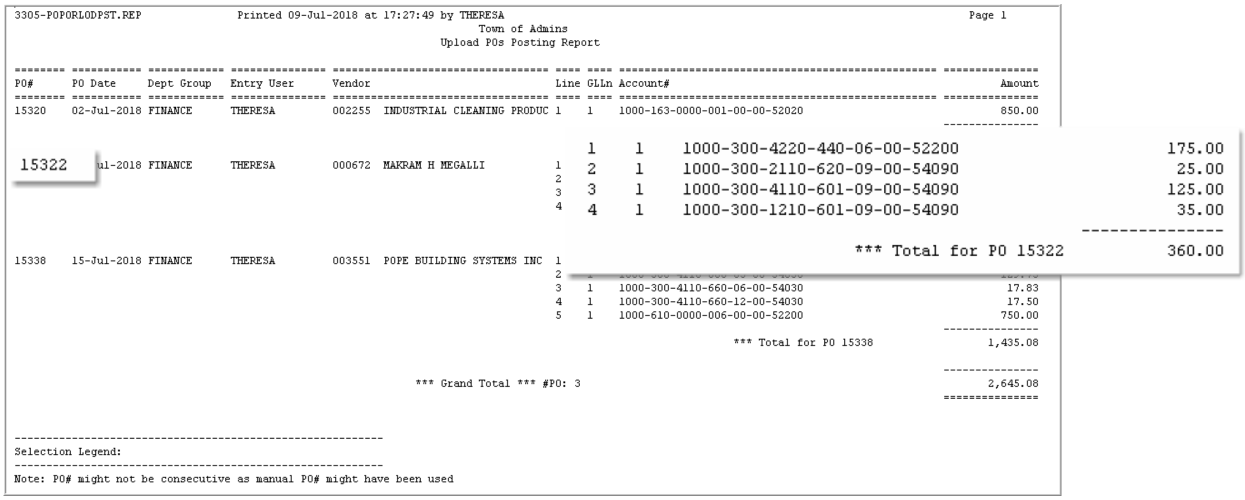


Figure 4 Upload POs Posting Report indicates the file was uploaded and POs are now in the Entry Began stage

While the title of this is Upload POs Posting Report, the POs are not posted until they are processed in the usual manner.

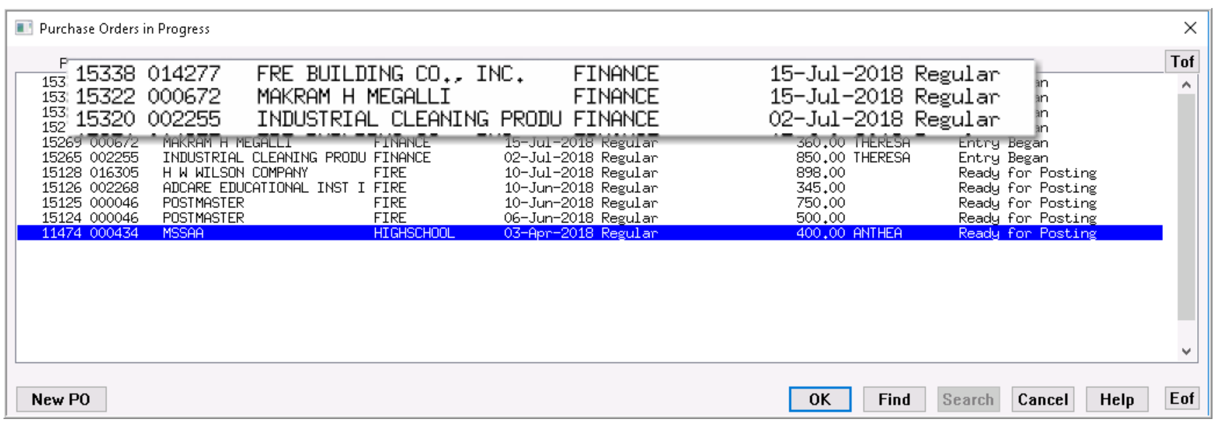
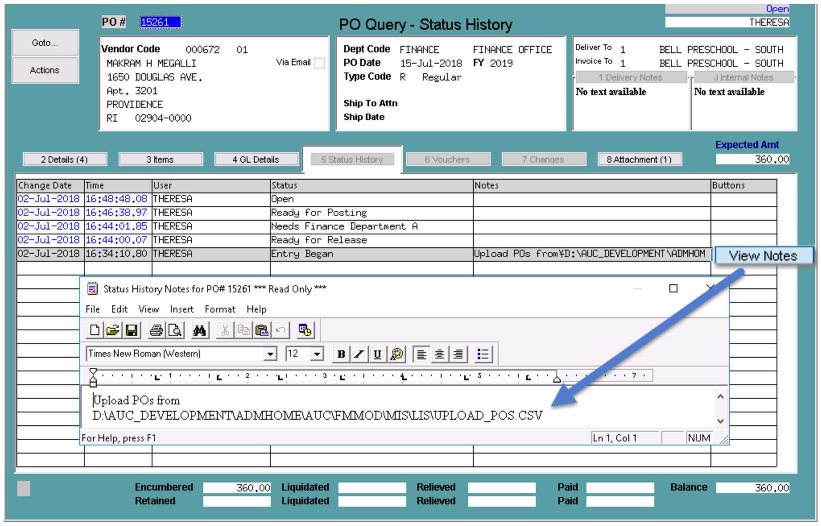
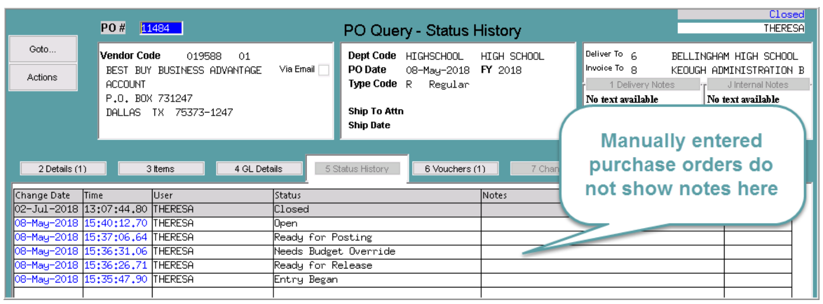


Figure 5 Purchase Orders created via the upload are shown in the Purchase Orders in Progress Lookup Window

5.4. How to Know if POs Were Entered Via the Upload Process





Purchase orders created via this method will include a note on the **[5 Status History]** tab of the **Purchase Orders ▶ Queries ▶ Detail ▶** screen.

This identifies the source of the purchase order as an upload and provides the original filename.

5.5. Error Check and Process in the Usual Manner

When the steps are complete, the purchase orders are available for editing, checking, releasing and posting in the usual manner. This process does not bypass approvals and error checking; it does expedite data entry if data is available electronically (for example, from a vendor who provides a file.)