



## Toolbox: ISP Purchase Order (PO) Fulfillment in WIN

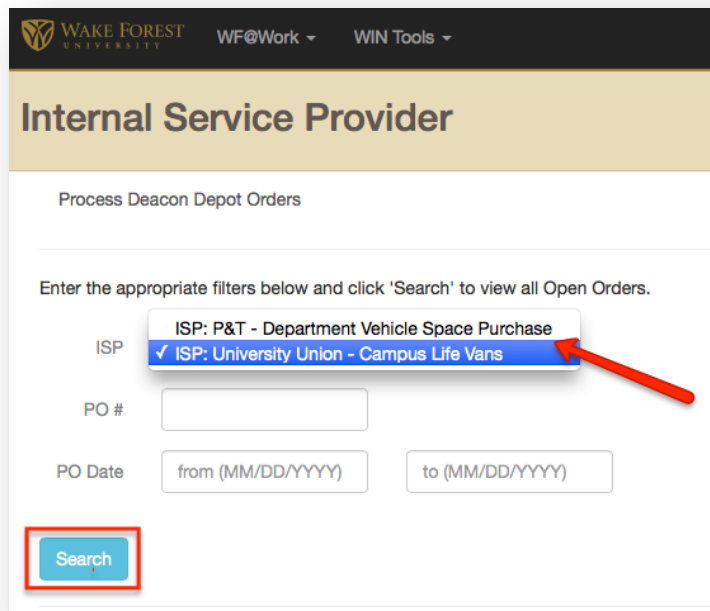


This WIN process allows ISPs to fulfill orders and automatically creates a journal entry to move funds from the requesting department's budget to the ISP's budget. To process the order fulfillment:

Log in to WIN and select the 'WIN Tools' link in the top right corner. On the WIN Tools screen, click the 'Process Deacon Depot Orders' link under the Internal Service Provider heading.



A new window will open. Select your ISP name from the drop-down, and enter any additional filters desired to locate the appropriate Purchase Order (PO).



Click search to return open POs meeting your search criteria.

From the list of open POs meeting your criteria, begin the fulfillment process by entering the transaction date. This is the date that you fulfilled the order, and will also be the transaction date on the journal entry. From this screen, you can fulfill as many POs at a time as you wish.

NOTE: The system will not allow you to enter a date for a fiscal period that is not open or available for transactions.

For each line of the PO, enter the quantity filled. If this transaction entry completely fulfills the quantity ordered, check the box in the 'Close Line' column. If this is a partial fulfillment, do not check the 'Close Line' box until the remainder of the quantity is fulfilled.

If Use Tax should be applied, be sure to check the Use Tax box as well.

Once the necessary information has been entered to indicate order fulfillment, click the blue 'Submit' button at the bottom of the screen.

Once the submit button is clicked:

1. A journal entry is processed in Banner.
2. The encumbrance will be liquidated accordingly.

Note that it may take up to two hours for transactions to be reflected on Cognos reports during normal business hours.

These orders can be totally or partially fulfilled. For applicable line items, enter the quantity fulfilled. If the total open quantity exceeds the quantity that will be fulfilled and the line should be closed to further updates, check the 'Close Line Item' box.

If a particular line item is closed, no further updates may be made to it unless a change order is submitted by the requestor through Deacon Depot on a Change Order Request Form.

Enter the transaction date: 10/31/2014

The transaction date is in an open period

Please note that the transaction date must be in an open period as well as the same fiscal year as the purchase order

PO #	Line #	Line Description	FY	Open ?	Open Qty	Unit Price	Ext Amount	Qty Filled	Close Line ?	Use Tax ?
P0021713	1	ISP-1 van, 4 hrs or less - Finance Systems	15	Y	1	\$ 35.00	\$35.00		<input type="checkbox"/>	<input type="checkbox"/>
P0021714	1	ISP-Van rental - 3 full days for Finance Systems	15	Y	1	\$ 210.00	\$210.00		<input type="checkbox"/>	<input type="checkbox"/>
P0021717	1	ISP-Campus Life van	15	Y	1	\$ 275.00	\$275.00		<input type="checkbox"/>	<input type="checkbox"/>

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P0021713	1	ISP-1 van, 4 hrs or less - Finance Systems	15	Y	1	\$ 35.00	\$35.00	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If necessary, you can edit the unit price if needed. For example, on a vehicle rental, if you need to include additional charges for gas, clean up, etc.

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P0021714	1	ISP-Van rental - 3 full days for Finance Systems	15	Y	1	\$ 210.00	\$210.00		<input type="checkbox"/>	<input type="checkbox"/>
P0021717	1	ISP-Campus Life van	15	Y	1	\$ 275.00	\$275.00		<input type="checkbox"/>	<input type="checkbox"/>

Once the Submit button is clicked:

- A journal entry will be processed in Banner to record the revenue and expense
- The encumbrance will be partially or fully liquidated and closed if applicable
- It may take up to two hours for the transaction to be reflected in Cognos financial reports

By clicking Submit, you certify that the order was appropriately fulfilled and authorize Financial & Accounting Services to create a journal entry reflecting this transaction.

Submit

A pop-up screen will display for you to confirm your submission, certify that the order was properly fulfilled, and authorize Financial Services to create a journal entry for the transaction.

Click the green submit button to complete the transaction or close to cancel the submission.

PO #	Line #	Unit Price	Qty Filled	Close Line ?	Use Tax ?
P0021713	1	\$35.00	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

By clicking Submit, you certify that the order was appropriately fulfilled and authorize Financial & Accounting Services to create a journal entry reflecting this transaction.

Submit Close

The “Process Deacon Depot Orders” screen will update to show a ‘receipt’ for the fulfillment information, including the journal entry number, transaction date, journal entry details, and fulfillment transaction time stamp. You will also receive an email confirming this fulfillment transaction.

This ends the fulfillment process. You can choose to log out using the drop-down menu under your name in the top right corner of the screen, or begin the fulfillment process for another PO by starting a new search at the top of the screen.

Thank you for confirming fulfillment of a Deacon Depot purchase order. The information below confirms that a journal entry was submitted; the journal entry should take no more than two hours to display within Cognos financial reports during normal business hours.

Journal Entry Number: JA000004  
Transaction Date: 10/31/2014

PO #	PO Line	PO Accounting Line	Description	Fund	Department	Account	Activity	Location	Amount	Dr/Cr
P0021713	1	1	ISP-1 van, 4 hrs or less - Finance	111111	112303	70016			\$35.00	D
P0021713	1	1	ISP-1 van, 4 hrs or less - Finance	111111	112303	49016			\$35.00	C

This transaction was completed by Rogers, Jennifer Horn (rogersjh) at 11/03/2014 11:29:22 AM.

**From:** Deacon Depot Internal Service Provider [mailto:ddisp@wfu.edu]  
**Sent:** Monday, November 03, 2014 11:29 AM  
**To:** rogersjh@wfu.edu  
**Cc:** rogersjh@wfu.edu  
**Subject:** (BANPPRD email for: rogersjh@wfu.edu) - Internal Service Provider Fulfillment Confirmation

Thank you for confirming fulfillment of a Deacon Depot purchase order. The information below confirms that a journal entry was submitted; the journal entry should take no more than two hours to display within Cognos financial reports during normal business hours.

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