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.

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.
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.

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.