



CAYMAN ISLANDS  
GOVERNMENT

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**IRIS PO 101:**  
**INTRODUCTION TO IRIS PURCHASE ORDERS**

INSTRUCTOR: INGRID POWELL

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## 1. COURSE OUTLINE

### **Course Objective:**

- To understand how to enter accurate information when buying items from suppliers using purchase order module.

### **Audience:**

- All users with PO Buyer access

### **Prerequisites**

- Be a Government Employee
- COA - Chart of Accounts Course
- IRIS 101 IRIS Navigation Course

### **Topics Covered:**

1. Entering Standard Purchase Orders
2. Check PO Funds
3. Forwarding Purchase Orders for approval
4. Approving Purchase Orders
5. Print Purchase Orders
6. Finding Purchase Orders
7. Cancelling Purchase Orders

### **Multiple Choice Mini Test**

- This is an opportunity for the attendee to evaluate the skills learned in this course and assess if their objectives have been met.

### **Next Recommended Course:**

- PO 505 Purchasing Intermediate is the next course recommended

## 1. PURCHASE ORDERS

**Definition:** A purchase order is a legally binding document between a supplier and a buyer. It details the items the buyer agrees to purchase at a certain price point.

Purchasing provides you the features you need to satisfy the following purchasing needs.

1. Review all of your purchases with your suppliers to negotiate better discounts
2. Create purchase orders simply by entering a supplier and items details
3. Create accurate and detailed accounting information so that you charge purchases to the appropriate departments.
4. Check your funds availability while creating purchase orders
5. Review status and history of your purchase orders at any time for all information needed
6. Communicate purchase orders to suppliers to suppliers flexibly using a number of options. E.g. printing, email

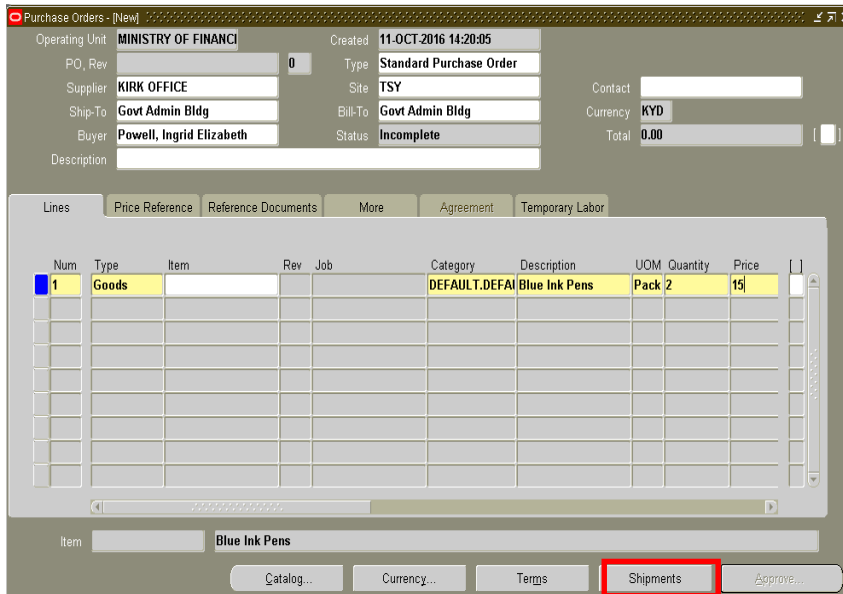
## 1.2 ENTERING PURCHASE ORDERS

In order to enter purchase order you must first be set up as a buyer and have the PO Buyer responsibility assigned.

The following s steps must be done when creating purchase orders:

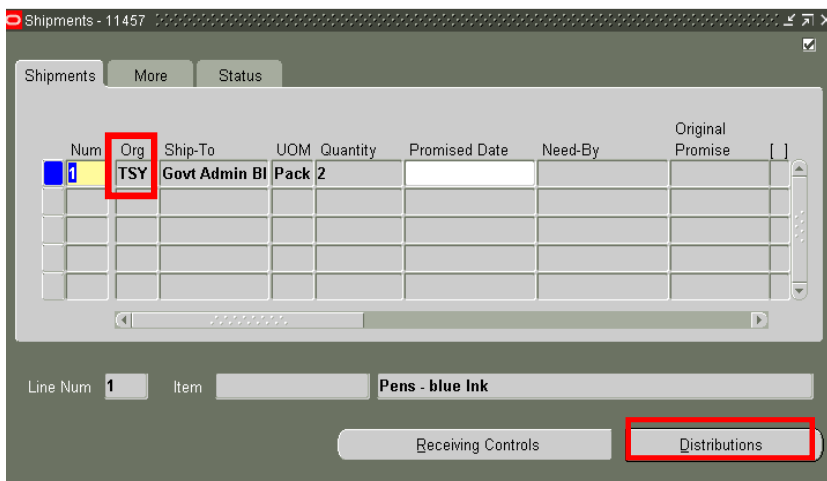
- Step 1. Navigator – Purchase Orders→ Purchase Orders
- Step 2. Enter supplier name- wild card (%) can be used to perform a search
- Step 3. Enter Supplier Site this should be department three letter code (e.g. CSD or TSY)
- Step 4. Ship to and Bill can be changed if not defaulting to desired location
- Step 5. Click into the Num field (line number will default)
- Step 6. Enter Item description that is being purchased
- Step 7. Select UOM from list of values (Unit of Measure) e.g. each
- Step 8. Insert quantity and price
- Step 9. Select Shipments

**Note:** When creating a purchase order for a **Fixed asset** or an **Attractive asset** the description should be prefixed with cost center. E.g. 1401



- Step 10. Change shipment Org to your Department 3 letter codes
  - a. This may differ for departments that has moved various times during the course of department shuffles due to elections e.g. CA3 and RC3 (Cadet Corps or Radio Cayman)
  - b. It's vital the correct org is used otherwise you will not be able to receipt PO to match for payment

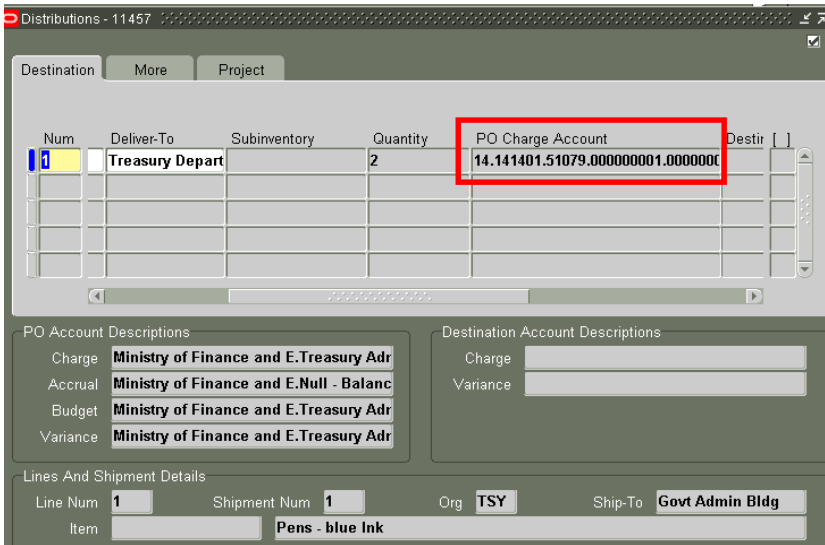
Step 11. Select Distributions



- Step 12. Type should be Expense
- Step 13. Optionally enter requester and Deliver-to location

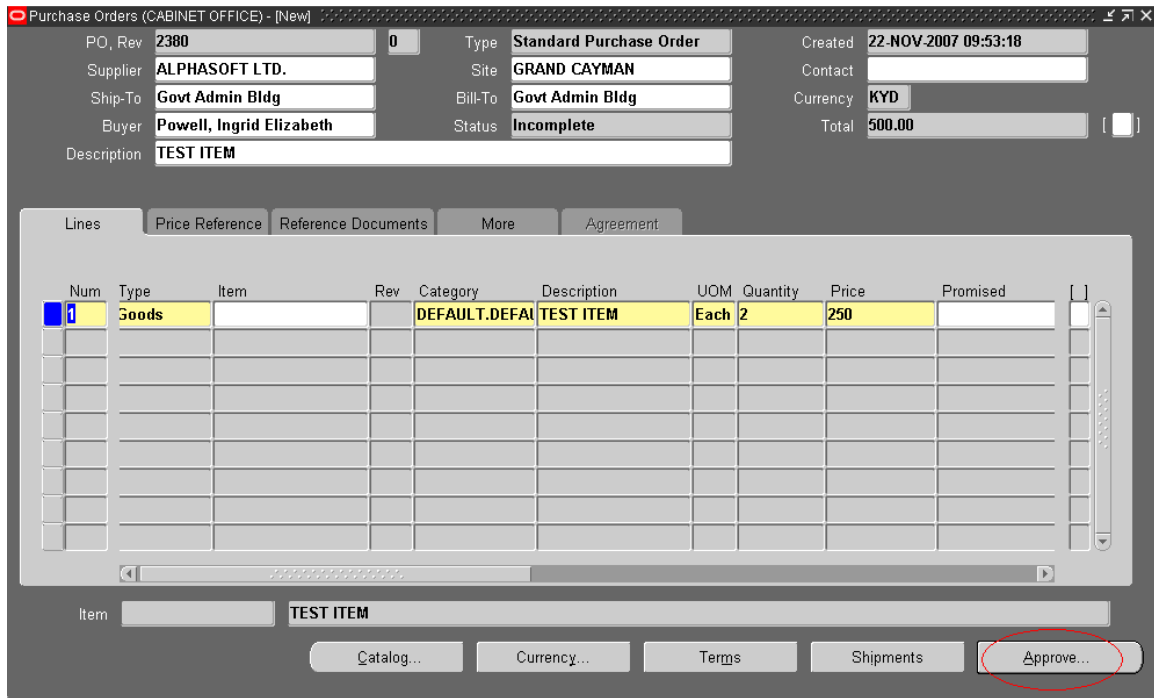
**Note:** When the **Deliver-to** field is populated at this stage it will also default as the location when receiving purchase orders.

- Step 14. Scroll across to PO Charge Account field
  - a. Ensure to use correct expense account and category for items being purchased as your CFO should have a listing



Step 15. Save work and a purchase order number will be generated by the system

Step 16. Close windows until you reach the first screen.



Step 17. Repeat steps 5 thru 16 to add multiples line items

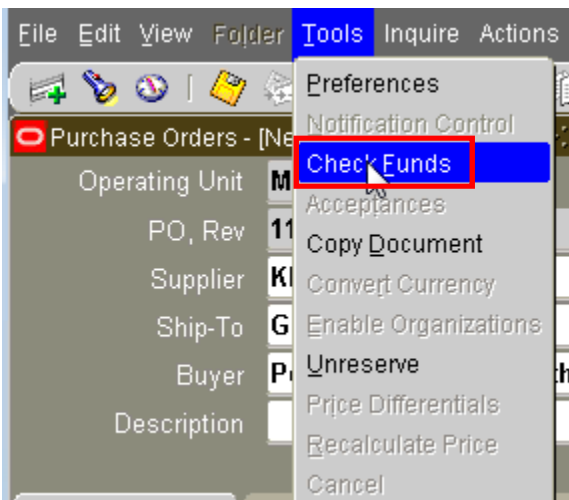


### 1.3 CHECK FUNDS

You can determine whether you have enough funds available in your budget before you complete a purchase order.

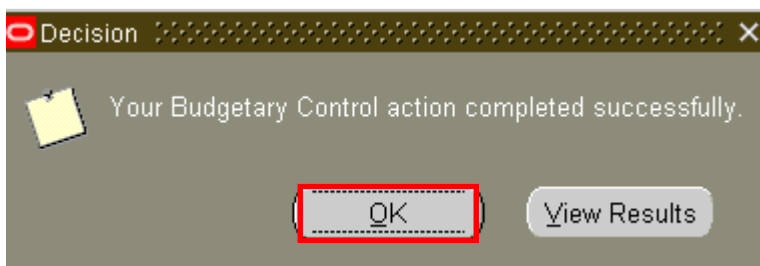
Funds can also be checked before approval to ensure there is sufficient money for the purchase. Below are the steps to check funds:

Step 1. Tools → Check Funds



Step 2. Once you see the below message stating budgetary control action completed successfully, there is funds in the budget to make this purchase.

Step 3. Choose OK



### 1.4 FORWARDING PURCHASE ORDERS

Before forwarding a purchase order for approval all information must entered accurately.

To forward a purchase order:

Step 1. Select Approve button

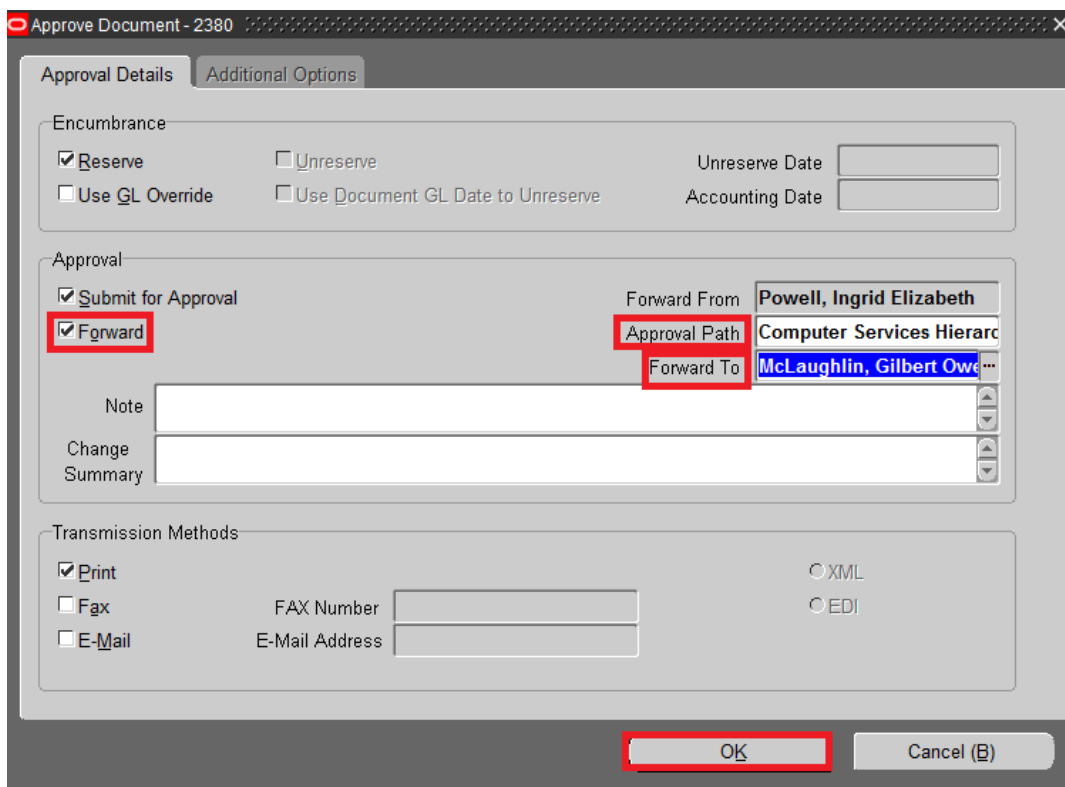
Step 2. Check Reserve and Submit for Approval

Step 3. Check Forward option

- a. Approval Path- Choose Department Hierarchy e.g. Computer Services
- b. Forward To – Select name person that will be approving purchase order

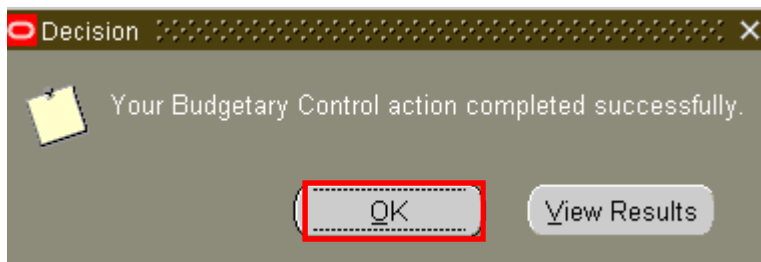
Step 4. Uncheck e-mail option or it will ask for an email address. (only applicable if email option is checked)

Step 5. Choose OK



Step 6. A note will pop up stating your budgetary control action completed successfully

Step 7. Choose OK



Step 8. The person the PO was forwarded to should now be able to see it in their PO notifications.

## 2. APPROVING PURCHASE ORDERS

The person approving the purchase order must have a purchasing approval limit otherwise the PO will automatically be forwarded to next person in Hierarchy for approval.

Notifications Summary is used to view all the documents awaiting your approval, so you can manage your pending approval queue and take approval actions.

**Note:** Approval Limits are assigned based on HR Position if changed/modified your PO limit is automatically lost and will require CFO or DCFO authorization.

- Step 1. Navigator – Notifications Summary
- Step 2. Select document to review to ensure information is correct e.g. expense account
- Step 3. Select Open
- Step 4. Choose Approve

MINISTRY OF FINANCE & ECONOMIC DEVELOPMENT - Standard Purchase Order 11459,0 for 7.00 KYD requires your approval.

From Powell, Ingrid  
 To Powell, Ingrid  
 Sent 13-Oct-2016 16:33:44  
 ID 1136877

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Standard Purchase Order 11459

Supplier	KIRK OFFICE	Amount	7.00
Site	TSY	Tax	0.00
Freight Terms	Due	Currency	KYD
Buyer	Powell, Ingrid	Payment Terms	IMMEDIATE
Description			

Line Details

Line	Item Number	Rev.	Item Description	UOM	Quantity	Unit Price	Line Amount	Need By Date	Project	Task
1			Pens - blue Ink	Pack	2	3.50	7.00			

Approval Sequence

Sequence	Who	Date	Action	Note
3	Powell, Ingrid Elizabeth	13-Oct-2016	Forward	
2	Powell, Ingrid Elizabeth	13-Oct-2016	Submit	
1	Powell, Ingrid Elizabeth	13-Oct-2016	Reserve	

Related Applications

- [Edit Document](#)
- [PDF Document](#)
- [View Document Details](#)
- [Open Document](#)

Step 5. Purchase Order should now be in the status of Approved, Reserved.

Purchase Order Summary to Purchase Orders - 11930

Operating Unit	MINISTRY OF FINANCI	Created	19-OCT-2016 09:37:14	Contact	
PO, Rev	11930 0	Type	Standard Purchase Order	Currency	KYD
Supplier	OFFICE SUPPLY LTD	Site	CUS	Total	319.96
Ship-To	Customs Headquarters	Bill-To	Customs Headquarters		
Buyer	Powery, Estrella Caridad	Status	Approved, Reserved		
Description	QUOTE# 13955 TONERS FOR PREVENTIVE UNIT				

Lines | Price Reference | Reference Documents | More | Agreement | Temporary Labor

Num	Type	Item	Rev	Job	Category	Description	UOM	Quantity	Price
1	Goods				DEFAULT.DEFAI	QUOTE# 13955 TONE	Each	4	79.99

**Note:** The Supplier Name cannot be changed on a purchase order that has already been approved. It must be cancelled and recreated

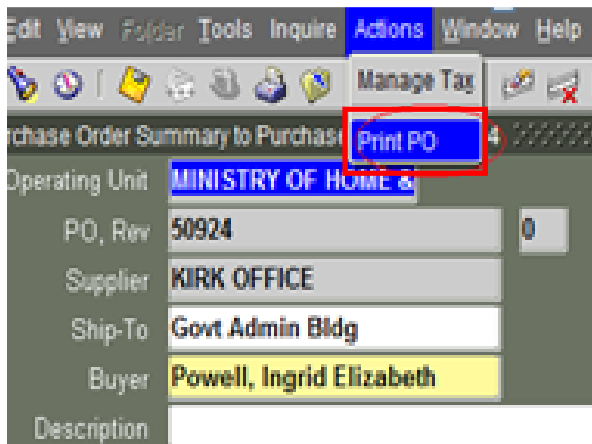
### 3. PRINTING PURCHASE ORDERS

Purchase orders must be approved before it is printed. Some departments prints 3 copies of the purchase orders 2 copies for vendor with titles “ Vendor Copy” and “Return with Invoice”.

To print a purchase order the following steps must be followed:

Step 1. From the Toolbar Choose Actions

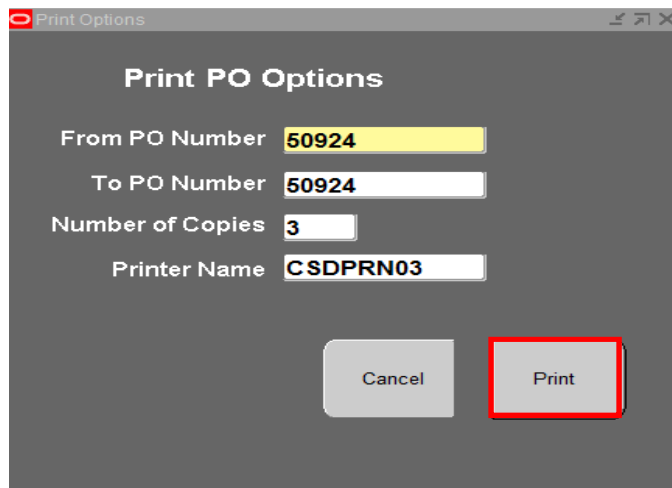
Step 2. Print PO



Step 3. Enter Number of copies

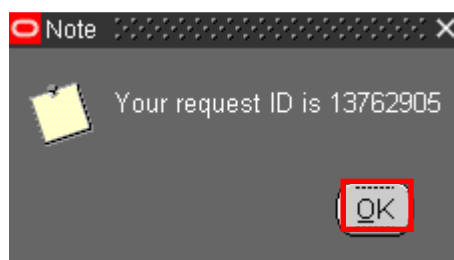
Step 4. Enter Printer Name(if not defaulted)

Step 5. Choose Print



Step 9. A Note will pop with your Request ID Number

Step 10. Choose OK



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#### 4. FINDING PURCHASE ODERS

Use the Find Purchase Orders window to access the purchase window and perform purchase order inquiries at header, line, shipment and distribution levels.

**Note:** Not all criteria mentioned below is required to entered, only what is needed and known.

To enter search criteria:

- Step 1. Navigator- Purchase Order Summary
- Step 2. Select Operating Unit (Defaults to Ministry/Portfolio)
- Step 3. Enter purchase order number
- Step 4. Enter Supplier. If you enter a supplier, you can also enter a supplier site
- Step 5. Enter the Buyer (defaults from HR module- Surname, First name)
- Step 6. Tab regions can also be used to further restrict the search such as
  - a. Line e.g. Description
  - b. Date Ranges e.g. Order or Approved
  - c. Status e.g. Approved or Incomplete
  - d. Related Documents e.g. Receipt
  - e. Deliver To e.g. Requester
  - f. Accounting e.g. GL Date
- Step 7. Choose Find



Find Purchase Orders

Operating Unit: **MINISTRY OF FINANCE**  
Number: **11930**  
Release:   
Supplier: **OFFICE SUPPLY LTD**  
Ship-To Org:   
Bill-To:   
Ship-To:   
Line:   
Shipment:   
Type:   
Currency:   
Site:   
 Show External Locations  
Line Type:   
Buyer:   
 View Releases  
 Consumption Advice  
 Global Agreement

Line | Date Ranges | Status | Related Documents | Deliver To | Accounting | Projects

Item, Rev:   
Job:   
Category:   
Description:   
Supplier Item:   
VMI:   
Consigned:   
Results:  
 Headers  
 Lines  
 Shipments  
 Distributions

Clear | New Release (B) | New PO | **Find (J)**

Step 8. Purchase Orders Header Windows

Step 9. Open

Purchase Order Headers

Number	Release	Rev	Description	Type	Global	Enable All Sites
<b>11930</b>		<b>0</b>	<b>QUOTE# 13955 TONER</b>	<b>Standard Purc</b>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

Lines | New Release | New PO | **Open**

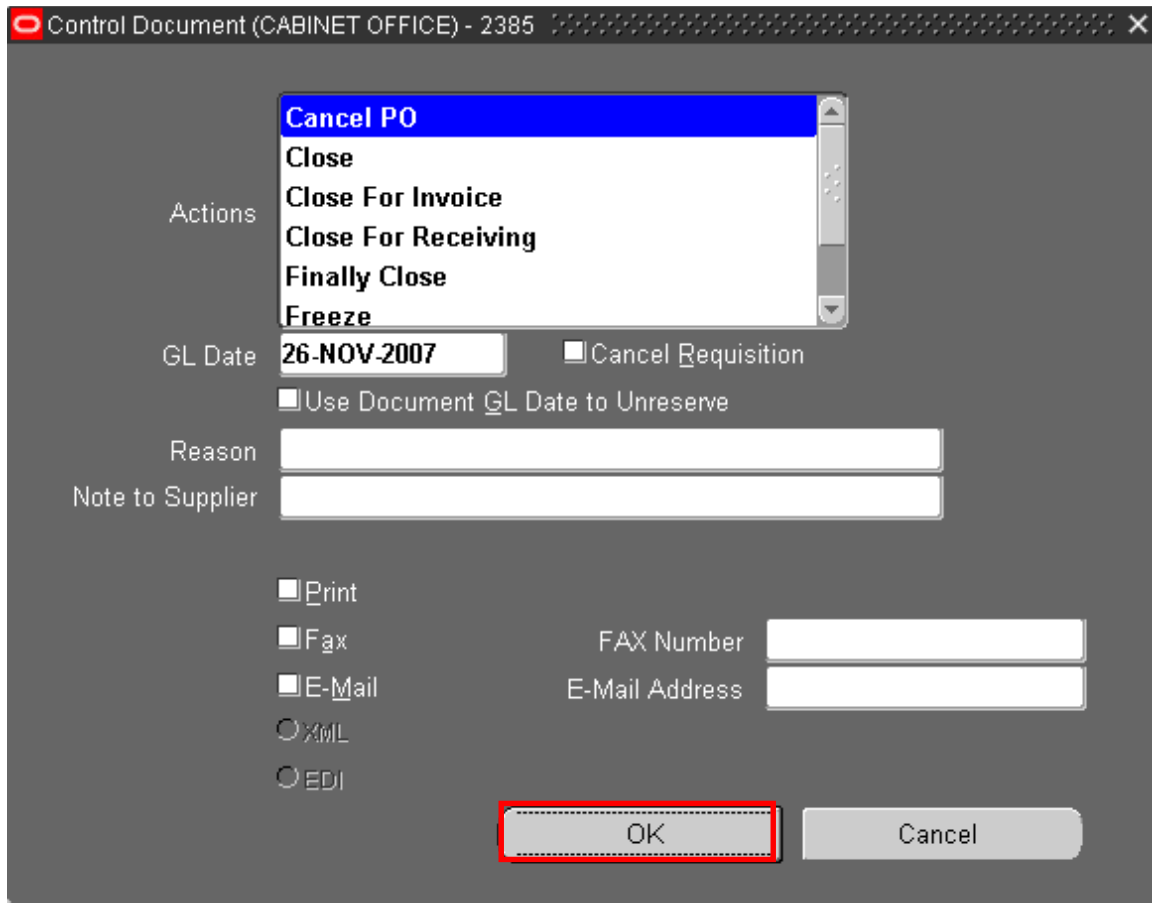
## 5. CANCELLING A PURCHASE ORDER

When a PO is cancelled you are unable to receive or pay for cancelled items and services, however, you can pay for all previously received orders.

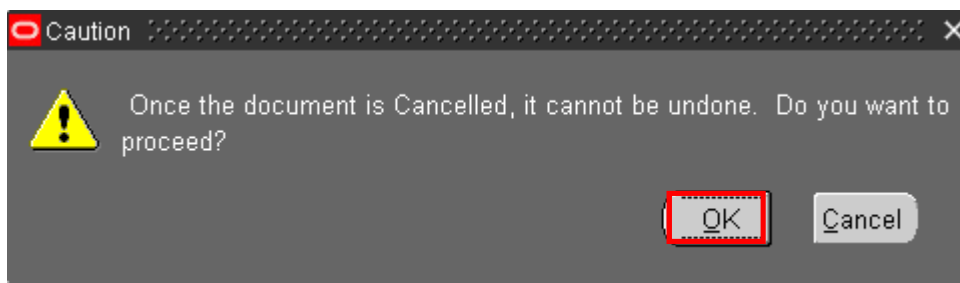
Since we are using encumbrance and budget control, Purchasing automatically creates a negative debit encumbrance journal entries in your general ledger to reverse the encumbrance that corresponds PO header, lines or shipments being cancelled.

To Cancel a Purchase Order:

- Step 1. Navigator - Purchase Order Summary
- Step 2. Enter Purchase Order or any other criteria
- Step 3. Choose Find
- Step 4. Do Not Open
- Step 5. Select Tools
- Step 6. Control
- Step 7. Cancel PO should be highlighted in blue
- Step 8. For audit purposes a reason for cancellation should be entered
- Step 9. Choose OK



Step 10. A warning message will pop up, Choose OK

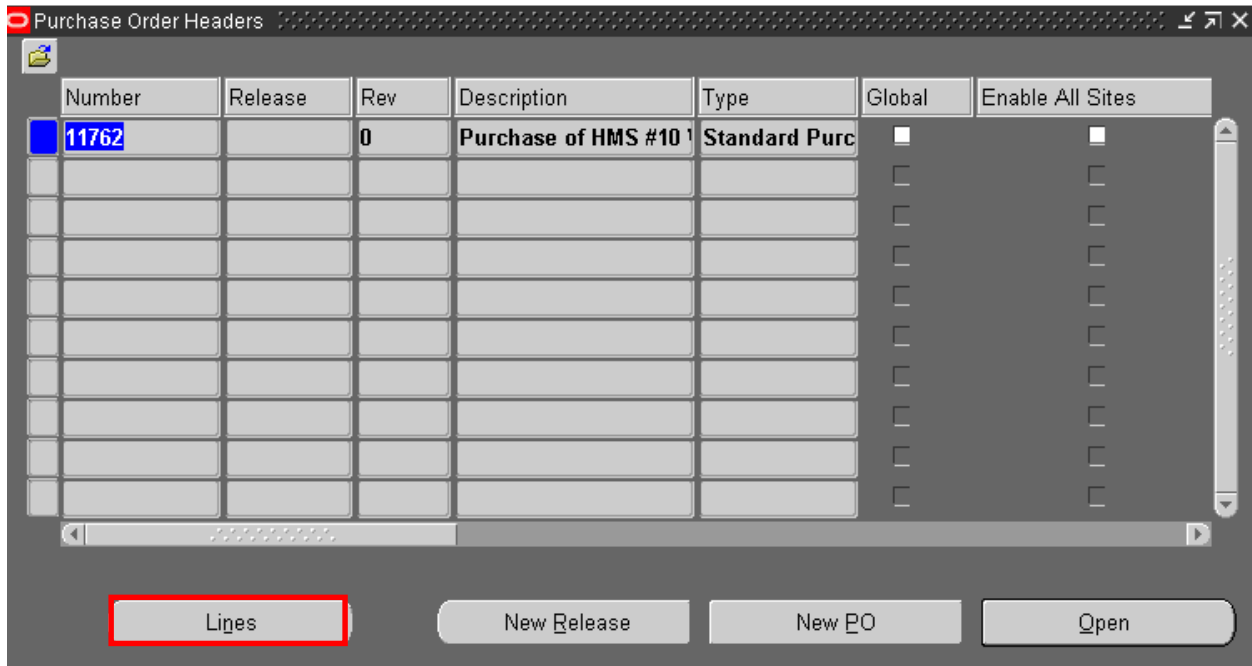


Step 11. Choose OK again



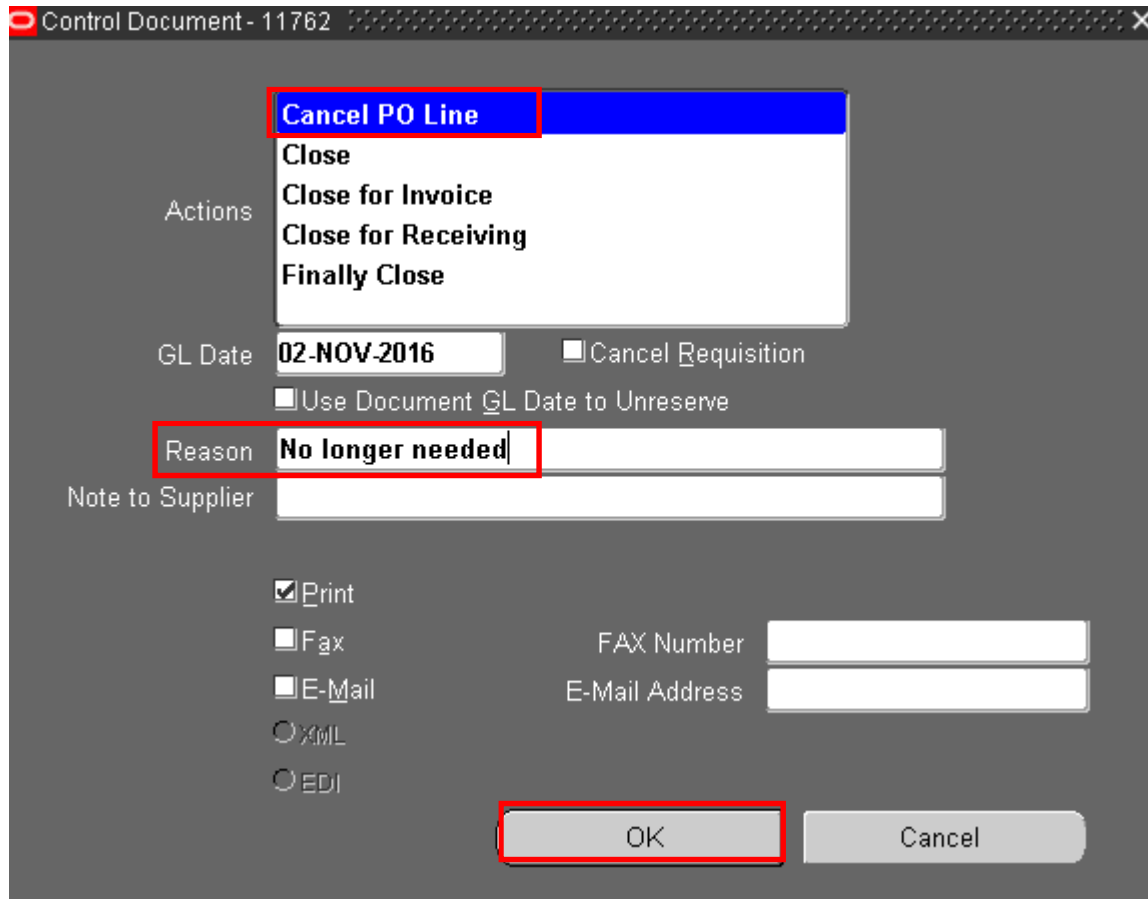
### 5.1 CANCELLING A PURCHASE ORDER LINE

- Step 1. Navigator - Purchase order Summary
- Step 2. Enter Purchase Order Number or any other criteria known
- Step 3. Choose Find
- Step 4. Do Not Open
- Step 5. Choose Lines

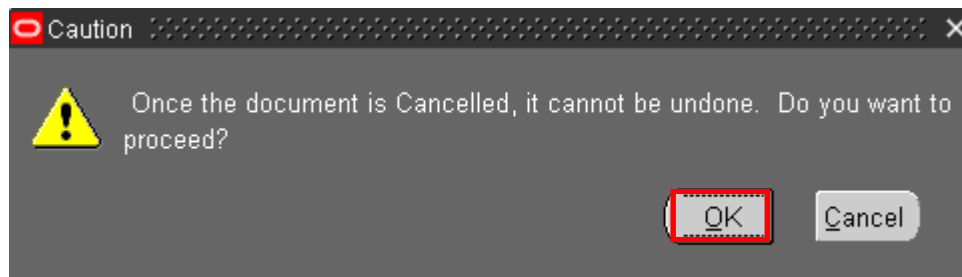


- Step 6. Select line you want to cancel
- Step 7. Select Tools

- Step 8. Control
- Step 9. Cancel PO Line should be highlighted in blue
- Step 10. Enter reason for Audit purposes
- Step 11. Choose OK



- Step 12. A warning message will pop up, Choose OK



- Step 13. Choose OK again



Step 14. PO line will no longer appear on the purchase order.

**Congratulations!!!!**

**You have completed IRIS  
PO101 Introduction to  
Purchase Orders**