



# Decentralized Purchase Order (PD) FINET quick reference guide

## Introduction

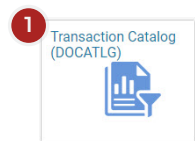
If a vendor needs a purchase order for a small purchase, defined as under \$10,000.00, you'll create a Decentralized Purchase Order (**PD**). A PD transaction creates an encumbrance and tracks details at the commodity level. They may also be used for:

- Purchases that don't require the involvement of the Division of Purchasing.
- Items not on State or Department contract (**MA**).

\*In order to create a Commodity-based Payment Request (**PRC**) transaction, you must copy forward from or reference a PD transaction.

## Creating an PD

1. From the home page, click on the **Transaction Catalog**.



2. Click the **Create** button in the upper-right corner



3. Enter the following:

- **Transaction Code** field: PD
- **Transaction Department**: enter the department for which the PD is created.
- **Transaction Unit**: optional, but used for routing purposes.
- **Transaction ID** field: (Prefix or last two digits of the Fiscal Year)

4. Check **Auto Numbering**.

5. Click **Continue** in upper-right corner to create the PD.



Create Transaction

3

\* Required fields

|                          |  |                  |
|--------------------------|--|------------------|
| * Transaction Code<br>PD | * Transaction Dept<br>150                          | Transaction Unit |
| * Transaction ID<br>25   | <input checked="" type="checkbox"/> Auto Numbering |                  |

4

Show More

### Header tab

Scroll to the **Procurement Personnel** section.

1. **Requestor ID** field (optional): Enter the FINET User ID of person making the request, or select the appropriate ID from the pick-list.

2. If the Requestor ID isn't used, enter:

- Name
- Phone number
- Email

Procurement Personnel

Issuer ID: yourname

Requestor ID: [Redacted]

Requestor Name: Name

Phone: 801-123-4567

Extension: [Redacted]

Email: youremail@utah.gov

Requesting Department: [Redacted]

Scroll down to the **Transaction Defaults** section.

3. Enter:

- **Shipping Location** field: enter or select location shipping code from pick-list.
- **Billing Location** field: enter or select location billing code from pick-list.
- **Delivery Date**: Select date items should be delivered.

NOTE: Enter in the Header tab, unless you have multiple shipping/billing locations for separate commodities on the DO.

Transaction Defaults

Shipping Location: [Redacted]

Shipping Method: [Redacted]

Free On Board: [Redacted]

Delivery Date: MM/DD/YYYY

Delivery Type: - Select -

Billing Location: [Redacted]

### Vendor tab

1. Enter **Vendor Number**, or you can use the pick-list to look it up.



Note: If you enter the number and hit save, the rest of the vendor account information, including the Legal Name will appear. If you picked it from the pick-list, the information will already display.

Header | Award Details | Accounting Distribution | Vendor (1) | Commodity

Award Details Line | Distribution % | Legal Name | Line Amount

| Vendor     | Legal Name | Modified | Attachments |
|------------|------------|----------|-------------|
| [Redacted] | -          | No       |             |

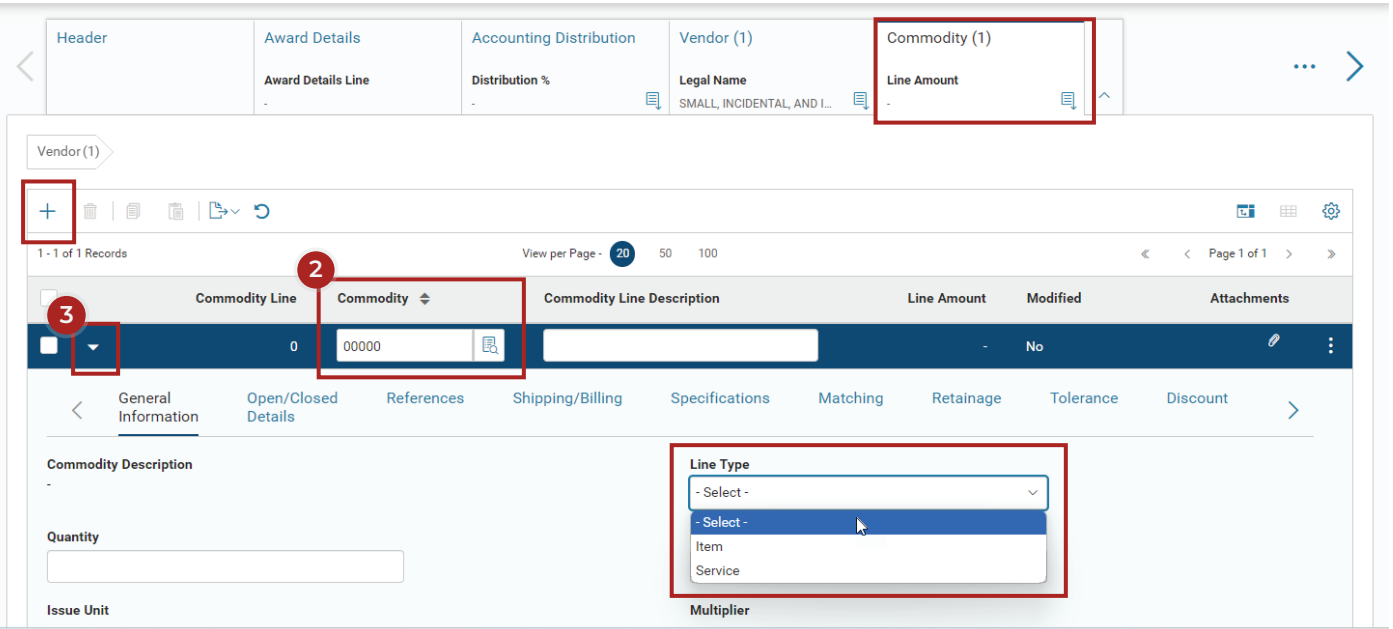
## Commodity tab

1. Create the line by clicking the insert **+** button.
2. Enter **Commodity Code** or select from the picklist. 
3. Expand the line  to view additional options.
  - Under the **Line Type** select whether it is an Item or a Service.

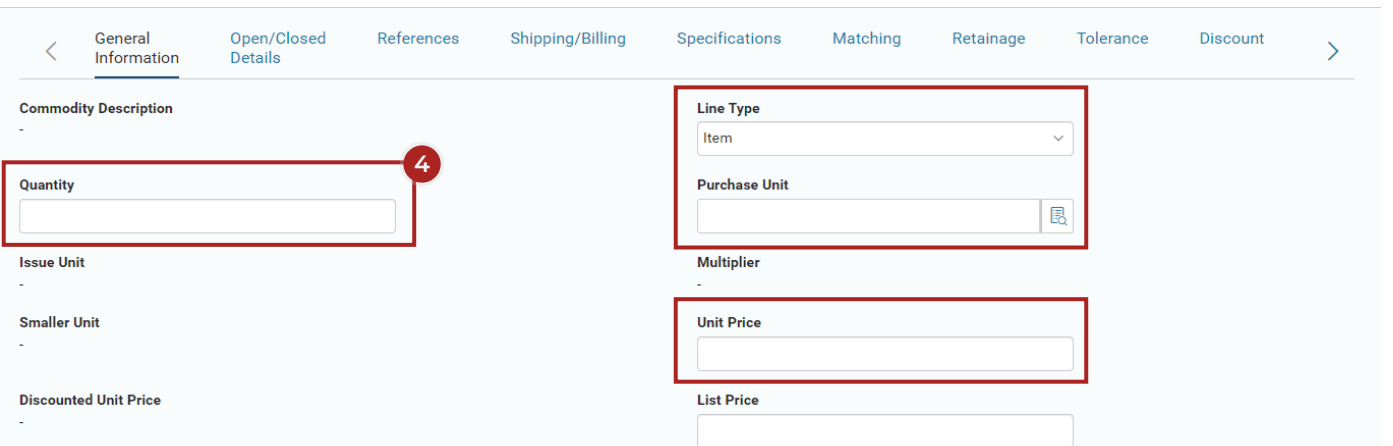
Decentralized Purchase Order (PD) ☆ Draft 

 Validate  Submit  Save  Save & Close 

Department: 150 | Unit: - | Transaction ID: 2500000031 | Version: 1



4. If under **Item**:  
Enter the following:
  - Quantity
  - Purchasing Unit
  - Unit Price



4. If under **Service**:

- Enter **Contract Amount**.

Commodity Description  
-

Quantity

Issue Unit  
-

Smaller Unit  
-

Discounted Unit Price  
-

Line Type  
Service

Purchase Unit

Multiplier  
-

Unit Price

List Price

Service From  
MM/DD/YYYY

Service To  
MM/DD/YYYY

Contract Amount

### Accounting tab

Every Commodity line MUST HAVE at least one accounting line. To create it, you have two options.

- Create the **Accounting Line** - This option is best used when you have only one commodity line.
- Use the **Accounting Distribution** Line – This is the best option when you have multiple commodity lines.

1. Create the line by clicking the insert + button.

2. Enter:

- Line Amount
- Fund
- Department
- Unit
- Appropriation Unit
- Object

3. Expand the line  to view additional options.

- Under the **General Information** subtab, enter content in the **Line Description**.

Award Details | Accounting Distribution | Vendor (1) | Commodity (1) | Accounting (1) | Commodity T & C

Accounting (1) | Line Amount | Name

Accounting Line | Line Amount | Fund | Department | Unit | Appr Unit | Object | Attachments

0 | | | | | | |

General Information | Open/Closed Details | Reference | COA | Payment Details

Event Type | Accounting Template | Line Description

## Accounting Distribution tab

1. Click on the insert **+** button. The accounting distribution line is created.

2. Enter the following:

- **Distribution %:** 100

Note: You have the ability to split the accounting codes for the commodities. The Distribution percentage is where you indicate what percentage will be given for each coding combination. Most entries are 100 for 100 percent, but you could do a 50/50 or 60/40 or any other combination as needed. You'd need to create additional distribution lines for each percentage so the total is 100%.

- Fund
- Department
- Unit
- Appropriation Unit
- Object

3. Click on the **3-dot menu** above the line.

4. Select **Distribute Accounting Lines**. FINET will take the accounting coding combination and create an accounting line for each commodity line.

Decentralized Purchase Order (PD) ☆ | Draft | [Grid Icon]

Department: 150 | Unit: - | Transaction ID: 2500000031 | Version: 1

Validate Submit Save Save & Close

| Accounting Distribution (1) | Vendor (1)                                | Commodity (1)             | Accounting (1)            | Commodity T & C | Business Type      |
|-----------------------------|---|---------------------------|---------------------------|-----------------|--------------------|
| Distribution %<br>100.0000  | Legal Name<br>SMALL, INCIDENTAL, AND L... | Line Amount<br>\$5,000.00 | Line Amount<br>\$5,000.00 | Name<br>-       | Business Type<br>- |

1 [+] [Trash] [Copy] [Paste] [Undo] [Redo]

1 - 1 of 1 Records View per Page: 20 50 100

| Accounting Distribution Line | Distribution % | Fund | Department | Unit | Object | Appr Unit |
|------------------------------|----------------|------|------------|------|--------|-----------|
| 1                            | 100.0000       |      |            |      |        |           |

3 [3-dot menu] [Distribute Accounting Lines]

4 [Distribute Accounting Lines]

5. Click **Validate**. Fix any errors that are noted in the top left of the page.

Validate Submit Save Save & Close

6. If there are no errors, click **Submit** to complete the PD transaction.