

Holiday Inn
Club Vacations
INCORPORATED

D365 Procurement
Training Guide

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Introduction

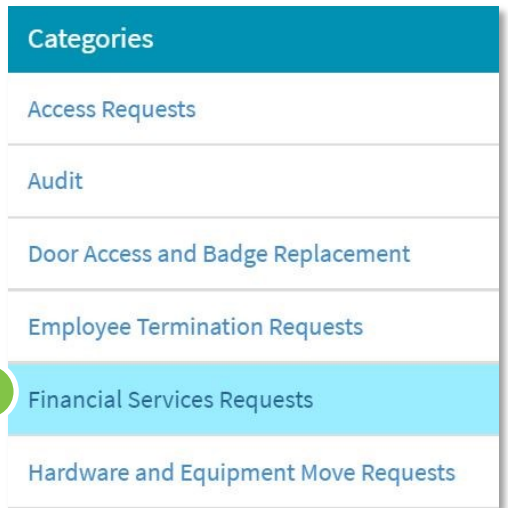
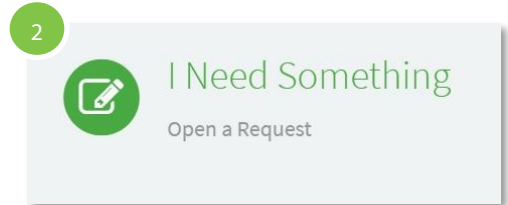
Welcome to the New Microsoft Dynamics D365 training overview. Microsoft D365 is the financial and procurement system that operates on the same platform as the latest AX release used by the Finance Department. The benefit of D365 is its ability to work in the same environment where financial transactions are captured from requisition through the invoice and general ledger processes. This training overview will introduce the user to the login, screens and how to navigate the tool bars and begin the procurement process.

D365 Procurement Process Flow

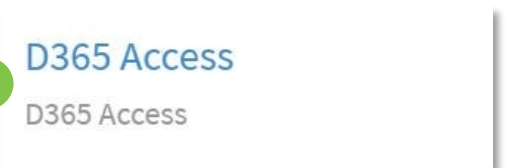
Roles	Action	Menu	Quick Steps
Buyer	Requisition Creation (header, lines, line details)	Procurement & Sourcing > Purchasing Requisitions > All Purchase Requisitions > New	When completed, Save & Submit for approval
Approver	Approve Purchase Requisition Processing	On the main D365 dashboard screen, click on the links found under the section Work Items Assigned To Me See also the "Mobile App Process"	Select the Requisition > Click Workflow > Select from list Approve or any other action.
Buyer	Purchase Order Confirm	Procurement & Sourcing > Purchase Orders > All Purchase Orders	Search or select the PO Number > Click on Purchase and Confirm .
Receiver	Purchase Order Receipt	Procurement & Sourcing > Purchase Orders > All Purchase Orders	Search or select the PO > Click Receive > Enter tracking # > Review lines > Click OK

Request Access to D365

1. Navigate to the **IT Service Portal** via Okta or your desktop
2. Select **I Need Something**
3. Click the **Financial Services Request** category
4. Choose **D365 Access Request**
5. Choose the role that is required and provide a short description of the role. Consult with your management team to select the proper access
6. All requests will be approved by various members of leadership to ensure accountability
7. You can also use this same process to modify your current access via D365 Application Request



3



4

D365 Access

D365 Access

Requested By

Tiffany Komendat

*Your Contact Number (enter format as nnn-xxx-xxxx)

*Is this request for myself or for someone else?

-- None --

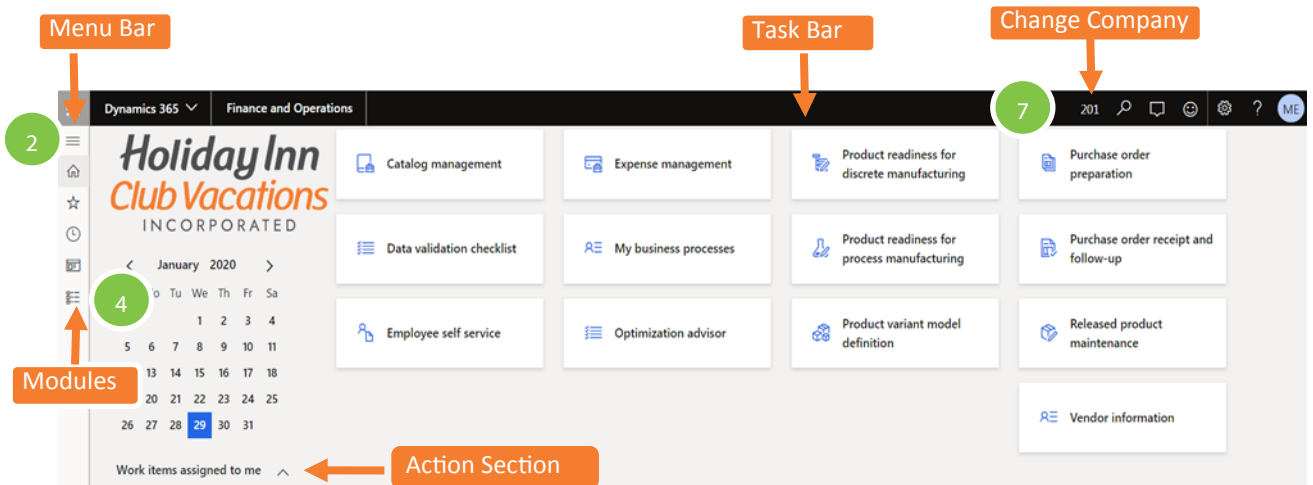
*Please choose the role required. A description of each role appears above upon selection:

-- None --


*Justification for Access

5

D365 Home Screen

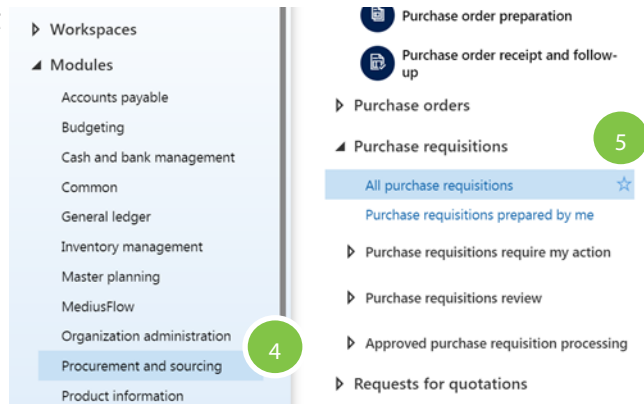


1. Login to D365 via <https://olr-fo-prd.operations.dynamics.com/?t=2020-02-10T14%3A58%3A22.7697783Z&cmp=201&mi=DefaultDashboard>

2. Upon logging into D365, from the Menu Bar, select the symbol found  on the upper left corner of the screen. This is also referred to as the "hamburger".

3. The Menu Bar will expand to display the menu items accessible based on the User's role.

4. For example, select **Modules > Procurement and sourcing > Purchase Requisitions > All purchase requisitions**

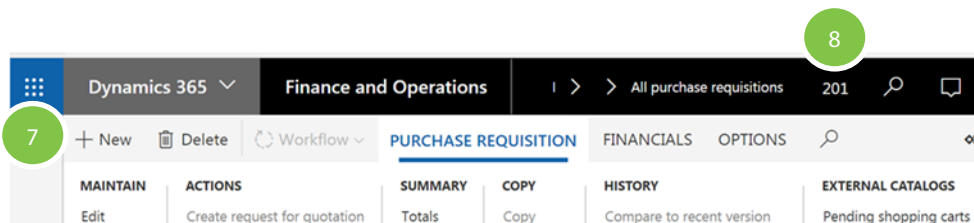


5. Submenus will display a star to the right. Click on the **star** to save the submenu as a **Favorite**. The star will become solid filled and appear under the Favorites section of the Menu Bar.

6. When navigating after selecting the submenus, the Action Pane will be available to perform specific functions.

7. For example, select **+New** on the Action Pane to begin creating the requisition.

8. Ensure your **company code** is correct, or change the company code via the dropdown



Task Recorder—In Application Guided Training

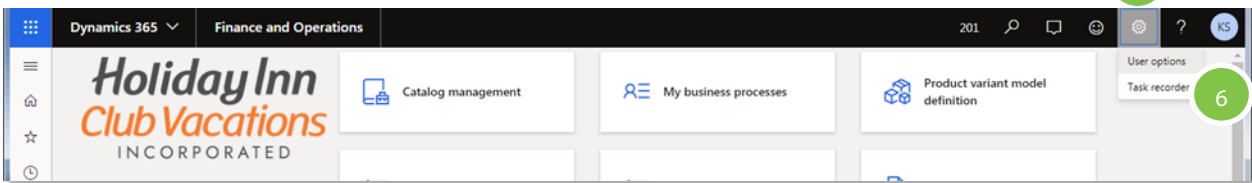
Access training guides within D365 that allow you to click and learn

Steps 1-4 are a one time only task

1. Open your Google Chrome web browser
2. Access this URL <https://chrome.google.com/webstore/detail/d365-for-finance-and-oper/inifapcodikhojbnbafaalgbgkfmnlb?hl=en-GB>
3. The Chrome Web Store should be showing **D365 for Finance and Operations Task Recorder**. Click **Add to Chrome**
4. Click **Add Extension**. You are now ready to run Task Recorders from D365 within Chrome

5. Access D365 and hover over the Settings Icon 

6. Select **Task Recorder**



7. Select **Play recording as guide**

8. Select **Open from this PC**

9. Select **Browse**

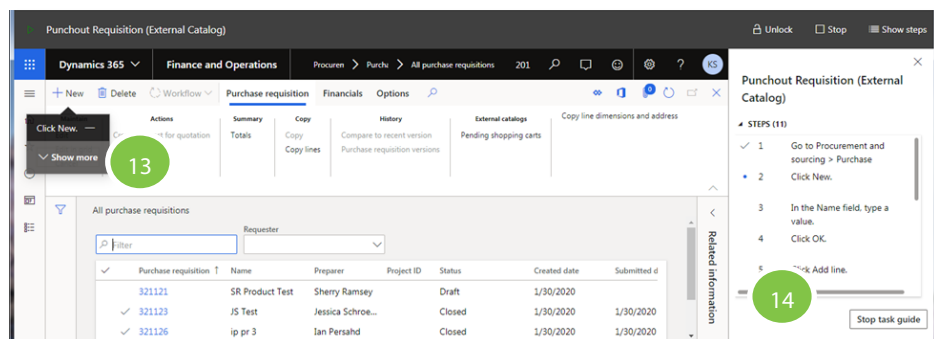
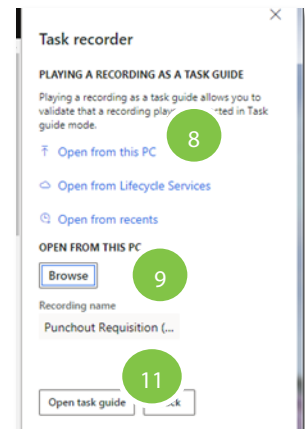
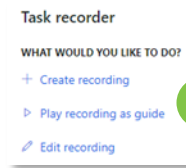
10. Task recorders are located in the shared drive, **R:\D365 Procurement Training Guides\Task Recorders**. Select the task recorder you want to run, then select **Open**

11. Select **Open task guide**

12. D365 will show you the list of steps for this task recorder. Select **Start Task Guide** to start the in-system guidance

13. Step by step instructions will start to appear and guide you through the process on screen. Follow the instructions until your task is complete

14. Chose **Stop task guide** if you wish to exit early



Types of Requisitions in D365

Item Requisitions

An Item Requisition can be utilized to create orders that have a predefined item number assigned. Items can also be viewed by clicking on Add products.

Example: linen and terry contracted items or inventory items (OLR)

Line	Requester	Buying legal ...	Receiving operating unit	Item number	Product name
0	Evelyn Martinez	201			
000001					Kelly Test 3
000005					Milk 2%
000007					Scrapper Mat Small
000018					Great Lakes Christmas Ale
1001					Delimer Eliminate/Limeaway ...

Product or Service Requisitions

A Product or Service Requisition can be used to create a “free form entry” and requires the use of a Procurement category code to classify the type of purchase, followed by detailed Product Name. The Product Name should include as much relative information to the purchase. Additional details to the Product Name can be entered in the Line Details section of the requisition, under the Item tab.

unit	Item number	Procurement category	Product name
		Contract Services	Security Service per Contract ...

Line details

Item General Details Address

ITEM

Item number

Item description

(878502)
In accordance to Master Agreement #A123.
80 Man hours, Week ending 2/9/2020

Line type

External Catalog / Punchout Requisitions

Within a requisition, an External Catalog is used for punch-out purchases through approved vendors.

Purchase requisition lines

+ Add line + Add products External catalogs

Line	Requester
✓ V...	

Types of Requisitions in D365 Cont.

Special Handling (Check Request) Requisitions

A Product or Service requisition is also used to create a Special Handling request or also known as a check request. This following are mandatory requirements for a successful check request to flow through AP correctly:

1. The Business Justification field must be selected to **“Special Handling”** and any special instructions to AP must be noted in the Details section
2. The Special Handling requisition requires an attachment such as an invoice
3. If the Procurement category selected defaults to a 3-Way match, a receipt will be required to successfully process the check. A 2-Way match Procurement category will not require a receipt (including check requests).

Project Requisitions



A Project Requisition will require the use of a Finance approved project number upon creation of the requisition and tracks purchases identified by the selected project number, activity, and associated project category codes.

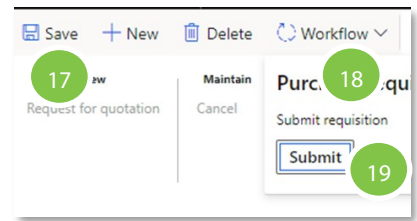
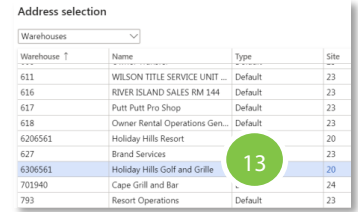
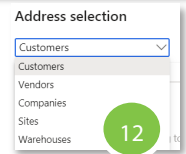
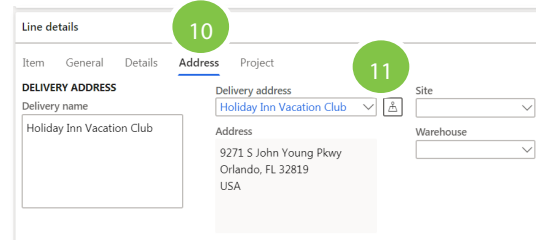
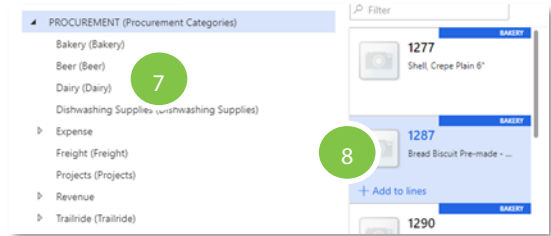
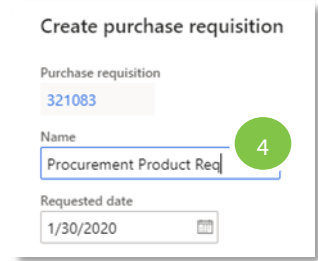
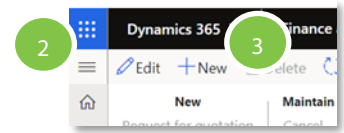
1. Click to check **SELECT DEFAULT PROJECT**
2. Select **Buying legal entity**
3. Select **Project ID**
4. Under **Procurement Category**, select **Projects (117450)**

Project ID ↑	Project name	Project type	Customer account	Project stage
522-000006	OLR Condo II-2019 Unit Renov	Internal		
522-000009	2019 Condo 2 WV Villa Lands...	Internal		

Product Requisition


Request necessary funds to order a product for our company

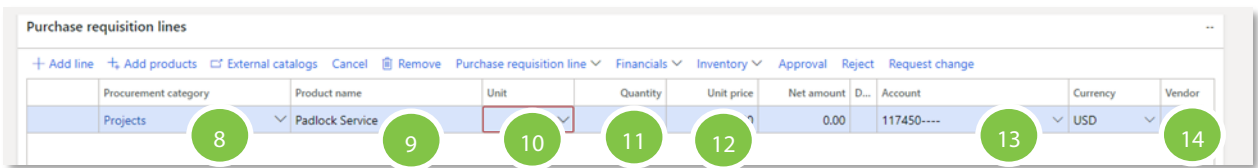
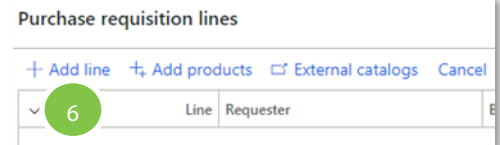
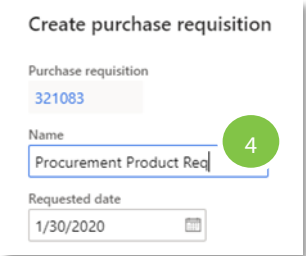
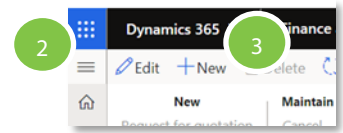
1. Navigate to the D365 home screen
2. Click  and go to **Modules > Procurement & Sourcing > Purchase Requisitions > All Purchase Requisitions**
3. Click **New**
4. In the **Name** field, type a **requisition description**
5. Click **OK**
6. The requisition begins in Draft status. Scroll to the **Purchase Requisition Lines** section of the page. Click **Add Products**
7. In the list, find and select the correct **Procurement Category** to find the desired record
8. Select the **category or item**. If an item is selected, click + **Add** to lines found within the selected record. If a category is selected, under the **SELECT FROM FILTERED LIST**, click **Add unlisted product to lines** and complete the description and UOM information
9. If additional products are required, repeat the search, select the desired record
10. Click the **Address Tab** to select the ship to address
11. Choose your delivery address by clicking  under **Delivery Address**
12. Click under the **Address selection** field and use the drop-down arrow to select a **Warehouse ONLY**.
13. The Warehouse list will be displayed. Select the correct **Warehouse (specific location)** and click **OK**. For example: Holiday Hills Golf & Grille
14. Return to the **Purchase requisition line** and mark the **selected row**
15. In the **Account field**, select or type the **desired values**. When complete, click to return to the requisition line
16. Slide the bar or tab to verify the correct **Item sales tax group** and **Sales tax group** have been populated. This may be edited at the line or in the Line details section under the tab Details
17. Review the entire requisition and click **Save**
18. Click **Workflow**
19. Click **Submit** to send the requisition for approval. The requisition status will now appear as In Review



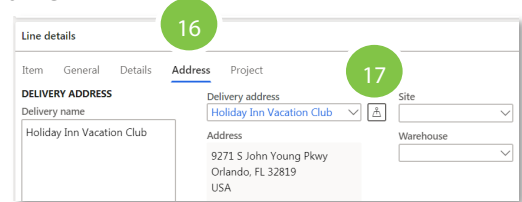
Service Requisition


Request necessary funds to order a service for our company

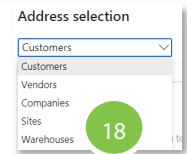
1. Navigate to the D365 home screen
2. Click  and go to **Procurement & Sourcing > Purchase Requisitions > All Purchase Requisitions**
3. Click **New**
4. In the **Name** field, type a **requisition description**
5. Click **OK**
6. Scroll to the **Purchase Requisition Lines** section of the page. Click **Add Line**
7. In the list, mark the selected row
8. Select the correct **Procurement Category** from the drop down list and click **OK**
9. In the **Product name field**, type a description of the services to be purchased. Additional description details can be added by navigating to the Line details section of the screen. Click on the Item tab and enter additionally required information in the Item description field.
10. Go to the requisition line section. In the **Unit field**, enter or type **USD**



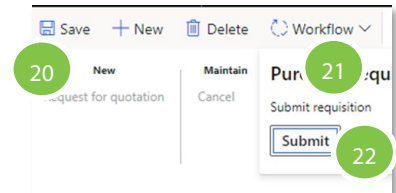
11. In the **Quantity field**, enter a value. Services quantity should reflect the **dollar value of services**
12. In the **Unit price field**, enter the number "1"
13. In the Account field, select or type the desired values. When complete, return to the requisition line
14. In the Vendor account field, enter or select the vendor account or name
15. Slide the bar or tab to verify the correct **Item sales tax group** and **Sales tax group** have been populated. This may be edited at the line or in the Line details section under the tab **Details**



16. Click the **Address tab** under **Line details**
17. Choose your delivery address by clicking  under **Delivery Address**
18. Click the drop-down under the **Address selection field** to select a **Warehouse ONLY**.
19. Select the correct **Warehouse (specific location)** and click **OK**. Ex: Apple Mountain Golf
20. Review the entire requisition and click **Save**





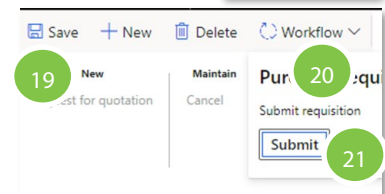
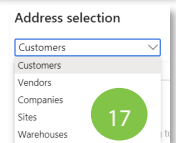
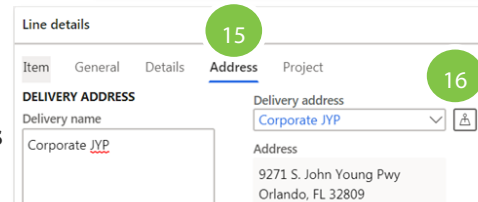
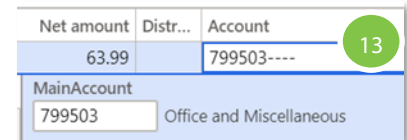
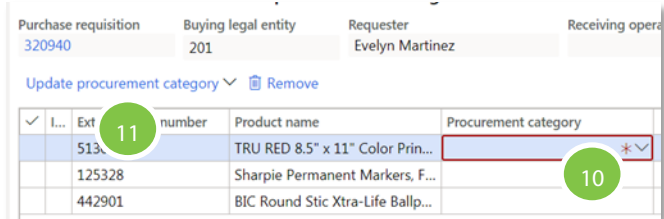
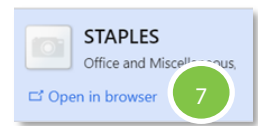
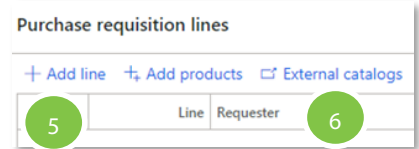
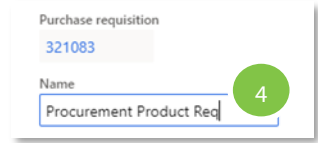
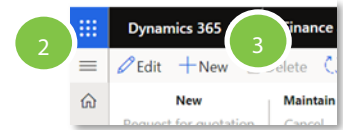
21. Click **Workflow**
22. Click **Submit** to send the requisition for approval



Punchout (External Catalog) Requisitions


Request to purchase from frequently used vendors

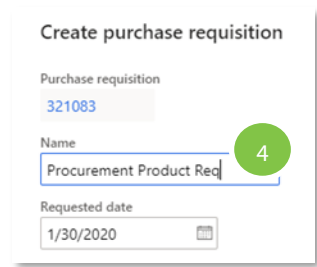
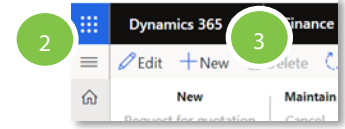
- Navigate to the D365 home screen
- Click  and go to **Procurement & Sourcing > Purchase Requisitions > All Purchase Requisitions**
- Click **New**
- In the **Name** field, type a **requisition description** and click **OK**
- Scroll to the **Purchase Requisition Lines** section of the page. Click + **Add Line**
- Click **External Catalogs**
- Scroll to select a punch out vendors. Highlight and click **Open in Browser**
- Click **OK** to be redirected to the vendor's website
- Continue to shop on the vendor's site. Review your order and complete your checkout.
- The validate shopping cart screen will require a **Procurement category**. Use the drop-down arrows to search in the **Name field** and select a **procurement category**.
- For multiple lines, select **Update procurement category**. Use the drop-down arrow to search in the **Name field**, select a **Procurement category** and click **Update All**
- All lines should be up dated. Click **Add to requisition**
- In the Purchase requisition lines section of the page, slide to the **Account field** and enter the **account values or descriptions**. When completed click outside of the box.
- Verify the correct **Item sales tax group** and **Sales tax group** have been populated
- Click the **Address** tab under **Line details**
- Choose your delivery address by clicking  under **Delivery Address**
- Click the drop-down under the **Address selection field** to select a **Warehouse ONLY**
- Select the correct **Warehouse (specific location)** and click **OK**. Ex: Apple Mountain Golf
- Review the entire requisition and click **Save**
- Click **Workflow**
- Click **Submit** to send the requisition for approval. The requisition status will now appear as In Review



Item Requisition

Request necessary funds to order an item for our company

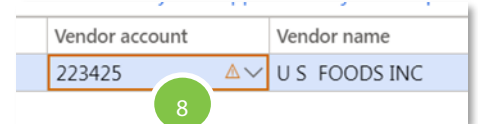
1. Navigate to the D365 home screen
2. Click  and go to **Procurement & Sourcing > Purchase Requisitions > All Purchase Requisitions**
3. Click **New**
4. In the **Name** field, type a **requisition description**
5. Click **OK**
6. Scroll to the **Purchase Requisition Lines** section of the page. Click **Add Line**
7. In the Item number field, enter or select a value from the drop down list



Form fields: Purchase requisition (321083), Name (Procurement Product Req), Requested date (1/30/2020)

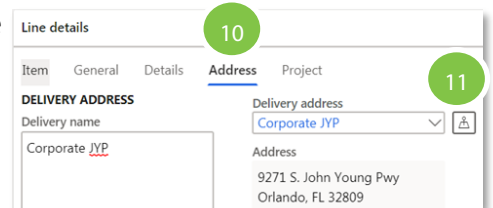
6. Purchase requisition lines
- | Line | Requester | Buying legal ... | Receiving operating unit | Item number |
|------|-----------------|------------------|--------------------------|-------------|
| 0 | Evelyn Martinez | 201 | | 1127 |
- | Item number | Product | Product name | Search name |
|-------------|---------|-----------------|-----------------|
| 1127 | 1127 | Cereal Cheerios | Cereal Cheerios |

8. Tab to the **Vendor account field** and enter or select a value. A vendor may appear as the default vendor for this product
9. Slide the bar or tab to verify the correct **Item sales tax group** and **Sales tax group** have been populated. This may be edited at the line or in the Line details section under the tab Details



Vendor account: 223425, Vendor name: U S FOODS INC

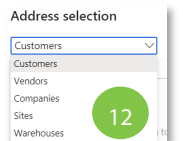
10. Click the **Address tab** under **Line details**



Line details - Address tab: DELIVERY ADDRESS, Delivery name: Corporate JYP, Address: 9271 S. John Young Pwy, Orlando, FL 32809

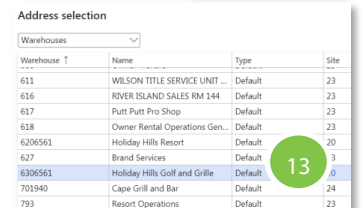
11. Choose your delivery address by clicking  under **Delivery Address**

12. Click the drop-down under the **Address selection field** to select a **Warehouse ONLY**



Address selection: Customers, Vendors, Companies, Sites, Warehouses

13. Select the correct **Warehouse (specific location)** and click **OK**. Ex: Apple Mountain Golf



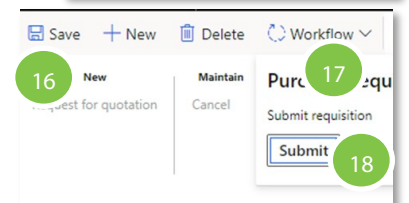
Warehouse	Name	Type	Site
611	WILSON TITLE SERVICE UNIT ...	Default	23
616	RIVER ISLAND SALES RM 144	Default	23
617	Putt Putt Pro Shop	Default	23
618	Owner Rental Operations Gen...	Default	23
6206561	Holiday Hills Resort	Default	20
627	Brand Services	Default	3
6306561	Holiday Hills Golf and Grille	Default	6
701940	Cape Grill and Bar	Default	24
793	Resort Operations	Default	23

14. Navigate to the **Purchase requisition lines** and select the **row** to complete the required fields
15. In the **Account field**, select or type the desired values. When complete, click to return to the requisition line

16. Review the entire requisition and click **Save**

17. Click **Workflow**

18. Click **Submit** to send the requisition for approval

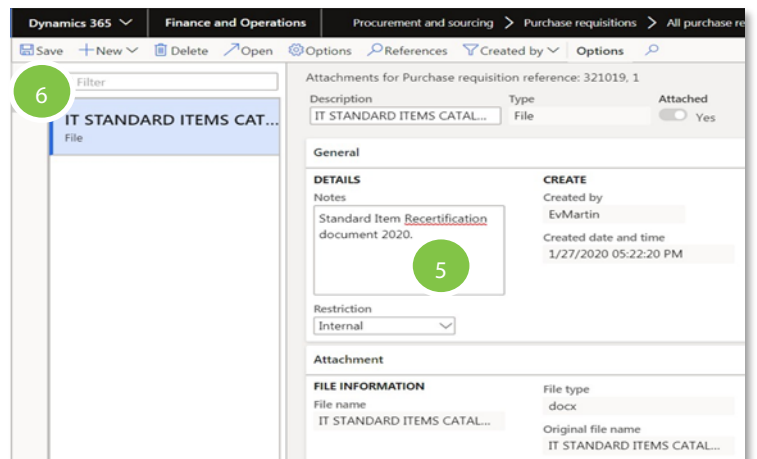
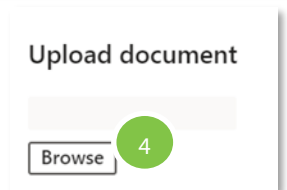
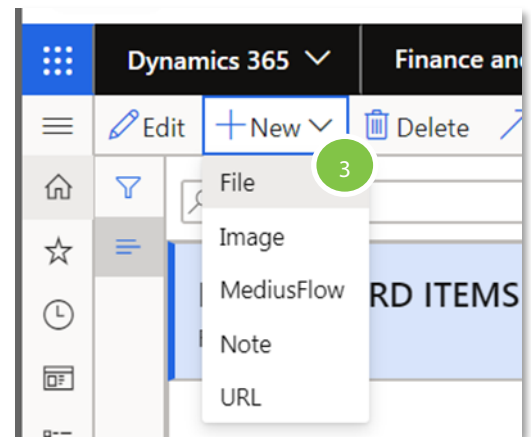
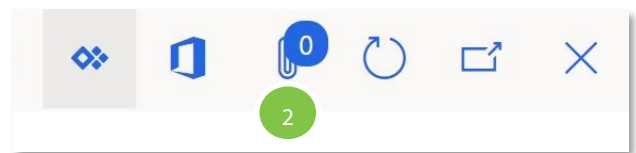
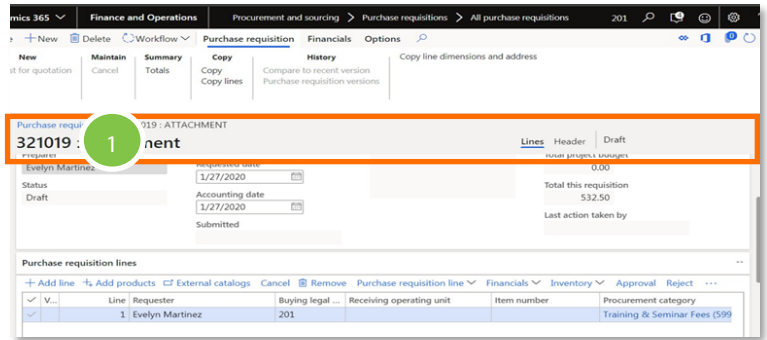


Buttons: Save, New, Delete, Workflow, Submit

Requisition Attachments

Attach a document to your requisition

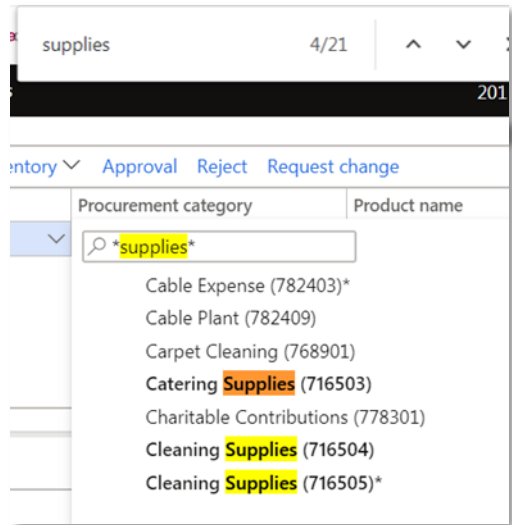
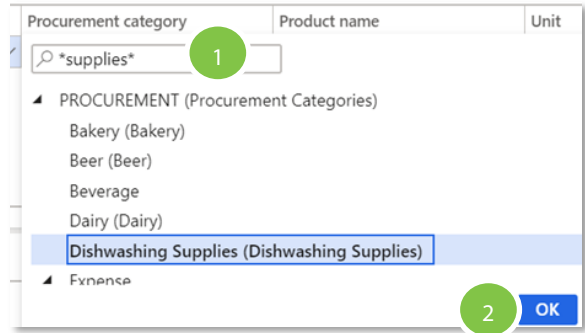
1. **ALL** attachments are to be added at the header. Within the Purchase requisition, click on the **bold requisition number** to add an attachment. This allows Approvers to view all attachments easily.
2. Click on the **Paper clip** found on the top right of the requisition screen
3. Click **New**. Select and click from the list of options, the document type to be attached
4. Upload document will appear. Click **Browse** to select the document and double click to add
5. In the **Notes field**, type a description of the attachment.
6. Click **Save**
7. To close the page, click on the **X** found on the upper right corner of the Attachment screen to return to the requisition. Click **Save**



Requisition Procurement Category Code Searches

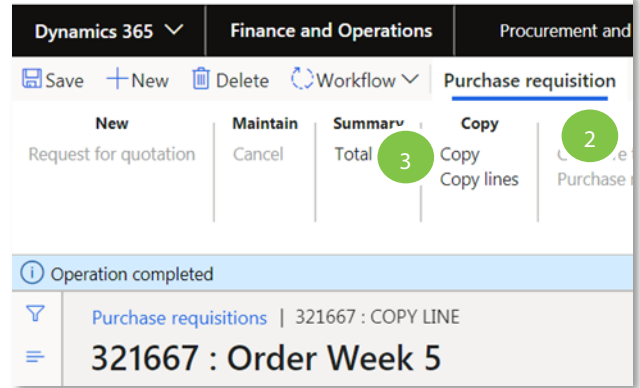
1. At the requisition line, click in the **Product Category** field. Use the drop down arrow to open the search box. At the filter, type the name or number if known. If the category is unknown, use an asterisk at the beginning and end of the search word and hit Enter. [See tip below]
2. When the category is found click **OK**

TIP: Use **Cntrl "F"** after hitting Enter to open an additional Microsoft browser search box and type the same word. The number of times the result appears will be available. Use the up or down arrow to quickly navigate to the correct product category and account.

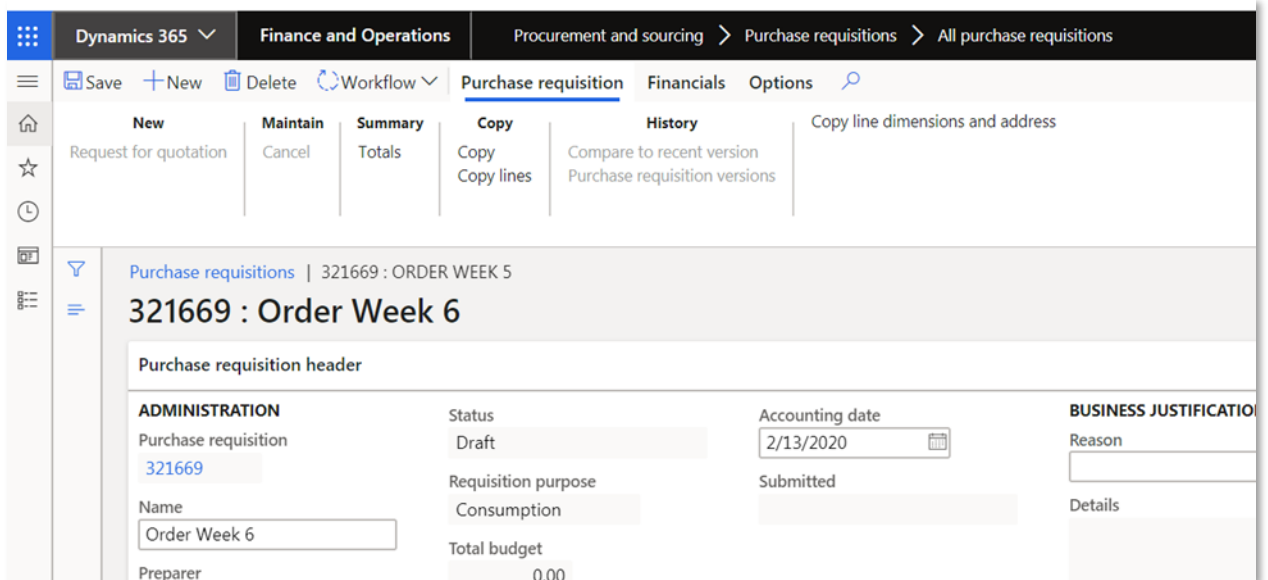


Duplicate a Requisition

1. Open an original requisition
2. Under the Action Pane, click on **Purchase requisition**
3. Click **Copy**



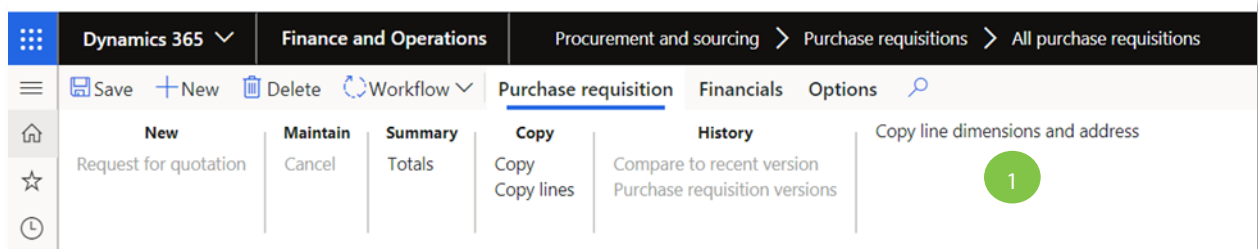
4. The copied requisition has been created with a newly assigned requisition number. The requisition Name field may now be updated to correctly reference the new requisition. Verify and update any tax information required. Use the Copy line dimensions and address button to assist with copying the accounting and ship to information.



Copy Line Dimensions & Address Feature Within a Requisition

How to copy information from one requisition line to multiple lines

1. Once a line has been created with all of its pertinent information, use the **Copy line dimensions and address** button found under Purchase Requisition to copy the accounting, and shipping information



2. In the **Source line** section, click on the line with the correct site/warehouse, and account information

Copy line dimensions and address

Source line

Line number	Item number	Category	Quantity	Site	Warehouse	Unit	Unit price	Discount	Discount per..
1.0000000000		Repl Linen & Terry (778808)	18.00			EA	4.86	0.00	0.0
2.0000000000		Repl Linen & Terry (778808)	12.00			EA	41.45	0.00	0.0
3.0000000000		Repl Linen & Terry (778808)	18.00			EA	18.08	0.00	0.0

3. In the **Target lines** section, click on the line(s) that require the copied information and click **OK**

4. Please enter all other information and confirm vendor and tax are included in each line.

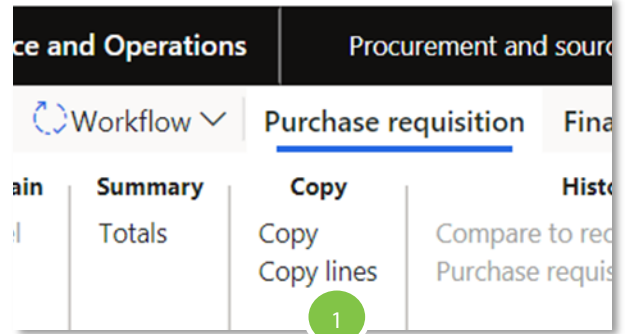
Target lines

Line number	Item number	Category	Quantity	Site	Warehouse	Unit	Unit price	Discount	Discount
1.0000000000		Repl Linen & Terry (778808)	18.00			EA	4.86	0.00	
2.0000000000		Repl Linen & Terry (778808)	12.00			EA	41.45	0.00	
3.0000000000		Repl Linen & Terry (778808)	18.00			EA	18.08	0.00	

OK Cancel

Copy Lines from Other Requisitions

1. Use the **Copy Lines** feature to copy various lines from one or multiple previously created requisitions into a new requisition. Under Purchase requisition, click **Copy Lines**
2. In the Header section (top), click on the desired requisition. The lines associated with the checked requisition will be displayed in the Lines section (bottom). Click to uncheck the lines not to be copied. Click on another requisition if desired and repeat unchecking lines not to be copied. Click OK. The lines will be copied into the new requisition
3. The line is now added to the requisition. Review and enter the correct vendor and tax information. Use the Copy line dimension and address button to copy the accounting and shipping information to the new lines.



Copy from other documents

Inventory ▾

Parameters

GENERAL
Delete existing purchase requi...
 No

Purchase requisitions 18736 ▾

HEADERS

Select all	Purchase r...	Name	Preparer	Status
<input checked="" type="checkbox"/>	319851	Req Test EV 2	Evelyn Martinez	Draft
<input checked="" type="checkbox"/>	319854	Req Test EV 3	Evelyn Martinez	Draft
<input type="checkbox"/>	319887	Requisition # 4	Evelyn Martinez	Draft
<input type="checkbox"/>	319896	Req test #1 13th Services Req...	Evelyn Martinez	Approved
<input type="checkbox"/>	319897	Req test #2 13th Services Req...	Evelyn Martinez	Closed
<input type="checkbox"/>	319898	Test 2 way match utilities	Evelyn Martinez	Draft
<input type="checkbox"/>	319899	Test 2 way match w/item #	Evelyn Martinez	Approved
<input type="checkbox"/>	319902	test reno	Evelyn Martinez	Draft

LINES

Select	Item number	Category	Site	Warehouse	Quantity	Unit	CW quantity	CW unit	Unit price
<input checked="" type="checkbox"/>	18736	WH - Lighting.Lampshade	24	1016810	1.00	EA			41.00

OK Cancel

Approvals via the Desktop Application

Approve Purchase Requisitions and Purchase Orders


Approving Requisitions versus Purchase Orders

- As an approver you will be asked to approve all requisitions that route through your team.
- You will only be asked to approve purchase orders that have been modified from the initial request to be more expensive.
- In the desktop application, the process for approving requisitions and purchase orders is the same. Follow the steps below for approving requisitions and purchase orders on the desktop.

If you recognize the requisition or PO and do NOT need further details before approval, follow these steps:

1. If you opt in for emails, you will receive approval emails that will show certain details of the requisition (*These are notifications only. You cannot approve from the e-mail. To approve or reject a transaction you must use the desktop system or the mobile app*)
2. Navigate to the D365 home screen
3. Find your to do list in the bottom left corner of the home screen labeled **Work Items Assigned To Me**
4. Click on any requisition or PO in the list
5. Highlight the line you would like to approve or click the checkmark of the desired line
6. Click **Workflow**
7. Click **Approve**
8. In the **Comment field**, type a message if desired
9. Click **Approve**
10. Close the page

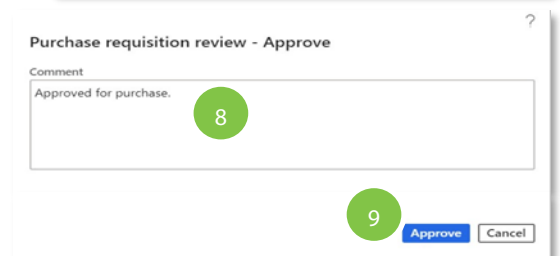
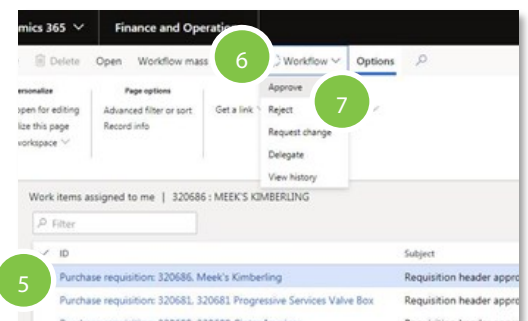
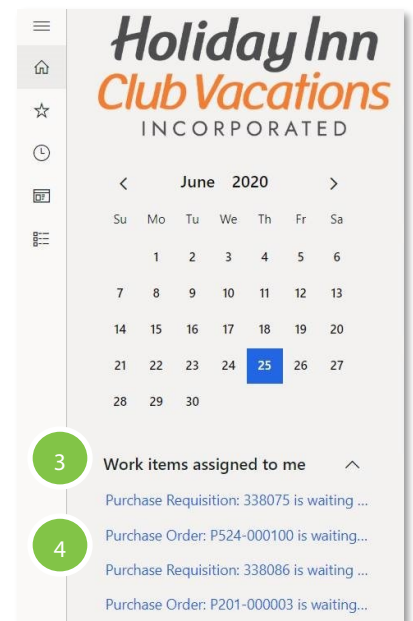
Purchase Requisition: 335405 is waiting for your approval.

 D365_noreply
To: Nau, Lesley
Retention Policy: 90 Day Inbox (90 days)

Note: You received this email because you are an approver for this requisition(s).

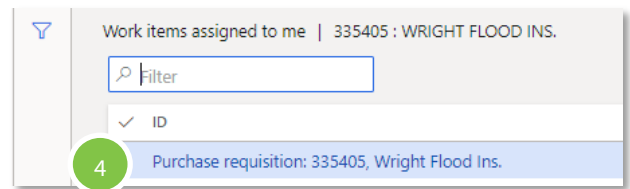
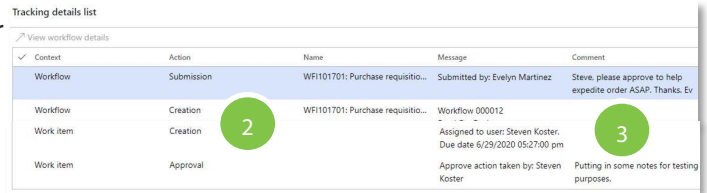
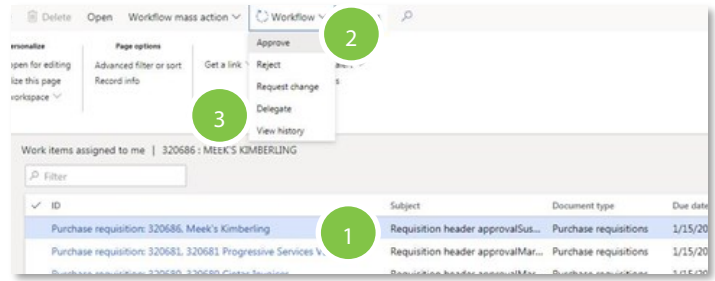
Purchase Requisition: 335405
Originator: Janice Noyes
Company: 523
Category: Prepaid Insurance (116503)
Item Description: Prepaid Insurance (116503)
Account Number: 116503-99999-99-10000000-10000-OPER
Amount: 30,608.00 USD
Comments:

Please click here to view the requisition: [Link](#)



Where to Find More Details About the Approval Request

1. **View Summary Page** Once you have navigated to the **Work Items Assigned to Me**, you will find yourself on a summary page listing basic information on all of your requested approvals.
2. **View Approval History** Highlight the desired request, click **Workflow**, then click **View History**
3. **View Comments** Click **Workflow**, then click **View History**. You can also see comments in your **email notifications**. If a user adds a note as an attachment, you can click the **paperclip**.
4. **View Requisition Details Page** Click on the **Blue Purchase Requisition Line** under **ID**. Here you can see:
 - a. GL Account
 - b. Vendor
 - c. Product Name
 - d. Project ID
 - e. Company Number



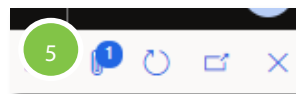
Purchase requisition header

ADMINISTRATION	Status	DATES	BUSINESS JUSTIFICATION	FOR MOBILE WORK	Total this requisition
Purchase requisition 322215	Approved	Requested date 3/13/2020	Reason	Project ID 682-000003	94.61
Name LEBATEX- FABRIC -WBR	Requisition purpose Consumption	Accounting date 3/13/2020	Details	Total remaining project budget 0.00	Last action taken by Service Account - 3/17/2020 08...
Preparer Reina Suarez	Total budget 0.00	Submitted 3/16/2020 02:10:41 PM		Total project budget 0.00	

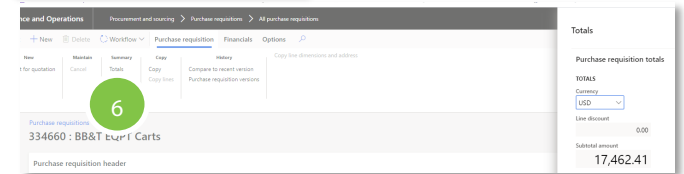
Purchase requisition lines

Line	Requester	Buying legal	Procurement category	Product name	Unit	Quantity	Unit price	Net amount	D...	Account	Currency	Vendor name
1	Reina Suarez	518	Procurement Categories	Lebatex Fabric 1606-20-YDW A...	YD	1.00	37,800.00	37,800.00		116707-99999-16-10000000-10000	USD	FASTSPRING

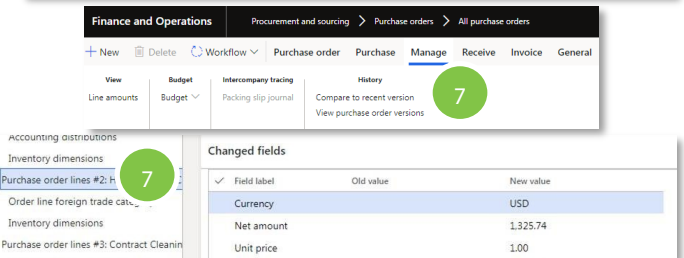
5. **View Invoice** Click on the **Paperclip**. (If there are multiple line items, you may have to click on each one until you see the attachment.)



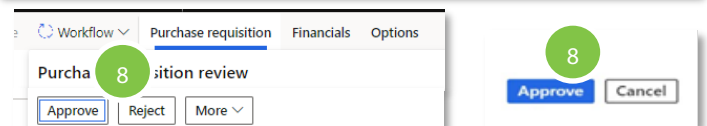
6. **View Total Cost of all Lines in Requisition** Under **Purchase requisition**, click **Totals** under **Summary**



7. **View Changes in a PO That Need Approval** The only instance in which approvals are needed for a PO is when someone has increased the value of the PO. To view the changes, click **Manage** then **Compare to Recent Version**. Then you must click on each line to see what has changed.



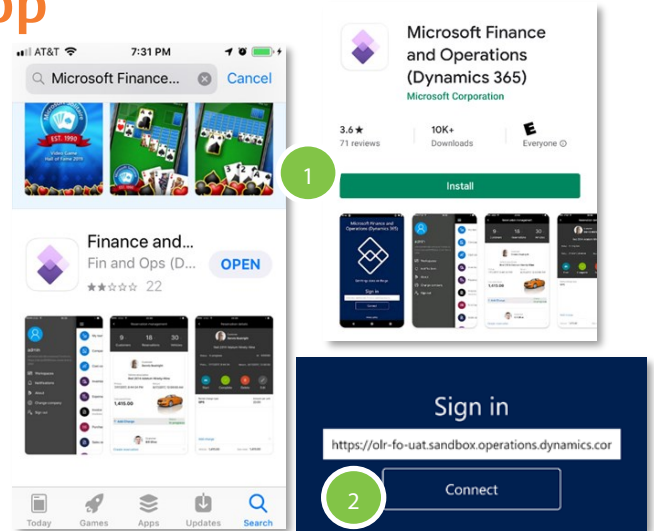
8. **Once You Are Ready To Approve** Click **Purchase Requisition**, Then **Approve**, Then **Approve** again.



Approvals via the Mobile App

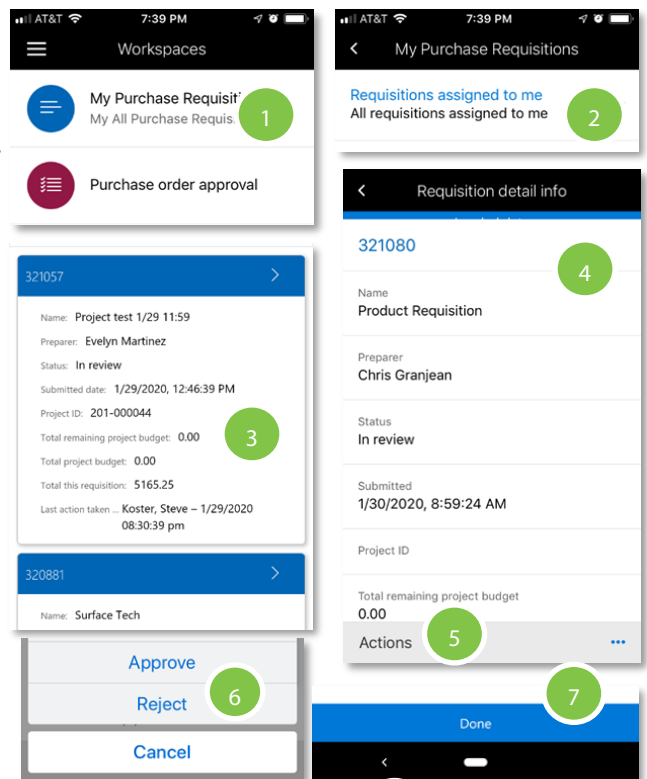
Installing the Mobile App

1. Download the app **Microsoft Finance and Operations (Dynamics 365)**
2. On the sign in screen, enter the following link. <https://olr-fo-prd.operations.dynamics.com>
3. Accept the terms and conditions
4. Sign into your Microsoft account with your work e-mail.
5. Sign into your OKTA account



Approving Requisitions from the App

1. Launch the app and select **My Purchase Requisitions**
2. Select **Requisitions Assigned To Me**
3. A list of requisitions requiring your approval will display. Select the requisition you would like to approve.
4. Header data will appear
5. Scroll down to see line item details. Continue to scroll until all lines have been viewed. Select **Actions** to approve or reject
6. Select **Approve** or **Reject**
7. Enter an optional **note** and select **Done**
8. You will return to the requisition detail screen. Hit back < to return to the list of requisitions. Pull down to refresh your screen. From here you can process the next one or exit the app.

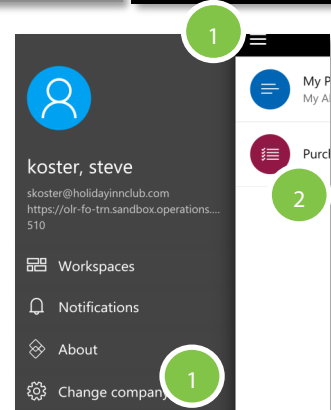


Approving POs from the Mobile App

1. POs will only show if you are looking under the correct company number; therefore click the hamburger menu and then click **Change Company** to choose the right company number

Hint: POs start with P and the company number. Ensure you are searching under the company number that matches the PO number.

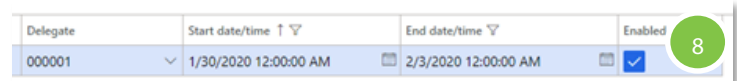
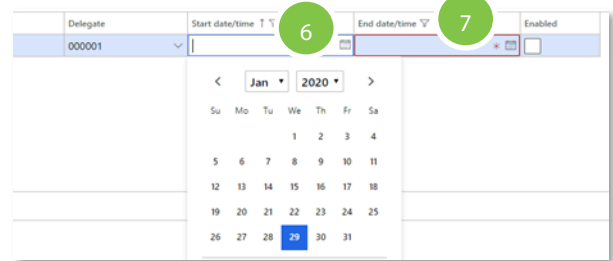
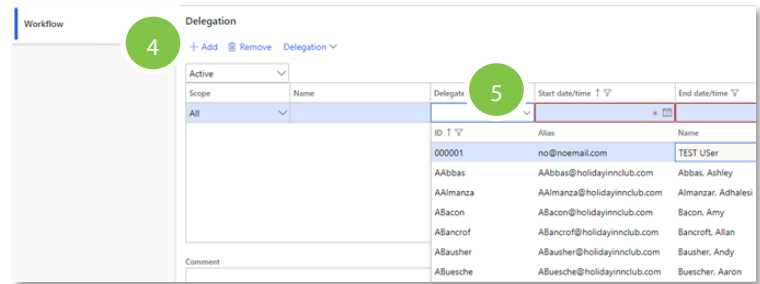
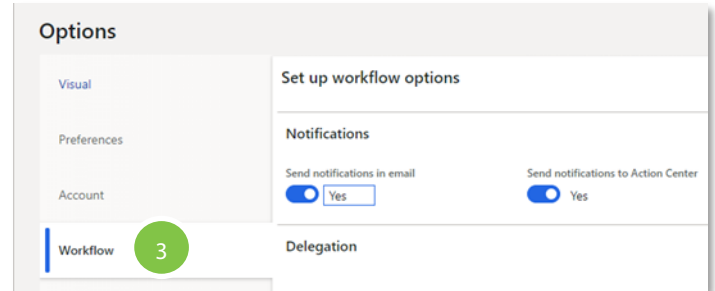
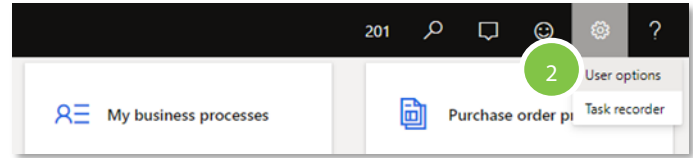
2. Select **Purchase Order Approval** and then continue with the same steps as requisition approval above



Out of Office Delegation

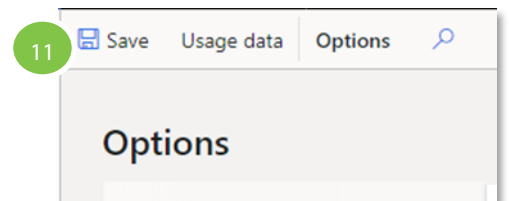
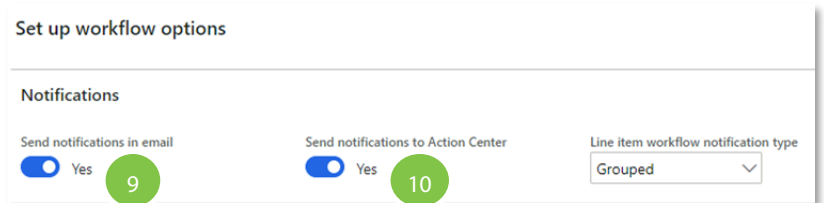
Delegate your role in the D365 workflow if you are planning to be out of the office

1. Navigate to the D365 home screen
2. On the main D365 Home screen, click on the **Gear icon** and select **User Options**
3. Click the **Workflow** tab
4. Expand the **Delegation section** and click **Add**
5. In the **Delegate field**, enter or select a user name. The Delegate must be at the same employee level or higher
6. In the **Start date/time field**, enter a date and time
7. In the **End date/time field**, enter a date and time of return
8. Select the **Enabled** check box
9. Select **Yes** under **Send notifications in email**
10. Select **Yes** under **Send notifications to Action Center**
11. Click **Save**
12. Click on the **X** on the right upper corner of the User page to close the page




If You Do Not Take Action on a Approval Request

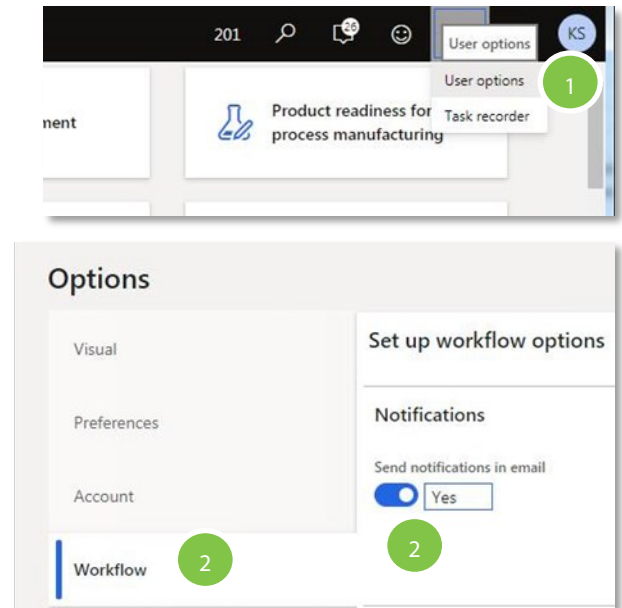
- If you do not approve a request within 5 days, the request will automatically be moved to the next person in your approval matrix



Opting In For Email Notifications

To receive e-mail notifications of items needing your approval, you need to opt in. Or conversely, opt out if you don't want to receive e-mails.


1. From the D365 home screen, click on the settings gear  and select **User Options**
2. Under Options, select **Workflow**. Slide the bar under **Send notifications in e-mail** to the preferred position, **Yes or No**
3. **Note:** these are notifications only. You cannot approve from the e-mail. To approve or reject a transaction you must use the desktop system or the mobile app

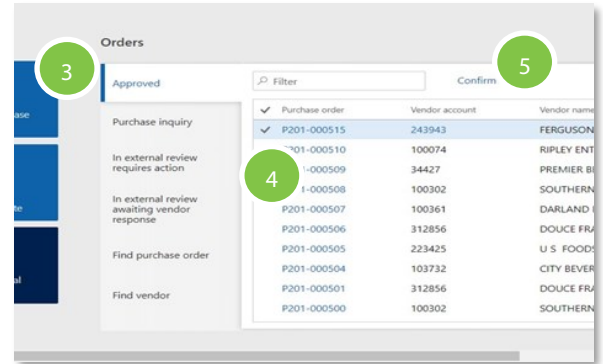


Purchase Orders

Once the requisition is approved, create a purchase order that will be sent to the vendor with order specifications

Confirm Purchase Order

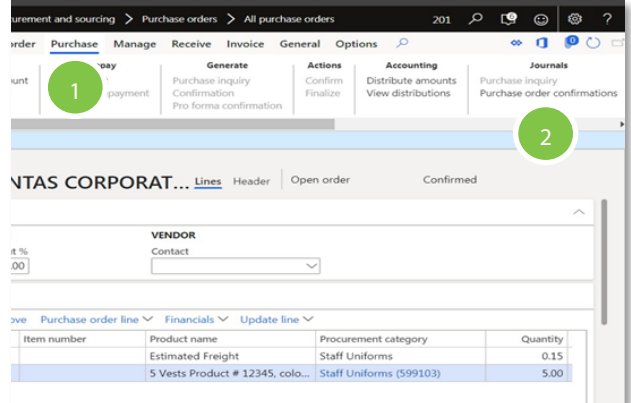
1. Navigate to the D365 home screen
2. Click  and go to **Procurement & Sourcing > Workspaces > Purchase Order Preparation**
3. Under the **Orders heading**, click on **Approved** to view the approved PO's
4. In the list, mark the selected row
5. Click **Confirm** located above the Vendor account column
6. Once the PO has been confirmed, **print or save the PO** and ensure it is sent to the vendor. Note: External Catalog (punchout orders) are sent electronically.



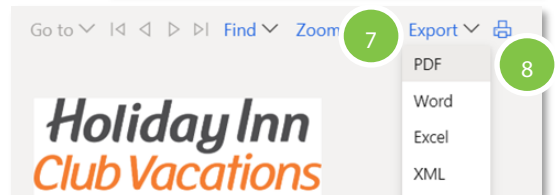
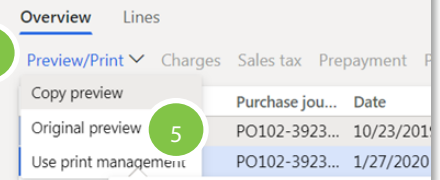
Note: A batch process can be setup to run periodically and confirm all approved purchase orders

Review or Print Purchase Order

1. From the main menu, search for the PO using **All Purchase Orders**. Click on the desired PO. Within the Purchase Order, on the Action Pane, click **Purchase**
2. Click **Purchase Order Confirmations** under **Journals**
3. Click either on one line or multiple lines
4. Click **Preview/Print**
5. Click **Original Preview**
6. View the PO
7. The PO may be either saved or printed. Click **Export** and select from the file type list to **save**
8. Or, select the **printer button** to **print**
9. To close the PO, click on the X on the upper right corner of the PO screens, or click the Home button.




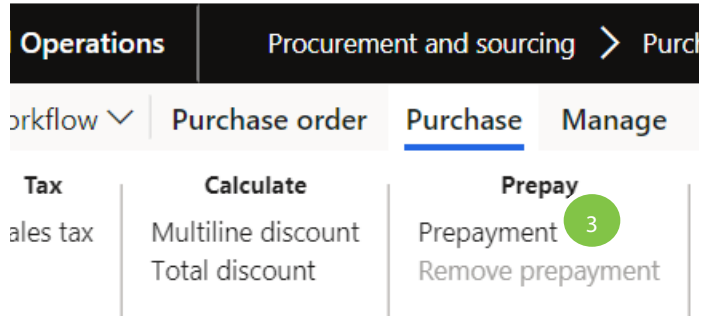
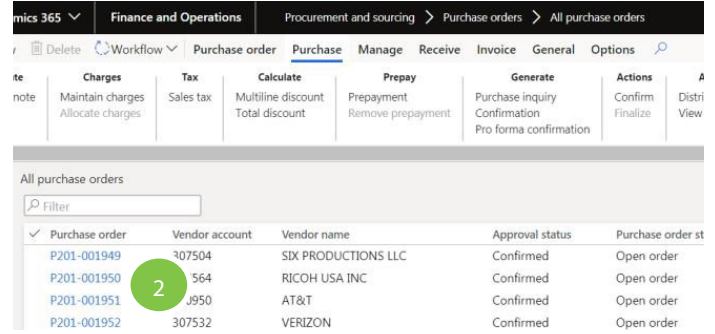
Purchase order confirmations



Prepayment (Deposits)

How to create a prepayment for approved purchase orders

1. Click  and go to **Procurement & Sourcing > Purchase Orders > All Purchase Orders**
 2. Search and select the desired PO
 3. In the Action pane, go to **Purchase > Prepay >** and click on **Prepayment**
 4. In the Prepayment screen enter a **Description**
 5. Select either **Fixed** or **Percent**
 6. In the **Value** field, enter the **amount**
- Example:**
- If Fixed is selected and \$200.00 is required, enter 200.00
 - If Percent is selected and 10% is required, enter 10.00
7. The **calculation** will appear in the **Limit**
- Note:** The prepayment will be based on the total PO value.
8. Select the **Prepayment Category ID**. This ID should go the **same account as the main expense**
 9. Click **Save**
 10. Once the prepayment has been added, the toolbar will display the Remove prepayment button if needed
 11. The prepayment has been completed. Click **Save**
 12. The **prepayment invoice** should be submitted to Accounts Payable with the PO number



Create or edit a prepayment

Description 4

Type

Fixed 5

Percent

Value 6

Limit 7

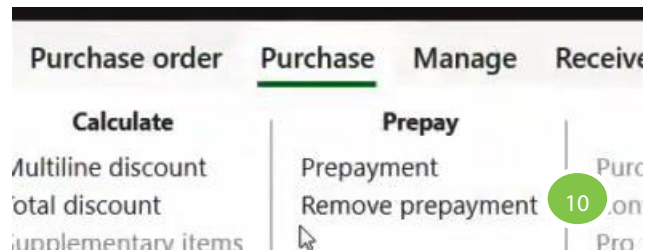
Prepayment remaining

Prepayment application remaining

Currency


Prepayment category ID 8

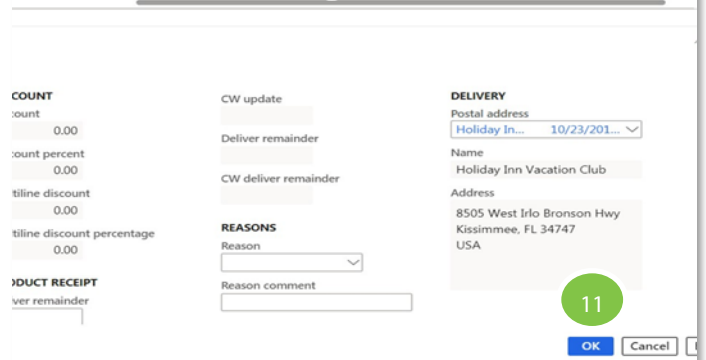
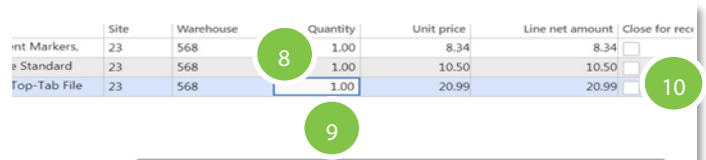
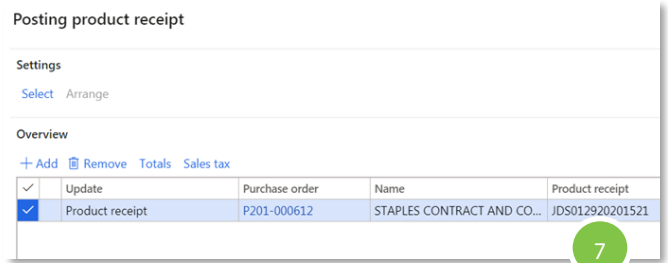
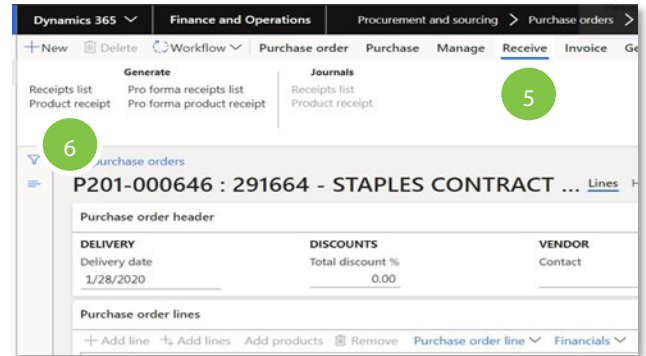
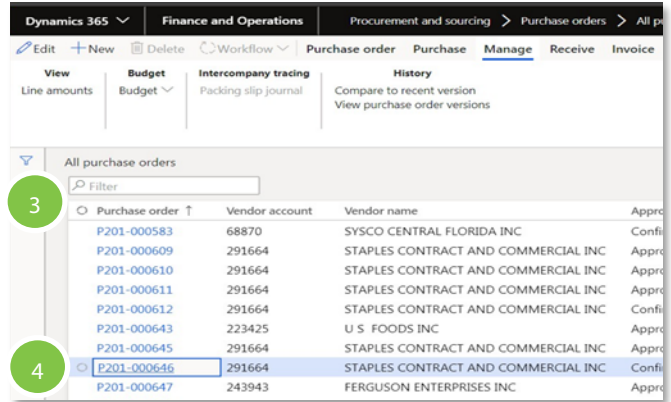
9



Receiving

Once the purchased items are delivered in good condition, record the receipt in D365


1. Navigate to the D365 home screen
2. Click  and go to **Procurement & Sourcing > Purchase Orders > All Purchase Orders**
3. Search for the desired purchase order using any of the filters to narrow your search by entering a name or value
4. In the list, find and select the desired record
5. On the Action Pane, click **Receive**
6. Click **Product receipt**
7. The Product receipt field is a required field and must be populated before proceeding. Enter the shipping document number. For example, tracking numbers from FedEx, UPS or other carriers, packing slip numbers, or Bill of Lading (BOL) numbers are all valid entries to confirm receipt of goods. If a tracking number is not available, the suggested sequence is as follows: **Initials (JDS)/date (MMDDYYYY)/exact time (3:31PM would be 331 or military time: 1521) of receipt**. Example: **JDS01292020331PM**. NOTE: The system will not accept duplicate tracking numbers.
8. In the list, the default quantities from the purchase order are displayed.
9. If partial quantities are received, select the row and enter the actual quantity value in the quantity column
10. If you don't expect further quantities to be delivered, click on the Close for receiving box on the far right. Once the line is closed, it can't be re-opened.
11. Once all quantities have been reviewed for accuracy, Click **OK**.



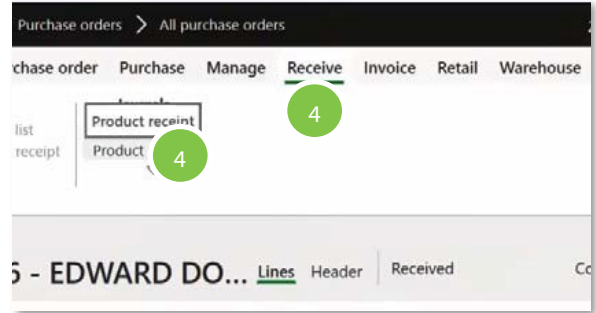
Cancel a Receipt on a PO

How to cancel receipts when the PO status = Received. This would be used when a receipt was incorrectly done or goods are to be returned to a vendor.

NOTE: This function will cancel ALL the lines associated under a single Product receipt number. Therefore, if a product receipt number was used to previously receive one or multiple lines, the entire receipt will be cancelled.

1. Navigate to the D365 home screen
2. Click  and go to **Procurement & Sourcing > Purchase Orders > All Purchase Orders**
3. Search and select the desired purchase order to view the PO.
4. Go to **Receive > Journals >** and select **Product Receipt**
5. On the displayed list, ensure the **correct Product receipt is highlighted** (if more than one product receipt had been performed) and click **Cancel**

P201-000497	272065	272065	TAHOE SUPPLY COMPANY LLC	Purchase order	Confirmed	Open order
P201-000498	291664	291664	STAPLES CONTRACT AND COMMERCIAL INC	Purchase order	Confirmed	Open order
P201-000499	000336	000336	Halo Branded Solutions, Inc	Purchase order	Confirmed	Open order
P201-000500	313981	313981	INFINITY PROVISIONS INC	Purchase order	Confirmed	Open order
P201-000501	264256	264256	LUZ STAM	Purchase order	Confirmed	Open order
P201-000503	100302	100302	SOUTHERN GLAZERS WINE & SPIRITS	Purchase order	Confirmed	Open order
P201-0007	100302	100302	SOUTHERN GLAZERS WINE & SPIRITS	Purchase order	Draft	Open order
P201-001	000002	000002	Adcomm TV, Inc	Purchase order	Confirmed	Open order
P201-000	349454	349454	THE HOME DEPOT PRO-SUPPLY WORKS	Returned order	Confirmed	Received



Product receipt journal

Overview Lines 6

View charges Inventory Unposted invoices Purchase cost transactions Purchase indirect cost Distribute amount

Procurement category	Description	Ordered	Received	Amount
Grocery Taxable	Assorted Pastry/Bagel King	0.50	0.50	4.72
Grocery Taxable	Danish/Bagel King	1.00	1.00	10.80
Grocery Taxable	Muffin/Bagel King	2.00	2.00	16.98
Grocery Taxable	Assorted Pastry/Bagel King	0.50	0.50	4.72


6. Click on the **Lines** button. In this example, the Product receipt displays all the line details that were previously received under Product receipt # VC000299-31020. In this scenario, all lines would therefore be cancelled
7. The Processing operation pop up will be displayed.
8. To **return to the PO**, click on the **X** on the right upper corner to exit the screen.

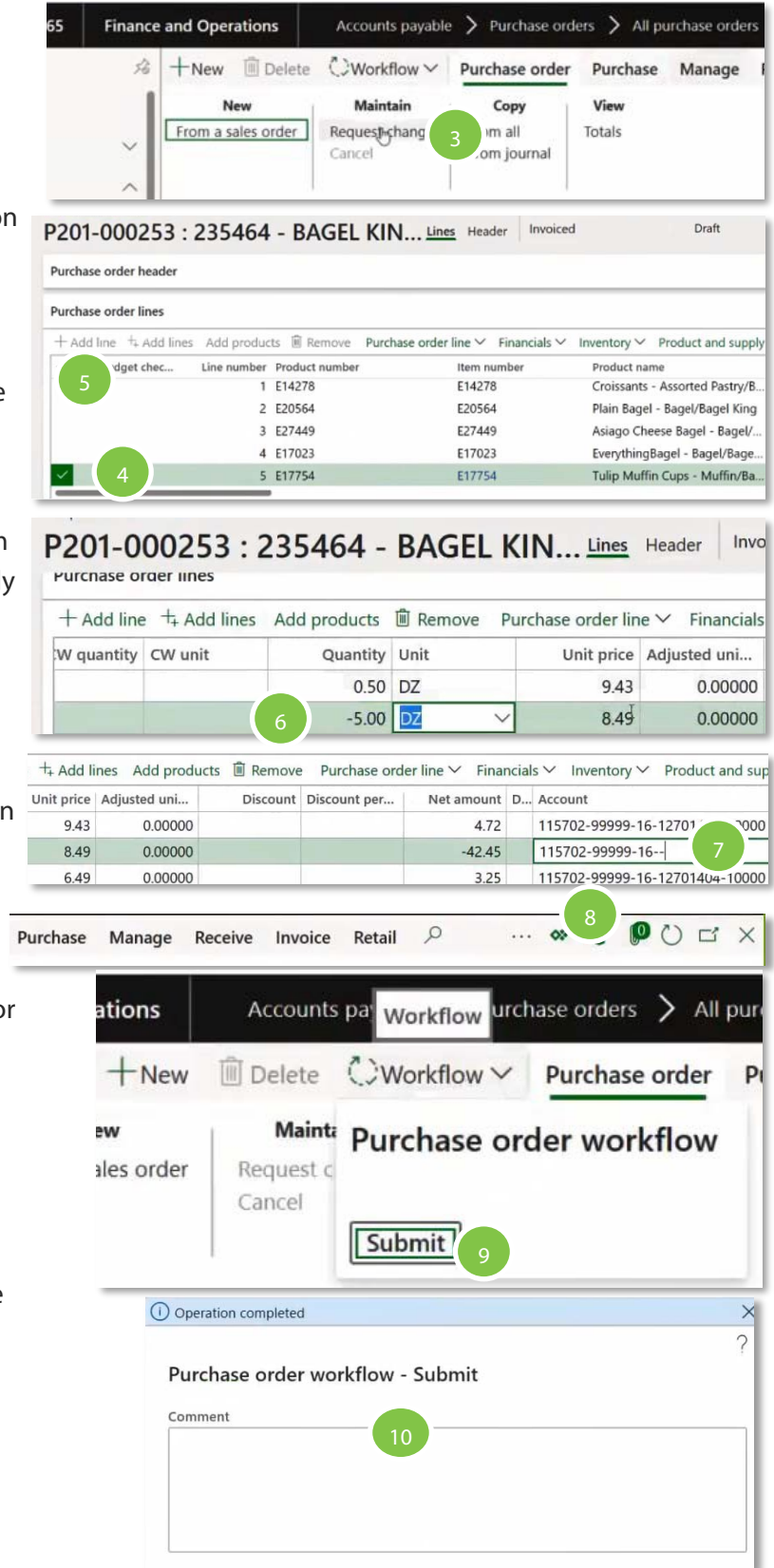


Note: In the Action pane, when the Product receipt button is available under Journals, it's an indication that historical transactions are available to view.

Return a PO Receipt in Invoiced Status

How to return a quantity for a prior receipt when the PO status = Invoiced/ Confirmed status. This will typically include a return with a credit memo issued from the vendor.

1. Click  and go to **Procurement & Sourcing > Purchase Orders > All Purchase Orders**
2. Search and select the **desired PO**
3. Under **Purchase Order > Maintain**, click on **Request change**. This changes the PO status from Invoiced / Confirmed – to - Invoiced / Draft
4. Identify the line item on the PO that will be returned/credited
5. Highlight the line and click on **Add Line**
6. **Duplicate** all of the same information from the original line to be returned to the newly added line. At the **Quantity** column, a **negative value** must be entered
7. Continue by entering the complete and original **Account information**
8. Once the reversal line information has been completed, click on the **paperclip** found towards the right of the D365 toolbar, to add an **attachment or note** referencing the RMA number or **Return Material Authorization** documents from the vendor
9. Click **Workflow** and **Submit** to route the change for approvals
10. The Processing operation pop up will be displayed
11. A **Comment** may be entered for the Approver if desired. Click on **Submit** at the bottom
12. Once the PO has been approved, the PO must be Confirmed
13. A Product receipt must also be done to complete the return process




The screenshot displays the SAP D365 interface for managing purchase orders. The top navigation bar shows 'Finance and Operations' and 'Accounts payable > Purchase orders > All purchase orders'. The main area shows a list of purchase order lines for 'P201-000253 : 235464 - BAGEL KIN...'. The 'Request change' dialog is open, showing options for 'New', 'Maintain', and 'Copy'. The 'Purchase order workflow' dialog is also open, showing a 'Submit' button. A 'Purchase order workflow - Submit' pop-up window is displayed at the bottom, with a 'Comment' field and a 'Submit' button.

Line number	Product number	Item number	Product name
1	E14278	E14278	Croissants - Assorted Pastry/B...
2	E20564	E20564	Plain Bagel - Bagel/Bagel King
3	E27449	E27449	Asiago Cheese Bagel - Bagel/...
4	E17023	E17023	EverythingBagel - Bagel/Bage...
5	E17754	E17754	Tulip Muffin Cups - Muffin/Ba...

Unit price	Adjusted uni...	Discount	Discount per...	Net amount	D...	Account
9.43	0.00000			4.72		115702-99999-16-12701...
8.49	0.00000			-42.45		115702-99999-16-...
6.49	0.00000			3.25		115702-99999-16-12701404-10000

Return, Reverse, or Change a PO Receipt in Received Status

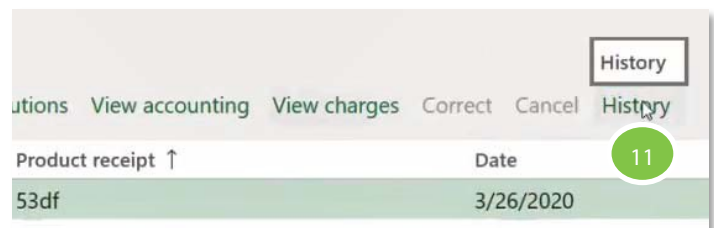
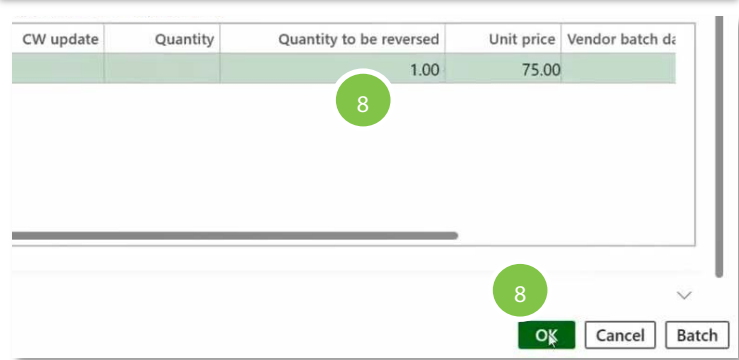
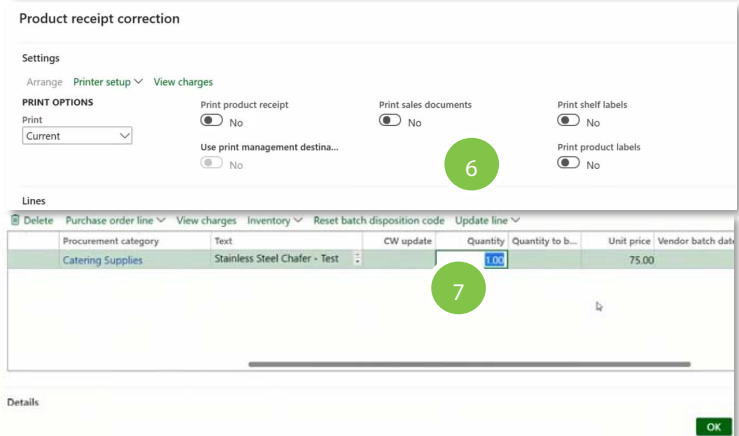
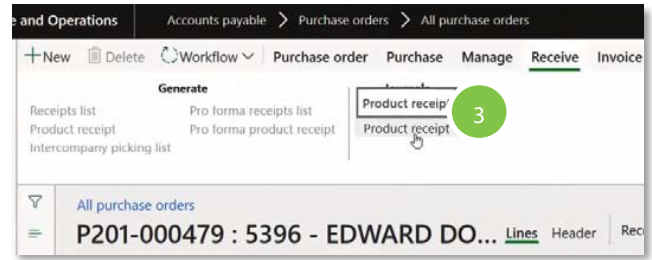
How to return, reverse, or correct quantities for previously received lines when the PO status = Received

1. Click  and go to **Procurement & Sourcing > Purchase Orders> All Purchase Orders**
2. Search and select the **desired PO**
3. Go to **Receive > Journals > Product receipt**
4. Click **Lines** and highlight the **specific line** you wish to perform the correction. If there is only one line, it will be displayed at the Overview
5. To change the amount previously received, click on the **Correct** button
6. The prior received quantity will be displayed in the Product receipt correction screen. In this example, quantity 1 was originally received
7. Enter the **correct receipt quantity** under the **Quantity column**

Examples


- If the desired return is to the original value of the PO enter 0 on that line. (Reverse)
 - If the receipt was for quantity 10 and it should've been 2, enter 2. (Change/Return)
 - If an increased quantity is required, a new receipt must be posted. An increase can't be performed within this function.
8. The Quantity to be reversed column will display the reversed or backed out value. Click **OK**
 9. The Processing operation will display
 10. The Correct button will no longer be available as the transaction is now completed. You may click on the X on the upper right corner of the screen to return to the PO screen.
 11. To view all historical receipt transactions, click on **History**
 12. To continue to perform a routine receipt, return to the main PO screen and navigate to **Receive> Generate > Product receipt**. See the Receiving page of this guide

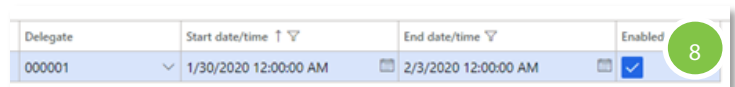
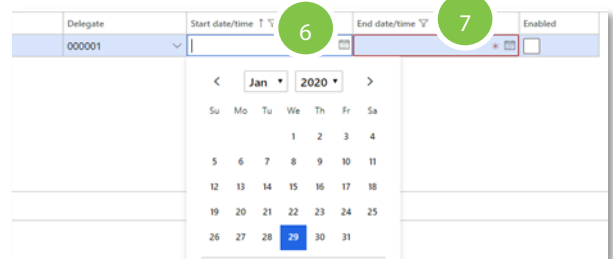
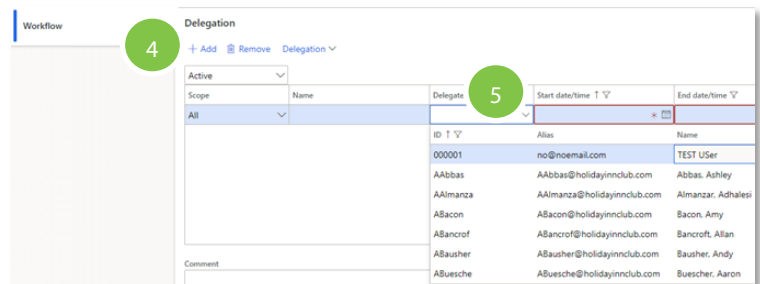
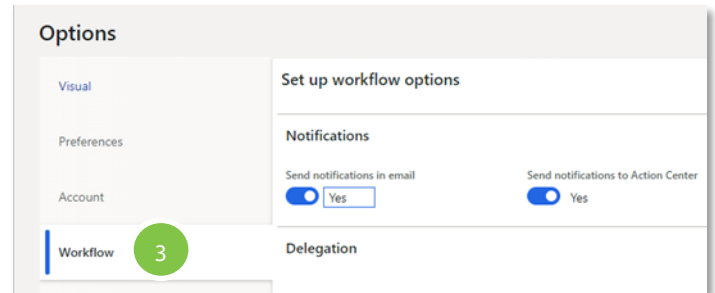
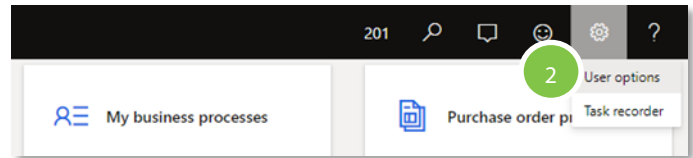
Note: When the Product receipt button is available under Journals, it's an indication that historical transactions are available to view.



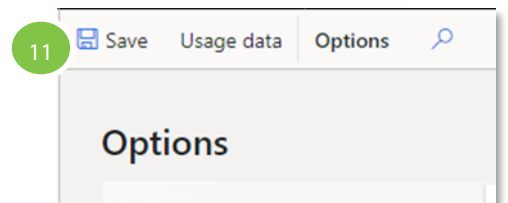
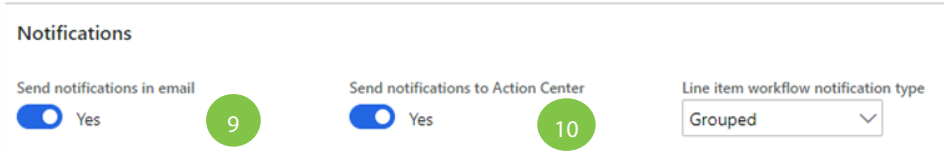
Out of Office Delegation

Delegate your role in the D365 workflow if you are planning to be out of the office

1. Navigate to the D365 home screen
2. On the main D365 Home screen, click on the **Gear icon**  and select **User Options**
3. Click the **Workflow** tab
4. Expand the **Delegation section** and click **Add**
5. In the **Delegate field**, enter or select a user name. The Delegate must be at the same employee level or higher
6. In the **Start date/time field**, enter a date and time
7. In the **End date/time field**, enter a date and time of return
8. Select the **Enabled** check box
9. Select **Yes** under **Send notifications in email**
10. Select **Yes** under **Send notifications to Action Center**
11. Click **Save**
12. Click on the **X** on the right upper corner of the User page to close the page



Set up workflow options



Submitting Invoices to Accounts Payable

With the launch of D365, we are also implementing a new OCR scanning tool called Medius that will be utilized by the Accounts Payable team; therefore we have some updated processes

Submitting Invoices to Accounts Payable

1. **Type the PO number** on the invoice in the format **P###-#####**
 - With the implementation of Medius, an OCR scanning tool, hand writing on invoices will no longer be accepted. Format must be in block letters/numbers in black font. You must type the PO number on the invoice in the format **P###-#####** in an open space on the invoice.
 - Using **Adobe Reader** to type **P###-#####**
 - **Save** the invoice as a **PDF** > open **Adobe Reader** > Go to **Fill & Sign** > Click on an open space in the document > Type **P###-#####** > Click **Save As**
2. Submit invoices via email attachment to APayables@holidayinnclub.com
 - Each individual invoice must be a **SINGLE PDF attachment**. You can attach multiple PDFs to an email when sending. IT has added this e-mail address to the scanning function of all BizHubs so you can forward your invoices directly without needing to send it to yourself first if you chose do so, but again each invoice needs to be an individual scan. See instructions below on how to have the BizHub do that for you.
3. All vendors must place a Purchase Order number on their invoice and mail the invoice directly to AP. AP will process invoices for payment.
 - If the purchase order, receipt and invoice all match in the system, the payment will be scheduled and a check will be printed according to the payment terms (or ACH sent).
 - If the purchase order, receipt and invoice do not match in the system, the invoice will be sent to the contact or the PAL for investigation.


This is a **VERY IMPORTANT** process to adhere to as it allows the Company to ensure we are properly accrued. This does not mean the contact for the invoice cannot be copied and it does not mean an invoice will get paid prior to business approval.

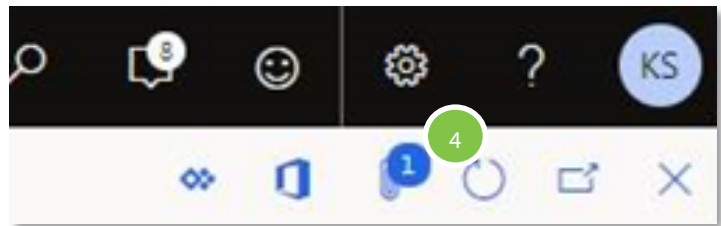
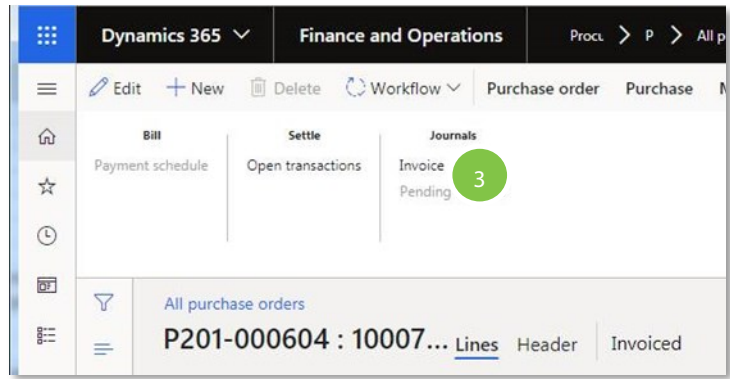
Separating Invoices into Multiple PDFs on the BizHub Copiers

1. Go to the BizHub Copier
2. Select **Main Menu**
3. Select **Scan/Fax**
4. Find the desired **email address**, APayables@holidayinnclub.com
5. Select **File Type**
6. Under **Page Settings**, select **Page Separations** and select **All Files Sent As E-mail** – This will send one email with all of the pages separated into individual attachments.

Note: this process will create one PDF per page, so a multiple page invoice will be split into multiple PDFs. Please scan the multiple page invoices separately. Use this to bundle single page invoices.

Retrieving Invoices

1. Navigate to the D365 home screen
2. Click  and go to **Procurement & Sourcing > Purchase Orders> All Purchase Orders**
3. Under the Invoice tab, select **Invoice** under the Journals header
4. If there is an invoice attached, there will be a number on the paper clip. Click the **paperclip and number**.
5. The link to the invoice shows up in two places. Under **General > Details**, but only as a text link you would have to copy. And under **Preview** as a hyperlink. It's just easier to use the hyperlink
6. The invoice will display within Medius.



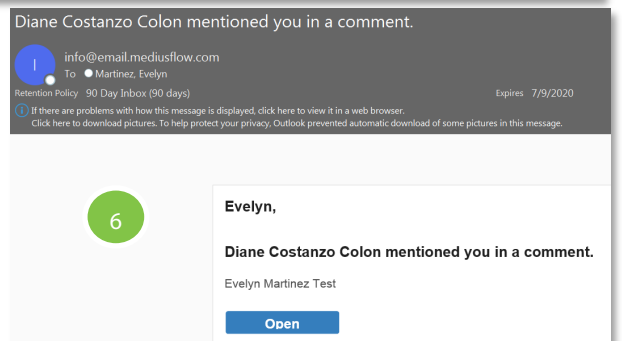
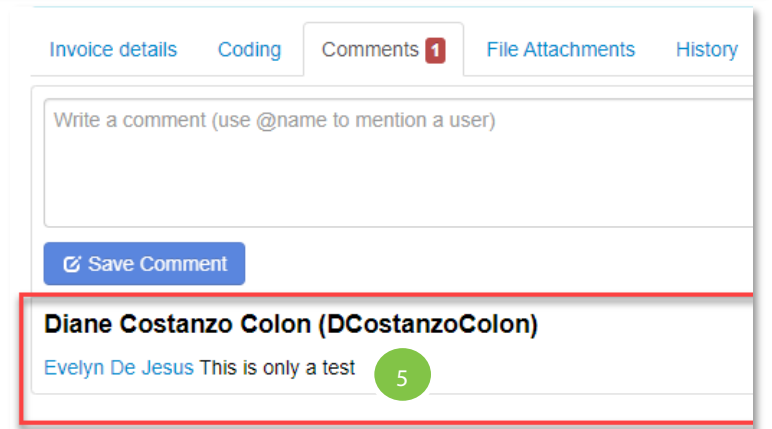
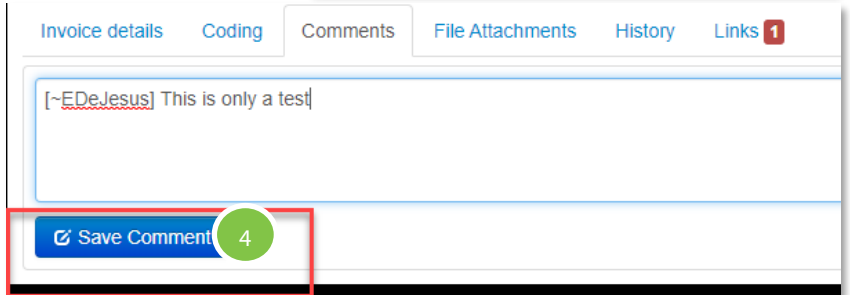
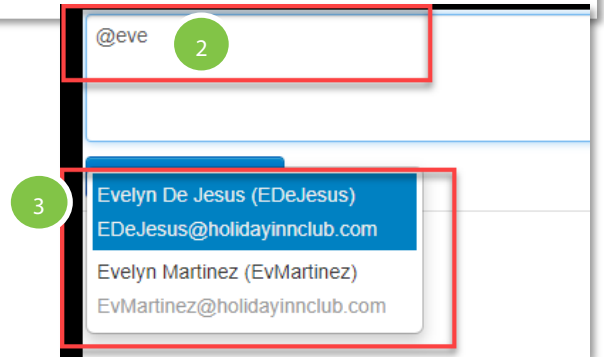
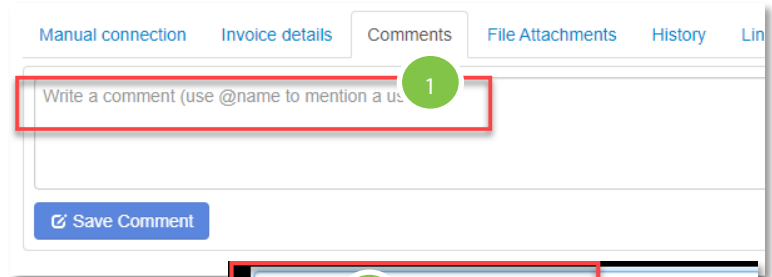
General	
DETAILS	CREATE
Notes	Created by
https://cloud.mediusflow.com/olr/QA/#Tasks/ShowDocument/292	svc-medius-uat
	Created date and time
	1/27/2020 09:35:44 PM
	Contact information
Restriction	Name
Internal	
OTHER INFORMATION	
Is default attachment	
<input type="radio"/> No	
Attachment	
FILE INFORMATION	FILE LOCATION
File name	File location
MediusFlow	
File type	
htm	
Original file name	
Preview	
MediusFlow	
https://cloud.mediusflow.com/olr/QA/#Tasks/ShowDocument/292	

Adding Comments in Medius

Comments to Accounts Payable should only be added in Medius under the following scenarios:

- When providing a PO number
- When disputing the invoice and letting AP know you are working on it, whether it's goods not received, damaged, or mispriced and you've requested a credit from the vendor.

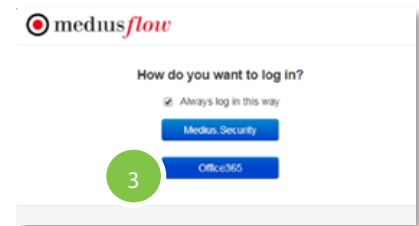
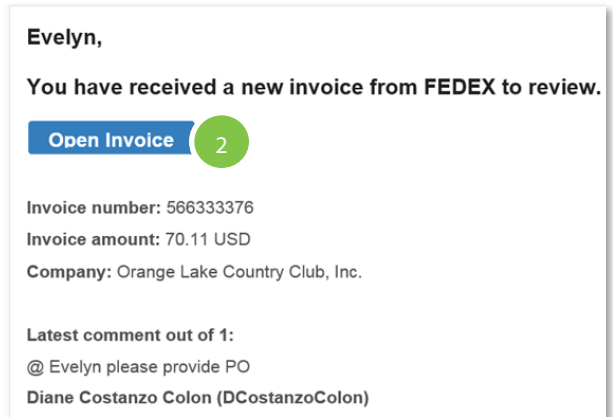
1. Within Medius, click on the **Comments** tab. Note the greyish instructions refer to how to begin adding the comment
2. Type the **@ symbol** to begin the search for a User's Name. **NOTE:** The selection of a name is required for a user to view, otherwise a comment added without the @name will stay in the comment section where no one will see it unless they happen to review the invoice
3. Begin typing the **user's name** you would like to tag and **select** the **correct name**
4. Once you have finished entering a **comment**, click **save** and this will automatically send out an email to that user with your comment
5. Your comment will now be shown below the text box
6. The user will receive an email from Info@email.mediusflow.com including the comments added



Missing Information for Invoicing

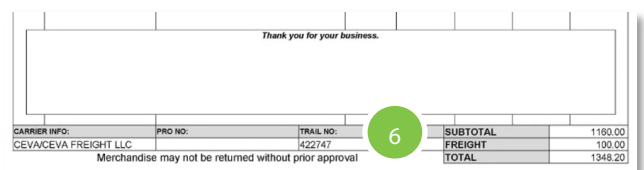
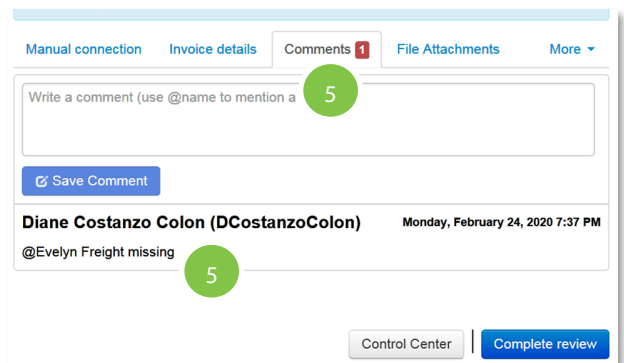
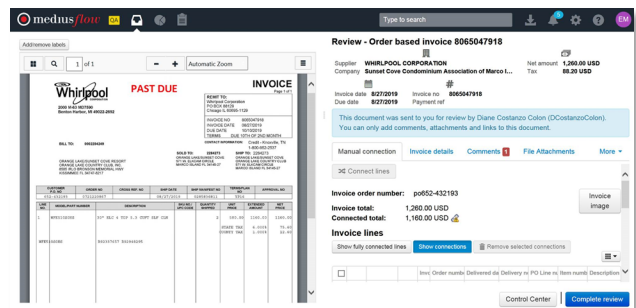
Missing PO

1. Invoices received without a purchase order will generate an exception report in AP. An email will be electronically sent to Users regarding the necessary action required. Upon clicking into the email, the messaging will include a Medius link that will provide details regarding the PO.
2. Click on the **Open Invoice** link
3. Login through Office 365
4. Complete your OKTA sign-in to access Medius Flow
5. Search in D365 to see if you or someone else has created the PO. If you find the PO, reply in the email chain to APayables@holidayinnclub.com with the PO number.
6. If a PO has not been created yet, create a PO and email the PO number in the email chain to APayables@holidayinnclub.com



Mismatched Information

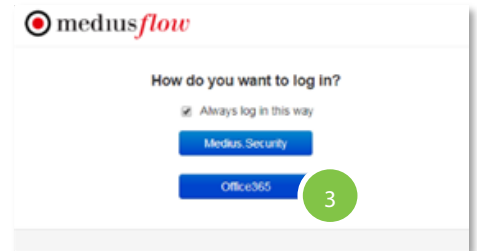
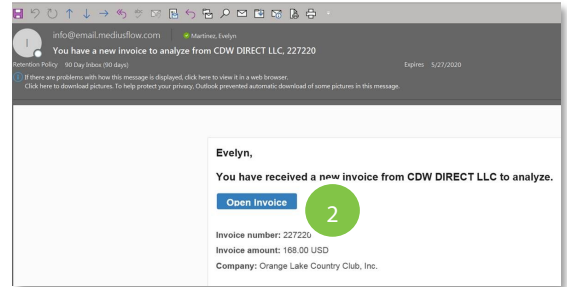
1. Invoices received with mismatched information will generate an exception report in AP. An email will be electronically sent to Users regarding the necessary action required. Upon clicking into the email, the messaging will include a Medius link that will provide details regarding the PO.
2. Click on the **Open Invoice** link
3. Login through Office 365
4. Complete your OKTA sign-in to access Medius Flow
5. Open **Comments** to see messaging from AP
6. Look at the invoice to analyze the mismatched information (such as freight)
7. Login to D365 to access the PO and initiate a change request to fix the mismatched information (*See PO Change Request in guide*)



Missing Information for Invoicing Cont.

Missing Receipts

1. Invoices received without a receipt will generate an exception report in AP. An email will be electronically sent to users regarding the necessary action required. Upon clicking into the email, the messaging will include a Medius link that will provide details regarding the PO.
2. Click on the **Open Invoice** link
3. Login through Office 365
4. Complete your OKTA sign-in to access Medius Flow
5. A Goods Receipt or GR will require the Receiver to perform a receipt for the specified PO
6. The message within Medius Flow will appear showing the Vendor name, invoice and dollar amount, and provide the PO number in the bottom that requires a receipt
7. The Receiver must access the PO in D365 and perform the receipt of goods or GR (Goods Receipt) to complete the process. (See the Receiving section of this training guide)
8. In Medius Flow a comment may be added
9. Once the receipt has been completed, the match will be completed



Analyze - Order based invoice 227220

Supplier **CDW DIRECT LLC** Net amount **168.00 USD** Invoice date **2/27/2020** Invoice no **227220**
Company **Orange Lake Country Club, Inc.** Tax **0.00 USD** Due date **2/27/2020** Payment ref

This invoice is not fully connected. See the list below for reasons why connections could not be completed.

- GR not found or fully connected

6

Deviation Invoice details Coding Comments File Attachments History Links

Connect lines

Lines 1

Show all lines Show deviations

	Inv	Order number	Item number	Description	Connected quantity / Invoice line quantity	Unit price	Total
		<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
	T	IN	1	P201-000853	0.00 / 1.00	168.00	

6

Medius Invoice Error Overview

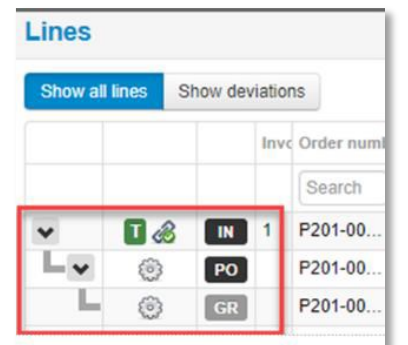
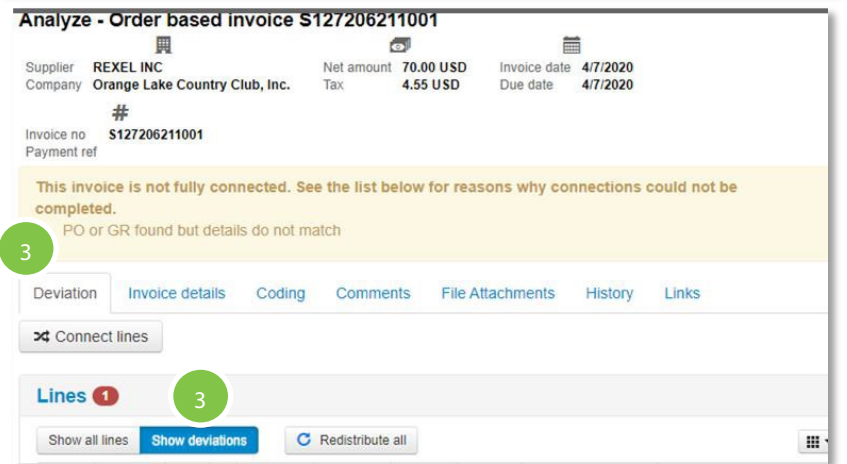
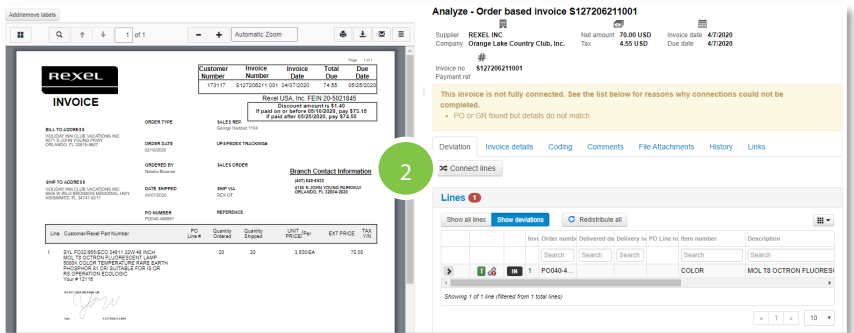
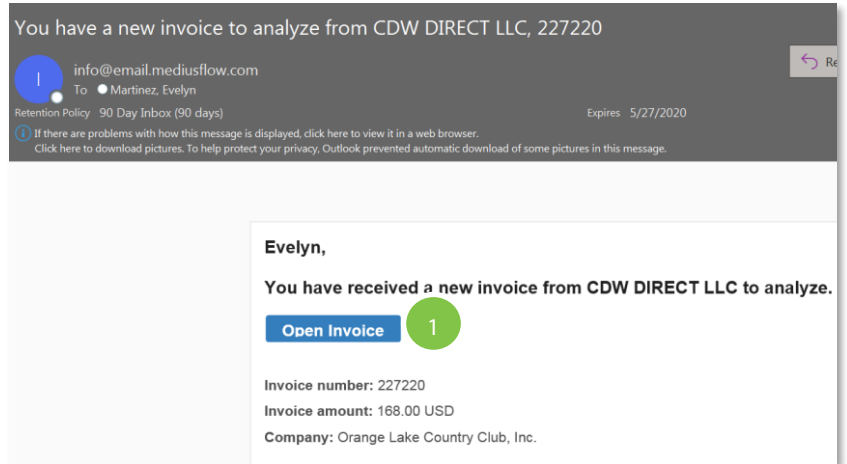
How to interpret the Medius email notifications received for Invoice/PO match errors and help to identify an error or discrepancy and make a correction within D365.

Medius Screen Layout

1. Click on the link within the Medius email
2. The screen will display the vendor invoice (left) and the Medius analyze screen (right) with the scanned invoice details and shaded error message area located under the Invoice no.
3. Errors will be displayed under the **Show Deviation** tab (detailed lines). The Comments tab may also include requests for review or action.

4. The line details and definitions follow:

- IN = Invoice line
- PO = PO line
- GR = Good Received Line



Medius Error: PO or GR Found But Details Do Not Match

This means that the system found the PO provided on the invoice, however the line items/ amounts do not match because receiving has not been completed.

1. Use the scroll bar to slide the screen towards the right to **view the details**
2. Click the **Show Deviations** tab to display the specific line(s) with errors
3. The first line or IN (invoice) line displays the Connected quantity (PO Receipt amount) as 0.00 and Invoice line quantity is 20.00. This is displayed as 0.00 / 20.00 as shown below. The warning symbol shows the invoice line value.
4. The second line or PO line displays the PO quantity that Medius matched to the Invoice quantity and should be verified.
5. **ACTION:** Receiver must access the PO in D365 and perform the **Receipt** if the items have been delivered or services rendered. (See the Receiving section in this guide) No further action is required within Medius. Once received, the invoice will re-match and proceed with processing payment.

This invoice is not fully connected. See the list below for reasons why connections could not be completed.

- PO or GR found but details do not match

description	Connected quantity / Invoice line quantity	Unit	Unit price	Total
MOL T8 OCTRON FLUORESCENT	0.00 / 20.00	-	0.00	70.00
ML FO32/865/ECO 24811 32W F32T8 5000K	20.00	-	3.50	70.00

Medius Error: Partially Connected to GR

This means that Medius found the PO and connected a line to the invoice but there is a difference

1. In this example an IN (invoice), PO (purchase order) and GR (Goods Receipt) line were connected to the invoice line. However, **slide the bar** towards the right to see more line details regarding the error.
2. The line displays the yellow warning symbol along the unit price difference invoiced when compared to the PO/GR unit price. Click on the **warning symbol** to review the **deviation or price variance**
3. **NOTE: DO NOT CLICK** on the Approve/Reject/Redistribute buttons in the Deviation Screen shown!
4. **ACTION:** In this example, the creator will need to determine if the PO requires a change or if the vendor price is incorrect and therefore must request a credit from the vendor.

This invoice is not fully connected. See the list below for reasons why connections could not be completed.

- Partially connected to GR

Lines 1

Show all lines Show deviations Redistribute all

Inv#	Order numbr	Delivered da	Delivery n	PO Line n	Item number	Description
	P201-...				PRODUCT DESC...	CINNAMON ROL. I S, LARGE
	P21-...			5000000	E30088	Cinnamon Bun/Bagel King
	P201-...	3/10/2020	VC000...	5000000	E30088	Cinnamon Bun/Bagel King

Connected quantity / Invoice line quantity	Unit	Unit price	Total
0.50 / 0.50		9.00	4.50
0.50		7.00	3.50
0.50		7.00	3.50

Deviation

	Invoice	Delivery note	Deviation
Amount	9.00	7.00	2.00
Value (accounting currency)	9.00 USD	7.00 USD	2.00 USD

Comment

Approve Reject Redistribute

Medius Error: PO Supplier Does Not Match

This means a PO using the correct vendor would need to be created

1. **ACTION:** The creator will need to create a requisition using the correct vendor and route for approvals in order to generate a new PO number. The PO must also be received. Once the new PO number is available, the creator may send the new PO number to AP in the Comments section in order to match the Invoice.

Connect - Order based invoice 84192847

			
Supplier FRITO-LAY INC.	Net amount 116.56 USD	Invoice date 3/9/2020	Invoice no 84192847
Company OLCC Nevada LLC	Tax 0.00 USD	Due date 4/8/2020	Payment ref

This invoice is not fully connected. See the list below for reasons why connections could not be completed.

- PO supplier does not match

[Manual connection](#) [Invoice details](#) [Comments](#) [File Attachments](#) [History](#) [Links](#)

Write a comment (use @name to mention a user)

 Save Comment

Procurement Category Errors Fix—All PO Lines

How to correct the Procurement Category code errors

When all lines of a PO are impacted with the same error and require a Procurement Category fix

1. Access the **purchase order** within D365
2. To validate there are no receipts nor invoices applied to the PO, go to **General tab**, navigate to the **Related information** section and click **Line quantity**
3. In this example there are no values under the Invoice or Received column. To proceed, click on the blue X on the right corner of the screen to exit to the PO Line quantity screen

NOTE: If receipts are shown, please refer to the “Cancel a Receipt – Purchase Order Status is Received” section of this training guide. Upon cancelling the receipt, the following steps may be continued.

4. Before proceeding, it is best to take a **snipped image** or write down ALL the information of the original purchase order line including values, quantities, unit of measure, pricing, description, account information, etc., to replicate it later.
5. Click **Purchase Order**. Under **Maintain** click on **Cancel**. NOTE: This will relieve any financial commitments associated with the PO and cancel values in the quantity column and require they be re-entered later on the corrected lines. The PO status will show Canceled and Draft.
6. Navigate to the lines section and click **Add Line**
7. On the new line(s), select the **correct Procurement category code**. Enter all the required values from the original line, including the **current accounting information, quantities, pricing, description, and tax columns**.

NOTE: The main GL and procurement category must match.

8. When all the corrected information has been added, click **Save** and **Workflow** to **submit** for approvals. Add a comment if desired then click on **Submit**.
9. When the PO has been Approved, the PO status must be updated to “Confirmed”. This can be manually done by clicking on **Purchase**, navigate to **Actions**, and click **Confirm**.
10. Once the PO has been Confirmed, the Receiver may proceed to receive the PO lines required.

Procurement category	Quantity	Invoiced	3	1.. Pending invo...	Received	Deliver remal...
Pool Complex Replacem...	31,684.00					31,684.00

Purchase order lines			
+ Add line + Add lines Add products Remove Purchase order line Financials Update line			
6	Item number	Product name	Procurement category
		LAARS Model#PNC2000NA...	Pool Complex Replacements (739176)*

Purchase order lines						
+ Add line + Add lines Add products Remove Purchase order line Financials Update line						
Product name	Procurement category	Quantity	Unit	Unit price	Net amount	Account
LAARS Model#PNC2000NA...	Pool Complex Replacements (739176)*		USD	1.00		739706-99700-99-10000000-100
LAARS Model#PNC2000NA...	Common Area Sch Repl - Pool and Spa	31,684.00	USD	1.00	31,684.00	739706-99700-99-10000000-100

Procurement Category Errors Fix—Specific Lines or PO Status is Invoiced

How to correct the Procurement Category code errors

When only some lines of a PO require a Procurement Category fix OR the status of the PO shows Invoiced

1. Access the **purchase order** within D365
2. To validate there are no receipts nor invoices applied to the PO, go to **General tab**, navigate to the **Related information section** and click **Line quantity**
3. In this example there are no values under the Invoice or Received column. To proceed, click on the **blue X** on the right corner of the screen to exit to the PO Line quantity screen.

NOTE: If receipts are shown, please refer to the “Cancel a Receipt – Purchase Order Status is Received” under the receiving section of this training guide. Upon cancelling the receipt, the following steps may be continued

4. Before proceeding, it is best to take a **snipped image** or write down ALL the information of the original purchase order line including values, quantities, unit of measure, pricing, description, account information, etc., to replicate it later.
5. Click **Purchase Order**, under **Maintain** click on **Request Change**. The PO status will show Open Order and Draft.
6. Navigate to the **lines section** and select the **invoiced line or line** you wish to cancel
7. Click **Update Line**
8. Under **Update**, click **Deliver Remainder**
9. **Delete** the **Deliver Remainder amount** in the **Purchase Quantity field** and click **OK**
10. Repeat steps 6 through 8 for any additional invoiced lines or lines you wish to cancel

Continue to the next page to complete this process

Procurement category	Quantity	Invoiced	Invoice remain...	Pending invo...	Received	Deliver remain...
Pool Complex Replacement...	31,684.00					31,684.00

Purchase order lines

+ Add line + Add lines Add products Remove Purchase order line Financials Update line

Line number	Product number	Item number	Product name	Category
1			Brandstand - Iter	ronic
2			Brandstand - Iter	ronic
3			Brandstand - Iter	ronic

Update remaining quantity

PURCHASE QUANTITY

INVENTORY QUANTITY

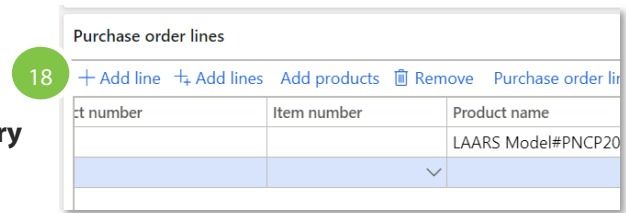
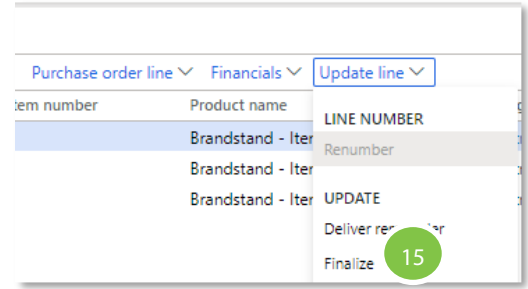
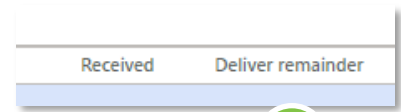
DELIVER REMAINDER

9

Procurement Category Errors Fix—Specific Lines or PO Status is Invoiced Continued

How to correct the Procurement Category code errors

11. To validate the Deliver Remainder amounts have been removed, go to the PO header and under the **General** tab, navigate to the Related information section and click **Line quantity**. The **Delivery remainder** field should appear with no value indicating the step was successfully completed
 12. Once all lines have been completed, **submit the PO to Workflow**
 13. When the PO has been Approved, the PO status must be updated to "Confirmed". This can be manually done by clicking on **Purchase**, navigate to **Actions**, and click **Confirm**. (The PO status will show Open Order and Confirmed).
 14. Navigate to the **Purchase order lines** section and select the same line the Deliver Remainder task was performed.
 15. Click **Update line**, and under **Update** click **Finalize**
 16. Repeat steps 13 and 14 for any additional lines the Deliver Remainder task was performed
 17. Click **Purchase Order**, under **Maintain** click on **Request Change**. The PO status will show Open Order and Draft.
 18. Navigate to the lines section and click **Add Line**
 19. On the new line, select the **correct Procurement category code**. Enter all the required values from the original line, including the **current accounting information, pricing, description, and tax columns**.
- Note:** The main GL and Procurement category must match
20. When all the corrected information has been added, click **Save** and **Workflow** to **submit** for approvals. Add a comment if desired then click on **Submit**.
 21. Once the PO has been Confirmed, the Receiver may proceed to receive the PO lines required.



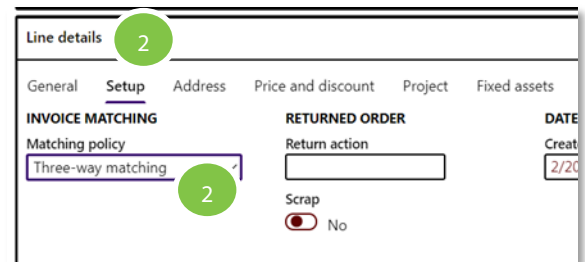
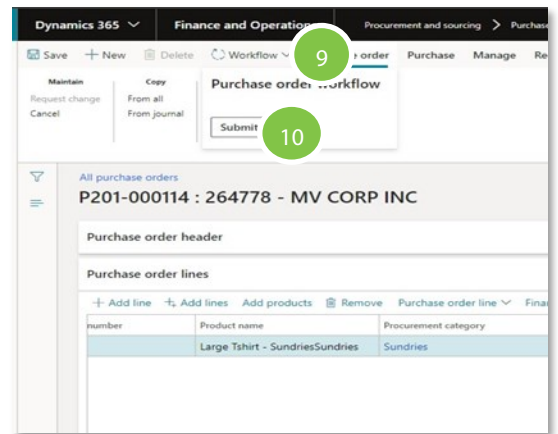
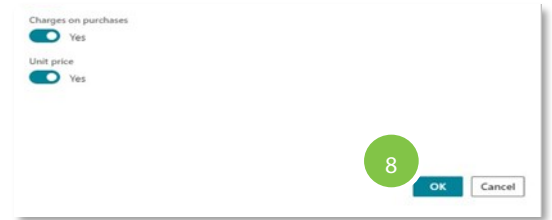
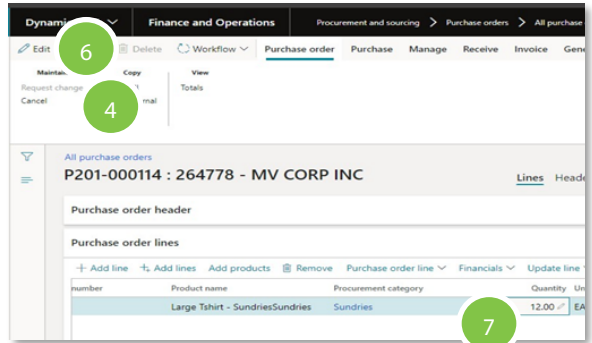
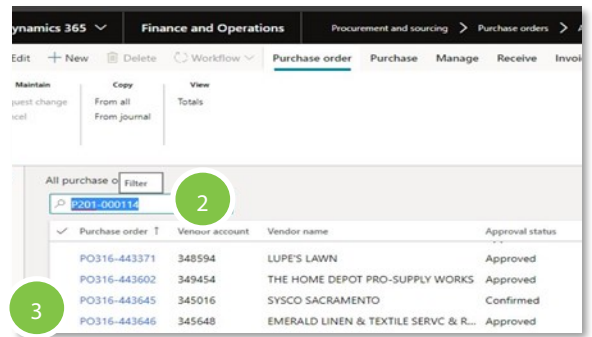
Purchase order lines						
Product name	Procurement category	Quantity	Unit	Unit price	Net amount	Account
LAARS Model#PNCP2000NA...	Pool Complex Replacements (739176)*		USD	1.00		722706-99700-99-10000000-100
LAARS Model#PNCP2000NA...	Common Area Sch Repl - Pool and Spa.	1,684.00	USD	1.00	31,684.00	5-99700-99-10000000-100

PO Request Change

1. Go to Procurement and sourcing > Purchase orders > All purchase orders
2. Use the Quick Filter to find records. For example, filter on the Purchase order field with a value of 'P201-000114'
3. In the list, click the link in the selected row
4. In the action pane, under purchase order, maintain, click **request change**
5. In the list, mark the selected row
6. Click **Edit**
7. On the line, edit the required field, such as changing the number in the quantity field
8. Click **OK**
9. Click **Workflow** to open the drop dialog
10. Click **Submit**
11. Click **OK**
12. In the comment field, type a comment if desired to be visible to the approver
13. Click **Submit**
14. The PO will route for the appropriate approvals
15. Once approved, the receiving and invoicing process will be required to pay and close out the order

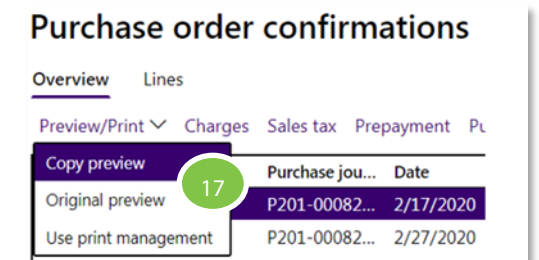
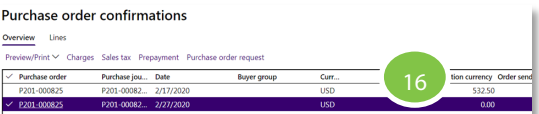
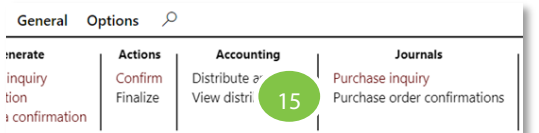
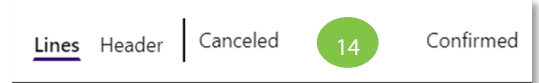
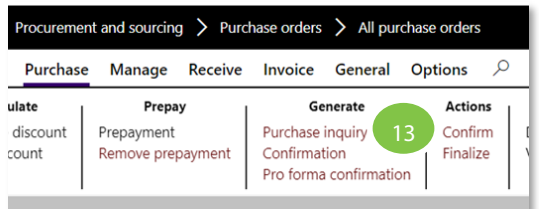
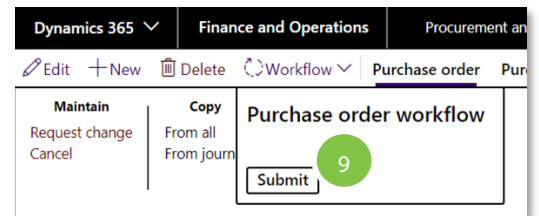
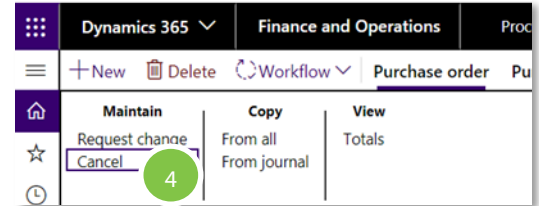
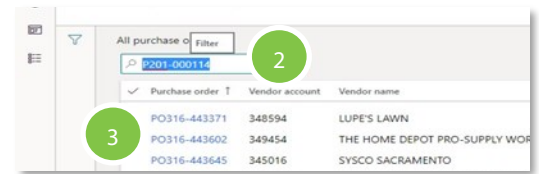
PO Change 2 Way / 3 Way Match Policy

1. Follow the above steps 1-6 to request a PO change
2. While editing, navigate to the **Line details** section. Under the **Setup** tab, click the **Matching policy** field. Use the down arrow to select an alternate policy. For multiple lines, please ensure this is done on all lines.
3. **NOTE:** Changing the policy will flag the PO in an exception report which may be audited. Please use the attachment or paper clip on the PO to enter the business justification on changing the default policy.
4. Complete steps 9-15 above to complete the request



Purchase Order Cancellation

1. Go to Procurement and sourcing > Purchase orders > All purchase orders
2. Use the Quick Filter to find records. For example, filter on the Purchase order field with a value of 'P201-000114'
3. In the list, click the link in the selected row
4. In the action pane, under Purchase order navigate to Maintain and click **Cancel**
5. A popup message box will display, click **Yes**
6. A cancel purchase order screen will appear. On the bottom of the screen, click **OK**
7. The screen will display processing the request
8. The PO status will change to Canceled and will revert to a draft
9. The PO must be resubmitted through Workflow since the PO has been changed. Go to **Workflow** and click **Submit**
10. The Overwrite prices and discount box will appear. Don't change the default setting. Click **OK**
11. A comment screen will be displayed. Entered a desired **comment**. Click **Submit**
12. The Workflow will trigger an auto-approval for canceled PO's only. Check the PO status which will update to show Canceled and Approved. The PO must then be Confirmed.
13. Under **Purchase**, go to **Actions** and click **Confirm**
14. The PO status will now show Canceled and Confirmed
15. To view the PO, go to Purchase, Journals, and Click Purchase order confirmations.
16. The Overview screen will list the original PO value and zero value PO after cancellation.
17. Select the revised PO with the zero value. Click on Preview/Print and use the down arrow to select Original preview
18. The canceled PO will reflect an updated Revision Number and zero values



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