

Purchase Orders – Database Documentation

Entity

Purchase Orders (PO)

The Purchase Orders entity represents formal procurement documents issued by the institution to vendors to authorize the purchase of goods or services. Purchase orders document vendor commitments, control spending, support encumbrance accounting, and provide an auditable record of procurement activity from requisition through payment.

Related Entities

The Purchase Orders entity is related to the following business entities:

- **Requisitions**
Purchase orders are typically generated from approved requisitions.
 - **Vendors**
Purchase orders are issued to vendors.
 - **Invoices**
Vendor invoices reference purchase orders for payment processing.
 - **General Ledger Accounts**
Purchase orders generate encumbrances and financial transactions.
 - **Approval Tracks**
Purchase orders may require approval prior to issuance.
 - **Persons**
Individuals may act as requesters, buyers, or approvers.
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Key Tables

PO_HEADER

Table Description

The PO_HEADER table stores high-level information about purchase orders including vendor, dates, status, and financial summary information. Each record represents a single purchase order.

Key Columns

Purchase Order Identification

- **PO_NUM**
Unique purchase order number.
- **PO_TYPE**
Purchase order classification.
- **PO_STATUS**
Purchase order status indicator.

Key Column Values (PO_STATUS)

- **O** – Open
 - **C** – Closed
 - **X** – Cancelled
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Vendor Information

- **ID_NUM**
Vendor identifier (foreign key to vendor records).
 - **PO_VENDOR_NAME**
Vendor name.
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Dates

- **PO_DATE**
Date purchase order was created.
- **REQ_DATE**
Date requisition was created.
- **CLOSE_DATE**
Date purchase order was closed.

Financial Summary

- **PO_TOTAL**
Total purchase order amount.
- **PO_TAX_AMT**
Tax amount.
- **PO_FREIGHT_AMT**
Freight amount.
- **PO_DISCOUNT_AMT**
Discount amount.

Other Important Columns

- **BUYER_ID**
Identifier of the buyer responsible for the purchase order.
- **REQ_ID**
Identifier of the requester.
- **TERMS_CODE**
Payment terms.
- **SHIP_VIA**
Shipping method.
- **FOB_CODE**
Freight on board code.

Relationships to Other Tables

- **PO_DETAIL**
Joined using PO_NUM to retrieve line items.
- **VENDOR_MASTER**
Joined using ID_NUM.
- **REQUISITION_HEADER**
Joined using requisition identifiers.

- **TRANS_HIST**
Links to financial transactions.
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PO_DETAIL

Table Description

The PO_DETAIL table stores line-item level details for purchase orders. Each record represents a specific item or service being purchased.

Key Columns

Line Identification

- **PO_NUM**
Purchase order number (foreign key to PO_HEADER).
 - **LINE_NUM**
Line item number.
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Item Details

- **ITEM_DESC**
Description of the item or service.
 - **QTY_ORDERED**
Quantity ordered.
 - **UNIT_PRICE**
Price per unit.
 - **LINE_TOTAL**
Total line amount.
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Accounting Information

- **ACCT_CDE**
General ledger account code.
- **SUBSID_CDE**
Subsidiary ledger code.

Receiving Information

- **QTY_RECEIVED**
Quantity received.
- **RECEIVED_DATE**
Date received.

Relationships to Other Tables

- **PO_HEADER**
Parent purchase order.
- **GL_MASTER**
Links accounting information.
- **RECEIVING**
Links receiving transactions.

PO_RECEIVING

Table Description

The PO_RECEIVING table tracks receipt of goods and services associated with purchase orders.

Key Columns

- **PO_NUM**
Purchase order number.
- **LINE_NUM**
Line number.
- **RECEIPT_DATE**
Date goods were received.
- **QTY_RECEIVED**
Quantity received.

- **RECEIVED_BY**
Person who recorded receipt.
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Relationships to Other Tables

- **PO_DETAIL**
Links receipt records to line items.
 - **PERSON**
Links receiving activity to individuals.
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REQUISITION_HEADER

Table Description

The REQUISITION_HEADER table stores requisitions that may result in purchase orders once approved.

Key Columns

- **REQ_NUM**
Requisition number.
- **REQ_STATUS**
Requisition status.

Key Column Values (REQ_STATUS)

- **P** – Pending
 - **A** – Approved
 - **R** – Rejected
 - **REQ_DATE**
Date created.
 - **REQUESTOR_ID**
Person requesting the purchase.
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Relationships to Other Tables

- **PO_HEADER**
Links requisitions to purchase orders.
 - **PERSON**
Links requisitions to requesters.
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