



## **Purchase Orders 102**

**State of Vermont**  
**Department of Finance & Management**  
**April - 2019**

## Revisions to Manual

### **April 2019:**

- Manual finalized

### **December 2018:**

- Manual written

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## Business Process

Approving a Purchase Order signifies the PO is a valid PO and all data in the PO is accurate. A purchase order must be approved and dispatched before it can be used in a voucher.

### Purchase Orders Created by the Office of Purchasing & Contracting:

In the case of an RFQ, when the process is complete, the Purchasing Agent will build a Purchase Order from the Requisition to the successful supplier from the Request for Quote procedure. The Office of Purchasing & Contracting will notify the requestor that the Purchase Order has been approved for release and is then available to the department to budget check and approve.

***NOTE:*** *The Purchase Order should not be processed until notification is received from the Office of Purchasing & Contracting. Once notification has been received, it is the department's responsibility to budget check and approve the Purchase Order and notify the supplier to order the material.*

Per Finance and Management's Month-End Closing Instructions, purchase orders must to be approved and budget checked before the 5<sup>th</sup> day of the following month. The Office of Purchasing & Contracting is aware of this deadline and should allow Department's time to meet this requirement.

Budget Checking enforces budgetary control on financial transactions. The system verifies, on a transaction by transaction basis, that the total committed and/or expended amount does not exceed the budgeted amount. When a PO successfully passes budget check the budget encumbrance amounts in commitment control are updated ensuring commitment totals for any chartfield combination are kept up to date. All lines on a transaction must pass budget checking for the transaction to receive a **Valid** budget status. Transactions with an **Error** budget status have one or more budget exceptions, which is a transaction or a transaction line that has failed budget checking. Transactions in **Error** status must be corrected. All budget check errors can be reviewed using the following navigation: Commitment Control > Review Budget Check Exceptions.

Dispatching a PO allows you to print the purchase order and also moves the PO to a dispatched status that makes it available for use in a voucher. With PeopleSoft Purchasing, you can dispatch and print your POs individually or in volume. You can dispatch them from the online pages or through a run control page (batch process). A PO must have a status of **Approved** and **Valid Budget Check** to be eligible for dispatch. There is a nightly Dispatch batch process that runs that moves POs with an approved status and a valid budget check to Dispatched.

Reconciling a Purchase Order changes the status of a purchase order to **Complete**. Purchase Orders that have been canceled and/or liquidated need to be moved to a **Completed** status. Purchase Orders with a remaining encumbrance can also be moved to complete and the encumbrance liquidated on the Reconciliation Workbench by selecting to "close" the purchase order(s). Doing this regularly (we recommend monthly) throughout the year will keep the volume of POs on the VT Req & PO Budgetary Activity report at a more manageable level, helping to ensure timely month-end and year-end closing.

A Purchase Order can be moved to Complete on the Reconciliation Workbench if **all** of the following is true:

1. The Purchase Order status is Canceled, Dispatched, or Approved
2. The Purchase Order has a valid budget check
3. The Due date is less than or equal to the current date
4. If matching is applicable the Purchase Order has been fully matched



## Approve a Purchase Order

**Situations when this function is used:** A purchase order has been entered in the system and needs to be approved so that it can be budget checked and an order placed with the supplier.

**WorkCenter navigation:** Purchasing WorkCenter > Links pagelet > Purchase Orders > Purchase Order Add/Update

**Navigator Menu navigation:** Purchasing > Purchase Orders > Add/Update POs

The **Purchase Order** page displays, click on the **Find an Existing Value** tab:

**Purchase Order**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | Add a New Value

**Search Criteria**

Business Unit = 02300  
PO ID begins with 0000004448  
Purchase Order Date =  
PO Status =  
Short Supplier Name begins with  
Supplier ID begins with  
Supplier Name begins with  
Buyer begins with  
Buyer Name begins with  
PO Type =  
Purchase Order Reference begins with

Hold From Further Processing ☐  
Case Sensitive ☐  
Limit the number of results to (up to 300): 300

**Search** | Clear | Basic Search | Save Search Criteria

1. **Business Unit** - Accept default or enter a valid BU
2. **PO ID** - Enter the PO ID number for the PO you are approving
3. Click **Search**

The **Maintain Purchase Order** page displays, the **PO Status = Open**:

**Maintain Purchase Order**  
**Purchase Order**

Business Unit 02300  
PO ID 0000004448

Copy From

PO Status Open ☒ **Approval** ☐ ☐  
Budget Status Not Chk'd

Hold From Further Processing ☐

**Header**

\*PO Date 10/25/2018  
\*Supplier IRVING ENE-002  
\*Supplier ID 0000001293  
\*Buyer ETEST  
PO Reference Fuel Products

Supplier Search  
Supplier Details  
Irving Energy  
Eric John Hoefel

Doc Tol Status Valid

Receipt Status Not Recvd  
\*Dispatch Method Print

**Amount Summary**

Merchandise 125.00  
Freight/Tax/Misc. 0.00  
Total Amount 125.00 USD  
Encumbrance Balance

**Add Items From**

Catalog  
Purchasing Kit

**Select Lines To Display**

Search for Lines Line To Retrieve

**Lines**

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	FUEL		50.0000	GAL	40512	2.50000	125.00	Approved

Review the purchase order to make sure that the information is accurate



4. Click on the **Approval** icon

The purchase order is now in Approved status:

Maintain Purchase Order

### Purchase Order


Business Unit 02300  
PO ID 000004448





PO Status: **Approved**   
Budget Status: Not Chkd 

Copy From:

☐ Hold From Further Processing

---

**Header** 


\*PO Date: 10/25/2018  Supplier Search  
\*Supplier: IRVING ENE-002  Supplier Details  
\*Supplier ID: 0000001293  Irving Energy  
\*Buyer: ETEST  Eric John Hoefel


PO Reference: Fuel Products


Header Details  
PO Defaults  
PO Activities  
Requisitions  
Actions


Activity Summary  
Add Comments  
Add ShipTo Comments  
Document Status

Doc Tot Status Valid

Receipt Status: Not Recvd  
\*Dispatch Method: Print 


**Amount Summary** 


Merchandise	125.00	
Freight/Tax/Misc.	0.00	
<b>Total Amount</b>	125.00 USD	
Encumbrance Balance		

**Add Items From** 


Catalog  
Purchasing Kit


Item Search



**Select Lines To Display** 









Search for Lines Line  To  

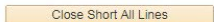

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

**Lines** 

Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving 

Personalize | Find | View All  |  First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1		FUEL 	50.0000	GAL 	40512 	2.50000	125.00	Approved			 

View Printable Version  \*Go to  More ... 

 Save  Return to Search  Notify  Refresh  Add  Update/Display

5. Click **Save**

**Approving a Purchase Order is Complete**

## Budget Check a Purchase Order

In the Purchasing module there are 2 ways to perform budget checking. Both are illustrated here. The first is the online method and the second is done using a batch process.

**Situations when this function is used:** A Purchase Order has been entered, approved, and is now ready to be budget checked. Budget checking encumbers the money in the budget for this purchase. This means that your available Budget Amount is reduced by the amount of the purchase order.

### Online Method

**WorkCenter navigation:** Purchasing WorkCenter > Links pagelet > Purchase Orders > Purchase Order Add/Update

**Navigator Menu navigation:** Purchasing > Purchase Orders > Add/Update POs

The **Purchase Order** page displays, click on the **Find an Existing Value** tab:

**Purchase Order**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | **Add a New Value**

**Search Criteria**

Business Unit = 02300  
PO ID begins with 0000004448  
Purchase Order Date =  
PO Status =  
Short Supplier Name begins with  
Supplier ID begins with  
Supplier Name begins with  
Buyer begins with  
Buyer Name begins with  
PO Type =  
Purchase Order Reference begins with

☐ Hold From Further Processing  
☐ Case Sensitive  
Limit the number of results to (up to 300): 300

**Search** | Clear | Basic Search | Save Search Criteria

1. **Business Unit** - Accept default or enter a valid BU
2. **PO ID** - Enter the PO ID number for the PO you are approving
3. Click **Search**

The **Maintain Purchase Order** page displays:

The screenshot shows the 'Maintain Purchase Order' page. At the top, the 'Purchase Order' header includes 'Business Unit 02300' and 'PO ID 000004448'. The 'PO Status' is 'Approved' and the 'Budget Status' is 'Not Chk'd'. A red box highlights a small icon next to the 'Budget Status' field. Below this, there are fields for 'Copy From', 'Header', and 'Supplier Search'. The 'Supplier Search' section shows 'Supplier ID 000001293' and 'Buyer ETEST'. The 'Amount Summary' table shows 'Merchandise 125.00', 'Freight/Tax/Misc. 0.00', and 'Total Amount 125.00 USD'. The 'Encumbrance Balance' is also listed as 125.00 USD.

4. Click the **Budget Check** icon

**Note:** If this icon doesn't appear on your page you may not have budget checking security or the PO is not in a status that makes it available for budget check.

The **Budget Status = Valid:**

The screenshot shows the 'Maintain Purchase Order' page with the 'Budget Status' now set to 'Valid'. A green box highlights the 'Budget Status' field. The rest of the page content, including the 'Supplier Search' section and the 'Amount Summary' table, remains the same as in the previous screenshot.

If the Purchase Order does not pass the budget check process the word Error will populate that field. To determine what the budget checking error is click on the Error link. This will open a new window showing you the Purchase Order Exceptions page providing information about the error. If the PO has multiple lines click on the Line Exceptions tab to determine the line(s) that have failed during the budget checking process. You can also review the error using the following **Navigator Menu navigation:** Commitment Control > Review Budget Check Exceptions > Purchasing and Cost Management > Purchase Order.

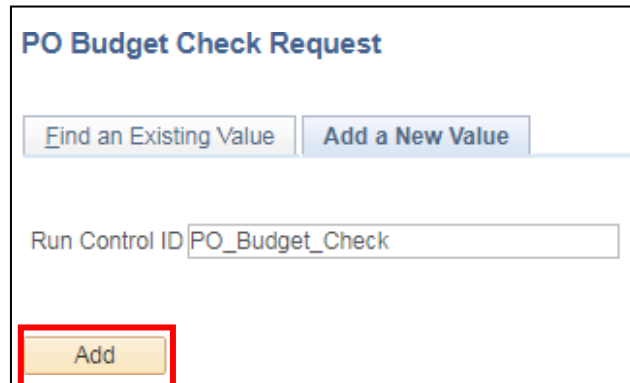
**Budget Checking a PO using the Online Method is Complete**

## Batch Process Method

**WorkCenter navigation:** Purchasing WorkCenter > Links pagelet > Purchase Orders > Budget Check

**Navigator Menu navigation:** Purchasing > Purchase Orders > Budget Check

The **PO Budget Check Request** page displays, click on the **Add a New Value** tab:

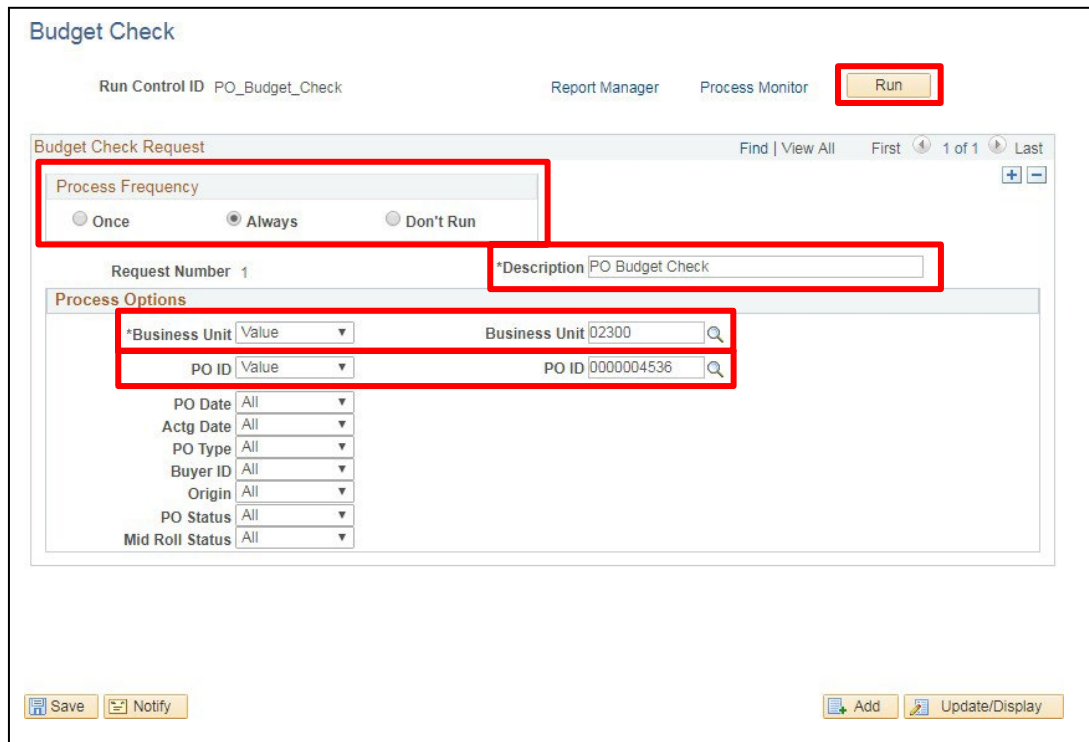


1. **Run Control ID** - Enter a unique run control ID (Example: PO\_Budget\_Check)
2. Click **Add**

Once this Run Control is established, you will use Find an Existing Value to find it.

**NOTE:** Run Controls should not be shared between modules. For example, the budget checking run control used in AP should not be used for Purchase Orders.

The **Budget Check** page displays:



The screenshot shows the 'Budget Check' web application interface. At the top, there are tabs for 'Run Control ID PO\_Budget\_Check', 'Report Manager', and 'Process Monitor', with a 'Run' button highlighted in a red box. Below this is the 'Budget Check Request' section, which includes a 'Process Frequency' dropdown set to 'Always' (also highlighted in a red box), a 'Request Number' field with the value '1', and a '\*Description' field with the value 'PO Budget Check' (highlighted in a red box). The 'Process Options' section contains several fields: '\*Business Unit' with a dropdown set to 'Value' and a text field containing '02300' (highlighted in a red box), 'PO ID' with a dropdown set to 'Value' and a text field containing '0000004536' (highlighted in a red box), and a list of other filters like 'PO Date', 'Actg Date', 'PO Type', 'Buyer ID', 'Origin', 'PO Status', and 'Mid Roll Status', all set to 'All'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

3. **Process Frequency** - Select Always

4. **Description** - Enter a Description

In the **Process Options** section:

5. **Business Unit** - Select Value and enter the Business Unit number

**Note: You must enter a Business Unit in the field. If Business Unit is not entered, budget checking will occur for POs in ALL business units.**

6. **PO ID** - There are three options

- **All** will process all purchase orders that are in approved status for the business unit selected
- **Range** will process all purchase orders that are in approved status within the number range selected
- **Value** will process the purchase order that is entered in the field

For this we chose Value. Once Value is selected the PO ID box will open and you will need to enter in the PO ID

To Budget Check **All** purchase orders that are in approved status, Keep the PO ID = All

7. Click **Run**

The **Process Scheduler Request** window opens:

Process Scheduler Request

User ID ETEST Run Control ID PO\_Budget\_Check

Server Name Run Date 12/26/2018  
 Recurrence Run Time 3:45:52PM  
 Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	Web	TXT	Distribution

OK Cancel

The box next to **Comm. Cntrl. Budget Processor** should already be selected.

8. Click **OK**

You are returned to the **Budget Check** page:

Budget Check

Run Control ID PO\_Budget\_Check Report Manager Process Monitor Run

Process Instance: 9472289

Budget Check Request Find | View All First 1 of 1 Last

Process Frequency  
☐ Once ☒ Always ☐ Don't Run

Request Number 1 \*Description PO Budget Check

Process Options

\*Business Unit Value Business Unit 02300  
 PO ID Value PO ID 0000004536  
 PO Date All  
 Actg Date All  
 PO Type All  
 Buyer ID All  
 Origin All  
 PO Status All  
 Mid Roll Status All

9. Click on the **Process Monitor** link

The **Process Monitor** displays:

Process Monitor

View Process Request For

User ID ETEST Type Application Engine Date Range From 01/23/2019 To 01/23/2019 Refresh  
 Server Name Instance From Instance To  
 Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473386		Application Engine	FS_BP	ETEST	01/23/2019 1:05:39PM EST	Success	Posted	Details

10. Click **Refresh** until the **Run Status = Success** and **Distribution Status = Posted**

If you have a **Run Status = Warning** and **Distribution = Posted**, proceed with next steps:

The screenshot shows the 'View Process Request For' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below them is a search bar with fields for 'User ID' (E TEST), 'Type', 'Last', 'Days' (5), and a 'Refresh' button. There are also fields for 'Server', 'Name', 'Instance From', and 'Instance To'. Below these are 'Run Status' and 'Distribution Status' dropdowns, and a 'Save On Refresh' checkbox. A table titled 'Process List' shows one row with the following data: Select (checkbox), Instance (9472289), Seq., Process Type (Application Engine), Process Name (FS\_BP), User (E TEST), Run Date/Time (12/26/2018 3:45:52PM EST), Run Status (Warning), Distribution Status (Posted), and Details (link). The 'Details' link is highlighted in red. At the bottom, there are buttons for 'Save' and 'Notify', and a link to 'Go back to PO Budget Check Request'.

11. Click on the **Details** link

The **Process Detail** page displays:

The screenshot shows the 'Process Detail' page. It has a title bar with 'Process Detail' and a 'Help' link. The main content is divided into several sections. The 'Process' section shows 'Instance 9472289', 'Type Application Engine', 'Name FS\_BP', 'Description Comm. Cntrl. Budget Processor', 'Run Status Warning', and 'Distribution Status Posted'. The 'Run' section shows 'Run Control ID PO\_Budget\_Check', 'Location Server', 'Server PSUNX', and 'Recurrence'. The 'Date/Time' section shows 'Request Created On 12/26/2018 3:46:59PM EST', 'Run Anytime After 12/26/2018 3:45:52PM EST', 'Began Process At 12/26/2018 3:47:07PM EST', and 'Ended Process At 12/26/2018 3:47:22PM EST'. The 'Actions' section shows 'Parameters Transfer', 'Message Log View Locks', 'Batch Timings', and 'View Log/Trace'. There are also buttons for 'OK' and 'Cancel' at the bottom.

12. Click on the **Message Log** link



The **Message Log** window opens:

The Message Log window displays the following information:

**Process**

Instance: 9472289      Type: Application Engine  
 Name: FS\_BP      Description: Comm. Cntrl. Budget Processor

Personalize | Find | View All | [Icons]      First 1-11 of 11 Last

Severity	Log Time	Message Text	Explain
10	3:47:08PM	Commitment Control Budget Processing has begun.	Explain
10	3:47:08PM	Begin request number 1 for User ID "ETEST" and Run Control ID "PO_Budget_Check".	Explain
10	3:47:19PM	Request 1 for "ETEST" / "PO_Budget_Check" completed successfully.	Explain
10	3:47:19PM	Request 1 Statistics. Documents Processed: 1, Errors: 1, Warnings: 0	Explain
10	3:47:19PM	Begin request number 2 for User ID "ETEST" and Run Control ID "PO_Budget_Check".	Explain
10	3:47:20PM	No documents were selected to process for request number 2.	Explain
10	3:47:20PM	Request 2 for "ETEST" / "PO_Budget_Check" completed successfully.	Explain
10	3:47:20PM	Request 2 Statistics. Documents Processed: 0, Errors: 0, Warnings: 0	Explain
10	3:47:20PM	Commitment Control Budget Processing Complete.	Explain
	3:47:22PM	Published message with ID 718d2b10-094f-11e9-abb0-a8ccc3bfdbc0 to create entry in folder GENERAL.	Explain
	3:47:22PM	Successfully posted generated files to the report repository	Explain

Return

The message log shows the number of Documents Processed (1) and the number of Documents with Errors (1).

If you have errors, **navigate to:** Purchasing WorkCenter > Links pagelet > Purchase Orders > Budget Check Errors

The **Purchase Order** page displays:

**Purchase Order**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Commitment Control Tran ID begins with [ ]  
 Commitment Control Tran Date = [ ] [B]  
 Business Unit = [ ] 02300 [Q]  
 PO Number begins with [ ] [Q]  
 Process Instance = [ ]  
 Process Status = [ ] Errors Exist [ ]

Limit the number of results to (up to 300): [300]

Search Clear Basic Search [Q] Save Search Criteria

**13. Business Unit** - Accept default or enter valid BU

**14. Process Status** - Change to = **Errors Exist**

**15. Click Search**

Search results display:

Search Results					
View All		First 1-7 of 7 Last			
Commitment Control Tran ID	Commitment Control Tran Date	Business Unit	PO Number	Process Instance	Process Status
0015030302	06/26/2007	02300	0000001766	2654823	Error
0015030303	06/26/2007	02300	0000001775	2654823	Error
0015030304	06/26/2007	02300	0000001778	2654823	Error
0015030305	06/26/2007	02300	0000001780	2654823	Error
0015030306	06/26/2007	02300	KF0744	2654823	Error
0024667293	06/15/2017	02300	0000004244	8637285	Error
0026004341	12/17/2018	02300	0000004536	9472289	Error

16. Click on the [link](#) of the PO you want to view

Purchase Order Exceptions | Line Exceptions

Business Unit 02300 PO Number 0000004536

\*Exception Type Error ☐ Override Transaction ☐ More Budgets Exist

Maximum Rows 100

Search Advanced Budget Criteria

Budgets with Exceptions Personalize | Find | View All | First 1-2 of 2 Last

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		02300	APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	<a href="#">Go To ...</a>
2		02300	ORG	No Budget Exists	More Detail	<input type="checkbox"/>	<a href="#">Go To ...</a>

Save Return to Search Previous in List Next in List Notify

The error message indicates that **No Budget Exists**.

17. Click on the [Go To](#) icon

The following **Message** displays:

Please select one of the following links:

[Go to Budget Exceptions](#)

[Go to Budget Inquiry](#)

Cancel

18. Click on the [Go to Budget Inquiry](#) link

The **Budget Details Inquiry** page displays:

**Budget Details Inquiry**  
Enter any information you have and click Search. Leave fields blank for a list of all values.  

Find an Existing Value

▼ Search Criteria

Business Unit

= ▼

02300

Q

Ledger Group

= ▼

APPROP

Q

Account

begins with ▼

000100

Q

Department

begins with ▼

2300007000

Q

Fund Code

begins with ▼

21370

Q

Class Field

begins with ▼

Q

Program Code

begins with ▼

Q

Affiliate

begins with ▼

Q

Project

begins with ▼

Q

Budget Period

begins with ▼

2019

Q

Statistics Code

begins with ▼

Q

Limit the number of results to (up to 300):

Search

Clear

Basic Search

Q

Save Search Criteria

No matching values were found.

In this case the Fund, Department combination does not have a budget set up. The error must be corrected and then the purchase order can be re-budget checked.

### Budget Checking a PO Using the Batch Process Method is Complete

## Dispatch a Purchase Order

**Situations when this function is used:** Purchase orders must be in a dispatched status in order to be used in a voucher. The Dispatch process will also print a purchase order. See Print Purchase Order for printing options.

Purchase Orders can be dispatched one at a time within each purchase order or by running the Batch Process for Dispatch. To successfully dispatch a Purchase Order, the Purchase Order must be in Approved status and have a Valid budget check. The Dispatch process also runs as a nightly batch process for all purchase orders that are approved and have a valid budget check.

### Online Method

**WorkCenter navigation:** Purchasing WorkCenter > Links pagelet > Purchase Orders > Purchase Order Add/Update

**Navigator Menu navigation:** Purchasing > Purchase Orders > Add/Update POs

The **Purchase Order** page displays, click on the **Find an Existing Value** tab:

The screenshot shows the 'Purchase Order' search page. At the top, there's a header 'Purchase Order' and a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A 'Search Criteria' section follows, containing various search fields: 'Business Unit' (dropdown), 'PO ID' (text with 'begins with' dropdown), 'Purchase Order Date' (text with '=' dropdown), 'PO Status' (text with '=' dropdown), 'Short Supplier Name' (text with 'begins with' dropdown), 'Supplier ID' (text with 'begins with' dropdown), 'Supplier Name' (text with 'begins with' dropdown), 'Buyer' (text with 'begins with' dropdown), 'Buyer Name' (text with 'begins with' dropdown), 'PO Type' (text with '=' dropdown), and 'Purchase Order Reference' (text with 'begins with' dropdown). There are also checkboxes for 'Hold From Further Processing' and 'Case Sensitive', and a text field for 'Limit the number of results to (up to 300):'. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

1. **Business Unit** - Accept default or enter a valid BU
2. **PO ID** - Enter Purchase Order number or leave blank to select from a list of POs
3. Click **Search**

The **Maintain Purchase Order** page displays:

Maintain Purchase Order

Purchase Order

Business Unit 01110  
PO ID 0000000931  
Copy From [ ]

PO Status Approved  
Budget Status Valid  
Hold From Further Processing

Header

\*PO Date 08/24/2018  
\*Supplier SIERRA-CED-001  
\*Supplier ID 0000362548  
\*Buyer KSYMOMDS  
PO Reference PO-101

Supplier Search  
Supplier Details  
Sierra-Cedar, Inc.  
Karen L Symonds

Doc Tol Status Valid

Receipt Status Not Recvd  
\*Dispatch Method Print  
Dispatch

Amount Summary

Merchandise 0.00  
Freight/Tax/Misc. 0.00  
Total Amount 0.00 USD  
Encumbrance Balance 0.00 USD

Calculate

Add Items From [ ]  
Catalog Item Search

Select Lines To Display [ ]  
Search for Lines Line [ ] To [ ] Retrieve

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		PO-101	500.0000	EA	00101	0.00000	0.00	Approved

4. Click **Dispatch**

The **Dispatch Options** window opens:

Dispatch Options

Use One Ship To Ship To PFMMTP001

Dispatch Options

Fax Cover Page [ ]  
Server Name [ ]  
\*Output Destination Type WEB  
Output Destination Format PDF  
Template ID [ ]

Test Dispatch  
Print BU Comments  
Print Duplicate on PO  
Print Changes Only  
Print PO Item Description  
Print Copy

OK Cancel Refresh

5. Make sure the Print Copy box is checked if you want to print the purchase order

6. Click **OK**

The following **Message** opens:

Message

Would you like to wait for confirmation that the PO Dispatch process has completed? (10208,44)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated PO. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the PO being dispatched.

Yes No

7. Click **Yes**

Once the dispatching process is complete your screen will return to the **Maintain Purchase Orders** page:

The screenshot displays the 'Maintain Purchase Order' interface. At the top, the 'Purchase Order' header shows 'Business Unit 01110' and 'PO ID 0000000931'. A green box highlights the 'PO Status' field, which is set to 'Dispatched'. Other fields include 'Copy From', 'Doc Tol Status Valid', 'Backorder Status Not Backordered', 'Receipt Status Not Recvd', and '\*Dispatch Method Print'. The 'Amount Summary' section shows 'Merchandise 0.00', 'Freight/Tax/Misc. 0.00', 'Total Amount 0.00 USD', and 'Encumbrance Balance 0.00 USD'. The 'Lines' section at the bottom has tabs for 'Details', 'Ship To/Due Date', 'Statuses', 'Item Information', 'Attributes', 'RFQ', 'Contract', and 'Receiving'. The 'Details' tab is selected, showing a table with columns for 'Line', 'To', and 'Retrieve'.

The purchase order now has a **PO Status = Dispatched**.

**Dispatching a Purchase Order Using the Online Method is Complete**

## Batch Process Method

**WorkCenter navigation:** Purchasing WorkCenter > Links pagelet > Purchase Orders > Dispatch Purchase Orders

**Navigator Menu navigation:** Purchasing > Purchase Orders > Dispatch POs

The **Dispatch Purchase Orders** page displays, click on the **Add a New Value** tab:

Dispatch Purchase Orders

Find an Existing Value Add a New Value

Run Control ID Dispatch\_PO

Add

1. **Run Control ID** - Enter a unique run control ID (Example: Dispatch\_PO)
2. Click **Add**

Once this Run Control is established, you will use Find an Existing Value to find it.

**NOTE: Run controls should not be shared between processes. For example, different run controls should be used for dispatching purchase orders and budget checking purchase orders.**

The **Dispatch POs** page displays:

Dispatch POs

Run Control ID Dispatch\_PO Report Manager Process Monitor Run

Language English Specified Language Recipient's Language

**Process Request Parameters**

Business Unit 02300 To 02300 PO ID 0000004448 Select Purchase Order

PO Status Approved

Contract SetID Contract ID Release From Date Through Date Supplier ID Buyer Fax Cover Page Template ID

**Statuses to Include**

Approved Dispatched Pending Cancel

**Dispatch Methods to Include**

Print FAX EDX E-Mail Phone

**Miscellaneous Options**

\*Chartfields Recycled AND Valid Chartfields

Change Orders Changed and UnChanged Orders

Print Changes Only Print BU Comments Test Dispatch Print PO Item Description Print Copy Print Duplicate

Sort By Sort by Line Number

3. **Business Unit** - Enter a valid BU
4. **PO ID** - Enter a PO number or use the **Magnifying Glass** to find a PO
5. **Chartfields** - **Valid Chartfields** defaults in use the drop-down arrow to change this to **Recycled AND Valid Chartfields**
6. Click **Run**

(To print the purchase order, you would click on the **Print Copy** button and then follow the navigation to the Report Manager from the previous exercise.)

The **Process Scheduler Request** window opens:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PO BI Publisher Dispatch	POXMLP	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Email	PO_PO_EMAIL	Application Engine	Web	TXT	Distribution

7. Mark the checkbox to the left of PO BI Publisher Dispatch/Print (POXMLP)

8. Click **OK**

You are returned to the **Dispatch POs** page.

Process Request Parameters

Business Unit: 02300  
To: 02300  
PO ID: 0000004448  
PO Status: Approved  
Contract SetID:  
Contract ID:  
Release:  
From Date:  
Through Date:  
Supplier ID:  
Buyer:  
Fax Cover Page:  
Template ID:

Dispatch Methods to Include

Print, E-Mail, FAX, Phone, EDX

Miscellaneous Options

Chartfields: Recycled AND Valid Chartfields  
Change Orders: Changed and UnChanged Orders  
Print Changes Only, Test Dispatch, Print Copy, Print BU Comments, Print PO Item Description, Print Duplicate  
Sort By: Sort by Line Number

9. Click on the **Process Monitor** link



The **Process Monitor** page displays:

Process List | Server List

View Process Request For

User ID: ETEST | Type: | Last: | 1 Days | Refresh

Server: | Name: | Instance From: | Instance To: |

Run Status: | Distribution Status: | Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9196373		PSJob	POXMLP	ETEST	11/09/2018 8:53:34AM EST	Success	Posted	Details
<input type="checkbox"/>	9196372		Application Engine	FS_BP	ETEST	11/09/2018 8:39:22AM EST	Warning	Posted	Details
<input type="checkbox"/>	9196369		PSJob	POXMLP	ETEST	11/08/2018 3:40:49PM EST	Success	Posted	Details
<input type="checkbox"/>	9196368		Application Engine	FS_BP	ETEST	11/08/2018 3:20:13PM EST	Success	Posted	Details
<input type="checkbox"/>	9196367		Application Engine	FS_BP	ETEST	11/08/2018 3:18:27PM EST	Warning	Posted	Details
<input type="checkbox"/>	9196363		Application Engine	FS_BP	ETEST	11/08/2018 12:10:57PM EST	Success	Posted	Details
<input type="checkbox"/>	9196362		Application Engine	FS_BP	ETEST	11/08/2018 11:54:17AM EST	Success	Posted	Details
<input type="checkbox"/>	9196360		Application Engine	FS_STREAMLN	ETEST	11/08/2018 10:51:33AM EST	Warning	Posted	Details
<input type="checkbox"/>	9196359		Application Engine	FS_STREAMLN	ETEST	11/08/2018 10:34:57AM EST	Warning	Posted	Details
<input type="checkbox"/>	9196358		Application Engine	FS_STREAMLN	ETEST	11/08/2018 10:32:46AM EST	Success	Posted	Details
<input type="checkbox"/>	9196356		PSJob	POXMLP	ETEST	11/08/2018 10:07:24AM EST	Success	Posted	Details

Go back to Dispatch Purchase Orders

Save | Notify

10. Click **Refresh** button until the **Run Status = Success** and the **Distribution Status = Posted**

11. Click on the **Go back to Dispatch Purchase Orders** link

You are returned to the **Dispatch POs** page:

Dispatch POs

Run Control ID: Dispatch\_PO | Report Manager | Process Monitor | Run

Language: English | Specified Language | Recipient's Language

Process Request Parameters

Business Unit: 02300 | To: 02300 | PO ID: 0000004448 | Select Purchase Order

PO Status: Dispatched

Contract SetID: | Contract ID: | Release: | From Date: | Through Date: | Supplier ID: | Buyer: | Fax Cover Page: | Template ID: |

Statuses to Include

☐ Approved | ☐ Dispatched | ☐ Pending Cancel

Dispatch Methods to Include

☒ Print | ☒ FAX | ☒ EDX  
☒ E-Mail | ☒ Phone

Miscellaneous Options

\*Chartfields: Recycled AND Valid Chartfields | Change Orders: Changed and UnChanged Orders

☐ Print Changes Only | ☐ Print BU Comments  
☐ Test Dispatch | ☒ Print PO Item Description  
☐ Print Copy | ☐ Print Duplicate

Sort By: Sort by Line Number

Save | Return to Search | Notify | Add | Update/Display

The **PO Status** is now **Dispatched**

**Dispatching a Purchase Order Using the Batch Process Method is Complete**

## Print a Purchase Order using the Online Method

The Printing a Purchase Order using the Online Method will produce an **Unauthorized** print of the Purchase Order. The Purchase Order in Open, Approved or Dispatched status to use this option to print or reprint an Unauthorized copy.

**WorkCenter navigation:** Purchasing WorkCenter > Links pagelet > Purchase Orders > Purchase Order Add/Update

**Navigator Menu navigation:** Purchasing > Purchase Orders > Add/Update POs

The **Purchase Order** page displays, click on the **Find an Existing Value** tab:

**Purchase Order**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

**Search Criteria**

Business Unit = 01110

PO ID begins with

Purchase Order Date =

PO Status = Dispatched

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer begins with

Buyer Name begins with

PO Type =

Purchase Order Reference begins with

☐ Hold From Further Processing

☐ Case Sensitive

Limit the number of results to (up to 300): 300

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

1. **Business Unit** - Accept default or enter a valid BU
2. **PO Status** - Select = **Dispatched**
3. Click **Search**

**Search Results** display:

Search Results						
<a href="#">View All</a>						
Business Unit	PO ID	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name
01110	0000000959	01/23/2019	Dispatched	PRESIDIONE-001	0000294841	Presidio Networked Solutions
01110	0000000958	01/07/2019	Dispatched	IRVING ENE-002	0000001293	Irving Energy
01110	0000000957	12/13/2018	Dispatched	PRESIDIONE-001	0000294841	Presidio Networked Solutions
01110	0000000956	12/11/2018	Dispatched	STAPLES CO-001	0000018109	Staples Contract & Commercial Inc
01110	0000000955	12/05/2018	Dispatched	IRVING ENE-002	0000001293	Irving Energy
01110	0000000954	11/27/2018	Dispatched	IRVING ENE-002	0000001293	Irving Energy

4. Click on a [link](#) to select a PO to print

The **Maintain Purchase Order** page displays, **PO Status = Dispatched**:

In the **Lines** section:

The screenshot shows the 'Maintain Purchase Order' page with the 'Lines' section active. The 'View Printable Version' link is highlighted with a red box. The table below shows the details of the purchase order lines.

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Rubrik Back Up	5000.0000	EA	20584	0.01000	50.00	Approved
2		Rubrik Back up Service	5000.0000	EA	00101	0.01000	50.00	Approved

5. Click on the **View Printable Version** link

The following **Message** opens:

The message dialog box asks: "Do you want to print the purchase order with distribution details Yes / No. (10250,337)". The 'Yes' button is highlighted with a red box.

6. Click **Yes**

Purchase order page is opened in a new browser window as a PDF document including **UNAUTHORIZED** being embedded into the document signature box:

The PDF document shows the purchase order details for the State of Vermont. The 'UNAUTHORIZED' signature box is visible at the bottom.

**State of Vermont**  
Department of Liquor Control  
13 Green Mountain Drive

**Supplier:** 0000001293  
Irving Energy  
190 Commerce Way  
Portsmouth NH 03801  
United States

**Ship To:** Department of Liquor Control  
13 Green Mountain Drive  
Montpelier VT 05602  
United States

**Bill To:** Department of Liquor Control  
13 Green Mountain Drive  
Montpelier VT 05602  
United States

Line-Sch	Description	Quantity	UOM	Unit Price	Extended Amt	Due Date
1 - 1	LIQUID PROPANE - GAS	860.00	GAL	0.01	8.60	09/29/2018

**DIST: 1**

Charfield	Status	Percentage	PO Qty	Amount
00000	120110	50.000	430.000	4.300

GLUnit	Account	Fund	Dept
00000	120110	50.000	2100001000

State/Zip	BaseCurrency	Currency	Location	ColoSigned
VT 05602	USD	USD	PSL/MFP001	W

**Item Total** 8.60  
0000000000000000  
8661

**Total PO Amount** 8.60

**Unauthorized**

**Print a Purchase Order using the Online Method is Complete**

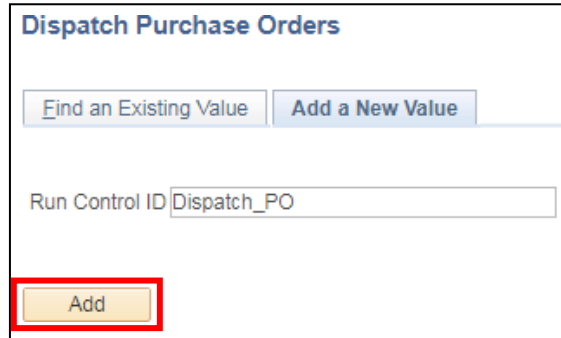
## Print a Purchase Order using the Batch Process Method

The Printing a Purchase Order using the Batch Process Method will produce an Authorized print of the Purchase Order. This process can be used to reprint Dispatched Purchase Orders.

**WorkCenter navigation:** Purchasing WorkCenter > Links pagelet > Purchase Orders > Dispatch Purchase Orders

**Navigator Menu navigation:** Purchasing > Purchase Orders > Dispatch POs

The **Dispatch Purchase** orders page displays, click on the **Add a New Value** tab:

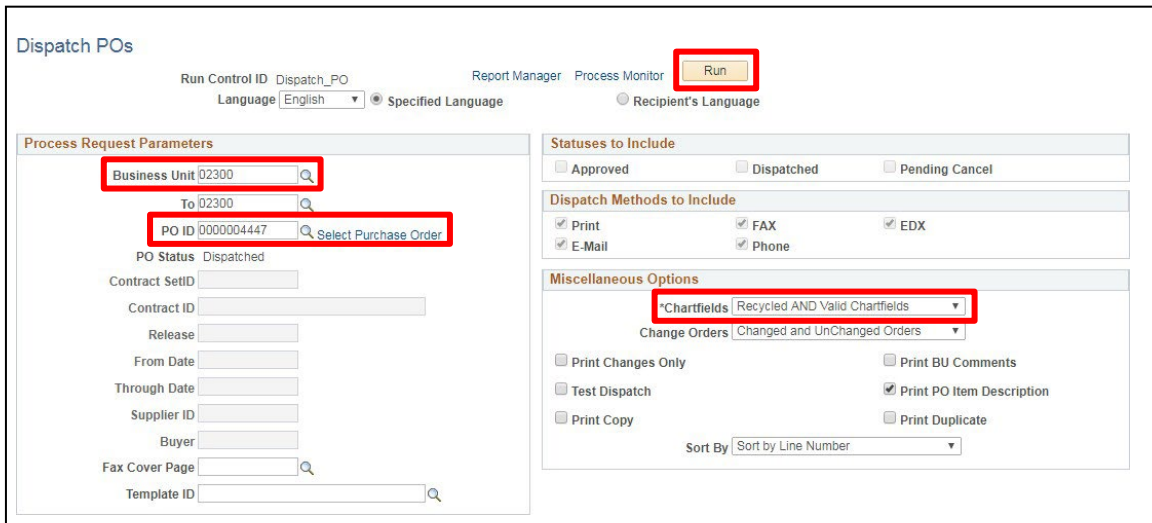


1. **Run Control ID** - Enter a unique run control ID (Example: Dispatch\_PO)
2. Click **Add**

Once this Run Control is established, you will use Find an Existing Value to find it.

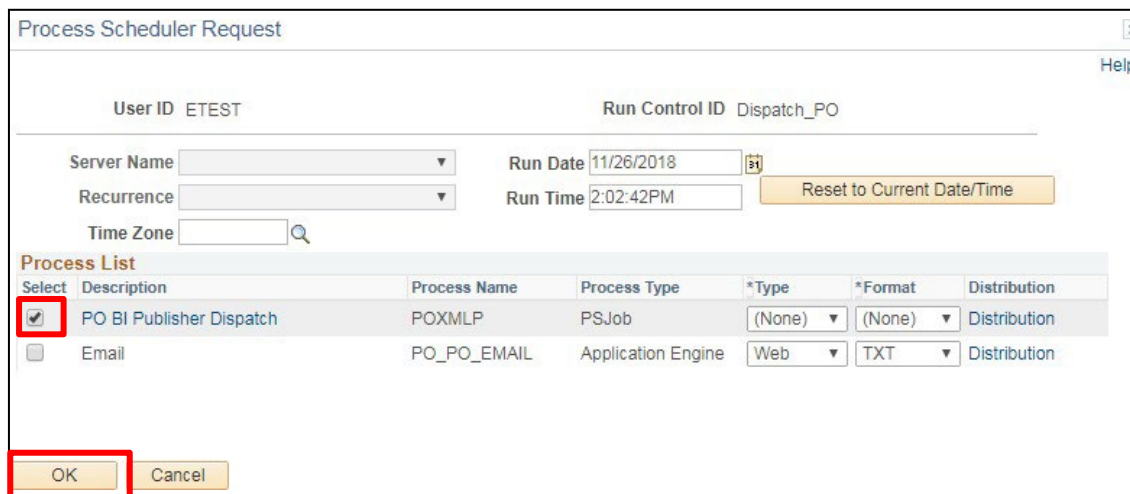
**NOTE: Run controls should not be shared between processes. For example, different run controls should be used for dispatching purchase orders and budget checking purchase orders.**

The **Dispatch POs** page displays:



1. **Business Unit** - Enter a valid BU
2. **PO ID** - Enter a PO number or use the **Magnifying Glass** to find a PO
3. **Chartfields** - **Valid Chartfields** defaults in use the drop-down arrow to change this to **Recycled AND Valid Chartfields**
4. Click **Run**

The **Process Scheduler** window opens:



The 'Process Scheduler Request' window displays configuration options for a scheduled process. At the top, it shows 'User ID ETEST' and 'Run Control ID Dispatch\_PO'. Below this are fields for 'Server Name', 'Run Date' (11/26/2018), 'Recurrence', 'Run Time' (2:02:42PM), and 'Time Zone'. A 'Reset to Current Date/Time' button is located next to the Run Time field. The 'Process List' section contains a table with the following data:

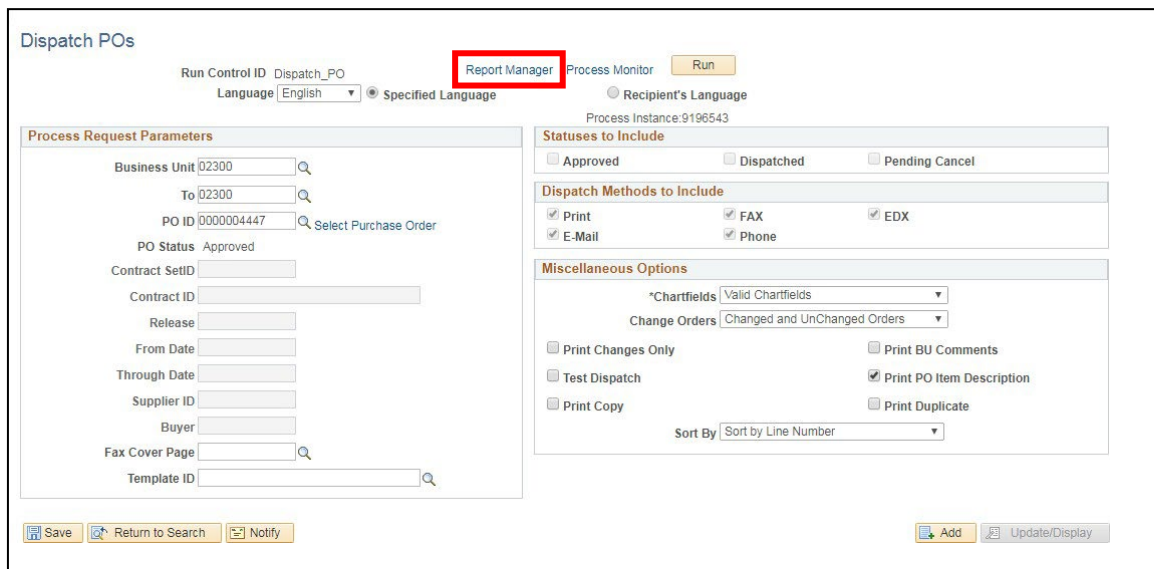
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PO BI Publisher Dispatch	POXMLP	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Email	PO_PO_EMAIL	Application Engine	Web	TXT	Distribution

At the bottom of the window are 'OK' and 'Cancel' buttons.

5. Mark the checkbox next to PO BI Publisher Dispatch (POXMLP)

6. Click **OK**

You will be returned to the **Dispatch POs** page:



The 'Dispatch POs' window shows configuration for dispatching purchase orders. At the top, it displays 'Run Control ID Dispatch\_PO', a red-bordered 'Report Manager' link, and a 'Run' button. Below this are 'Language' (English) and 'Specified Language' options. The 'Process Request Parameters' section on the left includes fields for Business Unit (02300), To (02300), PO ID (0000004447), PO Status (Approved), Contract SetID, Contract ID, Release, From Date, Through Date, Supplier ID, Buyer, Fax Cover Page, and Template ID. The right side contains three sections: 'Statuses to Include' (Approved, Dispatched, Pending Cancel), 'Dispatch Methods to Include' (Print, E-Mail, FAX, Phone, EDX), and 'Miscellaneous Options' (Chartfields, Change Orders, Print Changes Only, Test Dispatch, Print Copy, Print BU Comments, Print PO Item Description, Print Duplicate, Sort By). At the bottom are 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display' buttons.

7. Click on the **Report Manager** link

The **Report Manager** page displays, click on the **Administration** tab:

View Reports For

User ID: ETEST Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Report List Personalize Find View All First 1-12 of 12 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2510647	9196544	PO_DISPATCH - PO_DISPATCH.pdf	11/26/2018 2:04:10PM	Acrobat (*.pdf)	Posted	Details

8. Click **Refresh** until the **Status = Posted**

9. Click the **PO Dispatch/Print** link in the description column

A new browser window will open displaying the PO for print:

PO\_DISPATCH.pdf 1 / 1

**State of Vermont**  
Department of Liquor Control  
13 Green Mountain Drive

Supplier: 0000001293  
Irving Energy  
190 Commerce Way  
Portsmouth NH 03801  
United States

**PURCHASE ORDER NO. MUST APPEAR ON ALL INVOICES, DELIVERY MEMORANDA, BILLS OF LADING, PACKAGES AND CORRESPONDENCE.**

Purchase Order	Date	Revision	Page
02300-000000447	10-15-2018		1

Payment Terms	Freight Terms	PO Status	Currency
	Destination	Dispatched	USD

Buyer: Karen L Symonds  
Phone: 828-0412

Ship To: Department of Liquor Control  
13 Green Mountain Drive  
Montpelier VT 05602  
United States

Bill To: Department of Liquor Control  
13 Green Mountain Drive  
Montpelier VT 05602  
United States

Line-Sch	Description	Quantity	UOM	Unit Price	Extended Amt	Due Date
1 - 1	LIQUID PROPANE - GAS	860.00	GAL	0.01	8.60	11/14/2018

10. Click the **Printer** icon in the toolbar to print the purchase order

If you click on the PO Dispatch/Print link and a new window doesn't open check to be sure you have pop-up blocker turned off.

## Print a Purchase Order Using the Batch Process Method is Complete



## Cancel a Purchase Order Line

**Situations when this function is used:** A line of a purchase order needs to be canceled. PO must be in a dispatched status to cancel.

**Note:** It is OK to cancel a line on a PO only if it has not been used on a voucher. If the line was previously used on a voucher a message will appear on the screen when you try to cancel the line. To determine if the PO line was used on a voucher view the PO Activity Summary page or view the Purchase Order Accounting Lines. (Instructions on how to do either of these inquiries are included in this manual.)

**WorkCenter navigation:** Purchasing WorkCenter > Links pagelet > Purchase Orders > Purchase Order Add/Update

**Navigator Menu navigation:** Purchasing > Purchase Orders > Add/Update POs

The **Purchase Order** page displays, click on the **Find an Existing Value** tab:

**Purchase Order**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Keyword Search](#) [Add a New Value](#)

▼ **Search Criteria**

Business Unit = 03440

PO ID begins with

Purchase Order Date =

PO Status =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer begins with

Buyer Name begins with

PO Type =

Purchase Order Reference begins with

☐ Hold From Further Processing

☐ Case Sensitive

Limit the number of results to (up to 300): 300

**Search** [Clear](#) [Basic Search](#) [Save Search Criteria](#)

1. **Business Unit** - Accept default or enter a valid BU
2. Click **Search**

**Search Results display:**

Search Results										
300 of 582 results are displayed.										
<a href="#">View All</a>										
Business Unit	PO ID	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name	Buyer	Buyer Name	PO Type	Purchase Order Reference
03440	0000016017	09/05/2018	Dispatched	GODDARD,JA-001	0000364342	Goddard, Jane W	SFILLIAN	Fillian, Stephanie Marie	Services	Medical Consultant
03440	0000016016	08/20/2018	Dispatched	GODDARD,JA-001	0000364342	Goddard, Jane W	SFILLIAN	Fillian, Stephanie Marie	General	Medical Consultant
03440	0000016015	05/15/2018	Open	VCIN/OWP-001	0000041408	Vermont Correctional Industries/Vermont	KROY	Kristina Marie Roy	Product	CPS-PRINTED ENVELOPES
03440	0000016014	05/15/2018	Open	VCIN/OWP-001	0000041408	Vermont Correctional Industries/Vermont	KROY	Kristina Marie Roy	Product	CPS-PRINTED ENVELOPES
03440	0000016013	05/15/2018	Open	VCIN/OWP-001	0000041408	Vermont Correctional Industries/Vermont	KROY	Kristina Marie Roy	Product	CPS - STATIONARY & FORMS
03440	0000016012	05/15/2018	Open	VCIN/OWP-001	0000041408	Vermont Correctional Industries/Vermont	KROY	Kristina Marie Roy	Product	CPS - STATIONARY & FORMS
03440	0000016011	05/15/2018	Dispatched	WBMASONCOI-001	0000283240	W.B. Mason Co., Inc.	KARONSON	Kylie Aronson	Product	Office Supplies
03440	0000016010	05/15/2018	Dispatched	VCIN/OWP-001	0000041408	Vermont Correctional Industries/Vermont	KARONSON	Kylie Aronson	Product	CPS - STATIONARY & FORMS
03440	0000016009	05/15/2018	Dispatched	SHADOWCROS-001	0000006499	Shadow Cross Farm	KARONSON	Kylie Aronson	Product	CPS-EGGS GRADE A SHELLED
03440	0000016008	05/15/2018	Dispatched	REINHART F-001	0000251130	Reinhart Food Service LLC	KARONSON	Kylie Aronson	Product	CP-FOOD REPLENISHMENT
03440	0000016007	05/15/2018	Dispatched	KOFFEE KUP-001	0000344226	Koffee Kup Bakery Inc.	KARONSON	Kylie Aronson	Product	CP-BREAD & BAKERY PRODUCTS

3. Click on **Purchase Order Number** link

The **Maintain Purchase Order** page displays:

Maintain Purchase Order

**Purchase Order**

Business Unit 03440  
PO ID 000016011  
Copy From [ ]

PO Status Dispatched  
Budget Status Valid  
Hold From Further Processing

▼ Header ?

\*PO Date 05/15/2018  
\*Supplier WBMASONCOI-001  
\*Supplier ID 0000283240  
\*Buyer KARONSON  
PO Reference Office Supplies

Supplier Search  
Supplier Details  
W.B. Mason Co., Inc.  
Kylie Aronson

Doc Tot Status Valid  
Backorder Status Not Backordered  
Receipt Status Not Recvd  
\*Dispatch Method Print

Create BackOrder  
Dispatch








Amount Summary ?

Merchandise 1,104.45  
Freight/Tax/Misc. 0.00  
Total Amount 1,104.45 USD  
Encumbrance Balance 1,104.45 USD

Calculate

Add Items From ?  
Catalog Item Search

Select Lines To Display ?  
Search for Lines Line [ ] To [ ] Retrieve

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1		CALENDAR, DESK PAD, MO, AY, JUL-AUG, 22X17, B&W [124]	2.0000	EA	61599	7.56000	15.12	Approved			
2		4X6 BOARD, DRY ERASE, GOLD SERIES	1.0000	EA	61599	299.99000	299.99	Approved			
3		OFFICE SUPPLIES	5.0000	EA	61599	12.37000	61.85	Approved			
4		FOLDER, FILE, RDTYB, LTS/R, MLA, 50/BX, BX=PK	5.0000	EA	61599	8.94000	44.70	Approved			
5		PAD, LGL RULD, PERF, LTR, WE (20-360)	10.0000	EA	61599	14.79000	147.90	Approved			
6		BATTERY, PROCELL, AA, 24/BX (PC1500)	2.0000	EA	61599	7.20000	14.40	Approved			
7		BATTERY, AAA-20PK	10.0000	EA	61599	7.60000	76.00	Approved			

4. Click on **Line Details** for Line 1

The **Details for Line 1** page displays:

Details for Line 1

PO ID 000016011  
Line 1  
Supplier WBMASONCOI-001  
Item ID CALENDAR, DESK PAD, MO, AY, JUL-AUG, 22X17, B&W [124]

Line Details

Category 61599  
Description OFFICE SUPPLIES MISCELLANEOUS  
Category ID 00503  
Amount to Receive 15.12 USD  
Quantity to Receive 2.0000

Line Status Approved  
Backorder Status Not Backordered

Amount Summary

Merchandise Amount 15.12 USD  
Doc. Base Amt 15.12 USD

Transaction Item Description  
CALENDAR, DESK PAD, MO, AY, JUL-AUG, 22X17, B&W [124]

Preferred Language Item Description

Expand All Collapse All

Item Information  
Attributes  
RFQ  
Contract  
Receiving

OK Cancel Refresh

5. Click on Red **X** next to the Line Status



The following **Message** opens:

Message

This action will cancel line 1 for this purchase order. Continue? (10200,229)

The action that you are taking will cancel this line for this Purchase Order. If you do not want to cancel this line, then you cannot perform the action at this time.

Yes

No

## 6. Click **Yes**

You are returned to the **Maintain Purchase Order** page:

Maintain Purchase Order

Purchase Order

Business Unit 03440

PO ID 0000016011

Copy From

Hold From Further Processing

PO Date 05/15/2018

Supplier Search

Doc Tol Status Valid

\*Supplier WBMASONCOI-001

Supplier Details

Backorder Status Not Backordered

Create BackOrder

\*Supplier ID 0000283240

W.B. Mason Co., Inc.

Receipt Status Not Recvd

\*Dispatch Method Print

Dispatch

\*Buyer KARONSON

Kylie Aronson

Amount Summary

PO Reference Office Supplies

Header Details

Activity Summary

PO Defaults

Add Comments

PO Activities

Add ShipTo Comments

Requisitions

Document Status

Actions

Merchandise 1,089.33

Freight/Tax/Misc. 0.00

Total Amount 1,089.33 USD

Encumbrance Balance 1,104.45 USD

Calculate

Add Items From

Select Lines To Display

Search for Lines

Line To Retrieve

Lines

Details

Ship To/Due Date

Statuses

Item Information

Attributes

RFQ

Contract

Receiving

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status				
1		CALENDAR, DESK PAD, MO, AY, JUL-AUG, 22X17, B&W [124]	2.0000	EA	61599	7.56000	15.12	Canceled				
2		4X6 BOARD, DRY ERASE, GOLD SERIES	1.0000	EA	61599	299.99000	299.99	Approved				
3		OFFICE SUPPLIES	5.0000	EA	61599	12.37000	61.85	Approved				
4		FOLDER, FILE, RDTB, LTS/R, MLA, 50/BX, BX=PK	5.0000	EA	61599	8.94000	44.70	Approved				

The line **Status** is now **Canceled**.

## 7. Click **Save** at the bottom of the page

Maintain Purchase Order

Purchase Order

Business Unit 03440

PO ID 0000016011

Change Order 1

Copy From

Hold From Further Processing

PO Status Open

Budget Status Not Chk'd

Doc Tol Status Valid

Backorder Status Not Backordered

Create BackOrder

Receipt Status Not Recvd

\*Dispatch Method Print

Dispatch

Amount Summary

PO Reference Office Supplies

Header Details

Activity Summary

PO Defaults

Add Comments

PO Activities

Add ShipTo Comments

Requisitions

Document Status

Actions

Merchandise 1,089.33

Freight/Tax/Misc. 0.00

Total Amount 1,089.33 USD

Encumbrance Balance 1,089.33 USD

Calculate

**PO Status = Open** and **Budget Status =Not Chk'd**. The purchase order will need to be approved and budget checked again to reflect the change that was made in canceling the PO line.

Follow specific controls in place in your department for approval and budget checking.

## Canceling a Purchase Order Line is Complete

## Cancel a Purchase Order Distribution

**Situations when this function is used:** A Purchase Order distribution line needs to be canceled. PO must be in a dispatched status to cancel a distribution.

**Note:** Never delete a distribution line. Distribution lines should be canceled or modified only. Distribution lines that have had a voucher entered against them cannot be canceled.

**WorkCenter navigation:** Purchasing WorkCenter > Links pagelet > Purchase Orders > Purchase Order Add/Update

**Navigator Menu navigation:** Purchasing > Purchase Orders > Add/Update POs

The **Purchase Order** page displays, click on the **Find an Existing Value** tab:

The screenshot shows the 'Purchase Order' search interface. At the top, there's a title 'Purchase Order' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' (which is selected) and 'Add a New Value'. A 'Search Criteria' section follows, containing various search fields: 'Business Unit' (dropdown with '01115'), 'PO ID' (dropdown with 'begins with' and '0000000788'), 'Purchase Order Date' (dropdown), 'PO Status' (dropdown), 'Short Supplier Name' (dropdown with 'begins with'), 'Supplier ID' (dropdown with 'begins with'), 'Supplier Name' (dropdown with 'begins with'), 'Buyer' (dropdown with 'begins with'), 'Buyer Name' (dropdown with 'begins with'), 'PO Type' (dropdown), and 'Purchase Order Reference' (dropdown with 'begins with'). There are also checkboxes for 'Hold From Further Processing' and 'Case Sensitive', and a text input for 'Limit the number of results to (up to 300):' with the value '300'. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

1. **Business Unit** - Accept the default or enter a valid BU
2. **PO ID** - Enter a Purchase Order number or leave blank to view a list of POs
3. Click **Search**

The **Maintain Purchase Order** page displays:

Maintain Purchase Order

**Purchase Order**

Business Unit 01115 PO ID 0000000788  
 Copy From [Dropdown]  
 PO Status Dispatched Budget Status Valid  
 Hold From Further Processing

**Header**

\*PO Date 11/06/2018 Supplier Search  
 \*Supplier IRVING ENE-002 Supplier Details  
 \*Supplier ID 0000001293 Irving Energy  
 \*Buyer ETEST Ella Test  
 PO Reference FUEL PRODUCTS

Doc Tot Status Valid  
 Backorder Status Not Backordered Create BackOrder  
 Receipt Status Not Recvd  
 \*Dispatch Method Print Dispatch

**Amount Summary**

Merchandise	335.00
Freight/Tax/Misc.	0.00
<b>Total Amount</b>	335.00 USD
Encumbrance Balance	335.00 USD

Calculate

**Add Items From**

Catalog Item Search  
 Purchasing Kit

**Select Lines To Display**

Search for Lines Line [ ] To [ ] Retrieve

**Lines**

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1		FUEL	50.0000	GAL	40512	2.50000	125.00	Approved			
2	000000000000008661	LIQUID PROPANE - GAS	100.0000	GAL	40506	2.10000	210.00	Approved			

View Printable Version Close Short All Lines \*Go to [ ] More [ ]

Save Return to Search Notify Refresh Add Update/Display

4. Click on the **Schedule** icon next to the line you wish to change the distribution on

This **Schedules** page displays:

Maintain Purchase Order

**Schedules**

Unit 01115 Supplier IRVING ENE-002 PO Status Dispatched  
 PO ID 0000000788 PO Date 11/06/2018

Return to Main Page

**Lines**

Line 2	Item 000000000000008661	LIQUID PROPANE - GAS	PO Qty 100.0000 GAL	Merchandise Amt 210.00 USD
--------	-------------------------	----------------------	---------------------	----------------------------

**Schedules**

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status				
1	12/06/2018	PFMMTP002	100.0000	2.10000	210.00	Active				

Add ShipTo Comments

Save Return to Search Notify Refresh Add Update/Display

5. Click on the **Distributions/Chartfields** icon

The **Distributions for Schedule 1** page displays:

Distributions for Schedule 1

Unit 01115 Supplier IRVING ENE-002  
 PO ID 0000000788 Item 000000000000008661 LIQUID PROPANE - GAS  
 Line 2  
 Schedule 1 Status Active

\*Distribute By Quantity

Schedule Qty 100.0000  
 Merchandise Amount 210.00 USD  
 Doc. Base Amount 210.00 USD

SpeedChart Multi-SpeedCharts

Distribution

Personalize Find View All 1-2 of 2 First Last

Chartfields Details/Tax Asset Information Req Detail Statuses Budget Information

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	*Account	Fund	Dept	Program	Class	Project
1	Open	60.0000	60.0000	126.00	USD	01115	521331	59300	1115001000			
2	Open	40.0000	40.0000	84.00	USD	01115	521331	59300	1115001000			

OK Cancel Refresh

6. Click on the **Show all columns** icon to show all columns

7. Scroll over all the way to the right

Distributions for Schedule 1

Requisition Name	Attention To	Phone	Fax	Chartfield Status	Peg Status	Budget Status	Budg Dt	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency
				Valid	Not Pegged	Valid	11/06/2018	126.00	USD	126.00	USD
				Valid	Not Pegged	Valid	11/06/2018	84.00	USD	84.00	USD

8. Click on the red **X** next to the distribution line that you wish to cancel

Distributions for Schedule 1

Unit 01115 Supplier IRVING ENE-002  
 PO ID 0000000788 Item 000000000000008661 LIQUID PROPANE - GAS  
 Line 2  
 Schedule 1 Status Active

\*Distribute By Quantity

Schedule Qty 100.0000  
 Merchandise Amount 210.00 USD  
 Doc. Base Amount 210.00 USD

SpeedChart Multi-SpeedCharts

Distribution

Personalize Find View All 1-2 of 2 First Last

Chartfields Details/Tax Asset Information Req Detail Statuses Budget Information

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	*Account	Fund	Dept	Program	Class	Project
1	Open	60.0000	60.0000	126.00	USD	01115	521331	59300	1115001000			
2	Canceled	40.0000	40.0000	84.00	USD	01115	521331	59300	1115001000			

OK Cancel Refresh

The Status for Distribution Line 2 is now **Cancelled**.

Distributions for Schedule 1

Unit 01115 Supplier IRVING ENE-002  
 PO ID 0000000788 Item 000000000000008661 LIQUID PROPANE - GAS  
 Line 2  
 Schedule 1 Status Active

\*Distribute By Quantity

SpeedChart  Multi-SpeedCharts

Schedule Qty  
 Merchandise Amount  
 Doc. Base Amount

**Distribution**

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	*Account	Fund	Dept
1	Open	100.0000	100.0000	210.00	USD	01115	521331	59300	1115001000
2	Canceled	40.0000	40.0000	84.00	USD	01115	521331	59300	1115001000

OK Cancel Refresh

9. Adjust the Percent on the remaining distribution line(s) to equal 100 percent

10. Click **OK**

You will be returned to the **Schedules** page:

Maintain Purchase Order

**Schedules**

Unit 01115 Supplier IRVING ENE-002 PO Status Dispatched  
 PO ID 0000000788 PO Date 11/06/2018

[Return to Main Page](#)

**Lines** Find | View All First 2 of 2 Last

Line	2	Item	000000000000008661	LIQUID PROPANE - GAS	PO Qty	100.0000	GAL	Merchandise Amt	210.00	USD														
<p><b>Schedules</b> Personalize   Find   View All   First 1 of 1 Last</p> <p>Details   Statuses   Shipment   Matching   Receiving   Freight   RTV</p> <table border="1"> <thead> <tr> <th>Sched</th> <th>*Due Date</th> <th>*Ship To</th> <th>*PO Qty</th> <th>Price</th> <th>Merchandise Amount</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12/06/2018</td> <td>PFMMTP002</td> <td>100.0000</td> <td>2.10000</td> <td>210.00</td> <td>Active</td> </tr> </tbody> </table>											Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status	1	12/06/2018	PFMMTP002	100.0000	2.10000	210.00	Active
Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status																		
1	12/06/2018	PFMMTP002	100.0000	2.10000	210.00	Active																		

Add ShipTo Comments

Save Return to Search Notify Refresh Add Update/Display

11. Click on the **Return to Main Page** link

You are returned to the **Maintain Purchase Order** page:

Maintain Purchase Order

**Purchase Order**

Business Unit 01115 PO ID 000000788

PO Status Dispatched Budget Status Not Chk'd

Copy From  ☐ Hold From Further Processing

**Header**

\*PO Date 11/06/2018 Supplier Search Doc Tot Status Valid

\*Supplier IRVING ENE-002 Supplier Details Backorder Status Not Backordered Create BackOrder

\*Supplier ID 0000001293 Irving Energy Receipt Status Not Recvd

\*Buyer ETEST Ella Test \*Dispatch Method Print Dispatch

PO Reference FUEL PRODUCTS

Header Details Activity Summary

PO Defaults Add Comments

PO Activities Add ShipTo Comments

Requisitions Document Status

Actions

**Amount Summary**

Merchandise 335.00

Freight/Tax/Misc. 0.00 Calculate

Total Amount 335.00 USD

Encumbrance Balance 335.00 USD

**Add Items From**

Catalog Item Search

Purchasing Kit

**Select Lines To Display**

Search for Lines Line To Retrieve

**Lines**

Personalize Find View All First 1-2 of 2 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		FUEL	50.0000	GAL	40512	2.50000	125.00	Approved
2	000000000000008661	LIQUID PROPANE - GAS	100.0000	GAL	40506	2.10000	210.00	Approved

View Printable Version Close Short All Lines \*Go to More

**Save** Return to Search Notify Refresh Add Update/Display

## 12. Click **Save**

Review the PO Status and Budget Status and follow specific controls in place in your department for any approval or budget checking that will need to be done.

## Canceling a Purchase Order Distribution is Complete

## Change Contract ID in a Purchase Order

**Situations when this function is used:** If you created a purchase order against a contract, but later realize that you used the wrong contract – or shouldn't have used a contract - you can change (or remove) the contract number on the PO and the money will go back onto the Contract. This will only work if the Purchase Order has not been moved to complete. The released amounts on the contract(s) will adjust accordingly.

If you created a Purchase Order without a contract, but later realize a contract should have been used, you can add a contract number to an existing PO, as long as the PO has not been moved to complete. This will draw down the released amount on the contract by the dollar amount on the PO.

To make these contract changes, you will need to do a change order in the PO Line Details.

This exercise will walk you through these scenarios:

- Adding Contract ID to an Existing PO with no Contract – increases the released amount on contract
- Changing the Contract ID in an Existing PO – both contracts will adjust appropriately
- Removing a Contract ID from an Existing PO – decreases the released amount on contract

### Adding Contract ID to Existing PO with No Contract

**NOTE:** You can only make this change if the PO has not been moved to Complete.

First, look at the Contract, before adding it to a PO. For this exercise, we will look at Contract #37305.

**WorkCenter navigation:** Purchasing WorkCenter > Links pagelet > Contracts > Add/Update Contracts

**Navigator Menu navigation:** Procurement Contracts > Add/Update Contracts

The **Contract Entry** page displays, click on the **Find an Existing Value** tab:

**Contract Entry**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**   **Add a New Value**

**Search Criteria**

SetID =   STATE

Contract ID begins with   0000000000000037305

Contract Version =  

Origin begins with  

Version Status =  

Contract Style begins with  

Contract Process Option =  

Short Supplier Name begins with  

Supplier Name begins with  

Master Contract ID begins with  

Description begins with  

☐ Correct History   ☐ Case Sensitive

Limit the number of results to (up to 300): 300

**Search**   Clear   Basic Search   Save Search Criteria

1. **Contract ID** - Enter a valid contract ID with all the leading zeros
2. Click **Search**



The **Contract** page displays,

Contract		VT Performance Info	
Contract Entry			
Contract			
SetID STATE		Contract Version	
Contract ID 0000000000000000000037305		Version 1	
*Status Approved		Status Current	
*Origin CP		Approved Date 11/18/2018	
Administrator/Buyer KSYMONDS		Karen L Symonds	
Header ?			
Contract Style Purchase Order		Add Comments	
Process Option Purchase Order		Contract Activities	
Supplier IRVING ENE-002		Primary Contact Info	
Supplier ID 0000001293 Irving Energy		Contract Releases	
Begin Date 06/01/2010		Activity Log	
Expire Date 11/18/2019		Document Status	
Renewal Date		Thresholds & Notifications	
Currency USD CRRNT		View Changes	
Primary Contact		Current Change Reason	
Supplier Contract Ref		Amount Summary ?	
Description Fuel Products		Maximum Amount 750,000.00 USD	
Master Contract ID		Line Item Released Amount 400.00	
Tax Exempt ID		Category Released Amount 0.00	
Tax Exempt <input type="checkbox"/> Tax Exempt		Open Item Released Amount 0.00	
		Total Released Amount 400.00	
		Remaining Amount 749,600.00	
		Remaining Percent 99.95	

**The Total Released Amount = 400.00**

- 3. Click on the [Document Status](#) link**

The **Document Status** page displays:

SetID STATE
Contract 00000000000000000000000037305

Document Date 06/01/2010
Status Approved

Currency USD
Document Type Contract

Buyer Karen L Symonds
Released Amount 400.00

Short Supplier Name IRVING ENE-002

Requisitions
Procurement Contracts
Purchase Orders(1)
Receipts
Returns
Vouchers
Payments

1 to 1 of 1

Show All

Associated Document
Personalize Find View All

Documents Related Info

Actions	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
▼ Actions	01140	Purchase Order	0000004815	Dispatched	11/18/2018	0000001293	MULTIPLE

Review the documents attached to this contract and verify that this Purchase Order (4535 in BU 02300) does not already impact Contract #37305.



Follow this navigation to add the Contract to the Purchase Order:

For this exercise, we want to add Contract ID #37305 to Purchase Order #4535.

**WorkCenter Navigation:** Purchasing WorkCenter > Links Pagelet > Purchase Orders > Purchase Order Add/Update

**Navigator Menu Navigation:** Purchasing > Purchase Orders > Add/Update POs

The **Purchase Order** page displays, click on the **Find an Existing Value** tab:

**Purchase Order**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

**Search Criteria**

Business Unit: 02300  
PO ID: begins with 0000004535  
Purchase Order Date:   
PO Status:   
Short Supplier Name: begins with   
Supplier ID: begins with   
Supplier Name: begins with   
Buyer: begins with   
Buyer Name: begins with   
PO Type:   
Purchase Order Reference: begins with   
Hold From Further Processing:   
Case Sensitive:   
Limit the number of results to (up to 300): 300

**Search** **Clear** **Basic Search** **Save Search Criteria**

4. **Business Unit** - Accept the default or enter a valid BU

5. **PO ID** - Enter the purchase order ID number (with all the leading zeros)

6. Click **Search**

The Purchase Order is displayed on the screen.

**Maintain Purchase Order**  
**Purchase Order**

Business Unit: 02300  
PO ID: 0000004535  
Change Order: 1  
Copy From:   
PO Status: Dispatched  
Budget Status: Valid  
Hold From Further Processing:   
Doc Tot Status: Valid  
Backorder Status: Not Backordered  
Receipt Status: Not Recvd  
Dispatch Method: Print  
Dispatch

**Amount Summary**  
Merchandise: 125.00  
Freight/Tax/Misc.: 0.00  
Total Amount: 125.00 USD  
Encumbrance Balance: 125.00 USD  
Calculate

**Add Items From**  
Catalog  
Purchasing Kit

**Select Lines To Display**  
Search for Lines: Line: To: Retrieve

**Lines**  
Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving | Personalize | Find | View All | First | 1 of 1 | Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		fuel	1.0000	EA	40509	125.00000	125.00	Approved

7. Click on **Line Details** icon

The **Line Details** page displays:

Details for Line 1			
PO ID	0000004535	Supplier	IRVING ENE-002
Line	1	Item ID	fuel
<b>Line Details</b>			
Category	40509	Line Status	Approved
Description	FUEL - DIESEL	Backorder Status	Not Backordered
Category ID	00292		
Amount to Receive	125.000	USD	
Quantity to Receive	1.0000		
<b>Amount Summary</b>			
		Merchandise Amount	125.00 USD
		Doc. Base Amt	125.00 USD



8. Click on the **Create Line Change** icon

The Line opens and is available to make changes:

[Lines](#) [Details](#) [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#) [Personalize](#) [Find](#) [View All](#) [1 of 1](#) [First](#) [Last](#)

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		 fuel 	 1.0000	 EA 	 40509 	125.00000	125.00	Approved   

**9. Click on the **Contract** tab**

Lines									
<a href="#">Details</a> <a href="#">Ship To/Due Date</a> <a href="#">Statuses</a> <a href="#">Item Information</a> <a href="#">Attributes</a> <a href="#">RFQ</a> <a href="#">Contract</a> <a href="#">Receiving</a> <a href="#">PDF</a>									
Line	Item	Description		SetID	Contract ID	Contract Version	Contract Line	Category Line	Release
1		<input type="text" value="fuel"/> 		STATE	000000000000000000000000037305 		1 <input type="text" value=""/> 	<input type="text" value=""/> 	NEXT

**10.** Click into the **Contract ID** field and enter the appropriate Contract number (with all the leading zeros) or click on the magnifying glass and select the appropriate contract

**11.** Tab to the **Contract Line** field and click on the magnifying glass. Select the appropriate contract line

The **Look Up Contract Line** window opens:

**Look Up Contract Line**

SetID STATE

Contract ID 00000000000000000000000037305

Contract Version 1

Category 40509

Contract Line Nbr =

More Information begins with

[Basic Lookup](#)

**Search Results**

View 100 First 1 of 1 Last

Contract Line Nbr	Item ID	More Information
1	000000000000000008657	LOW SULFUR DIESEL FUEL

**12. Click on the line you want to add to the PO**

The following **Message** will open:

Message

Override PO Description (fuel) with Contract Description(LOW SULFUR DIESEL FUEL) on Line 1 (10200,620)

Press OK to override PO Description with Contract Description. Press Cancel to use the entered PO Description.

**13.** If you have already entered your correct quantity, click **Cancel**. Otherwise, click **OK**

You will now see the **Contract ID** and **Contract Line** filled in:

Lines ?

Details

Ship To/Due Date

Statuses








Item Information

Attributes

RFQ


Contract


Receiving


Line	Item	Description	SetID	Contract ID	Contract Version	Contract Line
1	 000000000000008657 	LOW SULFUR DIESEL 	STATE 	000000000000000000037305 	1	 1 


View Printable Version


Close Short All Lines

\*Go to ... More ... 

 Save

 Return to Search

 Notify

 Refresh

## 14. Click Save

Approve and Dispatch the PO, according to your Department's procedures.

When we look at the Contract now, we can see that the Total Released Amount has increased from **400** to **525**.

Contract

VT Performance Info

Contract Entry

Contract

SetID STATE  
Contract ID 000000000000000000037305  
\*Status Approved  
\*Origin CP

Contract Version  
Version 1  
Status Current  
Approved Date 11/18/2018

Administrator/Buyer KSYMONDS Karen L Symonds

Header ?

Contract Style Purchase Order  
Process Option Purchase Order  
Supplier IRVING ENE-002  
Supplier ID 0000001293 Irving Energy  
  
Begin Date 06/01/2010  
Expire Date 11/18/2019  
  
Renewal Date  
Currency USD CRRNT  
Primary Contact  
Supplier Contract Ref  
Description Fuel Products  
Master Contract ID  
Tax Exempt ID  
☐ Tax Exempt

Add Comments  
Contract Activities  
Primary Contact Info  
Contract Releases

Activity Log  
**Document Status**  
Thresholds & Notifications  
View Changes  
Current Change Reason

Amount Summary ?  
Maximum Amount 750,000.00 USD  
Line Item Released Amount 525.00  
Category Released Amount 0.00  
Open Item Released Amount 0.00  
**Total Released Amount 525.00**  
Remaining Amount 749,475.00  
Remaining Percent 99.93

**15.** Click on the **Document Status** link

The purchase order will show up in the document status for this Contract:

SetID

STATE

Document Date

06/01/2010

Currency

USD

Buyer

Karen L Symonds

Short Supplier Name

IRVING ENE-002

Contract

0000000000000000000037305

Status

Approved

Document Type

Contract

Released Amount

525.00

Requisitions

Procurement Contracts

Purchase Orders(2)

Receipts

Returns

Vouchers

Payments

1 to 2 of 2

Show All

Associated Document

Personalize

Find

View All

First

1-2 of 2

Last

Documents	Related Info	
Actions	Business Unit	Document Type
DOC ID	Status	Document Date
Supplier ID	Location	
▼ Actions	02300	Purchase Order
0000004535	Dispatched	12/05/2018
0000001293	MULTIPLE	
▼ Actions	01140	Purchase Order
0000004815	Dispatched	11/18/2018
0000001293	MULTIPLE	

You can see PO #4535 – the one just changed - is now listed under this Contract.

### Adding Contract ID to Existing PO with No Contract is Complete

## Changing the Contract ID on an Existing PO

***NOTE: You can only make this change if the PO has not been moved to Complete.***

In this exercise, we will change the Contract on PO #4535. The original Contract ID is #37305; we want to change it to #37309.

Before we begin, let's look at each contract and make a note of the released amounts on each.







**WorkCenter navigation:** Purchasing WorkCenter > Links Pagelet > Contracts > Add/Update Contracts

**Navigator Menu navigation:** Procurement Contracts > Add/Update Contracts

The **Contract Entry** page displays, click on the **Find an Existing Value** tab:


### Contract Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

SetID =    
Contract ID begins with   
Contract Version =   
Origin begins with    
Version Status =   
Contract Style begins with    
Contract Process Option =   
Short Supplier Name begins with    
Supplier Name begins with    
Master Contract ID begins with    
Description begins with

☐ Correct History
☐ Case Sensitive

Limit the number of results to (up to 300):



1. **Contract ID** - Enter a valid contract ID with all the leading zeros
2. Click **Search**

The **Contract** page displays:

<b>Contract</b>		<b>Contract Version</b>	
SetID STATE		Version 1	Status Current
Contract ID 000000000000000000000000037305			
*Status	<input type="text" value="Approved"/>		
*Origin	<input type="text" value="CP"/>	Approved Date 11/18/2018	
Administrator/Buyer KSYMONDS		Karen L Symonds	

---

<b>Header ?</b>			
Contract Style	Purchase Order	Add Comments	Activity Log
Process Option	Purchase Order	Contract Activities	Document Status
Supplier	IRVING ENE-002	Primary Contact Info	Thresholds & Notifications
Supplier ID	0000001293 <u>Irving Energy</u>	Contract Releases	View Changes
			Current Change Reason
Begin Date	06/01/2010		
Expire Date	11/18/2019		
Renewal Date			
Currency	USD CRRNT		
Primary Contact			
Supplier Contract Ref			
Description	Fuel Products		
Master Contract ID			
Tax Exempt ID	<input type="checkbox"/> Tax Exempt		

<b>Amount Summary ?</b>	
Maximum Amount	750,000.00 USD
Line Item Released Amount	525.00
Category Released Amount	0.00
Open Item Released Amount	0.00
Total Released Amount	525.00
Remaining Amount	749,475.00
Remaining Percent	99.93

**Contract #37305 – Total Released Amount = 525.00**

Repeat search for **Contract #37309**. The **Contract** page displays:

Contract

SetID STATE

Contract ID 000000000000000000000000037309

\*Status Approved

\*Origin CP

Contract Version

Version 1

Status Current

Approved Date 11/20/2018

Administrator/Buyer KSYMONDS

Karen L Symonds

▼ Header ?

Contract Style Purchase Order

Process Option Purchase Order

Supplier IRVING ENE-002

Supplier ID 0000001293

Begin Date 06/01/2010

Expire Date 11/18/2019

Renewal Date

Currency USD CRRNT

Primary Contact

Supplier Contract Ref

Description Fuel Products

Master Contract ID

Tax Exempt ID

☐ Tax Exempt

Irving Energy

Add Comments

Contract Activities

Primary Contact Info

Contract Releases

Activity Log

Document Status

Thresholds & Notifications

Amount Summary ?

Maximum Amount 750,000.00 USD

Line Item Released Amount 0.00

Category Released Amount 0.00

Open Item Released Amount 0.00

Total Released Amount 0.00

Remaining Amount 750,000.00

Remaining Percent 100.00

**Contract #37309 – Total Released Amount = 0.00**

**WorkCenter navigation:** Purchasing WorkCenter > Links pagelet > Purchase Orders > Purchase Order Add/Update

**Navigator Menu navigation:** Purchasing > Purchase Orders > Add/Update POs

The **Purchase Order** page displays, click on the **Find an Existing Value** tab:

**Purchase Order**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | Add a New Value

**Search Criteria**

Business Unit = 02300

PO ID begins with 0000004535

Purchase Order Date =

PO Status =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer begins with

Buyer Name begins with

PO Type =

Purchase Order Reference begins with

Hold From Further Processing ☐

☐ Case Sensitive

Limit the number of results to (up to 300): 300

**Search** | Clear | Basic Search | Save Search Criteria

1. **Business Unit** - Accept the default or enter a valid BU
2. **PO ID** - Enter a Purchase Order number or leave blank to view a list of POs
3. Click **Search**

The **Maintain Purchase Order** page displays:

**Maintain Purchase Order**

**Purchase Order**

Business Unit 02300  
PO ID 0000004535  
Change Order 3  
Copy From

PO Status Dispatched  
Budget Status Valid

Hold From Further Processing ☐

**Header**

\*PO Date 12/05/2018  
\*Supplier IRVING ENE-002  
\*Supplier ID 0000001293  
\*Buyer ETEST  
PO Reference fuel products

Supplier Search  
Supplier Details  
Irving Energy  
Ella Test

Doc Tot Status Valid  
Backorder Status Not Backordered  
Receipt Status Not Recvd  
\*Dispatch Method Print

**Amount Summary**

Merchandise	125.00
Freight/Tax/Misc.	0.00
<b>Total Amount</b>	125.00 USD
Encumbrance Balance	125.00 USD

**Lines**

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	000000000000008657	LOW SULFUR DIESEL FUEL	1.0000	GAL	40509	125.00000	125.00	Approved

4. Click on the **Contract** tab



This shows what Contract is currently on this PO:

Lines ?

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving

Line	Item	Description	SetID	Contract ID	Contract Version	Contract Line
1	000000000000008657	LOW SULFUR DIESEL FUEL	STATE	0000000000000000000037305	1	1

5. Click on the **Line Details** icon

The **Details for Line 1** page displays:

Details for Line 1

PO ID 0000004535 Supplier IRVING ENE-002

Line 1 Item ID 000000000000008657 LOW SULFUR DIESEL FUEL

**Line Details**

Category 40509 Line Status Approved

Description FUEL - DIESEL Backorder Status Not

Category ID 00292 Amount Summary

Amount to Receive 125.000 USD Merchandise Amount 125.00 USD

Quantity to Receive 1.0000 Doc. Base Amt 125.00 USD

Item Availability

Transaction Item Description LOW SULFUR DIESEL FUEL

Preferred Language Item Description LOW SULFUR DIESEL FUEL

6. Click on the **Change Order** icon

Lines ?

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving

Line	Item	Description	SetID	Contract ID	Contract Version	Contract Line
1	000000000000008657	LOW SULFUR DIESEL	STATE	0000000000000000000037305		1

7. Click in the **Contract ID** field and change it to **Contract #37309** or click on the **Magnifying Glass** to see what the available contracts are

Look Up Contract ID

SetID STATE

Contract ID begins with

Short Supplier Name begins with

Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100

Supplier Set ID	Supplier ID	Contract ID	Short Supplier Name	Contract Status
STATE	0000001293	0000000000000000000037309	IRVING ENE-002	Approved
STATE	0000001293	0000000000000000000037305	IRVING ENE-002	Approved
STATE	0000001293	0000000000000000000032096	IRVING ENE-002	Approved
STATE	0000001293	0000000000000000000032095	IRVING ENE-002	Approved

8. Click on a **link** to select the appropriate contract

9. Tab to the **Contract Line** field

10. Click on the **Magnifying Glass** to see the available contract lines

The **Look Up Contract Line** window opens:

Look Up Contract Line

Help

SetID

STATE

Contract ID

0000000000000000000000000037309

Contract Version

1

Item ID

000000000000000000000000008657

Category

40509

Contract Line Nbr

=

Look Up

Clear

Cancel

Basic Lookup

Search Results

View 100

First

1 of 1

Last

Contract Line Nbrs More Information

1

LOW SULFUR DIESEL FUEL

**11. Select the appropriate contract line**

The following **Message** opens:

Message

Override Schedule Quantity with Contract Quantity Scheduled on Line (1), Item (000000000000008657)? (10200,435)  
Press OK to override schedule quantity with contract shipping template schedule quantity. Press Cancel to use the entered line quantity and schedule quantity.

OK

Cancel

**12.** If you have already entered your correct quantity, click **Cancel**. Otherwise, click **OK**

The following **Message** opens:

Message

Custom price on line 1, schedule 1. Override with system calculated price? (10200,66)

The schedule is marked as having a custom price. The system has calculated a different price than the custom price.

If you choose to not have the system override the custom price, you can see how the system calculated its price by viewing the Value Adjustments for the schedule. If at that time, you want to use the system's price, you can use the button on the value adjustments page to set the current price equal to the system-calculated price.

Yes

No

**13.** If you have already entered the appropriate prices, click **No**. Otherwise, click **Yes**

**14.** Click **Save** at the bottom of the **Maintain Purchase Order** page

Approve and Dispatch the PO, according to your Department's procedures.

**WorkCenter navigation:** Purchasing WorkCenter > Links pagelet > Contracts > Add/Update Contracts

**Navigator Menu navigation:** Procurement Contracts > Add/Update Contracts

**Contract #37305** – the Total Released Amount is **400.00**. The \$125.00 was appropriately taken off this contract.

**Contract #37309** – the Total Released Amount is **125.00**. The \$125.00 was appropriately added to this contract.

## Page 46 of 86

## Removing a Contract ID from an Existing PO

***NOTE: You can only make this change if the PO has not been moved to Complete.***

Before we remove the Contract ID from our PO, we will take a look at the Total Line Released Amount for Contract #10216.

**WorkCenter navigation:** Purchasing WorkCenter > Links pagelet > Contracts > Add/Update Contracts

**Navigator Menu navigation:** Procurement Contracts > Add/Update Contracts

Contract		VT Performance Info	
Contract Entry			
Contract			
SetID STATE		Contract Version	
Contract ID 000000000000000000034176		Version 1	
*Status Approved		Status Current	
*Origin CPS		Approved Date 07/01/2017	
Administrator/Buyer LWORTMAN		Linda T Wortman	
Header ?			
Contract Style Purchase Order		Add Comments	
Process Option Purchase Order		Contract Activities	
Supplier WBMA5ONCOI-001		Primary Contact Info	
Supplier ID 0000283240		Contract Releases	
Begin Date 07/01/2017		Activity Log	
Expire Date 06/30/2019		Document Status	
Renewal Date		Thresholds & Notifications	
Currency USD CRRNT		Amount Summary ?	
Primary Contact		Maximum Amount 9,999,999.00 USD	
Supplier Contract Ref		Line Item Released Amount 1,052,043.34	
Description Office Supplies		Category Released Amount 0.00	
Master Contract ID		Open Item Released Amount 0.00	
Tax Exempt ID		Total Released Amount 1,052,043.34	
<input type="checkbox"/> Tax Exempt		Remaining Amount 8,947,955.66 Remaining Percent 89.48	

The Total Line Released Amount is = **1,052,043.34**

Navigate to update the Purchase Order:

**WorkCenter navigation:** Purchasing WorkCenter > Links pagelet > Purchase Orders > Purchase Order Add/Update

**Navigator Menu navigation:** Purchasing > Purchase Orders > Add/Update POs

The **Purchase Order** page displays, click on the **Find a New Value** tab:

**Purchase Order**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

**Search Criteria**

Business Unit = 01110  
PO ID begins with 0000000920  
Purchase Order Date =  
PO Status =  
Short Supplier Name begins with  
Supplier ID begins with  
Supplier Name begins with  
Buyer begins with  
Buyer Name begins with  
PO Type =  
Purchase Order Reference begins with  
☐ Hold From Further Processing  
☐ Case Sensitive  
Limit the number of results to (up to 300): 300

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

1. **Business Unit** - Accept the default or enter a valid BU
2. **PO ID** - Enter a Purchase Order number or leave blank to view a list of POs
3. Click **Search**

The **Maintain Purchase Order** page displays:

**Maintain Purchase Order**  
**Purchase Order**

Business Unit 01110  
PO ID 0000000920  
Copy From  
PO Status Dispatched  
Budget Status Valid  
Hold From Further Processing

**Header**

\*PO Date 03/28/2018  
\*Supplier WBMASONCOI-001  
\*Supplier ID 0000283240  
\*Buyer CTOUCHET  
PO Reference Office Supplies

Supplier Search  
Supplier Details  
W.B. Mason Co., Inc.  
Caitlin Ann Touchette

Doc Tol Status Valid  
Backorder Status Not Backordered  
Receipt Status Not Recvd  
\*Dispatch Method Print

**Amount Summary**

Merchandise	109.60	
Freight/Tax/Misc.	0.00	
Total Amount	109.60	USD
Encumbrance Balance	0.00	USD

**Add Items From**  
Catalog Item Search



**Select Lines To Display**  
Search for Lines Line To Retrieve

**Lines**

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		OFFICE SUPPLIES	1.0000	EA	61599	109.60000	109.60	Approved

4. Click on the **Line Details** icon

The **Line Details** page opens:


Details for Line 1			
PO ID	0000000920	Supplier	WBMASONCOI-001
Line	1	Item ID	OFFICE SUPPLIES
Line Details			
Category	61599	Line Status	Approved  
Description	OFFICE SUPPLIES MISCELLANEOUS	Backorder Status	Not Backordered
Category ID	00503	Amount Summary	
Amount to Receive	109.600	Merchandise Amount	109.60 USD
Quantity to Receive	1.0000	Doc. Base Amt	109.60 USD
Transaction Item Description			
OFFICE SUPPLIES			

5. Click on the **Change Order** icon

The Line opens and is available to make changes:

**Lines** ?
Personalize





[Details](#)
[Ship To/Due Date](#)
[Statuses](#)
[Item Information](#)
[Attributes](#)
[RFQ](#)
[Contract](#)
[Receiving](#)
[...](#)

Line	Item	Description	PO Qty	*UOM	Category	Price
1	 <input type="text" value=""/>	OFFICE SUPPLIES 	1.0000	EA 	61599 	109.60000

6. Click on the **Contract** tab

The Contract associated with this PO Line is displayed:

[Lines](#) ?
 [Details](#)
[Ship To/Due Date](#)
[Statuses](#)
[Item Information](#)
[Attributes](#)
[RFQ](#)
[Contract](#)
[Receiving](#)
[PDF](#)

Line	Item	Description	SetID	Contract ID	Contract Version	Contract Line
1	 <input type="text" value=""/>	OFFICE SUPPLIES 	STATE	00000000000000000000000034176 		1 

[View Printable Version](#)
[Close Short All Lines](#)
[\\*Go to ... More ...](#)

- Click into the **Contract ID** field and delete the contract number entirely from this field
- Tab to the **Contract Line** and delete that number as well

Lines

Details

Ship To/Due Date

Statuses

Item Information





Attributes

RFQ

Contract

Receiving

RFQ

Line	Item	Description	SetID	Contract ID	Contract Version	Contract Line
1	 <input type="text" value=""/>	 OFFICE SUPPLIES 	 STATE	<input type="text" value=""/>		1 <input type="text" value=""/>

View Printable Version

Close Short All Lines

\*Go to  More

The Contract has been removed from this PO.

9. Click **Save** at the bottom of the **Maintain Purchase Order** page

Approve, Save and Dispatch the PO, according to your Department's procedures.





## Closing a Partially Vouchered PO to Adjust the Released Amount on Contract Used

**Situation when this will be used:** You created a PO against a Contract and you no longer need the PO. The amount vouchered is less than the total amount of the PO. In this exercise, you will change the amount of the PO to equal the amount vouchered and close the PO. This will allow the remaining amount on the PO to reduce the released amount on the Contract to more accurately reflect what has been spent against the Contract.

**Part One** - Run the VT PO Budgetary Activity report to view all purchase orders with a remaining amount.

Report will open in an Excel spreadsheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Process Instance	Business Unit	Business Unit GL	PO ID	PO Status	Line	Sched Num	Distrib Line Num	DeptID	Class	Proj/Gr	Fund	Account	Budget Date From	Budget Date To	Program
2	9472103	05100	05100	0000014272	D	1	1	2	5100073000			22005	507350	7/1/2018	6/30/2019	49731
3	9472103	05100	05100	0000014354	D	1	1	2	5100013000			10000	513056	7/1/2018	6/30/2019	49136
4	9472103	05100	05100	0000014478	D	1	1	2	5100011000			10000	507200	7/1/2018	6/30/2019	49110
5	9472103	05100	05100	0000014481	D	1	1	2	5100013000			21764	507550	7/1/2018	6/30/2019	49134
6	9472103	05100	05100	0000014484	D	1	1	2	5100013000			10000	507200	7/1/2018	6/30/2019	49130
7	9472103	05100	05100	0000014485	D	1	1	2	5100075000			10000	507350	7/1/2018	6/30/2019	49753
8	9472103	05100	05100	0000014486	D	1	1	2	5100013000			10000	507350	7/1/2018	6/30/2019	49135
9	9472103	05100	05100	0000014487	D	1	1	2	5100013000			10000	507350	7/1/2018	6/30/2019	49135
10	9472103	05100	05100	0000014488	D	1	1	2	5100013000			10000	507350	7/1/2018	6/30/2019	49135
11	9472103	05100	05100	0000014490	D	1	1	2	5100076000			21764	507550	7/1/2018	6/30/2019	49762
12	9472103	05100	05100	0000014491	D	1	1	2	5100060000			10000	507550	7/1/2018	6/30/2019	

Scroll to the right to view additional columns:

P	Q	R	S	T	U	V	W	X	
Program	Contract ID	Vendor	Vendor Name	Original PO Amount	Liquidated Amount	Vouchered Amount	Remaining Amount	P.O. Ref	P.O. Line Description
49791	00000000000000000000000340401	0000182821	VT Consultants for Language & Learning	13832.33	0.000	0.000	13832.330	VT School for Girls	Provision of Title I, Part A supplemental educational services
49136	0000000000000000000000029992	0000156700	SHI International Corp.	3694.000	0.000	0.000	3694.000	CPS - SOFTWARE RESELLER	PURCHASED SOFTWARE - DESKTOP - SOFTWARE
49110	0000000000000000000000035114	0000359107	WrightJhoncs PLC	0.000	0.000	0.000	0.000	0.000	Legal services for the State Board of Education
49134	0000000000000000000000034977	0000364698	NTW Solutions, LLC	4678.738	13500.000	13500.000	46328.300	Grand Management System	Configuration, limited customization, training, etc.
49130	0000000000000000000000034234	0000321649	Brustein & Manesvint	32600.000	0.000	0.000	32600.000	Fed Fiscal Grants/Fed Educ Law	Consulting services on Federal Fiscal Grants Mar
49753	0000000000000000000000035924	0000357021	Center for Applied Linguistics	2000.000	2000.000	2000.000	0.000	F&P/BEST PLUS 2.0	BEST Plus 2.0 Refresher workshop
49135	0000000000000000000000034296	0000348599	Calumet Educational Consulting Services	19254.368	0.000	0.000	19254.368		General Education review for independent sch
49135	0000000000000000000000032285	0000348597	Morgan, Brian	6000.000	1000.000	1000.000	5000.000		General Education review for independent sch
49135	0000000000000000000000031287	0000348598	Levin, Steven	12120.36	1000.000	1000.000	11120.360		General Education review for independent sch
49762	0000000000000000000000036003	0000369282	RMC Research Corp.	12000.000	30000.000	30000.000	90000.000	ISL/PreK-3 Literacy Workshop	Work plan development that defines a compreh
49132	0000000000000000000000032631	0000356103	Hardwick Software	31681.000	31681.000	31681.000	0.000	PFP/AL Database App	Maintenance of VT Adult Education Information

PO 14490 is the purchase order that we have partially-vouchered and no longer need. We need to adjust the Contract (#36003) to reflect the amount vouchered. \$30,000 was vouchered against Line 1 of the Contract.

## **Part Two - Review the Contract Released Amount**

Prior to making any changes to the PO, you will want to verify the released amount on the Contract.

**WorkCenter navigation:** Purchasing WorkCenter > Links pagelet > Contracts > Add/Update Contracts









**Navigator Menu navigation:** Procurement Contracts > Add/Update Contracts

The **Contract Entry** page displays, click on the **Find an Existing Value** tab:

### Contract Entry

Enter any information you have and click Search. Leave fields blank for a list of all values

**Search Criteria**

SetID	=	<input type="text" value="STATE"/>	
Contract ID	begins with	<input type="text" value="00000000000000000036003"/>	
Contract Version	=	<input type="text"/>	
Origin	begins with	<input type="text"/>	
Version Status	=	<input type="text"/>	
Contract Style	begins with	<input type="text"/>	
Contract Process Option	=	<input type="text"/>	
Short Supplier Name	begins with	<input type="text"/>	
Supplier Name	begins with	<input type="text"/>	
Master Contract ID	begins with	<input type="text"/>	
Description	begins with	<input type="text"/>	

☐ Correct History    ☐ Case Sensitive

Limit the number of results to (up to 300):

1. **Contract ID** - Enter the Contract ID (be sure to include the preceding zeros)
2. Click **Search**

The **Contract** page displays:

<b>Contract</b>		<b>VT Performance Info</b>	
<b>Contract Entry</b>			
<b>Contract</b>			
<b>SetID</b>	STATE		
<b>Contract ID</b>	0000000000000000000000000036003		
* <b>Status</b>	Approved ▼		
* <b>Origin</b>	DOE		
<b>Administrator/Buyer</b>	SMATZ	Matz, Shelley	
<b>Header ?</b>			
<b>Contract Style</b>	Purchase Order	<a href="#">Add Comments</a>	<a href="#">Activity Log</a>
<b>Process Option</b>	Purchase Order	<a href="#">Contract Activities</a>	<a href="#">Document Status</a>
<b>Supplier</b>	RMC RESEAR-001	<a href="#">Primary Contact Info</a>	<a href="#">Thresholds &amp; Notifications</a>
<b>Supplier ID</b>	0000369282	<a href="#">Contract Releases</a>	
<b>Begin Date</b>	04/23/2018		
<b>Expire Date</b>	12/31/2018		
<b>Renewal Date</b>			
<b>Currency</b>	USD CRRNT		
<b>Primary Contact</b>			
<b>Supplier Contract Ref</b>			
<b>Description</b>	ISL/PreK-3 Literacy Workplan		
<b>Master Contract ID</b>			
<b>Tax Exempt ID</b>			
<input type="checkbox"/> Tax Exempt			
<b>Amount Summary ?</b>			
	<b>Maximum Amount</b>	120,000.00	USD
	<b>Line Item Released Amount</b>	120,000.00	
	<b>Category Released Amount</b>	0.00	
	<b>Open Item Released Amount</b>	0.00	
	<b>Total Released Amount</b>	120,000.00	
	<b>Remaining Amount</b>	0.00	
	<b>Remaining Percent</b>	0.00	

The released amount is **\$120,000.00**

### **Part Three - Update the Purchase Order**

**WorkCenter navigation:** Purchasing WorkCenter > Links pagelet > Purchase Orders > Purchase Order Add/Update


**Navigator Menu navigation:** Purchasing > Purchase Orders > Add/Update POs

The **Purchase Order** page displays, click on the **Find an Existing Value** tab:


### Purchase Order

Enter any information you have and click Search. Leave fields blank for a list of all values.


▼ **Search Criteria**


Business Unit =  


PO ID begins with ▼


Purchase Order Date = ▼  


PO Status = ▼

Short Supplier Name begins with ▼  

Supplier ID begins with ▼  

Supplier Name begins with ▼  

Buyer begins with ▼  

Buyer Name begins with ▼  

PO Type = ▼

Purchase Order Reference begins with ▼

1. **Business Unit** - Accept the default or enter a valid BU
2. **PO ID** - Enter a Purchase Order number or leave blank to view a list of POs
3. Click **Search**

The **Maintain Purchase Order** page displays:

Maintain Purchase Order

**Purchase Order**

Business Unit 05100 PO ID 0000014490  
Change Order 1  
Copy From [ ]

PO Status Dispatched  
Budget Status Valid

Hold From Further Processing

**Header**

\*PO Date 06/12/2018 Supplier Search  
\*Supplier RMC RESEAR-001 Supplier Details  
\*Supplier ID 0000369282 RMC Research Corp.  
\*Buyer TBRADLEY Tyler John Bradley  
PO Reference ISU/PreK-3 Literacy Workplan

Doc Tol Status Valid  
Backorder Status Not Backordered Create BackOrder  
Receipt Status Not Recvd  
\*Dispatch Method Print Dispatch

**Amount Summary**

Merchandise	120,000.00	
Freight/Tax/Misc.	0.00	
Total Amount	120,000.00	USD
Encumbrance Balance	90,000.00	USD

Calculate

**Add Items From** Catalog Item Search

**Select Lines To Display** Search for Lines Line [ ] To [ ] Retrieve

**Lines**

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1		Work plan development that defines a comprehensive system of services around literacy for students in Pre-K through third grade.	1.0000	EA	00101	120,000.0000	120,000.00	Approved			

View Printable Version Close Short All Lines \*Go to ... More ...

Line 1, with a quantity of 1 and a total amount of \$120,000 has been vouchered in the amount of \$30,000.

Look at the PO Distributions for each line of the PO to see if the lines were distributed by Amount or by Quantity. In this example, we can see that the PO is distributed by Amount and the price will need to be adjusted to accurately reflect the voucher payment. If the PO were distributed by Quantity each lines quantity would need to be adjusted.

4. Click on the **Schedule** icon

The **Schedules** page displays:

Maintain Purchase Order

**Schedules**

Unit 05100 Supplier RMC RESEAR-001 PO Status Dispatched  
PO ID 0000014490 PO Date 06/12/2018 Change Order 2

[Return to Main Page](#)

**Lines** Find | View All First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amt	Status			
1		Work plan development that defines a comprehensive system of services around literacy for students in Pre-K through third grade.	1.0000	EA			30,000.00 USD				

**Schedules** Personalize | Find | View All First 1 of 1 Last

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status				
1	06/12/2018	PDOEMTP001	1.0000	30,000.00000	30,000.00	Active				

5. Click on the **Distributions/Chartfields** icon

The **Distributions for Schedule 1** page displays:

**Distributions for Schedule 1**

Unit 05100 Supplier RMC RESEAR-001  
PO ID 0000014490 Item  
Line 1 Schedule 1 Status Active

\*Distribute By: Amount

SpeedChart Multi-SpeedCharts

Schedule Qty 1.0000  
Merchandise Amount 120,000.00 USD  
Doc. Base Amount 120,000.00 USD

Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	*Account	Fund	Dept	Program	Class	Project
1	Canceled			USD	05100	507350	21764	5100076000	49762		51604118
2	Open	100.0000	120,000.00	USD	05100	507350	21764	5100076000	49762		51604119

OK Cancel Refresh

To update the amount on each line of this purchase order, a change order needs to be done on the PO.

6. Click **OK**

You are returned to the **Schedules** page:

**Maintain Purchase Order**

**Schedules**

Unit 05100 Supplier RMC RESEAR-001 PO Status Dispatched  
PO ID 0000014490 PO Date 06/12/2018 Change Order 2

Return to Main Page

Line	Item	PO Qty	Merchandise Amt
1	Work plan development that defines a comprehensive system of services around literacy for students in Pre-K through third grade.	1.0000 EA	30,000.00 USD

**Schedules**

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status
1	06/12/2018	PDOEMTP001	1.0000	30,000.00000	30,000.00	Active

7. Click on the **Return to the Main Page** link

**Maintain Purchase Order**

**Purchase Order**

Business Unit 05100 PO ID 0000014490 PO Status Dispatched  
Change Order 1 Budget Status Valid

Copy From

Header

\*PO Date 06/12/2018 Supplier Search  
\*Supplier RMC RESEAR-001 Supplier Details  
\*Supplier ID 0000369282 RMC Research Corp.  
\*Buyer TBRADLEY Tyler John Bradley

PO Reference ISL/PreK-3 Literacy Workplan

Doc Tol Status Valid  
Backorder Status Not Backordered Create BackOrder  
Receipt Status Not Recvd  
\*Dispatch Method Print Dispatch

Amount Summary

	Amount	Currency
Merchandise	120,000.00	
Freight/Tax/Misc.	0.00	
Total Amount	120,000.00	USD
Encumbrance Balance	90,000.00	USD

Calculate

8. Click on the **Change Order** icon

Scroll down to the **Lines** section:

Lines ?										
Personalize   Find   View All   First 1 of 1 Last										
Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving										
Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status		
1		Work plan development that defines a comprehensive system of services around literacy for students in Pre-K through third grade.	1.0000	EA	00101	30,000.	120,000.00	Approved		

9. Update the amount of each line

10. Click **Save**

The following **Message** opens:

**Message**

Warning -- Price on line 1, schedule 1 does not balance to sum of value adjustments for the schedule. (10200,4)

The price on the specified schedule does not match the sum of value adjustments for that schedule where the impact type of the value adjustments are Price and the adjustment will be applied.

**OK** Cancel

11. Click **OK**

**If you receive a warning that Accounting Date is not open, you will need to go to the header details page and adjust the accounting date to today's date.**

If the PO was done by Quantity the following **Message** opens:

Custom price on line 1, schedule 1. Override with system calculated price? (10200,66)

The schedule is marked as having a custom price. The system has calculated a different price than the custom price.

If you choose to not have the system override the custom price, you can see how the system calculated its price by viewing the Value Adjustments for the schedule. If at that time, you want to use the system's price, you can use the button on the value adjustments page to set the current price equal to the system-calculated price.

Yes **No**

12. You don't want to override the price; select **No**. (You will receive this message for each line of the PO that has been changed; respond accordingly.)



Maintain Purchase Order

Purchase Order

Business Unit 05100

PO ID 0000014490

Change Order 2

Copy From

PO Status Open

Budget Status Not Chk'd

△

×

Header

\*PO Date 06/12/2018

\*Supplier RMC RESEAR-001

\*Supplier ID 0000369282

\*Buyer TBRADLEY

Supplier Search

Supplier Details

RMC Research Corp.

Tyler John Bradley

PO Reference ISL/PreK-3 Literacy Workplan

Header Details

PO Defaults

PO Activities

Requisitions

▼ Actions

Activity Summary

Add Comments

Add ShipTo Comments

Document Status

Doc Tol Status Valid

Backorder Status Not Backordered

Create BackOrder

Receipt Status Not Recvd

\*Dispatch Method Print

Dispatch

Amount Summary

Merchandise 30,000.00

Freight/Tax Misc 0.00

Total Amount 30,000.00 USD

Calculate

Encumbrance Balance 30,000.00 USD

Add Items From

Catalog

Item Search

Select Lines To Display

Search for Lines

Line To Retrieve

Lines

Details

Ship To/Due Date

Statuses

Item Information

Attributes

BFAQ

Contract

Receiving

RECEIVED

Personalize

Find | View All

First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1		Work plan development that defines a comprehensive system of services around literacy for students in Pre-K through third grade.	1.0000	EA	00101	30,000.000000	30,000.00	Approved			

View Printable Version

Close Short All Lines

\*Go to ... More ...

Save

Return to Search

Notify

Refresh

Add

Update/Display

#### **Part Four - Verify Released Amount on Contract has Updated**

**Navigator Menu navigation:** Procurement Contracts > Add/Update Contracts

Contract		VT Performance Info	
Contract Entry			
Contract			
SetID STATE		Contract Version	
Contract ID 0000000000000000000036003		Version 1	
*Status Approved		Status Current	
*Origin DOE		Approved Date 04/23/2018	
Administrator/Buyer SMATZ		Matz, Shelley	
▼ Header ?			
Contract Style Purchase Order		Add Comments	
Process Option Purchase Order		Contract Activities	
Supplier RMC RESEAR-001		Primary Contact Info	
Supplier ID 0000369282		Contract Releases	
Begin Date 04/23/2018		Activity Log	
Expire Date 12/31/2018		Document Status	
Renewal Date		Thresholds & Notifications	
Currency USD CRRNT		Amount Summary ?	
Primary Contact		Maximum Amount 120,000.00 USD	
Supplier Contract Ref		Line Item Released Amount 30,000.00	
Description ISU/PreK-3 Literacy Workplan		Category Released Amount 0.00	
Master Contract ID		Open Item Released Amount 0.00	
Tax Exempt ID		Total Released Amount 30,000.00	
<input type="checkbox"/> Tax Exempt		Remaining Amount 90,000.00	
		Remaining Percent 75.00	

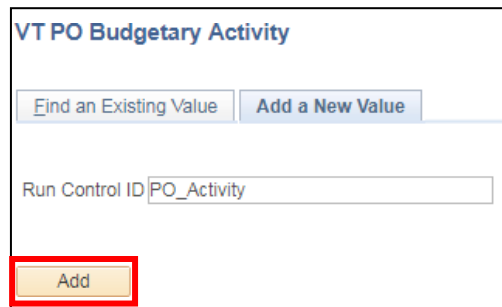
## **Part Five - Run the VT PO Budgetary Activity Report to Verify the Purchase Order has been Fully Liquidated**

This purchase order report provides the PO status in addition to the original, liquidated and remaining amount information. Additionally, the report contains the Contract ID if the PO has drawn down a Contract. The report is a useful tool in the management and reconciliation of purchase orders.

**WorkCenter navigation:** Purchasing WorkCenter > Reports/Queries Tab > Reports/Processes pagelet > Purchase Orders > VT PO Budgetary Activity Report

**Navigator Menu navigation:** Purchasing > Purchase Orders > Reports > VT PO Budgetary Activity

The **VT PO Budgetary Activity** page displays, click on the **Add a New Value** tab:



1. **Run Control ID** - Enter a unique run control ID (Example: PO\_Activity)
2. Click **Add**



The **VT Run Pos8001** page displays:

Run Control ID PO\_Activity Report Manager Process Monitor **Run**

Language English

**Report Request Parameters**

Business Unit GL: 01110 \*Budget Date From: 07/01/2018 \*To: 11/06/2018

Remaining Amount: <> 0.000 This report will return data meeting either of the criteria specified in this box.

PO Status: <> Complete

**ChartField Sort Options**

ChartField	Short Name	From ChartField Value	To ChartField Value
ACCOUNT	Account		
DEPTID	Dept		
FUND_CODE	Fund		

Run Query VT\_PO8001 for VTPO8001 output

**Save** Return to Search Add Update/Display

3. **Business Unit GL** - Enter a valid BU

4. **Budget Date From** - Should be the first day of the fiscal year

5. **Budget Date To** - Should be the current date

**NOTE: Report cannot be run as of a prior through date.**

6. **Remaining Amount** - Choose the appropriate sign and enter the appropriate amount for the data that you are requesting. **Finance recommends running this report for <> \$0 for most reconciliation and management purposes**

7. **PO Status** - Choose the appropriate sign and choose the appropriate status for the date that you are requesting. **Finance recommends running this report for <> Complete for most reconciliation and management purposes**

**NOTE: The report will return data meeting either of the criteria specified for Remaining Amount and PO Status. If one of the criteria is left blank, it will ignore the criteria completely.**

For example:

1. For month-end reconciliation and management of purchase orders, the report should be run with remaining amount <> \$0 and PO Status <> Complete. The report run this way will return every PO with a remaining amount AND it will return every PO that is not at a status of Complete. If the PO has a remaining amount and is not at a status of Complete, the report will only return the PO once.
2. Departments may run the report with other criteria for other purposes. To see all purchase orders that have been used and completed in a year, leave the remaining amount fields blank and use PO Status = Complete. The report will ignore the remaining amount criteria and return just POs that are at a status of Complete.

If you wish to see additional chartfield values you can add rows by clicking the **+** icon on the far right of each row.

If you wish to run the report for a particular Chartfield Value, enter values in the From Chartfield Value and To Chartfield Value fields. If you leave the From Chartfield Value and To Chartfield Value fields blank, all values will be returned.

In this example, Account, Fund and Dept ID chartfield values will be returned. If other chartfield information is needed, they must be selected above.

8. Click **Save**

9. Click **Run**

The Process Schedule Request window opens:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	VT Purchasing Budget Activity	VTPO8001	SQR Report	Web	SPF	Distribution

Under Process List, VT Purchasing Budget Activity, process name VTPO8001 is selected

10. Click **OK**

You are returned to the **VT Run Pos8001** page:

*ChartField	Short Name	From ChartField Value	To ChartField Value
ACCOUNT	Account		
DEPTID	Dept		
FUND_CODE	Fund		

11. Click on the **Process Monitor** link

The **Process List** page displays:

Process List | Server List

View Process Request For

User ID: ETEST | Type: | Last: | 1 Days | Refresh

Server: | Name: | Instance From: | Instance To: |

Run Status: | Distribution Status: | Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9196306		SQR Report	VTPO8001	ETEST	11/06/2018 10:42:32AM EST	Success	Posted	Details

12. Click **Refresh** until **Run Status = Success** and **Distribution Status = Posted**

13. Take note of the **Instance** number for this report. You can copy and paste this number to use for the PO query

**Navigator Menu navigation:** Reporting Tools > Query > Query Viewer

The Query Viewer page displays:

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By: Query Name | begins with: VT\_PO8001

Search | Advanced Search

14. Enter Query name: **VT\_PO8001**

15. Click **Search**

The query loads:

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By: Query Name | begins with: VT\_PO8001

Search | Advanced Search

Search Results

\*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
VT_PO8001	RUN Process First	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

16. Click the **Excel** link for the query VT\_PO8001

VT\_PO8001 - RUN Process First

Process Instance: 9196306

View Results

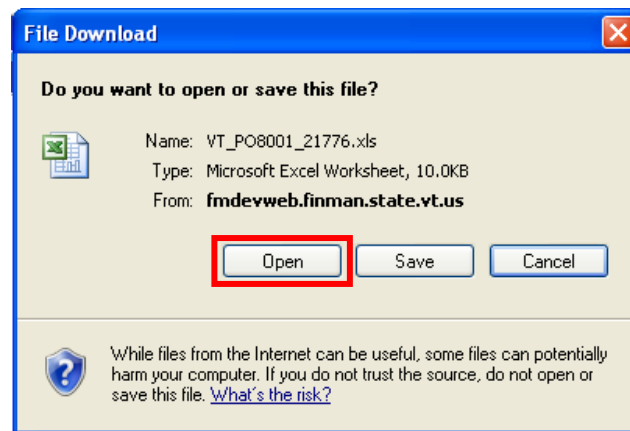
Process Instance	Business Unit	Business Unit GL	PO ID	PO Status	Line	Sched Num	Distrib Line Num	DeptID	Class	Proj/Grt	Fund	Account
------------------	---------------	------------------	-------	-----------	------	-----------	------------------	--------	-------	----------	------	---------

17. Enter the process instance number you noted earlier or use the **Magnifying Glass** to select it – if you have run this report more than 1 time during the course of the day, all process instance numbers for the day will appear

**Note:** If there are no purchase orders on the report, the process instance box will turn red.

18. Click **View Results**

A File Download notice may appear:



19. Click **Open**

The report will open in an Excel spreadsheet:

	A	B	C	D	E	F	G	H	I	
1	RUN Process First	13								
2	Process Instance	Business Unit	Business Unit GL	PO ID	PO Status	Line	Sched Nu	Distrib Line Num	DeptID	Class
3	9196306	01110	01110	0000000926	D	1	1	1	1110003000	
4	9196306	01110	01110	0000000927	D	1	1	1	1110003000	
5	9196306	01110	01110	0000000928	A	1	1	1	1110003000	
6	9196306	01110	01110	0000000929	D	1	1	1	1110003000	
7	9196306	01110	01110	0000000930	D	1	1	1	1110003000	
8	9196306	01110	01110	0000000931	D	1	1	1	1110003000	
9	9196306	01110	01110	0000000932	PX	1	1	1	1110003000	
10	9196306	01110	01110	0000000933	PX	1	1	1	1110003000	
11	9196306	01110	01110	0000000934	D	1	1	1	1110003000	
12	9196306	01110	01110	0000000935	D	1	1	1	1110003000	
13	9196306	01110	01110	0000000936	D	1	1	1	1110003000	
14	9196306	01110	01110	0000000937	D	1	1	1	1110003000	
15	9196306	01110	01110	0000000938	D	1	1	1	1110003000	

Scroll to the right to view additional columns.

	L	M	N	O	P	Q	R	S	T
	Fund	Account	Budget Date From	Budget Date To	Program	Contract ID	Vendor	Vendor Name	Original PO Amount
	10000	522400	7/1/2018	11/6/2018			0000005932	Office Max	500.00
	10000	520000	7/1/2018	11/6/2018			0000362458	J.A. Russo Paving, Inc.	100.00
	21941	520110	7/1/2018	11/6/2018			0000000129	Irving Energy	1000.00
	10000	520110	7/1/2018	11/6/2018			0000000129	Irving Energy	1000.00
	10000	519060	7/1/2018	11/6/2018		00000000000000000000003627	000008464	CherryRoad Technologies Inc	1200.00
	10000	519060	7/1/2018	11/6/2018		00000000000000000000003627	000008464	CherryRoad Technologies Inc	1200.00
	10000	507550	7/1/2018	11/6/2018		00000000000000000000003421	000036254	Sierra-Cedar, Inc.	250.00
	10000	507561	7/1/2018	11/6/2018		00000000000000000000003421	000036254	Sierra-Cedar, Inc.	250.00
	10000	520110	7/1/2018	11/6/2018			0000000129	Irving Energy	1000.00
	10000	520110	7/1/2018	11/6/2018			0000000129	Irving Energy	1000.00
	10000	520110	7/1/2018	11/6/2018			0000000129	Irving Energy	1000.00
	10000	520110	7/1/2018	11/6/2018			0000000129	Irving Energy	1000.00
	10000	520110	7/1/2018	11/6/2018			0000000129	Irving Energy	1000.00

Using the data on the spreadsheet:

- Total the remaining amount column on the spreadsheet – this total should match the encumbrance amount on the appropriation status report for your Business Unit.
- Review all Purchase Orders for accuracy and to determine if they are still needed.
- See exercise in this manual for closing partially vouchered POs tied to Contracts and close all partially used POs tied to Contracts by following the exercise.
- Close all POs that have a \$0 remaining amount through the reconciliation workbench – see the exercise in this manual for Reconciling Purchase Orders.

	A	B	C	D	Q	R	S	T	U	V	W
1	RUN Process First	131									
2	Process Instance	Business Unit	Business Unit GL	PO ID	Contract ID	Vendor	Vendor Name	Original PO Amount	Liquidated Amount	Vouchered Amount	Remaining Amount
3	9472121	05100	05100	0000014272	0000000000000000000000034401	0000158251	VT Consultants for Language & Learning	13832.33	0.000	0.000	13832.330 V
4	9472121	05100	05100	0000014354	00000000000000000000002992	000015670X	SH International Corp	3694.000	0.000	0.000	3694.000 C
5	9472121	05100	05100	0000014478	000000000000000000000035114	000035910J	WrightJones PLC	40000.000	0.000	0.000	40000.000 SE
6	9472121	05100	05100	0000014481	000000000000000000000034977	000034689F	MTW Solutions, LLC	476738.000	13500.000	13500.000	463238.000 Ge
7	9472121	05100	05100	0000014484	000000000000000000000034234	000032164F	Brustein & Manasevit	32600.000	0.000	0.000	32600.000 F
8	9472121	05100	05100	0000014485	000000000000000000000035924	000035702J	Center for Applied Linguistics	2000.000	2000.000	2000.000	0.000 F8
9	9472121	05100	05100	0000014486	000000000000000000000032868	000034859F	Gilmore Educational Consulting Services	19256.980	0.000	0.000	19256.980
10	9472121	05100	05100	0000014487	000000000000000000000032985	000034859F	Morgan, Brian	6000.000	1000.000	1000.000	5000.000
11	9472121	05100	05100	0000014488	000000000000000000000032987	000034859F	Lorenz, Steven	11210.360	1000.000	1000.000	11120.360
12	9472121	05100	05100	0000014490	000000000000000000000036003	000036928B	RMC Research Corp.	30000.000	30000.000	30000.000	0.000 IS
13	9472121	05100	05100	0000014491	000000000000000000000035231	000035610J	Hardwick Software	31681.000	31681.000	31681.000	0.000 P8
14	9472121	05100	05100	0000014493	000000000000000000000036449	000037078D	DiGiullo, Jason Michael	700.000	0.000	0.000	700.000 CT
15	9472121	05100	05100	0000014494	000000000000000000000036447	000037068J	Millman, Paul	700.000	200.000	200.000	500.000 CT
16	9472121	05100	05100	0000014615	000000000000000000000031728	000033517J	Williams, David J	490.000	385.000	385.000	105.000

This shows that it was fully liquidated.

The PO will need to be moved to complete, using the Reconciliation Workbench. Following the exercise in this manual for [Reconciling a Purchase Order](#).

## Closing a Partially Vouchered PO to Adjust the Released Amount on Contract Used is Complete

## Delete/Cancel a Purchase Order

**Situations when this function is used:** A purchase order has been entered and it has been decided that the PO is not needed.

**Note:** It's important to first run the *Document Status Inquiry* to be sure there haven't been any vouchers entered against this PO. The following message will appear if you try to cancel a purchase order that has a voucher against it.

The screenshot shows the 'Maintain Purchase Order' window with the 'Cancel Purchase Order' tab selected. The Business Unit is 02300, PO ID is 0000004445, and the Supplier is IRVING ENE-002. Below the header, there is a table with an error message:

Line	Sched	Distrib	Message
1	1		At least one schedule has been matched. Cannot cancel the PO.
1	1	1	The PO Line is tied to an active Voucher; therefore it may not be canceled.

**WorkCenter navigation:** Purchasing WorkCenter > Links pagelet > Purchase Orders > Purchase Order Add/Update

**Navigator Menu navigation:** Purchasing > Purchase Orders > Add/Update POs

The **Purchase Order** page displays, click on the **Find an Existing Value** tab:

The screenshot shows the 'Purchase Order' search criteria form. It includes fields for Business Unit (02300), PO ID (0000004441), Purchase Order Date, PO Status, Short Supplier Name, Supplier ID, Supplier Name, Buyer, Buyer Name, PO Type, and Purchase Order Reference. There are also checkboxes for 'Hold From Further Processing' and 'Case Sensitive', and a text box for 'Limit the number of results to (up to 300): 300'. The 'Search' button is highlighted with a red box.

1. **Business Unit** - Accept the default or enter a valid BU
2. **PO ID** - Enter a Purchase Order number or leave blank to view a list of POs
3. Click **Search**



The **Maintain Purchase Order** page displays:

Maintain Purchase Order

Purchase Order

Business Unit 02300 PO ID 000004441

PO Status Approved Budget Status Valid

Copy From [ ]

Header

\*PO Date 08/25/2018 Supplier Search Doc Tot Status Valid

\*Supplier IRVING ENE-002 Supplier Details

\*Supplier ID 000001293 Irving Energy

\*Buyer AALGER Alana Alger

PO Reference

Header Details Activity Summary

PO Defaults Add Comments

PO Activities Add Ship To Comments

Requisitions Document Status

Actions

Receipt Status Not Recvd

\*Dispatch Method Print Dispatch

Amount Summary

Merchandise 125.00 Calculate

Freight/Tax/Misc. 0.00

Total Amount 125.00 USD

Encumbrance Balance 125.00 USD

Add Items From

Catalog Item Search

Purchasing Kit

Select Lines To Display

Search for Lines Line To Retrieve

Lines

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving

Line Item Description PO Qty \*UOM Category Price Merchandise Amount Status

1 00000000000000008661 LIQUID PROPANE - 50.0000 GAL 40506 2.50000 125.00 Approved

View Printable Version Close Short All Lines \*Go to ... More ...

4. Click the red **X** next to **PO Status**

The following **Message** appears:

Message

Canceling a purchase order will commit any changes made and prevent further changes. Continue? (10200,515)

When you mark a purchase order as canceled, the system does not allow any further changes to the purchase order. Any changes made, however, will be stored on the purchase order.

Yes No

5. Click **Yes**

In the event a Requisition is associated with the Purchase Order being cancelled, the following message box appears:

Maintain Purchase Order

Cancel Purchase Order

Business Unit 01100 PO ID 000002055 Supplier J.A. RUSSO-001 Change Order 1

Would you like to open the Requisition quantity(ies) to be sourced again?

☐ Yes, Re-Source all Reqs

☒ No, Do Not Re-Source Reqs

☐ Specify Reqs to Re-source

Continue

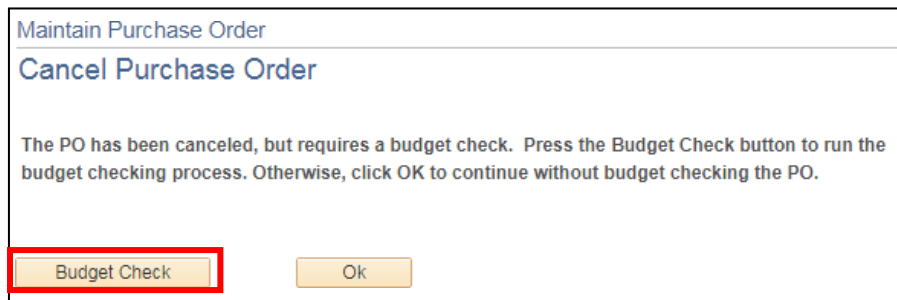
Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

6. If you want to be able to source the Requisition on a new Purchase Order, select the **Yes, Re-Source all Reqs.** radio button. If you do not want to be able to source the Requisition on a new Purchase Order, select the **No, Do Not Re-source Reqs** radio button

7. Click **Continue**

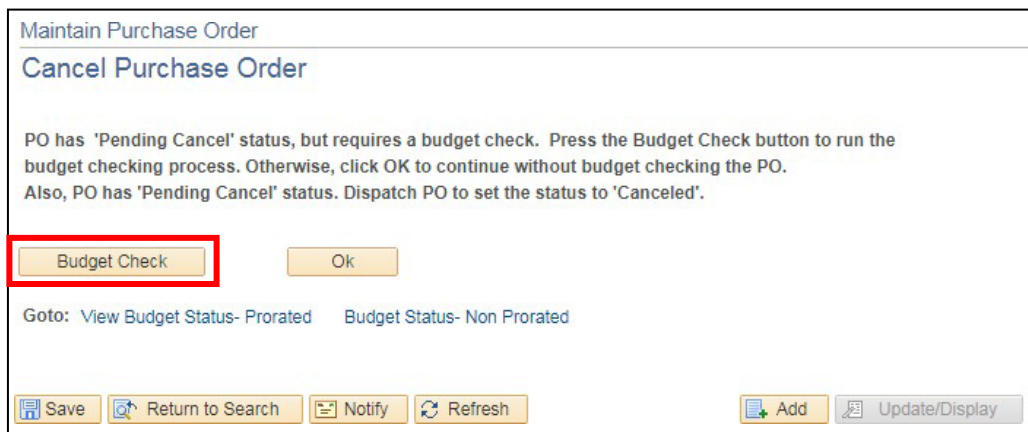


The PO has been canceled but requires a budget check:



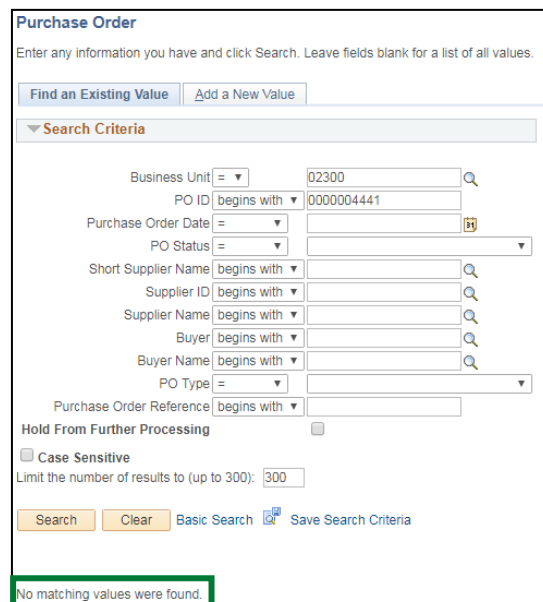
8. Click **Budget Check**

If the PO has been dispatched, then you will receive the following **Message**:



9. Click **Budget Check**

Once budget checking is complete, the PO goes to a Pending Cancel status. PeopleSoft will bounce back to the **Find an Existing Value** page. If you enter the PO ID number and click the Search button the message “No matching values were found” will appear.



The PO now needs to be dispatched to be moved to **Completed** status.

The last step is to move the PO from Pending Cancel to Canceled by running PO Dispatch manually or the PO will be picked in the nightly batch process for dispatching and the PO status will move to canceled. The PO will need to be moved to Complete Status. Follow the directions in this manual for [Reconciling a Purchase Order](#).

### **Delete/Cancel a Purchase Order is Complete**

## Reconcile a Purchase Order

**Situations when this function is used:** Reconciling a Purchase Order changes the status of a purchase order to *Complete*. Purchase Orders that have been canceled and/or liquidated need to be moved to a Completed status. Purchase Orders with a remaining encumbrance can also be moved to complete and the encumbrance liquidated on the Buyer's Workbench by selecting to "close" the purchase order(s). Doing this regularly (we recommend monthly) throughout the year will keep the volume of POs on the VT Req & PO Budgetary Activity report at a more manageable level, helping to ensure timely month-end and year-end closing.

**Important Note:** *There is a Close Purchase Orders batch process. Running this process for 1 document will yield the same result as running PO Reconciliation. However, if you run this process for 1 Bus Unit, POs that you're not done with could be moved to Completed status – we DO NOT suggest running this process for anything other than 1 document. If this process is run by business unit and closes all the purchase orders for that business unit Finance cannot reverse the process.*

**Note:** *Before running this process, you should run the VT PO Budgetary Activity Report. Instructions on how to run this report are in this manual. Use this report to help determine what purchase orders should be moved to complete status.*

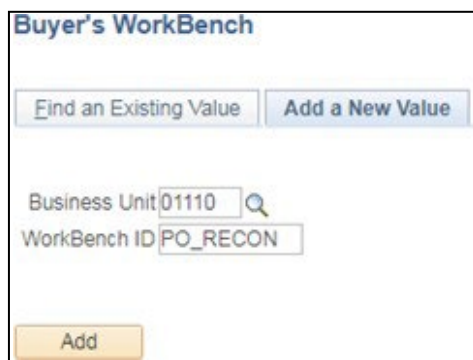
A Purchase Order can be moved to Complete on the Buyer's Workbench if **all** the following is true:

- The Purchase Order status is Canceled, Dispatched, or Approved
- The Purchase Order has a valid budget check
- The Due date is less than or equal to the current date
- If matching is applicable the Purchase Order has been fully matched

**WorkCenter navigation:** Purchasing WorkCenter > Links pagelet > Purchase Orders > Buyer's WorkBench

**Navigator Menu navigation:** Purchasing > Purchase Orders > Buyer's Workbench

The **Buyer's WorkBench** page displays, click on the **Add a New Value** tab:



The screenshot shows a web form titled "Buyer's WorkBench". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". Below the tabs, there are two input fields. The first is labeled "Business Unit" and contains the text "01110" with a magnifying glass icon to its right. The second is labeled "WorkBench ID" and contains the text "PO\_RECON". At the bottom of the form, there is a yellow button labeled "Add".

1. **Business Unit** - Accept default or enter a valid BU
2. **WorkBench ID** - Enter a unique WorkBench ID (Example: PO\_RECON)
3. Click **Add**

The **Filter Options** page displays:

Buyer's WorkBench  
**Filter Options**

Business Unit 01110 WorkBench ID PO\_RECON  
Description PO Close

Enter search criteria and click on Search. Leave blank for all values.

**Search Criteria**

Purchase Order 0000000917 To 0000000919  
PO Date PO Date To  
Activity Date Activity Date To  
Due Date Due Date To  
Request BU Requisition ID  
Supplier ID  
Item ID  
Buyer  
Contract SetID Contract Version  
Contract ID  
Release Number  
GPO ID  
GPO Contract

Enter the appropriate Search Criteria:

4. **Purchase Order** - Enter Purchase Order number or a range of PO numbers
5. **PO Date** - Enter PO Date or a range of Dates

**SPECIAL NOTE:** If you are closing purchase orders related to a contract enter the PO range (example 0000004258 – 0000007599), the Contract SetID = STATE, the Contract ID number, and then click Search – only purchase orders that fall in the range and are tied to that specific contract id will appear in the list to be reconciled and moved to completed status.

**Status**

☐ Open ☐ Pending Approval ☐ Approved ☐ Denied  
☐ Dispatched ☐ Cancelled ☐ Include Closed

**Receiving**

Recv Reqd Optional

☐ All ☐ Not Received ☐ Partially Received ☐ Fully Received

**Matching**

☐ Required ☐ Not Required  
☐ All ☐ None ☐ Partial Match ☐ Fully Matched

**Encumbrance**

☐ Open Encumbrances

**ChartFields** Personalize | Find | View All | First 1 of 1 Last

Chartfields

GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	Budget Date	Location

**Search** Return to Buyer's WorkBench

Scroll down the page:

6. Click **Search**

The **Buyer's WorkBench** page displays:

Buyer's WorkBench

Business Unit 01110 WorkBench ID PO\_RECON

\*Description PO Close

Select POs for Further Processing

List of Purchase Orders

Personalize | Find | View All | Download %1 Table to Excel First 1-3 of 3 Last

Detail Other

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0000000917		N	Dispatched	03/27/2018	03/27/2018	0000010682	Caitlin Ann Touchette	No Match			
<input checked="" type="checkbox"/> 0000000918		N	Dispatched	03/27/2018	03/27/2018	0000321404	Caitlin Ann Touchette	No Match			
<input checked="" type="checkbox"/> 0000000919		N	Dispatched	03/28/2018	03/28/2018	0000283240	Caitlin Ann Touchette	No Match			

☒ Select All ☐ Clear All

Action:

7. **Description** - Enter a description

8. Mark the checkbox to the left of the Purchase Order number or click the Select All link.

9. Click **Close**

If the PO is not in a state that it can move to Completed Status it will appear in the **Not Qualified** box, if this is the case click the **Log** icon to help you determine why it's Not Qualified for reconciliation.

Buyer's WorkBench

Processing Results

Business Unit 01110 WorkBench ID PO\_RECON


\*Description PO Close

Select POs for Further Processing

Accounting Date for Action 11/28/2018



☐ Update Budget Date Equal to Accounting Date

**Not Qualified** Personalize | View All | First 1 of 1 Last

PO ID	Log
<input type="checkbox"/> 0000000918	

☒ Select All ☐ Clear All

**Qualified** Personalize | View All | First 1-2 of 2 Last

PO ID	Line	Sched	Distrib Line
0000000917			
0000000919			

The **Purchase Order Logs** window opens:

Buyer's WorkBench

### Purchase Order Logs

Business Unit 01110 WorkBench ID PO\_RECON

Description

PO Number 0000000918

Log Personalize | View All | [Print] | [Grid]

Line	Sched	Dist	Message Text
1	1		POs with Receiving Required On though not received.

Return

10. Review the reason that the purchase order is not qualified and determine if the purchase order should really be closed. In this scenario we are not going to close PO 918 as it has not been received

If it is determined the purchase order can be closed, then do the following:

Buyer's WorkBench

### Processing Results

Business Unit 01110 WorkBench ID PO\_RECON

\*Description PO Close

Select POs for Further Processing

Accounting Date for Action 11/28/2018 [Calendar]

☐ Update Budget Date Equal to Accounting Date

Not Qualified Personalize | View All | [Print] | First 1 of 1 Last

PO ID	Log
0000000918	[Override]

Qualified Personalize | View All | [Print] | First 2 of 2 Last

PO ID	Line	Sched	Distrib Line
0000000917			[Minus]
0000000919			[Minus]

11. Click on the box next to PO ID
12. Click on the **Override** arrow

The purchase order is now Qualified to close:

The screenshot shows two side-by-side panels. The left panel, titled 'Not Qualified', has a table with columns 'PO ID' and 'Log'. It shows one row with a PO ID of 0000000918. The right panel, titled 'Qualified', has a table with columns 'PO ID', 'Line', 'Sched', and 'Distrib Line'. It shows three rows: 0000000917, 0000000919, and 0000000918. The row for 0000000918 is highlighted with a green border, and a red box highlights the minus icon in the 'Distrib Line' column for that row. Above the 'Qualified' table is a checkbox labeled 'Update Budget Date Equal to Accounting Date'.

13. For this scenario we are removing PO ID 918 after it was moved to qualified by clicking on the — icon and continuing

PO 918 has been removed:

The screenshot shows the 'Buyer's WorkBench' interface. At the top, it says 'Processing Results'. Below that, there are fields for 'Business Unit 01110' and 'WorkBench ID PO\_RECON'. A text box contains '\*Description PO Close'. Below this is a section 'Select POs for Further Processing'. On the left, there is a 'Not Qualified' table with one row (PO ID 0000000918). On the right, there is a 'Qualified' table with two rows (PO IDs 0000000917 and 0000000919). The 'Qualified' table is highlighted with a green border. Above the 'Qualified' table is a checkbox labeled 'Update Budget Date Equal to Accounting Date' and a date field set to '11/28/2018'. At the bottom, there is a 'Proceed:' section with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box. To the right of the buttons is a link 'Return to Buyer's WorkBench'.

14. Click **Yes** to continue to close POs

The following **Message** opens:

The screenshot shows a message dialog box titled 'Message'. The text inside says 'Continue to Close POs. (10224,10)'. At the bottom, there are 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box.

15. Click **Yes**



When the close process finishes the following page will display so you can see the PO in Completed status:

**Buyer's WorkBench**

Business Unit 01110 WorkBench ID PO\_RECON

\*Description PO Close

Select POs for Further Processing

**List of Purchase Orders** Personalize | Find | View All | [Download %1 Table to Excel](#) First 1-3 of 3 Last

Detail **Other**

	Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/>	0000000917		N	Complete	03/27/2018	11/28/2018	0000010682	Caitlin Ann Touchette	No Match			
<input checked="" type="checkbox"/>	0000000919		N	Complete	03/28/2018	11/28/2018	0000283240	Caitlin Ann Touchette	No Match			
<input checked="" type="checkbox"/>	0000000918		N	Dispatched	03/27/2018	03/27/2018	0000321404	Caitlin Ann Touchette	No Match			

☒ Select All ☐ Clear All

Action:

Go To: [Set filter options](#) [Process Request Options](#)

[Process Monitor](#) [View Processing Results](#)

## 16. Click on the **Other** tab

**List of Purchase Orders** Personalize | Find | View All | [Download %1 Table to Excel](#) First 1-3 of 3 Last

Detail **Other**

	Purchase Order	Doc Status	Hold	PO Status	Procurement Card	Receipt Status	Backorder Status	Budget Status	NP Budget Status	Document Tolerance Status	Go To PO Activity Summary	Edit the PO?
<input checked="" type="checkbox"/>	0000000917		N	Complete		PO Not Received	Not Backordered	Not Chk'd	Valid Budget Check	Valid		
<input checked="" type="checkbox"/>	0000000919		N	Complete		PO Not Received	Not Backordered	Not Chk'd	Valid Budget Check	Valid		
<input checked="" type="checkbox"/>	0000000918		N	Dispatched		PO Not Received	Not Backordered	Valid	Valid Budget Check	Valid		

The **Budget Status = Not Chk'd**

The PO's will need to be budget checked. You can budget check by using the batch budget check process. (See the exercise in this manual for instructions on the [batch budget check process](#).)

## Reconciling a Purchase Order is Complete

## Inquire on PO Accounting Entries

**Situations when this function is used:** Occasionally you may want to review the accounting entries associated with a Purchase Order. Viewing these entries can provide the sequence of events, or history, of activities associated with the Purchase Order. If vouchers have been entered against the PO the voucher numbers can be viewed here.

**WorkCenter navigation:** Purchasing WorkCenter > Links pagelet > Purchase Orders > PO Accounting Entries

**Navigator Menu navigation:** Purchasing > Purchase Orders > Review PO Information > PO Accounting Entries

The **Selection Criteria** page displays:

**Selection Criteria**

\*Business Unit

From PO ID

To PO ID

From Fiscal Year

PO Status

\*Accounting Line View Option

Max Rows

\*Ledger Group

**ChartFields** Personalize | Find |

	*GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate
1	<input type="text" value="02300"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**OK** **Cancel** **Refresh**

1. **Business Unit** - Accept default or enter a valid BU
2. **From PO ID** - Enter the purchase order number you wish to view or a range of PO IDs
3. **Ledger Group** - Enter ledger group by clicking on the Magnifying Glass and selecting DETAIL\_GRP (This may default in automatically)
4. **GL Unit** - Your GL Unit should default in or you can enter your GL unit
5. Click **OK**

The **PO Accounting Entries** page displays:

**PO Accounting Entries**

Business Unit 02300

From PO 0000004420

To PO 0000004420

PO Status

From Fiscal Year

To Fiscal Year

Accounting Line View Option Standard

Ledger Group DETAIL\_GRP

**Accounting Entries** Personalize | Find | View All | First 1-3 of 12 Last

Purchase Order	Status	Supplier ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Account	Fund	Dept	Program
0000004420	D	0000010682		PO_POENC		0	1	1	1 516659	50300	2300003010	
0000004420	D	0000010682		PO_POENC		0	1	1	2 516659	50300	2300007000	
0000004420	D	0000010682		PO_POENC		0	1	1	3 516659	50300	2300002010	

Total Encumbrance Balance 0.00 USD

6. Use the scroll bar to view additional information

GL Unit	Monetary Amount	Base Currency	Closed Value	Budget Period	Fiscal Year	Journal ID	Tran ID	Reference Reversal ID	Accounting Period
02300	533.76	USD	N		2018	0025524573	0025524573		11
02300	424.27	USD	N		2018	0025524573	0025524573		11
02300	844.50	USD	N		2018	0025524573	0025524573		11

If vouchers had been entered against this purchase order they would show in the Reference Reversal ID column.

### Inquiring on PO Accounting Entries is Complete

## Inquire on PO Activity Summary

**Situations when this function is used:** Inquiring on the PO Activity Summary will allow you to view additional information about the Purchase Order itself, any Invoices, and Matching associated with that PO using drill down buttons and links.

**WorkCenter navigation:** Purchasing WorkCenter > Links pagelet > Purchase Orders > PO Activity Summary

**Navigator Menu navigation:** Purchasing > Purchase Orders > Review PO Information > Activity Summary

The **PO Activity Summary** page displays:

The screenshot shows the 'PO Activity Summary' search interface. It includes a 'Find an Existing Value' button, a 'Search Criteria' section with fields for Business Unit (01110), PO Number (begins with 0000000938), Purchase Order Date, Purchase Order Reference, and Supplier ID. There is a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300): 300' field. The 'Search' button is highlighted with a red box.

1. **Business Unit** - Accept default or enter a valid BU
2. **PO Number** - Enter the purchase order number you wish to view
3. Click **Search**

The **Activity Summary** page displays:

The screenshot shows the 'Activity Summary' page for Business Unit 01110 and Purchase Order 0000000938. It displays PO Status as 'Dispatched', Supplier as 'Cellco Partnership', and Supplier Location as 'MULTIPLE'. A summary table shows Merchandise Amount (298.01 USD), Merchandise Receipt (0.00 USD), Merchandise Returned (0.00 USD), Merchandise Invoice (298.01 USD), and Merchandise Matched (0.00 USD). Below this is a 'Lines' section with tabs for Details, Receipt, Invoice (highlighted with a red box), Matched, and RTV. The 'Invoice' tab shows a table with one line item: Line 1, Item 1, Item Description 'VERIZON WIRELESS CELULAR SERV', UOM 'EA', Manufacturer ID, and Mfg Itm ID.


Depending on what specific information you want to review you can use the Details, Invoice, and Matched tabs or click on the Show all Columns icon. SOV does not use the RTV tab (Return To Vendor)


4. Click on the **Invoice** tab


**Activity Summary**



Business Unit 01110 PO Status Dispatched  
Purchase Order 0000000938 Supplier Celco Partnership  
Supplier Location MULTIPLE

Merchandise Amount 298.01 USD  
Merchandise Receipt 0.00 USD  
Merchandise Returned 0.00 USD  
Merchandise Invoice 298.01 USD  
Merchandise Matched 0.00 USD


**Lines** Personalize | Find | View All |  First 1 of 1 Last

Details Receipt Invoice Matched RTV 

Line	Item	Item Description	UOM	Quantity Invoiced	Amount Only	Amt Invoiced	Currency
1		VERIZON WIRELESS CELULLAR SERV	EA	1.0000	<input type="checkbox"/>	298.010	USD

 Return to Search  Notify

- Click on the **Show all columns** icon and scroll to the far right

Open Quantity	Open Amount	Currency	Quantity Invoiced	Amount Only	Amt Invoiced	Currency	Un-invoiced Quantity	Un-invoiced Amount	Currency	
1.0000	298.010	USD	1.0000	<input type="checkbox"/>	298.010	USD	0.0000	0.000	USD	

- Click on the **Invoice** icon

The **Invoice** page displays:

Unit 01110 PO No. 0000000938 Line 1 Item ID

**Invoice** Personalize | Find | View All |  First 1 of 1 Last

Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced	
1	01110	00007664	1	1.0000	298.010	<input type="button" value="+"/> <input type="button" value="-"/>

- Click the Voucher link to drill down for additional information or click the Activity Summary link to return to view Receipts and/or Matching for this PO.

Clicking on the **Voucher** link will open a new window displaying the Voucher Inquiry page as shown below.

**Voucher Inquiry**

► Search Criteria

► Sort Criteria

► Display Currency Criteria

► Late Interest Analysis

**Voucher Inquiry Results** Personalize | Find | View All | First 1 of 1 Last

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼ Actions	01110	00007664	PY9809795391	06/25/2018	0000169911	Postable	<input type="checkbox"/>	Not Applicable	VERIZONWIR-002

Review Accounting Entries

Payment Information

Voucher Details

Review Document Status

8. From this page **Voucher Detail** Lines can be viewed by clicking on the **Actions** link

9. From the drop-down menu click on **Voucher Details**

The **Voucher Details** page displays:

**Voucher Line Details** Help

**Voucher Details**

Business Unit 01110 Gross Amount 298.01

Voucher ID 00007664 Misc Charges 0.00

Invoice No PY9809795391 Total VAT 0.00 Attachments (0)

Invoice Dt 06/25/2018

Supplier ID 0000169911 Transaction Currency USD Comments(0)

Name VERIZON WIRELESS SERVICES LLC

**Invoice Lines** Find | View All | First 1 of 1 Last

Line	Description	Merchandise Amt
1	VERIZON WIRELESS CELULAR SERV	298.01

Item ID Quantity 1.0000 UOM EA Unit Price 298.01000

PO Business Unit 01110 PO Number 0000000938 PO Line 1 PO Schedule 1

Receipt Unit Receipt Number Receipt Line Schedule

**Distributions** Personalize | Find | View All | First 1 of 1 Last

**Details**

Distrib Line	Merchandise Amt	GL Unit	Account	Reference	Fund	Dept	Program	Class	Project	Affiliate
1	298.01	01110	516659		10000	1110003000				

Cancel Refresh

10. Payment Information will be displayed by clicking on the **Actions** link and clicking on **Payment Information**:

Voucher Inquiry

Search Criteria

Sort Criteria

Display Currency Criteria

Late Interest Analysis

Voucher Inquiry Results

Personalize | Find | View All | First 1 of 1 Last

Voucher Details | Amounts | More Details | Supplier Details

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼ Actions	01110	00007664	PY9809795391	06/25/2018	0000169911	Postable	<input type="checkbox"/>	Not Applicable	VERIZONWIR-002

- Review Accounting Entries
- Payment Information
- Voucher Details
- Review Document Status

The **Payment Information** page displays:

Back To Voucher Inquiry

Business Unit 01110 Voucher ID 00007664 Invoice Number PY9809795391

Supplier Name Verizon Wireless Supplier Location MULTIPLE

Gross Invoice Amount 298.01 Transaction Currency USD

Details

Personalize | Find | View All | First 1 of 1 Last

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
STATE	PEOP3	0005	0000083968			07/30/2018	902.97	USD	298.01	Paid

11. Click on the **Payment Reference ID** link to view additional payment information



The **Payment Inquiry** page displays:

Payment Inquiry Back To Voucher Payments

---

**Search Criteria**

Search Name

From

From Supplier Name 1

Supplier Location

\*Amount Rule

Amount

\*Currency

Bank SetID

Bank Code

Bank Account

Bank Account #

From Ref ID

From Payment Date

Payment Method

Pay Cycle

Seq Num

Payment Status

Remit SetID

Remit Supplier

Settle By

Settlement Status

☐ Single Payment Vouchers

Max Rows    [Keyword Search](#)

☐ Show Chart \*Chart Type

---

**Sorting Criteria**

1st sort  ☐ Descending

2nd sort  ☐ Descending

---

**Payment Inquiry Result** Personalize | Find | View All | | First 1 of 1 Last

[Payment Details](#) [Additional Info](#) [Supplier Details](#) [Financial Gateway](#)

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	<span style="border: 2px solid red;">0000083968</span>	System Check	902.97	USD	07/30/2018	07/30/2018	Paid	Reconciled	08/07/2018

Click on the **Payment Reference ID** link from the Payment Inquiry you can view information regarding all vouchers that were included in that specific payment:

Vouchers For a Payment

[Back To Payment Inquiry](#)

Bank Name  Pymnt Ref ID 0000083968

Bank Account #  Accounting Date 07/30/2018

Pay Cycle  Seq Num  Payment Date 07/30/2018

Supplier Name  Days Outstanding 3

Address  Payment Clear Date 08/02/2018

Albany NY 12212- USA 5062 Reconcile Date 08/07/2018

Value Date 07/30/2018

Payment Amount  Payment Method

Description

---

**Details** Personalize | Find | View All | | First 1-2 of 2 Last

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
01110	00007664	1	08/25/2018	PY9809795391	298.01	298.01	USD			Accounts Payable Vouchers
01130	00029248	1	08/28/2018	PY9809973795	604.96	604.96	USD			Accounts Payable Vouchers

**Inquiring on PO Activity Summary is Complete**

## Inquire on Purchase Orders against a Contract

**Situations when this function is used:** You need to know what Purchase Orders have been issued drawing down a specific contract.

**WorkCenter navigation:** Purchasing WorkCenter > Links pagelet > Contracts > Review Contract Purchase Orders














**Navigators Menu navigation:** Procurement Contracts > Review Contract Information > Review Contracts by PO

The **Review Contracts by PO** page displays:

[illegible]

1. **SetID** - Keep default of STATE
2. **Contract ID** - Enter your contract number (in this example use #8355 with the leading zeros), when you tab out of the field the check boxes in the upper right become active
3. Click the **PO with Contract** check box, once you click the check box the Search button becomes active
4. Click **Search**

A list of POs against the contract displays:

List of Purchase Orders									
<div> <div>Personalize   Find   View All    </div> <div>First 1-10 of 12 Last</div> </div>									
<div> <div>Details </div> </div>									
	Version	Business Unit	Purchase Order	Line	Line Status	Up-To-Date Quantity	Up-To-Date Amount	Item ID	More Information
	1	03410	0000004881	1	Closed	237986.00	237,986.000 USD		Blueprint Contracts and Grants
	1	03410	0000004881	2	Closed	168812.50	168,812.500 USD		Blueprint Contracts and Grants
	1	03410	0000005011	1	Closed	69962.50	69,962.500 USD		Blueprint Contracts and Grants
	1	03410	0000005082	1	Closed	924868.75	924,868.750 USD		Blueprint Contracts and Grants
	1	03410	0000005463	1	Closed	492512.30	492,512.300 USD		Blueprint Contracts and Grants
	1	03410	0000005463	2	Closed	509732.40	509,732.400 USD		Blueprint Contracts and Grants
	1	03410	0000005920	1	Active	25417.43	25,417.430 USD		Blueprint Contracts and Grants
	1	03410	0000005920	2	Active	29837.87	29,837.870 USD		Blueprint Contracts and Grants
	1	03410	0000006019	1	Active	266082.20	266,082.200 USD		Blueprint Contracts and Grants
	1	03410	0000006019	2	Active	296681.94	296,681.940 USD		Blueprint Contracts and Grants

By selecting the check box next to a specific PO, the Inquire and Activity Summary links at the bottom of the page become active allowing you to drill back further for additional information:

List of Purchase Orders									
Personalize   Find   View All       First 1-10 of 12 Last									
Details									
	Version	Business Unit	Purchase Order	Line	Line Status	Up-To-Date Quantity	Up-To-Date Amount	Item ID	More Information
<input checked="" type="checkbox"/>	1	03410	0000004881	1	Closed	237986.00	237,986.000 USD		Blueprint Contracts and Grants
<input type="checkbox"/>	1	03410	0000004881	2	Closed	168812.50	168,812.500 USD		Blueprint Contracts and Grants
<input type="checkbox"/>	1	03410	0000005011	1	Closed	69962.50	69,962.500 USD		Blueprint Contracts and Grants
<input type="checkbox"/>	1	03410	0000005082	1	Closed	924868.75	924,868.750 USD		Blueprint Contracts and Grants
<input type="checkbox"/>	1	03410	0000005463	1	Closed	492512.30	492,512.300 USD		Blueprint Contracts and Grants
<input type="checkbox"/>	1	03410	0000005463	2	Closed	509732.40	509,732.400 USD		Blueprint Contracts and Grants
<input type="checkbox"/>	1	03410	0000005920	1	Active	25417.43	25,417.430 USD		Blueprint Contracts and Grants
<input type="checkbox"/>	1	03410	0000005920	2	Active	29837.87	29,837.870 USD		Blueprint Contracts and Grants
<input type="checkbox"/>	1	03410	0000006019	1	Active	266082.20	266,082.200 USD		Blueprint Contracts and Grants
<input type="checkbox"/>	1	03410	0000006019	2	Active	296681.94	296,681.940 USD		Blueprint Contracts and Grants

[Inquire](#)
[Update](#)
[Activity Summary](#)

Notify

In this example the **Update** link is not active because the PO selected is in a Closed status. If the PO Status was Active, clicking on the Update link would open a new window displaying the Maintain Purchase Order page.

For example: clicking the **Inquire** link will open a new window displaying the **Purchase Order Inquiry** page:

Purchase Order Inquiry
 

Purchase Order
 Business Unit 03410
 PO ID 0000004881
 Change Order 4
 PO Status Compl
 Budget Status Valid

Header
 PO Date 01/23/2015
 Supplier Name ONPOINTHEA-001
 Supplier ID 0000286356
 Buyer Susan M. Whitney
 PO Reference 28076A
 Doc Tot Status Valid
 Backorder Status Not Backordered
 Receipt Status Not Recvd
 Hold From Further Processing
 Amount Summary
 Merchandise 406,798.50
 Freight/Tax/Misc. 0.00
 Total 406,798.50 USD
 Encumbrance Balance 0.00 USD
 Header Details
 Change Order
 All RTV
 Matching
 Activity Summary
 Header Comments
 Document Status
 Actions

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		Blueprint Contracts and Grants	00101	237986.0000	EA	237,986.00 USD	Closed
2		Blueprint Contracts and Grants	00101	168812.5000	EA	168,812.50 USD	Closed

Clicking on the **Activity Summary** link will open a new window displaying the **Activity Summary** page:

Activity Summary

Business Unit 03410

Purchase Order 0000004881

Merchandise Amount 406,798.50 USD

Merchandise Receipt 0.00 USD

Merchandise Returned 0.00 USD

Merchandise Invoice 406,798.50 USD

Merchandise Matched 0.00 USD

PO Status Compl

Supplier Onpoint Health Data

Supplier Location MULTIPLE

Lines

Personalize | Find | View All | First 1-2 of 2 Last

Details

Receipt

Invoice

Matched

RIV

Line	Item	Item Description	UOM	Manufacturer ID	Mfg Itm ID
1		Blueprint Contracts and Grants	EA		
2		Blueprint Contracts and Grants	EA		

**Inquiring on Purchase Orders against a Contract is Complete**

## Document Status Inquiry

**Situations when this function is used:** You have a Purchase Order and need to quickly determine if it's tied to a Requisition or Contract and if it has any vouchers against it.

**WorkCenter navigation:** Purchasing WorkCenter > Links pagelet > Purchase Orders > Purchase Order Document Status

**Navigator Menu navigation:** Purchasing > Purchase Orders > Review PO Information > Document Status

The **Purchase Order Document Status** page displays:

**Purchase Order Document Status**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Business Unit:

PO Number:

Purchase Order Date:

Origin:

Purchase Order Reference:

☐ Case Sensitive

Limit the number of results to (up to 300):

**Search** [Clear](#) [Basic Search](#) [Save Search Criteria](#)

1. **Business Unit** - Accept default or enter a valid BU
2. **PO Number** - Enter a PO number or leave blank and click the Search button to select from a list of values
3. Click **Search**

**Search Results display:**

**Search Results**

300 of 945 results are displayed.

[View All](#) First 1-100 of 300 Last

Business Unit	PO Number	Purchase Order Date	Origin	Purchase Order Reference
01110	<a href="#">LW04-09</a>	08/21/2003	FM	(blank)
01110	<a href="#">FM2011-1</a>	12/06/2010	LIB	(blank)
01110	<a href="#">0000000954</a>	11/27/2018	LIB	AP109 TESTING
01110	<a href="#">0000000953</a>	11/26/2018	LIB	Office Supplies
01110	<a href="#">0000000952</a>	11/26/2018	DII	(blank)
01110	<a href="#">0000000951</a>	11/24/2018	FM	Contract for PO-25
01110	<a href="#">0000000950</a>	11/21/2018	DII	(blank)
01110	<a href="#">0000000949</a>	09/20/2018	LIB	Consulting - VISION UPG to 9.2
01110	<a href="#">0000000948</a>	09/20/2018	LIB	Consulting - VISION UPG to 9.2
01110	<a href="#">0000000947</a>	09/20/2018	LIB	Consulting - VISION UPG to 9.2
01110	<a href="#">0000000946</a>	09/05/2018	LIB	(blank)
01110	<a href="#">0000000945</a>	08/27/2018	LIB	CPS-PRINTED ENVELOPES
01110	<a href="#">0000000944</a>	08/27/2018	LIB	Office Supplies
01110	<a href="#">0000000943</a>	08/27/2018	LIB	(blank)
01110	<a href="#">0000000942</a>	08/27/2018	LIB	COPIERS, PRINTERS & DEVICES
01110	<a href="#">0000000941</a>	08/27/2018	LIB	Consulting - VISION UPG to 9.2
01110	<a href="#">0000000940</a>	08/24/2018	LIB	CPS VERIZON SERVICE & EQUIPMEN
01110	<a href="#">0000000939</a>	07/26/2018	LIB	Office Supplies
01110	<a href="#">0000000938</a>	07/26/2018	LIB	CPS VERIZON SERVICE & EQUIPMEN

4. Click on the **PO** link you want to view

The **Document Status** page displays:

Business Unit 01110

Document Date 07/26/2018

Currency USD

Buyer Caitlin Ann Touchette

PO ID 0000000938

Status Dispatched

Document Type Purchase Order

Merchandise Amt 298.01

Budget Status Valid

Requisitions

Sourcing Events

Procurement Contracts(1)

Purchase Orders

Service Work Orders

Receipts

Returns

Vouchers(1)

Payments(1)

Show All

Associated Document

Personalize | Find | View All | | First 1-3 of 3 Last

Documents

Related Info

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	
▼ Actions	STATE		Contract	0000000000000000000024127	Approved	03/27/2013	0000010682		
▼ Actions		01110	Voucher	00007664	Posted	06/25/2018	0000169911	MULTIPLE	
▼ Actions	STATE		Payment	0000083968	Posted	07/30/2018	0000169911	MULTIPLE	

Return to Search

Previous in List

Next in List

You can click on the links within this screen for additional data. You can also click on the active icons in the life cycle section. This may be helpful when you have a lot of documents on a PO and want to limit your search to a specific document type, like Vouchers.

**Note:** If you click on the contract link from this page the contract events page will open and be blank – it's best to view the contract by opening a new window and navigating to Add/Update or Review Contracts as appropriate for your situation.

**Document Status Inquiry is Complete**

## Reopen a Closed Purchase Order

**Situation when this will be used:** You closed a Purchase Order that now needs to have a Voucher processed against it. Rather than create a new Purchase Order to process the Voucher, you can Reopen the closed Purchase Order to restore the encumbrance balance and allow the voucher to be entered against it.

***Note: Purchase Orders that were closed in version 8.8 prior to the upgrade will not be able to be reopened as described in this section.***

In limited circumstances Purchase Orders can be reopened. Please contact the VISION Helpdesk to submit your request.

Contact Information: (802) 828-6700 Option 2, [VISION.FinHelpdesk@vermont.gov](mailto:VISION.FinHelpdesk@vermont.gov)



## Reports & Queries

Reports and Queries for Purchasing can be found in the [Purchasing Reporting Manual](#).