



Purchase Orders 102

State of Vermont
Department of Finance & Management
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Revisions to Manual

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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 5th 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** button:

The screenshot shows the 'Purchase Order' page with the 'Find an Existing Value' section. The 'Search Criteria' section includes fields for Business Unit (02300), PO ID (begins with 0000004448), Purchase Order Date, PO Status, Short Supplier Name, Supplier ID, Supplier Name, Buyer, Buyer Name, PO Type, and Purchase Order Reference. A 'Search' button is highlighted with a red box.

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**:

The screenshot shows the 'Maintain Purchase Order' page. The 'PO Status' is 'Open' and the 'Budget Status' is 'Not Chk'd'. The 'Approval' icon (a checkmark in a box) is highlighted with a red box. The page also shows a table of purchase order lines with columns for Line, Item, Description, PO Qty, UOM, Category, Price, Merchandise Amount, and Status.

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

Copy From

PO Status Approved

Budget Status Not Chkd

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

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

Dispatch

Amount Summary

Merchandise 125.00

Freight/Tax/Misc. 0.00

Total Amount 125.00 USD

Encumbrance Balance

Calculate

Add Items From

Catalog

Purchasing Kit

Item Search

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	50.0000	GAL	40512	2.50000	125.00	Approved			

View Printable Version

Close Short All Lines

*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** button:

The screenshot shows the 'Purchase Order' page with a 'Find an Existing Value' section. At the top right of this section is a button labeled '+ Add a New Value'. Below the title is a 'Search Criteria' section with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two search history dropdowns: 'Recent Searches' and 'Saved Searches', both with 'Choose from recent/saved searches' and an edit icon. The main search form contains the following fields: '*Business Unit' (dropdown set to '=') and a text field with '02300'; 'PO ID' (dropdown set to 'begins with') and a text field with '0000004448'; 'Purchase Order Date' (dropdown set to '=') and a date field; 'PO Status' (dropdown set to '=') and a dropdown menu; 'Short Supplier Name' (dropdown set to 'begins with') and a text field; 'Supplier ID' (dropdown set to 'begins with') and a text field; 'Supplier Name' (dropdown set to 'begins with') and a text field; 'Buyer' (dropdown set to 'begins with') and a text field; 'Buyer Name' (dropdown set to 'begins with') and a text field; 'PO Type' (dropdown set to '=') and a dropdown menu; 'Purchase Order Reference' (dropdown set to 'begins with') and a text field; and a checkbox for 'Hold From Further Processing'. Below these fields are links for 'Show fewer options' and 'Case Sensitive'. At the bottom are 'Search' and 'Clear' buttons, with the 'Search' button highlighted by a red rectangle.

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:

Maintain Purchase Order

Purchase Order

Business Unit 02300 PO ID 000004448

Copy From

PO Status Approved Budget Status Not Chk'd 

☐ 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 Activity Summary

PO Defaults Add Comments

PO Activities Add ShipTo Comments

Requisitions Document Status

▼ Actions

Doc Tol Status Valid

Receipt Status Not Recvd

*Dispatch Method Print Dispatch

Amount Summary ?

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

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:**

Maintain Purchase Order

Purchase Order

Business Unit 02300 PO ID 000004448

Copy From

PO Status Approved Budget Status Valid

☐ 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 Activity Summary

PO Defaults Add Comments

PO Activities Add ShipTo Comments

Requisitions Document Status

▼ Actions

Doc Tol Status Valid

Receipt Status Not Recvd

*Dispatch Method Print Dispatch

Amount Summary ?

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

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** button:



PO Budget Check Request

Add a New Value Find an Existing Value

*Run Control ID PO_Budget_Check

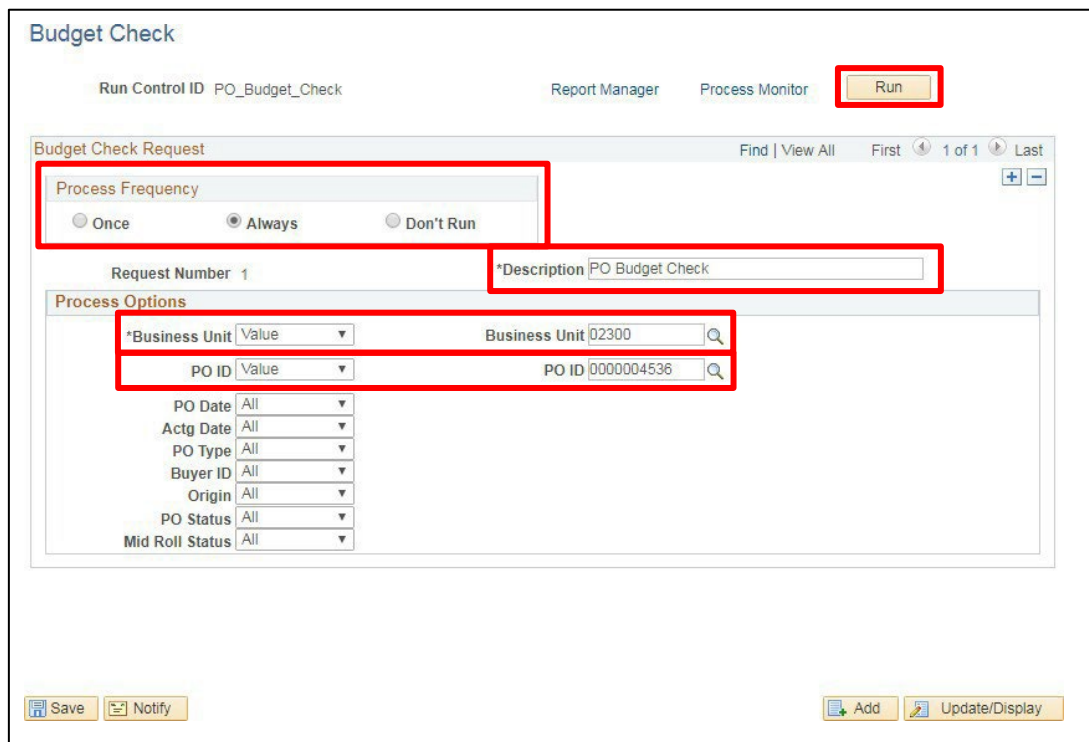
Add

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', 'Process Monitor', and a highlighted 'Run' button. Below this is a 'Budget Check Request' section with a 'Find | View All' link and pagination 'First 1 of 1 Last'. The 'Process Frequency' section has three radio buttons: 'Once', 'Always' (selected), and 'Don't Run'. The 'Request Number' is '1' and the '*Description' is 'PO Budget Check'. The 'Process Options' section contains several fields: '*Business Unit' with a dropdown set to 'Value' and a text box containing '02300'; 'Business Unit' with a text box containing '02300'; 'PO ID' with a dropdown set to 'Value' and a text box containing '0000004536'; and a list of other filters including '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:

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

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

8. Click **OK**

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

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:

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12437245		PO_Budget_Check	Application Engine	FS_BP	EHOEFEL	01/22/2024 8:09:13AM EST	Success	Posted	Details	Actions

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:

Process ListServer List

View Process Request For

User ID ETEST

Type

Last

5

Days

Refresh

Server

Name

Instance From

Instance To

Run Status

Distribution Status

Save On Refresh

Process List

PersonalizeFindView All

First1 of 1Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9472289		Application Engine	FS_BP	ETEST	12/26/2018 3:45:52PM EST	Warning	Posted	Details

Go back to PO Budget Check Request

SaveNotify

11. Click on the **Details** link
- The **Process Detail** page displays:

Process Detail

Help

Process

Instance 9472289

Type Application Engine

Name FS_BP

Description Comm. Cntrl. Budget Processor

Run Status Warning

Distribution Status Posted

Run

Update Process

Run Control ID PO_Budget_Check

Location Server

Server PSUNX

Recurrence

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content

Restart Request

Date/Time

Actions

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

Ended Process At 12/26/2018 3:47:22PM EST

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

View Locks

OK

Cancel

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

The **Message Log** window opens:

Message Log

Help

Process

Instance: 9472289

Type: Application Engine

Name: FS_BP

Description: Comm. Cntrl. Budget Processor

Personalize

Find

View All

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-a8ccc3bfdabc0 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

Find an Existing Value

Search Criteria

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

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Commitment Control Tran ID

begins with

Commitment Control Tran Date

=

*Business Unit

=

02300

PO Number

begins with

Process Instance

=

Process Status

=

Errors Exist

Show fewer options

Search

Clear

13. Business Unit - Accept default or enter valid BU

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

15. Click **Search**

Search results display:

▼ Search Results

6 results Business Unit "02300", Process Status "Errors Exist"

View All

First

1-6 of 6

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	>

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

Maximum Rows 100

Search

Override Transaction

More Budgets Exist

Advanced Budget Criteria

Budgets with Exceptions

Personalize

Find

View All

First

1-2 of 2

Last

Budget Override

Budget Chartfields

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

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

🔍

Ledger Group

= ▼

APPROP

🔍

Account

begins with ▼

000100

🔍

Department

begins with ▼

2300007000

🔍

Fund Code

begins with ▼

21370

🔍

Class Field

begins with ▼

🔍

Program Code

begins with ▼

🔍

Affiliate

begins with ▼

🔍

Project

begins with ▼

🔍

Budget Period

begins with ▼

2019

🔍

Statistics Code

begins with ▼

🔍

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

300

Search

Clear

Basic Search

🔍

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** button:

Purchase Order

Find an Existing Value ⊕ Add a New Value

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

Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches ✎

*Business Unit = 01110 🔍

PO ID begins with 0000000931

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 ☐

^ Show fewer options

☐ Case Sensitive

Search Clear

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

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

Line 1 Item [] Description PO-101 PO Qty 500.0000 UOM EA Category 00101 Price 0.00000 Merchandise Amount 0.00 Status 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:

Maintain Purchase Order

Purchase Order

Business Unit 01110

PO ID 0000000931

Copy From

PO Status Dispatched

Budget Status Valid

Hold From Further Processing

Header

*PO Date 08/24/2018

Supplier Search

Doc Tol Status Valid

*Supplier SIERRA-CED-001

Supplier Details

Backorder Status Not Backordered

*Supplier ID 0000362548

Sierra-Cedar, Inc.

Receipt Status Not Recvd

*Buyer KSYMONDS

Karen L Symonds

*Dispatch Method Print

PO Reference PO-101

Amount Summary

Dispatch

Header Details

Activity Summary

Merchandise 0.00

PO Defaults

Add Comments

Freight/Tax/Misc. 0.00

PO Activities

Add ShipTo Comments

Total Amount 0.00 USD

Requisitions

Document Status

Encumbrance Balance 0.00 USD

Actions

Calculate

Add Items From

Select Lines To Display

Catalog

Item Search

Search for Lines

Line

To

Retrieve

Lines

Personalize

Find

View All

First

1 of 1

Last

Details

Ship To/Due Date

Statuses

Item Information

Attributes

RFQ

Contract

Receiving

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** button:

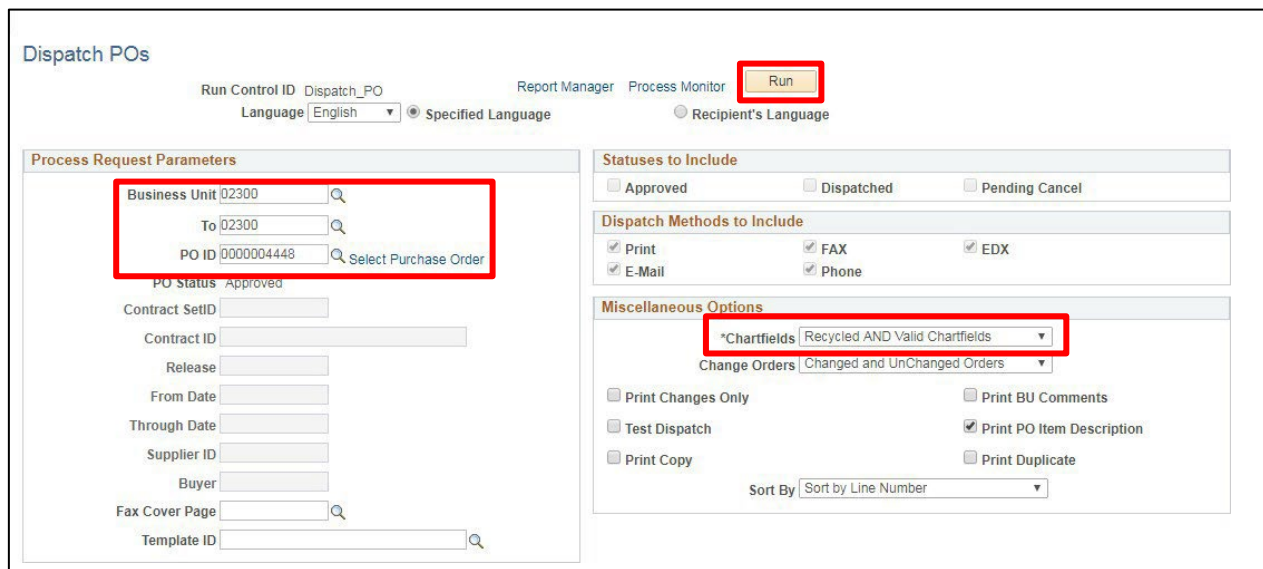


1. **Run Control ID** - Enter a unique run control ID (Example: Dispatch_PO)
2. Click **Add**

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:



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.

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

The **Process Monitor** page displays:

Process List Server List

View Process Requests

User ID: EHOEFEL Type: Last: 1 Days: **Refresh**

Server: Name: Instance: Range Clear

Run Status: Distribution Status: ☒ Save On Refresh Report Manager Reset

▼ Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12437246		Dispatch_PO_Print	PSJob	POXMLP	EHOEFEL	01/22/2024 8:47:08AM EST	Success	Posted	Details	▼ Actions

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** button:

Purchase Order

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

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

Recent Searches: [Choose from recent searches](#) [Saved Searches](#) [Choose from saved searches](#)

*Business Unit: [Search](#)

PO ID: [Search](#)

Purchase Order Date: [Search](#)

PO Status: [Search](#)

Short Supplier Name: [Search](#)

Supplier ID: [Search](#)

Supplier Name: [Search](#)

Buyer: [Search](#)

Buyer Name: [Search](#)

PO Type: [Search](#)

Purchase Order Reference: [Search](#)

Hold From Further Processing: ☐

[Show fewer options](#)

☐ Case Sensitive

[Search](#) [Clear](#)

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

2. **PO Status** - Select = **Dispatched**

3. Click **Search**

Search Results display:

Search Results
5 results Business Unit "01110"

Business Unit	PO ID	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name	Buyer	Buyer Name	PO Type	Purchase Order Reference	Hold From Further Processing	
01110	0000001086	12/27/2023	Open	NICOMCOATI-001	0000000017	Nicom Coatings Corporation	JSHELTRA	Jamie A Sheltra	General	Test Item	N	>
01110	0000001085	12/27/2023	Open	DEERFIELDV-001	0000000008	Deerfield Valley News	JSHELTRA	Jamie A Sheltra	General	Test New UOM	N	>
01110	0000001084	07/28/2023	Dispatched	IVALUA INC-001	0000380534	Ivalua Inc.	AHILL3	Alicia R Hill	General	CPS eProcurement System	N	>
01110	0000001083	07/11/2023	Dispatched	NWN CORPOR-001	0000344287	NWN Corporation	AHILL3	Alicia R Hill	General	Statewide Voice over IP Contra	N	>
01110	0000001053	03/27/2023	Dispatched	KPMG LLP-001	0000012873	KPMG LLP	SGREAVES	Suzette M Greaves	General	CPS ePro Implementation	N	>

4. Click on a **link** to select a PO to print

The **Maintain Purchase Order** page displays, **PO Status = Dispatched**:
In the **Lines** section:

Lines ?

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

View Printable Version

Close Short All Lines

*Go to ... More ...

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display

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

The following **Message** opens:

Message


Do you want to print the purchase order with distribution details Yes / No. (10250,337)

Yes

No

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:



State of Vermont
Department of Liquor Control
13 Green Mountain Drive

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

Purchase Order	Date	Revision	Page
02300-0000004445	09-30-2018		1
Payment Terms	Freight Terms	PO Status	Currency
	Destination	Dispatched	USD
Buyer	Phone		
Karen L Symonds	8280412		

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	9.01	8.60	09/29/2018

DIST: 1

Charfield	Percentage	PO Qty	Amount
02300	100.0000	860.0000	8.600

GLDit	Account	Fund	Dept
02300	520110	50300	2100007000

BaseAmt	BaseCurrency	Currency	Location	Consigned
8.600	USD	USD	PDL/MTF001	N

Item Total

0000000000000000

8661

8.60

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** button:

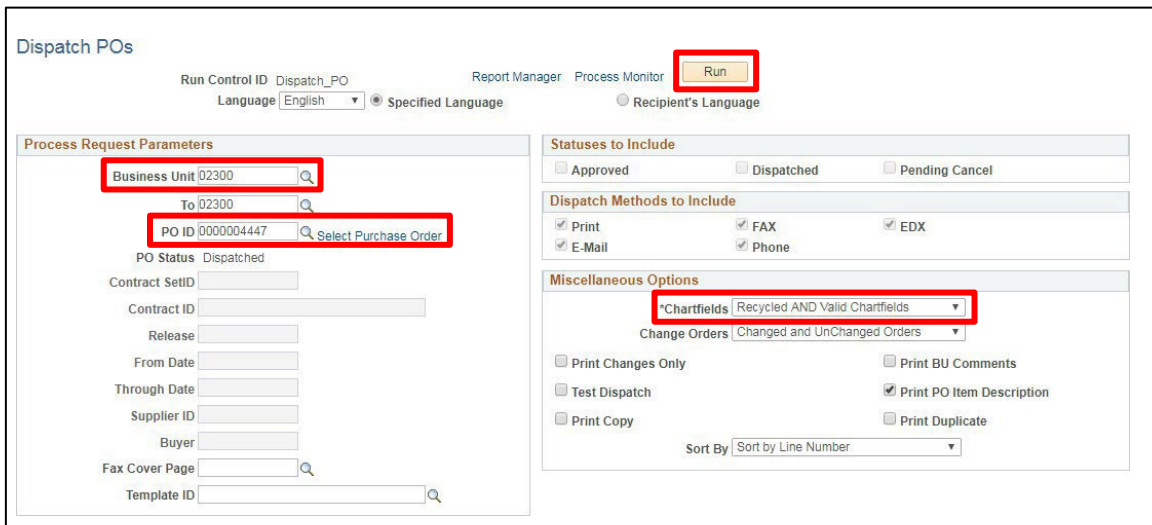


1. **Run Control ID** - Enter a unique run control ID (Example: Dispatch_PO)
2. Click **Add**

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

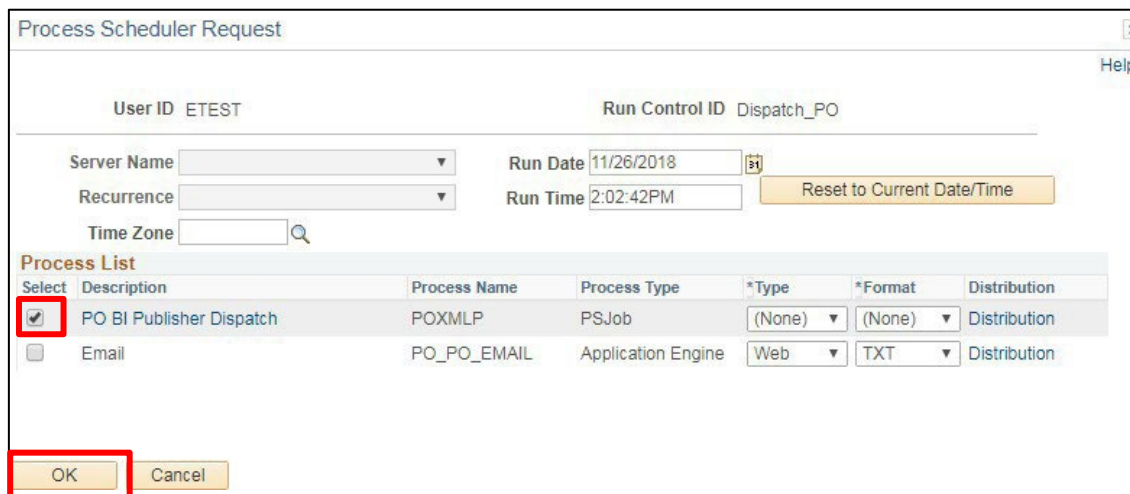
NOTE: Run controls should not be shared between processes. For example, different run controls should be used for dispatching purchase orders and budget checking purchase orders.

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:



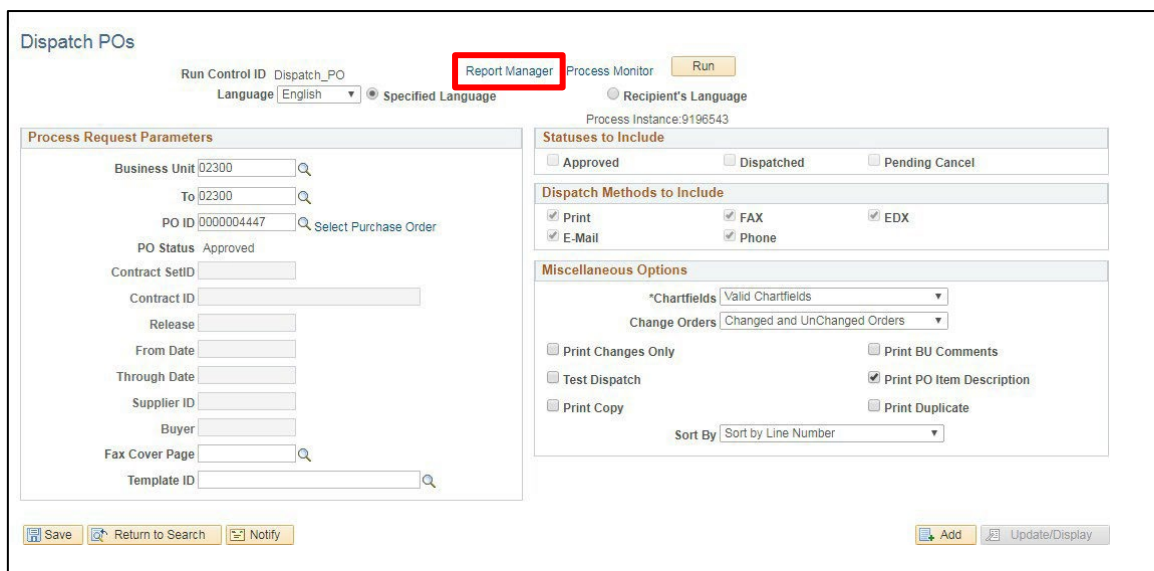
The 'Process Scheduler Request' window displays configuration options for a scheduled process. At the top, it shows 'User ID ETEST' and 'Run Control ID Dispatch_PO'. Below this, there are fields for 'Server Name', 'Run Date' (11/26/2018), 'Recurrence', 'Run Time' (2:02:42PM), and 'Time Zone'. A 'Reset to Current Date/Time' button is located next to the Run Time field. The 'Process List' section contains a table with columns: Select, Description, Process Name, Process Type, *Type, *Format, and Distribution. Two items are listed: 'PO BI Publisher Dispatch' (POXMLP, PSJob, (None), (None), Distribution) and 'Email' (PO_PO_EMAIL, Application Engine, Web, TXT, Distribution). The checkbox for 'PO BI Publisher Dispatch' is checked. At the bottom, there are 'OK' and 'Cancel' buttons.

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

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 options for dispatching purchase orders. At the top, it displays 'Run Control ID Dispatch_PO', 'Language English', and 'Specified Language'. There are links for 'Report Manager', 'Process Monitor', and a 'Run' button. 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 'Statuses to Include' section has checkboxes for 'Approved', 'Dispatched', and 'Pending Cancel'. The 'Dispatch Methods to Include' section has checkboxes for 'Print', 'E-Mail', 'FAX', 'Phone', and 'EDX'. The 'Miscellaneous Options' section includes dropdowns for '*Chartfields' (Valid Chartfields) and 'Change Orders' (Changed and UnChanged Orders), and checkboxes for 'Print Changes Only', 'Test Dispatch', 'Print Copy', 'Print BU Comments', 'Print PO Item Description', and 'Print Duplicate'. A 'Sort By' dropdown is set to 'Sort by Line Number'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

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

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

ListExplorerAdministrationArchives

View Reports For

User ID

EHOEFEL

Type

Last

1

Days

Refresh

Status

Folder

Instance

to

Report List

<<

<

1-3 of 3

>

>>

View All

Select	Report ID	Prcls Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5514117	12437247	PO_DISPATCH - PO_DISPATCH.pdf	01/22/2024 8:47:30AM	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

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

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

Purchase Order	Date	Revision	Page
02300-0000004447	10-15-2018		1

Payment Terms	Freight Terms	PO Status	Currency
	Destination	Dispatched	USD

Buyer	Phone
Karen L Symonds	828-0412

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

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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** button:

Purchase Order

Find an Existing Value ➕ Add a New Value

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

Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches ✎

*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 ☐

⤴ Show fewer options

☐ Case Sensitive

Search Clear

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

2. Click **Search**

Search Results display:

▼ **Search Results**
Only the first 100 results of a possible 1135 can be displayed. Business Unit "03440"

View All (3) First 1-10 of 100 Last

Business Unit	PO ID	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name	Buyer	Buyer Name	PO Type	Purchase Order Reference	Hold From Further Processing	
03440	0000041293	08/04/2023	Dispatched	GOODSAMARI-001	0000000974	Good Samaritan Haven	LBGERO	Leslie Frost Bergeron	Grants	03440-44017-23-GDSAM	N	>
03440	0000041292	08/04/2023	Open	WBMASONCOI-001	000283240	W.B. Mason Co., Inc.	KARONSON	Kylie Aronson	Product	Office Supplies	N	>
03440	0000041291	08/04/2023	Open	WBMASONCOI-001	000283240	W.B. Mason Co., Inc.	KARONSON	Kylie Aronson	Product	CPS-OFFICE FURNITURE PARTNER	N	>
03440	0000041290	08/04/2023	Open	WBMASONCOI-001	000283240	W.B. Mason Co., Inc.	KARONSON	Kylie Aronson	Product	Office Supplies	N	>
03440	0000041289	08/04/2023	Open	WBMASONCOI-001	000283240	W.B. Mason Co., Inc.	KARONSON	Kylie Aronson	Product	Office Supplies	N	>

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

PO Status Dispatched

Budget Status Not Chk'd

Hold From Further Processing

*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

Header Details

PO Defaults

PO Activities

Requisitions

Actions

Doc Tol Status Valid

Backorder Status Not Backordered

Receipt Status Not Recvd

*Dispatch Method Print

Create BackOrder

Dispatch

Amount Summary

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

Catalog

Item Search

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

1-10 of 12

Last

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

PO Status Open

Budget Status Not Chk'd

Hold From Further Processing

*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

Header Details

PO Defaults

PO Activities

Requisitions

Actions

Doc Tol Status Valid

Backorder Status Not Backordered

Receipt Status Not Recvd

*Dispatch Method Print

Create BackOrder

Dispatch

Amount Summary

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** button:

The screenshot shows the 'Purchase Order' page with the 'Find an Existing Value' section. At the top right is a button labeled '+ Add a New Value'. Below the title is a 'Search Criteria' section with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two dropdown menus for 'Recent Searches' and 'Saved Searches', both labeled 'Choose from recent searches' and 'Choose from saved searches' respectively. The main search area contains several fields: '*Business Unit' (dropdown), 'PO ID' (text input with 'begins with' dropdown), 'Purchase Order Date' (text input), 'PO Status' (dropdown), 'Short Supplier Name' (text input with 'begins with' dropdown), 'Supplier ID' (text input with 'begins with' dropdown), 'Supplier Name' (text input with 'begins with' dropdown), 'Buyer' (text input with 'begins with' dropdown), 'Buyer Name' (text input with 'begins with' dropdown), 'PO Type' (dropdown), and 'Purchase Order Reference' (text input with 'begins with' dropdown). Below these fields is a checkbox for 'Hold From Further Processing'. At the bottom of the search area are two buttons: 'Search' (highlighted with a red box) and 'Clear'. There are also links for 'Show fewer options' and 'Case Sensitive'.

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

PO Status Dispatched Budget Status Valid

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

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

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 Find View All First 2 of 2 Last

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

Schedules Personalize Find View All First 1 of 1 Last

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

SpeedChart Multi-SpeedCharts

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

Distribution

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

SpeedChart Multi-SpeedCharts

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

Distribution

1-2 of 2

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	*Account	Fund	Dept	Program	Class
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	Item	PO Qty	Merchandise Amt
Line 2	000000000000008661 LIQUID PROPANE - GAS	100.0000 GAL	210.00 USD

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

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

Copy From

PO Status Dispatched

Budget Status Not Chk'd

Hold From Further Processing

Header

*PO Date 11/06/2018

*Supplier IRVING ENE-002

*Supplier ID 0000001293

*Buyer ETEST

PO Reference FUEL PRODUCTS

Supplier Search

Supplier Details

Irving Energy

Ella Test

Header Details

Activity Summary

PO Defaults

Add Comments

PO Activities

Add Ship To Comments

Requisitions

Document Status

Actions

Doc Tot Status Valid

Backorder Status Not Backordered

Receipt Status Not Recvd

*Dispatch Method Print

Create BackOrder

Dispatch

Amount Summary

Merchandise 335.00

Freight/Tax/Misc. 0.00

Total Amount 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

Details

Ship To/Due Date

Statuses

Item Information

Attributes

RFQ

Contract

Receiving

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	0000000000000008661	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** button:

The screenshot shows the 'Contract Entry' page with the 'Find an Existing Value' section expanded. The 'Search Criteria' section contains various search fields. The 'Contract ID' field is highlighted with a red box, and the 'Search' button is also highlighted with a red box. The 'Contract ID' field contains the value '000000000000000000000037305'. The 'Search' button is located at the bottom of the search criteria section.

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 ID	000000000000000000000000037305		
*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	Add Comments	Activity Log
Process Option	Purchase Order	Contract Activities	Document Status
Supplier	IRVING ENE-002	Primary Contact Info	Thresholds & Notifications
Supplier ID	0000001293 Irving Energy	Contract Releases	View Changes
Begin Date	06/01/2010		Current Change Reason
Expire Date	11/18/2019		
Renewal Date		Amount Summary ?	
Currency	USD CRRNT	Maximum Amount	750,000.00 USD
Primary Contact		Line Item Released Amount	400.00
Supplier Contract Ref		Category Released Amount	0.00
Description	Fuel Products	Open Item Released Amount	0.00
Master Contract ID		Total Released Amount	400.00
Tax Exempt ID		Remaining Amount	749,600.00
	<input type="checkbox"/> Tax Exempt	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

000000000000000000000037305

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

Show All

Associated Document

Personalize

Find

View All

First

1 of 1

Last

Documents

Related Info

▼

Actions

Business Unit

DOC ID

Status

Document Date

Supplier ID

Location

1140

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** button:

Purchase Order

Find an Existing Value ⊕ Add a New Value

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

Recent Searches Choose from recent searches ✎ 🔖 Saved Searches Choose from saved searches ✎

*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 ☐

^ Show fewer options

☐ Case Sensitive

Search **Clear**

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 Status Dispatched ⚠ ✖
 PO ID 0000004535 Budget Status Valid
 Change Order 1
 Copy From 🔍 🔖 Hold From Further Processing

▼ **Header** ?

*PO Date 12/05/2018 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 Amount Summary ?

Header Details Activity Summary
 PO Defaults Add Comments
 PO Activities Add ShipTo Comments
 Requisitions Document Status
 ▼ Actions


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

Add Items From ? 🔍 🔍 Retrieve

Catalog Item Search

Select Lines To Display ?
 Search for Lines Line 🔍 To 🔍

Lines ? 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

Line Details

Category 40509

Description FUEL - DIESEL

Line Status Approved

Backorder Status Not Backordered

Category ID 00292

Amount to Receive 125.000 USD

Quantity to Receive 1.0000

Amount Summary

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](#)
[Inventory](#)
[Personalize](#)
[Find](#)
[View All](#)
[Print](#)
[First](#)
[1 of 1](#)
[Last](#)

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status		
1	<input type="text"/>	fuel	1.0000	EA	40509	125.00000	125.00	Approved		

9. Click on the **Contract** tab

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

Help

SetID STATE

Contract ID 00000000000000000000000037305

Contract Version 1

Category 40509

Contract Line Nbr =

More Information begins with

Look Up Clear Cancel 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	00000000000000008657	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		Contract Entry	
SetID STATE	Contract ID 0000000000000000000000037305	Contract Version	Status Current
*Status Approved		Version 1	Approved Date 11/18/2018
*Origin CP			
Administrator/Buyer KSYMONDS	Karen L Symonds		
Header ?			
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	
Begin Date 06/01/2010		Current Change Reason	
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			

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

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

SetID STATE
Contract 0000000000000000000037305

Document Date 06/01/2010
Status Approved

Currency USD
Document Type Contract

Buyer Karen L Symonds
Released Amount 525.00

Short Supplier Name IRVING ENE-002

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** button:

The screenshot shows the 'Contract Entry' page with the 'Find an Existing Value' section. At the top right is a button labeled '+ Add a New Value'. Below the section title is a 'Search Criteria' dropdown and a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two search history sections: 'Recent Searches' and 'Saved Searches', each with a dropdown menu and an edit icon. The main search area contains several criteria, each with a dropdown menu and a search icon: '*SetID' (set to '='), 'Contract ID' (set to 'begins with' and '0000000000000037305'), 'Contract Version' (set to '='), 'Origin' (set to 'begins with'), 'Version Status' (set to '='), 'Contract Style' (set to 'begins with'), 'Contract Process Option' (set to '='), 'Short Supplier Name' (set to 'begins with'), 'Supplier Name' (set to 'begins with'), 'Master Contract ID' (set to 'begins with'), and 'Description' (set to 'begins with'). Below these is a link to 'Show fewer options'. At the bottom are two checkboxes: 'Case Sensitive' and 'Correct History'. At the very bottom are two buttons: 'Search' (highlighted with a red box) and 'Clear'.

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

The **Contract** page displays:

Contract	SetID STATE		Contract Version	
Contract ID 0000000000000000000037305	*Status Approved	Version 1	Status Current	
*Origin CP			Approved Date 11/18/2018	
Administrator/Buyer KSYMONDS	Karen L Symonds			
Header ?				
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		
Begin Date 06/01/2010		Current Change Reason		
Expire Date 11/18/2019				
Renewal Date				
Currency USD CRRNT	Amount Summary ?			
Primary Contact	Maximum Amount	750,000.00 USD		
Supplier Contract Ref	Line Item Released Amount	525.00		
Description Fuel Products	Category Released Amount	0.00		
Master Contract ID	Open Item Released Amount	0.00		
Tax Exempt ID	Total Released Amount	525.00		
<input type="checkbox"/> Tax Exempt	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		Contract Version	
SetID STATE	Version 1	Status Current	
Contract ID 000000000000000000000000037309		Approved Date 11/20/2018	
*Status Approved			
*Origin CP			
Administrator/Buyer KSYMONDS		Karen L Symonds	
▼ Header ?			
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 Irving Energy	Contract Releases		
Begin Date 06/01/2010			
Expire Date 11/18/2019			
Renewal Date			
Currency USD CRRNT	Amount Summary ?		
Primary Contact	Maximum Amount	750,000.00 USD	
Supplier Contract Ref	Line Item Released Amount	0.00	
Description Fuel Products	Category Released Amount	0.00	
Master Contract ID	Open Item Released Amount	0.00	
Tax Exempt ID	Total Released Amount	0.00	
<input type="checkbox"/> Tax Exempt	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** button:

Purchase Order

Find an Existing Value ➕ Add a New Value

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

Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches ✎

*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 ☐
[^ Show fewer options](#)
☐ Case Sensitive
Search Clear

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
☐ Hold From Further Processing

PO Status Dispatched ⬆ ✖
Budget Status Valid

▼ **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 ▼
Create BackOrder
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 Item Search

Select Lines To Display ?
Search for Lines Line To Retrieve

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	0000000000000008657	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 PDF							
Line	Item	Description	SetID	Contract ID	Contract Version	Contract Line	
1	 00000000000000008657	LOW SULFUR DIESEL FUEL 	STATE	000000000000000000037305		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
			Backordered
Category ID	00292	Amount Summary	
Amount to Receive	125.000	USD	Merchandise Amount
Quantity to Receive	1.0000		Doc. Base Amt
	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	 00000000000000008657 	LOW SULFUR DIESEL 		STATE	00000000000000000000000037305 		 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	000000000000000000000000037309	IRVING ENE-002	Approved
STATE	0000001293	000000000000000000000000037305	IRVING ENE-002	Approved
STATE	0000001293	000000000000000000000000032096	IRVING ENE-002	Approved
STATE	0000001293	000000000000000000000000032095	IRVING ENE-002	Approved

- Click on a **link** to select the appropriate contract
- Tab to the **Contract Line** field
- 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

0000000000000000000037309

Contract Version

1

Item ID

000000000000008657

Category

40509

Contract Line Nbr

=

Look Up

Clear

Cancel

Basic Lookup

Search Results

View 100

First

1 of 1

Last

Contract Line Nbr

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.

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 85

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 ID 000000000000000000034176 *Status Approved *Origin CPS		Contract Version Version 1 Status Current Approved Date 07/01/2017	
Administrator/Buyer LWORTMAN Linda T Wortman			
Header			
Contract Style Purchase Order Process Option Purchase Order Supplier WBMASONCOI-001 Supplier ID 0000283240 Begin Date 07/01/2017 Expire Date 06/30/2019 Renewal Date Currency USD CRRNT Primary Contact Supplier Contract Ref Description Office Supplies Master Contract ID Tax Exempt ID		Add Comments Contract Activities Primary Contact Info Contract Releases Activity Log Document Status Thresholds & Notifications	
		Amount Summary	
		Maximum Amount 9,999,999.00 USD Line Item Released Amount 1,052,043.34 Category Released Amount 0.00 Open Item Released Amount 0.00 Total Released Amount 1,052,043.34 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** button:

The screenshot shows the 'Purchase Order' page with a search section titled 'Find an Existing Value'. Below this is a 'Search Criteria' section with a note: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two dropdown menus for 'Recent Searches' and 'Saved Searches'. The search criteria fields include: '*Business Unit' (dropdown), 'PO ID' (text input with 'begins with' dropdown), 'Purchase Order Date' (dropdown), 'PO Status' (dropdown), 'Short Supplier Name' (text input with 'begins with' dropdown), 'Supplier ID' (text input with 'begins with' dropdown), 'Supplier Name' (text input with 'begins with' dropdown), 'Buyer' (text input with 'begins with' dropdown), 'Buyer Name' (text input with 'begins with' dropdown), 'PO Type' (dropdown), 'Purchase Order Reference' (text input with 'begins with' dropdown), and 'Hold From Further Processing' (checkbox). A 'Search' button is highlighted with a red box, and a 'Clear' button is next to it. There is also a 'Show fewer options' link and a 'Case Sensitive' checkbox.

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:

The screenshot shows the 'Maintain Purchase Order' page. At the top, it displays 'Business Unit 01110' and 'PO ID 0000000920'. There are buttons for 'Copy From', 'PO Status' (Dispatched), 'Budget Status' (Valid), and 'Hold From Further Processing'. Below this is a 'Header' section with fields for '*PO Date' (03/28/2018), '*Supplier' (WBMAISONCOI-001), '*Supplier ID' (0000283240), and '*Buyer' (CTOUCHET). There are links for 'Supplier Search', 'Supplier Details', and 'PO Reference'. The 'Amount Summary' section shows 'Merchandise' (109.60), 'Freight/Tax/Misc.' (0.00), 'Total Amount' (109.60 USD), and 'Encumbrance Balance' (0.00 USD). There is a 'Calculate' button. Below this is a 'Select Lines To Display' section with a 'Search for Lines' field and a 'Retrieve' button. At the bottom, there is a table with columns: Line, Item, Description, PO Qty, UOM, Category, Price, Merchandise Amount, Status, and Actions. The first row shows Line 1, Item 1, Description OFFICE SUPPLIES, PO Qty 1.0000, UOM EA, Category 61599, Price 109.60000, Merchandise Amount 109.60, Status Approved, and Actions. A red box highlights the 'Line Details' icon in the Actions column.

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

The **Line Details** page opens:

Details for Line 1

PO ID 0000000920

Line 1

Supplier WBMASONCOI-001

Item ID

OFFICE SUPPLIES

Line Details

Category 61599

Description OFFICE SUPPLIES MISCELLANEOUS

Category ID 00503

Amount to Receive 109.600 USD

Quantity to Receive 1.0000

Line Status Approved

Backorder Status Not Backordered

Amount Summary

Merchandise Amount 109.60 USD

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:

[illegible]

- 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

PDF

Line	Item	Description	SetID	Contract ID	Contract Version	Contract Line
1		OFFICE SUPPLIES	STATE		1	

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.

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 reflect more accurately 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	507350	7/1/2018	6/30/2019	49762
12	9472103	05100	05100	0000014491	D	1	1	2	5100006000			10000	507550	7/1/2018	6/30/2019	

Scroll to the right to view additional columns:

[illegible]

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** button:

Contract Entry

Find an Existing Value

▼ Search Criteria

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

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

*SetID

=

▼

STATE

Contract ID

begins with

▼

00000000000000036003

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

▼

^ Show fewer options

☐ Case Sensitive

☐ Correct History

Search

Clear

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

The **Contract** page displays:

Contract		VT Performance Info	
Contract Entry			
Contract			
SetID	STATE		
Contract ID	00000000000000000000036003		
*Status	Approved		
*Origin	DOE		
Administrator/Buyer	SMATZ	Matz, Shelley	
Contract Version Version 1 Status Current Approved Date 04/23/2018			
▼ Header ?			
Contract Style	Purchase Order	Add Comments	Activity Log
Process Option	Purchase Order	Contract Activities	Document Status
Supplier	RMC RESEAR-001	Primary Contact Info	Thresholds & Notifications
Supplier ID	0000369282 RMC Research Corp.	Contract Releases	
Begin Date	04/23/2018		
Expire Date	12/31/2018		
Renewal Date			
Currency	USD CRRNT		
Primary Contact			
Supplier Contract Ref			
Description	ISL/PreK-3 Literacy Workplan		
Master Contract ID			
Tax Exempt ID			
<input type="checkbox"/> Tax Exempt			
Amount Summary ? Maximum Amount 120,000.00 USD Line Item Released Amount 120,000.00 Category Released Amount 0.00 Open Item Released Amount 0.00 Total Released Amount 120,000.00 Remaining Amount 0.00 Remaining Percent 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** button:

Find an Existing Value

Search Criteria

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

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

*Business Unit

=

05100

PO ID

begins with

0000014490

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

Show fewer options

Case Sensitive

Search

Clear

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 Tot 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

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

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

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

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

Lines Find | View All | First 1 of 1 Last

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 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

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 Tot 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 Chkd

△

×

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 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

Encumbrance Balance 30,000.00 USD

Calculate

Add Items From

Catalog

Item Search

Select Lines To Display

Search for Lines

Line

Q

To

Q

Retrieve

Lines

Details

Ship To/Due Date

Statuses

Item Information

Attributes

BFAQ

Contract

Receiving

FFP

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

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** button:



The screenshot shows the 'VT PO Budgetary Activity' page. At the top left, the title 'VT PO Budgetary Activity' is displayed. Below the title, there is a section with two buttons: 'Add a New Value' on the left and 'Find an Existing Value' on the right. The 'Find an Existing Value' button has a magnifying glass icon. Below these buttons is a large text input field with the placeholder text '*Run Control ID | PO_Activity'. Inside this field, there is a small 'Add' button highlighted with a red rectangle.

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 Requests

User ID: EHOEFEL Type: Last: 1 Days: Refresh Clear Reset

Server: Name: Instance: Range Distribution Status: Save On Refresh Report Manager

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12437252		PO_Activity	SQR Report	VTPO8001	EHOEFEL	01/22/2024 9:11:52AM EST	Success	Posted	Details	Actions

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

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.

VT_PO8001 - RUN Process First

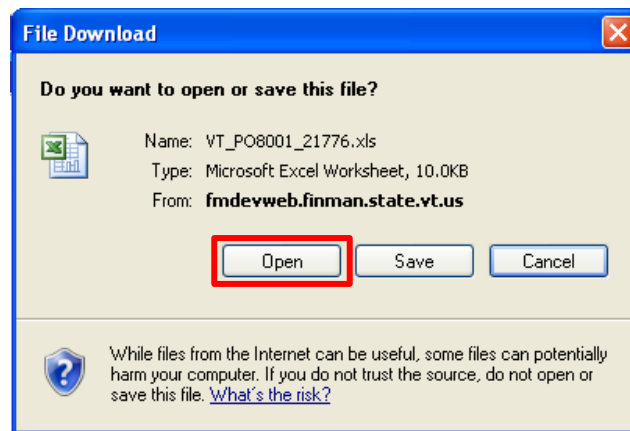
Process Instance: 9196306

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
------------------	---------------	------------------	-------	-----------	------	-----------	------------------	--------	-------	----------	------	---------

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 Num	Distrib Line Num	DeptID	Class
3	9196306	01110	01110	000000092	D	1	1	1	1110003000	
4	9196306	01110	01110	000000092	D	1	1	1	1110003000	
5	9196306	01110	01110	000000092	A	1	1	1	1110003000	
6	9196306	01110	01110	000000092	D	1	1	1	1110003000	
7	9196306	01110	01110	000000093	D	1	1	1	1110003000	
8	9196306	01110	01110	000000093	D	1	1	2	1110003000	
9	9196306	01110	01110	000000093	PX	1	1	1	1110003000	
10	9196306	01110	01110	000000093	PX	1	1	2	1110003000	
11	9196306	01110	01110	000000093	D	1	1	1	1110003000	
12	9196306	01110	01110	000000093	D	1	1	1	1110003000	
13	9196306	01110	01110	000000093	D	1	1	1	1110003000	
14	9196306	01110	01110	000000093	D	1	1	1	1110003000	
15	9196306	01110	01110	000000093	D	1	1	1	1110003000	

Scroll to the right to view additional columns.

[illegible]

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 Flow	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
4	9472121	05100	05100	0000014354	000000000000000000000029992	000015670X	SHI International Corp	3694.000	0.000	0.000	3694.000
5	9472121	05100	05100	0000014478	000000000000000000000035114	000035910J	Wrightson PLC	40000.000	0.000	0.000	40000.000
6	9472121	05100	05100	0000014481	000000000000000000000034977	000036469E	MTW Solutions, LLC	476738.000	13500.000	13500.000	463238.000
7	9472121	05100	05100	0000014484	000000000000000000000034234	000032164F	Brustein & Manasevit	32600.000	0.000	0.000	32600.000
8	9472121	05100	05100	0000014485	000000000000000000000035924	000035702J	Center for Applied Linguistics	2000.000	2000.000	2000.000	0.000
9	9472121	05100	05100	0000014486	000000000000000000000032986	000034859E	Gillmore Educational Consulting Services	19256.98	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	11220.36	1000.000	1000.000	11120.360
12	9472121	05100	05100	0000014490	000000000000000000000036003	000036920E	RMC Research Corp.	30000.000	30000.000	30000.000	0.000
13	9472121	05100	05100	0000014491	000000000000000000000035231	000035610J	Hardwick Software	31681.000	31681.000	31681.000	0.000
14	9472121	05100	05100	0000014493	000000000000000000000036449	000037078E	DiGiulio, Jason Michael	700.000	0.000	0.000	700.000
15	9472121	05100	05100	0000014494	000000000000000000000036447	000037068E	Millman, Paul	700.000	200.000	200.000	500.000
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' sub-tab selected. At the top, it displays 'Business Unit 02300', 'PO ID 0000004445', and 'Supplier IRVING ENE-002'. Below this is a 'Return to Main Page' link. An 'Error' message is displayed in a table with the following content:

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** button:

The screenshot shows the 'Purchase Order' search criteria form. At the top, there is a 'Find an Existing Value' button and an 'Add a New Value' button. Below this is a 'Search Criteria' section with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The form contains several search criteria fields: 'Business Unit' (dropdown), 'PO ID' (text field with 'begins with' dropdown), 'Purchase Order Date' (text field), 'PO Status' (dropdown), 'Short Supplier Name' (text field with 'begins with' dropdown), 'Supplier ID' (text field with 'begins with' dropdown), 'Supplier Name' (text field with 'begins with' dropdown), 'Buyer' (text field with 'begins with' dropdown), 'Buyer Name' (text field with 'begins with' dropdown), 'PO Type' (dropdown), 'Purchase Order Reference' (text field with 'begins with' dropdown), and 'Hold From Further Processing' (checkbox). At the bottom, there is a 'Search' button (highlighted with a red box) and a 'Clear' button.

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

Amount Summary ?

Merchandise 125.00

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 ?

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	000000000000008661	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

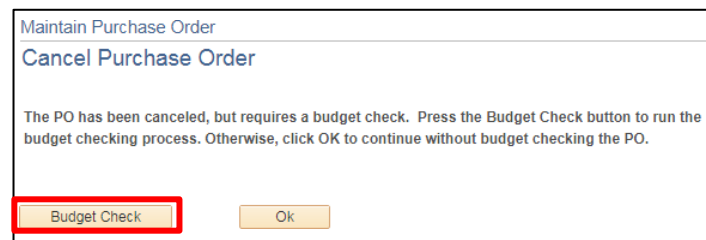
Continue

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:



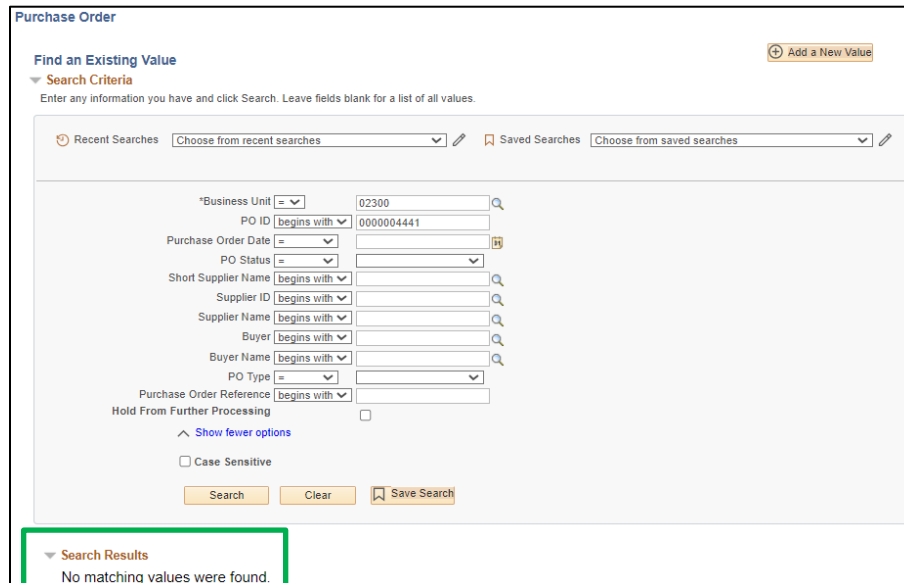
8. Click **Budget Check**

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** button:



The screenshot shows the 'Buyer's WorkBench' page. At the top left is the title 'Buyer's WorkBench'. Below it, on the left, is a blue link 'Add a New Value'. On the right is a search button with a magnifying glass icon and the text 'Find an Existing Value'. Below these is a light gray form area containing two input fields: '*Business Unit' with the value '01110' and a search icon, and '*WorkBench ID' with the value 'PO_RECON'. Below the second field is a red-bordered 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		To	
Activity Date		To	
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 ☐ 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 31

☐ Update Budget Date Equal to Accounting Date

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

PO ID	Log
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 01110WorkBench ID PO_RECON

Description

PO Number 0000000918

Log

Personalize | View All |  

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 01110WorkBench 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
	0000000918	

Qualified

Personalize | View All | 

First 2 of 1-2 of Last

PO ID	Line	Sched	Distrib Line
0000000917			
0000000919			

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

The purchase order is now Qualified to close:

Update Budget Date Equal to Accounting Date

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

PO ID	Log

☒ Select All ☐ Clear All

Qualified Personalize | View 2 | First 1-3 of 3 Last

PO ID	Line	Sched	Distrib Line
000000917			
000000919			
000000918			

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:

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

☒ Select All ☐ Clear All

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

PO ID	Line	Sched	Distrib Line
000000917			
000000919			

Proceed: **Yes** No Return to Buyer's WorkBench

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

The following **Message** opens:

Message

Continue to Close POs. (10224,10)

Yes No

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 | [621](#) | 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:

Approve

Unapprove

Cancel

Close

Dispatch

Preview

Budget Check

Go To:

Set filter options

Process Request Options

Process Monitor

View Processing Results

Save

16. Click on the Other tab

List of Purchase Orders								Personalize Find View All 621 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 02300

From PO ID 0000004420

To PO ID 0000004420

From Fiscal Year

To Fiscal Year

PO Status

Max Rows 300

*Accounting Line View Option Standard

*Ledger Group DETAIL_GRP

ChartFields

*GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate
1 02300							

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

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	1 516659	50300	2300003010	
0000004420	D	0000010682		PO_POENC	0	1	1	1	2 516659	50300	2300007000	
0000004420	D	0000010682		PO_POENC	0	1	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' section with a 'Search Criteria' dropdown. Below this is a text input field for search criteria. There are two search history sections: 'Recent Searches' and 'Saved Searches', each with a dropdown menu and a search icon. The main search area contains several fields: '*Business Unit' (dropdown), 'PO Number' (dropdown with 'begins with' filter), 'Purchase Order Date' (dropdown), 'Purchase Order Reference' (dropdown with 'begins with' filter), and 'Supplier ID' (dropdown with 'begins with' filter). There is a 'Show fewer options' link and a 'Case Sensitive' checkbox. At the bottom are 'Search' and 'Clear' buttons. 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. It displays summary information for a specific PO: Business Unit 01110, PO Number 0000000938, PO Status Dispatched, Supplier Celco Partnership, and Supplier Location MULTIPLE. Below this is a table of merchandise amounts: 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. The 'Lines' section has tabs for Details, Receipt, Invoice, Matched, and RTV. The 'Invoice' tab is highlighted with a red box. Below the tabs is a table with columns: Line, Item, Item Description, UOM, Manufacturer ID, and Mfg Itm ID. The first row shows Line 1, Item 1, Item Description VERIZON WIRELESS CELULAR SERV, UOM EA, and empty Manufacturer ID and Mfg Itm ID fields. There is a 'Personalize' link and a 'Find' button above the table. The table has a scrollbar at the bottom.


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 |  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 |  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

Voucher Details	Amounts	More Details	Supplier Details	PDF					
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 PDF

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
<div> Actions <ul style="list-style-type: none"> Review Accounting Entries Payment Information Voucher Details Review Document Status </div>	01110	00007664	PY9809795391	06/25/2018	0000169911	Postable	<input type="checkbox"/>	Not Applicable	VERIZONWIR-002

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

ALL

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

To

Single Payment Vouchers

Max Rows

300

Search

Clear

Keyword Search

Show Chart

*Chart Type

Bar Chart

Sorting Criteria

1st sort

Bank Account

2nd sort

Payment Reference ID

Descending

Sort

Descending

Payment Inquiry Result

Personalize

Find

View All

1 of 1

Last

Payment Details

Additional Info

Supplier Details

Financial Gateway

1234

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	0000083968	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

Bank Name

Peoples United Bank

Bank Account #

*****0444

Pay Cycle

VENDOR

Seq Num

4396

Supplier Name

Verizon Wireless

Address

PO Box 15062

Albany

NY

12212- USA

5062

Payment Amount

902.97 USD

Payment Method

CHK

Description

Back To Payment Inquiry

Pymnt Ref ID

0000083968

Accounting Date

07/30/2018

Payment Date

07/30/2018

Days Outstanding

3

Payment Clear Date

08/02/2018

Reconcile Date

08/07/2018

Value Date

07/30/2018

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	06/25/2018	PY9809795391	298.01	298.01	USD			Accounts Payable Vouchers
01130	00029248	1	06/28/2018	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














Navigator 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 Unit03410

Purchase Order0000004881

Merchandise Amount406,798.50 USD

Merchandise Receipt0.00 USD

Merchandise Returned0.00 USD

Merchandise Invoice406,798.50 USD

Merchandise Matched0.00 USD

PO StatusCompl

SupplierOnpoint Health Data

Supplier LocationMULTIPLE

Lines

Personalize | Find | View All |

First 1-2 of 2 Last

DetailsReceiptInvoiceMatchedRTV

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:

The screenshot shows the 'Purchase Order Document Status' page. It features a 'Find an Existing Value' section with a 'Search Criteria' dropdown. Below this, there's a search bar with a placeholder 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search criteria section includes several input fields: '*Business Unit' (dropdown), 'PO Number' (text input with 'begins with' dropdown), 'Purchase Order Date' (text input with '=' dropdown), 'Origin' (text input with 'begins with' dropdown), and 'Purchase Order Reference' (text input with 'begins with' dropdown). There are also 'Recent Searches' and 'Saved Searches' dropdowns. At the bottom, there are 'Search', 'Clear', and 'Save Search' buttons. The 'Search' button is highlighted with a red box.

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:

The screenshot shows the 'Search Results' section. It displays a message: 'Only the first 100 results of a possible 1057 can be displayed. Business Unit "01110"'. Below this is a table with columns: Business Unit, PO Number, Purchase Order Date, Origin, Purchase Order Reference, and a link icon. The table contains four rows. The third row is highlighted with a red box.

Business Unit	PO Number	Purchase Order Date	Origin	Purchase Order Reference	
01110	LW04-09	08/21/2003	FM	(blank)	>
01110	FM2011-1	12/06/2010	LIB	(blank)	>
01110	0000001066	12/27/2023	FM	Test Item	>
01110	0000001065	12/27/2023	(blank)	Test New UOM	>

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

The **Document Status** page displays:

Document Status

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

Reports & Queries

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