Purchase Orders 102

Revisions to Manual

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- Updated for PeopleTools 8.60 upgrade

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- Manual finalized

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- Manual written

Table of Contents

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:

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**:

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:

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:

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:

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**:

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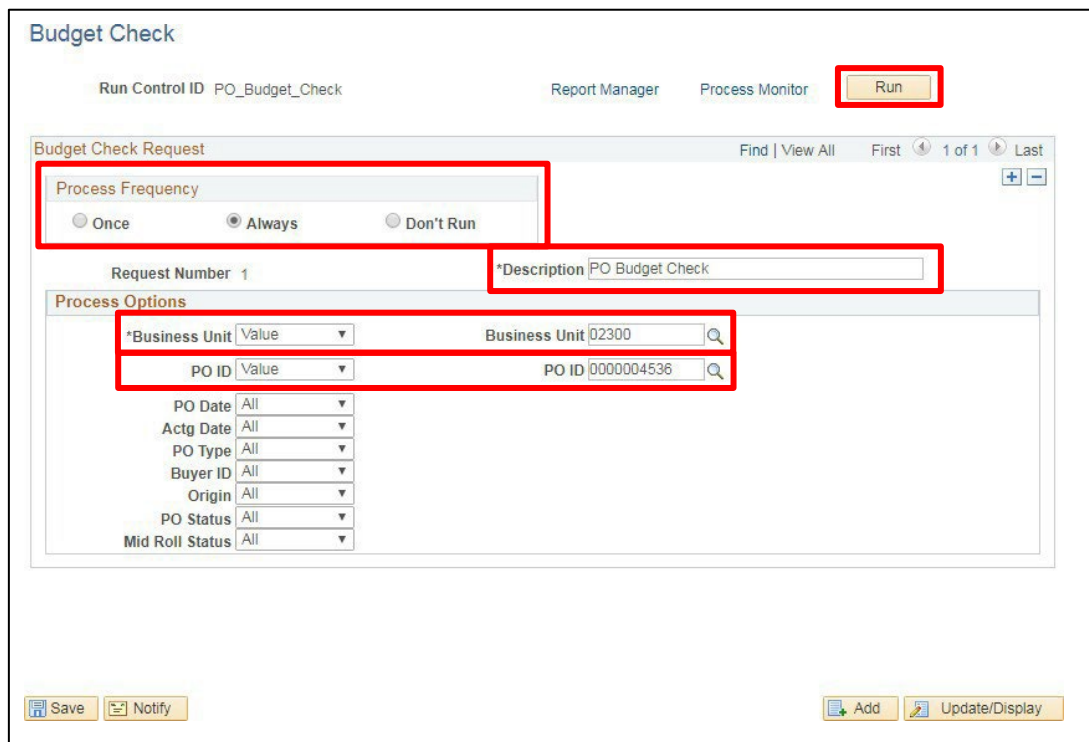
1. **Run Control ID** - Enter a unique run control ID (Example: PO_Budget_Check)
2. Click **Add**

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:

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:

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

8. Click **OK**

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

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

The **Process Monitor** displays:

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:

11. Click on the **Details** link

The **Process Detail** page displays:

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

The **Message Log** window opens:

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:

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

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

15. Click **Search**

Search results display:

16. Click on the **link** of the PO you want to view

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

17. Click on the **Go To** icon

The following **Message** displays:

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:
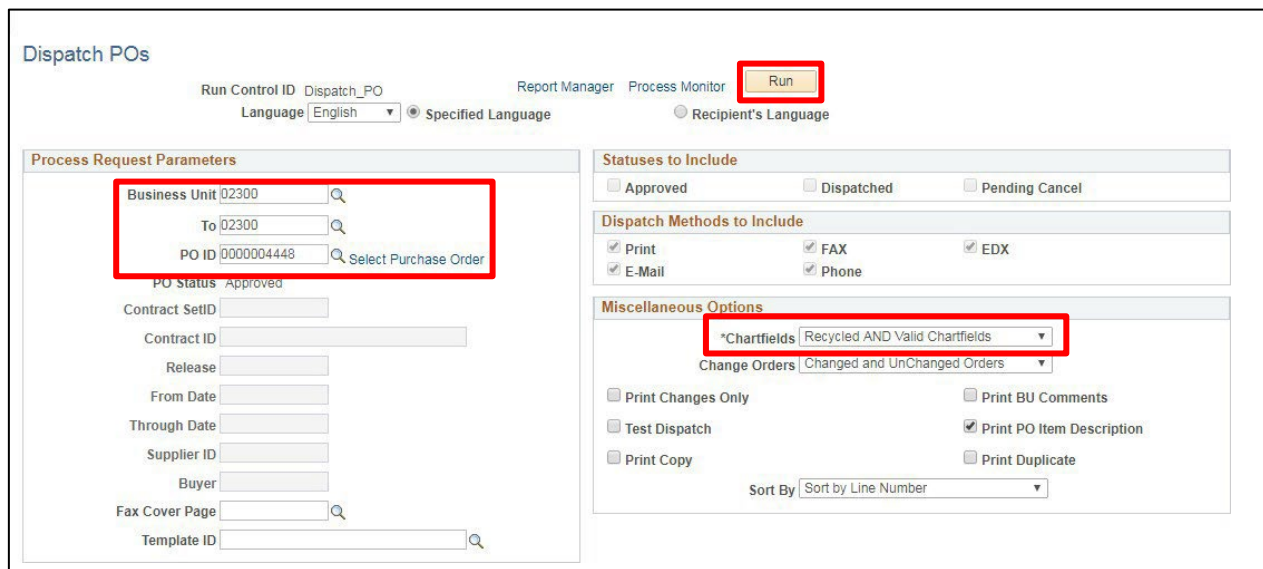

1. **Business Unit -** Accept default or enter a valid BU

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:

4. Click **Dispatch**

The **Dispatch Options** window opens:

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

6. Click **OK**

The following **Message** opens:

7. Click **Yes**

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

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:

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:

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:

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:

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

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

3. Click **Search**

Search Results display:

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

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

In the **Lines** section:

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

The following **Message** opens:

6. Click **Yes**

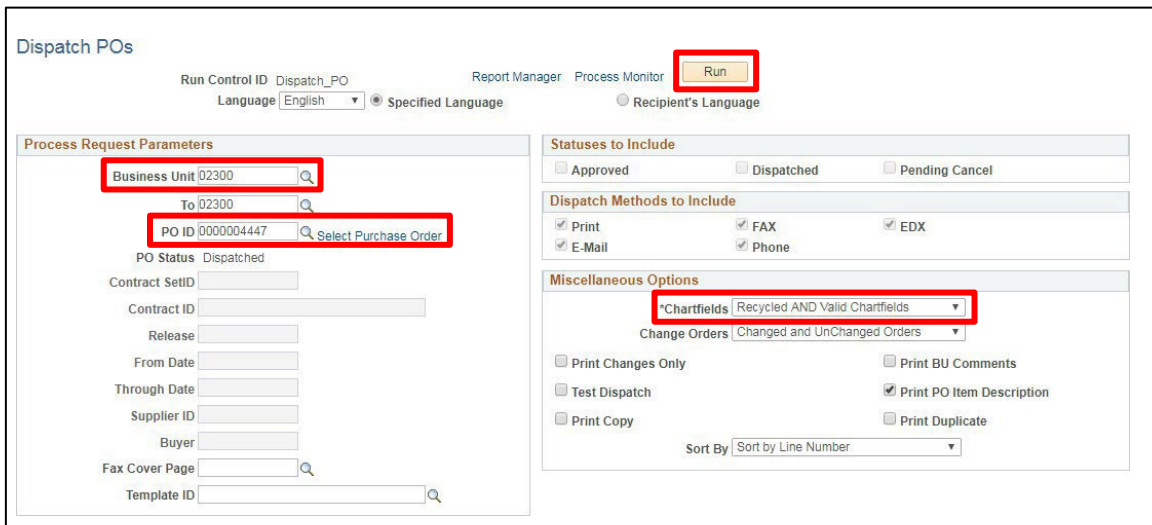Purchase order page is opened in a new browser window as a PDF document including UNAUTHORIZED being embedded into the document signature box:

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 <u>reprint</u> 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**
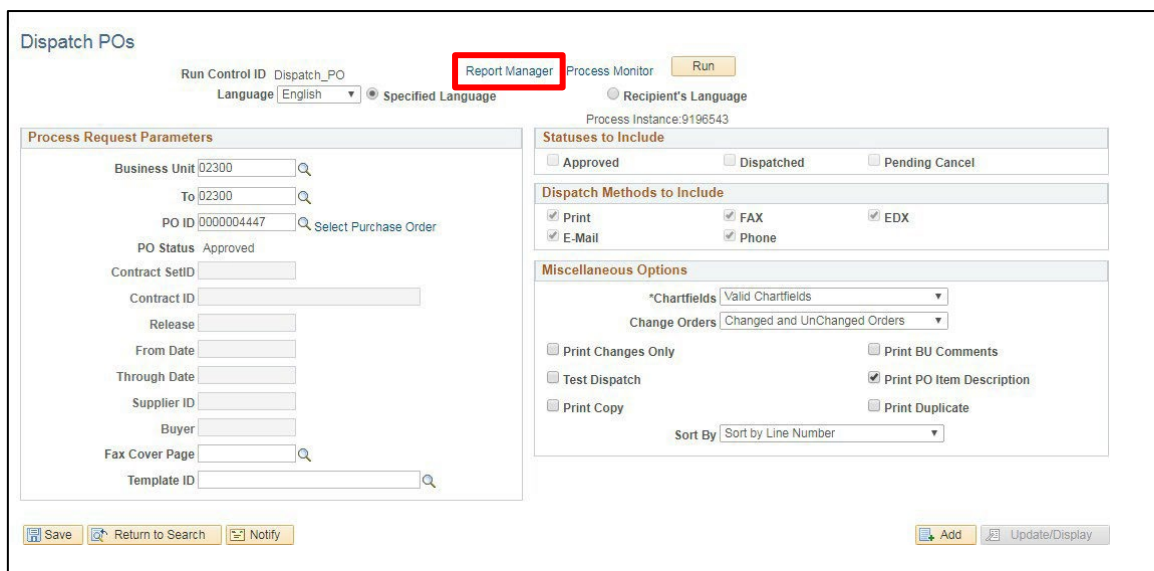
The **Process Scheduler** window opens:

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

6. Click **OK**

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

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

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

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:

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

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

Print a Purchase Order Using the Batch Process Method is Complete

Cancel a Purchase Order Line

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

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

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

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

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

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

Search Results display:

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

The **Maintain Purchase Order** page displays:

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

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

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

The following **Message** opens:

6. Click **Yes**

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

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

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

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:

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:

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

This **Schedules** page displays:

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

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

6. Click on the **Show all columns** icon to show all columns
7. Scroll over all the way to the right

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

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

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:

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

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

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 <u>without</u> 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:

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

The **Contract** page displays,

The **Total Released Amount = 400.00**

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

The **Document Status** page displays:

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:

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.

7. Click on **Line Details** icon

The **Line Details** page displays:

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

The Line opens and is available to make changes:

9. Click on the **Contract** tab

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:

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.
>
> [OK]   [Cancel]

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:

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.**

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

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

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:

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

2. Click **Search**

The **Contract** page displays:

Contract #37305 – Total Released Amount = 525.00

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

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:

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:

4. Click on the **Contract** tab

This shows what Contract is currently on this PO:

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

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

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

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

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

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

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

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

11. Select the appropriate contract line

The following **Message** opens:

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

The following **Message** opens:

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

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

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

Let's look at each of the contracts now, to see that the amounts were changed appropriately on each contract.

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.

Changing the Contract ID on an Existing PO is Complete

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

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:

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:

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

The **Line Details** page opens:

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

The Line opens and is available to make changes:

6. Click on the **Contract** tab

The Contract associated with this PO Line is displayed:

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

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.

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

Navigator Menu navigation: Procurement Contracts > Add/Update Contracts

Look at Contract 34176 and view the Total Line Released Amount. That amount is now = **1,051,933.74**.

The PO amount of $109.60 was appropriately removed from this Contract ID.

Removing a Contract ID from an Existing PO is Complete

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

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

<u>Part One</u> - **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/Grt	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	5100060000			10000	507550	7/1/2018	6/30/2019	

Scroll to the right to view additional columns:

	P	Q	R	S	T	U	V	W	X
1	Program	Contract ID	Vendor	Vendor Name	Original PO Amount	Liquidated Amount	Vouchered Amount	Remaining Amount	PO Ref	P.O. Line Description
2	49731	00000000000000034401	0000158251	VT Consultants for Language & Learning	13832.33	0.000	0.000	13832.330	VT School for Girls	Provision of Title I, Part A supplemental educati
3	49136	00000000000000029992	0000156700	SHI International Corp	3694.00	0.000	0.000	3694.000	CPS - SOFTWARE RESELLER	PURCHASED SOFTWARE - DESKTOP - SOFTWARE
4	49110	00000000000000035114	0000359107	WrightJones PLC	40000.00	0.000	0.000	40000.000	SBE Legal Services	Legal services for the State Board of Education
5	49134	00000000000000034977	0000364698	MTW Solutions, LLC	476738.00	13500.000	13500.000	463238.000	Grant Management System	Configuration, limited customization, training, i
6	49130	00000000000000034234	0000321649	Brustein & Manasevit	32600.00	0.000	0.000	32600.000	Fed Fiscal Grants&Fed Educ Law	Consulting services on Federal Fiscal Grants Mar
7	49753	00000000000000035924	0000357021	Center for Applied Linguistics	2000.00	2000.000	2000.000	0.000	F&FP/BEST PLUS 2.0	BEST Plus 2.0 Refresher workshop
8	49135	00000000000000032986	0000348599	Gilmore Educational Consulting Services	19256.98	0.000	0.000	19256.980	General Education reviews for Independent Sch
9	49135	00000000000000032985	0000348597	Morgan,Brian	6000.00	1000.000	1000.000	5000.000	General Education reviews for Independent sch
10	49135	00000000000000032987	0000348598	Lorenz,Steven	12120.36	1000.000	1000.000	11120.360	General Education reviews for Independent Sch
11	49762	00000000000000036003	0000369282	RMC Research Corp.	120000.00	30000.000	30000.000	90000.000	ISL/PreK-3 Literacy Workplan	Work plan development that defines a compreh
12		00000000000000035231	0000356103	Hardwick Software	31681.00	31681.000	31681.000	0.000	PFP/AEL Database App	Maintenance of VT Adult Education Information

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

<u>Part Two</u> - **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 search page screenshot showing Find an Existing Value with Search Criteria, SetID = STATE, Contract ID begins with 00000000000000036003, and Search button highlighted]

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

The **Contract** page displays:

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:

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:

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:

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

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

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:

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

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

Scroll down to the **Lines** section:

9. Update the amount of each line

10. Click **Save**

The following **Message** opens:

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:

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.)

You are returned to the **Maintain Purchase Order** page and can see that the amounts now accurately reflect the items vouchered:

Approve and **Budget Check** the Purchase Order.

Part Four - Verify Released Amount on Contract has Updated

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

Navigator Menu navigation: Procurement Contracts > Add/Update Contracts

Go back to the Contract to view the Released Amount. It is now **$30,000.** The extra was put back on the Contract:

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:

1. **Run Control ID** - Enter a unique run control ID (Example: PO_Activity)

2. Click **Add**

The **VT Run Pos8001** page displays:

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 <u>either</u> 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:

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

10. Click **OK**

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

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

The **Process List** page displays:

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:

14. Enter Query name: **VT_PO8001**

15. Click **Search**

The query loads:

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.

18. Click **View Results**
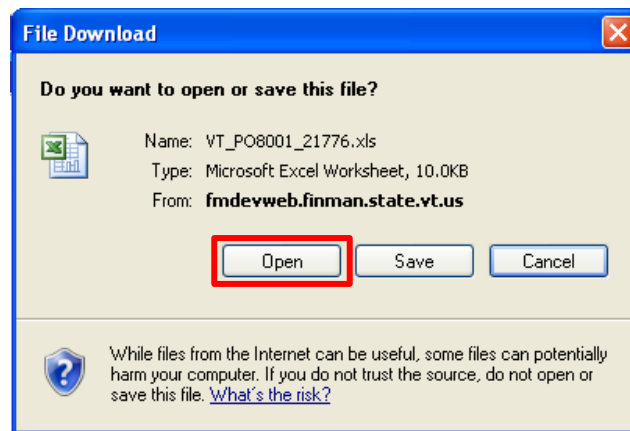
A File Download notice may appear:

19. Click **Open**

The report will open in an Excel spreadsheet:

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

Scroll to the right to view additional columns.

Fund	Account	Budget Date From	Budget Date To	Progra	Contract ID	Vendor	Vendor Name	Original PO Amount
10000	522400	7/1/2018	11/6/2018			0000005932	Office Max	500.00
10000	520000	7/1/2018	11/6/2018			0000362458	J.A. Russo Paving, Inc.	100.00
21941	520110	7/1/2018	11/6/2018			0000001293	Irving Energy	1000.00
10000	520110	7/1/2018	11/6/2018			0000001293	Irving Energy	1000.00
10000	519060	7/1/2018	11/6/2018		0000000000000000000036271	0000084643	CherryRoad Technologies Inc	1200.00
10000	519060	7/1/2018	11/6/2018		0000000000000000000036271	0000084643	CherryRoad Technologies Inc	1200.00
10000	507550	7/1/2018	11/6/2018		0000000000000000000034219	0000362548	Sierra-Cedar, Inc.	250.00
10000	507561	7/1/2018	11/6/2018		0000000000000000000034219	0000362548	Sierra-Cedar, Inc.	250.00
10000	520110	7/1/2018	11/6/2018			0000001293	Irving Energy	1000.00
10000	520110	7/1/2018	11/6/2018			0000001293	Irving Energy	1000.00
10000	520110	7/1/2018	11/6/2018			0000001293	Irving Energy	1000.00
10000	520110	7/1/2018	11/6/2018			0000001293	Irving Energy	1000.00
10000	520110	7/1/2018	11/6/2018			0000001293	Irving Energy	1000.00

Using the data on the spreadsheet:

- Total the remaining amount column on the spreadsheet – this total should match the encumbrance amount on the appropriation status report for your Business Unit.

- Review all Purchase Orders for accuracy and to determine if they are still needed.

- See exercise in this manual for closing partially vouchered POs tied to Contracts and close all partially used POs tied to Contracts by following the exercise.

- Close all POs that have a $0 remaining amount through the reconciliation workbench – see the exercise in this manual for Reconciling Purchase Orders.

	A	B	C	D	Q	R	S	T	U	V	W	P(
1	RUN Process Firs	131										
2	Process Instance	Business Unit	Business Unit GL	PO ID	Contract ID	Vendor	Vendor Name	Original PO Amoun	Liquidated Amount	Vouchered Amount	Remaining Amount	P(
3	9472121	05100	05100	0000014272	00000000000000000034401	0000158251	VT Consultants for Language & Learning	13832.33	0.000	0.000	13832.330	VT
4	9472121	05100	05100	0000014354	00000000000000000029992	0000156700	SHI International Corp	3694.00	0.000	0.000	3694.000	CF
5	9472121	05100	05100	0000014478	00000000000000000035114	0000359107	WrightJones PLC	40000.00	0.000	0.000	40000.000	SB
6	9472121	05100	05100	0000014481	00000000000000000034977	0000364698	MTW Solutions, LLC	476738.00	13500.000	13500.000	463238.000	Gr
7	9472121	05100	05100	0000014484	00000000000000000034234	0000321645	Brustein & Manasevit	32600.00	0.000	0.000	32600.000	Fe
8	9472121	05100	05100	0000014485	00000000000000000035924	0000357021	Center for Applied Linguistics	2000.00	2000.000	2000.000	0.000	F8
9	9472121	05100	05100	0000014486	00000000000000000032986	0000348599	Gilmore Educational Consulting Services	19256.98	0.000	0.000	19256.980	
10	9472121	05100	05100	0000014487	00000000000000000032985	0000348597	Morgan,Brian	6000.00	1000.000	1000.000	5000.000	
11	9472121	05100	05100	0000014488	00000000000000000032987	0000348598	Lorenz,Steven	12120.36	1000.000	1000.000	11120.360	
12	9472121	05100	05100	0000014490	00000000000000000036003	0000369282	RMC Research Corp.	30000.00	30000.000	30000.000	0.000	IS
13	9472121	05100	05100	0000014491	00000000000000000035231	0000356103	Hardwick Software	31681.00	31681.000	31681.000	0.000	PF
14	9472121	05100	05100	0000014493	00000000000000000036449	0000370783	DiGiulio,Jason Michael	700.00	0.000	0.000	700.000	CT
15	9472121	05100	05100	0000014494	00000000000000000036447	0000370685	Millman,Paul	700.00	200.000	200.000	500.000	CT
16	9472121	05100	05100	0000014615	00000000000000000031728	0000335171	Williams,David J	490.00	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.

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:

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 Orde**r page displays:

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

The following **Message** appears:

5. Click **Yes**

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

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:
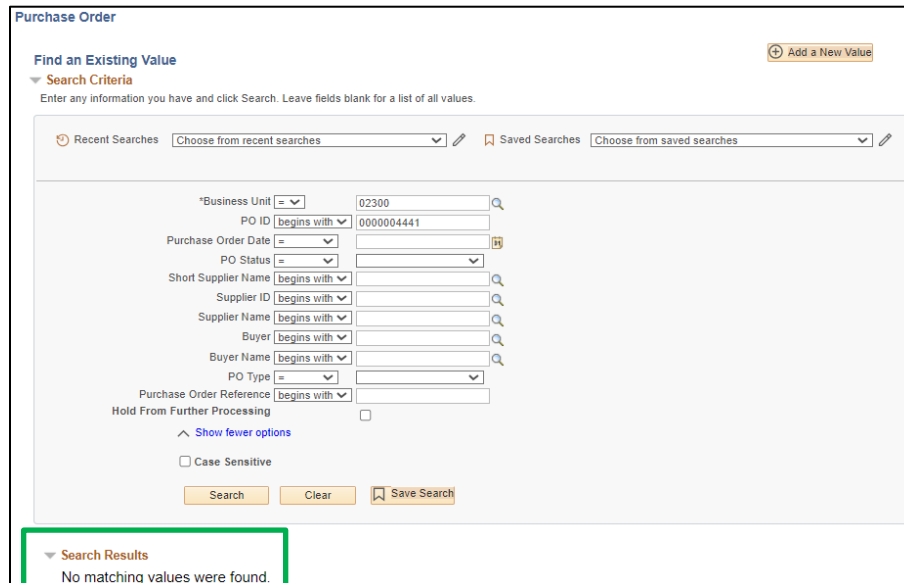
8. Click **Budget Check**

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:

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:

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.

Scroll down the page:

6. Click **Search**

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

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.

The **Purchase Order Logs** window opens:

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:

11. Click on the box next to PO ID

12. Click on the **Override** arrow

The purchase order is now Qualified to close:

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:

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

The following **Message** opens:

15. Click **Yes**

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

16. Click on the **Other** tab

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:

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:

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

GL Unit	Monetary Amount	Base Currency	Closed Value	Budget Period	Fiscal Year	Journal ID	Tran ID	Reference Reversal ID	Accounting Period

Inquire on PO Activity Summary

Situations when this function is used: Inquiring on the PO Activity Summary will allow you to <u>view</u> 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:

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:

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

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

6. Click on the **Invoice** icon

The **Invoice** page displays:

7. 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.

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:

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

The **Payment Information** page displays:

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

The **Payment Inquiry** page displays:

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:

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:

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:

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:

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:

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

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:

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:

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

The **Document Status** page displays:

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](#).