



## **Purchase Orders 102**

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

## Revisions to Manual

### **April 2019:**

- Manual finalized

### **December 2018:**

- Manual written

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## Business Process

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

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

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

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

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

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

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

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

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

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

## Approve a Purchase Order

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

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

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

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

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

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

**Search Criteria**

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

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

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

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

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

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

Business Unit 02300  
PO ID 0000004448

Copy From

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

☐ Hold From Further Processing

**Header**

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

Supplier Search  
Supplier Details  
Irving Energy  
Eric John Hoefel

Header Details  
PO Defaults  
PO Activities  
Requisitions  
Actions

Activity Summary  
Add Comments  
Add Ship To Comments  
Document Status

Doc Tol 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

**Select Lines To Display**

Search for Lines Line To Retrieve

**Lines**

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

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

4. Click on the **Approval** icon

The purchase order is now in Approved status:

Maintain Purchase Order

### Purchase Order

Business Unit 02300  
PO ID 000004448

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

Copy From:

☐ Hold From Further Processing

---

**Header** ?

\*PO Date: 10/25/2018  Supplier Search  
\*Supplier: IRVING ENE-002  Supplier Details  
\*Supplier ID: 000001293  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

---

**Amount Summary** ?

Merchandise	125.00	
Freight/Tax/Misc.	0.00	<input type="button" value="Calculate"/>
<b>Total Amount</b>	125.00	USD
Encumbrance Balance		

---

**Add Items From** ?

Catalog      Item Search  
Purchasing Kit

**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	<input type="button" value="Q"/>	FUEL <input type="button" value="Q"/>	50.0000	GAL <input type="button" value="Q"/>	40512 <input type="button" value="Q"/>	2.50000	125.00	Approved	<input type="button" value="Q"/>	<input type="button" value="Print"/>	<input type="button" value="Add"/> <input type="button" value="Remove"/>

View Printable Version            \*Go to: ... More ... ▼

5. Click **Save**

**Approving a Purchase Order is Complete**

## Budget Check a Purchase Order

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

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

### Online Method

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

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

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

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

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

**Search Criteria**

Business Unit =

PO ID begins with

Purchase Order Date =

PO Status =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer begins with

Buyer Name begins with

PO Type =

Purchase Order Reference begins with

☐ Hold From Further Processing

☐ Case Sensitive

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

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

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

The **Maintain Purchase Order** page displays:

Maintain Purchase Order  
Purchase Order

Business Unit 02300  
PO ID 0000004448

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

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		

Header Details  
PO Defaults  
PO Activities  
Requisitions  
▼ Actions

Activity Summary  
Add Comments  
Add ShipTo Comments  
Document Status

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 0000004448

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

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

Header Details  
PO Defaults  
PO Activities  
Requisitions  
▼ Actions

Activity Summary  
Add Comments  
Add ShipTo Comments  
Document Status

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

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

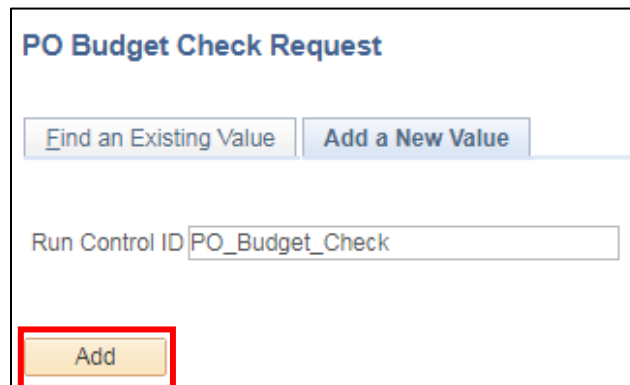


## Batch Process Method

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

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

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

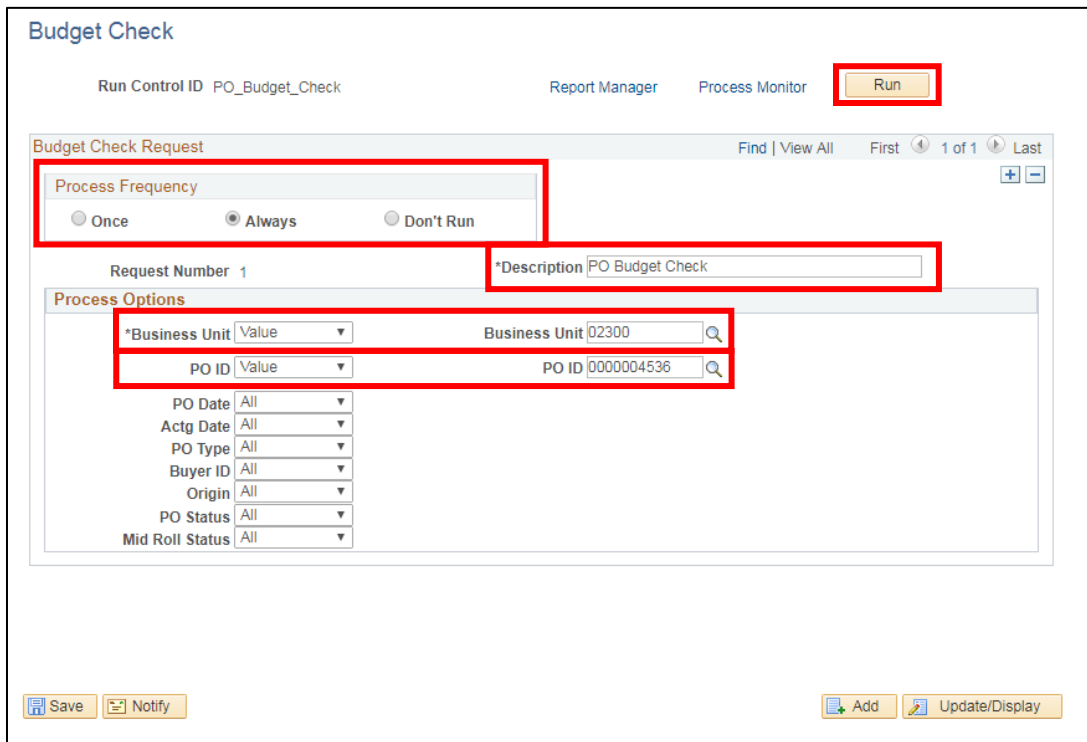


1. **Run Control ID** - Enter a unique run control ID (Example: PO\_Budget\_Check)
2. Click **Add**

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

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

The **Budget Check** page displays:



The screenshot shows the 'Budget Check' web interface. At the top, there are links 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 'Value' dropdown and 'Business Unit' text box containing '02300'; 'PO ID' with a 'Value' dropdown and 'PO ID' text box containing '0000004536'. Below these are dropdowns for 'PO Date', 'Actg Date', 'PO Type', 'Buyer ID', 'Origin', 'PO Status', and 'Mid Roll Status', all set to 'All'. At the bottom are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

3. **Process Frequency** - Select Always

4. **Description** - Enter a Description

In the **Process Options** section:

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

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

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

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

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

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

7. Click **Run**

The **Process Scheduler Request** window opens:

Process Scheduler Request

User ID: ETEST Run Control ID: PO\_Budget\_Check

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

Process List

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

OK Cancel

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

8. Click **OK**

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

Budget Check

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

Process Instance: 9472289

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

Process Frequency  
☐ Once ☒ Always ☐ Don't Run

Request Number 1 \*Description: PO Budget Check

Process Options

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

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

The **Process Monitor** displays:

Process Monitor

Process List Server List

View Process Request For

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

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

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

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

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

The screenshot shows the 'View Process Request For' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below them is a search bar 'View Process Request For'. The search criteria include: User ID (E TEST), Type (Last), Days (5), Server (dropdown), Name (dropdown), Instance From (dropdown), Instance To (dropdown), Run Status (dropdown), and Distribution Status (dropdown). A 'Refresh' button is highlighted in red. Below the search criteria is a table with the following data:

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

At the bottom, there are buttons for 'Save' and 'Notify', and a link 'Go back to PO Budget Check Request'.

11. Click on the **Details** link

The **Process Detail** page displays:

The screenshot shows the 'Process Detail' page. It has a title bar 'Process Detail' and a 'Help' link. The main content is divided into sections:

- Process**: Instance 9472289, Type Application Engine, Name FS\_BP, Description Comm. Cntrl. Budget Processor, Run Status Warning, Distribution Status Posted.
- Run**: Run Control ID PO\_Budget\_Check, Location Server, Server PSUNX, Recurrence. To the right is an 'Update Process' section with radio buttons for: Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, and Restart Request.
- Date/Time**: 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.
- Actions**: Parameters Transfer, Message Log View Locks, Batch Timings, View Log/Trace.

At the bottom, there are 'OK' and 'Cancel' buttons.

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

The **Message Log** window opens:

**Message Log**

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-a8ccc3bfdbc0 to create entry in folder GENERAL.	Explain
	3:47:22PM	Successfully posted generated files to the report repository	Explain

Return

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

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

The **Purchase Order** page displays:

**Purchase Order**

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

Find an Existing Value

Search Criteria

Commitment Control Tran ID begins with

Commitment Control Tran Date =

Business Unit =

PO Number begins with

Process Instance =

Process Status =

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

Search Clear Basic Search Save Search Criteria

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

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

**15. Click Search**

Search results display:

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

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

Purchase Order Exceptions

Line Exceptions

Business Unit 02300

PO Number 0000004536

\*Exception Type Error

Maximum Rows 100

Search

☐ Override Transaction
 ☐ More Budgets Exist

Advanced Budget Criteria

Budgets with Exceptions

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

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		02300	APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	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** tab:

The screenshot shows the 'Purchase Order' search page. At the top, there's a title 'Purchase Order' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A 'Search Criteria' section follows, containing various search fields: 'Business Unit' (dropdown), 'PO ID' (dropdown with 'begins with' and text input '0000000931'), 'Purchase Order Date' (dropdown), 'PO Status' (dropdown), 'Short Supplier Name' (dropdown with 'begins with' and text input), 'Supplier ID' (dropdown with 'begins with' and text input), 'Supplier Name' (dropdown with 'begins with' and text input), 'Buyer' (dropdown with 'begins with' and text input), 'Buyer Name' (dropdown with 'begins with' and text input), 'PO Type' (dropdown), and 'Purchase Order Reference' (dropdown with 'begins with' and text input). There are also checkboxes for 'Hold From Further Processing' and 'Case Sensitive', and a text input for 'Limit the number of results to (up to 300):' with the value '300'. At the bottom are buttons for 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria'.

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



The **Maintain Purchase Order** page displays:

**Maintain Purchase Order**

**Purchase Order**

Business Unit 01110  
PO ID 0000000931  
Copy From [ ]

PO Status Approved  
Budget Status Valid  
Hold From Further Processing ☐

**Header**

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

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

Doc Tol Status Valid

Receipt Status Not Recvd  
\*Dispatch Method Print  
**Dispatch**

**Amount Summary**

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

**Add Items From**  
Catalog Item Search

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

**Lines**

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

4. Click **Dispatch**

The **Dispatch Options** window opens:

**Dispatch Options**

Use One Ship To ☐ Ship To PFMMP001

**Dispatch Options**

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

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

**OK** Cancel Refresh

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

6. Click **OK**

The following **Message** opens:

**Message**

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

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

**Yes** No

7. Click **Yes**

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

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

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

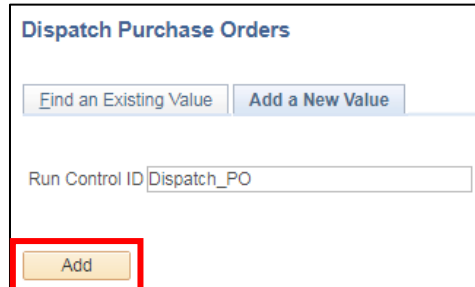
**Dispatching a Purchase Order Using the Online Method is Complete**

## Batch Process Method

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

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

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



Dispatch Purchase Orders

Find an Existing Value Add a New Value

Run Control ID Dispatch\_PO

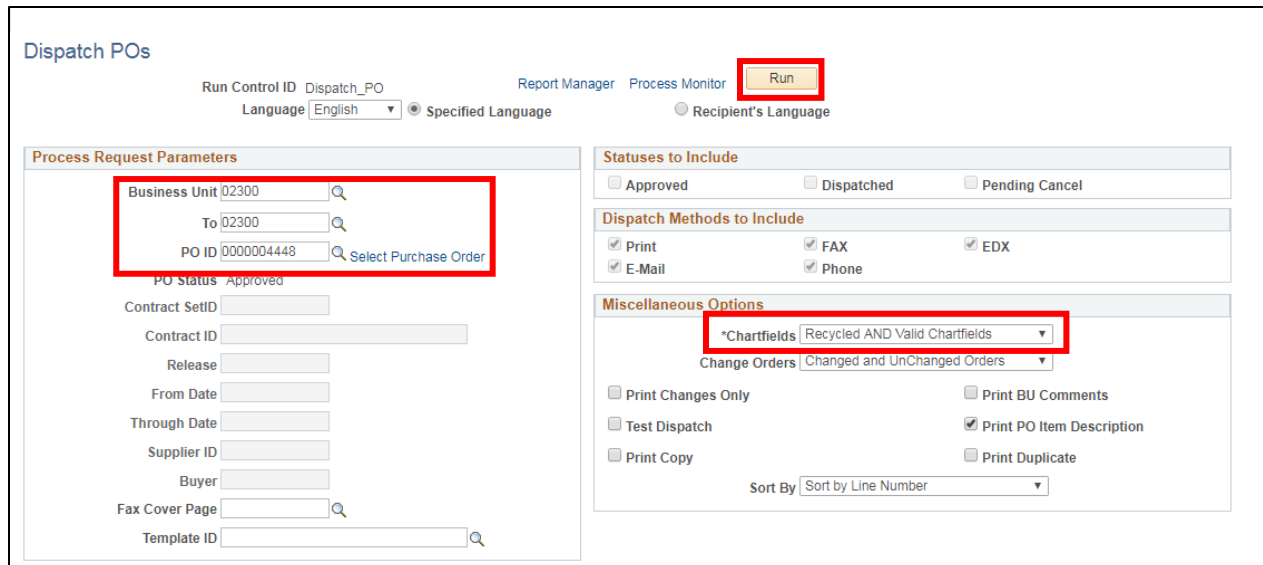
Add

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

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

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

The **Dispatch POs** page displays:



Dispatch POs

Run Control ID Dispatch\_PO Language English Specified Language Recipient's Language

Report Manager Process Monitor Run

**Process Request Parameters**

Business Unit 02300 To 02300 PO ID 0000004448 Select Purchase Order

PO Status Approved

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

**Statuses to Include**

Approved Disposed Pending Cancel

**Dispatch Methods to Include**

Print FAX EDX E-Mail Phone

**Miscellaneous Options**

\*Chartfields Recycled AND Valid Chartfields

Change Orders Changed and UnChanged Orders

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

Sort By Sort by Line Number

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

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

The **Process Scheduler Request** window opens:

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

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

8. Click **OK**

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

Process Request Parameters

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

Dispatch Methods to Include

Print, E-Mail, FAX, Phone, EDX

Miscellaneous Options

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

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

The **Process Monitor** page displays:

Process List | Server List

View Process Request For

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

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

Run Status: | Distribution Status: | Save On Refresh

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

Go back to Dispatch Purchase Orders

Save | Notify

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

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

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

Dispatch POs

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

Language: English | Specified Language | Recipient's Language

Process Request Parameters

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

PO Status: Dispatched

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

Statuses to Include

☐ Approved | ☐ Dispatched | ☐ Pending Cancel

Dispatch Methods to Include

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

Miscellaneous Options

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

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

Sort By: Sort by Line Number

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

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

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

## Print a Purchase Order using the Online Method

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

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

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

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

**Purchase Order**

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

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

**Search Criteria**

Business Unit = 01110

PO ID begins with

Purchase Order Date =

PO Status = Dispatched

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer begins with

Buyer Name begins with

PO Type =

Purchase Order Reference begins with

☐ Hold From Further Processing

☐ Case Sensitive

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

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

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

**Search Results** display:

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

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

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

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**

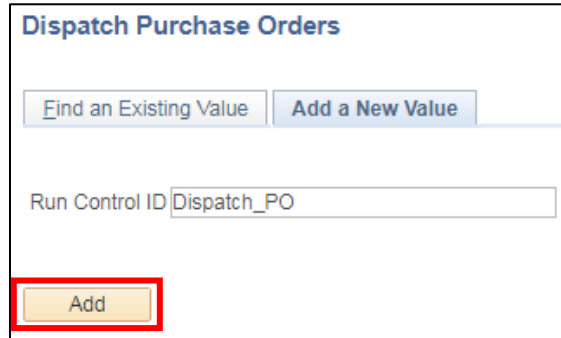
## Print a Purchase Order using the Batch Process Method

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 reprint Dispatched Purchase Orders.

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

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

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

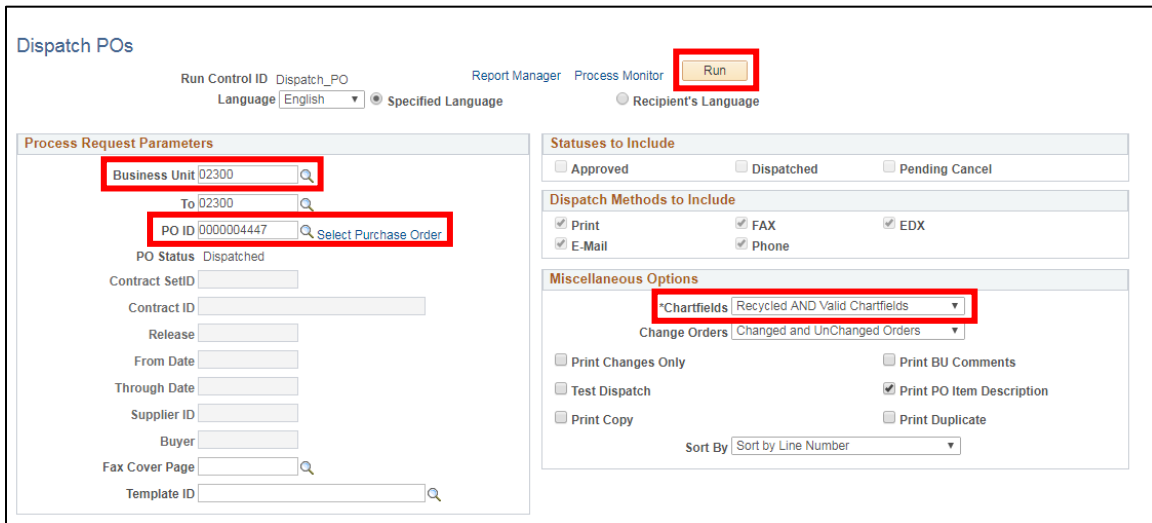


1. **Run Control ID** - Enter a unique run control ID (Example: Dispatch\_PO)
2. Click **Add**

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

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

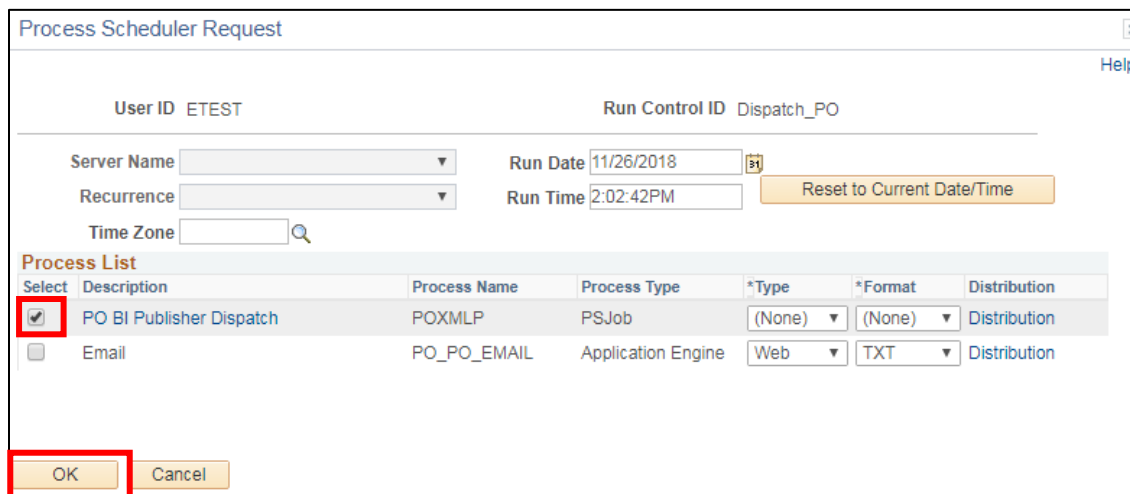
The **Dispatch POs** page displays:



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



The **Process Scheduler** window opens:



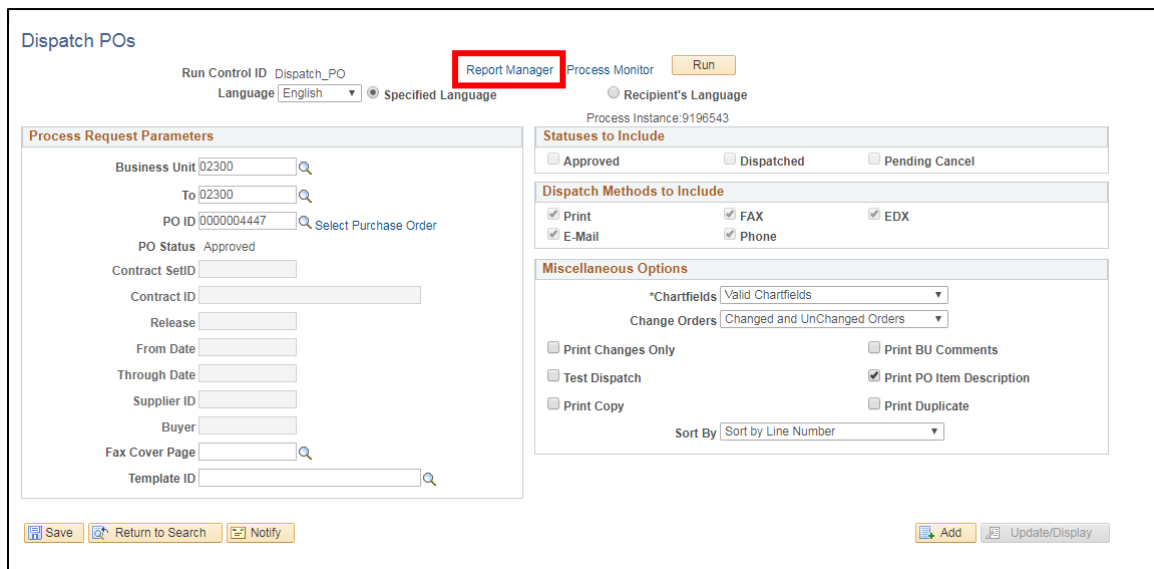
The **Process Scheduler Request** window displays configuration options for a scheduled process. At the top, it shows **User ID** as ETEST and **Run Control ID** as Dispatch\_PO. Below this, there are fields for **Server Name**, **Run Date** (11/26/2018), **Recurrence**, **Run Time** (2:02:42PM), and **Time Zone**. A **Reset to Current Date/Time** button is also present. The main section is a **Process List** table with columns: **Select**, **Description**, **Process Name**, **Process Type**, **\*Type**, **\*Format**, and **Distribution**. The table contains two rows:   
1. **PO BI Publisher Dispatch** (Process Name: POXMLP, Process Type: PSJob, \*Type: (None), \*Format: (None), Distribution: Distribution). The checkbox in the **Select** column is checked and highlighted with a red box.   
2. **Email** (Process Name: PO\_PO\_EMAIL, Process Type: Application Engine, \*Type: Web, \*Format: TXT, Distribution: Distribution). The checkbox in the **Select** column is unchecked. At the bottom left, the **OK** button is highlighted with a red box, next to a **Cancel** button.

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 various options for dispatching purchase orders. At the top, it displays **Run Control ID** as Dispatch\_PO, **Language** as English, and **Recipient's Language**. A **Report Manager** link is highlighted with a red box. Below this, there are sections for **Process Request Parameters** (including Business Unit, PO ID, Contract SetID, Contract ID, Release, From Date, Through Date, Supplier ID, Buyer, Fax Cover Page, and Template ID) and **Dispatch Options**. The **Dispatch Options** section includes **Statuses to Include** (Approved, Dispatched, Pending Cancel), **Dispatch Methods to Include** (Print, E-Mail, FAX, Phone, EDX), and **Miscellaneous Options** (Print Changes Only, Test Dispatch, Print Copy, Print BU Comments, Print PO Item Description, Print Duplicate, Sort By). 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:

View Reports For

User ID: ETEST Type: Last 1 Days Refresh

Status: Folder: Instance: to:

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

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

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

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

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

PO\_DISPATCH.pdf 1 / 1

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

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

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

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

Payment Terms	Freight Terms	PO Status	Currency
	Destination	Dispatched	USD

Buyer: Karen L Symonds  
Phone: 828-0412

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

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

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

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

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

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

## Cancel a Purchase Order Line

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

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

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

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

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

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

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

▼ **Search Criteria**

Business Unit = 03440

PO ID begins with

Purchase Order Date =

PO Status =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer begins with

Buyer Name begins with

PO Type =

Purchase Order Reference begins with

☐ Hold From Further Processing

☐ Case Sensitive

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

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

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

2. Click **Search**

**Search Results display:**

Search Results										
300 of 582 results are displayed.										
<a href="#">View All</a>										
Business Unit	PO ID	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name	Buyer	Buyer Name	PO Type	Purchase Order Reference
03440	0000016017	09/05/2018	Dispatched	GODDARD,JA-001	0000364342	Goddard, Jane W	SFILLIAN	Fillian, Stephanie Marie	Services	Medical Consultant
03440	0000016016	08/20/2018	Dispatched	GODDARD,JA-001	0000364342	Goddard, Jane W	SFILLIAN	Fillian, Stephanie Marie	General	Medical Consultant
03440	0000016015	05/15/2018	Open	VCIN/OWP-001	0000041408	Vermont Correctional Industries/Vermont	KROY	Kristina Marie Roy	Product	CPS-PRINTED ENVELOPES
03440	0000016014	05/15/2018	Open	VCIN/OWP-001	0000041408	Vermont Correctional Industries/Vermont	KROY	Kristina Marie Roy	Product	CPS-PRINTED ENVELOPES
03440	0000016013	05/15/2018	Open	VCIN/OWP-001	0000041408	Vermont Correctional Industries/Vermont	KROY	Kristina Marie Roy	Product	CPS - STATIONARY & FORMS
03440	0000016012	05/15/2018	Open	VCIN/OWP-001	0000041408	Vermont Correctional Industries/Vermont	KROY	Kristina Marie Roy	Product	CPS - STATIONARY & FORMS
03440	00016011	05/15/2018	Dispatched	WBMASONCOI-001	0000283240	W.B. Mason Co., Inc.	KARONSON	Kylie Aronson	Product	Office Supplies
03440	0000016010	05/15/2018	Dispatched	VCIN/OWP-001	0000041408	Vermont Correctional Industries/Vermont	KARONSON	Kylie Aronson	Product	CPS - STATIONARY & FORMS
03440	0000016009	05/15/2018	Dispatched	SHADOWCROS-001	0000006499	Shadow Cross Farm	KARONSON	Kylie Aronson	Product	CPS-EGGS GRADE A SHELLED
03440	0000016008	05/15/2018	Dispatched	REINHART F-001	0000251130	Reinhart Food Service LLC	KARONSON	Kylie Aronson	Product	CP-FOOD REPLENISHMENT
03440	0000016007	05/15/2018	Dispatched	KOFFEE KUP-001	0000344226	Koffee Kup Bakery Inc.	KARONSON	Kylie Aronson	Product	CP-BREAD & BAKERY PRODUCTS

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

The **Maintain Purchase Order** page displays:

Maintain Purchase Order

**Purchase Order**

Business Unit 03440  
PO ID 000016011  
Copy From [ ]

PO Status Dispatched  
Budget Status Valid  
☐ Hold From Further Processing

**Header**

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

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

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

Create BackOrder  
Dispatch

**Amount Summary**

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

Calculate

**Add Items From**  
Catalog Item Search

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

**Lines**

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

PO Status Dispatched

Budget Status Not Chk'd

Copy From

Hold From Further Processing

Header

\*PO Date 05/15/2018

Supplier Search

Doc Tol Status Valid

\*Supplier WBMASONCOI-001

Supplier Details

Backorder Status Not Backordered

Create BackOrder

\*Supplier ID 0000283240

W.B. Mason Co., Inc.

Receipt Status Not Recvd

\*Buyer KARONSON

Kylie Aronson

\*Dispatch Method Print

Dispatch

PO Reference Office Supplies

Amount Summary

Header Details

Activity Summary

Merchandise 1,089.33

PO Defaults

Add Comments

Freight/Tax/Misc. 0.00

PO Activities

Add ShipTo Comments

Total Amount 1,089.33 USD

Requisitions

Document Status

Encumbrance Balance 1,104.45 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 1-10 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

Hold From Further Processing

Header

\*PO Date 05/15/2018

Supplier Search

Doc Tol Status Valid

\*Supplier WBMASONCOI-001

Supplier Details

Backorder Status Not Backordered

Create BackOrder

\*Supplier ID 0000283240

W.B. Mason Co., Inc.

Receipt Status Not Recvd

\*Buyer KARONSON

Kylie Aronson

\*Dispatch Method Print

Dispatch

PO Reference Office Supplies

Amount Summary

Header Details

Activity Summary

Merchandise 1,089.33

PO Defaults

Add Comments

Freight/Tax/Misc. 0.00

PO Activities

Add ShipTo Comments

Total Amount 1,089.33 USD

Requisitions

Document Status

Actions

Calculate

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

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

## Canceling a Purchase Order Line is Complete

## Cancel a Purchase Order Distribution

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

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

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

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

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

**Purchase Order**

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

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

▼ **Search Criteria**

Business Unit = 01115

PO ID begins with 0000000788

Purchase Order Date =

PO Status =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer begins with

Buyer Name begins with

PO Type =

Purchase Order Reference begins with

Hold From Further Processing ☐

☐ Case Sensitive

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

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

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

The **Maintain Purchase Order** page displays:

Maintain Purchase Order

**Purchase Order**

Business Unit 01115 PO ID 0000000788 PO Status Dispatched Budget Status Valid

Copy From [ ] Hold From Further Processing

**Header**

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

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

\*Supplier ID 0000001293 Irving Energy Receipt Status Not Recvd

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

PO Reference FUEL PRODUCTS

Header Details Activity Summary

PO Defaults Add Comments

PO Activities Add ShipTo Comments

Requisitions Document Status

Amount Summary

Merchandise 335.00

Freight/Tax/Misc. 0.00 Calculate

Total Amount 335.00 USD

Encumbrance Balance 335.00 USD

Add Items From [ ] Select Lines To Display [ ]

Catalog Item Search 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

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	*UOM	Category	Price	Merchandise Amount	Status			
2	0000000000000008661	LIQUID PROPANE - GAS	100.0000	GAL			210.00 USD				

Schedules Personalize Find View All First 1 of 1 Last

Details Statuses Shipment Matching Receiving Freight RTV

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 00000000000008661 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 |  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 00000000000008661 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



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 00000000000008661 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

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	Item 00000000000008661 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

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 0000000788

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

PO Defaults

PO Activities

Requisitions

Activity Summary

Add Comments

Add ShipTo Comments

Document Status

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** tab:

## Contract Entry

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

Find an Existing Value

Add a New Value

▼ Search Criteria

SetID = ▼ STATE 🔍

Contract ID begins with ▼ 00000000000000037305

Contract Version = ▼

Origin begins with ▼ 🔍

Version Status = ▼

Contract Style begins with ▼ 🔍

Contract Process Option = ▼

Short Supplier Name begins with ▼ 🔍

Supplier Name begins with ▼ 🔍

Master Contract ID begins with ▼ 🔍

Description begins with ▼

☐ Correct History    ☐ Case Sensitive

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

Search

Clear

Basic Search 🔍

Save Search Criteria

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

The **Contract** page displays,

Contract		VT Performance Info	
Contract Entry			
Contract			
SetID STATE		Contract Version	
Contract ID 00000000000000000000037305		Version 1	
*Status <span>Approved</span>		Status Current	
*Origin <span>CP</span>		Approved Date 11/18/2018	
Administrator/Buyer KSYMONDS		Karen L Symonds	
▼ Header ?			
Contract Style Purchase Order		Add Comments	
Process Option Purchase Order		Contract Activities	
Supplier IRVING ENE-002		Primary Contact Info	
Supplier ID 0000001293 Irving Energy		Contract Releases	
Begin Date 06/01/2010		Activity Log	
Expire Date 11/18/2019		Document Status	
Renewal Date		Thresholds & Notifications	
Currency USD CRRNT		View Changes	
Primary Contact		Current Change Reason	
Supplier Contract Ref		Amount Summary ?	
Description Fuel Products		Maximum Amount 750,000.00 USD	
Master Contract ID		Line Item Released Amount 400.00	
Tax Exempt ID		Category Released Amount 0.00	
<input type="checkbox"/> Tax Exempt		Open Item Released Amount 0.00	
		Total Released Amount 400.00	
		Remaining Amount 749,600.00	
		Remaining Percent 99.95	

**The Total Released Amount = 400.00**

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

The **Document Status** page displays:

SetID STATE
Document Date 06/01/2010
Currency USD
Buyer Karen L Symonds
Short Supplier Name IRVING ENE-002

Contract 0000000000000000000000000037305
Status Approved
Document Type Contract
Released Amount 400.00

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

1 to 1 of 1

Show All

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

Documents | Related Info

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

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

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

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

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

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

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

**Purchase Order**

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

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

**Search Criteria**

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

**Search** Clear Basic Search Save Search Criteria

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

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

6. Click **Search**

The Purchase Order is displayed on the screen.

**Maintain Purchase Order**

**Purchase Order**

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

**Amount Summary**

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

**Lines**

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

Description FUEL - DIESEL Backorder Status Not

Category ID 00292 Backordered

**Amount Summary**

Amount to Receive 125.000 USD Merchandise Amount 125.00 USD

Quantity to Receive 1.0000 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

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

9. Click on the **Contract** tab

Lines

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		fuel	STATE	000000000000000000000000037305	1	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

SetID STATE

Contract ID 000000000000000000000000037305

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	00000000000000000000000008657	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	0000000000000000008657	LOW SULFUR DIESEL	STATE	00000000000000000000000037305	1	1

View Printable Version

Close Short All Lines

\*Go to ... More ...

Save

Return to Search

Notify

Refresh

## 14. Click Save

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

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

Contract		VT Performance Info	
<b>Contract Entry</b>			
<b>Contract</b>			
SetID STATE			
Contract ID	000000000000000000000000037305		
*Status	Approved		
*Origin	CP		
Version	1	Status	Current
		Approved Date	11/18/2018
Administrator/Buyer	KSYMONDS	Karen L Symonds	
<b>Header</b>			
Contract Style	Purchase Order	Add Comments	<a href="#">Activity Log</a>
Process Option	Purchase Order	Contract Activities	<b>Document Status</b>
Supplier	IRVING ENE-002	Primary Contact Info	Thresholds & Notifications
Supplier ID	0000001293	Contract Releases	View Changes
	<a href="#">Irving Energy</a>		Current Change Reason
Begin Date	06/01/2010		
Expire Date	11/18/2019		
Renewal Date		<b>Amount Summary</b>	
Currency	USD CRRNT	Maximum Amount	750,000.00 USD
Primary Contact		Line Item Released Amount	525.00
Supplier Contract Ref		Category Released Amount	0.00
Description	Fuel Products	Open Item Released Amount	0.00
Master Contract ID		Total Released Amount	525.00
Tax Exempt ID		Remaining Amount	749,475.00
<input type="checkbox"/> Tax Exempt		Remaining Percent	99.93

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

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

Document Status

SetID STATE  
Document Date 06/01/2010  
Currency USD  
Buyer Karen L Symonds  
Short Supplier Name IRVING ENE-002

Contract 0000000000000000000037305  
Status Approved  
Document Type Contract  
Released Amount 525.00

Requisitions
Procurement Contracts
Purchase Orders(2)
Receipts
Returns
Vouchers
Payments

1 to 2 of 2

Show All

Associated Document

Personalize | Find | View All |

First 1-2 of 2 Last

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

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

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



## Changing the Contract ID on an Existing PO

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

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

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

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

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

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

### Contract Entry

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

Find an Existing Value

Add a New Value

▼ Search Criteria

SetID

=

STATE

🔍

Contract ID

begins with

000000000000000037305

Contract Version

=

Origin

begins with

🔍

Version Status

=

Contract Style

begins with

🔍

Contract Process Option

=

Short Supplier Name

begins with

🔍

Supplier Name

begins with

🔍

Master Contract ID

begins with

🔍

Description

begins with

☐ Correct History

☐ Case Sensitive

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

Search

Clear

Basic Search

🔍

Save Search Criteria

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

The **Contract** page displays:

Contract

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

Process Option Purchase Order

Supplier IRVING ENE-002

Supplier ID 0000001293

Begin Date 06/01/2010

Expire Date 11/18/2019

Renewal Date

Currency USD CRRNT

Primary Contact

Supplier Contract Ref

Description Fuel Products

Master Contract ID

Tax Exempt ID

☐ Tax Exempt

Irving Energy

Add Comments

Contract Activities

Primary Contact Info

Contract Releases

Activity Log

Document Status

Thresholds & Notifications

View Changes

Current Change Reason

Amount Summary

Maximum Amount 750,000.00 USD

Line Item Released Amount 525.00

Category Released Amount 0.00

Open Item Released Amount 0.00

Total Released Amount 525.00

Remaining Amount 749,475.00

Remaining Percent 99.93

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

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

Contract

SetID STATE

Contract ID 000000000000000000000000037309

\*Status Approved

\*Origin CP

Contract Version

Version 1

Status Current

Approved Date 11/20/2018

Administrator/Buyer KSYMONDS

Karen L Symonds

▼ Header ?

Contract Style Purchase Order

Process Option Purchase Order

Supplier IRVING ENE-002

Supplier ID 0000001293

Begin Date 06/01/2010

Expire Date 11/18/2019

Renewal Date

Currency USD CRRNT

Primary Contact

Supplier Contract Ref

Description Fuel Products

Master Contract ID

Tax Exempt ID

☐ Tax Exempt

Irving Energy

[Add Comments](#)

[Contract Activities](#)

[Primary Contact Info](#)

[Contract Releases](#)

[Activity Log](#)

[Document Status](#)

[Thresholds & Notifications](#)

Amount Summary ?

Maximum Amount	750,000.00 USD
Line Item Released Amount	0.00
Category Released Amount	0.00
Open Item Released Amount	0.00
Total Released Amount	0.00
Remaining Amount	750,000.00
Remaining Percent	100.00

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

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

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

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

**Purchase Order**

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

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

**Search Criteria**

Business Unit = 02300

PO ID begins with 0000004535

Purchase Order Date =

PO Status =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer begins with

Buyer Name begins with

PO Type =

Purchase Order Reference begins with

Hold From Further Processing ☐

☐ Case Sensitive

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

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

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

The **Maintain Purchase Order** page displays:

**Maintain Purchase Order**

**Purchase Order**

Business Unit 02300  
PO ID 0000004535  
Change Order 3  
Copy From

PO Status Dispatched  
Budget Status Valid

☐ Hold From Further Processing

**Header**

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

Supplier Search  
Supplier Details  
Irving Energy  
Ella Test

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

**Amount Summary**


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

**Contract**

Line 1: 000000000000008657, LOW SULFUR DIESEL FUEL, 1.0000 GAL, 40509, 125.00000, 125.00, Approved

4. Click on the **Contract** tab

This shows what Contract is currently on this PO:

Lines							
<a href="#">Details</a>   <a href="#">Ship To/Due Date</a>   <a href="#">Statuses</a>   <a href="#">Item Information</a>   <a href="#">Attributes</a>   <a href="#">RFQ</a>   <a href="#">Contract</a>   <a href="#">Receiving</a>   <a href="#">PDF</a>							
Line	Item	Description	SetID	Contract ID	Contract Version	Contract Line	
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
Category ID	00292		Backordered
Amount to Receive	125.000	USD	
Quantity to Receive	1.0000	USD	
<div>Item Availability</div>			
<div>Transaction Item Description</div> <div>LOW SULFUR DIESEL FUEL</div>			
<div>Preferred Language Item Description</div> <div>LOW SULFUR DIESEL FUEL</div>			

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

<b>Lines</b>									
Details		Ship To/Due Date	Statuses	Item Information	Attributes	Rfq	Contract	Receiving	
Line	Item	Description		SetID	Contract ID	Contract Version	Contract Line		
1	000000000000008657	LOW SULFUR DIESEL		STATE	0000000000000000000000000037305		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	0000000000000000000000037309	IRVING ENE-002	Approved
STATE	0000001293	0000000000000000000000037309	IRVING ENE-002	Approved
STATE	0000001293	0000000000000000000000032096	IRVING ENE-002	Approved
STATE	0000001293	0000000000000000000000032095	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	0000000000000000000000000000000037309
Contract Version	1
Item ID	000000000000000000000000000000008657
Category	40509
Contract Line Nbr	= <input type="text"/>

Look Up

Clear

Cancel

Basic Lookup

Search Results

View 100First1 of 1Last

Contract Line Nbrs	More Information
1	LOW SULFUR DIESEL FUEL

**11. Select the appropriate contract line**

The following **Message** opens:

Message

Override Schedule Quantity with Contract Quantity Scheduled on Line (1), Item (000000000000008657)? (10200,435)

Press OK to override schedule quantity with contract shipping template schedule quantity. Press Cancel to use the entered line quantity and schedule quantity.

**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.

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 Entry**  
**Contract**

SetID STATE  
Contract ID 00000000000000000000000037305  
\*Status Approved  
\*Origin CP

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

Administrator/Buyer KSYMONDS Karen L Symonds

**Header**

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

**Amount Summary**

Maximum Amount	750,000.00 USD
Line Item Released Amount	400.00
Category Released Amount	0.00
Open Item Released Amount	0.00
<b>Total Released Amount</b>	<b>400.00</b>
Remaining Amount	749,600.00
Remaining Percent	99.95

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

**Contract**

SetID STATE  
Contract ID 00000000000000000000000037309  
\*Status Approved  
\*Origin CP

**Contract Version**  
Version 1  
Status Current  
Approved Date 11/20/2018

Administrator/Buyer KSYMONDS Karen L Symonds

**Header**

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

**Amount Summary**

Maximum Amount	750,000.00 USD
Line Item Released Amount	125.00
Category Released Amount	0.00
Open Item Released Amount	0.00
<b>Total Released Amount</b>	<b>125.00</b>
Remaining Amount	749,875.00
Remaining Percent	99.98

**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

Contract		VT Performance Info	
Contract Entry			
Contract			
SetID STATE Contract ID 000000000000000000034176 *Status <span>Approved</span> *Origin <span>CPS</span>		<b>Contract Version</b> Version 1 Status Current Approved Date 07/01/2017	
Administrator/Buyer LWORTMAN Linda T Wortman			
<b>Header</b>			
Contract Style Purchase Order Process Option Purchase Order Supplier WBMASSONCOI-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	
		<b>Amount Summary</b>	
		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 <b>Total Released Amount 1,052,043.34</b> Remaining Amount 8,947,955.66 Remaining Percent 89.48	

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

Navigate to update the Purchase Order:

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

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

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

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

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

**Search Criteria**

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

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

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

The **Maintain Purchase Order** page displays:

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

Business Unit 01110  
PO ID 0000000920  
Copy From  
PO Status Dispatched  
Budget Status Valid  
Doc Tol Status Valid  
Backorder Status Not Backordered  
Receipt Status Not Recvd  
\*Dispatch Method Print  
Hold From Further Processing

**Header**  
\*PO Date 03/28/2018  
\*Supplier WBMASONCOI-001  
\*Supplier ID 0000283240  
\*Buyer CTOUCHET  
PO Reference Office Supplies  
Header Details  
PO Defaults  
PO Activities  
Requisitions  
Actions  
Supplier Search  
Supplier Details  
W.B. Mason Co., Inc.  
Caitlin Ann Touchette  
Activity Summary  
Add Comments  
Add ShipTo Comments  
Document Status

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

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

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




The **Line Details** page opens:



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

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

The Line opens and is available to make changes:

**Lines** ?
Personalize

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






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

6. Click on the **Contract** tab

The Contract associated with this PO Line is displayed:

**Lines** ?

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

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

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

**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

**Lines** ?

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

Line	Item	Description		SetID	Contract ID▲	Contract Version▲	Contract Line▲
1	[Search]	OFFICE SUPPLIES		STATE	[Search]		1 [Search]

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

The Contract has been removed from this PO.

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

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



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

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

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

Report will open in an Excel spreadsheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	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
1	9472103	05100	05100	0000014272	D	1	1	2	5100073000			22005	507350	7/1/2018	6/30/2019	49731
2	9472103	05100	05100	0000014354	D	1	1	2	5100013000			10000	513056	7/1/2018	6/30/2019	49136
3	9472103	05100	05100	0000014478	D	1	1	2	5100011000			10000	507200	7/1/2018	6/30/2019	49110
4	9472103	05100	05100	0000014481	D	1	1	2	5100013000			21764	507550	7/1/2018	6/30/2019	49134
5	9472103	05100	05100	0000014484	D	1	1	2	5100013000			10000	507200	7/1/2018	6/30/2019	49130
6	9472103	05100	05100	0000014485	D	1	1	2	5100075000			10000	507350	7/1/2018	6/30/2019	49753
7	9472103	05100	05100	0000014486	D	1	1	2	5100013000			10000	507350	7/1/2018	6/30/2019	49135
8	9472103	05100	05100	0000014487	D	1	1	2	5100013000			10000	507350	7/1/2018	6/30/2019	49135
9	9472103	05100	05100	0000014488	D	1	1	2	5100013000			10000	507350	7/1/2018	6/30/2019	49135
10	9472103	05100	05100	0000014490	D	1	1	2	5100076000			21764	507350	7/1/2018	6/30/2019	49762
11	9472103	05100	05100	0000014491	D	1	1	2	5100060000			10000	507550	7/1/2018	6/30/2019	

Scroll to the right to view additional columns:

P	Q	R	S	T	U	V	W	X	
Program	Contract ID	Vendor	Vendor Name	Original PO Amount	Liquidated Amount	Vouchered Amount	Remaining Amount	PO Ref	P.O. Line Description
49791	0000000000000000000000034041	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 educational services
49136	00000000000000000000002992	0000156700	SHI International Corp	3694.000			3694.000	CPS - SOFTWARE RESELLER	PURCHASED SOFTWARE - DESKTOP - SOFTWARE
49110	0000000000000000000000351114	0000359107	Wrightlines PLC	0.000	0.000	0.000	40000.000	SBE Legal Services	Legal services for the State Board of Education
49134	00000000000000000000003477	0000336498	MTW Solutions, LLC	47678.00	13500.000	13500.000	46323.000	Grant Management System	Configuration, limited customization, training, etc.
49130	00000000000000000000003424	0000321649	Brustein & Manesvett	32600.000	0.000	0.000	32600.000	Fed Fiscal Grants & Fed Educ Law	Consulting services on Federal Fiscal Grants Management System
49793	000000000000000000000035924	0000357021	Center for Applied Linguistics	2000.000	2000.000	2000.000	0.000	F&P/BEST PLUS 2.0	BEST PLUS 2.0 Refresher workshop
49135	000000000000000000000034296	0000348599	Gilmore Educational Consulting Services	19254.000	19254.000				General Education review for independent schools
49135	000000000000000000000032985	0000348597	Morgan, Brian	6000.000	1000.000	1000.000	5000.000		General Education reviews for independent schools
49135	000000000000000000000032787	0000348598	Lorenz, Steven	12120.36	1000.000	1000.000	11120.360		General Education reviews for independent schools
49762	000000000000000000000036001	0000369202	RMC Research Corp.	12000.000	30000.000	30000.000	90000.000	SL/PreK-3 Literacy Program	Work plan development that defines a comprehensive literacy program
49132	000000000000000000000035231	0000356103	Hardwick Software	31681.000	31681.000	31681.000	0.000	PPF/AEL Database App	Maintenance of VT Adult Education Information System

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

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

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

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

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

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

### Contract Entry

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

**Search Criteria**

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

☐ Correct History ☐ Case Sensitive

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

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

The **Contract** page displays:

**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 RMC Research Corp.  
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  
☐ Tax Exempt

[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	120,000.00
Category Released Amount	0.00
Open Item Released Amount	0.00
<b>Total Released Amount</b>	<b>120,000.00</b>
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** tab:

**Purchase Order**

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

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

**Search Criteria**

Business Unit = 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

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  ☐ Hold From Further Processing

PO Status Dispatched   
Budget Status Valid

**Header**

\*PO Date 06/12/2018 Supplier Search Doc Tot Status Valid  
\*Supplier RMC RESEAR-001 Supplier Details Backorder Status Not Backordered Create BackOrder  
\*Supplier ID 0000369282 RMC Research Corp. Receipt Status Not Recvd  
\*Buyer TBRADLEY Tyler John Bradley \*Dispatch Method Print Dispatch  
PO Reference ISL/PreK-3 Literacy Workplan

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

**Amount Summary**

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

**Add Items From** Catalog Item Search

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

**Lines** Personalize | Find | View All | First 1 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	120,000.00000	120,000.00	Approved			

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

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

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

4. Click on the **Schedule** icon

The **Schedules** page displays:

Maintain Purchase Order

**Schedules**

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

[Return to Main Page](#)

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

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

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

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

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

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

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:

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

9. Update the amount of each line

10. Click **Save**

The following **Message** opens:

**Message**

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

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

**OK** Cancel

11. Click **OK**

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

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

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

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

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

Yes **No**

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

Maintain Purchase Order

Purchase Order

Business Unit 05100

PO ID 0000014490

Change Order 2

Copy From

PO Status Open

Budget Status Not Chk'd

△

×

Header ?

\*PO Date 06/12/2018

\*Supplier RMC RESEAR-001

\*Supplier ID 0000369282

\*Buyer TBRADLEY

Supplier Search

Supplier Details

RMC Research Corp.

Tyler John Bradley

Doc Tol Status Valid

Backorder Status Not Backordered

Receipt Status Not Recvd

\*Dispatch Method

Create BackOrder

Dispatch

PO Reference

ISL/PreK-3 Literacy Workplan

Header Details

PO Defaults

PO Activities

Requisitions

▼ Actions

Activity Summary

Add Comments

Add ShipTo Comments

Document Status

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  To

Retrieve

Lines ?

Details

Ship To/Due Date

Statuses

Item Information

Attributes

RFQ

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	
<b>Contract Entry</b>			
<b>Contract</b>			
SetID STATE		<b>Contract Version</b>	
Contract ID 000000000000000000000000000036003			
*Status Approved ▼	Version 1	Status Current	
*Origin DOE		Approved Date 04/23/2018	
Administrator/Buyer SMATZ	Matz, Shelley		
<b>Header ?</b>			
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	Contract Releases		
Begin Date 04/23/2018			
Expire Date 12/31/2018			
<b>Renewal Date</b>		<b>Amount Summary ?</b>	
Currency USD CRRNT	Maximum Amount	120,000.00	USD
Primary Contract	Line Item Released Amount	30,000.00	
Supplier Contract Ref	Category Released Amount	0.00	
Description ISU/Prek-3 Literacy Workplan	Open Item Released Amount	0.00	
Master Contract ID	<b>Total Released Amount</b>	<b>30,000.00</b>	
Tax Exempt ID	Remaining Amount	90,000.00	
<input type="checkbox"/> Tax Exempt	Remaining Percent	75.00	



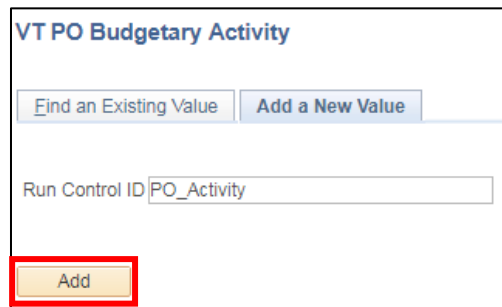
## **Part Five - Run the VT PO Budgetary Activity Report to Verify the Purchase Order has been Fully Liquidated**

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

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

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

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



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

The **VT Run Pos8001** page displays:

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

Language English

**Report Request Parameters**

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

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

PO Status: <> Complete

**ChartField Sort Options**

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

Run Query VT\_PO8001 for VTPO8001 output

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

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

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

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

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

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

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

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

For example:

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

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

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

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

8. Click **Save**

9. Click **Run**

The Process Schedule Request window opens:

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

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

10. Click **OK**

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

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

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

The **Process List** page displays:

Process List | Server List

View Process Request For

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

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

Run Status: | Distribution Status: | Save On Refresh

Process List

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

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

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

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

The Query Viewer page displays:

Query Viewer

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

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

Search | Advanced Search

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

15. Click **Search**

The query loads:

Query Viewer

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

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

Search | Advanced Search

Search Results

\*Folder View: -- All Folders --

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

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

VT\_PO8001 - RUN Process First

Process Instance: 9196306

View Results

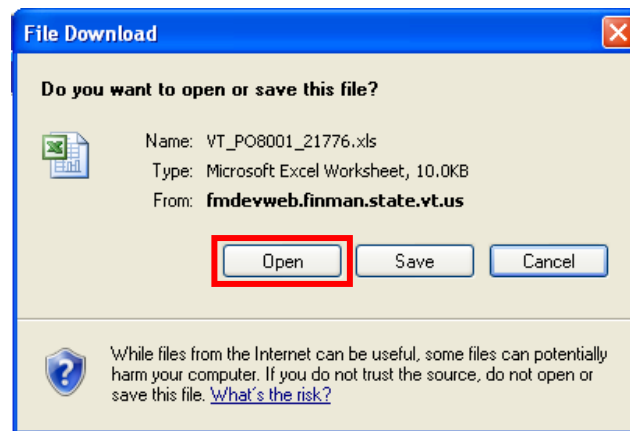
Process Instance	Business Unit	Business Unit GL	PO ID	PO Status	Line	Sched Num	Distrib Line Num	DeptID	Class	Proj/Grt	Fund	Account
------------------	---------------	------------------	-------	-----------	------	-----------	------------------	--------	-------	----------	------	---------

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

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

18. Click **View Results**

A File Download notice may appear:



19. Click **Open**

The report will open in an Excel spreadsheet:

	A	B	C	D	E	F	G	H	I	
1	RUN Process First	13								
2	Process Instance	Business Unit	Business Unit GL	PO ID	PO Status	Line	Sched Nu	Distrib Line Num	DeptID	Class
3	9196306	01110	01110	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	1	1110003000	
9	9196306	01110	01110	000000093	PX	1	1	1	1110003000	
10	9196306	01110	01110	000000093	PX	1	1	1	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.

	L	M	N	O	P	Q	R	S	T
	Fund	Account	Budget Date From	Budget Date To	Program	Contract ID	Vendor	Vendor Name	Original PO Amount
	1000	522400	7/1/2018	11/6/2018			000000593	Office Max	500.00
	1000	520000	7/1/2018	11/6/2018			000036245	J.A. Russo Paving, Inc.	100.00
	2194	520110	7/1/2018	11/6/2018			000000129	Irving Energy	1000.00
	1000	520110	7/1/2018	11/6/2018			000000129	Irving Energy	1000.00
	1000	519060	7/1/2018	11/6/2018		00000000000000000000003627	000008464	CherryRoad Technologies Inc	1200.00
	1000	519060	7/1/2018	11/6/2018		00000000000000000000003627	000008464	CherryRoad Technologies Inc	1200.00
	1000	507550	7/1/2018	11/6/2018		00000000000000000000003421	000036254	Sierra-Cedar, Inc.	250.00
	1000	507561	7/1/2018	11/6/2018		00000000000000000000003421	000036254	Sierra-Cedar, Inc.	250.00
	1000	520110	7/1/2018	11/6/2018			000000129	Irving Energy	1000.00
	1000	520110	7/1/2018	11/6/2018			000000129	Irving Energy	1000.00
	1000	520110	7/1/2018	11/6/2018			000000129	Irving Energy	1000.00
	1000	520110	7/1/2018	11/6/2018			000000129	Irving Energy	1000.00
	1000	520110	7/1/2018	11/6/2018			000000129	Irving Energy	1000.00

Using the data on the spreadsheet:

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

	A	B	C	D	Q	R	S	T	U	V	W
1	RUN Process File	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	00000000000000000000000034401	0000158251	VT Consultants for Language & Learning	13832.33	0.000	0.000	13832.330
4	9472121	05100	05100	0000014354	00000000000000000000000029993	000015670X	SHI International Corp	3694.00	0.000	0.000	3694.000
5	9472121	05100	05100	0000014478	00000000000000000000000035114	00003559107	Wrightlines PLC	40000.00	0.000	0.000	40000.000
6	9472121	05100	05100	0000014481	00000000000000000000000034977	000036469R	MTW Solutions, LLC	476738.00	13500.000	13500.000	463238.000
7	9472121	05100	05100	0000014484	00000000000000000000000034234	000032164F	Brustein & Manasevit	32600.00	0.000	0.000	32600.000
8	9472121	05100	05100	0000014485	00000000000000000000000035924	000035702J	Center for Applied Linguistics	2000.00	2000.000	2000.000	0.000
9	9472121	05100	05100	0000014486	00000000000000000000000032986	000034859P	Gillmore Educational Consulting Services	19256.98	0.000	0.000	19256.980
10	9472121	05100	05100	0000014487	00000000000000000000000032985	000034859P	Morgan, Brian	6000.00	1000.000	1000.000	5000.000
11	9472121	05100	05100	0000014488	00000000000000000000000032987	000034859P	Lorenz, Steven	11210.36	1000.000	1000.000	11120.360
12	9472121	05100	05100	0000014490	00000000000000000000000036003	000036932B	RMC Research Corp.	30000.00	30000.000	30000.000	0.000
13	9472121	05100	05100	0000014491	00000000000000000000000035231	0000356105	Hardwick Software	31681.00	31681.000	31681.000	0.000
14	9472121	05100	05100	0000014493	00000000000000000000000036449	000037078D	DiGiullo, Jason Michael	700.00	0.000	0.000	700.000
15	9472121	05100	05100	0000014494	00000000000000000000000036447	000037068S	Millman, Paul	700.00	200.000	200.000	500.000
16	9472121	05100	05100	0000014615	00000000000000000000000031728	000033517V	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.

Maintain Purchase Order  
Cancel Purchase Order

Business Unit 02300 PO ID 0000004445 Supplier IRVING ENE-002

Return to Main Page

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

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

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

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

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

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

Find an Existing Value Add a New Value

▼ Search Criteria

Business Unit = 02300  
PO ID begins with 0000004441  
Purchase Order Date =  
PO Status =  
Short Supplier Name begins with  
Supplier ID begins with  
Supplier Name begins with  
Buyer begins with  
Buyer Name begins with  
PO Type =  
Purchase Order Reference begins with

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

Search Clear Basic Search Save Search Criteria

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

The **Maintain Purchase Order** page displays:

**Maintain Purchase Order**

**Purchase Order**

Business Unit 02300 PO ID 000004441 PO Status Approved Budget Status Valid

Copy From [ ] Hold From Further Processing

**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 ShipTo Comments

Requisitions Document Status

Actions

**Amount Summary**

Receipt Status Not Recvd

\*Dispatch Method Print Dispatch

Merchandise 125.00

Freight/Tax/Misc. 0.00 Calculate

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

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

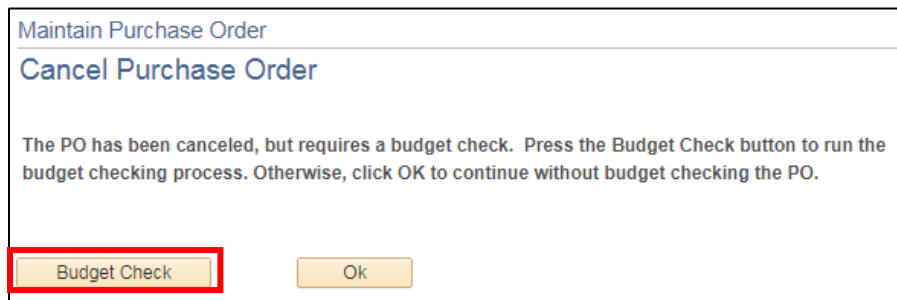
Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

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:



Maintain Purchase Order

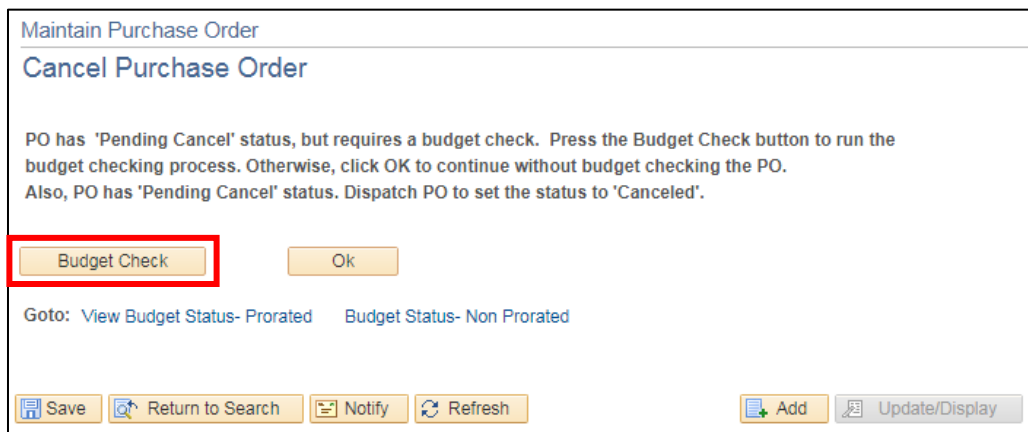
### Cancel Purchase Order

The PO has been canceled, but requires a budget check. Press the Budget Check button to run the budget checking process. Otherwise, click OK to continue without budget checking the PO.

**Budget Check** Ok

8. Click **Budget Check**

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



Maintain Purchase Order

### Cancel Purchase Order

PO has 'Pending Cancel' status, but requires a budget check. Press the Budget Check button to run the budget checking process. Otherwise, click OK to continue without budget checking the PO. Also, PO has 'Pending Cancel' status. Dispatch PO to set the status to 'Canceled'.

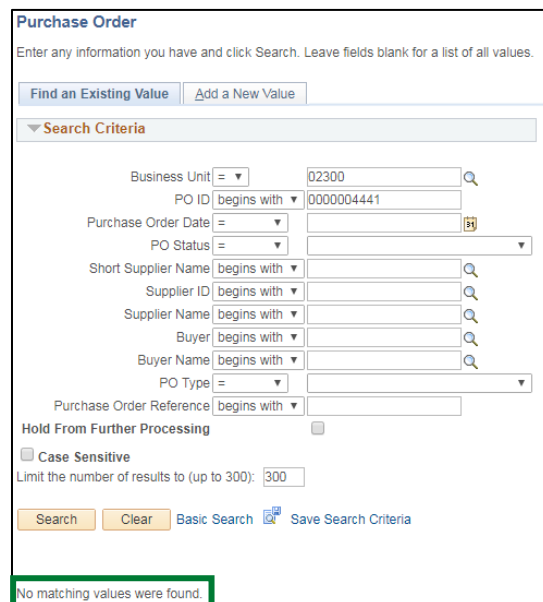
**Budget Check** Ok

Goto: [View Budget Status- Prorated](#) [Budget Status- Non Prorated](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

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.



Purchase Order

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

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

▼ Search Criteria

Business Unit = 02300

PO ID begins with 0000004441

Purchase Order Date =

PO Status =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer begins with

Buyer Name begins with

PO Type =

Purchase Order Reference begins with

Hold From Further Processing

☐ Case Sensitive

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

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

No matching values were found.

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

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

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

## Reconcile a Purchase Order

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

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

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

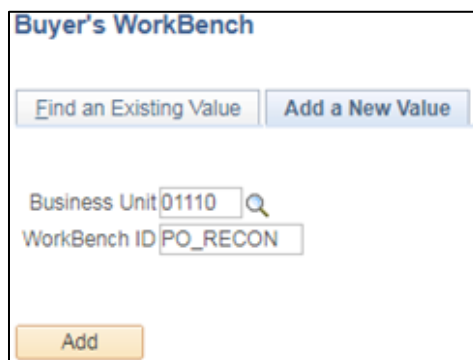
A Purchase Order can be moved to Complete on the Buyer's Workbench if **all** the following is true:

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

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

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

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



The screenshot shows the 'Buyer's WorkBench' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs, there are two input fields. The first is labeled 'Business Unit' and contains the value '01110'. The second is labeled 'WorkBench ID' and contains the value 'PO\_RECON'. Below these fields is an 'Add' 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:

Buyer's WorkBench  
Filter Options

Business Unit 01110 WorkBench ID PO\_RECON  
Description PO Close

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

**Search Criteria**

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

Enter the appropriate Search Criteria:

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

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

**Status**

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

**Receiving**

Recv Reqd Optional

☐ All ☐ Not Received ☐ Partially Received ☐ Fully Received

**Matching**

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

**Encumbrance**

☐ Open Encumbrances

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

Chartfields

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

**Search** Return to Buyer's WorkBench

Scroll down the page:

6. Click **Search**

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

Buyer's WorkBench

Business Unit 01110

WorkBench ID PO\_RECON

\*Description PO Close

Select POs for Further Processing

List of Purchase Orders

Personalize | Find | View All | [\[?\]](#) | Download %1 Table to Excel | First 1-3 of 3 Last

Detail Other

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

☒ Select All ☐ Clear All

Action: 

Approve

Unapprove

Cancel

Close

Dispatch

Preview

Budget Check

7. **Description** - Enter a description
8. Mark the checkbox to the left of the Purchase Order number or click the Select All link.
9. Click **Close**

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

Buyer's WorkBench

Processing Results

Business Unit 01110

WorkBench ID PO\_RECON

\*Description PO Close

Select POs for Further Processing

Accounting Date for Action 11/28/2018

☐ Update Budget Date Equal to Accounting Date

Not Qualified

Personalize | View All | [\[?\]](#) | First 1 of 1 Last

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

☒ Select All ☐ Clear All

Qualified

Personalize | View All | [\[?\]](#) | First 1-2 of 2 Last

PO ID	Line	Sched	Distrib Line	
0000000917				
0000000919				

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The **Purchase Order Logs** window opens:

Buyer's WorkBench  
**Purchase Order Logs**

Business Unit 01110      WorkBench ID PO\_RECON

Description

PO Number 0000000918

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

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

Return

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

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

Buyer's WorkBench  
**Processing Results**

Business Unit 01110      WorkBench ID PO\_RECON

\*Description PO Close

Select POs for Further Processing

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

☐ Update Budget Date Equal to Accounting Date

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

PO ID	Line	Sched	Distrib Line
0000000918			

**Qualified**      Personalize | View All | [Print]      First 2 of 2 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:

The screenshot shows two side-by-side panels. The left panel, titled 'Not Qualified', has a table with one row containing 'PO ID' and 'Log' buttons. The right panel, titled 'Qualified', has a table with columns 'PO ID', 'Line', 'Sched', 'Distrib Line', and a minus icon. The row for PO ID '0000000918' is highlighted with a green border, and its minus icon is also highlighted with a red border. Above the 'Qualified' table is a checkbox labeled 'Update Budget Date Equal to Accounting Date'. Below the 'Not Qualified' table are 'Select All' and 'Clear All' checkboxes.

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

PO 918 has been removed:

The screenshot shows the 'Buyer's WorkBench Processing Results' screen. It includes fields for 'Business Unit 01110', 'WorkBench ID PO\_RECON', and '\*Description PO Close'. Below these is a section 'Select POs for Further Processing' with two tables. The left table is 'Not Qualified' and the right table is 'Qualified'. The 'Qualified' table has columns 'PO ID', 'Line', 'Sched', 'Distrib Line', and a minus icon. The row for PO ID '0000000919' is highlighted with a green border. Above the 'Qualified' table is a checkbox labeled 'Update Budget Date Equal to Accounting Date' and a date field 'Accounting Date for Action 11/28/2018'. At the bottom, there is a 'Proceed:' section with 'Yes' and 'No' buttons, where the 'Yes' button is highlighted with a red border. A 'Return to Buyer's WorkBench' link is also present.

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

The following **Message** opens:

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

15. Click **Yes**

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

**Buyer's WorkBench**

Business Unit 01110 WorkBench ID PO\_RECON  
 \*Description PO Close

Select POs for Further Processing

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

Detail **Other**

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

☒ Select All ☐ Clear All

Action:

Go To: [Set filter options](#) [Process Request Options](#)  
[Process Monitor](#) [View Processing Results](#)

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

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

Detail **Other**

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

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

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

Below are the instructions to Budget Check from the Buyer's WorkBench.

## To Budget check from the Buyer's Workbench:

Action:

Go To: [Set filter options](#) [Process Request Options](#)  
[Process Monitor](#) [View Processing Results](#)

## 17. Click **Budget Check**



You will be returned to the Processing Results page:

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
0000000918	

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

PO ID	Line	Sched	Distrib Line
0000000917			
0000000919			

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

18. Click **Yes**

The following **Message** opens:

Message

Continue to Budget Check POs. (10224,69)

**Yes** No

19. Click **Yes**

After processing you will be returned to the **Buyer's WorkBench**:

List of Purchase Orders											
Personalize   Find   View All   Download %1 Table to Excel   First 1-3 of 3 Last											
Detail	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
<input checked="" type="checkbox"/>	0000000917		N	Complete		PO Not Received	Not Backordered	Valid	Valid Budget Check	Valid	
<input checked="" type="checkbox"/>	0000000919		N	Complete		PO Not Received	Not Backordered	Valid	Valid Budget Check	Valid	
<input checked="" type="checkbox"/>	0000000918		N	Dispatched		PO Not Received	Not Backordered	Valid	Valid Budget Check	Valid	

20. Click on the **Other** tab

The purchase orders now show the **Budget Status = Valid**.

## Reconciling a Purchase Order is Complete

## Inquire on PO Accounting Entries

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

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

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

The **Selection Criteria** page displays:

**Selection Criteria**

\*Business Unit

From PO ID

To PO ID

From Fiscal Year

PO Status

\*Accounting Line View Option

Max Rows

\*Ledger Group

**ChartFields** Personalize | Find | |

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

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

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

The **PO Accounting Entries** page displays:

**PO Accounting Entries**

Business Unit 02300

From PO 0000004420

To PO 0000004420

PO Status

From Fiscal Year

To Fiscal Year

Accounting Line View Option Standard

Ledger Group DETAIL\_GRP

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

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

Total Encumbrance Balance 0.00 USD

6. Use the scroll bar to view additional information

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

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

### Inquiring on PO Accounting Entries is Complete

## Inquire on PO Activity Summary

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

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

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

The **PO Activity Summary** page displays:

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

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 Business Unit 01110, PO Number 0000000938, PO Status Dispatched, Supplier Celco Partnership, and Supplier Location MULTIPLE. It also shows merchandise amounts: Amount 298.01 USD, Receipt 0.00 USD, Returned 0.00 USD, Invoice 298.01 USD, and Matched 0.00 USD. Below this is a 'Lines' section with tabs for Details, Receipt, Invoice (highlighted with a red box), Matched, and RTV. The 'Invoice' tab is active, showing a table with columns: Line, Item, Item Description, UOM, Manufacturer ID, and Mfg Item ID. The first row shows Line 1, Item 1, Item Description VERIZON WIRELESS CELULAR SERV, UOM EA, and empty Manufacturer ID and Mfg Item ID fields.



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


4. Click on the **Invoice** tab



**Activity Summary**



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

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



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

Details Receipt Invoice Matched RTV 

Line	Item	Item Description	UOM	Quantity Invoiced	Amount Only	Amt Invoiced	Currency
1		VERIZON WIRELESS CELULAR SERV	EA	1.0000		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		298.010	USD	0.0000	0.000	USD	

- Click on the **Invoice** icon

The **Invoice** page displays:

Unit 01110 PO No. 0000000938 Line 1 Item ID

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

Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced	
1	01110	00007664	1	1.0000	298.010	 

- 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 | 1 of 1 | First | Last

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

Review Accounting Entries

Payment Information

Voucher Details

Review Document Status

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

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

The **Voucher Details** page displays:

**Voucher Line Details** Help

**Voucher Details**

Business Unit 01110 Gross Amount 298.01

Voucher ID 00007664 Misc Charges 0.00

Invoice No PY9809795391 Total VAT 0.00 Attachments (0)

Invoice Dt 06/25/2018

Supplier ID 0000169911 Comments(0)

Name VERIZON WIRELESS SERVICES LLC Transaction Currency USD

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

Line	Description	Merchandise Amt
1	VERIZON WIRELESS CELLULAR 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 | 1 of 1 | Last

Details

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

Cancel Refresh

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

Voucher Inquiry

Search Criteria

Sort Criteria

Display Currency Criteria

Late Interest Analysis

Voucher Inquiry Results

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

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼ Actions	01110	0000766	PY9809795391	06/25/2018	0000169911	Postable	<input type="checkbox"/>	Not Applicable	VERIZONWIR-002

Review Accounting Entries

Payment Information

Voucher Details

Review Document Status

The **Payment Information** page displays:

Back To Voucher Inquiry

Business Unit 01110 Voucher ID 00007664 Invoice Number PY9809795391

Supplier Name Verizon Wireless Supplier Location MULTIPLE

Gross Invoice Amount 298.01 Transaction Currency USD

Details

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

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

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

The **Payment Inquiry** page displays:

**Payment Inquiry** [Back To Voucher Payments](#)

**Search Criteria**

Search Name

**From** **To**

From Supplier Name

Supplier Location

\*Amount Rule

Amount

\*Currency

Bank SetID

Bank Code

Bank Account

Bank Account #

From Ref ID

From Payment Date

Payment Method

Pay Cycle

Seq Num

Payment Status

Remit SetID

Remit Supplier

Settle By

Settlement Status

☐ Single Payment Vouchers

Max Rows    [Keyword Search](#)

☐ Show Chart \*Chart Type

**Sorting Criteria**

1st sort  ☐ Descending

2nd sort  ☐ Descending

**Payment Inquiry Result** [Personalize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

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

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
<a href="#">Actions</a>	VCHR	<b>000083968</b>	System Check	902.97	USD	07/30/2018	07/30/2018	Paid	Reconciled	08/07/2018

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

**Vouchers for a Payment** [Back To Payment Inquiry](#)

Bank Name  Pymnt Ref ID

Bank Account #  Accounting Date

Payment Date

Pay Cycle  Seq Num  Days Outstanding

Supplier Name  Payment Clear Date

Address  Reconcile Date

Albany NY 12212- USA 5062 Value Date

Payment Amount  Payment Method

Description

**Details** [Personalize](#) [Find](#) [View All](#) [First](#) [1-2 of 2](#) [Last](#)

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
01110	00007684	1	08/25/2018	PY9809795391	298.01	298.01	USD			Accounts Payable Vouchers
01130	00029248	1	08/28/2018	PY9809973705	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:

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:

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

Lines
 

Header Details
 Change Order
 All RTV
 Matching
 Activity Summary
 Header Comments
 Document Status
 Actions

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

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

Activity Summary

Business Unit 03410

Purchase Order 0000004881

Merchandise Amount 406,798.50 USD

Merchandise Receipt 0.00 USD

Merchandise Returned 0.00 USD

Merchandise Invoice 406,798.50 USD

Merchandise Matched 0.00 USD

PO Status Compl

Supplier Onpoint Health Data

Supplier Location MULTIPLE

Lines

Personalize | Find | View All |

First 1-2 of 2 Last

Details

Receipt

Invoice

Matched

RTV

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

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

## Document Status Inquiry

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

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

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

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

**Purchase Order Document Status**

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

[Find an Existing Value](#)

**Search Criteria**

Business Unit:

PO Number:

Purchase Order Date:

Origin:

Purchase Order Reference:

☐ Case Sensitive

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

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

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

**Search Results display:**

**Search Results**

300 of 945 results are displayed.

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

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

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	00000000000000000000024127	Approved	03/27/2013	0000010682		
▼ Actions				01110	Voucher	00007664	Posted	06/25/2018	0000169911	MULTIPLE	
▼ Actions	STATE				Payment	0000083968	Posted	07/30/2018	0000169911	MULTIPLE	

Return to Search
Previous in List
Next in List

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

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

**Document Status Inquiry is Complete**

## Reopen a Closed Purchase Order

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

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

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

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

## Reports & Queries

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