iProc 2 : Month End processes in the Buyers Work Centre
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Reporting

There are three key reports relating to purchasing and iProcurement that departments can run.

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Purchase Order Report</td>
<td>Provides details of a department's open purchase orders. Should be run and reviewed at least monthly.</td>
</tr>
<tr>
<td>Purchasing Activity Register</td>
<td>Provides a summary of expenditure activity by supplier.</td>
</tr>
<tr>
<td>Purchase Requisition Status Report</td>
<td>Used to identify requisitions a user needs to process (e.g. delete or cancel) before they leave the department or University.</td>
</tr>
</tbody>
</table>

These three reports are covered in detail below.

There are several steps to running a report and printing however you may not need to use all the parameters depending on the report you choose to run.

1. Select the name of the request you wish to run
2. Enter the relevant parameters
3. Schedule when you would like the request to run
4. Select the request format
5. Add in any recipients you wish to notify
6. Select the printer and copies
7. Review and submit the Request

In general you must complete steps 1, 2 and 7 to run a report. It is highly recommended that you always set Print Copies to 0 (step 6) and preview the report onscreen before sending it to the printer if you require a hard copy.

Steps 3, 4 and 5 provide optional features such as scheduling and notifications.
Open Purchase Order Report

Every purchase order raised on the UFS system has an associated reservation of funds (known as a commitment) against the accounting information supplied. Once the order has been fulfilled and the invoice has been processed and matched to the PO the commitment is reversed out and the payment for the invoice becomes an actual expense. The order should now have a status of *Closed*.

The *Open Purchase Orders Report (UFS)* is used to identify incomplete purchase orders and the actions outstanding before the purchase order can be closed.

Ideally departments should run this report on a monthly basis to avoid a build-up of incomplete purchase orders and long standing commitments.

![Diagram: Po Approved = Commitment in departments accounts, Order Received, Invoice matched to PO = PO closes and the commitment becomes an actual expense in departments accounts.]

Departments need to monitor and manage their purchase orders to ensure that any problems preventing a Purchase Order from reaching one of these statuses are addressed.

<table>
<thead>
<tr>
<th>Status</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>• PO raised &amp; funds committed (this includes incomplete POs).</td>
</tr>
<tr>
<td></td>
<td>• Items not yet fully supplied.</td>
</tr>
<tr>
<td></td>
<td>• No invoice received.</td>
</tr>
<tr>
<td>Closed for Receiving</td>
<td>• Items have been fully received on the system and awaiting an invoice to be matched.</td>
</tr>
<tr>
<td>Closed for Invoicing</td>
<td>• Invoice matched to PO BUT items not fully received on system.</td>
</tr>
</tbody>
</table>

**Step 1: Selecting the report**

Navigate  >  Buyers Work Centre  >  Requests

You will see the schedule request screen. Once on the Request screen, you can also View your requests.
1.1 By clicking in the **Program Name** field, typing **Open** and then pressing Tab the following screen displays.

1.2 **Quick Select Open Purchase Orders Report – Excel Version (UFS)** and the following screen will display. This report includes the Cost Centre parameters.

*The Open Purchase Orders Reports (UFS) is the old version that couldn’t be exported into Excel.*
1.3 You can run the report with no parameters by clicking **Continue**, which will automatically take you to the Review and Submit screen. However, this will produce a report of all open purchase orders for your department from the time we went onto UFS! To combat this, we need to enter specific parameters.

**Step 2: Parameters**

You can enter any relevant parameters, such as a date range, specify particular buyers, cost centre or project-related open purchase orders only.

![Image of parameter settings](image_url)

**Step 3: Scheduling the report**

If you would like to schedule this report to run every week or month, complete the relevant fields on the **Schedule Options** tab, as well as the **Increment Date Parameters**.
Step 4  Select the layout

No amendments required on this tab.

Step 5  Request Notification

You can request a notification to display in the **My Notifications** section on your iProcurement home page for when a report has completed. This is particularly useful for when you schedule a report to run on a regular basis.

Search for and select your surname in one of the recipients boxes. Add other recipients if required. Ensure the relevant statuses (Normal, Warning, Error) are selected.

Notifications will appear in My Notifications on your iProcurement Home Page or that of the individual you have entered as a recipient.
Step 6  Print and email options

6.1 If you are running the excel version then no amendments are required in Print Options. If you have chosen to run the non-excel versions you can amend the chosen printer and number of paper copies of the report you want to print.

6.2 If you would like the report emailed to you or another colleague, click on the Delivery Options tab then on the Show Email Delivery Options link. Enter the email address and change the subject if required. Repeat the process depending on number of recipients. Once the report has completed it will email relevant users with the output.

Some users may be required to convert the .EXCEL output to an .xls output before they can view the data. If this is needed, save the document to your local drive, right click on the document and amend the properties from .EXCEL to .xls.

Step 7  Review and submit the Request

7.1 Click Continue and then Submit on the confirmation screen. Click OK to the message that appears.

7.2 On the Requests screen, click Refresh to update the Phase and Status of the request.
How do I view my report?

For the excel version: Once the report has completed, click on the Output icon. A prompt will display. Click Save, select where you would like the report saved and click Open.

For all other versions of the report, click on Output Icon to display the report on your screen.

Below is an example output of the excel version. It will produce three worksheets

Worksheet 1: Report Information

Worksheet 2: PO Detail

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Creation Date</th>
<th>Project(s)</th>
<th>Account Code(s)</th>
<th>Buyer Name</th>
<th>Requisitioner Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1713535</td>
<td>06-Aug-15</td>
<td></td>
<td>U.ZZ.ZZKM.GAAA.ELNZ.0000</td>
<td>Darlow, Rebecca</td>
<td>Darlow, Rebecca</td>
</tr>
<tr>
<td>1717673</td>
<td>03-Sep-15</td>
<td></td>
<td>U.ZZ.ZZKM.GAAA.ELBZ.0000</td>
<td>Darlow, Rebecca</td>
<td>Darlow, Rebecca</td>
</tr>
<tr>
<td>1740957</td>
<td>02-Oct-15</td>
<td>ZZAG/244</td>
<td>U.ZZ.ZZAG.MAJB.EKEA.0000</td>
<td>Darlow, Rebecca</td>
<td>Peck, Margaret</td>
</tr>
<tr>
<td>1741439</td>
<td>02-Oct-15</td>
<td>ZZAG/301</td>
<td>U.ZZ.ZZAG.MAIB.EKEA.0000</td>
<td>Darlow, Rebecca</td>
<td>Peck, Margaret</td>
</tr>
</tbody>
</table>

Worksheet 3: PO Summary. Provides summary information

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Creation Date</th>
<th>Buyer Name</th>
<th>Vendor Name</th>
<th>Line Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2216340</td>
<td>17-Dec-15</td>
<td>Darlow, Rebecca</td>
<td>DATA SCIENCES INTERNATIONAL INC</td>
<td>1</td>
</tr>
<tr>
<td>2216343</td>
<td>05-Feb-16</td>
<td>Maffin, Helen</td>
<td>DATA SCIENCES INTERNATIONAL INC</td>
<td>1</td>
</tr>
<tr>
<td>2216344</td>
<td>05-Feb-16</td>
<td>Darlow, Rebecca</td>
<td>DATA SCIENCES INTERNATIONAL INC</td>
<td>1</td>
</tr>
<tr>
<td>2216530</td>
<td>05-Feb-16</td>
<td>Darlow, Rebecca</td>
<td>NUMED INC</td>
<td>3</td>
</tr>
</tbody>
</table>
The results of the report will be driven by the parameters you entered and will show purchase orders that are OPEN, CLOSED FOR RECEIVING or CLOSED FOR INVOICING (refer to page 4 for definitions of these statuses).

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Line Number</th>
<th>Description</th>
<th>Unit</th>
<th>Shipment</th>
<th>Ordered</th>
<th>Received</th>
<th>Billed</th>
<th>Unit Price</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOC LTD</td>
<td>5</td>
<td>RETURN Medical Oxygen Size F</td>
<td>EA</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>-</td>
<td>Closed For Receiving</td>
</tr>
<tr>
<td>ENVIGO RMS (UK) LTD</td>
<td>1</td>
<td>SCID male @ 20 - 25g Del: asap (BYHU)</td>
<td>EA</td>
<td>1</td>
<td>12</td>
<td>0</td>
<td>0</td>
<td>60.00</td>
<td>Open</td>
</tr>
<tr>
<td>INFORMATION SERVICES</td>
<td>1</td>
<td>IBM SPSS 21 Licence</td>
<td>EA</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>15.00</td>
<td>Closed For Invoice</td>
</tr>
<tr>
<td>INFORMATION SERVICES</td>
<td>6</td>
<td>MATLAB 2013a/Windows, Linux &amp; MacOS X</td>
<td>EA</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>76.00</td>
<td>Open</td>
</tr>
</tbody>
</table>

### Actions Required

The following table summarises possible reasons for a purchase order appearing in the Open Purchase Order report and the actions that may be needed.

<table>
<thead>
<tr>
<th>Situation</th>
<th>Open PO Report Status</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Open but not approved (i.e. Incomplete)</td>
<td>OPEN</td>
<td>Approve the PO.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the PO is not required, cancel the PO after it is approved.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note, for Marketplace Orders please change the supplier site from ZMARKETPLACE before approving incomplete order that will then be cancelled.</td>
</tr>
<tr>
<td>PO Open and approved, lines not required or undeliverable</td>
<td>OPEN</td>
<td>Cancel PO or PO Line.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: this is not applicable if a single line remains unfulfilled (e.g. ordered five of an item but received only four) – see below.</td>
</tr>
<tr>
<td>PO Line only supplied in part (e.g. ordered five of an item but received only four and no more expected / required)</td>
<td>OPEN</td>
<td>Once the invoice has been received for the supplied items only and matched to the PO, Finally Close the PO line.</td>
</tr>
</tbody>
</table>
| Goods/services received and receipted but invoice not matched to the PO | CLOSED FOR RECEIVING | • If the Invoice is still outstanding, do nothing  
| | | • If the invoice has been received and processed but not matched to the PO then you will need to Finally Close the PO |

**Note:** You should never need to Finally Close an order waiting for an e-Invoice.

| Invoice received and processed but goods not receipted | CLOSED FOR INVOICING | Receive goods/services in iProcurement.  
| | | **Note:** in cases where it cannot be determined that items were received (e.g. the Requester has left the organisation) the order should be Finally Closed rather than received. |
Purchasing Activity Register

The Purchasing Activity Register report allows departments to analyse their expenditure. The report can be used to provide information over a specified date range, and/or for a particular supplier, and/or for a particular Buyer within the department.

The report lists all matching purchase orders where there is a commitment or an actual expense (i.e. it includes incomplete orders, but not cancelled ones).

Step 1: Selecting the report

1.1 Click in the Program Name field and type in Purchasing and then press tab. The Purchasing Activity Register (UFS) report should now automatically select.

Step 2: Entering parameters

You can enter any relevant parameters, such as a date range, specify a particular buyer or specify a particular vendor.

- To constrain your report to a particular date range, use the Creation Dates From and To fields. There is no calendar to use to select dates, so note that dates should be in the format DD-MMM-YY (e.g. 6-APR-14).
• The **Vendor** field can be used to report on expenditure with a particular vendor. To specify a vendor, enter a partial name and then press tab. You can Quick Select your supplier from the list of matching suppliers.

• To search for expenditure incurred by a particular **Buyer**, enter the Buyer’s surname into the **Buyer** field and press tab. If necessary, **Quick Select** the **Buyer** from the list of matches.
Step 3: Print and email options

As with the Open Purchase Orders report you can amend printer and number of paper copies of the report on the Print Options tab.

![Print Options Tab](image)

If you would like the report emailed to you or another colleague, click on the Delivery Options tab then on the Show Email Delivery Options link. Enter the email address and change the subject if required. Repeat the process depending on number of recipients. Once the report has completed it will email relevant users with the output.

Step 4: Review and submitting the request

4.1 One you have your parameters click Continue. Information on the next screen will summarise what you have entered on the previous steps.

4.2 Click Submit and an information message will display.

4.3 Click OK and your Request screen will display. Click Refresh to update the Phase and Status of the request.

![Request Screen](image)

Step 5: Viewing the report

5.1 Click on Output and the report will display on your screen. The report lists purchase orders by date, along with the value of the commitment or actual expenditure.

5.2 The report has replaced your iProcurement screen. Therefore to return to the Buyers Work Centre use the back button in your browser.

5.3 To start a new request, click on Submit Request, or use the Navigator to go elsewhere.
Purchase Requisition Status report

Any requisitions with a status of in-process, pre-approved or rejected will show as commitments on the general ledger (and against a grant if the requisition has been checked out to a grant). These requisitions need to be processed appropriately (deleted, cancelled or completed) and this can only be done by the person that created the requisition.

This report provides a mechanism for departments to routinely identify requisitions that require action and more importantly it can be used to identify all requisitions that are outstanding for staff that will be leaving the department.

Departments are unable to cancel/delete any requisitions created by a person who has since left the department. Instead these requisitions would have to be referred to the Finance Division for processing.

Step 1: Selecting the report

Navigate Buyers Work Centre > Requests

1.1 Click in the Program Name field, and type in Purchase and then press tab. From the list of matching reports Quick Select the Purchase Requisition Status Report.

Step 2: Entering parameters

You can enter any relevant parameters, such as a date range and, importantly, specify a requester.
2.1 To constrain your report to a particular date range, use the **Creation Dates From** and **To** fields. You can click on the calendar icons beside each of these fields to select dates from the calendar.

2.2 In the Requester field, enter the Requester’s surname and press tab. If necessary, **Quick Select** the requester from the list of matches.

**Step 3: Print and email options**

As with the other reports you can amend printer and number of paper copies of the report on the **Print Options** tab.
If you would like the report emailed to you or another colleague, click on the **Delivery Options** tab then on the **Show Email Delivery Options** link. Enter the email address and change the subject if required. Repeat the process depending on number of recipients. Once the report has completed it will email relevant users with the output.

**Step 4: Review and submit the request**

Information on this screen will summarise what you have entered on the previous steps.

4.1 Click **Submit** and an information message will display.

4.2 Click **OK** and your Request screen will display. Click **Refresh** to update the Phase and Status of the request.

```
Step 4: Review and submit the request

4.1 Click Submit and an information message will display.

4.2 Click OK and your Request screen will display. Click Refresh to update the Phase and Status of the request.
```

**Step 5: Viewing the report**

5.1 Click on **Output** and the report will display on your screen. The report lists requisitions matching your search criteria. The details include:

- Requisition status
- Lines
- Purchase order numbers (where available)
- Purchase order statuses (where available)

Examples from this report are shown on the following page.
Examples from the Purchase Requisition Status Report

### A complete requisition with approved purchase orders

<table>
<thead>
<tr>
<th>Line Category</th>
<th>Item</th>
<th>Rev Description</th>
<th>Requester</th>
<th>Quantity Deliver to</th>
<th>Need-By On From</th>
<th>Delivered Location</th>
<th>Date</th>
<th>RFQ</th>
<th>Req Line</th>
<th>PO Number</th>
<th>PO Status</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>CER</td>
<td>Delegate289, Del</td>
<td>Cadbury Variety Treatsize Bag A06966</td>
<td>Each</td>
<td>1.00 PD</td>
<td>04-SEP-14</td>
<td>00000000000000000000</td>
<td>1916556</td>
<td>Approved</td>
<td>10.00</td>
<td>5.54</td>
<td>Approved</td>
<td>2.00</td>
<td>35.82</td>
<td></td>
</tr>
</tbody>
</table>

### An incomplete requisition

<table>
<thead>
<tr>
<th>Line Category</th>
<th>Item</th>
<th>Rev Description</th>
<th>Requester</th>
<th>Quantity Deliver to</th>
<th>Need-By On From</th>
<th>Delivered Location</th>
<th>Date</th>
<th>RFQ</th>
<th>Req Line</th>
<th>PO Number</th>
<th>PO Status</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>CER</td>
<td>Delegate289, Del</td>
<td>Cadbury Variety Treatsize Bag A06966</td>
<td>Each</td>
<td>0.00 PD</td>
<td>04-SEP-14</td>
<td>00000000000000000000</td>
<td>1916556</td>
<td>Approved</td>
<td>2.00</td>
<td>35.82</td>
<td>Approved</td>
<td>2.00</td>
<td>35.82</td>
<td></td>
</tr>
</tbody>
</table>
How do I re-print a report?

From the Requests screen click on View, find the relevant report and click on the Republish icon. Amend the fields accordingly and click Apply.

What if I need to cancel the request?

To cancel a report that is running, find that request in the list and click on the Details icon, then click Cancel Request. Return to Requests will show the up to date status.

Copying Requests

- Navigate Buyers Work Centre > Requests

- The Schedule Request screen displays, select Copy Request

- Click on the Magnifying glass, a search screen displays, click Go.

- A list of requests will display, find the one you wish to copy and click Quick Select.

- Repeat steps for entering parameters (if relevant) and submitting.
Buyers Work Centre: re-printing orders

Re-printing orders is carried out in the Requests section of the Buyers Work Centre. It is carried out as if running a report in the system but with far fewer parameters required.

Navigate  Buyers Work Centre > Requests

Step 1: Selecting the name of the request

The screen below is the schedule request screen.

1.1.  Click into the **Program Name** field, type **Print** and press tab. You will see a popup.

1.2.  Quick Select **Printed Purchase Order Report (UFS) – XML Publisher** and the screen below will display.

1.3.  Click the **Parameters tab**.
1.4 Complete accordingly (this screenshot is reprinting by PO number only).

1.5 If you have a printer set up on your account and don’t want a paper copy to print then click the Print Options tab and amend copies to zero.

1.6 From here click Continue, and the system will take you to the summary screen. As it is just an order you are re-printing then you don’t need to complete the other tabs.

**Review and submitting the request**

2.1 From the summary screen click Submit

2.2 A message will display advising that the request has been scheduled. Click OK.
2.3 The Requests screen displays the last 24 hours requests.

![Requests Screen](image)

2.4 Click **Refresh** until the Phase changes to **Completed**.

2.5 Click on the icon for the relevant request line in the **Output** column to display the PDF version of the order.

3. **Emailing the purchase order**

   Email The steps for this will vary depending on your browser.

   - From the menu toolbar: File, Send, Page by email
   - Hover towards the bottom of the document, a pop up screen displays and you can then Save a copy of the document to a local file and then attach it to an email it from there.
The Buyers Work Centre: Searching

The Buyers Work Centre (BWC) has replaced the Purchase Order Summary Screen. It provides more flexibility when searching (whether orders, requisitions, suppliers), running and printing reports/orders. It is only available in iProcurement Buyer responsibility. You can export data from the search screens into Excel.

**Purchase Order Summary Screen**

1. When you navigate to orders, a list of purchase order headers you raised will display, showing summary header information as well as the matched amount to the invoice.

2. If you did not want to search by **Headers**, you can search by one of the other tab options: **Lines, Shipments, and Distributions** all of which will have different search fields.

   ![Purchase Order Summary Screen](image)

   If you wish to view all orders to a particular project then this can be done on the **Distributions** tab and adding an additional search field called **Project**.

**Searching**

When using the search facility, the parameters you can use will vary depending on which tab you had clicked on as per step 2. This guide will display screenshots when searching on the Header tab.

1. Click on **Search** at the top right side of the screen.

2. Select whether you wish to show data when all or any conditions are met.
3. Enter the criteria you wish to search or use the drop down lists to select (the four fields opposite show as standard).

4. Click **Go**.

5. Search results will display accordingly.

**Additional Search Fields**

The screenshot above shows only 4 fields for searching, but you can add in additional search parameters by clicking on the drop down arrow in the **Add Another field**.

If you wish to search by **Description** then you will need to enter in at least one other search criteria.

% can still be used when searching.

**Viewing detailed order information**

To drill down on an order: click on the **Order Number**. Once you have done this depending on the information you are looking for you can click on the tabs.
Lines: This tab provides you with the description, category code, quantity, Unit of measure, price, Amount, and need-by date. The details button will provide you with a view of the line, shipping, and billing information.

Shipments: As per lines but location code of where it is being delivered to. The details button will provide you with a view of the line, shipping, and billing information.

Distributions: As per lines but the addition of the code inputted for the expense.

Additional views

At the top of the window there is an Actions box that enables you to view more related documents.

Simply select the view and click Go.

Viewing Tax information

1. Once you have found your order and you wish to view the tax code, click on the Order Number. This will open the Standard Purchase Order Window.

2. Click on Update.

3. Click on the Actions field drop down arrow and select Manage Tax.

4. Click Go.

The tax page of the order will display with the relevant item lines.

To view the tax information you can either click on Show for the relevant item line or click on Additional Tax Information.
Searching Suppliers

This tab is useful if you would like to search the supplier database to check whether a supplier is already set up without having to come out of iProc.

1. Once you have clicked on the tab, complete the Supplier Name field and click Go.

2. To view a supplier in more detail click on Update (although you can’t actually update anything!) and a screen similar to the next one will display.

3. It will automatically display active sites for the supplier and who last updated the supplier record.

You can use any of the links on the left hand side to drill down further on the supplier, but there are a lot of fields that the University don’t use.
Searching Requisitions

1. When on the **Requisition** tab, the first screen that displays is the view of **Requisitions for Autocreation**.

   If you just want to search requisitions, in the tab tool bar click onto **Summary**.

2. This will display **Search parameters**.

   You can add in additional search fields by clicking on the drop down list in **Add Another**.

   Please note that when you are drilling down on a requisition raised in 11i, you will not be able to view the tax information. You will need to query back and drill down on the order.
The Buyers Work Centre: Amending, cancelling and closing orders

Navigate: Buyers Work Centre > Orders

You are restricted to what amendments can be made to orders. Once an order is created the account code cannot be amended, it will have to be done at the Accounts Payable stage.

The following amendments can be made:

- Tracking an item as an asset
- Cancelling an order line
- Cancelling an entire order
- Finally closing an order
- Finally closing an order line

Once an amendment has been made to an already approved order, the order may require re-approval depending on the type of amendment and what the approval limit is of the individual make the amendment.

<table>
<thead>
<tr>
<th>Amendment</th>
<th>Cancel Line</th>
<th>Cancel Order</th>
<th>Confirmation Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revised PO value within approval limit</td>
<td>Submit the cancellation and the order status will be Approved, Reserved</td>
<td>Status will automatically change to ‘Cancelled’</td>
<td>Submit the change and the order status will be Approved, Reserved</td>
</tr>
<tr>
<td>Revised PO value outside approval limit</td>
<td></td>
<td></td>
<td>Forward for approval</td>
</tr>
</tbody>
</table>

Pre-Requisites: You must find the order

Tracking an item as a fixed asset

1. Click on the relevant order number to display the Order Header screen.
2. Click Update.
3. Navigate to Distributions tab and click on the Pencil icon for the relevant line.
4. In the **Details** section complete the Track as Asset field with a **Y**.

5. Click **Apply**.

6. A confirmation message will display, you must click **Save** for the changes to be confirmed.

**Cancelling an order line**

This process can be carried out as long as the item has **not been** receipted or matched to an invoice. Communicate with the supplier that the item is not required and upon confirmation to proceed follow the steps below.

1. Find the Purchase Order for the line you wish to cancel and make note of the PO No.

2. Click the **Lines** tab and in the **Add Another** list select **Order** and click **Add**.

3. Enter the **PO number** in the **Order** field and click **Go**. The lines of the PO will display.

4. Click the **Select** button for the line you wish to cancel.
5. In the **Select Line** drop down box select **Cancel** and click **Go**.

6. A cancel line screen will display displays with a warning message advising that the action cannot be reversed.

7. Complete the **Reason** and **Note to Supplier** field.

   If the item was from the Marketplace then the Communication Method will default in as XML, otherwise this will default in as None.

   Note: amendments to Marketplace orders will not transmit directly to the supplier, the order will need to be reprinted and then emailed or faxed.

8. Click **Apply**.

9. The **Line** screen will display, the amount will be zero with a status of cancelled. Make note of the purchase order number and click on **Clear**.

10. Click on the **Headers** tab and enter the order number into the **Order** field and click **Go**. If the status of the order is **Approved** continue to Step 12.

11. If the status of the order is **Requires Reapproval**, in the **Select Order** field ensure it states **Update** and click **Submit**. This will display the order on the screen. Click on the **Submit** button regardless of your limit and this should submit your cancellation and update the status to **Approved**.

12. Re-print the order and send a copy to the supplier to confirm the cancellation.

If you re-queried the PO by clicking on the number, and then the Lines tab, you will see that the line quantity is zero as well as the amount. If you want to know why it was cancelled you
can click on the details icon and if a note was entered at the cancelled stage it would display in the Notes section on the screen.

Cancelling an order

You can cancel an order up to the time the item/service has been receipted in UFS. If receipting has taken place then the item/service will need to be returned to enable this process to be followed. Communicate with the supplier that the item is not required and upon confirmation to proceed follow the steps below.

1. The **Cancel Standard Purchase Order** screen displays.

2. Complete the **Reason** and **Note to Supplier** field.

3. Ensure the **Cancel Requisition** remains as **Yes**.

4. Click **Apply**. The status will be **Cancelled** and the closure status will be **Closed**.

5. The order will now require reprinting and faxing or emailing to the supplier as confirmation.
Finally closing a purchase order

After reviewing the open purchase order report (refer to page 4) it may be necessary to Finally Close a purchase order or purchase order line. This ensures that the commitment of funds is removed.

**Note:** Finally Closing prevents any further transactions from being processed against the PO. If you are still expecting an invoice, e-Invoice or credit note to be matched to a PO do not use Finally Close.

1. Go to **Buyers Work Centre** and find the order you wish to finally close.
2. Navigate to the **Select Order** field, which defaults in with Update. Click on the drop down list and select **Finally Close**.
3. Click **Submit** and the **Finally Close Standard Purchase Order** screen displays with a warning message.
4. Enter a **Reason** and then click on **Apply**.

![Warning](image)

5. The **Orders** screen displays again and the **Status** of the order is **Finally Closed**.

Finally Closing a PO line

**Note:** Finally Closing prevents any further transactions from being processed against the PO. If you are still expecting an invoice, e-Invoice or credit note to be matched to a PO do not use Finally Close.

1. Find the purchase order via the Buyers Work Centre that has the line that is to be finally closed and make note of the PO number.
2. Click on the **Lines** tab.
3. Navigate to **Add Another** field and from the drop down list select **Order**, then click **Add**.
4. Complete the **Order** field with the PO Number.
5. Click **Go** and all lines of the purchase order will display.
6. Ensure you click the **Radio Button** for the correct line.

7. Navigate to the **Select Line** field and from the drop down list select **Finally Close**.

8. Click **Go**.

9. The Finally Close Line 1 screen displays, where you enter the reason for Finally Closing the line.

10. Click **Apply**.

11. The **Lines** tab will display with the lines of the order and the relevant line will have a status of **Finally Closed**.
The Buyers Work Centre: Personalisation

This function enables you to set up personalised views of requisition and purchase order data. Whether you are creating a personalised view on the Requisitions or Orders tab, the process is the same, the only difference is that the additional fields you can add into a view vary.

Creating a Personalised View

1. Once you have navigated via the above and you are on the relevant tab, click on Personalize and the following screen displays.

2. Click Create View to display the General Properties screen.
3. You must complete View Name. You can amend the Number of Rows Displayed. Tick if you wish for this to be your default view.

4. Scroll through the list of Available Columns and Move the relevant ones to the Columns Displayed section. You can Remove any columns you don’t want.

5. Complete the Search Query to Filter Data in your Table section, at least one field is mandatory. You can add more search fields. The options you have to choose from will vary depending on whether you are on the Requisitions or Orders tab.

6. Click Apply and the Personalize Views screen displays.
7. Click **Apply** and the relevant tab screen will display.

8. Click on the drop down arrow in the **View** section, you will see your view listed.

9. **Highlight** it and click **Go**.

   Data matching your criteria will display.
Incomplete requisitions

It is important that any incomplete requisition is completed, cancelled or deleted from the system. A requisition will have an incomplete status if it was started and never finished, copied but not used or saved and forgotten. This is to ensure that monies aren’t marked against GL or grant codes that could actually be used for another purchase.

It is recommended that if a requisitioner/buyer leaves the department and/or the University then this should be included as part of a leaving procedure. If they have already left then please contact the iProcurement Helpdesk with information on the requisition that needs cancelling.

Deleting Incomplete requisitions raised by yourself

1. Once you have found the incomplete requisition click Delete. You cannot cancel incomplete requisitions.

2. A warning message will display advising that once it is deleted it cannot be undone. Click Yes. The list of your requisitions will then display again and the requisition you have just deleted is no longer listed.
Completing an incomplete Requisition raised by yourself

You can use 'Complete' where you have a requisition which has not yet been checked out and therefore the status is incomplete.

1. Click on the requisition number.

2. Click Complete.
   
   If you already have items in your shopping cart a message will display asking if you would like to add them to your existing cart. Click the relevant button.

   If you don’t have items in your cart they will simply add to your shopping cart.

3. Complete the remaining checking out process.
Buyers Work Centre: Incomplete Orders

A purchase order will go incomplete when:

- the individual who raised the requisition has a iProcurement Buyer responsibility
- the individual's approval limit is insufficient to approve the order/s generated from the requisition and the requisition was submitted rather than forwarded.

In this scenario, the requisition will approve, the system will create the relevant purchase order/s but with an incomplete status due to the buyer approval limit being insufficient.

It is important that these orders are completed or cancelled and not just left in the system as incomplete. The common mistake made is that users raise the requisition again as they think it has ‘vanished’ from the system, therefore duplicating the commitment of funds against the grant or departmental funds. Do not raise the requisition again!

There are two ways of establishing whether your order is incomplete:

- The Requisition Tab on the Marketplace Home Page
- The Buyers Work Centre

How can I tell if my order is incomplete from the Requisition Tab

1. From the Marketplace Home page, click on the Requisitions tab.
2. Find the requisition and click on the requisition number.
3. If the Order column is populated and the number is not hyperlinked, then the order is incomplete.
How can I tell if my order is incomplete from the Buyers Work Centre

1. From the Buyers Work Centre, select Orders.

2. You may see the order listed on the Purchase Order Summary screen with the status of Incomplete. In the View drop down list there is also a view called My Incomplete Orders.

If not click on Search and in the Approval Status, select Incomplete from the drop down list and any other relevant search criteria to list all incomplete orders for your dept click Go. This will display incomplete orders as per screen below.

How do I complete an incomplete order for items I still wish to buy

1. Select the incomplete order.

2. Ensuring that the Select Order field is Update, click Submit.

The update Standard Purchase Order window displays

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3. Click on **Approval Options** button on the right hand side of the screen to display the approval page.

![Approval Options button](image)

4. In the **Approval Path** field enter your department code and **tab**.

5. **Quick Select** the departments **_Purchasing path**.

6. Enter in the **surname** of the colleague you are sending it to for approval and **tab**. Depending on the search results, the approver's name may populate, or you may have to quick select in from a search results screen.

7. **Submit Document**. The colleague will receive an email notification to advise them an order has been sent for approval. The Orders screen will display and only remaining incomplete orders will be listed awaiting action.

**How do I complete an incomplete order for items no longer needed**

You cannot cancel an incomplete order, therefore a couple of amendments must be made before the order can be approved and cancelled.

1. **Select** the incomplete order.

2. Ensuring that the **Select Order** field is **Update**, click **Submit**.

   The update Standard Purchase Order window Displays.

3. If the **Suppliers Site** shows as ZMARKET PLACE this must be deleted and amended to a different site. The reason for this is that as soon as the order is completed and approved it will transmit to the supplier even though we are only approving to then cancel. By changing the site from ZMarketplace, a paper copy will print which can then be destroyed, resulting in no order being received by the supplier for items not required.

   a. Click in the **Supplier Site** field and delete ZMARKETPLACE.
   b. Click on the **Magnifying Glass** to display the search screen.
   c. Click **Go** to display the supplier sites.
   d. **Quick Select** a site that is not ZMARKETPLACE

4. New supplier site should now show in the relevant field.
5. Complete the **Bill-To Location** and the **Default Ship-To Location** with your department code and tab.

6. Click on the **Lines** tab and amend the **Price** for each item to 0.01 and **Save**.

7. Click on **Approval Options** button on the right hand side of the screen to display the approval page.

8. In the **Approval Path** field enter your department code and **tab**.

9. **Quick Select** the departments’ Purchasing path.

10. In the **Approver** field, enter the **surname** of the colleague you are sending it to for approval and **tab**. Depending on the search results, the approver’s name may populate, or you may have to quick select in from a search results screen.

11. In the **Justification** box, advise that the items are not required but to cancel an incomplete order it has to be approved first, and to dispose of the printed order.

12. **Submit Document**. The colleague will receive an email notification to advise them an order has been sent for approval. The Orders screen will display and only remaining incomplete orders will be listed awaiting action.

13. Once the order has been approved, follow procedures on ‘**Buyers Work Centre: Amending Purchase Orders**’.
## Appendix A: Tax Classification Codes

You don’t have to be an expert in VAT to use the UFS modules however, it is important that you have an understanding as to the various tax codes and the scenarios in which they would be used.

<table>
<thead>
<tr>
<th>Tax Name</th>
<th>Example of when to use</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SR20%</strong></td>
<td>Standard Rate for most everyday items</td>
</tr>
<tr>
<td></td>
<td>- Computer equipment</td>
</tr>
<tr>
<td></td>
<td>- Stationery supplies</td>
</tr>
<tr>
<td></td>
<td>- Clothes</td>
</tr>
<tr>
<td></td>
<td>- Some foods/drinks</td>
</tr>
<tr>
<td><strong>IMPORT20/IMPORT5/IMPORT0</strong></td>
<td>Use these codes if you are buying items outside of the UK. The code you use will depend on the VAT rate the item would have incurred if it had been ordered from the UK.</td>
</tr>
<tr>
<td><strong>Services Tax</strong></td>
<td>This is a 20% tax rate and is used when purchasing services from overseas. This VAT charge will only apply to services from outside the UK if the services are VATable in the UK, or if they are not one of the excepted items below:</td>
</tr>
<tr>
<td></td>
<td>- Services relating to land</td>
</tr>
<tr>
<td></td>
<td>- Passenger Transport</td>
</tr>
<tr>
<td></td>
<td>- Admission to cultural/educational events including conference, seminar and course fees</td>
</tr>
<tr>
<td></td>
<td>- Catering services</td>
</tr>
<tr>
<td></td>
<td>- Hire of goods used outside the EC</td>
</tr>
<tr>
<td></td>
<td>If the service you are buying is not VATable then use NO-UK VAT.</td>
</tr>
<tr>
<td><strong>NO-UK VAT</strong></td>
<td>This is a 0% VAT name.</td>
</tr>
<tr>
<td></td>
<td>- Hire of rooms</td>
</tr>
<tr>
<td></td>
<td>- Travel tickets</td>
</tr>
<tr>
<td></td>
<td>- Books</td>
</tr>
<tr>
<td><strong>ME0%</strong></td>
<td>Medical exempt for equipment used in medical or veterinary research e.g.</td>
</tr>
<tr>
<td></td>
<td>- Bandages</td>
</tr>
<tr>
<td></td>
<td>- Scalpels</td>
</tr>
<tr>
<td></td>
<td>- Test tubes</td>
</tr>
<tr>
<td><strong>INTERNAL</strong></td>
<td>This 0% code is used when paying internal invoices as no VAT is charged between depts.</td>
</tr>
<tr>
<td><strong>RR5.0%</strong></td>
<td>Reduced rate mainly used by Estate Management.</td>
</tr>
</tbody>
</table>