**Buyers Work Centre: Month End Report**

**Open Purchase Order Report**

Every Purchase Order raised on the CUFS system has an associated reservation of funds (commonly 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 and actual expense. The order should now have a status of **Closed**.

Although raising a purchase order creates a commitment on CUFS, once goods/services have been received this becomes a legal obligation to pay the supplier.

Each month end the department needs to run the Open Purchase Orders Report (UFS) to identify: incomplete purchase orders; purchase orders that need to be closed by receiving goods, matching against the invoice or finally closing; and orders that need to be cancelled. Any incomplete purchase orders should be completed and either sent to the supplier or cancelled/closed.

![Diagram](image)

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

<table>
<thead>
<tr>
<th>Status</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Open</strong></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><strong>Closed for Receiving</strong></td>
<td>• Items have been fully received on the system and awaiting an invoice to be matched.</td>
</tr>
<tr>
<td><strong>Closed for Invoicing</strong></td>
<td>• Invoice matched to PO BUT items not fully received on system.</td>
</tr>
</tbody>
</table>
There are 7 steps to running a report and printing however, at any point you can submit your request without navigating through the remaining steps.

1. Select the name of the request you wish to run
2. Scheduling the 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

**Step 1: Selecting the Name of the Request**

Responsibility: iProcurement Buyer
Navigate: Buyers Work Centre > Requests

The screen below is the new schedule request screen.

1.1 Click in the **Program Name** field, type **Open** and then tab to display the following screen.
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 can’t be exported into Excel.

1.3 You can run the report with no parameters by clicking Submit, which will automatically take you to step 7. This will produce a report of all open purchase orders for your department from the time we went onto CUFS!

1.4 Click Next if you would like to enter specific parameters.

Step 2 Scheduling Parameters

You can enter any relevant parameters, such as dates, particular buyer, cost centre or project related open POs only.
2.1 Again, you can either **Submit** or proceed to the **next** step to schedule the report.

### Step 3  Scheduling the report

3.1 If you would like to schedule this report to run every week, month, complete the relevant fields, as well as the Increment Date Parameters.

3.2 Click **Next** to proceed to Step 4.

### Step 4  Select the request layout

No amendments required on this page. Click **Submit** or **Next** to proceed to request notifications.
**Step 5  Schedule Request Notifications**

5.1 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 using a % and then your surname followed by a %. Ensure the relevant status is ticked. The notification will appear in My Notifications on your iProcurement Home Page or that of the individual you have entered as a recipient.

**Step 6  Schedule Request Delivery**

6.1 If you are running the excel version then no amendments are required on step 6. If you have chosen to run the non-excel versions you can amend printer and number of paper copies of the report.

6.2 If you would like the report emailed to you or another colleague, click on the **Email** tab, **Add Another Row** and enter the email address. 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, then right click on the document and amend the properties from .EXCEL to .xls.

**Step 7  Review and submitting the Request**

7.1 Click **Submit** and **OK** to the confirmation message.

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

Have you run 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

- Report Name: Open Purchase Orders Report - Excel Version (UFS)
- Report Date: 10-Mar-2016 15:34

- Parameters Entered
  - Title:
  - Department: 22
  - Creation Date - From
  - Creation Date - To
  - Buyer
  - Vendor - From
  - Vendor - To
  - Cost Centre - From
  - Cost Centre - To
  - Select Only Project Orders: N
### 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.MAIB.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>

<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>0</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>

### 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>
### 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, Requires Reapproval)</td>
<td>OPEN</td>
<td>Approve the PO. If the PO is not required, cancel the PO after it is approved. Must ensure that the site is not ZMarketplace when approving and then cancelling.</td>
</tr>
<tr>
<td>PO Open and approved, item/s not required or undeliverable</td>
<td>OPEN</td>
<td>Cancel PO or PO Line 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. |
How do I view a list of recent reports I ran?

Naviga to iProcurement Buyer, Buyers Work Centre, Requests, View.

What if I need to cancel the request?

Click on the Details icon for the relevant report and click **Cancel Request**. **Return to Requests** will show the up to date status.

How do I re-print a report?

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