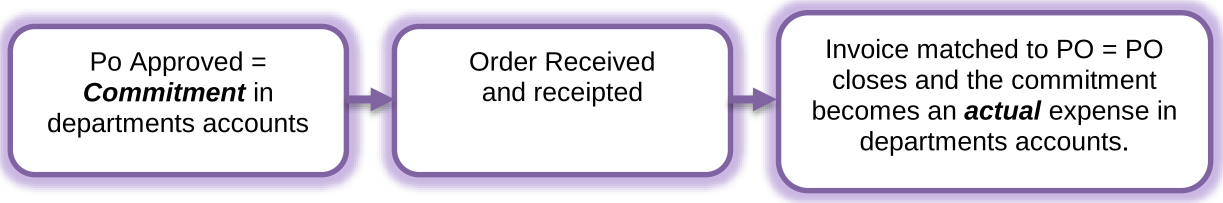
Buyers Work Centre: Month End Report

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.



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.

Status	Explanation
Open	• PO raised & funds committed (this includes incomplete POs). • Items not yet fully supplied. • No invoice received.
Closed for Receiving	• Items have been fully received on the system and awaiting an invoice to be matched.
Closed for Invoicing	• Invoice matched to PO BUT items not fully received on system.

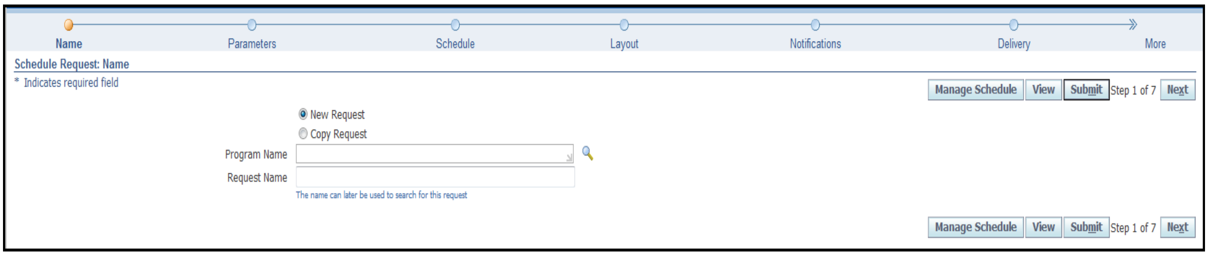
There are 7 steps to running a report and printing however, at any point you can submit your request without navigating through the remaining steps.

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

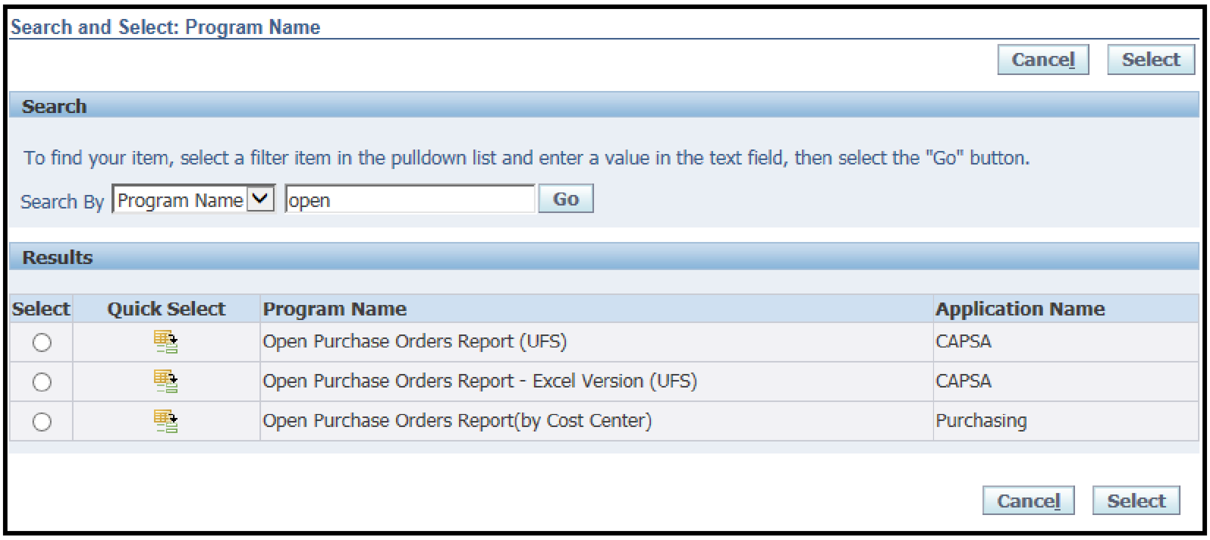
Step 1: Selecting the Name of the Request

Responsibility	**iProcurement Buyer**
Navigate	**Buyers Work Centre > Requests**

The screen below is the new schedule request screen.

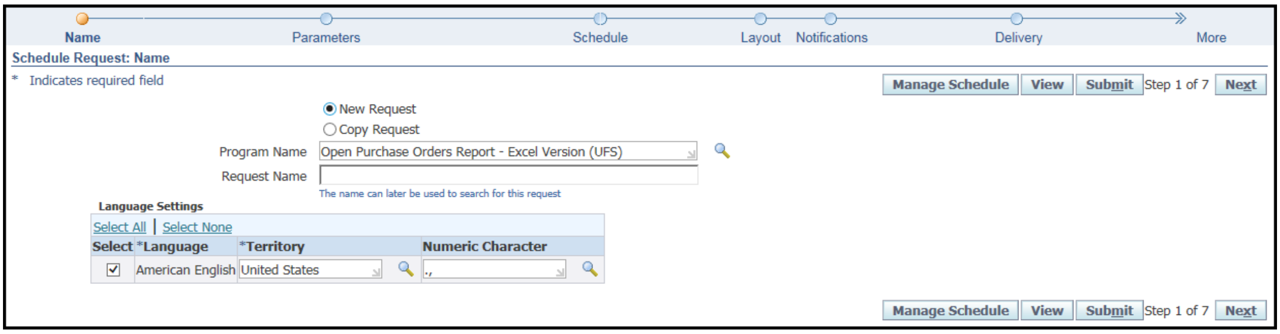


1.1 Click in the **Program Name** field, type **Open** and then tab to display the following screen.



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.

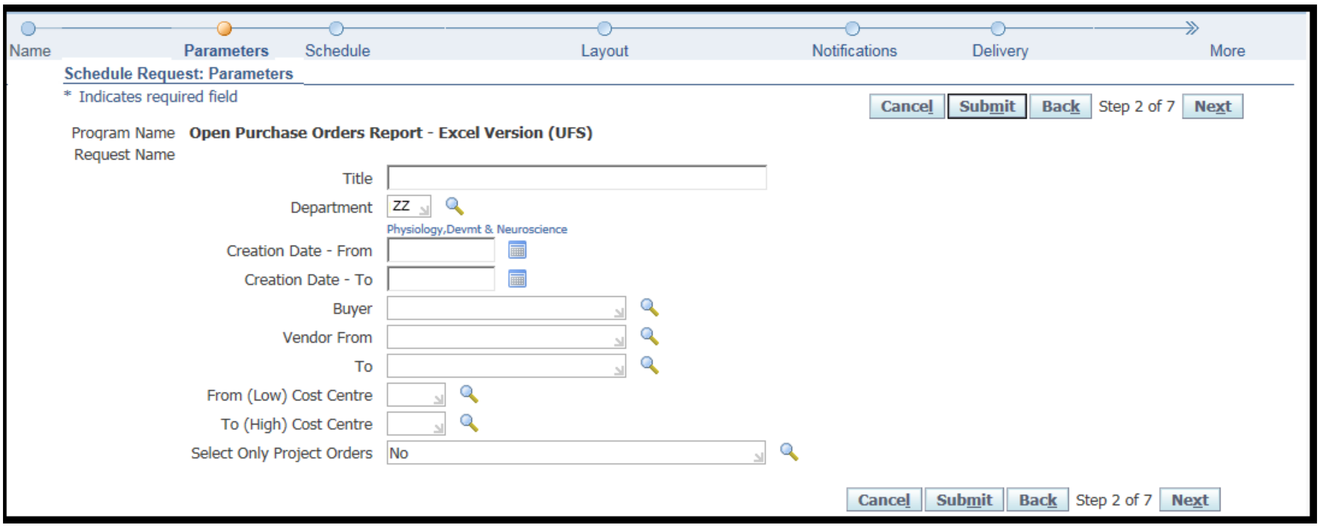


1.3 You can run the report with no parameters by clicking **Submit,** which will automatically take you to step 7. This will produce a report of all open purchase orders for your department from the time we went onto CUFS!

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

Step 2 Scheduling Parameters

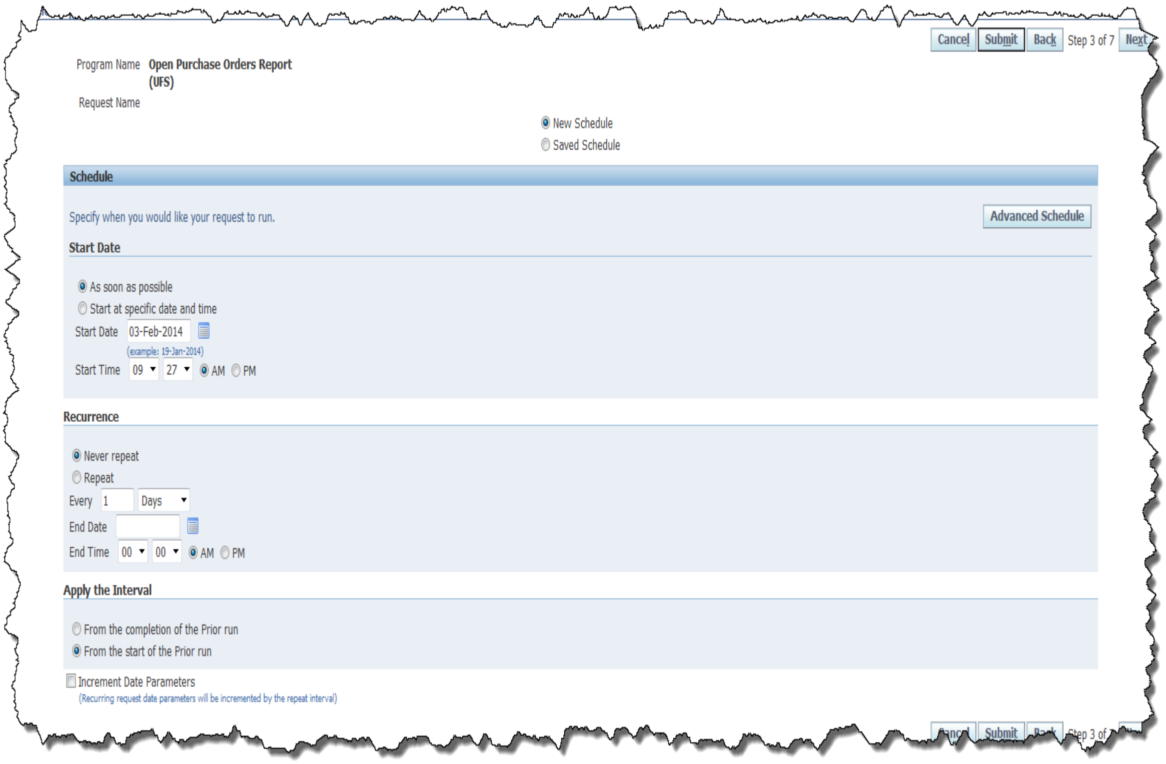
You can enter any relevant parameters, such as dates, particular buyer, cost centre or project related open POs only.



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.

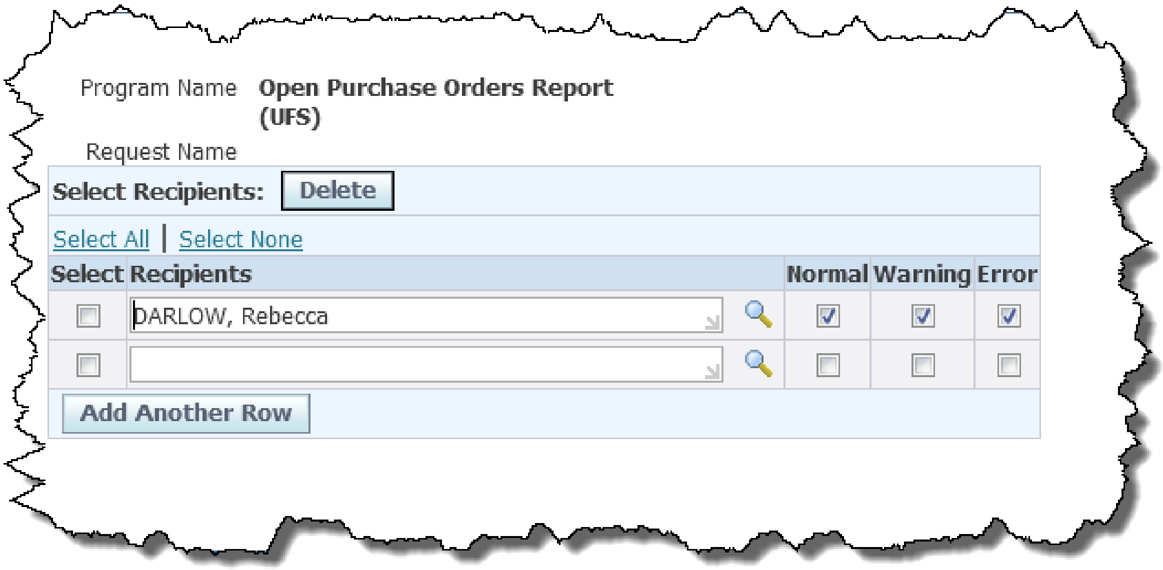
Step 4 Select the request layout

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

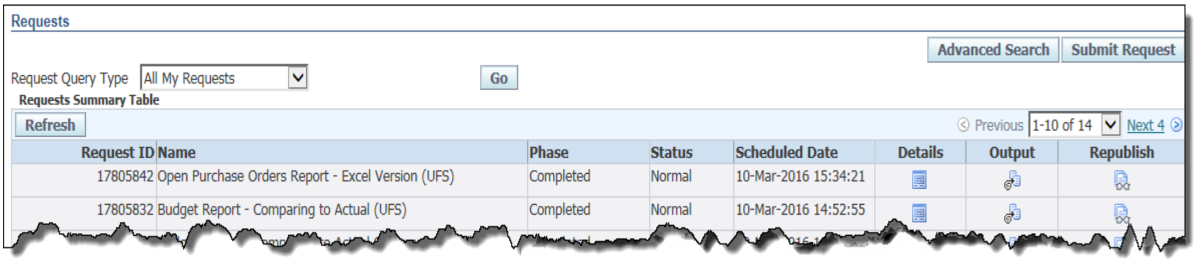
6.1 If you are running the excel version then no amendments are required on step 6. If you have chosen to run the non-excel versions you can amend printer and number of paper copies of the report.

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.


Requests

Advanced Search | Submit Request

Request Query Type: All My Requests | Go

Requests Summary Table

Refresh | Previous | 1-10 of 14 | Next 4

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
17805842	Open Purchase Orders Report - Excel Version (UFS)	Completed	Normal	10-Mar-2016 15:34:21			
17805832	Budget Report - Comparing to Actual (UFS)	Completed	Normal	10-Mar-2016 14:52:55			

If you did not run the excel version, and did not progress through each step, once at step 7 we recommend that you click **Back** to step 6 and amend your copies from 1 to 0 to review the report on screen before printing.

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

A	B
Report Name	Open Purchase Orders Report - Excel Version (UFS)
Report Date	10-MAR-16 15:34
Parameters Entered	
Title	
Department	ZZ
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

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

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

Worksheet 3: PO Summary. Provides summary information

PO Number	Creation Date	Buyer Name	Vendor Name	Line Number
2216340	17-Dec-15	Darlow, Rebecca	DATA SCIENCES INTERNATIONAL INC	1
2216343	05-Feb-16	Maffin, Helen	DATA SCIENCES INTERNATIONAL INC	1
2216344	05-Feb-16	Darlow, Rebecca	DATA SCIENCES INTERNATIONAL INC	1
2216530	05-Feb-16	Darlow, Rebecca	NUMED INC	3

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.

Situation	Open PO Report Status	Action Required
PO Open but not approved (i.e. Incomplete, Requires Reapproval)	OPEN	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.
PO Open and approved, item/s not required or undeliverable	OPEN	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.
PO Line only supplied in part (e.g. ordered five of an item but received only four and no more expected / required)	OPEN	Once the invoice has been received for the supplied items only and matched to the PO, Finally Close the PO line.
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?

Naviage 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.**