



# Erroneous Purchase Orders

To clear erroneous POs from your grant, you must first run a report to show the Open Commitments. Although this can be done from the iProcurement module by a Buyer, you are also able to view a list of commitments for Grants by running either a Cognos or a CUFS report with your Grants Administrator role. This has the benefit of only showing commitments on grants, and a specific grant if required.

In this document:

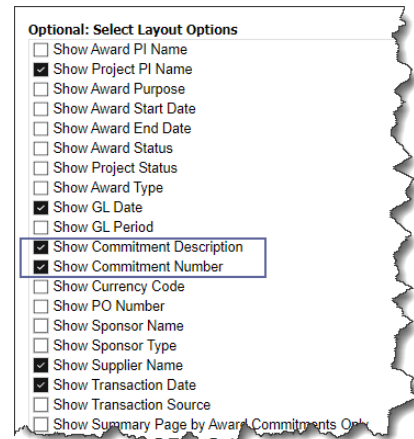
- [Cognos Open Commitments Report \(use the Expenditure Enquiry Report\)](#)
- [CUFS Commitments Enquiry Report](#)
- [Investigate and resolve open orders](#)
- [Finally Closing unpaid orders](#)
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## Cognos Expenditure Enquiry Report

In Cognos, run the consolidated Grants Expenditure Enquiry, and select **Show Open Commitments** option.



Re-select the Project Organisation, then you will be able to choose Show Commitment Description and Show Commitment Number from the Optional: Select Layout Options box. You may select any other options from this box as required, e.g. Show Project PI Name



## Example of Cognos Grants: Expenditure Enquiry Open Commitments report

Grants Transactions - Commitments Detail by Project Organisation													
Project Organization	Award Number	Project Short Code	Project PI Name	Task Number	Expenditure Category	Expenditure Type	GL Date	Transaction Date	Commitment Number	Commitment Description	Supplier Name	Commitment Amount	
ZZ_Ecology	G202103	ZZAG999	Mouse, Dr Michael	1	OTHER COSTS	Other Costs/Consumables	10-Oct-22	10-Oct-22	6694658	W Coyote trail Pack	ACME	12.00	
ZZ_Ecology	G202103	ZZAG999	Mouse, Dr Michael	1	OTHER COSTS	Other Costs/Consumables	10-Oct-22	10-Oct-22	6694658	W Coyote trail Pack	ACME	12.00	
ZZ_Ecology	G202103	ZZAG999	Mouse, Dr Michael	1	OTHER COSTS	Other Costs/Consumables	16-Dec-22	16-Dec-22	6734974	Seeds	D Duck Enterprises	60.00	
ZZ_Ecology	G202103	ZZAG999	Mouse, Dr Michael	1	OTHER COSTS	Other Costs/Consumables	3-Feb-23	3-Feb-23	6757070	DNA Oligos	MERCK LIFE SCIENCE UK LTD	228.21	
ZZ_Ecology	G202103	ZZAG999	Mouse, Dr Michael	1	OTHER COSTS	Other Costs/Consumables	27-Feb-23	27-Feb-23	6771296	Sony UPP-110HG AB Printing Paper Rolls - (1 x Box of	AMAZON EU S.A.R.L. UK BRANCH	42.50	
ZZ_Ecology	G202103	ZZAG999	Mouse, Dr Michael	1	OTHER COSTS	Other Costs/Consumables	26-Apr-23	26-Apr-23	6803369	small package containing a booklet to P/Pg	DNV INTERNATIONAL (UK) LTD	12.95	
ZZ_Ecology	G2021A3	ZZAG999	Mouse, Dr Michael	1	OTHER COSTS	Other Costs/Consumables	15-Nov-23	15-Nov-23	6819104	4x glass microcentrifuge tubes	DNV INTERNATIONAL (UK) LTD	42.50	

Alternatively, you can run the Commitments Enquiry Report from CUFS.

## GMS Commitments Enquiry Report (UFS)

This UFS report provides a listing of commitments, which are approved *Purchase Orders* or requisitions for either a single project or a PI.

**Responsibility:** GM Administrator  
**Navigate:** [Requests > Run](#)

Parameters	
From Project Organisation	Enter or select your Organisation from the list or values
To Project Organisation	
Principal Investigator	Leave blank for all or specify a Principal Investigator
Project Number	Leave blank for all projects or specify a single project number.
Task Number	Leave blank for all tasks or specify a single task number.
Order By	Data on the report can be ordered by Award Number, Principal Investigator or Project Number.

### Example Commitments for a specific project

The screenshot shows a 'Parameters' dialog box with the following fields and values:

- From Project Organisation: ZZ\_Ecology
- To Project Organisation: ZZ\_Ecology
- Principal Investigator: (empty)
- Project Number: ZZAG/123
- Task Number: (empty)
- Order By: Project Number

Buttons at the bottom: OK, Cancel, Clear, Help.

**NB:** This report is not available in Excel format.

### Investigate and resolve open orders in the *iProcurement* module

Investigate in *iProcurement* under a **UFS xx: iProc Buyer** responsibility as to whether these outstanding commitments are valid i.e.

- order raised but the goods have not yet been received
- goods have been delivered but the supplier's invoice has not yet been received

The orders date may be indicative as to whether either of the above two scenarios are likely.

In iProcurement, you should run BOTH of the following reports to ensure unapproved requisitions are also cancelled:

- **Open Purchase Order Report**
- **Purchasing Requisition Status Report**

Old orders that are no longer required should be cancelled and any old orders which have been fully delivered and paid (although not correctly identified as such on UFS) should be finally closed. This will remove the commitment from the grant. **Never finally close purchase orders from elnvoice suppliers if the invoice is still outstanding.**

### **Finally Closing Orders**

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Some departments are currently **finally closing** orders that have **not** been received or receipted, with a note in the **Close** reason of **Grant closing charge any invoices to XYZ.**

This causes issues for two reasons: Firstly, any elnvoices for closed orders are rejected as they enter CUFS, and secondly, from an audit perspective, we do not know if the goods have been received later and a manual invoice entered.

The main guidance is **DO NOT** finally close **unpaid** orders. They should be cancelled and suppliers informed. This applies to **all suppliers.**

### **Actions to resolve open orders in the iProcurement module**

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If you have orders charged to a closing grant, then the following actions should be taken depending on the age and status of the orders:

<b>PO status</b>	<b>Action required</b>
Open, not receipted: goods not expected to arrive before the grant closes	Cancel the order – contact supplier to inform that the order has been cancelled. If goods are still needed raise a new order to correct grants.
Open and part receipted	Contact supplier and ask when the rest of the goods might be expected, if not expected within the time frame required advise the supplier that those goods are no longer needed and request an invoice for the goods received and cancel the appropriate lines on the order.
Open and part receipted, and part paid	As above but can finally close the order once the supplier has been informed and the unwanted lines cancelled.
Open and receipted	If the order is to an elnvoicing supplier, then check with Accounts Payable that it isn't on hold anywhere. They can contact the supplier on your behalf.
	If not on elnvoicing and the invoice is overdue then chase the supplier.