

CSULB Requisition & Purchase Order Inquiry Training Manual - CFS 9.2



Last Revised:

8/6/19

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1.0 Overview

Suppliers are key in the Purchasing process. For Purchase Orders to be generated, a supplier must be in the system. If the supplier is not in the system, a Vendor 204 form will need to be obtained by the requestor or buyer. The Supplier section of this guide shows how to lookup existing vendors.

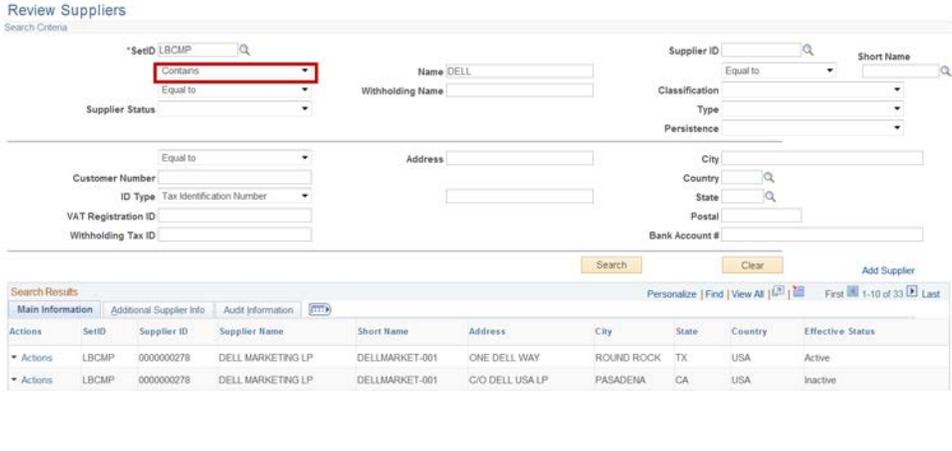
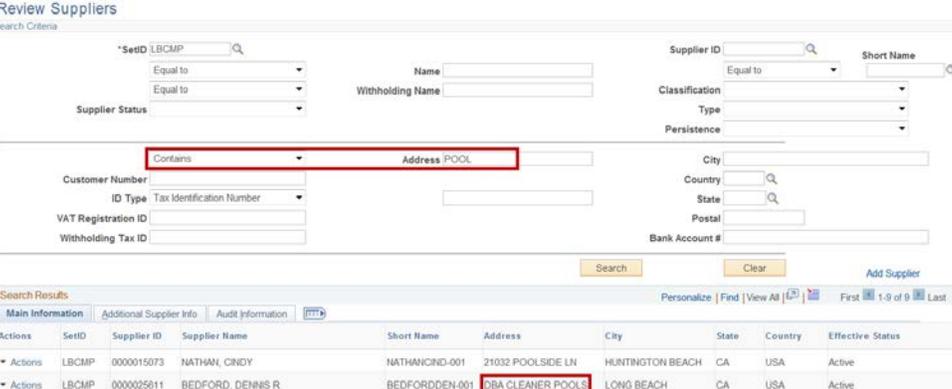
This document contains examples of inquiries and reports that can be used to gather information for both Suppliers, Requisitions and Purchase Orders. It is intended to give ideas of what is available, not to teach the user how to use every inquiry or report.

2.0 Supplier

2.1 Review Supplier Information

The Review Supplier page allows the user a comprehensive search for a Supplier ID that matches specific search criteria. The more criteria entered, the more limited the search results.

Navigation: Suppliers > Supplier Information > Add/Update > Review Suppliers

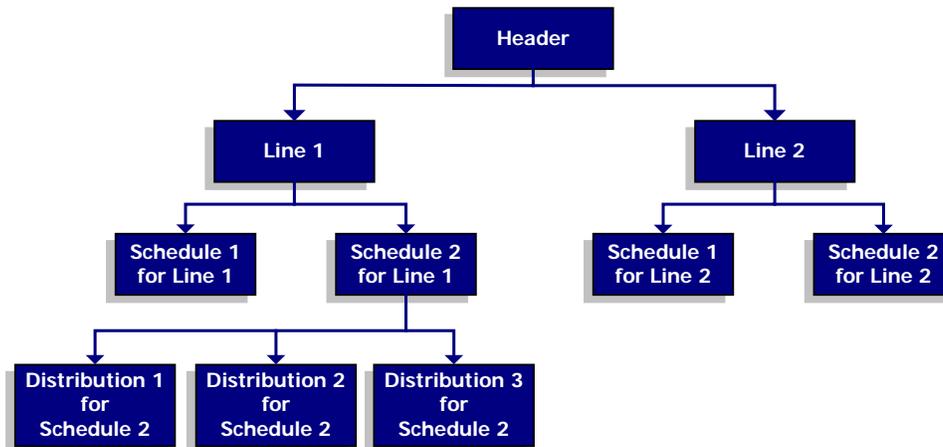
Processing Steps / Field Name	Screenshot / Description																														
<p>Fill in the first few letters (3-5) of the vendor name you are searching for. Or you can fill in any of the other fields if you know the information.</p> <p>Note: Make sure to select Contains in the Name field.</p> <p>Select Search to get all suppliers meeting your criteria.</p> <p>Make note of the Supplier ID.</p>	 <p>Search Results</p> <table border="1"> <thead> <tr> <th>Actions</th> <th>SetID</th> <th>Supplier ID</th> <th>Supplier Name</th> <th>Short Name</th> <th>Address</th> <th>City</th> <th>State</th> <th>Country</th> <th>Effective Status</th> </tr> </thead> <tbody> <tr> <td>Actions</td> <td>LBCMP</td> <td>0000000278</td> <td>DELL MARKETING LP</td> <td>DELLMARKET-001</td> <td>ONE DELL WAY</td> <td>ROUND ROCK</td> <td>TX</td> <td>USA</td> <td>Active</td> </tr> <tr> <td>Actions</td> <td>LBCMP</td> <td>0000000278</td> <td>DELL MARKETING LP</td> <td>DELLMARKET-001</td> <td>C/O DELL USA LP</td> <td>PASADENA</td> <td>CA</td> <td>USA</td> <td>Inactive</td> </tr> </tbody> </table>	Actions	SetID	Supplier ID	Supplier Name	Short Name	Address	City	State	Country	Effective Status	Actions	LBCMP	0000000278	DELL MARKETING LP	DELLMARKET-001	ONE DELL WAY	ROUND ROCK	TX	USA	Active	Actions	LBCMP	0000000278	DELL MARKETING LP	DELLMARKET-001	C/O DELL USA LP	PASADENA	CA	USA	Inactive
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<p>For DBA Suppliers you want to search on the Address. CSULB currently uses the Address Line1 to identify the DBA name.</p>	 <p>Search Results</p> <table border="1"> <thead> <tr> <th>Actions</th> <th>SetID</th> <th>Supplier ID</th> <th>Supplier Name</th> <th>Short Name</th> <th>Address</th> <th>City</th> <th>State</th> <th>Country</th> <th>Effective Status</th> </tr> </thead> <tbody> <tr> <td>Actions</td> <td>LBCMP</td> <td>0000015073</td> <td>NATHAN, CINDY</td> <td>NATHANCIND-001</td> <td>21032 POOLSIDE LN</td> <td>HUNTINGTON BEACH</td> <td>CA</td> <td>USA</td> <td>Active</td> </tr> <tr> <td>Actions</td> <td>LBCMP</td> <td>0000025611</td> <td>BEDFORD, DENNIS R</td> <td>BEDFORDDEN-001</td> <td>DBA CLEARER POOLS</td> <td>LONG BEACH</td> <td>CA</td> <td>USA</td> <td>Active</td> </tr> </tbody> </table>	Actions	SetID	Supplier ID	Supplier Name	Short Name	Address	City	State	Country	Effective Status	Actions	LBCMP	0000015073	NATHAN, CINDY	NATHANCIND-001	21032 POOLSIDE LN	HUNTINGTON BEACH	CA	USA	Active	Actions	LBCMP	0000025611	BEDFORD, DENNIS R	BEDFORDDEN-001	DBA CLEARER POOLS	LONG BEACH	CA	USA	Active
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3.0 Purchasing

Purchasing’s inquiry pages can be used to display specific pieces of supplier, requisition, purchase order, and receiving information. The numerous views and reports provided by PeopleSoft Purchasing allows you to accurately track the status of a good or service completely through the purchasing process from requisition to final receipt and invoice to payment to the supplier. For instance, you can view the status of a requisition as well as view what purchase order it was sourced to. You can also view the status of a purchase order and all its line, schedule, and distribution information.

3.1 Requisition and Purchase Order Structure

Requisitions and Purchase Orders consist of four components: **header, line, schedule, and distribution**. Each component has a one-to-many relationship, starting with the header information and ending with the distribution information. For example, every PO/Req has a header, but a header can have several lines. Each line can have several schedules and each schedule can have several lines of distribution information.



3.2 Requisition Inquiries & Reports

The following are examples of inquiries and reports that can be used to gather requisition information.

3.2.1 Requisitions

This inquiry is useful in helping you find your Requisition number or details about a specific Requisition. You can use this to search by your Name/ID (requestor) or all Requisitions associated to a specific Department. This inquiry gives you line-by-line information for your requisitions, as well as provides access to pages that contain more details about the selected requisition.

Navigation: Purchasing > Requisitions > Review Requisition Information > Requisitions

Processing Steps / Field Name	Screenshot / Description
<p>Enter criteria for selecting requisitions to view on the Requisitions Inquiry page. (Use as few or as many of the criteria fields as desired).</p> <p>Select Ok.</p> <p>Requisitions meeting the criteria will be displayed.</p> <p>Note: For the Requester field, use "40" + 9 digit employee ID</p>	

Requisitions

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt	Change Order	On RFQ	On PO	Direct Ship from Supplier	Received	On MSR	On Voucher	Use Procurement Card			
LBCMP	0000033557		Approved	White,Wanda	09/19/2013	7,812.40 USD			Y								
LBCMP	0000033047		Open	White,Wanda	05/31/2013	1,212.92 USD											
LBCMP	0000033043		Open	White,Wanda	05/30/2013	1,802.00 USD											
LBCMP	0000032486		Complete	White,Wanda	02/13/2013	0.00 USD											
LBCMP	0000032398		Complete	White,Wanda	01/29/2013	3,638.70 USD			Y		Y		Y				
LBCMP	0000032117		Complete	White,Wanda	11/01/2012	0.00 USD											

Search

Processing Steps / Field Name	Screenshot / Description
Requisition	Select the Requisition you wish to view. You will be able to drill down to the Line, Schedule and Distribution details.
On PO (on purchase order)	Select the link <u>Y</u> or <u>P</u> values to access the Requisition to Purchase Order List page. Y (yes): All lines appear on purchase orders. P (partial): Some lines appear on purchase orders.
Received	Select the link <u>Y</u> or <u>P</u> values to access the Requisition Receipts List page. Y (yes): All lines appear on receipts. P (partial): Some lines appear on receipts.

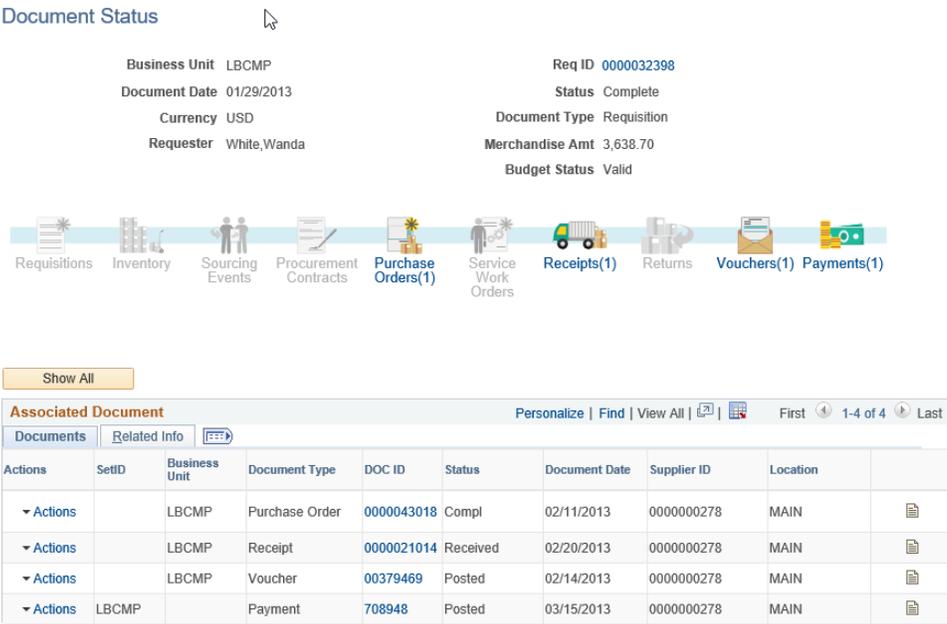
Processing Steps / Field Name	Screenshot / Description
On Voucher	Select the linked Y or P values to access the Requisition to Voucher List page. Y (yes): All lines appear on vouchers. P (partial): Some lines appear on vouchers.
Document Status	Select to drill to the Document Status Inquiry page.
Approval History	Select to view Approval History.
Comments	Select to view the Requisition Comments.

3.2.2 Requisition Document Status

This inquiry can be used to find out whether a Requisition has been sourced into a Purchase Order, has been Vouchered, or has been Paid. This inquiry displays all associated documents - the Purchase Order, Voucher/Supplier Invoice, Payment, and Receipt of item.

Navigation: *Purchasing > Requisitions > Review Requisition Information > Document Status*

Processing Steps / Field Name	Screenshot / Description
<p>Enter criteria for selecting requisitions to view on the Document Status page.</p> <p>Select Search.</p> <p>Requisitions meeting the criteria will be displayed.</p>	

Processing Steps / Field Name	Screenshot / Description																																																		
<p>Those Document Types that have been associated with the Requisition will appear. (Payment, PO, Contract, Receipt, and/or Voucher)</p> <p>Select the Document ID to drill to additional details relating to the document selected or use the Related Info tab to access links to Accounting Entries.</p>	 <p>Document Status</p> <p>Business Unit LBCMP Req ID 0000032398 Document Date 01/29/2013 Status Complete Currency USD Document Type Requisition Requester White,Wanda Merchandise Amt 3,638.70 Budget Status Valid</p> <p>Requisitions Inventory Sourcing Events Procurement Contracts Purchase Orders(1) Service Work Orders Receipts(1) Returns Vouchers(1) Payments(1)</p> <p>Show All</p> <p>Associated Document Personalize Find View All First 1-4 of 4 Last</p> <table border="1"> <thead> <tr> <th>Actions</th> <th>SetID</th> <th>Business Unit</th> <th>Document Type</th> <th>DOC ID</th> <th>Status</th> <th>Document Date</th> <th>Supplier ID</th> <th>Location</th> <th></th> </tr> </thead> <tbody> <tr> <td>▼ Actions</td> <td></td> <td>LBCMP</td> <td>Purchase Order</td> <td>0000043018</td> <td>Compl</td> <td>02/11/2013</td> <td>0000000278</td> <td>MAIN</td> <td></td> </tr> <tr> <td>▼ Actions</td> <td></td> <td>LBCMP</td> <td>Receipt</td> <td>0000021014</td> <td>Received</td> <td>02/20/2013</td> <td>0000000278</td> <td>MAIN</td> <td></td> </tr> <tr> <td>▼ Actions</td> <td></td> <td>LBCMP</td> <td>Voucher</td> <td>00379469</td> <td>Posted</td> <td>02/14/2013</td> <td>0000000278</td> <td>MAIN</td> <td></td> </tr> <tr> <td>▼ Actions</td> <td>LBCMP</td> <td></td> <td>Payment</td> <td>708948</td> <td>Posted</td> <td>03/15/2013</td> <td>0000000278</td> <td>MAIN</td> <td></td> </tr> </tbody> </table>	Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location		▼ Actions		LBCMP	Purchase Order	0000043018	Compl	02/11/2013	0000000278	MAIN		▼ Actions		LBCMP	Receipt	0000021014	Received	02/20/2013	0000000278	MAIN		▼ Actions		LBCMP	Voucher	00379469	Posted	02/14/2013	0000000278	MAIN		▼ Actions	LBCMP		Payment	708948	Posted	03/15/2013	0000000278	MAIN	
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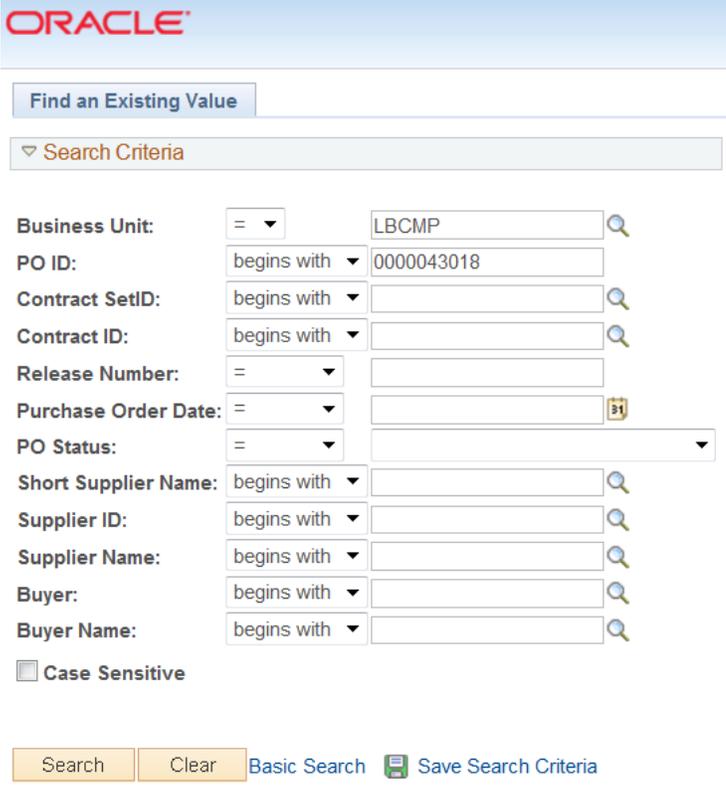
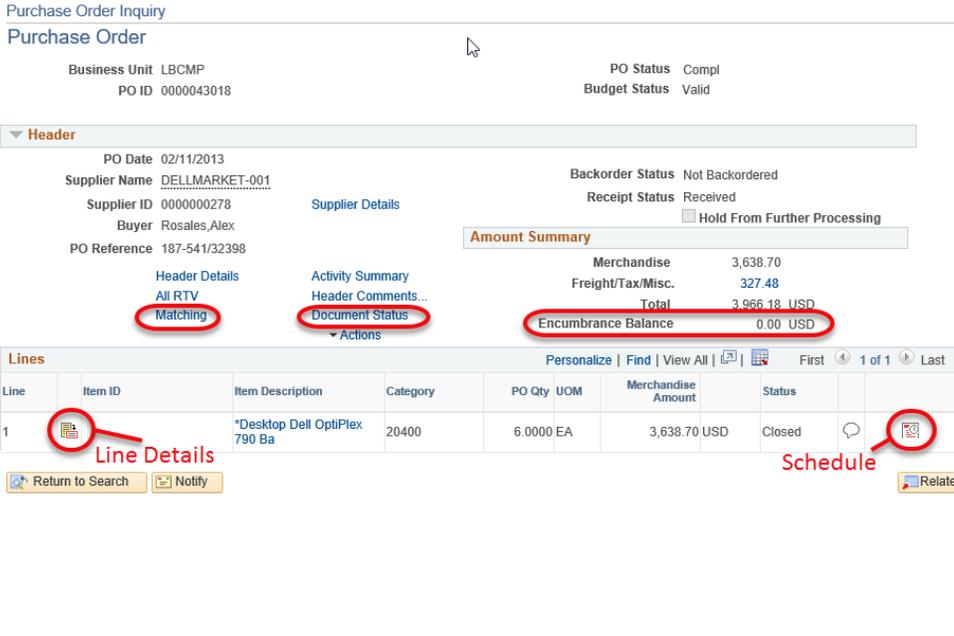
3.3 Purchase Order Inquiries & Reports

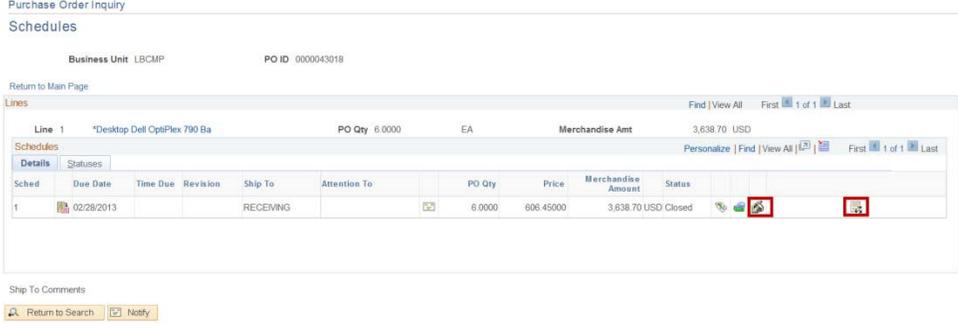
The following are examples of inquiries and reports that can be used to gather Purchase Order information.

3.3.1 Purchase Order Inquiry

Use this inquiry to view purchase order information and related details.

Navigation: Purchasing > Purchase Orders > Review PO Information > Purchase Orders

Processing Steps / Field Name	Screenshot / Description																								
<p>Enter Business Unit</p> <p>Search by:</p> <ul style="list-style-type: none"> • Purchase Order Number • Contract ID • PO Date • PO Status • Short Supplier Name • Supplier ID • PO Type <p>Enter a Search Criteria and Select Search. Select the PO ID from the results to view the PO Details.</p>																									
<p>Purchase Order Inquiry</p> <p>This page displays the description, UOM, quantity and amount for each line of a PO. All related documents and their details can be viewed using the links provided.</p> <p>Matching links to Accounts Payable matching information.</p> <p>Document Status link to view all related documents.</p> <p>Encumbrance Balance displays the total encumbrance amount.</p> <p>Line Details icon links to additional line information.</p> <p>Schedule icon will get you to the PO distribution.</p>	 <table border="1" data-bbox="974 1564 1412 1669"> <caption>Amount Summary</caption> <tr> <td>Merchandise</td> <td>3,638.70</td> </tr> <tr> <td>Freight/Tax/Misc.</td> <td>327.48</td> </tr> <tr> <td>Total</td> <td>3,966.18 USD</td> </tr> <tr> <td>Encumbrance Balance</td> <td>0.00 USD</td> </tr> </table> <table border="1" data-bbox="509 1680 1463 1785"> <thead> <tr> <th>Line</th> <th>Item ID</th> <th>Item Description</th> <th>Category</th> <th>PO Qty</th> <th>UOM</th> <th>Merchandise Amount</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>*Desktop Dell OptiPlex 790 Ba</td> <td>20400</td> <td>6.0000</td> <td>EA</td> <td>3,638.70 USD</td> <td>Closed</td> </tr> </tbody> </table>	Merchandise	3,638.70	Freight/Tax/Misc.	327.48	Total	3,966.18 USD	Encumbrance Balance	0.00 USD	Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status	1		*Desktop Dell OptiPlex 790 Ba	20400	6.0000	EA	3,638.70 USD	Closed
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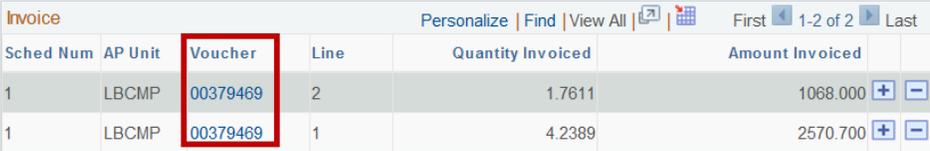
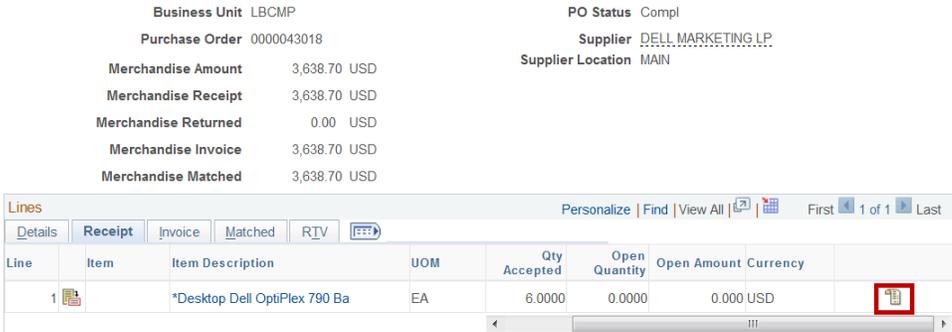
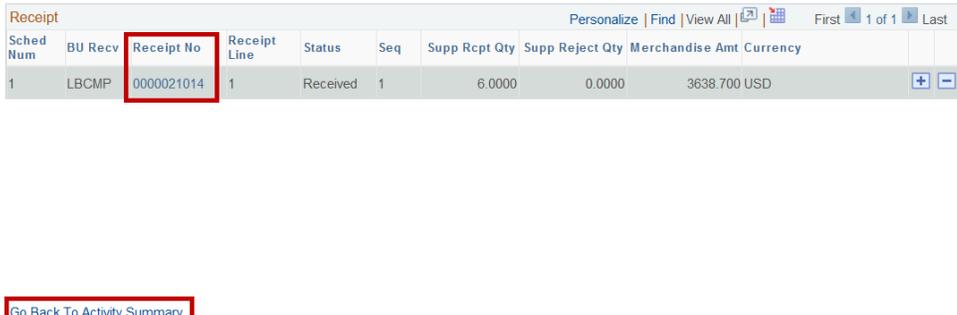
Processing Steps / Field Name	Screenshot / Description																																
<p>Schedules</p> <p>Shows the Qty, Unit Price, Total Amount, Ship To, Due Date and Status, for each line.</p> <p>To see related links, select the line to view.</p> <p>Tax Information icon  to view Tax information.</p> <p>Distribution icon  to view ChartField distribution information.</p>	 <p>Purchase Order Inquiry Schedules</p> <p>Business Unit LBCMP PO ID 0000043018</p> <p>Return to Main Page</p> <p>Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Item</th> <th>PO Qty</th> <th>EA</th> <th>Merchandise Amt</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>*Desktop Dell OptiPlex 790 Ba</td> <td>6.0000</td> <td></td> <td>3,638.70 USD</td> <td>Closed</td> </tr> </tbody> </table> <p>Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Sched</th> <th>Due Date</th> <th>Time Due</th> <th>Revision</th> <th>Ship To</th> <th>Attention To</th> <th>PO Qty</th> <th>Price</th> <th>Merchandise Amount</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>02/28/2013</td> <td></td> <td></td> <td>RECEIVING</td> <td></td> <td>6.0000</td> <td>606.45000</td> <td>3,638.70 USD</td> <td>Closed</td> </tr> </tbody> </table> <p>Ship To Comments</p> <p>Return to Search Notify</p>	Line	Item	PO Qty	EA	Merchandise Amt	Status	1	*Desktop Dell OptiPlex 790 Ba	6.0000		3,638.70 USD	Closed	Sched	Due Date	Time Due	Revision	Ship To	Attention To	PO Qty	Price	Merchandise Amount	Status	1	02/28/2013			RECEIVING		6.0000	606.45000	3,638.70 USD	Closed
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<p>Distribution</p> <p>Shows how the PO line was charged/distributed. (The accounting information - ChartField string). The ChartField string includes the account, fund, department ID, program, project, and class.</p>	 <p>Distributions for Schedule 1</p> <p>PO ID 0000043018 Line 1 Sched 1 Item *Desktop Dell OptiPlex 790 Base, (N-Series) Standard PSU (225-0772)</p> <p>Status Closed Sched Qty 6.0000</p> <p>Distribute By Quantity Merchandise Amount 3,638.70 USD</p> <p>Doc. Base Amount 3,638.70 USD</p> <p>Distributions</p> <table border="1"> <thead> <tr> <th>Chartfields</th> <th>Details/Tax</th> <th>Asset Information</th> <th>Req Detail</th> <th>Budget Information</th> </tr> </thead> <tbody> <tr> <td>Dist</td> <td>Status</td> <td>Percent</td> <td>PO Qty</td> <td>Merchandise Amt</td> <td>GL Unit Account</td> <td>Oper Unit</td> <td>Fund</td> <td>Dept</td> <td>Program</td> <td>Class</td> <td>Bud Ref</td> <td>Product</td> </tr> <tr> <td>1</td> <td>Closed</td> <td>100.0000</td> <td>6.0000</td> <td>3,638.70 USD</td> <td>LBCMP 610002</td> <td></td> <td>CE113</td> <td>00187</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Return</p>	Chartfields	Details/Tax	Asset Information	Req Detail	Budget Information	Dist	Status	Percent	PO Qty	Merchandise Amt	GL Unit Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	1	Closed	100.0000	6.0000	3,638.70 USD	LBCMP 610002		CE113	00187					
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1	Closed	100.0000	6.0000	3,638.70 USD	LBCMP 610002		CE113	00187																									

3.3.2 Purchase Order Activity Summary

Use the PO Activity Summary page to review the Receiving, Invoicing, and Matching activities to date, against the Purchase Order.

Navigation: Purchasing > Purchase Orders > Review PO Information > Activity Summary

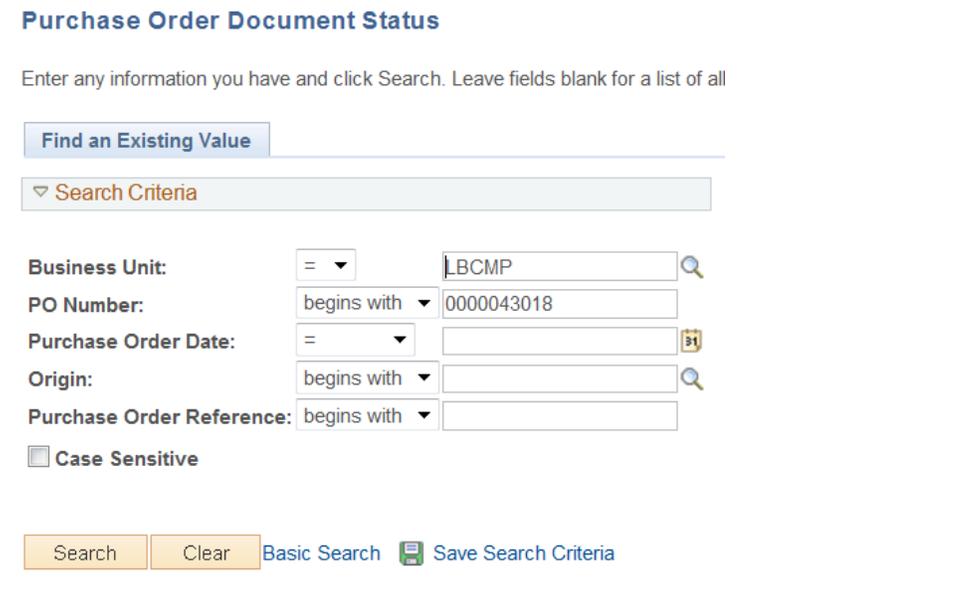
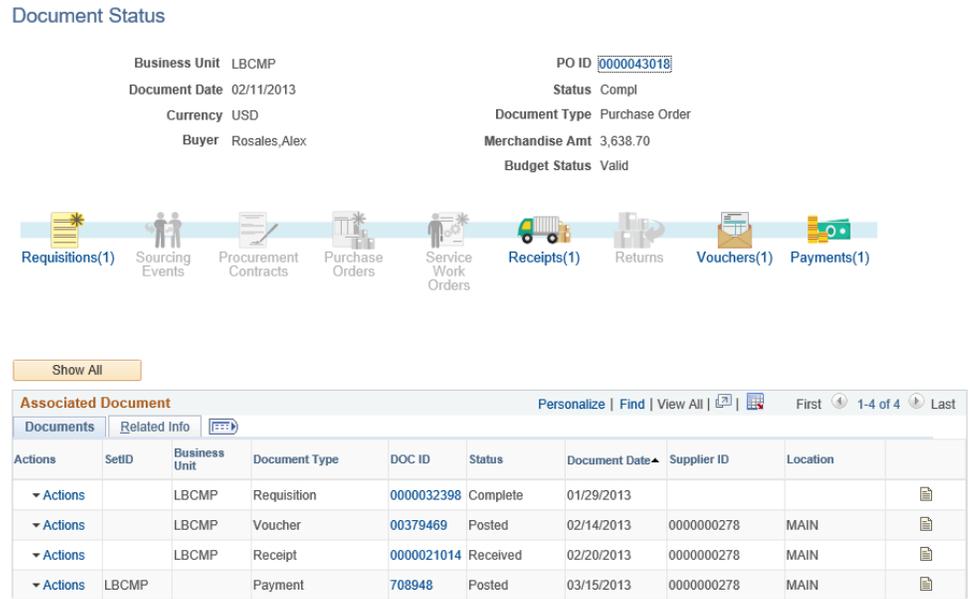
Processing Steps / Field Name	Screenshot / Description																
<p>Enter Business Unit</p> <p>Search by:</p> <ul style="list-style-type: none"> PO Number PO Date PO Reference Supplier ID <p>Enter a Search Criteria and Select Search for a list of PO's.</p> <p>Select the PO ID from the results to view the PO Activity Summary.</p>	<p>PO Activity Summary</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Business Unit: = LBCMP</p> <p>PO Number: begins with 0000043018</p> <p>Purchase Order Date: =</p> <p>Purchase Order Reference: begins with</p> <p>Supplier ID: begins with</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>																
<p>PO Activity Summary</p> <p>This page shows the PO status, good or service ordered for each line, UOM, quantity ordered, and dollar amount.</p> <p>Select the Receipt and/or Invoice tab to retrieve the related information for each Purchase Order line.</p>	<p>Activity Summary</p> <p>Business Unit LBCMP PO Status Compl</p> <p>Purchase Order 0000043018 Supplier DELL MARKETING L.P.</p> <p>Supplier Location MAIN</p> <p>Merchandise Amount 3,638.70 USD</p> <p>Merchandise Receipt 3,638.70 USD</p> <p>Merchandise Returned 0.00 USD</p> <p>Merchandise Invoice 3,638.70 USD</p> <p>Merchandise Matched 3,638.70 USD</p> <p>Lines Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Item</th> <th>Item Description</th> <th>UOM</th> <th>Order Qty</th> <th>Amount Ordered</th> <th>Currency</th> <th>Amount Only</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>*Desktop Dell OptiPlex 790 Ba</td> <td>EA</td> <td>6.0000</td> <td>3,638.700</td> <td>USD</td> <td></td> </tr> </tbody> </table> <p>Return to Search Notify</p>	Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only	1		*Desktop Dell OptiPlex 790 Ba	EA	6.0000	3,638.700	USD	
Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only										
1		*Desktop Dell OptiPlex 790 Ba	EA	6.0000	3,638.700	USD											
<p>Invoice</p> <p>Select the Invoice Tab and all related vouchers will appear. You can then drill to the voucher details by selecting the voucher you wish to review and then select the invoice icon.</p> <p>(Will only appear if there has been invoice activity).</p>	<p>Activity Summary</p> <p>Business Unit LBCMP PO Status Compl</p> <p>Purchase Order 0000043018 Supplier DELL MARKETING L.P.</p> <p>Supplier Location MAIN</p> <p>Merchandise Amount 3,638.70 USD</p> <p>Merchandise Receipt 3,638.70 USD</p> <p>Merchandise Returned 0.00 USD</p> <p>Merchandise Invoice 3,638.70 USD</p> <p>Merchandise Matched 3,638.70 USD</p> <p>Lines Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Item</th> <th>Item Description</th> <th>UOM</th> <th>y</th> <th>Un-invoiced Quantity</th> <th>Un-invoiced Amount</th> <th>Currency</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>*Desktop Dell OptiPlex 790 Ba</td> <td>EA</td> <td></td> <td>0.0000</td> <td>0.000</td> <td>USD</td> </tr> </tbody> </table>	Line	Item	Item Description	UOM	y	Un-invoiced Quantity	Un-invoiced Amount	Currency	1		*Desktop Dell OptiPlex 790 Ba	EA		0.0000	0.000	USD
Line	Item	Item Description	UOM	y	Un-invoiced Quantity	Un-invoiced Amount	Currency										
1		*Desktop Dell OptiPlex 790 Ba	EA		0.0000	0.000	USD										

Processing Steps / Field Name	Screenshot / Description																				
<p>Select the Voucher link to view more information about the AP Invoice. (See the Voucher Inquiry below for more information)</p> <p>Or</p> <p>Select the Activity Summary link to go back to the Activity Summary page.</p>	 <p>Unit LBCMP PO No. 0000043018 Line 1 Item ID</p> <p>Invoice Personalize Find View All First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Sched Num</th> <th>AP Unit</th> <th>Voucher</th> <th>Line</th> <th>Quantity Invoiced</th> <th>Amount Invoiced</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>LBCMP</td> <td>00379469</td> <td>2</td> <td>1.7611</td> <td>1068.000</td> </tr> <tr> <td>1</td> <td>LBCMP</td> <td>00379469</td> <td>1</td> <td>4.2389</td> <td>2570.700</td> </tr> </tbody> </table> <p>Activity Summary</p>	Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced	1	LBCMP	00379469	2	1.7611	1068.000	1	LBCMP	00379469	1	4.2389	2570.700		
Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced																
1	LBCMP	00379469	2	1.7611	1068.000																
1	LBCMP	00379469	1	4.2389	2570.700																
<p>Receipt</p> <p>Select the Receipt Tab on the Activity Summary page and all related receipts will appear. You can drill to the receiver details by selecting the receipt you wish to review by selecting the  icon.</p> <p>(Will only appear if there has been receiving).</p>	 <p>Business Unit LBCMP PO Status Compl</p> <p>Purchase Order 0000043018 Supplier DELL MARKETING I.P.</p> <p>Supplier Location MAIN</p> <p>Merchandise Amount 3,638.70 USD Merchandise Receipt 3,638.70 USD Merchandise Returned 0.00 USD Merchandise Invoice 3,638.70 USD Merchandise Matched 3,638.70 USD</p> <p>Lines Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Item</th> <th>Item Description</th> <th>UOM</th> <th>Qty Accepted</th> <th>Open Quantity</th> <th>Open Amount</th> <th>Currency</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>*Desktop Dell OptiPlex 790 Ba</td> <td>EA</td> <td>6.0000</td> <td>0.0000</td> <td>0.000 USD</td> <td></td> </tr> </tbody> </table> <p>Return to Search Notify</p>	Line	Item	Item Description	UOM	Qty Accepted	Open Quantity	Open Amount	Currency	1		*Desktop Dell OptiPlex 790 Ba	EA	6.0000	0.0000	0.000 USD					
Line	Item	Item Description	UOM	Qty Accepted	Open Quantity	Open Amount	Currency														
1		*Desktop Dell OptiPlex 790 Ba	EA	6.0000	0.0000	0.000 USD															
<p>Select the Receipt No link to view more information about the Receipt.</p> <p>Or</p> <p>Select the Go Back To Activity Summary link and it will take you back to the Activity Summary page,</p>	 <p>Unit LBCMP PO ID 0000043018 Line 1 Item ID</p> <p>Receipt Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Sched Num</th> <th>BU Recv</th> <th>Receipt No</th> <th>Receipt Line</th> <th>Status</th> <th>Seq</th> <th>Supp Rcpt Qty</th> <th>Supp Reject Qty</th> <th>Merchandise Amt</th> <th>Currency</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>LBCMP</td> <td>0000021014</td> <td>1</td> <td>Received</td> <td>1</td> <td>6.0000</td> <td>0.0000</td> <td>3638.700 USD</td> <td></td> </tr> </tbody> </table> <p>Go Back To Activity Summary</p>	Sched Num	BU Recv	Receipt No	Receipt Line	Status	Seq	Supp Rcpt Qty	Supp Reject Qty	Merchandise Amt	Currency	1	LBCMP	0000021014	1	Received	1	6.0000	0.0000	3638.700 USD	
Sched Num	BU Recv	Receipt No	Receipt Line	Status	Seq	Supp Rcpt Qty	Supp Reject Qty	Merchandise Amt	Currency												
1	LBCMP	0000021014	1	Received	1	6.0000	0.0000	3638.700 USD													

3.3.3 Purchase Order Document Status

The PO Document Status Inquiry page can be used to research requisitions, Voucher/Supplier Invoices, receipts, and payments related to a specific Purchase Order.

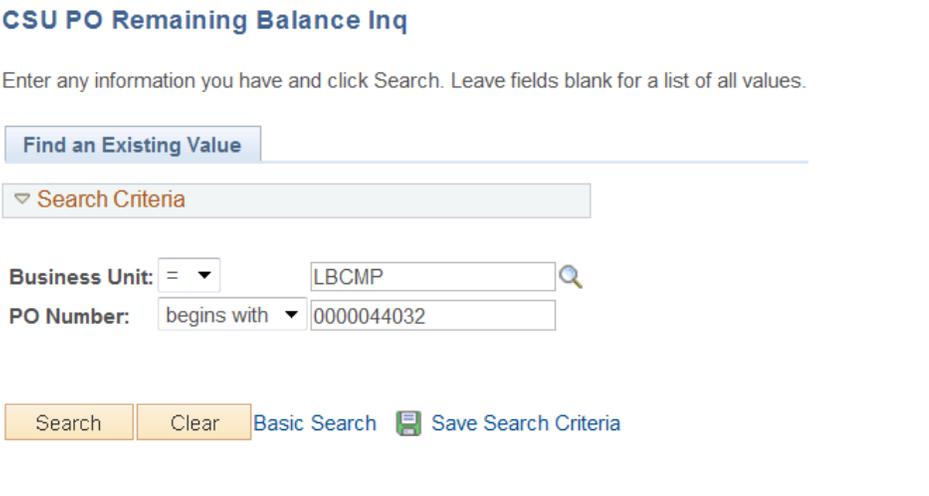
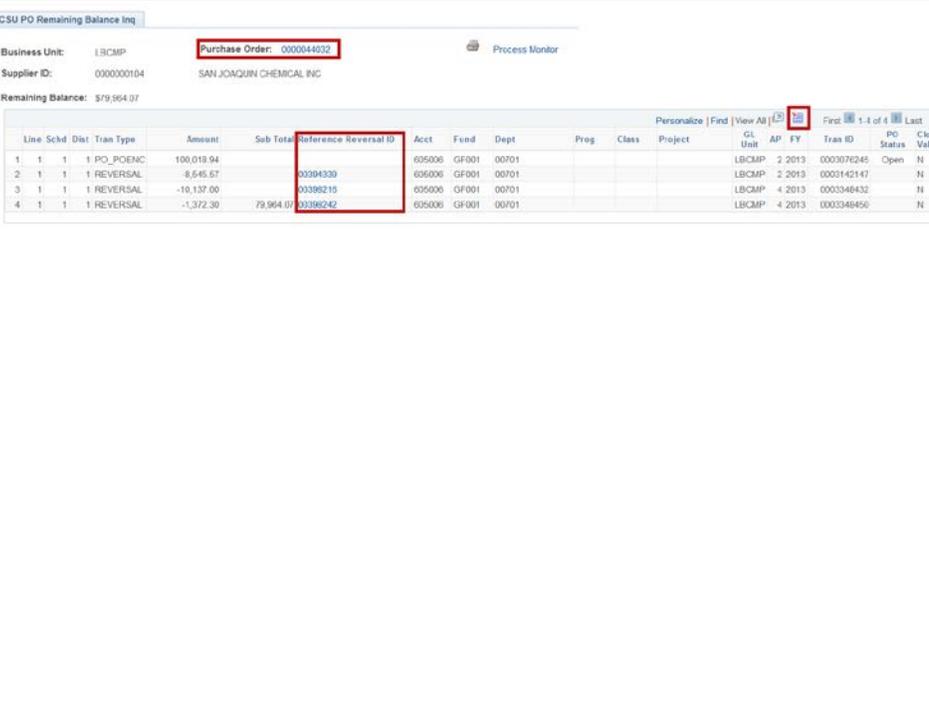
Navigation: Purchasing > Purchase Orders > Review PO Information > Document Status

Processing Steps / Field Name	Screenshot / Description																																													
<p>Enter a Business Unit</p> <p>Search by:</p> <ul style="list-style-type: none"> • PO Number • PO Date • PO Reference <p>Select Search. Select the PO ID from the results to view the document status.</p>	 <p>Purchase Order Document Status</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Business Unit: = LBCMP</p> <p>PO Number: begins with 0000043018</p> <p>Purchase Order Date: =</p> <p>Origin: begins with</p> <p>Purchase Order Reference: begins with</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>																																													
<p><u>PO Document Status Inquiry</u></p> <p>This page allows you to view details of requisitions, receivers, Voucher/Supplier Invoices and payments posted against a purchase order.</p> <p>The Document Type identifies what the Document ID is associated with.</p> <p>Select the link under the DOC ID to view details.</p>	 <p>Document Status</p> <p>Business Unit LBCMP PO ID 0000043018</p> <p>Document Date 02/11/2013 Status Compl</p> <p>Currency USD Document Type Purchase Order</p> <p>Buyer Rosales,Alex Merchandise Amt 3,638.70</p> <p>Budget Status Valid</p> <p>Requisitions(1) Sourcing Events Procurement Contracts Purchase Orders Service Work Orders Receipts(1) Returns Vouchers(1) Payments(1)</p> <p>Show All</p> <p>Associated Document Personalize Find View All First 1-4 of 4 Last</p> <table border="1"> <thead> <tr> <th>Actions</th> <th>SetID</th> <th>Business Unit</th> <th>Document Type</th> <th>DOC ID</th> <th>Status</th> <th>Document Date</th> <th>Supplier ID</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>▼ Actions</td> <td></td> <td>LBCMP</td> <td>Requisition</td> <td>0000032398</td> <td>Complete</td> <td>01/29/2013</td> <td></td> <td></td> </tr> <tr> <td>▼ Actions</td> <td></td> <td>LBCMP</td> <td>Voucher</td> <td>00379469</td> <td>Posted</td> <td>02/14/2013</td> <td>0000000278</td> <td>MAIN</td> </tr> <tr> <td>▼ Actions</td> <td></td> <td>LBCMP</td> <td>Receipt</td> <td>0000021014</td> <td>Received</td> <td>02/20/2013</td> <td>0000000278</td> <td>MAIN</td> </tr> <tr> <td>▼ Actions</td> <td>LBCMP</td> <td></td> <td>Payment</td> <td>708948</td> <td>Posted</td> <td>03/15/2013</td> <td>0000000278</td> <td>MAIN</td> </tr> </tbody> </table>	Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	▼ Actions		LBCMP	Requisition	0000032398	Complete	01/29/2013			▼ Actions		LBCMP	Voucher	00379469	Posted	02/14/2013	0000000278	MAIN	▼ Actions		LBCMP	Receipt	0000021014	Received	02/20/2013	0000000278	MAIN	▼ Actions	LBCMP		Payment	708948	Posted	03/15/2013	0000000278	MAIN
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3.3.4 CSU PO Remaining Balance Inq

The CSU PO Remaining Balance Inquiry page can be used to research a Purchase Orders remaining balance and all related Voucher/Supplier Invoices.

Navigation: Purchasing > Purchase Orders > Review PO Information > CSU PO Remaining Balance Inq

Processing Steps / Field Name	Screenshot / Description
<p>Enter a Business Unit</p> <p>Search by:</p> <ul style="list-style-type: none"> PO Number <p>Select Search.</p>	
<p>Select the Purchase Order link to review more details about the PO.</p> <p>Select the Reference Reversal ID link to review more details about the voucher (invoice).</p> <p>Select the print  icon to print this information.</p> <p>or</p> <p>Select the  icon download this into Excel.</p> <p>Use the View All link to view all of the activity in one screen.</p>	

3.3.5 Contract Entry

The Contract Entry page allows you to review details about a Contract.

Navigation: Procurement Contracts > Add/Update Contracts – Find an Existing Value

Processing Steps / Field Name	Screenshot / Description																																				
<p>Enter Setid = to BU</p> <p>Enter Contract ID</p> <p>Select Search</p>	<p>Contract Entry</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Search Criteria</p> <p>SetID: = LBCMP</p> <p>Contract ID: begins with CSULB2012TOS00000000</p> <p>Contract Version: =</p> <p>Version Status: =</p> <p>Contract Process Option: =</p> <p>Short Supplier Name: begins with</p> <p>Supplier Name: begins with</p> <p>Master Contract ID: begins with</p> <p><input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>																																				
<p>You can view the details about the contract.</p>	<p>Contract Entry</p> <p>Contract</p> <p>SetID LBCMP Contract Version</p> <p>Contract ID CSULB2012TOS000000000431 Version 1 Status Current</p> <p>*Status Approved Approved Date 07/02/2013</p> <p>Administrator/Buyer</p> <p>Header</p> <p>Process Option Purchase Order Edit Comments Activity Log</p> <p>Supplier BOXTMATTHE-001 Contract Activities</p> <p>Supplier ID 0000003519 BOXT, MATTHEWA Primary Contact Info Thresholds & Notifications</p> <p>Contract Releases</p> <p>Begin Date 07/02/2013</p> <p>Expire Date 07/01/2014</p> <p>Renewal Date</p> <p>Currency USD CRRNT</p> <p>Primary Contact 1 MATTHEW BOXT</p> <p>Supplier Contract Ref</p> <p>Description Task Order Service Agreement</p> <p>Master Contract ID</p> <p>Tax Exempt ID <input type="checkbox"/> Tax Exempt</p> <p>Amount Summary</p> <table border="1"> <tr> <td>Maximum Amount</td> <td>20,000.00 USD</td> </tr> <tr> <td>Line Item Released Amount</td> <td>0.00</td> </tr> <tr> <td>Category Released Amount</td> <td>0.00</td> </tr> <tr> <td>Open Item Released Amount</td> <td>3,240.00</td> </tr> <tr> <td>Total Released Amount</td> <td>3,240.00</td> </tr> <tr> <td>Remaining Amount</td> <td>16,760.00</td> </tr> <tr> <td>Remaining Percent</td> <td>83.80</td> </tr> </table> <p>Order Contract Options</p> <p><input checked="" type="checkbox"/> Allow Multicurrency PO <input checked="" type="checkbox"/> Allow Open Item Reference <input type="checkbox"/> Must Use Contract Rate Date Rate Date 06/21/2013</p> <p><input type="checkbox"/> Corporate Contract <input type="checkbox"/> Adjust Supplier Pricing First <input checked="" type="checkbox"/> Auto Default</p> <p><input type="checkbox"/> Lock Chartfields <input checked="" type="checkbox"/> Price Can Be Changed on Order *Dispatch Method Print Dispatch</p> <p>PO Defaults Add Open Item Price Adjustments Price Adjustment Template</p> <p>Contract Items</p> <p>Catalog Search Item Search Search for Contract Lines</p> <p>Construction Contract</p> <p>Lines Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Item</th> <th>Description</th> <th>UOM</th> <th>Category</th> <th>Include for Release</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Archaeological Construction Monitoring Services Task Order Service Agreement (TOSA)</td> <td>LOT</td> <td>91200</td> <td><input checked="" type="checkbox"/></td> <td>Active</td> </tr> </tbody> </table> <p>View Category Hierarchy Category Search</p> <p>Contract Categories</p> <p>Lines Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Category</th> <th>Description</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td>Active</td> </tr> </tbody> </table> <p>Save Return to Search Notify Refresh Add Update/Display Correct History</p>	Maximum Amount	20,000.00 USD	Line Item Released Amount	0.00	Category Released Amount	0.00	Open Item Released Amount	3,240.00	Total Released Amount	3,240.00	Remaining Amount	16,760.00	Remaining Percent	83.80	Line	Item	Description	UOM	Category	Include for Release	Status	1		Archaeological Construction Monitoring Services Task Order Service Agreement (TOSA)	LOT	91200	<input checked="" type="checkbox"/>	Active	Line	Category	Description	Status	1			Active
Maximum Amount	20,000.00 USD																																				
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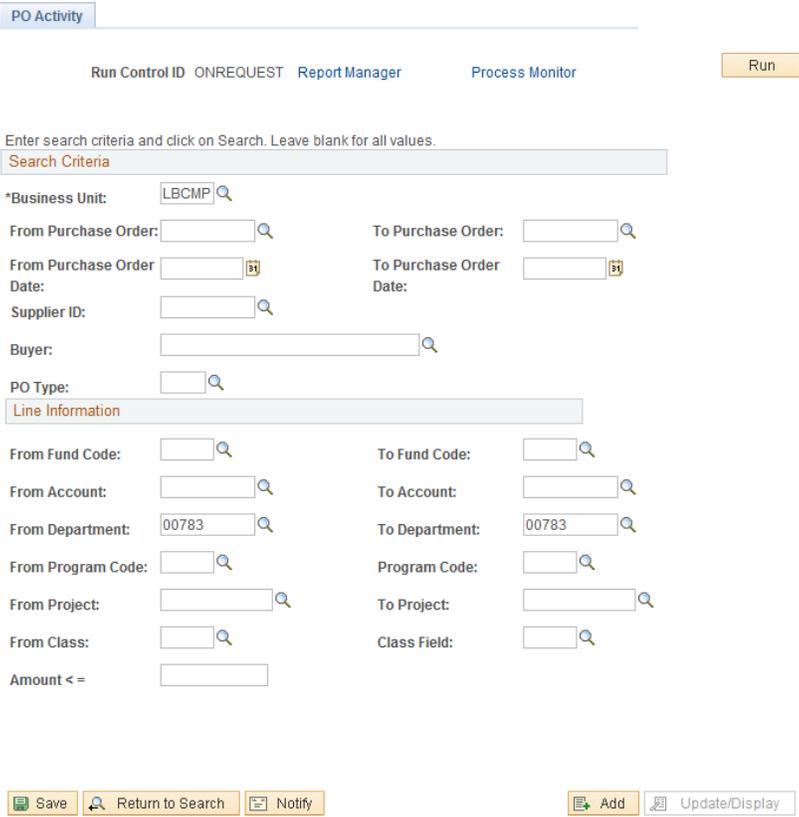
3.3.6 Detail Activity

There are 2 reports associated with the PO Detail Activity Report:

- CSUPO051 – Open PO Activity – Will only print Purchase Orders that are open for the criteria specified.
- CSUPO052 – PO Activity Report – Will print all Purchase Orders (open or closed) for the criteria specified.

Both of these reports provide the necessary detailed financial information relating to Purchase Order Activity. This includes the Original PO, Change Orders, and Vouchers that have been applied. There are several run control criteria's that can be specified. These reports have the ability to be run to a PDF or to a CSV report format. Using a CSV format will allow the information to be reviewed in an Excel thus allowing the additional features (ie: sorting, grouping, filtering, etc.)

Navigation: Purchasing > Purchase Orders > Reports > CSU PO Detail Activity Report

Processing Steps / Field Name	Screenshot / Description
<p>Create a Run Control or Search for an existing one to use.</p> <p>Select:</p> <ul style="list-style-type: none"> • Business Unit: Enter the PO Business Unit you want to run this report for. This is a required field. • From/To Purchase Order: Enter a PO ID range you want to run this report for (not required, however this will narrow the search). • From/To Purchase Order Date: Enter a Date range you want to run this report for (not required, however this will narrow the search). • Supplier ID: Enter the Supplier ID you want to run this report for (not required, however this will narrow the search). • From/To Fund Code, Account, Department, Program, Project & Class: Enter a ChartFields range you want to run this report for (not required, however this will narrow the search). • Amount <=: Enter the PO amount less than or equal to (not required, however this will narrow the search). • Click the "Run" button 	 <p>The screenshot shows the 'PO Activity' report search interface. At the top, there is a 'PO Activity' tab and a 'Run' button. Below this, there are labels for 'Run Control ID', 'ONREQUEST', 'Report Manager', and 'Process Monitor'. A search instruction reads: 'Enter search criteria and click on Search. Leave blank for all values.' The search criteria section includes a 'Search Criteria' header and several input fields with search icons: <ul style="list-style-type: none"> *Business Unit: LBCMP From Purchase Order: [] To Purchase Order: [] From Purchase Order Date: [] To Purchase Order Date: [] Supplier ID: [] Buyer: [] PO Type: [] Line Information section: <ul style="list-style-type: none"> From Fund Code: [] To Fund Code: [] From Account: [] To Account: [] From Department: 00783 To Department: 00783 From Program Code: [] Program Code: [] From Project: [] To Project: [] From Class: [] Class Field: [] Amount <= : [] At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'. </p>

Processing Steps / Field Name	Screenshot / Description
<p>Select the report you want to run "Open PO Activity or PO Activity Report", click "OK", and go to the process monitor to View/Print the report. (CSUPO051/CSUPO052).</p> <p>Note: These reports can be run to either a PDF or CSV report format.</p>	

Report Example

Report ID: CSUPO051
 Operator : 40011891280
 Database : PRCPFTSA

CA State University Long Beach
 Open Purchase Order Activity Report

Page No : 2
 Run Date: 01/07/2014
 Run Time: 09:41:28

PO Number	Doc Date	Type	Status	Ln-Sch-Dst	Year	Ap	Source Txn	Monetary Amount	Ln Status	Fund	Deptid	Account	Frm	Project Id	Class	Acctg Dt	Budget Dt	Voucher	Vendor Name	Closed		
0000043119	02/28/13	PW	D	001 001 001	2012	09	PO_POBNC	2,075.45	Open	GF001	00783	660021			C0256	03/01/13	02/28/13		MACKONE DEVELOPMENT INC	N		
				Total for Ln-Sched-Dist:			001 001 001 Receiving Required : X	2,075.45						PO ID:						0000043119		
				Total for PO:			0000043119	2,075.45														
0000043490	05/16/13	SO	D	001 001 001	2012	11	PO_POBNC	4,000.00	Open	GF001	00783	613001			C0255	05/16/13	05/16/13		SCHWEITZER ENGINEERING LABORATORIES IN	N		
				Total for Ln-Sched-Dist:			001 001 001 Receiving Required : X	4,000.00						PO ID:							0000043490	
				Total for PO:			0000043490	4,000.00														
0000043562	05/29/13	PW	D	001 001 001	2012	11	PO_POBNC	112,745.65	Open	GF001	00783	660021			C0293	05/29/13	05/29/13		ANGELES CONTRACTOR INC	N		
				Total for Ln-Sched-Dist:			001 001 001 Receiving Required : X	112,745.65						PO ID:							0000043562	
				Total for PO:			0000043562	112,745.65														
0000043568	05/29/13	SO	D	001 001 001	2012	11	PO_POBNC	2,198.54	Open	GF001	00783	660021			C0293	05/29/13	05/29/13		GORDIAN GROUP INC (THE)	N		
				Total for Ln-Sched-Dist:			001 001 001 Receiving Required : X	2,198.54						PO ID:							0000043568	
				Total for PO:			0000043568	2,198.54														
0000043733	07/02/13	CB	D	001 001 001	2013	01	PO_POBNC	3,339.96	Open	GF001	00783	660021			C0255	07/02/13	07/02/13		WALTERS WHOLESALE ELECTRIC COMPANY	N		

3.3.7 PO Life Cycle Report

This report provides detailed information for a transaction as it flows through the Purchasing and Accounts Payable system. If applicable, the details about the Requisition, Purchase Order, Receiver, and/or Voucher are displayed. Departments can utilize this report as an inquiry tool and may optionally print or electronically save the report for their records. The Accounts Payable and Purchasing Departments may also use this report to assist in liquidating Purchase Orders in addition to general inquiries.

The report extracts data from four different areas within the PeopleSoft Application:

- Requisitions – If the Purchase Order is “Sourced” from a Requisition(s), the program extracts the Requisition(s) information. If it is not sourced from a requisition, no requisition section will be printed on the report.
- Purchase Orders – Based upon the selection criteria, the program will select the Purchase Order information that is either specified or tied to the Document that is specified.
- Receipts – If the Purchase Order has Receipts entered into the system against it, the program extracts the Receipt(s) information. If no Receipts have been entered referencing the PO, no receipt information will be printed on the report.
- Vouchers – If the Purchase Order has vouchers (supplier invoices) entered into the system against it, the program extracts the Voucher(s) information. If no vouchers have been entered referencing the PO, no voucher section will be printed on the report.

Additional Notes:

- All transactions in the database will be displayed in this report. This means that if there are any cancelled lines, schedules, or distributions related to Requisitions, Purchase Orders, Receipts, or Vouchers, they will be printed on the report but with NO extended dollar amount. Likewise, Requisitions, Vouchers and Receipts that have been cancelled in their entirety, will also be shown on the report but with no extended dollar amounts. However, if the Clear Requisition functionality is used at the PO distribution level, the requisition lines that have been cancelled will not be displayed on the report.

Items deleted before they had been budget checked (trash can icon), no longer exist in the database and will not be displayed.

Navigation: Purchasing > Purchase Orders > Reports > PO Life Cycle Report

Processing Steps / Field Name	Screenshot / Description
<p>Create a Run Control or Search for an existing one to use.</p> <p>Select:</p> <ul style="list-style-type: none"> Select PO Using: Select the Document Type you wish to run this report for; Purchase Order/Requisition/Voucher. Business Unit: If you selected the document type of either a Purchase Order or Requisition you will need to enter the PO Business Unit. If you selected the document type of Voucher, you will need to enter the AP Business Unit. PO/Req/Voucher ID: Enter the document ID you wish to run this report for. <p>Run Report and go to Process Monitor to View/Print Report.</p>	

Report Example

Report ID: CSUP0010 CA State University Long Beach Page No : 1
 Operator : 40011891280 Purchase Order Life Cycle Report Run Date: 01/07/2014
 Database : FBCFSTSA Run Time: 09:46:04

Bus Unit: LBCMP PO Ref: 187-541/32398 Change Order #: 000
 PO Id: 0000043018 PO Type: St Contract Change Order Date:
 PO Dt: 02/11/2013 PO Buyer: 40007660703
 Vendor Id: 0000000278 PO Status: Compl
 Vendor Name: DELL MARKETING LP

Requisition Information:

Req Id	Ln/Sc/Ds	Status	Description	Cater Cd	Requestor	Acct /Dept Id	/Fund /Prog /Project Id/Class	Price	UOM	QTY	PO Ln/Sc/Ds	Total Amount
0000032398	1/1/1	Complete	Dell OptiPlex 790 Desk	20400	400076607	616002/00187	/CE113/ / /	606.45	EA	6.0	1/1/1	3,638.70
Total RBQ												3,638.70

PO Detail Information 0000043018 - 02/11/2013

Ln/Sc/Ds	Stat	Description	Cater	Due Date	Location	Acct /Dept Id	/Fund /Prog /Project Id/Class	Price	UOM	QTY	Total Tax	Total Frw	Total Mac	Total Amount
1/1/1	Comp	*Desktop Dell Opt	00048	02/28/2013	RN2-101	616002/00187	/CE113/ / /	606.45	EA	6.0	327.48	0.00	0.00	3,966.18
Total PO												3,966.18		

Receipt Information:

ReceiverID	Receipt Dt	Line	Status	PO Ln/Sc/Ds	Date	Received By	Pack. Slip	Bill of Lading	Received Qty	Accepted Qty
0000021014	02/20/2013	1	Received	1/1/1	02/28/2013	40002557410			6.0	6.0
Total RBCV										6.0

Voucher Information:

Voucher ID	Status	Voucher Amount	Voucher Dt	Invoice ID	PO Ln/Sc/Ds	Acct /Dept Id	/Fund /Prog /Project Id/Class	Check#	Check Dt	Check Amount	
00379469	Open	2,802.07	02/14/2013	XJ38X1427C	1/1/1	616002/00187	/CE113/ / /	708948	03/15/2013	5,474.98	
00379469	Open	1,068.00	02/14/2013	XJ38X1427C	1/1/1	616002/00187	/CE113/ / /	708948	03/15/2013	5,474.98	
Total VCH											3,870.07

3.3.8 CSU Open PO by ChartField

This report allows the user to retrieve summarized information relating to all Open Purchase Order Activity by business unit or specified ChartFields. It also assists with reconciling Department/Fund encumbrance balances, providing the necessary detailed financial information relating to Purchase Order Encumbrances. It includes the PO No, Doc Date, Status, Line/Schedule/Distribution (when Summarize PO Lines is checked the report displays row count instead of these line numbers), Buyer Name, Year, Accounting Period, Monetary Amount listed as three columns (Posted Amount, Liquidated Amount, and Open Amount), ChartFields, Voucher No., PO Line Description, and Supplier Name. There are several run control criteria's that can be specified. The report is run in PDF report format.) This information can also be obtained in Data Warehouse.

Navigation: Purchasing > Purchase Orders > Reports > CSU Open PO by ChartField

Processing Steps / Field Name	Screenshot / Description												
<p>Create a Run Control or Search for an existing one to use.</p> <p>Select:</p> <p>General Options</p> <ul style="list-style-type: none"> • Business Unit: Enter the PO Business Unit for which you want to run this report. This is a required field. • Fiscal Year (thru): Enter a Fiscal Year thru which you want to run this report. This is a required field. • Period (thru): Enter the Accounting Period thru which you want to run this report for. This is a required field. • Buyer: Select the Buyer using the magnifying glass (not required, however this will narrow the search). • Include Closed PO's with an Open Amount: Checking this will include the Closed PO's that still have open amounts. (not required) <p>Special Options</p> <ul style="list-style-type: none"> • Summarize PO Lines: Check this to Summarize. Unchecked will print the PO Line Detail. (not required) Note: When Summarize PO Lines is checked the selection box for PO Header Reference will be ungreyed. This will print the PO Header Reference (Requisition) in column 5 of the report. Unchecked it will print Buyer Name in column 5 of the report. When Summarize PO Lines is not checked, the selection box for Print Liquidating Documents is ungreyed. • PO Header Reference: Check this to display the PO Header Reference (Requisition). • Print Liquidating Documents: When checked this prints the Voucher ID that was matched to the PO. Unchecked 	<p>Open PO by Chartfield</p> <p>Run Control ID: ONREQUEST Report Manager Process Monitor Run</p> <p>General Options</p> <p>*Business Unit: LBCMP *Fiscal Year (thru): 2013 *Period (thru): 6</p> <p>Buyer: []</p> <p><input type="checkbox"/> Include Closed PO's with an Open Amount</p> <p>Special Options</p> <p><input type="checkbox"/> Summarize PO Lines <input type="checkbox"/> PO Header Reference</p> <p><input type="checkbox"/> Print Liquidating Documents</p> <p><input type="checkbox"/> Limit By Commitment Amount</p> <p><input checked="" type="radio"/> Less Than <input checked="" type="radio"/> Greater Than Amount: []</p> <p>Insert Report Criteria Personalize Find First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>ChartField</th> <th>From Value</th> <th>To Value</th> <th>All Values</th> <th>Sort</th> <th>Sub Total</th> </tr> </thead> <tbody> <tr> <td>DEPTID</td> <td>00057</td> <td>00057</td> <td><input type="checkbox"/></td> <td>[]</td> <td>1</td> </tr> </tbody> </table> <p>Check 'All Values' to process a blank Chartfield value Leave values empty to process from minimum to maximum values Default sort is Dept, Fund, Account, Project, Class, Program</p> <p>Save Return to Search Notify Refresh Add Update</p>	ChartField	From Value	To Value	All Values	Sort	Sub Total	DEPTID	00057	00057	<input type="checkbox"/>	[]	1
ChartField	From Value	To Value	All Values	Sort	Sub Total								
DEPTID	00057	00057	<input type="checkbox"/>	[]	1								

Processing Steps / Field Name	Screenshot / Description
<p>prints the PO Line Description. This is only applicable if the Summarized PO Lines is unchecked. (not required)</p> <ul style="list-style-type: none"> Limit by Commitment Amount: Select if you want only those PO's selected by the amount specified. (Not required, however this will narrow the search). <p>Insert Report Criteria</p> <ul style="list-style-type: none"> ChartField Criteria: Select the ChartField(s) you wish to report, sort, and sub-total on. The ChartField indicated as sort 1 will default as the main sub-total and page break. All other ChartFields are displayed following the default sort (Dept, Fund, Account, Project, Class, Program) less the ChartField selected as sort 1 and will sub-total within the report by each unique combination of all remaining ChartFields, unless an additional sort or sub-total is listed on the run control. The report will display grand totals by business unit limited to the data selection on the run control. Run report and go to the process monitor to View/Print the report. (CSUPO011). <p>Note: This report is run in PDF format.</p>	

Report Example

Report ID: CSUPO011	Open PO Report by ChartFields	Page No : 2
Operator : 40011891280	CA State University Long Beach	Run Date: 01/07/2014
Database : PBCFSTEA	Thru Fiscal Year 2013 Accounting Period 06	Run Time: 09:50:34
Bus Unit : LBCEM		
DEPT : 00057 - Biological Sciences		

PO ID	PO Date	Lin-Sc-De	PO Line Description	Vendor Description	Fund	Account	Project	Class	Prog	PO Amount	Liquidated Amt	Open Amount
0000044258	09/26/13	D 001-01-01	Service to decontaminate Bilol	TECHNICAL SAFETY SERVICES INC	48101	613001				559.00	0.00	559.00
Total Activity For 48101 613001										559.00	0.00	559.00
0000044233	09/20/13	D 001-01-01	FORMA DH CO2 DECON 120V - QUOT	FISHER SCIENTIFIC	48101	619002				6,474.60	0.00	6,474.60
Total Activity For 48101 619002										6,474.60	0.00	6,474.60
0000043967	07/30/13	D 001-01-01	BPO for preventive maintenance	STERILIZER TECH SPECIALISTS	48101	660021				7,040.00	0.00	7,040.00
Total Activity For 48101 660021										7,040.00	0.00	7,040.00
0000043969	07/30/13	D 001-01-01	PURCHASE LAB SUPPLIES, BPO. AU	FISHER SCIENTIFIC	48101	660927				3,000.00	1,223.91	1,776.09
Total Activity For 48101 660927										3,000.00	1,223.91	1,776.09
Total Activity For FUND_CODE = 48101										17,073.60	1,223.91	15,849.69
0000044152	09/05/13	D 001-01-01	BPO for live frogs- not to exc	KONS DIRECT	CF030	660927				2,700.00	0.00	2,700.00
Total Activity For CF030 660927										2,700.00	0.00	2,700.00
Total Activity For FUND_CODE = CF030										2,700.00	0.00	2,700.00
0000043967	07/30/13	D 002-01-01	BPO to repair department autoc	STERILIZER TECH SPECIALISTS	GP001	660021				7,800.00	188.84	7,611.16
0000044103	08/19/13	D 001-01-01	SERVICE AND CLEANING, CHANGING	MERRY X-RAY (MXR)	GP001	660021				2,500.00	469.81	2,030.19
Total Activity For GP001 660021										10,300.00	658.65	9,641.35
Total Activity For FUND_CODE = GP001										10,300.00	658.65	9,641.35
0000044015	08/05/13	D 001-01-01	PURCHASE LAB SUPPLIES, BPO WHI	FISHER SCIENTIFIC	GP006	660927				4,000.00	2,252.71	1,747.29
Total Activity For GP006 660927										4,000.00	2,252.71	1,747.29
Total Activity For FUND_CODE = GP006										4,000.00	2,252.71	1,747.29