



# **Guide to the Purchasing and Accounts Payable Module**

**Kuali**

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# Introduction

The Purchasing and Accounts Payable (PURAP) module allows users to request materials and services, generate and transmit purchase orders, and process invoices and credit memos received from vendors. The requisition, purchase order, payment request, purchase order amendment, and credit memo documents use Kualu Enterprise Workflow for document approval. Encumbrance, expense and liability entries post to the General Ledger as required.

PURAP includes several documents to help your institution manage its procurement processes. Kualu Financials users may initiate Requisition documents to request that orders be placed for goods or services. Fully approved Requisition documents are then processed by departmental staff and then become purchase orders (POs). Under certain conditions (specified by your institution's business rules in the system), fully approved requisitions may become POs automatically without any additional processing.

Each PO is an official request for goods or services to a specified vendor for an agreed-upon cost. After goods are delivered or services rendered, Financials allows for the processing of vendor invoices through the Payment Request document, which applies full or partial payment against a PO. Credits received from vendors may also be processed on a Credit Memo document. Both payments and credit memos may then be applied to outstanding invoices when payment is due.



In order to work efficiently in the system's PURAP screens, you need to understand the basics of the user interface. For information and instructions on logging on and off, navigating, understanding the components of screens, and performing basic operations in the screens, see the *Overview and Introduction to the User Interface*.




# Purchasing / Accounts Payable Batch Processes

Users do not interact directly with Quali Financials batch processes, but some users want to understand how these processes keep the data base up to date. For users who are interested, the following table summarizes the functions of the system's Purchasing/Accounts Payable batch processes. These processes, which are run according to a predetermined schedule, not only keep your data base up to date but, in some cases, generate new documents as needed to make certain types of adjustments.

## Purchasing / Accounts Payable Batch Jobs

Job Name	Description
approveLineItemReceivingJob	If unordered items have been received and noted when doing line item receiving, PURAP attempts to create a Purchase Order Amendment document to adjust for the new items. If a purchase order cannot be amended for some reason (for example, if it is closed or has pending payment requests), this job rechecks each time it is run and creates the Purchase Order Amendment document as soon as it is allowed to do so.
autoApprovePaymentRequestsJob	Automatically approves payment request documents with a current or past pay date.  For more information on about Payment Request Auto Approval refer to the <a href="#">Payment Request Automated Approval</a> section
autoClosePurchaseOrdersJob	Closes open purchase orders with no remaining encumbrance.
autoCloseRecurringOrdersJob	Looks at the end date on a recurring order (that is, a purchase order with a recurring payment type not equal to null). If this date is less than or equal to the date defined in the AUTO_CLOSE_RECURRING_PO_DATE parameter, it closes the purchase order and disencumbers any outstanding amounts.  <b>Testing Notes:</b>  There is a hard coded three month delay when determining which POs to pick up, therefore when testing, the parameter and the recurring end date need to be three months prior to today in order for the job to pick them up for closing.  The AUTO_CLOSE_RECURRING_PO_DATE is reset to the current date when the job runs.



electronicInvoiceExtractJob	<p>Examines and validates invoices uploaded electronically by vendors. Creates Payment Request documents for valid invoices and creates Electronic Invoice Reject documents for invalid invoices. The following rules will cause an electronic invoice to reject and create an <a href="#">Electronic Invoice Reject Transaction (EIRT)</a>:</p> <ul style="list-style-type: none"><li>• DUNS number is not found in the vendor files.</li><li>• Missing PO number.</li><li>• Missing invoice number</li><li>• Duplicate invoice number.</li><li>• Invalid or missing invoice date.</li></ul> <p> Improperly formatted files will not be loaded or processed.</p>
faxPendingDocumentJob	<p>Not yet supported by Financials; this job is a placeholder. Additional logic is needed to get this job fully functioning. (POs are queued electronically to be sent via fax, and this job runs every 15 minutes. If there is a problem with the fax device, the job fails. If the fax device is working normally, the POs are faxed.)</p>
purchasingPreDisbursementExtractJob	<p>Extracts all eligible and approved Payment Request and Credit Memos documents into the Pre-Disbursement Processor (PDP) for payment.</p>
purchasingPreDisbursementImmediateExtractJob	<p>Extracts eligible and approved payment requests and credit memos flagged for immediate payment into the Pre-Disbursement Processor (PDP) for payment.</p>
receivingPaymentRequestJob	<p>If using receiving and if a payment request is entered that exceeds the open quantity on the purchase order, the payment request is held in Awaiting Receiving status. This job checks payment requests held in this status and releases them for normal routing when the purchase order has a sufficient open quantity.</p>



# Purchasing / Accounts Payable Transaction Documents


## Purchasing / Accounts Payable transaction documents

Document	Description
<a href="#">Bulk Receiving</a> (RCVB)	The bulk receiving document is used by a central receiving office to record the number of cartons or packages received. The printed receiving ticket is used to facilitate the delivery of the goods to the delivery address.
<a href="#">Contract Manager Assignment</a> (ACM)	This document creates the purchase order when a contract manager's number is associated with the requisition.
<a href="#">Line Item Receiving</a> (RVCL)	The Receiving document is used by a central receiving organization or a departmental user to record the receipt of goods on purchase order line items where a quantity exists. The document is also used to record goods that were damaged, returned, or unordered.
<a href="#">Payment Request</a> (PREQ)	When an invoice against a purchase order is received from the vendor, the system generates a payment request document to initiate payment to the vendor.
<a href="#">Requisition</a> (REQS)	This document indicates goods or services you want to order through the system. The requisition also provides purchasing with the authority to use funds from the accounts specified.
<a href="#">Shop Catalogs</a>	This document is used to connect to online vendor catalogs to create shopping carts. Returning the cart into Kuali creates a requisition document. This feature requires a B2B integrator.
<a href="#">Vendor Credit Memo</a> (CM)	This document initiates adjustments or records refunds for goods or services related to invoices processed on purchase orders.



# Bulk Receiving

Kuali Financials handles two kinds of receiving documents—bulk and line item. This section addresses bulk receiving only.

 For information about bulk receiving, see [Line Item Receiving](#).

The Bulk Receiving document allows a central receiving organization or a departmental user to record the receipt of goods. It is used to record the number of cartons received, to allow you to add notes (regarding damage to cartons,

etc.) and print a PDF receiving ticket. The document is simply a recording tool; it has no impact on line item receiving, the purchase order or payment request. It is not a substitute for line item receiving.

The Bulk Receiving document may be initiated against a Purchase Order document; however, a purchase order is not required. This flexibility gives the receiving group the option to create these documents without a purchase order number (i.e., for credit card orders).

## Document Layout

Two screens are associated with this document—an initiation screen with a single tab, followed by a main screen with multiple tabs.

## Bulk Receiving Initiation Tab


When you select **Bulk Receiving**, the system displays the initiation screen with its single tab—**Bulk Receiving Initiation**.

### Bulk Receiving Initiation tab field definitions

Title	Description
Bill of Lading number	The bill of lading number for this shipment
Carrier	The carrier for these goods
Date Received	Required. The date the goods were received. Enter the date or select it from the calendar tool.
Packing Slip number	The number on the packing slip for this shipment
PO number	The PO number (if any) associated with these goods





 Your institution may change attributes in the data dictionary to indicate whether **Packing Slip number**, **Bill of Lading number**, and/or **Carrier** are required.

To initiate a Bulk Receiving transaction, follow these steps:


Enter data as appropriate for this delivery.

Click the **Continue** button.

The system displays the main screen with the other tabs in the Bulk Receiving document.

## Bulk Receiving Document Main Screen

After you click **continue** on the **Bulk Receiving Initiation** tab, the system displays several additional tabs on the Bulk Receiving document. Only two of these tabs—**Vendor** and **Delivery**—contain unique fields.

 For information about the standard **Document Overview**, **View Related Documents**, **Notes and Attachments**, **Ad Hoc Recipients**, and **Route Log** tabs, see Standard Tabs in the *Overview and Introduction to the User Interface*.


## Document Overview Tab

The Document Overview tab is standard except that the **Description** field in the **Document Overview** tab defaults to the purchase order number and vendor's name if a purchase order number has been entered; the Description value defaults to Not associated with a PO if no PO was entered.



## Vendor Tab

The **Vendor** tab contains vendor details related to the items being received.

 The fields on this screen are display-only if this document relates to a purchase order. If the document is not related to a PO, you may edit the fields.

### Vendor tab field definitions

Title	Description
number of Pieces	Required. The number of items received.
Alternate Vendor	If Purchasing has associated an alternate vendor on the purchase order, that vendor's name is displayed here.
Bill of Lading number	The bill of lading number for the received goods.
Carrier	The carrier's name that was selected on the <b>Initiation</b> tab.
Contacts	This lookup allows the initiator to view contacts associated with a vendor. The system does not return these contacts to the document.
Date Received	Required. The date these goods were received. The default is today's date. Enter the date or select it from the calendar tool.
Goods Delivered By	Initially displays the vendor's name, but if the alternate vendor shipped the goods and the <b>Alternate Vendor</b> button is selected, then that vendor's name is displayed here.
Packing Slip number	The packing slip number for the received goods.
Reference number	Optional. An additional number that can be assigned to this document such as an internal tracking number that can then be used in the custom search.
Tracking/Pro number	The tracking number for this order.
Vendor	If a purchase order number was entered, contains the vendor's name and address. If a purchase order number was not entered in the initiation tab, the field is just for the vendor's name. The vendor's name, number, and address can be manually entered or retrieved via the <b>Vendor</b> lookup.
Weight	The weight of the received carton.



## Delivery Tab

The **Delivery** tab contains delivery details related to the items being received.

### Delivery tab field definitions

Title	Description
Additional Delivery Instructions	Any additional delivery instructions for the item(s). This field is editable.
Campus	Required. The delivery campus will default to the appropriate campus for the user's chart/organization.
Contact Email	The contact's email address.
Contact Name	The name of the person to be contacted if there are questions about received item(s) if the requestor is not to be contacted.
Contact Phone	The contact's phone number.
Delivery	The deliver-to name and the delivery address for receipt of the order. If this Bulk Receiving document was not initiated against a PO number, you may enter delivery information manually or by using the lookups.
Delivery Instructions	Additional delivery instructions or other notes (regarding damage to cartons, etc.) to be printed on the ticket. This field is editable.
Requestor	The name of the person requesting the good or services from the original requisition.
Requestor's Phone Number	The requestor's phone number.
Requisition Preparer	The name of the user who created the requisition.



## Process Overview

### Business Rules

- If the items being received relate to a purchase order, the receiving document is automatically populated with vendor and delivery information from the purchase order. This document becomes a related document to the purchase order.
- A purchase order number is not required. If the user does not enter a purchase order number on the initial screen, then all fields that are stored on the receiving document are editable.
- If the **Vendor Date**, **Packing List number**, or **Bill of Lading number** values entered on the **Bulk Receiving Initiation** tab already exist on a Bulk Receiving document for the purchase order, the system displays a message indicating that the document may be a duplicate.
- The **Print** button is displayed at the bottom of the screen only after the **Submit** button has been clicked.
- If a purchase order number was not entered, the **View Related Documents** tab contains no related documents.
- If there is visible damage to the packing, then notes are used to record this damage. This information is important to record if the product inside the package is also damaged. This information may assist with determining whether the product was damaged during the shipping process vs. after the delivery was made.

### Routing

- Any Purchasing/Accounts Payable user can create bulk receiving documents.
- Adhoc routing provides for FYI and Acknowledge only.

### Printing Bulk Receiving Information

The Bulk Receiving document provides a print option after the **Submit** button has been selected. This option generates a PDF that includes delivery address, number of pieces, delivery instructions, requestor, requestor phone, institution contact, institution contact phone number, a place for a signature, and a blank space for a date to be added.



# Contract Manager Assignment

The Contract Manager Assignment (ACM) document enables you to see a list of fully approved requisitions that did not automatically generate a purchase order through the APO process yet are ready to begin the purchasing process. When you assign a contract manager to any of these approved requisitions on this document, the system assigns the contract manager and creates a PO.



For information about APOs, see the business rules for the [Purchase Order](#) document.



The way a Purchasing Department manages its workload varies from institution to institution. Some institutions assign work by commodity (for example, a computer contract manager vs. a contract manager who purchases MRO goods). Other institutions assign work to the person with the fewest projects. Yet others have such a small staff that one contract manager handles all of the work. The Contract Manager Assignment document is designed to handle any type of work distribution.

## Document Layout

In addition to several standard tabs, the Contract Manager Assignment document contains a single unique tab—**Assign a Contract Manager**.





For information about the standard tabs, such as **Document Overview, Notes and Attachments**, and **Route Log**, see Standard Tabs in the *Overview and Introduction to the User Interface*.



## Assign a Contract Manager Tab

The **Assign a Contract Manager** tab lists all approved requisitions that have not yet had a contract manager assigned so you can assign a contract managers and initiate PO documents.

 You do not need to assign a contract manager to every requisition. Any requisitions that are not assigned will be displayed the next time the Contract Manager Assignment document is created.

 If no requisitions need to be assigned a contract manager, an error message is displayed.

### Assign a Contract Manager tab field definitions

Title	Description
Create Date	Display-only. The date the requisition was created.
Contract Manager	Optional. Enter the contract manager code for the person you want to assign to this requisition or search for it from the <b>Contract Manager</b> lookup.
Delivery Campus	Display-only. The delivery campus defaults based on the information in the requisition.
First Item Commodity Code	Display-only. The commodity code assigned to the first line item on the requisition.
First Item Description	Display-only. The text description associated with the first line item on the requisition.
First Object Code	Display-only. The object code associated with the accounting string for the first line item on the requisition.
General Description	Display-only. The description from the <b>Document Overview</b> tab of the requisition document.
Requisition Number	Display-only. The system-generated requisition number.
Total	Display-only. The total dollar amount from the requisition based on all line items and miscellaneous items.
University Fiscal Year	Display-only. The fiscal year assigned to the requisition.
Vendor Name	Display-only. The suggested vendor name from the requisition.



## Process Overview

### Business Rules

- Only fully approved requisitions without a contract manager assigned may be assigned a contract manager using this document.
- Multiple unassigned requisitions may exist at one time. Requisitions without a contract manager assigned on the document remain in the queue to be assigned at a later time.

### Routing

- The Contract Manager Assignment document does not route for approval.
- It is possible to ad hoc route this document as an FYI or acknowledgement.
- After submission the document goes to a Workflow status of FINAL and generates an In Process PO and a Workflow status of Saved.

### Example

A departmental user created a Requisition document to order some supplies. The requisition was not eligible to become an APO because the user was not sure that the price entered on the document was correct. Instead, the creator of the requisition entered a **PO Cannot Exceed Total** amount, which disqualified the requisition from automatically becoming a PO.

To manually assign a contract manager to the fully-approved requisition, a Purchasing user logs in and creates a **Contract Manager Assignment** document.



# Correction Receiving

In the event the Line Item Receiving document needs to be completed, you can click the Correction button on the Line Item Receiving document and a Correction Receiving document is created.

## Document Layout

The Correction Receiving document includes unique **Vendor**, **Items**, and **Delivery** tabs in addition to the standard tabs that display at the bottom of a financial transaction document.



For information about the standard **Document Overview** tab, see Standard Tabs in the *Overview and Introduction to the User Interface*.

## Document Overview Tab

The **Document Overview** tab is standard except that the **Description** field defaults to the purchase order number and vendor's name.

### Document Overview tab field definitions

Title	Description
Description	Defaults to the purchase order number and vendor's name
Explanation	Allows you to include additional information about the document that does not fit into the <b>Description</b> field (which is limited to 40 characters).
Org. Doc. number	The organization document number. If the organization does not use an internal referencing system, this field is left blank.





## Vendor Tab

The **Vendor** tab contains vendor details related to the items being received.

### Vendor tab field definitions

Title	Description
Address 1	Display-only. The first line of the address for the selected vendor.
Address 2	Display-only. The second line of the address for the selected vendor.
Bill of Lading number	Display-only. Defaults from original Line Item Receiving document.
Carrier	Display-only. Defaults from original Line Item Receiving document.
City	Display-only. The city associated with this vendor.
Country	Display-only. The country associated with this vendor.
Packing Slip number	Display-only. Defaults from original Line Item Receiving document.
Postal Code	Display-only. The postal code for this vendor address.
Reference number	Display-only. Defaults from original Line Item Receiving document.
State	Display-only. The state associated with this vendor.
Vendor	Display-only. The vendor name from the Purchase Order document.
Vendor Date	Display-only. The Received date which defaults from original Line Item Receiving document. NOTE: This field is incorrectly labeled.
Vendor number	Display-only. The system generated identifying number assigned to this vendor.



## Items Tab

The **Items** tab displays the lines of from the Line Item Receiving document that is being corrected.

### Items tab field definitions

Title	Description
Catalog number	Display-only. Defaults from original Line Item Receiving document.
Description	Display-only. Defaults from original Line Item Receiving document.
Line number	Display-only. Defaults from original Line Item Receiving document.
Prior Qty Damaged	Display-only. Defaults from original Line Item Receiving document and is the amount that was noted previously as damaged.
Prior Qty Received	Display-only. Defaults from original Line Item Receiving document and is the amount that was noted previously as received.
Prior Qty Returned	Display-only. Defaults from original Line Item Receiving document and is the amount that was noted previously as received.
Correct Qty Damaged	The quantity received that was damaged.
Correct Qty Received	The quantity of this item received in this shipment.
Correct Qty Returned	The quantity to be returned to the vendor.
UOM	Display-only. Defaults from original Line Item Receiving document.



## Delivery Tab

The **Delivery** tab contains information about where goods ordered on this order should be delivered. It also displays delivery contact information and any special delivery instructions. All fields in this tab come from the purchase order's **Delivery** tab.

### Delivery tab field definitions

Title	Description
Address 1	Display-only: Address line 1 where the goods were delivered.
Address 2	Display-only: Address line 2 where the goods were delivered.
City	Display-only: The city where the goods were delivered.
Country	Display-only: The country where the goods were delivered.
Date Required	Display-only: The date the delivery was required.
Date Required Reason	Display-only: If a date required was entered the date required reason is displayed here.
Delivery Building Code	Display-only: The building where the goods were delivered.
Delivery Campus	Display-only: The campus code where the goods were delivered.
Delivery Instructions	Display-only: Displays any special delivery instructions for the items.
Delivery To	Display-only: The person to whom the delivery was made.
Email	Display-only: The email address of the delivery-to person.
Phone Number	Display-only: The phone number of the delivery-to person.
Postal Code	Display-only: The postal code where the goods were delivered.
Room	Display-only: The room number where the goods were delivered.
State	Display-only: The state where the goods were delivered.



# Payment Request



In order for users to submit the Payment Request document, the `ENABLE_BANK_SPECIFICATION_IND` parameter must be set to Y and the `DEFAULT_BANK_BY_DOCUMENT_TYPE` parameter must be completed. Even if your institution is not planning to use the Bank Offset feature in Financials, the `DEFAULT_BANK_BY_DOCUMENT_TYPE` parameter must be completed if your users plan to use the Payment Request document. Bank offsets will not be created if the Bank Offset feature has not been configured.

The Payment Request (PREQ) document is created in response to receiving an invoice for goods or services requested from a vendor on a PO. The system provides two ways of creating a payment request:

- One is automated through the electronic invoicing process. If the electronic invoice passes all matching and validation criteria with the PO, the system generates the PREQ document automatically. If a discrepancy is found during matching and validation, the electronic invoice data may be processed via the Electronic Invoice Reject document in the action list of an Accounts Payable Processor. This user researches the reasons for the rejection. Subsequent editing and approving the Electronic Invoice Reject document initiates a payment request document if validation rules can be satisfied.
- The other approach is to complete the Payment Request document manually using the screen described in this section.

If invoices are processed centrally by your institution, initiation of a Payment Request document is likely restricted to users having the Accounts Payable Processor role.

## Document Layout

Two screens are associated with the Payment Request document—an initiation screen with a single tab followed by a main screen with multiple tabs.



## Payment Request Initiation Tab

When you select **Payment Request** the system opens a screen containing the **Payment Request Initiation** tab. This tab allows you to specify details about the invoice and the PO to which it applies.

### Payment Request Initiation tab field definitions

Title	Description
Invoice Date	Required. Enter the invoice date from the vendor invoice or select the date from the calendar tool.
Invoice Number	Required. Enter the identifying invoice number from the vendor invoice.
Purchase Order Number	Required. Enter the PO number to which the invoice applies.
Special Handling Instructions	Optional. Enter text into any of the special handling fields to indicate a special check delivery requirement for the payment.
Vendor Invoice Amount	Required. Enter the net dollar amount of the invoice to be processed.

Click **Continue** button to initiate this payment request. The system displays the main screen for the Payment Request document.

## Main Screen

This screen includes unique **Document Overview, Vendor, Invoice Info, Process Items and View Payment History** tabs in addition to the standard tabs that display at the bottom of a financial transaction document.



For information about the standard **Document Overview** tab, see Standard Tabs in the *Overview and Introduction to the User Interface*.

## Document Overview Tab

The **Document Overview** tab for the Payment Request document is different from the standard **Document Overview** tab. The **Description** field defaults to the purchase order number and the vendor name.

On the Payment Request document, this tab is made up of three sections—**Document Overview, Financial Document Detail, and Payment Request Detail**. The **Document Overview** section is the same as the standard **Document Overview** tab.






## Financial Document Detail Section

### Financial Document Detail section field definitions

Title	Description
Total Amount	Display-only. The total amount of the payment request after the request has been submitted.
Year	Display-only. The fiscal year of the purchase order referenced by the Payment Request document.

## Payment Request Detail Section

### Payment Request Detail section field definitions

Title	Description
Account Distribution Method	Defaults to the Account Distribution Method (either proportional or sequential) on the Purchase Order document.
Payment Request Positive Approval Required	Display-only. An indicator showing whether positive approval is required.  The <b>Payment Request Positive Approval Require</b> field is displayed only if the PAYMENT_REQUEST_POSITIVE_APPROVAL_IND parameter is set to Y. This parameter controls whether PREQ positive approval functionality is invoked.
Receiving Required	Display-only. An indicator showing whether receiving is required.  The <b>Receiving Required</b> field is displayed only if the RECEIVING_DOCUMENT_REQUIRED_IND parameter is set to Y. This parameter controls whether receiving required functionality is invoked.
Use Tax Indicator	 The <b>Use Tax Indicator</b> field is displayed only if the ENABLE_SALES_TAX_IND parameter is set to Y. This parameter controls whether tax service is invoked and whether tax-related fields and columns display. Display-only. An indicator showing whether use tax or sales tax is calculated. Yes - Use tax is calculated. No - Sales tax is calculated. The <b>Change to Sales Tax</b> and <b>Change to Use Tax</b> buttons allow you to toggle between the two settings.



The system displays different fields in this document depending upon whether tax is enabled or disabled.

When the **Use Tax Indicator** is set to Yes, in the **Total** lines show that the vendor remit amount is the **Grand Total Prior to Tax** in the **Process Items** tab.

When the **Use Tax Indicator** is set to No (indicating Sales Tax), in the total lines show that the **Vendor Remit Amount** is the **Grand Total** (which includes tax) in the **Process Items** tab.

## Vendor Tab

The **Vendor** tab contains information about the vendor associated with the PO and allows you to modify vendor address information.

The **Vendor** tab has two sections: **Vendor Address** and **Vendor Info**.

### Vendor Address Section

#### Vendor Address section field definitions

Title	Description
Address 1	Required. The default remit-to address is ordinarily populated from the Vendor document. The purchase order address will display here instead if there is not a remit-to address in the Vendor record. Override the default by entering a different address in this field or by searching for it from the <b>Address</b> lookup.
Address 2	Optional. Override the default or leave it as is.
Attention	Optional. Override the default or leave it as is.
City	Required. Override the default or leave it as is.
Country	Required. Override the default by selecting a country from the <b>Country</b> list or leave it as is.
Postal Code	Required for U.S. addresses. Override the default or leave it as is.
Province	Optional. Override the default or leave it as is.
State	Required for U.S. addresses. Override the default by selecting the state from the <b>State</b> list or leave it as is.
Vendor	Display-only. The name of the vendor is automatically populated based on information in the purchase order.



Vendor Number	Display-only. The vendor number followed by a hyphen and the division number.
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## Vendor Info Section

### Vendor Info section field definitions

Title	Description
Active ACH Payee	Display Only. This field appears only when the document is in Initiated, Saved, and Enroute status. If the vendor has an active Payee ACH Account, Yes is displayed. If the vendor does not have an active Payee ACH Account, No is displayed.
Check Stub Notes	Optional. Enter text to be printed on the check stub.
Customer Number	Optional. Populated from the PO. Override it by entering the customer number directly or searching for it from the <b>vendor</b> lookup.
Payment Terms	Optional. Populated from the PO. Override it by selecting the payment terms from the <b>Payment Terms</b> list.
Shipping Payment Terms	Optional. Populated from the PO; identifies the entity that pays for shipping (the vendor or the institution). Override the entry by selecting the terms from the <b>Shipping Payment Terms</b> list.
Shipping Title	Display-only. This entry indicates when the items associated with a PO become the property of the ordering institution.
Special Handling Instructions	Optional. Enter the handling instructions to be printed on the check.

## Invoice Info Tab


The **Invoice Info** tab provides a means for display and modification of invoice information.

### Invoice Info tab field definitions

Title	Description
AP Processed Date	Display-only. The date the PREQ was submitted by an Accounts Payable processor.
Bank Code	Required. The bank code will be displayed only if the BANK_CODE_DOCUMENT_TYPES includes PREQ and ENABLE_BANK_SPEFICATION_IND is set to Y. The default bank is determined by the DEFAULT_BANK_BY_DOCUMENT_TYPE parameter. You may override this value by entering another bank code or selecting it







	from the <b>Bank</b> lookup.
Extract Date	Display-only. The date the Payment record is extracted to the Pre-Disbursement Processor.
(Immediate Pay)	Optional. Select the Immediate Pay check box if a check is needed on the same day. This indicator allows for an approved payment request to be extracted for payment during the day.
Invoice Date	Display-only. Populated from the <b>Payment Request Initiation</b> tab.
Invoice Number	Display-only. Populated from the <b>Payment Request Initiation</b> tab.
Pay Date	<p>Defaults to the date automatically calculated by the system. If payment terms are edited, the system repopulates this field only if it is blank. Override the automatic entry by entering a pay date or selecting it from the calendar tool.</p> <p> <b>Pay Date Calculations:</b> The pay date is calculated automatically as follows. The payment terms specified are applied to the invoice date to generate a pay date. The payment terms parameters are in the Payment Terms Type table. Additionally, ten days (or another institutionally defined default number of days) are added to the current date to generate a pay date. Financials selects the later of these two dates and uses it as the default pay date for this Payment Request document.</p> <p>The pay date may be entered manually, but it must not be a past date. If the date is more than 60 days from the current date, the system displays a warning message.</p>
Payment Attachment Indicator	Optional. Select the check box if an attachment (such as a copy of the invoice) must be returned to the Vendor with this payment.
Payment Classification	Display-only. Not currently used.
Payment Request Cost Source	Display-only. Automatically populated from the PO if it exists.
PO End Date	Display-only. The purchase order end date, if any, is automatically populated from the PO.
PO Notes	Display-only. If notes have been added to the PO, this field contains the value Yes.
Purchase Order Number	Display-only. The PO number associated with this invoice. This is the PO number used on the initiation screen.
Vendor Invoice Amount	Display-only. The vendor total invoice amount as entered on the <b>Payment Request Initiation</b> tab. This field is displayed only on an In Process PREQ document. When the document is submitted, the system no longer carries the field and the value forward.



## Tax Information Tab

The **Tax Information** tab is displayed only when the PREQ is routed to the Tax Manager. This tab allows the tax manager to review and change tax information.

### Tax Information tab field definitions

Title	Description
Country	<p>Required if the <b>Income Class</b> entry is Fellowship or Independent Contractor. No entry is allowed if the <b>Income Class</b> entry is Non-Reportable. The nonresident alien payee's country of citizenship. Select the country from the list.</p> <p> The payee's country of citizenship is not necessarily the payee's country of residence.</p>
Exempt Under Other Code	<p>Optional, except no entry is allowed if the <b>Income Class</b> entry is Non-Reportable. Check this box if the payment is tax exempt under another code, as specified by the IRS.</p>
Federal Tax Percent	<p>Required if the <b>Income Class</b> entry is Fellowship or Independent Contractor. No entry is allowed if the <b>Income Class</b> entry is Non-Reportable. The percentage of federal tax to be withheld from the payment. Either enter the appropriate percentage for the income class or use the lookup to search for it. The default entry is 0.</p>
Foreign Source	<p>Optional, except no entry is allowed if the <b>Income Class</b> entry is Non-Reportable. Select this check box if the payment is defined as foreign source based on U.S. income sourcing rules.</p> <p>Selecting this check box indicates that there is no tax withholding on the payment.</p>
Gross Up Payment	<p>Optional, except no entry is allowed if the <b>Income Class</b> entry is Non-Reportable. Select this check box if the payee is to receive the stated check amount regardless of any required tax withholding.</p> <p> Any taxes required to be withheld are calculated and added to the original amount of the disbursement voucher by charging an additional matching amount to the first account listed in the <b>Accounting Lines</b> section.</p>
Income Class	<p>Required. The type of activity this disbursement is for. Select the type of activity from the list. Values may vary, but examples include:</p> <ul style="list-style-type: none"><li>Fellowships - Non-service related payments</li><li>Independent Contractor - Service-related payment</li><li>Non-Reportable - Goods or accountable plan travel</li><li>Royalties - Royalty, rights or permission payments</li></ul>



NQI Id	<p>Optional, except no entry is allowed if the <b>Income Class</b> entry is Non-Reportable. Select this box if the payment is defined as a nonqualified intermediate.</p> <p>Selecting this check box indicates that there is no tax withholding on the payment.</p>
Special W-4 Amount	<p>Optional, except no entry is allowed if the <b>Income Class</b> entry is Non-Reportable. Enter the special W-4 amount to be withheld.</p>
State Tax Percent	<p>Required if the <b>Income Class</b> entry is Fellowship or Independent Contractor. No entry is allowed if the <b>Income Class</b> entry is Non-Reportable. The percentage of state tax to be withheld from the payment. Either enter the appropriate percentage for the income class or use the lookup to search for it. The default entry is 0.</p>
Treaty Exempt	<p>Optional, except no entry is allowed if the <b>Income Class</b> entry is Non-Reportable. Select this check box if there is a tax treaty with the nonresident alien payee's country.</p> <p>Selecting this check box indicates that there is no tax withholding on the payment.</p>
USAID Per Diem	<p>Optional, except no entry is allowed if the <b>Income Class</b> entry is Non-Reportable. Check this box if the USAID per diem exemption applies, as specified by the IRS.</p> <p>Selecting this check box indicates that there is no tax withholding on the payment.</p>



## Process Items Tab

The **Process Item** tab indicates the lines of the PO that this invoice relates to and the dollar amounts to be paid on this payment request. The tab also provides a means to edit accounting information associated with these lines and allows for the entry of additional invoiced items such as freight or shipping and handling.

The **Process Items** tab includes three sections: **Purchase Order Line Item Totals**, **Items**, and **Additional Charges**.

### *Purchase Order Line Item Totals Section*



#### **Process Items tab, Purchase Order Line Item Totals section field definitions**

Title	Description
Encumbrance excluding freight and s/h	Display-only. The total dollar amount encumbered for this PO excluding freight, shipping and handling.
Total Encumbrance Amount Relieved	Display-only. The total dollar amount of the encumbrance that has thus far been relieved from this PO, excluding any additional charges processing.
Total Paid Amount	Display-only. The dollar amount total for line item payments excluding freight, shipping and handling, discount and miscellaneous payments made thus far against this purchase order. The difference in amounts between Total Encumbered Amount Relieved and Total Paid Amount is the difference between the PO unit cost and the payment request unit cost.



## Edit Items Section



### Items section field definitions

Title	Description
Assigned To Trade In	Display-only. This Yes/No indicator is based on the PO.
Catalog number	Display-only. The catalog number for this item on the PO.
Description	Display-only. The description for this item on the PO.
Extended Cost	<p>If this field is blank and if the quantity invoiced is populated, the system calculates the extended cost for this line item when you click the <b>Calculate</b> button.</p> <p> If the field already contains a value, you must delete the value in order to populate a new value by clicking <b>Calculate</b> button. Override the amount as needed.</p>
Invoice Total Prior to Additional Charges	Display-only. The calculated sum of the <b>Total Amount</b> fields of all the line items.
Item Line number	Display-only. The actual Item line number from this PO.
Open Qty	Display-only. The quantity of items that have yet to be invoiced for this line item.
PO Unit/Ext Price	Display-only. The cost per unit from the PO for this line item.
Qty Invoiced	Optional. Enter the number of items being invoiced for this line. This entry reduces the open quantity for this line item on the PO.
Tax Amount	<p>Calculated automatically when tax service is called. This field may be edited by the AP Processor.</p> <p> This column is displayed only if the ENABLE_SALES_TAX_IND is set to Y.</p>
Total Amount	Display-only. The calculated sum of the extended cost and the tax amount.
Unit Cost	Optional The unit price for this line item as it appears on the invoice. This field is automatically populated using the price from the PO, but it may be changed if the invoice reflects a different price.
UOM	Display-only. The unit of measure copied from the PO for this line item.



## Additional Charges Section

### Additional Charges section field definitions

Title	Description
Description	Required for miscellaneous charges. A description is optional for freight charges, shipping and handling, and minimum order charges.  The ITEM_TYPES_REQUIRING_USER_ENTERED_DESCRIPTION parameter controls whether the description is required or optional.
Extended Cost	Optional. Enter the extended amount charged on this invoice for this additional charge item.
Item Type	Display-only. The type of item to be charged.
Original Amount from PO	Display-only. The total extended amount of the additional charges for the item type on this PO.
Outstanding Encumbered Amount	Display-only. The outstanding encumbrance amount of the additional charges for the item type on this PO.
Tax Amount	Calculated automatically when tax service is called. This field may be edited by the AP Processor.  This column is displayed only if the ENABLE_SALES_TAX_IND is set to Y.
Total Amount	The calculated sum of the additional item extended cost plus the item tax amount, if applicable.

To display Item Accounting Lines information in order to see where the charges are to be posted, click **Show** button.

## View Related Documents Tab

The **View Related Documents** tab collects information about PURAP documents related to this document. For example, it displays identifying information and any pertinent notes for associated requisitions, the purchase order, receiving documents, other payment requests for this PO, and credit memos. Within each document type the documents are listed in order, with the most recent first.


## View Payment History Tab

The **View Payment History** tab tracks payment information related to the purchase order associated with this Payment Request document. It shows pending payment information and is updated automatically to show when a payment has been processed through the Pre-Disbursement Processor (PDP). This tab also shows any credit memos that have been processed against the related purchase order, including detail with an associated payment request referenced by the credit memo.



## Payment Requests Section


### Payment Requests section field definitions

Title	Description
Amount	Display-only. The dollar amount associated with this payment request.
Customer number	Display-only. The customer number associated with this payment request.
Hold	Display-only. Displays yes if the payment request is on hold. Displays no if the payment request is not on hold.
Invoice number	Display-only. The invoice number associated with this payment request.
Paid?	Display-only. Displays yes if the payment has been disbursed. Displays no if the payment has not been disbursed.
Pay Date	Display-only. The date the payment is scheduled to extract to the Pre-Disbursement Processor.
PDP Extract Date	Display-only. The date the payment request was extracted to the Pre-Disbursement Processor for disbursement processing.   When the payment has been extracted, a <b>Disbursement Info</b> link will display. Clicking on this link will open Search for Payment and provide for more payment detail.
PO number	Display-only. The PO number associated with this payment request.
PREQ number	Display-only. The payment request number.
PREQ Status	Display-only. The status of the payment request.
Request Cancel	Display-only. Displays yes if the payment request has been requested canceled. Displays no if the payment request has not been canceled or if request cancel has been removed.
Vendor Name	Display-only. The vendor name associated with this payment request.



## Credit Memos Section

### Credit Memos section field definitions

Title	Description
Amount	Display-only. The dollar amount associated with this credit memo.
APAD Date	Display-only. The Accounts Payable approved date (that is, the date an Accounts Payable processor submitted the credit memo).
CM number	Display-only. The credit memo number assigned by system.
Credit Memo Status	Display-only. The status of the credit memo.
Customer number	Display-only. The customer number associated with this credit memo.
Hold	Display-only. Displays yes if the credit memo is on hold. Displays no if it is not on hold.
Paid?	Display-only. Displays yes if the credit has been disbursed. Displays no if it has not been disbursed.
PDP Extract Date	Display-only. The date the credit memo was extracted to the Pre-Disbursement Processor for disbursement processing.  When the payment has been extracted, a <b>Disbursement Info</b> link will display. Clicking on this link will open Search for Payment and provide for more payment detail.
PO number	Display-only. The purchase order number associated with this credit memo.
PREQ number	Display-only. The payment request number if a payment request was referenced in processing the credit memo.
Vendor CM number	Display-only. The credit memo number assigned by the vendor.
Vendor Name	Display-only. The vendor name associated with this credit memo.





## Process Overview

### Business Rules

- Every payment request must be processed against a specific open PO document. This PO must be specified when the payment request is initiated.
- The duplicate payment check is performed on the Payment Request Initiation screen and parameters `DUPLICATE_PAYMENT_CHECK_INCLUDE_DISBURSEMENT_VOUCHER_IND` and / or `DUPLICATE_PAYMENT_CHECK_INCLUDE_PAYMENT_REQUEST_IND` are set to Y. A warning is returned when:
  - The vendor number and invoice number match values previously processed on other Payment Requests and / or Disbursement Vouchers.
  - The invoice amount and invoice date match values previously processed for this vendor on other Payment Requests and / or Disbursement Vouchers.
  - The warning only displays when the Payment Request is initiated.
- Fiscal Officers are warned when a PREQ contains one or more expired accounts that were not replaced by a continuation account. The Fiscal Officer has the option to either check the **Expired Account Override** box or change the account. AP users are not warned about expired accounts that are not replaced by a continuation account.
- Based on the setting of the `SHOW_CONTINUATION_ACCOUNT_WARNING_AP_USERS_IND` parameter, AP users and Fiscal Officers are warned when one or more expired or closed accounts on a PREQ are replaced by a continuation account. When the parameter value is Y, a warning is presented. When an expired account is replaced by a continuation account, the accounting line shows the current accounts being used and includes a note indicating that the expired/closed account has been added to the PREQ. Users can refer to either the notes or the original PO to see the original accounts.
- Pay Date may not be a past date. If the pay date is more than 60 days in the future, a warning is received.
- Discounts applied from payment terms do not apply to freight or shipping and handling charges.
- Additional charges items that were not specifically funded on the purchase order are allocated to accounting lines in proportion to the item amounts on the purchase order.
- The **Calculate** button must be pressed prior to submitting the payment request.
- AP has the ability to close a non-recurring payment PO at the time the PREQ is submitted if they know that the order is complete, using the **Close PO** checkbox. There is no validation to require that all lines and/or below-the-line items on the PO are complete. The **Close PO** checkbox is available only on non-recurring payment orders.
- The following G/L entries are created when the payment request is submitted.
  - Debit entry: The expense accounts (full accounting string) on the payment request are debited in the G/L when the initiator submits the document. The G/L entry is made in summary for each accounting string. Consequently, if three line items on a payment request use the same accounting string, only one debit (not three) is created in the G/L for that accounting string.)
  - Credit entry: One offset to object code 9041 is created for each account/sub-account combination on a payment request.
- During fiscal officer approval routing of the PREQ, the fiscal officer/PREQ delegate may edit the accounts/sub-account/object codes and amounts. The existing account string is reversed. The new account string debits the expense and credits object code 9041, the liability offset.



- After being canceled, the G/L entries are reversed, any disencumbrance created from AP submission of the payment request is reversed, and the PO open quantities that were decremented from the creation of the payment request are increased.
- Only AP users may cancel a Payment Request document, and they may do so only if it has not yet been extracted. AP Users may cancel a PREQ with or without a request cancel if it is in saved or final status and if the PO is not closed. AP Managers may cancel a PREQ when it is in enroute status. AP Processors may not cancel a PREQ in enroute status if there is no request cancel on the doc, but they may put the PREQ on hold.
- Only AP users may modify a payment request's pay date, attachment flag, special handling instructions, immediate pay flag, check stub notes and bank code. This action may be taken at any point following AP submit and preceding extract to PDP.
- Payment request searches are available to all users.
- A payment request that is held or has a pending request cancel does not continue through workflow routing and cannot be paid until the hold or request cancel is removed.
- If payment requests total less than the threshold established by the institution and do not have any accounts requiring positive approval, they may be automatically approved.
- After being extracted, a payment request cannot be put on hold.
- A payment request is extracted for payment if the following conditions are met:
  - The PREQ is department-approved or auto-approved.
  - The Pay Date is today or a prior date or immediate pay is indicated and the payment has departmental approval.
  - The payment is not held.
  - If the payment request includes accounts that are excluded from auto-approval, it must be department-approved.
- The following rules apply for allowable accounts to be charged on a PREQ. These are the same rules used for the PO. The specific codes for these rules may be specified via parameters.
  - Only expense (EE, ES or EX object types) or asset (AS object type) object codes are allowed. Asset object codes must be in the INV or OASS object level.
  - Object codes in the consolidations of Compensation (CMPN), Financial Aid (SCHL), Reserves (RSRX) and Assessments Expenditures (ASEX) are not allowed.
  - Object codes in the levels of Depreciation (DEPR), Indirect Cost Expense (ICOE), Valuations and Adjustments (VADJ) and Taxes (TAX) are not allowed.
  - Object codes with a sub-type code for Transfers (TN) are allowed.
- When the PREQ routes to the Tax Manager for review, the **Income Class** field is required and the following rules apply, depending on what is selected:
  - If the **Income Class** equals Non Reportable, all other fields should be blank.
  - *For all other income classes:*
    - If **Foreign Source** is checked, **Federal Tax Percent** and **State Tax Percent** must be 0.00. **Treaty Exempt** and **Gross Up** cannot be checked.
    - If **Treaty Exempt** is checked, **Federal Tax Percent** and **State Tax Percent** must be 0.00. **Foreign Source** and **Gross Up Payment** cannot be checked.
    - If **Exempt Under Other Code** is checked, **Federal Tax Percent** and **State Tax Percent** must be 0.00 and **Treaty Exempt**, **Foreign Source** and **Gross Up Payment** cannot be checked.



- If **USAID Per Diem** is checked, **Income Class** must be Fellowship, **Federal Tax Percent** and **State Tax Percent** must be 0.00 and **Treaty Exempt**, **Foreign Source**, **Gross Up Payment** and **Exempt Under Other Code** cannot be checked.
- If **Special W-4 Amount** is completed, **Income Class** must be Fellowship, **Exempt Under Other Code** must be checked, **Federal Tax Percent** and **State Tax Percent** must be 0.00 and **Treaty Exempt**, **Foreign Source**, **Gross Up Payment** and **USAID Per Diem** cannot be checked.

## Year End Post Back Rules



The number of post back days allowed is specified in parameter ALLOW\_BACKPOST\_DAYS

- When the PO is created and approved and the invoice is dated in the old fiscal year:
  - If the PREQ is created in the new fiscal year after the post back period, transactions post in the new fiscal year.
  - If the PREQ is created in the new fiscal year within the post back period, transactions post in the old fiscal year.
  - If the PREQ is created in the old fiscal year, transactions post in the old fiscal year.
- When the PO is created and approved in the old fiscal year and the invoice is dated in the new fiscal year and the PREQ is created in the new fiscal year, transactions post in the new fiscal year.
- When the PO is created in the old fiscal year and approved in the new fiscal year:
  - The invoice is dated in the old fiscal year and the PREQ is created within the post back period, the transactions post to the old fiscal year.
  - The invoice is dated in the new fiscal year and the PREQ is created after the post back period, transactions post to the new year.
- When the PO is created and approved in the new fiscal year and the PREQ is created in the new fiscal year during the post back period:
  - The invoice is dated in the new fiscal year, transactions post in the new fiscal year.
  - The invoice is dated in the old fiscal year, transactions post to the new year.

## Routing

- An AP Processor selects the **Submit** button to complete the processing of a payment request document. The document routes to Awaiting AP Review status if REQUIRE\_ATTACHMENT\_IND is set to Y. The AP Review status may be satisfied by an image attachment or in another fashion (configurable at your institution). After AP review, the document routes for fiscal officer or fiscal officer delegate approval. At the AP Review routing level, approvers cannot change content on the document. They may only add notes/attachments and approve or cancel.
- If receiving is required for the Purchase Order, the Payment Request routes to Awaiting Receiving. A batch process will move the Payment Request to the next route node once the receiving requirement has been met.



For information about how Payment Requests are impacted by Receiving, see [Line Item Receiving](#).



For information about PURAP batch processes, see [Batch Processes](#).



- In addition to normal account review and organization review, the Payment Request document includes the following special condition routing:
  - Sub-Account Manager: An optional role that allows users to receive workflow action requests for documents that involve a specific account number and sub-account number. The role name is Sub-Account Reviewer. Approvers at this level may only approve, request cancel, and hold the document. They cannot change content.
  - Chart Approval: An optional role that allows users to receive workflow action requests for documents of a specified type that contain accounts belonging to a specified chart and organization (including the organization hierarchy) and within a certain dollar amount or involving a specified override code. The role name is Accounting Reviewer. Approvers at this level may only approve, request cancel, and hold the document. They cannot change content.
  - Tax Approval: This role represents a central tax area that receives workflow action requests for payment requests involving payments to non-resident aliens or employees. The role name is Tax Manager. Approvers at this level may approve, request cancel, and hold the document. They are required to complete the tax tab on Payment Request documents.



**The Timing of G/L Update:** After a Payment Request document has been created and submitted, it updates the G/L the next time a batch process runs. Note that this timing is different from that of most Quali Financials documents, which do not update the G/L until the document receives all approvals. If accounting entries on the document change before it reaches Final status, the G/L entries is updated accordingly the next time a batch process runs.

## Post Processing

- Unlike other documents, G/L entries for this document are created prior to final approval. Upon document submission to Workflow, disencumbrance entries and actual charges are generated, written to the G/L pending entry table, and posted in the nightly G/L batch cycle. If fiscal officers change accounting strings or redistribute the charges within their accounts, G/L entries are generated to reverse the original actual entries and recreate them (encumbrances are not altered) and these entries are written to the GL Pending table for posting in the next batch cycle.
- Upon document submission, PO line item details (open quantity, amount paid, etc.) are adjusted to reflect materials/services that have been paid.
- Upon document submission, the approved timestamp will be updated.
- If the department completes all of the approvals through Workflow, the payment request status is updated to Dept-Approved during post-processing. If the document is automatically approved through the batch auto-approve script, its status is updated to Auto-Approved.
- Canceling a payment request that has already received some level of approval will result in reversing G/L entries (encumbrances and actuals) and reversing updates to the PO line items affected (open quantity, amount paid, etc.).

## Initiating a Payment Request Document

1. Select **Payment Request**.



2. Log into Financials as necessary.

The system displays a blank **Payment Request Initiation** tab with a new document ID.

Enter the purchase order number, invoice number, invoice date, and vendor invoice amount on the **Payment Request Initiation** tab.

Click **Continue** button.

Complete the **Vendor** tab.

- a) Verify that the address on invoice is the same as the one on the Vendor file.
- b) Enter the customer number as needed.
- c) Modify payment terms as needed.
- d) Add check stub notes or special handling instructions if requested.

Complete the **Invoice Info** tab.

- a) Select **Immediate Pay** if applicable.
- b) Select **Payment Attachment Indicator**, if applicable.
- c) Clear the pay date if the payment terms have been modified and the system-calculated pay date is desired.

Complete the **Process Items** tab:

- a) In the **Edit Items** section, for quantity-specified line items enter the quantity invoiced from the vendor invoice. For non-quantity line items, enter the extended cost amount using the vendor invoice amount.
- b) In the **Additional Charges** section, enter an extended cost amount if needed. Miscellaneous charges require a description.



When SHOW\_CLEAR\_AND\_LOAD\_QUANTITY\_BUTTONS\_IND is set to Y, then **Load Qty Invoiced** and **Clear Qty Invoiced** will display on the Payment Request.



**Load Qty Invoiced** button functions as follows: For line items that are quantity driven, the open quantity will populate the Qty Invoiced field for each line item in the amount equal to the open quantity. For line items that are non-quantity, the remaining encumbrance will populate the Extended Cost field for that line.



**Clear Qty Invoiced** button will clear out the editable fields in the Items tab.

Click **Calculate** button.

Click **Submit** button.

Appropriate Sub-Account, fiscal officers, and organization reviewers approve the document.



For more information about how to approve a document, see Workflow Action Buttons in the *Overview and Introduction to the User Interface*.



## Displaying Detailed Payment Information

After one or more payments have been extracted, you may access detailed information about them. To view detail about the most recent payment associated with the PO, click **Disbursement Info** button in the **Invoice Info** tab.

Alternatively, to view detail about any payment associated with the PO, click **Disbursement Info** button in the **View Payment History** tab.

## Putting a Payment Request on Hold

An AP user or an approver who receives a payment request for approval may choose to put the payment request on hold or remove a hold from the payment request.

To place a payment request on hold, you must attach a note to the document explaining the reason it has been put on hold. The payment request **Hold** indicator is set to Yes. The document's status does not change.

The hold flag prevents a payment request from being extracted and paid. A payment request may be put on hold any time between submit and the time it is extracted to the Pre-Disbursement Processor. When a document is taken off hold, it retains the status it had when the hold flag was turned on.

- Click the **Hold** button.

In the field displayed, enter a reason for putting the payment on hold.

Click **Yes** button to put the payment request on hold.

The payment request is held and a large header appears at the document indicating who placed the order on hold.

## Removing a Hold from the Payment Request

Either the person who placed a payment request on hold or an AP supervisor may take a payment request off hold. This user must provide a reason for taking the payment request off hold.

1. Open the document and click the **Remove Hold** button.
2. In the window displayed, provide a reason for taking the payment request off hold.
3. Click **Yes** button to take the payment request off hold.




## Cancellation of Payment Request

An approver who receives a payment request may choose to request cancellation of the payment request or may remove the request cancellation of the payment request.

### *Requesting to Cancel a Payment Request*

An approver who receives the payment request may choose to request that it be canceled. After a request cancel has been made, the payment request cannot be routed or paid until the cancel request is removed.

A request cancel may be made any time after the payment request has begun routing for approval and before it has received fiscal officer approval. After a request cancel has been made, the actual cancellation is performed by Accounts Payable.

-  After a payment request has received fiscal officer approval, it may still be canceled by Accounts Payable until it is extracted to the Pre-Disbursement Processor.

To request cancellation:

Open the document and click the **Request Cancel** button.

- In the window displayed, provide a reason for canceling the request.
- Click **Yes** button to cancel the payment request.

A note is added to the document indicating who has requested cancel of the document.

### *Removing a Request to Cancel*

Only the AP supervisor or the approver who originally requested cancellation may remove the cancellation request.

- Click **Remove Request Cancel** button.

Enter the reason for removing the request cancellation request.

When the request cancel is removed, the document retains the status it had before the **request cancel** flag was set.



## Automated Approval

Your institution may use an automated approval function for payment request documents. For payment requests that qualify for auto-approval, the system automatically enters Processed status on the pay date. Any user who normally would have received the document for fiscal officer approval will receive an FYI request of the payment request in his or her **action list**.



Specific accounts may be excluded from auto-approval by adding them to the Payment Request Auto Approve Exclusions maintenance table.



Specific Charts, Organizations and Accounts for specified amounts can be excluded from auto-approval by adding them to the Negative Payment Request Approval Limit maintenance table.



If one account on a PREQ document is excluded from auto-approval, the entire document is excluded.

A payment request is eligible for auto-approval if:

- The total invoice amount is less than the auto-approve threshold designated by your institution.
- All accounts on the Payment Request document allow for auto-approval.
- The payment is not on hold.
- The payment is not on request cancel.
- The Receiving Required flag on the Payment Request = Yes and a Line Item Receiving document has been completed.

### Example

The example below shows the warning message that is displayed when the amount of the processed payment request does not match the amount entered on the initiation screen. In this case, the AP processor entered 127.90 on the initiation screen but processed the invoice for Line 1 - 49.90, Line 2 - 14.00 and Line 3 - 50.00 for a total of 113.90.

The initiator (a user assigned the Accounts Payable Processor role) creates a new Payment Request document and enters the PO number, invoice number, amount and date. When the initiator clicks **continue**, the Payment Request document is generated. In the **Process Items** tab, the initiator enters the quantity being invoiced and clicks **calculate**. At this point, the document is ready for submission and routing.

Because the payment request total does not match the amount entered on the PREQ initiation screen, the user receives a warning message and must click **Yes** or **No** to proceed:

Clicking **yes** submits the document and creates appropriate routing.





# Electronic Invoice Reject

Kuali Financials includes an automated batch process to create payment requests through the Electronic Invoicing process. When an electronic invoice passes all the matching and validation criteria with the PO, the system generates the Payment Request document automatically. If a discrepancy is found during matching and validation, the invoice is rejected and the system creates an Electronic Invoice Reject (EIRT) document instead.

➔ For information about using the Electronic Invoice Rejects custom document search, see [Electronic Invoice Rejects](#), in Purchasing / Accounts Payable Custom Document Searches.

During the system processing of the electronic invoice file, the system evaluates several matching criteria. If one of the matching criteria is not met, the system will reject the invoice and create an Electronic Invoice Reject (EIRT) document.

## Document Layout

The Electronic Invoice Reject document contains one unique tab—**Comparison Data**—and two tabs—**View Related Documents** and **View Payment History** that are unique to Purchasing / Accounts Payable documents. The document also contains the standard financial transaction tabs.

➔ For information about the standard Document Overview tab, see Standard Tabs in the *Overview and Introduction to the User Interface*.

## Document Overview Tab

The **Document Overview** tab on the EIRT contains three fields.

### Document Overview section field definitions


Title	Description
Description	Required. Defaults to the purchase order number and the vendor name. If the PO and/or vendor data is not available, the system prints UNKNOWN in place of the missing information.
Explanation	Allows you to include additional information about the document that does not fit into the <b>Description</b> field (which is limited to 40 characters).
Org. Doc. number	The organization document number. If the organization does not use an internal referencing system, this field is left blank.



## Comparison Data Tab

The **Comparison Data** tab displays electronic invoice data, information from the corresponding purchase order, and a message indicating why the invoice was rejected.


### Comparison Data tab field definitions

Title	Description
Reject Reasons	<p>The reason this electronic invoice failed the matching process.</p> <p> If the document was rejected for multiple reasons, when the AP processor has resolved the initial reject reason and attempts to approve, the system displays the next reject reason.)</p>

### Electronic Invoice Data Section

The fields in this section present information pulled from the electronic invoice for this purchase order.

### Electronic Invoice Data section field definitions



Title	Description
Invoice Date	The invoice date from the electronic invoice. This value may be edited.
Invoice Number	<p>The invoice number on the electronic invoice. This field can be edited by the processor.</p> <p> To override all duplicate invoice number validation during subsequent processing, check the <b>Accept Value</b> box. For example, if you check this box, the duplicate invoice number check will not be performed when the AP Processor next approves the document.</p>
Invoice Purchase Order number	The purchase order number from the electronic invoice. This value may be edited.
Vendor DUNS Number	The Vendor DUNS number from the electronic invoice. This field may be changed.
Vendor Name	The vendor name from the electronic invoice.



## Electronic Invoice Items Section

This section displays line item details pulled from the electronic invoice for this purchase order.

### Electronic Invoice Items section field definitions

Title	Description
Catalog Number	The catalog number from the electronic invoice.  To retain the invoice file catalog number and override subsequent validation checks for this field, check the <b>Accept Value</b> box.
Description	The description from the electronic invoice.
Discount	Any applicable discounts from the electronic invoice. This field can be edited.
Net Amount	Display-only. The system recalculates this value depending on your changes to the price, number, and quantity.
Number	The line number from the electronic invoice. This field may be edited.
Quantity	The quantity from the electronic invoice. This field may be edited.
Shipping	Charges for shipping from the electronic invoice. This field can be edited.
Special Handling	Charges for special handling from the electronic invoice. This field can be edited.
Sub Total	Display-only. The system recalculates this value if quantity or unit price has been changed.
Sub Total (totals section)	Display-only. The system recalculates this value depending on your changes to the price, number, and quantity.
Tax	Tax applied to the item. This field may be edited.
Tax (totals section)	Display-only. The sum of the tax for each line.
Total	The total of all amounts. The system recalculates this value depending on your changes in number, quantity, price, tax, etc.
Totals area	The following field descriptions apply to the Totals area in the lower right of the section.
Unit Price	The unit price from the electronic invoice. This field may be edited.
UOM Code	The UOM code from the electronic invoice.  To retain the invoice file UOM code and override subsequent validation checks for the <b>UOM Code</b> field, check the <b>Accept Value</b> box.



## Purchase Order Data Section

The fields in the Purchase Order Data section present (in display-only mode) purchase order data in order to facilitate researching the Electronic Invoicing Reject document.

### Purchase Order Data section field definitions

Title	Description
Description	The description is the status of the corresponding purchase order.
DUNS Number	The vendor DUNS number from the corresponding purchase order.
Funding Source	The funding source from the corresponding purchase order.
Purchase Order number	The purchase order number from the corresponding purchase order.
Vendor Name	The vendor name from the corresponding purchase order.

## Purchase Order Items Section

The fields of the Purchase Order Items section present (in display-only mode) the line item details from the corresponding purchase order.

### Purchase Order Items section field definitions

Title	Description
Catalog number	The catalog number from the corresponding purchase order.
Description	The line item description from the corresponding purchase order.
Freight	The freight charges, if any, from the corresponding purchase order.
Full Order Discount	The full order discount amount, if any, from the corresponding purchase order
Grand Total	The total of all amounts from the purchase order .
Item Line number	The line item number from the corresponding purchase order.
Open Qty	The open quantity from the corresponding purchase order.
Shipping and Handling	The shipping and handling charges, if any, from the corresponding purchase order.
Trade In	The trade-in amount, if any, from the corresponding purchase order
Unit Cost	The unit cost from the corresponding purchase order.
UOM	The unit of measure from the corresponding purchase order.



## Process Overview

### Business Rules

- The EIRT document is visible only to users in the Accounts Payable Processor role.
- The cxml attachment is visible only to users in the Accounts Payable Processor role.
- Only users in the Accounts Payable Processor role may link to the Electronic Invoice Reject document from the EIRT search.
- The system adds the original reject reason to the **Notes and Attachment** tab.
- The **Accept Value** flag allows authorized users to approve the EIRT document with a value from the invoice file and override subsequent validation checks for that field.
- When the document is in ENROUTE status, authorized users may edit the following fields in the **Electronic Invoice Data** section: **DUNS Number**, **Purchase Order Number**, **Invoice Number**, and **Invoice Date**. The user may also edit these fields in the **Electronic Invoice Items** section: **Number**, **Quantity**, **Unit Price**, **Tax**, **Special Handling**, **Shipping**, and **Discount**.
- The system generates a note when research and complete research actions are taken. Research does not lock the document. Any approver may edit this document.
- The system stores the user ID of the individual who created the payment request document from the Electronic Invoice Reject document.
- No G/L entries are created for this document. These entries are posted with the payment request.
- The **View Related Documents** tab on the EIRT document displays the Electronic Invoice Reject documents associated with the purchase order. Other PURAP **View Related Documents** tabs do not show these documents.



## Routing

The electronic invoice batch job creates an EIRT document upon unsuccessful matching to a purchase order and routes the document to members in the KFS-PURAP Accounts Payable Processor action list. Your institution may also configure routing rules based on reject reasons.

At AP approval, the document status is Final. At AP disapproval, the document status is Disapproved.

## Instructions for Performing Activities

### Buttons on the Electronic Invoice Reject document

Button	Purpose
Approve	Signifies that the document represents a valid business transaction in accordance with institutional needs and policies in the user's judgment. Upon approval, validation will proceed. If there are no additional validation warnings, the document becomes final and generates a payment request document.
Close	The system prompts you to save the document. On a no response, the system discards any changes from the last save and returns you to the Dashboard.
Disapprove	Signifies that the document does not represent a valid business transaction in the user's judgment. A disapproved EIRT document does not generate a payment request document.
Reload	The system resets values to what they were at the time of the last save and updates the status, if it has changed.
Research	Sets the Research <b>Indicator</b> to Yes. The document cannot be approved if the Research Indicator is Yes.
Save	The system edits and saves the document and leaves it open in edit mode with a message indicating that it was saved. The document remains in the user's Workflow inbox.
Send ad hoc request	Routes the document to specified users on an ad hoc basis.



## Example

**Example 1:** The Electronic Invoice Reject document is created if, in the course of processing an electronic invoice, the matching criteria are not satisfied or processing validation fails. For example, if a match on catalog number is required and the PO is populated with **Catalog Number** - 12345ABC, but the invoice file arrives with **Catalog Number** - 12245ABC, the system creates the Electronic Invoice Reject document and routes it for research and resolution. The processor might accept the invoice catalog number and, if this is the only validation issue, subsequent approval of the EIRT document results in the creation of a Payment Request document that can route for approval.

**Example 2:** Payment processing requires that the purchase order be in open status. If a related electronic invoice is processed while the PO is closed, the system creates an EIRT document and routes it for research. If research determines the PO was closed prematurely or otherwise should be open, then upon the reopen of the PO the EIRT can be approved. If there are no other validation issues, the system will then create a payment request that can route for approval.



## Line Item Receiving

The Line Item Receiving (RCV) document is used to acknowledge the receipt of goods or services on purchase order line items for which a quantity is given. There are two kinds of receiving documents—bulk and line item. This section addresses line item receiving only. Line item receiving is used to record the quantities of items received, damaged, returned or unordered on a purchase order.



For information about bulk receiving, see [Bulk Receiving](#).

When the purchase order routing is completed and the PO becomes fully approved, if the **Receiving Required** flag is not Yes, the attributes of the purchase order are compared to the Receiving Thresholds table. If one of the attributes on the purchase order matches the Thresholds table, then the **Receiving Required** flag is set to Yes. Amendments are also evaluated to determine whether the flag should be set if payment requests have not yet been processed against the purchase order.

When receiving is required, the Receiving document is processed against a purchase order to satisfy confirmation of satisfactory receipt of the goods.



**When receiving is satisfied, the payment request is eligible for auto approval for payment regardless of dollar amount limits or other exclusions.**



When receiving required is Yes, the payment request document does not route for fiscal officer approval until sufficient quantity has been documented as received.





## Document Layout

Line Item Receiving documents may be created in two ways—by selecting the **Line Item Receiving** link or by viewing the purchase order and then clicking the **Receiving** button.

### Line Item Receiving Initiation Tab

When you first access the Line Item Receiving document, the system displays the **Line Item Receiving Initiation** tab. The fields on the initiation screen are used to detect duplicate entries. Initiating the Line Item Receiving document in this manner allows the system to provide feedback to you regarding potential duplicate entries.

Here you enter information to create a new Line Item Receiving document.

#### Line Item Receiving Initiation tab field definitions

Title	Description
Bill of Lading number	Enter the bill of lading number if included on the receiving document.
Carrier	Select from the list to specify the freight carrier used by the Purchasing Department.
Date Received	Required: Enter the date the order was received.
Packing Slip number	Enter the packing slip number if included on the receiving document.
Purchase Order number	Required. Enter the PO number associated with the goods for which line item receiving is being processed.

Click the **Continue** button to display tabs of the main Line Item Receiving document.

### Main Screen

This main screen for the Line Item Receiving document includes unique **Vendor**, **Items**, and **Delivery** tabs in addition to the standard tabs that display at the bottom of a financial transaction document.



For information about the standard **Document Overview** tab, see Standard Tabs in the *Overview and Introduction to the User Interface*.



## Document Overview Tab

The **Document Overview** tab is standard except that the **Description** field defaults to the purchase order number and vendor's name.

### Document Overview tab field definitions

Title	Description
Description	Defaults to the purchase order number and vendor's name
Explanation	Allows you to include additional information about the document that does not fit into the <b>Description</b> field (which is limited to 40 characters).
Org. Doc. number	The organization document number. If the organization does not use an internal referencing system, this field is left blank.

## Vendor Tab

The **Vendor** tab contains vendor details related to the items being received.

### Vendor tab field definitions

Title	Description
Address 1	Display-only. The first line of the address for the selected vendor.
Address 2	Display-only. The second line of the address for the selected vendor.
Bill of Lading number	Defaults from the <b>Line Item Receiving Initiation</b> tab but can be edited.
Carrier	Defaults from the <b>Line Item Receiving Initiation</b> tab but can be edited.
City	Display-only. The city associated with this vendor.
Country	Display-only. The country associated with this vendor.
Date Received	Required: Enter the date the order was received.
Packing Slip number	Defaults from the <b>Line Item Receiving Initiation</b> tab but can be edited.
Postal Code	Display-only. The postal code for this vendor address.
Reference number	Allows you to add additional information that will assist with document searching.







State	Display-only. The state associated with this vendor.
Vendor	Display-only. The vendor name from the Purchase Order document.
Vendor number	Display-only. The system generated identifying number assigned to this vendor.

## Items Tab

The **Item** tab displays the lines of the PO that this receiving document relates to and provides a way to add lines for unordered items to the Receiving document. On this tab the quantity received for each line item number is recorded. If known at this time, quantity returned and quantity damaged are also recorded; otherwise, this information can be added later by using the Receiving Correction document. When adding lines to the Receiving document, enter all required information and then select the **Add** button.

### Items tab field definitions

Title	Description
Actions	Click the <b>Add</b> button to add this line item to the receiving document.  Only displayed when adding a new item.
Addition Reason	Required when adding new items. Indicates the reason this line item is being added (i.e., substitution or not on order).  Only editable when adding a new item.
Catalog number	The catalog number for this item on the Receiving document.  Only editable when adding a new item.
Description	The description from the purchase order or a detailed description of the unordered item that was received.  Required when adding a new item.
Line number	Display-only. The line number on the receiving document. The line number corresponds to the line number on the purchase order.
Prior Qty Received	Display-only. Indicates the sum of total quantity received minus total quantity returned from all previously submitted Line Item Receiving documents.
Qty Damaged	The quantity received that was damaged.
Qty Ordered	Display-only. Indicates the original quantity ordered from the purchase order.
Qty Received	The quantity of this item received in this shipment.
Qty Returned	The quantity to be returned to the vendor.
To be Received	Display-only. The <b>Quantity Ordered</b> minus the <b>Prior Quantity Received</b> .



UOM

Identifies the unit of measure for this line item. For a new item, enter a valid unit of measure code (i.e., EA) for the item or use the lookup to find valid unit of measure codes.



Required when adding a new item.

## Delivery Tab

The **Delivery** tab contains information about where goods ordered on this order should be delivered. It also displays delivery contact information and any special delivery instructions. All fields in this tab come from the purchase order's **Delivery** tab.

### Delivery tab field definitions

Title	Description
Address 1	Address line 1 where the goods were delivered.
Address 2	Address line 2 where the goods were delivered.
Building	The building where the goods were delivered.
City	The city where the goods were delivered.
Country	The country where the goods were delivered.
Date Required	The date the delivery was required.
Date Required Reason	If a date required was entered the date required reason is displayed here.
Delivery Campus	The campus code where the goods were delivered.
Delivery Instructions	Displays any special delivery instructions for the items.
Delivery To	The person to whom the delivery was made.
Email	The email address of the delivery-to person.
Phone Number	The phone number of the delivery-to person.
Postal Code	The postal code where the goods were delivered.
Room	The room number where the goods were delivered.
State	The state where the goods were delivered.



## Process Overview

### Business Rules

- Only active, quantity-based line items on the purchase order will load when the Receiving document is initiated.
- When the Receiving document is submitted, the **Qty Received** and **Qty Damaged** are updated in the purchase order table (but not displayed) with the **Qty Received-Qty Returned** and **Qty Damaged** values on the Receiving document.
- When the Receiving document is submitted, all line items that have no receiving activity are deleted from the document.
- **The system does not allow the Qty Received, Qty Returned, or Qty Damaged to be less than 0.**
- Notes in the **Notes and Attachments** tab can be used to record any additional detail about damaged goods, but there is no validation requiring further detail.
- If **Qty Returned** or **Qty Damaged** is  $> 0$  on any line item, a note is automatically added when the document is submitted.
- Unordered items generate a purchase order amendment. The new line item is added to the purchase order and purchasing will add the unit cost and the accounting string.
- After the document has been submitted, a correction document needs to be processed to reduce or increase the quantity received, returned, and/or damaged if the original entered amounts are determined to be in error.
- The fiscal officer receives an FYI from the submitted Receiving document if any item has damaged quantities and/or if any item's total received is more than was ordered.



FYI routing is not possible for unordered items because there are no accounts associated with them. The unordered item generates a purchase order amendment so that accounts and unit costs can be added to the PO. When Purchasing completes the purchase order amendment, an FYI will be sent to the fiscal officer at that time.

### Adding New Unordered Item

Line Item Receiving provides the ability for departments to add unordered items to the document which also adds the item to the Purchase Order.

- Select **Add Unordered Item** button.

If parameter UNORDERED\_ITEM\_WARNING\_IND is set to Y, a warning is displayed. Select **Yes** button to continue. Select **No** to return to the document without adding a new line item.

Provide details about the item (description and UOM are required), details about the quantity received and the reason for adding the item to the order.

Select **Add** button.



Once document is submitted, if PO is in a state to be amended, then a Purchase Order Amendment document is created to add the item to the PO and the document is routed to Purchasing Processor to complete the required details about the item. If the PO is not in a state to be amended, then the Line Item Receiving document routes to an Awaiting Purchase Order Open status and the approveLineItemReceivingJob batch job will push the document forward when the PO becomes eligible for an amendment.



For information about the approveLineItemReceivingJob, see [Batch Processes](#).

## Example


A user has ordered books from Barnes and Noble. Two copies each of three books were ordered. The package contains five books that were ordered and one book that was not. The user uses the Line Item Receiving document to indicate the quantity received for each book. The user also provides details on the book that was mistakenly shipped. Finally, the user includes a text explanation regarding the problem with the shipment.

The user uses the **Notes and Attachments** tab to add a note of explanation for the missing items as well as items that were not on the original order.



# Requisition

Creating a requisition is the first step in the procurement process. The Requisition (REQS) document collects information about the desired items or services, possible vendors to fulfill the order, delivery instructions, contact information, and related accounting details. The approved Requisition document is used to generate the purchase order.

-  After the requisition is approved, a contract manager within your institution's procurement organization is assigned. This assignment process updates the **Contract Manager** field on the requisition and causes the system to automatically create the Purchase Order (PO) document and encumber the account.

## Document Layout

The Requisition document includes several unique tabs—**Delivery, Vendor, Items, Capital Asset, Payment Info, Additional Institution Info, Account Summary, View Related Documents,** and **View Payment History.**

Unlike a standard financial document, there is no **Accounting Lines** tab, and the document header and the

**Document Overview** tab are slightly different.

### Requisition document tabs and purposes

Tab Name	Purpose
Account Summary	Summarizes the accounting information for all line items on the requisition. The line items that make up the summary display here.
Additional Institutional Info	Collects information about the organization at your institution that has requested the goods or services for this requisition as well as the internal contact information.
Capital Asset	Collects information about high-value assets that must be accounted for as capital investments.
Delivery	Contains information about the final delivery and central receiving addresses.
Document Overview	In addition to the standard document overview information (description, explanation, and organization document number), contains the fiscal year, line item receiving requirements, use tax indicator, funding source, and the payment request positive approval required override flag.
Items	Identifies what is being ordered on this requisition and establishes an accounting distribution indicating how those items should be charged.



Payment Info	Indicates the type of payment schedule required and the duration of that schedule if recurring payments are required for the items on this requisition.
Vendor	Suggests a vendor or a list of vendors who might provide the goods or services being requisitioned.
View Related Documents	Lists all documents related to a requisition, such as the purchase order, receiving documents, payments, credit memos.
View Payment History	Lists all payment requests and credit memos related to a requisition document.

## Document Header

As in other Financials documents, the header section contains basic identification and status information about the document as well as who created it. The Requisition document has two additional fields in the document header that do not appear in other documents: **Requisition number** and **Requisition Doc Status**.

Like the other fields in the document header, these fields are completed and updated automatically by the system.

### Document header field definitions

Title	Description
Requisition number	An identifying number assigned to this requisition. This number, which may be used for queries specific to the PURAP module, differs from the Doc Nbr, which identifies the requisition as a unique document for general Financials and Workflow queries.
Requisition Doc Status	A status that indicates where in the PURAP process a requisition is at any given time. This is similar to the status a document receives in Workflow but is specific to the purchasing process. Examples of REQ Status might include Awaiting Fiscal Officer, In Process, and Closed.



For information about the standard document header, see Document Header in the *Overview and Introduction to the User Interface*.







## Document Overview Tab

Unlike the **Document Overview** tab in other financial documents, a special **Fiscal Year** field is included in this tab on the Requisition document because, in some circumstances, users may be able to select from more than one fiscal year to which a Requisition should be applied. The tab also includes the **Requisition Detail** section, which identifies the contract manager and funding source for this requisition.

### Document Overview tab field definitions

Title	Description
Account Distribution Method	<p>Required. Payments made against purchase orders funded via proportional account distribution will disencumber accounts proportionally, based on the percentages entered for each line. Payments made against purchase orders funded via the sequential account distribution method will disencumber accounts in the sequence that they are listed, up to the dollar amount specified. Any excess will be funded proportionally, based on the percentages.</p> <p>Valid value(s) are derived from the DISTRIBUTION_METHOD_FOR_ACCOUNTING_LINES parameter. The possible values for this parameter include:</p> <p>P – All requisitions will be set to use the proportional account distribution method.</p> <p>S – All requisitions will be set to use the sequential account distribution method.</p> <p>P;S – The user will have the option to choose between proportional and sequential. Proportional will be the default value.</p> <p>S;P – The user will have the option to choose between proportional and sequential. Sequential will be the default value.</p>
Chart/Org	<p>Required. Automatically completed based on the initiator's chart/org. This value may be changed manually via the lookup. This value is also the chart/org that is used for the Content Review route level.</p>
Funding Source	<p>Required. Defaults to Institution Account. May be changed by selecting another option from the list.</p>
Payment Request Positive Approval Required	<p>Optional. The DEFAULT POS APPRVL LMT parameter determines the dollar limit where payment requests must receive positive approval from a fiscal officer. If this field is selected, positive approval on the payment request is required regardless of the total of the payment.</p> <p> The <b>Payment Request Positive Approval Require</b> field is displayed only if the PAYMENT_REQUEST_POSITIVE_APPROVAL_IND parameter is set to Y. This parameter controls whether PREQ positive approval functionality is invoked.</p>



Receiving Required	<p>Optional. Select the check box to ignore the receiving thresholds on the approved purchase order. If the field is checked, then a Line Item Receiving document must be processed with sufficient quantities received before a payment will route to the fiscal officer.</p> <p> The <b>Receiving Required</b> field is displayed only if the RECEIVING_DOCUMENT_REQUIRED_IND parameter is set to Y. This parameter controls whether receiving required functionality is invoked.</p>
Total Amount	Display-only. Displays the total amount of the requisition after tax and fees.
Use Tax Indicator	Required if the ENABLE SALES TAX IND parameter is set to Y, Otherwise, this field does not display at all. Indicates whether or not sales or use tax applies to the requisition.
Year	<p>Required. The default is the current fiscal year. this field is not editable until the ALLOW ENCUMBER NEXT FY DAYS parameter has been met.</p> <p>Setting the year to the next fiscal year can affect the requisition in several ways. The requisition may not become an APO if the ALLOW APO NEXT FY DAYS parameter has not been met, and the funds will not be encumbered until the next fiscal year once a PO is fully approved.</p>


## Delivery Tab

The **Delivery** tab contains information about where goods ordered on this requisition should be delivered. It also collects delivery contact information and any special delivery instructions. The system provides two ways for you to specify the delivery address: select the building from the **building** lookup or enter a different address by entering the address after selecting the **Other Building** option.

### Delivery tab field definitions

Title	Description
Address 1	Required; automatically populated from data for the <b>Building</b> value. May be entered manually if the user selects the <b>Building Not Found</b> button.
Address 2	Optional. Entered manually if an additional line of address is needed.
Building	Required. Enter a valid Building code or use the Lookup Icon to search for the building to which goods should be delivered. Only buildings that correspond with the delivery campus will display. Selection of a building automatically completes the <b>Address</b> , <b>City</b> , <b>State</b> and <b>Postal Code</b> fields.
City	Required; automatically populated from data for the <b>Building</b> value. May be entered manually if the user selects the <b>Building Not Found</b> button.
Country	Automatically populated from data for the <b>Building</b> value. May be entered manually if the user selects the <b>Building Not Found</b> button.
Date Required	Optional. Enter a date on which delivery is required or choose the date from the calendar tool.



Date Required Reason	Optional. If a date required has been specified, select the appropriate date required reason from the list.
Delivery Campus	Required. Defaults to the appropriate campus for the users chart/org. You may also search for another campus from the <b>Delivery Campus</b> lookup.
Delivery Instructions	Optional. Enter text describing any special delivery instructions for the item(s).
Delivery To	Required. Defaults to the initiator's user name. You may enter another name or use the <b>User</b> lookup to find it.
Email	Optional. Defaults to the initiator's user e-mail address but may be changed.
Phone Number	Optional. Automatically populated from the initiator's phone number but may be changed.
Postal Code	Required; automatically populated from data for the <b>Building</b> value. May be entered manually if the user selects the <b>Building Not Found</b> button.
Receiving Address	If this field does not display, it is because the ENABLE RECEIVING ADDRESS INDICATOR parameter is set to N. If it does display, the default is determined by the receiving address that has been set up for the initiator's organization. May be changed by using the lookup.
Room	Required. Enter the room number to which delivery should be made.
Shipping Address Presented to Vendor	Defaults to the receiving address. May be changed to the final delivery address.   If this field is read-only, it is because the ENABLE ADDRESS TO VENDOR SELECTION INDICATOR parameter is set to No.
State	Required; automatically populated from data for the <b>Building</b> value. May be entered manually if the user selects the <b>Building Not Found</b> button.

## Vendor Tab

The **Vendor** tab includes three sections: **Vendor Address**, **Vendor Info**, and **Additional Suggested Vendor Names**.

### Vendor Address Section

#### Vendor Address section field definitions



Title	Description
Address 1	Optional. Enter the first line of the address for the suggested vendor. If a vendor has been selected from the vendor table this field is automatically populated. If you want to select a different vendor address than the default, choose one of the




	addresses entered for this vendor from the <b>Address</b> lookup.
Address 2	Optional. Enter the second line of the address for the suggested vendor. If a vendor has been selected from the vendor table this field is automatically populated.
Attention	Optional. Enter the name of the person to whom the delivery is to be directed.
City	Optional. Enter the suggested vendor's city. If a vendor has been selected from the vendor table this field is automatically populated.
Country	Optional. Enter the selected vendor's country. If a vendor has been selected from the vendor table, this field is automatically populated.
Postal Code	Optional. Enter the selected vendor's postal code. If a vendor has been selected from the vendor table, this field is automatically populated.
Province	Optional. Enter the province if vendor is located outside of the United States.
State	Optional. Enter the suggested vendor's state. If a vendor has been selected from the vendor table, this field is automatically populated.
Suggested Vendor	Optional. Enter the name of a vendor that is able to fulfill this requisition or search for it from the <b>Vendor</b> lookup. Selecting a vendor from the table populates other fields in this tab based on the information already on file for this vendor. Alternately, you may select a contract (see below) and the vendor associated with that contract is automatically populated.
Vendor number	Display-only. Completed automatically when a suggested vendor is selected from the vendor table.

## Vendor Info Section

### Vendor Info section field definitions

Title	Description
Contacts	<p>Optional. If a vendor has been selected from the Vendor table or a contract, the <b>Contact</b> lookup will list all the contacts for the vendor.</p> <p> The lookup is simply a convenience that allows you to view the contacts list. It does not provide a <b>return value</b> link.</p>
Contract Name	<p>Optional. If a contract exists with the vendor for these goods or services, select one from the <b>Contract</b> lookup. Selecting a contract also populates the vendor associated with that contract.</p> <p> The contracts are campus-specific. A requisition returns results only for the campus associated with the Chart/Org found on the <b>Additional Institutional Info</b> tab (see below). Selecting a contract affects the APO limit, depending on how the contract has been set up for the organization. The APO limit is usually increased when a contract is selected.</p>



Customer number	Optional. Enter a customer number that identifies your institution or department for this vendor's reference or search for it from the <b>Customer Number</b> lookup.
Fax Number	Optional. Enter the selected vendor's fax number. If a vendor has been selected from the vendor table, this field may automatically be populated.
Notes to Vendor	Optional. Include any text notes you want the vendor to see on the PO.
Payment Terms	Display-only. If a vendor has been selected from the Vendor table or a contract, this field may be populated automatically.
Phone Number	Optional. If a vendor has been selected from the Vendor table, this field may automatically be populated or the <b>Phone Number</b> lookup will list all the Phone Numbers for this Vendor.   The lookup is simply a convenience that allows you to view the phone number. It does not provide a <b>return value</b> link.
Shipping Payment Terms	Display-only. If a vendor has been selected from the Vendor table or a contract, this field may be populated automatically.
Shipping Title	Display-only. If a vendor has been selected from the Vendor table or a contract, this field may be populated automatically.
Supplier Diversity	Display-only. If a vendor has been selected from the Vendor table or a contract, this field may be populated automatically.

## Additional Suggested Vendor Name Section

### Additional Suggested Vendor Name section field definitions

Title	Description
Vendor Name (1-5)	Optional. Enter up to five additional suggested vendors that may be able to fulfill this requisition.

## Items Tab



The **Items** tab identifies what is being ordered on this requisition and establishes an accounting distribution indicating how those items should be charged. It allows multiple items and accounting distributions to be added on a single requisition.

The **Items** tab includes four sections: **Add Item**, **Current Items**, **Additional Charges**, and **Totals**.



## Add Item and Current Items Sections

### Add Item and Current Items section field definitions

Title	Description
Actions	Add or delete lines as appropriate. After a line has been added, it is moved to the <b>Current Items</b> section, where the details may be viewed or modified by opening the item using the <b>Show</b> button.
Assigned to Trade In	Optional. Select the checkbox if a trade-in line item in <b>Additional Charges</b> has been entered and the trade-in is associated with the line item. This indicator determines the accounts that will be used to prorate the accounts string for the trade-in line item.
Catalog number	Optional. Enter the vendor catalog number for this item.
Commodity Code	May be Required. If the Commodity Code column is not present it is because the ENABLE COMMODITY CODE IND parameter is set to N. Whether the Commodity Code is required is determined by whether the ITEMS REQUIRE COMMODITY CODE IND parameter is set to N or Y. If the column exists, then the information that is entered is validated against the commodity codes that have been defined in the Commodity Code maintenance table. The Commodity Code lookup can be used to find valid commodity codes   Commodity code will default to the vendor's default commodity code if one is assigned.
Description	Required. Provide a text description of the item or service being ordered.
Extended Cost	Display-only. If a UOM and unit cost have been provided, the system automatically calculates the extended cost for this line ( <b>UOM x Unit Cost</b> ).
Item Line number	The system assigns the item number when the <b>Add</b> button is clicked. After a line is added, a number is assigned and the item number may be increased or decreased using the arrow buttons.
Item Type	Required. Select the type of item being specified on this line, such as Qty or No Qty. The default is Qty.
Quantity	Required if the <b>Item Type</b> value is Qty. Enter the quantity of the item in this field. Quantity should not be entered for No Qty.
Restricted	Optional. Select the checkbox if the item or service (such as, flowers or guns) being ordered on this line is restricted.   The field definitions of restricted item vary by institution. If your institution has defined restricted items, it is important to check this box. Checking the box makes the requisition ineligible for an APO.
Tax Amount	Display-only. If the ENABLE SALES TAX IND is N, this column will not be displayed. If sales tax is turned on, the amount that displays here is automatically calculated based the delivery address.
Total Amount	Display-only. If tax has been calculated this will be the <b>Extended Cost</b> plus <b>Tax Amount</b> . Otherwise, it will be the Extended Cost.



Unit Cost	Required. Enter the cost per unit for QTY item types or the total cost for No Qty item types.
UOM	Required if the <b>Item Type</b> value is Qty. Enter the UOM (unit of measure) or use the lookup to find the UOM.

## Additional Charges Section

### Additional Charges section field definitions

Title	Description
Description	Required if the extended cost has been entered. Enter text describing the additional charges item line.
Extended Cost	Required. Enter the dollar amount for this item line.
Item Type	Display-only. Describes the type of miscellaneous item (freight or shipping and handling) being defined in this line.
Tax Amount	Display-only. Automatically calculated based on responses in other fields.
Total Amount	Display-only. Automatically calculated based on responses in other fields. Displays the total of the requisition after taxes and fees.

## Totals Section

### Totals section field definitions

Title	Description
APO Limit	Display-only. This field displays the upper dollar limit for the creation of an automatic PO from this requisition. This dollar amount is based on a system default or, if a contract has been specified, on a contract-specific dollar amount.
Grand Total	Display-only. This field displays a total of all item lines and miscellaneous item lines plus taxes.
Total Prior to Tax	Display-only. This field displays a total of all item lines and miscellaneous item lines.
Total Tax	Display-only. This field displays a total of all tax applied.



## Working in the Items Tab

### Importing Item and Account Information

If you have a number of items or accounts to enter, you may create a .csv file containing the information and import it into the requisition. The two types of templates available are:

- Requisition (REQS) items.
- Requisition (REQS) accounts.



For more information about the layout of these templates, see [PURAP\\_Item\\_Import.xls](#) and [PURAP\\_Account\\_Import.xls](#) in the *Overview and Introduction to the User Interface*.

The procedure for accessing and using these templates is much the same as the procedure for using accounting line import templates.



For information on using a template to import items or accounts, see Data Import Templates in the *Overview and Introduction to the User Interface*.

### Creating Accounting Distributions in the Items Section

Accounting distributions for item lines may be created individually or a single accounting distribution may be copied to all line items on the requisition. A valid account string contains a chart, an account and an object code. The account must be active and the expiration date must not have been reached. The object code must be valid. Valid object codes are not only active codes in the object code table but are also not included in the OBJECT CONSOLIDATION parameter.

To create accounting distributions for individual item lines, follow these steps.

- Add the item line to the requisition.

In the **Current Items** section, click the **Show** button for the line to which you want to add an accounting distribution.

In the **Item Accounting Lines** section, click the **Show** button.

Complete the accounting line and indicate a percent and/or amount of this item line that should be charged to this accounting line.

- If the **Account Distribution Method** is set to Proportional, you must enter either percent or amount, and the other field will be calculated by the system. If there is a single accounting line for this item, the percent should be 100 or the amount should equal the line item amount.





- If the **Account Distribution Method** is set to Sequential, amounts are required and must equal the amount of the line item. Percentages are also required and must total 100. The percentages indicate how to fund an invoice that exceeds the remaining encumbrances.

Click **Add** to add an accounting line.

If the items need to be distributed to more than one accounting line, repeat steps 4 and 5.



All the accounting lines should total 100 percent and the amounts should equal the item total amount when you have completed their accounting line distribution and calculated the document.



This process may also be followed to add accounting distribution lines for items in the **Additional Charges** section. Open the **Accounting Line Items** section for that miscellaneous line item and follow steps 4-6 above.

Line item accounting and line item commodity codes could create a lot of repetitive data entry. For example, if there are 100 line items but only one account/object code and one commodity code is being used, Quali Financials allows you to load the information to all the line items rather than entering the information to each line item. The steps below describe how to distribute this information.



Accounts and commodity codes are distributed only to the line items where there are no accounts or no commodity code. This process does not replace the accounts or commodity codes that have been setup for individual line items.

1. Click **Add** to add the item line to the requisition.
2. In the **Add Item** section, click the **Setup Distribution** button.

The system opens a new **Accounting Lines** section and a blank **Commodity Code** field.

3. Complete the **Commodity Code** field and accounting line and indicate the percent of this item line that is distributed to the items on this requisition.

The system validates values as you enter them.

4. Click **Add** button to add the accounting line.
5. If the items need to be distributed to more than one accounting line, repeat steps 3 and 4.




All the accounting lines should total 100 percent and the amounts should equal the item total amount when you have completed the distribution and calculated the document.

6. Click **Distribute to Items** button to apply this distribution to all item lines that do not already have an accounting distribution specified.

The system displays the top of the document along with a message indicating that the accounts were successfully distributed to all items.



 When using the sequential account distribution method, the setup distribution method simply copies the percentages and amounts to each line item. Therefore, when entering account distribution by line item, you will then need to adjust these amounts for each line item, per the requirements specified above.

## Removing Accounts from all Item Lines

If line items have accounts set up and those accounts need to be modified, the individual accounting lines may be modified by following the steps for creating an accounting distribution for an individual item line as described above.

If you feel that it is more efficient to remove all the accounts, however, use the steps for creating an accounting distribution for multiple line items to recreate the accounting for the line items.

Follow these steps to remove all accounts.

- Click **Remove Accounts from all Items** button.

Click **Yes** button in response to the question: Are you sure you want to remove the accounts from ALL items?

All the accounting lines are removed.

## Removing Commodity Codes from all Items

If you need to start again in the assignment of commodity codes, or if commodity codes are not appropriate for this vendor, you may clear the commodity code for all the accounting lines using the **Remove Commodity Codes from all Items** button.

Follow these steps to remove all commodity codes.

- Click **Remove Commodity Codes from all Items** button.

Click **Yes** button in response to the question Are you sure you want to clear the commodity codes from ALL items?

All commodity codes are cleared.



## Capital Asset Tab

The Capital Asset tab identifies high-value assets that must be accounted for as capital investments. Initially, this tab contains a single section—**System Selection**.

- The CAPITALIZATION\_LIMIT\_AMOUNT, PURCHASING\_ACCOUNTS\_PAYABLE\_OBJECT\_LEVELS and PURCHASING\_OBJECT\_SUB\_TYPES parameters determine when asset information is required to be collected in the Capital Asset tab if required by the CHARTS\_REQUIRING... parameters.

### Capital Asset tab field definitions

Title	Description
Action	Optional. Click the <b>Select</b> button to identify the items in this requisition as capital assets. Both of the above fields are required in order for the <b>Select</b> button to work.
Capital Asset System State	Required. Select the system state from the list. For example, the user may choose to modify an existing system by adding items from this requisition or use this requisition to start a new system.
Capital Asset System Type	Required. Select the type of system that the capital asset belongs to.

- Valid combinations of Capital Asset System State and Capital Asset System Type are controlled by the Capital Asset System Type table Allowed Capital Asset System State Codes field.

When there are qualifying items on the requisition, clicking the **Select** button in the **Action** field displays a **Capital Asset Items** section in the **Capital Asset** tab. Only qualifying items appear here, and there may be multiple items. To qualify, each item's total amount must exceed the institution's capital asset threshold defined in parameter CAPITALIZATION\_LIMIT\_AMOUNT and the object code used in the accounting line must be a capital asset object code as determined by PURCHASING\_ACCOUNTS\_PAYABLE\_OBJECT\_LEVELS and PURCHASING\_OBJECT\_SUB\_TYPES.

Initially the items are listed in this section with the detail fields hidden. Clicking the **Show** button expands the display to show the available fields.

Two new buttons are displayed in the **Action** field of the **System Selection** section—**Update View** and **Change**. The **Change** button displays a new screen asking, If you continue, the Capital Asset System State, System Type, and all information in the **Capital Asset** tab will be cleared. Do you want to continue? **Yes** and **No** buttons follow. **No** returns the user to the Requisition document. **Yes** clears the **Capital Asset** tab and then returns you to the Requisition document.



The **Update View** button refreshes the **Capital Asset** tab. If, for example, you went back to the **Requisition Items** tab and added another capital item to the requisition, the **Update View** button would cause the new item to be displayed in the **Capital Asset Items** section of the **Capital Asset** tab as well.

## System Detail Section

### System Detail section field definitions

Title	Description
Asset Type Code	Optional. Enter the asset type code or search for it from the <b>Asset Type</b> lookup.
Capital Asset Note Text	Optional. Enter text specific to this asset.
How Many Assets	Optional. Enter the number of assets that are being affected.
Manufacturer	Optional. Enter the name of the manufacturer. Clicking the <b>Same as Vendor</b> button populates this field with the vendor name on the <b>Vendor</b> tab of the document.
Model Number	Optional. Enter the model number of the asset.
Receiving Outside of Current Fiscal Year	Optional. Defaults to No with a <b>Select</b> button available. Clicking the <b>Select</b> button toggles this field to Yes, changes the button to <b>Clear</b> , and sets the <b>Asset Type Code</b> field to the value specified in parameter PURCHASING_DEFAULT_ASSET_TYPE_WHEN_NOT_THIS_FISCAL_YEAR. Clicking the <b>Clear</b> button reverses the <b>Select</b> .

## Location Section

### Location section field definitions

Title	Description
Address	Completed and read only based on the Building code. If Off Campus is selected, enter the Address where the asset will be located.
Building	Optional. Enter a valid value or use the Lookup Icon to find a valid value. When Off Campus is selected, the Building Code is not allowed. If Off Campus was selected and the asset should be located On Campus, use the Lookup Icon to return a valid building.
Campus	Optional. Defaults to the campus code associated with the account used in the item accounting line, but may be changed via the <b>Campus</b> lookup.
City	Completed and read only based on the building code. If Off Campus Selected, enter the city where the asset will be located.



Country	Completed and read only based on the building code. If Off Campus Selected, select the country where the asset will be located.
Item Quantity	Optional. Enter the quantity of the item to be stored at this location.
Postal Code	Completed and read only based on the building code. If Off Campus Selected, enter the postal code where the asset will be located.
Room	Required. Enter the room number where the asset will be located. Once the location is added, use the Lookup Icon to return a valid room.
State	Completed and read only based on the building code. If Off Campus Selected, select the state where the asset will be located.



The **Add** button at the bottom of this section applies only to the **Location** section. Adding a location creates a section for that address showing only the heading line with a **Show** button that expands the address detail below the **Location** section. You may enter additional locations as needed, each with a specified quantity of the item.

## Capital Asset Items Section

All display-only line item information in this section is from the PO line item. Only line items that qualify as capital assets are displayed here.

### Capital Asset Items section field definitions

Title	Description
Capital Asset Transaction Type	Optional. This defines asset transaction type. On movable equipments purchases the Capital Asset Transaction Type is used to identify the asset category (for example, movable, fabrication, capital lease).

## Payment Info Tab

The **Payment Info** tab is used to indicate the type of payment schedule required and the duration of that schedule, if recurring payments are required for the items on this requisition.

The **Payment Info** tab includes two sections: **Payment Info** and **Billing Address**.



## Payment Info Section

### Payment Info section field definitions

Title	Description
Begin/End Date	Required if <b>Type of Recurring Payment</b> has been selected. Indicates the time period in which the requisition is active. Enter a date or select the date from the calendar tool.
Type of Recurring Payment	Optional. Select the proper recurring payment schedule from the list. Examples might include Fixed Schedule, Fixed Amount, Fixed Schedule, Variable Amount and Variable Schedule, Variable Amount.

## Billing Address Section


### Billing Address section field definitions

Title	Description
Address	Display-only. Displays the address to which vendor invoices should be mailed. This address is based on the campus specified for delivery on the <b>Delivery</b> tab.

## Additional Institutional Info Tab

The **Additional Institutional Info** tab collects information about the organization at your institution that is responsible for this requisition. It also collects information on the transmission method and collects contact information.

### Additional Institutional Info tab field definitions

Title	Description
Contact Email	Optional. Enter the email address of the person specified in the <b>Contact Name</b> field.
Contact Name	Optional. The name of the person to be contacted if there are questions about the requisition. Enter a name in the field or search for it from the <b>User</b> lookup.  The contact name may be used if the requestor should not be contacted with questions.
Contact Phone	Optional. Enter the phone number of the person specified in the <b>Contact Name</b> field.
Cost Source	Display-only. The cost source will always be estimate unless the vendor was selected from the <b>Contract</b> lookup. In that case the cost source associated with the contract is displayed here.



Method of PO Transmission	Required. From the list, select the PO transmission method that should be used to send the related PO to the vendor. Choices include Print and No Print. Other types of transmission that require additional setup are Electronic (requires that B2B has been implemented) and Fax (requires that a fax server has been configured).
PO Total Cannot Exceed	Optional. This field indicates a total dollar amount that the associated PO should not exceed.
Reference (1-3)	Optional. Provide any type of additional reference information you want to include.
Requestor Email	Required. Enter the email address of the person specified in the <b>Requestor Name</b> field.
Requestor Name	Required. The name of the person requesting the good or services. The default is the initiator. This field may be changed by entering a new name or searching for it from the <b>user</b> lookup.
Requestor Phone	Required. Enter the phone number of the person specified in the <b>Requestor Name</b> field.

## Account Summary Tab


The **Account Summary** tab combines all the accounting information for the item(s) or service(s) on this requisition for easy reference.

Click **Refresh Account Summary** button to reload the page and view all the fiscal years, accounting lines and dollar amounts for this requisition.

## View Related Documents Tab

The **View Related Documents** tab collects information about the PO payment and credits related to this document.

### View Related Documents tab field definitions

Title	Description
Date	Display-only. The date the related document was created.
Note	Display-only. The note describing the document.
User	Display-only. The user who created the related document.  The system user will display when the document is created by the system.




## View Payment History Tab

The **View Payment History** tab lists all payment request(s) and credit memo(s) issued against the related purchase orders.

### Payment Requests Section

#### Payment Requests section field definitions


Title	Description
Amount	Display-only. The payment request amount.
Customer number	Display-only. The customer number.
Hold	Display-only. The value is true if the payment request is on hold and false, if the payment request is not on hold.
Invoice number	Display-only. The invoice number.
Paid?	Display-only. The value is true if the payment has been disbursed and false if the payment has not been disbursed.
Pay Date	Display-only. The date to make payment on this payment request.
PDP Extract Date	Display-only. The date the payment request was requested for processing by the Pre-Disbursement Processor.  When the payment has been extracted, a <b>Disbursement Info</b> link will display. Clicking on this link will open Search for Payment and provide for more payment detail.
PO number	Display-only. The purchase order number.
PREQ number	Display-only. The payment request number.
PREQ Status	Display-only. The payment request status.
Req Canc	Display-only. The value is true if the payment request has been canceled and false if the payment request has not been canceled.
Vendor Name	Display-only. The vendor name.





## Credit Memos Section

### Credit Memos section field definitions

Title	Description
Amount	Display-only. The credit memo amount.
APAD Date	Display-only. The accounts payable approved date (the date the Accounts Payable Review group approved the credit memo).
CM number	Display-only. The credit memo number defined in Financials.
Credit Memo Status	Display-only. The credit memo status.
Customer number	Display-only. The customer number.
Hold	Display-only. The value is true if the credit memo is on hold and false if it is not on hold.
Paid?	Display-only. The value is true if a payment has been disbursed to which this credit memo was applied and false if it has not yet been included in a payment.
PDP Extract Date	Display-only. The date the credit memo was requested for processing by the Pre-Disbursement Processor.  When the payment has been extracted, a <b>Disbursement Info</b> link will display. Clicking on this link will open Search for Payment and provide for more payment detail.
PO number	Display-only. The purchase order number.
PREQ number	Display-only. The payment request number.
Vendor CM number	Display-only. The credit memo number defined by the vendor.
Vendor Name	Display-only. The vendor name.



For information about **Notes and Attachments**, **Ad Hoc Recipients**, and **Route Log** tabs, see Standard Tabs in the *Overview and Introduction to the User Interface*.



## Process Overview

### Business Rules

- In addition to the other required data (such as description, delivery information, and additional details), the requisition must have at least one item on the item tab in order to be submitted to Workflow for routing.
- If the chart/org on the requisition does not have a content review routing rule set up, accounts are required before the document can be submitted. If a content review rule exists for the chart/org, the initiator will receive a warning message.
- Account distributions must exist for all item lines on the document before it may leave the content routing stage.
- The following rules apply for allowable accounts to be charged on a REQS. These are the same rules used for the PO. The specific codes for these rules may be specified via parameters.
  - Only expense (EE, ES or EX object types) or asset (AS object type) object codes are allowed. Asset object codes must be in the INV or OASS object level.
  - Object codes in the consolidations of Compensation (CMPN), Financial Aid (SCHL), Reserves (RSRX) and Assessments Expenditures (ASEX) are not allowed.
  - Object codes in the levels of Depreciation (DEPR), Indirect Cost Expense (ICOE), Valuations and Adjustments (VADJ) and Taxes (TAX) are not allowed.
  - Object codes with a sub-type code for Transfers (TN) are allowed.
- Expired and inactive contracts cannot be used on Requisitions.
- If a debarred vendor is used on a Requisition, a warning will be presented to the user.
- Non-Capital Assets are not allowed on the Capital Asset tab.
- Use **Allow Copy Days** in the **Requisition Source** table to control when copy function is allowed on the Requisition.



For information about Allow Copy Days, see [Requisition Source](#).

### Routing

The requisition document routing includes the following special condition routing in addition to the regular account review and organization review hierarchy:

- **Content routing:** This type of routing allows the initiator of a requisition to route an incomplete document and have it completed by another user. Content routing is optional and rules are created based on the Chart and Organization values in the requisition's **Requisition Detail** section of the **Document Overview** tab. A user who receives a document via content routing has a request type of Complete for the document in his or her action list. This user may open the document, complete it and send it into normal routing. Content routing is most commonly used for the completion of accounting information.
- **Sub-account review:** The requisition allows for approvers to be defined at the sub-account level. If the requisition uses a sub-account on its accounting lines, Workflow checks to see whether there is a specified routing rule for this sub-account. Users can only approve/disapprove the document at this level. Approvers cannot change content.



- **Fiscal officer routing:** Approvers can modify and/or add accounting lines for accounts that they own; the only other content that can be modified at this level is the Org Document Number field.
- **Organization review routing:** Optional route level to organizations for the accounts set-up on the document based on the requisition amount total and charts/orgs in use.
- **Commodity code review:** This route level is triggered if a commodity code on any line item has been added to the Commodity Reviewer role.
- **Separation of duties:** This rule routes a requisition to a defined central approver if the amount of the document exceeds an institutionally defined threshold and there have been no approvers other than the document initiator. This routing ensures that requisitions above a specified dollar amount are approved by at least two users. Approvers can only approve/disapprove. Approvers cannot change requisition content.

## ***Post-Processing***

- If certain criteria are met (low dollar limit, vendor has been selected, etc.), the requisition will be fully approved and will generate an automatic purchase order (APO) and the PO will begin routing.
- If these criteria are not met, the requisition requires that a contract manager be assigned before the PO will be generated. Purchasing staff make this assignment via the Contract Manager Assignment document. A note is added to the Requisition to explain why it did not become an APO.
- FYI Notifications are sent to the initiator and fiscal officer when the requisition is fully approved.



# Purchase Order

The approved Purchase Order (PO) document serves two purposes. Externally it is a legal contract with a vendor to deliver goods or services. Internally it provides the mechanism to generate documents for payments and receipt of goods. It differs from most other documents in three ways:

- The PO is *not* generated by initiating a blank document that is then completed by the initiator. Instead, the system automatically generates a PO (referred to as an APO) from an approved requisition or by assigning a contract manager to an approved requisition. When creating the new PO, the system automatically populates it with information from the related requisition.
- The document can be worked on by any purchasing staff member. Many other documents are only editable by the initiator. An in process PO can be edited by any staff member who is a member of the Purchasing Processor role.
- A purchase order can be amended after it is approved. Many purchasing organizations refer to this amended PO as a change order.



For more information about modifying an existing PO, see [Performing Other Activities on a PO](#).

PO documents may be retrieved via document search. From this point, the purchasing staff may finalize the details of a purchase order and transmit it via fax or print it for mailing to the vendor.



You may use the regular **Document Search** to retrieve a PO, but this form of search does not include PO-specific search criteria.



For more information about a PO search, see [Purchase Orders](#), in Purchasing / Accounts Payable Custom Document Searches.

## Document Layout

The PO document contains several unique tabs or unique sections in tabs that appear on all documents: **Document Overview** (contains unique sections), **Delivery**, **Vendor**, **Stipulations**, **Items**, **Capital Asset**, **Payment Info**, **Additional Institutional Info**, **Quote**, **Account Summary**, **View Related Documents**, and **View Payment History**. While some of these tabs may appear in other financial documents, the tabs in a PO document may contain additional information.



For information about the standard tabs such as **Document Overview**, **General Ledger Pending Entries**, **Notes and Attachments**, **Ad Hoc Recipients**, **Route Log**, **Capital Asset**, and **Accounting Lines** tabs, see Standard Tabs in the *Overview and Introduction to the User Interface*.



## Purchase Order document tabs and purposes

Tab Name	Purpose
Document Overview	In addition to the standard document overview information (description, explanation, and organization document number), contains the fiscal year, line item receiving requirements, contract manager, use tax indicator, funding source, previous purchase order number, the source of the requisition and a way to alter the status of the PO when waiting on information from a vendor or the department.
Delivery	Contains information about the final delivery and central receiving addresses.
Vendor	Contains information about the vendor who has been selected to provide the goods or services and the reason the vendor was selected.
Stipulations	Allows for the entry of stipulations that the vendor filling this PO must follow. May also be used for any additional contractual information that should be added to the PO.
Items	Identifies what is being ordered on this PO and establishes an accounting distribution indicating how these items should be charged.
Capital Asset	Collects information about high-value assets that must be accounted for as capital investments
Payment Info	Indicates the type of payment schedule required and the duration of that schedule if recurring payments are required for the items on this PO
Additional Institutional Info	Collects information about the organization at your institution that has requested the goods or services for this PO as well as the transmission method and internal contact information.
Quote	If a quote is initiated in the purchasing process this tab will contain the list of vendors who were invited to participate in the quote process. Each vendor's response, and ranking, along with the name of the vendor awarded the order, is displayed here.
Account Summary	Summarizes the accounting information for all the line items on this PO. The line items that make up the summary display here.
View Related Documents	Lists all documents related to this PO such as the requisition, receiving documents, payments, credit memos. Also all the various PO documents that are created from the PO when the PO is amended, closed, open, or retransmitted.
View Payment History	Lists all the payment requests and credit memos related to this PO document.
General Ledger Pending Entries	Generates a display-only view of the encumbrances that have not yet posted the G/L. This tab may be empty if there are no pending entries.



## Document Header

As in other documents, the header section contains basic identification and status information about the PO document as well as who created it. However, the PO document has two additional fields in the document header that do not appear in other documents. These additional fields are defined below.

### Document Header field definitions for a Purchase Order document

Title	Description
Purchase Order number	An identifying number assigned to this PO. The PO number may be used for queries specific to the PURAP module. This number differs from the <b>Doc Nbr</b> entry, which identifies the PO as a unique document for general Financials and Workflow queries.
Purchase Order Status	A status that indicates where the PO is in the PURAP process. This indicator is similar to the status a document receives in Workflow, but it is specific to the purchasing process. Examples of PO status include In Process, Awaiting Purchasing Approval, Out for Quote, and Closed.

## Document Overview Tab


The **Document Overview** tab on the PO contains four sections: **Document Overview**, **Financial Document Detail**, **Purchase Order Detail**, and **Status Changes**.



The following section definitions contain only fields that are unique to the PO document. For more information about the standard **Document Overview** tab, For information about the standard Document Overview tab, see Standard Tabs in the *Overview and Introduction to the User Interface*.

### Financial Document Detail Section


#### Document Overview section field definitions

Title	Description
Total Amount	Display-only. The total PO amount.
Year	Required. The default is the current fiscal year and this field isn't editable until the ALLOW ENCUMBER NEXT FY DAYS parameter has been met. If the FY is set to the future, then funds will not be encumbered until that next fiscal year.  This field automatically defaults to the current fiscal year.




## Purchase Order Detail Section

### Purchase Order Detail section field definitions


Title	Description
Account Distribution Method	Defaults to the <b>Account Distribution Method</b> (either proportional or sequential) from the Requisition document. Before a Payment Request has been processed against the PO, users in the Purchasing Processor role may change this value on an in-process Purchase Order or on a PO Amendment.
Assigned to User	Allows a user to take ownership of an in-process document. Users can then easily find documents they are working on.
Chart/Org	Required. Automatically completed based on the requisition's chart/organization. May be changed manually by clicking the lookup.
Contract Manager	Display-only. The name of the contract manager for this PO. If the PO status is In Process, Waiting for Vendor, or Waiting on Department, the <b>Contract Manager</b> lookup may be used to change the contract manager.
Funding Source	Display-only. The funding source for the PO; derived from the requisition.
Payment Request Positive Approval Required	<p>Optional. The DEFAULT POS APPRVL LMT parameter determines the dollar limit at which payment requests must receive positive approval from a fiscal officer. If selected, this field overrides the parameter and requires positive approval on the payment request regardless of the total of the payment.</p> <p> The <b>Payment Request Positive Approval Require</b> field is displayed only if the PAYMENT_REQUEST_POSITIVE_APPROVAL_IND parameter is set to Y. This parameter controls whether PREQ positive approval functionality is invoked.</p>
Previous Purchase Order number	Optional. Identifies the previous PO number associated with this purchase order. This field is typically used to identify the converted PO number from a legacy purchasing system.
Purchase Order Confirmed Indicator	Optional. Select this box to indicate that this PO is being created after the purchase has been made. This field may be used to track instances in which users did not properly create a requisition before making a purchase. In this case, the PO is being processed only to enter the transaction into the system.
Receiving Required	<p>Optional. This flag can be set by a Purchasing Processor while a PO is in process. If the field is checked manually, the system will not use receiving thresholds to determine whether receiving is required.</p> <p>If the field is checked, a line item Receiving document must be processed with sufficient quantities received before a payment will route</p>



	to the fiscal officer. After the PO is approved, this value cannot be changed.
	 The <b>Receiving Required</b> field is displayed only if the RECEIVING_DOCUMENT_REQUIRED_IND parameter is set to Y. This parameter controls whether receiving required functionality is invoked.
Requisition Source	Display-only. Indicates whether the requisition that created this PO was input directly or created in some other way such as B2B.
Use Tax Indicator	Display-only if the ENABLE SALES TAX IND parameter is set to Y; otherwise, this field does not display at all. Indicates whether or not sales or use tax applies to this PO.

## Status Changes Section

### Status Changes section field definitions

Title	Label
Waiting on Additional Info	<p>Optional. If the PO is In Process and additional information is required, select the <b>Vendor</b> or <b>Department</b> radio button (depending on whom additional information is needed from) and then click the <b>Save</b> button to change the PO status to Waiting for Department or Waiting for Vendor. The system requires an explanatory note to complete the status update.</p> <p> The PO cannot be routed for approval until the status of the PO is In Process. Selecting the <b>None</b> radio button and the <b>Save</b> button updates the status of the PO to In Process.</p>

## Delivery Tab

The **Delivery** tab contains information about where goods ordered on this PO should be delivered. It also collects delivery contact information and any special delivery instructions. The address that is transmitted to the vendor (final delivery vs. receiving address) depends on the radio button that is selected in the **Add to Vendor** section.

The following table explains the fields on this tab. With the exception of the last two fields listed, all fields pertain to the **Final Delivery** section. When the PO is initiated, all information in the tab is populated from the information in the same tab of the requisition. The fields described below apply only if the default information from the requisition needs to be updated by Purchasing.





## Delivery tab field definitions

Title	Description
Address 1	Required (display-only); automatically populated from data in <b>Building</b> . May be entered manually if you clicked the <b>Building Not Found</b> button.
Address 2	Optional; Entered manually if an additional line of address is needed.
Building	Required. Enter a valid building code, or use the Lookup Icon to search for one. Only buildings that correspond with the delivery campus will be displayed. Selection of a building automatically completes the <b>Address</b> , <b>City</b> , <b>State</b> and <b>Postal Code</b> fields.
City	Display-only. Automatically populated from data in <b>Building</b> . May be entered manually if you clicked the <b>Building Not Found</b> button.
Country	Display-only. Automatically populated from data in <b>Building</b> . May be entered manually you clicked the <b>Building Not Found</b> button.
Date Required	Optional. Defaults to the date required from the requisition. Change or enter a date on which delivery is required or use the date from the calendar tool.
Date Required Reason	Optional. If a date required has been specified, select the appropriate date required reason from the list.
Delivery Campus	Required. Defaults to the delivery campus that was selected on the requisition. Search for another campus by clicking the <b>lookup</b> button.
Delivery Instructions	Optional. Enter text describing any special delivery instructions for the item(s).
Delivery To	Required. This entry defaults to the user's name on the requisition. The <b>User</b> lookup can be used if the name needs to be changed.
Email	Optional. This entry defaults to the email address from the requisition.
Phone Number	Optional. This entry defaults to the phone number from the requisition.
Postal Code	Display-only. Automatically populated from data in <b>Building</b> . May be entered manually if you clicked the <b>Building Not Found</b> button.
Receiving Address	Display-only after the PO has been approved. Defaults to the central receiving address from the requisition. May be changed by using the <b>lookup icon</b> .
Room	Required. Enter the room number to which delivery should be made.
Shipping Address Presented to Vendor	Required. Defaults to the indicator selected on the requisition.
State	Display-only. Automatically populated from data in <b>Building</b> . May be entered manually you clicked the <b>Building Not Found</b> button.



## Vendor Tab

On an approved purchase order, the **Vendor** tab identifies the vendor that was awarded the PO. The default is the vendor selected on the requisition. Although most field entries in this tab default to the values provided on the associated requisition (REQS) document or from the vendor's default information, the entries may be modified.

The **Vendor** tab includes two sections: **Vendor Address** and **Vendor Info**.

### Vendor Address Section

The Vendor Address section lists address information about the vendor for this purchase order.

#### Vendor Address section field definitions

Title	Description
Address 1	Required. The default address is the PO address defined as the default for the campus. This field is editable.
Address 2	Optional. The default address is the PO address defined as the default for the campus. This field is editable.
Attention	Optional. If the attention line on the PO address is present this information will be populated although this field is always editable.
City	Required. Enter the city associated with this vendor address.
Country	Required. Select a country from the <b>Country</b> list or search for it from the <b>lookup</b> .
Postal Code	Enter the postal code for this address. Postal code may be required under certain circumstances (such as when entering a U.S. address).
Province	Optional. Non-U.S. vendor addresses may include a province. Enter the province here. This field should always be used for Canadian vendors.
State	Required. Select the state from the <b>State</b> list or search for it from the <b>lookup</b> . State may be required under certain circumstances (such as when entering a U.S. address).
Vendor	Required and Display-only. The vendor's name is automatically updated from the Vendor record.
Vendor number	Display-only. The system generated identifying number assigned to this vendor.



## Vendor Info Section

### Vendor Info section field definitions

Title	Label
Alternate Vendor for Non-Primary Vendor Payment	Optional. Used any time a purchasing needs to give accounts payable the option to pay one vendor or another. Examples include third-party receivables or escrow accounts for construction payments. To search for a vendor, use the lookup. To remove an alternate vendor, click <b>remove alternate vendor</b> .
Contract Name	Optional. If a contract exists with the vendor for these goods or services, search for it from the <b>Contact</b> lookup.
Contacts	Optional. If the vendor has multiple contacts, select the appropriate contact for this PO.
Customer number	Optional. Enter or look up a customer number that identifies your institution or department for this vendor's reference.
Fax Number	Optional. Enter the selected vendor's fax number.
Notes to Vendor	Optional. Include any text you want the vendor to see on the PO.
Payment Terms	Optional. Select the payment terms from the <b>Payment Terms</b> list.
Phone Number	Optional. Enter the selected vendor's phone number.
Shipping Payment Terms	Optional. Select the shipping payment terms from the <b>Shipping Payment Terms</b> list.
Shipping Title	Optional. Select the shipping title from the <b>Shipping Title</b> list.
Supplier Diversity	Display-only. The information appears if the selected vendor has been assigned a supplier diversity type.
Vendor Choice	Required. Select the reason that this vendor was selected to fill this purchase order from the <b>Vendor Choice</b> list.



## Stipulations Tab

The **Stipulations** tab allows for the entry of stipulations for the vendor filling this PO. It may also be used for any additional contractual information that should be added to the PO.

### Stipulations tab field definitions

Title	Description
Actions	Click <b>Add</b> to add new text.
Note Text	Required. Enter text to be viewed by the vendor of this PO or search for pre-defined text from the <b>lookup</b> .

## Items Tab

The **Items** tab identifies what is being ordered on the PO and establishes the accounting distribution for payments. Before the PO has been approved, you may change or add to the items and accounts that have been carried over from the requisition. You may also add additional charges or apply PO total reductions here.



### *Add Item and Current Items Sections*

These two sections contain the same fields.

### Add Item and Current Items section field definitions

Title	Description
Actions	Add or delete lines as appropriate. After a line has been added, the system moves it to the <b>Current Items</b> section. There, you may view and change the details by opening the item using the <b>Show</b> button.
Assigned to Trade In	Optional. Select the checkbox if a trade-in line item in the <b>Additional Charges</b> tab has been entered and the trade-in is associated with the line item. This indicator is used to determine the accounts that will be used to prorate the accounts string for the trade-in line item.
Catalog number	Optional. Enter the vendor catalog number for this item.
Commodity Code	May be required. If the <b>Commodity Code</b> column is not displayed, the ENABLE COMMODITY CODE IND parameter is set to N. The commodity code is required only if the ITEMS REQUIRE COMMODITY CODE IND parameter is set to Y. If the column is displayed, an entry is required. Either enter a code or use the <b>Commodity Code</b> lookup to



	find it. Information that is entered is validated against the commodity codes that have been defined in the Commodity Code maintenance table.
Description	Required. Provide a text description of the item or service being ordered.  Clicking the  icon opens a screen where the complete item description is displayed.
Extended Cost	Display-only. If a UOM and unit cost have been provided, the system automatically calculates the extended cost for this line ( <b>UOM x Unit Cost</b> ).
Item Line number	After the line has been added, the system assigns a number to it. This item may be moved up or down in the sequence of lines by using the arrow buttons.
Item Type	Required. Select the type of item being specified on this line, such as Qty or No Qty the default is Qty.
Quantity	Required if <b>Item Type</b> is Qty. Enter the quantity of the item in this field. No quantity should be entered when the <b>Item Type</b> is No Qty.
Tax Amount	Display-only. If the ENABLE SALES TAX IND is N, this column is not displayed. If sales tax is turned on, the amount that displays here is automatically calculated based on the delivery address.
Total Amount	Display-only. If tax has been calculated this will be the <b>Extended Cost</b> plus the <b>Tax Amount</b> ; otherwise it will be the <b>Extended Cost</b> .
Unit Cost	Required. Enter the cost per unit for QTY item types or the total cost for No Qty item types.
UOM	Required if the <b>Item Type</b> value is Qty. Enter the UOM (unit of measure) of use the lookup to find it.



**Inactivate Button:** The **Inactivate** button becomes available only when you are amending a PO. If while amending a PO you would like to deactivate a line item, click the **Inactivate** button associated with that item. For more information about how to amend the PO, see [Purchase Order Amend](#).

- Click **Add** button to add a line. The system moves it to the **Current Items** section.
- Click **Delete** button to delete a line.
- Click **Show** button to view the detail. The details may also be viewed or modified by opening the item.



When processing an amendment to a PO, you may deactivate item lines that are no longer valid. To do so, select the **Inactivate** check box next to the appropriate items. When the amendment is approved, these items are no longer valid for this PO.



## Additional Charges Section

### Additional Charges section field definitions

Title	Description
Description	Required if the extended cost has been entered. Enter a text description describing the additional charges item line.
Extended Cost	Required. Enter the dollar amount for this item line.
Item Type	Display-only. Describes the type of miscellaneous item (Freight or Shipping and Handling) being defined in this line.
Tax Amount	Display-only. Automatically calculated based on responses in other fields.
Total Amount	Display-only. Automatically calculated based on responses in other fields. Displays the total of the requisition after taxes and fees.

## Totals Section

### Totals section field definitions

Title	Description
Grand Total	Display-only. Displays the sum of the two totals above.
Internal Purchasing Limit	Display-only. Displays the dollar amount above which a PO will route to the Internal Purchasing route level if a purchasing processor who is not a contract manager submits the order.
Total Prior to Tax	Display-only. Displays a total of all current item lines and additional charges lines.
Total Tax	Display-only. Displays a total tax.



## Creating Accounting Distributions in the Items Section (PO)

Accounting distributions for item lines may be created individually, or a single accounting distribution may be copied to all line items on the requisition. A valid account string contains a chart, an account, and an object code. The account must be active and the expiration date has not expired. The object code must valid. Valid object codes are active codes in the object code table and are *not* included in the OBJECT CONSOLIDATION parameter.


To create accounting distributions for individual item lines, follow these steps.

1. Click **add** in the **Actions** column to add the item line.

In the **Current Items** section, click the **Show** button for the line to which you want to add an accounting distribution.


In the **Item Accounting Lines** section, click the **Show** button.

Complete the accounting line and specify the percent and/or amount of this item line to be charged to this accounting line.

-  For information about accounting line rule differences for Proportional and Sequential account distribution methods, see [Document Overview](#) and [Creating Accounting Distributions in the Items Section](#) under [Requisition](#).

Click **Add** button to add the accounting line.

If the item needs to be distributed to more than one accounting line, repeat steps 4 and 5. The sum of all accounting lines must equal 100 percent when you finish the distribution.

-  This process may also be followed to add accounting distribution lines for items in the **Additional Charges** section. Open the **Accounting Line Items** section for that miscellaneous line item and follow steps 4-6 above.

Line item accounting and line item commodity codes can create considerable repetitive data entry. Kuali Financials allows you to load the information to all the line items rather than entering the information to each line item separately. The steps below describe how to distribute this information. This process distributes accounts and commodity codes only to line items that have no accounts and no commodity code. It does not replace accounts or commodity codes that have been setup for individual line items.

1. Click **Add** button to add the item line.
2. In the **Add Item** section, click the **Setup Distribution** button.

The system opens a new **Accounting Lines** section and a blank Commodity Code field.

3. Enter a commodity code and the accounting line and indicate the percent of this item line that is to be distributed to the items on this requisition.



➔ For information about accounting line rule differences for Proportional and Sequential account distribution methods, see [Document Overview](#) and [Creating Accounting Distributions in the Items Section](#) under [Requisition](#).



The system validates values as you enter the information.

4. Click **Add** button to add the accounting line.
5. If the items need to be distributed to more than one accounting line, repeat steps 3 and 4. The accounting lines distribution should total 100.
6. Click the **Distribute to Items** button to apply this distribution to all item lines that do not yet have an accounting line distribution specified.

The system displays the top of the document and the message: The accounts were successfully distributed to all items.

## Removing Accounts from all Item Lines

If line items have accounts set up and those accounts need to be modified, then the individual accounting lines may be modified by following the steps for creating an accounting distribution for an individual item line discussed in the previous section. However, if it is more efficient to remove all the accounts, use the steps for creating an accounting distribution for multiple line items to recreate the accounting for the line items.

Follow these steps to remove all accounts.

- Click **Remove Accounts from all Items** button.

Click **Yes** button in response to the question: Are you sure you want to remove the accounts from ALL items?

All the accounting lines are removed.

## Removing Commodity Codes from all Items

If you need to start again in the assignment of commodity codes, or if commodity codes are not appropriate for this vendor, you may clear the commodity code for all the accounting lines using the **Remove Commodity Codes from all Items** button. Follow these steps to remove all commodity codes.

- Click **Remove Commodity Codes from all Items** button.

Click **Yes** button in response to the question: Are you sure you want to clear the commodity codes from ALL items?

All the commodity codes are cleared.





## Capital Asset Tab

The **Capital Asset** tab identifies high-value assets that must be accounted for as capital investments. Initially, this tab contains a single section—**System Selection**. Whether or not asset information is required on a purchase order depends on the CHARTS REQUIRING ... parameter. Qualifying items are determined by the CAPITALIZATION LIMIT AMOUNT and PURCHASING ACCOUNTS PAYABLE OBJECT LEVELS parameters.

### Capital Asset tab section field definitions

Title	Description
Action	Optional. Click the <b>Select</b> button to identify the items in this PO as capital assets. Both of the above fields must have entries in order for the <b>Select</b> button to work.
Capital Asset System State	Optional. Select the system state from the list. For example, the user may choose to modify an existing system by adding items from this PO or use this PO to start a new system.
Capital Asset System Type	Optional. Select the type of system that the capital asset belongs to.



Valid combinations of Capital Asset System State and Capital Asset System Type are controlled by the Capital Asset System Type table Allowed Capital Asset System State Codes field.



## CAMs Items Section

If there are qualifying items on the PO and if you click the **Select** button in the **Action** field in the **System Selection** section, the system displays another section—**CAMs Items**—in the **Capital Asset** tab.

Only qualifying items appear in this section. There may be multiple items. To qualify, an item's total amount must exceed the capital asset threshold (5000) and the object code used in the accounting line must be a capital asset object code.



Initially items are listed in this section with the detail fields hidden. Click the **Show** button for an item to expand the display of relevant fields.

### System Detail section field definitions

Title	Description
Asset Type Code	Optional. Enter the asset type code or search for it from the <b>Asset Type</b> lookup.
Capital Asset Note Text	Optional. Enter text specific to this asset.
How Many Assets	Optional. Enter the number of assets that are being affected.
Manufacturer	Optional. Enter the name of the manufacturer. Clicking the <b>Same as Vendor</b> button will populate this field with the vendor name as entered on the <b>Vendor</b> tab of the document.
Model Number	Optional. Enter the model number of the asset.
Receiving Outside of Current Fiscal Year	Optional. Defaults to No with a <b>Select</b> button available. Clicking the <b>Select</b> button toggles this field to Yes, changes the button to clear, and fixes the <b>Asset Type Code</b> field to the value specified in parameter PURCHASING_DEFAULT_ASSET_TYPE_WHEN_NOT_THIS_FISCAL_YEAR. Clicking the <b>Clear</b> button reverses the select.

### Location section field definitions

Title	Description
Address	Completed and read only based on the Building code. If Off Campus is selected, enter the Address where the asset will be located.
Building	Optional. Enter a valid value or use the Lookup Icon to find a valid value. When Off Campus is selected, the Building Code is not allowed. If Off Campus was selected and the asset should be located On Campus, use the Lookup Icon to return a valid building.
Campus	Optional. Defaults to the campus code associated with the account used




	in the item accounting line, but may be changed via the <b>Campus</b> lookup.
City	Completed and read only based on the building code. If Off Campus Selected, enter the city where the asset will be located.
Country	Completed and read only based on the building code. If Off Campus Selected, select the country where the asset will be located.
Item Quantity	Optional. Enter the quantity of the item to be stored at this location.
Postal Code	Completed and read only based on the building code. If Off Campus Selected, enter the postal code where the asset will be located.
Room	Required. Enter the room number where the asset will be located. Once the location is added, use the Lookup Icon to return a valid room.
State	Completed and read only based on the building code. If Off Campus Selected, select the state where the asset will be located.

All the display-only line item information is from the PO line item. Only line items that qualify as capital assets display here.

#### Capital Asset Items section field definitions

Title	Description
Capital Asset Transaction Type	Required. Defines the type of asset.

 The Add button applies only to the **Location** data. Adding a location causes the system to create a section for the address. This section shows only the heading line and a **Show** button that may be used to display the address detail below the **Location** section. Additional locations may be entered and added as needed, each with a specified quantity of the item. For example, if 20 capital items are ordered for use at different locations, the **Add** button may be used to enter the locations and specify the number of assets to be placed at each.



## Payment Info Tab

If recurring payments are required for the items on this PO, this tab is used to indicate the type of payment schedule required and the duration of that schedule. The fields in this tab are informational only. They do not drive any other functions within Financials.

The **Payment Info** tab includes **Payment Info** and **Billing Address** sections.

### Payment Info Section

#### Payment Info section field definitions

Title	Description
Amount	Optional. Enter the dollar amount of the recurring payment.
Begin/End Date	Required if <b>Type of Recurring Payment</b> has been selected. Enter dates indicating the time period during which the order is active, or search for the dates from the calendar tool.
First Payment Date	Optional. Enter the date on which the first recurring payment should be made or search for the date from the calendar tool. This date is used to determine subsequent payments based on the frequency. For example, if the frequency is monthly and the first payment date is 01/01/2010, the subsequent payments occur on the first of the month.
Frequency	Optional. Select a number to indicate how often recurring payments should be made.
Initial and Final Payment Amount	Optional. Enter the amount of the initial and final payments if those amounts differ from the amount in the <b>Amount</b> field above.
Initial and Final Payment Date	Optional. Enter the dates on which the initial and final payments are to be made if those dates differ from the date in the <b>First Payment Date</b> field. Or search for the dates from the calendar tool.
Recurring Payment Amount	Optional. If a recurring payment type of fixed schedule or fixed amount has been selected, complete the remaining fields in this section.
Type of Recurring Payment	Optional. Select the proper recurring payment schedule from the list. Examples include Fixed Schedule, Fixed Amount, Fixed Schedule, Variable Amount and Variable Schedule, Variable Amount.



## Billing Address Section

### Billing Address section field definitions

Title	Description
Address	Display-only. The address to which vendor invoices are to be mailed. This address is based on the campus specified for delivery on the <b>Delivery</b> tab.

## Additional Institutional Info Tab

The **Additional Institutional Info** tab collects information about the organization at your institution that is responsible for initiating this purchase. It also collects information on transmission method and contact information.


### Additional Institutional Info tab field definitions

Title	Description
Contact Email	Optional. Enter the email address of the person specified in the <b>Contact Name</b> field.
Contact Name	Optional. Enter the name of the person to be contacted if Purchasing (or vendor if the order is an APO) has questions about the order or search for it from the <b>Person</b> lookup.
Contact Phone	Optional. Enter the phone number of the person specified in the <b>Contact Name</b> field.
Cost Source	Required. This field indicates how the pricing on the PO was determined. Select the appropriate cost source from the list.
Method of PO Transmission	Required. Select the transmission method. Normally this is Print, but if for some reason you do not need to print a copy of the PO for the vendor, you may choose No Print. Other types of transmissions that require additional setup are Electronic (requires that B2B has been implemented) and Fax (requires that a fax server has been configured).
PO Total Cannot Exceed	Optional. This information is typically entered on the requisition and indicates to Purchasing that the order has a limited amount of resources.
Requestor Email	Required. Enter the email address of the person specified in the <b>Requestor Name</b> field.
Requestor Name	Required. The name of the person who requested the goods or services. This field may be changed by entering a new name or searching for it from the <b>Person</b> lookup.
Requestor Phone	Required. Enter the phone number of the person specified in the <b>Requestor Name</b> field.



Sensitive Data	Display-only. This displays the currently assigned sensitive data entries created using the <b>Sensitive Data</b> button at the bottom of the document.
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## Sensitive Data Button

 This button is displayed to users in the Purchasing Processor role only.

Selecting the **Sensitive Data** button at the bottom of the screen causes the system to display the **Assign Sensitive Data to Purchase Order** tab. This tab allows you to add sensitive data entries.

### Assign Sensitive Data to Purchase Order tab field definitions

Title	Description
Actions	Clicking the <b>Add</b> button creates a current entry in the section below. In the <b>Current Sensitive Data Entries Assigned</b> section, clicking <b>Delete</b> removes the entry from this section.
Items Information(multiple fields)	Display-only. Displays all the line items on the PO.
Last Updated by Person	Display-only. The ID of the person who last updated the sensitive data entry.
Last Updated on Date	Display-only. The date of the last sensitive data update.
Reason for Assignment	Required. Enter the reason for the sensitive data assignment.
Reason for Last Update	Display-only. The reason for assignment from the previous update.
Sensitive Data	Required. Select a sensitive data entry from the list.
Vendor	Display-only. Defaults to the vendor on the PO.

## Adding Sensitive Data to a PO

- Click the **Sensitive Data** button to display the **Assign Sensitive Data to Purchase Order** tab.


Complete all appropriate fields.

Click **Add** button to add the entry (entries) to the **Current Sensitive Data Entries Assigned** section.

Click **Submit** button to attach the entry (entries) to the PO.

## Quote Tab



 The ability to initiate a quote is available only to those in the KFS-PURAP Purchasing Processor role.

The initiate a quote process allows purchasing to competitively bid the PO and collect information about the vendors to which a request for quote will be sent. After the vendors have had an opportunity to review the details of the request and submit their bids, a Purchasing Department staff member returns to this tab and identifies the winning bid or quote. At that time, the PO approval process continues.

### Quote tab field definitions

Title	Description
Address 1	Required. Enter the first line of the address for the selected vendor.
Address 2	Optional. Enter the second line of the address for the selected vendor.
Attention	Optional. Enter the name of the individual or department to which the PO should be sent.
City	Required. Enter the city associated with this vendor address.
Country	Required. Select a country from the <b>Country</b> list.
Notes to Vendor	Required. Enter information the vendor needs in order to quote.
Postal Code	Required. Enter the postal code for this address. This entry may be required under certain circumstances (such as when entering a US address).
Quote Due Date	Required. Enter the date on which the quote is due. Defaults to ten days from the current date.
Quote Init Date	Display-only. Defaults to the current date.
Quote Type Code	Required. Select the quote type from the list.
State	Required. Select the state from the <b>State</b> list. This entry may be required under certain circumstances (such as when entering a US address).
Vendor number	Display-only. The system generated identifying number assigned to this vendor.
Vendor Fax Number	Optional. Enter the selected vendor's fax number.
Vendor Name	Required. Enter the vendor name associated with this quote or use the Vendor <b>lookup</b> to search for a vendor.
Vendor Phone Number	Optional. Enter the selected vendor's phone number.

## Initiating a Quote

Follow these steps to initiate a quote.



- Click the **Initiate Quote** button on the **Quote** tab.

In the fields displayed for a new quote, specify the quote due date (the system defaults to 10 days after the current date) and the quote type code (options include Competitive and Price Confirmation).

Enter any information the vendor needs in the **Notes to Vendor** field.

Enter the vendor's information in the **New Vendor** section or select a vendor from the vendor lookup.

To add more than one vendor, click **Add Vendor**.

The system displays another set of fields.



Some commodities may have a pre-created list of vendors already entered into the system. For convenience, you may insert this list here. For example, several computer suppliers may be available to bid on a PO. Instead of entering each vendor each time you want to send out a request for quote, you may simply load the saved list. To do so, click the **Select Quote List** button. The system displays the data entry screen. Enter a list name or contract manager and search. The system displays search results below the fields. To select a list, click **return value**. The system displays the PO and automatically enters the vendors into the **Quote** tab.

After all vendors have been entered into the **Quote** section, print and mail or fax the PO to the vendors. To do so, in the section for each vendor, select Print or Fax from the **Transmit** list and click the **Transmit** button.

The system displays a PDF that you may print for mailing or faxing.





## Selecting a Vendor's Quote

- After bids have been received, access the PO and appropriately change the quote status for each vendor.

After making your selections, click the **Complete Quote** button.

The system displays a confirmation screen.

To award the purchase order to the vendor who submitted the successful bid, click **Yes** button.



After the PO has been awarded to a vendor, the **Quote** tab becomes display-only and the status of the PO becomes In Process.

## Exporting a PO

To print the list of vendors who received the bid, click print quote list on the **Quote** tab.

The system displays the quote list for printing.

## Account Summary Tab

The **Account Summary** tab combines all accounting information for the items on this PO for future reference.


Clicking the **Refresh Account Summary** button reloads the page and adds any accounts and/or line items that the user may have just added to the PO.



## View Related Documents Tab

The **View Related Documents** tab collects information about PURAP documents related to this document. For example, it displays identifying information for any associated requisition, payment requests, or credit memos.

### View Related Documents tab field definitions

Title	Description
Date	Display-only. The date the related document was created.
Note	Display-only. The note describing the document.
User	Display-only. The user who created the related document.  The system user will display when the document is created by the system.


When you click the document number link, the system displays the related document in a separate window.



## View Payment History Tab


The **View Payment History** tab lists all the payment requests and credit memos that have been issued against the PO.

### View Payment History – Payment Requests section field definitions

Title	Description
Amount	Display-only. The payment request amount.
Customer number	Display-only. The customer number.
Hold	Display-only. Displays yes if the payment request is on hold. Displays no if the payment request is not on hold.
Invoice number	Display-only. The invoice number.
Paid?	Display-only. Displays yes if the payment has been disbursed. Displays no if the payment has not been disbursed.
Pay Date	Display-only. The date to make payment on this payment request.
PDP Extract Date	Display-only. The date the payment request was requested for processing by Pre-Disbursement Processor.  When the payment has been extracted, a <b>Disbursement Info</b> link will display. Clicking on this link will open Search for Payment and provide for more payment detail.
PREQ number	Display-only. The payment request number.
PREQ Status	Display-only. The payment request status.
PO number	Display-only. The purchase order number.
Req Canc	Display-only. Displays true if the payment request has been canceled. Displays false if the payment request has not been canceled.
Vendor Name	Display-only. The vendor name.



### View Payment History – Credit Memos section field definitions

Title	Description
Amount	Display-only. The credit memo amount.
APAD Date	Display-only. The Accounts Payable approved date (that is, the date the Accounts Payable review group approved the credit memo).
CM number	Display-only. The credit memo number defined in the system.
Credit Memo Status	Display-only. The credit memo status.
Customer number	Display-only. The customer number.
Hold	Display-only. Displays yes if the credit memo is on hold. Displays no if it is not on hold.
Paid?	Display-only. Displays true if a payment has been disbursed to which this credit memo was applied. Displays false if it has not yet been included in a payment.
PDP Extract Date	Display-only. The date the credit memo was requested for processing by Pre-Disbursement Processor.  When the payment has been extracted, a <b>Disbursement Info</b> link will display. Clicking on this link will open Search for Payment and provide for more payment detail.
PO number	Display-only. The purchase order number.
PREQ number	Display-only. The payment request number.
Vendor CM number	Display-only. The credit memo number defined by vendor.
Vendor Name	Display-only. The vendor name.



## General Ledger Pending Entries Tab

G/L Pending Ledger entries are generated after the PO document is submitted. These entries include the encumbrances for the transaction and the appropriate offsetting entry. After the nightly batch jobs run to post the G/L entries, these pending entries no longer display here.

### General Ledger Pending Entries tab field definitions

Title	Description
Account	Display-only. Identifies the account number to which the pending entry is assigned.
Amount	Display-only. Indicates the amount charged to each account on the PO.
Balance Type	Display-only. Identifies the different balances (actuals, budget, encumbrances, etc.) recorded in Financials to facilitate reporting and financial queries.
Chart	Display-only. Identifies the chart to which the pending entry is assigned.
D/C	Display-only. Indicates whether the entry is a debit (D) or credit (C) to the account.
Doc. Type Code	Display-only. Identifies the document type code of the document. When working with POs, this value will almost always be PO.
Fiscal Year	Display-only. Identifies the fiscal year of the debit or credit.
Obj. Type	Display-only. Categorizes object codes into general categories identifying income, expenses, assets, liabilities, fund balance or transfers.
Object	Display-only. Identifies the object code of the item being ordered.
Project	Display-only. Identifies the project code, if one exists, to which the PO is assigned.
Seq number	Display-only. Assigns a number to the entry in sequential order.
Sub-Account	Display-only. Identifies the sub-account, if one exists, to which the pending entry is assigned.
Sub-Object	Display-only. Identifies the sub-object code of the item being ordered, if one exists.



## Process Overview

### Business Rules

- All required fields must be completed before the PO document can be submitted for approval.
- **Unit of Measure** must be completed if **Item Type** is Qty.
- The **Description** field on the **Item** tab must be completed.
- The PO generates encumbrances when Contract Manager is assigned. Encumbrances are updated as changes are made to the Purchase Order. Encumbrances are created on the accounts and object codes entered in the item sections and the appropriate offset object code(s).
- Expired and inactive contracts cannot be used on Purchase Orders.
- Non-Capital Assets are not allowed on the Capital Asset tab.
- If a debarred vendor is used on a Purchase Order, a warning will be presented to the user and a justification for using the vendor will be required if used.
- An APO document may be created only under certain conditions, as specified in the business rules set up by the institution. Examples of conditions that might prevent an APO from being created are:
  - The requisition total is greater than the APO limit.
  - The requisition total is not greater than zero.
  - The requisition contains an item that is marked as restricted.
  - The vendor was not selected from the vendor database.
  - An error occurred while retrieving the vendor from the database.
  - The selected vendor is marked as restricted or debarred.
  - The vendor contract selected is expired.
  - The requisition has no contract selected, but a contract exists for the selected vendor.
  - The requisition's payment type is marked as recurring (**Payment Info** tab).
  - The PO Total Cannot Exceed amount has been entered (**Additional Institutional Info** tab).
  - The requisition contains alternate vendor names.
  - The requisition is set to encumber during the next fiscal year (chosen from **Year** in the **Document Overview** tab) and approval is not within the APO allowed date range. The date range is determined by the ALLOW APO NEXT FY DAYS parameter.
  - The vendor is a B2B vendor and the requisition source is not B2B.
  - The requisition contains a trade-in.
  - The requisition contains a full order discount.
  - The requisition contains a capital asset line item(s).
  - The requisition contains accounting strings with an object level in the KFS-PURAPPURCHASING\_ACCOUNTS\_PAYABLE\_OBJECT\_LEVELS parameter (currently set to CAP).



- Purchase Order numbers will be masked to all users until the Purchase Order is Open, unless the user is authorized to view the Purchase Order number before it's Open. The Purchase Order number will not be masked when the Purchase Order is amended or closed.
- The following rules apply for allowable accounts to be charged on a PO. These are the same rules used for the REQS and PREQ. The specific codes for these rules may be specified via parameters.
  - Only expense (EE, ES or EX object types) or asset (AS object type) object codes are allowed. Asset object codes must be in the INV or OASS object level.
  - Object codes in the consolidations of Compensation (CMPN), Financial Aid (SCHL), Reserves (RSRX) and Assessments Expenditures (ASEX) are not allowed.
  - Object codes in the levels of Depreciation (DEPR), Indirect Cost Expense (ICOE), Valuations and Adjustments (VADJ) and Taxes (TAX) are not allowed.
  - Object codes with a sub-type code for Transfers (TN) are allowed.

## Routing

The PO document does the following types of routing:

- **Internal Purchasing Review:** Triggered if the dollar amount of the PO exceeds the dollar amount for the associated contract manager (**CM Delegation Dollar Amount** field on the Contract Manager table) and the person submitting the order is not in the Contract Manager role.
- **Commodity Code Review:** This route level is triggered if a commodity code on any line items has been added to the Commodity Reviewer role.
- **Contracts & Grants Review:** Triggered if any grant accounts are used in the **Items** section of the PO and the account string contains an object code that exists in either the CG ROUTE OBJECT CODES BY CHART or CG ROUTE OBJECT LEVELS BY CHART parameters. The PO document routes to the Contracts & Grants Processor role with the sub-fund group tied to Contracts & Grants accounts.
- **Budget Office Review:** If the PO is for the current fiscal year, all accounts used on the document are checked to see if any of accounts use sufficient funds checking. If the encumbrances from this order would cause these accounts to have insufficient funds, the PO document routes to the Budget Reviewer role for approval.
- **Vendor Tax Review:** If the vendor used on the PO is a foreign vendor or the vendor's tax number matches a tax number if the employee table, the document routes to the Tax Manager role.
- **Document Transmission:** If the document is an APO, an FYI is generated back to the initiator of the requisition document. If the document is not an APO, an FYI is generated back to the user who submitted the PO.

FYI Notifications are sent to the initiator and fiscal officer when the Purchase Order is fully approved.



## Processing a PO Document

- Search for In Process purchase orders using document search and click the document ID to open it.

Log into Financials as necessary.

The system displays a PO document populated with information from the requisition.

Complete the standard tabs as necessary.



For information about the standard tabs such as **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients**, **Route Log**, and **Accounting Lines** tabs, see Standard Tabs in the *Overview and Introduction to the User Interface*.

Complete the **Vendor**, **Stipulations and Info**, **Items**, **Payment Info**, **Delivery**, **Additional Institutional Info** and **other** tabs as necessary. To add information to these sections, click the **Amend** button at the bottom of the PO.

Click **Submit** button.

### Example

A departmental user created a requisition document which was then assigned a contract manager using the Contract Manager Assignment (ACM) document. Now the contract manager or representative searches for the resulting PO and completes the processing of the order.

When the contract manager initially opens the PO, the new PO is in a PO status of In Process. The contract manager or representative checks the information carefully, makes any needed changes, and indicates where additional information is required. When all of the information passes inspection, the contract manager assigns a value to the **Vendor Choice** field on the **Vendor** tab and submits the document.

The system updates G/L pending ledger entries after the contract manager submits the PO document. These pending ledger entries include the encumbrances for the transaction and the appropriate offsetting entry.

After the document routes for approval, it is in a PO status of Pending Print or Open. Now the order may be selected again, in which case the system displays new options, including the option to print the PO.






After the PO document has been submitted and has a document status of FINAL, receiving documents, payment requests, and credit memos may be processed against it.


## Performing Other Activities on a PO

After a PO has been initiated, authorized users may perform a variety of activities on it. With the exception of **Print**, each of these actions generates a new document (although the PO number remains the same). The following chart summarizes each action and its corresponding document type. (The document type code for each is listed in parenthesis after the name of the associated button.) The table also indicates whether each action results in transactions to be fed to the G/L process.

 For more information about printing a PO, see [Printing a PO](#).

### PO document types

Document	Description
<a href="#">Purchase Order Amend</a> (POA)	Makes changes to the existing PO.
<a href="#">Purchase Order Payment Hold</a> (POH)	Indicates that no payments should be processed against this PO.
<a href="#">Purchase Order Remove Payment Hold</a> (PORH)	Changes the status of the PO back to Open so payments can be made. An FYI is also sent to AP to indicate that the hold has been removed.
<a href="#">Purchase Order Retransmit</a> (PORT)	Reprints a copy of the PO and retransmits it to the vendor.
<a href="#">Purchase Order Void</a> (POV)	Cancels the PO and disencumbers all related items. This option is not available after a payment has been made.
<a href="#">Purchase Order Close</a> (POC)	Closes out any remaining items on this PO and disencumbers any outstanding funds.
<a href="#">Purchase Order Reopen</a> (POR)	Reopens the PO and re-encumbers any accounting lines that were disencumbered when the PO was originally closed.
<a href="#">Purchase Order Split</a> (POSP)	Takes a PO with multiple line items and splits it into two (or more) POs. The line items are divided among the POs.

 Most of these processing options are limited to members of Purchasing and AP staff, and access to them is controlled by users with the Purchasing Processor Role.



## Accessing the Various PO Options

To access any of these options for working with a PO, follow these steps:

- Search for the PO document and open it.

At the bottom of the open document, the system displays a series of specialized action buttons are displayed at the bottom, each corresponding to a different option.

Click the button for the function you want to perform.

After you submit one of the above documents, if you subsequently retrieve the original PO document, the system shows a warning in the upper left corner, indicating that there is a newer version of the PO.



**Document Versioning:** A single PO document can have several different document numbers assigned. To correlate this information and find the most recent version of a PO, use document search, enter PO for doc type and enter the PO number as a search criteria. In the example shown below, a user amended a PO (POA), placed the PO on hold (POH), removed the hold (PORH), and then created a PO Void (POV). The system retrieved five documents when the user searched on the PO number.

## Printing a PO

The print option allows users with the KFS-PURAP Purchasing Processor role to generate a PDF version of the document to print. The **Print** action button becomes available for POs with the Pending Print status.



The **Print** button appears on a PO only when the **Method of PO Transmission** is PRINT on the **Additional Institutional Info** tab of the PO and the status of the PO is Pending Print.



There is no document type for the print functionality.

To print a PO:

- Search for the PO you want to print from the PO search screen and open the PO.



You may narrow down the search by selecting Pending Print in the **Purchase Order Status** search criteria field.

Click **Print** button to open a printable PDF version of this PO.

A separate window opens and a PDF version of the PO appears



Close the window after taking the necessary actions, using the PDF toolbar (save, print, etc.).



When you return to the PO screen, the **Print** button is no longer displayed and the **Retransmit** button is now available. The PO status becomes Open and the workflow status is FINAL.



# Purchase Order Amend

When you amend a PO, the system creates a PO Amend (POA) document based on the existing PO. You must enter a reason when initiating the amendment. When the amendment is submitted, the fiscal officer receives an FYI. This is his or her notification that the order has changed.

Previous actions on the PO may limit what you are permitted to change on this document. Generally, you may make changes to the **Items**, **Accounts**, **Delivery**, and **Vendor** tabs.

## Document Layout

The document layout of the POA document is identical to that of the original PO, with the addition of a notation regarding status in the Document Header. A notation also displays at the top of the PO document, such as Warning: There is a pending action on this Purchase Order.



For information about the fields on this document, see Document Layout under Purchase Order.

## Notes and Attachments Tab

When you click the **Amend** button to initiate the document, the system automatically inserts note text and the previous PO number in the **Notes and Attachments** tab of both the original PO document and the POA document.



The same note text is placed in the original PO and the amended PO.

## Process Overview

### Business Rules

- The POA may be initiated only by the members of the Purchasing Processor role.
- The PO must be in an Open status.
- If there are payment requests (PREQs) or vendor credit memos (CMs) in process, the **Amend** button is not displayed.
- The system adds a note with the date the amendment was started, the person who started the amendment, the information entered on the confirm page, and the previous document number.



- If payment requests (PREQs) or credit memos (CMs) have been processed, the **Receiving Required** field cannot be changed.
- The fiscal year cannot be changed
- The contract manager cannot be changed.
- If the PO has gone through the quote process, the vendor cannot be changed
- The item type cannot be changed (from QTY to NON QTY or NON QTY to QTY)
- If there are unpaid payment requests (PREQs) or credit memos (CMs), the existing line items cannot be changed.
- If the item invoiced amount is greater than 0, the line item cannot be deleted; it can only be deactivated.
- If a payment has been applied to the line, the accounting line cannot be changed. The line must be inactivated and a new line added with the new account.
- New line items can always be added.
- If modifying an existing line item, the amount cannot go below what has already been invoiced.
- CAMS data can always be changed.
- If the CAMS system type is changed, this note is added: The capital asset system type of <old system type> was changed during the PO amendment.
- Inactive items are display-only (including CAMS data).
- There must be at least one active line item when the **Submit** button is selected.
- Fiscal officers receive an FYI when the amendment is completed.
- During the amend process, the original PO document (before the **Amend** button was selected) will have a document status of pending amendment and the newly created document will have a status of change in process. After the amendment has been submitted, the original document status changes to retired version and the amendment's status changes to open.
- Users are not allowed to create Receiving documents, payment requests, or credit memos against a PO that has a pending amendment.

## Routing

- The document becomes FINAL when the POA document is submitted.
- The REQS initiator and the fiscal officer (s) receives an FYI.



## Initiating a POA Document

- Search for the PO you want to amend from the PO search screen. Open the PO.

Click **Amend** button to make changes to the existing PO.

Enter a reason explaining why you are amending this PO.

Click **Yes** button.

The screen refreshes and a new document number (Doc Nbr) is assigned. The PO status becomes Pending Amendment.

Click the **Show** button on the **Item** tab and click the **Show** button on the item you want to amend.

Modify the PO document.

Click **Submit** button.

## Working with the POA Document

After you create a POA document, you may add, change, or deactivate the existing lines on the original PO.



To add or change the items or accounting lines on the PO, simply add or modify them as you would on the PO document.



# Purchase Order Payment Hold

When you put a PO on hold, the system creates a PO Hold (POPH) document, changes the PO status to Payment Held, and prevents any payment request documents from being initiated against the PO. You must enter a reason when initiating the payment hold.

No G/L pending entries are generated from this document.

## Document Layout

The document layout of the POPH document is identical to that of the original PO, with the addition of a notation regarding status in the Document Header. A notation also displays at the top of the PO document, such as:

*Warning: There is a pending action on this Purchase Order.*



For information about the fields on this document, Document Layout under Purchase Order.

## Notes and Attachments Tab

When you click the **Payment Hold** button to initiate the document, the system automatically inserts note text in the **Notes and Attachments** tab of both the original PO document and the POPH document.

## Process Overview

### Business Rules

- The POPH document may be initiated only by the members of the Purchasing Processor role.

### Routing

- The document becomes FINAL when the POPH document is submitted.



## Initiating a POPH Document

- Search for the PO from the PO search screen and open the PO.

Click **Payment Hold** button.

Enter the reason for the hold.

Click **Yes** button.

Click **lock** button when you see the confirmation message.

The system displays the dashboard.






# Purchase Order Remove Payment Hold

When you click the **Remove Hold** button on a purchase order, the system creates a Remove Hold (PORH) document. This document allows you to remove the hold from a PO document and allow processing of payment requests. The **Remove Hold** button is available only on the PO documents with Payment Hold status. You must enter a reason when removing the payment hold.

Removing a payment hold changes the Purchase order status back to Open. No G/L pending entries are generated from this document.

## Document Layout

The document layout of the PORH document is identical to that of the original PO, with an additional notation regarding the status in the Document Header. A notation also displays at the top of the PO document, such as Warning: There is a pending action on this Purchase Order.

 For information about the fields on this document, Document Layout under Purchase Order.

## Notes and Attachments Tab

When you click the **Remove Hold** button to initiate the document, the system automatically inserts note text in the **Notes and Attachments** tab of both the original PO document and the PORH document.

## Process Overview

### Business Rules

- The PORH document may be initiated only by authorized users.

### Routing

- The document becomes FINAL when the PORH document is submitted.
- Notification may be sent to a user or role defined in the Notification Route level.



## Initiating a PO Remove Hold Document

- Search for a PO from the PO search screen and open the PO.



You may search for a PO with a payment held by selecting the Payment Hold in the **Purchase Order Status** option on the PO search screen.

Click **Remove Hold** button to remove the hold from the document.

Enter the reason for removing the payment hold.

Click **lock** button.

You are back on the dashboard.



# Purchase Order Retransmit

The Retransmit (PORT) document reprints a copy of the PO in the PDF format. You might need to resend the POs to your vendors for a variety of reasons.

Unlike the **Print** action, retransmitting gives you an opportunity to specify the content to be printed before you create the PDF. After the PDF version of the PO is displayed, you may then print it or retransmit it to the vendor.



The **Retransmit** button appears only when you are viewing a PO that is currently in Open status. The button appears if the PO has already been printed or a transmission method other than Print was selected.

## Document Layout

After you click the **Retransmit** button, the system displays the PO Retransmit screen and asks you to select the transmission method, header, and items to print. The PO Retransmit screen includes the **Purchase Order Retransmit** tab.

## Purchase Order Retransmit Tab

This tab requires a transmission method, header, and items to print.

### Purchase Order Retransmit tab field definitions

Title	Description
Fax Number	Optional. Required if transmission method is FAX. Enter the fax number.
Items	Check the box for each item you want to have printed. You must select at least one item.
Method of PO Transmission	Defaults to PRINT. FAX may be an option if a fax server was set up during the installation of Quali Financials.
PO Header	Select the verbiage to print as a subtitle on the PO. The selections are Retransmission of Purchase Order and Purchase Order. Defaults to Retransmission of Purchase Order.



- Select the items to print. If desired, click **Select All** button to select all items or click **Deselect All** button to clear the **Select** check boxes.

Click the **Retransmit** button again. The system displays a PDF document in the window.

## Process Overview

### Business Rules

- The PORT document may be initiated only by the members of the Purchasing Processor role.
- The Retransmit option is available only on the documents with OPEN status.

### Routing

- The document becomes FINAL when the PORT document is submitted.
- The REQS initiator and the fiscal officer (s) receives an FYI.

### Initiating a PORT Document

- Search for the PO you want to retransmit from the PO Search Screen and open the PO.



If the PO number is unknown, narrow down the search with the status of Ready to print.

Complete the **Purchase Order Retransmit** tab.

Click **Retransmit** button to open the printable PO.

The system displays a printable PO screen.


Click **Retransmit** button again to generate a PDF version the printable PO.

Send the PDF document to a printer or fax server to transmit to the vendor.



## Purchase Order Void

If a PO has been fully approved and transmitted to the vendor and no payments have been processed, the Void Order (POV) document allows you to cancel the PO and disencumber all related items. You must enter a reason when initiating the PO void.

 The **Void Order** button is displayed on a PO only if no payments have been processed against it.


### *Document Layout*

When a PO is voided, the system creates a PO Void (POV) document based on the existing PO. The document layout of the POV document is identical to that of the original PO, with an additional notation regarding the status in the Document Header. A notation also displays at the top of the PO document, such as Warning: There is a pending action on this Purchase Order.

 For information about the fields on this document, see Document Layout under Purchase Order.

## General Ledger Pending Entries Tab

When the POV document is successfully submitted, the **General Ledger Pending Entries** tab displays the transactions that will disencumber the total funds associated with this PO. This document reverses the encumbrances that were created by the purchase order.

 For information about the fields on this tab, see Document Layout under Purchase Order.

## Notes and Attachments Tab

When you click the **Void Order** button to initiate the document, the system automatically inserts a note text in the **Notes and Attachment** tab of the original PO document and the POV document.



## Process Overview

### Business Rules

- The POV document may be initiated only by the members of the Purchasing Processor role.
- The void option is available only if no payments have been issued against this PO.

### Routing

- The document becomes FINAL when the POV document is submitted.
- The REQS initiator and the fiscal officer (s) receives an FYI.

### Initiating a PO Void Document

- Search for the PO you want to void from the PO search screen and open the PO.

Click **Void Order** button to cancel the PO.

Enter the reason for voiding the PO.

Click **Yes** button.

Click **Ok** button.

The system returns to the dashboard.



# Purchase Order Close

The Close Order (POC) document closes an open PO. When you close an order, all encumbrances associated with the remaining items are disencumbered. Items already paid are unaffected. This option should be used only when there are payment requests against the PO. You must enter a reason when initiating the PO close action.



To close a PO without outstanding payment requests, use the **Void Order** option.

## Document Layout

The document layout of the POC document is identical to that of the original PO, with an additional notation regarding the status in the Document Header. A notation also displays at the top of the PO document, such as:

*Warning: There is a pending action on this Purchase Order.*

## General Ledger Pending Entries Tab

When the POC document is successfully submitted, the **General Ledger Pending Entries** tab shows the transactions to disencumber remaining encumbrances on this PO.



For information about the fields on this document, see Document Layout under Purchase Order.

## Notes and Attachments Tab

When you click the **Close Order** button, the system automatically inserts a note text into the **Notes and Attachments** tab of the original PO and the POC document.

## Process Overview

### Business Rules

- The POC document may be initiated only by the members of the Purchasing Processor role.
- There must be at least one outstanding payment request against to close the PO.
- The POC document generates General Ledger Pending Entries to disencumber remaining encumbrances on the PO.



## Routing

- The document becomes FINAL when the POC document is submitted.
- The REQS initiator and the fiscal officer (s) receives an FYI.

## Initiating a PO Close Document

- Search for a PO from the PO search screen and open the PO document you want to close.

Click **Close Order** button to close out any remaining items on the PO.


The system returns to the dashboard.





# Purchase Order Reopen

The Purchase Order Reopen (POR) document reopens the PO and re-encumbers any lines that were disencumbered when the PO was originally closed. You must enter a reason when initiating the PO reopen action.


 The **Reopen** button is available only on a closed PO.

## Document Layout

The document layout of the POR document is identical to that of the original PO, with an additional notation regarding the status in the Document Header. A notation also displays at the top of the PO document, such as Warning: There is a pending action on this Purchase Order.

## General Ledger Pending Entries Tab

When the POR document is successfully submitted, the **General Ledger Pending Entries** tab shows the transactions and re-encumbers the PO amount that was originally disencumbered by the POC document.

 **Effect on an Account by the Purchase Order Reopen Document:** When a POR document is submitted, the amount re-encumbered by the document is not the same as the original PO document. In the above example, the encumbered amount by the original PO was 1,000. Then, the POC document disencumbered 900. Finally, the POR document re-encumbered the amount disencumbered by the POC document. You may see the effect on the account from the General Ledger Pending Entries inquiry screen by listing the transactions by the Reference Document Number that stores the PO number.

## Notes and Attachments Tab

When you click the **Reopen Order** button on the PO, the system automatically inserts note text into the **Notes and Attachment** tab of the original PO document and the POR document.



## Process Overview

### Business Rules

- The POR may be initiated only from the closed PO.
- The POR document generates General Ledger Pending Entries to re-establish encumbrance to match the amount disencumbered by the POC document.

### Routing

- The POR document may be initiated only by the members of the Purchasing Processor role.
- The document becomes FINAL when the POR document is submitted.

### Initiating a Purchase Order Reopen Document

- Search for the PO that you want to reopen from the PO search and open the PO.

Click **Open Order** button to reopen the PO and re-encumber any lines that were disencumbered when the PO was originally closed.

Enter the reason for reopening the PO.

Click **Yes** button.

Click **Ok** button.

The system returns to the dashboard.



# Purchase Order Split

The Purchase Order Split (POSP) document allows you to divide line items into two different POs. If the Purchase Order has 2 or more line items, the **Split this PO** button displays. When you split a PO, the original PO remains and an additional PO is created.

## Document Layout

The document layout of the POSP document is identical to that of the original PO, with an additional notation regarding the status in the Document Header. A notation also displays at the top of the PO document, such as:

*Warning: There is a pending action on this Purchase Order.*

## Split a PO Tab

After you click **Split this PO** and enter a reason, the following tab displays.

### Split a PO field definitions

Title	Description
Copy Notes to New Purchase Order	Displays if notes exist on the Purchase Order. Check this box to copy the notes to the new Purchase Order.
Warning: Additional Charges Exist	Displays if additional charges exist on the Purchase Order. Additional line item types and extended cost for each are listed.
Splitting Item Section	Click the Move to Split? Check box to select the line items that should move to the new Purchase Order. Line items that are not checked will stay with the original Purchase Order.

After desired line items are selected, click **Continue**. The newly created Purchase Order will open. The selected line items are removed from the original Purchase Order.

## Notes and Attachments Tab

The reason that was entered after clicking the **Split this PO** is added as a to the **Notes and Attachment** tab of the original PO document and the POSP document.



## Process Overview

### Business Rules

- A PO may only be split if it is In Process.
- To split the PO, there must be more than one line item.
- The process requires that at least one line item exist on each resulting PO.
- You cannot split line items from a PO that was generated from a split. Only the original PO includes the **Split this PO** button.

### Routing

- The POSP document may be initiated only by the members of the Purchasing Processor role.
- The document becomes FINAL when the POSP document is submitted.
- The REQS initiator and the fiscal officer (s) receives an FYI.

### Initiating a PO Split

In Process purchase orders that need to be awarded to more than one vendor can be split into more than one PO.

- Use PO Search to find the PO that you want to split and open it.

Click **split this PO**.



The system displays the **Split this PO** button only if the PO contains at least two line items.



Only the original PO includes the **Split this PO** button, so it is not possible to split line items from a PO that was generated from a split.

Enter the reason for splitting the PO.

Click **Yes** button.

The system displays the **Split a PO** tab.

If the notes associated with the existing PO should also be included in the new PO, check the **Copy Notes to New Purchase Order** box.

In the **Move to Split?** column, check the line items to be moved to the new PO.

Click **Continue**. The system displays a new PO. The line items have been carried over from the previous screen automatically.

Enter information in other tabs as needed.

Submit the new PO just as you would any other PO. A note on the **Notes and Attachments** tab records the split.



# Shop Catalogs

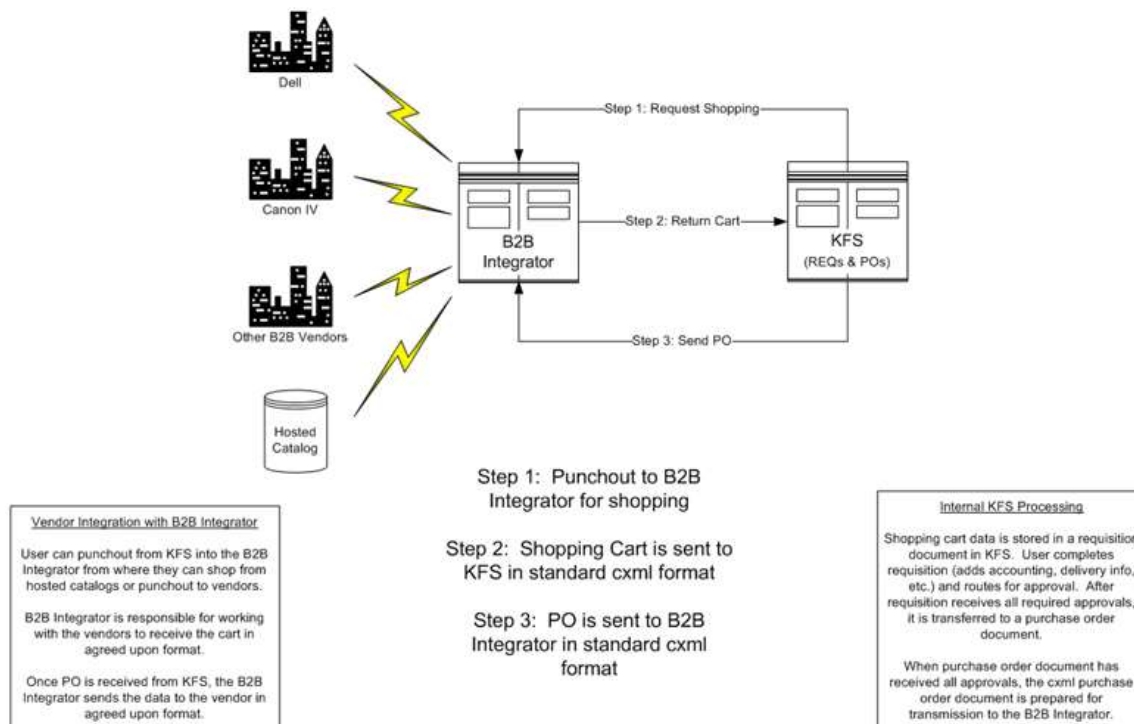
Shop Catalogs is the functionality that integrates with a B2B integrator. It provides purchasers a one-stop, Web-based shopping cart for ordering a full range of goods and services. The Shop Catalogs functionality makes it easy to shop with preferred and diverse suppliers, integrates with current (and future) financial systems, like the Automated Procurement and Payment system (APPS), routes orders to approvers and business service centers for payment, and allows for flexibility in payment methods, such as a procurement card or purchase order.

Shop Catalogs is a procurement tool that directs procurement to select suppliers and helps departments identify preferred suppliers. The tool offers workflow benefits as well as item detail electronic receipts. Users can shop from catalogs, create requisitions, electronically submit those requisitions for approval, and acknowledge receipt of goods—all from the desktop.

Key functionality for Shop Catalogs includes:

- Ability to punch out to a B2B integrator, shop, and return shopping cart data into a PURAP requisition document via a CXML file. The Requisition document is populated with vendor and item information and the user completes additional information such as delivery and accounting information.

## KFS integration with B2B Vendors





## *Process Overview*

The following is an example of using a B2B Integrator.

- Click **Shop Catalogs** to access catalogs provided by the B2B integrator.

Select a vendor to punch-out to create a shopping cart.

Then the cart is returned to the B2B integrator.

Lastly, return cart to Kualu Financials and a Requisition will be created for each vendor in the shopping cart.



# Vendor Credit Memo

The Vendor Credit Memo (CM) document allows authorized users (by default, AP Processor role) to process vendor refunds for goods or services related to invoices processed on POs. You may process a vendor credit memo against a specific payment request, a purchase order, or a vendor ID.

## Document Layout

Two screens are associated with this document—an initiation screen with a single folder, followed by a main screen with multiple folder tabs.

## Credit Memo Initiation Tab

When you select **Vendor Credit Memo** the **Credit Memo Initiation** tab opens. This tab is used to specify the vendor credit memo number, date, and amount for the credit memo along with the number for a payment request, a purchase order, or a vendor in order to initiate the Vendor Credit Memo document.

### Credit Memo Initiation tab field definitions

Title	Description
Credit Memo number from Vendor	Required. Enter the number found on the vendor's credit memo.
Credit Memo Date	Required. Enter the date found on the credit memo itself or select the date from the calendar tool.
Payment Request number	Specify a payment request number in this field <i>only</i> if the vendor credit memo is processed against a specific payment request. See note below.
Purchase Order number	Specify a PO number in this field <i>only</i> if the vendor credit memo is processed against a specific PO. See note below.
Vendor number	Specify a vendor number in this field <i>only</i> if the vendor credit memo is general in nature (not applicable to a specific payment request or a specific PO). See note below.
Vendor Credit Memo Amount	Required. Enter the net amount of the credit.




An entry in one and only one of these three fields is required: **Payment Request number**, **Purchase Order number**, or **Vendor number**. These options do not determine how PREQs and CMs bundle. PREQs and CMs always bundle based on vendor and processing campus.



Click **Continue** button to begin initiation of this vendor credit memo.

The Vendor Credit Memo document continues from the initiation screen to the main document screen that displays the unique **Vendor**, **Credit Memo Info**, and **Process Items** tabs in addition to the standard document tabs.


 For more information about the standard tabs, see Standard Tabs in the *Overview and Introduction to the User Interface*.

## Vendor Tab

The **Vendor** tab allows you to modify the vendor address information via address lookup if the credit memo has been processed against a PO or a vendor. You may also add check stub notes on this tab.

This tab contains two sections, **Vendor Address** and **Vendor Info**.

### Vendor Address section field definitions


Title	Description
Address 1	Required. The first line of the vendor's address. A change of address is possible via lookup for credits processed referencing the PO or referencing the vendor.  The lookup is not provided if a payment request number was entered in the <b>Credit Memo Initiation</b> tab Leave as is or search for the address from the <b>Address</b> lookup.
Address 2	Display-only. The second line of the vendor address.
Attention	Display-only. If the credit memo is against a payment request and the payment request had an attention line completed, the name in the attention line on the payment request populates this field.
City	Display-only. The city of the vendor's address.
Country	Display-only. The country of the vendor's address.
Postal Code	Display-only. The postal code of the vendor's address.
Province	Display-only. The province of the vendor's address (foreign addresses).
State	Display-only. The state of the vendor's address.
Vendor	Display-only. The name of the vendor.
Vendor number	Display-only. The number that uniquely identifies the particular vendor.





## Vendor Info Section

### Vendor Info section field definitions

Title	Description
Check Stub Notes	Optional. Enter text to be printed on the check stub.
Customer number	Display-only. The ID number for the customer. The system displays this value if a customer number exists on the referenced document. A change of customer number is possible via lookup for credits processed referencing the PO or the vendor.  The lookup is not provided if a payment request number was entered in the <b>Credit Memo Initiation</b> tab.

## Credit Memo Info Tab

The **Credit Memo Info** tab displays information pertinent to the current credit memo.

### Credit Memo Info tab field definitions

Title	Description
AP Processed Date	Display-only. The date the vendor credit memo was submitted by Accounts Payable.
Bank Code	Required. The bank code will be displayed only if the BANK_CODE_DOCUMENT_TYPES includes CM and ENABLE_BANK_SPECIFICATION_IND is set to Y. The default bank is determined by the DEFAULT_BANK_BY_DOCUMENT_TYPE parameter. You may override this value by entering another bank code or selecting it from the <b>Bank</b> lookup.
Credit Memo number from Vendor	Display-only. The credit memo number as entered on the <b>Credit Memo Initiation</b> tab.
Credit Memo Date	Display-only. The credit memo date as entered on the <b>Credit Memo Initiation</b> tab.
Credit Memo Type	Display-only. Indicates whether this credit memo references a payment request, PO, or vendor.
Extract Date	Display-only. The date the credit record was extracted to the Pre-Disbursement Processor.
Payment Request number	Display-only. If processing a credit against a payment request, this field is populated based on the entry in the <b>Credit Memo Initiation</b> tab.



PO End Date	Display-only. The end date automatically populated from PO information.
PO Notes	Display-only. Yes if the PO contains notes.
Purchase Order number	Display-only. The referenced purchase order number or the purchase order number associated with the referenced payment request.
Vendor number	Display-only. Automatically populated based on the entry in the <b>Credit Memo Initiation</b> tab that references either the payment request, the purchase order or the vendor number. The vendor number is followed by a hyphen and the division number.
Vendor Credit Memo Amount	Display-only. The amount of the credit as entered on the <b>Credit Memo Initiation</b> tab. This field is displayed only on an in-process Vendor Credit Memo document. After the document has been submitted, the field no longer carries forward.

## Process Items Tab

The **Process Items** tab identifies the lines of a specified purchase order or payment request that this credit relates to. It also indicates the dollar amounts to be credited to individual lines and allows you to edit the accounting information associated with these lines. It also allows you to enter additional credits pertaining to items such as restocking fees or miscellaneous credits.

The tab includes two sections: **Items** and **Additional Charges**. In the example below, the credit references a purchase order.



### Items Section

The makeup of the **Items** section varies based on whether the credit is being applied to a purchase order, payment request or vendor. If crediting by vendor, the **Items** section contains no fields. See below for the section definition when the CM is based on a vendor number or a payment request.

#### Process Items tab field definitions (credit references a purchase order)


Title	Description
number	Display-only. The item line number from the PO.
Catalog number	Display-only. The catalog number for this item on the PO.
CM Qty	Optional. Enter the number of items for this line that are to be credited. This entry increases the <b>Open Qty</b> value for this line item on the PO.
CM Unit Price	Optional. The unit price for this line item to be processed as a credit. This field is automatically populated using the price from the PO, but it may be




	edited to match the credit memo unit price.
Credit Processed	<p>If blank and if the credit memo quantity invoiced is populated, the system calculates the credit processed for this line item when you click the <b>Calculate</b> button.</p> <p> If the field already contains a value, you must delete the value in order to populate a new value by clicking <b>Calculate</b>. Override the amount as needed.</p>
Description	Display-only. The description for this item on the PO.
PO Qty	Display-only. The quantity of items available for credit.
PO Unit Price	Display-only. The unit price copied from the PO for this line item.
Tax Amount	<p>Calculated when tax service is called. This field may be edited.</p> <p> This column is displayed only if ENABLE_SALES_TAX_IND is set to Y.</p>
Total Amount	Display-only. The sum of credit processed plus tax amount, if applicable.
Total Invoice Cost	Display-only. The total amount already invoiced and available to credit for this line item.

In this next example, the credit references a payment request.

#### Process Items tab field definitions (credit references a payment request)




Title	Description
number	Display-only. The item line number from the payment request.
Catalog number	Display-only. The catalog number for this item on the PO.
CM Qty	Optional. Enter the number of items for this line that are to be credited. This increases the <b>Open Qty</b> value for this line item on the PO.
CM Unit Price	Optional. The unit price for this line item to be processed as a credit. This field is automatically populated using the price from the payment request, but the unit price may be edited if the credit reflects a different price.
Credit Processed	<p>If blank and if the credit memo quantity invoiced is populated, the system calculates the credit processed for this line item when you click the <b>Calculate</b> button.</p> <p> If the field already contains a value, you must delete the value in order to populate a new value upon next calculate. Override the amount as needed.</p>
Description	Display-only. The description for this item on the PO.



PREQ Qty Invoiced	Display-only. The quantity of items available to be credited on the specified Payment Request document.
PREQ Unit Price	Display-only. The unit price copied from the payment request for this line item.
Tax Amount	Calculated when tax service is called. This field may be edited.  This column is displayed only if ENABLE_SALES_TAX_IND is set to Y.
Total Amount	Display-only. The sum of credit processed plus tax amount.
Total Invoice Cost	Display-only. The total amount available to be credited for this line item on the specified Payment Request document.

## Additional Charges Section

### Additional Charges section field definitions (credit references a payment request)



Title	Description
Credit Processed	Optional. Enter the amount that corresponds to this item type.  A Miscellaneous Credit entry can be entered as a positive or negative amount if the parameter allows this choice. A positive amount increases the credit total.
Description	Parameters control whether descriptions are required.
Item Type	Display-only. The type of item to be charged.  An entry of Less Restocking Fee reduces the amount of any credit entered for other item types.
Tax Amount	Calculated when tax service is called. This field may be edited.  This column is displayed only if ENABLE_SALES_TAX_IND is set to Y.
Total Amount	Display-only. The sum of credit processed plus tax amount, if applicable.

For a vendor credit memo referencing a vendor ID, additional charges are the only types of information displayed in the **Process Items** tab. Dollar amounts are not prefilled, so you must enter accounting information.

This section presents information about restocking fees and miscellaneous credits that apply to the credit memo.



### Additional Charges section field definitions (credit references a vendor number)

Title	Description
Credit Processed	The dollar amount to be applied to this vendor credit memo.
Description	Required by default for miscellaneous credit only.   The ITEM_TYPES_REQUIRING_USER_ENTERED_DESCRIPTION parameter controls whether the description is required or optional.
Tax Amount	Calculated when tax service is called. This field may be edited.   This column is displayed only if ENABLE_SALES_TAX_IND is set to Y.
Total Amount	Display-only. The sum of credit processed plus tax amount, if applicable.


Click **Show/Hide** to display or hide item accounting lines for each line item or additional item.

## View Related Documents Tab

The **View Related Documents** tab collects information about PURAP documents related to this Vendor Credit Memo document. For example, it displays identifying information and any pertinent notes for the requisition, purchase order, receiving documents, payment requests, or other vendor credit memos associated with the purchase order.

This tab lists related documents.

### View Related Documents tab field definitions

Title	Description
Date	Display-only. The date the related document was created.
Note	Display-only. A note describing the document.
User	Display-only. The user who created the related document.   The system user will display when the document is created by the system.


To access one of these related documents, click its document number. The system displays the document in a separate window.



## View Payment History Tab


The **View Payment History** tab tracks payment information related to the purchase order associated with this Vendor Credit Memo document. It shows pending payment information and updates indicating when a payment was processed through the Pre-Disbursement Processor (PDP). This tab also shows any other vendor credit memos that have been processed against the related purchase order and any associated payment requests.

### Payment Requests section field definitions

Title	Description
Amount	Display-only. The payment request amount.
Customer number	Display-only. The customer number associated with this payment request.
Hold	Display-only. Displays yes if the payment request is on hold. Displays no if the payment request is not on hold.
Invoice number	Display-only. The invoice number.
Paid?	Display-only. Displays yes if the payment has been disbursed. Displays no if the payment has not been disbursed.
Pay Date	Display-only. The date the payment is scheduled to extract to PDP.
PDP Extract Date	Display-only. The date the payment request was extracted to the Pre-Disbursement Processor for disbursement processing.  When the payment has been extracted, a <b>Disbursement Info</b> link will display. Clicking on this link will open Search for Payment and provide for more payment detail.
PO number	Display-only. The purchase order number.
PREQ number	Display-only. The payment request number.
PREQ Status	Display-only. The payment request status.
Req Canc	Display-only. Displays yes if the payment request has been requested to be canceled. Displays no if the payment request has not been requested to be canceled or if the request cancel has been removed.
Vendor Name	Display-only. The vendor name associated with this payment request.



### Credit Memos section field definitions

Title	Description
Amount	Display-only. The dollar amount associated with this credit memo.
APAD Date	Display-only. The Accounts Payable approved date (that is, the date the Accounts Payable User submitted the credit memo).
Credit Memo Status	Display-only. The credit memo status.
Customer number	Display-only. The customer number associated with this credit memo.
Hold	Display-only. Displays yes if the credit memo is on hold. Displays no if it is not on hold.
Paid?	Display-only. Displays yes if the credit has been disbursed. Displays no if it has not been disbursed.
PDP Extract Date	Display-only. The date the credit memo was extracted to the Pre-Disbursement Processor for disbursement processing.  When the payment has been extracted, a <b>Disbursement Info</b> link will display. Clicking on this link will open Search for Payment and provide for more payment detail.
PREQ number	Display-only. The payment request number, if a payment request was referenced in processing the credit memo.
PO number	Display-only. The purchase order number associated with this credit memo.
Vendor CM number	Display-only. The credit memo number assigned by the vendor.
Vendor Name	Display-only. The vendor name associated with this credit memo.



## Process Overview

### Business Rules

- If the vendor number and credit memo number match those of a CM previously processed, a warning notifies you of the potential duplicate. You may override the warning and continue.
- If the credit memo amount and credit memo date match those of a CM previously processed, a warning notifies you of the potential duplicate. You may override the warning and continue.
- A credit memo may be processed against a payment request, a purchase order, or a vendor, but only one of the three.
- A credit memo processed at the vendor level requires processing on the **Miscellaneous** line. Accounting must be added to the **Miscellaneous** line during processing
- When a credit memo is processed at the level of payment request or purchase order and the purchase order has been closed, the system automatically reopens the purchase order.
- Modification of remit addresses is permitted for a credit memo referencing a PO or a vendor. The address lookup functionality is used to modify the remit address.
- You may process a credit memo only on items that have an invoiced open quantity or—for non-quantity items—invoiced dollar amounts remaining.
- After being approved by AP, accounts cannot be changed on a credit memo.
- The system re-encumbers amounts associated with each line item on a credit memo. The Amount encumbered follows the rules of PO encumbrance (CM Quantity x PO Unit Cost), which is similar to the payment request disencumbrance that utilizes the PO unit cost rather than the PREQ unit cost if the two unit costs are different.
- Accounts encumbered are the accounts on the original PO, with the account distribution in proportion to the distribution on the PO if more than one account is involved per line item. PO open quantities are incremented by the line item quantity on a credit memo.
  - Credit entry: The accounts (full accounting string) on the vendor credit memo are credited in the G/L at the time of AP submit. The G/L entry is made in summary for each accounting string. (So, for example, if three line items on a CM use the same accounting string, only one expense credit entry—not three—is created in the G/L for that accounting string.)
  - Debit entry: Create one offset to object code 9041 for each account and sub-account combination on a CM.
- After being canceled, the G/L entries of the credit memo are reversed, any encumbrance created from AP approval of the credit memo are reversed, and any PO open quantities that were incremented from the creation of the credit memo are decreased.
- The following rules apply for allowable accounts to be charged on a credit memo. The specific codes for these rules may be specified via parameters.
  - Only object codes with an expense object type (EE, ES or EX) or with asset type AS (only the level of inventory—INV—is allowed for object code type AS). Parameter defined.
  - Object codes in the consolidations of compensation (CMPN), financial aid (SCHL), reserves (RSRX), and assessments expenditures (ASEX) are **not** allowed. Parameter defined.
  - Object codes in the levels of depreciation (DEPR), indirect cost expense (ICOE), valuations and adjustments (VADJ), and taxes (TAX) are **not** allowed. Parameter defined.





- Based on the setting of the `SHOW_CONTINUATION_ACCOUNT_WARNING_AP_USERS_IND` parameter, AP users are warned when one or more expired or closed accounts on a CM are replaced by a continuation account. When the parameter value is Y, a warning is presented. When an expired account is replaced by a continuation account, the accounting line shows the current accounts being used and includes a note indicating that the expired/closed account has been added to the CM. Users can refer to either the notes or the original PO to see the original accounts.
- FYI notification on a credit memo routes to the fiscal officer or CM delegate per the account number(s) on the credit memo.
- A credit memo may be canceled or placed on hold at any time prior to extraction.
- When a credit memo is in AP-Processed status, it is eligible to be extracted to PDP for disbursement. Fiscal officer routing is not a prerequisite to disbursement.
- The system groups all PREQs and CMs eligible for extract for disbursement as a positive payment based on vendor and processing campus.
- Only AP users may modify a CM's check stub notes after AP submit and before extract.
- Credit memo searches are available to all users.

## Routing

The Vendor Credit Memo document is initiated by a member of the Accounts Payable Processor role. Routing is dependent on whether an image attachment is part of an institution's configuration.

- An AP Processor clicks the **Submit** button to complete the processing of a Vendor Credit Memo document. The document goes into Awaiting AP Review status if `REQUIRE_ATTACHMENT_IND` is set to Y. The AP Review status may be satisfied by an image attachment or in another fashion (configurable at your institution). After AP review, the document routes to the fiscal officer or fiscal officer delegate as an FYI. At the AP Review routing level, approvers are not permitted to change content on the document. They may only add notes and attachments and approve or cancel.
- *The document routes an FYI copy to the fiscal officer associated with each account number that appears on the vendor credit memo.*



**The Timing of G/L Update:** After a CM document has been created and submitted, it updates the G/L the next time a batch process runs. Note that this is different from most documents, which do not update the G/L until the document receives all approvals. If accounting entries on the document change before it reaches FINAL status, the G/L entries are updated accordingly the next time a batch process runs.

## Initiating a Vendor Credit Memo Document

- Select **Vendor Credit Memo**.

Log into Financials as necessary.

The system displays a blank **Vendor Credit Memo Initiation** tab with a new document ID.



Complete the **Credit Memo Initiation** tab as follows:

- a) Enter values for **Credit Memo number from Vendor**, **Credit Memo Date**, and **Vendor Credit Memo Amount**.
- b) Enter a value for one and only one of these: **Payment Request number**, **Purchase Order number**, or **Vendor number**.

Click **Continue** button.

Complete the **Process Items** tab as follows:

- a) For quantity-based line items, enter the credit memo quantity from the vendor credit.
- b) For non-quantity-based line items, enter the credit processed amount using the vendor credit amount.
- c) Enter a credit processed amount for additional charges, if needed. Miscellaneous charges require a description, depending on parameter setup.

Complete the standard tabs as necessary: **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients**, and **Route Log**.

Click the **Calculate** button.

Click **Submit** button.

AP reviewers approve the document if the parameter REQUIRE\_ATTACHMENT\_IND is set to Y.

## Placing a Credit Memo On Hold

An AP user may choose to place the credit memo on hold or remove the hold when it is no longer necessary. The hold flag prevents a vendor credit memo from being extracted and applied. When a document is taken off hold, it retains the status it had when the hold flag was set.

A credit memo in the AP-REVIEW or COMPLETE status may be placed on hold from the time of AP Submit until the time the credit extracts it to the Pre-Disbursement Processor.

To place a credit memo on hold, you must attach a note to the document explaining why it has been put on hold. To put a credit memo on hold:

- After displaying the credit memo, click **Hold** button.

Enter a reason for putting the CM on hold and click **Yes** button.

The system marks the vendor credit memo as being in HOLD status. It also displays a large header on the document indicating who placed the order on hold.



## Removing a Vendor Credit Memo Hold

Either the person who placed the credit memo on hold or an AP supervisor may take a vendor credit memo off hold. To take a credit memo off hold:

- Display the CM and click **Remove Hold** button.

Enter the reason for removing the hold and click **Yes** button.

In the **Notes and Attachments** tab, the system displays the history of this action.

### *Example*


A vendor issues a 30.00 credit for two items that were returned after payment was made. An AP user creates a credit memo referencing the payment request document that issued a payment for these two items.

The initiator, a user with the role of Accounts Payable Processor, creates a new credit memo document by entering the vendor credit memo number, amount and date; and one of the following: the payment request number, the PO number, or the Vendor number. When the initiator clicks **Continue**, the system generates the Vendor Credit Memo document. In the **Process Items** tab, the initiator enters the quantity being credited and clicks **Calculate**. At this point, the document is ready for submission and routing.



# Purchasing / Accounts Payable Custom Document Searches

Several custom document searches are available to support the PURAP module. Each search screen contains the standard search fields along with special fields that are unique to the specific document type.

-  PURAP custom document searches are available by selecting Document Search, entering the Document Type and tabbing out of the field.

## PURAP Custom Document Searches

Custom Search	Description
<a href="#">Electronic Invoice Rejects (EIRT)</a>	A search screen to find electronic invoices that did not pass matching and validation criteria against the PO. When a discrepancy is found during matching and validation, the electronic invoice may be processed by retrieving the reject through the Electronic Invoice Rejects search screen and completing the process manually as described in <a href="#">Electronic Invoice Rejects</a> .
<a href="#">Payment Requests (PREQ)</a>	A special search screen that allows you to retrieve payment requests based on their status.
<a href="#">Purchase Orders(PO)</a>	A special search screen that allows you to retrieve purchase orders based on their status.
<a href="#">Receiving (RCV)</a>	A special search screen for receiving documents (line item receiving and bulk receiving).
<a href="#">Requisitions (REQS)</a>	A special search screen that allows you to retrieve requisitions based on their status.
<a href="#">Vendor Credit Memos (CM)</a>	A special search screen that allows you to retrieve credit memos based on their status.



# Electronic Invoice Rejects

To search for Electronic Invoice Reject documents, enter **EIRT** in the Document Type to and then move the cursor to another field.

## Electronic Invoice Rejects Document Lookup screen field definitions

Title	Description
Approval Date From	To search for electronic invoice rejects approved during a particular period of time, enter the first date in the desired range of dates. You may also use the calendar tool to select the date. The default is today's date.
Approval Date To	To search for electronic invoice rejects during a particular period of time, enter the last date in the desired range of dates. You may also use the calendar tool to select the date.
Invoice Date From	To search for electronic invoice rejects associated with invoices created during a particular period of time, enter the first date in the desired range of dates. You may also use the calendar tool to select the date. The default is today's date.
Invoice Date To	To search for electronic invoice rejects associated with invoices created during a particular period of time, enter the last date in the desired range of dates. You may also use the calendar tool to select the date.
Invoice Number	To search for electronic invoice rejects associated with a particular invoice, enter the appropriate invoice number.
Purchase Order number	To search for electronic invoice rejects associated with a particular PO, enter the appropriate PO number.
Purchase Order Delivery Campus	To search for electronic invoice rejects associated with a PO that specifies delivery to a particular campus, enter the appropriate delivery campus code or use the lookup to find it.
Research Indicator	To search for electronic invoice rejects based on the setting of the Research Indicator (which may be set to Yes or No), click <b>Yes</b> , <b>No</b> , or <b>Both</b> .
Total	To search for electronic invoice rejects based on the total dollar amount on the document, enter the appropriate amount.
Vendor number	To search for electronic invoice rejects associated with a particular vendor, enter the appropriate vendor number or use the lookup to find it.
Vendor DUNS Number	To search for electronic invoice rejects associated with a particular vendor DUNS number, enter the appropriate number or use the lookup to find it.



- ➔ In many fields you may use special characters to search on a partial entry. For information about using special characters to search, see *Data Entry Tips* in the *Overview and Introduction to the User Interface*.
- ➔ For information about using features and options that are common to all types of custom document searches and working with the search results, see *Using Document Search to Find a Document and Performing Custom Document Searches* in the *Overview and Introduction to the User Interface*.
- ➔ For information about the fields on an electronic invoice reject, see *Document Layout* under *Electronic Invoice Reject*.



# Payment Requests




To search for Payment Request documents, enter **PREQ** in the Document Type to and then move the cursor to another field.

## Payment Requests Document Lookup screen field definitions

Title	Description
AP Processed Date From	To search for payment requests submitted by an Accounts Payable processor during a particular period of time, enter the first date in the desired range of dates. You may also use the calendar tool to select the date. The default is today's date.
AP Processed Date To	To search for payment requests submitted by an Accounts Payable processor during a particular period of time, enter the last date in the desired range of dates. You may also use the calendar tool to select the date.
Customer number	To search for payment requests for a particular customer, enter the appropriate customer number.
Extracted	To search for payment requests based on whether or not they have been extracted to the Pre-Disbursement Processor for disbursement processing, click <b>Yes</b> , <b>No</b> , or <b>Both</b> .
Hold	To search for payment requests based on whether or not they have been placed on hold, click <b>Yes</b> , <b>No</b> , or <b>Both</b> .
Invoice Date From	To search for payment requests associated with invoices created during a particular period of time, enter the first date in the desired range of dates. You may also use the calendar tool to select the date. The default is today's date.
Invoice Date To	To search for payment requests associated with invoices created during a particular period of time, enter the last date in the desired range of dates. You may also use the calendar tool to select the date.
Invoice Number	To search for payment requests for a particular invoice, enter the appropriate invoice number.
Pay Date From	To search for payment requests paid or scheduled to be paid during a particular period of time, enter the first date in the desired range of dates. You may also use the calendar tool to select the date. The default is today's date.
Pay Date To	To search for payment requests paid or scheduled to be paid during a particular period of time, enter the last date in the desired range of dates. You may also use the calendar tool to select the date.
Payment Request Number	To search for a payment request based on its payment request number, enter the appropriate number.
Payment Request Positive Approval Required	To search for payment requests based on whether or not positive approval is required before the request can be fulfilled, click <b>Yes</b> , <b>No</b> , or



	<b>Both.</b>
Payment Request Status	To search for payment requests based on their status, select the appropriate status from the list.
PO Chart Code	To search for payment requests affecting accounts in a particular chart, enter the appropriate chart code or use the lookup to find it.
PO Organization Code	To search for payment requests affecting accounts in a particular organization, enter the appropriate organization code or use the lookup to find it.
Process Campus	To search for payment requests processed by a particular campus, enter the appropriate campus code or use the lookup to find it.
Purchase Order number	To search for payment requests associated with a particular PO, enter the appropriate PO number.
Receiving Required	To search for payment requests based on whether or not receiving is required, click <b>Yes</b> , <b>No</b> , or <b>Both</b> .
Request Cancel	To search for payment requests based on whether or not the requests have been canceled, click <b>Yes</b> , <b>No</b> , or <b>Both</b> .
Requisition number	To search for payment requests associated with a particular requisition, enter the appropriate requisition number.
Vendor number	To search for payment requests from a particular vendor, enter the appropriate vendor number or use the lookup to find it.

-  In many fields you may use special characters to search on a partial entry. For information about using special characters to search, see *Data Entry Tips* in the *Overview and Introduction to the User Interface*.
-  For information about using features and options that are common to all types of custom document searches and working with the search results, see *Using Document Search to Find a Document and Performing Custom Document Searches* in the *Overview and Introduction to the User Interface*.
-  For information about the fields on a payment request, Document Layout under Payment Request.





# Purchase Orders




To search for Purchase Order documents, enter **PO** in the Document Type to and then move the cursor to another field.

## Purchase Orders Document Lookup screen field definitions

Title	Description
Assigned To User	To search for purchase orders assigned to a particular person, enter the appropriate person's name.
Contract Manager	To search for purchase orders associated with a particular contract manager, enter the appropriate code or use the lookup to find it.
Date Required From	To search for purchase orders whose goods or services are required during a particular period of time, enter the first date in the desired range of dates. You may also use the calendar tool to select the date. The default is today's date.
Date Required Reason	To search for purchase orders whose fulfillment is required for a specific reason, select the appropriate reason from the list or use the lookup to find it.
Date Required To	To search for purchase orders whose goods or services are required during a particular period of time, enter the last date in the desired range of dates. You may also use the calendar tool to select the date.
Delivery Campus	To search for purchase orders associated with a particular delivery campus, enter the appropriate campus code or use the lookup to find it.
Payment Request Positive Approval Required	To search for purchase orders based on whether or not positive approval is required before a payment request for the goods or services can be fulfilled, click <b>Yes</b> , <b>No</b> , or <b>Both</b> .
Previous Purchase Order number	To search for purchase orders associated with a particular previous PO, enter the appropriate previous PO number.
Purchase Order number	To search for a purchase order based on its PO number, enter the appropriate number.
Purchase Order Chart Code	To search for purchase orders affecting accounts in a particular chart, enter the appropriate chart code or use the lookup to find it.
Purchase Order Last Transmit Date From	To search for purchase orders last transmitted to the vendor during a particular period of time, enter the first date in the desired range of dates. You may also use the calendar tool to select the date. The default is today's date.
Purchase Order Last Transmit Date To	To search for purchase orders last transmitted to the vendor during a particular period of time, enter the last date in the desired range of dates. You may also use the calendar tool to select the date.
Purchase Order Organization Code	To search for purchase orders affecting accounts in a particular organization, enter the appropriate organization code or use the lookup to find it.



Purchase Order Status	To search for purchase orders based on their status, select the appropriate status from the list.
Receiving Required	To search for purchase orders based on whether or not receiving is required, click <b>Yes</b> , <b>No</b> , or <b>Both</b> .
Requestor Name	To search for purchase orders requested by a particular person, enter the appropriate person's name.
Requisition number	To search for purchase orders associated with a particular requisition, enter the appropriate requisition number.
Return Current Documents Only	To search for purchase orders based on whether or not they are current, click <b>Yes</b> , <b>No</b> , or <b>Both</b> .
Vendor number	To search for purchase orders for a particular vendor, enter the appropriate vendor number or use the lookup to find it.

-  In many fields you may use special characters to search on a partial entry. For information about using special characters to search, see Data Entry Tips in the *Overview and Introduction to the User Interface*.
-  For information about using features and options that are common to all types of custom document searches and working with the search results, see Using Document Search to Find a Document and Performing Custom Document Searches in the *Overview and Introduction to the User Interface*.
-  For information about the fields on a purchase order, see Document Layout under Purchase Order.



# Receiving

To search for Receiving documents (both Line Item Receiving and Bulk Receiving), enter **RCV** in the Document Type to and then move the cursor to another field.

## Receiving Document Lookup screen field definitions

Title	Description
Bill of Lading number	To search for receiving documents associated with a particular bill of lading, enter the appropriate bill of lading number.
Carrier	To search for receiving documents referencing a particular carrier, select the appropriate carrier name from the list or use the lookup to find it.
Packing Slip number	To search for receiving documents associated with a particular packing slip, enter the appropriate packing slip number.
Purchase Order number	To search for receiving documents associated with a particular PO, enter the appropriate PO number.
Reference number	To search for receiving documents associated with a particular reference number, enter the appropriate number.
Vendor number	To search for receiving documents associated with a particular vendor, enter the appropriate vendor number or use the lookup to find it.

- ➔ In many fields you may use special characters to search on a partial entry. For information about using special characters to search, see Data Entry Tips in the *Overview and Introduction to the User Interface*.
- ➔ For information about using features and options that are common to all types of custom document searches and working with the search results, see Using Document Search to Find a Document and Performing Custom Document Searches in the *Overview and Introduction to the User Interface*.
- ➔ For information about the fields on a receiving document, see Document Layout under Receiving (Line Item).





# Requisitions

To search for Requisition documents, enter **REQS** in the Document Type to and then move the cursor to another field.


## Requisitions Document Lookup screen field definitions

Title	Description
Delivery Campus	To search for requisitions associated with a particular delivery campus, enter the appropriate campus code or use the lookup to find it.
Delivery To	To search for requisitions based on the person to whom delivery is to be made, enter the person's name.
Reference 1	To search for requisitions having particular in one of the three Reference fields, enter the appropriate information.
Reference 2	To search for requisitions having particular in one of the three Reference fields, enter the appropriate information.
Reference 3	To search for requisitions having particular in one of the three Reference fields, enter the appropriate information.
Requestor Name	To search for requisitions requested by a particular person, enter the appropriate person's name.
Requisition number	To search for a requisition based on its requisition number, enter the appropriate number.
Requisition Chart Code	To search for requisitions affecting accounts in a particular chart, enter the appropriate chart code or use the lookup to find it.
Requisition Organization Code	To search for requisitions affecting accounts in a particular organization, enter the appropriate organization code or use the lookup to find it.
Requisition Status	To search for requisitions based on their status, select the appropriate status from the list.
Return Current Documents Only	To search for requisitions based on whether or not they are current, click <b>Yes</b> , <b>No</b> , or <b>Both</b> .
Vendor number	To search for requisitions associated with a particular vendor, enter the appropriate vendor number or use the lookup to find it.

 In many fields you may use special characters to search on a partial entry. For information about using special characters to search, see Data Entry Tips in the *Overview and Introduction to the User Interface*.

 For information about using features and options that are common to all types of custom document searches and working with the search results, see Using Document Search to Find a Document and Performing Custom Document Searches in the *Overview and Introduction to the User Interface*.



 For information about the fields on a requisition, see Document Layout under Requisition.



# Vendor Credit Memos




To search for Vendor Credit Memo documents, enter **CM** in the Document Type to and then move the cursor to another field.

## Vendor Credit Memos Document Lookup screen field definitions

Title	Description
AP Processed Date From	To search for credit memos submitted by an Accounts Payable processor during a particular period of time, enter the first date in the desired range of dates. You may also use the calendar tool to select the date. The default is today's date.
AP Processed Date To	To search for credit memos submitted by an Accounts Payable processor during a particular period of time, enter the last date in the desired range of dates. You may also use the calendar tool to select the date.
Credit Memo Date From	To search for credit memos created during a particular period of time, enter the first date in the desired range of dates. You may also use the calendar tool to select the date. The default is today's date.
Credit Memo Date To	To search for credit memos created during a particular period of time, enter the last date in the desired range of dates. You may also use the calendar tool to select the date.
Credit Memo Status	To search for credit memos based on their status, select the appropriate status from the list.
Customer number	To search for credit memos associated with a particular customer, enter the appropriate customer number.
Extracted	To search for credit memos based on whether or not they have been extracted to the Pre-Disbursement Processor for disbursement processing, click <b>Yes</b> , <b>No</b> , or <b>Both</b> .
Hold	To search for credit memos based on whether or not they have been placed on hold, click <b>Yes</b> , <b>No</b> , or <b>Both</b> .
Payment Request number	To search for credit memos associated with a particular payment request, enter the appropriate payment request number.
PO Chart Code	To search for credit memos affecting accounts in a particular chart, enter the appropriate chart code or use the lookup to find it.
PO Organization Code	To search for credit memos affecting accounts in a particular organization, enter the appropriate organization code or use the lookup to find it.
Process Campus	To search for credit memos processed by a particular campus, enter the appropriate campus code or use the lookup to find it.
Purchase Order number	To search for credit memos associated with a particular PO, enter the appropriate PO number.



Vendor number	To search for credit memos for a particular vendor, enter the appropriate vendor number or use the lookup to find it.
Vendor Credit Memo number	To search for a credit memo based on the credit memo number, enter the appropriate number.
Vendor Credit Memo number from Vendor	To search for a credit memo based on the credit memo number assigned by the vendor, enter the appropriate number.

-  In many fields you may use special characters to search on a partial entry. For information about using special characters to search, see *Data Entry Tips* in the *Overview and Introduction to the User Interface*.
-  For information about using features and options that are common to all types of custom document searches and working with the search results, see *Using Document Search to Find a Document and Performing Custom Document Searches* in the *Overview and Introduction to the User Interface*.
-  For information about the fields on a vendor credit memo, see *Document Layout* under *Vendor Credit Memo*.



# Purchasing / Accounts Payable Attribute Maintenance Documents

The Purchasing / Accounts Payable module includes several support documents that allow users to maintain valid values for various attributes.

## PURAP attribute maintenance documents

Document	Description
<a href="#">Billing Address</a>	Defines the various addresses to which vendors should send invoices. Addresses are specific to a campus but a campus can have multiple billing addresses.
<a href="#">Capital Asset System Type</a>	Defines the various Capital Asset system states. For example, the state can be New or Modify Existing.
<a href="#">Carrier</a>	Defines the various freight carriers that can be selected within the PURAP module. An identifying code is assigned to each carrier.
<a href="#">Credit Memo Status</a>	Defines the possible statuses that can be assigned to credit memo documents. An identifying code is assigned to each status.
<a href="#">Delivery Required Date Reason</a>	Defines the different types of delivery date types that can be used in the PURAP module. Examples might include types of Must Receive or Estimated Date.
<a href="#">Electronic Invoice Item Mapping</a>	Defines the relationship between vendor invoice fields and the standard Quali fields for electronic comparison.
<a href="#">Funding Source</a>	Defines the different fund sources that are available to choose from for purchasing documents
<a href="#">Item Reason Added</a>	Defines possible options to list on a receiving ticket as reasons why an item was received that was not on the original purchase order.
<a href="#">Item Type</a>	Item Type defines the different descriptive categories that can be applied to requisition or purchase order line items. Examples might include Item, Service, State Tax, or Shipping and Handling.
<a href="#">Line Item Receiving Status</a>	Defines the possible statuses that may be assigned to a line item receiving document after it is submitted.
<a href="#">Method of PO Transmission</a>	Defines methods for transmitting purchase orders to vendors
<a href="#">Negative Payment Request Approval Limit</a>	Identifies an account or organization and specifies a dollar amount limit for payment request automated approvals
<a href="#">Organization Parameter</a>	Defines an APO dollar amount limit for a specific organization as identified by a unique combination of chart and organization code





<a href="#">Payment Request Auto Approve Exclusions</a>	Identifies the accounts that should be excluded from automated approval.
<a href="#">Payment Request Status</a>	Defines the possible statuses that can be assigned to payment request documents. An identifying code is assigned to each status.
<a href="#">Purchase Order Contract Language</a>	Defines text to be included in purchase order contracts. The contract language is defined by campus, allowing variations between campus offices and inclusion of campus-specific language.
<a href="#">Purchase Order Quote Language</a>	Defines text to be included in purchase order quotes. The quote language is defined by a unique identifier, allowing pre-defined text to be easily added to quotes.
<a href="#">Purchase Order Quote List</a>	Defines lists of vendors that have been created for a specific commodity and identifies the Contract Manager responsible for that list.
<a href="#">Purchase Order Quote Status</a>	Defines the status options that may be assigned by a purchasing agent to each vendor in an existing quotation.
<a href="#">Purchase Order Status</a>	Defines the possible statuses that can be assigned to purchase order documents and assigns an identifying code to each status.
<a href="#">Recurring Payment Frequency</a>	Defines payment frequency periods, such as annually, monthly, or quarterly
<a href="#">Purchase Order Vendor Choice</a>	Defines reasons that indicate why a specific vendor was chosen for a purchase.
<a href="#">Receiving Address</a>	Defines the possible default receiving addresses for each department.
<a href="#">Receiving Threshold</a>	Used to define criteria that determine when an order will require line-item receiving.
<a href="#">Recurring Payment Type</a>	Defines different types of recurring payments that can be established for a purchase order. Examples might include Fixed Schedule, Fixed Payment or Fixed Schedule, Variable Amount.
<a href="#">Requisition Source</a>	Defines the different fund sources that are available to choose from for purchasing documents. This table defines different sources for requisitions that can be imported into the Kualu Purchasing / Accounts Payable documents.
<a href="#">Requisition Status</a>	Defines the possible statuses that can be assigned to requisition documents and assigns an identifying code to each status
<a href="#">Sensitive Data</a>	Defines why a Purchase Order document might be restricted from viewing.
<a href="#">Vendor Stipulation</a>	Defines text to be included in purchase order documents that stipulates order conditions to vendors



# Billing Address

The Billing Address document defines the various addresses to which vendors should send invoices. Each campus may have only one billing address.

## Document Layout

### Billing Address tab field definitions

Title	Description
Active Indicator	Indicates whether this billing address is active or inactive. Remove the check mark to deactivate.
Billing Campus Code	The campus code associated with this billing address.
Billing City Name	Required. The city name associated with this billing address.
Billing Country Code	Required. The country associated with this billing address. Existing country codes may be retrieved from the list.
Billing Email Address	The email address associated with this billing address. If this field is populated, the email address will appear on the printed PO.
Billing Line 1 Address	Required. The first line of the address information for this billing address.
Billing Line 2 Address	Optional. The second line of the address information for this billing address.
Billing Name	Required. The familiar title of the billing address.
Billing Phone Number	The phone number, including area code, associated with this billing address.
Billing Postal Code	The postal code associated with this billing address.
Billing State Code	The state associated with this billing address. Existing state codes may be retrieved from the list.



# Capital Asset System State

The Capital Asset System State document defines the various system states for capital assets with a value (or combined value) of 5,000 or greater.

## Document Layout


### Capital Asset System State tab field definitions

Title	Description
Active Indicator	Indicates whether this capital asset system is active or inactive. Remove the check mark to deactivate this code.
Capital Asset System State Code	Display-only. The code assigned to this particular capital asset system state code.
Capital Asset System State Description	Required. A description of this capital asset system state.



# Capital Asset System Type

By default, the Capital Asset System Type document defines the various system types for capital assets with a value (or combined value) of 5,000 or greater.

 The lower limit for capital assets is set in the CAPITALIZATION\_LIMIT\_AMOUNT parameter.

## Document Layout

### Capital Asset System Type tab field definitions

Title	Description
Active Indicator	Indicates whether this capital asset system type is active or inactive. Remove the check mark to deactivate the code.
Allowed Capital Asset System State Codes	Required. Indicates which Capital Asset System State is allowed with this type. Valid Values are NEW (New System) or MOD (Modifying Existing System). Separate multiple values with a semi-colon.
Capital Asset System Description	Required. A description of this capital asset system type.
Capital Asset System Type Code	The type code from the <b>Capital Asset System Type Code</b> list.



# Carrier

The Carrier document defines the possible freight carriers and shipping companies assigned to deliver goods.

## *Document Layout*

### Carrier tab field definitions

Title	Description
Active Indicator	Indicates whether this carrier code is active or inactive. Remove the check mark to deactivate the code.
Carrier Code	A unique code to identify a particular carrier.
Carrier Description	Required. A description or name of the carrier.



# Credit Memo Status

The Credit Memo Status document defines the possible statuses that can be assigned to credit memo documents and assigns an identifying code to each status.

## Document Layout

### Credit Memo Status tab field definitions

Title	Description
Active Indicator	Indicates whether this credit memo status code is active or inactive. Remove the check mark to deactivate this code.
Credit Memo Status Code	The code to identify this credit memo status.
Credit Memo Status Description	Required. The familiar title for this credit memo status.



# Delivery Required Date Reason

The Delivery Required Date Reason document defines the reasons for requiring the delivery date in the PURAP module. Examples might include types of Must Receive or Estimated Date.

## *Document Layout*

### Delivery Required Date Reason tab field definitions

Title	Description
Active Indicator	Indicates whether this delivery required date reason code is active or inactive. Remove the check mark to deactivate this code.
Delivery Required Date Reason Code	The code to identify this delivery required date reason from the <b>Reason Code</b> list.
Delivery Required Date Reason Description	Required. The familiar title for this delivery required date reason.



# Electronic Invoice Item Mapping

The Electronic Invoice Item Mapping document specifies unique mapping of additional items per vendor if the business need exists. Quali Financials follows cXML standards in that five item types are defined (Item, Special Handling, Shipping, Discount, and Tax). Each vendor invoice is mapped according to the Electronic Invoice Item Mapping Code table via the electronic invoicing batch job.

## Document Layout

### Electronic Invoice Item Mapping tab field definitions

Title	Description
Invoice Item Type Code	Required. The field name on the vendor invoice to compare the value.
Item Type Code	The item code in Financials to which the invoice item type code will map to. Existing item type codes may be retrieved from the lookup.
Vendor Detail Identifier	Required if the <b>Vendor Header Identifier</b> field is completed. The segment of the vendor number that follows the dash. For example, for vendor number 1000-0, the detail identifier is 0.
Vendor Header Identifier	Optional. The segment of the vendor number that precedes the dash. For example, for vendor number 1000-0, the vendor header identifier is 1000.





# Funding Source

The Funding Source document defines the different fund sources that are available to choose from for purchasing documents.

## *Document Layout*

### **Funding Source tab field definitions**

Title	Description
Active Indicator	Indicates whether this funding source code is active or inactive. Remove the check mark to deactivate this code.
Funding Source Code	The code to identify this funding source.
Funding Source Description	Required. The familiar title of this funding source.



# Item Reason Added

The Item Reason Added document defines possible options to list on a receiving ticket as reasons for why an item was received that was not on the original purchase order.

## *Document Layout*

### Item Reason Added tab field definitions

Title	Description
Active	Indicates whether this item reason code is active or inactive. Remove the check mark to deactivate this code.
Item Reason Added Code	A unique code to identify a particular reason added.
Item Reason Added Description	Required. A description of the reason added.



# Item Type

The Item Type document defines the different descriptive categories that can be applied to requisition or purchase order line items. Examples might include Item, Service, State Tax, or Shipping and Handling.

## Document Layout

### Item Type tab field definitions

Title	Description
Active Indicator	Indicates whether this item type code is active or inactive. Remove the check mark to deactivate this code.
Additional Charge Indicator	Required. Used when additional charges are allowed.
Item Type Code	The code to identify this item type.
Item Type Description	Required. The familiar title of this item type.
Quantity Based General Ledger Indicator	Required. An indicator that the Dollar Total is calculated from the Item quantity times dollar amount rather than a reference to a dollar amount.
Taxable Indicator	Used when the item is taxable.



# Line Item Receiving Status

The Line Item Receiving Status document defines the possible statuses that can be assigned to a line item receiving document after it is submitted. Statuses include Cancelled, Complete, In Process, and Awaiting Purchase Order Open Status.

## Document Layout

### Line Item Receiving Status tab field definitions

Title	Description
Line Item Receiving Status Code	A unique code to identify a particular line item receiving status.
Line Item Receiving Status Description	Required. A description of the line item receiving status.



# Method of PO Transmission

The Purchase Order Transmission Method document defines methods for transmitting purchase orders to vendors.

## *Document Layout*

### Method of PO Transmission tab field definitions

Title	Description
Active Indicator	Indicates whether this method of PO transmission code is active or inactive. Remove the check mark to deactivate this code.
Method of PO Transmission Code	The code to identify this purchase order transmission method.
Method of PO Transmission Description	Required. The familiar title of this purchase order transmission method.




# Negative Payment Request Approval Limit

The Negative Payment Request Approval Limit document identifies an account or organization and specifies a dollar amount limit to exclude the payment request from automated approvals. Payment requests referencing this account or organization and exceeding this dollar amount are excluded from automated approval.

## Document Layout

### Auto Approve Exclude tab field definitions

Title	Description
Account Number	The account number to which this dollar limit will apply. Existing account numbers may be retrieved from the lookup.
Active Indicator	Required. Indicates whether this negative payment request approval limit is active or inactive. Remove the check mark to deactivate.
Chart of Accounts Code	Required. The Chart of Accounts code associated with the account to which the dollar limit will apply. Existing chart codes may be retrieved from the lookup.  When the parameter ACCOUNTS_CAN_CROSS_CHARTS is set to No, the Chart of Accounts Code is not a required field. In this case, the Chart of Accounts Code is derived from the Account Number entered.
Negative Payment Request Approval Limit Amount	Required. The dollar limit above which payment requests will be excluded from automated approval.
Organization Code	The organization code associated with the account to which the dollar limit will apply. Existing organization codes may be retrieved from the lookup.



# Organization Parameter

The Organization Parameter document defines an APO dollar amount limit for a specific organization as identified by a unique combination of chart and organization code.

## Document Layout

### Organization Parameter tab field definitions

Title	Description
Active Indicator	Indicates whether this organization parameter is active or inactive. Remove the check mark to deactivate.
Chart Code	The chart code of the organization for which you want to create an APO limit.
Organization APO Limit	The upper dollar amount that you want this organization to be authorized for on APOs.
Organization Code	The organization code that identifies the organization for which you want to create an APO limit.



# Payment Request Auto Approve Exclusions

Payment requests using specified accounts can be excluded from the automatic approval process which approves an eligible enroute document automatically after a specified number of days. The Payment Request Auto Approve Exclusions document identifies the accounts that should be excluded from automated approval.

## *Document Layout*

### **Auto Approve Exclude tab field definitions**

Title	Description
Account Number	The account number to be excluded from auto approval.
Active Indicator	Indicates whether this payment request auto approval exclusion is active or inactive. Remove the check mark to deactivate.
Chart Code	The Chart of Accounts code associated with the account to be excluded.





# Payment Request Status

The Payment Request Status document defines the possible statuses that can be assigned to payment request documents and assigns an identifying code to each status.

## *Document Layout*

### Payment Request Status tab field definitions

Title	Description
Payment Request Status Code	The code to identify this payment request status.
Payment Request Status Description	Required. The familiar title for this payment request status.



# Purchase Order Contract Language

The Purchase Order Contract Language document defines text to be included in purchase order contracts. The contract language is defined by campus, allowing variations among campus offices and inclusion of campus-specific language.

## Document Layout

### Purchase Order Contract Language tab field definitions

Title	Description
Active Indicator	Indicates whether this purchase order contract language code is active or inactive. Remove the check mark to deactivate this code.
Contract Language Create Date	Display only. This field is filled automatically, indicating the date on which this contract language was created in the system.
Purchase Order Contract Language Description	Required. Language description associated with this PO contract related to this campus code.
Purchasing Office Campus Code	Required. The campus code that uses this contract language. Existing campus codes may be retrieved from the list.



# Purchase Order Quote Language

The Purchase Order Quote Language document defines the terms and conditions that print on every request for quotation.

## *Document Layout*

### **Purchase Order Quote Language tab field definitions**

Title	Description
Active	Indicates whether this purchase order quote language is active or inactive. Remove the check mark to deactivate.
Purchase Order Quote Language Create Date	Display only. The date defaults to the current date for new and copy actions.
Purchase Order Quote Language Description	Required. Enter the PO quote language specifying conditions and requirements for responding to a quote.



# Purchase Order Quote List

The Purchase Order Quote List document defines lists of vendors that have been created for a specific commodity. For example, a purchasing agent may need to get a quote for electrical supplies. Rather than add each electrical supply vendor to the quote one-by-one, he or she may select a pre-existing list of available electrical suppliers.

## Document Layout

The Purchase Order Quote List document includes the **Quote List** tab and the **Vendors** tab.

## Quote List Tab

### Quote List tab field definitions

Title	Description
Active Indicator	Indicates whether this purchase order quote list is active or inactive. Remove the check mark to deactivate.
Contract Manager	Required. The contract manager for the quote list. Existing contract managers may be retrieved from the list or from the lookup.
Purchase Order Quote List Name	Required. The name of this PO quote list.

## Vendors Tab

Note that more than one vendor may be assigned to the quote list using the add functionality.

### Vendors tab field definitions

Title	Description
Vendor number	Required. The vendor number. Existing vendor numbers may be retrieved from the lookup.
Vendor Name	Display-only. The field is populated when a valid vendor number is selected.



# Purchase Order Quote Status

The Purchase Order Quote Status document defines the status options that may be assigned by a purchasing agent to each vendor in an existing quotation. For example, a vendor who did not submit a bid would be given the status No Response. For a vendor who submitted a bid that was unacceptable, the vendor would be given the status, Received, Bid Unacceptable.

## Document Layout

### Purchase Order Quote tab field definitions

Title	Description
Active Indicator	Indicates whether this purchase order quote status is active or inactive. Remove the check mark to deactivate.
Purchase Order Quote Status Code	A unique code to identify a particular PO quote status.
Purchase Order Quote Status Description	Required. A description of the PO quote status.



# Purchase Order Status

The Purchase Order Status document defines the possible statuses that can be assigned to purchase order documents and assigns an identifying code to each status.

## *Document Layout*

### **Purchase Order Status tab field definitions**

Title	Description
Purchase Order Status Code	The code to identify this purchase order status.
Purchase Order Status Description	Required. The familiar title for this purchase order status.



# Purchase Order Vendor Choice

The Purchase Order Vendor Choice document defines reasons that indicate why a specific vendor was chosen for a purchase.

## *Document Layout*

### **PO Vendor Choice tab field definitions**

Title	Description
Active Indicator	Indicates whether this purchase order vendor choice code is active or inactive. Remove the check mark to deactivate this code.
Purchasing Order Vendor Choice Code	The code to identify the reason for selecting this vendor.
Purchase Order Vendor Choice Description	Required. The familiar title for the purchase order vendor choice code.



# Receiving Address

The Receiving Address document defines the possible default receiving addresses for each department.

## Document Layout

### Receiving Address tab field definitions

Title	Description
Active Indicator	Indicates whether this receiving address is active or inactive. Remove the check mark to deactivate.
Chart Code	Required. The Chart of Accounts code associated with this organization. Existing chart codes may be retrieved from the lookup.
Default Indicator	Indicates if this address is to be used as the default receiving address. Clear the check box if it is not.
Organization Code	Optional. The organization code associated with the receiving address. Existing organization codes may be retrieved from the lookup.
Receiving City Name	Required. The city name associated with this receiving address.
Receiving Country Code	Required. The country associated with this receiving address. Existing countries may be retrieved from the list.
Receiving Line 1 Address	Required. The first line of the address information for this receiving address.
Receiving Line 2 Address	Optional. The second line of the address information for this receiving address.
Receiving Name	Required. The familiar title of the receiving address.
Receiving Postal Code	The postal code associated with this receiving address.
Receiving State Code	The state code associated with this receiving address. Existing state codes may be retrieved from the list.
Use Receiving Address Indicator	Indicates if users are to be allowed to specify the receiving address on requisitions and POs. Clear the box if users are not to be allowed to specify the receiving address (if, for example, all goods are shipped to a central receiving area).





# Receiving Threshold

The Receiving Threshold document is used to define criteria that determines when an order requires line-item receiving. When an order meets certain criteria and is above a pre-defined dollar limit, the purchase order will not be paid until line item receiving has occurred.

## Document Layout

### Receiving Threshold tab field definitions

Title	Description
Account Type Code	The account type code to be used on this receiving threshold. Existing account type codes may be retrieved from the list or from the lookup.
Active Indicator	Indicates whether this receiving threshold is active or inactive. Remove the check mark to deactivate
Chart Code	The Chart of Accounts code associated with this receiving threshold. Existing chart codes may be retrieved from the lookup.
Commodity Code	The commodity code associated with this receiving threshold. Existing commodity codes may be retrieved from the lookup.
Object Code	The object code associated with this receiving threshold. Existing object codes may be retrieved from the lookup.
Organization Code	The organization code associated with this receiving threshold. Existing organization codes may be retrieved from the lookup.
Sub-Fund Group Code	The sub fund group code associated with this receiving threshold. Existing sub fund group codes may be retrieved from the lookup.
Threshold Amount	Required. The minimum amount that is required to be processed through the receiving process.
Vendor number	The vendor number associated with this receiving threshold. Existing vendor numbers may be retrieved from the lookup.



# Recurring Payment Frequency

The Recurring Payment Frequency document defines payment frequency periods, such as annually, monthly, or quarterly.

## *Document Layout*

### **Recurring Payment Frequency tab field definitions**

Title	Description
Active Indicator	Indicates whether this recurring payment frequency code is active or inactive. Remove the check mark to deactivate this code.
Recurring Payment Frequency Code	The code to identify this type of recurring payment frequency.
Recurring Payment Frequency Description	Required. The familiar title of this recurring payment frequency.



# Recurring Payment Type

This Recurring Payment Type document defines different types of recurring payments that can be established for a purchase order. Examples might include Fixed Schedule, Fixed Payment or Fixed Schedule, Variable Amount.

## Document Layout

### Recurring Payment Type tab field definitions

Title	Description
Active Indicator	Indicates whether this recurring payment type code is active or inactive. Remove the check mark to deactivate this code.
Recurring Payment Type Code	The code to identify this recurring payment type.
Recurring Payment Type Description	Required. The description of this recurring payment type.



# Requisition Source

This table defines different sources for requisitions that can be imported into the Kuali Purchasing / Accounts Payable documents.

## Document Layout

### Requisition Source tab field definitions

Title	Description
Active Indicator	Indicates whether this requisition source code is active or inactive. Remove the check mark to deactivate this code.
Allow Copy Days	Indicates the number of days after the Requisition create date that the document can be copied. Leave empty to indicate that copy is always allowed. Zero indicates that copy is never allowed. A number greater than zero is the number of days that copy is allowed.
Requisition Source Code	The code that identifies this source of requisition information.
Requisition Source Description	Required. The description of this source of requisition.



# Requisition Status

The Requisition Status document defines the possible statuses that can be assigned to requisition documents and assigns an identifying code to each status.

## *Document Layout*

### Requisition Status tab field definitions

Title	Description
Requisition Status Code	The code to identify this requisition status.
Requisition Status Description	Required. A description of this requisition status.



# Sensitive Data

The Sensitive Data document indicates why a Purchase Order document might be restricted from viewing. When a user wants to restrict a document from view because it contains sensitive data, he/she must select a reason why the data is sensitive. After a reason is specified, only authorized staff members may view the document.

## Document Layout

### Sensitive Data tab field definitions

Title	Description
Active Indicator	Indicates whether this sensitive data code is active or inactive. Remove the check mark to deactivate this code.
Sensitive Data Code	A unique code to identify a particular type of sensitive data.
Sensitive Data Description	Required. A description of this type of sensitive data.



# Vendor Stipulation

This Vendor Stipulation document defines text to be included in purchase order documents that stipulates order conditions to vendors. The stipulations are defined by a unique identifier, which allows pre-defined stipulation language to be easily added to orders.

## Document Layout

### Vendor Stipulation tab field definitions

Title	Description
Active Indicator	Indicates whether this vendor stipulation is active or inactive. Remove the check mark to deactivate
Vendor Stipulation Description	Required. The text describing the stipulation conditions and reasons for this vendor stipulation.
Vendor Stipulation Name	Required. The familiar title of this vendor stipulation.



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