State of Connecticut
Core-CT
Continuing Education Initiative

Introduction to Purchasing
Welcome to
Introduction to Purchasing!

Instructor introduction
Training Facility Orientation
Ground rules
Participant introduction
Course Goals

✓ To give students a greater understanding of their place in Core-CT, an integrated financial system.

✓ To instruct students in the Core-CT recommended approach to Purchasing.

✓ To help students maximize the capabilities of Purchasing and use their work time efficiently.
Agenda

➢ Overview
  • Core-CT Financials Overview
  • Purchasing Overview
  • Purchasing Roles

➢ Entering an On-line PO
  • PO Form
  • Header Details
  • Lines
  • Line Details
  • Schedules
  • Distribution Lines

➢ Copying an Existing PO
➢ Copying an Existing Contract
➢ Approving POs
➢ Budget Check
➢ Dispatch
➢ Overview of PO Change Orders
➢ Receiving
➢ Critical Reminders
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Core-CT is the State’s central financial and administrative computer system.

Core-CT Overview

- EPM: HRMS & Financials Reporting database
- Core-CT Financials uses PeopleSoft version 8.9.
- 8100 State workers use Core-CT.
- Core-CT is based at the Department of Information Technology in East Hartford and managed jointly by the Office of the State Comptroller and the Department of Administrative Services.
Core-CT Benefits

➢ Single point of entry for HR, payroll, and financial data

➢ The end of dual data entry

➢ Improved ability to analyze both fiscal and HR information

➢ Electronic approvals replace paper

➢ Robust e-commerce functionality

➢ Ability to track statewide expenditures on a programmatic basis

➢ Continuous improvement in core system functionality
Roles and Responsibilities

- **General Buyer**: This role is responsible for the full range of purchasing activities of an agency. Tasks include; correcting purchasing authority, confirming orders, defining PO schedules and distributions, saving and correcting POs, and creating PO change orders.

- **Program Buyer**: This role is responsible for contracting with POS/PSA, MOUs, Construction, RLs, Rights of Way and Grant providers for agency run programs. Tasks include entering contracts, allowing contract releases, creating online POs and creating PO change orders.

- **PO Amount Approver 1 & 2**: This role is responsible for approving POs for all amounts (Approver 1 authorized up to $10,000, Approver 2 authorized for any amount over $10,000).

- **PO Budget Approver**: This role is responsible for approving the purchase order and the budget ChartField in workflow.

- **General Receiver**: This role has access to receive on all ePro and PO transactions in their business unit including inspection functionality, penalty assessment and ChartField information.

- **Casual Receiver**: This role is responsible for receiving goods only on requisitions they created.
PO Life Cycle

Online (Manual)

PO:
Purchase Order
Created in the Purchasing Module
Status: “Open”

PO Submitted for Approval:
Initial Status: “Pending Approval”
Resulting Status: “Approved”
Amount:
Amt 1 (<$10,000)
Amt 2 (All POs)
ChartField:
PO Budget Approver

PO Budget Checked:
Validates sufficient funds are available for the proposed purchase by coding string. If sufficient funds exist, an encumbrance is created for the PO.
Batch Frequency: 10am, 12pm, 2pm and once overnight.
Budget Status: “Valid”

Start

End

Invoice Processed by AP and Payment Issued to the Vendor:
The vouchers are created, approved and “Matched”. Additionally, the Pay Cycle Runs and payments are issued to the vendor.

Return to Vendor:
Currently not used – If items delivered by the vendor do not meet State expectations, the items can be returned to the vendor.

Order delivered by vendor and received in Core-CT:
Both Goods and Services can be received into Core-CT.
Resulting Status: “Received”

PO Closed and Reconciled:
Closing a PO sets the status of the PO to “Complete”, signals that the PO is completely processed. Reconciling a PO releases any unused encumbrances associated with the PO. Agencies should perform this weekly: Status: “Complete”

PO Dispensed to the Vendor:
PO delivered to the vendor by fax, email, or print method.
Batch Frequency: 10am, 12pm, 2pm and once overnight.
Status: “Dispatched”
Purchasing Process Flow

- eProcurement requisitions that are processed correctly source to purchase orders and are dispatched automatically if the vendor is set up for fax or email dispatch.

- The dotted line represents the budgetary actions in this process. Budget checking of the requisition creates a pre-encumbrance of the funding involved. Once the requisition sources to a PO, the PO goes through a budget check that changes the status of the funding from pre-encumbrance to encumbrance.
Steps for Creating a Purchase Order

1. Purchase Order page: Select a Vendor, select a Buyer

2. Header Details page: Select PO Type (Return to PO page)

3. PO Defaults page (if applicable): Set up PO Defaults – Category, UOM, Ship To, Distribution (quantity or amount), Chartfields, Asset information (Return to PO page)

4. Lines: Description, PO Quantity, UOM, Category, Price

5. Line Details page: PO Authority, Receiving, Physical Nature (Return to PO page)

6. Schedule page: Ship To information

7. Distribution Lines page: Chartfields, Asset information, if you did not set them up on the PO Defaults page (Return to PO page)

8. PO Obligation Tab: Enter total obligation if greater than PO Total Amount (Return to PO page)

9. Click the green check mark icon, click the Save button. The Purchase Order is ready to be approved.
Entering a Purchase Order

Navigation: Purchasing> Purchase Orders> Add/Update POs

- On this page you can find an existing PO by clicking the Find an Existing Value tab or use the Add A New Value tab to create a new purchase order.

- PO ID auto numbering is the Core-CT suggested method. The PO ID field defaults to NEXT and a PO ID will be generated by Core-CT upon saving.
• Refer to the Core-CT recommended Steps for Creating a Purchase Order (page 13 of this handout), as we go through creating the PO. Following these steps in order will minimize potential errors.

• Notice the PO Status is Open and the Budget Status is Not Checked. The PO Date defaults to the current date.

• **PO Step #1.** Enter the Vendor ID or select a vendor by using the Vendor Search link. The Vendor ID is a 10 digit Core-CT generated ID number for the vendor. The Vendor file is maintained by OSC. You cannot create a PO without a valid Vendor ID.

• Select a Buyer. Then click the Header Details link.
**PO Header Details**

**PO Details**

- **Vendor:** 081106546F-001
- **PO Type:** GEN
- **PO Date:** 08/08/2010
- **Budget Status:** Not Chk'd
- **Billing Location:** DSRM1 ADDR
- **Origin:** ZZZ Core-CT

**Currency**

- **Currency Code:** USD
- **Base Currency:** USD
- **Rate Date:** 06/09/2010
- **Rate Type:** FRT
- **Exchange Rate:** 1.0000000

**Process Control Option**

- **Acknowledgements required for Dispatch:** Not required
- **Accounting Date:** 06/09/2010
- **Accounting Template:** STANDARD

**Vendor Contact Fax/Email**

- **Prefix:**
- **Telephone:** 999/999-9999
- **Ext.:**

**One Time Fax/Email**

The following fax/Email will override the vendor/contact information above if specified.

- **Phone Type:** FAX
- **Prefix:**
- **Telephone:**
- **Extension:**

**Click OK to return to the PO Form page.**

---

- **PO Step #2** - Header Details pertain to the PO as a whole. Information entered on the Header Details page will apply to the entire purchase order.

- The two most common PO Types are GEN (default), used with contract items, and GL, used with non-contract, general letter purchases.

- The PO Type must match the Purchasing Authority on the Line Details page(s).

- The Dispatch Method defaults to the vendor’s chosen method and should not be changed in most cases.

- The Accounting Date defaults to the current date, do not change.
Entering a Purchase Order

- Click the **PO Defaults** link.
**PO Step #3:** PO Defaults – The Default Option should be Override. Any information entered on this page will apply to all lines of the PO.

- The Ship To, Location, and Department associated with your User ID will default and can be changed, if necessary.

- PO defaults should be entered before entering line information. Do not go to the distribution page and add chartfields and then enter PO defaults.

- Account codes are tied to Categories. If you enter the Category here, the associated Account will default on the Distribution lines unless an account code is also added in the defaults.
• Enter the AM Business Unit and Profile ID If the PO is being used to purchase assets. Particular asset information, such as Tag Numbers, must be entered on the distribution lines.

• Click OK to return to the Purchase Order page.
Purchase Order Defaults

Maintain Purchase Order

Retrofit field changes to "all" existing PO lines/schedules/distributions.....

Unit: DASM1 PO ID: 0000005185 Vendor: 361150280F-001

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules. For Distribution defaults, Select 'Apply to All Distrib' to apply changes to the Distrib Line.

Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the PO.

Select 'Apply to All Distrib' to apply changes to all distribution lines on the PO.

<table>
<thead>
<tr>
<th>Apply</th>
<th>Distrib Line</th>
<th>Field Name</th>
<th>Field Value</th>
<th>Apply to All Distrib</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>1</td>
<td>Fund</td>
<td>11000</td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>1</td>
<td>Dept</td>
<td>DAS23131</td>
<td></td>
</tr>
</tbody>
</table>

- If you make changes to the PO Defaults after they populate the distribution lines, the “Retrofit” page will display. This is Core-CT's way of confirming that you want PO default information to change what is presently in the distribution line.

- You have the option to apply to all distribution lines or to specific lines by selecting the appropriate checkbox.
**PO Step #4 - Enter line information.**

Enter a concise but accurate summary of what is being purchased in the Description. DAS uses this field to analyze purchases. Enter the PO Qty, UOM, Category and Price Fields. You can update the pricing if the PO is saved and Pending Approval.

**Help Desk Tips:** Do not use commas (,) in the Description. If you are purchasing an asset, it will cause problems during the Physical Inventory process. Category 00000000 (All Items) is not acceptable.

**There are two ways to enter most of the information on the Line Details page (PO Step 5):** by clicking the Line Details icon or using the tabs in the Lines group box. We will look at each of these methods. Click the Line Details icon.
PO Line Details: Default

PO Step #5 - The one critical item on the Line Details page that is not available on the tabs is the Purchasing Authority. The value chosen here must match the PO Type selected on the Header Details page. For example, if the PO Type is GL on the Header Details, the Purchasing Authority will have to be one of the GL71 values shown. The Purchasing Authority defaults to Contracts.

The Description entered on the Purchase Order page displays in the Transaction Item Description field. The line description can be entered here if you want to view more characters as you are typing or view the complete description entered on the main PO page.

Click the Expand All link.
• The Amount Only checkbox is generally used for a service PO although the business process for your agency may dictate otherwise. If you choose an Amount Only PO, the quantity of the PO will always be 1 and you must select Amount Only here and on the distribution line. Do not use Amount Only for catalog items or assets.

• Commodities should be received; receiving on services may or may not be required and is based on agency business process. What you choose is important because it will effect the Accounts Payable matching process. Inventory and asset items must be received.

• **Help Desk Tip:** You must enter the Category before you change the Physical Nature or Receiving method because the default values for these fields are triggered by the category and may flip based on the order entered. All Categories default to Goods and Receiving Required.

• **Help Desk Tip:** Once your PO is saved, do not change the receiving option.
• All of the information you can enter on the Line Details page (except for the Purchasing Authority) can be entered via the tabs on the Purchase Order page.

• The Due Date on the Ship To/Due Date tab defaults to the current date. If you have a PO that is going to run a year (copiers or services), enter the Fiscal Year end date (6/30**) so your PO will not qualify to close. You can close weekly or monthly by date without worrying about the PO qualifying to close.

• The Ship To field defaults based on your user profile.
• The Statuses field on the Status tab defaults to Active. Other status types are Canceled and Closed.

• The Change Order triangle and the Cancel Line X will appear on this tab once the PO is eligible.
• The Item Information tab will populate with information if the PO is sourced from an ePro catalog requisition.

• The Manufacturer ID and Manufacturer’s Item ID will print on the PO. These can be entered directly on the PO, but usually come from a requisition.

• The Vendor’s Catalog field is the Contract ID and is populated from a requisition.

• The Description will default from the Details tab.
• The Attributes tab contains the following fields that might need updating: *Physical Nature and Amount Only.*

• The RFQ tab is not used.

• **Help Desk Tip:** If you change Receiving and Physical Nature before entering line information, the values may flip to the default values. The best method of checking this is to click the Refresh button after entering all PO information but before saving. Click View All for the lines and check the entries under the tabs. If they read as you want them, click Save.
If your Purchasing Authority is Contracts, a Contract ID must be populated in order for the PO to save. Clicking on the Contract ID lookup will give you a list of available contracts to choose from. If the contract is for personal services, OPM requires that the contract have a line for each service. If the contract has lines you must complete the Contract Line field.

If you copy a personal services contract into the PO, the line number will come over automatically.

**Help Desk Tip:** If you click on the Contract ID lookup and a contract number doesn’t come up, but you know it’s there, compare the Vendor ID on PO to that on the Contract. The vendor may have two IDs, and the contract you are searching for may be associated with the other ID.
• The Receiving Required field is important for Accounts Payable and PO Closing purposes. If you choose Receiving Required, the PO must be received or the voucher will go into match exception.

• Inventory items and assets must be received.
• Click the Add Comments link to enter comments that will apply to the entire purchase order.
Entering a Purchase Order

- Comments entered here can be directed to display on the dispatched PO to the vendor by selecting the Send to Vendor checkbox.

- You can enter comments that will display on the Receiving pages by selecting the Shown at Receipt checkbox.

- You can enter comments that will display on the voucher pages by selecting the Shown at Voucher checkbox.
Click the Line Comments icon to display the PO Line Comments page.
Select the appropriate checkbox(es) and enter comments that apply to the particular PO line.
Entering a Purchase Order

On the Details tab, click the Schedule Icon to get to the Schedules page.
• **PO Step #6**: The Schedules page will be populated with information that has been entered throughout the PO process so far. Usually you will not need to edit these fields.

• The Schedule Line Details icon and the Schedules tabs work the same as the Main PO page: they can be used interchangeably.

• Click the Distribution page icon to get to the Distributions for Schedule 1 page.
**Distributions for Schedule 1**

**Chartfields tab**

<table>
<thead>
<tr>
<th>Unit:</th>
<th>Vendor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSRM1</td>
<td>0811085485-001</td>
</tr>
<tr>
<td>PO ID:</td>
<td>Item:</td>
</tr>
<tr>
<td>NEXT</td>
<td>Labor Electric, Journeyman (Line 16b)</td>
</tr>
</tbody>
</table>

**Line:**

- **Sched:** 1
- **Status:** Active
- **Distribute by:** Quantity

**SpeedChart:**

<table>
<thead>
<tr>
<th>Merchandise Unit:</th>
<th>104.00 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doc. Base Amount:</td>
<td>104.00 USD</td>
</tr>
</tbody>
</table>

**Distribution Table:**

<table>
<thead>
<tr>
<th>Dist</th>
<th>Status</th>
<th>Percent</th>
<th>PO Qty</th>
<th>Amount</th>
<th>Currency</th>
<th>GL Unit</th>
<th>Fund</th>
<th>Dept</th>
<th>SID</th>
<th>Program</th>
<th>Account</th>
<th>Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td>100.0</td>
<td>2.0000</td>
<td>104.00 USD</td>
<td>STATE 11000</td>
<td>DRS16111</td>
<td>10020</td>
<td>10000</td>
<td>53401</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **PO Step #7:** If you entered PO chartfield defaults, the information you entered will display here. Additional lines for coding information can be added using the plus sign. The minus sign will disappear after you save the PO.

- Chartfield 1 and Chartfield 2 are agency defined fields. Most agencies do not use these fields.

- If you must make changes to lines after saving the PO, add new distribution lines with correct information and cancel unneeded lines.

- When you copy from a contract and you are not using all the distributions at the time you create the PO, do not cancel or delete the distribution line. You can zero out the percent on the distribution line for future use.

- You must always have at least one distribution line to save a PO.

- When creating an amount only PO, the Distribute by field must reflect Amount before saving the PO. If you have chosen Amount Only on the Attributes Tab or the Line Details, this field will automatically flip to Amount.
• If you are purchasing an asset, enter the Asset Management Unit and Profile ID.

• If you are adding to an existing asset, enter the tag number of the existing asset in the Tag Number field.

• Once you enter the Profile ID, the Capitalize check box will automatically populate. The Capitalize check box must always be selected for all assets.

• If you are adding a distribution line to an asset item, don’t forget to add the AM BU and Profile ID to the new line.
Distributions for Schedule 1

Req Detail tab

- Requester Name field defaults the User ID of the Requester if the PO was sourced from a requisition.
Click the Cancel Distribution icon to cancel a selected distribution line. If the X is available you can cancel, but there must always be at least one distribution line on an active PO Line.

The Budget Status field displays the current budget status of the purchase order. Valid values are: Valid, Error and Not Checked.

Distribution lines can not be deleted after a PO has been saved. You should cancel the line.
- Clicking OK on the Distributions for Schedule 1 page returns you to the Schedules page. Click the Return to Main Page link.
**PO Step #8:** Click the Total PO Obligation link.
• If you do not enter anything on this page, the Start and End Dates will default to the Fiscal Year and the amount will default to the PO amount when the PO is first saved. The PO Obligation will never again update automatically. You have to manually update this page if you change the amount or the date changes to something out of the original range.

• The Total Obligation Amount should equal the total funds for the total length of the Purchase Order or term of contract. If you are not sure of the total obligation, use past history and estimate. The start and end date should be entered for the total length of the purchase order or term of contract.

• Make sure to complete and update the PO Obligation link. OSC is monitoring the accurate use of this page.
- PO Step #9. Click the green check mark to indicate to Core-CT that the PO is ready for the Workflow (approval) process. Click the Save button.
• The PO ID, PO Status and PO Obligation update.

• Purchase Orders in the Open Status either did not have the green check mark selected; or if sourced from a requisition, did not have a Contract ID.
Entering a Purchase Order

Key Points

➢ Make Sure the Contract Type, PO Type, PO Authority match.

➢ Receiving is required for Goods and may or may not be required for Services.

➢ Use the appropriate Profile ID when purchasing assets.

➢ PO Obligation is not automatically updated, check for accuracy.
• To Create a Purchase Order from an existing Purchase Order navigate the same way as you would to create a new PO. Select Purchase Order from the Copy From drop down box on the PO Form page. Note: Core-CT does not use the Copy From Requisition option.

• Everything from the existing PO will be copied to the new PO, but must be checked prior to saving the new PO.

• You can copy a PO in any status. You must make any changes prior to saving the new PO.
Copy PO to PO

Search for the PO you want to copy on the Copy Purchase Order from Purchase Order page. Enter the PO ID and click the Search button.

The PO will display in the Select PO group box. Select the PO and click OK. You will be returned to the PO Form page.
• This is a duplicate copy of the selected PO except for the dates.

• Follow the normal steps to ensure that everything is set up the way you need it for this new PO. Edit or check the Header Details, PO Defaults, Comments, Schedules and Distributions. You can make any changes needed before saving the PO.
• Copying a Contract to a Purchase Order is usually used to create a PO for services on an Agency specific service contract.

• Note: Agencies that use contracts should create one purchase order for a given contract by copying that contract into the PO. The Office of Policy and Management requires that that same PO be used for the entire life of the contract.
Copy Contract to PO

- Search for the Contract you want to copy on the Copy Purchase Order from Contract page. Enter the Contract ID and click the Search button.

- The Contract will display in the Select Contract group box. Select the Contract and click OK. You will be returned to the PO Form page.

- Note: Be sure to look at the Begin Date and Expire Date to be sure your PO will fall in between the two dates.
Copy Contract to PO

- If there are lines entered on the contract, they will copy into your PO.

- Do not enter PO Defaults when the PO is copied from a contract as it may overwrite the information carried over from the contract. The distributions will copy over from the contract distribution line(s) and should not be changed.

- Add a Buyer for the PO. Use the Header Details link to select the correct PO Type (see the Contract Type/PO Type/Purchasing Authority Job Aid). Complete the PO Obligation tab ensuring that the Start Date, End Date and Total are the same as the terms of the contract.
• Information on the Line Details page will copy from the contract. Verify that the information copied correctly.

• If you need to add a new line, you want to associate the line with the contract. You must not only bring in the contract number but also the contract line number. Click on the magnifying glass next to the contract number box and bring in the contract line number. You cannot associate a new PO line to the contract if that line is not on the contract.

• Once everything is verified and the way you want it, you can save the PO.
Even if you do not create contracts, familiarizing yourself with contract entry will minimize problems when you copy contracts. Error messages when creating or changing POs that are copied from a contract are triggered by the way the contract is originally set up.

Navigation: Purchasing> Procurement Contracts> Add/Update Contract> Find an Existing Value. Enter the Contract ID and click Search. Select the contract from the search results.
- The Contract page has lines, line details and distributions just like a Purchase Order.

- The Amount Summary group box displays the Maximum Amount of the contract. The Amount Summary group box will help if you receive error messages regarding not having available funds on the contract for the PO. The Total Released Amount is the dollar amount that has already been used on POs. Remaining Amount is the amount left on the contract.

- If the Corporate Contract checkbox is selected, the contract can be utilized by any agency.

- If this is an Agency Contract (which would be used to copy to a PO), Price Can Be Changed on Order should be checked. This also has to be checked on the Contract Line Details page. If you find you can’t change the price on a PO from a contract, this may be the cause.
• Contract Entry PO Distributions for Line 1 look like the distribution lines on a PO.

• If you are not going to use all of the distribution lines from the contract when you copy it to a PO, do not cancel or delete the lines, zero out the percent on the distribution line.

• To see POs associated with a contract, navigate to Purchasing> Procurement Contracts> Review Contract Information> Events.
• The Purchase Order has been created and the approval process has been initiated by clicking the green check mark. The next step in the process is the Approval of the PO.

• POs are automatically moved forward through a workflow batch process that runs every 30 minutes during the day based on the Origin associated with your Buyer ID. The Origin is a 3 digit code that links Buyers with Approvers. Do not change or delete an Origin.

• Your PO will flow to the worklist of both the Amount and Chartfield Approvers associated with your origin. The Amount Approver’s responsibility is to check the dollars associated with the PO. The Chartfield Approver reviews the distribution coding. Amount approval must occur before Chartfield approval.
The top screenshot displays an Amount Approvers Worklist. Use the Worklist Filter if you have more than one Approver role. To begin the approval process click the blue link for the PO. If it has been an hour since the PO was sent to workflow and you cannot locate it on your Worklist call the Help Desk.

When an Amount Approver approves a purchase order, Core-CT changes the Approval Status from “Initial” to “Complete” and routes the PO to the next approver in the workflow.

If the Amount Approver selects Deny, the PO has to be canceled. The PO will be routed to the Buyer’s Worklist for the Buyer to cancel the PO. The Approval Status will change from “Initial” to “Denied”. As a general practice the Comment field should be completed. The comments will display on the Buyer’s Worklist.

Recycle should be chosen if something needs to be changed on a PO before it is approved. The PO will be routed to the Buyer’s Worklist. The Comment field should be completed. If a PO is recycled, a Buyer may make changes and resubmit the PO for approval.

Remember to click the Save button after you select the Approval Action.
PO Approval – Chartfield

- Amount Approval must be done before Chartfield Approval. The PO will display on both Worklists at virtually the same time, but it’s Amount first, then Chartfield Approval. The final approvers name (Chartfield Approver) is the name that will appear on the Purchase Order to the vendor authorizing the purchase.

- The Chartfield Approval Action(s) are the same as the Amount Approvers. The Chartfield Approver is looking at the Chartfield values in the coding line rather than dollar amounts.
Purchasing Process Flow
Budget Check

- ePro Requisition
- Purchase Order
- Amount Approval
- ChartField Approval
- Budget Check Exceptions
- Payables
- Receiving
- Payables
- Budget Check
- Exceptions
- Dispatch
- Receiving
Correct PO Budget Check Errors

- Budget Checking is a Core-CT batch process. The purchase order coding is compared to the budgets set up by the agency. If there are sufficient funds, the PO Budget Status will change from “Not Checked” to “Valid”. If there is an issue with funds, the budget status will change to “Error” and you will have to make coding or dollar amount changes.

- There are several methods to find out if POs are in error. Core-CT recommends that, as part of a daily routine, a Buyer go to the Find an Existing PO tab and search for POs for the previous week. Ensure that all of the POs in the search results are dispatched. Check those in Approved status and confirm that the budget header status is Valid. Clicking the Error link in the Budget Status field will bring you to the Purchase Order Exceptions page.
Correct PO Budget Check Errors

Navigation: Commitment Control>Review Budget Check Exceptions>Purchasing and Cost Management>Purchase Order

- One Method for searching for errors is to use the Business Unit and Process Status of “Errors Exist” if you are unsure of a particular PO number.

- Click any link on the line to get to the Purchase Order Exceptions page.
The most common Exception messages that display:

- **No Budget Exists**: there is no budget matching the coding you entered. Go back in to the PO and check the Budget Reference. Nine times out of ten this is the error. Correct the Bud Ref field and save the PO.

- **Budget is Closed**: at one time a budget with this coding existed but the budget is now closed. If you see this error look at the Budget Date on the line that is in error. If the Budget Date is in the wrong fiscal year, for example 10/12/2007, Core-CT would be looking at fiscal year 2008 rather than 2009 and the 2008 budgets have been closed. The fiscal period on all POs that can be transacted against must be in present fiscal period.

- **Exceeds Budget Tolerance**: there is not enough money to cover the PO. Click the GO TO icon to view the budget details.
Correct PO Budget Check Errors

Please select one of the following links:
- Go to Budget Exceptions
- Go to Budget Inquiry

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Ledger Group</th>
<th>Fund</th>
<th>Dept</th>
<th>SFD</th>
<th>Program</th>
<th>Account</th>
<th>Bud Ref</th>
<th>Budget Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATE</td>
<td>KIC_ALLOT</td>
<td>1100</td>
<td>DR81600</td>
<td>10020</td>
<td>800000</td>
<td>500000</td>
<td>2010</td>
<td>2010</td>
</tr>
</tbody>
</table>

**Commitment Control Budget Details**

**Ledger Amounts**

- **Budget**: 8,133,800.00 USD
- **Expense**: 3,510,378.16 USD
- **Encumbrance**: 531,316.37 USD
- **Pre-Encumbrance**: 28,96 USD

**Available Budget**

- Without Tolerance: 4,083,476.41 USD, Percent: 50.2%
- With Tolerance: 4,083,476.41 USD, Percent: 50.2%

**Budget Exceptions**

- Exception Errors: 0
- Exception Warnings: 0

- You will be brought to the links on the upper left, choose Go To Budget Inquiry.

- The Budget Details associated to the coding values that you have used will display. At this point you would need to talk to your supervisor or budget people to discuss alternate coding because there aren’t sufficient funds in the available budget.
Correct PO Budget Check Errors

- Click the Go To… link on the budget exception where the exception is No Budget Exists.
Correct PO Budget Check Errors

The Budget Details associated to the coding that were used on the PO will display. This information automatically populates from the Chartfield values on the PO. In this case, no matching values were found.

If the other chartfield information is correct you may have the wrong Budget Reference.
Correct PO Budget Check Errors

- If you are sure the chartfields are correct, then the error is probably due to the wrong Budget Reference because the budget period must be in the current fiscal year. It may have not been changed when it was copied or may have been changed to an incorrect date.

- Take out the last digit of the Budget Reference and click Search. This will bring up any budget that exists with these chartfields. You can also do this to the Budget Period.

- The screenshot shows there is an available budget but the budget reference is 2010, not 2009.
Correct PO Budget Check Errors

Key Points

- You must resolve budget check errors. You can not close or cancel a PO that is in Budget Error.

- Communicate with your budget unit to understand budgets.

- Don’t cancel or delete lines that are in budget error, fix them. Review all coding for accuracy.
• Dispatch is the process that releases the PO to the vendor. Vendors are required to choose the method by which they would like to receive POs.

• Fax and e-mail POs are dispatched via batch at CORE. If an error in transmission is detected, someone from CORE may contact you to give you further instructions.

• If the dispatch method is print, someone from your agency, depending on the agency business process, will print the PO and get it to the vendor.

• See the Dispatching and Printing POs job aid on the Core-CT for more information.
To manually dispatch purchase orders enter a Run Control ID. The same run control can be used each time you need to dispatch.
Once a specific agency and PO number are entered, the Statuses to Include and Dispatch Methods to Include group boxes become inactive. If you selected a date range or Buyer ID as criteria, you must select the Approved status and the Print dispatch method.

Pending Cancel status: When you cancel a dispatched PO, the status changes from Dispatched to Pending Cancel. You must run the dispatch process again before the cancellation process is complete. Be sure that Print Copy is not selected on the run control used to dispatch the Pending Cancel PO.

After entering the parameters, clicking the Run button will bring you to the Process Scheduler Request page. Select PO Dispatch/Print from the Process List and click the OK button.

You will be returned to the Dispatch Purchase Orders page and a process instance number will be generated. This means the process is under way. Click the Process Monitor link to view the progress of the process.

If you select the Test Dispatch checkbox in the Miscellaneous Options the PO will not dispatch. To print a hard copy for your files use the Print POs option on the left hand navigation menu.
Click the Refresh button until the Run Status is Success and the Distribution Status is Posted.

To view and print the PO, click Details, click View Log/Trace, click the file that ends with PDF. The PDF file is your PO and will open in a new window for you to print.
Dispatch POs – Key Points

- If “Test Dispatch” is selected in the Run Control, the PO will not dispatch.

- The Pending Cancel option is used when you have cancelled a dispatched PO. A PO must be re-dispatched from this status in order for the cancellation to be complete. Be sure that “Print Copy” is NOT selected in the run control used to dispatch a pending cancel PO.

- Once the PO is dispatched, it defaults to a manual print option. If you create a PO change order, the dispatch method reverts back to the vendor chosen method.
Purchasing Process Flow
PO Change Orders

- ePro Requisition
- Purchase Order
- Amount Approval
- ChartField Approval
- Budget Check
- Dispatch
- Receiving
- PO Reconciliation Workbench
- PO Change Orders
- Payables
- Budget Check Exceptions
Entering PO Change Orders

Navigation: Purchasing > Purchase Orders > Add/Update POs

<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>=</th>
<th>DRSM1</th>
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<tbody>
<tr>
<td>PO ID:</td>
<td>begins with</td>
<td>0000006211</td>
</tr>
<tr>
<td>Purchase Order Date:</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>PO Status:</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>Short Vendor Name:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Vendor ID:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Vendor Name:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Buyer:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Buyer Name:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>PO Type:</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>Purchase Order Reference:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Hold From Further Processing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Click on the Find an Existing Value tab and enter the PO ID. Click Search.
• The PO must be dispatched for the change order icon to appear. This applies to the Schedules and Line Details pages as well.

• Click the Change Order icon.

• Note: Never change a Buyer on a Purchase Order that has been vouchered. The Buyer is tied to the Dept ID which is a chartfield value. If you change the Buyer an error will occur when you create another voucher against this Purchase Order.
PO Change Orders

Once the Change Order icon disappears, you will be able to make changes.

Change Orders can be made at three levels: PO Header level, PO Line level, and the PO Schedule level.

Click on the Line Details link to update the PO Line Details.
Click on the Change Line (blue triangle) icon to make changes on this line.
• The selected line fields have become active so that changes can be made. In this example, the quantity for the Line 1 is changed from 2 to 4. After making necessary changes, click Save to accept the changes and update the Purchase Order page. A message will display confirming that your actions will result in a change order. Click Yes to confirm the change.

• If the PO is sourced from a requisition, a message will display asking if you want to re-source the balance of your quantity. Always say NO. Resourcing will create another PO.

• Click the Schedules icon.
Click on the Schedule Details icon for schedule information you want to change.
- Click on the Create Schedule Change icon to make changes for Schedule 1.
PO Change Orders
Key Points

- You must make change orders to POs that are associated with contracts to reflect proper spend on the contract.

- Making change orders to bring funds down to the amount expended on the PO will keep your PO Balance Report accurate and meaningful.

- Never change a Buyer on a PO that has been vouchered. The Buyer is tied to the Dept and will cause an error when creating another voucher against this PO.

- Edit the PO Obligation page if you increase or decrease the total amount of the PO.

- Change orders reflect on the printed PO.
Purchasing Process Flow - Receiving

- ePro Requisition
- Purchase Order → Amount Approval → ChartField Approval → Budget Check → Dispatch
- Receiving
- Payables
- Budget Check Exceptions
- PO Change Orders
Receiving Process Flow

- Agency guidelines should be followed, but generally, receiving is required for Goods and may, or may not, be required for Services.

- To receive in the Purchasing module, you must have a PO that is dispatched and have the General Receiver role to receive item(s) or services.

- To receive in the eProcurement module, you must have created the requisition and the associated PO must be dispatched. You must have the Casual Receiver role to receive in the eProcurement module.

- A receipt is created to accept item(s) or services received. Optional information for the receipt of items, such as comments and penalty information can be entered. The receipt is then saved and the vendor payment process continues in the Accounts Payable module.
Purchasing Receiving

Navigation: Purchasing > Receipts > Add/Update Receipts
Select Purchase Order to Receive

- The Select Purchase Order page is used to search for the Purchase Order lines that you would like to receive against.

- The ID field refers to the Purchase Order number that you wish to receive.

- You can also search by Vendor Name. Use the Vendor Lookup to search for the vendor if needed.

- Enter your search criteria and click the Search button.

- Once you search for the PO or PO lines you would like to receive against, the Retrieved Rows group box displays on the bottom of the page.

- Select the lines you wish to receive or click Select All and click the OK button.
• On the Receipt Lines tab of the Receiving page you can edit or accept the line Receipt Quantity.

• You can create partial receipts by editing the receipt quantity and clicking the Save button. A receipt will be created for that amount and a new receipt will have to be created for the remaining quantity. The next time you navigate to this page the remaining quantity will display and you can again edit or accept the remaining receipt quantity.

• You can cancel the entire receipt by clicking the red X in the top right hand corner of the page, or cancel a receipt line by clicking the red X on the line.

• If you are sure that the final receipt quantity will not match the PO quantity, do not create a receipt. Create a change order on the purchase order to match the receipt.
Maintain Receipts - Assets

If the item purchased was identified as an asset on the PO by inclusion of the AM Business Unit, the AM Status field will display on the Receipt Lines tab.

Click the **Pending** link in the AM Status field.
The *Distributed Quantity* is 1. This is important because if the quantity was more than one, multiple Tag Numbers and Asset IDs would have to be assigned.

Enter a value in the Tag Number field that will be used for agency tracking purposes. Enter the same value in the *Asset ID* field. The Asset ID is used for Core-CT tracking purposes.

If this process is not followed, auto Asset IDs and Tag Numbers will be assigned and may not be appropriate to your agency.
The Receiver can enter Shipping Information such as the Invoice and Packing Slip numbers on the Header Details page. This information can also be entered under the Optional Input tab on the Maintain Receipts page.

The Receipt Date should be the date the items were physically received by the agency, which may not be the date the receipt is entered in Core.
- Once the receipt is saved, a voucher is created, matching is run, and the voucher is paid.
Entering Receipts

- Use the PO ID (if available) as the Search Criteria for the receipt process. If the PO Number is not available other search criteria can be used.

- Select the PO lines that you wish to receive from the rows returned by your search.

- Change the Receipt Quantity on the Maintain Receipts page to reflect the quantity that you wish to receive.

- Add Optional Information as required by your agency.
PO Critical Reminders

- Track purchase orders to make sure they are budget checked and that they are progressing through the process in a timely manner.

- Make sure purchase orders are not left in budget error.

- Your agency is responsible for closing its POs; reqs are closed via batch process by CORE on Fridays. Close POs on a regular basis.
# EPM Reports for Purchase Orders

<table>
<thead>
<tr>
<th>Report Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT_CORE_FIN_PO_COMPL_BUD_ERROR</td>
<td>PO's Complete &amp; Budget Error</td>
</tr>
<tr>
<td>BF_CORE_FIN_PO_GL71_REPORT_C_GL_71</td>
<td>Annual PO Reporting - DAS</td>
</tr>
<tr>
<td>CT_CORE_FIN_EXPIRED_CONTRACTS</td>
<td>Expired but active contracts</td>
</tr>
<tr>
<td>CT_CORE_FIN_PO_BAL_ALL_PO</td>
<td>All PO Bal w/ or w/o Vouchers</td>
</tr>
<tr>
<td>CT_CORE_FIN_PO_BAL_SUM_BY_PO</td>
<td>Remaining PO Bal Sum by PO</td>
</tr>
<tr>
<td>CT_CORE_FIN_PO_COMPL_BUD_CHKD</td>
<td>PO's Complete &amp; Budget Checked</td>
</tr>
<tr>
<td>CT_CORE_FIN_PO_CONTRACT_ACCTG</td>
<td>Contract information</td>
</tr>
<tr>
<td>CT_CORE_FIN_PO_FULLY_VOUCHERED</td>
<td>PO/Voucher by date range</td>
</tr>
<tr>
<td>CT_CORE_FIN_PO_GL71_REPORTING</td>
<td>GL 71 Annual PO Reporting</td>
</tr>
<tr>
<td>CT_CORE_FIN_PO_NO_VOUCHERS</td>
<td>PO's w/o vouchers by Fund,</td>
</tr>
<tr>
<td>SID CT_CORE_FIN_VENDOR_COMMITMENTS</td>
<td>Vendor Commitment</td>
</tr>
<tr>
<td>CT_CORE_PO_CONTRACT_EXPIRE</td>
<td>PO Contract Expire Dates Public</td>
</tr>
<tr>
<td>CT_FIN_PEND_OR_CANCELED_POS</td>
<td>EOY PO Pending, Approve</td>
</tr>
<tr>
<td>CT_FIN_POS_ON_HOLD_EOY</td>
<td>POs On Hold</td>
</tr>
<tr>
<td>CT_FIN_PO_BALANCE_DETAIL</td>
<td>Remaining PO Balance Detail</td>
</tr>
<tr>
<td>CT_FIN_PO_BUD_CHK_ERRORS_EOY</td>
<td>PO Budget Check Error</td>
</tr>
<tr>
<td>CT_FIN_PO_CARD_WBAL</td>
<td>Dispatched Bal with Zero Quantity</td>
</tr>
<tr>
<td>CT_FIN_PO_DIS_WBAL</td>
<td>Dispatched Bal with Zero Quantity</td>
</tr>
<tr>
<td>CT_FIN_PO_DIS_WOUTBAL</td>
<td>Dispatched without Balance</td>
</tr>
<tr>
<td>CT_FIN_PO_POVCHR_ALL_BALANCES</td>
<td>All PO Bal w/ or w/o Vouchers</td>
</tr>
<tr>
<td>CT_FIN_PO_RECV_REQ</td>
<td>RECEIVING REQUIRED</td>
</tr>
</tbody>
</table>
Purchasing Information

http://www.corect.state.ct.us/user/finjobaids/purchasing.htm

Job Aids: Job aids contain the steps necessary to complete a task. Financial modules have job aids that are specifically created to assist users in their day to day processes.

- Agency Acronyms
- Common Units of Measure
- Contract Type/PO Type Purchasing Authority
- Copying a PO from an Existing PO
- Creating a PO With a Future Date
- Creating Contracts, Purchase Orders and E-Pro Requisitions
- Dispatching and Printing POs
- Fields that trigger a PO change order
- How to run a PO Report
- How to Use UNSPSC category codes
- Origins: Requesting or Revising
- PO life cycle
- Purchasing Navigation
- Purchase Order Workflow
- Purchasing reports
- Reserving Purchase Order Numbers
- Town Codes
- Tips for Using Core-CT Workflow
- Using PO Reconciliation Workbench
- UNSPSC Category Codes (15MB)
- Will my PO qualify for closing?

http://www.core-ct.state.ct.us/reports/

Catalog of Online Reporting: Catalog of Online reports are delivered or custom reports designed to provide “real-time” access to financial data. These reports are available within system modules according to user security profiles and roles.