State of Connecticut
Core-CT
Continuing Education Initiative

Advanced Purchasing
Welcome to Advanced Purchasing!

Instructor Introduction
Participant Introduction
Training Facility Orientation
Ground rules
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
  • Purchasing Roles/Responsibilities
  • Purchasing Process Flow

» Purchase Order Review
  • Review an On-line PO
  • Review Amount/Quantity PO
  • Distributions

» PO Change Orders
  • Change an Amount Only PO
  • Change a Quantity PO
  • Schedules
Agenda

- Canceling a PO/Line
- Sourcing Workbench
- PO Reconciliation Workbench
- Requisition Workbench
- PO Reports
The handout has the same screen shots as the in-class presentation, but has been designed as a Step by Step guide that you can use back at your office.

You will also receive Job Aids and information you can use as references.
Overview

- Core-CT is the State’s central financial and administrative computer system.


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, the Department of Administrative Services, the Office of Policy and Management, and the Department of Information Technology.
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

PO Closed and Reconciled:
Closing a PO sets the status of the PO to “Complete” and 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”

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.

Start

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

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, 3pm and once overnight.
Budget Status: “Valid”

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.

PO Dispatched to the Vendor:
PO delivered to the vendor by fax, email, or print method.
Batch Frequency: 10am, 12pm, 3pm and once overnight.
Status: “Dispatched”

Online (Manual)
PO:
Purchase Order Created in the Purchasing Module
Status: “Open”

End
Purchasing Process Flow

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

13
Steps for Creating a Purchase Order

1. PO Form page: Select a Vendor, select a Buyer

2. Header Details page: Select PO Type

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

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

5. Line Details page: PO Authority, Receiving, Physical Nature

6. Schedule page: Ship To information

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

8. PO Obligation Tab: Enter total obligation if greater than PO Total Amount

9. Click the green check mark icon, click the Save button. The Purchase Order is ready to be approved.
The Statuses tab displays the status of the purchase order line. The status defaults to active. The other status types are Canceled and Closed.

Once the PO is saved, approved and budget checked, a blue change order triangle and a red X to cancel the line will appear on the status tab.
If the item is being purchased from a contract, a Contract ID must be entered in order for the PO to save. 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 enter a line number.

Usually a Buyer will copy a personal services contract into the PO and the line number will populate automatically.

Help Desk Tip: If you click the lookup and can’t find the contract, compare the Vendor ID on the 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 Total Obligation amount should equal the total funds for the total length of the Purchase Order and term of contract. If you are not sure of the total obligation use past history and estimate.

• The start and end date should also be completed for the total length of the purchase order and/or term of the contract.

• If you don’t enter an amount, the PO Obligation amount will save as the amount of the PO. The Start Date will be the first day of the fiscal year and the End Date will be the last day of the fiscal year.

• The PO Obligation will NEVER update unless you manually make changes. You must change the PO total Obligation each time you change the dollar value of the PO.
• This is an Amount Only PO for Services. This particular PO can be set up as both an Amount Only or a Quantity PO. They accomplish the same thing but will be treated differently by Purchasing and Accounts Payable. Follow your agency’s business processes to determine which type will work best for your Agency.

• You must think of what will work best for not only the Buyer, but also for those involved in the receiving and vouchering functions of the PO.

• Help Desk Tip: You can tell that this is an Amount Only PO because the Quantity field is grayed out and the quantity is one. You still need to look at the distribution lines to verify how they are distributed.
• It is much easier to do split funding when distributing by amount because it is done by dollar amount or percentage.

• It is more difficult to do split funding when you have a quantity of 1 and you need to split that quantity of 1 into 5 different distribution line quantities. If the quantity of 1 is distributed evenly for 5 lines, for example .20 (5 X .20=1). But if the 5 distribution lines had quantities of .20, .20, .20, .2208, and .1791 (these quantities equal 1) and you had to do a change order to increase the PO, it would be a lot more difficult to figure out how to increase these quantities.

• It is important to remember that if receiving is required and your quantity is one, you will only be able to receive once. You should factor this into your distribution decision.
Online PO (Quantity)

- This is the same scenario as the Amount only PO example but this PO is set up as a Quantity PO. Notice in this case the quantity and the unit price field are open for changes.
• The distribution for this quantity PO is by amount. It is much easier to distribute by amount when using split funding and different dollar amounts for each distribution line.
• This is how Core-CT treats a Quantity PO distributed by quantity. The quantity of 4 is split amongst 5 distribution lines which forces you to split the quantity into decimals. The amounts on this screen are the same as the previous Amount only PO, but in order to get the amounts to be the same on a quantity PO, you have to enter strange quantities. This can get confusing if you have to do a change order.

• If you use a Quantity PO and distribute by Amount, Core-CT will treat the PO as a Quantity PO for receiving and vouchering purposes. For example: You have a quantity of 1 on the Main Page and 5 distribution lines by amount. When you receive this PO, the quantity is 1 so the PO is fully matched once the first receiver is entered. The same applies to vouchering, you will only be able to voucher once. If the quantity is 4, you can receive and voucher up to the quantity on the PO.
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### 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.

- Never delete a distribution line if the PO is budget checked. Add a new distribution line and cancel the incorrect line.

- You can not cancel a distribution line that has been vouchered.

- Make sure you use the appropriate Profile ID when purchasing assets.

- PO Obligation is not automatically updated.

- When you are copying from a contract and you are not using all the distributions, you can zero out the unneeded distribution line or lines prior to saving.

- When you are creating an amount only PO, the Distribute field must be Amount. If you are creating a quantity PO you can distribute by quantity or amount.
Change Order- Amount Only PO
- The PO must be dispatched for the change order icon to appear. This applies to the Schedules and Line Details pages as well.

- The only fields on the Main page that can be changed in the line itself on an amount only PO are the Price or the Amount. Since the quantity on an amount only PO is one, it doesn’t matter which field you change. Almost all of change orders consist of changing the line Price/Amount.

- Note: If you change a Buyer on the Purchase Order after the PO is dispatched, you will get a message asking if you want to change the pre-defined fields: Dept ID, Location, and Ship to. Those values are associated with the Buyer you are changing to. You must answer “No” if the PO has been vouchered. The Buyer is tied to the Dept ID chartfield value which is the basis for the encumbrances and expenditures against the PO. Changing the Buyer could cause an error when the PO goes through budget check again and when Accounts Payable creates another voucher against this Purchase Order.
Core-CT recommends clicking the blue triangle icon as part of standard procedure for any changes to a PO. In some cases the change order icon will open fields that may originally appear as though they can’t be changed.

If you change a field without selecting the blue change order icon you will get a message stating that your action will trigger a change order.
• The amounts on lines 1 and 2 were changed from $1675.00 to $1775.00. The Refresh button was clicked to update the screen with the changes. You should get in the habit of using this Refresh key as a regular practice when using CORE.

• When changes are made to the amount on the Main Page, Core-CT automatically updates the amount on the schedule page.
Change Order Amount Only PO

Allocate the changed amount based on the split distribution? (10200.397)

Selecting 'Yes' will allocate the amount based on the existing distribution percentages. Selecting 'No' will require a manual update of the distribution lines.

Yes  No

• This message will display after changing the amounts on the previous page if there is more than one line of chartfield information for the PO line being changed. It refers to the distributions for the PO lines changed. It is asking if you want Core-CT to allocate the additional funds to the distribution lines based on the percentages that are already set up on the distribution lines. It is recommended that you select Yes if the percentages on the distributions lines are going to remain the same despite the change in the amount on the PO line, and No if you need to change the percentages on the distributions. Whether you answer Yes or No, you should always check the distribution lines whenever adding or reducing the amounts on the lines.

• The message will display for all lines changed on the PO that have more than one distribution line.

• If you answer No, go to the Distributions page and make the changes to the distribution lines.
These are the distribution amounts and percentages before the increase is added to the distribution lines. Line 1 increased on the Main Page by $100.00 so you need to allocate the $100.00 to the distribution lines based on the percentages on each distribution line. Lines 1, 2 and 5 increase $20.00 (20% of $100.00). $22.09 is added to Line 3 and $17.91 to Line 4.

Click Refresh, click OK.
• Upon saving, the Status of the PO changes to Pending Approval and Budget Status to Not Checked. Change Order #1 displays under the PO ID.

• Because only the amounts were changed, the PO will just have to go through Amount Approval. Once the approval is completed, the PO will go through Budget Check and be dispatched.

• We will click the Go to: drop down menu and see the options on the next page.
• When you select the Go to drop down menu from the line you can select the Activity Log and the Dispatched History of the PO.

• On the Activity Log page you can see the Buyer BalfourM created this PO on 09/12/07 and modified it PO on 10/03/2007. In the Approved section you can see that the change order is still awaiting approval because what is displayed is the original approval of the PO. Once the change order is approved, the By User name will change to the name and date the change order was approved. Core-CT only records the most recent activity and overwrites the older information.

• The PO Dispatched History will display all Dispatch activity for the PO. If the Dispatch Method is email or fax the User field will display BATCH meaning Core-CT dispatched the PO. If a change order is made, the PO will display a second entry once the change order is dispatched.
Change Order Quantity PO
- You can increase or decrease the quantity on a quantity PO as long as it is not received or vouchered. When you have a quantity PO you must reduce the quantity which in turn will reduce the dollar amount.

- We will increase the quantity on line 1 from 4 to 5 and reduce the quantity on line 2 from 10000 to 9000. To make these changes we will process the two lines differently.

- TIP: When changing the quantity on a PO that was sourced from a requisition a message will display asking if you want to re-source the balance of the quantity. Always say NO. Re-sourcing will create another purchase order for the quantity you are reducing.
The quantity on Line 1 is increased from 4 to 5. Click Refresh. Answer Yes to the question about allocating funds if you will be using the existing percentages. In this example we are answering No and making the changes.

Changes made on the Main Page will automatically update the schedule page.
This is the distributions for PO Line 1. They have to be increased to a total of $2093.75 which is the total amount of the line with the added quantity of one. You can see the added quantity in the Merchandise Amt. and Doc. Base Amount fields but not in the Distributions because No was answered to the allocations question.

This would be more complex if the PO was distributed by quantity, split funded and a change order had to be processed.

If you have split funding but the distribution lines are easily distributed by a quantity of 1 then it is easy to distribute by quantity. For example, the PO has a quantity of 5 with 4 distribution lines. Distribute a quantity of 1 on 3 of the distribution lines and a quantity of 2 on the 4th distribution line.
The percentages are important because we need to increase the amount on each of the distribution lines by the appropriate percentage based on the increased amount of $418.75 which is the value of 1 quantity.

Distribution lines 1, 2 and 5 have the same dollar amount because they have the same percentage. 20% of $2093.75 is $418.75. $418.75 will be entered in the Amount field of Lines 1, 2, and 5. Line 3 is 22.0896% of $2093.75 which is $462.50. Line 4 is 17.9104% of 2093.75 for an amount of $375.00.

The percentages stayed the same, the dollar amounts that have changed. Click OK.
• These are the distributions for PO Line 2. We are reducing the quantity from 10,000 to 9000. Start at the distribution page for this change order because this PO line has 5 distribution lines.

• If this PO had only one distribution line you would be able to reduce the quantity from the Main Page. We will see the error message and the reason why we are starting here on the next slide.

• Reducing the quantity from 10,000 to 9000 means you have to reduce the total amount by 10% to $1507.50 or $167.50 for the 5 distribution lines. We will do this based on the percentages on each of the distribution lines.

• Line 1 is reduced by $51.16 which is 30.54% of $167.50. Line 2 is reduced by $23.98, Line 3 by $46.37, Line 4 by $31.98 and Line 5 by $14.01.
• This is the message you would receive had you made your change to the Main Page first and then tried to reduce the distribution lines.

• This message displays because when changing the distribution lines, Core-CT processes the change between each entry and at that mid processing point the distributed and schedule amounts do not equal. This is why you start from the distributions first, making them lower than the schedule to avoid this message. Remember, the schedule amount is automatically updated when you edit the Main page.
• The changes have been made to the distribution lines and the Refresh button has been clicked. Verify the figures and click OK. When you return to the Main page, change the quantity on the line and click Refresh again.

• If you receive a message about allocating the funds from 10,000 to 9000, answer No. You have already made the changes.

• You should always check your distribution lines whenever adding or reducing the amounts or quantities on the lines even if you answer Yes to the allocating funds question.

• Click Save. If you have calculated the distributions correctly and the total amount matches the amount on the Main Page you will have successfully created the change order.
• The Status of the PO changes to Pending Approval and Budget Status to Not Checked. Change Order 1 displays under the PO ID.

• The PO will only require Amount Approval because only the quantities changed, which ultimately changed the amounts.

• Once the approval is done, Core-CT will Budget Check the PO. If the PO passes Budget Check the PO will then need to be dispatched.
Practice Exercises #1

• Create an Amount Only PO
• Create a Quantity PO
• Change the Vendor Address
• Increase the Amount
• Decrease the Quantity
• Change Account #, Change Buyer
Canceling in the Purchasing Module

• In the Purchasing module you can cancel an entire purchase order or you can cancel PO lines, schedules, or distribution lines separately. It depends on what your needs are and the status of the PO.

• In most cases the PO has been dispatched to the vendor and now needs to be canceled.
Let’s look at the status of this PO: It is a quantity PO because the quantity and the price fields are open; it is sourced from a requisition because it has a CM number in the Item field; it has been approved, budget checked valid and dispatched; the item has not been received; there have been no change orders and it is available to cancel or change because of the icons on the top right.
• If you want to cancel the entire PO, use the cancel icon (the red X) in the top right hand corner of the page.

• If you want to cancel a PO line, select the corresponding red X on the Statuses tab at the line level.

• You can only cancel a PO or a PO line if there have been no receipts or vouchers against the PO.
Canceling a Purchase Order

Canceling a purchase order will commit any changes made and prevent further changes. Continue? (Y/N)

When you mark a purchase order as canceled, the system does not allow any further changes to the purchase order. Any changes made, however, will be stored on the purchase order.

- To cancel the entire PO, click the red X on the top right of the Main page. The message above will display asking for confirmation that you are canceling the PO. Answer Yes if you want to cancel the PO.

- The second message displays if the PO you are canceling was sourced from a requisition. Select the No, Do Not Re-Source Reqs radio button. Click Continue.
Canceling a Purchase Order

Maintain Purchase Order

Cancel Purchase Order

The PO has a 'Pending Cancel' status, and will be picked up for budget checking through the batch process, click OK to continue processing this transaction. Once this PO has been budget checked successfully you must Dispatch the PO to set the status to 'Canceled'.

Click OK.

This is the final message that reconfirms that you are canceling the dispatched PO. The status that Core-CT is assigning the PO is Pending Cancel. The PO will need to be budget checked and then dispatched again to finalize the cancellation process. Once dispatched the Pending Cancel Status will change to Canceled. Click OK.
Canceling a Purchase Order

This is a screen shot of the Main page after you’ve clicked OK to the cancel message.

The PO status has changed to Pending Cancel. This process changes the status to canceled on the lines, the schedule and the distribution lines.

The PO must be re-dispatched from this status in order for the cancellation to be complete.
• When selecting to cancel a line of the PO from the Main Page the top message will display to confirm the cancellation. Click Yes.

• If the PO was sourced from a requisition and you answered Yes to the first message, the next message will display. Since we are canceling because we do not want the item, click NO to the re-sourcing question.

• The third message is reconfirming that you do not want the item to be re-sourced to a new PO. Click No.
Canceling a PO Line

Line 1 is now canceled. The PO will have to be approved and budget checked.
Canceling a Distribution Line

We are going to cancel Distribution line 2 of PO Line 1.

Notice that the chartfield values are open. This means that Line 1 of the PO has not been vouchered and is open to make changes if needed. Once the line is vouchered the fields gray out and cannot be changed.

Do not use the minus icon to remove lines. The red X is for canceling. The minus icon is used to delete lines when creating the PO prior to saving.
Canceling a Distribution Line

- On the Statuses tab you can see a cancel icon (red X) for each line.

- You cannot cancel a line that is not valid budget checked. Clicking the red X for line 2 will trigger an error message because line 2 is not valid budget checked.
Sometimes users get this message when they try to reduce a line to zero. This is because they try to reduce the line and cancel it in the same transaction. In this case, the reduction needs to go through a valid budget check before you can cancel the line. To avoid this message, you would reduce the line to zero, have the change order approved and budget checked, and then come back and cancel the line.

If you have reduced the lines on the PO to zero because you want to cancel the PO, you do not have to cancel each line before canceling the entire PO.

You want to reduce the line to zero so that you can return funds to your contract and also to make the PO Balance report correct.
Canceling a Distribution Line

Once you select the red X and click the OK button, the status of the distribution line changes to Canceled immediately.

Go to the Main Page and make any necessary changes to the line and then click Save.

If the distribution line had already been received, you could cancel the receipt and then cancel the line.

If the PO were partially vouchered you would not be able to cancel the line or the PO, but you could reduce to what was actually vouchered.
Practice Exercises - #2

- Copy an Existing PO
- Cancel a Distribution Line
- Cancel a Line
- Cancel Entire PO
Correcting Sourcing Errors

Navigation: Purchasing > Purchase Orders > Stage/Source Requests > Sourcing Workbench

- Requisitions without errors source to Purchase Orders without further processing. Occasionally, errors in this process prevent all or some of the requisition lines from sourcing to POs. If there are more lines on your requisition than your PO, you have lines that are stuck in the Sourcing Workbench. You can find the requisition lines that did not properly source to POs in the Sourcing Workbench.

- You will have to navigate to this page to discover the error and take steps to resolve it.
Correcting Sourcing Errors

- Enter Search Criteria. You can enter your Business Unit, User Id and the Stage Status of Error to locate all requisitions that have you as the Buyer. If you know the Requisition ID use that and your Business Unit instead.

- Click the Search button.

- Some sourcing errors can be corrected from the Sourcing Workbench pages. It is important to understand that the correct lines on a requisition will source to a purchase order excluding the incorrect line(s) in the Sourcing Workbench. You will have to decide if you want to correct the line and have it source to a new purchase order or cancel the line in the Requisition Reconciliation Workbench and add the line on the existing PO as a Change Order. If a line with a CM number is stuck in the sourcing Workbench you should correct the error here and let it source to a new PO.
Correcting Sourcing Errors

• The Search results display under the Search button.

• The Selected Items tab displays the requisition information including the Requisition ID and the Buyer.

• Results that display Vendor under the Vendor ID column signify that the Requester did not enter a Vendor ID on the requisition.

• Other errors that will result in lines displaying in the Sourcing Workbench are: if there is not enough funds on a contract or Calculated Price errors from Catalog Management.

• Click the Stage Info tab.
Correcting Sourcing Errors

- The Stage Info tab displays more information including the Requisition Line the error occurred.

- Click the Sourcing Details icon to go to the Sourcing Details page.

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</table>
The message explains that the Vendor was not entered on this line of the req, so a PO could not be created that would include this line.

There are two ways that a vendor can be added to line(s) of a requisition that is in Error. One way is to click on the Vendor Search link, enter it directly into the Staged Vendor field, change the Stage Status to Recycle, and click Save. Doing this will create a new PO for the line(s) in error.

Or you can change the Stage Status field of each line in error from Error to Reset/Purge and click SAVE. Then access the requisition in Purchasing and enter the Vendor ID to the missing lines.

If you try to access a Sourcing Error requisition that is in Purchasing, Core-CT will tell you that it is being processed by a Batch Process and will not let you open the requisition until you reset/purge the requisition from the Sourcing Workbench.

If your requisition is in error because there are no funds on a contract, the contract cannot be accessed until the requisition is reset/purged in the Sourcing Workbench. This means that if it is a DAS contract and you contact DAS to have them add funds to the contract, they can’t until the status is reset/purged.

Requisitions are picked up each time the Batch Sourcing Process runs until they are in a status of Sourcing Complete. So if you reset/purge the requisition and don’t fix the issue before the process runs again, Core-CT will put it back into error.
### Correcting Sourcing Errors

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Item Name</th>
<th>Supplier</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CW_2157_1708356</td>
<td>PLATE FORM SYR IN WHITE TV/1000&quot; PACTIV LAMINATED-500 COUNT-000448RA</td>
<td>EASTERN BAG &amp; PAPER CO</td>
<td>10000001</td>
<td>MAIN</td>
</tr>
<tr>
<td>CW_2157_1708304</td>
<td>FORK HEAVY CLASSIC BOX 1000S SOO POLYSTYRENE 100100-1000 COUNT-00010CA</td>
<td>EASTERN BAG &amp; PAPER CO</td>
<td>10000001</td>
<td>MAIN</td>
</tr>
<tr>
<td>CW_2157_1708306</td>
<td>👁️‍🗨️SPoon HEAVY CLASSIC BK 1000S SOO POLYSTYRENE 100100-1000 COUNT-00010CA</td>
<td>EASTERN BAG &amp; PAPER CO</td>
<td>10000001</td>
<td>MAIN</td>
</tr>
<tr>
<td>CW_2157_1708355</td>
<td>WHITE HEAVY CLASSIC BOX 1000S SOO POLYSTYRENE 100100-1000 COUNT-00010CA</td>
<td>EASTERN BAG &amp; PAPER CO</td>
<td>10000001</td>
<td>MAIN</td>
</tr>
<tr>
<td>CW_2157_1708901</td>
<td>BAG GROCERY #/KRAFT D/RO 0091-2000 COUNT-00010BD</td>
<td>EASTERN BAG &amp; PAPER CO</td>
<td>10000001</td>
<td>MAIN</td>
</tr>
<tr>
<td>CW_2157_170873</td>
<td>LINER 20X24X3 CLEAR 50MM-0010CA</td>
<td>EASTERN BAG &amp; PAPER CO</td>
<td>10000001</td>
<td>MAIN</td>
</tr>
<tr>
<td>CW_2157_1708957</td>
<td>LINER 20X24X3 CLEAR HY 75730010 FORTUNE-100 COUNT-00010CA</td>
<td>EASTERN BAG &amp; PAPER CO</td>
<td>10000001</td>
<td>MAIN</td>
</tr>
<tr>
<td>CW_2157_1708358</td>
<td>LINER 20X24X3 CLEAR HY 75730010 FORTUNE-100 COUNT-00010CA</td>
<td>EASTERN BAG &amp; PAPER CO</td>
<td>10000001</td>
<td>MAIN</td>
</tr>
<tr>
<td>CW_2157_1708926</td>
<td>FOIL 111800 STANDARD 111800 CF/HX=1 COUNT-00010RL</td>
<td>EASTERN BAG &amp; PAPER CO</td>
<td>10000001</td>
<td>MAIN</td>
</tr>
</tbody>
</table>

- **Navigation used for this screen is**
Purchasing>Requisitions>Add/Update Requisitions. Select the Vendor Information Tab.

- **Lines 16 and 17 are missing the Vendor ID.** All of the other lines on this req are catalog items, these two lines are Special Request lines as they do not have a Catalog Management (CM) number. Enter the Vendor ID and Save. This requisition will be picked up by the sourcing process and another PO will be created for these two line items only.
Correcting Sourcing Errors

Key Points

➤ Go to the Sourcing Workbench daily to resolve any requisition line errors.

➤ You can resolve some sourcing errors directly from the Sourcing Workbench.

➤ To cancel a requisition line stuck in the Sourcing Workbench you have to go to the Requisition Reconciliation Workbench.
Using PO Reconciliation Workbench

**Navigation:** Purchasing > Purchase Orders > Reconcile POs > Reconciliation Workbench

- Use the PO Reconciliation Workbench to close POs that are complete.
- The Workbench uses a Workbench ID like a Run Control ID. Enter your Business Unit and Workbench ID.
Using PO Reconciliation Workbench

• When creating a Workbench ID leave the Status, Receiving, Matching, Chartfields, and Encumbrances group boxes blank. This will ensure that all POs that meet your filter options will display. You can narrow the search results by adding criteria in these fields.

• Click Search.
The Reconciliation Workbench page displays the results of the search. The Last Activity column displays the last PO activity date. If it is within the last 30 days, the purchase order will not qualify to close. Core CT production support staff can adjust the close day’s criteria for your business unit if the activity date is the only obstacle to POs qualifying to close.

- You can click Select/All if to attempt to close all PO’s or select individual PO checkboxes.

- Click the Close button to see whether the purchase order(s) meet the criteria for closure.
Using PO Reconciliation Workbench

The Processing Results page displays the Qualified and Not Qualified POs. Clicking the Log icon will display the reason why the PO does not qualify to close.

Some examples of why a PO will not qualify to close include: The purchase order activity date is greater than the calculated PO close date. POs with receiving required but not received. The PO has not been fully matched.

Click Yes to continue the Close process for qualified POs.
Using PO Reconciliation Workbench

- Review the list of qualified purchase orders. Click the minus sign to delete a PO from the Qualified list if you do not want it to close.

- Click Proceed: Yes.

- A message displays asking whether you would like to continue to close. Click Yes to continue.
Using PO Reconciliation Workbench

When the process is finished, the Reconciliation Workbench will reappear. The status of the qualified POs should read Complete. Once complete, the purchase order will be picked up and processed in the next scheduled batch process for budget check.
Using PO Reconciliation Workbench

Key Points

- Do not force a PO to Close. Resolve the error, then close.
- PO Reconciliation should be completed at least once a month.
The Requisition Reconciliation Workbench is used to close Requisitions that do not close during the normal Core-CT process or to cancel Requisition lines.

- Enter a Workbench ID.
Using Requisition Reconciliation Workbench

- The next pages will demonstrate how to cancel a requisition line though the Requisition Reconciliation Workbench.

- Enter the Requisition ID.
• The Filter Options search results display.
• Since we just want to cancel one of the reqs lines, Click the Lines icon.
Using Requisition Reconciliation Workbench

- The 4 lines of the requisition display. Select the checkbox of the line that you wish to cancel.

- Click Return to Requisition Workbench.
• Click the Cancel button to cancel line 1 of the requisition.
Using Requisition Reconciliation Workbench

- The processing results display. Verify correct line number before proceeding. The line qualified to close.
- Click Proceed Yes. Click Yes to Continue to Cancel.
• You will be returned to the Reconciliation Workbench page.

• Click the Lines icon to see that line 1 is cancelled.
• Line 1 has been cancelled.
Using Requisition Reconciliation Workbench

Key Points

- The PO has to close before you can close the requisition.

- Requisition close runs every Friday.

- Use the Requisition Reconciliation Workbench when canceling a line that is stuck in the Sourcing Workbench.
### Purchasing Reports

#### Catalog of Online Financial Reports

<table>
<thead>
<tr>
<th>Report Number</th>
<th>Report Name</th>
<th>Available?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ctpor313</td>
<td>PO Balance</td>
<td>Yes</td>
</tr>
<tr>
<td>pop009</td>
<td>PO Activity Summary</td>
<td>Yes</td>
</tr>
<tr>
<td>popy1100</td>
<td>Requisition to PO XREF</td>
<td>Yes</td>
</tr>
<tr>
<td>popy4006</td>
<td>Expedting Report by Buyer</td>
<td>Yes</td>
</tr>
<tr>
<td>popy4007</td>
<td>Expedting Report by Vendor</td>
<td>Yes</td>
</tr>
<tr>
<td>popy4008</td>
<td>Expedting Report by Due Date</td>
<td>Yes</td>
</tr>
<tr>
<td>popy4010</td>
<td>PO Listing by PO Date</td>
<td>Yes</td>
</tr>
<tr>
<td>popy4011</td>
<td>PO Listing by Vendor</td>
<td>Yes</td>
</tr>
<tr>
<td>popy4012</td>
<td>PO Listing by Buyer</td>
<td>Yes</td>
</tr>
<tr>
<td>popy4013</td>
<td>PO Listing by PO Status</td>
<td>Yes</td>
</tr>
<tr>
<td>popy4030</td>
<td>PO Detail Listing by PO Date</td>
<td>Yes</td>
</tr>
<tr>
<td>popy4031</td>
<td>PO Detail Listing by Vendor ID</td>
<td>Yes</td>
</tr>
<tr>
<td>popy4032</td>
<td>PO Detail Listing by Buyer</td>
<td>Yes</td>
</tr>
<tr>
<td>popy4100</td>
<td>PO to Requisition XREF</td>
<td>Yes</td>
</tr>
<tr>
<td>pxy4000</td>
<td>PO Item Category Usage by Category</td>
<td>Yes</td>
</tr>
<tr>
<td>pxy4001</td>
<td>PO Item Category Usage by Vendor</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- This list of financial reports is available on the Core-CT web site.
The PO Balance Report is used to monitor and review PO balance data.

The report will display a detail listing of all Purchase Orders by PO date in chronological order. The report allows the user to specify a business unit, date range, vendor ID, Buyer, PO Remaining Balance, Obligation Remaining Balance and Chartfield combination.

The report will show the encumbered, expended and un-liquidated balances for each purchase order.

Enter a Run Control ID.
• Set the report criteria. Business Unit and From and Through Dates are required.

• To see all POs that have a Balance remaining, all POs that have an Obligation Balance Remaining and exclude Closed PO’s use the defaulted values.

• REMINDER: If you are using the From and Through Date in your criteria, don’t forget about rolled PO’s. PO dates for rolled POs remains the same PO date as the date they were created.
Once the report runs to Success, click the Details link and the View Log Trace link to view the PDF file for your report.
The top left of the screen displays the criteria you entered to run the report along with the status of the PO's. You can see the buyer for each of the PO's, the coding for each of the PO's along with the descriptions of the item, the vendor.

This report shows that the first 2 POs should be closed as they both encumbered $100.00, expended $100.00 and have an un-liquidated balance of 0.

The third PO has encumbered $100.00, but the funds have not been expended, so the un-liquidated amount is still $100.00.

REMINDER: This report will only reflect what is actually on the PO. If you do not do a change order to your PO to reduce the line to what was actually expended then this report will show that. If you close your PO and do not reduce it to the expended amount you will see the PO with a closed status with an un-liquidated balance. If you are going to use this report successfully you need to be sure to do those change orders on the PO’s.