



**501 PR344**  
Processing Purchase Orders

Instructor Led Training



# Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website ([www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)) under Learning.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Glossary of frequently used terms

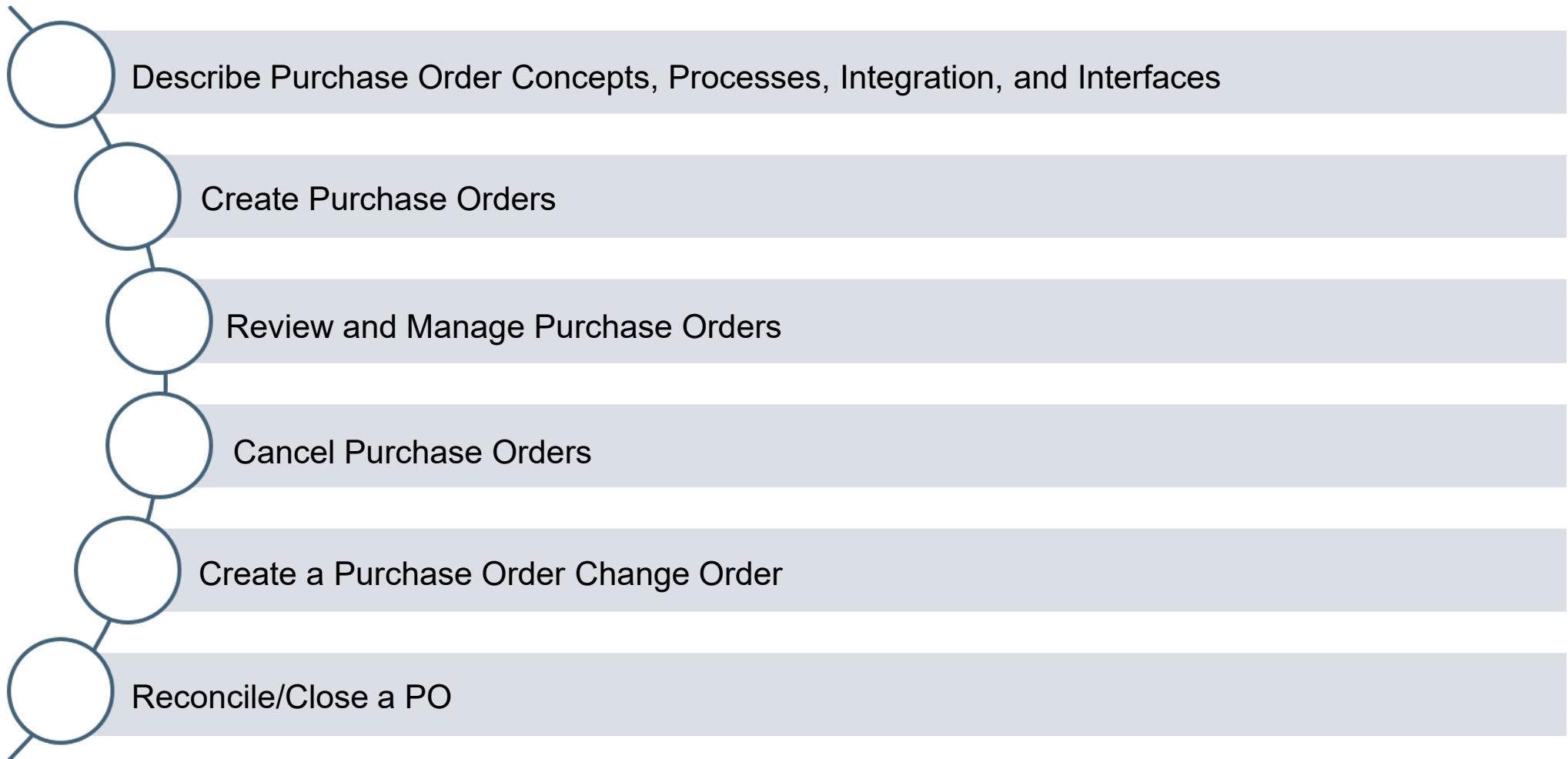
The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



# Course Objectives

After completing this course, you will be able to:





# Agenda

1

Understand Purchase Orders

2

Process Purchase Orders

3

Maintain and Modify (Change Orders) Purchase Orders

4

Reconcile/Close a PO – 3 Way Match

5

Review Purchase Order Information, History, and Activities



# Lesson 1: Introduction

1

## Understand Purchase Orders

This lesson covers the following topics:

- Procurement Overview
- Key Concepts
- Procurement Process Overview
- Purchase Order Process
- Integration with Accounts Payable
- Interfaces with eVA and SiteManager



# Procurement Overview

The Procurement functional area of Cardinal includes four modules:

## Purchasing

The Purchasing module includes the buying of goods and services (Procurement) by creating and processing requisitions, purchase orders (PO), receipts, procurement card (PCard), and Integrated Supply Services Program (ISSP) transactions.

## eProcurement

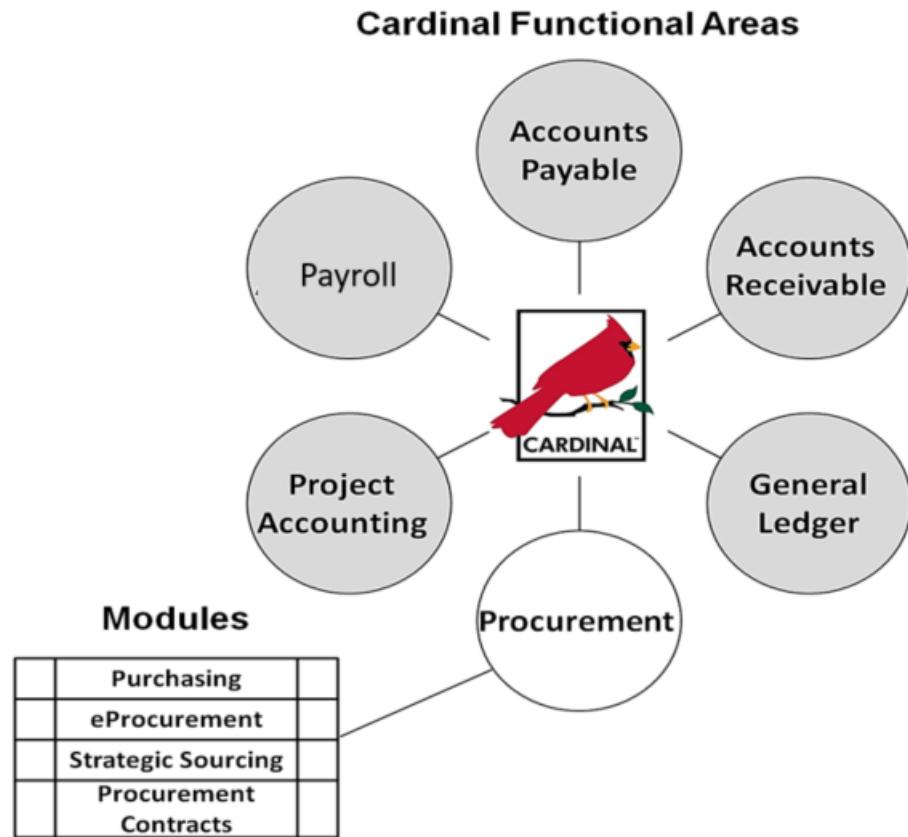
Like Purchasing, the eProcurement module provides for Procurement but is web-based. It is similar to an online shopping cart experience for users requesting goods and/or services.

## Strategic Sourcing

The Strategic Sourcing module allows users to create and award bids/proposals to purchase orders or contracts.

## Procurement Contracts

The Procurement Contracts module builds, manages, and archives all Cardinal contract related information.





# Key Concepts

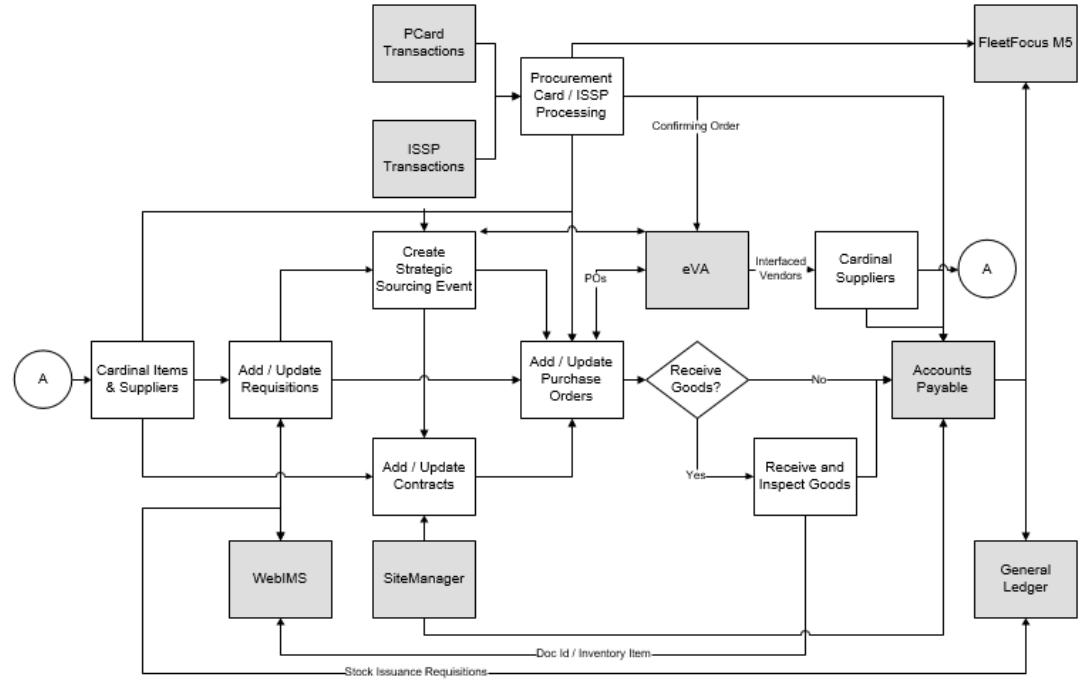
- Cardinal interfaces with external systems (eVA, SiteManager, etc.) daily, which eliminates duplicate entries in multiple systems.
- The Statewide procurement supplier database is updated by eVA daily and maintained by the Commonwealth Supplier Group (CVG). It is shared with all agencies. Fiscal suppliers (non-procurement suppliers) are created directly in Cardinal by the Commonwealth Vendor Group (CVG). The suppliers are shared between the Accounts Payable and the Procurement functional areas.



# Procurement Process Overview

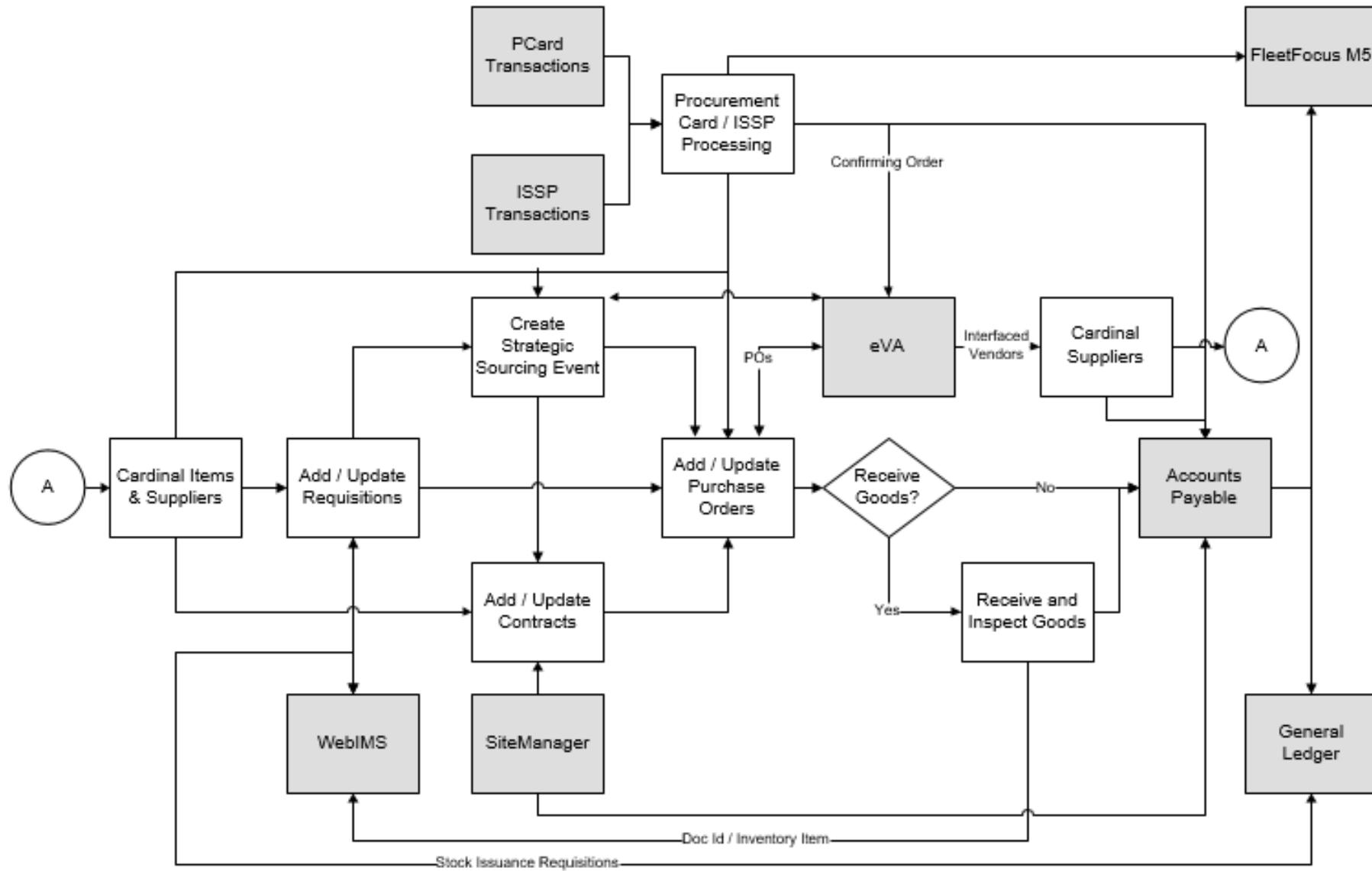
There are seven key processes in procurement:

- Add/Update Requisitions
- Create Strategic Sourcing Events
- Add/Update Contracts
- Add/Update Purchase Orders
- Receive/Inspect Goods
- Procurement Card Processing
- Integrated Supply Services Program (ISSP) Processing





# Procurement Process Overview (continued)





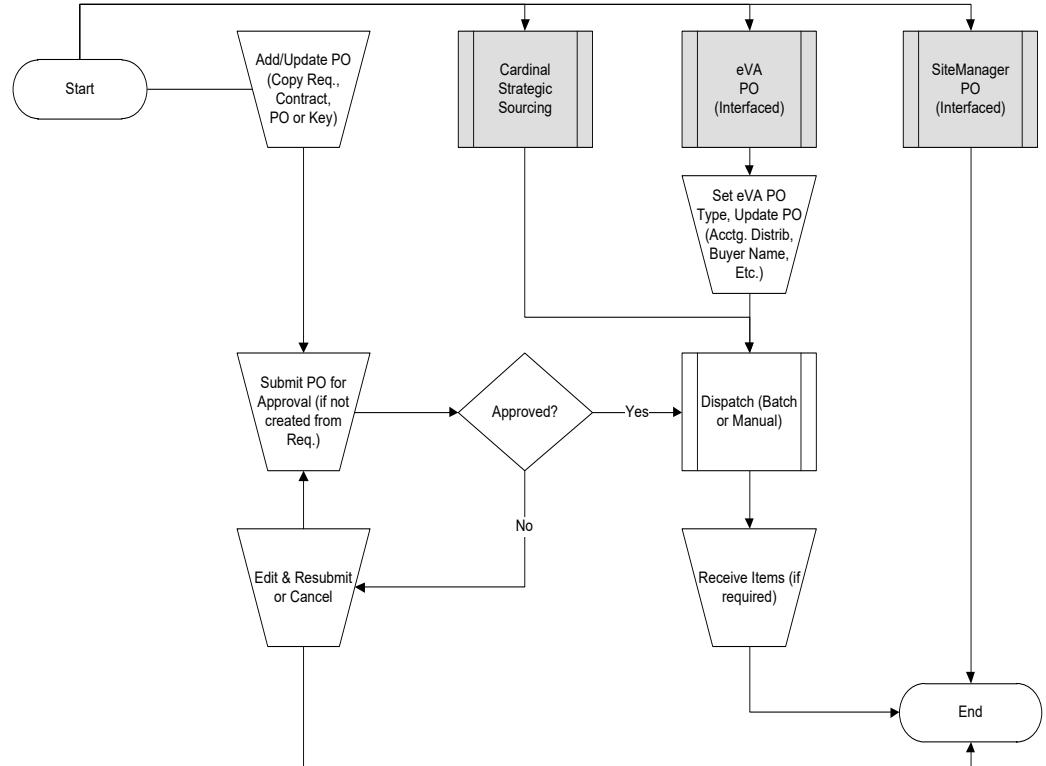
# Purchase Order Process

Using the Purchasing module, a PO can be created online that converts requests for goods and/or services into POs.

As POs proceed from entry to dispatch, Cardinal tracks details and collects analysis information to facilitate future purchases.

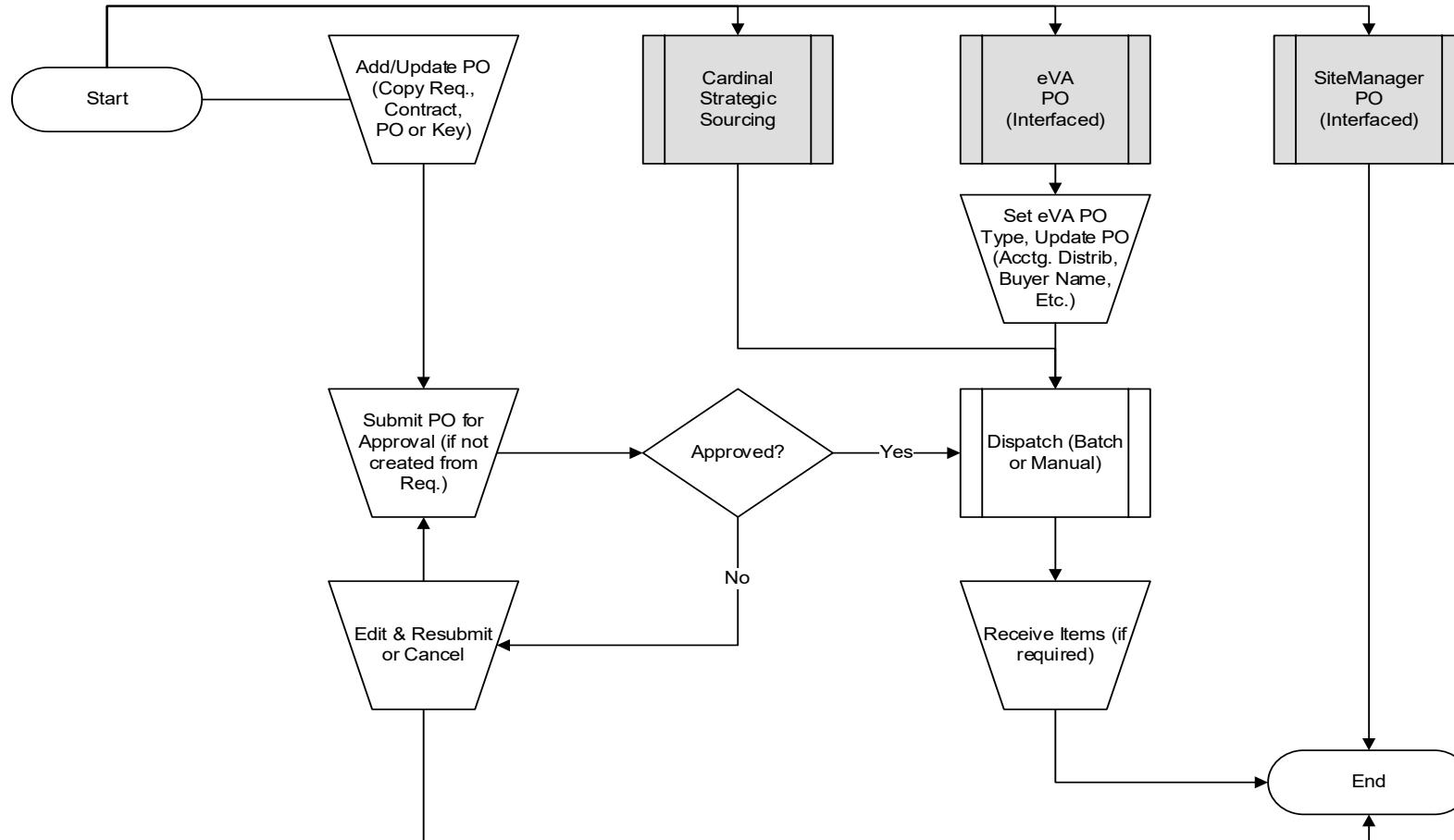
- PO key components include a header, lines, schedules, and distributions.
- A PO is identified by an ID that is unique within a purchasing business unit.
- Cardinal automatically generates a PO ID number.

**Note:** POs keyed into Cardinal, Strategic Sourcing POs, and SiteManager POs are interfaced to eVA after being dispatched unless the suppliers preferred order method is set to Exception.





# Purchase Order Process (continued)



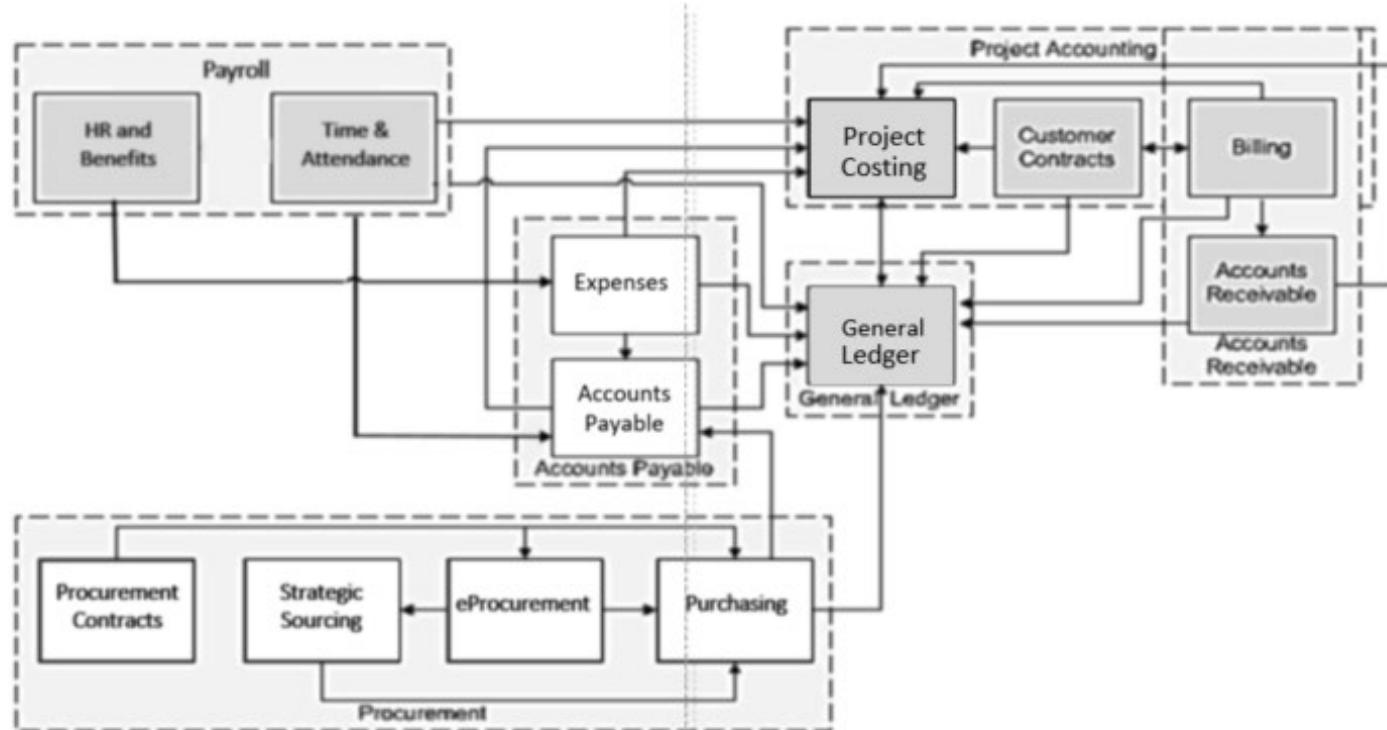
**Note:** POs keyed into Cardinal, Strategic Sourcing POs, and SiteManager POs are interfaced to eVA after being dispatched unless the suppliers preferred order method is set to Exception.



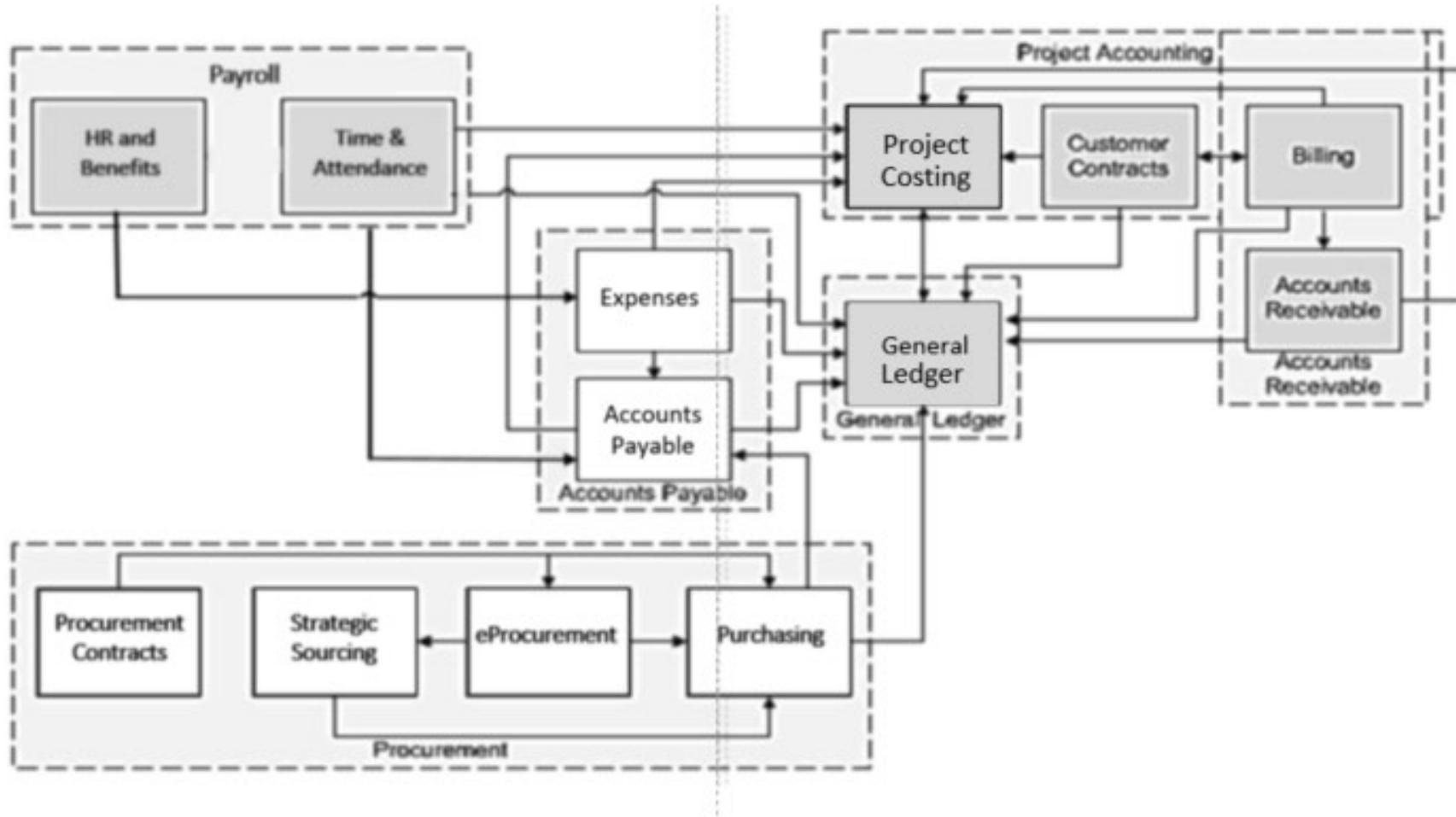
# Integration with Accounts Payable

Processing a PO involves the Accounts Payable module in the matching process. Matching ensures that payment is made for what was ordered and received by comparing vouchers with POs and receiving documents.

- **Two-way matching:** For POs that do not require receiving, the PO and voucher are compared. (i.e. professional services and SiteManager).
- **Three-way matching:** For POs that have receiving, the PO, receipt, and voucher are compared.



# Integration with Accounts Payable (continued)

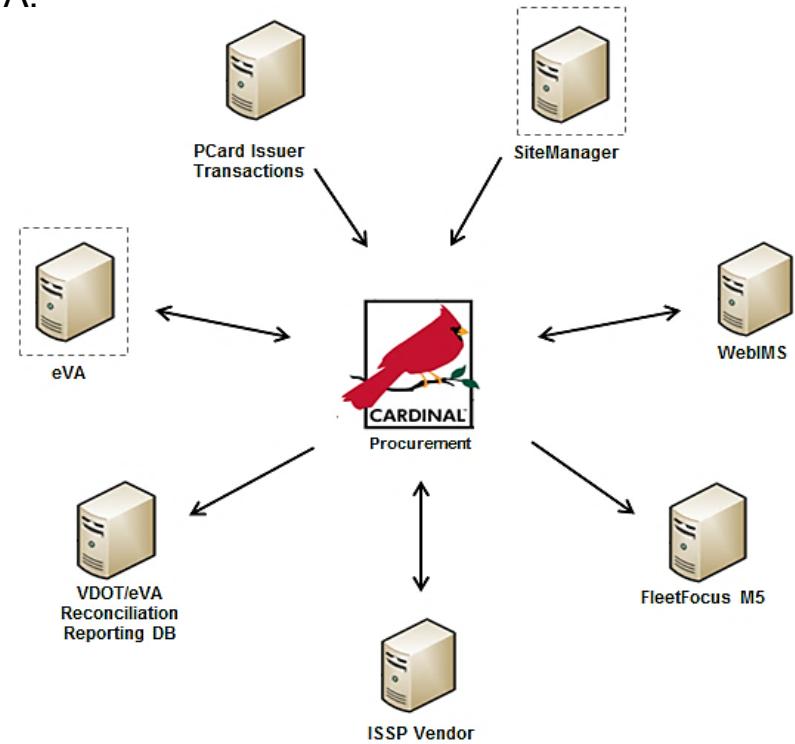




# Interfaces with eVA and SiteManager

The PO process interfaces with eVA:

- POs and change orders that are created in eVA are imported daily from eVA.
- POs and change orders created in Cardinal are exported to eVA. This interface does not send attachments.
- When required, a designated Administrative Services Division (ASD) staff member uploads attachments into eVA.
- In Cardinal only accounting distribution changes can be made to POs that originated in eVA. All other changes to an eVA PO are made in the eVA system and interfaced back into Cardinal.



The PO process interfaces with SiteManager:

- SiteManager sends construction and maintenance contract records to Cardinal, where it is used to create contracts and POs.



# Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.



1. \_\_\_\_\_ is a commitment from an agency to suppliers to purchase goods or services from that supplier.



2. \_\_\_\_\_ are the four components of a purchase order.



3. Who can create a PO?



## Lesson 1: Checkpoint (continued)



4. Who can create a requisition?



# Lesson 1: Summary

1

## Understand Purchase Orders

In this lesson, you learned:

- Processing Purchase Orders
- Purchasing Key Concepts
- Procurement functional areas modules: Purchasing, eProcurement, Strategic Sourcing, and Procurement Contracts
- Change orders are used to add items, increase/decrease quantities, and change prices or ship to values
- How Purchasing integrates with Accounts Payable
- How Purchasing interfaces with eVA and SiteManager



# Lesson 2: Introduction

2

## Processing Purchase Orders

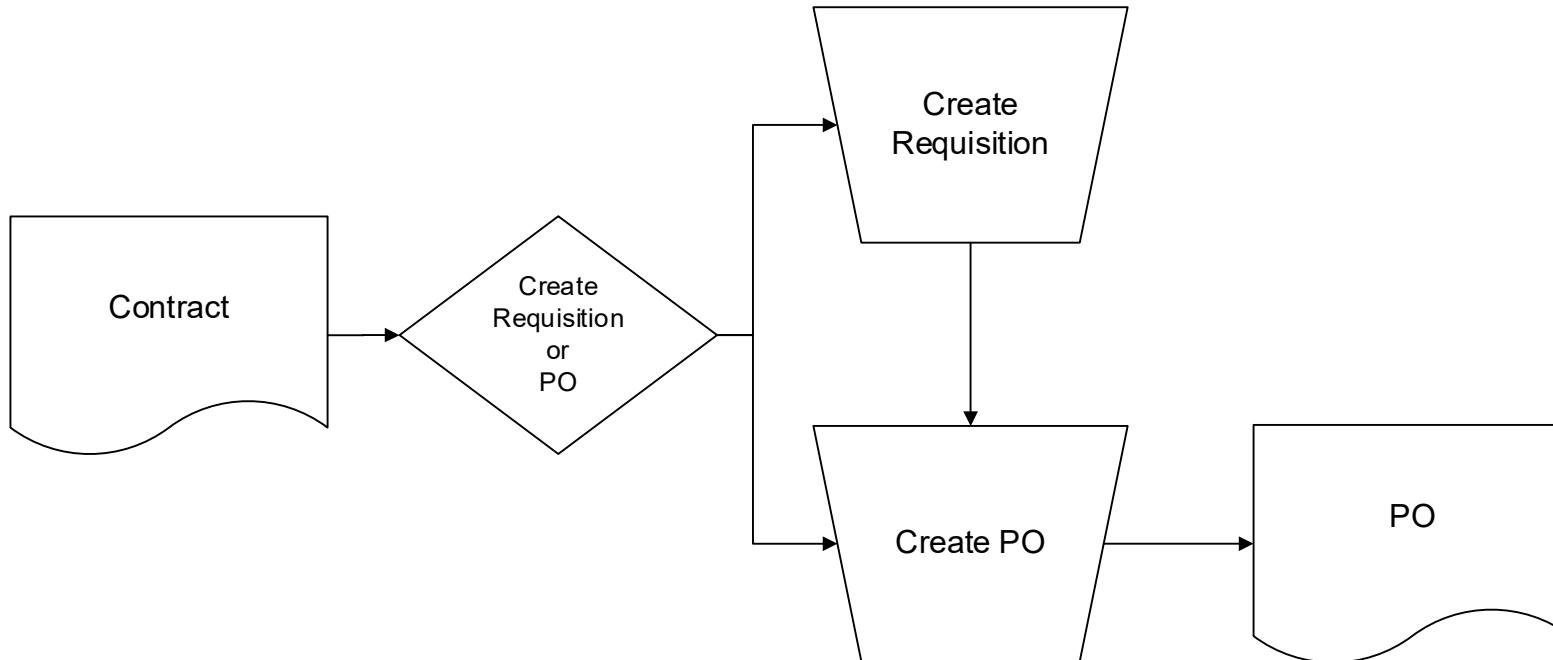
This lesson covers the following topics:

- Purchase Order Basics
- Creating Purchase Orders
- Managing eVA Purchase Orders
- Submitting Purchase Orders for Approval
- Dispatching and Printing Purchase Orders



# Purchase Order Basics

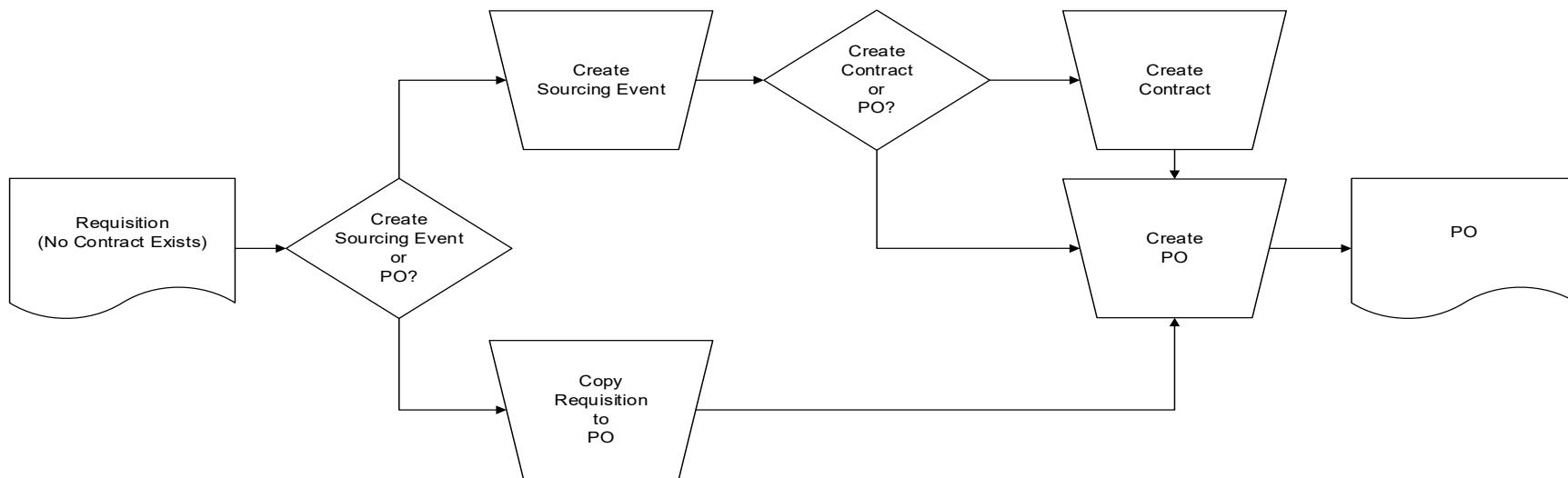
- Purchase Orders (POs) are commitments from an organization to suppliers to purchase goods or services from that supplier. The purchase information, such as item, quantity, freight terms, shipping terms, payments terms, and shipping instructions, is listed on the document and is part of the contractual nature of the PO.
- All purchases must have a purchase order, but not all purchase orders need a requisition. If a good or a service is already on contract, a requisition is not generally required. **Exception:** All inventory issue and restock transactions must be done using a requisition.





# Purchase Order Basics (continued)

- When a contract already exists, a requisition is not always necessary. A purchase order can be created against the contract and avoid additional steps.
- When a contract does not exist, the end user has two options after the requisition is created:
  - **Create a Sourcing Event** - Once approved, the requisition goes through a solicitation process, which involves creating a sourcing event. This process allows suppliers to bid against the event. Winning bidders are awarded a contract or purchase order.
  - **Copy the Requisition to Purchase Order** - When the value of goods or services falls within the range of a small purchase, or is otherwise permitted in accordance with the **Agency Procurement and Surplus Property Manual** (APSPM), the Buyer can copy the requisition directly into the PO, rather than creating a sourcing event and awarding a contract.





# Creating Purchase Orders

There are three ways to create a PO:

- Key directly into Cardinal
- Copying a:
  - Requisition - Use an existing requisition as a template to create a new PO. This creates an electronic link from the PO to the requisition.
  - Purchase order - Copy an existing PO to order the same items.
  - Contract - Copy from an existing contract to save time on data entry. Multiple contracts can be copied into an existing PO.
- Award a Strategic Sourcing event to a PO (i.e. Invitation For Bid).

The screenshot shows a software interface for creating purchase orders. At the top, there is a navigation bar with links: Favorites, Main Menu, Purchasing, Purchase Orders, and Add/Update POs. Below the navigation bar, the title "Purchase Order" is displayed. Underneath the title are two buttons: "Find an Existing Value" and "Add a New Value". A search bar labeled "Business Unit" contains the value "50100" and has a magnifying glass icon. Another search bar labeled "PO ID" contains the value "NEXT". At the bottom of the interface is a large orange "Add" button. At the very bottom, there are two more "Find an Existing Value" and "Add a New Value" buttons.

Navigate to create a PO using the following path:

**Main Menu > Purchasing > Purchase Orders > Add/Update POs**



# Creating Purchase Orders (continued)

Purchase Orders can be set to quantity or to amount only. Using amount only allows for the receipt by invoice amount.

## Receive by Quantity

If ordering inventory or items that are specific by count, establish a PO with a predetermined quantity of items at a fixed rate/price per item. Therefore, set your PO to receive based on the quantities delivered or completed.

## Receive by Amount

If ordering a service or project that is based on a lump sum, you would establish a PO that allows receiving of the invoice amounts (dollar), not the quantity. Therefore, set the PO to **Amount Only** and receive the invoice amount based on the dollars only.

For more detailed information about creating purchase orders, see the job aid entitled **501 PR344: Purchase Orders** located on the Cardinal website in **Job Aids** under **Learning**.



# Creating Purchase Orders (continued)

The first page of the **Purchase Order** opens to the **Add a New Value** tab. The **Business Unit** field defaults to the agency (i.e., **50100** for VDOT) and **PO ID** defaults to **NEXT**. Cardinal will create the **PO ID** number automatically. Do not change the **PO ID**.

The screenshot shows a software application window titled "Purchase Order". At the top, there is a navigation bar with links: Favorites, Main Menu, Purchasing, Purchase Orders, and Add/Update POs. Below the navigation bar, the title "Purchase Order" is displayed in blue. Underneath the title, there are two buttons: "Find an Existing Value" and "Add a New Value", with "Add a New Value" being highlighted. The main content area contains two input fields: "Business Unit" with the value "50100" and a magnifying glass icon, and "PO ID" with the value "NEXT". At the bottom left, there is a large orange "Add" button. At the very bottom of the screen, there is a footer with the same "Find an Existing Value" and "Add a New Value" buttons.



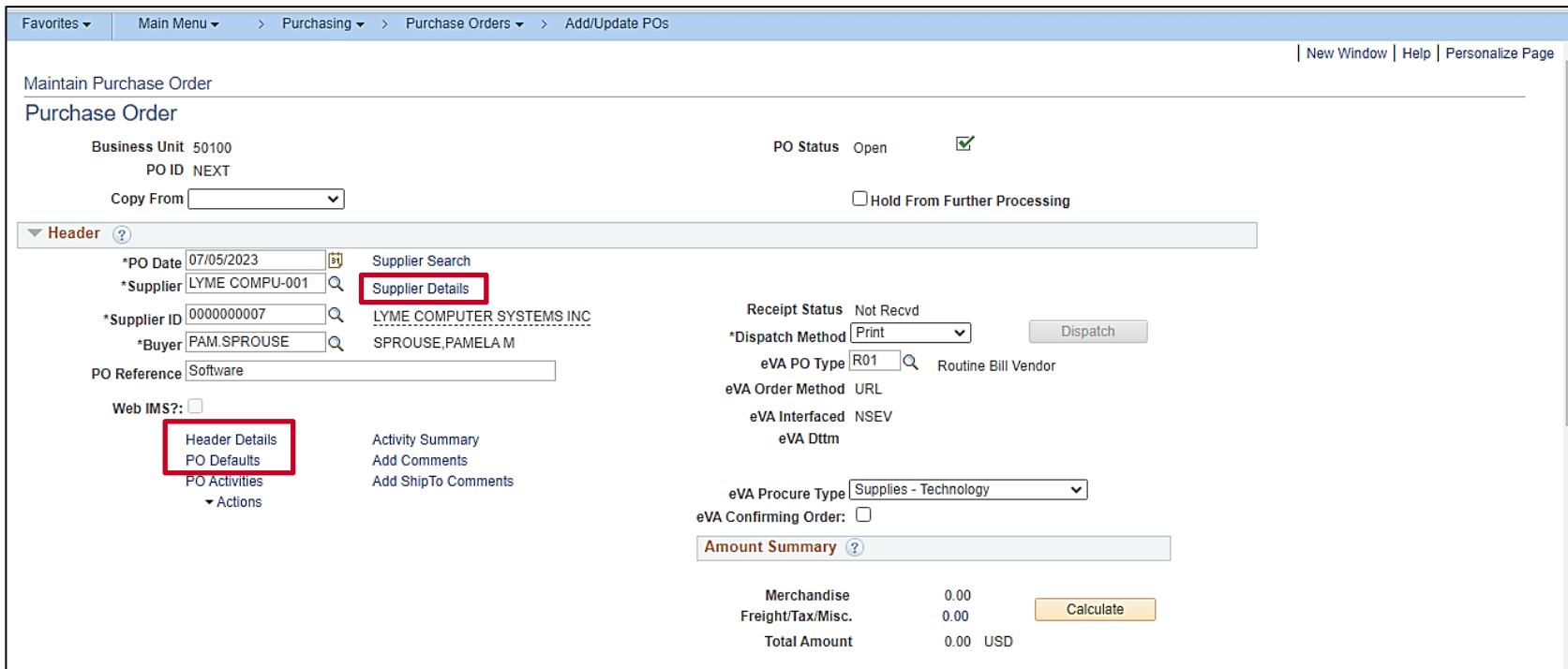
# Creating Purchase Orders (continued)

## Purchase Order (PO):

A Purchase Order is composed of several sections, including the **Header**, **Lines**, **Schedule**, and **Distribution** information.

We will also discuss **Supplier Details**, **Header Details**, **PO Defaults**, and **Line Details**.

Options include add, update, and cancel PO lines, as well as correct PO data such as PO lines, quantities, price, distributions, ship to locations, eVA purchase order type, and comments, as needed.



The screenshot shows the 'Maintain Purchase Order' screen for creating a Purchase Order (PO). The top navigation bar includes 'Favorites', 'Main Menu', 'Purchasing', 'Purchase Orders', and 'Add/Update POs'. The right side of the header has links for 'New Window', 'Help', and 'Personalize Page'.

The main form is titled 'Purchase Order' and contains the following fields:

- Business Unit:** 50100
- PO ID:** NEXT
- Copy From:** (dropdown menu)
- PO Status:** Open (checkbox checked)
- Hold From Further Processing:** (checkbox)
- Header Section:** Contains fields for PO Date (07/05/2023), Supplier (LYME COMPU-001), Supplier ID (000000007), Buyer (PAM.SPROUSE), and PO Reference (Software). A 'Supplier Details' button is highlighted with a red box.
- Receipt Status:** Not Recvd
- Dispatch Method:** Print (dropdown menu)
- eVA PO Type:** R01 (dropdown menu)
- Routine Bill Vendor:** (checkbox)
- eVA Order Method:** URL
- eVA Interfaced:** NSEV
- eVA Dttm:** (text input)
- eVA Procure Type:** Supplies - Technology (dropdown menu)
- eVA Confirming Order:** (checkbox)
- Amount Summary:** (button)
- Merchandise:** 0.00
- Freight/Tax/Misc.:** 0.00
- Total Amount:** 0.00 USD
- Calculate:** (button)

On the left, there is a sidebar with 'Header Details', 'PO Defaults', 'PO Activities', and 'Actions' buttons, and links for 'Activity Summary', 'Add Comments', and 'Add ShipTo Comments'.



# Creating Purchase Orders (continued)

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs

eVA Order method URL  
eVA Interfaced NSEV  
eVA Dttm

Web IMS?:

Header Details Activity Summary  
PO Defaults Add Comments  
PO Activities Add ShipTo Comments  
Actions

eVA Procure Type **Supplies - Technology**

eVA Confirming Order:

**Amount Summary**

Merchandise 0.00   
Freight/Tax/Misc. 0.00  
Total Amount 0.00 USD

Add Items From

Catalog Item Search  
Purchasing Kit

**Lines**

Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving	<input type="button" value="..."/>	Personalize	Find	View All	<input type="button" value="?"/>	<input type="button" value="grid"/>	First	<input type="button" value="&lt;"/>	<b>1 of 1</b>	<input type="button" value="&gt;"/>	Last
Line	Item	Description			PO Qty	*UOM	Category		Price	Merchandise Amount	Status							
1	<input type="button" value="New"/>	<input type="text"/>	<input type="button" value="Search"/>	<input type="text"/>	<input type="button" value="Search"/>	<input type="text"/>	<input type="button" value="Search"/>	<input type="text"/>	<input type="button" value="Search"/>	0	0.000	Open	<input type="button" value="?"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="New"/>	<input type="button" value="Delete"/>	<input type="button" value="Print"/>

Close Short All Lines \*Go to

[View Approvals](#)



# Creating Purchase Orders: Supplier Details

From the **Maintain Purchase Order – Purchase Order** page, clicking on the **Supplier Details** hyperlink displays the **Maintain Purchase Order – Supplier Details** pop-up window. This window allows viewing or editing the supplier **Location**, **Address**, **Contacts**, and payment terms.

For construction and professional services purchase orders, the **Terms** are set to **00 (Due Immediately)** and the **Basis Date Type** is set to **Inv Date**.

For goods and services, the payment terms are set to **30 Days** and **Prompt Payment** type.

PO Supplier Information

Maintain Purchase Order

Supplier Details -- S B COX Incorporated

Business Unit 50100	PO ID 0001195122	Supplier S B COX IN-001
*Location <input type="text" value="MAIN"/>	Supplier Information	
*Address <input type="text" value="4"/> <input type="button" value="Show Address Details"/>	Terms <input type="text" value="30"/> Net 30	Basis Date Type <input type="text" value="Inv Date"/>
Contact <input type="text"/>	Show Contact Details	
Salesperson <input type="text"/> <input type="button" value="Show Salesperson Details"/>		

**Supplier Details Message**

Country USA United States	Prefix
Address 1 P.O. BOX 7737	Fax 260/332-7665
Address 2	Prefix 1
eVA VLIN VA10053587	Phone 550/276-9275
eVA Address ID EVAAD74524	
City RICHMOND	
County 023899321	Postal 23231
State VA Virginia	



# Creating Purchase Orders: Header Details

From the **Maintain Purchase Order – Purchase Order** page, clicking on the **Header Details** hyperlink displays the **PO Header Details** pop-up window. This window displays the **Billing Location** which defaulted based on preconfigured Buyer preferences. View or edit the location as necessary.

The **PO Type**, **Currency Code**, and **Tax Exempt ID** should not be changed.

PO Header Details		
<b>PO Details</b>		
Supplier S B COX IN-001	PO Date 04/16/2019	
*PO Type GEN <input type="button" value="Search"/>	<input checked="" type="checkbox"/> Tax Exempt	
*Billing Location CHSTFD R <input type="button" value="Search"/>	Billing Address	ID 546001730
Origin ONL <input type="button" value="Search"/> Online	Letter of Credit ID <input type="button" value="Search"/>	
<input type="checkbox"/> Use One Ship To	Ship To CHSTFD RES	
<b>Currency</b>		
Currency Code USD	Exchange Rate Detail	Base Currency USD
Rate Date 01/01/1901	Exchange Rate 1.00000000	
Rate Type CRRNT		
<b>Process Control Option</b>		
<input checked="" type="checkbox"/> Dispatch		Acknowledgements required for Not required
*Method Print		
OK	Cancel	Refresh



# Creating Purchase Orders: PO Defaults

From the **Maintain Purchase Order – Purchase Order** page, clicking on the **PO Defaults** hyperlink opens the **Purchase Order Defaults** pop-up window. This window displays the **Ship To** location which defaulted based on preconfigured Buyer preferences. View or edit the location as necessary.

In the **Default Options** section, a **Default** chart of accounts may be set for all line items on the PO or **Override** defaulting values or existing chart of accounts when copying in a PO.

In the **Schedule** section, the **Ship Via** and **Freight Terms Code** default and should generally not be changed.

Purchase Order Defaults					
Business Unit	50100	PO ID	0001195122	Supplier	S B COX IN-001
<b>Default Options</b> <a href="#">?</a>					
<input checked="" type="radio"/> Default	If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.				
<input type="radio"/> Override	If you select this option, all default values entered on this page override the default values found in the default hierarchy.				
<b>Line</b>					
Category	<input type="text"/>		Unit of Measure	<input type="text"/>	
<b>Schedule</b>					
Ship To	<input type="text" value="CHSTFD RES"/>	Chesterfield Residency	Ultimate Use Code	<input type="text"/>	
Due Date	<input type="text"/>		Original Promise Date	<input type="text"/>	
Ship Via	<input type="text" value="COMMON"/>	Freight Terms Code	FOB DEST		
Arbitration	<input type="text"/>		Freight Charge Method	<input type="button" value="▼"/>	
*Distribute By	<input type="text" value="Quantity"/>		One Time Address		



# Creating Purchase Orders: Line Details

From the **Maintain Purchase Order – Purchase Order** page, clicking on the **Line Details** icon to the left of each PO line opens the **Details for Line** pop-up window.

This window shows all information related to the PO line on just one page, instead of clicking through the tabs.

Use the **Expand All** hyperlink to expand the page.

In this example, the **Amount Only** checkbox is checked.

Details for Line 1

PO ID 0001195122	Supplier S B COX IN-001	Line 1	Item ID 9884650800	LANDFILL SERVICES LANDFILL SER
<b>Line Details</b>				
Category 9884650	Description LANDFILL SERVICES	Line Status Approved	X	△
Category ID 27945	Amount to Receive 176.000	USD	Backorder Status Not Backordered	
Quantity to Receive 7.0400	Item Availability	Amount Summary		
Transaction Item Description LANDFILL SERVICES LANDFILL SERVICES, TON	Merchandise Amount 5,000.00	USD	Doc. Base Amt 5,000.00	USD
Preferred Language Item Description LANDFILL SERVICES LANDFILL SERVICES, TON				
<b>Expand All</b> <b>Collapse All</b>				
<b>Item Information</b>				
Supplier's Catalog	Device Tracking	Manufacturer ID	<input type="checkbox"/>	
Supplier Item ID	<input type="text"/>		<input type="button" value="🔍"/>	
Description				
Manufacturer's Item ID	Withholding	UPN Type	<input type="checkbox"/>	
UPN ID	<input type="text"/>		<input type="button" value="🔍"/>	
Replenish Code Standard				
<b>Attributes</b>				
Physical Nature Goods	Schedule Quantity	*Price Qty	<input type="text"/>	
*Price Date PO	<input type="text"/>		<input type="button" value="🔍"/>	
<input checked="" type="checkbox"/> <b>Amount Only</b>				



# Creating Purchase Orders: Line Details (continued)

Details for Line 1

PO ID 0001195122	Supplier S B COX IN-001
Line 1	Item ID 9884650800 LANDFILL SERVICES LANDFILL SER

**Line Details**

Category 9884650	Line Status Approved <span style="color:red">X</span> <span style="color:blue">Δ</span>
Description LANDFILL SERVICES	Backorder Status Not Backordered
Category ID 27945	<b>Amount Summary</b>
Amount to Receive 176.000	Merchandise Amount 5,000.00 USD
Quantity to Receive 7.0400	Doc. Base Amt 5,000.00 USD
Item Availability	

Transaction Item Description  
LANDFILL SERVICES LANDFILL SERVICES, TON

Preferred Language Item Description  
LANDFILL SERVICES LANDFILL SERVICES, TON

[Expand All](#) [Collapse All](#)

**Item Information**

Supplier's Catalog	<input type="text"/>	<input type="checkbox"/> Device Tracking
Supplier Item ID	<input type="text"/>	
Manufacturer ID	<input type="text"/>	
Description		
Manufacturer's Item ID	<input type="text"/>	<input type="checkbox"/> Withholding
UPN Type	<input type="text"/>	Withholding Code <input type="text"/>
UPN ID	<input type="text"/>	
Replenish Code Standard		

**Attributes**

Physical Nature	Goods
*Price Qty	Schedule Quantity
*Price Date	PO
<input checked="" type="checkbox"/> Amount Only	



# Creating Purchase Orders: Additional Details

After clicking on **Expand All** on the **Maintain Purchase Order – Line Details** page by scrolling down, you can see additional details related to the PO line are displayed.

The screenshot shows the 'Maintain Purchase Order – Line Details' page with several sections expanded:

- Attributes**: Shows Physical Nature (Services), \*Price Qty (Line Quantity), \*Price Date (Due), and a checked checkbox for Amount Only.
- RFQ**: Shows RFQ ID and Line.
- Contract**: Shows Contract SetID (STATE), Contract ID (0000000000000000000045185), Contract Version (1), Contract Line, Category Line Number, Group ID (LOT2), Contract Details, Milestone Line, and Release (1).
- Receiving**: Shows \*Receiving Required (Required), Inspection Required, Close Short, and Inspect ID.

Buttons at the bottom include OK, Cancel, and Refresh.



# Creating Purchase Orders: Copy From

From the **Maintain Purchase Order – Purchase Order** page, create a PO by copying it from an existing document using the **Copy From** drop-down menu.

Screenshot of the Maintain Purchase Order – Purchase Order page:

The page title is "Maintain Purchase Order" and the sub-section is "Purchase Order".

Header details:  
Business Unit: 50100  
PO ID: NEXT  
PO Date: 11/27/2013  
Supplier: [Search] [Details]  
Supplier ID: [Search]  
Buyer: DEBBIE.BELL [Search] Bell, Debbie (VDOT)  
PO Reference: [Text]  
Web IMS?: [checkbox]

PO Status: Initial  
Hold From Further Processing: [checkbox]  
Receipt Status: Not Recvd  
Dispatch Method: [dropdown] Dispatch  
eVA PO Type: R01 [Search] Routine Bill Vendor  
eVA Order Method: PRNT  
eVA Interfaced: NSEV  
eVA Dttm: [Text]  
Amount Summary:  
Merchandise: 0.00  
Freight/Tax/Misc.: 0.00  
Total Amount: 0.00 USD  
Calculate: [button]

Add Items From: [dropdown]  
Catalog [button] Item Search [button]  
Purchasing Kit [button]

Lines: [dropdown]  
Personalize | Find | View All | First | 1 of 1 | Last  
Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving | [button]  
Line | Item | Description | PO Qty | \*UOM | Category | Price | Merchandise Amount | Status  
1 | [Search] [Details] | 0 | 0.000 Open | [Edit] [Delete] [Print]  
Close Short All Lines | \*Go to ... More ...  
View Approvals | Save | Notify | Refresh | Add | Update/Display



# Creating Purchase Orders: Copy From (continued)

Steps to copy from an existing document:

- When copying from a Requisition or Contract, enter the **Supplier ID** first.
- Click the **Copy From** drop-down menu.
- Select the type of document to be copied from (Contract, Purchase Order, or Requisition). The **Copy Purchase Order from Requisition, Purchase Order, or Contract** page will open. When copying from a Contract, copy the entire contract. For more detailed information about copying a single line from a contract, see the job aid entitled **501 PR344: Purchase Orders** located on the Cardinal website in **Job Aids** under **Learning**.
- When copying a line from a contract, note that the contract selection displays on one tab. After completing the copy enter the **Contract ID** on the **Maintain Purchase Order – Purchase Order** page in the **Lines** section, **Contract** tab, to associate it to the contract.

The screenshot shows the 'Lines' section of the 'Maintain Purchase Order - Purchase Order' page. The 'Contract' tab is selected, indicated by a red box around the tab label. Below the tabs, there is a table with columns: Line, Item, Description, SetID, Contract ID, Contract Version, Contract Line, Category Line, Release, Milestone Line, GPO ID, and GPO Contract. In the 'Contract ID' column, a text input field contains the value 'Contract ID'. This input field is also highlighted with a red box. At the bottom of the table, there is a dropdown menu labeled '\*Go to ... More ...' which is also highlighted with a red box. The page includes various buttons like 'Save', 'Notify', and 'Refresh' at the bottom left, and a 'View Approvals' link at the bottom center. The top right corner has 'Personalize | Find' links.



# Creating Purchase Orders: Copy From (continued)

After selecting the type of document to be copied from, a search page appears. The page will be based on the type of document to be copied.

Maintain Purchase Order

**Copy Purchase Order from Requisition**

Return to Main Page

Requisition S

PO Selection C

**Copy Purchase Order from Contract**

Contract Selection Criteria

Contract SetID STATE

Contract ID

Allow Open Item Contract Only

Supplier

Supplier ID

Master Contract

Personalize | Find | View All |  |

Select Requisition

Sourcing | Req

Select

Select All

Select PO

Details | More

Select

OK Cancel Refresh

Contracts More Details

Select	SetID	Contract	Description	Supplier ID	Begin Date
<input type="checkbox"/>					

OK Cancel Refresh



# Creating Purchase Orders: Copy From (continued)

Enter search criteria as required in the Selection Criteria section of the page and click the **Search** button.

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs

Maintain Purchase Order

Copy Purchase Order from Requisition

[Return to Main Page](#)

**Requisition Selection Criteria**

Business Unit <input type="text" value="50100"/>	Buyer <input type="text"/>
Supplier ID <input type="text" value="0000033093"/>	Origin <input type="text"/>
Category <input type="text"/>	Max Rows <input type="text" value="20"/>
Requisition ID <input type="text" value="0002270245"/>	<input checked="" type="checkbox"/> Include Reqs With No Supplier
Requisition Name <input type="text"/>	<input checked="" type="checkbox"/> Include Inventory Items
Contract ID <input type="text"/>	<input type="checkbox"/> Exclude Auto Source Item

**Search**

**Select Requisition Lines**

Select Requisition Lines										Personalize	Find	View All			First	1-2 of 2	Last
Sourcing	Requisitions	Contract Information	Item Substitution		PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price	Schedule Split				
<input type="checkbox"/>		<input type="text"/>	114.0000 TNE		BITUMINOUS ASPHALT TYPE SM 9.5	0002270245	1				N						
<input type="checkbox"/>		<input type="text"/>	3520.0000 YDK		FLEXIBLE PAVEMENT PLANNING (MI	0002270245	2				N						

Select All  Clear All

**Copy To PO**

Save Notify Refresh Add Update/Display



# Creating Purchase Orders: Copy From (continued)

Click the **Search** button and the items matching search criteria appear in the list at the bottom of the page. Review the items and click the checkbox in the **Select** column for each item to be copied. Multiple items, such as multiple lines can be copied, if desired.

After selecting the items to be copied, click the **Copy to PO** button.

Screenshot of the Oracle Purchasing module interface for creating purchase orders from requisitions.

The top navigation bar shows: Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs

The main title is "Maintain Purchase Order" and the sub-section is "Copy Purchase Order from Requisition".

The "Requisition Selection Criteria" section includes:

- Business Unit: 50100
- Supplier ID: 0000033093
- Category: [empty]
- Requisition ID: 0002270245
- Requisition Name: [empty]
- Contract ID: [empty]
- Buyer: [empty]
- Origin: [empty]
- Max Rows: 20
- Checkboxes:
  - Include Reqs With No Supplier
  - Include Inventory Items
  - Exclude Auto Source Item

A "Search" button is located below the criteria section.

The "Select Requisition Lines" grid displays two requisition lines:

Select	Catalog Item	*Supplier	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price	Schedule Split
<input checked="" type="checkbox"/>	[empty]	[empty]	114.0000	TNE		BITUMINOUS ASPHALT TYPE SM 9.5	0002270245	1			N
<input type="checkbox"/>	[empty]	[empty]	3520.0000	YDK		FLEXIBLE PAVEMENT PLANNING (MI)	0002270245	2			N

At the bottom of the grid, there are checkboxes for "Select All" and "Clear All", and a "Copy To PO" button, which is highlighted with a red box.

At the very bottom of the screen, there are several standard application buttons: Save, Notify, Refresh, Add, and Update/Display.



# Creating Purchase Orders: Copy From (continued)

The Purchase Order page displays with the item(s) selected.

The screenshot shows the Oracle Purchasing module interface for creating purchase orders. The top navigation bar includes 'Favorites', 'Main Menu', 'Purchasing', 'Purchase Orders', and 'Add/Update POs'. On the left, there's a sidebar with 'Header Details', 'PO Defaults', 'PO Activities', and 'Actions'. The main area has sections for 'eVA Order Method URL' (set to 'eVA Interfaced NSEV'), 'eVA Dtmt' (checkbox), 'eVA Procure Type' (dropdown set to 'Supplies - Technology'), 'eVA Confirming Order' (checkbox), and an 'Amount Summary' section with 'Merchandise' (0.00), 'Freight/Tax/Misc.' (0.00), and a 'Calculate' button. Below this is a table titled 'Lines' with columns for Details, Ship To/Due Date, Statuses, Item Information, Attributes, RFQ, Contract, Receiving, and Line number. The first line shows an item with ID '0051432112' and category '0051432'. The 'Item' and 'Category' columns are highlighted with red boxes. At the bottom, there are buttons for 'Close Short All Lines', 'View Approvals', and a dropdown for 'Go to ... More ...'. The status bar at the bottom right shows 'First 1 of 1 Last'.



# Creating Purchase Orders: Copy From (continued)

After copying the existing document information into the PO, some information may need to be added or changed, such as:

- Update the **Buyer**
- Date values which default and are not copied into the PO
- Shipping and freight information that defaulted from the copied document
- Schedule and distribution that defaulted from the copied document
- Enter the **Quantity or Amount**

Note: When copying from a contract, note that the contract selection displays on one tab. The contract number can be entered on the PO line to associate it to the contract.

After updating the fields as needed, click **Save** and a new PO is created. A **PO ID** is generated by Cardinal.



# Creating Purchase Orders: Items

Once the **PO Header** section is complete, if needed, additional line items may be associated with the PO.

## To Add New Lines

- The **Lines** section contains links that allow selection of items for the PO. Items can be selected or added by:
  - Key in, or look up, the National Institute of Governmental Purchasing (NIGP) Item number, i.e., **Item**. This is the most common method to select an **Item**. On each line, click on the magnifying glass next to the **Item** field. The items listed will be narrowed down to items related to the supplier you previously selected. The **UOM** and **Description** field values default from the item table.
  - Key in or look up the NIGP Category, i.e. **Category**. On each line, click on the magnifying glass next to the **Category** field. This method will not be limited to items related to the chosen supplier. Complete the **UOM** and **Description** fields. These fields become available for entry after the **Category** is selected.



# Creating Purchase Orders: Items (continued)

Close short processing is not used. Do not use the **Close Short All Lines** button.

The accounting distribution can be accessed from the **Maintain Purchase Orders – Purchase Order** page by clicking the **Schedule** icon. From the **Schedules** page, click the **Distributions/ChartFields** icon.

The screenshot shows the 'Lines' tab of the 'Purchase Order' screen. A red box highlights the 'Close Short All Lines' button, which is disabled (grayed out). Other buttons like 'Save', 'Notify', and 'Refresh' are visible at the bottom.

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	BITUMINOUS		114.0000	TNE	5503376	387.20000	44,140.80	Open

The screenshot shows the 'Schedules' tab of the 'Purchase Order' screen. A red box highlights the 'Distributions/ChartFields' icon in the bottom right corner of the grid header. Buttons for 'Add', 'Update/Display', and 'Save' are visible at the bottom.

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1	11/08/2019	SALEM MAN			114.0000	387.20000	44,140.80	Active				



# Creating Purchase Orders - Items (continued)

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs

PO Reference Software eVA Order Method URL  
eVA Interfaced NSEV eVA Dttm

Web IMS?:

Header Details Activity Summary  
PO Defaults Add Comments  
PO Activities Add ShipTo Comments  
Actions

eVA Procure Type Supplies - Technology

eVA Confirming Order:

**Amount Summary** ?

Merchandise	0.00
Freight/Tax/Misc.	0.00
Total Amount	0.00 USD

**Add Items From** ?

Catalog Item Search  
Purchasing Kit

**Lines** ?

Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving	...	Personalize	Find	View All	...	First	1 of 1	Last	
Line	Item	Description			PO Qty	*UOM	Category	Price	Merchandise Amount	Status						
1		0051432112		DISCS, ABRASIVE 7		10	EA		0051432	2500.00	0.000	Open				

View Approvals

**Close Short All Lines** \*Go to ... More ...



# Creating Purchase Orders: Distributions

A schedule may have one or more accounting distributions. ChartField values determine what fund, account, department, etc. the schedule amount is charged to. If a PO line needs to use multiple SpeedCharts, click on the **Multi-SpeedCharts** link and split as necessary.

Do not split or add additional schedules for a PO line. There should be only one schedule per PO line.

Distributions for Schedule 1

Unit 50100	Supplier LL CARTER -003	Item BITUMINOUS ASPHALT TYPE SM 9.5										
PO ID NEXT	Line 1											
Schedule 1	Status Active											
*Distribute By Quantity	Schedule Qty 114.0000											
SpeedChart	Merchandise Amount 44,140.80 USD											
	Doc. Base Amount 44,140.80 USD											
<b>Distribution</b>												
<a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">New</a>   <a href="#">Edit</a>   First   <b>1 of 1</b>   Last												
Chartfields	Details/Tax	Asset Information	Req Detail	Statuses								
Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Program	Department	Comments
1	Open	100.0000	114.0000	44,140.80	USD	50100		5012550	04100	604001	12096	

OK Cancel Refresh



# Creating Purchase Orders: Distributions (continued)

Distributions for Schedule 1

Unit 50100 Supplier LL CARTER -003  
PO ID NEXT Item  
Line 1 BITUMINOUS ASPHALT TYPE SM 9.5  
Schedule 1 Status Active

\*Distribute By Quantity Schedule Qty 114.0000  
SpeedChart Multi-SpeedCharts Merchandise Amount 44,140.80 USD  
Doc. Base Amount 44,140.80 USD

**Distribution** Personalize | Find | View All | First 1 of 1 Last

Chartfields	Details/Tax	Asset Information	Req Detail	Statuses			Personalize					
Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Program	Department	
1	Open	100.0000	114.0000	44,140.80	USD	50100		5012550	04100	604001	12096	< >

OK Cancel Refresh



# Creating Purchase Orders: Send for Approval

After updating the fields, return to the **Maintain Purchase Order – Purchase Order** page, click **Save**, and the PO is saved. A **PO ID** value will be generated. The final step is to send the PO forward for supervisor approval.

- Click the **PO Approval** checkmark. The checkmark will disappear and the words **Pend Appr** will appear.

The screenshot shows the 'Purchase Order' screen in a software application. At the top, there's a navigation bar with 'Favorites', 'Main Menu', 'Purchasing', 'Purchase Orders', and 'Add/Update POs'. Below the navigation is a section titled 'Maintain Purchase Order' with a sub-section 'Purchase Order' highlighted by a red box. On the left, there's a sidebar with links like 'Header Details', 'PO Defaults', 'PO Activities', 'Requisitions', and 'Actions'. The main area has fields for 'Business Unit' (50100), 'PO ID' (0001201103), and a 'Copy From' dropdown. To the right, there's a 'PO Status' section with 'Open' and a checked checkbox (highlighted by a red box) next to it. Below that is a 'Hold From Further Processing' checkbox. The 'Header' section contains fields for 'PO Date' (11/08/2019), 'Supplier' (LL CARTER -003), 'Supplier ID' (0000033093), 'Buyer' (CAROLINE.BUMBER), 'PO Reference' (Stone), 'Web IMS?' (unchecked), and 'Receipt Status' (Not Recvd). To the right of these are 'Dispatch Method' (Print), 'eVA PO Type' (R01), 'eVA Order Method' (PRNT), 'eVA Interfaced' (NSEV), and 'eVA Dttm'. At the bottom, there's an 'Amount Summary' section with three rows: 'Merchandise' (44,140.80), 'Freight/Tax/Misc.' (0.00), and 'Total Amount' (44,140.80 USD). A 'Calculate' button is also present. At the very bottom, a summary box displays 'PO Status Pend Appr' with a red X icon.



# Simulation: Creating a Purchase Order/Ad-Hoc

You will now view a simulation that demonstrates how to **Create a Purchase Order/Ad-Hoc**.





# Managing eVA Purchase Orders

eVA Direct Orders (DOs) are loaded directly into Cardinal, where corresponding purchase orders are created. This allows for receiving and vouchering to occur.

The end user must update the PO with a valid Chart of Accounts and Buyer name.

Important PO field information includes:

- **PO ID** - When an eVA PO is loaded into Cardinal, it is assigned a **PO ID**.
- **Purchase Order Reference** - The eVA PO number is loaded into the **Purchase Order Reference** field, which can be used to search for the PO.
- **Buyer** - The **Buyer** name assigned to the PO is **EVA BUYER** when the PO is first loaded. The **Buyer** should update this name to their own name.

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs

**Purchase Order**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

**Search Criteria**

Business Unit =	50100	<input type="button" value=""/>
PO ID	begins with	<input type="text"/>
Purchase Order Date	=	<input type="button" value=""/>
PO Status	=	<input type="button" value=""/>
Short Supplier Name	begins with	<input type="button" value=""/>
Supplier ID	begins with	<input type="button" value=""/>
Supplier Name	begins with	<input type="button" value=""/>
Buyer	begins with	<input type="button" value=""/>
Buyer Name	begins with	<input type="button" value=""/>
PO Type	=	<input type="button" value=""/>
Purchase Order Reference	begins with	<input type="button" value=""/>

Hold From Further Processing

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)



# Managing eVA Purchase Orders (continued)

Changing the **Buyer** value prompts a message to appear, asking if the default **Ship To**, **Department ID**, **Location**, and **Origin** values should be changed. Click **Cancel** to maintain the prior default values.

The screenshot shows the 'Maintain Purchase Order' screen in a software application. The header includes 'Favorites', 'Main Menu', 'Purchasing', 'Purchase Orders', and 'Add/Update POs'. The main area displays a 'Purchase Order' for 'Business Unit 50100' and 'PO ID 0001143973'. The 'PO Status' is 'Dispatched'. A 'Copy From' dropdown is present. A checkbox for 'Hold From Further Processing' is checked. The 'Header' section contains fields for 'PO Date' (08/16/2016), 'Supplier' (VCE INC-001), 'Supplier ID' (0000054786), and 'Buyer' (Altman, Kar). A 'Supplier Details' panel shows 'VCE INC'. A 'Message' dialog box is overlaid, containing text about changing the Buyer and two buttons: 'OK' and 'Cancel'. At the bottom, there are sections for 'Merchandise' (208.00), 'Freight/Tax/Misc.' (0.00), and 'Total Amount' (208.00 USD). Action buttons include 'Calculate' and 'Header Details', 'PO Defaults', 'PO Activities', 'Requisitions', and 'Actions'.



# Managing eVA Purchase Orders (continued)

To complete the PO, the **Buyer** must enter the accounting distribution for each line on the PO. Click the **PO Defaults** link to enter the accounting distribution for all lines. Or, update the distributions for each PO line one at a time by clicking on the **Schedule** icon at the end of each PO line and then clicking on the **Distribution** icon at the end of the schedule line.

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs | New Window | Help | Personalize Page

Maintain Purchase Order  
Purchase Order

Business Unit 50100  
PO ID NEXT  
Copy From ▾

PO Status Open   
 Hold From Further Processing

**Header** ?  
\*PO Date 07/05/2023  Supplier Search  
\*Supplier LYME COMPU-001  Supplier Details  
\*Supplier ID 0000000007  LYME COMPUTER SYSTEMS INC  
\*Buyer PAM.SPROUSE  SPROUSE,PAMELA M  
PO Reference Software

Web IMS?:

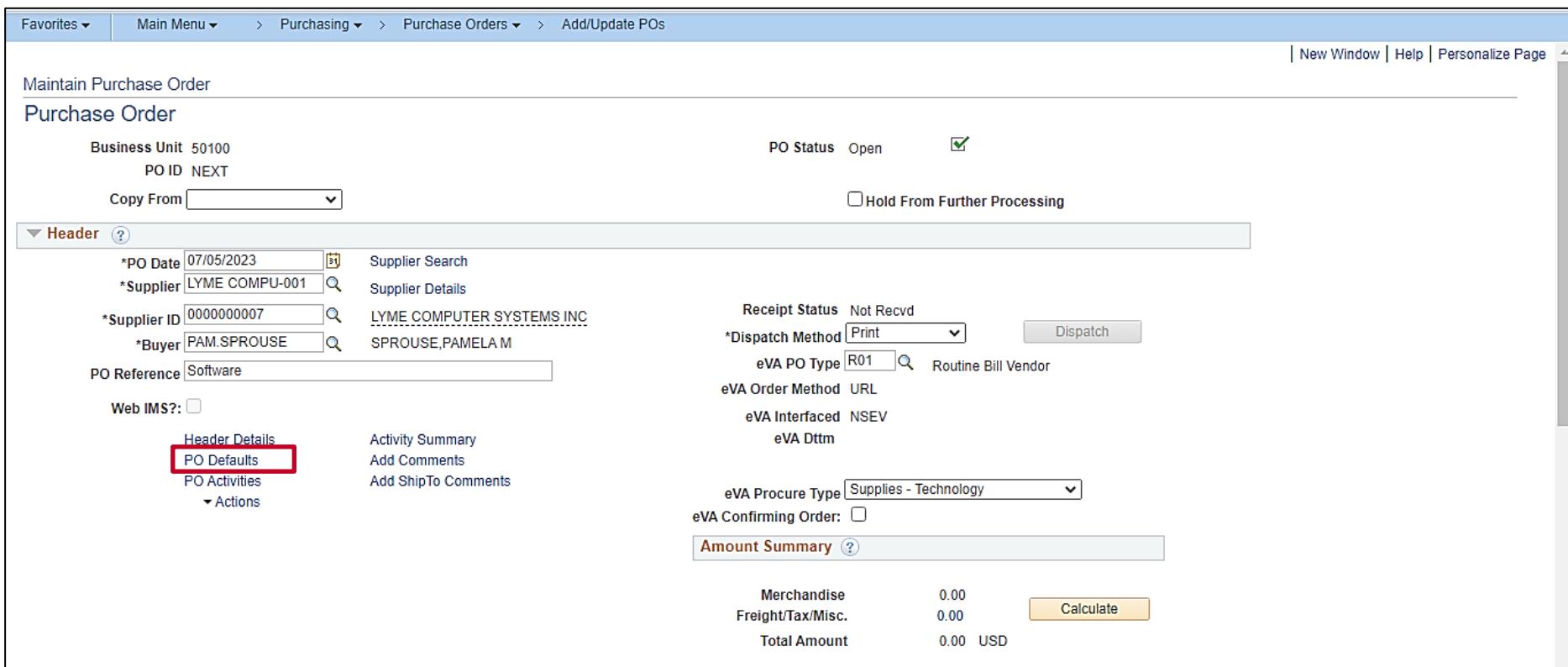
Header Details    Activity Summary  
Add Comments  
Add ShipTo Comments

Receipt Status Not Recvd  
\*Dispatch Method Print  Dispatch  
eVA PO Type R01  Routine Bill Vendor  
eVA Order Method URL  
eVA Interfaced NSEV  
eVA Dttm

eVA Procure Type Supplies - Technology   
eVA Confirming Order:

Amount Summary ?

Merchandise	0.00
Freight/Tax/Misc.	0.00
Total Amount	0.00 USD





# Managing eVA Purchase Orders: PO Defaults

Enter the accounting distribution for all PO lines by entering the information on the **Maintain Purchase Order - Purchase Order Defaults** pop-up window. Click **OK**. The **Maintain Purchase Order - Retrofit** field changes to "all" existing PO lines/schedules/distributions..... page will open.

Purchase Order Defaults

Business Unit	50100	PO ID	0001143973	Supplier	VCE INC-001																						
<b>Default Options</b> <a href="#">?</a>																											
<input type="radio"/> Default	If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.																										
<input checked="" type="radio"/> Override	If you select this option, all default values entered on this page override the default values found in the default hierarchy.																										
<b>Line</b>																											
Category	<input type="text"/>		Unit of Measure	<input type="text"/>																							
<b>Schedule</b>																											
Ship To	<input type="text"/>	NOVA Traffic Field Ops (Ship)		Ultimate Use Code	<input type="text"/>																						
Due Date	<input type="text"/>			Original Promise Date	<input type="text"/>																						
Ship Via	<input type="text"/>			Freight Terms Code	<input type="text"/>																						
Arbitration	<input type="text"/>			Freight Charge Method	<input type="button" value="▼"/>																						
*Distribute By	<input type="text"/>	One Time Address																									
<b>Distribution</b>																											
SpeedChart	<input type="text"/>																										
<b>Distributions</b>																											
<a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a>       First <b>1 of 1</b> Last																											
<table border="1"><thead><tr><th>Dist</th><th>Percent</th><th>GL Unit</th><th>Entry Event</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th></tr></thead><tbody><tr><td>1</td><td>100.0000</td><td>50100 </td><td></td><td>5013120 </td><td>04100 </td><td>699001 </td><td>19011 </td><td>11120010 </td></tr></tbody></table>										Dist	Percent	GL Unit	Entry Event	Account	Fund	Program	Department	Cost Center	1	100.0000	50100		5013120	04100	699001	19011	11120010
Dist	Percent	GL Unit	Entry Event	Account	Fund	Program	Department	Cost Center																			
1	100.0000	50100		5013120	04100	699001	19011	11120010																			
																											
  																											



# Managing eVA Purchase Orders: Distributions

On the **Maintain Purchase Order - Retrofit field changes to "all" existing PO lines/schedules/distributions.....** pop-up:

- Select the **Apply to All Distribbs** checkbox next to all ChartField values to be applied to all distributions lines.
- If a value cannot be selected to **Apply to All Distribbs**, be sure to Click the **Apply** checkbox to include it.
- Click **OK**.

PO Default Retrofit

Maintain Purchase Order

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

Business Unit 50100      PO ID 0001143973      Supplier VCE INC-001

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.  
For Distribution defaults, Select 'Apply' 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 Distribbs' to apply changes to all distribution lines on the PO.

Retrofit Field Selection		Personalize   Find   View All         First   1-3 of 3   Last		
Apply	Distrib Line	Field Name	Field Value	Apply to All Distribbs
<input checked="" type="checkbox"/>		Ship To	NOVA TFO	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1	Department	19011	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1	Location	NOVA TFO	<input checked="" type="checkbox"/>

Select All     Clear All

**OK**   **Cancel**   **Refresh**



# Managing eVA Purchase Orders: Distributions (continued)

Once the distribution values have been added:

- Deselect the **Hold From Further Processing** checkbox.
- Click **Save**.

Screenshot of the "Maintain Purchase Order" screen in the eVA system, showing the Purchase Order header and line items.

**Purchase Order Header Fields:**

- Business Unit: 50100
- PO ID: NEXT
- PO Date: 07/05/2023
- Supplier: LYME COMPU-001
- Supplier ID: 0000000007
- Buyer: PAM.SPROUSE
- PO Reference: Software
- Web IMS?:
- Header Details, PO Defaults, PO Activities, Actions
- Activity Summary, Add Comments, Add ShipTo Comments
- PO Status: Open (checkbox checked)
- Copy From:
- Hold From Further Processing:  (highlighted with a red box)
- Receipt Status: Not Recvd
- Dispatch Method: Print
- eVA PO Type: R01
- eVA Order Method: URL
- eVA Interfaced: NSEV
- eVA Dtmm
- eVA Procure Type: Supplies - Technology
- eVA Confirming Order:
- Amount Summary: Merchandise 0.00, Freight/Tax/Misc. 0.00, Total Amount 0.00 USD
- Calculate button

**Purchase Order Lines:**

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	3501001000	BANNERS, PENNANTS, AND DECORATIVE FANS, DRAPES, AND PULL DOW BANNERS, PENNANTS, AND DECORATIVE FANS, DRAPES, AND PULL DOW	2.0000	EA	3501001	96.00000	192.00	Approved
2	9622401000	COURIER/DELIVERY SERVICES (INCLUDING AIR COURIER SERVICES) COURIER/DELIVERY SERVICES (INCLUDING AIR COURIER SERVICES)	2.0000	HUR	9622401	8.00000	16.00	Approved

**Action Buttons at the bottom:**

- View Approvals
- Close Short All Lines
- \*Go to ... More ...
- Save (highlighted with a red box)
- Return to Search
- Notify
- Refresh
- Add
- Update/Display



# Managing eVA Purchase Orders (continued)

eVA Direct Orders (DOs) come into Cardinal with an **Approved** status. Material modifications (such as adding a line, changing quantities or prices, etc.) made to an eVA PO are not done in Cardinal.

When changes are required, they must be performed on the PO in eVA, and then the PO change order will be interfaced back to Cardinal.

A dispatched PO flows to eVA for reporting purposes. If the supplier is set up in eVA as **URL** dispatch, the PO is sent electronically to the supplier. If not, the Buyer should print the PO and send it to the supplier.

Dispatching POs is discussed later in the course.



# Submitting Purchase Orders for Approval

POs created without a requisition require an approval.

POs created from a requisition or awarded from a Strategic Sourcing event are built with an approved status, since they have already been approved.

POs interfaced from eVA are loaded with an approved status, since the POs were created in eVA and have already been approved.



# Submitting Purchase Orders for Approval (continued)

Email notifications, with links to worklists items, are sent to Supervisors as a notification that POs require approval.

Supervisors are also notified via their worklists in Cardinal. From their worklists, Supervisors can click the link next to the PO that requires approval. This link takes them to the Purchase Order Approval page, where they can Approve, Deny, or Hold the PO. The Supervisor clicks the desired button at the bottom of the page to approve, hold, or deny the PO. If the Supervisor denies the PO, it is routed back to the Buyer to be updated or cancelled.

Cardinal sends a reminder email if the PO is not worked within 24 hours. POs must be approved within 48 hours, or the PO is routed to the Supervisor's Supervisor.

For more detailed information about PO approvals, see the course entitled **501 PR343: Procurement Approvals** located on the Cardinal website in **Course Materials** under **Learning**.

The screenshot shows the Purchase Order Approval interface in Cardinal. At the top, it displays basic order details: Business Unit 50100, PO ID 0001143552, PO Total 3,123.75 USD, Supplier ID 0000033093 LL Carter & Son Inc, Buyer GEORGE.MASON, and PO Reference STONE. The PO Status is Pending Appr and the PO Date is 01/07/2017. A justification field contains the message "No justification entered by buyer." Below this, a "Review Lines" section shows a single line item: Line 1, Item Description STONE NO. 1, STONE, Quantity 125.0000 LTN, Price 24.99000, Merchandise Amount 3,123.75 USD. The "Review / Edit Approvers" section shows a pending approval for "Purchase Order 0001143552:Pending" from "MORGAN.JP" (Buyer's Supervisor). The "PO/CO for Supervisor Action" section includes an "Approval Comments" text area and three buttons: "Approve" (highlighted with a red border), "Hold", and "Deny". A "Return to Worklist" link is at the bottom.



# Dispatching and Printing Purchase Orders

Approved POs must be dispatched. A dispatched PO sets flags so the PO can be received and vouchered against. Dispatching a PO does not send the PO to the supplier.

Dispatching the PO involves either the Buyer running the PO Dispatch process from the **Maintain Purchase Order - Purchase Order** page or letting the batch process automatically dispatch the PO.

A dispatched PO flows to eVA for reporting purposes. If the supplier is set up in eVA as **URL** dispatch, the PO is sent electronically to the supplier. If not, the Buyer should print the PO and send it to the supplier.

This process involves the following steps:

- PO Dispatch is a batch process that runs throughout the day.
- The status of the PO changes to **Dispatched**.
- The Buyer can print out the PO, or if the eVA order method is **URL**, the PO is sent to the supplier by eVA.

All POs are interfaced to eVA, except POs with eVA order method of **Exception** and originating in eVA.



# Dispatching and Printing Purchase Orders (continued)

A PO maybe dispatched by either going to the **Maintain Purchase Order - Purchase Order** page and clicking on the **Dispatch** button, or by waiting for the automatic dispatch process to be run.

Screenshot of the Maintain Purchase Order - Purchase Order page:

The page shows a purchase order header with the following details:

- Business Unit:** 50100
- PO ID:** NEXT
- PO Status:** Open (checkbox checked)
- Copy From:** [dropdown]
- Hold From Further Processing:** [checkbox]

**Header:**

- \*PO Date:** 07/05/2023
- \*Supplier:** LYME COMPU-001
- \*Supplier ID:** 000000007
- \*Buyer:** PAM.SPROUSE
- PO Reference:** Software
- Web IMS?:** [checkbox]
- Header Details:** [link]
- PO Defaults:** [link]
- PO Activities:** [link]
- Actions:** [link]
- Activity Summary:** [link]
- Add Comments:** [link]
- Add ShipTo Comments:** [link]

**Receipt Status:** Not Recvd

**\*Dispatch Method:** Print

**eVA PO Type:** R01

**eVA Order Method:** URL

**eVA Interfaced:** NSEV

**eVA Dttm:** [text input]

**eVA Procure Type:** Supplies - Technology

**eVA Confirming Order:** [checkbox]

**Amount Summary:** [link]

Merchandise	0.00
Freight/Tax/Misc.	0.00
Total Amount	0.00 USD

**Calculate** [button]



# Dispatching and Printing Purchase Orders (continued)

A dispatched printed PO has a place for the Buyer's signature. Navigate to the **Dispatch POs** page using the following path:

## Main Menu > Purchasing > Purchase Orders > Dispatch POs

- Enter the **Business Unit** and **PO ID**.
- Check the **Print BU Comments** and **Print PO Item Description** checkbox.
- Print another copy, by clicking the **Print Copy** checkbox (optional).
- Click **Run**.

The screenshot shows the 'Dispatch POs' page with the following interface elements:

- Run Control ID:** test123
- Language:** English (dropdown menu)
- Report Manager:** Specified Language (radio button selected)
- Process Request Parameters:** Business Unit (50100), To, PO ID (0001143568), Select Purchase Order, PO Status (Dispatched), Contract SetID, Contract ID, Release, From Date, Through Date, Supplier ID, Buyer, Fax Cover Page, Template ID.
- Statuses to Include:** Approved, Dispatched, Pending Cancel (checkboxes)
- Dispatch Methods to Include:** Print, FAX, EDX, E-Mail, Phone (checkboxes)
- Miscellaneous Options:** Print Changes Only, Test Dispatch, Print Copy, Print BU Comments, Print PO Item Description, Print Duplicate, Sort By (dropdown menu: Sort by Line Number), \*Chartfields (dropdown menu: Valid Chartfields), Change Orders (dropdown menu: Changed and UnChanged Orders).
- Action Buttons:** Save, Notify, Add, Update/Display.



# Dispatching and Printing Purchase Orders (continued)

The PO may be printed as a PDF version, as a copy only. This printed version does not have a **Buyer** signature box.

Navigate to the **Print POs** page using the following path:

Main Menu > Purchasing > Purchase Orders > Review PO Information > Print POs

The screenshot shows the 'Print POs' page with the following details:

**Run Control ID:** test123  
**Language:** English (Specified Language selected)

**Report Request Parameters:**

- Business Unit: 50100
- To: [empty]
- PO ID: 0001143551
- Select Purchase Order
- Contract SetID: [empty]
- Contract ID: [empty]
- Release: [empty]
- From Date: [empty]
- Through Date: [empty]
- Supplier ID: [empty]
- Buyer: [empty]

**Statuses to Include:**

- Approved
- Open
- Dispatched
- Pending
- Canceled
- Completed

**Miscellaneous Options:**

- \*Hold Status: On Hold AND Not On Hold
- \*Chartfields: Recycled AND Valid Chartfields
- Change Orders: UnChanged Orders
- Print Changes Only
- Print PO Item Description
- Print Duplicate

Number Of Copies: 1  
Sort By: Sort by Line Number

Buttons at the bottom: Save, Notify, Add, Update/Display



## Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.



1. Materials changes to POs interfaced from eVA into Cardinal are completed in eVA.

True or False



2. Once the creation of the PO is started, you can identify the following and associate to the PO.

- a) Items
- b) Suppliers
- c) Pricing
- d) Comments



3. Match the correct answer to each question:

- a) POs created without a requisition \_\_\_\_\_
- b) POs interfaced from eVA \_\_\_\_\_
- c) POs created by the purchase order build process from a requisition\_\_\_\_\_



## Lesson 2: Summary

2

### Processing Purchase Orders

In this lesson, you learned:

- You can create a PO without a requisition by awarding a Strategic Sourcing event or by copying a requisition, purchase order, or contract.
- POs that you create without a requisition require approval.
- POs created by the PO build process from a requisition are built with an Approved status.



# Lesson 3: Introduction

3

Maintain and Modify Purchase Orders (Change Orders)

This lesson covers the following topics:

- Create Change Orders for Purchase Order
- Approve Change Orders
- Purchase Order – Modify Accounting Distribution
- Change Order Helpful Hints



# Create Change Orders for a PO

Except if interfaced from eVA or SiteManager, a change order is created manually when a dispatched PO requires modifications that affect any of the following:

- PO quantities
- Dollar values
- Shipping/billing addresses
- Add/cancel line items

In addition, since suppliers and agencies are charged eVA fees based on the values of a PO, all PO's must be reconciled to match the received and paid amounts. If an update is needed based on the reconciliation, it also creates a change order.

To make a change to a PO that has been dispatched, i.e., change order, use the **Add/Update POs** pages using the following path:

**Main Menu > Purchasing > Purchase Orders > Add/Update Pos**

Using the **Find Existing** tab, search for the PO you wish to change.

The screenshot shows the 'Maintain Purchase Order' page with the following details:

- PO Status:** Dispatched (highlighted with a red box)
- Business Unit:** 50100
- PO ID:** 1264045
- Copy From:** [dropdown]
- Header:**
  - \*PO Date: 03/17/2023
  - \*Supplier: CARTER MACHINE
  - \*Supplier ID: 0000018192
  - \*Buyer: KELSIE COFFEY
  - PO Reference: 46449 exp 4/15/23
- Supplier Search:** [button]
- Supplier Details:** Carter Machinery Company Inc.
- COFFEEY,KELSIE LEE**
- Backorder Status:** Not Backordered
- Create BackOrder:** [checkbox]
- Receipt Status:** Not Recvd
- Dispatch Method:** Print
- eVA PO Type:** R01
- Routine Bill Vendor:** [checkbox]
- eVA Order Method:** URL
- eVA Interfaced:** SEVA
- eVA Dtrr:** 03/20/23 11:30:17
- eVA Procure Type:** [dropdown]
- eVA Confirming Order:** [checkbox]
- Amount Summary:** [button]
- Merchandise:** 24,112.00
- Freight/Tax/Misc.:** 0.00
- Total Amount:** 24,112.00 USD
- Calculate:** [button]



# Create Change Orders for a PO (continued)

There are several ways to create a change order from the **Maintain Purchase Order – Purchase Order** page:

- Click the blue triangle in the top right corner to change header information.
- Add a line/cancel a line using the +/- icons to the right of the line.
- Change the quantity or price on a PO line or PO schedule.
- Click the blue triangle on the **Lines – Statuses** tab to change line information.
- Click the blue triangle on the **Maintain Purchase Order - Schedules** page to make changes to a line schedule. Navigate to this page by clicking on the **Schedule** icon.

Do not change the price on a line that has been received against.

Once changes are made and **Saved**, the change order is ready for dispatch, or will be submitted for approval.



# Create Change Orders for a PO (continued)

From the **Maintain Purchase Order – Purchase Order** page, click on the **Schedule** icon to jump to the **Maintain Purchase Order - Schedules** page. To modify the schedule **Due Date** or **Ship To** fields, go to the **Statuses** tab in the **Schedules** section of the page and click on the **Blue Triangle** icon.

The screenshot shows the 'Lines' tab selected in the main grid header. The sub-grid below shows a single line with the following details:

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	7503532020	STONE NO. 1, STONE	125.0000	LTN	7503532	24.99000	3,123.75	Approved

A red box highlights the 'Statuses' tab in the sub-grid header. The sub-grid footer contains icons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

The screenshot shows the 'Schedules' tab selected in the main grid header. The sub-grid below shows a single schedule line with the following details:

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status
1	12/22/2016	CNTRL OFF3	125.0000	24.99000	3,123.75	Active

The 'Statuses' tab is highlighted with a red box. The sub-grid footer contains icons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

When updates have been completed, click **Return to Main Page** to return to the prior page.



# Create Change Orders for a PO (continued)

From the **Maintain Purchase Order - Purchase Order** page, the quantity of a PO can be increased or decreased:

- Click on the **Change Order** icon, i.e., the blue triangle, in the top right hand corner of the **Maintain Purchase Order - Purchase Order** page. The **Maintain Purchase Order - Purchase Order** page remains displayed and changes can be made.

The screenshot shows the 'Purchase Order' screen of the 'Maintain Purchase Order' application. The header displays the Business Unit (50100), PO ID (1264045), and PO Status (Dispatched). A blue triangle icon in the top right corner indicates a change order can be initiated. The 'Header' section contains fields for PO Date (03/17/2023), Supplier (CARTER MACHINE), Supplier ID (0000018192), Buyer (KELSIE.COFFEY), and PO Reference (46449 exp 4/15/23). To the right, there are sections for Backorder Status (Not Backordered), Receipt Status (Not Recvd), Dispatch Method (Print), eVA PO Type (R01), eVA Order Method (URL), eVA Interfaced (SEVA), and eVA Dttm (03/20/23 11:30:17). At the bottom, an 'Amount Summary' box is highlighted with a red border, showing Merchandise amount (24,112.00), Freight/Tax/Misc. (0.00), and Total Amount (24,112.00 USD). A 'Calculate' button is also visible in this box.



# Create Change Orders for a PO (continued)

On the **Maintain Purchase Order - Purchase Order** page:

- Make the needed changes to the existing line(s). In this example the **PO Qty** is increased from **125** to **130**.
- Click **Save**.

The screenshot shows a software interface for managing purchase orders. At the top, there are two tabs: "Add Items From" and "Select Lines To Display". Below these are search and filter fields for "Catalog", "Item Search", "Search for Lines", and "Line" (with "Retrieve" button). A navigation bar at the top right includes "Personalize", "Find", "View All", and "First 1 of 1 Last". The main area is titled "Lines" and contains a table with columns: Details, Ship To/Due Date, Statuses, Item Information, Attributes, RFQ, Contract, Receiving, and a toolbar. The table has one row with the following data:  
Line: 1, Item: 7503532020, Description: STONE NO. 1, STONE, PO Qty: 130, UOM: LTN, Category: 7503532, Price: 24.99000, Merchandise Amount: 3,123.75, Status: Approved. At the bottom of the table are buttons for "Close Short All Lines", "View Approvals", and "Save" (which is highlighted with a red box), along with "Return to Search", "Notify", and "Refresh". There are also "Add" and "Update/Display" buttons at the bottom right.

The **Change Reason** pop-up window displays:

- Enter a **Reason Code** and **Comment** to explain the change(s).
- Click **OK**.

The screenshot shows a "Reason Code Page" dialog box. At the top, it says "Enter a reason code and comment for making changes that are being tracked." Below that, it shows "Unit 50100 PO ID 0001143549". The main area has a "Reason Code" input field containing "QUANTITY" and a "Comment" input field containing "Increased quantity from 125 to 130. 4/1/2017". A red box highlights the entire "Comment" input field. At the bottom, there is a checkbox "Use Same Reason Code" and buttons for "OK", "Cancel", and "Refresh".



# Create Change Orders for a PO (continued)

Upon **Save**, a **Change Order** number displays, fields are updated, and amounts recalculated.

In the example below, the PO value did not increase by more than 25% and therefore its status remains **Approved**.

See the section in this lesson entitled Change Order Helpful Hints for additional details on change order approval processing.

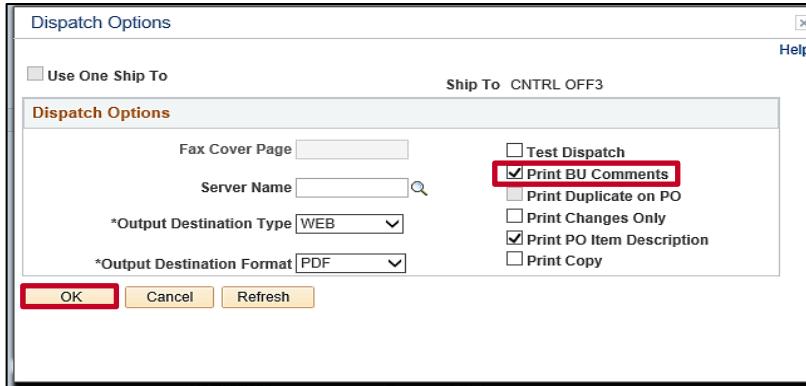
- The **Dispatch Method** defaults to **Print**.
- Click on the **Dispatch** button.



# Create Change Orders for a PO (continued)

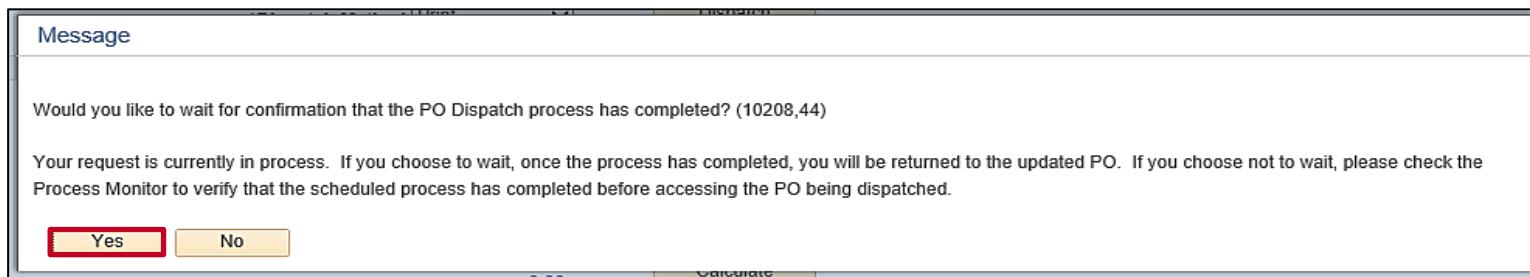
The **Dispatch Options** pop-up window displays:

- Check **Print BU Comments** to display line and header comments, to include eVA terms and conditions.
- Click **OK**.



A pop-up message regarding waiting for confirmation will be displayed:

- Click **Yes**. Once the PO Dispatch process has completed, the **Maintain Purchase Order – Purchase Order** page will display.





# Create Change Orders for a PO (continued)

On the Maintain Purchase Order - Purchase Order page, the **PO Status** has been updated to **Dispatched**.

A dispatched PO flows to eVA for reporting purposes. If the supplier is set up in eVA as URL dispatch, the PO is sent electronically to the supplier. If not, the Buyer should print the PO and send it to the supplier.

Screenshot of the Maintain Purchase Order - Purchase Order page:

The PO Status is Dispatched.

The eVA settings section is highlighted with a red box:

- eVA PO Type: R01
- eVA Order Method: URL
- eVA Interfaced: SEVA
- eVA Dttm: 03/20/23 11:30:17

Below the eVA settings:

- eVA Procure Type dropdown
- eVA Confirming Order: checkbox
- Amount Summary: button

At the bottom:

Merchandise	24,112.00
Freight/Tax/Misc.	0.00
Total Amount	24,112.00 USD

Buttons: Calculate, Save, Cancel.



# Create Change Orders for a PO: Cancel PO

## Cancel PO:

To cancel a PO, click on the red **X** on the **Maintain Purchase Order – Purchase Order** page. This begins the cancellation process, which includes changing the lines to a **Cancel** status and changing the header to a **Pending Cancel** status

In order to cancel the PO:

- The PO cannot be on hold
- There cannot be any matched PO line schedules
- There cannot be any receipts against the PO
- There cannot be any open vouchers against the PO

When canceling a PO from a Strategic Sourcing event, Cardinal asks if the quantity should be moved back into the Sourcing event. If yes, the quantity is put back to the award and can either be re-awarded to another bidder or manually close it.

Once cancelled, the Buyer or a batch process will dispatch the PO to complete the cancellation process. This step is required to officially cancel the PO.



# Create Change Orders for a PO: Cancel PO (continued)

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs | New Window | Help | Personalize Page

Maintain Purchase Order

Purchase Order

Business Unit 50100  
PO ID 1264045

Copy From

PO Status Dispatched   Hold From Further Processing

**Header**

*PO Date <input type="text" value="03/17/2023"/> <input type="button" value="..."/>	Supplier Search	Backorder Status Not Backordered <input type="button" value="Create BackOrder"/>
*Supplier <input type="text" value="CARTER MACHINE"/>	Supplier Details	Receipt Status Not Recvd
*Supplier ID <input type="text" value="0000018192"/>	Carter Machinery Company Inc	*Dispatch Method <input type="button" value="Print"/> <input type="button" value="Dispatch"/>
*Buyer <input type="text" value="KELSIE.COFFEY"/> <input type="button" value="🔍"/>	COFFEY,KELSIE LEE	eVA PO Type <input type="text" value="R01"/> <input type="button" value="🔍"/> Routine Bill Vendor
PO Reference <input type="text" value="46449 exp 4/15/23"/>	eVA Order Method URL	eVA Interfaced SEVA
Web IMS?: <input type="checkbox"/>		eVA Dttm 03/20/23 11:30:17
<input type="button" value="Header Details"/>	Activity Summary	eVA Procure Type <input type="button" value="..."/>
<input type="button" value="PO Defaults"/>	Edit Comments	eVA Confirming Order: <input type="checkbox"/>
<input type="button" value="PO Activities"/>	Add ShipTo Comments	<b>Amount Summary</b> <input type="button" value="?"/>
<input type="button" value="Requisitions"/>	Document Status	
<input type="button" value="Actions"/>		

Merchandise 24,112.00   
Freight/Tax/Misc. 0.00  
Total Amount 24,112.00 USD



# Create Change Orders for a PO: Cancel PO Line

Cancelling the PO Line is available if the PO status is **Dispatched**. If a dispatched line is cancelled, a change order is created. Cancelling is also available when the PO status is **Approved**, but only if the PO was previously dispatched and subsequently changed and approved.

From the **Maintain Purchase Order – Purchase Order** page, navigate to the **Details for Line** page using the **Line Details** icon. Click the red **X** to cancel the PO Line. The system cancels the PO line.

Details for Line 1

PO ID 0001143549 Supplier LL CARTER -003  
Line 1 Item ID 7503532020 STONE NO. 1, STONE

**Line Details**

Category 7503532	Line Status Approved <input checked="" type="checkbox"/> <input type="button" value="X"/>
Description STONE	Backorder Status Not <input type="checkbox"/>
Category ID 03113	Backordered
Amount to Receive 3,248.700	USD
Quantity to Receive 130.0000	
Item Availability	

**Amount Summary**

Merchandise Amount 3,248.70	USD
Doc. Base Amt 3,248.70	USD

Transaction Item Description  
STONE NO. 1, STONE

Preferred Language Item Description  
STONE NO. 1, STONE

Expand All Collapse All

- ▶ **Item Information**
- ▶ **Attributes**
- ▶ **RFQ**
- ▶ **Contract**
- ▶ **Receiving**

OK Cancel Refresh



# Create Change Orders for a PO: Cancel PO Schedule

Cancelling the PO Schedule is available if the PO status is **Dispatched**. If a dispatched schedule is cancelled, a change order is created. Cancelling is also available when the PO status is **Approved**, but only if the PO was previously dispatched and subsequently changed and approved.

From the **Maintain Purchase Order – Purchase Order** page, navigate to the **Schedules** page using the **Schedule** icon. Click on the **Schedule Details** icon to open the **Details for Schedule** pop-up window. Click the red **X** to cancel the purchase order schedule. The system cancels the PO schedule.

**Details for Schedule 1**

Unit 50100      Supplier SUPERIOR P-005  
PO ID 0001201045      Item 7452150000  
Line 2      BM-25.0 (BASE MIXTURE) BM-  
Schedule 1      25.0  
Status Active     

**Schedule Details**

Due Date 08/07/2019	<input type="checkbox"/> Custom Price - No Override
Time Due <input type="text"/>	<input type="checkbox"/> Zero Price Indicator No Charge
Ship To FREDRK RES	
Original Promise Date 08/07/2019	
Ship Date <input type="text"/>	
Ship Via COMMON	
Freight Terms FOB DEST	Common Carrier
Attention To <input type="text"/>	FOB Dest, Freight Prepaid
Distribute By Quantity	

**Amount Summary**

Schedule Qty 75.0000	
Merchandise Amt 5,163.90 USD	
Doc. Base Amount 5,163.90 USD	



# Approve Change Orders

After a change order is created, it should be approved (if necessary) and dispatched to the supplier. The change order dispatch process is the same as with the original PO. Remember to check the **Approval** check box to send the change order for approval.

POs that have change orders attached to them go through a specific approval routing that depends on the difference between the originally approved PO amount, the change order amount, or if a line was added. If a new line is added to a PO, it will require the Buyer's Supervisor approval at a minimum. Any change to a PO that affects the **Quantity**, **Price**, or **Ship To** fields may require approval.

The change order appears on the approver's work list and an email is sent to the approver with a link to approve the change order. The approval process for change orders is the same as for POs.

After approval, the change order must be dispatched and any changes made to the PO are in bold print on the printed change order.

For more detailed information about change order approval requirements, see the course entitled **501 PR343: Procurement Approvals** located on the Cardinal website in **Course Materials** under **Learning**.



# Change Order Helpful Hints

## Change Order Approvals Summary:

- Adding a line to a PO will require Supervisor approval.
- Changes < 25% do not need Supervisor approval.
- Changes > 25% will escalate to the Supervisor for approval.
- Changes > 25% or \$50,000 (whichever is greater) to PO with original value > \$50,000 will escalate to the ASD Director for Approval

## Helpful Hints:

- The following will automatically cancel an eVA order and create a new eVA order:
  - Change to the Bill To Address
  - Change to a different address location for the same supplier
- Never change the unit price on an item that has already been received and vouchered. Close out the line amount to what has been matched and insert a new line for the remaining items at a changed price.



# Approve Change Orders (continued)

Change orders are approved on the **Purchase Order Approval** page. Access this page through the worklist using the hyperlink at the bottom of every page.

Navigate to the **Purchase Order Approval** page using the following path:

**Main Menu > Worklist > Worklist**

Click the **Purchase Order** hyperlink to access the change order to be approved.

For more detailed information about change order approvals, see the course entitled **501 PR343: Procurement Approvals** located on the Cardinal website in **Course Materials** under **Learning**.

The screenshot shows the 'Purchase Order Approval' page from a software application. At the top, there are navigation links: Favorites, Main Menu, Worklist, and Worklist again. Below the header, the title 'Purchase Order Approval' is highlighted with a red box. To the left, a sidebar displays purchase order details: Business Unit 50100, PO ID 0001196509, PO Total 406,420.00 USD, Supplier ID 0000015454 Cargill Inc, Buyer DEBBIE.BELL, and PO Reference 50% Change Order Test. To the right, the PO Status is listed as 'Pending Appr' with a date of '09/18/2019'. A justification field contains the message 'No justification entered by buyer.' Below the details, a section titled 'Review Lines' is expanded, showing a table of line items. The table has columns for Select, Line, Item Description, Quantity, UOM, Price, Merchandise Amount, Currency, Original Substituted Item, and Description. One item is listed: Line 1, SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK, quantity 3500.0000 LTN, price 116.12000, and total amount 406,420.00 USD. At the bottom of this section are 'Select All' and 'Clear All' checkboxes, and a 'View Lines Details' button. The next section, 'Review / Edit Approvers', is also expanded. It shows two main action buttons: 'PO/CO for Supervisor Action' and 'CO for Procurement MNGT Action'. Under 'PO/CO for Supervisor Action', a link to 'Purchase Order 0001196509:Approved' is shown. Under 'CO for Procurement MNGT Action', a flowchart illustrates the approval process: 'Admin Approved' leads to 'Peterson, Toya N. (VDOT) Sr Procurement Mgr Approval', which then leads to 'Pending Multiple Approvers ASD Director Approval', and finally to 'Reviewer Babb, Angelika (VDOT) Reviewer'. There are buttons for 'Start New Path' and 'View/Hide Comments' at the top of this section. At the bottom, there is a large text area for 'Approval Comments' with a placeholder 'Type your comment here' and a 'Comment History' section. Below the comments area are buttons for 'Approve', 'Hold', 'Deny', and 'Pushback'.



# Approve Change Orders (continued)

Favorites > Main Menu > Worklist > Worklist

### Purchase Order Approval

Business Unit: 50100  
PO ID: 0001196509  
PO Total: 406,420.00 USD  
Supplier ID: 0000015454 Cargill Inc  
Buyer: DEBBIE.BELL  
PO Reference: 50% Change Order Test

PO Status: Pend Appr  
PO Date: 09/18/2019  
Justification: No justification entered by buyer.

Edit PO

**Review Lines**

Select	Line	Item Description	Quantity	UOM	Price	Merchandise Amount	Currency	Original Substituted Item	Description
<input type="checkbox"/>	1	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK	3500.0000	LTN	116.12000	406,420.00	USD		

Select All Clear All View Lines Details

**Review / Edit Approvers**

**PO/CO for Supervisor Action**

Purchase Order 0001196509:Approved [Start New Path](#)

**CO for Procurement MNGT Action**

Purchase Order 0001196509:Pending [View/Hide Comments](#) [Start New Path](#)

Chng Ord - Orig Val > 50000

Admin Approved Kimberlin, Kelley (VDOT) Procurement Manager Approval 09/19/19 - 10:07 AM → Admin Approved Peterson, Toya N. (VDOT) Sr Procurement Mgr Approval 09/19/19 - 10:09 AM → Pending Multiple Approvers ASD Director Approval → Reviewer Babb, Angelika (VDOT) Reviewer

Comments  
Comment History

Approval Comments

Approve Hold Deny Pushback



# Simulation: Creating a Purchase Order/Ad-Hoc

You will now view a simulation that demonstrates how to **Create a Purchase Order/Ad-Hoc**.





# Purchase Order: Modify Accounting Distribution

Accounting entries may be modified for PO lines that have not yet been received or matched and vouchered in Accounts Payable. Changing accounting distributions does not trigger the change order approval process.

There are instances when a PO has been partially received/vouchered and, due to fiscal changes in budgets or project coding, it is necessary to change/edit the chart of accounts distribution for the remaining balance.

For more detailed information about making these changes, see the job aid entitled **501 PR344: Update ChartFields on Partially Vouched Purchase Orders** located on the Cardinal website in **Job Aids** under **Learning**.

## Modify Accounting Distributions: Single Line

To modify the accounting distribution for a single line, navigate to this page using the following path:

### Purchasing > Purchase Orders > Add/Update Pos

- Select the **Schedule** icon from the **Details** tab to open the **Schedules** page.
- Select the **Distributions/ChartFields** icon on the line to be changed.
- Enter the new ChartField values.
- Click **OK** to save.



# Purchase Order: Modify Accounting Distribution (continued)

## Modify Accounting Distributions: Single Line

The screenshot illustrates the process of modifying accounting distributions for a single purchase order line. It shows three overlapping windows:

- Main Purchase Order Window:** Shows a single line item (Line 1) for "STONE NO. 1, STONE" with a quantity of 125.0000 and a unit of LTN. The total merchandise amount is 3,123.75 USD, and the status is Approved. A red box highlights the "Lines" tab in the header.
- Maintain Purchase Order - Schedules Window:** Displays the purchase order details: Unit 50100, Supplier LL CARTER -003, PO ID 0001143549, and PO Date 12/22/2016. A red arrow points from the "Distributions for Schedule 1" section of the distribution window up to this screen.
- Distributions for Schedule 1 Window:** Shows the distribution details for the first schedule line. It includes the unit (50100), supplier (LL CARTER -003), item (7503532020), and description (STONE NO. 1, STONE). The distribution quantity is 130.0000, and the merchandise amount is 3,248.70 USD. A red arrow points from this window down to the distribution table.

**Distribution Table Data:**

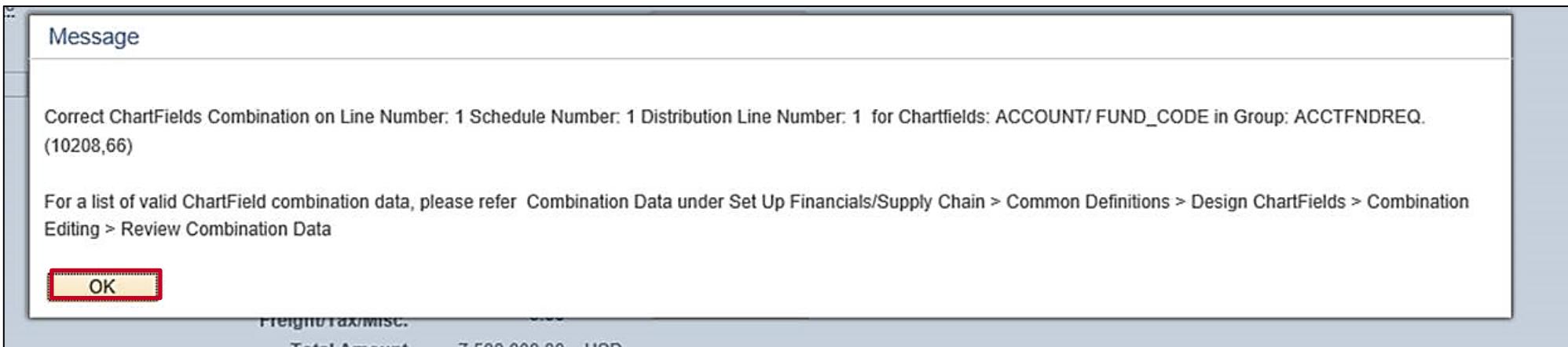
Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Program	Department
1	Open		100.0000	130.0000	3,248.70 USD	50100		5012550	04100	699001	10003



# Purchase Order: Modify Accounting Distribution (continued)

In the event a pop-up message is displayed, use the information found within the message to resolve the error. In the example below, the **Account** is required.

For more detailed information about combination edits, see the job aid entitled **501 GL332: Combination Edits Review Tools** located on the Cardinal website in **Job Aids** under **Learning**.





# Purchase Order: Modify Accounting Distribution (continued)

Accounting entries may be modified for PO lines that have not yet been received or matched and voucherized in Accounts Payable.

Changing accounting distributions does not trigger the change order approval process.

Access the accounting distribution lines from the **Maintain Purchase Order – Purchase Order** pop-up window by clicking on the **PO Defaults** hyperlink.

New values entered on this page will override default values. Only fields with new values will be updated.

Purchase Order Defaults

Business Unit 50100 PO ID 0001143549 Supplier LL CARTER -003 Change Order 1 Help

**Default Options** [?](#)

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

**Line**

Category  Unit of Measure

**Schedule**

Ship To CNTRL OFF3  Central Office Old Bldg Ultimate Use Code   
Due Date  Original Promise Date   
Ship Via COMMON  Freight Terms Code FOB DEST   
Arbitration  Freight Charge Method   
\*Distribute By  One Time Address

**Distribution**

SpeedChart

**Distributions**

Personalize | Find | View All | [Print](#) | [Email](#) First [1 of 1](#) Last

Chartfields Asset Information [Edit](#)

Dist	Percent	GL Unit	Entry Event	Account	Fund	Program	Department	Cost Center	Task
1	<input type="text"/>	50100 <input type="text"/>	10081 <input type="text"/>	<input type="text"/>	<input type="text"/>				

OK Cancel Refresh

This screenshot shows the 'Purchase Order Defaults' window. At the top, it displays the Business Unit (50100), PO ID (0001143549), Supplier (LL CARTER -003), and Change Order (1). Below this, there's a section for 'Default Options' with two radio button choices: 'Default' and 'Override'. The 'Override' option is selected and highlighted with a red box. The main area contains sections for 'Line' (Category and Unit of Measure), 'Schedule' (with fields for Ship To, Due Date, Ship Via, Arbitration, Distribute By, and various codes), and 'Distribution' (SpeedChart and a table for Distributions). The distribution table has columns for Dist, Percent, GL Unit, Entry Event, Account, Fund, Program, Department, Cost Center, and Task. A row is shown with the value '1' in the Dist column and '50100' in the GL Unit column. The entire distribution table is also highlighted with a red box. At the bottom, there are OK, Cancel, and Refresh buttons.



# Purchase Order: Modify Accounting Distribution (continued)

Purchase Order Defaults

Business Unit 50100 PO ID 0001143549 Supplier LL CARTER -003 Change Order 1 Help

**Default Options** [?](#)

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

**Line**

Category  Unit of Measure

**Schedule**

Ship To  Central Office Old Bldg Ultimate Use Code    
Due Date  Original Promise Date    
Ship Via  Freight Terms Code    
Arbitration  Freight Charge Method

\*Distribute By  One Time Address

**Distribution**

SpeedChart

**Distributions**

Personalize | Find | View All | First 1 of 1 Last

Chartfields | Asset Information

Dist	Percent	GL Unit	Entry Event	Account	Fund	Program	Department	Cost Center	Task
1	<input type="text"/>	50100	<input type="text"/>	10081	<input type="text"/>				

OK Cancel Refresh



## Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.



1. Modifying the accounting distribution does not trigger change order approval.

True or False



2. When you need to change a PO that has already been \_\_\_\_\_, you create a change order.

- a) Started
- b) Dispatched
- c) Approved
- d) Closed



# Lesson 3: Summary

3

## Maintain and Modify Purchase Orders (Change Orders)

In this lesson, you learned:

- To modify a PO that has already been dispatched, you need to create a change order.
- You can create a change order (modify a purchase order) using the Add/Update POs page.
- To cancel a PO Line, navigate to the Details for Line page for that PO line you want to cancel and click on the Red X. This cancels the line only.
- If the chart of accounts distribution is not valid, an error message will be displayed.



# Lesson 4: Introduction

4

Reconciling/Close the PO

This lesson covers the following topics:

- Reconcile/Close a PO



# Reconciling/Close a PO

Once a PO is complete, if the amount/quantity received differs from what was ordered, received, and ultimately invoiced by the supplier, the quantities, or amounts must be decreased or increased, to match the actual amount/quantity received.

To reconcile/close a PO navigate using the following path:

**Main Menu > Purchasing > Purchase Orders >  
Add/Update POs**

- Select the **Find an Existing Value** tab.
- Enter the **PO ID #** to be closed out.
- Click **Search** button. The **Maintain Purchase Order – Purchase Order** page displays.
- The details of the PO selected are displayed.
- Click on the **Activity Summary** hyperlink. The **Activity Summary** page will display.

The screenshot shows the 'Maintain Purchase Order' interface. In the header, the 'Purchase Order' section is active. The 'Header' tab is selected, showing fields like PO Date (03/17/2023), Supplier (CARTER MACHINE), and PO Reference (46449 exp 4/15/23). A red box highlights the 'Activity Summary' link under the 'Actions' section. The right side of the screen displays various status and configuration options, such as PO Status (Dispatched), Receipt Status (Not Recvd), and eVA Order Method (URL).



# Reconciling/Close a PO (continued)

- The **Activity Summary** header displays the **Merchandise Amount**, **Merchandise Receipt**, **Merchandise Returned**, **Merchandise Invoice**, and **Merchandise Matched** values.
- The **Details** tab displays the **Order Qty**. Scroll to the right and make note of the quantity ordered.
- Click on the **Receipt** tab.

The screenshot shows a software application window titled "Activity Summary". The top navigation bar includes "Favorites", "Main Menu", "Purchasing", "Purchase Orders", "Add/Update POs", and "Activity Summary". The main area is titled "Activity Summary" and displays the following information:

Business Unit	50100
Purchase Order	0001143553
Merchandise Amount	6,247.50 USD
Merchandise Receipt	4,998.00 USD
Merchandise Returned	0.00 USD
Merchandise Invoice	0.00 USD
Merchandise Matched	0.00 USD

On the right side, there are fields for "PO Status" (Dispatched), "Supplier" (LL Carter & Son Inc), and "Supplier Location" (MAIN).

Below this, a table titled "Lines" is displayed with the following columns: Details, Receipt, Invoice, Matched, RTV, and a search icon. The "Receipt" tab is selected. The table rows show:

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1	7503532020	STONE NO. 1, STONE	LTN	250.0000	6,247.500	USD	<input type="checkbox"/>

At the bottom, there are buttons for "Return to Search" and "Notify".



# Reconciling/Close a PO (continued)

- The **Receipt** tab displays the **Qty Received**. Make note of the quantity received.
- Click on the **Invoice** tab.

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs > Activity Summary

### Activity Summary

Business Unit 50100 PO Status Dispatched  
Purchase Order 0001143553 Supplier LL Carter & Son Inc  
Merchandise Amount 6,247.50 USD Supplier Location MAIN  
Merchandise Receipt 4,998.00 USD  
Merchandise Returned 0.00 USD  
Merchandise Invoice 0.00 USD  
Merchandise Matched 0.00 USD

Lines		Personalize   Find   View All     First  1 of 1  Last									
Details	Receipt	Invoice	Matched	RTV		Qty Received	Qty Accepted	Open Quantity	Open Amount	Currency	
Line	Item	Item Description	UOM	Qty Received	Qty Accepted	Open Quantity	Open Amount	Currency			
1	7503532020	STONE NO. 1, STONE LTN	LTN	200.0000	200.0000	50.0000	1,249.500	USD			

Return to Search Notify



# Reconciling/Close a PO (continued)

- The **Invoice** tab displays the **Quantity Invoiced** and **Amt Invoiced** from the supplier.
- For each line compare:
  - the **Order Qty** on the **Details** tab with the **Qty Received** on the **Receipt** tab
  - along with the **Quantity Invoiced** on the **Invoice** tab.
- Click on the **Matched** tab.

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs > Activity Summary

### Activity Summary

Business Unit	50100	PO Status	Dispatched
Purchase Order	0001143553	Supplier	LL Carter & Son Inc
Merchandise Amount	6,247.50 USD	Supplier Location	MAIN
Merchandise Receipt	4,998.00 USD		
Merchandise Returned	0.00 USD		
Merchandise Invoice	0.00 USD		
Merchandise Matched	0.00 USD		

**Lines** Personalize | Find | View All | First ④ 1 of 1 Last

Line	Item	Item Description	UOM	Quantity Invoiced	Amount Only	Amt Invoiced	Currency	Un-invoic Quant
1	7503532020	STONE NO. 1, STONE	LTN	0.0000	<input type="checkbox"/>	0.000	USD	250.00

Return to Search Notify



# Reconciling/Close a PO (continued)

- The **Matched** tab displays the **Qty Matched** and **Amt Matched** as vouchered/paid from the Accounts Payable module. Matching is an automated process that is handled within the Accounts Payable module. The matching process is used to compare vouchers. i.e., supplier invoices, with purchase orders, and receiving documents. In this example matching has not yet occurred therefore the values remain at zero.
- Close or minimize the page and go back to the **Maintain Purchase Order – Purchase Order** page.

The screenshot shows the SAP ERP Activity Summary screen. At the top, it displays Purchase Order details: Business Unit 50100, Purchase Order 0001143553, Merchandise Amount 6,247.50 USD, PO Status Dispatched, Supplier LL Carter & Son Inc, and Supplier Location MAIN. Below this, a table lists Purchase Order lines with columns for Line, Item, Item Description, UOM, Qty Matched, Amt Matched, and Currency. The first line, which is highlighted with a red border, has a Qty Matched of 0.0000 and an Amt Matched of 0.000 USD. The 'Matched' tab is selected in the navigation bar below the table. At the bottom, there are buttons for 'Return to Search' and 'Notify'.

Line	Item	Item Description	UOM	Qty Matched	Amt Matched	Currency
1	7503532020	STONE NO. 1, STONE	LTN	0.0000	0.000	USD



# Reconciling/Close a PO (continued)

- For each line, enter the **Qty Received** from the **Receipt** tab on the **Activity Summary** in the **PO Qty** field.
- Click on the **Schedule** icon.

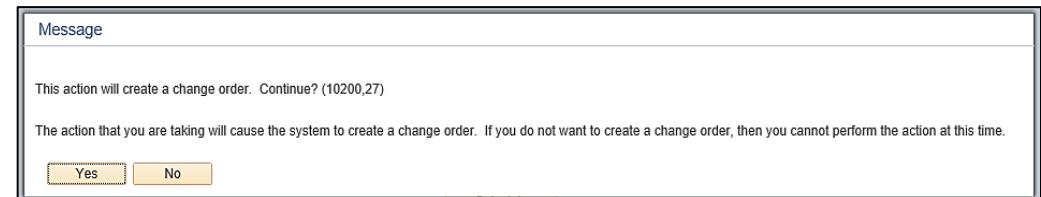
The screenshot shows the Oracle Purchasing module interface for managing purchase orders. The top navigation bar includes 'Favorites', 'Main Menu', 'Purchasing', 'Purchase Orders', and 'Add/Update POs'. The main area displays a summary of the purchase order, including the eVA Procure Type, eVA Confirming Order checkbox, and an 'Amount Summary' button. Below this, merchandise details are shown: Merchandise amount 24,112.00, Freight/Tax/Misc. 0.00, and a Total Amount of 24,112.00 USD. An orange 'Calculate' button is present. The 'Lines' section contains a table with columns: Details, Ship To/Due Date, Statuses, Item Information, Attributes, RFQ, Contract, Receiving, PO Qty, \*UOM, Category, Price, Merchandise Amount, Status, and several action icons. Two lines of items are listed: Line 1 for a MINI EXCAVATOR 305 with PO Qty 11.0000, UOM HUR, Category 9750001, and Price 2,192.00000; Line 2 for RENT/LEASE VEHICLES & EQUIPMENT with PO Qty 11.0000, UOM HUR, Category 9750001, and Price 0.00001. Both lines are marked as Approved. The bottom of the screen features buttons for 'View Approvals', 'Close Short All Lines', and a dropdown menu for 'Go to ... More ...'. The status bar indicates 'First 1-2 of 2 Last'.

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status	Action	Action
1	9750001000	MINI EXCAVATOR 305 (11,000lbs / 11' Dig Depth) RENT/LEASE VEHICLES & EQUIPMENT RENT/LEASE VEHICLES & EQUIPMENT	11.0000	HUR	9750001	2,192.00000	24,112.00	Approved		
2	9750001000	RENT/LEASE VEHICLES & EQUIPMENT RENT/LEASE VEHICLES & EQUIPMENT	11.0000	HUR	9750001	0.00001	0.00	Approved		



# Reconciling/Close a PO (continued)

- A change order confirmation message is displayed. This message is displayed when the purchase order is being changed but the blue triangle was not used to create the change order.
- Click **Yes**. The **Maintain Purchase Order – Schedules** page will display.
- The **Schedules** are displayed.
- Verify that the **PO Qty** field on each schedule matches the changes just made on the **Purchase Order** page to the **PO Qty** field.
- Click the **Distribution** icon on the first line. The **Maintain Purchase Order – Distributions for Schedule X** pop-up window is displayed.
  - Click the **Distribution** icon for each line.



Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs

Message

This action will create a change order. Continue? (10200,27)

The action that you are taking will cause the system to create a change order. If you do not want to create a change order, then you cannot perform the action at this time.

Yes No

Maintain Purchase Order

Schedules

Unit 50100 Supplier LL CARTER -003 PO Status Dispatched  
PO ID 0001143553 PO Date 01/09/2017

Return to Main Page

Lines							Find   View All	First 1 of 1 Last				
Line 1	Item 7503532020	STONE NO. 1, STONE	PO Qty	200.0000	LTN Merchandise Amt	4,998.00 USD						
<b>Schedules</b>							Personalize   Find   View All					
<a href="#">Details</a> <a href="#">Statuses</a> <a href="#">Shipment</a> <a href="#">Matching</a> <a href="#">Receiving</a> <a href="#">Freight</a> <a href="#">RTV</a> <a href="#">...</a>							First 1 of 1 Last					
Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status						
1	01/09/2017	CNTRL OFF3	200.0000	24.99000	4,998.00	Active	<a href="#">Edit</a>	<a href="#">Delete</a>				
Add ShipTo Comments							<a href="#">Save</a>	<a href="#">Return to Search</a>	<a href="#">Notify</a>	<a href="#">Refresh</a>	<a href="#">Add</a>	<a href="#">Update/Display</a>



# Reconciling/Close a PO (continued)

- Verify that the **PO Qty** field on each distribution line matches the changes made to the **PO Qty** field on the **Schedules** page and the **Purchase Order** page.
- Click **OK**. The **Maintain Purchase Order – Schedules** page will display.

Distributions for Schedule 1

Unit 50100 Supplier LL CARTER -003  
PO ID 0001143553 Item 7503532020  
Line 1 STONE NO. 1, STONE  
Schedule 1 Status Active

\*Distribute By  Schedule Qty 200.0000  
SpeedChart  Multi-SpeedCharts Merchandise Amount 4,998.00 USD  
Doc. Base Amount 4,998.00 USD

Distribution												Personalize   Find   View All   <input type="button" value="Print"/>   <input type="button" value="New"/>   First <input type="button" value="1 of 1"/> Last			
Chartfields			Details/Tax		Asset Information		Req Detail		Statuses						
Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Program	Department				
1	Open		100.0000	200.0000	4,998.00 USD	50100	<input type="button" value="Search"/>	5012550	<input type="button" value="Search"/>	04100	<input type="button" value="Search"/>	699001	<input type="button" value="Search"/>	10003	<input type="button" value="Search"/>



# Reconciling/Close a PO (continued)

- Click on the **Return to Main Page** hyperlink. The **Maintain Purchase Order – Purchase Order** page will display.

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs

Maintain Purchase Order

Schedules

Unit 50100 Supplier LL CARTER -003 PO Status Dispatched  
PO ID 0001143553 PO Date 01/09/2017

[Return to Main Page](#)

Lines										Find   View All	First	1 of 1	Last		
Line 1	Item 7503532020	STONE NO. 1, STONE				PO Qty	200.0000	LTN Merchandise Amt	4,998.00 USD						
Schedules										Personalize	Find	View All	First	1 of 1	Last
Details	Statuses	Shipment	Matching	Receiving	Freight	RTV	RTV								
Sched		*Due Date		*Ship To			*PO Qty	Price	Merchandise Amount	Status					
1		<input type="text" value="01/09/2017"/>		<input type="text" value="CNTRL OFF3"/>	<input type="button" value=""/>	<input type="button" value=""/>	200.0000	24.99000	4,998.00	Active	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	

Add ShipTo Comments



# Reconciling/Close a PO (continued)

- Confirm that the **PO Qty** field for each line on the **Details** tab of the **Purchase Order** page still matches the changes made to the **PO Qty** field on the **Schedules** page and the **Distributions for Schedule X** page.

The screenshot shows the Oracle Purchasing module interface for managing purchase orders. The top navigation bar includes 'Favorites', 'Main Menu', 'Purchasing', 'Purchase Orders', and 'Add/Update POs'. Sub-menus like 'Requisitions' and 'Actions' are visible under 'Purchase Orders'. The 'Document Status' section shows 'eVA Procure Type' and 'eVA Confirming Order' checkboxes, and an 'Amount Summary' button. Below this, financial details are listed: Merchandise 24,112.00, Freight/Tax/Misc. 0.00, and Total Amount 24,112.00 USD. Navigation buttons for 'Calculate' and 'Add Items From' (Catalog and Item Search) are present. The main area is titled 'Select Lines To Display' with search fields for 'Search for Lines', 'Line', 'To', and 'Retrieve'. A large grid titled 'Lines' displays purchase order details. The grid columns include: Details, Ship To/Due Date, Statuses, Item Information, Attributes, RFQ, Contract, Receiving, PO Qty, \*UOM, Category, Price, Merchandise Amount, Status, and several action icons. Two lines of data are shown:

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	9750001000	MINI EXCAVATOR 305 (11,000lbs / 11' Dig Depth) RENT/LEASE VEHICLES & EQUIPMENT RENT/LEASE VEHICLES & EQUIPMENT	11.0000	HUR	9750001	2,192.00000	24,112.00	Approved
2	9750001000	RENT/LEASE VEHICLES & EQUIPMENT RENT/LEASE VEHICLES & EQUIPMENT	11.0000	HUR	9750001	0.00001	0.00	Approved

At the bottom, buttons for 'View Approvals', 'Close Short All Lines', and 'Go to ... More ...' are available.



# Reconciling/Close a PO (continued)

Once the updates to the PO have been made it is important to ensure that the sum of accounting distribution matches the changes to the schedules. From the **Maintain Purchase Order – Purchase Order** page:

- Click on the **Details** tab.
- Click on the **Schedule** icon for the line to be reviewed. The **Schedules** page for the line will display. Review each line's accounting distribution.
- From the **Details** tab, click on the **Distribution** icon. The **Distributions for Schedule X** pop-up window will display.

The screenshot shows the SAP ERP interface for maintaining purchase orders. The top navigation bar includes 'Favorites', 'Main Menu', 'Purchasing', 'Purchase Orders', and 'Add/Update POs'. The main title is 'Maintain Purchase Order' under 'Schedules'. Below this, details are shown: Unit 50100, Supplier LL CARTER -003, PO ID 0001143553, PO Date 01/09/2017, and PO Status Dispatched. A 'Return to Main Page' link is available. The 'Lines' section displays a single line for 'Line 1' with Item 7503532020 and Description STONE NO. 1, STONE. The 'Schedules' table has columns for Sched, \*Due Date, \*Ship To, \*PO Qty, Price, Merchandise Amount, and Status. The first schedule row shows 01/09/2017, CNTRL OFF3, 200.0000, 24.99000, 4,998.00, and Active. A red box highlights the 'Distribution' icon in the toolbar at the bottom right of the 'Schedules' table. The footer contains buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display.



# Reconciling/Close a PO (continued)

The **Distributions for Schedule X** pop-up window will display:

- Verify or update the sum of the accounting distribution(s) to match the **Line Schedule**.
- Click **OK**. The **Schedules** page will display.

Distributions for Schedule 1

Unit 50100	Supplier LL CARTER -003	Item 7503532020	STONE NO. 1, STONE
PO ID 0001143553			
Line 1			
Schedule 1			
Status Active			
*Distribute By Quantity			
SpeedChart [ ] Multi-SpeedCharts			
Distribution			
Chartfields Details/Tax Asset Information Req Detail Statuses [ ]			
Dist	Status	Percent	PO Qty
1	Open	100.0000	200.0000
Merchandise Amount Currency			
4,998.00 USD			
*GL Unit Entry Event *Account Fund Program Department			
50100 [ ] 5012550 [ ] 04100 [ ] 699001 [ ] 10003 [ ]			
OK Cancel Refresh			

- Click on the **Return to Main Page** hyperlink. The **Purchase Order** page will display.
- Click **Save**. The **Change Reason** page will display.

Maintain Purchase Order Schedules

Unit 50100	Supplier LL CARTER -003	PO Status Dispatched
PO ID 0001143553		
PO Date 01/09/2017		
Return to Main Page		
Lines		
Line	Item 7503532020	STONE NO. 1, STONE
Schedules	Find   View All	First 1 of Last
Details	PO Qty 200.0000 LTN	Merchandise Amt 4,998.00 USD
Statuses		
Shipment		
Matching		
Receiving		
Freight		
RTV		
Sched	*Due Date 01/09/2017	*Ship To CNTRL OFF3
	*PO Qty 200.0000	Price 24.99000
		Merchandise Amount 4,998.00
		Status Active
Add Ship To Comments		
Save	Return to Search	Notify Refresh
Add	Update/Display	

Favorites Main Menu Purchasing > Purchase Orders > Add/Update POs

eVA Confirming Order:  Amount Summary [ ]

Merchandise Freight/Tax/Misc. Total Amount 24,110.00 0.00 24,110.00 USD Calculate

Add Items From Catalog Item Search Purchasing Kit Select Lines To Display Search for Lines Line To Retrieve

Lines Details Ship To Due Date Statuses Item Information Attributes BFO Contract Receiving [ ]

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	BLEDA - 010011 Display Board LUM1 66mm 5 x 7 Amber		50.0000	EA	80166	482.20000	24,110.00	Approved

View Approvals Close Short All Lines \*Go to More ...

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display



# Reconciling/Close a PO (continued)

- Enter/update the **Reason Code** and **Comment**.
- Click **OK**.
- The **Maintain Purchase Order – Purchase Order** page will display.

Reason Code Page

Enter a reason code and comment for making changes that are being tracked.

Unit 50100 PO ID 0001143553

Reason Code OTHER

Comment Reduced quantity to match received amounts. 4/1/2017

Use Same Reason Code

OK Cancel Refresh

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO ID 000122593 Change Order 1 Current Change Reason

PO Status Approved  Hold From Further Processing

Header

\*PO Date 06/30/2023  Supplier Search  
\*Supplier SES AMERIC-001 Supplier Details  
\*Supplier ID 0000002139 SES America Inc  
\*Buyer RHONDA.THARRINGTHARRINGTON.RHONDA.J Receipt Status Not Recvd  Dispatch  
PO Reference P004356526 \*Dispatch Method Print  eVA Purchase Order  
eVA PO Type EVP eVA Order Method EXCP  
eVA Interfaced RSEV eVA Dttm 07/01/23 07:10:09  
eVA PO ID P004356526 eVA Procure Type   
eVA Confirming Order:  Amount Summary

Web IMS:

Header Details Activity Summary  
PO Defaults Add Comments  
PO Activities Add ShipTo Comments  
Requisitions Document Status  
Actions



# Reconciling/Close a PO (continued)

- The **PO Status** updates to **Approved** and is ready for dispatch.
- Once dispatched, either manually or by batch process, the PO will be reconciled/closed out.

Maintain Purchase Order  
Purchase Order

Business Unit 50100  
PO ID 0001270590  
Copy From

PO Status **Approved**  Hold From Further Processing

**Header**

*PO Date <input type="text" value="06/30/2023"/> <input type="button" value="S"/> Supplier Search	*Supplier <input type="text" value="MANSFIELD -064"/> <input type="button" value="S"/> Supplier Details
*Supplier ID <input type="text" value="000047959"/> <input type="button" value="S"/> MANSFIELD OIL Co of Gainesville Inc	*Buyer <input type="text" value="EVA.BUYER"/> <input type="button" value="S"/> EVA BUYER
PO Reference <input type="text" value="PO04356223"/>	Receipt Status Not Recvd *Dispatch Method <input type="button" value="Phone"/> Dispatch
Web IMS?: <input type="checkbox"/>	eVA PO Type EVP eVA Purchase Order
Header Details PO Defaults PO Activities Requisitions Actions	eVA Order Method EXCP eVA Interfaced Y eVA Dttm 07/01/23 07:10:09 eVA PO ID PO04356223 eVA Procure Type <input type="button" value="▼"/> eVA Confirming Order: <input type="checkbox"/> <b>Amount Summary</b> <input type="button" value="?"/>
	Merchandise 16,000.00 Freight/Tax/Misc. 0.00 <input type="button" value="Calculate"/> Total Amount 16,000.00 USD



# Lesson 4: Summary

4

Reconciling/Close the PO

In this lesson, you learned:

- How to reconcile/close a PO by matching the quantity ordered, quantity received, and quantity matched/vouchered for a PO.



# Lesson 5: Introduction

5

Review PO Information, History, and Activities

This lesson covers the following topics:

- Review PO Information, History, and Activities
- **Purchase Order Inquiry** page



# Review PO Information, History, and Activities

After creating a PO, it is possible to view all future transactions and related activities, including the header, line, schedule, and distribution details. This can be done through the following pages:

- **Purchase Order Inquiry** page
- **Activity Summary** page
- **Review Change History** and **Review Change Orders** pages



# Purchase Order Inquiry Page

The **Purchase Order Inquiry** page allows viewing details of the PO. This page is a display-only version of the **Maintain Purchase Order – Purchase Order** page. From here, other pages, such as **Activity Summary** and **Change Order** can be displayed, where additional details of the PO can be viewed.

Navigate to this page using the following path:

**Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders**

Enter the search criteria and click **Search**.

The screenshot shows the Purchase Order Inquiry page with the following details:

**Header:**

- Business Unit: 50100
- PO ID: 0001143553
- Change Order: 1
- PO Status: Approved

**Header Details:**

- PO Date: 01/09/2017
- Supplier Name: LL CARTER -003
- Supplier ID: 0000033093
- Buyer: MASON,GEORGE
- PO Reference: Stone
- Header Details: Change Order
- Activity Summary
- Header Comments
- Document Status
- Actions

**Amount Summary:**

Merchandise	4,998.00
Freight/Tax/Misc.	0.00
Total	4,998.00 USD

**Lines:**

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1	7503532020	STONE NO. 1, STONE	7503532	200.0000	LTN	4,998.00 USD	Approved

**Buttons and Links:**

- View Approvals
- Return to Search
- Notify
- Related Links

# Purchase Order Inquiry Page (continued)

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Review PO Information ▾ > Purchase Orders

Purchase Order Inquiry  
Purchase Order

Business Unit 50100 PO Status Approved  
PO ID 0001143553  
Change Order 1

PO Date 01/09/2017 Supplier Name LL CARTER -003  
Supplier ID 0000033093 Buyer MASON,GEORGE  
PO Reference Stone

Header Details Activity Summary  
Change Order Header Comments  
All RTV Document Status  
Matching Actions

Supplier Details Backorder Status Not Backordered  
Receipt Status Received  
 Hold From Further Processing

Amount Summary

Merchandise	4,998.00
Freight/Tax/Misc.	0.00
Total	4,998.00 USD

Lines Personalize | Find | View All |  |  First 1 of 1 Last

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status		
1	7503532020	STONE NO. 1, STONE	7503532	200.0000	LTN	4,998.00 USD	Approved		

View Approvals

Return to Search  Notify  Related Links



# Purchase Order Inquiry Page: Supplier Details

Click the **Supplier Details** link on the **Purchase Order Inquiry** page to display the **Supplier Details** pop-up window. This page displays more details about the supplier for the PO.

Click the **Return** button on the page to return to the **Purchase Order Inquiry** page when you are done.

Supplier Details -- LL Carter & Son Inc

Business Unit 50100      PO ID 0001143553      Change Order 1

Location MAIN      Terms 30      Net 30

Address 4 [Show Address Details](#)      Basis Date Type Prompt Payment

Contact [Show Contact Details](#)      Basis Date

Salesperson [Show Salesperson Details](#)

**Address Details**

Country USA United States      Fax 330/349-1341  
Address 1 17460 Countyline Church Road      Prefix 1  
Address 2      Phone 446/043-8809  
eVA VLIN VA10051504  
eVA Address ID: EVAAD227788  
City Ruther Glen  
County 077946325      Postal 22546  
State VA      Virginia

[Return](#)



# Purchase Order Inquiry Page: Supplier Details (continued)

Supplier Details -- LL Carter & Son Inc

[Help](#)

Business Unit	50100	PO ID	0001143553	Change Order	1
Location	MAIN	Terms	30	Net	30
Address	4	<a href="#">Show Address Details</a>			
Contact		<a href="#">Show Contact Details</a>			
Salesperson		<a href="#">Show Salesperson Details</a>			

**Address Details**

Country	USA	United States	Fax	330/349-1341
Address 1	17460 Countyline Church Road		Prefix	1
Address 2				
eVA	VLIN	VA10051504	Phone	446/043-8809
eVA Address ID:		EVAAD227788		
City	Ruther Glen			
County	077946325	Postal	22546	
State	VA	Virginia		

[Return](#)



# Purchase Order Inquiry Page: Header Details

Click the **Header Details** link on the **Purchase Order Inquiry** page to display the **Purchase Order Header Details** pop-up window. This page displays the PO defaults and the rules for the PO.

Click the **Return** button on the page to return to the **Purchase Order Inquiry** page when finished.

**PO Header Details**

Business Unit 50100      PO ID 0001143553      Change Order 1

**PO Details**

Supplier LL Carter & Son Inc	<input checked="" type="checkbox"/> Tax Exempt
PO Date 01/09/2017	Origin ONL Online
PO Type General	ID 546001730
Billing Location CNTRL OFF3	Billing Address
Letter of Credit ID	

**Currency**

Currency Code USD	Exchange Rate Detail	Exchange Rate 1.0000000
Rate Date 01/01/1901	Base Currency	USD
Rate Type CRRNT		

**Process Control Option**

<input type="checkbox"/> Hold From Further Processing	Method Print
<input checked="" type="checkbox"/> Dispatch	

**Return**



# Purchase Order Inquiry Page: Header Details (continued)

PO Header Details

Business Unit 50100      PO ID 0001143553      Change Order 1

Help

**PO Details**

Supplier LL Carter & Son Inc  
PO Date 01/09/2017      Origin ONL Online       Tax Exempt  
PO Type General      ID 546001730  
Billing Location CNTRL OFF   
Letter of Credit ID

**Currency**

Currency Code USD      Exchange Rate Detail      Exchange Rate 1.00000000  
Rate Date 01/01/1901      Base Currency USD  
Rate Type CRRNT

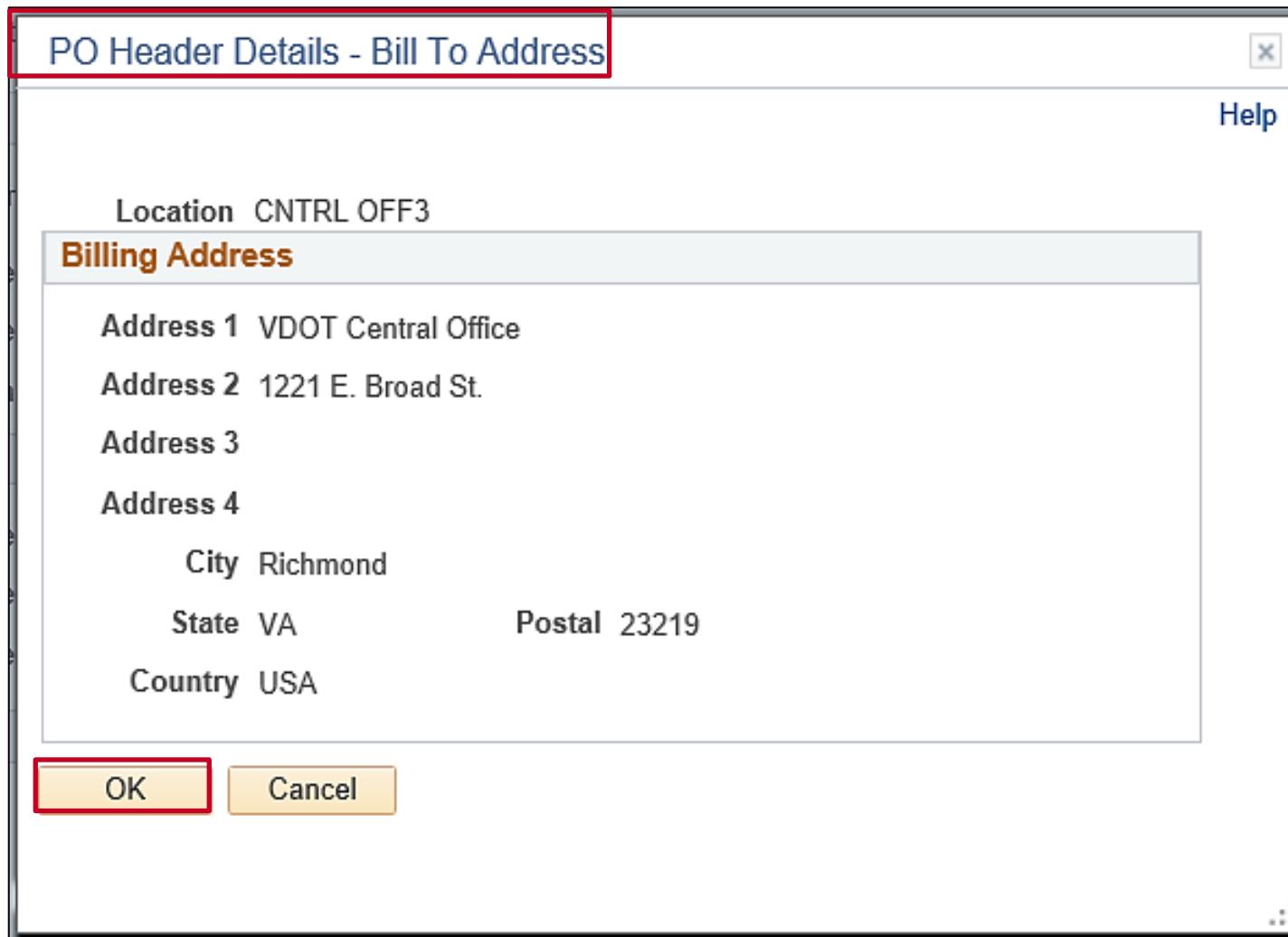
**Process Control Option**

Hold From Further Processing      Method Print  
 Dispatch



# Purchase Order Inquiry Page: Bill To Address

Click the **Billing Address** link on the **Header Details** page to display details for the billing location. Click the **OK** button to return to the **Purchase Order Inquiry** page when review is completed.





# Purchase Order Inquiry Page: Header Comments

If the **Header Comments** link on the **Purchase Order Inquiry** page is active, click it to display comments associated with the PO header. If this link is not active, there are no comments.

Click the **OK** button to return to the **Purchase Order Inquiry** pop-up window.

PO Header Comments

Business Unit 50100      PO ID 0001143553      Supplier LL CARTER -003      Change Order 1

Retrieve Active Comments Only      **Retrieve**

\*Sort Method **Comment Time Stamp**      \*Sort Sequence **Ascending**      **Sort**

**Comments**      Find | View All      First 1 1 of 1 Last

Comment Status Active

This is CONFIRMING Purchase Order for Contract number UM512PMC100017 DO NOT DUPLICATE

Send to Supplier       Shown at Receipt  
 Shown at Voucher       Approval Justification

**Associated Document**

Attachment      Attach      View      Email

From -> PO 50100-0001143553

**OK**      **Cancel**



# Purchase Order Inquiry Page: Change Order

Click the **Change Order** link on the **Purchase Order Inquiry** page to display the **Review Change Order** page. This page displays change order history for the PO, if any.

The **Change Order** page opens up as a separate internet tab. To return to the **Purchase Order Inquiry** page, click on the **Purchase Orders** internet tab or close the **Change Order** internet tab and return to the **Purchase Order Inquiry** page.

The screenshot shows a web browser window with the URL [http://fn92trnweb.cov.virginia.gov/psp/fn92trn\\_1/EMPLOYEE/EI](http://fn92trnweb.cov.virginia.gov/psp/fn92trn_1/EMPLOYEE/EI). The title bar has three tabs: "Purchase Orders" (selected), "Review Change Orders", and "Purchase Order Inquiry". The main menu path is: Favorites > Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders > Review Change Orders. Below the menu, there are three tabs: Header Changes, Line Changes, and Ship Changes. The "Header Changes" tab is selected. The page displays a table titled "Changes to PO Schedules" with the following data:

Changes to PO Schedules							Personalize	Find	View All	Print	1-5 of 12	Last
Line	Sched	Batch	Seq	Description	Value	Reason	User Modify	Last Change Date				
1	1	0	0	Status	A	Reason	GEORGE.MASON	01/14/2017 3:06:17PM				
1	1	0	0	Due Date	01/09/2017	Reason	GEORGE.MASON	01/14/2017 3:06:17PM				
1	1	0	0	Freight Terms Code	FOB DEST	Reason	GEORGE.MASON	01/14/2017 3:06:17PM				
1	1	0	0	Merchandise Amount	6247.50000	Reason	GEORGE.MASON	01/14/2017 3:06:17PM				
1	1	0	0	Original Promise Date	01/09/2017	Reason	GEORGE.MASON	01/14/2017 3:06:17PM				

At the bottom, there are buttons for "Return to Search" and "Notify". Below the table, there are links for "Header Changes", "Line Changes", and "Ship Changes".



# Purchase Order Inquiry Page: Document Status

Click the **Document Status** link on the **Purchase Order Inquiry** page to access and review information about procurement documents associated with the PO. These documents may include contracts, vouchers, receipts, and payments and links to each of the associated documents will be available.

The **Document Status** page opens up as a separate internet tab. To return to the **Purchase Order Inquiry** page, click on the **Purchase Orders** internet tab or close the **Document Status** internet tab and return to the **Purchase Order Inquiry** page.

The screenshot shows the 'Document Status' page from the Virginia state procurement system. At the top, the URL is http://fn92trnweb.cov.virginia.gov/psc/fn92trn\_2/EMPLOYEE/EI. The tabs at the top are 'Purchase Orders' (selected) and 'Document Status'. The main content area displays the following details for Purchase Order ID 0001143553:

Business Unit	50100	PO ID	0001143553
Document Date	01/09/2017	Status	Approved
Currency	USD	Document Type	Purchase Order
Buyer	MASON,GEORGE	Merchandise Amt	4,998.00

Below the details is a horizontal navigation bar with icons and labels:

- Requisitions
- Sourcing Events
- Procurement Contracts(1)
- Purchase Orders
- Service Work Orders
- Receipts(1)
- Returns
- Vouchers
- Payments

At the bottom, there is a table titled 'Associated Document' showing two rows of data:

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
▼ Actions	STATE		Contract	0000000000000000000044966	Approved	07/14/2016	0000033093	
▼ Actions		50100	Receipt	0001884215	Received	01/09/2017	0000033093	MAIN

Buttons at the bottom include 'Show All', 'Personalize', 'Find', 'View All', 'First', 'Last', and a 'Return to Search' button.



# Purchase Order Inquiry Page: Lines

There are numerous details associated with the PO line that can be displayed from the **Lines** section on the **Purchase Order Inquiry** page.

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Review PO Information ▾ > Purchase Orders

Purchase Order Inquiry  
Purchase Order

Business Unit 50100 PO Status Approved  
PO ID 0001201019

**Header**

PO Date 08/06/2019  
Supplier Name VULCAN CON-001 Backorder Status Not Backordered  
Supplier ID 0000009329 Supplier Details Receipt Status Not Recvd  
Buyer Hodge, Ronnie (VDOT)  Hold From Further Processing  
PO Reference FOB STONE

**Amount Summary**

Merchandise	10,237.50
Freight/Tax/Misc.	0.00
Total	10,237.50 USD

Header Details Activity Summary  
All RTV Header Comments...  
Matching Document Status  
▼ Actions

**Lines**

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status		
1	7503532030	STONE NO. 3, STONE	7503532	175.0000	LTN	1,925.00 USD	Approved		
2	7503548485	STONE, CRUSHED GRADE 26	7503548	250.0000	LTN	1,762.50 USD	Approved		
3	7503518200	STONE, RIP RAP CLASS 1	7503518	100.0000	LTN	1,800.00 USD	Approved		
4	7503551400	STONE RIP RAP CLASS II	7503551	250.0000	LTN	4,750.00 USD	Approved		

Personalize | Find | View All | First 1-4 of 4 Last

**View Approvals**



# Purchase Order Inquiry Page: Line Details

When the **Line Details** icon in the **Lines** section of the **Purchase Order Inquiry** page, is clicked, the **Details for Line** pop-up window will be displayed. This page displays additional details associated with the selected PO line. Click the **Return** button to return to the **Purchase Order Inquiry** page.

Details for Line VULCAN CON-001			
PO ID 0001201019	Line 1	STONE NO. 3, STONE	
Status Approved	<input type="checkbox"/> Amount Only	Backorder Status Not Backordered	
Line Details			
Physical Nature Goods			
Merchandise Amt	1,925.00	Currency	USD
Category	7503532	Category ID	03113
STONE			
Contract SetID	STATE	Contract Details	Version 3
Contract	0000000000000000000045275	Contract Details	Category Line
Contract Line	2	Original Substituted Item	Description
Group ID		RFQ Line	
Release	276	GPO ID	
Mfg Item ID		UPN Type	
		UPN ID	
Price Qty	Line	Price Date	PO
<input type="checkbox"/> Withholding		<input type="checkbox"/> Device Tracking	
Receiving Required	Required	Replenish Code	Standard
<input type="checkbox"/> Inspect		Inspect ID	
Configuration Code			

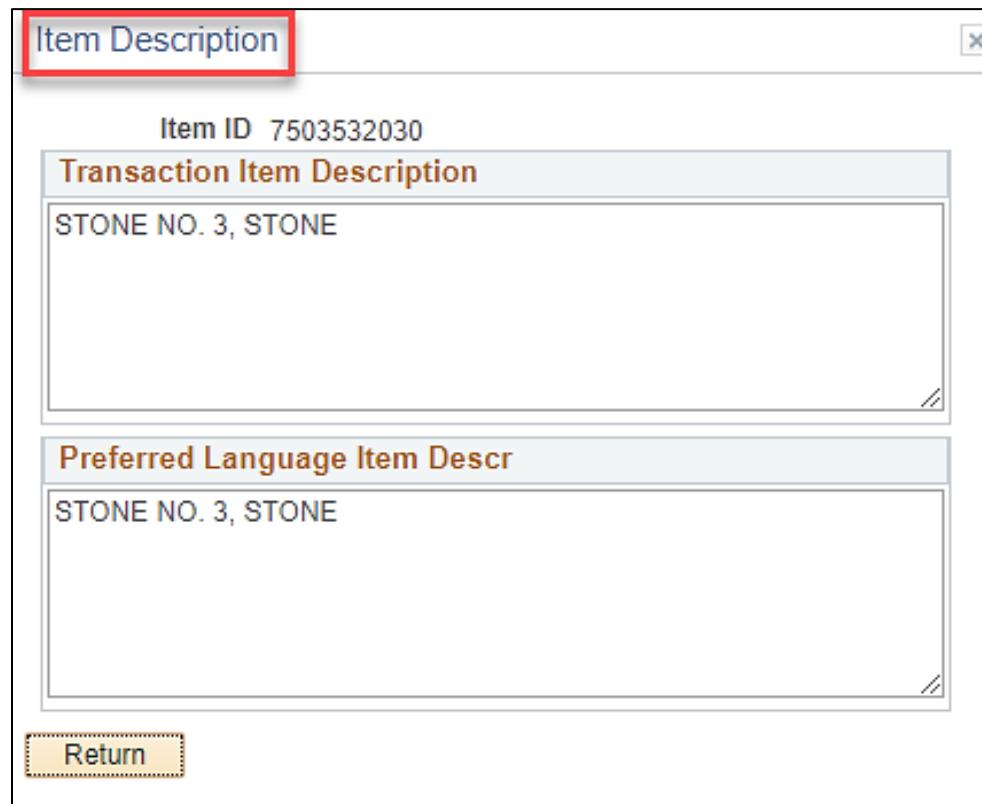


# Purchase Order Inquiry Page: Item Description

The **Item Description** for a **Line** on the **Purchase Order Inquiry** page includes only the first 30 characters of the item's full description.

By clicking on the **Item Description** link for the desired line, the **Item Description** pop-up window will be displayed with the full **Transaction Item Description** text.

Click the **Return** button to return to the **Purchase Order Inquiry** page.





# Purchase Order Inquiry Page: Line Comments

From the **Purchase Order Inquiry** page, click the **Line Comments** icon on the desired line to view comments that were entered for the item. The **PO Line Comments** pop-up window will be displayed. From the **PO Line Comments** page, click **OK** to return to the **Purchase Order Inquiry** page.

**PO Line Comments**

Business Unit 50100	PO ID 0001201019	Supplier VULCAN CON-001
<input checked="" type="checkbox"/> Retrieve Active Comments Only <b>Retrieve</b>		
*Sort Method Comment Time Stamp	*Sort Sequence Ascending	Sort
<b>Comments</b> Find   View All      First ① 1 of 1 Last Comment Status Active		
<div style="border: 1px solid #ccc; height: 200px; margin-top: 10px;"></div>		
<input type="checkbox"/> Send to Supplier	<input type="checkbox"/> Shown at Receipt	
<input type="checkbox"/> Shown at Voucher		
<b>Associated Document</b>		
Attachment	Attach	View
Email		
From -> PO 50100-0001201019-1		
<b>OK</b> <b>Cancel</b>		



# Purchase Order Inquiry Page: Schedule

There are many details associated with the schedule(s) for each PO line. To display the PO schedule(s) for a line, from the **Purchase Order Inquiry** page click the **Schedule Details** icon on the line to be viewed. The **Schedules** page displays for the PO line. Each schedule has links (icons) to more detailed information including schedule details, miscellaneous charges, and accounting distributions. The **Price Adjustment**, **Miscellaneous Charges**, and **Sched Sales/Use tax** icons are generally not used.

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Review PO Information ▾ > Purchase Orders | New Window | Personalize Page

Purchase Order Inquiry  
Schedules

Business Unit 50100 PO ID 0001201019

Return to Main Page

Lines											Find	View All	First	1 of 4	Last				
Line 1 STONE NO. 3, STONE				PO Qty	175.0000	LTN	Merchandise Amt			1,925.00 USD	Personalize				Find	View All	First	1 of 1	Last
Schedules		Details		Statuses															
Sched	Due Date	Time Due	Revision	Ship To	Attention To			PO Qty	Price	Merchandise Amount	Status								
1		08/06/2019			MONTER AHQ			175.0000	11.00000	1,925.00 USD	Active								

Ship To Comments



# Purchase Order Inquiry Page: Schedule Details

From the **Purchase Order Inquiry – Schedules** page, click the **Schedule Details** icon for the desired schedule to view details about the schedule, including the **Freight Terms**.

To return to the **Purchase Order Inquiry** page, click **Return** and then from the **Schedules** page click the **Return to Main Page** link.

Details for Schedule 1	
PO ID 0001201019	Status Active
Line Number 1	Schedule 1
Item ID 7503532030	Backordered From Schedule
STONE NO. 3, STONE	
Schedule Details	
Due Date 08/06/2019	<input type="checkbox"/> Custom Price - No Override
Original Promise Date 08/06/2019	<input type="checkbox"/> No Charge
Ship Date	<input type="checkbox"/> Frozen (Planning)
Ship To MONTER.AHQ	
Amount Summary	
Ship Via COMMON Common Carrier	PO Qty 175.0000
<b>Freight Terms FOB DEST FOB Dest, Freight Prepaid</b>	Merchandise Amount 1,925.00 USD
Matching Full Match	Doc. Base 1,925.00 USD
Match Status PO Not Matched	
Matching Controls	
Tolerance Over	Tolerance Under
Unit Price Tolerance	
% Unit Price Tolerance 0.01	999.99
Ext Price Tolerance	
% Ext Price Tolerance 10.50	999.99
Receiving Controls	
<input checked="" type="checkbox"/> Reject Qty Over Tolerance	
Early Ship Reject Days 2	
Qty Rcvd Tolerance % 10.00	
Close Under Qty %	
Freight Calculation Rule	
Arbitration Plan ID	
Freight Charge Method	
<input type="checkbox"/> Freight Charge Override	
<b>Return</b>	



# Purchase Order Inquiry Page: Distributions

Accounting distributions are associated with schedules. Clicking the **Distributions/ChartFields** icon on the **Schedules** page displays the associated distributions.

The **ChartFields** tab displays the chart of accounts information related to the schedule. Typically scrolling right will display all the fields.

The **Details/Tax** and **Asset Information** tabs are not used.

Distributions for Schedule 1																		
PO ID	0001201019	Line	1	Sched	1	Item	7503532030		STONE NO. 3, STONE									
Status	Active					Sched Qty	175.0000											
Distribute By	Quantity					Merchandise Amount	1,925.00	USD										
						Doc. Base Amount	1,925.00	USD										
Distributions																		
Chartfields	Details/Tax	Asset Information	Req Detail															
Dist	Status	Percent	PO Qty	Merchandise Amt	GL Unit	Entry Event	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2		
1	Open	100.0000	175.0000	1,925.00 USD	50100		5013560	04100	604003	18042	11163550	74759	091	10289				



# Purchase Order Inquiry Page: Distributions, Req/Detail Tab

On the **Distributions** page, the **Req/Detail** tab displays information about associated requisitions. If there is a requisition, the **Req ID** is displayed here as a hyperlink. Click to get more information about the requisition.

Distributions for Schedule 1

PO ID 0001201019	Line 1	Sched 1	Item 7503532030	STONE NO. 3, STONE								
Status Active	Sched Qty 175.0000											
Distribute By Quantity	Merchandise Amount			1,925.00 USD								
	Doc. Base Amount			1,925.00 USD								
<b>Distributions</b>					Personalize   Find   View All         First  1 of 1  Last							
Chartfields	Details/Tax	Asset Information	Req Detail									
Dist	Status	Percent	Req BU	Req ID	Req Line	Req Sched	Req Dist	Requester	Requisition Name	Attention To	Phone	Fax
1	Open	100.0000		Req ID								

**Return**



# Activity Summary Page

View what has been received on the **Activity Summary** page, you can view what has been received. The page will include information as well as links to more information for the associated receipt(s) and voucher(s).

The **Merchandise Amount**, **Merchandise Receipt**, **Merchandise Returned**, **Merchandise Invoice**, and **Merchandise Matched** values will be displayed on the **Activity Summary** page.

Navigate to this page using the following path:

**Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary**

Or, from the **Purchase Order Inquiry** page, you can click on the **Activity Summary** link.

The screenshot shows the 'Activity Summary' page. At the top, it displays the Business Unit (50100), Purchase Order number (0001201019), PO Status (Approved), Supplier (Vulcan Construction Materials), and Supplier Location (MAIN). Below this, a red box highlights the 'Merchandise Amount' (10,237.50 USD), 'Merchandise Receipt' (0.00 USD), 'Merchandise Returned' (0.00 USD), 'Merchandise Invoice' (0.00 USD), and 'Merchandise Matched' (0.00 USD) fields. A table below lists four line items with columns for Line, Line Details, Item, Item Description, UOM, Manufacturer ID, Mfg Itm ID, and UPN. The table shows the following data:

Line	Line Details	Item	Item Description	UOM	Manufacturer ID	Mfg Itm ID	UPN
1		7503532030	STONE NO. 3, STONE	LTN			
2		7503548485	STONE, CRUSHED GRADE 26	LTN			
3		7503518200	STONE, RIP RAP CLASS 1	LTN			
4		7503551400	STONE RIP RAP CLASS II	LTN			

At the bottom, there are buttons for 'Personalize', 'Find', 'View All', and navigation links like 'First', '1-4 of 4', and 'Last'. The footer includes 'Return to Search' and 'Notify' buttons.



# Activity Summary Page (continued)

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Review PO Information ▾ > Purchase Orders > Activity Summary

## Activity Summary

Business Unit 50100

Purchase Order 0001201019

Merchandise Amount	10,237.50 USD
Merchandise Receipt	0.00 USD
Merchandise Returned	0.00 USD
Merchandise Invoice	0.00 USD
Merchandise Matched	0.00 USD

PO Status Approved

Supplier Vulcan Construction Materials

Supplier Location MAIN

Lines

Personalize | Find | View All | | First 1-4 of 4 Last

Details	Receipt	Invoice	Matched	RTV			
Line	Line Details	Item	Item Description	UOM	Manufacturer ID	Mfg Itm ID	UPN
1		7503532030	STONE NO. 3, STONE	LTN			
2		7503548485	STONE, CRUSHED GRADE 26	LTN			
3		7503518200	STONE, RIP RAP CLASS 1	LTN			
4		7503551400	STONE RIP RAP CLASS II	LTN			

Return to Search Notify



# Activity Summary Page: Receipt Tab

The **Receipt** tab is used to view additional information about receipt documents associated with the PO, such as quantity received and accepted. Click a **Receipt** icon to open the page that provides a list of all receipts and links that take you to a **Receipts** page to view detailed receipt information.

Screenshot of the Activity Summary Page showing Purchase Order details and a grid of lines. A red arrow points from the 'Receipt' icon in the grid to the Receipts page below.

**Purchase Order Details:**

Business Unit	50100	PO Status	Compl
Purchase Order	0001186712	Supplier	LL Carter & Son Inc
Merchandise Amount	11,310.00 USD	Supplier Location	MAIN
Merchandise Receipt	11,357.51 USD		
Merchandise Returned	0.00 USD		
Merchandise Invoice	11,357.51 USD		
Merchandise Matched	11,357.50 USD		

**Lines Grid:**

Line	Line Details	Item	Item Description	UOM	Qty Shipped	Open Quantity	Open Amount	Currency	Action
1		7503551310	STONE RIP RAP CLASS AI	LTN	1.2600	0.0000	0.000	USD	

**Receipts Page:**

Unit	50100	PO ID	0001186712	Line	1	Item ID	7503551310	Receipt	Personalize	Find	View All			First		1-6 of 7		Last
Sched Num	BU Recv	Receipt No	Receipt Line	Status	Seq	Supp Rept Qty	Supp Reject Qty	Merchandise Amt	Currency									
1	50100	<b>0002080647</b>	1	Received	1	46.3100	0.0000	1745.890	USD									



# Activity Summary Page: Invoice Tab

The **Invoice** tab is used to view additional information about vouchers associated with the PO. Click an **Invoice** icon to open the page that provides a list of all the vouchers and links to a **Voucher Inquiry** page where to view detailed voucher information.

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Review PO Information ▾ > Purchase Orders > Activity Summary

### Activity Summary

Business Unit 50100 PO Status Compl  
Purchase Order 0001186712 Supplier LL Carter & Son Inc  
Merchandise Amount 11,310.00 USD Supplier Location MAIN  
Merchandise Receipt 11,357.51 USD  
Merchandise Returned 0.00 USD  
Merchandise Invoice 11,357.51 USD  
Merchandise Matched 11,357.50 USD

**Lines** Personalize | Find | View All | | First 1 of 1 Last

Line	Line Details	Item	Item Description	UOM	ed	Un-invoiced Amount	Currency	Invoice
1		7503551310	STONE RIP RAP CLASS AI	LTN	1000	0.000 USD		

Return to Search Previous in List Next in List Notify

Unit 50100 PO No. 0001186712 Line 1 Item ID 7503551310

**Invoice** Personalize | Find | View All | | First 1-6 of 7 Last

Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced
1	50100	00939183	1	46.5200	1753.800



# Review Change History and Review Change Orders Pages

Review the history (changes) of a purchase order on the **Review Change History** page or the **Review Change Orders** page.

Both pages allow searching for the desired PO and lists the change(s) that occurred to it on tabs which are almost identical. On the **Review Change History** page, you can search using **PO Number** and/or **Change Order Number**. This page provides details on the original PO, as well as changes.

The information is virtually the same on both pages, however the **Review Change History** page contains a **Batch** tab that is not included on the **Review Change Orders** page. The **Batch** tab displays the date that the change was made and the **Batch ID** of the batch that created the change order.

Navigate to the **Review Change History** page using the following path:

**Main Menu > Purchasing > Purchase Orders > Manage Change Orders > Review Change History**

Or, navigate to the **Review Change Orders** page using the following path:

**Main Menu > Purchasing > Purchase Orders > Manage Change Orders > Review Change Orders**

Enter the search criteria on either page and click **Search**.



# Review Change History Page: Batch Tab

The **Review Change History** page includes four tabs that display different information about the change to the PO.

The **Batch** tab displays the date that the change was made and the **Batch ID** of the batch that created the change order.

The screenshot shows the SAP Fiori interface for the Review Change History page. The top navigation bar is highlighted with a red box, showing the path: Favorites > Main Menu > Purchasing > Purchase Orders > Manage Change Orders > Review Change History. Below the navigation bar, there are four tabs: Batch, Header Changes, Line Changes, and Ship Changes. The 'Batch' tab is selected and highlighted with a red box. The main content area displays the following information:

- Unit: 50100
- PO ID: 0001201074
- Batch: 1
- Revision Date: 08/07/2019

At the bottom of the page, there are several navigation buttons:

- Return to Search
- Previous in List
- Next in List
- Notify

Below these buttons, there are links to other tabs: Batch | Header Changes | Line Changes | Ship Changes.



# Review Change History Page: Header Changes Tab

The **Header Changes** tab is on both the **Review Change History** and **Review Change Orders** pages and displays the changes to the header, which user issued the change, and the date of change.

The screenshot shows the Oracle Purchasing module interface. The navigation path is: Favorites > Main Menu > Purchasing > Purchase Orders > Manage Change Orders > Review Change History. The 'Header Changes' tab is highlighted with a red box. Below the tabs, the Unit is listed as 50100 and the PO ID as 0001201074. The main area displays a grid titled 'PO Header' with three rows of data. The columns are Batch, Seq, Description, Value, User Modify, and Last Change Date. The data is as follows:

Batch	Seq	Description	Value	User Modify	Last Change Date
1	1	Billing Location	APPOMT ROS	OTHER	NINA.PATRICK 08/07/2019 12:33:33PM
1	1	Change Type	C	OTHER	NINA.PATRICK 08/07/2019 12:33:33PM
1	1	PO Status	A	OTHER	NINA.PATRICK 08/07/2019 12:33:33PM

At the bottom, there are navigation links: Return to Search, Previous in List, Next in List, and Notify. There are also links for Batch, Header Changes, Line Changes, and Ship Changes.



# Change History Page: Line Changes Tab

The **Line Changes** tab is on both the **Review Change History** and **Review Change Orders** pages and displays the changes to the PO line(s), the user who created the change, and the date of change.

The screenshot shows a software application window titled "Review Change History". The navigation path is: Favorites > Main Menu > Purchasing > Purchase Orders > Manage Change Orders > Review Change History. Below the navigation bar, there are four tabs: Batch, Header Changes, Line Changes, and Ship Changes. The "Line Changes" tab is highlighted with a red border. The main content area displays a table titled "Changes to PO Lines" with the following data:

Line	Batch	Seq	Description	Value	User Modify	Last Change Date
1	0	0				

Below the table, there are two buttons: "Return to Search" and "Notify". At the bottom of the page, there are links for "Batch", "Header Changes", "Line Changes", and "Ship Changes".



# Change History Page: Ship Changes Tab

The **Ship Changes** tab is on both the **Review Change History** and **Review Change Orders** pages and displays changes to the quantity and/or price, the user who created the change, and the date of change.

The screenshot shows a software application window titled "Review Change History". The navigation path is: Favorites > Main Menu > Purchasing > Purchase Orders > Manage Change Orders > Review Change History. Below the navigation bar, there are four tabs: Batch, Header Changes, Line Changes, and Ship Changes, with "Ship Changes" highlighted by a red box. The page displays two pieces of header information: "Unit 50100" and "PO ID 0001201074". The main content area is titled "Changes to PO Schedules" and contains a table with the following data:

Line	Sched	Batch	Seq	Description	Value	User Modify	Last Change Date
1	1	0	0				

Below the table, there are several navigation buttons: "Personalize", "Find", "View All", "Return to Search", "Previous in List", "Next in List", and "Notify". At the bottom of the page, there is a footer with links: "Batch | Header Changes | Line Changes | Ship Changes".



## Lesson 5: Summary

5

Review PO Information, History, and Activities

In this lesson, you learned:

- How to view details of a PO using the Purchase Order Inquiry.
- How to review the change order history of a PO using the Review Change History and Review Change Orders pages.



# Course Summary

PR344

Processing Purchase Orders

In this course, you learned:

- Describe Purchase Order Concepts, Processes, Integration, and Interfaces
- Create Purchase Orders
- Review and Manage Purchase Orders
- Cancel Purchase Orders
- Create a Purchase Order Change Order
- Reconcile/Close POs – 3 Way Match



# Course Evaluation

Congratulations! You successfully completed the **501 PR344: Processing Purchase Orders** course.

Your instructor will provide instructions on how to access the evaluation survey for this course.





# Appendix

- Key Terms
- Flowchart Key



# Key Terms

**Change Order:** A change order is created when you make a change to a PO that affects the **Quantity**, **Price**, or **Ship To** fields or when a **Line** is added.

**Matching:** Matching purchasing documents for key values lends assurance to the validity and correctness of transactions and cash payments. The matching process compares vouchers with POs and receiving documents. This helps ensure that you pay for only the goods and services that you order and receive.

**Purchase Order:** Purchase Orders (POs) are commitments from an agency to suppliers to purchase goods or services from that supplier. The purchase information, such as item, quantity, freight terms, shipping terms, payments terms, and shipping instructions, is listed on the document and is part of the contractual nature of the PO.



# Flowchart Key

	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is preformed manually.		Depicts a document of any kind, either electronic or hard copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.