Guide to the Purchasing/Accounts Payable

June 2013, Milestone Release 0.8

Introductory User Documentation for Selecting and Purchasing Library Materials

(KFS documentation found at: https://wiki.kuali.org/display/KULDOC/Home)

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Introduction

The Purchasing and Accounts Payable module allows users to request materials, generate and transmit purchase orders, and process invoices and credit memos received from vendors. The requisition, purchase order, payment request, purchase order amendment, and credit memo documents use the workflow Kuali Enterprise Workflow component for document approval followed by encumbrance, expense and liability entries in the General Ledger as required.

To learn more about the Select and Acquire Module, see the *Select and Acquire Overview* in the wiki's Driver's Manual.

This guide provides information about using Purchasing and Accounts Payable functions. It is organized as follows.

- The first section provides an overview of key Purchasing and Accounts Payable batch processes.
- The next section, Standard Transaction E-Docs, summarizes the options available to users and indicates how they are grouped on the OLE menus.
- Each of the remaining sections presents background information and instructions specific to a group of functions on the menu.

These sections are divided into subsections covering individual functions. For each function, the applicable subsection presents a breadcrumb trail showing how to access the function and information on the layout and fields on the related screen(s). As appropriate, some subsections include business rules and routing information for e-docs and/or special instructions for performing activities.

In order to work efficiently in the system's Purchasing and Accounts Payable screens, you need to understand the basics of the user interface. For information and instructions on logging on and off, navigating, understanding the components of screens, and performing basic operations in the screens, see the OLE and Rice-KFS wiki pages.

This and other OLE user guides are available for download from the OLE 0.8 Milestone User Documentation.

Batch Processes

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

⚠ These batch processes continue to be reviewed into the 1.0 release.

Purchasing and Accounts Payable Batch Jobs

Job Name	Description
approveLineItemReceivingJob	If unordered items have been received and noted when doing line item receiving, Purchasing and Accounts Payable attempts to create a Purchase Order Amendment e-doc to adjust for the new items. If a purchase order cannot be amended for some reason (for example, if it is closed or has pending payment requests), this job rechecks each time it is run and creates the Purchase Order Amendment e-doc as soon as it is allowed to do so.
autoApprovePaymentRequestsJob	Automatically approves payment request documents with a current or past pay date.
autoClosePurchaseOrdersJob	Closes open purchase orders with no remaining encumbrance.
autoCloseRecurringOrdersJob	Looks at the end date on a recurring order (that is, a purchase order with a recurring payment type not equal to null). If this date is less than or equal to the date defined in the AUTO_CLOSE_RECURRING_PO_DATE parameter, it closes the purchase order and disencumbers any outstanding amounts.
electronicInvoiceExtractJob	Examines and validates invoices uploaded electronically by vendors. Creates Payment Request e-docs for valid invoices and creates Electronic Invoice Reject e-docs for invalid invoices.
faxPendingDocumentJob	Not yet supported by OLE; this job is a placeholder for a process used by Indiana University. (POs are queued electronically to be sent via fax, and this job runs every 15 minutes. If there is a problem with the fax device, the job fails. If the fax device is working normally, the POs are faxed.)
purchasingPreDisbursementExtractJob	Extracts all eligible and approved Payment Request and Credit Memos e-docs into the Pre-Disbursement Processor (PDP) for payment.
purchasingPreDisbursementImmediatesExtractJob	Extracts eligible and approved payment requests and credit memos flagged for immediate payment into the Pre-Disbursement Processor (PDP) for payment.

receivingPaymentRequestJob	If using receiving and if a payment request is entered that exceeds the open quantity on the purchase order, the payment request is held in "Waiting on Receiving" status. This job checks payment requests held in this status and releases them for normal routing when the purchase order has a sufficient open quantity.
approveLineItemReceivingJob	If unordered items are received when doing line item receiving, Purchasing and Accounts Payable attempts to create a Purchase Order Amendment e-doc to adjust for the new items. If the purchase order cannot be amended for some reason (for example, if it is closed or has pending payment requests), this job rechecks every time it is run and creates the Purchase Order Amendment e-doc as soon as it is allowed to do so.
autoApprovePaymentRequestsJob	Automatically approves payment request documents with a current or past pay date.
autoClosePurchaseOrdersJob	Closes open purchase orders with no remaining encumbrance.
autoCloseRecurringOrdersJob	Looks at the end date on a recurring order (that is, a purchase order with a recurring payment type not equal to null). If this date is less than or equal to the date defined in the AUTO_CLOSE_RECURRING_PO_DATE parameter, closes the Purchase Order and disencumbers any outstanding amounts.

Accessing Purchasing and Accounts Payable Functions

The Kuali OLE Purchasing and Accounts Payable module includes several e-docs to help your institution manage its procurement processes. Kuali OLE users may initiate Requisition e-docs to request that orders be placed for goods or services. Fully approved Requisition e-docs are then processed by departmental staff and then become purchase orders (POs). Under certain conditions (specified by your institution's business rules in Kuali OLE), fully approved requisitions may become POs automatically without any additional processing.

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

Some of these Purchasing and Accounts Payable e-docs are accessible from the Main Menu while others are accessible from the Maintenance and Administration menus.

- Requisitions, payment requests, credit memos and other standard Purchasing and AP e-docs are accessed via the **Transactions** submenu on the **Main Menu** tab.
- To facilitate research, the Main Menu provides several Purchasing and Accounts Payable -specific searches in the **Custom Document Searches** submenu.
- The **Maintenance** menu tab offers access attribute support e-docs that may be maintained by a relatively small group of users at your institution. These e-docs are accessible via the **Purchasing/Accounts Payable** submenu.

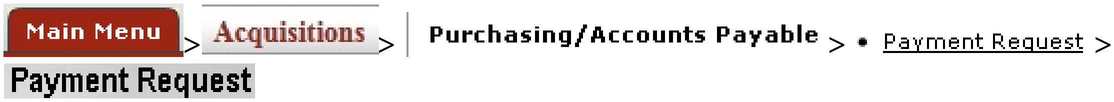
Standard Transaction E-Docs

On the Main Menu tab, the Transactions submenu provides access to a number of Purchasing and Accounts Payable functions that allow users to view and maintain a variety of standard Purchasing and Accounts Payable e-docs.

Purchasing and Accounts Payable e-docs available from the Main Menu, Transactions submenu

Document Type	Description
Payment Request (PREQ)	When an invoice against a purchase order is received from the vendor, the system generates a payment request document to initiate payment to the vendor.
Receiving (RVCL)	The Receiving document is used by a central receiving organization or a departmental user to record the receipt of goods on purchase order line items where a quantity exists. The document is also used to record goods that were damaged, returned, or unordered.
Requisition (REQS)	This document indicates goods or services you want to order through the KUALI OLE system. The requisition also provides purchasing with the authority to use funds from the accounts specified.
Vendor Credit Memo (CM)	This document initiates adjustments or records refunds for goods or services related to invoices processed on purchase orders.

Payment Request



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

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

- One is automated through the electronic invoicing process. This will be reviewed for 1.0.
- The other approach is to complete the Payment Request document manually using the screen described in this section.

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

OLE 0.8 assumes there will be only one purchase order per invoice. (This will be expanded in future releases.)

Getting Started

OLE 0.8 breaks down vendor invoicing permissions into several roles.

Roles will continue to be reviewed for the 1.0 release.

To create unapproved invoicing and payment requests, please sign into OLE as:

Invoicing staff	ole-jshowalter
Receiving staff	ole-mshaun
Payments staff	ole-abeal – for approving a payment request
Super user	ole-khuntley (can do all)

Note: For OLE 0.8, we have not yet coded full university financial integrations. To “stub” this functionality at present, and to simulate how general ledger, fund/account updates, and expenses might be approved and processed through the university financial system, all payment requests stop at the relevant Fiscal/Accounts staff for final routing/export/batch processing.

Fiscal officer	ole-rorenfro
Fiscal manager	ole-jaraujo

Search for Purchase Order Numbers

Before initiating a payment request, you’ll need to know the purchase order number for the title(s) on your invoice. This can be found by doing an **Acquisitions Search** or a **Purchase Order Search**.

To learn more about searching, see Searching OLE on the *OLE E-Docs fundamentals* wiki page.

Once you have the Purchase Order number in hand for the title on your invoice, you can begin the payment process.

Note: Be sure you have the Purchase Order number and not the system-generated document-identifier to initiate Payment Requests.

Document Layout

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

Payment Request Initiation Tab

When you select **Payment Request** from the **Main Menu** tab, the system displays a screen containing the **Payment Request Initiation** tab.

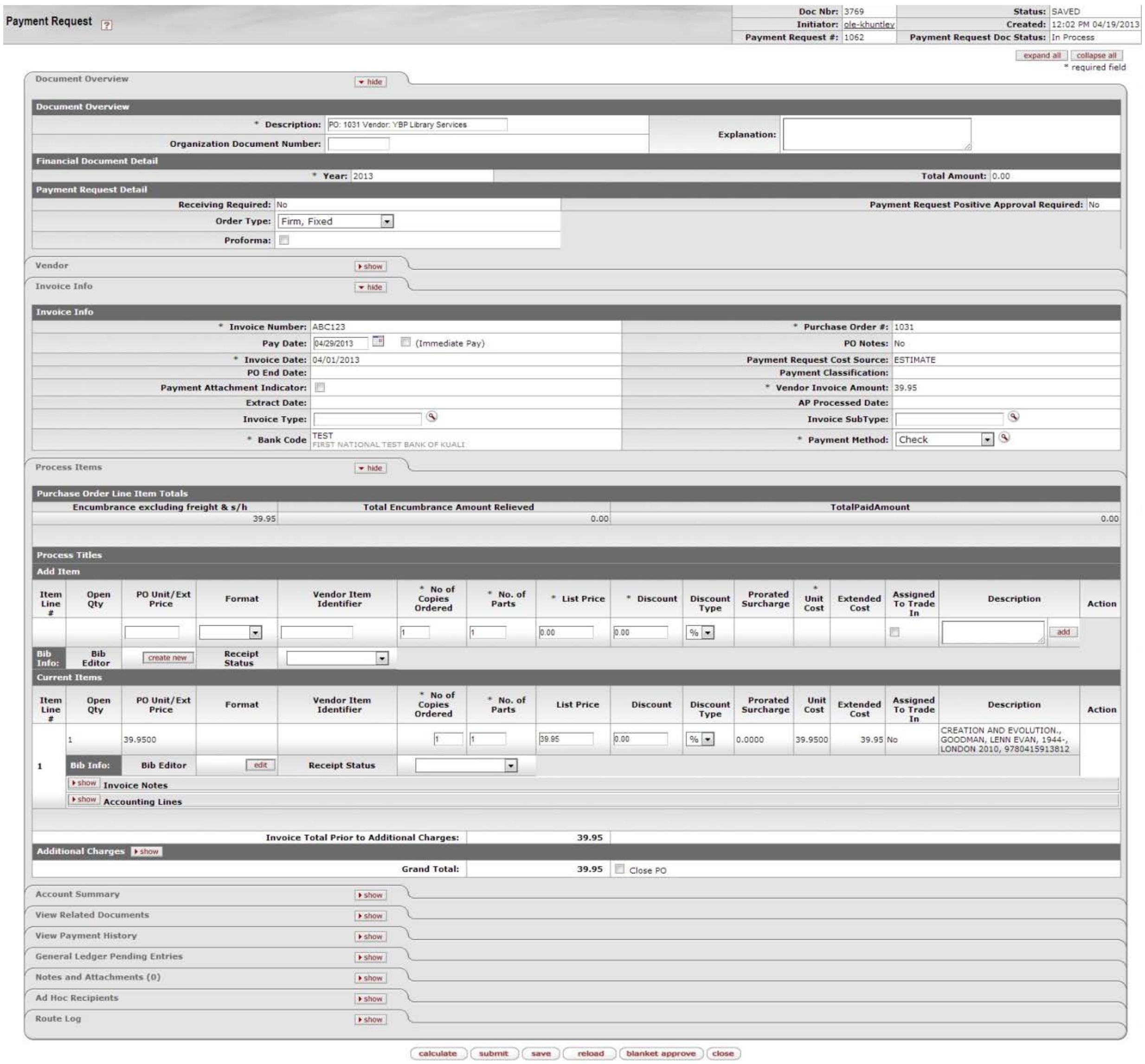
This tab allows you to specify details about the invoice and the PO to which it applies.

Payment Request Initiation tab definition

Title	Description
Purchase Order Number	Required. Enter the PO number to which the invoice applies.
Invoice Date	Required. Enter the invoice date from the vendor invoice or select the date from the calendar .
Special Handling Instructions	Optional. Enter text into any of the special handling fields to indicate a special check delivery requirement for the payment.
Invoice Number	Required. Enter the identifying invoice number from the vendor invoice.
Vendor Invoice Amount	Required if the vendor is not foreign. Enter the net dollar amount of the invoice to be processed.
Foreign Vendor Invoice Amount	Required if the Vendor is foreign. Enter the net amount of the invoice to be processed.

Click continue to initiate this payment request. The system displays the main screen for the Payment Request document. It imports some information like vendor, line item details, accounting information, etc. from the relevant Purchase Order

Main Screen



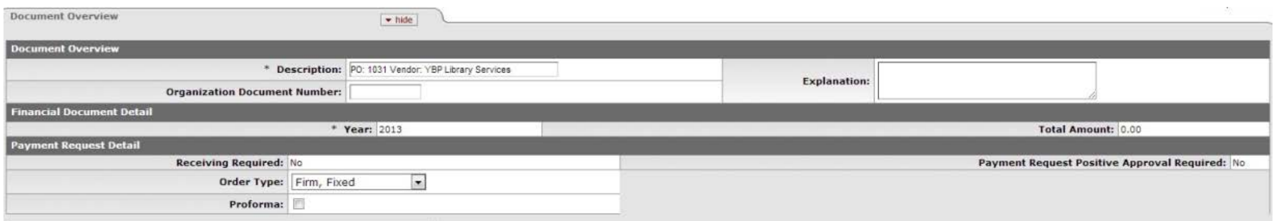
This screen includes unique **Document Overview, Vendor**, **Invoice Info**, **Process Items, Account Summary, View Related Documents,** and **View Payment History** tabs in addition to the standard tabs that display at the bottom of a financial transaction document.

For more information about the standard tabs, see Standard Tabs on the *OLE E-Docs fundamentals* wiki page.

Document Overview Tab

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

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



For information about the standard Document Overview tab, see [Standard Tabs](#) on the *OLE E-Docs fundamentals* wiki page.

Financial Document Detail Section

Financial Document Detail section definition

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

Payment Request Detail Section

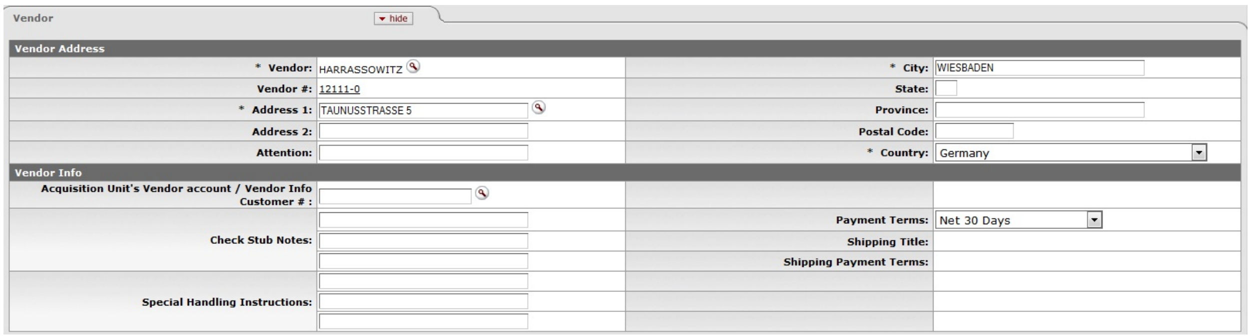
Payment Request Detail section definition

Title	Description
Receiving Required	Display-only. An indicator showing whether receiving is required.
Order type	Identifies the type of order, possible values could be one-time, standing, subscription. System default data value is "Firm, Fixed".
Proforma	Identifies whether the invoice is pre-paid. Check the box to indicate yes. This will override business rules requiring receiving before the payment request is approved and override payment terms associated with the vendor and set the invoice to “immediate pay” regardless of the invoice date.
Payment Request Positive Approval	Display-only. An indicator showing whether positive approval is required.

Required	

Vendor Tab

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



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

Vendor Address Section

Vendor Address section definition

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

	the **Country** list or leave it as is.

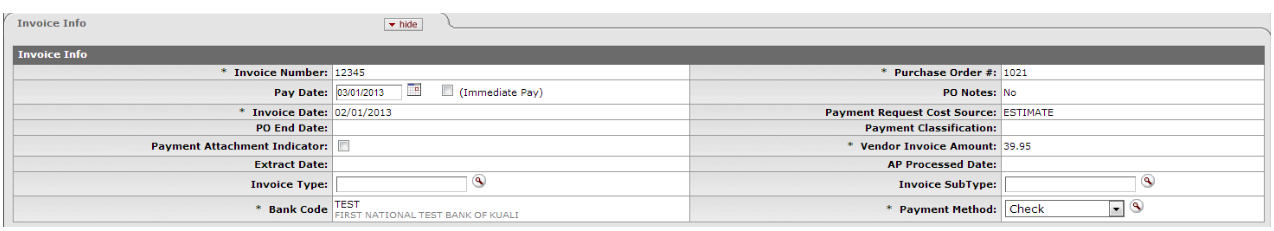
Vendor Info Section

Vendor Info section definition

Title	Description
Acquisition Unit's Vendor Account/ Vendor Info Customer #	Optional. Populated from the PO. Override it by entering the customer number directly or searching for it from the **vendor** lookup .
Check Stub Notes	Optional. Enter text to be printed on the check stub. This three line field allows for special notes to be printed on the check stub for the payment. Please note that entering a value into this field will force the system to create a physical check rather than an ACH transfer.
Special Handling Instructions	Optional. Enter the handling instructions to be printed on the check. These handling instructions relate to the delivery of the check to the vendor. Please note that entering a value into this field will force the system to create a physical check rather than an ACH transfer.
Payment Terms	Optional. Populated from the PO. Override it by selecting the payment terms from the **Payment Terms** list.
Shipping Title	Display-only. This entry indicates when the items associated with a PO become the property of the ordering institution.
Shipping Payment Terms	Optional. Populated from the PO; identifies the entity that pays for shipping (the vendor or the institution). Override the entry by selecting the terms from the **Shipping Payment Terms** list.

Invoice Info Tab

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



Invoice Info tab definition

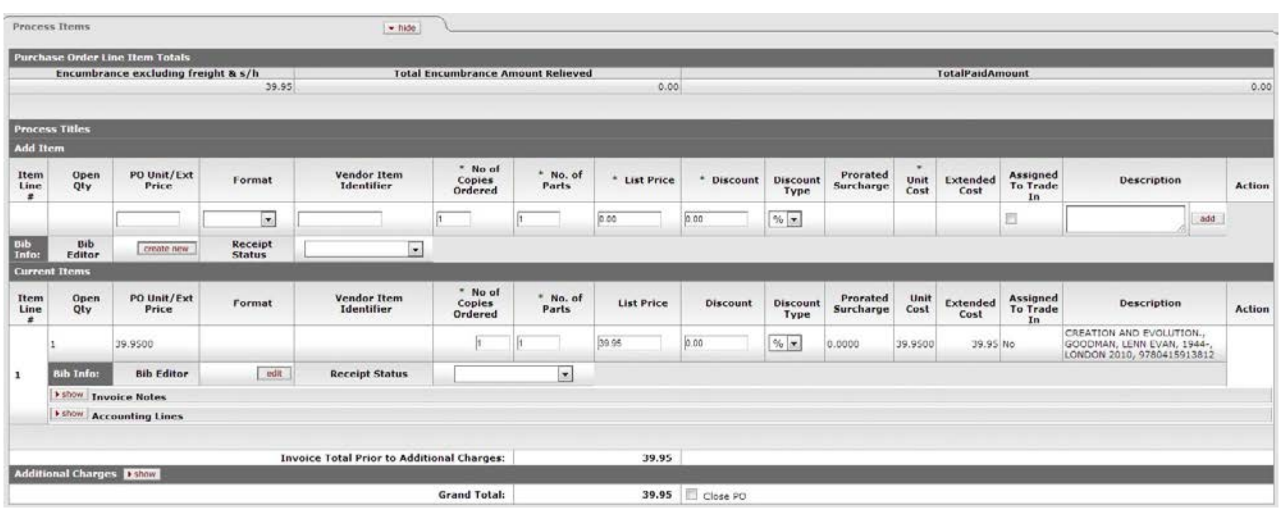
Title	Description
Invoice Number	Display-only. Populated from the **Payment Request Initiation** tab.

Pay Date	Defaults to the date automatically calculated by the system. If payment terms are edited, the system repopulates this field only if it is blank. Override the automatic entry by entering a pay date or selecting it from the calendar . **Pay Date Calculations:** The pay date is calculated automatically as follows. The payment terms specified are applied to the invoice date to generate a pay date. The payment terms parameters are in the Payment Terms Type table. Additionally, ten days (or another institutionally defined default number of days) are added to the current date to generate a pay date. KUALI OLE selects the later of these two dates and uses it as the default pay date for this Payment Request document. The pay date may be entered manually, but it must not be a past date. If the date is more than 60 days from the current date, the system displays a warning message.
(Immediate Pay)	Optional. Select the Immediate Pay check box if a check is needed on the same day (overrides the pay date – subject to the rules of your accounts-payable system). This indicator allows for an approved payment request to be extracted for payment during the day.
Invoice Date	Display-only. Populated from the **Payment Request Initiation** tab.
PO End Date	Display-only. The purchase order end date, if any, is automatically populated from the PO.
Payment Attachment Indicator	Optional. Select the check box if an attachment (such as a copy of the invoice) must be returned to the Vendor with this payment.
Extract Date	Display-only. The date the Payment record is extracted to the Pre-Disbursement Processor.
Invoice Type	Optional. Select the type of invoice. Sample data values are Proforma/prepay, Regular.
Bank Code	Required. The bank code will be displayed only if the Bank_Code_Document_Types includes 'PREQ' and Enable_Bank_Specification_Ind='Y'. The default bank is determined by the Default_Bank_By_Document_Type parameter. You may override this value by entering another bank code or selecting it from the **Bank** lookup .
Purchase Order Number	Display-only. The PO number associated with this invoice. This is the PO number used on the initiation screen.
PO Notes	Display-only. If notes have been added to the PO, this field contains the value 'Yes'.

Payment Request Cost Source	Display-only. Automatically populated from the PO if it exists.
Payment Classification	Display-only. Not currently used. In Kuali OLE the field will always be null. In a future enhancement, when wire transfer and foreign drafts are processed on Payment Request documents, this field will be populated.
Vendor Invoice Amount	Display-only. The vendor total invoice amount as entered on the **Payment Request Initiation** tab. This field is displayed only on an 'In Process' PREQ document. When the document is submitted, the system no longer carries the field and the value forward.
Foreign Vendor Invoice Amount	Display-only. The foreign vendor total invoice amount as entered on the **Payment Request Initiation** tab. This field is displayed only on an 'In Process' PREQ document. When the document is submitted, the system no longer carries the field and the value forward.
AP Processed Date	Display-only. The date the PREQ was submitted by an Accounts Payable processor.
Invoice Sub Type	Optional. Enter the subtype of invoice or select it from the **Invoice Sub Type** lookup. Sample data values are Regular, Supplemental.
Payment Method	Select the method of payment from the drop down menu.

Process Items Tab

The **Process Items** tab indicates the lines of the PO that this invoice relates to and the dollar amounts to be paid on this payment request. If a price was listed on the purchase order, that price is automatically supplied in the **Unit Cost** field. The tab also provides a means to edit accounting information associated with these lines and allows for the entry of additional invoiced items such as freight or shipping and handling. You should change the supplied price to the amount listed on your invoice, and supply the number of copies being invoiced.



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

Purchase Order Line Item Totals Section

Purchase Order Line Item Totals section definition

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

Process Titles Section

Items section definition

Title	Description
Item Line #	Display-only. The actual Item line number from this PO.
Open Qty	Display-only. The quantity of items that have yet to be invoiced for this line item.
PO Unit/Ext Price	Display-only. The cost per unit from the PO for this line item.
Format	Display-only. Identifies the Format for this line item.
Vendor Item Identifier	Display –only. Identifies a vendor item identifier if one has been provided by a vendor.
No of Copies Ordered	Required. Enter the number of copies of a title being invoiced. This entry reduces the open number of parts for this line item on the PO.
No. of Parts	Required. Enter the parts of items being invoiced for this line. This entry reduces the open number of parts for this line item on the PO.
List Price	Basic price of an item before any discounts are taken.
Discount	Discount provided by the vendor/customer number/organization combination. Automatically populated from the Vendor customer number table based on the selected vendor and customer

	number. Can be modified for a specific title. If the vendor record has a Vendor currency noted other than the default system currency (aka US dollar), then the Vendor discount will populate the Foreign Discount field.
Discount Type	Choose # (for Amount) or % (for Percentage).
Prorate Surcharge	Additional charge applied to the line item based on the proportional distribution
Unit Cost	Optional The unit price for this line item as it appears on the invoice. This field is automatically populated using the price from the PO, but it may be changed if the invoice reflects a different price.
Extended Cost	If this field is blank and if the No of Copies Ordered is populated, the system calculates the extended cost for this line item when you click the **calculate** button. If the field already contains a value, you must delete the value in order to populate a new value by clicking **calculate**. Override the amount as needed.
Assigned To Trade In	Display-only. This 'Yes/No' indicator is based on the PO.
Description	Display-only. The title of the item, retrieved from the PO.
Currency Type	Display only. Identifies the associated vendor's currency as identified on the vendor record that is identified in the Link to Vendor/Supplier
Foreign List Price	Basic foreign price of an item before any discounts are taken.
Foreign Discount	Foreign discount provided by the vendor/customer number/organization combination when the vendor record has a Currency Type different from the system default currency. Should be automatically populated from the Vendor customer number table based on the selected vendor and customer number (PUR_VNDR_CUST_NBR_T: VNDR_CUST_NBR). This data can be changed for the specific title. Must identify the type of discount (amount or %.) If the vendor record does not have a Currency Type noted other than the default system currency (aka US dollar), then the discount should populate the Discount field.
Foreign Discount Type	Choose # (for Amount) or % (for Percentage).
Foreign Discount Amt	Foreign Discount Amount is a calculated value in the foreign currency
Foreign Unit Cost	Calculated foreign cost per unit for the item or service on this line. Calculation is the Foreign List Price less Foreign Discount amount.
Exchange Rate	Currency conversion rate populates from the Currency rate

	column in the Currency Type maintenance table (which is populated each night into system as Batch from bank files). The rate will populate when user clicks action button "Calculate" on conversion tab. Optionally: when currency tab opens, currency rate may auto-populate. This may be updated up until the Requisition is approved. After that point, it may no longer be modified.
Bib Info	If new item is invoiced, must be entered via the **Bib Editor** and a PO Amendment
Receipt Status	Select the status from the dropdown menu.
Invoice Total Prior to Additional Charges	Display-only. The calculated sum of the **Total Amount** fields of all the line items.

Modifying the Process Titles Tab

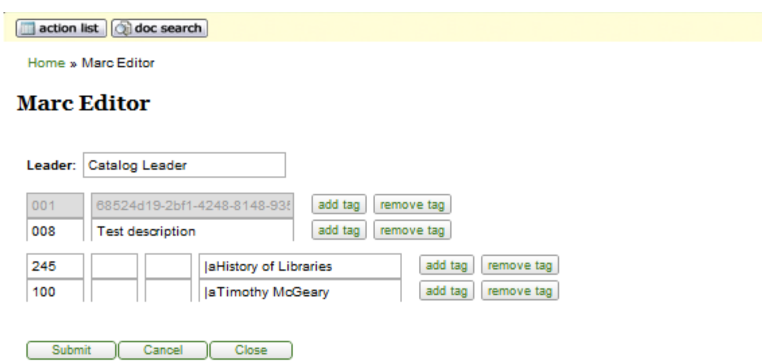
On a new, unsubmitted payment request, the Process Titles subsection of the Process Items tab will have two divisions. One line will be headed by the label "Add Item", and the next will be headed by the label "Current Items". The "Current Items" section may feature multiple lines, divided by item number, each with its own "Invoice Notes" and "Accounting Lines" sub tab. Both the line items and their accounting lines are automatically carried over from the purchase order preceding the current payment request.

Add New Line Items

It is possible to add additional titles or other miscellaneous line items which are listed on the invoice, even if they were not originally on the purchase order:

Users must complete the line item and linked bib in this sequential order. This will be fixed in future releases.
New line items:

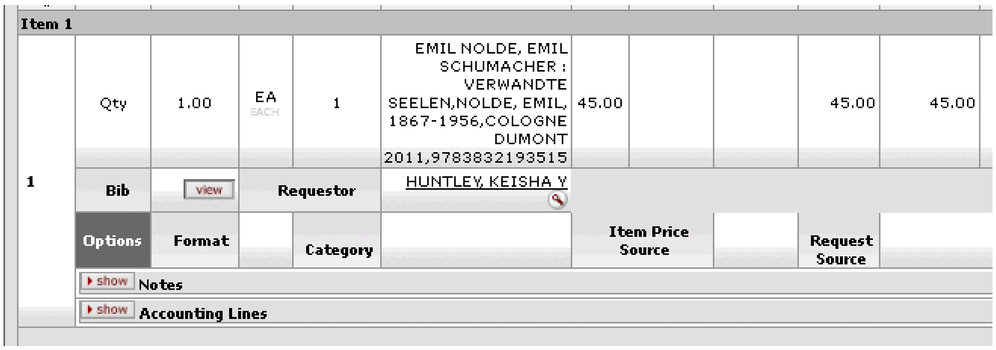
a. First click create new to launch the bib editor & save your data



For more information about the Bibliographic Editor, see Editors in the *Guide to Describe – DocStore and Editors.* This and other OLE user guides are available for download from the OLE 0.8 Milestone User Documentation.

b. Add transactional data to the line (quantity, price, category etc.).

c. After both are complete, click on add to save the line. This should update and link the bib and Description.
d. Then depending on the document, finish with rest of edits, add accounting lines, **calculate**, **save** etc.
e. After the **add** button is clicked, the Bibliographic information will show up in the Process Titles section. To add accounting information to each of the items you have added, click the show button next to Accounting Lines:



Editing existing line items

Click on the edit button to edit the linked bib of the existing line item. When completed, you will be returned to your working purchasing document.

You will not yet see your revised Description from the updated bib, until you complete further actions on the overall purchasing document, such as **save**, **submit**, **or blanket approve**. If you are only saving your doc, and wish to see Description updates, you may need to **save** or **save & reload** the e-Doc AFTER making updates in the bib- in order to update its description with linked bib changes-- prior to **submit** or **blanket approve**

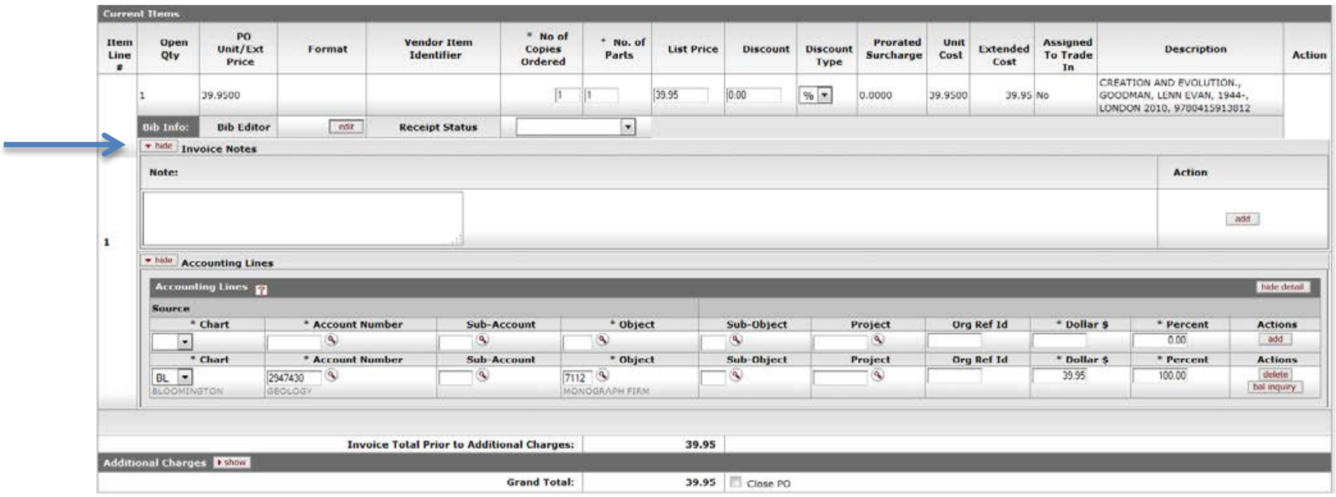
Purchase Order Amendment Created

Above creates a Purchase Order Amendment (POA) document, with the new title added. The POA document is then routed according to the routing rules established in your system for POA approvals.

Routing the Purchase Order Amendment from “unordered” line item during Payment Request is automatic from authorized receiving staff. The resulting POA must be edited by Acquisitions staff or managers, and Submitted. Please note a bug fix to complete the approval process. Ole-khuntley can be used to complete the related Purchase Order Amendment and approve it.

Invoice Notes and Accounting Lines Section

Invoice Notes and Accounting lines, for fund accounting, are hidden beneath the Items section; they can be shown by clicking the show button next to each:



Invoice Notes section definition

Title	Description
Note	Optional. Free text note to include additional information about the invoiced item.

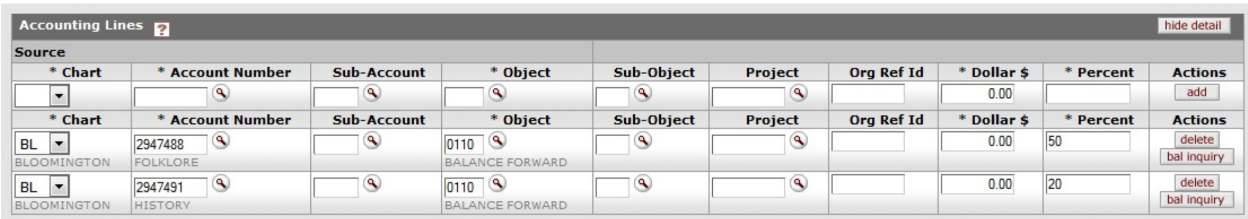
Accounting Lines section definition

Title	Description
Chart	Required. Select the chart code from the **Chart** list.
Account Number	Required. Enter the account number or search for it from the **Account** lookup 🔍.
Sub-Account	Optional. Enter the sub-account number or search for it from the **Sub-Account** lookup 🔍.
Object	Required. Enter the object code or search for it from the **Object Code** lookup 🔍.
Sub-Object	Optional. Enter the sub-object code or search for it from the **Sub-Object** lookup 🔍.
Project	Optional. Enter the project code or search for it from the **Project** lookup 🔍.
Org Ref Id	Optional. Enter the appropriate data for the transactions.
Dollar $	Display only. Calculated total dollar amount that will be applied to the Line Account.
Percent	Indicates the Percentage that will be applied to the Line Account. System default data value 100%.
Actions	Add or delete lines as appropriate.

Accounting lines are carried over from the purchase order related to the payment request. A new accounting line will be followed by an add action button, and existing accounting lines will be followed by both a delete action button and a bal inquiry action button.

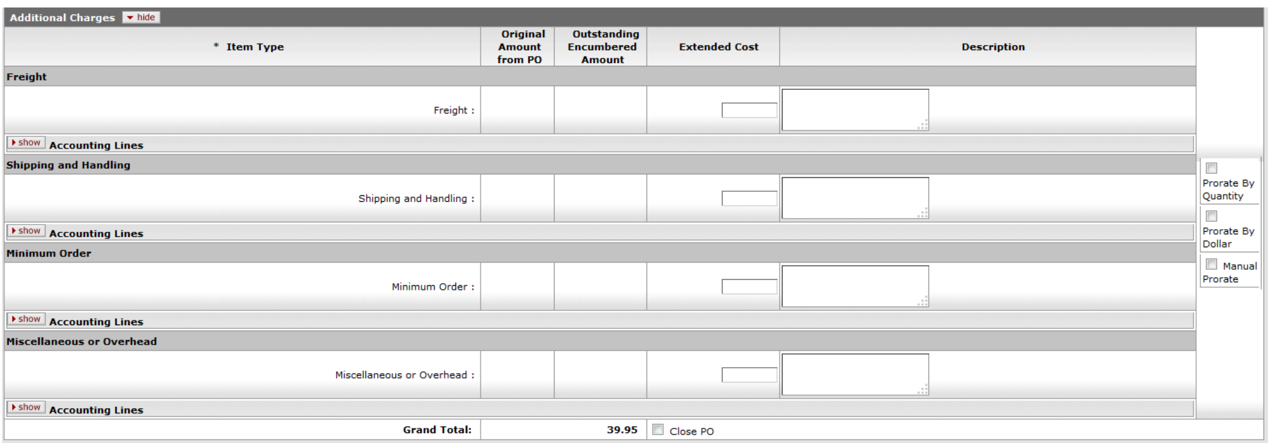
If the account chosen has sufficient funds checking and the threshold is reached, you may be blocked from using the account or you may receive a warning (depending on the chosen notification on the account) when the document is saved and the Fiscal Officer will be notified when the document is submitted.

Charges can be shared among multiple funds by percentage. A blank line for adding an additional fund appears for each title, above the line/s already added:



Additional Charges Section

The Additional Charges tab allows lines for predetermined charges to be included on the payment request. This tab is divided into four charge lines, each representing a different type of charge, each with its own accounting lines, and a series of options through which the amounts added in this section can be prorated to the existing line items in the Current Items sub tab. The four Additional Charges lines are **Freight**, **Shipping and Handling**, **Minimum Order**, and **Miscellaneous or Overhead**.



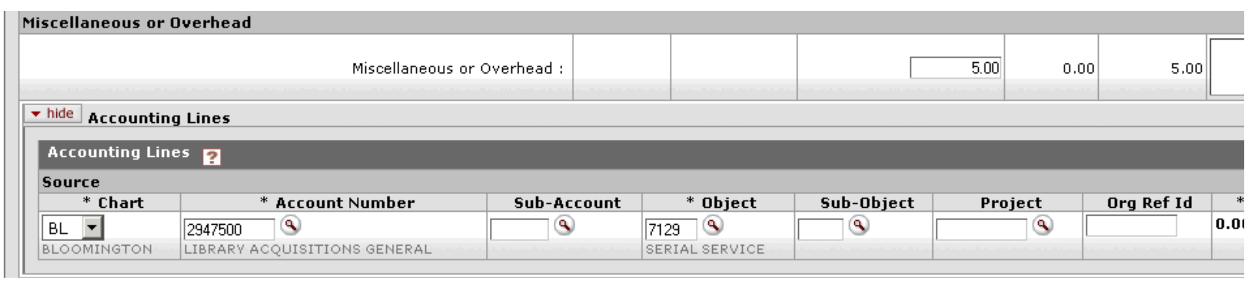
Each line contains these fields:

Additional Charges section definition

Title	Description
Item Type	Display-only. The type of item to be charged.
Original Amount from PO	Display-only. The total extended amount of the additional charges for the item type on this PO.
Outstanding Encumbered	Display-only. The outstanding encumbrance amount of the

Amount	additional charges for the item type on this PO.
Foreign Currency Extended Cost	Displays the extended amount charged on the invoice for this additional charge item.
Currency Type	Display only. Identifies the associated vendor's currency as identified on the vendor record that is identified in the Link to Vendor/Supplier
Exchange Rate	Currency conversion rate populates from the Currency rate column in the Currency Type maintenance table (which is populated each night into system as Batch from bank files). The rate will populate when user clicks action button "Calculate" on conversion tab. Optionally: when currency tab opens, currency rate may auto-populate. This may be updated up until the Requisition is approved. After that point, it may no longer be modified.
Extended Cost	Displays the extended amount charged on the invoice for this additional charge item.
Description	Required for miscellaneous charges. A description is optional for freight charges, shipping and handling, and minimum order charges. The ITEM_TYPES_REQUIRING_USER_ENTERED_ DESCRIPTION parameter controls whether the description is required or optional.

Additionally, each charge has an accounting line below it, so you can assign charges to your preferred fund:



If you choose, you may also prorate the additional charges to the invoiced titles.
Enter the amount of the additional charge, select to prorate by **Quantity**, **Dollar**, or **Manual Prorate**. If Manual prorate is selected, enter the amount you would like prorated to each title.

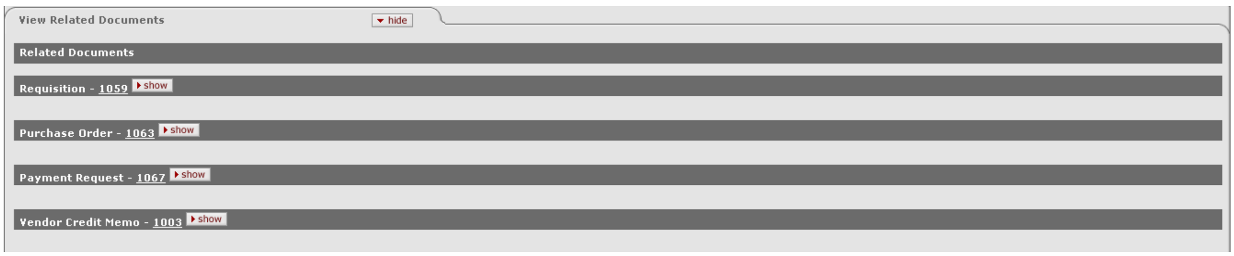
Account Summary Tab

The Account Summary tab will summarize all accounts attached to the payment request and their respective charges after calculation. Information in the account summary is divided first by account, then by line item or additional charges line. Charges prorated to multiple accounts will be represented separately. Any changes made to accounting line items will not be updated until the PREQ has been calculated and the “Refresh Account Summary” button at the top of the tab has been clicked.

Click refresh account summary to reload the page and view all the fiscal years, accounting lines and dollar amounts for this requisition.

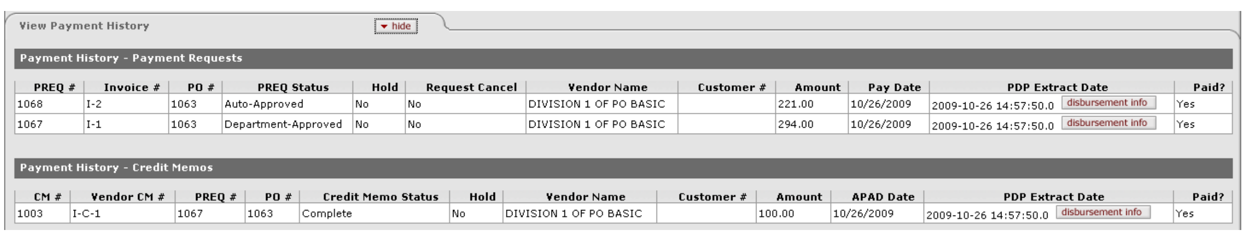
View Related Documents Tab

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



View Payment History Tab

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



Payment Requests Section

Payment Requests section definition

Title	Description
PREQ Number	Display-only. The payment request number.
Invoice Number	Display-only. The invoice number associated with this payment request.
PO Number	Display-only. The PO number associated with this payment request.
PREQ Status	Display-only. The status of the payment request.
Hold	Display-only. Displays 'yes' if the payment request in on hold. Displays 'no' if the payment request is not on hold.

Request Cancel	Display-only. Displays 'yes' if the payment request has been requested canceled. Displays 'no' if the payment request has not been canceled or if 'request cancel' has been removed.
Vendor Name	Display-only. The vendor name associated with this payment request.
Customer Number	Display-only. The customer number associated with this payment request.
Amount	Display-only. The dollar amount associated with this payment request.
Pay Date	Display-only. The date the payment is scheduled to extract to the Pre-Disbursement Processor.
PDP Extract	Display-only. The date the payment request was extracted to the Pre-Disbursement Processor for disbursement processing.
Paid?	Display-only. Displays 'yes' if the payment has been disbursed. Displays 'no' if the payment has not been disbursed.

Credit Memos Section

Payment History tab, Credit Memos section definition

Title	Description
CM#	Display-only. The credit memo number assigned by the KUALI OLE.
Vendor CM#	Display-only. The credit memo number assigned by the vendor.
PREQ#	Display-only. The payment request number if a payment request was referenced in processing the credit memo.
PO#	Display-only. The purchase order number associated with this credit memo.
Credit Memo Status	Display-only. The status of the credit memo.
Hold	Display-only. Displays 'yes' if the credit memo is on hold. Displays 'no' if it is not on hold.
Vendor Name	Display-only. The vendor name associated with this credit memo.
Customer #	Display-only. The customer number associated with this credit memo.
Amount	Display-only. The dollar amount associated with this credit memo.
APAD Date	Display-only. The Accounts Payable approved date (that is, the date an Accounts Payable processor submitted the credit

	memo).
PDP Extract Date	Display-only. The date the credit memo was extracted to the Pre-Disbursement Processor for disbursement processing.
Paid?	Display-only. Displays 'yes' if the credit has been disbursed. Displays 'no' if it has not been disbursed.

Process Overview

Business Rules

- Partial payment/short-pay is allowed. Multiple payments against a PO or PO line item are allowed.
- Every payment request must be processed against a specific open PO document. This PO must be specified when the payment request is initiated.

  Under review for 1.0: Many to one Purchase Order to Invoice.
- If the vendor number and invoice number match values previously processed, a warning notifies the initiator of the potential duplicate. Even so, the system allows the initiator to override the warning and continue.
- If the invoice amount and invoice date match values previously processed for this vendor, a warning notifies the initiator of the potential duplicate. Even so, the system allows the initiator to override the warning and continue.
- Insufficient funds in the assigned budget will stop a payment from processing.
- Pay Date may not be a past date. If the pay date is more than 60 days in the future, a warning is received.
- Discounts applied from payment terms do not apply to freight or shipping and handling charges.
- Additional charges items that were not specifically funded on the purchase order are allocated to accounting lines in proportion to the item amounts on the purchase order if no allocation noted, else:
    - OLE offers prorating as form of incorporating additional charges within each line item unit cost.
- The **calculate** button must be pressed prior to submitting the payment request.
- Accounts Payable can close the PO during the processing of an invoice if the invoice will complete the order.
- The following G/L entries are created when the payment request is submitted.
    - Debit entry: The expense accounts (full accounting string) on the payment request are debited in the G/L when the initiator submits the document. The G/L entry is made in summary for each accounting string. Consequently, if three line items on a payment request use the same accounting string, only one debit (not three) is created in the G/L for that accounting string.)
    - Credit entry: One offset to object code 9041 is created for each account/sub-account combination on a payment request.
- During fiscal officer approval routing of the PREQ, the fiscal officer/PREQ delegate may edit the accounts/sub-account/object codes and amounts. The existing account string is reversed. The new account string debits the expense and credits object code 9041, the liability offset.
- After being canceled, the G/L entries are reversed, any disencumbrance created from AP submission of the payment request is reversed, and the PO open quantities that were decremented from the creation of the payment request are increased. Only authorized users may cancel a Payment Request document.

- Only authorized users may modify a payment request's pay date, attachment flag, special handling instructions, immediate pay flag, and check stub notes. This action may be taken at any point following AP submit and preceding extract to PDP.
- Payment request searches are available to all users.
- A payment request that is Hold = 'yes' or is Request Cancel = 'yes' does not continue through workflow routing and cannot be paid until the hold or request cancel is removed.
- If payment requests total less than the threshold established by the institution and do not have any accounts requiring positive approval, they may be automatically approved.

  Sites not wishing to use this functionality can circumvent it by setting a very low threshold (as low as $0.01 to effectively turn the feature off).
- After being extracted, a payment request cannot be put on hold.
- A payment request is extracted for payment if the following conditions are met:
  - The PREQ is department-approved or auto-approved.
  - The Pay Date is today or a prior date or 'immediate pay' is indicated and the payment has departmental approval.
  - The payment is not Hold = 'yes'.
  - If the payment request includes accounts that are excluded from auto-approval, it must be department-approved.

Routing

Roles and routing are under review for the 1.0 release. While they can also be locally configured, OLE will come more simplified than the inherited KFS process noted here.

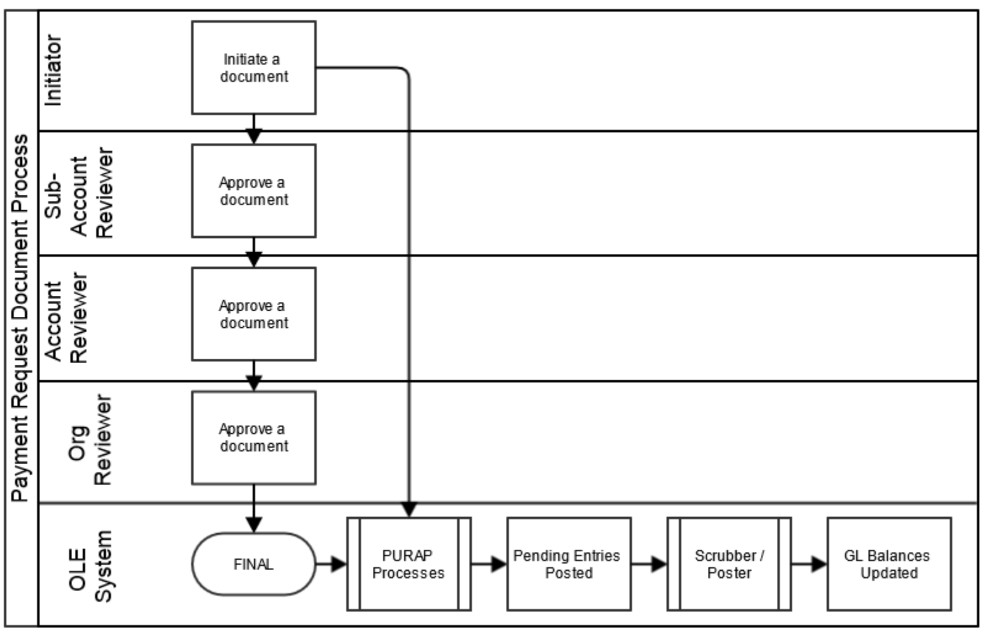
- An AP Processor selects the **submit** button to complete the processing of a payment request document. The document routes to 'Awaiting AP Review' status if Require_attachment_ind='Y'. The AP Review status may be satisfied by an image attachment or in another fashion (configurable at your institution). After AP review, the document routes for fiscal officer or fiscal officer delegate approval. At the AP Review routing level, approvers cannot change content on the document. They may only add notes/attachments and approve or cancel.
- In addition to normal account review and organization review, the Payment Request document includes the following special condition routing:
  - Sub-Account Manager: An optional role that allows users to receive workflow action requests for documents that involve a specific account number and sub-account number. The role name is Sub-Account Reviewer. Approvers at this level may only approve, request cancel, and hold the document. They cannot change content.
  - Chart Approval: An optional role that allows users to receive workflow action requests for documents of a specified type that contain accounts belonging to a specified chart and organization (including the organization hierarchy) and within a certain dollar amount or involving a specified override code. The role name is Accounting Reviewer. Approvers at this level may only approve, request cancel, and hold the document. They cannot change content.

Post Processing

- Unlike other KUALI OLE documents, G/L entries for this document are created prior to final approval. Upon document submission to Workflow, disencumbrance entries and actual charges are generated, written to the G/L pending entry table, and posted in the nightly G/L batch cycle. If fiscal officers change accounting strings or redistribute the charges within their accounts, G/L entries are generated to reverse the original actual entries and recreate them (encumbrances are not altered) and these entries are written to the GL Pending table for posting in the next batch cycle.

- Upon document submission, PO line item details (open quantity, amount paid, etc.) are adjusted to reflect materials/services that have been paid.
- Upon document submission, the 'ap-approved' timestamp will be updated.
- If the department completes all of the approvals through Workflow, the payment request status is updated to 'Dept-Approved' during post-processing. If the document is automatically approved through the batch auto-approve script, its status is updated to 'Auto-Approved'.
- Canceling a payment request that has already received some level of approval will result in reversing G/L entries (encumbrances and actuals) and reversing updates to the PO line items affected (open quantity, amount paid, etc.).
- Once a payment request has been approved, an audit-trail entry is added to the request's **Route Log**.

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



Initiating a Payment Request Document

1. Select **Payment Request** from the **Purchasing/Accounts Payable** submenu group in the **Acquisitions** submenu on the **Main Menu** tab.

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

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

3. Click 

.

4. Complete the **Vendor** tab.

    a) Verify that the address on invoice is the same as the one on the Vendor file.

    b) Enter the Acquisition Unit's Vendor Account/ Vendor Info Customer #as needed.

    c) Modify payment terms as needed.

    d) Add check stub notes or special handling instructions if requested.

5. Complete the **Invoice Info** tab.

    a) Select **Immediate Pay** if applicable.

    b) Select **Payment Attachment Indicator,** if applicable.

    c) Clear the pay date if the payment terms have been modified and the system-calculated pay date is desired.

6. Complete the **Process Items** tab:

    a) In the **Process Titles** *section*, enter the number of copies and parts.

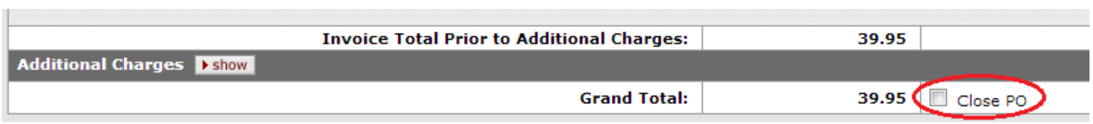
    b) In the **Additional Charges** *section, e*nter an extended cost amount if needed. Miscellaneous charges require a description.

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

    For more information about the standard tabs, see Standard Tabs on the *OLE E-Docs fundamentals* wiki page.

Close Purchase Order

An authorized user can opt to **Close PO** at the completion of the Payment Request, via a checkbox by the document total charges:



Alternatively, Purchase Orders can be closed via action buttons at the bottom of Purchase Order once payments have been completed. Accounts Payable staff has the **Close PO** flag for non-recurring purchase orders available while processing the payment request

8. Click . (OLE will expect you to calculate an invoice before you **submit** or **save** it.)

9. Click . **Submit** or **approve** the payment request, depending on your OLE permissions and the workflow at your institution. Submitting a payment request uses the OLE internal routing mechanism to route it to the designated approving officer at your institution.

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

    Approving a payment request is only available to authorized users. (In OLE 0.6, you can log in as user ole-abeal to have approval capabilities).

    An approved payment request will trigger the system to transmit data to another designated system, like a university's accounts-payable system. This will be in future releases.

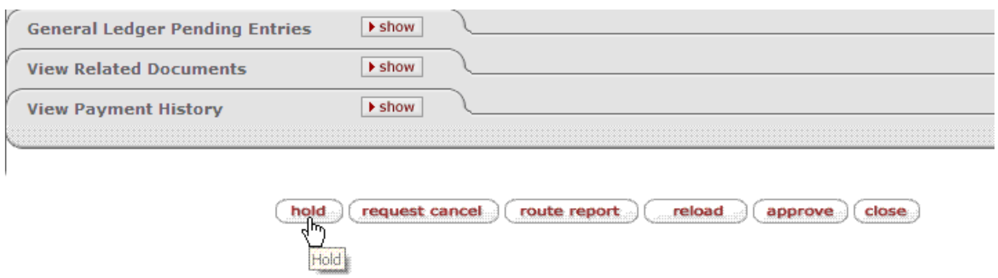
For more information about how to approve a document, see Workflow Action Buttons in the *OLE Workflow Overview and Key Concepts* wiki page.

Putting a Payment Request on Hold

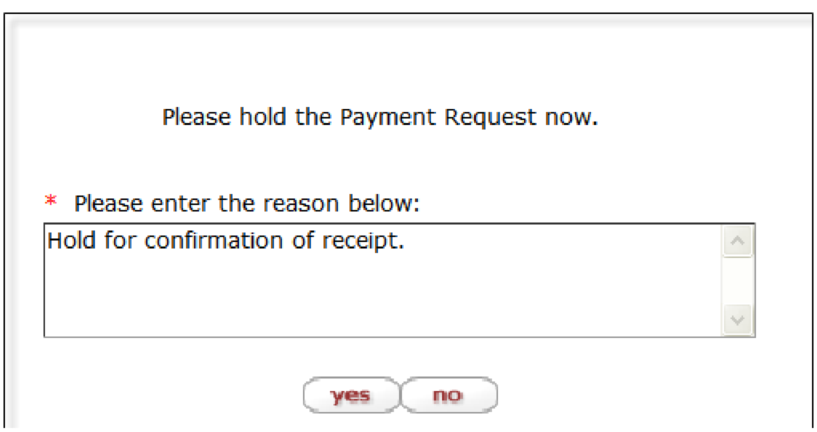
An AP user or an approver who receives a payment request for approval may choose to put the payment request on hold or remove a hold from the payment request.

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

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



1. Click the  button.
2. In the field displayed, enter a reason for putting the payment on hold.



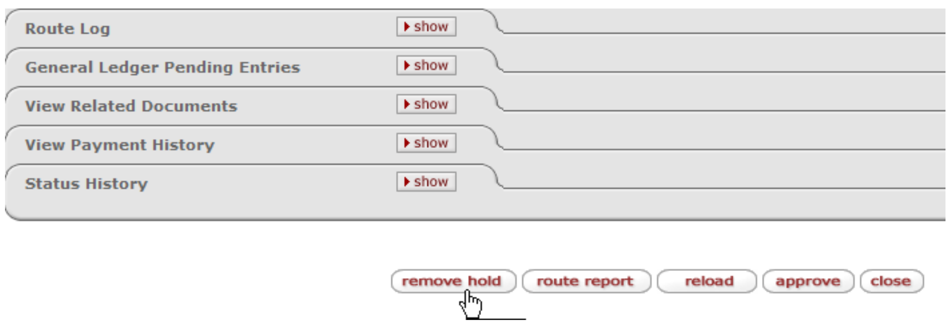
3. Click  to put the payment request on hold.

   The payment request is marked Hold='yes' and a large header appears at the document indicating who placed the order on hold.

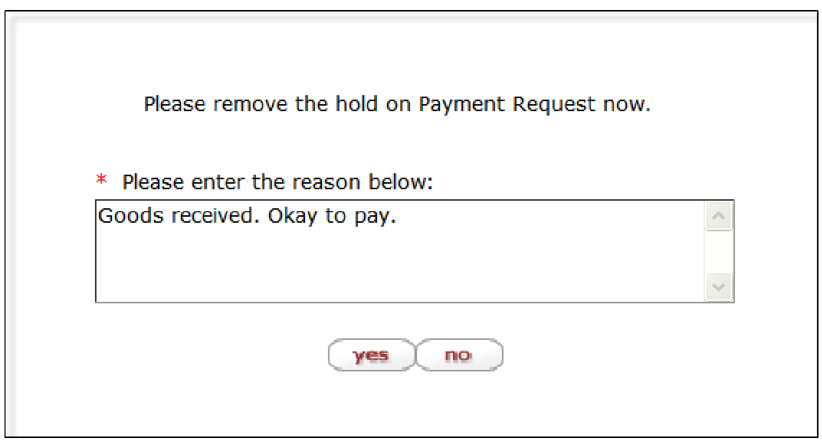
Removing a Hold from the Payment Request

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

1. Open the document and click the  button.



2. In the window displayed, provide a reason for taking the payment request off hold.



3. Click  to take the payment request off hold.

Cancellation of Payment Request

The Account Payable Processor who receives a payment request may choose to request cancellation of the payment request or may remove the request cancellation of the payment request.

Requesting To Cancel a Payment Request

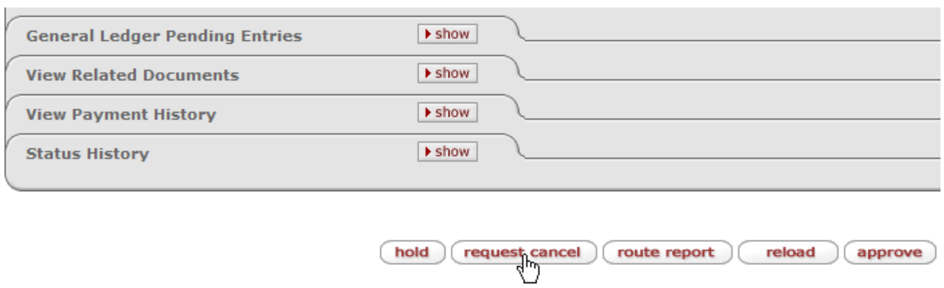
An approver who receives the payment request may choose to request that it be canceled. After a request cancel has been made, the payment request cannot be routed or paid until the cancel request is removed.

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

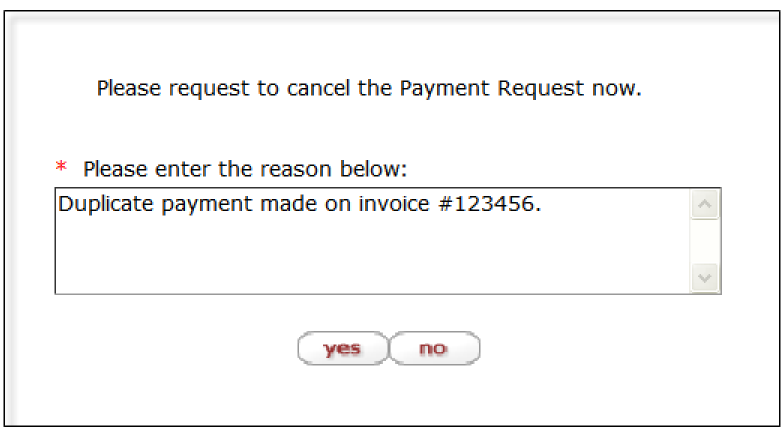
After a payment request has received fiscal officer approval, it may still be canceled by Accounts Payable until it is extracted to the Pre-Disbursement Processor.

To request cancellation:

1. Open the document and click the  button.

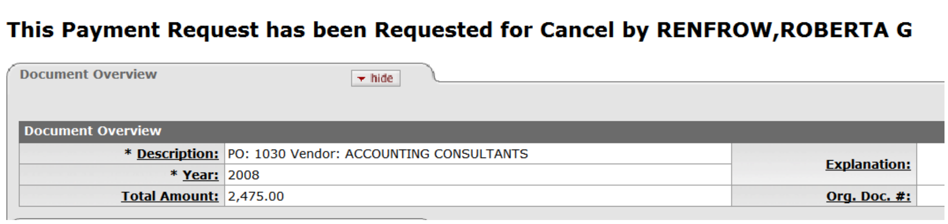


2. In the window displayed, provide a reason for canceling the request.



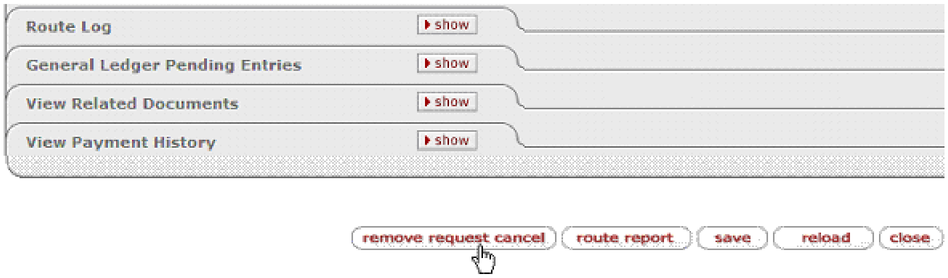
3. Click  to cancel the payment request.

   The document provides an informational message stating who has requested cancel of the document.

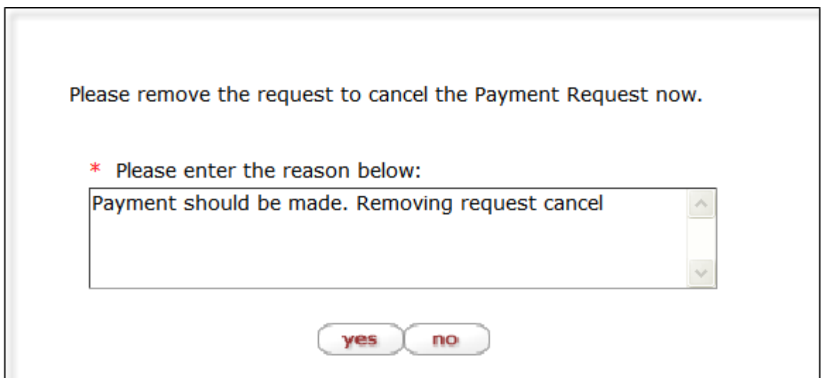


Removing a Request to Cancel

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



1. Click .



2. Enter the reason for removing the request cancellation request.

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

Automated Approval

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

Specific accounts may be excluded from auto-approval by adding them to the Auto Approve Exclude administration table. If one account on a PREQ document is excluded from auto-approval, the entire document is excluded.

A payment request is eligible for auto-approval if:

- The total invoice amount is less than the auto-approve threshold designated by your institution.
- All accounts on the Payment Request document allow for auto-approval.
- The payment is not on hold.
- The payment is not on request cancel.

Receiving Queue: Express Receiving

Main Menu > Acquisitions Search > **Purchasing/Accounts Payable** > Receiving Queue >

Receiving Queue Search

The Receiving Queue is intended to be a quicker way to do straightforward receiving, when you have in hand the title and quantity that were originally ordered, with no changes needed. The Receiving Queue screen also allows users to search by bibliographic data.

Purchase orders with special processing instructions are filtered out of Receiving Queue searches, and must be received via the standard Line Item Receiving document. Additionally, items that have been damaged, returned, or are only part of an order must also be received through the Line Item Receiving document.

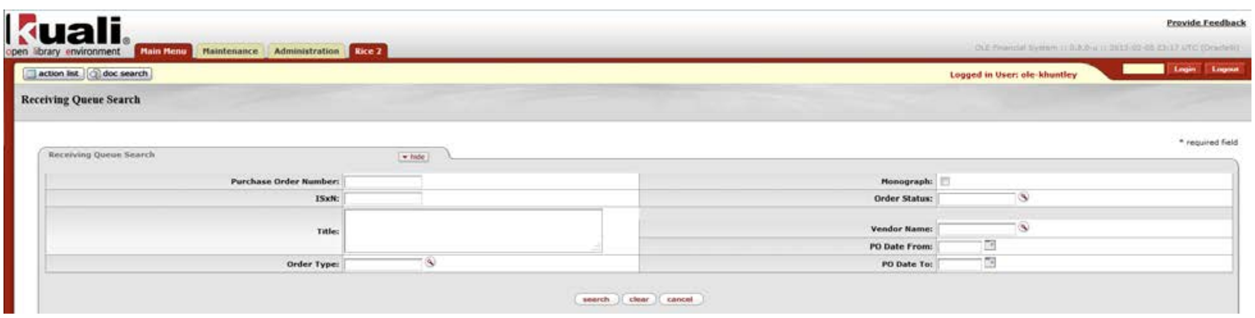
For information about Line Item Receiving, see Receiving (Line Item Receiving).

To successfully complete receiving with this method you must be logged in as a member of one of the following groups:

OLE_RCV	(ole-mshaun)
OLE-Invoicing	(ole-jshowalter)
OLE-Receive-Mgr	(ole-msmith)

If you are not logged in as a member of OLE_RCV or OLE-Receive-Mgr, the receiving document will be routed to a member of OLE_RCV for final approval.

Click on the **Receiving Queue** link from the **Main Menu**.
It will bring you to this screen:



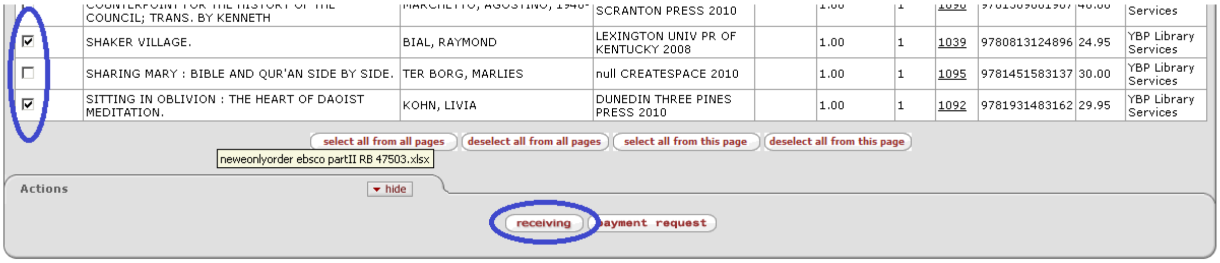
In the left-hand fields, you can search by Purchase Order number or certain bibliographic fields. The right-hand column allows you to limit your searches to monograph only, order status, by vendor, or purchase order dates.

This search filters for all Purchase Orders with Open statuses, that have no existing receiving documents associated with the Purchase Orders, and that have no Special Processing Instruction Notes that may have been entered on the original Requisition. (Special Processing Instruction Notes require acknowledgement during receiving. Titles with special processing instruction notes therefore cannot be received via the Receiving Queue.)

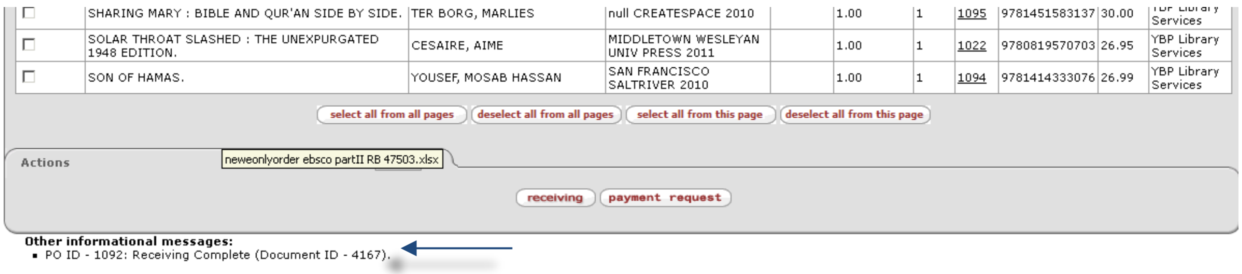
To learn more about searching, see Searching OLE on the *OLE E-Docs fundamentals* wiki page.

Click search.

Click the **check box** to the left of the title(s) you want to receive, and then click the **receiving** button at the bottom of the page:



If this action completes the receiving expected for a given Purchase Order, the system replies below the action line:



Receiving (Line Item Receiving)

Main Menu > Acquisitions > Purchasing/Accounts Payable > Receiving >
Line Item Receiving

The Line Item Receiving (RCV) document is used to acknowledge the receipt of goods or services on purchase order line items for which a quantity is given. Line item receiving is used to record the quantities of items received, damaged, returned or unordered on a purchase order.

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

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

When receiving is satisfied, the payment request is eligible for auto approval for payment without regard to dollar amount limits. For this reason, it is important that the fiscal officer (or delegate) understand that the receiving document does not replace the fiscal officer (or delegate's) responsibility to confirm that accounts are properly charged and the proper amount is paid. The receiving document satisfies the receipt of goods only. The fiscal officer or delegate is responsible for ensuring that the amounts to be paid are correct and the correct accounts are charged.

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

The auto approval process is designed to push payments through so that vendors are paid on time. The fiscal officer is permitted to approve all payments, not just those that require positive approval.

Getting Started

In order to receive an item in OLE, you need a corresponding open purchase order that has not been completely received. You should be logged in as a staff member with receiving permissions.

Anyone in the Receiving staff roles can create/complete Receiving documents via Blanket Approve permissions, with no further approvals required. In addition, these staff can create unapproved vendor invoices/payment requests.

Sample role	ole-mshaun
Super user	ole-khuntley (can do all)

Receiving Corrections must be approved by Receiving Managers.

Sample role	ole-msmith

Purchase Order Amendments resulting from added line items on receiving documents cannot be created or approved until a Receiving manager approves the Receiving documents.

Receiving approval	ole-msmith
POA	See acquisitions staff, such as ole-hachris

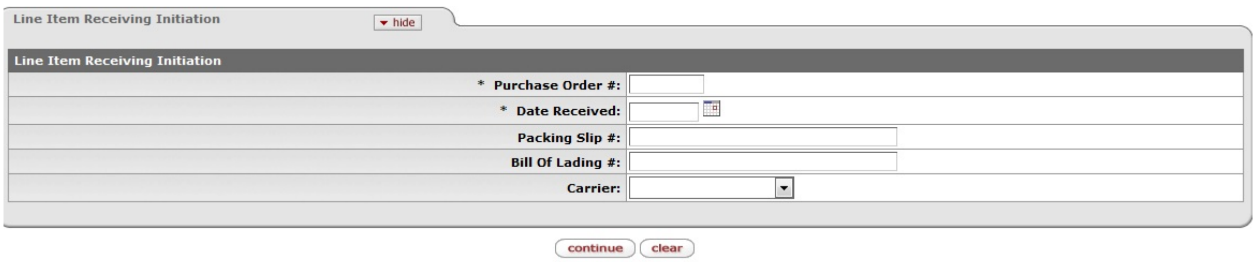
Receiving Acknowledgements are also initiated into users' Action Lists, where multiple users share the same permissions. At least one of the users must complete the Acknowledgment prior to additional line item receiving or payment requests being completed against the Purchase Order.

Document Layout

Line Item Receiving documents may be created in several ways—by selecting the Receiving link on the Main Menu's Purchasing/Accounts Payable transaction menu or by viewing the purchase order and then clicking the **receiving** button. OLE also contains a Receiving Queue for quick, straightforward receiving.

Line Item Receiving Initiation Tab

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



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

Line Item Receiving Initiation tab definition

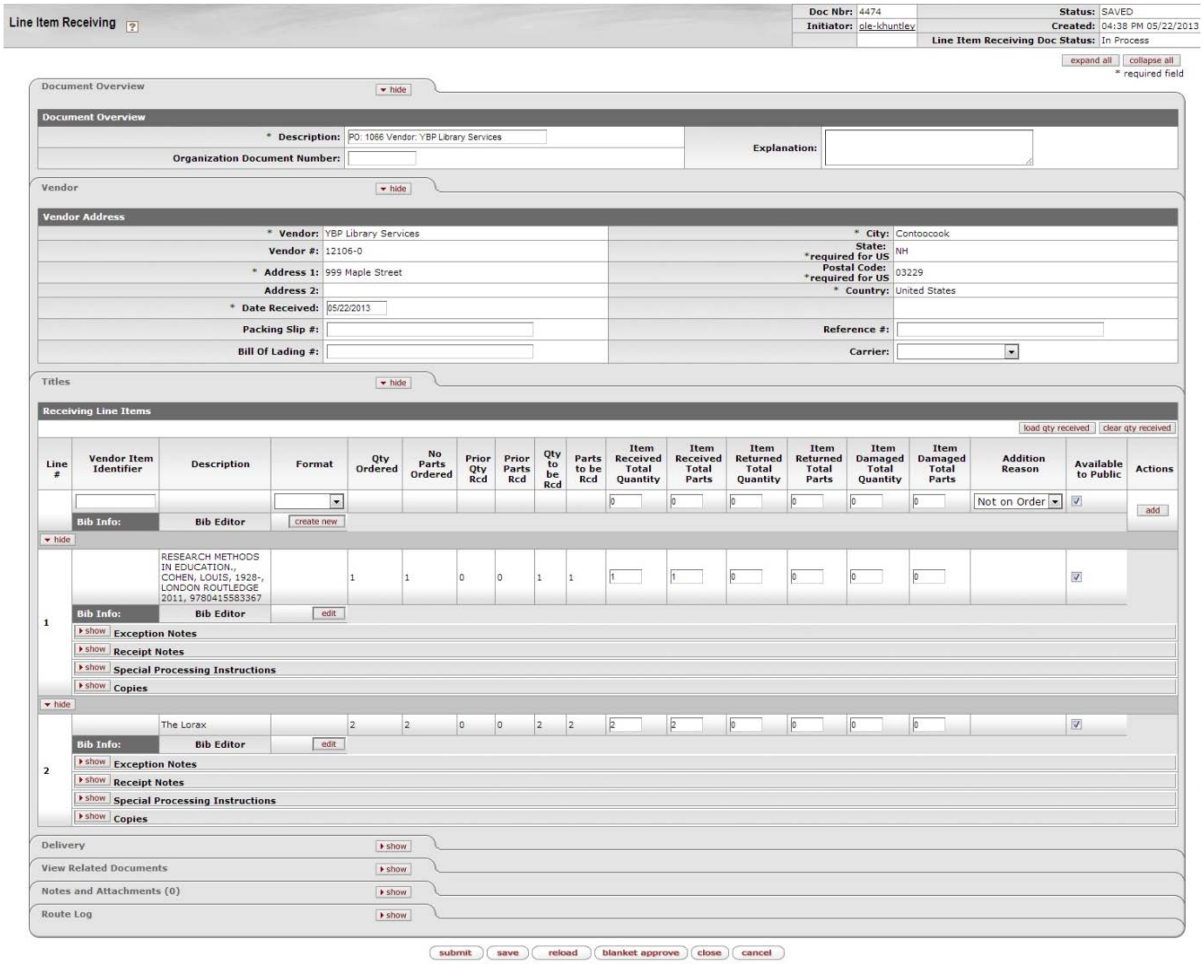
Title	Description
Purchase Order #	Required. Enter the PO number associated with the goods for which line item receiving is being processed.
Date Received	Required. Enter the date of the vendor's receiving document.
Packing Slip #	Enter the packing slip number if included on the receiving document.
Bill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

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

Main Line Item Receiving Document

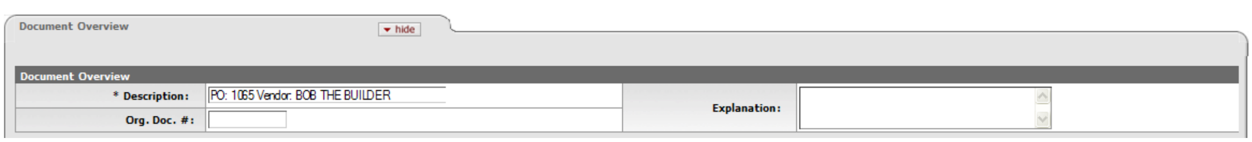
This main screen for the Line Item Receiving document includes unique **Vendor**, **Titles**, and **Delivery** tabs in addition to the standard tabs that display at the bottom of a financial transaction document.

For more information about the standard tabs, see Standard Tabs on the *OLE E-Docs fundamentals* wiki page.



Document Overview Tab

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

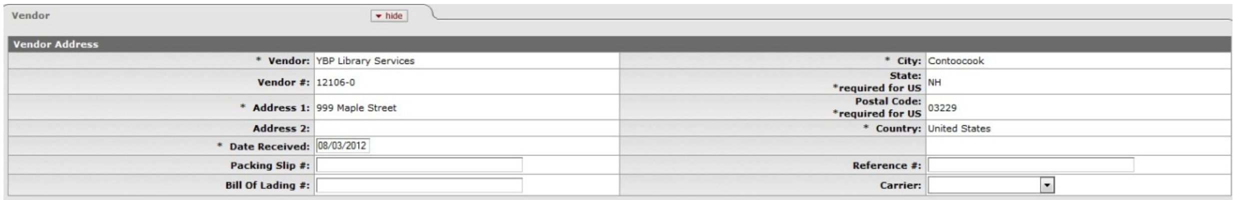


Document Overview tab definition

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

Vendor Tab

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

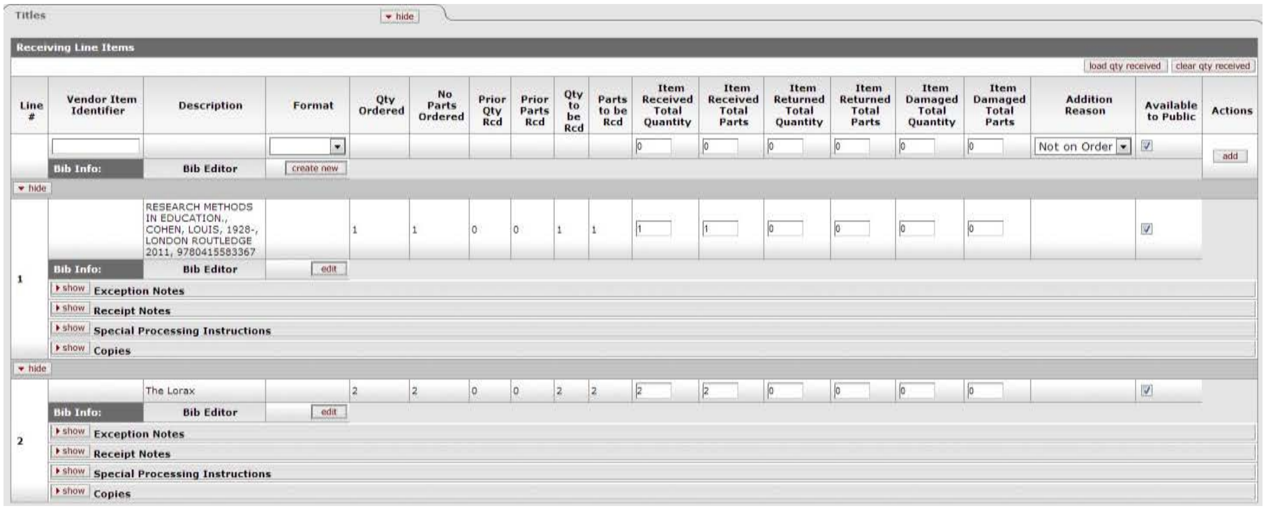


Vendor tab definition

Title	Description
Vendor	Display-only. The vendor name from the Purchase Order document.
Vendor #	Display-only. The OLE-generated identifying number assigned to this vendor.
Address 1	Display-only. The first line of the address for the selected vendor.
Address 2	Display-only. The second line of the address for the selected vendor.
Date Received	Required. Defaults from the initiation tab but can be changed.
Packing Slip #	Defaults from the **Line Item Receiving Initiation** tab but can be edited.
Bill of Lading #	Defaults from the **Line Item Receiving Initiation** tab but can be edited.
City	Display-only. The city associated with this vendor. This entry is required under certain circumstances (such as, for a U.S. address).
State	Display-only. The state associated with this vendor.
Postal Code	Display-only. The postal code for this vendor address. Postal codes are required under certain circumstances (such as, for a U.S. address).
Country	Display-only. The country associated with this vendor.
Reference #	Allows you to add additional information that will assist with document searching.
Carrier	Defaults from the **Line Item Receiving Initiation** tab but can be edited.

Title Tab

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



Receiving Titles section

Titles tab definition

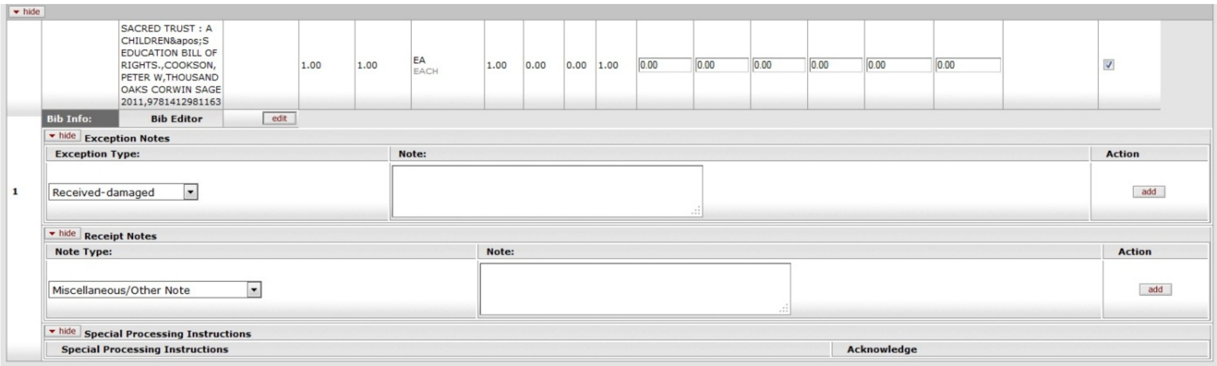
Title	Description
Line #	Display-only. The line number on the receiving document. The line number corresponds to the line number on the purchase order.
Vendor Item Identifier	Display-only (optional for new line items) Identifies a vendor item identifier if one has been provided by a vendor.
Description	Concatenated data values from the related bibliographic description.
Format	Display-only (optional for new line items). Identifies the Format for this line item.
Qty Ordered	Display-only. Indicates the original quantity ordered from the purchase order.
No. of Parts Ordered	Display-only. Indicates the original number of individual pieces ordered from the purchase order.
Prior Qty Received	Display-only. Indicates the sum of total quantity received minus total quantity returned from all previously submitted Line Item Receiving documents.
Prior Parts Rcd	Display-only. Indicates the sum of total of parts received minus total parts returned from all previously submitted Line Item Receiving documents.
Qty to be Received	Display-only. The **Quantity Ordered** minus the **Prior Quantity Received**.

Parts to be Rcd	Display-only. The **No. Parts Ordered** minus the **Prior Parts Received**.
Item Received Total Quantity	The quantity of this item received in this shipment. ⚠ If you receive additional copies of an item, you will need to fill in the **Copies** section.
Item Received Total Parts	The parts of this item received in this shipment.
Item Returned Total Quantity	The quantity to be returned to the vendor.
Item Returned Total Parts	The parts to be returned to the vendor.
Item Damaged Total Quantity	The quantity received that was damaged.
Item Damaged Total Parts	The part(s) received that was (were) damaged.
Addition Reason	Required. When adding items, indicates the reason this line item is being added (i.e., 'substitution' or 'not on order').
Available to the Public	Optional. Indicates whether or not a bibliographic description shall be exposed to users prior to purchase/receipt. Default is Yes.
Bib Info	If new item is received, it must be entered via the **Bib Editor** and a Purchase Order Amendment is created
Receipt Status	Select the status from the dropdown menu.

Notes and Instructions

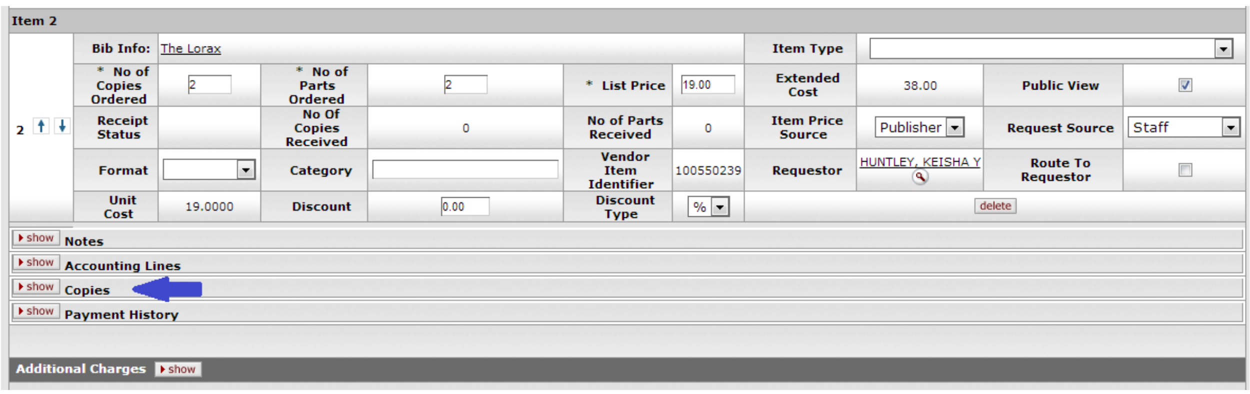
OLE provides three forms of receiving line item notes that are specific to receiving activities:

- **Exception Notes**: to note damaged, unusual, or other exceptions for the line item. Future workflow rules will be tied into exception notes.
- **Receipt Notes**: general notes for recording receipt statements on the item in hand
- **Special processing instructions**: users cannot input these instructions during receiving, but are required to check-off, or acknowledge any special instructions transferred from the Purchase Order for this line item-this must be completed prior to submitting the document.



Multiple Copies

If the **Items Received Total Quantity** is greater than the **Qty Ordered**, you will need to fill in the **Copies** section. In the **Copies** section, click the show button.



The expanded section appears:

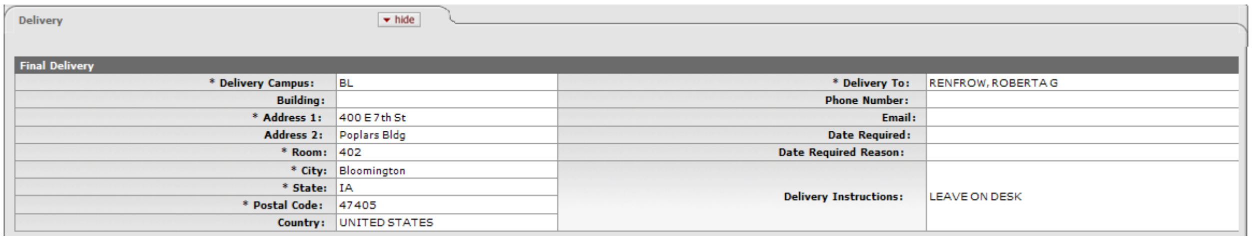
Copies section definition

Title	Description
Copies	Enter the number of copies that will exist at the location selected.
Location Copies	Enter the home location of the title being requested.
Parts	Display only. Once copies are added, this field is populated from the **No of Parts Ordered**.
Part Enumeration	Display only. Once copies are added, enumeration is determined from the **Starting Copies** and the **Parts.** Examples are: C1. V1, C1. V2; C2. V1, C2, V1. Parts are currently determining volume numbers in the

	enumeration. This is under review for 1.0
Starting Copy	Enter the starting copy for the home location.

Delivery Tab

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

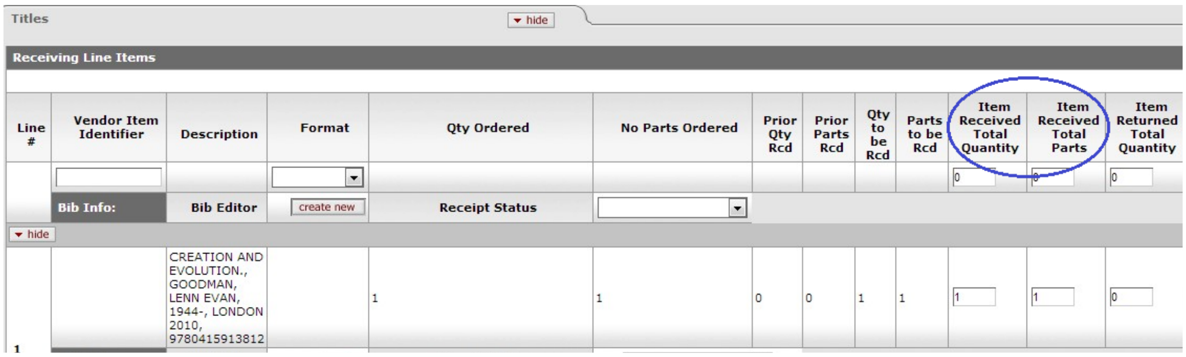


Delivery tab definition

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

Process Overview

To receive the item in hand, record the number of copies in hand in the **Item Received Total Quantity** column, and the number of Parts in **Item Received Total Parts** (on the line(s) under the blank line of the **Titles** tab:



To receive a partial shipment, enter 0 in the **Item Received Total Quantity** field and the number of parts in the **Item Received Total Parts** field.

OLE will allow you to receive a greater quantity of items that were originally ordered, via Receiving Thresholds.

To return items, enter quantities in the **Item Returned** fields or **Item Damaged** fields and add an exception note. The Purchase Order will reflect the return.

Adding New Line Items: Purchase Order Amendment

Users may also add additional unordered items on the new blank line, which creates a Purchase Order Amendment document that gets routed appropriately to Acquisition staff (to apply accounting lines and approve).
For any new line items, users can also utilize the Bibliographic editor to create a linked bibliographic record.

Please refer to the Bibliographic Editor for adding bibliographic descriptions and Adding new line items for suggestions on adding line items.

Routing a Purchase Order Amendment from an "unordered" line item during Receiving is automatic for authorized receiving staff. The resulting Purchase Order Amendment must be edited by Acquisitions staff or managers, and submitted. Default user login ole-khuntley (or other approvers indicated in the Route Log) can be used to complete the related Purchase Order Amendment and approve it.

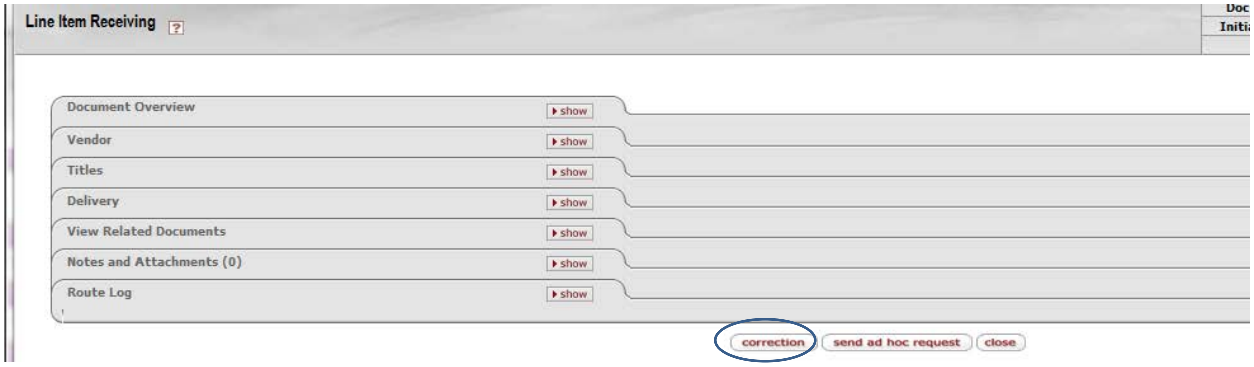
Complete the Document

Once you have received all the items you want from this Purchase Order, click the blanket approve button at the bottom of the screen. This changes the status of the Receiving e-Doc to "Complete", and prevents any further receiving on it.

Tip: The **blanket approve** option will only appear if you are logged in as a member of the OLE_RCV or OLE-Receive-Mgr groups. Otherwise (if you are a member of OLE-Invoicing), you must click on the submit button, review the route log by opening the **Route Log** tab and click show next to **Future Action Requests**.
In OLE 0.8, you can also log in as user ole-msmith to approve the Line Item Receiving document.

Receiving Correction

Receiving corrections are a version of receiving for use after receiving has been completed and approved. While authorized users may continue to initiate multiple receiving documents on a single Purchase Order (subject to quantities ordered), corrections to a single document are accomplished via Receiving Correction.
Receiving Correction documents must be approved by a receiving manager

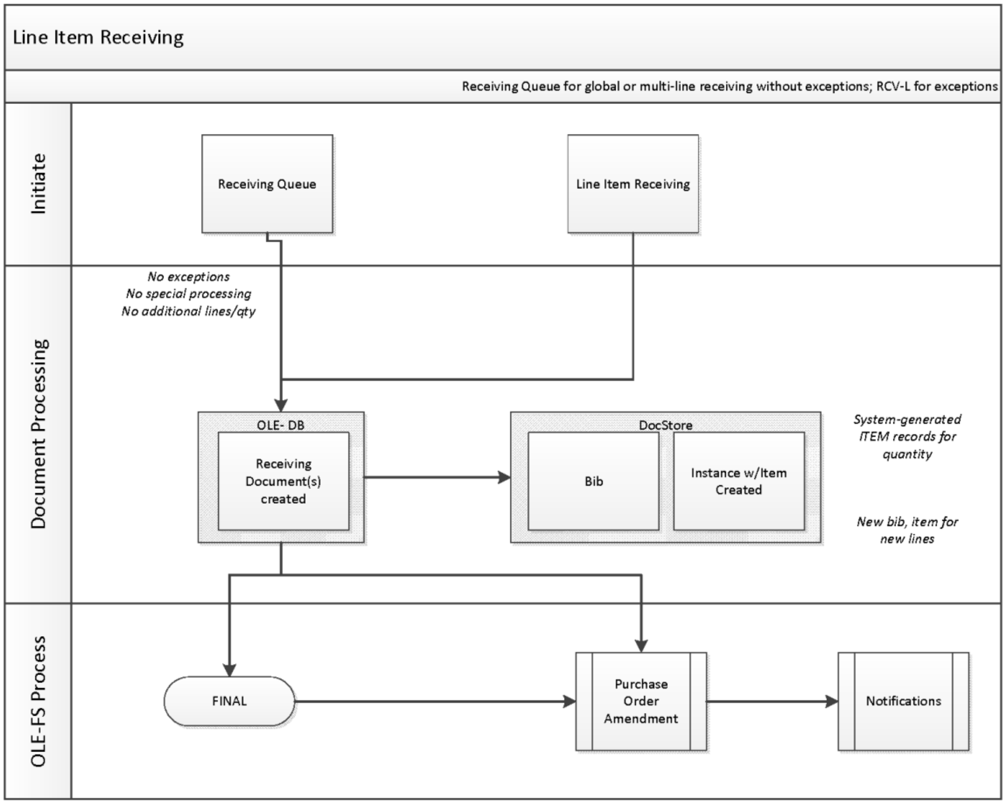


Business Rules

- When the Receiving document is submitted, the **Item Received** and **Item Damaged** fields are updated on the purchase order with the **Item Received - Item Returned** and **Item Damaged** values on the Receiving document.
- When the Receiving document is submitted, all line items that have no receiving activity are deleted from the document.
- The system does not allow the **Item Received**, **Item Returned**, or **Item Damaged** to be less than 0.
- Notes in the **Notes and Attachments** tab are used to record any additional detail about damaged goods.
- If **Item Returned** or **Item Damaged** is > 0 on any line item, an exception note is required when the document is submitted.
- Unordered items generate a purchase order amendment. The new line item is added to the purchase order and purchasing will add the unit cost and the accounting string.
- After the document has been submitted, a correction document needs to be processed to reduce or increase the quantity received, returned, and/or damaged if the original entered amounts are determined to be in error.

Routing

If other receiving or payment actions are in progress against this Purchase Order and receiving document (i.e., and not yet approved), you may be prohibited from processing additional receiving until completed.


Line Item Receiving
Receiving Queue for global or multi-line receiving without exceptions; RCV-L for exceptions
Initiate
Receiving Queue
Line Item Receiving
Document Processing
No exceptions
No special processing
No additional lines/qty
OLE- DB
Receiving Document(s) created
DocStore
Bib
Instance w/Item Created
System-generated ITEM records for quantity
New bib, item for new lines
OLE-FS Process
FINAL
Purchase Order Amendment
Notifications

Requisition

Main Menu > Acquisitions > Purchasing/Accounts Payable > • Requisition > Requisition

All orders begin in OLE as Requisitions. Requisitions or ingested vendor files are processed into Approved Purchase Orders, or can be saved in support of ongoing Selection activities.

Getting Started

Log into OLE using one of the following IDs based on the level of permission you have selected to test drive.

⚠ Note: As you open the application, OLE will automatically log in as ole-khuntley. When logging in as a new user, you do not need to first log out – doing so produces an error in release 0.8.

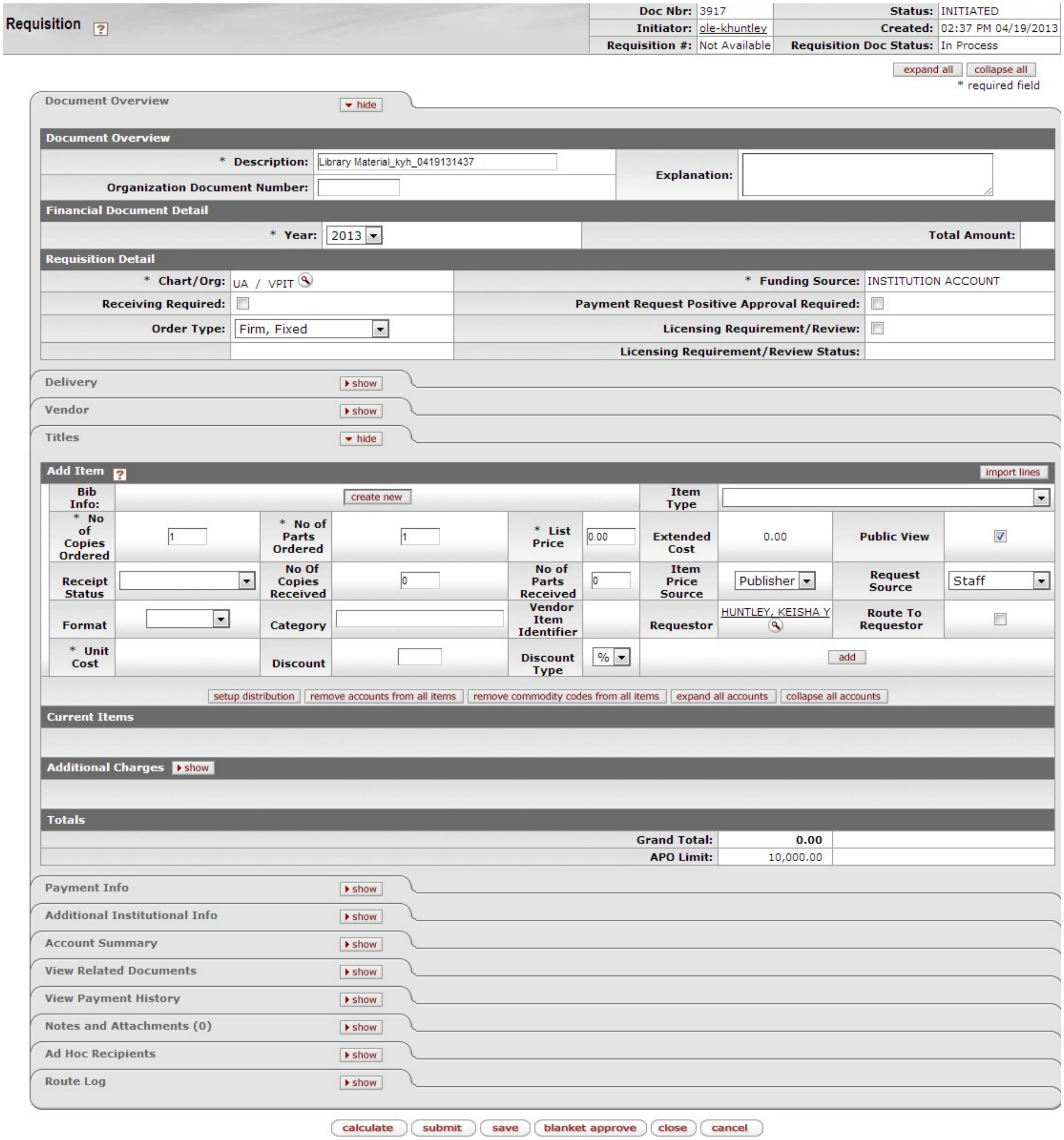
Anyone can create a requisition for routing. Users who can create a requisition, that, when all required fields are entered and business rules are satisfied, becomes an automatic/approved Purchase Order transmitted to Vendor:

Super user	ole-khuntley
Acquisitions staff	ole-fermat

⚠ Note: Currently any authorized user of a Requisition e-Doc can process it into an Automated Purchase Order if all business rules and required fields are satisfied for *firm, fixed orders.* In future, the inherited routing rules and business rules will continue to be modified to prohibit Selection-staff from submitting an order (i.e., via Account codes).

The Requisition (REQS) document collects information about the desired items or services, possible vendors to fulfill the order, delivery instructions, contact information, and related accounting details. The approved Requisition document is used to generate the purchase order. Authorized users can process requisitions to Automated Purchase Orders for firm fixed orders

Document Layout



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

Unlike a standard financial e-doc, there is no **Accounting Lines** tab, and the document header and the **Document Overview** tab are slightly different.

Requisition document tabs and purposes

Tab Name	Purpose
Document Overview	In addition to the standard document overview information (description, explanation, and organization document number), contains the fiscal year, line item receiving requirements, order types, , funding source, and the payment request positive approval required override flag, license requirement or review flag and status.
Delivery	Contains information about the final delivery and central receiving addresses.
Vendor	Suggests a vendor or a list of vendors who might provide the goods or services being requisitioned.
Titles	Identifies what is being ordered on this requisition and establishes an accounting distribution indicating how those items should be charged.
Payment Info	Indicates the type of payment schedule required and the duration of that schedule if recurring payments are required for the items on this requisition.
Additional Institutional Info	Collects information about the organization at your institution that has requested the goods or services for this requisition as well as the internal contact information.
Account Summary	Summarizes the accounting information for all line items on the requisition. The line items that make up the summary display here.
View Related Documents	Lists all documents related to a requisition, such as the purchase order, receiving documents, payments, credit memos.
View Payment History	Lists all payment requests and credit memos related to a requisition document.

Document Header

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

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

Doc Nbr:	3289	Status:	INITIATED
Initiator:	khuntley	Created:	12:14 PM 10/22/2009
Requisition #:	Not Available	Requisition Status:	In Process

Document header definition

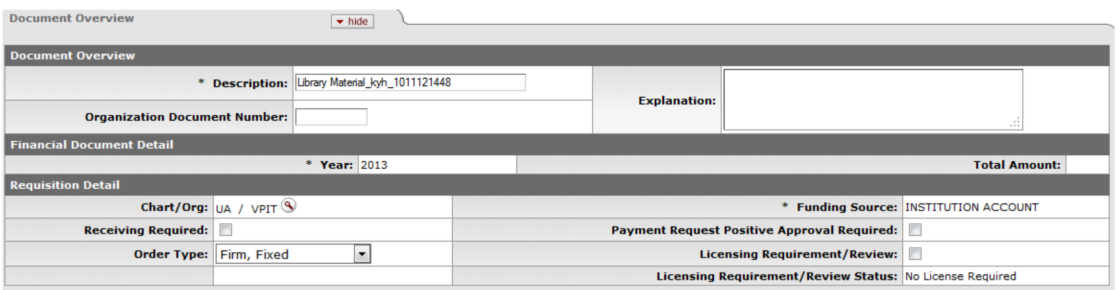
Title	Description
Requisition #	An identifying number assigned to this requisition. This number, which may be used for queries specific to the

	Purchasing/AP module of OLE, differs from the Doc Nbr, which identifies the requisition as a unique document for general OLE and Workflow queries.
Requisition Status	A status that indicates where in the Purchasing/AP process a requisition is at any given time. This is similar to the status a document receives in Workflow but is specific to the purchasing process. Examples of REQ Status might include 'Awaiting Fiscal Officer,' 'In Process,' and 'Closed'.

For information about the standard e-doc header, see Document Header on the *OLE E-Docs fundamentals* wiki page.

Document Overview Tab

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



Document Overview tab definition

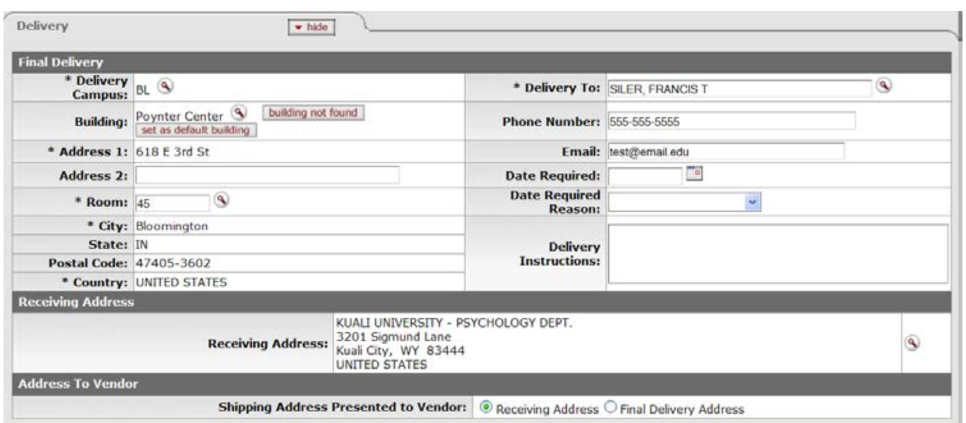
Title	Description
Year	Required. The default is the current fiscal year. This field is not editable until the 'ALLOW ENCUMBER NEXT YEAR DAYS' parameter has been met. Setting the year to the next fiscal year can affect the requisition in several ways. The requisition may not become an APO if the 'ALLOW APO NEXT FY DAYS' parameter has not been met, and the funds will not be encumbered until the next fiscal year once a PO is fully approved.
Total Amount	Display-only. Displays the total amount of the requisition after fees.
Chart/Org	Required. Automatically completed based on the initiator's chart/org. This value may be changed manually via the lookup . This value is also the chart/org that is used for the Content route level.
Receiving Required	Optional. Select the check box to ignore the receiving thresholds on the approved purchase order. If the field is checked, then a Line Item Receiving document must be

	processed with sufficient quantities received before a payment will route to the fiscal officer.
Order Type	Identifies the type of order, possible values could be one-time, standing, subscription. System default data value is "Firm, Fixed".
Funding Source	Required. Defaults to 'Institution Account'.
Payment Request Positive Approval Required	Optional. The 'DEFAULT POS APPRVL LMT' parameter determines the dollar limit where payment requests must receive positive approval from a fiscal officer. If this field is selected, positive approval on the payment request is required regardless of the total of the payment.
Licensing Requirement / Review	Check the Licensing Requirement/Review box to indicate that license work is needed for the requisitions
Licensing Requirement / Review Status	Display-only. Displays the status of the licensing work. As the license request is updates, the status is reflected here.

Delivery Tab

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

Note: When implementing OLE, libraries can update the Building maintenance e-Doc with their own building designations.



Delivery tab definition

Title	Description
Delivery Campus	Required. Defaults to the appropriate campus for the user's chart/org. You may also search for another campus from the **Delivery Campus** lookup.

Building	Required. Search for the building to which goods should be delivered from the **building** lookup. Only buildings that correspond with the delivery campus will display. Selection of a building automatically completes the **Address**, **City**, **State** and **Postal Code** fields.
Address 1	Required; automatically populated from data for the **Building** value. May be entered manually if the user selects the **Building Not Found** button.
Address 2	Optional. Entered manually if an additional line of address is needed.
Room	Required. Enter the room number to which delivery should be made.
City	Required; automatically populated from data for the **Building** value. May be entered manually if the user selects the **Building Not Found** button.
State	Required; automatically populated from data for the **Building** value. May be entered manually if the user selects the **Building Not Found** button.
Postal Code	Required; automatically populated from data for the **Building** value. May be entered manually if the user selects the **Building Not Found** button.
Country	Required; Automatically populated from data for the **Building** value. May be entered manually if the user selects the **Building Not Found** button.
Delivery To	Required. Defaults to the initiator's user name. You may enter another name or use the **User** lookup to find it.
Phone Number	Optional. Automatically populated from the initiator's phone number but may be changed.
Email	Optional. Defaults to the initiator's user e-mail address but may be changed.
Date Required	Optional. Enter a date on which delivery is required or choose the date from the calendar.
Date Required Reason	Optional. If a date required has been specified, select the appropriate date required reason from the list.
Delivery Instructions	Optional. Enter text describing any special delivery instructions for the item(s).
Receiving Address	If this field does not display, it is because the 'ENABLE RECEIVING ADDRESS INDICATOR' parameter is set to 'N'. If it does display, the default is determined by the receiving address that has been set up for the initiator's organization. May be changed by using the lookup.
Shipping Address	Defaults to the receiving address. May be changed to the

Presented to Vendor	final delivery address. NOTE: If this field is read-only, it is because the 'ENABLE ADDRESS TO VENDOR SELECTION INDICATOR' parameter is set to 'No'.

Vendor Tab

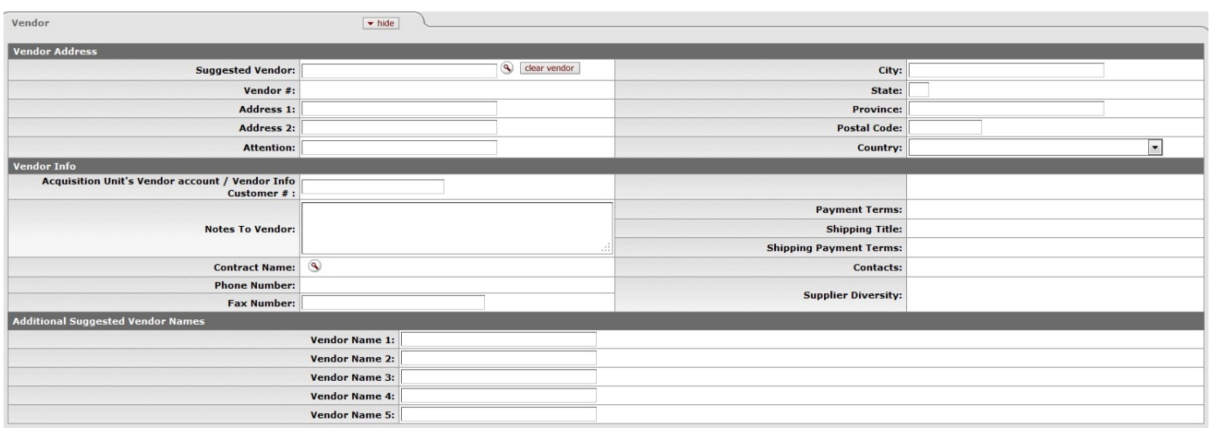
The **Vendor** tab includes three sections: **Vendor Address**, **Vendor Info**, and **Additional Suggested Vendor Names**.

In order to generate a PO through the creation of a requisition it is important to search for and select vendors of the type "Purchase Order"

OLE has built in functionality to support both foreign and domestic vendors. Using a foreign vendor will require you to take the extra step of entering the **Foreign List Price** (illustrated in the instructions below).

Foreign and Domestic Vendor Options

Vendor name	Vendor search alias	Foreign/domestic
Aleph-Bet Books	ABB	Domestic
D. K. Agencies (P) Ltd.	DKA	Foreign
Otto Harrassowitz	HARRAS	Foreign
YBP Library Services	YBP	Domestic



Vendor Address Section

Vendor Address section definition

Title	Description
Suggested Vendor	Optional. Enter the name of a vendor that is able to fulfill this requisition or search for it from the **Vendor** lookup . Selecting a vendor from the table populates other fields in this tab based

	on the information already on file in OLE for this vendor. Alternately, you may select a contract (see below) and the vendor associated with that contract is automatically populated.
Vendor #	Display-only. Completed automatically when a suggested vendor is selected from the vendor table.
Address 1	Optional. Enter the first line of the address for the suggested vendor. If a vendor has been selected from the vendor table this field is automatically populated. If you want to select a different vendor address than the default, choose one of the addresses entered for this vendor from the **Address** lookup .
Address 2	Optional. Enter the second line of the address for the suggested vendor. If a vendor has been selected from the vendor table this field is automatically populated.
Attention	Optional. Enter the name of the person to whom the delivery is to be directed.
City	Optional. Enter the suggested vendor's city. If a vendor has been selected from the vendor table this field is automatically populated.
State	Optional. Enter the suggested vendor's state. If a vendor has been selected from the vendor table, this field is automatically populated.
Province	Optional. Enter the province if vendor is located outside of the United States.
Postal Code	Optional. Enter the selected vendor's postal code. If a vendor has been selected from the vendor table, this field is automatically populated.
Country	Optional. Enter the selected vendor's country. If a vendor has been selected from the vendor table, this field is automatically populated.

Vendor Info Section

Vendor Info section definition

Title	Description
Acquisition unit's vendor acct/Vendor info customer #	Optional. Enter a customer number that identifies your institution or department for this vendor's reference Used for reporting and to separate out different library branches or locations' vendor acct information that all links to the same master vendor
Notes to Vendor	Optional. Include any text notes you want the vendor to see on the PO.
Contract Name	Optional. If a contract exists with the vendor for these goods or services, select one from the **Contract** lookup

	. Selecting a contract also populates the vendor associated with that contract. The contracts are campus-specific. A requisition returns results only for the campus associated with the Chart/Org found on the **Additional Institutional Info** tab (see below). Selecting a contract affects the APO limit, depending on how the contract has been set up for the organization. The APO limit is usually increased when a contract is selected.
Phone Number	Optional. If a vendor has been selected from the Vendor table, this field may automatically be populated or the **Phone Number** lookup will list all the Phone Numbers for this Vendor. The lookup is simply a convenience that allows you to view the phone number. It does not provide a **return value** link.
Fax Number	Optional. Enter the selected vendor's fax number. If a vendor has been selected from the vendor table, this field may automatically be populated.
Payment Terms	Display-only. If a vendor has been selected from the Vendor table or a contract, this field may be populated automatically.
Shipping Title	Display-only. If a vendor has been selected from the Vendor table or a contract, this field may be populated automatically.
Shipping Payment Terms	Display-only. If a vendor has been selected from the Vendor table or a contract, this field may be populated automatically.
Contacts	Optional. If a vendor has been selected from the Vendor table or a contract, the **Contact** lookup will list all the contacts for the vendor. The lookup is simply a convenience that allows you to view the contacts list. It does not provide a **return value** link.
Supplier Diversity	Display-only. If a vendor has been selected from the Vendor table or a contract, this field may be populated automatically.

Additional Suggested Vendor Name Section

Additional Suggested Vendor Name section definition

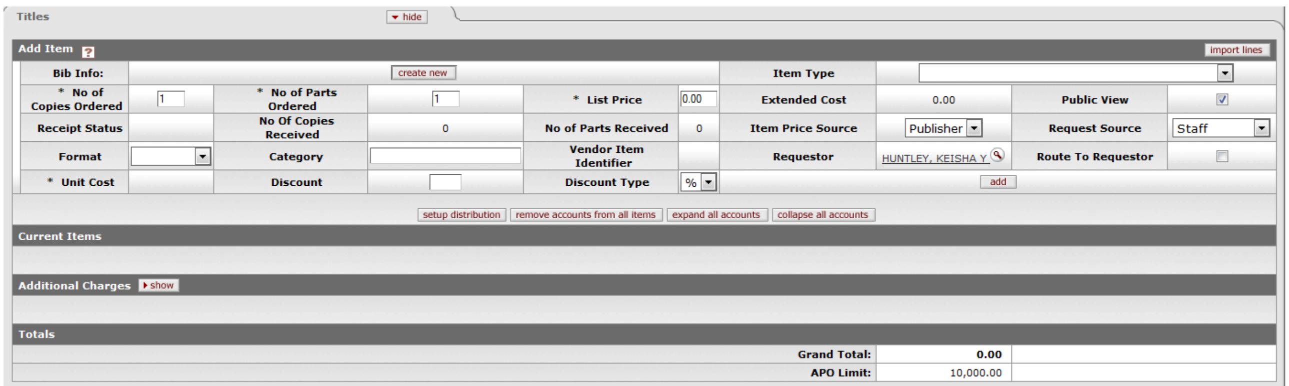
Title	Description
Vendor Name (1-5)	Optional. Enter up to five additional suggested vendors

	that may be able to fulfill this requisition.

Title Tab

Expand the **Titles** tab of the requisition to fill in information about the library resource(s) being ordered. On this tab, multiple ordered resources can be added to the requisition by filling in all of the required fields and clicking the **add** button.

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



Add Item and Current Items Sections

Add Item, Current Items section definition

Title	Description
Bib Info	Choose create new to link to the Bib Editor. Titles will appear in the after an item has been added.
Item Type	Select the type of item being specified on this line from the dropdown list.
No of Copies Ordered	Required. Enter the quantity of the item in this field. If ordering more than on copy, you will need to fill out the copies tab.
No. of Parts Ordered	This is the number of individual pieces that must be accounted for upon payment/receipt of a requisitioned item.
List Price	Basic price of an item before any discounts are taken.
Extended Cost	Display-only. No of Copies ordered multiplied by the list price and minus any discount.
Public View	Optional. Indicates whether or not a bibliographic description shall be exposed to users prior to purchase/receipt. Default is Yes.
Currency Type	Display only if foreign vendor is chosen. Identifies the associated vendor's currency as identified on the vendor record that is identified in the Link to Vendor/Supplier.

Exchange Rate	Display only if foreign vendor is chosen. Currency conversion rate populates from the Exchange rate and Currency Type maintenance tables. The rate will populate when user clicks action button "Calculate" on conversion tab. Optionally: when currency tab opens, currency rate may auto-populate. This may be updated up until the Requisition is approved. After that point, it may no longer be modified.
Foreign List Price	Basic foreign price of an item before any discounts are taken.
Receipt Status	Display only. Will reflect receipt status after receiving has occurred.
No Of Copies Received	Display only. The number of copies already received. This will populate as the document moves through the acquisition workflow.
No Of Parts Received	Display only. The number of parts already received. This will populate as the document moves through the acquisition workflow.
Item Price Source	Optional. Select the Price Source of the requested item from the dropdown list.
Request Source	Optional. Select the Request Source of the requested item from the dropdown list.
Format	Optional. Select the Format of the requested item from the dropdown list.
Category	Optional. Enter a Category assigned to the requested item.
Vendor Item Identifier	Display Only. Identifies a vendor item identifier if one has been provided by a vendor.
Requestor	Defaults to the selector's user name. If the Requestor is different than the selector, you may use the **Requestor** lookup to find the requesting individual's name or create a new Requestor (this links to the OLE Patron database).
Route to Requestor	Optional. Yes/No checkbox to indicate whether a requestor should be notified when the item has been purchased. System default data value is "No".
Foreign Unit Cost	Display only if foreign vendor is chosen. Calculated foreign cost per unit for the item or service on this line. Calculation is the Foreign List Price less Foreign Discount amount.
Discount	Discount provided by the vendor/customer number/organization combination. Automatically populated from the Vendor customer number table based on the selected vendor and customer number. Can be modified for a specific title. If the vendor record has a Vendor currency noted other than the default system currency (aka US dollar), then the Vendor discount will populate the Foreign Discount field.
Discount Type	Choose # (for Amount) or % (for Percentage).

Foreign Discount	Foreign discount provided by the vendor/customer number/organization combination when the vendor record has a Currency Type different from the system default currency. Should be automatically populated from the Vendor customer number table based on the selected vendor and customer number. This data can be changed for the specific title. Must identify the type of discount (amount or %.) If the vendor record does not have a Currency Type noted other than the default system currency (aka US dollar), then the discount should populate the Discount field.
Foreign Discount Type	Choose # (for Amount) or % (for Percentage).
Actions	Add or delete lines as appropriate. After a line has been added, it is moved to the **Current Items** section, where the details may be viewed or modified.

Additional Charges Section

The Additional Charges tab allows lines for predetermined charges to be included on the payment request. This tab is divided into four charge lines, each representing a different type of charge, each with its own accounting lines, and a series of options through which the amounts added in this section can be prorated to the existing line items in the Current Items sub tab. The four Additional Charges lines are **Freight**, **Shipping and Handling**, **Minimum Order**, and **Miscellaneous or Overhead**.

Additional Charges section definition

Title	Description
Item Type	Display-only. Describes the type of miscellaneous item (freight, shipping and handling, etc.) being defined in this line.
Description	Required if the extended cost has been entered. Enter text describing the additional charges item line.
Extended Cost	Required. Enter the dollar amount for this item line.

Totals Section

Totals section definition

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

Working in the Titles Tab

If you are using a foreign vendor, you must also fill in the **Foreign List Price** pertaining to the item. OLE will then calculate for you the US Dollars Unit Cost.

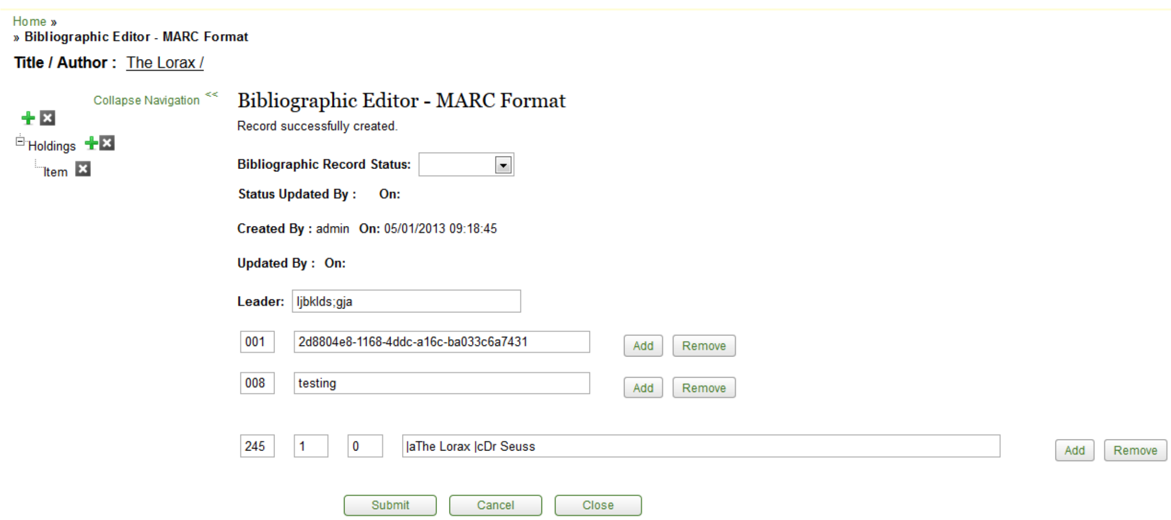
Bibliographic Editor

The linked editor will populate the bibliographic information into this Requisition line item using the Title information in the linked/edited bib. If a minimum input is not filled in on the Editor, filling the “Bib Info” field on the requisition line item, then the requisition cannot be approved (later in the process). If you fail to fill in the required information in the linked editor, and attempt to approve this requisition, OLE will display the following error message: *Description in Item X is a required field.*

To add an Item to the Title tab

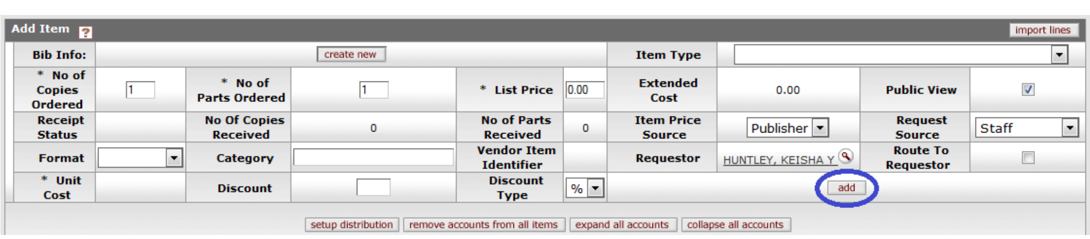
Users must complete the line item and linked bib in this sequential order. This will be fixed in future releases.

- New line items:
    - First click create new to launch editor in a new tab.
    - Enter at minimum a 008 and a 245.
    - Click Submit.
    - You will receive a confirmation message “Record successfully created”:



- Return to the original browser tab and add transactional data to the line (quantity, price, category etc.).

  ⚠ The bibliographic information will not yet appear.
- Click add to save the line. This will update and link the bibliographic document and populate the **Bib Info** field.



- Editing existing line items:
    - Click the **Edit** button to edit the linked bibliographic description of the existing line item. The editor will open in a new tab.

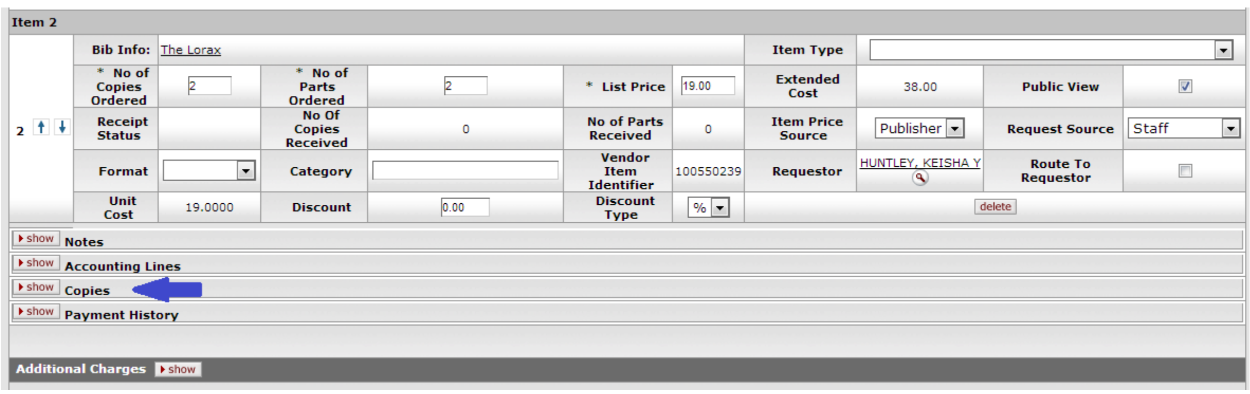
- Modify the record as needed.
- Click Submit.
- Return to the original tab.
- You will not yet see your revised Bib Info from the updated bibliographic description, until you complete further actions on the overall purchasing e-Doc, such as **save**, **submit**, or **blanket approve**. If you are only saving your e-Doc, and wish to see Bib Info updates, you may need to **save** or **save and reload** the e-Doc AFTER making updates in the bibliographic description in order to update the Bib Info field with linked bibliographic changes - prior to **submit** or **blanket approve.**

To learn more about the Editor, see the Editor section in the *Guide to Describe – DocStore and Editors*. This and other OLE user guides are available for download from the OLE 0.8 Milestone User Documentation.

Multiple Copies

If you enter a number greater than one in **No of Copies Ordered**, you will be required to enter location data. This section only appears when the field entry is greater than one

In the **Copies** section, click the show button.



The expanded section appears:

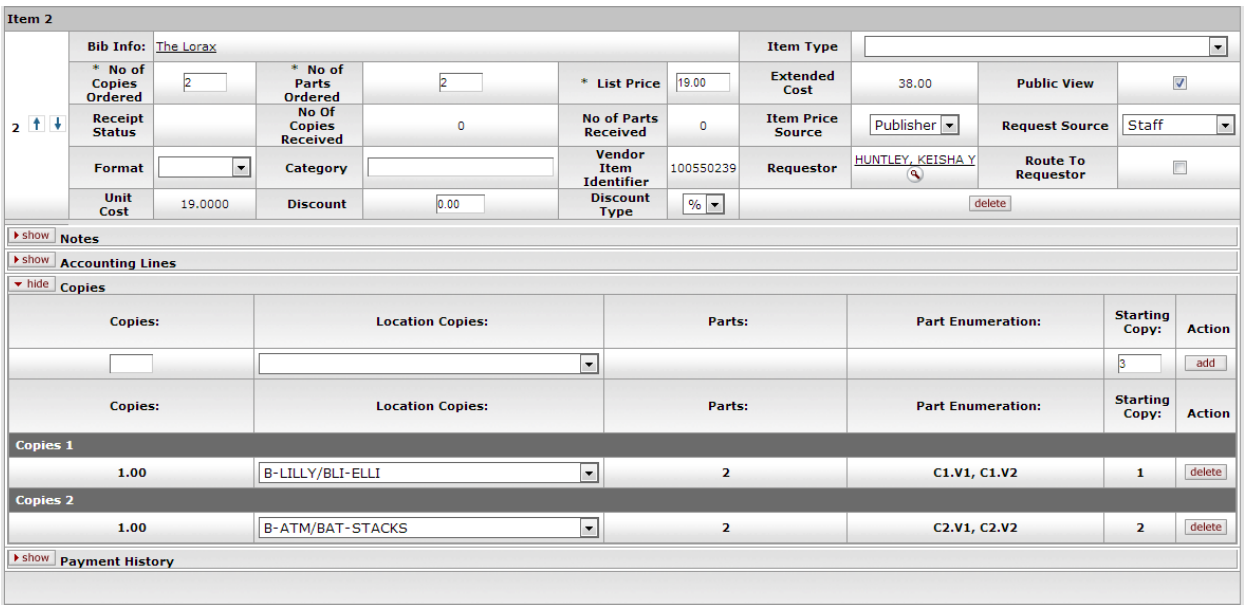
Copies section definition

Title	Description
Copies	Enter the number of copies that will exist at the location selected.
Location Copies	Enter the home location of the title being requested.
Parts	Display only. Once copies are added, this field is populated from the **No of Parts Ordered**.
Part Enumeration	Display only. Once copies are added, enumeration is

	determined from the **Starting Copies** and the **Parts.** Examples are: C1. V1, C1. V2; C2. V1, C2, V1. Parts are currently determining volume numbers in the enumeration. This is under review for 1.0
Starting Copy	Enter the starting copy for the home location.

Enter the copy information and click add.

In the example below, there are two copies of The *Lorax* ordered containing two parts each. One copy will go to the location B-LILLY/BLI-ELLI and one copy will go to B-ATM/BAT-STACKS.



Importing Account Information

If you have a number of accounts to enter, you may create a .csv file containing the information and import it into the requisition. The template available:

- Purchase Requisition (REQS) account import, which uses the Account_Import.xls template

For more information about the layout of these templates, see Account_Import.xls on the *OLE Data Import Templates* wiki page.

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

For information on using a template to import items or accounts, see OLE Data Import Templates wiki page.

Creating Accounting Distributions in the Titles Section

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

CONSOLIDATION' parameter. You must 'Add' at least one accounting line for each item. If you do not, and attempt to approve this requisition, OLE will display the following error message: *Item 1 does not contain at least one account*. Adding at least one Accounting Line (with 100 in Percent) to each transactional line item will resolve this error.

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

1. Add the title to the requisition.
2. In the **Accounting Lines** section, click the show button.
3. Complete the accounting line and indicate a percent of this item line that should be charged to this accounting line.

   If there is only a single accounting line for this item the percent should be 100.

   Note: You may add an entry to either the **Dollar $** *or* the **Percent** fields. OLE will calculate the other after you click **add**. You cannot add entries to both fields.
4. Click add to add an accounting line.
5. If the items need to be distributed to more than one accounting line, repeat steps 3 and 4.

   All the accounting lines should total 100 percent when you have completed their accounting line distribution. If the total percent amount for all of the account lines does not equal 100%, the system will display an error message.

   If the account chosen has sufficient funds checking and the threshold is reached, you may be blocked from using the account or you may receive a warning (depending on the chosen notification on the account) when the document is saved and the Fiscal Officer will be notified when the document is submitted.

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

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

Accounts are distributed only to the line items where there are no accounts listed. This process does not replace the accounts that have been set up for individual line items.

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

   The system opens a new **Accounting Lines** section.
3. Complete the accounting line and indicate the percent of this item line that is distributed to the items on this requisition.

   If there is only one accounting line for this item, the percent should be 100.

   The system validates values as you enter them.

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

   All the accounting lines should total 100 percent when you have completed the distribution.

6. Click distribute to items to apply this distribution to all item lines that do not already have an accounting distribution specified.

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

Removing Accounts from all Item Lines

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

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

Follow these steps to remove all accounts.

1. Click remove accounts from all items.
2. Click yes in response to the question 'Are you sure you want to remove the accounts from ALL items?'

   All the accounting lines are removed.

Expanding All Accounts

To expand the accounting lines for all the items in the Current Items section, click expand all accounts.

All the accounts are displayed in full detail.

This is the equivalent of clicking the **Accounting Lines show** button for each item listed.

Collapsing All Accounts

To collapse the accounting lines for all the items in the **Current Items** section, click collapse all accounts.

All the account displays are hidden.

This is the equivalent of clicking the accounting lines **hide** button for each item listed.

Payment Info Tab

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

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

Payment Info Section

Payment Info section definition

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

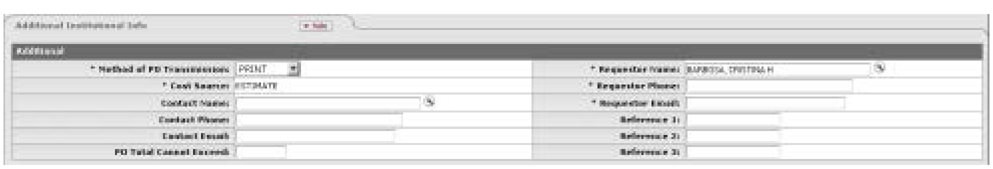
Billing Address Section

Billing Address section definition

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

Additional Institutional Info Tab

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



Additional Institutional Info tab definition

Title	Description
Method of PO Transmission	Required. From the list, select the PO transmission method that should be used to send the related PO to the vendor. Choices include 'Print' and 'No Print'.

Cost Source	Display-only. The cost source will always be 'estimate' unless the vendor was selected from the **Contract** lookup . In that case the cost source associated with the contract is displayed here.
Contact Name	Optional. The name of the person to be contacted if there are questions about the requisition. Enter a name in the field or search for it from the **User** lookup . The contact name may be used if the requestor should not be contacted with questions.
Contact Phone	Optional. Enter the phone number of the person specified in the **Contact Name** field. (Formatted: xxx-xxx-xxxx)
Contact Email	Optional. Enter the email address of the person specified in the **Contact Name** field.
PO Total Cannot Exceed	Optional. This field indicates a total dollar amount that the associated PO should not exceed.
Requestor Name	Required. The name of the person requesting the good or services. The default is the initiator. This field may be changed by entering a new name or searching for it from the **user** lookup .
Requestor Phone	Required. Enter the phone number of the person specified in the **Requestor Name** field. (Formatted: xxx-xxx-xxxx)
Requestor Email	Required. Enter the email address of the person specified in the **Requestor Name** field.
Reference (1-3)	Optional. Provide any type of additional reference information you want to include.

Working in the Additional Institutional Information Tab

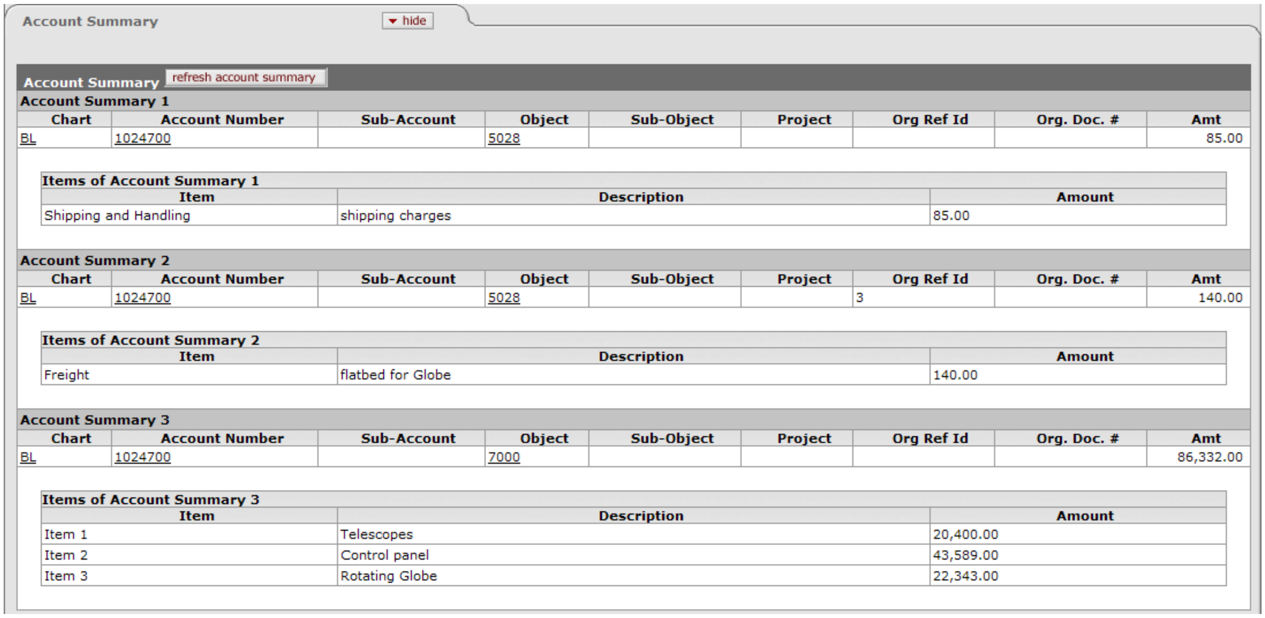
The method of Purchase Order Transmission is set by default to the preferred method in the vendor record. If the method of Purchase Order transmission is selected as **No Print**, an EDI file representing the purchase order resulting from this requisition will be automatically created and transferred via FTP to a test server. The **Print** option should be selected if the vendor does not have access to FTP and needs a printed copy of the purchased order. Several of the fields of this tab are automatically populated with information.

OLE is not persisting a telephone number for ole-khuntley's record – you will need to input a phone number if using her login (formatted: xxx-xxx-xxxx).

Account Summary Tab

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

Click refresh account summary to reload the page and view all the fiscal years, accounting lines and dollar amounts for this requisition.


Account Summary

Account Summary (refresh account summary)

Account Summary 1

Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Org Ref Id	Org. Doc. #	Amt
BL	1024700		5028					85.00

Items of Account Summary 1

Item	Description	Amount
Shipping and Handling	shipping charges	85.00

Account Summary 2

Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Org Ref Id	Org. Doc. #	Amt
BL	1024700		5028			3		140.00

Items of Account Summary 2

Item	Description	Amount
Freight	flatbed for Globe	140.00

Account Summary 3

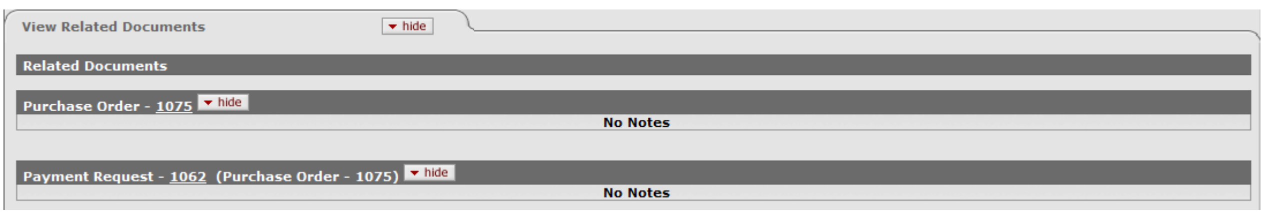
Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Org Ref Id	Org. Doc. #	Amt
BL	1024700		7000					86,332.00

Items of Account Summary 3

Item	Description	Amount
Item 1	Telescopes	20,400.00
Item 2	Control panel	43,589.00
Item 3	Rotating Globe	22,343.00

View Related Documents Tab

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

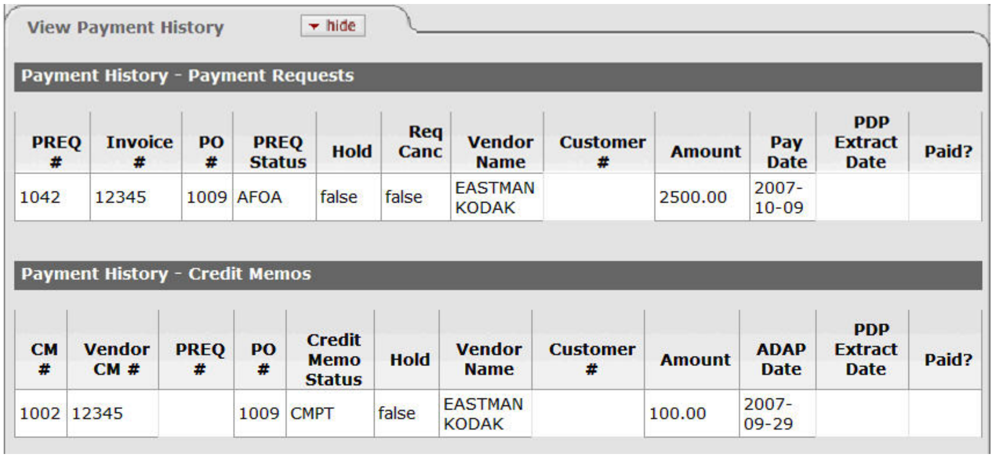


View Related Documents tab definition

Title	Description
Date	Display-only. The date the related document was created.
User	Display-only. The user who created the related document. The entry 'Kuali System User' means the document was automatically created by the system.
Note	Display-only. The note describing the document.

View Payment History Tab

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



View Payment History ▾ hide

Payment History - Payment Requests

PREQ #	Invoice #	PO #	PREQ Status	Hold	Req Canc	Vendor Name	Customer #	Amount	Pay Date	PDP Extract Date	Paid?
1042	12345	1009	AFOA	false	false	EASTMAN KODAK		2500.00	2007-10-09		

Payment History - Credit Memos

CM #	Vendor CM #	PREQ #	PO #	Credit Memo Status	Hold	Vendor Name	Customer #	Amount	ADAP Date	PDP Extract Date	Paid?
1002	12345		1009	CMPT	false	EASTMAN KODAK		100.00	2007-09-29		

Payment Requests Section

Payment Requests section definition

Title	Description
PREQ #	Display-only. The payment request number.
Invoice #	Display-only. The invoice number.
PO#	Display-only. The purchase order number.
PREQ Status	Display-only. The payment request status.
Hold	Display-only. The value is 'true' if the payment request is on hold and 'false,' if the payment request is not on hold.
Req Canc	Display-only. The value is 'true' if the payment request has been canceled and 'false' if the payment request has not been canceled.
Vendor Name	Display-only. The vendor name.
Customer #	Display-only. The customer number.
Amount	Display-only. The payment request amount.
Pay Date	Display-only. The date to make payment on this payment request.
PDP Extract Date	Display-only. The date the payment request was requested for processing by the Pre-Disbursement Processor.
Paid?	Display-only. The value is 'true' if the payment has been disbursed and 'false' if the payment has not been disbursed.

Credit Memos Section

Credit Memos section definition

Title	Description
CM #	Display-only. The credit memo number defined in OLE.
Vendor CM #	Display-only. The credit memo number defined by the vendor.
PREQ #	Display-only. The payment request number.
PO #	Display-only. The purchase order number.
Credit Memo Status	Display-only. The credit memo status.
Hold	Display-only. The value is 'true' if the credit memo in on hold and 'false' if it is not on hold.
Vendor Name	Display-only. The vendor name.
Customer #	Display-only. The customer number.
Amount	Display-only. The credit memo amount.
APAD Date	Display-only. The accounts payable approved date (the date the Accounts Payable Review group approved the credit memo).
PDP Extract Date	Display-only. The date the credit memo was requested for processing by the Pre-Disbursement Processor.
Paid?	Display-only. The value is 'true' if a payment has been disbursed to which this credit memo was applied and 'false' if it has not yet been included in a payment.

For information about **Notes and Attachments**, **Ad Hoc Recipients**, and **Route Log** tabs, see Standard Tabs on the *OLE E-Doc Fundamentals* wiki page.

Process Overview

Manually Creating a Requisition

Open a **Requisition** document from the **Main Menu**. By default, the **Document Overview** tab will be open and several of the form fields will be pre-populated with data such as Description and Year.

Tip: input a familiar "description" for the document. This input can be used in future search.

In the future, if the **Receiving Required** field is selected, payment cannot be requested in OLE until the receiving process is complete. However even if you keep **Receiving Required** un-checked, a Receiving Threshold business rule will offer a secondary business check (i.e., maximum allowable without physical receiving).

Tip: Remember that all required fields are noted with (*) and must be completed to Submit or Blanket Approve (but not Save).

In the Accounting Line section of the requisition form, the required fields are **Chart**, **Account Number** and **Object**.

Suggested Data Values to use:

Chart: **BL**
Account Number: **2947500**
Object Code: **7119**

A full set of valid demo values are available in the Chart Code/Account Appendix

When these values are entered into the fields, OLE will look up and display the text value associated with each of the codes.

Caution: It is important to select the **Chart** code. The account number and object code look-up will not work properly if the Chart code has not been selected.

Before the requisition form can be submitted, the calculate button, which appears at the bottom of the screen, must be clicked.

- The **submit** button sends the form to the next person in the workflow chain.
- The **save** button allows you to save the requisition to come back to it later.
- The **blanket approve** button fully approves this requisition without the need for any other approvals. The Blanket Approve button is permissions based - not all sample logins will have this option.
- The **close** button closes this requisition. Clicking the **close** button will cause a prompt asking you if you would like to save the document before it is closed.
- The **cancel** will completely delete the requisition changes, but will show a warning message first.

If during your creation of a Requisition in OLE you would like to generate a purchase order without any further approval being required, select blanket approve for your requisition. As a result, OLE will automatically create the purchase order.

After clicking the **blanket approve** button, you will be returned to the Kuali OLE Main Menu.

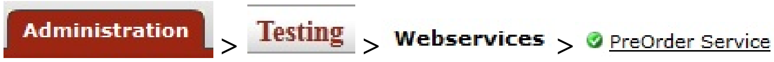
Creating a Requisition Using the OLE Web Form

While the PreOrder Service is available, a bug has been reported that the error "ERROR: Could not send Message" appears when users submit and requisitions are not created. This is due to be corrected for the 1.0 release.

Getting Started

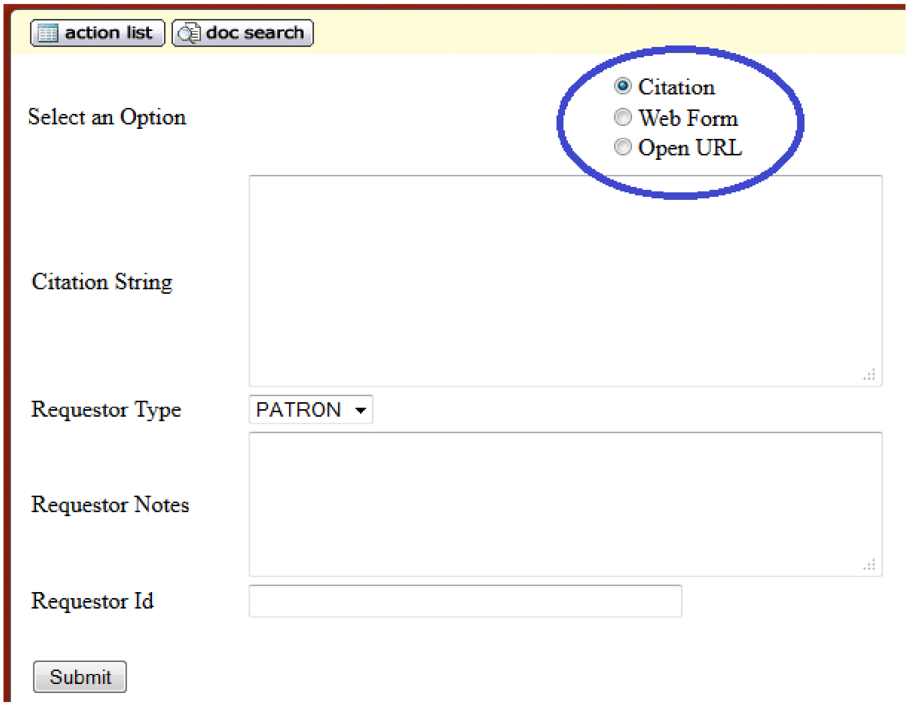
OLE 0.8 provides a demo web form which is meant to simulate a request that would originate from an implementing Library Website. Because the OLE web form was developed for demo purposes only, the screen does not contain any validations (although it may require the input of a Requestor).

The menu item for the web form is labeled **PreOrder Service** and can be found on the **Administration** tab, in the Testing Section under **Testing**:



Using the Web Form to Generate a Requisition

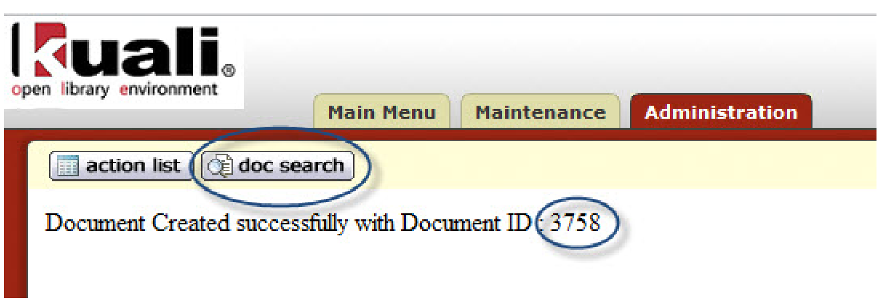
After clicking the **PreOrder Service** link (as described above), the web form appears. The web form allows you to make a request via Citation, Open URL or based upon item details entered in the web form depending on the option you select within the form:

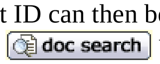


OLE 0.8 offers simple web form processing and simple citation parsing based on the citation example below, or other simple user/web form inputs. The open-source tools being used for more complex citations and URL resolver are still being debugged, and users may see errors for this functionality still in development.

To submit the web form via Citation, select the **Citation** radio button and enter your citation into the **Citation String** field and enter a patron ID in the **Requestor Id** field. In addition, optionally enter notes in the **Requestor Notes** field. Then, click the **Submit** button.

The result will be a confirmation page providing you with a document ID number:



This Document ID can then be used to view the requisition that was created. To view the requisition, click the current default  button.

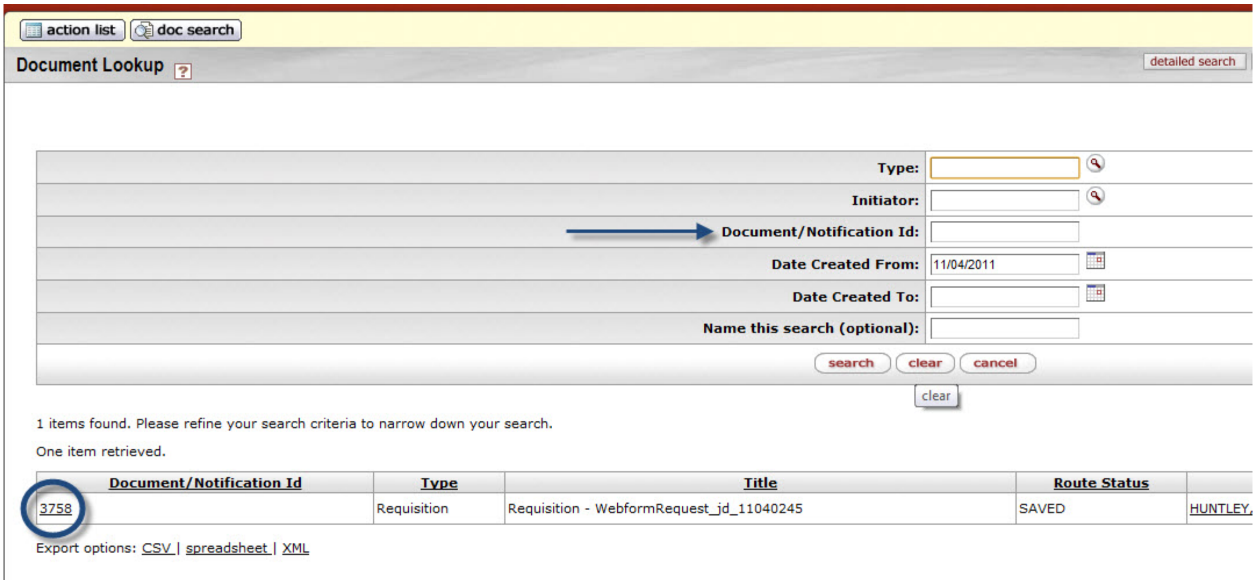
From the **Document** lookup page you can search for the requisition using the **Document ID**.

For more information, see [Searching OLE](#) on the *OLE E-Doc Fundamentals* wiki page.

To view the requisition, click the **Document/ Notification Id** URL.

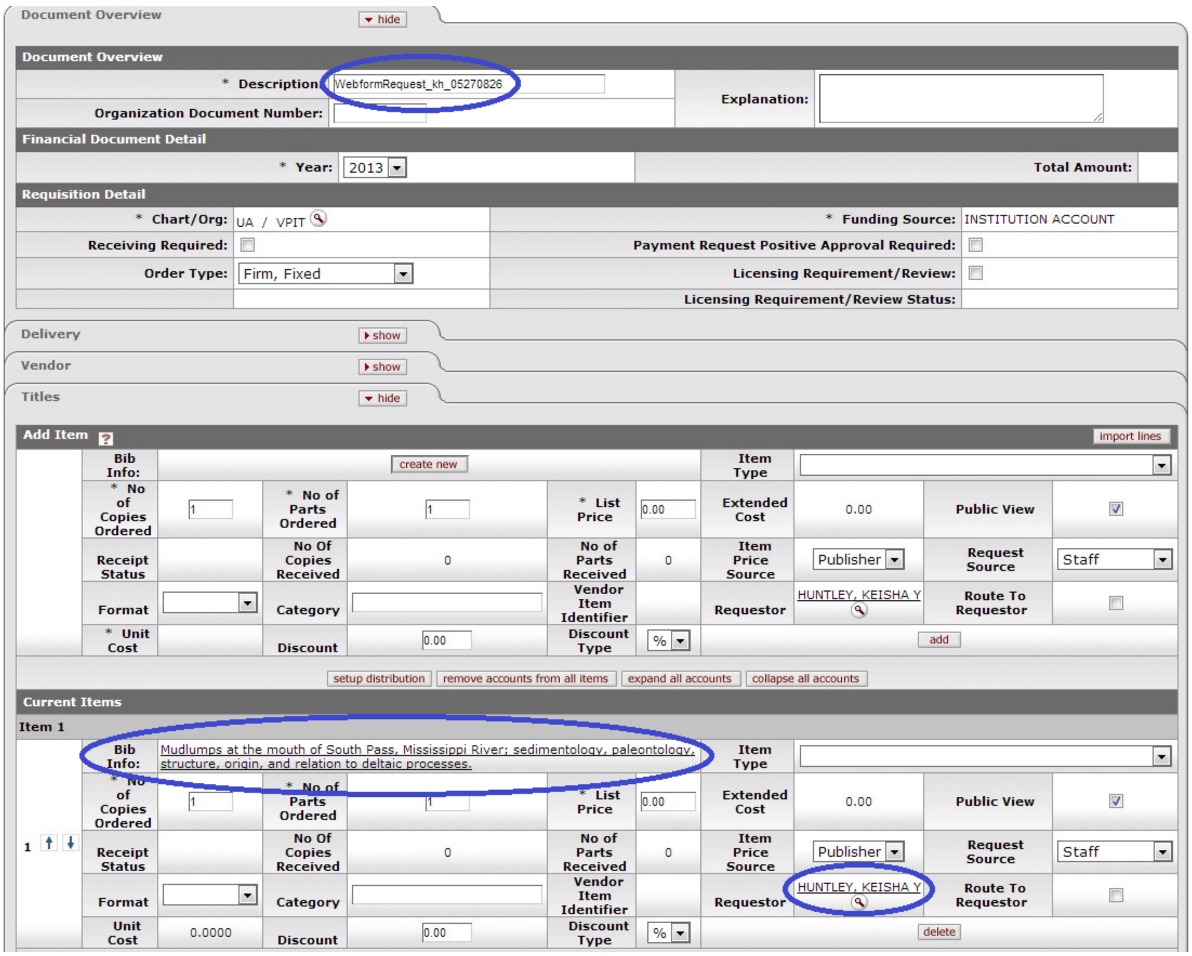
Note: The current default search does not allow you to search by bibliographic information. However, if you select the **Acquisitions Search** from the **Main Menu**, you can use bibliographic search terms.

See the [Custom Document Searches](#) section for more information about the Acquisition Search.



This requisition is considered to be in an ‘open’ status requiring staff input and edits. At this stage staff members may conduct additional research to determine if they want to order the item.

The requisition will contain a default description – “WebformRequest_fl_MMDDHHMM”, where "fl" are the first and last initials of the requestor name entered on the web form, MM and DD are the Month and Day, and HH and MM are the hour and minute of the requisition's creation. The bib info of the library resource and requestor name will be a part of the requisition. To see additional details about the requestor entered through the web form click the lookup icon next to the name of the requestor:



This requisition is partially filled in based on the data entered in the Web form. However, all required fields must be filled in (as described in the Manually Creating a Requisition section above) before the requisition can be approved.

Citation Sample Data:
Morgan, James P., James M. Coleman, and Sherwood M. Gagliano. 1963. Mudlumps at the mouth of South Pass, Mississippi River; sedimentology, paleontology, structure, origin, and relation to deltaic processes. Baton Rouge: Louisiana State University Press.

Business Rules

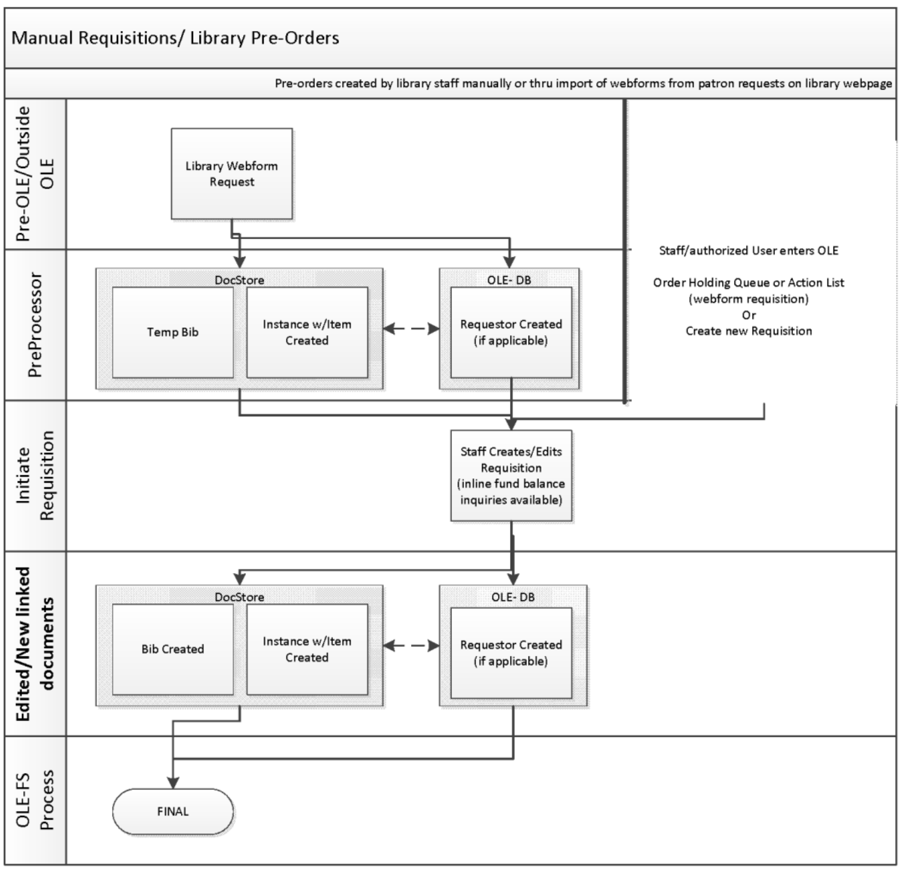
- In addition to the other required data (such as description, delivery information, and additional details), the requisition must have at least one item on the item tab in order to be submitted to workflow for routing.
- If the chart/org on the requisition does not have a content routing rule set up, the requisition routes back to the initiator of the requisition if there are no accounts entered. Otherwise, accounting lines are not required.
- Account distributions must exist for all item lines on the document before it may leave the content routing stage.

The Automatic Purchase Order (APO) is automatically generated when a requisition e-Doc is fully approved and all the APO rules are met. APO rules are:

- Requisition total is less than the APO limit for the departmental organization (value set by Purchasing)
- requisition total is greater than 0

- there are no restricted items
- the vendor has been selected from the vendor lookup
- the vendor is not a restricted vendor
- the requisition is not a recurring payment type of request
- the departmental organization has not set an ' Purchase Order Total Cannot Exceed' amount
- the requisition has not added alternate vendor names
- the funds will be encumbered in the current fiscal year
- the requisition does not contain a trade-in and discount line item
- the requisition does not have a capital asset object code on any line items.

An APO e-Doc can only be created under certain conditions, as specified in the business rules set up by the institution.



Routing

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

- *Content routing:* This type of routing allows the initiator of a requisition to route an incomplete document and have it completed by another OLE user. Content routing is optional and rules are created based on the Chart and Organization values in the requisition's **Requisition Detail** section of the **Document Overview** tab. A user who receives a document via content routing has a request type of 'Complete' for the document in his or her action list. This user may open the document, complete it and send it into normal routing. Content routing is most commonly used for the completion of accounting information.

- *License Request*: If a user checks **Licensing Requirement/Review** in the **Document Overview** and submits the requisition, the licensing workflow is triggered. This creates a License Request with status License Needed and routes it to OLE_Licenses role in OLE. The Requisition cannot continue through workflow until the License Request is completed.

  Modifications to the License Request and associated workflows are scheduled for 1.0.

- *Sub-account review:* The requisition allows for approvers to be defined at the sub-account level. If the requisition uses a sub-account on its accounting lines, Workflow checks to see whether there is a specified routing rule for this sub-account. Users can only approve/disapprove the document at this level. Approvers cannot change content.
- *Fiscal officer routing:* Approvers can modify and/or add accounting lines for accounts that they own; the only other content that can be modified at this level is the Org Document Number field.
- *Base/org review routing:* Optional route level to work groups for the accounts set-up on the document based on the requisition amount total and charts/orgs in use.
- *Separation of duties:* This rule routes a requisition to a defined central approver if the amount of the document exceeds an institutionally defined threshold and there have been no approvers other than the document initiator. This routing ensures that requisitions above a specified dollar amount are approved by at least two users. Approvers can only approve/disapprove. Approvers cannot change requisition content.

Post-Processing

- If certain criteria are met (low dollar limit, vendor has been selected, etc.), the requisition will be fully approved and will generate an automatic purchase order (APO) and the PO will begin routing.
- Based on the rules described in the Additional Workflow Details (above), an approval of a requisition can generate an Automatic Purchase Order (if vendor information was entered into the requisition). To search for an Automatic Purchase Order click the **Purchase Orders** link under the **Acquisitions Search** section of the **Main Menu** tab.

From the purchase order screen, you can send notifications using the **send ad hoc request** button. You can also **void order**, **amend** the order, indicate **payment hold** or proceed to directly to the **receiving** step by using the buttons at the bottom of the form:

For more information on searching, see Searching OLE on the *OLE E-Doc Fundamentals* wiki page.

For information about the account review and organization review see Route Levels and Workflow Routing on the *OLE Workflow Overview and Key Concepts* wiki page.

Requisitions Exception Routing and Requisition Searches

If you submitted a requisition but the submission did not create a Purchase Order as expected, it may not have met all the rules for APO. To find the Requisition and correct the error, conduct a **Requisitions Search.**

For more information about Requisition searches, see Custom Document Searches.

Purchase Order

After manually creating a requisition, the next step is to turn it into a purchase order (PO). This finalizes the purchasing decision, and transmits the request to the vendor, through whatever transmission method is defined for that vendor.

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

The PO is *not* generated by initiating a blank document that is then completed by the initiator. Instead, purchase orders are currently created in one of several ways:

- vendor ingest;
- from a Requisition that met the APO rules (automatic purchase order)- after submitting from Requisition or Order (pre order) Holding Queue; or,
- upon "exceptions" during submission of a Requisition via Acquisitions staff.

When creating the new PO, the system automatically populates it with information from the related requisition.

The document can be worked on by any purchasing staff member. An 'in process' PO can be edited by any staff member who is a member of the Purchasing Processor role or Acquisition Staff.

A purchase order can be amended after it is approved. No other OLE document behaves in the manner. Many purchasing organizations refer to this amended PO as a 'change order'.

For more information about modifying an existing PO, see Performing Other Activities on a PO.

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

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

All the same fields from the Requisition will transfer over to the open Purchase Order, as well as additional tabs. Be sure to review and fill in all required fields – a Requisition that failed to become an Automatic Purchase Order is likely to be missing required information such as Vendor, accounting lines, prices.

For more information about a PO search, see Custom Document Searches.

Getting Started

Log into OLE using one of the following test IDs based on the level of permission you have selected to test.

Below are users who can:

- Create a requisition that, when all required fields are entered and business rules are satisfied, becomes an automatic/approved Purchase Order transmitted to Vendor
- Complete data entry and approval on a submitted Requisition that did not create a Purchase Order

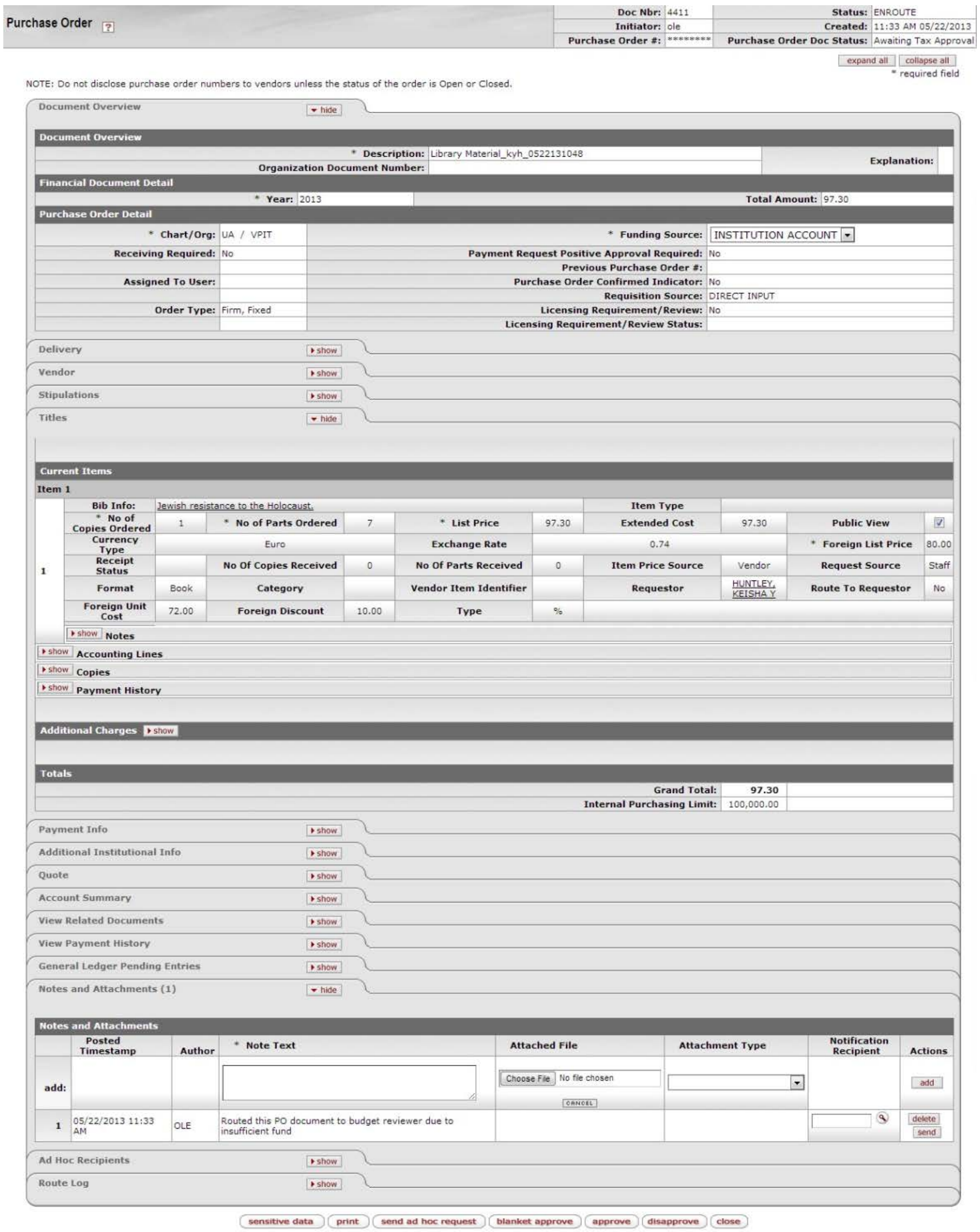
Super-user	ole-khuntley
Acquisitions staff	ole-fermat

See a complete list of all available users and their permission in the section on switching users on the *Navigating Through OLE* wiki page.

Document Layout

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

For information about the standard tabs such as **Document Overview**, **General Ledger Pending Entries**, **Notes and Attachments**, **Ad Hoc Recipients, Route Log**, **Capital Asset**, and **Accounting Lines** tabs, see Standard Tabs on the *OLE E-Doc Fundamentals* wiki page.



Purchase Order document tabs and purposes

Tab Name	Purpose
Document Overview	In addition to the standard document overview information (description, explanation, and organization document number), contains the fiscal year, line item receiving requirements, order type, funding source, previous purchase order number, the source of the requisition, a way to alter the status of the PO when waiting on information from a vendor or the department, and license requirement information.

Delivery	Contains information about the final delivery and central receiving addresses.
Vendor	Contains information about the vendor who has been selected to provide the goods or services and the reason the vendor was selected.
Stipulations	Allows for the entry of stipulations that the vendor filling this PO must follow. May also be used for any additional contractual information that should be added to the PO.
Titles	Identifies what is being ordered on this PO and establishes an accounting distribution indicating how these items should be charged.
Payment Info	Indicates the type of payment schedule required and the duration of that schedule if recurring payments are required for the items on this PO
Additional Institutional Info	Collects information about the organization at your institution that has requested the goods or services for this PO as well as the transmission method and internal contact information.
Quote	If a quote is initiated in the purchasing process this tab will contain the list of vendors who were invited to participate in the quote process. Each vendor's response, and ranking, along with the name of the vendor awarded the order, is displayed here.
Account Summary	Summarizes the accounting information for all the line items on this PO. The line items that make up the summary display here.
View Related Documents	Lists all documents related to this PO such as the requisition, receiving documents, payments, credit memos. Also all the various PO documents that are created from the PO when the PO is amended, closed, open, or retransmitted.
View Payment History	Lists all the payment requests and credit memos related to this PO document.
General Ledger Pending Entries	Generates a display-only view of the encumbrances that have not yet posted the G/L. This tab may be empty if there are no pending entries.

Document Header

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

Doc Nbr:	3668	**Status:**	FINAL
Initiator:	kfs	**Created:**	01:52 PM 12/03/2009
Purchase Order #:	1072	**Purchase Order Status:**	Open

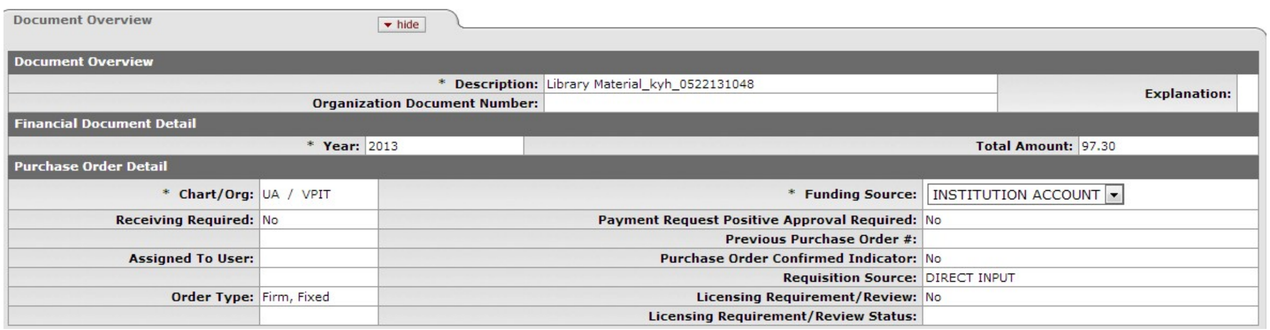
These additional fields are defined below.

Document Header definition for a Purchase Order document

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

Document Overview Tab

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



The following section definitions contain only fields that are unique to the PO document. For more information about the standard **Document Overview** tab, see Standard Tabs on the *OLE E-Doc Fundamentals* wiki page.

Financial Document Detail Section

Document Overview section definition

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

	year.
Total Amount	Display-only. The total PO amount.

Purchase Order Detail Section

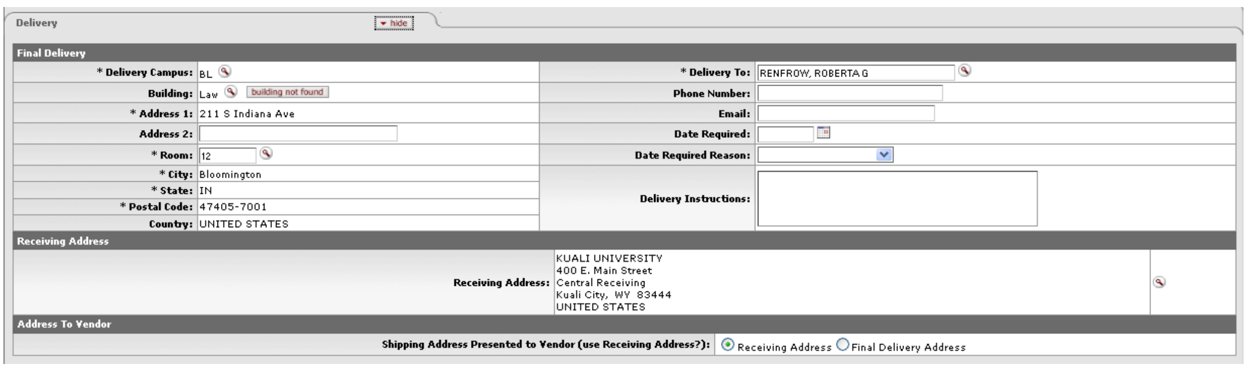
Purchase Order Detail section definition

Title	Description
Chart/Org	Required. Automatically completed based on the requisition's chart/organization. May be changed manually by clicking the lookup .
Receiving Required	Optional. This flag can be set by a Purchasing Processor while a PO is 'in process'. If the field is checked manually, the system will not use receiving thresholds to determine whether receiving is required. If the field is checked, a line item Receiving document must be processed with sufficient quantities received before a payment will route to the fiscal officer. After the PO is approved, this value cannot be changed.
Assigned to User	Allows a user to take ownership of an in-process document. Users can then easily find documents they are working on.
Order Type	Identifies the type of order, possible values could be one-time, standing, subscription. System default data value is "Firm, Fixed".
Funding Source	Display-only. The funding source for the PO; derived from the requisition.
Payment Request Positive Approval Required	Optional. The 'DEFAULT POS APPRVL LMT' parameter determines the dollar limit at which payment requests must receive positive approval from a fiscal officer. If selected, this field overrides the parameter and requires positive approval on the payment request regardless of the total of the payment.
Previous Purchase Order #	Optional. Identifies the previous PO number associated with this purchase order. This field is typically used to identify the converted PO number from a legacy purchasing system.
Purchase Order Confirmed Indicator	Optional. Select this box to indicate that this PO is being created after the purchase has been made. This field may be used to track instances in which users did not

	properly create a requisition before making a purchase. In this case, the PO is being processed only to enter the transaction into OLE.
Requisition Source	Display only. Indicates whether the requisition that created this PO was input directly or created in some other way such as B2B.
License Requirement / Review	Display only. Indicates whether the license requirement/review box was checked on the Requisition
License Requirement / Review Status	Display only. If licensing is required, the License Request document's status is displayed here.

Delivery Tab

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



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

Delivery tab definition

Title	Description
Delivery Campus	Required. Defaults to the delivery campus that was selected on the requisition. Search for another campus by clicking the lookup button.
Building	Required. Search for the building to which goods should be delivered from the **building** lookup. Only buildings that correspond with the delivery campus will be displayed. Selection of a building automatically completes the **Address**, **City**, **State** and **Postal Code** fields.
Address 1	Required (display-only); automatically populated from data in **Building**. May be entered manually if you clicked the **building not found** button.

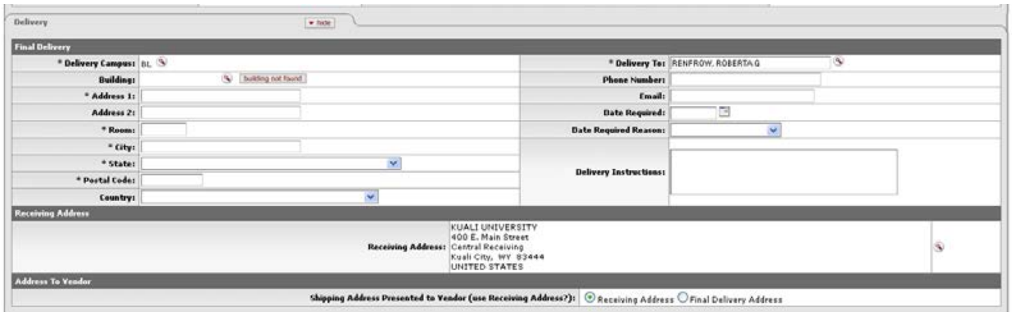
Address 2	Optional; Entered manually if an additional line of address is needed.
Room	Required. Enter the room number to which delivery should be made.
City	Display-only. Automatically populated from data in **Building**. May be entered manually if you clicked the **building not found** button.
State	Display-only. Automatically populated from data in **Building**. May be entered manually you clicked the **building not found** button.
Postal Code	Display-only. Automatically populated from data in **Building**. May be entered manually if you clicked the **building not found** button.
Country	Display-only. Automatically populated from data in **Building**. May be entered manually you clicked the **building not found** button.
Delivery To	Required. This entry defaults to the user's name on the requisition. The **User** lookup can be used if the name needs to be changed.
Phone Number	Optional. This entry defaults to the phone number from the requisition. (Formatted: xxx-xxx-xxxx)
Email	Optional. This entry defaults to the email address from the requisition.
Date Required	Optional. Defaults to the date required from the requisition. Change or enter a date on which delivery is required or use the date from the calendar .
Date Required Reason	Optional. If a date required has been specified, select the appropriate date required reason from the list.
Delivery Instructions	Optional. Enter text describing any special delivery instructions for the item(s).
Receiving Address	Display-only after the PO has been approved. Defaults to the central receiving address from the requisition. May be changed by using the lookup .
Shipping Address Presented to Vendor	Required. Defaults to the indicator selected on the requisition.

Editing a Building Address

The address is completely editable before the PO is approved. Take the following steps to add an address for another building.

1. Click the building not found button.

   The delivery address fields become editable.



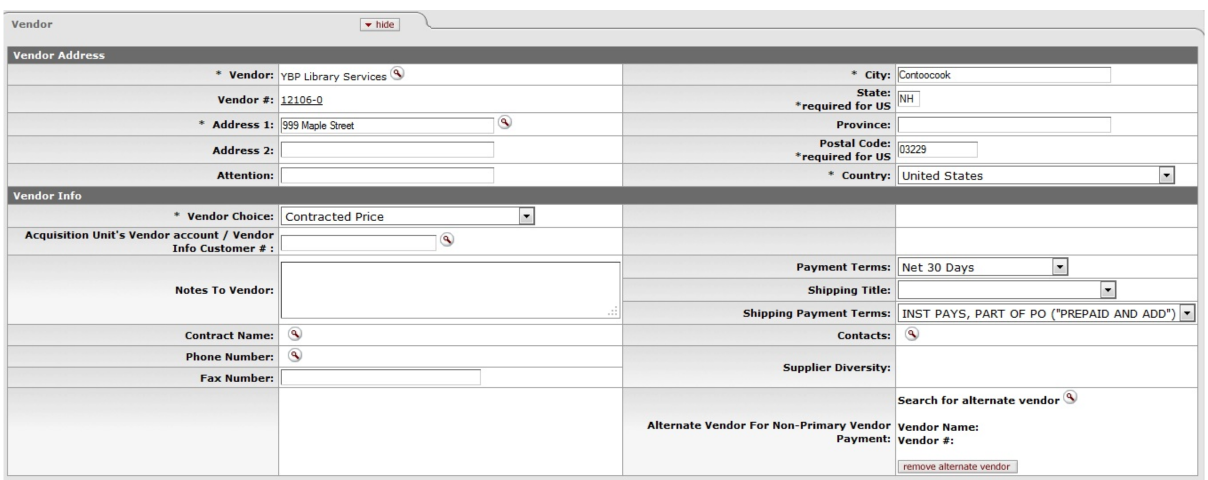
2. Enter the delivery address.

To search for a delivery address, click the search icon next to **Building** and select a building from the lookup.

Vendor Tab

On an approved purchase order, the **Vendor** tab identifies the vendor that was awarded the PO. The default is the vendor selected on the requisition. Although most field entries in this tab default to the values provided on the associated requisition (REQS) document or from the vendor's default information, the entries may be modified. If a vendor was not supplied already, you must add one.

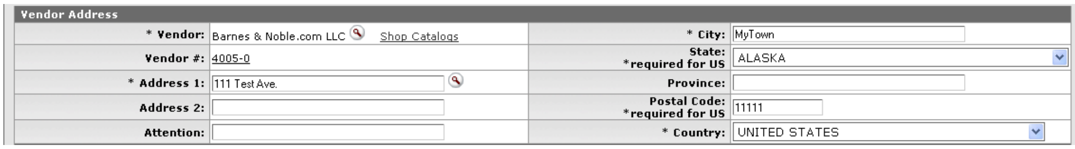
Note: With open Purchase Orders, there is an additional required field for **Vendor Choice**. Select one of the options from the drop down list.



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

Vendor Address Section

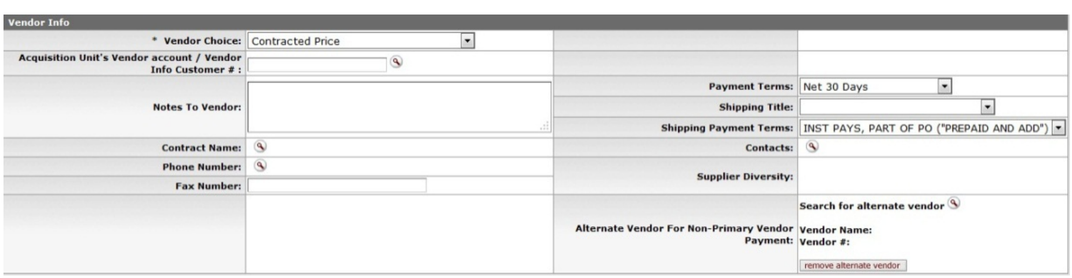
The Vendor Address section lists address information about the vendor for this purchase order.



Vendor Address section definition

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

Vendor Info Section



Vendor Info section definition

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

Stipulations Tab

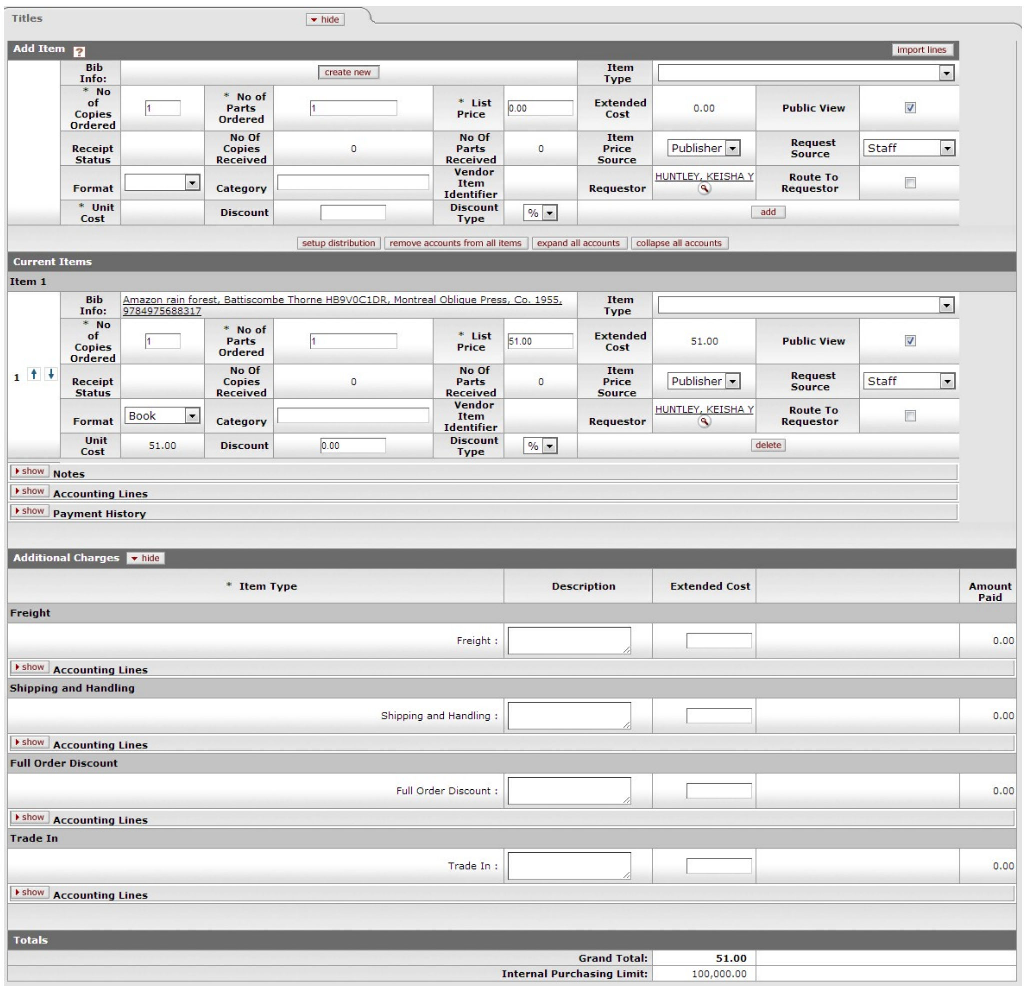
The **Stipulations** tab allows for the entry of stipulations for the vendor filling this PO. It may also be used for any additional contractual information that should be added to the PO.

Stipulations tab definition

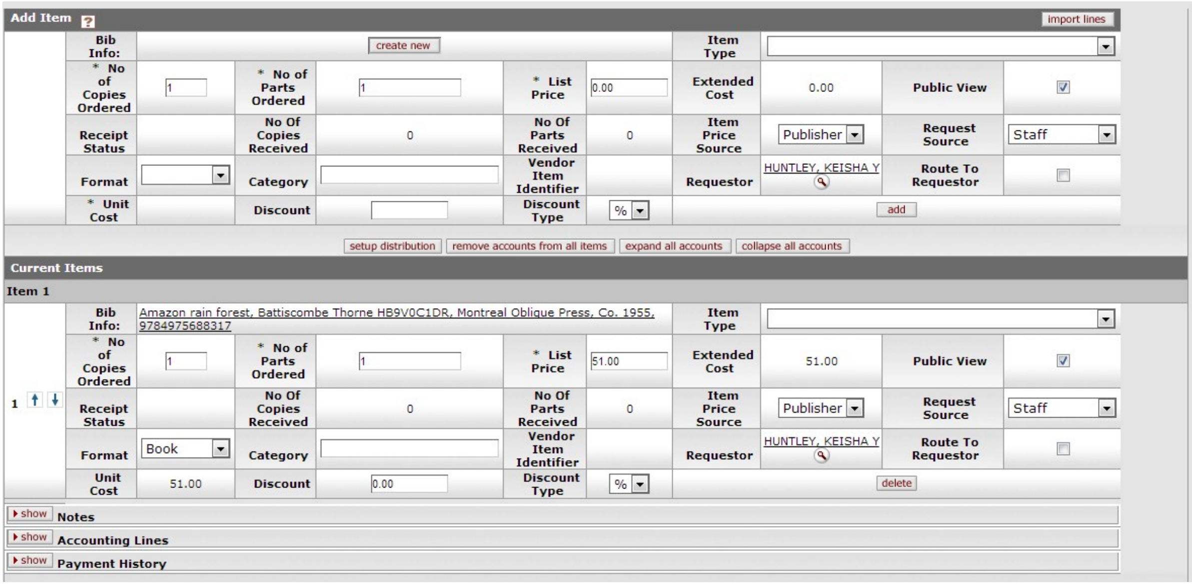
Title	Description
Note Text	Required. Enter text to be viewed by the vendor of this PO or search for pre-defined text from the lookup .
Actions	Click add to add new text.

Titles Tab

The **Titles** tab identifies what is being ordered on the PO and establishes the accounting distribution for payments. Before the PO has been approved, you may change or add to the items and accounts that have been carried over from the requisition. You may also add additional charges or apply PO total reductions here. Make sure you have bibliographic information in the **Bib Info** fields and complete accounting lines.



Add Item and Current Items Sections



Add Item and **Current Items** sections contain the same fields.

Add Item and Current Items section definitions

Title	Description
Bib Info	Choose create new to link to the Bib Editor. Titles will appear in the after an item has been added. In **Current Items**, you may click the title link to open the bibliographic editor.
Item Type	Select the type of item being specified on this line from the dropdown list.
No of Copies Ordered	Required. Enter the quantity of the item in this field.
No. of Parts Ordered	This is the number of individual pieces that must be accounted for upon payment/receipt of a requisitioned item.
List Price	Basic price of an item before any discounts are taken.
Extended Cost	Display-only. No of Copies ordered multiplied by the list price minus any discount.
Public View	Optional. Indicates whether or not a bibliographic description shall be exposed to users prior to purchase/receipt. Default is Yes (checked).
Currency Type	Display only if foreign vendor is chosen. Identifies the associated vendor's currency as identified on the vendor record that is identified in the Link to Vendor/Supplier.
Exchange Rate	Display only if foreign vendor is chosen. Currency

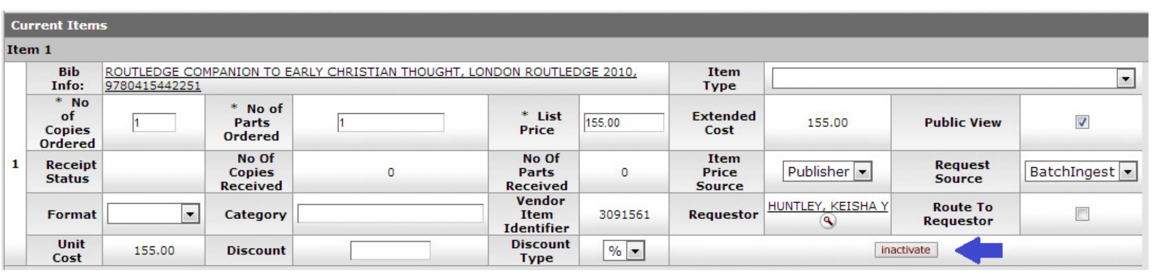
	conversion rate populates from the Exchange rate and Currency Type maintenance tables. The rate will populate when user clicks action button "Calculate" on conversion tab. Optionally: when currency tab opens, currency rate may auto-populate. This may be updated up until the Requisition is approved. After that point, it may no longer be modified.
Foreign List Price	Basic foreign price of an item before any discounts are taken.
Receipt Status	Display only. Will reflect receipt status after receiving has occurred.
No Of Copies Received	Display only. The number of copies already received. This will populate as the document moves through the acquisition workflow.
No Of Parts Received	Display only. The number of parts already received. This will populate as the document moves through the acquisition workflow.
Item Price Source	Optional. Select the Price Source of the requested item from the dropdown list.
Request Source	Optional. Select the Request Source of the requested item from the dropdown list.
Format	Optional. Select the format of the requested item from the dropdown list.
Category	Optional. Enter a Category assigned to the requested item.
Vendor Item Identifier	Display Only. Identifies a vendor item identifier if one has been provided by a vendor.
Requestor	Defaults to the selector's user name. If the Requestor is different than the selector, you may use the **Requestor** lookup to find the requesting individual's name or create a new Requestor (this will search from the OLE Patron database).
Route to Requestor	Optional. Yes/No checkbox to indicate whether a requestor should be notified when the item has been purchased. System default data value is "No".
Foreign Unit Cost	Display only if foreign vendor is chosen. Calculated foreign cost per unit for the item or service on this line. Calculation is the Foreign List Price less Foreign Discount amount.
Discount	Discount provided by the vendor/customer number/organization combination. Automatically populated from the Vendor customer number table based on the selected vendor and customer number. Can be modified for a specific title. If the vendor record has a Vendor currency noted other than the default system

	currency (aka US dollar), then the Vendor discount will populate the Foreign Discount field.
Discount Type	Choose # (for Amount) or % (for Percentage).
Foreign Discount	Foreign discount provided by the vendor/customer number/organization combination when the vendor record has a Currency Type different from the system default currency. Should be automatically populated from the Vendor customer number table based on the selected vendor and customer number. This data can be changed for the specific title. Must identify the type of discount (amount or %.) If the vendor record does not have a Currency Type noted other than the default system currency (aka US dollar), then the discount should populate the Discount field.
Foreign Discount Type	Choose # (for Amount) or % (for Percentage).
Actions	Add or delete lines as appropriate. After a line has been added, it is moved to the **Current Items** section, where the details may be viewed or modified.

Adding or Modifying an Item

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

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



Click add to add a line. The system will move it to the **Current Items** section.

To add an item, you must follow the same procedure described in Working in the Titles Tab on the Requisition section (First add the bibliographic record, fill in the purchasing information, then click add).

Click delete to delete a line.

Click show to view the additional details (notes, accounting lines, payment history).

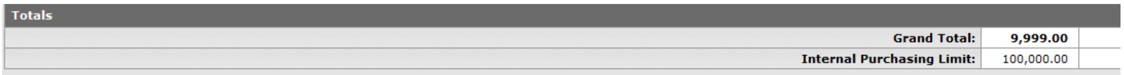
Additional Charges Section

The Additional Charges tab allows lines for predetermined charges to be included on the payment request. This tab is divided into four charge lines, each representing a different type of charge, each with its own accounting lines, and a series of options through which the amounts added in this section can be prorated to the existing line items in the Current Items sub tab. The four Additional Charges lines are **Freight**, **Shipping and Handling**, **Full Order Discount**, and **Trade In**.

Additional Charges section definition

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

Totals Section



Totals section definition

Title	Description
Grand Total	Display-only. Displays a total of all current item lines and additional charges lines.
Internal Purchasing Limit	Display-only. Displays the dollar amount of the maximum purchasing limit, above which a PO will route for approval.

Creating Accounting Distributions in the Titles Section

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

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

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

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

3. In the **Item Accounting Lines** section, click the show button.

4. Complete the accounting line and indicate a percent of this item line that should be charged to this accounting line. If there is only one accounting line for this item, the percent must be 100.

5. Click add to add the accounting line.

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

If the account chosen has sufficient funds checking and the threshold is reached, you may be blocked from using the account or you may receive a warning (depending on the chosen notification on the account) when the document is saved and the Fiscal Officer will be notified when the document is submitted.

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

Line item accounting can create considerable repetitive data entry. OLE allows you to load the information to all the line items rather than entering the information to each line item separately. The steps below describe how to distribute this information. This process distributes accounts only to line items that have no accounts added. It does not replace accounts that have been set up for individual line items.

1. Click add to add the item line.

2. In the **Add Item** section, click the setup distribution button.

   The system opens a new **Accounting Lines** section.

3. Enter the accounting line and indicate the percent of this item line that is to be distributed to the items on this requisition. If there is a single accounting line for these items, the percent must be 100.

   The system validates values as you enter the information.

4. Click add to add the accounting line.

5. If the items need to be distributed to more than one accounting line, repeat steps 3 and 4. The accounting lines distribution should total 100%.

6. Click the distribute to items button to apply this distribution to all item lines that do not yet have an accounting line distribution specified.

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

Removing Accounts from all Item Lines

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

Follow these steps to remove all accounts.

1. Click remove accounts from all items.

2. Click yes in response to the question 'Are you sure you want to remove the accounts from ALL items?'

   All the accounting lines are removed.

Expand All Accounts

To expand the accounting lines for all the items in the **Current Items** section, follow these steps. (This is the equivalent of clicking the accounting lines' **show** button for each item listed.)

1. Click expand all accounts.

2. All accounts are displayed in full detail.

Collapse All Accounts

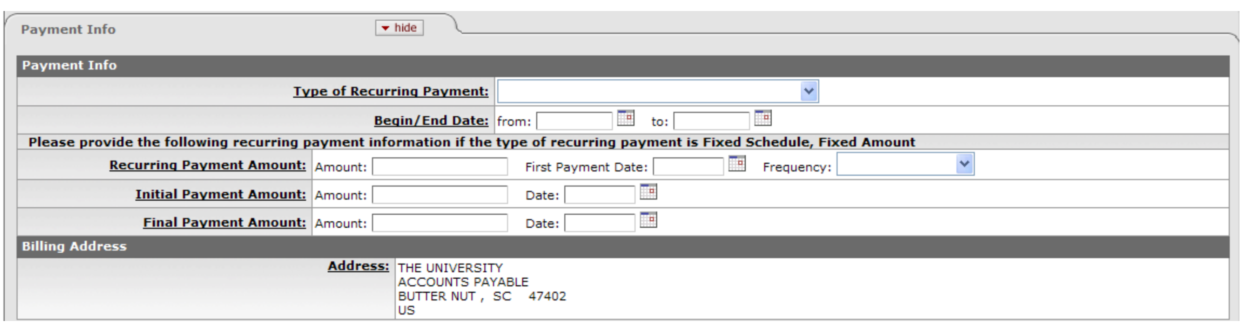
To collapse the accounting lines for all items in the **Current Items** section, follow these steps. (This procedure is the equivalent of clicking the Accounting Lines **hide** button for each item listed.)

1. Click **collapse all accounts**.

2. All account displays are hidden.

Payment Info Tab

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



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

Payment Info Section

Payment Info section definition

Title	Description
Type of Recurring Payment	Optional. Select the proper recurring payment schedule from the list. Examples include 'Fixed Schedule, Fixed

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

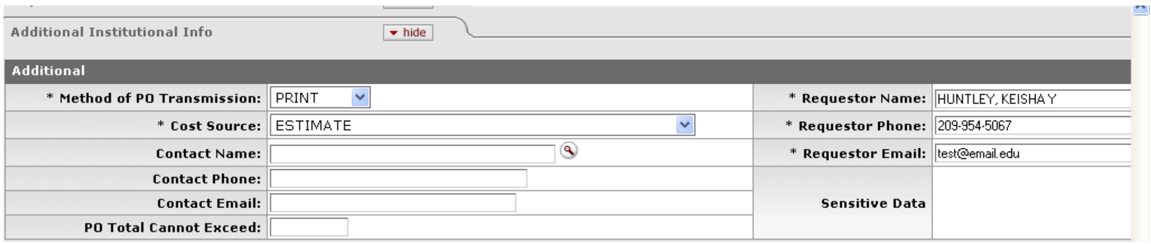
Billing Address Section

Billing Address section definition

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

Additional Institutional Info Tab

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



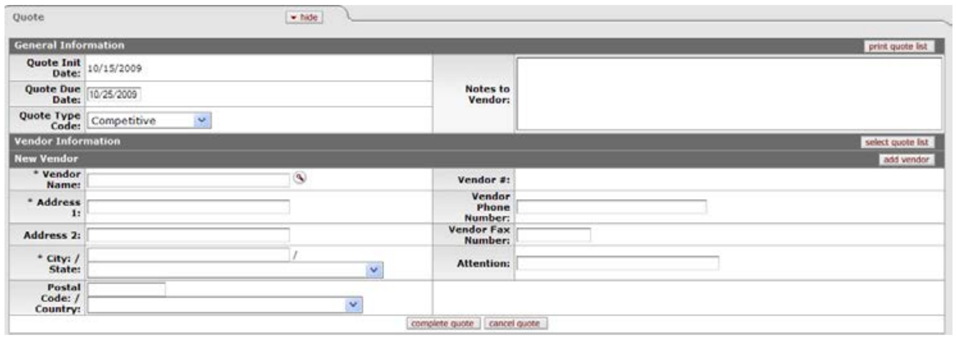
Additional Institutional Info tab definition

Title	Description
Method of PO Transmission	Required. Select the transmission method. Normally this is 'Print,' but if for some reason you do not need to print a copy of the PO for the vendor, you may choose 'No Print'.
Cost Source	Required. This field indicates how the pricing on the PO was determined. Select the appropriate cost source from the list.
Contact Name	Optional. Enter the name of the person to be contacted if Purchasing (or vendor if the order is an APO) has questions about the order or search for it from the **Person** lookup .
Contact Phone	Optional. Enter the phone number of the person specified in the **Contact Name** field. (Formatted: xxx-xxx-xxxx)
Contact Email	Optional. Enter the email address of the person specified in the **Contact Name** field.
PO Total Cannot Exceed	Optional. This information is typically entered on the requisition and indicates to Purchasing that the order has a limited amount of resources.
Requestor Name	Required. The name of the person who requested the goods or services. This field may be changed by entering a new name or searching for it from the **Person** lookup .
Requestor Phone	Required. Enter the phone number of the person specified in the **Requestor Name** field. (Formatted: xxx-xxx-xxxx)
Requestor Email	Required. Enter the email address of the person specified in the **Requestor Name** field.
Sensitive Data	Display-only. This displays the currently assigned sensitive data entries created using the **sensitive data** button at the bottom of the document.

Quote Tab

The ability to initiate a quote is available only to those in the Purchasing Processor or Acquisition Staff role.

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



Quote tab definition

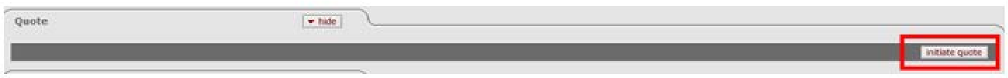
Title	Description
Quote Init Date	Display-only. Defaults to the current date.
Quote Due Date	Required. Enter the date on which the quote is due. Defaults to ten days from the current date.
Quote Type Code	Required. Select the quote type from the list.
Notes to Vendor	Required. Enter information the vendor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

Attention	Optional. Enter the name of the individual or department to which the PO should be sent.

Initiating a Quote

Follow these steps to initiate a quote.

1. Click the **initiate quote** button on the **Quote** tab**.**

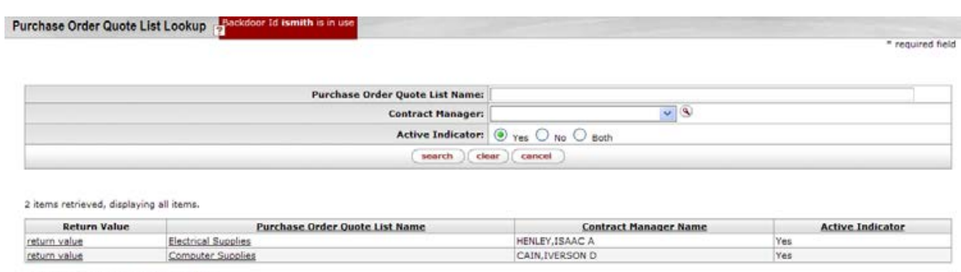


2. In the fields displayed for a new quote, specify the quote due date (the system defaults to 10 days after the current date) and the quote type code (options include 'Competitive' and 'Price Confirmation').
3. Enter any information the vendor needs in the **Notes to Vendor** field.
4. Enter the vendor's information in the **New Vendor** section or select a vendor from the vendor lookup .
5. To add more than one vendor, click **Add Vendor**.

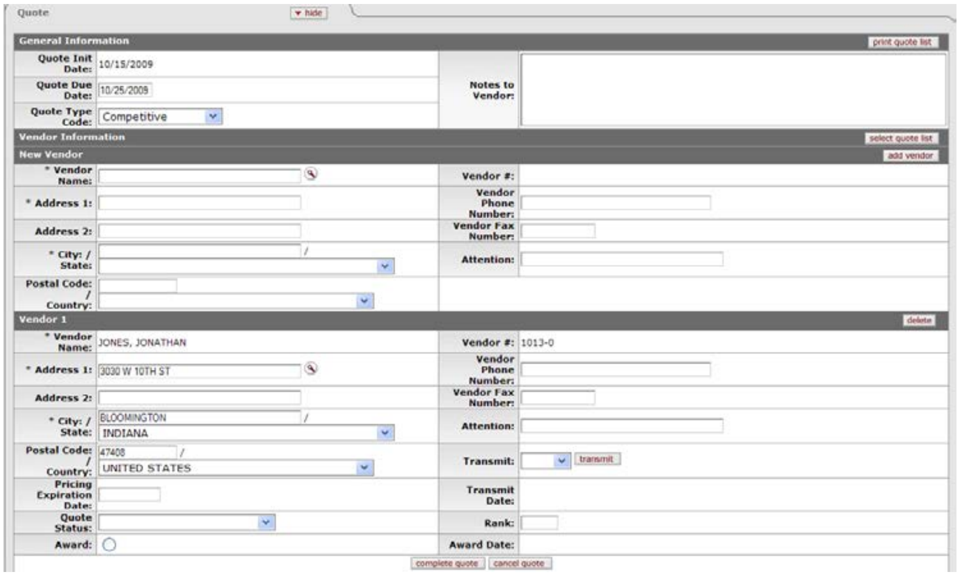
   The system displays another set of fields.

Some commodities may have a pre-created list of vendors already entered into the system. For convenience, you may insert this list here. For example, several computer suppliers may be available to bid on a PO. Instead of entering each vendor each time you want to send out a request for quote, you may simply load the saved list. To do so, click the select quote list button. The system displays this data entry screen:

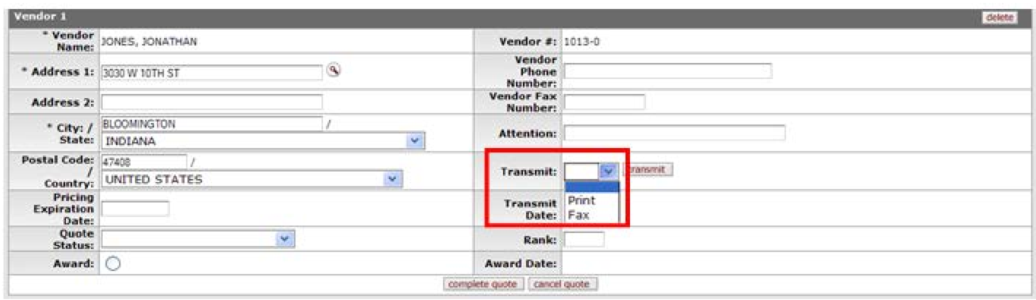
Enter a list name or contract manager and search. The system displays search results below the fields.



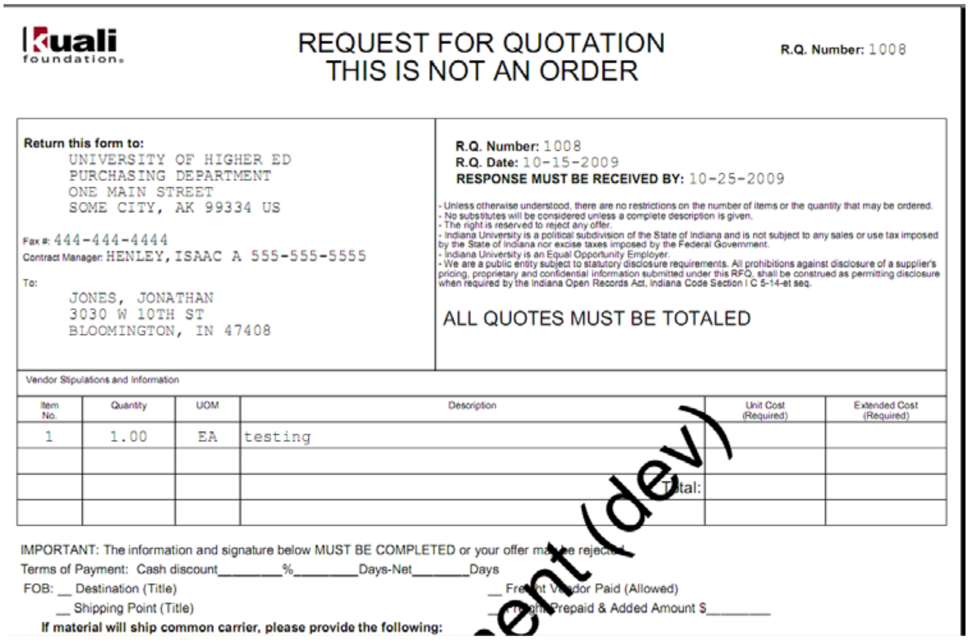
To select a list, click **return value**. The system displays the PO and automatically enters the vendors into the **Quote** tab.



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



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


Kuali foundation

REQUEST FOR QUOTATION
THIS IS NOT AN ORDER

R.Q. Number: 1008

Return this form to:
UNIVERSITY OF HIGHER ED
PURCHASING DEPARTMENT
ONE MAIN STREET
SOME CITY, AK 99334 US

Fax #: 444-444-4444
Contract Manager: HENLEY,ISAAC A 555-555-5555

To:
JONES, JONATHAN
3030 W 10TH ST
BLOOMINGTON, IN 47408

R.Q. Number: 1008
R.Q. Date: 10-15-2009
RESPONSE MUST BE RECEIVED BY: 10-25-2009

- Unless otherwise understood, there are no restrictions on the number of items or the quantity that may be ordered.
- No substitutes will be considered unless a complete description is given.
- The right is reserved to reject any offer.
- Indiana University is a political subdivision of the State of Indiana and is not subject to any sales or use tax imposed by the State of Indiana nor excise taxes imposed by the Federal Government.
- Indiana University is an Equal Opportunity Employer.
- We are a public entity subject to statutory disclosure requirements. All prohibitions against disclosure of a supplier's pricing, proprietary and confidential information submitted under this RFQ, shall be construed as permitting disclosure when required by the Indiana Open Records Act, Indiana Code Section I C 5-14-et seq.

ALL QUOTES MUST BE TOTALED

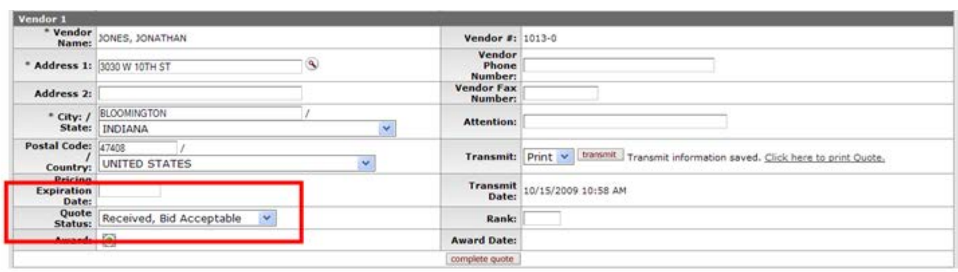
Vendor Stipulations and Information

Item No.	Quantity	UOM	Description	Unit Cost (Required)	Extended Cost (Required)
1	1.00	EA	testing		
			Total:		

IMPORTANT: The information and signature below MUST BE COMPLETED or your offer may be rejected.
Terms of Payment: Cash discount_______%_______Days-Net_______Days
FOB: __ Destination (Title) __ Freight Vendor Paid (Allowed)
__ Shipping Point (Title) __ Freight Prepaid & Added Amount $_______
If material will ship common carrier, please provide the following:

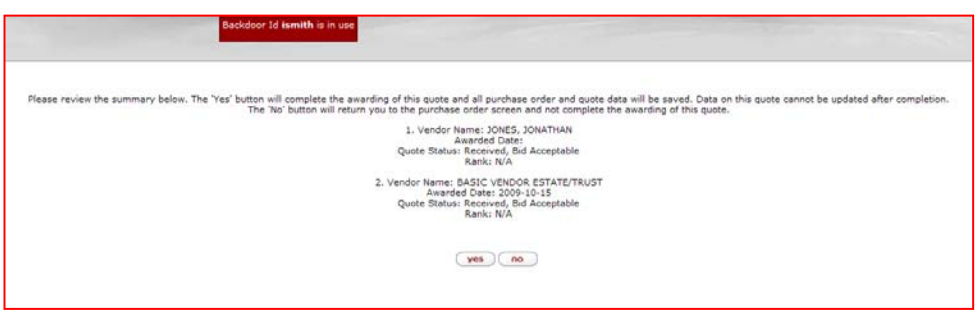
Selecting a Vendor's Quote

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



2. After making your selections, click the **complete quote** button.

   The system displays a confirmation screen.



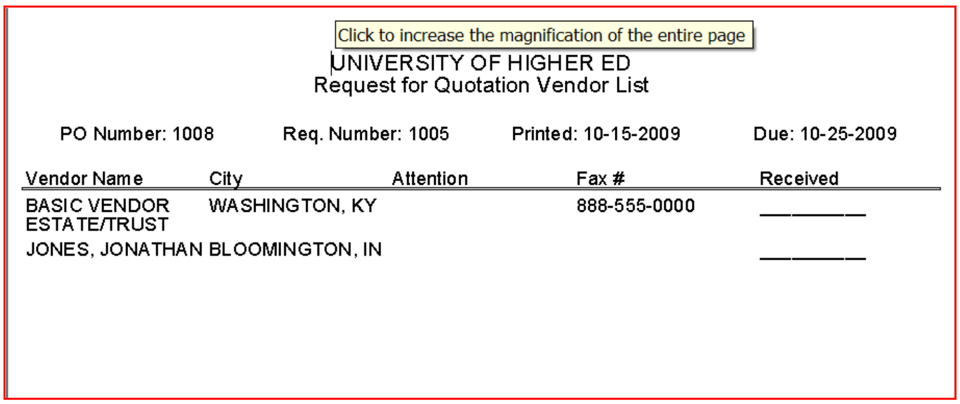
3. To award the purchase order to the vendor who submitted the successful bid, click yes.

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

Exporting a PO

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

The system displays the quote list for printing.



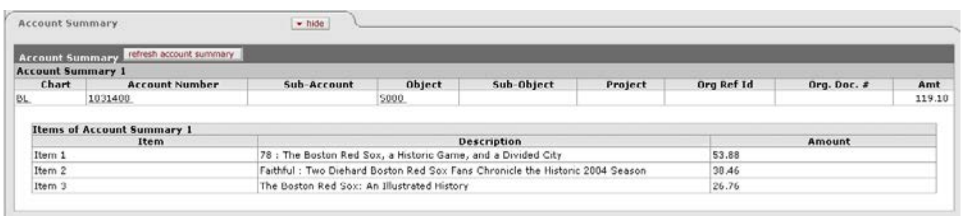
UNIVERSITY OF HIGHER ED
Request for Quotation Vendor List

PO Number: 1008 Req. Number: 1005 Printed: 10-15-2009 Due: 10-25-2009

Vendor Name	City	Attention	Fax #	Received
BASIC VENDOR ESTATE/TRUST	WASHINGTON, KY		888-555-0000	________
JONES, JONATHAN	BLOOMINGTON, IN			________

Account Summary Tab

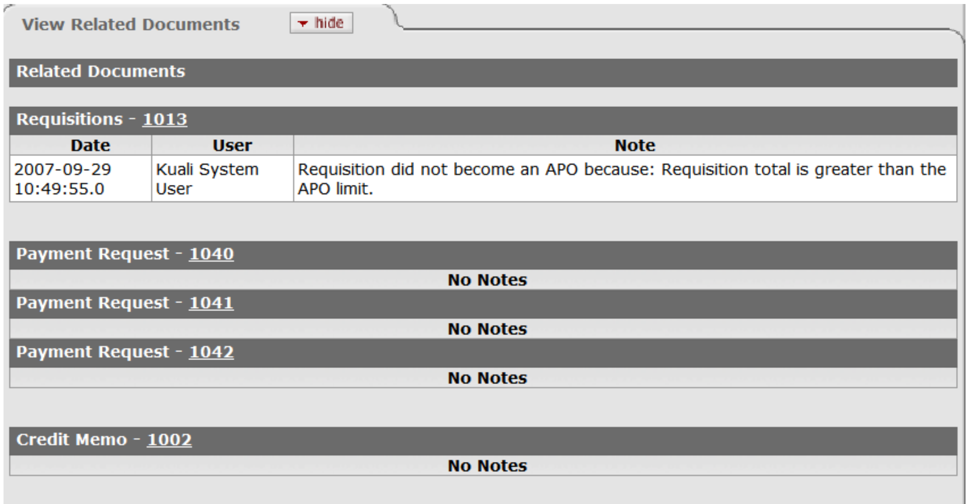
The **Account Summary** tab combines all accounting information for the items on this PO for future reference.



Clicking the **refresh account summary** button reloads the page and adds any accounts and/or line items that the user may have just added to the PO.

View Related Documents Tab

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



View Related Documents

Related Documents

Requisitions - 1013

Date	User	Note
2007-09-29 10:49:55.0	Kuali System User	Requisition did not become an APO because: Requisition total is greater than the APO limit.

Payment Request - 1040

No Notes

Payment Request - 1041

No Notes

Payment Request - 1042

No Notes

Credit Memo - 1002

No Notes

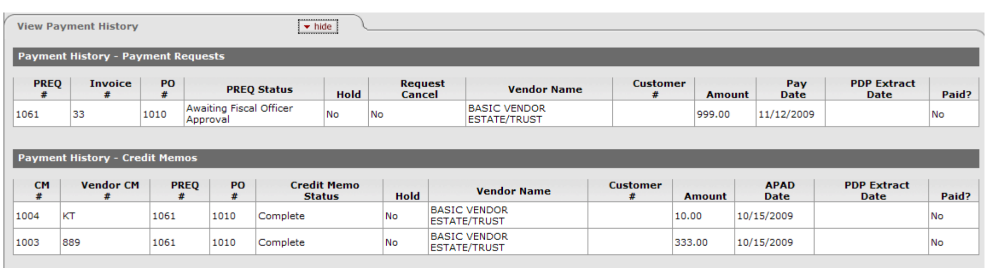
View Related Documents tab definition

Title	Description
Date	Display-only. The date the related document was created.
User	Display-only. The user who created the related document. 'Kuali System User' means the document was automatically created by the system.
Note	Display-only. The note describing the document.

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

View Payment History Tab

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



View Payment History

Payment History - Payment Requests

PREQ #	Invoice #	PO #	PREQ Status	Hold	Request Cancel	Vendor Name	Customer #	Amount	Pay Date	PDP Extract Date	Paid?
1061	33	1010	Awaiting Fiscal Officer Approval	No	No	BASIC VENDOR ESTATE/TRUST		999.00	11/12/2009		No

Payment History - Credit Memos

CM #	Vendor CM #	PREQ #	PO #	Credit Memo Status	Hold	Vendor Name	Customer #	Amount	APAD Date	PDP Extract Date	Paid?
1004	KT	1061	1010	Complete	No	BASIC VENDOR ESTATE/TRUST		10.00	10/15/2009		No
1003	889	1061	1010	Complete	No	BASIC VENDOR ESTATE/TRUST		333.00	10/15/2009		No

View Payment History – Payment Requests section definition

Title	Description
PREQ#	Display-only. The payment request number.
Invoice #	Display-only. The invoice number.
PO#	Display-only. The purchase order number.

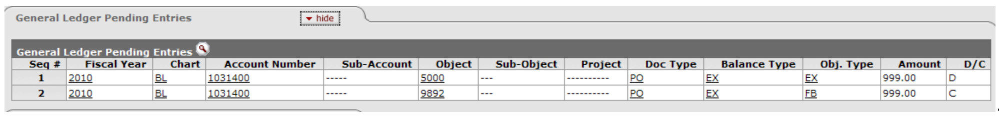
PREQ Status	Display-only. The payment request status.
Hold	Display-only. Displays 'yes' if the payment request in on hold. Displays 'no' if the payment request is not on hold.
Req Canc	Display-only. Displays 'true' if the payment request has been canceled. Displays 'false' if the payment request has not been canceled.
Vendor Name	Display-only. The vendor name.
Customer #	Display-only. The customer number.
Amount	Display-only. The payment request amount.
Pay Date	Display-only. The date to make payment on this payment request.
PDP Extract Date	Display-only. The date the payment request was requested for processing by Pre-Disbursement Processor.
Paid?	Display-only. Displays 'yes' if the payment has been disbursed. Displays 'no' if the payment has not been disbursed.

View Payment History – Credit Memos section definition

Title	Description
CM#	Display-only. The credit memo number defined in OLE.
Vendor CM#	Display-only. The credit memo number defined by vendor.
PREQ#	Display-only. The payment request number.
PO#	Display-only. The purchase order number.
Credit Memo Status	Display-only. The credit memo status.
Hold	Display-only. Displays 'yes' if the credit memo is on hold. Displays 'no' if it is not on hold.
Vendor Name	Display-only. The vendor name.
Customer #	Display-only. The customer number.
Amount	Display-only. The credit memo amount.
APAD Date	Display-only. The Accounts Payable approved date (that is, the date the Accounts Payable review group approved the credit memo).
PDP Extract Date	Display-only. The date the credit memo was requested for processing by Pre-Disbursement Processor.
Paid?	Display-only. Displays 'true' if a payment has been disbursed to which this credit memo was applied. Displays 'false' if it has not yet been included in a payment.

General Ledger Pending Entries Tab

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


General Ledger Pending Entries hide

General Ledger Pending Entries

Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2010	BL	1031400	-----	5000	---	----------	PO	EX	EX	999.00	D
2	2010	BL	1031400	-----	9892	---	----------	PO	EX	FB	999.00	C

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General Ledger Pending Entries tab definition

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

Process Overview

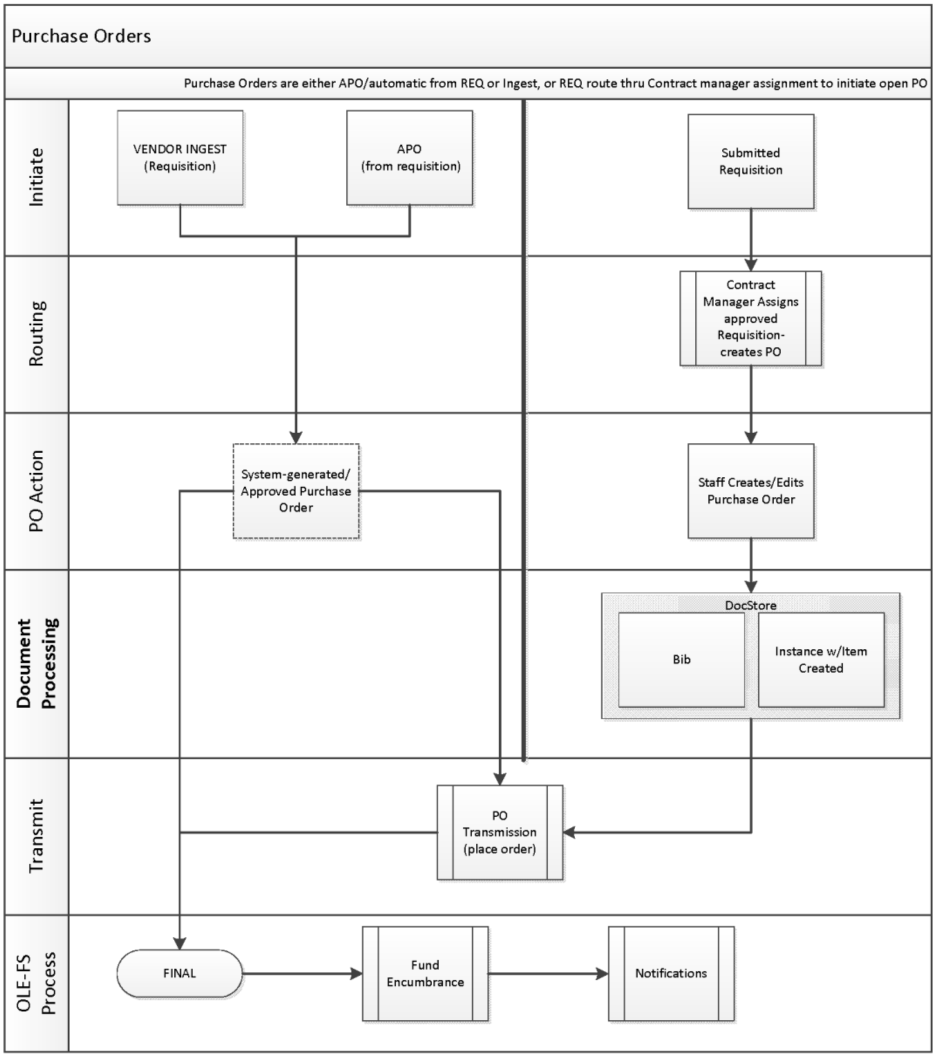
Business Rules

- All required fields must be completed before the PO document can be submitted for approval.
- The **Bib Info** field on the **Item** tab must be completed.
- The PO generates encumbrances when it reaches a workflow status of 'FINAL'. Encumbrances are created on the accounts and object codes entered in the item sections and the appropriate offset object code(s).
- An APO document may be created only under certain conditions, as specified in the business rules set up by the institution. Examples of conditions that might prevent an APO from being created are:
  - The requisition total is greater than the APO limit.
  - The requisition total is not greater than zero.
  - The requisition contains an item that is marked as restricted.
  - The vendor was not selected from the vendor database.
  - An error occurred while retrieving the vendor from the database.
  - The selected vendor is marked as restricted.
  - The requisition has no contract selected, but a contract exists for the selected vendor.
  - The requisition's payment type is marked as recurring (**Payment Info** tab).
  - The 'PO Total Cannot Exceed' amount has been entered (**Additional Institutional Info** tab).
  - The requisition contains alternate vendor names.
  - The requisition is set to encumber during the next fiscal year (chosen from **Year** in the **Document Overview** tab) and approval is not within the APO allowed date range. The date range is determined by the 'ALLOW APO NEXT FY DAYS' parameter.
  - The requisition contains a full order discount.
  - The requisition contains accounting strings with an object level in the OLE-PURAP:PURCHASING_ACCOUNTS_PAYABLE_OBJECT_LEVELS parameter (currently set to CAP).

Routing

The PO document does the following types of routing:

- *Commodity Code Review*: This route level is triggered if a commodity code on any line items has been added to the Commodity Reviewer role.
- *Contracts and Grants Review*: Triggered if any grant accounts are used in the **Items** section of the PO and the account string contains an object code that exists in the either the 'CG ROUTE OBJECT CODES BY CHART' or 'CG ROUTE OBJECT LEVELS BY CHART' parameters. The PO document routes to the C&G Processor role with the sub-fund group tied to Contracts and Grants accounts.
- *Budget Office Review*: If the PO is for the current fiscal year, all accounts used on the document are checked to see if any of accounts use sufficient funds checking. If the encumbrances from this order would cause these accounts to have insufficient funds, the PO document routes to the Budget Reviewer role for approval.
- *Document Transmission*: If the document is an APO, an FYI is generated back to the initiator of the requisition document. If the document is not an APO, an FYI is generated back to the user who submitted the PO.



Processing a PO Document

1. Search for 'In Process' purchase orders using the Order Holding Queue or document search and click the document ID to open it.

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

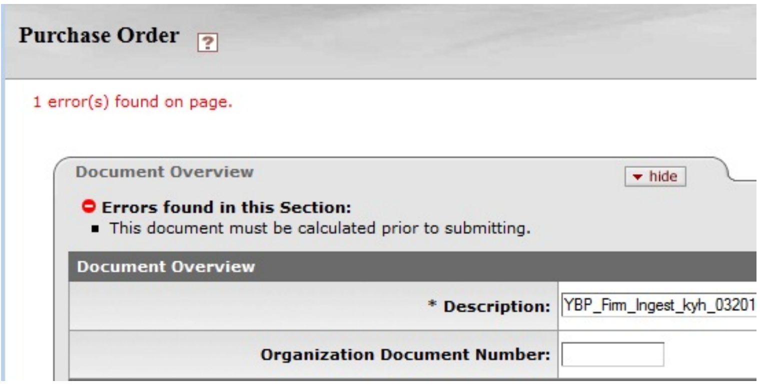
2. Complete the standard tabs as necessary.

   For information about the standard tabs such as **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients, Route Log**, and **Accounting Lines** tabs, see Standard Tabs on the *OLE E-Doc Fundamentals* wiki page.

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

3. Click submit or blanket approve

If all required fields have been correctly filled in, and you click on **approve**, the system will then approve the Purchase Order. If any required field is blank or contains invalid data, the system places a warning note at the top of the screen, and by the appropriate field. You will be unable to approve the purchase order until you resolve the problem.



Once a Purchase Order is approved, the system:

- changes the status of the Purchase Order document to Final
- queues it for printing and/or transmission, by whichever method is specified
- returns you to the Main Menu screen.

Transmitting Purchase Order/Place Order

OLE 0.8 is currently setup to place orders as follows:

- Ingested vendor orders (paired EDI and MRC files): no transmission
- Staff-generated manual requisitions and approved purchase orders and purchase order amendments: transmit in real-time to vendor FTP site (no staff interface currently exists for transmit confirmation reports etc.).
    - If transmit method of Vendor or Purchase Order is set to **no print** with format of FTP, or SFTP, then resulting EDIFACT order file is transmitted to OLE “mock” vendor FTP site per below.
    - If transmit method of Vendor or Purchase Order is **print** with format of Email, Fax, etc., then at completion of an approved Purchase Order, a print button will appear on the e-Doc allowing the user to print, email, or fax a PDF of the Purchase Order. The Purchase Order will also route to Acquisitions staff’ Action Lists as notification to complete the action.

FTP Site (to see transmitted orders):
http://docstore.demo.ole.kuali.org/upload/Order_Records/Orders_To_Be_Processed_By_Vendor/

Sample Purchase Order Statuses:

Code	Status
CANC	Cancelled
CLOS	Closed
OPEN	Open

See all statuses in Purchase Order Status in the Appendix.

Performing Other Activities on a PO

To facilitate routings and approvals, and maintain detailed audit trails, OLE has adapted the KFS versions of Purchase Orders. Not all of these may be needed in support of future library processes, but we are providing them for review.

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

The "versions" or e-Docs available are permissions-based, and dependent upon the Purchase Order status in workflows.

For more information about printing a PO, see Printing a PO.

PO document types

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

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

Accessing the Various PO Options

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

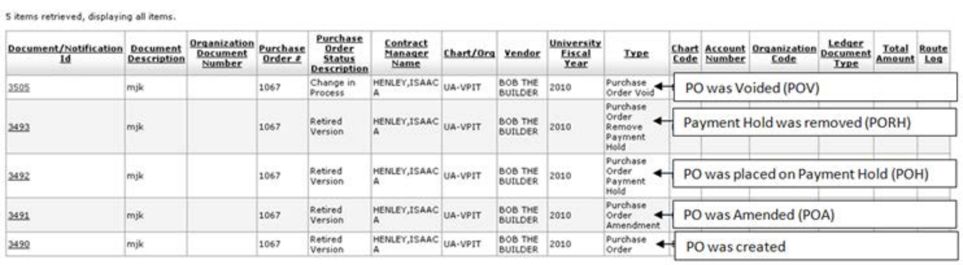
1. Search for the PO document and open it.

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

2. Click the button for the function you want to perform.

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

Document Versioning: A single PO document can have several different OLE document numbers assigned. To correlate this information and find the most recent version of a PO, use the Purchase Order menu item in the Custom Document Searches menu group of the Main Menu screen and enter the PO number as a search criteria. In the example shown below, a user amended a PO (POA), placed the PO on hold (POH, removed the hold (PORH), and then created a PO Void (POV). The system retrieved five documents when the user searched on the PO number.



5 items retrieved, displaying all items.

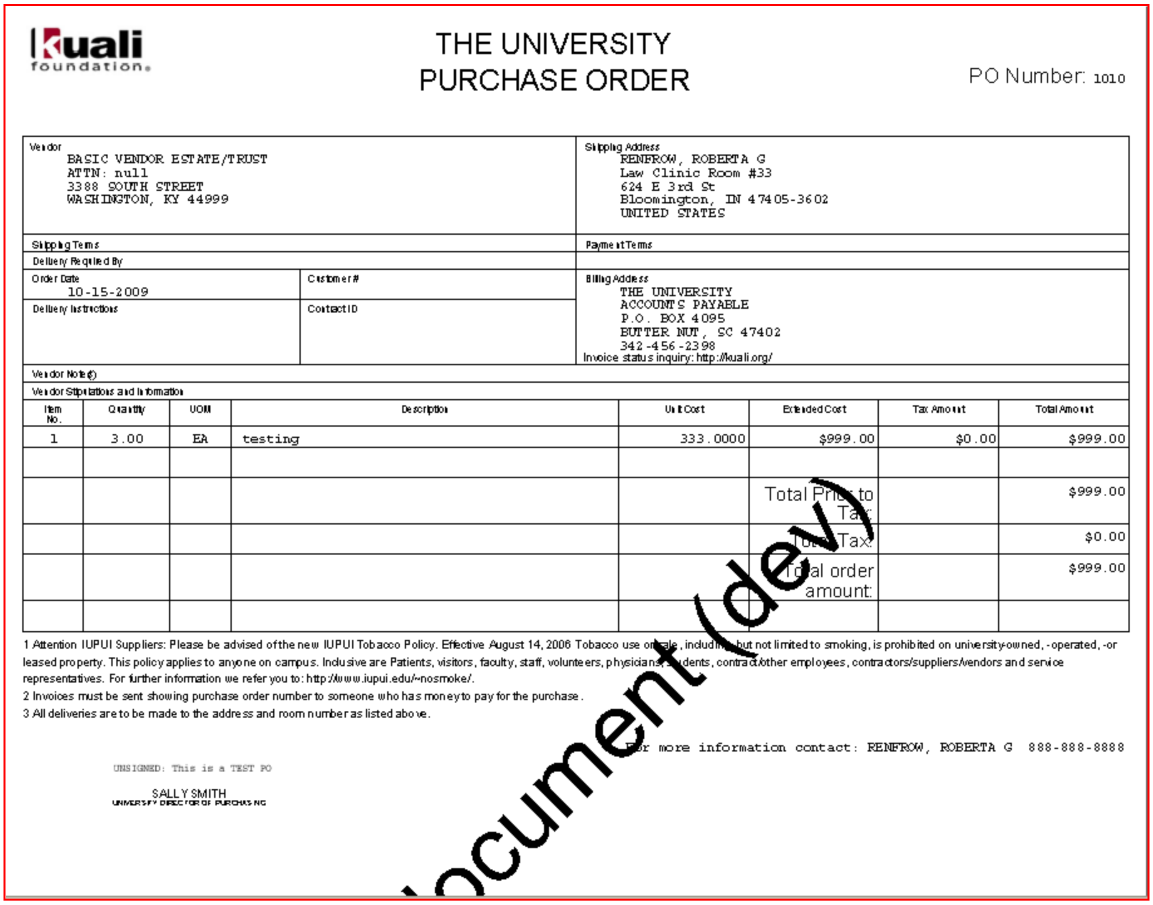
Document/Notification Id	Document Description	Organization Document Number	Purchase Order #	Purchase Order Status Description	Contract Manager Name	Chart/Org	Vendor	University Fiscal Year	Type	Chart Code	Account Number	Organization Code	Ledger Document Type	Total Amount	Route Log
3505	mjk		1067	Change in Process	HENLEY,ISAAC A	UA-VPIT	BOB THE BUILDER	2010	Purchase Order Void						
3493	mjk		1067	Retired Version	HENLEY,ISAAC A	UA-VPIT	BOB THE BUILDER	2010	Purchase Order Remove Payment Hold						
3492	mjk		1067	Retired Version	HENLEY,ISAAC A	UA-VPIT	BOB THE BUILDER	2010	Purchase Order Payment Hold						
3491	mjk		1067	Retired Version	HENLEY,ISAAC A	UA-VPIT	BOB THE BUILDER	2010	Purchase Order Amendment						
3490	mjk		1067	Retired Version	HENLEY,ISAAC A	UA-VPIT	BOB THE BUILDER	2010	Purchase Order						

Printing a PO

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

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

There is no document type for the print functionality.



THE UNIVERSITY
PURCHASE ORDER

PO Number: 1010

Vendor BASIC VENDOR ESTATE/TRUST ATTN: null 3388 SOUTH STREET WASHINGTON, KY 44999	Shipping Address RENFROW, ROBERTA G Law Clinic Room #33 624 E 3rd St Bloomington, IN 47405-3602 UNITED STATES
Shipping Terms	Payment Terms
Delivery Required By	
Order Date 10-15-2009 / Customer #	Billing Address THE UNIVERSITY ACCOUNTS PAYABLE P.O. BOX 4095 BUTTER NUT, SC 47402 342-456-2398 Invoice status inquiry: http://kuali.org/
Delivery Instructions / Contact ID	
Vendor Note(s)	
Vendor Stipulations and Information	

Item No.	Quantity	UOM	Description	Unit Cost	Extended Cost	Tax Amount	Total Amount
1	3.00	EA	testing	333.0000	$999.00	$0.00	$999.00
					Total Price to Tax:		$999.00
					Total Tax:		$0.00
					Total order amount:		$999.00

1 Attention IUPUI Suppliers: Please be advised of the new IUPUI Tobacco Policy. Effective August 14, 2006 Tobacco use or sale, including but not limited to smoking, is prohibited on university-owned, -operated, -or leased property. This policy applies to anyone on campus. Inclusive are Patients, visitors, faculty, staff, volunteers, physicians, students, contract/other employees, contractors/suppliers/vendors and service representatives. For further information we refer you to: http://www.iupui.edu/~nosmoke/.

2 Invoices must be sent showing purchase order number to someone who has money to pay for the purchase.

3 All deliveries are to be made to the address and room number as listed above.

For more information contact: RENFROW, ROBERTA G 888-888-8888

UNSIGNED: This is a TEST PO

SALLY SMITH
UNIVERSITY DIRECTOR OF PURCHASING

To print a PO:

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

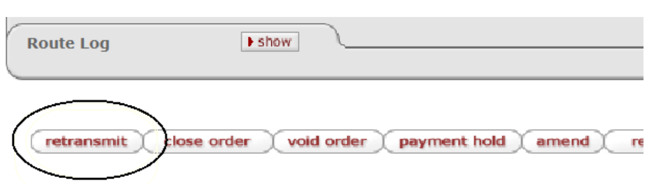
   You may narrow down the search by selecting “Pending Print” in the **Purchase Order Status** search criteria field.

2. Click print to open a printable PDF version of this PO.

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

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

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



Purchase Order Amend

OLE allows you to add or modify certain data elements on an approved Purchase Order via a Purchase Order Amendment. By so doing, the system creates a new version of the e-Doc called a Purchase Order Amendment (POA) that can be independently processed or routed. The POA then serves as the new version of the purchase order and will be transmitted to the Vendor.

Purchase Order Amendments are created:

- Manually from the amend button on a Purchase Order
- Automatically from the entry of **Unordered line items on Receiving e-Doc**
- Automatically from the entry of **Unordered line items on Payment Request e-Doc**

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

Once you supply a reason, OLE will display the Purchase Order, and allow you to change almost any field. (In OLE 0.8, accounting lines cannot be edited in the PO Amendment process, but can be changed during the payment request process, except for new lines.)

If you add titles to the Purchase Order or change prices, click the calculate button at the bottom of the screen.

Document Layout

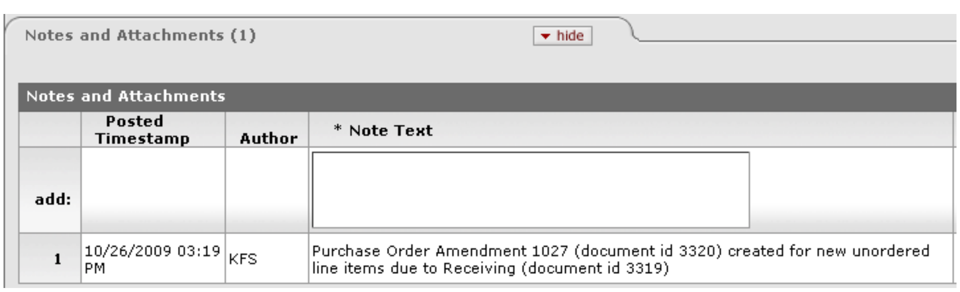
The document layout of the POA document is identical to that of the original PO, with the addition of a notation regarding status in the Document Header. A notation also displays at the top of the PO document, such as 'Warning: There is a pending action on this Purchase Order.'

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

Notes and Attachments Tab

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

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



Process Overview

Business Rules

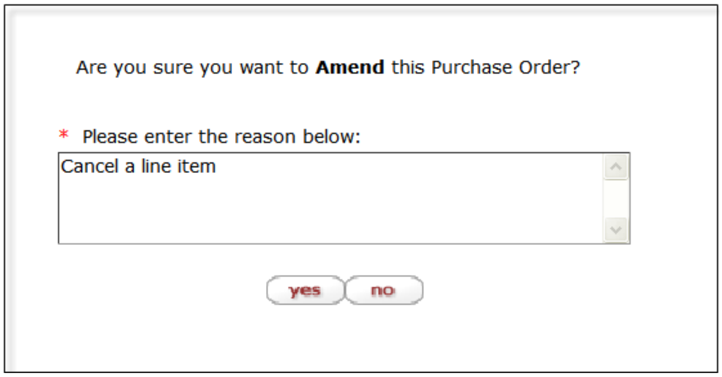
- The POA may be initiated only by the members of the Purchasing Processor role; Acquisition Staff 2-5; Receiving 3-4; Accounting 3-4; Financial 2-5.
- The PO must be in an 'Open' status.
- If there are payment requests (PREQs) or vendor credit memos (CMs) in process, the **amend** button is not displayed.
- The system adds a note with the date the amendment was started, the person who started the amendment, the information entered on the "confirm' page, and the previous document number.
- If payment requests (PREQs) or credit memos (CMs) have been processed, the **Receiving Required** field cannot be changed.
- The fiscal year cannot be changed
- If the PO has gone through the quote process, the vendor cannot be changed
- If there are unpaid payment requests (PREQs) or credit memos (CMs), the existing line items cannot be changed.
- If the item invoiced amount is greater than 0, the line item cannot be deleted; it can only be deactivated.
- New line items can always be added.
- If modifying an existing line item, the amount cannot go below what has already been invoiced.
- Inactive items are display-only.
- There must be at least one active line item when the **submit** button is selected.
- The **calculate** button must be pressed prior to submitting the POA if you change the list price of an item or add a new line item.
- Fiscal officers receive an FYI when the amendment is completed.
- During the amend process, the original PO document (before the **amend** button was selected) will have a document status of 'pending amendment' and the newly created document will have a status of 'change in process'. After the amendment has been submitted, the original document status changes to 'retired version' and the amendment's status changes to 'open'.
- Users are not allowed to create Receiving documents, payment requests, or credit memos against a PO that has a pending amendment.

Routing

- The document becomes 'FINAL' when the POA document is submitted.
- The fiscal officer of an account receives an FYI.

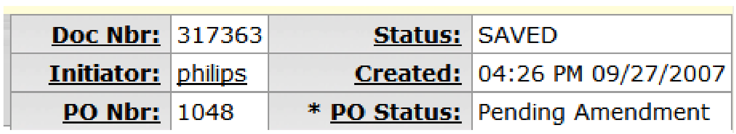
Initiating a POA Document

1. Search for the PO you want to amend from the PO search screen. Open the PO.
2. Click amend to make changes to the existing PO.
3. Enter a reason explaining why you are amending this PO.



4. Click yes.

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



Doc Nbr:	317363	**Status:**	SAVED
Initiator:	philips	**Created:**	04:26 PM 09/27/2007
PO Nbr:	1048	* **PO Status:**	Pending Amendment

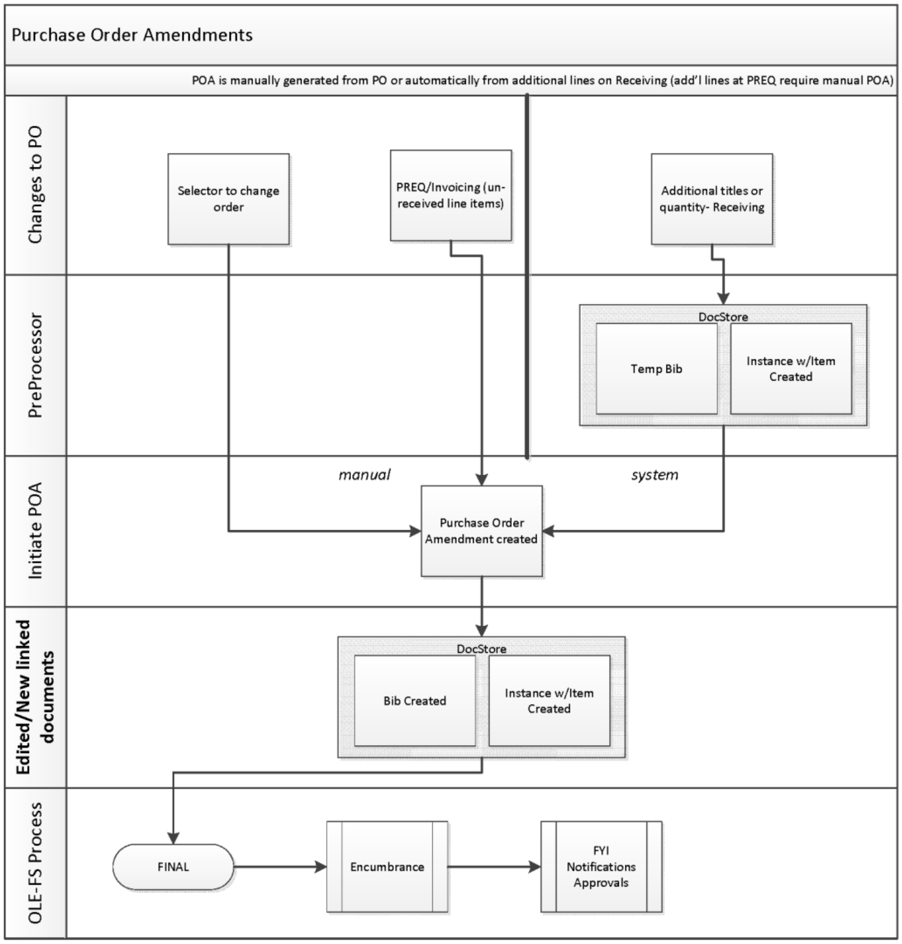
5. Click the show button on the **Titles** tab and click the **show** button on the item you want to amend.
6. Modify the PO document.
7. Once you are done with your edits, and have recalculated if necessary, you can approve the amended Purchase Order using the **blanket approve** button at the bottom of the screen.

Working with the POA Document

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

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

An amended Purchase Order follows the same rules for routing as an original PO, so approving it may cause it to be routed to other staff members. Approving an amended PO does not cause it to be re-transmitted to the vendor, though.


Purchase Order Amendments
POA is manually generated from PO or automatically from additional lines on Receiving (add'l lines at PREQ require manual POA)
Changes to PO
PreProcessor
Initiate POA
Edited/New linked documents
OLE-FS Process
Selector to change order
PREQ/Invoicing (un-received line items)
Additional titles or quantity- Receiving
DocStore
Temp Bib
Instance w/Item Created
manual
system
Purchase Order Amendment created
DocStore
Bib Created
Instance w/Item Created
FINAL
Encumbrance
FYI Notifications Approvals

Purchase Order Payment Hold

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

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

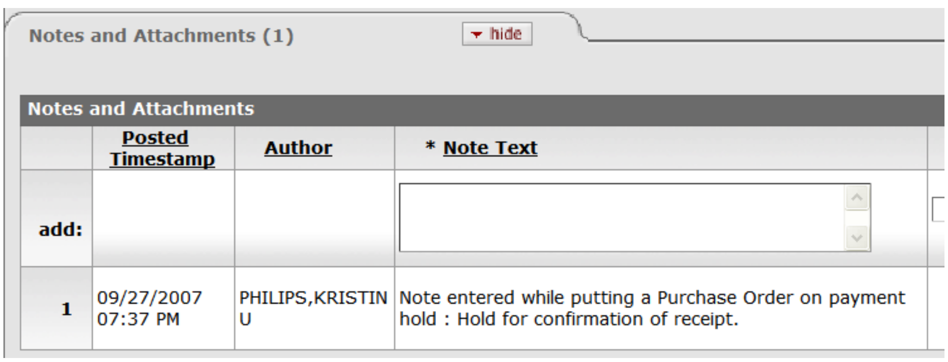
Document Layout

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

For information about the fields on this document, see “Docment Layout” under Purchase Order.

Notes and Attachments Tab

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



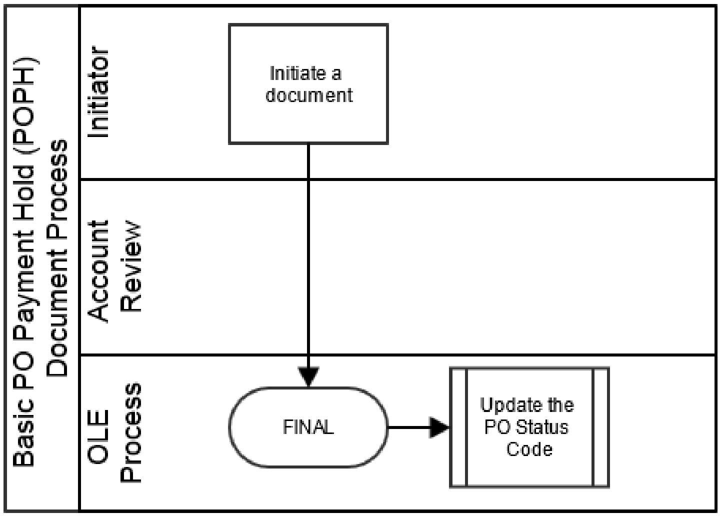
Process Overview

Business Rules

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

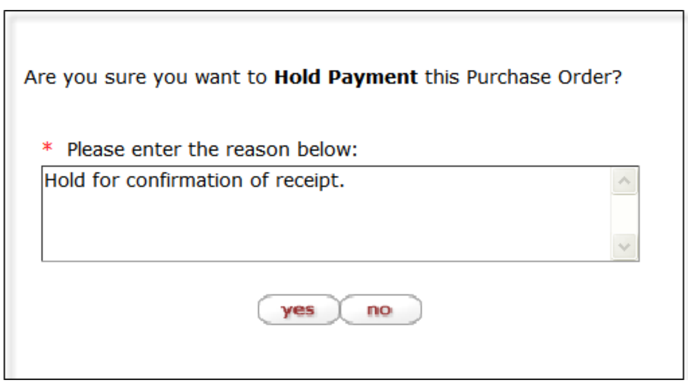
Routing

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

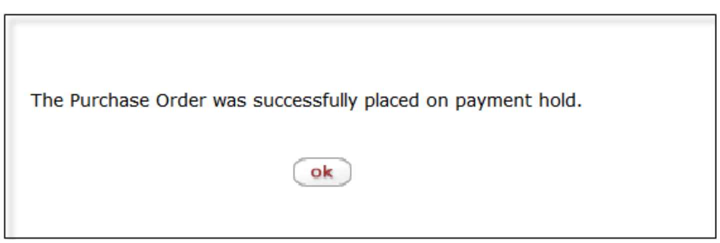


Initiating a POPH Document

1. Search for the PO from the PO search screen and open the PO.
2. Click .
3. Enter the reason for the hold.



4. Click .
5. Click  when you see the confirmation message.



The system displays the main menu.

Purchase Order Remove Payment Hold

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

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

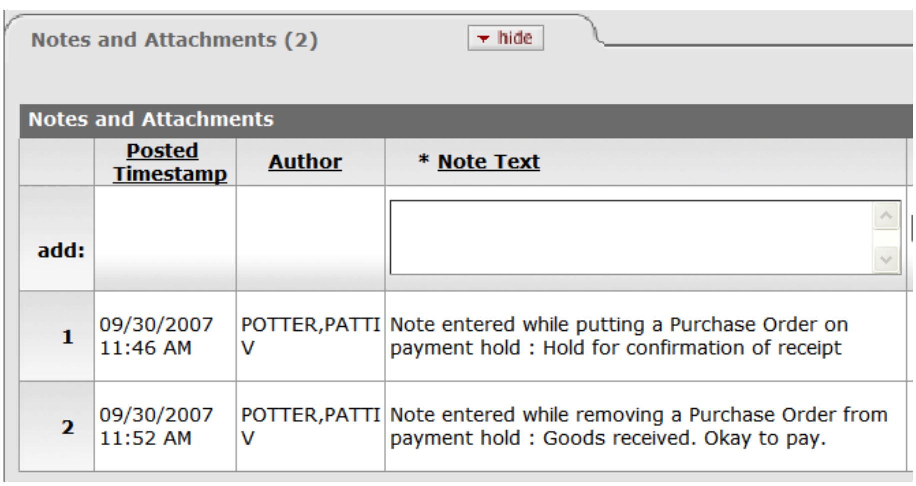
Document Layout

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

For information about the fields on this document, see “Docment Layout” under Purchase Order.

Notes and Attachments Tab

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


Notes and Attachments (2) hide

Notes and Attachments

	Posted Timestamp	Author	* Note Text
add:			
1	09/30/2007 11:46 AM	POTTER,PATTI V	Note entered while putting a Purchase Order on payment hold : Hold for confirmation of receipt
2	09/30/2007 11:52 AM	POTTER,PATTI V	Note entered while removing a Purchase Order from payment hold : Goods received. Okay to pay.

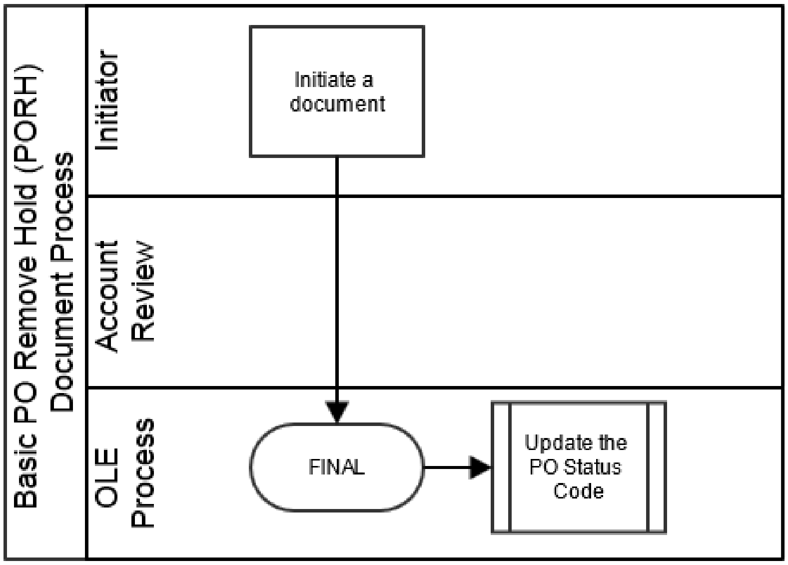
Process Overview

Business Rules

- The PORH document may be initiated only by users with the Purchasing Processor role.

Routing

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



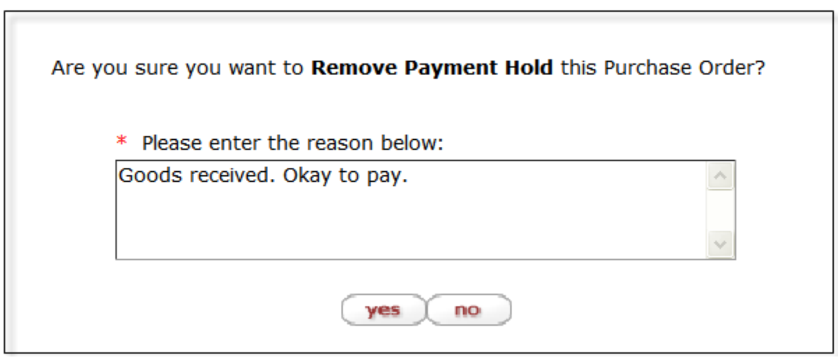
Initiating a PO Remove Hold Document

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

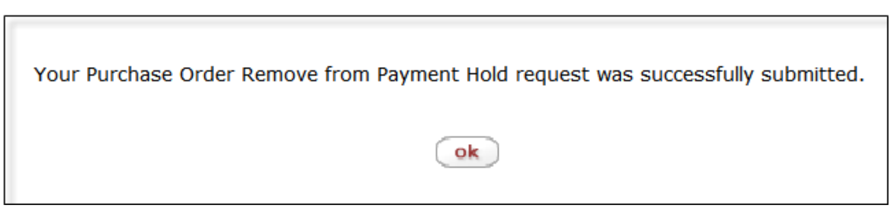
   You may search for a PO with a payment held by selecting the 'Payment Hold in the **Purchase Order Status** option on the PO search screen.

2. Click remove hold to remove the hold from the document.

3. Enter the reason for removing the payment hold.



4. Click ok.



You are back on the main menu.

Purchase Order Retransmit

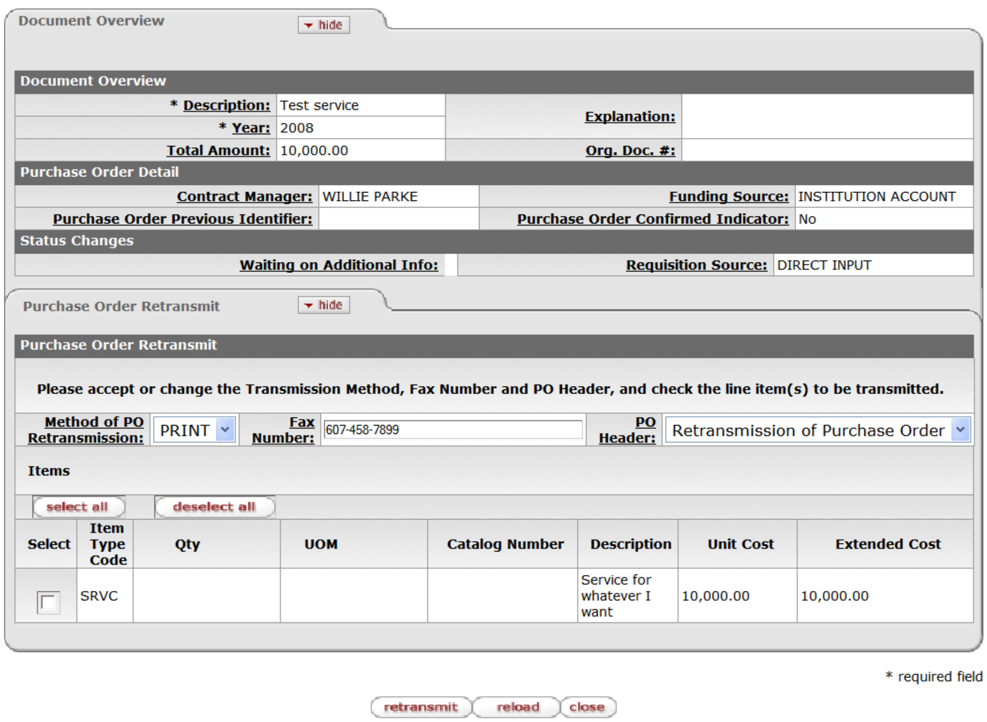
The Retransmit (PORT) document reprints a copy of the PO in the PDF format. You might need to resend the POs to your vendors for a variety of reasons.

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

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

Document Layout

After you click the **retransmit** button, the system displays the PO Retransmit screen and asks you to select the transmission method, header, and items to print.



The PO Retransmit screen includes the **Purchase Order Retransmit** tab.

Purchase Order Retransmit Tab

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

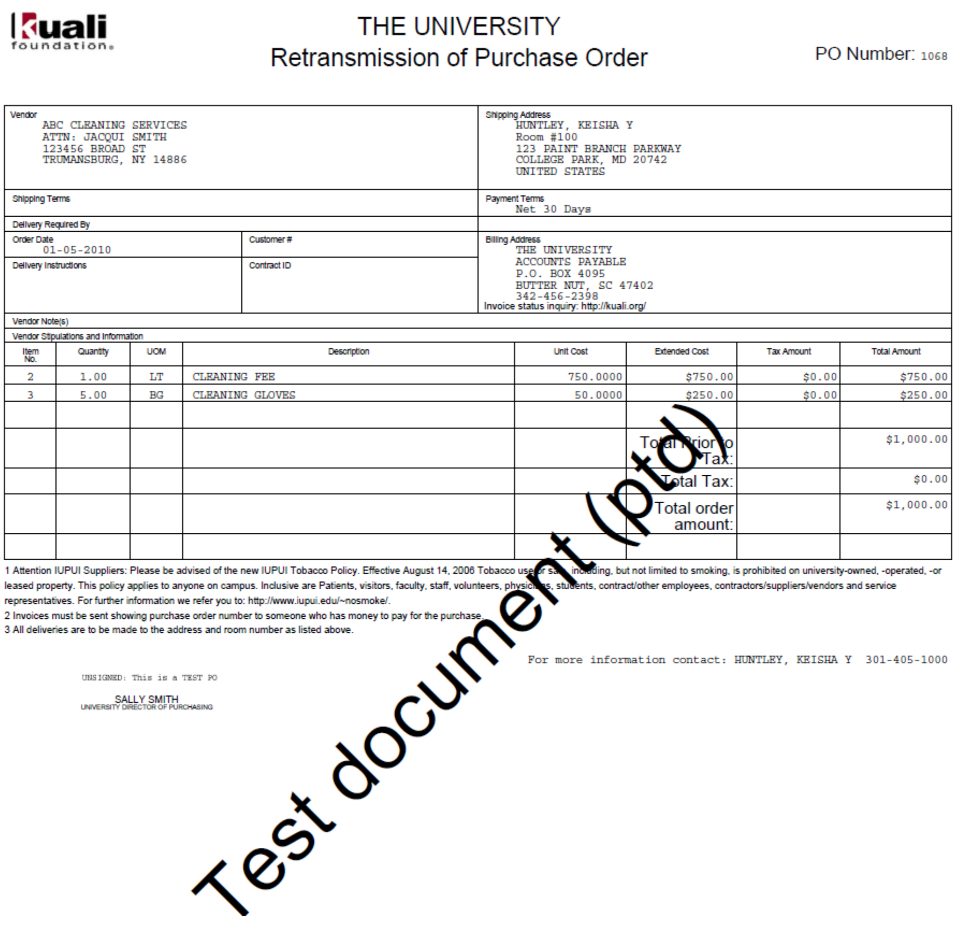
Purchase Order Retransmit tab definition

Title	Description
Method of PO Transmission	Defaults to 'PRINT'. 'FAX' may be an option if a fax server was set up during the installation of OLE.

Fax Number	Optional. Required if transmission method is 'FAX'. Enter the fax number.
PO Header	Select the verbiage to print as a subtitle on the PO. The selections are 'Retransmission of Purchase Order' and 'Purchase Order'. Defaults to 'Retransmission of Purchase Order'. See the figure below for the exact location of the subtitle on the PDF.
Items	Check the box for each item you want to have printed. You must select at least one item.

1. Select the items to print. If desired, click **select all** to select all items or click **deselect all** to clear the **Select** check boxes.

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



THE UNIVERSITY
Retransmission of Purchase Order

PO Number: 1068

Vendor ABC CLEANING SERVICES ATTN: JACQUI SMITH 123456 BROAD ST TRUMANSBURG, NY 14886	Shipping Address HUNTLEY, KEISHA Y Room #100 123 PAINT BRANCH PARKWAY COLLEGE PARK, MD 20742 UNITED STATES
Shipping Terms	Payment Terms Net 30 Days
Delivery Required By	
Order Date 01-05-2010 / Customer #	Billing Address THE UNIVERSITY ACCOUNTS PAYABLE P.O. BOX 4095 BUTTER NUT, SC 47402 342-456-2398 Invoice status inquiry: http://kuali.org/
Delivery Instructions / Contract ID	
Vendor Note(s)	
Vendor Stipulations and Information	

Item No.	Quantity	UOM	Description	Unit Cost	Extended Cost	Tax Amount	Total Amount
2	1.00	LT	CLEANING FEE	750.0000	$750.00	$0.00	$750.00
3	5.00	BG	CLEANING GLOVES	50.0000	$250.00	$0.00	$250.00
					Total Prior to Tax:		$1,000.00
					Total Tax:		$0.00
					Total order amount:		$1,000.00

1 Attention IUPUI Suppliers: Please be advised of the new IUPUI Tobacco Policy. Effective August 14, 2006 Tobacco use or sa[illegible] including, but not limited to smoking, is prohibited on university-owned, -operated, -or leased property. This policy applies to anyone on campus. Inclusive are Patients, visitors, faculty, staff, volunteers, physic[illegible]s, students, contract/other employees, contractors/suppliers/vendors and service representatives. For further information we refer you to: http://www.iupui.edu/~nosmoke/.
2 Invoices must be sent showing purchase order number to someone who has money to pay for the purchase.
3 All deliveries are to be made to the address and room number as listed above.

For more information contact: HUNTLEY, KEISHA Y 301-405-1000

UNSIGNED: This is a TEST PO

SALLY SMITH
UNIVERSITY DIRECTOR OF PURCHASING

Test document (ptd)

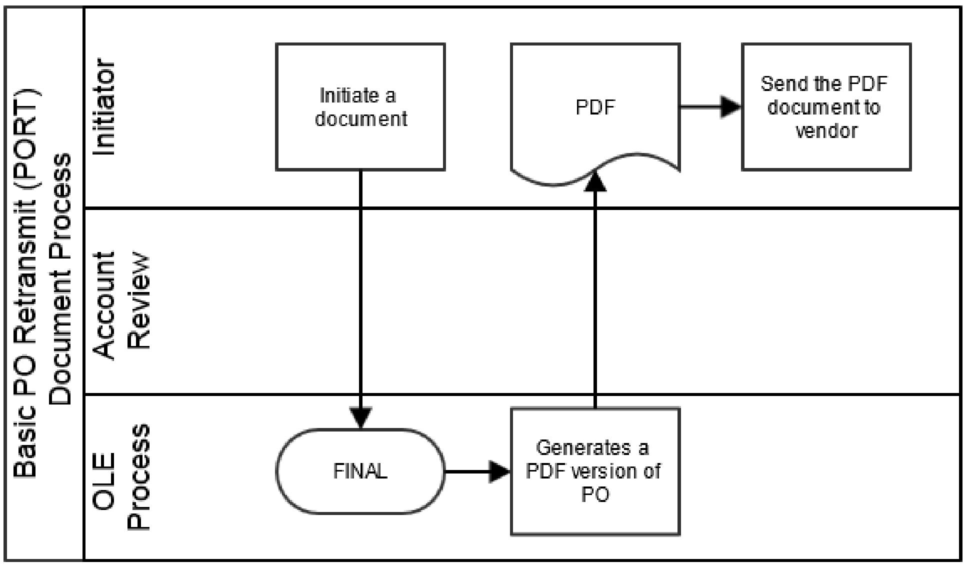
Process Overview

Business Rules

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

Routing

- The document becomes 'FINAL' when the PORT document is submitted.



Initiating a PORT Document

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

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

2. Complete the **Purchase Order Retransmit** tab.
3. Click retransmit to open the printable PO.

   The system displays a printable PO screen.

4. Click retransmit again to generate a PDF version the printable PO.
5. Send the PDF document to a printer or fax server to transmit to the vendor.

Purchase Order Void

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

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

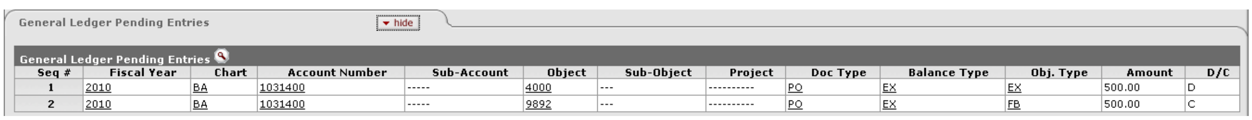
Document Layout

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

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

General Ledger Pending Entries Tab

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

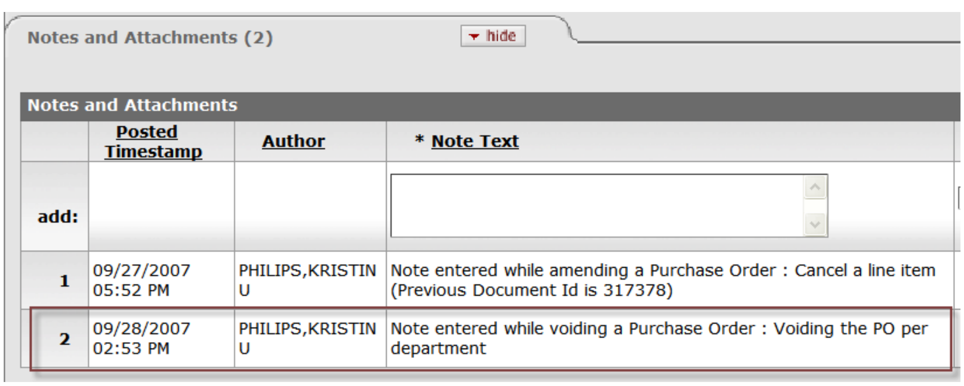


Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2010	BA	1031400	-----	4000	---	----------	PO	EX	EX	500.00	D
2	2010	BA	1031400	-----	9892	---	----------	PO	EX	FB	500.00	C

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

Notes and Attachments Tab

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



	Posted Timestamp	Author	* Note Text
add:			
1	09/27/2007 05:52 PM	PHILIPS,KRISTIN U	Note entered while amending a Purchase Order : Cancel a line item (Previous Document Id is 317378)
2	09/28/2007 02:53 PM	PHILIPS,KRISTIN U	Note entered while voiding a Purchase Order : Voiding the PO per department

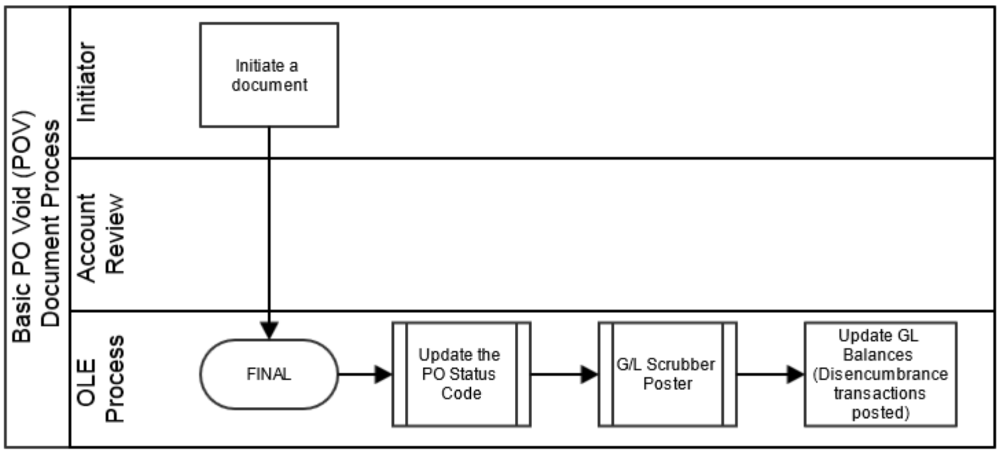
Process Overview

Business Rules

- The POV document may be initiated only by the members of the Purchasing Processor or Acquisitions 4,5 roles.
- The void option is available only if no payments have been issued against this PO.

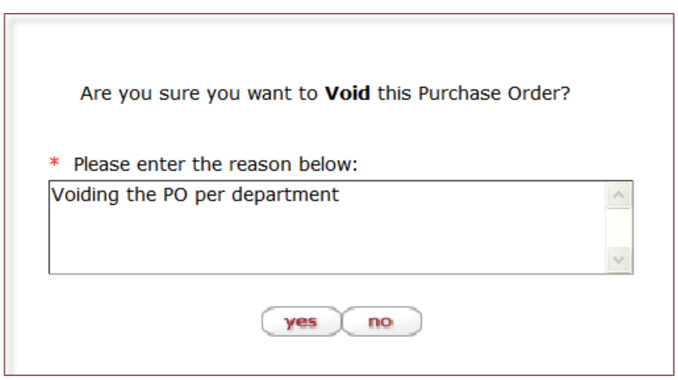
Routing

- The document becomes 'FINAL' when the POV document is submitted.



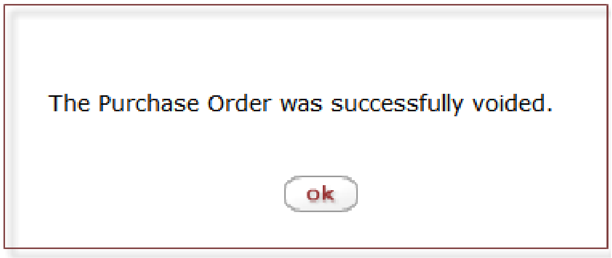
Initiating a PO Void Document

1. Search for the PO you want to void from the PO search screen and open the PO.
2. Click **void order** to cancel the PO.
3. Enter the reason for voiding the PO.



4. Click **yes**.

   The system displays this window.



5. Click .

   The system displays the OLE main menu.

Purchase Order Close

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

This action may be initiated only by the users with the Purchasing Processor role.

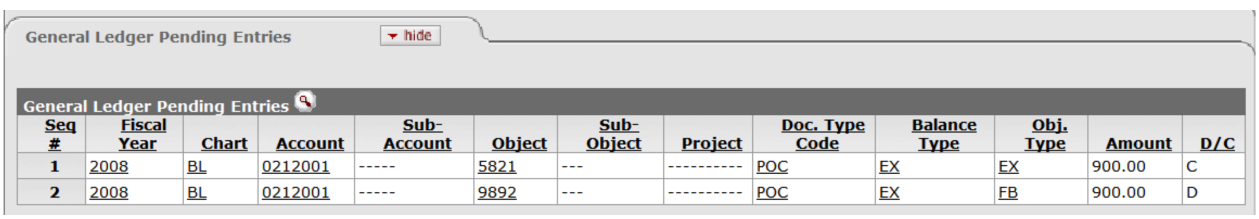
To close a PO without outstanding payment requests, use the **Void Order** option.

Document Layout

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

General Ledger Pending Entries Tab

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


General Ledger Pending Entries ▾ hide

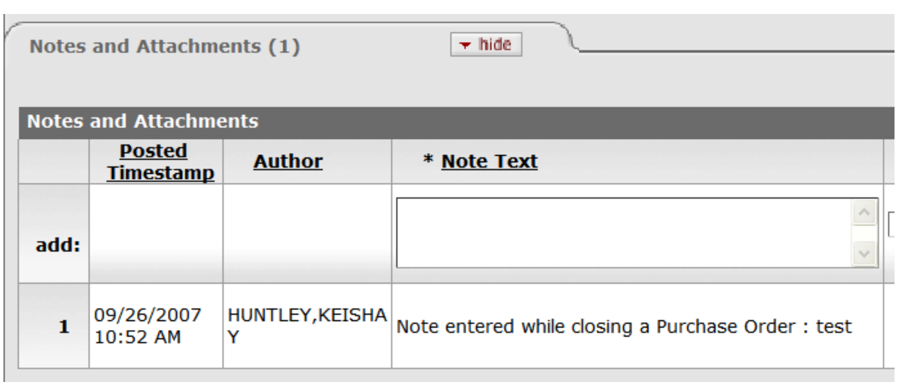
General Ledger Pending Entries

Seq #	Fiscal Year	Chart	Account	Sub-Account	Object	Sub-Object	Project	Doc. Type Code	Balance Type	Obj. Type	Amount	D/C
1	2008	BL	0212001	-----	5821	---	----------	POC	EX	EX	900.00	C
2	2008	BL	0212001	-----	9892	---	----------	POC	EX	FB	900.00	D

For information about the fields on this document, see “Docment Layout” under Purchase Order.

Notes and Attachments Tab

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


Notes and Attachments (1) ▾ hide

Notes and Attachments

	Posted Timestamp	Author	* Note Text
add:			
1	09/26/2007 10:52 AM	HUNTLEY,KEISHA Y	Note entered while closing a Purchase Order : test

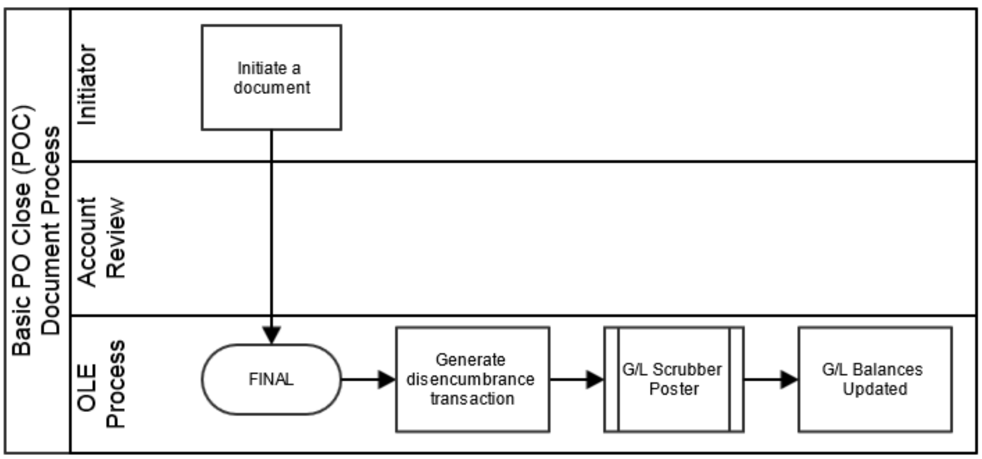
Process Overview

Business Rules

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

Routing

- The document becomes 'FINAL' when the POC document is submitted.



Initiating a PO Close Document

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

to close out any remaining items on the PO.

   The system displays the OLE main menu.

Purchase Order Reopen

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

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

Document Layout

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

General Ledger Pending Entries Tab

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

General Ledger Pending Entries ▾ hide

General Ledger Pending Entries

Seq #	Fiscal Year	Chart	Account	Sub-Account	Object	Sub-Object	Project	Doc. Type Code	Balance Type	Obj. Type	Amount	D/C
1	2008	BL	0212001	-----	5821	---	----------	POR	EX	EX	900.00	D
2	2008	BL	0212001	-----	9892	---	----------	POR	EX	FB	900.00	C

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

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Document Type Code	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Debit Credit Code	Transaction Date
2008	BL	0212001	-----	5821	---	EX	EX	03	PO	EP	[illegible]	[illegible]	[illegible]00.00	D	09/26/2007
2008	BL	0212001	-----	9892	---	EX	FB	03	PO	EP	[illegible]	[illegible]	[illegible]00.00	C	09/26/2007
2008	BL	0212001	-----	5821	---	EX	EX	03	POC	EP	[illegible]	[illegible]	[illegible]00.00	C	09/26/2007
2008	BL	0212001	-----	9892	---	EX	FB	03	POC	EP	316856	TP Generated Offset	900.00	D	09/26/2007
2008	BL	0212001	-----	5821	---	EX	EX	03	POR	EP	[illegible]	[illegible]	[illegible]00.00	D	09/28/2007
2008	BL	0212001	-----	9892	---	EX	FB	03	POR	EP	317447	TP Generated Offset	900.00	C	09/28/2007

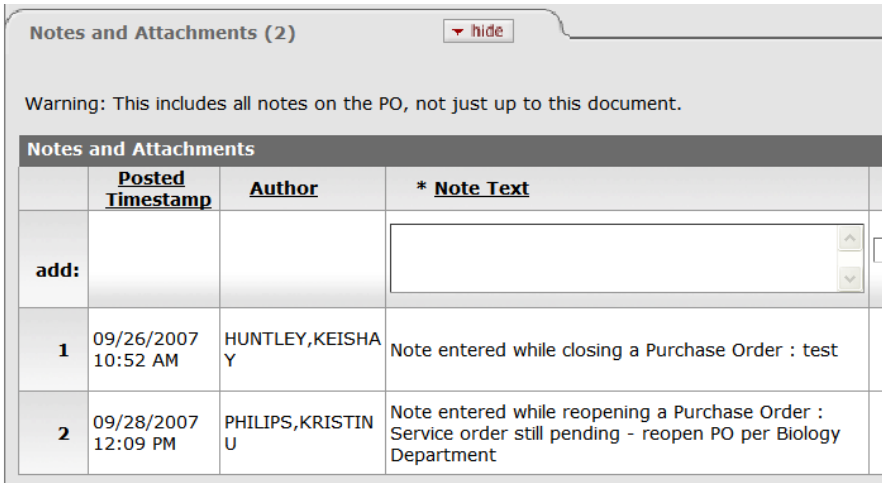
PO encumbers the original PO amount

POC disencumbers remaining encumbrances

POR reencumbers the disencumbered amount

Notes and Attachments Tab

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


Notes and Attachments (2) hide

Warning: This includes all notes on the PO, not just up to this document.

Notes and Attachments

	Posted Timestamp	Author	* Note Text
add:			
1	09/26/2007 10:52 AM	HUNTLEY,KEISHA Y	Note entered while closing a Purchase Order : test
2	09/28/2007 12:09 PM	PHILIPS,KRISTIN U	Note entered while reopening a Purchase Order : Service order still pending - reopen PO per Biology Department

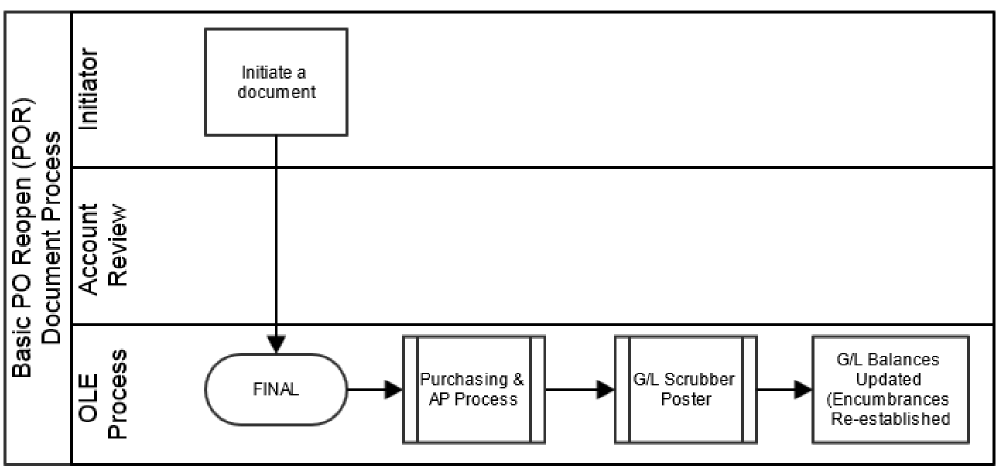
Process Overview

Business Rules

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

Routing

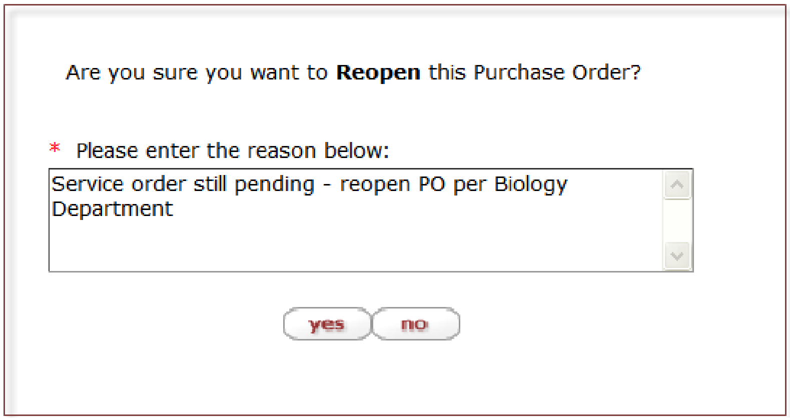
- The POR document may be initiated only by the members of the Purchasing Processor role.
- The document becomes 'FINAL' when the POR document is submitted.



Initiating a Purchase Order Reopen Document

1. Search for the PO that you want to reopen from the PO search and open the PO.
2. Click open order to reopen the PO and re-encumber any lines that were disencumbered when the PO was originally closed.

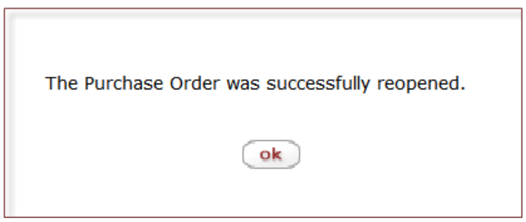
3. Enter the reason for reopening the PO.



4. Click 

.

   The system displays this window.



5. Click 

.

   The system displays the OLE main menu.

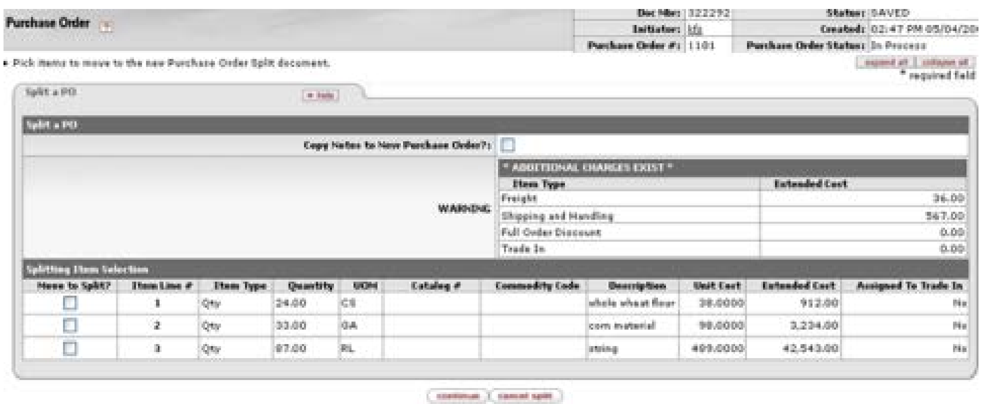
Purchase Order Split

The Purchase Order Split (POSP) document allows you to divide line items into two different POs. When you split a PO, the original PO remains and an additional PO is created. You must enter a reason when initiating the PO split.

Document Layout

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

Split a PO Tab



Notes and Attachments Tab

When the **split order** button is clicked, the system automatically inserts a note text into the **Notes and Attachment** tab of the original PO document and the POSP document.

Process Overview

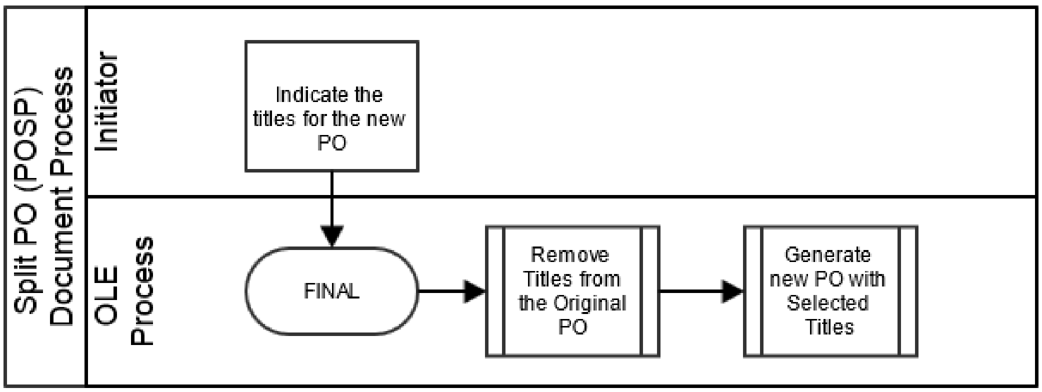
Business Rules

- A PO may only be split if it is In Process.
- To split the PO, there must be more than one line item.
- The process requires that at least one line item exist on each resulting PO.

- You cannot split line items from a PO that was generated from a split. Only the original PO includes the split order button.

Routing

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



Initiating a PO Split

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

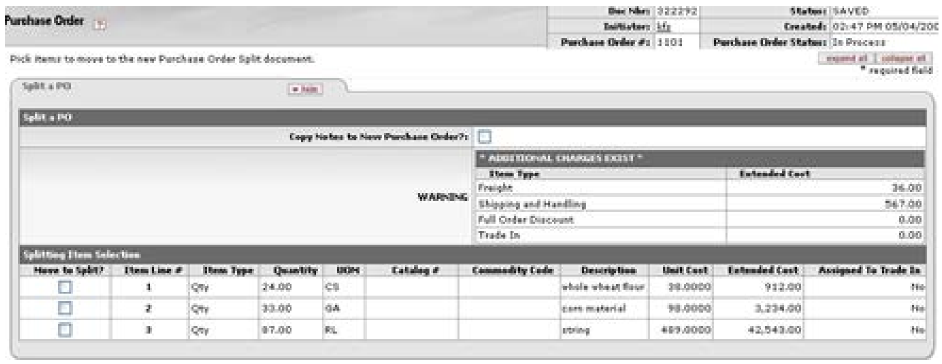
1. Use PO Search to find the PO that you want to split and open it.
2. Click **split order**.

   The system displays the split order split order button only if the PO contains at least two line items.

   Only the original PO includes the split order button, so it is not possible to split line items from a PO that was generated from a split.
3. Enter the reason for splitting the PO.

4. Click yes.

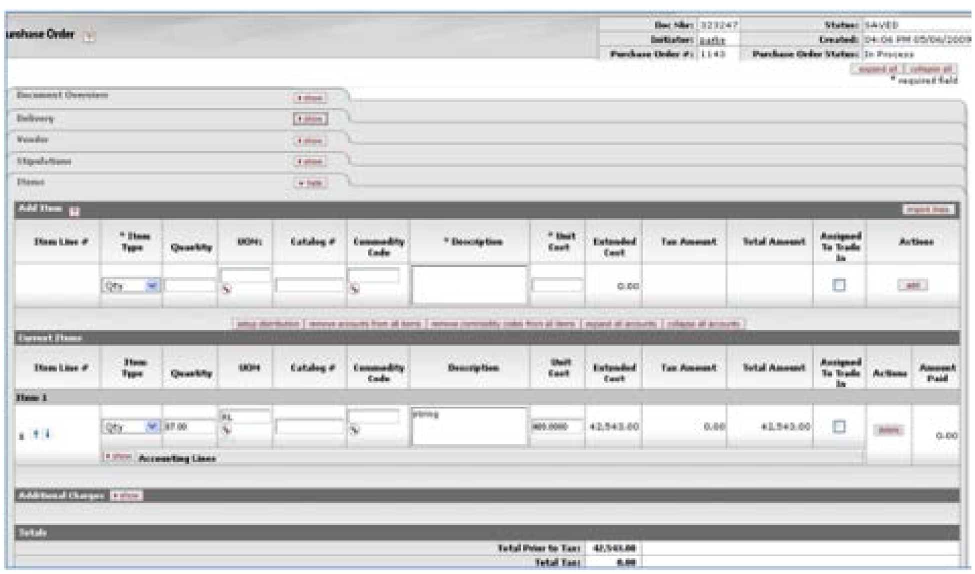
   The system displays the **Split a PO** tab.



5. In the **Move to Split?** column, check the line items to be moved to the new PO.
6. If the notes associated with the existing PO should also be included in the new PO, check the **Copy Notes to New Purchase Order** box.
7. Click **continue.**

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

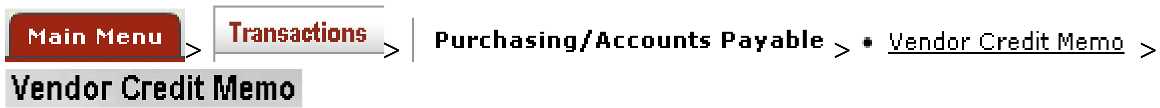
8. Enter information in other tabs as needed.
9. Submit the new PO just as you would any other PO.



A note on the **Route Log** tab records the split.


Route Log
Title
Purchase Order Split - CU-SAM-Testing 1
Type
Purchase Order Split
Created
04:06 PM 05/06/2009
Initiator
PARKE, WILLIE T
Last Modified
04:06 PM 05/06/2009
Status
SAVED
Last Approved
Node(s)
AdHoc
Finalized
Actions Taken
Action
Taken By
For Delegator
Time/Date
Annotation
SAVED
PARKE, WILLIE T
04:06 PM 05/06/2009
Pending Action Requests
Action
Requested Of
Time/Date
Annotation
IN ACTION LIST COMPLETE
PARKE, WILLIE T
04:06 PM 05/06/2009

Vendor Credit Memo



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

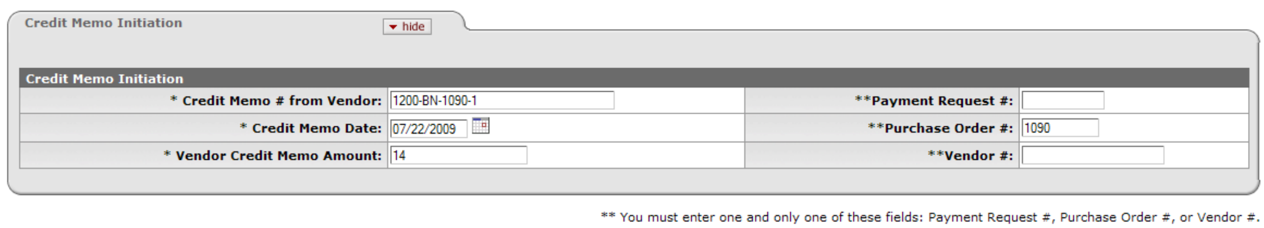
You must be a member of the role KUALI_PURAP_ACCOUNTS_PAYABLE_PROCESSOR to initiate the Vendor Credit Memo document.

Document Layout

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

Credit Memo Initiation Tab

When you select **Vendor Credit Memo** from the main menu, the system displays the **Credit Memo Initiation** tab.



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

Credit Memo Initiation tab definition

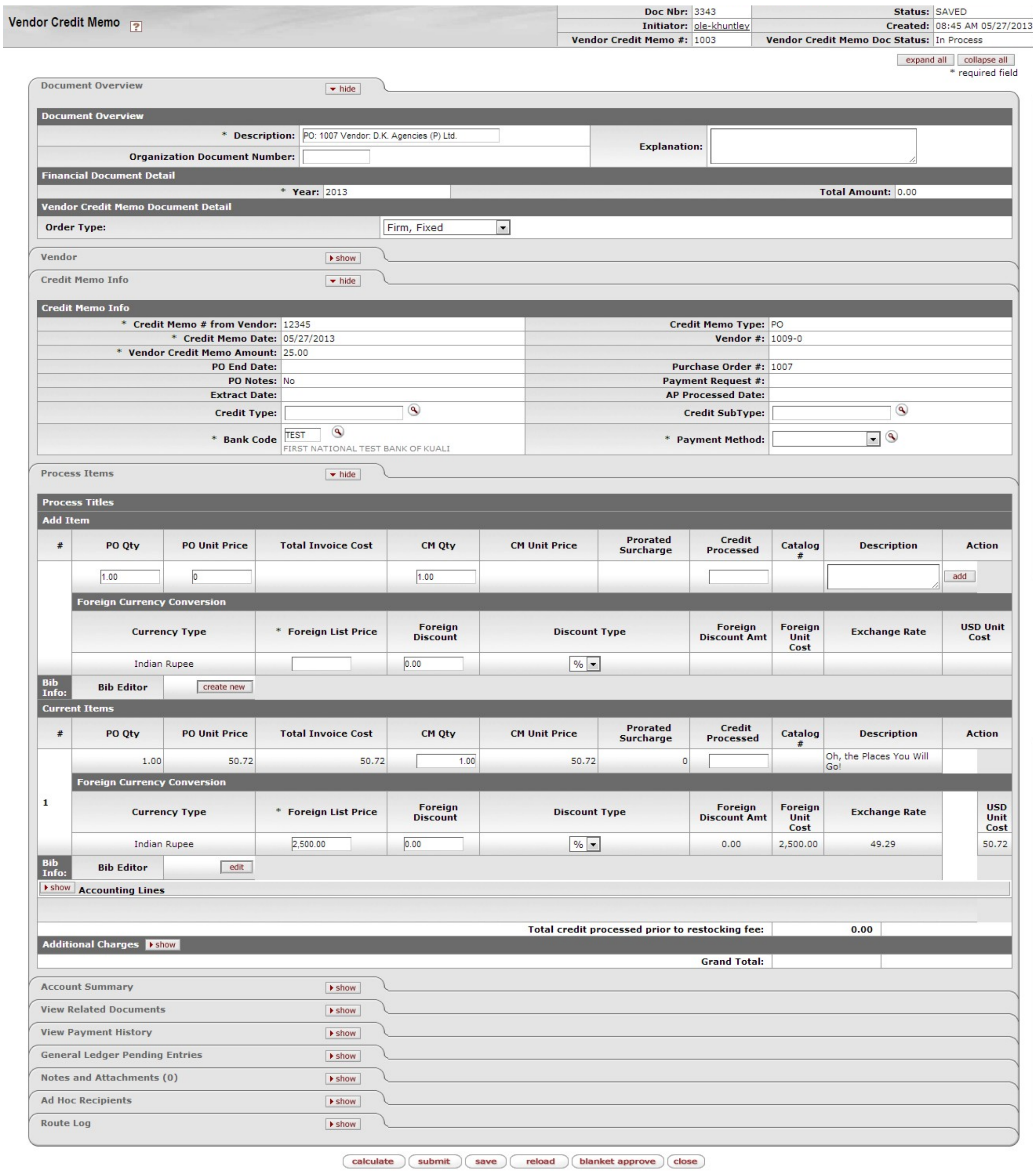
Title	Description
Credit Memo # from Vendor	Required. Enter the number found on the vendor's credit memo.
Credit Memo Date	Required. Enter the date found on the credit memo itself or select the date from the calendar.
Vendor Credit Memo Amount	Required. Enter the net amount of the credit.
Payment Request #	Specify a payment request number in this field *only* if the vendor credit memo is processed against a specific payment request. See note below.
Purchase Order #	Specify a PO number in this field *only* if the vendor credit memo is processed against a specific PO. See note below.

Vendor #	Specify a vendor number in this field *only* if the vendor credit memo is general in nature (not applicable to a specific payment request or a specific PO). See note below.

An entry in one and only one of these three fields is required: **Payment Request #**, **Purchase Order #**, or **Vendor #**.

Click continue to begin initiation of this vendor credit memo.

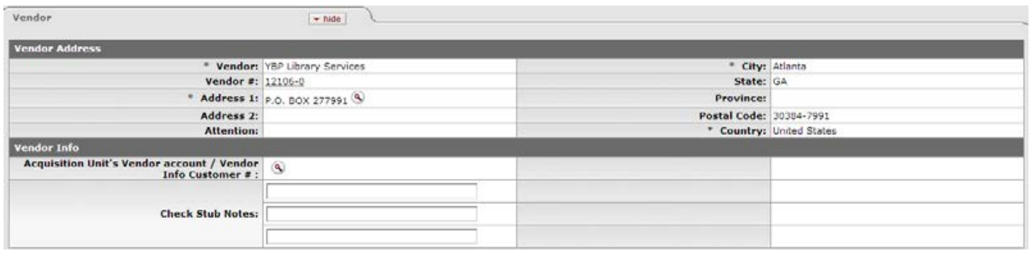
The Vendor Credit Memo document continues from the initiation screen to the main document screen that displays the unique **Vendor**, **Credit Memo Info**, and **Process Items** tabs in addition to the standard e-doc tabs.



For information about the standard tabs, see [Standard Tabs](#) on the *OLE E-Doc Fundamentals* wiki page.

Vendor Tab

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



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

Vendor Address section definition

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

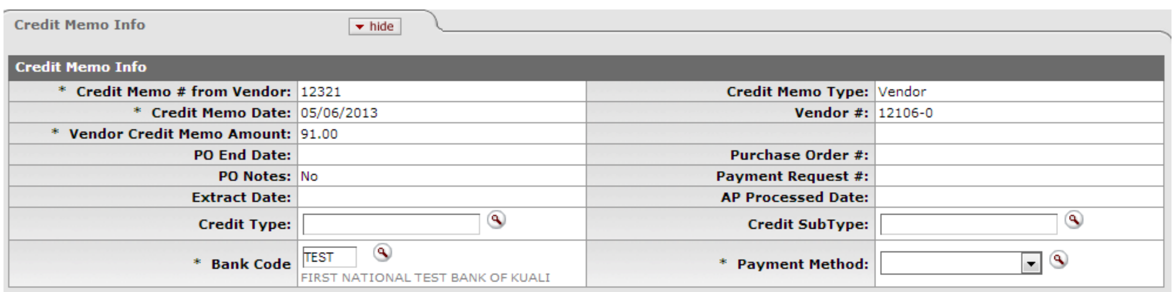
Vendor Info Section

Vendor Info section definition

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

Credit Memo Info Tab

The **Credit Memo Info** tab displays information pertinent to the current credit memo. In the examples below, the first credit memo is against a payment request and the second is against a vendor.



Credit Memo Info tab definition

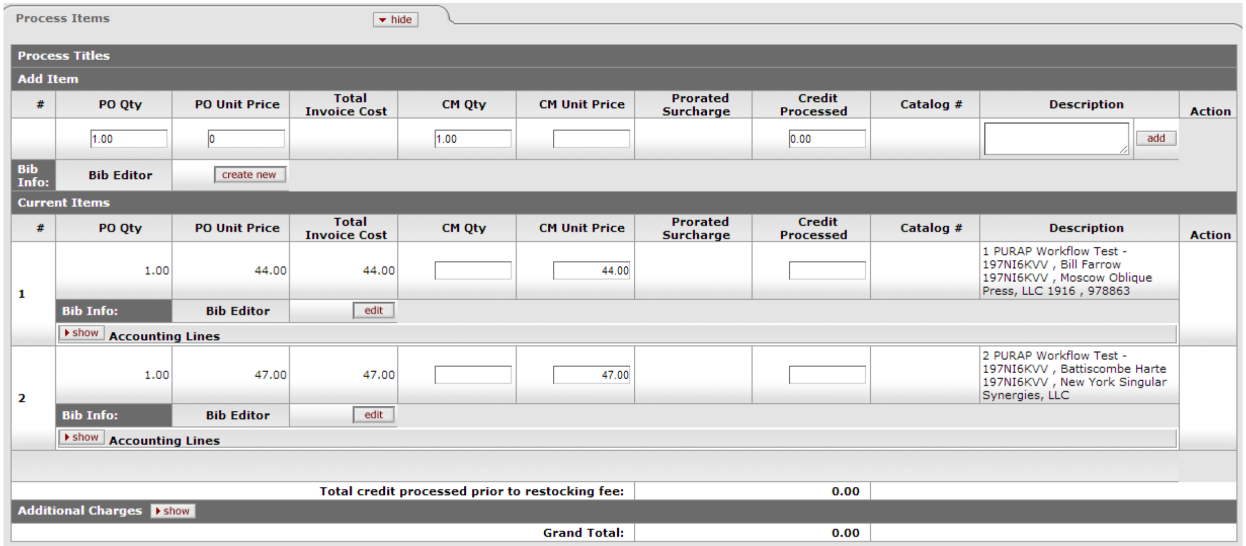
Title	Description
Credit Memo # from Vendor	Display-only. The credit memo number as entered on the **Credit Memo Initiation** tab.
Credit Memo Date	Display-only. The credit memo date as entered on the **Credit Memo Initiation** tab.
Vendor Credit Memo Amount	Display-only. The amount of the credit as entered on the **Credit Memo Initiation** tab. This field is displayed only on an in-process Vendor Credit Memo document. After the document has been submitted, the field no longer carries forward.
PO End Date	Display-only. The end date automatically populated from PO information.
PO Notes	Display-only. 'Yes' if the PO contains notes.
Extract Date	Display-only. The date the credit record was extracted to the Pre-Disbursement Processor.
Credit Type	Corresponds to the Invoice Type on Payment Requests.

	Enter a value or search from the lookup .
Bank Code	Required. The bank code will be displayed only if the Bank_Code_Document_Types includes 'CM' and Enable_Bank_Specification_Ind=‘Y.’ The default bank is determined by the Default_Bank_By_Document_Type parameter. You may override this value by entering another bank code or selecting it from the **Bank** lookup .
Credit Memo Type	Display-only. Indicates whether this credit memo references a payment request, PO, or vendor.
Vendor #	Display-only. Automatically populated based on the entry in the **Credit Memo Initiation** tab that references either the payment request, the purchase order or the vendor number. The vendor number is followed by a hyphen and the division number.
Purchase Order #	Display-only. The referenced purchase order number or the purchase order number associated with the referenced payment request.
Payment Request #	Display-only. If processing a credit against a payment request, this field is populated based on the entry in the **Credit Memo Initiation** tab.
AP Processed Date	Display-only. The date the vendor credit memo was submitted by Accounts Payable.
Credit Sub Type	Corresponds to the Invoice Sub Type of the payment request. Example values may include "regular" and "supplemental". Enter a value or search from the lookup .
Payment Method	Select the method of payment from the drop down menu.

Process Items Tab

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

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



Items Section

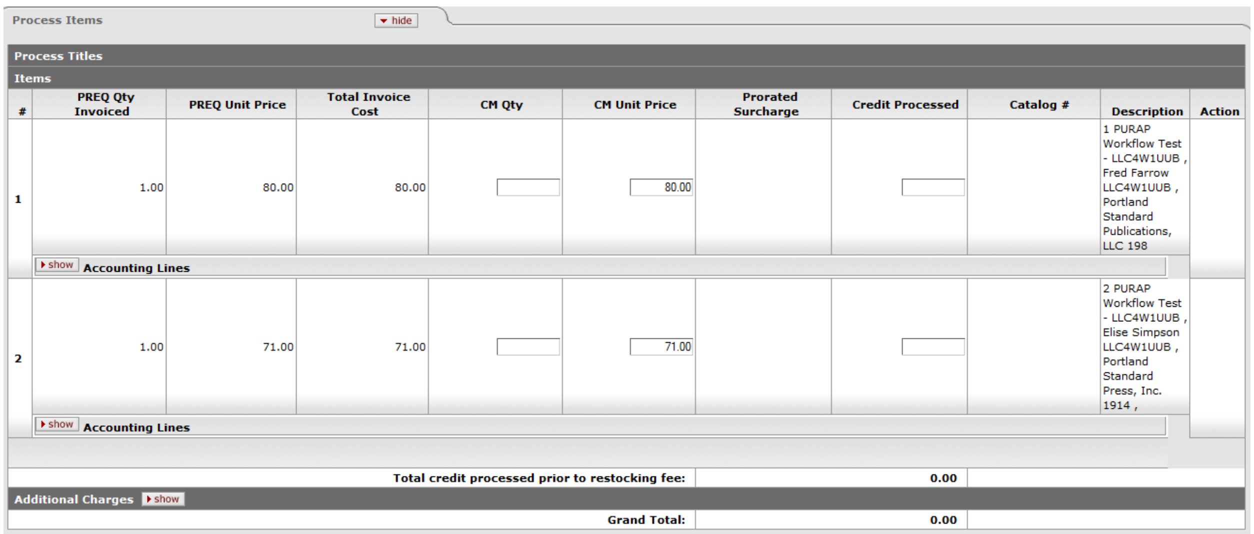
The makeup of the **Items** section varies based on whether the credit is being applied to a purchase order, payment request or vendor. If crediting by vendor, the **Items** section contains no fields. See below for the section definition when the CM is based on a vendor number or a payment request.

Process Items tab definition (credit references a purchase order)

Title	Description
#	Display-only. The item line number from the PO.
PO Qty	Display-only. The quantity of items available for credit.
PO Unit Price	Display-only. The unit price copied from the PO for this line item.
Total Invoice Cost	Display-only. The total amount already invoiced and available to credit for this line item.
CM Qty	Optional. Enter the number of items for this line that are to be credited. This entry increases the **Open Qty** value for this line item on the PO.
CM Unit Price	Optional. The unit price for this line item to be processed as a credit. This field is automatically populated using the price from the PO, but it may be edited to match the credit memo unit price.
Prorated Surcharge	Additional charge applied to the line item based on the proportional distribution.
Credit Processed	If blank and if the credit memo quantity invoiced is populated, the system calculates the credit processed for this line item when you click the **calculate** button. If the field already contains a value, you must delete the value in order to populate a new value by clicking

	calculate. Override the amount as needed.
Total Amount	Display-only. The sum of credit processed, if applicable.
Catalog #	Display-only. The catalog number for this item on the PO.
Description	Display-only. The description for this item on the PO.

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



Process Items tab definition (credit references a payment request)

Title	Description
#	Display-only. The item line number from the payment request.
PREQ Qty Invoiced	Display-only. The quantity of items available to be credited on the specified Payment Request document.
PREQ Unit Price	Display-only. The unit price copied from the payment request for this line item.
Total Invoice Cost	Display-only. The total amount available to be credited for this line item on the specified Payment Request document.
CM Qty	Optional. Enter the number of items for this line that are to be credited. This increases the **Open Qty** value for this line item on the PO.
CM Unit Price	Optional. The unit price for this line item to be processed as a credit. This field is automatically populated using the price from the payment request, but the unit price may be

	edited if the credit reflects a different price.
Prorated Surcharge	Additional charge applied to the line item based on the proportional distribution.
Credit Processed	If blank and if the credit memo quantity invoiced is populated, the system calculates the credit processed for this line item when you click the **calculate** button. If the field already contains a value, you must delete the value in order to populate a new value upon next calculate. Override the amount as needed.
Total Amount	Display-only. The sum of credit processed.
Catalog #	Display-only. The catalog number for this item on the PO.
Description	Display-only. The description for this item on the PO.

Additional Charges Section

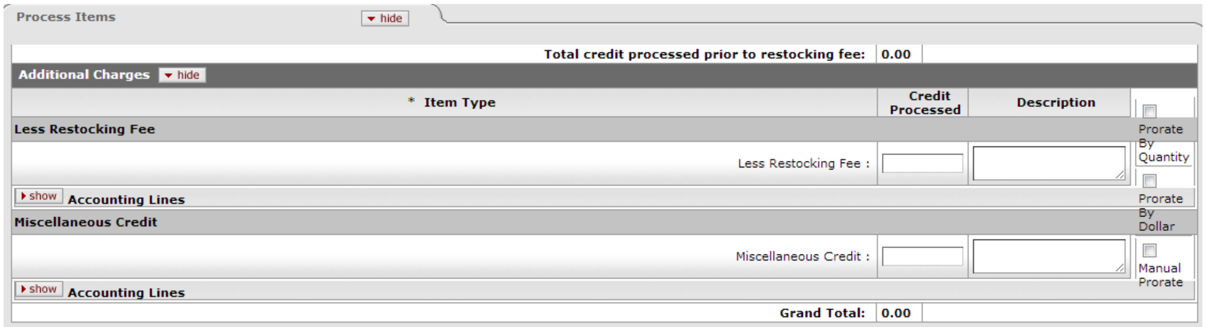
Additional Charges section definition (credit references a payment request)

Title	Description
Item Type	Display-only. The type of item to be charged. An entry of 'Less Restocking Fee' reduces the amount of any credit entered for other item types.
Credit Processed	Optional. Enter the amount that corresponds to this item type. A 'Miscellaneous Credit' entry can be entered as a positive or negative amount if the parameter allows this choice. A positive amount increases the credit total.
Total Amount	Display-only. The sum of credit processed.
Description	Parameters control whether descriptions are required.

You may also prorate the additional charges to the invoiced titles.
Enter the amount of the additional charge, select to prorate by **Quantity**, **Dollar**, or **Manual Prorate**. If Manual prorate is selected, enter the amount you would like prorated to each title.

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

In the example below, the credit references a vendor number.

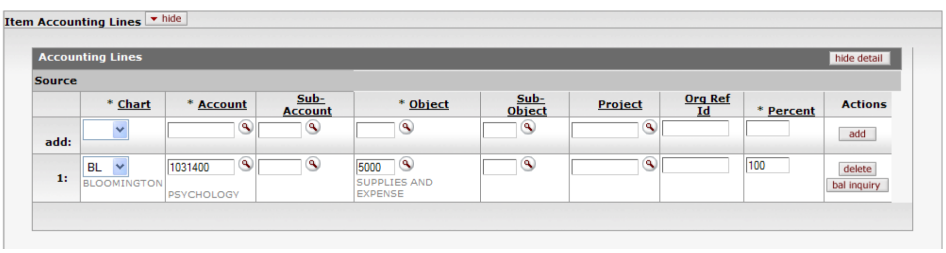


This section presents information about restocking fees and miscellaneous credits that apply to the credit memo.

Additional Charges section definition (credit references a vendor number)

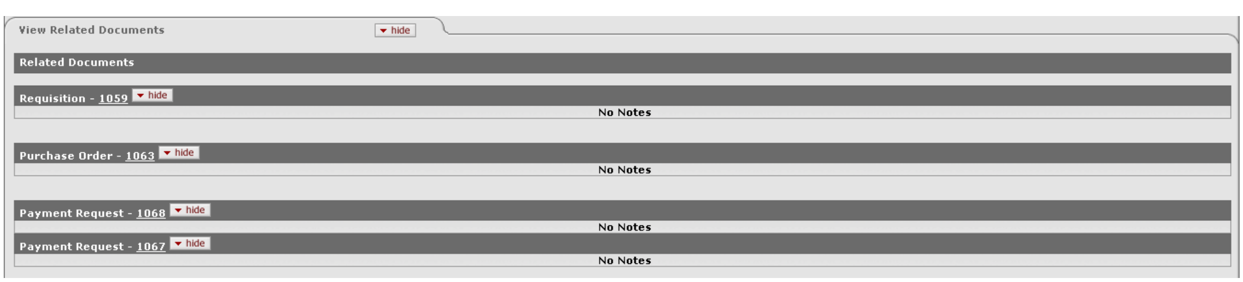
Title	Description
Credit Processed	The dollar amount to be applied to this vendor credit memo.
Total Amount	Display-only. The sum of credit processed, if applicable.
Description	Required by default for miscellaneous credit only. The Item_Types_Requiring_User_Entered_Description parameter controls whether the description is required or optional.

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



View Related Documents Tab

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



This tab lists related documents.

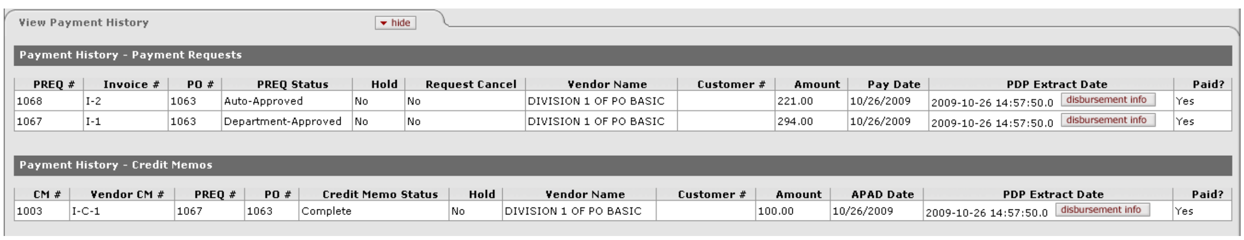
View Related Documents tab definition

Title	Description
Date	Display-only. The date the related document was created.
User	Display-only. The user who created the related document. Entry of 'Kuali System User' means the document was automatically created by the system.
Note	Display-only. A note describing the document.

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

View Payment History Tab

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



Payment Requests section definition

Title	Description
PREQ#	Display-only. The payment request number.
Invoice #	Display-only. The invoice number.
PO#	Display-only. The purchase order number.
PREQ Status	Display-only. The payment request status.
Hold	Display-only. Displays 'yes' if the payment request in on hold. Displays 'no' if the payment request is not on hold.
Req Canc	Display-only. Displays 'yes' if the payment request has been requested to be canceled. Displays 'no' if the payment request has not been requested to be canceled or if the 'request cancel' has been removed.
Vendor Name	Display-only. The vendor name associated with this payment request.
Customer #	Display-only. The customer number associated with this

	payment request.
Amount	Display-only. The payment request amount.
Pay Date	Display-only. The date the payment is scheduled to extract to PDP.
PDP Extract Date	Display-only. The date the payment request was extracted to the Pre-Disbursement Processor for disbursement processing.
Paid?	Display-only. Displays 'yes' if the payment has been disbursed. Displays 'no' if the payment has not been disbursed.

Credit Memos section definition

Title	Description
CM#	Display-only. The credit memo number assigned by KFS.
Vendor CM#	Display-only. The credit memo number assigned by the vendor.
PREQ#	Display-only. The payment request number, if a payment request was referenced in processing the credit memo.
PO#	Display-only. The purchase order number associated with this credit memo.
Credit Memo Status	Display-only. The credit memo status.
Hold	Display-only. Displays 'yes' if the credit memo is on hold. Displays 'no' if it is not on hold.
Vendor Name	Display-only. The vendor name associated with this credit memo.
Customer #	Display-only. The customer number associated with this credit memo.
Amount	Display-only. The dollar amount associated with this credit memo.
APAD Date	Display-only. The Accounts Payable approved date (that is, the date the Accounts Payable User submitted the credit memo).
PDP Extract Date	Display-only. The date the credit memo was extracted to the Pre-Disbursement Processor for disbursement processing.
Paid?	Display-only. Displays 'yes' if the credit has been disbursed. Displays 'no' if it has not been disbursed.

Process Overview

Business Rules

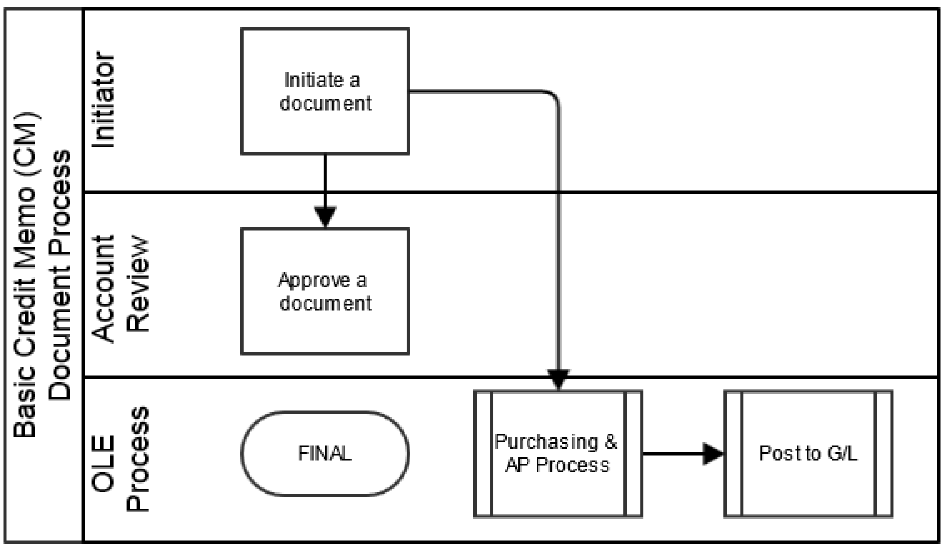
- If the vendor number and credit memo number match those of a CM previously processed, a warning notifies you of the potential duplicate. You may override the warning and continue.
- If the credit memo amount and credit memo date match those of a CM previously processed, a warning notifies you of the potential duplicate. You may override the warning and continue.
- A credit memo may be processed against a payment request, a purchase order, or a vendor, but only one of the three.
- A credit memo processed at the vendor level requires processing on the **Miscellaneous** line. Accounting must be added to the **Miscellaneous** line during processing
- When a credit memo is processed at the level of payment request or purchase order and the purchase order has been closed, you may reopen the purchase order.
- Modification of remit addresses is permitted for a credit memo referencing a PO or a vendor. The address lookup functionality is used to modify the remit address.
- After being approved by AP, accounts cannot be changed on a credit memo.
- The system re-encumbers amounts associated with each line item on a credit memo. The Amount encumbered follows the rules of PO encumbrance (CM Quantity x PO Unit Cost), which is similar to the payment request disencumbrance that utilizes the PO unit cost rather than the PREQ unit cost if the two unit costs are different.
- Accounts encumbered are the accounts on the original PO, with the account distribution in proportion to the distribution on the PO if more than one account is involved per line item. PO open quantities are incremented by the line item quantity on a credit memo.
    - Credit entry: The accounts (full accounting string) on the vendor credit memo are credited in the G/L at the time of AP submit. The G/L entry is made in summary for each accounting string. (So, for example, if three line items on a CM use the same accounting string, only one expense credit entry—not three—is created in the G/L for that accounting string.)
    - Debit entry: Create one offset to object code 9041 for each account and sub-account combination on a CM.
- After being canceled, the G/L entries of the credit memo are reversed, any encumbrance created from AP approval of the credit memo are reversed, and any PO open quantities that were incremented from the creation of the credit memo are decreased.
- FYI notification on a credit memo routes to the fiscal officer or CM delegate per the account number(s) on the credit memo.
- A credit memo may be canceled or placed on hold at any time prior to extraction.
- When a credit memo is in 'AP-Processed' status, it is eligible to be extracted to PDP for disbursement.
- The system groups all PREQs and CMs eligible for extract for disbursement as a positive payment based on vendor and processing campus.
- Credit memo searches are available to all users.

Routing

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

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

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



Initiating a Vendor Credit Memo Document

1. Select **Vendor Credit Memo** from the **Purchasing/Accounts Payable** submenu group on the **Transactions** menu group on the **Main Menu** tab.
2. Log into OLE as necessary.

   The system displays a blank **Vendor Credit Memo Initiation** tab with a new document ID.
3. Complete the **Credit Memo Initiation** tab as follows:

   a) Enter values for **Credit Memo # from Vendor**, **Credit Memo Date**, and **Vendor Credit Memo Amount**.

   b) Enter a value for one and only one of these: **Payment Request #**, **Purchase Order #**, or **Vendor #**.
4. Click continue.
5. Complete the **Vendor** tab as follows:

   a) Verify the vendor address.

   b) Add check stub notes if requested.

6. Review the **Credit Memo Info** tab and update the bank code, if necessary.

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

   a) For quantity-based line items, enter the credit memo quantity from the vendor credit.

   b) For non-quantity-based line items, enter the credit processed amount using the vendor credit amount.

   c) Enter a credit processed amount for additional charges, if needed. Miscellaneous charges require a description, depending on parameter setup.

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

   For information about the standard tabs, see Standard Tabs on the *OLE E-Doc Fundamentals* wiki page.

9. Click the 

button.

10. Click 

.

11. AP reviewers approve the document if the parameter Require_attachment_ind='Y'.

   For more information about how to approve a document, see Workflow Action Buttons on the *OLE Workflow Overview and Key Concepts* wiki page.

Placing a Credit Memo On Hold

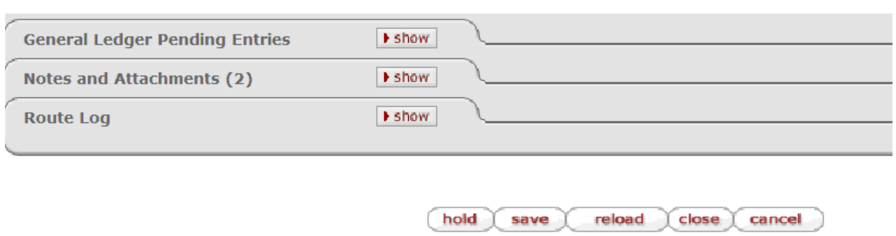
An AP user may choose to place the credit memo on hold or remove the hold when it is no longer necessary. The hold flag prevents a vendor credit memo from being extracted and applied. When a document is taken off hold, it retains the status it had when the hold flag was set.

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

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

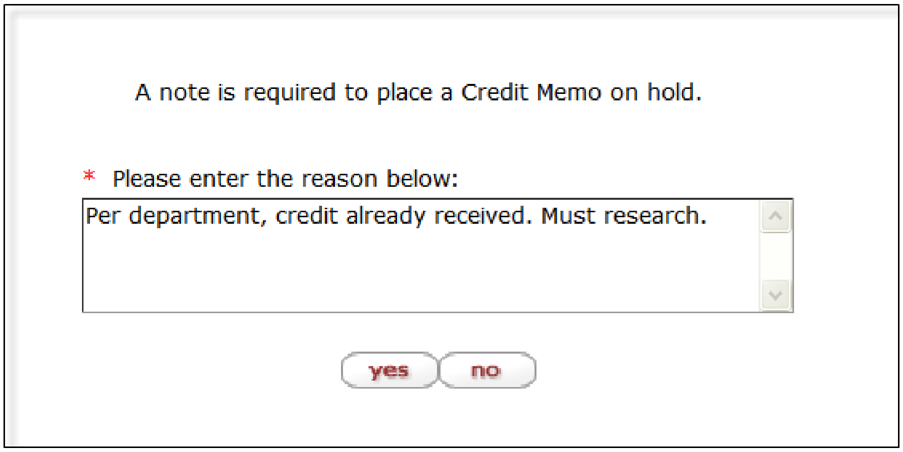
1. After displaying the credit memo, click 

.

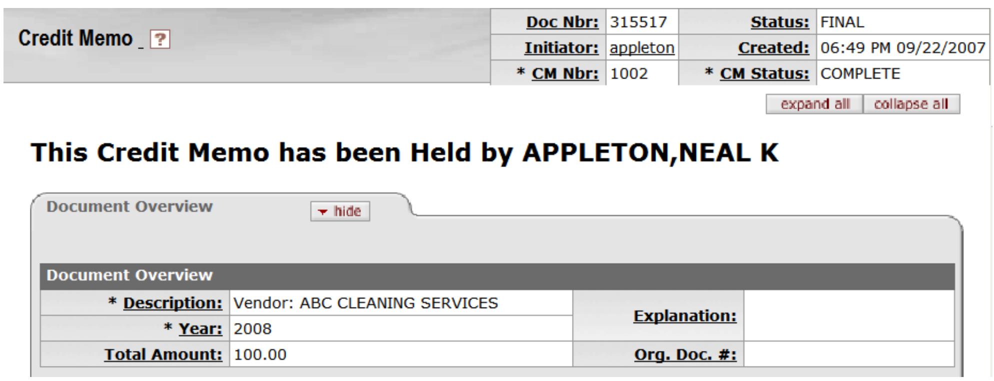


2. Enter a reason for putting the CM on hold and click 

.



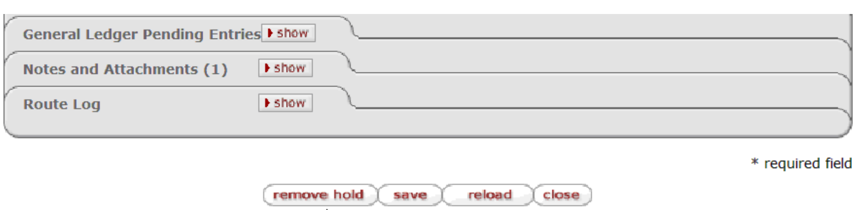
The system marks the vendor credit memo as being in 'HOLD' status. It also displays a large header on the document indicating who placed the order on hold.



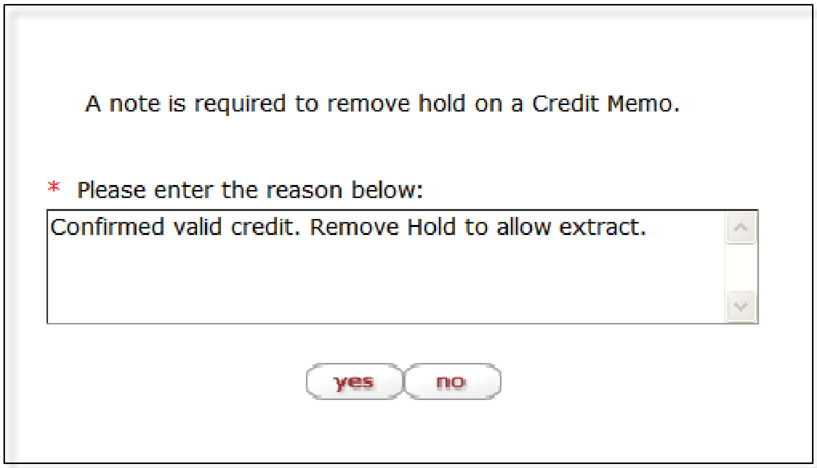
Removing a Vendor Credit Memo Hold

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

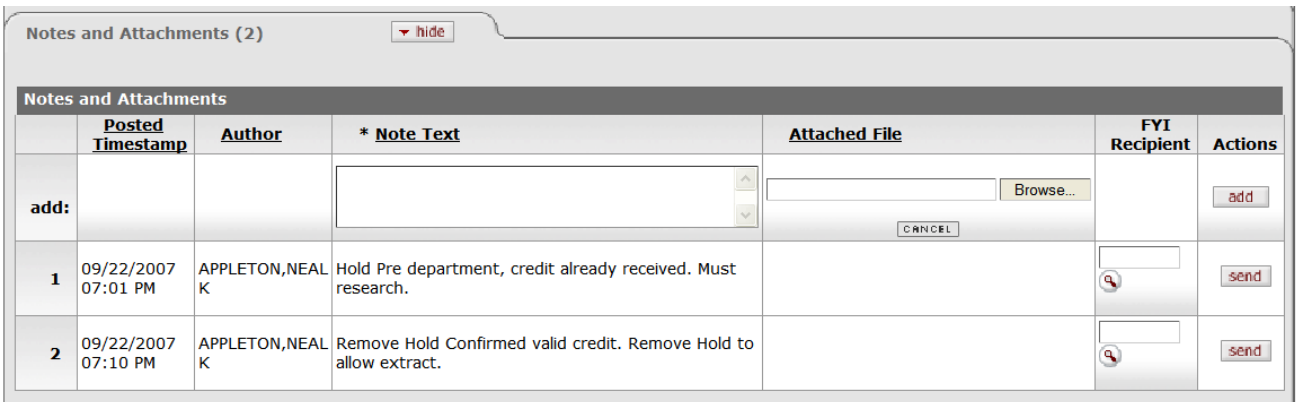
1. Display the CM and click remove hold.



2. Enter the reason for removing the hold and click yes.



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



Example

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

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

Ingesting Records

For the 0.8 release, the ingest process for bibliographic records and their paired order file is located in several locations within OLE.

Ingest Record documents available in OLE

Document Type	Description
Staff Upload	Interface that allows users to upload batch EDI and Marc records
Load Report	A search screen that allows you to review batch loads. Each record links to the created Bibliographic records and Purchase Orders.
KRMS Builder	Interface that allows users to upload load profiles.

Staff Upload

The Staff Upload interface allows users to ingest order process. In OLE 0.8, this requires that two files simultaneously be uploaded – an EDIFACT file and accompanying MARC file, which together represent the order and details about the item(s) ordered. The files should contain a representation of the same records (and the same number of records) based on the original preprocessing or conversion of sample vendor EOCR files. The ingest process will accept both the RAW file formats and the XML representation.

The process is driven by a ‘profile’ (chosen at upload time) which contains the logic needed to determine the actions that should be taken if a match (or no match) is found and includes values needed during the creation of the bib, purchase order and instance records.

Vendor EOCRs

Presently, OLE 0.8 provides sample EDIFACT order messages and matching MARC bibliographic files to test ingest of firm, fixed orders. Future versions of Ingest will also be coded in new OLE releases to include other order types, bibliographic overlay, and invoices.

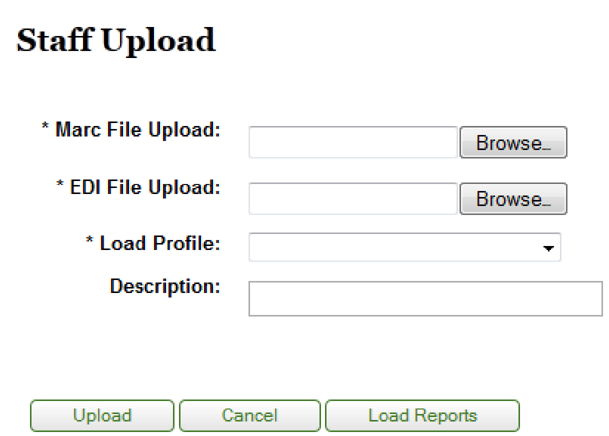
To access the order files to test-drive Ingest, sample order files that validate to our current coded schema are found at the OLE demo Web site (OLE-EOCR-master.zip):

https://wiki.kuali.org/display/OLE/OLE+Sample+Files+for+0.8

If technical users prefer to modify some of your own library records to match the schema, and upload those into the DEMO environment, we request that you limit your file loads at this time to **no more** than 10-20 documents or file pairs. This is out of courtesy to other users navigating the demo system, and to maintain overall performance. One example, zipped files from Duke University, is available on the wiki.

Process Overview

The **Staff Upload** interface is available from the **Main Menu**, located under the **Ingest** sub tab.



1. Receive files of bibliographic and order data from the vendor.

   If not already done by vendor, you will need to pre-process files into XML MARC and EDI files.

2. From the **Staff Upload** screen, select a MARC and an EDI file to upload and optionally provide a description.

   If you attempt to ingest a pair of EDI and MARC files that do not match the ingest schema you will get an error message.

3. Choose the **Load Profile** from the drop down menu.

   For testing, choose **YBP**.

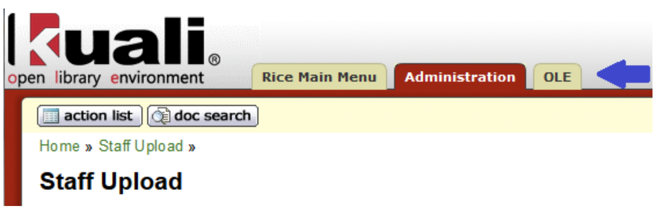
4. Click the Upload button to process the file.

Note: Provided sample files were created to match ingest rules and actions which make up a sample ingest profile. OLE demo users can use their own files as well if they can be modified to match the schema and do not exceed the recommended maximum file size of 10 EOCRs.

5. OLE will provide a message letting you know if the load was successful or not.
6. Click on Load Reports to view load reports.

   For more information about Load Reports, see below.

If you wish to return to the **Main Menu** in OLE from the **Staff Upload** page, you will need to choose the **OLE** tab:



Business Rules

- Users must upload paired files – either MARC and EDI or MARCXML and EDIFACT-XML.
- For successful loads, Purchase Orders and Bibliographic records with linked Instance (Holding and Item) are created.
- Extra records will be logged in the Load Failure Details of the Load Report.
- Any and all load error conditions will be included in the load report as attachment files.

Routing

- The OLE_Load role will receive an FYI if the load was successful.
- The OLE_Load role will receive an acknowledgement (approval) if not.

Load Reports

Main Menu > Acquisitions Search > Load Order Records > Load Reports > Load Summary Lookup > Acquisitions Batch Upload

Load Reports provide users with access to information about the loads performed within OLE. The reports give information about how many successes and/or fails were counted and links to the purchase orders and bibliographic records that may have been created.

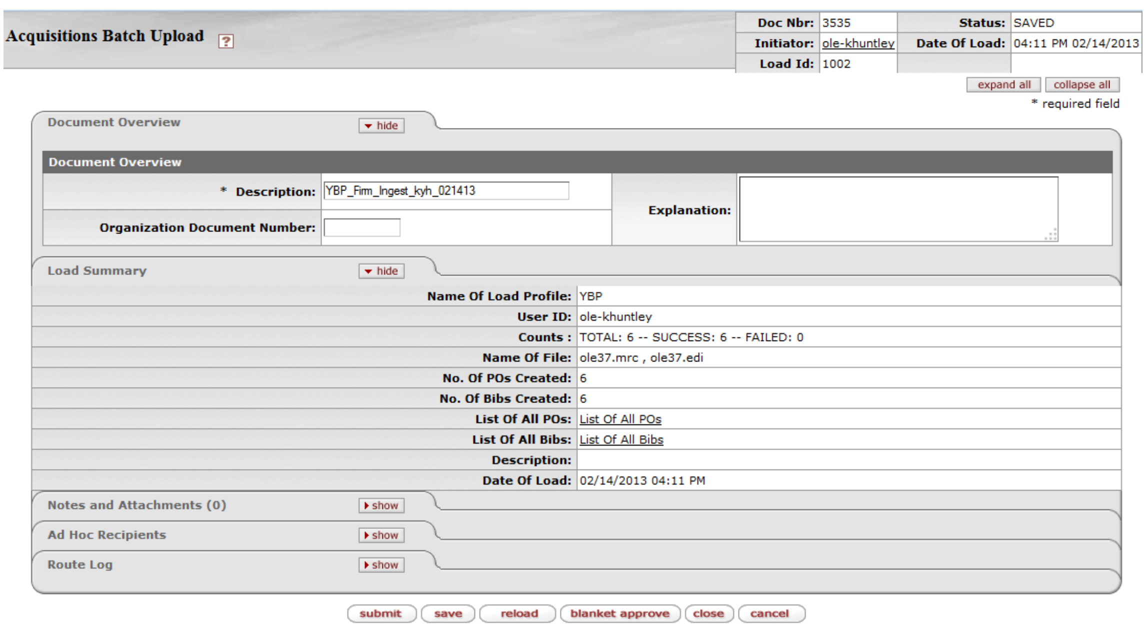
Getting Started

OLE offers a customized document search related to load reports. The search screen contains the standard search fields along with special fields that are unique to this type of e-doc. Click the Document Id to open a Load Report.

For information about performing a search for one or more load reports, see Performing Acquisition Searches on the *OLE E-Doc Fundamentals* wiki page.

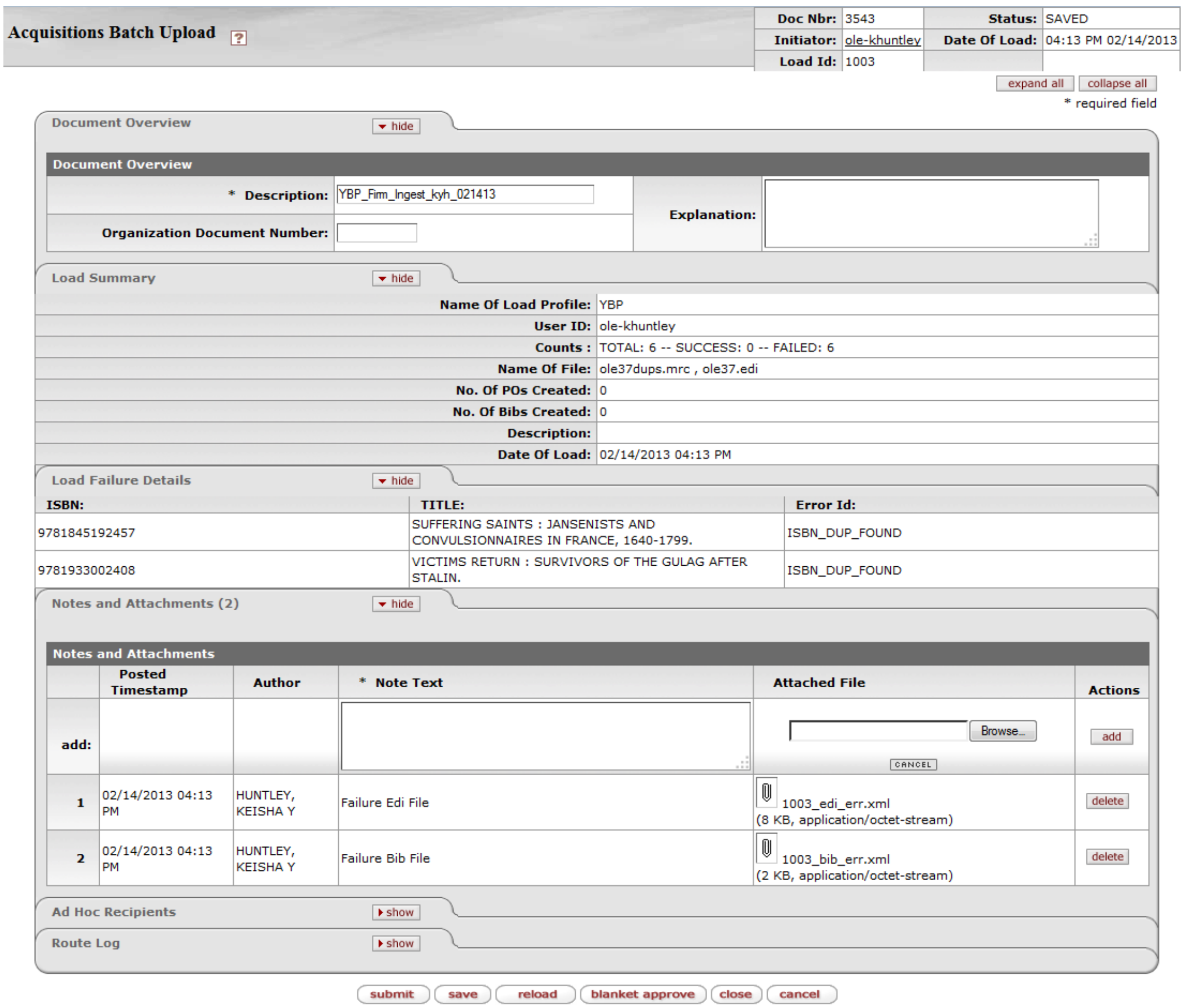
Document Layout

The following displays an example of a successful load.



If there were problems with the load, an additional tab, **Load Failure Details** will display the errors and the files will be available to you in the **Notes and Attachments** tab.

The following displays an example of a failed load.



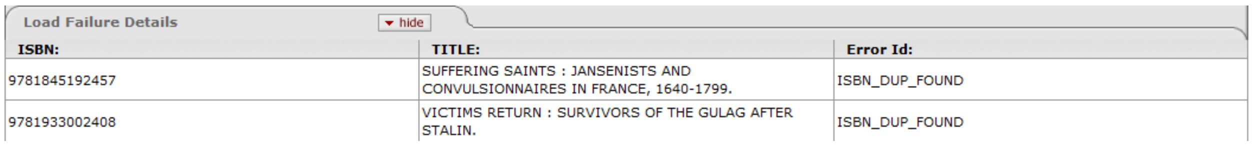
Load Summary Tab

Title	Description
Name of Load Profile	Reports the name of the Load Profile used during the ingest process
User ID	Reports who was logged in and performed the ingest
Counts	Reports the total amount of records ingested along with the successes and fails
Name of File	Lists the MARC and EDI files processed during the ingest
No of POs Created	Reports the amount of Purchase Orders created
No of Bibs Created	Reports the amount of Bibliographic Records created
List of All POs	Links to the list of the Purchase Orders created
List of All Bibs	Links to the list of the Bibliographic Records created
Description	Presents the description that was input on the Staff Upload page

Date of Load	System generated time stamp of when the ingest occurred

Load Failure Details

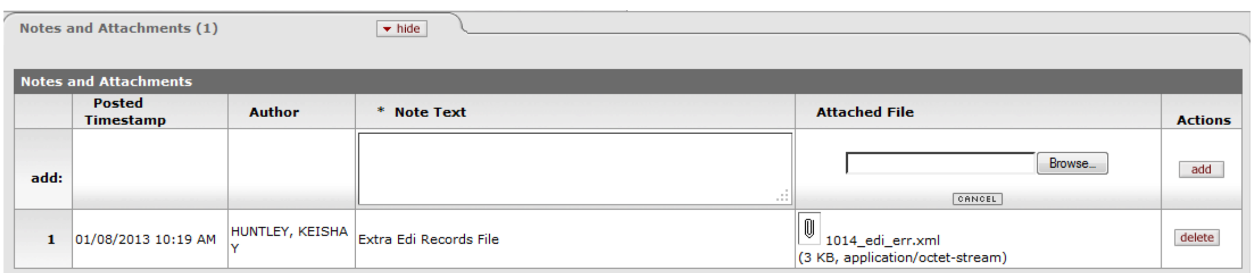
The ingest profile guides the processing of records during the ingest process. If the logic contained in the ingest profile reaches an exception point based on the match logic, the record will fail to be processed. OLE will display details about each failed record detected in the file under the tab **Load Failure Details**.



Title	Description
ISBN	The ISBN number associated with the error record.
Title	The title of the record associated with the error record.
Error Id	Gives a description of the error that occurred.

Notes and Attachments Tab

If any of the files have failed during the ingest process, the files will be attached under the **Notes and Attachments** tab.



Title	Description
Posted Timestamp	Display only. The date and time the error record was loaded.
Author	Display only. The name of the person who loaded the record into OLE
Note Text	A brief description as to why the file could not be ingested.
Attached File	Click to download the file. Edit and re-load as appropriate. You will need to use the **Staff Upload** interface to re-load records. Adding new files as a **Notes and Attachments** file will not load items into the DocStore.

Process Overview

1. From the **Load Summary Lookup** page, optionally enter details about the file ingest and click the **search** button. The system displays the search results in the same window or browser tab, below the search fields.

   To learn more about searching, see Searching OLE on the *OLE E-Docs fundamentals* wiki page.

2. Select the appropriate document listed under the **Document Id** to open the **Acquisitions Batch Upload**.

   The **Load Summary** contains details about each load.

3. To view the purchase order, click the link **List of All POs** on the **Load Summary** tab. You may view and edit purchase orders from this list.

   To learn more about purchase orders, see above.

4. To view the bibliographic records, click the link **List of All Bibs** on the **Load Summary** tab. You may view and edit the bibliographic records from this list.

   To learn more about bibliographic records, see the Editor section in the *Guide to Describe – DocStore and Editors*. This and other OLE user guides are available for download from the OLE 0.8 User Documentation.

5. Review the **Notes and Attachments** tab for failed file uploads.

6. Review the **Route Log** tab.

   For more information about the Route Log, see Route Log on the *OLE Workflow Overview and Key Concepts* wiki page.

KRMS Builder

Each local installation of OLE can create their own ingest profiles based on local needs and preferences.

OLE profiles are XML files created to tell OLE how to import order files, and how to create or error out the creation of duplicate records. Institutions may create their own unique profile in XML and upload it through the profile builder. OLE has several sample profiles available. These are available on the wiki page OLE Ingest.

OLE 0.8 profiles are ingested to the KRMS Builder platform. KRMS, or Kuali Rules Management System, is part of Rice 2.0, and provides an advanced level of programming for duplicates-check on incoming loads, and the follow-on actions or workflows for creation of Bibliographic and Instance documents, Requisitions and Purchase Orders.

The ingest profile indicates the appropriate action(s) to take during the ingest process. OLE 0.8 supports the creation of Bibliographic and Instance records (holdings and items) as well as the creation of requisition and purchase orders for each record contained in the uploaded (ingested) files.

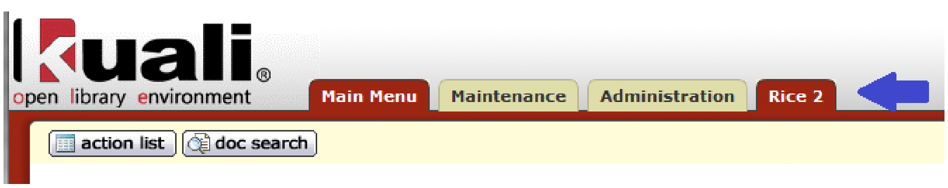
In future release, there will be several profiles available to:

1) Add all records as new records
2) Completely replace, in batch, database records with matching input record, ignoring a protected field list
3) Mostly replace database records with matching input record, but keep protected fields
4) Overlay matching database records with input records according to the overlay profile

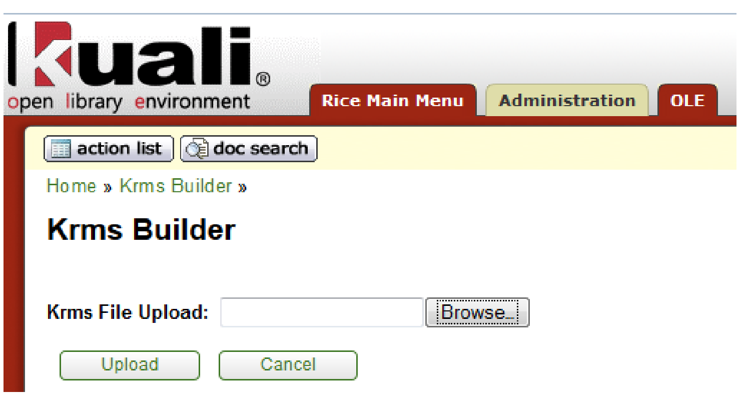
Getting Started

Users can take OLE sample XML and use it to template/create their own. Note: full coding may not be illustrated, but users can test upload of their own modified Agenda/Load Profiles.

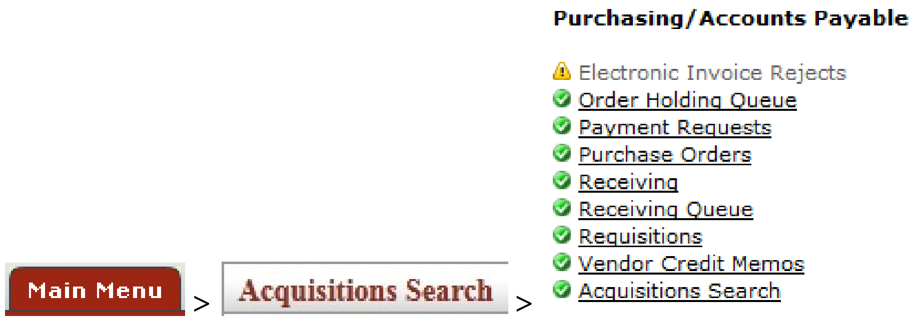
The **KRMS Builder** is available from the **Rice 2** (LS) menu.



From the interface, choose an xml profile from your local machine and click **Upload**.



Custom Document Searches



The table below summarizes the searches available in the **Purchasing/Accounts Payable** submenu group. Each search screen contains the standard search fields along with special fields that are unique to the specific document type.

Purchasing/Accounts Payable submenu group

Custom Search	Description
Order Holding Queue	A search screen that allows you to search order-related e-Docs in the system. Staff may review lists of outstanding Pre-Order Request Documents and choose a document to edit, or select a group of documents to change with one command
Payment Requests	A special search screen that allows you to retrieve payment requests based on their status.
Purchase Orders	A special search screen that allows you to retrieve purchase orders based on their status.
Receiving	A special search screen for receiving documents.
Receiving Queue	A search screen that allows you to search for and quickly receive items. These items are titles in hand that require no changes to the order. The Receiving Queue is documented above.
Requisitions	A special search screen that allows you to retrieve requisitions based on their status.
Vendor Credit Memos	A special search screen that allows you to retrieve credit memos based on their status.
Acquisitions Search	A combined search screen: Order Holding Queue, Receiving Queue, Requisitions, Purchase Orders, Receiving, Payment Requests.

Order Holding Queue

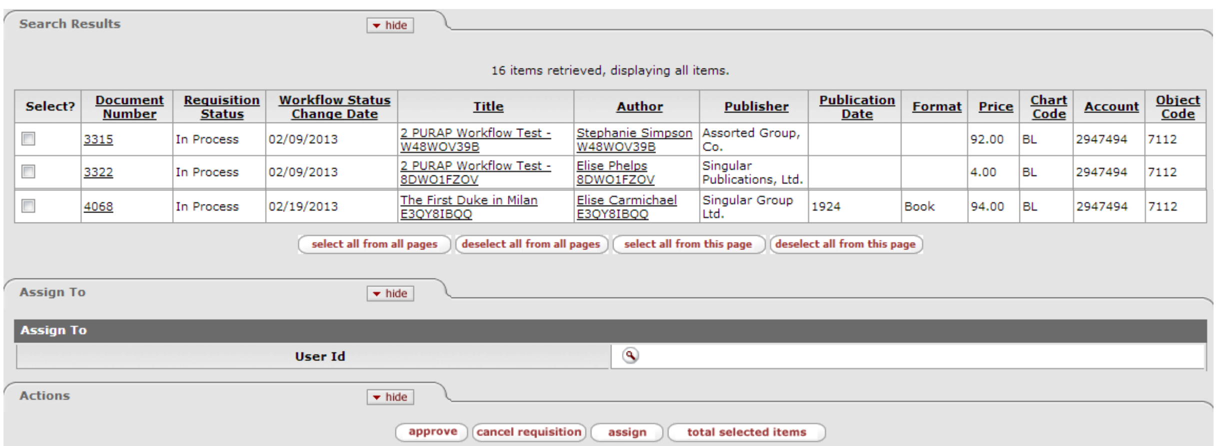
Main Menu > Acquisitions Search > Purchasing/Accounts Payable > Order Holding Queue

The Order Holding Queue was designed to allow users a quick search interface that allowed some global actions:

- filter requisitions search - open or in process (not yet APO)
- **assign** requisitions to other selection or acquisitions staff
- use a **totals** tool to do simple pricing calculations on a group of selected requisitions
- **approve** a group of requisitions into the next workflow step (subject to user permissions and requisition business rules)
- **cancel requisitions** (or archive) that the user no longer wishes to purchase/convert to approved and transmitted purchase order (permissions based).

To view open or in-process Requisitions, click on the **Order Holdings Queue** link on the **Main Menu**.

You may **select** items on the left column of the search results. Continue to scroll to the bottom of the screen to **approve**, **cancel**, **assign** or **total**:



Search Results ▾ hide

16 items retrieved, displaying all items.

Select?	Document Number	Requisition Status	Workflow Status Change Date	Title	Author	Publisher	Publication Date	Format	Price	Chart Code	Account	Object Code
☐	3315	In Process	02/09/2013	2 PURAP Workflow Test - W48WOV39B	Stephanie Simpson W48WOV39B	Assorted Group, Co.			92.00	BL	2947494	7112
☐	3322	In Process	02/09/2013	2 PURAP Workflow Test - 8DWO1FZOV	Elise Phelps 8DWO1FZOV	Singular Publications, Ltd.			4.00	BL	2947494	7112
☐	4068	In Process	02/19/2013	The First Duke in Milan E3QY8IBQQ	Elise Carmichael E3QY8IBQQ	Singular Group Ltd.	1924	Book	94.00	BL	2947494	7112

select all from all pages | deselect all from all pages | select all from this page | deselect all from this page

Assign To ▾ hide

Assign To

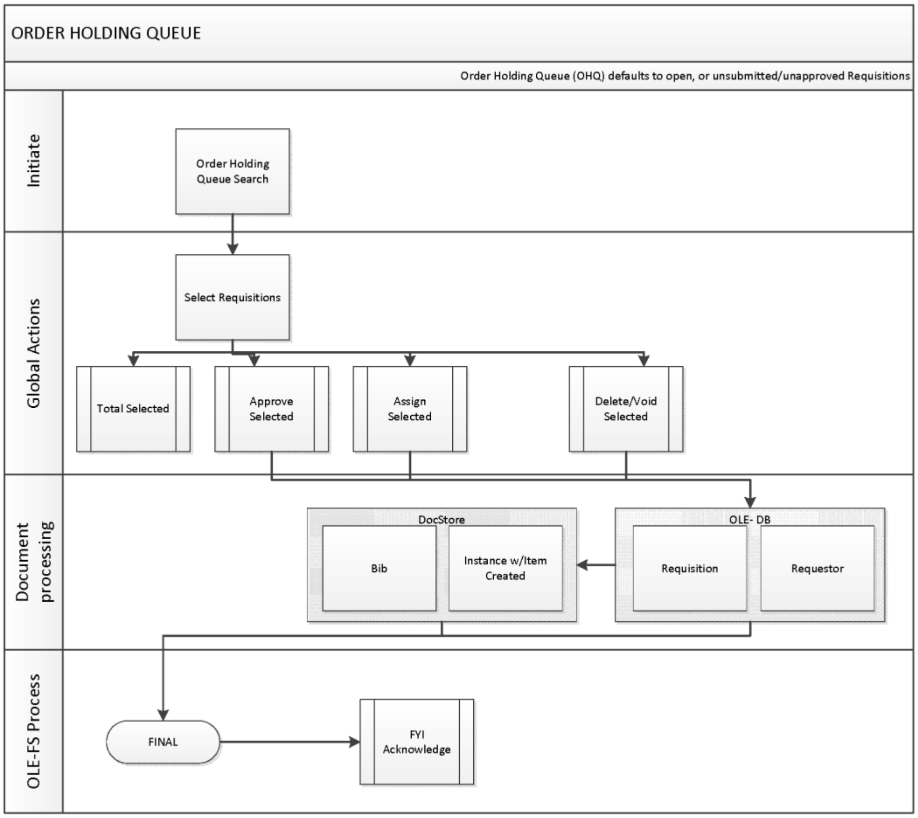
User Id

Actions ▾ hide

approve | cancel requisition | assign | total selected items

The Order Holding Queue is simply a portal or view of open requisitions. These open requisitions will route according to requisitions business rules and workflow.

For information about performing a search for one or more requisitions, see Performing Acquisition Searches on the *OLE E-Doc Fundamentals* wiki page.


ORDER HOLDING QUEUE
Order Holding Queue (OHQ) defaults to open, or unsubmitted/unapproved Requisitions
Initiate
Order Holding Queue Search
Global Actions
Select Requisitions
Total Selected
Approve Selected
Assign Selected
Delete/Void Selected
Document processing
DocStore
Bib
Instance w/Item Created
OLE- DB
Requisition
Requestor
OLE-FS Process
FINAL
FYI Acknowledge

Payment Requests

Main Menu > Acquisitions Search > **Purchasing/Accounts Payable** > • Payment Requests

OLE offers a customized document search related to payment requests. The search screen contains the standard search fields along with special fields that are unique to this type of e-doc.

For information about performing a search for one or more payment requests, see Performing Acquisition Searches on the *OLE E-Doc Fundamentals* wiki page.

For information about Document lookup fields that are specific to payment requests, see “Document Layout” under Payment Request.

Purchase Orders

Main Menu > Acquisitions Search > Purchasing/Accounts Payable > • Purchase Orders

OLE offers a customized document search related to purchase orders. The search screen contains the standard search fields along with special fields that are unique to this type of e-doc.

For information about performing a search for one or more purchase orders, see Performing Acquisition Searches on the *OLE E-Doc Fundamentals* wiki page.

For information about Document lookup fields that are specific to POs, see “Document Layout” under Purchase Order.

Receiving

Main Menu > Acquisitions Search > Purchasing/Accounts Payable > • Receiving

OLE offers a customized document search related to receiving. The search screen contains the standard search fields along with special fields that are unique to this type of e-doc.

For information about performing a search for one or more receiving e-docs, see Performing Acquisition Searches on the *OLE E-Doc Fundamentals* wiki page.

For information about Document lookup fields that are specific to receiving, see “Document Layout” under Receiving (Line Item Receiving).

Requisitions

Main Menu > Acquisitions Search > **Purchasing/Accounts Payable** > • Requisitions

OLE offers a customized document search related to electronic requisitions. The search screen contains the standard search fields along with special fields that are unique to this type of e-doc.

For information about performing a search for one or more requisitions, see Performing Acquisition Searches on the *OLE E-Doc Fundamentals* wiki page.

For information about Document lookup fields that are specific to requisitions, see “Document Layout” under Requisition.

Vendor Credit Memos

Main Menu > Acquisitions Search > **Purchasing/Accounts Payable** > • Vendor Credit Memos

OLE offers a customized document search related to credit memos. The search screen contains the standard search fields along with special fields that are unique to this type of e-doc.

For information about performing a search for one or more credit memos, see Performing Acquisition Searches on the *OLE E-Doc Fundamentals* wiki page.

For information about Document lookup fields that are specific to credit memos, see “Document Layout” under Vendor Credit Memo.

Acquisitions Search

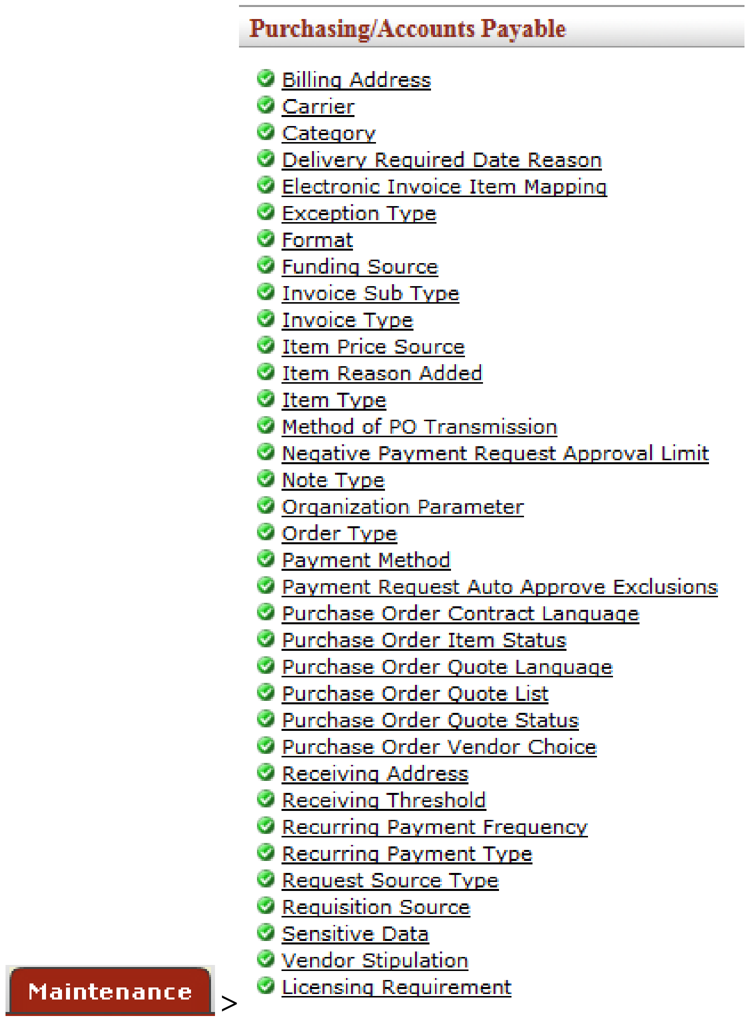
Main Menu > Acquisitions Search > **Purchasing/Accounts Payable** > Acquisitions Search

OLE offers a general search for acquisition e-docs. The search screen contains the standard acquisition and bibliographic search fields.

Using the bibliographic search fields will result in acquisition documents pertaining to that title.

For information about performing a search for one or more credit memos, see Performing Acquisition Searches on the *OLE E-Doc Fundamentals* wiki page.

Attribute Maintenance E-Docs



Purchasing and Accounts Payable attribute maintenance e-docs are available via the Purchasing/Accounts Payable submenu on the **Maintenance** menu tab.

Purchasing and Accounts Payable e-docs available from the Maintenance Menu

Document	Description
Billing Address	Defines the various addresses to which vendors should send invoices. Addresses are specific to a campus but a campus can have multiple billing addresses.
Carrier	Defines the various freight carriers that can be selected within the Purchasing/AP module. An identifying code is assigned to each carrier.
Category	Defines the various disciplines that are used to manage the selection and acquisition of resources
Delivery Required	Defines the different types of delivery date types that can

Date Reason	be used in the Purchasing/AP module. Examples might include types of 'Must Receive' or 'Estimated Date.
Electronic Invoice Item Mapping	Defines the relationship between vendor invoice fields and the standard Kuali fields for electronic comparison.
Exception Type	Defines types of exceptions when receiving resources
Format	Defines the title's format that can be used in the Purchasing/AP module. Examples include e-book, CD, Book, etc.
Funding Source	Defines the different fund sources that are available to choose from for purchasing documents
Invoice Sub Type	Defines the subtype of invoice and may impact workflow. Example values may include "regular" and "supplemental"
Invoice Type	Defines the type of invoice and may impact workflow
Item Price Source	Defines the price source. Example values may include "Vendor", "Publisher" and "OCLC"
Item Reason Added	Defines possible options to list on a receiving ticket as reasons why an item was received that was not on the original purchase order.
Item Type	Item Type defines the different descriptive categories that can be applied to requisition or purchase order line items. Examples might include 'Item,' 'Service,' 'State Tax,' or 'Shipping and Handling.
Method of PO Transmission	Defines the method for transmitting purchase orders to vendors.
Negative Payment Request Approval Limit	Identifies an account or organization and specifies a dollar amount limit for payment request automated approvals
Note Type	Defines the types of notes, e.g., Receipt Note, Special Conditions Note, or Special Processing Instruction Note that may be associated with Purchasing and Accounts Payable documents
Organization Parameter	Defines an APO dollar amount limit for a specific organization as identified by a unique combination of chart and organization code
Order Type	Defines the type of order which affects workflow. Example values include "Firm", "Standing", Subscription" and "Continuation"
Payment Method	Defines the method of payment. Example values include "Check", "Credit card" and "Cash"
Payment Request Auto Approve Exclusions	Identifies the accounts that should be excluded from automated approval.

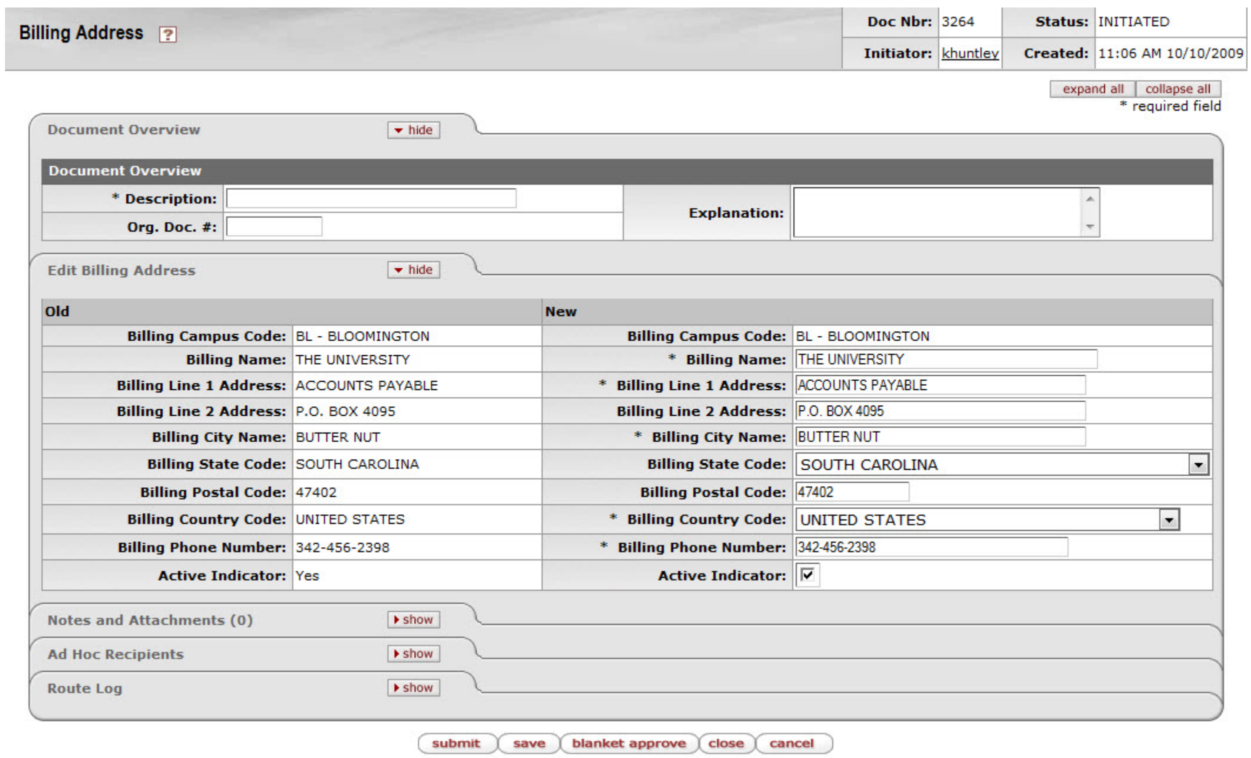
Purchase Order Contract Language	Defines text to be included in purchase order contracts. The contract language is defined by campus, allowing variations between campus offices and inclusion of campus-specific language.
Purchase Order Item Status	Defines the ordering status of the line item on a purchase order.
Purchase Order Quote Language	Defines text to be included in purchase order quotes. The quote language is defined by a unique identifier, allowing pre-defined text to be easily added to quotes.
Purchase Order Quote List	Defines lists of vendors that have been created for a specific commodity
Purchase Order Quote Status	Defines the status options that may be assigned by a purchasing agent to each vendor in an existing quotation.
Purchase Order Vendor Choice	Defines reasons that indicate why a specific vendor was chosen for a purchase.
Receiving Address	Defines the possible default receiving addresses for each department.
Receiving Threshold	Used to define criteria that determine when an order will require line-item receiving.
Recurring Payment Frequency	Defines payment frequency periods, such as 'annually,' 'monthly,' or 'quarterly'.
Recurring Payment Type	Defines different types of recurring payments that can be established for a purchase order. Examples might include 'Fixed Schedule, Fixed Payment' or 'Fixed Schedule, Variable Amount.'
Request Source Type	Defines the source of the item request. Example values may include "WorldCat" and " Amazon"
Requisition Source	Defines the different fund sources that are available to choose from for purchasing documents. This table defines different sources for requisitions that can be imported into the Kuali AP/Purchasing documents.
Sensitive Data	Defines why a Purchase Order document might be restricted from viewing.
Vendor Stipulation	Defines text to be included in purchase order documents that stipulates order conditions to vendors.
Licensing Requirement	Defines the licensing status for the Licensing workflow through the “Licensing Requirement/Review” checkbox on the Requisitions.

Billing Address

Maintenance > Purchasing/Accounts Payable > • Billing Address > Billing Address Lookup > Billing Address

The Billing Address document defines the various addresses to which vendors should send invoices. Addresses are specific to a campus but a campus can have multiple billing addresses.

Document Layout



The Billing Address document includes the **Edit Billing Address** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Billing Address tab definition

Title	Description
Billing Campus Code	The campus code associated with this billing address.
Billing Name	Required. The familiar title of the billing address.
Billing Line 1 Address	Required. The first line of the address information for this billing address.
Billing Line 2 Address	Optional. The second line of the address information for this billing address.

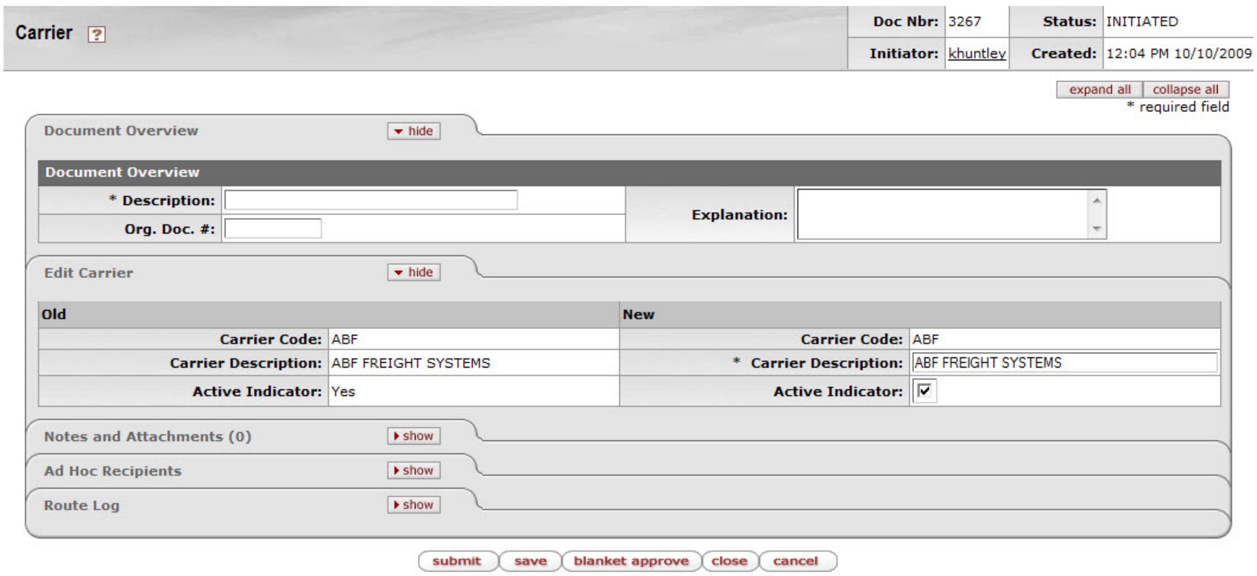
Billing City Name	Required. The city name associated with this billing address.
Billing State Code	The state associated with this billing address. Existing state codes may be retrieved from the list.
Billing Postal Code	The postal code associated with this billing address.
Billing Country Code	Required. The country associated with this billing address. Existing country codes may be retrieved from the list.
Billing Phone Number	Required. The phone number, including area code for this billing address. (Formatted: xxx-xxx-xxxx)
Active Indicator	Indicates whether this billing address is active or inactive. Remove the check mark to deactivate.

Carrier

Maintenance > Purchasing/Accounts Payable > • Carrier > Carrier Lookup > Carrier

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

Document Layout



The Carrier document includes the **Edit Carrier** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Carrier tab definition

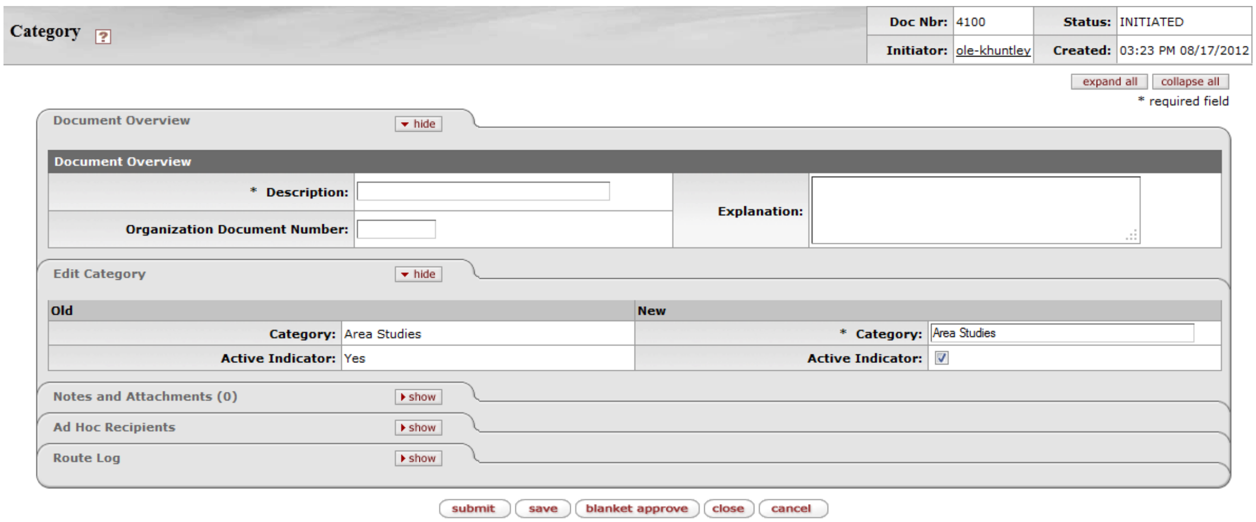
Title	Description
Carrier Code	A unique code to identify a particular carrier.
Carrier Description	Required. A description or name of the carrier.
Active Indicator	Indicates whether this carrier code is active or inactive. Remove the check mark to deactivate the code.

Category

Maintenance > Purchasing/Accounts Payable > Category > Category Lookup > Category

The Category document defines the possible groupings used to manage the selection and acquisition of titles on requisitions and purchase orders.

Document Layout



The Category document includes the **Edit Category** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Category tab definition

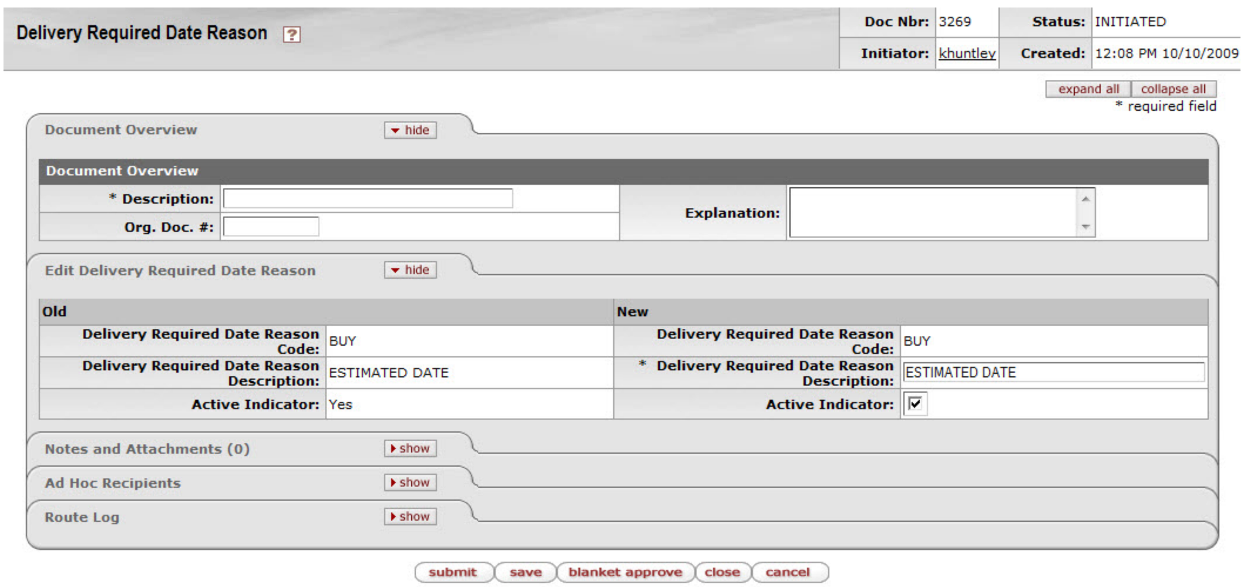
Title	Description
Category	Required. A description or name of the category.
Active Indicator	Indicates whether this category is active or inactive. Remove the check mark to deactivate the code.

Delivery Required Date Reason

Maintenance > Purchasing/Accounts Payable > • Delivery Required Date Reason > Delivery Required Date Reason Lookup > Delivery Required Date Reason

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

Document Layout



The Delivery Required Date Reason document includes the **Edit Contact Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Delivery Required Date Reason tab definition

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

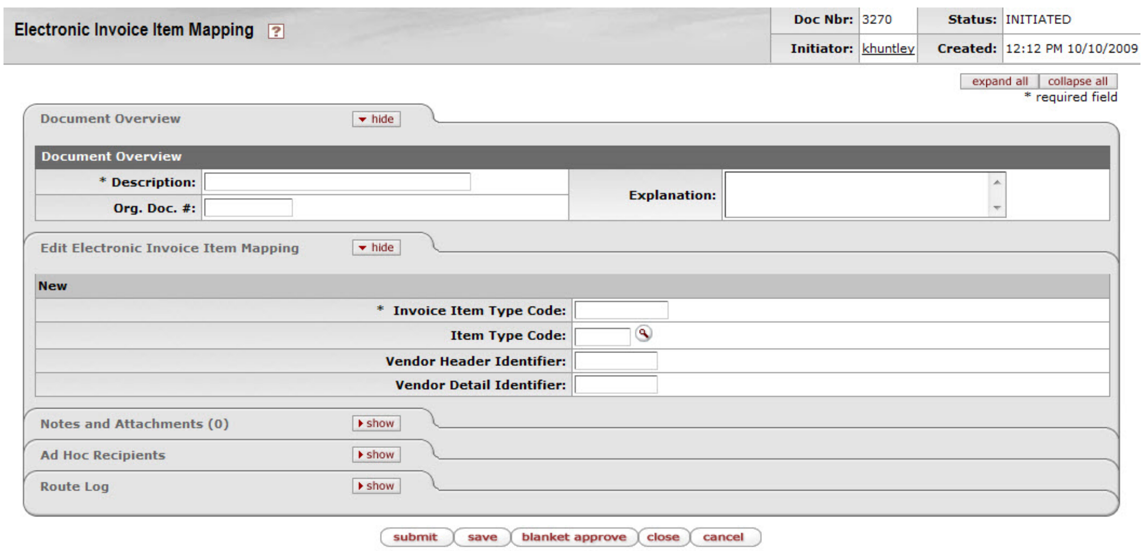
Electronic Invoice Item Mapping

Maintenance > Purchasing/Accounts Payable > • Electronic Invoice Item Mapping > Electronic Invoice Item Mapping Code Lookup > Electronic Invoice Item Mapping

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

Document Layout

The Electronic Invoice Item Mapping document includes the **Edit Electronic Invoice Item Mapping** tab.



Edit Electronic Invoice Item Mapping tab definition

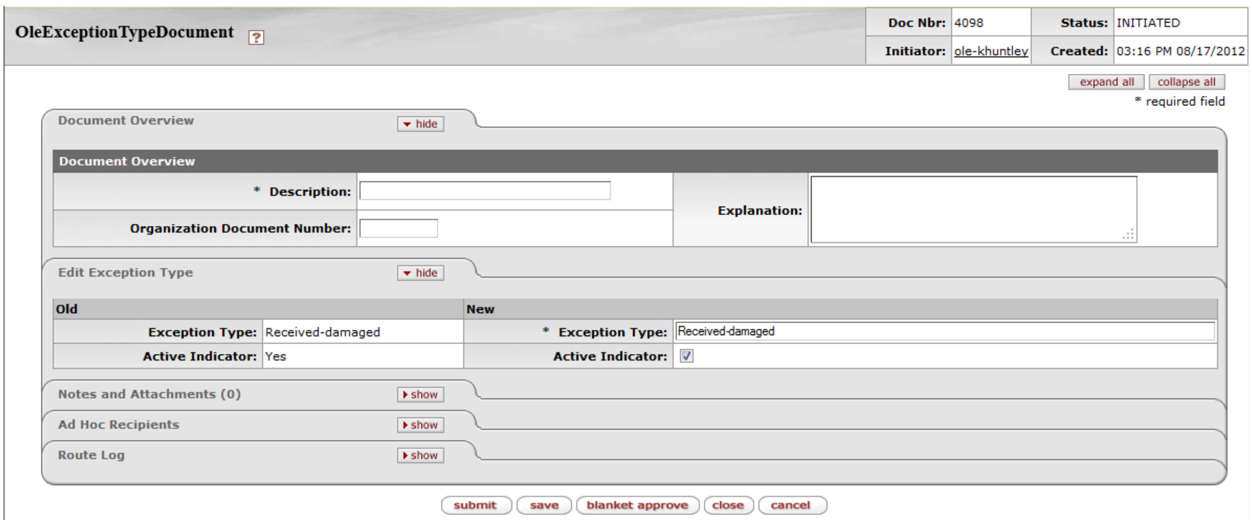
Title	Description
Invoice Item Type Code	Required. The field name on the vendor invoice to compare the value.
Item Type Code	The item code in OLE to which the invoice item type code will map to. Existing item type codes may be retrieved from the lookup .
Vendor Header Identifier	Optional. The segment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

Exception Type

Maintenance > Purchasing/Accounts Payable > Exception Type > Exception Type Lookup > OleExceptionTypeDocument

The Exception Type identifies types of exceptions when receiving resources. Some exceptions are received damaged, received the wrong edition, etc.

Document Layout



The Exception Type document includes the **Edit Exception Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Exception Type tab definition

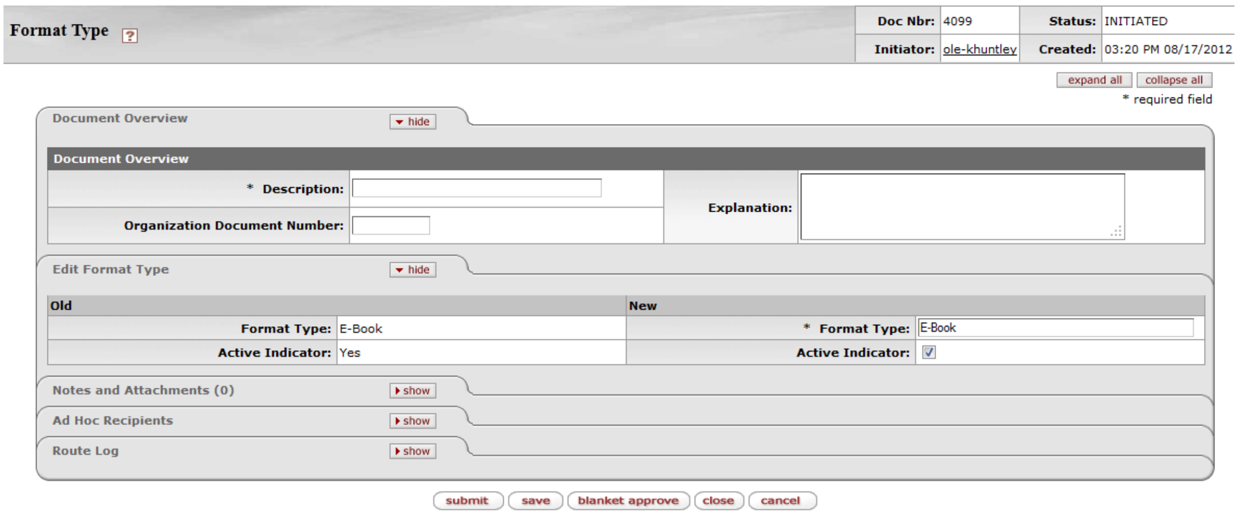
Title	Description
Exception Type	Required. A description or name of the exception type.
Active Indicator	Indicates whether this exception type is active or inactive. Remove the check mark to deactivate this type.

Format

Maintenance > Purchasing/Accounts Payable > Format > Format Type Lookup > Format Type

The Format Type is the type of material of a title, e.g., a printed book, e-book, DVD, map, serial, CD, kit, etc.

Document Layout



The Format Type document includes the **Edit Format Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Format Type tab definition

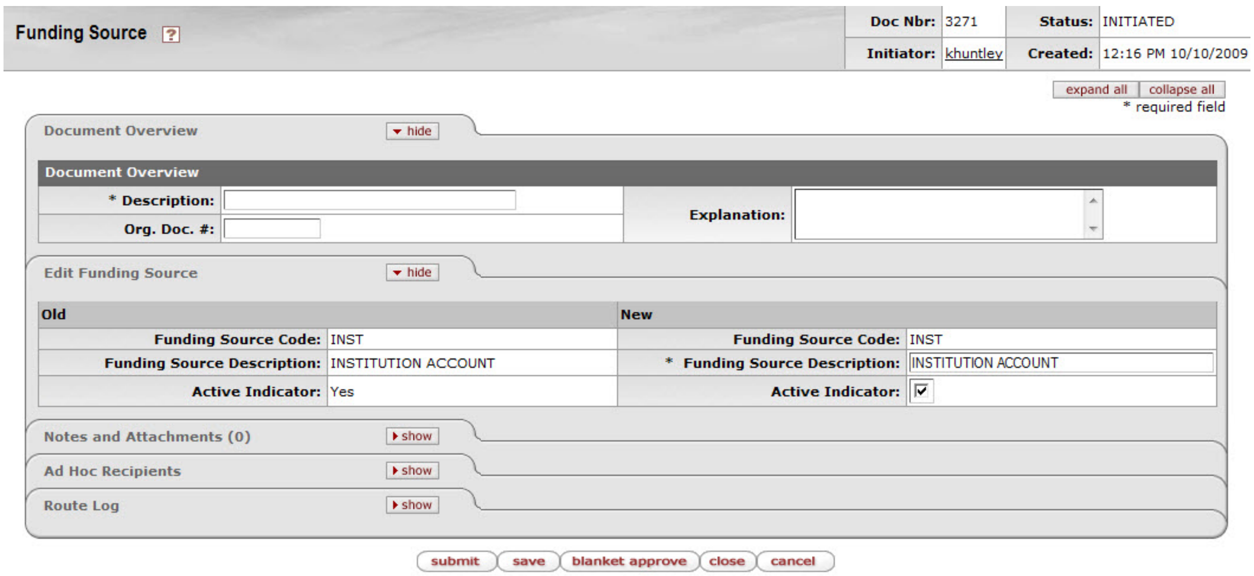
Title	Description
Format Type	Required. A description or name of the format type.
Active Indicator	Indicates whether this format type is active or inactive. Remove the check mark to deactivate this type.

Funding Source

Maintenance > Purchasing/Accounts Payable > • Funding Source > Funding Source Lookup > Funding Source

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

Document Layout



The Funding Source document includes the **Edit Funding Source** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Funding Source tab definition

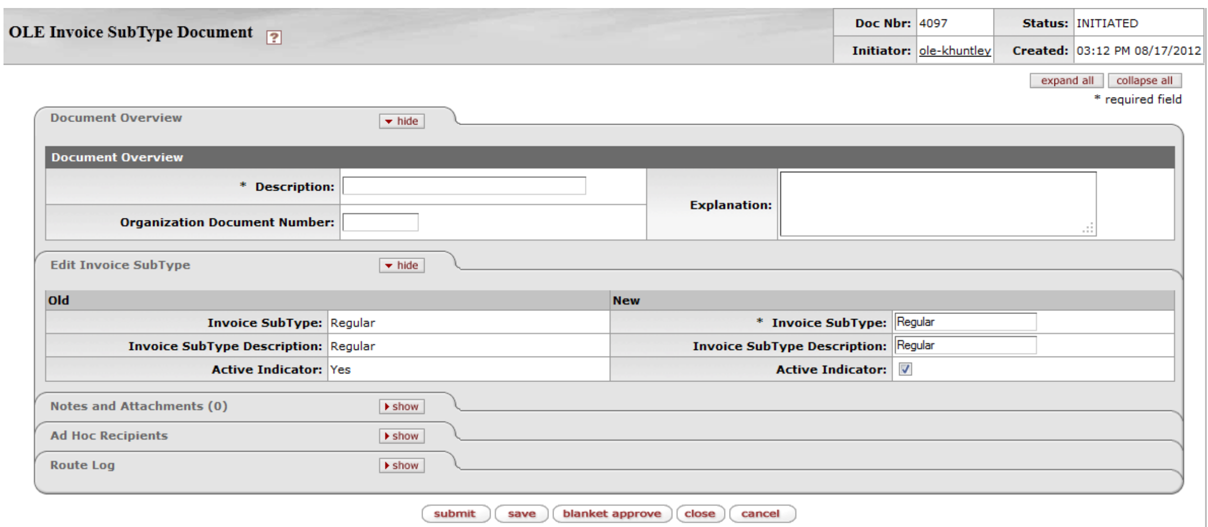
Title	Description
Funding Source Code	The code to identify this funding source.
Funding Source Description	Required. The familiar title of this funding source.
Active Indicator	Indicates whether this funding source code is active or inactive. Remove the check mark to deactivate this code.

Invoice Sub Type

Maintenance > Purchasing/Accounts Payable > Invoice Sub Type > Invoice Sub Type Lookup > OLE Invoice SubType Document

The Invoice Sub Type document identifies the subtype of an invoice on a payment request and may impact workflow.

Document Layout



The Invoice Sub Type document includes the **Edit Invoice Sub Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Invoice Type tab definition

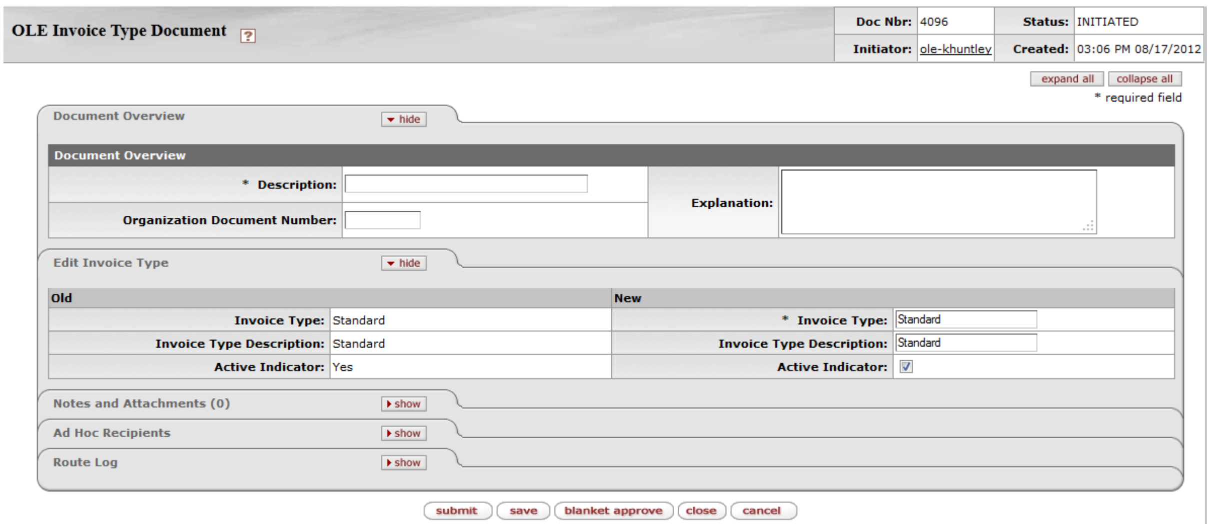
Title	Description
Invoice Sub Type	Required. A description or name of the invoice subtype.
Invoice Sub Type Description	A description or name of the invoice subtype.
Active Indicator	Indicates whether this invoice subtype is active or inactive. Remove the check mark to deactivate this subtype.

Invoice Type

Maintenance > Purchasing/Accounts Payable > Invoice Type > Invoice Type Lookup > OLE Invoice Type Document

The Invoice Type document identifies the type of invoice on a payment request and may impact workflow.

Document Layout



The Invoice Type document includes the **Edit Invoice Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Invoice Type tab definition

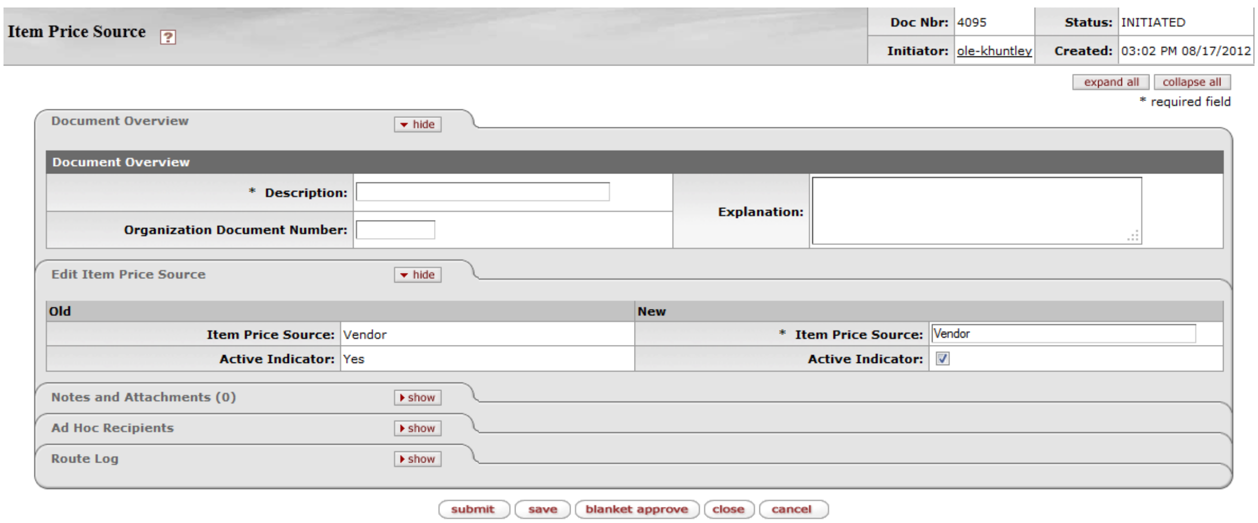
Title	Description
Invoice Type	Required. A description or name of the invoice type.
Invoice Type Description	A description or name of the invoice type.
Active Indicator	Indicates whether this invoice type is active or inactive. Remove the check mark to deactivate this type.

Item Price Source

Maintenance > **Purchasing/Accounts Payable** > Item Price Source > **Item Price Source Lookup** > **Item Price Source**

The Item Price Source document identifies the source of the item price for titles on requisitions and purchase orders.

Document Layout



The Item Price Source document includes the **Edit Item Price Source** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Item Price Source tab definition

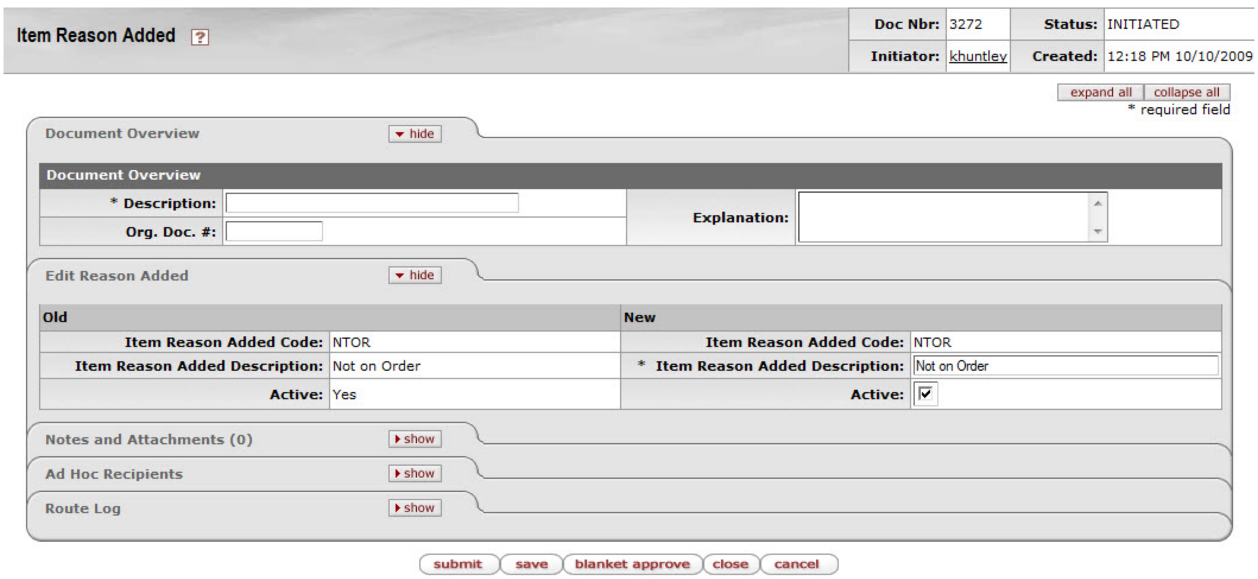
Title	Description
Item Price Source	Required. A description or name of the item price source.
Active Indicator	Indicates whether this item price source is active or inactive. Remove the check mark to deactivate this source.

Item Reason Added

Maintenance > Purchasing/Accounts Payable > • Item Reason Added >
Item Reason Added Lookup > Item Reason Added

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

Document Layout



The Item Reason Added document includes the **Edit Reason Added** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Reason Added tab definition

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

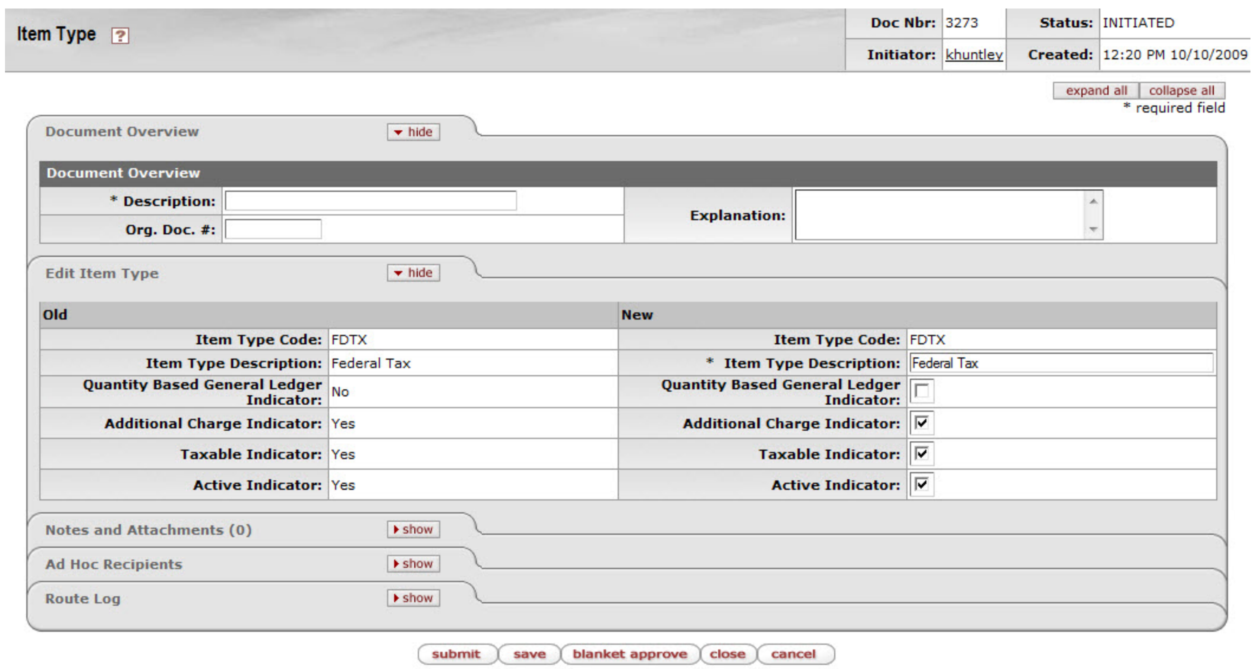
Item Type

Maintenance > Purchasing/Accounts Payable > • Item Type > Item Type Lookup >

Item Type

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

Document Layout


Item Type
Doc Nbr: 3273
Status: INITIATED
Initiator: khuntley
Created: 12:20 PM 10/10/2009
expand all | collapse all
* required field
Document Overview hide
Document Overview
* Description:
Org. Doc. #:
Explanation:
Edit Item Type hide

Old		New	
Item Type Code:	FDTX	Item Type Code:	FDTX
Item Type Description:	Federal Tax	* Item Type Description:	Federal Tax
Quantity Based General Ledger Indicator:	No	Quantity Based General Ledger Indicator:	☐
Additional Charge Indicator:	Yes	Additional Charge Indicator:	☑
Taxable Indicator:	Yes	Taxable Indicator:	☑
Active Indicator:	Yes	Active Indicator:	☑

Notes and Attachments (0) show
Ad Hoc Recipients show
Route Log show
submit save blanket approve close cancel

The document includes the **Edit Item Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Item Type tab definition

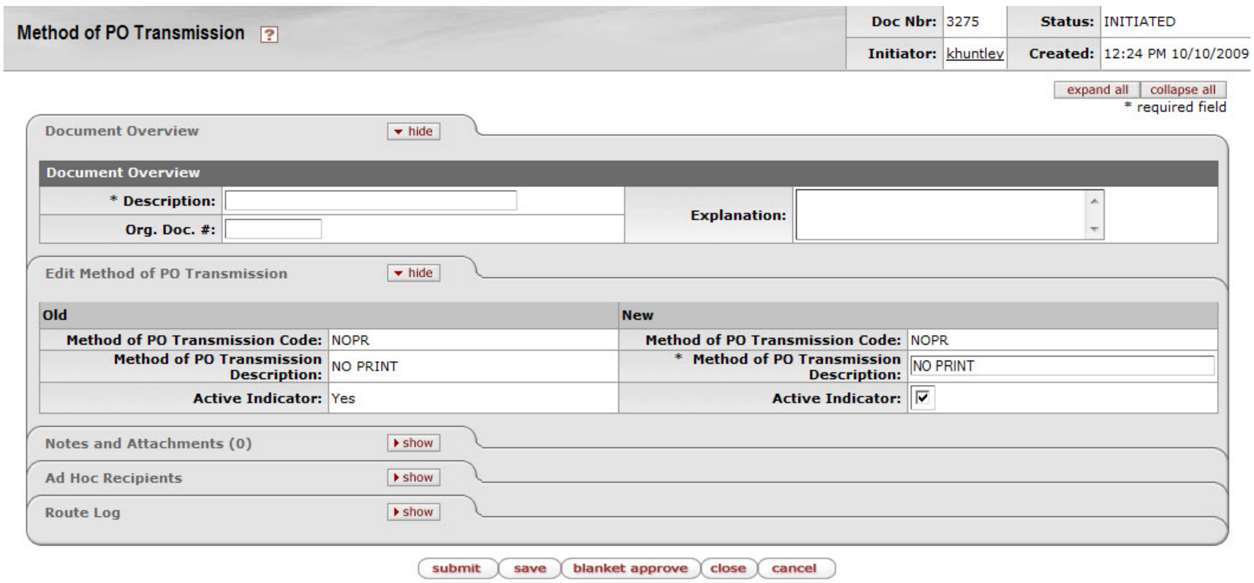
Title	Description
Item Type Code	The code to identify this item type.
Item Type Description	Required. The familiar title of this item type.
Quantity Based General Ledger Indicator	Required. An indicator that the Dollar Total is calculated from the Item quantity times dollar amount rather than a reference to a dollar amount.
Additional Charge Indicator	Required. Used when additional charges are allowed.

Taxable Indicator	Used when the item is taxable.
Active Indicator	Indicates whether this item type code is active or inactive. Remove the check mark to deactivate this code.

Method of PO Transmission

Maintenance > Purchasing/Accounts Payable > • Method of PO Transmission > Method of PO Transmission Lookup > Method of PO Transmission

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

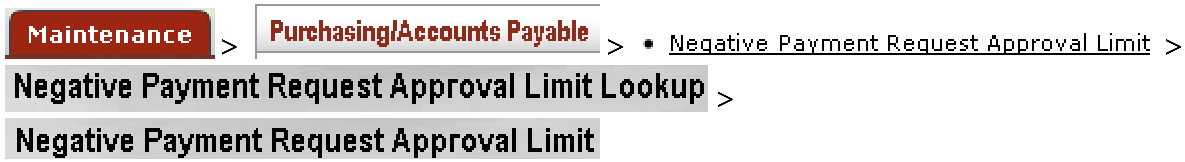


The Purchase Order Transmission Method document includes the **Edit PO Transmission Method** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit PO Transmission Method tab definition

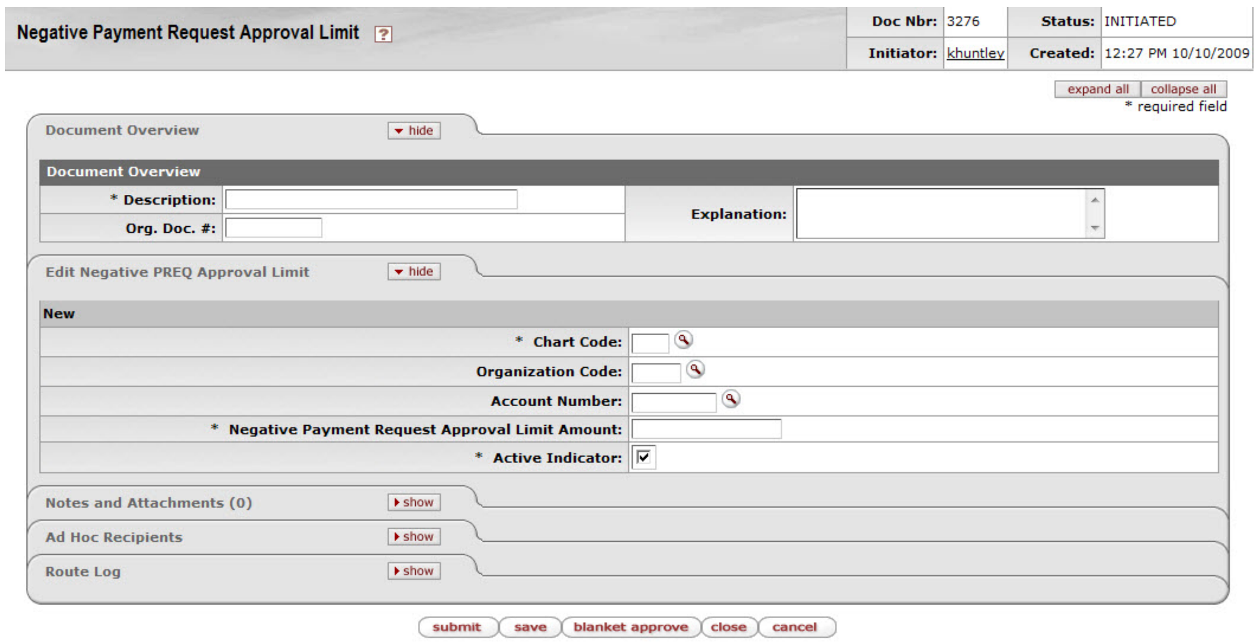
Title	Description
Method of PO Transmission Code	The code to identify this purchase order transmission method.
Method of PO Transmission Description	Required. The familiar title of this purchase order transmission method.
Active Indicator	Indicates whether this method of PO transmission code is active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

Negative Payment Request Approval Limit



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

Document Layout



The Negative Payment Request Approval Limit document includes the **Edit Negative PREQ Approval Limit** tab.

Edit Auto Approve Exclude tab definition

Title	Description
Chart of Accounts Code	Required. The Chart of Accounts code associated with the account to which the dollar limit will apply. Existing chart codes may be retrieved from the lookup.
Organization Code	The organization code associated with the account to which the dollar limit will apply. Existing organization codes may be retrieved from the lookup.
Account Number	The account number to which this dollar limit will apply. Existing account numbers may be retrieved from the lookup

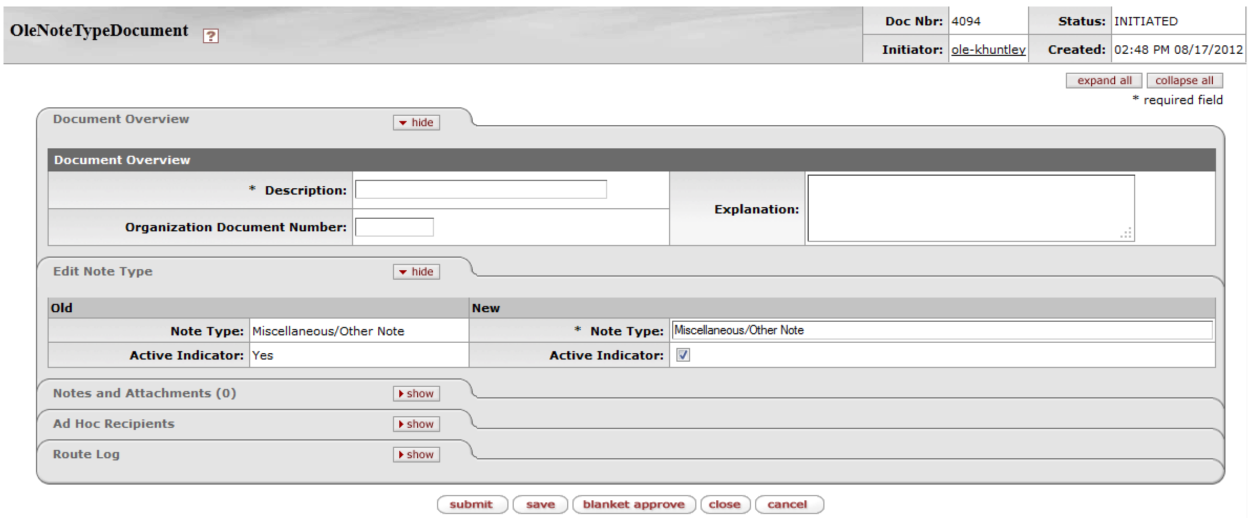
	.
Negative Payment Request Approval Limit Amount	Required. The dollar limit above which payment requests will be excluded from automated approval.
Active Indicator	Required. Indicates whether this negative payment request approval limit is active or inactive. Remove the check mark to deactivate.

Note Type

Maintenance > Purchasing/Accounts Payable > Note Type > Note Type Lookup > OleNoteTypeDocument

The Note Type document identifies the types of notes, e.g., Receipt Note, Special Conditions Note, or Special Processing Instruction Note that may be associated with Purchasing and Accounts Payable documents.

Document Layout



The Note Type document includes the **Edit Note Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Note Type tab definition

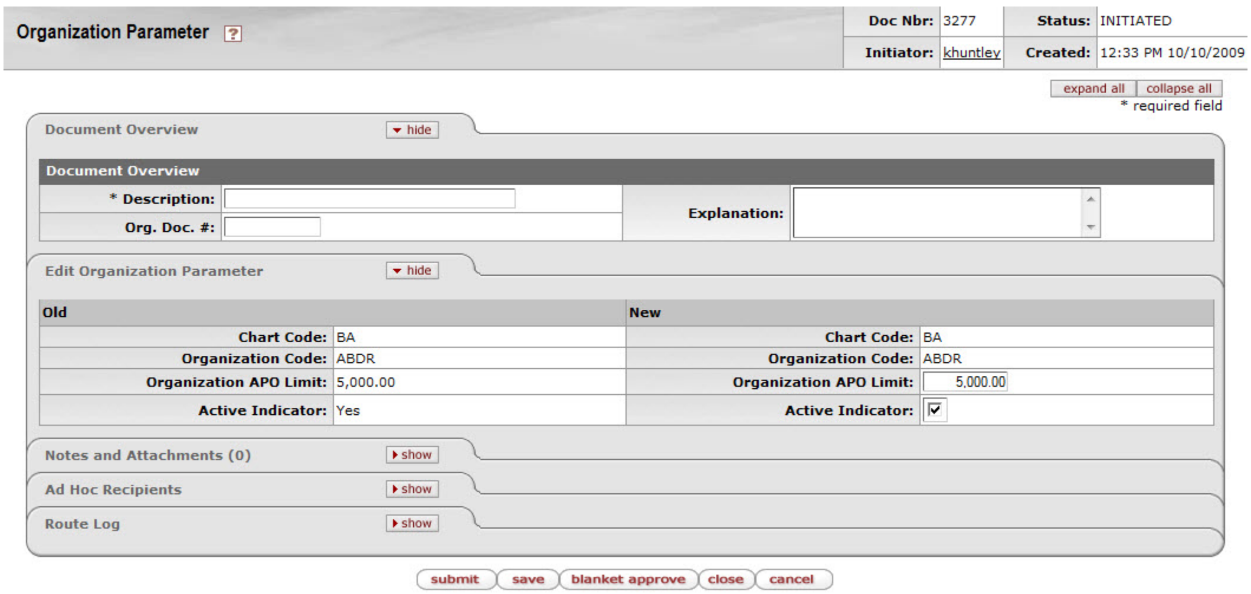
Title	Description
Note Type	Required. A description or name of the note type.
Active Indicator	Indicates whether this note type parameter is active or inactive. Remove the check mark to deactivate.

Organization Parameter

Maintenance > Purchasing/Accounts Payable > • Organization Parameter > Organization Parameter Lookup > Organization Parameter Lookup

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

Document Layout



The Organization Parameter document includes the **Edit Organization Parameter** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Organization Parameter tab definition

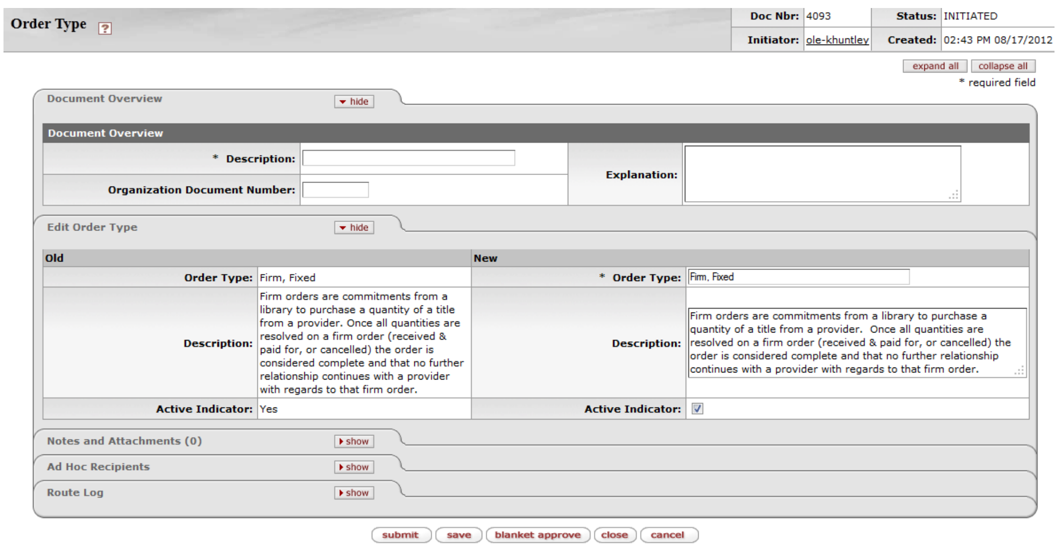
Title	Description
Chart Code	The chart code of the organization for which you want to create an APO limit.
Organization Code	The organization code that identifies the organization for which you want to create an APO limit.
Organization APO Limit	The upper dollar amount that you want this organization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

Order Type

Maintenance > Purchasing/Accounts Payable > Order Type > Order Type Lookup > Order Type

Order Type identifies the type of order which affects workflow e.g., Firm, Standing, Subscription, etc.

Document Layout



The Order Type document includes the **Edit Order Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Order Type tab definition

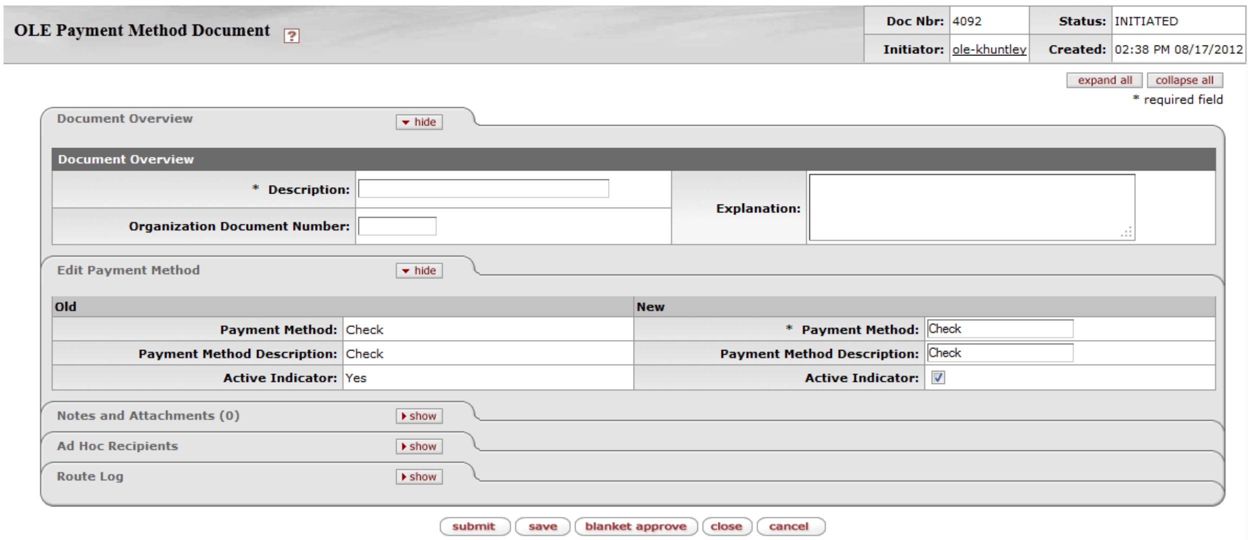
Title	Description
Order Type	Required. A name of the order type.
Description	A description of the order type.
Active Indicator	Indicates whether this order type is active or inactive. Remove the check mark to deactivate.

Payment Method

Maintenance > Purchasing/Accounts Payable > Payment Method > Payment Method Lookup > OLE Payment Method Document

Payment method identifies the method of payment for invoicing e.g., check, cash, wire transfer, etc.

Document Layout



The Payment Method document includes the **Edit Payment Method** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Payment Method tab definition

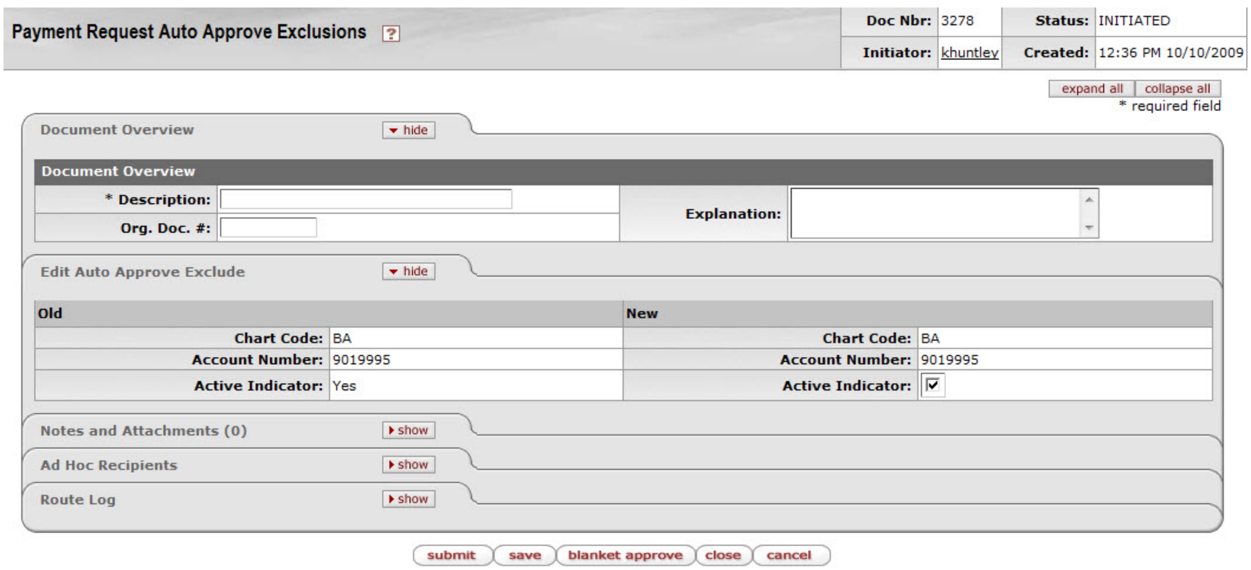
Title	Description
Payment Method	Required. A name of the payment method.
Payment Method Description	A description of the payment method.
Active Indicator	Indicates whether this payment method is active or inactive. Remove the check mark to deactivate.

Payment Request Auto Approve Exclusions

Maintenance > Purchasing/Accounts Payable > • Payment Request Auto Approve Exclusions > Payment Request Auto Approve Exclusions Lookup > Payment Request Auto Approve Exclusions

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

Document Layout



The Payment Request Auto Approve Exclusions document includes the **Edit Auto Approve Exclude** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Auto Approve Exclude tab definition

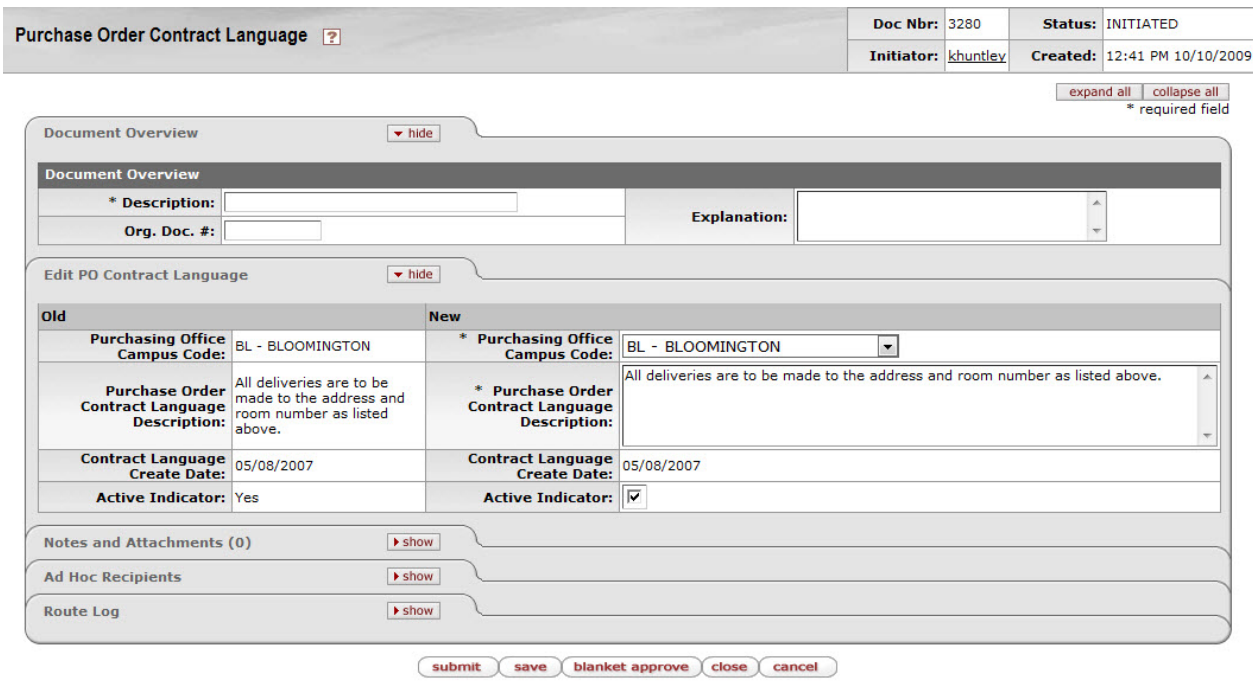
Title	Description
Chart Code	The Chart of Accounts code associated with the account to be excluded.
Account Number	The account number to be excluded from auto approval.
Active Indicator	Indicates whether this payment request auto approval exclusion is active or inactive. Remove the check mark to deactivate.

Purchase Order Contract Language

Maintenance > Purchasing/Accounts Payable > • Purchase Order Contract Language > Purchase Order Contract Language Lookup > Purchase Order Contract Language

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

Document Layout



The Purchase Order Contract Language document includes the **Edit PO Contract Language** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit PO Contract Language tab definition

Title	Description
Purchasing Office Campus Code	Required. The campus code that uses this contract language. Existing campus codes may be retrieved from the list.
Purchase Order Contract Language Description	Required. Language description associated with this PO contract related to this campus code.
Contract Language	Display only. This field is filled automatically, indicating the date on which this contract language was created in the

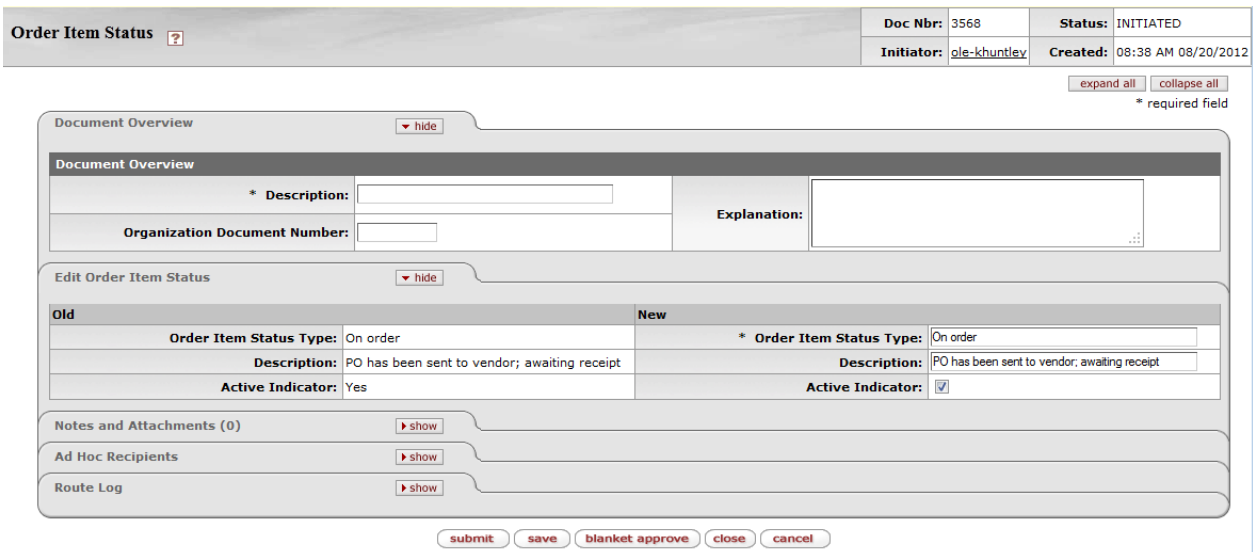
Create Date	system.
Active Indicator	Indicates whether this purchase order contract language code is active or inactive. Remove the check mark to deactivate this code.

Purchase Order Item Status

Maintenance > Purchasing/Accounts Payable > Purchase Order Item Status > Order Item Status Lookup > Order Item Status

The Purchase Order Item Status identifies the status of individual purchase order items e.g., On order, Received, In process.

Document Layout



The Purchase Order Item Status document includes the **Edit Order Item Status** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit PO Contract Language tab definition

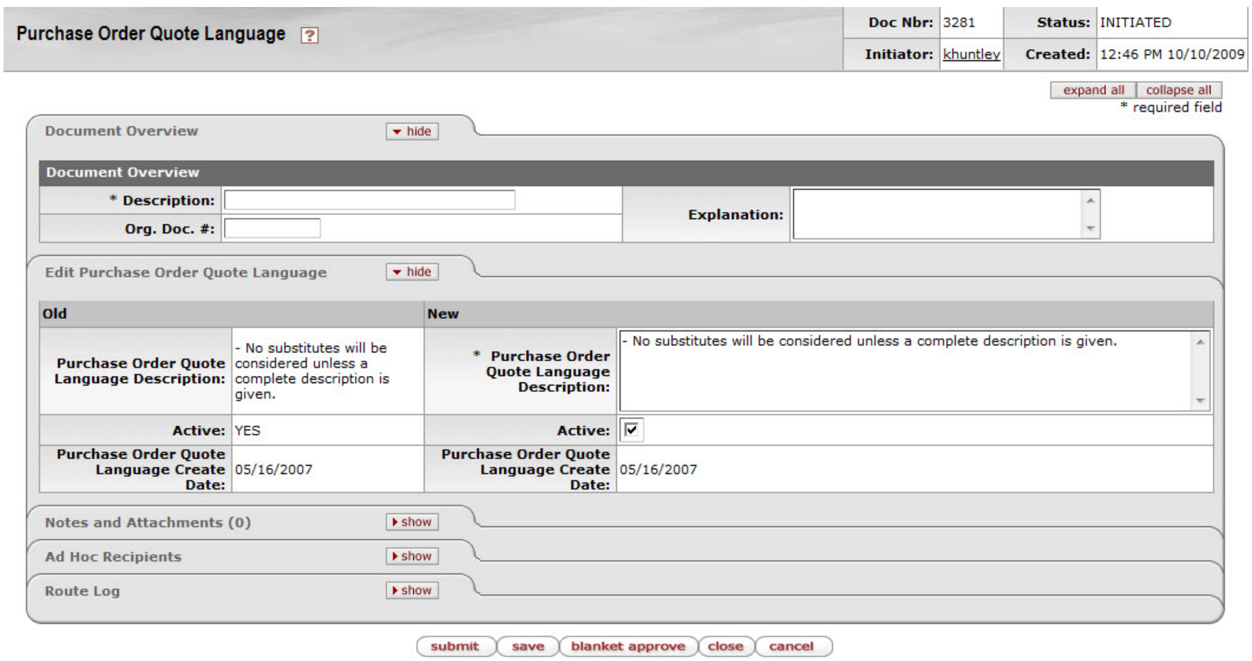
Title	Description
Order item Status Type	Required. A name of the order item status type.
Description	A description of the order item status type.
Active Indicator	Indicates whether this order item status type is active or inactive. Remove the check mark to deactivate this type.

Purchase Order Quote Language

Maintenance > Purchasing/Accounts Payable > • Purchase Order Quote Language > Purchase Order Quote Language Lookup > Purchase Order Quote Language

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

Document Layout



The Purchase Order Quote Language document includes the **Edit Purchase Order Quote Language** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Purchase Order Quote Language tab definition

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

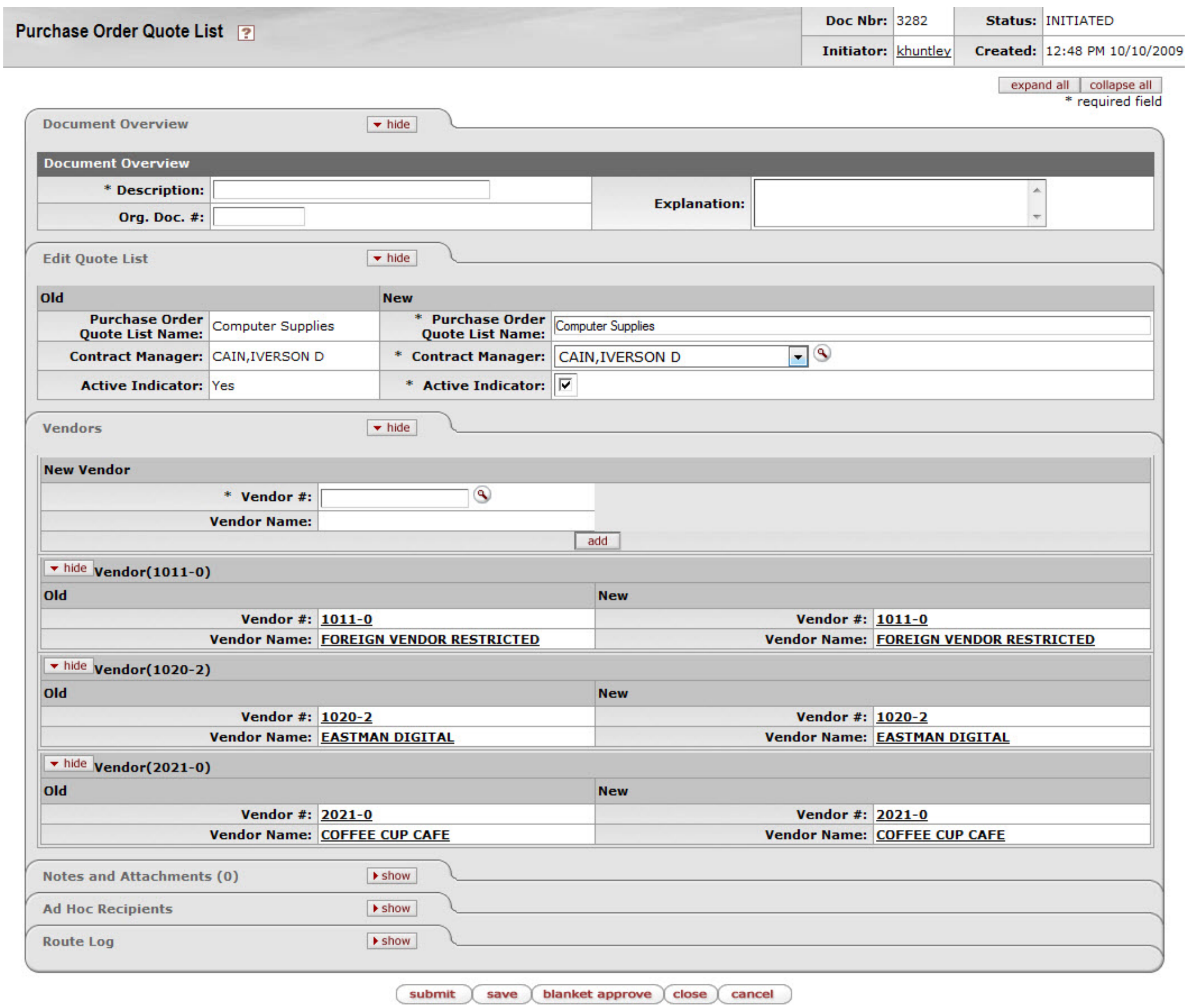
Purchase Order Quote List

Maintenance > Purchasing/Accounts Payable > • Purchase Order Quote List > Purchase Order Quote List Lookup > Purchase Order Quote List

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

Document Layout

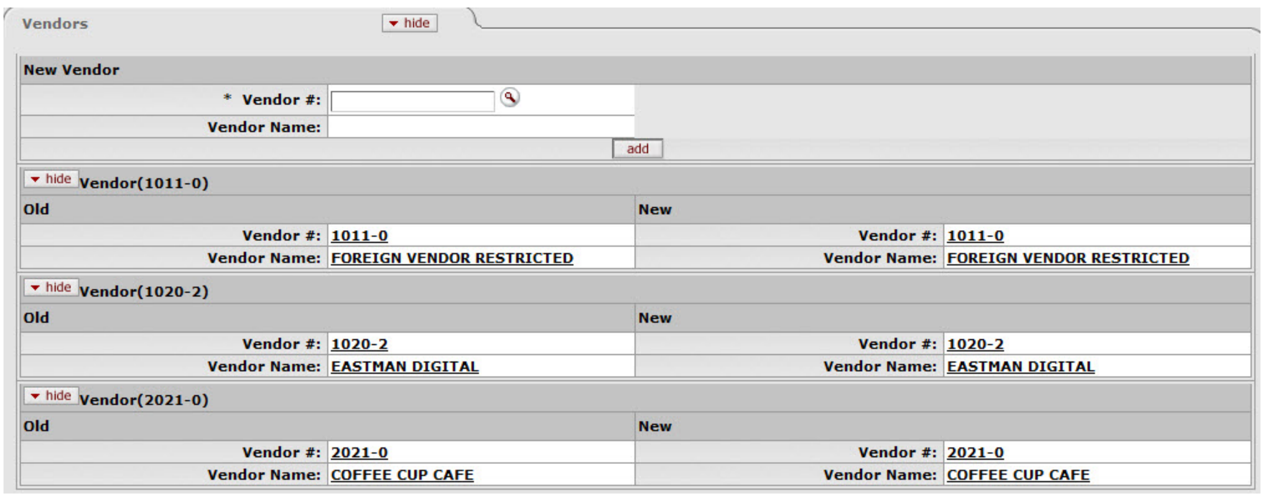
The Purchase Order Quote List document includes the **Edit Quote List** tab and the **Vendors** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.



Edit Quote List tab definition

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

Vendors Tab



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

Vendors tab definition

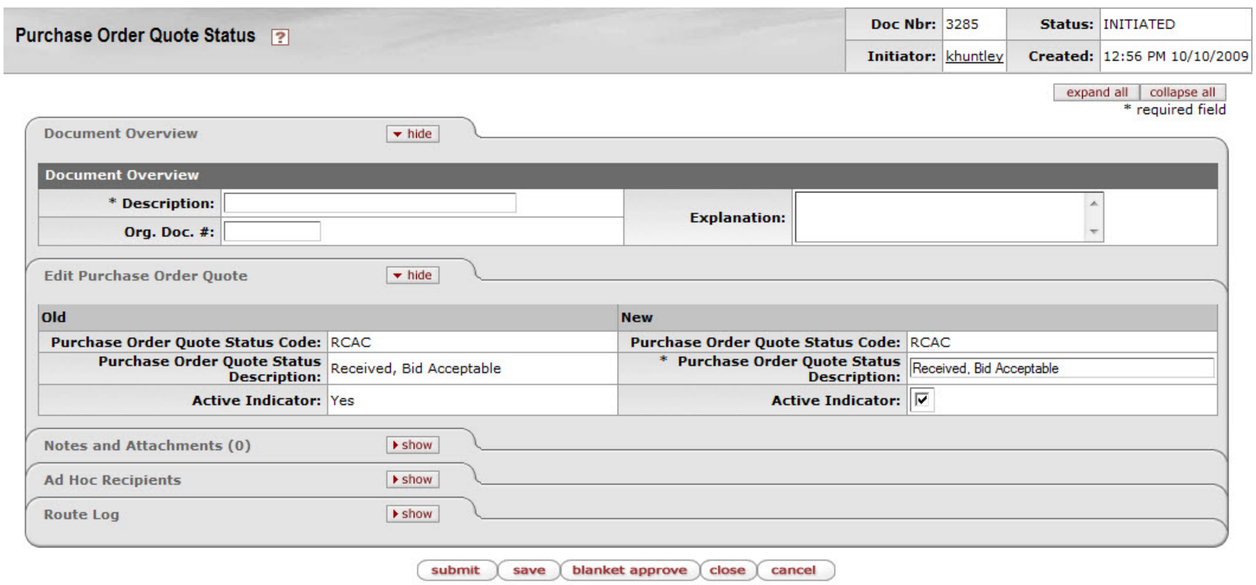
Title	Description
Vendor #	Required. The vendor number. Existing vendor numbers may be retrieved from the lookup .
Vendor Name	Display-only. The field is populated when a valid vendor number is selected.

Purchase Order Quote Status

Maintenance > Purchasing/Accounts Payable > • Purchase Order Quote Status > Purchase Order Quote Status Lookup > Purchase Order Quote Status

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

Document Layout



The Purchase Order Quote Status document includes the **Edit Purchase Order Quote** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Purchase Order Quote tab definition

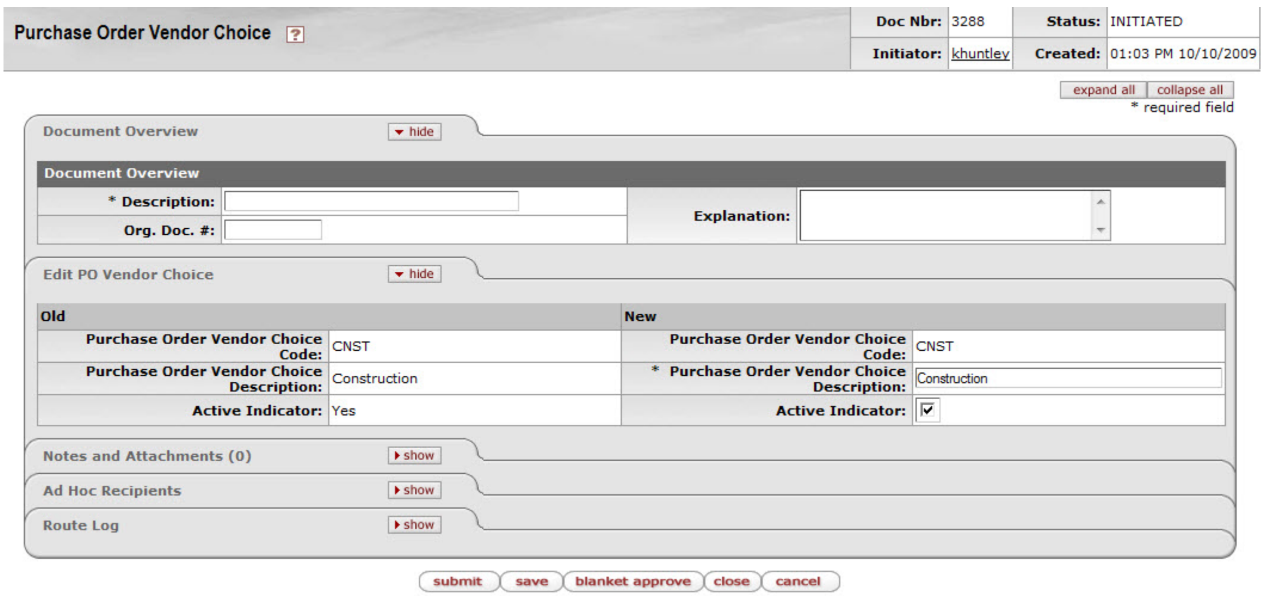
Title	Description
Purchase Order Quote Status Code	A unique code to identify a particular PO quote status.
Purchase Order Quote Status Description	Required. A description of the PO quote status.
Active Indicator	Indicates whether this purchase order quote status is active or inactive. Remove the check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

Purchase Order Vendor Choice

Maintenance > Purchasing/Accounts Payable > • Purchase Order Vendor Choice > Purchase Order Vendor Choice Lookup > Purchase Order Vendor Choice

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

Document Layout



The Purchase Order Vendor Choice document includes the **Edit PO Vendor Choice** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit PO Vendor Choice tab definition

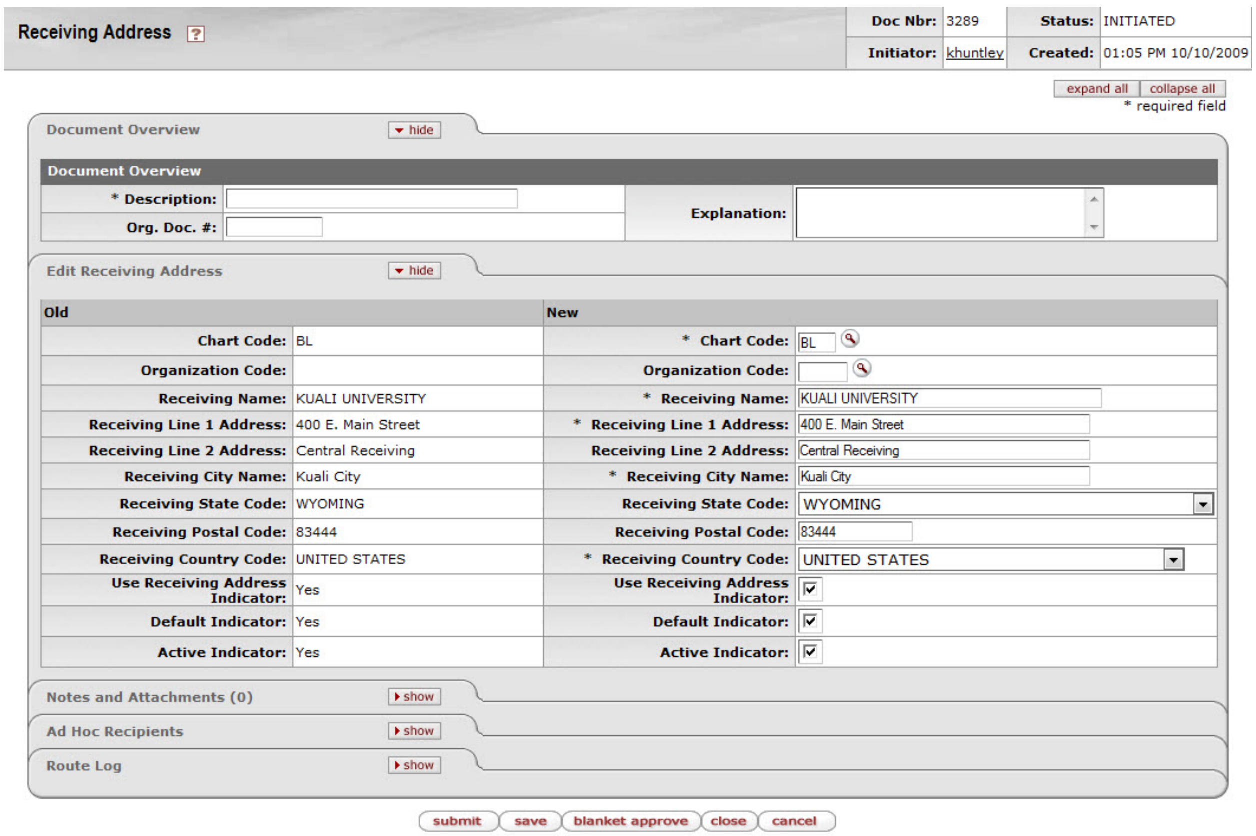
Title	Description
Purchasing Order Vendor Choice Code	The code to identify the reason for selecting this vendor.
Purchase Order Vendor Choice Description	Required. The familiar title for the purchase order vendor choice code.
Active Indicator	Indicates whether this purchase order vendor choice code is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

Receiving Address

Maintenance > Purchasing/Accounts Payable > • Receiving Address >
Receiving Address Lookup > Receiving Address

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

Document Layout



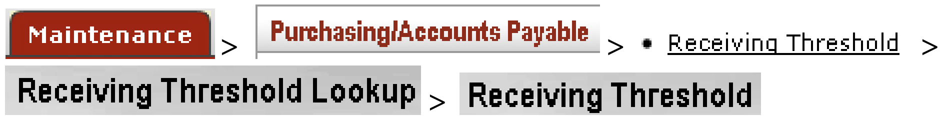
The Receiving Address document includes the **Edit Receiving Address** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Receiving Address tab definition

Title	Description
Chart Code	Required. The Chart of Accounts code associated with this organization. Existing chart codes may be retrieved from the lookup .
Organization Code	Optional. The organization code associated with the receiving address. Existing organization codes may be

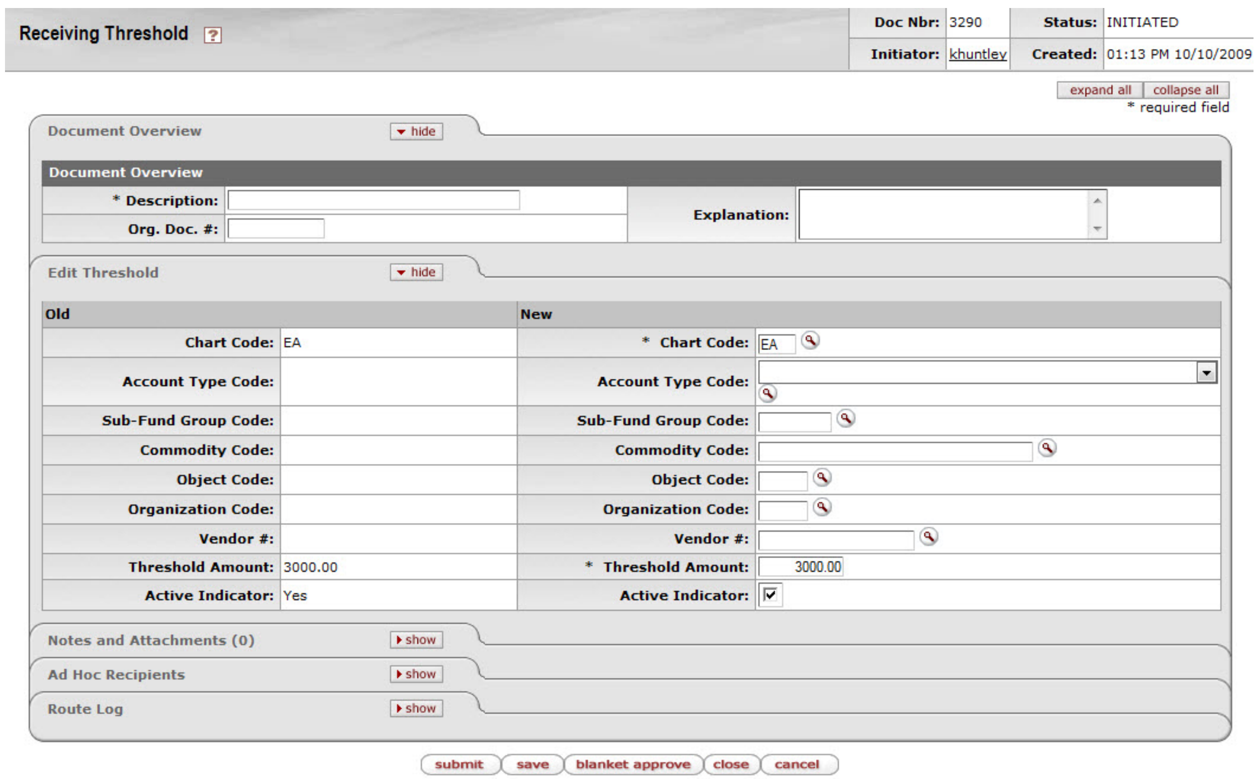
	retrieved from the lookup .
Receiving Name	Required. The familiar title of the receiving address.
Receiving Line 1 Address	Required. The first line of the address information for this receiving address.
Receiving Line 2 Address	Optional. The second line of the address information for this receiving address.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

Receiving Threshold



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

Document Layout



The Receiving Threshold document includes the **Edit Threshold** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Threshold tab definition

Title	Description
Chart Code	The Chart of Accounts code associated with this receiving threshold. Existing chart codes may be retrieved from the lookup .
Account Type Code	The account type code to be used on this receiving threshold. Existing account type codes may be retrieved

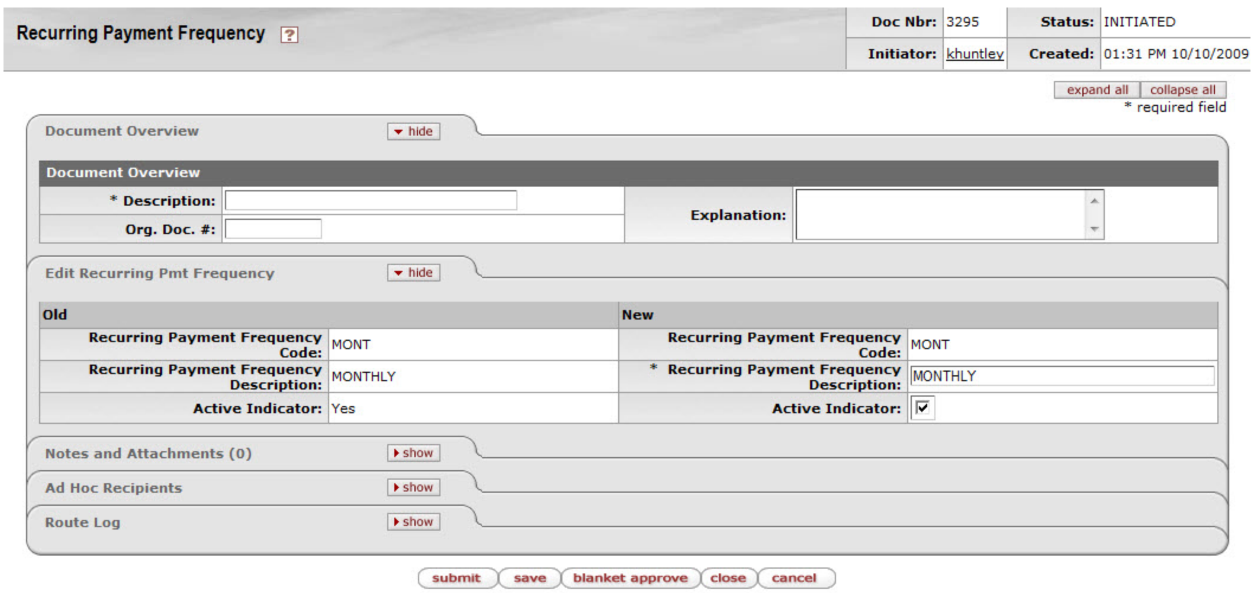
	from the list or from the lookup.
Sub-Fund Group Code	The sub fund group code associated with this receiving threshold. Existing sub fund group codes may be retrieved from the lookup.
Commodity Code	The commodity code associated with this receiving threshold. Existing commodity codes may be retrieved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

Recurring Payment Frequency

Maintenance > Purchasing/Accounts Payable > • Recurring Payment Frequency > Recurring Payment Frequency Lookup > Recurring Payment Frequency

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

Document Layout



The Recurring Payment Frequency document includes the Edit **Recurring Pmt Frequency** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Recurring Pmt Frequency tab definition

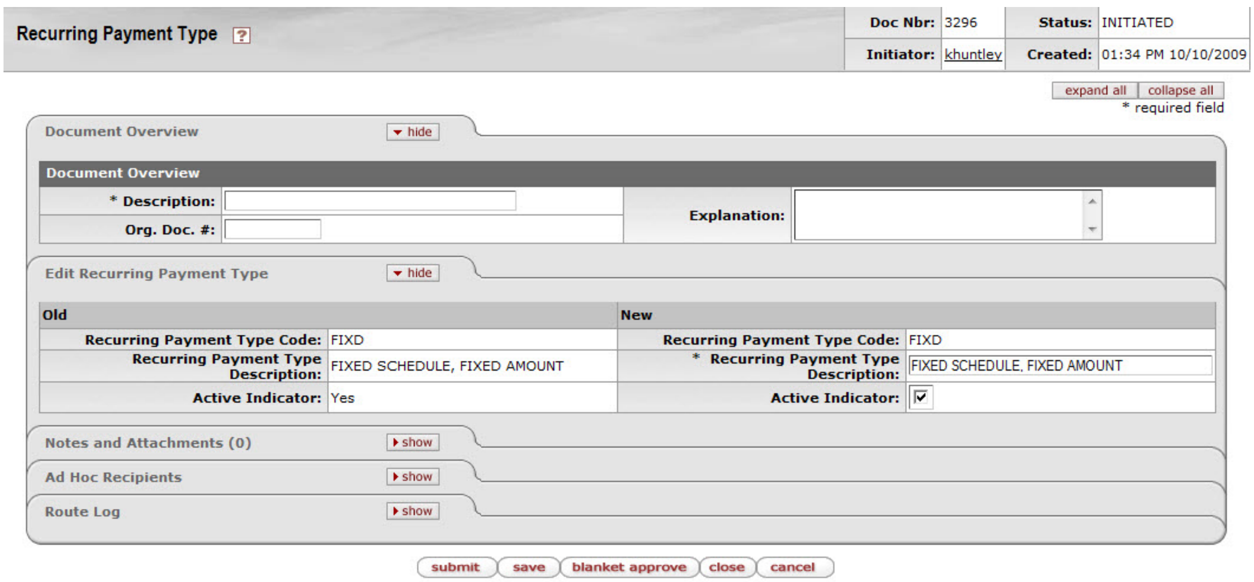
Title	Description
Recurring Payment Frequency Code	The code to identify this type of recurring payment frequency.
Recurring Payment Frequency Description	Required. The familiar title of this recurring payment frequency.
Active Indicator	Indicates whether this recurring payment frequency code is active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

Recurring Payment Type

Maintenance > Purchasing/Accounts Payable > • Recurring Payment Type > Recurring Payment Type Lookup > Recurring Payment Type

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

Document Layout



The Recurring Payment Type document includes the **Edit Recurring Payment Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Recurring Payment Type tab definition

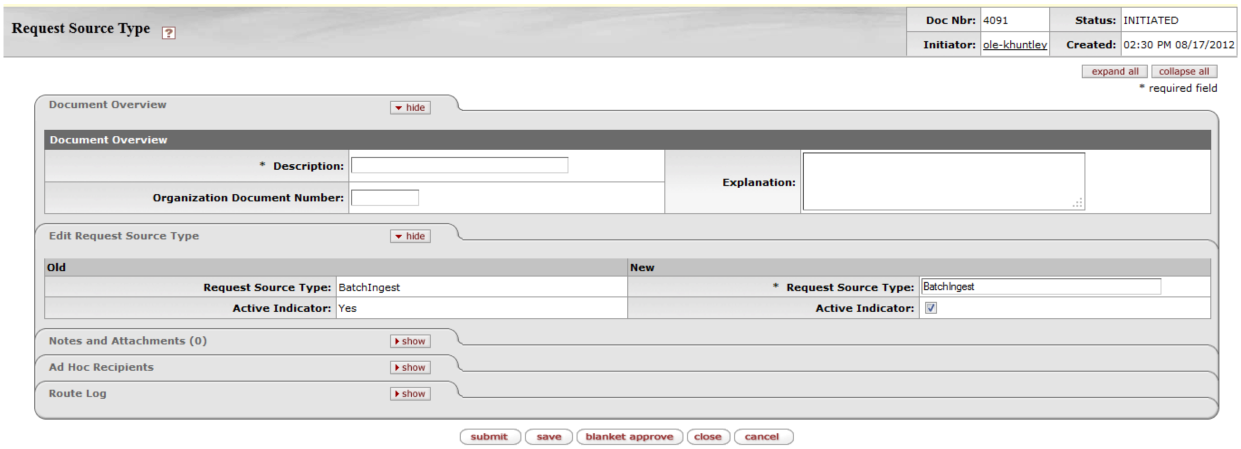
Title	Description
Recurring Payment Type Code	The code to identify this recurring payment type.
Recurring Payment Type Description	Required. The description of this recurring payment type.
Active Indicator	Indicates whether this recurring payment type code is active or inactive. Remove the check mark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

Request Source Type

Maintenance > Purchasing/Accounts Payable > Request Source Type > Request Source Type Lookup > Request Source Type

The Request Source Type document identifies the source of the request e.g., WorldCat, Amazon etc.

Document Layout



The Request Source Type document includes the **Edit Request Source Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Request Source Type tab definition

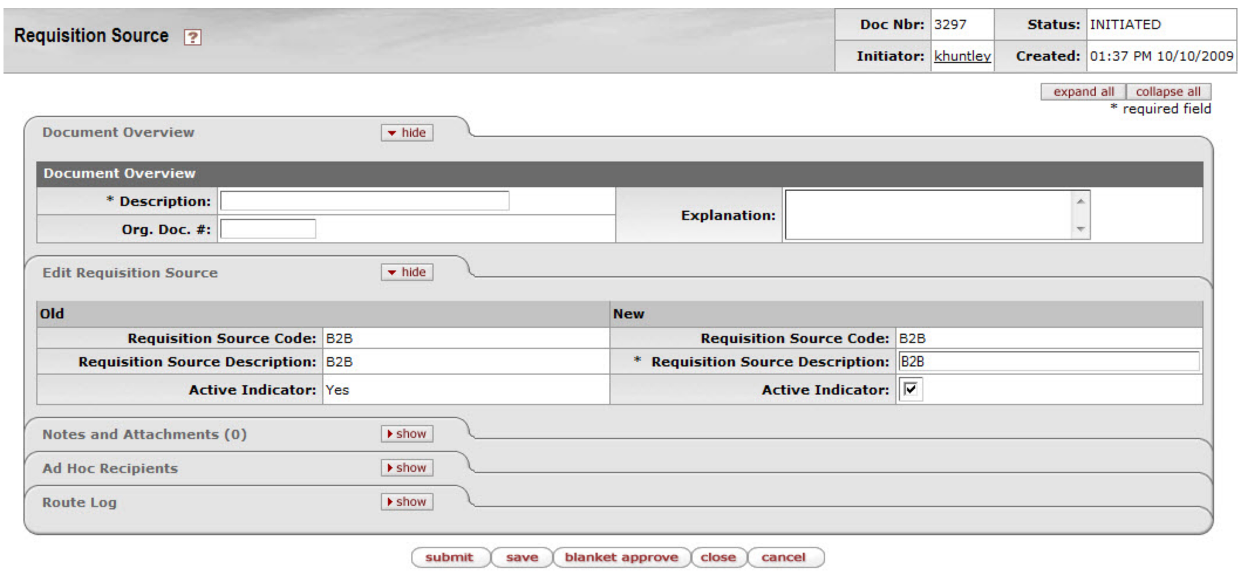
Title	Description
Request Source Type	Required. The description or name of this request source type.
Active Indicator	Indicates whether this request source type is active or inactive. Remove the check mark to deactivate.

Requisition Source

Maintenance > Purchasing/Accounts Payable > • Requisition Source >
Requisition Source Lookup > Requisition Source

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

Document Layout



The Requisition Source document includes the **Edit Requisition Source** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Requisition Source tab definition

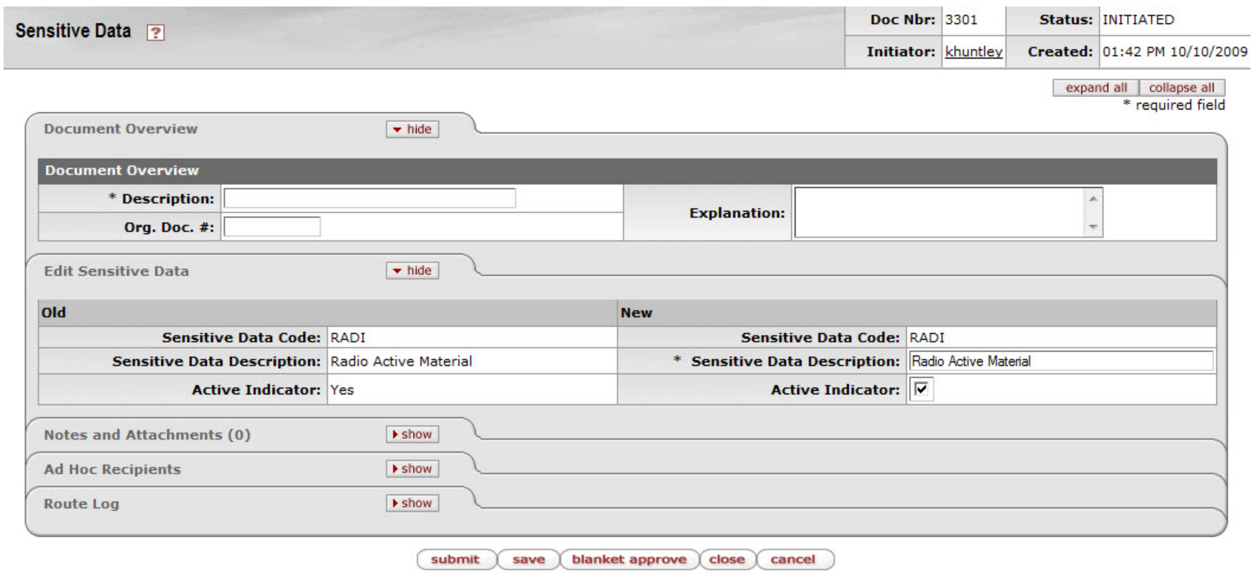
Title	Description
Requisition Source Code	The code that identifies this source of requisition information.
Requisition Source Description	Required. The description of this source of requisition.
Active Indicator	Indicates whether this requisition source code is active or inactive. Remove the check mark to deactivate this code.

Sensitive Data

Maintenance > Purchasing/Accounts Payable > • Sensitive Data > Sensitive Data Lookup > Sensitive Data

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

Document Layout



The Sensitive Data document includes the **Edit Sensitive Data** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Sensitive Data tab definition

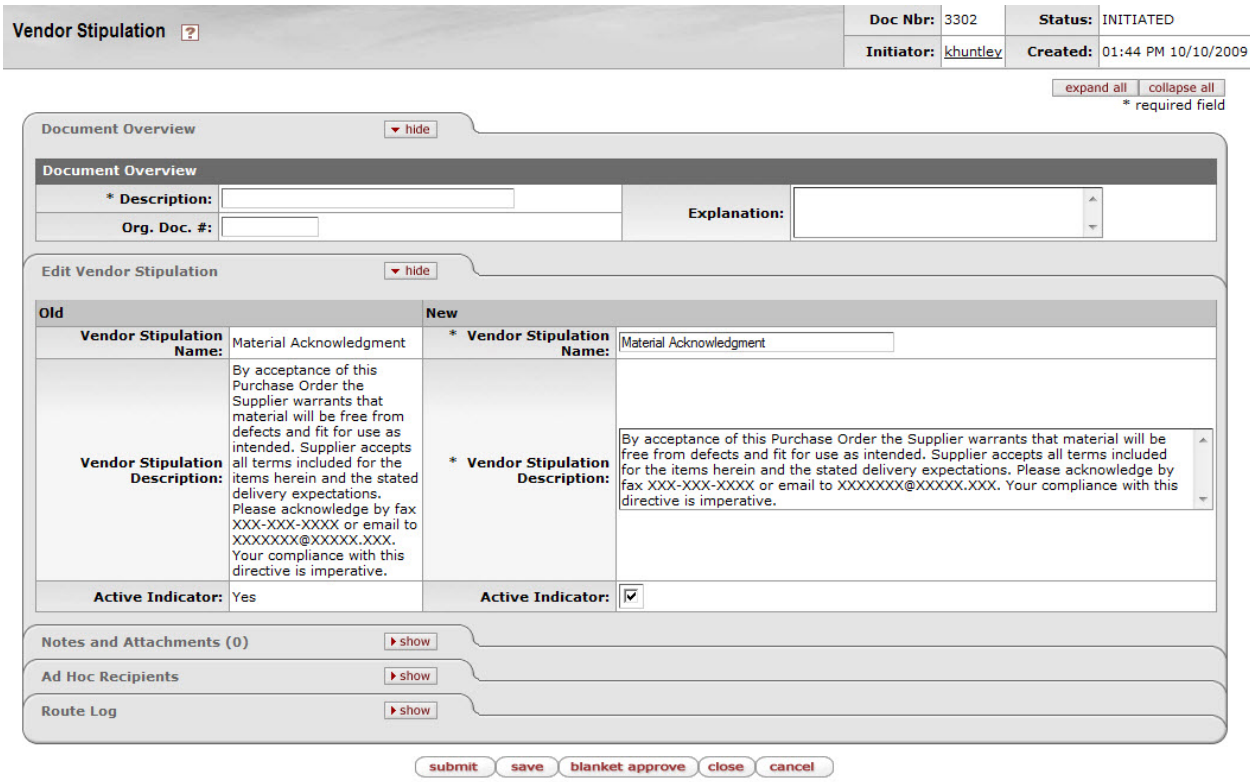
Title	Description
Sensitive Data Code	A unique code to identify a particular type of sensitive data.
Sensitive Data Description	Required. A description of this type of sensitive data.
Active Indicator	Indicates whether this sensitive data code is active or inactive. Remove the check mark to deactivate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

Vendor Stipulation

Maintenance > Purchasing/Accounts Payable > • Vendor Stipulation > Vendor Stipulation Lookup > Vendor Stipulation

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

Document Layout



The Vendor Stipulation document includes the **Edit Vendor Stipulation** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Vendor Stipulation tab definition

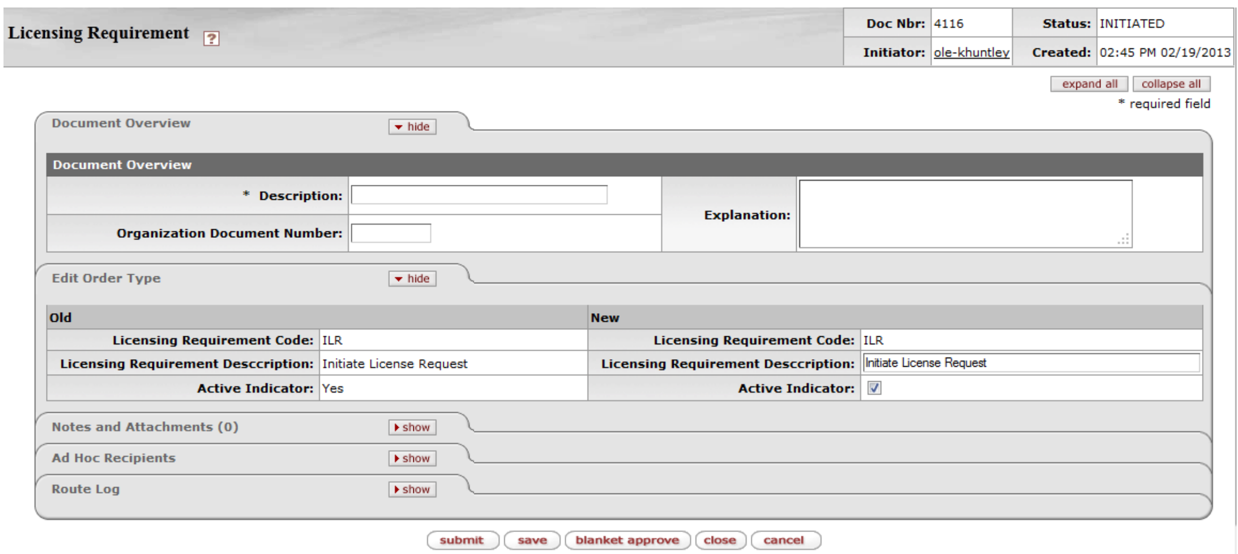
Title	Description
Vendor Stipulation Name	Required. The familiar title of this vendor stipulation.
Vendor Stipulation Description	Required. The text describing the stipulation conditions and reasons for this vendor stipulation.
Active Indicator	Indicates whether this vendor stipulation is active or inactive.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

Licensing Requirement

Maintenance > Purchasing/Accounts Payable > Licensing Requirement >
Licensing Requirement Lookup > Licensing Requirement

Licenses are initiated on the requisition when the “Licensing Requirement/Review” is checked. As licenses continue through their workflow, the “Licensing Requirement/Review Status” field on a requisition is automatically updated. The License Requirement document is used to inform the requisition of the workflow and status of the License Request.

Document Layout



The Licensing Requirement document includes the **Edit License Requirement** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Requisition Source tab definition

Title	Description
Licensing Requirement Code	The code that identifies this source of licensing requirement.
Licensing Requirement Description	Required. The description of this licensing requirement.
Active Indicator	Indicates whether this licensing requirement code is active or inactive. Remove the check mark to deactivate this code.

Appendix

- Terms and Definitions
- Roles
- Sample Chart/Account Codes
- Document Statuses
- Maintenance Documents Permissions and Routing
- Linked Resources

Purchasing and Accounts Payable Terms and Definitions

Term	***Definition***
Account	Identifies a pool of funds assigned to a specific university organizational entity for a specific purpose. Global document functionality is available for this document.
Claim	The action (or a record thereof) of notifying a vendor that an ordered item has not been received for whatever reason. A claim can be made for a PO line item OR for a single issue of a serial title. Claims can be prompted by: non-receipt, receipt of the wrong version of an item, receipt of a damaged copy, etc.
Chart	The Chart document is used to define the valid charts that make up the high-level structure of the KFS Chart of Accounts. It also indicates who has management responsibilities for each chart and which object codes are used for system-generated accounting lines for the chart.
DocStore	OLE architecture for structured and unstructured metadata (e.g., bib, item, holding, authority, licenses) that works in conjunction with linked transactional data in OLE RDBMS/relational tables (e.g., purchasing, circulation, users, financial, borrowers). Also referred to as the Document Store.
EDI	Electronic Data Interchange; structured transmission of data between organizations by electronic means. Usually a sequence of formatted messages between two parties. EDI formatted data can be transmitted using any methodology agreed to by the sender and recipient: FTP, HTTP, VAN, etc.
e-Doc	"electronic document", an online business transaction initiated in a Web-based form and routed electronically through a prescribed sequence of approvers. When the e-Doc has been through its entire approval process, it is maintained in a database for future reference. The OLE adaption of Kuali Financial System (KFS) for Select and Acquire uses e-Docs.
Object Code	Object codes represent all income, expense, asset, liability and fund balance classifications that are assigned to transactions and help identify the nature of the transaction Object Level. The Object Level document is used to maintain an attribute of the object code that is used to group similar object codes into categories for reporting Object Consolidation The Object Consolidation document defines a general category of object codes for reporting. One object consolidation includes the object codes belonging to one or more object levels.
Payment Request/Invoice	Vendor Invoices are processed thru an OLE Payment Request, and represent money owed/due to a Vendor for products or services.

For additional OLE terms and definitions, see the OLE glossary wiki page.

Purchasing and Accounts Payable Roles

Below are some of the roles that will be authorized to use Purchasing and Accounts Payable Documents and related maintenance documents. Please see individual e-docs for specific requirements in each workflow.

Sample users are provided for ease of testing and can be replaced with local library users.

Role	User ID	Permission Description
OLE_Load	ole-jpaul	Staff upload interface and Load Reports search
OLE_Selectors	ole-cstan	Create requisitions No acquisitions authority- REQ would route to Acquisitions staff to complete. Use Order Holding Queue on own requisitions
OLE_Selectors_ serial	ole-lreeder	(above, for continuing orders)
OLE_Super-Selectors	ole-mandrew	Same as Selectors, plus Assign any requisitions in OHQ
OLE_Acquisitions	ole-fermat	All of above, plus processing Purchase Orders, Purchase Order Amendments, APO-automatic Purchase Orders, Vendor.
OLE_Acquisitions_serial	ole-smills	(above, for continuing orders)
OLE_ACQ-Mgr	ole-hachris, ole-kgeorge	All of above, plus approval actions for above users.
OLE_ACQ_mgr_serial	ole-bperser	(above, for continuing orders)

Sample Chart/Account Codes

Type	Chart	Account #	Name
university acct	BL	1047410	Library Monographs
university acct	BL	1047415	Library Serials
Fund code	BL	2947486	CHEMISTRY
Fund code	BL	2947482	EDUCATION
Fund code	BL	2947430	GEOLOGY
Fund code	BL	2947485	BIOLOGY
Fund code	BL	2947483	MEDICAL SCIENCES
Fund code	BL	2947498	COMM & CULTURE
Fund code	BL	2947499	CENTRAL EURASIAN
Fund code	BL	2947487	COMPARATIVE LIT
Fund code	BL	2947489	FRENCH & ITALIAN
Fund code	BL	2947488	FOLKLORE
Fund code	BL	2947491	HISTORY
Fund code	BL	2947492	HIST & PHIL OF SCI
Fund code	BL	2947493	LATIN AMERICAN
Fund code	BL	2947494	LINGUISTICS
Fund code	BL	2947495	RELIGIOUS STUDIES
Fund code	BL	2947496	SOCIOLOGY
Fund code	BL	2947490	SPEECH AND HEARING
Fund code	BL	2947497	SPANISH/PORTUGESE
Fund code	BL	2947484	COLLEGE OF ARTS AND SCIENCES
Fund code	BL	2947500	SCHOOL of MEDICINE

Object Code	Chart Name	Object Short Name	Object Name
7110	IU	MONO	MONOGRAPHS
7120	IU	SERIAL ACQ	SERIAL ACQUISITIONS
7100	BL	LIB ACQUIS	LIBRARY BOOKS
7110	BL	MONO	MONOGRAPHS
7112	BL	Mono Firm	Monograph Firm
7115	BL	Mono Appr	Monograph Approval
7120	BL	SERIALS	SERIALS
7122	BL	Serials Firm	Serials Firm
7125	BL	Serials Appr	Serials Approval

Chart Codes with related Accounts/Object codes: BUDGETS

Chart Code	Account	Acct Name	Fiscal Year	Object	Object Name	CB Budget Amount
BL	2947486	CHEMISTRY	2012	7112	Monograph Firm	20,000
BL	2947486	CHEMISTRY	2012	7115	Monograph Approval	20,000
BL	2947486	CHEMISTRY	2012	7122	Serials Firm	20,000
BL	2947486	CHEMISTRY	2012	7125	Serials Approval	20,000
BL	2947482	EDUCATION	2012	7112	Monograph Firm	20,000
BL	2947482	EDUCATION	2012	7115	Monograph Approval	20,000
BL	2947482	EDUCATION	2012	7122	Serials Firm	20,000
BL	2947482	EDUCATION	2012	7125	Serials Approval	20,000
BL	2947430	GEOLOGY	2012	7112	Monograph Firm	20,000

BL	2947430	GEOLOGY	2012	7115	Monograph Approval	20,000
BL	2947430	GEOLOGY	2012	7122	Serials Firm	20,000
BL	2947430	GEOLOGY	2012	7125	Serials Approval	20,000
BL	2947485	BIOLOGY	2012	7112	Monograph Firm	20,000
BL	2947485	BIOLOGY	2012	7115	Monograph Approval	20,000
BL	2947485	BIOLOGY	2012	7122	Serials Firm	20,000
BL	2947485	BIOLOGY	2012	7125	Serials Approval	20,000
BL	2947483	MEDICAL SCIENCES	2012	7112	Monograph Firm	20,000
BL	2947483	MEDICAL SCIENCES	2012	7115	Monograph Approval	20,000
BL	2947483	MEDICAL SCIENCES	2012	7122	Serials Firm	20,000
BL	2947483	MEDICAL SCIENCES	2012	7125	Serials Approval	20,000
BL	2947498	COMM & CULTURE	2012	7112	Monograph Firm	20,000
BL	2947498	COMM & CULTURE	2012	7115	Monograph Approval	20,000
BL	2947498	COMM & CULTURE	2012	7122	Serials Firm	20,000
BL	2947498	COMM & CULTURE	2012	7125	Serials Approval	20,000
BL	2947499	CENTRAL EURASIAN	2012	7112	Monograph Firm	20,000
BL	2947499	CENTRAL EURASIAN	2012	7115	Monograph Approval	20,000
BL	2947499	CENTRAL EURASIAN	2012	7122	Serials Firm	20,000
BL	2947499	CENTRAL EURASIAN	2012	7125	Serials Approval	20,000
BL	2947487	COMPARATIVE LIT	2012	7112	Monograph Firm	20,000
BL	2947487	COMPARATIVE LIT	2012	7115	Monograph Approval	20,000
BL	2947487	COMPARATIVE LIT	2012	7122	Serials Firm	20,000
BL	2947487	COMPARATIVE LIT	2012	7125	Serials Approval	20,000
BL	2947489	FRENCH & ITALIAN	2012	7112	Monograph Firm	20,000
BL	2947489	FRENCH & ITALIAN	2012	7115	Monograph Approval	20,000
BL	2947489	FRENCH & ITALIAN	2012	7122	Serials Firm	20,000
BL	2947489	FRENCH & ITALIAN	2012	7125	Serials Approval	20,000
BL	2947488	FOLKLORE	2012	7112	Monograph Firm	20,000
BL	2947488	FOLKLORE	2012	7115	Monograph Approval	20,000
BL	2947488	FOLKLORE	2012	7122	Serials Firm	20,000
BL	2947488	FOLKLORE	2012	7125	Serials Approval	20,000
BL	2947491	HISTORY	2012	7112	Monograph Firm	20,000
BL	2947491	HISTORY	2012	7115	Monograph Approval	20,000
BL	2947491	HISTORY	2012	7122	Serials Firm	20,000
BL	2947491	HISTORY	2012	7125	Serials Approval	20,000
BL	2947492	HIST & PHIL OF SCI	2012	7112	Monograph Firm	20,000
BL	2947492	HIST & PHIL OF SCI	2012	7115	Monograph Approval	20,000
BL	2947492	HIST & PHIL OF SCI	2012	7122	Serials Firm	20,000
BL	2947492	HIST & PHIL OF SCI	2012	7125	Serials Approval	20,000
BL	2947493	LATIN AMERICAN	2012	7112	Monograph Firm	20,000
BL	2947493	LATIN AMERICAN	2012	7115	Monograph Approval	20,000
BL	2947493	LATIN AMERICAN	2012	7122	Serials Firm	20,000
BL	2947493	LATIN AMERICAN	2012	7125	Serials Approval	20,000
BL	2947494	LINGUISTICS	2012	7112	Monograph Firm	20,000
BL	2947494	LINGUISTICS	2012	7115	Monograph Approval	20,000
BL	2947494	LINGUISTICS	2012	7122	Serials Firm	20,000
BL	2947494	LINGUISTICS	2012	7125	Serials Approval	20,000
BL	2947495	RELIGIOUS STUDIES	2012	7112	Monograph Firm	20,000
BL	2947495	RELIGIOUS STUDIES	2012	7115	Monograph Approval	20,000
BL	2947495	RELIGIOUS STUDIES	2012	7122	Serials Firm	20,000
BL	2947495	RELIGIOUS STUDIES	2012	7125	Serials Approval	20,000
BL	2947496	SOCIOLOGY	2012	7112	Monograph Firm	20,000
BL	2947496	SOCIOLOGY	2012	7115	Monograph Approval	20,000

BL	2947496	SOCIOLOGY	2012	7122	Serials Firm	20,000
BL	2947496	SOCIOLOGY	2012	7125	Serials Approval	20,000
BL	2947490	SPEECH AND HEARING	2012	7112	Monograph Firm	20,000
BL	2947490	SPEECH AND HEARING	2012	7115	Monograph Approval	20,000
BL	2947490	SPEECH AND HEARING	2012	7122	Serials Firm	20,000
BL	2947490	SPEECH AND HEARING	2012	7125	Serials Approval	20,000
BL	2947497	SPANISH/PORTUGESE	2012	7112	Monograph Firm	20,000
BL	2947497	SPANISH/PORTUGESE	2012	7115	Monograph Approval	20,000
BL	2947497	SPANISH/PORTUGESE	2012	7122	Serials Firm	20,000
BL	2947497	SPANISH/PORTUGESE	2012	7125	Serials Approval	20,000
BL	2947500	LIBRARY ACQUISITIONS GENERAL	2012	7119	Mono Services	45,000
BL	2947500	LIBRARY ACQUISITIONS GENERAL	2012	7129	Serial Services	45,000
BL	1047410	Library Acquisitions	2012	7100	LIB ACQUIS	0

Sample Library (OLE) Organizations

CHART CODE	ORG CODE	ORG NAME
HIGHER LEVEL ORGANIZATIONS		
BL	LIBR	LIBRARY
BL	LACQ	LIBRARY ACQUISITIONS
OLE Level Organizations		
BL	BI	BIOLOGY - LIFESCI
BL	CHEM	CHEMISTRY - CHEM
BL	CMLT	COMPARATIVE LITERATURE - WELLS
BL	FOLK	FOLKLORE/ETHNOMUSICOLOGY - WELLS
BL	FRIT	FRENCH & ITALIAN - WELLS
BL	GEOL	GEOLOGICAL SCIENCES - GEOLOGY
BL	SPHS	SPEECH & HEARING - WELLS
BL	HIST	HISTORY - WELLS
BL	HPSC	HIST & PHIL OF SCIENCE - WELLS
BL	LNAM	LATIN AMERICAN - WELLS
BL	LING	LINGUISITICS - WELLS
BL	REL	RELIGIOUS STUDIES - WELLS
BL	SOC	SOCIOLOGY - WELLS
BL	SPAN	SPANISH & PORTUGUESE - WELLS
BL	CMCL	COMMUNICATION & CULTURE - WELLS
BL	CEUS	CENTRAL EURASIAN STUDIES - WELLS
BL	EDL	EDUCATION - EDUC
BL	MEDS	MEDICAL SCIENCES - LIFESCI

Document Statuses

Purchase Order Statuses

Code	Status
AMND	Pending Amendment
CANC	Cancelled
CGIN	Change in Process
CLOS	Closed
CLPE	Pending Close
CNCG	Cancelled Change
CXER	Error occurred sending cxml
CXPE	Pending cxml
DACG	Disapproved Change
DBUD	Disapproved Budget
DCG	Disapproved C & G
DCOM	Disapproved Commodity Code
DPUR	Disapproved Purchasing
DTAX	Disapproved Tax
FXER	Error occurred sending fax
FXPE	Pending Fax
INPR	In Process
OPEN	Open
PHOL	Payment Hold
PHPE	Pending Payment Hold
PRPE	Pending Print
QUOT	Out for Quote
RHPE	Pending Remove Hold
ROPE	Pending Reopen
RTPE	Pending Retransmit
RTVN	Retired Version
VOID	Void
VOPE	Pending Void
WBUD	Awaiting Budget Approval
WCG	Awaiting C & G Approval
WCOM	Awaiting Commodity Code Approval
WDPT	Waiting for Department
WNUI	Awaiting New Unordered Item Review
WPUR	Awaiting Purchasing Approval
WTAX	Awaiting Tax Approval
WVEN	Waiting for Vendor

Payment Request Statuses

Code:	Status:
ACHA	Awaiting Chart Approval
AFOA	Awaiting Fiscal Officer Approval
APAD	Awaiting AP Review
ARVR	Awaiting Receiving

ASAA	Awaiting Sub-Account Manager Approval
ATAX	Awaiting Tax Approval
AUTO	Auto-Approved
CANC	Cancelled
CIPR	Cancelled - In Process
DPTA	Department-Approved
INIT	Initiated
INPR	In Process
PEIN	Pending Route Electronic Invoice

Maintenance Documents Permissions and Routing

Maintenance Document Name	Edit/save/submit or Blanket approve permissions: *blanket approve available if no approver listed in next column	Routes for Approval to (if approval required):
Purchasing/Accounts Payable		
Billing Address	OLE-Acquisitions	
Carrier	OLE-Acquisitions	
Category	OLE-Acquisitions	OLE-ACQ-Mgr
Exception Type	OLE-Receive	OLE-Receive-Mgr
Format Type	OLE-Acquisitions	OLE-ACQ-Mgr
Funding Source	OLE-PAYMENT	
Invoice SubType	OLE-PAYMENT	
Invoice Type	OLE-PAYMENT	
Item Price Source	OLE-Acquisitions	OLE-ACQ-Mgr
Material Type	OLE-Acquisitions	OLE-ACQ-Mgr
Note Types	OLE-Acquisitions	OLE-ACQ-Mgr
Order Type	OLE-Acquisitions	OLE-ACQ-Mgr
Payment Method	OLE-PAYMENT	
Purchase Order Item Status	OLE-Acquisitions	OLE-ACQ-Mgr
Receiving Address	OLE-Acquisitions, OLE-Selectors, OLE-Super Selectors, OLE-ACQ-Mgr	
Receiving line item Note Type	OLE-Receive-Mgr	
Receiving Threshold	OLE-PAYMENT, OLE-ACQ-Mgr, OLE-Receive-Mgr	
Request Source Type	OLE-Acquisitions	OLE-ACQ-Mgr
Requestor		
Requestor	OLE-Acquisitions, OLE-Selectors, OLE-Super Selectors, OLE-ACQ-Mgr	

Role Name	Users
OLE_Selectors	ole-cstan, ole-khuntley
OLE_Super-Selectors	ole-mandrew, ole-khuntley
OLE_Acquisitions	ole-fermat, ole- khuntley
OLE_ACQ-Mgr	ole-hachris, ole- khuntley, ole-kgeorge
OLE_Receive_Mgr	ole-msmith, ole-jfunk, ole-khuntley
OLE_Payment	ole-abeal, ole-khuntley

Linked Resources

- OLE Basics: E-Docs, action buttons- basic overview of elements
- OLE User Documentation on the wiki
- OLE Release Documentation on the wiki
- OLE Roadmap
- KFS Online Users Guide
- KFS Chart of Accounts