



# **Kuali Financial System Training Guide**

**University of Hawaii  
Purchasing Order Amendment**





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## Objectives

- Review UH Policy and Recommendations
- Review POA General Processing Steps
- Search for a Purchase Order
- Process a POA Before Payment
- Process a POA After Payment
- Use the Retransmit to Reprint the Purchase Order
- Void a Purchase Order

## Resources

All of the materials covered in this workshop are also covered in the online tutorials <http://www.hawaii.edu/kualifinancial/?page=training>. This online tutorial can be useful before or after training in case you want to get a head start or you just need a refresher. You can also review the Process Documents for each business process to get a finer level of detail related to each topic.



# Purchase Order Amendment

## General – UH policy

Purchase order changes serve as formal notification to the vendor of changes to previously issued purchase orders and are intended to clarify and update the order specifications, thereby minimizing potential liability to University departments and personnel relating to the order. For more detailed information regarding University policies on purchase order changes see Administrative Procedures A8.250, Section 15, Purchase Order Changes, and A8.275, Section 4a, Encumbrance of Contracts beyond the Fiscal Officer's Purchasing Authority.

Examples of conditions which would call for the issuance of a purchase order amendment to the vendor include:

- a) Increase or decrease in quantity;
- b) Significant increase in total dollar amount;
- c) Changes to purchase orders issued by OPRPM
- d) Changes to purchase order which result in a purchase which exceeds the limits of a fiscal officer's purchasing authority;
- e) Changes which would significantly alter the original specifications of the item(s) to be purchased or would significantly modify the terms of the purchase;
- f) Significant changes in delivery date or method of delivery;
- g) Partial or total cancellation of order.

Purchase order amendments should not be used to change the vendor with whom a department is doing business or to add new items to the purchase order.



## General – KFS Purchase Order Amendment Features

In KFS, the Purchase Order Amendment e-doc enables users to:

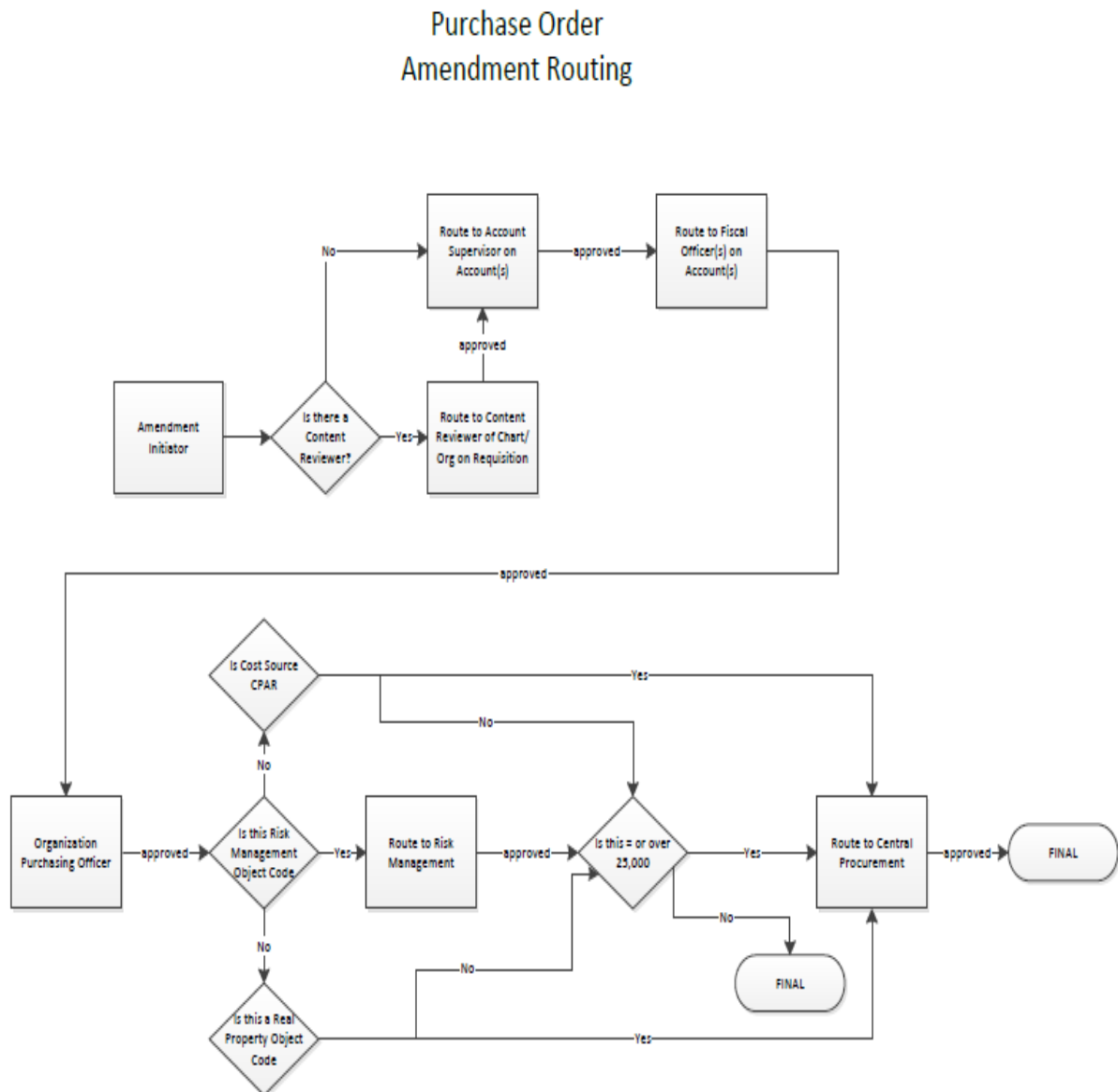
- a) generate a change order document based on the original PO specifications and format,
- b) edit fields, as needed, in various tabs such as Document Overview, Delivery, Vendor (except vendor name), Items (including item and accounting lines), Capital Asset and Additional Institutional Info,
- c) route the PO Amendment to individuals who must approve the change(s), and
- d) print a PO Amendment output document for signature and issuance to the vendor.

Additionally, similar to the legacy ePurchasing, Change Order feature, the KFS Purchase Order Amendment (POA) document may be created by anyone with general user access to KFS and then follows a workflow which allows appropriate authorities to approve the POA as required by UH policies.



## POA ROUTING

The diagram below notes the standard workflow for the Purchase Order Amendment process.





## POA System Processing Rules

When processing a PO Amend document, the following system rules should be kept in mind:

- To initiate a PO Amend document, user must select version of the PO in 'Open' status.
- During the amend process, the original PO 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' after the POA has been fully approved.
- The system will add a note in the NOTES AND ATTACHMENTS tab with the date the amendment was started, the person who started the amendment, the information entered when user was prompted to 'confirm' desire to proceed with POA, and the previous PO e-doc number.
- **Prior to Payment Processing:**
  - Most fields which were available for editing on the initial PO document may also be edited on the PO Amend document with the following exceptions:
    - The fiscal year cannot be changed.
    - The Vendor's Name and Number cannot be changed.
    - The Item Type cannot be changed (from 'QTY' to 'NO QTY' or 'NO QTY' to 'QTY').
  - You may edit current line items, edit or add account lines on current line items, add new line items, delete newly added items, and otherwise perform all other edits.
  - New line items can always be added but should be done so in accordance with the UH policies on changes to POs.
  - CAMS data can always be changed.





- There must be at least one line item when the POA is submitted.
- **Once Payment Processing has been initiated the following limitations on changes apply:**
  - If modifying an existing line item the amount cannot go below what has already been invoiced.
  - If PREQ is in Final Status the PO can be amended repeatedly but the accounting lines for line items that have payments against them cannot be edited, including inserting additional accounting lines.
  - If there are payment requests (PREQs) or vendor credit memos (CMs) in process, the **amend** button is not displayed.
  - If a Payment Request (PREQ) or credit memo (CM) has been submitted but the check has not yet been processed against a line item, that line item cannot be changed.
  - Users are not allowed to create payment requests or credit memos against a PO that has a pending amendment.
- Note: The system runs an automatic batch cycle each month to close out POs with no encumbrance.



## UH Procedural Recommendations

- **IMPORTANT:** Baseline PURAP does not assign a sequential count number for each new PO Amend document processed, e.g., Amendment # 1, Amendment # 2, etc. Therefore, it is recommended that OPOs manually assign sequential Amendment numbers to each POA processed and that the applicable Amendment number be entered in the NOTES TO VENDOR field of the POA document. See example below under the “Initiating a POA Document, VENDOR” section.
- The “void order” button is available if no payments have been made. However, UH is recommending that the “void order” option only be used if the order has not yet been placed with the vendor (e.g., an error was found on a PO that was fully approved, but the hardcopy has not been mailed out to the vendor yet).
- For cancellation of a PO after the order has been sent to the vendor, UH is recommending use of the following guidelines:
  - If the entire order must be cancelled and no payments have yet been made:
    - Reduce all unit costs to \$0.00 (by entering “0.00” in the Unit Cost field).
    - In BOTH the “Notes to Vendor” and the line item description fields, indicate that you are “CANCELING ALL ITEMS”.
    - When you print the POA, your notes and the line items with \$0.00 amounts indicated will appear on the printed POA. You can then send this to the vendor as applicable.
    - NOTE: The dollar amounts can all be reduced to \$0.00, but the QUANTITY cannot all be zero. If you chose “quantity” as your item type, leave the quantity in and just change the unit cost to \$0.00.
  - If partial payment has been made:



- For the line items that do not have payments against them, reduce the unit cost to \$0.00, same as above. Indicate in the line item description that you are canceling that item.
- For those line items that have payments made against them, reduce the unit cost and/or quantity to the amount already paid. Indicate in the line item description that you have reduced the line to the amount already received/paid for and the remainder is being cancelled.
- In the “Notes to Vendor” field write a summary of all changes made.

## Purchase Order Amendment General Processing Steps

### Initiating a PO Document

1. Search for the PO you want to change (amend) from the PO search screen.
  - See Appendix A - Searching for Purchase Order Instructions
2. From Search Results choose the document/notification ID associated with the PO that you wish to change. Remember: to initiate a POA, it must be in “Open” status.
3. For OPOs, Central Procurement and Risk Management users (i.e., roles with Purchasing Processor permissions) a PO document in “open” status will display the following buttons:



Note: “void order” button is only available if no payments have been made. Once payments have been made, there will be a “close order” button instead. Selecting the “close order” button closes the PO so that no other actions can be taken. This is similar to the “release remaining encumbrances” option in eFMIS.



General users, i.e., those with non-Purchasing Processor permissions, may have the following buttons:




4. To create the PO Amend document and initiate the PO Amend workflow, follow the steps below:

- Click “amend” to create a PO Amend e-doc. The system prompts the user with a dialog box to confirm desire to initiate a POA and asking for reason for the PO change. The response is then automatically inserted in the **Notes and Attachments** tab of the POA (as well as all prior versions of the PO).
- **DOCUMENT OVERVIEW:**
  - \*DESCRIPTION: Enter brief description per your department’s internal instructions. (Required field)
  - EXPLANATION: Enter additional text, if desired, to describe reason for PO Amend action.
  - ORGANIZATION DOCUMENT NUMBER: If applicable, enter legacy document number here.
  - CHART/ORG: DO NOT CHANGE CHART/ORG. If PO Amend must be routed to an additional approver, use Ad Hoc Recipient feature to route to the additional individual.
  - DO NOT CHANGE ALL OTHER REMAINING FIELDS IN DOCUMENT OVERVIEW TAB.
- **DELIVERY:**
  - GENERAL: Delivery fields may be edited, if needed.
  - NOTE: If delivery information will be changed, enter message describing the revisions in the DELIVERY INSTRUCTIONS field in order to alert Vendor of revisions to original delivery instructions. This field will print on the output PO Amend document.
- **VENDOR:**
  - VENDOR NAME AND #: CANNOT BE CHANGED.



- Vendor Address: May be edited, if needed. Revised address will print on PO Amend output document.
- VENDOR CHOICE: Menu selection may be changed, if needed.
- CUSTOMER #: May be edited, if needed.
- NOTES TO VENDOR: Enter the applicable Amendment No. and brief description of the changes to alert the reader of the changed conditions.
  - **IMPORTANT:** Baseline PURAP does not assign a sequential count number for each new PO Amend document processed, e.g., Amendment # 1, Amendment # 2, etc. Therefore, it is recommended that OPOs manually assign sequential Amendment numbers to each POA processed and that the applicable Amendment number be entered in the NOTES TO VENDOR field of the POA document. See example below.
- **STIPULATIONS:** If needed, enter any general information text here. This field will display on the printed POA document.
- **ITEMS:** Enter changes to Item Quantity, UOM, Description or Unit Cost and to the related Accounting Line fields, Chart, Account Number, Object Code and Percent, as needed.
  - **SPECIAL NOTES REGARDING ITEM LINE CHANGES:**
    - Prior to Payment Request processing, item line fields may be edited pursuant to the System Processing Rules noted above.
    - The “Delete” button removes (i.e. erases) any new item lines added.
    - UH will not use the “Inactivate” button. Once inactivated, the line cannot be reactivated.
    - If an item line must be cancelled and no Payment Requests have yet been processed against it, you may enter “0.00” in the unit cost. This will reverse the encumbrance accordingly and the line will be noted on the printed PO Amend document as a zero dollar item line.



- If you need to cancel all item lines, refer to the instructions for cancellation of an order under the “UH Procedural Recommendations” section above.
  - **IMPORTANT:** Once Payment Requests have been processed, Item and Accounting lines may be closed. Therefore, be sure to carefully review the POA System Processing Rules provided above before proceeding with Item Line changes.
- **CAPITAL ASSET:** If capital asset information was previously entered on the PO, it may be modified here, as needed.
- **ADDITIONAL INSTITUTIONAL INFO, SPECIAL NOTE:**
  - If the original PO or any previously processed PO Amendment document was approved by OPRPM because the PO exceeded the \$25,000 OPO purchasing limit, and a new PO Amendment is being processed which would bring the PO total to less than this threshold amount, the system will NOT automatically route the new POA to OPRPM for approval, as required by University policy. Accordingly, in such cases, OPOs should be sure to select the Cost Source code, “Central Procurement Approval Required,” located in the Additional Institutional Information tab to enable the POA to properly route to OPRPM for approval.
- **AD HOC RECIPIENT:** Use this feature to notify an individual about the PO Amend document or to obtain an approval.
- After confirming the accuracy of the changes, click the  button.
- KFS will then automatically route the POA to appropriate approvers as established by your business office. See diagram on page 2.
- To view the next person(s) in the route path who must approve the PO Amend, open the appropriate sections within the Route log tab.



## Search for a Purchase Order

### Process

In this tutorial, you will learn how to search for Purchase Orders using a **Custom Document Search** for the purposes of the **Purchase Order Amend** process.

KFS provides a robust search engine to find purchase orders.

**Navigation:** Main Menu>Custom Document Searches>Purchasing/Accounts Payable>Purchase Orders

The screenshot displays the Kuali financial systems web application. The top navigation bar includes the Kuali logo, "financial systems", and tabs for "Main Menu", "Maintenance", and "Administration". A "Message Of The Day" section shows "Training (Mock PRD, 06/07/2012)". The main content area is divided into three columns. The left column lists various transaction types under "Transactions", including "Accounts Receivable", "Financial Processing", "Labor Distribution", and "Purchasing/Accounts Payable". The middle column, titled "Custom Document Searches", lists "Financial Transactions", "Accounts Receivable", "Capital Asset Management", "Effort Certification", "Financial Processing", "Purchasing/Accounts Payable", and "Lookup and Maintenance". The right column lists "Balance Inquiries", "General Ledger", "Labor Distribution", "Reports", "Contracts and Grants", and "Effort Certification". The "Purchasing/Accounts Payable" section in the middle column is highlighted, showing links for "Payment Requests", "Purchase Orders", "Requisitions", and "Vendor Credit Memos".

Step #	Procedure
1.	Click the "Purchase Orders" link. <a href="#">Purchase Orders</a>



**kuali**  
financial systems

Main Menu Maintenance Administration

Training (Tag: QA3) (Oracle9i)

action list doc search Logged in User: train040 Login Logout

Document Lookup detailed search superser search clear saved searches Searches

Warnings for this Section:  
NOTE: Do not disclose purchase order numbers to vendors unless the status of the order is Open or Closed.

\* required field

Type: PO

Initiator:

Document/Notification Id:

Date Created From:

Date Created To:

Document Description:

Organization Document Number:

Purchase Order #:

Requisition #:

Vendor #:

Purchase Order Chart Code:

Purchase Order Organization Code:

Requestor Name:

Assigned To User:

Delivery Campus:

Contract Manager:

Previous Purchase Order #:

Purchase Order Last Transmit Date From:

Purchase Order Last Transmit Date To:

Date Required From:

Date Required To:

Date Required Reason:

Payment Request Positive Approval Required: Yes No Both

Step #	Procedure
2.	<p>Search fields are self-explanatory; however, some of the most common are reviewed in this tutorial.</p> <p>You can specify as many or as few fields as you wish to narrow your search. Remember a search with few criteria may take significantly longer than a search which contains many criteria.</p>
3.	<p>The <b>Type</b> field is automatically populated with the <b>PO</b> Type.</p> <p><b>Type:</b> PO</p> <p><b>Note:</b> If at any time you need to search for a <b>Purchase Order Amend</b> or a <b>Requisition</b> document you can change this field to <b>POA</b> or <b>REQS</b>. As a result, the search fields will reset depending on the document type you select.</p>
4.	<p>The <b>Initiator</b> field can be used if you are looking for PO's that you initiated.</p>










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	<b>Initiator:</b> <input type="text"/>
5.	<p>The <b>Document/Notification Id</b> field can be used if you know the <b>Id</b> number of the e-doc. <b>Document/Notification Id:</b> <input type="text"/></p> <p><b>Note:</b> Do not use this field to enter the <b>PO</b> number.</p>
6.	<p>The <b>Date Created From</b> and <b>Date Created To</b> fields can be used if you wish to find <b>Purchase Orders</b> within a date range.</p> <p><b>Date Created From:</b> <input type="text"/> <b>Date Created To:</b> <input type="text"/></p>
7.	<p>The <b>Document Description</b> field can be used if you identify your <b>Requisitions</b> with a specific description (i.e., FO Code, or library.) Use the wildcard to search for a range of descriptions.</p> <p><b>Document Description:</b> <input type="text"/></p>
8.	<p>The <b>Purchase Order #</b> field can be used if you know the <b>PO</b> number.</p> <p><b>Purchase Order #:</b> <input type="text"/></p>
9.	<p>The <b>Requisition #</b> field can be used if you are searching for a <b>Purchase Order</b> but only know the <b>Requisition</b> number for the <b>Purchase Order</b>.</p> <p><b>Requisition #:</b> <input type="text"/></p>



Step #	Procedure
10.	<p>The <b>Purchase Order Status</b> field is useful if you are tracking the status of your <b>Purchase Orders</b>.</p> <p>Since <b>Purchase Orders</b> must be in <b>Open</b> status in order to use the <b>PO Amend</b> process, the <b>Purchase Order Status</b> field can be used to find only the <b>PO's</b> in <b>Open</b> status.</p> <div data-bbox="355 1371 998 1564" data-label="Form"> </div>
11.	<p>Click the <b>"Open"</b> option in the <b>Purchase Order Status</b> field listing.</p> <div data-bbox="355 1646 750 1680" data-label="Form"> </div>
12.	<p>It is always suggested to narrow your search by selecting your <b>Chart Code</b>.</p> <p>Click the <b>"Chart Code"</b> drop down list box. </p>



Step #	Procedure
13.	<p>Select the applicable <b>Chart Code</b> for your campus.</p> <p>Select the “<b>MA</b>” option for this example. </p>
14.	<p>In the <b>Search Result Type</b> field:</p> <p><b>Document Specific Data</b> - select this option if you want to include various PO document info columns in the search results.</p> <p><b>Workflow Data</b> - select this option if you want to include the status of the PO in the search results. </p>
15.	<p>If the search parameters you selected are ones you use regularly you may want to name your search in the <b>Name this Search</b> field.</p> <p>Once you create/name a search the search will be saved under that name and can be used over and over by selecting the name from the <b>Searches</b> drop down listbox in the upper right hand corner of this lookup page.</p> <p></p>
16.	<p>Click the “<b>search</b>” button. </p>

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Account Number:

Organization Code:

Ledger Document Type:

Total Amount:

Search Result Type: ☒ Document Specific Data ☐ Workflow Data

Name this search (optional):

13 items found. Please refine your search criteria to narrow down your search.

13 items retrieved, displaying all items.

Document/Notification Id	Document Description	Organization Document Number	Purchase Order #	Purchase Order Status	Contract Manager Name	Chart/Org	Vendor	University Fiscal Year	Type	Chart Code	Account Number	Organization Code	Ledger Document Type	Total Amount	Route Log
6790	907- OFFICE SUPPLIES		1025	Open	Organizational Purchasing Officer	MA-MGT	OFFICEMAX INC	2013	Purchase Order	MA	7000001	BIOL	PO	1,570.68	
6789	992- REQUISITION FOR OFFICE SUPPLIES		1024	Open	Organizational Purchasing Officer	MA-MGT	OFFICEMAX INC	2013	Purchase Order	MA	7000001	BIOL	PO	1,570.68	
6788	052- REQUISITION FOR OFFICE CHAIRS		1023	Open	Organizational Purchasing Officer	MA-MGT	OFFICEMAX INC	2013	Purchase Order	MA	7000001	BIOL	PO	1,570.68	
6787	052- REQUISITION DESCRIPTION v3		1022	Open	Organizational Purchasing Officer	MA-MGT	OFFICEMAX INC	2013	Purchase Order	MA	7000001	BIOL	PO	1,570.68	
6786	052- REQUISITION DESCRIPTION v2		1021	Open	Organizational Purchasing Officer	MA-MGT	OFFICEMAX INC	2013	Purchase Order	MA	7000001	BIOL	PO	1,570.68	
6779	REQUISITION DESCRIPTION		1020	Open	Organizational Purchasing Officer	MA-MGT	OFFICEMAX INC	2013	Purchase Order	MA	7000001	BIOL	PO	1,570.68	
6522	012 PO Conversion	p572175	1018	Open	Organizational Purchasing Officer	MA-DNND	OFFICEMAX INC	2012	Purchase Order Retransmit	MA	2014296	MGT		10.00	
6495	109-PO Conversion	P560892	1017	Open	Organizational Purchasing Officer	MA-DNHK	B AND H PHOTO VIDEO INC	2012	Purchase Order	MA	2265902	HWST	PO	2,223.00	
6489	109-PO Conversion	P572175	1016	Open	Organizational Purchasing Officer	MA-DNHK	OFFICEMAX INC	2012	Purchase Order	MA	2014296	MGT	PO	10.00	
6472	055-PO CONVERSION	P572175	1014	Open	Organizational Purchasing Officer	HO-CHNC	OFFICEMAX INC	2012	Purchase Order	MA	2014296	MGT	PO	100.00	

Step #	Procedure
17.	<b>Important:</b> to initiate a <b>Purchase Order Amend</b> , the <b>Purchase Order</b> must be in <b>Open</b> status.
18.	From the <b>Search Results</b> choose the <b>Document/Notification Id</b> associated with the <b>PO</b> that you wish to change.  Click the <b>"6788"</b> Id for this example.



Internal Purchasing Clinic

Capital Asset [show](#)

Payment Info [show](#)

Additional Institutional Info [hide](#)

**Additional**

* Method of PO Transmission:	PRINT	* Requestor Name:	Garcia, David
* Cost Source:	ESTIMATE	* Requestor Phone:	808-309-1544
Contact Name:		* Requestor Email:	dgarcia4@hawaii.edu
Contact Phone:			
Contact Email:			
PO Total Cannot Exceed:		Sensitive Data	

Quote [show](#)

Account Summary [show](#)

View Related Documents [show](#)

View Payment History [show](#)

General Ledger Pending Entries [show](#)

Notes and Attachments (1) [hide](#)

**Notes and Attachments**

	Posted Timestamp	Author	* Note Text	Attached File	Attachment Type	Notification Recipient	Actions
add:				<input type="text"/> <a href="#">Browse...</a>			<a href="#">add</a>
				<a href="#">CANCEL</a>			
1	07/31/2012 01:59 PM	KFSYS	Order routed to Organizational Purchasing Officer for processing				<a href="#">send</a>

Ad Hoc Recipients [show](#)

Route Log [show](#)


[amend](#) [send ad hoc request](#) [close](#)

Step #	Procedure
19.	<b>Note:</b> The action of <b>amend</b> is used to begin the <b>Purchase Order Amend</b> process. The action buttons at the bottom of the document are dependent on the user's role. See General Processing steps for more details.
20.	You have successfully completed the <b>Search for a Purchase Order</b> tutorial for the purposes of the <b>Purchase Order Amend</b> process.



## Processing a POA Before Payment Has Been Processed Process

Purchase Order		Doc Nbr: 6959	Status: FINAL						
		Initiator: kfsys	Created: 08:47 AM 08/02/2012						
		Purchase Order #: 1099	Purchase Order Status: Open						
		<a href="#">expand all</a> <a href="#">collapse all</a>							
* required field									
Document Overview									
<table border="1"> <tr> <td colspan="2">* Description: 022 Purchase Office Supplies (TEST TRN)</td> <td>Explanation:</td> </tr> <tr> <td colspan="3">Organization Document Number:</td> </tr> </table>				* Description: 022 Purchase Office Supplies (TEST TRN)		Explanation:	Organization Document Number:		
* Description: 022 Purchase Office Supplies (TEST TRN)		Explanation:							
Organization Document Number:									
Financial Document Detail									
* Year: 2013		Total Amount: 3,141.36							
Purchase Order Detail									
Chart/Org: MA / MGT		* Funding Source: INSTITUTION ACCOUNT							
Payment Request Positive Approval Required: No		Previous Purchase Order #:							
Contract Manager: Organizational Purchasing Officer		Purchase Order Confirmed Indicator: No							
Assigned To User:		Requisition Source: DIRECT INPUT							
Delivery									
Final Delivery									
* Delivery Campus: MA - Manoa		* Delivery To: Nakamura, Raegene							
Building: BUSINESS ADMINISTRATION		Phone Number: 808-956-8483							
* Address 1: 2404 MAILE WAY		Email: raegene@hawaii.edu							
Address 2:		Date Required:							
* Room: C103A		Date Required Reason:							
* City: HONOLULU		Delivery Instructions:							
State: HI									
Postal Code: 96822									
* Country: UNITED STATES									
Vendor									
Vendor Address									
Vendor: FISHER HAWAII		City: HONOLULU							
Vendor #: 16027-0		State: HI							
Address 1: 450 COOKE ST		*required for US							
Address 2:		Province:							
Attention:		Postal Code: 96813							
		*required for US							
		Country: UNITED STATES							
Vendor Info									

Step #	Procedure
21.	<p>Once you have located your <b>Purchase Order</b> document you may want to keep the tabs open or closed.</p> <p>Click the “collapse all” button. </p>



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Purchase Order ?

Doc Nbr: 6959

Status: FINAL

Initiator: kfsys

Created: 08:47 AM 08/02/2012

Purchase Order #: 1099

Purchase Order Status: Open

expand all collapse all

\* required field

Document Overview

show

Delivery

show

Vendor

show

Stipulations

show

Items

show

Capital Asset

show

Payment Info

show

Additional Institutional Info

show

Quote

show

Account Summary

show

View Related Documents

show

View Payment History

show

General Ledger Pending Entries

show

Notes and Attachments (1)

show

Ad Hoc Recipients

show

Route Log

show

amend

send ad hoc request

close


Step #	Procedure
22.	Click the “ <b>amend</b> ” button to create a <b>Purchase Order Amendment</b> e-doc. <div>amend</div>



Are you sure you want to **Amend** this Purchase Order?

\* Please enter the reason below:

Total cancellation of order

Step #	Procedure
23.	<p>The system prompts the user with a dialog box to enter the reason for the <b>PO</b> change and gives the user a chance to confirm they really want to amend the <b>Purchase Order</b>.</p> <p>In this tutorial enter “<b>Total cancellation of order</b>” and click the “<b>yes</b>” button.</p> <p></p>





## Training Guide

**Purchase Order** ?

Doc Nbr: 6960	Status: SAVED
Initiator: train001	Created: 09:03 AM 08/02/2012
Purchase Order #: 1099	Purchase Order Status: Change in Process

[expand all](#) [collapse all](#)  
\* required field

Document Overview [show](#)

Delivery [show](#)

Vendor [show](#)

Stipulations [show](#)

Items [show](#)

Capital Asset [show](#)

Payment Info [show](#)

Additional Institutional Info [show](#)

Quote [show](#)

Account Summary [show](#)

View Related Documents [show](#)

View Payment History [show](#)


General Ledger Pending Entries [show](#)

Notes and Attachments (2) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)

[calculate](#) [submit](#) [save](#) [reload](#) [close](#) [cancel](#)

Step #	Procedure
24.	A new <b>Doc Nbr</b> is displayed for the <b>PO Amend</b> e-doc and the <b>Purchase Order Status</b> now displays <b>Change in Process</b> .
25.	The <b>Document Overview</b> tab allows users to edit or enter new information into the <b>Description</b> , <b>Explanation</b> , and <b>Org Doc Nbr</b> fields.  <b>Note:</b> Do not change any of the remaining fields in the <b>Document Overview</b> tab.
26.	Click the “ <b>expand all</b> ” button. 

# Training Guide



**kuai**  
financial systems

Main Menu Maintenance Administration

Training (Tag: QA3) (Oracle9)

action list doc search

Logged in User: train001 Impersonating User: rgarcia Login Logout

Purchase Order Backdoor to rgarcia is in use

Doc Nbr: 6960 Status: ENROUTE  
Initiator: train001 Created: 09:03 AM 08/02/2012  
Purchase Order #: 1099 Purchase Order Status: Awaiting Org Purchasing Office Approval

Warning: This document is a pending action. This is not the current version of this Purchase Order.

expand all collapse all \* required field

Document Overview

Document Overview

\* Description: 022 Purchase Office Supplies (TEST TRN)

Organization Document Number:

Explanation:

Financial Document Detail

\* Year: 2013 Total Amount: 0.00

Purchase Order Detail

Chart/Org: MA / MGT

\* Funding Source: INSTITUTION ACCOUNT

Payment Request Positive Approval Required:

Contract Manager: Organizational Purchasing Officer

Assigned To User:

Previous Purchase Order #:

Purchase Order Confirmed Indicator:

Requisition Source: DIRECT INPUT

Delivery

Final Delivery

\* Delivery Campus: MA - Manoa

\* Delivery To: Kalamura, Raegene

Building: BUSINESS ADMINISTRATION building not found

Phone Number: 808-955-8485

\* Address 1: 2404 MAILE WAY

Email: raegene@hawaii.edu

Address 2:

Date Required:

\* Room: C103A

Date Required Reason:

\* City: HONOLULU


Delivery Instructions:

State: HI

Postal Code: 96822

\* Country: UNITED STATES

Vendor

Step #	Procedure
27.	Click the “hide” button on the Document Overview 
28.	Scroll down to view the complete Vendor tab.



<b>Building:</b> BUSINESS ADMINISTRATION <span>building not found</span>		<b>Phone Number:</b> 808-956-8485	
<b>* Address 1:</b> 2404 MAILE WAY		<b>Email:</b> jsegene@hawaii.edu	
<b>Address 2:</b>		<b>Date Required:</b>	
<b>* Room:</b> C103A		<b>Date Required Reason:</b>	
<b>* City:</b> HONOLULU		<b>Delivery Instructions:</b>	
<b>State:</b> HI			
<b>Postal Code:</b> 96822			
<b>* Country:</b> UNITED STATES			

<b>Vendor</b> <span>hide</span>									
<b>Vendor Address</b>									
<b>Vendor:</b> FISHER HAWAII	<b>City:</b> HONOLULU								
<b>Vendor #:</b> 16027-0	<b>State:</b> HI <small>*required for US</small>								
<b>Address 1:</b> 450 COOKE ST	<b>Province:</b>								
<b>Address 2:</b>	<b>Postal Code:</b> 96813 <small>*required for US</small>								
<b>Attention:</b>	<b>Country:</b> UNITED STATES								
<b>Vendor Info</b>									
<b>Vendor Choice:</b> Small Purchase									
<b>Customer #:</b>									
<b>Notes To Vendor:</b> POA #1099 TOTAL CANCELLATION OF ORDER DUE TO CHANGES IN DEPARTMENTAL REQUIREMENTS.	<b>Payment Terms:</b>								
	<b>Shipping Title:</b>								
	<b>Shipping Payment Terms:</b>								
<b>Contract Name:</b>	<b>Contacts:</b>								
<b>Phone Number:</b>	<b>Supplier Diversity:</b>								
<b>Fax Number:</b>	<b>Search for alternate vendor</b>								
	<b>Alternate Vendor For Non-Primary Vendor Payment:</b>								
	<b>Vendor Name:</b>								
	<b>Vendor #:</b>								
	<b>remove alternate vendor</b>								
<b>Stipulations</b> <span>show</span>									
<b>Items</b> <span>hide</span>									
<b>Add Item</b> <span>import lines</span>									
<b>Item Line #</b>	<b>* Item Type</b>	<b>Quantity</b>	<b>UOM:</b>	<b>Catalog #</b>	<b>* Description</b>	<b>* Unit Cost</b>	<b>Extended Cost</b>	<b>Assigned To Trade In</b>	<b>Action</b>

Step #	Procedure
29.	<p>The <b>Notes To Vendor</b> field under the <b>Vendor Info</b> box allows the user to enter an applicable amendment number to show the different versions of the <b>POA</b> and a brief description of the changes to alert the reader of the changed conditions.</p> <p>Enter “<b>POA #1 TOTAL CANCELLATION OF ORDER DUE TO CHANGES IN DEPARTMENTAL REQUIREMENTS.</b>” into the <b>Note to Vendor</b> field.</p>



Items hide


Add Item import lines

Item Line #	* Item Type	Quantity	UOM:	Catalog #	* Description	* Unit Cost	Extended Cost	Assigned To Trade In	Action
	QUANTITY						0.00		add

setup distribution remove accounts from all items expand all accounts collapse all accounts

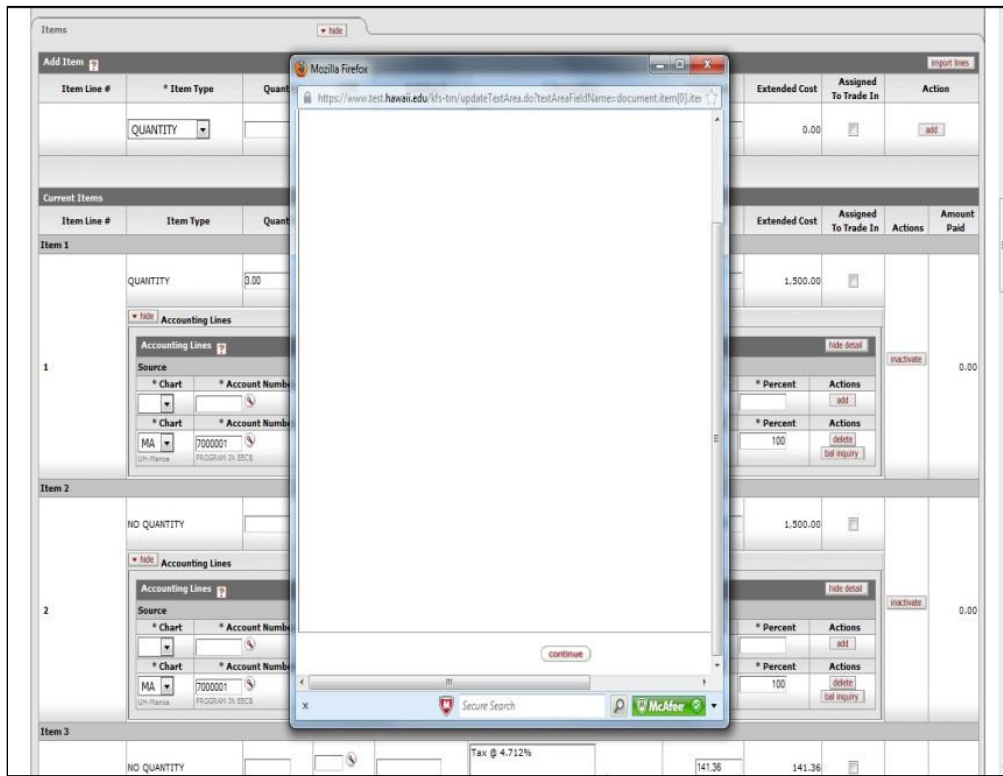
Current Items


Item Line #	Item Type	Quantity	UOM	Catalog #	Description	Unit Cost	Extended Cost	Assigned To Trade In	Actions	Amount Paid																		
Item 1	QUANTITY	3.00	EA EACH		Item 1 - executive office chair	500.00	1,500.00																					
1	<p><span>hide</span> Accounting Lines <span>hide detail</span> <span>inactivate</span></p> <p>Source</p> <table border="1"> <thead> <tr> <th>* Chart</th> <th>* Account Number</th> <th>Sub-Account</th> <th>* Object</th> <th>Sub-Object</th> <th>Project</th> <th>Org Ref Id</th> <th>* Percent</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>MA</td> <td>7000001</td> <td></td> <td>3200</td> <td></td> <td></td> <td></td> <td>100</td> <td>add delete bill inquiry</td> </tr> </tbody> </table>									* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Percent	Actions	MA	7000001		3200				100	add delete bill inquiry	0.00
* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Percent	Actions																				
MA	7000001		3200				100	add delete bill inquiry																				
Item 2	NO QUANTITY				Item 2 - 10 file cabinets @ \$150 each. 10 x \$150 = \$1,500.00	1,500.00	1,500.00																					
2	<p><span>hide</span> Accounting Lines <span>hide detail</span> <span>inactivate</span></p> <p>Source</p> <table border="1"> <thead> <tr> <th>* Chart</th> <th>* Account Number</th> <th>Sub-Account</th> <th>* Object</th> <th>Sub-Object</th> <th>Project</th> <th>Org Ref Id</th> <th>* Percent</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>MA</td> <td>7000001</td> <td></td> <td>3200</td> <td></td> <td></td> <td></td> <td>100</td> <td>add delete bill inquiry</td> </tr> </tbody> </table>									* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Percent	Actions	MA	7000001		3200				100	add delete bill inquiry	0.00
* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Percent	Actions																				
MA	7000001		3200				100	add delete bill inquiry																				
Item 3	NO QUANTITY				Tax @ 4.712%	141.36	141.36																					

Step #	Procedure
30.	In the <b>Current Items</b> section you may enter changes to the Item QTY, UOM, Description, or Unit Cost. You may also enter changes to the Chart, Account Number, Object Code and *Percent fields in the Accounting Line.
31.	<p>In this example, you will be canceling all item lines. Therefore, you will need to enter a further explanation into the <b>Description</b> field as to what is being done.</p> <p>Click the “Pencil” button next to the <b>Description</b> field to open an expanded description window for Item 1. </p>



Step #	Procedure
32.	Enter “CANCELLING ITEM #1, COST HAS BEEN REDUCED TO -0-” into the <b>description</b> field for Item 1.
33.	Scroll to the bottom of the <b>description</b> window.



Step #	Procedure
34.	<p>Click the “continue” button to save and close the <b>description</b> window.</p>  <p><b>Note:</b> The <b>continue</b> button saves and closes the expanded <b>description</b> window. If you do not click the <b>continue</b> button, your input will not be saved.</p>



Items ▼ hide


**Add Item** ? import lines

Item Line #	* Item Type	Quantity	UOM:	Catalog #	* Description	* Unit Cost	Extended Cost	Assigned To Trade In	Action
	QUANTITY						0.00		<span>add</span>

setup distribution remove accounts from all items expand all accounts collapse all accounts

**Current Items**

Item Line #	Item Type	Quantity	UOM	Catalog #	Description	Unit Cost	Extended Cost	Assigned To Trade In	Actions	Amount Paid																																								
<b>Item 1</b>	QUANTITY	3.00	EA EACH		Item 1 - executive office chair CANCELLING ITEM #1.	0.00	1,500.00																																											
<p><span>▼ hide</span> <b>Accounting Lines</b> <span>hide detail</span></p> <p><b>Accounting Lines</b> <span>?</span></p> <table border="1"> <thead> <tr> <th>Source</th> <th>* Chart</th> <th>* Account Number</th> <th>Sub-Account</th> <th>* Object</th> <th>Sub-Object</th> <th>Project</th> <th>Org Ref Id</th> <th>* Percent</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><span>add</span></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>MA</td> <td>7000001</td> <td></td> <td>3200</td> <td></td> <td></td> <td></td> <td>100</td> <td><span>delete</span> <span>bill inquiry</span></td> </tr> </tbody> </table>											Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Percent	Actions										<span>add</span>												MA	7000001		3200				100	<span>delete</span> <span>bill inquiry</span>
Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Percent	Actions																																									
									<span>add</span>																																									
	MA	7000001		3200				100	<span>delete</span> <span>bill inquiry</span>																																									
<b>Item 2</b>	NO QUANTITY				Item 2 - 10 file cabinets @\$150 each. 10 x \$150 = \$1,500.00	1,500.00	1,500.00																																											
<p><span>▼ hide</span> <b>Accounting Lines</b> <span>hide detail</span></p> <p><b>Accounting Lines</b> <span>?</span></p> <table border="1"> <thead> <tr> <th>Source</th> <th>* Chart</th> <th>* Account Number</th> <th>Sub-Account</th> <th>* Object</th> <th>Sub-Object</th> <th>Project</th> <th>Org Ref Id</th> <th>* Percent</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><span>add</span></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>MA</td> <td>7000001</td> <td></td> <td>3200</td> <td></td> <td></td> <td></td> <td>100</td> <td><span>delete</span> <span>bill inquiry</span></td> </tr> </tbody> </table>											Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Percent	Actions										<span>add</span>												MA	7000001		3200				100	<span>delete</span> <span>bill inquiry</span>
Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Percent	Actions																																									
									<span>add</span>																																									
	MA	7000001		3200				100	<span>delete</span> <span>bill inquiry</span>																																									
<b>Item 3</b>	NO QUANTITY				Tax @ 4.712%	141.36	141.36																																											

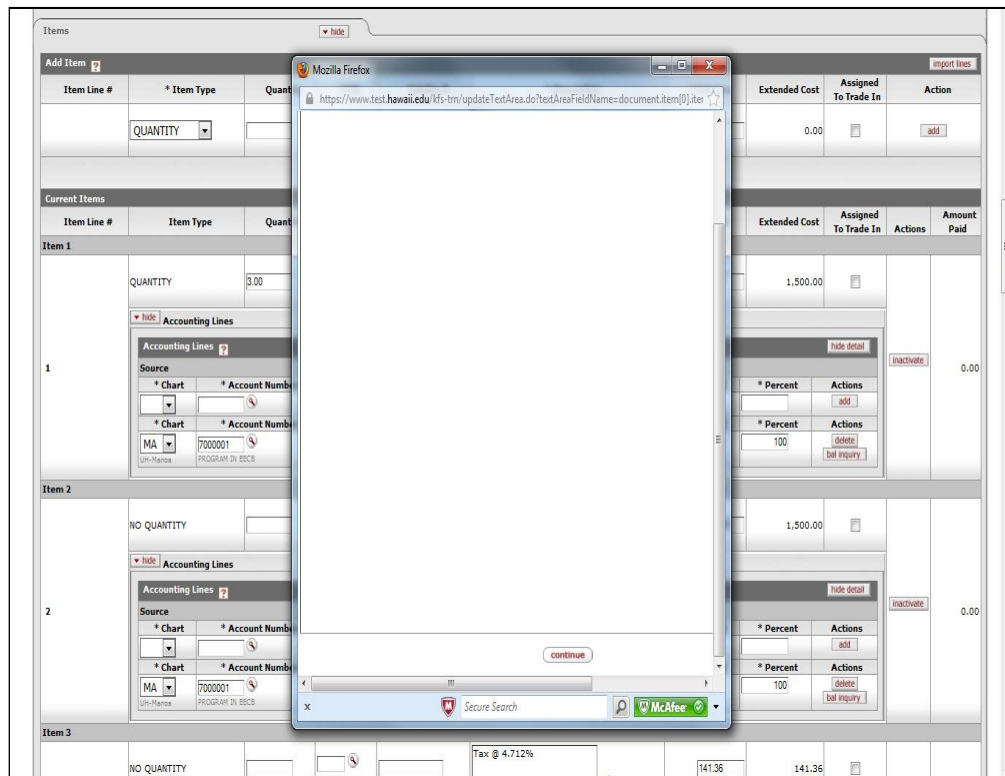
Step #	Procedure
35.	Since the item line must be cancelled and <b>NO</b> Payment Requests have yet been processed against it, you may enter “0.00” in the <b>Unit Cost</b> field.  <b>Note:</b> This will reverse the encumbrance accordingly and the line will be noted on the printed <b>PO Amend</b> e-doc as a zero dollar line item.
36.	Enter “0.00” into the <b>Unit Cost</b> field for <b>Item 1</b> .
37.	Since you are cancelling all item lines, you will need to enter a further explanation into the <b>Description</b> field of <b>Item 2</b> .
38.	Click the “Pencil” button next to the <b>Description</b> field to open an expanded description window for <b>Item 2</b> . 



The screenshot shows a web application interface with a 'description' window open. The window title is 'description' and the URL is 'https://www.test.hawaii.edu/ifs-bin/updateTextArea.do?textAreaFieldName=document.item[1].ite'. The text inside the window reads: 'Item 2 - 10 file cabinets @ \$150 each. 10 x \$150 = \$1,500.00' and 'CANCELLING ITEM #2, COST HAS BEEN REDUCED TO -0-'. The background shows a table with columns for Item Line #, Item Type, Quantity, Extended Cost, Assigned To Trade In, and Action. The table has three rows: Item 1, Item 2, and Item 3. Item 1 has a quantity of 3.00 and an extended cost of 1,500.00. Item 2 has a quantity of 'NO QUANTITY' and an extended cost of 1,500.00. Item 3 has a quantity of 'NO QUANTITY' and an extended cost of 141.36. The table also has columns for 'Assigned To Trade In' and 'Amount Paid'.

Step #	Procedure
39.	Enter “CANCELLING ITEM #2, COST HAS BEEN REDUCED TO -0-” into the <b>description</b> field for Item 2.
40.	Scroll to the bottom of the <b>description</b> window.





Step #	Procedure
41.	Click the “continue” button to save and close the <b>description</b> window for Item 2.
42.	Since the item line must be cancelled and <b>NO</b> Payment Requests have yet been processed against it, you may enter “0.00” in the <b>Unit Cost</b> field. <b>Note:</b> This will reverse the encumbrance accordingly and the line will be noted on the printed <b>PO Amend</b> e-doc as a zero dollar line item.
43.	Enter “0.00” into the <b>Unit Cost</b> field for Item 2.
44.	Scroll down to view Item 3.



▼ hide Accounting Lines

Accounting Lines ? hide detail

Source

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Percent	Actions
MA	7000001		3200				100	add delete bill inquiry

UHI-Manoa PROGRAM IN EDCB SUPPLIES, OFFICE

Item 2

NO QUANTITY

Item 2 - 10 file cabinets  
@ \$150 each. 10 x \$150  
= \$1,500.00

0.00 1,500.00

▼ hide Accounting Lines

Accounting Lines ? hide detail

Source

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Percent	Actions
MA	7000001		3200				100	add delete bill inquiry

UHI-Manoa PROGRAM IN EDCB SUPPLIES, OFFICE

Item 3

NO QUANTITY

Tax @ 4.712%

141.36 141.36

▼ hide Accounting Lines

Accounting Lines ? hide detail


Source

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Percent	Actions
MA	7000001		3200				100	add delete bill inquiry

UHI-Manoa PROGRAM IN EDCB SUPPLIES, OFFICE


Additional Charges ▼ hide

* Item Type	Description	Extended Cost	Amount Paid
FREIGHT			

Step #	Procedure
45.	Since you are cancelling all item lines, you will need to enter a further explanation into the <b>Description</b> field of <b>Item 3</b> .
46.	Click the “Pencil” button next to the <b>Description</b> field to open an expanded description window for <b>Item 3</b> . 



The screenshot displays the 'Accounting Lines' interface. A central window titled 'description' is open, showing the text: 'Tax @ 4.712%' and 'CANCELLING ITEM #3, COST HAS BEEN REDUCED TO -0-'. The background interface shows three item lines. Item 1 has a unit cost of 0.00. Item 2 has a unit cost of 1,500.00. Item 3 has a unit cost of 141.36. The interface includes fields for 'Source', 'Chart', 'Account Number', 'Unit Name', and 'Program'. There are also buttons for 'hide detail', 'inactivate', 'add', 'delete', and 'bal inquiry'.

Step #	Procedure
47.	Enter “CANCELLING ITEM #3, COST HAS BEEN REDUCED TO -0-” into the <b>description</b> field
48.	Scroll to the bottom of the <b>description</b> window.
49.	Click the “continue” button to save and close the <b>description</b> window for Item 3. 
50.	Since the item line must be cancelled and <b>NO</b> Payment Requests have yet been processed against it, you may enter “0.00” in the <b>Unit Cost</b> field.  <b>Note:</b> This will reverse the encumbrance accordingly and the line will be noted on the printed <b>PO Amend</b> e-doc as a zero dollar line item.
51.	Enter “0.00” into the <b>Unit Cost</b> field for Item 3.

# Training Guide



Accounting Lines

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Percent	Actions
MA	7000001		3200					100	[delete] [add inquiry]

Item 2

NO QUANTITY

Item 2 - 10 file cabinets  
@ \$150 each. 10 x \$150  
= \$1,500.00

Accounting Lines

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Percent	Actions
MA	7000001		3200					100	[delete] [add inquiry]

Item 3

NO QUANTITY

Tax @ 4.712%  
CANCELLING ITEM #3, COST  
HAS BEEN REDUCED TO -0-

Accounting Lines

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Percent	Actions
MA	7000001		3200					100	[delete] [add inquiry]


Additional Charges

* Item Type	Description	Extended Cost	Amount Paid
FREIGHT			

Step #	Procedure
52.	After confirming the accuracy of the changes you are ready to submit this e-doc.
53.	Scroll to the bottom of the window.



The screenshot shows a web-based form for creating a Purchase Order Amendment. The form is titled "Accounting Lines" and includes a "MISCELLANEOUS" section. Below this is a "Totals" section showing a "Grand Total" of 0.00 and an "Internal Purchasing Limit" of 1,000,000,000.00. The form also includes sections for "Capital Asset", "Payment Info", "Additional Institutional Info", and "Additional" fields. The "Additional" fields include "Method of PO Transmission" (set to PRINT), "Cost Source" (set to ESTIMATE), "Requestor Name" (Nakamura, Raegene), "Requestor Phone" (808-956-8485), "Requestor Email" (raegene@hawaii.edu), and "Sensitive Data". The bottom of the form has buttons for "calculate", "submit", "save", "reload", "close", and "cancel".

Step #	Procedure
54.	Click the “submit” button. 
55.	KFS will automatically route the <b>POA</b> to the appropriate approvers as established by your business office.  <b>Note:</b> To see the next person(s) in the routing path that must approve the <b>PO Amend</b> , you may open the appropriate sections within the <b>Route Log</b> tab.
56.	You have successfully completed the tutorial on creating a <b>Purchase Order Amendment</b> .



## Printing a POA

### Process

In this tutorial after the POA has been fully approved, the **Purchase Order Amendment** output document may then be printed. It should be noted that unlike the initial **Print** action taken on newly created POs, baseline PURAP does not require the user to print a POA document. Instead, PURAP provides a 'retransmit' feature which enables the user to print a PO Amend document on an optional basis.


**Note:** Notwithstanding this system functionality, UH recommends that all PO Amendment documents be printed as a matter of record for departmental files and for issuance to the vendor when needed. Accordingly, follow the steps below to print the Purchase Order Amendment document.

### Exercise 1

In this exercise you will use the **PO Document Number** from the label in the front of the manual to search for the **POA** that needs to be printed. Below you will find steps to help you locate your **POA** e-doc.

- To print the POA, go to **Main Menu>Custom Doc Search>Purchasing/Accounts Payable> Purchase Order** feature.
- At the **Document Lookup** page, be sure to enter the fixed PO document number (**not** the dynamic e-doc number) to view all prior versions of the PO.
- Select the PO e-doc in "Open" status.
- Then click the **retransmit** button at the bottom of the page.
- The system will advance to a **Purchase Order Retransmit e-doc** and display a Purchase Order Retransmit **tab**.
- Within the Purchase Order Retransmit **tab**, go to the **PO Header** field and select menu option "Retransmission of PO." This will prompt the system to print "Purchase Order Amendment" at the top of the output document.
- In the **Items** section, click "select all" to check all item lines to be printed on the PO Amend document (**UH requirement**).
- Click the **retransmit** button to generate the output PO Amend document.



- NOTE: If  is clicked, the system will render a preliminary version of the POA and produce a “draft” watermark across the document.)
- **Be sure to save the image to your computer before printing.**
- Then print the PO Amendment output document.
- Send Purchase Order Amendment to Vendor, if needed.




## Purchase Order Amendment after Payment

### Process

In this tutorial, you will learn how to process a partial cancellation and adjust the tax dollar amount on a **Purchase Order Amendment** after a payment request has been processed.

Purchase Order		Doc Nbr: 6796	Status: FINAL
		Initiator: kfsys	Created: 04:39 PM 07/31/2012
		Purchase Order #: 1027	Purchase Order Status: Open
		<a href="#">expand all</a> <a href="#">collapse all</a>	
* required field			
Document Overview			
* Description: 023 Purchase Office Supplies		Explanation: SuperQUOTE #98765	
Organization Document Number:			
* Year: 2013		Total Amount: 3,141.36	
Purchase Order Detail			
Chart/Org: MA / SHS		* Funding Source: INSTITUTION ACCOUNT	
Payment Request Positive Approval Required: No		Previous Purchase Order #:	
Contract Manager: Organizational Purchasing Officer		Purchase Order Confirmed Indicator: No	
Assigned To User:		Requisition Source: DIRECT INPUT	
Delivery			
Final Delivery			
* Delivery Campus: MA - Manoa		* Delivery To: pinho-goldman, Janet	
Building: FREAR HALL DORMITORY		Phone Number: 808-956-8177	
* Address 1: 2569 DOLE STREET		Email: pinhogol@hawaii.edu	
Address 2:		Date Required:	
* Room: office		Date Required Reason:	
* City: HONOLULU		Delivery Instructions: PLEASE DIRECT ALL INQUIRIES REGARDING THIS ORDER TO JANET PINHO-GOLDMAN AT 808-956-8177.	
State: HI			
Postal Code: 96822			
* Country: UNITED STATES			
Vendor			
Vendor Address			
Vendor: FISHER HAWAII		City: HONOLULU	
Vendor #: 16027-0		State: HI	
Address 1: 450 COOKE ST		*required for US	
Address 2:		Province:	
Attention:		Postal Code: 96813	
		*required for US	
		Country: UNITED STATES	

Step #	Procedure
57.	<p>Once you have located your original <b>Purchase Order</b> using the <b>Doc Search</b> function you may want to <b>expand all</b> or <b>collapse all</b> the tabs.</p> <p>Click the “<b>collapse all</b>” button. </p>





# Training Guide

**Purchase Order** ⓘ

Doc Nbr:	6796	Status:	FINAL
Initiator:	icfssys	Created:	04:39 PM 07/31/2012
Purchase Order #:	1027	Purchase Order Status:	Open

[expand all](#) [collapse all](#)  
\* required field

Document Overview

show

Delivery

show

Vendor

show

Stipulations

show

Items

show

Capital Asset

show

Payment Info

show

Additional Institutional Info

show

Quote

show

Account Summary

show

View Related Documents

show

View Payment History

show

General Ledger Pending Entries

show

Notes and Attachments (1)



show

Ad Hoc Recipients

show

Route Log

show

Step #	Procedure
58.	Click the “Amend” button. 
59.	Enter “PARTIAL CANCELLATION OF ORDER AND ADJUST TAX AMOUNT.” into the Reason field.  <div><div>* Please enter the reason below:</div><div><div>PARTIAL CANCELLATION OF ORDER AND ADJUST TAX AMOUNT</div></div><div><div>yes</div><div>no</div></div></div>
60.	Click the “yes” button. 

# Training Guide



**Purchase Order**


Doc Nbr:	6970	Status:	SAVED
Initiator:	train001	Created:	11:48 AM 08/03/2012
Purchase Order #:	1027	Purchase Order Status:	Change in Process

[expand all](#) [collapse all](#)  
\* required field

Document Overview	<a href="#">show</a>
Delivery	<a href="#">show</a>
Vendor	<a href="#">show</a>
Stipulations	<a href="#">show</a>
Items	<a href="#">show</a>
Capital Asset	<a href="#">show</a>
Payment Info	<a href="#">show</a>
Additional Institutional Info	<a href="#">show</a>
Quote	<a href="#">show</a>
Account Summary	<a href="#">show</a>
View Related Documents	<a href="#">show</a>
View Payment History	<a href="#">show</a>
General Ledger Pending Entries	<a href="#">show</a>
Notes and Attachments (2)	<a href="#">show</a>
Ad Hoc Recipients	<a href="#">show</a>
Route Log	<a href="#">show</a>

[calculate](#) [submit](#) [save](#) [reload](#) [close](#) [cancel](#)

x Find: leah    [Next](#) [Previous](#) [Highlight all](#) ☐ Match case

Step #	Procedure
61.	A new Doc Nbr is displayed on the PO Amend e-doc.
62.	Click the “show” button on the Document Overview tab. 



**Purchase Order** ?

Doc Nbr: 6970      Status: SAVED  
Initiator: train001      Created: 11:48 AM 08/03/2012  
Purchase Order #: 1027      Purchase Order Status: Change in Process  
[expand all](#)    [collapse all](#)    \* required field

**Document Overview** ▼ hide

**Document Overview**

\* Description: 023 Purchase Office Supplies      Explanation: SuperQUOTE #98765  
Organization Document Number:

**Financial Document Detail**

\* Year: 2013

**Purchase Order Detail**

Chart/Org: MA / SHS      \* Funding Source: INSTITUTION ACCOUNT  
Payment Request Positive Approval Required: ☐  
Contract Manager: Organizational Purchasing Officer      Previous Purchase Order #:   
Assigned To User:       Purchase Order Confirmed Indicator: ☐  
Requisition Source: DIRECT INPUT

Delivery ▶ show

Vendor ▶ show

Stipulations ▶ show

Items ▶ show

Capital Asset ▶ show

Payment Info ▶ show

Additional Institutional Info ▶ show

Quote ▶ show

Account Summary ▶ show

View Related Documents ▶ show

View Payment History ▶ show

General Ledger Pending Entries ▶ show

Notes and Attachments (2) ▶ show

Ad Hoc Recipients ▶ show

x Find: leah    ▶ Next ◀ Previous    Highlight all    ☐ Match case

Step #	Procedure
63.	<p>The <b>Document Overview</b> tab allows users to edit or enter new information into the <b>Description</b>, <b>Explanation</b>, and <b>Org Doc Nbr</b> fields.</p> <p><b>Note:</b> Do not change any of the remaining fields in the <b>Document Overview</b> tab.</p> <p>Click the “<b>hide</b>” button on the <b>Document Overview</b> tab.</p>

# Training Guide



**Purchase Order**

Doc Nbr: 6970      Status: SAVED  
 Initiator: train001      Created: 11:48 AM 08/03/2012  
 Purchase Order #: 1027      Purchase Order Status: Change in Process  
[expand all](#)   [collapse all](#)  
 \* required field

Document Overview [show](#)

Delivery [show](#)

Vendor [hide](#)

**Vendor Address**

Vendor: FISHER HAWAII      City: HONOLULU  
 Vendor #: 16027-0      State: HI  
 Address 1: 450 COOKE ST      \*required for US  
 Address 2:      Province:  
 Attention:      Postal Code: 96813  
 Country: UNITED STATES

**Vendor Info**

Vendor Choice: Small Purchase  
 Customer #:      Payment Terms:  
 Notes To Vendor:      Shipping Title:  
 Contract Name:      Shipping Payment Terms:  
 Phone Number:      Contacts:  
 Fax Number:      Supplier Diversity:  
 Alternate Vendor For Non-Primary Vendor      Search for alternate vendor  
 Vendor Name:      Vendor #:  
 Payment:      [remove alternate vendor](#)

Stipulations [show](#)

Items [show](#)

Capital Asset [show](#)

Payment Info [show](#)

Additional Institutional Info [show](#)

x Find: leah      Next Previous Highlight all Match case

Step #	Procedure
64.	Click the “show” button on Vendor tab.
65.	Enter “POA #1: PARTIAL CANCELLATION OF ORDER DUE TO CHANGES IN DEPARTMENTAL REQUIREMENTS and CANCEL ITEM 2. DECREASE ITEM 3 UNIT PRICE TO \$70.68 FOR ADJ. IN TAX AMOUNT” into the Notes to Vendor field.
66.	Click the “hide” button on the Vendor tab.



# Training Guide

Purchase Order

Doc Nbr: 6970      Status: SAVED  
Initiator: train001      Created: 11:48 AM 08/03/2012  
Purchase Order #: 1027      Purchase Order Status: Change in Process  
[expand all](#)    [collapse all](#)  
\* required field

Document Overview [show](#)

Delivery [show](#)

Vendor [show](#)

Stipulations [show](#)

Items [hide](#)

Add Item [import lines](#)



Item Line #	* Item Type	Quantity	UOM:	Catalog #	* Description	* Unit Cost	Extended Cost	Assigned To Trade In	Action
	QUANTITY						0.00		<a href="#">add</a>

[setup distribution](#)    [remove accounts from all items](#)    [expand all accounts](#)    [collapse all accounts](#)

Current Items


Item Line #	Item Type	Quantity	UOM	Catalog #	Description	Unit Cost	Extended Cost	Assigned To Trade In	Actions	Amount Paid
Item 1										
1	QUANTITY	3.00	EA EACH		Item 1 - executive office chair	500.00	1,500.00		<a href="#">inactivate</a>	1,000.00
<a href="#">show</a> Accounting Lines										
Item 2										
2	NO QUANTITY				Item 2 - 10 file cabinets @\$150 each. 10 x \$150 = \$1,500.00	1,500.00	1,500.00		<a href="#">inactivate</a>	0.00
<a href="#">show</a> Accounting Lines										
Item 3										
3	NO QUANTITY				Tax: @ 4.712%	141.36	141.36		<a href="#">inactivate</a>	47.12
<a href="#">show</a> Accounting Lines										
Additional Charges <a href="#">hide</a>										

x Find: leah    [Next](#) [Previous](#)    [Highlight all](#)    [Match case](#)

Step #	Procedure
67.	Click the “show” button on the <b>Items</b> tab. 
68.	<p>In this example, you will be entering a zero dollar item line for <b>Item #2</b>. Therefore, you will need to enter a further explanation into the <b>Description</b> field as to what is being done.</p> <p>Click the “Pencil” button next to the Description field. </p>

# Training Guide



Step #	Procedure
69.	Enter “UPDATE: CANCEL ITEM 2 COST HAS BEEN REDUCED TO -0-” into the <b>Description</b> field.
70.	Click the “continue” button. 



# Training Guide

**Purchase Order** Doc Nbr: 6970 Status: SAVED  
Initiator: train001 Created: 11:48 AM 08/03/2012  
Purchase Order #: 1027 Purchase Order Status: Change in Process  
expand all collapse all  
 \* required field

Document Overview show

Delivery show

Vendor show

Stipulations show

Items hide

**Add Item** import lines

Item Line #	* Item Type	Quantity	UOM:	Catalog #	* Description	* Unit Cost	Extended Cost	Assigned To Trade In	Action
	QUANTITY						0.00		<span>add</span>

setup distribution remove accounts from all items expand all accounts collapse all accounts

**Current Items**

Item Line #	Item Type	Quantity	UOM	Catalog #	Description	Unit Cost	Extended Cost	Assigned To Trade In	Actions	Amount Paid
<b>Item 1</b>										
1	QUANTITY	3.00	EA EACH		Item 1 - executive office chair	500.00	1,500.00		<span>inactivate</span>	1,000.00
	<span>show</span> Accounting Lines									
<b>Item 2</b>										
2	NO QUANTITY				Item 2 - 10 file cabinets @ \$150 each. 10 x \$150 = \$1,500.00	1,500.00	1,500.00		<span>inactivate</span>	0.00
	<span>show</span> Accounting Lines									
<b>Item 3</b>										
3	NO QUANTITY				Tax: @ 4.712%	141.36	141.36		<span>inactivate</span>	47.12
	<span>show</span> Accounting Lines									
<b>Additional Charges</b> <span>hide</span>										

x Find: leah Next Previous Highlight all Match case

Step #	Procedure
71.	<p>Since the <b>item line</b> will be cancelled enter "0.00" in the <b>Unit Cost</b> field.</p> <p><b>Note:</b> This will reverse the encumbrance accordingly and the line will be noted on the printed <b>PO Amend</b> e-doc as a zero dollar line item.</p>



**Purchase Order** Doc Nbr: 6970 Status: SAVED  
Initiator: train001 Created: 11:48 AM 08/03/2012  
Purchase Order #: 1027 Purchase Order Status: Change in Process  
expand all collapse all  
 \* required field

Document Overview show  
 Delivery show  
 Vendor show  
 Stipulations show  
 Items hide

**Add Item** import lines

Item Line #	* Item Type	Quantity	UOM	Catalog #	* Description	* Unit Cost	Extended Cost	Assigned To Trade In	Action
	QUANTITY						0.00		<span>add</span>



setup distribution remove accounts from all items expand all accounts collapse all accounts

**Current Items**

Item Line #	Item Type	Quantity	UOM	Catalog #	Description	Unit Cost	Extended Cost	Assigned To Trade In	Actions	Amount Paid
Item 1										
1	QUANTITY	3.00	EA EACH		Item 1 - executive office chair	500.00	1,500.00		<span>inactivate</span>	1,000.00
	<span>show</span> Accounting Lines									
Item 2										
2	NO QUANTITY				Item 2 - 10 file cabinets @ \$150 each. 10 x \$150 = \$1,500.00	1,500.00	1,500.00		<span>inactivate</span>	0.00
	<span>show</span> Accounting Lines									
Item 3										
3	NO QUANTITY				Tax @ 4.712%	141.36	141.36		<span>inactivate</span>	47.12
	<span>show</span> Accounting Lines									

**Additional Charges** hide

Find: leah Next Previous Highlight all Match case

Step #	Procedure
72.	<p>In this example, you will be adjusting the <b>Tax</b> for the purchase. Therefore, you will need to enter a further explanation into the <b>Description</b> field as to what is being done.</p> <p>Click the <b>"Pencil"</b> button next to the Description field. </p>
73.	<p>Enter <b>"UPDATE: DECREASE ITEM 3 UNIT PRICE, TAX AMOUNT"</b> into the <b>Description</b> field.</p>
74.	<p>Click the <b>"continue"</b> button. </p>





## Training Guide

Purchase Order

Doc Nbr: 6970      Status: SAVED  
Initiator: train001      Created: 11:48 AM 08/03/2012  
Purchase Order #: 1027      Purchase Order Status: Change in Process  
[expand all](#)    [collapse all](#)  
\* required field

Document Overview [show](#)

Delivery [show](#)

Vendor [show](#)

Stipulations [show](#)

Items [hide](#)

Add Item [import lines](#)

Item Line #	* Item Type	Quantity	UOM:	Catalog #	* Description	* Unit Cost	Extended Cost	Assigned To Trade In	Action
	QUANTITY						0.00	<input type="checkbox"/>	<a href="#">add</a>

[setup distribution](#)    [remove accounts from all items](#)    [expand all accounts](#)    [collapse all accounts](#)

Current Items

Item Line #	Item Type	Quantity	UOM	Catalog #	Description	Unit Cost	Extended Cost	Assigned To Trade In	Actions	Amount Paid
Item 1										
1	QUANTITY	3.00	EA EACH		Item 1 - executive office chair	500.00	1,500.00	<input type="checkbox"/>	<a href="#">inactivate</a>	1,000.00
	<a href="#">show</a> Accounting Lines									
Item 2										
2	NO QUANTITY				Item 2 - 10 file cabinets @ \$150 each. 10 x \$150 = \$1,500.00	0.00	1,500.00	<input type="checkbox"/>	<a href="#">inactivate</a>	0.00
	<a href="#">show</a> Accounting Lines									
Item 3										
3	NO QUANTITY				Tax: @ 4.712% UPDATE: DECREASE ITEM 3 UNIT PRICE, TAX AMOUNT	141.36	141.36	<input type="checkbox"/>	<a href="#">inactivate</a>	47.12
	<a href="#">show</a> Accounting Lines									
Additional Charges <a href="#">hide</a>										

x Find: leah    [Next](#) [Previous](#) [Highlight all](#) [Match case](#)

Step #	Procedure
75.	Since the total <b>Unit Cost</b> has been reduced for the item line the tax must be recalculated. Click in the “ <b>Unit Cost</b> ” field.
76.	Please enter “70.68” into the <b>Unit Cost</b> field.
77.	Click the “ <b>close</b> ” on the <b>Items</b> tab.
78.	Click the “ <b>submit</b> ” button.
79.	KFS will automatically route the <b>POA</b> e-doc to the appropriate approvers as established by your business office. <b>Note:</b> To see the next person(s) in the routing path that must approve the PO Amend, you may open the appropriate sections within the Route Log tab. You have successfully completed the tutorial on creating a <b>Purchase Order Amendment</b> after a payment has been processed.




## Purchase Order Void

### Process

If you need to cancel a **PO** after it has been fully approved but not yet sent to the vendor and no payments have yet been processed, the **Void Order (POV)** document allows you to cancel the **PO** and disencumber all related items.

### System Processing Rules

- The POV document may be initiated only by Organizational Purchasing Officers, Central Procurement Approvers and Risk Management Approver, i.e., users granted KFS Purchasing Processor permissions.
- The PO must be in "Open" status and no payments have been issued against it.
- Note: When you click  button to initiate the document, the system automatically inserts note text in the Notes and Attachments tab of both the original PO and the POV document.
- The POV becomes final after it has been submitted.
- UH is recommending that the "void order" option only be used if the order has not yet been placed with the vendor (e.g., an error was found on a PO that was fully approved, but the hardcopy has not yet been mailed out to the vendor).

**Navigation:** Main Menu>Custom Document Searches>Purchasing/Accounts Payable>Purchase Orders



# Training Guide

financial systems

Main Menu

Maintenance

Administration

Provide Feedback

Training (Tag: QA3) (Oracle9i)

action list

doc search

Logged in User: train040

Login

Logout

Message Of The Day

Training (Mock PRD, 06/07/2012)

Transactions

Accounts Receivable

- Cash Control
- Contracts Grants Invoice On Demand
- Contracts Grants LOC Review
- Customer Credit Memo
- Customer Invoice
- Customer Invoice Writeoff
- Customer Invoice Writeoff Lookup
- Final Invoice Reversal
- Payment Application

Financial Processing

- Advance Deposit
- Budget Adjustment
- Credit Card Receipt
- Disbursement Voucher
- Distribution of Income and Expense
- General Error Correction
- Internal Billing
- Pre-Encumbrance
- Transfer of Funds
- Single Sided Budget Adjustment

Labor Distribution

- Benefit Expense Transfer
- Salary Expense Transfer

Purchasing/Accounts Payable

- Payment Request
- Requisition
- Shop Catalogs
- Vendor Credit Memo

Custom Document Searches

Balance Inquiries

Reports

Administrative Transactions

Financial Transactions

Accounts Receivable

- Customer Invoices
- Customer Credit Memos
- Customer Invoice Writeoffs
- Cash Controls
- Payment Applications

Capital Asset Management

- Asset Maintenance

Effort Certification

- Effort Certification

Financial Processing

- Disbursement Vouchers

Purchasing/Accounts Payable

- Payment Requests
- Purchase Orders
- Requisitions
- Vendor Credit Memos

Lookup and Maintenance

Capital Asset Management

- Asset
- Asset Fabrication
- Asset Global (Add)
- Asset Location Global
- Asset Payment
- Asset Retirement Global

General Ledger

- Available Balances
- Balances by Consolidation
- Cash Balances
- General Ledger Balance
- General Ledger Entry
- General Ledger Pending Entry
- Open Encumbrances

Labor Distribution

- Account Status (Current Funds)
- Labor Ledger View
- Labor Ledger Pending Entry

Accounts Receivable

- Billing Statement
- Customer Aging Report
- Customer Invoice
- Federal Financial Report
- Invoice Report Delivery

Contracts and Grants

- Award Balances
- Invoice Report
- Payment History Report
- LOC Draw Details Report
- LOC Amounts Not Drawn Report
- Invoice Suspense Activity Report
- Suspended Invoice Report
- Milestone Report
- Billable but Not Invoiced Awards

Effort Certification

Step #	Procedure
80.	Click the "Purchase Orders" link.



**kuali**  
financial systems

Main Menu Maintenance Administration

Training (Tag: QA3) (Grade9)

action list doc search Logged in User: train040 Login Logout

Document Lookup detailed search superser search clear saved searches Searches

Warnings for this Section:  
NOTE: Do not disclose purchase order numbers to vendors unless the status of the order is Open or Closed.

\* required field

Type: PO

Initiator:

Document/Notification Id:

Date Created From:

Date Created To:

Document Description:

Organization Document Number:

Purchase Order #:

Requisition #:

Vendor #:

Purchase Order Chart Code:

Purchase Order Organization Code:

Requestor Name:

Assigned To User:

Delivery Campus:

Contract Manager:

Previous Purchase Order #:

Purchase Order Last Transmit Date From:


Purchase Order Last Transmit Date To:

Date Required From:

Date Required To:

Date Required Reason:

Payment Request Positive Approval Required: Yes No Both

Step #	Procedure
81.	<b>Note:</b> The <b>POV</b> document may be initiated only by Organizational Purchasing Officers, Central Procurement Approvers and Risk Management Approver, i.e., users granted KFS Purchasing Processor permissions.
82.	If known, narrow your search by entering the doc number in the <b>Document/Notification Id</b> field.  For this example, enter “6957” in the <b>Document/Notification Id</b> field.
83.	Click the “ <b>search</b> ” button. 
84.	Review the document to be sure you selected the correct <b>Purchase Order</b> to void.



Internal Purchasing Clinic

Capital Asset [show](#)

Payment Info [show](#)

Additional Institutional Info [hide](#)

**Additional**

* Method of PO Transmission:	PRINT	* Requestor Name:	Nakamura, Raegene
* Cost Source:	ESTIMATE	* Requestor Phone:	808-956-8485
Contact Name:		* Requestor Email:	raegene@hawaii.edu
Contact Phone:			
Contact Email:			
PO Total Cannot Exceed:		Sensitive Data	

Quote [show](#)

Account Summary [show](#)

View Related Documents [show](#)

View Payment History [show](#)

General Ledger Pending Entries [show](#)

Notes and Attachments (1) [hide](#)



**Notes and Attachments**

	Posted Timestamp	Author	* Note Text	Attached File	Attachment Type	Notification Recipient	Actions
add:				<input type="text"/> Browse... <input type="button" value="CANCEL"/>	<input type="text"/>		<input type="button" value="add"/>
1	08/02/2012 08:47 AM	KFSYS	Order routed to Organizational Purchasing Officer for processing				<input type="button" value="delete"/> <input type="button" value="send"/>

Ad Hoc Recipients [show](#)

Route Log [show](#)

[sensitive data](#) [retransmit](#) [payment hold](#) [amend](#) [void order](#) [send ad hoc request](#) [close](#)

Step #	Procedure
85.	<p>The <b>void order</b> button is available at the bottom of the document for OPO's, Central Procurement and Risk Management users (roles with purchasing processor permissions.)</p> <p><b>Note:</b> General users (those with non-purchasing processor permissions) will not have access to the void order button. </p>
86.	<p>UH is recommending that the “<b>void order</b>” option only be used if the order has not yet been placed with the vendor (e.g., an error was found on a <b>PO</b> that was fully approved, but the hardcopy has not yet been mailed out to the vendor.)</p> <p>Click the “<b>void order</b>” button. </p>



Backdoor id ejorgen is in use

Are you sure you want to Void this Purchase Order?

\* Please enter the reason below:

yes no

Step #	Procedure
87.	<b>Note:</b> When you click the <b>void order</b> button to initiate the document, the system requires a reason for the void. <span style="border: 1px solid red; padding: 2px;">* Please enter the reason below:</span>
88.	Click in the “ <b>reason</b> ” box.
89.	Enter “ <b>Voiding the PO per department.</b> ” in the reason box.  <b>Note:</b> Once the reason is submitted, the system automatically inserts the reason noted above in the <b>Notes and Attachments</b> tab of both the original <b>PO</b> and the <b>POV</b> document.
90.	Click the “ <b>yes</b> ” button to confirm that you want to void the <b>PO</b> . <span style="border: 1px solid red; padding: 2px;">yes</span>
91.	<b>Note:</b> The system will display a window that displays the following message:  “ <b>Your Purchase Order Void request was successfully submitted.</b> ”  Simply click the “ <b>ok</b> ” button to complete the submission process.
92.	The <b>Purchase Order Void</b> document becomes final after it has been submitted.



93.	You have successfully completed the <b>Purchase Order Void</b> tutorial for the purposes of the <b>Purchase Order Amend</b> process.
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