Southern Illinois University Carbondale

AIS HELPFUL HINTS

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Using Purchase Order Summary

The Purchase Order Summary allows you to search for an existing purchase order, locate and verify the status of releases, and view the action history.

This information is especially helpful if you forget to write down your release number or are not sure if you remembered to approve the release.

On the Navigation Screen, double click on "Purchase Order Summary."
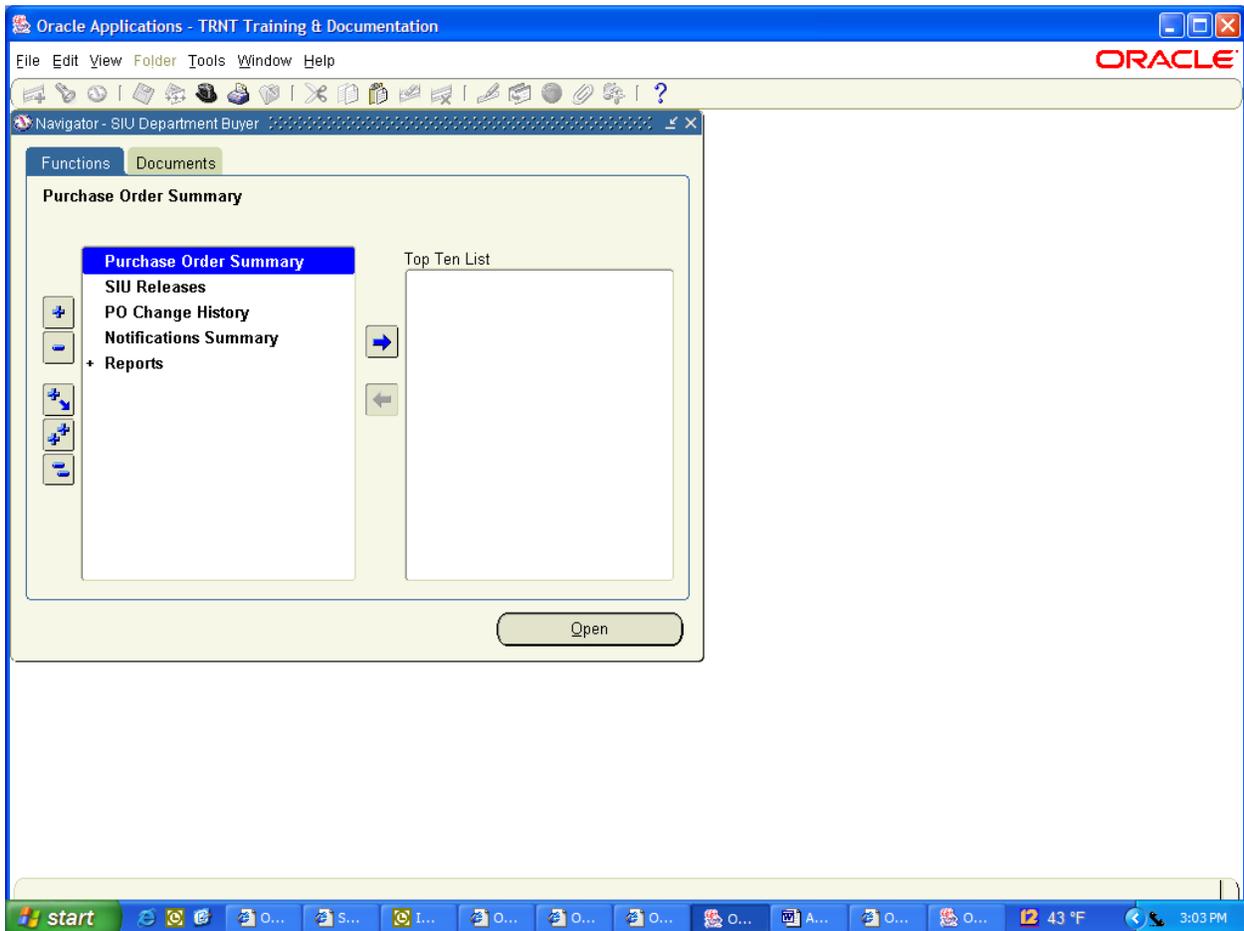
The "Find Purchase Orders" window now opens and the cursor automatically moves to the first field, **Number**.

If you know the Purchase Order number, enter it here, click on the "VIEW RELEASES" button and hit the "**FIND**" button. This is the quickest way to retrieve a purchase order.
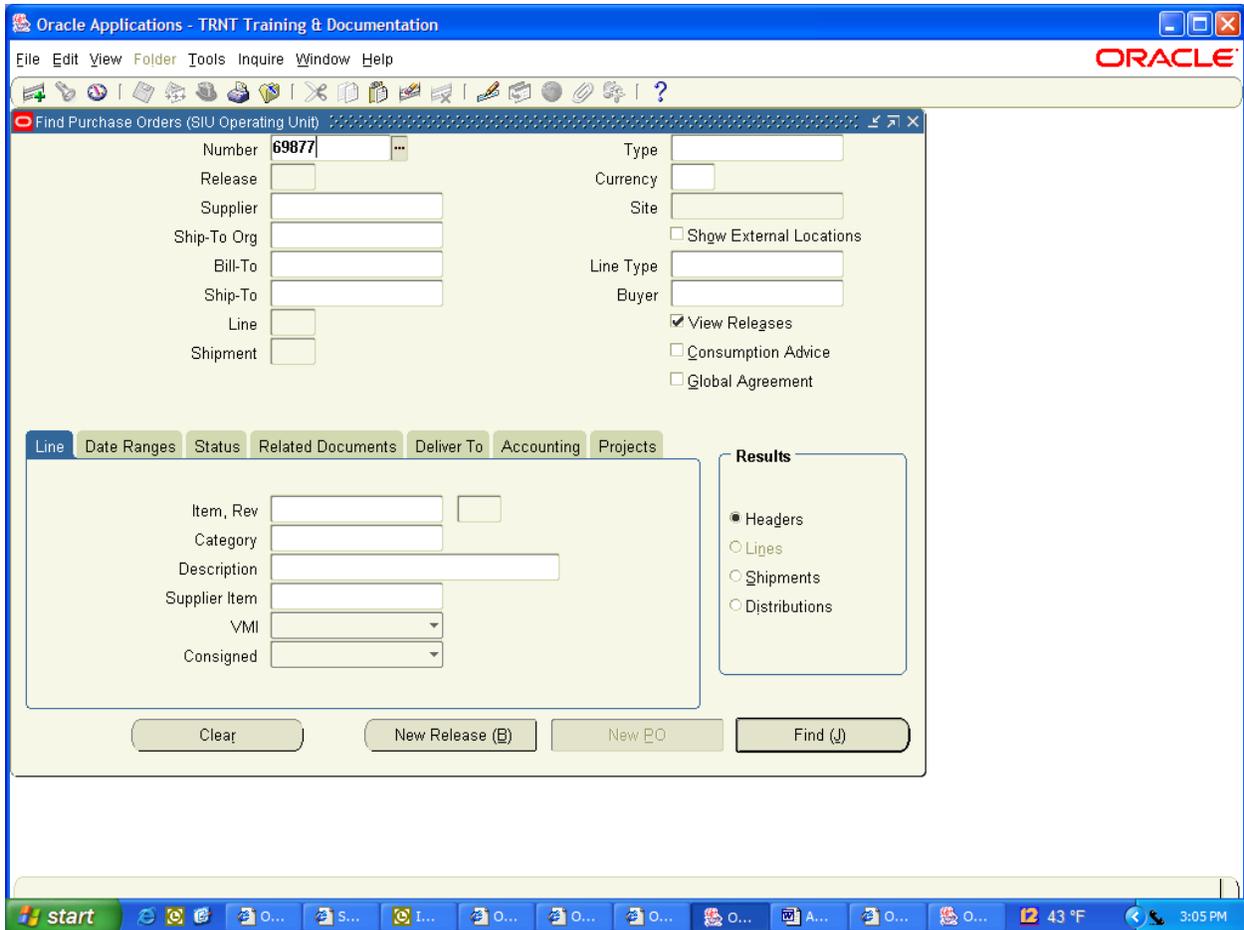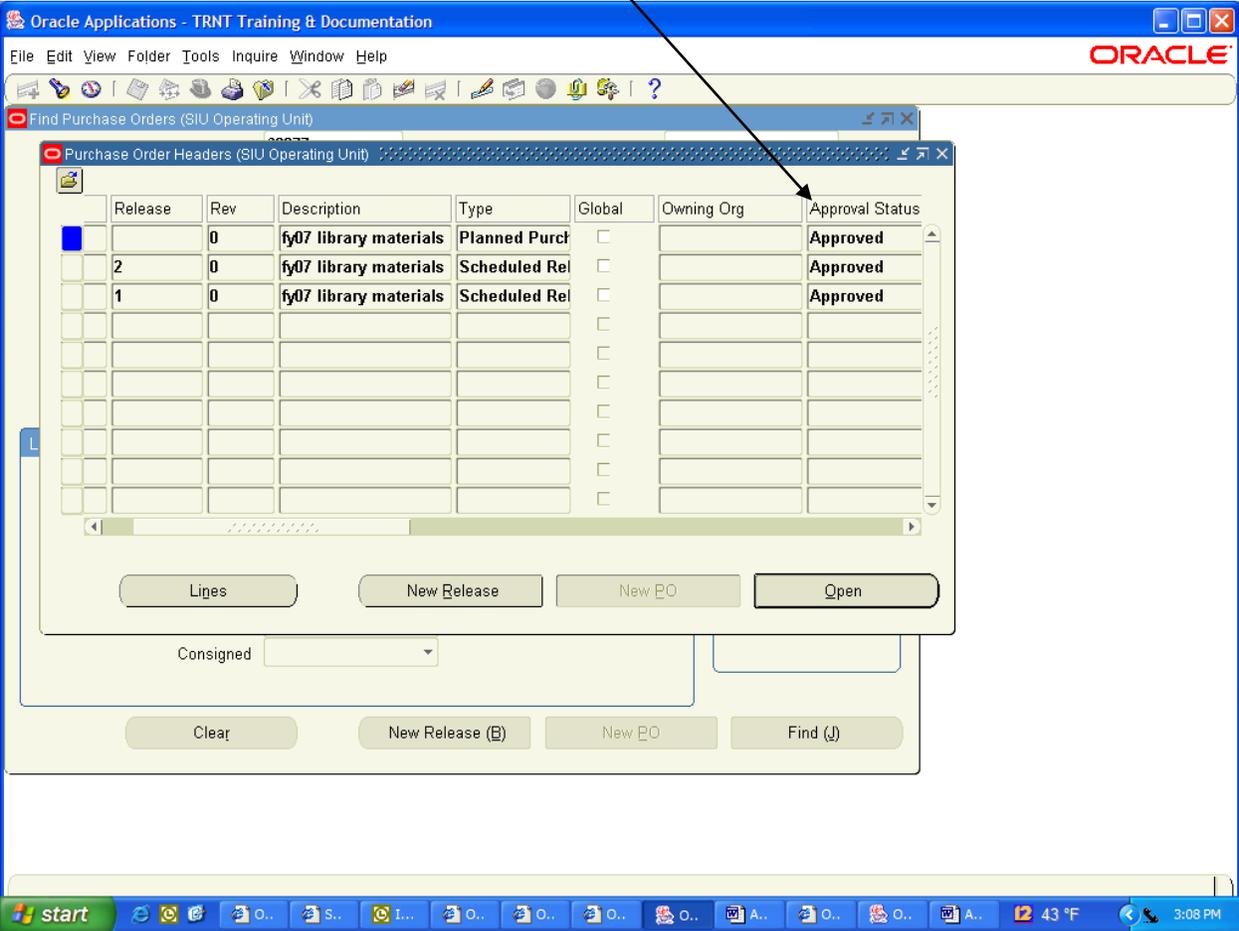

NOTE:

You may also click on the list of values icon, which will show you a list of purchase orders you are allowed to view. A list of existing purchase orders will appear and you may highlight any of them and click ok.

You may also search by Vendor by entering their name in the "Supplier" field and clicking the "**FIND**" button.

Checking the Status of a Purchase Order

The Purchase Order Headers Summary appears. From this area you can check the status of the original purchase order and see any releases that have been entered and their status:

Slide the horizontal scroll bar to view the "Approval Status" column.

You may move the horizontal scroll bar at the bottom of the screen to the right to reveal more fields.

The very last field to the right is the closure status and will let you know if a purchase order has been cancelled or closed.

ency	Amount	Matched Amount	Buyer	Closure Status	Cancelled	[ ]
	1,600,000.00	695,000.00	Parrish, Richard T	Open	☐	PLANNE
	1,500.00	0.00	Abell, Deborah A	Open	☐	2007.453
	695,000.00	695,000.00	Batteau, Staci An	Closed	☐	2007.453
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	

Checking if a Releases has been matched & processed for Payment

You can tell if a release has been matched and processed for payment by:

➢ Placing cursor on the Release number.

➢ Clicking on INQUIRE from the menu bar, select VIEW INVOICES. Hit ENTER.

      The following screen will open within Internet Explorer windows:

Invoice #   Check #

Click on the Payment number and the following screen will appear with more payment information:

Payment Date

Determining the Ending (Expiration) Date of a Planned PO

All Planned Purchase Orders have beginning and ending dates. These dates determine when a release can be entered into AIS.

> ➢ A release <u>cannot</u> be entered into AIS prior to the beginning date of the Planned Purchase Order.

> ➢ A release <u>cannot</u> be entered into AIS after the expiration date of the Planned Purchase Order.

To determine the expiration date of a Planned Purchase Order, query the PO thru PO Summary. Within the Purchase Order Headers window, click on "Folder" and select "Show Field".
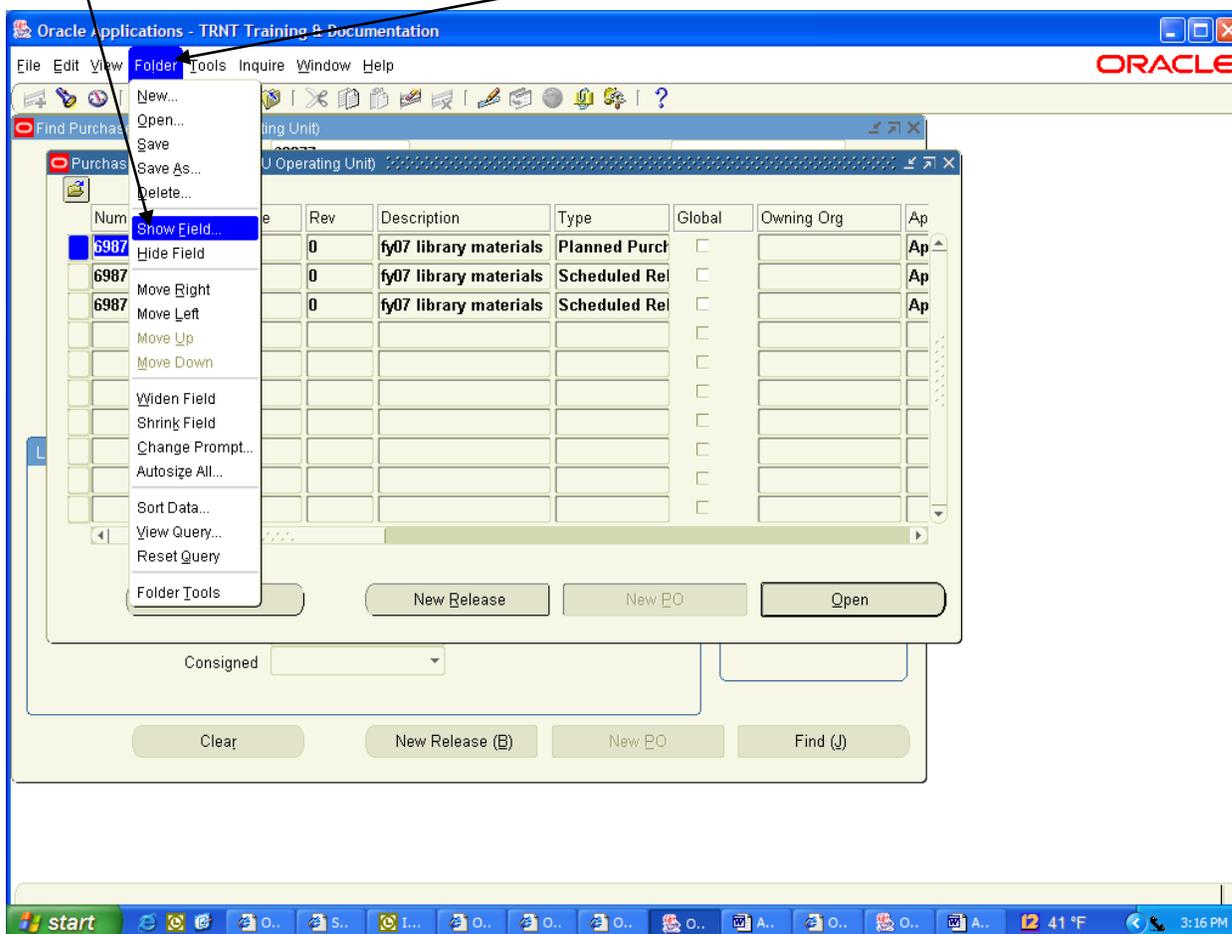
A "Show Field" window will appear, scroll down and select "Expires On" and click on "OK".
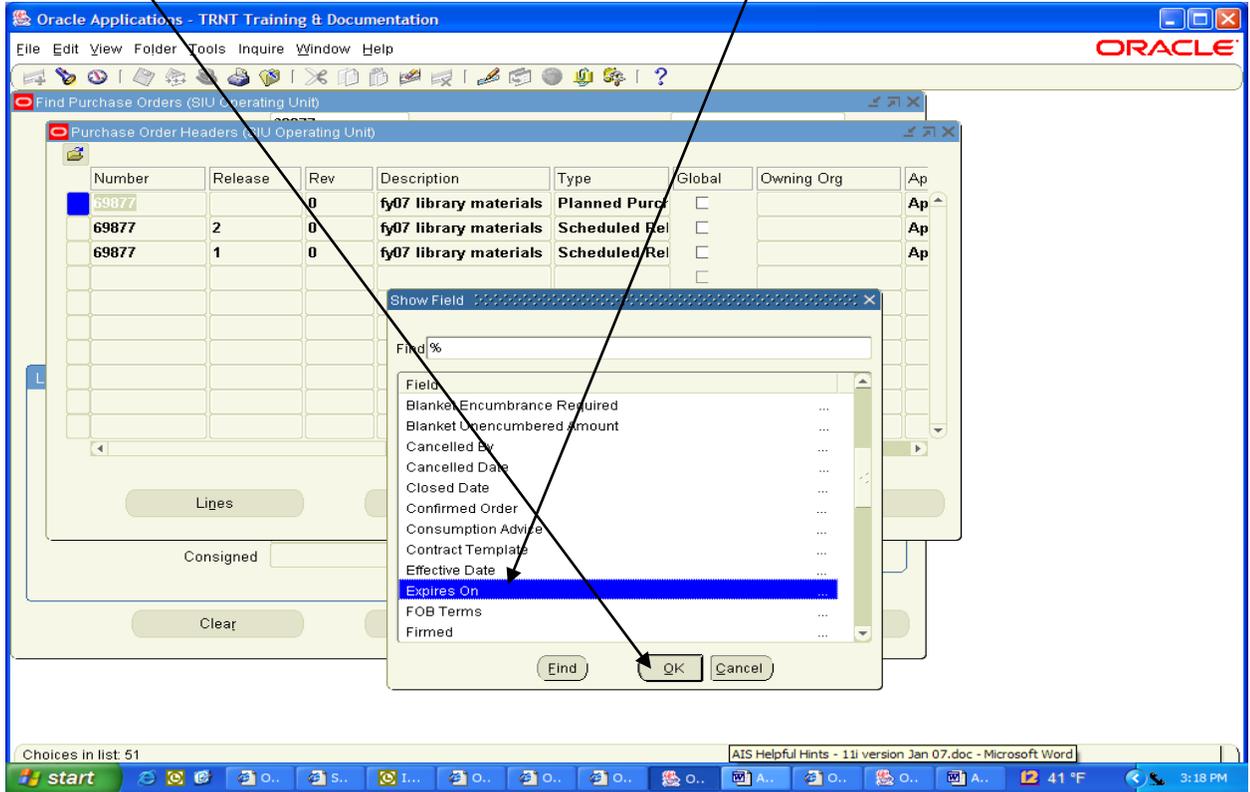
The "Expires On" column will be added to the Purchase Order Headers window:

Expiration Date:
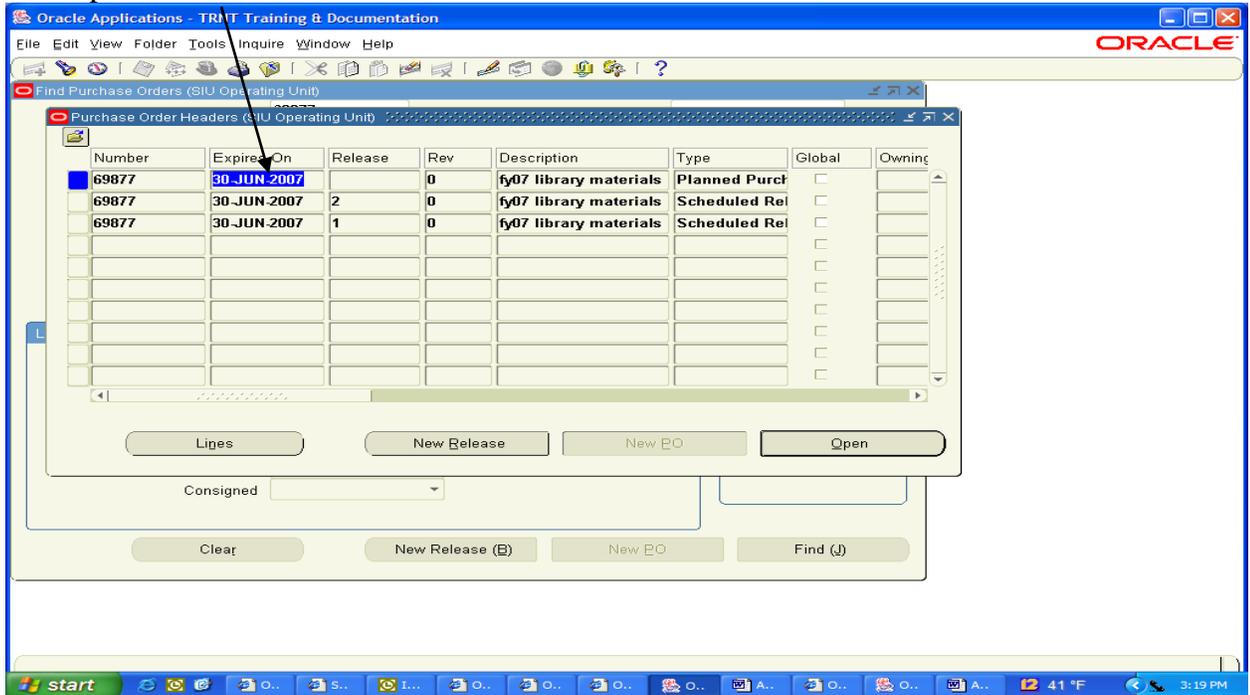
> ➢ Can not enter a release against this Planned Purchase Order after June 30, 2007.

NOTE:

Departments utilizing Planned Purchase Orders should pay particular attention to the expiration date.

If an invoice has not been received for a purchase against a Planned Purchase Order and the Purchase Order will expire within 1 week, a release for an estimated amount of the purchase should be entered into AIS. Upon receipt of the invoice, the release can be adjusted (increased/decreased).

Remember:

- ➢ A release <u>cannot</u> be entered into AIS <u>prior to the beginning date</u> of the Planned Purchase Order.

- ➢ A release <u>cannot</u> be entered into AIS after <u>the expiration date</u> of the Planned Purchase Order.

Viewing the History of a Purchase Order or Release

To View Action History:

➢ Clicking on INQUIRE from the menu bar, select VIEW ACTION HISTORY. Hit ENTER.

This will provide information on the purchase order or release from original entry date to current date.

Checking Your Notifications:

➢ It is very important to keep your notifications cleaned up.

➢ When a release is approved, a confirmation will appear in your notifications. You will have to manually remove these confirmations.

➢ If you fail to approve a release, a reminder will be posted to your notifications. By opening the release through notifications, you can approve it. Failure to approve releases will delay payment to the Vendor and Accounts Payable will return your invoice.

➢ Failure to clean your notifications will slow response time and will hinder your ability to locate important reminders.

➢ To Check your notifications, the path is as follows:

> From the navigation screen, select NOTIFICATIONS SUMMARY and OPEN.

> A Worklist Screen will appear:

To Remove Confirmation Notices of Release Approval:

➤ Click in the "Select" box directly to the left of the Approval Confirmation and click on the "Open" button at the bottom.

The following window will appear:

Click on the "OK" button.

The following window will appear:


Click on "Close Window".
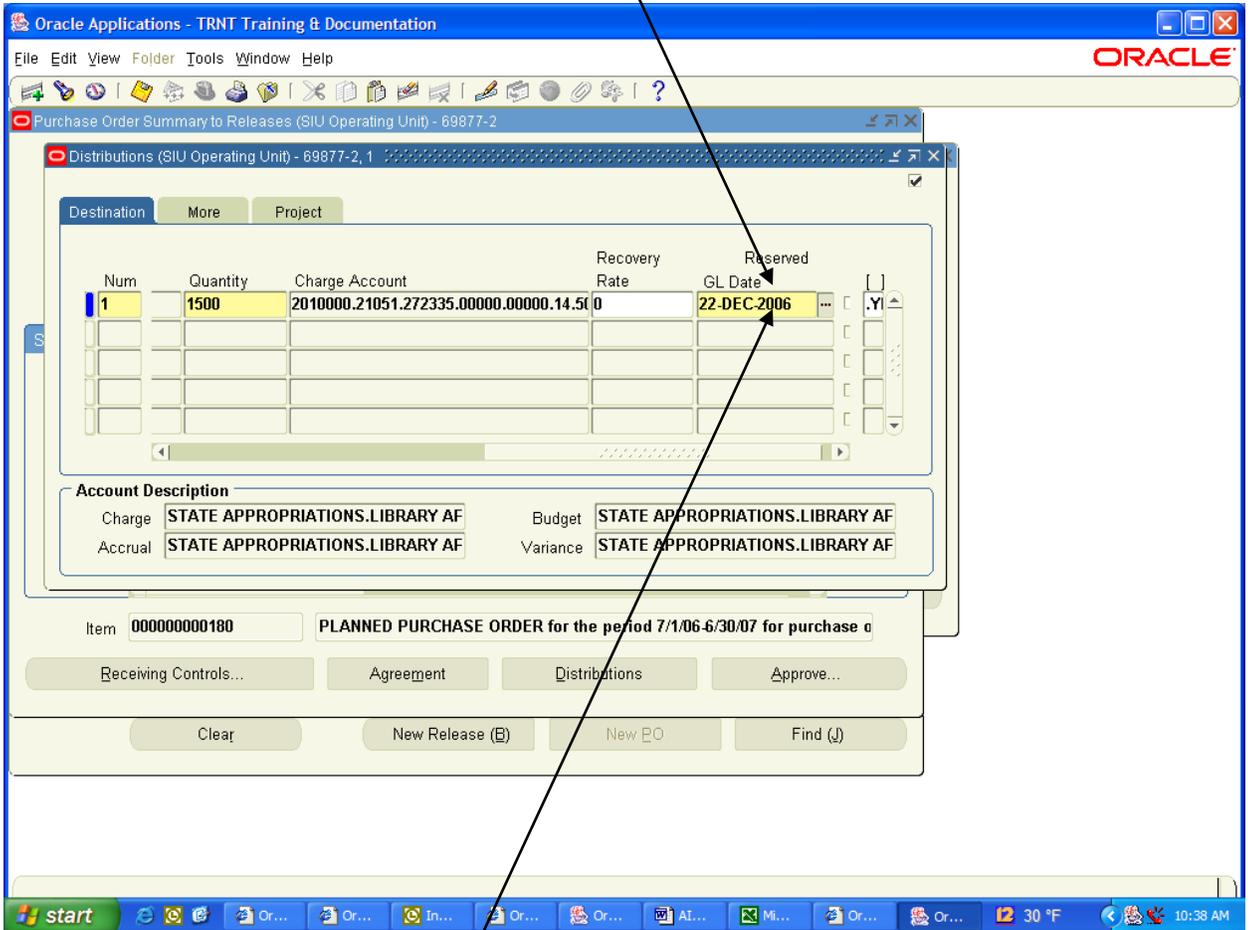
Resolving a GL Date Error Message:

A GL Date Error means that the accounting period in which the release was entered/created has been closed. This error message will usually occur at the beginning of a new month. For example: A release was prepared at the end of a particular month and was not completed or approved prior to the close of the General Ledger Accounting and the Purchasing periods for that particular month.

NOTE: In this example, the release was originally entered on December 22, 2006. However, for some reason, the release was not approved in December, 2006. The current date is now January 18, 2007. If the Departmental Buyer tries to approve the release now, a GL Date Error Message will appear. The GL date of the release must be changed to a date within the current month (For this example, the current month would be January, 2007).

The Departmental Buyer must open the "Incomplete" release, and go into the "Distributions" screen of the release by clicking on the "Distributions" button.
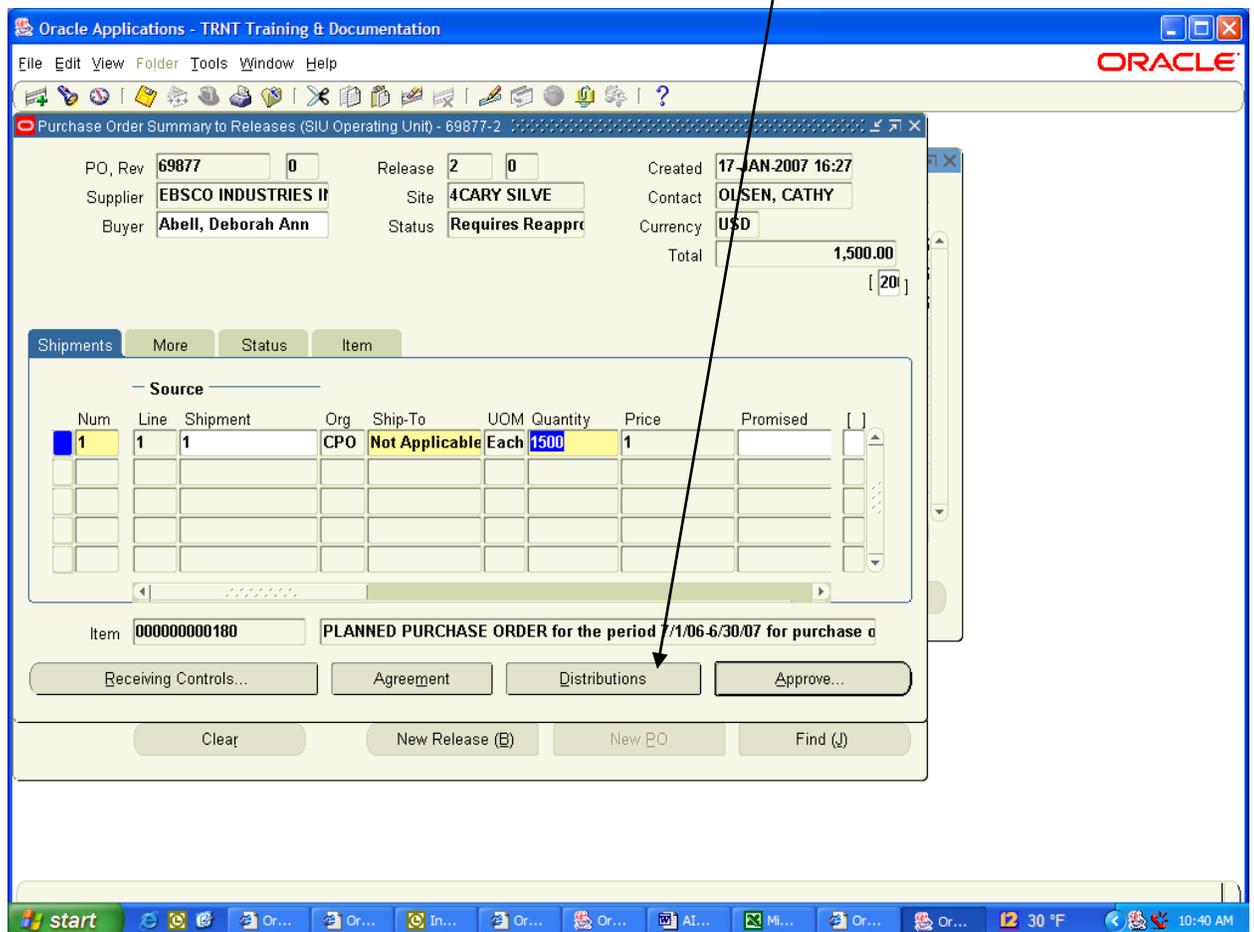
The "Distributions" screen will open. Using the slide bar, locate the "GL Date" field. Highlight the value within the "GL Date" field and enter the current date. Close the "Distributions" screen.

Change the date to one within the current month.

The GL Date Error Message has been resolved. The Release can now be forwarded or approved.

# Changing the Dollar Amount of an Unpaid Release:

Occasionally, the dollar amount of an entered Release needs to be changed.

*The dollar amount of a Release can only be changed if the Release has **not** been matched or paid by Accounts Payable.*

For example:

Release #2 against PO #69877 was entered for $1500.00. It was discovered that the invoice was actually for $1600.00. A change to the total amount of Release #2 needs to be done.

1. Query the Release through Purchase Order Summary.
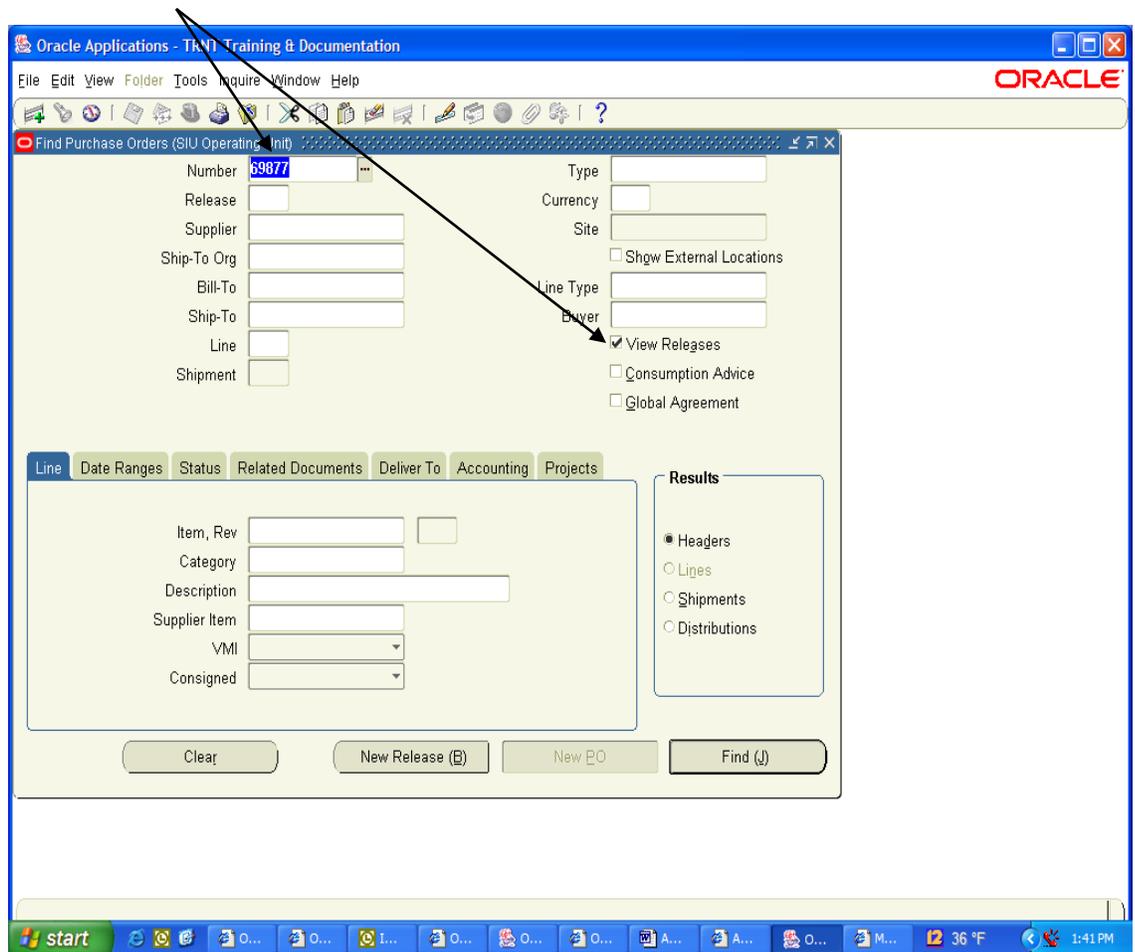
2. Verify that the Release has <u>not</u> been "matched".

An unmatched release will have 0.00 in the Matched Amount column.

Release #2 information

A matched Release will have a dollar amount in the Matched Amount column.

3. Open the "unmatched" Release.

4. Un-reserve the Release by clicking on the "Approve" button.

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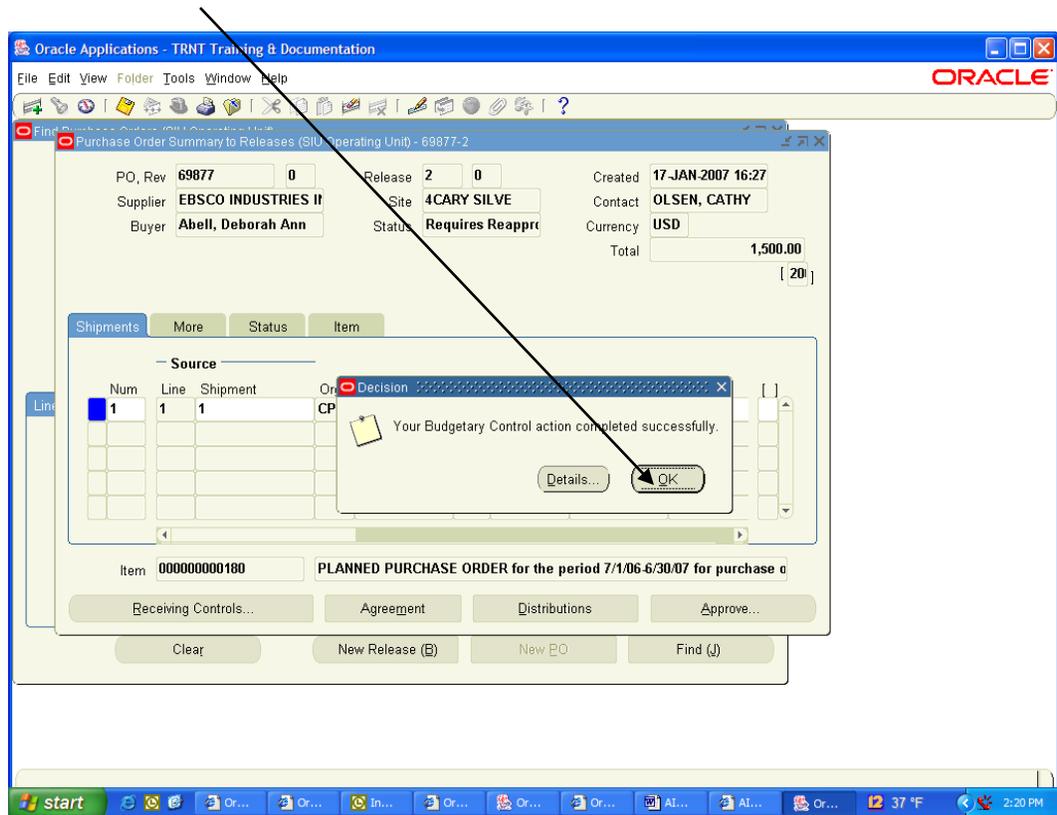5. The Approval Document window will appear.

Click on the "Unreserve" box.

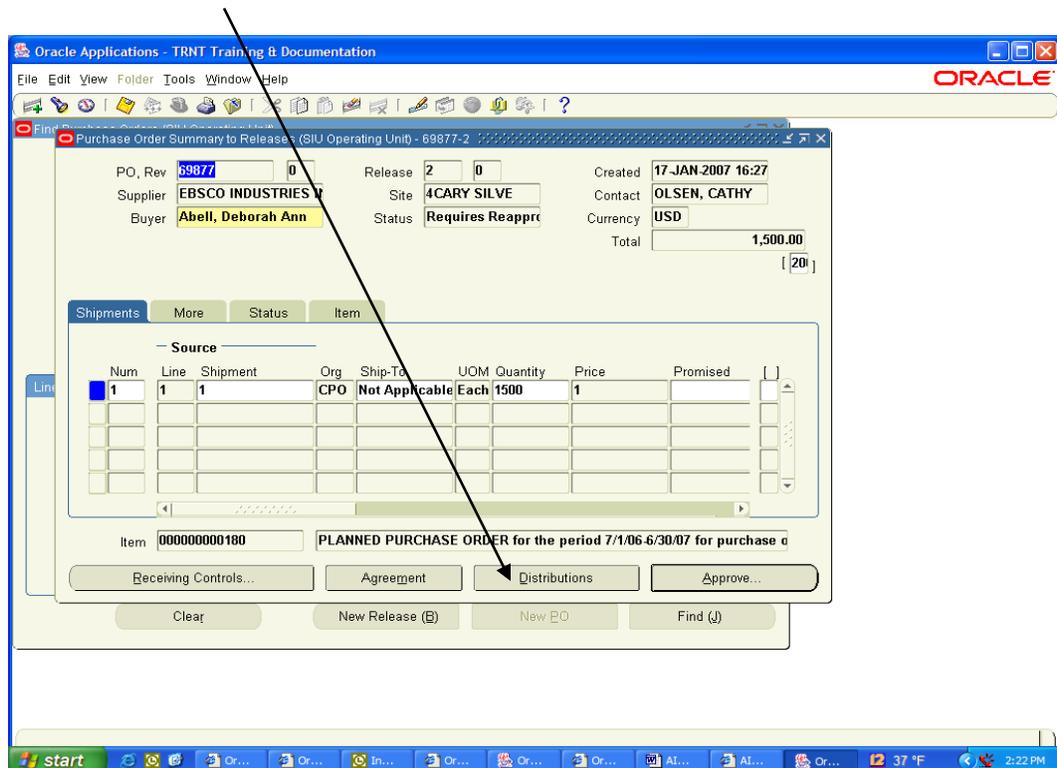Add a notation in the "Note" field which describes the change you are making.

Click on the "OK" button.

6. A "Decision" box will appear stating: "Your Budgetary Control action completed successfully."
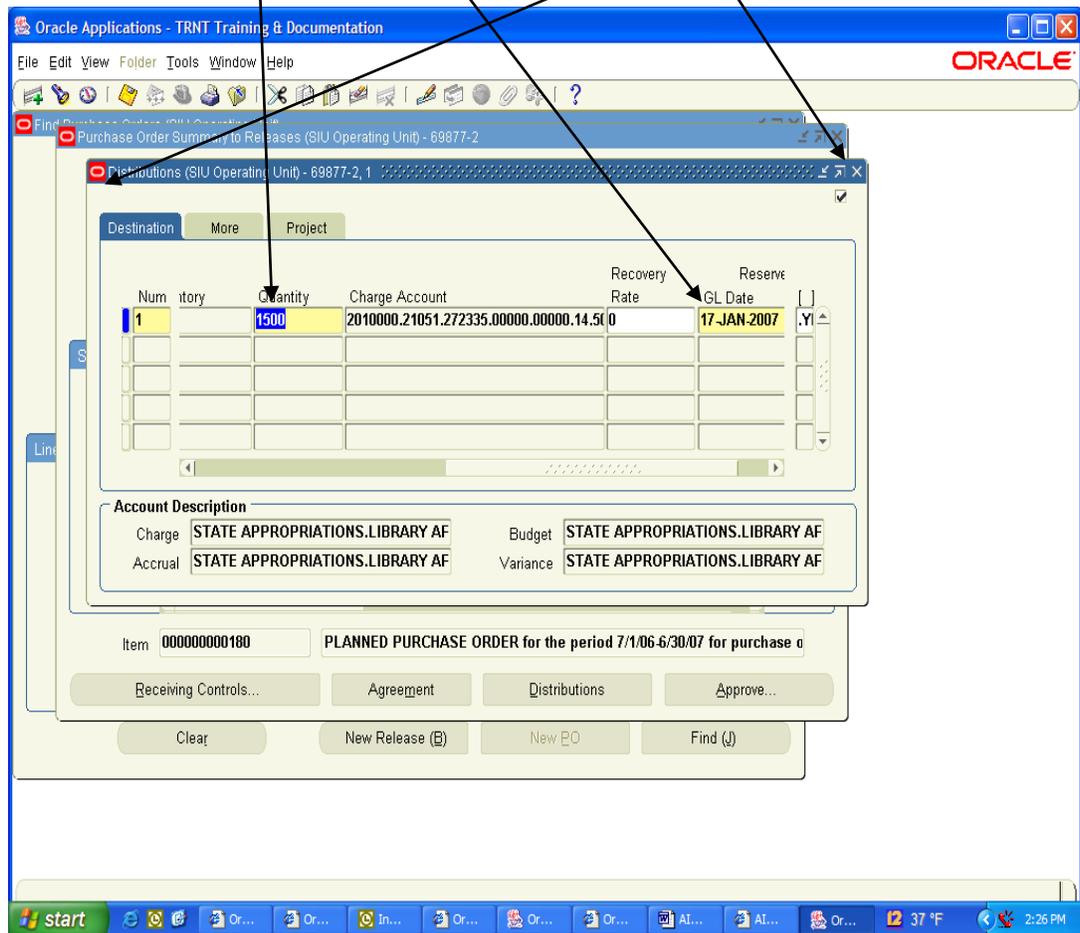
   Click on the "OK" button.

7. Go into the "Distributions" screen of the release by clicking on the "Distributions" button.

8. The "Distributions" screen will open.

Using the slide bar:

➢ Locate the "Quantity" field. Highlight the value within the "Quantity" field and enter the correct dollar amount. (In this example, enter $1600).

➢ Locate the "GL Date" field. Highlight the value within the "GL Date" field and enter the current date.

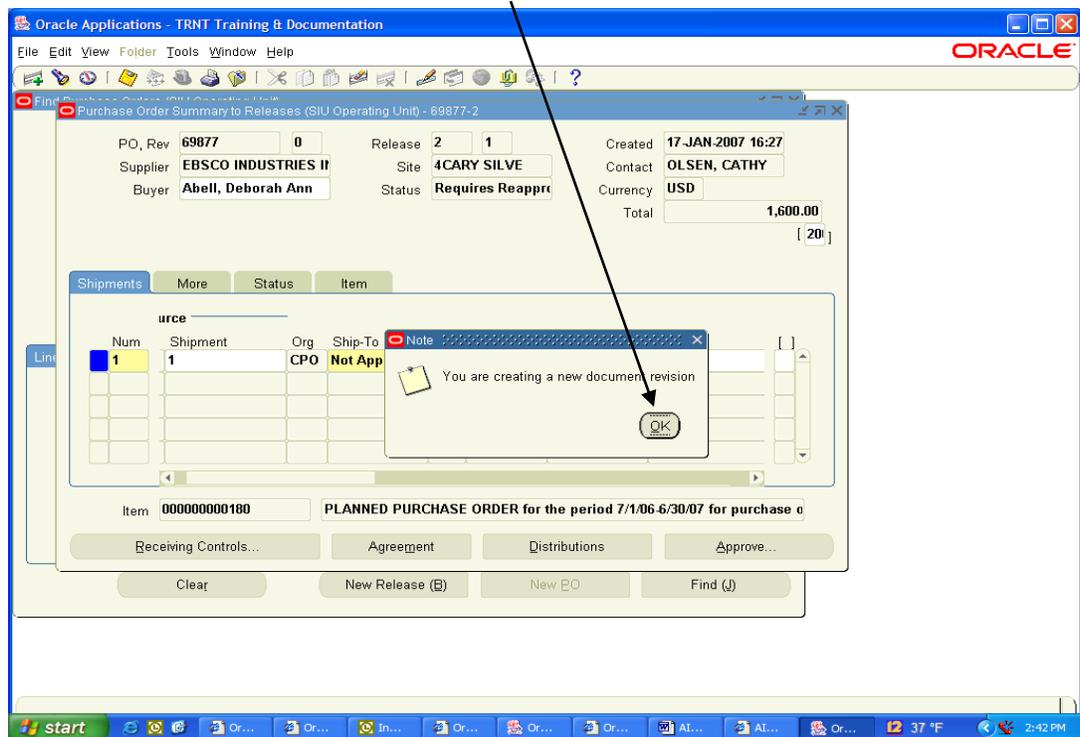➢ Close the "Distributions" screen.
or

9. Highlight the incorrect amount in the "Quantity" field and change it to the correct dollar amount. (In this example, enter $1600). Hit TAB.
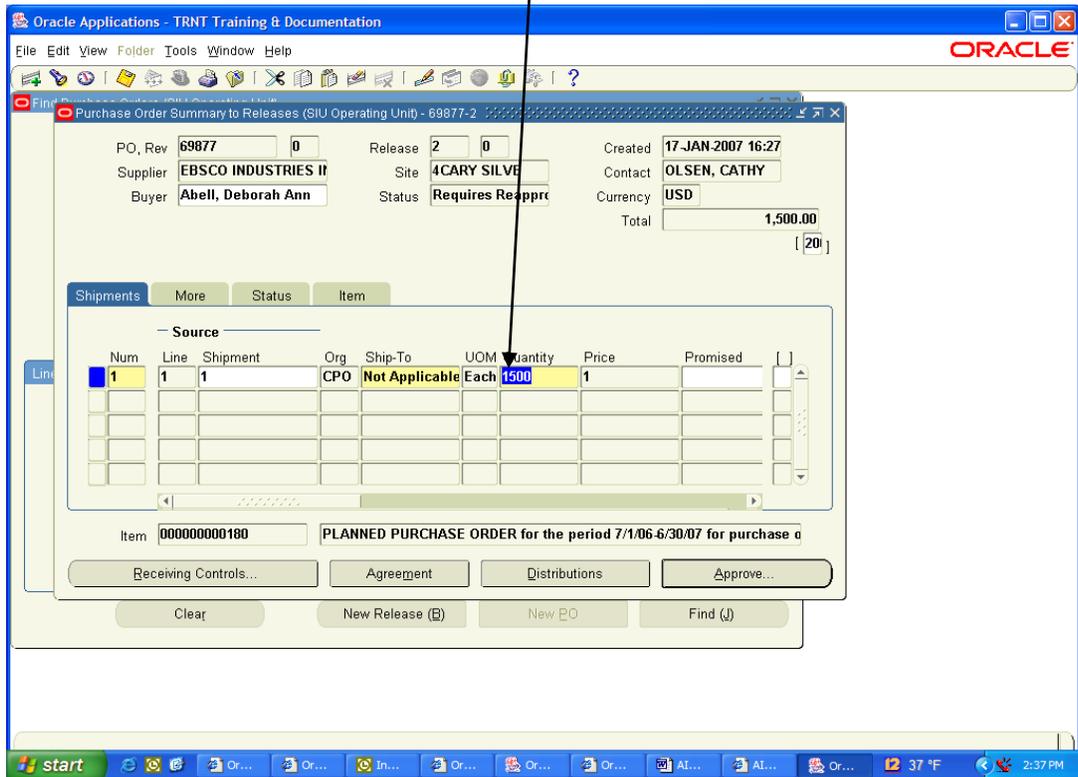
10. Make sure that the Release has the correct dollar amount in the "Total" field. Click on the "Approve" button.
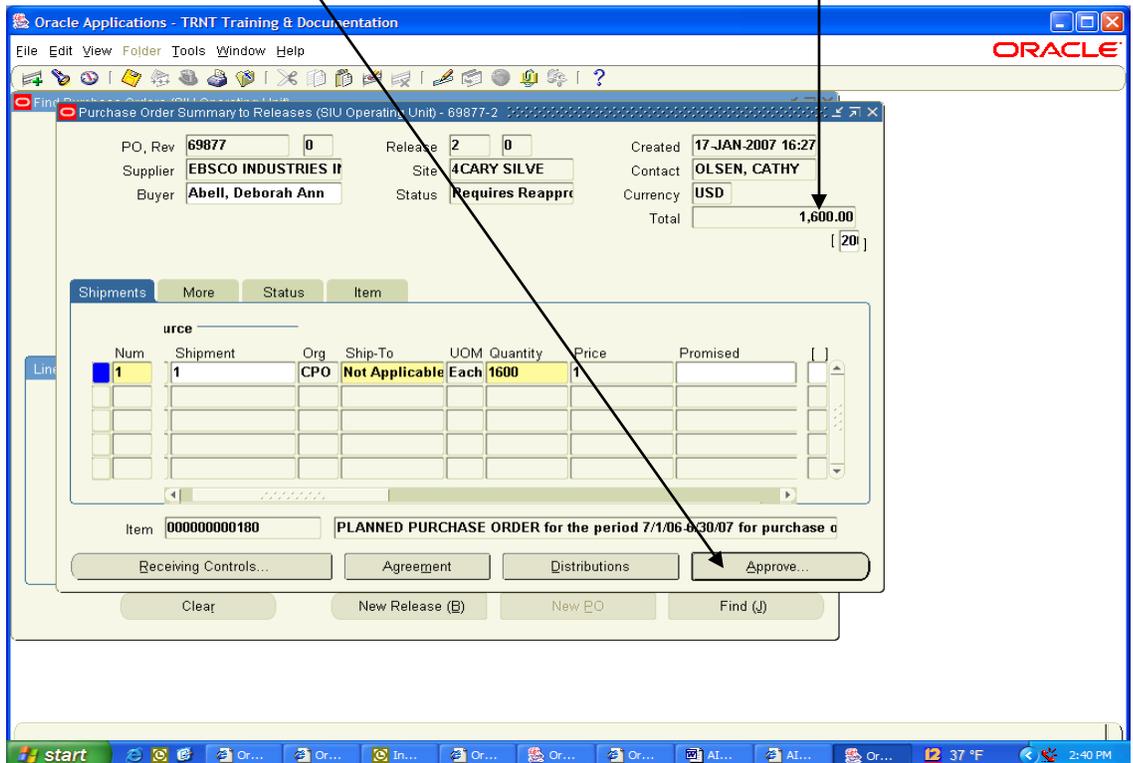
11. A "Note" window will appear. Click "OK".

12. Add a note in the "Note" field and submit for re-approval (by clicking on the "OK" button) or forward the release to an authorized approver.