Procurement Specialist

Reference Manual

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Leadership and Talent Development
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Office of Human Resources
University of Minnesota
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The University is organized to provide expertise in the purchasing and payables areas. The college and administrative offices across the University have grouped together staff for the more complex purchasing tasks and for voucher processing. These groups of staff are called clusters. Procurement specialists perform cluster functions.

### Departments
- Requisitions
- Non-Asset Receiving

### Clusters (Procurement Specialists & Voucher Preparers)
- Change Orders
- Asset Receiving
- Resolve Match Errors
- Support Year-End
- Voucher Entry
- Invoice Imaging

### Purchasing Services
- U-Wide Contracts
- Bidding
- Year-End Processes
- Resource for Department & Clusters
- CPS Amendments
- Change orders & Requisitions $50,000+

### Activities
The procurement specialist is required to investigate and problem solve, and requires the skills necessary to make informed decisions in response to requests and processing exceptions. Procurement specialist activities include:

- Expediting requisitions where appropriate.
- Changing and canceling purchase orders.
- Partnering with Inventory Services to enter receipts for assets.
- Reviewing dispatch, budget check, sourcing, and match exceptions—and resolving as necessary.
- Performing month-end and year-end requisition, receipt, and purchase order close activities.
Procurement Specialist Overview (cont.)

The following knowledge, skills and abilities have been identified as necessary for persons performing procurement specialist functions:

- Critical and analytical thinking
- Problem solving / decision making
- Research and analysis
- Communication
- Customer service
- Time management
- Technical proficiency
- Knowledge of, understanding of, and ability to do the following:
  - Comply with internal controls
  - Apply the University of Minnesota Code of Conduct
  - Use the Chart of Accounts
  - Navigate within the financial system
  - Use eProcurement manage requisitions panels and processes
  - Use University of Minnesota eProcurement match exception rules: data accuracy, amount, unit price, and quantity rules
  - Adhere to policies and procedures related to requisitions, purchase orders, receipts, and vouchers
  - Apply policies and procedures, including those related to contracts and University terms and conditions
  - Run financial system queries and/or reports
  - Sign and adhere to the Department & Purchasing Code of Ethics
### Roles & Responsibilities Specific to the Purchasing Process

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiator</td>
<td>The initiator is responsible for planning and initiating purchases on behalf of their department or unit.</td>
</tr>
<tr>
<td>Requisition Preparer</td>
<td>The requisition preparer is responsible for creating and monitoring purchase requisitions for their DeptID for goods, standard services, and professional services, including blanket orders.</td>
</tr>
<tr>
<td>Procurement Specialist</td>
<td>The procurement specialist manages purchase orders (POs) for their cluster, including PO change orders, matching errors, and sourcing errors. The procurement specialist also performs duties related to month-end and year-end close for purchasing activities.</td>
</tr>
<tr>
<td>Receiver</td>
<td>The receiver is responsible for receiving goods on behalf of the University and entering the receipt in the financial system. The casual receiver enters receipts for standard goods and services and rolled purchase orders. Procurement specialists partner with Inventory Services to receive assets.</td>
</tr>
<tr>
<td>Voucher Preparer</td>
<td>The voucher preparer is responsible for receiving and entering invoices in the financial system. The voucher preparer is also responsible for resolving any invoice discrepancies, voucher errors, and/or matching errors in partnership with by the procurement specialist.</td>
</tr>
<tr>
<td>Contract Administrator</td>
<td>The contract administrator is responsible for monitoring professional services contracts and communicating any changes or issues to the supplier, the Office of the General Counsel (OGC), or Purchasing Services.</td>
</tr>
<tr>
<td>Purchasing Services</td>
<td>Purchasing Services is responsible for purchase $50,000 or greater which includes facilitating the bidding process, handling supplier bidding for large purchases, negotiating and maintaining U-Wide Contracts, facilitating CPS amendments and maintaining supplier relationships. Purchasing Services is also responsible for providing oversight and reporting for purchasing activities throughout the University.</td>
</tr>
</tbody>
</table>
Roles & Responsibilities Specific to the Purchasing Process (cont.)

Disbursement Services

Disbursement Services is responsible for a variety of functions associated with the process of making non-payroll payments to suppliers and employees. The department provides customer service regarding all facets of the payment process, and assists with corrections. Disbursement Services also:

- Performs data entry of payment and financial transaction documents
- Maintains the supplier file utilized for making non-payroll payments
- Administers travel advances
- Issues emergency checks and foreign payments
- Initiates payments for withholding to the state
- Reports 1099 Miscellaneous Income payments to the IRS

Inventory Services

Inventory services maintains University capital equipment records in the asset management module of the financial system, affixes bar-coded inventory tags to all new capital equipment items, and performs periodic equipment audits required by the federal government.
Procurement Specialist Responsibilities

Fiduciary Responsibilities

The University is depending on the procurement specialist to uphold the University's guiding principles and to sign and abide by the Purchasing Code of Ethics. In upholding the interests of the University, the procurement specialist is responsible for making sound, ethical decisions and for representing the University courteously and professionally. The procurement specialist serves as a representative of the business process owners and functions as a mentor to others in the cluster by modeling and encouraging best practices. Procurement specialists need to employ sound problem solving and decision making skills in their day-to-day activities and need to understand that the University has placed a great deal of trust in their ability to do so.

Requisitions

The procurement specialist reviews requisition budget check and sourcing exceptions on a daily basis and communicates with the preparer to resolve the exceptions. Requisitions with budget check exceptions cannot be sourced until the exception is resolved. Additionally, requisitions with sourcing exceptions cannot be expedited until the exception is resolved.

The procurement specialist expedites requisitions, if a purchase order (PO) is needed before the automated processing is scheduled to take place.

Purchase Orders

The procurement specialist dispatches purchase orders, when requested by the preparer, if the supplier needs the PO sooner than the automated processing will deliver it. The procurement specialist reviews dispatch exceptions on a daily basis and communicates with the preparer or supplier to resolve the exceptions.

The procurement specialist mails POs that print in the cluster and, in some circumstances, changes the dispatch method on a purchase order. The procurement specialist also monitors the fax queue to ensure that faxed purchase orders were sent successfully.

If requested by the department, the procurement specialist enters changes to POs commonly referred to as PO Change Orders. Once saved, PO Change Orders will route for approval(s). PO Change Order approval rules mirror the requisition approval rules.

Receipts

The procurement specialist partners with Inventory Services to enter receipts for assets and corrects non-asset receipts as necessary.

Fiscal Year End

The procurement specialist works with the department/cluster and Purchasing Services to close out purchase orders at the end of the fiscal year. This includes monitoring various aging and open PO reports.
Procurement Specialist Responsibilities (cont.)

**Suppliers (Suppliers)**  Procurement specialists assist in expediting requisitions and dispatching POs to suppliers where appropriate; and inform Disbursement Services if information is learned about from a supplier that may be significant (e.g., supplier is filing bankruptcy).

**Vouchers**  The procurement specialist reviews match exceptions and partners with the requisition preparer, receiver, or voucher preparer to resolve the exceptions.
The following policies and procedures can be found at www.policy.umn.edu:

**General University Policies**

- Internal Controls*

  

- Board of Regents Code of Conduct

**Purchasing-Related Policies and Procedures**

- Board of Regents Purchasing Policy
- Purchasing Goods & Services
- Purchasing a Professional Service
- Managing University Capital Equipment
- Using the University Procurement Card
Procurement Specialists are expected to review, sign and adhere to the Code of Ethics. It is to be annually reviewed by the procurement specialist and his/her supervisor and kept on file in the department. This form is available in the Purchasing Goods and Services policy and on Purchasing Services’ website.

University of Minnesota

CODE OF ETHICS for Department Staff Responsible for Buying

RESPONSIBILITY STATEMENT: With regard to my responsibilities for departmental purchasing, I accept the responsibility to:

1. Support and uphold the values, policies and procedures of the University of Minnesota in all my purchasing activities, since compliance with good public purchasing practice ensures the continued flow of public funding to the University.

2. Attend appropriate training for my departmental purchase function and continue on-going (refresher) training as needed to ensure my department follows University policies and procedures.

3. Subscribe to and read Purchasing Services communications vehicles and advise my department on implementing any new practices, forms, systems, policies, etc.

4. Maintain a high level of ethics:
   a. Have no financial or personal beneficial interest directly or indirectly with vendors when I am in a position to influence the University decision to purchase from those vendors.
   b. Decline rebates, gifts, money, or anything of value offered by vendors other than items of nominal (under $5) value.*

5. Conduct business with vendors:
   a. In an atmosphere of honesty and good faith, without intentional misrepresentation and with equal objectivity and fairness to all vendors. I will also demand honesty of sales representatives in all matters regarding the University of Minnesota.
   b. Affording prompt and courteous reception as business conditions permit to vendors who arrange to meet with my department on legitimate business missions. (This does not include unarranged visits).

6. Strive to obtain the maximum value for each purchase, including use of cost-effective purchasing processes.

7. Afford maximum opportunity to small businesses and businesses owned by minorities, women and persons with disabilities.

I have read and understand the above statements, and agree to meet the expectations to the best of my ability while performing my department's purchasing functions for the University of Minnesota.

Print or Type Name ____________________________  Date ________________

Signature ____________________________ Date __________________

*Violation is subject to disciplinary action by the University of Minnesota, and is considered a misdemeanor under Minnesota Law, M.S. 15.43.

Expediting Requisitions and Dispatching Purchase Orders

BUSINESS PROCESS FOR EXPEDITING

To expedite a requisition, the procurement specialist must:

1. Verify the requisition’s status is “Approved” at Purchasing > Requisitions > Add/Update Requisitions.

2. Manually perform the budget check process by clicking the Budget Check icon. Verify the requisition achieves a “Valid” budget status.

3. Perform the necessary data entry steps in the Expedite Requisitions page.

4. Enter a justification as to why the expediting was necessary in the PO’s header Comments.

5. Manually budget check the PO and approve the PO, if necessary.

6. Verify the dispatch method and manually dispatch the PO to the supplier.

EXPEDITING OVERVIEW

Expediting requisitions refers to manually generating a purchase order from a requisition rather than waiting for the regular dispatch process.

Procurement specialists will receive requests from requisition preparers to expedite if a requisition is needed sooner than the next scheduled process run or if a PO needs to be sent to the supplier using a different method other than the default dispatch method. Expediting a requisition is an exception to the normal process and should be avoided if possible. Review and evaluate each situation individually using the following guidelines to determine whether a requisition should be expedited:

- Evaluate the risk:
  - Will the University be at a financial disadvantage if the PO is not generated?
  - What is the impact on the supplier?

- Evaluate the cost-effectiveness of the manual process.

- Consider whether the PO needs to be dispatched by means other than the default dispatch method.

If necessary, work with the requisition preparer to determine why the requisition was necessary, and coach the preparer on how to avoid a similar situation in the future.
Expediting Requisitions and Dispatching Purchase Orders (cont.)

The following conditions must be met in order for a requisition to be eligible for expediting:

- The requisition line status is “Approved.”
- The requisition's budget status is “Valid.”
- The “Quantity” or “Amount” on the requisition distribution is greater than zero.

Additional considerations when expediting include:

- Requisitions created using the Web tab (e.g., U Market orders) cannot be manually expedited and dispatched.
- The expediting process cannot be done when the normal process job is running.
- Verify the PO was created and access its PO number on the Manage Requisitions page or Manage Purchase Order page.
- The procurement specialist must manually perform the budget check process.
- All lines of a requisition needing expediting must be included.
- The procurement specialist can add the supplier to the requisition line if it is not listed and hasn’t already gone through the sourcing process.
- Expedited requisitions must have the PO manually dispatched.
- The requisition must have a budget status of “valid” before it may be expedited.
Expediting Requisitions and Dispatching Purchase Orders (cont.)

DISPATCHING

Dispatch refers to sending a purchase order to a supplier. Supplier dispatch methods are defined in the supplier file and can be email, fax, or print. The University’s preferred dispatch method is email.

After a requisition is manually expedited, it must also be manually dispatched to the supplier. The supplier’s default dispatch should be used unless special handling is required. Special handling is allowed under the following circumstances:

- A supplier requests the PO dispatched using an alternate method (for example, if the default is email and it needs to be faxed for a rush order). In this situation, the requester must ask the procurement specialist to change the dispatch method for that PO only.

- A PO has been changed but the supplier does not want a new copy of the PO. In this case, the procurement specialist changes the dispatch method to “phone” to prevent a default method from dispatching the PO to the supplier.

If the supplier’s default dispatch method must be permanently changed, work with the department to update the supplier record through the Authorization Form process.

Additional considerations when dispatching include:

- A PO must have a status of “Approved” before it can be dispatched. POs automatically achieve this status when sourced.

- A PO must have a budget status of “Valid” before it can be dispatched.
  - If the status is “Not Chk’d,” click the budget-check icon to manually run the budget-check process.
  - If the status is “Error,” contact the requester to have the budget line set up or to get valid ChartField values to use and edit the PO. Once edited, it will route for approvals.
  - A manual budget check cannot be done when the normal process job is running.

- If the supplier does not have a default dispatch method, the PO will be dispatched via print.
**Expediting Requisitions and Dispatching Purchase Orders (cont.)**

- POs with a default method of “Print” will be printed by the procurement specialist.
  - All official versions of the print POs will not be generated until the next morning.
  - An email notification will be sent to the procurement specialist when the print file is available. This email generates whether there are POs ready to print or not.
  - Attachments will not automatically print with the PO and must be manually printed by the procurement specialist.
  - Bid POs that print should not be sent by the procurement specialist. Notify Purchasing Services if they are included in the print file.

- Email and fax dispatches are sent through the third-party Merkur software.
  - The financial system will auto populate the supplier’s default information, which can be verified through the <Merkur Delivery Information> link on the Manage Purchase Orders page.
  - The default information can be overwritten for a one-time change to the dispatch information.

- Email notification will be sent to the procurement specialist if the dispatch fails.
  - Work with the supplier/department to verify and change the dispatch information as necessary.
  - Verify the supplier’s dispatch information is correct, and dispatch the PO again.
  - Email or fax dispatch failure due to Merkur must follow the re-dispatch process and must be dealt with by the procurement specialist in a timely manner to avoid delays.
PERFORMING A MANUAL BUDGET CHECK

1. Navigate to Purchasing > Requisitions > Add/Update Requisitions.

2. Verify the requisition is in “Approved” status.

3. Click the Budget Check icon to manually initiate the budget check process.

4. Once the requisition achieves the status “Valid Budget,” the requisition will be eligible for expediting.
Expediting Requisitions and Dispatching Purchase Orders (cont.)

To initiate the manual budget check process for a requisition, navigate to: Purchasing > Requisition > Add/Update Requisitions. Click the Find an Existing Value tab.

![Requisitions](image)

On the Find an Existing Value screen, enter the requisition's ID number into the Requisition ID field. Click <Search>.
Expediting Requisitions and Dispatching Purchase Orders (cont.)

The requisition's data will appear. Verify the requisition is in “Approved” status. If it is not, contact the approver(s), as manual budget checking cannot begin until the requisition achieves approved status.

Click the Budget Check icon to initiate the manual budget check process. This process may take a few minutes until it is completed.

Once the budget check process is completed, the Budget Status must be “Valid” in order to manually expedite the requisition (see the next section, “Expedite a Requisition”).

Note: If the Budget Status is instead displayed as “Error,” work with the requester/department to resolve the issue. Ultimately, the requisition must be edited by the requester or the procurement specialist via Manage Requisitions by entering a valid ChartField string. Once the requisition is edited and re-submitted, it must be approved again by the approver(s) and the manual budget check process must be initiated by the procurement specialist.

PROCESS TO EXPEDITE A REQUISITION
Expediting Requisitions and Dispatching Purchase Orders (cont.)

1. Navigate to: eProcurement > Buyer Center > Expedite Requisitions.

2. Locate the requisition to be expedited. Click <Search>.

3. Select the Include checkbox for each line to be expedited.

4. Add supplier information and select the Select checkbox if necessary.

5. Click <Submit>.

6. Verify the PO has been created on the Manage Requisitions page.

The Expedite Requisitions page is used to generate a purchase order outside of the scheduled dispatch process time. Requisitions should only be expedited in urgent situations. Enter the requisition number in the Requisition ID field and click <Search>.

![Expedite Requisitions screenshot]

The Expedite Requisitions page will reappear displaying the entered search results. To expedite the requisition, the following steps must be taken on this page:

- Verify the information is correct and that all lines have a supplier.
  - If a supplier was not included, click the Supplier Name field's lookup icon to select the appropriate supplier and location or contact the preparer to verify which supplier should be used. This must be added or the PO will not be created.
  - Click <Include All/Exclude All> to select all of the requisition's lines.
- Click <Submit>.
Expediting Requisitions and Dispatching Purchase Orders (cont.)

Once submitted, the PO will be sourced. The Manage Requisitions page may be used to verify whether the PO was successfully created and which number was assigned. In addition, navigating to the Manage Purchase Orders page will also reveal the procurement specialist’s recently created POs.
Expediting Requisitions and Dispatching Purchase Orders (cont.)

PROCESS TO DISPATCH THE PURCHASE ORDER

1. Navigate to: eProcurement > Buyer Center > Manage Purchase Orders OR Purchasing > Purchase Orders > Add/Update POs.

2. Locate the newly created PO to be dispatched.

3. Click <Add Comments> to justify and document why the requisition was expedited.

4. Verify and/or select the Dispatch Method (e.g. email). If using email or fax methods, verify the address/number by clicking <Merkur Delivery Information>.

5. Click <Dispatch>.

6. Leave the Server Name field blank; the system will automatically select the proper server.

7. If a one-time email address must be used, enter it in the “one time fax/email” section.

8. Click <OK>.
Expediting Requisitions and Dispatching Purchase Orders (cont.)

Search for the newly created PO on the Manage Purchase Order page. Once the PO is located, click <PO ID> to open the Maintain Purchase Order page.

The Maintain Purchase Order page will display the details of the purchase order including header and line information. The default dispatch method is listed, and if the purchase order has already been dispatched, the PO status will be “Dispatched,” and the <Dispatch> button will not be enabled. See the “Re-dispatching Purchase Orders” section of this manual for more information.

Navigate to: eProcurement>Buyer center> Manage Purchase Orders to locate newly created PO.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Check Icon</td>
<td>POs must be a valid budget before they may be dispatched. Click the Budget Check icon to initiate a budget check.</td>
</tr>
<tr>
<td>Dispatch Method</td>
<td>Method by which the PO will be sent to the supplier (“Email,” “Fax,” or “Print”). Procurement specialists may change this method.</td>
</tr>
<tr>
<td>Merkur Delivery</td>
<td>Click this link to view the default dispatch method or to enter a one-time fax number.</td>
</tr>
<tr>
<td>Information</td>
<td>Per policy, enter a justification as to why this PO was expedited, or why any changes were made to the PO.</td>
</tr>
</tbody>
</table>
Expediting Requisitions and Dispatching Purchase Orders (cont.)

This sub page reveals the POs default delivery information such as the supplier’s fax or email information. The University does not use Merkur for email dispatching. If information for the supplier’s email appears, changing it here will have no effect on how it is dispatched. Instead, once the <Dispatch> button is clicked, a one-time change in the email address may be entered.

To enter a one-time change of a different email or fax number that is different than the default, click <Merkur Delivery Information> and complete the Document Delivery page.

![Document Delivery]

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>Name of procurement specialist.</td>
</tr>
<tr>
<td>Subject</td>
<td>PO number or other message subject.</td>
</tr>
<tr>
<td>Dest # 1</td>
<td>Enter email address or fax number. If the default is “Email” or “Fax,” the supplier’s default method will be listed. To change it, enter the intended fax number. Note: When using a fax number, it must be entered using the following format: 612/625-0000</td>
</tr>
<tr>
<td>To</td>
<td>Supplier name.</td>
</tr>
<tr>
<td>Att</td>
<td>Name of contact or sales representative.</td>
</tr>
</tbody>
</table>

Once this information is complete, click <OK> to return to the Maintain Purchase Order page. Verify the correct dispatch method is listed in the Dispatch Method drop-down menu, and click <Dispatch>. 
After <Dispatch> is clicked, the **Dispatch Options** page will open. Leave the server name blank and click <OK>. Where appropriate, a one-time email address may be used.

The following message will appear after <OK> is clicked. To immediately continue in the financial system, click <No>. To wait for the dispatch job to complete, click <Yes>.
Re-dispatching a Purchase Order

If a PO was not received by the supplier or must be sent to the supplier again, the PO must be re-dispatched. This is also true when a PO fails during the fax or email dispatch process.

Occasionally, a supplier may contact the procurement specialist because they did not receive a PO. It is important to follow these steps specifically to prevent the PO from accidentally routing for approval.

Navigate to: Purchasing>Purchase Orders>Add/Update POs.

1. Click <Edit Comments>.

2. The PO Header Comments page will appear. If there are multiple comments rows, click <View All>. Locate the last comment row, and then click the plus to add a new comments row.

3. Enter comments into the new row to explain why the PO needs to be re-dispatched. If the supplier must see this comment, click the Send to Supplier checkbox. Once finished, click <OK>.

4. The Maintain PO page will reappear. Click <Save>. 
5. Important: Once the comments are saved, you must leave this page to prevent the PO from routing for approval. Click <Return to Search>.

6. The PO Find an Existing Value page will appear with the PO’s number already populated. Click <Search> to access the PO again.
7. The Maintain Purchase Order page will reappear. Click the change order icon. This will open up the Dispatch Method drop-down menu.

8. Verify the intended dispatch method is selected. Change if necessary by clicking on the drop-down menu and select the intended method instead. Click <Save>. 

![Maintain Purchase Order screenshot](image)
Re-dispatching a Purchase Order (cont.)

The PO header status will change to Approved, and the budget status will be Not Checked.

Since the PO is in approved status, there are two options:

- Wait until the next regularly scheduled procurement job to run. It will automatically budget check and dispatch the PO to the supplier during this job.
- Manually budget check the PO by clicking the budget check icon—do NOT do this when the regularly scheduled procurement jobs are running.

If the PO is manually budget checked, it may be clicked once the budget check job has run and Budget Status is “Approved.” Otherwise, if the dispatch button is not clicked, the PO will be dispatched during the next scheduled procurement job.

Before clicking save, verify the PO’s dispatch method. If the supplier should NOT receive the PO again, ensure the “phone” dispatch method is selected. Otherwise, the University is at risk of having a duplicate order.

Since PO change orders will now be re-dispatched during the regularly scheduled procurement batch jobs, it is the procurement specialist’s responsibility to ensure the correct dispatch method is selected at the time the PO is being updated—before any approvals are made.
Re-dispatching a Purchase Order (cont.)

Once the PO is re-dispatched, the supplier will receive a PO change order. The image below is an example of a re-dispatched PO.

![Image of Purchase Order - Change Order]

Supplier: DONALDSON CO INC
PO BOX 1299
MINNEAPOLIS MN 55440
(P) 952/887-3131 (F) 612/626-6111
rsle001@umn.edu

Date: 11/19/2014
Tax Exempt #: 6029894

Payment Terms: Net 30
Freight Terms: FOB: DESTINATION-PLUS FREIGHT
Ship Via: MOST ECON

Requestor: UMN - 01-Preparer 1
(E) rsle001@umn.edu

Phone: 612/624-0423

Federal Contract Funding? No

Bill To:
AP VOUCHER ENTRY
INFORMATION TECHNOLOGY BLDG
2218 UNIVERSITY AVE SE
MINNEAPOLIS MN 55414-3029

Ship To:
CONTROLLER’S OFFICE-P100000001
RM204B WEST BANK OFFICE BLDG
1300 S 2ND ST
MINNEAPOLIS MN 55454-1075
ATTN: UMN - 01-Preparer 1

Supplier: Review this document thoroughly to identify changes. Refer to original order for entire order. Terms and Conditions of original order apply.
Re-dispatching a Purchase Order (cont.)

FAILED DELIVERY OF MERKUR POs

If the PO dispatch via Merkur fails, the procurement specialist should be sent an email from EFS. Below is an example of the system generated email. When procurement specialists receive this type of email, they must take action immediately because the supplier will never get the PO until it is resolved. The status in the body of email could be anything. In the example below, the fax number (destination) is invalid.

If the PO dispatch via Merkur fails, the procurement specialist is responsible for working with the supplier to verify the supplier's information is correct. Update the PO’s Document Delivery page if the fax number is not in the correct format (e.g. 612/625-0000).
Re-dispatching a Purchase Order (cont.)

RE-DISPATCHING VIA MERKUR (FAX)

When re-dispatching a PO via for fax, a new row must be added in the Merkur Delivery Information by the procurement specialist. Previous rows (dispatches) are inactive and will not be grayed out. Add a new row to re-dispatch the PO.

To add a new row, click the <Merkur Delivery Information> link on the Maintain Purchase Order page. Click the add-a-row icon to add an additional, active row. Ensure that the fax number is in the correct format (e.g., 612/625-0000).

![Document Delivery](image_url)
Printing a Purchase Order (Copy)

Official purchase orders are only generated at the time of the dispatch process. If an internal copy is needed, an unofficial copy can be printed by the procurement specialist, requesters, or anyone with EFS access. NOTE: It is highly discouraged to reprint a PO, as it poses risk to the University. If the PO is accidentally given to the supplier, a duplicate order may occur.

1. Navigate to: eProcurement > Buyer Center > Manage Purchase Order OR Purchasing > Purchase Orders > Add/Update POs.

2. Search for the PO to be printed.

3. Click <View Printable Version>.

4. Print document. Ensure the copy is for internal purposes only and is NOT sent to the supplier.
Printing a Purchase Order (Copy) (cont.)

To manually print a purchase order, begin on the Manage Purchase Orders page OR Purchasing > Purchase Orders > Add/Update POs. Locate the PO. Once the PO is open, click <View Printable Version> below the line information to continue. Make sure pop-up blockers are disabled, as a new window will open.
Printing a Purchase Order (Copy) (cont.)

Official POs will contain the University of Minnesota’s logo in the top left corner. Unofficial POs (titled COPY at the bottom of the page) will not show the University logo. In addition, the COPY version will display the ChartField in formation at the end of the document.

![Purchase Order Image]
Printing a Purchase Order (Copy) (cont.)

If the PO does not appear, there are two methods to retrieve the PDF: through the Process Monitor page or through the Report Manager page.

If the PDF document does not appear as described, the Process Monitor page will automatically open in the recently opened window. Locate the most recent SQR report and verify a run status of “Success” and a distribution status of “Posted.” Click <Refresh> to update the status if the job is still in process. Click <Details> to continue.

If the Run Status is “No Success,” contact the University Financial Helpline.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refresh</td>
<td>Updates run status with most current information.</td>
</tr>
<tr>
<td>Details</td>
<td>Opens Process Detail page.</td>
</tr>
</tbody>
</table>
Printing a Purchase Order (Copy) (cont.)

On the Progress Detail page, click <The View Log/Trace>.

Once in the View Log/Trace page, locate the link ending with “PDF” under File List. Click the link and a PDF version of the document will open, where it may be printed.
Printing a Purchase Order (Copy) (cont.)

The PDF may also be opened through the Report Manager page. Navigate to Reporting Tools > Report Manager. Click the Administration tab, and then click the report link under the Description column. The PDF should open.
Changing a Purchase Order

Purchase orders can be changed by the procurement specialist when internal changes are needed, or when the University (requester) and the supplier have agreed on a change to the purchase. All changes to POs will route for approvals. PO change order approvals will mirror the requisition approval rules.

**APPROPRIATENESS OF THE CHANGE**

When a change is requested, the procurement specialist is responsible for determining if the purchase order change is appropriate and making decisions based on the potential risk to the University. For example:

- Does the change cause the PO value to exceed either the $50,000 bid threshold, the $250,000 University-wide contract threshold, or the Board of Regents $1 million report level?
- Has the PO been dispatched, shipped, or received?
- If the PO has shipped and the change decreases the quantity, what are the consequences for refusing or returning the item (e.g., restocking charge, shipping costs)? Can the item be used elsewhere to avoid incurring those costs?

When making changes to purchase orders, regular purchasing policies and procedures must be followed and maintained.

**CHANGE PROCESS FOR STANDARD GOODS AND SERVICES POs UNDER $50,000**

When changes are made, differentiation is made between POs changed before the original dispatch, or after the original dispatch.

<table>
<thead>
<tr>
<th>Change Timing</th>
<th>Change Classification</th>
<th>Change Initiation</th>
<th>Change History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before initial dispatch (editing PO)</td>
<td>PO change</td>
<td>Enter new information in desired field.</td>
<td>Change history is not captured.</td>
</tr>
<tr>
<td>After initial dispatch (changing the dispatched PO)</td>
<td>Change order</td>
<td>Follow specific instructions from the manual for making the changes.</td>
<td>Change history is captured and viewable on the Review Change Orders page at Purchasing &gt; PO &gt; Review Change Orders.</td>
</tr>
</tbody>
</table>

It is important to document changes thoroughly in the Justification comments for approvers to understand the reason for the change.
Changing a Purchase Order (cont.)

The ability to make changes depends on the type of change being made and at what stage it is being made. Use the following chart to help determine if and how changes can be made. All changes must be approved. After PO approvals, the system will budget check and dispatch the PO.

<table>
<thead>
<tr>
<th>Type of Change</th>
<th>Additional Activity</th>
<th>Action</th>
<th>Supplier Copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal changes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Changing ChartField information</td>
<td></td>
<td><strong>No activity</strong></td>
<td>Make the changes.</td>
</tr>
<tr>
<td>• Changing internal justification/</td>
<td></td>
<td><strong>Receipt</strong></td>
<td>Make the changes.</td>
</tr>
<tr>
<td>comments</td>
<td></td>
<td></td>
<td>Do not send the changed PO to the supplier. Select the “Phone” dispatch method.</td>
</tr>
<tr>
<td></td>
<td><strong>Voucher</strong></td>
<td><strong>Change the internal justification.</strong></td>
<td>ChartField cannot be changed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>• If line has been fully vouched, change must be done via a journal entry.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>• If line has been partially received and vouched, the original line can be reduced to the received/vouched amount and a new line can be added with the remaining amount and the correct ChartField information.</strong></td>
<td></td>
</tr>
<tr>
<td>Material changes</td>
<td><strong>No activity</strong></td>
<td><strong>Make the changes.</strong></td>
<td><strong>Verify if the supplier needs a copy of the change, and dispatch if necessary.</strong></td>
</tr>
<tr>
<td>• Changing price</td>
<td></td>
<td><strong>Receipt</strong></td>
<td>Changes can be made as long as they do not reduce the PO below what has already been received. Cancel the receipt to change the PO below the received amount.</td>
</tr>
<tr>
<td>• Changing quantity</td>
<td></td>
<td><strong>Voucher</strong></td>
<td>Changes can be made as long as they do not reduce the PO below what has already been vouched. Cancel the voucher (and receipt if necessary) to change the PO below the vouched amount.</td>
</tr>
<tr>
<td>• Adding a new line</td>
<td></td>
<td><strong>Changes to fix match exceptions</strong></td>
<td><strong>Changes to fix match exceptions</strong></td>
</tr>
<tr>
<td>• Deleting a line</td>
<td><strong>n/a</strong></td>
<td><strong>Changes can be made following the above rules.</strong></td>
<td><strong>Do not send the changed PO to the supplier unless quantity or price need adjustment. Select the “Phone” dispatch method.</strong></td>
</tr>
<tr>
<td>• Changing a supplier location</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Changing a Purchase Order (cont.)

The following changes cannot be made by the procurement specialist:

- Changing the supplier or its location. The PO must be canceled and a new requisition created.
- Changing the unit of measure (UOM). Cannot be changed if PO has a receipt or voucher tied to it.

Additional considerations when changing a purchase order include:

- Whenever the PO change order totals $50,000 or greater, the “Change Request Form $50,000 and Over” must be completed and attached in the PO’s header comments.
- Blanket orders can be extended for up to three years. The requester will advise the procurement specialist if a new blanket order should be created or if the existing blanket order should be changed.
- When extending the end date of a blanket order, the date must be changed in the Ship To/Due Date field and the Line Comments field. All lines of a blanket order must have the same end date, so if it is changing on one line, all lines must be changed.
- Once a change has been made to a PO and saved, it will route for approvals. If changes were made in error, a new change must be done to reverse the error.
- Do NOT close a line by doing a change order to reduce a line to $0. Use the proper red <Cancel> icon to close if there is no activity, or if there is activity, force close the PO.
- If no action is taken upon the change order within five days, the procurement specialist will be sent an email notification via EFS.
- If the change order is sent back from an approver, the procurement specialist must make the necessary changes and re-route it for approval. If the change order must be returned to its original state, the procurement specialist must “undo” the changes and click <Save>.
Changing a Purchase Order (cont.)

To change a PO, navigate to: eProcurement > Buyer Center > Manage Purchase Orders OR Purchasing > Purchase Orders > Add/Update POs.

1. Locate the PO to be changed.
2. Check the document status to be sure it is eligible for change (e.g., it hasn’t been received and/or paid and is not on hold).
3. Click <Edit Comments> to document the change.
4. Verify the intended dispatch method is selected (E.g., if the supplier does not need to be issued the revised PO, ensure “phone” is selected.).
5. Enter the requested changes.
6. Click <Save>.
7. After the change has been saved, the PO change order will route to the PO approver. When the PO is approved, the system will automatically budget check and dispatch the PO during the next scheduled procurement batch job.

Locate the PO on the Manage Purchase Orders page. The Search Purchase Orders section defaults to the user’s business unit, buyer ID, and a default date range. Enter the necessary search criteria and click <Search>. Once located, click the PO ID link to open the purchase order.
The **Maintain Purchase Order** page displays the details of the PO and the fields available to change. Some fields may not be available until the change order icon is clicked.

### Field Name | Field Description
--- | ---
**Change Order Icon** | Opens up additional fields to change on the PO. This field will only display if the original PO has been dispatched.

**Finalize Icon** | Finalizes the PO and releases any remaining pre-encumbrances for either the entire PO.

**Change Order: 1** | Lists how many times the PO has been changed since it was originally created. This field will appear once changes are saved if the original PO has been dispatched.

**Document Status** | Displays all transactions associated with the PO.

**Edit Comments** | Allows comments, including approval notes, to be added to the PO.
Changing a Purchase Order (cont.)

APPROVAL JUSTIFICATION

Since most PO change orders will route for approvals, before entering any changes procurement specialists must provide a justification that meets the justification policy's standards and clearly describes what is changing and why. Once the justification is entered, click the Approval Justification checkbox. If this is not checked, the approvers will not see any text entered in the justification field on the PO Change Order Approvals page and will send back (not approve) the PO change order since it will not comply with policy.

If the PO change order totals $50,000 or greater, the Form "UM 1790 Change Request for $50,000 and Over" must be attached into the same comments row that contains the approval justification. PO change orders $50,000 and greater will route to Purchasing Services. If this form is not attached, the change order will be sent back by Purchasing Services.

It is also important to note that once the Approval Justification checkbox is clicked, none of the other checkboxes may be clicked (e.g., Send to Supplier). If the supplier must also be informed of the changes, a new comment row must be added. If an attachment must be sent to the supplier, both the comment row and the attachment's Send to Supplier checkboxes must be checked or the supplier will not receive them.

To enter comments or justification, click <Edit Comments>. The PO Header Comments subpage will appear.
Changing a Purchase Order (cont.)

CHANGE CHARTFIELD INFORMATION

Initiate the line change on the **Statuses** tab by clicking the change-order icon, if necessary.

To change the ChartField information of a line, begin by clicking the schedule icon on the **Details** tab.

Next, click the distribution/ChartFields icon.

Once on the **ChartFields** tab, changes can be made to the ChartFields.
Changing a Purchase Order (cont.)

CHANGE PRICE

To change the price of a line, begin by clicking the schedule icon in the **Details** tab.

The **Schedules** page will open. Click the value adjustment icon and the **Price Adjustment** page will open.

The **Value Adjustment** page will appear. From the last row in the sequence, click the plus sign to add a new row, and enter the difference between the new price and the old price in the **Adjustment Amount** field. In addition, enter a summary of the change and its date for audit and approval purposes.

Click <OK> and the **Schedules** page will open again. Click <Return To Main Page>.
Changing a Purchase Order (cont.)

CANCELING A PO LINE

Individual lines can also be canceled if there is no activity on the line by clicking on the cancel PO icon located in the **Statuses** tab in the line section.

A warning message will display confirming the line cancellation. Click <Yes> to continue.

The line status will change to “Canceled” once the line has successfully been canceled.

Once the document is saved, the cancellation cannot be undone. If it is necessary to undo the cancellation, the canceled item must be added back on a new line. The PO must also be finalized. The encumbrance is released when the monthly PO reconciliation batch job is run to pick up canceled and fully vouchered POs.
Changing a Purchase Order (cont.)

ADDING A NEW PO LINE
To add a new line to a purchase order, scroll to the last line of the purchase order and click the add-a-row icon on the Details tab.

A dialogue box will appear, so be sure pop-up blockers are turned off. Enter the number of lines to add, and then click <OK>.

The new line(s) will be added to the PO. Enter the Description, PO Quantity, Unit of Measure, Category, and Price. Next, click the schedule icon on the newly added line to enter the ChartField information. See the “Change ChartField Information” section for instructions.
Changing a Purchase Order (cont.)

CHANGING THE END DATE ON A BLANKET ORDER OR CPS

One common change that is made to POs is the change to the end date of a CPS or blanket order to accommodate a supplier or consultant.

Navigate to: Purchasing>Purchase Orders>Add/Update and locate the intended PO.
Changing a Purchase Order (cont.)

The PO Header Comments page will appear. If there are multiple comments rows, click <View All>. Locate the last comment row, and then click the plus to add a new comments row.

Enter comments into the new row to explain why the PO’s end date must be extended. Click the Justification checkbox. Once finished, click <OK>.
Changing a Purchase Order (cont.)

The Maintain PO page will reappear. Click the comments icon for each line to change/update any line level comments that display the end date.

The PO Line Comments subpage will appear. Change the end date. Click <OK>.

The Maintain PO page will reappear. Click <Save>. Important: Once all comments are saved, you must leave this page. Click <Return to Search>.
Changing a Purchase Order (cont.)

The PO Find an Existing Value page will appear with the PO’s number already populated. Click to access the same PO again.

The Maintain Purchase Order page will reappear. Click the Ship To/Due Date tab.

Change the end date on all lines of the blanket order. All lines must have the same end date. Click <Save>. 
Changing a Purchase Order (cont.)

A pop-up warning message may display if the date is more than 30 days from today’s date. Click <OK>.

![Message]

Warning -- Schedule due date is out of range. (10200.233)

OK

A second pop-up warning message will appear. Click <Yes>. (This message appears because changing an end date will create a change order in PeopleSoft. The University decided to not require this type of change alone trigger routing for approval.)

![Message]

This action will create a change order. Continue? (10200.27)

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

Yes  No

The PO header status will change to Approved status, and the budget status will be Not Checked. Since the PO is in approved status now, it is eligible for re-dispatching. Verify the intended dispatch method is correct. If the supplier should not receive the PO, ensure the phone or print method is selected.

Note: If the incorrect dispatch method is selected (for example, the PO is set to email and you want to set it to phone), exit this page. Then, return to the Add/Update PO page and follow the “redispatching a PO” business process instructions.

To dispatch the PO, there are two options at this time:

- Wait until the next regularly scheduled procurement job to run. It will automatically budget check and dispatch the PO to the supplier during this job.
- Manually budget check the PO by clicking the budget check icon. Do NOT do this when the regularly scheduled procurement jobs are running.
Changing a Purchase Order (cont.)

If the PO is manually budget checked, it may be clicked once the budget check job has run and **Budget Status** is “Approved.” Otherwise, if the dispatch button is not clicked, the PO will be dispatched during the next scheduled procurement job.
Changing a Purchase Order (cont.)

CHANGING A PO THAT TOTALS $50,000 OR GREATER

Before any changes are made, the department must complete (type) the newly revised UM 1790, now titled “PO Change Order Form” to clearly capture what must be changed and why, and give it to the procurement specialist. This form is required by Purchasing Services. The form is in the Forms Library http://policy.umn.edu/Forms.

Navigate to: Purchasing > Purchase Orders > Add/Update POs.

The procurement specialist verifies the PO’s intended Dispatch Method is selected. If the supplier should not receive the PO again, choose “phone” as the Dispatch Method. Once finished making the changes, click <Edit Comments>.

The PO Header Comments page will appear. Click <View All>. Locate the last comment row, then click the plus icon to insert a new comments row.

In the new comments box, enter “See Attached Form UM 1790 Change Order Form.”

Click <Approval Justification>. Do not click any other checkboxes. This is an internal form. If there are other comments or attachments that must be sent to the supplier, insert new rows. Once finished with all comments and attachments, click <OK> to return to the main PO page.
Changing a Purchase Order (cont.)

On the main PO page, click <Save>. The PO change order will route for approvals. Purchasing Services will be unable to view or take action upon the change order until all DeptID and certified approvals have been made.

Once the PO is fully approved, it will be picked up in the next regularly scheduled procurement job to be budget checked and dispatched.

If you have questions at any time during the process, please contact Purchasing Services at: purchase@umn.edu.
Change Order Approvals

Most PO change orders will now route for approval. The EFS approval routing rules, approvers, and thresholds for PO Change Orders will be the same as they are for requisitions. Once fully approved, the PO will be picked up in the next regularly scheduled procurement job to be budget checked and re-dispatched. Until the PO change order is fully approved and re-dispatched, the PO will be unable to be received or vouchered against.

View the approvers for a PO that has routed for approval:

1. Navigate to: Purchasing > Purchase Orders > Add/Update POs.
2. Enter the PO ID number and click <Search>.
3. Click <View Approvals>.

![Purchase Order screenshot](Image)
Change Order Approvals (cont.)

On the View Approvals page, click the triangle to expand the Approver Details subsection.

The expanded information will reveal the various approval stages, paths, and approvers. If Multiple Approvers appears rather than an individual name, click the <Multiple Approvers> link to view the list of possible approvers.
Adding a Comment and/or Attachment

Sometimes there may be a need to add a new comment or attachment onto a dispatched PO. For example, perhaps a University form or document from the supplier should be uploaded onto the PO for policy or audit purposes. To prevent the PO from accidentally routing for approval, do not click the change order icon if your only task is to add new comments or attachments.

Navigate to: Purchasing > Purchase Orders > Add/Update POs.

Click <Edit Comments>. Do not click the change order icon.

The PO Header Comments page will appear. If there are multiple comments rows, click <View All>. Locate the last comment row, then click the plus to add a new comments row. Enter comments or add an attachment. Click <OK>.

The Maintain PO page will reappear. Click <Save>. Once saved, exit the PO Add/Update page.
**Finalizing a PO**

To finalize the entire PO at the header level, click the finalize icon in the upper right-hand corner on the **Maintain Purchase Order** page. If the PO is finalized in error, the unfinalized icon can be clicked immediately after. Once the purchase order has been saved, it cannot be unfinalized.

![Maintain Purchase Order](image)

A confirmation message will appear asking if the PO should be finalized. Click <Yes> to continue.

![Finalize Purchase Order](image)

To finalize an individual PO line, click the line details icon on the Details tab. On the Line Details page, click the finalize icon on the upper right hand of the page.

If the PO line is finalized in error, the unfinalized icon can be clicked immediately after. Once the purchase order has been saved, it cannot be unfinalized.

![Details for Line 3](image)
Canceling a Purchase Order

Do not cancel POs at the header level. Instead, cancel them at the line level or use the force close process. Always change the dispatch status to “phone” before canceling the PO to avoid re-dispatching a cancelled order to the supplier.

Do not cancel a PO using the “red x” at the header level. Using that process results in the PO displaying a status of “Approved” rather than canceled or pending cancel. As a result, these canceled POs would be eligible to be re-dispatched to the supplier during a scheduled procurement job.
Force Closing POs

Occasionally, circumstances occur where a PO must be force closed. A PO may be force closed at either the header (entire PO) or at the line level. Procurement specialists are able to perform this responsibility.

ENTER COMMENTS ON THE ADD/UPDATE PO PAGE

Before force closing a PO, the comments must be entered and saved at: Purchasing > Purchase Orders > Add/Update POs. It is important to remember that once a PO is force closed, no further changes can be made to it—including the addition of comments.

FORCE CLOSE A PO AT THE HEADER LEVEL

To force close the entire PO, navigate to: eProcurement> Buyer Center> Procurement Processes > Buyer’s Workbench.

A new run control must be established by the procurement specialist. Once established, this run control may be saved and used again in the future. As a best practice, it is recommended that the procurement specialist name the Workbench ID using his/her X.500 user name, because once a run control is created, all procurement specialists are able to view it.

After naming the run control, click <Add>. Once the run control is established, enter the Purchase Order ID of the PO to be force closed. Click <Search>.
Enter a description and then select the PO to be force closed. Click <Close>. Click <Save>.

Select the PO ID checkbox. Click the right-facing arrow to move the PO ID from the Not Qualified column to the Qualified column.
Force Closing POs (cont.)

Once the PO has successfully moved to the Qualified column, click <Yes> to continue the force close process.

A message will appear. Click <Yes>. Once <Yes> is clicked, the closing process cannot be stopped or reversed.
Once the PO is successfully force closed, the status will appear as “Complete.” It is important to note that the encumbrance will officially be released in the General Ledger when the next system budget check job is run.
Force Closing POs (cont.)

FORCE CLOSE A PO AT THE LINE LEVEL

To force close a line on a PO, create or access the existing run control (see the “Force Close a PO at the Header Level” section of this reference manual). Once the run control is selected, enter the PO ID in the Purchase Order field. Click <Search>.

Select the PO by selecting the checkbox next to the number in the Purchase Order column. Click the lines icon to view all PO lines.
Select the line(s) to be force closed by selecting the corresponding checkbox. Only the lines selected will be closed. Click <Return to Buyer's WorkBench>. Then click <Close> and continue to follow the same steps listed in the “Force Close a PO at the Header Level” section of this manual.
Entering Receipts for Assets

Capital equipment (assets) is defined as any movable, nonexpendable personal property equipment item, not permanently affixed to a building, with a life expectancy of more than one year and an acquisition cost of $5,000 or more per unit. This includes improvements that increase the value or extend the useful life of the item.

RECEIVING CAPITAL EQUIPMENT (ASSETS)
Due to the need to capture critical data, departmental (casual) receivers will be unable to receive capital equipment (assets) in EFS the same way that non-assets are received. Instead, the department, procurement specialist, and Inventory Services must partner together in order to fully receive the asset into EFS. Depending upon which tab the requisition preparer used to create the requisition/PO (Special Request or Web Tab), here are the two possible processes for receiving capital equipment.

RECEIVING ASSETS CREATED VIA THE SPECIAL REQUEST TAB (NON U MARKET POS)
1. The capital equipment arrives at the department and is determined to be acceptable (is not damaged, etc.).
2. The requester/department is responsible for obtaining and completing the Form UM 1681: Capital Equipment Asset Receipt Form (see Appendix for example) via the Forms Library.
3. The requester/department forwards the completed form and the asset’s packing slip to the procurement specialist.
4. The procurement specialist extracts the information on Form UM 1681 and receives the asset (quantity only) in the system.
5. The procurement specialist forwards the Form UM 1681 and the packing list to the cluster where they are both imaged with the supplier’s invoice and linked to the voucher in ImageNow.
6. After the receipt is entered by the procurement specialist and the voucher is created by the voucher preparer and posted, Inventory Services accesses the form in ImageNow.
7. Inventory Services will access the original receipt in EFS and extract the data from the imaged Form 1681 to finish the remaining data entry steps in EFS necessary for receipt confirmation of the asset.

RECEIVING ASSETS CREATED VIA THE WEB TAB (U MARKET POS)
1. The capital equipment arrives at the department and is determined to be acceptable (is not damaged, etc.).
2. U Market Services will conduct ongoing queries to identify clusters who have purchased assets from U Market. Once it is determined that an asset was purchased,
Entering Receipts for Assets (cont.)

the procurement specialist will receive notice that an asset was purchased by a department within their origin (cluster).

3. Since U Market-related purchases are automatically received in EFS, the procurement specialist is responsible for working with the requester/department to obtain the necessary information to complete the required asset receipt form.

4. The procurement specialist submits the form and the asset’s packing slip to Inventory Services.

5. Inventory Services will extract the data from the form and finish the remaining data entry steps in EFS necessary for receipt confirmation of the asset.
Entering Receipts for Assets (cont.)

Navigate to: Purchasing > Receipts > Add/Update Receipts.

1. Click the Add New Value tab.
2. Click <Add>.
3. Enter the PO number in the ID field.
4. Click <Search>.
5. Select the PO lines to receive.
6. Click <OK>.
7. Verify/enter the receipt quantity.
8. Click <Save>.
Entering Receipts for Assets (cont.)

Click the Add a New Value tab.

Verify the Business Unit is “UMN01,” the Receipt Number is “NEXT,” and the PO Receipt checkbox is selected. The system will assign the next available receipt number. Click <Add> to continue.
Entering Receipts for Assets (cont.)

The Select Purchase Order page is where the PO that generated the order must be entered. Enter the PO number in the ID field. Click <Search> to continue.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>PO number provided by the preparer or receiver.</td>
</tr>
<tr>
<td>Line/Sched Num</td>
<td>If a single line number or schedule number is being received, it can be entered here instead of being selected on the next page.</td>
</tr>
<tr>
<td>Search</td>
<td>Locates the PO specified.</td>
</tr>
</tbody>
</table>
The PO lines that have not yet been received will display. Choose the line(s) to receive by selecting its checkbox in the Sel column. A check mark will appear in the box once clicked. Choose all applicable lines, and click <OK> to continue.
Entering Receipts for Assets (cont.)

Enter the exact quantity of the item(s) being received on the Maintain Receipts-Receiving page. Verify the UOM (unit of measurement) is correct. Click <Save>.

The final step to conclude the receiving process is to forward the Asset Receiving form and its packing slip to the cluster for imaging and payment (voucher) purposes.
Updating Receipts

Receipts can be updated or canceled as long as the receipt has not been moved, matched, vouchered, or closed. The following types of changes can be made:

- Changing the ChartField string on a receipt.
- Changing or canceling and reentering receipts when a shipment is split between multiple vouchers, or at the end of the year to move an encumbrance into the new year.
- Changing quantities when a match exception analysis identifies an error on original receipt transaction.
- Canceling receipts if items are returned for concealed damage or other reasons.

Depending on the type of update, receipts are updated by either the casual receiver or the procurement specialist. Most non-asset changes are done by the casual receiver, but the procurement specialist can serve as a backup for non-asset changes.

<table>
<thead>
<tr>
<th>Change</th>
<th>Responsibility</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update to the quantity or amount on non-asset receipts</td>
<td>Casual receiver</td>
<td>If a voucher is associated, the receipt cannot be reduced below the vouchered amount.</td>
</tr>
<tr>
<td>Update to the quantity or amount on asset receipts</td>
<td>Procurement specialist</td>
<td>If a voucher is associated, the receipt cannot be reduced below the vouchered amount.</td>
</tr>
<tr>
<td>Cancel non-asset receipts</td>
<td>Casual receiver</td>
<td>Receipts cannot be canceled if any additional action has been taken (e.g., voucher, matching, etc.).</td>
</tr>
<tr>
<td>Cancel asset receipts</td>
<td>Procurement specialist</td>
<td>Receipts cannot be canceled if any additional action has been taken (e.g., voucher, matching, etc.).</td>
</tr>
</tbody>
</table>
## Updating Receipts (cont.)

| Update to the ChartField of any receipt | Casual receiver. | If the ChartField is changing from a nonsponsored to a sponsored ChartField string, the Certified Approver must approve the change offline. Only existing ChartField strings can be changed. New ones cannot be added to the receipt; they must be added to the PO. ChartFields cannot be changed if the receipt is vouchered. This type of change must be entered on the Maintain ChartFields page. |

Additional things to consider when updating receipts:

- When canceling or changing a receipt, comments must be added at the header level, explaining the reason for the change.
- If comments must be added at the line level, note in the header level comments to look at the line level for additional information.
- Line comments can be added on the **Links and Status** tab.
- Comments cannot be added from the Maintain ChartFields page. In order to document comments when changing ChartFields, the changes must be saved on the Maintain ChartFields page. Then return to the Manage Receipts search page and click the details icon.
- If a receipt is changed below the vouchered amount, the following error message will appear: “The quantity cannot be less than the previously vouchered quantity, 60. (10200,460) The quantity cannot be reduced to less than the previously vouchered quantity.”
- If the receipt must be changed and is for an asset that has already been received, contact Inventory Services.
Updating Receipts (cont.)

To update a receipt, navigate to: Purchasing > Receipts > Add Update Receipts.

1. Click the Find an Existing Value tab.

2. Enter the receipt number.

3. Click <Search> for the receipt to be updated.

4. Click <Add Comments> at the header level to document reason for change and approval.

5. Make the required change.

6. Click <OK>.

7. Click <Save>.
Updating Receipts (cont.)

The Maintain Receipts - Receiving page will appear. Once the receipt is open, make the necessary changes and document the change in the header comments by clicking the <Add Comments> link.

Locate the receipt in the search results, and click the details icon to change the line information. If the change involves a ChartField, it must be entered on the Maintain ChartFields page (eProcurement > Buyer Center > Receipts > Maintain ChartFields).

Note: Comments cannot be added on the Maintain ChartFields page. ChartField changes can only be saved on this page. Once the changes are entered and saved, return to the Purchasing > Receipts > Add/Update Receipts search page to enter the comments.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt Qty</td>
<td>Quantity of the item received. This field is enabled only if the quantity is eligible for changing.</td>
</tr>
<tr>
<td>Recv UOM</td>
<td>Unit of measure. The UOM may need to be changed, for example, if the receipt was entered for 12 EA but the PO is for 1 box of 12.</td>
</tr>
<tr>
<td>Cancel Icon</td>
<td>Cancels the entire receipt. Click the cancel icon that corresponds to a receipt line to cancel that line.</td>
</tr>
<tr>
<td>Add Comments</td>
<td>Opens the Comments page to add header comments documenting the changes.</td>
</tr>
</tbody>
</table>
Updating Receipts (cont.)

ADDING HEADER COMMENTS

Any changes to the receipt must be documented. Click <Add Comments> to enter header-level comments. Attachments to the receipt can also be added in the header comments.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
<td>Include the following information:</td>
</tr>
<tr>
<td></td>
<td>• Line number changed</td>
</tr>
<tr>
<td></td>
<td>• Change made (from and to values)</td>
</tr>
<tr>
<td></td>
<td>• Reason for change</td>
</tr>
<tr>
<td></td>
<td>• Person who requested the change, if applicable</td>
</tr>
<tr>
<td></td>
<td>• Person who approved the change (e.g., offline approval obtained for sponsored account)</td>
</tr>
<tr>
<td>Attach</td>
<td>Enables the attachment of documentation if necessary (e.g., approval email).</td>
</tr>
</tbody>
</table>
Updating Receipts (cont.)

TROUBLESHOOTING: VERIFY PO ASSOCIATED REQUISITION

If a departmental receiver is unable to receive a line/order, verify whether the line has an associated requisition. If no associated requisition exists, the line must be received at Purchasing > Receipts > Add/Update Receipts, not via the eProcurement > Receipts > Add/Update Receipts navigational path. The most common reasons why this situation might occur are that the PO was rolled over from a previous fiscal year or the procurement specialist added a new line(s) to the PO.

From the Manage Purchase Order page, begin by clicking the schedule icon for the line in question.

![Image](chartfield_icon.png)

On the Schedule page, click the distributions/ChartField icon.

![Image](schedule_page.png)

Once on the Distribution for Schedule page, click the Req Detail tab to view the requisition information. If there is no detail listed, then the line is not associated with a requisition and must be received by the procurement specialist.

![Image](distribution_page.png)
Daily/Weekly Activities

On a daily and weekly basis, the procurement specialist should monitor change orders, match exceptions, sourcing errors, and budget check exceptions. Where needed, the procurement specialist will work with the preparer to resolve any issues.

The **Buyer WorkCenter** provides links to pages for procurement processes as well as links to transactions requiring action. The larger Work Area on the right side displays the work or process selected from the task panel on the left.

Navigate to: **Main Menu > Purchasing > Buyer WorkCenter.**

The My Work links can be expanded by minimizing the Links list. Alternately, the full list of links can be Viewed by scrolling.
Daily/Weekly Activities (cont.)

Red text on a link indicates filters must be defined using the Edit Filter feature.

In addition to the Main task panel tab that displays My Work and Links, the Reports/Queries tab provides a series of links relevant to procurement.
PURCHASE ORDER REPORTS

Req and PO Budgetary Activity

The purpose of this report is to: identify pre-encumbrances and encumbrances, confirm whether there is activity on the transaction(s), and verify remaining balances. Procurement specialists can produce up to two reports: one for requisitions (pre-encumbrances) and one for POs (encumbrances). Use the search parameters to tailor each report's results based on a specified time frame, dollar amount, and ChartField string.

1. Navigate to: Purchasing > Buyer WorkCenter > Reports > Req and PO Budgetary Activity.

2. Click <Add a New Value> then enter a description for your Run Control ID. Note: do not enter any blank spaces in your naming convention. If there are blank spaces, the report will produce no data.

3. The Req and PO Budgetary Activity page will appear. Enter the desired parameters for the report. Below is an example of a department searching for any remaining pre-encumbrances or encumbrances more than $0.01 for a specified time frame and ChartFields.

4. The Process Scheduler Request subpage will appear. Select which data to see: requisitions or POs. Under the Format column, choose the intended output for the report: PDF or XLS, then click <OK>.

5. The primary Req and PO Budgetary Activity page will reappear. Click <Report Manager>.

6. Click <Administration Tab>.
Daily/Weekly Activities (cont.)

7. A list of the reports that were run will appear. Locate the intended report from the list and click <Details>.

   A new window will open displaying the report’s data.

   NOTE: It is common to not have any data returned for the pre-encumbrance report. If data appears on this report, it typically indicates that a sourcing error exists.

PO Detail Listings Report

The purpose of this report is to provide the procurement specialist a list of the POs that are associated to them according to the entered date range. Once the date range parameters are entered, the procurement specialist will have the ability to create up to three different reports:

- PO Detail Listing by PO Date: lists their POs in order of PO creation date (oldest to newest)
- PO Detail Listing by Supplier: generates a complete list of their POs listed in EFS PO numerical order.
- PO Detail Listing by Buyer: generates a complete list of their POs listed by supplier. This report will be paginated between each supplier (which can produce many pages).

1. Navigate to: Purchasing > Buyer WorkCenter > Reports > PO Detail Listings.

2. Click <Add a New Value> then enter a description for your Run Control ID. Note: do not enter any blank spaces in your naming convention. If there are blank spaces, the report will produce no data.

3. The Detail Listings page will appear. Enter the date parameters (and supplier ID—optional), then click <Run>.
4. The **Process Scheduler Request** page will appear. Place a check in the **Select** column to choose which report(s) to run, verify the intended output is selected under the **Format** column (e.g., XLS or PDF), then click <OK>.

5. The **Detail Listings** primary page will reappear. Click <Report Manager>.

6. Click <Administration>.

7. A list of the reports that were run will appear. Locate the intended report from the list and click <Details>.

8. A new window will open displaying the report's data.
Daily/Weekly Activities (cont.)

PO Activity Report

The purpose of this report is to list all POs using a specific DeptID ChartField value. This report is especially helpful if there are multiple procurement specialists responsible for the same DeptID, as the other reports are typically run for a specific buyer. In addition, this report produces a total dollar amount at the end of the report, unlike the other PO/requisition reports available from the Buyer WorkCenter.

1. Navigate to: Purchasing > Buyer WorkCenter > Reports > PO Activity.

2. Click <Add a New Value> then enter a description for your Run Control ID. Note: do not enter any blank spaces in your naming convention. If there are blank spaces, the report will produce no data.

3. The Activity page will appear. Enter the appropriate parameters such as DeptID and the From Date and Through Date fields. Click <Run>.

4. The Process Scheduler Request sub page will appear. Verify the PO Activity checkbox is selected and the intended Format option was selected (PDF or XLS), then click <OK>.

5. The Activity page will reappear. Click <Report Manager>.

6. Click <Administration>.

7. A list of the reports that were run will appear. Locate the intended report from the list and click <Details>.

8. A new window will open displaying the report’s data.
Daily/Weekly Activities (cont.)

The Burn Rate Report
The Burn Rate Report is a communication tool for clusters that identifies all blanket and CPS-types of POs that are less than 60 days away from their end date OR have 10% or less of their encumbrances remaining. The two primary purposes of the report are to:

1) Identify POs whose end dates are nearing. Clusters can determine whether their end dates must be extended.

2) Identify POs whose dollar amounts are nearing zero (their encumbered dollar amounts are almost spent). Clusters can determine whether more money should be added to the PO.

Monthly PO Reconciliation
On the fourth Sunday of every month, Purchasing Services schedules an automated job to “clean up” POs that meet specific criteria. The goals of this job are to:

- Change POs that are fully received and vouchered to be in “complete” status.
- Relieve looming encumbrances so that financial budgets and reports may be updated.
- Eliminate risks to the University by closing POs that have exceeded their end dates.

On the Sunday the job is run, PeopleSoft’s key criteria for closing a regular PO is that it has been fully received and vouchered, and no activity has occurred on it within the last 30 days. It will close blanket and CPS-related POs if their end dates passed 60 days ago or more—even if there is money remaining on them.

Running the Burn Rate Report
Purchasing Services emails the Burn Rate Report to all procurement specialists one week before the monthly PO Reconciliation job runs. Anyone with either procurement specialist or requisition preparer access can run the burn rate report at any time via: Purchasing > Purchase Orders > Reports > UM Burn Rate Report. Procurement specialists may also run the report via the Buyer WorkCenter.

Here is an example of the Burn Rate Report:

<table>
<thead>
<tr>
<th>PO ID</th>
<th>PO Date</th>
<th>PO Type</th>
<th>Vendor Name</th>
<th>Requestor</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
<th>Days Remaining</th>
<th>% Enc Remaining</th>
<th>PO Amount</th>
<th>Invoked Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>833615</td>
<td>4/7/14</td>
<td>OUPS</td>
<td>ICE TECH GROUP</td>
<td>Sue Requestor</td>
<td>4/2/2014</td>
<td>6/30/2014</td>
<td>-63</td>
<td>90</td>
<td>10,000</td>
<td>1,000</td>
</tr>
<tr>
<td>881133</td>
<td>8/2/14</td>
<td>BO</td>
<td>ROBERT HALF INTLING</td>
<td>Joe Requestor</td>
<td>6/4/2014</td>
<td>12/3/2014</td>
<td>78</td>
<td>5</td>
<td>20,000</td>
<td>19,000</td>
</tr>
</tbody>
</table>
Month-End / Year-End Activities

OPEN PRE-ENCUMBRANCES FOR RECONCILIATION

At the end of the budget period, any open pre-encumbrances on requisitions must be researched and closed if necessary. Situations where a requisition will still be open could include:

- The requisition had an error, or was not approved and the entire was not sourced to a PO.
- Only a portion of the requisition was sourced and the PO was not finalized.

The procurement specialist should work with the preparer to determine if the remaining open pre-encumbrances should be sourced or if the requisition can be closed. Open pre-encumbrances will not roll to the new fiscal year.

OPEN ENCUMBRANCES FOR RECONCILIATION

At the end of the budget period, any open encumbrances on POs should be researched and closed if necessary. Situations where a purchase order will still be open could include:

- The PO was never vouchered.
- Only a portion of the PO was vouchered and the voucher was not finalized.

The procurement specialist should work with the preparer and voucher preparer to close any purchase orders for which the open encumbrances are not expected to be relieved.

IDENTIFYING OPEN PRE-ENCUMBRANCES AND ENCUMBRANCES

To locate open pre-encumbrances and encumbrances, there will be three reports available in the reporting instance:

- *Aged Open Requisition Line Query*: Requisitions that were never sourced to a PO (UM_DPO_AGED_OPEN_REQ_LINES)
- *Open Pre-Encumbrances*: Requisitions that were sourced to a PO but still have a remaining pre-encumbrance balance (UM_DPO_REQ_W_PREENC_LEFT)
- *Open Encumbrance Query*: Purchase orders that have been vouchered, but still have a remaining encumbrance (UM_DPO_PO_W_ENC_REMAINING)

To run these reports, located in the reporting instance, navigate to: **Reporting > Reporting Tools > Query > Query Viewer**.

Locate the desired report, and enter the report name in the **Description** field on the **Advanced Search** page. The search results can be downloaded to an Excel spreadsheet.
CLOSING REQUISITIONS
Requisitions that have not entered the sourcing process can be canceled by the preparer on the Manage Requisitions page.

CLOSING PURCHASE ORDERS
To close a purchase order, or a line on a purchase order, cancel the PO, or the PO line through the Manage Purchase Order page. See the instructions earlier in the manual for this process.

CLOSING REMAINING PRE-ENCUMBRANCES
When the Open Pre-Encumbrances query is run and requisitions are identified that still have a remaining pre-encumbrance balance, the procurement specialist should work with the requisition preparer to determine why the pre-encumbrance exists. In most cases, a sourcing error occurred. If the pre-encumbrance cannot be relieved by the procurement specialist, only Purchasing Services can force close pre-encumbrances. Email them at purchase@umn.edu for assistance.

CLOSING REMAINING ENCUMBRANCES
When the Open Encumbrance query is run and purchase orders are identified that still have a remaining encumbrance balance after the voucher has been paid, the procurement specialist should work with the requisition preparer and the voucher preparer to decide if the remaining encumbrance should be released or left open for future vouchers. If it must be released, the voucher preparer may click <finalize> on the voucher or the procurement specialist may reduce the PO and click <finalize> on the PO to release the remaining encumbrance.
Reviewing Budget Check Exceptions

Once all requisitions and purchase orders are created and approved, they must be budget checked before continuing on to the next step in the procurement process. If there is a problem with the budget specified, an exception will be generated. Requisitions and purchase orders fail budget checking if at least one line fails budget checking for at least one budget.

EXCEPTIONS

Budget check exceptions fall into two categories:

- **Warnings** – Warnings are information only and do no stop the requisition or PO from further processing.
- **Errors** – Errors stop the requisition or PO from further processing until they are corrected.

STATUS

A requisition will have one of the following budget statuses:

- **Error** – An error exception occurred during the budget check process.
- **Not Checked** – The budget has not yet been checked.
- **Valid** – Budget checking was successful. A requisition or a PO with a warning exception will have a “valid” status.

On the Manage Purchase Order search page, there is not a listing for budget status. If a PO has not been dispatched and the process job has run since it was created, investigate if there is a budget error.

Additional considerations regarding status:

- The Commitment Control page does not currently allow searches by cluster, so budget errors must first be located on the Manage Requisitions or Manage PO page.
- Requisition preparers should also monitor the status of budget exceptions for requisitions and POs.
- If a change to a ChartField needs to be made to correct an exception, the requisition preparer corrects the requisition, and the procurement specialist corrects the PO.
- If an error is resolved by setting up a new budget line, the effective date of the budget line must be prior to the date of the document with the error.
Reviewing Budget Check Exceptions (cont.)

REVIEWING FOR BUDGET EXCEPTIONS
To begin checking for budget check exceptions for requisitions, begin on the Manage Requisitions page. The Budget Status column will show if the requisition has a budget error. If the status is “Error,” proceed to Commitment Control to review the budget error.

To begin checking for budget check exceptions for purchase orders, begin on the Add/Update POs page (Purchasing > Purchase Orders > Add/Update POs). All POs with a status of “Approved” must be reviewed for a budget check exception if the status has not changed after the batch process run. If the budget status is “Error,” click <Error> to go directly to Commitment Control.

Locate the correct document from the search results and click any of the links to open and review the error. The error message is listed in the Budgets with Exceptions section of the page.

To review the ChartFields used in the original transaction, click the Budget ChartFields tab.

After errors have been identified, the next step is to send a notification email to the appropriate individual:

- Requisition – Notify the requester.
- PO – Notify the person who requested the PO change, or the requisition preparer.

Click the <Notify> button in Commitment Control to send the notification email.

Work with the department to resolve the issue by either obtaining a new valid ChartField string or having the existing one activated.
Reviewing Sourcing Exceptions

SOURCING ERRORS
When a supplier is not entered onto a requisition line by the preparer OR the EFS supplier record is in an invalid status, a sourcing error will occur. Until the error is resolved by the procurement specialist, the requisition line will remain on the Sourcing Workbench, will not be sourced to a PO and the line’s pre-encumbrance will remain established.

It is critical to resolve sourcing errors by the fiscal year’s or sponsored project’s end dates. If they are not resolved by these end dates, Purchasing Services, Accounting Services, and SPA (if sponsored) will have to work together to reopen closed budget periods and accounting periods to relieve the trapped pre-encumbrances.

SEARCHING FOR SOURCING ERRORS
EFS will not notify requisition preparers or procurement specialists when a sourcing error occurs. It is an expectation that procurement specialists will perform a daily search for their cluster’s sourcing errors. It is important to note that this search must be conducted after the first of the daily scheduled procurement jobs has run (approximately 10:30 a.m.) and before the last scheduled job runs at 4 p.m. If the search is conducted between 4 p.m. and 10:30 a.m., no results will be returned because the data is purged nightly during the scheduled 4 p.m. procurement jobs.

To search for sourcing errors, navigate to: eProcurement > Buyer Center > Procurement Processes/Sourcing Workbench.

The Sourcing Workbench page will appear. Enter the following information to search for errors:

- *Business Unit*: UMN01.
- *Buyer*: Enter or search for the intended procurement specialist’s Internet ID.
- *Stage Status*: error.

*Click <Search>.*
Reviewing Sourcing Exceptions (cont.)

If sourcing errors exist, they will appear in a list below. Locate the line’s Requisition ID. Write down or copy the requisition number because it will eventually need to be entered into the Manage Requisition pages. Next, determine which type of error it is by clicking on the Line Details icon.

DETERMINING THE TYPE OF SOURCING ERROR

Locate the Staging Information subsection’s message. One of three possible messages will be displayed to indicate the type of error:

A. Specified supplier is inactive . . . (the supplier’s status is unapproved/not open for ordering).

B. This requisition line has no supplier. . . (the requester forgot to enter a supplier on the requisition line).

C. Other: invalid unit of measurement, category, etc. (these are rare PeopleSoft errors), contact Purchase Services for assistance.
RESOLVING SOURCING ERRORS

A. Error: Specified Supplier is Inactive

If the supplier entered onto the requisition line is inactive, work with the requester to complete and submit the Supplier Authorization Form to Disbursement Services. The supplier's status must be reset to “approved” and “open for ordering.” Until this is completed, the requisition will remain on the sourcing workbench.

Once the supplier’s status is active, return to the Sourcing Workbench pages. Locate the requisition line(s) with the error. Change the Stage Status to “Error Recycle.” Click <Save>. The requisition will be sourced during the next scheduled procurement job.

B. Error: This Requisition Has No Supplier

When this error message appears, the procurement specialist must use the Manage Requisitions page to determine whether any of the requisition's lines were sourced to a PO. Depending on the result, there are three different business processes that must be followed to resolve the errors.
Reviewing Sourcing Exceptions (cont.)

Navigate to eProcurement > Manage Requisitions. Enter the requisition's number into the Requisition ID field and remove any information appearing in the Date From and Requester fields. Click <Search>.
Reviewing Sourcing Exceptions (cont.)

Click the expand arrow (on the left of the Req ID field) to see all lines associated to the requisition.

Once all lines appear, look to each line’s Status and Supplier fields. Review the Supplier field to see if the requester entered a supplier. If they did not, a red X will appear. In addition, if a line’s status is Approved, while other line have a different status (e.g., Dispatched, Received) this means that a PO was created for at least one of the lines, yet one line is still in Approved status and did not source.
Reviewing Sourcing Exceptions (cont.)

Here is an overview of the three possible resolutions for “no supplier” sourcing errors:

<table>
<thead>
<tr>
<th>Description</th>
<th>Course of Action</th>
</tr>
</thead>
</table>
| No PO was created from the requisition: Requester forgot to include a supplier on all lines of the requisition. The requester wants the requisition to source to a PO. | 1. Contact the requester. Confirm which supplier and location should have been selected in the requisition.  
2. The procurement specialist must navigate to the Sourcing Workbench and change the line’s status to “Error Recycle”, enter the Supplier ID and Location, then click <Save>.  
3. The requisition should source when the next regularly scheduled procurement job runs. |
| No PO was created from the requisition: Requester forgot to include a supplier on all lines of the requisition. The requester wants to cancel the requisition. | 1. Contact the requester and verify the requisition must be canceled (it is common that another requisition was already created).  
2. The procurement specialist must navigate to the Sourcing Workbench and change the line’s status to “Reset Req and Purge”, then click <Save>.  
3. Either the procurement specialist or the requester may navigate to Manage Requisitions to cancel the requisition.  
   NOTE: this must be done before the next scheduled procurement job runs. If it is not, the requisition will be placed back in error on the sourcing workbench. |
| PO was created: Requester included the supplier on one or more lines of the requisition, yet forgot to include a supplier on one or more other lines. | 1. Inform the requester that some items were not placed onto the PO that was dispatched to the supplier.  
2. Contact Purchasing Services at purchase@umn.edu for assistance in resolving this sourcing error. |
Reviewing Match Exceptions

Match exceptions are generated when there is a discrepancy between the PO, the receipt, and the voucher. The match process automatically runs nightly when the voucher is created, and is used to control risk and streamline the transaction process. Payment will not be made to the supplier until any match exceptions are resolved. Match exceptions must be reviewed daily to ensure prompt payment to suppliers.

Match exceptions may result from one of the following:

- Tolerance of 10% or $100 (whichever is less) variation between the PO and the voucher at the header level
- No receipt
- Changes in the unit of measure
- Invalid PO status

Match exceptions can be resolved by:

- Correcting errors on the PO
- Correcting errors on the receipt
- Correcting errors on the voucher
- Overriding the exception

The procurement specialist has been given the authority to determine if a match exception is low risk and can be overridden. Use the following guidelines to determine the process:

- “No Receipt” match exceptions should never be overridden, per University policy.
- System match rules (those beginning with an “S”) can never be overridden; the system will prevent it.
- When possible, changes should be made to correct documents instead of overriding.
- Evaluate the cost-effectiveness of correcting the exception versus overriding the exception.
- Evaluate the cause for the exception, and whether it was preventable or could happen again.
- Refer to the Match Exceptions Matrix in Appendix A for guidelines on how to resolve match exceptions.
Additional considerations regarding match exceptions:

- Match exceptions must be addressed right away; however, leeway should be given with “No Receipt” exceptions to give the receiver enough time to enter the receipt. If the exception is still present after two weeks (or sooner if directed by cluster procedures), notify the requester.

- Blanket orders match on amount, not quantity, so overtolerance exceptions may not occur until multiple vouchers have been entered. The most recent voucher may not be the problem, so past receipts and vouchers may need to be researched to resolve the discrepancy.

- The procurement specialist, voucher preparer, receiver, and requester should work closely to research and resolve match exceptions and to prevent them from occurring in the future.

- Requesters should be kept informed of changes or overrides, and should agree to them before they are done.

- Comments must be entered at the header level or at the first line of the match exception, detailing why the override was done.

- Purchasing Services will monitor override reports to ensure compliance.

- Contact the University Financial Helpline for additional information on resolving exceptions.
Reviewing Match Exceptions (cont.)

To review match exceptions, navigate to: Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench.

1. Click <Personalize Search>.
2. Enter the business unit “UMN01.”
3. Select “Match Exceptions Exist” from the drop-down menu.
4. Enter the PO and receipt business unit.
5. Enter the origin ID/buyer ID.
6. Click <Search>.
7. Click the details icon to view exception details.
8. Review the exception. Notify the requisition preparer, receiver, or voucher preparer if questions arise.
9. Partner with other users, as appropriate, to resolve all exceptions.
10. As a last result, click <Override Options>. Enter header comments (by clicking the comments icon) to document override, if applicable.
Reviewing Match Exceptions (cont.)

Begin by searching for match exceptions on the **Match Workbench** search page. To limit the search results to a specific cluster or procurement specialist and save these parameters for future searches, click <Personalize Search>.

![Match Workbench](image)
## Reviewing Match Exceptions (cont.)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit/</td>
<td>Enter “UMN01.”</td>
</tr>
<tr>
<td>PO Business Unit/</td>
<td></td>
</tr>
<tr>
<td>Receipt Business Unit</td>
<td></td>
</tr>
<tr>
<td>Match Status</td>
<td>Select “Match Exceptions Exist.”</td>
</tr>
<tr>
<td>Origin</td>
<td>Enter the origin ID assigned to the cluster to view all exceptions for the cluster.</td>
</tr>
<tr>
<td>Buyer ID</td>
<td>Procurement specialist for the transaction.</td>
</tr>
</tbody>
</table>
Reviewing Match Exceptions (cont.)

Once the search results appear, click <Match Exceptions Exist> to view the exception. A new window will open, so be sure pop-up blockers are turned off.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Selects vouchers for the action specified below.</td>
</tr>
<tr>
<td>Match</td>
<td>Displays text explaining the exceptions that exist for the voucher. See the</td>
</tr>
<tr>
<td></td>
<td>Match Exception Workbench Details page information that follows.</td>
</tr>
<tr>
<td>Vouchers</td>
<td>Opens the voucher.</td>
</tr>
<tr>
<td>Supplier ID</td>
<td>The view related links icon provides links to supplier information.</td>
</tr>
<tr>
<td>Select All</td>
<td>Selects all the displayed vouchers for the action specified below.</td>
</tr>
<tr>
<td>Clear All</td>
<td>Clears all previously selected vouchers.</td>
</tr>
<tr>
<td>Run</td>
<td>Runs the matching process for the selected vouchers.</td>
</tr>
</tbody>
</table>

![Search Results for Match Inquiry Type: Match Exceptions Exist](image)
Reviewing Match Exceptions (cont.)

The **Match Exception Workbench Details** page provides information about the exception and gives an at-a-glance comparison view of the voucher, PO, and receiver values.

![Match Exception Workbench Details Table]

- **Business Unit:** UMNO1
- **Voucher:** 00000215
- **Invoice:** PSG1a
- **Vendor:** 0000000062
- **Vendor SetID:** UMFIN
- **Vendor Location:** BUSINESS
- **Vendor Name:** TARGET CORPORATION
- **Match Due Date:** 11/30/2007
- **Invoice Date:** 11/30/2007
- **Updated By:** SIVAR004
- **Due Date:** 12/30/2007
- **Matched Date:** 09/27/2008
- **Terms:** N30 Net 30
- **Origin:** D65
- **Control Group:**

### Match Status
- **Match Exception Workbench Details**
- **Match Exceptions Exist**
- **Header Match Exceptions Exist**
- **Document Details**
- **Voucher Match Action:**

### Voucher Details
- **Voucher Line Number:** 1
- **Voucher Line Match Action:**

### PO Details
- **PO Business Unit:** UMNO1
- **PO Number:** 0000000084
- **Schedule Number:** 1
- **View Document:** Purchase Order

### Line Document Details
- **Document Id:** UMNO1 0000000084

### Match Rules

<table>
<thead>
<tr>
<th>Match Rule</th>
<th>Voucher</th>
<th>Purchase Order</th>
<th>Receiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>No receipts found</td>
<td>0000000084</td>
<td>0000000084</td>
<td></td>
</tr>
</tbody>
</table>
VIEWING EXCEPTIONS

Line Level

Once on the **Match Exceptions Workbench Details** page, exceptions at the line level can be viewed at the bottom of the page. All match exceptions are listed, and those with a red circle and an exclamation point to the left are the critical exceptions. Be sure to check all voucher lines for exceptions. Use the Match Exceptions Matrix to help determine the cause of the exception.

![Match Exceptions Matrix](image)

Header Level

Match exceptions can also appear at the header level. If there is a header match exception, `<Header Match Exceptions Exist>` will appear in the header details near the top of the page. Click the link to review the exceptions. If there are no header exceptions, `<Header Match Rules>` will appear in its place.

![Match Exception Workbench Details](image)
Reviewing Match Exceptions (cont.)

Once the exceptions have been identified, notify the requisition preparer. To find the requisition preparer, locate the PO number in the View Document and Document ID fields in the Line Details section and click <Go>.

The Purchase Order Inquiry page will open. Click <Document Status> to locate the requisition and the requisition preparer.

The View Document and Document ID fields can also be used to find and view the receipt and the voucher related to the match exception.
OVERRIDING EXCEPTIONS
Depending on the extent of the match exception, overrides can happen at multiple levels. If there are multiple exceptions and only one is going to be overridden, it should be overridden at the exception level. If there are multiple lines with exceptions and only one should be overridden, the individual lines (and all the exceptions on that line) can be overridden. The final method is to override all the exceptions at the header level.

Override a Single Match Exception
To override a single exception, begin by clicking the Override Options tab.

Once in the override options section, select “Override” from the Action drop-down menu.
Reviewing Match Exceptions (cont.)

After this is done, an *Override Reason* drop-down menu and a comments icon will appear. Select the appropriate override reason from the drop-down menu, and click the comments icon to enter comments and justification for the override.

![Match Rules](image)

**Override an Entire Line**

To override all comments for a single voucher line, begin by selecting “Override” from the *Voucher Line Match Action* drop-down menu and click <Apply>. This will automatically change the *Action* to “Override” for all exceptions in the specified line, and will change the *Override Reason* to “Overridden” from a higher level. It is necessary to enter comments manually for the line at the first exception of the line.

![Line Details](image)
Override All Match Exceptions

Header level exceptions and all voucher lines can also be overridden together. Begin by selecting “Override” from the Voucher Match Action drop-down menu in the header section, and then click <Apply>. This will automatically change the Action to “Override” for all exceptions in the header and all lines, and will change the Override Reason to “Overridden” from a higher level. It is necessary to enter comments manually at the header level.

Once the selected exceptions have been overridden, click <Save>.
## Appendix A: Match Exceptions Matrix (cont.)

The following table lists the major match exceptions and how they can be prevented and/or resolved.

<table>
<thead>
<tr>
<th>Match Exception</th>
<th>Cause</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Match Rule 100: No receipts found</td>
<td>The voucher line does not have receipt(s) associated.</td>
<td>The designated receiver must enter the receipt for the referenced voucher/PO line items. Once the system matching job runs (daily at 10:00 AM, 1:00 PM, 3:00 PM, and 4:00 PM), the receipt will associate to the voucher. Monitor Match Rule 100 match exceptions by origin with the UM_FAP_MATCH_EXCEPTIONS query or the Match Workbench inquiry. If necessary, contact the requester, requisition preparer, or designated receiver to receive the item(s).</td>
</tr>
<tr>
<td>Match Rule U240: Merch amount not = PO merch amt with rule % tol</td>
<td>The total voucher merchandise amount (gross amount less freight charges) is greater than the PO total merchandise amount less any previously matched amounts with tolerance percentage included.</td>
<td>If instructed by the procurement specialist, determine which invoice line(s) has caused the error. Change the invoice line(s) extended amount(s) and the voucher total. Then save the voucher. A change must be made to the voucher total or the PO total, depending on which one is incorrect. If the PO total is changed, a change order is created and the PO must be approved and in dispatched status again. Attention needs to be paid to the dispatch method on the PO. If the voucher total is incorrect and needs to be changed, instruct the voucher preparer to change the voucher.</td>
</tr>
<tr>
<td>Match Rule S210: Invalid PO Status</td>
<td>The PO status is not in a &quot;Dispatched&quot; status.</td>
<td>This match exception will resolve once the PO dispatch job. Verify the PO status to ensure that it is not open status.</td>
</tr>
</tbody>
</table>
### Appendix A: Match Exceptions Matrix (cont.)

<table>
<thead>
<tr>
<th>Match Exception</th>
<th>Cause</th>
<th>Resolution</th>
</tr>
</thead>
</table>
| **Match Rule S300: Invalid UOM conversion for PO** | The voucher line unit of measure (UOM) is not the same as the PO line UOM, or the voucher line UOM field is blank. | The voucher preparer is responsible for monitoring and correcting the match exception. To prevent this exception from occurring, voucher preparers should not change the defaulted UOM for vouchers. To resolve Rule S300: Populate the Match Workbench inquiry to search for Rule S300 exceptions.  
  - Select the voucher ID link.  
  - Once in the voucher, select the <Exceptions> link.  
  - Select the <Document Details> link to determine the original default UOM.  
  - Work with the procurement specialist to determine if the voucher or the PO should be updated. If the voucher should be changed, change the UOM on applicable invoice lines back to the default value.  
  - Save the voucher. | Receives system notification. The UOM on the voucher or PO needs to be changed depending on which one is incorrect. |

Note: Override of match exceptions should be done as a last resort. System Match Rules like RULE_S210 and RULE_S300 cannot be overridden; they have to be fixed. For instances where override is a necessity, it should be done at the match rule level rather than the line level or header level.
Appendix B: Approvals

REQUISITION APPROVAL MATRIX

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; $100 (Transaction Header)</td>
<td>Auto-approve</td>
</tr>
<tr>
<td>$100+</td>
<td>DeptID Approver 1</td>
</tr>
<tr>
<td>$100+ and have a restricted chemical category = DEHS</td>
<td>DEHS</td>
</tr>
<tr>
<td>Sponsored Activity – $1,000 and over OR any dollar amount for travel-related expenses (7206XX)</td>
<td>DeptID Certified Approver</td>
</tr>
<tr>
<td>$10,000+</td>
<td>DeptID Approver 2</td>
</tr>
<tr>
<td>$25,000+ and paid by a federally sponsored contract</td>
<td>Purchasing Services</td>
</tr>
<tr>
<td>$50,000+</td>
<td>Purchasing Services</td>
</tr>
</tbody>
</table>

PROFESSIONAL SERVICE CONTRACTS APPROVAL MATRIX

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>100+</td>
<td>DeptID Approver 1</td>
</tr>
<tr>
<td>$10,000 or over</td>
<td>DeptID Approver 2</td>
</tr>
<tr>
<td>Sponsored activity $1,000 and over OR any dollar amount for travel-related expenses (7206XX)</td>
<td>Certified Approver</td>
</tr>
<tr>
<td>$25,000 + and paid by a federally sponsored contract</td>
<td>Purchasing Services</td>
</tr>
<tr>
<td>$50,000+</td>
<td>Purchasing Services</td>
</tr>
<tr>
<td>Foreign supplier and $100+</td>
<td>Payroll Services</td>
</tr>
<tr>
<td>Sole proprietor of supplier type and $3,000</td>
<td>Disbursement Services</td>
</tr>
<tr>
<td>Audit services supplier or category and $100+</td>
<td>Controller’s Organization</td>
</tr>
<tr>
<td>Architecture and engineer services and $100+</td>
<td>Capital Planning and Project Management</td>
</tr>
<tr>
<td>Entertainer and $2,000</td>
<td>Disbursement Services</td>
</tr>
</tbody>
</table>

All requisitions totaling $1 million or greater require prior offline approval from the Board of Regents. In addition, any changes to the University’s standard terms and conditions require offline approval by the Office of General Counsel (OGC). Contact Purchasing Services for assistance with these situations.
**Capital Equipment Asset Receipt Form**

Complete this form during the physical receiving process to capture data about capital equipment assets and notify the procurement specialist of the physical receipt of assets. Receivers can only record in EFS the receipts of non-asset orders. Procurement specialists must record in EFS the receipts of asset orders or mixed asset/non-asset orders.

**Receiver** – Complete the first two sections below and route this form to your cluster procurement specialist. It is recommended that a copy of the packing slip be routed with this form.

<table>
<thead>
<tr>
<th>PO ID</th>
<th>Line</th>
<th>Line Description</th>
<th>Serial Number</th>
<th>Asset Custodian</th>
<th>Asset Location (Bldg/Room)</th>
<th>Manufacturer (Not the Vendor)</th>
<th>Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>EX</td>
<td>0000123456</td>
<td>2  MICROTOME, CRYOSTAT</td>
<td>012345678</td>
<td>DOE, JOHN</td>
<td>MOOST 1-314</td>
<td>LEICA MICROSYSTEMS</td>
<td>CM1950</td>
</tr>
</tbody>
</table>

1.

2.

3.

4.

5.

6.

7.

8.

Receiver Name: ___________________________  DeptID:  Date:  Internet ID:  Telephone:  Fax:  

**Procurement Specialist** – Record the receipt in EFS of the items above and route this form to the voucher preparer to have a scanned copy placed in the imaging system with the invoice. It is recommended that a scanned copy of the packing slip be placed in the imaging system with the invoice and this form.

Procurement Specialist Name: ___________________________  DeptID:  Date:  Internet ID:  Telephone:  Fax:  

U Wide Form: UM 1681  Rev: 05/01/13
Appendix D: Change Request Form $50,000 and Over

INSTRUCTIONS: Complete information on this form and forward to Purchasing. Submit the completed form to purchase@umn.edu. Or, the request may be attached to the EFS PO Header and a notification email sent to purchase@umn.edu including the PO # of the pending change request.

<table>
<thead>
<tr>
<th>PO/CPS #:</th>
<th>Vendor Name:</th>
<th>Contact Name / ID:</th>
</tr>
</thead>
</table>

**CHANGE DOLLAR AMOUNT**

<table>
<thead>
<tr>
<th>PO Line #:</th>
<th>Current Dollar Total: $</th>
<th>Amount of Change: $</th>
<th>New Total: $</th>
</tr>
</thead>
</table>

**CHARTSTRING CHANGE**

<table>
<thead>
<tr>
<th>PO Line #:</th>
<th>Distribution Line #:</th>
<th>Describe Change to Chartfield:</th>
</tr>
</thead>
</table>

**CHANGE EXPIRATION DATE**

<table>
<thead>
<tr>
<th>Current Expiration Date:</th>
<th>Requesting New Expiration Date:</th>
</tr>
</thead>
</table>

**DESCRIBE REASON FOR CHANGE**

**DESCRIBE OTHER CHANGES NEEDED NOT LISTED ABOVE**

(for example: add new line, change quantity, unit price or processing flags on existing line)

**OFFLINE APPROVALS:**

Department is responsible for documenting their offline department (DeptID 1 and DeptID 2) approvals and certified approval before submitting a request to change to Purchasing.

**DISPATCHING:** Purchasing will dispatch a copy of the Change Order or Amendment to the vendor.
Appendix E: Purchase Order Types

When amending contracts or trying to change other existing purchase orders, limitations are placed on the allowable changes based on how the requisition was entered. It may be necessary to determine the type of PO before determining the best course of action for a situation.

To verify the PO type, click <Header Details> on the Manage Purchase Order page or on the Purchase Order Inquiry page. The PO type designation is in the PO Details section of the page.

When a requisition is created, the tab used and the details of the requisition determine the type of purchase order created. The purchase order type shows the type of contract originally created and will guide how the purchase order progresses and how changes can be made. The PO type cannot be changed.

There are five families of purchase order types:

**Standard**
- Created using the Special Request and Web tabs.
  - General (GEN)
  - Federal (FED)

**Blanket**
- Created using the Blanket tab.
  - General Blanket (BO)
  - Federal Blanket (FBO)

**CPS (High Value Contracts)**
- Created using the CPS tab when it is a nonperformer category and has a dollar value of $50,000 and over, or is a performer category with a dollar value of $3,000 and over.
  - Contract for Professional Services (CPS)
  - Federal Contract for Professional Services (FCPS)
  - Performer Contract for Professional Services (PCPS)
  - Federal Performer Contract for Professional Services (FPCP)
  - Performer Quick Contract for Professional Services (PQCP)
  - Federal Performer Quick Contract for Professional Services (FPQC)
Appendix E: Purchase Order Types (cont.)

QCPS
Created using the CPS tab when it is a nonperformer category for a dollar value of $3,000 - $49,999.
• Quick Contract for Professional Services (QCPS)
• Federal Quick Contract for Professional Services (FPQC)

VCPS
Created using the CPS tab when it is any category and under $3,000.
• Voucher Contract for Professional Services (VCPS)
• Federal Voucher Contract for Professional Services (FVCP)
• Performer Voucher Contract for Professional Services (PVCP)
• Federal Performer Voucher Contract for Professional Services (FPVC)

The use of “F” in the PO type designation indicates the PO is under a federal contract.
• Federal POs are subject to additional terms and conditions.
• Contact Purchasing Services or a Certified Approver with questions about federal POs.

The use of “P” in the PO type designation indicates the PO uses a performer category.
Appendix F: Process Monitor

The Process Monitor allows confirmation of process jobs run manually by the user or run automatically by the system.

To access the Process Monitor, navigate to: People Tools > Process Scheduler > Process Monitor.

The Process Monitor will default to the jobs run by the user logged in. If a job does not have a run status of “Success,” contact the University Financial Helpline to unlock the job. The job can then be restarted by accessing the <Details> link.

To see which batch jobs are currently running for eProcurement and Purchasing modules, enter “UPRDCTL1” in the User ID field, and choose a Run Status of “Processing.”

**COMMON PROCESS NAMES FOR EPROCUREMENT/PURCHASING JOBS**

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP0005</td>
<td>PO Batch Job</td>
</tr>
<tr>
<td>PV Dispatch</td>
<td>Web Order (EDX) Dispatch</td>
</tr>
<tr>
<td>PVRQSRCRD WF</td>
<td>Requisition Sourced Notification</td>
</tr>
<tr>
<td>FS_BP_REQ</td>
<td>Budget Check for Requisitions</td>
</tr>
<tr>
<td>FS_BP_PO</td>
<td>Budget Check for PO</td>
</tr>
<tr>
<td>PO_AUTO_SRC</td>
<td>Creates PO</td>
</tr>
</tbody>
</table>

Manual budget checks should not be run when batch job are running. Wait until the batch job is complete, and then run the manual job.
## Terminology

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset</td>
<td>An asset is defined as any movable, nonexpendable personal property equipment item, not permanently affixed to a building, with a life expectancy of more than one year and an acquisition cost of $5,000 or more per unit. This includes improvements that increase the value or extend the useful life of the item.</td>
</tr>
<tr>
<td>Budget Check</td>
<td>When a requisition is entered, the financial system checks the budget, based on the ChartFields, to determine if a budget exists and, if it does, checks to see if there is sufficient money left in the budget for the purchase.</td>
</tr>
<tr>
<td>Buyer</td>
<td>Although, both procurement specialists and central buyers are set up in the financial system as buyers, the Buyer fields refer to the procurement specialist. Central Purchasing buyers are referred to as Category Managers.</td>
</tr>
<tr>
<td>CPS</td>
<td>Contract for professional services valued at $50,000 or above.</td>
</tr>
<tr>
<td>Dispatch</td>
<td>The sending of a purchase order to a supplier. Supplier dispatch methods are defined in the supplier file and include email, fax, print, and electronic data exchange. The University's preferred dispatch method is email.</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>When a requisition is changed to a purchase order, the pre-encumbrance is liquidated from the requisition and an encumbrance is established for the purchase order — the value of the purchase order is “encumbered” against the budget(s) to which it will charged. The available budget amounts are decreased by the amount of the purchase.</td>
</tr>
<tr>
<td>Match</td>
<td>Before a PO voucher can be paid, the voucher must match both the PO and the receipt. Match exceptions must be either corrected or overridden.</td>
</tr>
<tr>
<td>Match Rule</td>
<td>System rules that have been established to determine if a match has occurred. If the rules are not met, an exception occurs.</td>
</tr>
<tr>
<td>Exception</td>
<td></td>
</tr>
<tr>
<td>PCPS</td>
<td>Performer contract for professional services.</td>
</tr>
<tr>
<td>Pre-Encumbrance</td>
<td>When a requisition is generated, a pre-encumbrance is created in the budget records by the budget checking process. This indicates that the value of the requisition may not be available for spending elsewhere.</td>
</tr>
</tbody>
</table>
**Terminology**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order</td>
<td>A contract for the purchase of a good or service that includes prices and terms.</td>
</tr>
<tr>
<td>QCPS</td>
<td>Quick Contract for Professional Services valued between $3,000 and $49,999.</td>
</tr>
<tr>
<td>Receiving Location</td>
<td>Location where an asset will be stored or will reside. Location field will be filled with all numeric value. Does not start with “P.”</td>
</tr>
<tr>
<td>Requisition</td>
<td>Request for goods or services entered into eProcurement.</td>
</tr>
<tr>
<td>Schedule</td>
<td>Ship schedule. Each requisition line can have more than one schedule line. For example, one line with different quantities and/or ship dates.</td>
</tr>
<tr>
<td>Ship-to Location</td>
<td>University location where purchased goods are to be delivered. These start with “P.”</td>
</tr>
<tr>
<td>Short Name</td>
<td>Abbreviated supplier name.</td>
</tr>
<tr>
<td>Stage</td>
<td>Data entered into the financial system is collected into like groups (staged) prior to being processed.</td>
</tr>
<tr>
<td>Source</td>
<td>A system process which verifies that the PO has a supplier specified. POs cannot be processed without a supplier.</td>
</tr>
<tr>
<td>VCPS</td>
<td>Voucher Contract for Professional Services valued less than $3,000. When entered into the financial system, these requisitions automatically generate a PO and a voucher.</td>
</tr>
</tbody>
</table>
### Resources

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget &amp; Finance</td>
<td>612-625-4517</td>
<td><a href="http://www.budget.umn.edu">www.budget.umn.edu</a></td>
</tr>
<tr>
<td>Enterprise Financial System</td>
<td>612-624-1617</td>
<td><a href="http://www.finsys.umn.edu">www.finsys.umn.edu</a></td>
</tr>
<tr>
<td>Financial Helpline</td>
<td>612-624-1617</td>
<td><a href="http://www.finsys.umn.edu/helpline.html">www.finsys.umn.edu/helpline.html</a></td>
</tr>
<tr>
<td>General Counsel</td>
<td>612-624-4100</td>
<td><a href="http://www.ogc.umn.edu">www.ogc.umn.edu</a></td>
</tr>
<tr>
<td>Information Technology Helpline</td>
<td>612-301-4357</td>
<td><a href="http://www.umn.edu/oit">www.umn.edu/oit</a></td>
</tr>
<tr>
<td>Inventory Services</td>
<td>612-626-8222</td>
<td><a href="http://www.finsys.umn.edu/inventorysvs/inventorysvshome.html">www.finsys.umn.edu/inventorysvs/inventorysvshome.html</a></td>
</tr>
<tr>
<td>Purchasing Services</td>
<td>612-626-2828</td>
<td><a href="http://www.finsys.umn.edu/purchasing/purchasinghome.html">www.finsys.umn.edu/purchasing/purchasinghome.html</a></td>
</tr>
<tr>
<td>Training Services</td>
<td><a href="mailto:orgeff@umn.edu">orgeff@umn.edu</a></td>
<td><a href="http://www.umn.edu/ohr/training">www.umn.edu/ohr/training</a></td>
</tr>
<tr>
<td>UReport</td>
<td>866-294-8680</td>
<td><a href="http://www.ureport.ethicspoint.com">www.ureport.ethicspoint.com</a></td>
</tr>
<tr>
<td>(EthicsPoint: confidential service for reporting policy violations)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>U-Wide Contract Suppliers</td>
<td></td>
<td><a href="http://uwidecontracts.umn.edu">uwidecontracts.umn.edu</a></td>
</tr>
<tr>
<td>U-Wide Forms Library</td>
<td></td>
<td><a href="http://www.policy.umn.edu/forms">www.policy.umn.edu/forms</a></td>
</tr>
<tr>
<td>U-Wide Policy Library</td>
<td></td>
<td><a href="http://www.policy.umn.edu">www.policy.umn.edu</a></td>
</tr>
</tbody>
</table>