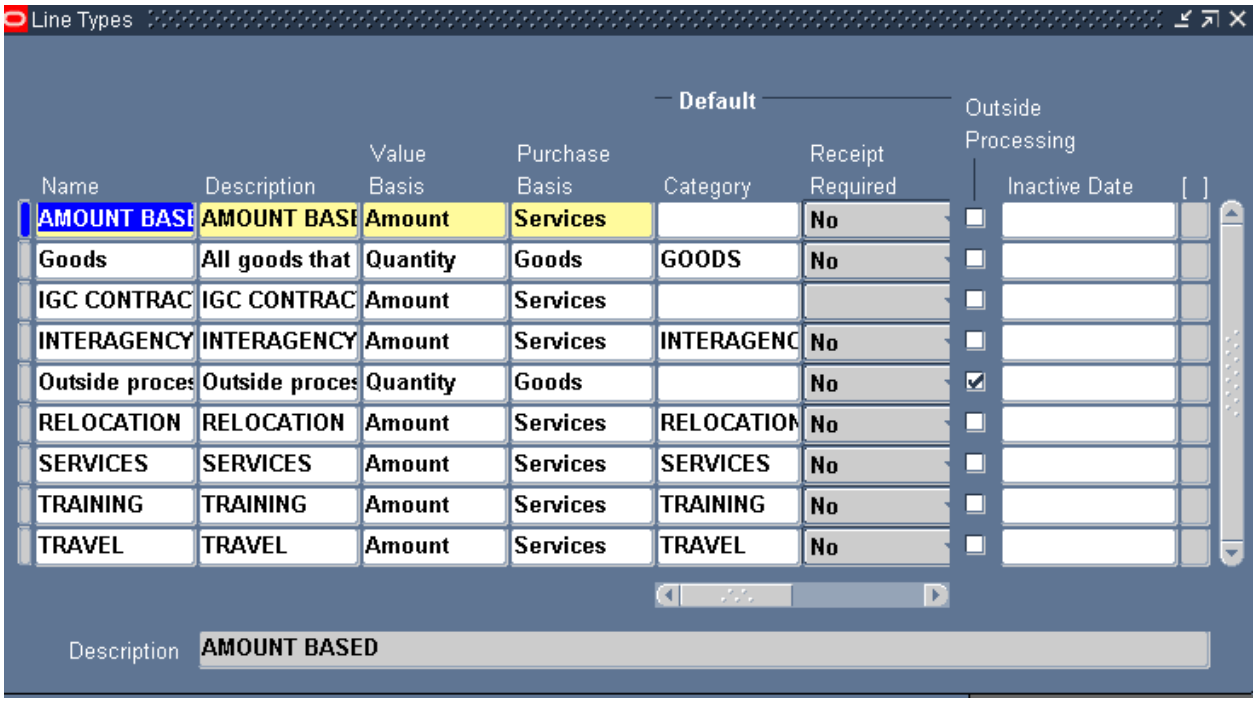
PO MEMO 50 - Purchasing – Setup - Line Types

There is a new field under the Line Types setup window called Purchase Basis where you enter Services when you enter Amount under Value Basis or Goods when you enter Quantity under Value Basis when creating new purchasing Line Types.

**BR100 and Internal Guides maintained by CSB will need to be updated.



PO MEMO 81 - Copy function to copy an existing purchase order to create a new purchase order

When copying a purchase order, GL Dates are not copied from the existing purchase order to the new purchase order. The new purchase order GL Dates will default to the current date, if in an open period. If the current date is not in an pen period, the GL Date defaults to Null.

If an end-user attempts to approve PO with null GL Dates under PO Distributions, an error message is received. End-user must enter a date from an open period under PO Distributions GL Date to proceed.

The current period is generally open in production instances which means when using the copy function, the date will generally be populated to the current date. The Null date issue would pertain more to testing instances and should be noted by BTD.

PO MEMO 120-a - Worklist -Open Document Icon

When the Open Document Icon received under an Approvers or Supervisors or Forward-To end-users Worklist which is received when a requisition or purchase order is forwarded for approval is opened

Oracle now goes directly to the form and no longer requires the end-user to select the responsibility used by the end-user when entering the document unless reopening the Icon more than once.

PO MEMO 120-B Forward To field under the Requisition Approval window and PO Approval window

Forward To function under Requisitions or purchase orders will no longer allow an end-user to submit a requisition for approval to an end-user who has been inactivated.

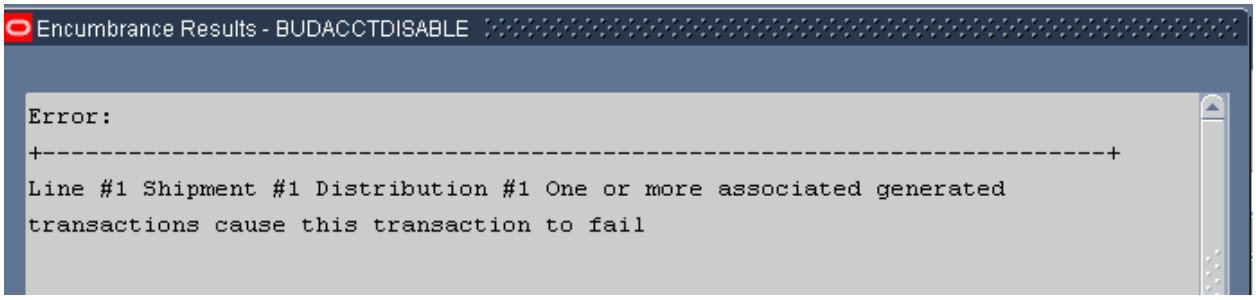
- A message is received advising the forward to person is not an on-line user.

PO MEMO 198 - CV Rules related to PO Entry and Disabled Accounting Strings or segments

If the Accrual Account generated from the PO Charge Accounts hits a CV rule or is disabled or the PO Charge Account hits a CV rule or is disabled, end user is unable to save their PO Charge Account under PO Distributions.

In the past under 11.5.9, Oracle allowed the end-user to enter the charge account even through the Accrual Account has disabled or violated a CV rule and the PO was processed into an Approved, Reserved Status. However, the accrual account was stripped reflecting default values which required the end-user to cancel the PO and renter the document after correcting the charge account, enabling the CCID, or disabling or correcting the CV rule.

Currently working with Oracle to ensure Budgetary Accounts are handled in the same manner. As is, if the Budgetary Account is disabled, the end-user is advised the Budgetary Control Executed Success with Exception. If you click the Details button, the following message is received which makes you think the document failed funds check even through there was enough funds.



If the Budgetary Account violates a CV rule, the PO becomes stuck in process and requires Oracle Support Team intervention with our only option being to drop the CV Rule and hit retry on the document allowing it to process . This means an end-user would need to cancel the document if the accounting string was truly incorrect and re-enter it.

PO MEMO 202 - Executing a Control Action for Requisitions or Purchase Orders

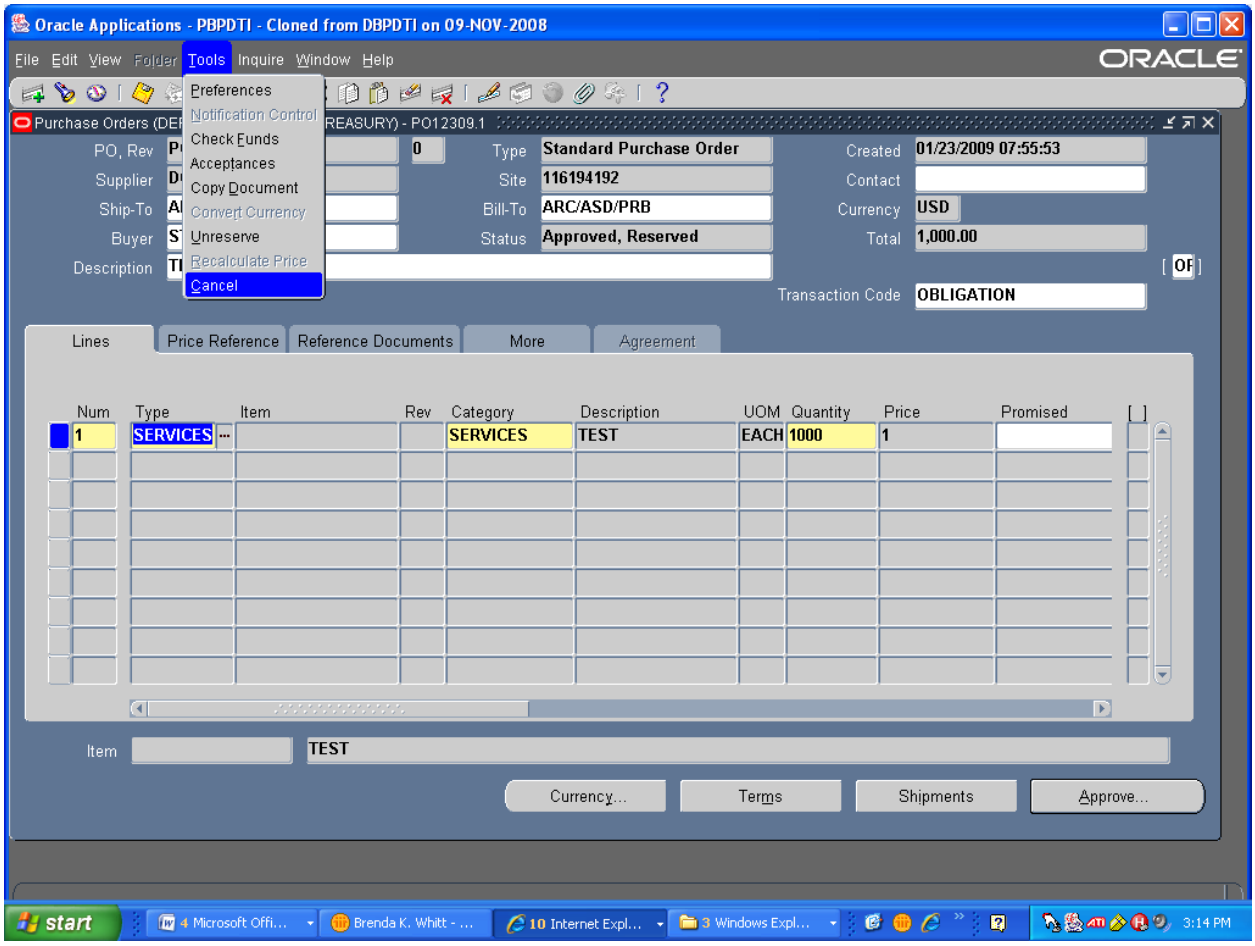
When executing a control action to finally close or cancel a requisition or purchase order, there is a new checkbox; Use Document GL Date to Unreserve and there is a GL Date field rather than an Action Date Field.

When entering a date under the GL Date field, the GL impact will be generated on that date. Error message is received if period is not opened.

If checking Use GL Date to Unreserve checkbox, the GL impact of un-reservation will occur using the GL Date under the document distributions if in an open period. If not in an open period, the GL impact will post to the GL Date entered.

PO MEMO 214 Cancellation of PO lines and/or shipments possible under Purchase Orders window (PO Entry).

To complete this, the end-user clicks on the desired line or shipment and access Tools and Cancel from the file menu. Upon cancelling, the line or shipment is no longer reflected under the PO Entry form and can only be accessed from PO Summary.



PO MEMO 215 Auto Create Purchase Orders (TDP Only)

A Requisition can be modified under the Auto Create window and the buyer can be reassigned through the reassign buyer option (menu option) under the Auto Create window.

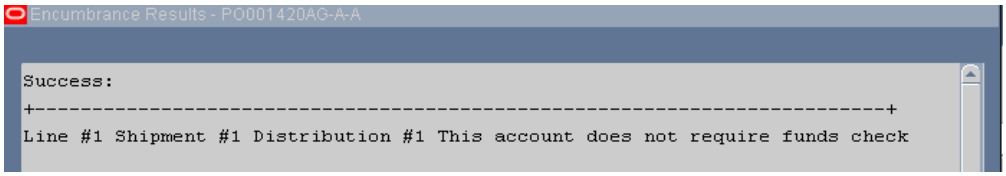
PO MEMO 216 PRISM Purchase Orders in Oracle - Must Requery Block Error

Must Requery Block error appears to be no longer received under PO Entry as it was under 11.5.9 when attempting to update a PRISM Purchase Order in Oracle. PRISM PO's are not viewable under PO Entry other than under Trigger Bypass responsibilities currently due to forms personalization. The need to access PRISM PO's in Oracle does not general arise and would only be attempted if the update was not possible in PRISM and a fix was required to being the PRISM document and Oracle document back in sync .

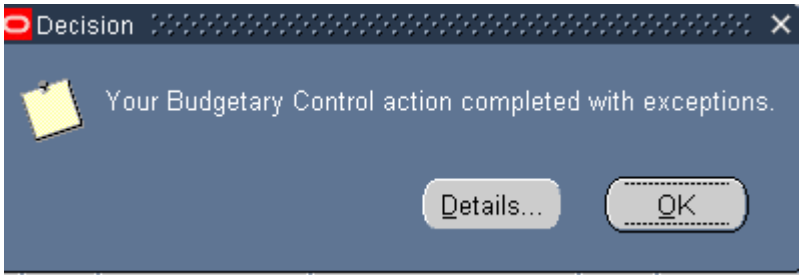
This note is an FYI to CSB to allow them to update troubleshooting guides.

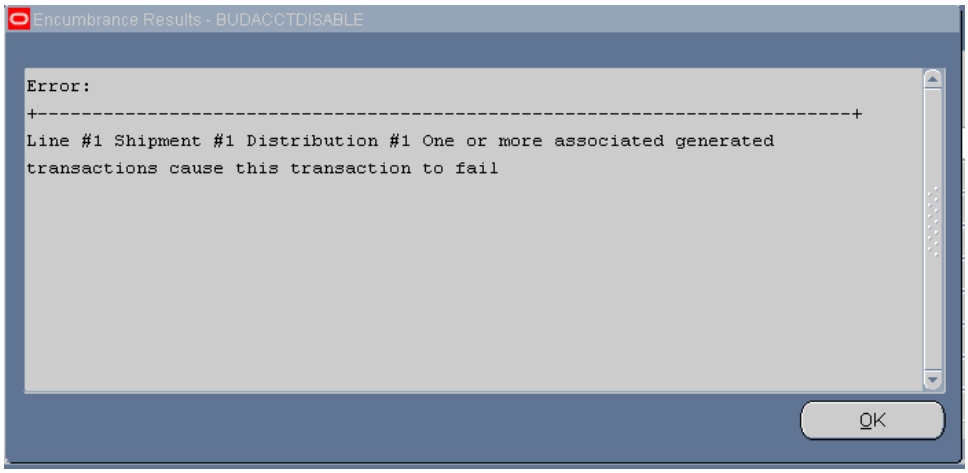
PO MEMO 219 Message when checking funds changed for both Requisitions & Purchase Orders :

Your budgetary control action completed successfully means you document has passed funds check.



Your budgetary control action completed with exception means your document has failed funds check. Click the Details button to view message to help you determine the reason for failure.



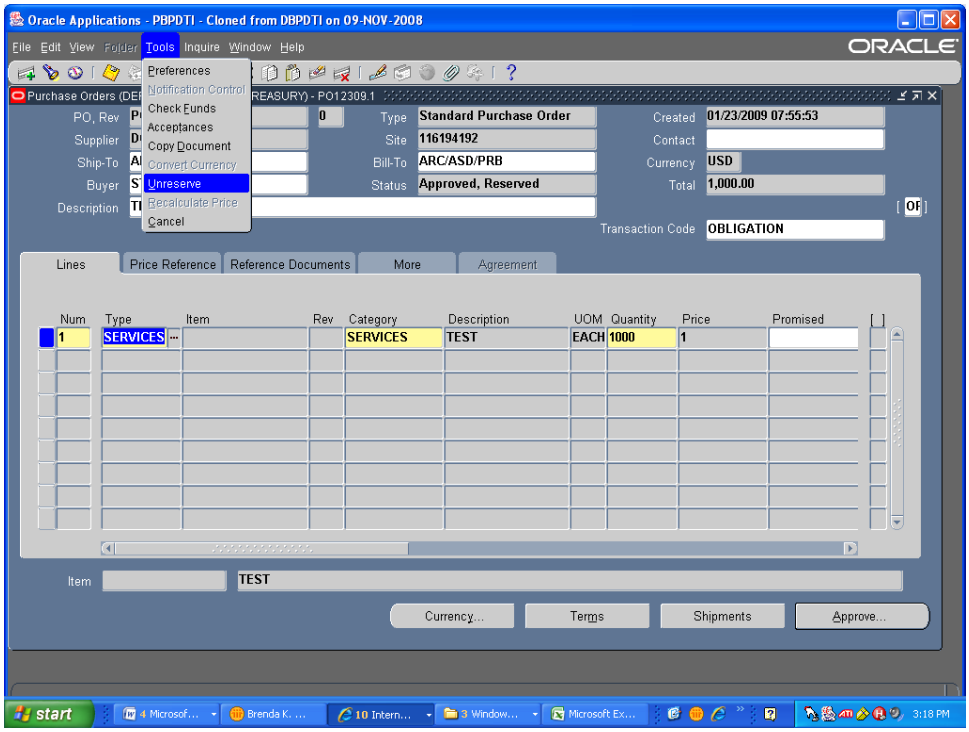


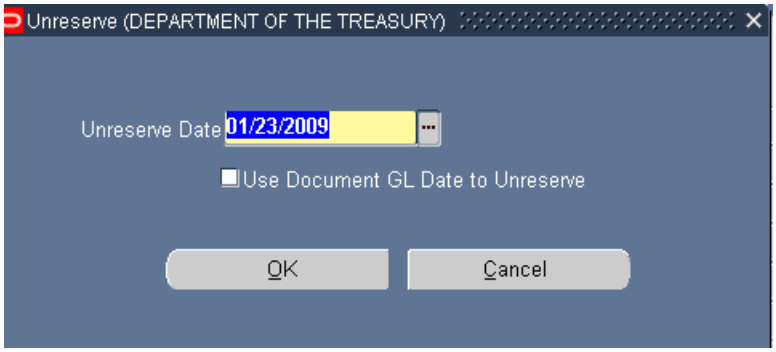
End-users should always check funds prior to clicking the Approve button to submit the document for approval. If the document fails funds check, the end-user should correct the charge account or wait until funds are reprogrammed or become available before hitting the Approve button.

This will prevent the purchase order Status from changing to Pre-Approved or In Process which requires the end-user or Approver/Supervisor to access their Worklist and click the Send Back to Preparer button to reject the document back to the end-user if the charge account needs to be corrected or to click the retry button to retry the document once funds have been reprogrammed or become available. In Process documents generally require Oracle Support Team intervention.

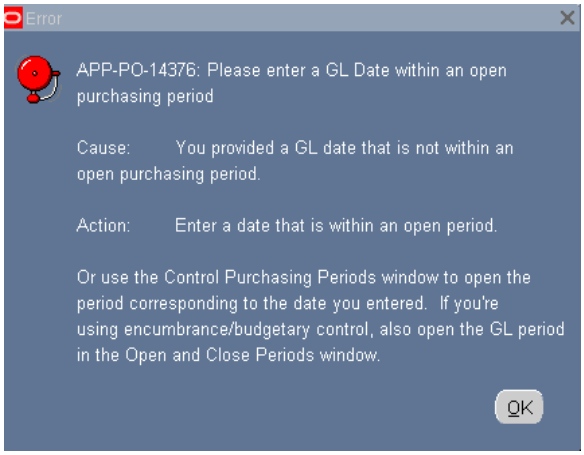
PO MEMO 225 - New File Menu – Navigation: Tools>Unreserve

New menu option under Purchase Orders (PO Entry) which allows end-users to unreserve a purchase order.





If end-user enters an unreserve date, the de-obligation entry will be posted to that period. Date must be in an open period. If cursor is on the PO Header, the entire purchase order will be unreserved. If the cursor is on the PO Line or Shipment or Distribution, only that Line or Shipment or Distribution will be unreserved.



If the end-user checks the Use Document GL Date to Unreserve checkbox, the deobligation entry will be generated using the GL Dates reflected under the purchase order Distributions form. If the Distribution under the purchase order falls in a closed period, the de-obligation entry will post using the Unreserve date entered. The end-user will not receive a message advising the dates under PO Distributions is in a closed period.

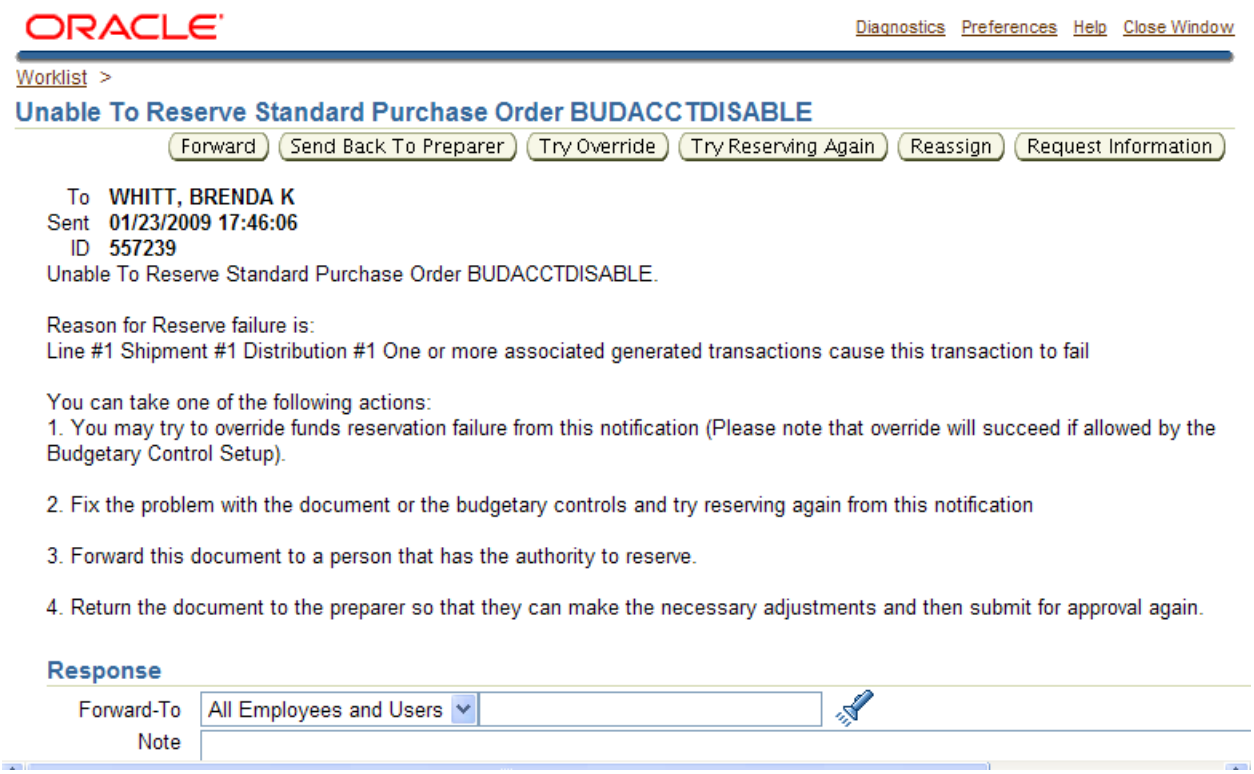
(This basically is the same as clicking the Approve button and checking the unreserve checkbox and entering an unreserve date and/or checking the Use Document GL to Unreserve checkbox.)

PO MEMO 235 - Purchase Orders and Requisitions Statuses

Forwarded documents or documents requiring an additional action now reflect a Pre-approved status in Oracle rather than In Process. Documents reflecting a Pre-approved status can be approved or rejected (Send Back to Preparer) through either the end-users or Approvers/Supervisors or the Forward-To end-user's Worklist. End-users will receive a Workflow Notification and email.

For example, if Supervisor or Approver is not found, the document will reflect a Pre-approved status and the end-user will receive a Workflow Notification and email. Documents should no longer be forwarded to the system administrator (SYSADMIN) and require Oracle Support Team Intervention.

**Currently CV Rules are becoming stuck in process and error message does not reflect the actual error. Working with Oracle to resolve this issue.



PO MEMO 239 - PO Document Approval Window – Unreserve Date and Use Document GL Date to Unreserve checkbox

Upon clicking Unreserve, the following fields are activated:

-Unreserve Date
-Use Document GL Date to Unreserve checkbox.

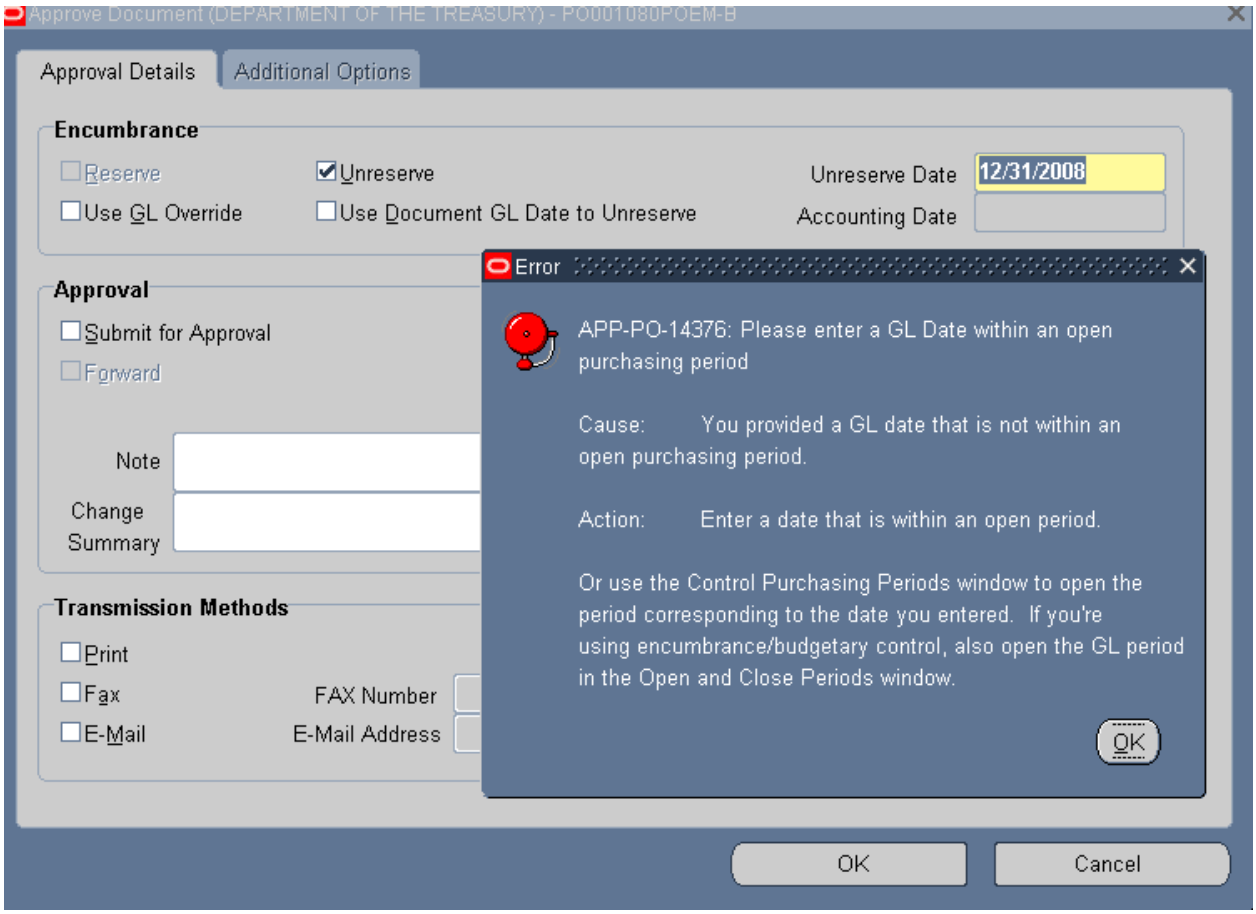
When entering or copying a purchase order, the initial reserve occurs on the date listed under the GL Date field under PO Distributions.

When modifying, the end-user checks the unreserve checkbox and the Unreserve Date defaults automatically to the current date. Use must update the Unreserve date to an open period if applicable. Oracle will respond with an error message if the unreserve date is in a closed period.

An end-user may also choose to check the Use Document GL Date when Un-reserving checkbox.

If entering an Unreserve Date only, the PO will unreserve using the Unreserve Date entered. If checking the Use Document GL Date when un-reserving checkbox, the document will unreserve using the GL dates under PO Distributions. If the dates are in a closed period, document will unreserve using the Unreserve Date entered.

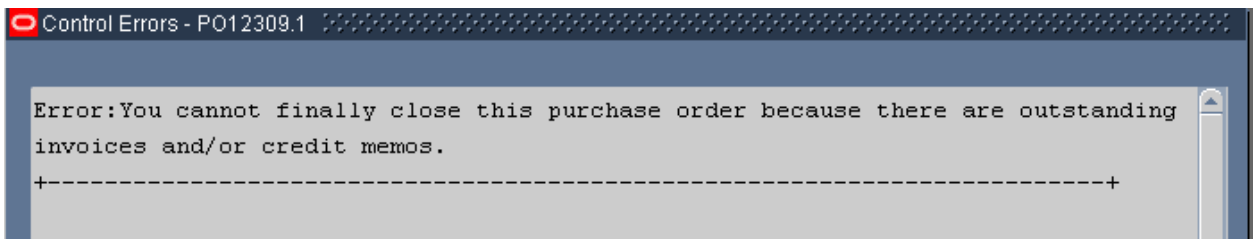
Upon reapproving, the end-user can update the GL Date under PO Distributions prior to approving and re-reserving the document.



AP & PO MEMO 237 – Update PO Status to Finally Closed from PO Summary or Invoice Entry

Under 11.5.10.2, Oracle prevents an end-user from finally closing or final matching to a purchase order when un-validated invoices exist.

If an end-user attempts to finally close a purchase order which has un-validated invoice matched against it, Oracle generates a Control Errors message and stops the end-user from finally closing the purchase order.

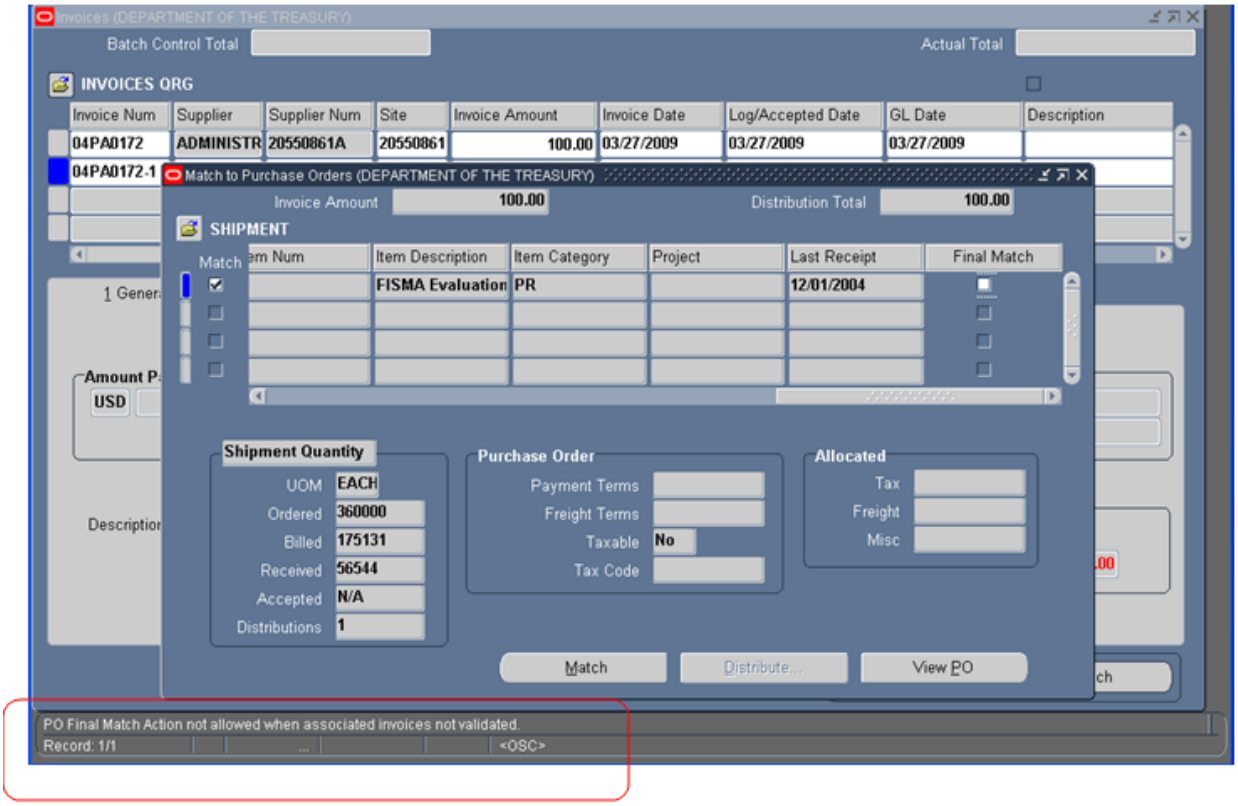


Due to an issue with error message generation, the above message may be reflected as:

We are working to resolve this issue under C1. Error message is correct in C2.

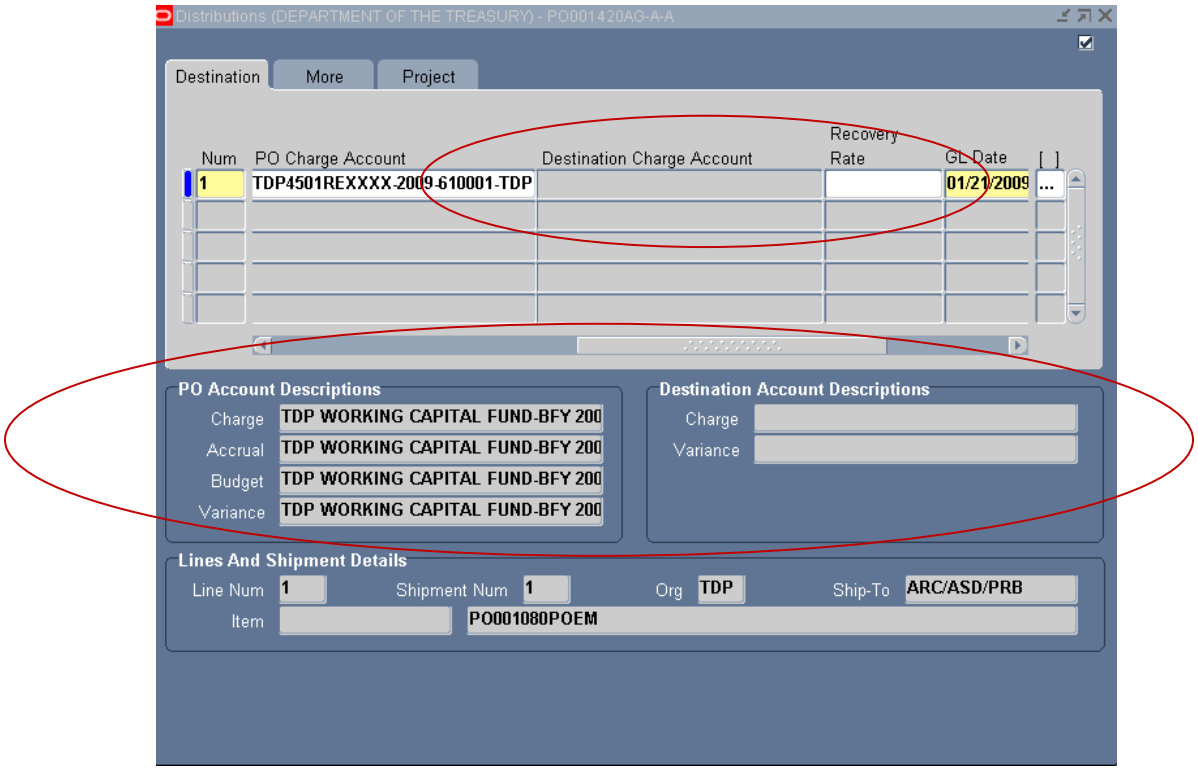
Oracle functionality is overridden by a Custom PLL when the invoice is finally matched to a purchase order which has un-validated invoices matched to it. The Final Match checkbox will generate an error message in the bottom left hand corner of the screen preventing an end-user from selecting it under the Match to Purchase Orders window.

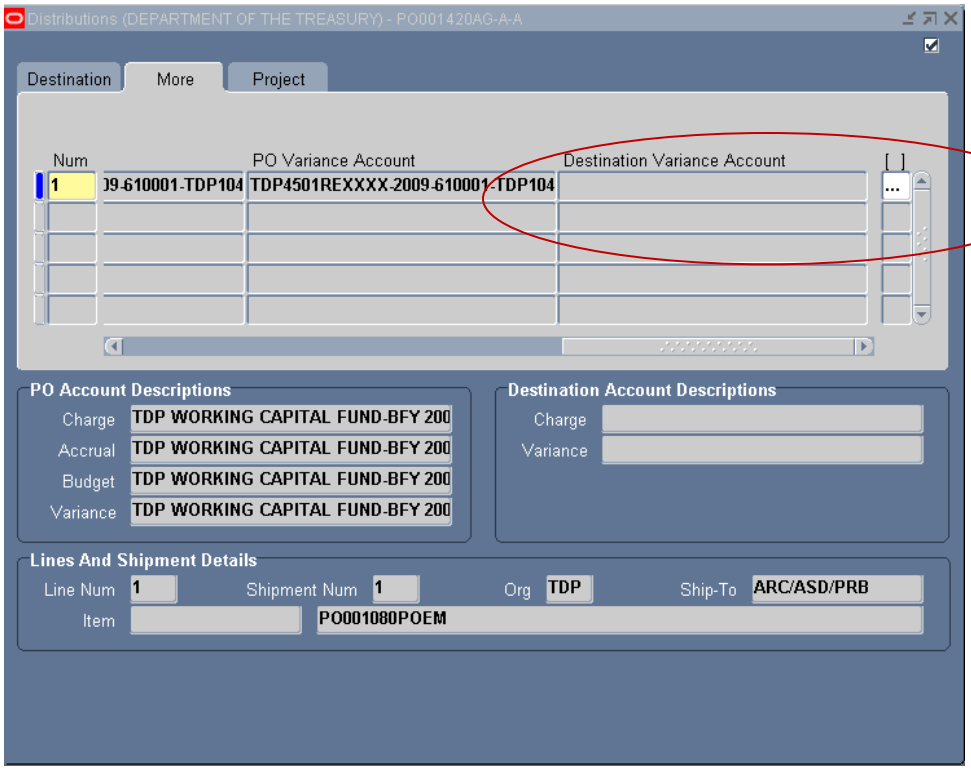
INVOICE UNDER C1 WHICH IS MATCHED TO A PURCHASE ORDER THAT HAS OTHER UNVALIDATED INVOICE MATCHED AGAINST IT, THEY WILL RECEIVE THE FOLLOWING:



PO Memo 250 - PO Entry – Distributions window – 2 new fields

The Distributions form under PO Entry has new fields and is laid out slightly different.



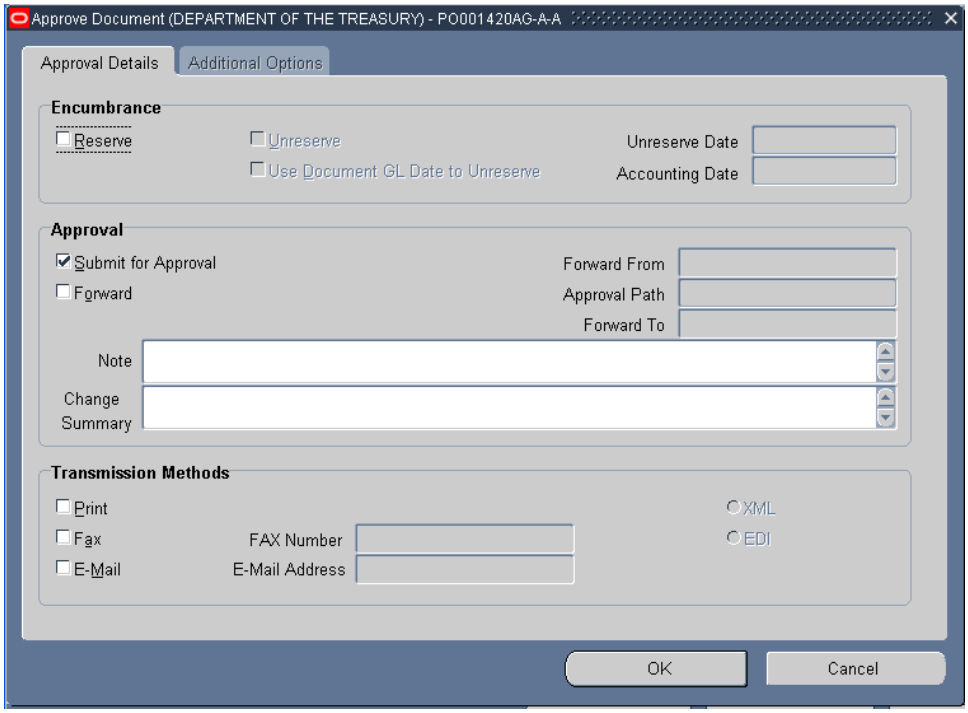


- Destination tab reflects a new field of Destination Charge Account which populates the new Charge field under the Destination Account Descriptions section of the form .
- More tab reflects a new field of Destination Variance Account which populates the new Variance field under the Destination Account Descriptions section of the form.

These two accounts are created only if the receiving destination operating unit is different than the purchasing operating unit and there is a transaction flow defined between the two organizations.

PO Memo 251 – PO and Requisition Entry – Approve Document window – new fields.

Approved Document window under Requisition or Purchase Order has a new look under 11.5.10.2.



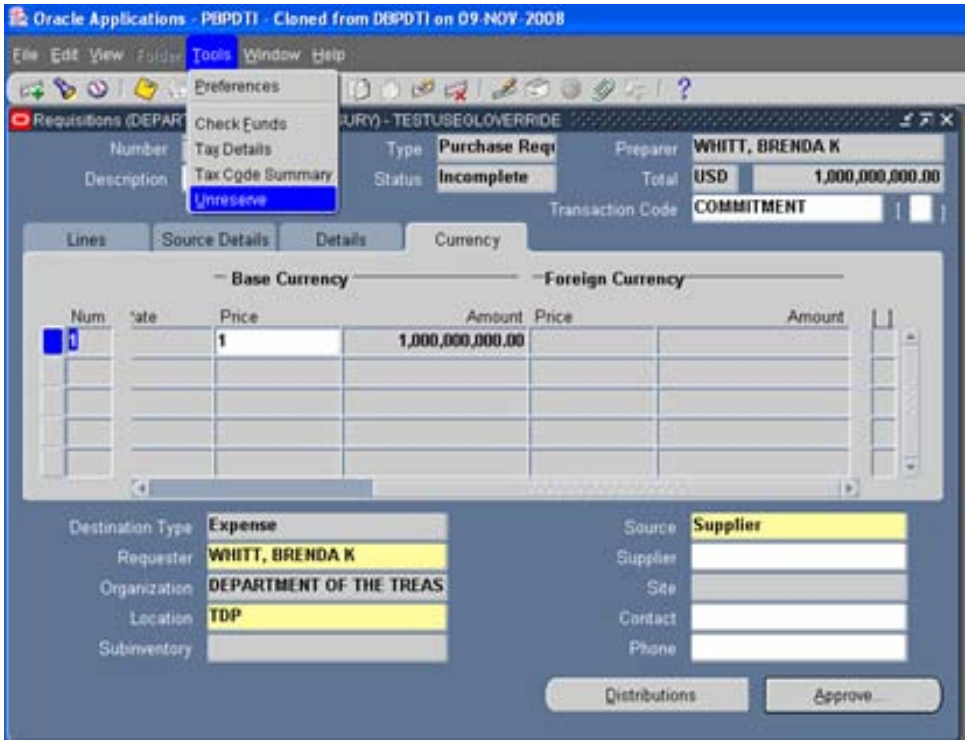
Form is broken down into three sections under the Approval Details tab.

- **Encumbrance section**
  - New Item(s):
    - Accounting Date field– Not applicable in our instances. Only applicable if dual budgetary control is enabled. Field is grayed out.
- **Approval section**
  - New Item(s):
    - Change Summary – This is related to Oracle Procurement Contracts which we do not use. If comments are entered, they are saved to an Oracle table po_headers_archive_all and the change_summary column under the PO Schema. Data entered is new viewable in Oracle through a form. Would be possible to create a Discoverer report to view this data.
- **Transmission Methods**
  - New Item(s):
    - XML and EDI (Electronic Data Exchange) radio buttons – which are data transmission options related to Oracle iProcurement which our agency currently does not use and the radio buttons are grayed out.

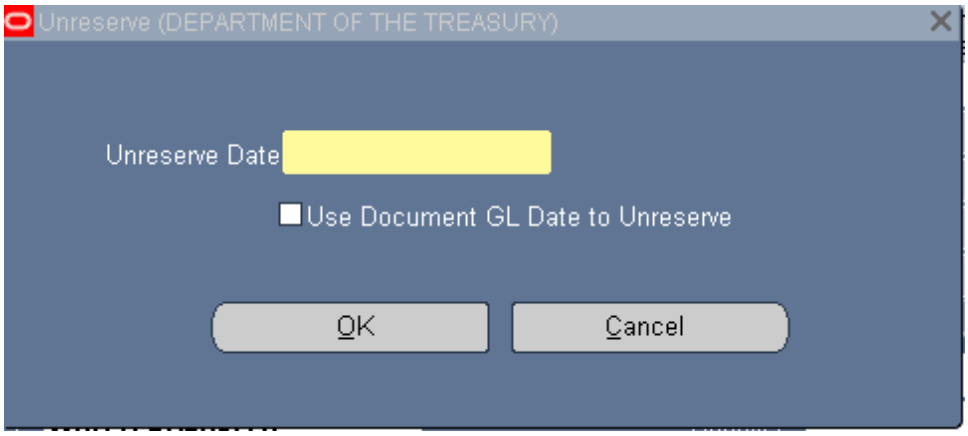
There is also an Additional Options tab which is grayed out. This is related to Automatic Sourcing which is not enabled and currently not used by our organization.

PO Memo 252 – Changes to Requisition Entry form

- **New Menu Option under the Tools Menu (Unreserve):**

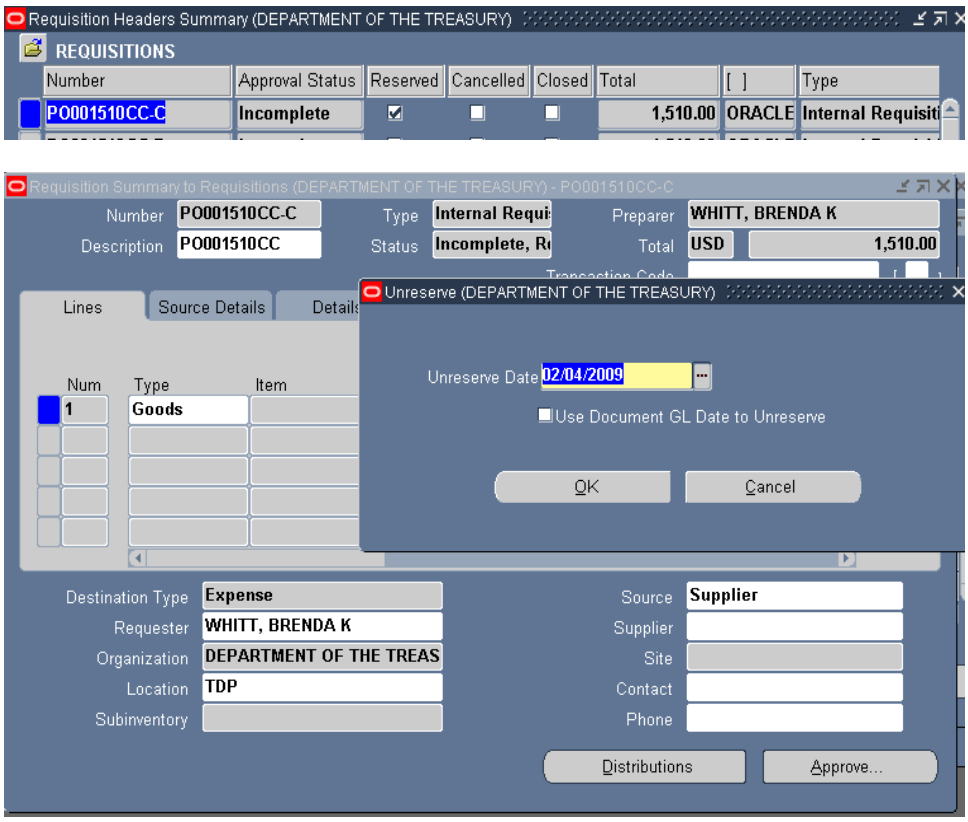


New Unreserve menu option under Requisition entry. Upon access the menu, the Unreserve window is displayed.



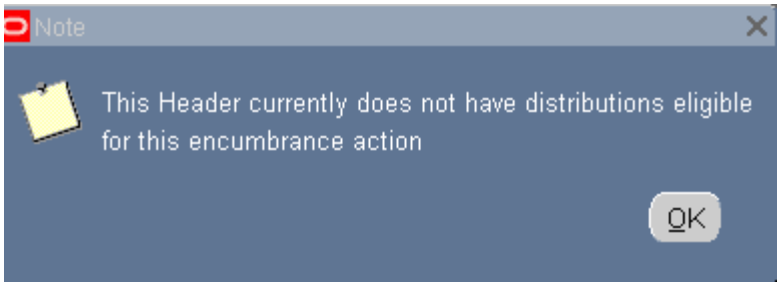
Enter Unreserve Date for GL impact which must be in an open period and click OK. You may also check the Use Document GL Date to Unreserve which will use the GL Date under Requisition distributions as the date of GL impact if in an open period. If not in an open period, it will use the Unreserve Date entered.

Note: Only Incomplete, Rejected, or Returned documents may be viewed under Requisition Entry and this action would only be applicable if the document was in a reserved status such as Incomplete, Reserved or Rejected, Reserved or Returned, Reserved.

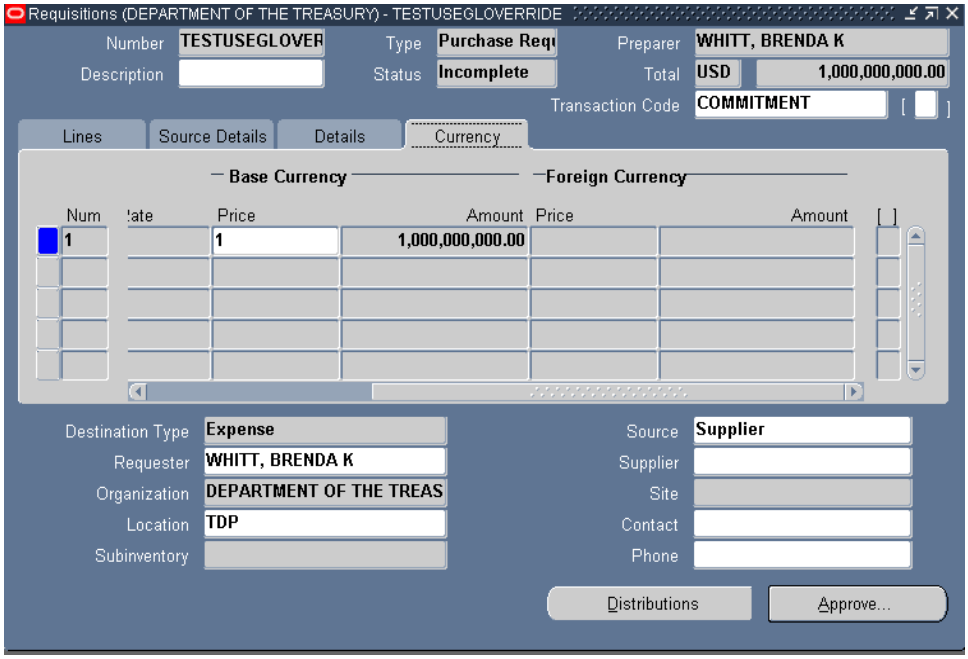


It is atypical to see this type of status and is generally caused by an error during entry – either end-user or system.

If you attempt to unreserve a document which has not been reserved, you will receive a note advising the are no eligible distributions for this action.



- **Name of Field changed in 11.5.10.2:**

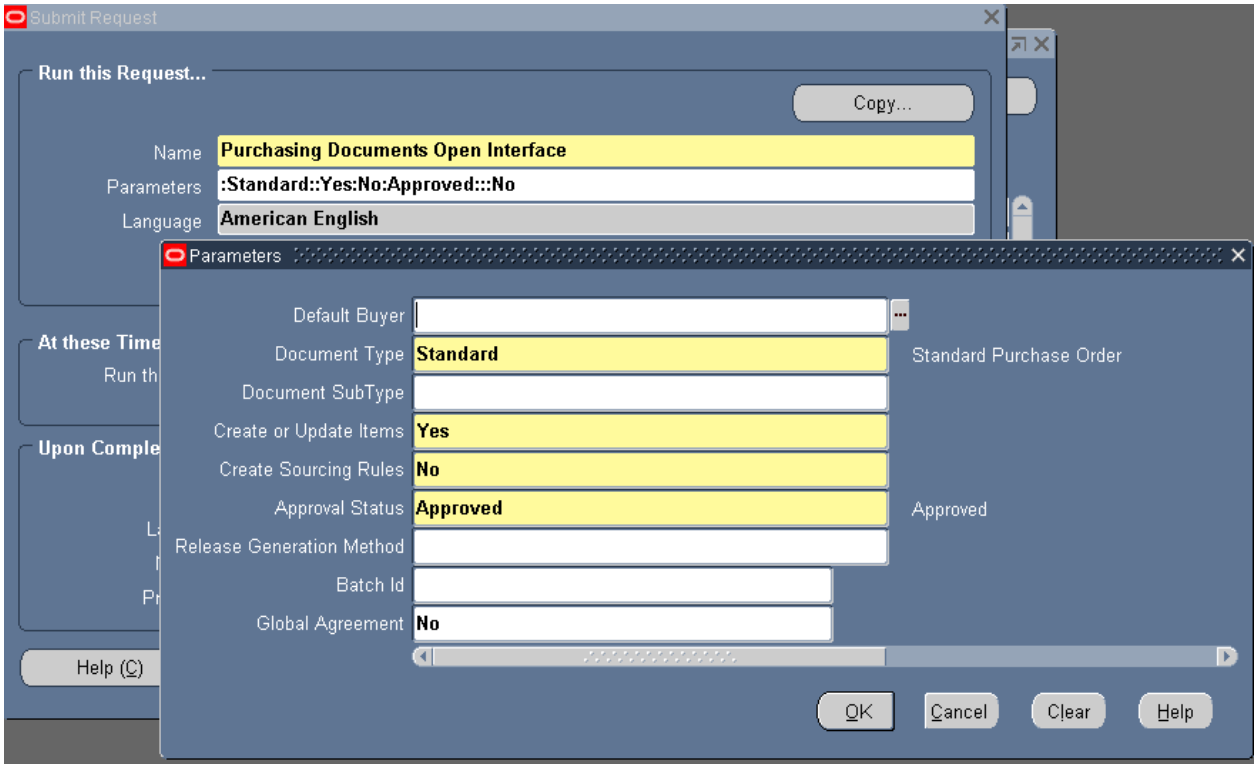


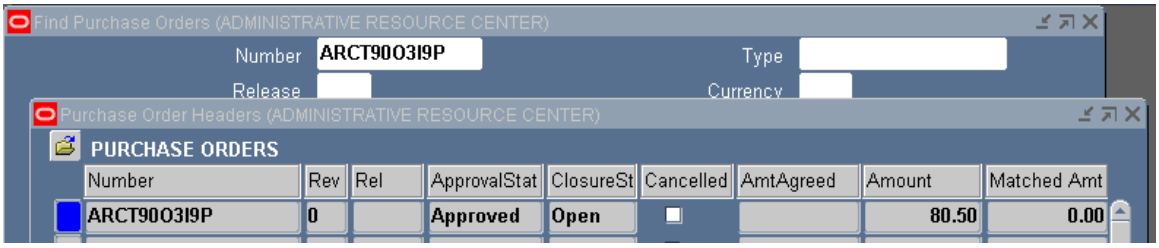
Under the Currency tab, Line Total fields under 11.5.9 are now named Amount under 11.5.10.2.

PO Memo 256 - Purchasing Document Open Interface

Standard Purchase Orders can be imported with an Approved Status through the Purchasing Document Open Interface concurrent request. This is completed by entering Approved under the Approval Status field under the Parameters window. Standard Purchase Orders are automatically approved upon interface unless the document fail funds check.

This parameter existed under 11.5.9 but did not function properly. It has been tested and works appropriately under 11.5.10.2.


Submit Request
Run this Request...
Copy...
Name
Purchasing Documents Open Interface
Parameters
:Standard::Yes:No:Approved:::No
Language
American English
At these Time
Run th
Upon Comple
Help (C)
Parameters
Default Buyer
Document Type
Standard
Standard Purchase Order
Document SubType
Create or Update Items
Yes
Create Sourcing Rules
No
Approval Status
Approved
Approved
Release Generation Method
Batch Id
Global Agreement
No
OK
Cancel
Clear
Help


Find Purchase Orders (ADMINISTRATIVE RESOURCE CENTER)
Number
ARCT90O3I9P
Type
Release
Currency
Purchase Order Headers (ADMINISTRATIVE RESOURCE CENTER)
PURCHASE ORDERS
Number
Rev
Rel
ApprovalStat
ClosureSt
Cancelled
AmtAgreed
Amount
Matched Amt
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