

# PURCHASE ORDER REPORTING

Monthly Lunch & Learn Series presented by the **FAST Team**

January 2024

# PRESENTER

**RAMES PARAMSOTHY**

SENIOR BUSINESS ANALYST (TRAINING)

Financial Advisory Services & Training (FAST)



# AGENDA

- Primer on what are Purchase Orders and Purchase Requisitions
- Purchase Order Commitments and Actuals
- Tracking the Status of a Single Workflow Purchase Order
- Reports to determine the Status of multiple Purchase Orders
- Determine the Outstanding Reserves in a Purchase Order
- Releasing Outstanding Reserves



# LEARNING OBJECTIVE



To explore various reports that help departments track and manage Purchase Orders in AMS.

Visit the [Knowledge Centre](#) to view articles and simulations related to Purchase Orders.

# DEFINING TERMS

## **Purchase Order (PO):**

An AMS posting that represents the contract between the University and the vendor and is required for purchases and leases valued over \$10,000 (before tax).

## **Purchase Requisition (PR):**

An AMS posting that represents a request for approval by another unit.

Purchase Requisitions are ONLY required when:

- ordering Radioisotopes/Radioactive material
- **UTSC**, for orders over \$25,000 (before tax)



When a Purchase Order OR Purchase Requisition is created in AMS, it reserves/commits funds for the future expense.

# WORKFLOW PURCHASE ORDERS

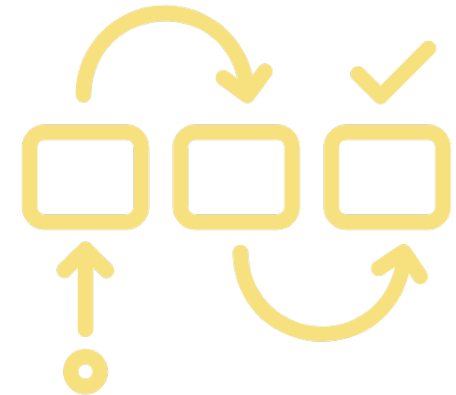
At UTM and St. George Campus, all Purchase and Lease Orders valued over \$50,000 (before tax) will be routed to the campus specific Procurement Services office for Procurement Policy compliance review.

To facilitate this review, departments are required to attach all supporting documentation to these POs in AMS.



**Common reasons** why a PO/Lease Order are rejected during compliance review:

- Competitive quotes missing or not comparable
- Vendor quotation expired
- Contract expired
- Inappropriate use of OTA vendor account (i.e. create a Vendor account in AMS)
- Non-Competitive Justification form (PPEJ) missing or incomplete



# THE PURCHASE ORDER WORKFLOW HISTORY REPORT



Departments can track the status of a Purchase/Lease Order in the Workflow process by generating the **Workflow History Report**.

The report will show:

- The Date/Time a particular step or action was taken
- The task (e.g., PO returned to end user) and who performed it
- The total amount of the PO, including changes and approved amounts
- Who rejected a PO and the reason for rejection



[Watch this simulation](#) to learn how to generate the PO Workflow History Report.

# ACCESSING THE PO WORKFLOW HISTORY REPORT

For PO's over \$50,000 (before tax), display the Purchase/Lease Order in the **ME23N – PO Display** screen.

WNB:Standard WF PO 4500191218 Created by Rames Paramsothy

Document Overview On Print Preview Messages Personal Setting

WNB:Standard WF PO 4500191218 Supplier 100533 Patrick Cassidy & Associates... Doc. Date 30.01.2024

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Release strategy **Lease & History**

Equipment Acquisition Value: 0.00

Workflow History Report:

Item Overview

Item Detail



# INTERPRETING THE PO WORKFLOW HISTORY REPORT

Procurement Services Workflow Services Report

## Workflow History for PO: 4500191218

Date: 30.01.2024

Time: 16:43:53

WF no	WI No	Step	Date Received	Time Received	Task Action	Name	Doc.Date	Submitted Amount	Approved Amount	Reserved By	Approved By
20227195	20227195		30.01.2024	16:10:58	Workflow started	Rames Paramsothy	30.01.2024	64,000.00	0.00		
20227195	20227199		30.01.2024	16:11:03	Procurement agent PO review	Rames Paramsothy	30.01.2024	64,000.00	0.00		
20227195	20227202		30.01.2024	16:12:33	PO returned to end user	Rames Paramsothy	30.01.2024	64,000.00	0.00		
20227195	20227206		30.01.2024	16:14:55	Procurement agent PO review	Rames Paramsothy	30.01.2024	64,000.00	64,000.00		F
20227195	20227209		30.01.2024	16:15:03	PS release PO	SAP_WFRT	30.01.2024	64,000.00	64,000.00		
20227195	20227213		30.01.2024	16:15:09	Workflow completed	SAP_WFRT	30.01.2024	64,000.00	64,000.00		

## Workflow History for PO: 4500191218

Date: 30.01.2024

Time: 16:43:53

Approved Amount	Reserved By	Approved By	Rejected By	Reponse By	Rejection/Response Reason	Reject/Response Long Text	Vendor No	Vendor Name
0.00							0000100533	Patrick Cassidy & Associates Inc
0.00			FOREMERI		Competitive quotes missing or not comparable		0000100533	Patrick Cassidy & Associates Inc
0.00				PARAMRAM	Competitive quotes attached		0000100533	Patrick Cassidy & Associates Inc
64,000.00		FOREMERI					0000100533	Patrick Cassidy & Associates Inc
64,000.00							0000100533	Patrick Cassidy & Associates Inc
64,000.00							0000100533	Patrick Cassidy & Associates Inc

# A QUICK STATUS UPDATE OF THE

In ME23N – PO Display, departments can get a real time, high-level view of the status of all of the PO line items.

This includes:

- total quantity and amount ordered
- total delivered/still to be delivered
- Total invoiced



WNB:Standard WF PO 4501191599 Created by Ario Lara

Document Overview On Print Preview Messages Personal Setting

WNB:Standard WF PO 4501191599 Supplier 131919 Linkpor Corp Doc. Date 23.11.2023

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data **Status** Release strategy Lease & History

Release completed	Ordered	3	EA	147,000.00	CAD
Released for print/transmit	Delivered	1	EA	50,670.90	CAD
Sent	Still to deliv.	2	EA	98,000.00	CAD
Partially Delivered	Invoiced	1	EA	50,670.90	CAD
Partially Invoiced	Down paymts			0.00	CAD

# PURCHASE ORDER HISTORY TAB

Once a Goods Receipt is processed against a Purchase Order line item, a new tab will appear.

The Purchase Order History tab is a usefully tracking mechanism to understand the history of full/partial deliveries and payments as well as returns.

WNB:Standard WF PO 4500898955 Created by Kathleen Lara

Document Overview On Print Preview Messages Personal Setting

WNB:Standard WF PO 4500898955 Supplier 403733 Getro, Inc. Doc. Date 12.05.2023

Header

S..	Itm	A	Material	Short Text	PO Quantity	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plant	Stor. Location	Req
	1	K		Publishing Agreement: B...	1 EA	12.01.2023	6,000.00	EUR	1	EA	Printing Publi...	U OF T, AT MISSI...	UTM-ICCIT	
	2	K		Publishing Agreement: B...	1 EA	13.02.2023	6,000.00	EUR	1	EA	Printing Publi...	U OF T, AT MISSI...	UTM-ICCIT	

4500

Item [ 1 ] Publishing Agreement: Butler A.I. 1/5

Material Data Quantities/Weights Delivery Schedule Delivery Invoice **Purchase Order History** Texts Delivery Address Confirmatio...

Sh. Text	MVT	Material	Document	Item	Posting Date	Quantity	Delivery cost	quantity	OU	Amt.in Loc.	Cur.	L.cur	Qty in OPU	DelCostQty (OPU)	Order Price Unit	Amount	Crcy	Reference
GR	101	5000657806			1 04.01.2024	1		0	EA	9,081.05	CAD		1	0	EA	6,204.60	EUR	K.VERLAG
GR	122	5000657802			1 04.01.2024	1-		0	EA	8,827.80-	CAD		1-	0	EA	6,000.00-	EUR	REVERSAI
GR	101	5000649370			1 15.05.2023	1		0	EA	8,827.80	CAD		1	0	EA	6,000.00	EUR	76-2023 K.
<b>Tr./Ev. Goods receipt</b>						<b>1</b>			<b>EA</b>	<b>9,081.05</b>	<b>CAD</b>		<b>1</b>		<b>EA</b>	<b>6,204.60</b>	<b>EUR</b>	
R-L		5200737523			2 04.01.2024	1		0	EA	9,081.05	CAD		1	0	EA	6,204.60	EUR	K.VERLAG
R-L		5200737511			1 04.01.2024	1-		0	EA	8,827.80-	CAD		1-	0	EA	6,000.00-	EUR	76-2023 K.
R-L		5200709862			1 15.05.2023	1		0	EA	8,827.80	CAD		1	0	EA	6,000.00	EUR	76-2023 K.
<b>Tr./Ev. Invoice receipt</b>						<b>1</b>			<b>EA</b>	<b>9,081.05</b>	<b>CAD</b>		<b>1</b>		<b>EA</b>	<b>6,204.60</b>	<b>EUR</b>	



Watch this simulation to learn more about the Purchase Order History tab.

# PO LIST REPORTS

The PO List report (ME2K & [ME2N](#)), enable users to view the status of multiple Purchase Orders, including how much has been delivered, and invoiced.

Cost Ctr	G/L Acct	Funds Ctr	Fund	Supplier/Supplying Plant	POH Item	Doc. Date	Short Text	Quantity	OUn	Net Price	Net Value	To be del.	To be del.	To be inv.	Still to be inv.	Crcy	
<b>Purchasing Document 4509491944</b>															<b>76,772.14</b>	<b>76,772.14</b>	CAD
12095	821610	102048	516045	100807	Fisher Scientific C...	1	14.12.202	PRECISION BALANCE ME30...	1	EA	2,120.14	0.00	1	2,120.14	1	2,120.14	CAD
12095	821610	102048	516045	100807	Fisher Scientific C...	2	14.12.202	ANALYTICAL BALANCE XPR...	4	EA	15,183.00	0.00	4	60,732.00	4	60,732.00	CAD
12095	821610	102048	516045	100807	Fisher Scientific C...	3	14.12.202	100G/5G CAREPAC SMALL ...	3	EA	557.00	0.00	3	1,671.00	3	1,671.00	CAD
12095	821610	102048	516045	100807	Fisher Scientific C...	4	14.12.202	IPAC STD QUALIFCTN XPR1...	1	EA	3,063.00	0.00	1	3,063.00	1	3,063.00	CAD
12095	821610	102048	516045	100807	Fisher Scientific C...	5	14.12.202	CALIBRATE ACC XPR105D...	1	EA	593.00	0.00	1	593.00	1	593.00	CAD
12095	821610	102048	516045	100807	Fisher Scientific C...	6	14.12.202	CALBRATE MAN ANNEX XP...	1	EA	193.00	0.00	1	193.00	1	193.00	CAD
12095	821610	102048	516045	100807	Fisher Scientific C...	7	14.12.202	SERV PLAN 2-VISITS XPR10...	1	EA	3,471.00	0.00	1	3,471.00	1	3,471.00	CAD
12095	821610	102048	516045	100807	Fisher Scientific C...	8	14.12.202	PH SEVENDIRECT SD20 HA...	3	EA	1,643.00	0.00	3	4,929.00	3	4,929.00	CAD
<b>Purchasing Document 450941955</b>															<b>36,441.44</b>	<b>36,441.44</b>	CAD
12095	821610	102048	516045	100807	Fisher Scientific C...	1	15.12.2023	IMAGINE 4X OBJECTIVE (BT...	1	EA	1,449.00	0.00	1	1,449.00	1	1,449.00	CAD
12095	821610	102048	516045	100807	Fisher Scientific C...	2	15.12.2023	IMAGING 10X OBJECTIVE (B...	1	EA	2,366.97	0.00	1	2,366.97	1	2,366.97	CAD
12095	821610	102048	516045	100807	Fisher Scientific C...	3	15.12.2023	IMAGING 60X OBJECTIVE (B...	1	EA	12,265.47	0.00	1	12,265.47	1	12,265.47	CAD
12095	821610	102048	516045	100807	Fisher Scientific C...	4	15.12.2023	IMAGING FILTER CUBE GFP ...	1	EA	2,493.61	0.00	1	2,493.61	1	2,493.61	CAD
12095	821610	102048	516045	100807	Fisher Scientific C...	5	15.12.2023	IMAGING LED GFP/CFP (BT...	1	EA	1,255.10	0.00	1	1,255.10	1	1,255.10	CAD
12095	821610	102048	516045	100807	Fisher Scientific C...	6	15.12.2023	IMAGING FILTER CUBE RFP ...	1	EA	2,957.41	0.00	1	2,957.41	1	2,957.41	CAD
12095	821610	102048	516045	100807	Fisher Scientific C...	7	15.12.2023	IMAGING LED RFP (BT12250...	1	EA	1,255.10	0.00	1	1,255.10	1	1,255.10	CAD
12095	821610	102048	516045	100807	Fisher Scientific C...	8	15.12.2023	IMAGING CONTROLLER (BT...	1	EA	4,942.38	0.00	1	4,942.38	1	4,942.38	CAD
12095	821610	102048	516045	100807	Fisher Scientific C...	9	15.12.2023	UPDRADE GEN5 TO GEN5 I...	1	EA	7,456.40	0.00	1	7,456.40	1	7,456.40	CAD



[Watch this simulation](#) to learn more about various Purchase Order reports include the List Reports.

# ALL POSTINGS LINE ITEMS REPORT

Line items report are a flexible, customizable tool for departments to report on both actuals and Commitments.

The [ZFIR079 – All Postings Line Items report](#) generates a list of all actuals and reserves (i.e. POs, PRs and Earmarked Funds), and easily enables departments see how much is still reserved against each Commitment and drilldown into the individual document.

All Postings: Line Items by Document Number (w/ addnal flds)

31.01.2024 10:16:45

Funds Ctr	Fund	Ref. document number	doc.no.	G/L Acct	G/L Acct Long Text	Pymt Bdgt	Cost ...	Order	Posting Date	Line Item Text
		4500164734				465.34				
		4500174019				1.37				
		4500174670				10,470.26				
		4500175340				23,953.05				
		4500175342				0.32				
		4500177225				3,051.62				
		4500177417				0.61				
		4500177587				29,060.65				
		4500178213				20,889.17				
		4500178475				1,828.35				
		4500178761								

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UNIVERSITY OF TORONTO Financial Services

# PURCHASE ORDERS CARRIED FORWARD INTO THE NEW FISCAL YEAR

In May, with the start of the new fiscal year, it is best practice to review all reserves that have been carried forward from the prior fiscal year due to having a remaining balance.

The [ZFIR055 – Open Commitment Carryforward](#) report provides a list of these Purchase Orders. Departments should review this report to determine how much is still reserved and whether Purchase Orders are still required.

Open Commitment Carry Forward Reporting		
<<	>>	Excel Overview
University of Toronto	Open Commitment Carry Forward Reporting Fiscal Year: 2023 Purchase Orders Carried Forward	Page: 28 Date: 31.01.2024 Time: 10:42:24 Name: ZFIR055(AMS)
From Funds Center: UOFT105305 with funds center hierarchy.		
Funds Center Name	Purchase Orders	Amount
141462	ClassrmTech	
	E 3707132777 00002	21,669.57
	E 4508184188 00002	10,341.00
	E 4508184188 00003	3,903.73
	E 4508184188 00004	129.26
	E 4509186594 00001	27,209.24
	E 4509186594 00003	4,901.63
	E 4509186594 00004	29,384.98
	E 4506187165 00001	42,941.51
	E 4505188552 00001	1,292.63
	E 4505188558 00001	3,206.75
	E 4505188558 00002	2,263.65
	E 4505188558 00003	761.09
	E 4505188558 00004	1,081.67
	E 4505188558 00005	370.21
	E 4505188558 00006	4,634.83
2024	PURCHASE ORDER REPORTING	154,091.75
Total: 141462		

# RELEASING PURCHASE ORDER RESERVES

If a Purchase Order has outstanding reserves, and is no longer required (i.e. no further deliveries), it is important to release the remaining reserve back to the free balance.

There are two methods to release the reserve using the [ME22N – Purchase Order Change](#) screen.

- [Finalize and Cancel](#)
- [Delete/ “Trashcan”](#) the lines



[Watch this simulation](#) for a walkthrough on how to release Purchase Order reserves.







THANK YOU!