

**e5**

**Revisions**

CDR04

Version 4

July 2015

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Purchase Order Revisions

A variety of situations can arise that will require an order entered on COA e52 to be revised, e.g. a data input error or a change in goods / services required, or when undertaking routine validation.

The types of revisions that can be recorded on COA e52 are:

|  |  |
| --- | --- |
| **Revising data on an order** | Individual fields on the Purchase Order Enter / Revise screen can be amended(see page 6) |
| **Adding an order line**  | Additional order line can be added to an existing order(see page 8) |
| **Cancelling an order line / whole order** | An individual order line, that is no longer required, can be cancelledAn entire order can be cancelled by cancelling all order lines(see page 9) |
| **Cancelling a goods receipt** | A goods receipt, that is no longer required, can be cancelled if not complete(see page 11) |
| **Completing a partially receipted order line** | A partially receipted order line can be completed to indicate that no further goods / services are going to be delivered(see page 14) |

Processing Revisions

Each revision in COA e52 will be processed in order of submission and therefore could be waiting in a queue which may take several minutes to complete. This may need to be taken into consideration when carrying out a number of revisions to an order,

e.g. when cancelling two order lines on an order, the system will only allow the second order line to be cancelled after it has finished processing the first.

Order Status codes

Status codes give an indication of the stage an order has reached in the purchase order cycle. The same codes are also used to describe the status of individual order lines.

There are restrictions on the revisions which can be made to orders, order lines and goods receipts and these are based upon their status. These restrictions are detailed within the relevant sections of this document.

There are 6 valid statuses, which may have different meanings in relation to Orders and Order Lines:

|  |  |  |
| --- | --- | --- |
| **Status** | **Referring to an Order** | **Referring to an Order Line** |
| Held | The order is waiting to be authorised. It has either recently been created and not yet authorised or key fields on the order have been revised which require the order to be re-authorised |
| Outstanding | The order has been authorised but, as yet, no receipts have been entered | No receipts have yet been made for the order line |
| Await Delivery | The order has been authorised and receipt(s) have been entered for some, but not all of the order | A partial receipt has been entered for the order line but a portion of the line is still outstanding |
| Await Invoice | The order has been authorised, no further deliveries are expected for any of the lines on the order but the supplier’s invoice has not yet been processed | The line has been fully receipted. The University is not expecting any further deliveries for this order line |
| Complete | The order has been authorised, all deliveries have been received and the supplier’s invoice has been paid | The line has been fully receipted and an invoice has been paid for this order line |
| Cancelled | The order has been cancelled by a COA e52 user |

Enquiry - Order Line List Screen

In view mode, the Purchase Order Enter/Revise screen allows the order lines to be viewed exactly as they were entered onto the system. This screen can be used to enquire on an order prior to any revisions being recorded.

Menu 🡪 Order Management 🡪 Order Enquiry/Copy

Navigation Options to access the Order Line List Enquiry screen

Order List screen 🡪 Right click 🡪 Display 🡪 Lines

Order List screen 🡪 Menu bar 🡪 Display 🡪 Lines

Order List screen 🡪 [Lines]

Figure 1



Field Chart

|  |  |
| --- | --- |
| Field | Description |
| **Primary Details Tab** |
| Reference | Order prefixes are the characters which identify the department raising the purchase order. The prefixes are followed by a system generated numberE.g. CHM01262 – Pharmacy, BIO04325 - Biomedical order |
| Code | Code indicating the type of orderE.g. PO – Normal Purchase Order (printed), CO – Confirmation Order (not printed) |
| Status | Status of this order lineE.g. Await Invoice |
| Description | Description of this item / service ordered |
| Line | Line number of this order line |
| Due Date | Date this order was placed or the delivery is expected |
| Expected Date | Not used – defaults to Due Date |
| Text | ‘Y’ indicates that Line Text exists for this order line |
| 0/2 | Code for the line typeI.e. 0 – Standard, 2 – Value |
| Type | Line type descriptionI.e. Standard or Value |
| Supplier | Unique number for the supplier providing the goods / servicesE.g. 000136 – Office Depot |
| Supplier Name | Supplier name relating to the supplier codeE.g. Office Depot |
| Quantity | Standard line | Quantity of the item ordered |
| Value line | Not used |
| QUOM | Standard line | Unit of Measure. Code used on Standard lines indicating how the items are counted / measuredE.g. PALL – Pallet, BX12 – Box of 12 |
| Value line | Not used |
| Value | Standard line | Not used |
| Value line | Value of service including any non-recoverable VAT |
| Base Price | Standard line | Price of item, per unit of measure, including any non-recoverable VAT |
| Value line | Not used |
| Revision Number | Number of times this order has been revised |

Macro Buttons and Navigation from Order Line List screen

|  |  |
| --- | --- |
| * [Return]
 | Returns to the previous screen |
| * [Extended]
 | Not used |
| * [Reprint]
 | Not used |
| * [Revisions]
 | Not used |
| * [Summary]
 | Opens the order summary screen (see CDR01 Introduction and Navigation manual) |

Revising Data on an Order

Status Restrictions

No revisions can be recorded on orders or order lines with a status of Complete or Cancelled.

The following is a list of the fields in the Order Header tab that can be amended:

Address Number

Delivery Location

Originator

Printing radio buttons

The following is a list of the fields in the Order Lines and Invoice Supplier tabs that can be amended:

|  |  |  |
| --- | --- | --- |
| Line Description | UOM **\*** | Quantity **++** |
| Due Date | Price **\*** | ServiceValue **++** |
| Expected Date | Nominal **\*** |  |
| Commit Date | Cost Centre **\*** |  |
| Invoice Supplier | Split Analysis **\*** |  |
|  | Company **\*** |  |

\* can’t be revised if the status is Await Delivery or Await Invoice.

++ can’t be revised if the status is Await Delivery or Await Invoice unless the new quantity / value is greater than the quantity / value already received.

Process

|  |  |
| --- | --- |
| * Identify order
 | Identify the order using the Order List screen |
| * Enter revision mode
 | Right click 🡪 Edit 🡪 Revise |
|  | * Revise dates if required
 | See Points to Ponder |
|  | * Amend data
 | Overtype fields as appropriate |
| * Update order
 | http://finlive-app-03.iso.port.ac.uk:8088/e5h5/e5h5help/mergedProjects/00main/images/image14.gif | or [Update] to save the changes to the order |

Points to Ponder

Re-authorisation

An order must be re-authorised if data in one of the key fields is amended, i.e. Price, Value, Qty, Cost Centre or Nominal.

Orders raised as Printed Purchase Orders (PO) will then be re-printed.

Warning – ‘Due date is less than current GL date’

Orders can not be revised if the Due, Expected and Commit dates are earlier than today.

To remove the warning message, clear the three date fields; do not use the . Accept Warnings icon from the status bar.

Revision Values

When an order has been revised, a user can view these changes by selecting one of the highlighted fields and using [Revision Values]. The ‘Revision History’ will show the value, user, date and time the revision was made.

Adding an Order Line

Status Restrictions

No revisions can be recorded on orders or order lines with a status of Complete or Cancelled.

Process

|  |  |
| --- | --- |
| * Identify order
 | Identify the order using the Order List screen |
| * Enter revision mode
 | Right click 🡪 Edit 🡪 Revise |
|  | * Revise dates if required
 | See Points to Ponder |
|  | * Add new order line(s)
 | Complete the relevant fields for each new order line(s) |
| * Update order
 | http://finlive-app-03.iso.port.ac.uk:8088/e5h5/e5h5help/mergedProjects/00main/images/image14.gif | or [Update] to save the changes to the order |

Points to Ponder

Re-authorisation

An order must be re-authorised if data in one of the key fields is amended, i.e. Price, Value, Qty, Cost Centre or Nominal.

Orders raised as Printed Purchase Orders (PO) will then be e-mailed.

Warning – ‘Due date is less than current GL date’

Orders can not be revised if the Due, Expected and Commit dates are earlier than today.

To remove the warning message, clear the three date fields; do not use the  Accept Warnings icon from the status bar.

Revision Values

When an order has been revised, a user can view these changes by selecting one of the highlighted fields and using [Revision Values]. The ‘Revision History’ will show the value, user, date and time the revision was made.

Cancelling an Order Line / Whole Order

Status Restrictions

No revisions can be recorded on orders or order lines with a status of Complete or Cancelled.

Additionally, no order lines can be cancelled if their status is Await Delivery or Await Invoice.

Process

|  |  |
| --- | --- |
| * Identify order
 | Identify the order using the Order List screen |
| * Display lines
 | [Lines]OrRight click 🡪 Display 🡪 Lines |
|  | * Select line to be cancelled
 | Highlight any field on the line to be cancelled  |
|  | * Cancel line
 | Right Click 🡪 Status 🡪 Revise CancelledThe Purchase Order Enter/Revise screen will open |
| * Update order
 | http://finlive-app-03.iso.port.ac.uk:8088/e5h5/e5h5help/mergedProjects/00main/images/image14.gif | or [Update] to save the changes to the order |

Points to Ponder

Re-authorisation

An order must be re-authorised if data in one of the key fields is amended, i.e. Price, Value, Qty, Cost Centre or Nominal.

Orders raised as Printed Purchase Orders (PO) will then be re-printed.

Cancelling a whole order by cancelling all the order lines

If all the order lines on an order are cancelled, the whole order’s status changes to ‘Cancelled’.

Cancelling an order line with status of Await Delivery or Await Invoice

In order to cancel an order line with a status of Await Delivery or Await Invoice, the goods receipts must be cancelled first, see page 11.

Warning – ‘Due date is less than current GL date’

Orders can not be revised if the Due, Expected and Commit dates are earlier than today.

To remove the warning message, clear the three date fields; do not use the  Accept Warnings icon from the status bar.

Cancelling a Goods Receipt

Status Restrictions

No revisions can be recorded on orders or order lines with a status of Complete or Cancelled.

Additionally, goods receipts can only be cancelled if a corresponding invoice has not yet been processed by Payments, i.e. the order line status is Await Delivery or Await Invoice and the Goods Receipt Status is Outstanding.

Process

|  |  |
| --- | --- |
| * Identify order
 | Identify the order using the Order List screen |
| * Display lines
 | [Lines]OrRight click 🡪 Display 🡪 Lines |
|  | * Select line to be processed
 | Highlight any field on the line for which the goods receipt is to be cancelled |
|  | * Display goods receipts
 | Right Click 🡪 Display 🡪 Goods Receipts |
|  | * Select receipt to be cancelled
 | Highlight any field on the line to be cancelled |
|  | * Cancel goods receipt
 | Right Click 🡪 Edit 🡪 CancelThe Goods Receive/Return or GRN Service Value Edit screen will open |
| * Update order
 | http://finlive-app-03.iso.port.ac.uk:8088/e5h5/e5h5help/mergedProjects/00main/images/image14.gif | or [Update] to save the changes to the order |

Points to Ponder

Status changes

Cancelling a goods receipt will change the status of the associated order line:

If there are no more receipts for the given order line, the order line status will change to ‘Outstanding’ once processing has completed.

If other (non cancelled) receipts exist for the order line, the order line status will change to ‘Await Delivery’.

Clearing a ‘Matched’ Goods Receipt

 ‘Matched’ Goods Receipt/s

A goods receipt may have a status of ‘matched’, if the goods receipt/s and the invoice price differ. The system will ‘match’ the goods receipt/s.

The ‘matched’ goods receipt/s will not allow the order to be ‘completed’ until the goods receipt/s for the outstanding monies or quantity has been received.

If there is no invoice left to be received, the user will need to manually clear the ‘matched’ goods receipt/s.

Figure 2



Process

|  |  |
| --- | --- |
| * Identify order
 | Identify the order using the Order List screen |
|  | * Display goods receipts
 | Right Click 🡪 Display 🡪 Goods Receipts |
|  | * Select matched receipt
 | Highlight matched receipt |
|  | * Find outstanding quantity/value
* Insert Value return

or Return* Identify order
 | Identify the value/quantities outstanding, by noting the ‘Invoice quantity’ or ‘Value outstanding’ field/sApplication🡪Insert🡪Value Return or ReturnFetchOn the correct line, input the value/quantity in the ‘Credit quantity’ or ‘Value’ field/s |
|  Update order | http://finlive-app-03.iso.port.ac.uk:8088/e5h5/e5h5help/mergedProjects/00main/images/image14.gif | or [Update] to save the changes to the order |

The order then can be completed, see page 14.

Point to Ponder

Error messages

The receipt will always show as matched but a new ‘outstanding’ goods receipt will appear for the amount cleared.

Completing a Partially Receipted Order Line

Status Restrictions

Completing partially receipted order lines only applies to order lines with a status of Await Delivery.

Process

There are two processes for completing an order which depend on the ‘state’ of the order line, they are:

Invoice(s) outstanding, i.e. the goods receipt status is Outstanding because some goods / services have been received but not yet paid for.

Or

No Invoice(s) outstanding, i.e. the goods receipt status is Complete because all goods / services received have been paid for.

Invoice(s) outstanding

|  |  |
| --- | --- |
| * Identify order
 | Identify the order using the Order List screen |
| * Display lines
 | [Lines]OrRight click 🡪 Display 🡪 Lines |
|  | * Select line to be processed
 | Highlight any field on the line for which the goods receipt is to be marked as complete |
|  | * Display goods receipts
 | Right Click 🡪 Display 🡪 Goods Receipts |
|  | * Select appropriate receipt
 | Highlight any field on the line to be marked as complete |
|  | * Amend goods receipt
 | Right Click 🡪 Edit 🡪 AmendThe Goods Receive/Return or GRN Service Value Edit screen will open |
|  | * Complete goods receipt
 | Enter ‘Y’ in the ‘Complete?’ field |
| * Update Warnings
 | http://finlive-app-03.iso.port.ac.uk:8088/e5h5/e5h5help/mergedProjects/00main/images/image14.gif | to clear a warning and allow further processing of the order |

No invoice(s) outstanding

|  |  |
| --- | --- |
| * Identify order
 | Identify the order using the Order List screen |
| * Display lines
 | [Lines]OrRight click 🡪 Display 🡪 Lines |
|  | * Select line to be processed
 | Highlight any field on the line for which the goods receipt is to be marked as complete |
|  | * Amend goods receipt
 | Right Click 🡪 Edit 🡪 AmendThe Goods Receive/Return or GRN Service Value Edit screen will open |
|  | * Complete line
 | Right Click 🡪 Status 🡪 Revise CompleteThe Purchase Order Enter/Revise screen will open |
| * Update
 | http://finlive-app-03.iso.port.ac.uk:8088/e5h5/e5h5help/mergedProjects/00main/images/image14.gif | or [Update] to save the changes |

Point to Ponder

Error messages

If any error messages are displayed, e.g. ‘Errors exist on the Order Line’, contact the Finance Systems COA e52 Team.



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