



Purchasing/eProcurement



Troubleshooting Guide

Presented By:



CAPITAL ASSETS 4

CATEGORY CODES 4

CONTRACTS 4

DEFAULTS 7

EMAIL NOTIFICATIONS 7

LOCATION IDs 8

PAYMENTS 8

PEOPLESFT TIMEKEEPING VS FINANCIALS 10

PURCHASE ORDER – BUDGET ERROR 10

PURCHASE ORDER - CANCEL 13

PURCHASE ORDER – CANNOT CANCEL 16

PURCHASE ORDER – CANNOT CREATE 17

PURCHASE ORDER – CLEAR OUT/CANCEL ENCUMBRANCE 19

PURCHASE ORDER - CONTRACT 23

PURCHASE ORDER - DISPATCHING 24

PURCHASE ORDER - EDITING 278

PURCHASE ORDER - ERROR 30

PURCHASE ORDER – LOOK-UP 30

PURCHASE ORDER – MATCHING ERROR 31

PURCHASE ORDER – PARTIALLY SOURCED 32

PURCHASE ORDER – PENDING APPROVAL 32

PURCHASE ORDER – PENDING CANCEL 34

PURCHASE ORDER - RECEIVING 34

PURCHASE ORDER – STATUS DEFINITIONS 40

PURCHASE ORDER – VIEW PRINTABLE 40

POP-UP BLOCKER 40

PRIOR YEAR FUNDS 40

PROFILE 40

QUERIES 41

REQUISITION – ACCOUNTING LINES 41

REQUISITION – AMOUNT ONLY 42

REQUISITION - APPROVALS 42

REQUISITION - ATTACHMENTS 43

REQUISITION – BUDGET ERROR 44

REQUISITION - CANCEL 44

REQUISITION – CAPITAL ASSET 49

REQUISITION – CLEAR OUT/CANCEL PRE-ENCUMBRANCE..... 50

REQUISITION - CONTRACT 53

REQUISITION - EDITING..... 55

REQUISITION - EXPEDITE..... 57

REQUISITION – GOING TO BID or SOLE SOURCE..... 61

REQUISITION - INVOICE..... 60

REQUISITION – MULTIPLE DISTRIBUTION LINES 60

REQUISITION – STATUS DEFINITIONS 61

REQUISITION – STUCK APPROVAL 62

REQUISITION – STUCK; CANNOT BUDGET CHECK..... 63

SECURITY 63

SUPPLIER 63

TRAINING 64

WORKLIST ISSUE - APPROVALS 64

CAPITAL ASSETS

- There are ranges of account numbers, 673005-683020, that the Asset group reviews that are not capital assets, such as maintenance and non-capital items over \$5,000.
- All payments from capital accounts 673005-683020, must be made from a Purchase Order. If a Purchase Order is not used, the PeopleSoft Asset Management system will not have a record of the payment.

CATEGORY CODES

- The GENERIC Category Code pre-populates on your requisition so that you do not need to select a category code; be sure to use the correct account in the Account field.

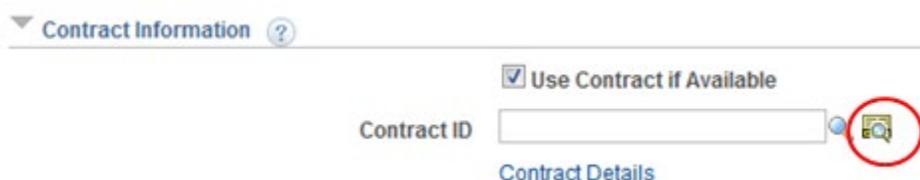
CONTRACTS

- Justin Kelley, in Mayor's Finance, is the SME (subject matter expert) for the Customer Contracts module.
- There is a glitch in the system that doesn't allow attachments in the Customer Contracts module; hopefully we'll have a fix in one of the patches that Oracle sends out.
- If you are looking up a revenue contract in MyFin and cannot find it, contact Contracts & Procurement, extension 80300; not all revenue contracts were converted over to MyFin.
- Looking for specific supplier contracts? There are several ways to find supplier contracts:
 1. As you enter your requisition on the "Edit Requisition – Review and Submit" screen click on the "Details" icon:



Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details
1	Salt and Snow Removal - South		C W CONCRETE AND ASPHALT REMOVAL	1	Each	1188.00	1188.00	

- Then, in the "Contract Information" section, click on the contract search icon (second magnifying glass):



Contract Information ?

Use Contract if Available

Contract ID 

[Contract Details](#)

- Next click “Search”, you don’t need to enter any information, it will bring up all contracts with your selected Supplier. If you click on the “Contract Detail” tab you’ll be able to see which agency “owns” the contract or if it is countywide (designated by either CW or CZ) and you can select either your own agency’s contract, or a countywide contract:

Search Criteria

SetID SHARE

Contract ID

Supplier SetID
Supplier ID

Contract Process Option

Description

Item SetID
Item ID

Master Contract ID

Item Description

Contract Reference Type

Category

Requisition Date 02/08/2016

Corporate Contract

Contract Details

Select	Contract ID	Contract Version	Description	Supplier ID
<input type="checkbox"/>	DA15033		1 DA Snow Removal	0000005585
<input type="checkbox"/>	0000000434		1 CZ Snow Removal	0000005585

- The system will then prompt you with the following:

Message

Affirmation to Use Contract (22300,1)

I affirm that the requested item(s)/service(s) is/are covered under this contract, and that the price is at or below the contracted rate.

This is an opportunity and a reminder to verify that the contract you want to use covers the items or services you’re requesting, and to double check the pricing to make sure it is at or below the contracted rate.

2. **OR** Search supplier contracts by clicking on the “Supplier Contract Inquiry” tile from the Purchasing & Accts Payable homepage, then search for your contract in the “Find an Existing Value” page:

Contract Entry

Add a New Value

Q Find an Existing Value

SetID Q

*Contract ID

Style ID Q

*Contract Process Option

Contract Entry

Find an Existing Value

⊕ Add a New Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Saved Searches

*SetID = Q

Contract ID begins with

Contract Version =

Version Status =

Contract Style begins with Q

Contract Process Option =

Short Supplier Name begins with Q

Supplier Name begins with Q

Master Contract ID begins with Q

Description begins with

^ Show fewer options

Case Sensitive Correct History

3. **OR** You can also run the query "SLC_ALL_CURRENT_SUP_CNTRCT" for a list of only those current supplier contracts, or query "SLC_SUPPLIER_CONTRACTS_T" for a list of all supplier contracts, even expired.

- Encumbering contracts: In MyFin, a contract does not encumber, a PO does. Once a contract is entered and you receive notification that it is complete, enter in a requisition and PO for the amount you would like encumbered for that contract. Then use that PO number on any invoices that come in for that contract work. NOTE: Your PO must be "Amount Only" to be able to make multiple payments if your PO is set up with a quantity of 1.

DEFAULTS

- If you need your default accounting information, “ship to”, “account”, “dept” etc. changed contact [Rachael](#) in Contracts & Procurement, extension 80310, and she can update your defaults.

EMAIL NOTIFICATIONS

- If you do not want to receive email notifications from MyFin you will need to set up an Outlook rule to have them routed to your junk mail folder. There is not a way to turn it off for one user in the system, which would mean those that want to receive them couldn't.
- If emails are going to the wrong person, your email address needs to be updated. Go to the Compass Icon>Navigator>My System Profile and edit your email address and click “Save”:

The screenshot shows the 'My System Profile' page with the following sections:

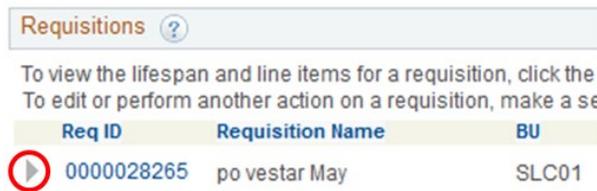
- Records** (breadcrumb)
- General Profile Information**
 - Antigone Hilton Carlson
 - Password**
 - [Change password](#)
 - Change or set up forgotten password help
 - Personalizations**
 - My preferred language for PIA web pages is: English
 - My preferred language for reports and email is: English (dropdown)
 - Currency Code: [input]
 - Default Mobile Page: [input]
 - Alternate User**
 - If you will be temporarily unavailable, you can select an alternate user to receive your routings.
 - Alternate User ID: [input]
 - From Date: [calendar] (example:12/31/2000)
 - To Date: [calendar] (example:12/31/2000)
 - Workflow Attributes**
 - Email User
 - Worklist User
 - Miscellaneous User Links**
 - Email**
 - Table with columns: Primary Email Account, Email Type, Email Address
 - Row 1: Business (dropdown), ACarlson@sloc.org (input)
 - IM Information**
 - Table with columns: Protocol, XMPP Domain, UserID, Password
 - Row 1: XMPP, [input], [input], [input]
 - Save** (button)

LOCATION IDS

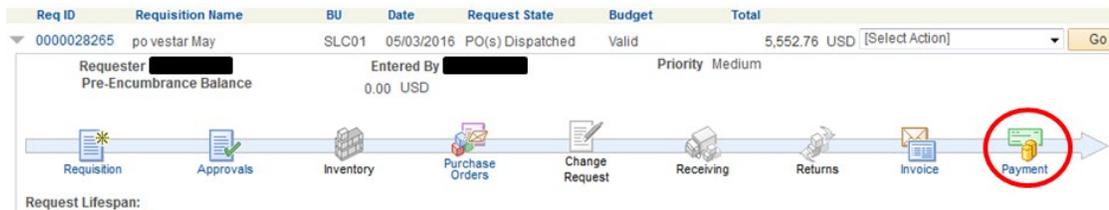
- Facilities is over the locations and their addresses in PeopleSoft – new buildings/locations are coordinated between both [Facilities](#) and [Contracts & Procurement](#).

PAYMENTS

- If you need to check to see if payment has been made you can:
 - Check the lifeline on your “Manage Requisitions” screen by clicking the gray triangle to the left of your req. number:



- If the “Payment” icon on the lifeline is in color, you can click on it to see what payments have been made (if it is grayed out, no there haven’t been any payments made yet):



- It will then display your payment info. (be sure to note that there may be multiple vouchers listed, check to see if there are multiple pages to view, if there are, you can click “View All” to see them all on one page, although the page will give a summary):

Requisition to PO & Recvng New Window

Business Unit SLC01 Requisition ID 0000028265

PO Voucher 1 of 1 | View All

Business Unit SLC01 Requisition ID 0000028265 PO Number 0000026679 Voucher ID 00144127

PO Payment 1 of 1 | View All

Bank Name US BANK OF UTAH	Payment Reference ID 0030298
Pay Cycle CHECK	Accounting Date 05/17/2016
Pay Cycle Seq # 377	Payment Date 05/17/2016
Supplier Name Vestar Gateway, LLC	Days Outstanding 15
Address Department #880114	Payment Clear Date 08/01/2016
Address Line 2 PO Box 29650	Reconcile Date 08/01/2016
City Phoenix AZ 85038-9650 USA	Payment Date 05/17/2016
Payment Amount 5,552.76 USD Payment Method CHK	
Description	

Review Payments 1-1 of 1

Details Additional Details

Business Unit	Voucher ID	Advice Sequence	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Payment Currency
SLC01	00144127	2	05/01/2016	009491HWAC01	5,552.76	5,552.76	USD

- **OR** You can click the “AP/PO Inquiry” tile from the Purchasing & Accts Payable homepage, then enter your PO number in the PO Number field:

PO Inquiry

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Saved Searches

*Business Unit =

PO Number begins with

Purchase Order Date =

Supplier ID begins with

Short Supplier Name begins with

^ Show fewer options

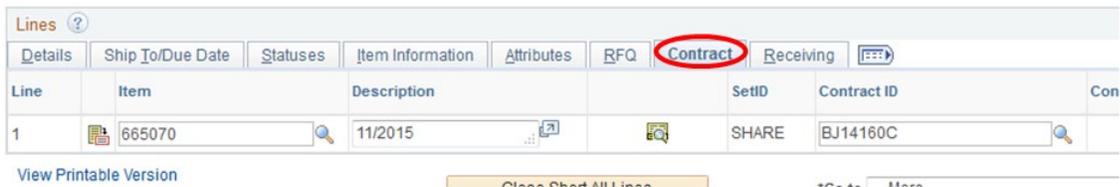
- If you submit an invoice to AP for payment, but they say they cannot find your PO you should go back to your “Manage Purchase Orders” page and make sure that your PO is dispatched; if it isn’t dispatched AP cannot access it.
- Multiple invoices: According to Accounts Payable, only one invoice can be on a voucher, but multiple vouchers can be on a single payment.

PEOPLESOFT TIMEKEEPING VS FINANCIALS

- Keep in mind that the timekeeping and financial systems are two different sites. Access MyFin (PeopleSoft Financials) at <https://psfin.slcounty.org/>.

PURCHASE ORDER – BUDGET ERROR

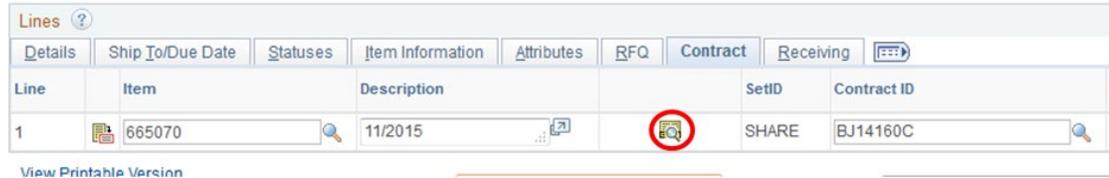
- If you get a budget error on your PO, you should verify that the PO is linked to the correct *version* of the contract. Getting the correct contract version will clear up this budget issue. From the “Maintain Purchase Order” screen, click on the “Contract” tab:



The screenshot shows the 'Maintain Purchase Order' screen with the 'Contract' tab selected. The 'Contract' tab is circled in red. The table below shows the contract details for line 1.

Line	Item	Description	SetID	Contract ID	Con
1	665070	11/2015	SHARE	BJ14160C	

- Then click on the “Contract Search” icon:



The screenshot shows the 'Maintain Purchase Order' screen with the 'Contract' tab selected. The 'Contract Search' icon is circled in red.

Line	Item	Description	SetID	Contract ID	Con
1	665070	11/2015	SHARE	BJ14160C	

- On the next screen, simply click “Search”, and it will automatically bring up the current version of the contract:

Contract Search

Search Criteria

SetID	SHARE	Supplier SetID	SHARE
Contract ID	<input type="text" value="BJ14160C"/>	Supplier ID	0000003616
Contract Process Option	<input type="text"/>	Item SetID	SHARE
Description	<input type="text"/>	Item ID	665070
Master Contract ID	<input type="text"/>	Item Description	11/2015
Contract Reference Type	<input type="text"/>	Category	665070
PO Date	04/26/2016	Corporate Contract	<input type="text"/>

Contract Details Personalize | Find | View

Select	Contract ID	Contract Version	Contract Reference Type	Category	Item ID	Item Description
<input type="checkbox"/>	BJ14160C		2 Open Item			

- Then check the box of the contract, click “OK” and do the budget check again; the PO should pass.
- If you get the Budget Processor error, “The purchase order cannot be saved. Because Budget Processor is running against this document in the background”, when trying to budget check your PO:
 - From the homepage go to the process monitor (it’s one of the tiles on the Purchasing & Accounts Payables homepage), and then look for any items that have no success in the run status:

View Process Request For

User ID JSBarnes Type Last 1 All
 Server Name Instance From Instance To Report Manager
 Run Status Distribution Status Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1348567		PSJob	POXMLP	JSBarnes	11/19/2021 11:23:54AM MST	Success	Posted	Details
<input type="checkbox"/>	1348566		Application Engine	FS_BP	JSBarnes	11/19/2021 11:23:11AM MST	Success	Posted	Details
<input type="checkbox"/>	1348551		PSJob	POXMLP	JSBarnes	11/19/2021 11:03:25AM MST	Success	Posted	Details
<input type="checkbox"/>	1348548		Application Engine	FS_BP	JSBarnes	11/19/2021 11:02:47AM MST	Success	Posted	Details
<input type="checkbox"/>	1348541		Application Engine	FS_BP	JSBarnes	11/19/2021 10:59:34AM MST	No Success	Posted	Details
<input type="checkbox"/>	1348534		PSJob	POXMLP	JSBarnes	11/19/2021 10:56:26AM MST	Success	Posted	Details
<input type="checkbox"/>	1348527		Application Engine	FS_BP	JSBarnes	11/19/2021 10:49:38AM MST	Success	Posted	Details

- Then click on that Details hyperlink and click "Restart Request":

Process

Instance 1348541 Type Application Engine
 Name FS_BP Description Comm. Cntrl. Budget Processor
 Run Status No Success Distribution Status Posted

Run

Run Control ID BP0000337584
 Location Server
 Server PSNT
 Recurrence

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

Date/Time

Request Created On 11/19/2021 10:59:34AM MST
 Run Anytime After 11/19/2021 10:59:34AM MST
 Began Process At 11/19/2021 10:59:57AM MST
 Ended Process At 11/19/2021 11:00:12AM MST

Actions

- [Parameters](#)
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)
- [Transfer](#)
- [View Locks](#)

- And then OK. See if it goes to complete. If it doesn't, go back in and delete the request and then when you click the budget check it will start a new process for it.

PURCHASE ORDER - CANCEL

- To cancel your PO: From the “Maintain Purchase Order” screen, click the red ‘X’ in the upper right-hand corner:

- A warning will come up letting you know that you can’t make any changes after canceling and asking if you want to continue. Select “Yes”. On the next screen, be sure to select “Yes, Re-Source all Req’s” (it defaults to “No”) then click “Continue”:

- To cancel a PO that has already been dispatched: Use the Buyer’s Workbench by clicking the “Buyer’s Workbench” tile on the Purchasing & Accts Payable homepage, and click “Search”:

- Then click “Close_PO” (all of the options do the same thing, so you can select any of them):

View 10 First 1-29 of 29 Last			
Business Unit	WorkBench ID	Description	
SLC01	0000035179	asz Close	>
SLC01	0000041488	Close PO	>
SLC01	0000042029	Cancel PO	>
SLC01	0000042049	Close PO	>
SLC01	0000042610	Close PO	>
SLC01	0000043025	Close PO	>
SLC01	0000043413	Close PO	>
SLC01	0000047932	Cancel PO	>
SLC01	0000067400	MountainLand Supply	>
SLC01	0000068369	Tiger Medical	>
SLC01	64543	Cancel	>
SLC01	66752	different program paying	>
SLC01	BH	9close po	>
SLC01	CLOSE	close	>
SLC01	CLOSE_PO	close	>
SLC01	GA	budget check	>

- o Enter your PO number in the “Purchase Order” and “To” fields then click “Search”:

Buyer's WorkBench

Filter Options

Business Unit SLC01 WorkBench ID CLOSE_PO

Description close

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Purchase Order	0000026761	To	0000026761
PO Date		To	
Activity Date		To	
Due Date		To	
Request BU		Requisition ID	
Supplier ID			
Item ID			
Buyer			
Contract SetID		Contract Version	
Contract ID			
Release Number			
GPO ID			
GPO Contract			

Status

Open Pending Appr Approved Denied

Dispatched Cancelled Include Closed

Receiving

Recv Req: Optional

All Not Received Partially Received Fully Received

Matching

Required Not Required

All None Partial Match Fully Matched

Encumbrance

Open Encumbrances

ChartFields Personalize | Find | View All | First 1 of 1

GL Unit	Fund	Agency	Dept	Account	Program	Bud Ref	Fund Source	PC

Search Return to Buyer's WorkBench

- o Next, click the box to select the PO and then click “Cancel”:

*Description

Select POs for Further Processing

List of Purchase Orders Personalize | Find

Detail Other [...]

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Supplier ID	Buyer	M A
<input type="checkbox"/> 0000026761	<input type="checkbox"/>	Dispatched	N	05/06/2016	05/06/2016	0000006881	[REDACTED]	S

Select All Clear All

Action:

- On the next screen, mark the box to re-source the requisition and then click “Yes” to proceed:

Select POs for Further Processing

Re-Source Requisition?

Accounting Date for Action 07/01/2016

Update Budget Date Equal to

Not Qualified Personalize | View All | [?] First 1 of 1 Last

PO ID	Log
	<input type="checkbox"/>

Qualified Personalize | View All | [?]

PO ID	Line	Sched
0000026761		

Proceed: [Return to Buyer's WorkBench](#)

- It will bring you back to the Buyer’s Workbench and you need to click on “Budget Check” to free up the funds:

Select POs for Further Processing

List of Purchase Orders Personalize | Find

Detail Other [...]

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Supplier ID	Buyer	M A
<input checked="" type="checkbox"/> 0000026761	<input type="checkbox"/>	Pending Cancel	N	05/06/2016	07/01/2016	0000006881	[REDACTED]	S

Select All Clear All

Action:

- Then click on “Yes” to proceed again. You will notice that when you come back to the Buyer’s Workbench, the PO Status shows “Pending Cancel” the reason is that since the PO was

previously dispatched the system requires the PO to be dispatched again to fully cancel. So you'll need to then select "Dispatch":

Select POs for Further Processing

List of Purchase Orders Personalize | Fin

Detail Other

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Supplier ID	Buyer
<input checked="" type="checkbox"/> 0000026761		Pending Cancel	N	05/06/2016	07/01/2016	0000006881	

Select All Clear All

Action:

- Next you'll click on "Yes" to proceed, one last time.

PURCHASE ORDER – CANNOT CANCEL

- If you need to cancel your PO, but you have already received the item(s), you will need to go and cancel the receipt before you can cancel the PO. To find out what your receipt number is, go to your "Manage Requisitions" screen, on the "lifeline" click on the "Receiving" icon and it will give you the Receipt ID:

Requester: Entered By: Priority: Medium

Pre-Encumbrance Balance: 0.00 USD

Request Lifespan:

- Once you know your receipt number click on the "Receiving" option on the left nav./menu, click "Find an Existing Value", and search for your receipt (you can also search by PO number):

Requisition to PO & Recving

Manage Requisitions Receiving

Create Requisition

Expedite Requisitions

Manage Purchase Orders

Purchase Order Inquiry

Receiving

Sourcing Workbench

Add a New Value

*Business Unit: SLC01

*Receipt Number: NEXT

PO Receipt

Add

Requisition to PO & Recvng

- Manage Requisitions
- Create Requisition
- Expedite Requisitions
- Manage Purchase Orders
- Purchase Order Inquiry
- Receiving**
- Sourcing Workbench

Receiving

Find an Existing Value ⊕ Add a New Value

Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches:

*Business Unit:

Receipt Number:

Bill of Lading:

PO Business Line:

Item ID:

PO Number:

Ship To Location:

Shipment Number:

Supplier ID:

Received Date:

Receipt Status:

User ID:

Case Sensitive

- Then you'll click the red "X" in the upper right-hand corner of the receipt:

Maintain Receipts

Receiving

Business Unit: SLC01 Receipt Status: Fully Received X

Receipt ID: 0000003994 Add Header Comments Activites

Header Details Document Status

Header

Select Purchase Order

Receipt Lines Personalize | Find | View All | First 1 of 1 Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	Device Track
1		SEPH 103-CC DESIGN LEARN T	1.0000	EA	996.00000	1.0000	Received	609055	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track X

Interface Receipt Run Close Short Interface Asset Information

- Now you will be able to cancel your PO.

- If you need to cancel a PO that hasn't been received yet but says it is tied to an active voucher, you will need to contact Accounts Payable and ask them to cancel the voucher against your PO so that you can move forward with canceling your PO.

PURCHASE ORDER – CANNOT CREATE

- If you have a requisition that says that it is sourced to a PO, but there isn't a PO associated with it and you are unable to edit the requisition because it says it has been sourced, you should contact the IS Service Desk and ask them to restart the process in the Process Monitor.

- When you have expedited a requisition and then it seems to go nowhere (a PO hasn't been created), you can use the "Sourcing Workbench" to diagnose the problem and move the requisition out of the sourcing tables. Click on the "Sourcing Workbench" option on the left nav./menu when you are in the "Requisition to PO & Receiving" tile from the Purchasing & Accts Payable homepage:
 - Once there, you can select various "State Status" options (most of the time they are under "Error", so that is a good place to start, if you leave this field blank it will take forever to load because all the successes will show up as well):

- Next, find your name in the "Buyer" column, or req number in the "Requisition ID" column and then click on the 📄 icon to get the details of the error, for example:

02120000
 PO ID UNASSIGNED Viewing information
Schedule Details
 Message Either no supplier was found for this item (no supplier, or supplier_invoice table), or the given/found supplier/location is inactive.

- ✚ This particular error message tells you that the supplier is inactive, get in touch with the Supplier Team, suppliers@saltlakecounty.gov, and see when they are going to activate the supplier (any time a change is made to the supplier, it is flipped to unapproved, and must be approved by another set of eyes. The process usually doesn't take very long.)

- Once you know what the error detail is, click "Return to Sourcing Page" toward the top of the screen:

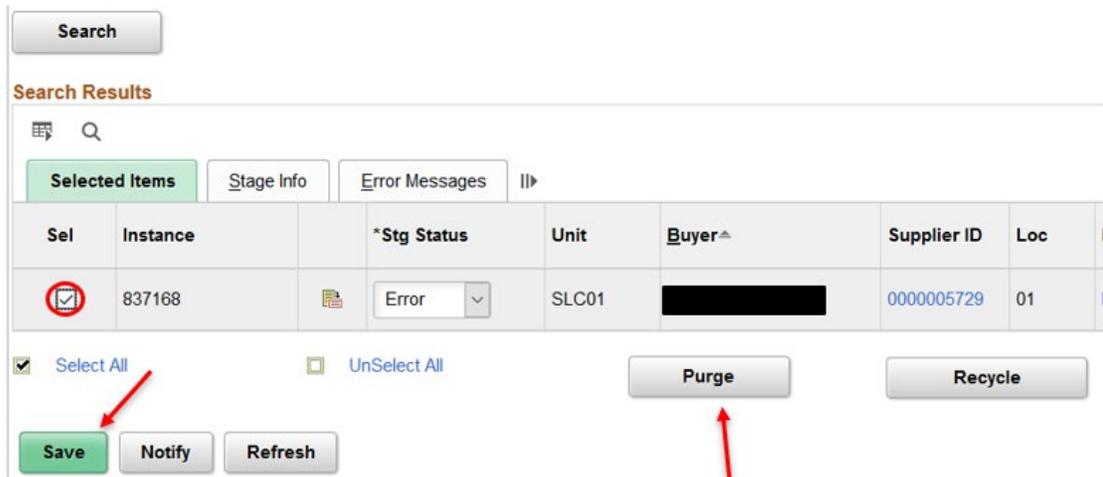
Sourcing Details

[Return to Sourcing Page](#)

Process Instance 394198

Business Unit SLC01

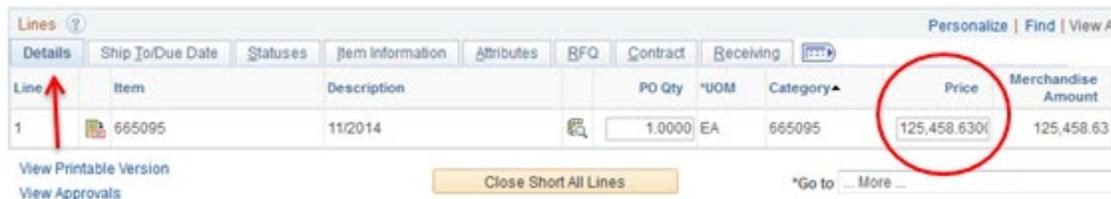
- Then click on the box to the left of the "Instance" number, followed by "Purge", and finally "Save":



- This will kick it back to your "Expedite Requisitions" screen and allow you to re-source to a PO once the error is resolved. (Note: If the error is that the contract maximums would be exceeded, please get in touch with Rachael, [Contracts Administrator](#), to verify the amounts on the contract and the best way to proceed).

PURCHASE ORDER – CLEAR OUT/CANCEL ENCUMBRANCE

- If you have a *current year* PO that is linked to a contract and you need to clear out the encumbrance, simply change the price on your PO: From the "Manage Purchase Order" screen you can adjust the amount in the "Price" field (on the "Details" tab):



- Then you will want to "Finalize" the document (so that no pre-encumbrance lingers on the requisition) by clicking on the "Finalize Document" icon, up by the "Budget Status":

PO Status Approved
Budget Status Valid



- After finalizing, you will need to do another budget check, it will kick back to “Not Chk’d”, and if the PO was previously dispatched, you’ll need to re-dispatch it.
- To close a PO that still has encumbered funds to free up the encumbrance use the “Buyer’s Workbench” by clicking the “Buyer’s Workbench” tile on the Purchasing & Accts Payable homepage, and click “Search”:

Buyer's WorkBench

Find an Existing Value Add a New Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches Saved Searches: Choose from saved searches

*Business Unit:

WorkBench ID: begins with

Description: begins with

Case Sensitive

- Then click “Close_PO” (all of the options do the same thing, so you can select any of them):

Business Unit	WorkBench ID	Description	
SLC01	0000035179	asz Close	>
SLC01	0000041488	Close PO	>
SLC01	0000042029	Cancel PO	>
SLC01	0000042049	Close PO	>
SLC01	0000042610	Close PO	>
SLC01	0000043025	Close PO	>
SLC01	0000043413	Close PO	>
SLC01	0000047932	Cancel PO	>
SLC01	0000067400	MountainLand Supply	>
SLC01	0000068369	Tiger Medical	>
SLC01	64543	Cancel	>
SLC01	66752	different program paying	>
SLC01	BH	9close po	>
SLC01	CLOSE	close	>
SLC01	<u>CLOSE_PO</u>	close	>
SLC01	GA	budget check	>

- Enter your PO number in the “Purchase Order” and “To” fields then click “Search”:

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Purchase Order: 0000026737 To: 0000026737

PO Date: To:

Activity Date: To:

Due Date: To:

Request BU: Requisition ID:

Supplier ID:

Item ID:

Buyer:

Contract SetID: Contract Version:

Contract ID:

Release Number:

GPO ID:

GPO Contract:

Status

Open Pending Appr Approved Denied

Dispatched Cancelled Include Closed

Receiving

Recv Req: Optional

All Not Received Partially Received Fully Received

Matching

Required Not Required

All None Partial Match Fully Matched

Encumbrance

Open Encumbrances

ChartFields Personalize | Find | View All | First 1 of 1

Chartfields

GL Unit	Fund	Agency	Dept	Account	Program	Bud Ref	Fund Source	PC
<input type="text"/>								

- Next, click the box to select the PO and then click "Close":

*Description

Select POs for Further Processing

List of Purchase Orders Personalize | Find

Detail Other

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Supplier ID	Buyer
<input type="checkbox"/> 0000026737		Approved	N	05/06/2016	06/08/2016	0000002264	

Select All Clear All

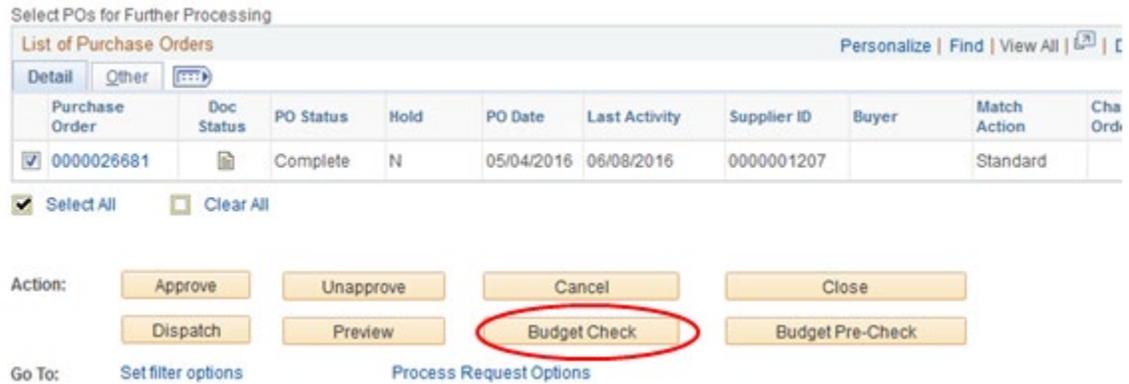
Action:

Go To: [Set filter options](#) [Process Request Options](#)

- The PO is currently "Not Qualified"; you can click on the "Log" to find out why. If there is an arrow in the middle, as shown below, you can check the box and click to arrow to force the qualification:

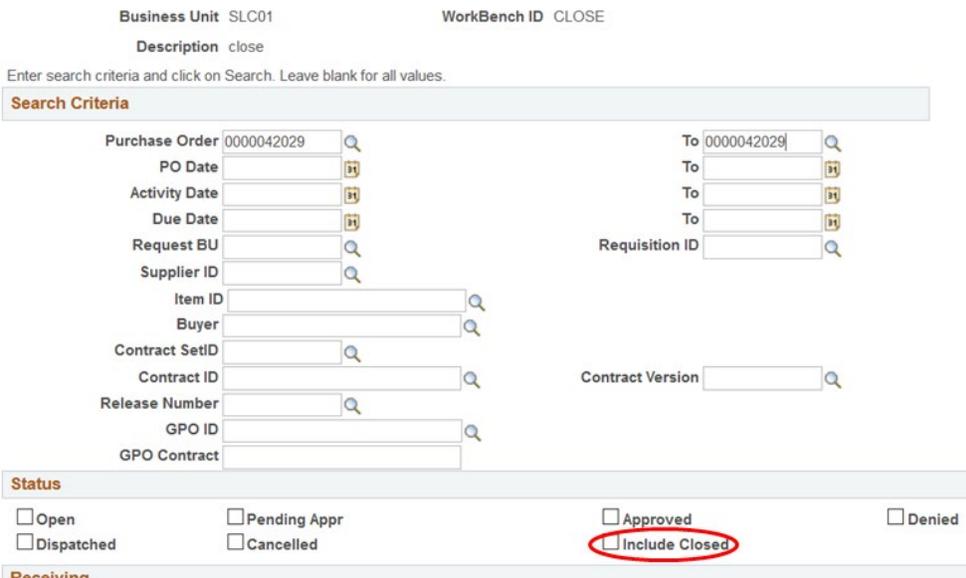


- Then click “Yes” to proceed. It will bring you back to the Buyer’s Workbench and you need to click on “Budget Check” to free up the funds:



- Finally, click on “Yes” to proceed again.

- If you have closed a PO via the Buyer’s Workbench, but forgot to Budget Check, the encumbrance still exists. You will need to go back to the Buyer’s Workbench, put in the PO number, as you normally would, in both the “Purchase Order” and “To” fields, but then below that check the box that says “Include Closed”:



- Then when you search the PO will come up and you will be able to perform the Budget Check to release the encumbered funds.

PURCHASE ORDER - CONTRACT

- Contracts should be linked to purchases at the requisition level, however, if you have forgotten, here are the steps to adding the contract to the PO:
 - Open your PO for editing, toward the bottom of the “Maintain Purchase Order” screen click on the “Contract” tab, then click on the “Contract Search” icon to search for the contract ID (if you have more than one line, be sure to add the contract to each line):

Maintain Purchase Order
Purchase Order

Business Unit SLC01 PO Status Pend Appr
PO ID 0000046111 Budget Status Valid

Copy From Hold From Furt

Header ?

*PO Date 05/04/2018 Supplier Search
*Supplier K&H INTEG\$-001 Supplier Details
*Supplier ID 0000003041 K&H INTEGRATED PRINTING SOLUTIONS Receipt Status Not Recvd
*Buyer *Dispatch Method Email

PO Reference Online Src From Req 0000048667

Header Details Activity Summary
PO Defaults Add Comments
PO Activities Add Ship To Comments
Requisitions Document Status
Actions

Amount Summary ?

Merchandise	33,250.53
Freight/Tax/Misc.	0.00
Total Amount	33,250.53
Encumbrance Balance	33,250.53

Add Items From ?

Catalog Item Search
Purchasing Kit

Select Lines To Display ?

Search for Lines Line To

Lines ?

Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving	SetID	Contract ID
Line	Item	Description							
7	<input type="text"/>	Prepress Charge					SHARE		<input type="text"/>
3	<input type="text"/>	Green Military Outer					SHARE		<input type="text"/>

- On the “Contract Search” screen, when you click “Search” it will automatically bring up any contract with your Supplier (if multiple contracts come up check the “Contract Detail” tab to make sure you select the correct contract), just click on the contract you need and click “OK”:

Contract Search

Search Criteria

SetID	SHARE	Supplier SetID	SHARE
Contract ID	<input type="text"/>	Supplier ID	0000003041 K& SC
Contract Style	<input type="text"/>	Item SetID	SHARE
Contract Process Option	<input type="text"/>	Item ID	<input type="text"/>
Description	<input type="text"/>	Item Description	Prepress Charge
Master Contract ID	<input type="text"/>	Category	GENERIC
Contract Reference Type	<input type="text"/>	Corporate Contract	<input type="text"/>
PO Date	05/04/2018		

Contract Details

Item Detail	Contract Reference	Contract Detail				
Select	Contract ID	Contract Version	Description	Supplier ID	Supplier Name	Mas Con
<input checked="" type="checkbox"/>	EL08100C		2 CLK -Elections Ballot Printing	0000003041	K&H INTEGRATED PRINTING SOLUTIONS	

- Once you have selected your contract click “Save”. You may have to exit that screen and then go back in to move forward.
- If your PO was in a “Pend Appr” state, the system will not recognize the contract has been added if you did not use the Contract Search icon to the *left* of the Contract ID field (as outlined above) and simply saving the contract does not cause the PO Status to be “Approved”; in this case, either go back to the contract tab and use the Contract Search icon, **or** change the “Price” of your PO, on the “Details” tab, down by \$1 (or whatever amount), click “Save”, then put the “Price” back up to the original amount and click “Save” again:

Lines Personalize | Find | V

Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving

Line	Item	Description	PO Qty	UOM	Category	Price	Mer
7	<input type="text"/>	Prepress Charge	2.0000	EA	GENERIC	100.00000	
3	<input type="text"/>	Green Military Outer	500.0000	EA	GENERIC	0.04129	
2	<input type="text"/>	Green Military Affidavit	1000.0000	EA	GENERIC	0.03751	
5	<input type="text"/>	No Indicia Outer Envelopes	22050.0000	EA	GENERIC	0.04129	
4	<input type="text"/>	Standard Outer Envelope	274450.0000	EA	GENERIC	0.04129	
1	<input type="text"/>	Standard Return Affidavit	294450.0000	EA	GENERIC	0.03751	
6	<input type="text"/>	Secrecy Envelopes	294450.0000	EA	GENERIC	0.03296	

- Your PO Status will now be “Approved” and you can move forward.

PURCHASE ORDER - DISPATCHING

- If the “Dispatch” button on your PO is grayed out, click the “Submit for Approval” icon (green checkmark), then the “Budget Check” icon (magnifying glass) in the upper right-hand corner:

PO Status Open
Budget Status Not Chk'd

Hold From Further Processing

Receipt Status Not Recvd
Dispatch Method Email

Dispatch

- Once the “PO Status” is “Approved” and the “Budget Status” is “Valid”, the “Dispatch” button is available:

PO Status Approved
Budget Status Valid

Hold From Further Processing

Receipt Status Not Recvd
*Dispatch Method Email

Dispatch

- If you get a “Server not Found” message when trying to dispatch, on the “Dispatch Options” screen that comes up when you click “Dispatch”, select “PSNT” in the “Server Name” options:

Dispatch Options

Use One Ship To Ship To 1046

Dispatch Options

Fax Cover Page Test Dispatch
 Print BU Comments
 Print Duplicate on PO

Server Name

*Output Destination Type WEB

Output Destination Format PDF
Template ID

Process Control Option

Supplier/Contact Fax/Email

Email ID jmcad

One Time Fax/Email

The following fax / e-mail will override the supp

Email ID purcha

Look Up Server Name

Server Name: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-4 of 4 Last

Server Name	Description	Operating System
PSCDB	PSCDB	Windows
PSNT	NT Server Agent	Windows
PSOS390	DB2/OS390 Server Agent	OS390
PSUNIX	UNIX Server Agent	UNIX

- If your PO just will not dispatch, nothing happens: check the email address you entered on the “Dispatch Options” screen, if the email address is invalid the PO will not dispatch:

Dispatch Options

Use One Ship To

Dispatch Options

Fax Cover Page

Server Name

*Output Destination Type WEB

Output Destination Format PDF

Template ID

Process Control Option

Supplier/Contact Fax/Email

Email ID jmcadams@ymcasa

One Time Fax/Email

The following fax / e-mail will override the supplier/contact infor

Email ID acarlson@slc.org

OK Cancel Refresh

- When dispatching your PO if you get an error message that says the PO is “being processed by batch programs” there is a bug in the system with the auto-numbering that will cause this. The batch process to dispatch needs to be restarted in the “Process Monitor”, that tile can be found on the Purchasing & Accts Payble homepage. If you are unable to restart the process, open a ticket with IS and let them know which instance is hung up.
- Not all POs need to be signed: If your PO needs to be sent to the Supplier, then the Mayor/Designee will need to sign it to make it a fully executed, valid document. You can email it to slco-purchasing@saltlakecounty.gov, and Contracts & Procurement will take care of getting the appropriate signature(s). If your PO is *not* being sent to the Supplier, then you can keep it for your records without sending it through for signatures.
- When dispatching your POs, you should dispatch to yourself (or your Agency’s generic email for POs, if you have one). Then if your PO needs to be executed send it on to slco-purchasing@saltlakecounty.gov.
- If you do not need a copy of your PO, feel free to change the “Dispatch Method” to “Phone” and then the PO will dispatch without sending an email:

Receipt Status Not Recvd

*Dispatch Method Phone

Dispatch

PURCHASE ORDER - EDITING

- There is not a way to “un-dispatch” a PO and recall the PO that was dispatched; however, you can make edits to a dispatched PO. It will kick the “PO Status” back to “Approved” and you will need to re-dispatch the PO.
- If your Supplier has multiple addresses, in order to get the payment to the correct location, you will need to select the appropriate address on the PO. On the Maintain Purchase Orders screen, click on “Supplier Details”, then select the correct address and click “OK”:

The screenshot shows the 'Maintain Purchase Order' interface with a 'Supplier Details -- STATE OF UTAH' dialog box open. The dialog box contains the following information:

- Business Unit: SLC01
- PO ID: 0000046180
- *Location: 002
- *Address: 71 (highlighted with a red circle)
- Contact: (empty)
- Salesperson: (empty)

Buttons for 'Show Address Details', 'Show Contact Details', and 'Show Salesperson Details' are visible next to their respective fields. At the bottom of the dialog box, there are 'OK', 'Cancel', and 'Refresh' buttons. A red arrow points to the 'OK' button.

- Increasing PO Amounts (current year POs **only**): Sometimes quotes are received that don’t include shipping, so when the invoice is received the PO is short the amount of shipping. You can simply make the change to the PO price, on the “Maintain Purchase Orders” screen. You should also attach your new back-up to the PO line by simply clicking on the “Comments” icon on the bottom of your PO:

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	TR STATION BAY 1	TR STATION BAY 1	1.0000	EA	GENERIC	56,521.02000	56,521.92	Open

Click the + icon to be able to add additional documentation:

PO Line Comments

Business Unit SLC01 PO ID 0000054851 Supplier STALLINGSS-001
Line 1

Retrieve Active Comments Only Retrieve

*Sort Method Comment Time Stamp *Sort Sequence Ascending Sort

Comments Find | View All First 1 of 1 Last
Use Standard Comments Comment Status Active Inactivate
Use Item Specifications

Send to Supplier Show at Receipt
 Show at Voucher

Associated Document
Attachment Stall_Constr.pdf Attach View Delete Email

Then click “Attach” and find your attachment and attach like you do on requisitions:

Business Unit SLC01 PO ID 0000054851 Supplier STALLINGSS-001
Line 1

Retrieve Active Comments Only Retrieve

*Sort Method Comment Time Stamp *Sort Sequence Ascending Sort

Comments Find | View All First 2 of 2 Last
Use Standard Comments Comment Status Active Inactivate
Use Item Specifications

Send to Supplier Show at Receipt
 Show at Voucher

Associated Document
Attachment Attach View Delete Email

The change will require new approvals from your fiscal approver(s), and once approved you can do a new budget check and re-dispatch the Purchase Order. Please note: Any change to a PO amount **must be done in the same budget year**. If you try to change a PO amount from a different year you will likely lose your encumbrance because you won't be able to re-budget check the PO and AP will no longer be able to pay from it.

- If you forgot to check the “Amount Only” box on your requisition, you don't have to cancel your PO; you can still make that designation on the “Maintain Purchase Order” screen, click on the “Attributes” tab toward the bottom of the screen and check the “Amount Only” box (for current year POs):

Lines ? Personalize Find | View All | First 1 of 1

Details Ship To/Due Date Statuses Item Information Attributes BFO Contract Receiving

Line	Item	Description	Physical Nature	*Price Qty	*Price Date	Amount Only
1	665095	11/2014	Services	Schedule	PO	<input type="checkbox"/>

View Printable Version View Approvals Close Short All Lines *Go to More ...

- Note: the quantity on your PO must be 1 when designating amount only, as it should be used for services only.

- If your PO was already dispatched, making this change will require you to re-budget check your PO (it will remain dispatched though).
- If your PO needs to be for *less* than the approved amount from your requisition: From the “Manage Purchase Order” screen you can adjust the amount in the “Price” field (on the “Details” tab):

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount
1	665095	11/2014	1.0000	EA	665095	125,458.6300	125,458.63

- Then you will want to “Finalize” the document (so that no pre-encumbrance lingers on the requisition) by clicking on the “Finalize Document” icon, up by the “Budget Status”:



- After finalizing, you will need to do another budget check, it will kick back to “Not Chk’d”, and if the PO was previously dispatched, you’ll need to re-dispatch it.
- If your invoice comes in for *less* than your PO amount and your PO is designated “Amount Only” you can send your invoice to Accounts Payable and let them know to Finalize, and they will liquidate the remaining balance of the PO once the voucher is created for payment.
- When making price changes to the PO after it has been dispatched, it will create a Change Order to the PO and ask you for a “Reason Code”. This is just for tracking, when the screen comes up, click on the magnifying glass and simply select the appropriate reason. You can also add additional comments in the comments section if need be:

Reason Code Page

Enter a reason code and comment for making changes that are being tracked.

Unit: SLC01 PO ID: NN13133P

Reason Code:

Comment:

Use Same Reason Code

OK Cancel Refresh

Look Up Reason Code

SetID: SHARE
Reason Type: Procurement Change

Reason Code: begins with
Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-3 of 3 Last

Reason Code	Description
OTHER	Other
PRICECHG	Vendor Price Change
QUANTITY	Quantity Change

PURCHASE ORDER - ERROR

- If you receive an error when attempting to save your PO that says “Error on line 1. Amount on schedule 1, not equal to the sum of distributions. When distributing by amount the distributions must sum the amount of their schedule”, unfortunately, you will need to cancel your PO. There is a bug that causes this from time to time.
 - After you cancel your PO, you will need to go to the “Requester’s Workbench” and cancel/close the lines on the requisition that it will allow.
 - Then go back to your “Manage Requisitions” screen and budget check the req. to get a valid budget status.
 - Once there is a valid budget status, go back to the “Requester’s Workbench” and cancel/close the requisition.
 - You will then need to create a new requisition.

PURCHASE ORDER – LOOK-UP

- When you need to look up a PO that you did not create (either one that Contracts & Procurement or someone else that you don’t have access to created it), instead of looking at “Manage Purchase Orders” where you would search for your own, click on the “Purchase Order Inquiry” option in the left nav./menu, located within the “Requisition to PO & Receiving” tile on the Purchasing & Accts Payable homepage, and you can access the viewing rights to any PO:

Requisition to PO & Receiving

- Manage Requisitions
- Create Requisition
- Expedite Requisitions
- Manage Purchase Orders
- Purchase Order Inquiry**
- Receiving
- Sourcing Workbench

Purchase Order Inquiry

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

*Business Unit = SLC01

PO ID begins with

Contract SetID begins with

Contract ID begins with

Release Number =

Purchase Order Date =

PO Status =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer begins with

Buyer Name begins with

^ Show fewer options

Case Sensitive

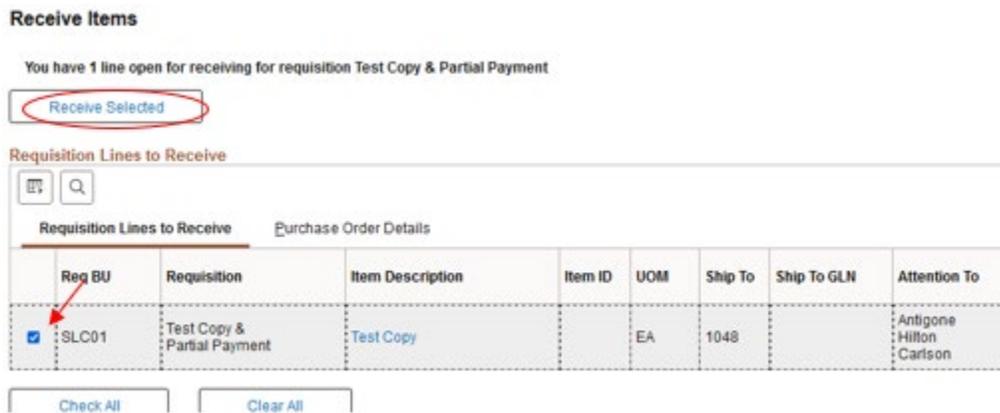
Search Clear

PURCHASE ORDER – MATCHING ERROR

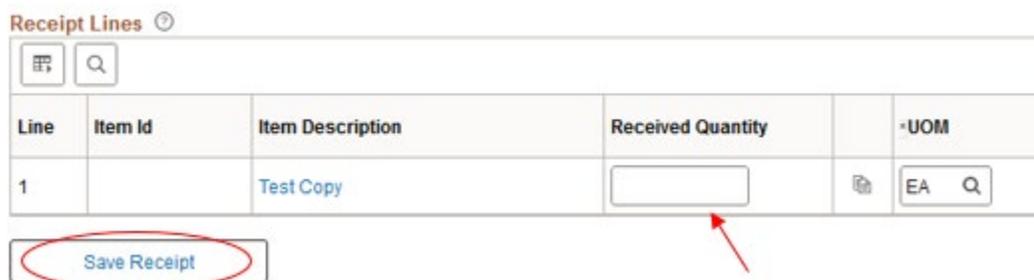
- After sending an invoice to Accounts Payable, if you receive an email stating there is an error in the matching process the system is doing a 3-way match and is looking for a receipt. If you have purchased a service, you can go in and designate your PO “Amount Only”. If you have purchased goods, you will need to receive the items (see pg. 35 for instruction on how to receive when you didn’t create the req/PO). Go to “Manage Requisitions” and select “Receive” from the drop-down menu on the right-hand side of the requisition, then “Go”:



- Check the box and click “Receive Selected”:



- Enter the quantity you received and then click “Save Receipt”:



- Let Accounts Payable know the item(s) has been receipted and they will now be able to make payment.

- If you receive a “Matching Error – S-210 Status Changes from Dispatched to Approved” error, the PO simply needs to be re-dispatched.

PURCHASE ORDER – PARTIALLY SOURCED

- If you have multiple lines on a requisition but only one or some will source onto a PO the reason is, likely, that the additional line(s) will put the contract over the maximum amount. You’ll want to check the Sourcing Workbench and verify the amount remaining on the contract before proceeding.

PURCHASE ORDER – PENDING APPROVAL

- If you increase the amount of your PO from the amount that was on the requisition, that change will require an approval from your department level approvers (those who approve your reqs). You can click the “View Approvals” hyperlink on the bottom of the PO to see whose approval you’re waiting on:



- If your PO has a status of “Pending Approval” and you haven’t increased your PO amount, likely, it is over small cost, \$10,000, and a contract wasn’t linked:
 - Open your PO for editing, toward the bottom of the “Maintain Purchase Order” screen click on the “Contract” tab, then click on the “Contract Search” icon to the *left* of the Contract ID field to search for the contract ID (if you have more than one line, be sure to add the contract to each line):

The screenshot shows the 'Maintain Purchase Order' screen. The 'Purchase Order' header includes Business Unit (SLC01), PO ID (0000046111), PO Status (Pend Appr), and Budget Status (Valid). The 'Header' section shows PO Date (05/04/2018), Supplier (K&H INTEG\$-001), Supplier ID (000003041), and Buyer. The 'Amount Summary' shows Merchandise (33,250.53), Freight/Tax/Misc. (0.00), Total Amount (33,250.53), and Encumbrance Balance (33,250.53). The 'Lines' section is visible at the bottom, with the 'Contract' tab selected and circled in red. A red arrow points to the 'Contract Search' icon to the left of the Contract ID field for line 7.

Line	Item	Description	SetID	Contract ID
7		Prepress Charge	SHARE	
3		Green Military Outer	SHARE	

- On the “Contract Search” screen, when you click “Search” it will automatically bring up any contract with your Supplier (if multiple contracts come up check the “Contract Detail” tab to make sure you select the correct contract), just click on the contract you need and click “OK”:

Contract Search

Search Criteria

SetID: SHARE
 Contract ID:
 Contract Style:
 Contract Process Option:
 Description:
 Master Contract ID:
 Contract Reference Type:
 PO Date: 05/04/2018

Supplier SetID: SHARE
 Supplier ID: 0000003041 K&H SC
 Item SetID: SHARE
 Item ID:
 Item Description: Prepress Charge
 Category: GENERIC
 Corporate Contract:

Contract Details

Item Detail | Contract Reference | **Contract Detail**

Select	Contract ID	Contract Version	Description	Supplier ID	Supplier Name	Mas Con
<input checked="" type="checkbox"/>	EL08100C		2 CLK -Elections Ballot Printing	0000003041	K&H INTEGRATED PRINTING SOLUTIONS	

- Once you have selected your contract click “Save”. You may have to exit that screen and then go back in to move forward
- The system will not recognize the contract has been added if you did not use the Contract Search icon to the *left* of the Contract ID field (as outlined above) and simply saving the contract does not cause the PO Status to be “Approved”; in this case, either go back to the contract tab and use the Contract Search icon to attach your contract, **or** change the “Price” of your PO, on the “Details” tab, down by \$1 (or whatever amount), click “Save”, then put the “Price” back up to the original amount and click “Save” again:

Lines

Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving

Line	Item	Description	PO Qty	*UOM	Category	Price	Mer
7	<input type="text"/>	Prepress Charge	2.0000	EA	GENERIC	100.00000	
3	<input type="text"/>	Green Military Outer	500.0000	EA	GENERIC	0.04129	
2	<input type="text"/>	Green Military Affidavit	1000.0000	EA	GENERIC	0.03751	
5	<input type="text"/>	No Indicia Outer Envelopes	22050.0000	EA	GENERIC	0.04129	
4	<input type="text"/>	Standard Outer Envelope	274450.0000	EA	GENERIC	0.04129	
1	<input type="text"/>	Standard Return Affidavit	294450.0000	EA	GENERIC	0.03751	
6	<input type="text"/>	Secrecy Envelopes	294450.0000	EA	GENERIC	0.03296	

View Printable Version *Go to ... More ...

View Approvals

- Your PO Status will now be “Approved” and you can move forward.

PURCHASE ORDER – PENDING CANCEL

- If your PO has a status of “Pending Cancel” it is because you cancelled a PO that was previously dispatched; the system requires the PO to be dispatched again to fully cancel. You’ll use the Buyer’s Workbench tile located on the Purchasing & Accts Payable homepage to re-dispatch the PO (see pg. 13 above for using the Workbench):

Select POs for Further Processing

List of Purchase Orders Personalize | Fin

Detail Other

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Supplier ID	Buyer
<input checked="" type="checkbox"/> 0000026761		Pending Cancel	N	05/06/2016	07/01/2016	0000006881	

Select All Clear All

Action:

PURCHASE ORDER - RECEIVING

- The term “Receiving a Purchase Order” is a little misleading because you can actually receive from the “Manage Requisitions” screen, if it is a requisition that you entered. From the “Manage Requisitions” screen select “Receive” from the drop-down menu on the right-hand side of the requisition, then click “Go”:

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
0000028357	SEFH 103 C&C DESIGN	SLC01	05/06/2016	PO(s) Dispatched	Valid	966.00 USD	<input type="button" value="[Select Action]"/> <input type="button" value="Go"/>

Create New Requisition Review Change Request Review Change Tracking Manage Receipts

- Check the box and click “Receive Selected”:

Receive Items

You have 1 line open for receiving for requisition Test Copy & Partial Payment

Requisition Lines to Receive

Requisition Lines to Receive Purchase Order Details

Reg BU	Requisition	Item Description	Item ID	UOM	Ship To	Ship To GLN	Attention To
<input checked="" type="checkbox"/> SLC01	Test Copy & Partial Payment	Test Copy		EA	1048		Antigone Hilton Carlson

- Enter the quantity you received and then click “Save Receipt”:

Receipt Lines

Line	Item Id	Item Description	Received Quantity	UOM
1		Test Copy	<input type="text"/>	EA

- If you need to receive items on a req/PO that you **did not** create, but that you have authority for, you will not be able to receive using the drop-down menu on the “Manage Requisitions” screen (you can only use that option if you entered the requisition). Instead, you will need to add a new receipt by going to “Receiving” on the left nav./menu in the “Requisition to PO & Receiving” tile from the Purchasing & Accts Payable homepage. Click “Add”:

Requisition to PO & Recving

Receiving

Add a New Value

*Business Unit: SLC01

*Receipt Number: NEXT

PO Receipt

- From there, type in the PO ID (you must enter the leading 0s) and then click “Search”; any available lines for receiving will come up. Simply select the lines you wish to receive and click “OK”:

Purchasing & Accts Payable

- Manage Requisitions
- Requisition
- Expedite Requisitions
- Manage Purchase Orders
- Purchase Order Inquiry
- Receiving**
- Sourcing Workbench

Select Purchase Order

Search Criteria

PO Unit SLC01

1 ID 0000053436

Line Schedule

Release

Item ID

Ship To

Ship Via

Retrieve Open PO Schedules

Search

Retrieved Rows

Selected Rows Shipping Related More Details

Sel	PO Unit	PO ID	Line	Sched	Release
<input type="checkbox"/>	SLC01	0000053436	1	1	

Select All Clear All

OK Cancel Refresh

- Then you will enter the quantity received and click "Save":

Receipt Lines

Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Receipt	Pro	Gr
1		SEFH 103- CQ DESIGN.		EA					

Save Receipt

Add New Receipt Inquire Receipts

NOTE: This process can be used for your own purchases as well

- If you have an encumbrance from a PO that is still showing up even though the PO is completely paid out, the issue is, likely, that when the item(s) was received, the quantity received was more than what was purchased. From the "Manage Purchase Orders" screen click on the "Activity Summary":

Purchase Order

Business Unit SLC01
 PO ID 0000023071
 Copy From [dropdown]
 PO Status Dispatched
 Budget Status Valid
 Hold From Further Processing [checkbox]

Header

*PO Date 12/17/2015
 *Supplier AIR COMM S-001
 *Supplier ID 0000006539
 *Buyer MEmerly
 PO Reference Online Src From Req 0000024045

Supplier Search
 Supplier Details
 AIR COMM CORPORATION

Backorder Status Not Backordered
 Receipt Status Received
 *Dispatch Method Phone

Amount Summary

Merchandise	25,898.00	
Freight/Tax/Misc.	0.00	
Total Amount	25,898.00	USD
Encumbrance Balance	2,898.00	USD

Activity Summary
 Edit Comments
 Add ShipTo Comments
 Document Status

- You can check the “Merchandise Receipt” amount (in this case you can see that the “Merchandise Receipt” amount added to the “Merchandise Matched” amount puts the total \$252 over the “Merchandise Amount”):

Activity Summary

Business Unit SLC01
 Purchase Order 0000023071

Merchandise Amount	25,898.00	USD	
Merchandise Receipt	3,150.00	USD	= \$26,150
Merchandise Returned	0.00	USD	
Merchandise Invoice	23,000.00	USD	
Merchandise Matched	23,000.00	USD	

- To remedy, you will need to edit your receipt and fix the amount received. Go to “Receiving” on the left nav./menu in the “Requisition to PO & Receiving” tile from the Purchasing & Accts Payable homepage, select the “Find an Existing Value” tab, enter your PO number, and click “Search”:

Requisition to PO & Recving

Manage Requisitions
 Create Requisition
 Expedite Requisitions
 Manage Purchase Orders
 Purchase Order Inquiry
Receiving

Receiving

Add a New Value
 Find an Existing Value

*Business Unit SLC01
 *Receipt Number NEXT
 PO Receipt [checkbox]
 Add

Requisition to PO & Recvng

- Manage Requisitions
- Create Requisition
- Expedite Requisitions
- Manage Purchase Orders
- Purchase Order Inquiry
- Receiving**
- Sourcing Workbench

Receiving

Find an Existing Value ⊕ Add a New Value

Search Criteria
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

*Business Unit: [v] BLC01

Receipt Number: begins with []

Bill of Lading: begins with []

PO Business Unit: begins with []

Item ID: begins with []

PO Number: begins with []

Ship To Location: begins with []

Shipment Number: begins with []

Supplier ID: begins with []

Received Date: []

Receipt Status: []

User ID: begins with []

Show fewer options

Case Sensitive

Search Clear

- Edit the "Receipt Qty", and click "Save":

Receipt Lines ⓘ

⌵ 🔍

Line	Item Id	Item Description	Received Quantity	-UOM
1		Test Copy	<input type="text"/>	EA 🔍

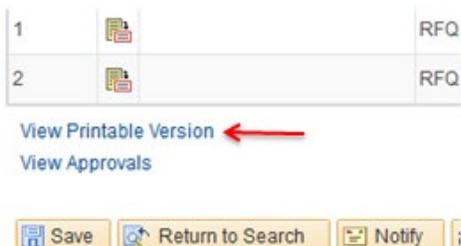
Save Receipt

PURCHASE ORDER – STATUS DEFINITIONS

PO Status	Means	Next Step
"Approved"	PO has been approved	Do a "Budget Check" and then "Dispatch"
"Complete"	Closed/Valid	No other work to be done
"Dispatched"	The PO has been dispatched.	Wait for the invoice or the goods to be received
"Open"	PO needs to be worked	Go to "Header Details" and update the correct PO Type, Billing Address, and email If multiple addresses, go to "Supplier Address" and update address If you have something to attach, go to "Comments" to attach
"Pend Appr"	The PO is over small cost and not linked to a contract	Need to link to a contract
"Pend Cncl"	Need to dispatch the PO to change this from "Pending Cancel" to "Cancelled"	Need to dispatch the PO to change this from "Pending Cancel" to "Cancelled" Use the "Buyer's Workbench" to dispatch the PO: Main Menu>Purchasing>Purchase Orders>Buyer's Workbench (PO will need to be budget checked first)

PURCHASE ORDER – VIEW PRINTABLE

- To view your PO with the accounting lines showing; from the "Maintain Purchase Order" screen click "View Printable Version" (just above the "Save button):



- A screen will pop up asking if you want to print the distribution details, click "Yes":

Message

Do you want to print the purchase order with distribution details Yes / No. (10250,337)

- If you get an SQL error, check your pop-up blocker.

POP-UP BLOCKER

- If you are trying to view a document and nothing comes up or if you get an SQL error when attempting to view a line, check to make sure your pop-up blocker is off; that should resolve the issue.

PRIOR YEAR FUNDS

- Goods ordered and services received in the previous year can be entered as requisitions and POs in January using the prior year funds. Instructions for this process will be sent out yearly, just remember you'll need to change the "Requisition Date" to the prior year.

PROFILE

- If your email address is wrong in PeopleSoft. Go to the Compass Icon>Navigator>My System Profile and edit your email address and click "Save":

Email

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	acarlson@slco.org	+	-

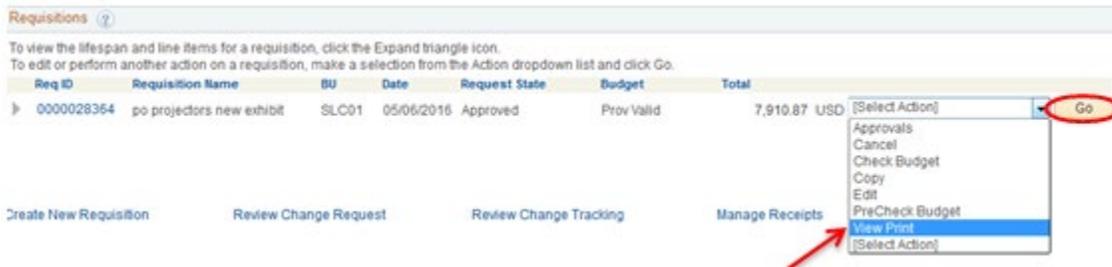
←

QUERIES

- If you need to query payments made on any given contract use: “SLC_CONTRACTS_VOUCHERS”.
- If you need to query encumbrances use: “MFA_OPEN_ENCUMBRANCES” (all open encumbrances) **OR** “MFA_OPEN_ENCUMBRANCES_BY” (all current year open encumbrances)
- If you need to query pre-encumbrances, use: “MFA_OPEN_PRE_ENCUMBRANCE” (all open pre-encumbrances) **OR** “MFA_OPEN_PRE_ENCUMBRANCE_BY” (all current year open pre-encumbrances)
- Visit Contracts & Procurement’s internal website for a broad list of queries that will be helpful called “Queries for Requesters”

REQUISITION – ACCOUNTING LINES

- You can have one line on your requisition designated as a service, and “amount only”, and have another that is a good on the same requisition.
- If you want to look at the chartfields that you assigned to your requisition after it has been approved (and you don’t want to edit the requisition), from the “Manage Requisitions” screen select “View Print” from the dropdown menu, then click “Go”:



- Then click “Yes” to printing with distribution details:

Message

Do you want to print the requisition with distribution details ? (18036,11614)

- Your chartfields will then pop-up in a new screen:

Business Unit: SLC01		Requester: ██████████	Status: Received					
Requisition: 0000056194		Requested By: ██████████	Currency: USD					
Requisition Name: Test 1 Receiving		Entered Date: 4/15/19	Requisition Total: 10.00					
Line: 1	Item Description: Test for Receiving	Quantity: 1	UOM: EA	Price: 10.00				
			Line Total: 10.00	Line Status: Received				
Ship Line: 1		Ship To: 1048	Address:					
Attention: ██████████		Due Date:	2001 S STATE ST					
Ship Via: COMMON		Freight Terms: DEST	N4-600					
			SALT LAKE CITY UT 84190-3100					
			United States					
			Shipping Quantity: 1	Shipping Total: 10.00				
Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account	Altacct
1	Processed	1048	1	100.00	10.00	SLC01	615005	615005
Dept			Fund		Budget Ref			
6100000100			110		2019			
Open QTY					Open Amt			
0.0000					0.000			
GL Base Amount		Currency	Sequence		Capitalize			
10.00		USD	0		N			

REQUISITION – AMOUNT ONLY

- If you need to designate your requisition as “Amount Only” for services (goods should not be “amount only” and should be receipted), from the “Edit Requisition – Review and Submit” screen click on the “Details” icon:

Quantity	UOM	Price	Total	Details	Comments	Delete
1	Each	7910.87	7910.87			

[Template\(s\)](#)
[Delete Selected](#)
[Mass Change](#)

- Next, change the “Physical Nature” to “Services” and click on the “Amount Only” box:

Item Details ?

Merchandise Amount	7910.87 USD	<input type="checkbox"/> RFQ Required
Item ID		<input type="checkbox"/> Device Tracking
Category	639025	<input type="checkbox"/> Zero Price Indicator
Original Substituted Item		<input checked="" type="checkbox"/> Amount Only
Description		<input type="checkbox"/> Inspection Required
Physical Nature	Services	

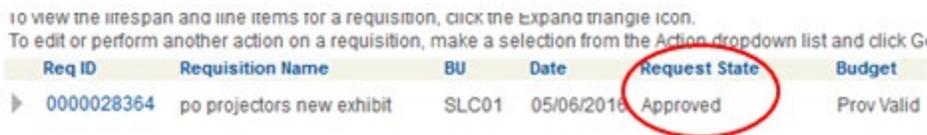
REQUISITION - APPROVALS

- When a requisition that you are approving needs to be revised before you will approve, you will want to put the requisition on “Hold”. When you “Deny” a requisition, the Requester will need to create a new requisition and cancel the denied requisition.
- If the Agency Line Level approval says “Skipped” and it gets routed to another group (that group has system administrators in it), the specific Department ID that was used on the requisition doesn’t have an approver associated with it in the Route Controls. Have the Division Director or Fiscal Manager email [Rachael](#) and let her know who the two approvers should be, and she’ll work with IS to get them set up.
- Changing Approvers – to add or remove an Approver have the Division Director or Fiscal Manager email [Rachael](#) and request the change; she’ll work with IS to make the needed changes.
- If you have a requisition that cannot be accessed for approvals, it could be that your requisition has been cancelled. You have two options if this is the case:
 - 1) Start over, enter a new requisition
 - 2) On the “Manage Requisitions” screen select “Undo-Cancel” from the drop-down menu and then click Go:



You will then be able to edit the requisition and submit it for approvals again.

- When your approver has approved a requisition, but the requisition is still showing “Pending” instead of “Approved”, it is because the Cap. Asset Team still needs to approve the requisition.
- If your approver gets an error when trying to approve your requisition, likely it is because one of the other approvers has already approved the requisition. You can double check that the req. has been approved by looking it up on the “Manage Requisitions” screen:

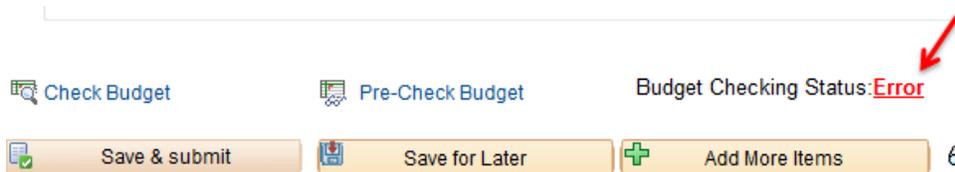


REQUISITION - ATTACHMENTS

- If you are having trouble adding attachments to your requisition, try using Chrome or Firefox instead of Internet Explorer; this may be a browser issue.

REQUISITION – BUDGET ERROR

- When your requisition says, “Current Document has failed budget check” you can click on the red “Error” and it will give you the reason:



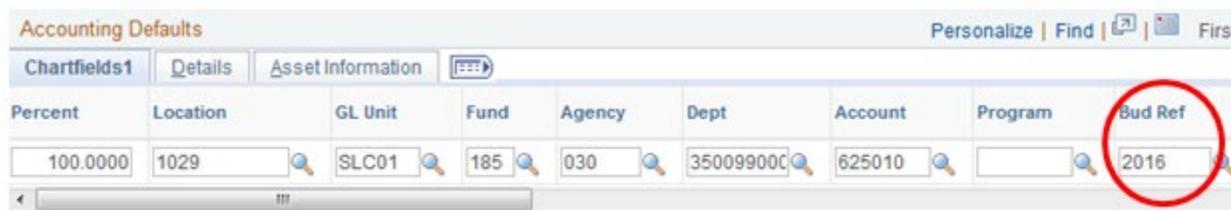
- If the error is that “No Budget Exists”:

Budgets with Exceptions

Budget Override | Budget_Chartfields

	Details	Business Unit	Ledger Group	Exception
1		SLC01	SL_APPROP	No Budget Exists

Check to make sure that you have entered a year in the “Bud Ref” field:



- If the error is anything else, or you have entered the “Bud Ref” field, you’ll want to:
 1. Double-check your accounting string.
 2. Verify with your Fiscal Manager that there are funds in the accounting string being used.
 3. Contact, [Gabe Anguiano](#), in Mayor’s Finance.

REQUISITION - CANCEL

- To cancel your requisition, navigate to the “Manage Requisitions” screen, find your req., and select “Cancel” from the drop-down menu, then click “Go”:

Requisition to PO & Recvng

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: SLC01 Requisition Name: _____

Requisition ID: _____ Request State: All but Complete Budget Status: _____

Date From: 04/01/2019 Date To: 04/16/2019

Requester: ACarlson Entered By: _____ PO ID: _____

 [Show Advanced Search](#)

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
0000056198	om rental sets	SLC01	04/16/2019	Open	Not Chk'd	567.14 USD	[Select Action] <input type="button" value="Go"/>
0000056194	Test 1 Receiving	SLC01	04/15/2019	Received	Valid	100.00 USD	<input type="button" value="Go"/>
0000056192	Test back dating	SLC01	04/05/2019	Open	Error	100.00 USD	<input type="button" value="Go"/>
0000056195	Test 2 Receiving	SLC01	04/01/2019	Received	Valid	10.00 USD	<input type="button" value="Go"/>

[Create New Requisition](#) [Review Change Request](#) [Review Change Tracking](#) [Manage Receipts](#)

- Then click “Cancel Requisition”:

Requisition Details for:

Antigone Hilton Carlson

Business Unit	SLC01	Date	04/16/2019
Requisition ID	0000056198	Status	Open
Requisition Name	om rental sets	Total	567.14 USD

Line Details

Line	Item Description	Status	Price	Qty	Total
1	om rental set return program	Open	567.14000 Each	1.0000	567.14

[Return to Manage Requisitions](#)

- If the “Budget Status” shows “Valid”, you are done:

the Action dropdown list and click

Request State **Budget**

Canceled Valid

- If the “Budget Status” shows “Not Chk’d”, select “Check Budget” from the drop-down menu, then click “Go”:

the Action dropdown list and click Go.



- If you cannot cancel your requisition because one or more lines have been sourced, you will first need to cancel the PO. Be sure to say “yes” to re-sourcing all reqs. Then you will be able to cancel the requisition using the “Requester’s Workbench”:
 - Click the “Requester’s Workbench” tile on the Purchasing & Accts Payable homepage, and click “Search”:

Requester’s WorkBench

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches [dropdown] Saved Searches Choose from saved searches [dropdown]

*Business Unit [=] [SLC01] [search icon]

WorkBench ID begins with [dropdown] [input]

Description begins with [dropdown] [input]

^ Show fewer options

Case Sensitive

Search [button] Clear [button]

- Then click “CLOSE” (note: all of the options do the same thing, so you can select any of them):

Search Results

20 rows - Business Unit "SLC01"

Business Unit	WorkBench ID	Description
SLC01	0000040539	Close Req
SLC01	0000043025	Cancel; Requisition
SLC01	0000043413	Cancel Requisition
SLC01	AP	Close
SLC01	AV	Close
SLC01	BH	close
SLC01	BUDGET	budget check
SLC01	CLOSE	ist Budget Check

- Enter your requisition number in the "Requisition" and "To" fields, then click "Search":

Business Unit: SLC01, WorkBench ID: CLOSE, Description: Budget Check

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Requisition: 0000056198, To: 0000056198

Requisition Name, Req Date, Activity Date, Due Date, Supplier ID, Item ID, Requester

Status: Open, Pending Appr, Approved, Canceled, Lines Approved, Denied

Sourcing: Partially or Fully Sourced

Encumbrance: Open Pre-encumbrances

ChartFields

GL Unit	Fund	Agency	Dept	Account	Program	Bud Ref	Fund Source	PC Bus Unit	Project
<input type="text"/>									

Search

- Next, click the box to select the requisition, then click "Cancel":

Select Reqs for Further Processing

List of Requisitions

Details

	Requisition ID	Doc Status	Hold	Requisition Status	Budget Status	Req Date	Last Activity
<input checked="" type="checkbox"/>	0000056198		N	Open	Not Ch'kd	04/16/2019	04/16/2019

Select All Clear All

Action:

Go To: [Set filter options](#) [View Processing Results](#)

- On the next screen, say “Yes” to proceed:

Select Reqs for Further Processing

Accounting Date for Action: 04/16/2019

Update Budget Date Equal to Accounting Date

Not Qualified

Requisition ID	Log

Qualified

Requisition ID	Line	Sc
0000056198		

Proceed: [Return to Requester's Workbench](#)

- Then click “Yes” to continue cancelling the req.:

Continue to Cancel Reqs (10109,6)

- It will bring you back to the Requester’s Workbench and you’ll need to click on the “Budget Check” option to free up the funds:

Select Reqs for Further Processing

List of Requisitions

	Requisition ID	Doc Status	Hold	Requisition Status	Budget Status	Req Date	Last Activity
<input checked="" type="checkbox"/>	0000056198		N	Canceled	Valid	04/16/2019	04/16/2019

Action:

Go To: [Set filter options](#) [View Processing Results](#)

- Then click “Yes” to proceed again, and the req. is cancelled.

REQUISITION – CAPITAL ASSET

- If you can’t seem to get the Capital Asset information working on your requisition, be sure to put “SLC01” in the “AM Business Unit” so that you can see all the possible Capital Asset choices:

Accounting Defaults

Chartfields1 Details Asset Information

AM Business Unit	Profile ID	Capitalize
SLC01	<input type="text"/>	<input type="checkbox"/>

REQUISITION – CLEAR OUT/CANCEL PRE-ENCUMBRANCE

- To clear out lingering pre-encumbrances when you have an active current year PO, you can simply “Finalize” your PO:
 - Go to “Manage Purchase Orders” and open the PO that was sourced from your requisition. In the upper right-hand corner click the “Finalize Document” icon:

PO Status Approved

Budget Status Valid

Hold From Further Processing

- This action will cause the budget status to revert to “Not Chk’d”; you’ll need to re-check the budget:



- Then you can (re)dispatch the PO and the pre-encumbrance from the requisition will be liquidated.
- To clear out lingering pre-encumbrances when you have a complete PO, you will:
 - Use the Buyer’s Workbench to close the completed PO.
 - Then go to “Requester’s Workbench” tile on the Purchasing & Accts Payable homepage, and click “Search”:

Requester's WorkBench

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

*Business Unit: [dropdown] [SLC01] [Q]

WorkBench ID: begins with [input]

Description: begins with [input]

^ Show fewer options

Case Sensitive

[Search] [Clear]

- Then click “CLOSE” (note: all of the options do the same thing, so you can select any of them):

▼ Search Results

20 rows - Business Unit "SLC01"

Business Unit	WorkBench ID	Description
SLC01	0000040539	Close Req
SLC01	0000043025	Cancel Requisition
SLC01	0000043413	Cancel Requisition
SLC01	AP	Close
SLC01	AV	Close
SLC01	BH	close
SLC01	BUDGET	budget check
SLC01	CLOSE	ist Budget Check

- Enter your requisition number in the “Requisition” and “To” fields, then click “Search”:

Purchasing & Accts Payable **Requester's Workbench**

Requester's Workbench

Filter Options

Business Unit: SLC01 WorkBench ID: CLOSE
 Description: Budget Check

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Requisition: 0000056194 To: 0000056194
 Requisition Name: Until: Req Date: To: Activity Date: To: Due Date: To: Supplier ID: Item ID: Requester:

Status
 Open Approved Lines Approved
 Pending Appr Canceled Denied

Sourcing
 Partially or Fully Sourced

Encumbrance
 Open Pre-encumbrances

ChartFields

GL Unit	Fund	Agency	Dept	Account	Program	Bud Ref	Fund Source	PC Bus Unit	Projec
<input type="text"/>									

Search [Return to Requester's Workbench](#)

- Next, click the box to select the requisition, then click “Close”:

Select Reqs for Further Processing

List of Requisitions

Details **Approval**

	Requisition ID	Doc Status	Hold	Requisition Status	Budget Status	Req Date	Last Activity
<input type="checkbox"/>	0000056194		N	Approved	Valid	04/15/2019	04/15/2019

Action:

- On the next screen, say “Yes” to proceed if the Req. ID is in the “Qualified” section; if it is “Not Qualified”, as seen below, you can check the “Log” to see why it isn’t qualified:

Select Reqs for Further Processing

Accounting Date for Action

Update Budget Date Equal to Accounting Date

Not Qualified

	Requisition ID	Log
<input type="checkbox"/>	0000056194	

Qualified

Requisition ID	Line	Sched

- If there is a little triangle in between the boxes, you can force the qualification by clicking on the box to the left of the requisition and then clicking on the triangle:

Select Reqs for Further Processing

Accounting Date for Action

Update Budget Date Equal to Accounting Date

Not Qualified

	Requisition ID	Log
<input type="checkbox"/>	0000056194	

Qualified

Requisition ID	Line	Sched

- Once “Qualified” click “Yes” to proceed:

Select Reqs for Further Processing

Accounting Date for Action

Update Budget Date Equal to Accounting Date

Not Qualified

	Requisition ID	Log
<input type="checkbox"/>		

Qualified

Requisition ID	Line
0000056194	

Select All Clear All

Proceed: [Return to Requester's Workbench](#)

- Then click “Yes” to continue to close the req.:

Continue to Close Reqs (10109,5)



- It will bring you back to the Requester’s Workbench and you’ll need to click on the “Budget Check” option to free up the funds:

Select Reqs for Further Processing

List of Requisitions

	Requisition ID	Doc Status	Hold	Requisition Status	Budget Status	Req Date	Last Activity
<input checked="" type="checkbox"/>	0000056194		N	Complete	Not Chk'd	04/15/2019	04/16/2019

Select All Clear All

Action:

- Then click “Yes” to proceed again, and the req. /pre-encumbrance is closed.

REQUISITION - CONTRACT

- To make a purchase off of a contract, as you enter your requisition on the “Edit Requisition – Review and Submit” screen click on the “Details” icon:

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details
1	Salt and Snow Removal - South		C W CONCRETE AND ASPHALT REMOVAL	1	Each	1188.00	1188.00	

- Then, in the “Contract Information” section, click on the contract search icon (second magnifying glass):

Contract Information

Use Contract if Available

Contract ID

[Contract Details](#)

- Next click “Search”, you don’t need to enter any information, it will bring up all contracts with your selected Supplier, if you click on the “Contract Detail” tab you’ll be able which agency “owns” the contract or if it is countywide (designated by either CW or CZ) and you can select either your own agency’s contract, or a countywide contract:

Search Criteria

SetID SHARE

Contract ID

Supplier SetID
Supplier ID

Contract Process Option

Description

Item SetID
Item ID

Master Contract ID

Item Description
Category

Contract Reference Type

Corporate Contract

Requisition Date 02/08/2016

Contract Details

Item Detail | Contract Reference | **Contract Detail** |

Select	Contract ID	Contract Version	Description	Supplier ID
<input type="checkbox"/>	DA15033		1 DA Snow Removal	0000005585
<input type="checkbox"/>	0000000434		1 CZ Snow Removal	0000005585

- The system will then prompt you with the following:

Message

Affirmation to Use Contract (22300,1)

I affirm that the requested item(s)/service(s) is/are covered under this contract, and that the price is at or below the contracted rate.

This is an opportunity and a reminder to verify that the contract you want to use covers the items or services you’re requesting, and to double check the pricing to make sure it is at or below the contracted rate.

- Then continue with your requisition, the contract will carry forward to the PO.
- If, when attempting to link to a contract, your contract is not coming up as available. There could be one of the following issues:
 - If you are using a different Supplier ID than what is used on the contract (e.g. Dell #0000000065 vs. Dell Marketing LP # 0000002747) it will not be available. Go to the “Supplier Contract Inquiry” tile from the Purchasing & Accts Payable homepage and look up the contract to see which Supplier ID is associated

with the contract you need to use. If it is different than what you have on your requisition, you'll want to correct it on the req.

- If the contract has expired it will not be available – you can go to the “Supplier Contract Inquiry” tile from the Purchasing & Accts Payable homepage and look up the contract to verify the expiration date.
- If the contract is not in an approved status (usually we're waiting on the Supplier to sign the contract so we have a fully executed contract) it will not be available; feel free to check with Contracts & Procurement on the status.

REQUISITION - EDITING

- If you need to edit your requisition but are getting a message that “one or more lines have been sourced”, you will first need to cancel the PO associated with your requisition, make sure to say “Yes” to re-source all lines, then you will be able to edit the req. and re-source to a new PO.
- To change the dollar amount on your requisition when that field is grayed out:

Special Requests

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description	<input type="text" value="om rental set return program"/>
*Price	<input type="text" value="567.14"/> 
*Quantity	<input type="text" value="1"/>
*Category	<input type="text" value="GENERIC"/> 

- You will first need to take out the contract that is linked to the requisition by going to the “Edit Requisition – Review and Submit” or Checkout screen, click on the “Details” icon:

Price	Total	 Details	 Comments	 Delete
567.14	567.14		 Add	

- Delete out the Contract ID, then click “OK”:

▼ Contract Information ?

Use Contract if Available

Contract ID 0000002147  

Contract Details 

Version 1

Contract Line 

Category Line 

▼ Supplier Information ?

Supplier ID BID 

Supplier Location 001  Main

Suggest New Supplier

Supplier Item ID

Supplier's Catalog

▼ Manufacturer Information ?

Manufacturer ID 

Manufacturer

Manufacturer's Item ID 

UPN Type 

UPN ID 

▼ Sourcing Controls ?

Consolidate with other Reqs

Calculate Price

Override Suggested Supplier

- Once the contract is removed, the "Price" field will be available:

Item Details

*Item Description

*Price 

*Quantity

*Category 

- After making your edits, be sure to add your contract back.
- To change the account on your requisition after it has been saved, from the "Manage Requisitions" screen select "Edit" from the drop-down menu, then click "Go":

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

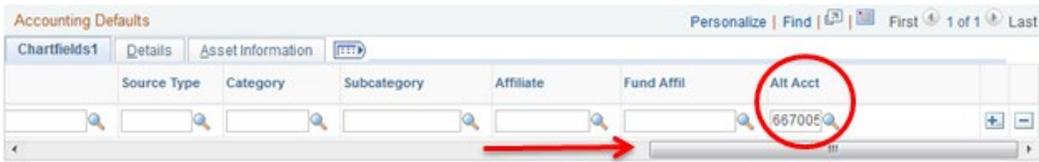
Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
0000028520	INV: HEA16SLCDistrict - 01	SLC01	05/13/2016	Open	Not Chk'd	7,995.00 USD	<div style="border: 1px solid black; padding: 2px;"> [Select Action]   <ul style="list-style-type: none"> Cancel Check Budget Copy <li style="background-color: #0070C0; color: white;">Edit PreCheck Budget </div>



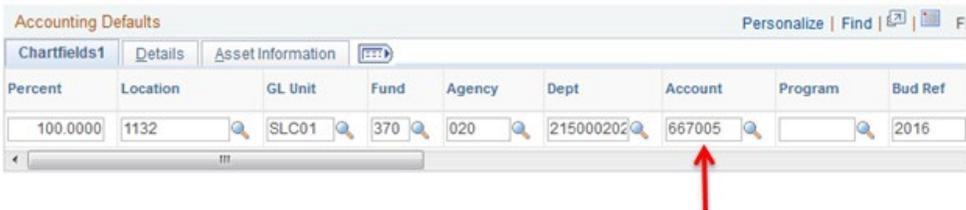
- It will bring you to the “Edit Requisition – Review and Submit” screen click on “Requisition Settings”:



- First delete out the “Alt Account” on the very far right of the screen – you must scroll over to see it. Delete out the “Alt Account”, then click “Save for Later”:



- It will clear out the “Account” field and then you can make your correction:



- After making the change, if your requisition was already approved you will need to “Pre-Check Budget” and “Save & Submit” again.

REQUISITION - EXPEDITE

- When expediting requisitions to POs if all the requisitions are checked when you “Submit”, it will lump all of the reqs. from the same Supplier onto one PO. To correct, you will need to cancel the PO, be sure to mark “Yes” to re-sourcing all reqs., and then source each requisition separately by checking one requisition box at a time:

Expedite Requisitions

Search Requisition Schedule Lines

To locate requisition schedule lines that have been approved and are available for manual button.

*Business Unit

Requisition ID

Requisition Name

Requester

Buyer

Requisition Schedule Lines

Sourcing | Item Substitution

Include	Requisition ID	Line	Sched	Item Description
<input checked="" type="checkbox"/>	0000029572	1	1	RRFB-XL RRFB EX
<input type="checkbox"/>	0000029429	1	1	Exhibit Lightin
<input type="checkbox"/>	0000029394	1	1	Roof Replacemen
<input type="checkbox"/>	0000029450	1	1	om maint oil
<input type="checkbox"/>	0000028884	1	1	Exhibit support
<input type="checkbox"/>	0000029200	1	1	SMG STEC April

- If you expedite a requisition, but it never shows up in your “Manage Purchase Orders” screen there was an error sourcing the req. You can use the “Sourcing Workbench” to diagnose the problem and move the requisition out of the sourcing tables. Click on the “Sourcing Workbench” option on the left nav./menu when you are in the “Requisition to PO & Receiving” tile from the Purchasing & Accts Payable homepage:
 - Once there, you can select various “State Status” options (most of the time they are under “Error”, so that is a good place to start, if you leave this field blank it will take forever to load because all the successes will show up as well):

Purchasing & Accts Payable | Requisition to PO & Receiving

Sourcing Workbench

Sourcing

Search Criteria

Process Instance

Business Unit

Requisition ID

Requisition Name

Buyer

Contract SetID

Contract ID

System Source

PO Stage Type

PO Stage ID

Stage Status

Item ID

Line Number

Schedule Number

Search Results

Selected Items | Stage Info | Error Messages | 1/1 of 1

Sel	Instance	*Stg Status	Unit	Buyer	Supplier ID	Loc	Item ID	Description	Requisition ID	Purchase Order
<input type="checkbox"/>	837168	Error	SLC01		0000005729	01	Item	Pure m20 Annual Maintenance	0000056157	UNASSIGNED

- Next, find your name in the “Buyer” column or requisition and then click on the  icon to get the details of the error, for example:

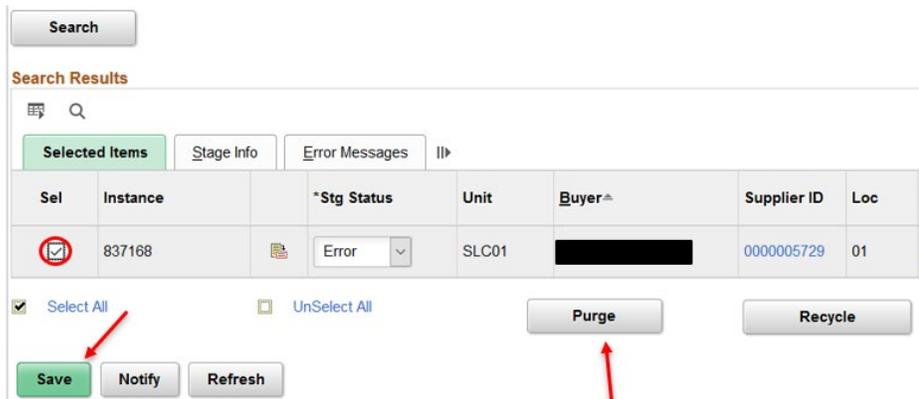
[UNASSIGNED](#)
 PO ID UNASSIGNED [Viewing Information](#)
[Schedule Details](#)
Message Either no supplier was found for this item (no supplier, or supplier_invoice table), or the given/found supplier/location is inactive.

- ✚ This particular error message tells you that the supplier is inactive, get in touch with the [Supplier Team](#) in Mayor’s Finance and see when they are going to activate the supplier (any time a change is made to the supplier, it is flipped to unapproved, and must be approved by another set of eyes. The process usually doesn’t take very long)

- Once you know what the error detail is, click “Return to Sourcing Page” toward the top of the screen:

Sourcing Workbench
Sourcing Details
Return to Sourcing Page
 Process Instance 394198
 Business Unit SLC01

- Then click on the box to the left of the “Instance” number, followed by “Purge”, and finally “Save”:



Search
Search Results
 Selected Items | Stage Info | Error Messages | Filter

Sel	Instance	*Stg Status	Unit	Buyer	Supplier ID	Loc
<input checked="" type="checkbox"/>	837168	Error	SLC01	[REDACTED]	0000005729	01

Select All UnSelect All

- This will kick it back to your “Expedite Requisitions” screen and allow you to re-source to a PO once the error is resolved. (Note: If the error is that the contract maximums would be exceeded, please get in touch with [Rachael](#), Contracts Administrator, to verify the amounts on the contract and the best way to proceed)

REQUISITION – GOING TO BID or SOLE SOURCE

- When entering a requisition for an RFP solicitation, use “BID” as the supplier and attach your RFP Development Worksheet to the requisition.
- When entering a requisition for and RFB or RFC solicitation, use “BID” as the supplier and attach your RFB/RFC Development Worksheet to the requisition.
- When entering a requisition for a Sole Source purchase, use “CP” (or “BID”) as the supplier and attach your Sole Source Request Form to the requisition.
- When entering a requisition for an RFQ (Quote Process), use “BID” as the supplier and attach your quotes to the requisition. NOTE: Do **not** select “RFQ Required” within the Line Details (this will prevent the req. from being sourced to a PO):

Line Details

Line Details ?

No Image Line 1 sm maint motors for pumps Line Status Open

Item Details ?

Merchandise Amount	3000.00 USD	<input checked="" type="checkbox"/> RFQ Required
Item ID		<input type="checkbox"/> Device Tracking
Category	GENERIC	<input type="checkbox"/> Zero Price Indicator
Original Substituted Item Description		<input checked="" type="checkbox"/> Amount Only
Physical Nature	Goods	<input type="checkbox"/> Inspection Required

REQUISITION - INVOICE

- You will notice that there is not a field to put an invoice number on requisitions; requisitions and POs, are for ordering, not payment of goods. Generally, you will receive the invoice when the goods are received.
- As Accounts Payable is entering in invoice information, the system checks and will not allow duplicate invoice numbers.

REQUISITION – MULTIPLE DISTRIBUTION LINES

- Remember, do NOT use multiple distribution lines to distinguish different invoices; it causes errors in the General Ledger. Keep in mind that you should be using multiple PO *lines* not distribution lines if you are purchasing different items. For example, if you are purchasing computer monitors, keyboards, CPUs, and mice, you should have 4 different lines on the PO for each item, not 1 PO line with 4 distribution lines.
 - Distribution lines can be used when splitting the purchase between multiple budgets for the overall purchase: For example, 60% of the purchase being allocated to you Operations Budget and the other 40% to Equipment/Supplies. Multiple distribution lines should **only be used when only 1 invoice will be**

submitted for payment. If multiple invoices will be submitted use multiple PO lines not distribution lines.

REQUISITION – STATUS DEFINITIONS

Requisition State	Budget State	Means	Next Step
Approved	Prov Valid	It has been approved, needs to be budget checked	Do a budget check then go eProcurement>Buyer Center>Expedite Requisition
Approved	Valid	Ready to expedite into a Purchase Order	Go to eProcurement>Buyer Center>Expedite Requisition
Approved	Not Chk'd	Try to budget check. If you are unable to budget check successfully and you do not get an error message or successful budget check, the requisition is locked	To unlock, tell Nathan Gubler or Tiggy Carlson the req number and user name, and they can unlock the Source Header
Canceled	Error	Example - Exceeds Budget Tolerance	Contact Gabe Anguiano in Mayor's Finance
Canceled	Not Chk'd	The req has been cancelled, but not budget checked	Do a budget check
Canceled	Valid	The req has been cancelled and budget checked	No action required
Complete	Valid	The requisition is complete: Either the PO is paid out and the PO and req closed, or the req has been cancelled/closed	No action required
Denied	Prov Valid	The req has been denied. You should cancel it to get off of the list	Cancel the req
Open	Prov Valid	The Req has not been submitted for approval	Need to edit the req and then "Submit for Approval"
Open	Error	There is a budget exception with the req	Check to see what the error is by clicking on the link "Error". You then need to act on the error, which could mean talking with the Fiscal Manager to get the right chartfields or ensure that the budget is correct. Once the error is resolved, click "Pre-Check Budget" and then "Save & Submit"
Open	Not Chk'd	You have not done a "Pre-Check" of the budget or submitted for approval	Edit the Req and click "Pre-Check Budget" and then "Save & Submit"
Partially Dispatched	Valid	1. You have cancelled/closed a PO and another PO was created or 2. Multiple line req and only partially expedited to a PO	1. No action required until receiving, if applicable or 2. Cancel the PO and resource or create another PO for the lines that were not sourced
Partially Received	Valid	The PO has not been completely received. You did not receive the complete order.	When the goods come in, receive the remaining quantity. If the goods do not come in, close the PO (this will relieve the encumbrance)
Pending	Prov Valid	Needs to be approved	Wait for the approval
Pending	Error	The requisition was submitted when a budget was not available, make sure the budget is "Provisionally Valid" before you submit for approval	Check with your Fiscal Manager to get a valid chartfield string to ensure that it has the correct fields. Once you have the budget added or the chartfields is correct, you can click the "Pre-Check Budget" and then hit "Save & Submit", if it is valid
Pending	Not Chk'd	You need to do the "Pre-Check Budget" action	Need to select "Pre-Check Budget" from the drop-down menu

Requisition State	Budget State	Means	Next Step
PO Partially Cancelled	Valid	One of the lines was cancelled on a PO.	If the line was cancelled legitimately, then no action is needed. If the line was cancelled in error, you need to create a new Req for the cancelled line
PO Partially Completed	Valid	1. You have cancelled a PO and another PO was created or 2. Multiple line req and only partially expedited to a PO	1. No action required or 2. Create another PO for the lines that were not sourced
PO Partially Created	Valid	1. You have cancelled a PO and another PO was created or 2. One of the lines was expedited to a PO, the other line(s) was not	1. Work the PO to get it dispatched or 2. If the unsourced line is valid, it needs to be expedited to a PO, otherwise cancel the unsourced line(s)
PO(s) Canceled	Valid	The PO was cancelled	No action required
PO(s) Completed	Valid	The PO has been closed	No action required
PO(s) Completed	Prov Valid	The PO was closed. The req closed, a pre-budget check was done instead of a budget check. The req is looking an approval. We should not pre-budget check a closed requisition. Only budget check	Close the requisition, then budget check using the "Requester's Workbench", Purchasing>Requisitions>Requester's Workbench
PO(s) Created	Valid	The PO was expedited	Work the PO and dispatch it
PO(s) Dispatched	Valid	The PO has been dispatched	No action required until receiving, if applicable
Received	Valid	Items have been fully received	No action required
See Lines	Not Chk'd	There is a negative amount on a line. Make sure that all lines are approved, otherwise the credit will not go through	Edit the req and click "Pre-Check Budget" and then "Save & Submit"
See Lines	Valid	There is a negative amount on a line. Make sure that all lines are approved, otherwise the credit will not go through	Make sure that you expedite all lines
See Lines	Error	You have a budget error with a line that has a credit	Fix the error. "Pre-Check Budget" then "Save & Submit"

REQUISITION – STUCK APPROVAL

- If your requisition seems stuck after it has been approved – the system is acting like the requisition hasn't been approved. The system got hung up in the process of the approvals. You should edit the requisition and make a change to either the price or quantity, click "Save for Later". Then change the price or quantity back to what it was and click "Save & Submit". This will re-initiate the approval process and allow you to move forward.
- If you have multiple lines on your requisition, but only one line is approved the system got hung up in the process of the approvals. You should edit the requisition and make a change to either the price or quantity on each of the stuck lines and click "Save for Later". Then change the price or quantity back to what it was on each line and click "Save & Submit". This will re-initiate the approval process and allow you to move forward with all lines.

REQUISITION – STUCK; CANNOT BUDGET CHECK

- If you cannot budget check your requisition, the system acts like it is performing the action but doesn't, contact [Rachael Rigdon](#), in Contracts & Procurement, to unlock the Source Header; then you should be able to move forward.

SECURITY

- To get a new Requester or Approver set up fill out a "Request for Access to MyFin Purchasing System" form; this is found on Contracts & Procurement's website under "MyFin Forms". Fill it out and have your Division Director sign, then send the form to slco-purchasing@saltlakecounty.gov. Note: Mayor's Finance also has a request form on their site that will need to be filled out and approved by them for access to the General Ledger System (vouchers, customer/supplier info., journals, project costing, etc.).
- If you have already been added as a Requester or Approver, but do not have access to the pages you need or are getting messages that you do not have authorization, contact [Contracts & Procurement](#) and they will work with IS to get your access sorted out.

SUPPLIER

- To get access to view Suppliers in MyFin, request the role "SLC_AP_Vendor_Inquiry" from Mayor's Finance.
- To look up a Supplier click on the "Supplier/Customer Inquiry" tile from the Purchasing & Accts Payable homepage.
- If you look up a Supplier and they have two Supplier IDs contact Mayor's Finance, suppliers@saltlakecounty.gov, and they will work with Contracts & Procurement to determine which Supplier ID should be inactivated (if both IDs have active transactions, we will have to wait to inactivate one of them).
- Some Supplier IDs have multiple addresses associated with the one ID, like the University of Utah or State of Utah. Instead of viewing all the addresses on the "Supplier" screen in PeopleSoft, look up all of the addresses for any Supplier ID use the query "SLC_SUPPLIER_ADDRESSES", be sure to use the magnifying glass so the name is exact.
- To get a Supplier added: Send the vendor an invitation in PaymentWorks and once the process is complete their information will be brought into MyFin (this includes no-cost vendors – vendors do not have to enter banking information if they will not be paid by the County).

- If you are using a Supplier ID and the system says that it is invalid, the Supplier Team in Mayor’s Finance is making or has made a change to the Supplier and it has flipped the supplier from “Approved” to “Unapproved”, making it temporarily unavailable to use on requisitions and POs. Tiggy Carlson will look at the change that was made and then approve the change which will activate the Supplier ID. This process usually doesn’t take very long, but if you have questions, feel free to contact [Tiggy](#).

TRAINING

- There is a lot of information on the Contracts & Procurement website as far as training materials. The best place to start is the “Quick Reference Guides”, which covers all the basic information for various types of requisitions as well as this Troubleshooting Guide.

WORKLIST ISSUE - APPROVALS

- If you find that transactions are not clearing out of your approval worklist, this is caused by a bug in the system, Rachael Rigdon, rrigdon@saltlakecounty.gov, can manually clear these out for you. Send her the Instance ID, and she will mark the transaction “Worked” so that it will not appear on your worklist. To find the Instance ID, navigate to your worklist and click on the “Detail View” hyperlink:

The screenshot shows a web interface for a worklist. At the top, there is a navigation bar with a back arrow and the text 'Worklist Details' on the left, and 'Worklist' on the right. Below this, the main heading is 'Worklist'. Underneath, it says 'Worklist for ACarlson: [REDACTED]'. There is a 'Detail View' link circled in red. To the right of this link are 'Worklist Filters' and a 'Feed' icon. Below the heading is a section titled 'Worklist Items' with a search icon and a list of items. The list has columns for 'From', 'Date From', 'Work Item', 'Worked By Activity', 'Priority', and 'Link'. The first item has a redacted 'From' field, a 'Date From' of '04/26/2016', a 'Work Item' of 'Transaction Approved', a 'Worked By Activity' of 'Approval Workflow', a 'Priority' of '2-Medium', and a 'Link' that includes the Instance ID '121915'. A 'Mark Worked' button is visible at the end of the row.

- Scroll to the far right to find the Instance ID, in this case, it is 121915:

Selected Dttm	Activity Name	Comment	Timed Out	Instance	Transaction
12/03/2018 12:54:36PM	EOAW_ROUTE			121915	121915