Managing 'Overdue' PO's Job Aid

Overview

This job aid includes the procedures to assist departments in managing PO's that are 30 days past their due date and are not fully received. Purchasing has determined a due date of 05/04/2012 or later for the cut off. PO's (700000 series) with a due date prior to this will be closed unless purchasing is notified before June 22, 2012 via a Change Request Form, Help Ticket or Online Change Request to change the due date on the PO.

Purpose

To provide Requesters a step-by-step process to identify their late PO's, enter Requisitions with greater care in the future, and minimize the clean-up volume at year end.

Procedure

The short procedure to manage overdue PO's is as follows:

1. Identify overdue PO's using the query, FSU_PO_PAST_DUE_DATE.
2. * Run the above query weekly between now and the end of fiscal year to identify all PO's 30 days past due.
3. If you need more details to quickly help determine the status of your PO's you may go to query FSU_PO_PAST_DUE_DATE_AP_DETAIL.
4. Submit a help ticket to let Purchasing know which PO's you would like to close and those PO's for which you need to change the expected due date. The last date to submit changes to do this will be 06/22/2012.

NOTE: Dates showing on following pages were valid for prior fiscal year.

Navigation
Log into OMNI and click on Financials 8.9.
In left hand menu click on: Reporting Tools> Query> Query Viewer

Query Viewer

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

Step 1

Enter **FSU_PO_PAST_DUE_DATE**
into the Query Name field

Click: **Search**

Click: **HTML or Excel**

Search By: Query Name ▼   begins with   FSU_PO_PAST_DUE_DATE

[Search]   Advanced Search

Search Results

Folder View: -- All Folders -- ▼

Query						Customize | Find | View All	First ◀ 1-2 of 2 ▶ Last	
Query Name			**Description**	**Owner**	**Folder**	**Run to HTML**	**Run to Excel**	**Schedule**	**Add to Favorites**
FSU_PO_PAST_DUE_DATE			PO's Past 30 days by DEPTID	Public	PURCH-PO	HTML	Excel	Schedule	Favorite
FSU_PO_PAST_DUE_DATE_AP_DETAIL			POs Past 30days by Dept/UserID	Public	PURCH-PO	HTML	Excel	Schedule	Favorite

Step 2

Enter **Dept ID** in the prompt
Enter **Requester ID** in the prompt
Note: If you are not searching by one of
these fields you must use the % sign. There
will be no return results if you leave it blank.
Click: **View Results**
Click: **Excel Spreadsheet** to
download results, if you previously
selected HTML.

Dept ID (wildcard enabled): 188003

Requester ID(wildcard enabled): MFELDMAN

[View Results]

Download results in :   Excel SpreadSheet   CSV Text File   (41 kb)

View All   First ◀ 1-100 of 110 ▶ Last

	Req ID	PO No.	Due Date	Requester	Vendor Name	PO Receipt Status	PO Match Status

Step 3

Click: **File > Save As**

Name the file with Dept ID and date and save in a marked folder.

Ex: **Dept 227000 6-22-2012**

*Excel does not allow slashes in the file name. Use a dash or a point (6.22.12) to save.

Tip: For easy recall of saved documents create a folder specifically for this purpose and always save files in that folder.

Once saved you may need to close document and re-open to view in Excel format before going on to step 4.

	A	B	C	D	E	F	G
1	PO's Past 30	116					
2	Req ID	PO No.	Due Date	Requester	Vendor Name	PO Receipt Status	PO Match Status
3	0000302775	0000302407	7/27/2007	MFELDMAN	BUTTERFIELDS	PO Not Received	To Match
4	0000314847	0000314242	1/25/2008	MFELDMAN	NYCO INTERNATIONAL	PO Partially Received	Partially Matched
5	0000310762	0000310628	10/31/2007	MFELDMAN	NYCO INTERNATIONAL	Fully Received	Partially Matched
6	0000312291	0000311797	11/30/2007	MFELDMAN	NYCO INTERNATIONAL	Fully Received	Partially Matched
7	0000304431	0000304086	7/31/2007	MFELDMAN	SERBIN PRINTING	Fully Received	Partially Matched
8	0000310747	0000310630	10/31/2007	MFELDMAN	CAROL WILSON FINE AF	PO Partially Received	Matched
9	0000312267	0000311800	11/30/2007	MFELDMAN	CAROL WILSON FINE AF	Fully Received	Partially Matched
10	0000316332	0000315768	2/15/2008	MFELDMAN	CAROL WILSON FINE AF	Fully Received	Partially Matched
11	0000315796	0000315183	1/25/2008	MFELDMAN	UNIV OF WASHINGTON	PO Not Received	To Match
12	0000314855	0000314243	1/18/2008	MFELDMAN	PINEAPPLE PRESS	Fully Received	Partially Matched
13	0000314859	0000314313	1/18/2008	MFELDMAN	RANDOM HOUSE	Fully Received	Partially Matched
14	0000316582	0000315926	2/16/2008	MFELDMAN	RANDOM HOUSE	Fully Received	Partially Matched
15	0000304196	0000304397	7/20/2007	MFELDMAN	DESIGN MASTER	PO Partially Received	Partially Matched
16	0000309055	0000308643	9/21/2007	MFELDMAN	DESIGN MASTER	PO Partially Received	Partially Matched
17	0000310751	0000310633	10/26/2007	MFELDMAN	DOVER PUBLICATIONS	PO Partially Received	Partially Matched
18	0000311291	0000310900	11/2/2007	MFELDMAN	DOVER PUBLICATIONS	PO Partially Received	Partially Matched
19	0000310751	0000310633	11/15/2007	MFELDMAN	DOVER PUBLICATIONS	PO Partially Received	Partially Matched
20	0000310751	0000310633	11/17/2007	MFELDMAN	DOVER PUBLICATIONS	PO Partially Received	Partially Matched
21	0000302998	0000302304	7/25/2007	MFELDMAN	DOVER PUBLICATIONS	Fully Received	Partially Matched
22	0000316344	0000315646	2/15/2008	MFELDMAN	FELD ENTERTAINMENT	PO Partially Received	Partially Matched
23	0000314838	0000314315	1/18/2008	MFELDMAN	JACOBSON HAT	PO Partially Received	Partially Matched

Step 4

Click: **Data > Sort** to view your PO's organized in a different order.

Use the drop-down menu to
Example below
Sort by: **PO Receipt Status**
Then by: **PO Match Status**
Click: **OK**

Sort dialog:

Sort by
PO Receipt Status — ● Ascending ○ Descending

Then by
PO Match Status — ● Ascending ○ Descending

Then by
— ○ Ascending ● Descending

My data range has
● Header row   ○ No header row

Options...   OK   Cancel

Microsoft Excel - FSU_PO_PAST_DUE_DATE_14566[1]

File Edit View Insert Format Tools **Data** Window Help Adobe PDF

Sort...
Filter
Text to Columns...

J24

	A	B	C	D	E	F	G
1	PO's Past 30	116					
2	**Req ID**	**PO No.**	**Due Date**	**Requester**	**Vendor Name**	**PO Receipt Status**	**PO Match Status**
3	0000302775	0000302407	7/27/2007	MFELDMAN	BUTTERFIELDS	PO Not Received	To Match
4	0000314847	0000314242	1/25/2008	MFELDMAN	NYCO INTERNATIONAL	PO Partially Received	Partially Matched
5	0000310762	0000310628	10/31/2007	MFELDMAN	NYCO INTERNATIONAL	Fully Received	Partially Matched
6	0000312291	0000311797	11/30/2007	MFELDMAN	NYCO INTERNATIONAL	Fully Received	Partially Matched
7	0000304431	0000304086	7/31/2007	MFELDMAN	SERBIN PRINTING	Fully Received	Partially Matched
8	0000310747	0000310630	10/31/2007	MFELDMAN	CAROL WILSON FINE AF	PO Partially Received	Matched
9	0000312267	0000311800	11/30/2007	MFELDMAN	CAROL WILSON FINE AF	Fully Received	Partially Matched
10	0000316332	0000315768	2/15/2008	MFELDMAN	CAROL WILSON FINE AF	Fully Received	Partially Matched
11	0000315796	0000315183	1/25/2008	MFELDMAN	UNIV OF WASHINGTON	PO Not Received	To Match
12	0000314855	0000314243	1/18/2008	MFELDMAN	PINEAPPLE PRESS	Fully Received	Partially Matched
13	0000314859	0000314313	1/18/2008	MFELDMAN	RANDOM HOUSE	Fully Received	Partially Matched
14	0000316582	0000315926	2/16/2008	MFELDMAN	RANDOM HOUSE	Fully Received	Partially Matched
15	0000304196	0000304397	7/20/2007	MFELDMAN	DESIGN MASTER	PO Partially Received	Partially Matched
16	0000309055	0000308643	9/21/2007	MFELDMAN	DESIGN MASTER	PO Partially Received	Partially Matched
17	0000310751	0000310633	10/26/2007	MFELDMAN	DOVER PUBLICATIONS	PO Partially Received	Partially Matched
18	0000311291	0000310900	11/2/2007	MFELDMAN	DOVER PUBLICATIONS	PO Partially Received	Partially Matched
19	0000310751	0000310633	11/15/2007	MFELDMAN	DOVER PUBLICATIONS	PO Partially Received	Partially Matched
20	0000310751	0000310633	11/17/2007	MFELDMAN	DOVER PUBLICATIONS	PO Partially Received	Partially Matched
21	0000302998	0000302304	7/25/2007	MFELDMAN	DOVER PUBLICATIONS	Fully Received	Partially Matched
22	0000316344	0000315646	2/15/2008	MFELDMAN	FELD ENTERTAINMENT	PO Partially Received	Partially Matched
23	0000314838	0000314315	1/18/2008	MFELDMAN	JACOBSON HAT	PO Partially Received	Partially Matched

You may receive this warning.
Click the option that is best for you.
Click: **OK**

For more information about Microsoft Excel, please check out the Excel: Beginning link on this website http://training.us.fsu.edu/hand.html

Sort Warning

The following sort key may not sort as expected because it contains some numbers formatted as text:
Req ID
What would you like to do?
● Sort anything that looks like a number, as a number
○ Sort numbers and numbers stored as text separately

OK   Cancel   Help
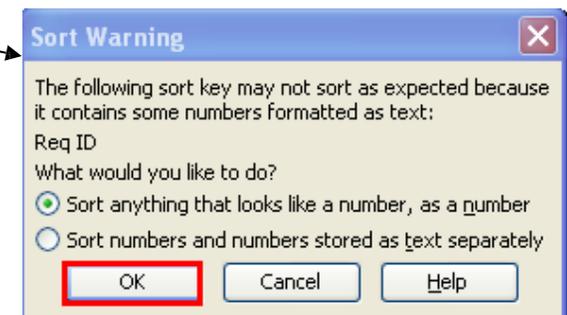
Step 5

5A★ If you have sorted in this way you are ready to review the statuses in the following order(s).

The various combinations of receipt status and match status call for the actions identified on the right.

For more information about Hummingbird check out this link: http://purchasing.fsu.edu/Training.html

5B★ Now that you have contacted Vendors and requested invoices and ship dates you know which PO's you need to request due dates be changed on and which ones to request to be closed. Be sure the information you submit to Purchasing is clear and due dates are 05/04/2012 or later to have your POs rolled into next fiscal year.

Req ID	PO No.	Due Date	Requester	Vendor Name	PO Receipt Status	PO Match Status	Action to take based on statuses
318371	317657	3/14/2008	MFELDMAN	BARRONS EDUCATIONAL SERIES	Fully Received	Matched	This will be closed in weekly batches.
310762	310628	10/31/2007	MFELDMAN	NYCO INTERNATIONAL	Fully Received	Partially Matched	Make sure there is an invoice in Hummingbird DM matching the unpaid receipt.
311402	310966	11/13/2007	MFELDMAN	TENEUES PUBLISHING	Fully Received	To Match	Make sure there is an invoice in Hummingbird DM matching the unpaid receipt.
310747	310630	10/31/2007	MFELDMAN	CAROL WILSON FINE ARTS	PO Partially Received	Matched	Determine if rest of merchandise will be shipped and expected date.
314847	314242	1/25/2008	MFELDMAN	NYCO INTERNATIONAL	PO Partially Received	Partially Matched	Determine if rest of merchandise will be shipped and expected date.
316608	315861	2/22/2008	MFELDMAN	TWOS COMPANY	PO Partially Received	To Match	Make sure there is an invoice in Hummingbird DM matching the unpaid receipt.

Note: Have all invoices faxed to Accounts Payable at 850-644-8137 or send inter-campus mail to Payables and Disbursements MC2391. Invoices received at Accounts Payable after 6/20/2012 might not be paid prior to fiscal year end.

More detailed information can be found on this query.

Navigation

Reporting Tools> Query> Query Viewer

Step 6

Enter **FSU_PO_PAST_DUE_DATE_AP_DETAIL** into the Query Name field

Click: **Search**

Click: **HTML or Excel**

Query Viewer

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

*Search By: Query Name ▾ begins with FSU_PO_PAST_DUE_DATE

Search | Advanced Search

Search Results

'Folder View: -- All Folders -- ▾

Query			Customize	Find	View All		First ◀ 1-2 of 2 ▶ Last
Query Name	**Description**	**Owner**	**Folder**	**Run to HTML**	**Run to Excel**	**Schedule**	**Add to Favorites**
FSU_PO_PAST_DUE_DATE	PO's Past 30 days by DEPTID	Public	PURCH-PO	HTML	Excel	Schedule	Favorite
FSU_PO_PAST_DUE_DATE_AP_DETAIL	POs Past 30days by Dept/UserID	Public	PURCH-PO	HTML	Excel	Schedule	Favorite

Enter **Dept ID** in the prompt
Enter **Requester ID** in the prompt
Note: If you are not searching by one of these fields you must use the % sign. There will be no return results if you leave it blank.
Click: **View Results**

Dept ID (wildcard enabled): 188003

Requester ID(wildcard enabled): MFELDMAN

View Results

Download results in : Excel SpreadSheet   CSV Text File   (41 kb)

View All   First ◀ 1-100 of 110 ▶ Last

	Req ID	**PO No.**	**Due Date**	**Requester**	**Vendor Name**	**PO Receipt Status**	**PO Match Status**

06/21/2012

This more detailed view is similar to activity summary. It gives you a quick review at the line level as to the status of your PO. Review each PO listed to determine what steps to take. The information to your right is contained on this detailed query.

The **Amount Paid** column on this query is the total for each PO line included in that voucher.

Important note to departments:
Purchasing will be closing PO's that have a due date prior to 05/04/2012 for end of year (these will not be rolled). The delivery date entered in OMNI at the time the requisition is entered will determine the closing date. If you do not enter a delivery date, OMNI will enter a two-week delivery date by default. To improve the delivery data on your PO please enter the most accurate delivery information possible when entering requisitions.

Vendor Name
PO Type
PO No.
PO Line No.
Receipt Status
PO Date
Due Date
PO Qty
Amount
Receipt ID
Receipt Line No.
PO Receipt Status
Receipt Matching Status
Recv Qty
Quantity Vouchered
Voucher ID
Voucher Line No.
Payment ID
Payment Date
Payment Reference ID
Pay Status
Amount Paid
Dept. ID

Step 7

After you have determined new due dates and what PO's should be closed you must communicate this information to Purchasing by logging a help ticket. Log into OMNI .

From the OMNI Portal Home, Click on the FSU Help Desk link.

Click on Submit a Ticket.

Step 8

Enter Summary as: **Overdue PO's**

Type or attach the list of PO's you would like closed and the list you would like the dates changed on and click **Finish**.

Sample Attachment:

Req ID	PO No.	New Due Dates
302775	302407	CLOSE
314847	314242	7/10/2008
310762	310628	CLOSE
312291	311797	CLOSE
318371	317657	6/1/2008
310747	310630	CLOSE
312267	311800	CLOSE
316332	315768	9/15/2008
315796	315183	6/15/2008
314855	314243	1/18/2009
314859	314313	7/18/2008
316582	315926	8/16/2008
310751	310633	CLOSE
311291	310900	CLOSE
310751	310633	CLOSE
310751	310633	7/4/2008
302998	302304	CLOSE

CRSITY

Submit a Ticket

The Ticket System enables you to directly submit a support ticket to a technical specialist whose expertise matches your inquiry. This online tool provides an alternative to phone and e-mail and helps expedite the resolution of your issue. You can track the status of your ticket in My Support.

Contact Info

* Name **Marcia Feldman**
* Username **mfeldman**

Ticket Description

* Issue Area: Purchasing
* Issue Type: End of Year
* Your Phone Number: 850-999-9999
* Your Location: UCA1400
* Department: Biology
* Summary: Overdue PO's

* Details: (maximum 6000 characters)
```
Please Close these PO's and update the
due dates for all that are attached.
PO 301234
PO 301235
PO 303255
PO 301234
Thanks,
M Feldman
```
☐ The above text contains HTML formatting

Options

Attachment: Attach a file
Email Notification: ☑

[Preview] [Finish >>]

* – Required field(s)

OTHER TOOLS AVAILABLE

Activity Summary – Overview of total receipts and payments against a PO, line by line.
Navigation: Purchasing›Purchase Orders›Review PO Information›Activity Summary: enter the PO number and click Search

Document Status – Detailed summary of all OMNI documents affiliated with a PO, such as, the Requisition, Receipts, Vouchers and Payments.
Navigation: Purchasing›Purchase Orders›Review PO Information-Doc Status (Note: you can also use the Document Status tool from any of the other document types' Document Status screen—just start from the document number you know, in its respective Doc Status screen and see all of the others—the results page can take a while to load since it's searching many other sections in OMNI for related information.)

For additional questions you may also submit your question in the form of a Help Ticket under the proper topic by going to the FSU Help Desk Online (see step 7).
Please find time to browse our knowledge base also, by entering a question or key word in the search box after you click on FSU help desk link.