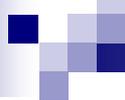


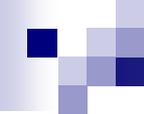
Monthly Document Clean Up - Purchasing

A How to Guide for Searches,
Queries and Resolutions



Purchasing

- Month End Processing is important in OAKS as it allows Agencies to process transactions that may be pending with errors in sourcing, threshold and budget.



Sourcing Errors

- Sourcing Workbench
 - Purchasing
 - Purchase Orders
 - Stage/Source Requests
 - Sourcing Workbench
 - Enter Business Unit
 - Stage Status: Error
 - SEARCH

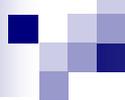
Error Status

- Purchase Order ID is **Unassigned**
 - The requisition did not source to a PO.
 - The requisition is locked until error is corrected. To unlock “reset purge”
 - Once corrected requisition will complete sourcing process to a PO.



Identify the Error

- Click Sourcing Details button next to requisition you want to view.
 - View information to use to correct the error on the requisition.
 - Message field displays error that prevented sourcing of document.

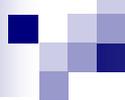


Common Errors

- The vendor contract is inactive.
- The expiration date on the contract has passed.
- The contract exceeded the maximum threshold.

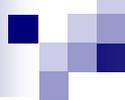
Unlock Requisition

- Reset the Stage Status field to **“Reset Purge”** > Save
- Once edit is complete, save and submit the requisition again.
 - Re-triggers the approval workflow
 - If you are not ready for it to process through workflow, click SAVE/PREVIEW



Contract Edits

- If contract requires editing to resolve error
 - Make contract changes first
 - Then Reset Purge.
 - Note: If requisition references a contract, central agency cannot work on contract while requisition is in error status.



PO Activity Summary

■ Purchasing

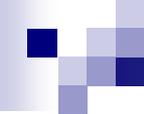
- Purchase Orders

- Review Purchase Order Information

- Activity Summary

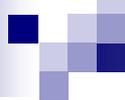
- Displays all activity on each PO – to track vouchers against that PO.

- Enter Business Unit and PO Number



Threshold Errors

- Reconciliation Workbench
 - Purchasing
 - Purchase Orders
 - Reconcile Purchase Orders
 - **1st Time users click Add a New Value**
 - **Returning Users – If you have an existing Workbench ID, you should search for and utilize it.**



Reconcile Workbench

Setting Up Workbench ID

- Add a new Value

- Enter Business Unit

- Click Workbench ID

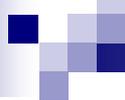
- Note: Workbench IDs are agency specific

- Enter “TS_Errors”

- Click Add button.

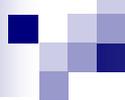
Search for Purchase Orders

- Status field area searches by:
 - **Open:** not used
 - **Approved:** APO has successfully sourced
 - **Dispatched:** An “approved” purchase order has been sent to a vendor
 - **Cancelled:** PO’s that have been cancelled
 - **Threshold Exceeded:** PO’s that failed threshold validation



Threshold Exceeded

- Click Threshold Exceeded Box
 - Controlling Board threshold – maximum dollar amount an agency can spend per vendor per year for non contract purchases.
 - Up to \$50,000 most agencies
 - Up to \$75,000 institutional agencies

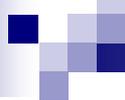
- 
- Cancel PO and re-source once the Controlling Board number or contract is corrected.

- Click Cancel Button

- Your PO should be in Qualified Column.
 - Click Re-source Requisition? Box you may click multiple times.
 - Click on Yes button on bottom of page.
 - Click yes again to continue to cancel PO.

Budget Errors

- Reconciliation Workbench
 - Purchasing
 - Purchase Orders
 - Reconcile POs
 - Reconciliation Workbench
 - 1st time - create a new ID use “Budgetchk”
 - Returning Use existing Workbench ID



■ Status Field:

- Click Approved > Search

- Click Description

- Other Tab

- Budget Status

- Click Budget Status link to sort alphabetically to bring all the errors to top of the list.

- Other Budget Statuses:

- Not Checked – OAKS has not checked PO.

- Valid – PO has passed budget check.

- Error – PO has failed budget check.

- Click PO number to view details
 - After a PO is selected OAKS opens the **Purchase Order Inquiry** in a new window with details.
 - Click Error link – another window opens with error information.
 - Displays **Exceptions**
 - View Exception Details (magnifying glass)
 - Open Purchase Order Line Drill Down
 - Line number tells what line caused error.
 - Distribution line – which distribution within line caused error.
 - Click OK.

■ Error Information

- Narrows the search to find error
- Accounting Information can be changed on the Purchase Order.

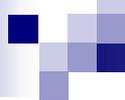
■ To Modify Accounting Information

- Purchasing
- Purchase Orders
- Maintain Distributions
- Search PO in question
 - Agencies with Control Budgets – change themselves
 - Budget Error – Allotment or Appropriation – Contact OBM Budget Analyst

Deleting Unwanted Requisitions

- eProcurement
- Manage Requisitions
 - Enter Requisition ID or name in Req Name/ID
 - Click – Find

 - Delete by clicking red “X” icon
 - Confirm your choice to delete the requisition



Deleting Requisitions

- Requisitions that have not sourced to PO.
 - Open Status
 - Determine if you want them to source to PO – fix errors and source
 - Delete unwanted Requisitions

Queries & Job Aids

- OH_PO_BUDGET_ERRORS
- OH_PO_REQ_APPR_NOT_SOURCED
- OH_PO_REQ_PEND_APPR
- OH_PO_REQ_SOURCE_ERROR
 - Job Aid: Dispatching One Purchase Order
 - State of Ohio Financials Process Manual
 - Sourcing Workbench Process pg. 379-384
 - Modifying PO Distribution Process pg. 416-420