

PantherSoft Financials

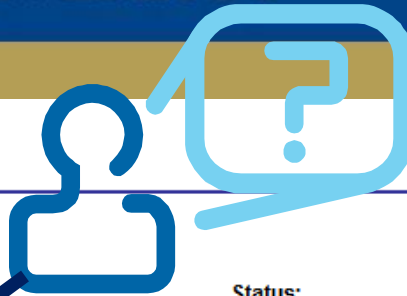
Version 9.0

Purchasing 101

Purchase to Pay Process

How to start!

The screenshot shows the FIU Requisitions system interface. On the left is a 'Menu' sidebar with a search box and a list of categories. The 'Purchasing' category is expanded, showing sub-items like 'Requisitions', 'Reconcile Requisitions', 'Review Requisition Information', 'Reports', and 'Add/Update Requisitions'. The 'Add/Update Requisitions' item is highlighted. Three yellow arrows point from the left towards the 'Purchasing' section. A larger yellow arrow points from the 'Add/Update Requisitions' item to the 'Add' button in the main content area. The main content area is titled 'Requisitions' and contains two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs are input fields for 'Business Unit' (containing 'FIU01') and 'Requisition ID' (containing 'NEXT'). A yellow 'Add' button is positioned below these fields. At the bottom of the main content area, there are two links: 'Find an Existing Value' and 'Add a New Value'.



Who is That?!?

Maintain Requisitions

Requisition

Business Unit: FIU01

Requisition ID: NEXT

[Copy From](#)

Status: Open

Budget Status: Not Chk'd

Hold From Further Processing

Header

*Requester:

*Requisition Date: 09/16/2009

Origin: PO

*Currency Code: USD

Accounting Date: 09/16/2009

[Requester Info](#)

PURCHASING

Dollar

[Requisition Defaults](#)

[Add Comments](#)

[Requisition Activities](#)

Amount Summary

Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#)

[Item Search](#)

[Catalog](#)

[Requester Items](#)

Line									
Customize Find View All First 1 of 1 Last									
Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls									
Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status	
1			0.0000			0	0.00	Open	

[View Printable Version](#)

*Go to:

You MUST click the "Override" button in order to enter anything on this page.

You MUST also choose the vendor you wish to buy from. You can enter the Vendor Number if known or click the Magnifying Glass and search selection list.

Maintain Requisitions

Requisition Defaults

Business Unit: FIU01 Requisition Date: 09/16/2009
 Requisition ID: NEXT Status: Open

Default Options

- Default
If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.
- Override
If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

Line

Buyer:

Unit of Measure:

Vendor: DELL SERVICE Vendor Location:
[Vendor Lookup](#)

Category:

Schedule

Ship To: *Distribute by:

Due Date:

Ultimate Use Code: [One Time Address](#)

Distribution

SpeedChart:

Distributions

Dist	Percent	GL Unit	Account	Alt Acct	Dept	Class	Fund	Program	Bud Ref	PC Bus Unit	Project
1	100.0000	FIU01 <input type="button" value="Q"/>			110400101 <input type="button" value="Q"/>	1 <input type="button" value="Q"/>	210 <input type="button" value="Q"/>	61 <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Customize | Find | View All | First 1 of 1 Last

Activity	Fund Affil	Affiliate	Budget Date	Location	IN Unit
<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	09/16/2009 <input type="button" value="B"/>	FINAP <input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

Maintain Requisitions

Requisition Defaults

Business Unit: FIU01 Requisition Date: 09/16/2009
 Requisition ID: NEXT Status: Open

Default Options

- Default** If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.
- Override** If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

Line

Buyer: Unit of Measure:

Vendor: Vendor Location: [Vendor Lookup](#)

Category:

Schedule

Ship To: *Distribute by: ←

Due Date:

Ultimate Use Code: [One Time Address](#)

Distribution

SpeedChart:

Distributions

Dist	Percent	GL Unit	Account	Alt Acct	Dept	Class	Fund	Program	Bud Ref	PC Bus Unit	Project
1	100.0000	FIU01			110400101	1	210	61			

Customize | Find | View All | First 1 of 1 Last

Activity	Fund Affil	Affiliate	Budget Date	Location	IN Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	09/16/2009	FINAP	<input type="text"/>

OK Cancel Refresh

Select the Type of distribution you wish to have for the PO.

Suggestion:

- If this is a Blanket PO, then choose Amount.
- If this is for equipment ordered and received over time choose Quantity

Select your "Ship To" Location from the drop down. Remember when you choose "SEE BELOW", you must give specific delivery instructions in the Comment Field.

Select the Project or Department you wish to charge, click Magnifying Glass and select number.

Maintain Requisitions

Requisition Defaults

Business Unit: FIU01 Requisition Date: 09/16/2009
 Requisition ID: NEXT Status: Open

Default Options

- Default** If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.
- Override** If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

Line

Buyer: Unit of Measure:

Vendor: DELL SERVICE Vendor Location:

Category: [Vendor Lookup](#)

Schedule

Ship To: *Distribute by:

Due Date:

Ultimate Use Code: [One Time Address](#)

Distribution

SpeedChart:

Distributions

Details												
Asset Information												
Dist	Percent	GL Unit	Account	Alt Acct	Dept	Class	Fund	Program	Bud Ref	PC Bus Unit	Project	
1	100.0000	FIU01			110400101	1	210	61				

Customize | Find | View All | First | 1 of 1 | Last

Activity	Fund Affil	Affiliate	Budget Date	Location	IN Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	09/16/2009	FINAP	<input type="text"/>

OK Cancel Refresh

After Selecting the Departmental Information, it will populate your Distribution line information automatically.

Your Employee Default Location will automatically populate as well.

Maintain Requisitions

Requisition Defaults

Business Unit: FIU01 **Requisition Date:** 09/16/2009
Requisition ID: NEXT **Status:** Open

Default Options

- Default** If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.
- Override** If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

Line

Buyer: **Unit of Measure:**
Vendor: DELL SERVICE **Vendor Location:**
Category: [Vendor Lookup](#)

Schedule

Ship To: ***Distribute by:**
Due Date:
Ultimate Use Code: [One Time Address](#)

Distribution

SpeedChart:

Distributions

Details												
Asset Information												
Dist	Percent	GL Unit	Account	Alt Acct	Dept	Class	Fund	Program	Bud Ref	PC Bus Unit	Project	
1	100.0000	FIU01			110400101	1	210	61				

Customize | Find | View All | First | 1 of 1 | Last

Activity	Fund Affil	Affiliate	Budget Date	Location	IN Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	09/16/2009	FINAP	<input type="text"/>

Maintain Requisitions

Requisition

Business Unit: FIU01

Requisition ID: NEXT

[Copy From](#)

Status: Open

Budget Status: Not Chk'd

Hold From Further Processing

Header

*Requester:

*Requisition Date: 09/16/2009

[Requester Info](#)

Origin: PO

PURCHASING

*Currency Code: USD

Dollar

Accounting Date: 09/16/2009

[Requisition Defaults](#)

[Add Comments](#)

[Requisition Activities](#)



Amount Summary

Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#)

[Catalog](#)

[Item Search](#)

[Requester Items](#)

Line								Customize Find View All		First	1 of 1	Last	
Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status					
1	<input type="text"/>	<input type="text"/>	0.0000	<input type="text"/>	<input type="text"/>	0	0.00	Open					

[View Printable Version](#)

*Go to:

Save Notify Refresh

Add Update/Display

Special instructions regarding this item, such as delivery or handling instructions.

Header Comments

Business Unit: FIU01 **Requisition Date:** 09/16/2009
Requisition ID: NEXT **Status:** Open

***Sort Method:** Comment Time Stamp ***Sort Sequence:** Ascending **Sort**

Comments Find | View All First 1 of 1 Last

[Copy Standard Comments](#)

Comment Status: Active **Inactivate** +

Please deliver to CSC-317 Attn Hector.
This is a live and dangerous animal so treat with care.]

Send to Vendor **Shown at Receipt** **Shown at Voucher**

Associated Document

Attachment

Attach **View** **Delete** **Email**

From -> REQ FIU01-NEXT

OK **Cancel** **Refresh**

Maintain Requisitions

Requisition

Business Unit: FIU01

Requisition ID: NEXT

[Copy From](#)

Status: Open

Budget Status: Not Chk'd

Hold From Further Processing

Header

*Requester:

*Requisition Date: 09/16/2009

Origin: PO

*Currency Code: USD

Accounting Date: 09/16/2009

[Requester Info](#)

PURCHASING

Dollar

[Requisition Defaults](#)

[Add Comments](#)

[Requisition Activities](#)

Amount Summary

Total Amount: 0.00 USD


Add Items From

[Purchasing Kit](#)

[Item Search](#)

[Catalog](#)

[Requester Items](#)

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1			0.0000			0	0.00	Open

[View Printable Version](#)



Look Up Category

SetID: FIU01

Category: begins with

Description: begins with

[Basic Lookup](#)



Search Results

[View All](#) First 1-100 of 191 [Last](#)

Category	Description
05500	AUTOMOTIVE ACCESSORIES FOR AUT
06000	AUTOMOTIVE AND TRAILER EQUIPME
06500	AUTOMOTIVE AND TRAILER BODIES\
07000	AUTOMOTIVE VEHICLES AND RELATE
07100	AUTOMOBILES\ SCHOOL BUSES\ SUV
07200	TRUCKS (INCLUDING\ DIESEL\ GAS
07300	TRAILERS
07500	AUTOMOTIVE SHOP AND RELATED EQ

Maintain Requisitions

Requisition

Business Unit: FIU01

Requisition ID: NEXT

[Copy From](#)

Status: Open

Budget Status: Not Chk'd

Hold From Further Processing

Header

*Requester:

*Requisition Date: 09/16/2009

[Requester Info](#)

Origin: PO

PURCHASING

*Currency Code: USD

Dollar

Accounting Date: 09/16/2009

[Requisition Defaults](#)

[Add Comments](#)

[Requisition Activities](#)

Amount Summary

Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#)

[Catalog](#)

[Item Search](#)

[Requester Items](#)

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1			0.0000			0	0.00	Open



[View Printable Version](#)

*Go to:

NAME THAT ICON



Add a line to this Requisition



Delete a line from this Requisition



Add a Comment to this line



Line Default Accounting



Accounting Default

Once you have selected a category, NEVER CHANGE THE ACCOUNTING INFORMATION.

Maintain Requisitions

Requisition

Business Unit: FIU01

Requisition ID: NEXT

[Copy From](#)

Status:

Open



Budget Status:

Not Chk'd



Hold From Further Processing

Header

*Requester:



[Requisition Defaults](#)

*Requisition Date: 09/16/2009



[Requester Info](#)

[Add Comments](#)

Origin: PO



PURCHASING

[Requisition Activities](#)

*Currency Code: USD

Dollar

Accounting Date: 09/16/2009



Amount Summary

Total Amount:

0.00 USD

Add Items From

[Purchasing Kit](#)

[Catalog](#)

[Item Search](#)

[Requester Items](#)

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1			0.0000			0	0.00	Open

[View Printable Version](#)

*Go to:

...More...

Save

Notify

Refresh

Add

Update/Display



What happens Next?



What truly happens is It begins the process of becoming a Purchase Order, however it requires several steps to get to that point.



Checking the Status.



FIU

Menu

Search:

- My Favorites
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Customers
- Products
- Promotions
- Customer Contracts
- Order Management
- Customer Returns
- Items
- Cost Accounting
- Vendors
- Purchasing
 - Requisitions
 - Reconcile Requisitions
 - Review Requisition Information
 - Reports
 - Add/Update Requisitions
 - Approve Amounts
 - Approve ChartFields
 - Stage For Loading
 - Load Requisitions
 - Update Direct Shipments
 - Budget Check
 - Entry Event Request
 - Purge Load Requests
 - Approval Workflow
 - Request for Quotes
 - Procurement Contracts
 - Purchase Orders

Requisitions

Use the following search to look for an existing Requisition.

[Find an Existing Value](#) | [Add a New Value](#)

Business Unit: =

Requisition ID: begins with

Requisition Status: =

Origin: begins with

Requester: begins with

Description: begins with

Hold From Further Processing

Entered By: begins with

Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

- **Approved** – the approver(s) have given their blessing and the request has been sent to Purchasing with a PO number.
- **Open** – this indicates that it is saved and there is a Requisition Number, however the “Check Box” has not been checked.
- **Pending** – indicates that the Approver must take an action to give it a PO number, however this number is of no value until Purchasing has Dispatched the PO.

Requisitions

Use the following search to look for an existing Requisition.

Business Unit: [=]

Requisition ID: begins with [v]

Requisition Status: [=] [v]

Origin: begins with [v]

Requester: begins with [v]

Description: begins with [v]

Hold From Further Processing

Entered By: begins with [v]

Case Sensitive

Search Results

Only the first 300 results are displayed. Enter more information above and search again to reduce the number of search results.




[View All](#)


First 1-100 of 300 Last

Business Unit	Requisition ID	Requisition Status	Origin	Requester	Description	Hold From Further Processing	Entered By
FIU01	0000078832	Open	PO	2247576	Trautmann,Jason R	N	2247576
FIU01	0000078831	Open	PO	1120497	Reyes,Maria T	N	1120497
FIU01	0000078830	Approved	PO	0101548	Diggins,Marcia E	N	0101548
FIU01	0000078829	Approved	PO	1348235	Escarilla,Julie S	N	1348235
FIU01	0000078828	Pending	PO	1682677	Tamrakar,Relina	N	1682677
FIU01	0000078827	Pending	PO	1682677	Tamrakar,Relina	N	1682677

Once the Status is **APPROVED** you can find the PO Number


Requisitions

Req Inquiry [Customize](#) | [Find](#) | [View All](#) |  First  1 of 1  Last

Details | [Status](#) 

<u>Unit</u>	<u>Requisition</u>	<u>Status</u>	<u>Requester</u>	<u>Req Date</u>	<u>Total Amt</u>
FIU01	000076871A	Approved	Ramos,Ayleen	07/27/2009	17,367.00 USD

[Search](#)

 Notify

Requisitions

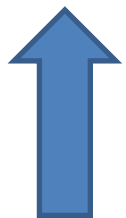

Req Inquiry Customize | Find | View All | First **1 of 1** Last

Details Status

Unit	Requisition	Change Order	On RFQ	On PO	Direct Ship	Received	On MSR	On Voucher	Use ProCard	Document Status	Approval History
FIU01	000076871A			Y							

[Search](#)

Notify



Req DOC Status

Document Status

Business Unit: FIU01 **Req ID:** [000076871A](#) **Status:** Approved
Document Date: 07/27/2009 **Document Type:** Requisition **Budget Status:** Valid
Currency: USD **Amount:** 17,367.00
Requester: Ramos, Ayleen

Associated Document

[Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

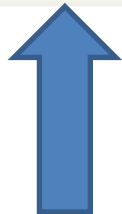
Documents

[Related Info](#)



<u>Business Unit</u>	<u>Document Type</u>	<u>DOC ID</u>	<u>Status</u>	<u>Document Date</u>	<u>Vendor ID</u>	<u>Location</u>
FIU01	PO	0000068870	Dispatched	07/27/2009	0000024620	BURNSVILLE

[Return to Search](#)



PO Document Status

Document Status



Business Unit: FIU01 **PO ID:** [0000068870](#) **Status:** Dispatched
Document Date: 07/27/2009 **Document Type:** Purchase Order **Budget Status:** Valid
Currency: USD **Amount:** 17,367.00
Buyer: Donald Corbitt

Associated Document

[Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

[Documents](#) [Related Info](#)

Business Unit	Document Type	DOC ID	Status	Document Date	Location
FIU01	REQ	000076871A	Approved	07/27/2009	

[Return to Search](#)

What if it is not approved?

The screenshot shows a web application interface for requisitions. At the top, there is a 'Requisitions' tab. Below it is a 'Req Inquiry' header with navigation options like 'Customize', 'Find', 'View All', and 'First 1 of 1 Last'. There are two sub-tabs: 'Details' and 'Status'. The 'Status' sub-tab is active, showing a table with columns: Unit, Requisition, Change Order, On RFQ, On PO, Direct Ship, Received, On MSR, On Voucher, Use ProCard, Document Status, and Approval History. A single row is visible with Unit 'FIU01' and Requisition '000076871A'. A yellow arrow points to the 'Status' sub-tab. A blue arrow points to the 'Requisition' column. Another yellow arrow points to the 'Approval History' column, which contains a checkmark icon. Below the table, there is a 'Search' link and a 'Notify' button.

Unit	Requisition	Change Order	On RFQ	On PO	Direct Ship	Received	On MSR	On Voucher	Use ProCard	Document Status	Approval History
FIU01	000076871A										<input checked="" type="checkbox"/>

Who has it?

PENDING

Approval History

Origin: PURCHASING

Approved By:

Date of Approval: 09/16/2009

OK

Cancel

Where is the PO?

FIU

Menu

- ▼ Vendors
 - ▼ Purchasing
 - Requisitions
 - Request for Quotes
 - Procurement Contracts
 - ▼ Purchase Orders
 - Stage/Source Requests
 - Acknowledgements
 - Manage Change Orders
 - Reconcile POS
 - Review PO Information
 - Reports
 - Budget Year End Processing
 - Add/Update Express POs
 - Add/Update POs
 - Approve Amounts
 - Approve CharFields
 - Reserve PO IDs
 - Maintain Distributions
 - Dispatch POs
 - Verify Document Tolerance
 - Budget Check
 - Entry Event Request
 - Create Backorders
 - Approval Workflow
 - Receipts
 - Return To Vendor
 - Procurement Cards
 - Supplier Schedules
 - Analyze Procurement
- ▼ Inventory
 - ▼ eProcurement
 - Services Procurement
 - Sourcing
 - Engineering
 - Manufacturing Definitions
 - Production Control
 - Configuration Modeler
 - Product Configurations
 - Quality
 - Grants
 - Project Costing
 - Resource Management
 - Staffing
 - Travel and Expenses
 - Billing
 - Accounts Receivable
 - Accounts Payable

Purchase Order

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

Find an Existing Value [Add a New Value](#)

Business Unit: = FIU01

PO ID: begins with

Purchase Order Date: = 09/16/2009

PO Status: =

Short Vendor Name: begins with

Vendor ID: begins with

Vendor Name: begins with

Buyer: begins with

Buyer Name: begins with

PO Type: =

Purchase Order Reference: begins with

Hold From Further Processing

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

[View All](#)

Business Unit	PO ID	Purchase Order Date	PO Status	Short Vendor Name	Vendor ID	Vendor Name
FIU01	9000068201	09/16/2009	Dispatched	EDWARD DON-001	000001528	EDWARD DON AND COMPANY
FIU01	9000068068	09/16/2009	Dispatched	APPLECOMP-001	000005239	APPLE COMPUTER INC
FIU01	0000070270	09/16/2009	Dispatched	SAFESTART-001	0000024584	SAFE START INC
FIU01	0000070269	09/16/2009	Pend Appr	DESIRGRAPH-001	0000010485	DESIR GRAPHIC DESIGN
FIU01	0000070268	09/16/2009	Pend Appr	ARELCOCORP-001	0000000429	ARELCO CORPORATION
FIU01	0000070267	09/16/2009	Pend Appr	MCHARRYASS-001	0000002603	M C HARRY AND ASSOCIATES INC
FIU01	0000070266	09/16/2009	Pend Appr	PURCHASING-002	999999999	PURCHASING TO SELECT
FIU01	0000070265	09/16/2009	Pend Appr	MCHARRYASS-001	0000002603	M C HARRY AND ASSOCIATES INC
FIU01	0000070264	09/16/2009	Pend Appr	WEBBCONSTR-002	0000022413	WEBB CONSTRUCTION SERVICES LLC
FIU01	0000070263	09/16/2009	Pend Appr	FJPHOTELGR-001	0000017019	FJP HOTEL GROUP INC
FIU01	0000070256	09/16/2009	Dispatched	INTERNATIO-022	0000024120	INTERNATIONAL EDUCATIONAL RESOURCES
FIU01	0000070254	09/16/2009	Dispatched	DELL-003	0000011332	DELL
FIU01	0000070253	09/16/2009	Dispatched	MIDWESTSCI-001	0000004944	MIDWEST SCIENTIFIC INC
FIU01	0000070245	09/16/2009	Dispatched	DADECOUNTY-002	0000001257	DADE COUNTY LIBRARY ASSOCIATIO

Approval Statuses for PO's:

- **Approved** – The PO is approved and awaiting the notification to the Vendor
- **Cancelled** – The PO has been cancelled via notification to Purchasing
- **Complete** – The PO has been worked on in Purchasing and awaiting System Process for Dispatch

Approval Statuses for PO's continued:

- **Dispatched** – The PO is approved and the notification has been sent to the Vendor. This is the only category which allows the department to take any action such as an order or receiving.
- **Initial** – The PO has been looked at and Purchasing is waiting for some information such as a State Contract or Hazardous Materials information or approval from EHS.

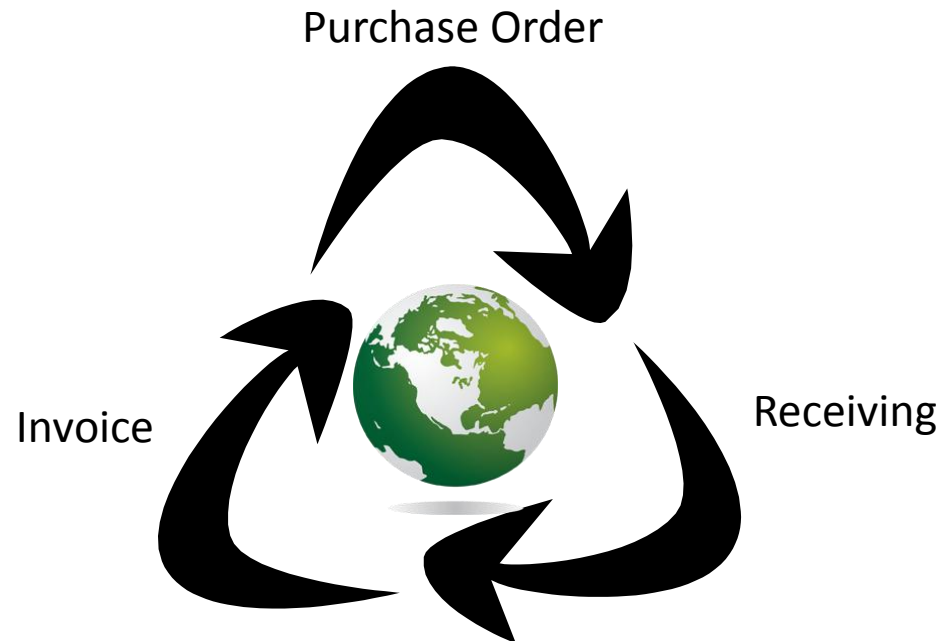
Approval Statuses for PO's continued:

- **Open** – No action has been taken in the Purchasing area.
- **Pending Approval/Approved** – This Po is awaiting a higher approval such as amounts in excess of \$500,000.00
- **Pending Cancellation** – The PO was dispatched, however a lower priced item was found from another vendor and the original vendor is being notified to stop the order.

I have a PO and have purchased the merchandise so what is next?



In PantherSoft there is a set of rules that has always been in place; Three Way Matching.



1. The PO is always created first.
2. The merchandise is received in good order.
3. The Invoice is received and entered into PantherSoft by the Accounts Payable Team of the Controller's Office.



In some instances the Vendor Invoice is sent with the merchandise. Never assume that it has also been sent to the AP Team. When in doubt - Send it.

- Some Vendors send the invoice before the merchandise arrives or the service is rendered.
- These invoices should also go to the AP Team immediately to be entered as legitimate invoices.
- There is a State of Florida regulation, FS 215.422–3a-c, which allows a vendor to receive additional Interest Payment on all open balances over 40 days from the date of the invoice.

Will AP pay the vendor without the vendor having provided the service or merchandise?

Absolutely NOT! Because of the Three Way Matching rule, until the department enters into the system and **RECEIVES** against the PO, the payment will never leave the University. In effect the Department controls when payments are made by controlling the receiving of the merchandise or service.

How do I 'Receive' Merchandise or Services?



The screenshot displays the FIU Receiving module interface. On the left is a navigation menu with the following items: Order Management, Customer Returns, Items, Cost Accounting, Vendors, Purchasing, Requisitions, Request for Quotes, Procurement Contracts, Purchase Orders, Receipts, Review Receipt Information, Reports, Add/Update Receipts, Load Receipts, Process Receipts, Inspect Receipts, Maintain Delivery Information, Maintain Activity and Comments, Maintain ChartFields, Close Backorders, Close Landed Costs, Accrue Receipts, Budget Check, Entry Event Request, Close Receipts, Generate Journals, Return To Vendor, Procurement Cards, Supplier Schedules, Analyze Procurement, and Inventory. Three yellow arrows point to the 'Receipts', 'Reports', and 'Add/Update Receipts' items in the menu. The main content area is titled 'Receiving' and contains two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs are the following fields: 'Business Unit' with a dropdown menu showing 'FIU01' and a search icon; 'Receipt Number' with a dropdown menu showing 'NEXT' and a search icon; and 'PO Receipt' with a checked checkbox. A yellow arrow points to the 'Receipt Number' dropdown. Below these fields is a yellow 'Add' button with a yellow arrow pointing to it. At the bottom of the main content area are two links: 'Find an Existing Value' and 'Add a New Value'.

Select Purchase Order

Search Criteria

PO Unit:

FIU01

ID:

Line/Sched Num:

Release:

Item ID:

Ship To:

Ship Via:

Retrieve Open PO Schedules

Search

OK

Cancel

Refresh

Days +/- Today:

Start Date:

End Date:

Vendor Name:

Vendor Item ID:

Manufacturer ID:

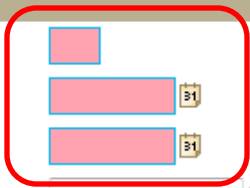
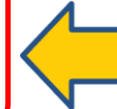
Manufacturer's Item ID:

Receipt Qty Options

No Order Qty

Ordered Qty

PO Remaining Qty



Maintain Receipts

Receiving

Business Unit: FIU01 **Receipt Status:** Open 

Receipt ID: NEXT  [Add Comments](#) [Activities](#)




[Header Details](#)

▶ Header

[Select Purchase Order](#)




Receipt Lines



[Customize](#) | [Find](#) | [View All](#) |  First Last

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		Staff and student rooms	8305.00000	<input type="text" value="1.0000"/>	 EA <input type="text" value=""/>	<input type="text" value="1.0000"/>	Open	<input type="checkbox"/>	<input type="checkbox"/>	EA <input type="text" value=""/>	Device Track 

Interface Receipt

[Interface Asset Information](#)

 Save  Notify  Refresh

 Add  Update/Display



- 1) I did the Requisition.
 - 2) Everything was approved and processed into a Purchase Order
 - 3) The merchandise was delivered.
 - 4) I Received against the PO
 - 5) The Invoice came in and I delivered it to the Controller's Office
- And the Vendor is still not paid. Can I find out why?

You
Certainly
Can!

FIU

- Menu
 - Grants
 - Project Costing
 - Resource Management
 - Staffing
 - Travel and Expenses
 - Billing
 - Accounts Receivable
 - Accounts Payable
 - Vouchers
 - Add/Update
 - Regular Entry
 - Quick Invoice Entry
 - Complete Register Voucher
 - Close Voucher
 - Delete Voucher
 - Update Open Item
 - UnPost Voucher
 - Maintain
 - Approve
 - Control Groups
 - Payments
 - Batch Processes
 - Review Accounts Payable Info
 - Reports
 - eSettlements
 - Asset Management
 - Banking
 - Cash Management
 - Deal Management
 - Risk Management
 - VAT and Intrastat
 - Commitment Control
 - General Ledger
 - Allocations
 - Statutory Reports
 - SCM Integrations

Voucher

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

Find an Existing Value

Business Unit: = FIU01

Voucher ID: begins with

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =











Voucher Source: =

Case Sensitive


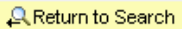
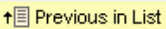
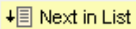




Search Clear [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Summary | [Related Documents](#) | [Invoice Information](#) | [Payments](#)

	Business Unit:	FIU01		Invoice Date:	09/01/2009
	Voucher ID:	00235808		Invoice No:	8050706
	Voucher Style:	Regular		Invoice Total:	5.31 USD
	Contract ID:			Pay Terms:	Net30
	Vendor Name:	FISHER SCIENTIFIC COMPANY LLC		Voucher Source:	Online
		ACCT # 270345-028			
		ATLANTA, GA 30384-4705			
	Entry Status:	Postable		Origin:	AP
	Match Status:	Ready		Created:	09/16/2009
	Approval Status:	Pending		Created By:	1293949
	Post Status:	Unposted		Modified:	09/16/2009
				Modified By:	1293949
	Budget Status:	Not Chk'd		ERS Type:	Not Applicable
	Budget Misc Status:	Valid		Close Status:	Open

***View Related** [Go](#)

 Save  Return to Search  Previous in List  Next in List  Notify  Refresh  Add  Update/Display

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#)

Summary

Related Documents

Invoice Information

Payments

Business Unit: FIU01
Voucher ID: 00235808
Voucher Style: Regular
Vendor ID: 0000001693

Invoice Number:
Invoice Date:

[Print Invoice](#)

Payment Details									
Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Vendor	Remitting Addr	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
Unselected	10/01/2009		FIU01	0000001693		EFT	5.31		USD

Voucher Line - PO Information									
Invoice line	Match Line Option	PO Business Unit	Purchase Order	Line Number	Schedule Number	Item ID	Quantity Vouchered	Unit of Measure	Unit Price
1	Full Match	FIU01	0000069696	7		1	1.0000	EA	5.31000

Voucher Line - Receiver Information									
Invoice line	Receiving Business Unit	Receipt Number	Receipt Line	Receiver Shipping Sequence	Quantity Entered	Unit of Measure	Applied Receiver Merch Amt	Merchandise Amount Received	
1	FIU01	0000142523	6		1	1.0000 EA	5.310	5.310	

Voucher Adjustment				
Voucher Style	Business Unit	Voucher ID	Debit Memo	
			<input type="checkbox"/>	

[Summary](#) | [Related Documents](#) | **Invoice Information** | [Payments](#)

Name: FISHERSCIE-001 [Comments\(0\)](#)
Location: SUWANEE
***Address:** 19 [Advanced Vendor Search](#) ***Currency:** USD [Non Merchandise Summary](#)
 FISHER SCIENTIFIC COMPANY LLC
 ACCT # 270345-028 **Total:** 5.31
 PO BOX 404705 **Difference:** 0.00 [Session Defaults](#)
 ATLANTA, GA 30384-4705 [Withholding](#)

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Quantity		CONTRSHRP TRAN RD.	1.0000	EA	5.31000	5.31

Ship To: SpeedChart Use One Asset Force Price
[Purchase Order & Receiver Info](#) [Associate Receiver\(s\)](#)

Distribution Lines

[GL Chart](#) | [Exchange Rate](#) | [Statistics](#) | [Assets](#) | [Print](#) | [Customize](#) | [Find](#) | [View All](#)

Copy Down	Amount	Quantity	GL Unit	Account	Alt Acct	Dept	Class	Fund	Program	Bud Ref
<input type="checkbox"/>	5.31	1.0000	FIU01	773604	77300	243001199	1	211	22	

First 1 of 1 Last

PC Bus Unit	Project	Activity	Affiliate	Fund Affil	Oper Unit	Openitem	Budget Date	Finalize	PO Finalized
							09/16/2009	<input type="checkbox"/>	N

Business Unit: FIU01 **Balancing**
Voucher ID: 00235808

Invoice Lines	5.31
Misc Charge Amount	<input type="text"/>
Freight Amount	<input type="text"/>
Total	5.31 <input type="button" value="Calculate"/>
Difference Amount	0.00

(minus) **Total** 5.31
 (equals) **Difference Amount** 0.00
[Non Merchandise Summary](#)



[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#)

Business Unit: FIU01
Voucher ID: 00235808
Voucher Style: Regular

Invoice Number: 8050706
Invoice Date: 09/01/2009

Total: 5.31

Vendor: FISHER SCIENTIFIC COMPANY LLC
ACCT # 270345-028
ATLANTA, GA 30384-4705

***Pay Terms:** Net30 [Schedule Payments](#)

[Print Invoice](#)

Payment Information Find | View All First 1 of 1 Last

Scheduled Payment: 1

***Remit to:** 0000001693

Location: SUWAN

***Address:** 11

FISHER SCIENTIFIC COMPANY LLC
ACCT# 270345-003
PO BOX 404705
ATLANTA, GA 30384-4705

Gross Amount: 5.31 USD
Discount: 0.00 USD

Scheduled Due: 10/01/2009

Net Due: 10/01/2009
Discount Due:
Accounting Date:



Payment Method

***Bank:** BOA

***Account:** BOT

***Method:** EFT EFT [Layout](#)

Message: [Messages](#)

Message will appear on remittance advice.

Pay Group:

***Handling:** RE

***Netting:** N

Schedule P:

***Action:** **Payment Date:**

Pay: **Reference:**



Payment Options

Hold Payment: **Separate Payment:**

Hold Reason:

Letter of Credit:

Any Questions?

