Purchase to Payment

and Reporting

Overview

2021

Table of Contents

Overview

Order & Payment States

CART

SHOP

Select what you want to buy utilizing:
- Punch-out catalogs And / or
- Forms

This is the equivalent of adding item(s) into a shopping cart.

CHECK-OUT

Proceed to Checkout:
- Delivery Address?
- How will it be paid for?
- Etc.

This is the equivalent of checking out at the store. (will this order be delivered/how to pay, etc)

REQUISITION

SUBMIT

Submit Requisition
- Routes for GFA (financial approval)
- OtherWorkflow steps

Department Approval | Other Approval | Other Approval | Other Approval

Start of requisition workflow

(This is now a requisition and is no longer a cart)

ORDER

PO

PO is created by UShop and sent to the supplier.

PO is sent to the supplier in one of the following ways:
- Emailed by UShop
- Faxed by Ushop
- MAN —manual distribution (you are responsible get the PO to the supplier)

RECEIVED

Order is received

Order is received.

Verify order for accuracy.

PAYMENT

INVOICE

Invoice sent to the University

Invoice:
- Should be sent by the supplier directly to Accounts Payable
- If the supplier sends the invoice to you email the invoice to ap@admin.utah.edu
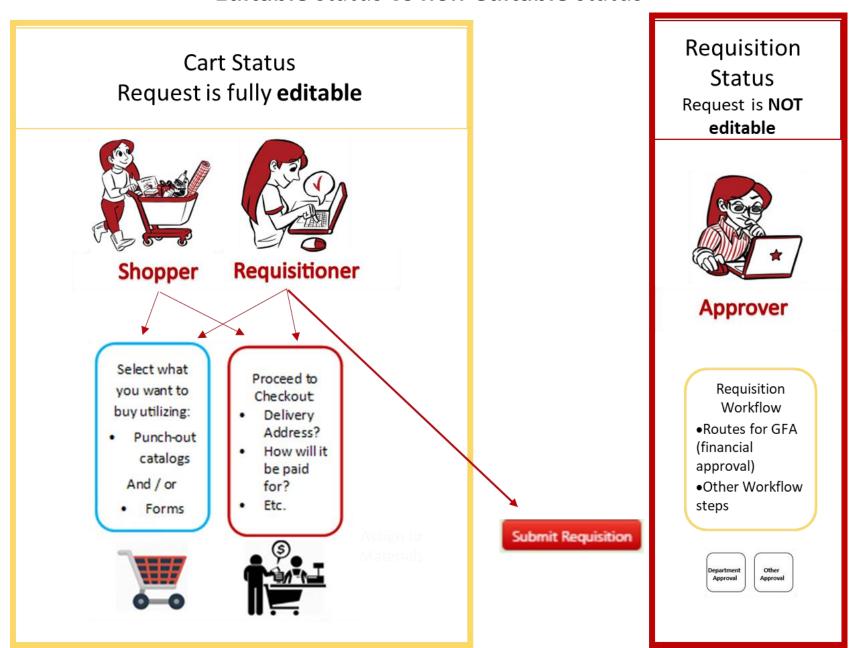
and reference the PO to pay against

PAYMENT

Payment is made to the supplier

Accounts Payable will pay the supplier

Roles & Cart Status vs Requisition Status

Roles & Decision for routing
Editable status **vs non-editable** status

Cart Status
Request is fully **editable**

Shopper   Requisitioner

Select what you want to buy utilizing:
- Punch-out catalogs
And / or
- Forms

Proceed to Checkout
- Delivery Address?
- How will it be paid for?
- Etc.

Submit Requisition

Requisition Status
Request is **NOT** editable

Approver

Requisition Workflow
- Routes for GFA (financial approval)
- Other Workflow steps

Department Approval   Other Approval

Training & Amazon Set up

1. Shopper & Requisitioner Training

    *   Shopper Training

    *   Requisitioner Training

2. Amazon Set up

    *   Amazon Set up Training

3. GFA   Note: GFA imports updated financial authority into UShop nightly

    *   GFA Information
    *   GFA Set up

Profile & Defaults Set up

1. Required for Amazon

   Required Amazon Checkout Default on **Amazon** First order:

2. **Optional** Default Settings:

   I. Custom Field & **Accounting** Codes – Multiple Shortcuts can be added

      a) Acct Dist **Shortcut** = **Activity** or **Project**

      b) Account code

      c) A/U = 1 or 0 for **Activity** OR = blank for **Project**

      d) Accounting Default (Add Favorite)

   II. Default Address(s) – Multiple Addresses can be added

      a) Add Dept Default Address

   III.   **Cart** Assignee

Shop

Overview of how to process a transaction in UShop

1. Choose what to purchase/ Shop for:

   • Shop from Punch-out Catalogs

     o And /or

   • Shop from forms

     Type **New Supplier** if your supplier is not yet in UShop on the Purchase Request form

2. When shopping is complete, click on the cart Icon

3. Name the Cart: Whatever helps you or department naming convention

4. Click Proceed to Checkout

❖ Punch-out Helps

Note: For a bid/ RFP the Purchase request form should be used.

Checkout

Proceed to Checkout

Use Defaults

* IF using Defaults for the required fields***** then you are ready for the next step

*Required Fields = Shipping & Accounting Distribution

OR

Requisition ▾ : 3186240

Summary PO Preview Comments Attachments History

General Information			Ship To / Billing Options			Notes/Attachments & Add'l Approvals	
Cart Name	HH New UX		Ship To			External Notes and Attachments	
Description	no value		ATTN: HEATHER HOLLEY PURCHASING 201 PRESIDENTS CIR RM 170 SALT LAKE CITY, UT 84112 United States			Note to all Suppliers	no value
Requisitioner	HEATHER M HOLLEY					Attachments for all suppliers	Add
Shopper	HEATHER M HOLLEY						
Department Custom Fields			Billing Options			Internal Notes and Attachments	
						Add Additional Approvals Below	

Accounting Distribution

Item

Review OR Edit

1. Review **what** is being purchased

2. **Shipto** – ensure the order will go to the correct destination

3. **Accounting Distribution** – What activity(s) and/or project(s) will pay for this order

4. **Comments** – Review for instructions/help

5. **Billing Options** – use options as needed

6. **External Notes and External Attachments** – go with the PO to the supplier

7. **Additional Approvals** – Add an addition approver to this requisition

Review OR Edit

❖ Checkout Helps

9
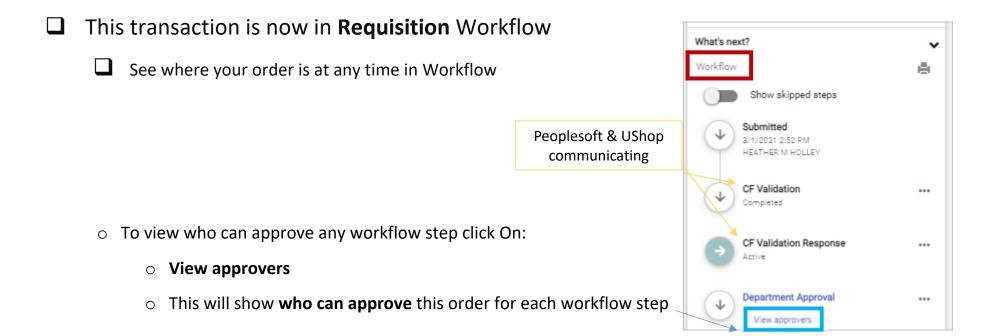
Assign OR Submit Requisition

If the requisition will need review or changes made by someone else

    Then Assign to appropriate person

1. Click on Assign Cart   **Assign Cart**

   - Select from Defaults (or add New Assignee)

2. Click Assign

Assign Cart: User Search

Selected Assignee: –

Assign Cart To: Search for an assignee

Note To Assignee:

Assign   Close

If the requisition is ready to proceed to GFA (financial approval

    Then click Submit Requisition   **Submit Requisition**

❑ This transaction is now in **Requisition** Workflow

   ❑ See where your order is at any time in Workflow

What's next?

Workflow   🖨

⬤ Show skipped steps

↓ Submitted
3/1/2021 2:52 PM
HEATHER M HOLLEY

Peoplesoft & UShop communicating

↓ CF Validation
Completed

→ CF Validation Response
Active

     o To view who can approve any workflow step click On:

        o **View approvers**

        o This will show **who can approve** this order for each workflow step

↓ Department Approval

View approvers

10

Where is my order?

PO (Purchase Order)

- Once all Workflow steps are complete the system will create a Purchase Order (PO)

- Click Purchase Order number to see the PO

Completed	
Total (99.00 USD)	⌄
Subtotal	99.00
	99.00
Related Documents	⌄
Purchase Order: UO00002874	🖨

- Look in the Supplier/Distribution Information Section for the PO Distribution Methods.

Supplier / Distribution Information

Distribution Methods

Distribution Date/Time
3/2/2021 10:47 AM

The system will distribute purchase orders using the method(s) indicated below:

Email (HTML Attachment)

Email the order was sent to

See Order Details:

- **Date** & **time** the PO was Created

- **How** the PO was sent to the supplier

- **Where** the PO was sent

Need to Save or Print the PO?

Order Tracking

- ## Punch-Out Order

    - ### Amazon

        - Selecting **"Track Package"** will show when the package was or will be delivered and by which carrier.

        - **"Return or replace items"** should provide a communication method with Amazon to help fix/resolve the issue

        - If Return or replace is unsuccessful click **"Get Product Support"** this will allow you to call, email or chat with Amazon support. They may ask for a number ending in "71". The phone number is 801-581-8671

    - Guides for **Tracking** your order in **most other Punch-outs**.

- ## Purchase Request or Quick Order
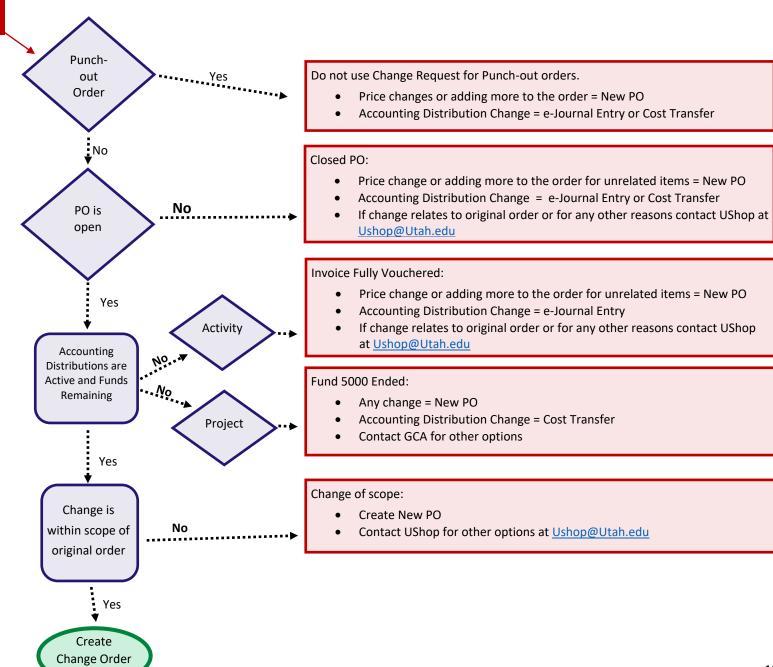
    - Look in the Supplier/Distribution Information Section for the PO Distribution Methods.

    - Scroll to Distribution Methods Distribution Methods

    - View How the PO was sent to the supplier -- Email or Manual 🤚

    - If the PO was sent by email, refer to email address (see slide 11)

        - If the supplier has a Hand Icon 🤚 the shopper must get the PO to the supplier. At that time the shopper may ask for an estimated time of delivery. (See slide 11 for how to Save or Print the PO)

PO Change Order

Punch-out Order → Yes →

Do not use Change Request for Punch-out orders.
- Price changes or adding more to the order = New PO
- Accounting Distribution Change = e-Journal Entry or Cost Transfer

Punch-out Order → No ↓

PO is open → **No** →

Closed PO:
- Price change or adding more to the order for unrelated items = New PO
- Accounting Distribution Change = e-Journal Entry or Cost Transfer
- If change relates to original order or for any other reasons contact UShop at Ushop@Utah.edu

PO is open → Yes ↓

Accounting Distributions are Active and Funds Remaining → **No** → **Activity** →

Invoice Fully Vouchered:
- Price change or adding more to the order for unrelated items = New PO
- Accounting Distribution Change = e-Journal Entry
- If change relates to original order or for any other reasons contact UShop at Ushop@Utah.edu

Accounting Distributions are Active and Funds Remaining → **No** → **Project** →

Fund 5000 Ended:
- Any change = New PO
- Accounting Distribution Change = Cost Transfer
- Contact GCA for other options

Accounting Distributions are Active and Funds Remaining → Yes ↓

Change is within scope of original order → **No** →

Change of scope:
- Create New PO
- Contact UShop for other options at Ushop@Utah.edu

Change is within scope of original order → Yes ↓

Create Change Order

❖ Change Order help:

NOTE: A/P tolerances will cover up to 10% difference per line. Changes are not needed to cover these fluctuations in costs.

13

Invoice

Overview from PO

- To view the information below click on the **Invoices Tab** on the PO `Invoices`

Purchase Order ▼ : [PO Number for the order]

Status | Summary | Revisions ① | Shipments | Change Requests | Receipts | **Invoices ①** | Comments | Attachments | History

- Click on the Invoice number, in blue, to see the full invoice detail.

Records found: 1, Totaling: 341.00 USD +

Invoice No.	Supplier Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
VO001222	234e76	3/5/2021	4/4/2021	Invoice	Payable	341.00 USD	HOLLEY, HEATHER M

Line Details

Line No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Invoice Qty/Cost	Status
1	test Refresh		11.00 USD	7 EA	77.00 USD	n/a / 44.00 USD	Open
						n/a / 33.00 USD	Net Invoiced
2	same		77.00 USD	7 EA	539.00 USD	n/a / 231.00 USD	Open
						n/a / 308.00 USD	Net Invoiced

- Invoiced Quantities and Dollars
- **Open** = **Available** Dollars to Invoice
- **Net Invoiced** = Fully **Spent**.

Invoice Payment Detail

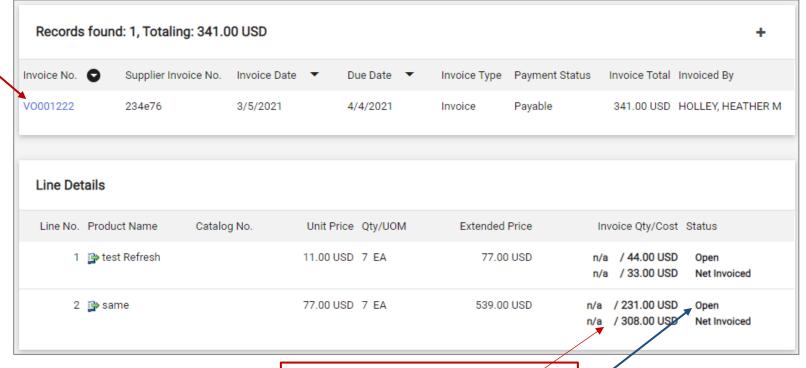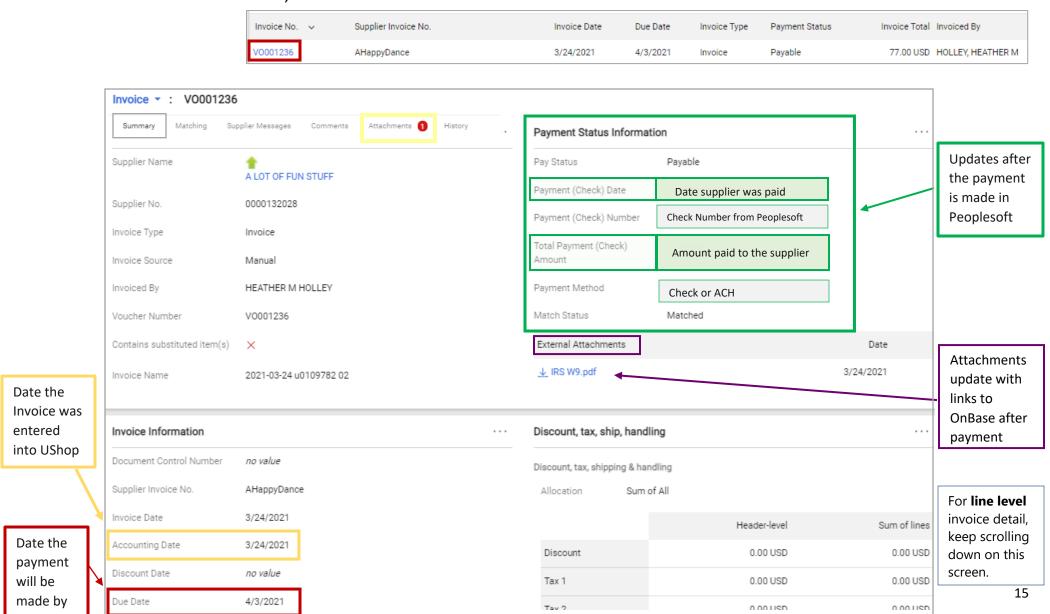**PAID**

1- To view the information below click on the **Invoices Tab** on the PO [Invoices]

2- Click on the Invoice number, in blue.

Invoice No. ⌄	Supplier Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
VO001236	AHappyDance	3/24/2021	4/3/2021	Invoice	Payable	77.00 USD	HOLLEY, HEATHER M

Invoice ⌄ : VO001236

| Summary | Matching | Supplier Messages | Comments | Attachments ❶ | History | · |

Supplier Name	⬆ A LOT OF FUN STUFF
Supplier No.	0000132028
Invoice Type	Invoice
Invoice Source	Manual
Invoiced By	HEATHER M HOLLEY
Voucher Number	VO001236
Contains substituted item(s)	✗
Invoice Name	2021-03-24 u0109782 02

Payment Status Information   · · ·

Pay Status	Payable
Payment (Check) Date	Date supplier was paid
Payment (Check) Number	Check Number from Peoplesoft
Total Payment (Check) Amount	Amount paid to the supplier
Payment Method	Check or ACH
Match Status	Matched

Updates after the payment is made in Peoplesoft

External Attachments	Date
⬇ IRS W9.pdf	3/24/2021

Attachments update with links to OnBase after payment

Date the Invoice was entered into UShop

Invoice Information   · · ·

Document Control Number	no value
Supplier Invoice No.	AHappyDance
Invoice Date	3/24/2021
Accounting Date	3/24/2021
Discount Date	no value
Due Date	4/3/2021

Date the payment will be made by

Discount, tax, ship, handling   · · ·

Discount, tax, shipping & handling

Allocation   Sum of All

	Header-level	Sum of lines
Discount	0.00 USD	0.00 USD
Tax 1	0.00 USD	0.00 USD
Tax 2	0.00 USD	0.00 USD

For line level invoice detail, keep scrolling down on this screen.

How to Close a PO in UShop

Note the PO will **automatically close** when the final 0.01 on the PO has been invoiced
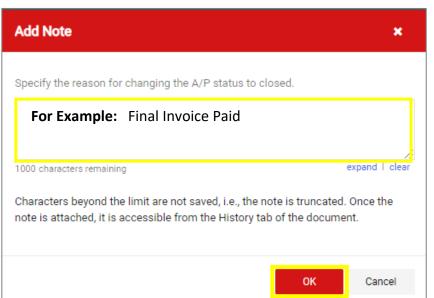
1. Make sure that the final invoice has been paid in full

Payment Status
Paid

2. Click on the Drop-Down Arrow by the words Purchase Order

Purchase Order ▾

3. Click Close PO

Close PO
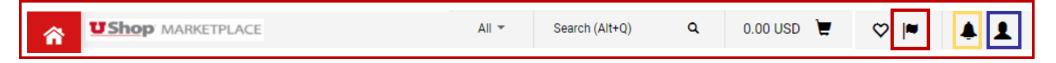
4. Add a Note that explains the closure of the PO.

5. Click OK

Add Note ✕

Specify the reason for changing the A/P status to closed.

For Example: Final Invoice Paid

1000 characters remaining   expand | clear

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

OK   Cancel

Assigned Carts and/or Approvals

Where to find What to Review and/or Approve:

1. Click **Action** Items (Flag Icon)
   a. **Action is required** for the transaction to move forward in workflow (Requisition workflow and/or Invoice workflow)

2. System updates (Bell Icon)

   a. Workflow updates managed by the system. History of those actions is available here. The requisition/invoice can be accessed through these notifications.

❖   **Profile** contains your Notification Preferences which can be edited by you.

Find Carts Assigned to me:

1. Click **Action** Items (Flag Icon)
2. Look at Action Items – **Carts** Assigned to Me

Action Items

My Assigned Approvals

Carts Assigned To Me   1

❖ Approver Helps   ❖ Notification Helps

Searching and Reporting

- Search Help

  - How to search using [Filters]

  - How to set [columns]

  - How to [find transactions]

- Reporting:

  - [Search and Export to Excel]

Top Tips/Tricks 💡

1. Copy a Requisition to a New Cart

2. Chartfields at the PO line level – link in process

3. Where is my Cart / What's in my Cart

4. UShop only GFA

5. Has my Invoice been processed/paid

   a. See pages 14 and 15

6. Link to PCard only list. These suppliers have informed us that they will only process a transaction with a credit card.

7. I'm getting too many emails. How to change Notification Preferences

8. How to change my email address for UShop

9. How to create a replacement PO

10. How to request payment. Email invoice to ap@admin.utah.edu

How to Assign a Substitute
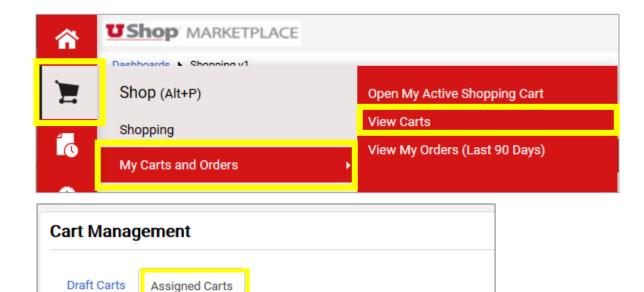
(Note: this only applies to Carts, Not Requisition workflow)

1. Click
   - Cart Icon
   - My Carts and Orders
   - View Carts

2. Then Click
   - Assigned Carts Tab
   - Assign Substitute
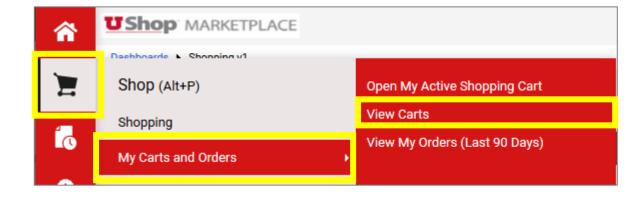
3. Search for Substitutes name

4. Click Select

How to End the Substitution 🧺

1. Click

   - Cart Icon

   - My Carts and Orders

   - View Carts

2. Then Click

   - Assigned Carts Tab

   - End Substitution

Orders/Payments with Foreign Suppliers

When the supplier on an order, in the form of a PO, resides outside of the US there are a couple of actions that you may need to take to facilitate a smooth process from order to payment.

❖ Ask yourself/your department the following questions:

1. Will there be **customs or import fees?**

   a. If yes then contact Anthony Ferrara, in Purchasing, to facilitate these fees.

2. Will there be additional **shipping fee**s for overseas transport?

   a. Does overseas transport need to be arranged by you?

3. **Payment** must be facilitated by wire transfer **by the department**.

   a. Wire Transfer Payment Request

   b. Email the filled-out form to mailto:wiretransfers@utah.edu

4. After the payment is made close the PO in UShop.

   a. Make sure to add a note/comment that the invoice was paid by wire.