

# Side by Side Comparison of Old vs New Cart, Requisition, PO and Invoice

# Old

Shopping Cart for HEATHER M HOLLEY Continue Shopping

1 Item(s) for a total of **700.77** USD

Name this cart:

Share my cart with others [No user groups available. Click here to create shared cart user groups.](#)

Have you made changes?

Perform an action on (0 items selected)...

**A LOT OF FUN STUFF**

Product Description	Unit Price	Quantity	Total
<a href="#">test cart</a> Commodity Code <input type="text"/>	700.77 1/EA <input type="button" value="Update"/>	<input type="text" value="1"/>	700.77 <input type="checkbox"/>

Supplier subtotal **700.77** USD

or

# Old

# New

Click on 3 dots for Options

Click on box for selecting a line

Click box with arrow to select all lines

Click on arrow for Document Actions

# New Cart

Shopping Cart

Simple  Advanced

Search for products, suppliers, forms, part number, etc.

6 Items

**A LOT OF FUN STUFF** · 6 Items · 154.00 USD

SUPPLIER DETAILS

Product Description	Catalog No.	Unit Price	Quantity	Ext. Price
1  line 1		11.00	<input type="text" value="1"/> 1/EA	11.00 <input type="checkbox"/>

ITEM DETAILS

Estimate (154.00 USD)

Total: 154.00

Old

# New Requisition

Old

New

edit

Click on 3 **Pencil** to Edit



Document Actions

Click on **arrow** for Document Actions



Note: Collapsible and Un-Collapsible Sections  

**Requisitions: 141574518**  
CAN NAME THE CART HERE

Status: **Draft**  
Document Total: **700.77 USD**  
[What's next for my order?](#)

Requisitions <


- General ✓
- Shipping ✓
- Billing ✓
- Accounting Distribution ✓
- Internal Notes and Attachm... ✓
- External Notes and Attach... ✓
- Additional Approvals ✓
- Supplier Information ✓

**Final Review** ✓

- PR Approvals
- Comments
- Attachment Overview
- PO Preview

**Requisition** 3186240

Summary PO Preview Comments Attachments History

**General Information** 

Status **Completed** (3/19/2021 1:05 PM)

Purchase Order **U000002895** [view](#) | [print](#)

Submitted 3/19/2021 1:04 PM


Cart Name 2021-03-19 u0109782 01

Description *no value*

Requisitioner **HEATHER M HOLLEY**

**Department Custom Fields**

Solicitation Type	<i>no value</i>
Software Installed	<i>no value</i>
SUB-AWARD #	<i>no value</i>
DSS#	<i>no value</i>
FM Work Order	<i>no value</i>
I attest that the device(s) being purchased comply with the University of Utah security policy,4-004	<input checked="" type="checkbox"/>


**Ship To / Billing Options** 

**Ship To**

ATTN: HEATHER HOLLEY  
PURCHASING  
201 PRESIDENTS CIR RM 170  
SALT LAKE CITY, UT 84112  
United States

**Billing Options**

Accounting Date	3/19/2021
Override Payment Terms	<i>no value</i>
PO Distrib Override	Will Distribute Will Distribute
Hold Invoice for Approval	<input checked="" type="checkbox"/>
Handling Code Override	<i>no value</i>
Separate Payment Override	<i>no value</i>
Payment Message	<i>no value</i>
Require exact PO to Invoice match	<input checked="" type="checkbox"/>
Prevent automatic PO distribution. Check box to manually distribute PO	<input checked="" type="checkbox"/>

**Notes/Attachments & Add'l Approvals** 

**External Notes and Attachments**

Note to all Suppliers *no value*

Attachments for all suppliers

**Internal Notes and Attachments**

Internal Note *no value*


Internal Attachments

**Add Additional Approvals Below**

Ad Hoc Approval 1	<i>no value</i>
Ad Hoc Approval 2	<i>no value</i>
Ad Hoc Approval 3	<i>no value</i>
Ad Hoc Approval 4	<i>no value</i>
Ad Hoc Approval 5	<i>no value</i>


**Accounting Distribution**

**Item**

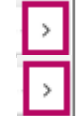
**What's next for my order?** 

Next Step **CF Validation Response**

Approvers **There are no approvers**

**Workflow** 

- Draft** Active HEATHER M HOLLEY
- CF Validation** Future ...
- CF Validation Response** Future ...
- Department Approval** Future ...
- Final CF Validation** Future ...
- Final CF Validation Response** Future ...
- Create PO** Future ...
- Finish** Future



Old

Purchase Order:  
UZ00092323 Revision 0

114904235

Suppliers Name

Supplier: **Completed**  
Status:  
Document Total: **25.98 USD**  
[View Related Documents](#)

# New PO (Purchase Order)

Old

New

Document Actions

Click on **arrow** for Document Actions

**Purchase Order** : UO00002872 Revision 0

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

Collapsible / Un-Collapsible Sections

## Status

Purchase Order

Summary

General Information

Shipping Information

Billing/Payment

Distribution Information

Supplier Information

Accounting Codes

Revisions

PO Approvals

Shipments

Change Requests

Receipts

**Invoices**

Comments

Attachment Overview

## General Information

A/P status: Open

PO/Reference No.: UO00002872

Revision No.: 0

Purchase Order Date: 3/1/2021

Total: 100.00

Requisition Number: [3186240](#) [view](#) | [print](#)

## Shopper Information

Shopper: HEATHER M HOLLEY

Shopper Phone: +1 801-581-8194

Shopper Email: [ushop.test@noreply.utah.edu](mailto:ushop.test@noreply.utah.edu)

## Department Custom Fields

Solicitation Type: *no value*

Software Installed: *no value*

SUB-AWARD #: *no value*

DSS#: *no value*

FM Work Order: *no value*

## Supplier / Distribution Information

Supplier Name: **95 AND SUNNY**

Contract: *no value*

Note to Supplier: *no value*

Attachments for supplier: [Add](#)

## Distribution Methods

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

Date & Time PO was sent

## How the PO was sent to the supplier

Address: 22380 S 215TH STREET  
QUEEN CREEK, AZ 85142 US

## Distribution Options

University of Utah's Terms and Conditions: University of Utah Terms & Conditions of Purchase may be viewed at the following link: <http://fbs...> [Show more](#)

## Ship To / Billing Options

ATTN: HEATHER HOLLEY  
PURCHASING  
201 PRESIDENTS CIR RM 170  
SALT LAKE CITY, UT 84112  
United States

## Billing Options

Accounting Date: 3/1/2021

PO Distrib Override: Will Distribute / Will Distribute

Payment Terms: 0% 0, Net 30

F.O.B.: *no value*

Hold Invoice for Approval:

Handling Code Override: *no value*

Separate Payment Override: *no value*

Require exact PO to Invoice match:

Payment Message: *no value*

Prevent automatic PO distribution. Check box to manually distribute PO:

## Accounting Distribution

1 Item

Status	Product Description	Catalog No.	Unit Price	Quantity	Ext. Price
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**Old** **New**

Document Actions

Click on **arrow** for Document Actions

Buyer Invoice Approvals Matching Comments Supplier Messages Attachments (1) History

Summary Discount, Tax, Shipping & Handling Codes

Hide header

General	Addresses
<b>Invoice Type</b> Invoice <b>Pay Status</b> Paid <b>Voucher Number</b> V0499491 <b>Supplier Name</b> MURRAY GLASS <a href="#">more info...</a>  <b>Document Control Number</b> 14536585 <b>Supplier Invoice No.</b> 51737 <b>Invoice Date</b> 11/9/2020 <b>Accounting Date</b> 11/16/2020 <b>Discount Date</b> no value <b>Due Date</b> 11/10/2020 <b>Override Payment Terms</b> no value <b>Terms</b> 0% 0, Net 1 <b>Terms Discount</b> 0.00 USD <b>Invoice Name</b> 2020-11-16 u6004441 27 <b>FM Work Order</b> no value  <b>Invoiced By</b> SAMUEL GLEN WOOD <b>Contains substituted item(s)</b> <span style="color: red;">✘</span> <b>Invoice Source</b> Manual <b>Match Status</b> Matched <b>Export Date</b> 11/16/2020 9:37 AM	<b>Remit To</b> 573 W 4800 S MURRAY, UT 84123  United States Phone 1-801-2623364- Address Id 000001-2 3rd Party Address ID 2  <b>Payment Information</b> Supplier Defaults 0000170370 H-US S:N Force to Check? <span style="color: red;">✘</span> Handling Code Override no value Separate Payment Override no value Invoice Header WH no value Payment Message no value Payment Method Check <b>Payment (Check) Date</b> 11/17/2020 <b>Payment (Check) Number</b> 3519841 <b>Total Payment Amount (may include multiple invoices/vouchers)</b> 3720.36

Note/Attachments

External Note	Internal Note	Size	Date
External Attachments			
<a href="#">Fortis Lookup: VO...</a> Internal Attachments			11/17/2020

# New Invoice

**Invoice** V0001236

Summary Matching Supplier Messages **Comments** Attachments History

General Invoice Information	Payment Status Information
<b>Supplier Name</b> <a href="#">A LOT OF FUN STUFF</a> <b>Supplier No.</b> 0000132028 <b>Invoice Type</b> Invoice <b>Invoice Source</b> Manual <b>Invoiced By</b> HEATHER M HOLLEY <b>Voucher Number</b> V0001236 <b>Contains substituted item(s)</b> <span style="color: red;">✘</span> <b>Invoice Name</b> 2021-03-24 u0109782 02	<b>Pay Status</b> Payable or Paid <b>Payment (Check) Date</b> Date supplier was paid <b>Payment (Check) Number</b> Check Number from Peoplesoft <b>Total Payment (Check) Amount</b> Amount paid to the supplier <b>Payment Method</b> Check or ACH <b>Match Status</b> Matched <b>External Attachments</b> <a href="#">IRS W9.pdf</a> 3/24/2021

**Invoice Information**

Document Control Number	no value
Supplier Invoice No.	AHappyDance
Invoice Date	3/24/2021
<b>Accounting Date</b>	3/24/2021
Discount Date	no value
<b>Due Date</b>	4/3/2021 <span style="color: blue;">is overridden</span>
Override Payment Terms	no value
Terms	0% 0, Net 15
Terms Discount	0.00 USD
FM Work Order	no value

**Discount, tax, ship, handling**

Discount, tax, shipping & handling	Allocation	Sum of All
		Header-level
Discount		0.00 USD
Tax 1		0.00 USD
Tax 2		0.00 USD
Shipping		0.00 USD
Handling		0.00 USD
<b>Total</b>		<b>77.00 USD</b>
Require exact PO to Invoice match	<span style="color: red;">✘</span>	
Hold Invoice for Approval	<span style="color: red;">✘</span>	

Old