



CAYMAN ISLANDS
GOVERNMENT

IRIS PO 909

ADVANCED TO IRIS PURCHASE ORDERS

INSTRUCTOR: INGRID POWELL

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COURSE OUTLINE

Course Objective:

- To understand and interpret key purchasing reports needed for month end procedures.

Audience:

- CFOs/Account Managers

Prerequisites

- Be a Government Employee
- IRIS 101 IRIS Navigation Course
- IRIS PO101 Purchasing Beginners
- IRIS PO 505 Purchasing Intermediate

Topic Covered:

- Key Purchasing Reports
- How to View Action History
- How to View if PO has been Received
- How to View if PO has been Paid

Multiple Choice Mini Test

- This will be an opportunity for the attendee to evaluate the skills learned in this course and assess if their objectives have been met.

Next Recommended Course:

- AP 101 Accounts Payable Beginners is the next course recommended

1. REPORTS

Within our IRIS purchase order module we have several useful reports that can be used for month end or year-end reconciliation needs that comprises of both standard and customized reports. Each report has a report submission, report headings and report parameters sections along with a description.

Like all Oracle reports, PO return information based on the parameters entered. CIG report names that end with “XML” will usually open as an Excel spreadsheet and cannot be printed on regular letter or legal size paper.

1.1 CIG OPEN PURCHASE ORDERS REPORT (BY COST CENTER) XML

The Open Purchase Orders Report (by Cost Center) can be used to review all or specific open purchase orders relating to one or more cost centers. An open purchase order is one that references an item that your supplier has not yet *fully billed* or received. The report excludes closed, final closed and cancelled orders.

Parameters:

- Operating Unit**
- Title
- Companies From
- To
- Cost Centers From
- To
- Dynamic Position Option**
- Sort By**

Fields:

- Cost Center
- Company Name
- Vendor
- PO Number Release
- PO distribution
- PO Create Date
- Line
- PO Currency
- Rev
- Description
- Promise Date

Unit Price
Unit
Qty/Amt Ordered
Qty/Amt Delivered
Percent Unbilled
Closed Status

1.2 EXPECTED RECEIPTS REPORT XML

The Expected Receipts Report can be used to review all or specific supplier sourced expected receipts or expected customer returns that have not yet been received for a particular date or a range of dates. The report excludes purchase orders that are cancelled, closed, or closed for receiving at the header, release, line, or shipment level. You can specify the expected receipts you want to review.

Use this report to improve or speed up your receiving operations. Your receivers may sometimes not have access to Oracle Applications when they need to enter receiving transactions. They can use the report of expected receipts to record receiving transactions and later enter them. There is space at the end of each shipment for you to record comments, the receipt date, and the quantity/amount you received.

Parameters:

Operating Unit
Title
Purchase Orders From
To
Requisition Numbers From
To
Supplier
Items From
To
Categories From
To
Due Dates From
To
Ship-To Location
Organization Name
Dynamic Position Option
RMA Numbers From
To

Customer

Fields:

- Due Date
- Source Type
- Source
- Document Type
 - Document Number- Release, Line
- Line Type
- Item
- Rev
- Category
- Item Description
- Unit
- Vendor
- Item Number
- Description
- Hazard Class
- Ship-to Location
- Qty/Amt Ordered
- Qty/Amt Due
- Qty/Amt Received
- Receipt Date

1.3 UNINVOICED RECEIPTS REPORT

With this report, you can review all or specific uninvoiced receipts for both period end and online accruals. Uninvoiced receipts are goods and services you have received that your supplier did not invoice yet. This report indicates exactly what you have to accrue and for what amount, and helps you analyze your receipt accrual entries. The accrual amount is the difference between the quantity received and the quantity billed multiplied by the unit price of the item.

Parameters:

- Operating Unit**
- Title
- Accrued Receipts
- Include Online Accruals
- Include Closed POs

Categories From
To
Minimum Accrual Amount
Period Name
Vendors From
To
Sort By
Dynamic Precision Option

Fields:

PO Number
Release
Line Type
Line
Item
Category
Description
Vendor
 Accrual Currency
Accrual Amount
Shipment
Distribution
Quantity Received
Amount Billed
Unit Price
Unit of Measure
Charge Account
Accrual Account

1.4 RECEIVING TRANSACTION REGISTER

The Receiving Transactions Register lists detail information about your receiving transactions. The register is sorted by item, category, receipt number, document number, and transaction date. The three-part document number represents purchase order number, purchase order line number, and purchase order shipment number.

Note that the register does not include information for transactions that are awaiting processing when the receiving transaction processor is in Batch or Immediate mode

Parameters:

Title
Organization
Transaction Type
Transaction Date From
To
Receipt Numbers From
To
Receiver
Items From
To
Categories From
To
Suppliers From
To
Purchase Order Numbers From
To
Buyer Name
Requisition Numbers From
To
Shipments Numbers From
To
Exception
Detail
Include Lot/Serial
Customers From
To
RMA Numbers From
To

Fields:

Source
Item
Rev
Category
Description
Receipt Number
Document
Txn Date
Txn Type
Unit

- Amount
- Price
- Creation Date
- Document Type
- Buyer

1.5 PURCHASE ORDER DISTRIBUTION DETAIL REPORT

The Purchase Order Distribution Detail Report shows account distributions for a range of purchase orders. If you use Purchase Order Encumbrance Control and you set the failure funds only report option to Yes, Purchasing prints only those accounts that fail funds reservation. The Quantity Ordered is the uncanceled shipment quantity. For planned purchase order shipments, this quantity excludes cancelled quantities and any scheduled release quantities associated with the shipment.

Parameters:

- Operating Unit**
- Ledger Currency**
- Title
- PO Numbers From
- To
- Creation Dates From
- To
- Vendors From
- To
- Buyer Name
- Failed Funds Only**
- Sort By

Fields:

- PO Number
- PO Type
- Buyer
- Vendor
- Vendor Site
- Currency
- Creation Date
- Approved Date
- Reserved Date
- PO Currency Amount

- Base Current Amount
- Line-Ship
- Release
- Charge Account
- Item
- Rev
- Item Description
- Unit
- Unit Price
- Quantity/Amount Ordered

1.6 AP AND PO ACCRUAL RECONCILIATION REPORT

The purpose of this report is to show all Oracle Payables (AP) and Oracle Purchasing (PO) transactions where the AP transactions are matched to PO (could be receipt as well). The AP and PO Accrual Reconciliation Report provides a transactional breakdown of each accrual account with a net balance not equal to zero in a summarized or full transaction details version. In summarized mode, for each accrual account, only the distribution information and PO, AP, WO (Write-Off) and Total Balances are displayed. For detailed mode, the individual transaction details for each distribution are also shown.

Parameters:

- Operating Unit**
- Title
- Balancing Segment From
- To
- Aging Period Days
- Minimum Outstanding Balance
- Maximum Outstanding Balance
- Vendor From
- To
- Sort By

Fields:

- Account
- Purchase Order**
- Number
- Release
- Line
- Shipment

- Distribution
- Balances**
- PO amount
- Accounts Payable
- Write Off
- Total
- Age in Days
- Item
- Vendor
- Destination

1.7 PURCHASING ACTIVITY REGISTER

The Purchasing Activity Register shows purchase order monetary activity carried out for a time interval, such as a day or month. The report excludes all fully cancelled purchasing documents. The report includes blanket and contract purchase agreements and planned purchase orders for reference. However, since these documents do not represent actual purchase activity, their amounts are not shown in the PO Amount and Functional Amount columns and are not included in the Total amount.

Parameters:

- Operating Unit**
- Ledger Currency**
- Title
- Creation Dates From
- To
- PO Type
- Supplier
- Buyer Name
- Sort By
- Dynamic Precision Option**

Fields:

- Creation Date
- PO Number-Release
- Buyer
- PO Type
- Supplier
- Currency
- PO Amount

Functional Amount

1.8 SUMMARY ACCRUAL RECONCILIATION REPORT

The Summary Accrual Reconciliation Report can be used to analyze the balance of the Accounts Payable (AP) accrual accounts. You can accrue both expense and inventory purchases as you receive them. When this happens, you temporarily record an accounts payable liability to your Expense or Inventory AP accrual accounts. When Oracle Payables creates the accounting for the matched and approved invoice, Oracle Payables clears the AP accrual accounts and records the liability from the supplier site. The Accrual Reconciliation Report helps you monitor potential problems with purchasing and receiving activities that can affect the accuracy of your A/P accrual accounts. It displays the balance of each accrual account as well as partial representation of source of the balance.

Parameters:

- Operating Unit**
- Title
- Balancing Segment From
- Balancing Segment To

Fields:

- Account
- Transaction Type – A/P No PO or AP-PO
- Outstanding Balance

1.9 CANCELLED PURCHASE ORDERS REPORT

This report can be used to review information on purchase orders that have been cancelled

Parameters:

- Operating Unit**
- Title
- Vendor From
- To
- Buyer Name
- Cancelled Dates From
- To

Fields:

- PO Number - Release
- Vendor
- Vendor Site

- Creation Date
- Amount
- Currency
- Buyer
- Cancelled Date
- Cancelled by
- Reason

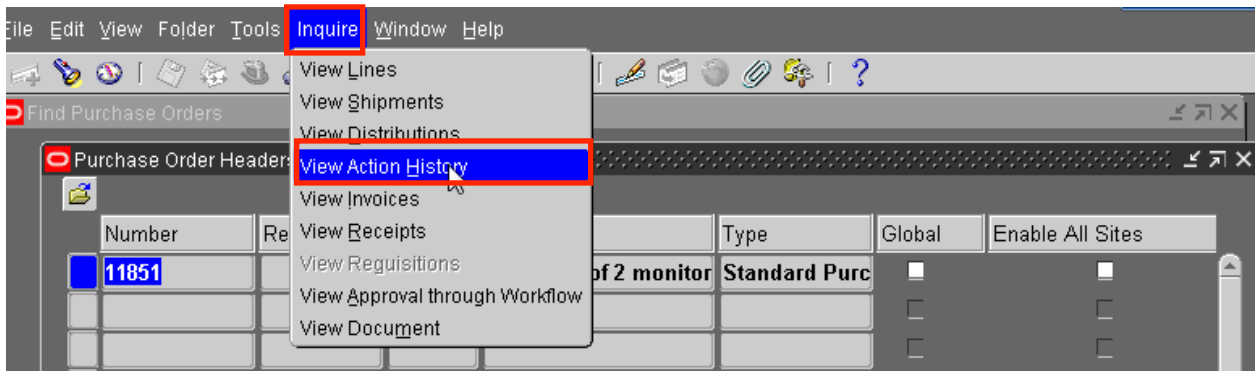
2. HOW TO VIEW ACTION HISTORY

With viewing the action history on a purchase you have the capability of seeing the different actions taken against a purchase order. An example would who it was forwarded to for approval or who approved it.

Below are steps to be taken to see action history:

CIG PO Buyer Responsibility/ User type is used.

- Step 1. Navigator- Purchase order Summary
- Step 2. Enter Purchase order number
- Step 3. Choose Find
- Step 4. Inquire
- Step 5. Action History



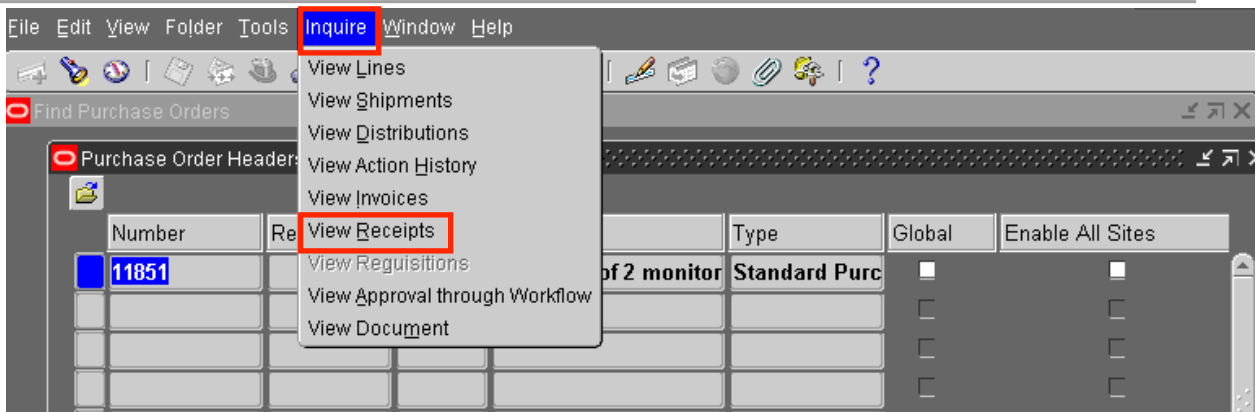
Step 6. The action taken against the purchase order will appear in the Action Field and the name of person will appear in the Perform by Field. For example the below purchase order says the Gloria Myles approved the purchase order which was forwarded by Louella Thompson.

Seq	Date	Rev	Action	Performed By	Note
5	02-SEP-2016 14:29	0	Close	Myles, Gloria Ann	Close status rolled up
4	26-AUG-2016 15:30	0	Approve	Myles, Gloria Ann	
3	26-AUG-2016 13:00	0	Forward	Thompson, Louella N:	
2	26-AUG-2016 13:00	0	Submit	Thompson, Louella N:	
1	26-AUG-2016 13:00	0	Reserve	Thompson, Louella N:	

3. HOW TO VIEW IF A PO HAS BEEN RECEIVED

Below are steps to be done to check if a purchase order has been received or not.

- Step 1. Navigator – Purchase Order Summary
- Step 2. Enter Purchase Order Number
- Step 3. Choose Find
- Step 4. Inquire
- Step 5. View Receipts

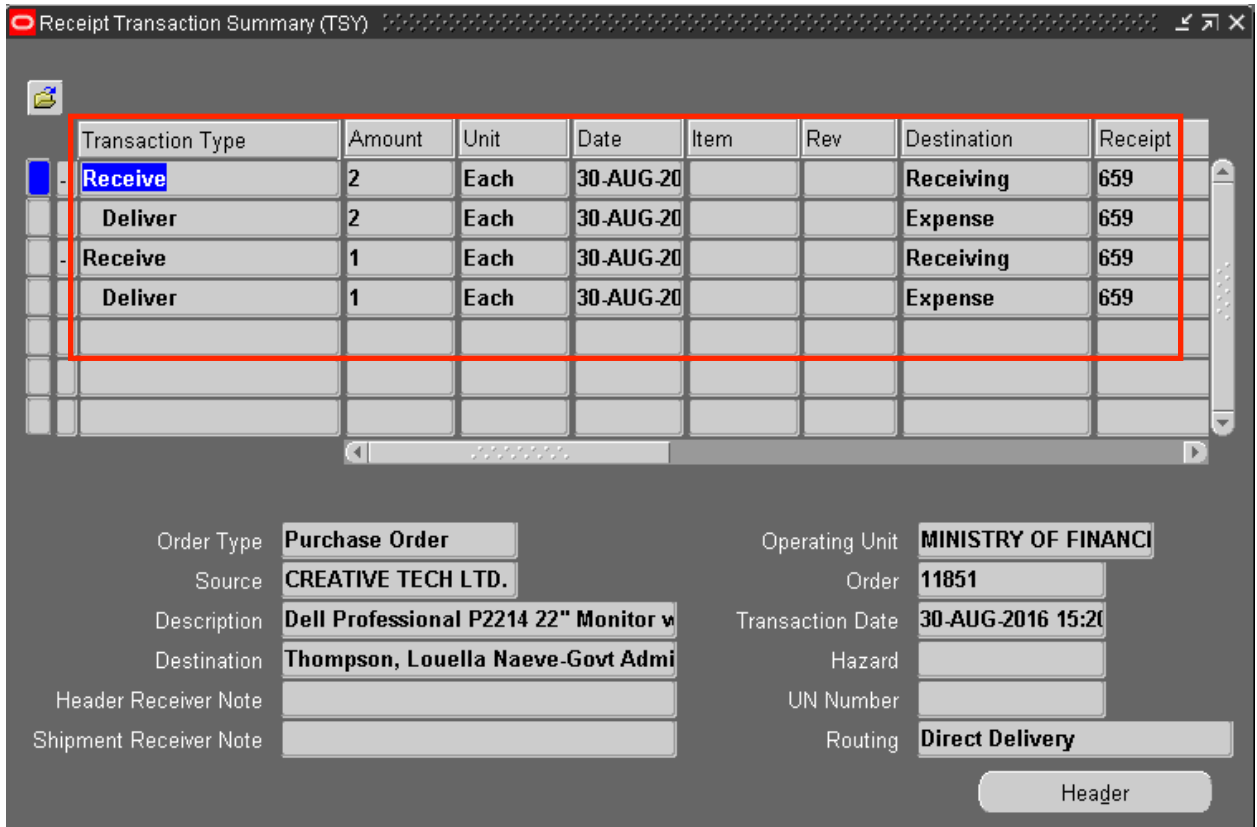


Step 6. If receipt exists it will appear as shown below.

Step 7. Choose Transactions



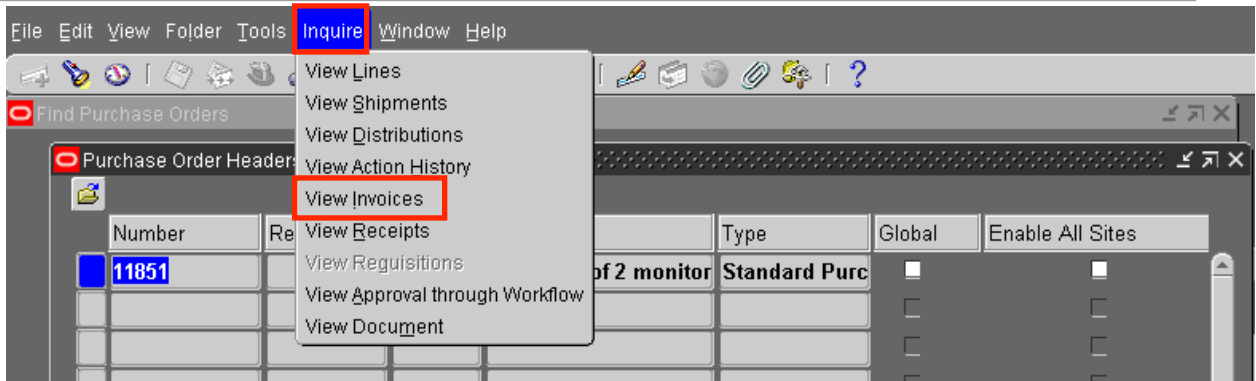
Step 8. Receipt Transaction Summary then open showing lines received and delivered



4. HOW TO VIEW IF A PURCHASE ORDER HAS BEEN PAID

You will be able to see to if purchase has been matched and if it has been paid. This can be done by following the below steps:

- Step 1. Navigator – Purchase Order Summary
- Step 2. Enter Purchase Order Number
- Step 3. Choose Find
- Step 4. Inquire
- Step 5. View Invoices



Step 6. When purchase order is matched the invoice details will appear

Step 7. Select Invoice to see additional information such as Batch name, Item description etc.

Invoices for Standard Purchase Order 11851

Invoice	Date	Type	Supplier	Supplier Site	Currency	Amount	Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment Number	PO Number	Receipt
32302	30-Aug-2016	Standard	CREATIVE TECH LTD.	TSY	KYD	318.46	0.00	Approved		Paid			30-AUG-2016	128961	11851	659

Standard Invoice: 32302 (Total KYD 318.46)

Currency=KYD

General

Invoice Date: 30-Aug-2016
 Status: Approved
 On Hold:
 Batch: **SEP1617-1401-002-AP**
 Attachments: [View](#)
 Supplier: CREATIVE TECH LTD.
 Supplier Site: TSY
 Address: PO Box 32149
 Grand Cayman KY1-1208

Amount Summary

Item: 318.46
 Freight: 0.00
 Miscellaneous: 0.00
 Tax: 0.00
 Prepayment: 0.00
 Retainage: 0.00
 Withholding Tax: 0.00
 Total: 318.46

Payment Information

Paid: 318.46
 Discount Taken: 0.00
 Due: 0.00
 Status: Paid
 Payment Date: 09-SEP-2016
 Payment: 128961
 Term: IMMEDIATE

[Export](#)

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	Dell Professional P2214 22" Monitor with HAS, 21.5" Inch VIS	2	Each	146.73		293.46	0.00	Approved	11851	1	1	Thompson, Louella Naeye	659
2	Item	Cable Matters Gold Plated DisplayPort to HDMI Cable 6'	1	Each	25.00		25.00	0.00	Approved	11851	2	1	Thompson, Louella Naeye	659