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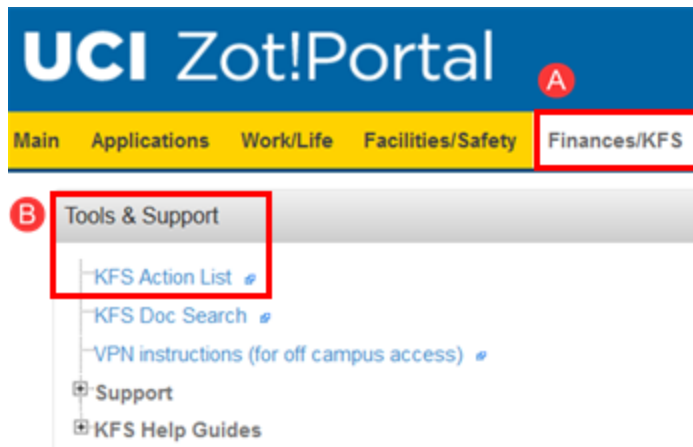
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How to: Complete a Purchase Order

Step 1: Access the Portal

- A. Go to <https://portal.uci.edu>, log on and navigate to **Finances/KFS**.
- B. In the **Tools & Support** portlet, select **KFS Action List**.



- C. Select the Purchase Order (PO) from the Action List under the **ID** column.

| ID | Type | Title | Route Status | Action Requested |
|-----------|----------------|--|---------------------|-------------------------|
| 12100 | Purchase Order | Purchase Order - Req for P.O. Test | ENROUTE | APPROVE |
| 12166 | Purchase Order | Purchase Order - Office supplies, practice | ENROUTE | APPROVE |

Step 2: The document header displays information to assist in retrieving or tracking a Purchase Order.

- A. Write down the document number (**Doc Nbr**) for future reference (appears on the General Ledger).
- B. **Purchase Order #:** The unapproved PO is the same as the approved/final PO and can be used to consult with vendors (also appears on the General Ledger).
 - o Write down the PO# to print PO from UCIBuy.
 - o Users can perform a document search to find their PO later, using multiple search criteria.

Step 3: Validate the Document Overview Tab

- A. Information in the **Description** field is populated from the Requisition.
- B. The **Explanation** field contains additional notes or explanations transferred from the Requisition.
- C. The **Organization Document Number** is an optional 10 character field which appears in the General Ledger.
- D. **Year** defaults to the current fiscal year.
- E. Verify that the **Chart/Org** is correct.
- F. Departmental buyers should only use **L – Low Val \$0.01 - \$5,000.00** in the **Purchase Order Type** field.
 - o All other PO Type categories are used by Central Purchasing or other select units on campus.

DOCUMENT OVERVIEW

OVERVIEW

*Description: January - General supply order A

Organization Document Number: C

Explanation: B

FINANCIAL DOCUMENT DETAIL

D *Year: 2018

Total Amount: 376.05

PURCHASE ORDER DETAIL

E *Chart/Org: IR / 8001

Receiving Required:

Contract Manager: NISWONGER, SHAUNA

Assigned To User:

Use Tax Indicator: No

Requisition Source: DIRECT INPUT

Account Distribution Method:

*Funding Source: Institution Account

Previous Purchase Order #:

Purchase Order Confirmed Indicator:

Cal Tax Reduction Indicator: No

Requisition Source: DIRECT INPUT


Purchase Order Type: L - Low Val \$0.01 - \$5,000.00 F

Step 4: View Related Documents Tab

- A. Scroll to the **View Related Documents** tab and select the **Show** button next to the **Requisition** number.
- B. Select the **Requisition** number link to open the Requisition.

VIEW RELATED DOCUMENTS A



REQUISITION - 178533 Show B

- C. Scroll down to the **Notes and Attachments** tab and select the  icon in the **Attached File** column to open and view the uploaded attachment.
- Save the attachment(s) to the desktop for future use (step 9).

Step 5: Validate Delivery Tab

- A. Validate all required fields.
- B. Validate that the correct Department/Organization name is in the **Address 2** field.
- C. Look for any information in the **Date Required**, **Date Required Reason**, or **Delivery Instruction** fields.
- Expedited shipping charges must be noted in the **Delivery Instructions** field.
 - If the **Date Required** field is blank, type in a date.

DELIVERY

| | |
|---|---|
| <p>*Delivery Campus: IR - UC Irvine A</p> <p>Building: 9931</p> <p>Code: 131 INNOVATION</p> <p>*Address 1: 131 INNOVATION</p> | <p>*Delivery To: SELLARS, RONALD</p> <p>Phone Number: 949-824-6536</p> <p>Email: rsellars@uci.edu</p> |
| <p>Address 2: Procurement Services</p> <p>*Room: 250 B</p> <p>*City: IRVINE C</p> <p>State: CA</p> <p>Postal Code: 92617</p> <p>*Country: United States</p> | <p>Date Required: <input type="text"/> </p> <p>Date Required Reason: <input type="text"/> </p> <p>Delivery Instructions: <input style="height: 20px;" type="text"/></p> |

Step 6: Vendor Tab

- A. Complete, add information, and/or validate the vendor.
- Contract Managers should change the vendor on a PO only if they know of a better source.
 - To change the Vendor, select a KFS onboarded vendor by using the lookup button.
- B. The **Customer #** field is optional. Enter or verify customer account number if applicable.
- C. **Method of PO Transmission** determines how the PO is communicated to the vendor. The field defaults to **Auto Fax**, therefore Contract Managers need to verify or change the

transmission method. Here’s a quick look at what each transmission method means and when to use it.

VENDOR

VENDOR ADDRESS

Vendor: ABC OFFICES SYSTEMS

City: CORONA

Vendor #: 1077-0

State: CA
*required for US

Address 1: 1047 WEST SIXTH STREET

Province:

Address 2: SUITE A

Postal Code: 92882
*required for US

Attention:

Country: United States

VENDOR INFO

Vendor Choice: Selected Vendor

Customer #:

Notes To Vendor:

Shipping Payment Terms:

Vendor Contact Name:

*Method of PO Transmission: Auto Fax

PO Transmission Fax: 951-737-2700

PO Transmission Email: kweigel@abcofficesystems.com

Payment Terms: 2% 10 Days Net 30

Shipping Title:

Contract Name:

Supplier Diversity:
 Minority-Owned Business Enterprise
 Small Business Enterprise
 Small Local Business Enterprise
 Small Woman-Owned Business Enterprise
 Woman-Owned Business Enterprise

Search for alternate vendor

Alternate Vendor For Non-Primary Vendor Payment: Vendor Name: Vendor #:

Remove Alternate Vendor


| | |
|---|---|
| <p>Manual (non-auto fax/email)</p> <p><i>Contract Managers are responsible for physically completing the task of faxing or emailing the PO and any associated documents (quote) to the Vendor.</i></p> | <ol style="list-style-type: none"> 1. The PO number was provided over the phone or internet, and the vendor <i>doesn't</i> require a copy. Manual stops KFS workflow and prevents the PO from being transmitted to the Vendor automatically, which would result in a duplicate order. 2. The PO number was provided over the phone or internet, and the vendor <i>requests</i> a copy of the PO or needs additional documentation. <ul style="list-style-type: none"> · When sending a copy of the PO, indicate the following description in the last line item of the PO to prevent duplicate orders: Confirming order, DO NOT duplicate |
|---|---|

| | |
|---|---|
| <p>Auto Fax or Auto Email</p> <p>POs are transmitted automatically through Quali utilizing the technology that manages UCIBuy.</p> | <ol style="list-style-type: none"> 1. Preferred choice as this does the work for Contract Managers. 2. Manually change the fax number or email address if the vendor asks the buyer to submit the order directly to a specific person within the vendor's organization. |
|---|---|

If **Manual** appears, and cannot be changed, that means that a UCIBuy supplier was selected for a Requisition that was generated outside of UCIBuy. Contract Managers cannot change the transmission method in this scenario, and must manually transmit (fax or email) to the PO to the supplier.

- D. **Payment Terms** default to the terms based on the Vendor's Profile, if they were collected during the onboarding process.
- **Payment Terms** to reflect how soon a vendor should be paid (from the date of the vendor's invoice), only if they differ from the default. For example, the buyer may have negotiated a different term such as **2% 10 days Net 30**.
- E. The **Shipping Title** and **Shipping Payment Terms** default to the terms based on the Vendor's Profile, if they were collected during the onboarding process. If the field is blank, and terms have been agreed upon with the vendor, use the dropdown boxes to select the appropriate choice.
- Commonly used **Shipping Titles** are **DESTINATION** (title passes to UCI upon delivery—preferred) and **ORIGIN** (title passes at shipping point).
 - Commonly used **Shipping Payment Terms** are **VENDOR PAYS** ("**ALLOWED**")—vendor pays the freight cost and it's not added to the invoice, and **INST PAYS** (institution), **PART OF PO** ("**PREPAID AND ADD**")—vendor pays the freight cost and adds the cost to the invoice.

Step 8: Validate Items Tab

- A. Review and validate information for all line items in the **Current Items** section such as Quantity, Unit of Measure, Catalog #, Commodity Code, Description, and Unit Cost.
- Verify that all items are non-restricted.
 - If a restricted item (furniture, radioactives, etc.) is included in the PO, the Contract Manager must delete it from the order. Restricted items must be ordered on a separate PO and cannot be combined with non-restricted items.
 - Review the [Purchasing Methods Guide \(by Commodity\)](#) for more information.
- B. Select the  button to expand. The **Account Number** and/or quantities should **never** be changed at this stage of a PO without express written permission of the end user/Requisition requestor and fiscal officer. This documentation must be added as an attachment to the PO.

Step 9: Notes and Attachments Tab

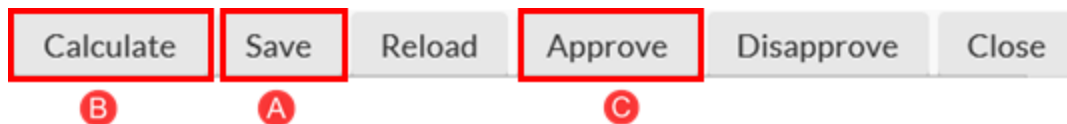
- A. In the **Note Text** field, type “upload” to indicate an attachment.
- B. In the **Attached File** field, select the **Browse...** button to upload an attachment (PDF / less than 5 MB).
 - Examples of attached files include quotes, sole source justifications, emails, etc.
 - Never attach documents that contain sensitive information, ex. social security numbers, home addresses, proprietary, copyrighted, health records (HIPAA), etc.
 - Attachments cannot be deleted from the system. If sensitive information was mistakenly attached, contact KFS@uci.edu for assistance.
 - If an attachment was mistakenly uploaded and *did not* contain confidential information, type “disregard attachment” in the **Note Text** field.

If an invoice is uploaded as backup, be sure to send a copy to accounts-payable@uci.edu so they may process the payment.

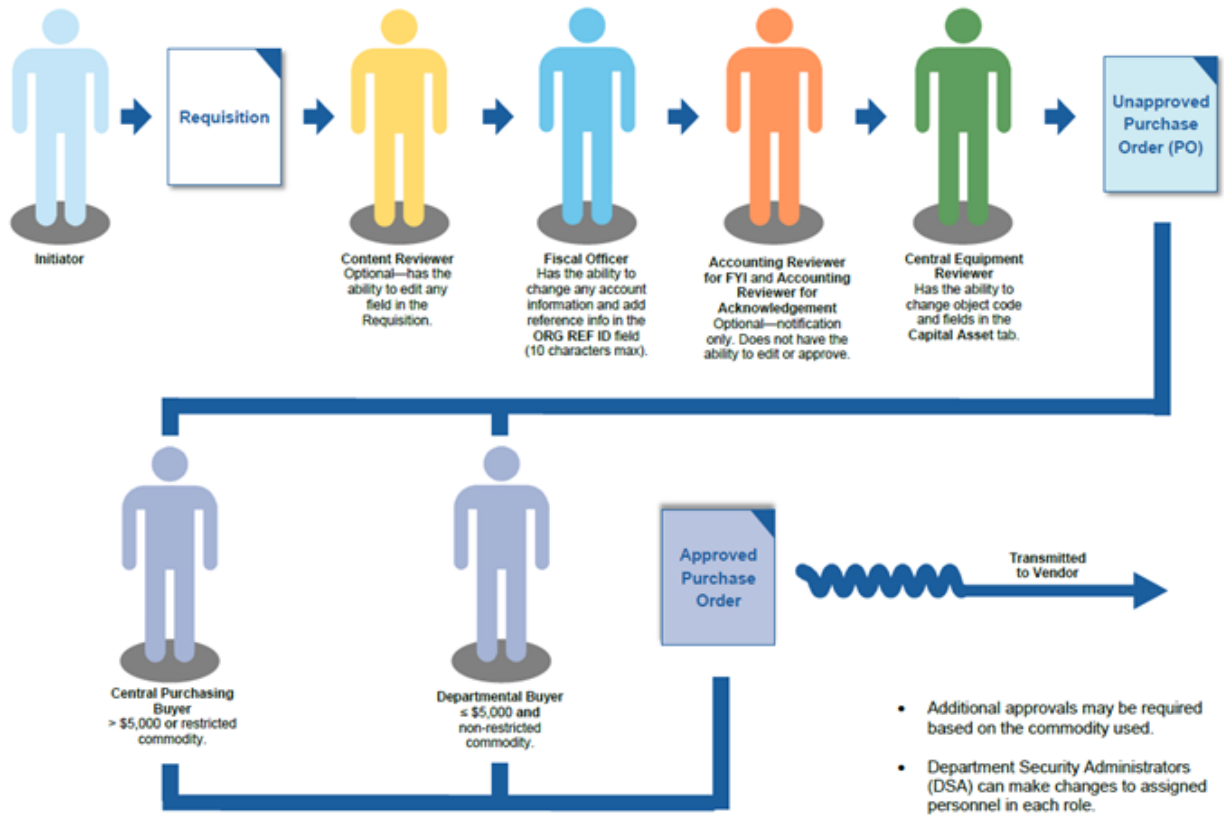
- C. Select the **ADD** button to complete the file upload.

Step 10: Save, Calculate, and Approve the Purchase Order

- A. Scroll down and select **save**.
- B. Scroll to the end and select **calculate** to update the **Document Description** and **Items** tab with tax and order totals.
- C. Lastly, scroll to the end and select **approve**.
 - This completes the PO and brings users back to their **Action List**.
 - Image one displays if there are additional items in the **Action List**.
 - Image two displays an empty **Action List**.



Workflow Chart



How to: Void or Close a Purchase Order

Void or **Close** Quali Financial System (KFS) or UCIBuy Purchase Orders (POs) for the following reasons:

- Cancel a PO
- Release encumbrance
- Unfulfilled orders (item out of stock, discontinued, etc.)

Note: Only Central or Organizational Contract Managers are authorized to complete the Void or Close action.

| | |
|--------------|--|
| Void | <ul style="list-style-type: none"> ● No payment made against PO ● Only voids PO in KFS, proper procedures must be followed to cancel/void PO with the vendor |
| Close | <ul style="list-style-type: none"> ● Minimum of one payment against PO that has a remaining balance ● Only closes PO in KFS, proper procedures must be followed to cancel POs with remaining product |

Procedure to Void or Close PO with Vendor

Option A:

Call supplier to verbally cancel the order, and note the date, time, and the name of the person in the **Notes and Attachments** tab of the KFS PO.

Option B:

Send a written cancellation request to supplier via email or US mail. If request is sent via US mail, print document on official UCI letterhead. For either method, include all pertinent information such as date, reason, PO number and contact information. Attach a copy of the document in the **Notes and Attachments** tab of the KFS PO.

Note: Do not send a copy of the KFS PO to the supplier to avoid confusion or possible duplication of the order.

Step 1: Open the Purchase Order

- A. Detailed instructions to conduct a search are located in the Purchase Order Training Guide.

Step 2: Enter Supporting Information in Notes and Attachments

- A. Either type in notes of the conversation in the **Note Text** field or upload a copy of the documentation in the **Attached File** field

- B. Select **add**.

Step 3a: Void Purchase Order

- A. Scroll to the end and select **void order**.
 - Button appears only if there is no payment against the PO.
- B. Confirmation message appears—include the following: date of request, the name of the requesting person and the reason.
- C. Select **yes** to continue, or **no** to return to the previous screen.
- D. Another confirmation message displays, click **ok** to complete the process and proceed to step 3.

Step 3b: Close Purchase Order

- A. Scroll to the end and select **close order**.
 - Button appears only if there is at least one payment made against the PO, and has a remaining balance.
- B. Confirmation message appears—include the following: date of request, the name of the requesting person and the reason.
- C. Select **yes** to continue, or **no** to return to the previous screen.
- D. Another confirmation message displays, click **ok** to complete the process and proceed to step 3.

Purchase Order Amendments

This Training Guide walks users through initiating and submitting amendments for the following scenarios:

- Scenario One: Change Quantity or Unit Cost
- Scenario Two: Add or Delete a Line Item (returns)
- Scenario Three: Amend Payment Terms
- Scenario Four: Add or Change Payment Info Tab
- Scenario Five: Make Changes to a Capital Asset Order
- Scenario Six: Accounting Changes

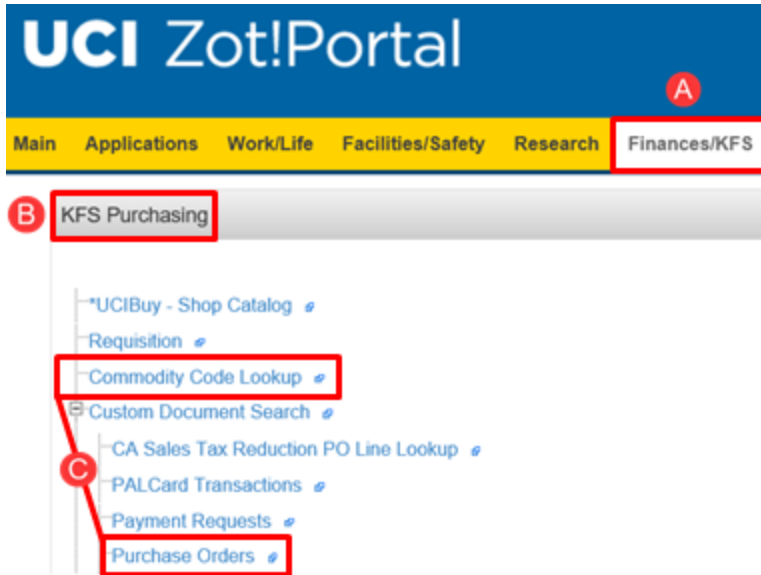
For any other scenarios or questions, contact Central Purchasing at purchasing@uci.edu or 949.824.4040 x3

Keep in mind:

- Anyone in the workflow or with Role 54 access can initiate an amendment. If needed, request access from Department Security Administer (DSA).
- Amendments can only be processed on Purchase Orders with an **Open Status**.
 - **Note:** UCIBuy generated orders can only amend accounting lines if there are no payments made against the Purchase Order.
- Amendments should only be processed for internal use only.
 - If the supplier requires proof of changes to the Purchase Order, the Contract Manager needs to process a Letter of Explanation (via email, fax or regular mail) to provide a clear account of any modifications made.
- Business Contract Amendments: See instructions located at [Portal > Finances/KFS > Purchasing > Training and Resources > KFS Purchasing Training Guides > Purchase Order Amend for Contracts](#).

Step 1: Access Portal

- A. Go to portal.uci.edu, log on and select **Finances/KFS**.
- B. Navigate to the **Purchasing** portlet.
- C. Select the + button next to **Custom Document Search** and select **Purchase Orders**.



Step 2: Enter Search Criteria

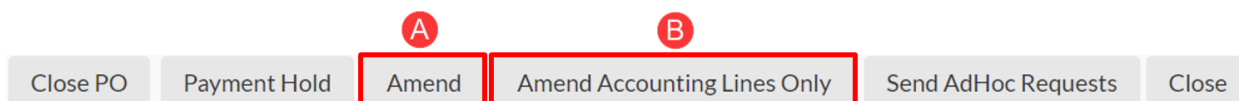
- Type field defaults to **PO**.
- If the current purchase order document number is known, type the number in **Document/Notification ID** field.
- If the purchase order number is known, type the number in **Purchase Order #** field.

- Select **Document/Notification Id** link that has **Open** listed under **Purchase Order Status Description** column to view Purchase Order.

| UCI Kualiti Financial System Action List | | | | | | | |
|---|----------------|--------|-------------------------------|---------------------|---------------------------------|------------------|---------------------------|
| Document Id | Document Type | Status | Document Description | Purchase Order Type | Purchase Order Type Description | Purchase Order # | Purchase Order Doc Status |
| 6216456 | Purchase Order | FINAL | LIFE TECHNOLOGIES CORPORATION | L | Low Val \$0.01 - \$5,000.00 | 175620 | Open |

Step 3: Select applicable amend button

- Amend** (used for non-UCIBuy orders)
- Amend accounting lines only** is used to only change accounting information.
 - This option can only be used if there are **no payments** against the line item and is also a non-Capital Asset related items. See **Scenario Six** for more details and instructions.



Step 4: Provide Reason

- Provide detailed explanation of changes.
- Select the **Yes** button.
- This description appears in the **Notes and Attachments** field.

Are you sure you want to **Amend** this Purchase Order?

*Please enter the reason below:

A

B

| NOTES AND ATTACHMENTS | | |
|-----------------------|-------------------|--|
| 07/05/2018 01:16 PM | NISWONGER, SHAUNA | Note entered while amending a Purchase Order : (Previous Document Id is 5990501) |

When a POA is initiated, a new document is created. The PO number will always remain the same.

C

Doc Nbr: 6213092
Initiator: sniswong
Purchase Order #: 172630

Scenario Instructions

Complete steps outlined in applicable scenario and proceed to **Step 5**

Scenario One: Change Quantity or Unit Cost (Items tab)

- A. Change Quantity for applicable **Item Line**.
 - Enter new amount in the **Quantity** field (e.g. only 15 available, change from 20 to 15 EA).
- B. Increase or reduce item amount (must be equal or greater than what has already been paid against the **Item Line**).
 - Enter new amount in **Unit Cost** field (e.g. decrease **Unit Cost** from \$21.45 to \$20.45)

The screenshot shows the 'ITEMS' tab interface. It features a table with two rows. The first row is for 'Beaker, Glass, 400ml' with a quantity of 15 (highlighted with a red box and labeled 'A') and a unit cost of 21.45. The second row is also for 'Beaker, Glass, 400ml' with a unit cost of 20.45 (highlighted with a red box and labeled 'B'). The interface includes various fields for quantity, unit cost, and item description, along with buttons for 'EA', 'show', and 'add'.

Change takes effect after the **save** button is selected at the bottom of the document.

Scenario Two: Add or Delete a Line Item in the (ITEMS tab)

- A. To add an item (e.g. additional supplies needed to complete a repair), go to the **Add Item** tab and enter in **Item Line** information.
 - Another alternative is to complete a new requisition for the additional items.
- B. Once complete, select the **add** button under the **Actions** column.
- C. Select **show** in the **Accounting Lines** section and fill out the applicable fields.
 - Once complete, select **add**.
- D. To delete item (e.g. supplier confirmed item is no longer available and won't be received), select the **delete** button.
 - New order total is updated after **calculate** is selected.

ITEMS


A

ADD ITEM 

IMPORT LINES

| *ITEM TYPE | QUANTITY | UOM | CATALOG # | *COMMODITY CODE | *DESCRIPTION | *UNIT COST | EXTENDED COST | TAX AMOUNT | TOTAL AMOUNT | ASSIGNED TO TRADE IN | ACTIONS |
|------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------|----------------------|----------------------|----------------------|--|
| Qty ▾ | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 | <input type="text"/> | <input type="text"/> | <input type="text"/> | B  |

C

| *CHART | *ACCOUNT | SUB-ACCOUNT | *OBJECT | SUB-OBJECT | PROJECT | ORG REF ID | PERCENT | AMOUNT | ACTIONS |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------|----------------------|---|
| IR ▾ UC IRVINE | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 | <input type="text"/> |  |
| LINE DESCRIPTION | | | | | | | | | |
| <input type="text"/> | | | | | | | | | |

Scenario Three: Amend Payment Terms of PO or Contract (Vendor Tab)

(Change can only be processed by a **Contract Manager**—Low or High Value)

A. Go to **Vendor** tab and use the drop-down menu and select the correct **Payment Terms**.

VENDOR

Payment Terms: Net 30 Days ▾

- 2% 15 Days Net 30
- Net 1 Day
- Net 5 Days
- Net 7 Days
- Net 10 Days
- Net 14 Days
- Net 15 Days
- Net 20 Days
- Net 25 Days
- A** **Net 30 Days**
- Net 45 Days
- Net 60 Days
- 1/2% 10 Days Net 30
- 1% 5 Days Net 10
- 1% 10 Days Net 30
- 1% 10 Days Net 15
- 1.5% 10 Days Net 30
- 1.25% 10 Days Net 30
- 1.5% 15 Days Net 30

Scenario Four: Add or Change Payment Info Tab



A. Select the **Recurring Payment** box.

B. Enter the **Begin / End Date**.

PAYMENT INFO

PAYMENT INFO

A Recurring Payment:

B Begin/End Date: from:  to: 

The Payment Info tab is for internal use only and does not change the terms of the Purchase Order agreement.

Scenario Five: Capital Asset Change

- A. Correct the **Object Code (Items tab)**.
 - Object code is editable if there are no payments against the line.
 - Type new object code over existing.
 - Change from Equipment object code to another Equipment object code.
 - Change from Equipment object code to a Supply object code.
 - Select the **change** button to clear tab in the **Capital Asset** tab.
 - Change from Supply object code to Equipment code.
 - Fill out **Capital Asset** tab per Capital Asset Training Guide.
- B. Update the necessary changes in the Capital Asset fields as needed (**Capital Asset** tab).

ITEMS A

| *CHART | *ACCOUNT | SUB-ACCOUNT | *OBJECT | SUB-OBJECT | PROJECT | ORG REF ID | PERCENT | AMOUNT | ACTIONS |
|------------------|---|-------------|----------------------------|------------|---------|------------|---------|--------|---------|
| IR UC IRVINE | OS11178 662080-68309 PR... ISUP-OTHER | | | | | | 100.00 | | + |
| LINE DESCRIPTION | | | | | | | | | |
| IR UC IRVINE | OS11178 662080-68309 PR... ISUP-OTHER | | 9000 CAPITAL EQUIPME... | | | | 100.00 | | ⚖ |

CAPITAL ASSET B

SYSTEM SELECTION

Capital Asset System Type: Individual Assets

Capital Asset System State: New System

Change
Update View

Scenario Six: Accounting Changes

Option One: amend accounting lines only

Used for an accounting change on an **Item** with no payments against it (see the **Amount Paid** field in the **Current Items** section to verify first).

- A. Select **amend accounting lines only** button.
 - o This option can be used for UCIBuy orders with no payments against it and non-Capital Asset Purchase Orders.
- B. Go to the accounting line to be changed and select the **show** button.
- C. Delete the existing account number and type the correct one in the **Accounting Number** field.

Option Two: Accounting change on an **Item** with partial payments made against it

Reminder: Cannot be used for UCIBuy orders.

- A. Select the **amend** button.
- B. Reduce the existing Item to the amount paid (e.g. \$976.86 + tax = \$1052.57).
- C. Select the **clear all tax** button above the **Current Items** section to ensure that tax calculates correctly.
- D. Create a new Line Item for the difference with the correct Account information.

Original Line Item:

| ITEM TYPE | COMMODITY CODE | DESCRIPTION | UNIT COST | EXTENDED COST | TAX AMOUNT | TOTAL AMOUNT | ASSIGNED TO TRADE IN | AMOUNT PAID |
|----------------------|----------------------------|-----------------|-----------|---------------|------------|--------------|----------------------|-------------|
| 1 No Qty, taxable | 12000000 Chemicals i... | RPO for primers | 1,200.00 | 1,200.00 | 38.75 | 1,238.75 | No | 1,052.57 |
| TOTALS | | | | | | | | |

Total Prior to Tax: 1,200.00
 Total Tax: 38.75
 Grand Total: 1,238.75

1 No Qty, taxable [input] [input] [input] 120000 RPO for primers [input] 976.86 976.86 75.71 1,052.57 1,052.57

Setup Distribution Remove Commodity Codes From All Items Expand All Accounts Collapse All Accounts Clear All Tax

2 No C [input] [input] 120000 RPO for primers 172.79 172.79 172.79

| *CHART | *ACCOUNT | SUB-ACCOUNT | *OBJECT | SUB-OBJECT | PROJECT | ORG REF ID | PERCENT | AMOUNT | ACTIONS |
|------------------|----------|-------------|---------|------------|---------|------------|---------|---------|---------|
| IR UC IRVINE | [input] | [input] | [input] | [input] | [input] | [input] | 0.00 | [input] | [+] |
| LINE DESCRIPTION | | | | | | | | | |

Step 5: Save, calculate, and submit the Amendment

- Select save.
- Select **calculate** to update the **Items** tab with tax and order totals.
- Scroll down and select **submit**.
 - Amendment routes to the Fiscal Officer for approval
 - Once approved, it routes to the Contract Manager on the Purchase Order.

Calculate Submit Save

Best Practice:

- Be sure that no part of the Line Item has been reduced to \$0.00
 - This will result in a CXML error, and it will not transmit to the supplier.
- To fix the error, the KFS Team will need to reset the status on the back end, and the POA will never be able to be amended again.

CURRENT ITEMS

| ITEM TYPE | QUANTITY | UOM | CATALOG # | COMMODITY CODE | DESCRIPTION | UNIT COST | EXTENDED COST | TAX AMOUNT | TOTAL AMOUNT | ASSIGNED TO TRADE IN | AMOUNT PAID | INACTIVE |
|-----------|--------------|-----|-----------|----------------|-------------|-----------|---------------|------------|--------------|----------------------|-------------|----------|
| 1 | Qty, taxable | | | | | | 0.00 | | 0.00 | No | 0.00 | Inactive |
| 2 | Qty, taxable | | | | | | 0.00 | | 0.00 | No | 0.00 | Inactive |
| 3 | Qty, taxable | | | | | | 0.00 | | 0.00 | No | 0.00 | Inactive |

How to Print a PO

Step 1: Access UCIBuy



- Go to **portal.uci.edu**, log on and navigate to the Finances/**KFS** tab.
- In the Purchasing portlet, go to **KFS Purchasing** and select **UCIBuy – Shop Catalog**.

Option 1: Shortcut

- Locate KFS PO in UCIBuy under Orders > Purchase Orders. PO Document opens in the Summary tab by default.
- Select drop down next to Revision at top
- Select Print Fax Version to generate a readable PO format used to send PO manually to the vendor.

NOTE: Avoid using the Print icon featured at the top right of the page, as it will print a page Summary instead of the readable PO Fax format used for Manual Distribution. Use steps B & C as shown as a Shortcut pathway to print POs for Manual Distribution.

Option 2: Traditional

- Locate KFS PO in UCIBuy under Orders > Purchase Orders. PO Document opens in the Summary tab by default.
- Select Revisions Tab
- Select Manual Distribution link to generate readable Fax format that can be saved/printed as a PDF document

The screenshot displays the UCIBuy interface for a Purchase Order (PO) 123456, Revision 0. The interface includes a navigation menu on the left with options like Home, Shop, Orders, Contracts, Suppliers, and Reporting. The main content area shows the PO details, including a table of revisions. The 'Revisions' tab is selected, and the 'Manual Distribution' link is highlighted. A 'NOTE' icon is visible in the top right corner.

| Revision No. | Revision Date | Revision Name | Revised By | PO Documents |
|--------------|--------------------|---------------|------------|--------------|
| original | 11/16/2021 9:09 AM | original | System | PO Documents |

Manual Distribution
Documents will expire on 11/17/2022

NOTE: Avoid using the Print icon featured at the top right of the page, as it will print a page Summary instead of the readable PO Fax format used for Manual Distribution. Use Shortcut or Traditional pathway to print PO for Manual Distribution

Transfer and Assist

In KFS, there can only be one primary Contract Manager for each Organization/Department. Some Organizations/Departments may require more than one Contract Manager (secondary). The difference between the Primary and Secondary Contract Manager are outlined below.

Primary Contract Manager

- Limit of 1 per organization (org) code. (Schools or large departments have multiple org codes).
- Receives all Unapproved Purchase Orders for assigned org code(s) in their **Action List**.
- Has the ability to share workload of Unapproved Purchase Orders with any Secondary Contract Manager in the same org code(s).
 - Accomplished through **Action List** and use of **return** function.
 - Officially changes Contract Manager name on Purchase Order.
 - Should be used when all future inquiries and follow-up will be initiated by the newly assigned Contract Manager.

Secondary Contract Manager(s)

- Unlimited number per organization code.
- Has the ability to share workload of Unapproved Purchase Orders with Primary or Secondary Contract Managers assigned to the same org code(s).
 - Accomplished through **Action List**, use of **Secondary Delegation** drop-down menu, and the **return** function.
 - Officially changes Contract Manager name on Purchase Order.
 - Should be used when all future inquiries and follow-up will be initiated by newly assigned Contract Manager.

KFS offers a method to transfer or assist with a Purchase Order to share the workload.

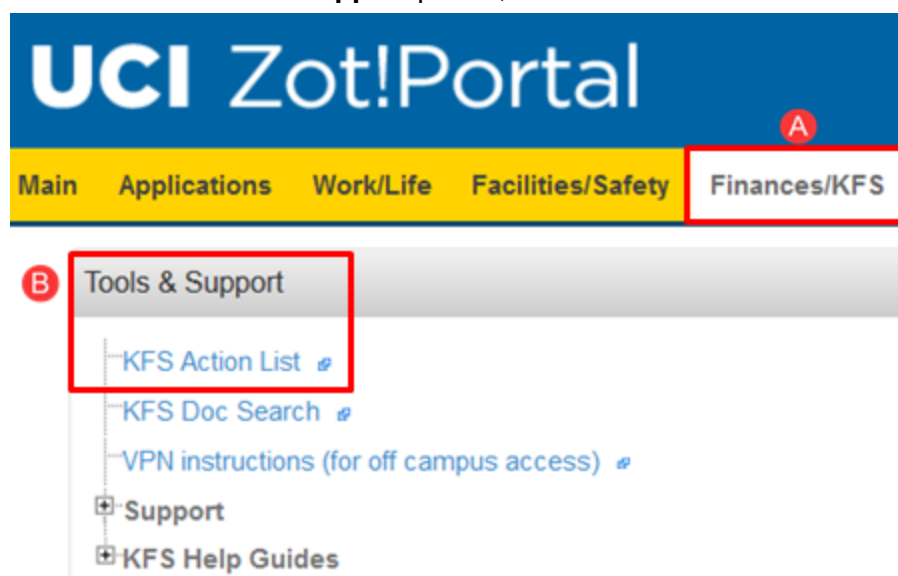
| Transfer | Assist |
|--|--|
| <ul style="list-style-type: none"> ● Used by Primary or Secondary Contract Managers ● Formally transfer Purchase Order to a different Contract Manager | <ul style="list-style-type: none"> ● Used by Primary or Secondary Contract Managers |

| | |
|--|--|
| <ul style="list-style-type: none"> • Contract Manager's name is changed on Purchase Order • Document transfers to the new Contract Manager's Action List | <ul style="list-style-type: none"> • Primary or secondary are covering each other's workload (e.g. sick, vacation, etc.) • Contract Manager's name is not changed on Purchase Order • Document remains in original Contract Manager's Action List |
|--|--|

Transfer Steps

To perform a transfer, the Primary or Secondary Contract Manager needs to access the unapproved Purchase Order in their **Action List**.

- Go to <https://portal.uci.edu>, log on and navigate to **Finances/KFS**.
- In the **Tools & Support** portlet, select **KFS Action List**.



- Secondary Contract Managers Only:** From the **Action List**, in the upper right corner, locate the field with the drop down arrow and select **All Secondary Delegations** or the name of the **Primary Contract Manager**.
- Both Primary and Secondary Contract Managers:** Locate the correct document and select the document number under the **ID** column.

C

Action List preferences refresh filter Choose Secondary Delegation ▾

Action List

4 Items found, displaying all items . PAGE 1

| Id | Type | Title | Route Status | Action Requested | Initiator | Delegator | Date Created | Group Request | Log |
|----------------|----------------|---|--------------|------------------|----------------------------|---------------------------|------------------------|---------------|-----|
| D 91467 | Purchase Order | Purchase Order - Fax machine for general office use | ENROUTE | APPROVE | Kuali Financial System Us. | Kuali Financial System Us | 09:01 AM 08/12/2014 | | |
| 91468 | Purchase Order | Purchase Order - Fax machine for general office use | ENROUTE | APPROVE | Kuali Financial System Us. | Kuali Financial System Us | 09:01 AM 08/12/2014 | | |
| 91965 | Purchase Order | Purchase Order - Fax machine for general office use | ENROUTE | APPROVE | Kuali Financial System Us. | Kuali Financial System Us | 11:25 AM 09/09/2014 | | |

- E. In the **Document Overview** tab, use to input the new Contract Manager's name. Action can be performed by the primary or secondary Contract Manager.
- From the **Contract Manager** Lookup screen, enter the **Contract Manager Code** or enter a partial name with asterisks in the **Contract Manager Name** field.
- F. In the **Purchase Order Type** field, use the drop-down arrow to select **L – Low Val \$0.01 - \$5,000.00**.

Purchase Order Detail

Chart/Org: IR / 7260

E Contract Manager: Jeff Ledendecker

Assigned To User:

Use Tax Indicator: No

F Purchase Order Type:

Contract Manager Lookup

* required field

Contract Manager Code:

Contract Manager Name:

Published Phone Number:

Published Fax Number:

Contract Manager Delegation Dollar Limit:

Active Indicator: Yes No Both

Contract Manager Level Code:

Priority:

Commodity Code Patterns:

Purchase Order Type:

- G. Scroll to the end of the document and select **reassign**.
- Enter a reason for the transfer and select **yes**.
 - Routes PO to new CM's **Action List**.
 - Transfer action displays in the **Route Log**.



Assist Feature

- A. **Secondary Contract Managers Only:** From the **Action List**, in the upper right corner, locate the field with the drop-down arrow and select **All Secondary Delegations** or the name of the **Primary Contract Manager**.

Primary Contract Managers Only: From the **Action List**, in the upper right corner, locate the field with the drop-down arrow and select the name of the **Secondary Contract Manager**.

- B. This changes the users **Action List** to view all unapproved Purchase Order documents available. Locate the correct document and select the document number under the **ID** column and complete the Purchase Order as normal.
 - o The original Contract Manager stays as the point of contact for a soft transfer. The Route Log displays the information for the Contract Manager who completed the Purchase Order for point of record.

| Id | Type | Title | Route Status | Action Requested | Initiator | Delegation | Date Created | Group Request | Log |
|-------|----------------|---|--------------|------------------|--|------------|---------------------|---------------|-----|
| 91467 | Purchase Order | Purchase Order - Fax machine for general office use | ENROUTE | APPROVE | Kuall Financial System Us, Kuall Financial System Us | | 09:01 AM 08/12/2014 | | |
| 91468 | Purchase Order | Purchase Order - Fax machine for general office use | ENROUTE | APPROVE | Kuall Financial System Us, Kuall Financial System Us | | 09:01 AM 08/12/2014 | | |
| 91955 | Purchase Order | Purchase Order - Fax machine for general office use | ENROUTE | APPROVE | Kuall Financial System Us, Kuall Financial System Us | | 11:25 AM 09/09/2014 | | |

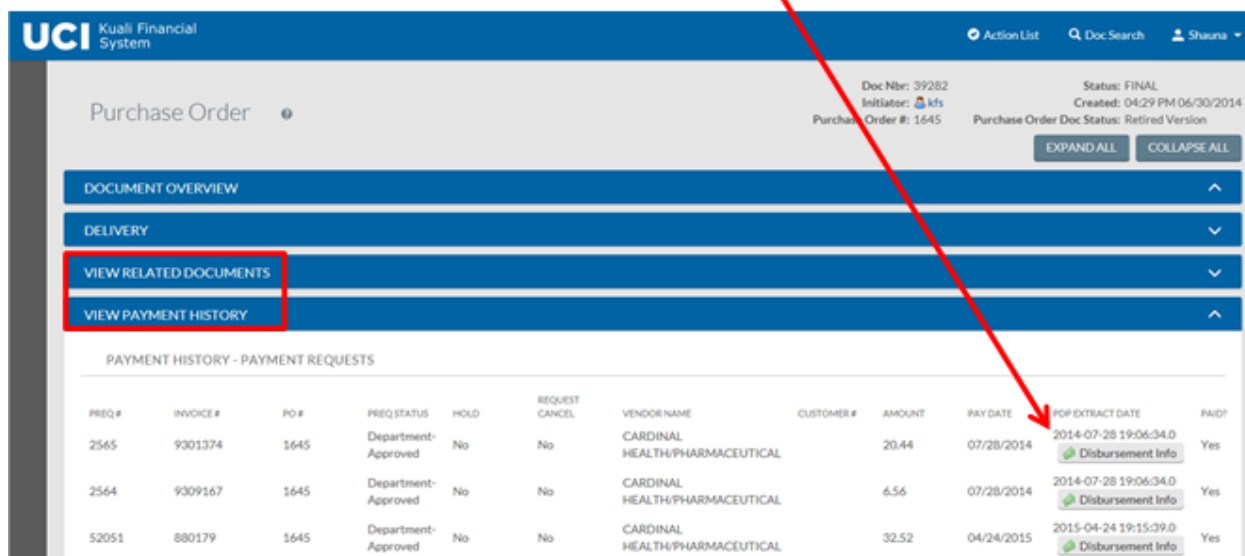
Locating Payment Information for Purchasing Transaction

Step 1: Open any document related to a purchasing transaction

- Requisition
- Purchase Order or Purchase Order Amend (POA)
- Payment Request, etc.

Step 2: Scroll to the View Payment History tab and 'show' transactions to see all Payment Requests (PREQ) and Credit (CM) Memos

- (The 'View Related Documents' tab also contains direct links to view PREQ/CM.)
- The **View Payment History** tab is ideal for viewing a summary of all payments and credits.
- If an invoice has been paid, users can select the **disbursement info** button to obtain additional information.



UCI Kuala Lumpur Financial System

Purchase Order

Doc Nbr: 39282 Status: FINAL
Initiator: kfs Created: 04:29 PM 06/30/2014
Purchase Order #: 1645 Purchase Order Doc Status: Retired Version

EXPAND ALL COLLAPSE ALL

DOCUMENT OVERVIEW

DELIVERY

VIEW RELATED DOCUMENTS

VIEW PAYMENT HISTORY

PAYMENT HISTORY - PAYMENT REQUESTS

| PREQ# | INVOICE# | PO# | PREQ STATUS | HOLD | REQUEST CANCEL | VENDOR NAME | CUSTOMER# | AMOUNT | PAY DATE | POP EXTRACT DATE | PAID? |
|-------|----------|------|---------------------|------|----------------|--------------------------------|-----------|--------|------------|--|-------|
| 2565 | 9301374 | 1645 | Department-Approved | No | No | CARDINAL HEALTH/PHARMACEUTICAL | | 20.44 | 07/28/2014 | 2014-07-28 19:06:34.0 Disbursement Info | Yes |
| 2564 | 9309167 | 1645 | Department-Approved | No | No | CARDINAL HEALTH/PHARMACEUTICAL | | 6.56 | 07/28/2014 | 2014-07-28 19:06:34.0 Disbursement Info | Yes |
| 52051 | 880179 | 1645 | Department-Approved | No | No | CARDINAL HEALTH/PHARMACEUTICAL | | 32.52 | 04/24/2015 | 2015-04-24 19:15:39.0 Disbursement Info | Yes |

Step 3: The Search for Payment screen displays information such as Disbursement Number and form of payment, e.g. CHECK or ACH

Search for Payment

Customer Profile Unit: KUAL
Customer Profile Sub-Unit: PRAP
Source Document Number: 99027
Source Document Type: PREQ/PRWF
Payment Group Id:
Disbursement Number:

Search Clear Cancel

Search Results 1-1 of 1

| Actions | Customer | Source Document Number | Purchase Order Number | Invoice Number | Payee Name | Pay Date | Disbursement Date | Payment Status | Disbursement Type Name | Disbursement Number | Net Payment Amount |
|---------|--------------|------------------------|-----------------------|----------------|--------------------------------|------------|-------------------|----------------|------------------------|---------------------|--------------------|
| | IR-KUAL-PRAP | 99027 | 1645 | 9301374 | CARDINAL HEALTH/PHARMACEUTICAL | 07/28/2014 | 07/28/2014 | Extracted | ACH | 9003228 | 20.44 |

Export options: CSV | spreadsheet | XML