Review Open Purchase Orders

How to run Open Purchase Orders using the Enterprise Report or SAS®

The SAS Web Report Studio has an Open Purchase Order Report.

- ➢ Enterprise Report Log-in
- ➢ Financial/Financials Comprehensive Financial Report Summary
- ➢ Choose Current Open Purchase Orders.
- ➢ Choose the Division.
- ➢ Add department filter as needed.

Report looks like this:

Financials – Open Purchase Orders

Wednesday, October 17, 2018

Budget Ref	PO ID	Requestor Id	Line	Qty	Amount	Date	Due Date	Status	Vendor Name	Description
2019	0000531369	MMCGINTY	10	2	$4.24	2018-07-10	2018-08-09	Dispatched	Staples	Brighton Professional Soft Molded Wastebasket, 7 Gallons, Black, 15"H x 14 1/2"W x 10 1/2"D
2019	0000531544	MMCGINTY	6	1	$2.12	2018-07-17	2018-08-16	Dispatched	Staples	Brighton Professional Soft Molded Wastebasket, 7 Gallons, Black, 15"H x 14 1/2"W x 10 1/2"D
2018	0000529849	MMCGINTY	6	1	$12.05	2018-05-17	2018-06-16	Dispatched	Staples	2018 Staples Large Daily Appointment Book/Planner, 8" x 11", Black (21487-18)
					$18.41					

Process to Review Open Purchase Orders

Open Purchase Orders should be reviewed on a monthly basis but no less than quarterly. The amount on the report is the remaining encumbered funds on the purchase orders. This amount is closed when the items are fully received and all vendor invoices are applied. If funds remain on the PO after it is fully received and invoiced the Department is responsible for notifying Procurement (purchasing@kennesaw.edu) when to close a purchase order.

Review Open PO for completeness. Before taking any action, consider the following:

- a. Did the department receive all the goods/service from the vendor?
- b. Was the receiving complete in ePro/Peoplesoft?
- c. Is the department waiting on a final invoice? If the department is missing an invoice, contact the vendor to receive a copy and send to vendor@kennesaw.edu.
- d. Computer equipment requires coordination with University Information Technology Services for receiving and documentation purposes.
- e. Staples sends electronic invoices directly to Accounts Payable. Goods not received and invoiced within 30 days are usually on back-order and do not ship. Close any Staple purchase order older than 45 days past due.

f. Furniture and Office Renovations orders placed by Facilities need special coordination. If the goods/services are already received and in place, notify Facilities to ensure receiving is completed.

g. Department is responsible for receiving departmental goods/services including tagged assets.

h. Purchase orders closed in the current fiscal year with the same budget year will release funds back to the department's budget.

Key Points on Closing Prior Year Purchase Orders

Close a completed purchase order by sending an email to purchasing@kennesaw.edu.

Email should include the following:

Subject Line: Close Prior Year PO (PO Number).

a. Include in the body: Vendor name, funding source (10000, 10500, 10600, 12xxxx, 13xxxx, etc.), department and the remaining amount to release.

Purchase orders with less than $ 500 remaining or from non-lapsing funds are closed within then (10) business days. Fiscal Services reviews all other purchase orders before they are closed. Departments should be available for questions if needed.

Key Points for Year End Reporting

All departments must submit a yearly Open PO report for audit purposes to purchasing@kennesaw.edu. Run the Open Purchase Order report as of March 31. Include a detailed explanation for all remaining funds open past 90 days.   Purchase orders older than 90 days without detailed explanations may be closed on the department's behalf if the project is deemed complete.   This report is due to Purchasing by 04/30/2019.

Contact Information

Purchasing or Receiving Help – Email Purchasing@kennesaw.edu or contact your buyer.