Purchase Order Revisions & Invoice Submissions

SciQuest Change Order Training
Invoice Submission Training
Shoppers/Requestors processed a change order form in SciQuest that detailed what changes need to be made to certain PO’s. That form was routed to the individuals designated to perform change orders. The change order was completed in SciQuest and subsequently in Banner.
Invoice Submission

- Receive goods & services prior to submitting invoice.
- Mismatched invoices to purchase order requires change order prior to invoice submission.
- Do not forget to attach legible copy of invoice.
- Original invoice is responsibility of department.
Agenda

- Change Order Process/Invoice Submission
- Demonstration
- Frequently Asked Questions
A change order in SciQuest is referred to as a revision.

A user selects to create a revision on a PO and makes the necessary changes.

The revision causes the PO to flow back through workflow.

A message is sent to Banner to create the Change Order.

History tab of the PO will reflect a change order was made.

The user is only required to change the PO in 1 system.
Change Order Process

- **SciQuest**
  - PO Revision Initiated by user

- **IFEP**
  - Automatic creation of Banner Change Order

- **Banner**
  - Change Order validated and posted

- **SciQuest**
  - Revised PO sent to supplier
Change Order Process

- PO Changes do NOT flow through requisition workflow.

- Trained users can make PO changes in SciQuest.

- Budgetary PO workflow step is required for change orders.
Creating a Change Order

- Search for purchase order.

- Open the purchase order tab.

- Scroll down the page to the Product Description.
Creating a Change Order

- Open the line item to be changed.
- Select the unit to be modified.
Non-Catalog PO’s

- Liquidate Balance to $0.00.

- Change the price estimate to $0.00.

- DO NOT CHANGE THE QUANTITY.
Non-Catalog PO’s

- Under the Available Actions tab choose Finalize Revision.
- To Re-distribute the PO to the vendor, check on.

NOTE: Finalizing a revision will not automatically save changes. Save changes in the po document prior to performing this action.
Non-Catalog PO’s

PO revisions route to budgetary approvers.
Non-Catalog PO’s

- PO revision will route to Banner to change encumbrance and return to distribute.
Large Dollar Change Order

- Change order request exceeds budget.
- Check PO Approvals tab for step and then History tab.

Level 1 - High Dollar Approval
- Approved ✓
  - Terry Lastinger, CC-511B

Hold for Board Approval
- Approved ✓
  - Terry Lastinger, CC-511B

Banner PO Post
- Active
  - view approvers

Revise PO
- Future
  - Expedite

Send PO to Banner
- Error
  - Available step actions:
    - Restart
    - Skip
  - Available document actions:
    - Reject
When the **change order** fails budget authorization the PO will stop in workflow and require that the step be restarted (after appropriate **changes** have been made to the budget).

Please notify purchasing via comment to restart the purchase order revision.
Catalog Orders

Catalog Vendors with the Edit & Inspect logo can accept revisions for quantity only.
Catalog Orders

The quantity can only be modified in catalog orders.

Quantity cannot be reduced to 0.
Frequently Asked Questions

Which vendors support changes to the purchase order?
- All non-catalog vendor support change orders.
- Catalog vendors supporting change orders are identified by an icon representing edit & inspect.
- Blanket purchase orders support change orders.

What can be changed on the PO?
- You may change quantities, prices (exception of catalogs), and FOAPAL elements.
- Purchase orders cannot be canceled or closed.

Does the change order get sent to the vendor?
- Depends, upon completing the revision you can specify if it should get resent to the vendor or not.

Can the change order go through requisition workflow?
- No, the change order flows through PO workflow.
Submitting Invoices

- Enter invoice for existing purchase order.
- Avoid match exceptions with change order.
- Receive purchase order prior to submitting invoice.
- SciQuest will generate invoice number.
- SciQuest will transmit invoice to Banner for payment. (FOIDOCH)
- Reminder that no taxes can be included in invoice amount.
Submitting Invoices

- Entering invoices for existing PO’s.
  - Quarry purchase order number.
  - Create Invoice from available actions.
Submitting Invoices

- Check the remit to address.
  - Match to address on invoice.
  - Select address.
  - Incorrect address.
  - Forward invoice to AP.

![Detailed Manual Entry]

- Remit To Location List
  - Billing 1
  - 909 S Boston
  - Tulsa, OK
  - 74119-2095

- Invoice No.: [Required field]
- Invoice Date: [Required field]
- Due Date: [no value]
- Terms: [Discount] %, [Override due date], [0] Days, [30] Net

- United States
- Address Id Billing 1
- Accounts Payable
- 6111 E. Skelly Dr., Suite 511
- Tulsa, OK 74135-6198
- United States
Enter suppliers invoice number.

- If not provided, create number.
- Reduce lengthy numbers to fit (right to left).
- Follow number format on the invoice. ex. (12-34GF/00)
Submitting Invoices

- Enter suppliers invoice number.
  - Add to end of existing numbers for duplications.
  - Duplicate Value error will require an extension to the invoice number. (ex. * or -1)

Check FAIVNDH on Banner to see if invoice has already been paid.
Submitting Invoices

- Enter vendor invoice date.
  - Follow format suggested.
  - Use date on invoice.
Enter the amount on the invoice into the unit price dialog box.

Do not edit the quantity.

If the amount of the invoice exceeds the purchase order please change the PO and revise prior to invoicing.

<table>
<thead>
<tr>
<th>PO Line</th>
<th>Product Description</th>
<th>Catalog No</th>
<th>Size / Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TCC Bookstore Blanket Order Request</td>
<td></td>
<td></td>
<td>select contract...</td>
<td>151.40</td>
<td>EA151.40 USD</td>
</tr>
</tbody>
</table>
**Multiple line purchase orders.**

- Partial invoice, enter quantity on line invoiced. **DO NOT** enter zero (0) on lines not invoiced.

<table>
<thead>
<tr>
<th>PO Line</th>
<th>Product Description</th>
<th>Catalog No</th>
<th>Size / Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hijos de Babel, book, ISBN 9788415174738</td>
<td>9788415174738</td>
<td>EA</td>
<td>37.95</td>
<td>1</td>
<td>EA 37.95 USD</td>
</tr>
<tr>
<td>2</td>
<td>Medical Interpreter Training Guide - Fre/Bos/Por/Rom/Rue/Ser/Spa</td>
<td></td>
<td></td>
<td>79.99</td>
<td></td>
<td>EA 79.99 USD</td>
</tr>
</tbody>
</table>
Submitting Invoices

- Multiple line purchase orders.
  - Partial invoice, enter quantity on line invoiced.
  - Check box at far right on lines not invoiced.
  - Select to remove line and Go.
  - Complete this step prior to entering date and invoice number.
Submitting multiple PO invoices.

- Indicate invoice split amounts in writing.
- Attach copy to each purchase order.

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<table>
<thead>
<tr>
<th>INVOICE DATE</th>
<th>INVOICE #</th>
<th>AMOUNT</th>
<th>CUSTOMER COMMENTS</th>
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</thead>
<tbody>
<tr>
<td>6/25/13</td>
<td>8240985140</td>
<td>41.61</td>
<td></td>
</tr>
<tr>
<td>7/01/13</td>
<td>8240986485</td>
<td>21.21</td>
<td></td>
</tr>
<tr>
<td>7/03/13</td>
<td>8240987231</td>
<td>23.13</td>
<td></td>
</tr>
<tr>
<td>7/08/13</td>
<td>8240988253</td>
<td>21.21</td>
<td></td>
</tr>
<tr>
<td>7/08/13</td>
<td>8240988304</td>
<td>21.02</td>
<td></td>
</tr>
<tr>
<td>7/09/13</td>
<td>8240988704</td>
<td>41.61</td>
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<td>7/15/13</td>
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<td>7/23/13</td>
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<tr>
<td>7/24/13</td>
<td>8240992542</td>
<td>23.13</td>
<td></td>
</tr>
</tbody>
</table>

Servicing Plant: BROKEN ARRCW
location: 824

Any questions regarding this statement, please call: 918/251-4334

Page 001

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Total: 364.23
What should I do if the invoice has information on both sides?
- Scan the information from both sides of the invoice and attach with the invoice submission.

Can I add a line to an invoice? When?
- You can add a line to an invoice. Contact the accounts payable department for instructions.