Guide to the OLE Select and Acquire Module

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Introduction

This guide provides information about using Select and Acquire functions.The Select and Acquire module encompasses selection, purchasing, receiving, and payment for all library materials, both print and electronic. Full financial and budgeting structures, batch importing of vendor and bibliographic recors, and tools supporting the lifecycle of electronic recourses are incorporated in the module.

Note

To learn more about the Select and Acquire Module, see the *Select and Acquire Overview* on the OLE Documentation Portal.

This guide is organized to follow the layout of the Select/Acquire tab followed by the Licensing tab. Please note there is a slight difference in Select/Acquire documentation. To follow the workflow, the documentation covers Order, Paying, Receiving and then returns to addressing each submenu in columns.

- Order provides access to the requisitions, purchase orders, and the order holding queue. Users initiate requisitions which become purchase orders sent to vendors.
- Paying provides access to invoices and credit memos. Users are able to invoice vendors or receive money back via the credit memo.
- Receiving provides access to mongraphic and serial receiving.
- Fund allows users to manage library funds.
- Acquisition provides access to search and edit payment requests, create general error corrections and disbursement vouchers, and search and edit E-Resources.
- Chart of Accounts contains the maintenance documents associated with the chart of accounts documents.
- Lookup and Maintenance provides access to the chart of accounts documents: accounts, subaccounts, organizations, objects and subobjects.
- Vendor provides access to vendor records as well as to search bibliographic records and acquisition documents.
- Vendor (2nd submenu) contains the maintenance documents associated with the vendor document.
- Import provides access to import batch marc and vendor files and view reports of these loads.
- Purchasing/Accounts Payable contains the maintenance documents associated with ordering, paying, receiving, and e-resources as well as general ledger entry and available balances lookups.

On the Licensing tab:

- Licensing provides access to the license request document.
- Licensing Admin contains the maintenance documents associated with license requests.
- Agreement Admin contains the maintenance documents associated with agreements.

These sections are divided into subsections covering individual functions. For each function, the applicable subsection presents a breadcrumb trail showing how to access the function and information on the layout and fields on the related screen(s). As appropriate, some subsections include business rules and routing information for e-docs and/or special instructions for performing activities.

Note

In order to work efficiently in the system's Select/Acquire and Licensing screens, you need to understand the basics of the user interface. For information and instructions on logging on and off, navigating, understanding the components of screens, and performing basic operations in the screens, see the OLE Basic Functionality and Key Concepts.

This guide as well as guides to other OLE modules are available for download from the OLE Documentation Portal.

Tip

Bookmark any page within OLE. This will allow you to easily navigate back to an interface or e-doc in one click, just log in.

Chapter 1. Accessing Purchasing and Accounts Payable Functions

The Kuali OLE Purchasing and Accounts Payable module includes several e-docs to help your institution manage its procurement processes. Kuali OLE users may initiate Requisition e-docs to request that orders be placed for goods or services. Fully approved Requisition e-docs are then processed by departmental staff and then become purchase orders (POs). Under certain conditions (specified by your institution's business rules in Kuali OLE), fully approved requisitions may become POs automatically without any additional processing.

Each PO is an official request for goods or services to a specified vendor for an agreed-upon cost. After goods are delivered or services rendered, Kuali OLE allows for the processing of vendor invoices through the Payment Request e-doc, which applies full or partial payment against a PO. Credits received from vendors may also be processed on a Credit Memo e-doc. Both payments and credit memos may then be applied to outstanding invoices when payment is due.

Purchasing and Accounts Payable e-docs are accessible from the Select/Acquire tab.

Chapter 2. Batch Processes

Users do not interact directly with OLE batch processes, but some users want to understand how these processes keep the data base up to date. For users who are interested, the following table summarizes the functions of the system's Purchasing/Accounts Payable batch processes. These processes, which are run according to a predetermined schedule, not only keep your database up to date but, in some cases, generate new e-docs as needed to make certain types of adjustments.

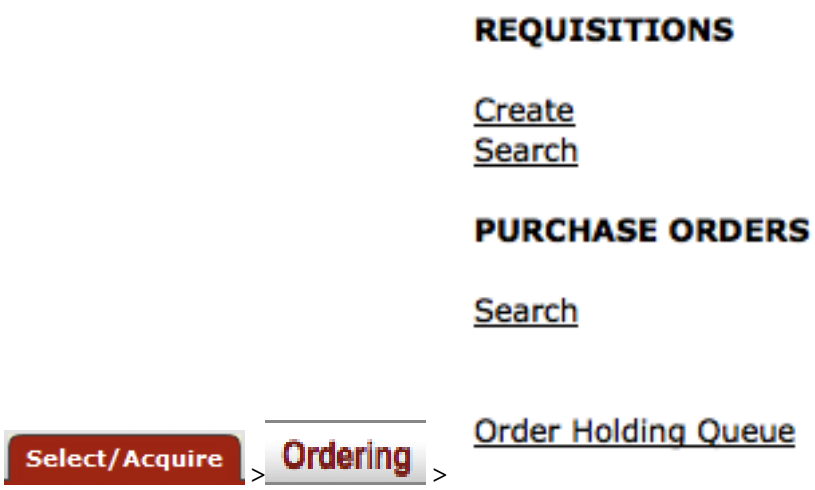
Note

These batch processes continue to be reviewed into the 2.0 release.

Purchasing and Accounts Payable Batch Jobs

Job Name	Description
approveLineItemReceivingJob	If unordered items have been received and noted when doing line item receiving, Purchasing and Accounts Payable attempts to create a Purchase Order Amendment e-doc to adjust for the new items. If a purchase order cannot be amended for some reason (for example, if it is closed or has pending payment requests), this job rechecks each time it is run and creates the Purchase Order Amendment e-doc as soon as it is allowed to do so.
autoApprovePaymentRequestsJob	Automatically approves payment request documents with a current or past pay date.
autoClosePurchaseOrdersJob	Closes open purchase orders with no remaining encumbrance.
autoCloseRecurringOrdersJob	Looks at the end date on a recurring order (that is, a purchase order with a recurring payment type not equal to null). If this date is less than or equal to the date defined in the AUTO_CLOSE_RECURRING_PO_DATE parameter, it closes the purchase order and disencumbers any outstanding amounts.
electronicInvoiceExtractJob	Examines and validates invoices uploaded electronically by vendors. Creates Payment Request e-docs for valid invoices and creates Electronic Invoice Reject e-docs for invalid invoices.
faxPendingDocumentJob	Not yet supported by OLE; this job is a placeholder for a process used by Indiana University. (POs are queued electronically to be sent via fax, and this job runs every 15 minutes. If there is a problem with the fax device, the job fails. If the fax device is working normally, the POs are faxed.)
purchasingPreDisbursementExtractJob	Extracts all eligible and approved Payment Request and Credit Memos e-docs into the Pre-Disbursement Processor (PDP) for payment.
purchasingPreDisbursementImmediatesExtractJob	Extracts eligible and approved payment requests and credit memos flagged for immediate payment into the Pre-Disbursement Processor (PDP) for payment.
receivingPaymentRequestJob	If using receiving and if a payment request is entered that exceeds the open quantity on the purchase order, the payment request is held in "Waiting on Receiving" status. This job checks payment requests held in this status and releases them for normal routing when the purchase order has a sufficient open quantity.
approveLineItemReceivingJob	If unordered items are received when doing line item receiving, Purchasing and Accounts Payable attempts to create a Purchase Order Amendment e-doc to adjust for the new items. If the purchase order cannot be amended for some reason (for example, if it is closed or has pending payment requests), this job rechecks every time it is run and creates the Purchase Order Amendment e-doc as soon as it is allowed to do so.
autoApprovePaymentRequestsJob	Automatically approves payment request documents with a current or past pay date.
autoClosePurchaseOrdersJob	Closes open purchase orders with no remaining encumbrance.
autoCloseRecurringOrdersJob	Looks at the end date on a recurring order (that is, a purchase order with a recurring payment type not equal to null). If this date is less than or equal to the date defined in the AUTO_CLOSE_RECURRING_PO_DATE parameter, closes the Purchase Order and disencumbers any outstanding amounts.

Chapter 3. Ordering Materials: Standard Transactional E-Docs



On the **Select/Acquire** tab, the **Order** submenu provides access to request and order library materials.

Requisition Search

OLE offers a customized document search related to electronic requisitions. The search screen contains the standard search fields along with special fields that are unique to this type of e-doc.

Lookup Help

Specifying search criteria:

- Most fields will be uppercased for search.
- Dates should be specified as MM/dd/yyyy.
- Some fields have magnifying glass button for a sub lookup on that field.
- Wildcards allowed on strings are * and % match any number of characters, while using a ? will match any one character
- Logical operators allowed include && (And) as well as | (Or) to join multiple search criteria
- Range operators allowed on numerics and dates are >,<,>=,<=, or ..

  All operators except .. should be before date value. Operator .. should separate date values.

Result Table:

- Each result field has link on header for sorting. Click once to sort ascending,

  and click again to sort descending.

- Some row fields have links to inquiry. The inquiry will be presented in a new window.

- Click the return value link to select a row and return the key value to the previous page.

  Select 'return with no value' or click the cancel button if you wish to return without returning a value.

Maintenance Links:

- The 'create new' link on the upper left corner of the lookup screen will

  go to a maintenance document for creating a new record for this lookup type.

- For each result row the action column displays edit and copy links. The 'edit' link

  will go to a maintenance document for editing the current record. The 'copy' link

  will go to a new maintenance document but copy over attributes over the current record.

Export Functionality:

- At the end of each result set, there are links for exporting the data to a different format.

- Click 'csv' to export the data as a comma delimited file, 'spreadsheet' to export the data as a spreadsheet,

  or 'xml' to export the data as xml.

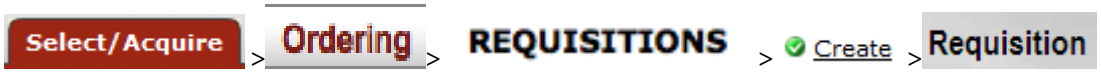
Note

For information about performing a search for requisitions, see Performing Searches on Financial Docs on the *Guide to OLE Basic Functionality and Key Concepts*.

Note

For information about Document lookup fields that are specific to requisitions, see “Document Layout” under Requisition.

Requisition



All orders begin in OLE as Requisitions. Requisitions or imported vendor files are processed into Approved Purchase Orders, or can be saved in support of ongoing Selection activities.

Getting Started

Anyone can create a requisition for routing. Users who can create a requisition, that, when all required fields are entered and business rules are satisfied, becomes an automatic/approved Purchase

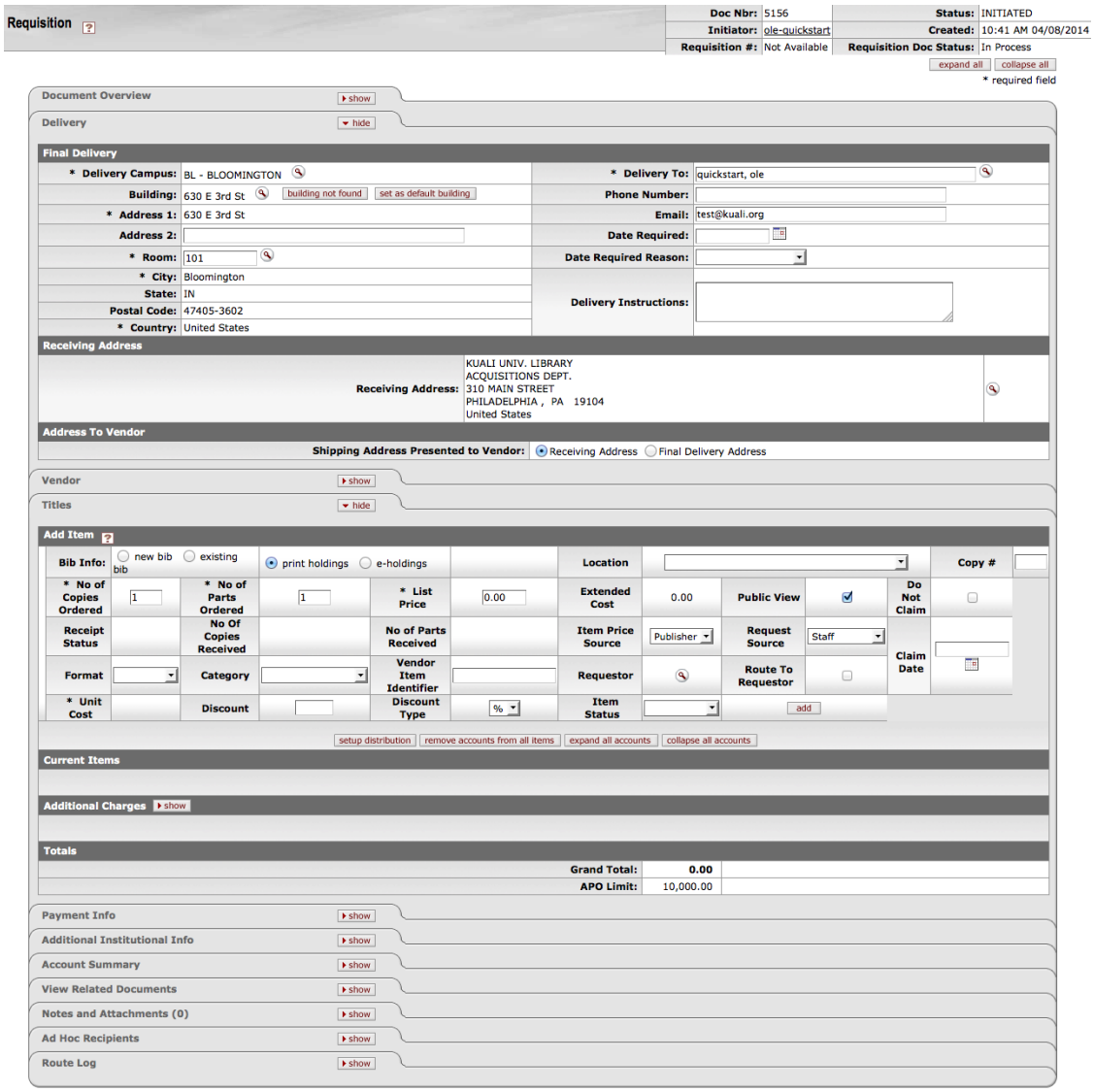
Order transmitted to Vendor must have the role OLE-SELECT Acquisitions-AQ2, Acquisitions-AQ3, Acquisitions-AQ4, Acquisitions-AQ5, OLE_Selectors, OLE_Selectors-serials, OLE_ACQ-Mgr, PLE_ACQ-Mgr-Serials, OLE-Acquisitions, OLE-Acquisitions-serials.

Note

Currently any authorized user of a Requisition e-Doc can process it into an Automated Purchase Order if all business rules and required fields are satisfied for *firm*, *fixed orders*. In future, the inherited routing rules and business rules will continue to be modified to prohibit Selection-staff from submitting an order (i.e., via Account codes).

The Requisition (REQS) document collects information about the desired items or services, possible vendors to fulfill the order, delivery instructions, contact information, and related accounting details. The approved Requisition document is used to generate the purchase order. Authorized users can process requisitions to Automated Purchase Orders for firm fixed orders

Document Layout



The Requisition document includes several unique tabs—**Delivery**, **Vendor**, **Titles**, **Payment Info**, **Additional Institution Info**, **Account Summary**, and **View Related Documents**.

Unlike a standard financial e-doc, there is no **Accounting Lines** tab, and the document header and the **Document Overview** tab are slightly different.

Requisition document tabs and purposes

Tab Name	Purpose
Document Overview	In addition to the standard document overview information (description, explanation, and organization document number), contains the fiscal year, line item receiving requirements, order types, , funding source, and the payment request positive approval required override flag, license requirement or review flag and status.
Delivery	Contains information about the final delivery and central receiving addresses.
Vendor	Suggests a vendor or a list of vendors who might provide the goods or services being requisitioned.
Titles	Identifies what is being ordered on this requisition and establishes an accounting distribution indicating how those items should be charged.
Payment Info	Indicates the type of payment schedule required and the duration of that schedule if recurring payments are required for the items on this requisition.
Additional Institutional Info	Collects information about the organization at your institution that has requested the goods or services for this requisition as well as the internal contact information.
Account Summary	Summarizes the accounting information for all line items on the requisition. The line items that make up the summary display here.
View Related Documents	Lists all documents related to a requisition, such as the purchase order, receiving documents, payments, credit memos.

Document Header

As in other OLE documents, the header section contains basic identification and status information about the document as well as who created it. The Requisition document has two additional fields in the document header that do not appear in other OLE documents: **REQ Nbr** and **REQ Status**.

Like the other fields in the document header, these fields are completed and updated automatically by Kuali OLE.

Doc Nbr:	4514	**Status:**	INITIATED
Initiator:	ole-khuntley	**Created:**	01:37 PM 08/19/2013
Requisition #:	Not Available	**Requisition Doc Status:**	In Process

Document header definition

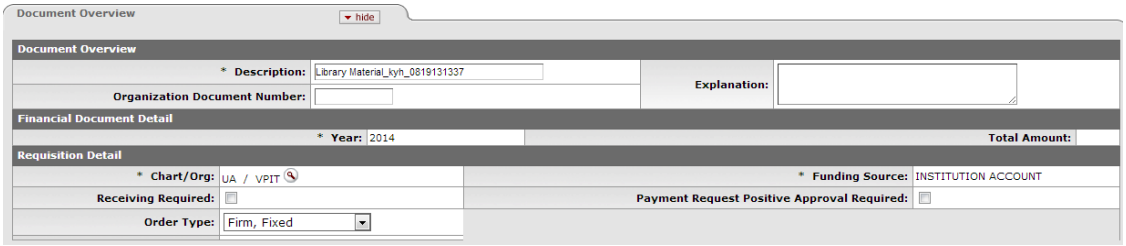
Title	Description
Requisition #	An identifying number assigned to this requisition. This number, which may be used for queries specific to the Purchasing/AP module of OLE, differs from the Doc Nbr, which identifies the requisition as a unique document for general OLE and Workflow queries.
Requisition Status	A status that indicates where in the Purchasing/AP process a requisition is at any given time. This is similar to the status a document receives in Workflow but is specific to the purchasing process. Examples of REQ Status might include 'Awaiting Fiscal Officer,' 'In Process,' and 'Closed'.

Note

For additional information, see Document Header on the *Guide to OLE Basic Functionality and Key Concepts*.

Document Overview Tab

Unlike the **Document Overview** tab in other financial documents, a special **Fiscal Year** field is included in this tab on the Requisition document because, in some circumstances, users may be able to select from more than one fiscal year to which a Requisition should be applied. The tab also includes the **Requisition Detail** section, which identifies funding source for this requisition.



Document Overview tab definition

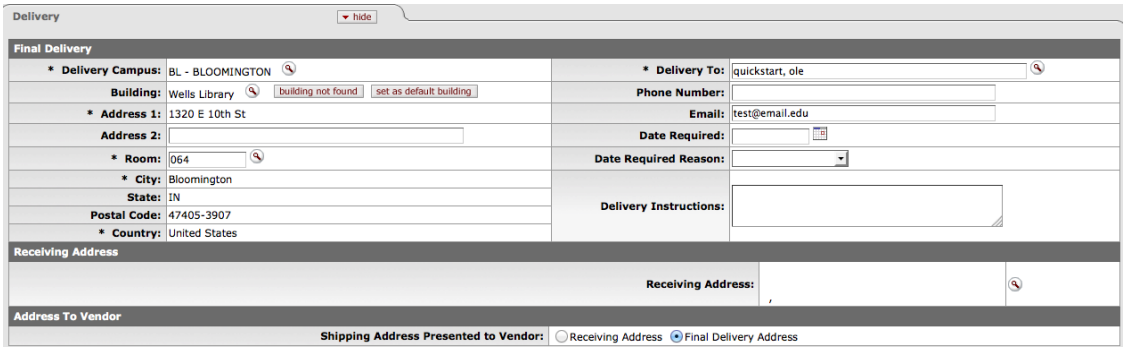
Title	Description
Financial Document Detail	
Year	Required. The default is the current fiscal year. This field is not editable until the 'ALLOW ENCUMBER NEXT YEAR DAYS' parameter has been met. Setting the year to the next fiscal year can affect the requisition in several ways. The requisition may not become an APO if the 'ALLOW APO NEXT FY DAYS' parameter has not been met, and the funds will not be encumbered until the next fiscal year once a PO is fully approved.
Total Amount	Display-only. Displays the total amount of the requisition after fees.
Requisition Detail	
Chart/Org	Required. Automatically completed based on the initiator's chart/org. This value may be changed manually via the lookup. This value is also the chart/org that is used for the Content route level.
Receiving Required	Optional. Select the check box to ignore the receiving thresholds on the approved purchase order. If the field is checked, then a Line Item Receiving document must be processed with sufficient quantities received before a payment will route to the fiscal officer.
Order Type	Identifies the type of order, possible values could be one-time, standing, subscription. System default data value is "Firm, Fixed".
Funding Source	Required. Defaults to 'Institution Account'.
Payment Request Positive Approval Required	Optional. The 'DEFAULT POS APPRVL LMT' parameter determines the dollar limit where payment requests must receive positive approval from a fiscal officer. If this field is selected, positive approval on the payment request is required regardless of the total of the payment.

Delivery Tab

The **Delivery** tab contains information about where goods ordered on this requisition should be delivered. It also collects delivery contact information and any special delivery instructions. The system provides two ways for you to specify the delivery address: select the building from the **building** lookup or enter a different address by entering the address after selecting the **Other Building** option.

Note

When implementing OLE, libraries can update the Building maintenance e-Doc with their own building designations.



Delivery tab definition

Title	Description
Delivery Campus	Required. Defaults to the appropriate campus for the user's chart/org. You may also search for another campus from the **Delivery Campus** lookup .
Building	Required. Search for the building to which goods should be delivered from the **building** lookup . Only buildings that correspond with the delivery campus will display. Selection of a building automatically completes the **Address**, **City**, **State** and **Postal Code** fields.
Address 1	Required; automatically populated from data for the **Building** value. May be entered manually if the user selects the **Building Not Found** button.
Address 2	Optional. Entered manually if an additional line of address is needed.
Room	Required. Enter the room number to which delivery should be made.
City	Required; automatically populated from data for the **Building** value. May be entered manually if the user selects the **Building Not Found** button.
State	Required; automatically populated from data for the **Building** value. May be entered manually if the user selects the **Building Not Found** button.
Postal Code	Required; automatically populated from data for the **Building** value. May be entered manually if the user selects the **Building Not Found** button.
Country	Required; Automatically populated from data for the **Building** value. May be entered manually if the user selects the **Building Not Found** button.
Delivery To	Required. Defaults to the initiator's user name. You may enter another name or use the **User** lookup to find it.
Phone Number	Optional. Automatically populated from the initiator's phone number but may be changed.
Email	Optional. Defaults to the initiator's user e-mail address but may be changed.
Date Required	Optional. Enter a date on which delivery is required or choose the date from the calendar .
Date Required Reason	Optional. If a date required has been specified, select the appropriate date required reason from the list.
Delivery Instructions	Optional. Enter text describing any special delivery instructions for the item(s).
Receiving Address	If this field does not display, it is because the 'ENABLE RECEIVING ADDRESS INDICATOR' parameter is set to 'N'. If it does display, the default is determined by the receiving address that has been set up for the initiator's organization. May be changed by using the lookup .
Shipping Address Presented to Vendor	Defaults to the receiving address. May be changed to the final delivery address. NOTE: If this field is read-only, it is because the 'ENABLE ADDRESS TO VENDOR SELECTION INDICATOR' parameter is set to 'No'.

Vendor Tab

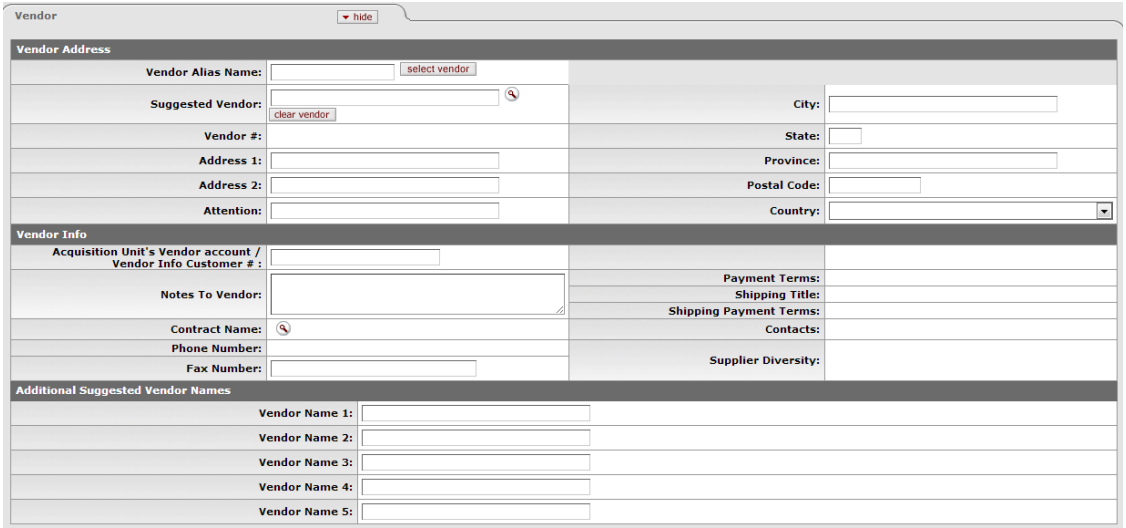
The **Vendor** tab includes three sections: **Vendor Address**, **Vendor Info**, and **Additional Suggested Vendor Names**.

In order to generate a PO through the creation of a requisition it is important to search for and select vendors of the type "Purchase Order"

OLE has built in functionality to support both foreign and domestic vendors. Using a foreign vendor will require you to take the extra step of entering the **Foreign List Price** (illustrated in the instructions below).

Tip

To prepopulate vendor information, enter the **Vendor Alias Name** and click select vendor



Vendor Address Section

Vendor Address section definition

Title	Description
Vendor Alias Name	If you know the vendor's alias, enter the code in the box and click select vendor. This will prepopulate the Vendor address and information.
Suggested Vendor	Optional. Enter the name of a vendor that is able to fulfill this requisition or search for it from the **Vendor** lookup. Selecting a vendor from the table populates other fields in this tab based on the information already on file in OLE for this vendor. Alternately, you may select a contract (see below) and the vendor associated with that contract is automatically populated.
Vendor #	Display-only. Completed automatically when a suggested vendor is selected from the vendor table.
Address 1	Optional. Enter the first line of the address for the suggested vendor. If a vendor has been selected from the vendor table this field is automatically populated. If you want to select a different vendor address than the default, choose one of the addresses entered for this vendor from the **Address** lookup.

Address 2	Optional. Enter the second line of the address for the suggested vendor. If a vendor has been selected from the vendor table this field is automatically populated.
Attention	Optional. Enter the name of the person to whom the delivery is to be directed.
City	Optional. Enter the suggested vendor's city. If a vendor has been selected from the vendor table this field is automatically populated.
State	Optional. Enter the suggested vendor's state. If a vendor has been selected from the vendor table, this field is automatically populated.
Province	Optional. Enter the province if vendor is located outside of the United States.
Postal Code	Optional. Enter the selected vendor's postal code. If a vendor has been selected from the vendor table, this field is automatically populated.
Country	Optional. Enter the selected vendor's country. If a vendor has been selected from the vendor table, this field is automatically populated.

Vendor Info Section

Vendor Info section definition

Title	Description
Acquisition unit's vendor account/Vendor info customer #	Optional. Enter a customer number that identifies your institution or department for this vendor's reference Used for reporting and to separate out different library branches or locations' vendor acct information that all links to the same master vendor
Notes to Vendor	Optional. Include any text notes you want the vendor to see on the PO.
Contract Name	Optional. If a contract exists with the vendor for these goods or services, select one from the **Contract** lookup . Selecting a contract also populates the vendor associated with that contract. **Note** The contracts are campus-specific. A requisition returns results only for the campus associated with the Chart/Org found on the **Additional Institutional Info** tab (see below). Selecting a contract affects the APO limit, depending on how the contract has been set up for the organization. The APO limit is usually increased when a contract is selected.
Phone Number	Optional. If a vendor has been selected from the Vendor table, this field may automatically be populated or the **Phone Number** lookup will list all the Phone Numbers for this Vendor. **Note** The lookup is simply a convenience that allows you to view the phone number. It does not provide a **return value** link.
Fax Number	Optional. Enter the selected vendor's fax number. If a vendor has been selected from the vendor table, this field may automatically be populated.
Payment Terms	Display-only. If a vendor has been selected from the Vendor table or a contract, this field may be populated automatically.
Shipping Title	Display-only. If a vendor has been selected from the Vendor table or a contract, this field may be populated automatically.
Shipping Payment Terms	Display-only. If a vendor has been selected from the Vendor table or a contract, this field may be populated automatically.
Contacts	Optional. If a vendor has been selected from the Vendor table or a contract, the **Contact** lookup will list all the contacts for the vendor. **Note** The lookup is simply a convenience that allows you to view the contacts list. It does not provide a **return value** link.

Supplier Diversity	Display-only. If a vendor has been selected from the Vendor table or a contract, this field may be populated automatically.

Additional Suggested Vendor Name Section

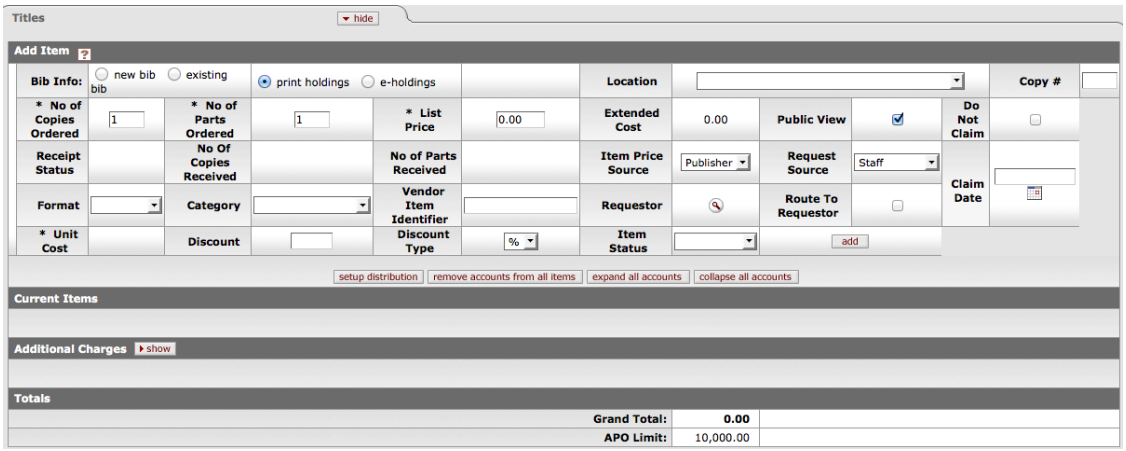
Additional Suggested Vendor Name section definition

Title	Description
Vendor Name (1-5)	Optional. Enter up to five additional suggested vendors that may be able to fulfill this requisition.

Title Tab

Expand the **Titles** tab of the requisition to fill in information about the library resource(s) being ordered. On this tab, multiple ordered resources can be added to the requisition by filling in all of the required fields and clicking the **add** button.

The **Titles** tab includes four sections: **Add Item**, **Current Items**, **Additional Charges**, and **Totals**.



Add Item and Current Items Sections

Add Item, Current Items section definition

Title	Description
Bib Info	Choose the radio button to select to create new or link to an existing bib record. Depending on your choice, a button will appear. Click create new to link to the Bib Editor. Titles will appear in the after an item has been added. Click existing bib to link to an existing bib.
Print Holdings or E-Holdings	Select the Holdings format you would like the Requisition to link to. Later the created Purchase Order will link to an Item record (for print materials) or E-Instance (for electronic material).
Location	Select the location of the item being specified on this line from the drop down list.
Copy #	Optional. You may add a copy number to indicate the copy of the item. This will appear on the purchase order and the item record. If left blank, the field on the purchase order and item record will also be blank.
No of Copies Ordered	Required. Enter the quantity of the item in this field.

	Note If ordering more than on copy, you will need to fill out the copies tab.
No. of Parts Ordered	This is the number of individual pieces that must be accounted for upon payment/receipt of a requisitioned item.
List Price	Basic price of an item before any discounts are taken.
Extended Cost	Display-only. No of Copies ordered multiplied by the list price and minus any discount.
Public View	Optional. Indicates whether or not a bibliographic description shall be exposed to users prior to purchase/receipt. Default is Yes.
Do Not Claim	Optional. Indicates whether or not an item should be claimed. Default is No. If checked, overrides the Claim Date box below in the event a vendor has an established claim interval frequency per the Vendor Record.
Currency Type	Display only if foreign vendor is chosen. Identifies the associated vendor's currency as identified on the vendor record that is identified in the Link to Vendor/Supplier.
Exchange Rate	Display only if foreign vendor is chosen. Currency conversion rate populates from the Exchange rate and Currency Type maintenance tables. The rate will populate when user clicks action button "Calculate" on conversion tab. Optionally: when currency tab opens, currency rate may auto-populate. This may be updated up until the Requisition is approved. After that point, it may no longer be modified.
Foreign List Price	Basic foreign price of an item before any discounts are taken.
Receipt Status	Display only. Will reflect receipt status after receiving has occurred.
No Of Copies Received	Display only. The number of copies already received. This will populate as the document moves through the acquisition workflow.
No Of Parts Received	Display only. The number of parts already received. This will populate as the document moves through the acquisition workflow.
Item Price Source	Optional. Select the Price Source of the requested item from the drop down list.
Request Source	Optional. Select the Request Source of the requested item from the drop down list.
Claim Date	Defaults to the claim interval recorded in the Vendor Record. If no claim interval is set per the Vendor Record, the claim date will remain blank. To override the claiming interval, enter a date or select one from the calendar
Format	Optional. Select the Format of the requested item from the drop down list.
Category	Optional. Select a category for the item from the drop down list.
Vendor Item Identifier	Display Only. Identifies a vendor item identifier if one has been provided by a vendor.
Requestor	Defaults to the selector's user name. If the Requestor is different than the selector, you may use the **Requestor** lookup to find the requesting individual's name or create a new Requestor (this links to the OLE Patron database).
Route to Requestor	Optional. Yes/No checkbox to indicate whether a requestor should be notified when the item has been purchased. System default data value is "No".
Foreign Unit Cost	Display only if foreign vendor is chosen. Calculated foreign cost per unit for the item or service on this line. Calculation is the Foreign List Price less Foreign Discount amount.
Unit Cost	The cost per unit. This is populated by the list price.
Discount	Discount provided by the vendor/customer number/organization combination. Automatically populated from the Vendor customer number table based on the selected vendor and customer number. Can be modified for a specific title. If the vendor record has a Vendor currency noted other than the default system currency (aka US dollar), then the Vendor discount will populate the Foreign Discount field.
Discount Type	Choose # (for Amount) or % (for Percentage).
Foreign Discount	Foreign discount provided by the vendor/customer number/organization combination when the vendor record has a Currency Type different from

	the system default currency. Should be automatically populated from the Vendor customer number table based on the selected vendor and customer number. This data can be changed for the specific title. Must identify the type of discount (amount or %.) If the vendor record does not have a Currency Type noted other than the default system currency (aka US dollar), then the discount should populate the Discount field.
Foreign Discount Type	Choose # (for Amount) or % (for Percentage).
	Add or delete lines as appropriate. After a line has been added, it is moved to the **Current Items** section, where the details may be viewed or modified.

Additional Charges Section

The Additional Charges tab allows lines for predetermined charges to be included on the invoice. This tab is divided into four charge lines, each representing a different type of charge and each with its own accounting lines. The four Additional Charges lines are **Freight**, **Shipping and Handling**, **Minimum Order**, and **Miscellaneous or Overhead**.

Additional Charges section definition

Title	Description
Item Type	Display-only. Describes the type of miscellaneous item (freight, shipping and handling, etc.) being defined in this line.
Description	Required if the extended cost has been entered. Enter text describing the additional charges item line.
Extended Cost	Required. Enter the dollar amount for this item line.

Totals Section

Totals section definition

Title	Description
Grand Total	Display-only. This field displays a total of all item lines and miscellaneous item lines.
APO Limit	Display-only. This field displays the upper dollar limit for the creation of an automatic PO from this requisition. This dollar amount is based on a system default or, if a contract has been specified, on a contract-specific dollar amount.

Working in the Titles Tab

Note: If you are using a foreign vendor, you must also fill in the **Foreign List Price** pertaining to the item. OLE will then calculate for you the US Dollars Unit Cost.

Bibliographic Editor

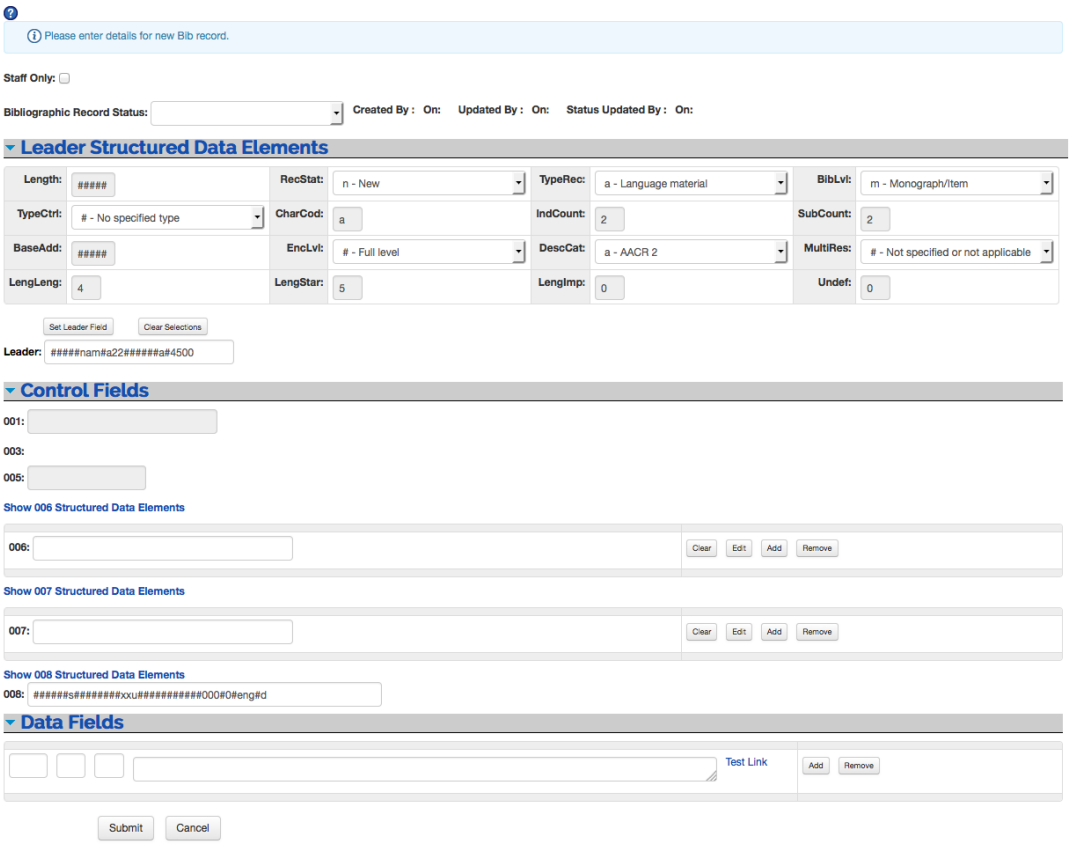
The linked editor will populate the bibliographic information into this Requisition line item using the Title information in the linked/edited bib. If a minimum input is not filled in on the Editor, filling the “Bib Info” field on the requisition line item, then the requisition cannot be approved (later in the process). If you fail to fill in the required information in the linked editor, and attempt to approve this requisition, OLE will display the following error message: *Description in Item X is a required field.*

To add an Item to the Title tab

Users must complete the line item and linked bib in this sequential order. This will be fixed in future releases.

- **New bib:**
  - First click

to launch the **Bib Editor** in a new tab.



- Enter at minimum a title 245 field.

  ## Note

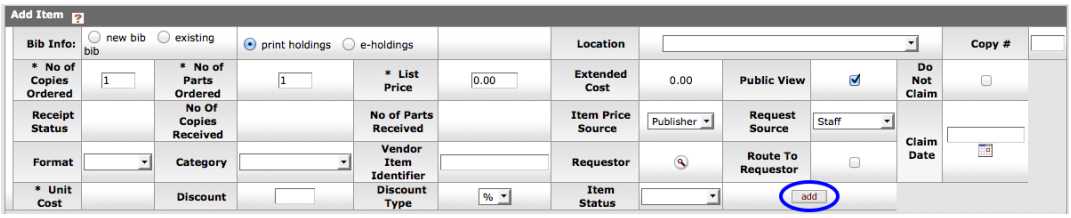
  For more information about the bibliographic editor, see the OLE Guide to Describe and Manage.

- Click Submit.
- You will receive a confirmation message “Record successfully created”:
- Click **close** to return to the original browser tab and add transactional data to the line (quantity, price, category etc.).

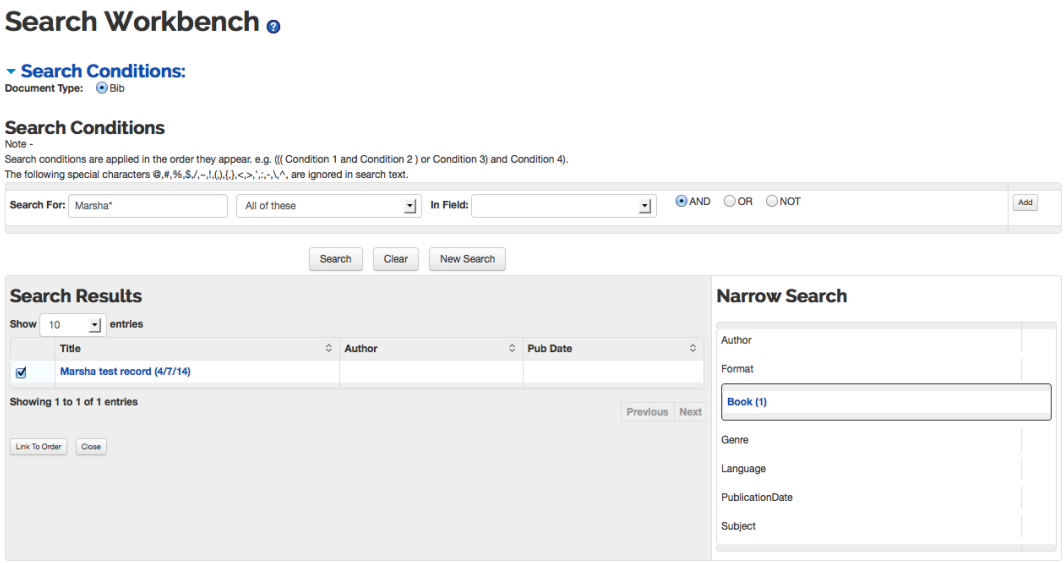
  ## Note

  The bibliographic information will not yet appear.

- Enter the **List Price**, **Location**, and any other transactional data.
- Click add to save the line. This will update and link the bibliographic document and populate the **Bib Info** field.



- **Existing Bib:**
  - First click existing bib to launch the **Search Workbench** in a new tab.
  - Search for the record you wish to link to the requisition.



Note

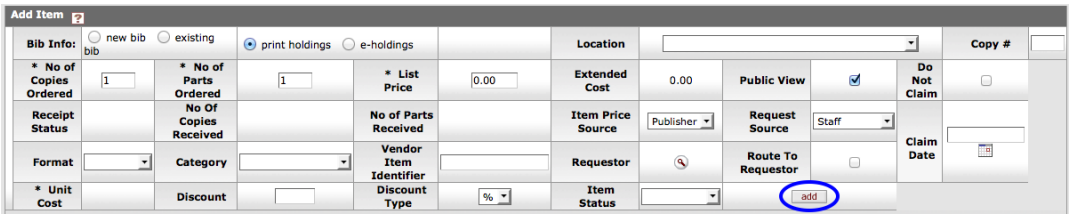
For more information about the Search Workbench, see the Search Workbench in the *Guide to OLE Basic Functionality and Key Concepts*.

  - Select the checkbox next to the correct bib and click Link To Order.
  - Return to the original browser tab and select a **location** and other transactional data to the line (quantity, price, category etc.).

Note

The bibliographic information will not yet appear.

  - Click add to save the line. This will update and link the bibliographic document and populate the **Bib Info** field.



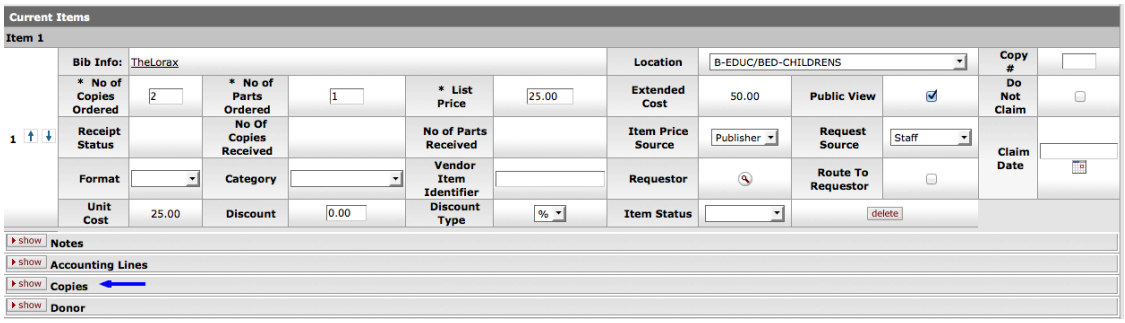
Note

To learn more about the bibliographic editor, see the *OLE Guide to Describe and Manage*. This and other OLE user guides are available for download from the OLE Documentation Portal.

Multiple Copies

If you enter a number greater than one in **No of Copies Ordered**, you will be required to enter location data. This section only appears when the field entry is greater than one

In the **Copies** section, click the show button.



The expanded section appears:

Enter the copy information and click add.

Copies section definition

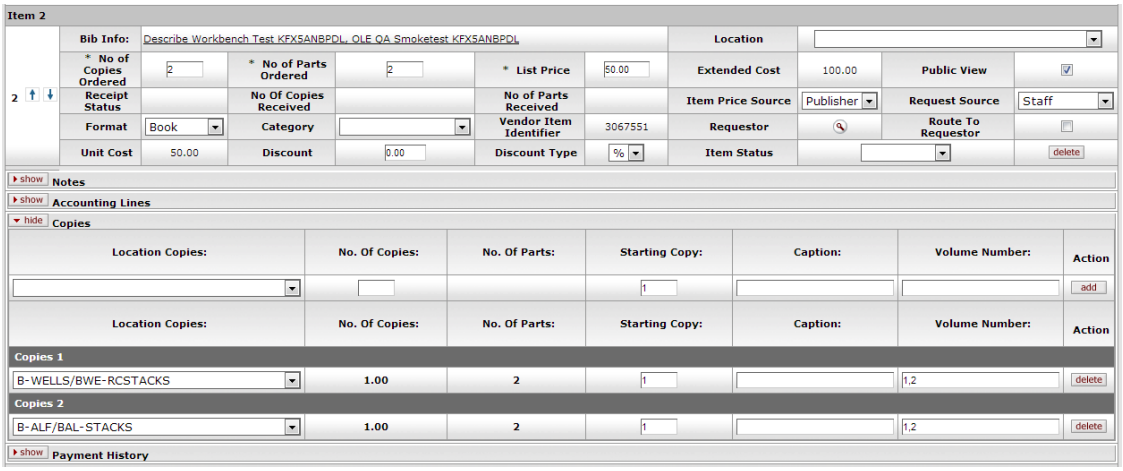
Title	Description
Location Copies	Select the home location of the title being requested from the drop down list.
No. of Copies	Enter the number of copies that will exist at the location selected.
No. of Parts	Display only. Once copies are added, this field is populated from the **No of Parts Ordered**.
Starting Copy	Enter the starting copy for the home location.

Caption	Optional. Enter a caption.
Volume Number	Enter the volume number for each item. You must enter the volume numbers sequentially for each value needed, separated only by commas with no spacing (For example if 2 copies were ordered for the same location, enter "1,2"). If there is only one volume, you must enter 1.

In the example below, there are two copies of *Describe Workbench Test* ordered containing two parts each. One copy will go to the location B-WELLS/BWE-RCSTACKS and one copy will go to B-ALF/BAL-STACKS.

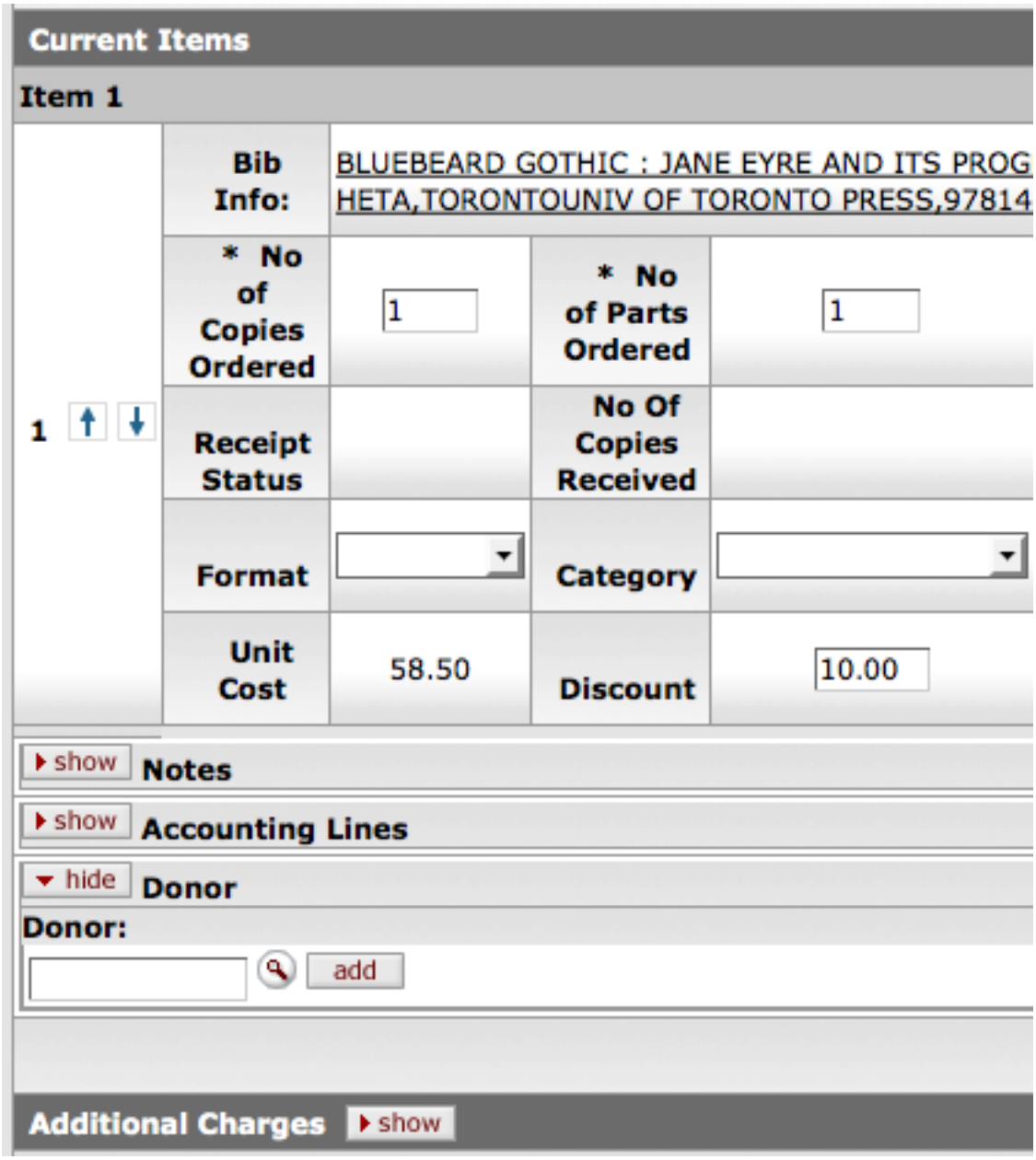
Tip

Note the volume numbers are 1,2. Each number is separated by a comma but no spaces. OLE will also not allow non-numeric characters. If this format is not followed, you will receive an error.

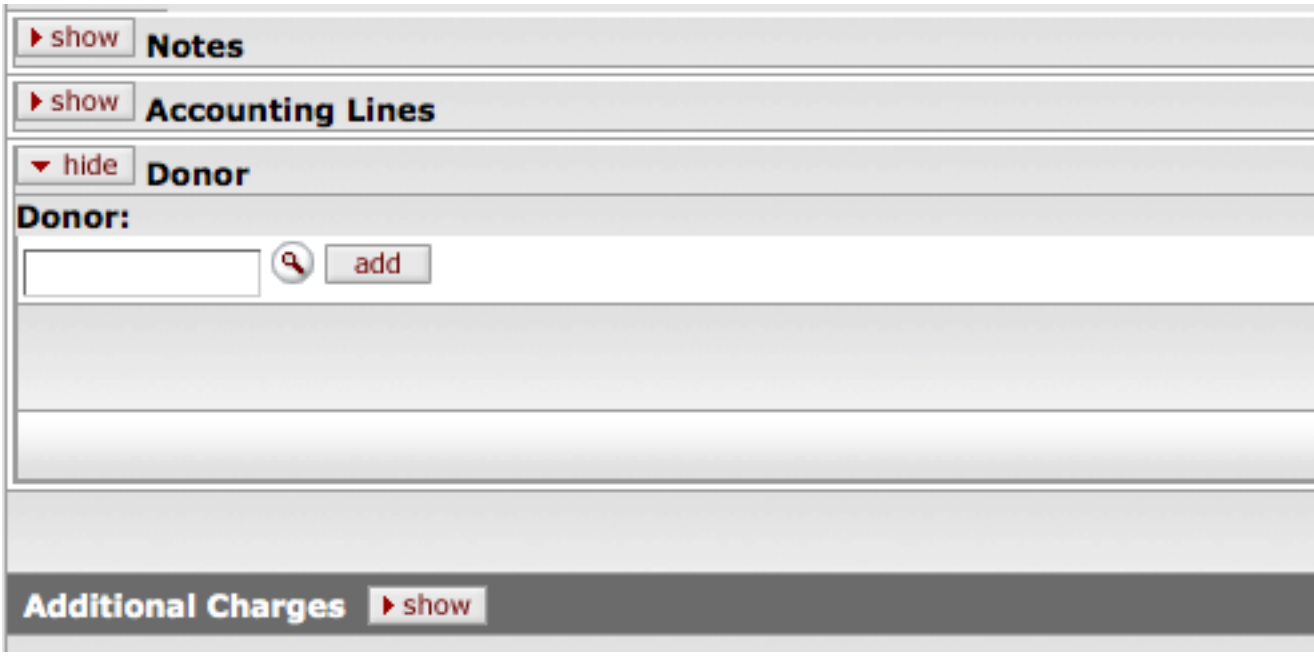


Donor

To add one or more Donor codes to the line item, click show in the Donor subsection. This displays an input box and lookup icon:



Either type in a valid Donor code, or select one from the lookup, and then click add. You can add multiple Donor codes by repeating the process.



Importing Account Information

If you have a number of accounts to enter, you may create a .csv file containing the information and import it into the requisition. The template available:

- Purchase Requisition (REQS) account import, which uses the Account_Import.xls template

> **Note**
>
> For more information about the layout of these templates, see Account_Import.xls on the *Guide to OLE Basic Functionality and Key Concepts*.

The procedure for accessing and using these templates is much the same as the procedure for using accounting line import templates.

> **Note**
>
> For information on using a template to import items or accounts, see OLE Data Import Templates on the *Guide to OLE Basic Functionality and Key Concepts*.

Creating Accounting Distributions in the Titles Section

Accounting distributions for item lines may be created individually or a single accounting distribution may be copied to all line items on the requisition. A valid account string contains a chart, an account and an object code. The account must be active and the expiration date must not have been reached. The object code must be valid. Valid object codes are not only active codes in the object code table but are also not included in the 'OBJECT CONSOLIDATION' parameter. You must ‘Add’ at least one accounting line for each item. If you do not, and attempt to approve this requisition, OLE will display the following error message: *Item 1 does not contain at least one account*. Adding at least one Accounting Line (with 100 in Percent) to each transactional line item will resolve this error.

To create accounting distributions for individual item lines, follow these steps.

1. Add the title to the requisition.
2. In the **Accounting Lines** section, click the show button.
3. Complete the accounting line and indicate a percent of this item line that should be charged to this accounting line.

Note

If there is only a single accounting line for this item the percent should be 100.

Note

You may add an entry to either the **Dollar $** *or* the **Percent** fields. OLE will calculate the other after you click **add**. You cannot add entries to both fields.

4. Click add to add an accounting line.
5. If the items need to be distributed to more than one accounting line, repeat steps 3 and 4.

Note

All the accounting lines should total 100 percent when you have completed their accounting line distribution. If the total percent amount for all of the account lines does not equal 100%, the system will display an error message.

If the account chosen has sufficient funds checking and the threshold is reached, you may be blocked from using the account or you may receive a warning (depending on the chosen notification on the account) when the document is saved and the Fiscal Officer will be notified when the document is submitted.

This process may also be followed to add accounting distribution lines for items in the **Additional Charges** section. Open the **Accounting Lines**section for that miscellaneous line item and follow steps 4 and 5 above.

Line item accounting could create a lot of repetitive data entry. For example, if there are 100 line items but only one account/object code and one commodity code is being used, OLE allows you to load the information to all the line items rather than entering the information to each line item. The steps below describe how to distribute this information.

Note

Accounts are distributed only to the line items where there are no accounts listed. This process does not replace the accounts that have been set up for individual line items.

1. Click add to add the item line to the requisition.
2. In the **Add Item** section, click the setup distribution button.

   The system opens a new **Accounting Lines** section.
3. Complete the accounting line and indicate the percent of this item line that is distributed to the items on this requisition.

Note

If there is only one accounting line for this item, the percent should be 100.

The system validates values as you enter them.

4. Click add to add the accounting line.
5. If the items need to be distributed to more than one accounting line, repeat steps 3 and 4.

Note

All the accounting lines should total 100 percent when you have completed the distribution.

6. Click distribute to items to apply this distribution to all item lines that do not already have an accounting distribution specified.

   The system displays the top of the document along with a message indicating that the accounts were successfully distributed to all items.

Removing Accounts from all Item Lines

If line items have accounts set up and those accounts need to be modified, the individual accounting lines may be modified by following the steps for creating an accounting distribution for an individual item line as described above.

If you feel that it is more efficient to remove all the accounts, however, use the steps for creating an accounting distribution for multiple line items to recreate the accounting for the line items.

Follow these steps to remove all accounts.

1. Click remove accounts from all items.
2. Click yes in response to the question 'Are you sure you want to remove the accounts from ALL items?'

   All the accounting lines are removed.

Expanding All Accounts

To expand the accounting lines for all the items in the Current Items section, click expand all accounts.

All the accounts are displayed in full detail.

Note

This is the equivalent of clicking the **Accounting Lines show** button for each item listed.

Collapsing All Accounts

To collapse the accounting lines for all the items in the **Current Items** section, click collapse all accounts.

All the account displays are hidden.

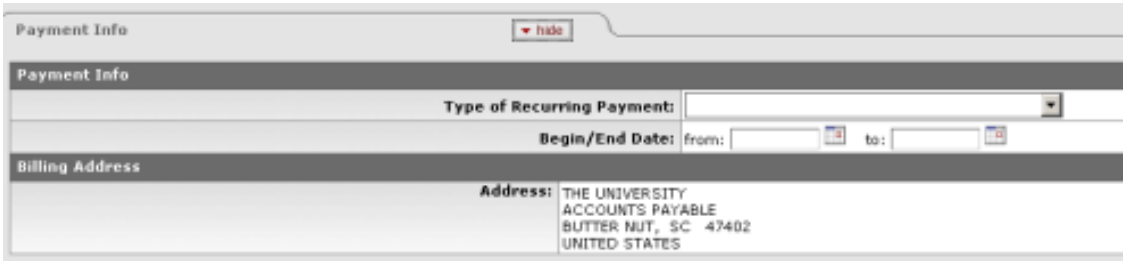
Note

This is the equivalent of clicking the accounting lines **hide** button for each item listed.

Payment Info Tab

The **Payment Info** tab is used to indicate the type of payment schedule required and the duration of that schedule, if recurring payments are required for the items on this requisition.

The **Payment Info** tab includes two sections: **Payment Info** and **Billing Address**.



Payment Info Section

Payment Info section definition

Title	Description
Type of Recurring Payment	Optional. Select the proper recurring payment schedule from the list. Examples might include 'Fixed Schedule, Fixed Amount', 'Fixed Schedule, Variable Amount' and 'Variable Schedule, Variable Amount'.
Begin/End Date	Required if **Type of Recurring Payment** has been selected. Indicates the time period in which the requisition is active. Enter a date or select the date from the calendar .

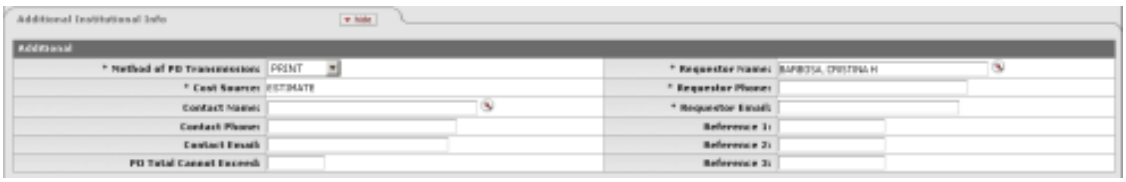
Billing Address Section

Billing Address section definition

Title	Description
Address	Display-only. Displays the address to which vendor invoices should be mailed. This address is based on the campus specified for delivery on the **Delivery** tab.

Additional Institutional Info Tab

The **Additional Institutional Info** tab collects information about the organization at your institution that is responsible for this requisition. It also collects information on the transmission method and collects contact information.



Additional Institutional Info tab definition

Title	Description
Method of PO Transmission	Required. From the list, select the PO transmission method that should be used to send the related PO to the vendor. Choices include 'Print' and 'No Print'.
Cost Source	Display-only. The cost source will always be 'estimate' unless the vendor was selected from the **Contract** lookup . In that case the cost source associated with the contract is displayed here.
Contact Name	Optional. The name of the person to be contacted if there are questions about the requisition. Enter a name in the field or search for it from the **User** lookup . **Tip** The contact name may be used if the requestor should not be contacted with questions.
Contact Phone	Optional. Enter the phone number of the person specified in the **Contact Name** field. (Formatted: xxx-xxx-xxxx)
Contact Email	Optional. Enter the email address of the person specified in the **Contact Name** field.
PO Total Cannot Exceed	Optional. This field indicates a total dollar amount that the associated PO should not exceed.
Requestor Name	Required. The name of the person requesting the good or services. The default is the initiator. This field may be changed by entering a new name or searching for it from the **user** lookup .
Requestor Phone	Required. Enter the phone number of the person specified in the **Requestor Name** field. (Formatted: xxx-xxx-xxxx)
Requestor Email	Required. Enter the email address of the person specified in the **Requestor Name** field.
Reference (1-3)	Optional. Provide any type of additional reference information you want to include.

Working in the Additional Institutional Information Tab

The method of Purchase Order Transmission is set by default to the preferred method in the vendor record. If the method of Purchase Order transmission is selected as **No Print**, an EDI file representing the purchase order resulting from this requisition will be automatically created and transferred via FTP to a test server. The **Print** option should be selected if the vendor does not have access to FTP and needs a printed copy of the purchased order. Several of the fields of this tab are automatically populated with information.

Tip

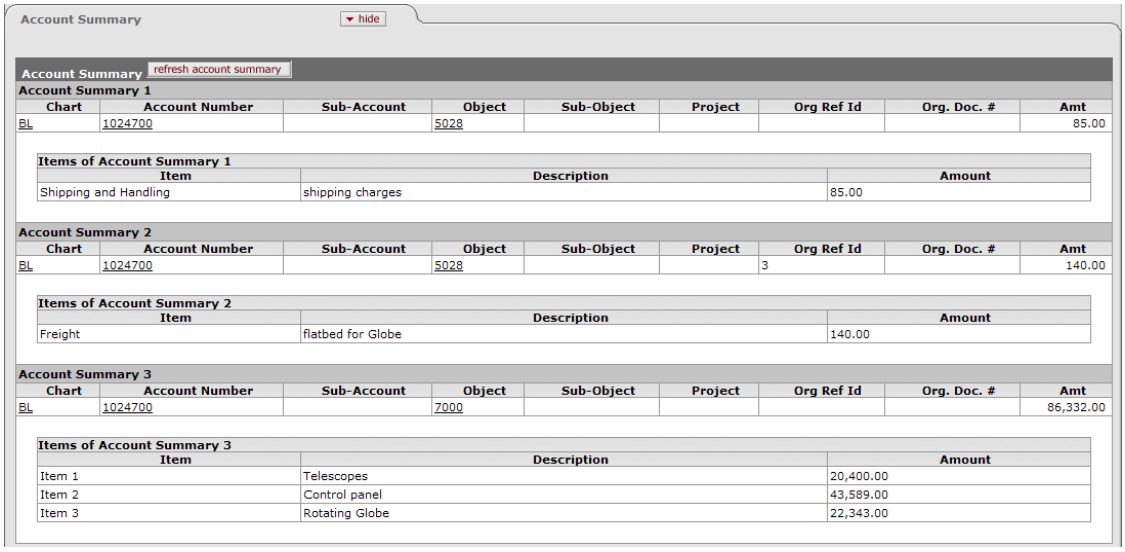
OLE is not persisting a telephone number for ole-quickstart's record – you will need to input a phone number if using her login (formatted: xxx-xxx-xxxx).

Account Summary Tab

The **Account Summary** tab combines all the accounting information for the item(s) or service(s) on this requisition for easy reference.

Click

to reload the page and view all the fiscal years, accounting lines and dollar amounts for this requisition.



Account Summary hide

Account Summary refresh account summary

Account Summary 1

Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Org Ref Id	Org. Doc. #	Amt
BL	1024700		5028					85.00

Items of Account Summary 1

Item	Description	Amount
Shipping and Handling	shipping charges	85.00

Account Summary 2

Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Org Ref Id	Org. Doc. #	Amt
BL	1024700		5028			3		140.00

Items of Account Summary 2

Item	Description	Amount
Freight	flatbed for Globe	140.00

Account Summary 3

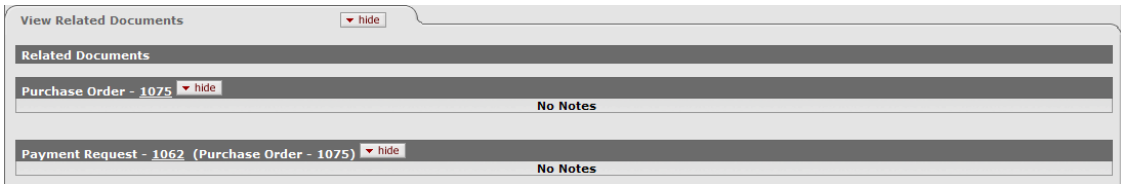
Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Org Ref Id	Org. Doc. #	Amt
BL	1024700		7000					86,332.00

Items of Account Summary 3

Item	Description	Amount
Item 1	Telescopes	20,400.00
Item 2	Control panel	43,589.00
Item 3	Rotating Globe	22,343.00

View Related Documents Tab

The **View Related Documents** tab collects information about the PO payment and credits related to this document. Click the document number to open the document in a new tab.



View Related Documents hide

Related Documents

Purchase Order - 1075 hide

No Notes

Payment Request - 1062 (Purchase Order - 1075) hide

No Notes

Process Overview

Manually Creating a Requisition

1. Open a **Requisition** document from the **Select/Acquire** tab.
2. Open the **Vendor** tab and select a vendor.
3. On the **Title** tab, select "new bib" or "existing bib".
   - In the new window, create a new bib or search for the existing. Click **Submit** to submit a new bib, then close the tab to return to the Requisition. Click **Link to Order** to add an existing bib.
   - Select a **location** and enter a **List Price**. These are the minimum required fields in the title tab. Add additional information as necessary.
4. If multiple copies are ordered, enter the location information in the **Copies** section.
5. In the Accounting Line section of the requisition form, the required fields are **Chart**, **Account Number** and **Object**.

   For testing in the test environment, a full set of valid demo values are available in the Chart Code/ Account Appendix

   When accounting values are entered into the fields, OLE will look up and display the text value associated with each of the codes.

Warning

Caution: It is important to select the **Chart** code. The account number and object code look-up will not work properly if the Chart code has not been selected.

6. Before the requisition form can be submitted, the calculate button, which appears at the bottom of the screen, must be clicked.

Tip

Remember that all required fields are noted with (*) and must be completed to Submit or Blanket Approve (but not Save).

7. Choose the appropriate workflow button:

- The **submit** button sends the form to the next person in the workflow chain.
- The **save** button allows you to save the requisition to come back to it later.
- The **blanket approve** button fully approves this requisition without the need for any other approvals. The Blanket Approve button is permissions based - not all sample logins will have this option.
- The **close** button closes this requisition. Clicking the **close** button will cause a prompt asking you if you would like to save the document before it is closed.
- The **cancel** will completely delete the requisition changes, but will show a warning message first.

If during your creation of a Requisition in OLE you would like to generate a purchase order without any further approval being required, select blanket approve for your requisition. As a result, OLE will automatically create the purchase order. After clicking the **blanket approve** button, you will be returned to the **Select/Acquire** tab.

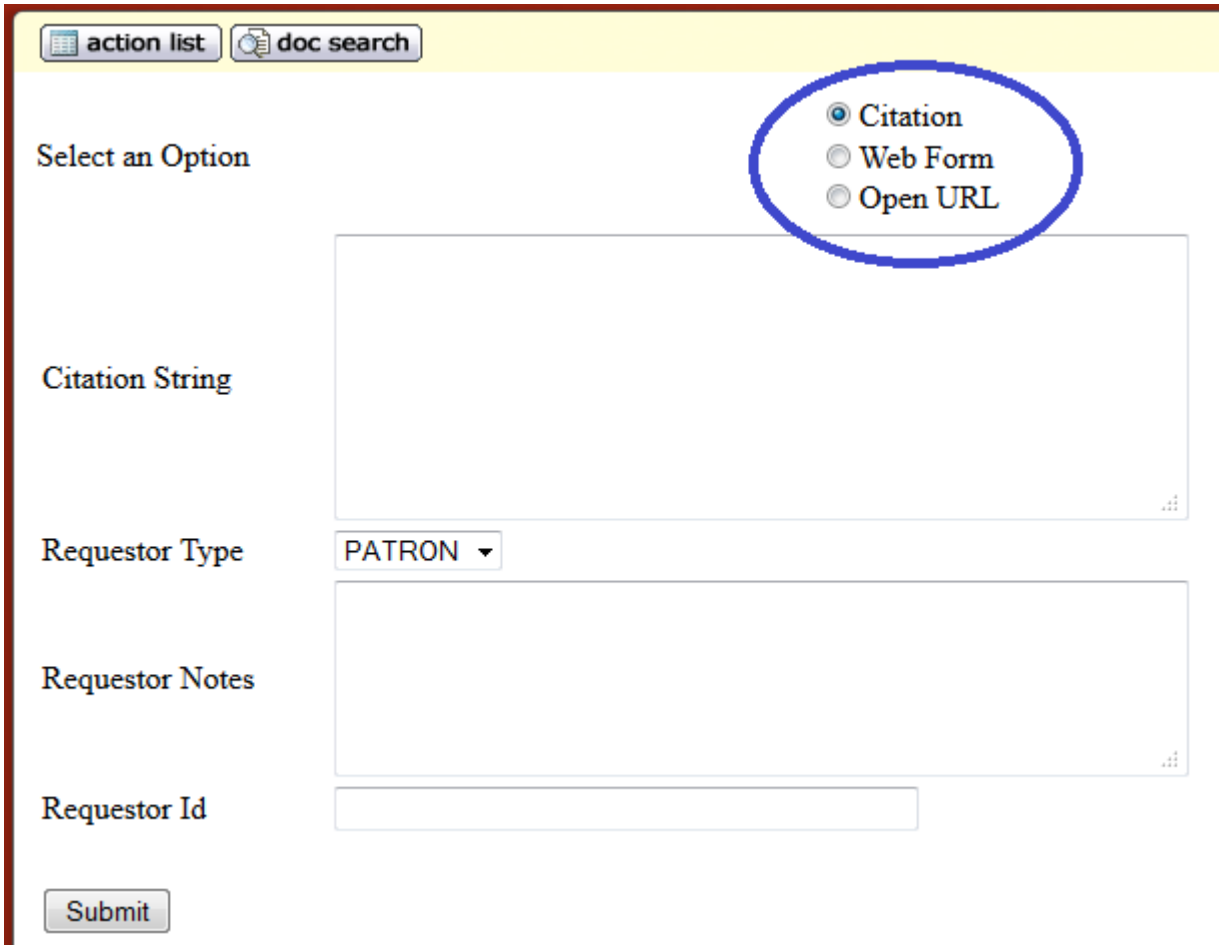
Creating a Requisition Using the OLE Web Form

Getting Started

OLE provides a demo web form which is meant to simulate a request that would originate from an implementing Library Website. Because the OLE web form was developed for demo purposes only, the screen does not contain any validations (although it may require the input of a Requestor). The menu item for the web form is labeled **PreOrder Service** and can be found on the **Administration** tab, in the Testing Section under **Testing**:

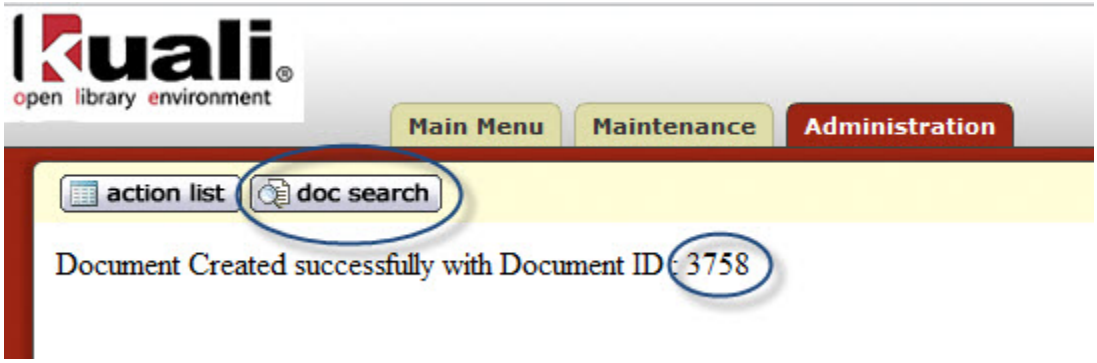
Using the Web Form to Generate a Requisition

After clicking the **PreOrder Service** link (as described above), the web form appears. The web form allows you to make a request via Citation, Open URL or based upon item details entered in the web form depending on the option you select within the form:



To submit the web form via Citation, select the **Citation** radio button and enter your citation into the **Citation String** field and enter a patron ID in the **Requestor Id** field. In addition, optionally enter notes in the **Requestor Notes** field. Then, click the **Submit** button.

The result will be a confirmation page providing you with a document ID number:



This Document ID can then be used to view the requisition that was created. To view the requisition, click the current default doc search button.

From the **Document** lookup page you can search for the requisition using the **Document ID**.

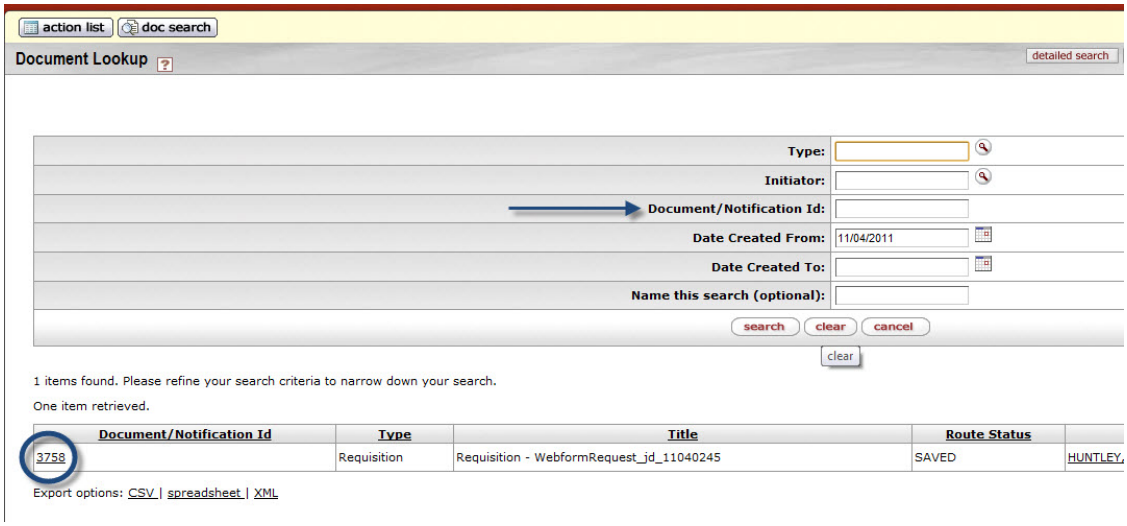
Note

For more information, see Searching OLE on the *Guide to OLE Basic Functionality and Key Concepts* on the *Guide to OLE Basic Functionality and Key Concepts*.

To view the requisition, click the **Document/ Notification Id** URL.

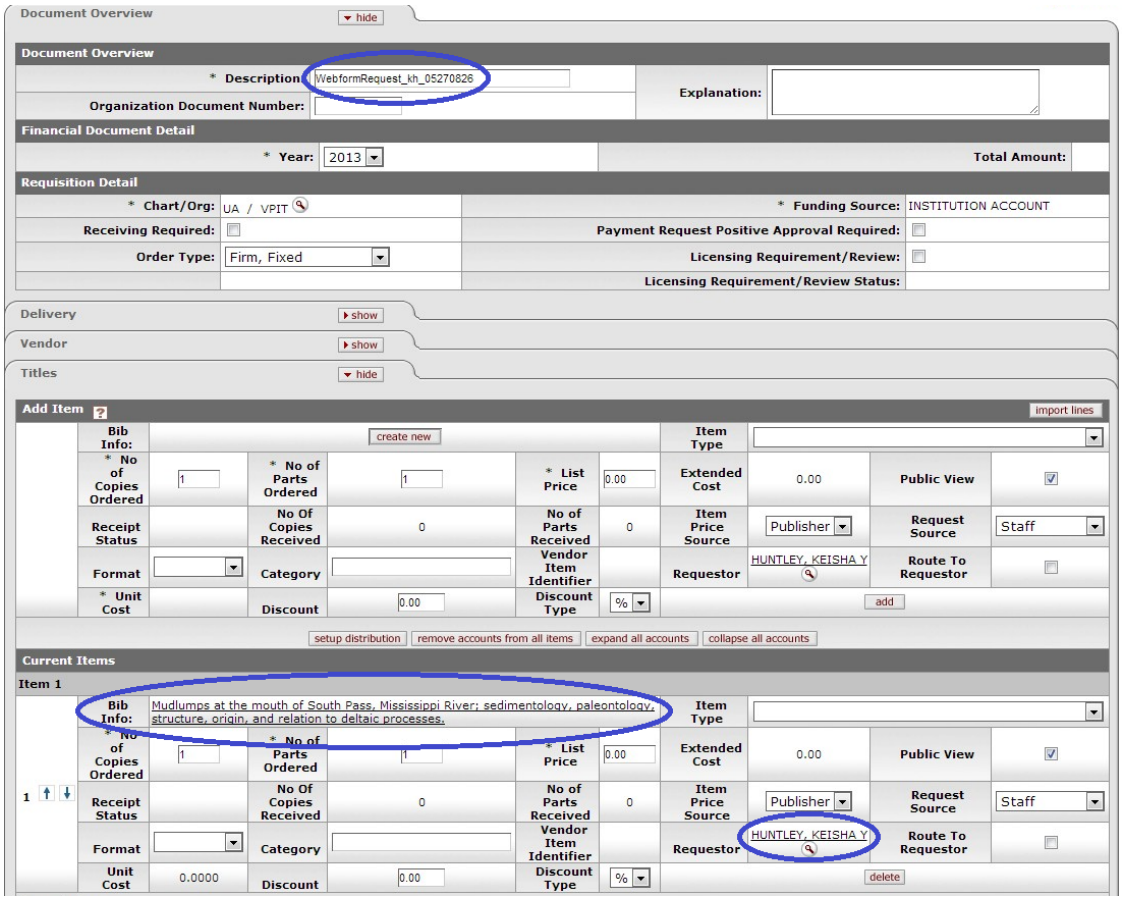
Note

The current default search does not allow you to search by bibliographic information. However, if you select the **Acquisitions Search** from the **Select/Acquire** tab, you can use bibliographic search terms.



This requisition is considered to be in an ‘open’ status requiring staff input and edits. At this stage staff members may conduct additional research to determine if they want to order the item.

The requisition will contain a default description – “WebformRequest_fl_MMDDHHMM”, where "fl" are the first and last initials of the requestor name entered on the web form, MM and DD are the Month and Day, and HH and MM are the hour and minute of the requisition's creation. The bib info of the library resource and requestor name will be a part of the requisition. To see additional details about the requestor entered through the web form click the lookup icon next to the name of the requestor:



This requisition is partially filled in based on the data entered in the Web form. However, all required fields must be filled in (as described in the Manually Creating a Requisition section above) before the requisition can be approved.

Business Rules

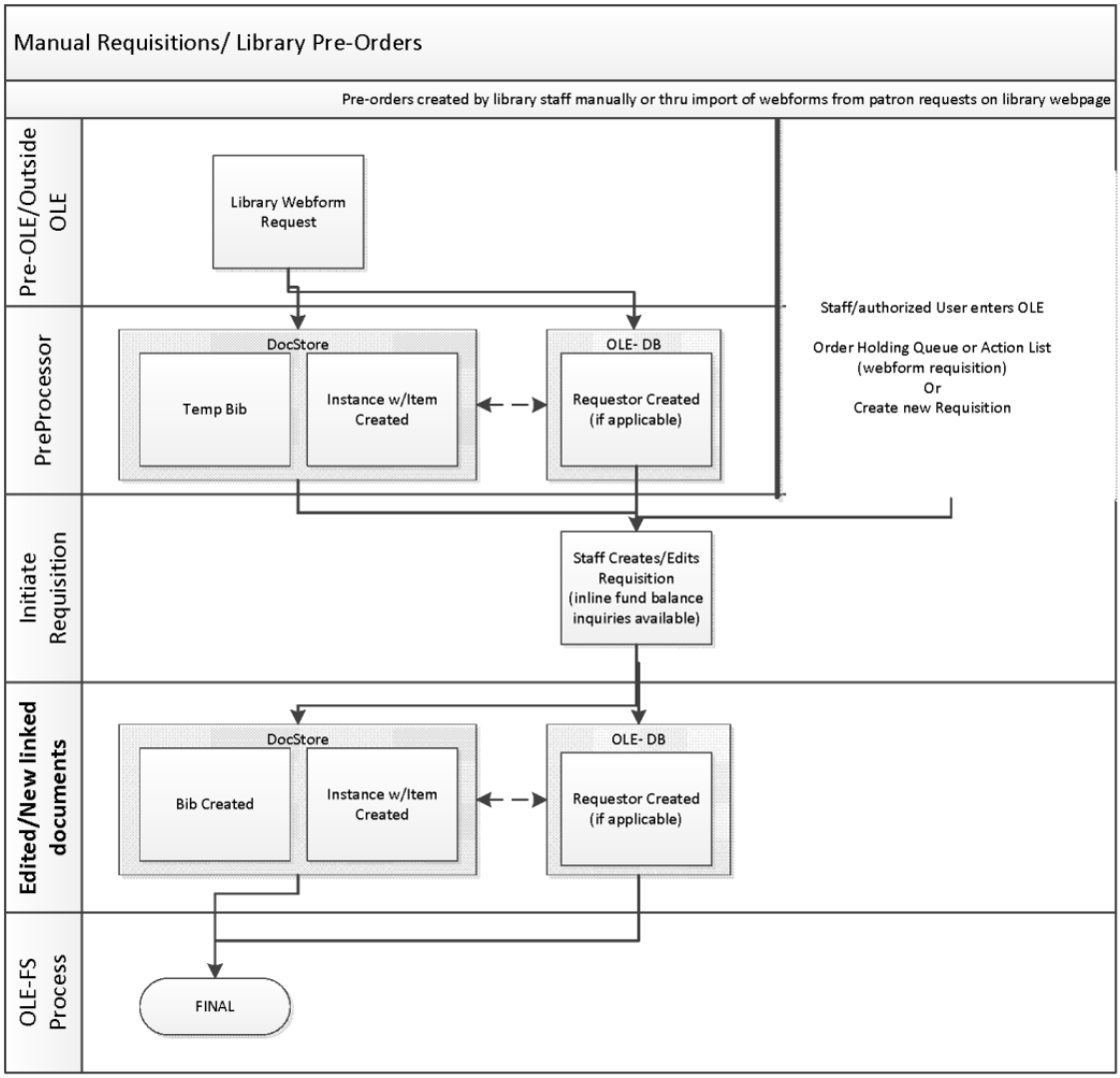
- In addition to the other required data (such as description, delivery information, and additional details), the requisition must have at least one item on the title tab in order to be submitted to workflow for routing.
- You must enter one accounting string per item before submitting the requisition.
- If the chart/org on the requisition does not have a content routing rule set up, the requisition routes back to the initiator of the requisition if there are no accounts entered.
- Account distributions must exist for all item lines on the document before it may leave the content routing stage.

The Automatic Purchase Order (APO) is automatically generated when a requisition e-Doc is fully approved and all the APO rules are met. APO Rules are defined by the parameter APORules. APO rules are:

- requisition total is less than the APO limit for the departmental organization (value set by Purchasing) (Parameter value: REQ_GT_PO)
- requisition total is greater than 0 (Parameter value: REQ_GT_ZE)

- there are no restricted items (ITM_REST)
- the vendor has been selected from the vendor lookup (VEN_NOT_SEL_DB; ERR_RTV_VEN_DB)
- the vendor is not a restricted vendor (VEN_REST)
- the departmental organization has not set an ' Purchase Order Total Cannot Exceed' amount (PO_TOT_NOT_EXC)
- the requisition has not added alternate vendor names (ALT_VEN_NAM)
- the funds will be encumbered in the current fiscal year (REQ_ENCUM_FISCAL_YEAR). The fiscal year determines the APO allowed date range. The date range is determined by the 'ALLOW APO NEXT FY DAYS' parameter.
- the requisition does not contain a trade-in and discount line item (REQ_TRAD_IN)
- the requisition does not have a capital asset object code on any line items (REQ_CPT_ASST_ITM)

An APO e-Doc can only be created under certain conditions, as specified in the business rules set up by the institution.



Routing

The requisition document routing includes the following special condition routing in addition to the regular account review and organization review hierarchy:

- *Content routing* This type of routing allows the initiator of a requisition to route an incomplete document and have it completed by another OLE user. Content routing is optional and rules are created based on the Chart and Organization values in the requisition's **Requisition Detail** section of the **Document Overview** tab. A user who receives a document via content routing has a request type of 'Complete' for the document in his or her action list. This user may open the document, complete it and send it into normal routing. Content routing is most commonly used for the completion of accounting information.
- *Sub-account review* The requisition allows for approvers to be defined at the sub-account level. If the requisition uses a sub-account on its accounting lines, Workflow checks to see whether there is a specified routing rule for this sub-account. Users can only approve/disapprove the document at this level. Approvers cannot change content.
- *Fiscal officer routing* Approvers can modify and/or add accounting lines for accounts that they own; the only other content that can be modified at this level is the Org Document Number field.
- *Base/org review routing* Optional route level to work groups for the accounts set-up on the document based on the requisition amount total and charts/orgs in use.
- *Separation of duties* This rule routes a requisition to a defined central approver if the amount of the document exceeds an institutionally defined threshold and there have been no approvers other than the document initiator. This routing ensures that requisitions above a specified dollar amount are approved by at least two users. Approvers can only approve/disapprove. Approvers cannot change requisition content.

Post-Processing

- If certain criteria are met (low dollar limit, vendor has been selected, etc.), the requisition will be fully approved and will generate an automatic purchase order (APO) and the PO will begin routing.
- Based on the rules described in the Additional Workflow Details (above), an approval of a requisition can generate an Automatic Purchase Order (if vendor information was entered into the requisition). To search for an Automatic Purchase Order click the **Search** link under the **Purchase Orders** section of the **Select/Acquire** tab.

From the purchase order screen, you can send notifications using the **send ad hoc request** button. You can also **void order**, **amend** the order, indicate **payment hold** or proceed to directly to the **receiving** step by using the buttons at the bottom of the form:

Note

For more information on searching, see Searching OLE on the *Guide to OLE Basic Functionality and Key Concepts*.

For information about the account review and organization review see Route Levels and Workflow Routing on the *Guide to OLE Basic Functionality and Key Concepts*.

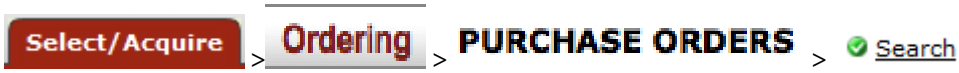
Requisitions Exception Routing and Requisition Searches

If you submitted a requisition but the submission did not create a Purchase Order as expected, it may not have met all the rules for APO. To find the Requisition and correct the error, conduct a **Requisitions Search.**

Note

For more information about Requisition searches, see Custom Document Searches.

Purchase Order Search



OLE offers a customized document search related to purchase orders. The search screen contains the standard search fields along with special fields that are unique to this type of e-doc.

Lookup Help

Specifying search criteria:

- Most fields will be uppercased for search.
- Dates should be specified as MM/dd/yyyy.
- Some fields have magnifying glass button for a sub lookup on that field.
- Wildcards allowed on strings are * and % match any number of characters, while using a ? will match any one character
- Logical operators allowed include && (And) as well as | (Or) to join multiple search criteria
- Range operators allowed on numerics and dates are >,<,>=,<=, or ..

  All operators except .. should be before date value. Operator .. should separate date values.

Result Table:

- Each result field has link on header for sorting. Click once to sort ascending,

  and click again to sort descending.
- Some row fields have links to inquiry. The inquiry will be presented in a new window.
- Click the return value link to select a row and return the key value to the previous page.

  Select 'return with no value' or click the cancel button if you wish to return without returning a value.

Maintenance Links:

- The 'create new' link on the upper left corner of the lookup screen will

go to a maintenance document for creating a new record for this lookup type.

- For each result row the action column displays edit and copy links. The 'edit' link

  will go to a maintenance document for editing the current record. The 'copy' link

  will go to a new maintenance document but copy over attributes over the current record.

Export Functionality:

- At the end of each result set, there are links for exporting the data to a different format.
- Click 'csv' to export the data as a comma delimited file, 'spreadsheet' to export the data as a spreadsheet,

  or 'xml' to export the data as xml.

Note

For information about performing a search for requisitions, see Performing Searches on Financial Docs on the *Guide to OLE Basic Functionality and Key Concepts*.

Note

For information about Document lookup fields that are specific to POs, see “Document Layout” under Purchase Order.

Purchase Order

After manually creating a requisition, if all APO rules are met, then a purchase order (PO) is created. This finalizes the purchasing decision, and transmits the request to the vendor, through whatever transmission method is defined for that vendor.

The approved Purchase Order (PO) document serves two purposes. Externally it is a legal contract with a vendor to deliver goods or services. Internally it provides the mechanism to generate documents for payments and receipt of goods. It differs from most other OLE documents in three ways:

The PO is *not* generated by initiating a blank document that is then completed by the initiator. Instead, purchase orders are currently created in one of several ways:

- vendor import; or,
- from a Requisition that met the APO rules (automatic purchase order)- after submitting from Requisition or Order (preorder) Holding Queue;

When creating the new PO, the system automatically populates it with information from the related requisition.

A purchase order can be amended after it is approved. No other OLE document behaves in the manner. Many purchasing organizations refer to this amended PO as a 'change order'.

Note

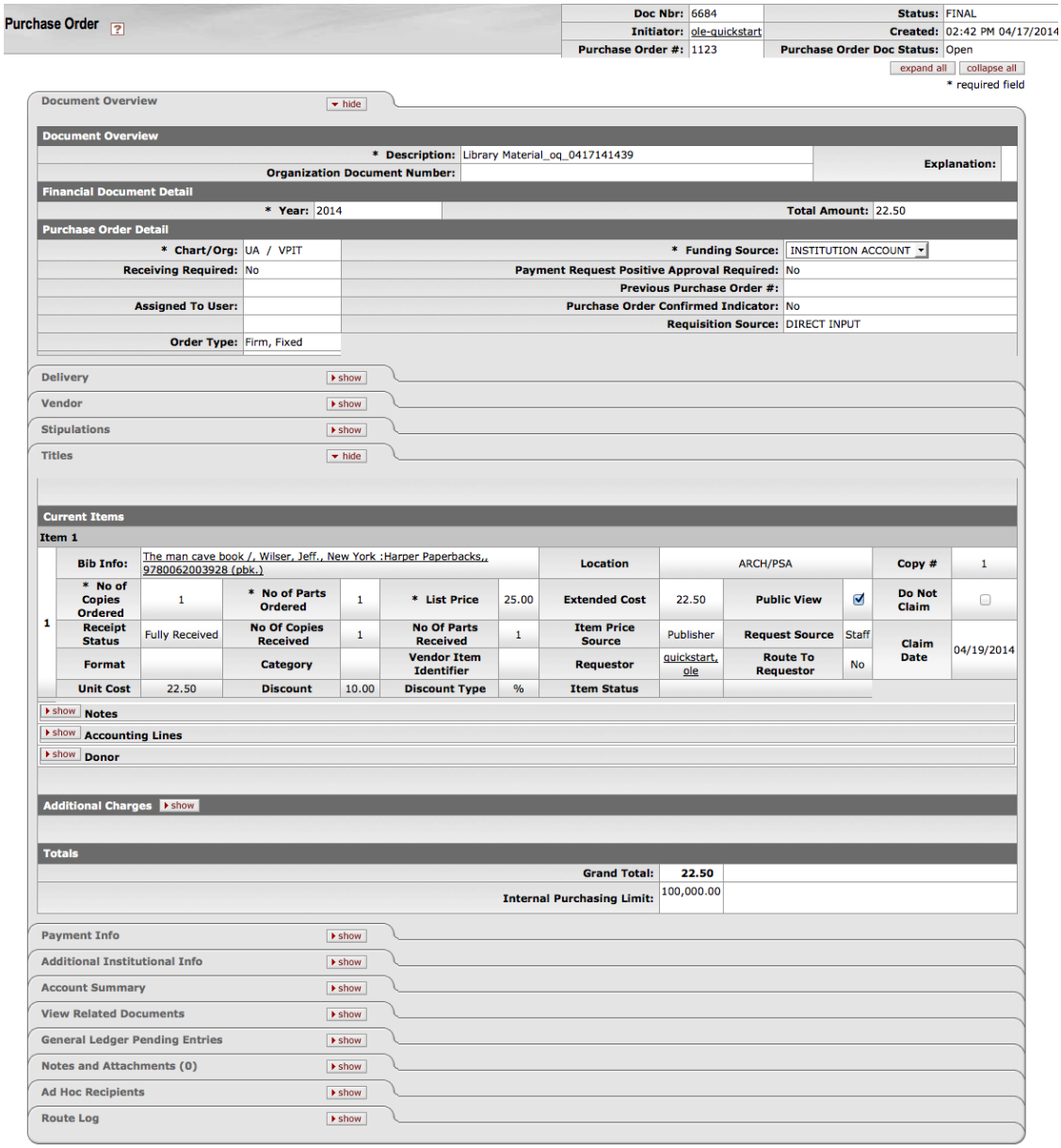
For more information about modifying an existing PO, see Performing Other Activities on a PO.

Document Layout

The PO document contains several unique tabs or unique sections in tabs that appear on all OLE documents : **Document Overview** (contains unique sections), **Delivery**, **Vendor**, **Stipulations**, **Titles**, **Payment Info**, **Additional Institutional Info**, **Account Summary**, and **View Related Documents**. While some of these tabs may appear in other financial documents, the tabs in a PO document may contain additional information.

Note

For information about the standard tabs such as **Document Overview**, **General Ledger Pending Entries**, **Notes and Attachments**, **Ad Hoc Recipients**, **Route Log**, **Capital Asset**, and **Accounting Lines** tabs, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.



Purchase Order document tabs and purposes

Tab Name	Purpose
Document Overview	In addition to the standard document overview information (description, explanation, and organization document number), contains the fiscal year, line item receiving requirements, order type, funding source, previous purchase order number, the source of the requisition, a way to alter the status of the PO when waiting on information from a vendor or the department, and license requirement information.
Delivery	Contains information about the final delivery and central receiving addresses.
Vendor	Contains information about the vendor who has been selected to provide the goods or services and the reason the vendor was selected.
Stipulations	Allows for the entry of stipulations that the vendor filling this PO must follow. May also be used for any additional contractual information that should be added to the PO.
Titles	Identifies what is being ordered on this PO and establishes an accounting distribution indicating how these items should be charged, how many copies are ordered, and claiming information.
Payment Info	Indicates the type of payment schedule required and the duration of that schedule if recurring payments are required for the items on this PO
Additional Institutional Info	Collects information about the organization at your institution that has requested the goods or services for this PO as well as the transmission method and internal contact information.
Account Summary	Summarizes the accounting information for all the line items on this PO. The line items that make up the summary display here.
View Related Documents	Lists all documents related to this PO such as the requisition, receiving documents, payments, credit memos. Also all the various PO documents that are created from the PO when the PO is amended, closed, or open.
General Ledger Pending Entries	Generates a display-only view of the encumbrances that have not yet posted the G/L. This tab may be empty if there are no pending entries.

Document Header

As in other OLE documents, the header section contains basic identification and status information about the PO document as well as who created it. However, the PO document has two additional fields in the document header that do not appear in other OLE documents.

Doc Nbr:	4584	**Status:**	FINAL
Initiator:	ole	**Created:**	03:35 PM 08/19/2013
Purchase Order #:	1058	**Purchase Order Doc Status:**	Open

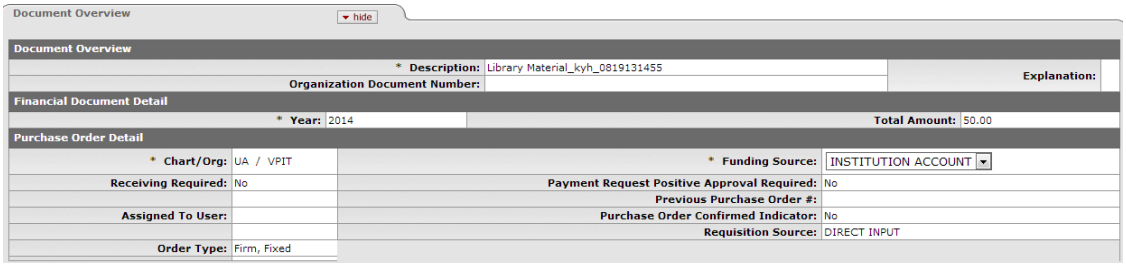
These additional fields are defined below.

Document Header definition for a Purchase Order document

Title	Description
Purchase Order #	An identifying number assigned to this PO. The PO number may be used for queries specific to the Purchasing/AP module of the OLE. This number differs from the **Doc Nbr** entry, which identifies the PO as a unique document for general OLE and Workflow queries.
Purchase Order Status	A status that indicates where the PO is in the Purchasing/AP process. This indicator is similar to the status a document receives in Workflow, but it is specific to the purchasing process. Examples of PO status include 'In Process,' 'Awaiting Purchasing Approval,' and 'Closed'.

Document Overview Tab

The **Document Overview** tab on the PO contains three sections: **Document Overview**, **Financial Document Detail**, and **Purchase Order Detail**.



Note

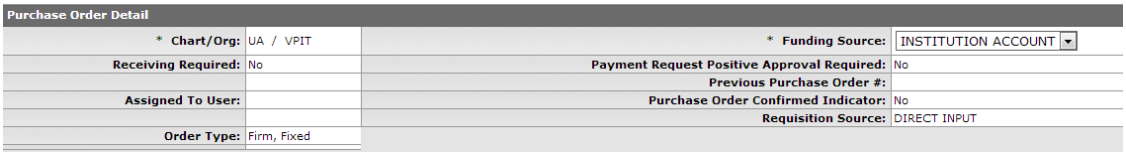
The following section definitions contain only fields that are unique to the PO document. For more information about the standard **Document Overview** tab, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.

Financial Document Detail Section

Document Overview section definition

Title	Description
Year	Required. The default is the current fiscal year and this field isn't editable until the 'ALLOW ENCUMBER NEXT YEAR DAYS' parameter has been met. If the FY is set to the future then funds will not be encumbered until that next fiscal year. **Note** This field automatically defaults to the current fiscal year.
Total Amount	Display-only. The total PO amount.

Purchase Order Detail Section



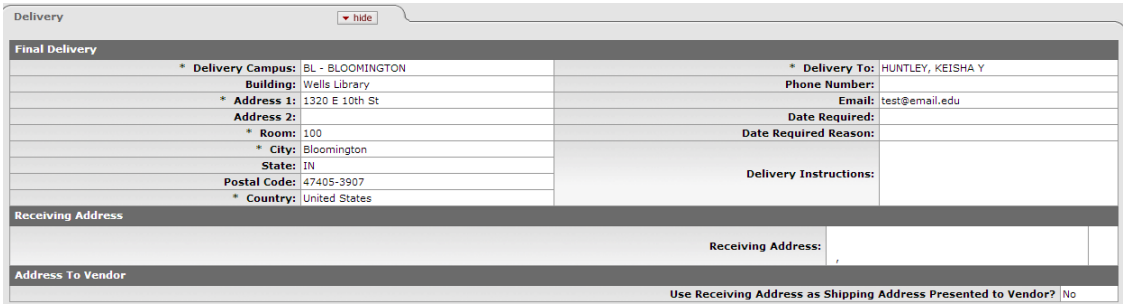
Purchase Order Detail section definition

Title	Description
Chart/Org	Required. Automatically completed based on the requisition's chart/ organization. May be changed manually by clicking the lookup .
Receiving Required	Optional. This flag can be set by a Purchasing Processor while a PO is 'in process'. If the field is checked manually, the system will not use receiving thresholds to determine whether receiving is required. If the field is checked, a line item Receiving document must be processed with sufficient quantities received before a payment will route to the fiscal officer. After the PO is approved, this value cannot be changed.
Assigned to User	Allows a user to take ownership of an in-process document. Users can then easily find documents they are working on.
Order Type	Identifies the type of order, possible values could be one-time, standing, subscription. System default data value is "Firm, Fixed".

Funding Source	Display-only. The funding source for the PO; derived from the requisition.
Payment Request Positive Approval Required	Optional. The 'DEFAULT POS APPRVL LMT' parameter determines the dollar limit at which payment requests must receive positive approval from a fiscal officer. If selected, this field overrides the parameter and requires positive approval on the payment request regardless of the total of the payment.
Previous Purchase Order #	Optional. Identifies the previous PO number associated with this purchase order. This field is typically used to identify the converted PO number from a legacy purchasing system.
Purchase Order Confirmed Indicator	Optional. Select this box to indicate that this PO is being created after the purchase has been made. This field may be used to track instances in which users did not properly create a requisition before making a purchase. In this case, the PO is being processed only to enter the transaction into OLE.
Requisition Source	Display only. Indicates whether the requisition that created this PO was input directly or created in some other way such as B2B.

Delivery Tab

The **Delivery** tab contains information about where goods ordered on this PO should be delivered. It also collects delivery contact information and any special delivery instructions. The address that is transmitted to the vendor (final delivery vs. receiving address) depends on the radio button that is selected in the **Address to Vendor** section.



The following table explains the fields on this tab. With the exception of the last two fields listed, all fields pertain to the **Final Delivery** section. When the PO is initiated, all information in the tab is populated from the information in the same tab of the requisition. The fields described below apply only if the default information from the requisition needs to be updated by Purchasing.

Delivery tab definition

Title	Description
Delivery Campus	Required. Defaults to the delivery campus that was selected on the requisition. Search for another campus by clicking the **lookup** button.
Building	Required. Search for the building to which goods should be delivered from the **building** lookup. Only buildings that correspond with the delivery campus will be displayed. Selection of a building automatically completes the **Address**, **City**, **State** and **Postal Code** fields.
Address 1	Required (display-only); automatically populated from data in **Building**. May be entered manually if you clicked the **building not found** button.
Address 2	Optional; Entered manually if an additional line of address is needed.
Room	Required. Enter the room number to which delivery should be made.
City	Display-only. Automatically populated from data in **Building**. May be entered manually if you clicked the **building not found** button.
State	Display-only. Automatically populated from data in **Building**. May be entered manually you clicked the **building not found** button.
Postal Code	Display-only. Automatically populated from data in **Building**. May be entered manually if you clicked the **building not found** button.

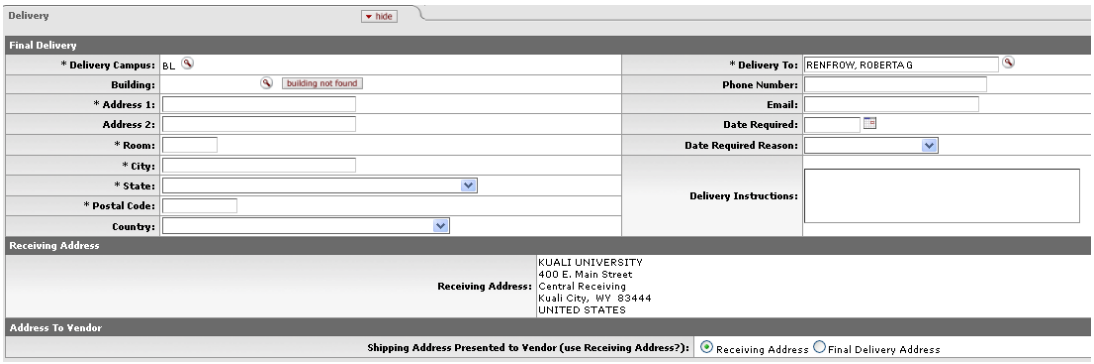
Country	Display-only. Automatically populated from data in **Building**. May be entered manually you clicked the **building not found** button.
Delivery To	Required. This entry defaults to the user's name on the requisition. The **User** lookup can be used if the name needs to be changed.
Phone Number	Optional. This entry defaults to the phone number from the requisition. (Formatted: xxx-xxx-xxxx)
Email	Optional. This entry defaults to the email address from the requisition.
Date Required	Optional. Defaults to the date required from the requisition. Change or enter a date on which delivery is required or use the date from the calendar
Date Required Reason	Optional. If a date required has been specified, select the appropriate date required reason from the list.
Delivery Instructions	Optional. Enter text describing any special delivery instructions for the item(s).
Receiving Address	Display-only after the PO has been approved. Defaults to the central receiving address from the requisition. May be changed by using the **lookup**.
Use Receiving Address as Shipping Address Presented to Vendor	Required. Defaults to the indicator selected on the requisition.

Editing a Building Address

The address is completely editable before the PO is approved. Take the following steps to add an address for another building.

1. Click the building not found button.

   The delivery address fields become editable.



2. Enter the delivery address.

Tip

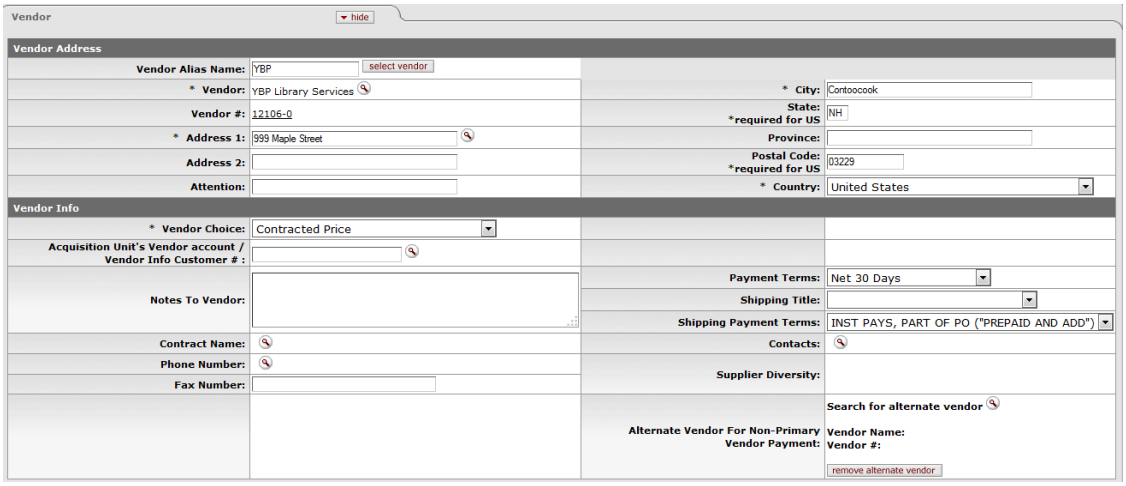
To search for a delivery address, click the lookup next to **Building** and select a building from the search results.

Vendor Tab

On an approved purchase order, the **Vendor** tab identifies the vendor that was awarded the PO. The default is the vendor selected on the requisition. Although most field entries in this tab default to the values provided on the associated requisition (REQS) document or from the vendor's default information, the entries may be modified. If a vendor was not supplied already, you must add one.

Note

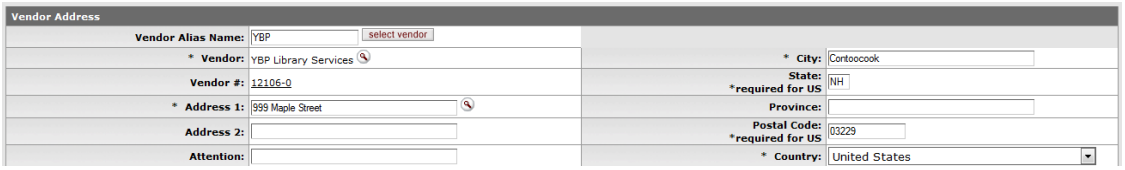
With open Purchase Orders, there is an additional required field for **Vendor Choice**. Select one of the options from the drop down list.



The **Vendor** tab includes two sections: **Vendor Address** and **Vendor Info**.

Vendor Address Section

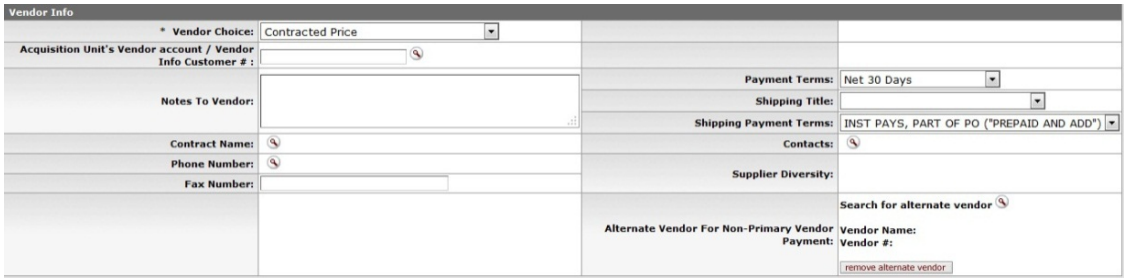
The Vendor Address section lists address information about the vendor for this purchase order.



Vendor Address section definition

Title	Description
Vendor Alias Name	The abbreviated code, or alias, of the vendor. Enter the code and click select vendor to prepopulate the vendor information.
Vendor	Required and Display-only. The vendor's name is automatically updated from the Vendor record.
Vendor #	Display-only. The OLE-generated identifying number assigned to this vendor.
Address 1	Required. The default address is the PO address defined as the default for the campus. This field is editable.
Address 2	Optional. The default address is the PO address defined as the default for the campus. This field is editable.
Attention	Optional. If the attention line on the PO address is present this information will be populated although this field is always editable.
City	Required. Enter the city associated with this vendor address.
State	Enter the state's abbreviation. States are required for US addresses.
Province	Optional. Non-U.S. vendor addresses may include a province. Enter the province here. This field should always be used for Canadian vendors.
Postal Code	Enter the postal code for this address. Postal code may be required under certain circumstances (such as when entering a U.S. address).
Country	Required. Select a country from the **Country** list.

Vendor Info Section



Vendor Info section definition

Title	Label
Vendor Choice	Required. Select the reason that this vendor was selected to fill this purchase order from the **Vendor Choice** list.
Acquisition Unit's Vendor acct/Vendor Info Customer #	Optional. Enter or look up a customer number that identifies your institution or department for this vendor's reference.
Notes to Vendor	Optional. Include any text you want the vendor to see on the PO.
Contract Name	Optional. If a contract exists with the vendor for these goods or services, search for it from the **Contact** lookup .
Phone Number	Optional. Enter the selected vendor's phone number. (Formatted: xxx-xxx-xxxx)
Fax Number	Optional. Enter the selected vendor's fax number.
Payment Terms	Optional. Select the payment terms from the **Payment Terms** list.
Shipping Title	Optional. Select the shipping title from the **Shipping Title** list.
Shipping Payment Terms	Optional. Select the shipping payment terms from the **Shipping Payment Terms** list.
Contacts	Optional. If the vendor has multiple contacts, select the appropriate contact for this PO.
Supplier Diversity	Display-only. The information appears if the selected vendor has been assigned a supplier diversity type.
Alternate Vendor for Non-Primary Vendor Payment	Optional. Used any time a purchasing needs to give accounts payable the option to pay one vendor or another. Examples include third-party receivables or escrow accounts for construction payments. To search for a vendor, use the lookup . To remove an alternate vendor, click **remove alternate vendor**.

Stipulations Tab

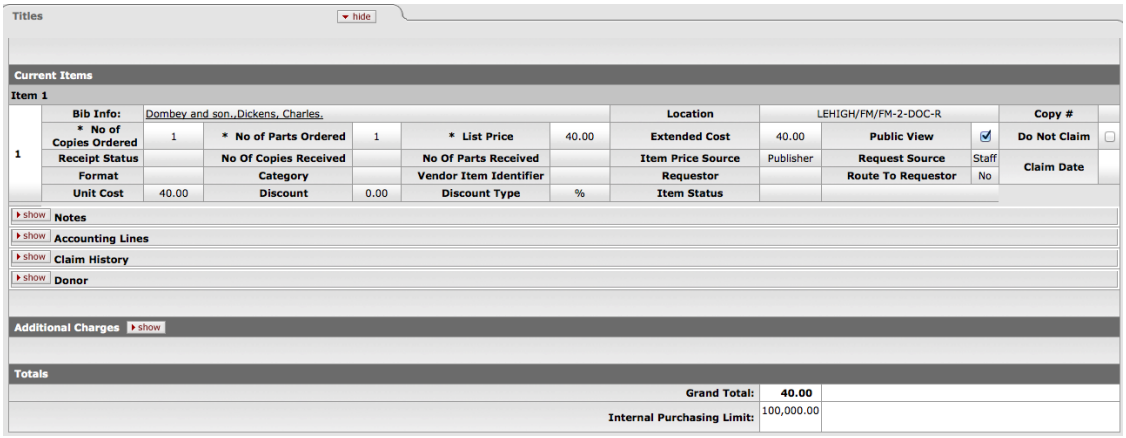
The **Stipulations** tab allows for the entry of stipulations for the vendor filling this PO. It may also be used for any additional contractual information that should be added to the PO.

Stipulations tab definition

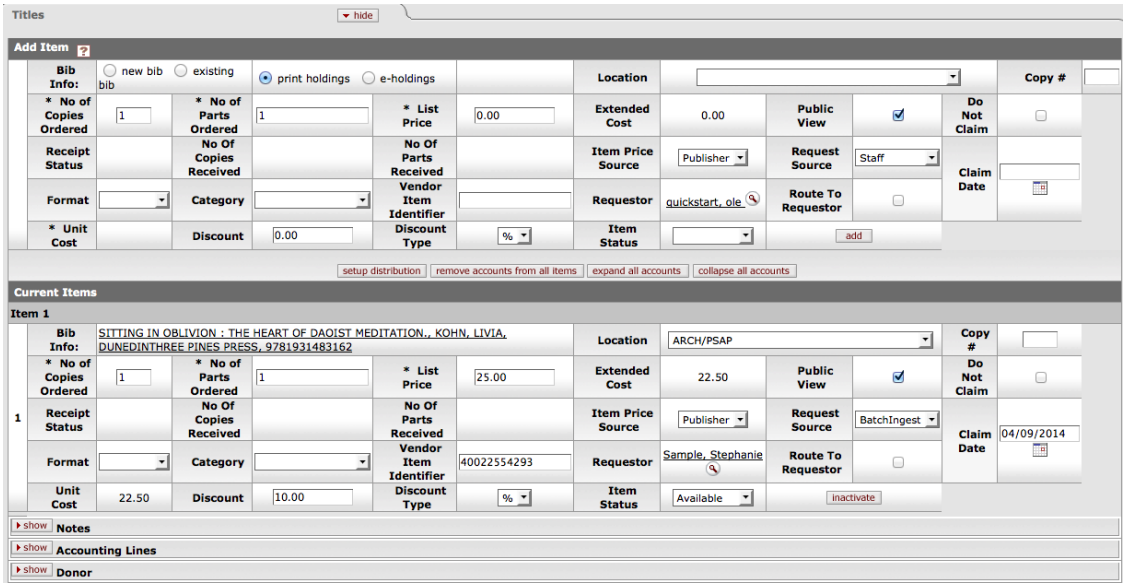
Title	Description
Note Text	Required. Enter text to be viewed by the vendor of this PO or search for pre-defined text from the **lookup** .
Actions	Click add to add new text.

Titles Tab

The **Titles** tab identifies what is being ordered on the PO, how many copies, claiming information, and establishes the accounting distribution for payments. Before the PO has been approved, you may change or add to the items and accounts that have been carried over from the requisition. You may also add additional charges or apply PO total reductions here. Make sure you have bibliographic information in the **Bib Info** fields and complete accounting lines.



Add Item and Current Items Sections



Add Item and **Current Items** sections contain the same fields.

Add Item and Current Items section definitions

Title	Description
Bib Info	Choose create new to link to the Bib Editor. Titles will appear in the after an item has been added. In **Current Items**, you may click the title link to open the bibliographic editor.

Print Holdings or E-Holdings	Select the Holdings format you would like the Purchase Order to link to. Purchase Orders link to an Item record (for print materials) or E-Instance (for electronic material).
Location	Select the home location for the item.
Copy #	Optional. You may add a copy number to indicate the copy of the item. This will appear on the purchase order and the item record. If left blank, the field on the purchase order and item record will also be blank.
No of Copies Ordered	Required. Enter the quantity of the item in this field.
No. of Parts Ordered	This is the number of individual pieces that must be accounted for upon payment/receipt of a requisitioned item.
List Price	Basic price of an item before any discounts are taken.
Extended Cost	Display-only. No of Copies ordered multiplied by the list price minus any discount.
Public View	Optional. Indicates whether or not a bibliographic description shall be exposed to users prior to purchase/receipt. Default is Yes (checked).
Do Not Claim	Optional. Indicates whether or not an item will be claimed. Default is No (unchecked). If checked, overrides Claim Date information below.
Currency Type	Display only if foreign vendor is chosen. Identifies the associated vendor's currency as identified on the vendor record that is identified in the Link to Vendor/Supplier.
Exchange Rate	Display only if foreign vendor is chosen. Currency conversion rate populates from the Exchange rate and Currency Type maintenance tables. The rate will populate when user clicks action button "Calculate" on conversion tab. Optionally: when currency tab opens, currency rate may auto-populate. This may be updated up until the Requisition is approved. After that point, it may no longer be modified.
Foreign List Price	Basic foreign price of an item before any discounts are taken.
Receipt Status	Display only. Will reflect receipt status after receiving has occurred.
No Of Copies Received	Display only. The number of copies already received. This will populate as the document moves through the acquisition workflow.
No Of Parts Received	Display only. The number of parts already received. This will populate as the document moves through the acquisition workflow.
Item Price Source	Optional. Select the Price Source of the requested item from the drop down list.
Request Source	Optional. Select the Request Source of the requested item from the drop down list.
Claim Date	Date item is eligible for the next claim based on the claim interval entered in the Vendor Record. To override the claiming interval, enter a date or select one from the calendar .
Format	Optional. Select the format of the requested item from the drop down list.
Category	Optional. Select a Category of the item from the drop down list..
Vendor Item Identifier	Display Only. Identifies a vendor item identifier if one has been provided by a vendor.
Requestor	Defaults to the selector's user name. If the Requestor is different than the selector, you may use the **Requestor** lookup to find the requesting individual's name or create a new Requestor (this will search from the OLE Patron database).
Route to Requestor	Optional. Yes/No checkbox to indicate whether a requestor should be notified when the item has been purchased. System default data value is "No".
Foreign Unit Cost	Display only if foreign vendor is chosen. Calculated foreign cost per unit for the item or service on this line. Calculation is the Foreign List Price less Foreign Discount amount.
Discount	Discount provided by the vendor/customer number/organization combination. Automatically populated from the Vendor customer number table based on the selected vendor and customer number. Can be modified for a specific title. If the vendor record has a Vendor currency noted other than the default system currency (aka US dollar), then the Vendor discount will populate the Foreign Discount field.
Discount Type	Choose # (for Amount) or % (for Percentage).

Foreign Discount	Foreign discount provided by the vendor/customer number/organization combination when the vendor record has a Currency Type different from the system default currency. Should be automatically populated from the Vendor customer number table based on the selected vendor and customer number. This data can be changed for the specific title. Must identify the type of discount (amount or %.) If the vendor record does not have a Currency Type noted other than the default system currency (aka US dollar), then the discount should populate the Discount field.
Foreign Discount Type	Choose # (for Amount) or % (for Percentage).
Actions	Add or delete lines as appropriate. After a line has been added, it is moved to the **Current Items** section, where the details may be viewed or modified.

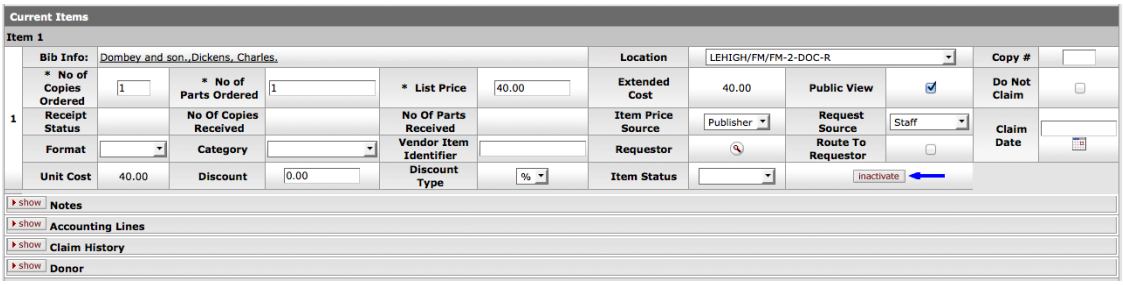
Adding or Modifying an Item

Inactivate Button: The **inactivate** button becomes available only when you are amending a PO. If while amending a PO you would like to deactivate a line item, click the **inactivate** button associated with that item.

Note

For more information about how to amend the PO, see Purchase Order Amend.

When processing an amendment to a PO, you may deactivate item lines that are no longer valid. To do so, select the **Inactivate** check box next to the appropriate items. When the amendment is approved, these items are no longer valid for this PO.



Click add to add a line. The system will move it to the **Current Items** section.

Note

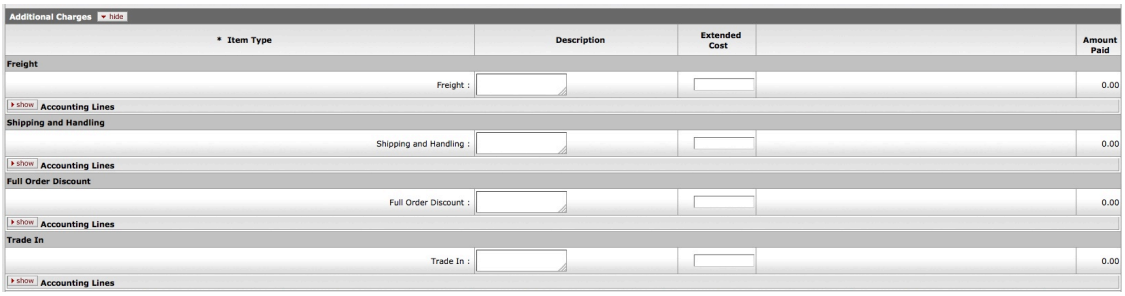
To add an item, you must follow the same procedure described in Working in the Titles Tab on the Requisition section (First add the bibliographic record, fill in the purchasing information, then click add).

Click delete to delete a line.

Click show to view the additional details (notes, accounting lines, copies, claim history, invoice history, donor).

Additional Charges Section

The Additional Charges tab allows lines for predetermined charges to be included on the payment request. This tab is divided into four charge lines, each representing a different type of charge and each with its own accounting lines. The four Additional Charges lines are **Freight**, **Shipping and Handling**, **Full Order Discount**, and **Trade In**.



Additional Charges section definition

Title	Description
Item Type	Display-only. Describes the type of miscellaneous item ('Freight' or 'Shipping and Handling') being defined in this line.
Description	Required if the extended cost has been entered. Enter a text description describing the additional charges item line.
Extended Cost	Required. Enter the dollar amount for this item line.
Amount Paid	Display-only. Automatically calculated based on responses in other fields.

Totals Section

Totals section definition

Title	Description
Grand Total	Display-only. Displays a total of all current item lines and additional charges lines.
Internal Purchasing Limit	Display-only. Displays the dollar amount of the maximum purchasing limit, above which a PO will route for approval.

Creating Accounting Distributions in the Titles Section

Accounting distributions for item lines may be created individually, or a single accounting distribution may be copied to all line items on the requisition. A valid account string contains a chart, an account, and an object code. The account must be active and the expiration date has not expired. The object code must valid. Valid object codes are active codes in the object code table and are *not* included in the OBJECT CONSOLIDATION parameter.

To create accounting distributions for individual item lines, follow these steps.

1. Click **add** in the **Actions** column to add the item line.
2. In the **Current Items** section, click the show button for the line to which you want to add an accounting distribution.
3. In the **Item Accounting Lines** section, click the show button.
4. Complete the accounting line and indicate a percent of this item line that should be charged to this accounting line. If there is only one accounting line for this item, the percent must be 100.
5. Click add to add the accounting line.
6. If the item needs to be distributed to more than one accounting line, repeat steps 4 and 5. The sum of all accounting lines must equal 100 percent when you finish the distribution.

Note

If the account chosen has sufficient funds checking and the threshold is reached, you may be blocked from using the account or you may receive a warning (depending on the chosen notification on the account) when the document is saved and the Fiscal Officer will be notified when the document is submitted.

Note

This process may also be followed to add accounting distribution lines for items in the **Additional Charges** section. Open the **Accounting Line Items** section for that miscellaneous line item and follow steps 4-6 above.

Line item accounting can create considerable repetitive data entry. OLE allows you to load the information to all the line items rather than entering the information to each line item separately. The steps below describe how to distribute this information. This process distributes accounts only to line items that have no accounts added. It does not replace accounts that have been set up for individual line items.

1. Click add to add the item line.
2. In the **Add Item** section, click the setup distribution button.

   The system opens a new **Accounting Lines** section.
3. Enter the accounting line and indicate the percent of this item line that is to be distributed to the items on this requisition. If there is a single accounting line for these items, the percent must be 100.

   ## Note

   The system validates values as you enter the information.
4. Click add to add the accounting line.
5. If the items need to be distributed to more than one accounting line, repeat steps 3 and 4. The accounting lines distribution should total 100%.
6. Click the distribute to items button to apply this distribution to all item lines that do not yet have an accounting line distribution specified.

   The system displays the top of the document and the message 'The accounts were successfully distributed to all items'.

Removing Accounts from all Item Lines

If line items have accounts set up and those accounts need to be modified, then the individual accounting lines may be modified by following the steps for creating an accounting distribution for an individual item line discussed in the previous section. However, if it is more efficient to remove all the accounts, use the steps for creating an accounting distribution for multiple line items to recreate the accounting for the line items.

Follow these steps to remove all accounts.

1. Click remove accounts from all items.

2. Click yes in response to the question 'Are you sure you want to remove the accounts from ALL items?'

   All the accounting lines are removed.

Expand All Accounts

To expand the accounting lines for all the items in the **Current Items** section, follow these steps. (This is the equivalent of clicking the accounting lines' **show** button for each item listed.)

1. Click expand all accounts.
2. All accounts are displayed in full detail.

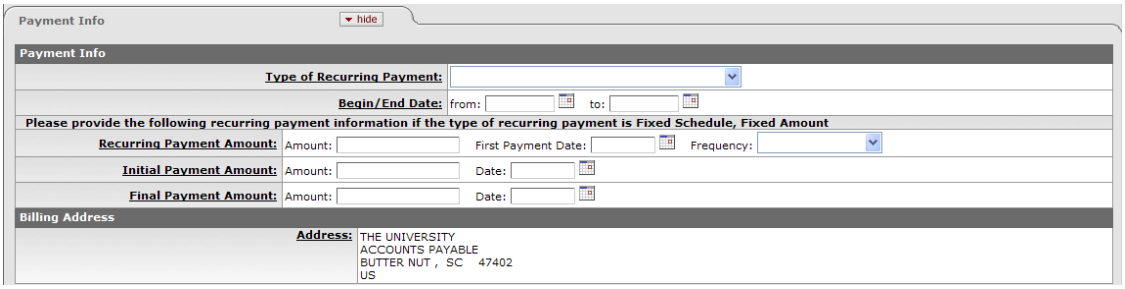
Collapse All Accounts

To collapse the accounting lines for all items in the **Current Items** section, follow these steps. (This procedure is the equivalent of clicking the Accounting Lines **hide** button for each item listed.)

1. Click **collapse all accounts**.
2. All account displays are hidden.

Payment Info Tab

If recurring payments are required for the items on this PO, this tab is used to indicate the type of payment schedule required and the duration of that schedule. The fields in this tab are informational only. They do not drive any other functions within OLE.



The **Payment Info** tab includes **Payment Info** and **Billing Address** sections.

Payment Info Section

Payment Info section definition

Title	Description
Type of Recurring Payment	Optional. Select the proper recurring payment schedule from the list. Examples include 'Fixed Schedule, Fixed Amount,' 'Fixed Schedule, Variable Amount' and 'Variable Schedule, Variable Amount'.
Begin/End Date	Required if **Type of Recurring Payment** has been selected. Enter dates indicating the time period during which the order is active, or search for the dates from the calendar.
Recurring Payment Amount	Optional. If a recurring payment type of 'fixed schedule' or 'fixed amount' has been selected, complete the remaining fields in this section.
Amount	Optional. Enter the dollar amount of the recurring payment.
First Payment Date	Optional. Enter the date on which the first recurring payment should be made or search for the date from the calendar. This date is used to

	determine subsequent payments based on the frequency. For example, if the frequency is 'monthly' and the first payment date is 01/01/2010, the subsequent payments occur on the first of the month.
Frequency	Optional. Select a number to indicate how often recurring payments should be made.
Initial & Final Payment Amount	Optional. Enter the amount of the initial and final payments if those amounts differ from the amount in the **Amount** field above.
Initial & Final Payment Date	Optional. Enter the dates on which the initial and final payments are to be made if those dates differ from the date in the **First Payment Date** field. Or search for the dates from the calendar .

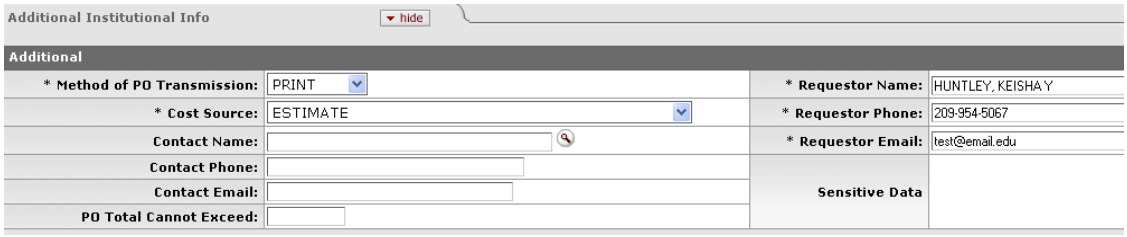
Billing Address Section

Billing Address section definition

Title	Description
Address	Display-only. The address to which vendor invoices are to be mailed. This address is based on the campus specified for delivery on the **Delivery** tab.

Additional Institutional Info Tab

The **Additional Institutional Info** tab collects information about the organization at your institution that is responsible for initiating this purchase. It also collects information on transmission method and contact information.

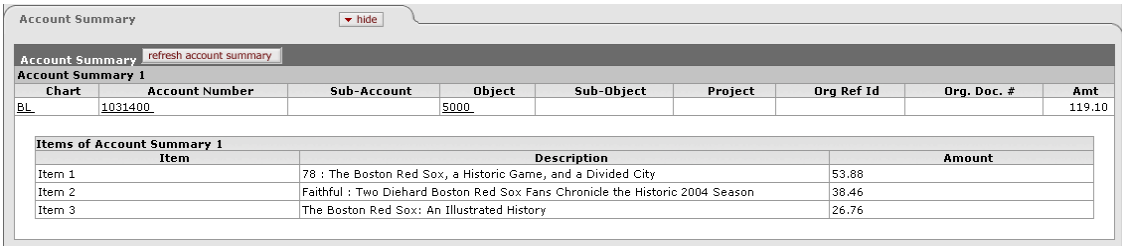


Additional Institutional Info tab definition

Title	Description
Method of PO Transmission	Required. Select the transmission method. Normally this is 'Print,' but if for some reason you do not need to print a copy of the PO for the vendor, you may choose 'No Print'.
Cost Source	Required. This field indicates how the pricing on the PO was determined. Select the appropriate cost source from the list.
Contact Name	Optional. Enter the name of the person to be contacted if Purchasing (or vendor if the order is an APO) has questions about the order or search for it from the **Person** lookup .
Contact Phone	Optional. Enter the phone number of the person specified in the **Contact Name** field. (Formatted: xxx-xxx-xxxx)
Contact Email	Optional. Enter the email address of the person specified in the **Contact Name** field.
PO Total Cannot Exceed	Optional. This information is typically entered on the requisition and indicates to Purchasing that the order has a limited amount of resources.
Requestor Name	Required. The name of the person who requested the goods or services. This field may be changed by entering a new name or searching for it from the **Person** lookup .
Requestor Phone	Required. Enter the phone number of the person specified in the **Requestor Name** field. (Formatted: xxx-xxx-xxxx)
Requestor Email	Required. Enter the email address of the person specified in the **Requestor Name** field.
Sensitive Data	Display-only. This displays the currently assigned sensitive data entries created using the **sensitive data** button at the bottom of the document.

Account Summary Tab

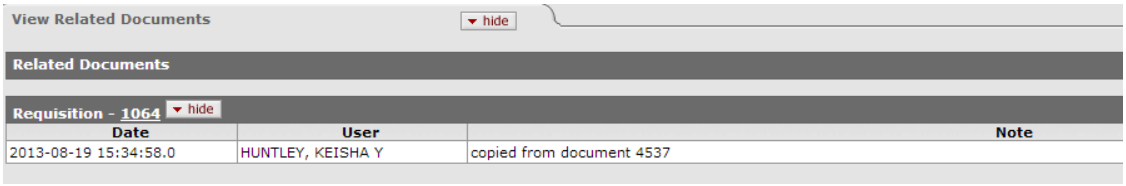
The **Account Summary** tab combines all accounting information for the items on this PO for future reference.



Clicking the **refresh account summary** button reloads the page and adds any accounts and/or line items that the user may have just added to the PO.

View Related Documents Tab

The **View Related Documents** tab collects information about Purchasing/AP documents related to this document. For example, it displays identifying information for any associated requisition, payment requests, or credit memos.



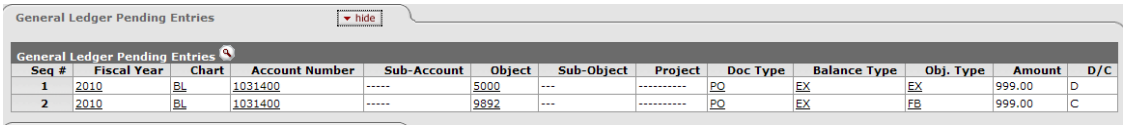
View Related Documents tab definition

Title	Description
Date	Display-only. The date the related document was created.
User	Display-only. The user who created the related document. 'Kuali System User' means the document was automatically created by the system.
Note	Display-only. The note describing the document.

When you click the document number link, the system displays the related document in a separate window.

General Ledger Pending Entries Tab

G/L Pending Ledger entries are generated after the PO document is submitted. These entries include the encumbrances for the transaction and the appropriate offsetting entry. After the nightly batch jobs run to post the G/L entries, these pending entries no longer display here.



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General Ledger Pending Entries tab definition

Title	Description
Seq #	Display-only. Assigns a number to the entry in sequential order.

Fiscal Year	Display-only. Identifies the fiscal year of the debit or credit.
Chart	Display-only. Identifies the chart to which the pending entry is assigned.
Account	Display-only. Identifies the account number to which the pending entry is assigned.
Sub-Account	Display-only. Identifies the sub-account, if one exists, to which the pending entry is assigned.
Object	Display-only. Identifies the object code of the item being ordered.
Sub-Object	Display-only. Identifies the sub-object code of the item being ordered, if one exists.
Project	Display-only. Identifies the project code, if one exists, to which the PO is assigned.
Doc. Type Code	Display-only. Identifies the document type code of the document. When working with POs, this value will almost always be PO.
Balance Type	Display-only. Identifies the different balances (actuals, budget, encumbrances, etc.) recorded in OLE to facilitate reporting and financial queries.
Obj. Type	Display-only. Categorizes object codes into general categories identifying income, expenses, assets, liabilities, fund balance or transfers.
Amount	Display-only. Indicates the amount charged to each account on the PO.
D/C	Display-only. Indicates whether the entry is a debit (D) or credit (C) to the account.

Process Overview

Business Rules

- All required fields must be completed before the PO document can be submitted for approval.
- The **Bib Info** field on the **Item** tab must be completed.
- The PO generates encumbrances when it reaches a workflow status of 'FINAL'. Encumbrances are created on the accounts and object codes entered in the item sections and the appropriate offset object code(s).
- An APO document may be created only under certain conditions, as specified in the business rules set up by the institution. Examples of conditions that might prevent an APO from being created are:
  - The requisition total is greater than the APO limit.
  - The requisition total is not greater than zero.
  - The requisition contains an item that is marked as restricted.
  - The vendor was not selected from the vendor database.
  - An error occurred while retrieving the vendor from the database.
  - The selected vendor is marked as restricted.
  - The requisition has no contract selected, but a contract exists for the selected vendor.
  - The requisition's payment type is marked as recurring (**Payment Info** tab).
  - The 'PO Total Cannot Exceed' amount has been entered (**Additional Institutional Info** tab).
  - The requisition contains alternate vendor names.

- The requisition is set to encumber during the next fiscal year (chosen from **Year** in the **Document Overview** tab) and approval is not within the APO allowed date range. The date range is determined by the 'ALLOW APO NEXT FY DAYS' parameter.

- The requisition contains a full order discount.

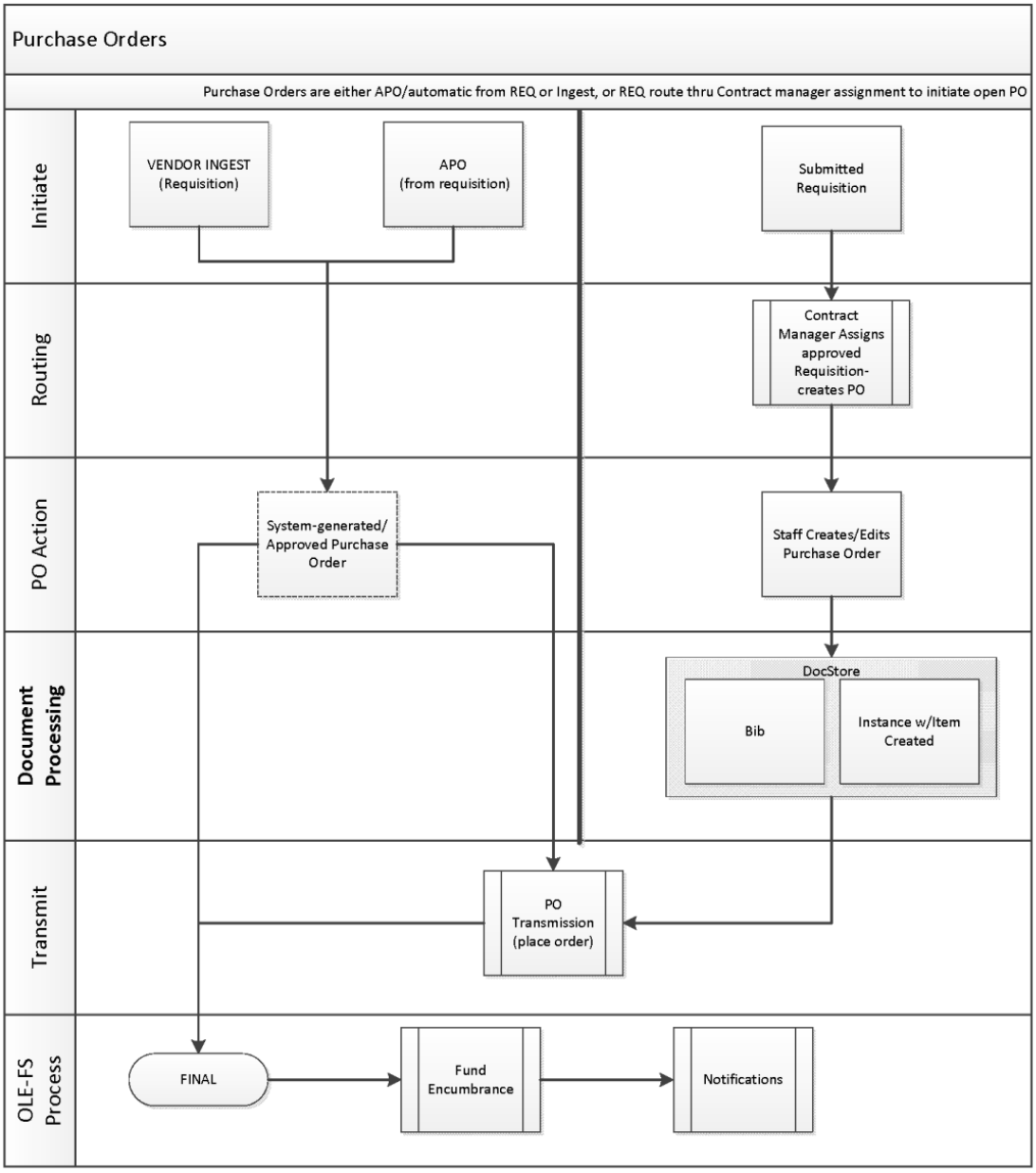
- The requisition contains accounting strings with an object level in the OLE-PURAP:PURCHASING_ACCOUNTS_PAYABLE_OBJECT_LEVELS parameter (currently set to CAP).

Routing

The PO document does the following types of routing:

- Budget Office Review: If the PO is for the current fiscal year, all accounts used on the document are checked to see if any of accounts use sufficient funds checking. If the encumbrances from this order would cause these accounts to have insufficient funds, the PO document routes to the Budget Reviewer role for approval.

- Document Transmission: If the document is an APO, an FYI is generated back to the initiator of the requisition document. If the document is not an APO, an FYI is generated back to the user who submitted the PO.



Processing a PO Document

1. Search for 'In Process' purchase orders using the Order Holding Queue or document search and click the document ID to open it.

   The system displays a PO document populated with information from the requisition.

2. Complete the standard tabs as necessary.

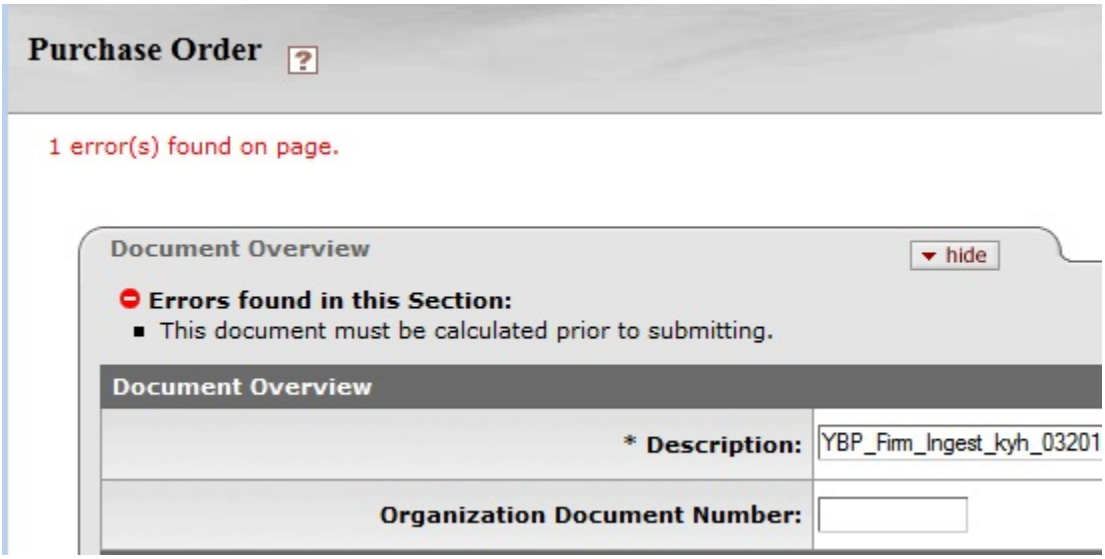
Note

For information about the standard tabs such as **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients, Route Log**, and **Accounting Lines** tabs, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.

3. Complete the **Vendor**, **Stipulations**, **Titles**, **Payment Info**, **Delivery**, **Additional Institutional Info and other** tabs as necessary. To add information to these sections, click the **amend** button at the bottom of the PO.

4. Click submit or blanket approve

If all required fields have been correctly filled in, and you click on **approve**, the system will then approve the Purchase Order. If any required field is blank or contains invalid data, the system places a warning note at the top of the screen, and by the appropriate field. You will be unable to approve the purchase order until you resolve the problem.



Once a Purchase Order is approved, the system:

- changes the status of the Purchase Order document to Final
- queues it for printing and/or transmission, by whichever method is specified
- returns you to the Select/Acquire tab.

Transmitting Purchase Order/Place Order

OLE is currently setup to place orders as follows:

- Imported vendor orders (paired EDI and MRC files): no transmission
- Staff-generated manual requisitions and approved purchase orders and purchase order amendments: transmit in real-time to vendor FTP site (no staff interface currently exists for transmit confirmation reports etc.).
  - If transmit method of Vendor or Purchase Order is set to **no print** with format of FTP, or SFTP, then resulting EDIFACT order file is transmitted to OLE "mock" vendor FTP site per below.
  - If transmit method of Vendor or Purchase Order is **print** with format of Email, Fax, etc., then at completion of an approved Purchase Order, a print button will appear on the e-Doc allowing

the user to print, email, or fax a PDF of the Purchase Order. The Purchase Order will also route to Acquisitions staff's Action Lists as notification to complete the action.

OLE will transmit purchase orders automatically if the Purchase Order fulfills the required APO rules. To retransmit a Purchase Order, click

.

FTP Site (to see transmitted orders):

http://docstore.demo.ole.kuali.org/upload/Order_Records/Orders_To_Be_Processed_By_Vendor/

Sample Purchase Order Statuses:

Code	Status
CANC	Canceled
CLOS	Closed
OPEN	Open

See all statuses in Purchase Order Status in the Appendix.

Performing Other Activities on a PO

To facilitate routings and approvals, and maintain detailed audit trails, OLE has adapted the KFS versions of Purchase Orders. Not all of these may be needed in support of future library processes, but we are providing them for review.

After a PO has been initiated, authorized users may perform a variety of activities on it. With the exception of **Print,** each of these actions generates a new OLE document (although the PO number remains the same). The following chart summarizes each action and its corresponding document type. (The document type code for each is listed in parenthesis after the name of the associated button.) The table also indicates whether each action results in transactions to be fed to the G/L process.

The "versions" or e-Docs available are permissions-based, and dependent upon the Purchase Order status in workflows.

Note

For more information about printing a PO, see Printing a PO.

PO document types

Document	Description
Purchase Order Amend (POA)	Makes changes to the existing PO.
Purchase Order Payment Hold (POH)	Indicates that no payments should be processed against this PO.
Purchase Order Remove Payment Hold (PORH)	Changes the status of the PO back to 'Open' so payments can be made. An FYI is also sent to AP to indicate that the hold has been removed.
Purchase Order Void (POV)	Cancels the PO and disencumbers all related items. This option is not available after a payment has been made.
Purchase Order Close (POC)	Closes out any remaining items on this PO and disencumbers any outstanding funds.
Purchase Order Reopen (POR)	Reopens the PO and re-encumbers any accounting lines that were disencumbered when the PO was originally closed.

Accessing the Various PO Options

To access any of these options for working with a PO, follow these steps:

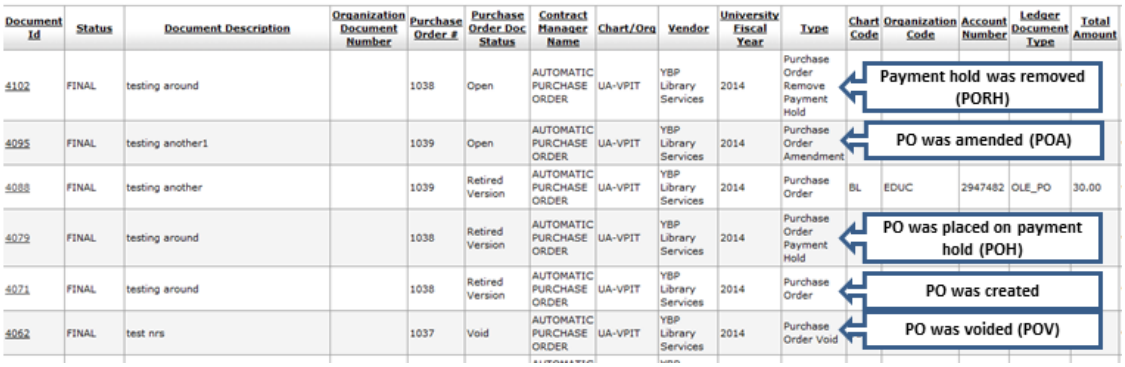
1. Search for the PO document and open it.

   At the bottom of the open document, the system displays a series of specialized action buttons are displayed at the bottom, each corresponding to a different option.

2. Click the button for the function you want to perform.

After you submit one of the above documents, if you subsequently retrieve the original PO document, the system shows a warning in the upper left corner, indicating that there is a newer version of the PO.

Document Versioning: A single PO document can have several different OLE document numbers assigned. To correlate this information and find the most recent version of a PO, use the Purchase Order search in the Ordering menu group of the Select/Acquire tab and enter the PO number as a search criteria. In the example shown below, a user amended a PO (POA), placed the PO on hold (POH, removed the hold (PORH), and then created a PO Void (POV). The system retrieved five documents when the user searched on the PO number.



Document Id	Status	Document Description	Organization Document Number	Purchase Order #	Purchase Order Doc Status	Contract Manager Name	Chart/Org	Vendor	University Fiscal Year	Type	Chart Code	Organization Code	Account Number	Ledger Document Type	Total Amount
4102	FINAL	testing around		1038	Open	AUTOMATIC PURCHASE ORDER	UA-VPIT	YBP Library Services	2014	Purchase Order Remove Payment Hold					
4095	FINAL	testing another1		1039	Open	AUTOMATIC PURCHASE ORDER	UA-VPIT	YBP Library Services	2014	Purchase Order Amendment					
4088	FINAL	testing another		1039	Retired Version	AUTOMATIC PURCHASE ORDER	UA-VPIT	YBP Library Services	2014	Purchase Order	BL	EDUC	2947482	OLE_PO	30.00
4079	FINAL	testing around		1038	Retired Version	AUTOMATIC PURCHASE ORDER	UA-VPIT	YBP Library Services	2014	Purchase Order Payment Hold					
4071	FINAL	testing around		1038	Retired Version	AUTOMATIC PURCHASE ORDER	UA-VPIT	YBP Library Services	2014	Purchase Order					
4062	FINAL	test nrs		1037	Void	AUTOMATIC PURCHASE ORDER	UA-VPIT	YBP Library Services	2014	Purchase Order Void					

Printing a PO

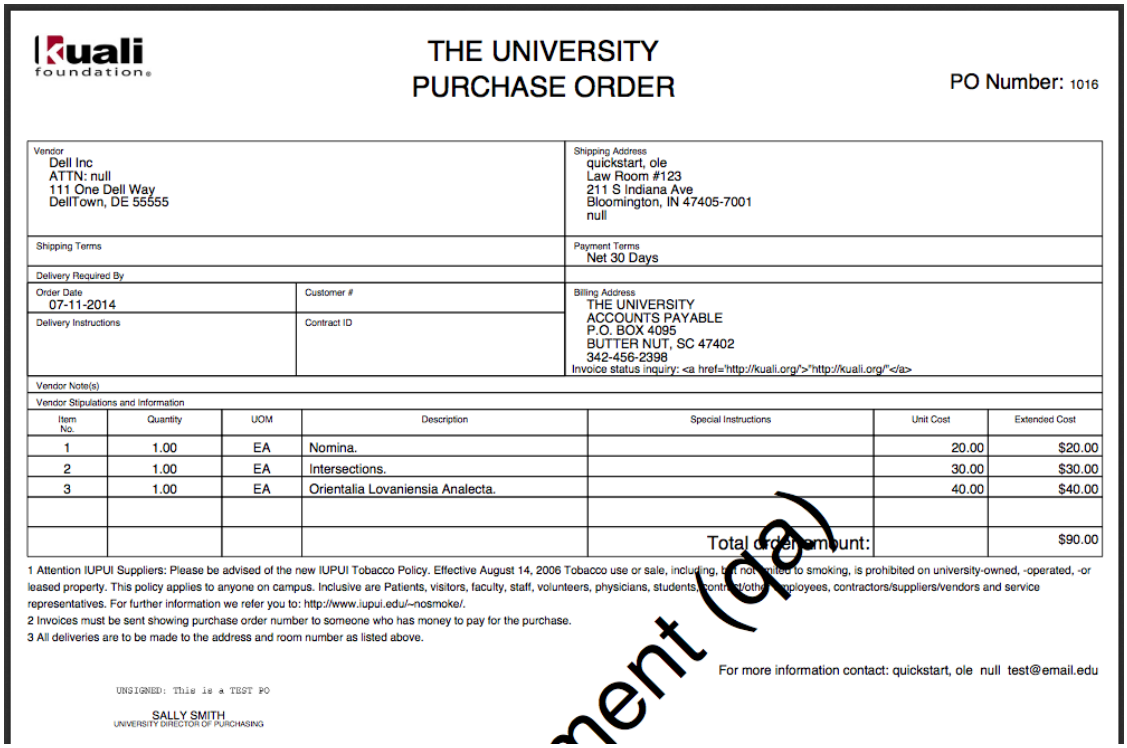
The print option allows users with the OLE-PURAP Purchasing Processor role to generate a PDF version of the document to print. The **print** action button becomes available for POs with the 'Pending Print' status.

Note

The **print** button appears on a PO only when the **Method of PO Transmission** is 'PRINT' on the **Additional Institutional Info** tab of the PO and the status of the PO is 'Pending Print'.

Note

There is no document type for the print functionality.



kuali foundation

THE UNIVERSITY
PURCHASE ORDER

PO Number: 1016

Vendor
Dell Inc
ATTN: null
111 One Dell Way
DellTown, DE 55555

Shipping Address
quickstart, ole
Law Room #123
211 S Indiana Ave
Bloomington, IN 47405-7001
null

Shipping Terms

Payment Terms
Net 30 Days

Delivery Required By

Order Date
07-11-2014

Customer #

Billing Address
THE UNIVERSITY
ACCOUNTS PAYABLE
P.O. BOX 4095
BUTTER NUT, SC 47402
342-456-2398
Invoice status inquiry: 'http://kuali.org/'

Delivery Instructions

Contract ID

Vendor Note(s)

Vendor Stipulations and Information

Item No.	Quantity	UOM	Description	Special Instructions	Unit Cost	Extended Cost
1	1.00	EA	Nomina.		20.00	$20.00
2	1.00	EA	Intersections.		30.00	$30.00
3	1.00	EA	Orientalia Lovaniensia Analecta.		40.00	$40.00
				Total order amount:		$90.00

1 Attention IUPUI Suppliers: Please be advised of the new IUPUI Tobacco Policy. Effective August 14, 2006 Tobacco use or sale, including, but not limited to smoking, is prohibited on university-owned, -operated, -or leased property. This policy applies to anyone on campus. Inclusive are Patients, visitors, faculty, staff, volunteers, physicians, students, contract/other employees, contractors/suppliers/vendors and service representatives. For further information we refer you to: http://www.iupui.edu/~nosmoke/.
2 Invoices must be sent showing purchase order number to someone who has money to pay for the purchase.
3 All deliveries are to be made to the address and room number as listed above.

For more information contact: quickstart, ole null test@email.edu

UNSIGNED: This is a TEST PO

SALLY SMITH
UNIVERSITY DIRECTOR OF PURCHASING

ment (qa)

To print a PO:

1. Search for the PO you want to print from the PO search screen and open the PO.

   ## Tip

   You may narrow down the search by selecting “Pending Print” in the **Purchase Order Status** search criteria field.

2. Click print to open a printable PDF version of this PO.

   A separate window opens and a PDF version of the PO appears.

3. Close the window after taking the necessary actions, using the PDF toolbar (save, print, etc.).

Modifying the Purchase Order PDF

There are two properties in the configuration file olefs-config-defaults.xml that control the "test document (tst)" display that appears across the purchase order. These two properties must be set to local:

```
<param name="environment">local</param>

<param name="production.environment.code">local</param>
```

To change the logo in the upper left corner, update the following parameters from the admin tab:

PDF location is based on delivery campus code and the following system parameters:

PDF_IMAGE_LOCATION_URL

PDF_LOGO_IMAGE_PREFIX

PDF_LOGO_IMAGE_EXTENSION

Therefore if:

PDF_IMAGE_LOCATION_URL = http://tst.ole.kuali.org/static/images/

PDF_LOGO_IMAGE_PREFIX = logo

PDF_LOGO_IMAGE_EXTENSION = jpg

delivery campus code in po = bl

It will find the image in this way: PDF_IMAGE_LOCATION_URL + PDF_LOGO_IMAGE_PREFIX + _ + delivery campus code in po + PDF_LOGO_IMAGE_EXTENSION

Creating:

How the Purchase Order PDF is populated

- The billing address is the address from the delivery campus code
- Under the billing address is an "Invoice Status Inquiry" link. This value is from the system parameter PDF_STATUS_INQUIRY_URL
- Foot notes are populated from the Purchase Order Contract Language maintenance document

Note

To learn more about the maintenance document, see Purchase Order Contract Language below.

Purchase Order Amend

OLE allows you to add or modify certain data elements on an approved Purchase Order via a Purchase Order Amendment. By so doing, the system creates a new version of the e-Doc called a Purchase Order Amendment (POA) that can be independently processed or routed. The POA then serves as the new version of the purchase order and will be transmitted to the Vendor.

Purchase Order Amendments are created:

- Manually from the

button on a Purchase Order
- Automatically from the entry of **Unordered line items on Receiving e-Doc**
- Automatically from the entry of **Unordered line items on Payment Request e-Doc**

When you amend a PO, the system creates a PO Amend (POA) document based on the existing PO. Enter a reason when initiating the amendment. When the amendment is submitted, the fiscal officer receives an FYI. This is his or her notification that the order has changed.

Once you supply a reason, OLE will display the Purchase Order, and allow you to change almost any field. (In OLE, accounting lines cannot be edited in the PO Amendment process, but can be changed during the payment request process, except for new lines.)

If you add titles to the Purchase Order or change prices, click the calculate button at the bottom of the screen.

Note

You cannot edit or delete the Copies section on a POA. This is to avoid discrepancies between the amended purchase order and the DocStore record.

Document Layout

The document layout of the POA document is identical to that of the original PO, with the addition of a notation regarding status in the Document Header. A notation also displays at the top of the PO document, such as 'Warning: There is a pending action on this Purchase Order.'

Note

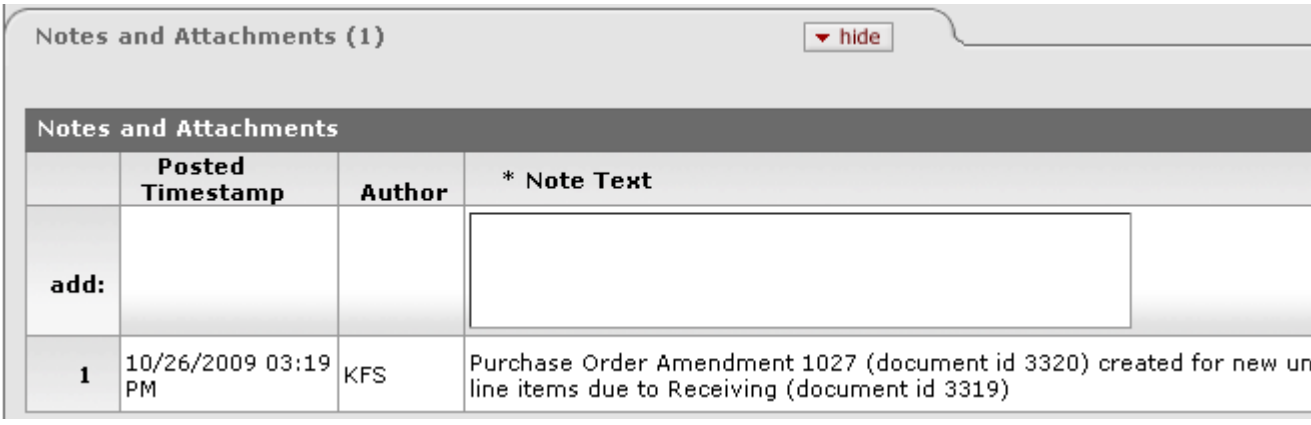
For information about the fields on this document, see “Document Layout” under Purchase Order.

Notes and Attachments Tab

When you click the **amend** button to initiate the document, the system automatically inserts note text and the previous PO number in the **Notes and Attachments** tab of both the original PO document and the POA document.

Note

The same note text is placed in the original PO and the amended PO.



Process Overview

Business Rules

- The POA may be initiated only by the members of the Purchasing Processor role; Acquisition Staff 2-5; Receiving 3-4; Accounting 3-4; Financial 2-5.

- The PO must be in an 'Open' status.
- If there are payment requests (PREQs) or vendor credit memos (CMs) in process, the **amend** button is not displayed.
- The system adds a note with the date the amendment was started, the person who started the amendment, the information entered on the "confirm' page, and the previous document number.
- If payment requests (PREQs) or credit memos (CMs) have been processed, the **Receiving Required** field cannot be changed.
- The fiscal year cannot be changed
- If there are unpaid payment requests (PREQs) or credit memos (CMs), the existing line items cannot be changed.
- If the item invoiced amount is greater than 0, the line item cannot be deleted; it can only be deactivated.
- New line items can always be added.
- If modifying an existing line item, the amount cannot go below what has already been invoiced.
- Inactive items are display-only.
- There must be at least one active line item when the **submit** button is selected.
- The **calculate** button must be pressed prior to submitting the POA if you change the list price of an item or add a new line item.
- Fiscal officers receive an FYI when the amendment is completed.
- During the amend process, the original PO document (before the **amend** button was selected) will have a document status of 'pending amendment' and the newly created document will have a status of 'change in process'. After the amendment has been submitted, the original document status changes to 'retired version' and the amendment's status changes to 'open'.
- Users are not allowed to create Receiving documents, payment requests, or credit memos against a PO that has a pending amendment.

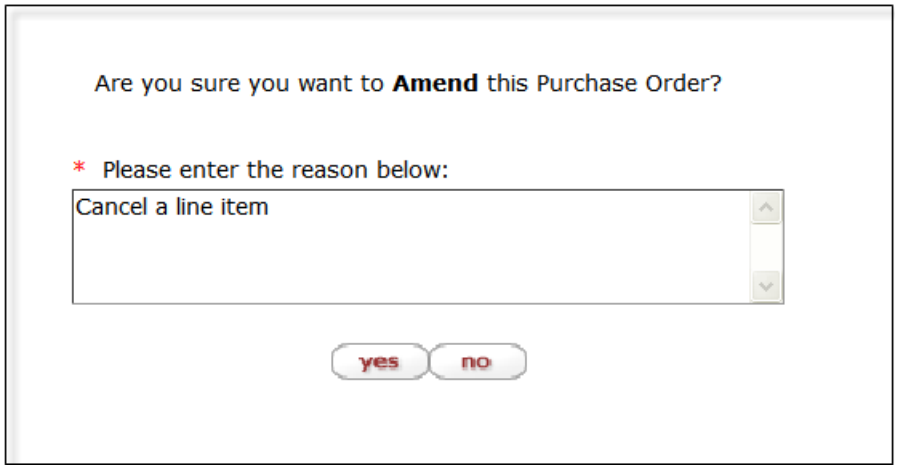
Routing

- The document becomes 'FINAL' when the POA document is submitted.
- The fiscal officer of an account receives an FYI.

Initiating a POA Document

1. Search for the PO you want to amend from the PO search screen. Open the PO.
2. Click

to make changes to the existing PO.
3. Enter a reason explaining why you are amending this PO.



4. Click yes.

   The screen refreshes and a new document number (Doc Nbr) is assigned. The PO status becomes 'Pending Amendment'.

Doc Nbr:	317363	**Status:**	SAVED
Initiator:	philips	**Created:**	04:26 PM 09/27/2007
PO Nbr:	1048	* **PO Status:**	Pending Amendment

5. Click the show button on the **Titles** tab and click the **show** button on the item you want to amend.

6. Modify the PO document.

7. Once you are done with your edits, and have recalculated if necessary, you can approve the amended Purchase Order using the **blanket approve** button at the bottom of the screen.

Working with the POA Document

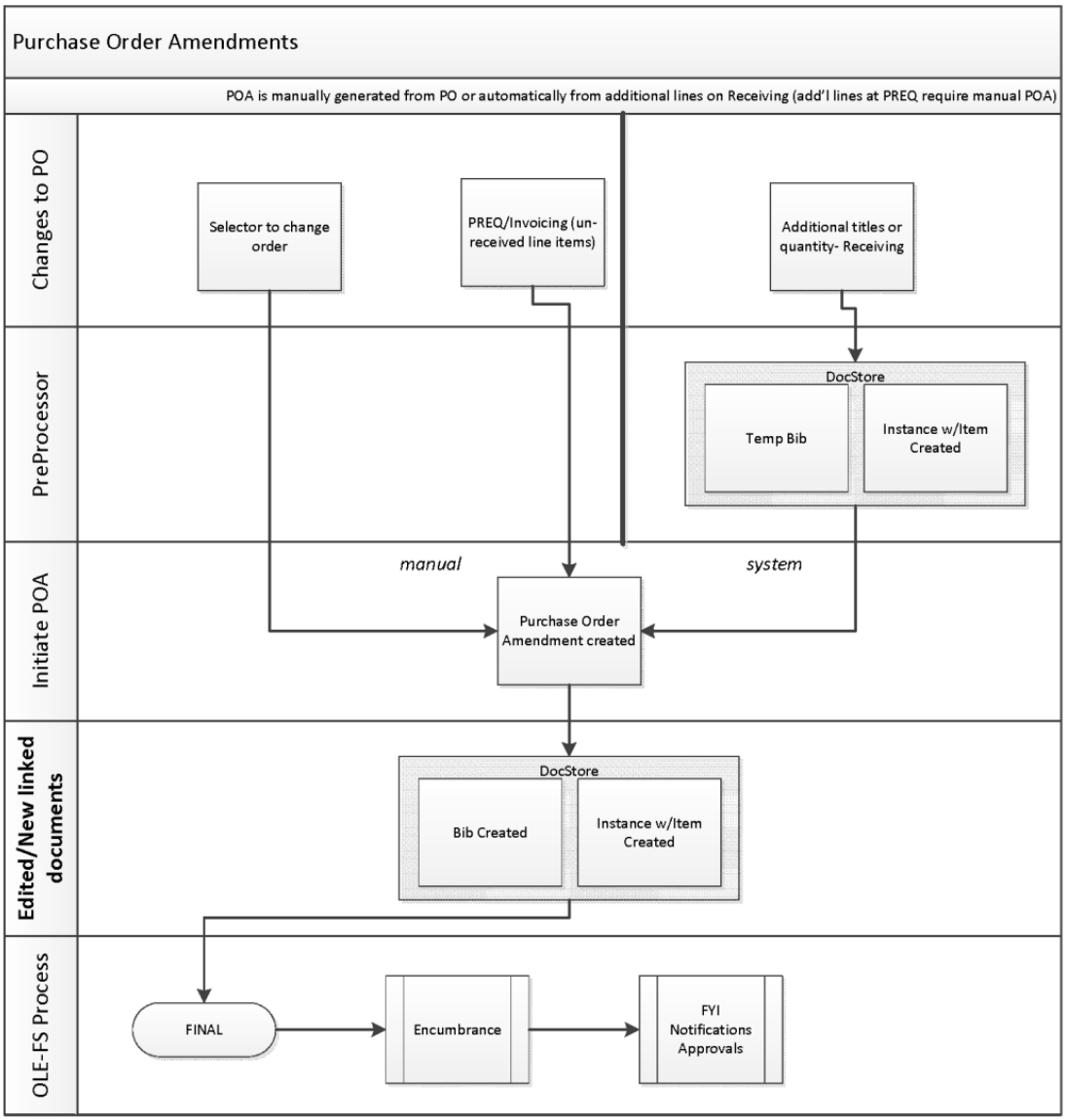
After you create a POA document, you may add, change, or deactivate the existing lines on the original PO.

Note

To add or change the items or accounting lines on the PO, simply add or modify them as you would on the PO document.

Note

An amended Purchase Order follows the same rules for routing as an original PO, so approving it may cause it to be routed to other staff members. Approving an amended PO does not cause it to be re-transmitted to the vendor, though.



Purchase Order Payment Hold

When you put a PO on hold, the system creates a PO Hold (POPH) document, changes the PO status to 'Payment Held,' and prevents any payment request documents from being initiated against the PO. You must enter a reason when initiating the payment hold.

No G/L pending entries are generated from this document.

Document Layout

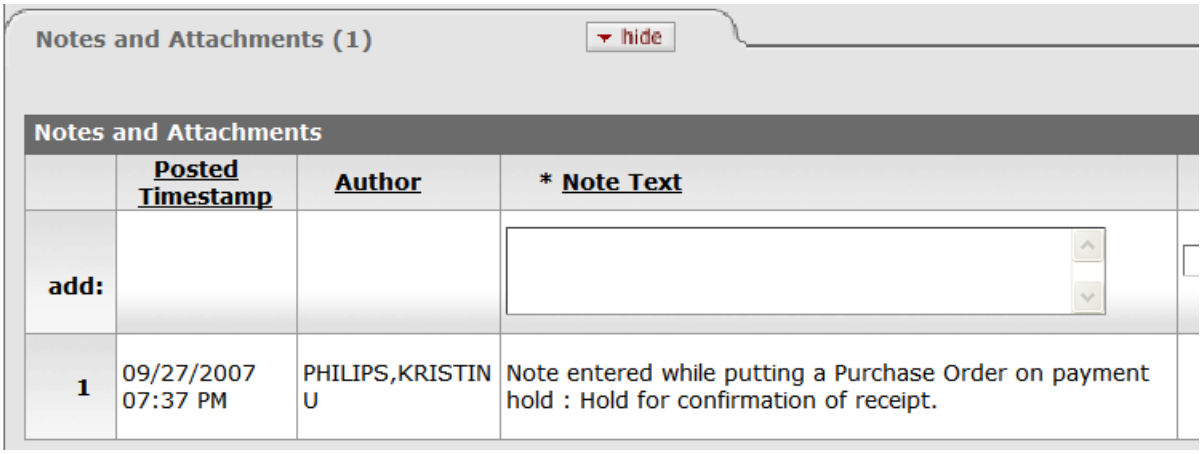
The document layout of the POPH document is identical to that of the original PO, with the addition of a notation regarding status in the Document Header. A notation also displays at the top of the PO document, such as 'Warning: There is a pending action on this Purchase Order.'

Note

For information about the fields on this document, see “Document Layout” under Purchase Order.

Notes and Attachments Tab

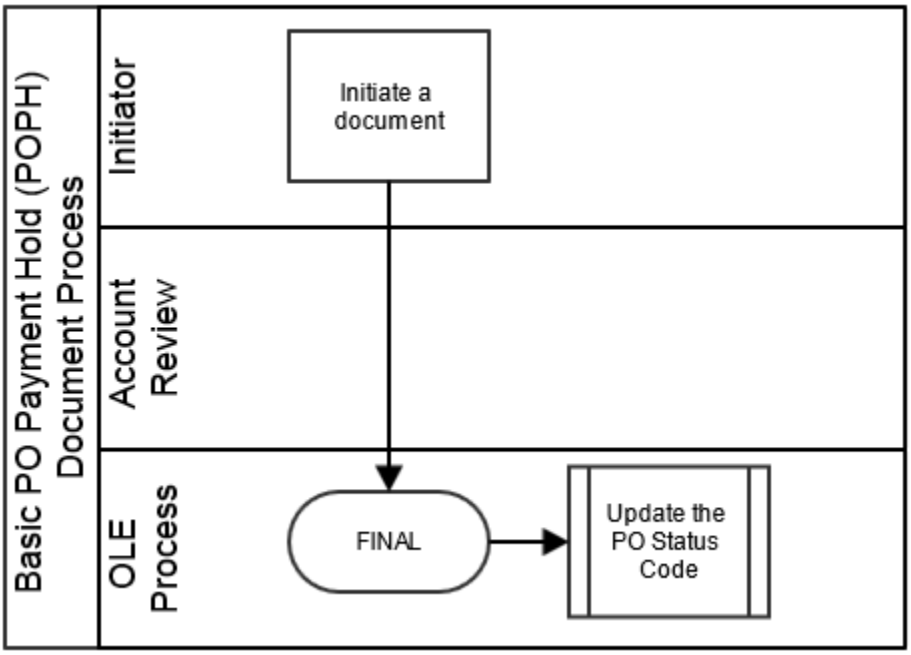
When you click the **payment hold** button to initiate the document, the system automatically inserts note text in the **Notes and Attachments** tab of both the original PO document and the POPH document.



Process Overview

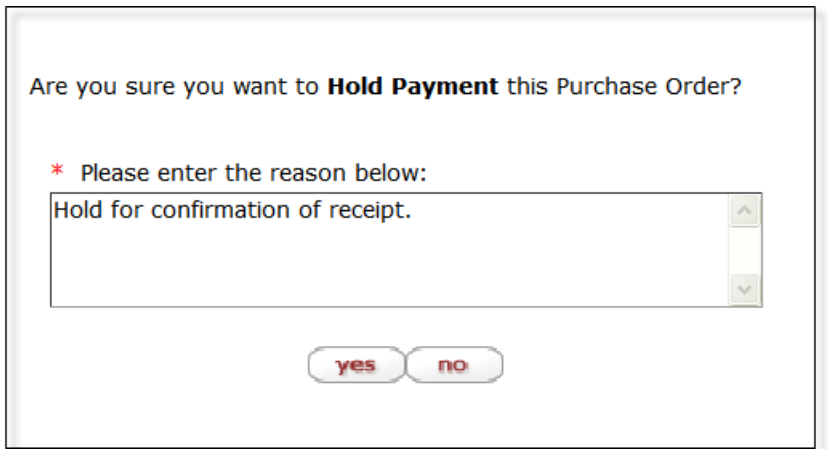
Routing

- The document becomes 'FINAL' when the POPH document is submitted.



Initiating a POPH Document

1. Search for the PO from the PO search screen and open the PO.
2. Click payment hold.
3. Enter the reason for the hold.



4. Click yes.
5. Click ok when you see the confirmation message.

The system displays the Select/Acquire tab.

Purchase Order Remove Payment Hold

When you click the **remove hold** button on a purchase order, the system creates a Remove Hold (PORH) document. This document allows you to remove the hold from a PO document and allow processing of payment requests. The **remove hold** button is available only on the PO documents with 'Payment Hold' status. You must enter a reason when removing the payment hold.

Removing a payment hold changes the Purchase order status back to 'Open'. No G/L pending entries are generated from this document.

Document Layout

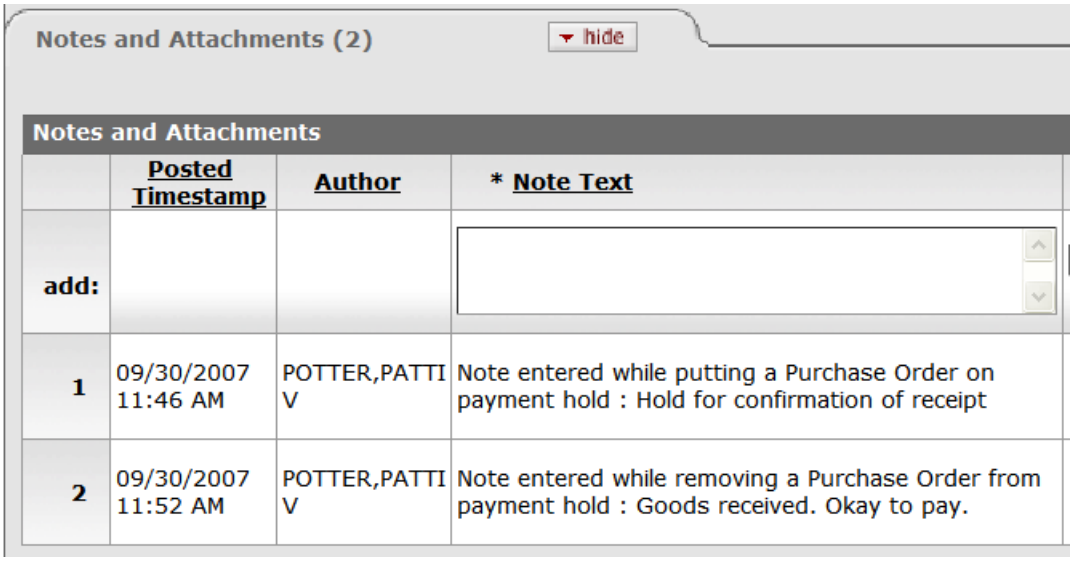
The document layout of the PORH document is identical to that of the original PO, with an additional notation regarding the status in the Document Header. A notation also displays at the top of the PO document, such as 'Warning: There is a pending action on this Purchase Order.'

Note

For information about the fields on this document, see “Document Layout” under Purchase Order.

Notes and Attachments Tab

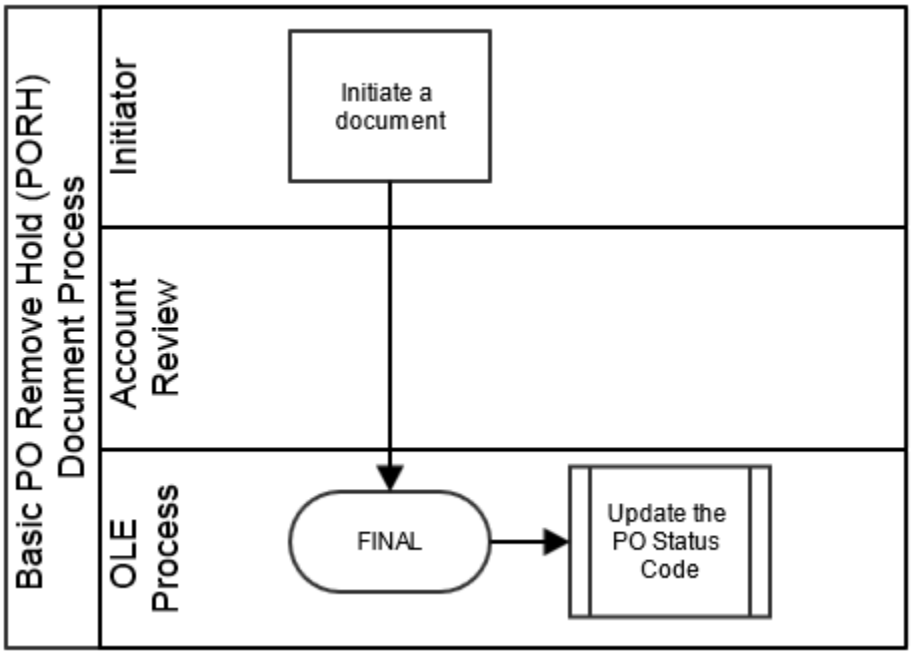
When you click the **remove hold** button to initiate the document, the system automatically inserts note text in the **Notes and Attachments** tab of both the original PO document and the PORH document.



Process Overview

Routing

- The document becomes 'FINAL' when the PORH document is submitted.
- Notification may be sent to a user or role defined in the Notification Route level.



Initiating a PO Remove Hold Document

1. Search for a PO from the PO search screen and open the PO.

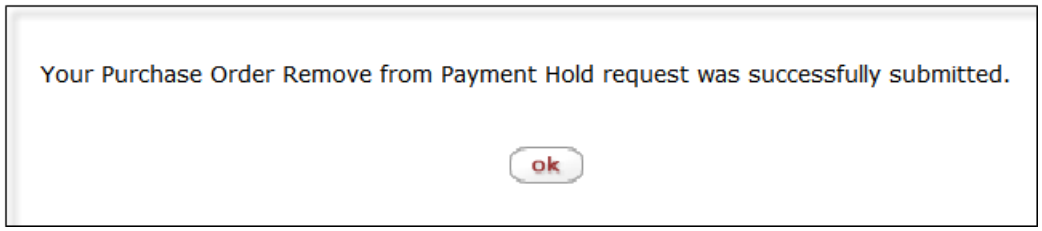
   ### Tip

   You may search for a PO with a payment held by selecting the 'Payment Hold in the **Purchase Order Status** option on the PO search screen.

2. Click remove hold to remove the hold from the document.

3. Enter the reason for removing the payment hold.

4. Click ok.



You are back on the Select/Acquire tab.

Purchase Order Void

If a PO has been fully approved and transmitted to the vendor and no payments have been processed, the Void Order (POV) document allows you to cancel the PO and disencumber all related items. You must enter a reason when initiating the PO void.

Note

The **void order** button is displayed on a PO only if no payments have been processed against it.

Document Layout

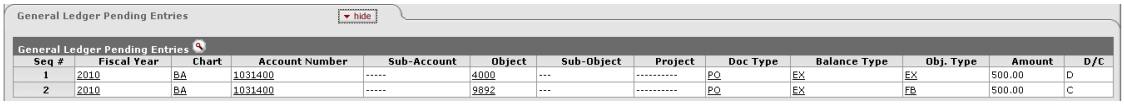
When a PO is voided, the system creates a PO Void (POV) document based on the existing PO. The document layout of the POV document is identical to that of the original PO, with an additional notation regarding the status in the Document Header. A notation also displays at the top of the PO document, such as 'Warning: There is a pending action on this Purchase Order.'

Note

For information about the fields on this document, see “Document Layout” under Purchase Order.

General Ledger Pending Entries Tab

When the POV document is successfully submitted, the **General Ledger Pending Entries** tab displays the transactions that will disencumber the total funds associated with this PO. This document reverses the encumbrances that were created by the purchase order.


General Ledger Pending Entries hide

General Ledger Pending Entries

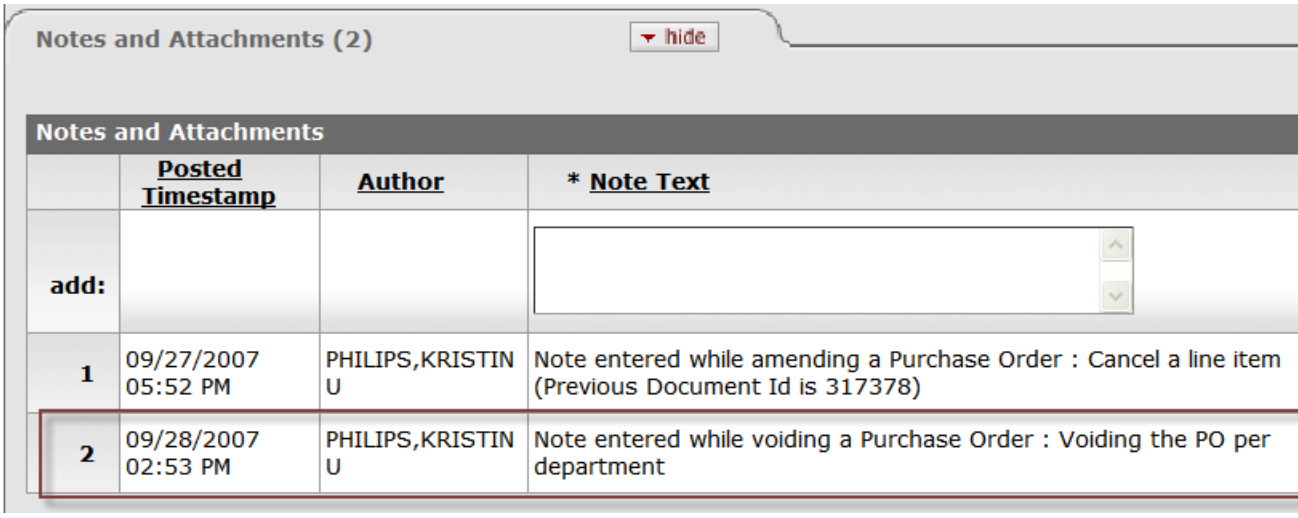
Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2010	BA	1031400	-----	4000	---	----------	PO	EX	EX	500.00	D
2	2010	BA	1031400	-----	9892	---	----------	PO	EX	FB	500.00	C

Note

For information about the fields on this tab, see “Document Layout” under Purchase Order.

Notes and Attachments Tab

When you click the **void order** button to initiate the document, the system automatically inserts a note text in the **Notes and Attachment** tab of the original PO document and the POV document.



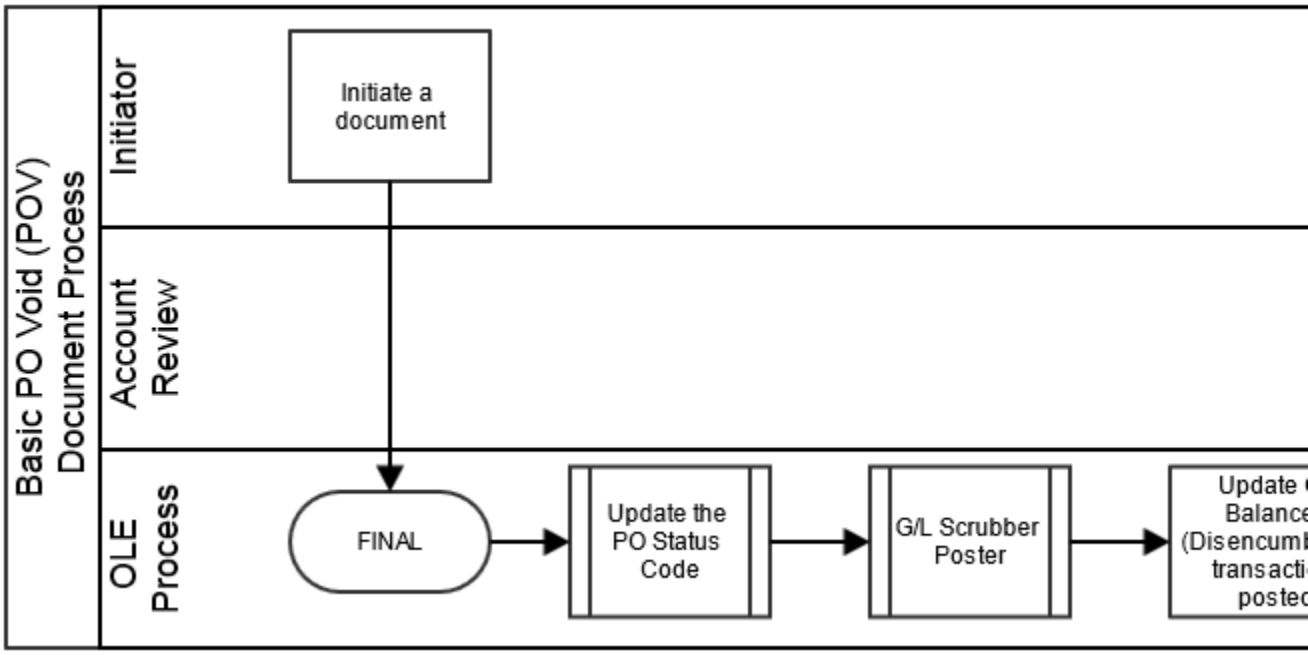
Process Overview

Business Rules

- The void option is available only if no payments have been issued against this PO.

Routing

- The document becomes 'FINAL' when the POV document is submitted.

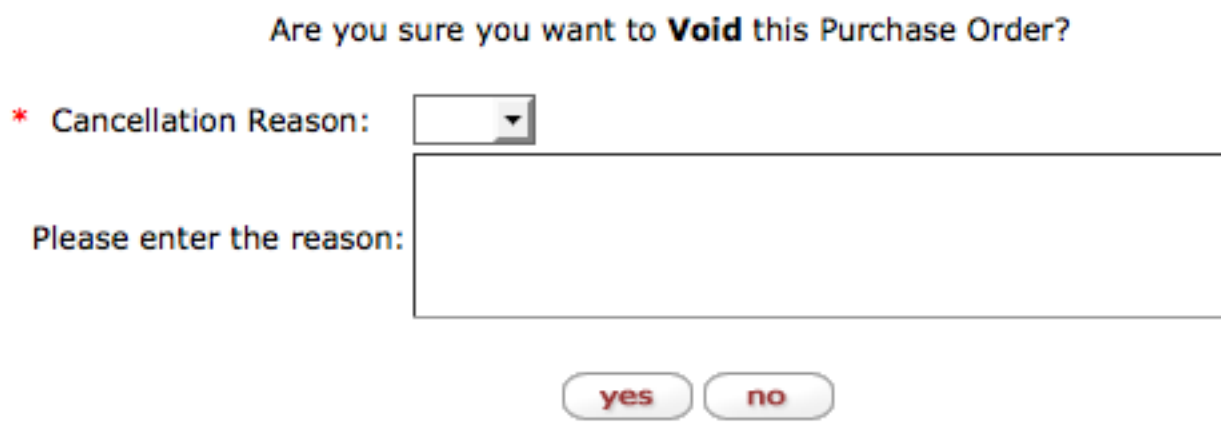


Initiating a PO Void Document

1. Search for the PO you want to void from the PO search screen and open the PO.

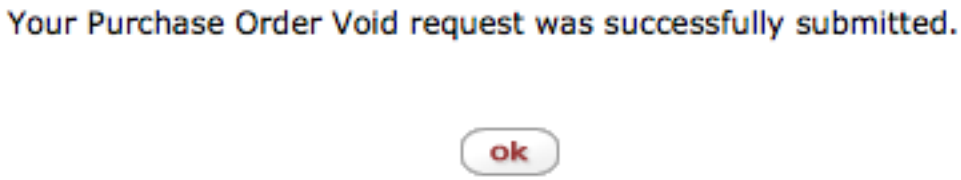
2. Click void order to cancel the PO.

3. Enter the reason for voiding the PO. There are two options for entering this reason: choosing a Cancellation Reason from the drop-down list (required), and typing a free-text cancellation note (optional).



4. Click yes.

   The system displays this message:



5. Click ok.

   The system displays the Select/Acquire tab.

Purchase Order Close

The Close Order (POC) document closes an open PO. When you close an order, all encumbrances associated with the remaining items are disencumbered. Items already paid are unaffected. This option should be used only when there are payment requests against the PO. You must enter a reason when initiating the PO close action.

Note

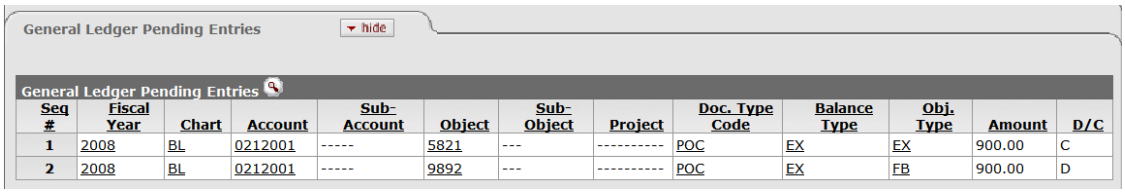
To close a PO without outstanding payment requests, use the **Void Order** option.

Document Layout

The document layout of the POC document is identical to that of the original PO, with an additional notation regarding the status in the Document Header. A notation also displays at the top of the PO document, such as 'Warning: There is a pending action on this Purchase Order.'

General Ledger Pending Entries Tab

When the POC document is successfully submitted, the **General Ledger Pending Entries** tab shows the transactions to disencumber remaining encumbrances on this PO.


General Ledger Pending Entries hide

General Ledger Pending Entries

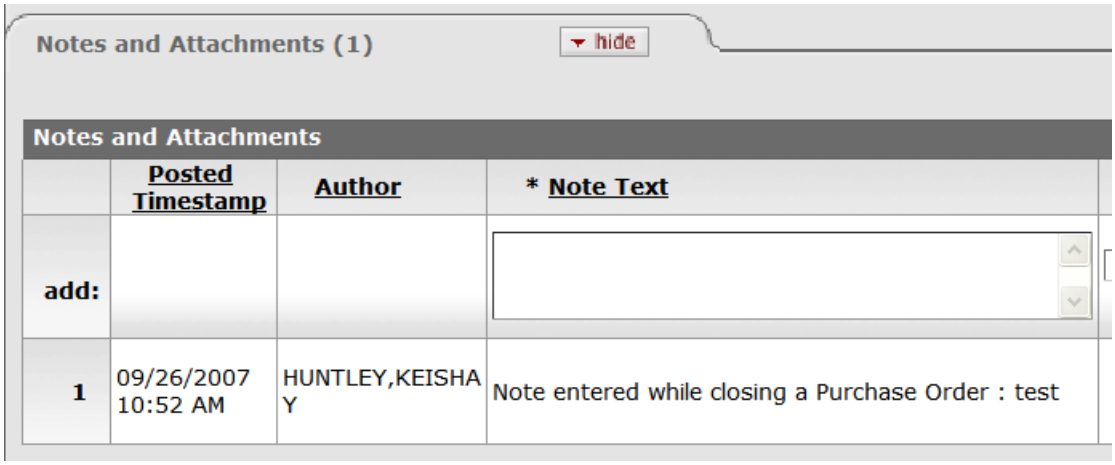
Seq #	Fiscal Year	Chart	Account	Sub-Account	Object	Sub-Object	Project	Doc. Type Code	Balance Type	Obj. Type	Amount	D/C
1	2008	BL	0212001	-----	5821	---	----------	POC	EX	EX	900.00	C
2	2008	BL	0212001	-----	9892	---	----------	POC	EX	FB	900.00	D

Note

For information about the fields on this document, see “Document Layout” under Purchase Order.

Notes and Attachments Tab

When you click the **close order** button, the system automatically inserts a note text into the **Notes and Attachments** tab of the original PO and the POC document.


Notes and Attachments (1) hide

Notes and Attachments

	Posted Timestamp	Author	* Note Text
add:			
1	09/26/2007 10:52 AM	HUNTLEY,KEISHA Y	Note entered while closing a Purchase Order : test

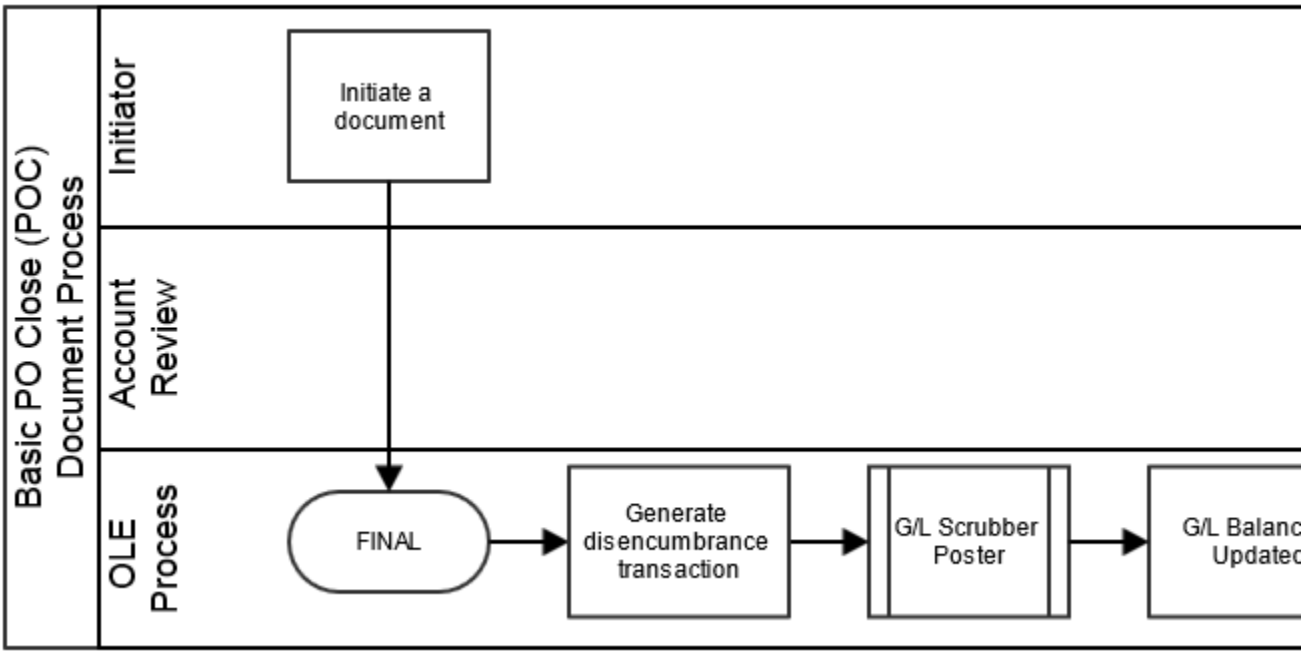
Process Overview

Business Rules

- There must be at least one outstanding payment request against to close the PO.
- The POC document generates General Ledger Pending Entries to disencumber remaining encumbrances on the PO.

Routing

- The document becomes 'FINAL' when the POC document is submitted.



Initiating a PO Close Document

1. Search for a PO from the PO search screen and open the PO document you want to close.
2. Click close order to close out any remaining items on the PO.

   The system displays the Select/Acquire tab.

Purchase Order Reopen

The Purchase Order Reopen (POR) document reopens the PO and re-encumbers any lines that were disencumbered when the PO was originally closed. You must enter a reason when initiating the PO reopen action.

Note

The **open order** button is available only on a closed PO.

Document Layout

The document layout of the POR document is identical to that of the original PO, with an additional notation regarding the status in the Document Header. A notation also displays at the top of the PO document, such as 'Warning: There is a pending action on this Purchase Order.'

General Ledger Pending Entries Tab

When the POR document is successfully submitted, the **General Ledger Pending Entries** tab shows the transactions and re-encumbers the PO amount that was originally disencumbered by the POC document.

General Ledger Pending Entries hide

General Ledger Pending Entries

Seq #	Fiscal Year	Chart	Account	Sub-Account	Object	Sub-Object	Project	Doc. Type Code	Balance Type	Obj. Type	Amount	D/C
1	2008	BL	0212001	-----	5821	---	----------	POR	EX	EX	900.00	D
2	2008	BL	0212001	-----	9892	---	----------	POR	EX	FB	900.00	C

Tip

Effect on an Account by the Purchase Order Reopen Document: When a POR document is submitted, the amount re-encumbered by the document is not the same as the original PO document. In the above example, the encumbered amount by the original PO was $1,000. Then, the POC document disencumbered $900. Finally, the POR document re-encumbered the amount disencumbered by the POC document. You may see the effect on the account from the General Ledger Pending Entries inquiry screen by listing the transactions by the Reference Document Number that stores the PO number.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Document Type Code	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Debit Credit Code	Transaction Date
2008	BL	0212001	-----	5821	---	EX	EX	03	PO	EP			00.00	D	09/26/2007
2008	BL	0212001	-----	9892	---	EX	FB	03	PO	EP			00.00	C	09/26/2007
2008	BL	0212001	-----	5821	---	EX	EX	03	POC	EP			00.00	C	09/26/2007
2008	BL	0212001	-----	9892	---	EX	FB	03	POC	EP	316856	TP Generated Offset	900.00	D	09/26/2007
2008	BL	0212001	-----	5821	---	EX	EX	03	POR	EP			00.00	D	09/28/2007
2008	BL	0212001	-----	9892	---	EX	FB	03	POR	EP	317447	Generated Offset	900.00	C	09/28/2007

PO encumbers the original PO amount

POC disencumbers remaining encumbrances

POR reencumbers the disencumbered amount

Notes and Attachments Tab

When you click the **open order** button on the PO, the system automatically inserts note text into the **Notes and Attachment** tab of the original PO document and the POR document.

Notes and Attachments (2) hide

Warning: This includes all notes on the PO, not just up to this document.

Notes and Attachments

	Posted Timestamp	Author	* Note Text
add:			
1	09/26/2007 10:52 AM	HUNTLEY,KEISHA Y	Note entered while closing a Purchase Order : test
2	09/28/2007 12:09 PM	PHILIPS,KRISTIN U	Note entered while reopening a Purchase Order : Service order still pending - reopen PO per Biology Department

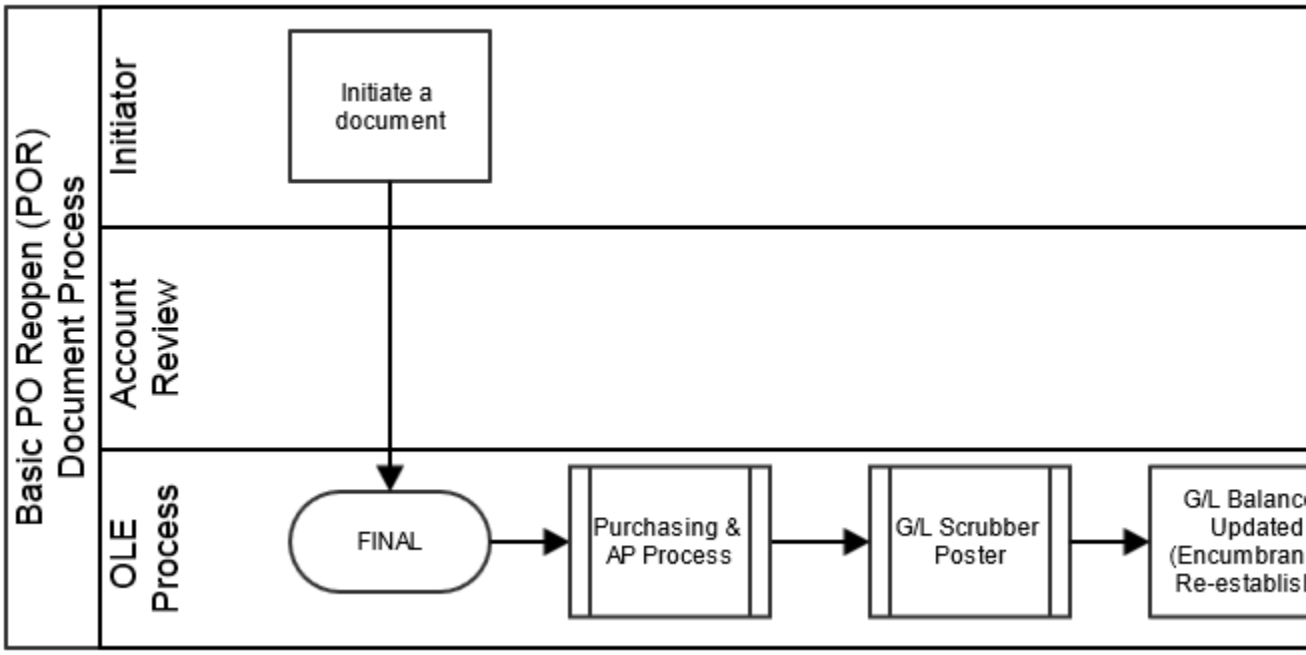
Process Overview

Business Rules

- The POR may be initiated only from the closed PO.
- The POR document generates General Ledger Pending Entries to re-establish encumbrance to match the amount disencumbered by the POC document.

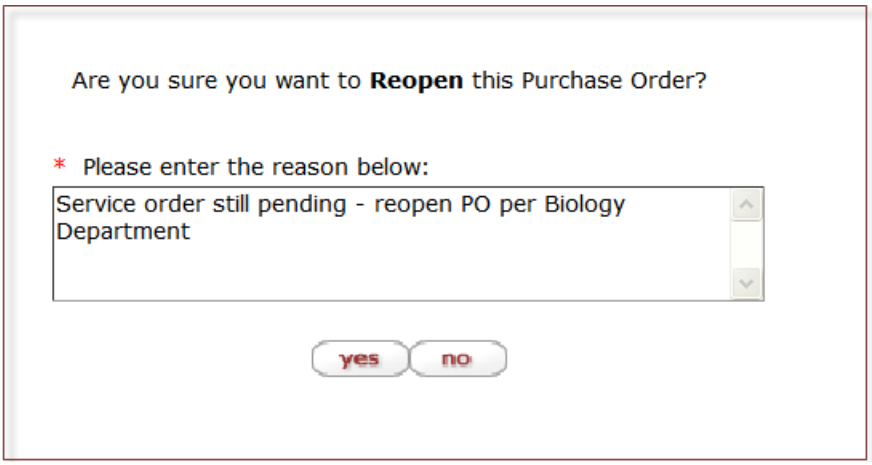
Routing

- The document becomes 'FINAL' when the POR document is submitted.



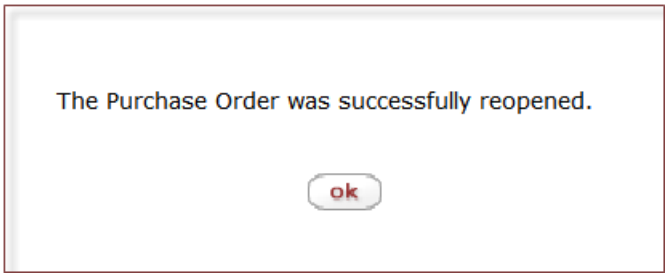
Initiating a Purchase Order Reopen Document

1. Search for the PO that you want to reopen from the PO search and open the PO.
2. Click open order to reopen the PO and re-encumber any lines that were disencumbered when the PO was originally closed.
3. Enter the reason for reopening the PO.



4. Click yes.

   The system displays this window.



5. Click ok.

   The system displays the Select/Acquire tab.

Order Holding Queue

Select/Acquire > Ordering > Order Holding Queue

The Order Holding Queue was designed to allow users a quick search interface that allowed some global actions:

- filter requisitions search - open or in process (not yet APO)

- **assign** requisitions to other selection or acquisitions staff
- use a **totals** tool to do simple pricing calculations on a group of selected requisitions
- **approve** a group of requisitions into the next workflow step (subject to user permissions and requisition business rules)
- **cancel requisitions** (or archive) that the user no longer wishes to purchase/convert to approved and transmitted purchase order (permissions based).

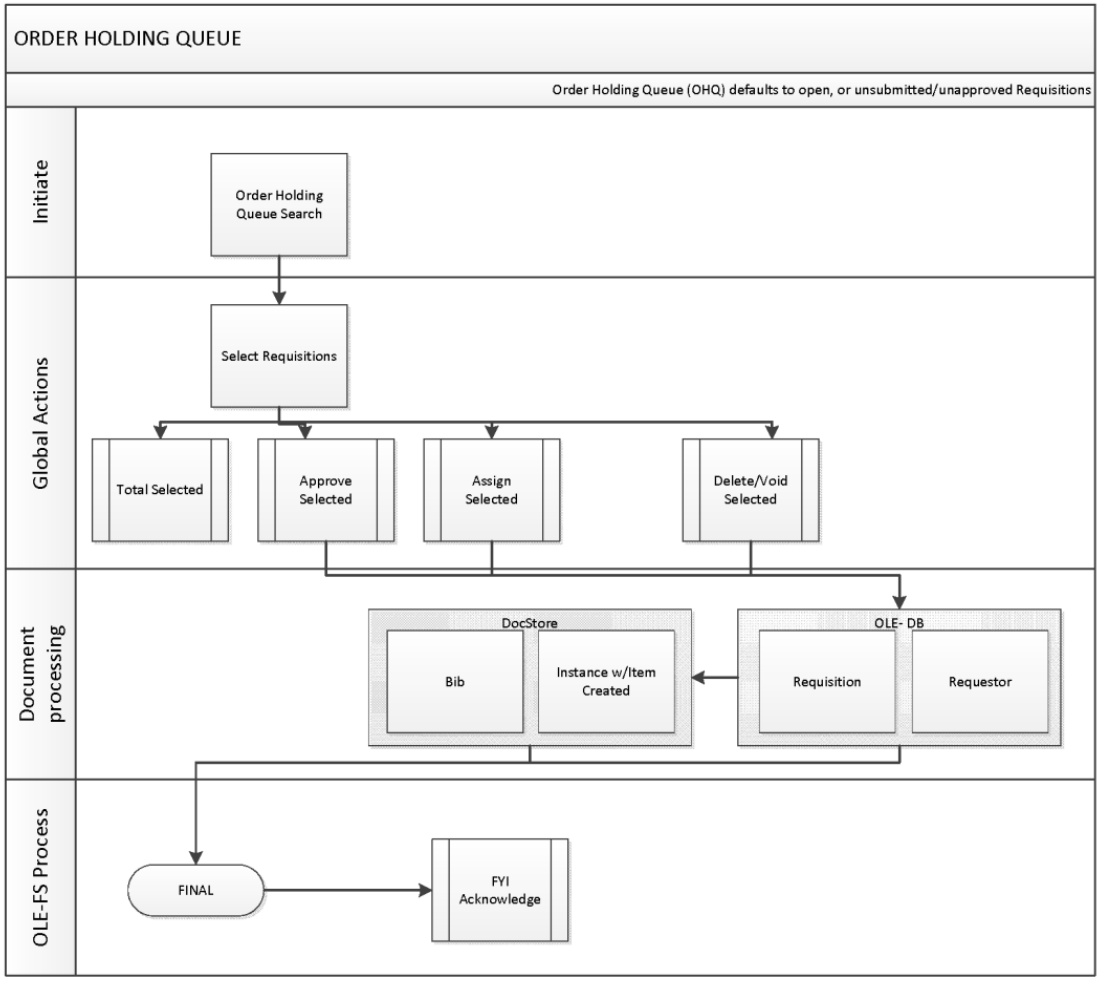
To view open or in-process Requisitions, click on the **Order Holdings Queue** link on the **Select/Acquire** tab.

You may **select** items on the left column of the search results. Continue to scroll to the bottom of the screen to **assign** or **total**:

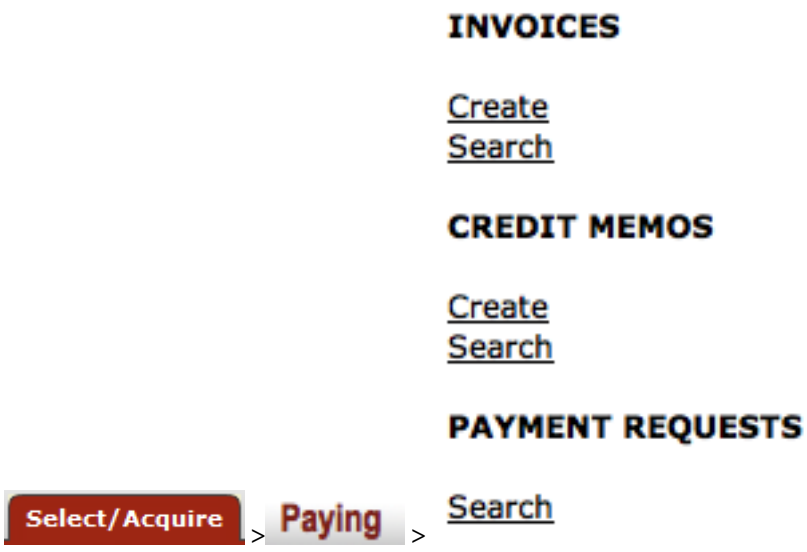
The Order Holding Queue is simply a portal or view of open requisitions. These open requisitions will route according to requisitions business rules and workflow.

Note

For information about performing a search, see Performing Searches on Financial Docs on the *Guide to OLE Basic Functionality and Key Concepts*.


ORDER HOLDING QUEUE
Order Holding Queue (OHQ) defaults to open, or unsubmitted/unapproved Requisitions
Initiate
Order Holding Queue Search
Global Actions
Select Requisitions
Total Selected
Approve Selected
Assign Selected
Delete/Void Selected
Document processing
DocStore
Bib
Instance w/Item Created
OLE- DB
Requisition
Requestor
OLE-FS Process
FINAL
FYI Acknowledge

Chapter 4. Paying for Materials: Standard Transactional E-Docs



On the Select/Acquire tab, the Paying submenu provides access to invoices, credit memos and claiming e-documents.

Invoice Search

OLE offers a customized document search related to invoices. The search screen contains the standard search fields along with special fields that are unique to this type of e-doc.

Lookup Help

Specifying search criteria:

- Most fields will be uppercased for search.
- Dates should be specified as MM/dd/yyyy.
- Some fields have magnifying glass button for a sub lookup on that field.
- Wildcards allowed on strings are * and % match any number of characters, while using a ? will match any one character
- Logical operators allowed include && (And) as well as | (Or) to join multiple search criteria
- Range operators allowed on numerics and dates are >,<,>=,<=, or ..

  All operators except .. should be before date value. Operator .. should separate date values.

Result Table:

- Each result field has link on header for sorting. Click once to sort ascending,

  and click again to sort descending.
- Some row fields have links to inquiry. The inquiry will be presented in a new window.
- Click the return value link to select a row and return the key value to the previous page.

  Select 'return with no value' or click the cancel button if you wish to return without returning a value.

Maintenance Links:

- The 'create new' link on the upper left corner of the lookup screen will

  go to a maintenance document for creating a new record for this lookup type.
- For each result row the action column displays edit and copy links. The 'edit' link

  will go to a maintenance document for editing the current record. The 'copy' link

  will go to a new maintenance document but copy over attributes over the current record.

Export Functionality:

- At the end of each result set, there are links for exporting the data to a different format.
- Click 'csv' to export the data as a comma delimited file, 'spreadsheet' to export the data as a spreadsheet,

  or 'xml' to export the data as xml.

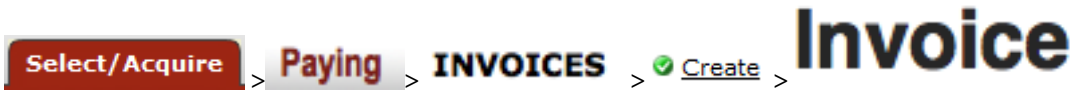
Note

For information about performing a search for requisitions, see Performing Searches on Financial Docs on the *Guide to OLE Basic Functionality and Key Concepts*.

Note

For information about Document lookup fields that are specific to payment requests, see “Document Layout” under Invoice.

Invoice



OLE uses the Invoice document to process vendor billing, whether positive (an invoice) or negative (a credit memo), or a mixture. The only exception is when making an initial prepayment for a Deposit Account Arrangement. See instructions for creating a Disbursement Voucher for these type payments.

Note

To learn more about about Deposit Accounts, see the Disbursement Voucher

Invoice documents can be created three ways:

1. Manually, from the **Select/Acquire** Menu. Instructions are documented below.

2. By choosing “Pay” or “Receive and Pay” from the bottom of the Receiving Queue, which creates a new Invoice for the titles selected. Both these options use the Receiving Queue to create an Invoice document and populate it with chosen titles. From that point on, the document acts like any Saved invoice.

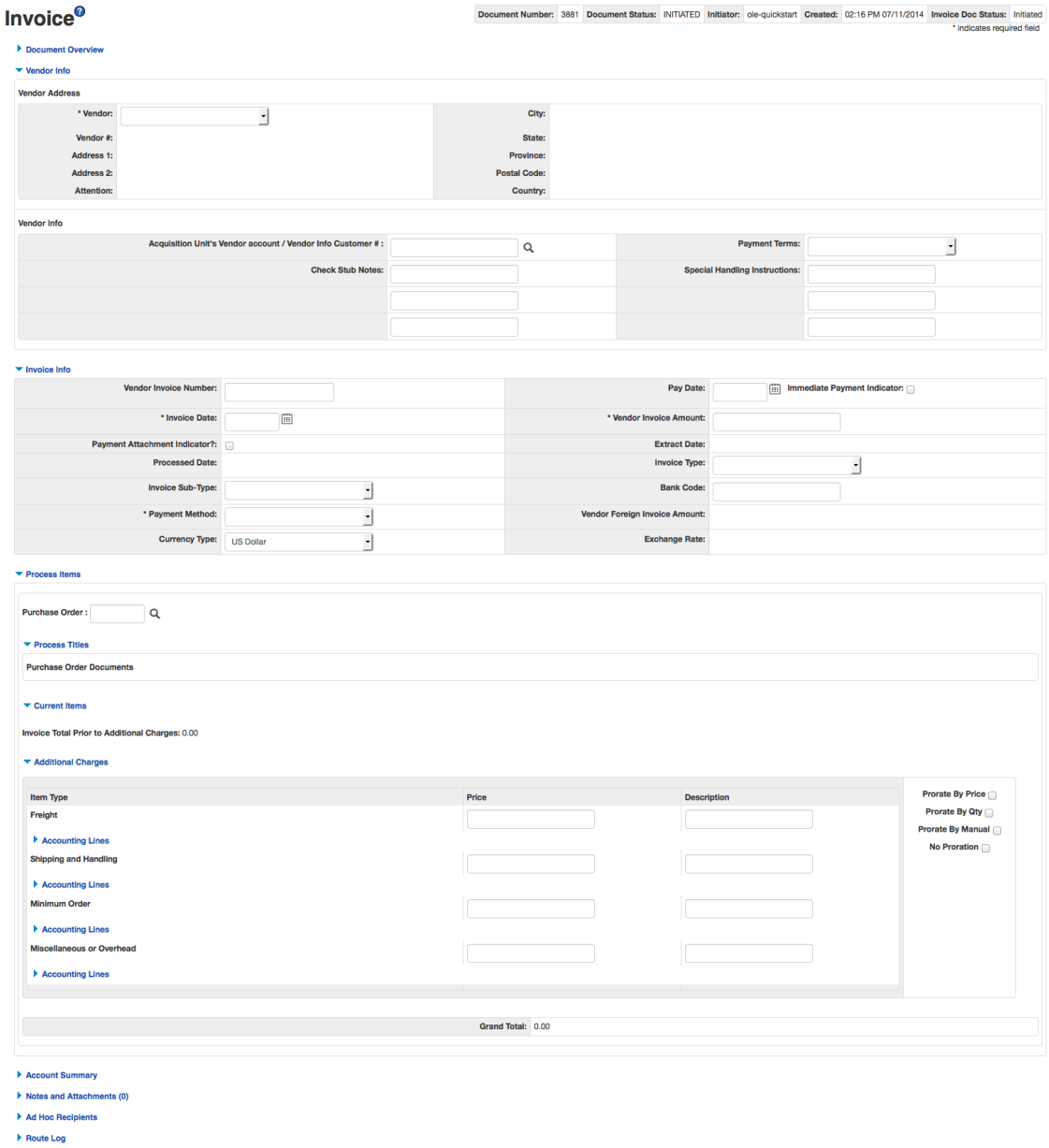
   To learn more about the Receiving Queue, see Receiving Queue listed under Receiving.

3. By importing an EDIFACT Invoice message.

   For instructions on how to do this, please see the Batch Processes section of the *Guide to OLE System Administration*. Once created, the EDIFACT invoice acts like any other Saved invoice.

Document Layout

To make an Invoice in the **Select/Acquire** menu, clicks the Invoice**Create** button below the **Paying** submenu. This launches a blank Invoice document.

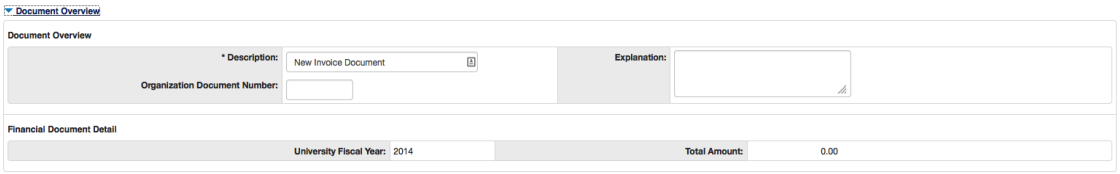


This screen includes unique **Document Overview**, **Vendor**, **Invoice Info**, **Process Items**, **Account Summary** tabs in addition to the standard tabs that display at the bottom of a financial transaction document.

Note

For more information about the standard tabs, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.

Document Overview Tab



Note

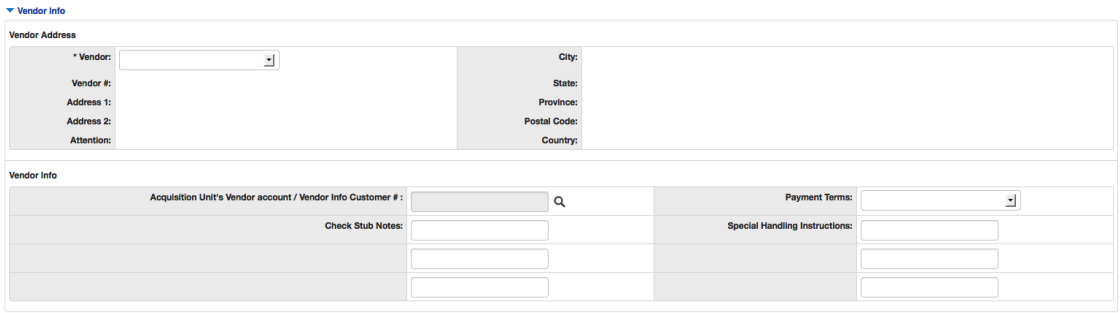
For information about the standard Document Overview tab, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.

Financial Document Detail Section

Financial Document Detail section definition

Title	Description
Year	Display-only. The fiscal year of the purchase order referenced by the Payment Request document.
Total Amount	Display-only. The total amount of the payment request after the request has been submitted.

Vendor Tab



The **Vendor** tab has two sections: **Vendor Address** and **Vendor Info**.

Vendor Address Section

Vendor Address section definition

Title	Description
Suggested Vendor	Select a vendor from the drop down list, this will auto-populate the vendor address and some of the details in the vendor info tab. **Note** All POs on an invoice must use the same vendor.
Vendor Number	Display-only. Populates when the vendor is selected from the **Suggested Vendor** drop down. The vendor number followed by a hyphen and the division number.

Address 1	Display-only. Populates when the vendor is selected from the **Suggested Vendor** drop down.
Address 2	Display-only. Populates as necessary when the vendor is selected from the **Suggested Vendor** drop down.
Attention	Display-only. Populates as necessary when the vendor is selected from the **Suggested Vendor** drop down.
City	Display-only. Populates when the vendor is selected from the **Suggested Vendor** drop down.
State	Display-only. Populates when the vendor is selected from the **Suggested Vendor** drop down.
Province	Display-only. Populates as necessary when the vendor is selected from the **Suggested Vendor** drop down.
Postal Code	Display-only. Populates when the vendor is selected from the **Suggested Vendor** drop down.
Country	Display-only. Populates when the vendor is selected from the **Suggested Vendor** drop down.

Vendor Info Section

Vendor Info section definition

Title	Description
Acquisition Unit's Vendor Account/ Vendor Info Customer #	Optional. Populated from the PO. Override it by entering the customer number directly.
Check Stub Notes	Optional. These three fields are for data to be passed along to whatever system your library uses to print checks. The first field mirrors the Vendor Invoice Number field, so that the invoice number will print on the check stub. The other two fields are free-text.
Payment Terms	Populates when the vendor is selected from the **Suggested Vendor** drop down. Override it by selecting a different payment term from the drop down list.
Special Handling Instructions	Optional. Additional free-text fields for instructions. Can be passed on to your check-printing system. .

Invoice Info Tab

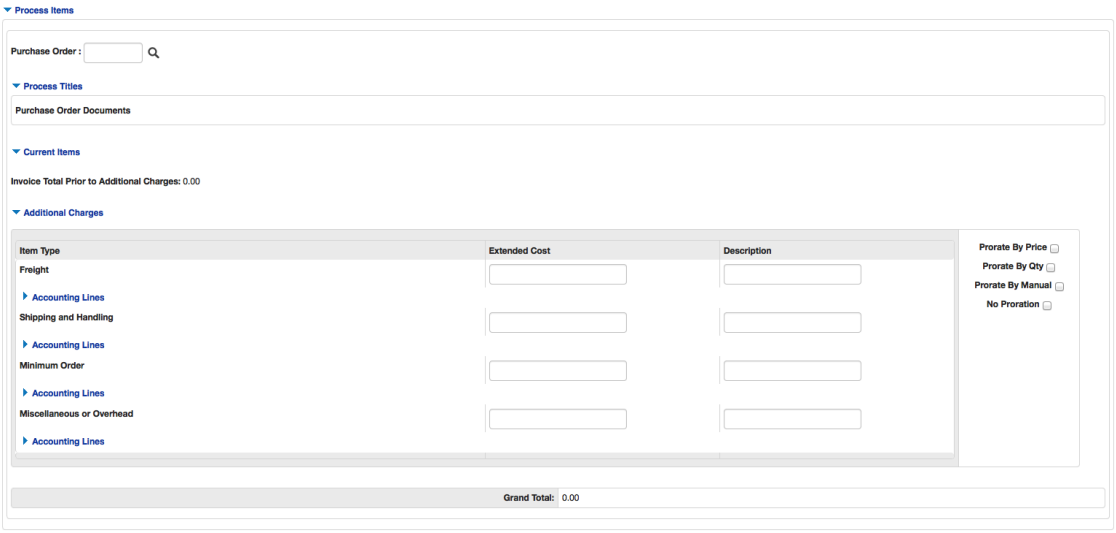
Invoice Info tab definition

Title	Description
Vendor Invoice Number	The number assigned by the vendor to their invoice for credit.
Invoice Date	Required. Enter an invoice date or select it from the calendar
Payment Attachment Indicator	Optional. Select the check box if an attachment (such as a copy of the invoice) must be returned to the Vendor with this payment.
Processed Date	Display-only. The date at which the payment was processed.
Invoice Sub Type	Select the locally defined invoice sub type from the drop down menu.
Payment Method	Required. This may be prepopulated from the vendor record but must not be left blank. Select the method of payment from the drop down menu.

Currency Type	The currency type of the vendor. If the vendor has a currency type assigned, this field will be prepopulated. It is possible to select a different currency type at any time until the Invoice document is submitted however you will need to reenter item price information.
Pay Date	Defaults to the date automatically calculated by the system. If payment terms are edited, the system repopulates this field only if it is blank. Override the automatic entry by entering a pay date or selecting it from the calendar . **Note** **Pay Date Calculations:** The pay date is calculated automatically in two different ways. The payment terms specified are applied to the invoice date to generate a pay date. The payment terms parameters are in the Payment Terms Type table. Additionally, ten days (or another institutionally defined default number of days - controlled by the parameter NUMBER_OF_DAYS_USED_TO_CALCULATE_DEFAULT_PAY_DATE under component "Invoice") are added to the current date to generate a pay date. OLE selects the later of these two dates and uses it as the default pay date for this Invoice document. The pay date will not appear until after you save, submit or blanket approve the invoice. The pay date may be entered manually, but it must not be a past date. If the date is more than 60 days from the current date, the system displays a warning message. **Note** There are several issues noted for the pay date, see OLE-5522. There is also an enhancement noted to allow future pay dates, see OLE-6216.
(Immediate Payment Indicator)	Optional. Select the Immediate Pay check box if a check is needed on the same day (overrides the pay date – subject to the rules of your accounts-payable system). This indicator allows for an approved payment request to be extracted for payment during the day.
Vendor Invoice Amount	Required for non-foreign vendors. The vendor total invoice amount.
Extract Date	Display-only. The date the Payment record is extracted to the Pre-Disbursement Processor.
Invoice Type	Optional. Select the type of invoice. Locally defined but sample data could include values Proforma/prepay, Regular.
Bank Code	Required. The bank code will be displayed only if the Bank_Code_Document_Types includes 'PREQ' and Enable_Bank_Specification_Ind='Y'. The default bank is determined by the Default_Bank_By_Document_Type parameter. You may override this value by entering another bank code or selecting it from the **Bank** lookup .
Vendor Foreign Invoice Amount	Required for foreign vendors. The vendor total invoice amount. You must enter the **Vendor Foreign Invoice Amount** however once the document is submitted, this will be calculated based on the total cost and the currency rate.
Exchange Rate	Automatically populated from the Currency Type. The exchange rate can be edited until the Invoice is submitted.

Process Items Tab

This is the heart of the Invoice document, where the titles to be paid for are listed.



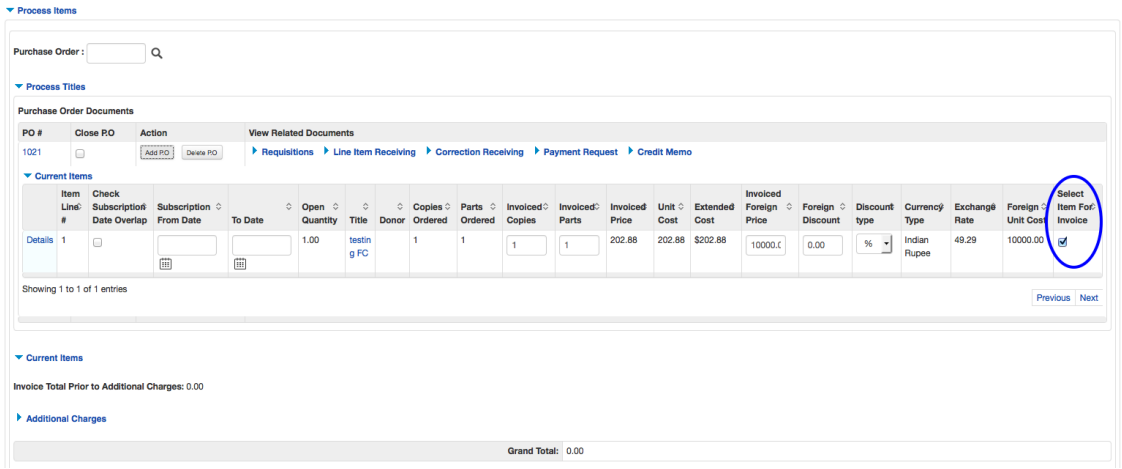
The **Process Items** tab includes a **Purchase Order** field and additional sections: **Process Titles**, including **Purchase Order Documents**, **Current Items,** and **Additional Charges**.

Purchase Order

To attach a title to the Invoice, you can either type the Purchase Order number into the box or search for it from the lookup .

Process Titles

Once a purchase order has been located, the **Purchase Order Documents** subtab of the **Process Titles** tab with display all the titles on that PO. Remove titles you don't want by un-checking the "Select Item for Invoice" box.



Purchase Order Documents subtab definition

Title	Description
PO #	Displays the Purchase Order number. Click the number to open the purchase order in a new tab or window.

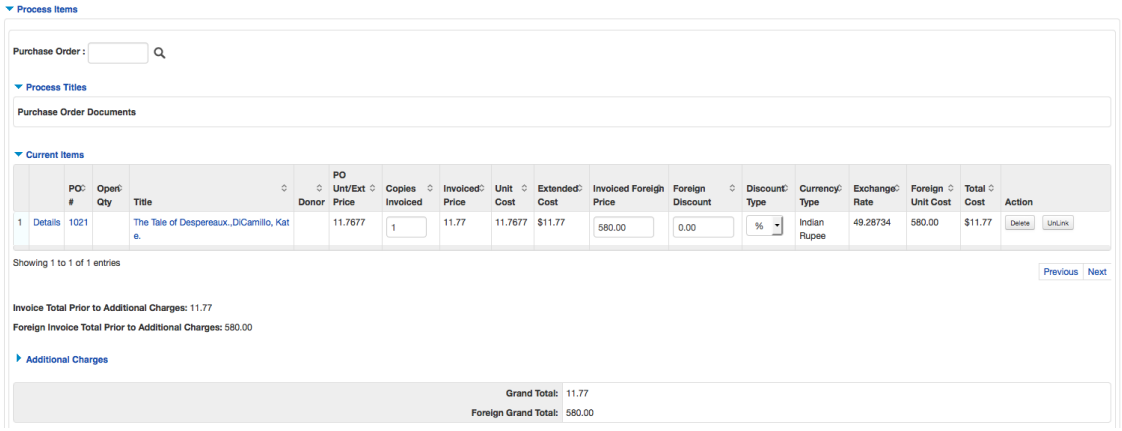
Close PO	If you know this is the last expected activity on this PO, you can check the box. When the Invoice is approved, OLE will automatically Close the PO. **Note** Whether to Close POs after receipt and invoicing is a local decision.
Action	Click **add P.O.** or **delete P.O.** to add or remove the purchase order from the Invoice document. When you've made your desired edits to titles from this PO, click the **add P.O.** button, and the checked title(s) will be moved to the Current Items section. You can then enter your next Purchase Order number to begin working on the next title on the invoice.
View related Documents	Click the document links to open the documents in a new tab or window.
Item Line #	Display-only. The line item number representing each item.
Check Subscription Date Overlap	Check the box if you would like OLE to detect any overlap between the subscription dates on another invoice. OLE will ask you to continue if an overlap is detected.
Subscription From Date	The date the subscription is to begin. Enter the date or search for one from the calendar icon . Required if Check subscription date overlap is checked.
To Date	The date the subscription is to end. Enter the date or search for one from the calendar icon . Required if Check subscription date overlap is checked.
Open Quantity	Display-only. The quantity of items that have yet to be invoiced for this line item.
Title	Display-only. Displays the title from the bibliographic record. Click to open the editor in a new tab or window.
Donor	Display-only. If available, displays the Donor from the purchase order.
Copies Ordered	Display-only. Indicates the number of copies ordered from the purchase order.
Parts Ordered	Display-only. Indicates the number of parts ordered from the purchase order.
Invoiced Copies	The number of copies listed on the invoice.
Invoiced Parts	The number of parts listed on the invoice.
Invoice Price	Defaults to the price entered on the purchase order. You may change it here to the actual invoice price. You can also edit other information, like the accounting string, if desired. **Note** The **Dollar** field on the Accounting line is a reflection of the Invoiced Price field on the line item. Updating the Invoice Price automatically updates the Amount.
Discount	The amount of a discount on an item.
Discount Type	Select the type of discount from the drop down list.
Unit Cost	Display-only. The cost of the item from the purchase order.
Extended Cost	The cost of the item after the discount has been factored in.
Invoice Foreign Price	Basic foreign price of an item before any discounts are taken. This is carried over from the purchase order but can be modified on the Invoice document.
Discount / Foreign Discount	Discount provided by the vendor/customer number/organization combination. Automatically populated from the Vendor customer number table based on the selected vendor and customer number. Can be modified for a specific title. If the vendor record has a Vendor currency noted other than the default system currency (aka US dollar), then the Vendor discount will populate the Foreign Discount field.

Discount Type	Choose # (for Amount) or % (for Percentage).
Currency Type	Display only. Identifies the associated vendor's currency type.
Exchange Rate	Display only if foreign vendor is chosen. Currency conversion rate populates from the Exchange rate and Currency Type maintenance tables.
Foreign Unit Cost	Display only if foreign vendor is chosen. Calculated foreign cost per unit from the purchase order.
Select Item for Invoice	Automatically checked. Uncheck the box to remove the item from the Invoice.
Accounting Lines	Required. The accounting information is pulled from the purchase order but is editable. To update the **Dollar** field, change the amount of the **Invoiced Price**. **Note** If the difference between the amount encumbered on the purchase order and the amount invoiced is larger than the threshold set on the account a warning message will appear when the invoice is submitted. The warning can be overwritten. For details on setting account thresholds see instructions on setting up an account.

Current Items

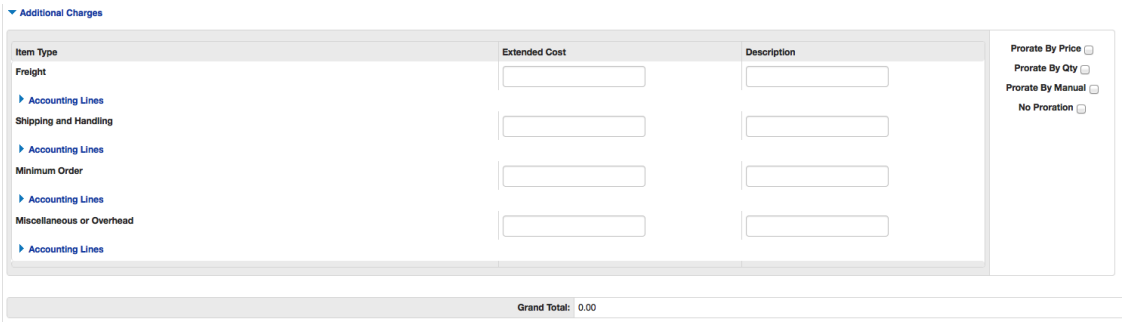
When you've made your desired edits to titles from this PO, click the **add P.O.** button and the checked title(s) will be moved to the Current Items section. You can then enter your next Purchase Order number to begin working on the next title on the invoice.

Once a title has been moved to the Current Items section, its price and accounting string can still be changed. Additionally, you may click **Delete** to remove the item from the Invoice or **Unlink** to link a different purchase order to the Invoice.



Additional Charges

Once you have added all the titles on your invoice, you can add other amounts on the **Additional Charges** tab. This tab is divided into four charge lines, each representing a different type of charge, each with its own accounting. The four Additional Charges lines are **Freight**, **Shipping and Handling**, **Minimum Order**, and **Miscellaneous or Overhead**. Each of these four lines has a "Description" note field. This field is optional except for the **Miscellaneous or Overhead** section – if you enter an amount there, you must explain it in a note.



Additional Charges section definition

Title	Description
Item Type	Display-only. The type of item to be charged.
Extended Cost / Foreign Price	Enter the extended amount charged on the invoice for this additional charge item. This will be displayed as "Foreign Price" only when a foreign vendor has been selected.
Description	Required for miscellaneous charges.

You have two choices for assigning an accounting string to each type of additional charge:

1. You can supply an accounting string in the “Accounting Lines” subsection, or
2. you can have the system prorate the charge to the accounts used on the PO titles in the Current Items section. The system assumes you want to prorate the charge if you enter the charge but not an accounting string with it. The four choices for proration are:

Prorate by Price

This divides the cost among the funds used on the PO titles by the costs of those titles. This is the default option.

Example: an invoice with three titles:

Title 1:2 copies, $25.00 each, charged to chart UP / account PSYCHOL / object code 0010

Title 2: 1 copy, $30.00, charged to chart UP / account ECONOMI / object code 0020

Title 3: 1 copy, $20.00, charged to chart UP / account LITERAT / object code 0010

A Freight charge of $12 is entered with no accounting line. The system creates the following lines:

$6.00, charged to chart UP / account PSYCHOL / object code 0010

$3.60, charged to chart UP / account ECONOMI / object code 0020

$2.40, charged to chart UP / account LITERAT / object code 0010

Prorate by Quantity

This divides the cost among the funds used on the PO titles by the quantities being invoiced.

Example: an invoice with three titles:

Title 1:2 copies, $25.00 each, charged to chart UP / account PSYCHOL / object code 0010

Title 2: 1 copy, $30.00, charged to chart UP / account ECONOMI / object code 0020

Title 3: 1 copy, $20.00, charged to chart UP / account LITERAT / object code 0010

A Freight charge of $12 is entered with no accounting line. The system creates the following lines:

$6.00, charged to chart UP / account PSYCHOL / object code 0010

$3.00, charged to chart UP / account ECONOMI / object code 0020

$3.00, charged to chart UP / account LITERAT / object code 0010

Prorate Manually

This divides the costs among the funds used on the PO titles, but requires the operator to type in the amounts. Use this option when you need to divide the costs unevenly among the funds.

Example: an invoice with three titles:

Title 1:2 copies, $25.00 each, charged to chart UP / account PSYCHOL / object code 0010

Title 2: 1 copy, $30.00, charged to chart UP / account ECONOMI / object code 0020

Title 3: 1 copy, $20.00, charged to chart UP / account LITERAT / object code 0010

A Freight charge of $12 is entered with no accounting line. The system creates the following lines:

an accounting line for chart UP / account PSYCHOL / object code 0010, with a blank amount

an accounting line for chart UP / account ECONOMI / object code 0020, with a blank amount

an accounting line for chart UP / account LITERAT / object code 0010, with a blank amount

No Proration

Changing to **No Proration** deletes the prorated accounting lines already supplied. This option will primarily be used when you've started prorating the charges, but want to switch back to supplying accounts manually.

Account Summary Tab

The Account Summary tab will summarize all accounts attached to the invoice and their respective charges after calculation. Information in the account summary is divided first by account, then by line item or additional charges line. Charges prorated to multiple accounts will be represented separately. Any changes made to accounting line items will not be updated until the Invoice has been calculated and the "Refresh Account Summary" button at the top of the tab has been clicked.

Click

to reload the page and view all the fiscal years, accounting lines and dollar amounts for this requisition.

Process Overview

To create an Invoice:

1. Create an **Invoice** edoc.
2. Enter the **suggested vendor**, add additional information as necessary.

3. Enter the required fields and any additional information to the **Invoice Info** tab.

4. Search for a **Purchase Order** and modify the item as necessary. Click **add P.O.**

5. Update the accounting lines and prorate as needed.

6. Save or submit the Invoice.

7. When the Submit, Approve, or Blanket Approve buttons are clicked, OLE compares the total invoice charges (including additional charges) with the Vendor Invoice Amount entered earlier. If they do not match, a warning message appears. Clicking **continue** submits or approves the invoice, making the necessary ledger entries back on the individual invoice lines. (The "vendor invoice amount" is retained on the document, but nothing further is done with it.)

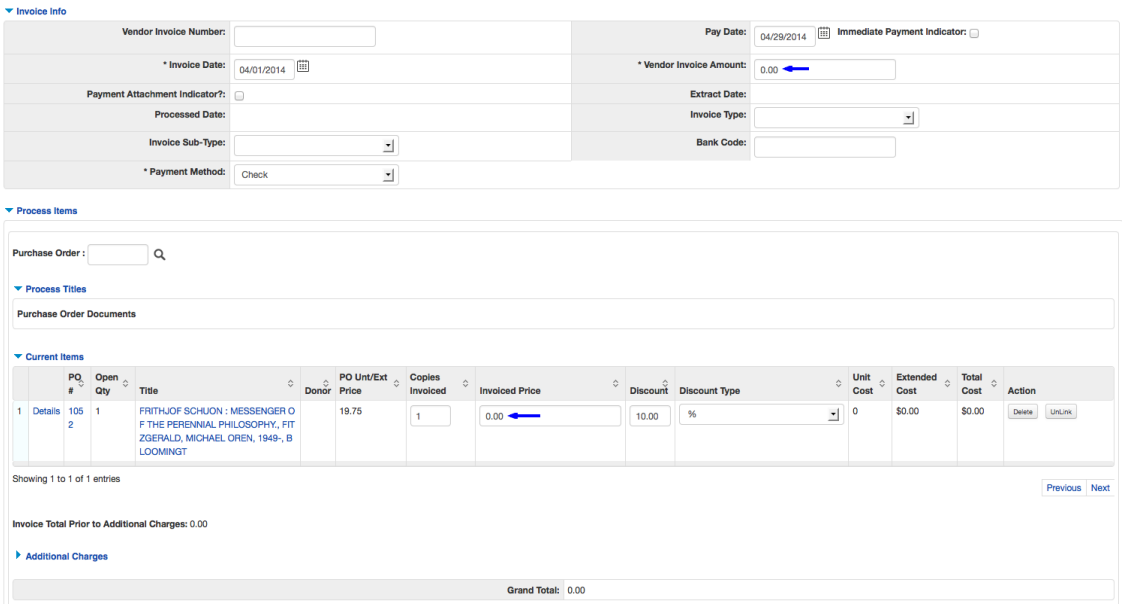
Note

There is a documented problem with rounding amounts on a foreign invoice. If there is a discrepancy of a few cents, you will need to manually adjust the invoiced price on the Current Items tab. For more information on the bug, please see OLE-6733.

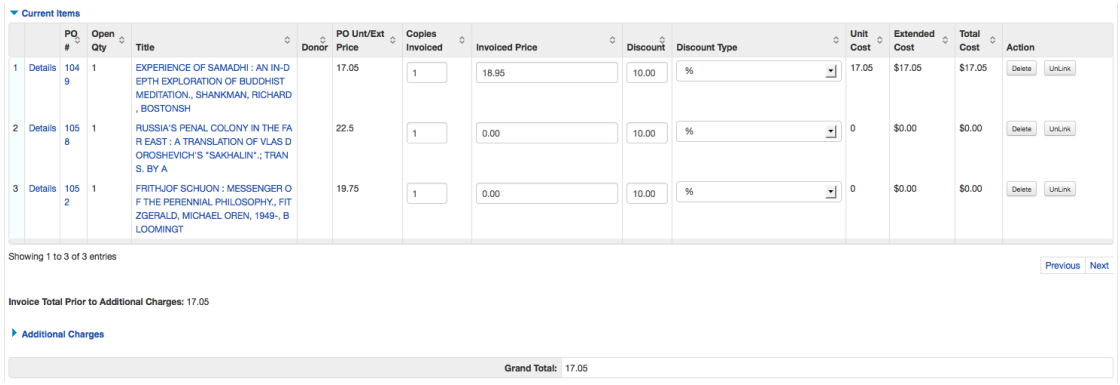
$0 Invoice

OLE will allow libraries to create $0 invoice lines, or an entire invoice totally $0 (or negative amounts) to accomodate for non-priced items, credits, or error correction.

In order to create a $0 invoice, enter $0 in the **Vendor Invoice Amount** field on the **Invoice Info** tab. Then, after the Purchase Order has been added, change the **Invoiced Price** field on the **Current Items** tab to $0.



If an invoice has multiple purchase orders, change as many **Invoiced Price** lines to $0 as required. The $0 line items will be allowed and will not change the total amount of the invoice.



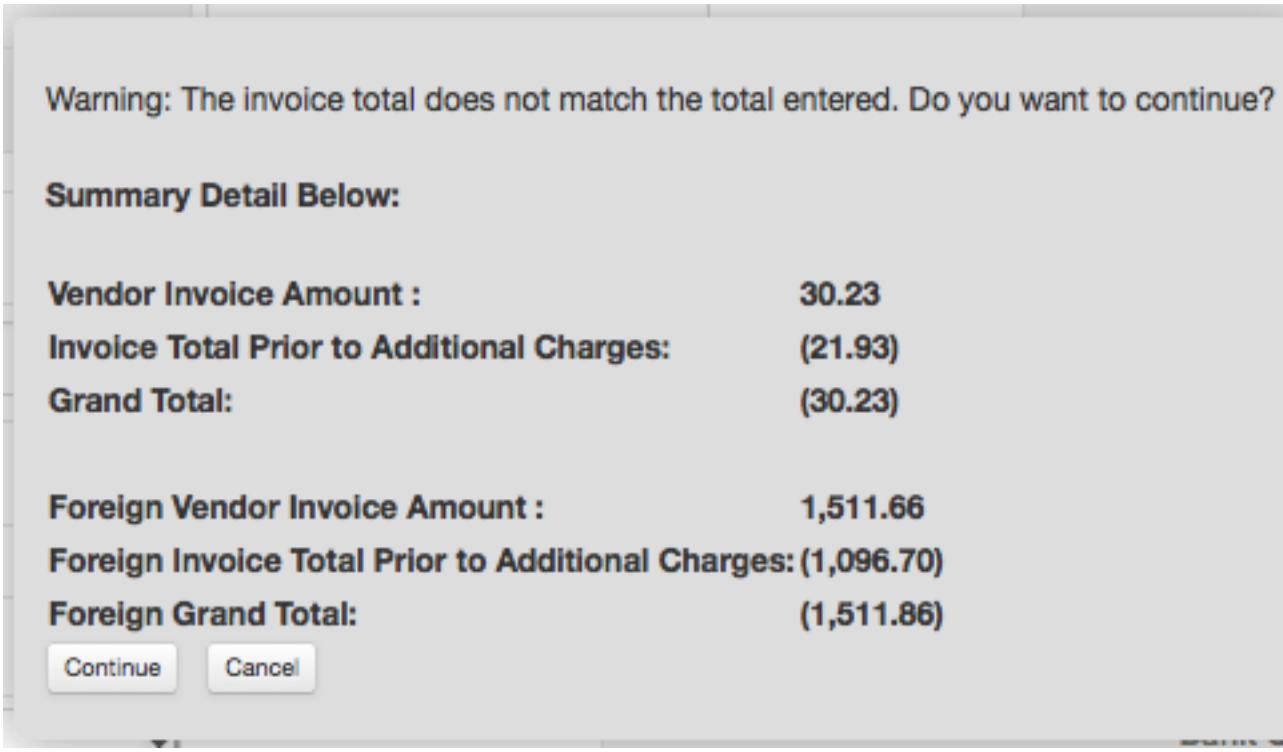
Cloning an Invoice

Cloning, or copying, an Invoice is a useful feature offered in OLE for multiple-lined renewals and for invoices that need to be reversed.

To clone an Invoice:

1. Search for an existing Invoice from the Invoice **Search**.
2. At the bottom of the screen, click **clone**.
3. Select one of the following options in the pop-up box and click **ok**:
   - Debit Invoice with Debit Entries
   - Credit Invoice with Credit Entries
4. For a Debit Invoice, OLE creates an exact copy of the invoice and saves it as a new eDocument with a new Document Number. Make any modifications and click **Submit**.
5. For a Credit Invoice, OLE creates a copy of the invoice, but changes all price fields in the document from positive to negative numbers (or vise versa). The **Vendor Invoice Number** will not carry forward, you must input one. Make any additional modifications and click **Submit**.

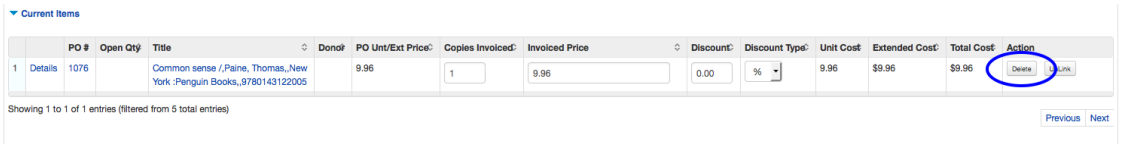
   A pop-up box will appear with a warning. Click **continue**.



At the top of the document, a "Document was successfully submitted" message will appear.

Canceling an Invoice

While an Invoice is still in saved or initiated document status, the option to cancel an invoice is available. To fully remove the link between the purchase order(s) added to the Invoice and the Invoice document, first **Delete** the purchase orders from the current items section of the Invoice.



Then click **Cancel** at the bottom of the document.

Skipping the first step will not cause problems within OLE but the purchase order(s) will maintain links to the canceled Invoice, which may cause confusion for staff.

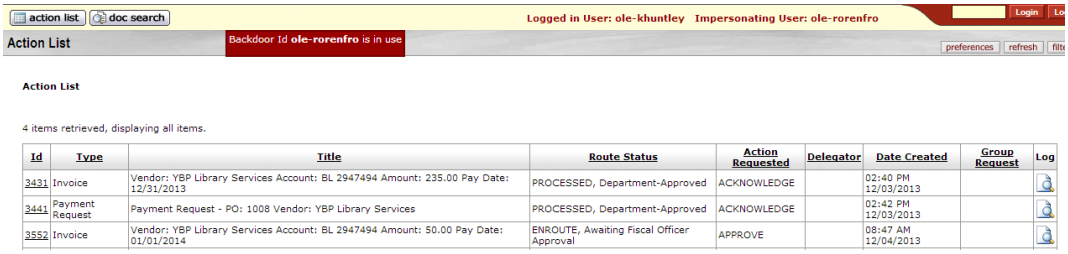
Business Rules

- An Invoice can be Saved once its required fields have been filled in (see above) and at least one title has been added to the Current Titles section.

  While the Invoice is in Saved status, it can be closed at any time. When reopened, the operator can continue to modify it: adding more titles, removing titles, changing prices, etc.

- There are two ways to approve an invoice:

  1. Clicking on the Submit button at the bottom of the document submits the document to the workflow your site has defined for invoices. The most common workflow is for the document to be routed to a Fiscal Officer for approval. The Fiscal Offer would then find the document listed in his/her Action List:



     The Fiscal Officer would open it from there, modify it if necessary, and then Approve it by clicking the “Approve” button at the bottom of the document.

     A Fiscal Officer can also choose to Disapprove an Invoice, by clicking the “Disapprove” button at the bottom of the document. This might happen if the document was created in error, or was found to be a duplicate not caught earlier in the process. Once Disapproved, the document is retained permanently in the system, but no further action can be taken on it.

  2. OLE can allow a user to approve his/her own Invoices if desired. The user must be authorized to approve invoices, and the workflow would have to not require routing. In that circumstance, a “blanket approve” button will also appear at the bottom of the screen

     ### Note

     While this functionality is available in OLE, many sites will choose not to use it, instead requiring all invoices to be routed to another user for approval. If the workflow has been set to require a separate approver, no “blanket approve” button will appear.

- An Invoice cannot be edited once it has been Approved. If a correction is made, it must be submitted via a new document (another Invoice, a Credit Memo, or a General Ledger Correction document).

Post-Approval

Once an Invoice is approved, OLE takes several actions without further operator input:

- It creates Payment Request (PREQ) documents for all positive amounts on the Invoice. One PREQ is created for each PO on the invoice

  Example: if an invoice contains 4 line items with positive prices:

  2 from PO 1014

  1 from PO 1024

  1 from PO 1065

  OLE will create three PREQs when the invoice is approved.

  The PREQs are usually automatically approved at the same time they are created.

- It creates Credit Memo (CM) documents for all negative amounts on the Invoice. Like the PREQs, these are automatically approved.
- It writes the totals from these PREQs and CMs to a particular set of tables, to enable local extraction of the data for transmission to other accounting systems

  Note

  OLE does not contain hard-coded functionality for this extraction, since it will vary for each institution, depending on the needs of their local systems. Instead, OLE compiles this data in one set of tables for easy extraction.

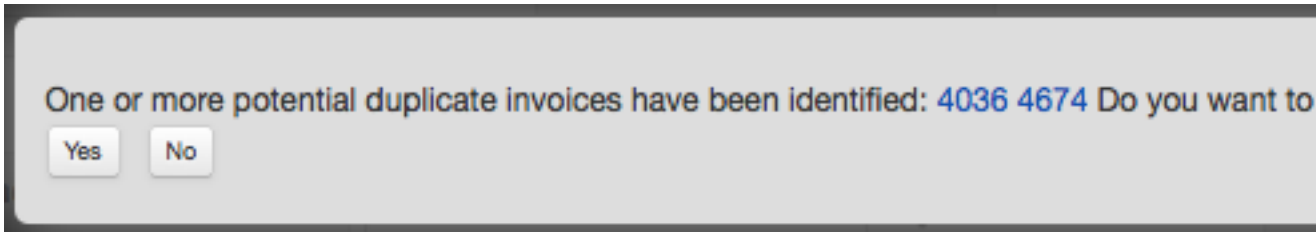
- It updates balances in the General Ledger (G/L), changing the Invoice amounts from Pending expenditures to actual expenditures, and relieving encumbrances as appropriate.

Duplicate Check on Invoice

The Invoice document's check for duplicate invoice numbers is done at the approval step, since fields such as "invoice number" and "invoice date" are editable within the document until that point. As part of invoice approval, OLE looks for any other approved invoice documents exactly matching all three of these elements:

- vendor
- vendor invoice number
- invoice date

If duplications occur on all three fields, the Invoice will route for approval but when the approver clicks **Approve**, a message will pop up:



As the approver, click the linked **Document ID numbers** to review those Invoices.

Click **Yes** to approve the invoice despite the duplication.

Click **No** to return to the Invoice document to disapprove or amend it.

Vendor Credit Memo Search

Select/Acquire > Paying > CREDIT MEMOS > Search

OLE offers a customized document search related to credit memos. The search screen contains the standard search fields along with special fields that are unique to this type of e-doc.

Lookup Help

Specifying search criteria:

- Most fields will be uppercased for search.
- Dates should be specified as MM/dd/yyyy.
- Some fields have magnifying glass button for a sub lookup on that field.
- Wildcards allowed on strings are * and % match any number of characters, while using a ? will match any one character
- Logical operators allowed include && (And) as well as | (Or) to join multiple search criteria
- Range operators allowed on numerics and dates are >,<,>=,<=, or ..

  All operators except .. should be before date value. Operator .. should separate date values.

Result Table:

- Each result field has link on header for sorting. Click once to sort ascending,

  and click again to sort descending.
- Some row fields have links to inquiry. The inquiry will be presented in a new window.
- Click the return value link to select a row and return the key value to the previous page.

  Select 'return with no value' or click the cancel button if you wish to return without returning a value.

Maintenance Links:

- The 'create new' link on the upper left corner of the lookup screen will

  go to a maintenance document for creating a new record for this lookup type.
- For each result row the action column displays edit and copy links. The 'edit' link

  will go to a maintenance document for editing the current record. The 'copy' link

  will go to a new maintenance document but copy over attributes over the current record.

Export Functionality:

- At the end of each result set, there are links for exporting the data to a different format.
- Click 'csv' to export the data as a comma delimited file, 'spreadsheet' to export the data as a spreadsheet,

  or 'xml' to export the data as xml.

Note

For information about performing a search for requisitions, see Performing Searches on Financial Docs on the *Guide to OLE Basic Functionality and Key Concepts*.

Note

For information about Document lookup fields that are specific to credit memos, see “Document Layout” under Vendor Credit Memo.

Vendor Credit Memo

Select/Acquire

> Paying > CREDIT MEMOS > Create > Vendor Credit Memo

The Vendor Credit Memo (CM) document allows you to process vendor refunds for goods or services related to invoices processed on POs. You may process a vendor credit memo against a specific payment request, a purchase order, or a vendor ID.

Note

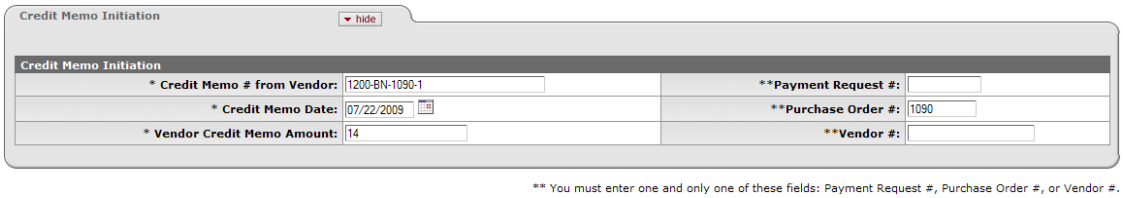
You must be a member of the role OLE-SELECT Accounting-AQ2, -AQ3 or -AQ4 to initiate the Vendor Credit Memo document.

Document Layout

Two screens are associated with this e-doc—an initiation screen with a single folder, followed by a main screen with multiple folder tabs.

Credit Memo Initiation Tab

When you select **Vendor Credit Memo** from the Select/Acquire, the system displays the **Credit Memo Initiation** tab.



This tab is used to specify the vendor credit memo number, date, and amount for the credit memo along with the number for a payment request, a purchase order, or a vendor in order to initiate the Vendor Credit Memo document.

Credit Memo Initiation tab definition

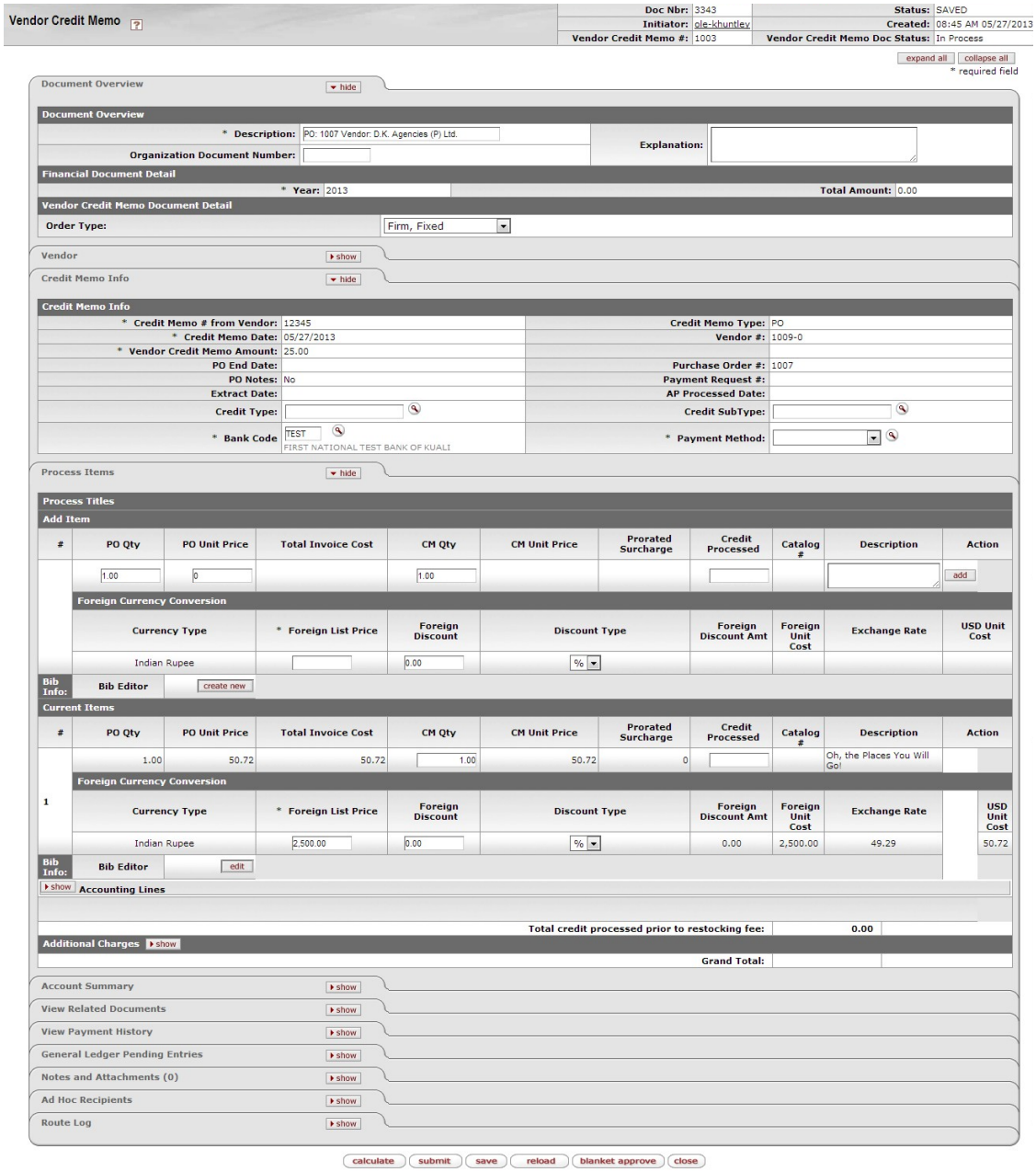
Title	Description
Credit Memo # from Vendor	Required. Enter the number found on the vendor's credit memo.
Credit Memo Date	Required. Enter the date found on the credit memo itself or select the date from the calendar
Vendor Credit Memo Amount	Required. Enter the net amount of the credit.
Payment Request #	Specify a payment request number in this field *only* if the vendor credit memo is processed against a specific payment request. See note below.
Purchase Order #	Specify a PO number in this field *only* if the vendor credit memo is processed against a specific PO. See note below.
Vendor #	Specify a vendor number in this field *only* if the vendor credit memo is general in nature (not applicable to a specific payment request or a specific PO). See note below.

Note

An entry in one and only one of these three fields is required: **Payment Request #**, **Purchase Order #**, or **Vendor #**.

Click continue to begin initiation of this vendor credit memo.

The Vendor Credit Memo document continues from the initiation screen to the main document screen that displays the unique **Vendor**, **Credit Memo Info**, and **Process Items** tabs in addition to the standard e-doc tabs.

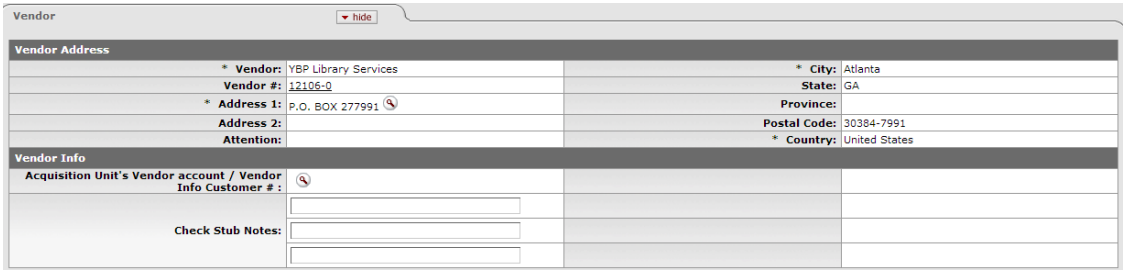


Note

For information about the standard tabs, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.

Vendor Tab

The **Vendor** tab allows you to modify the vendor address information via address lookup if the credit memo has been processed against a PO or a vendor. You may also add check stub notes on this tab.



This tab contains two sections, **Vendor Address** and **Vendor Info**.

Vendor Address section definition

Title	Description
Vendor	Display-only. The name of the vendor.
Vendor #	Display-only. The number that uniquely identifies the particular vendor.
Address 1	Required. The first line of the vendor's address. A change of address is possible via lookup for credits processed referencing the PO or referencing the vendor. **Note** The lookup is not provided if a payment request number was entered in the **Credit Memo Initiation** tab Leave as is or search for the address from the **Address** lookup.
Address 2	Display-only. The second line of the vendor address.
Attention	Display-only. If the credit memo is against a payment request and the payment request had an attention line completed, the name in the attention line on the payment request populates this field.
City	Display-only. The city of the vendor's address.
State	Display-only. The state of the vendor's address.
Province	Display-only. The province of the vendor's address (foreign addresses).
Postal Code	Display-only. The postal code of the vendor's address.
Country	Display-only. The country of the vendor's address.

Vendor Info Section

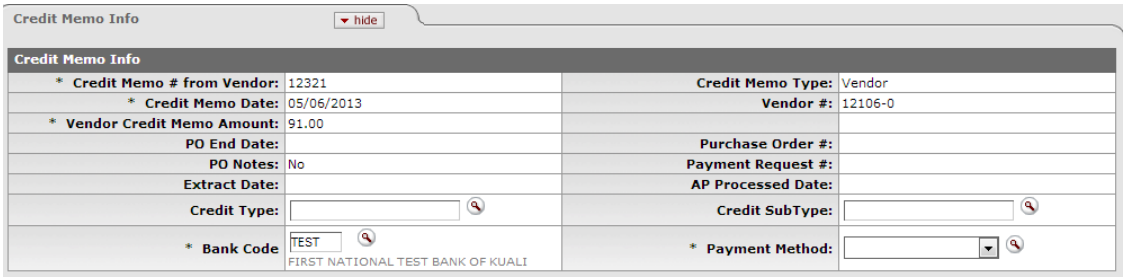
Vendor Info section definition

Title	Description
Acquisition Unit's Vendor account / Vendor Info Customer #	Display-only. The ID number for the customer. The system displays this value if a customer number exists on the referenced document. A change of customer number is possible via lookup for credits processed referencing the PO or the vendor.

	Note The lookup is not provided if a payment request number was entered in the **Credit Memo Initiation** tab.
Check Stub Notes	Optional. Enter text to be printed on the check stub.

Credit Memo Info Tab

The **Credit Memo Info** tab displays information pertinent to the current credit memo. In the examples below, the first credit memo is against a payment request and the second is against a vendor.



Credit Memo Info tab definition

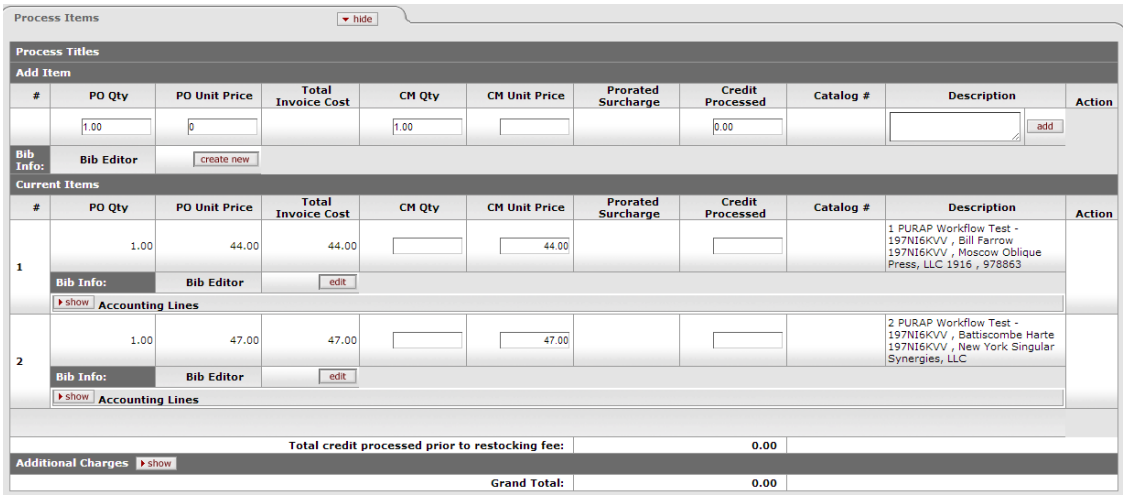
Title	Description
Credit Memo # from Vendor	Display-only. The credit memo number as entered on the **Credit Memo Initiation** tab.
Credit Memo Date	Display-only. The credit memo date as entered on the **Credit Memo Initiation** tab.
Vendor Credit Memo Amount	Display-only. The amount of the credit as entered on the **Credit Memo Initiation** tab. This field is displayed only on an in-process Vendor Credit Memo document. After the document has been submitted, the field no longer carries forward.
PO End Date	Display-only. The end date automatically populated from PO information.
PO Notes	Display-only. 'Yes' if the PO contains notes.
Extract Date	Display-only. The date the credit record was extracted to the Pre-Disbursement Processor.
Credit Type	Corresponds to the Invoice Type on Payment Requests. Enter a value or search from the lookup.
Bank Code	Required. The bank code will be displayed only if the Bank_Code_Document_Types includes 'CM' and Enable_Bank_Specification_Ind='Y.' The default bank is determined by the Default_Bank_By_Document_Type parameter. You may override this value by entering another bank code or selecting it from the **Bank** lookup.
Credit Memo Type	Display-only. Indicates whether this credit memo references a payment request, PO, or vendor.
Vendor #	Display-only. Automatically populated based on the entry in the **Credit Memo Initiation** tab that references either the payment request, the purchase order or the vendor number. The vendor number is followed by a hyphen and the division number.
Purchase Order #	Display-only. The referenced purchase order number or the purchase order number associated with the referenced payment request.
Payment Request #	Display-only. If processing a credit against a payment request, this field is populated based on the entry in the **Credit Memo Initiation** tab.
AP Processed Date	Display-only. The date the vendor credit memo was submitted by Accounts Payable.
Credit Sub Type	Corresponds to the Invoice Sub Type of the payment request. Example values may include "regular" and "supplemental". Enter a value or search from the lookup.

Payment Method	Select the method of payment from the drop down menu.

Process Items Tab

The **Process Items** tab identifies the lines of a specified purchase order or payment request that this credit relates to. It also indicates the dollar amounts to be credited to individual lines and allows you to edit the accounting information associated with these lines. It also allows you to enter additional credits pertaining to items such as restocking fees or miscellaneous credits.

The tab includes two sections: **Items** and **Additional Charges**. In the example below, the credit references a purchase order.



Items Section

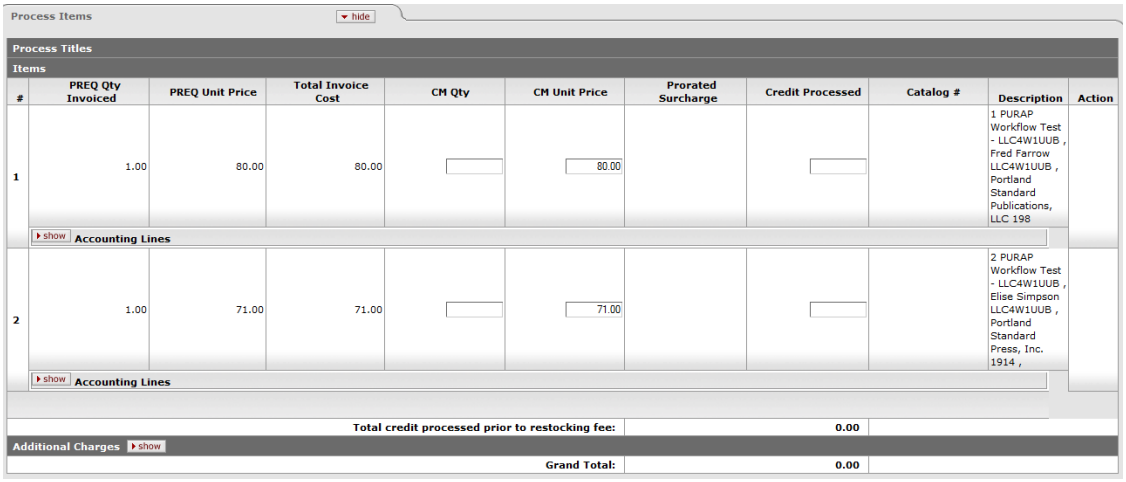
The makeup of the **Items** section varies based on whether the credit is being applied to a purchase order, payment request or vendor. If crediting by vendor, the **Items** section contains no fields. See below for the section definition when the CM is based on a vendor number or a payment request.

Process Items tab definition (credit references a purchase order)

Title	Description
#	Display-only. The item line number from the PO.
PO Qty	Display-only. The quantity of items available for credit.
PO Unit Price	Display-only. The unit price copied from the PO for this line item.
Total Invoice Cost	Display-only. The total amount already invoiced and available to credit for this line item.
CM Qty	Optional. Enter the number of items for this line that are to be credited. This entry increases the **Open Qty** value for this line item on the PO.
CM Unit Price	Optional. The unit price for this line item to be processed as a credit. This field is automatically populated using the price from the PO, but it may be edited to match the credit memo unit price.
Prorated Surcharge	Additional charge applied to the line item based on the proportional distribution.
Credit Processed	If blank and if the credit memo quantity invoiced is populated, the system calculates the credit processed for this line item when you click the **calculate** button. **Note** If the field already contains a value, you must delete the value in order to populate a new value by clicking **calculate**. Override the amount as needed.

Total Amount	Display-only. The sum of credit processed, if applicable.
Catalog #	Display-only. The catalog number for this item on the PO.
Description	Display-only. The description for this item on the PO.

In this next example, the credit references a payment request.



Process Items tab definition (credit references a payment request)

Title	Description
#	Display-only. The item line number from the payment request.
PREQ Qty Invoiced	Display-only. The quantity of items available to be credited on the specified Payment Request document.
PREQ Unit Price	Display-only. The unit price copied from the payment request for this line item.
Total Invoice Cost	Display-only. The total amount available to be credited for this line item on the specified Payment Request document.
CM Qty	Optional. Enter the number of items for this line that are to be credited. This increases the **Open Qty** value for this line item on the PO.
CM Unit Price	Optional. The unit price for this line item to be processed as a credit. This field is automatically populated using the price from the payment request, but the unit price may be edited if the credit reflects a different price.
Prorated Surcharge	Additional charge applied to the line item based on the proportional distribution.
Credit Processed	If blank and if the credit memo quantity invoiced is populated, the system calculates the credit processed for this line item when you click the **calculate** button. **Note** If the field already contains a value, you must delete the value in order to populate a new value upon next calculate. Override the amount as needed.
Total Amount	Display-only. The sum of credit processed.
Catalog #	Display-only. The catalog number for this item on the PO.
Description	Display-only. The description for this item on the PO.

Additional Charges Section

Additional Charges section definition (credit references a payment request)

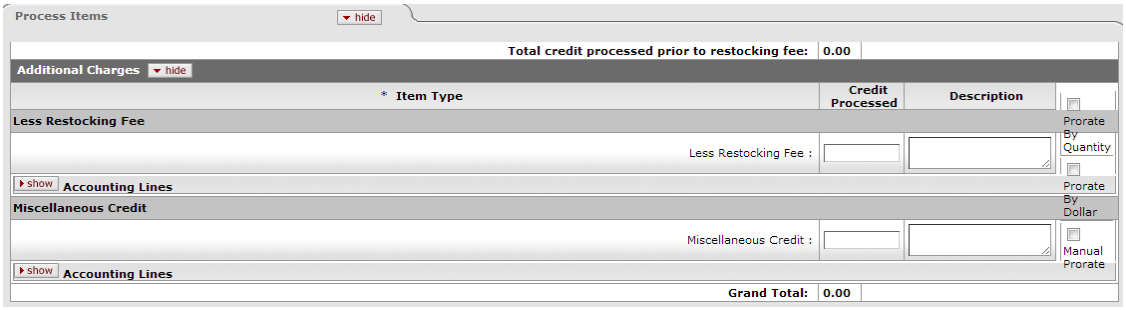
Title	Description

Item Type	Display-only. The type of item to be charged. **Note** An entry of 'Less Restocking Fee' reduces the amount of any credit entered for other item types.
Credit Processed	Optional. Enter the amount that corresponds to this item type. **Note** A 'Miscellaneous Credit' entry can be entered as a positive or negative amount if the parameter allows this choice. A positive amount increases the credit total.
Total Amount	Display-only. The sum of credit processed.
Description	Parameters control whether descriptions are required.

You may also prorate the additional charges to the invoiced titles. Enter the amount of the additional charge, select to prorate by **Quantity**, **Dollar**, or **Manual Prorate**. If Manual prorate is selected, enter the amount you would like prorated to each title.

For a vendor credit memo referencing a vendor ID, additional charges are the only types of information displayed in the **Process Items** tab. Dollar amounts are not prefilled, so you must enter accounting information.

In the example below, the credit references a vendor number.



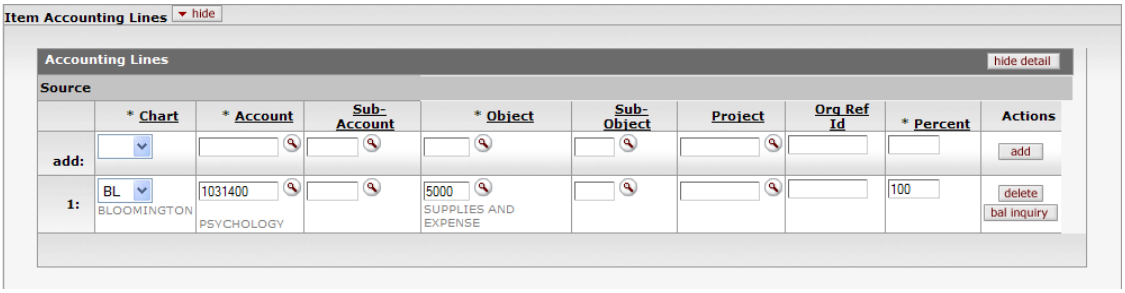
This section presents information about restocking fees and miscellaneous credits that apply to the credit memo.

Additional Charges section definition (credit references a vendor number)

Title	Description
Credit Processed	The dollar amount to be applied to this vendor credit memo.
Total Amount	Display-only. The sum of credit processed, if applicable.
Description	Required by default for miscellaneous credit only. **Note** The Item_Types_Requiring_User_Entered_Description parameter controls whether the description is required or optional.

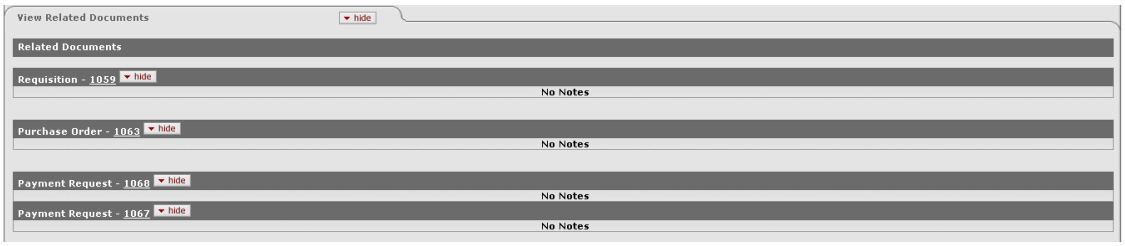
Note

Click **show/hide** to display or hide item accounting lines for each line item or additional item.



View Related Documents Tab

The **View Related Documents** tab collects information about Purchasing/AP documents related to this Vendor Credit Memo document. For example, it displays identifying information and any pertinent notes for the requisition, purchase order, receiving documents, payment requests, or other vendor credit memos associated with the purchase order.



This tab lists related documents.

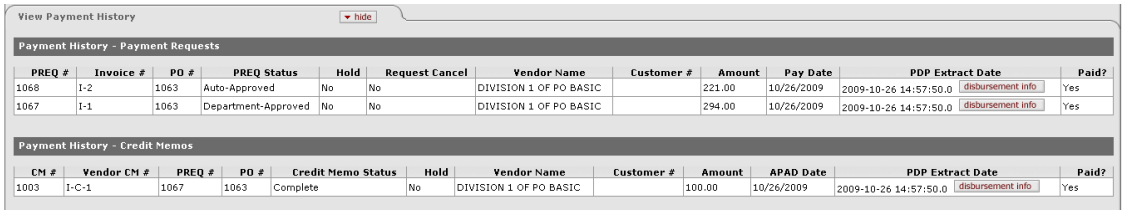
View Related Documents tab definition

Title	Description
Date	Display-only. The date the related document was created.
User	Display-only. The user who created the related document. Entry of 'Kuali System User' means the document was automatically created by the system.
Note	Display-only. A note describing the document.

To access one of these related documents, click its document number. The system displays the document in a separate window.

View Payment History Tab

The **View Payment History** tab tracks payment information related to the purchase order associated with this Vendor Credit Memo document. It shows pending payment information and updates indicating when a payment was processed through the Pre-Disbursement Processor (PDP). This tab also shows any other vendor credit memos that have been processed against the related purchase order and any associated payment requests.



Payment Requests section definition

Title	Description
PREQ#	Display-only. The payment request number.
Invoice #	Display-only. The invoice number.
PO#	Display-only. The purchase order number.
PREQ Status	Display-only. The payment request status.
Hold	Display-only. Displays 'yes' if the payment request in on hold. Displays 'no' if the payment request is not on hold.
Req Canc	Display-only. Displays 'yes' if the payment request has been requested to be canceled. Displays 'no' if the payment request has not been requested to be canceled or if the 'request cancel' has been removed.
Vendor Name	Display-only. The vendor name associated with this payment request.
Customer #	Display-only. The customer number associated with this payment request.
Amount	Display-only. The payment request amount.
Pay Date	Display-only. The date the payment is scheduled to extract to PDP.
PDP Extract Date	Display-only. The date the payment request was extracted to the Pre-Disbursement Processor for disbursement processing.
Paid?	Display-only. Displays 'yes' if the payment has been disbursed. Displays 'no' if the payment has not been disbursed.

Credit Memos section definition

Title	Description
CM#	Display-only. The credit memo number assigned by OLE.
Vendor CM#	Display-only. The credit memo number assigned by the vendor.
PREQ#	Display-only. The payment request number, if a payment request was referenced in processing the credit memo.
PO#	Display-only. The purchase order number associated with this credit memo.
Credit Memo Status	Display-only. The credit memo status.
Hold	Display-only. Displays 'yes' if the credit memo is on hold. Displays 'no' if it is not on hold.
Vendor Name	Display-only. The vendor name associated with this credit memo.
Customer #	Display-only. The customer number associated with this credit memo.
Amount	Display-only. The dollar amount associated with this credit memo.
APAD Date	Display-only. The Accounts Payable approved date (that is, the date the Accounts Payable User submitted the credit memo).
PDP Extract Date	Display-only. The date the credit memo was extracted to the Pre-Disbursement Processor for disbursement processing.
Paid?	Display-only. Displays 'yes' if the credit has been disbursed. Displays 'no' if it has not been disbursed.

Process Overview

Business Rules

- If the vendor number and credit memo number match those of a CM previously processed, a warning notifies you of the potential duplicate. You may override the warning and continue.
- If the credit memo amount and credit memo date match those of a CM previously processed, a warning notifies you of the potential duplicate. You may override the warning and continue.
- A credit memo may be processed against a payment request, a purchase order, or a vendor, but only one of the three.

- A credit memo processed at the vendor level requires processing on the **Miscellaneous** line. Accounting must be added to the **Miscellaneous** line during processing
- When a credit memo is processed at the level of payment request or purchase order and the purchase order has been closed, you may reopen the purchase order.
- Modification of remit addresses is permitted for a credit memo referencing a PO or a vendor. The address lookup functionality is used to modify the remit address.
- After being approved by AP, accounts cannot be changed on a credit memo.
- The system re-encumbers amounts associated with each line item on a credit memo. The Amount encumbered follows the rules of PO encumbrance (CM Quantity x PO Unit Cost), which is similar to the payment request disencumbrance that utilizes the PO unit cost rather than the PREQ unit cost if the two unit costs are different.
- Accounts encumbered are the accounts on the original PO, with the account distribution in proportion to the distribution on the PO if more than one account is involved per line item. PO open quantities are incremented by the line item quantity on a credit memo.
  - Credit entry: The accounts (full accounting string) on the vendor credit memo are credited in the G/L at the time of AP submit. The G/L entry is made in summary for each accounting string. (So, for example, if three line items on a CM use the same accounting string, only one expense credit entry —not three—is created in the G/L for that accounting string.)
  - Debit entry: Create one offset to object code 9041 for each account and sub-account combination on a CM.
- After being canceled, the G/L entries of the credit memo are reversed, any encumbrance created from AP approval of the credit memo are reversed, and any PO open quantities that were incremented from the creation of the credit memo are decreased.
- FYI notification on a credit memo routes to the fiscal officer or CM delegate per the account number(s) on the credit memo.
- A credit memo may be canceled or placed on hold at any time prior to extraction.
- When a credit memo is in 'AP-Processed' status, it is eligible to be extracted to PDP for disbursement.
- The system groups all PREQs and CMs eligible for extract for disbursement as a positive payment based on vendor and processing campus.
- Credit memo searches are available to all users.

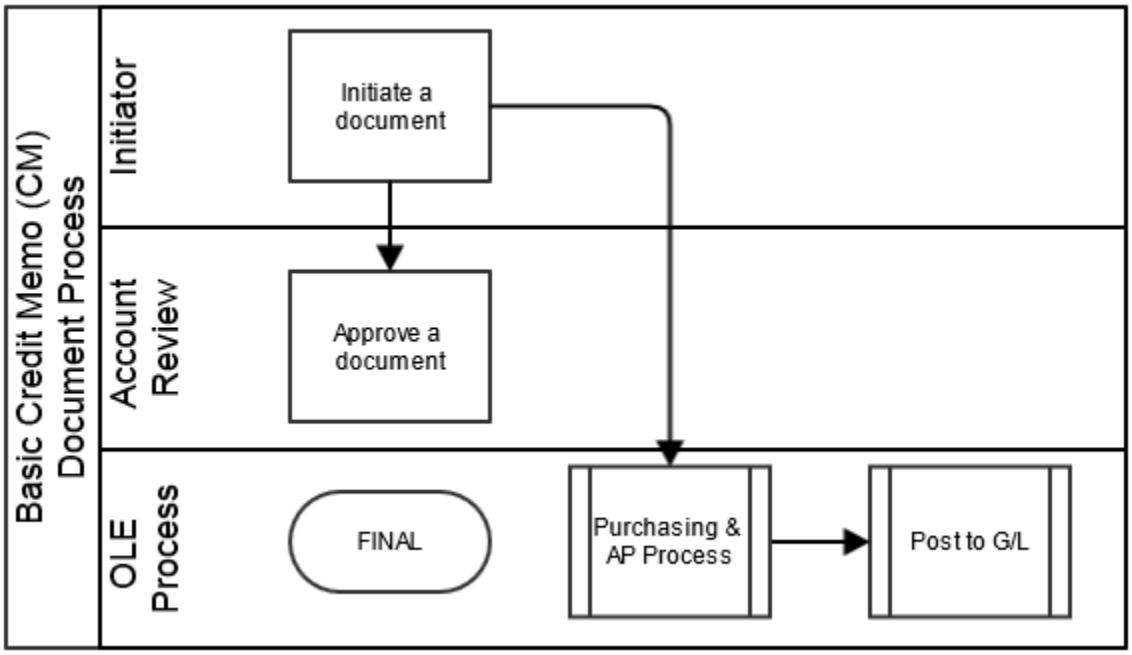
Routing

The Vendor Credit Memo document is initiated by a member of the Accounting-AQ2, -AQ3, -AQ4 roles. Routing is dependent on whether an image attachment is part of an institution's configuration.

- An Accounting-AQ2, -AQ3, or -AQ4 clicks the **submit**button to complete the processing of a Vendor Credit Memo document. The document goes into 'Awaiting AP Review' status if Require_attachment_ind='Y'. The AP Review status may be satisfied by an image attachment or in another fashion (configurable at your institution). After AP review, the document routes to the fiscal officer or fiscal officer delegate as an FYI. At the AP Review routing level, approvers are not permitted to change content on the document. They may only add notes and attachments and approve or cancel.
- The document routes an FYI copy to the fiscal officer associated with each account number that appears on the vendor credit memo.

Note

The Timing of G/L Update: After a CM document has been created and submitted, it updates the G/L the next time a batch process runs. Note that this is different from most OLE docs, which do not update the G/L until the document receives all approvals. If accounting entries on the document change before it reaches 'FINAL' status, the G/L entries are updated accordingly the next time a batch process runs.



Initiating a Vendor Credit Memo Document

3. Select **Credit Memo: Create** from the **Paying** menu group on the **Select/Acquire** tab.
4. Log into OLE as necessary.

   The system displays a blank **Vendor Credit Memo Initiation** tab with a new document ID.
5. Complete the **Credit Memo Initiation** tab as follows:

   a) Enter values for **Credit Memo # from Vendor**, **Credit Memo Date**, and **Vendor Credit Memo Amount**.

   b) Enter a value for one and only one of these: **Payment Request #**, **Purchase Order #**, or **Vendor #**.
6. Click continue.
7. Complete the **Vendor** tab as follows:

   a) Verify the vendor address.

   b) Add check stub notes if requested.
8. Review the **Credit Memo Info** tab and update the bank code, if necessary.

9. Complete the **Process Items** tab as follows:

   a) For quantity-based line items, enter the credit memo quantity from the vendor credit.

   b) For non-quantity-based line items, enter the credit processed amount using the vendor credit amount.

   c) Enter a credit processed amount for additional charges, if needed. Miscellaneous charges require a description, depending on parameter setup.

10. Complete the standard tabs as necessary: **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients**, and **Route Log**.

Note

For information about the standard tabs, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.

11. Click the calculate button.

12. Click submit.

13. AP reviewers approve the document if the parameter Require_attachment_ind='Y'.

Note

For more information about how to approve a document, see Workflow Action Buttons on the *Guide to OLE Basic Functionality and Key Concepts*.

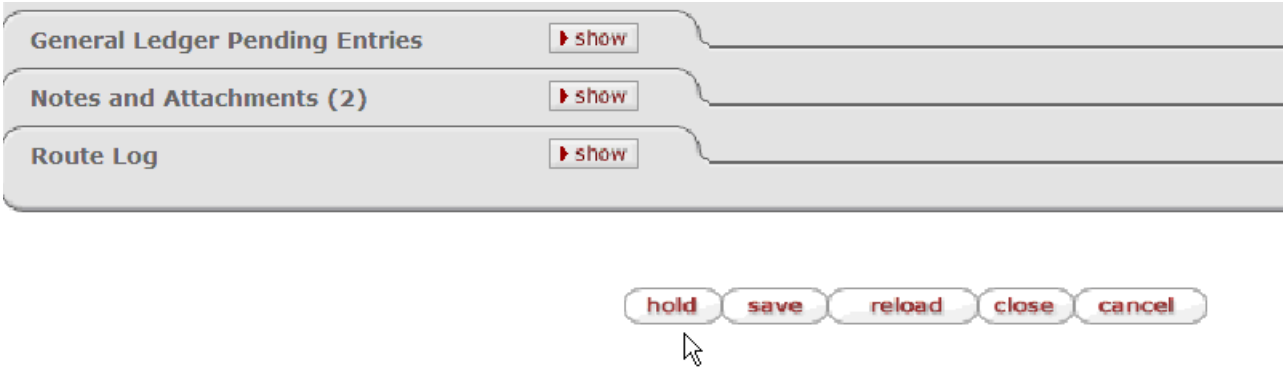
Placing a Credit Memo On Hold

An AP user may choose to place the credit memo on hold or remove the hold when it is no longer necessary. The hold flag prevents a vendor credit memo from being extracted and applied. When a document is taken off hold, it retains the status it had when the hold flag was set.

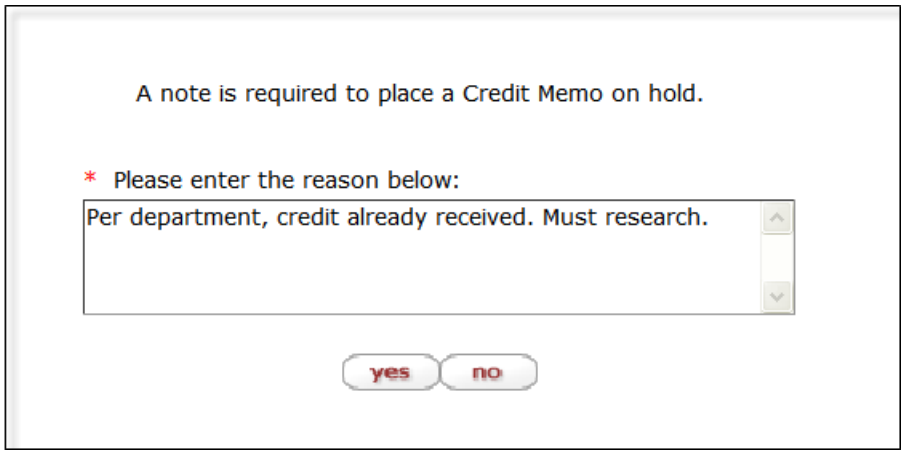
A credit memo in the 'AP-REVIEW' or 'COMPLETE' status may be placed on hold from the time of AP Submit until the time the credit extracts it to the Pre-Disbursement Processor.

To place a credit memo on hold, you must attach a note to the document explaining why it has been put on hold. To put a credit memo on hold:

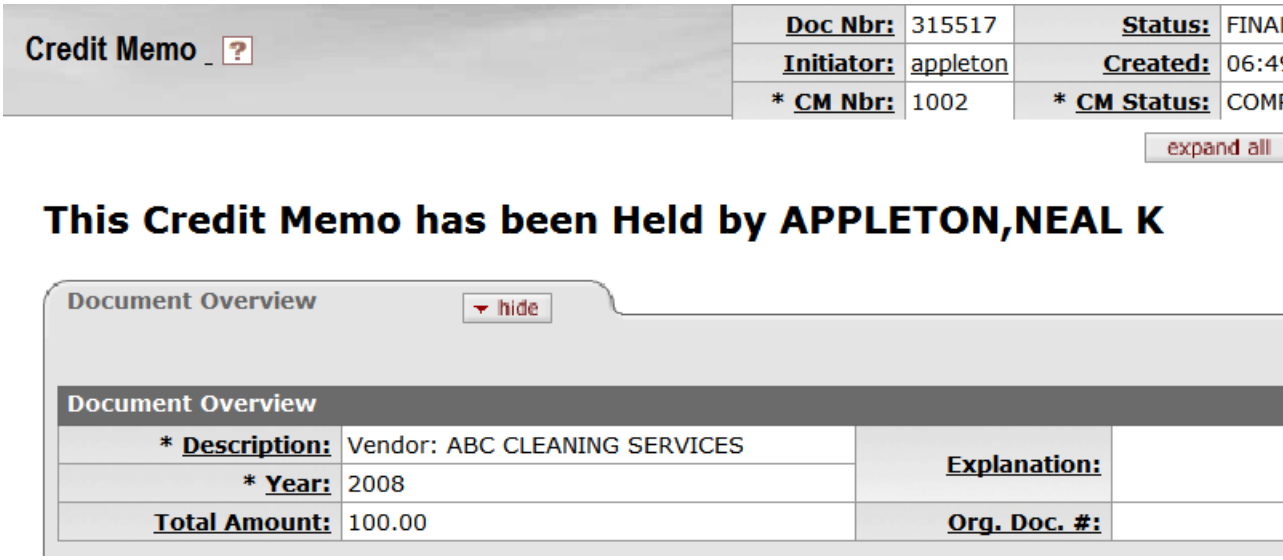
14. After displaying the credit memo, click hold.



15. Enter a reason for putting the CM on hold and click yes.



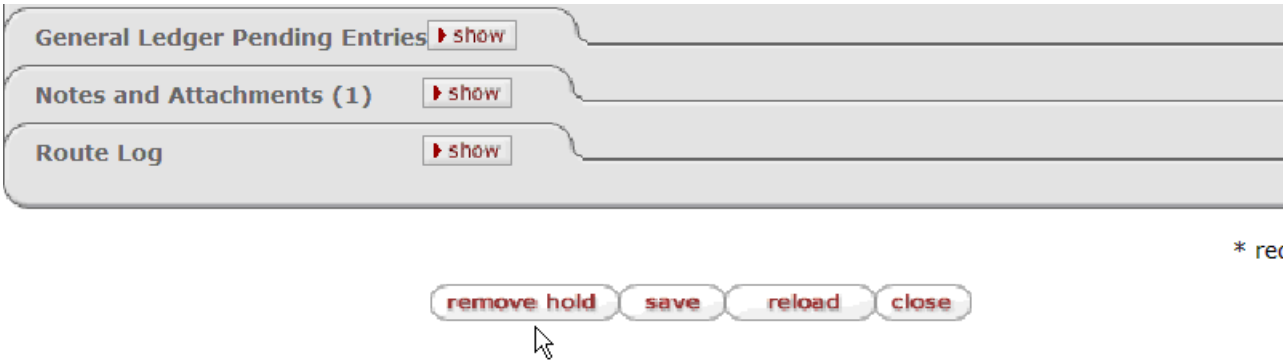
The system marks the vendor credit memo as being in 'HOLD' status. It also displays a large header on the document indicating who placed the order on hold.



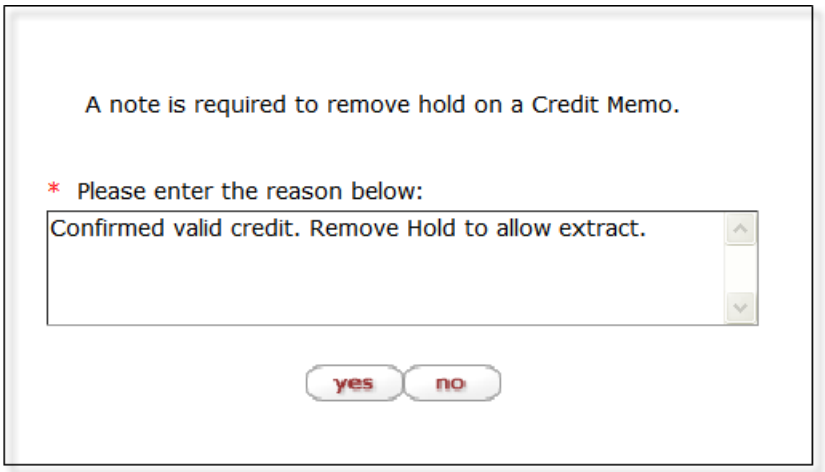
Removing a Vendor Credit Memo Hold

Either the person who placed the credit memo on hold or an AP supervisor may take a vendor credit memo off hold. To take a credit memo off hold:

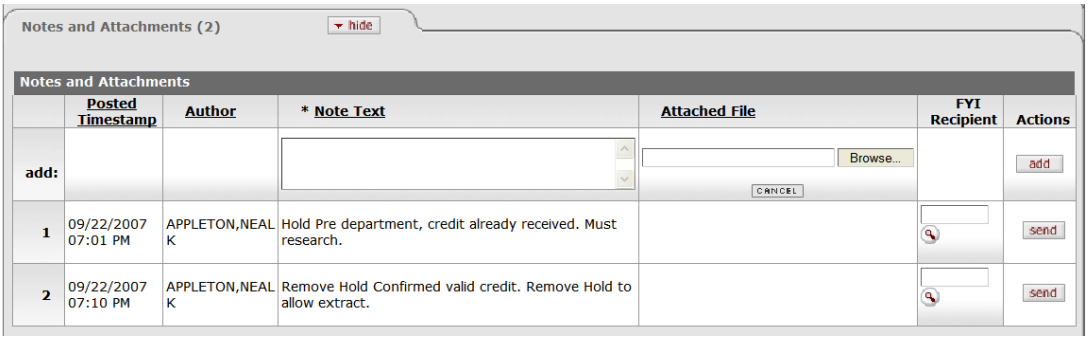
16. Display the CM and click remove hold.



17. Enter the reason for removing the hold and click yes.



In the **Notes and Attachments** tab, the system displays the history of this action.



Example

A vendor issues a $30.00 credit for two items that were returned after payment was made. An AP user creates a credit memo referencing the payment request document that issued a payment for these two items.

The initiator, a user with the role of Accounting-AQ2, -AQ3, or -AQ4, creates a new credit memo document by entering the vendor credit memo number, amount and date; and one of the following: the payment request number, the PO number, or the Vendor number. When the initiator clicks **continue**, the system

generates the Vendor Credit Memo document. In the **Process Items** tab, the initiator enters the quantity being credited and clicks **calculate**. At this point, the document is ready for submission and routing.

Payment Request Search

OLE offers a customized document search related to payment requests. The search screen contains the standard search fields along with special fields that are unique to this type of e-doc.

Lookup Help

Specifying search criteria:

- Most fields will be uppercased for search.
- Dates should be specified as MM/dd/yyyy.
- Some fields have magnifying glass button for a sub lookup on that field.
- Wildcards allowed on strings are * and % match any number of characters, while using a ? will match any one character
- Logical operators allowed include && (And) as well as | (Or) to join multiple search criteria
- Range operators allowed on numerics and dates are >,<,>=,<=, or ..

  All operators except .. should be before date value. Operator .. should separate date values.

Result Table:

- Each result field has link on header for sorting. Click once to sort ascending,

  and click again to sort descending.
- Some row fields have links to inquiry. The inquiry will be presented in a new window.
- Click the return value link to select a row and return the key value to the previous page.

  Select 'return with no value' or click the cancel button if you wish to return without returning a value.

Maintenance Links:

- The 'create new' link on the upper left corner of the lookup screen will

  go to a maintenance document for creating a new record for this lookup type.
- For each result row the action column displays edit and copy links. The 'edit' link

  will go to a maintenance document for editing the current record. The 'copy' link

  will go to a new maintenance document but copy over attributes over the current record.

Export Functionality:

- At the end of each result set, there are links for exporting the data to a different format.
- Click 'csv' to export the data as a comma delimited file, 'spreadsheet' to export the data as a spreadsheet, or 'xml' to export the data as xml.

Note

For information about performing a search for requisitions, see Performing Searches on Financial Docs on the *Guide to OLE Basic Functionality and Key Concepts*.

Note

For information about Document lookup fields that are specific to payment requests, see "Document Layout" under Payment Request.

Payment Request

Note

In order for users to submit the Payment Request document, the ENABLE_BANK_SPECIFICATION_IND parameter must be set to Y and the DEFAULT_BANK_BY_DOCUMENT_TYPE parameter must be completed. Even if your institution is not planning to use the Bank Offset feature in Kuali OLE, the DEFAULT_BANK_BY_DOCUMENT_TYPE parameter must be completed if your users plan to use the Payment Request document. Bank offsets will not be created if the Bank Offset feature has not been configured.

The Payment Request (PREQ) document is created in response to receiving an invoice for goods or services requested from a vendor on a PO. The system provides two ways of creating a payment request:

- One is automated through the electronic invoicing process.
- The other approach is to complete the Payment Request document manually using the screen described in this section.

Search for Purchase Order Numbers

Before initiating a payment request, you'll need to know the purchase order number for the title(s) on your invoice. This can be found by doing an **Acquisitions Search** or a **Purchase Order Search**.

Note

To learn more about searching, see Searching OLE on the *Guide to OLE Basic Functionality and Key Concepts* on the *Guide to OLE Basic Functionality and Key Concepts*.

Once you have the Purchase Order number in hand for the title on your invoice, you can begin the payment process.

Tip

Be sure you have the Purchase Order number and not the system-generated document-identifier to initiate Payment Requests.

Document Layout

Two screens are associated with the Payment Request document—an 'initiation' screen with a single tab followed by a 'main' screen with multiple tabs.

Payment Request Initiation Tab

When you select **Payment Request** from the **Select/Acquire** tab, the system displays a screen containing the **Payment Request Initiation** tab.

This tab allows you to specify details about the invoice and the PO to which it applies.

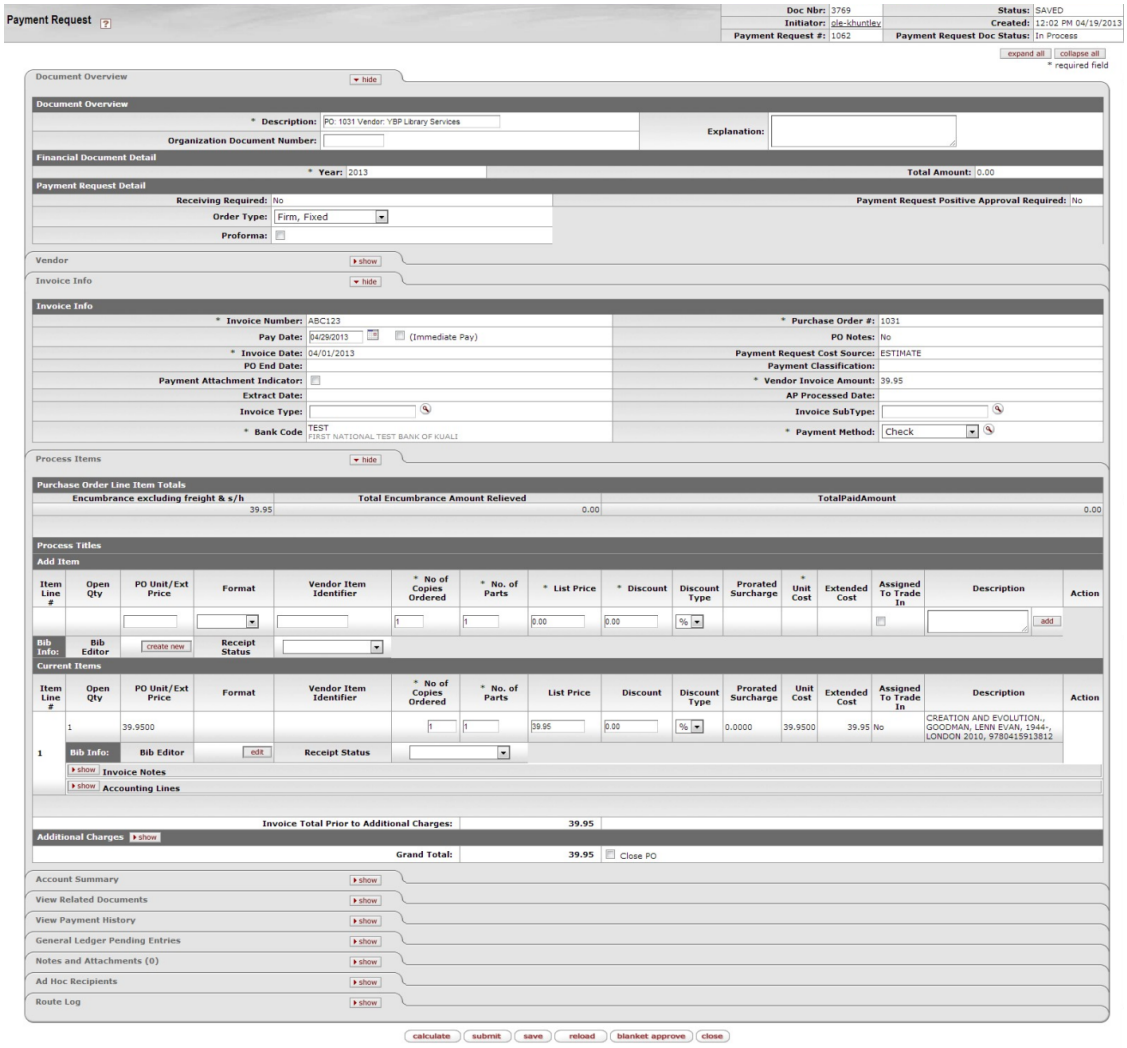
Payment Request Initiation tab definition

Title	Description
Purchase Order Number	Required. Enter the PO number to which the invoice applies.
Invoice Date	Required. Enter the invoice date from the vendor invoice or select the date from the calendar
Special Handling Instructions	Optional. Enter text into any of the special handling fields to indicate a special check delivery requirement for the payment.
Invoice Number	Required. Enter the identifying invoice number from the vendor invoice.
Vendor Invoice Amount	Required if the vendor is not foreign. Enter the net dollar amount of the invoice to be processed.
Foreign Vendor Invoice Amount	Required if the Vendor is foreign. Enter the net amount of the invoice to be processed.

Click

to initiate this payment request. The system displays the main screen for the Payment Request document. It imports some information like vendor, line item details, accounting information, etc. from the relevant Purchase Order

Main Screen



This screen includes unique **Document Overview, Vendor**, **Invoice Info**, **Process Items, Account Summary, View Related Documents, and View Payment History** tabs in addition to the standard tabs that display at the bottom of a financial transaction document.

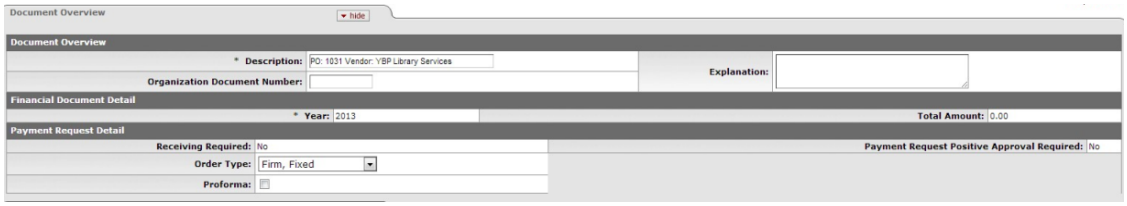
Note

For more information about the standard tabs, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.

Document Overview Tab

The **Document Overview** tab for the Payment Request document is different from the standard **Document Overview** tab. The **Description** field defaults to the purchase order number and the vendor name.

On the Payment Request document, this tab is made up of three sections—**Document Overview**, **Financial Document Detail**, and **Payment Request Detail**. The **Document Overview** section is the same as the standard **Document Overview** tab.



Note

For information about the standard Document Overview tab, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.

Financial Document Detail Section

Financial Document Detail section definition

Title	Description
Year	Display-only. The fiscal year of the purchase order referenced by the Payment Request document.
Total Amount	Display-only. The total amount of the payment request after the request has been submitted.

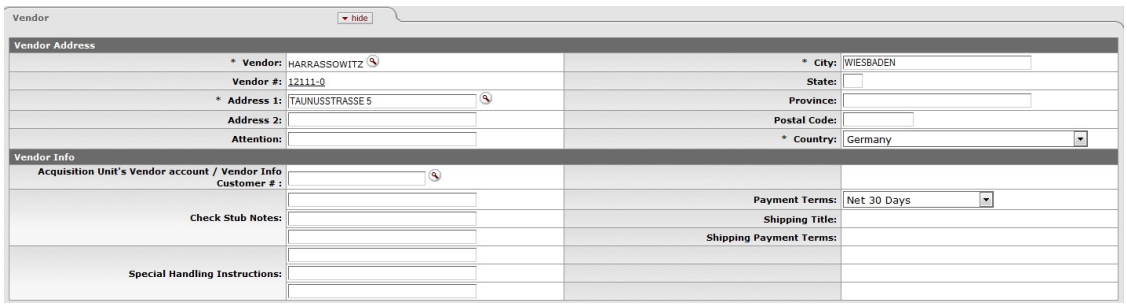
Payment Request Detail Section

Payment Request Detail section definition

Title	Description
Receiving Required	Display-only. An indicator showing whether receiving is required.
Order type	Identifies the type of order, possible values could be one-time, standing, subscription. System default data value is "Firm, Fixed".
Proforma	Identifies whether the invoice is pre-paid. Check the box to indicate yes. This will override business rules requiring receiving before the payment request is approved and override payment terms associated with the vendor and set the invoice to “immediate pay” regardless of the invoice date.
Payment Request Positive Approval Required	Display-only. An indicator showing whether positive approval is required.

Vendor Tab

The **Vendor** tab contains information about the vendor associated with the PO and allows you to modify vendor address information.



The **Vendor** tab has two sections: **Vendor Address** and **Vendor Info**.

Vendor Address Section

Vendor Address section definition

Title	Description
Vendor	Display-only. The name of the vendor is automatically populated based on information in the purchase order.
Vendor Number	Display-only. The vendor number followed by a hyphen and the division number.
Address 1	Required. The default remit-to address is ordinarily populated from the Vendor document. The purchase order address will display here instead if there is not a remit-to address in the Vendor record. Override the default by entering a different address in this field or by searching for it from the **Address** lookup .
Address 2	Optional. Override the default or leave it as is.
Attention	Optional. Override the default or leave it as is.
City	Required. Override the default or leave it as is.
State	Required for U.S. addresses. Override the default by selecting the state from the **State** list or leave it as is.
Province	Optional. Override the default or leave it as is.
Postal Code	Required for U.S. addresses. Override the default or leave it as is.
Country	Required. Override the default by selecting a country from the **Country** list or leave it as is.

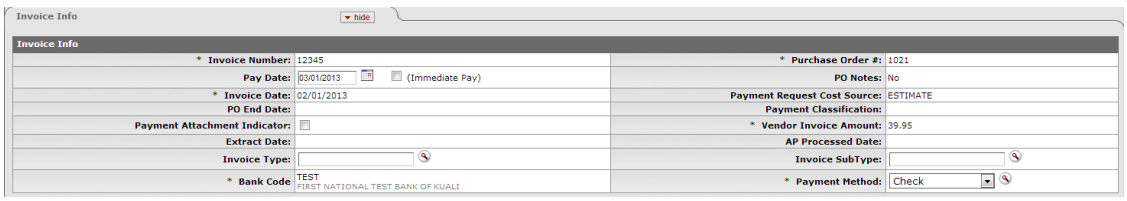
Vendor Info Section

Vendor Info section definition

Title	Description
Acquisition Unit's Vendor Account/ Vendor Info Customer #	Optional. Populated from the PO. Override it by entering the customer number directly or searching for it from the **vendor** lookup .
Check Stub Notes	Optional. Enter text to be printed on the check stub. This three line field allows for special notes to be printed on the check stub for the payment. Please note that entering a value into this field will force the system to create a physical check rather than an ACH transfer.
Special Handling Instructions	Optional. Enter the handling instructions to be printed on the check. These handling instructions relate to the delivery of the check to the vendor. Please note that entering a value into this field will force the system to create a physical check rather than an ACH transfer.
Payment Terms	Optional. Populated from the PO. Override it by selecting the payment terms from the **Payment Terms** list.
Shipping Title	Display-only. This entry indicates when the items associated with a PO become the property of the ordering institution.
Shipping Payment Terms	Optional. Populated from the PO; identifies the entity that pays for shipping (the vendor or the institution). Override the entry by selecting the terms from the **Shipping Payment Terms** list.

Invoice Info Tab

The **Invoice Info** tab provides a means for display and modification of invoice information.



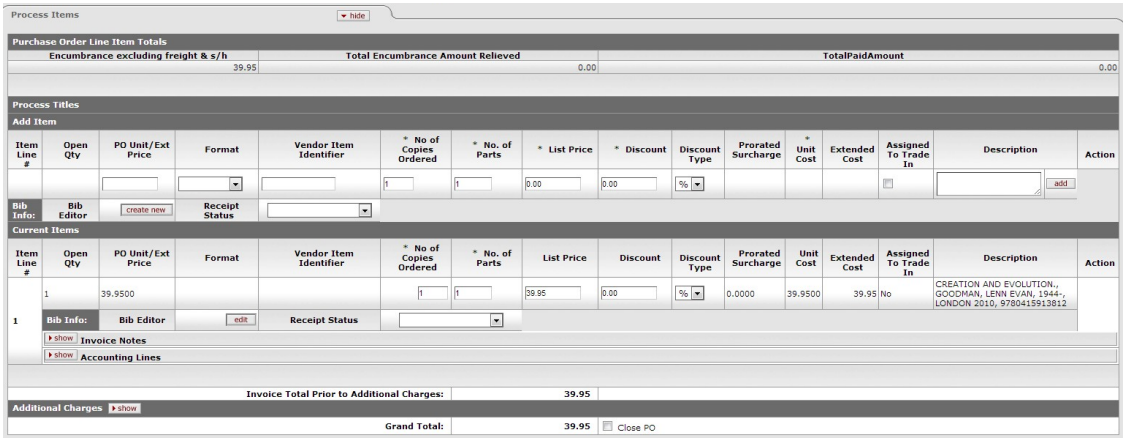
Invoice Info tab definition

Title	Description
Invoice Number	Display-only. Populated from the **Payment Request Initiation** tab.
Pay Date Ok,	Defaults to the date automatically calculated by the system. If payment terms are edited, the system repopulates this field only if it is blank. Override the automatic entry by entering a pay date or selecting it from the calendar . **Note** **Pay Date Calculations:** The pay date is calculated automatically in two different ways. The payment terms specified are applied to the payment request date to generate a pay date. The payment terms parameters are in the Payment Terms Type table. Additionally, ten days (or another institutionally defined default number of days - controlled by the parameter NUMBER_OF_DAYS_USED_TO_CALCULATE_DEFAULT_PAY_DATE under component "Payment Request") are added to the current date to generate a pay date. OLE selects the later of these two dates and uses it as the default pay date for this Payment Request document. The pay date may be entered manually, but it must not be a past date. If the date is more than 60 days from the current date, the system displays a warning message.
(Immediate Pay)	Optional. Select the Immediate Pay check box if a check is needed on the same day (overrides the pay date – subject to the rules of your accounts-payable system). This indicator allows for an approved payment request to be extracted for payment during the day.
Invoice Date	Display-only. Populated from the **Payment Request Initiation** tab.
PO End Date	Display-only. The purchase order end date, if any, is automatically populated from the PO.
Payment Attachment Indicator	Optional. Select the check box if an attachment (such as a copy of the invoice) must be returned to the Vendor with this payment.
Extract Date	Display-only. The date the Payment record is extracted to the Pre-Disbursement Processor.
Invoice Type	Optional. Select the type of invoice. Sample data values are Proforma/ prepay, Regular.
Bank Code	Required. The bank code will be displayed only if the Bank_Code_Document_Types includes 'PREQ' and Enable_Bank_Specification_Ind='Y'. The default bank is determined by the Default_Bank_By_Document_Type parameter. You may override this value by entering another bank code or selecting it from the **Bank** lookup .
Purchase Order Number	Display-only. The PO number associated with this invoice. This is the PO number used on the initiation screen.
PO Notes	Display-only. If notes have been added to the PO, this field contains the value 'Yes'.
Payment Request Cost Source	Display-only. Automatically populated from the PO if it exists.
Payment Classification	Display-only. Not currently used. In Kuali OLE the field will always be null. In a future enhancement, when wire transfer and foreign drafts are processed on Payment Request documents, this field will be populated.
Vendor Invoice Amount	Display-only. The vendor total invoice amount as entered on the **Payment Request Initiation** tab. This field is displayed only on an 'In Process' PREQ document. When the document is submitted, the system no longer carries the field and the value forward.
Foreign Vendor Invoice Amount	Display-only. The foreign vendor total invoice amount as entered on the **Payment Request Initiation** tab. This field is displayed only on an 'In Process' PREQ document. When the document is submitted, the system no longer carries the field and the value forward.
AP Processed Date	Display-only. The date the PREQ was submitted by an Accounts Payable processor.

Invoice Sub Type	Optional. Enter the subtype of invoice or select it from the **Invoice Sub Type** lookup. Sample data values are Regular, Supplemental.
Payment Method	Select the method of payment from the drop down menu.

Process Items Tab

The **Process Items**tab indicates the lines of the PO that this invoice relates to and the dollar amounts to be paid on this payment request. If a price was listed on the purchase order, that price is automatically supplied in the **Unit Cost** field. The tab also provides a means to edit accounting information associated with these lines and allows for the entry of additional invoiced items such as freight or shipping and handling. You should change the supplied price to the amount listed on your invoice, and supply the number of copies being invoiced.



The **Process Items** tab includes three sections: **Purchase Order Line Item Totals**, **Process Titles**, and **Additional Charges**.

Purchase Order Line Item Totals Section

Purchase Order Line Item Totals section definition

Title	Description
Encumbrance excluding freight & s/h	Display-only. The total dollar amount encumbered for this PO excluding freight, shipping and handling.
Total Encumbrance Amount Relieved	Display-only. The total dollar amount of the encumbrance that has thus far been relieved from this PO, excluding any additional charges processing.
Total Paid Amount	Display-only. The dollar amount total for line item payments excluding freight, shipping and handling, discount and miscellaneous payments made thus far against this purchase order. The difference in amounts between Total Encumbered Amount Relieved and Total Paid Amount is the difference between the PO unit cost and the payment request unit cost.

Process Titles Section

Items section definition

Title	Description
Item Line #	Display-only. The actual Item line number from this PO.
Open Qty	Display-only. The quantity of items that have yet to be invoiced for this line item.
PO Unit/Ext Price	Display-only. The cost per unit from the PO for this line item.

Format	Display-only. Identifies the Format for this line item.
Vendor Item Identifier	Display –only. Identifies a vendor item identifier if one has been provided by a vendor.
No of Copies Ordered	Required. Enter the number of copies of a title being invoiced. This entry reduces the open number of parts for this line item on the PO.
No. of Parts	Required. Enter the parts of items being invoiced for this line. This entry reduces the open number of parts for this line item on the PO.
List Price	Basic price of an item before any discounts are taken.
Discount	Discount provided by the vendor/customer number/organization combination. Automatically populated from the Vendor customer number table based on the selected vendor and customer number. Can be modified for a specific title. If the vendor record has a Vendor currency noted other than the default system currency (aka US dollar), then the Vendor discount will populate the Foreign Discount field.
Discount Type	Choose # (for Amount) or % (for Percentage).
Prorate Surcharge	Additional charge applied to the line item based on the proportional distribution
Unit Cost	Optional The unit price for this line item as it appears on the invoice. This field is automatically populated using the price from the PO, but it may be changed if the invoice reflects a different price.
Extended Cost	If this field is blank and if the No of Copies Ordered is populated, the system calculates the extended cost for this line item when you click the **calculate** button. **Note** If the field already contains a value, you must delete the value in order to populate a new value by clicking **calculate**. Override the amount as needed.
Assigned To Trade In	Display-only. This 'Yes/No' indicator is based on the PO.
Description	Display-only. The title of the item, retrieved from the PO.
Currency Type	Display only. Identifies the associated vendor's currency as identified on the vendor record that is identified in the Link to Vendor/Supplier
Foreign List Price	Basic foreign price of an item before any discounts are taken.
Foreign Discount	Foreign discount provided by the vendor/customer number/organization combination when the vendor record has a Currency Type different from the system default currency. Should be automatically populated from the Vendor customer number table based on the selected vendor and customer number (PUR_VNDR_CUST_NBR_T: VNDR_CUST_NBR). This data can be changed for the specific title. Must identify the type of discount (amount or %.) If the vendor record does not have a Currency Type noted other than the default system currency (aka US dollar), then the discount should populate the Discount field.
Foreign Discount Type	Choose # (for Amount) or % (for Percentage).
Foreign Discount Amt	Foreign Discount Amount is a calculated value in the foreign currency
Foreign Unit Cost	Calculated foreign cost per unit for the item or service on this line. Calculation is the Foreign List Price less Foreign Discount amount.
Exchange Rate	Currency conversion rate populates from the Currency rate column in the Currency Type maintenance table (which is populated each night into system as Batch from bank files). The rate will populate when user clicks action button "Calculate" on conversion tab. Optionally: when currency tab opens, currency rate may auto-populate. This may be updated up until the Requisition is approved. After that point, it may no longer be modified.
Bib Info	If new item is invoiced, must be entered via the **Bib Editor** and a PO Amendment
Receipt Status	Select the status from the drop down menu.
Invoice Total Prior to Additional Charges	Display-only. The calculated sum of the **Total Amount** fields of all the line items.

Modifying the Process Titles Tab

On a new, unsubmitted payment request, the Process Titles subsection of the Process Items tab will have two divisions. One line will be headed by the label “Add Item”, and the next will be headed by the label

"Current Items". The "Current Items" section may feature multiple lines, divided by item number, each with its own "Invoice Notes" and "Accounting Lines" sub tab. Both the line items and their accounting lines are automatically carried over from the purchase order preceding the current payment request.

Add New Line Items

It is possible to add additional titles or other miscellaneous line items which are listed on the invoice, even if they were not originally on the purchase order:

Users must complete the line item and linked bib in this sequential order. This will be fixed in future releases.

New line items:

a. First click

to launch the bib editor and input your data

Please enter details for new Bib record.

Staff Only: ☐

Bibliographic Record Status: **Created By :**

Leader Structured Data Elements

Length:	#####	**RecStat:**	n - New
TypeCtrl:	# - No specified type	**CharCod:**	a
BaseAdd:	#####	**EncLvl:**	# - Full level
LengLeng:	4	**LengStar:**	5

Set Leader Field Clear Selections

Leader: #####nam#a22######a#4500

Control Fields

001:

003:

005:

Show 006 Structured Data Elements

006:

Show 007 Structured Data Elements

007:

Note

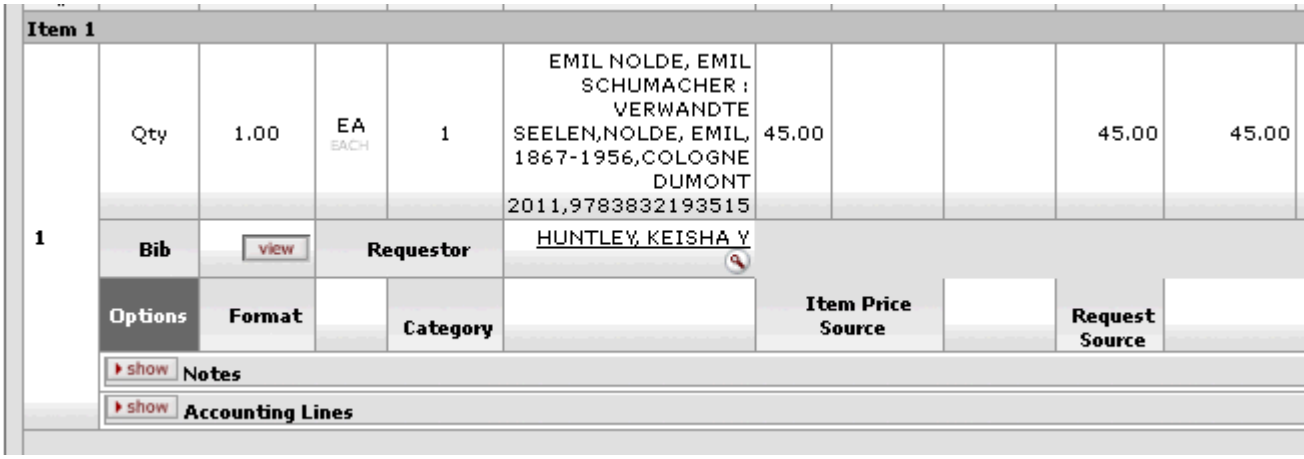
For more information about the bibliographic editor, see the OLE Guide to Describe and Manage.

b. Return to the Payment Request browser tab and add transactional data to the line (quantity, price, category etc.).

c. After both are complete, click on add to save the line. This will update and link the bib and Description.

d. Then depending on the document, finish with rest of edits, add accounting lines, **calculate**, **save** etc.

e. After the **add** button is clicked, the Bibliographic information will show up in the Process Titles section. To add accounting information to each of the items you have added, click the show button next to Accounting Lines:



Editing existing line items

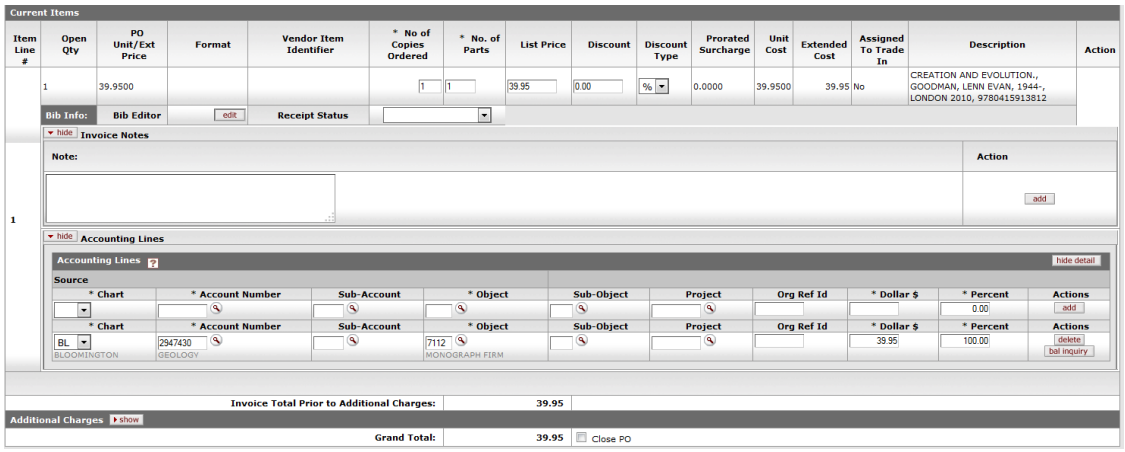
Click on the edit button to edit the linked bib of the existing line item. When completed, you will be returned to your working purchasing document.

Note

You will not yet see your revised Description from the updated bib, until you complete further actions on the overall purchasing document, such as **save**, **submit**, or **blanket approve**. If you are only saving your doc, and wish to see Description updates, you may need to **save** or **save & reload** the e-Doc AFTER making updates in the bib- in order to update its description with linked bib changes-- prior to **submit** or **blanket approve**

Invoice Notes and Accounting Lines Section

Invoice Notes and Accounting lines, for fund accounting, are hidden beneath the Items section; they can be shown by clicking the show button next to each:



Invoice Notes section definition

Title	Description
Note	Optional. Free text note to include additional information about the invoiced item.

Accounting Lines section definition

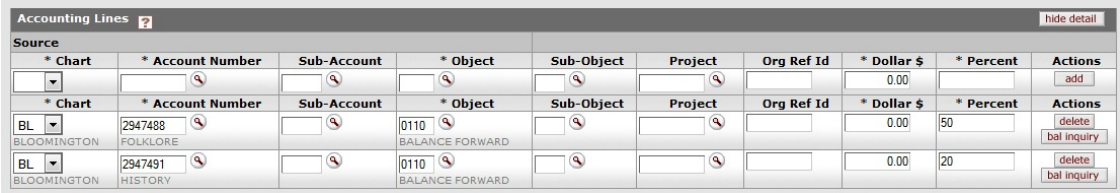
Title	Description
Chart	Required. Select the chart code from the **Chart** list.
Account Number	Required. Enter the account number or search for it from the **Account** lookup .
Sub-Account	Optional. Enter the sub-account number or search for it from the **Sub-Account** lookup .
Object	Required. Enter the object code or search for it from the **Object Code** lookup .
Sub-Object	Optional. Enter the sub-object code or search for it from the **Sub-Object** lookup .
Project	Optional. Enter the project code or search for it from the **Project** lookup .
Org Ref Id	Optional. Enter the appropriate data for the transactions.
Dollar $	Display only. Calculated total dollar amount that will be applied to the Line Account.
Percent	Indicates the Percentage that will be applied to the Line Account. System default data value 100%.
Actions	Add or delete lines as appropriate.

Accounting lines are carried over from the purchase order related to the payment request. A new accounting line will be followed by an add action button, and existing accounting lines will be followed by both a delete action button and a bal inquiry action button.

Tip

If the account chosen has sufficient funds checking and the threshold is reached, you may be blocked from using the account or you may receive a warning (depending on the chosen notification on the account) when the document is saved and the Fiscal Officer will be notified when the document is submitted.

Charges can be shared among multiple funds by percentage. A blank line for adding an additional fund appears for each title, above the line/s already added:



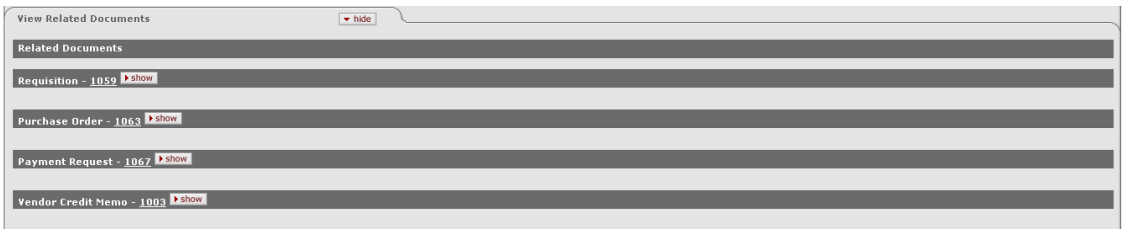
Account Summary Tab

The Account Summary tab will summarize all accounts attached to the payment request and their respective charges after calculation. Information in the account summary is divided first by account, then by line item or additional charges line. Charges prorated to multiple accounts will be represented separately. Any changes made to accounting line items will not be updated until the PREQ has been calculated and the "Refresh Account Summary" button at the top of the tab has been clicked.

Click refresh account summary to reload the page and view all the fiscal years, accounting lines and dollar amounts for this requisition.

View Related Documents Tab

The **View Related Documents** tab collects information about Purchasing/AP documents related to this document. For example, it displays identifying information and any pertinent notes for associated requisitions, the purchase order, receiving documents, other payment requests for this PO, and credit memos. Within each document type the documents are listed in order, with the most recent first.



Process Overview

Business Rules

- Partial payment/short-pay is allowed. Multiple payments against a PO or PO line item are allowed.
- Every payment request must be processed against a specific open PO document. This PO must be specified when the payment request is initiated.

  ### Note

  Many to one Purchase Order to Invoice.

- If the vendor number and invoice number match values previously processed, a warning notifies the initiator of the potential duplicate. Even so, the system allows the initiator to override the warning and continue.

- If the invoice amount and invoice date match values previously processed for this vendor, a warning notifies the initiator of the potential duplicate. Even so, the system allows the initiator to override the warning and continue.
- Insufficient funds in the assigned budget will stop a payment from processing.
- Pay Date may not be a past date. If the pay date is more than 60 days in the future, a warning is received.
- Discounts applied from payment terms do not apply to freight or shipping and handling charges.
- Additional charges items that were not specifically funded on the purchase order are allocated to accounting lines in proportion to the item amounts on the purchase order if no allocation noted, else:
  - OLE offers prorating as form of incorporating additional charges within each line item unit cost.
- The **calculate** button must be pressed prior to submitting the payment request.
- Accounts Payable can close the PO during the processing of an invoice if the invoice will complete the order.
- The following G/L entries are created when the payment request is submitted.
  - Debit entry: The expense accounts (full accounting string) on the payment request are debited in the G/L when the initiator submits the document. The G/L entry is made in summary for each accounting string. Consequently, if three line items on a payment request use the same accounting string, only one debit (not three) is created in the G/L for that accounting string.)
  - Credit entry: One offset to object code 9041 is created for each account/sub-account combination on a payment request.
- During fiscal officer approval routing of the PREQ, the fiscal officer/PREQ delegate may edit the accounts/sub-account/object codes and amounts. The existing account string is reversed. The new account string debits the expense and credits object code 9041, the liability offset.
- After being canceled, the G/L entries are reversed, any disencumbrance created from AP submission of the payment request is reversed, and the PO open quantities that were decremented from the creation of the payment request are increased. Only authorized users may cancel a Payment Request document.
- Only authorized users may modify a payment request's pay date, attachment flag, special handling instructions, immediate pay flag, and check stub notes. This action may be taken at any point following AP submit and preceding extract to PDP.
- Payment request searches are available to all users.
- A payment request that is Hold = 'yes' or is Request Cancel = 'yes' does not continue through workflow routing and cannot be paid until the hold or request cancel is removed.
- If payment requests total less than the threshold established by the institution and do not have any accounts requiring positive approval, they may be automatically approved.

  ## Tip

  Sites not wishing to use this functionality can circumvent it by setting a very low threshold (as low as $0.01 to effectively turn the feature off).

- After being extracted, a payment request cannot be put on hold.
- A payment request is extracted for payment if the following conditions are met:

- The PREQ is department-approved or auto-approved.
- The Pay Date is today or a prior date or 'immediate pay' is indicated and the payment has departmental approval.
- The payment is not Hold = 'yes'.
- If the payment request includes accounts that are excluded from auto-approval, it must be department-approved.

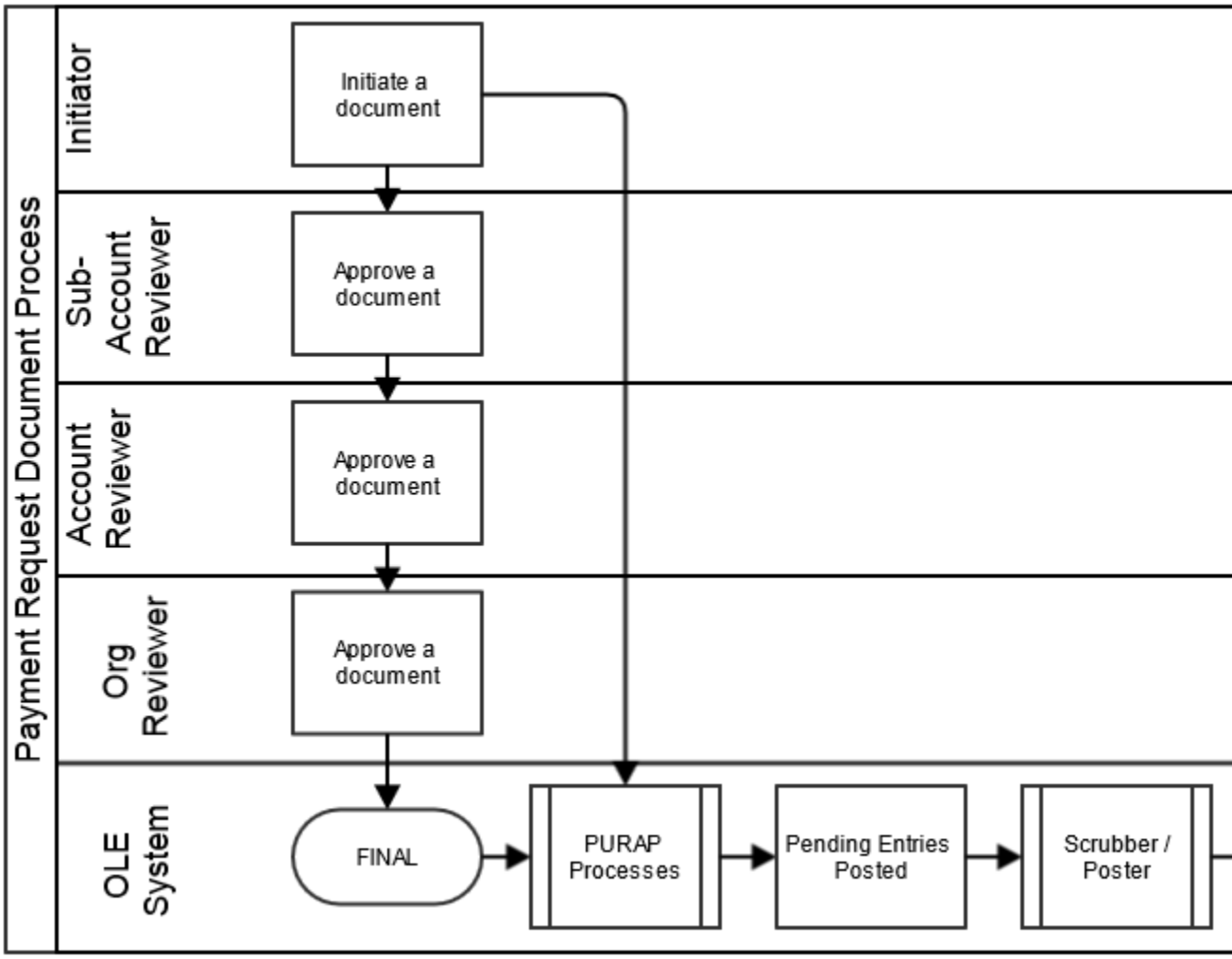
Routing

- An AP Processor selects the **submit** button to complete the processing of a payment request document. The document routes to 'Awaiting AP Review' status if Require_attachment_ind='Y'. The AP Review status may be satisfied by an image attachment or in another fashion (configurable at your institution). After AP review, the document routes for fiscal officer or fiscal officer delegate approval. At the AP Review routing level, approvers cannot change content on the document. They may only add notes/attachments and approve or cancel.
- In addition to normal account review and organization review, the Payment Request document includes the following special condition routing:
  - Sub-Account Manager: An optional role that allows users to receive workflow action requests for documents that involve a specific account number and sub-account number. The role name is Sub-Account Reviewer. Approvers at this level may only approve, request cancel, and hold the document. They cannot change content.
  - Chart Approval: An optional role that allows users to receive workflow action requests for documents of a specified type that contain accounts belonging to a specified chart and organization (including the organization hierarchy) and within a certain dollar amount or involving a specified override code. The role name is Accounting Reviewer. Approvers at this level may only approve, request cancel, and hold the document. They cannot change content.

Post Processing

- Unlike other KUALI OLE documents, G/L entries for this document are created prior to final approval. Upon document submission to Workflow, disencumbrance entries and actual charges are generated, written to the G/L pending entry table, and posted in the nightly G/L batch cycle. If fiscal officers change accounting strings or redistribute the charges within their accounts, G/L entries are generated to reverse the original actual entries and recreate them (encumbrances are not altered) and these entries are written to the GL Pending table for posting in the next batch cycle.
- Upon document submission, PO line item details (open quantity, amount paid, etc.) are adjusted to reflect materials/services that have been paid.
- Upon document submission, the 'ap-approved' timestamp will be updated.
- If the department completes all of the approvals through Workflow, the payment request status is updated to 'Dept-Approved' during post-processing. If the document is automatically approved through the batch auto-approve script, its status is updated to 'Auto-Approved'.
- Canceling a payment request that has already received some level of approval will result in reversing G/L entries (encumbrances and actuals) and reversing updates to the PO line items affected (open quantity, amount paid, etc.).
- Once a payment request has been approved, an audit-trail entry is added to the request's **Route Log**.

The Timing of G/L Update: After a Payment Request document has been created and submitted, it updates the G/L the next time a batch process runs. Note that this timing is different from that of most KUALI OLE docs, which do not update the G/L until the document receives all approvals. If accounting entries on the document change before it reaches 'Final' status, the G/L entries is updated accordingly the next time a batch process runs.



Initiating a Payment Request Document

1. Select **Payment Request** from the **Paying** submenu on the **Select/Acquire** tab.

   The system displays a blank **Payment Request Initiation** tab with a new document ID.

2. Enter the purchase order number, invoice number, invoice date, and vendor invoice amount on the **Payment Request Initiation** tab.

3. Click

.

4. Complete the **Vendor** tab.

   a) Verify that the address on invoice is the same as the one on the Vendor file.

b) Enter the Acquisition Unit's Vendor Account/ Vendor Info Customer #as needed.

c) Modify payment terms as needed.

d) Add check stub notes or special handling instructions if requested.

5. Complete the **Invoice Info** tab.

   a) Select **Immediate Pay** if applicable.

   b) Select **Payment Attachment Indicator,** if applicable.

   c) Clear the pay date if the payment terms have been modified and the system-calculated pay date is desired.

6. Complete the **Process Items** tab:

   a) In the **Process Titles** section, enter the number of copies and parts.

   b) In the **Additional Charges** section enter an extended cost amount if needed. Miscellaneous charges require a description.

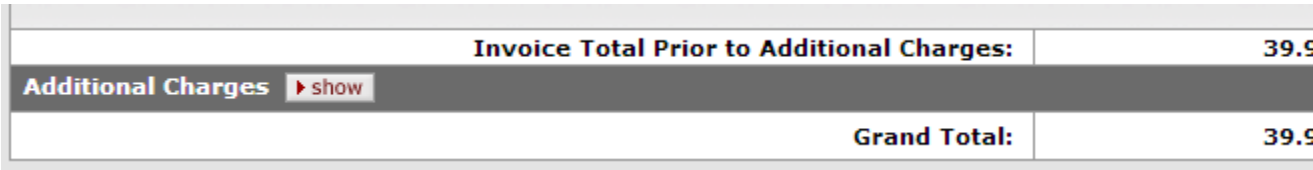
7. Complete the common tabs as necessary: **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients**, and **Route Log**.

   ### Note

   For more information about the standard tabs, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.

Close Purchase Order

An authorized user can opt to **Close PO** at the completion of the Payment Request, via a checkbox by the document total charges:



Alternatively, Purchase Orders can be closed via action buttons at the bottom of Purchase Order once payments have been completed. Accounts Payable staff has the **Close PO** flag for non-recurring purchase orders available while processing the payment request

8. Click calculate. (OLE will expect you to calculate an invoice before you **submit** or **save** it.)

9. Click submit. **Submit** or **approve** the payment request, depending on your OLE permissions and the workflow at your institution. Submitting a payment request uses the OLE internal routing mechanism to route it to the designated approving officer at your institution.

10. Appropriate Sub-Account, fiscal officers, and organization reviewers approve the document.

Approving a payment request is only available to authorized users. (In OLE 0.6, you can log in as user ole-abeal to have approval capabilities). An approved payment request will trigger the system to transmit data to another designated system, like a university's accounts-payable system. This will be in future releases.

Note

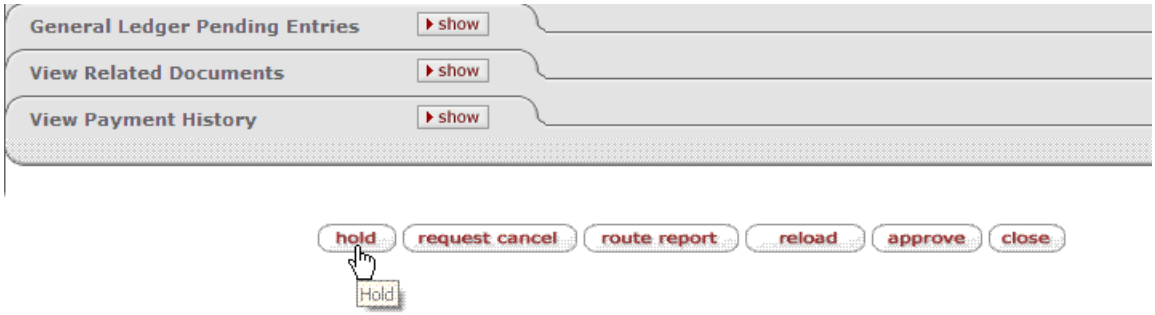
For more information about how to approve a document, see Workflow Action Buttons on the *Guide to OLE Basic Functionality and Key Concepts*.

Putting a Payment Request on Hold

An AP user or an approver who receives a payment request for approval may choose to put the payment request on hold or remove a hold from the payment request.

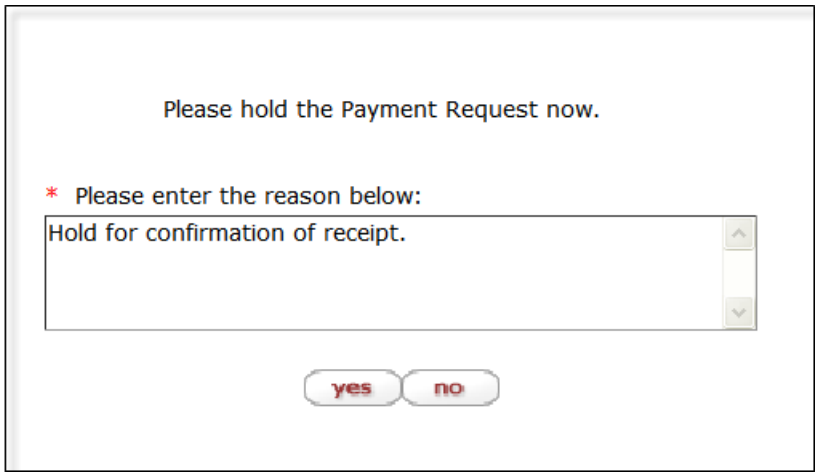
To place a payment request on hold, you must attach a note to the document explaining the reason it has been put on hold. The payment request is then marked as **Hold** = 'Yes'. '**Hold**' is an indicator; the document's status does not change.

The hold flag prevents a payment request from being extracted and paid. A payment request may be put on hold any time between submit and the time it is extracted to the Pre-Disbursement Processor. When a document is taken off hold, it retains the status it had when the hold flag was turned on.



11. Click the hold button.

12. In the field displayed, enter a reason for putting the payment on hold.



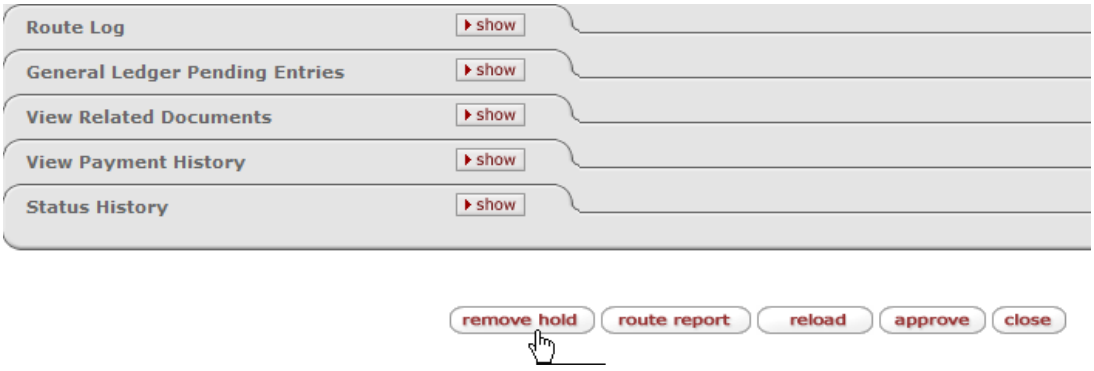
13. Click yes to put the payment request on hold.

The payment request is marked Hold='yes' and a large header appears at the document indicating who placed the order on hold.

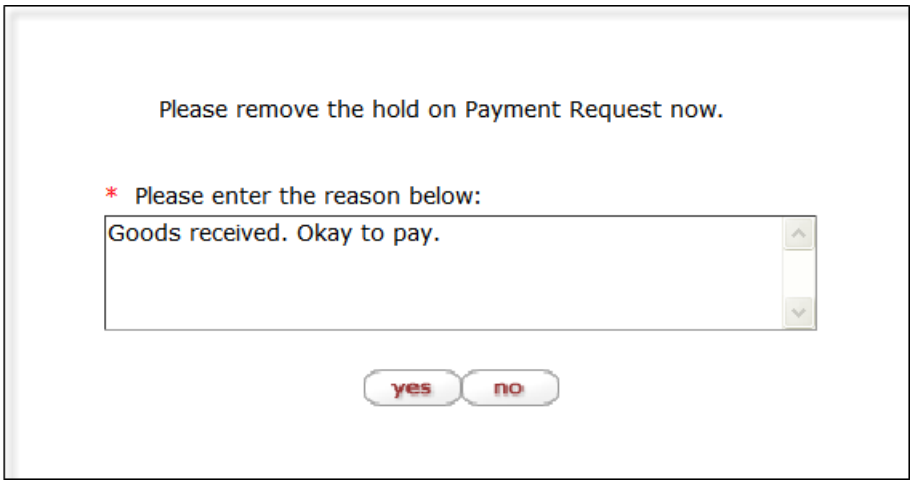
Removing a Hold from the Payment Request

Either the person who placed a payment request on hold or an AP supervisor may take a payment request off hold. This user must provide a reason for taking the payment request off hold.

14. Open the document and click the remove hold button.



15. In the window displayed, provide a reason for taking the payment request off hold.



16. Click yes to take the payment request off hold.

Cancellation of Payment Request

The Account Payable Processor who receives a payment request may choose to request cancellation of the payment request or may remove the request cancellation of the payment request.

Requesting To Cancel a Payment Request

An approver who receives the payment request may choose to request that it be canceled. After a request cancel has been made, the payment request cannot be routed or paid until the cancel request is removed.

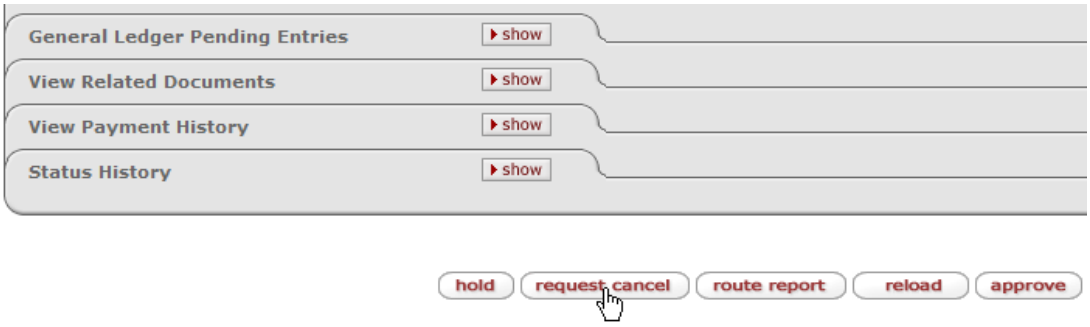
A request cancel may be made any time after the payment request has begun routing for approval and before it has received fiscal officer approval. After a request cancel has been made, the actual cancellation is performed by Accounts Payable.

Tip

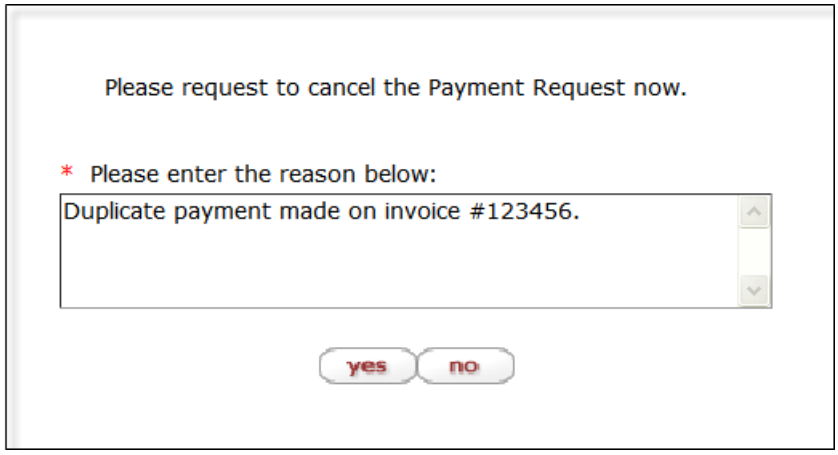
After a payment request has received fiscal officer approval, it may still be canceled by Accounts Payable until it is extracted to the Pre-Disbursement Processor.

To request cancellation:

17. Open the document and click the request cancel button.

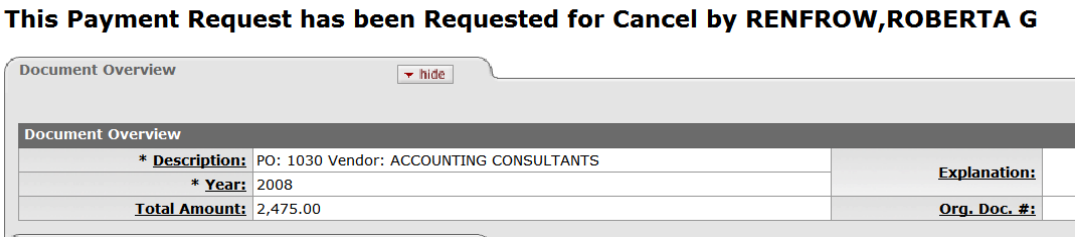


18.In the window displayed, provide a reason for canceling the request.



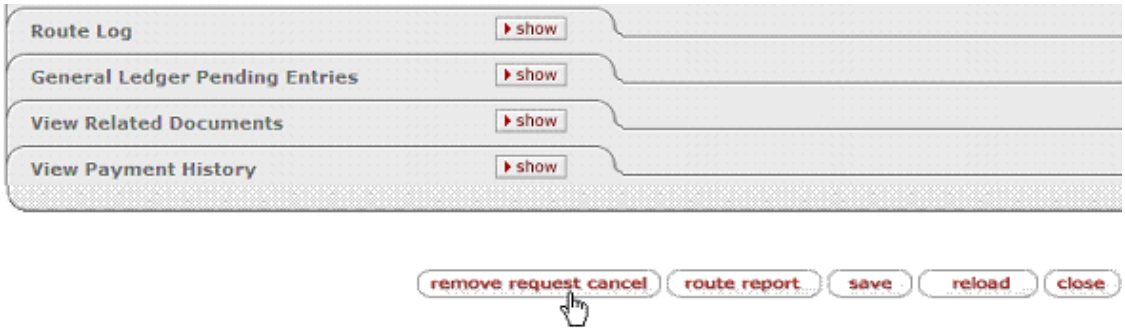
19.Click yes to cancel the payment request.

The document provides an informational message stating who has requested cancel of the document.

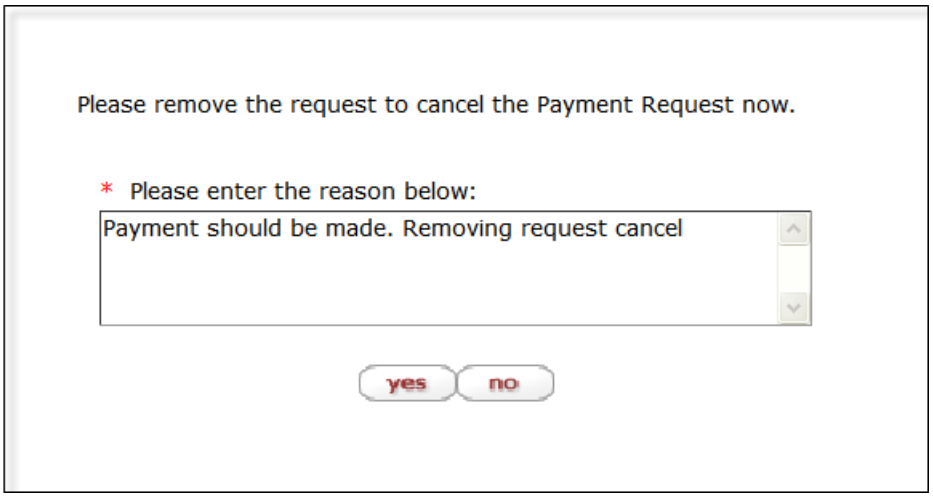


Removing a Request to Cancel

Only the AP supervisor or the approver who originally requested cancellation may remove the cancellation request.



20.Click remove request cancel



21. Enter the reason for removing the request cancellation request.

    When the request cancel is removed, the document retains the status it had before the **request cancel** flag was set.

Automated Approval

Your institution may use an automated approval function for payment request documents. For payment requests that qualify for auto-approval, the system automatically enters 'Processed' status on the pay date. Any user who normally would have received the document for approval instead receives an acknowledgment copy of the document in his or her **action list**.

Tip

Specific accounts may be excluded from auto-approval by adding them to the Auto Approve Exclude administration table. If one account on a PREQ document is excluded from auto-approval, the entire document is excluded.

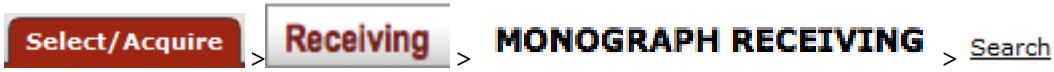
A payment request is eligible for auto-approval if:

- The total invoice amount is less than the auto-approve threshold designated by your institution.
- All accounts on the Payment Request document allow for auto-approval.
- The payment is not on hold.
- The payment is not on request cancel.

Chapter 5. Receiving Materials: Standard Transactional E-docs

On the Select/Acquire tab, the Receiving submenu provides access to receiving e-documents.

Monograph Receiving Search



OLE offers a customized document search related to receiving. The search screen contains the standard search fields along with special fields that are unique to this type of e-doc.

Lookup Help

Specifying search criteria:

- Most fields will be uppercased for search.
- Dates should be specified as MM/dd/yyyy.
- Some fields have magnifying glass button for a sub lookup on that field.
- Wildcards allowed on strings are * and % match any number of characters, while using a ? will match any one character
- Logical operators allowed include && (And) as well as | (Or) to join multiple search criteria
- Range operators allowed on numerics and dates are >,<,>=,<=, or ..

  All operators except .. should be before date value. Operator .. should separate date values.

Result Table:

- Each result field has link on header for sorting. Click once to sort ascending,

  and click again to sort descending.

- Some row fields have links to inquiry. The inquiry will be presented in a new window.

- Click the return value link to select a row and return the key value to the previous page.

  Select 'return with no value' or click the cancel button if you wish to return without returning a value.

Maintenance Links:

- The 'create new' link on the upper left corner of the lookup screen will

  go to a maintenance document for creating a new record for this lookup type.

- For each result row the action column displays edit and copy links. The 'edit' link

  will go to a maintenance document for editing the current record. The 'copy' link

  will go to a new maintenance document but copy over attributes over the current record.

Export Functionality:

- At the end of each result set, there are links for exporting the data to a different format.

- Click 'csv' to export the data as a comma delimited file, 'spreadsheet' to export the data as a spreadsheet,

  or 'xml' to export the data as xml.

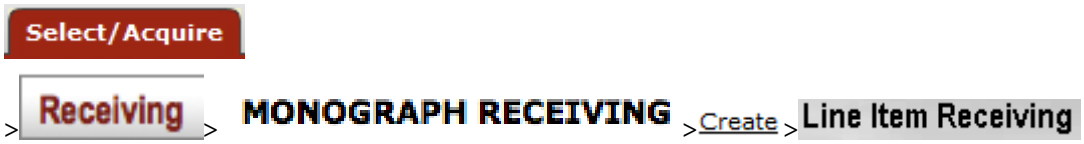
Note

For information about performing a search for requisitions, see Performing Searches on Financial Docs on the *Guide to OLE Basic Functionality and Key Concepts*.

Note

For information about Document lookup fields that are specific to receiving, see “Document Layout” under Receiving (Line Item Receiving).

Monograph Receiving (Line Item Receiving)



The Line Item Receiving (RCV) document is used to acknowledge the receipt of goods or services on purchase order line items for which a quantity is given. Line item receiving is used to record the quantities of items received, damaged, returned or unordered on a purchase order.

When the purchase order routing is completed and the PO becomes fully approved, if the **Receiving Required** flag is not 'Yes,' the attributes of the purchase order are compared to the Receiving Thresholds table. If one of the attributes on the purchase order matches the Thresholds table, then the **Receiving**

Required flag is set to 'Yes'. Amendments are also evaluated to determine whether the flag should be set if payment requests have not yet been processed against the purchase order.

When receiving is required, the Receiving document is processed against a purchase order to satisfy confirmation of satisfactory receipt of the goods.

Note

When receiving is satisfied, the payment request is eligible for auto approval for payment without regard to dollar amount limits. For this reason, it is important that the fiscal officer (or delegate) understand that the receiving document does not replace the fiscal officer (or delegate's) responsibility to confirm that accounts are properly charged and the proper amount is paid. The receiving document satisfies the receipt of goods only. The fiscal officer or delegate is responsible for ensuring that the amounts to be paid are correct and the correct accounts are charged.

Note

When receiving required is 'Yes', the payment request document does not route for fiscal officer approval until sufficient quantity has been documented as received.

Note

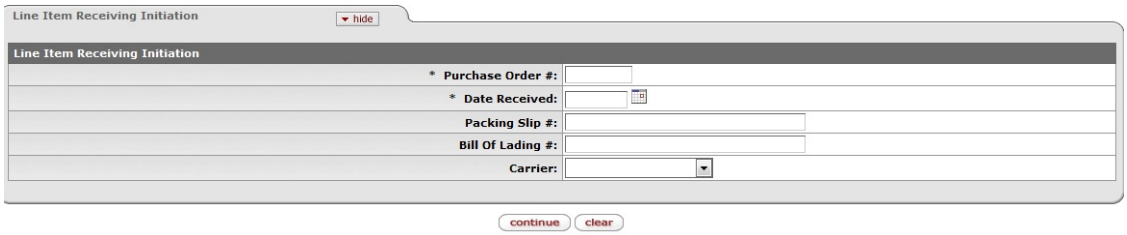
The auto approval process is designed to push payments through so that vendors are paid on time. The fiscal officer is permitted to approve all payments, not just those that require positive approval.

Document Layout

Line Item Receiving documents may be created in several ways—by selecting the Search or Create link on the **Select/Acquire** menu or by viewing the purchase order and then clicking the **receiving** button. OLE also contains a Receiving Queue for quick, straightforward receiving.

Line Item Receiving Initiation Tab

When you first access the Line Item Receiving document, the system displays the **Line Item Receiving Initiation** tab. The fields on the initiation screen are used to detect duplicate entries. Initiating the Line Item Receiving document in this manner allows the system to provide feedback to you regarding potential duplicate entries.



Here you enter information to create a new Line Item Receiving document.

Line Item Receiving Initiation tab definition

Title	Description

Purchase Order #	Required. Enter the PO number associated with the goods for which line item receiving is being processed.
Date Received	Required. Enter the date of the vendor's receiving document.
Packing Slip #	Enter the packing slip number if included on the receiving document.
Bill of Lading #	Enter the bill of lading number if included on the receiving document.
Carrier	Select from the list to specify the freight carrier used by the Purchasing Department.

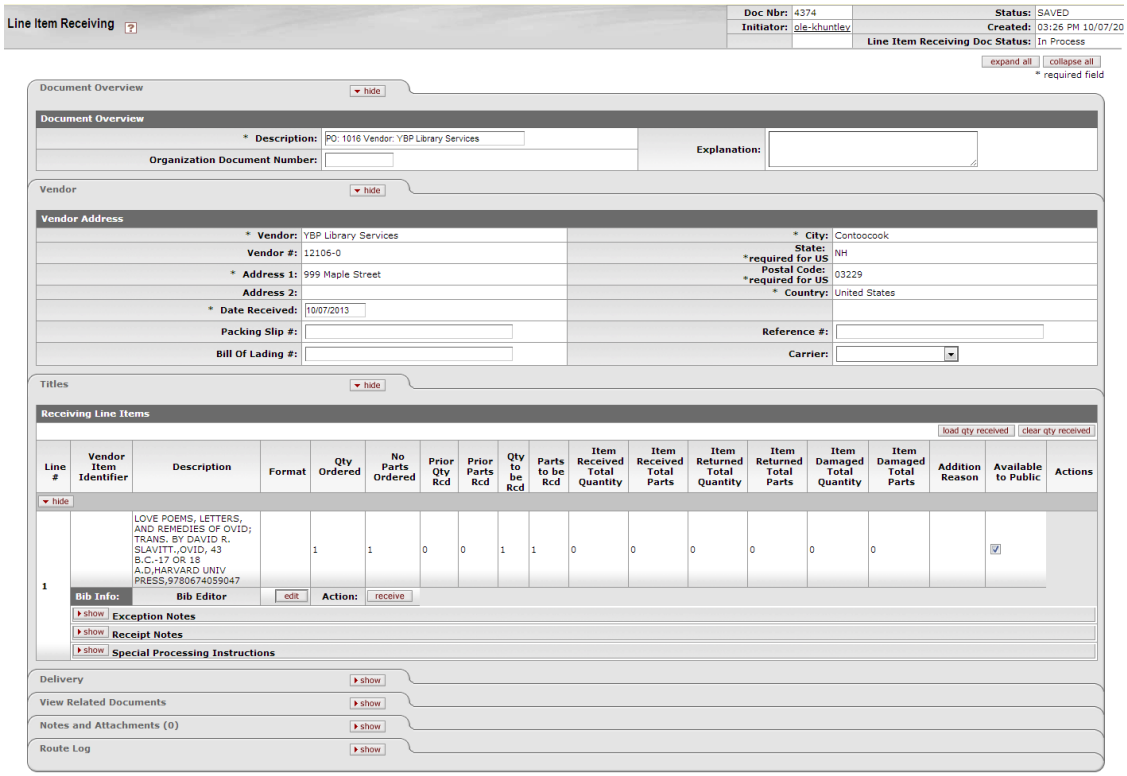
Click the continue button to display tabs of the main Line Item Receiving document.

Line Item Receiving Document

This main screen for the Line Item Receiving document includes unique **Vendor**, **Titles**, and **Delivery** tabs in addition to the standard tabs that display at the bottom of a financial transaction document.

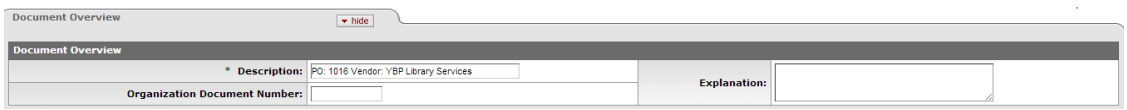
Note

For more information about the standard tabs, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.



Document Overview Tab

The **Document Overview** tab is standard except that the **Description** field defaults to the purchase order number and vendor's name.

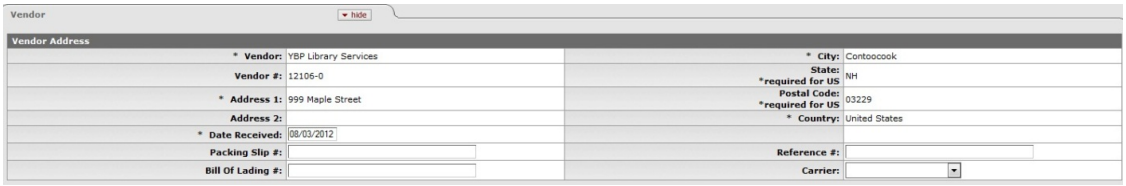


Document Overview tab definition

Title	Description
Description	Defaults to the purchase order number and vendor's name
Org. Doc. #	The organization document number. If the organization does not use an internal referencing system, this field is left blank.
Explanation	Allows you to include additional information about the document that does not fit into the **Description** field (which is limited to 40 characters).

Vendor Tab

The **Vendor** tab contains vendor details related to the items being received.



Vendor tab definition

Title	Description
Vendor	Display-only. The vendor name from the Purchase Order document.
Vendor #	Display-only. The OLE-generated identifying number assigned to this vendor.
Address 1	Display-only. The first line of the address for the selected vendor.
Address 2	Display-only. The second line of the address for the selected vendor.
Date Received	Required. Defaults from the initiation tab but can be changed.
Packing Slip #	Defaults from the **Line Item Receiving Initiation** tab but can be edited.
Bill of Lading #	Defaults from the **Line Item Receiving Initiation** tab but can be edited.
City	Display-only. The city associated with this vendor. This entry is required under certain circumstances (such as, for a U.S. address).
State	Display-only. The state associated with this vendor.
Postal Code	Display-only. The postal code for this vendor address. Postal codes are required under certain circumstances (such as, for a U.S. address).
Country	Display-only. The country associated with this vendor.
Reference #	Allows you to add additional information that will assist with document searching.
Carrier	Defaults from the **Line Item Receiving Initiation** tab but can be edited.

Title Tab

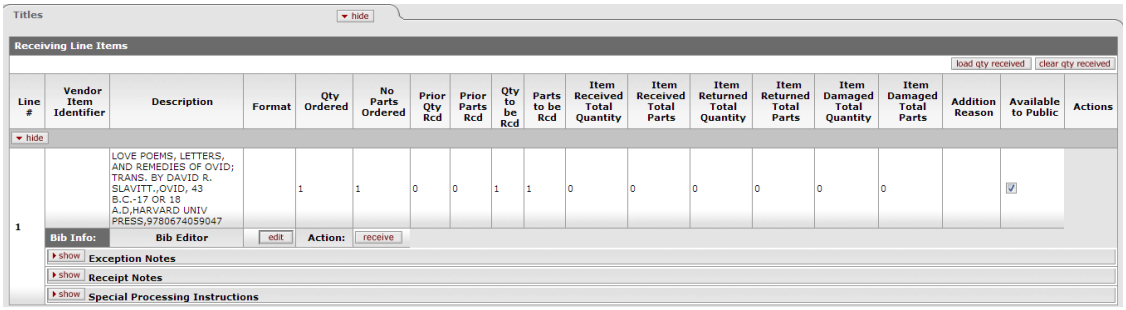
The **Titles**tab displays the lines of the PO that this receiving document relates to. On this tab the quantity received for each line item number is recorded. If known at this time, quantity returned and quantity damaged are also recorded; otherwise, this information can be added later by using the Receiving Correction document. Click

to receive the title, click **edit** to access the Bibliographic Editor and modify the record.

Note

To receive additional titles on a PO, users must create a purchase order amendment (POA). A POA is created when a change or addition is made to an existing PO. If the existing PO is open

then the PO can be amended, if the PO is closed then the PO has to be opened and then amend the PO. PO amendments allows for changes in number of copies, adding a copy for a different location or fund or for adding a new title to the existing PO. To learn more about creating a POA, see Purchase Order Amend



Receiving Titles section

Titles tab definition

Title	Description
Line #	Display-only. The line number on the receiving document. The line number corresponds to the line number on the purchase order.
Vendor Item Identifier	Display-only (optional for new line items) Identifies a vendor item identifier if one has been provided by a vendor.
Description	Concatenated data values from the related bibliographic description.
Format	Display-only (optional for new line items). Identifies the Format for this line item.
Qty Ordered	Display-only. Indicates the original quantity ordered from the purchase order.
No. of Parts Ordered	Display-only. Indicates the original number of individual pieces ordered from the purchase order.
Prior Qty Received	Display-only. Indicates the sum of total quantity received minus total quantity returned from all previously submitted Line Item Receiving documents.
Prior Parts Rcd	Display-only. Indicates the sum of total of parts received minus total parts returned from all previously submitted Line Item Receiving documents.
Qty to be Received	Display-only. The **Quantity Ordered** minus the **Prior Quantity Received**.
Parts to be Rcd	Display-only. The **No. Parts Ordered** minus the **Prior Parts Received**.
Item Received Total Quantity	The quantity of this item received in this shipment. **Note** If you receive additional copies of an item, you will need to fill in the **Copies** section.
Item Received Total Parts	The parts of this item received in this shipment.
Item Returned Total Quantity	The quantity to be returned to the vendor.
Item Returned Total Parts	The parts to be returned to the vendor.
Item Damaged Total Quantity	The quantity received that was damaged.
Item Damaged Total Parts	The part(s) received that was (were) damaged.
Addition Reason	Required. When adding items, indicates the reason this line item is being added (i.e., 'substitution' or 'not on order').
Available to the Public	Optional. Indicates whether or not a bibliographic description shall be exposed to users prior to purchase/receipt. Default is checked for yes.
Bib Info	To modify the bibliographic record, click **edit**. Click **receive** to receive the item.

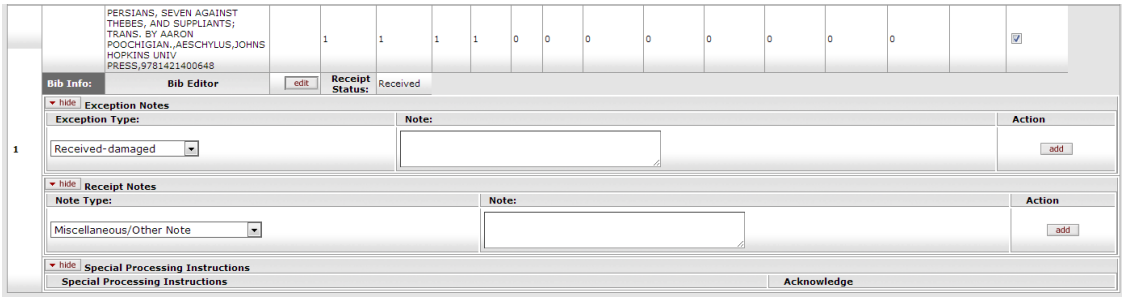
Note

Users must access the open Purchase Order and amend it to add additional items.

Notes and Instructions

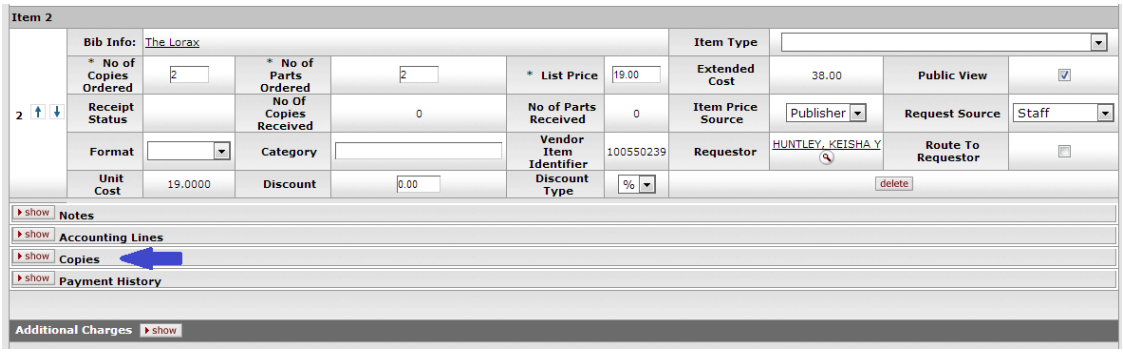
OLE provides three forms of receiving line item notes that are specific to receiving activities:

- **Exception Notes**: to note damaged, unusual, or other exceptions for the line item. Future workflow rules will be tied into exception notes.
- **Receipt Notes**: general notes for recording receipt statements on the item in hand
- **Special processing instructions**: users cannot input these instructions during receiving, but are required to check-off, or acknowledge any special instructions transferred from the Purchase Order for this line item- this must be completed prior to submitting the document.

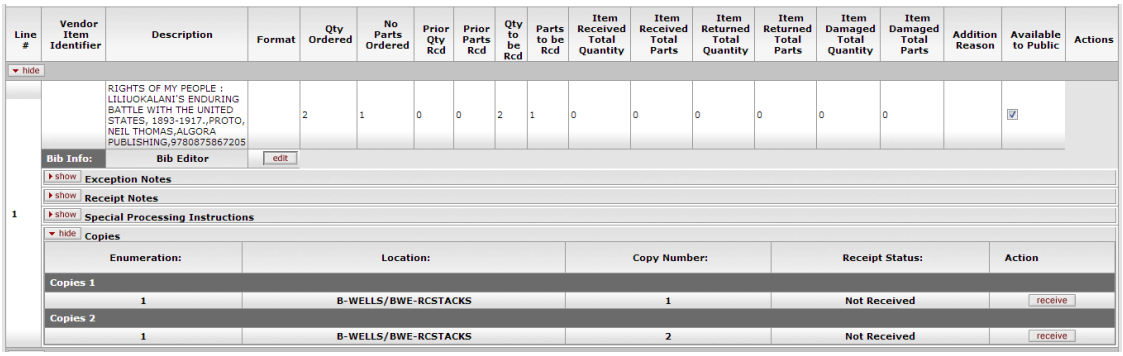


Multiple Copies

If there are multiple copies ordered, you will need to receive each one individually from the **Copies** section. In the **Copies** section, click the show button.



The expanded section appears:



Line #	Vendor Item Identifier	Description	Format	Qty Ordered	No Parts Ordered	Prior Qty Rcd	Prior Parts Rcd	Qty to be Rcd	Parts to be Rcd	Item Received Total Quantity	Item Received Total Parts	Item Returned Total Quantity	Item Returned Total Parts	Item Damaged Total Quantity	Item Damaged Total Parts	Addition Reason	Available to Public	Actions
1		RIGHTS OF MY PEOPLE : LILIUOKALANI'S ENDURING BATTLE WITH THE UNITED STATES, 1893-1917.,PROTO, NEIL THOMAS,ALGORA PUBLISHING,9780875867205		2	1	0	0	2	1	0	0	0	0	0	0		☑	

Bib Info: Bib Editor [edit]

show Exception Notes

show Receipt Notes

show Special Processing Instructions

hide Copies

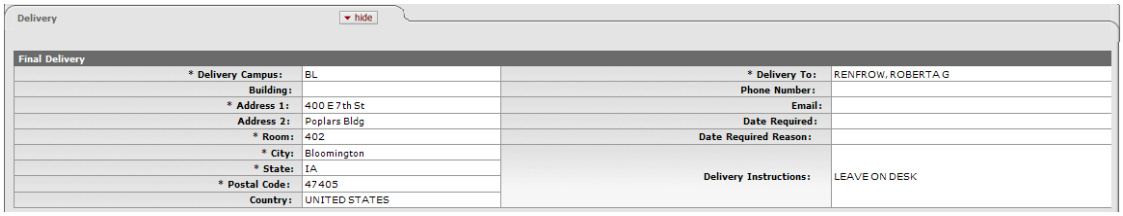
Enumeration:	Location:	Copy Number:	Receipt Status:	Action
Copies 1				
1	B-WELLS/BWE-RCSTACKS	1	Not Received	receive
Copies 2				
1	B-WELLS/BWE-RCSTACKS	2	Not Received	receive

Copies section definition

Title	Description
Enumeration	Descriptive information for the numbering scheme of the item.
Location	The home location of the title being requested.
Copy Number	Identifies the number of copies a library location has of the same item.
Receipt Status	Display only. Identifies the receiving status of the item.
Action	Click receive to receive the item and update the receipt status.

Delivery Tab

The **Delivery** tab contains information about where goods ordered on this order should be delivered. It also displays delivery contact information and any special delivery instructions. All fields in this tab come from the purchase order's **Delivery** tab.



Delivery hide

Final Delivery

* Delivery Campus:	BL	* Delivery To:	RENFROW, ROBERTA G
Building:		Phone Number:	
* Address 1:	400 E 7th St	Email:	
Address 2:	Poplars Bldg	Date Required:	
* Room:	402	Date Required Reason:	
* City:	Bloomington	Delivery Instructions:	LEAVE ON DESK
* State:	IA		
* Postal Code:	47405		
Country:	UNITED STATES		

Delivery tab definition

Title	Description
Delivery Campus	The campus code where the goods were delivered.
Building	The building where the goods were delivered.
Address 1	Address line 1 where the goods were delivered.
Address 2	Address line 2 where the goods were delivered.
Room	The room number where the goods were delivered.
City	The city where the goods were delivered.
State	The state where the goods were delivered.
Postal Code	The postal code where the goods were delivered.
Country	The country where the goods were delivered.
Delivery To	The person to whom the delivery was made.
Phone Number	The phone number of the delivery-to person. (Formatted: xxx-xxx-xxxx)

Email	The email address of the delivery-to person.
Date Required	The date the delivery was required.
Date Required Reason	If a date required was entered the date required reason is displayed here.
Delivery Instructions	Displays any special delivery instructions for the items.

Process Overview

To receive the item in hand:

1. Open the **Line Item Receiving** edoc.
2. In the **Titles** tab, click receive under the **Action** column.
3. Once you have received all the items you want from this Purchase Order, click the blanket approve button at the bottom of the screen. This changes the status of the Receiving e-Doc to “Complete”, and prevents any further receiving on it.

Tip

Tip: The **blanket approve** option will only appear if you are logged in as a member of the OLE_RCV or OLE-Receive-Mgr groups. Otherwise (if you are a member of OLE-Invoicing), you must click on the submit button, review the route log by opening the **Route Log** tab and click show next to **Future Action Requests**.

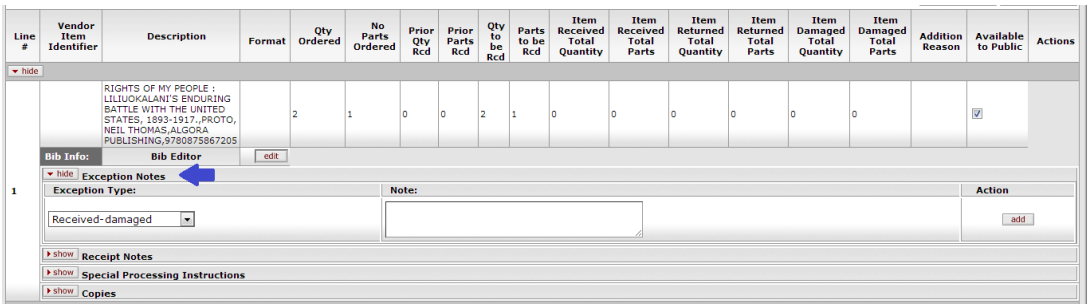
To receive a partial shipment, only receive the items that are in hand.

To return items, enter quantities in the **Item Returned** fields or **Item Damaged** fields and add an exception note. The Purchase Order will reflect the return.

Receiving Damaged Items or Exceptions

To receive damaged items or exceptions, on the **Titles** tab of the **Receiving** e-document:

1. Open the **exception notes** subtab.



2. Select the **Exception Type** from the drop down list.

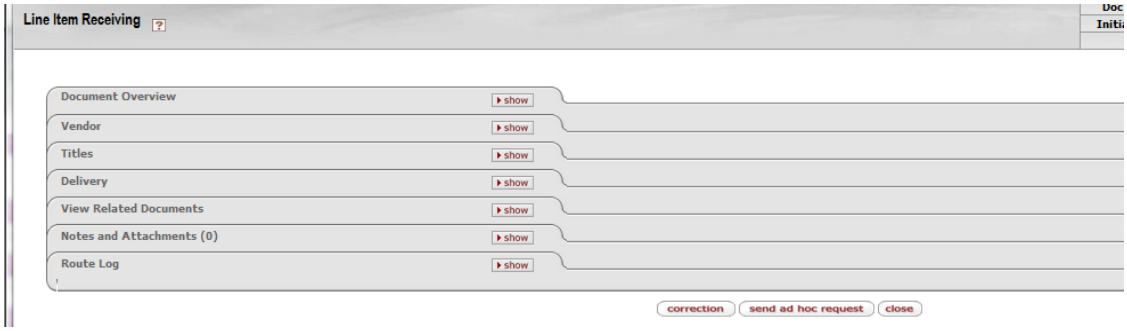
3. Add an exception note as needed.

4. Click add.

Receiving Correction

Receiving corrections are a version of receiving for use after receiving has been completed and approved. While authorized users may continue to initiate multiple receiving documents on a single Purchase Order (subject to quantities ordered), corrections to a single document are accomplished via Receiving Correction.

Search for and open the correct receiving document. At the bottom of the screen click **correction**.



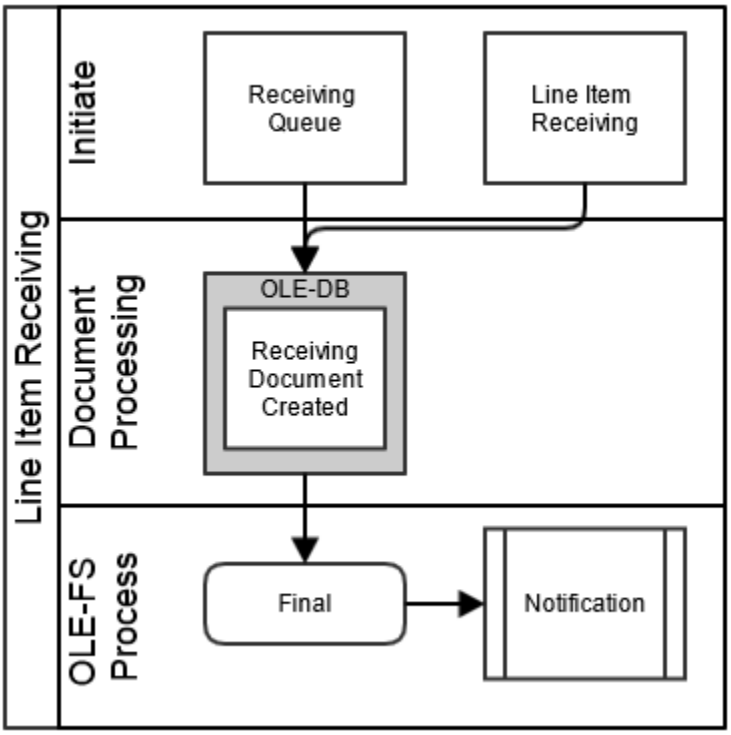
A pop-up window will appear allowing users to enter a note. This note is required to correct the receiving document. Click **yes** to proceed to the Receiving screen and make modifications or unreceive items.

Business Rules

- When the Receiving document is submitted, the **No Of Copies Received** and **No Of Parts Received** fields are updated on the purchase order with the **Receipt Status**reflecting the item's Receiving status.
- Notes in the **Notes and Attachments** tab are used to record any additional detail about damaged goods.
- After the document has been submitted, a correction document needs to be processed to reduce or increase the quantity received, returned, and/or damaged if the original entered amounts are determined to be in error.

Routing

If other receiving or payment actions are in progress against this Purchase Order and receiving document (i.e., and not yet approved), you may be prohibited from processing additional receiving until completed.



Claim Notices

Select/Acquire > Receiving > MONOGRAPH RECEIVING >

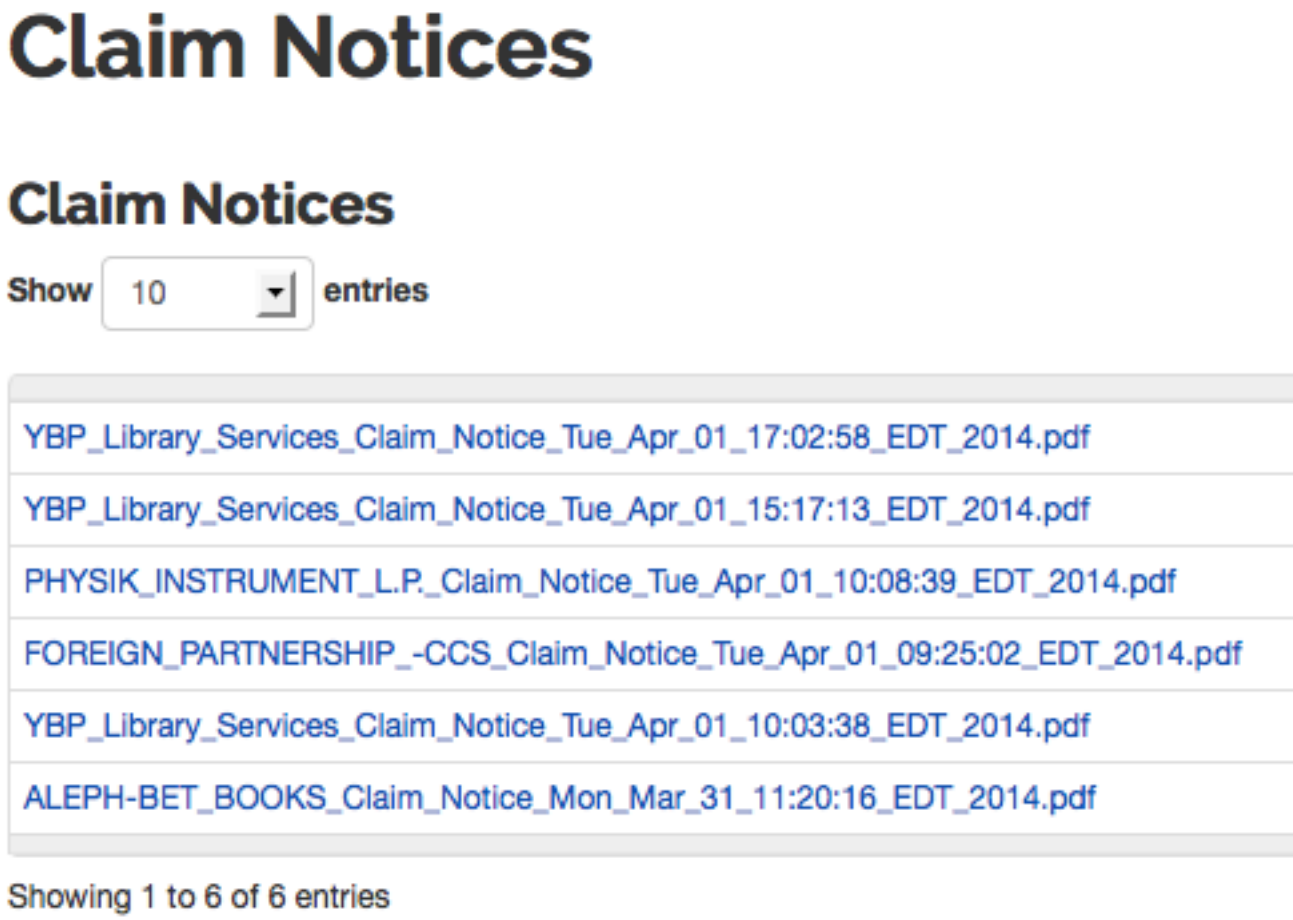
Claim Notices > Claim Notices

Claim Notices allows users to download pdf versions of the claims. The item as it appears in Claim Notice will include any notes to the vendor made at the time the claim was generated. All Claims generated will appear in the PO under the Claim History tab for that item.

Claim Notices are stored on a disk or in the cloud. This location is locally configurable by the parameter PDF_LOCATION (Select Component).

Note

For information about Claiming, see Receiving and Claiming Queue



Claim Response Information (Update)

The Claim Response Update allows the user to enter information received from a vendor about an item that has been previously claimed. This information will then be saved in the Claim History tab for that item within the Purchase Order.

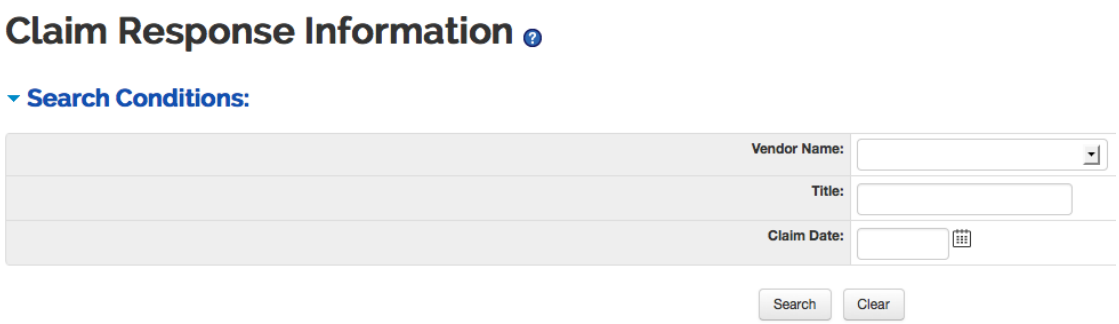
Note

For information about Claiming, see Receiving and Claiming Queue

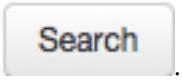
Process Overview

On the **Select/Acquire** tab, click on the **Receiving and Claiming Queue** link listed under the **Receiving** submenu.

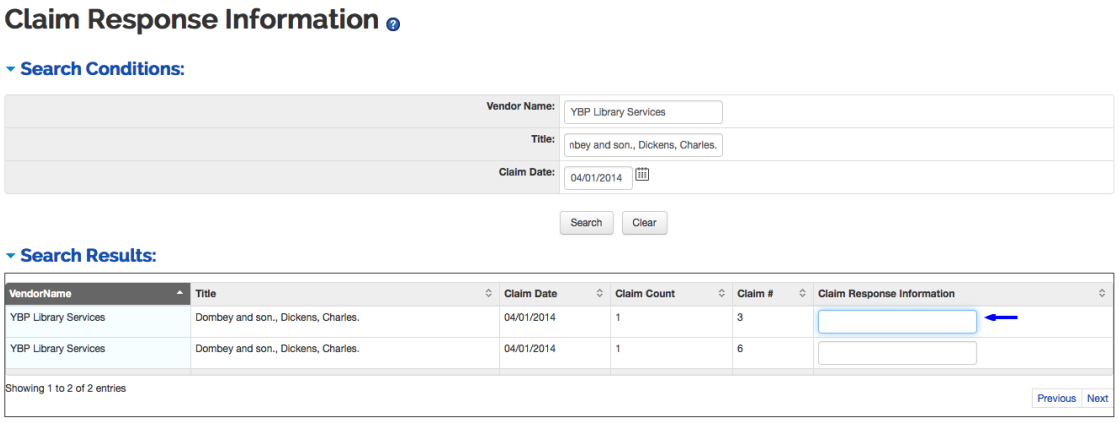
It will bring you to this screen:



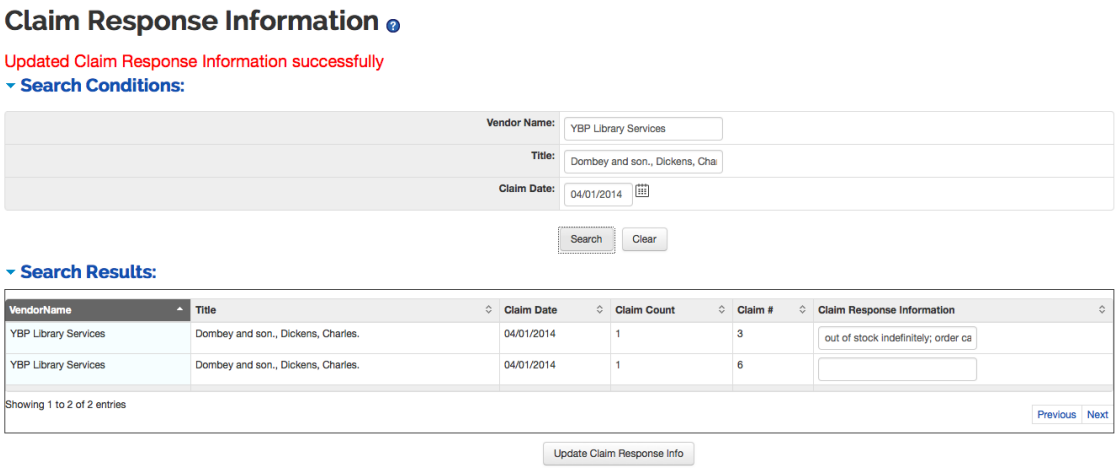
The Claim Response Information screen allows users to search for an existing claim by the Vendor Name, Title, and Claim Date. To search, you may select a vendor from the dropdown list, fill in a partial title, and/or select the Claim Date from the calendar .

Enter the information needed and click  .

Once the search results display, enter the information into the Claim Response Information box to the right of the title.



Once all information from the vendor is entered, Click . A message noting “Updated Claim Response Information successfully” will appear at the top of the screen:



Receiving and Claiming Queue

Select/Acquire > Receiving > MONOGRAPH RECEIVING > Receiving and Claiming Queue >

Receiving and Claiming Queue Search

The Receiving and Claiming Queue is intended to be a quicker way to do straightforward receiving, and offers the option to receive and pay, receive or pay without receiving, and claim.

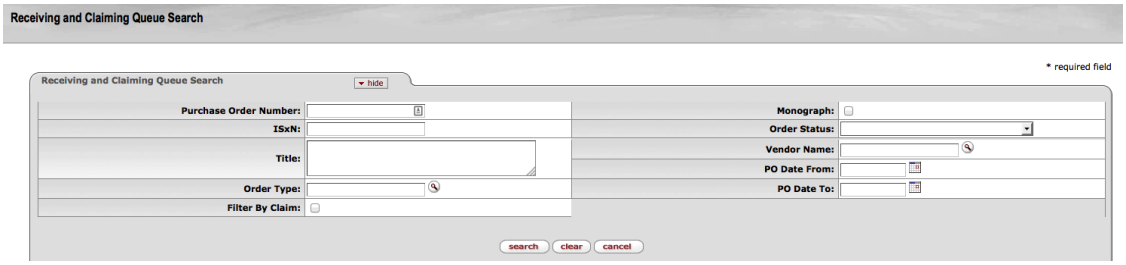
Purchase orders with special processing instructions are filtered out of Receiving Queue searches, and must be received via the standard Line Item Receiving document. Additionally, items that have been damaged, returned, or are only part of an order must also be received through the Line Item Receiving document.

Note

For information about Line Item Receiving, see Receiving (Line Item Receiving).

On the **Select/Acquire** tab, click on the **Receiving and Claiming Queue** link listed under the **Receiving** submenu.

It will bring you to this screen:



The Receiving and Claiming Queue allows users to search by PO, ISXN, Title, Order type, Monograph, Vendor Name, and PO dates. The user can also filter results to find only those orders eligible for claiming by clicking the check box to the right of Filter by Claim.

This search filters for all Purchase Orders with Open statuses that have no Special Processing Instruction Notes that may have been entered on the original Requisition. (Special Processing Instruction Notes require acknowledgment during receiving. Titles with special processing instruction notes therefore cannot be received via the Receiving Queue.)

Note

To learn more about searching, see Searching OLE on the *Guide to OLE Basic Functionality and Key Concepts* on the *Guide to OLE Basic Functionality and Key Concepts*.

Click search.

The PO search results are retrieved and the user can choose to **Receive**, **Create Receiving**, **Pay**, or **Receive and Pay**, or **Claim**.

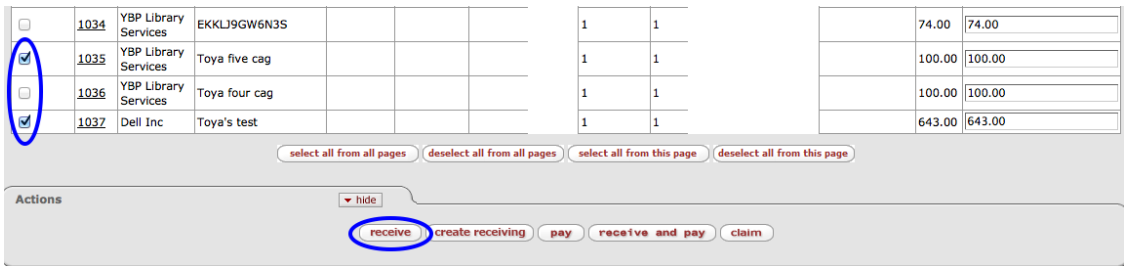
Note

To receive additional titles on a PO, users must create a purchase order amendment (POA). A POA is created when a change or addition is made to an existing PO. If the existing PO is open then the PO can be amended, if the PO is closed then the PO has to be opened and then amend the PO. PO amendments allows for changes in number of copies, adding a copy for a different location or fund or for adding a new title to the existing PO. To learn more about creating a POA, see Purchase Order Amend

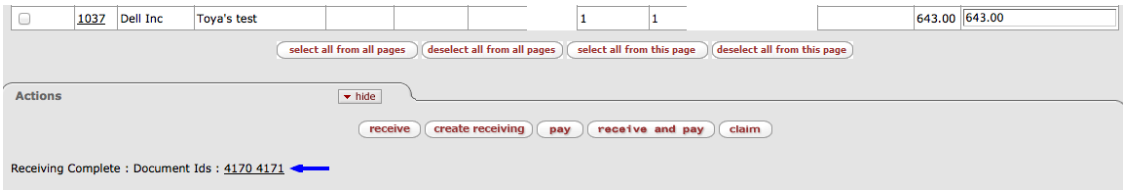
Receive

This choice will allow the PO to be received without creating a payment or a general ledger entry. The PO document will move to complete and a Line Item Receiving document id will be available from the **View Related Documents** tab.

Click the **check box** to the left of the title(s) you want to receive, and then click the **receive** button at the bottom of the page:



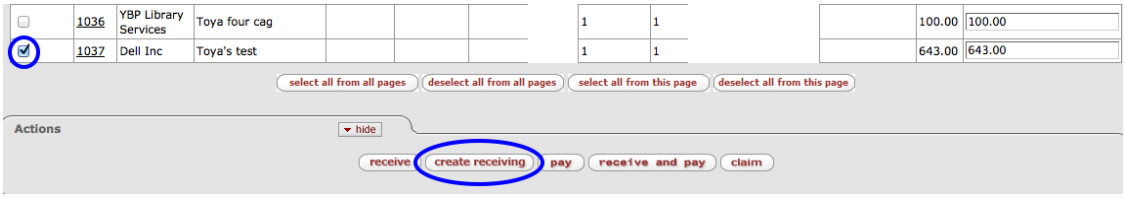
If this action completes the receiving expected for a given Purchase Order, the system replies in the **Actions** tab:



Create Receiving

This choice will allow for changes to be made to the receiving information on the line item. This will also allow you to partially receive, receive exceptions and damaged items. Once changes are made and item received then the PO moves to the status of received.

Click the **check box** to the left of the title you want to create a receiving document for, and then click the **create receiving** button at the bottom of the page:



This will bring up the Line item Receiving e-document.

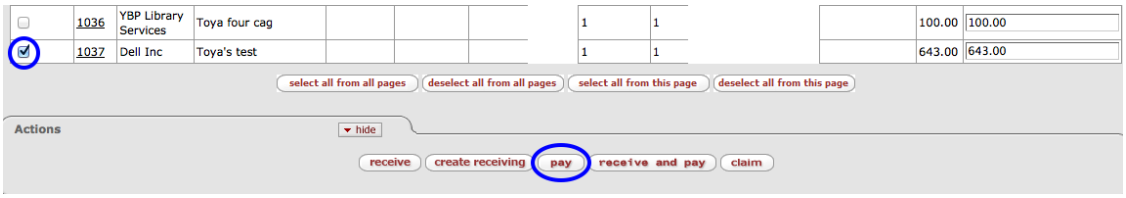
Note

For information about Line Item Receiving see Receiving (Line Item Receiving)

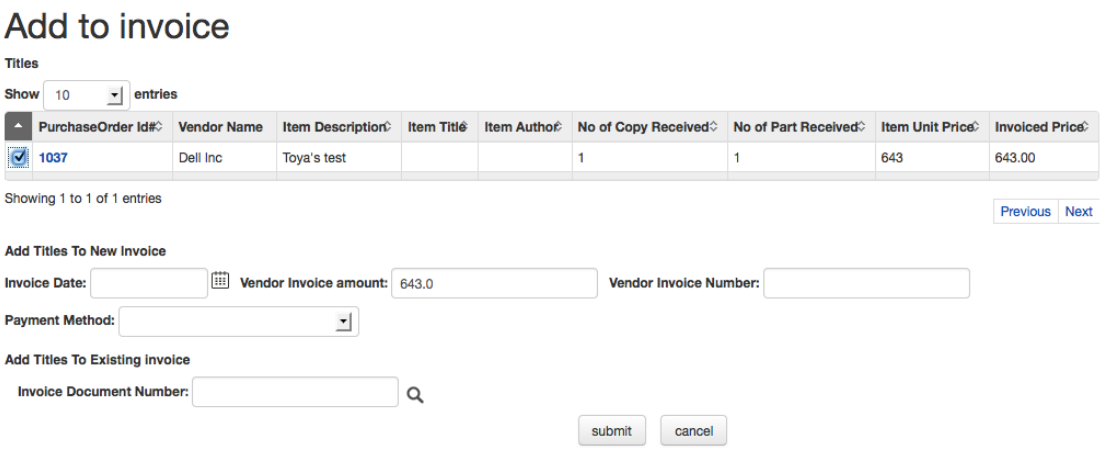
Pay

This choice will allow open and received PO documents with no payments to be paid but not received. This option can be used for pre-payments and for expending funds. Payments are made by creating a new invoice or adding PO to an existing invoice.

Click the **check box** to the left of the title(s) you want to receive, and then click the **pay** button at the bottom of the page:



This will bring up the **Add to Invoice** screen.



Users may choose to add titles to a new invoice or to an existing invoice.

Add Titles to New Invoice

To add titles to a new invoice, enter the **Invoice Date** or search for it from the calendar icon .

Check the **Vendor Invoice Amount**

Enter a **Vendor Invoice Number**, a searchable number assigned by the library.

Select the **Payment Method** from the drop down list.

Click submit.

The invoice is created. A success message is provided below the **Add to Invoice** title containing the invoice document ID. Click the hyperlinked document ID to access the invoice.

Add Titles to Existing Invoice

To add titles to an existing invoice, enter the invoice number in the **Invoice Document Number** or search for it from the lookup .

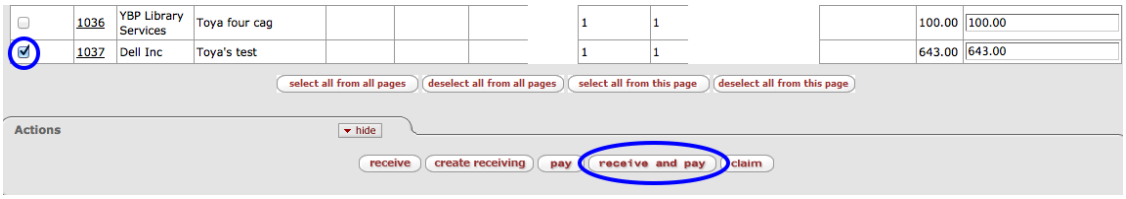
Click submit.

The existing invoice is updated. A success message is provided below the **Add to Invoice** title containing the invoice document ID. Click the hyperlinked document ID to access the invoice.

Receive and Pay

This option will allow payment of PO documents while receiving line items.

Click the **check box** to the left of the title(s) you want to receive and pay for, and then click the **receive and pay** button at the bottom of the page:



This will bring up the **Add to Invoice** screen.

Add Titles to New Invoice

To add titles to a new invoice, enter the **Invoice Date** or search for it from the calendar icon .

Check the **Vendor Invoice Amount**

Enter a **Vendor Invoice Number**, a searchable number assigned by the library.

Select the **Payment Method** from the drop down list.

Click submit.

The invoice and the receiving document are created. A success message is provided below the **Add to Invoice** title containing the document IDs. Click the hyperlinked document IDs to access the documents.

Note

Receiving is not complete until the document is submitted. If the process is canceled, the items will not be received within OLE.

Add Titles to Existing Invoice

To add titles to an existing invoice, enter the invoice number in the **Invoice Document Number** or search for it from the lookup.

Click submit.

The existing invoice is updated and a receiving document is created. A success message is provided below the **Add to Invoice** title containing the invoice document ID. Click the hyperlinked document IDs to access the documents.

Note

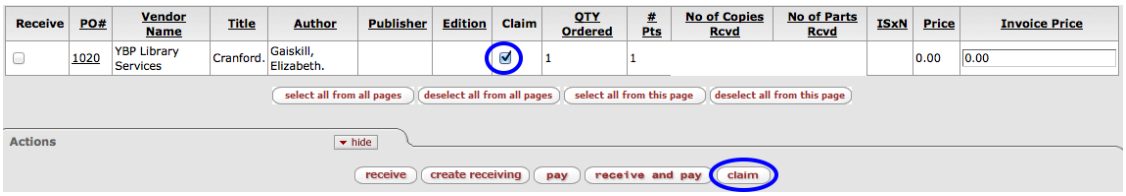
Receiving is not complete until the document is submitted. If the process is canceled, the items will not be received within OLE.

Claim

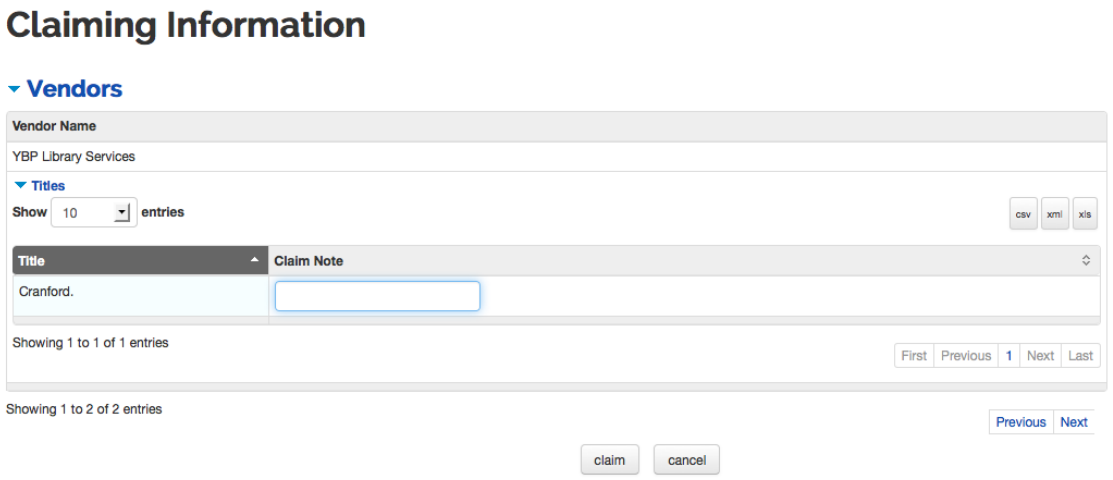
This choice will allow any PO item eligible for a claim to be claimed and generating a Claim Notice which can then be saved locally in PDF or sent to the vendor. The item as it appears in Claim Notice will include

any notes to the vendor made at the time the claim was generated. All Claims generated will appear in the PO under the Claim History tab for that item.

Click the **check box** to the right of the title(s) you want to claim, and then click the **claim** button at the bottom of the page:



This will bring up the **Claim Information** screen. If multiple items were selected to claim, OLE will organize them by vendor.



Enter any notes in the **Claim Note** area, and click **Claim**. A success message is displayed in the top left side of the screen below **Claiming Information**.

Note

If the user wishes to save or print a list of titles to be claimed rather than complete the claiming process for those titles at this time, the list can be saved via the **Claiming Information** screen before claims are generated. Lists can be saved via CSV, XML, or XLS. The user can then click **Cancel** if they wish to not complete the claiming process.

Serials Receiving Transaction

Select/Acquire > Receiving > SERIALS RECEIVING > Search & Receive >

Serials Receiving Record Searc

Serial Receiving Transaction

A Serials Receiving Record is used to receive, claim and otherwise manage individual issues of a serial or continuing resource title (in a physical format, e.g., print or microform).

Note

You must be a member of the role OLE-SELECT OLE_Serial-Receiving role to receive serials and modify the serial receiving record.

Typically, for any currently-received serial or continuing resource, a library will use two records to store holdings and other information about a current subscription:

1. An OLE Instance Record (always linked to a Bibliographic Record and in some cases linked to a Purchase Order) with Extent of Ownership holdings statements for back issues of the title. Instance Records may also contain Item Records. Each Item Record typically represents a bound volume (or other gathering) of back issues (although Item Records may also represent individual issues). The OLE Instance Record shows the Location of all the holdings; an individual Item Record may contain its own Location if it is shelved separately. The OLE Instance Record and its linked Serials Receiving Record reflect the holdings of a single active subscription. If a serial ceases publication or the library cancels a subscription, the Serials Receiving Record can be deleted.

2. A Serials Receiving Record linked to the OLE Instance Record for the same subscription to record receipt of individual issues and show a Location for those issues that may differ from the Location in the OLE Instance Record.

The library's public user interface pulls holdings and location data from both records to present a comprehensive display to end–users.

Note

The use of a Serials Receiving Record is completely optional and is not required. For example, some libraries may simply use the OLE Instance Record's Extent of Ownership statements to record holdings information and use the OLE Instance Record's public notes field to inform users if unbound issues are shelved separately from bound volumes. Use of the Serials Receiving Record is recommended if a library continues to claim serial issues. If a library no longer has an active subscription, no Serials Receiving Record is needed; retrospective holdings is typically recorded in the OLE Instance Record's Extent of Ownership statements along with Item Records for each volume (or other gatherings) of any bound back issues.

Getting Started

Before proceeding with the creation of Serials Receiving Records, staff should be able to search and display both Bibliographic and Instance Records and understand their purpose and content.

Note

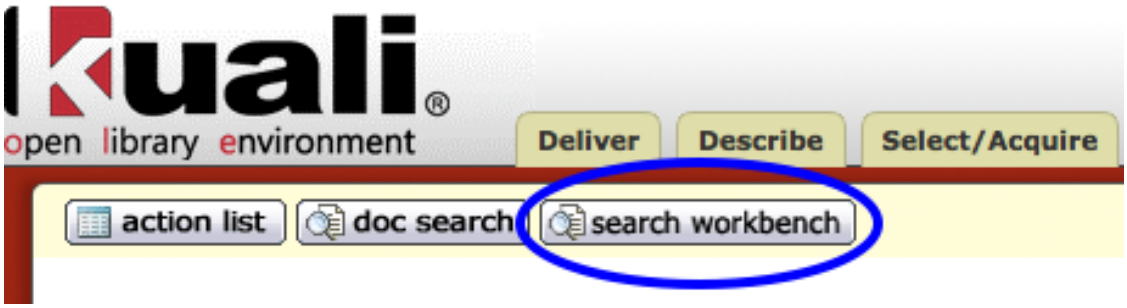
For more information about performing DocStore searches, see Document Store Search.

For more information about the bibliographic editor, see the OLE Guide to Describe and Manage. This and other OLE user guides are available for download from the OLE Documentation Portal.

Creating/Updating a Serial Receiving Record

A Serials Receiving Record can be created from two places in OLE: (1) an OLE Instance Record or (2) the Serials Receiving Record Search interface.

Create a Serials Receiving Record Template from an Instance Record



1. From the **Search Workbench**, search for the title for which you wish to create a Serials Receiving Record.

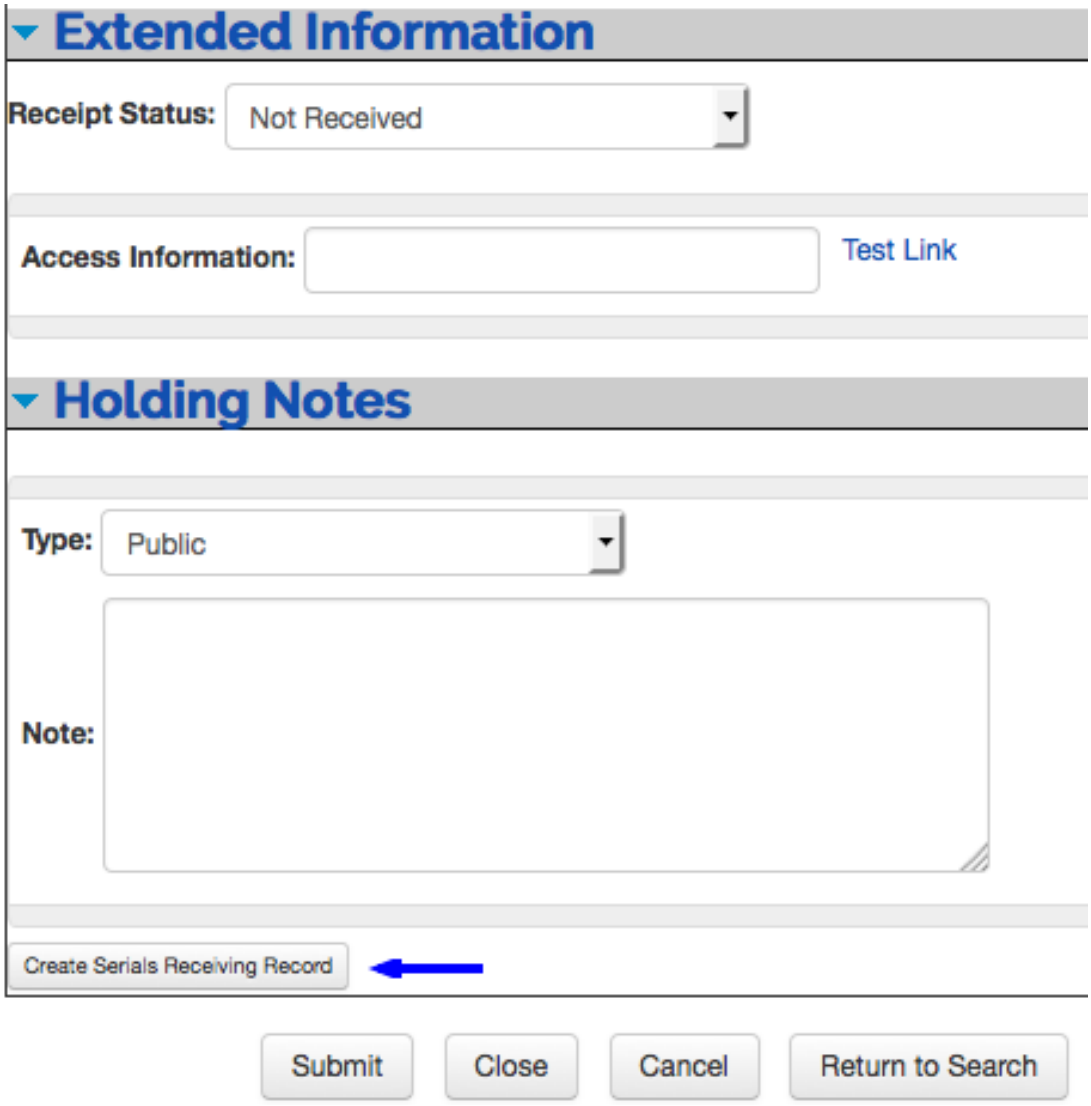
   ### Note

   For more information about the Search Workbench, see the Search Workbench section in *Guide to the OLE Basic Functionality and Key Concepts*.

2. Click the record title to display the bibliographic record and then select the desired Holdings Record, i.e., the one used (or will be used) to record retrospective holdings for this subscription.

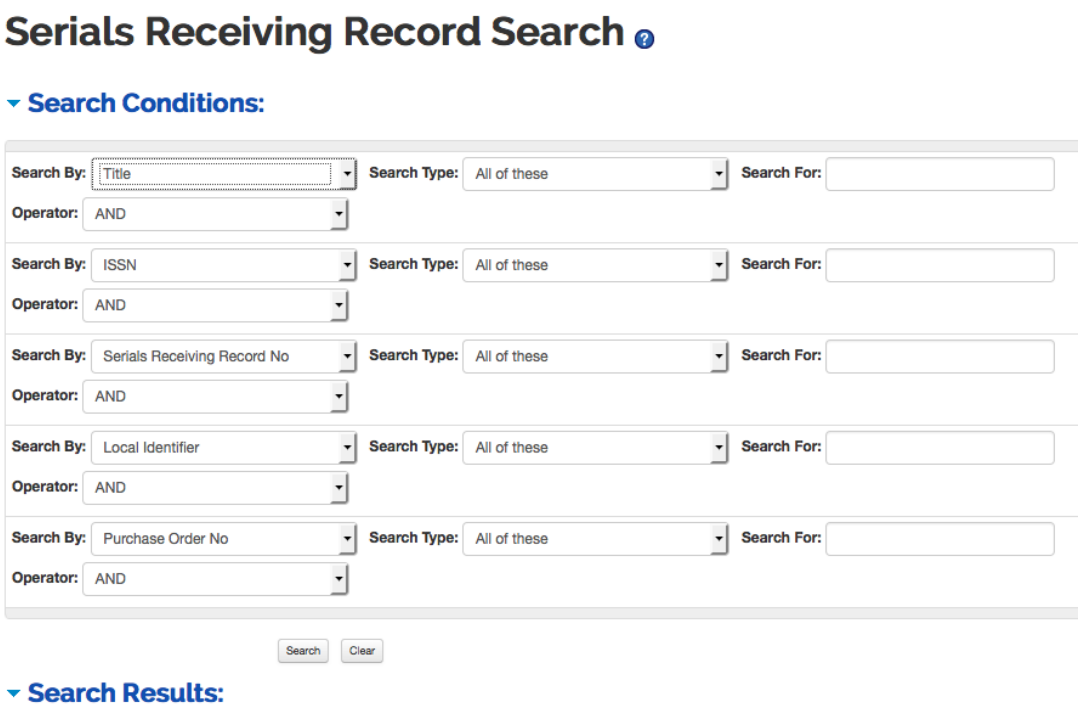
3. At the bottom of the Holdings Record display, click the

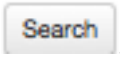
button.



Create a Serials Receiving Record Template from the Serials Receiving Record Search Interface

1. From the **Select/Acquire** tab, under the **Receiving** menu, and listed below **Serial Receiving**, click **Receive** to open the **Serials Receiving Record Search**.



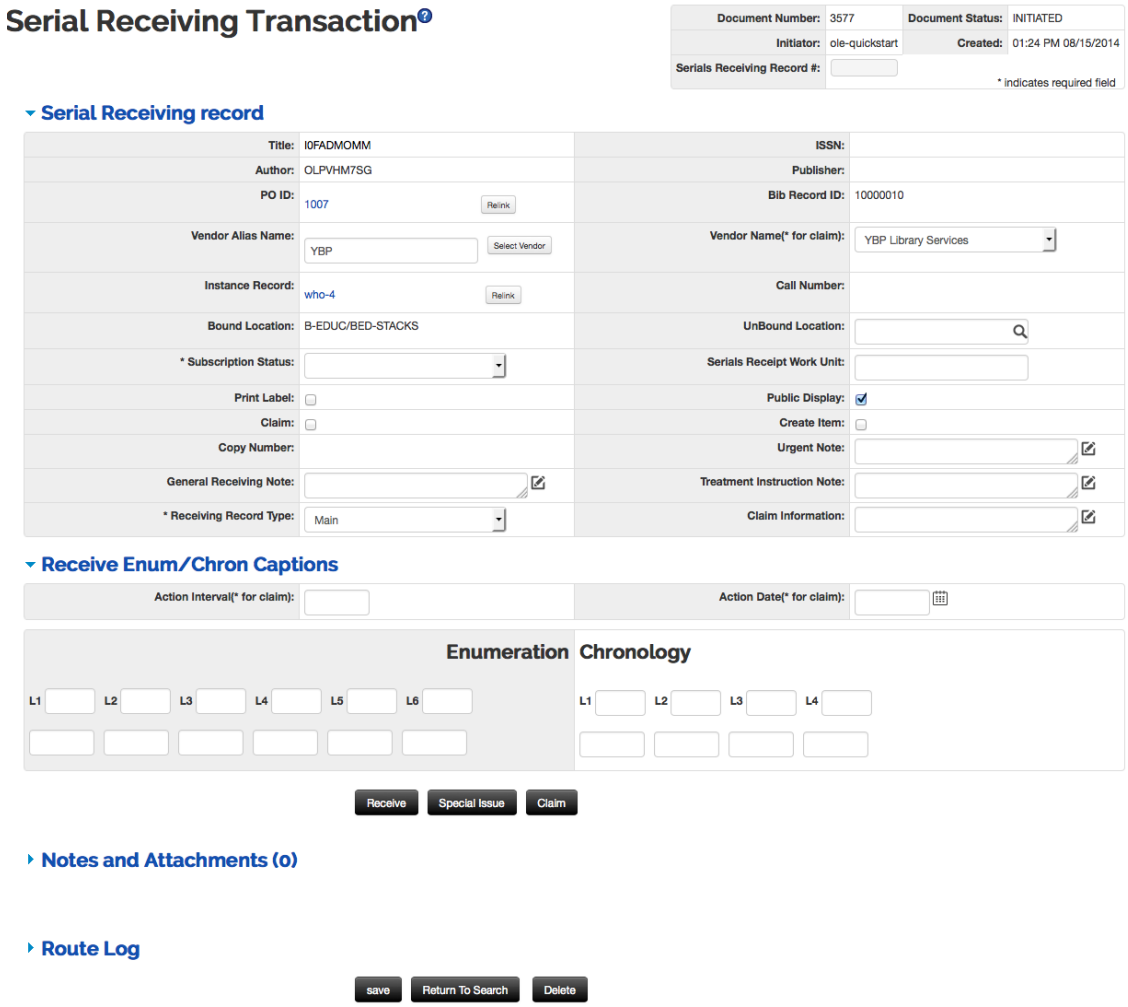
2. Select the search options and type in a search term. Click 

.

3. From the results list, click **Create** to create a new Serials Receiving Record.

Whether you start with the OLE Instance Record or the Serials Receiving Record Search interface, the template that displays after clicking the Create button will be the same.

Document Overview



The main screen for the Serials Receiving Transaction document includes unique **Serials Receiving Record**, and **Receive Enum/Chron Captions** tabs in addition to the standard Route Log tab that display at the bottom of a document.

Note

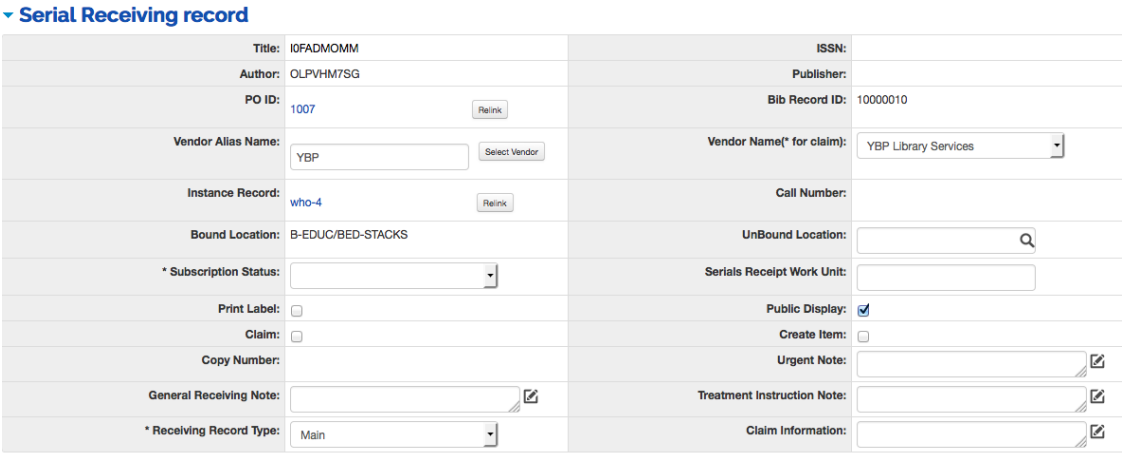
For more information about the route log, see Route Log on the *Guide to OLE Basic Functionality and Key Concepts*.

Serials Receiving Record Tab

The Serials Receiving record is a combination of information inherited from its linked Bibliographic, Instance, and Purchase Order Records as well as data entered by the operator when creating the record.

Note

OLE 1.0 assumes the use of MARC bibliographic records for describing serial or continuing resource titles. OLE can store records in other formats but serials receiving features cannot be applied to records in other formats in this release.

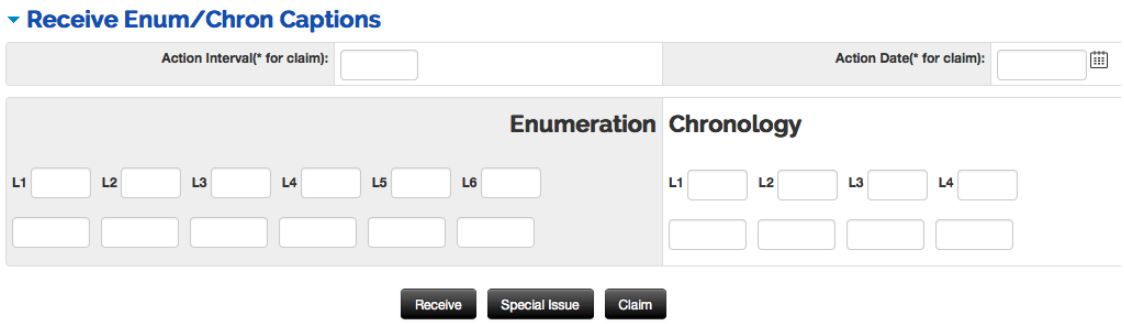


Serials Receiving Record tab definition

Title	Description
Title	Display-only. The title of the work, or the MARC 245 |ab, is inherited from the Bibliographic record. Click the hyperlink to open the record in a new tab or window.
Author	Display-only. The author of the work, or the MARC 100 |a, is inherited from the Bibliographic record. Alternatively, the field is blank. **Note** There is a bug (OLE-5273) to verify that we ware using MARC 100, 110, or 111 fields.
PO ID	Display-only. The purchase order number from the Purchase Order. If a purchase order was not linked to the OLE Instance, the field is blank.
Vendor Alias Name	If the vendor is inherited from the OLE Instance, the Vendor Alias will display. To add or change a vendor, enter the Vendor Alias and click Select Vendor. **Tip** Entering a vendor alias will also populate the Vendor Name field. **Note** See OLE-4858 for possible changes.
Instance Record	The local identifier of the OLE Instance record. Click the hyperlink to open the record in a new tab or window. Click Relink to search for and link to a new OLE Instance.
Bound Location	The Location of bound materials inherited from the OLE Instance record. Alternatively, the field is blank. This field can be edited for the public display record.
Subscription Status	Select the Subscription Status from the drop down list.

	Note The Serials Receiving Record's linked Instance Record has a field labeled Receipt Status which uses the SAME values as the Subscription Status in the Serials Receiving Record. Assigning or changing a Subscription Status does NOT affect the Receipt Status and vice versa. Whether or not it should is the subject of OLE-5288 which will not be addressed until OLE 2.0.
Print Label	Check the box if you want OLE to print a label each time an issue is checked in. (Printers must be designated by operators.)
Claim	Check the box if you plan to claim missing issues. If unchecked, the record will never appear on the claim alert report. **Note** Claim alert reports are planned for a future release.
Copy Number	The Copy Number inherited from the OLE Instance record. Alternatively, the field is blank.
General Receiving Note	Optional. Free-text note field, which displays on the serials receiving record, but does not require acknowledgment by the user. This note does not display to the public user interface.
Receiving Record Type	Select the Receiving Record Type from the drop down list. The default is "Main."
ISSN	Display-only. The ISSN of the work, or the MARC 022 |a, is inherited from the Bibliographic record. Alternatively, the field is blank.
Publisher	Display-only. The Publisher of the work, or the MARC 260 |abc, is inherited from the Bibliographic record. Alternatively, the field is blank.
Bib Record ID	Display-only. The Bibliographic record identifier for the work, or the MARC 001 without the prefix, is inherited from the Bibliographic record. Alternatively, the field is blank.
Vendor Name (*for a claim)	Required for claims. If the vendor is inherited from the OLE Instance, the Vendor Name will display. To add or change a vendor, select a vendor from the drop down list. Selecting a vendor name will also populate the Vendor Alias field. **Note** See OLE-4858 for possible changes.
Call Number	The call number inherited from the OLE Instance record. Alternatively, the field is blank.
Unbound Location	The location of unbound material. Type an asterisk (*) or begin to type the location code to produce a drop down menu of Locations.
Serials Receipt Work Unit	Optional. Enter a work unit for the serial. This is a place holder for future development. See OLE-3796 for details.
Public Display	Box is checked, indicating that the serial receiving data will be displayed to the discovery layer. Uncheck the box only if you do NOT want ANY current receipt data to display in your public user interface.
Create Item	Check the box if you want to be prompted to create a new Item Record in the linked OLE Instance record each time an issue is received.
Urgent Note	Optional. If text is entered in this field, it is displayed as a dialog box when the record is displayed. The box must be acknowledged before work can continue.
Treatment Instruction Note	Optional. If text is entered in this field, it is presented in a dialog box after an issue has been received i.e. special processing instructions such as "Send to bindery immediately". The box must be acknowledged before the operator can continue.
Claim Information	Optional. A free-text note field for general information about claiming which does not require acknowledgment.

Receive Enum/Chron Captions Tab



Receive Enum/Chron Captions tab definition

Title	Description
Action Interval (* for claim)	Required for claims. Enter a number of days based on the frequency of the title and local policy that can be used in calculations at the time of receiving. For example, for a quarterly, the Action Interval may be 100 days.
Action Date (* for claim)	Required for claims. A date calculated at the time of any individual issue receipt by adding the action interval to today's date. The date is recalculated for each individual receipt action, overwriting the previous action date. Action Dates can be manually modified to overwrite the previous action date.
Enumeration L1-L6	Enter a caption for each applicable level of enumeration, e.g., L1—v.; L2—no. Put brackets ([ ]) around any caption that should NOT be used when displaying an issue in the public user interface. If no captions apply, leave blank.
Chronology L1-L4	Enter a caption for each applicable level of enumeration, e.g., L1—[year]; L2—[month]. Put brackets ([ ]) around any caption that should NOT be used when displaying an issue in the public user interface. If no captions apply, leave blank.

Process Overview

Creating Main, Supplemental and Index Records

Libraries may create Serials Receiving Records for regularly published supplements and/or indexes as well as the main issues. This is entirely optional. [Libraries could, e.g., receive any supplements or indexes using the “Special Issue” option (see below).]

To create a record for another receiving record type:

1. Create a Serials Receiving Record for the first type you want.
2. Display this record and change the Receiving Record Type to the desired one.
3. The system will refresh the record and allow you to enter an Action Date and Enumeration/Chronology captions.
4. Click Save.

Updating an Existing Serials Receiving Record

Perform the following steps:

1. Use the Serials Receiving Record Search interface to find the Serials Receiving Record. Or use Search Workbench to find the appropriate Instance Record from which to display the Serials Receiving Record.

2. Select the appropriate Receiving Record Type.

3. Make whatever changes are required. (Note: Action Date and Enumeration/Chronology are unique to each receiving record type. Other data applies to all of the types.)

4. Click the Save button at the bottom of the record.

Receiving an Issue, Supplement, or Index

Once you have created a Serials Receiving Record, you are ready to receive individual issues.

1. Use the Serials Receiving Record Search interface to find the Serials Receiving Record. Or use the Search Workbench to find the appropriate OLE Instance Record from which to display the Serials Receiving Record.

2. Select Main, Supplement or Index as required.

3. If this is the first issue to be received: type in the issue data in the blank field(s) directly under each level of Enumeration/Chronology with a defined caption.

4. If this is a subsequent issue to be received: type over any issue data from the last received issue but leave alone any data that is the same, e.g., for a serial with volume, issue number, year and month, a subsequent issue may need only the issue number and month changed; you would leave the volume and year the same.

5. Click **Receive**.

   The system supplies an Action Date once you receive an issue. The Action Date is today's date plus the number of days in the Action Interval.

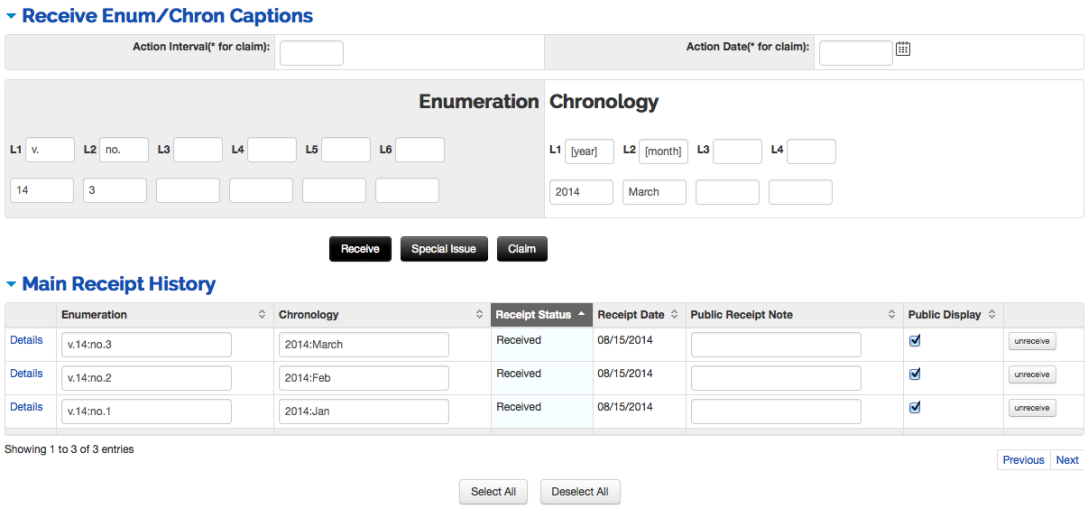
   ### Note

   In future releases, if no activity occurs in the record by the Action Date, the record will appear on a claims alert reports (provided that the Claim box is on).

   Receipt Status "Received" and Receipt Date mm/dd/yyyy (i.e., today's date) will be updated automatically. OLE also records the receipt in the Receipt History that appears below the Enumeration/ Chronology information. The columns labeled "Enumeration" and "Chronology" show the issue-specific data; notice that captions in brackets ([ ]) do NOT appear in the Receipt History.

   A Public Receipt Note can be added for any individual issue as needed in the Receipt History. This displays in the library's public user interface.

   By default, all issues are available for Public Display. Turn off as needed.



Receiving a Special Issue

For any unexpected issue, you may record receipt by using the Special Issue feature.

1. Use the Serials Receiving Record Search interface to find the Serials Receiving Record. Or use the Search Workbench to find the appropriate OLE Instance Record from which to display the Serials Receiving Record.

2. Click the

button to display a special window.

3. Type in descriptive information in the note field.

4. Click the **Receive** button within the window.

Any receipt using the Special Issue button places the issue in the Main Receipt History as the last-received issue and any descriptive information typed into the Special Issue window is put into the Enumeration column of the resulting Receipt History. The system supplies an Action Date once you receive an issue. The Action Date is today's date plus the number of days in the Action Interval.

Note

In future releases, if no activity occurs in the record by the Action Date, the record will appear on a claims alert report (provided that the Claim box is on).

Receipt Status "Received" and Receipt Date mm/dd/yyyy (i.e., today's date) will be updated automatically.

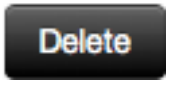
By default, all issues are available for Public Display. Turn off as needed.

Deleting a Serials Receiving Record

If a subscription for a serial or continuing resource is canceled or the title ceases publication, libraries may wish to delete the Serials Receiving Record as no longer needed. This is not a requirement but a local decision, Serials Receiving Records could remain in OLE indefinitely.

Before deletion, libraries should verify that complete holdings data is entered in the linked OLE Instance Record's Extent of Ownership statement(s). Any individual issues would also typically be bound or otherwise gathered and represented by an Item Record. Additionally, the library could suppress the Receipt History information from its public user interface by setting the Serials Receiving Record's Public Display option to "no" by unchecking the **Public Display** box.

To delete a Serials Receiving Record, perform these steps:

1. Use the Serials Receiving Record Search interface to find the Serials Receiving Record. Or use Search Workbench to find the appropriate Instance Record from which to display the Serials Receiving Record.
2. Click the 

button that appears at the bottom of the record.
3. The system responds with a message indicating that the record has been successfully submitted.

   In 1.0, clicking **Delete** on a Serials Receiving Record sends a deletion request to a designated staff operator, one with the role of OLE-Select Operator, who can approve/disapprove the request. If approved, the Serials Receiving Record remains online but is locked and cannot be used for receiving. If disapproved, the system locks the Serials Receiving Record on which the delete request was made, but makes a second copy which can be used as before.

Business Rules

When creating a Serials Receiving Record, required fields are marked with an asterisk (*). In addition, the following logic applies.

- If the Claim box is checked, you must have a Vendor Name /Vendor Alias AND an Action Interval.
- The system supplies an Action Date once you save the record. The Action Date is today's date plus the number of days in the Action Interval.

Note

In a future release if no activity occurs in the record by the Action Date, the record will appear on the No Serials Receipt Activity Report (provided that the Claim box is checked).

- An operator can change the Action Date by typing over the date (or clicking the calendar icon and selecting a date) and then clicking the **Save** button.
- A Serials Receiving Record is linked to an OLE Instance Record which in turn is linked to a bibliographic record of any type; an OLE Instance Record can also be linked to a Purchase Order. There is no requirement that the bibliographic record must be coded as a “serial” or “continuing resource”, etc. nor does there have to be an open Purchase Order in order to create a Serials Receiving Record.

Note

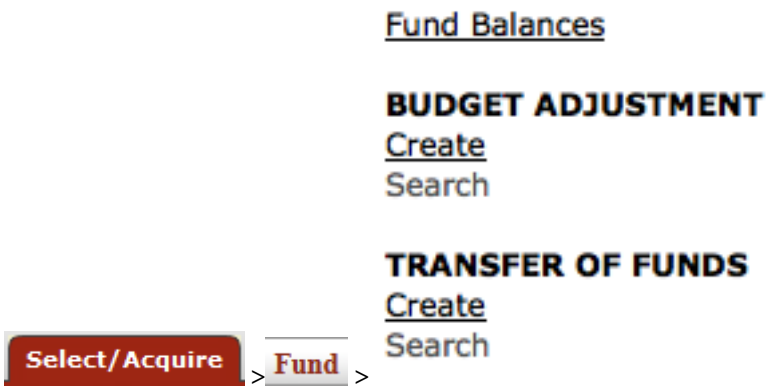
A Serials Receiving Record cannot be linked to an E-Instance Record.

- An OLE Instance Record can have only one Serials Receiving Record although it can be in three parts to allow for receiving different issue types of the same serial title: Main run issues, supplement issues, and index issues. Creating Serials Receiving Records to receive supplements and indexes is completely optional. For example, a library could choose to use the "Special Issue" receipt option for anything that was not a main-run issue.
- If a library has multiple subscriptions to the same title, it must create an OLE Instance Record and a Serial Receiving Record for each subscription—even if the multiple subscriptions go to the same location. There is no method for receiving two or more subscriptions on the same Serials Receiving Record.
- Issues as shown in the Receipt History—along with the Unbound Location—are available to be displayed in a library’s public user interface. This data, as well as data from the linked OLE Instance Record’s Extent of Ownership statement(s), Location(s), and Item Record information, is available for display in a library’s public user interface which controls HOW the data is presented to public users.

Routing

By opening this tab, operators can see audit trail information regarding the history of the record. In addition, if an operator has clicked the **Delete** button to delete the entire Serials Receiving Record, the document routes to the role OLE-Select Operator for approval.

Chapter 6. Fund



On the Select/Acquire tab, the Fund submenu provides access for users to import manage library funds.

General Ledger

The General Ledger (GL) contains numerous processes that ensure that OLE runs correctly. For users processing e-doc transactions, the most apparent of these processes are the generation of offsets and the posting of transactions to the balance tables. Other important General Ledger processes are less apparent to users. These processes ensure that transaction data are valid, that capitalization entries are created, and that indirect cost recovery and cost share transfers occur. OLE also offers related features such as sufficient funds checking and flexible offsets for institutions that want to utilize this functionality.

OLE will apply encumbrances and expenses to the General Ledger as a result of OLE implemented functionality for encumbrances, expenses, budget adjustments and transfers of funds. Real-time GL posting is made available, with certain GL entries updating their status through nightly “batch jobs”.

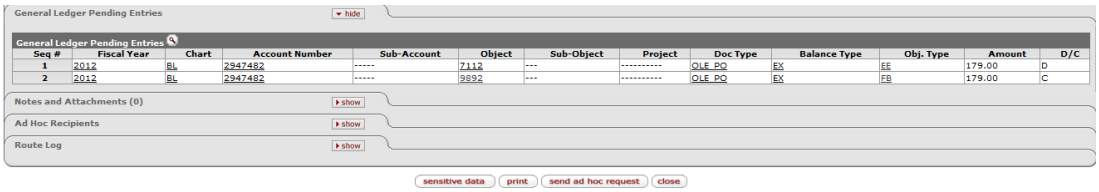
Requisition

- No GL entries for this form of “pre-order”

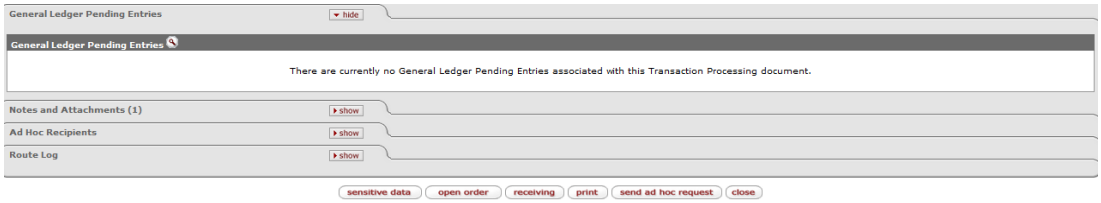
Purchase Order, Purchase Order Amendment, other forms of PO

- A final, “approved” Purchase Order will apply an encumbrance to the General Ledger as “pending”. During nightly batch jobs, the pending entry goes to “final”. Pending GL entries will be visible on the PO’s General Ledger Pending Entries tab, and be reflected in balance inquiries when “pending” or “all” transactions included.

- Sample: pending GL entry from approved PO with default (OLE Sample Data/object code 9892- RESV OUTSTANDING ORDR EXTRNL ENCUMBRNCES, Credit offset to the purchase order Debit) Offset- not yet processed through nightly batch job



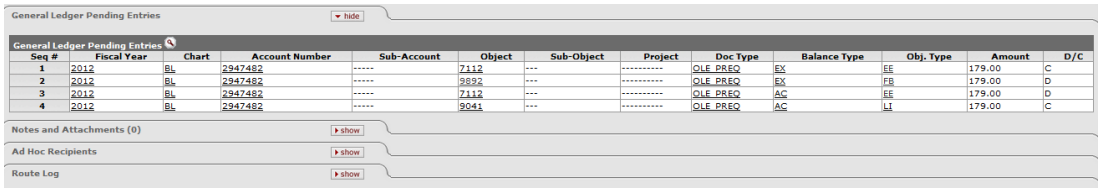
- Sample: PO that has processed to nightly batch job- no pending GL entries



Payment Request

- As PREQ's are payments to vendors, any PREQ created with accounting lines will post to the GL as "pending" whether it has completed workflow or not (unlike PO which must be final/approved).
- PREQ will reverse the encumbrance, as noted on the e-Doc, and apply the expense immediately.
- Nightly batch jobs will take approved PREQ's to final status, and also apply liabilities to the balance sheet.
- Sample, PREQ with relieved encumbrance:

- Sample: General Ledger Pending entries on approved PREQ (encumbrance and initial offset from PO are reversed. Expense applied with offset to Acct Payable/liability object code 9041):



Fund Lookup

Select/Acquire > Fund > Fund Balances > Fund Lookup

Note

Future enhancements are to be made to the Fund Lookup. See OLE-2824: Custom Account Query Dashboard.

Fund Lookup allows Libraries to monitor funds to ensure there are adequate balances available for encumbering and invoicing. Fund Lookup is also used to analyze allocations, encumbrances and expenditures.

Search Results

The system returns a list of funds with balance, encumbrance and expense information. There is no drill down available from this inquiry. Below is only a small sampling of results.

Chart Code	Account Number	Account Name	Organization Code	Object Code	Cash balance	Free Balance	Intial Budget Allocation	Net Allocation	Encumbrances	Sum Paid Invoices	Sum Unpaid Invoices	% Expended	% Expended & Encumbered
BL	PBRDAFE	Brodie African Studies E-books	LACQ	EBOK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BL	PBRDAFE	Brodie African Studies E-books	LACQ	EBOK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BL	PBRDAFE	Brodie African Studies E-books	LACQ	EBOK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BL	PBRDAFE	Brodie African Studies E-books	LACQ	EBOK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BL	PBRDAFE	Brodie African Studies E-books	LACQ	EBOK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BL	PBRDAFE	Brodie African Studies E-books	LACQ	EBOK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Search Results definitions

Title	Description
Chart Code	Required. A unique identifying code assigned to a chart. (Chart of Accounts is a reporting structure to group accounts and financial activity together in one set of workbooks, or documents, within OLE.) You cannot use a wildcard when searching on this field.
Account Number	An account is used to identify a pool of funds assigned to a specific univeristy organziational entity for a specific purpose.
Account Name	The familiar title of an account.
Organization Code	The Organization defines the entites representing units at many different levels within the institution (for example, a department, a responsibility center, or a campus).
Object Code	The Object Code represents all expense classifications that are assigned to transactions and help identify the nature of the transaction. Object codes are specific to a chart and a fiscal year and contain several attributes for financial reporting at the detail and consolidation levels.

Cash Balance	This is the Total Allocations minus Sum Paid Invoices.
Free Balance	This is the Total Allocations minus Encumbrances, Sum Paid Invoices, and Sum Unpaid Invoices.
Initial Budget Allocation	This is the amount available to be spent on this budget. A university will commonly budget operating funds for library acquisitions in one lump sum. The library then commonly subdivides that money into smaller chunks, according to the perceived needs of its users. The most common ways to subdivide the collection budget are: by school or administrative unit -- $X for the School of Medicine, for instance, $X for the School of Arts and Sciences, $X for the Business School, etc. by subject -- with the library deciding how many subject funds to subdivide the money into by material type -- dividing the budget among monographs, print serials, e-serials, other e-resources, rare materials, etc. or by a combination of these categories.
Net Allocation	Total of all allocations.
Encumbrance	This is the total of all Requisitions/Purchase Orders charged to this Fund that have not been invoiced or paid.
Sum Paid Invoices	This is the total of all paid invoices charged to this Fund.
Sum Unpaid Invoices	This is the sum of invoices that have been created but not approved.
% Expended	This is the percent of the amount allocated that has been expended.
% Expended and Encumbered	This is the percent of the amount allocated that has been expended and encumbered.

Flexible Offset Options

OLE uses the Offset Generation table inherited from KFS to generate appropriate offsets for transactions. This table indicates the object code used in offset generation, based on the transaction's chart, fiscal year, document type, and the balance type it affects. Offsets are generated automatically by a OLE e-doc or in 'Scrubber' during GL processing (i.e. batch jobs).

Normally, offsets are applied to the same account as the transaction that generated the offset. But OLE has a flexible offset feature that allows institutions to have offset entries applied to different accounts. This OLE feature includes two functions:

- Flexible banking offset
- Flexible offsets by account

Note

Offsets and full General Ledger functions in OLE will continue to be reviewed with Select & Acquire teams as we continue to build queries and budget functionality.

Flexible Banking Offsets

Document types that require a user to specify a bank account number (such as the Advance Deposit or Credit Card Receipt documents) can apply offset entries to a special account associated with this bank account number. If the ENABLE_BANK_SPECIFICATION_IND parameter is set to 'Y,' an additional set of cash entries is created to a designated accounting string (chart, account, sub-account, object code, and sub-object code) defined in the Bank document. These entries occur in addition to the normally generated cash offsets created to balance a set of transactions. In effect, they reclassify

the generic cash entry to a bank-specific cash entry for reconciliation and tracking purposes. If the ENABLE_BANK_SPECIFICATION_IND parameter is set to 'N,' the normal balancing cash entries are created but the reclassification of cash to a bank-specific entry is not performed.

This option allows the user to specify the document types on which a bank code should appear. This information, which is specified in the BANK_CODE_DOCUMENT_TYPES parameter, allows you to specify bank information on additional document types that create disbursements or record revenue. A default Bank Code value should be established for each document type by using the DEFAULT_BANK_BY_DOCUMENT_TYPE parameter.

Flexible Offsets by Account

This option allows OLE to redirect offset entries for an account to another specified account. It allows OLE to accommodate tracking offsets such as cash or liabilities in central designated accounts as opposed to tracking such offset entries in every account. The Offset Account document identifies the offset account for an object code and account number combination.

If the offsets by account option is enabled within the parameter USE_FLEXIBLE_OFFSET_IND, OLE goes through a special process in e-docs and in 'Scrubber' during GL processing to determine the account that the offsets should be made to for a given transaction.

When the flexible offsets function is enabled, generation of offsets on e-docs occurs as follows:

4. The offset object code is defined in the Offset Definition table.

5. The object code and account number are searched from the Offset Account table.

6. If a match is found in the Offset Account table, the offset is made in the offset account defined there.

7. If no match is found, the offset is made in the same account on which the original transaction occurred.

Generation of offsets in 'Scrubber' when the flexible offsets function is enabled occurs as follows:

8. 'Scrubber' looks up the document type for a transaction in the Document Type table.

9. 'Scrubber' checks the document type of the entry against the document types defined in the parameter.

    - OFFSET_GENERATION_DOCUMENT_TYPES: If the document type is found in this parameter, 'Scrubber' does not generate offsets for this entry. This ensures that document types that should not generate offset entries (like journal voucher) do not have offsets generated during 'Scrubber' processing.

    - DOCUMENT_TYPES_REQUIRING_FLEXIBLE_OFFSET_BALANCING_ENTRIES: If the document type is found in this parameter, 'Scrubber' generates offsets even if the document type appears to be balanced. This allows 'Scrubber' to generate the proper flexible offsets for transactions that originate outside of OLE.

10. If you are using flexible offsets (parameter USE_FLEXIBLE_OFFSET_IND is set to 'Y'), 'Scrubber' checks the document type against those found in the parameter.

11. If 'Scrubber' determines in the previous steps that an offset is to be generated, it determines the transaction's offset object code using the Offset Definition table.

12. If you are using flexible offsets (parameter USE_FLEXIBLE_OFFSET_IND is set to 'Y'), 'Scrubber' searches for the object code and account number in the Offset Account table.

13.If a match is found in the Offset Account table, the offset is made in the offset account defined there. If no match is found, the offset is made in the same account on which the original transaction occurred.

Budget Adjustment Search

Select/Acquire > Fund > BUDGET ADJUSTMENT > Search

OLE offers a customized document search related to budget adjustments. The search screen contains the standard search fields along with special fields that are unique to this type of e-doc.

Note

For information about performing a search for one or more requisitions, see Performing Searches on Financial Docs on the *Guide to OLE Basic Functionality and Key Concepts*

Note

For information about Document lookup fields that are specific to requisitions, see “Document Layout” under Requisition.

Budget Adjustment

Select/Acquire > Fund > BUDGET ADJUSTMENT > Create > Budget Adjustment

The Budget Adjustment (BA) document is used to record income and expense transactions not processed through other e-docs, against an existing budget. It can be used to modify a base budget, a current budget or both. It is a financial planning tool that allows an organization to adjust the current and base budget figures for a given account as circumstances may change throughout the fiscal year. It may be used to create a budget for a new account established after the beginning of a new fiscal year.

- Base budgets are established during the budget construction process, and designate an ongoing fiscal commitment.
- Current budgets designate budgetary authority for the current fiscal year.
- A BA document is normally used to:
  - reallocate current budget as necessary throughout the fiscal year
  - transfer funds from one general fund account to another
  - establish budget lines in new accounts created after the fiscal year begins
  - make long-term adjustments to the base budget
- The document allows for the establishment of monthly budgeted amounts for users that wish to maintain budget information at this level.

Note

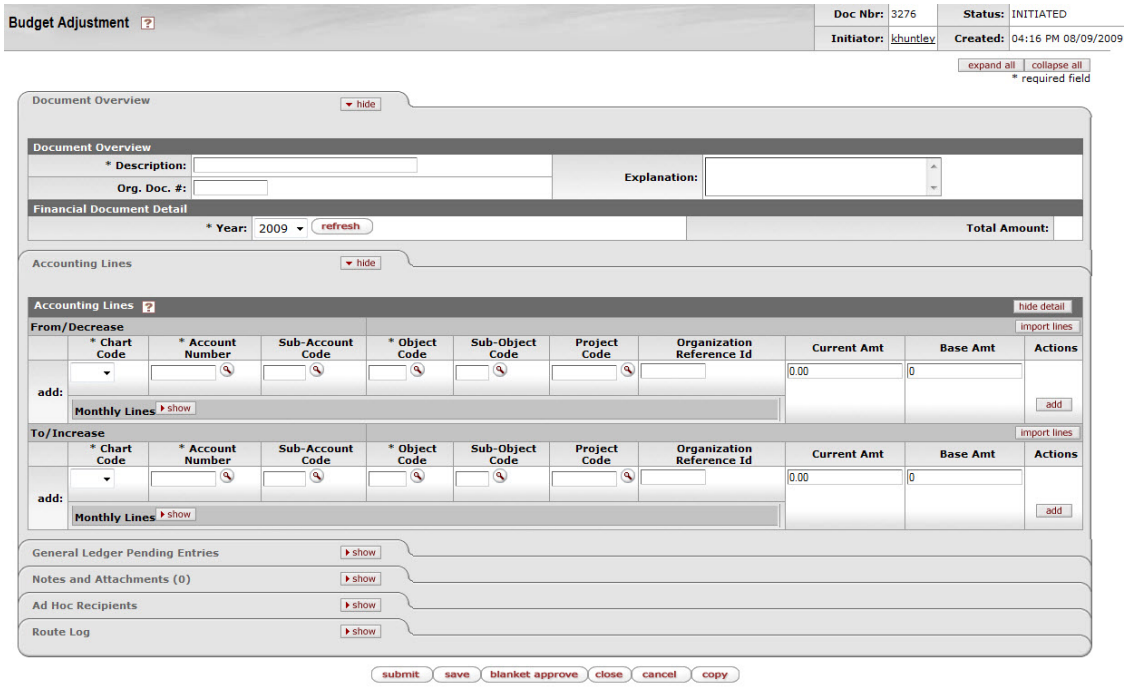
Budget Adjustments continue to be reviewed for OLE use.

Document Layout

The BA document only has the standard financial transaction document tabs and does not have any unique tabs. Two field exceptions are the **Year** field in the **Document Overview** tab and the **Monthly Lines** section in the **Accounting Lines** tab, which are explained later in this section.

Note

For more information about the standard tabs, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.



Document Overview Tab

The **Document Overview** tab includes one unique field called **Year**.

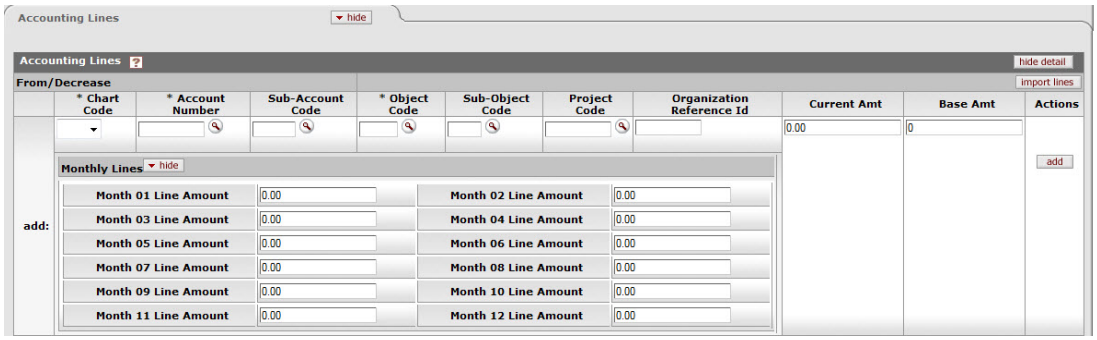
BA Document Overview tab definition

Title	Description
Year	Required. Select the fiscal year this adjustment should apply to from the **Fiscal Year** list. Most budget adjustments are made to the current fiscal year but in some cases you may be able to choose a fiscal year that has not yet begun.

If you change the fiscal year, click refresh to make sure that all the fields on the document are available for that fiscal year. For example, you might not be able to do base budget changes to a particular fiscal year. Clicking **refresh** assures that the system disables fields that aren't valid for that year.

Accounting Lines Tab

The **Accounting Lines** tab in the BA document is also different from the other financial transaction documents in that it has the **Monthly Lines** section that can be expanded by clicking **show**.



To distribute an accounting lines current budget amount into monthly periods, click show on the **Monthly Lines** section.

This opens a series of twelve monthly periods where you can specify how much of the current amount for this account line should be distributed to each month. The total of all monthly distributions must equal the total current amount for this accounting line.

Use of the **From/Decrease** section automatically decreases the budget associated with the account, sub-account, and object code combination entered. The current budget, base budget, or both may be affected.

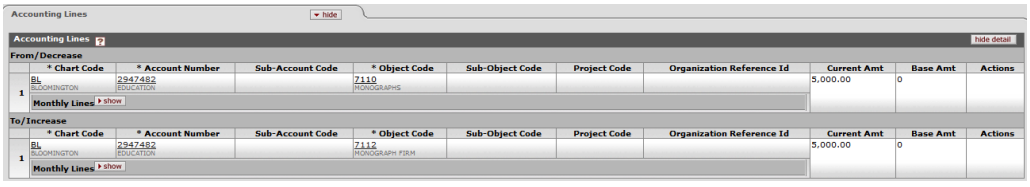
Note

Many OLE libraries will not need to use “base” budgets, unless they anticipate needing to track changes between an expected budget and the actual amount allocated. Libraries not needing base budgets can just use the “current” budget to track their allocations.

Use of the **To/Increase** section automatically increases the budget associated with the account, sub-account, and object code combination entered. The current budget, base budget, or both may be affected.

Note

The **From/Decrease** and **To/Increase** sections do not contain totals. Increases and decreases must balance in the document with relation to object code types in order to route the document. This rule applies to the **From** and **To** sections affecting the current changed amount(s) and the **From** and **To** sections affecting the base changed amount(s).

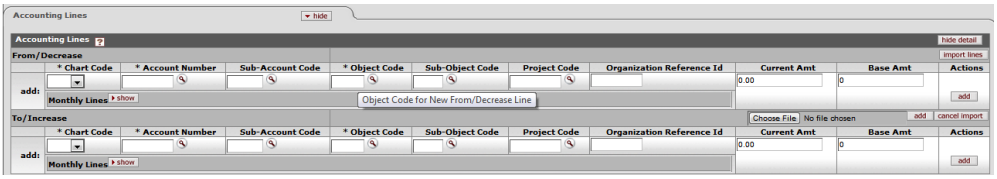


Tip

Try This Budget Setup:

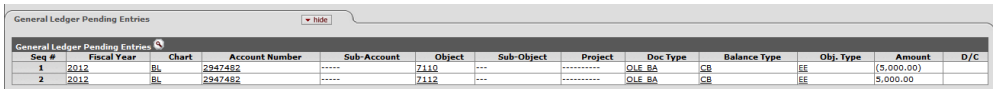
1. Instead of typing in many accounting detail lines, users can use the BA spreadsheet template via the “Import Lines” option.
2. Simply fill in all accounting lines with required Chart, Account, Object, and Amounts
3. Import into the BA (or Transfer) documents in lieu of manual typing.

BA-YEBA Import template



4. Click submit or blanket approve.

5. Review the **General Ledger Pending Entries** tab.



6. Review the **Route Log** tab.

7. The document is routed to the fiscal officer for each account used in the Accounting Lines. The Route Status shows 'ENROUTE'.

8. Appropriate fiscal officers and organization reviewers approve the document.

Income Stream Adjustments

If a Budget Adjustment involves two or more accounts with different Income Stream Accounts, OLE can be configured to create an automated Transfer of Funds transaction to properly adjust cash between those Income Stream accounts. This Transfer of Funds is generated by OLE after the Budget Adjustment is approved and does not route for approval itself.

Process Overview

Business Rules

- Only accounts that have the recording level attribute of 'Budget' accept budget adjustment transactions. The budget adjustment document cannot be used on a cash control (non-budgeted) account.
- Negative amounts are not allowed except when using the **Error Correction** option.

Note

For information about the error correction, see Correcting Errors After Approval on the *Guide to OLE Basic Functionality and Key Concepts*.

- Increases and decreases must balance in the document with relation to object code types. Increases in income may be balanced by decreases in other income lines or by increases in expenditures. Decreases in income may be balanced by increases in other income lines or by decreases in expenditures. Similar logic applies to changes in expenditures
- If Base Adjustments have not been enabled for the selected Fiscal Year on the document then base changes are not allowed.

- The fund group and sub-fund group attributes on an account contain an attribute (Budget Adjustment Restriction Code – BARC) for determining how budget adjustments within that group can be made. These attributes limit the mixing of accounts on the same BA documents.
- BARC values for fund group are: **C** (Chart), **O** (Organization), **A** (Account), or **F** (Fund).
- BARC values for sub-fund group are: **C** (Chart), **O** (Organization), **A** (Account), **S** (Sub-Fund), or **N** (None).
- If the BARC value of the sub-fund group is none, the BARC value of the sub-fund group's parent fund group applies to the account.
- The budget adjustment applies the following rules using these values:
  - If an account on the BA has an effective BARC of Account, then no other account can be used on that Budget Adjustment document, i.e. all adjustments (increases/decreases) must be to the same account.
  - If an account on the BA has an effective BARC of Organization, then the only other accounts on that Budget Adjustment document must belong to the same Organization, i.e. allowing adjustments among accounts in the same organization.
  - If an account on the BA has an effective BARC of Chart, then the only other accounts on that Budget Adjustment document must belong to the same Chart, i.e. allowing adjustments across accounts belonging to different Organizations but within the same Chart.
  - If an account on the BA has an effective BARC of Sub-Fund, then the only accounts on that Budget Adjustment document must belong to the same Sub-Fund Group, i.e. allowing adjustments across accounts belonging to different Organizations and Charts but with the same Sub-Fund Group Code.
  - If an account on the BA has an effective BARC of Fund, then the only accounts on that Budget Adjustment document must belong to the same Fund Group, i.e. allowing adjustments across accounts belonging to different Organizations and Charts and Sub-Fund Groups but with the same Fund Group Code.

The use of certain balance sheet object codes and certain object sub-types may be prohibited according to your institution's business rules.

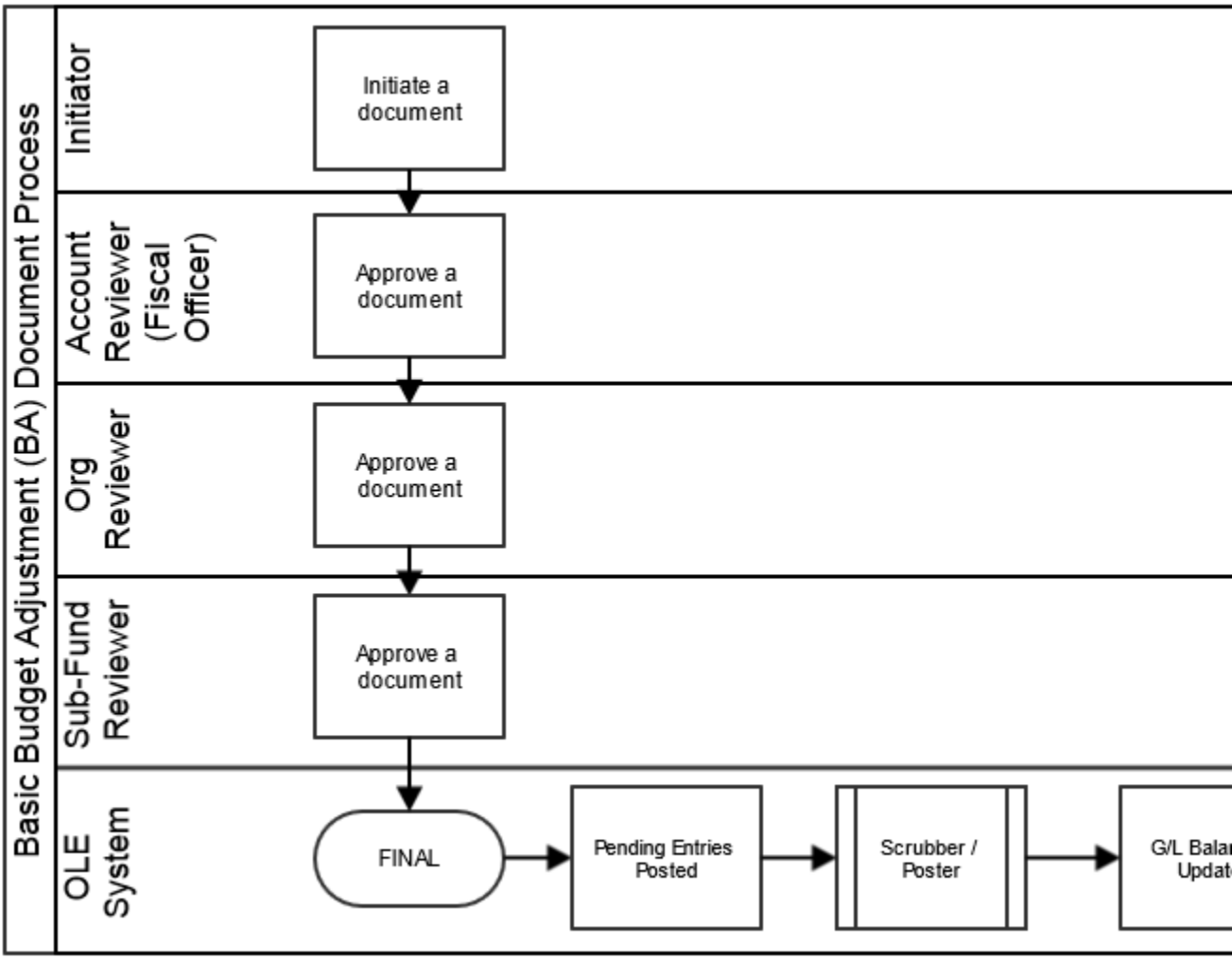
Routing

The BA document is approved as final by the initiator if the following conditions are met:

- The document only adjusts a single account
- The document only adjusts current budget amount
- The Initiator is the fiscal officer for the account
- The total decrease amount is not greater than the current budget balance for the object code being decreased
- If previous conditions are not met, the document continues with standard financial document routing, based on the account numbers used on the document as follows:
  - The fiscal officer for each account must approve.
  - Organization review routing occurs for the organization that owns each account.

- Sub-fund routing occurs based on the sub-fund of each account.

The document status becomes 'FINAL' when the required approvals are obtained and the transaction is posted to the G/L during the next G/L batch process.



Initiating a Budget Adjustment Document

1. Select **Budget Adjustment** from the **Financial Transactions** menu.

   A blank BA document with a new document ID appears.

2. Complete the standard tabs.

   ### Note

   For information about the standard tabs such as **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients**, **Route Log**, and **Accounting Lines** tabs, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.

3. Click submit.

The document is routed to the fiscal officers of the accounts as well as any approvers in the Organizational Review hierarchy.

4. Review the **General Ledger Pending Entries** tab.
5. Review the **Route Log** tab.

Note

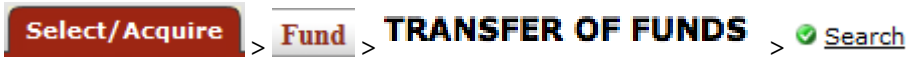
For information about the Route Log tab, see Route Log on the *Guide to OLE Basic Functionality and Key Concepts*.

6. Appropriate fiscal officers and organization reviewers approve the document.

Note

For more information about how to approve a document, see Workflow Action Buttons on the *Guide to OLE Basic Functionality and Key Concepts*.

Transfer of Funds Search



OLE offers a customized document search related to transfer of funds. The search screen contains the standard search fields along with special fields that are unique to this type of e-doc.

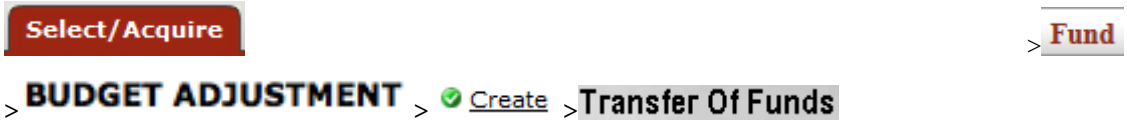
Note

For information about performing a search for one or more requisitions, see Performing Searches on Financial Docs on the *Guide to OLE Basic Functionality and Key Concepts*.

Note

For information about Document lookup fields that are specific to requisitions, see “Document Layout” under Requisition.

Transfer of Funds



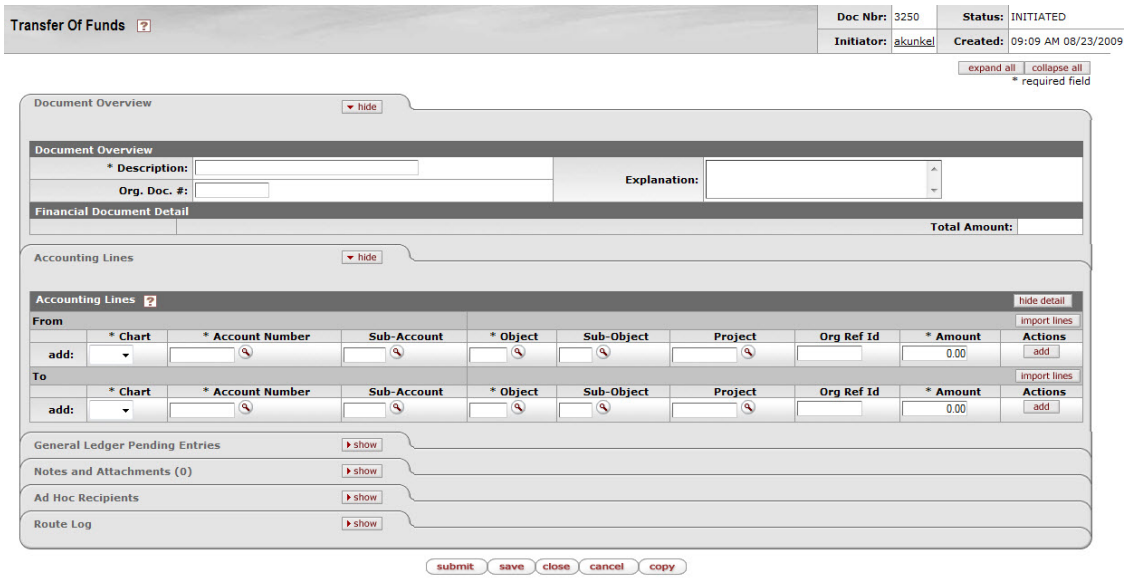
The Transfer of Funds (TF) document is used to transfer funds (cash) between accounts. The TF could be used to cover an overdraft, reimburse an account for an expense, or to fulfill a funding commitment.

Document Layout

The TF document has only the standard financial transaction document tabs and does not have any unique tabs of its own.

Note

For information about the standard tabs such as **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients**, **Route Log**, and **Accounting Lines** tabs, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.



Process Overview

Business Rules

- There must be at least one accounting line in the **From** section and one accounting line in the **To** section.
- The total in the **From** section must equal the total in the **To** section in the **Accounting Lines** tab.
- $0 accounting line amounts are not allowed.
- Negative amounts are not allowed (unless it is an Error Correction TF).
- OLE automatically generates cash object code offset entries as defined by the information entered into the document.
- Object codes representing assets, liabilities, and fund balances (as indicated by the object code's object consolidation) may not be used.
- The Object code restrictions are as follows.

Restricted object type code in the Transfer of Funds document

Object Type Codes	Description	Restrictions
ES	Expense Not Expenditure	Unallowable
IC	Income Not Cash	Unallowable

- The object sub-types used must be sub-types of mandatory transfers and non-mandatory transfers.
- **From** accounting lines with an object sub-type of mandatory transfer must balance with **To** accounting lines with an object sub-type of 'Mandatory Transfer'.

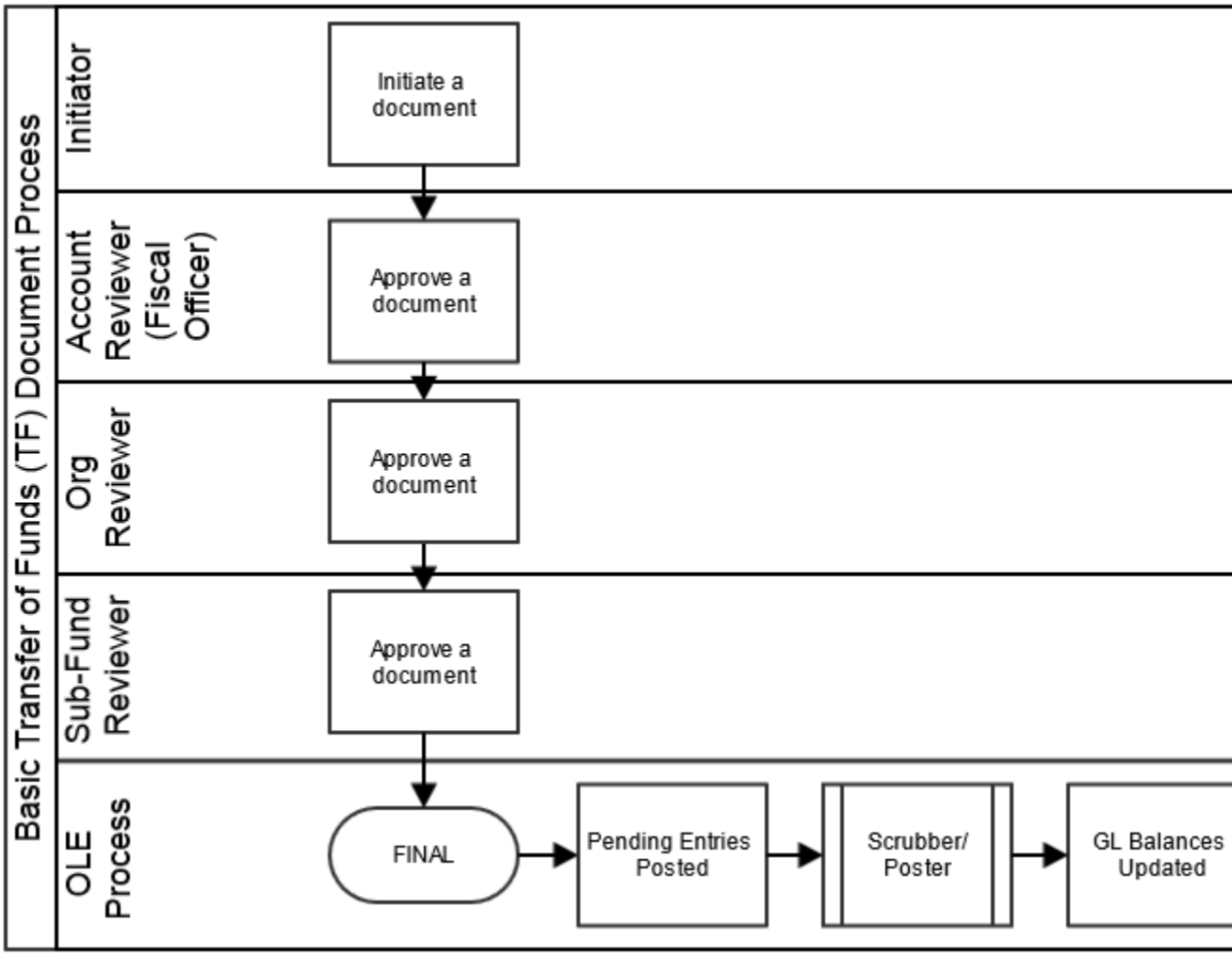
- **From** accounting lines with an object sub-type of non-mandatory Transfer must balance with **To** accounting lines with an object sub-type of 'Non-Mandatory Transfer'.

Routing

The document routes based on the account numbers used on the document as follows:

- The fiscal officer for each account must approve.
- Organization review routing occurs for the organization that owns each account.
- Sub-fund routing occurs based on the sub-fund of each account.

The document status becomes 'FINAL' when the required approvals are obtained and the transaction is posted to the G/L during the next G/L batch process.



Initiating a Transfer of Funds Document

7. Select **Create** under **Transfer of Funds** in the **Fund** submenu on the **Select/Acquire** tab.

   A blank TF document with a new document ID appears.

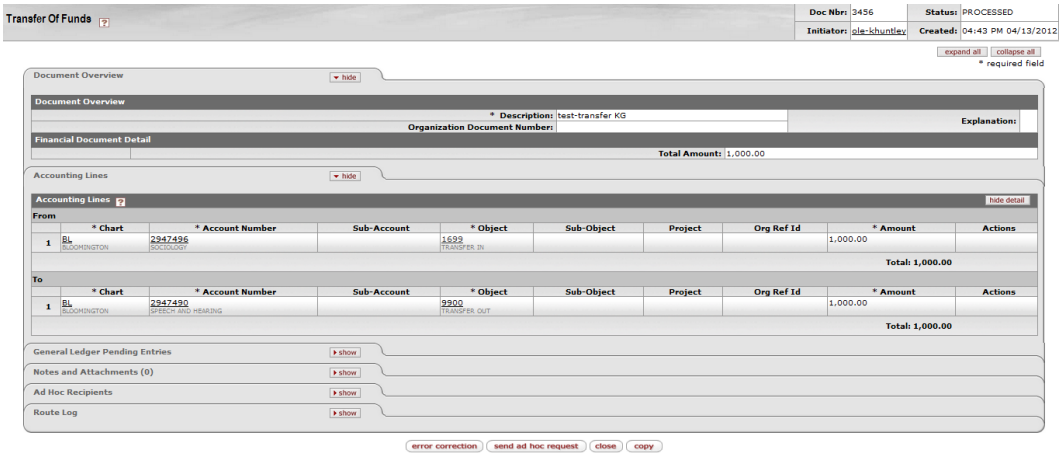
8. Complete the standard tabs.

All accounting lines in the **To** section generate credits and all accounting lines in the **From** section generate debits.

Note

For information about the standard tabs such as **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients**, **Route Log**, and **Accounting Lines** tabs, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.

a. Use sample Accounts & Objects in the Appendix, such as moving $$ from Account 2947496 to 2947490 (note: using Non-Mandatory Object Sub-Type, TN, with specialized Object Codes for Transfer In and Transfer Out)



b. Or from Accounts 2947486 to 2948482 (both of object code 7112 Monographs, with object sub-type of TN-Non Mandatory Transfer)

9. Click submit.

10. Review the **General Ledger Pending Entries** tab.

The pending entries include the offset generation to cash or fund balance object codes.

11. Review the **Route Log** tab.

The document is routed to the fiscal officer for each account used in the Accounting Lines. The Route Status shows 'ENROUTE'.

Note

For more information about the Route Log, see For information about the Route Log tab, see Route Log on the *Guide to OLE Basic Functionality and Key Concepts*.

12. Appropriate fiscal officers and organization reviewers approve the document.

Note

For more information about how to approve a document, see Workflow Action Buttons on the *Guide to OLE Basic Functionality and Key Concepts*.

Chapter 7. Licensing Overview

The Licensing process in OLE includes a back and forth negotiating process between the licensing institution and the electronic resource vendor to set the final terms of the license contract. This is intended to be completed whenever appropriate during the electronic resource acquisition process. OLE will store notes, data and attached documents from this licensing period in an electronic document, or e-doc, called a License Request.

Licensing workflows are a variable part of the electronic acquisitions process. Some resources do not require a license at all and can be used within the guidelines of copyright law, while others require extensive negotiation of business and licensing terms. In general, the licensing process consists of:

- Requesting a standard license from a publisher for a resource
- Assigning the license to a “shepherd” or license owner
- Comparing the license with standard requirements established by the institution and/or library
- Back and forth negotiation with the publisher / library administration to modify license language if necessary.
- If approval, final signatures from both parties.
- Storing final license document (generally a PDF) in OLE.
- Coding machine-readable interpretation of license terms in OLE via a license editor (will be stored as ONIX-PL in the Doctor). Note that this final step is planned for a future release.

The documents and workflows in the Licensing sub-module will allow authorized users to gather information on available terms, store reference materials from providers, track and record external communications or “events,” and trace internal reviews, approvals, and signatures/signed agreements.

Note

In order to work efficiently in the system’s Licensing screens, you need to understand the basics of the user interface. For information and instructions on logging on and off, navigating, understanding the components of screens, and performing basic operations in the screens, see the OLE Basic Functionality and Key Concepts.

Licensing e-documents

OLE Licensing utilizes e-documents and XML documents to store information about the Licensing process and all internal and external negotiations and communications. Initial OLE licensing will utilize:

- E-Resource Record to initiate licensing workflows by auto-creating the License Request when requested.
- License Request e-doc captures critical information and communication that takes place during vendor negotiations. It is used to create an institutional workflow for the license negotiation process.
  - Agreement Documents (title lists, sample contracts, signed license, etc.) are external files that can be attached to License Requests

- ONIX-PL Agreement is used to record the interpreted terms of the license in a machine-readable format. Note that the Agreement is not available in the interface in 1.5, but the underlying infrastructure to import and store these documents has been created.

- Maintenance Documents & Code Lists

A License Request might be initiated for acquisitions of new titles, renewals of existing titles, or making changes to previous Agreements (amendments). OLE 1.5 provides for a License Request generated from an E-Resource Record as part of the acquisitions process. Future releases may address licensing for Addendums, Renewals, and Trials in more detail.

Chapter 8. Standard Licensing E-Docs

On the **Select/Acquire** menu, the Licensing submenu allows users to view and maintain Licensing E-Docs.

Agreement

Warning

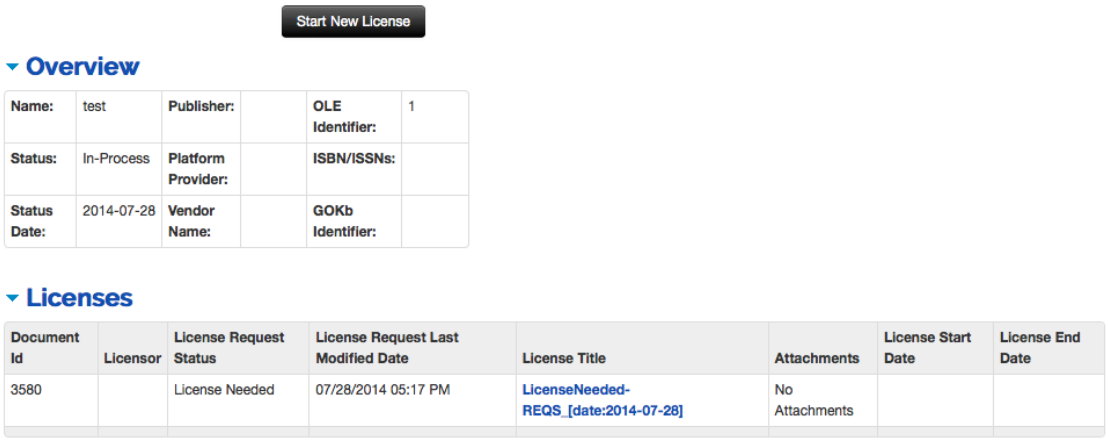
License Agreements are not currently functioning. This is a placeholder for the work in progress.

Initiate License Workflow

In OLE, licensing and License Requests can be initiated from an **E-Resource** Record on the **Select/Acquire** tab.

When creating an E-Resource record, a user must click

to start the licensing workflow.



To open the newly created license, click the License Title. Alternatively, from the **Select/Acquire** tab, click **License Request** under the **Licensing** sub-menu.

Note

To learn more about the E-Resource Record, see the section E-Resource.

License Request

A License Request e-doc is a tool for collecting related information and documents during license investigations and negotiations. The License Request is a routable document, allowing various authorized users to complete workflow actions like reviews, approvals, signatures, or just notifications.

Note

License Requests will continue to be developed and modified in future releases.

Getting Started

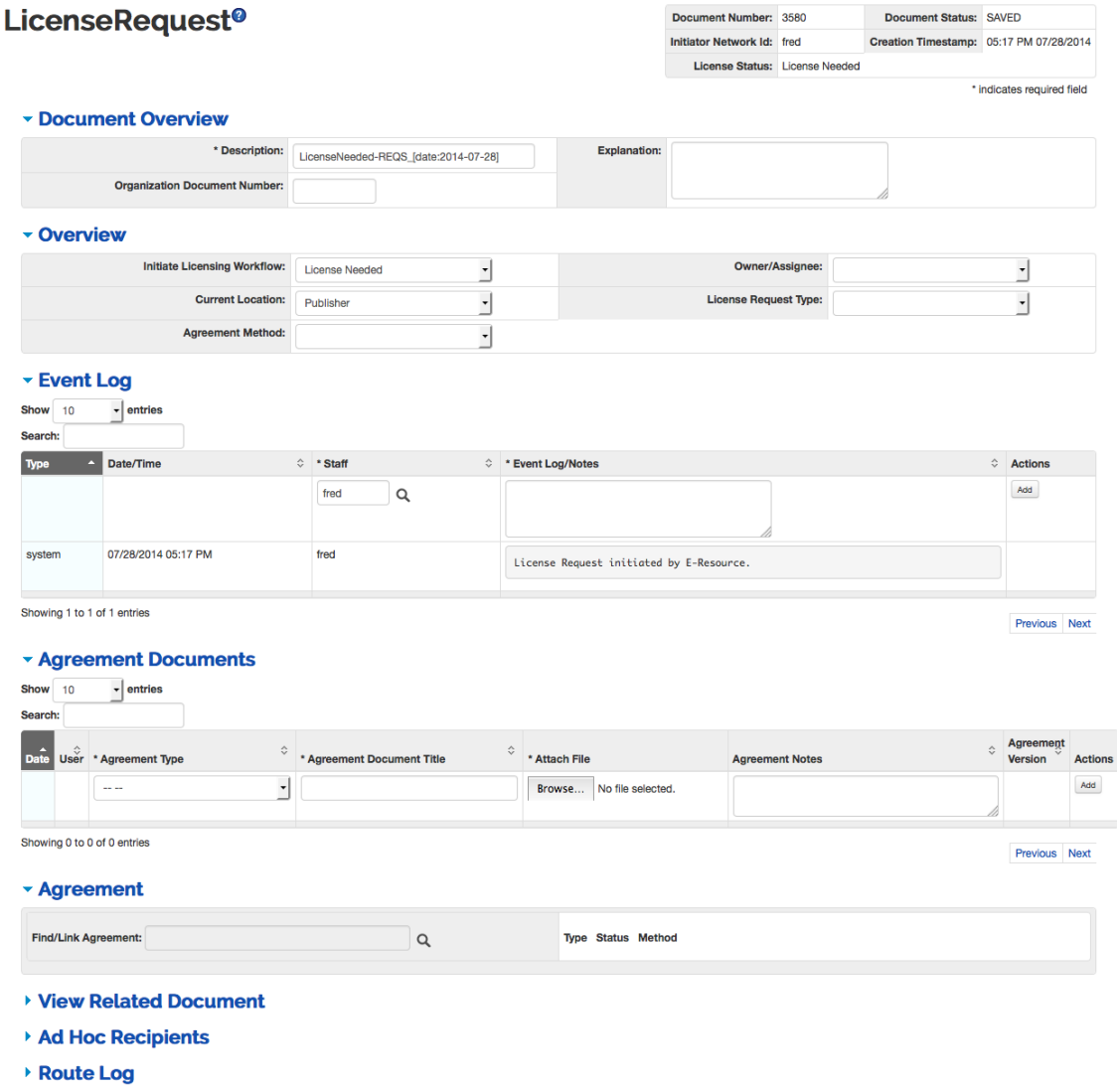
You must be part of the OLE_Licenses and OLE_LicenseManager to edit license requests.

In order for a License Request to be created, the **start new license** box must be clicked on the **E-Resource Document**'s Licenses tab. If this was done, staff may look for the License Request related to the E-Resource by clicking **License Request** under the **Licensing** header of the Licensing Menu.

Note

For information on searching, see Searching OLE on the *Guide to OLE Basic Functionality and Key Concepts*.

Document Layout



The License Request document includes the **Overview, Event Log**, **Agreement Documents**, and **Agreement** tabs, in addition to the standard tabs.

Note

For information about the **standard tabs**, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.

Overview Tab

The License Request contains a custom tab called the **Overview** that contains basic information about the License Request. The License Request status, agreement method (license, SERU, etc.) and the type of License Request (new, addendum, renewal) are noted here.

Tip

It is important to understand the workflow functions of licensing before working in the **Overview** tab. See Workflows Overview for more information about the license workflows steps.

Document Overview Tabs Definitions

Title	Description
Initiate Licensing Workflow	Required. Select workflow to utilize for this License Request.
Current Location	Required. Select current location of the negotiation process or documentation (such as at Vendor, or at Campus Purchasing).
Agreement Method	Required. Describes the type of agreement being documented (negotiated, SERU, Copyright, etc.).
Owner/Assignee	Required. A combined list of all users in OLE_Licenses or OLE_LicenseManagers who can be "owners" for a License Request. Intended to be used to "assign" a License Request to a single user within a larger role or group.
License Request Type	Required. Indicates the type of this license negotiation process, whether new, renewal, or addendum.

Tip

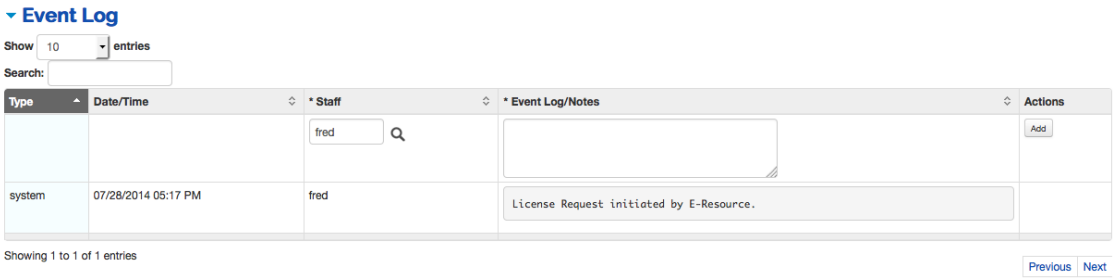
Fields marked Required must be completed before the License Request can be submitted. The License Request can be saved without completing these fields.

Event Log Tab

The Event Log captures automated entries for workflow status changes, adding or linking Agreements or Agreement Documents. Users can also manually add entries to capture external communications, notes, or to summarize any actions external to OLE (such as with Vendor/Provider, University Legal, University Purchasing, etc.). You may add an event note by filling out the required fields and clicking

.

Many events can be recorded in the event log. You may display 10, 25, 50, or 100 entries at one time. Additionally, you may search for events from the search bar.



Event Log Tabs Definitions

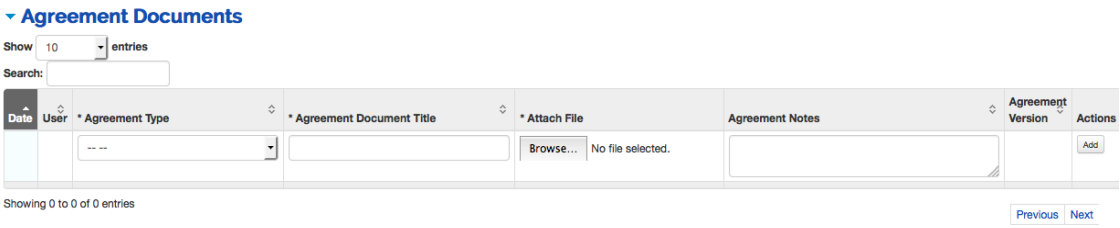
Title	Description

Type	System generated. The event type value will be ‘system’ when the request is initiated, 'user' if a line was added manually by user; 'file' if an Agreement doc was added; 'agreement' if a linked Agreement document was edited or added; 'location' if a location change occurred; 'status' if a license status change occurred.
Date/Time	System generated. Logs the date and time for the event log line item.
Staff	Required. Logs the user id of the person associated with the event log change. Defaults to current user but can be modified by entering a name or searching from the lookup .
Event Log/Notes	Required; may be manually added or system generated. Users may input information to provide audit trail information. System also records what events have occurred.

Agreement Documents Tab

Throughout negotiations and investigations, various Licensing staff may need to upload or download miscellaneous documents. These are not restricted, and could be any documents that licensing staff wish to archive or share within the licensing process, such as Title Lists, Emails, Analytics or Statistics, sample agreements, signed and unsigned vendor agreements.

Agreement Documents should also be used to store updated Checklists used in the licensing process. Staff may download blank checklists from the Manage Checklist (Word documents, PDF Forms, Excel, etc.) and upload completed or in-progress Checklists to the License Request, specific to this negotiation process.



Agreement Documents Tab Definitions

Title	Description
Date	System Generated. Date and time the document was uploaded.
User	System Generated. The name of the user who uploaded the file.
Agreement Type	Type of Agreement Document that has been uploaded. Samples from the drop down list include Agent information, Checklist, or Email.
Agreement Document Title	Allows staff to identify a file with a short title.
Attach File	Select **Browse** to search for a document on your local computer and upload it to OLE Select **Download attachment** to open a document on your local computer.
Agreement Notes	Users may add quick summaries or other notes about the document
Agreement Version	If the same named document was uploaded more than once, users may keep track of multiple versions.
Action	Must choose **add** to attach the document to OLE or **Delete** to remove it.

To upload Agreement Documents:

1. Select an **agreement type** from the drop down menu.

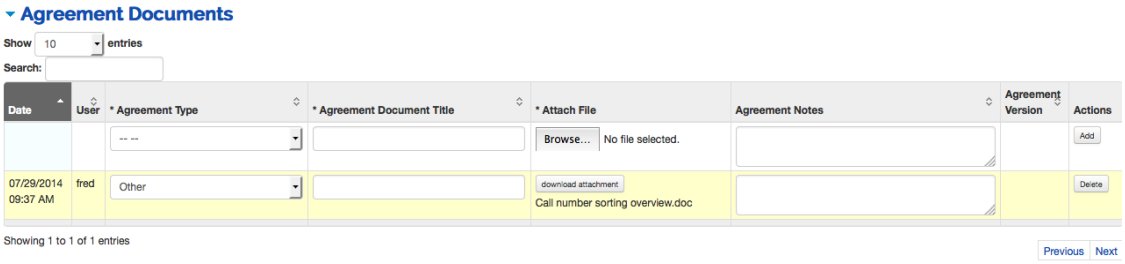
2. Enter a brief title for future search in the **Agreement Document Title** field.
3. Input any Notes about the document so that you will understand what it contains.
4. To select the document to upload, click on **Browse** to find your locally-saved file and select it for upload.
5. Click

to save the Agreement Document.
6. Click

at the bottom of the e-doc to save the License Request with the new Agreement Document.

To download Agreement Documents for Review or Edit:

Click **Download Attachments** to review and save a local copy.

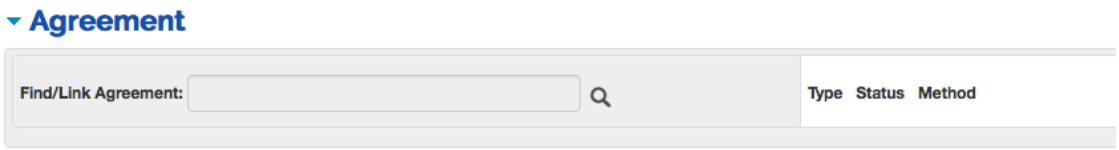


Agreement Tab

As licensing investigations and negotiations workflows continue, staff may upload or link Agreements, or ONIX-PL format licenses. Users may use the Lookup to search for an existing Agreement to link to the License Request or create a new Agreement. The Agreement is an XML representation of the actual terms of the license itself.

Note

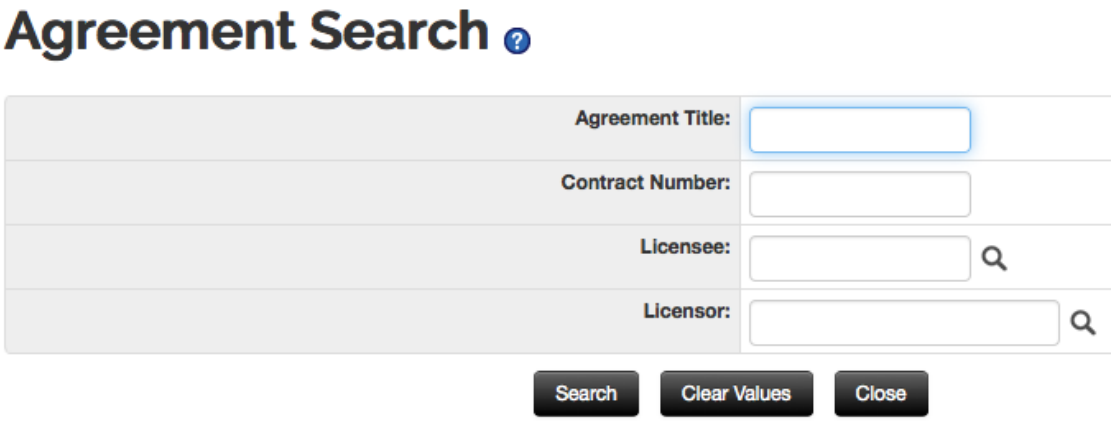
Although Agreements are not available as part of 1.5, future releases should allow staff to either upload an ONIX-PL document directly or use a license editor GUI to record license terms as an Agreement.



Find/Link Agreement

Click on the Lookup to search existing Agreements, and link to an existing Agreement for reference or future renewal or amendment. It is not possible to upload an Agreement in 1.5, so there are no

Agreements to link to License Requests in this release. Users will also be able to create a new Agreement from this screen for this License Request in future releases.



Process Overview

License Requests can be searched via the License Request menu selection.

1. Select the **Document Number** of the E-doc you wish to modify.
2. Add notes and/or agreement documents, or link to agreements as necessary.
3. Select the appropriate option for **Initiate Licensing Workflow**. See workflow information below.
4. Send ad hoc as necessary once the License Request status is en route (a workflow must be initiated).

Warning

Known bug: The send ad hoc button is not working correctly. Rice developers are working to correct this error. To send ad hoc, users must add ad hoc recipients and **approve** the document. This will send the document to the ad hoc recipient and then move the document to the next person of the workflow.

Click

or

as appropriate.

Business Rules

1. A License Request can link to none, one, or many Agreement Documents.
2. A License Request must have a License Request Type, an Agreement Method, a Current Location, and an Owner before submitting to a workflow.
3. A License Request can only have one Current Location.
4. A License Request can only have one current Owner.
5. A License Request can only have one current License Workflow.

Routing

The routing of License Request e-docs will be based on data values in the License Request, and will be initiated via user selection of a value from the **Initiate License Workflow** drop-down.

Workflows Overview

OLE will be pre-configured with some sample workflows and statuses to assist libraries in setting up initial Licensing processes.

Selected workflows, as defined below, will route the License Request to the selected Role to complete a desired action.

Tip

Reminder: A Role can be a single or many users.

Licensing Workflow Descriptions

Workflow Name	Workflow Description
Manual (Blank)	N/A, Self= No routing or workflow selection required. License Request will not become final with custom doc status “Complete” until an actual workflow is selected and completed.
Review Only	This workflow allows owners to route License Request to OLE_Reviewer (role) to complete reviews as defined in local policies (external to OLE)
Signatory Only	This workflow allows owners to route License Request to OLE_Signatory (role) to complete signatures of noted agreement Documents. This workflow requires ALL members of the signatory role to approve the License Request, indicating they have signed the document.
Approval Only	This workflow allows owners to route License Request to OLE_LicenseApprover (role) to approve the License Request.
Full Approval	This is full composite workflow (combining Signature workflow, university approval step, Review workflow, and Approval workflow), requiring all approvals and steps. Approval will be the last step, and based on Approved/Disapproved, complete the Licensing workflow.
Renewal*	This workflow is a modification to Full Approvals, and could be customized locally to fit Local Renewal approval policy.
Addendum*	This workflow is a modification to Full Approvals, and could be customized locally to fit Local Addendum approval policy.

Workflow Rules

1. As delivered, OLE Licensing workflows are optional, and are at the discretion of the owner of License Request to determine which workflow to initiate, based on knowledge of vendor and existing (external to OLE) policies.

2. Delivered OLE Licensing Workflows require that “Any” member of a Role defined in workflow must complete the Action for workflow and status to move forward, with the exception of “Signatory” workflows which require all Users defined in OLE_Signatory to complete the action.

3. OLE will offer combined and single PeopleFlows defined and editable by adopting libraries, with ability to use different metadata to establish rules for routing or available routing.

4. KRMS rules engine will pull metadata from the License Request and tell the system how to update statuses of related and linked documents, and which PeopleFlow workflows are enabled for the License Request.

5. OLE will currently only support a single active workflow at one time (future OLE may include recall/ replace workflow options, or options to edit and initiate multiple simultaneous or sub-workflows.)

6. Each individual workflow will update License Request Custom Document Status.

7. OLE will provide sample workflows, roles, routing and user interfaces to act as template for locally configurable roles, workflows. Using KRMS and PeopleFlow, sites should be able to modify, add to, or remove steps or options in Licensing workflows, including additional rules or metadata conditions into KRMS agenda(s).

Note

Known bug: There is a bug being worked on in Rice that is preventing the “send adhoc” button to work. Users may send a license request only while approving a document.

Statuses & Workflow Definitions

License Request Manual Selection	E-Doc Custom Status	Description.	Description of the Workflow
License Needed	License Needed	Default custom doc status upon initiation.	N/A (manual status change only).
License Requested	License Requested	Manual custom doc status saved from "Initiate Licensing Workflow" selection.	N/A (manual status change only).
In Process	In Process	Manual custom doc status saved from "Initiate Licensing Workflow" selection.	N/A (manual status change only).
In Negotiation	In Negotiation	Manual custom doc status saved from "Initiate Licensing Workflow" selection.	N/A (manual status change only).
License Received	License Received	Manual status derived from "Initiate Licensing Workflow" selection, submitted by OLE_Licenses for routing to OLE_LicenseManager.	Upon Submit, this concludes licensing investigations by OLE-Licenses, and license request will route to “Owner” in OLE_LicenseManager role.
Review Only	Pending Review	Status when "Review Only" workflow selected from “Initiate Licensing Workflow”, and submitted.	Initiate Licensing Workflow= Review Only. Status updates while pending outstanding review action by OLE-Reviewer.
--	Review Complete	Status when "Review only" workflow is completed by user approving License Request.	Initiate Licensing Workflow= Review Only. Status updates when outstanding review action by OLE-Reviewer is completed.
Signatory Only	Pending Signature	Status when "Signature Only" is selected from “Initiate Licensing Workflow” and submitted.	Initiate Licensing Workflow= Signature Only. Status updates while pending outstanding review action by OLE-Signatory.
--	Signature Complete	Status when "Signature Only" workflow is completed by OLE_Signatory and approved.	Initiate Licensing Workflow=Signature Only. Status updates when outstanding signature action by OLE-Signatory is completed.
<Current Location>	Pending University	Manual Status when University Approval step is required in Full Approval or Renewal workflows; routes to Owner/ OLE_LicenseManager.	Initiate Licensing Workflow= Full Approval. When combined workflow hits University approval step e-doc routes to owner, and goes to Pending University status.
--	University processing complete	Status when Owner/ OLE_LicenseManager approves	Initiate Licensing Workflow= Full Approval. When combined workflow hits University approval

		License Request to complete University approval workflow step.	step (above) and Owner approves to indicate when university purchasing is complete.
Approval Only	Pending Approval	Status when "Approval only" workflow selected from “Initiate Licensing Workflow” and submitted.	Initiate Licensing Workflow= Approval Only. Status updates while pending outstanding Approval action by OLE-Licensing Approver.
Full Approval	<varies>	Status will update based on current action pending or most recent action completed. “Full Approval” is a composite workflow, and sequentially processes all 3 primary workflows: Review Only, then Signatory Only, and finally Approval Only. It also includes a “University Approval step between Review and Signatory workflows.	Initiate Licensing Workflow=Full Approval. Status updates when approval actions are taken.
Complete	Complete	Status when "Approval Only" workflow is completed by OLE_LicensingApprover via "Approve" button.	Initiate Licensing Workflow=Approval Only. Status updates when outstanding approval action by OLE_LicensingApprover is completed. Should report to Requisition.
Failed	Negotiation Failed.	Status when "Approval only" workflow is completed by OLE_LicensingApprover role via "Disapprove" button.	Initiate Licensing Workflow=Approval Only. Status updates when outstanding approval action by OLE_LicensingApprover is completed. Should report to Requisition.
--	<exception>	Something fails in workflow, License Request returns to Owner. Owner can re-select workflow and Submit again.	

Initiating Workflow

To select and initiate workflows, authorized users are able to select from drop-down selections (as defined above and below) and click on “Submit” at bottom of License Request to initiate the workflow request.

Manual changes to Status/Initiate Licensing Workflow will also update the status of the License Request that will be seen by anyone who views the License Request, or sees it listed in Search Results or Action Lists, to assist in managing staff expectations and assignments across multiple License Requests (status will tell them where each License Request is in progress).

Workflow Options

Phase I:

Description: Selection staff believes title requested will require a License/Agreement.

Action(s): Staff member clicks ‘start new license’ button on the appropriate E-Resource :

1. System auto-routes to Action List of all members of OLE_Licenses.

2. Custom Doc Status= License Needed.

   Phase II:

   Description: Investigations, gathering documentation

   Action(s): **OLE-Licenses** role fills in missing data on License Request, communicates with Vendor/ Provider, and uploads Agreement Documents, or creates/links draft Agreement/ONIX-PL.

3. Workflow/Status Options:

   - License Needed. License Request “save”. No routing, License Request Custom doc status is updated.
   - License Requested. License Request “save”. No routing, License Request Custom doc status is updated.
   - In Process, or In Negotiation. License Request “save”. No routing, License Request Custom doc status is updated.
   - License Received. Member of OLE_Licenses fills in required metadata, changes “Owner” to a member of OLE_LicenseManager, and “Submits” License Request. License Request removed from OLE_Licenses Action List and routed to the selected Owner in OLE_LicenseManager role.

   Phase III:

   Description: Negotiations & Pre-Contracting

   Action (s): Specific user in **OLE_LicenseManager** now is “Owner” of License Request and is responsible in OLE for completing all licensing and negotiations.

4. Permitted user for editing: Any user in role OLE_Licenses, OLE_LicenseManager, OLE_LicenseReviewer, or OLE_LicenseConfiguration.

5. Can select any statuses in “Initiate Licensing Workflow” and Save License Request in order to update License Request custom doc status to describe repeating steps (i.e., negotiation process and therefore statuses may go back and forth).

6. Additional Workflow options:

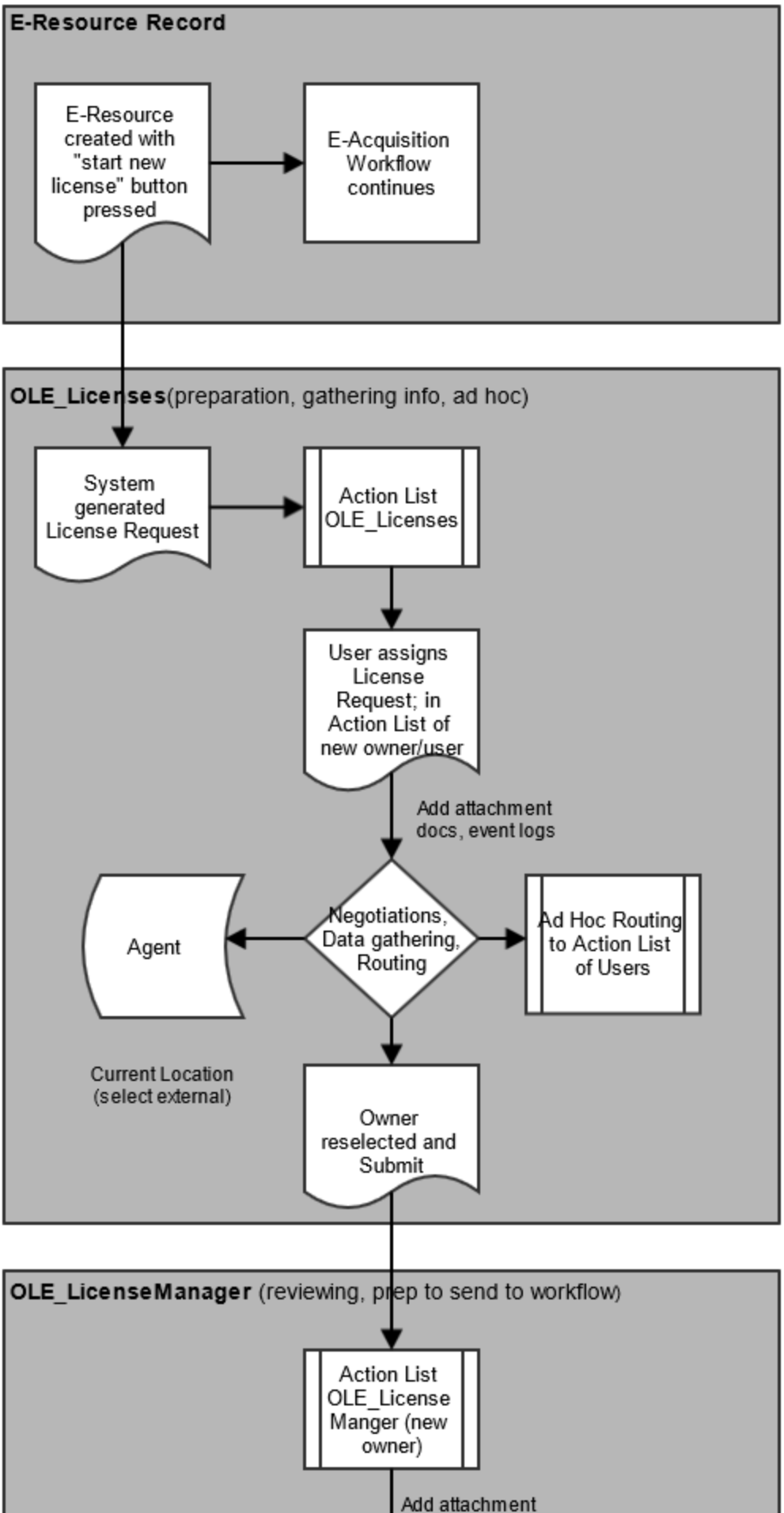
   - Review Only: Initiate a review only workflow by selecting “Review Only” and “Submit”. License Request will Route to/appear in Action List of OLE_Reviewer. OLE_Reviewer (any user available in role to complete action) can review license request or linked Agreement or Agreement Documents, upload or replace new versions of Agreement Documents- including local Checklists. OLE_Reviewer can continue to modify via “Save”, and only “Approve” when all Reviews complete. License Request will route back to Owner for final approval and completion.
   - Signatory Only: Initiate a signatory only workflow by selecting “Signatory Only” and “Submit”. License Request will Route to/appear in Action List of OLE_Signatory. OLE_Signatory (all users defined in role to complete action) can review license request or linked Agreement or Agreement Documents; and, download, and upload signed documents. OLE_Signatory can continue to modify via “Save”, and only “Approve” when all required documents signed, uploaded and reviews complete. License Request will route back to Owner.
   - Approval Only: Initiate Approval step by selecting “Approval Only” and “Submit”. License Request will Route to/appear in Action List of OLE_LicensingApprover. OLE_LicensingApprover (any user

available in role to complete action) can review license request or linked Agreement or Agreement Documents. OLE_LicensingApprover can continue to modify via “Save”, and only “Approve” or “Disapprove” when review is complete. This will complete the License Request workflow.

- Full Approval: Full Approval workflow combines a sequence of above- first routing to OLE_Reviewer. When Approved system routes to OLE_Signatory. When Approved, routes to OLE_LicensingApprover. If Disapproved, status will go to “Negotiation Failed.” If License Request Approved, then workflow is complete and status goes to “Complete”.

- Complete: Any licensing workflow (Signatory only, Approval only, Review only, etc.) is completed

- Negotiation Failed. Any licensing workflow (Signatory only, Approval only, Review only, etc.) is disapproved at any approval step in the workflow.


E-Resource Record
E-Resource created with "start new license" button pressed
E-Acquisition Workflow continues
OLE_Licenses(preparation, gathering info, ad hoc)
System generated License Request
Action List OLE_Licenses
User assigns License Request; in Action List of new owner/user
Add attachment docs, event logs
Agent
Negotiations, Data gathering, Routing
Ad Hoc Routing to Action List of Users
Current Location (select external)
Owner reselected and Submit
OLE_LicenseManager (reviewing, prep to send to workflow)
Action List OLE_License Manger (new owner)
Add attachment

Note

To learn more about workflows, Action Lists, and Ad Hoc Routing, see OLE Workflow Overview and Key Concepts on the *Guide to OLE Basic Functionality and Key Concepts*.

Manage Checklist

Select/Acquire > Licensing Admin > Manage CheckList >

CheckList Lookup >

CheckList

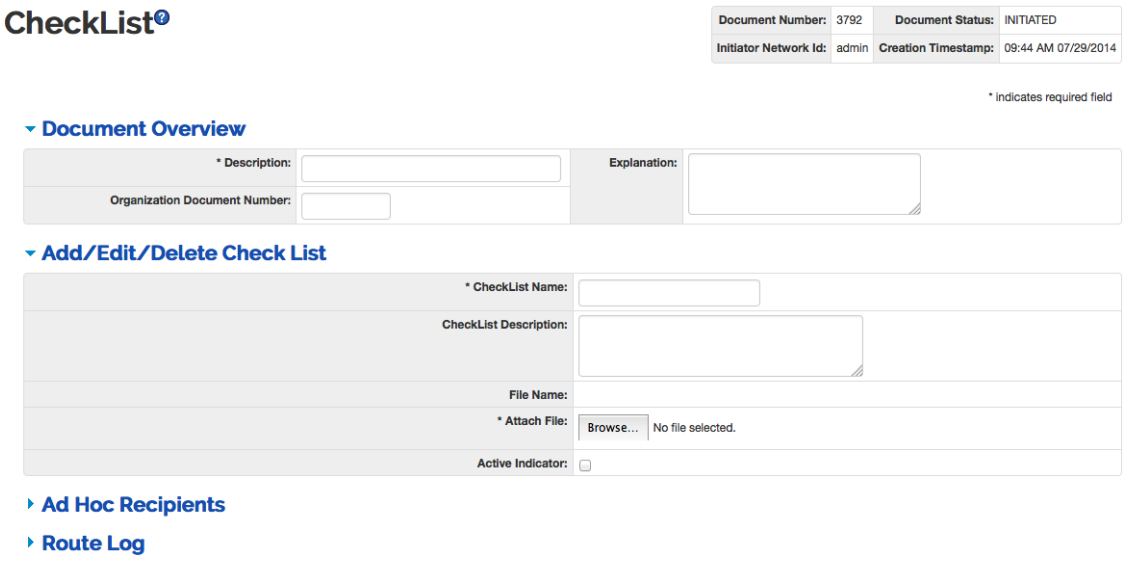
Checklists contain the list of local institutions' contractual requirements, and can be downloaded for use with individual License Requests. The basic checklists will contain action lists, compliancy checks, or internal policies for different types or Agreements. Users may attach locally-downloaded and filled-in copies to specific License Requests in 1.5.

The document can be initiated and edited only by members of the OLE-LIC OLE_LicenseConfiguration role.

Note

To upload completed Checklists to License Request negotiations, see Agreement Documents Tab.

Document Layout



The Manage Checklist document includes the **Add/Edit/Delete Checklist** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit/Delete Check List Tab Definitions

Title	Description
CheckList Name	Required. A user-provided short name for the checklist, and easy search and retrieval in future.
CheckList Description	Detailed description that may explain when, where to use this checklist versus another. Purpose.
File Name	Name of the file associated with this checklist.
Attach File	Browse to select checklist to upload.
Active Indicator	Indicates whether this checklist is active or inactive. Remove the check mark to deactivate.

Process Overview

Checklist maintenance and the Checklist Maintenance e-doc can be undertaken to:

- Create/Upload new checklists

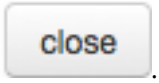
  Enter the required fields.

  Attach a file from your local computer.

  Click

.

  Ad Hoc route the document as needed.

  Click 

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- Download & utilize local copy of checklist

  Search for the checklist you wish to use.

  Click on the **checklist name** to download the file.

- Delete a checklist

  Search for the checklist you wish to delete.

  Click **delete** in the actions column.

- Activate/Re-activate a checklist

  Search for the checklist you wish to activate/re-activate.

  Click **edit** in the actions column.

Check the **Active Indicator** box.

Click

.

- Overlay/Replace a checklist

  Search for the checklist you wish to activate/re-activate.

  Click **edit** in the actions column.

  Browse for a new file to attach.

  Click

.

Chapter 9. Vendor

On the **Select/Acquire** tab, the Vendor submenu provides access for users to create vendors and search for multiple OLE records.

Vendors

The Vendor (PVEN) document allows users to create and maintain a Vendor table to track businesses or other entities your institution has done or plans to do business with. Each record in this table maintains all information pertinent to a vendor, including tax ID, addresses, contacts and other details required for the management of your institution's procurement process.. Vendors created using this document are available for use on various purchasing documents (such as Requisition, Purchase Order, and Disbursement Voucher documents).

Vendors have many different attributes which may in some cases determine how and when they may be used.

There are three situations where you may choose to use this menu:

- To add a new vendor ('parent Vendor record')
- To create a new division to an existing vendor ('child Vendor record')
- To edit information about an existing vendor or division

Special Navigation Features

Wildcards are particularly helpful for searching vendors: *ybp*, harr*.

Note

To learn more about searching, see Searching OLE on the *Guide to OLE Basic Functionality and Key Concepts* on the *Guide to OLE Basic Functionality and Key Concepts*.

To create and edit Vendor documents please log in as someone assigned to one of the following roles: OLE-SELECT Acquisitions-AQ3, Acquisitions-AQ4, Acquisitions-AQ5, OLE-Invoicing, OLE_Prepayment, OLE_ACQ-MGR, OLE_Acquisitions, OLE_ACQ-Mgr-serials, OLE_Acquisitions-serials, OLE_License_Mgr, OLE_ERMS and OLE SYS User.

Note

Note: When creating a NEW vendor, if logged in as member of OLE_Acquisitions-AQ3 or AQ4, the new vendor e-doc will be processed, *but* stops at approval. The OLE ACQ-mgr role may create and blanket approve a new vendor.

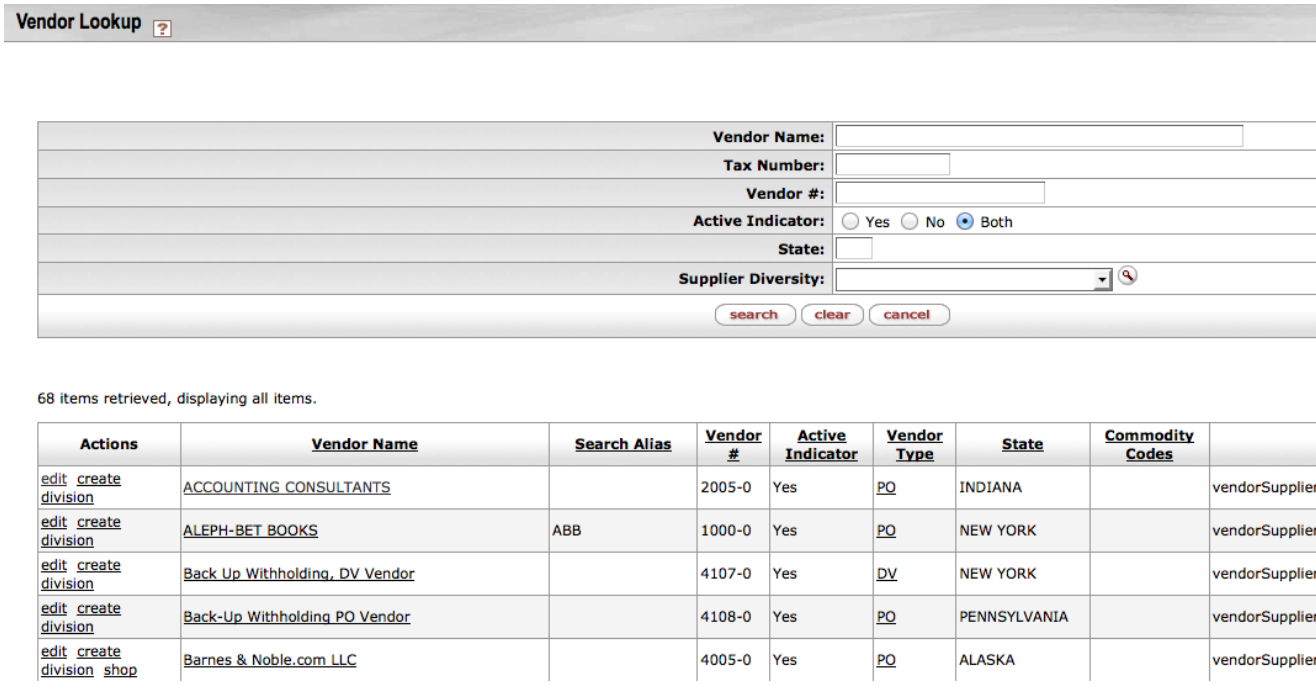
Foreign Vendor

If the Vendor is Foreign, then additional fields are required, such as **Currency Type** shown in the tab below, and **Is this a foreign vendor** in the **Vendor** main tab. These data values will tie into currency conversion on requisitions, purchase orders and payment requests, as well as financial accounting with university systems.

Create Division

The Vendor document offers a unique option from the Vendor Detail Lookup screen, called **Create Division**. This option is available only for 'parent' vendors (that is, vendors for which the **Vendor Parent Indicator** on the Vendor tab is set to 'Yes').

The **Create Division** option allows you to group entities under the same corporate office with the same Tax ID ('parent vendor'). You might use this feature to add information about the separate divisions or branches, without having to duplicate the corporate information. A division has a different name from the parent.



The **create division** link is available only for the 'parent' vendors. When you click the **create division link**, a new Vendor document is initiated and the information from the **Corporate Information** section of the **Vendor** tab is copied from its Corporate Vendor and remains display-only.

This is an inherited function from KFS. Divisions must be used for full Customer Relationship Management (CRM) type functions. However, if you want to account for a library organization's specific Vendor account number without creating a division, you may enter the **customer number** and the **Organization Code** for the **Account Number Owner** on the **Acquisition Unit Vendor Accounts** tab. You may also add specific vendor discounts associated with the library organization's customer number, as well as **Standard Delivery Carrier** and carrier's standard interval of service (expressed as days/hours).

'Collections'

In the Vendor document, many tabs allow you to enter multiple sets of information ('Collections') for the tab. For example, you may add multiple addresses, contacts, phone numbers, etc. for a single vendor.

To add additional sets of information, complete the tab again and click add.

When a set of information is added it is collapsed but may be viewed by clicking show individually.

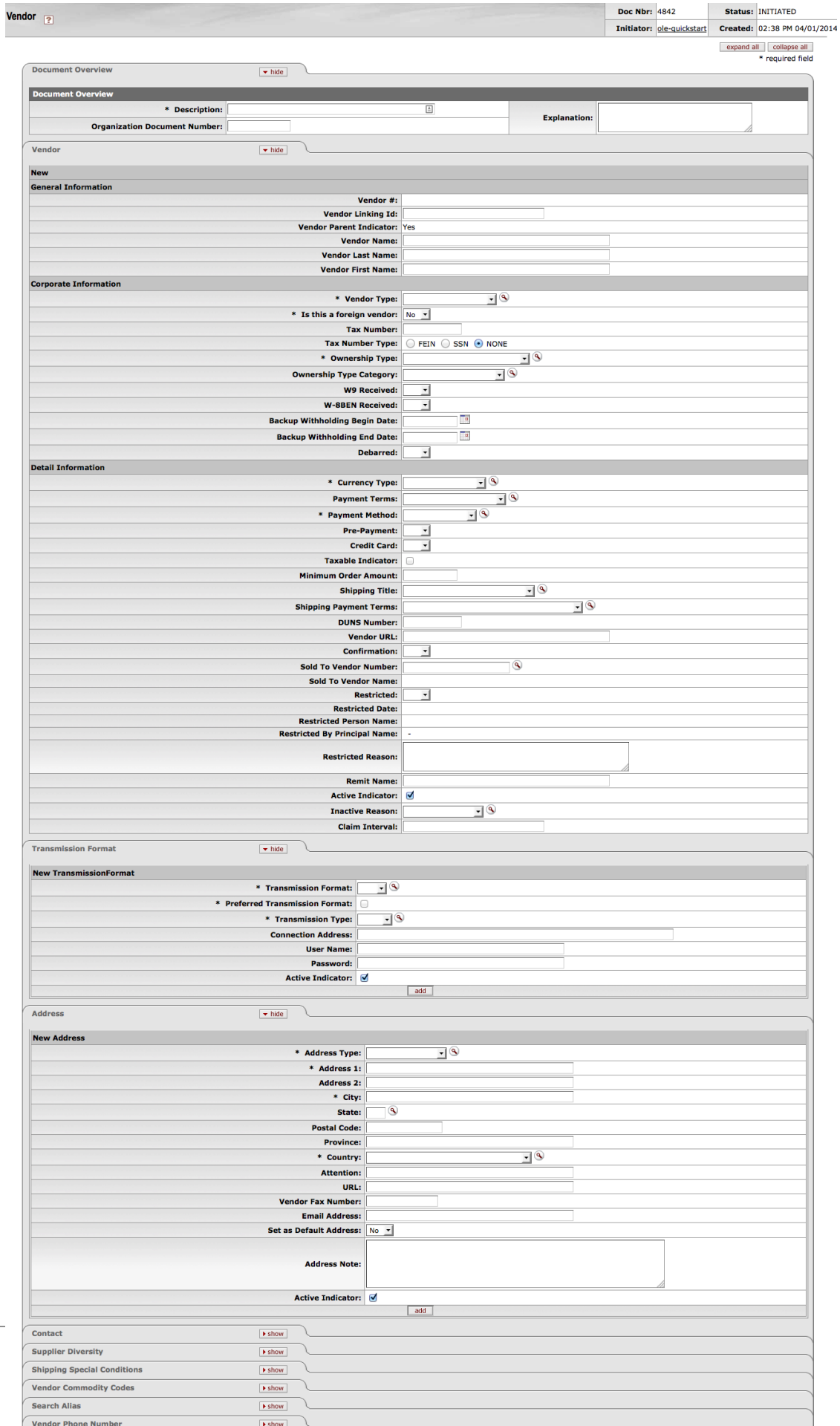
Required Fields

In the Vendor document, not all the tabs are required for the creation of the Vendor record. For example, not all the vendors have supplier diversity requirement or multiple phone numbers. Nonetheless the required fields within these tabs are noted with an asterisk in the event that you decide to complete the information.

Document Layout (for Create New Vendor & Create Division)

The Vendor document has various tabs including the **Vendor**, **Transmission Format**, **Address**, **Contact**, **Supplier Diversity**, **Shipping Special Conditions**, **Vendor Commodity Codes, Search Alias**, **Vendor Phone Number**, **Acquisitions Unit Vendor Accounts**, and **Contracts** tabs.

The Vendor document is broken into two images below:



Vendor

Doc Nbr: 4842 | Status: INITIATED
Initiator: ole-quickstart | Created: 02:38 PM 04/01/2014

expand all | collapse all
* required field

Document Overview [hide]

Document Overview
* Description:
Organization Document Number:
Explanation:

Vendor [hide]

New
General Information
Vendor #:
Vendor Linking Id:
Vendor Parent Indicator: Yes
Vendor Name:
Vendor Last Name:
Vendor First Name:
Corporate Information
* Vendor Type:
* Is this a foreign vendor: No
Tax Number:
Tax Number Type: FEIN SSN NONE
* Ownership Type:
Ownership Type Category:
W9 Received:
W-8BEN Received:
Backup Withholding Begin Date:
Backup Withholding End Date:
Debarred:
Detail Information
* Currency Type:
Payment Terms:
* Payment Method:
Pre-Payment:
Credit Card:
Taxable Indicator:
Minimum Order Amount:
Shipping Title:
Shipping Payment Terms:
DUNS Number:
Vendor URL:
Confirmation:
Sold To Vendor Number:
Sold To Vendor Name:
Restricted:
Restricted Date:
Restricted Person Name:
Restricted By Principal Name: -
Restricted Reason:
Remit Name:
Active Indicator:
Inactive Reason:
Claim Interval:

Transmission Format [hide]

New TransmissionFormat
* Transmission Format:
* Preferred Transmission Format:
* Transmission Type:
Connection Address:
User Name:
Password:
Active Indicator:
add

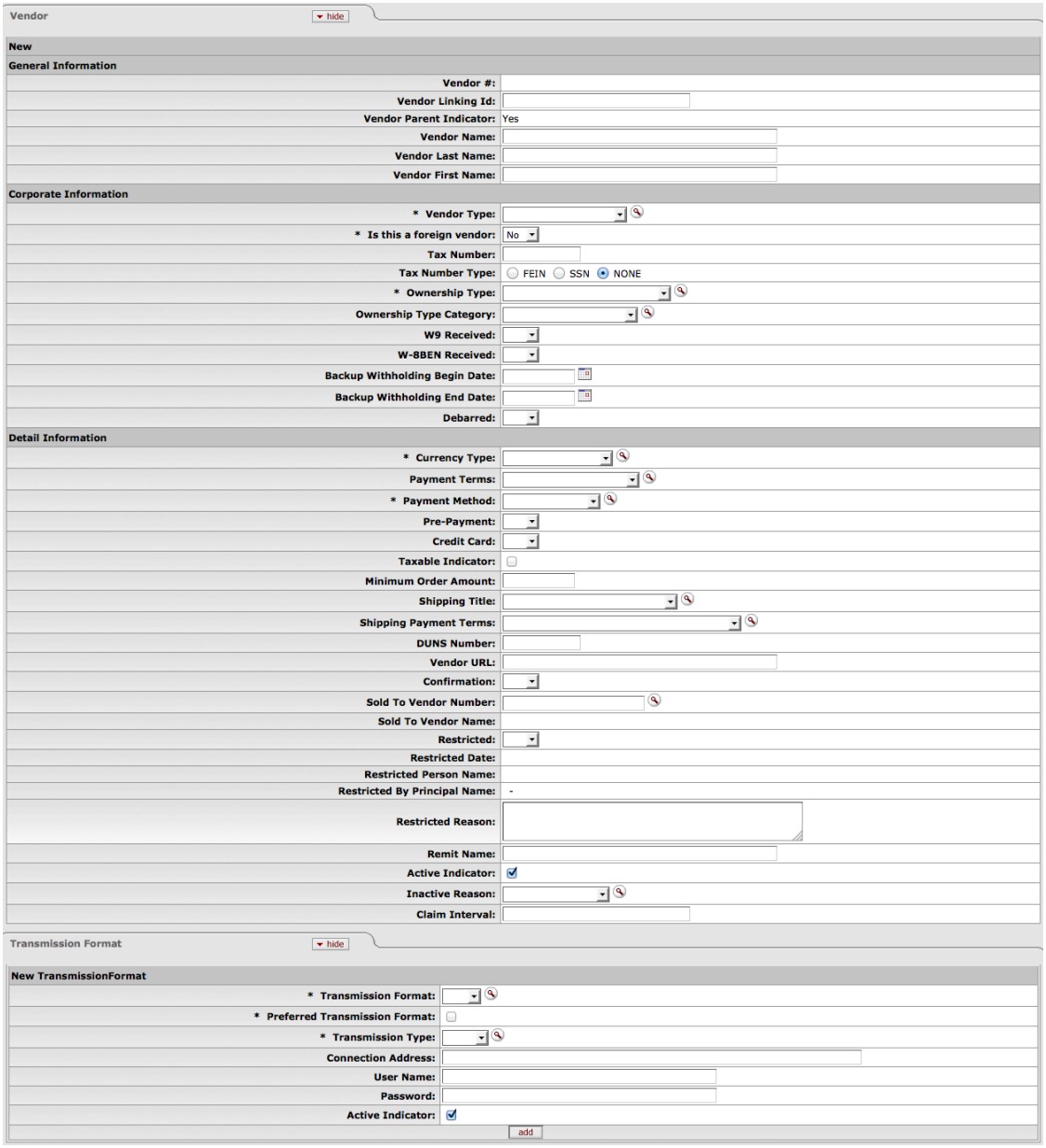
Address [hide]

New Address
* Address Type:
* Address 1:
Address 2:
* City:
State:
Postal Code:
Province:
* Country:
Attention:
URL:
Vendor Fax Number:
Email Address:
Set as Default Address: No
Address Note:
Active Indicator:
add

Contact [show]
Supplier Diversity [show]
Shipping Special Conditions [show]
Vendor Commodity Codes [show]
Search Alias [show]
Vendor Phone Number [show]

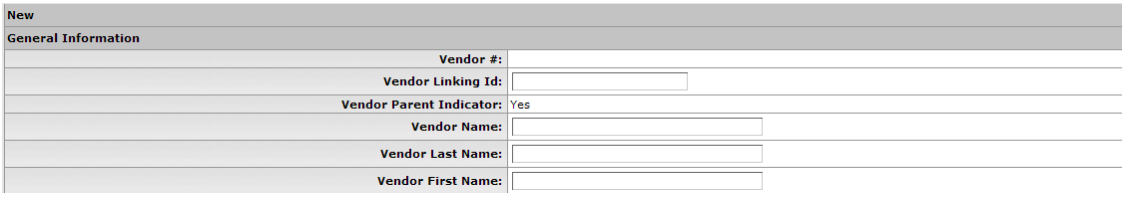
Vendor Tab

The **Vendor** tab collects fundamental information about a vendor such as the name, tax status and details. It is composed of three sections: **General Information**, **Corporate Information** and **Detail Information** sections.



General Information Section

General information includes the Vendor Name and a system-assigned Vendor Number. This number is assigned when the document is approved.



General Information section definition

Title	Description
Vendor Number	Display-only. A unique, system-generated number that identifies this vendor, assigned at the time the document is approved.
Vendor Linking ID	Locally defined. An identification to link OLE to your university's accounts payable systems
Vendor Parent Indicator	Display only. Indicates whether the vendor is a parent or child record.
Vendor Name	Required if **Vendor Last Name** and **Vendor First Name** fields are blank. Enter the vendor name that is not a first and last name. If the vendor should be identified by a first and last name, leave this field blank.
Vendor Last Name	Required if **Vendor Name** field is blank. Enter the vendor last name. If the vendor should be identified by a company name or title, leave this field blank and use the **Vendor Name** field.
Vendor First Name	Required if **Vendor Name** field is blank. Enter the vendor first name. If the vendor should be identified by a company name or title, leave this field blank and use the **Vendor Name** field.

Note

Either the vendor name or vendor first name and last name are required to identify the vendor.

Corporate Information

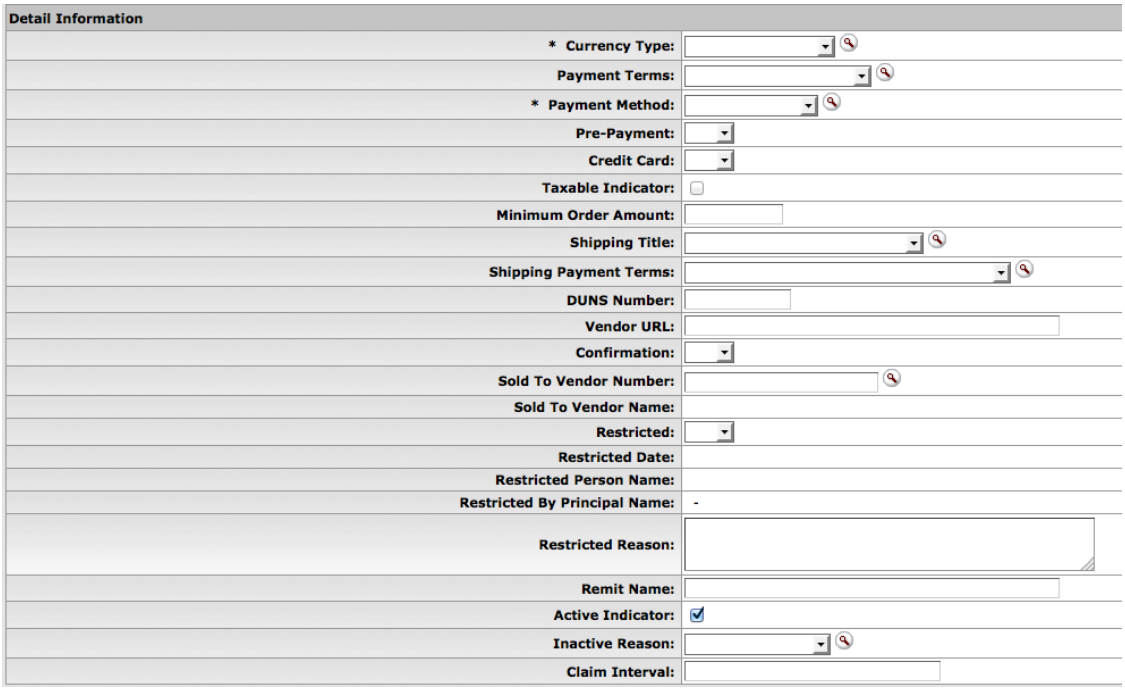
The **Corporate Information** section includes the vendor tax information, such as tax number, ownership type, which tax forms are on file and any special withholdings or debarred information.

Corporate Information section definition

Title	Description
Vendor Type	Required. Select the appropriate vendor type from the **Vendor Type** list or select if from the Vendor Type lookup . Examples include 'Disbursement Voucher' and 'Purchase Order. A vendor's type determines on which OLE documents it may be used. Different vendor types are used on different documents
Is this a Foreign Vendor?	Required. Select 'Yes' from the list if the vendor should be identified as foreign. Select 'No' if the vendor is not identified as foreign.
Tax Number	Required for non-foreign vendors. Enter the vendor's tax ID number or SSN.
Tax Number Type	Required. Select the **Tax Number Type** option that describes the tax number entered in the Tax Number field. If no Tax Number was entered, select 'None.
Ownership Type	Required. Select the appropriate type from the **Ownership Type** list, or search for it from the **Owner Type** lookup . Examples include 'Corporation,' 'Non-Profit,' and 'Individual/Sole Proprietor. The ownership type is found on the tax document (W9, W8Ben for example) submitted by the vendor.
Ownership Category	Optional. Select the appropriate category from the **Ownership Category** list, or search for it from the **Owner Category** lookup . The ownership category more specifically identifies the vendor, often indicating the type of services this vendor provides. Examples might include Government or 'Corporation'.
W9 Received	Optional. Select 'Yes' or 'No' from the list to indicate if a W9 has been received for this vendor. Certain types of vendors may be required to have a W9 on file before they may be approved for use.
W-8BEN Received?	Optional. Select 'Yes' or 'No' from the list to indicate if a W-8BEN has been received for this vendor. Certain types of foreign vendors may be required to have a W-8BEN on file before they may be approved for use.
Backup Withholding Begin Date	Optional. Enter the effective date for backup or select it from the calendar , if the vendor is subject to backup withholdings.
Backup Withholding End Date	Optional. Enter the date to discontinue backup withholding or select it from the calendar , if the vendor is subject to backup withholdings.
Debarred	Optional. Select 'Yes' or 'No' from the list to indicate whether or not this vendor has been debarred. This designation indicates that an institution has been barred from doing business with this vendor by the state or federal government.

Detail Information Section

The **Detail Information** section contains additional data about the vendor including payment and shipping terms and whether or not they are restricted or inactive and why.



Detail Information section definition

Title	Description
Currency Type	Required. Currency type of the vendor. Select the appropriate currency type from **Currency Type** list or select it the from the **Currency Type** lookup .
Payment Terms	Optional. Select from the Payment Terms list or select it from the **Payment Term Type** lookup . Payment terms include the number of days a payment is due and whether a discount is available for prompt payment.
Payment Method	Required. Payment method of the vendor. Select the appropriate method from **Payment Method** list or select it the from the **Payment Method** lookup .
Pre-Payment	Optional. Select 'Yes' or 'No' from the list to indicate whether or not this vendor accepts pre-payments.
Credit Card	Optional. Select 'Yes' or 'No' from the list to indicate whether or not this vendor accepts credit card payments.
Minimum Order Amount	Optional. Enter an amount if the vendor requires a minimum dollar amount for orders.
Shipping Title	Optional. Select a title from the **Shipping Title** list or select it from the **Shipping Title** lookup . The shipping title determines when ownership of the product takes effect. For example destination indicates that ownership takes effect when the product arrives at the delivery location.
Shipping Payment Terms	Optional. Select the terms from the **Shipping Payment Terms** list or select it from the **Shipping Payment Terms** lookup . This determines whether the institution pays for shipping charges.
DUNS Number	Optional. Enter the nine-digit vendor Data Universal Numbering System (DUNS) number if available. The DUNS number is a unique identifier for businesses that register with Dun and Bradstreet.
Vendor URL	Optional. Enter the URL for the vendor's website.
Confirmation	Optional. Select 'Yes' to indicate that this vendor needs a printed or faxed copy of a PO if the order has been phoned in. Select 'No' if an additional confirmation copy of the PO is not required by the vendor.

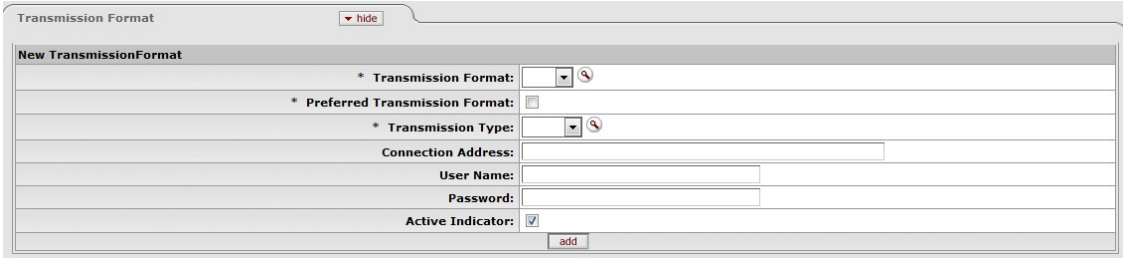
Sold To Vendor Number	Enter the number of the vendor that this vendor was sold to or search for the buyer from the **Vendor Detail** lookup .
Sold To Vendor Name	Display-only. Automatically displayed when the **Sold To Vendor** is entered.
Restricted	Optional. Select 'Yes' or 'No' from the list to indicate whether or not the use of this vendor is restricted. A restricted vendor is ineligible for APOs.
Restricted Date	Display-only. Automatically displayed by the system when 'Yes' is selected in the **Restricted** field.
Restricted Person Name	Optional. The system automatically displays the name of the document initiator when 'Yes' is selected for Restricted.
Restricted Reason	Required if Restricted is set to 'Yes. Enter a text description indicating why this vendor is restricted.
Remit Name	Optional. This field is for information purposes only and does not carry forward to payments requests or disbursement vouchers.
Active Indicator	Required. Select the check box if the vendor is active. Clear the check box if it is inactive.
Inactive Reason	Optional. If inactivating a currently active vendor, select a reason from the **Inactive Reason** list or select it from the **Vendor Inactive Reason** lookup . Examples might include 'Sold' or 'Out of Business.
Claim Interval	Optional. Enter the number of days that, following the approval of the PO, an item can be claimed. Titles will appear in the Receiving and Claiming Queue after the interval of days has past.

Transmission Format Tab

The **Transmission Format**tab allows users to choose how purchase orders will be sent to vendors. Transmission formats could be EDI or PDF files while the transmission type could be set to FTP, Email, Mail, etc.

Be sure to select at least one **Preferred Transmission Format** on the **Transmission format** tab.

After entering the new transmission format information, click add to add it to the document.



Transmission Format tab definition

Title	Description
Transmission Format	Required. Transmission format of the vendor. Select the appropriate currency type from the **Transmission Format** list or select from the **Transmission Format**lookup
Preferred Transmission Format	Indicate whether or not the vendor transmission format/type is the preferred one or not. Required. Select the check box if the Transmission Format is the preferred format. Clear the check box if it is not the preferred format.
Transmission Type	Required. Transmission Type of the Transmission Format. Select the appropriate currency type from the **Transmission Type** list or select from the **Transmission Type** lookup

	Note Depending on the **Transmission Type** selected (Email, Fax, or Mail), you must have corresponding address information on an Address Tab with the **Address Type** set as Purchase Order. For example, if the Transmission Type selected is email, you must add an email address to the Address tab with the **Address Type** set as Purchase Order.
Connection Address	Optional. Address of the transmission type.
User Name	Optional. User Name of the transmission type.
Password	Optional. Transmission Type password.
Active Indicator	Required. Select the check box if the Transmission Format is active. Clear the check box if it is inactive.

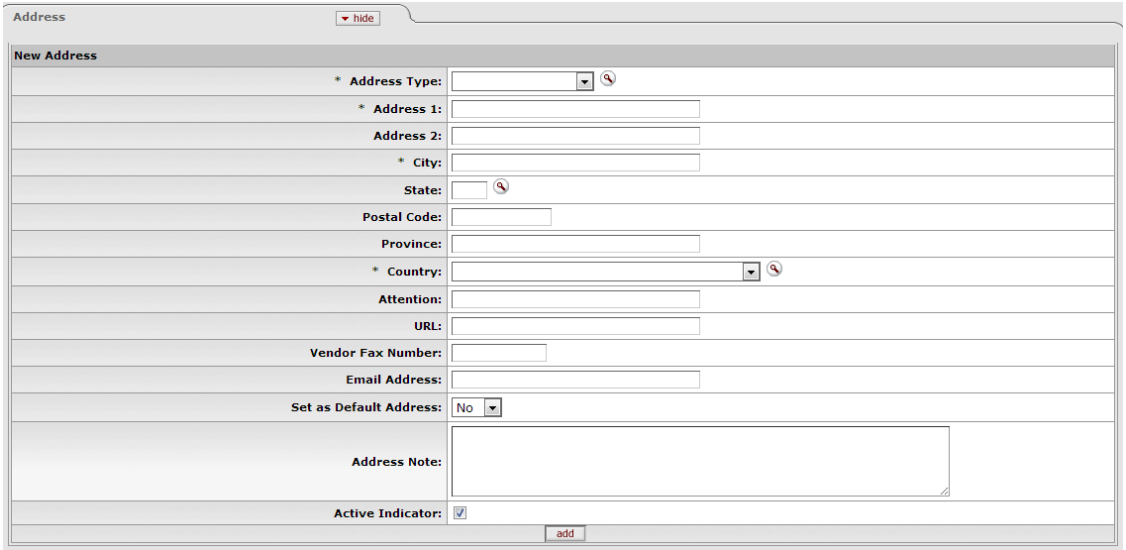
Address Tab

The **Address** tab collects address information for a vendor. Different types of addresses may be entered, such as one for mailing purchase orders and another for remittance of payments. Vendors of a particular type may be required to have at least one address of a certain type (such as at least one 'remit to' address). Every vendor must have one default address.

After entering an address, click add to add it to the document.

Note

For more information about adding multiple addresses, see 'Collections'.



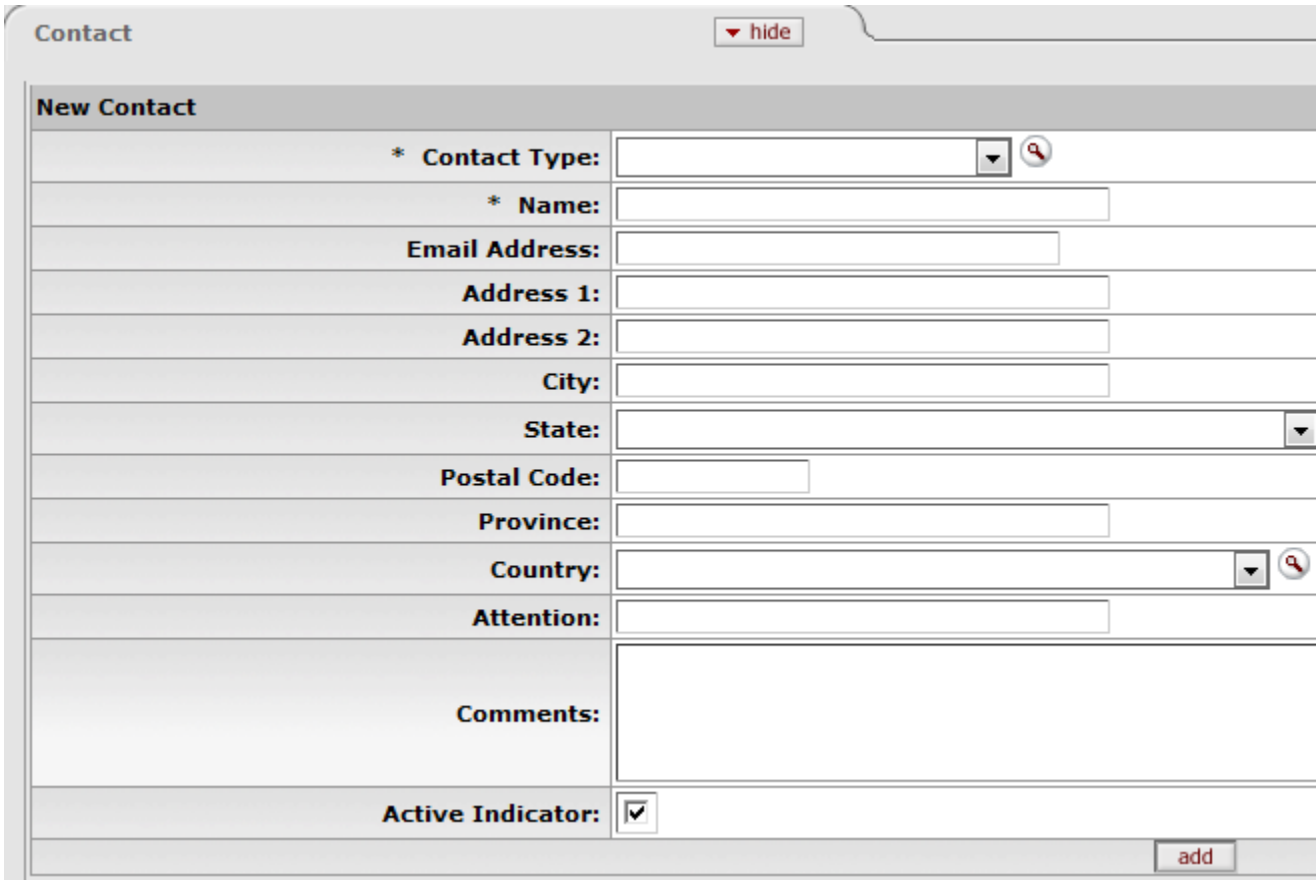
Address tab definition

Title	Description
Address Type	Required. Select an address type from the **Address Type** list or search for it from the **Address Type** lookup.
Address 1	Required. Enter the first line of the address information.
Address 2	Optional. If necessary, enter the second line of the address information.
City	Required. Enter the city name for this address.

State	Optional. Select the state from the **State** list or select it from the **State Code** lookup . State may be required under certain circumstances (such as when entering a US address).
Postal Code	Optional. Enter the postal code for this address. Postal code may be required under certain circumstances (such as when entering a US address).
Province	Optional. Enter the province for this address.
Country	Required. Select a country from the **Country** list or select it from the **Country** lookup .
Attention	Optional. Enter to whose attention it should be directed to, if you want this address to have an attention line.
URL	Optional. Enter a URL you want to associate with this vendor address.
Vendor Fax Number	Optional. Enter the vendor fax number you want to associate with this address.
Email Address	Optional. Enter the vendor email address you want to associate with this address.
Set as Default Address	Required. Select 'Yes' or 'No' from the list to indicate if this address should be used as the default for this vendor or not. Every vendor must have one default address.
Address Note	Optional. Enter additional information for the vendor's address.
Active Indicator	Required. Select the check box if the address is active. Clear the check box if it is inactive.

Contact Tab

The **Contact** tab collects contact information for a vendor. Different types of contacts may be entered, such as sales, technical and customer service representatives.



Contact tab definition

Title	Description
Contact Type	Required. Select contact type from the **Contact Type** list or select it from the **Contact Type** lookup.
Name	Required. Enter the name of the contact.
Email Address	Optional. Enter the email address for this contact.
Address 1	Optional. Enter the first line of the address information for this contact.
Address 2	Optional. Enter the second line of the address information for this contact.
City	Optional. Enter the city name for this contact.
State	Optional. Select the state from the **State** list or select it from the **State Code** lookup.
Postal Code	Optional. Enter the postal code for this contact.
Province	Optional. Enter the province name for this contact.
Country	Optional. Select the country from the **Country** list or select it from the **Country** lookup.
Attention	Optional. Enter to whose attention it should be directed to, if you want this address to have an attention line.
Comments	Optional. Enter any additional comments about this contact.
Active Indicator	Required. Select the check box if the contact is active. Clear the check box if it is inactive.

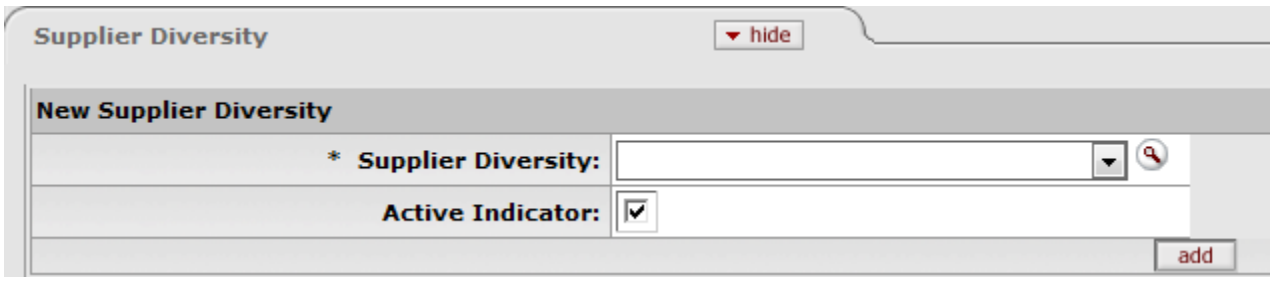
After entering a contact, click add to add it to the document.

Note

For more information about adding multiple contacts, see 'Collections'.

Supplier Diversity Tab

The **Supplier Diversity** tab is used to indicate if any recognized supplier diversity categories apply to this vendor. The Small Business Administration has defined supplier diversity categories which may be based on size (small business), ownership (woman or minority owned), and/or geographical location (local).



Supplier Diversity definition

Title	Description
Supplier Diversity	Required when the tab is used. Select the supplier diversity type from the Supplier Diversity list or select it from the **Supplier Diversity** lookup.
Active Indicator	Required. Select the check box if the supplier diversity type is active. Clear the check box if it is inactive.

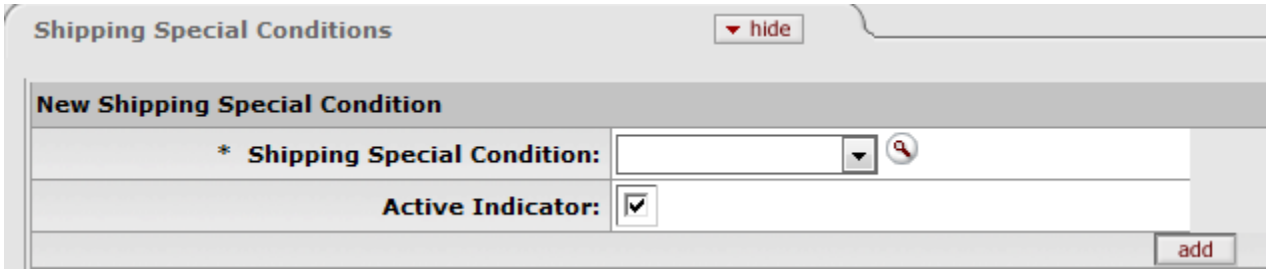
After selecting a supplier diversity type, click add to add it to the document.

Note

For more information about adding multiple supplier diversity types, see 'Collections'.

Shipping Special Conditions Tab

The **Shipping Special Conditions** tab is used to indicate whether Accounts Payable is allowed to pay for additional freight charged when the vendor invoices for goods or services. Examples might include 'Express,' or 'Insured.'



Shipping Special Conditions tab definition

Title	Description
Shipping Special Conditions	Required. Select the type from the **Shipping Special Conditions Type** list or select it from the **Shipping Special Condition** lookup.
Active Indicator	Required. Select the check box if the shipping special conditions type is active. Clear the check box if it is inactive.

After selecting a shipping special condition, click add to add it to the document.

Note

For more information about adding multiple shipping special condition types, see 'Collections'.

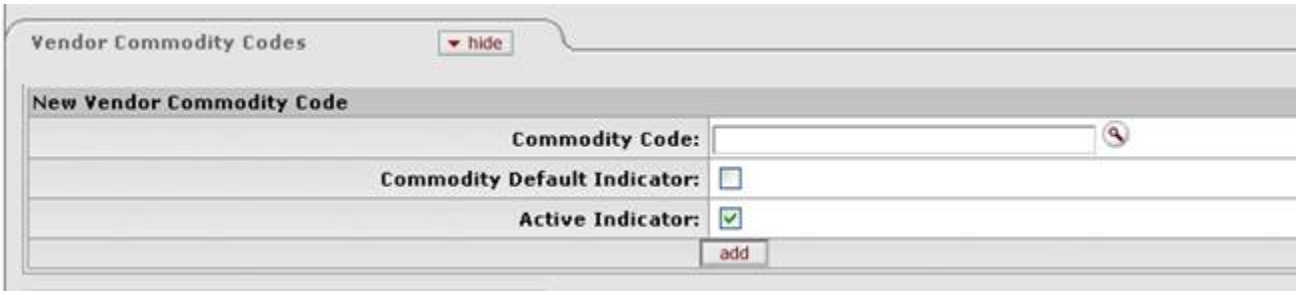
Vendor Commodity Codes Tab

The **Vendor Commodity Codes** tab is used to assign commodity codes to this vendor. A commodity code may be added only by a Purchasing Department staff member.

The Purchasing Department assigns commodity codes to vendors in order to track spending by category. A vendor may be assigned multiple commodity codes. For example, a local company that both prints and designs documents might have two different commodity codes, one for printing and one for design.

Note

For information about adding commodity codes, see Commodity Code.



Vendor Commodity Codes tab definition

Title	Description
Commodity Code	Optional. Enter the commodity code.
Commodity Default Indicator	Optional. Select the check box if this commodity code is to be used as the default for this vendor. This commodity code is used on APOs where an institution has indicated that the commodity code is required on POs but not on requisitions. Clear the check box if this commodity code is not to be used as the default.
Active Indicator	Optional. Select the check box if this commodity code is active for this vendor. Clear the check box if it is inactive for this vendor.

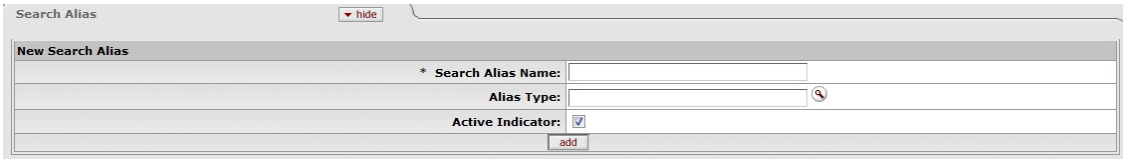
After entering a commodity code, click add to add it to the document.

Note

For more information about adding multiple commodity codes, see 'Collections'.

Search Alias Tab

The **Search Alias** tab is used to define other names that may be used when searching for this vendor. Search aliases can be used in future lookups as abbreviated forms of long vendor names, or to denote external vendor codes or standard address numbers (SAN). Alias types include Abbreviation, Vendor Code, etc.



Search Alias tab definition

Title	Description
Search Alias Name	Required. Enter the alternate name that may be used to search for this vendor.
Alias Type	Optional. Identify the search alias type or select the type from the **Alias Type** lookup.
Active Indicator	Required. Select the check box if the search alias name is active. Clear the check box if it is inactive.

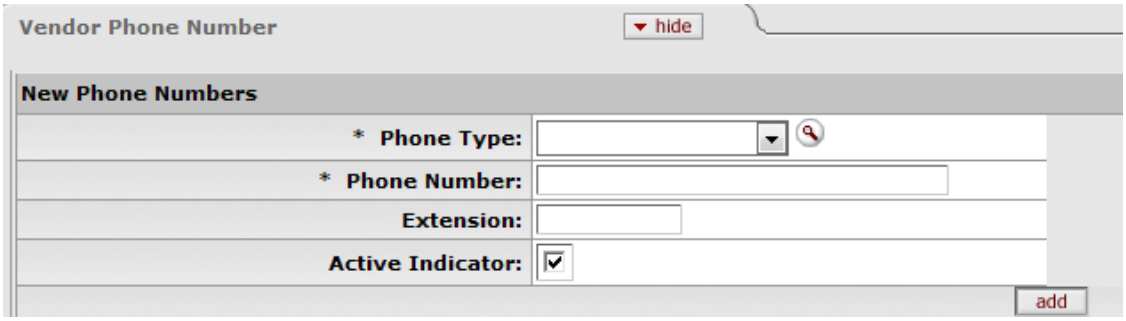
After entering a search alias, click add to add it to the document.

Note

For more information about adding multiple aliases, see 'Collections'.

Vendor Phone Number Tab

The **Vendor Phone Number** tab collects phone numbers for this vendor. It may be used to define various types of phone numbers. Examples of different phone number types include 'Toll Free,' 'Mobile,' and 'Purchase Order.'



Vendor Phone Number tab definition

Title	Description
Phone Type	Required. Select the phone type from the **Phone Type** list or select it from the **Phone Type** lookup .
Phone Number	Required. Enter the phone number. **Tip** Foreign vendors will accept foreign phone numbers (for example (12) 34 567 1234, (345) 123-1234, 91 522 6565, 91-522-6565) however the **Is this a foreign vendor?** field must be marked as "yes".
Extension	Optional. Enter the extension for the phone number.
Active Indicator	Required. Select the check box if the vendor phone number is active. Clear the check box if it is inactive.

After entering a phone number, click add to add it to the document.

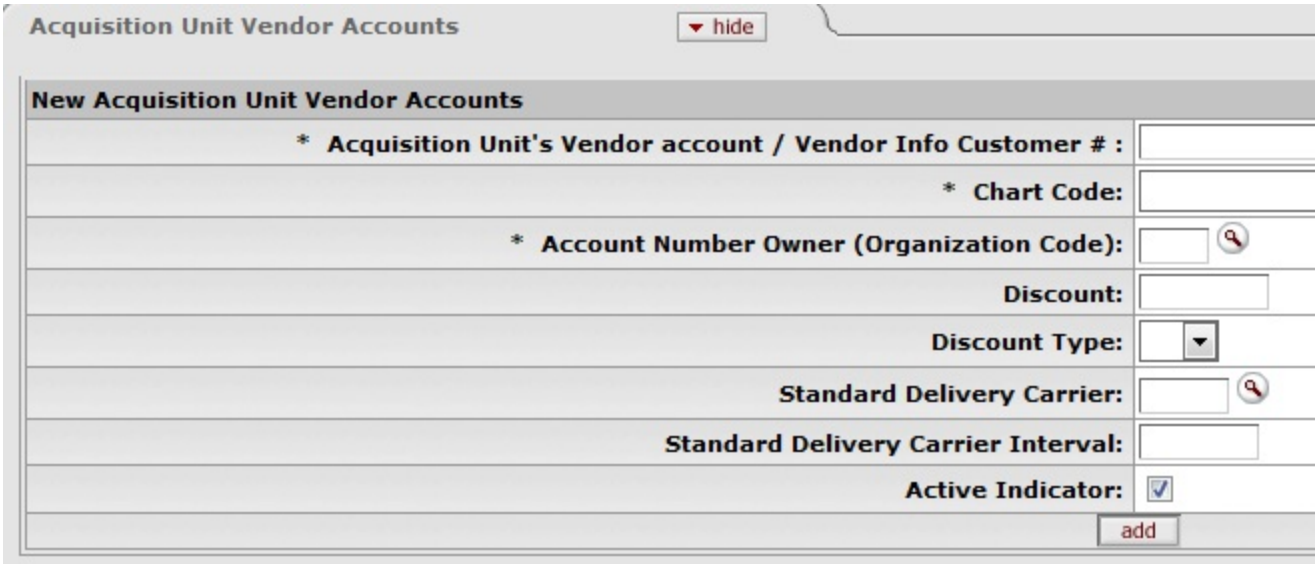
Note

For more information about adding multiple phone numbers, see 'Collections'.

Acquisition Unit Vendor Accounts Tab

The **Acquisition Unit Vendor Account** tab collects information about numbers the vendor uses to identify your institution. Multiple customer numbers may exist for the same vendor and they are specific to a chart and organization.

This is where libraries can record local account information for different departments purchasing authority within the same vendor e-doc.



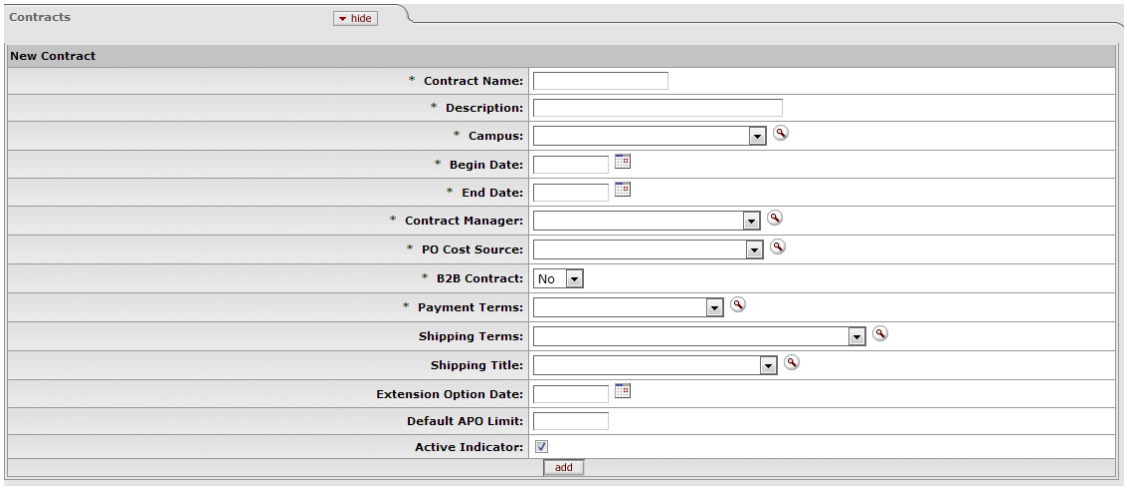
Acquisition Unit Vendor Accounts tab definition

Title	Description
Acquisition Unit's Vendor account / Vendor Info Customer #	Required. Enter the number this vendor uses to identify your institution or organization as a customer.
Chart Code	Required. Select the chart this customer number should be associated with from the **Chart Code** list or select it from the **Chart** lookup.
Account Number Owner (Organization Code)	Optional. Enter an organization code to associate with this customer number or select it from the **Organization Code** lookup.
Discount	Optional. Enter the value of the discount.
Discount Type	Optional. Select the type of discount.
Standard Delivery Carrier	Optional. Enter the Delivery Carrier or select it from the **Carrier** lookup.
Standard Delivery Carrier Interval	Optional. Enter the days from order date to delivery; used as default claim interval in POs
Active Indicator	Required. Select the check box if the customer number is active. Clear the check box if it is inactive.

After entering a phone number, click add to add it to the document.

Contracts Tab

The **Contracts** tab collects information about contracts your institution has with this vendor. It includes information such as who manages the contract for your institution, when it begins and ends, any special payment or shipping terms that may specifically apply to the vendor. The **Contracts** tab is viewable only by the members of the OLE-PURAP Purchasing Processor role.



Contracts tab definition

Title	Description
Contract Name	Required. Enter the name used to identify this vendor contract.
Description	Required. Enter a text description that describes the contract.
Campus	Required. Select what institution campus this contract is associated with from the Campus list or select it from the **Campus** lookup.
Begin Date	Required. Enter the effective date of the contract or select it from the calendar.
End Date	Required. Enter the expiration date of the contract or select it from the calendar.
Contract Manager	Required. Select the name of the person at your institution who manages this contract from the **Contract Manager** list or search for it from the **Contract Manager** lookup.
PO Cost Source	Required. Select a cost source for this contract from the **PO Cost Source** list or search for it from the **Purchase Order Cost Source** lookup.
B2B Contract	Select the business-to-business contract (yes, no) from the list
Payment Terms	Required. Select the payment terms for this contract from the **Payment Terms** list or search for it from the **Payment Term Type** lookup.
Shipping Terms	Optional. Select the shipping terms for this contract from the **Shipping Terms** list or search for it from the **Shipping Payment Terms** lookup.
Shipping Title	Optional. Select a shipping title for this contract from the **Shipping Title** list or search for it from the **Shipping Title** lookup.
Extension Option Date	Optional. Enter the date up until the contract may be extended or select it from the calendar.
Default APO Limit	Optional. Enter the upper dollar amount for which automatic purchase orders (APOs) under this contract may be created.
Active Indicator	Required. Select the check box if the contract is active. Clear the check box if it is inactive.

After entering a contract, click add to add it to the document.

Note

For more information about adding multiple contracts, see 'Collections'.

Process Overview

Business Rules

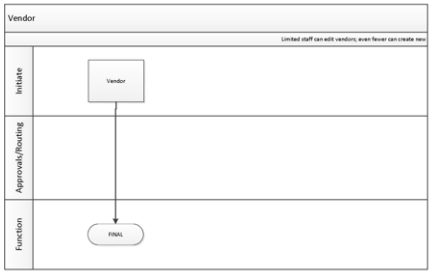
- Staff with appropriate levels of security can add, modify or delete data in the vendor record.
- Either **Vendor Name** or **Vendor Last Name** and Vendor First Name fields must be filled.
- If **Vendor Name** field is entered, **Vendor First Name** and Vendor **Last Name** fields must be blank.
- If **Vendor First Name** and **Vendor Last Name** fields have been entered, the **Vendor Name** field must be blank.
- Tax number must be 9-digits and cannot be all zeros.
- The first three digits of an SSN cannot be '000' or '666.
- The middle two digits of an SSN cannot be '00.
- The last four digits of an SSN cannot be '0000.
- The first two digits of a FEIN cannot be '00.
- The vendor's Tax Number must be unique unless it is a division of a parent vendor.
- Vendors of type 'Purchase Order' must have an address of the type 'Purchase Order.
- Vendors of type 'Disbursement Voucher' must have an address of the type 'Remit.
- A vendor must have one and only one address marked as a default address.
- If a country for an address is 'United States' then state and zip code are required.
- Phone and fax numbers must be formatted as ###-###-####.
- If the **Category Allowed Indicator** for a specific ownership type is 'N' (No) then vendor category must be left blank.
- If the **SSN Allowed Indicator** for this ownership type is 'N' (No) then the tax number type must not be SSN.
- If the **FEIN Allowed Indicator** for this ownership type is 'N' (No) then the tax number type must not be FEIN.
- Contract begin date must be earlier than contract end date.

Note

Note: In many of the tabs, at least one address or contact etc. must have **Active Indicator** checked. Otherwise when the user tries to submit the Vendor e-doc, the system will display an error message. If you input any information on the other tabs, then their local tab requirements are noted with asterisks as well.

Routing

- The document does not formally route.



Vendors Search

Select/Acquire > Vendor > Search > Vendor Lookup

OLE offers a customized document search related to purchase orders. The search screen contains the standard search fields along with special fields that are unique to this type of e-doc.

Lookup Help

Specifying search criteria:

- Most fields will be uppercased for search.
- Dates should be specified as MM/dd/yyyy.
- Some fields have magnifying glass button for a sub lookup on that field.
- Wildcards allowed on strings are * and % match any number of characters, while using a ? will match any one character
- Logical operators allowed include && (And) as well as | (Or) to join multiple search criteria
- Range operators allowed on numerics and dates are >,<,>=,<=, or ..

  All operators except .. should be before date value. Operator .. should separate date values.

Result Table:

- Each result field has link on header for sorting. Click once to sort ascending,

  and click again to sort descending.
- Some row fields have links to inquiry. The inquiry will be presented in a new window.
- Click the return value link to select a row and return the key value to the previous page.

  Select 'return with no value' or click the cancel button if you wish to return without returning a value.

Maintenance Links:

- The 'create new' link on the upper left corner of the lookup screen will

  go to a maintenance document for creating a new record for this lookup type.
- For each result row the action column displays edit and copy links. The 'edit' link

will go to a maintenance document for editing the current record. The 'copy' link

will go to a new maintenance document but copy over attributes over the current record.

Export Functionality:

- At the end of each result set, there are links for exporting the data to a different format.
- Click 'csv' to export the data as a comma delimited file, 'spreadsheet' to export the data as a spreadsheet,

  or 'xml' to export the data as xml.

Note

For information about performing a search for requisitions, see Performing Searches on Financial Docs on the *Guide to OLE Basic Functionality and Key Concepts*.

Note

For information about Document lookup fields that are specific to the vendor record, see “Document Layout” under Vendor.

Chapter 10. Electronic Resources: Standard Transactional Documents

On the Select/Acquire tab, the Acquisition submenu provides access for users to search and edit payment requests, create general error corrections and disbursement vouchers, and search and edit E-Resources.

E-Resource

While OLE has adopted functionality from the Kuali Financial System for acquiring print materials that includes placing orders, receiving orders, claiming orders, and paying for orders, acquiring electronic materials and tracking their life cycle has required additional interfaces and electronic documents.

In 1.5, initial development includes the E-Resource Record and its associated maintenance documents. The E-Resource Record provides a place to store and view information about an electronic resource acquisition, including the title(s) involved and the content provider. Within the OLE user interface, the E-Resource Record presents a single, unified view of all information related to acquisition of an individual electronic resource or group of electronic resources, including titles, payment, licensing, administrative, and contact information.

E-resource acquisition requires the collection and storage of life cycle management data that is not part of the requisition or purchase order and lacks a home in most current systems. Long-term management of e-resources also requires the ability to view or link to related data from one coherent “place.” There is no eDoc that currently meets these needs. Therefore, we are defining a new type of record to handle e-resources.

Future releases will include a platform record to support electronic resource administration, full GOKb integration, workflow tools to support initial activation of access to electronic resources, alerts to help track the workflows, and enhanced abilities to create purchase orders that accurately link expenditures to electronic resources.

Getting Started

On the **Select/Acquire** tab, the **Electronic Resources** submenu allows users to create, search, and maintain E-Resource records.

An E-Resource Record is a tool for collecting and storing life cycle management data for electronic resources , including the title(s) involved, acquisitions and licensing information, and workflow status . In

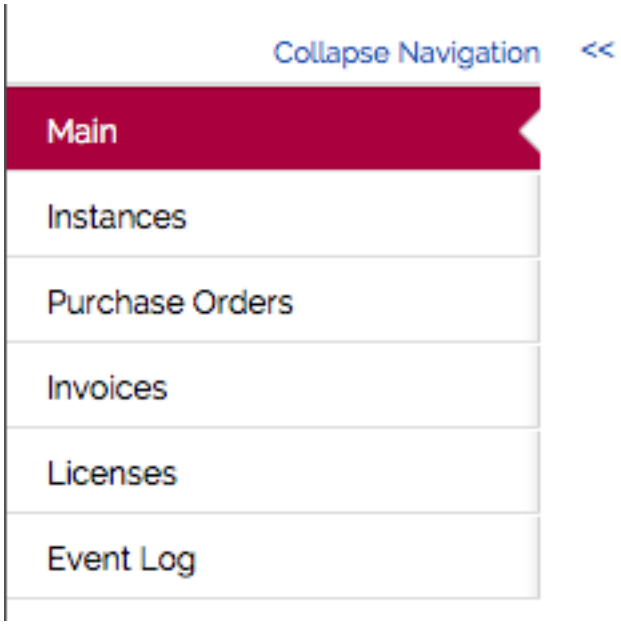
the 1.5 release, the E-Resource Record is the starting point for OLE's licensing workflow. In later releases, users will also be able to kick off trial workflows from this document.

Note

The E-Resource Record will continue to be developed and modified in future releases, a large development effort is scheduled for the 2.0 release.

Document Layout

Because of the quantity of metadata that the E-Resource holds, the record contains a left-pane navigation bar.



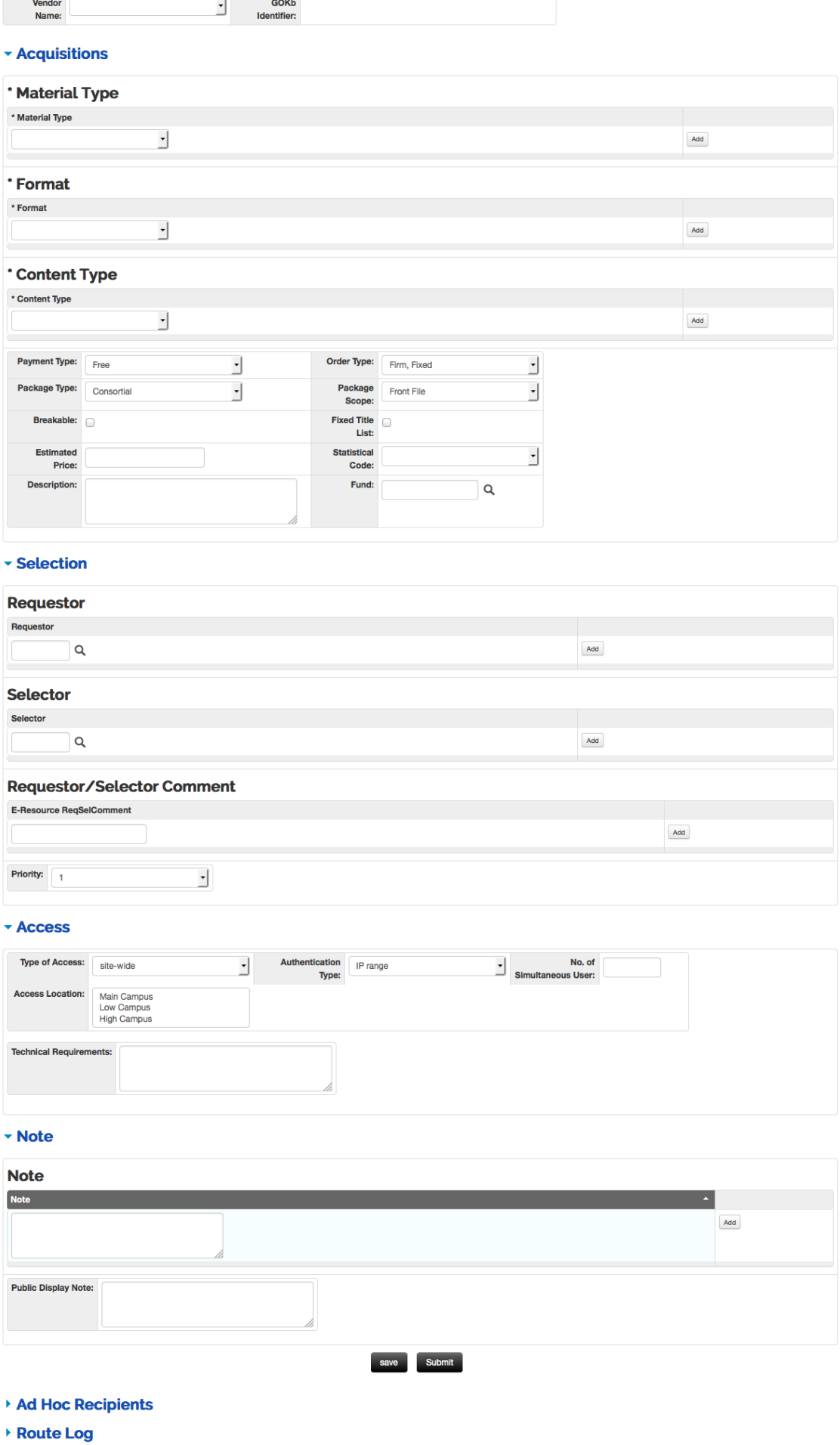
The navigation bar includes:

Table 10.1. E-Resource Navigation Descriptions

Tab Name	Description
Main	Displays the primary data elements and includes tabs for acquisitions, selection and access.
Instances	Users can manage the relationship between the E-Resource Record and OLE Instances and/or OLE E-Instances. In future releases, users will be able to import and manage data from GOKb
Purchase Orders	Displays and links to any purchase orders associated with an E-instance / Instance related to this E-Resource in 1.5. Also included at the top of the purchase order list is the sum of all payments for all purchase order line items linked to that E-Resource per fiscal year.
Invoices	Displays any invoices for any purchase orders associated with this E-Resource (see above).
Licenses	Displays license information from any License Requests an E-Resource Record is linked to. Users may also start a new License Request from this tab.
Event Log	Allows staff to store correspondence between libraries and publishers, vendors, etc. as well as notes about external activities. Some system-generated events are added automatically.

Tip

Click **save** when you have completed your work in one tab before moving on to the next. Prepopulated fields will be filled and you will not risk losing anything.


Vendor Name:
GOKb Identifier:
Acquisitions
* Material Type
* Material Type
Add
* Format
* Format
Add
* Content Type
* Content Type
Add
Payment Type: Free
Order Type: Firm, Fixed
Package Type: Consortial
Package Scope: Front File
Breakable:
Fixed Title List:
Estimated Price:
Statistical Code:
Description:
Fund:
Selection
Requestor
Requestor
Add
Selector
Selector
Add
Requestor/Selector Comment
E-Resource ReqSelComment
Add
Priority: 1
Access
Type of Access: site-wide
Authentication Type: IP range
No. of Simultaneous User:
Access Location: Main Campus Low Campus High Campus
Technical Requirements:
Note
Note
Note
Add
Public Display Note:
save
Submit
Ad Hoc Recipients
Route Log

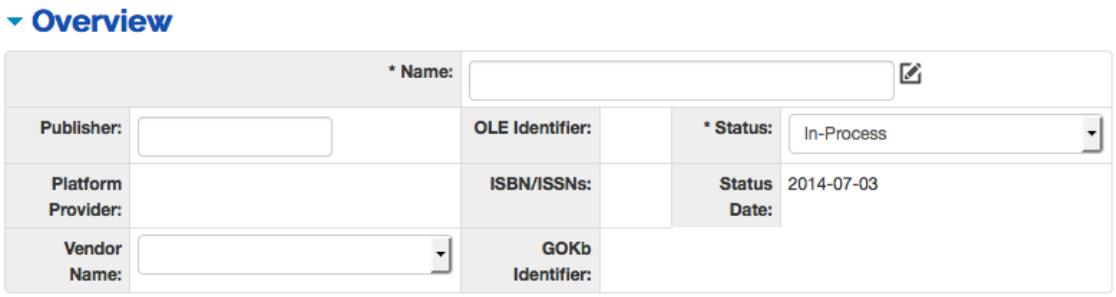
The E-Resource Record Main menu includes the **Overview**, **Acquisitions**, **Selection**, and **Access** tabs, in addition to the standard tabs.

Note

For information about the **standard tabs**, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.

Overview Tab

The E-Resource Record Main menu contains a custom tab called the **Overview** that contains basic information about the E-Resource. The name of the E-Resource, Publisher, Platform and Vendor information as well as identifying information are noted here.



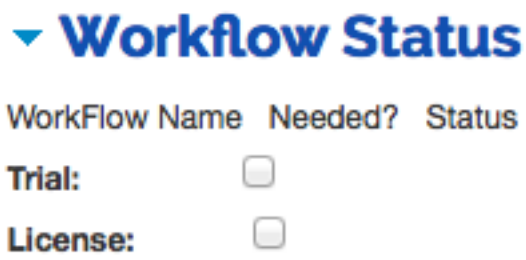
Overview Tab Definitions

Title	Description
Name	Required. The name of the E-Resource. Used also for searching.
Publisher	Record the name of the publisher of the E-Resource. In a future release, this will be linked to an Organization record.
Platform Provider	Display-only. The platform provider for the E-Resource. This is display only because it is based on the Platform(s) used by the E-instance(s) that are associated with this E-Resource.
Vendor Name	The name of the vendor. This is linked to a Vendor record in OLE.
OLE Identifier	Display only. Identifies the E-Resource within OLE.
ISBN/ISSNs	Display only. If the E-Resource Record has only one title, the subfield $a of the first ISBN/ISSN number from the record will display here.
GOKb Identifier	Display only. In a future release, for E-Resources imported from GOKb, this field will display the link to the GOKb interface.
Status	Current status of the E-Resource Record.
Status Date	Display only. Date at which the status was last updated.

Workflow Status Tab

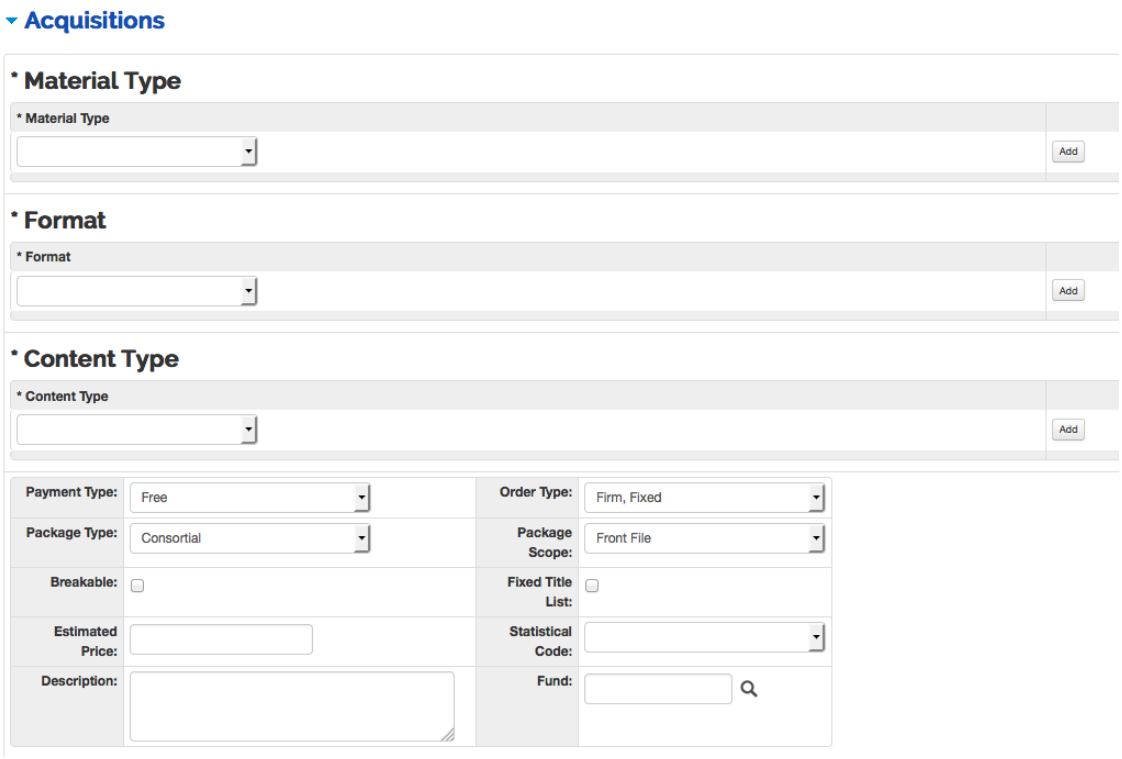
The **Workflow Status** tab is used in the 1.5 release to display the status of a License Request created from the E-Resource, In future releases, it will also display the status of a linked trial, purchase, or access/ activation.

The checkbox in the Needed? column is used to indicate whether a trial or license negotiation will be needed to acquire this electronic resource. It is for informational purposes only.



Acquisitions

The **Acquisitions** tab is used to document information about the nature of the resource being acquired and some of the purchasing information.



Acquisitions Tab Definitions

Title	Description
Material Type	Required. Defines the type(s) of material (i.e. journal, database) for reporting and managing different types of E-Resources. Select the Material Type from the drop down and click Add.
Format	Required. Defines the format(s) of the e-resource (i.e. electronic, print) for reporting and management. Select the format from the drop down and click Add.

Content Type	Required. Defines the type(s) of content included in the E-Resource (i.e. text, images) for reporting and management. Select the Content Type from the drop down and click Add.
Payment Type	Type of payment for the E-Resource. Examples may include free, paid, includes print, etc..
Package Type	Indicates the type of the package in GOKb. For example, locally negotiated or consortial package. In a future release, this will be imported from GOKb.
Breakable	Indicates whether individual titles that are part of the E-Resource can be canceled.
Estimated Price	The estimated price of the E-Resource used for reference. Once the Purchase Order exists, the estimated price will reflect the official price.
Description	Text field to allow staff to describe the E-Resource being purchased.
Order Type	Indicates the type of order, for example subscription or standing. In a future release, this will be used to populate Purchase Orders created for this E-Resource.
Package Scope	Scope of the E-Resource. For example, front file or back file. In a future release, this will be imported from GOKb.
Fixed Title List	Indicates whether an E-Resource is static (fixed) or has titles added/ removed over time (not fixed).
Statistical Code	Select the Statistical Code from the drop down list. This is a custom local field to be used for reporting.
Fund	This field is meant to display the accounting information from Purchase Orders and Invoices. However in 1.5, the lookup will display the Vendor Reference Number. **Note** The bug has been documented and further coding is planned for 2.0. For more information, see OLE-4682

Selection Tab

The **Selection** tab gives information about who has requested the E-Resource.

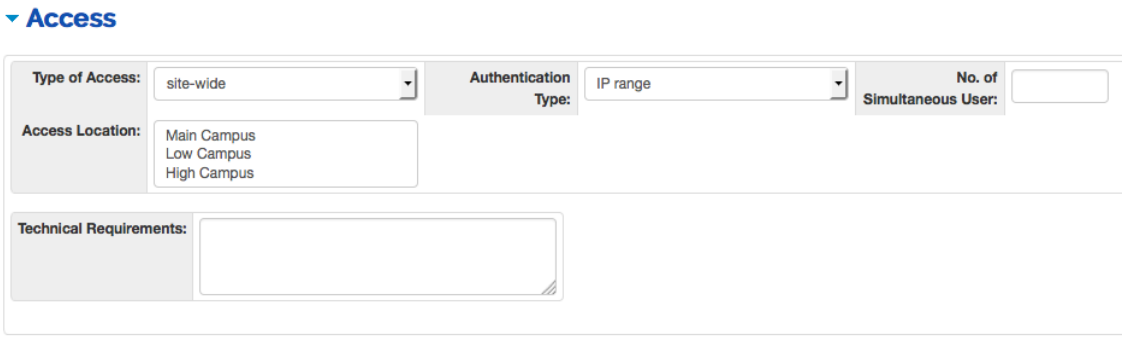
Selection Tab Definitions

Title	Description

Requester	The patron requesting the E-Resource. Enter a valid patron or search for them from the lookup and click Add.
Selector	The librarian requesting the E-Resource. Enter a valid OLE user or search for them from the lookup and click Add.
Requester/Selector Comment	Enter any patron or staff notes about the request and click Add.
Priority	Select a value from the drop down to assign a priority value to the request for purchase.

Access Tab

The **Access** tab describes the type of access and requirements for the E-Resource.



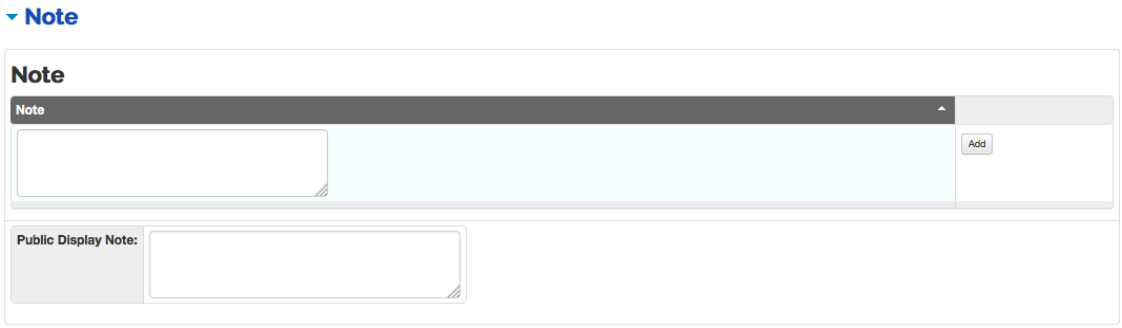
Access Tab Definitions

Title	Description
Type of Access	Select the type of access available for the E-Resource from the drop down. For example, site-wide or limited access.
Access Location	Select all of the locations that have access to the E-Resource from the list. Press shift+click or shift+arrow keys to select multiple options.
Authentication Type	Select the type of authentication needed to access the E-Resource from the drop down. For example, IP range or Shibboleth
No. of Simultaneous Users	Enter the number of simultaneous users allowed to have access the E-Resource at the same time, if there is a limit.
Technical Requirements	Enter additional notes about technical restrictions/requirements.

Note Tab

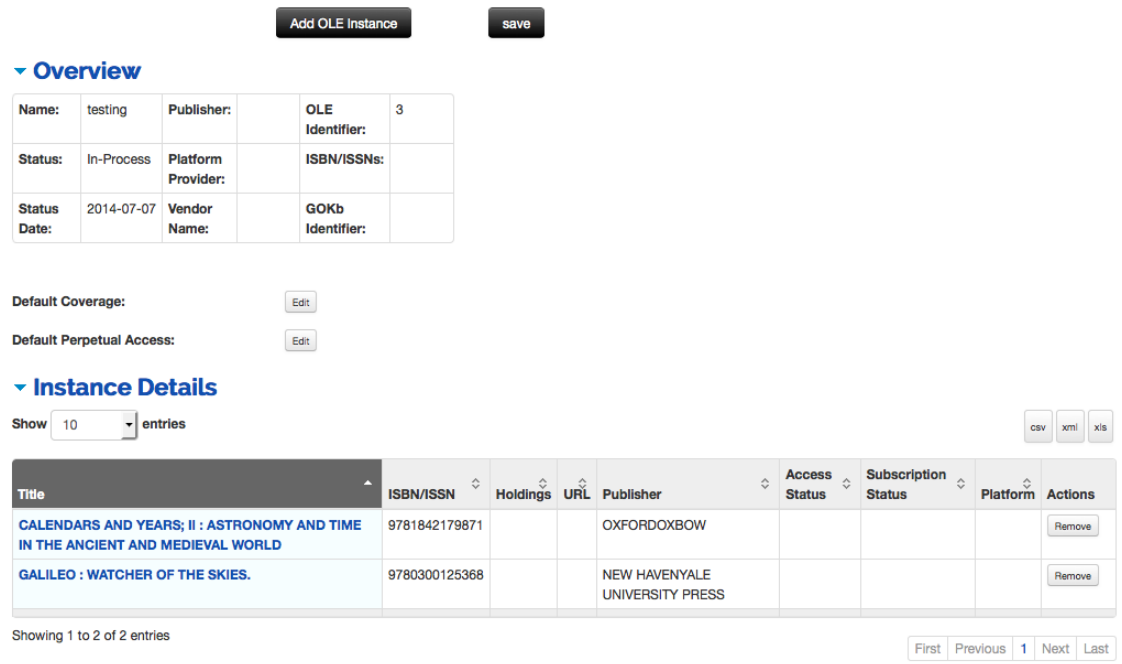
The **Note** tab allows staff to record multiple special notes about the E-Resource. For example breaches or computer usage requirements. After typing the note, click Add to add a note in the **Note** subtab.

In the Public Display Note field, staff may record a note that should be displayed to all public users for all titles in the E-Resource.



Instances Menu

From the **Instances** menu staff can view and update the OLE Instances linked to the E-Resource. In a later release, staff will also be able to manage the relationship between the E-Resource Record and data imported from GOKb.



Overview Tab

The **Overview** tab maintains the same information as the **Main Menu's Overview** tab.

Note

See the Main Menu Overview tab to review the Overview tab.

Users may set **Default Coverage** dates all E-instances that are associated with the E-Resource by clicking

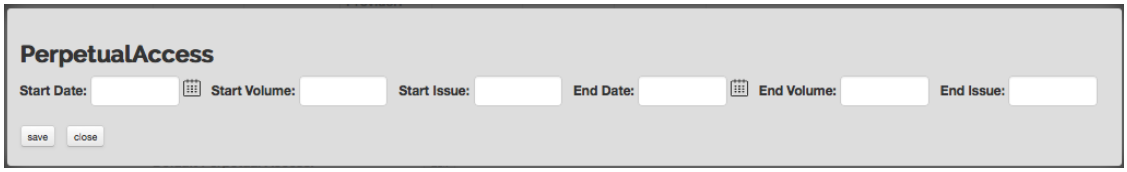
. A **Coverage** window will open. Enter the coverage information and click

.

Users may set **Default Perpetual Access** dates for All E-instances that are associated with the E-Resource by clicking

. A **Perpetual Access** window will open. Enter the perpetual access dates and click

.



OLE Instances Tab

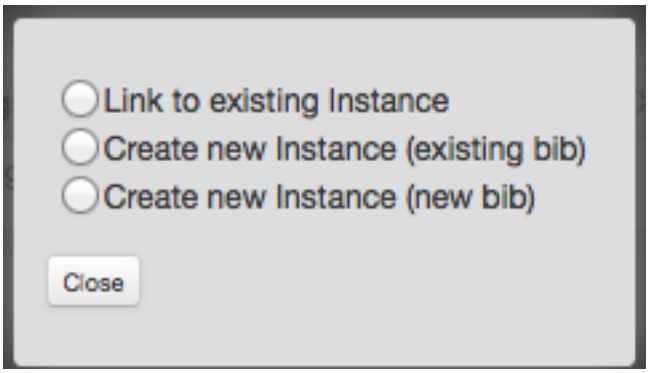
In this section, staff may also link a pre-existing OLE Instance/E-Instance to this E-Resource or create a new OLE Instance/E-Instance that is linked to this E-Resource.

1. Click the

button.

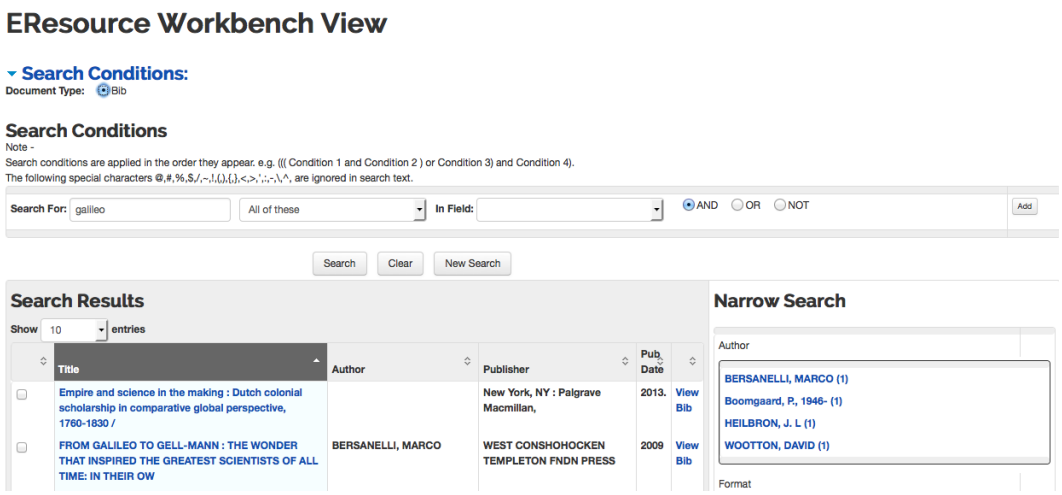
   A pop-up box with three options will appear.

2. Choose from the options: Link to an existing instance, Create a new Instance for an existing bib, or Create a new bib and Instance.

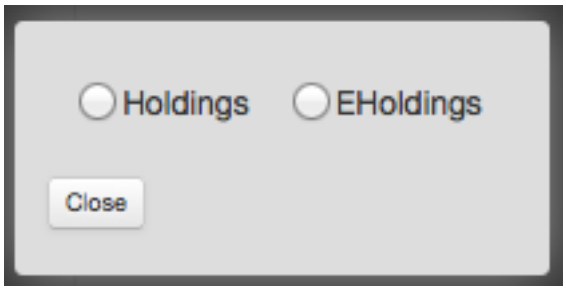


- Select **Link to existing Instance** to link a pre-existing OLE Instance.

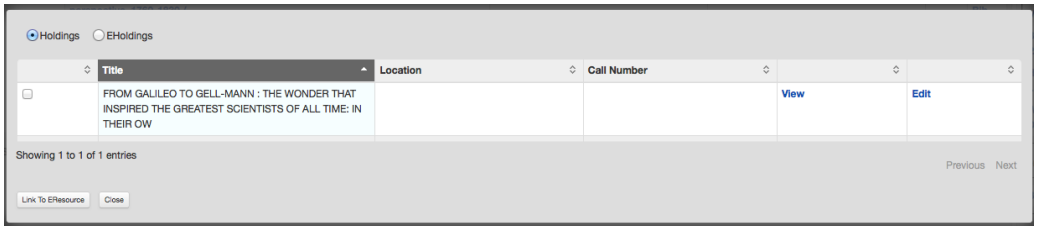
  The E-Resource Workbench will open in a new tab, allowing you to search for the desired bibliographic record.



a. Select the checkbox next to the desired title. A pop-up will appear that will give you the option to specify whether you are linking to a Holdings or EHoldings. Select the radio button next to your choice.



b. In the next pop-up window, select the appropriate record you would like to link to the E-Resource and click **Link to EResource**.



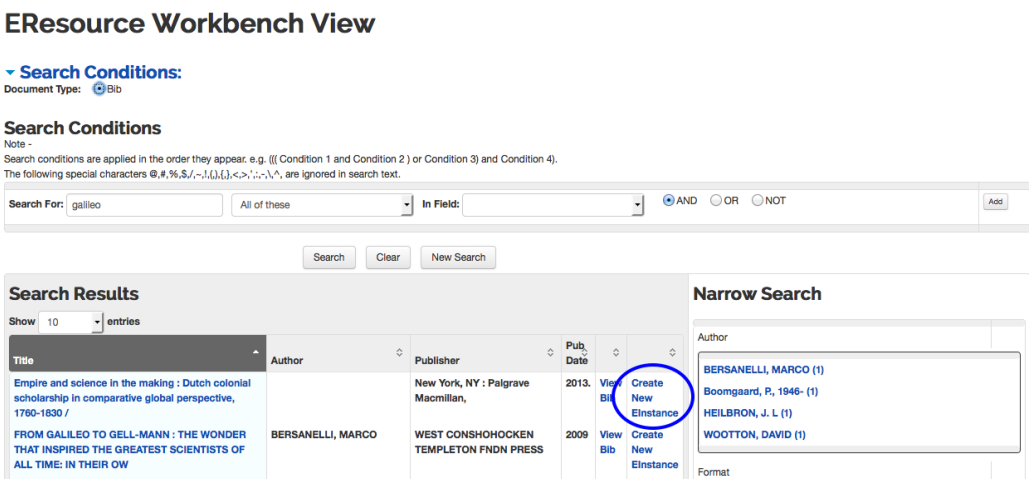
c. Click **save** on the E-Resource Instances menu page.

Instances will appear in the Instance Details tab (see below).

- Select **Create new Instance (existing bib)** to link to a new E-instance for an existing bibliographic record.

a. The E-Resource Workbench will open in a new tab, allowing you to search for the desired bibliographic record (see above).

b. Select the **Create new EInstance** link to the right of the desired bib record.



c. This will open the Editor to a blank new E-Instance record. Fill out the details and click **Save**.

Note

For more information about the E-Instance Editor, see the relevant section in the *OLE Guide to Describe.* .

d. Return to the E-Resource Instances menu page and click **Save**.

Instances will appear in the Instance Details tab (see below).

- Select **Create New Instance (new bib)** to link to a complete new bibliographic record with new instance.

a. This will open the Bib Editor. Create a new bibliographic record and click **Submit**.

Note

For more information about the Bibliographic Editor, see the relevant section in the *OLE Guide to Describe.* .

b. Populate the automatically created E-Holdings for the title and click **Save**. Additionally, you could add a new Holdings and Item to the bibliographic record if desired and click **Save**.

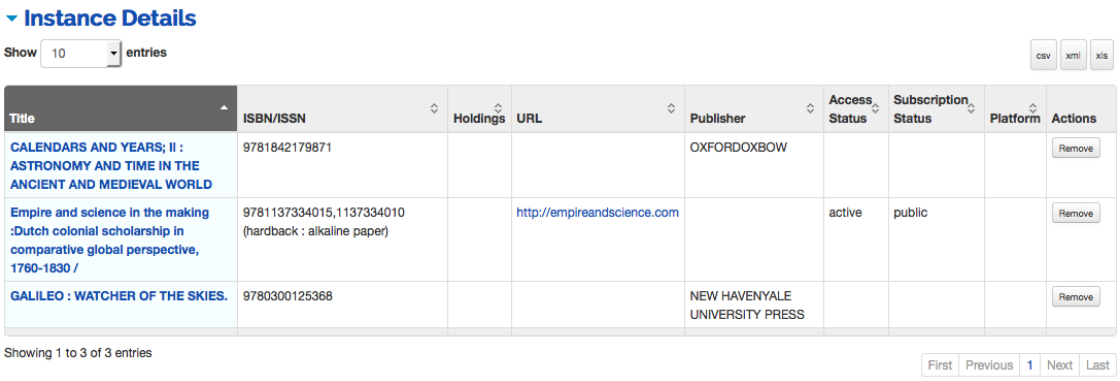
c. Return to the E-Resource Instances menu page and click **Save**.

d. Instances will appear in the Instance Details tab (see below).

Tip

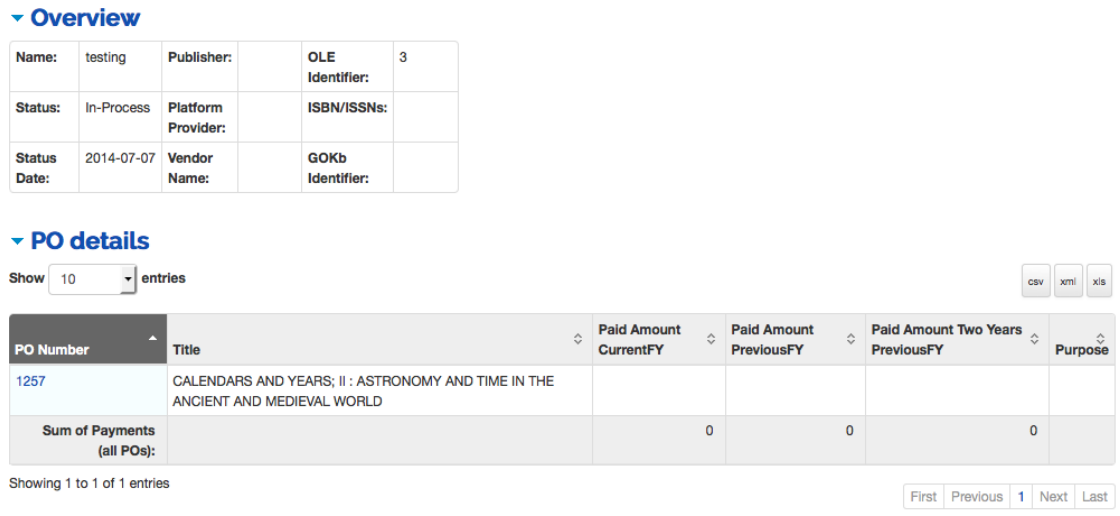
Important : As of 1.5, you MUST click “save” on the Instances menu of the E-Resource before the link to an Instance or E-instance is actually saved.

The Instance Details tab shows a table listed of all instance (print or electronic) that have been linked to this E-Resource. Multiple instance from a single bib can be linked to the same E-Resource. To unlink a specific instance, simply click the **Remove** button next to it.



Purchase Orders Menu

From the **Purchase Orders** menu, staff are able to view and access any Purchase Orders for any Instances or E-Instances that are linked to the E-Resource. In future releases, users will also be able to see any Purchase Orders created for the E-Resource itself.



Overview Tab

The **Overview** tab maintains the same information as the **Main** menu's **Overview** tab.

Note

See the Main Overview tab to review the Overview tab.

PO Details Tab

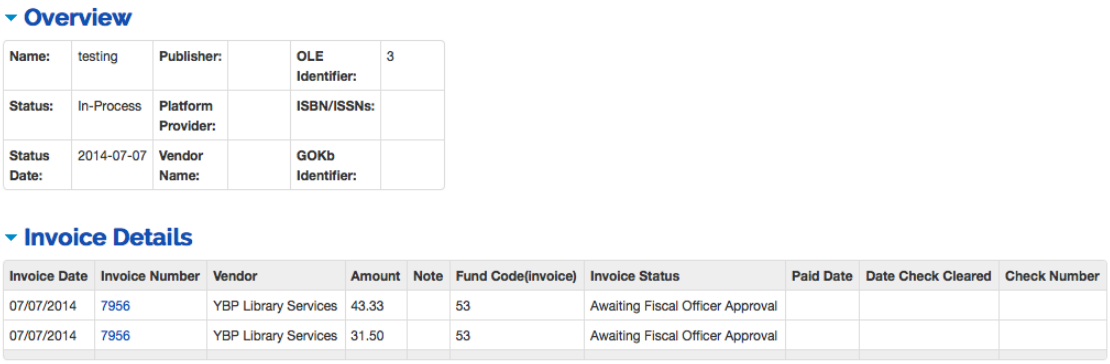
The **PO Details** tab displays the PO information as it exists from any linked Instance. Click the linked **PO Number** to view the Purchase Order.

Note

To learn more about creating and modifying Purchase Orders, see Purchase Orders.

Invoices Menu

From the **Invoices** menu, staff can view Invoices for any Purchase Orders related to this E-Resource. These will display here.



Overview

Name:	testing	Publisher:		OLE Identifier:	3
Status:	In-Process	Platform Provider:		ISBN/ISSNs:	
Status Date:	2014-07-07	Vendor Name:		GOKb Identifier:	

Invoice Details

Invoice Date	Invoice Number	Vendor	Amount	Note	Fund Code(invoice)	Invoice Status	Paid Date	Date Check Cleared	Check Number
07/07/2014	7956	YBP Library Services	43.33		53	Awaiting Fiscal Officer Approval			
07/07/2014	7956	YBP Library Services	31.50		53	Awaiting Fiscal Officer Approval			

Overview Tab

The **Overview** tab maintains the same information as the **Main** menu's **Overview** tab.

Note

See the Main Overview tab to review the Overview tab.

Invoice Details Tab

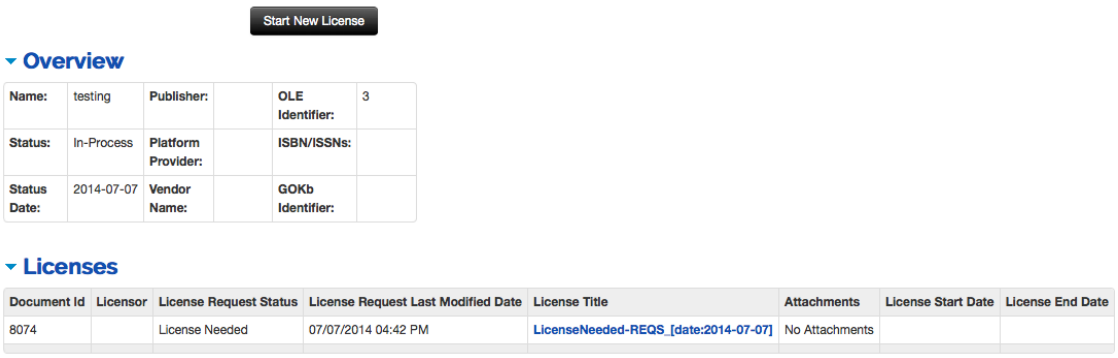
The **Invoice Details** tab displays the Invoice information as it exists when any linked purchase orders are added to an Invoice. Click the linked **Invoice Number** to view the Invoice document.

Note

To learn more about creating and modifying Invoices, see Invoice.

Licenses Menu

From the **Licenses** menu staff can view and create licenses to link to the E-Resource. Click **Start New License** to create a License Request.



Overview Tab

The **Overview** tab maintains the same information as the **Main** menu's **Overview** tab.

Note

See the Main Overview tab to review the Overview tab.

Below the Overview tab, staff may start a new license request. Click the

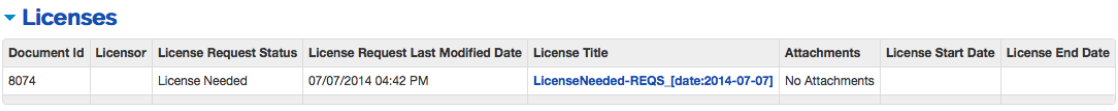
button to create the License Request document. This will create an entry for the license in the Licenses tab below. It is possible to create multiple License Requests for a single E-Resource.

Note

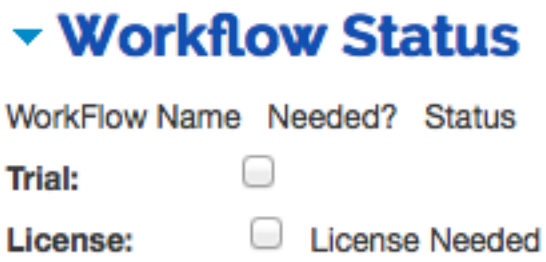
For more on working with License Request documents, see License Request.

Licenses Tab

Once a License Request has been started, its summary information will appear in this tab. As of 1.5, this includes Status of the License Request, Last Modified Date, License Request Title, and information about any Attachments. Click on the **License Title** to open and view or edit the License Request.



The Status for the first created open License Request will also display in the Workflows tab of the Main Menu for the E-Resource.

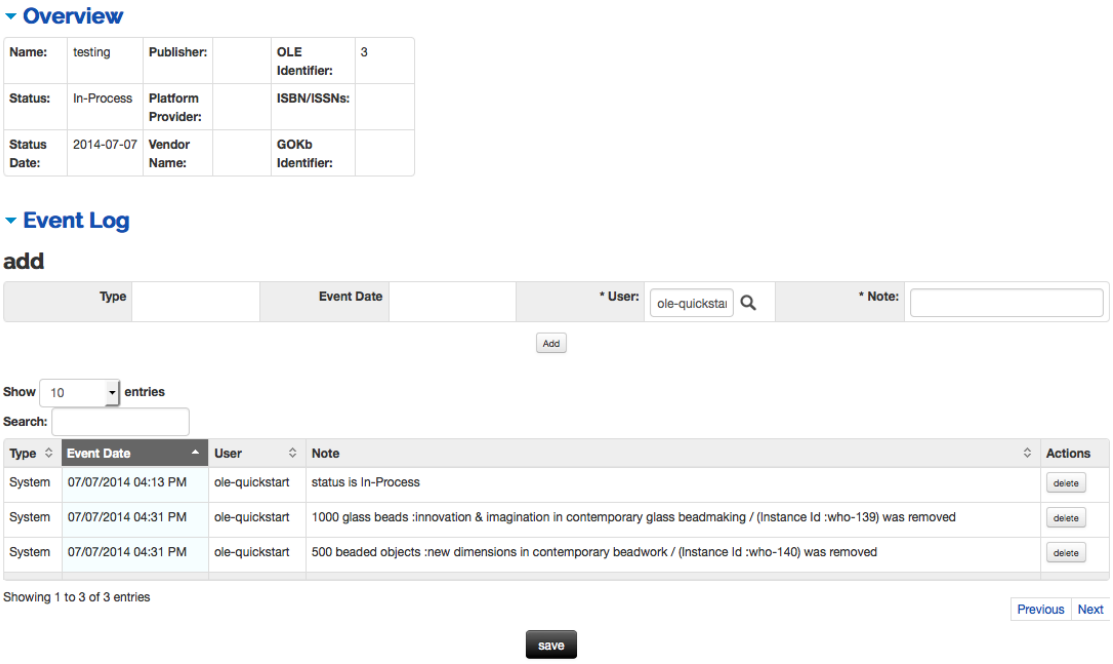


Note

This is a bug. In future releases, the status will display the most recently created open License Request.

Event Log Menu

The **Event Log** menu is available to store the correspondence between librarians and publishers, vendors, and others. Libraries may also use the Event Log to record an audit trail of changes made to the E-Resource Record or events that took place outside of OLE.



Overview Tab

The **Overview** tab maintains the same information as the **Main** menu's **Overview** tab.

Note

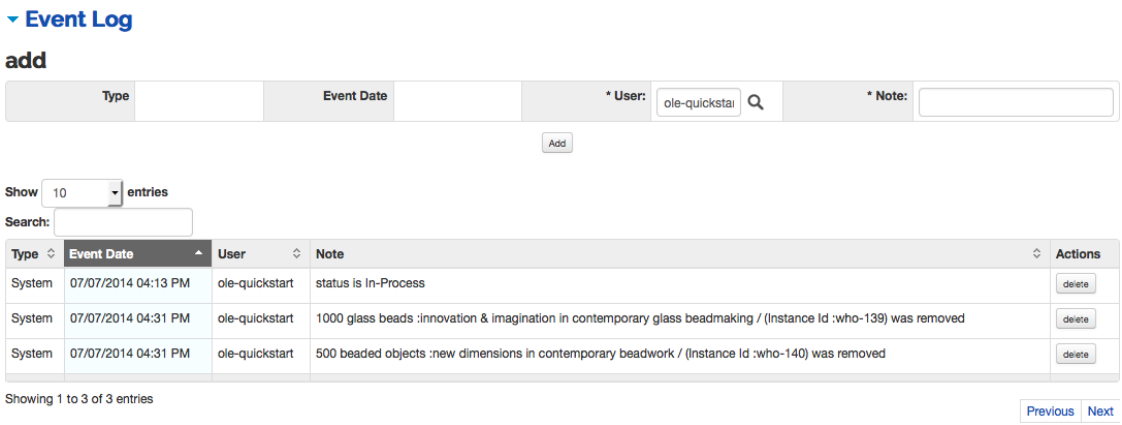
See the Main Overview tab to review the Overview tab.

Event Log Tab

The **Event Log** tab captures certain types of automated entries for E-Resources, such as a change in status. Users can also manually add entries to capture external communications, notes, or to summarize any actions external to OLE (such as with Vendor/Provider, University Legal, University Purchasing, etc.). You may add an event by filling out the required fields and clicking

. Users with appropriate permissions may also delete an entry from the Event Log by clicking

Many events can be recorded in the event log. You may display 10, 25, 50, or 100 entries at one time. Additionally, you may search for events from the search bar.



Event Log tab Definitions

Title	Description
Type	System generated. The event type value will be ‘system’ when the request is initiated, 'user' if a line was added manually by user; 'file' if an Agreement doc was added; 'agreement' if a linked Agreement document was edited or added; 'location' if a location change occurred; 'status' if a license status change occurred.
Event Date	System generated. Logs the date for the event log line item.
User	Required. Logs the user id of the person associated with the event log change. Defaults to current user but can be modified by entering a name or searching from the lookup
Note	Required; may be manually added or system generated. Users may input information to provide audit trail information. System also records what events have occurred.

Process Overview

1. Select **E-Resource** from the **Select/Acquire** Menu.
2. To create the E-Resource, fill in data in the required fields: Name, Status, Material Type, Content Type and Format.
3. Enter additional information and click

.

4. From this point the E-Resource acquisition process is non-linear. Four different workflows may be set in motion in any sequence. Each of these workflows can be started from a related menu page on the E-Resource; the status of the related workflows are intended to display in the Workflows tab of the Main menu of the E-Resource.

   - Trials (in a future release)
   - Licensing

     Note

     For more on creating license requests and their workflows, see below

   - Purchasing through a Requisition and Purchase Order (in a future release)
   - Activating patron access (in a future release)

5. In addition, the E-Resource Record has its own locally configurable workflow. As the E-Resource Record is passed through each approval in the local workflow, the document is editable for staff with appropriate permissions to add or modify as necessary.

6. To start the local workflow for the E-Resource, click

. The document will route to the Action List of the first user or group in the local workflow.

7. Once that workflow step has been completed, the appropriate user will click

to move the document to the next approver.

Business Rules

- E-Resource must have required fields specified in Data Requirements worksheet in order to be saved.
- A License Request will be linked to an E-Resource, not a Requisition (this is a change from 0.8).
- An Instance or E-Instance may only be linked to one E-Resource.
- As part of workflow, E-Resource Records remain in the Action List of the “owning group” until passed to the next owning group, a locally defined sequence. Whenever an E-Resource’s workflow has been completed by the last defined owning group it no longer appears in any group’s Action List.

Routing

The E-Resource document is initiated by a member of OLE-SELECT Collection Management, OLE_E-Resource, OLE_Head, OLE_Acquisitions-select, or OLE_Selector roles. Once the E-Resource is submitted to the workflow, it will route for approval:

- First to a member of the OLE_Acquisitions-select.
- Next to a member of the OLE_Cataloger.

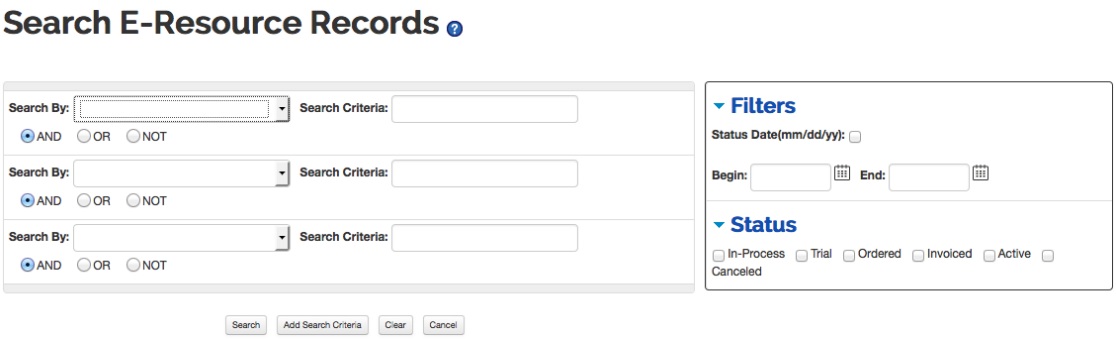
E-Resource Search

OLE offers a customized document search for E-Resources. Once you have opened the **E-Resource Search**, perform a search to find the record you wish to modify.

Note

For information about **Search By** fields that are specific to E-Resources, see the E-Resource's "Document Layout" .

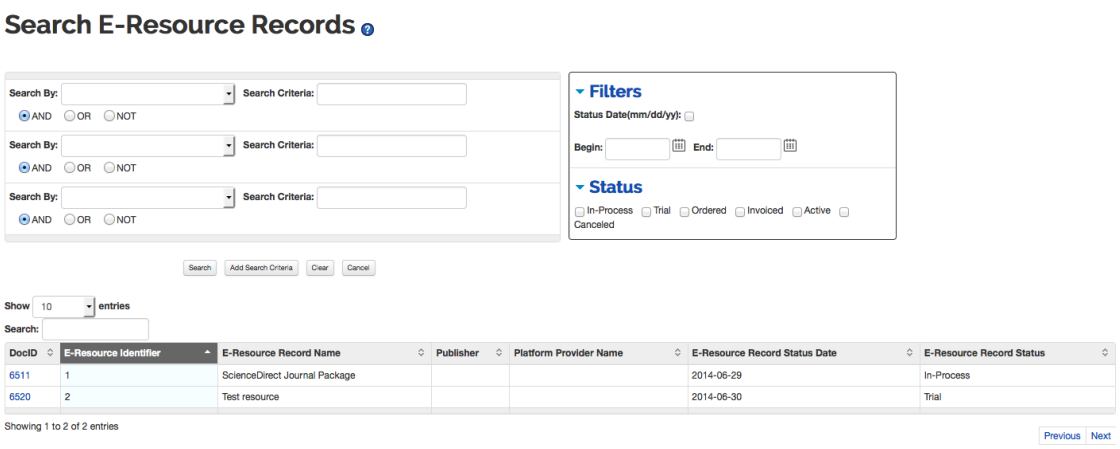
Process Overview



You may select your desired search fields using the **Search by** drop-down and enter search term(s) in the Search Criteria boxes. Searches across multiple fields can be combined using Boolean operators as needed. You may also filter by dates and statuses using the box on the right side of the screen. Search results appear below the **Search** boxes. The **Add Search Criteria** button can be used if you need to use more than 3 search criteria.

Note

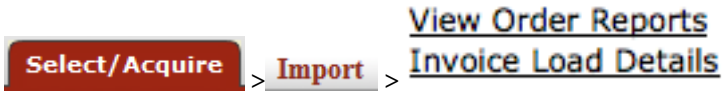
As of 1.5, the search is performing a begins with search. You may use the '*' character as a wildcard before and / or after any search term(s) you enter. See Using Special Characters in search on the *Guide to OLE Basic Functionality and Key Concepts*.



Results will be sorted by E-Resource Record Name. You may display 10, 25, 50, or 100 E-Resource Record entries at one time. Additionally, you may further refine your search from the search bar above the results.

Click a **Doc ID** to open an E-Resource record.

Chapter 11. Import

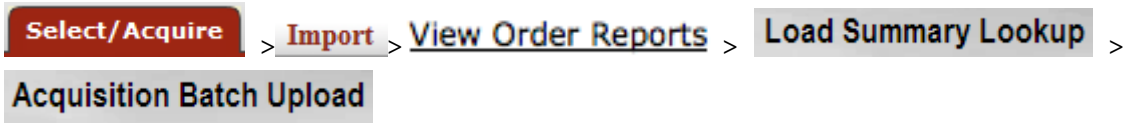


On the Select/Acquire tab, the Import submenu provides access for users to view load reports. Users may import batch records from the **Batch Process** interface on the **Admin** tab.

Note

To learn more about the Batch Process interface, see the *OLE Guide to System Administration Functions* on the OLE Documentation Portal.

Load Reports



Load Reports provide users with access to information about the loads performed within OLE. The reports give information about how many successes and/or fails were counted and links to the purchase orders and bibliographic records that may have been created.

Getting Started

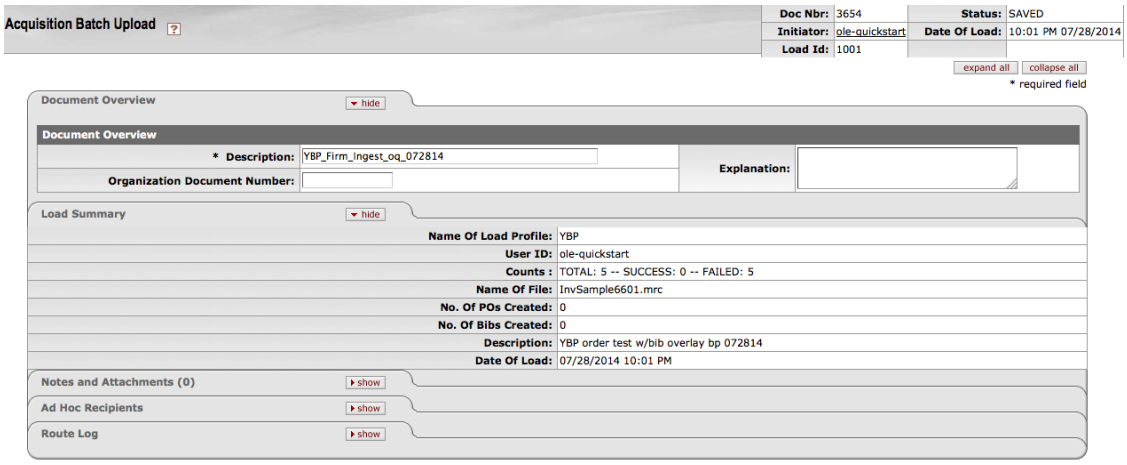
OLE offers a customized document search related to load reports. The search screen contains the standard search fields along with special fields that are unique to this type of e-doc. Click the Document Id to open a Load Report.

Note

For information about performing a search for one or more load reports, see Performing Searches on Financial Docs on the *Guide to OLE Basic Functionality and Key Concepts*

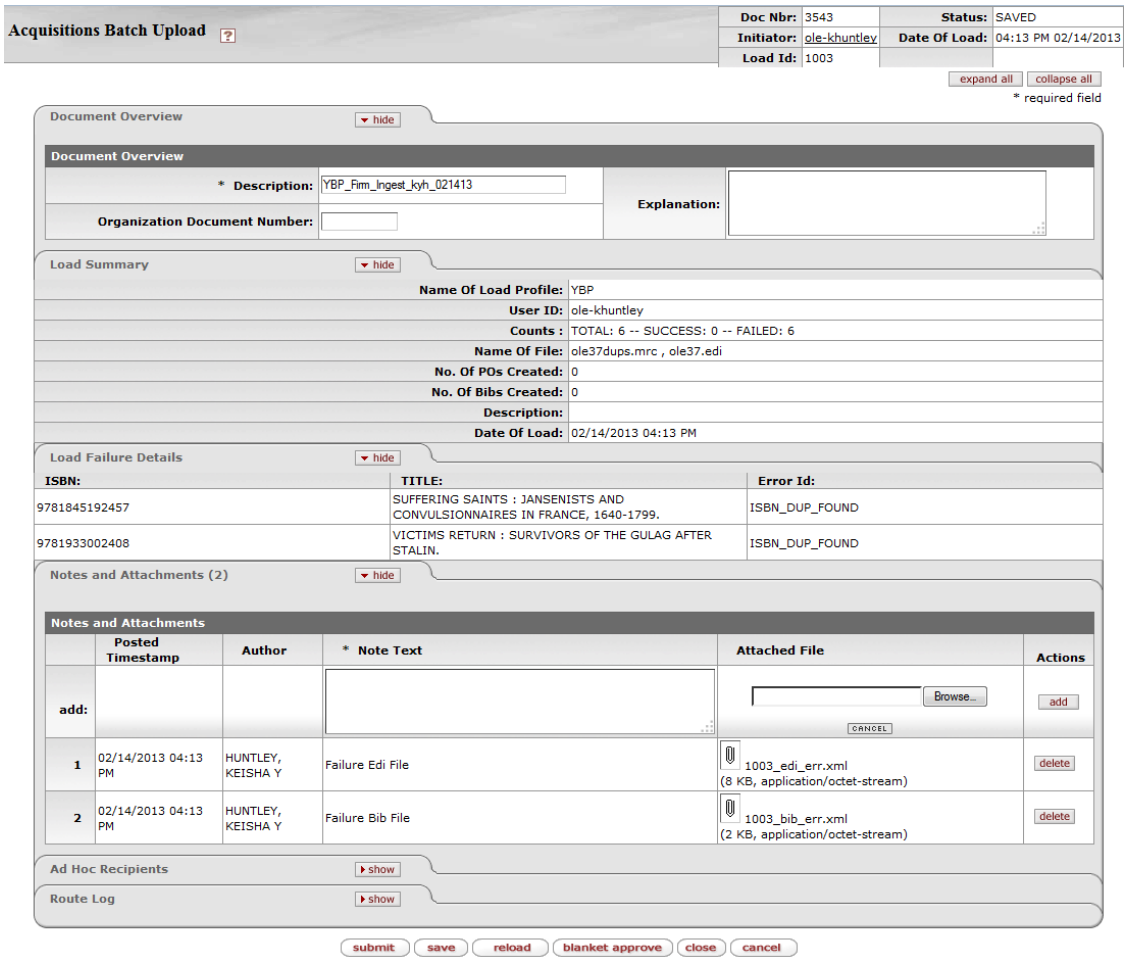
Document Layout

The following displays an example of a successful load.



If there were problems with the load, an additional tab, **Load Failure Details** will display the errors and the files will be available to you in the **Notes and Attachments** tab.

The following displays an example of a failed load.



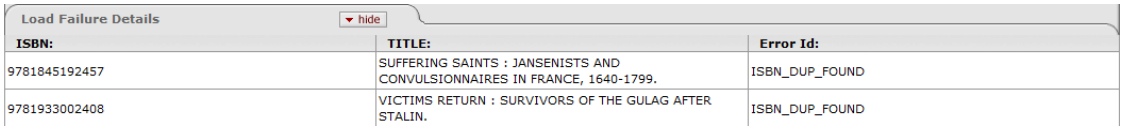
Load Summary Tab

Load Summary tab definition

Title	Description
Name of Load Profile	Reports the name of the Load Profile used during the import process
User ID	Reports who was logged in and performed the import
Counts	Reports the total amount of records imported along with the successes and fails
Name of File	Lists the MARC and EDI files processed during the import
No of POs Created	Reports the amount of Purchase Orders created
No of Bibs Created	Reports the amount of Bibliographic Records created
List of All POs	Links to the list of the Purchase Orders created
List of All Bibs	Links to the list of the Bibliographic Records created
Description	Presents the description that was input on the Staff Upload page
Date of Load	System generated time stamp of when the import occurred

Load Failure Details

The import profile guides the processing of records during the import process. If the logic contained in the import profile reaches an exception point based on the match logic, the record will fail to be processed. OLE will display details about each failed record detected in the file under the tab **Load Failure Details**.

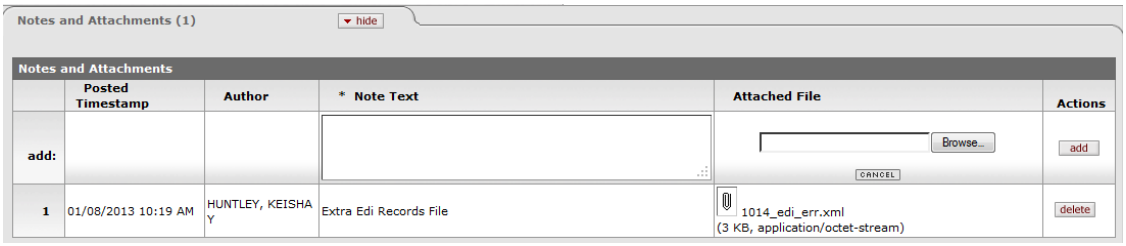


Load Failure Details tab definition

Title	Description
ISBN	The ISBN number associated with the error record.
Title	The title of the record associated with the error record.
Error Id	Gives a description of the error that occurred.

Notes and Attachments Tab

If any of the files have failed during the import process, the files will be attached under the **Notes and Attachments** tab.



Notes and Attachments tab definition

Title	Description
Posted Timestamp	Display only. The date and time the error record was loaded.
Author	Display only. The name of the person who loaded the record into OLE
Note Text	A brief description as to why the file could not be imported.
Attached File	Click to download the file. Edit and re-load as appropriate. **Note** You will need to use the **Staff Upload** interface to re-load records. Adding new files as a **Notes and Attachments** file will not load items into the DocStore.

Process Overview

1. From the **Load Summary Lookup** page, optionally enter details about the file import and click the **search** button. The system displays the search results in the same window or browser tab, below the search fields.

   Note

   To learn more about searching, see Searching OLE on the *Guide to OLE Basic Functionality and Key Concepts*

2. Select the appropriate document listed under the **Document Id** to open the **Acquisitions Batch Upload**.

   The **Load Summary** contains details about each load.

3. To view the purchase order, click the link **List of All POs** on the **Load Summary** tab. You may view and edit purchase orders from this list.

   Note

   To learn more about purchase orders, see Purchase Order.

4. To view the bibliographic records, click the link **List of All Bibs** on the **Load Summary** tab. You may view and edit the bibliographic records from this list.

   Note

   To learn more about bibliographic records, see the Editor section in the *Guide to Describe – DocStore and Editors*. This and other OLE user guides are available for download from the OLE Documentation Portal.

5. Review the **Notes and Attachments** tab for failed file uploads.

6. Review the **Route Log** tab.

   Note

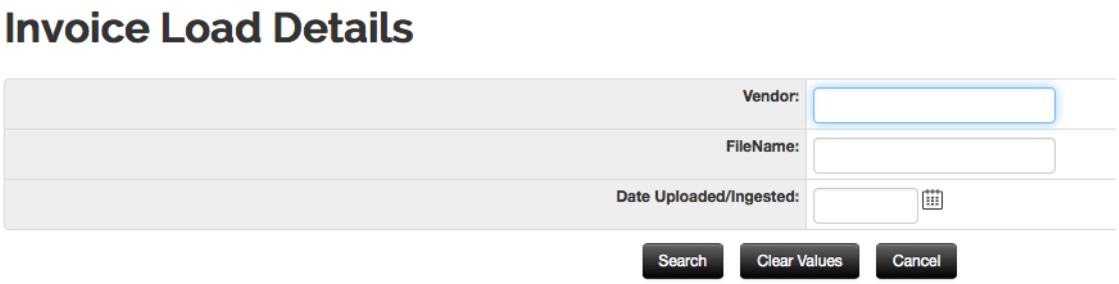
   For more information about the Route Log, see Route Log on the *Guide to OLE Basic Functionality and Key Concepts*.

Invoice Load Details

Invoice Load Details provide users with access to information about the invoices loaded within OLE.

Document Layout

OLE offers a customized document search related to invoice loads. Users may search by **Vendor**, **File Name**, and/or **Date Uploaded/Ingested**.



Chapter 12. All Acquisitions Records (Searches)

On the **Select/Acquire** menu, the All Acquisition Records submenu provides access for users to search all acquisition records from one convenient search.

Acquisitions Search

OLE offers a general search for acquisition e-docs. The search screen contains the standard acquisition and bibliographic search fields.

Using the bibliographic search fields will result in acquisition documents pertaining to that title.

Lookup Help

Specifying search criteria:

- Most fields will be uppercased for search.
- Dates should be specified as MM/dd/yyyy.
- Some fields have magnifying glass button for a sub lookup on that field.
- Wildcards allowed on strings are * and % match any number of characters, while using a ? will match any one character
- Logical operators allowed include && (And) as well as | (Or) to join multiple search criteria
- Range operators allowed on numerics and dates are >,<,>=,<=, or ..

  All operators except .. should be before date value. Operator .. should separate date values.

Result Table:

- Each result field has link on header for sorting. Click once to sort ascending,

  and click again to sort descending.
- Some row fields have links to inquiry. The inquiry will be presented in a new window.
- Click the return value link to select a row and return the key value to the previous page.

  Select 'return with no value' or click the cancel button if you wish to return without returning a value.

Maintenance Links:

- The 'create new' link on the upper left corner of the lookup screen will

  go to a maintenance document for creating a new record for this lookup type.

- For each result row the action column displays edit and copy links. The 'edit' link

  will go to a maintenance document for editing the current record. The 'copy' link

  will go to a new maintenance document but copy over attributes over the current record.

Export Functionality:

- At the end of each result set, there are links for exporting the data to a different format.
- Click 'csv' to export the data as a comma delimited file, 'spreadsheet' to export the data as a spreadsheet,

  or 'xml' to export the data as xml.

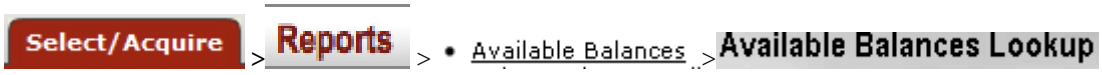
Note

For information about performing a search for requisitions, see Performing Searches on Financial Docs on the *Guide to OLE Basic Functionality and Key Concepts*.

Chapter 13. Reports

Order, Paying, Receiving, and E-Resource maintenance e-docs as well as general ledger entry and available balances lookups are available via the Purchasing/Accounts Payable submenu on the **Select/Acquire** menu tab.

Available Balances



Note

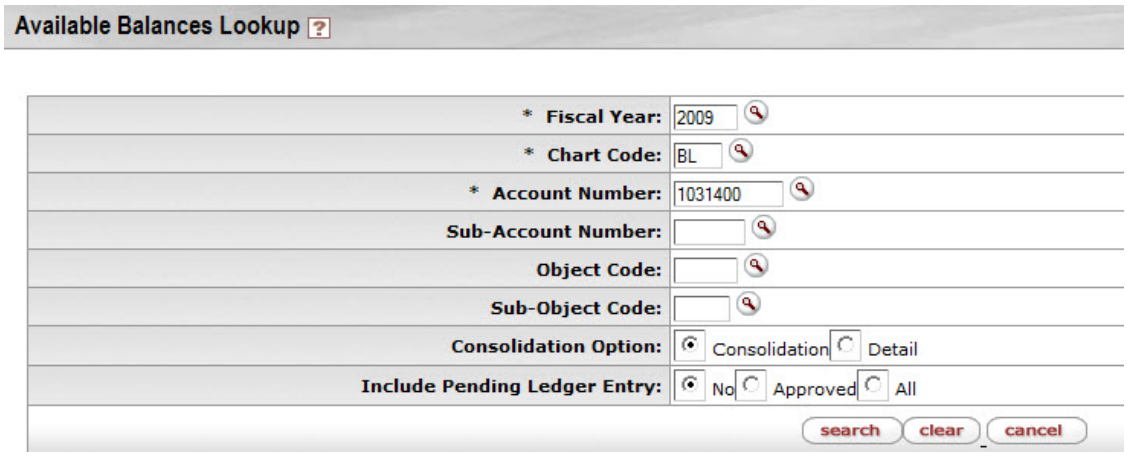
For general information about entering lookup criteria, interpreting dollar accumulators, drilling down into inquiries to see more detail, and including or excluding pending entries, see GL Inquiries: Basic Information.

The Available Balances inquiry displays the cumulative balances for an account by object code. The drilldown pattern is as follows:

7. General Ledger Balance
8. GL Entry Lookup
9. E-Doc

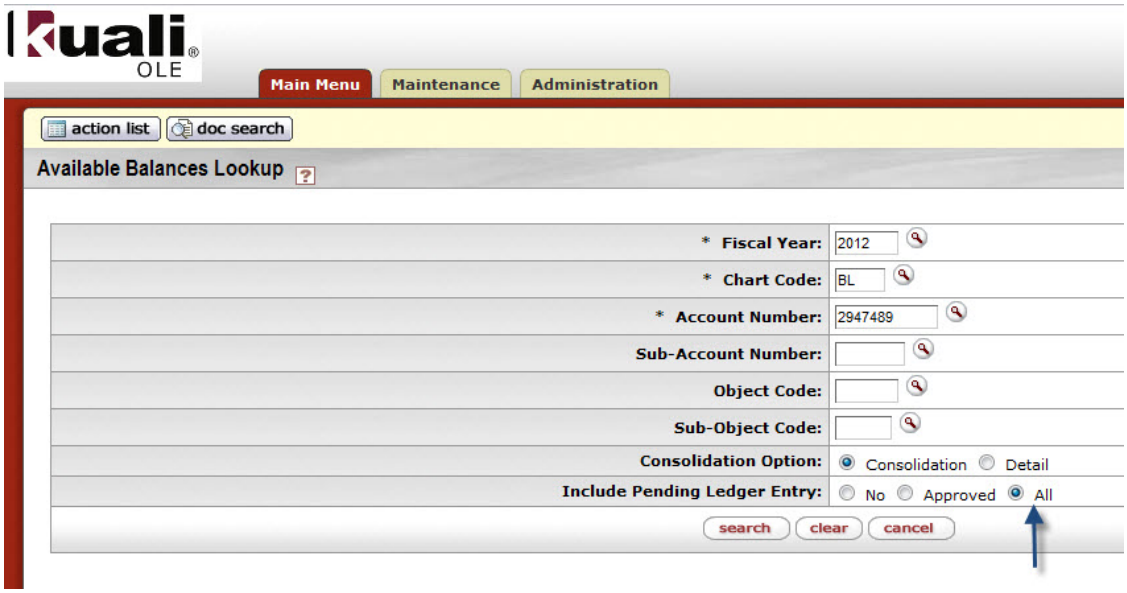
Lookup Criteria

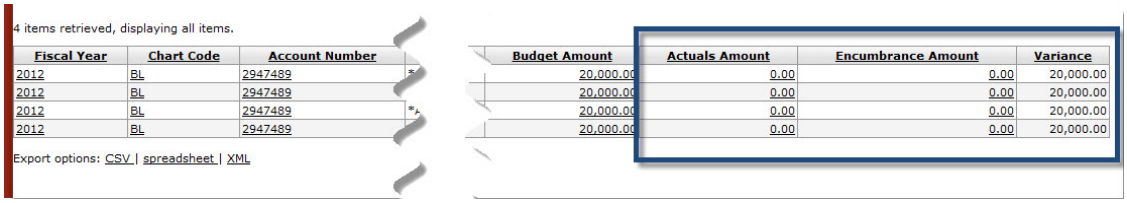
Fill in at least Fiscal Year, Chart Code and Account Number. Use the lookup icon as necessary to select the criteria. Select the desired **Consolidation** and **Included Pending Entry** options.



Search Results

The search results will show the amount of money that has been budgeted for this account broken down by Object Codes. To see further details including Actuals and Encumbrance Amounts, select **All** on the **Include Pending Ledger Entry** field and click the search button again. You may drill into the amount column to view the details that make up the total amount.



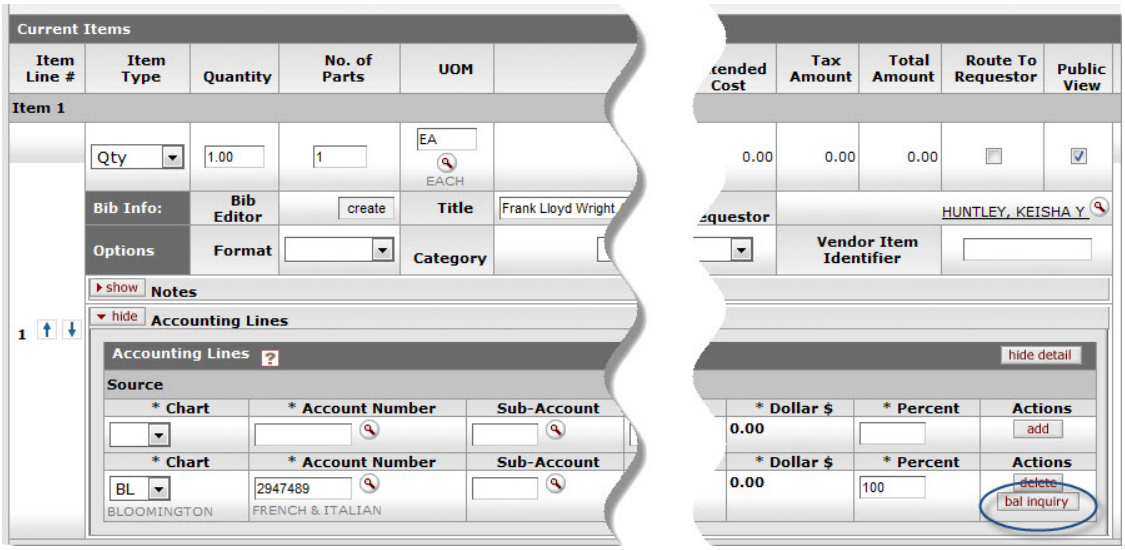


Each underlined piece of information in the results grid is an active URL which when clicked can provide you further details about each piece of information. For example clicking on the Actuals amount gives you a monthly breakdown of payment requests that have been processed.

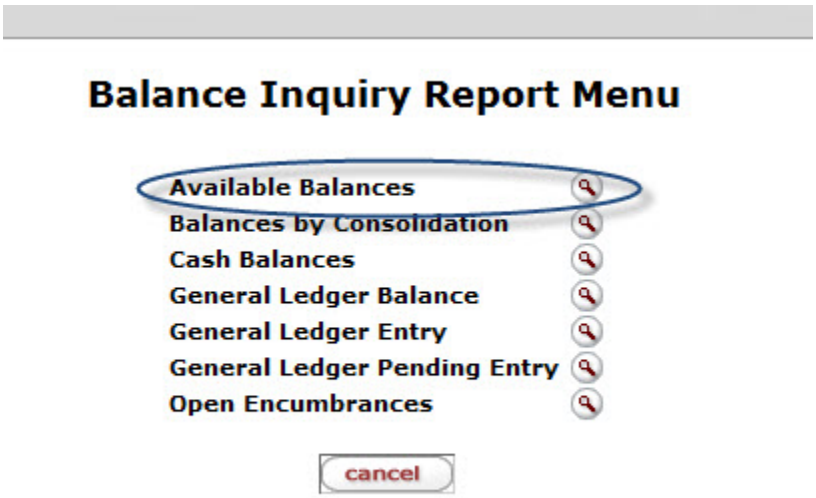
For more information on drilldowns, see above.

Query Available Account Balances: Requisition (Purchase Order, Payment Request) Line Item

Available Balance details can also be accessed from the Requisitions page by clicking on the bal inquiry button *after you have added an accounting line*:



From the **Balance Inquiry Report Menu**, select **Available Balances**:



To return to the requisition, click the cancel button on each screen.

Cash Balances

Select/Acquire > Reports > Cash Balances > Cash Balance Lookup

Note

For general information about entering lookup criteria, interpreting dollar accumulators, drilling down into inquiries to see more detail, and including or excluding pending entries, see GL Inquiries: Basic Information.

The Cash Balances inquiry displays the beginning, year-to-date, and available cash balances for an account and/or sub-account. It provides a bottom line snapshot of your account. The report was designed for those accounts that produce income/revenue through sales and services, and cash accounts. In most cases, fiscal officers of auxiliary or service accounts or non-budgeted accounts are concerned with their cash balances. However, fiscal officers of general fund accounts and some budgeted accounts might not need to use the Cash Balances inquiry.

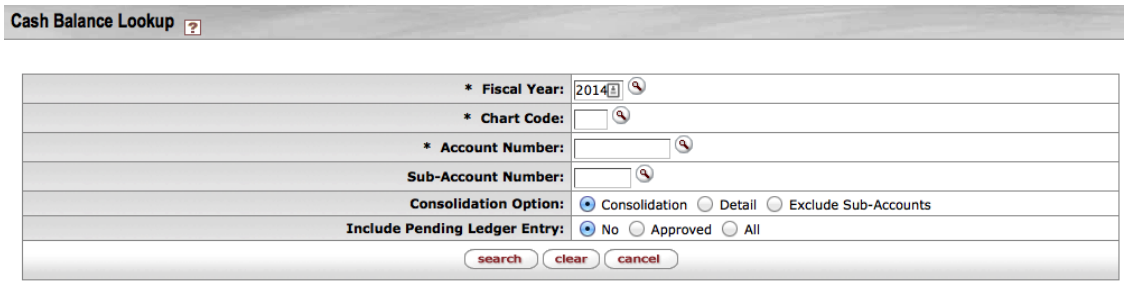
Choosing the **Consolidation** option aggregates the amounts by Sub-Account and Sub-Object Code. The Detail option returns balances for each Sub-Account and Sub-Object Code. The Include Pending Ledger Entry option provides the user with the ability to include all cash pending entries, no pending cash entries, or only those pending cash entries that are fully approved. Cancelled and disapproved pending entries are not pulled into the balance inquiry results. There are no drilldown hyperlinks available in this inquiry.

Note

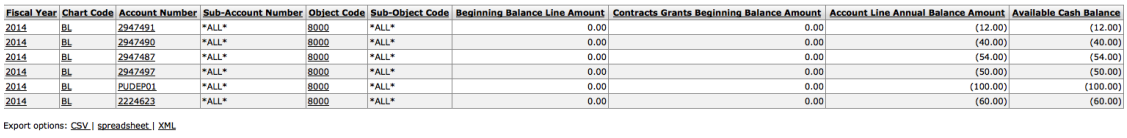
The Cash Balances inquiry should not be confused with the Available Balances inquiry that compares actual transactions and encumbrances to budget amounts.

Lookup Criteria

Fill in at least Fiscal Year, Chart Code and Account Number. Use the lookup icon as necessary to select the criteria. Select the desired **Consolidation** and **Included Pending Ledger Entry** options.



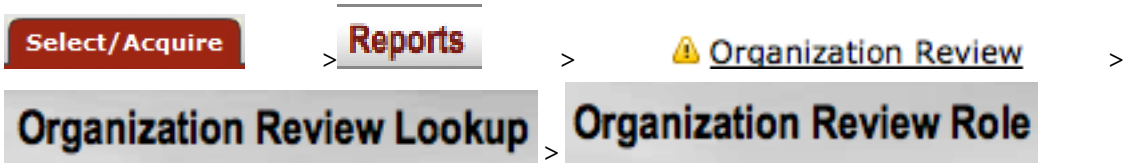
Search Results



Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual Balance Amount	Available Cash Balance
2014	BL	2947491	*ALL*	8000	*ALL*	0.00	0.00	(12.00)	(12.00)
2014	BL	2947490	*ALL*	8000	*ALL*	0.00	0.00	(40.00)	(40.00)
2014	BL	2947487	*ALL*	8000	*ALL*	0.00	0.00	(54.00)	(54.00)
2014	BL	2947497	*ALL*	8000	*ALL*	0.00	0.00	(50.00)	(50.00)
2014	BL	PUDEP01	*ALL*	8000	*ALL*	0.00	0.00	(100.00)	(100.00)
2014	BL	2224623	*ALL*	8000	*ALL*	0.00	0.00	(60.00)	(60.00)

Export options: CSV | spreadsheet | XML

Organization Review



Note

For information about other KIM concepts and functions, see Basic KIM Concepts of the *Guide to OLE System Administration*.

The Organization Review document offers a simple interface to feed member and delegate information into two KIM roles related to workflow routing.

The two roles affected by this document are:

- Accounting Reviewer: Establishes optional workflow action requests for documents based on chart, organization, document type, dollar amount and accounting override code.
- Organization Reviewer: Establishes optional workflow action requests for documents based on chart, organization and document type.

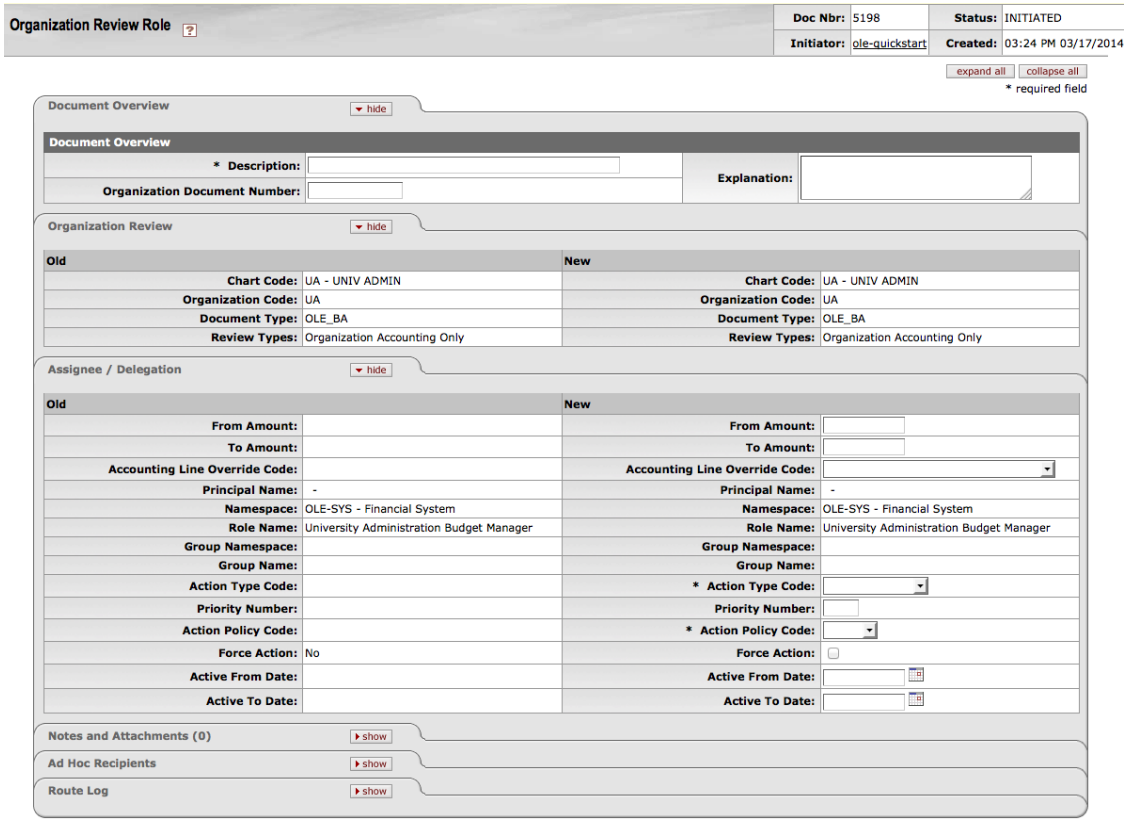
These roles are quite similar, with Accounting Reviewer generally being used for document types that include accounting lines and organization reviewer being used for document types that do not. The Organization Review document is designed to assist users in selecting the appropriate role(s) for a given document type or group of document types that need to receive workflow requests.

This interface enables institutions to more easily allow role members to assign themselves to these roles. Note that these roles may also be assigned via the Role or Person document as discussed elsewhere in this section.

Note

Unlike other KIM documents, the Organization Review document is found on the **Select/Aquire** tab. Because it represents a workflow modification that most OLE users are permitted to make.

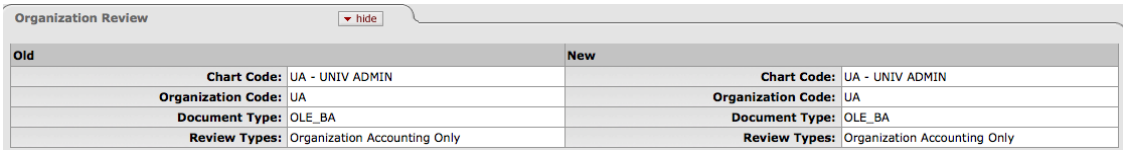
Document Layout



The Organization Review document includes the **Organization Review** and **Assignee / Delegation** tabs.

Organization Review Tab

The **Organization Review** tab identifies the chart and organization for which the user is establishing optional workflow action requests. It also defines the document type for which these requests are be generated. Review types determine whether this document creates a membership in the Accounting Reviewer role, the Organization Review role or both.


Organization Review hide

Old		New	
Chart Code:	UA - UNIV ADMIN	**Chart Code:**	UA - UNIV ADMIN
Organization Code:	UA	**Organization Code:**	UA
Document Type:	OLE_BA	**Document Type:**	OLE_BA
Review Types:	Organization Accounting Only	**Review Types:**	Organization Accounting Only

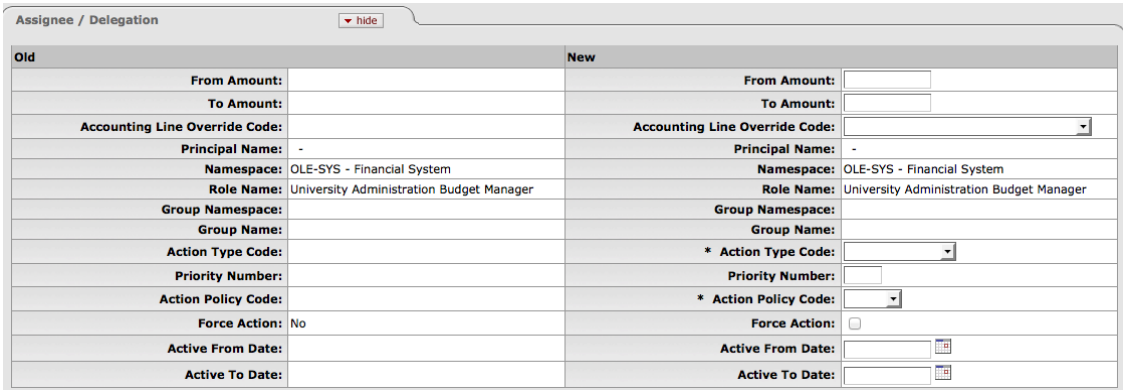
Organization Review tab definition

Title	Description
Chart Code	Required. Select the chart associated with the organization for which you want to establish additional workflow action requests.
Organization Code	Required. Enter the organization code identifying the organization for which you want to establish additional workflow action requests or use the **Organization** lookup to select a value.
Document Type	Required. Use the **Document Type** lookup to search for and select the document type for which you want to establish additional workflow action requests. Note that you may select a parent document type to establish workflow routing for all document types that answer to that parent in the document heirarchy.
Review Types	Required but may be display-only. This value determines whether the document adds member information to the accounting reviewer role ('Organization Accounting Only'), the organization reviewer role ('Organization Only'), or both. After you select a document type, this system updates this field with a default value based on the following rules: If the document type selected has a route node associated with the organization reviewer or accounting reviewer role, then review type is selected based on this value and cannot be edited. If the document type selected is 'OLE' (the OLE document at the top of the hierarchy), the Review Type value defaults to 'both' but can be edited. If the closest parent document type is 'OLET' (the OLE document to which all transactional documents answer), the Review Type value defaults to 'Organization Accounting Only' and cannot be edited. If the closest parent document type is 'OLEM' (the OLE document to which all complex maintenance documents answer), the Review Type value defaults to 'Organization Only' and cannot be edited. If the closest parent document type is 'FSSM' (the OLE document to which all simple maintenance document answer), the document returns an error. These documents do not route for approval.

Assignee/Delegation Tab

The **Assignee/Delegation** tab records any additional qualifying values needed for adding users to the Accounting Reviewer role and defines the person, group or role that should be assigned as a member or a delegate. This tab also collects detailed information about the type of workflow request to be generated and how workflow should handle that request.

For more information about delegating via the Organization Review document, see Delegation.



Assignee/Delegation tab definition

Title	Description
From Amount	Optional. This field is available only if the Review Type value is either 'Organization Accounting Only' or 'Both'. Enter a minimum dollar amount for transactional documents below which you do not want to generate action requests. If you do not want to establish a minimum dollar amount, leave this field blank.
To Amount	Optional. This field is available only if the Review Type value is either 'Organization Accounting Only' or 'Both'. Enter a maximum dollar amount for transactional documents above which you do not want to generate action requests. If you do not want to establish a maximum dollar amount, leave this field blank.
Accounting Line Override Code	Optional. Note that this field is available only if the Review Type value is either 'Organization Accounting Only' or 'Both.' If you want action requests to be generated only when a transactional document includes an accounting line with a particular override code, select that override code here. If you want action requests to be generated whether or not an override code is present, leave this field blank.
Principal Name	Optional. Enter the principal name of the person who is to receive these workflow action requests or use the Person lookup to select a value. **Note** You must choose a principal name, role and/or group to receive this workflow request. You may not leave all these fields blank.
Namespace	Optional. To generate workflow action requests to a particular role, select the namespace associated with that role.
Role Name	Optional. Enter the name of the role that is to receive these workflow action requests or use the Role lookup to select a value. **Note** You must choose a principal name, role and/or group to receive this workflow request. You may not leave all these fields blank.
Group Namespace	Optional. If you want to generate workflow action requests to a particular group, select the namespace associated with that group.
Group Name	Optional. Enter the name of the group that is to receive these workflow action requests or use the Group lookup to select a value.

	Note You must choose a principal name, role and/or group to receive this workflow request. You may not leave all these fields blank.
Action Type Code	equired. Select the type of workflow action request that is to be generated. Choices include: Approve FYI Acknowledge
Priority Number	Optional. Enter a priority number between 1 and 11. If multiple action requests are generated for this chart, organization and document type, requests with lower priorities are generated before those with higher priorities.
Action Policy Code	Required. This value determines what happens if multiple members of a role or group receive the same action request and one of them takes the requested action. For example, if a role has a group with three members assigned, all of these members receive the action request defined here; this code determines what the system does when one of them takes action on the document. A value of 'FIRST' indicates that the first member to take action on the document automatically clears all requests for this responsibility that may be in other group members' action lists. A value of 'ALL' indicates that each group member must take individual action to clear his or her requests. **Note** This value impacts only a single action request. It has no impact on other requests that might be generated by workflow for the same chart, organization and document type.
Force Action	Check the box to indicate that the assignee must take the action for this request even if the user has already previously taken action on this document. Leaving the box unchecked allows a request to be immediately fulfilled if the assignee has previously taken action on this specific document.
Active From Date	Optional. To begin generating these requests on a specific date, enter that date here. If no date is provided, the requests will be eligible for creation a soon as the Organization Review document is processed or final.
Active To Date	Optional. To stop generating these requests on a specific day, enter that date here. If no date is provided the requests will be generated indefinitely.

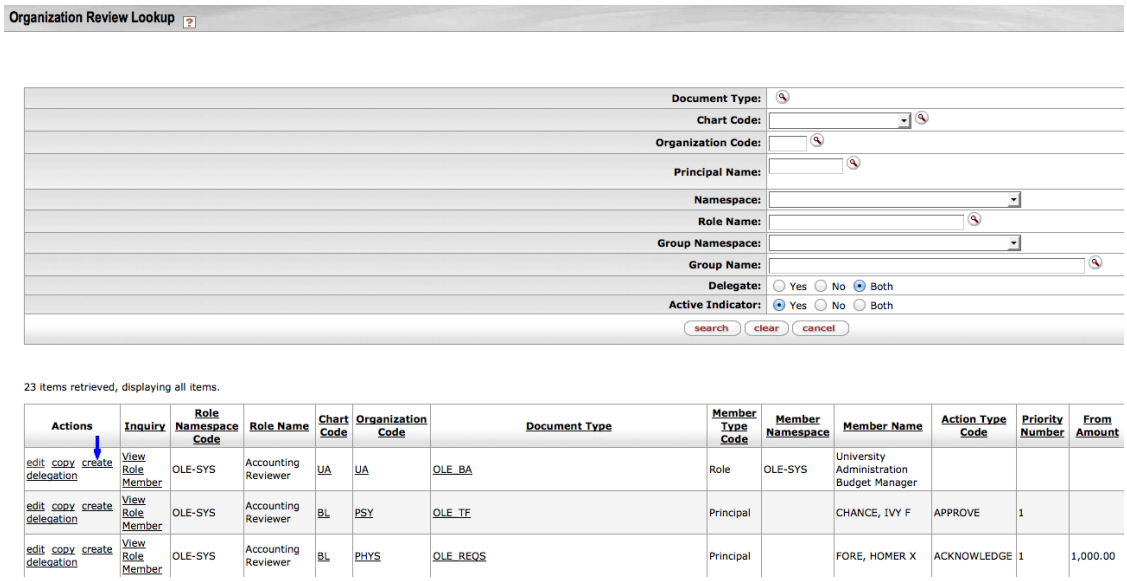
Delegation

Users may use the Organization Review document to establish a delegate for a current member of the Organization Reviewer or Organization Accounting Reviewer role. Delegates inherit all responsibilities of the role member they're associated with.

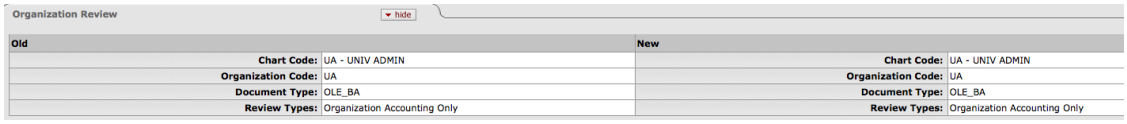
To create a delegate:

1. To create a delegate, use the **Organization Review** lookup to find the member you want to create a delegate for.

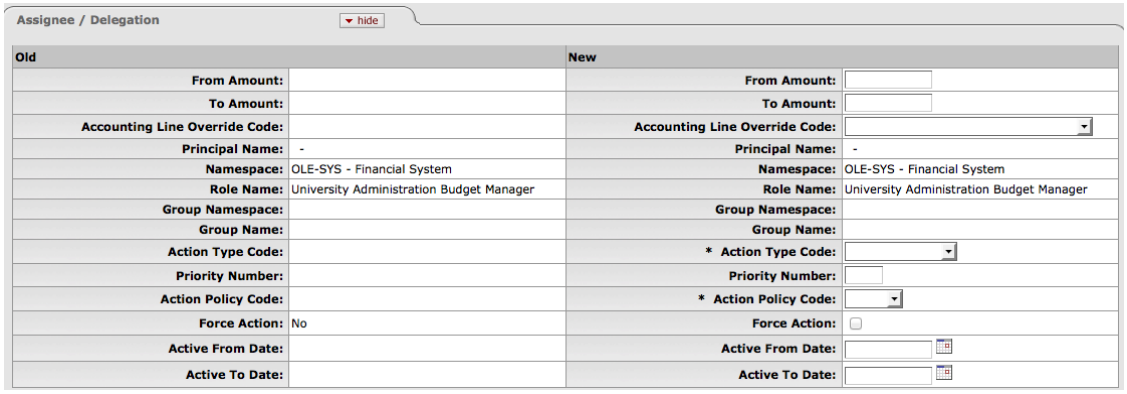
2. Click the **create delegation** link.



The system creates a new Organization Review document that copies all the fields in the **Organization Review** tab from the selected member role and renders them uneditable.



All values on the **Assignee / Delegation** tab are also copied. These values may be edited.



Process Overview

Business Rules

- Exactly one of the following groups of fields must be completed on the **Assignee / Delegation** tab:
  - **Principal Name**

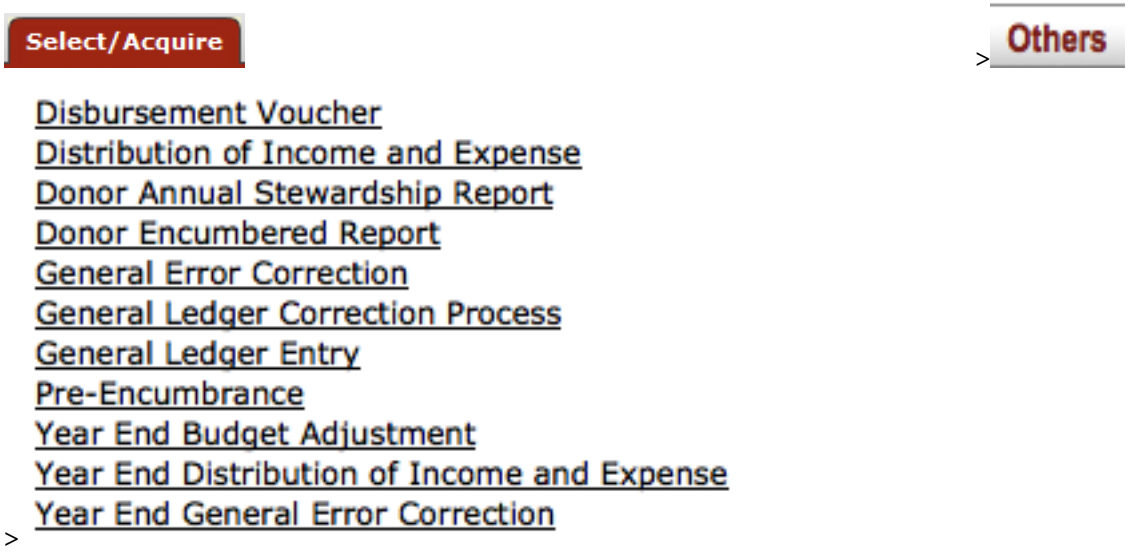
- **Namespace** and **Role Name**
- **Group Namespace** and **Group**

- When delegating an Accounting Reviewer role, the values for the **From Amount** and **To Amount** must fall within the range established for the role member whose responsibility is being delegated.

Routing

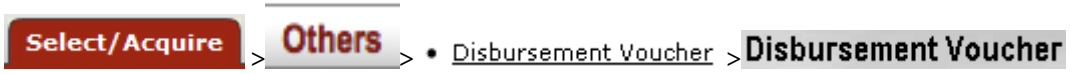
The Organization Review documenty uses organization review routing. It routes based on the chart and organization on the document.

Chapter 14. Others: Additional Select/ Acquire Standard Transactional Documents



On the Select/Acquire tab, the Other submenu provides access for users to search and edit payment requests, create general error corrections and disbursement vouchers, and search and edit E-Resources.

Disbursement Voucher



The Disbursement Voucher (DV) document is used to issue payments to vendors using clearing/deposit accounts. The DV is used for recording the Advance Deposits or Prepayments to vendors, when titles or POs are unknown.

Making Prepay/Deposit Account arrangements work is a multi-step process and involves more than just the use of the Disbursement Voucher:

1. A unique account(s) must be created for the initial payment.
2. The initial payment is made via a Disbursement Voucher.
3. As the actual material is received, requisitions and POs are created using regular accounts and object codes.
4. Invoices are created with payment method type “deposit”.
5. Regular accounting lines are completed. Due to the payment method type “deposit” an additional accounting line is available to allow for special accounting to occur.

6. In the additional accounting line (off-setting account), the user lists the original account and object code used on the DV (the one created in step 1 and used in step 2). Instead of OLE creating the normal (behind the screens) accounting offset, the user manually defines what to use. Via this manual entry the deposit account(s) is reduced by the amount of the invoice being created. As this process continues eventually the deposit account(s) will have a zero or negative balance, or the predefined deposit account period ends. The balance in the deposit account(s) is the amount to be settled with the vendor.

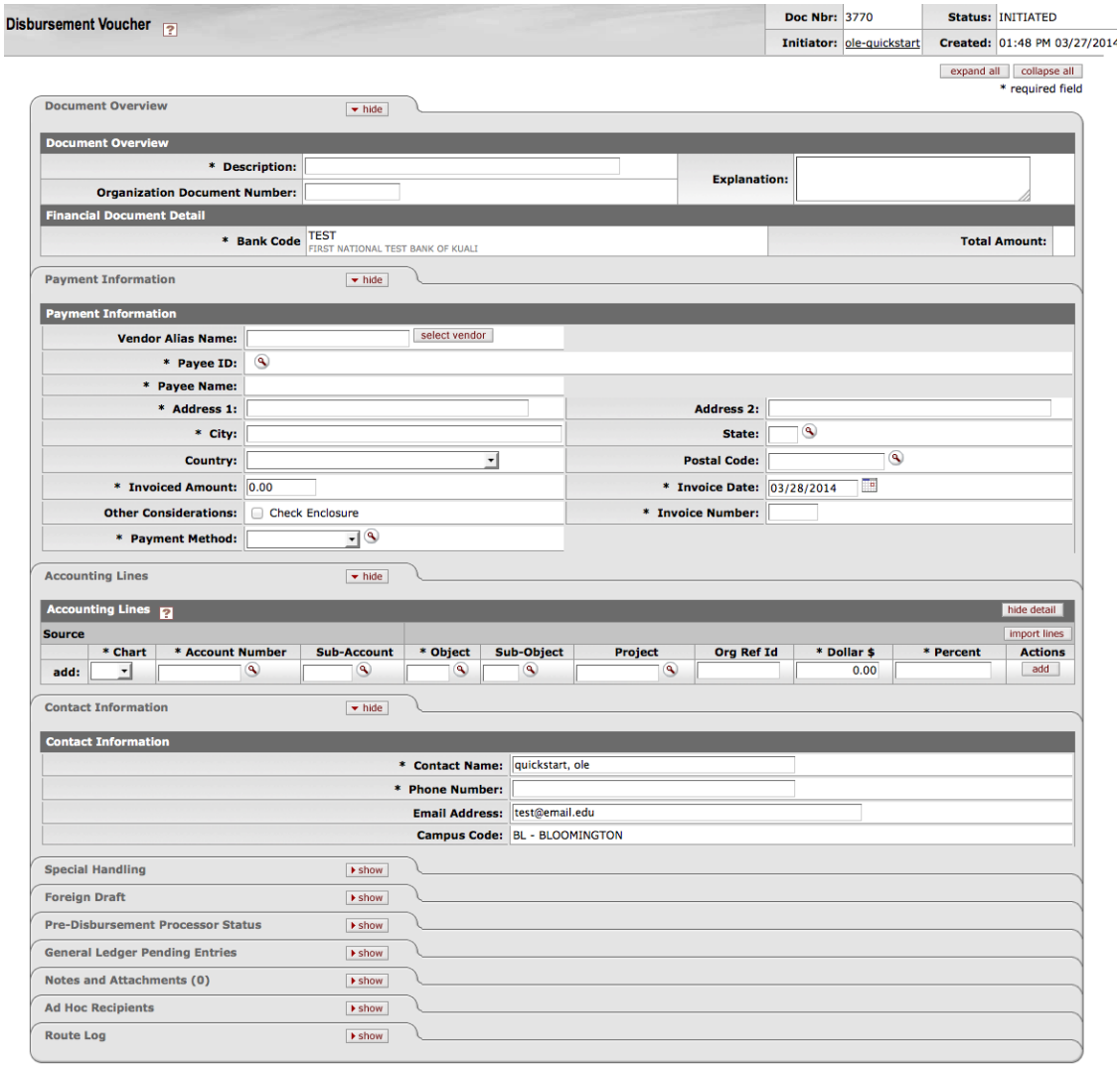
7. A person is assigned the role to monitor, approve and control deposit account activity.

Document Layout

The DV document has several unique tabs—**Payment Information**, **Accounting Lines**, **Contact Information**, **Special Handling**, **Foreign Draft**, **and Pre-Disbursement Processor Status—**in addition to the standard financial transaction tabs.

Note

For more information about the standard tabs, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.

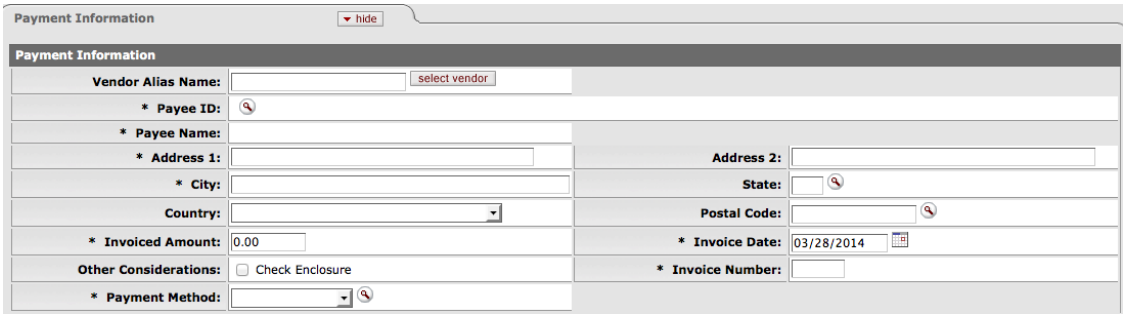


In addition to the **Document Overview** and **Accounting Lines** tabs, **Payment Information** is always required.

- The **Payment Information** tab contains information regarding the payee, invoice information and payment method.

Payment Information Tab

The **Payment Information** tab contains important information such as the vendor lookup, invoiced amount, invoice date, invoice number, payment method, and check enclosure. This section must be completed for every DV document.



Payment Information tab definition

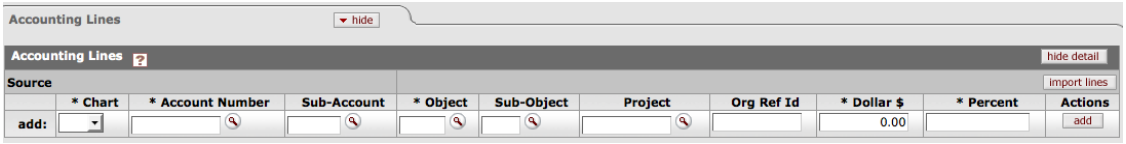
Title	Description
Vendor Alias Name	If you know the vendor's alias, enter the code in the box and click Select Vendor. This will prepopulate the Vendor address and information.
Payee ID	Required. Retrieve the payee ID from the **Payee** Lookup.
Payee Name	Display-only. After you select the payee ID from the **Payee** lookup, the system automatically fills in the name.
Address 1	Required. The first line of address to which the check should be mailed. The system fills in this information automatically but you may change it.
Address 2	Optional. Enter the second line of the address to which the check should be mailed.
City	Required. Enter the city to which the check should be mailed.
State	Required for US. Enter the state to which the check should be mailed.
Country	Optional. Select the payee's country from the **Country** list.
Postal Code	Required for US. Enter the postal code to which the check should be mailed.
Invoiced Amount	Required. Enter the total amount due from the vendor's invoice.
Invoice Date	Required. Enter the invoice date from the vendor's invoice. The date can also be selected from the calendar.
Other Consideration	Optional. **Check Enclosure**: Refers to any documents related to the DV document that must accompany the check when it is mailed to the payee. Selecting the check box properly indicates that there is a form or other attachment that must accompany the check.
Invoice Number	Enter the invoice number from the vendor's invoice
Payment Method	Required. Select the method in which the payment should be made from the **Payment Method** list. **Deposit**: This selection indicates the payment is for a Deposit Account. (This should not be used for DV documents. It should only be used on Invoice Type Documents.)

	Check: This selection indicates a paper check in US dollars is to be issued. **Credit Card**: This selection indicates the payment is to be charged to a procurement card. **Foreign Draft**: This selection indicates that the payment is to be made in a foreign currency. **Wire Transfer**: This selection indicates you wish to have the disbursement wired to the recipient.

The payee ID is required on the **Payment Information** tab. This identifies the person or business the disbursement is paid to. Payees must exist in the system in order to be selected on the disbursement voucher. OLE uses the Vendor table and the Customer Profiles setup in Pre-Disbursement Processor module for reference. If the payee already exists in the system, you can identify it by searching for it by using the **Payee** lookup.

Accounting Lines Tab

The **Accounting Lines** tab contains the accounting information.



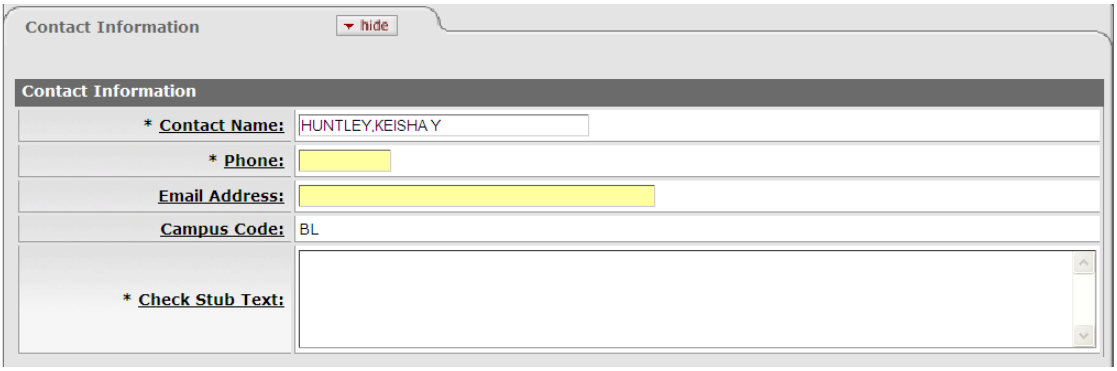
Add the applicable Chart, the special account set up for this payment, object code is always 8410 (or your local prepaid expense). Enter the dollar amount of the deposit payment from the vendor's invoice and click add.

Note

For more information about the filling in accounting lines, see OLE Financial Documents Accounting Lines Tab on the *Guide to OLE Basic Functionality and Key Concepts*.

Contact Information Tab

The **Contact Information** tab is an optional tab that contains information only. When the DV document is first initiated, the **Contact Name** and the **Campus Code** default to those of the initiator's.



The Contact for a DV is typically the initiator, thus the contact information is typically the name, phone, and email address of the initiator.

Contact Information tab definition

Title	Description
Contact Name	Required. This field is pre-filled with the name of the document initiator but may be edited.
Phone	Required. Enter the contact person's phone number (including area code)
Email Address	Required. Enter the contact person's email address
Campus Code	Display-only. The code of the campus associated with the document's initiator, derived from the user's profile.

Note

If you want to include information that only other OLE users can view, add a note or attachment to the document. For more information about the **Notes and Attachments** tab, see Notes and Attachments Tab on the *Guide to OLE Basic Functionality and Key Concepts*.

Special Handling Tab

Warning

This tab still exists from KFS. It is no longer valid in OLE.

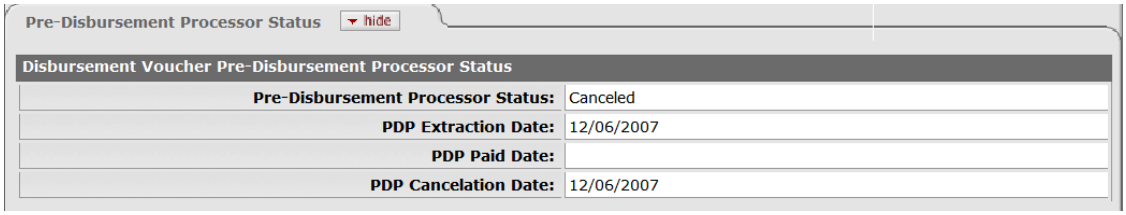
Foreign Draft Tab

Warning

This tab still exists from KFS. It is no longer valid in OLE.

Pre-Disbursement Processor Status Tab

The **Pre-Disbursement Processor Status** tab displays information from the Pre-Disbursement Processor (PDP) so you can track the payment status and the status date.



Pre-Disbursement Processor Status tab definition

Title	Description
Pre-Disbursement Processor Status	Display-only. Displays the payment processing status from the Pre-Disbursement Processor (PDP).
PDP Extract Date	Display-only. The date when the disbursement voucher was extracted for payment processing by the PDP.
PDP Paid Date	Display-only. The date when the payment was disbursed by PDP.
PDP Cancellation Date	Display-only. The date when the payment was canceled within PDP.

Process Overview

Business Rules

- DV Payee cannot be the same as the initiator.

- DV Payee must be active.
- Check amount cannot be negative.
- There must be at least one accounting line.
- Account lines total must not be negative. Total of accounting lines must match the vendor invoiced amount.
- DVs with Account-Funds designated as Clearing/Deposit or other Payment method to denote deposit, must be routed for approval- no automatic approvals.
- Only a Disbursement Voucher may use Accounts of “Fund Group, Sub-Fund Group” – Clearing or Deposit. These forms of accounts will be restricted for use with prepayments. REQ, PO (versions), INV are prohibited from using this Account Type.

Routing

The DV document must route through a series of approvals before the disbursement is actually made based on the rules set up by the institution. Due to its unique nature, the DV document has some special routing issues which are explained below:

- The DV document first routes to the fiscal officer for each account in the **Accounting Lines** tab.
- After it has been approved by all required fiscal officers, the document routes, as specified by the institution's rule, to the organization review routing level.
- After the document has been approved by all organizational approvers, the DV document goes through any special routing as required by business rules surrounding the attributes of the transaction and the payee.

The document status becomes 'FINAL' when the required approvals are obtained and the transaction is processed by the institution defined process, which might include the Pre-Disbursement Processor.

DV routing

Condition	Special Routing
Initiator's Campus	Final approval by members of OLE-FP Disbursement Manager role for the appropriate campus. Campus is based on the campus associated with the initiator's OLE-SYS User role

The process for making a Deposit payment or prepayment to a vendor including initiating a DV Document.

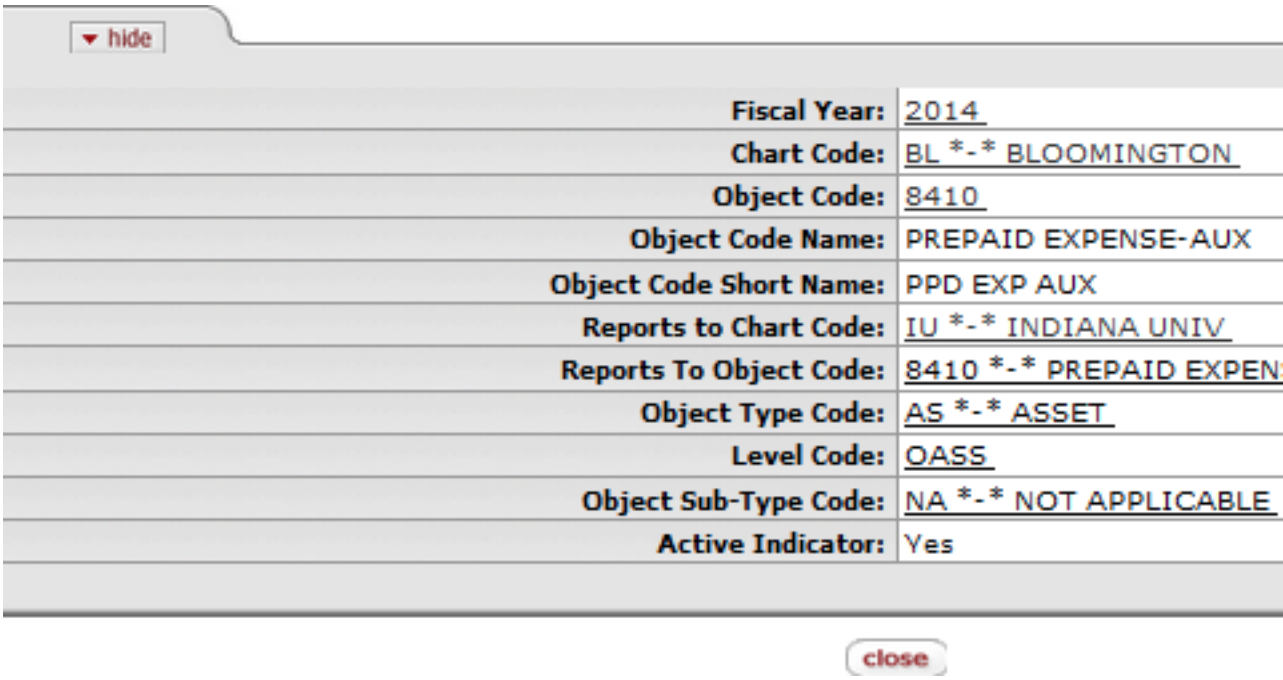
Before creating the DV

1. Create a unique Account with a sub-fund group code of CLRREV and assign the vendor to the account in “Vendor for Deposit Account”. The account does not need to be set up with a fund/budget before it can be used on the DV. The DV will create the fund balance.

   ### Note

   The account does not need to be set up with a fund/budget before it can be used on the DV. The DV will create the fund balance.

2. Object Code 8410-prepaid expense will need to be set up if there isn’t one:



3. Cache will need to be cleared:

   Login as Admin.

   Go to **Admin** Tab > Monitoring > Service Bus > Cache Admin

   Click Cache Admin

   Check:

   - coreServiceDistributedCacheManager
   - kewDistributedCacheManager
   - kimDistributedCacheManager
   - krmsDistributed Cache Manager (DO NOT SELECT)
   - locationDistributedCacheManager
   - ole.core.DistributedCacheManager

   Click Flush and close Cache Admin.

   Sign back in as normal user.

Prepare a DV

4. On the **Select/Acquire**tab, under **Other**, select Disbursement Voucher.

   A blank Disbursement Voucher document with a new document ID appears.

5. Complete the **Payment Information** tab.

6. Complete the **Accounting Lines** tab.

   Enter the chart code for the account set up in Step 1 above. Enter the Account and use Object code 8410 - prepaid expense. Click the **ADD** button.

7. Complete the remaining tabs as required.

8. Click

.

9. Appropriate fiscal officers and organization reviewers approve the document.

   ### Note

   For more information about how to approve a document, see Workflow Action Buttons on the *Guide to OLE Basic Functionality and Key Concepts*.

10. The deposit account will now have a 'fund' showing the amount of the deposit payment.

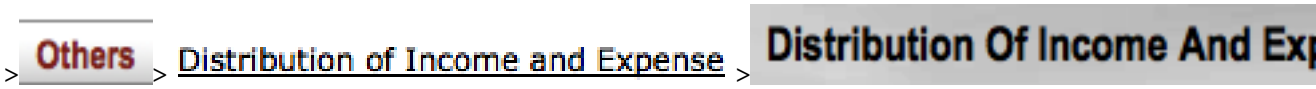
Prepare Requisitions and Invoices

11. As the material is received create requisitions and invoices in OLE. When creating invoices use payment method "deposit". After adding the PO, click the details button on the current items tab. An additional accounting line will be available.

12. Enter chart code, the deposit account, object code 8410 and add the amount matching the regular accounting line.

    As invoices are processed the amount in the deposit fund will decrease. The approver will need to monitor the fund balances to resolves variances and settle the account(s) as all deposit account funds are exhausted or the deposit period ends, whichever is defined as the end by the terms of the deposit agreement.

Distribution of Income and Expense



Use the DI document to distribute the income or expense assets and liabilities from a holding account to one or more appropriate account(s) when one account has incurred expenses or received income on behalf of one or more other accounts. It can also be used to move income, expenses, assets and liabilities to other sub-accounts, object codes, or sub-object codes. Fiscal officers and support staff, department, responsibility center, and campus administration staff are typical users of the DI documents.

Note

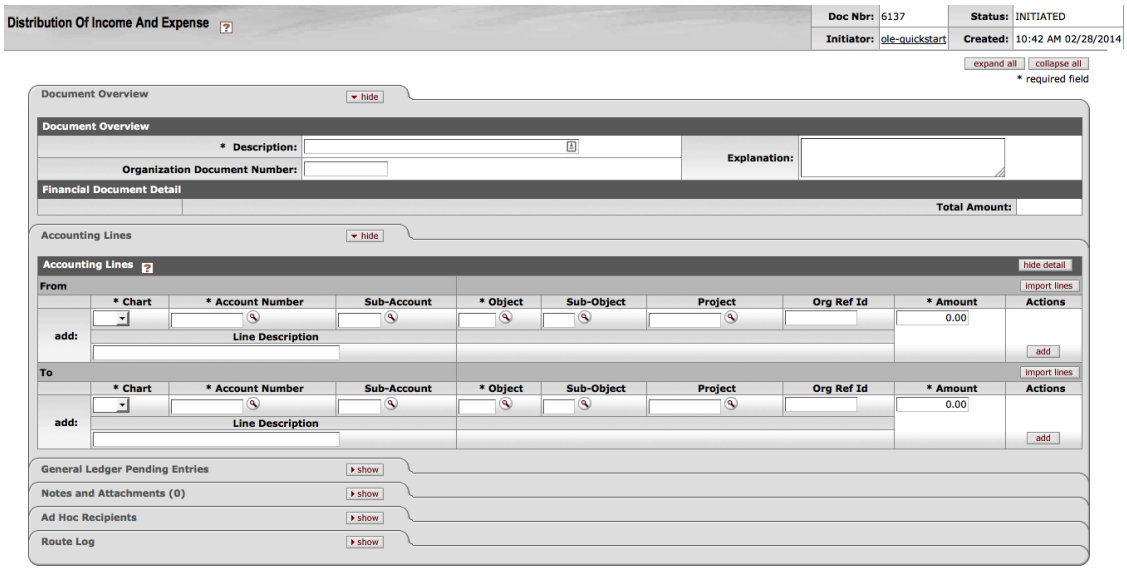
Distribution of Income and Expense continues to be reviewed for OLE use.

Document Layout

The DI document has only the standard financial transaction document tabs and does not have any unique tabs of its own.

Note

For more information about the standard tabs, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.



Note

The Year-End Distribution of Income (YEDI) document is available only during the fiscal year-end close.

Process Overview

Business Rules

- Debits must equal credits.
- OLE automatically generates cash object code offset entries as defined by the information entered into the document
- The following object sub-types are prohibited in the DI document:

Restricted object sub type in the Distribution of Income and Expenses document

Sub-Type	Description	Restrictions
LD	Loss of Disposal of Assets	Use CAMS Documents
OP	Other Provisions	Use Auxiliary Voucher (AV) document
MT	Mandatory Transfers	Use Transfer of Funds (TF) document.
TF	Transfer of Funds	Use Transfer of Funds (TF) document.
TN	Transfer - Generic	Use Transfer of Funds (TF) document.
BU	Budget Only Object Codes	Use Budget Adjustments (BA) document.
CA	Cash	Use Journal Voucher (JV) document

FB	Fund Balance	Use Journal Voucher (JV) document.

Routing

Fiscal Officers for all **From** and **To** accounts must approve the DI document. Additional approvals may be established within the institution's review hierarchy or designated through Ad Hoc routing. The document status becomes 'FINAL' when the required approvals are obtained and the transaction is posted to the G/L during the next G/L batch process.

Initiating a Distribution of Income and Expenses Document

1. Select **Distribution of Income and Expense** from the **Others** submenu.

   A blank DI document with a new Document ID appears

2. Complete the standard tabs.

   In the **Accounting Lines** tab, transactions are entered in the **From** and **To** sections. Entries in the From section are reductions to the account and entries in the **To** section are increases to the account. Expense object codes in the **From** section are credited while income object codes are debited. In the **To** section, the opposite is true.

   ### Note

   For information about the standard tabs such as **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients, Route Log**, and **Accounting Lines**tabs, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.

3. Click submit.

4. Review the **General Ledger Pending Entries** tab

   The pending entries include the offset generated lines to cash or fund balance object codes.

5. Appropriate fiscal officers and organization reviewers approve the document.

   ### Note

   For information about the Route Log tab, see Route Log on the *Guide to OLE Basic Functionality and Key Concepts*.

   For more information about how to approve a document, see Workflow Action Buttons.

Donor Annual Stewardship Report

Donor records in OLE are not coordinated with the accounting strings on purchase order or invoice line items. This gives OLE libraries flexibility to track donors regardless of whether they have money associated with them or not.

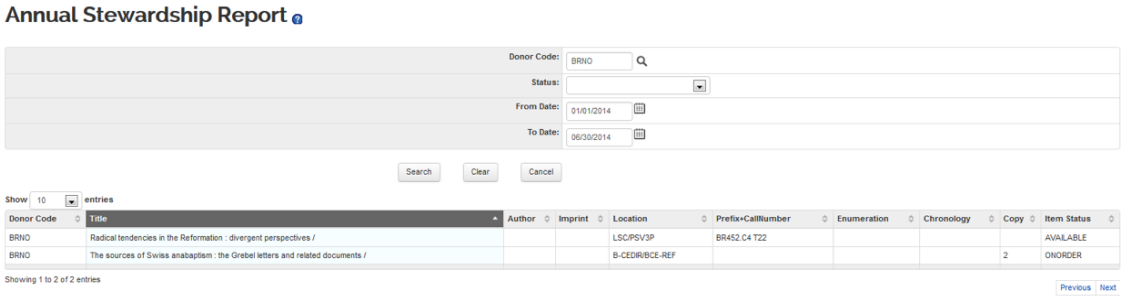
OLE does has a simplified system of financial tracking connected to donor records, though. This is facilitated by adding Donor Amounts to the Donor record. This is purely for tracking purposes: all budgeting and payment functions are still done using the accounting system and invoices.

Donor Amounts only relate to the current fiscal year. At the beginning of each fiscal year, sites using this feature must go into each donor code and add any allocation for the new year.

If you add an amount to a Donor record, and then assign that Donor to PO line items, there are two screens that give you tracking information about encumbrances and expenditures:

- Donor Encumbered Report (Described Below)
- Annual Stewardship Report

This lookup is available from the **Select & Acquire** tab, **Others** submenu. Though it's called "annual", it can actually be run for any selected time period. The report may be run as often as desired. It does not include any financial tracking, only bibliographic information.



This example shows that between 1/1/14 and 6/30/14, the two listed titles were ordered using the donor code BRNO. Since the "status" field was left blank, all titles ordered in that time period are shown. The result set could be limited, though, by choosing a specific status (received, paid, both received and paid).

In future releases, this report will be enhanced with additional bibliographic data, and with hyperlinks from the results to the relevant records.

Donor Encumbered Report

Select/Acquire > Others > Donor Encumbered Report > Encumbered Rep

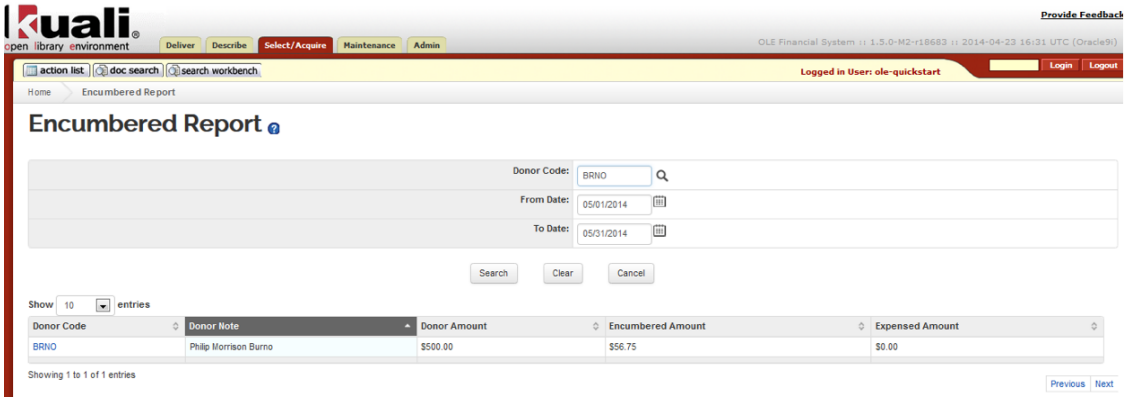
If you add an amount to a Donor record, and then assign that Donor to PO line items, there are two screens that give you tracking information about encumbrances and expenditures:

- Donor Encumbered Report

- Annual Stewardship Report

  For additional information about donor reports, see Donor Annual Stewardship Report

This “report” is actually a lookup screen, and is accessed from the **Select & Acquire** tab, **Others** submenu. This lookup looks at encumbrances and expenditures on PO line items associated with a given donor record.



This example shows the donor code BRNO has received $500 so far this fiscal year. In May 2014, books totaling $56.75 were ordered on PO line items with the BRNO donor code. However, no invoices were paid in May using line items with this donor code.

In future releases, this report will be enhanced with additional bibliographic data, and with hyperlinks from the results to the relevant records.

General Ledger Introduction

The General Ledger (GL) contains numerous processes that ensure that OLE runs correctly. For users processing e-doc transactions, the most apparent of these processes are the generation of offsets and the posting of transactions to the balance tables. Other important General Ledger processes are less apparent to users. These processes ensure that transaction data are valid, that capitalization entries are created, and that indirect cost recovery and cost share transfers occur. OLE also offers related features such as sufficient funds checking and flexible offsets for institutions that want to utilize this functionality.

OLE will apply encumbrances and expenses to the General Ledger as a result of OLE implemented functionality for encumbrances, expenses, budget adjustments and transfers of funds. Real-time GL posting is made available, with certain GL entries updating their status through nightly “batch jobs”.

Note

We continue to reconcile university financial integrations and OLE’s use of Budget vs. Actual (cash) balances in our coding efforts.

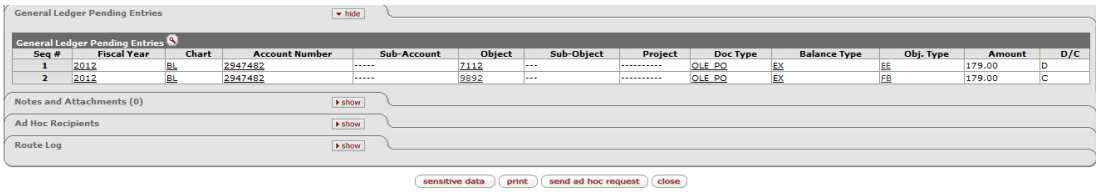
Requisition

- No GL entries for this form of “pre-order”

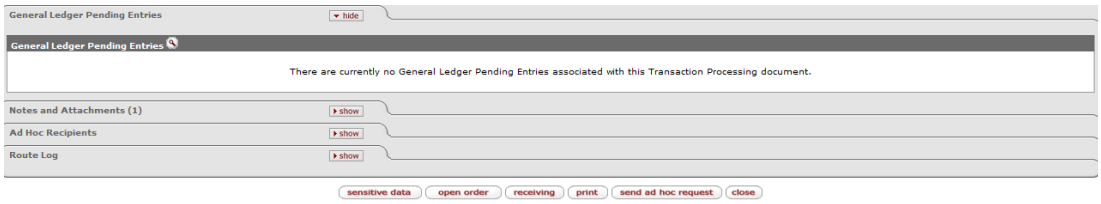
Purchase Order, Purchase Order Amendment, other forms of PO

- A final, “approved” Purchase Order will apply an encumbrance to the General Ledger as “pending”. During nightly batch jobs, the pending entry goes to “final”. Pending GL entries will be visible on the PO’s General Ledger Pending Entries tab, and be reflected in balance inquiries when “pending” or “all” transactions included.

- Sample: pending GL entry from approved PO with default (OLE Sample Data/object code 9892- RESV OUTSTANDING ORDR EXTRNL ENCUMBRNCES, Credit offset to the purchase order Debit) Offset- not yet processed through nightly batch job



- Sample: PO that has processed to nightly batch job- no pending GL entries



Payment Request

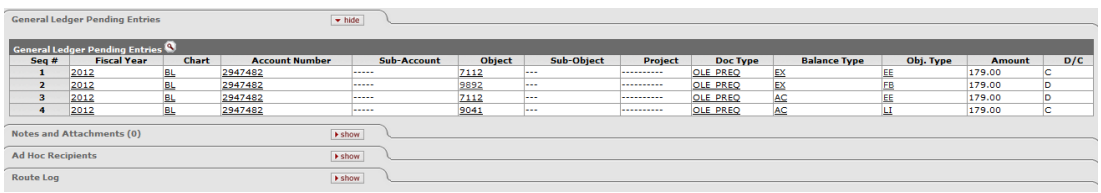
- As PREQ’s are payments to vendors, any PREQ created with accounting lines will post to the GL as “pending” whether it has completed workflow or not (unlike PO which must be final/approved).

- PREQ will reverse the encumbrance, as noted on the e-Doc, and apply the expense immediately.

- Nightly batch jobs will take approved PREQ’s to final status, and also apply liabilities to the balance sheet.

- Sample, PREQ with relieved encumbrance:

- Sample: General Ledger Pending entries on approved PREQ (encumbrance and initial offset from PO are reversed. Expense applied with offset to Acct Payable/liability object code 9041):



For all of the above transactions (Requisition to Purchase Order to Receiving to Payment Request), a user can see how the transactions post to the general ledger during the course of one day, i.e. if all docs created in same day, but including filter **All** on balance inquiry searches.

Tip

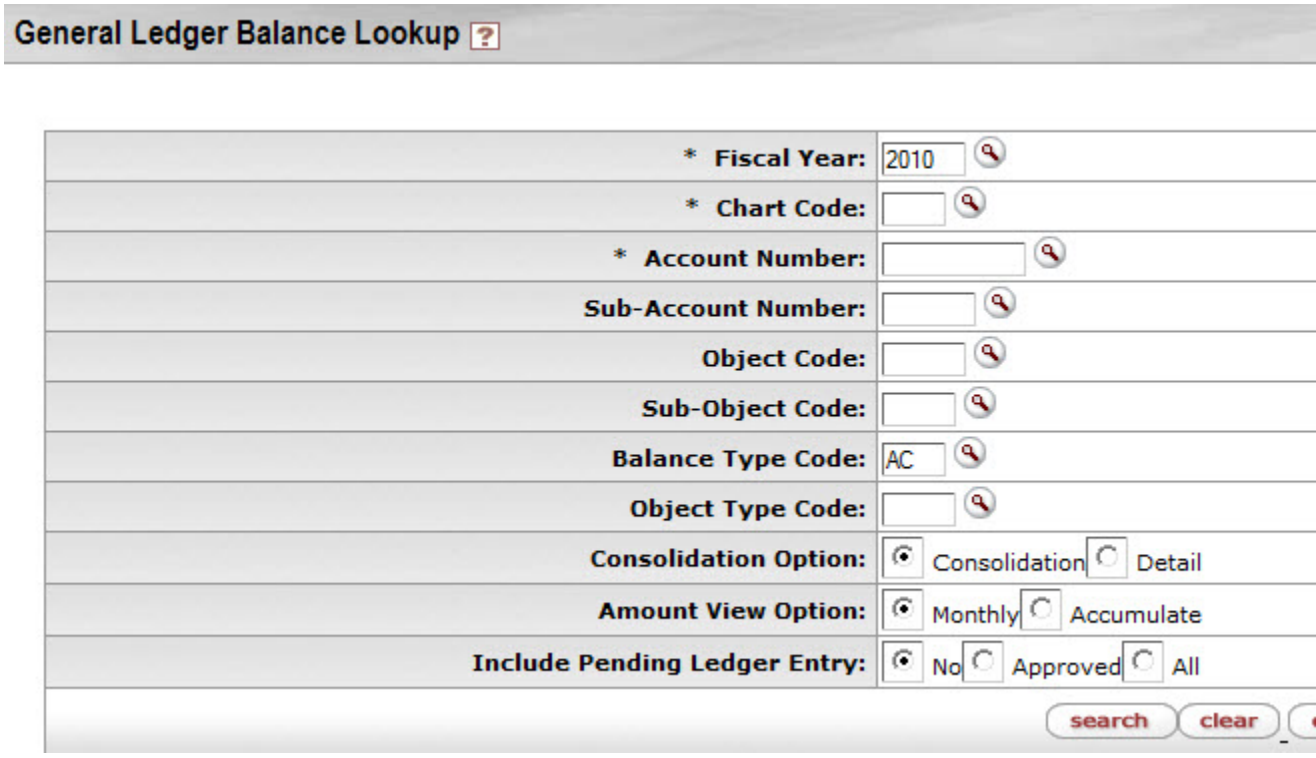
OLE is cloud-based, allowing users to have multiple browser windows open. If a user wants to query multiple Account-Objects for available balances, while having a transaction open in another window- that user could jump through multiple queries or details in one window, then just copy/ paste preferred Chart, Account, Object codes into the Accounting lines of an open transactional document in another window- Requisition, Purchase Order, Payment Request, Transfer of Funds etc.

GL Inquiries: Basic Information

Entering Lookup Criteria

After you select the desired inquiry, you are taken to the lookup criteria screen. The lookup criteria may display some default values, which you may change. To view all General Ledger balances on a specific account you need to enter just the chart and the account number. You can be more specific by including additional criteria. To view specific sub-accounts, object codes or sub-object codes you may enter these criteria. On some of the inquiry screens the balance type may be changed to view something other than actual balances. For example, to view budget transactions, you can change the balance type to either 'CB' (current budget), 'BB' (base budget), or 'MB' (monthly budget which may not be available on all accounts).

The following is an example of the lookup criteria screen for the General Ledger Balance Lookup.



Click search when you have entered all necessary criteria and are ready to retrieve the balances.

Meaning of Dollar Accumulators

The inquiries contain various dollar accumulators. The following describes the meaning of each of the amounts displayed in the inquiry results, and which inquiries contain the bucket type.

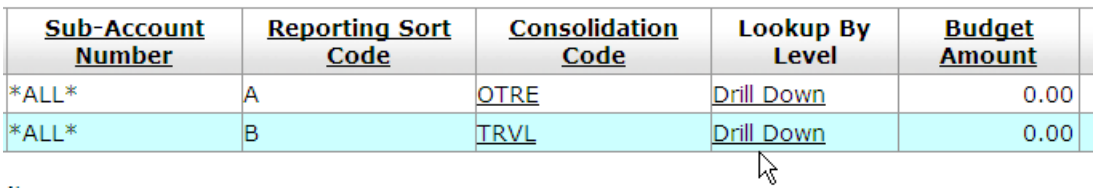
Dollar Accumulator definition

Column Title	Description
Account Line Annual Balance Amount	The total amount of activity in this account for this balance type across all periods of the selected fiscal year. Appears in Cash Balances inquiry and the General Ledger Balance inquiry.
Actual Amount	The total of all actual activity for a given balance line of the selected fiscal year. Appears in Available Balances inquiry and Balances by Consolidation inquiry.
Available Cash Balance	The total of the beginning balance and the year-to-date balance. Appears in the Cash Balances inquiry.
Beginning Balance Line Amount	The amount in this account for this balance type and object code at the beginning of the selected fiscal year. Appears in the General Ledger Balance inquiry.
[Month] Balance Amount	The total of all activity for a given accounting period. These fields are labeled as the month to which they refer (July, August, September, etc.).
Budget Amount	The current budget amount in this account for the selected fiscal year. Appears in Available Balances inquiry and Balances by Consolidation inquiry.
Closed Amount	The amount of the encumbrance that has been closed. Appears in the Open Encumbrances inquiry.
Contracts Grants Beginning Balance Amount	The cumulative amount in this account for this balance type and object code that was carried forward from the previous fiscal year. Appears in the Cash Balance inquiry and the General Ledger Balance inquiry.
Encumbrances Amount	The total of all encumbrance activity for a given account for the selected fiscal year. Appears in Available Balances inquiry and Balances by Consolidation inquiry.
Ledger Entry Amount	The dollar amount associated with a particular ledger entry. Appears in General Ledger Entry inquiry and Pending General Ledger Entry inquiry.
Open Amount	The amount of the original encumbrance. Subtracting the Closed Amount from the Open Amounts gives the amount of the encumbrance that is still outstanding. Appears in the Open Encumbrances inquiry.
Variance	The difference between the available budget and the actual amounts, plus encumbrances for an object code or category. Appears in Available Balances inquiry and Balances by Consolidation inquiry.

Drilldowns

The various inquiries display their initial balances at different levels of aggregation. You may drill down into detail when there is the **Drill Down** link available, or if the amount or other attribute (e-doc, for example) is a hyperlink. The following illustrations show the types of drilldowns available in the inquiries.

You may drill down to the next level from the **Drill Down** link.



Sub-Account Number	Reporting Sort Code	Consolidation Code	Lookup By Level	Budget Amount
ALL	A	OTRE	Drill Down	0.00
ALL	B	TRVL	Drill Down	0.00

You may drill down to the entries that make up the total from the amount link.

Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code
BL	1031400	*ALL*	8000	*ALL*	AC

July	0.00	October	
August	0.00	November	
September	1,365.55	December	

You may drill down to the actual e-doc from the **document Number** link.

Fiscal Period	Document Type Code	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Debit Credit Code
03	CR	01	311498	CR	250.55	C

Drill down to pending entry

Budget Amount	Actuals Amount	Encumbrance Amount	Variance	See Pending Entry
3,836,113.00	0.00	0.00	3,836,113.00	Drill Down
29,000.00	0.00	0.00	29,000.00	Drill Down

Include or Exclude Pending Entries, Unapproved Entries, and GL Entries

Balance inquiries allow you to choose to include or exclude pending ledger entries. These entries have been generated by OLE documents that have not yet been posted through the GL accounting cycle. After a financial processing e-doc is saved, it generates pending ledger entries. These entries are considered pending until the document is disapproved (at which point they are removed) or the document is fully approved and the entries are posted to the General Ledger.

You can choose to exclude pending ledger entries (the default behavior), include all pending ledger entries, or include only those entries associated with documents that have been approved (documents that have reached 'Processed' or 'Final' workflow status).

Note

Including all pending ledger entries in an inquiry can generate misleading results. Note that choosing to include all pending ledger entries in a balance inquiry can generate misleading results because saved documents may contain incomplete or unbalanced accounting entries. Choosing to view all pending ledger entries should be done with the understanding that unapproved entries may change drastically prior to actually posting or they may not post at all.

Refer to the following chart to identify the inquiry that applies to your analysis.

Inquiry Drilldown Patterns

	By Consolidation	By Level	By Object	GL Balance	GL Entry Lookup	By e-doc
Available Balances				a	a	a
Cash Balances	Lists cash balances only (no drilldown)					
GL Balances				a	a	a
GL Entry					a	a
GL Pending Entry					a	a
Open Encumbrances	Lists open encumbrance amounts only (no drilldown)					

General Error Correction

Select/Acquire > Others > General Error Correction > General Error Correction

As an option, the General Error Correction (GEC) document is used to correct inappropriate or erroneous accounting string data for General Ledger entries generated from other financial transactions.

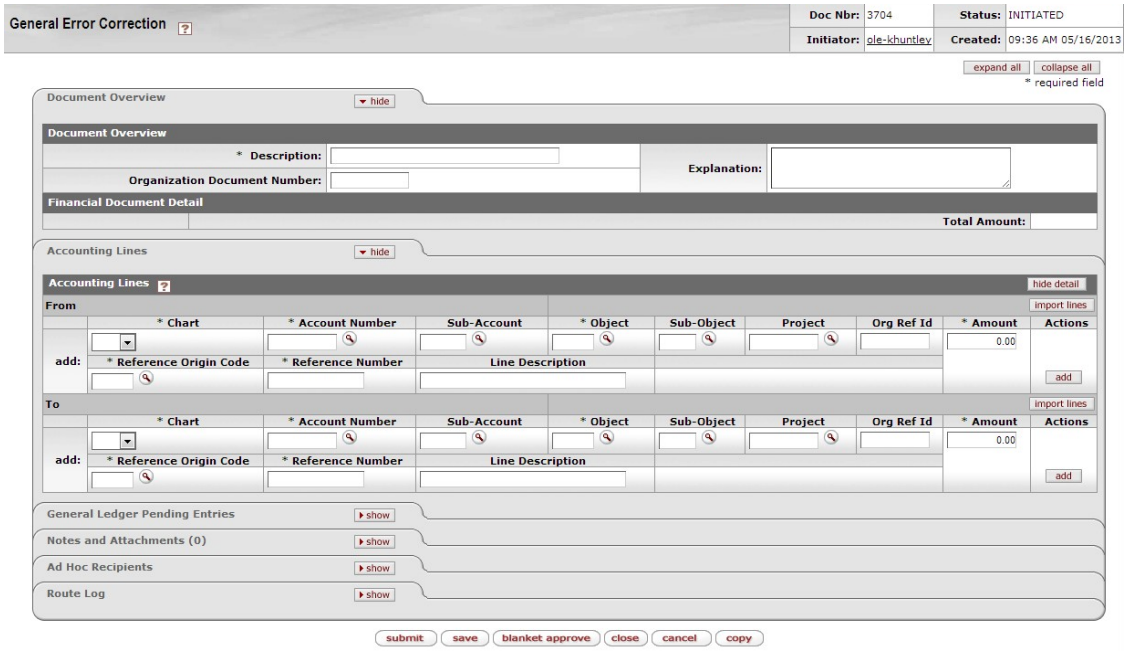
By consistently referring to the details of each transaction being corrected, the GEC preserves and maintains the audit trail. Fiscal officers and support staff, department and responsibility center are typical users of the GEC.

Document Layout

The GEC document only has the standard financial transaction document tabs and does not have any unique tabs of its own

Note

For information about the standard tabs such as **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients**, **Route Log**, and **Accounting Lines** tabs, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.



Note

The Year-End General Correction (YEGE) document is available only during the fiscal year-end close.

Process Overview

Business Rules

- Debits must equal credits.
- OLE automatically generates cash offset entries as defined by the information entered into the document.

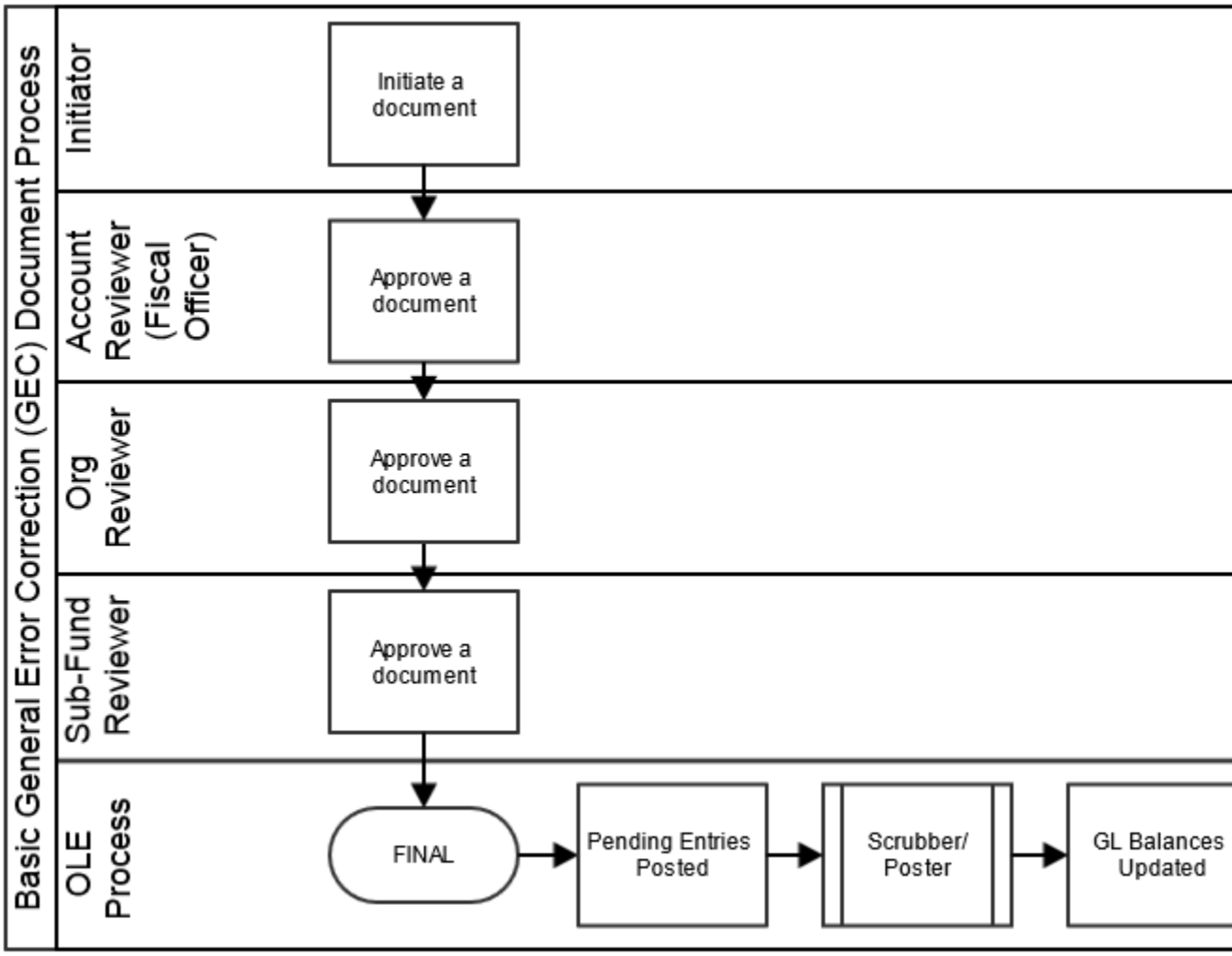
The following object sub-types are prohibited on this document:

Restricted object sub type in the GEC document

Sub-Type	Description	Restrictions
BU	Budget Only Object Codes	Use Budget Adjustments (BA) document.
CA	Cash	Use Journal Voucher (JV) document.
FB	Fund Balance	Use Journal Voucher (JV) document.
FR	Fringe Benefits	Use Benefits Expense Transfer document.
HW	Hourly Wages	Use Salary Expense Transfer document.
LD	Loss on Disposal of Assets	Use CAMS Documents.
MT	Mandatory Transfers	Use Transfer of Funds (TF) document.
OP	Other Provisions	Use Auxiliary Voucher (AV) document.
SA	Salaries and Wages	Use Salary Expense Transfer document.
TF	Transfer of Funds	Use Transfer of Funds (TF) document.
TN	Transfer - Generic	Use Transfer of Funds (TF) document.
WO	Write-Off Expense	Use Distribution of Income/Expense (DI) document.

Routing

Fiscal Officers for all accounts must approve the GEC document. Additional approvals may be established within the institution's review hierarchy or set up through Ad Hoc routing. The document status becomes 'FINAL' when the required approvals are obtained and the transaction is posted to the G/L during the next G/L batch process.



Initiating a GEC Document

1. Select General Error Correction from the **Others** submenu on the **Select/Acquire** tab.

   A blank GEC document with a new document ID appears.

2. Complete the standard tabs.

   - The **Accounting Lines** tab of the GEC document varies slightly from other types of financial transaction documents:

   - The **Ref Number** is a required field on the GEC document. This field identifies the reference number of the document being corrected.

   - The **Line Desc** box is optional and can be used to enter a description specific to that line of the GEC. If left blank, the description from the **Document Overview** tab passes to the G/L for that line of the transaction.

   - The **Ref Origin Code** is a required field. This code identifies the system that created the transaction being corrected.

Note

For information about the standard tabs such as **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients**, **Route Log**, and **Accounting Lines**, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.

3. Click submit.
4. Review the **General Ledger Pending Entries** tab.

   This document automatically generates cash offset entries to cash or fund balance object codes.
5. Review the **Route Log** tab.

   The document is routed to the fiscal officer for each account used in the Accounting Lines. The Route Status shows 'ENROUTE'.

Note

For information about the Route Log tab, see Route Log on the *Guide to OLE Basic Functionality and Key Concepts*.

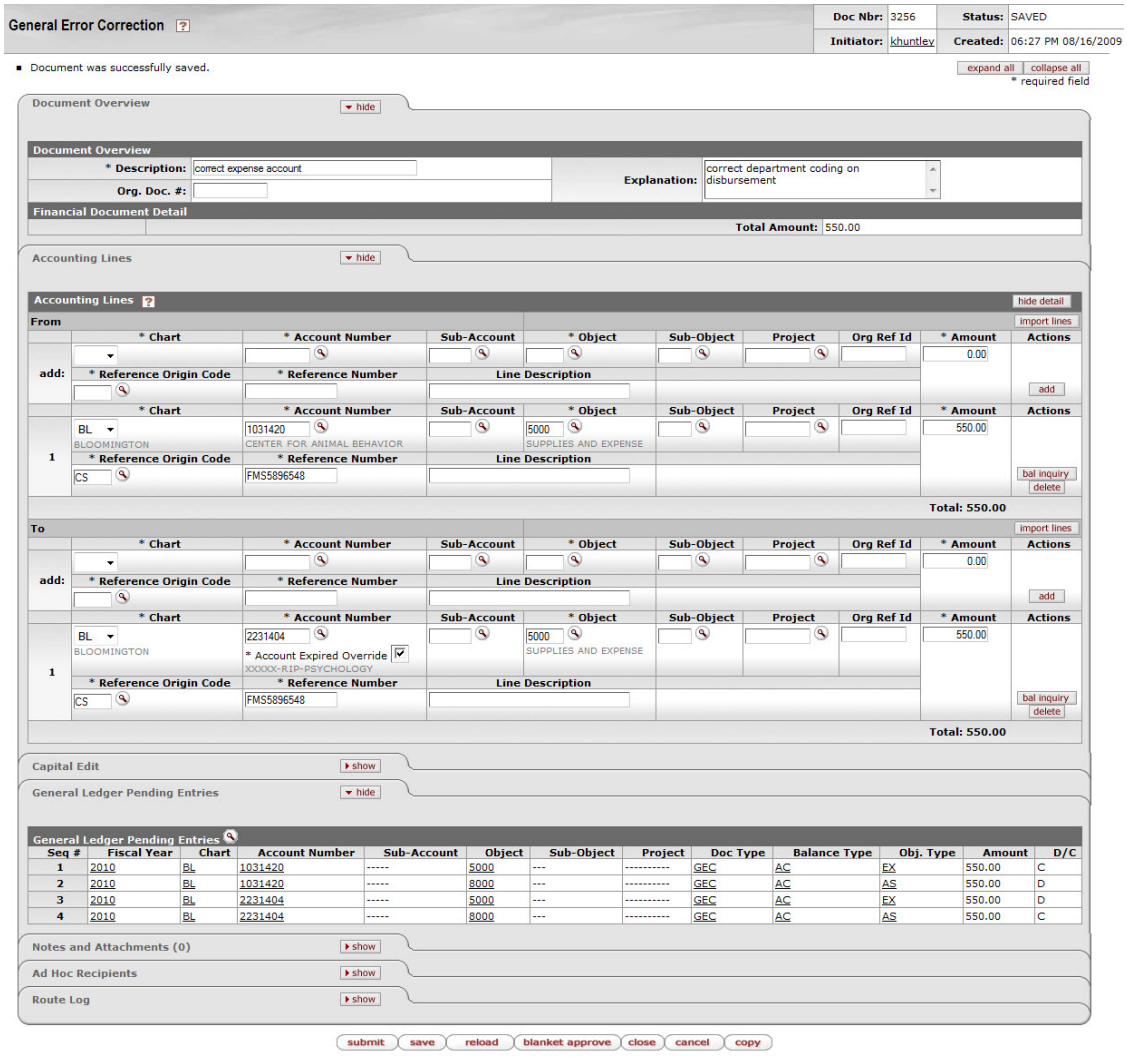
6. Appropriate fiscal officers and organization reviewers approve the document.

Note

For more information about how to approve a document, see Workflow Action Buttons on the *Guide to OLE Basic Functionality and Key Concepts*.

Example

Supplies were charged to an incorrect account. Use the **From** section to move the expense (credit expense) from the incorrect account and the **To** section to charge expense to the correct account (debit expense). The correct expense is debited and the incorrect expense is credited. The GEC document allows users to easily make corrections to documents previously submitted and approved.



General Ledger Correction Process

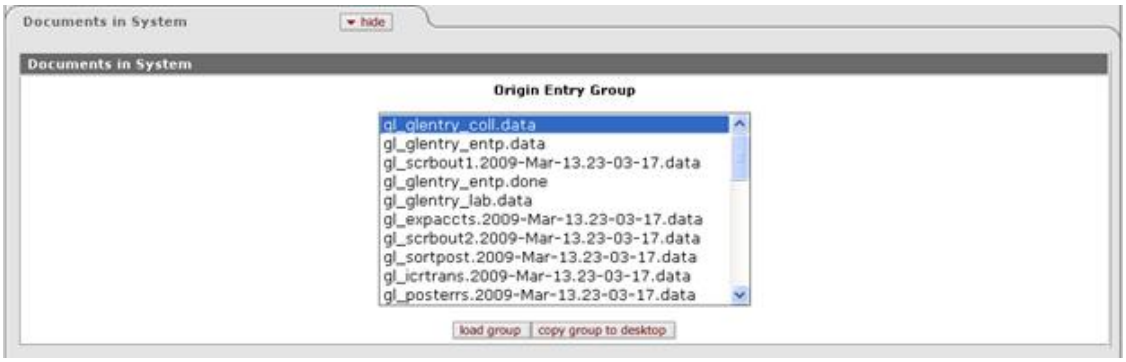
Select/Acquire

> Others > General Ledger Correction Process > General Ledger Correction Proc

If an error is encountered during any part of the validation process, the associated document (s) are not posted. Instead, error records are placed in the ScrbErr file (For more information about this file and other files generated by the GL batch processes, see Accounting Cycle Files.) This file can be retrieved using a GL Correction Process document. This process allows for the manual correction of errors so the associated documents may be re-posted in a future batch cycle.

Accounting Cycle Files

The GL Correction Process document allows functional users to view accounting cycle files in the Origin Entry Group list.



The following table describes these files based on the names displayed in the Origin Entry Group list.

Accounting cycle file descriptions

File Name	Description
balance_forwards	Year-end entries to populate assets, liabilities, fund balance, and inception-to-date balances for the new fiscal year. Includes open and expired accounts.
balance_forwards_closed	Year-end entries to populate asset, liability, fund balance, and inception-to-date balances for the new fiscal year. Closed accounts only.
close_nominal_activity	Year-end entries to close income and expense to fund balance in the fiscal year ending.
encumbrance_forward	Year-end entries to bring forward outstanding encumbrances to the new fiscal year.
expaccts	Expired and closed accounts identified during data validation in 'Scrubber.'
glbackup	Backup of all files from the Origin Entry directory that will be fed into 'Scrubber' for processing. Examples: GLCP, e-docs, PDP, etc.
glcp_output	Error correction and file uploads processed by the General Ledger Correction Process for input into the accounting cycle.
glentry_coll	Valid entries from the 'Collector' (which shares 'Scrubber' validation and 'Demerger' logic). Notification of entries with errors was sent back to the submitting unit for re-processing.
glentry_entp	Entries processed via the Enterprise Feed Upload link in OLE. Entries have not yet passed 'Scrubber' validation.
glentry_ole	Pending ledger entries from GL e-docs. Created by the Nightly Out batch job.
glentry_pdp	Entries from check and ACH disbursements, cancels, and cancel-and-re-issues processed by the Pre-Disbursement Processor.
icrerrs	Errors found in the ICRPoster that did not update the ledgers.
icrtrans	All indirect cost recovery (ICR) entries generated from eligible posted transactions.
org_reversion_pre_closing, org_reversion_closing	Year-end entries to revert and carry forward current budget according to the established reversion rules.
posterrs	Errors found in the 'Main Poster' that did not update the ledgers.
scrberr1	Error-only transactions identified by 'Scrubber' (pre-'Demerger').
scrberr2	Error transactions identified by 'Scrubber' plus valid transactions for the same document type, origin code, and document number pulled by the 'Demerger.' These entries are not passed on to the 'Main Poster.' This is the most common file used for GLCP for error correction.
scrbout1	Valid-only entries from 'Scrubber' (pre-'Demerger').
scrbout2	Valid entries from the 'Demerger' after pulling entries for any documents with errors that will be passed on to the 'Main Poster.'
sorticr	Sorted icrtrans file for input into the ICR poster.
sortpost	Sorted scrbout2 file for input into the 'Main Poster.'

sortscrb	Sorted backup data used for validation in 'Scrubber.'
Workers	Errors found in the 'Reversal Poster' that did not update the ledgers.
Workfile	All automated reversal entries selected for processing by the 'Reversal Poster.'

General Ledger Entry

Select/Acquire > Others > • General Ledger Entry > General Ledger Entry Lookup

Note

For general information about entering lookup criteria, interpreting dollar accumulators, drilling down into inquiries to see more detail, and including or excluding pending entries, see GL Inquiries: Basic Information.

The General Ledger Entry inquiry displays the individual transactions that make up the balance in an account. It is the same inquiry that can be displayed by drilling down into the General Ledger Balance report, but instead of drilling down from the General Ledger Balance screen you can go directly to this report by selecting it from the main Balance Inquires menu.

The drilldown pattern of this inquiry is as follows:

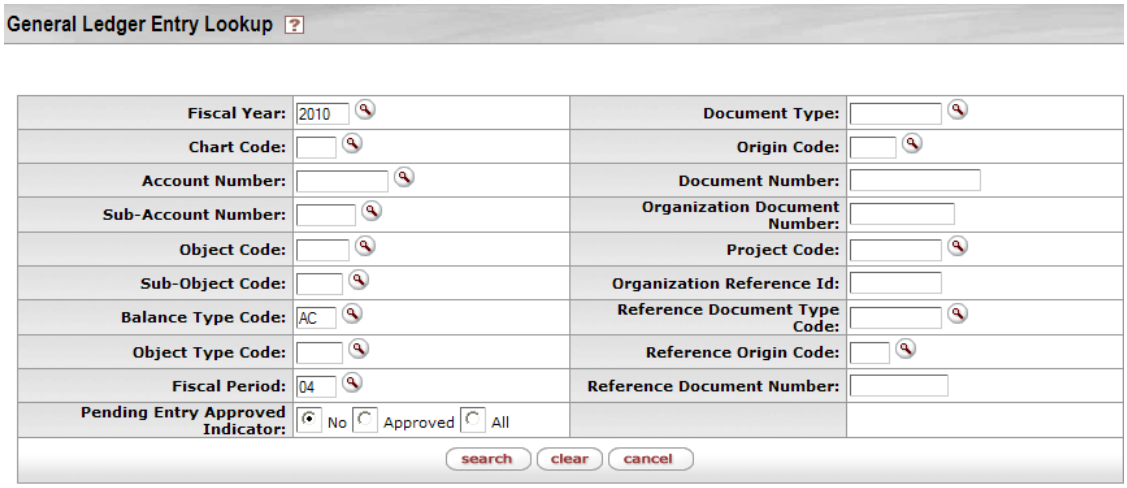
7. General Ledger Entry

8. E-Doc

Lookup Criteria

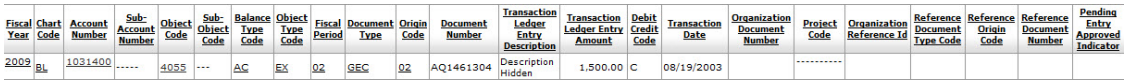
Fill in at least **Fiscal Year**, **Chart Code**, **Account Number**, and **Fiscal Period** or **Fiscal Year** and **Document Number**. The lookup criteria default to the current fiscal year, balance type of 'AC'(actuals), and the current fiscal period.

Use the lookup icon as necessary to select the criteria. Select the desired **Pending Ledger Entry Approved Indicator** option. The Pending General Ledger inquiry offers two alternatives for including the pending ledger entries: the ability to include all pending entries by selecting **All** or only those pending entries that are fully approved by selecting **Approved**. Cancelled and disapproved pending entries are not pulled into the balance inquiry results.



Search Results

The inquiry results list the transactions that meet your lookup criteria. From here you can drill down into the e-doc that created the transaction.

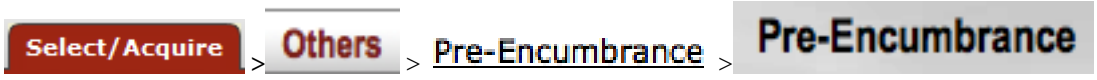


Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Debit Credit Code	Transaction Date	Organization Document Number	Project Code	Organization Reference Id	Reference Document Type Code	Reference Origin Code	Reference Document Number	Pending Entry Approved Indicator
2009	BL	1031400	-----	4055	---	AC	EX	02	GEC	02	AQ1461304	Description Hidden	1,500.00	C	08/19/2003		---------					

E-Doc Drilldown

Clicking the document number link from the General Ledger Entry inquiry results allows you to open the underlying e-doc which makes up the transaction. You may view, copy or perform error correction once the document is open, within the constraints of your existing OLE role(s). Note that no link will be displayed if the document originates from a system other than OLE.

Pre-Encumbrance



The Pre-Encumbrance (PE) document may be used in OLE as a “Reserve Option” on a single or group of accounting lines- Account/Objects. An Account could be setup at the beginning of the year, with a Budget allocated to the Account-Object code. Either through Restricted Status or Sufficient Fund check options, or the use of the Pre-Encumbrance, an account could be temporarily restricted, allow spending up to a $/ % limit, or be “pre-encumbered” without requiring a Purchase Order or Payment Request.

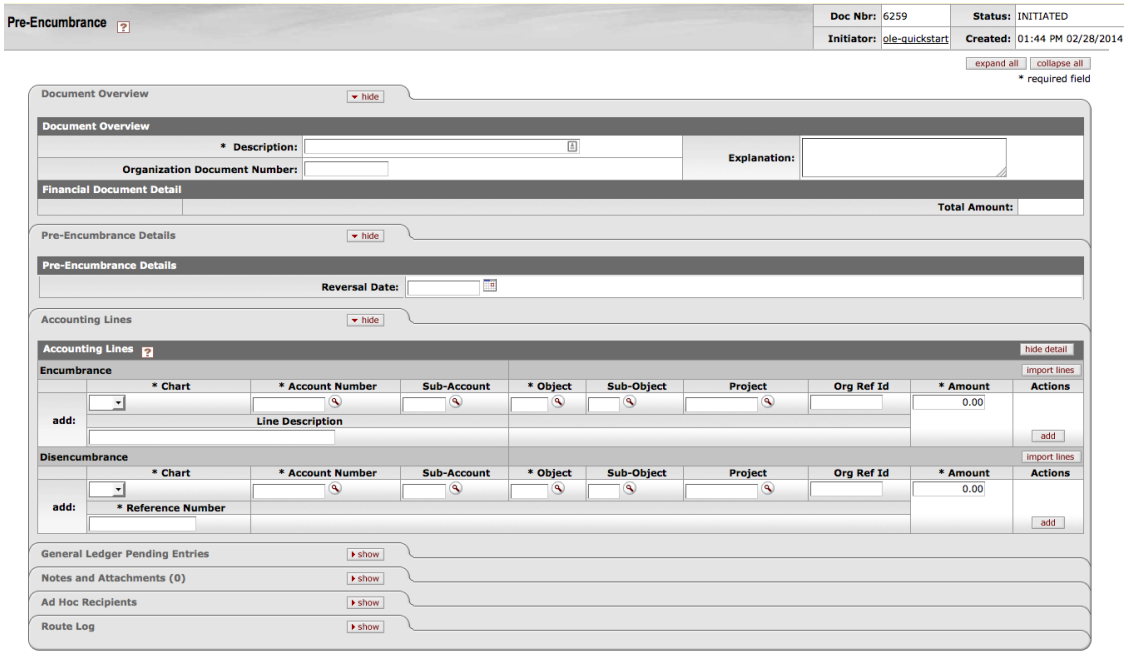
The Pre-Encumbrance (PE) document allows you to add encumbrances using an e-doc instead of relying on information from some system outside OLE. These transactions are for the use of the fiscal officers to earmark funds for which unofficial commitments have already been made, setting aside amounts for future anticipated expenses that might not otherwise be encumbered. The document can also be used to disencumber open encumbrances created with the PE document.

Document Layout

A PE document has its own unique tab called **Pre-Encumbrance Details** in addition to the standard financial transaction tabs.

Note

For more information about the standard tabs, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.



Pre-Encumbrance Details Tab

The **Pre-Encumbrance Details** tab contains an optional **Reversal Date** field date. When entering an encumbrance, a reversal date may be entered to indicate when the system should automatically reverse the encumbrance. This date must not be earlier than the current date.

Encumbrances entered on a PE document without a reversal date must be reversed manually by processing another PE document and entering one or more accounting lines in the **Disencumbrance** section of the document.

Title	Description
Reversal Date	Optional. Enter the date when the system should automatically reverse the encumbrance. The date must not be earlier than the current date.

Process Overview

Business Rules

- There must be at least one accounting line in the document.
- Unlike other documents with more than one side, there is no relationship between the **Encumbrance** and **Disencumbrance** sections of accounting lines. Hence, there are no totals in the **Accounting Lines** tab of the document.
- Only object codes with an object type code of Expenditure Not Expense (EE) or Expense Expenditure (EX) are allowed on this document.
- Negative amounts are not allowed. Encumbrances and disencumbrances are both recorded as positive amounts.
- OLE automatically generates offset entries, as defined by information entered into the document.

Tip

If you are using the Sufficient Funds checking feature of OLE, remember that encumbrances are taken into account in the sufficient funds calculation.

Routing

The PE document routes based on the account numbers used on the document as follows:

- The fiscal officer for each account must approve.
- Organization review routing occurs for the organization that owns each account.
- Sub-fund routing occurs based on the sub-fund of each account.

The document status becomes 'FINAL' when the required approvals are obtained and the transaction is posted to the G/L during the next G/L batch process.

Initiating a PE Document

1. Select Pre-Encumbrance from the **Others** submenu on the **Select/Acquire** tab.

   A blank PE document with a new document ID appears.

2. Complete the standard tabs. Complete the **Accounting Lines** tab as follows:

   - Complete the **Accounting Lines** tab by entering information into the **Encumbrance** section, **Disencumbrance** section, or both.
   - *Encumbrance Section:* Accounting lines entered on the **Encumbrance** side of the document generate new encumbrances on the specified accounts.
   - *Disencumbrance Section:* Accounting lines entered on the **Disencumbrance** section of the document reverse existing encumbrances on the specified accounts.
   - Lines on the **Disencumbrance** section require a **Ref Number** which identifies the document number of the previous pre-encumbrance that needs to be removed. Disencumbrances entered in the PE document would only be used to remove an encumbrance previously established with a PE document.

Note

For information about the standard tabs such as **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients, Route Log**, and **Accounting Lines**tabs, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.

Complete the **Pre-Encumbrance Details** tab.

3. Click submit.
4. Review the **General Ledger Pending Entries** tab.

   The pending entries include offset generation lines to a pre-defined reserve for Encumbrances object code.
5. Review the **Route Log** tab.

Note

For information about the Route Log tab, see Route Log on the *Guide to OLE Basic Functionality and Key Concepts*.

For more information about how to approve a document, see Workflow Action Buttons.

Year End E-Docs

On the **Select/Acquire** tab, the **Others** submenu provides access to year-end versions of the following financial documents:

- Budget Adjustment (YEBA)
- Distribution of Income/Expense (YEDI)
- General Error Correction (YEGEC)

Note

This documentation does not provide a separate section for each individual year end e-doc because these e-docs are similar to each other and are similar to their regular e-doc counterparts. General information about the year-end e-docs is provided below. For information about business rules for each e-doc, see the section on its regular counterpart.

The Year-End documents are used to record transactions that occurred during a fiscal year, but were not recorded prior to the end of the final accounting period for that fiscal year. The standard versions of the OLE financial documents post the transaction to the current fiscal year and period during which the document is approved. The Year-End documents are posted to whatever fiscal period of the previous fiscal year is currently open to receive transactions (period 12 or 13 depending on the institution's posting schedule). fiscal officers and support staff, department, responsibility center, and campus administration staff are typical users of the Year-End documents.

The Year-End documents are used primarily in the period between the end of a fiscal year and the end of the closing period for that fiscal year. An OLE Superuser (likely a central administrator at the institution)

determines when these documents become available and for how long they are active. In most cases they are available for only a brief window of time following the end of an institution's fiscal year, prior to final closing of that fiscal year.

Year End E-Doc Business Rules

Year-End documents inherit all the business rules of their regular document. For example, a Year-End Distribution of Income and Expense document uses the same business rules as the regular Distribution of Income and Expense document.

Note

For more information about the non year-end documents, see the help documentation for the associated e-doc type.

Year End E-Doc Routing

- Year-End documents route differently from their regular counterpart documents. Most notably they skip the fiscal officer level of routing and go directly to Org Review. The Year-End documents route as follows:
- Organization review routing occurs for the organization that owns each account. See note below.
- Sub-fund routing occurs based on the sub-fund of each account.
- The document status becomes 'FINAL' when the required approvals are obtained and the transaction is posted to the G/L during the next G/L batch process.

Initiating a Year-End Document

1. Select the desired year-end document from the **Others** menu group on the **Select/Acquire** taab.
2. Log into OLE as necessary.

   A blank Year-End document with a new document ID appears.
3. Complete the standard tabs and the other tabs specific to the document type.

   ### Note

   For information about the standard tabs such as **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients, Route Log**, and **Accounting Lines**tabs, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.
4. Click

.
5. Review the **General Ledger Pending Entries** tab.

   Year-End documents generate General Ledger entries (including offsets) in the same way their regular counterpart documents do, but all these entries are posted to the open accounting period of the prior fiscal year, most often accounting period 13.
6. Review the **Route Log** tab.

The document is routed to Org Review for each account used in the Accounting Lines. The Route Status shows 'ENROUTE.'

Note

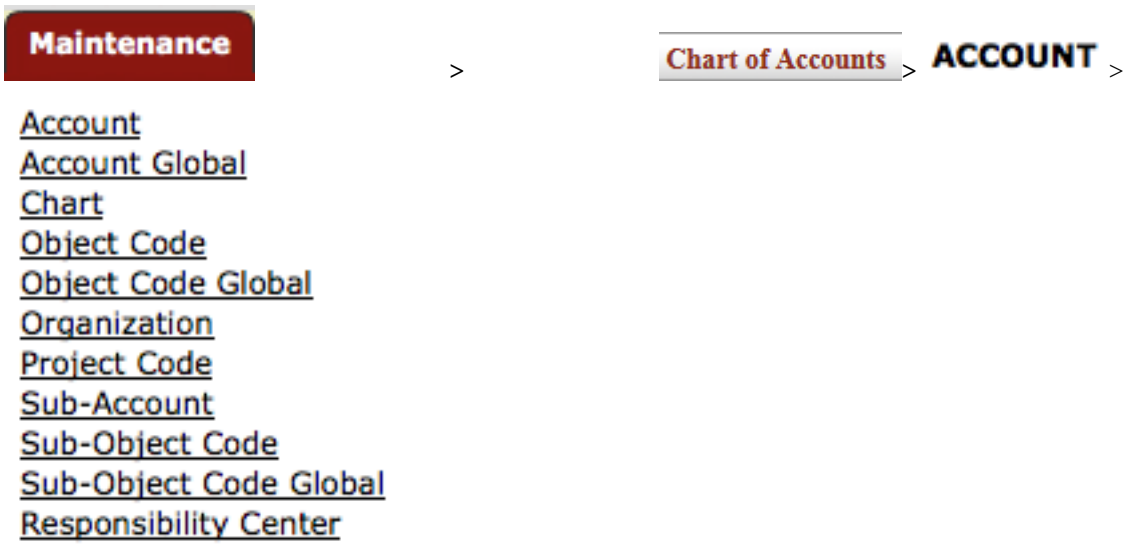
For more information about the Route Log, see Route Log on the *Guide to OLE Basic Functionality and Key Concepts*.

7. Appropriate organization reviewers must approve the document.

Note

For more information about how to approve a document see Workflow Action Buttons on the *Guide to OLE Basic Functionality and Key Concepts*.

Chapter 15. Standard COA E-Docs



The **Chart of Accounts** submenu on the **Maintenance** tab offers access to several Chart of Accounts e-docs that allow users to update reference tables that provide key structure for the tracking and storage of financial data.

Managing COA Documents

Kuali OLE relies on a variety of Chart of Accounts (COA) tables to function. These tables define the attributes and values used by the system to validate transactions. They also control the often complex relationships between elements in the Chart of Accounts that must be leveraged for internal and external reporting. For example, tables store basic information such as the sub-fund groups to which new accounts may be assigned and the calendar month that correlates to the first month of your institution's fiscal year. This type of flexibility is one of the features that make OLE a highly configurable application.

A note on language:

OLE/KFS Calls it:	**Libraries more often call it (or it equates to):**
Account	Fund
Object Code	Material type and/or order type and/or subject
Organization code	school, program, division,
Budget at Account-Object Code	Allocations

This section presents information and instructions for viewing records in the COA tables and using e-docs to maintain these tables.

Note

OLE also delivers a feature to add extension tables if your institution wants or needs to record additional Chart of Accounts attributes that are not part of the base system. OLE extended attributes may be free text fields or may have an associated reference table to supply valid values. The data dictionary can be configured by your technical staff in the following manner:

- An extended attribute displays on the associated e-doc
- An extended attribute can be made required or optional
- An extended attribute can be available as search criteria and/or in the search results in a lookup.

For more information about extended attributes, see Extended Attributes on the *Guide to OLE Basic Functionality and Key Concepts*.

Initiating Chart of Account Structures

Libraries must set up a parent (university) chart, organization, object code and account first. This must be done by directly inserting the data into the database and not from the OLE user interface.

See:

- OLE Demonstration Library - Chart of Accounts and GL on the wiki for a demonstration of how KFS sets up budgets and Charts of Accounts as well as a Configuration Workbook template that is used to assist KFS users in their set up.
- Appendix- Initializing Chart of Accounts in OLE (requires KIS credentials, see Getting Started with OLE)

  This additional document is a work-in-progress guide to library implementations of the Chart of Accounts. It provides guidelines and key definitions of the structures and attributes libraries will need to setup to start using our OLE *fund and budget* structures. It will continue to be posted on Google Docs and updated over time as we append functions for final university payments, Fiscal Year Rollover and university financial integrations.

In the OLE Test and Demo environments, OLE users are welcome to begin creating a new Chart, Organizations, and CoA structures to test a setup, but are encouraged to default to the OLE “IU-University Chart” as the parent of any new structures (primary object codes defined).

Creating Funds: OLE Chart of Accounts

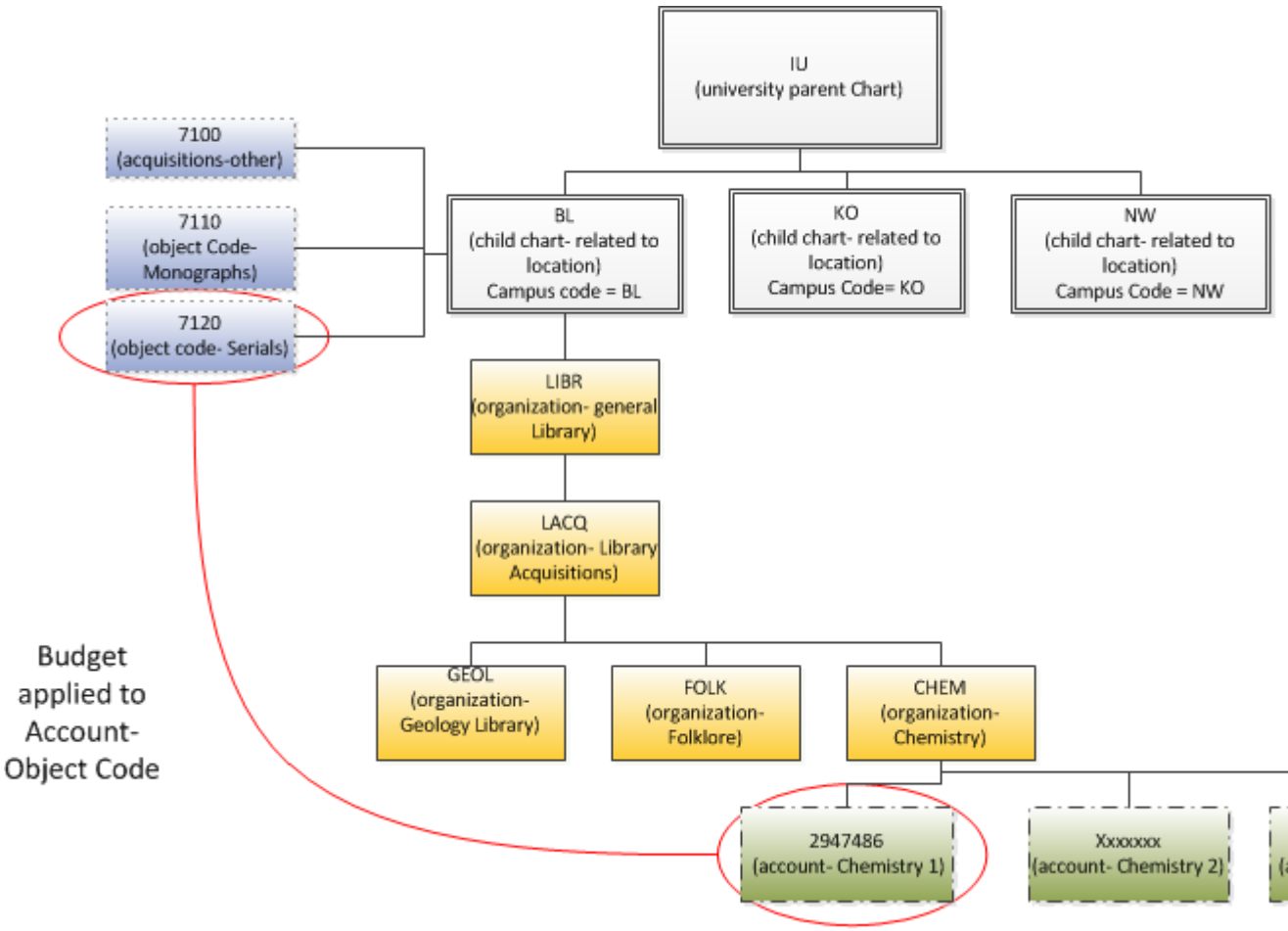
Chart of Accounts (COA) is the set of controlling tables that define financial information, such as the codes and coding structures within OLE, including attributes like Accounts, Organizations, and Object Codes. The COA module exists primarily to support and validate entries into the General Ledger (G/L).OLE is leveraging the coding, processing and structures of the KFS Chart of Accounts, which includes:

- Fiscal Year, Accounting Period
- Charts
- Account, Fund Group, Sub-Fund Group, Account Global; Account Delegate
  - New: Sufficient Funds checking
- Sub-Account, Financial Reporting Code
- Object Codes, Object Global, Sub-Objects, Sub-Object Global, Object Level/Consolidation

- Organizations, Responsibility Center, Organization Review
- Project Codes
- Chart of Accounts Maintenance Documents (Attributes/Controlled Value Lists)

A Chart is the primary or parent structure, to which 1:N (Many) Organizations belong. Accounts and Object belong to a single Chart. Budgets are then applied to combined Account-Object structures. Accounts may have sub-accounts, and Object may have sub-objects for further division and reporting.

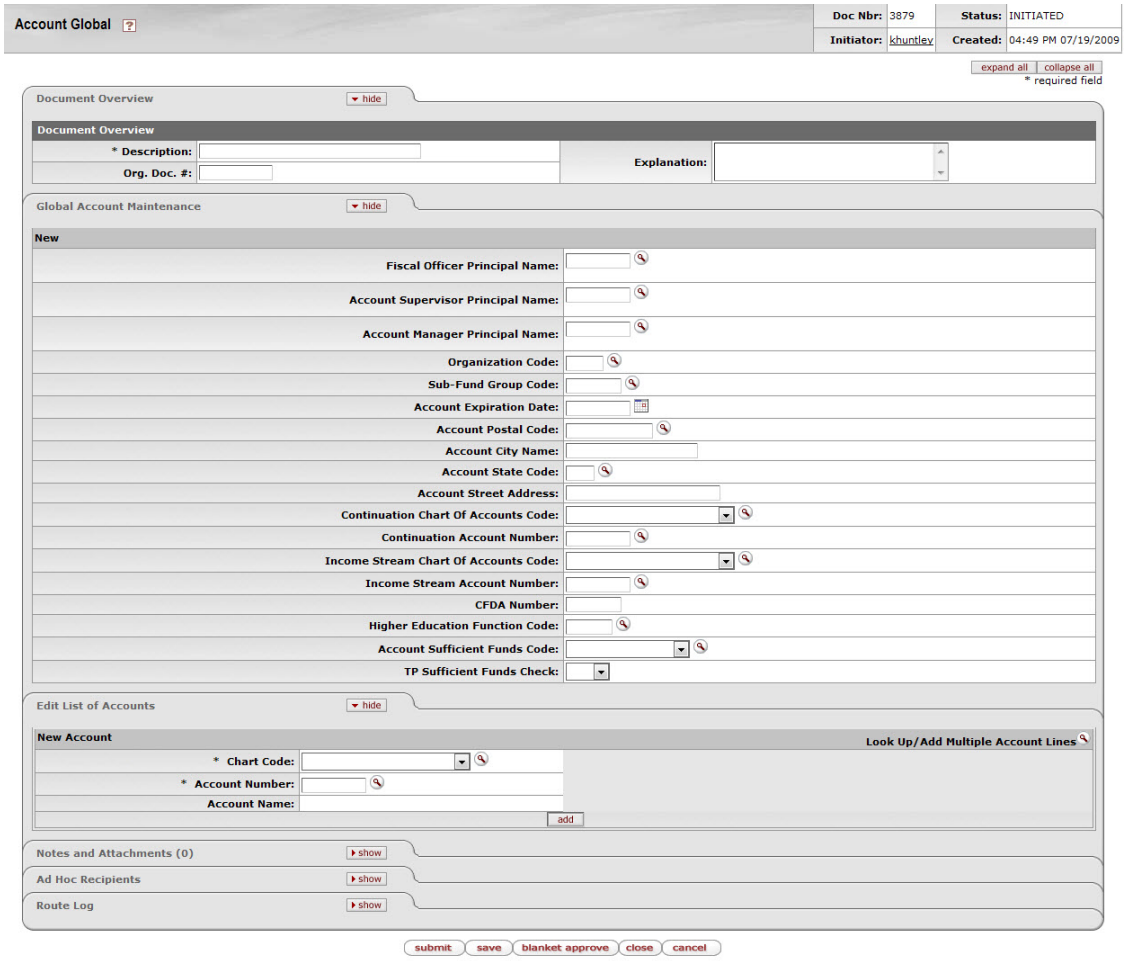
In OLE Library sample Chart, Organization, Account, Object and Budget (using Chart “BL”):



Global COA Documents

Some COA documents (Account, Object Code, and Sub-Object Code) allow you to assign identical values to multiple 'objects' on a single document known as a global document.

To initiate a global document, select the desired document from the **Chart of Accounts** menu group on the **Maintenance** tab and enter the appropriate data.



Note

For more information about a specific global document, see the subsection for that e-doc.

Edit List of xxx Tab

The global documents include the **Edit List of xxx** (where xxx is an attribute name) tab which allows you to add the attributes you want to modify. This can be done by looking up attributes to include on your document and using the **Look Up / Add Multiple xxx** lookup or by adding the values manually one at a time. At least one item must be selected on the **Edit List of xxx** tab.

Note

For more information about a specific global document, see the subsection for that e-doc.

Note

It is important to note that *all global documents do not behave in exactly the same way*. For accounts and organization reversion, the global document can only *update* accounts and organization reversion rules. For object and sub-object codes, the global document allows you to *create new and update* codes. The Account Delegate Global document is unique in that it

deactivates all existing delegation for accounts on the document and replaces it with the delegation on the document.

Account

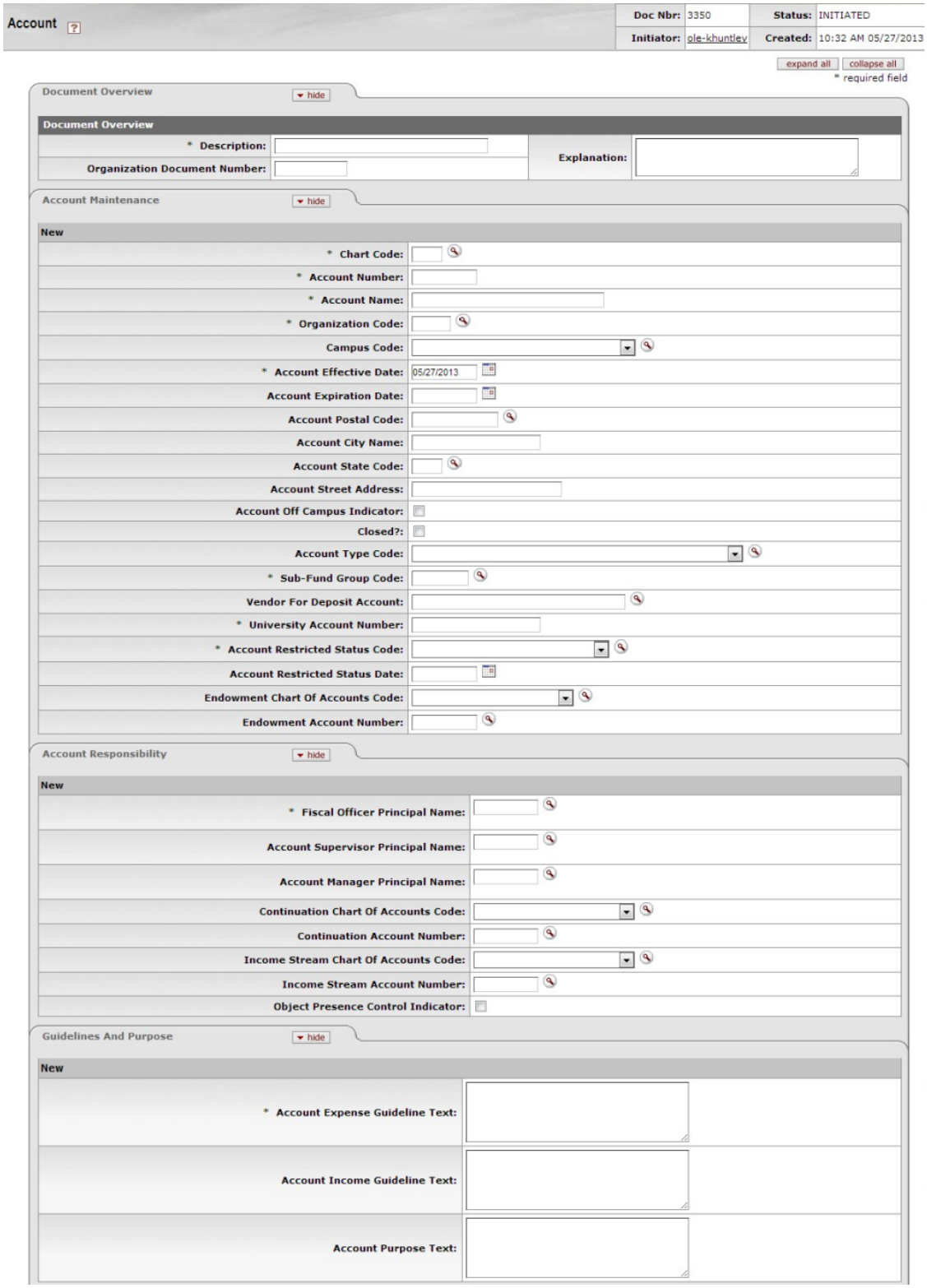
The Account document is used to create new accounts or to edit or copy existing accounts. An account is used to identify a pool of funds assigned to a specific university organizational entity for a specific purpose. Accounts are the fundamental building blocks of OLE Financial Transactions. Financial Transactions are always associated with one or more accounts. Accounts and Objects are assigned budgets, and provide the financial framework for budgeting, balance inquiries, and encumbering funds for Purchase Orders, or paying vendors via Payment Requests.

An account has many different attributes associated with it that often determine how OLE allows you to use that account in transactions. It also has attributes associated with it that aid in reporting or drive special processes, such as indirect cost calculation.

The Account document comes with a global document option where you may make certain changes to a group of accounts at once. . Key attributes for OLE Accounts are: Stewardship Requirement, Legacy Fund Code, Fund Group & Sub-Fund group. Each can be used in the future for queries, extracts and reporting as additional “sorts”. The feature of the Account Global document is explained in the section following the Account document.

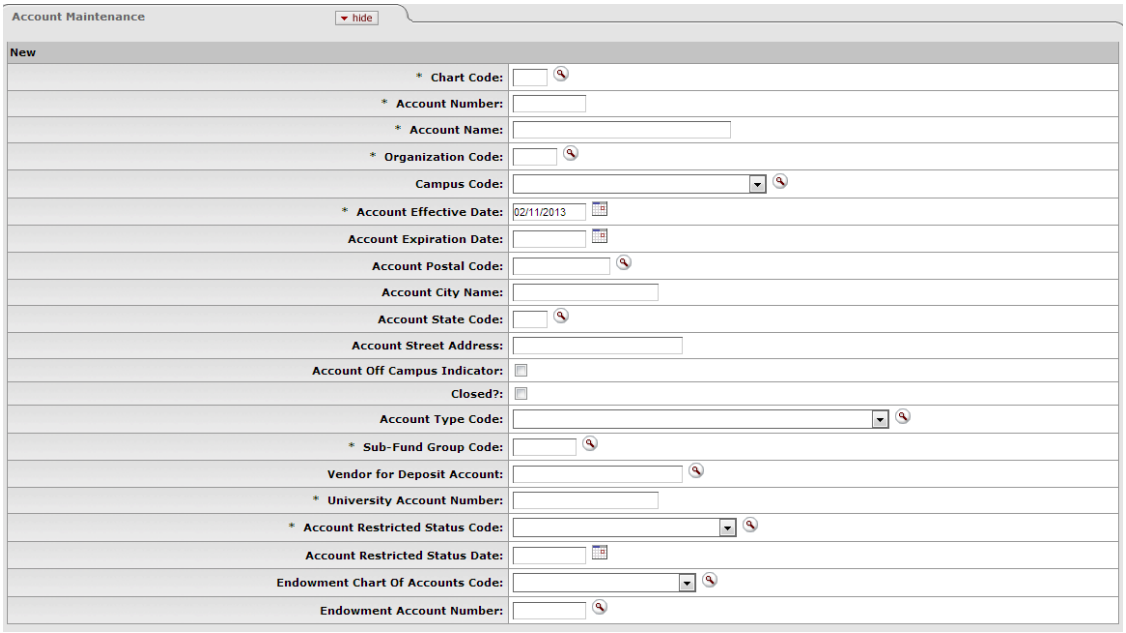
The Account document has six account specific tabs: **Account Maintenance**, **Account Responsibility**, **Guidelines and Purpose**, **Account Description**, **Stewardship Requirements**, and **Legacy Fund Codes** tabs which group related attributes together.

Document Layout



Account Maintenance Tab

The fields on this tab define the various account attributes which are used in the application of business rules for transactions using the account, reporting options, approval routing, etc.



Account Maintenance tab definition

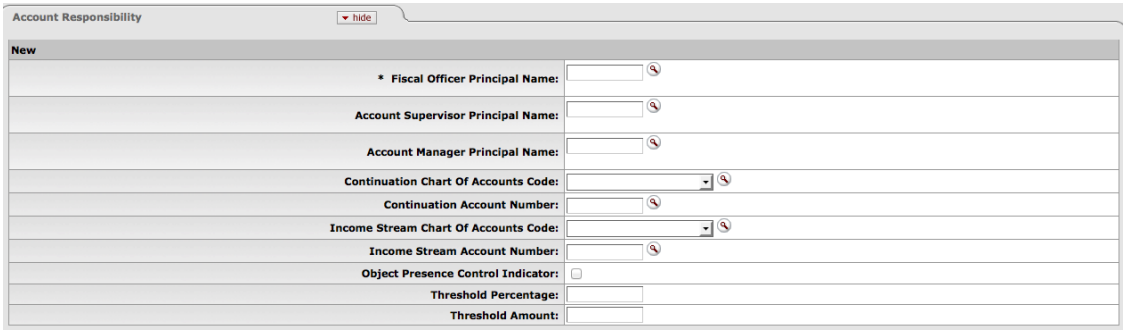
Title	Description
Chart Code	Required. Enter the code or search for it from the **Chart** lookup. Uniquely identifies a single chart of accounts. The COA is the set of controlling tables that define financial information, such as the codes and coding structures within Kuali Financial System (OLE), including attributes like Accounts, Organizations, and Object Codes. The COA module exists primarily to support and validate entries into the General Ledger (G/L). **Note** Though each Account is associated with one Chart, you can allow your accounts to be used by multiple charts, by setting the system's ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to Y.
Account Number	Required. Enter the unique number to identify a pool of funds assigned to a specific institution entity for a specific function. **Note** You may restrict the account prefix by the use of the PREFIXES parameter. For example, you may configure the parameter to reject account numbers beginning with '3' or with '00.
Account Name	Required. Enter the familiar title of a specific account
Organization Code	Required. Enter the number for the owner of the account, or search for it from the **Organization l**lookup. Represents a unique identifier assigned to units within an institution.
Campus Code	Required. Select the physical campus on which the account is located from the **Campus** list, or search for it from the lookup.

	Represents the physical location of the account.
Account Effective Date	Required. Enter the date when the account became effective. **Note** An account may be used on financial transactions before its effective date.
Account Expiration Date	Optional. Enter the date when the account expires. Business rules on transactions may prevent the use of expired accounts, or provide warnings when an expired account is being used. Must be equal to or greater than the current date and cannot be before the Account Effective Date. If it is not blank, the continuation Chart of Accounts code and continuation account number are required.
Account Postal Code	Required. Enter the postal code assigned by the US Postal Service for the city where the account is managed, or search for it from the **Postal Code** lookup .
Account City Name	Required. Enter the city where the account is managed.
Account State Code	Required. Enter the code for the state where the account is managed, or search for it from the **State** lookup .
Account Street Address	Required. Enter the street address where the account is managed.
Account Off Campus Indicator	Optional. Select the check box if the account activities occur off-campus; clear the check box if they do not.
Closed?	Optional. Select the check box if the account is closed; clear the check box if it is open. Closing an account is more permanent than expiring - no transactions can use a closed account and a closed account can only be re-opened by a system supervisor.
Account Type Code	Required. Select from the **Account Type** list or search for it from the lookup Examples used to categorize accounts for reporting purposes might include 'Fee Remissions Accounts' or 'Equipment Accounts.' A code that categorizes or groups accounts for reporting purposes.
Sub-Fund Group Code	Required. Enter the code which relates an account to a fund, or search for it from the **Sub-Fund Group** lookup . Examples are continuing education accounts, scholarships and fellowships, and general funds. A designation of an account specific to fund accounting.
Vendor for Deposit Account	Enter the vendor associated with the Deposit Account, or search for it from the **Vendor** lookup . This field is NOT allowed unless Sub Fund Group selected equals “Clearing/Revolving” or “Deposit”, and then it is required.
University Account #	University Account Number associated with the Library Account. Ensures financial data is matched correctly to the University Account in the enterprise-wide financial system.
Account Restricted Status Code	Required. Select the account restricted status code from the **Account Restricted Status** list. This code indicates whether funds in the account are: T = Temporarily restricted R = Restricted U = Unrestricted Restricted (R) and Temporarily Restricted (T) statuses will prevent staff from using accounts to purchase or pay for library materials. If it is 'T,' then an account restricted status date is required. If the sub-fund associated with the account has a restricted status code, then that number pre-fills the field, in which case it is not editable. If the code on the sub-fund is blank, the **Restricted Status Code** field on the Account document must be completed.
Account Restricted Status Date	Optional. Enter the date if the accounts restricted status code above is 'T.' This date signifies when the funds are targeted to become unrestricted. If the Account Restricted Status Code is T (Temporarily Restricted), then this field becomes required and the date signifies when the funds are targeted to become unrestricted.

Endowment Chart of Accounts Code	Optional. Select the Chart of Account code from the **Chart** list for the account designated to receive income generated from an endowment account or for the guarantee account for an underwrite for Contracts and Grants accounts.
Endowment Account Number	Optional. Enter the account designated to receive income generated from an endowment account or the guarantee account for an underwrite for Contracts and Grants accounts, or search for it from the **Account** lookup .

Account Responsibility Tab

The fields on this tab define the individuals responsible for the account as well as continuation account information and Sufficient Funds parameters.



Account Responsibility tab definition

Title	Description
Fiscal Officer Principal Name	Required. Enter the name of the fiscal officer, or search for it from the lookup . The Fiscal Officer is a person who is trained and hired for the purpose of providing fiscal, policy, and internal control management of all funds in a unit. They are responsible for ensuring that processes and related controls have been established to achieve the mission and objectives of their organization(s).
Account Supervisor Principal Name	Optional. Enter the name of the account supervisor, or search for it from the lookup . The supervisor oversees the management of the account at a higher-level than the fiscal officer, but rarely receives any direct requests for action from OLE. The account supervisor cannot be the same as the fiscal officer or the account manager. The Account Supervisor will be the leader of the organization in which the account resides. In an academic unit this would probably be the Dean, in an administrative unit it would be the Vice President.
Account Manager Principal Name	Optional. Enter the name of the account manager, or search for it from the lookup . The account manager has the responsibility for ensuring that funds are spent and managed according to the goals, objectives and mission of the organization, to ensure that the funds are being spent according to a budgeted plan and that the allocation of expenditures is appropriate to the function identified for the account. The Account Manager is the person who through their actions, their position, or the budgeting process of the Dean or Vice President has direct responsibility for how funds are spent and managed. Examples would be a principal investigator who received a grant or contract, an academic person who received internal research funds from the Dean, or a Director of a non-academic department.
Continuation Chart of Accounts Code	Optional unless the account has an expiration date, in which case it is required. Enter the chart code for the continuation account, or search for it from the **Chart** lookup . The field is required if the account has an expiration date.

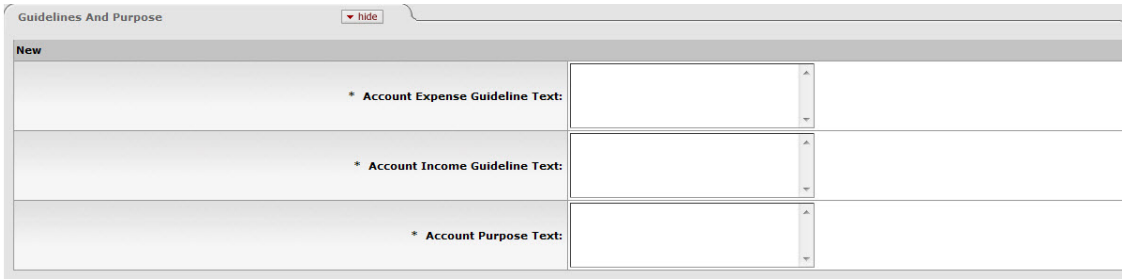
Continuation Account Number	Optional unless the account has an expiration date, in which case it is required. Enter the account that accepts transactions which are being processed on the account after the account expiration date, or search for it from the **Account** lookup.
Income Stream Chart of Accounts Code	Optional. Select the Chart of Accounts for the income stream account from the **Chart** list, or search for it from the **Chart** lookup. Parameters control when the income stream chart of accounts code and income stream account number are required.
Income Stream Account Number	Optional. Enter the account which has been designated to receive any offset entries from the account in order to balance responsibility center activity from the **Account** list or search for it from the lookup. The account designated to receive general fund income as part of the budget process for institutional funds, or the account designated to receive income from the sponsoring agency on contract and grant funds. When Budget Adjustments that involve accounts with different income stream accounts are made, OLE can be configured to create an automated Transfer of Funds transaction to properly adjust cash between those income stream accounts.
Object Presence Control Indicator	Optional. Select the check box to indicate that the account uses object presence control. Clear the check box if it does not. Object presence control requires that an object code be budgeted for the account before it can be used on an actual or encumbrance transaction. If checked, requires that an Object Code be budgeted for the account before it can be used on an actual or encumbrance transaction.
Threshold Percentage	Optional. Enter the percent variance to be used to compare the amount encumbered on the order to the amount invoiced by the vendor. If the difference between these two amounts is greater than the percent entered in this field a warning will appear on the invoice when it is submitted. This warning can be overwritten.
Threshold Amount	Optional. Enter the amount variance to be used to compare the amount encumbered on the order to the amount invoiced by the vendor. If the difference between these two amounts is greater than the amount entered in this field a warning will appear on the invoice when it is submitted. This warning can be overwritten.

Tip

Both Threshold Percentage and Threshold Amount can be used if the user wants to see over a certain Threshold Percentage variance but only if it's over a certain Threshold Amount. (Example: User wants to see anything over a 10% variance, but only if it's over $100.)

Guidelines and Purpose Tab

The fields in the **Guidelines and Purpose** tab collect text description that provide details relating to the type of expenses that should be charged to the account, the source of its income, and the account's overall purpose.

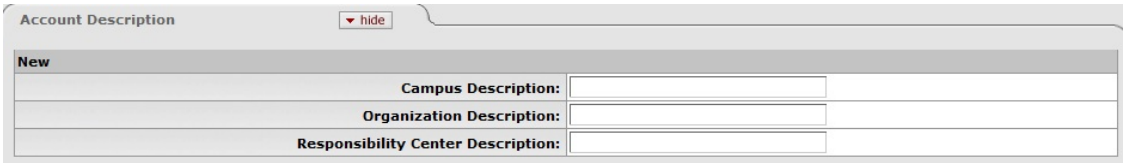


Guidelines and Purpose tab definition

Title	Description
Account Expense Guideline Text	Required unless the account expiration date is before the current date. Enter the text describing the type of expenditures that take place in the account. It should also explicitly state those expenditures that are not allowed in the account.
Account Income Guideline Text	Required unless the account expiration date is before the current date. Enter the text describing the types of income (source of funds) that take place in the account. It should also explicitly state those revenues that are not allowed in the account.
Account Purpose Text	Required. Enter the text describing the overall purpose of the account and the function it supports.

Account Description Tab

The **Account Description** tab contains optional information relating to the physical location of the account.

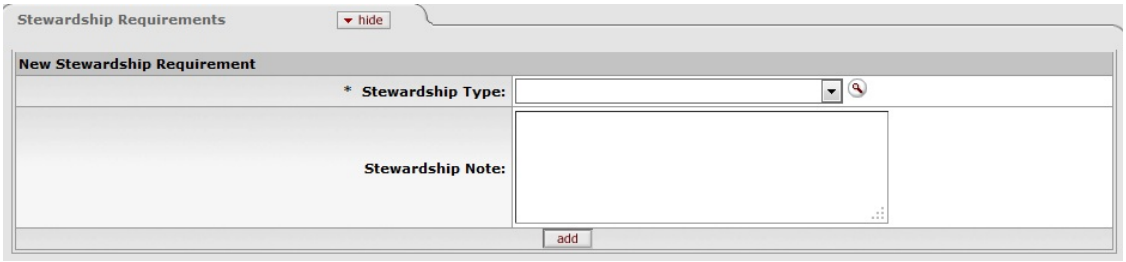


Account Description tab definition

Title	Description
Campus Description	Optional. Enter additional campus description if desired on the account.
Organization Description	Optional. Enter additional organization description if desired on the account.
Responsibility Center Description	Optional. Enter responsibility center description if desired on the account.

Stewardship Requirements Tab

Stewardship Requirements have been added as metadata to be used in future workflows and routing (think: book plating, donors, etc.) This tab is repeatable- do not forget to use the add button to commit new Stewardship Requirements to the Account.

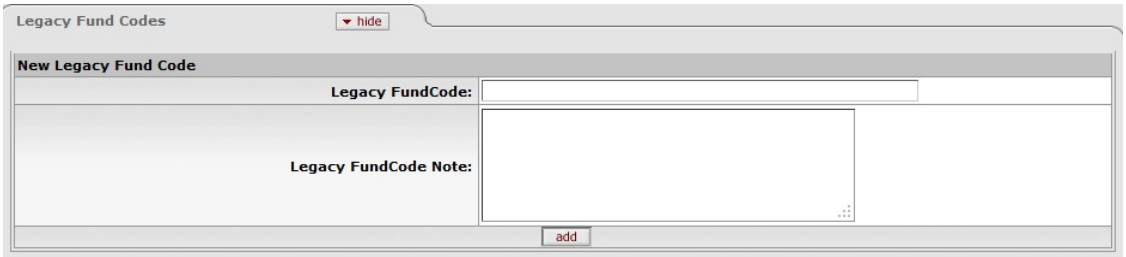


Account Stewardship Requirements tab description

Title	Description
Stewardship Type	Identify the type of stewardship.
Stewardship Note	Note related to the stewardship requirement.

Legacy Fund Codes Tab

Legacy Fund Codes are added to assist libraries with migrating from legacy systems and combined fund code strings (which had fiscal year, account, and object information). This tab is repeatable- do not forget to use the add button to commit new Legacy Fund Codes to the Account.



Legacy Fund Codes tab description

Title	Description
Legacy Fund Code	Uniquely identifies legacy systems' fund codes
Legacy Fund Code Note	Note related to the legacy fund code

Sufficient Funds Check tab

Sufficient funds checking is an option that can be used to stop the processing of e-doc transactions when an account does not have a balance large enough to cover expense transactions.

Sufficient funds checking can be established on an account-by-account basis. If the **Transaction Process Sufficient Funds Check** option on an account is checked and the **Account Sufficient Funds Code** is set to a value other than 'N' (no checking), then the account is checked for sufficient funds by OLE.

Sufficient Fund Check (SFC) operates differently on encumbrances vs. expenditures:

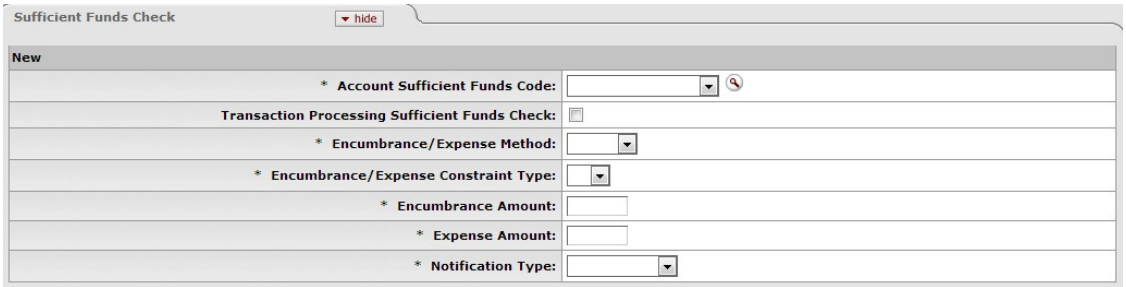
Encumbrances check against Free Balances (Budget - invoices (liabilities) [pending included] - expenditures [pending included] - encumbrances [pending included], occurs when encumbrances is pending (when requisition created/accts and costs assigned)

Expenditures check against Cash Balance (Budget - expenditures [pending included]) - when Payment Request created (pending).

The sufficientFundsAccountUpdateJob, which can be scheduled or run on demand, evaluates the pending ledger entries to determine whether or not they affect sufficient funds.

Note

For more information about how to run this batch job, see Schedule in the *OLE Guide to System Administration Functions*. This and other OLE user guides are available for download from OLE Documentation Portal.



Sufficient Funds Check tab description

Title	Description
Account Sufficient Funds Code	Required. Select the code that indicates what level the account is going to be checked for sufficient funds in the transaction processing environment from the **Account Sufficient Funds** list. The choices are: A = Account C = Consolidation L = Level O = Object Code H = Cash N = No Checking
Transaction Processing Sufficient Funds Check	Optional. Select the check box if sufficient funds check should be performed on the account.
Encumbrance / Expense Method	Identifies the type of encumbrance or expense, i.e., "over" or "under".
Encumber / Expense Constraint Type	Coded selection choice of # (for Amount) or % (for Percentage).
Encumbrance Amount	Enter a value to be checked when encumbering the account on purchase orders.
Expense Amount	Enter a value to be checked when paying the account on payment requests.
Notification Type	When the sufficient fund amount has been reached, you may select what will occur: • **Block user**: Transaction cannot go through • **Warning**: User gets warning message: “Account #xxxxx, has SFC (type) checking, and (accounting line) exceeds available balance thresholds.” • **Routing**: Route to the identified Fiscal Officer on Account for Approval. • **Notifications**: Transactions occur, but Fiscal Officer is notified of threshold being exceeded (to take corrective action, moving budgets etc.).

Process Overview

Business Rules

The Employee Type for the Financial-AQ4, Financial-AQ5, Accounting-AQ4 Fiscal Officer, Account Supervisor, and Account Manager must be 'P (Professional)' and the Employee Status must be 'A (Active).

The following rules apply to closing an account:

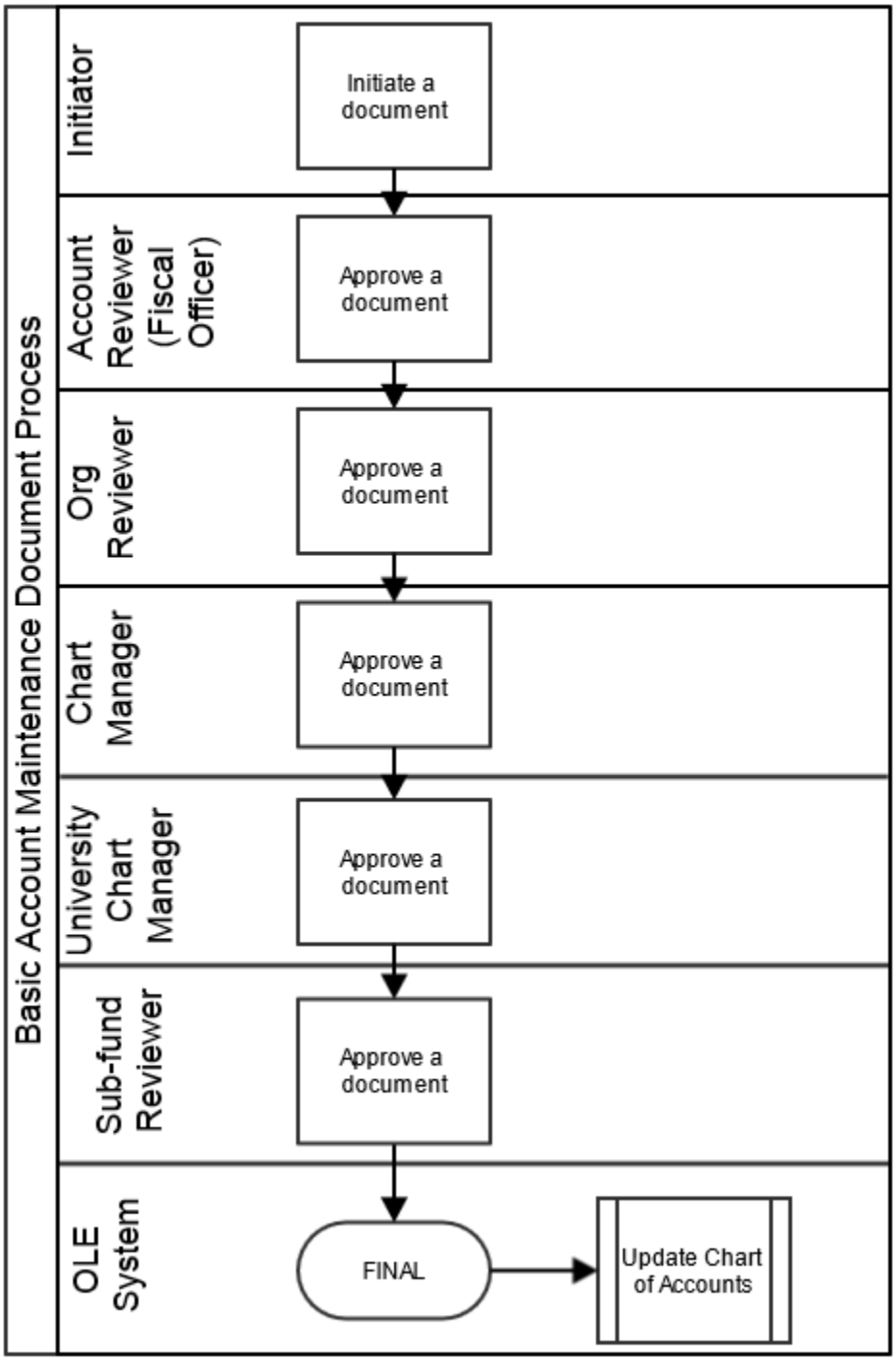
- You must select an account active indicator: closed.
- Account expiration date must be the current date or earlier
- A continuation account number must be provided.
- Only fully-approved Accounts (like other OLE documents) will display in Account Lookup inquiries or future Available balance inquiries.
- The account must meet all the following criteria:
  - expires on or before the current date
  - has no budget balance
  - has no pending ledger entries
  - has no open encumbrances
  - has no asset, liability, or fund balances other than the fund balance object code defined for this account's chart and the process of closing income and expense into fund balance must take the fund balance to zero.

- Only a system supervisor user can reopen a closed account.

Routing

The document routes to the fiscal officer for the account indicated on the document. If the document edits an existing account and includes a change to the value of the **Fiscal Officer** field, the document routes first to the current fiscal officer and then to the newly designated fiscal officer.

- The document routes to the Org Reviewer based on the organization assigned to the account.
- The document routes to the Chart Manager based on the chart assigned to the account.
- Accounts route to the University Chart Manager for final approval.
- As an OLE User, the Account Supervisor receives an FYI copy of the document.



Account Global

Maintenance > Chart of Accounts > ACCOUNT > • Account Global

> Account Global

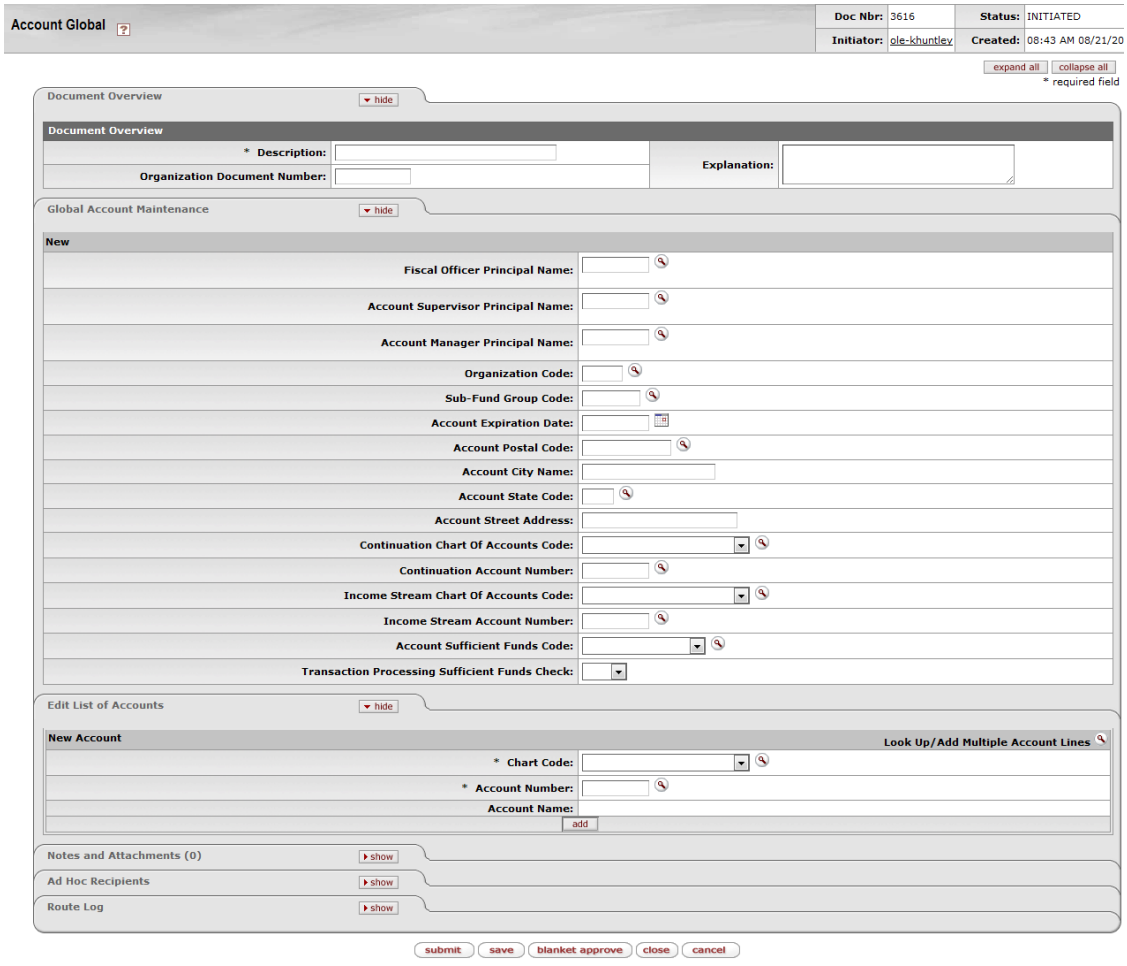
Note

For general information about accessing and working with global documents, see Global COA E-Docs.

The Account Global document is used to assign identical attributes to multiple accounts on a single document. This could be used at initial implementations, or when needing to apply attributes for future reporting and extract. The same rules and options apply to Account Global documents as to Account e-docs, but with some restrictions on fields, and more routing/workflow.

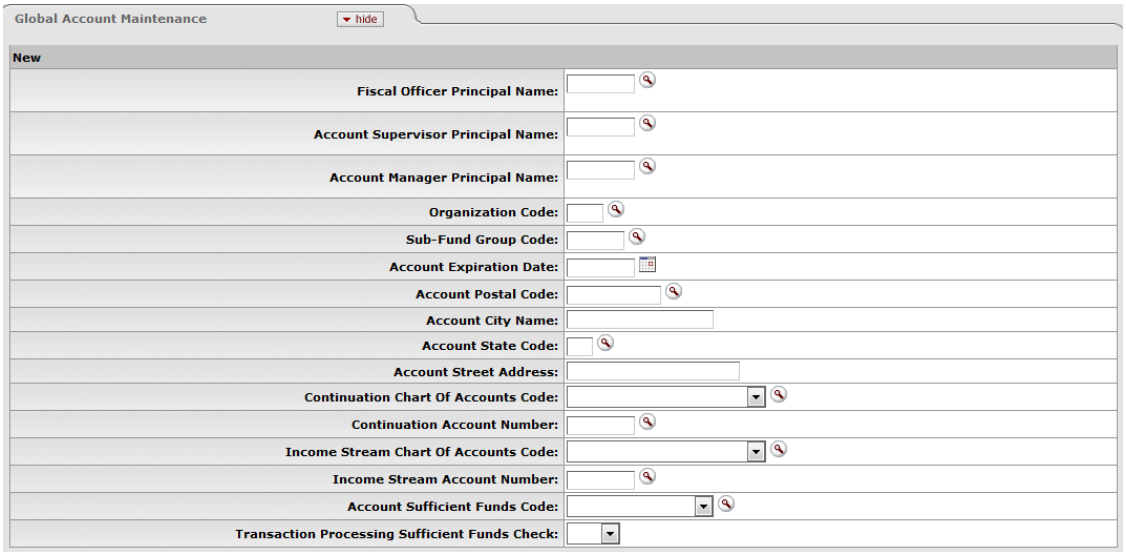
Document Layout

The Account Global document contains the **Global Account Maintenance** screen and **Edit List of Accounts** tab.



Global Account Maintenance Tab

The **Global Account Maintenance** tab works the same as the **Edit Account Maintenance** tab of the Account document except that it contains only the fields that can be modified from this tab. There are no required fields in this tab. Instead, you only need to complete the fields that you want to update on the selected accounts. If an account attribute is to remain as is, leave that field blank.



Note

For more information about how to complete the **Global Account Maintenance** tab, see Account.

Edit List of Accounts Tab

There are two ways to populate the accounts that you want to update globally in the **Edit List of Accounts** tab. One is by manually entering or selecting one object code at a time from the normal **Account** lookup, the other is by using a special multiple value lookup called the **Look Up / Add Multiple Account Lines** to return multiple values.

Note

For more information about the two types of lookup, see Field Lookup and Multiple Value Lookup on the *Guide to OLE Basic Functionality and Key Concepts*.

Process Overview

Business Rules

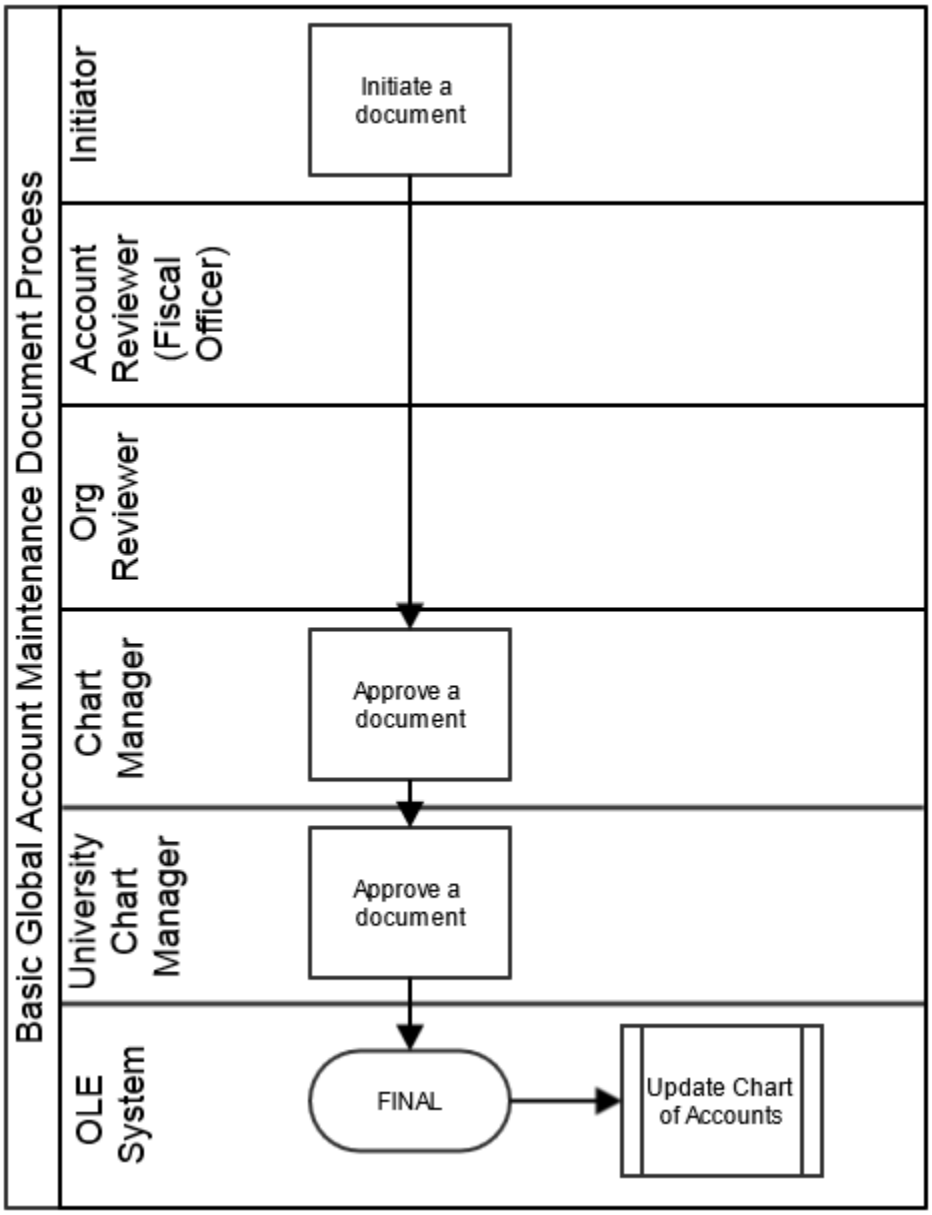
The Account Global document is subject to the same business rules as the Account document. In addition, at least one account must be selected on the **Edit List of Accounts** tab.

Note

For the information about the Account document business rules, see Account.

Routing

The Account Global document routes to the Chart Manager for every chart represented in the accounts being modified, and then to the University Chart Manager.



Initiating an Account Global Document

Using Look Up / Add Multiple Account Lines

1. Complete the **Global Account Maintenance** tab.
2. To add multiple accounts to the **Edit List of Accounts** tab, click the **Look Up / Add Multiple Account Lines** lookup.
3. Enter the desired search criteria to search for the accounts you want to include and click search.
4. After the result is returned, select check boxes to make your account selection and click return selected.

The selected accounts are returned to the **Edit List of Accounts** tab.

5. Click submit.

Adding One Account at a Time

6. Complete the **Global Account Maintenance** tab.

7. To add one account at a time, enter the values or use the **Account** lookup.

8. Enter the desired search criteria to search for the accounts you want to include and then click search.

Note

For information about how to retrieve a document, see Using Doc Search to Find a Document on the *Guide to OLE Basic Functionality and Key Concepts*.

9. Click add to add the account to the list.

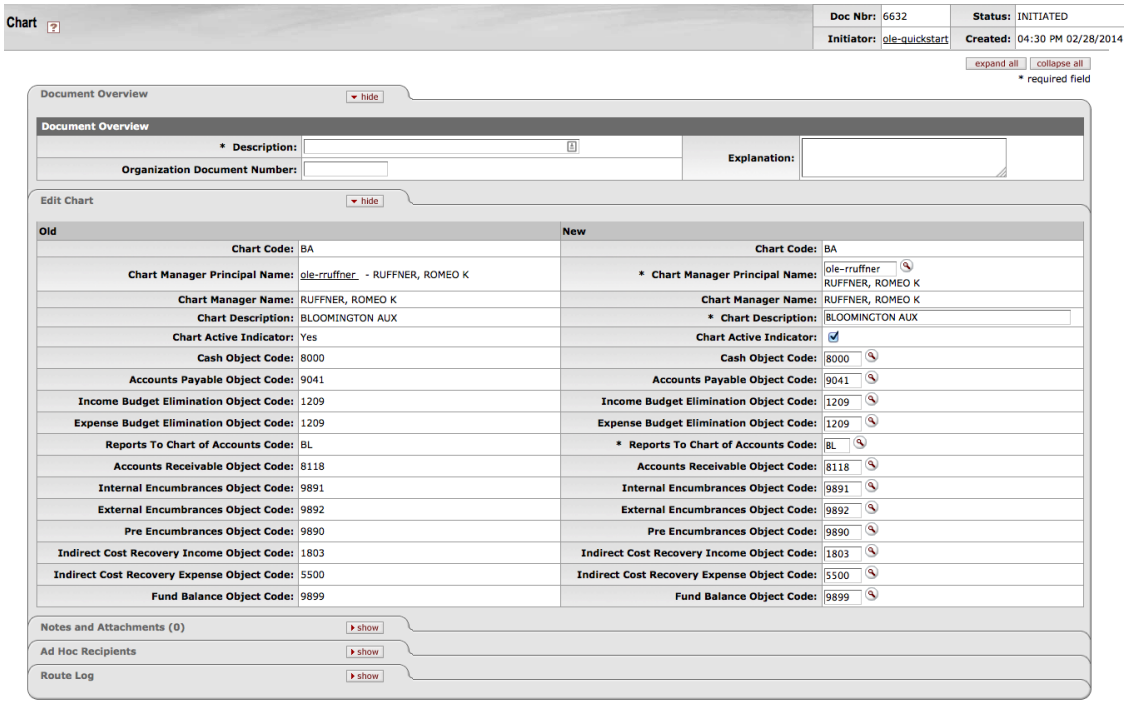
Chart

Maintenance > Chart of Accounts > ACCOUNT > Chart > Chart Lookup > Chart

The Chart document is used to define the valid charts that make up the high-level structure of the OLE Chart of Accounts. It also indicates who has management responsibilities for each chart and which object codes are used for system-generated accounting lines for the chart.

Accounts and object codes are specific to each chart. These are represented in OLE by a two character code. OLE sample data shows “IU” as the University Chart Code, with “BL” as the sample chart relating to our sample Campus Code “BL” and sample budgets, organization, and account structures (including object codes).

Document Layout



The Chart document includes the **Edit Chart** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Chart tab definition

Title	Description
Chart Code	A unique identifying code assigned to a chart
Chart Manager Principal Name	Required. The principal name of the manager responsible for a specific chart. Existing principal names may be retrieved from thelookup . When a person is assigned as the Chart Manager, they will also be assigned to the role Chart Manager (OLE37). To avoid any errors, assign only one person to each chart. To reassign a chart to a new Manager, remove the person from OLE 37 first.
Chart Manager Name	The employee name matching the principal's name.
Chart Description	Required. The descriptive name of the chart.
Chart Active Indicator	Indicates whether this chart code is active or inactive. Remove the check mark to deactivate a chart code.
Cash Object Code	The default object code that represents cash on the chart. Existing cash object codes may be retrieved from the lookup .
Accounts Payable Object Code	The default object code for accounts payable entries on the chart. Existing accounts payable object codes may be retrieved from the lookup .
Income Budget Elimination Object Code	The default object code for income on system-generated Transfer of Funds documents, such as those generated by a Budget Adjustment document between two accounts with different income stream accounts. Existing income object codes may be retrieved from the lookup .
Expense Budget Elimination Object Code	The default object code for expense on system-generated Transfer of Funds documents (similar to the **Income Budget Elimination Object Code** field described above). Existing expense object codes may be retrieved from the lookup .

Reports to Chart of Accounts Code	Required. A chart to which the chart reports in the Chart of Accounts hierarchy. Existing Chart of Accounts codes may be retrieved from the lookup.
Accounts Receivable Object Code	The default object code for accounts receivable entries on the chart. Existing accounts receivable object codes may be retrieved from the lookup.
Internal Encumbrance Object Code	The default object code to offset internal encumbrances on the chart. Existing object codes may be retrieved from the lookup.
External Encumbrance Object Code	The default object code to offset external encumbrances on the chart. Existing object codes may be retrieved from the lookup.
Pre-Encumbrance Object Code	The default object code to offset encumbrances created via the Pre Encumbrance document on the chart. Existing object codes may be retrieved from the lookup.
Indirect Cost Recovery Income Object Code	The default object code for indirect cost income entries on the chart. Existing object codes may be retrieved from the lookup.
Indirect Cost Recovery Expense Object Code	The default object code for indirect cost expense entries on the chart. Existing object codes may be retrieved from the lookup.
Fund Balance Object Code	The default object code for fund balance entries on the chart. Existing fund balance object codes may be retrieved from the lookup.

Note

The object codes on the Chart of Accounts table are optional because object codes have chart as part of their primary key. Completion of the object code fields is vital to the system performing properly, and these fields should be completed immediately after object codes are set up for the new chart.

Note

In the demo and test environments; it is NOT recommended to edit existing Chart structures in OLE sample data, however users can add notes, change the description, or **copy** to create a new Chart based on an existing chart. **Lookups** can be used to search for valid Object Codes (but please do not change object codes on the IU or BL Charts).

Object Code

Maintenance > Chart of Accounts > ACCOUNT > • Object Code > Object Code Lookup > Object Code

The Object Code document is used to establish new object codes or to copy or edit existing object codes. Object codes are a four character codes that represent all income, expense, asset, liability and fund balance classifications that are assigned to transactions and help identify the nature of the transaction. Examples of object codes might include travel expenditures, student fee income, accounts receivable, and invoices payable. Object codes are specific to a chart and a fiscal year and contain several attributes throughout OLE for financial reporting at the detail and consolidated levels.

Use of Object Codes in OLE sample data is based on typical reporting or budgeting requirements-monograph, serial, electronic.

All Object Codes must Report to an Object code, have an Object Type Code, Level Code, and Object Sub-Type Code. In OLE, we are using “EE” Object code to represent “Expenditure not Expense”. The Object Level code is used to maintain an attribute of the object code that is used to group similar object codes into categories for reporting. Object sub-types are used in financial rules and OLE Parameters to limit how and where an object code may be used (types of transactions, etc.).

The Object Code document comes with a global document option where you can create a group of new object codes or update the existing object codes all at once.

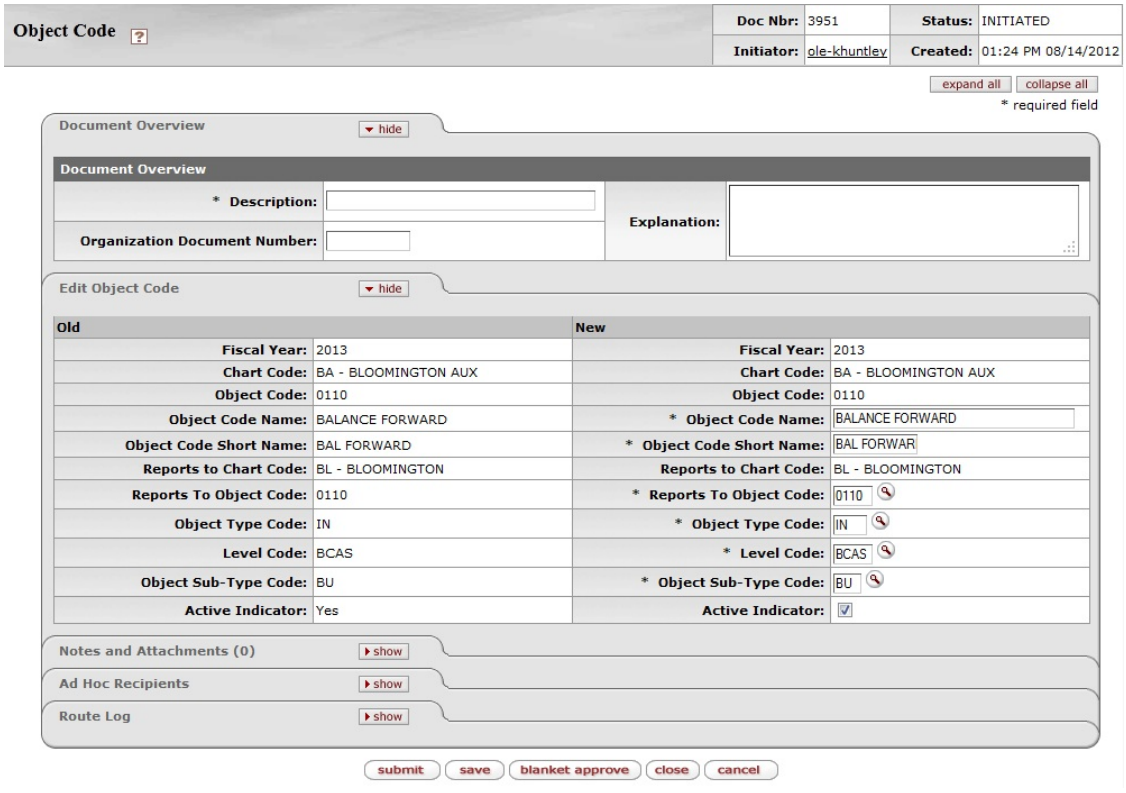
Note

For more information about the global document see Object Code Global.

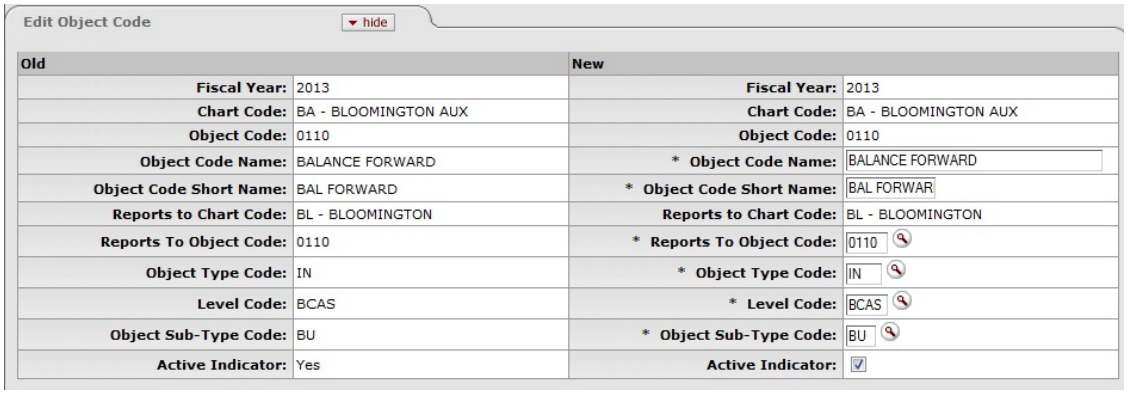
From the Lookup screen, enter any search criteria, such as Fiscal Year= 2012, Chart= BL, and Object Code = 71* to view existing sample Library Object codes, to **edit** or **copy** them, or **create new**.

Document Layout

The Object Code document includes the **Edit Object Code** tab.



Edit Object Code Tab



Edit Object Code tab definition

Title	Description
Fiscal Year	Required. Enter the fiscal year of the object code or search for it from the **Fiscal Year** lookup. **Note** OLE is set up so the Object Code table is based on fiscal year therefore each year can have a different set of object codes.
Chart Code	Required. From the **Chart** list select the chart to which the object code belongs, or search for it from the lookup.
Object Code	Required. Enter the code to identify the object code which must be unique within the chart and fiscal year to which it belongs.
Object Code Name	Required. Enter the long descriptive name of the object code which appears on the **Accounting Lines** tab in financial documents as well as in searches and reports.
Object Code Short Name	Required. Enter the shortened version of the object code name for use in reporting where space is limited.
Reports to Chart Code	Display-only. The value automatically defaults to the **Reports to Chart of Accounts Code** value associated with the **Reports to Object Code's Chart Code** value once it is entered.
Reports to Object Code	Required. Enter the object code that the object code reports to in the next higher chart, or search for it from the **Object Code** lookup. For example, the object code for book sales in an auxiliary chart might report to the object code for sales and services in the campus chart
Object Type Code	Required. Enter the code or search for it from the **Object Type** lookup. This is used to identify an object code as income, expense, asset, liability or fund balance. Multiple values exist for income and expense to support GL functionality.
Level Code	Required. Enter the code or search for it from the **Level** lookup. This is the summary code for a given range of detailed object code classifications and identifies the level to which the object code belongs.
Object Sub-Type Code	Required. Enter the code or search for it from the **Object Sub-Type** lookup. This is the designation assigned to similar groups of object codes. Sub-types are often leveraged in OLE to apply business rules or to help with reporting.
Active Indicator	Optional. Select the check box if the object code is active and can be used on financial documents. Clear the check box if it is inactive.

Process Overview

Business Rules

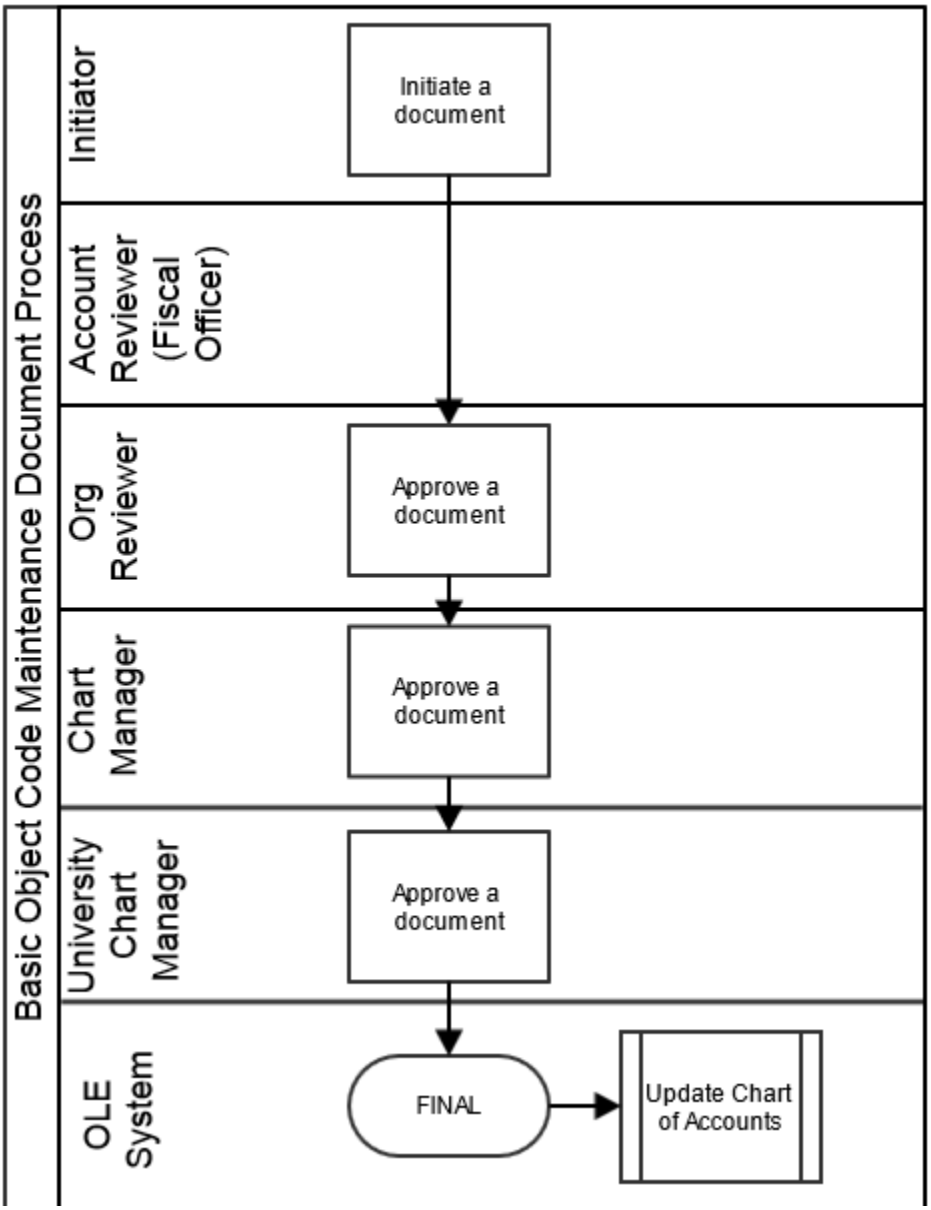
- If the **Reports to Chart Code** value is not the highest chart level, the reports to object code, fiscal year, and chart code combination must exist in the Object Code Table.
- If the **Reports to Chart Code** value is at the highest level, then the object code must report to itself as an additional rule.

Note

Institutional Reporting: OLE provides for various fields available for institutional reporting. You can, for example, define a top level chart that consolidates activity for reporting purpose. After the top level chart is defined, the Statement of Net Assets and Statement of Revenues, Expenses and Changes in Net Assets can be designed, using 'Reports To' chart and object code and the sub-totals by the object code levels and consolidations on the top chart. Or, you may design responsibility center reports using the organization roll-up of accounts. For more information about the capabilities of the organization within the Chart of Accounts, refer to Organization.

Routing

The Object Code document routes to the Chart Manager for the chart associated with the object code followed by routing to the University Chart Manager.



Object Code Global

Maintenance >

Chart of Accounts > ACCOUNT > • Object Code Global > Object Code Global

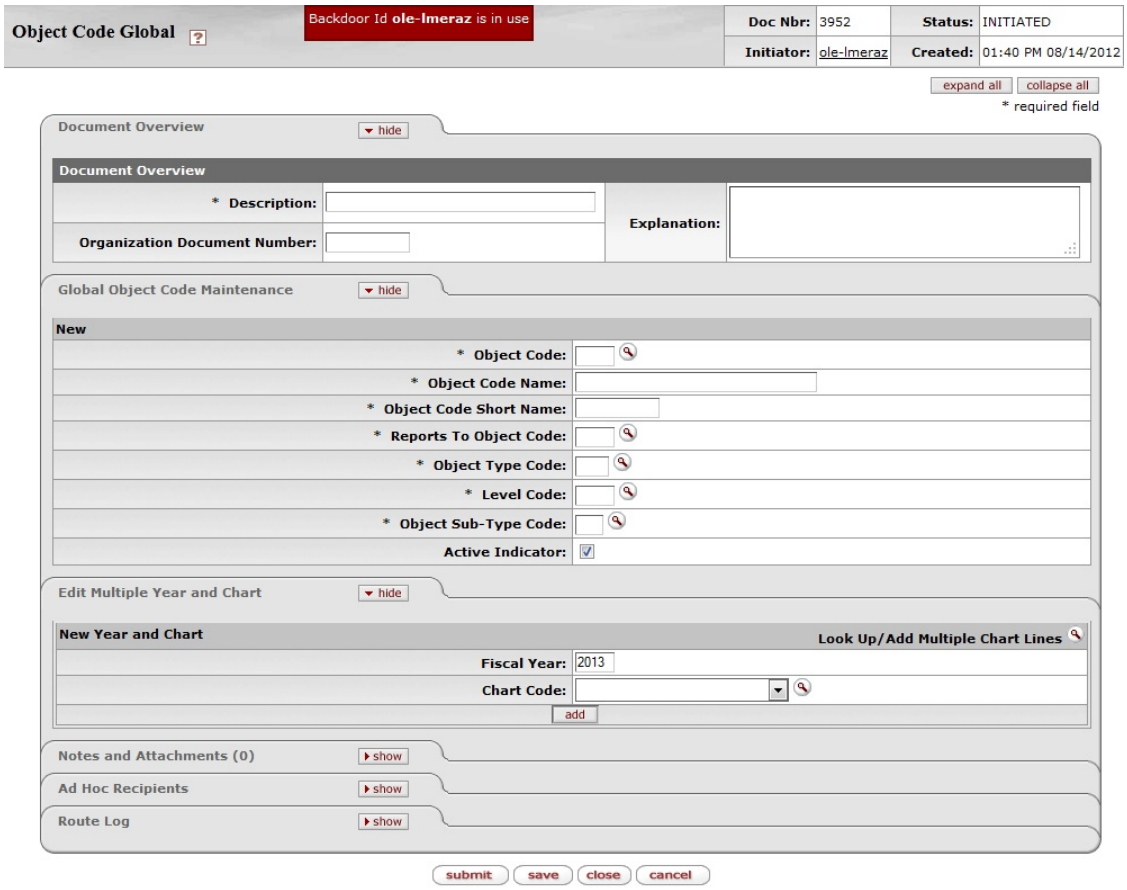
Note

For general information about accessing and working with global documents, see Global COA E-Docs.

The object code global document is used to assign identical attributes to the same object code across multiple charts on a single document. The document can be initiated only by members of the OLE-SELECT Accounting-AQ4 role.

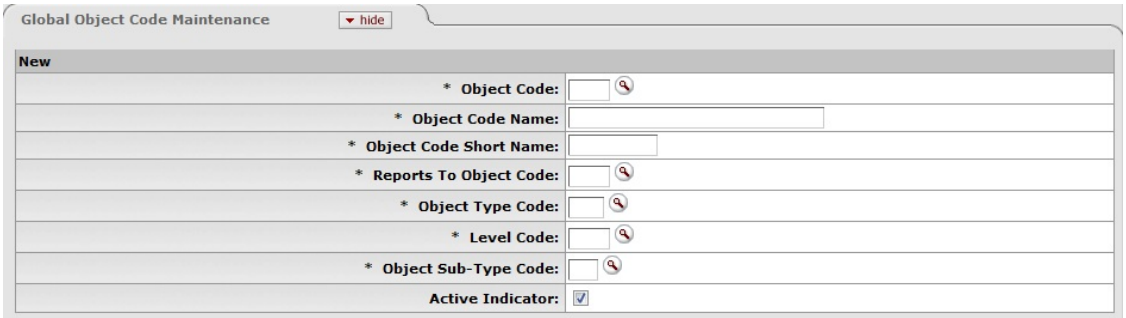
Document Layout

The Object Code Global document has two unique tabs**: Global Object Code Maintenance** and **Edit Multiple Year and Chart** tabs.



Global Object Code Maintenance Tab

The **Global Object Code Maintenance** tab works the same as the **Edit Object Code** tab of the Object Code document and it contains all the attributes that are not specific to a year or chart that can be modified on this document. The required fields on the Global Object Code document are the same as on the Object Code document. Global object can both create new and update existing records. If you are changing certain attributes using this document and the other attributes are to remain as is, leave the field blank.

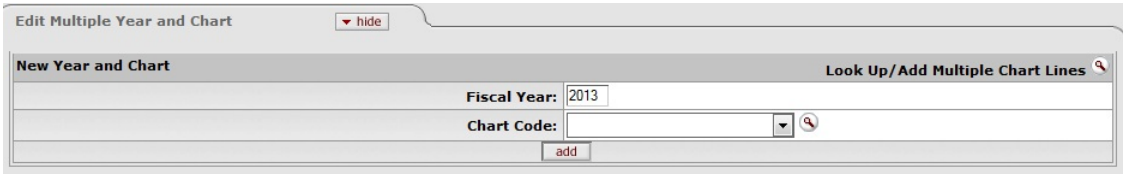


Note

For more information about how to complete the **Global Object Code Maintenance** tab, see Object Code.

Edit Multiple Year and Chart Tab

There are two ways to populate the object codes that you want to update globally in the **Edit Multiple Year and Chart** tab. One is by manually entering or selecting one object code at a time from the normal Object Code lookup, the other is by using a special multiple value lookup called the **Look Up / Add Multiple Object Code Lines** to return multiple values.



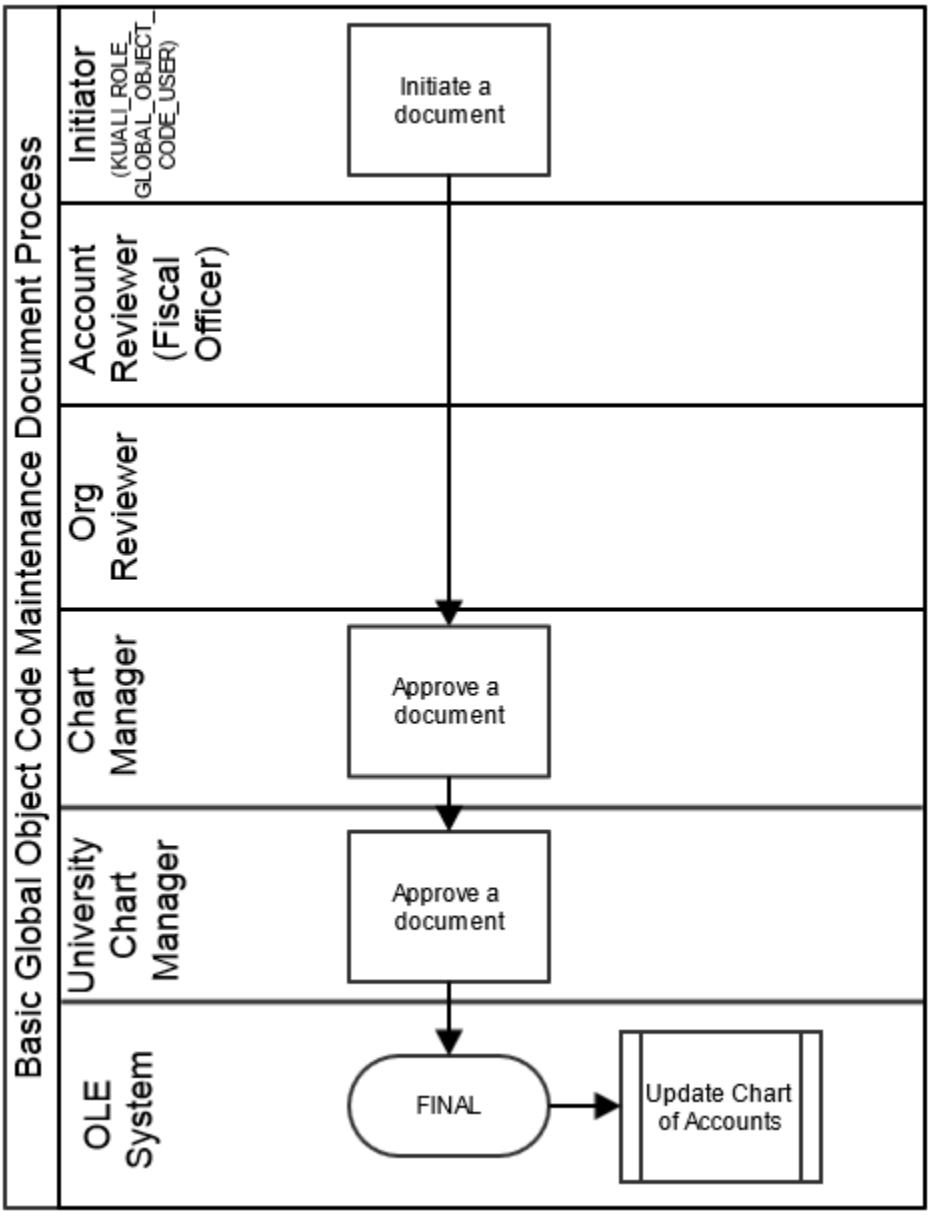
Process Overview

Business Rules

The Global Object Code document is subject to the same business rules as the Object Code document. In addition, at least one account must be selected on the **Edit Multiple Year and Chart** tab.

Routing

- Only members of the OLE-SELECT Accounting-AQ4 role may initiate the document.
- The Global Object Code document routes to the Chart Manager for every Chart represented in the accounts being modified, and then to the University Chart Manager.



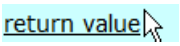
Initiating a Global Object Code document

Using Look Up / Add Multiple Object Code Lines

10. Complete the **Global Object Code** document**.** To add multiple object codes to the **Edit Multiple Year and Chart** tab, click the **Look Up / Add Multiple Object Code Lines** lookup .
11. Enter the desired search criteria to search for the object codes you want to include and click search.
12. After the result is returned, select check boxes to make your object code selection and click return selected.
13. Click submit.

Adding One Object Code at a Time

14. Complete the **Global Object Code** document. To add one object code at a time, enter the values or use the **Object Code** lookup .

15. Search for an object code and click the 

link associated with the object code you want to select.

Note

For information about field lookup and multiple value lookup, see Field Lookup and Multiple Value Lookupon the *Guide to OLE Basic Functionality and Key Concepts*.

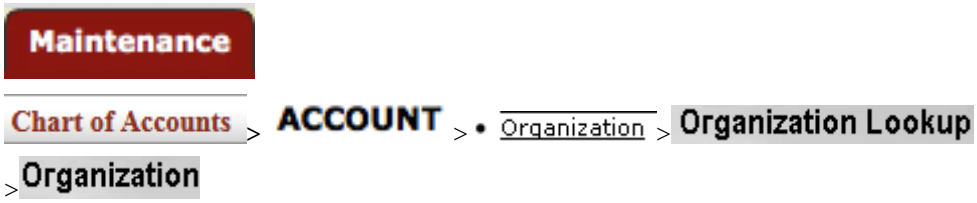
16. Click

to add the object code to the list.

17. Click

.

Organization



The Organization document defines the entities representing units at many different levels within the institution (for example, a department, responsibility center, campus). Organizations inside OLE can be used to denote Fiscal responsibility, and may be fiscal or physical organizations. There can be related organizations in a hierarchy under a single Chart. Accounts and objects belong to a single chart or organization. Organizations could be a specific library building, a department that has a budget, or by subject, depending on how adopting libraries wish to use Organizations for identifying structures, and then later use Object Codes for reporting on “like” materials or allocations.

The document collects important identifying information about an Organization and defines its place in the organization hierarchy. Organization is an important part of the Chart of Accounts and the organization hierarchy is frequently leveraged by OLE for use in Workflow and reporting.

Organizations are required in setting up accounts and objects

See list in Appendix of related library sample Organizations, such as LACQ- Library Acquisitions, or SOC- Sociology (each of these has related CoA structures and budgets), or **create new**.

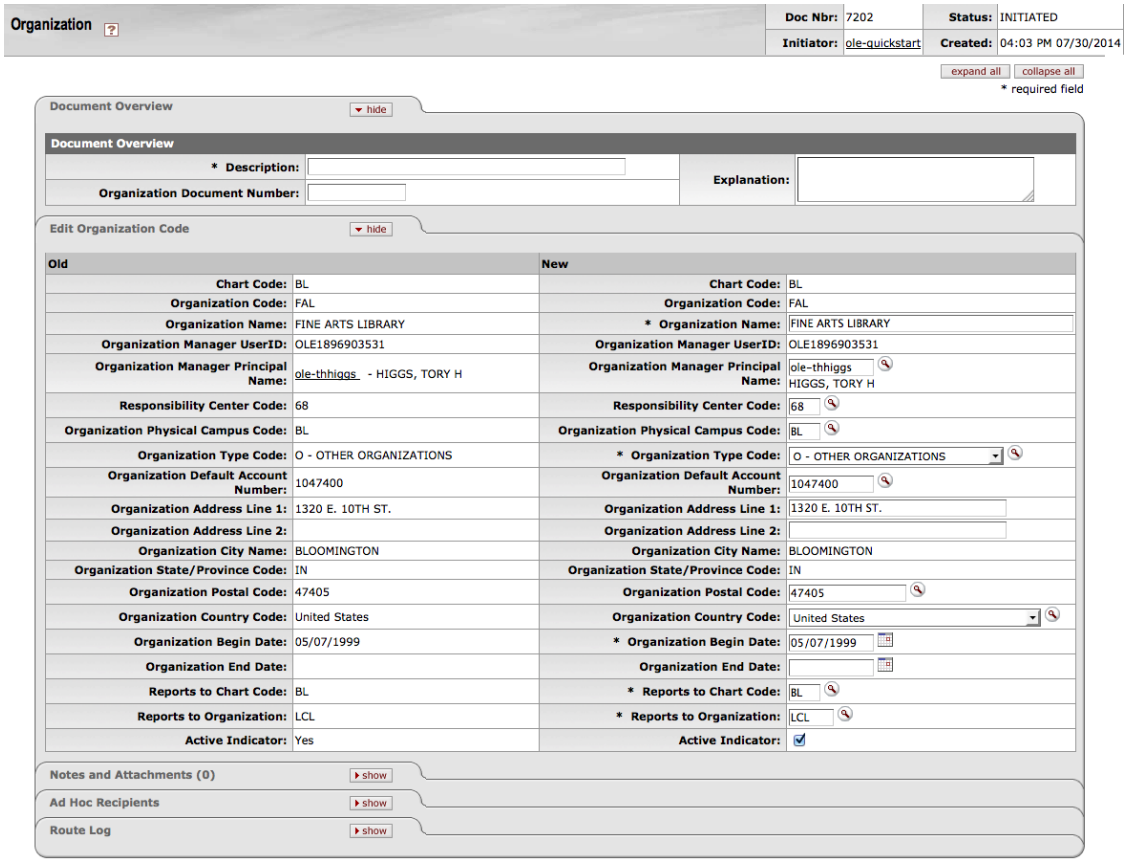
To **edit** or **copy** an existing Organization, simply click on that option.

Note

Please do NOT change “Chart” code on existing library sample organizations in OLE's test environments.

Document Layout

The Organization document includes the **Edit Organization Code** tab.



Edit Organization tab definition

Title	Description
Chart Code	Required. Enter the chart code to which the organization belongs, or search for it from the **Chart** lookup .
Organization Code	Required. Enter the code to identify the organization. It must be unique within the chart to which it belongs.
Organization Name	Required. Enter the long descriptive name of the organization.
Organization Manager	Required. Enter the user ID of the manager responsible for the organization or search for it from the **UserID**lookup
Responsibility Center Code	Required. Enter the responsibility center code to which the organization belongs or search for it from the **Responsibility Center** lookup .
Organization Physical Campus Code	Required. Enter the campus code which represents the physical location of the organization, or search for it from the **Campus** lookup .
Organization Type	Required. Select the type of organization from the **Organization Type** list or search for it from the lookup . Examples might include: C = Campus R = Responsibility center U = University chart organization O = Other organizations N = Not official
Organization Default Account Number	Required. Enter the primary account used for any account reference for an organization, or search for it from the **Account** lookup .

Organization Address 1	Required. Enter the street address where correspondence can be sent to the organization.
Organization Address 2	Optional. Enter the second line of the street address where correspondence can be sent to the organization.
Organization City Name	Display-only. Displays the city where correspondence can be sent to the organization.
Organization State/Province Code	Display-only. Displays the state where correspondence can be sent to the organization.
Organization Postal Code	Required. Enter the zip code assigned by the US Postal Service which relates to the city where the organization is located, or search for it from the **Postal Code** lookup .
Organization Country Code	Required. Enter the country where correspondence can be sent to the organization, or search for it from the **Country** lookup .
Organization Begin Date	Required. Enter the date when the organization began operations as a new unit. For a new organization this defaults to today's date.
Organization End Date	Optional. Enter the date when the organization was dissolved.
Reports to Chart	Required. Enter the chart code associated with the organization to which the organization reports in the hierarchy, or search for it from the **Chart** lookup .
Reports to Organization	Required. Enter the code designating the organization within the hierarchy to which the organization reports, or search for it from the **Organization** lookup .
Active Indicator	Optional. Select the check box if the organization code is active and can be used on OLE documents. Clear the check box if it is inactive.

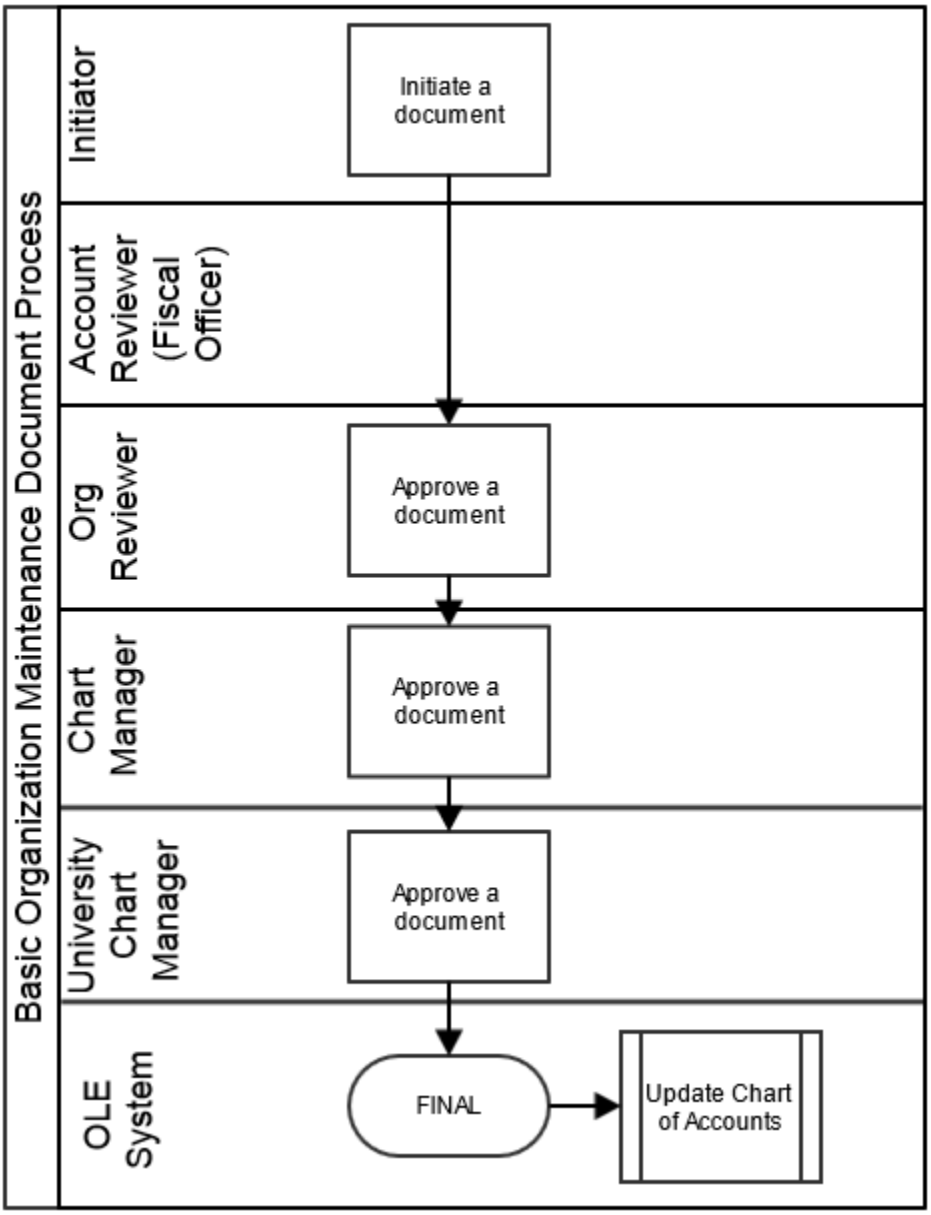
Process Overview

Business Rules

- Chart must be set up in advance
- When creating a new organization with the organization type code ('C: Campus' or 'U: University'), the default account number is not required, since an organization is required to create an account.
- The organization cannot report to itself unless it has an organization type code of 'U.
- **Reports to Chart and Organization** must follow a path that ends at the known root chart and organization represented by the organization with a type of 'U.
- When creating a new organization the **Organization Begin Date** must be greater than or equal to today's date.
- When creating a new organization the document may not be blanket approved, except by the OLE-SYS Manager.
- An organization cannot be inactive while there are active accounts or active organizations that report to it.
- If an organization is made inactive, the **Organization End Date** is required.

Routing

The Organization document routes to Org Review based on the organization on the document. It also routes to the Chart Manager for the chart associated with the organization followed by routing to the University Chart Manager.



Implementation Information

You must have one and only one Organization with an Organization type = U. This organization will be your top level organization - it must report to itself. Without this organization, with Organization type U, you will not be able to assign a person to the role of manager (OLE44) or others.

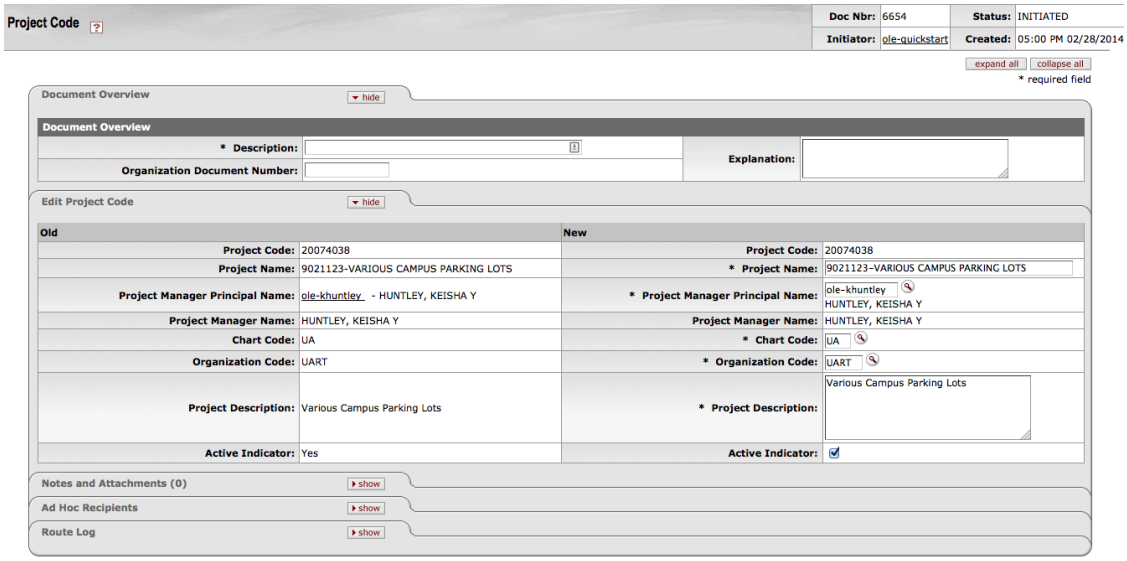
Project Code

Maintenance > Chart of Accounts > ACCOUNT > Project Code > Project Code Lookup > Project Code

The Project Code document is used to define an optional part of the accounting string that allows you to assign an identifier to particular transactions that might span multiple accounts. Because Project Code is not specific to an account it can be used to track project activity that is shared across multiple accounts within an organization or even across multiple organizations.

The use of this code allows individuals to run reports using the code and to get a listing of all revenues and expenditures that have been assigned to the project.

Document Layout



The Project Code document includes the **Edit Project Code** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Project Code tab definition

Title	Description
Project Code	Required. Enter the unique code to identify a project.
Project Name	Required. Enter the long descriptive name. The name appears on the **Accounting Lines** tab in financial documents as well as in searches and reports.
Project Manager Principal Name	Required. Enter the user ID of the person responsible for the project or search for it from the lookup
Project manager Name	The employee name matching the principal's name
Chart Code	Required. Enter the chart code associated with the organization assigned to the project code, or search for it from the **Chart** lookup .
Organization Code	Required. Enter the organization code associated with the project code, or search for it from the **Organization** lookup . **Tip** While project code is assigned to a chart and organization code, it can be used in conjunction with accounts from other charts and organizations.
Project Desciption	Required. Enter the text description describing the purpose of the project Code.

Income Budget Elimination Object Code	The default object code for income on system-generated Transfer of Funds documents, such as those generated by a Budget Adjustment document between two accounts with different income stream accounts. Existing income object codes may be retrieved from the lookup .
Active Indicator	Optional. Select the check box if the project code is active. Clear the check box if it is inactive.

Process Overview

Business Rules

The project code is unique across all charts and therefore can be used across, fund groups and account numbers.

Routing

The Project Code document routes for Org Review based on the organization associated with the project.

Sub-Account

Maintenance > Chart of Accounts > ACCOUNT > • Sub-Account > Sub-Account Lookup > Sub-Account

The Sub-Account document is used to define an optional part of the accounting string that allows tracking of financial activity within a particular account at a finer level of detail. Instead of associating budget, actuals and encumbrances with an account, you can specify a sub-account within that account to apply these entries. Sub-accounts are often used to help track expenses when several different activities may be funded by the same account. Sub-accounts can also be related to each other, across accounts, via Financial Reporting codes.

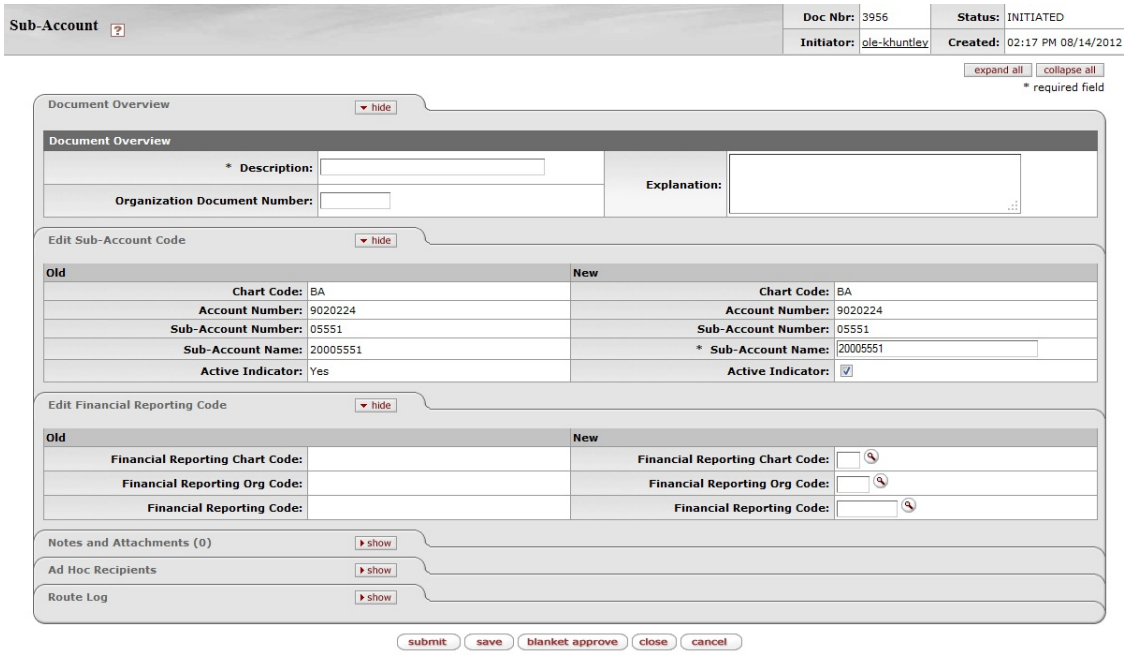
For example, a large organization may have money in a general account that is used by several different areas of that organization. The organization might segregate the budgets for each of the areas into Sub-accounts such as 'Marketing,' 'Research,' and 'Recruitment. When expenses are applied to the account they can be applied to the sub-account level, allowing direct comparisons between the budget and the actual income and expenditures of these smaller categories. Because all of the activity is still within a single account, it is still easy to report on the finances of the overall account.

Sub-accounts take on most of the attributes of the account to which it reports, including Fiscal Officer, account supervisor, fund group, and function code.

Sub-accounts allow you to take advantage of the Financial Reporting Code. This is an optional sub-account attribute that can be defined by a particular organization and retrieved from the OLE via decision support queries.

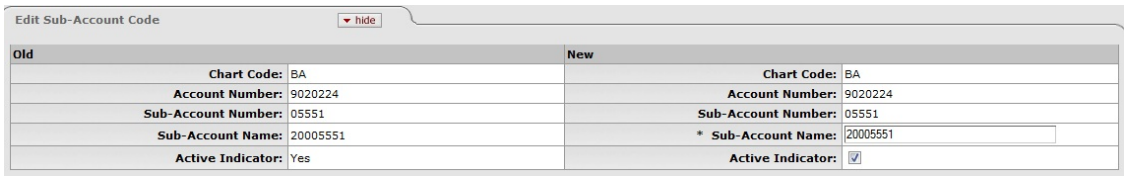
Document Layout

The Sub-Account document includes the **Edit Sub-Account Code**, and **Edit Financial Reporting Code** tabs.



Edit Sub-Account Code Tab

If you are not establishing a Cost Share sub-account or using the Financial Reporting Code, the **Edit Sub-Account Code** and the **Document Overview** tabs are the only required tabs on the document.

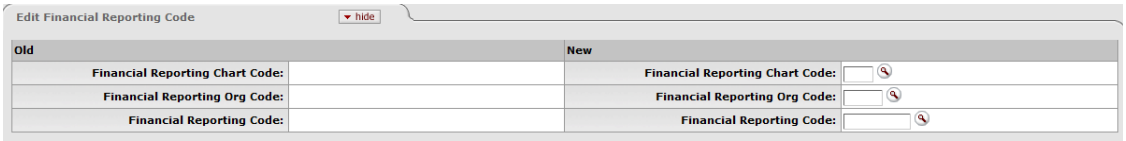


Edit Sub-Account Code tab definition

Title	Description
Chart Code	Required. Enter the chart code associated with the account associated with the sub-account, or search for it from the **UserID** lookup .
Account Number	Required. Enter the account number on which you want to create the sub-account or search for it from the **Account** lookup . If you want to use the same sub-account code on several accounts, you need to process an additional document for each additional account on which you want to use that sub-account.
Sub-Account Number	Required. Enter the code to define the sub-account. This is the code to be entered in the sub-account field of the **Accounting Lines** tab of financial documents.
Sub-Account Name	Required. Enter the long descriptive name. This name appears on the **Accounting Lines** tab in financial documents as well as in searches and reports.
Active Indicator	Optional. Select the check box if the sub-account is active. Clear the check box if it is inactive.

Edit Financial Reporting Code Tab

This **Financial Reporting Code** tab is optional but can be used to associate this sub-account with a Financial Reporting Code. The associated reporting code could then be retrieved via decision support tools.



Edit Financial Reporting Code tab definition

Title	Description
Financial Reporting Chart Code	Optional. Enter the chart code associated with the organization that owns the assigned financial reporting code, or search for it from the **Chart** lookup.
Financial Reporting Org Code	Optional. Enter the code for the organization that owns the assigned financial reporting code, or search for it from the **Org Code** lookup.
Financial Reporting Code	Optional. Enter the reporting code assigned to the Sub-Account, or search for it from the **Financial Reporting Code** lookup. Financial reporting codes are specific to a chart and organization.

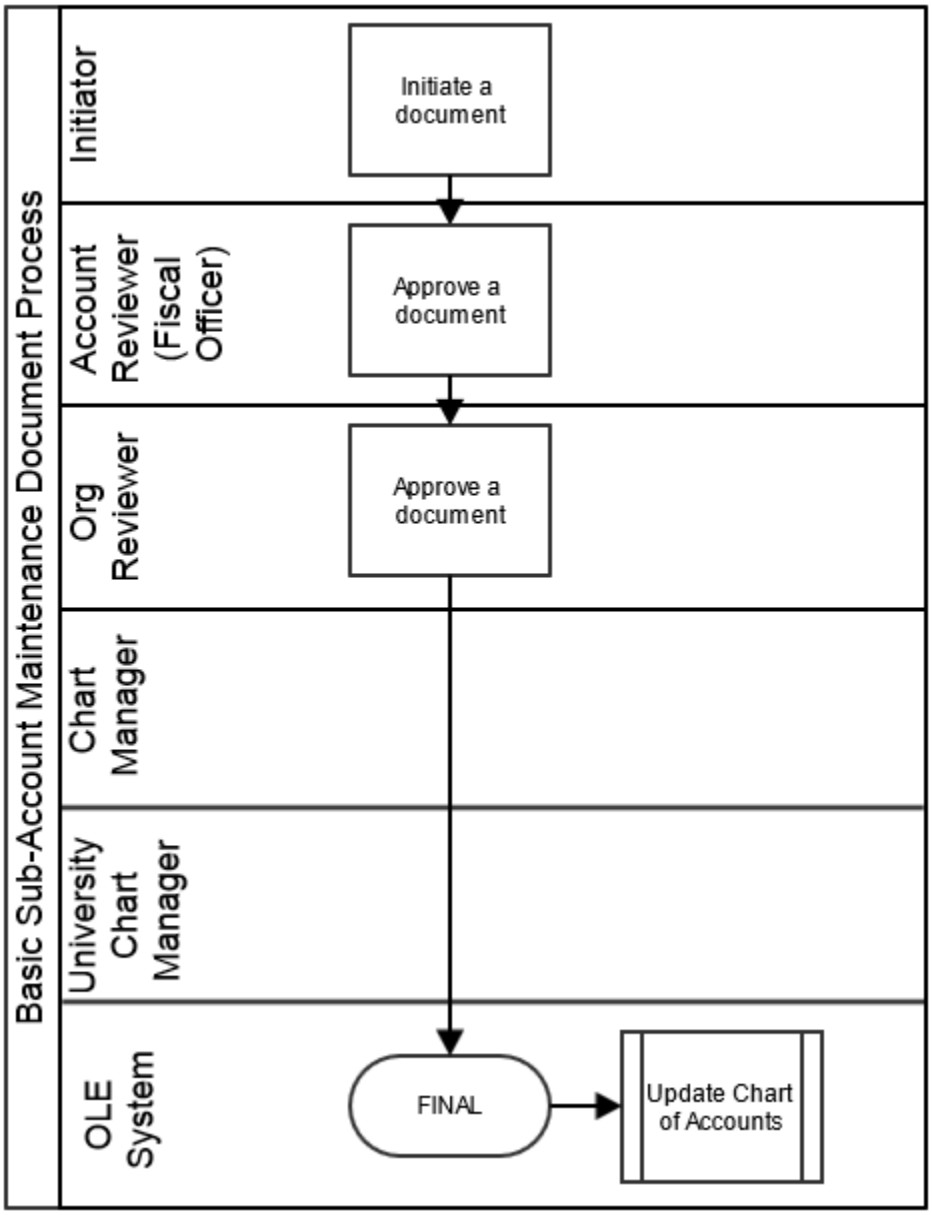
Process Overview

Business Rules

- Takes on most of the attributes of the account to which it reports – fiscal officer, account supervisor; fund group and function code
- If sub-account type code is 'CS,' then the fields **Cost Sharing Chart of Accounts Code** and **Cost Sharing Account Number** in the **Edit CG Cost Sharing** tab are required.
- If sub-account type code is 'EX' and the Account associated with the Sub-Account is a Contracts and Grants account, then all fields in the **Edit CG ICR** tab are required.
- If any field in the **Financial Reporting Code** tab is completed, all fields become required.

Routing

- The Sub-Account document routes to the Fiscal Officer associated with the account on the document.
- The Sub-Account document routes to Org Review based on the organization that owns the account associated with the document.



Sub-Object Code

Maintenance >

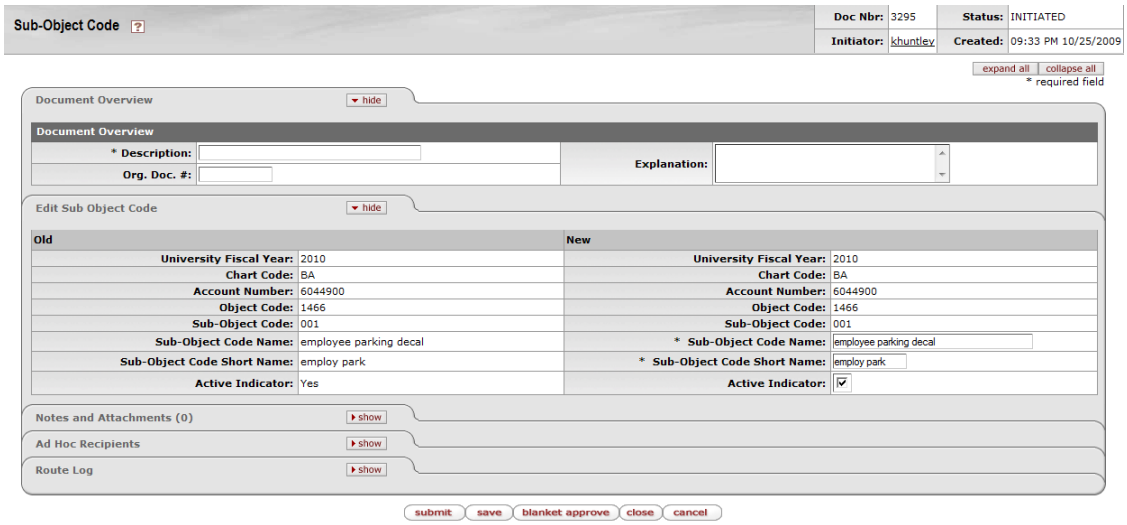
Chart of Accounts > ACCOUNT > • Sub-Object Code > Sub-Object Code Lookup > Sub-Object Code

The Sub-Object document is used to define an optional part of the accounting string that allows you to create finer distinctions within a particular object code on an account.

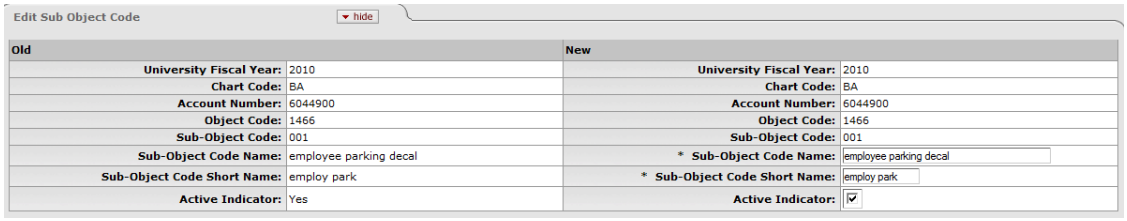
Sub-object codes are specific to an account and a fiscal year and take on most of the attributes of the object code to which they report, including object code type and sub-type.

Document Layout

The Sub-Object Code document contains the **Edit Sub Object Code** tab.



Edit Sub Object Code Tab



Edit Sub Object Code tab definition

Title	Description
Fiscal Year	Required. Enter the fiscal year when you want to use the sub-object code, or search for it from the **Fiscal Year** lookup.
Chart Code	Required. Enter the chart code to which the sub-object code belongs, or select it from the **Chart** lookup.
Account Number	Required. Enter the account number on which you want to use the sub-object code, or select it from the **Account** lookup. If you want to use the same sub-object code on several accounts, you need to process an additional document for each additional account on which you want to use that code.
Object Code	Required. Enter the object code to which the sub-object code belongs, or select it from the **Object Code** lookup. The sub-object code has its own name and code, but otherwise inherits all attributes of the object code to which it belongs.
Sub-Object Code	Required. Enter the code to define the sub-object. This is the code that should be entered in the sub-object field of the **Accounting Lines** tab on financial transaction documents.
Sub-Object Code Name	Required. Enter the long descriptive name of the sub-object code. This name appears on the **Accounting Lines** tab in financial transaction documents as well as in searches and reports.

Sub-Object Code Short Name	Required. Enter the shortened version of the sub-object code name used in reporting where space is limited.
Active Indicator	Optional. Select the check box if the sub-object code is active. Clear the check box if it is inactive.

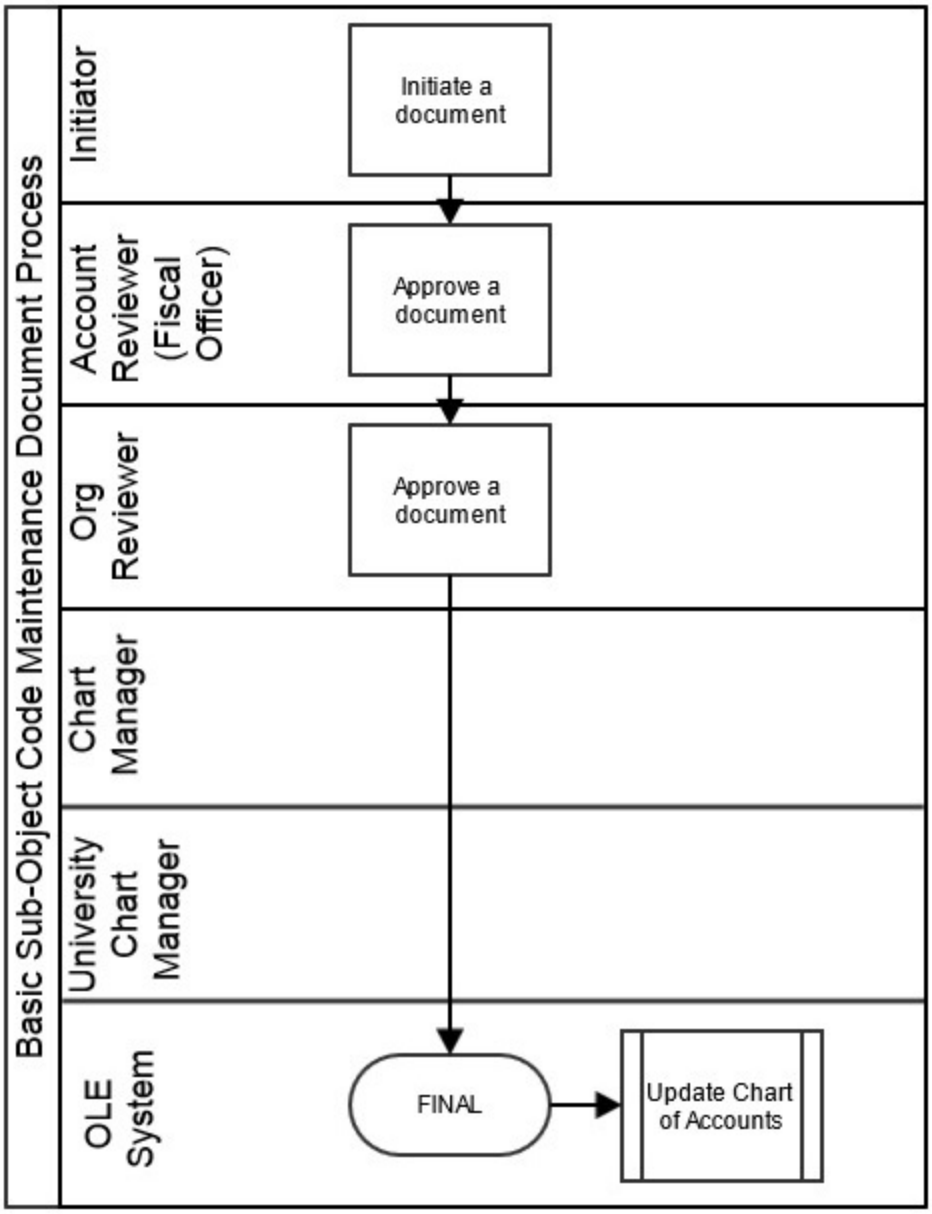
Process Overview

Business Rules

- The object code associated with the sub-object code must be active.
- Expired accounts are allowed, however, if the account is expired OLE offers to replace it with the continuation account.

Routing

- The Sub-Object document routes to the Fiscal Officer or Primary Delegate associated with the account on the document.
- The Sub-Object document also routes to Org Review based on the organization that owns the account associated with the document.



Sub-Object Code Global

Maintenance > Chart of Accounts > ACCOUNT > • Sub-Object Code Global > Sub-Object Code Global

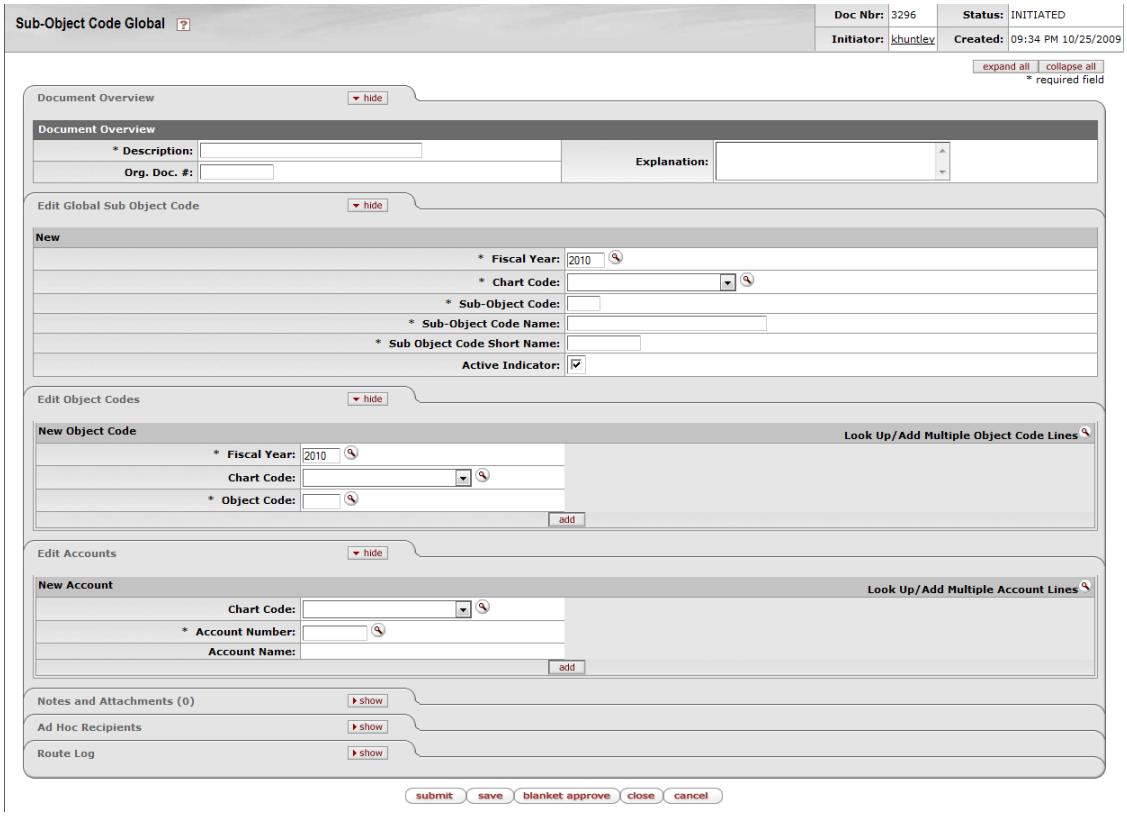
Note

For general information about accessing and working with global documents, see Global COA E-Docs.

The Sub-Object Code Global document is used to assign identical attributes to multiple sub-object codes on a single document.

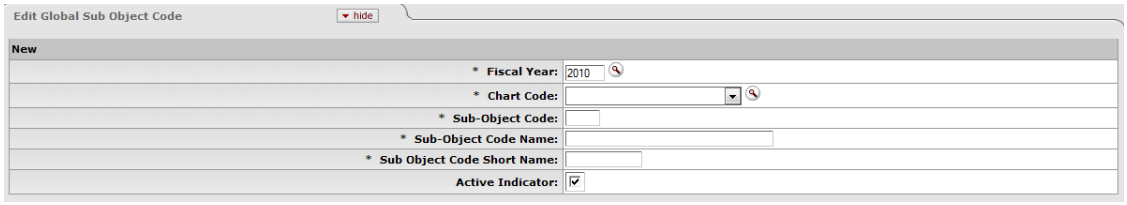
Document Layout

The Sub-Object Code Global document has three unique tabs: **Edit Global Sub Object Code**, **Edit Object Codes**, and **Edit Accounts**. These tabs contain all of the modifiable sub-object code attributes that are not specific to object codes and account numbers.



Edit Global Sub Object Code Tab

The **Edit Global Sub Object Code** tab works much the same as the **Edit Sub Object Code** tab of the Sub-Object Code document works. All of the fields on this tab are required. The Sub Object Code Global document can both create new and update existing records.

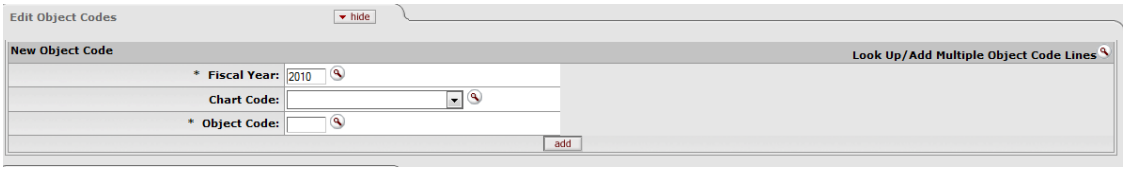


Note

For more information about how to complete the **Edit Global Sub Object Code** tab, see Sub-Object Code.

Edit Object Code Tab

In the **Edit Account** tab, specify the chart and object codes that the sub-object code belongs to. There are two ways to populate the object codes in the **Edit Object** tab. One is by manually entering or selecting one object code at a time from the normal **Object Code** lookup, the other is by using a special multiple value lookup called the **Look Up / Add Multiple Object Code Lines** to return multiple values.



Edit Account Tab

In the **Edit Account** tab, specify the chart and account that the sub-object code belongs to. There are two ways to populate the accounts that you want to select in the **Edit Account** tab. One is by manually entering or selecting one account at a time from the normal **Account** lookup, the other is by using a special multiple value lookup called the **Look Up / Add Multiple Account Lines** to return multiple values.

Note

For information about how to use the multiple value lookup, see Multiple Value Lookupon the *Guide to OLE Basic Functionality and Key Concepts*.

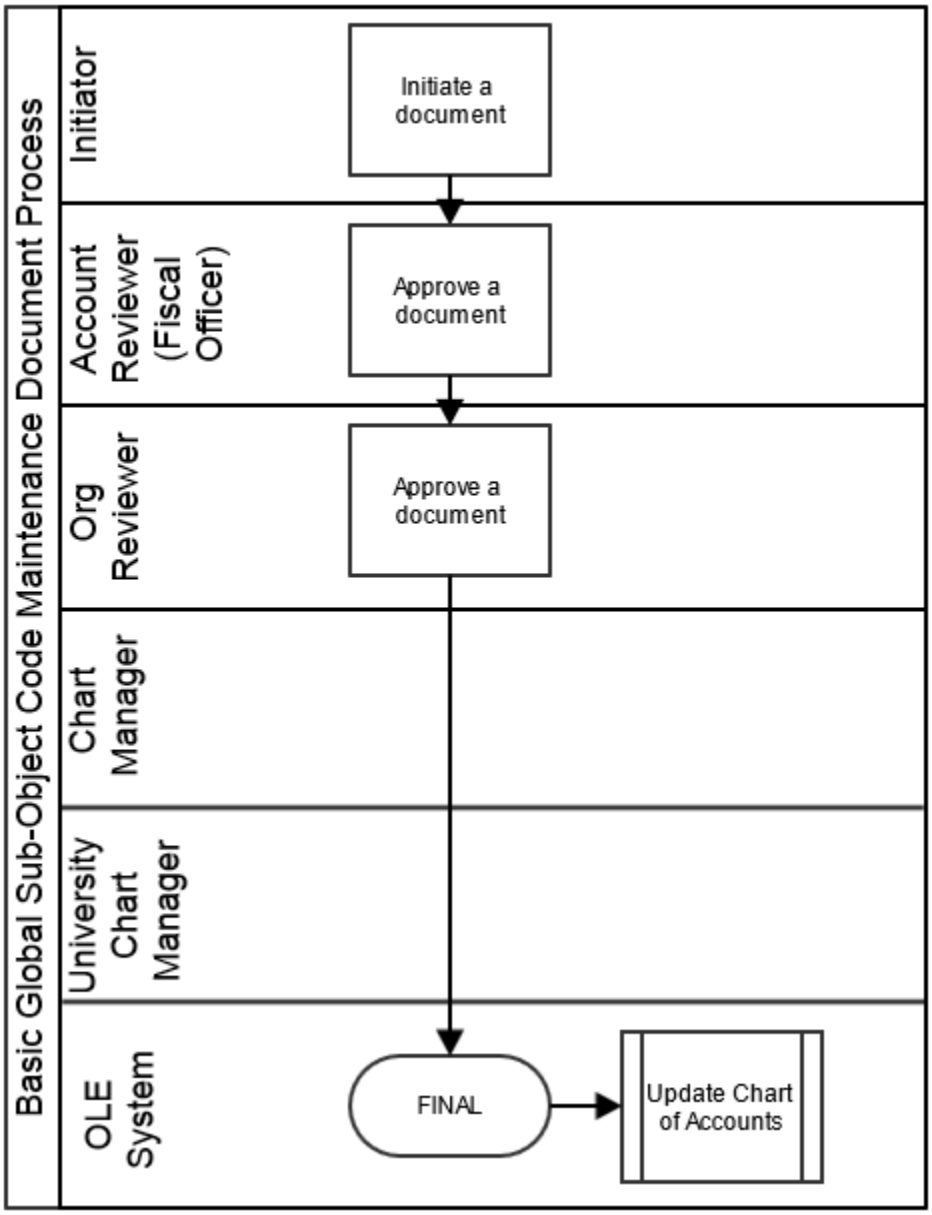
Process Overview

Business Rules

The Global Sub-Object Code document is subject to the same business rules as the Sub-Object Code document. In addition, at least one account must be selected on the **Edit Accounts** tab and one object code must be selected on the **Edit Object Code** tab.

Routing

The Global Sub-Object Code document routes to the Account Reviewer and Org Reviewer.



Initiating a Global Sub-Object Code document

Using Look Up / Add Multiple Account and Object Code Lines

18. Complete the **Edit Global Sub Object Code** tab.
19. To add multiple object codes to the **Edit Object Codes** tab, click **Look Up / Add Multiple Object Lines** lookup .
20. Enter the desired search criteria to search for the object codes you want to include and click search.
21. After the result is returned, select check boxes to make your object code selection and click return selected. The selected accounts are returned to the **Edit Object Codes** tab.

22. To add multiple accounts to the **Edit Accounts** tab, click the **Look Up / Add Multiple Account Lines** lookup.

23. Enter the desired search criteria to search for the accounts you want to include and click search.

24. After the results are displayed, select check boxes to make your account selection and click return selected. The selected accounts are returned to the **Edit Account** tab.

25. Click submit.

Adding One Account and Object Code at a Time

26. Complete the **Edit Global Sub-Object Code** tab

27. To add one object code at a time, enter the values or use the **Object Code lookup**.

28. Search for an object code and click the return value link associated with the object code you want to select.

29. Click add to add the object code to the list.

30. Repeat steps 2 through 4 until you have selected all of the object codes.

31. To add one account at a time, enter the values or use the **Account lookup**.

32. Search for an account and click the return value link associated with the account you want to select.

33. Click add to add the object code to the list.

34. Repeat steps 2 through 4 until you have selected all of the accounts.

35. Click submit.

Note

For information about field lookup and multiple value lookup, see Field Lookup and Multiple Value Lookup on the *Guide to OLE Basic Functionality and Key Concepts*.

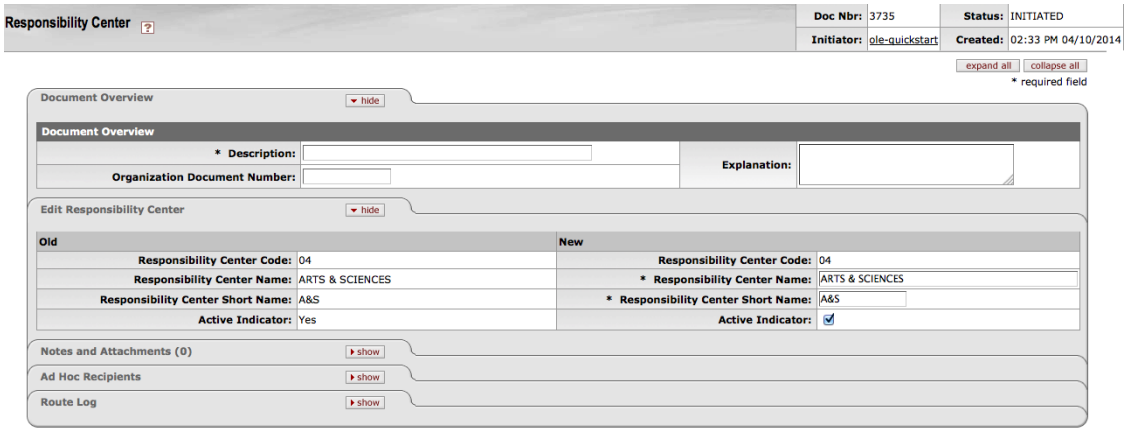
Responsibility Center

Maintenance > Chart of Accounts > ACCOUNT > Responsibility Center > Responsibility Center Lookup > Responsibility Center

The **Responsibility Center** document maintains an attribute of organization. This table is used to assign an identifying code and description to a responsibility center, which is then associated with organizations to indicate where responsibility for that organization resides. Responsibility centers generally represent large

colleges or schools within an institution but can be established to represent any high-level organization required for reporting purposes.

Document Layout

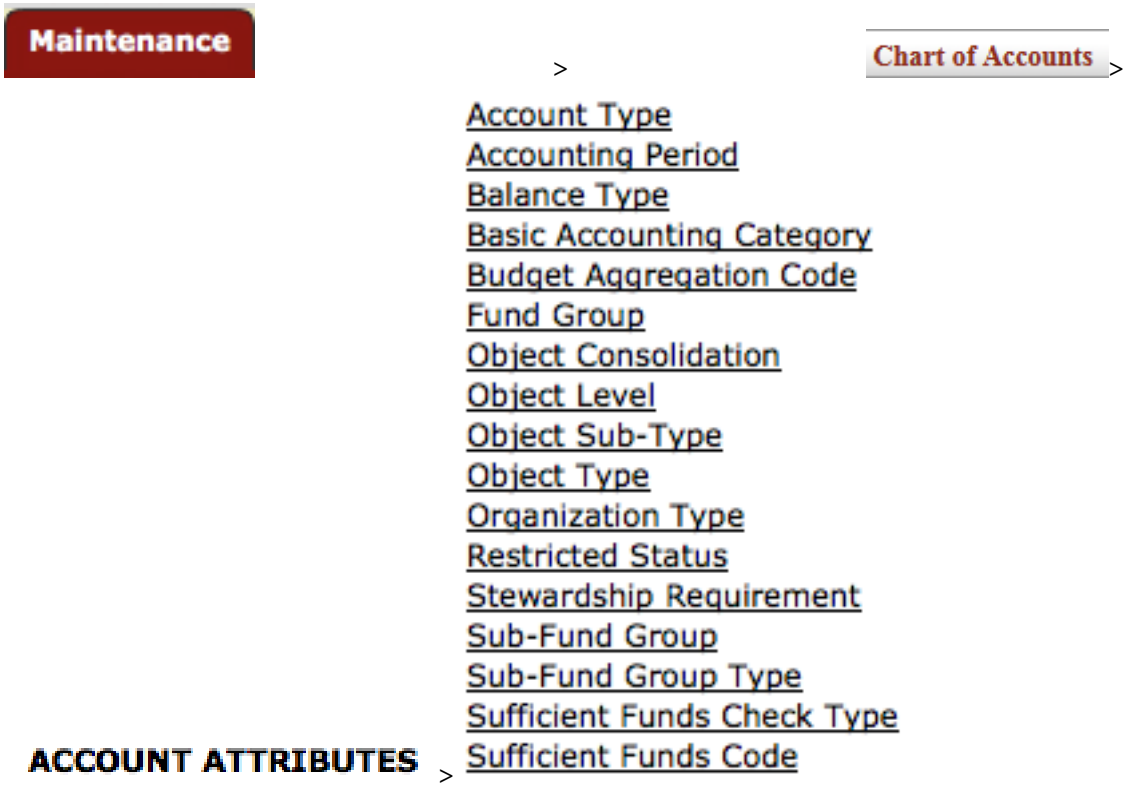


The Responsibility Center document includes the **Edit Responsibility Center** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Responsibility Center tab definition

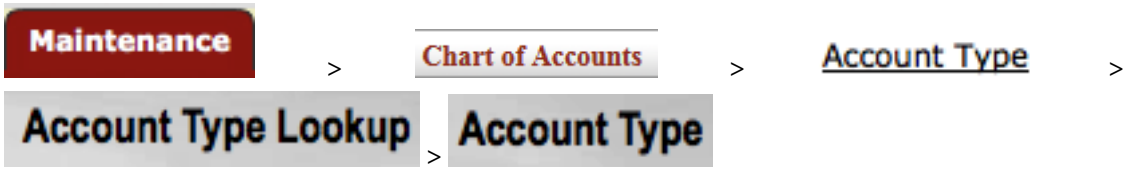
Title	Description
Responsibility Center Code	Required. The unique code that identifies a responsibility center
Responsibility Center Name	Required. The descriptive name of this responsibility center code.
Responsibility Center Short Name	Required. An abbreviated name used in reporting where space is limited.
Active Indicator	Optional. Select the check box if the responsibility center is active. Clear the check box if it is inactive.

Chapter 16. COA Attribute Maintenance E-Docs



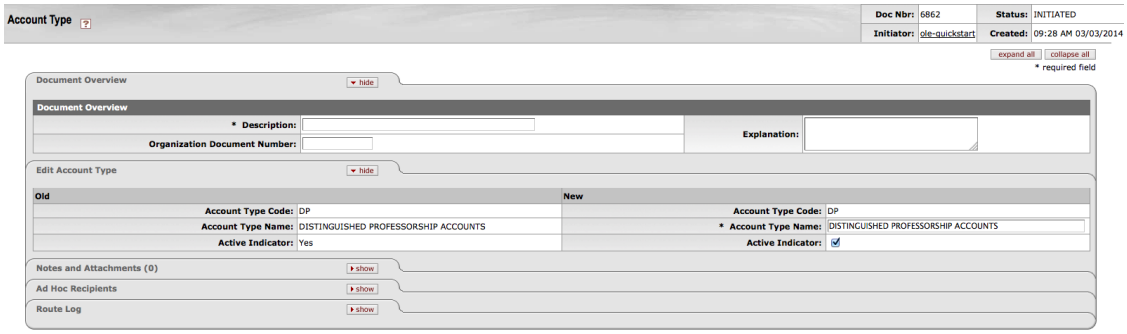
On the **Maintenance** menu tab, the **Chart of Accounts** submenu provides access to numerous maintenance documents for your institution's charts.

Account Type



The account type is an attribute of account that is used to categorize accounts for reporting.

Document Layout

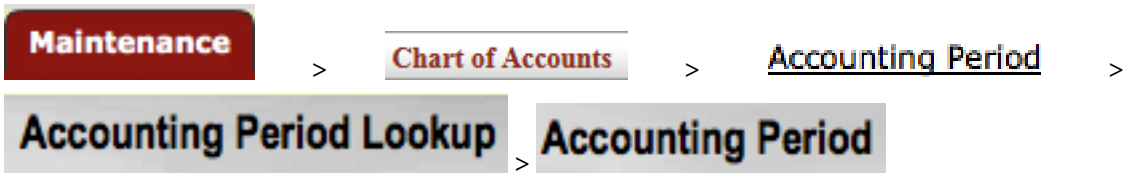


The Account Type document includes the **Edit Account Type** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Account Type tab definition

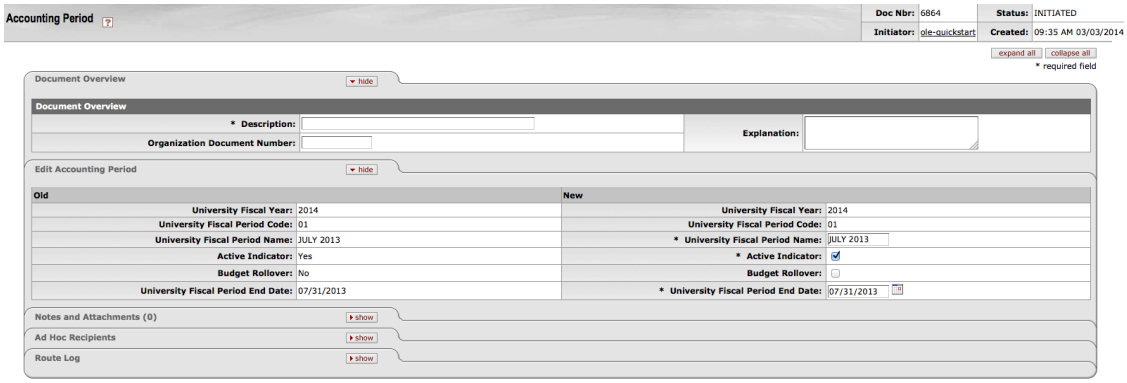
Title	Description
Account Type Code	A two-digit code that identifies an account type
Account Type Name	Required. A familiar title that describes an account type
Active Indicator	Indicates whether this account type is active or inactive. Remove the check mark to deactivate a code.

Accounting Period



The Accounting Period document is used to define the accounting year, its subdivisions and their attributes to be used throughout the Kuali Financial System. Accounting periods usually correspond to calendar months but may include special processing periods, such as a period 'thirteen' for processing year-end closing transactions. Accounting periods are the periods to which financial transactions of any type are posted.

Document Layout



The Accounting Period document includes the **Edit Accounting Period** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Accounting Period tab definition

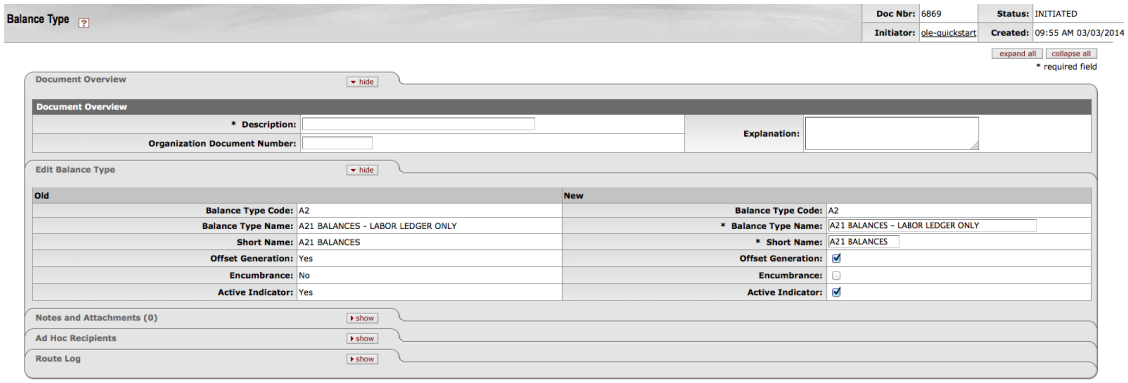
Title	Description
University Fiscal Year	The university fiscal year for the accounting period
University Fiscal Period Code	The university fiscal period within the designated university fiscal year
University Fiscal Period Name	Required. The familiar title for the designated university fiscal period code
Active Indicator	Indicates whether this accounting period is active or inactive. Remove the check mark to deactivate a code.
Budget Rollover	Indicates whether the sufficient funds process is in use that allows the promised budgetary funds to be carried over for the current fiscal year. Remove the check mark if the funds should not be carried over.
University Fiscal Period End Date	Required. The last day of the university fiscal period. This date may be retrieved from the **calendar**

Balance Type

Maintenance > Chart of Accounts > Balance Type > Balance Type Lookup > Balance Type

The Balance Type document defines the different types of balances supported by the application. Common examples include actuals, current budget, and encumbrances. Posted transactions are assigned a balance type. These different types facilitate balance reporting and financial queries.

Document Layout



The Balance Type document includes the **Edit Balance Type** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Balance Type tab definition

Title	Description
Balance Type Code	Identifies the balance type for different uses in system processes.
Balance Type Name	Required. A descriptive title for this balance type code.

Short Name	Required. An abbreviated name for a specific balance type to be used where space is limited.
Offset Generation	Optional. Indicates if offsets are to be generated automatically by the system for the balance type. Remove the check mark if there are no offset generated entries.
Encumbrance	Optional. Indicates if the balance type represents an encumbrance. Remove the check mark if the balance type is not an encumbrance
Active Indicator	Indicates whether this balance type is active or inactive. Remove the check mark to deactivate a code.

Basic Accounting Category

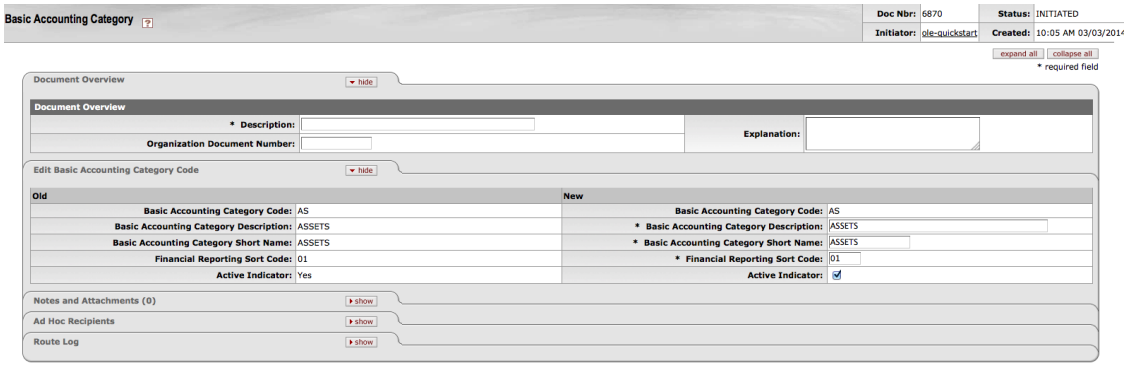
Maintenance > Chart of Accounts > Basic Accounting Category > Basic Accounting Category Lookup > Basic Accounting Category

The basic accounting category code groups the object type codes into the basic accounting categories for reporting purposes.

Note

For more details about the object type code, see Object Type.

Document Layout



The Basic Accounting Category document includes the **Edit Basic Accounting Category** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Basic Accounting Category Code tab definition

Title	Description
Basic Accounting Category Code	A code for the basic accounting category that groups the object type codes for reporting purposes.
Basic Accounting Category Description	Required. The name that describes a basic accounting category code
Basic Accounting Category Short Name	Required. An abbreviated name for a basic accounting category code to be used for reporting where space is limited

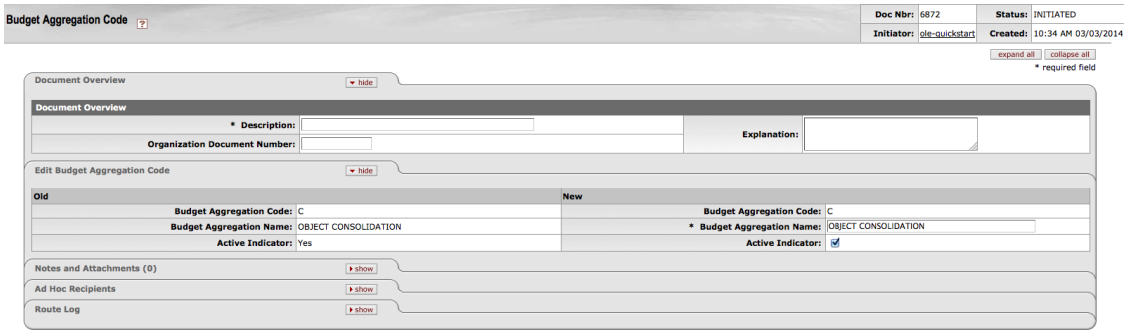
Financial Reporting Sort Code	Required. A financial reporting sort code to place fund groups in a particular sequence on reports
Active Indicator	Indicates whether this basic accounting category code is active or inactive. Remove the check mark to deactivate a code.

Budget Aggregation Code

Maintenance > Chart of Accounts > Budget Aggregation Code > Budget Aggregation Code Lookup > Budget Aggregation Code

The Budget Aggregation Code document maintains the codes that indicate the level at which the object code may be aggregated for budgeting. The standard values are Object Code level ('O'), Consolidation Level ('C'), and Level ('L'). The code is referenced by the Object Code document.

Document Layout



The Budget Aggregation Code document includes the **Edit Budget Aggregation Code** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Budget Aggregation Code tab definition

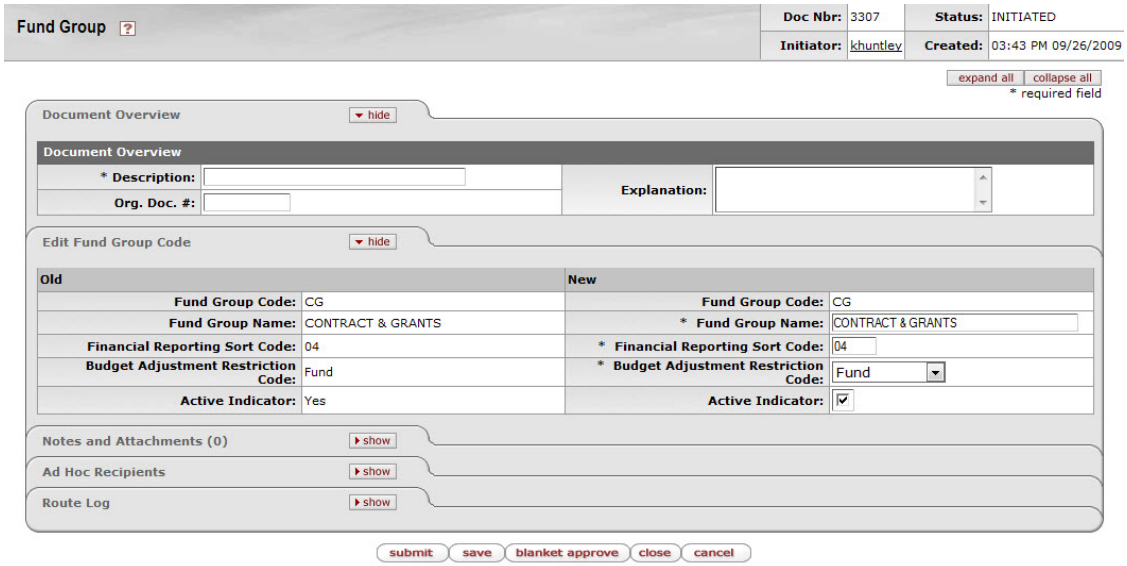
Title	Description
Budget Aggregation Code	A code that uniquely identifies the level at which the budget should be aggregated for object codes.
Budget Aggregation Name	Required. A descriptive label for this budget aggregation code.
Active Indicator	Indicates whether this budget aggregation code is active or inactive. Remove the check mark to deactivate a code.

Fund Group

Maintenance > Chart of Accounts > • Fund Group > Fund Group Lookup > Fund Group

The Fund Group document is used to define the broadest category of funds and is used for reporting and business rules. Examples of fund groups include General Funds and Contracts and Grants Funds. Although fund group is the broadest category of funds, it is an attribute of a narrower group: sub-fund. For example, accounts have an assigned sub-fund and from that sub-fund a fund group is retrieved.

Document Layout



The Fund Group document includes the **Edit Fund Group Code** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Fund Group tab definition

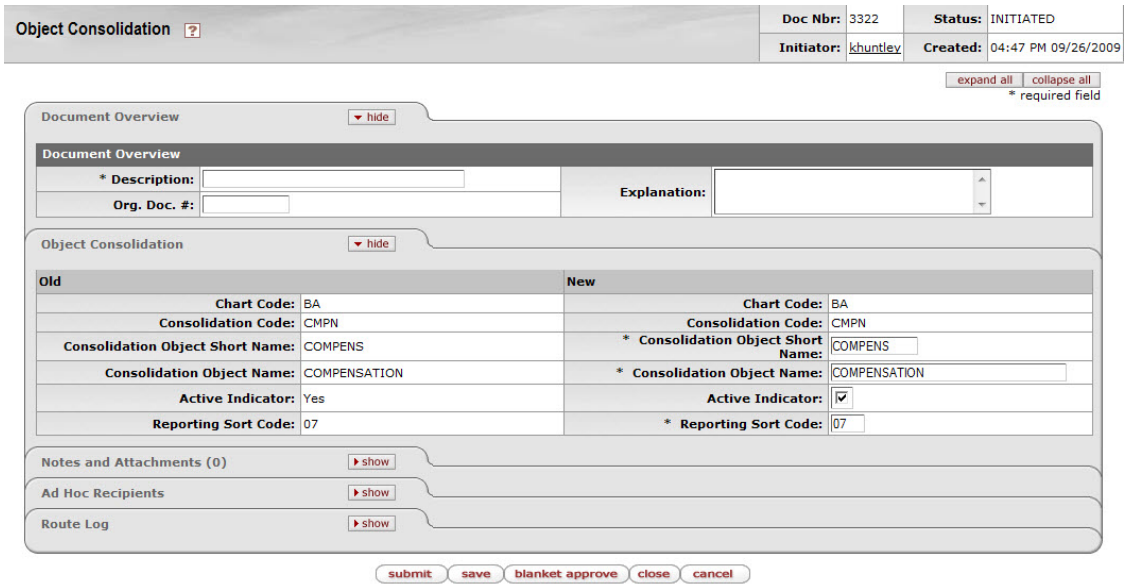
Title	Description
Fund Group Code	The code to uniquely identify a specific fund group.
Fund Group Name	Required. The descriptive label of this specific fund group.
Financial Reporting Sort Code	Required. The code to place fund groups in a particular sequence on reports
Budget Adjustment Restriction Code	Required. The code to define the level at which business rules on the budget adjustment document are checked. Existing budget adjustment restriction code may be retrieved from the lookup and are: **F** = Fund **C** = Chart **O** = Organization **A** = Account
Active Indicator	Indicates whether this fund group code is active or inactive. Remove the check mark to deactivate a fund group code.

Object Consolidation

Maintenance > Chart of Accounts > • Object Consolidation >
Object Consolidation Lookup > Object Consolidation

The Object Consolidation document defines a general category of object codes for reporting. One object consolidation includes the object codes belonging to one or more object levels.

Document Layout



The Object Consolidation document includes the **Edit Object Consolidation** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Object Consolidation tab definition

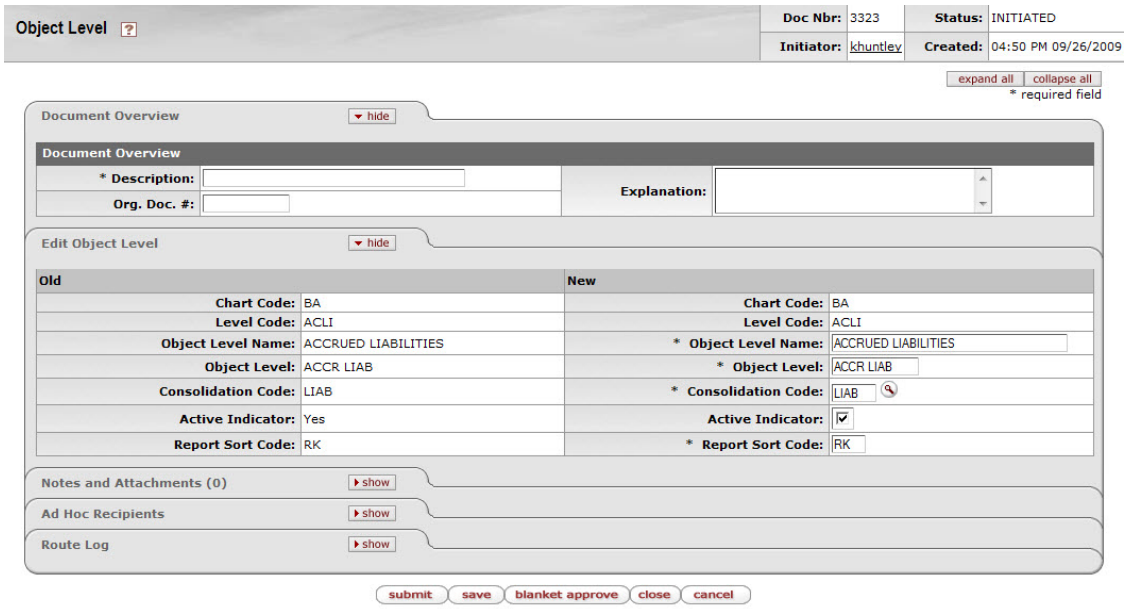
Title	Description
Chart Code	The chart code for the associated object consolidation.
Consolidation Code	A consolidation code associated with object codes assigned to a particular reporting group of object levels.
Consolidation Object Short Name	Required. An abbreviated name used in reporting where space is limited.
Consolidation Object Name	Required. A descriptive label of this specific object consolidation group.
Active Indicator	Indicates whether this object consolidation code is active or inactive. Remove the check mark to deactivate.
Reporting Sort Code	Required. The code that determines the default sort sequence on reports.

Object Level

Maintenance > Chart of Accounts > • Object Level > Object Level Lookup > Object Level

The Object Level document is used to maintain an attribute of the object code that is used to group similar object codes into categories for reporting.

Document Layout



The Object Level document includes the **Edit Object Level** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Object Level tab definition

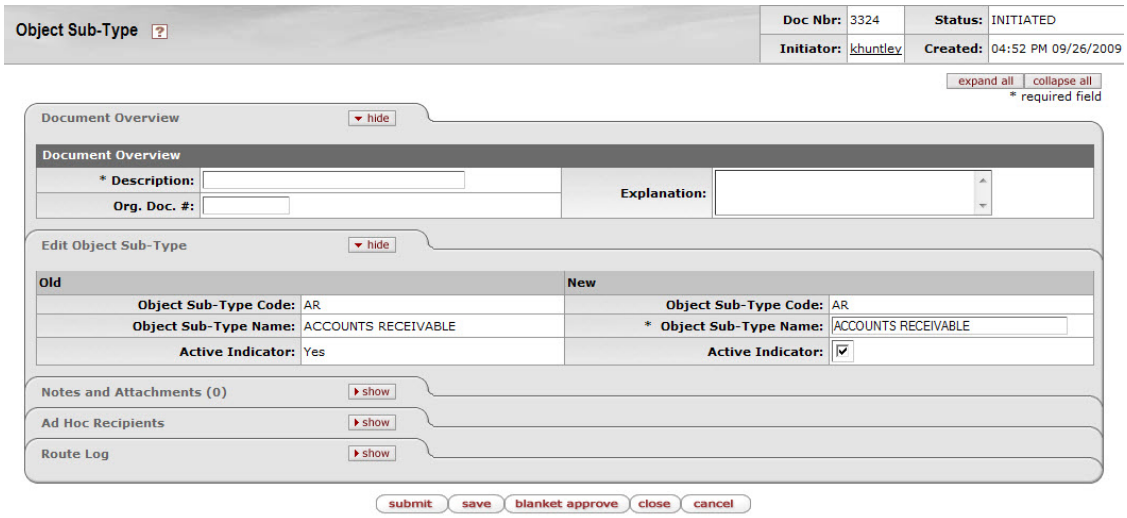
Title	Description
Chart Code	The chart code for the associated object level
Level Code	The code assigned to a particular reporting level of object codes.
Object Level Name	Required. A descriptive label for this specific object level.
Object Level	Required. An abbreviated name for this level to be used in reporting where space is limited.
Consolidation Code	Required. The consolidation object code associated with this object level code. Existing consolidation codes may be retrieved from the lookup .
Active Indicator	Indicates whether this object level code is active or inactive. Remove the check mark to deactivate this code.
Report Sort Code	Required. The code that determines the default sort sequence on reports.

Object Sub-Type

Maintenance > Chart of Accounts > • Object Sub-Type > Object Sub-Type Lookup > Object Sub-Type

The Object Sub-Type document is used to further refine object type. Object sub-type can be used for reporting and in some instances for the establishment of business rules on e-docs (for example, a document might restrict the use of object codes belonging to a certain object sub-type).

Document Layout



The Object Sub-Type document includes the **Edit Object Sub-Type** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Object Sub Type tab definition

Title	Description
Object Sub-Type Code	The code assigned to a particular subdivision of an object type.
Object Sub-Type Name	Required. A descriptive label for this specific object sub-type.
Active Indicator	Indicates whether this object sub type code is active or inactive. Remove the check mark to deactivate this code.

Object Type

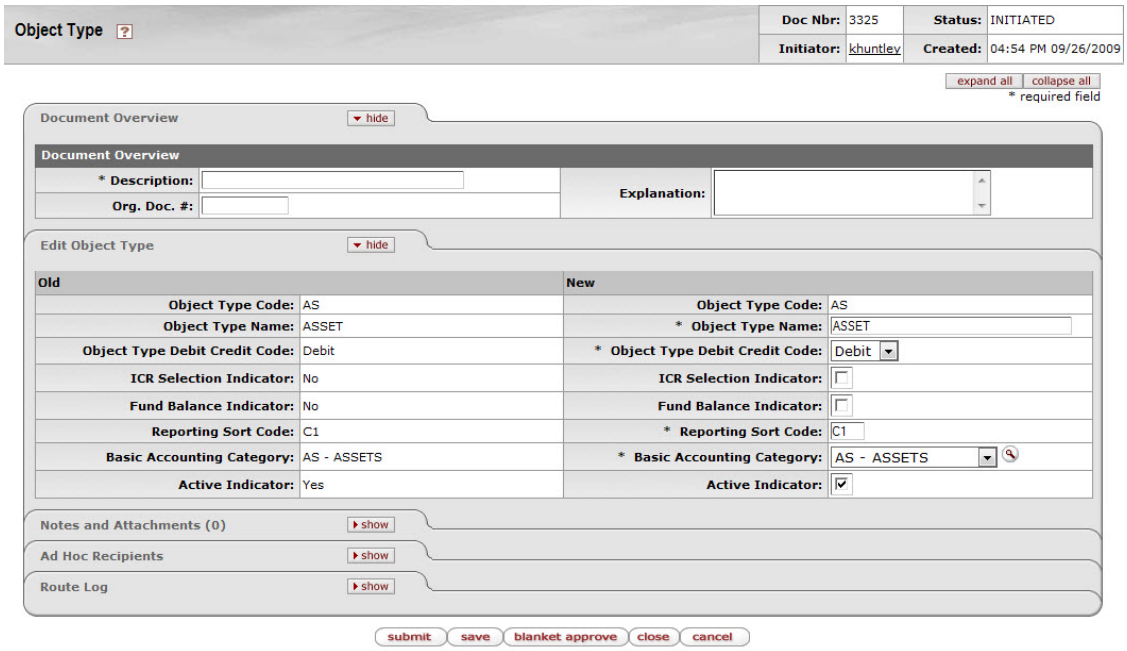
Maintenance > Chart of Accounts > • Object Type > Object Type Lookup > Object Type

The Object Type document defines the general use of an object code; such as income, asset, expense, or liability.

Tip

When you are configuring the object types, it is important to cross-reference the Object Type table, the System Options table and the OBJECT_TYPES parameters in the Parameter table.

Document Layout



The Object Type document includes the **Edit Object Type** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Object Type tab definition

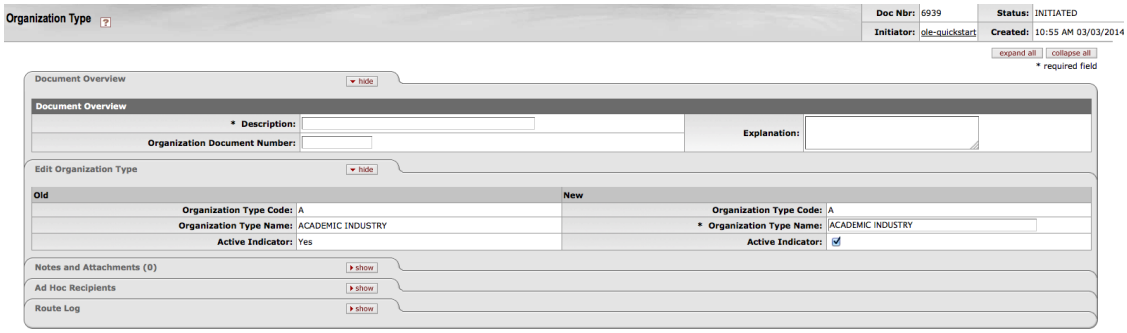
Title	Description
Object Type Code	The code assigned to a particular object type.
Object Type Name	Required. A descriptive label for this object type code.
Object Type Debit Credit Code	Required. The default accounting balance type of debit or credit for the object code that is retrieved from the list.
ICR Selection Indicator	The box is checked when the transactions with the object type are eligible for automated indirect cost calculation.
Fund Balance Indicator	The box is checked when the object type code is used in the fund balance.
Reporting Sort Code	Required. The code that determines the default sort sequence of object types on certain reports.
Basic Accounting Category Code	Required. The basic accounting category code that groups object type codes for use in reporting and business processes throughout the system. Existing basic accounting category codes may be retrieved from the list or the lookup .
Active Indicator	Indicates whether this object type code is active or inactive. Remove the check mark to deactivate this code.

Organization Type

Maintenance > Chart of Accounts > Organization Type > Organization Type Lookup > Organization Type

The Organization Type document is used to categorize organizations for reporting purposes.

Document Layout



The Organization Type document includes the **Edit Organization Type** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Organization Type tab definition

Title	Description
Organization Type Code	The code that identifies an organization type.
Organization Type Name	Required. The descriptive name for this organization type code.
Active Indicator	Indicates whether this restricted status code is active or inactive. Remove the check mark to deactivate this restrictive status code.

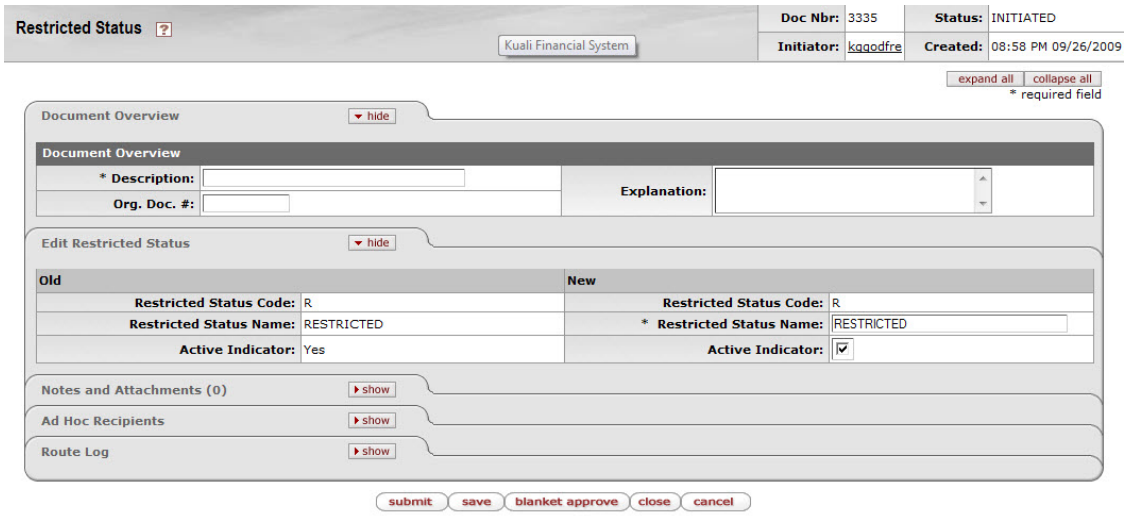
Restricted Status

Maintenance > Chart of Accounts > • Restricted Status > Restricted Status Lookup > Restricted Status

The Restricted Status document is used to define whether the funds within an account are restricted, unrestricted, temporarily restricted or not applicable. Some OLE business rules refer to Restricted Status records when determining the validity of an e-doc transaction.

Restricted (R) and Temporarily Restricted (T) statuses will prevent staff from using accounts to purchase or pay for library materials.

Document Layout



The Restricted Status document includes the **Edit Restricted Status** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Restricted Status tab definition

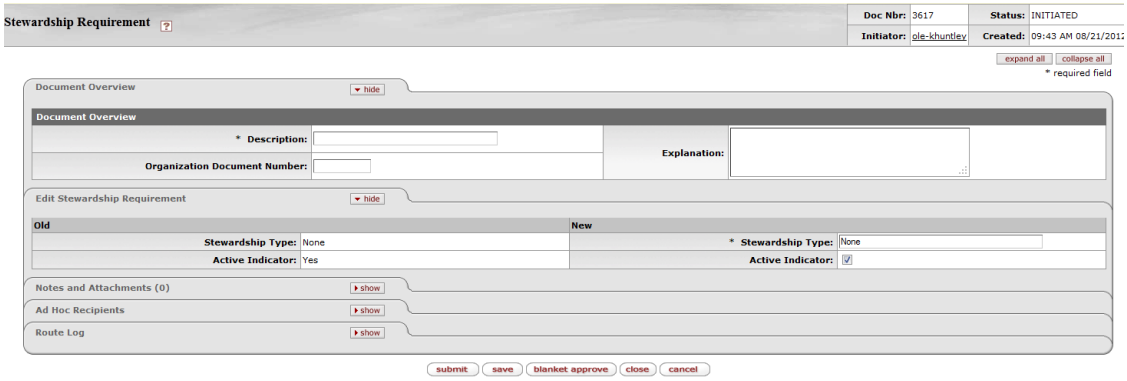
Title	Description
Restricted Status Code	The unique code that identifies a particular restricted status.
Restricted Status Name	Required. The descriptive name for this restricted status code.
Active Indicator	Indicates whether this restricted status code is active or inactive. Remove the check mark to deactivate this restrictive status code.

Stewardship Requirement

Maintenance > Chart of Accounts > Stewardship Requirement > Stewardship Requirement Lookup > Stewardship Requirement

The Stewardship Requirement document is used to indicate the type of stewardship on an account e-document, for example some stewardship requirements are bookplates, annual reports for donors or departments.

Document Layout



The Stewardship Requirement document includes the **Edit Stewardship Requirement** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Stewardship Type tab definition

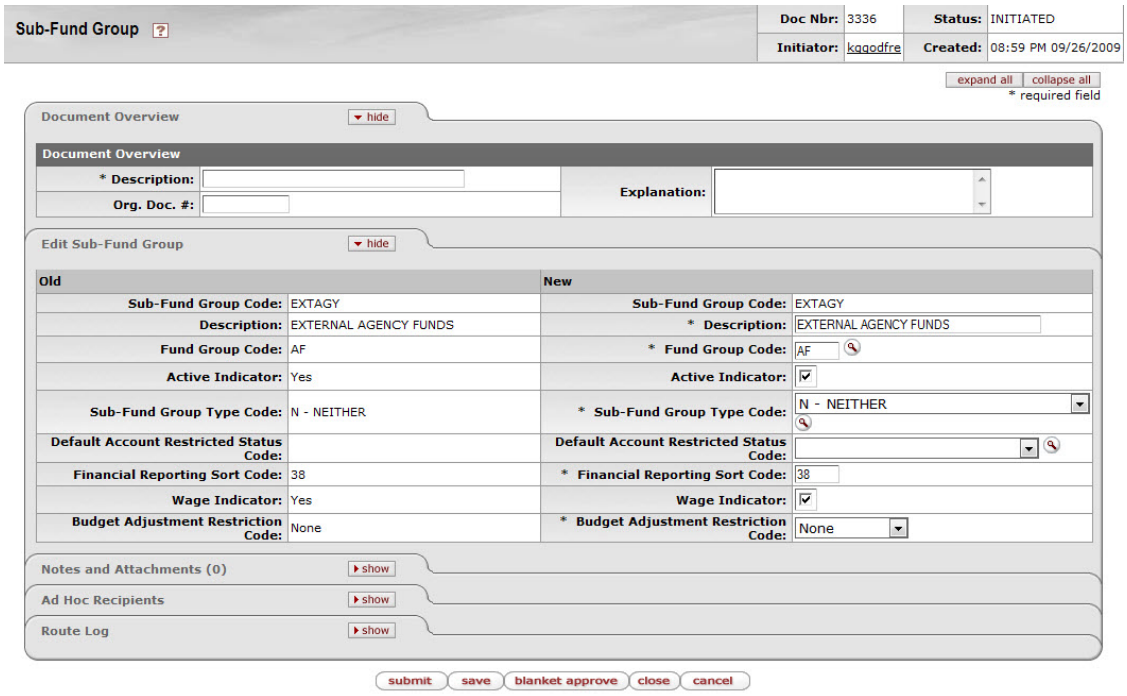
Title	Description
Stewardship Type	Identifies the type of stewardship, i.e., none, plating, reporting
Active Indicator	Indicates whether this sub fund group type code is active or inactive. Remove the check mark to deactivate this code.

Sub-Fund Group

Maintenance > Chart of Accounts > • Sub-Fund Group > Sub-Fund Group Lookup > Sub-Fund Group

The Sub-Fund Group document defines the type, purpose or source of funds that are found in that account. Sub-fund group may be used for reporting purposes and for business rules on OLE e-docs.

Document Layout



The Sub-Fund Group document includes the **Edit Sub-Fund Group** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Sub-Fund Group tab definition

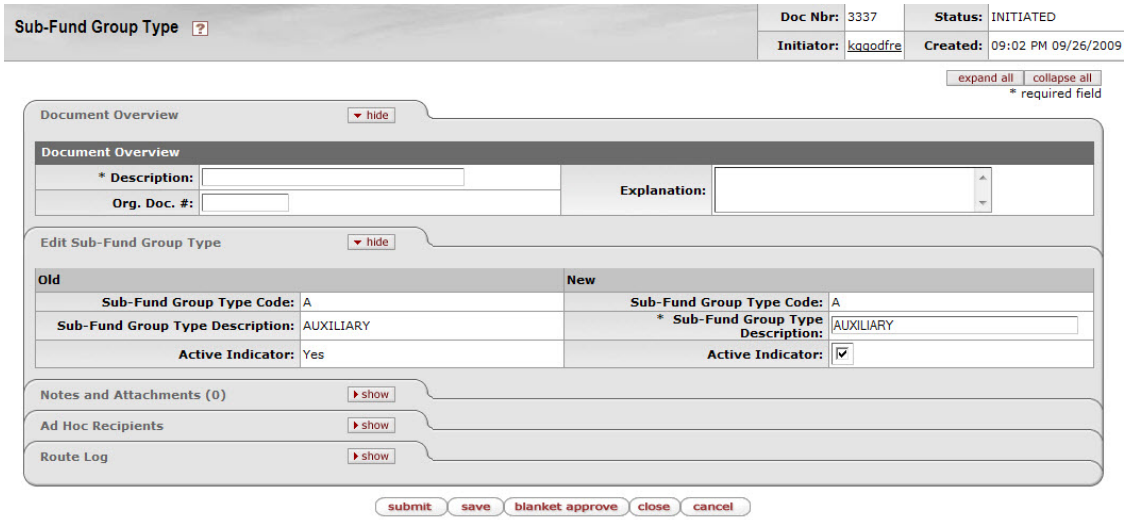
Title	Description
Sub-Fund Group Code	The unique code that identifies a particular sub-fund group.
Description	Required. The descriptive name for this sub-fund group code.
Fund Group Code	Required. The larger fund group to which the sub-fund group is associated. Existing fund group codes may be retrieved from the lookup .
Active Indicator	Indicates whether this sub fund group code is active or inactive. Remove the check mark to deactivate this code.
Sub Fund Group Type Code	Required. A code that identifies the sub-fund group type. Existing types may be retrieved from the list or from the lookup . Examples include: 'Auxiliary,' 'Internal Service Organizations,' or 'Neither.
Default Account Restricted Status Code	A unique code that identifies a particular restricted status for the default account. Existing restricted status codes may be retrieved from the list or from the lookup .
Financial Reporting Sort Code	Required. A code that designates the default sort sequence on reports.
Wage Indicator	The box checked when the sub-fund group is one that is expected to pay compensation expenses.
Budget Adjustment Restriction Code	Required. The code that determines at what level OLE checks for restrictions when an account of the sub-fund group is used on a Budget Adjustment e-doc from the budget adjustment restriction code list. Values retrievable from the list include: **N** = None **S** = Sub-Fund **C** = Chart **O** = Organization **A** = Account

Sub-Fund Group Type

Maintenance > Chart of Accounts > • Sub-Fund Group Type > Sub-Fund Group Type Lookup > Sub-Fund Group Type

The Sub-Fund Group Type document defines further categorization of sub-funds. Common sub-fund group types include 'Auxiliary,' 'Internal Service Organization,' or 'Neither.

Document Layout



The Sub-Fund Group Type document includes the **Edit Sub-Fund Group Type** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Sub Fund Group Type tab definition

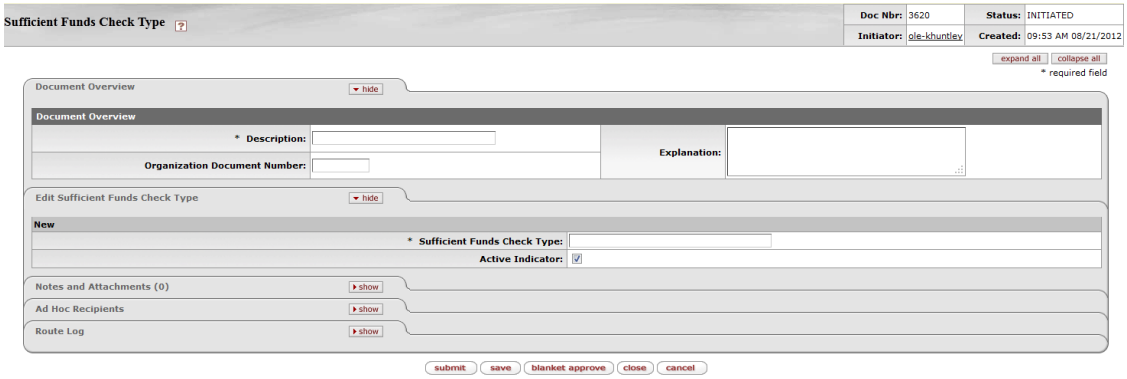
Title	Description
Sub-Fund Group Type Code	A unique code that identifies the sub-fund group type.
Sub-Fund Group Type Description	Required. The descriptive name for this sub-fund group type code.
Active Indicator	Indicates whether this sub fund group type code is active or inactive. Remove the check mark to deactivate this code.

Sufficient Funds Check Type

Maintenance > Chart of Accounts > Sufficient Funds Check Type > Sufficient Funds Check Type LookUp > Sufficient Funds Check Type

The Sufficient Funds Check Type is used to define the type of sufficient fund check performed on the Account e-document.

Document Layout



The Sufficient Funds Check Type document includes the **Edit Sufficient Funds Check Type** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Sufficient Funds Check Type tab definition

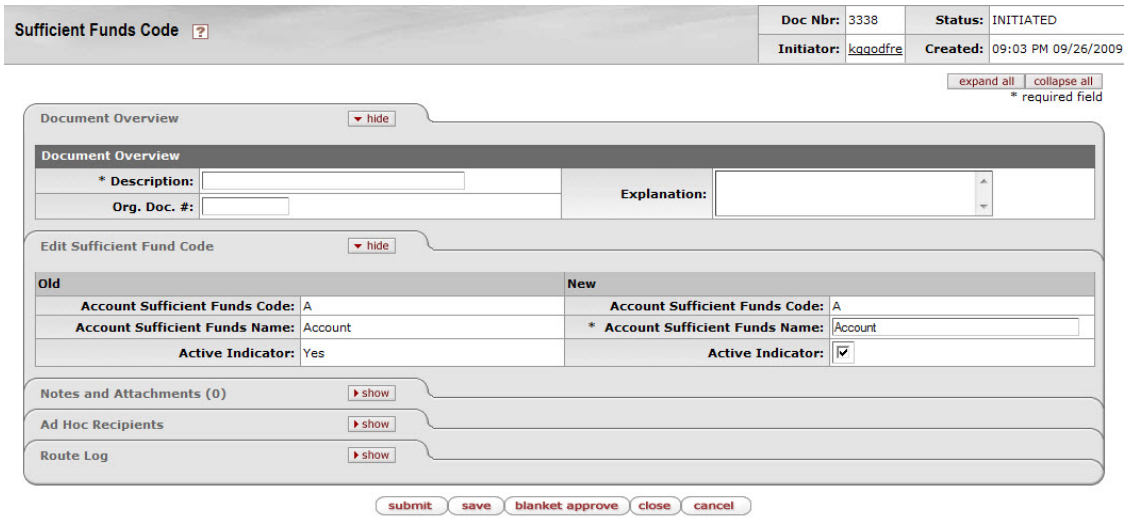
Title	Description
Sufficient Funds Check Type	Identifies the type of fund to check, i.e., “account”, “object”, “cash”
Active Indicator	Indicates whether this sufficient funds code is active or inactive. Remove the check mark to deactivate this code.

Sufficient Funds Code

Maintenance > Chart of Accounts > • Sufficient Funds Code > Sufficient Funds Code Lookup > Sufficient Funds Code

The Sufficient Funds Code document defines the codes that indicate what level the account is checked for sufficient funds in the transaction processing environment. The values are pre-determined within the system. The name of the code may be edited or the code may be deactivated.

Document Layout

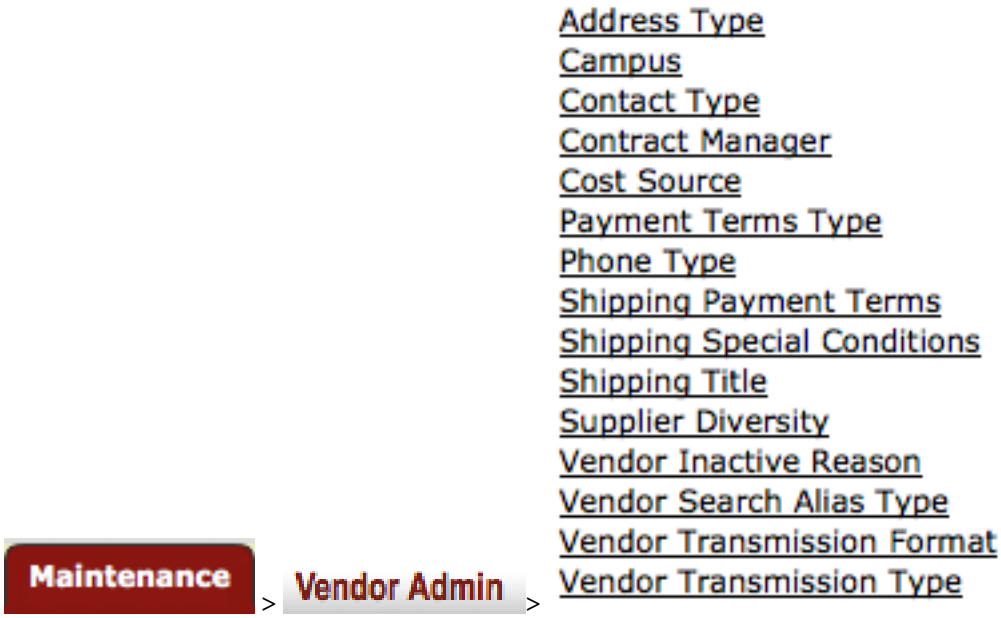


The Sufficient Funds Code document includes the **Edit Sufficient Funds Code** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Sufficient Funds Code tab definition

Title	Description
Account Sufficient Funds Code	Display-only. A unique code that indicates what level the account is going to be checked for sufficient funds in the transaction processing environment. The values defined by the system are: A = Account C = Consolidation H = Cash L = Level N = No Checking O = Object Code
Account Sufficient Funds Name	Required. The descriptive name for the account sufficient funds code.
Active Indicator	Indicates whether this sufficient funds code is active or inactive. Remove the check mark to deactivate this code.

Chapter 17. Vendor Attribute Maintenance E-Docs

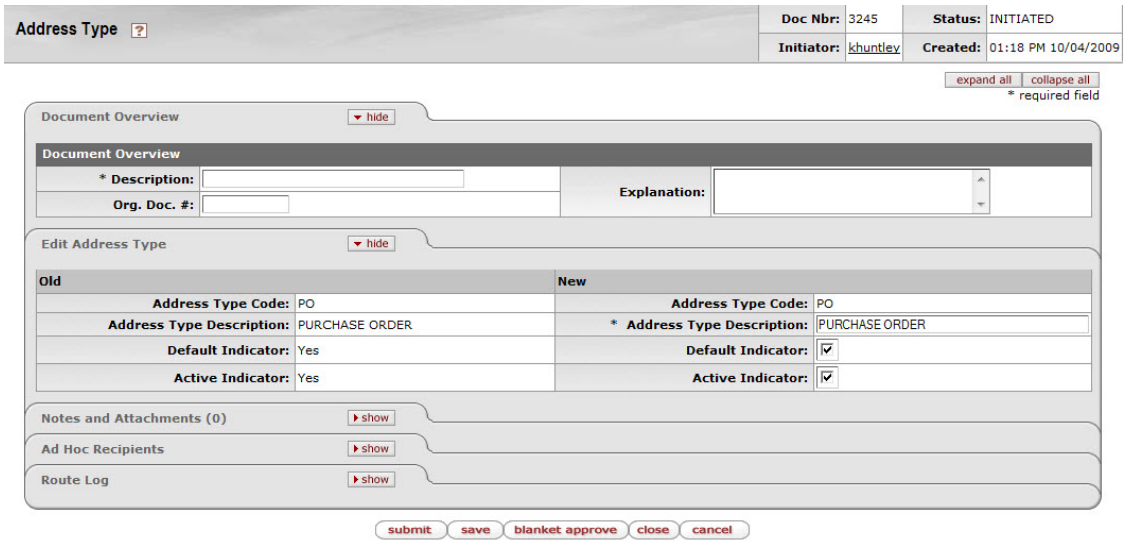


The Maintenance Menu provides access to many vendor-related e-docs that allow you to update vendor attributes used by the Vendor document.

Address Type

The Address Type document is used to establish codes used to categorize various types of vendor addresses. These types can be used to identify different addresses for different purposes, such as defining one address to which purchase orders should be sent and another address to which tax documents should be addressed.

Document Layout



The Address Type document includes the **Edit Address Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Address Type tab definition

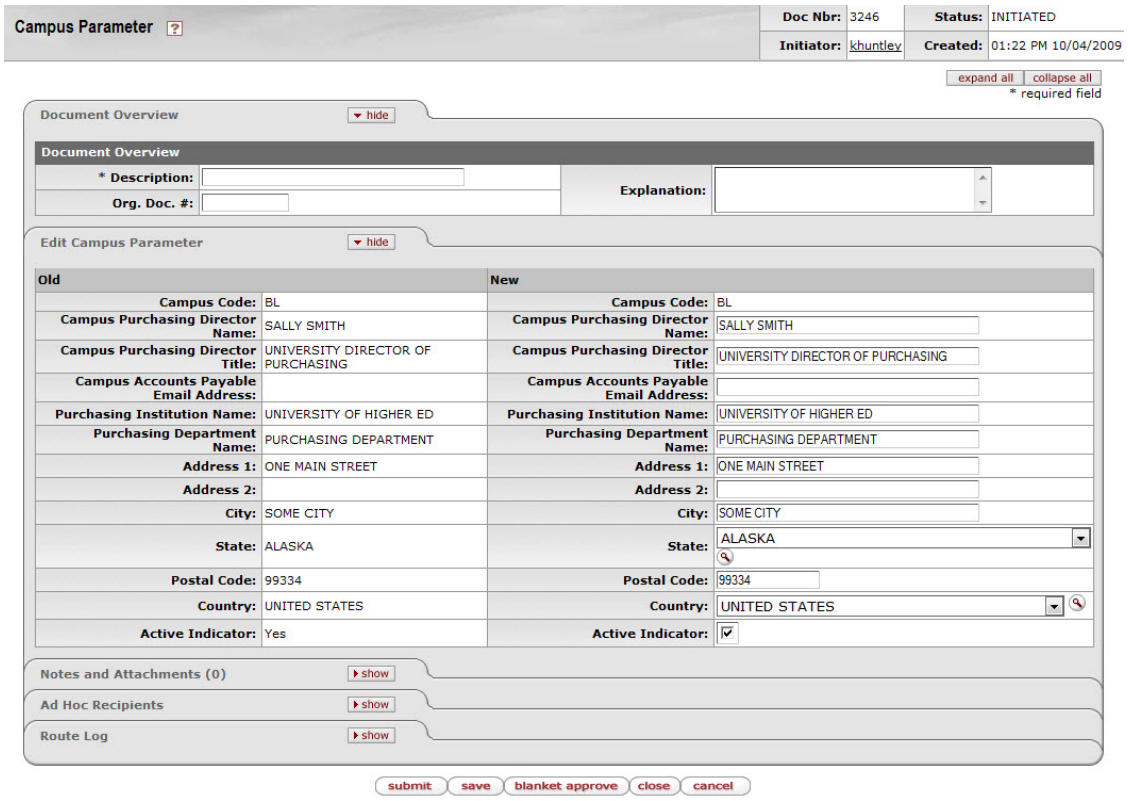
Title	Description
Address Type Code	The code to identify a type of vendor address.
Address Type Description	Required. The familiar title of the vendor addresses type.
Default Indicator	Optional. Select the checkbox if an address of this type can be marked as the default address for a vendor. Clear the checkbox if it should not be used as a default.
Active Indicator	Indicates whether this vendor address is active or inactive. Remove the check mark to deactivate.

Campus

Maintenance > Vendor Admin > Campus > Campus Parameter Lookup > Campus Parameter

The Campus document defines basic identifying attributes of a campus-level purchasing unit at your institution.

Document Layout



The Campus Parameter document includes the **Edit Campus Parameter** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Campus Parameter tab definition

Title	Description
Campus Code	The campus code for which the parameters are used.
Campus Purchasing Director Name	The name of the purchasing director associated with this campus. **Note** If the Director's name and title are supplied, they will also appear on the printed pdf version of the Purchase Order
Campus Purchasing Director Title	The title of the purchasing director for this campus. **Note** If the Director's name and title are supplied, they will also appear on the printed pdf version of the Purchase Order
Campus Accounts Payable Email Address	The accounts payable email address for this campus.
Purchasing Institution Name	The institution's name that is associated with this campus code.
Purchasing Department Name	The Purchasing Department name for this campus.
Address 1	The first line of the address for this campus office.
Address 2	The second line of the address for this campus office.
City	The city for this campus office.
State	The state for this campus office. Existing state codes may be retrieved from the list or from the lookup.

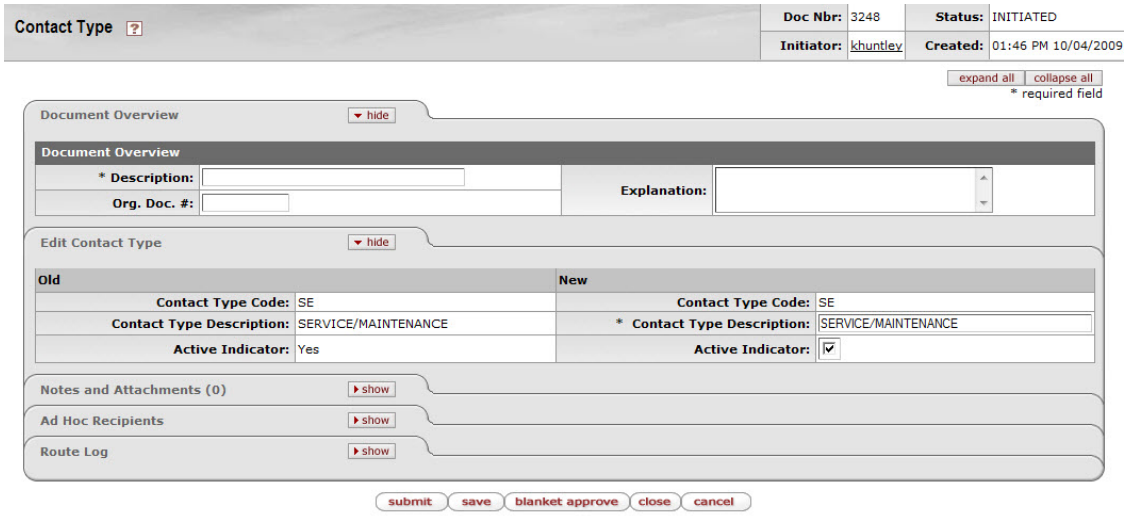
Postal Code	The postal code for this campus office.
Country	The country for this campus office. Existing restricted status codes may be retrieved from the list or from the lookup .
Active Indicator	Indicates whether this campus parameter is active or inactive. Remove the check mark to deactivate.

Contact Type

Maintenance > Vendor Admin > • Contact Type > Contact Type Lookup > Contact Type

The Contact Type document is used to establish various roles of the vendor contact, which may assist in determining how inquiries should be directed to the vendor. Examples of contact types include 'Accounts Receivable,' 'Sales Rep,' and 'Customer Service.'

Document Layout



The Contact Type document includes the **Edit Contact Type** tab. The system automatically enters data into both the **Old** and **New** sections of this tab. Selected data fields are available for editing.

Edit Contact Type tab definition

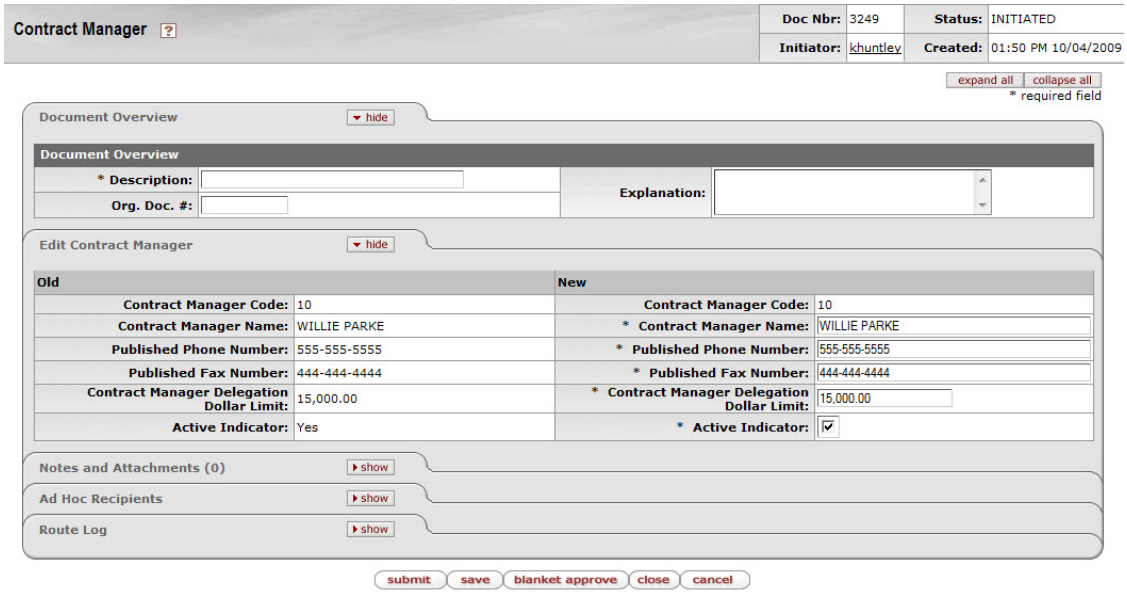
Title	Description
Vendor Contact Type Code	The code used to identify a type of vendor contact.
Vendor Contact Type Description	Required. The title of the contact type.
Active Indicator	Indicates whether this contact type is active or inactive. Remove the check mark to deactivate.

Contract Manager

Maintenance > Vendor Admin > • Contract Manager > Contract Manager Lookup > Contract Manager

The Contract Manager document is used to establish the list of individuals at the institution who are responsible for managing contracts for specific vendors. When associating a contract with a vendor in the Vendor document, a Contract Manager must be selected.

Document Layout



The Contract Manager document includes the **Edit Contract Manager** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Contract Manager tab definition

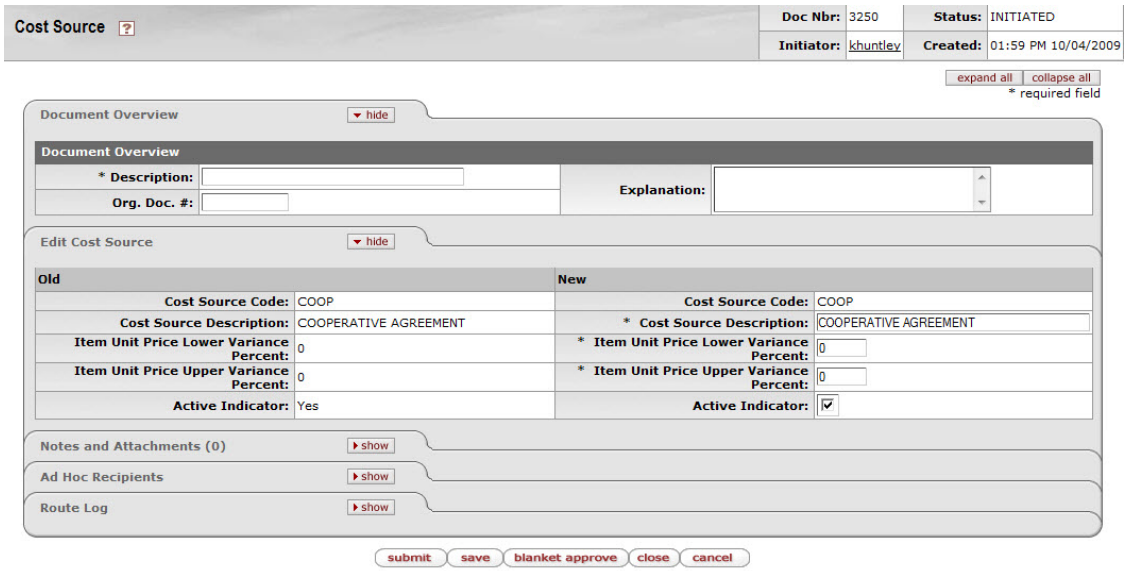
Title	Description
Contract Manager Code	The code used to identify this contract manager.
Contract Manager Name	Required. The contract manager's name.
Published Phone Number	The published phone number of the contract manager, including area code.
Published Fax Number	Required. The published fax number of the contract manager, including area code.
Contract Manager Delegation Dollar Limit	Required. The upper dollar amount for which this contract manager is allowed to delegate approval authority.
Active Indicator	Indicates whether this contract manager is active or inactive. Remove the check mark to deactivate.

Cost Source

Maintenance > Vendor Admin > • Cost Source > Cost Source Lookup > Cost Source

The Cost Source document is used to establish codes that identify the method used to determine the pricing for a purchase order. Examples might include 'Quote', 'Estimate', 'Pricing Agreement', or the name of an affiliation that has negotiated a contract with one or more vendors.

Document Layout



The Cost Source document includes the **Edit Cost Source** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Cost Source tab definition

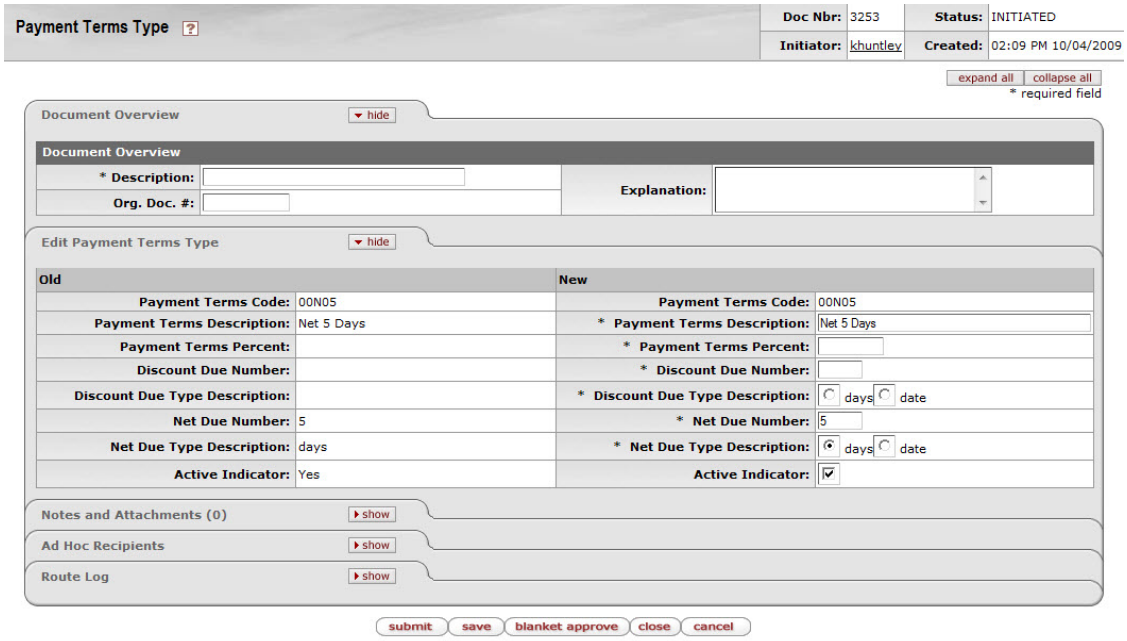
Title	Description
Cost Source Code	The code used to identify this purchase order cost source.
Cost Source Description	Required. The familiar title of the purchase order cost source.
Item Unit Price Lower Variance Percent	Required. Payment will not be made if the price variance is lower by this percentage.
Item Unit Price Upper Variance Percent	Required. Payment will not be made if the price variance is higher by this percentage.
Active Indicator	Indicates whether this cost source code is active or inactive. Remove the check mark to deactivate.

Payment Terms Type

Maintenance > Vendor Admin > • Payment Terms Type > Payment Terms Type Lookup > Payment Terms Type

The Payment Terms Type document is used to establish codes that define a vendor's payment terms, including the number of days in which a payment is due and if a discount is available for prompt payment.

Document Layout



The Payment Terms Type document includes the **Edit Payment Term Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Payment Term Type tab definition

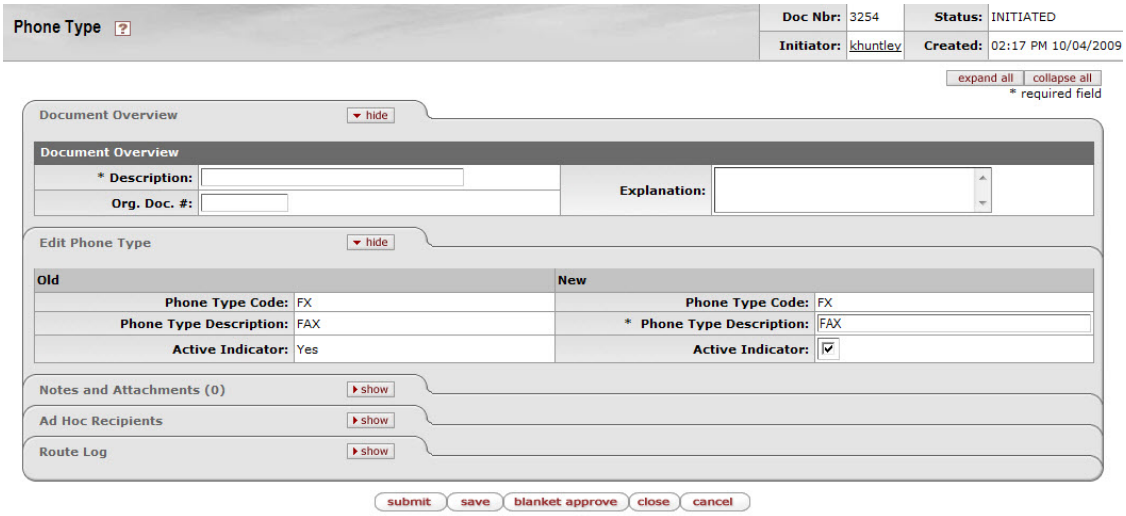
Title	Description
Payment Terms Code	Required. Enter the code used to identify this payment terms type.
Payment Terms Description	Required. Enter the familiar title of the payment terms.
Payment Terms Percent	Required. Enter the percentage discount to be applied if the payment is made by the discount date.
Discount Due Number	Required. Enter a number that reflects either the number of days or the date (day of the month) by which payment must be made to qualify for the discount percentage.
Discount Due Type Description	Required. Select 'Days' or 'Date' to indicate whether the number entered in the **Vendor Discount Due Number** field is a number of days or a date (defined here as a specific day of the month).
Net Due Number	Required. Enter a number that reflects either the number of days or the date (day of the month) by which payment net is due.
Net Due Type Description	Required. Select 'Days' or 'Date' to indicate whether the number entered in the **Vendor Net Due Number** field is a number of days or a date (defined here as a specific day of the month).
Active Indicator	Optional. Select the check box if the payment term type is active. Clear the check box to inactivate the existing payment terms code.

Phone Type

Maintenance > Vendor Admin > • Phone Type > Phone Type Lookup > Phone Type

The Phone Type document is used to establish codes that identify various types of vendor phone or fax numbers. Sample phone types might be 'Phone,' 'Fax,' or 'Mobile.

Document Layout



The Phone Type document includes the **Edit Phone Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Phone Type tab definition

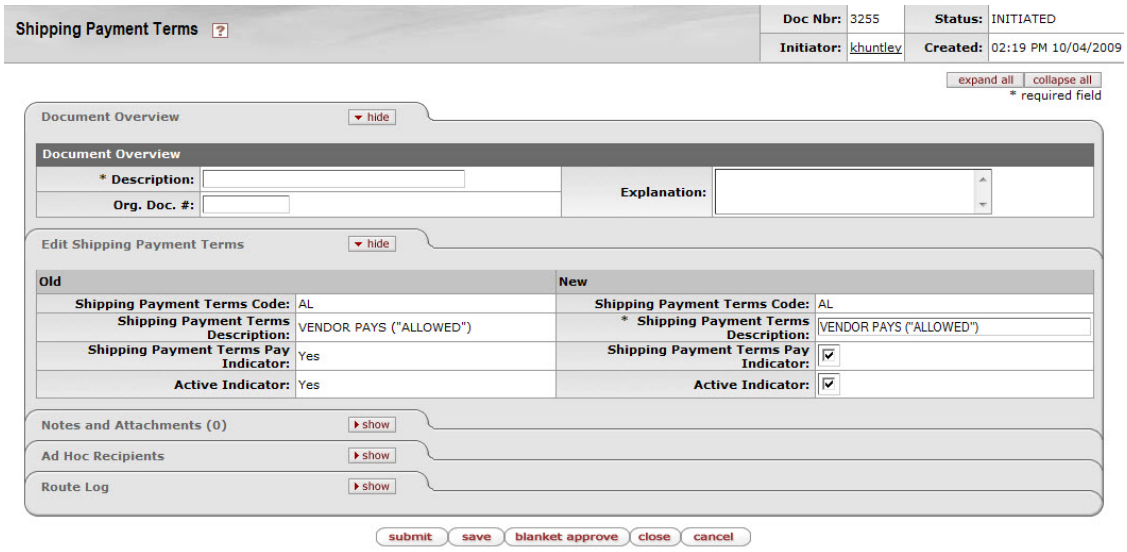
Title	Description
Phone Type Code	The code used to identify this phone type.
Phone Type Description	Required. The familiar title of the phone type.
Active Indicator	Indicates whether this phone type code is active or inactive. Remove the check mark to deactivate.

Shipping Payment Terms

Maintenance > Vendor Admin > • Shipping Payment Terms > Shipping Payment Terms Lookup > Shipping Payment Terms

The Shipping Payment Terms document establishes codes that define the various terms that specify who is responsible for the payment of shipping charges for purchases from a vendor. Examples might include 'Institute Pays, Part of PO,' 'Paid by 3rd Party,' or 'Vendor Pays'.

Document Layout



The Shipping Payment Terms document includes the **Edit Shipping Payment Terms** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Shipping Payment Terms tab definition

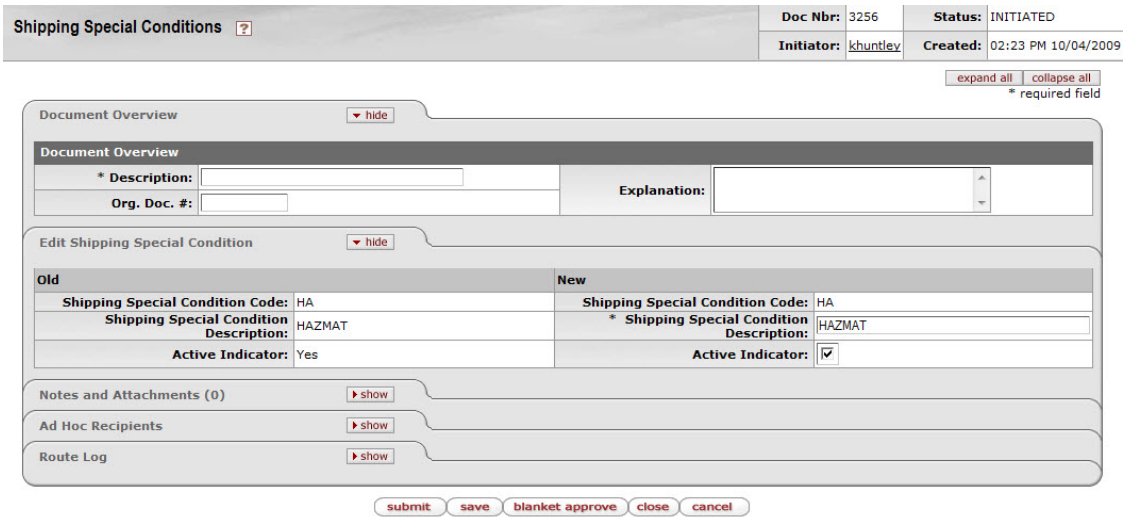
Title	Description
Shipping Payment Terms Code	The code used to identify the shipping payment terms.
Shipping Payment Terms Description	Required. The title of the shipping payment terms.
Shipping Payment Terms Pay Indicator	Indicates if it is permissible for the vendor to add shipping charges to an invoice. Remove check mark if shipping payment terms does not apply to payments.
Active Indicator	Indicates whether this shipping payment terms code is active or inactive. Remove the check mark to deactivate.

Shipping Special Conditions

Maintenance > Vendor Admin > • Shipping Special Conditions > Shipping Special Conditions Lookup > Shipping Special Conditions

The Shipping Special Conditions document establishes various categories of commodities that require special shipping considerations. Examples might include 'Express' or 'Insured'.

Document Layout



The Shipping Special Conditions document includes the **Edit Shipping Special Condition** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Shipping Special Condition tab definition

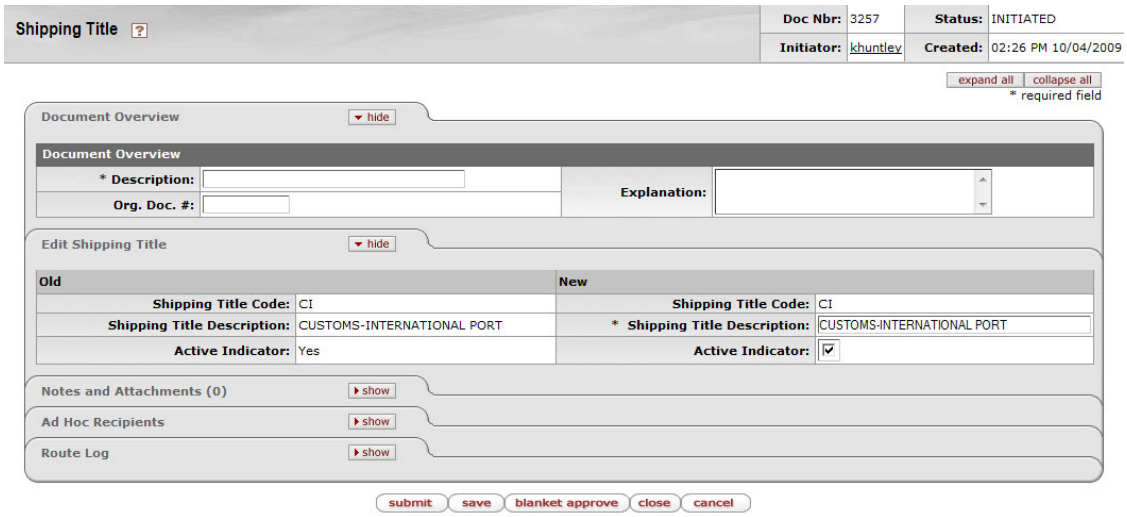
Title	Description
Shipping Special Condition Code	The code used to identify the shipping special condition.
Shipping Special Condition Description	Required. The familiar title of the shipping special condition.
Active Indicator	Indicates whether this shipping special condition code is active or inactive. Remove the check mark to deactivate.

Shipping Title

Maintenance > Vendor Admin > • Shipping Title > Shipping Title Lookup > Shipping Title

The Shipping Title document establishes the codes that define the point at which shipping titles are transferred and the institution takes possession of a shipment. Examples might include 'Destination,' 'Origin (Vendor Location),' or 'Customs-US Port.

Document Layout



The Shipping Title document includes the **Edit Shipping Title** Tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Shipping Title tab definition

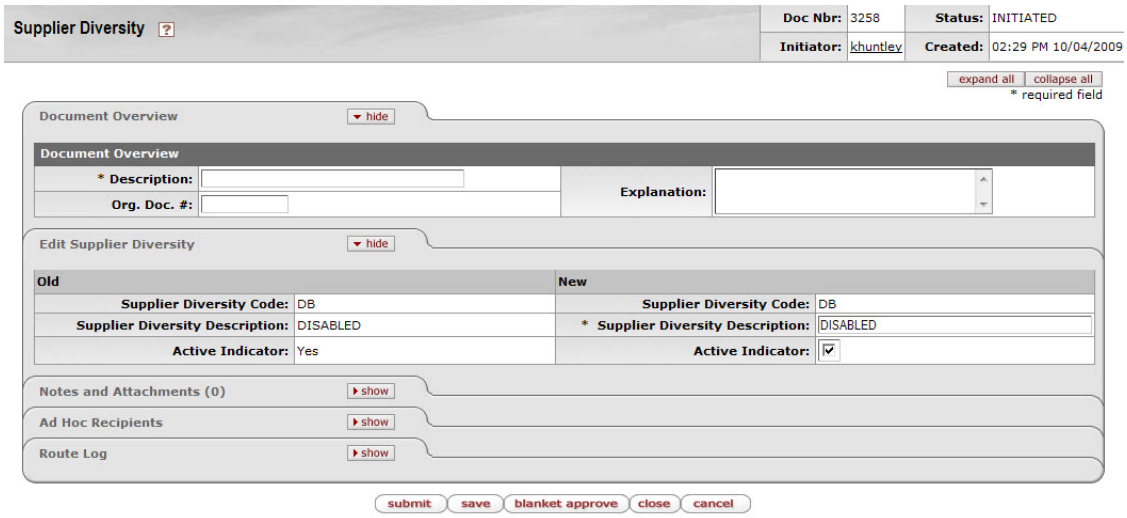
Title	Description
Shipping Title Code	The code used to identify this vendor shipping title.
Shipping Title Description	Required. The familiar title of the vendor shipping title.
Active Indicator	Indicates whether this shipping title code is active or inactive. Remove the check mark to deactivate.

Supplier Diversity

Maintenance > Vendor Admin > • Supplier Diversity >
Supplier Diversity Lookup > Supplier Diversity

Certain vendors may merit special consideration due to their size (small business), ownership (woman or minority owned), geographical location (local), or other factors. The Supplier Diversity document establishes the codes to identify the categories defined by the Small Business Administration.

Document Layout



The Supplier Diversity document includes the **Edit Supplier Diversity** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Supplier Diversity tab definition

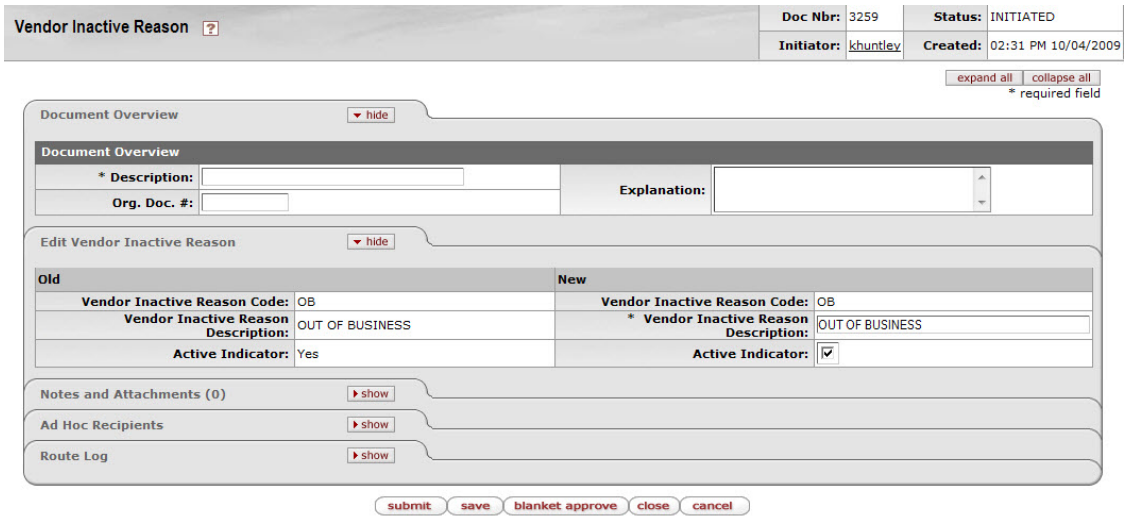
Title	Description
Supplier Diversity Code	The code used to identify this supplier diversity type.
Supplier Diversity Description	Required. The title of the supplier diversity code.
Active Indicator	Indicates whether this supplier diversity code is active or inactive. Remove the check mark to deactivate.

Vendor Inactive Reason

Maintenance > Vendor Admin > • Vendor Inactive Reason > Vendor Inactive Reason Lookup > Vendor Inactive Reason

The Vendor Inactive Reason document establishes codes that indicate why a vendor is being inactivated in the system. Examples of codes might include 'Out of Business' or 'Merged.'

Document Layout



The Vendor Inactive Reason document includes the **Edit Vendor Inactive Reason** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Vendor Inactive Reason tab definition

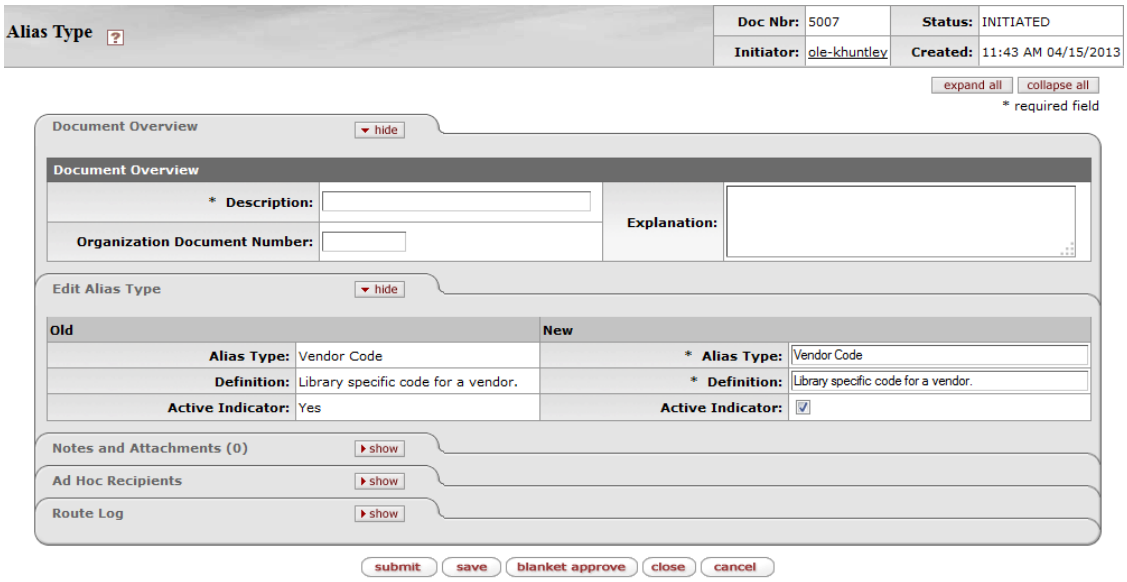
Title	Description
Vendor Inactive Reason Code	The code used to identify this vendor inactive reason.
Vendor Inactive Reason Description	Required. The familiar title of the vendor inactive reason code.
Active Indicator	Indicates whether this vendor inactive reason code is active or inactive. Remove the check mark to deactivate.

Vendor Search Alias Type

Maintenance > Vendor Admin > Vendor Search Alias Type > Alias Type Lookup > Alias Type

The Vendor Search Alias Type document establishes codes that indicate what type of vendor alias is used on the Vendor document. Examples of codes might include 'Abbreviation' or 'External Vendor Code.'

Document Layout



The Vendor Alias Type document includes the **Edit Alias Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Alias Type tab definition

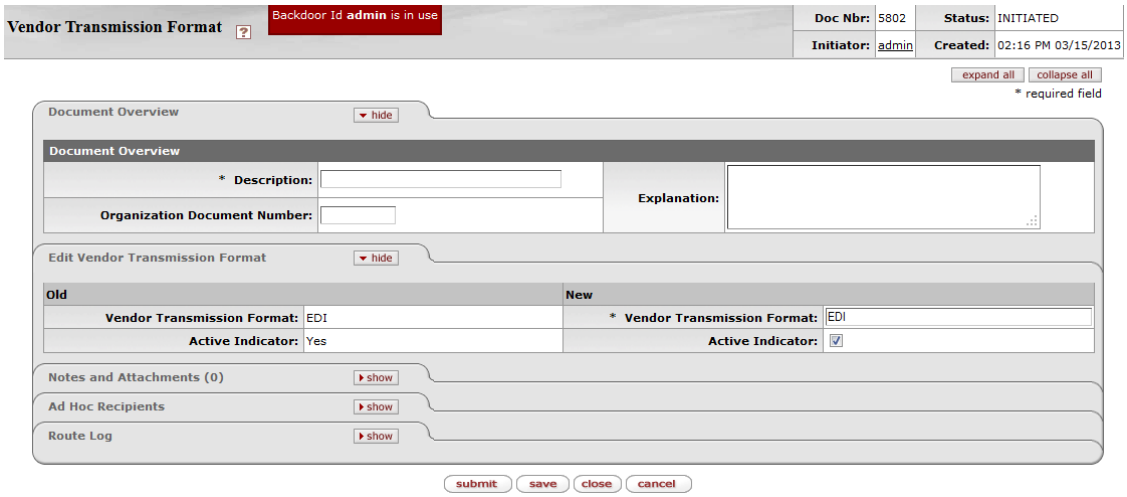
Title	Description
Alias Type	Required. The name of the alias type used to describe aliases.
Definition	Required. The description of the alias type.
Active Indicator	Indicates whether this alias type is active or inactive. Remove the check mark to deactivate.

Vendor Transmission Format

Maintenance > Vendor Admin > Vendor Transmission Format > Transmission Format Lookup > Vendor Transmission Format

The Vendor Transmission Format document establishes the file formats that a vendor will use to receive purchase orders. Examples of formats might include ‘EDI’ or 'PDF'.

Document Layout



The Vendor Transmission Format document includes the **Edit Vendor Transmission Format** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Vendor Transmission Format tab definition

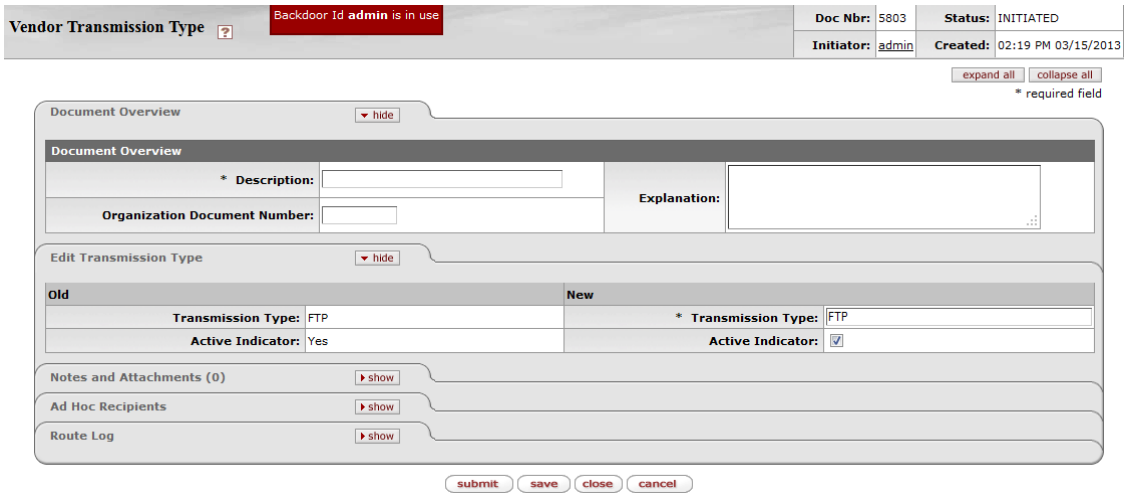
Title	Description
Vendor Transmission Format	Required. The name of the vendor transmission format.
Active Indicator	Indicates whether this vendor inactive reason code is active or inactive. Remove the check mark to deactivate.

Vendor Transmission Type

Maintenance > Vendor Admin > Vendor Transmission Type > Transmission Type Lookup > Vendor Transmission Type

The Vendor Transmission Type document establishes how a purchase order will be sent to the vendor. Examples of transmission types might include 'FTP', “Email’, or 'Fax'.

Document Layout

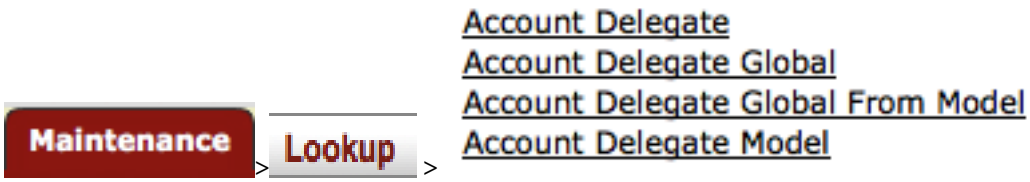


The Vendor Transmission Type document includes the **Edit Vendor Transmission Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Vendor Transmission Type tab definition

Title	Description
Transmission Type	Required. The familiar name of the transmission type.
Active Indicator	Indicates whether this vendor inactive reason code is active or inactive. Remove the check mark to deactivate.

Chapter 18. Lookup (Account Delegate) Maintenance E-Docs



Account delegate e-documents are available via the Lookup submenu on the **Maintenance** menu.

Account Delegate

The Account Delegate document is used to establish new Account Delegates or to copy or edit existing Account Delegates. Account Delegates are OLE users that are authorized under certain circumstances to take workflow actions on a document in the place of an account's Fiscal Officer. An authorized delegate can take any action that is available to a Fiscal Officer, including the power to approve and disapprove transactions.

Account delegation is specific to an account and a document type and may also be limited based on the dollar amount of the document. Delegation only allows a user to approve in the Fiscal Officer's place, when a document is at the account routing level. If for example, a document is routed to an account's Fiscal Officer as part of Org Review Routing, the Delegate would not be authorized to approve that action request.

There are two types of delegates that can be established: primary and secondary.

Documents route directly to a Primary Delegate's action list. These documents do not appear in the Fiscal Officer's action list unless the Fiscal Officer applies a special filter to their action list allowing them to view the documents routed to the Primary Delegate.

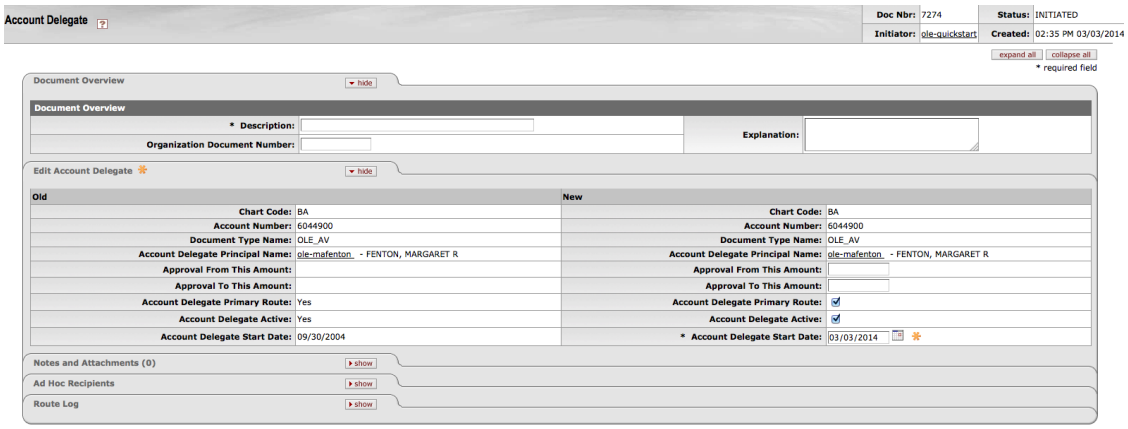
Documents do not route directly to a Secondary Delegate's action list. Instead, the documents route to the Fiscal Officer's action list (or the Primary Delegate, if applicable) and the Secondary Delegate must apply a special filter to their action list to see and take action on these documents.

The Account Delegate document comes with a global document and model document options. The global document allows you to make certain changes to a group of accounts at once whereas the model option allows you to make a template for a group of global documents. The feature of the Account Delegate Global document and Account Delegate Model document are explained in the section following the Account Delegate document.

Note

The Account Delegate Global document replaces all existing delegation for an account instead of updating the existing delegation.

Document Layout



The Billing Address document includes the **Edit Billing Address** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Billing Address tab definition

Title	Description
Chart Code	Required. Enter the chart code associated with the account number for which authority is being delegated or search for it from the **Chart** lookup .
Account Number	Required. Enter the account number for which authority is being delegated or search for it from the **Account** lookup .
Document Type Code	Required. Enter the document type code for OLE transaction for which authority is being delegated, or search for it from the **Document Type** lookup . The higher on the document type hierarchy the code is, the more access the user will have. For example, you might enter OLET and OLEM to route all transactional and maintenance documents with an account number to a delegate.
Account Delegate Principal Name	Required. Enter the user ID of the person to which authority is being delegated, or search for it from the **Principal** lookup
From Amount	Optional Enter the minimum dollar amount of a transaction for which the delegate is authorized. For example, if a delegate is established with a From amount of $1,000 then a transaction for $500 is not eligible for the delegate's action. Note that not all OLE documents have a dollar amount associated with them.
To Amount	Optional. Enter the maximum dollar amount of a transaction for which the delegate is authorized. For example, if a delegate is established with a To amount of $1,000, a transaction for $1,500 is not eligible for the delegate's action. The value of zero in this field represents infinity.
Account Primary Delegate Route	Optional. Select the check box if the delegate is to be set as a primary delegate who receives documents directly in their workflow action list. **Note** If this check box is not selected, it indicates the delegate is secondary and has to use a filter in their workflow action list to see documents they are authorized to approve.
Account Delegate Active	Optional. Select the check box if the delegate is active and can take action on authorized documents. Clear the check box to inactivate an existing delegate.
Account Delegate Start Date	Required. Enter the date on which the delegation is to become effective.

Note

If both **From Amount** and **To Amount** are set to '0.00,' then the delegate is authorized to take action on the designated documents(s) without any dollar limit.

Process Overview

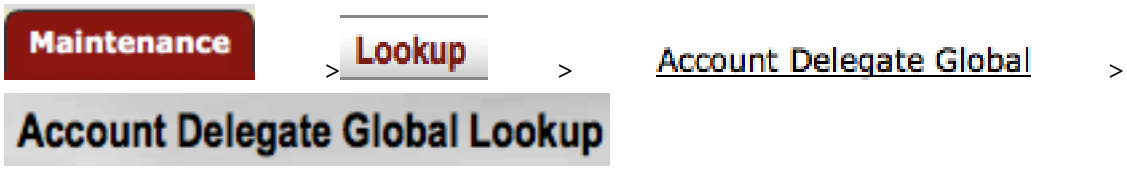
Business Rules

- An Account Delegate document establishing a Primary Delegate cannot be submitted if a Primary Delegate already exists for the account and document type.
- Account Delegate Start Date must be greater than or equal to the current date.

Routing

- Account Delegate documents routes for account level approval to the Fiscal Officer based on the account on the document.
- The Account Delegate document also routes for Org Review based on the organization associated with the account on the document and then for chart manager approval based on the chart assigned to the account.

Account Delegate Global



Note

For general information about accessing and working with global documents, see Global COA E-Docs.

The Account Delegate Global document allows you to create delegates for multiple document types on one or more accounts on a single document. Unlike the other global documents, you may initiate it by entering information from scratch or by populating the document from a model you choose. Although the use of a model document is not a requirement, it is a convenient way of initiating the Account Delegate Global document when you have many delegates to define.

Creating New Global from Scratch

1. From the **Lookup** submenu on the **Maintenance** Menu, choose **Account Delegate Global**.

   The system displays the Account Delegate Global document

2. Enter values as appropriate and click

.

Creating New Global from Model

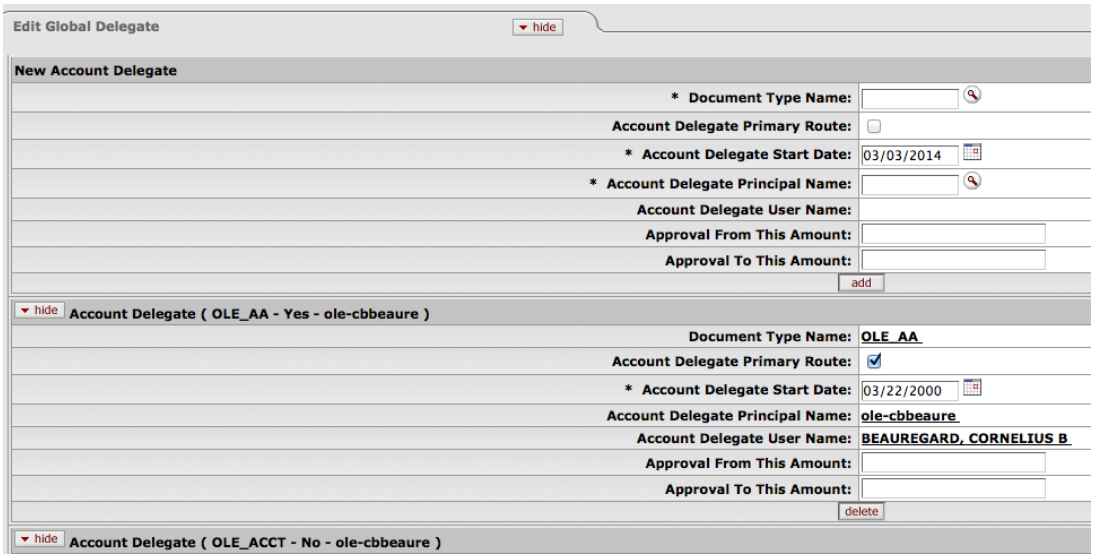
1. From the **Lookup** submenu on the **Maintenance** Menu, choose **Account Delegate Global from Model**.

   The system displays the Account Delegate Global from Model Lookup.

2. Search for the model you want by entering search criteria and clicking search.

3. When you find the appropriate model name, click the **return value** link.

   The system displays the Account Delegate Global document populated with data from your selected model.

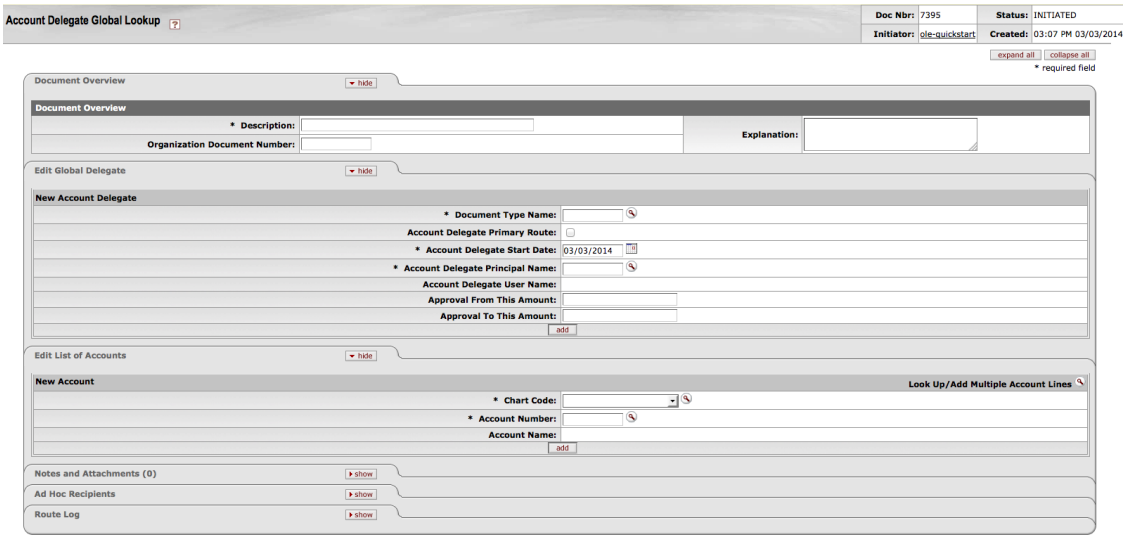


Tip

The Advantage of Using a Model as a Starting Point: OLE allows you to add, edit and delete data on the Account Delegate Global document after the items have been populated from the model. Therefore, if you find a model that is close to what you want, you can use it as a starting point for your work.

Document Layout

The Account Delegate Global document contains the **Edit Global Delegate** tab and **Edit List of Accounts** tab.

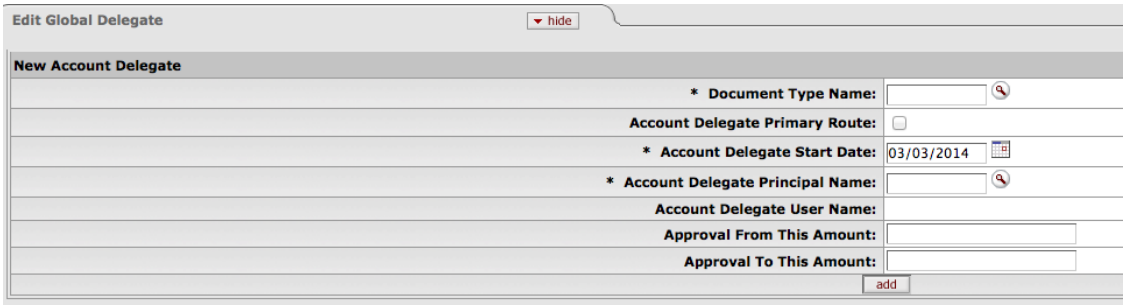


Edit Global Delegate Tab

The **Edit Global Delegate** tab works much as the **Edit Account Delegate** tab of the Account Delegate document works. This tab contains all the non-account attributes that can be modified on this document. The required fields on the Account Delegate Global document are the same as the required fields on the Account Delegate document.

Tip

The Account Delegate Global document does not update existing records; it creates new records which replace any existing records. For example, if 1031400 account has a CREQ (AP Check Request) delegate, and a Account Delegate Global document is submitted for 1031400 that creates a delegate for TF (Transfer of Funds) and DV (Disbursement Voucher) but does not specify one for CREQ, the existing CREQ delegation becomes inactive.



Note

For more information about how to complete the **Edit Global Delegate** tab, see Account Delegate.

Edit List of Accounts Tab

There are two ways to populate the accounts that you want to update globally in the **Edit List of Accounts** tab. One is by manually entering or selecting one account at a time from the normal **Account** lookup, the other is by using a special multiple value lookup called the **Look Up / Add Multiple Account Lines** to return multiple values.

Note

For information about how to use the multiple value lookup, see Multiple Value Lookup on the *Guide to OLE Basic Functionality and Key Concepts*.

Process Overview

Business Rules

- The Account Delegate Global document is subject to the same business rules as the Account Delegate document. In addition, at least one account must be selected on the **Edit List of Accounts** tab.

Routing

- The Account Delegate Global document routes to the Chart Manager for every chart represented in the accounts being modified, and then to the University Chart Manager.

Initiating an Account Delegate Global Document

1. Complete the **Edit Global Delegate** tab.
2. To add multiple accounts to the **Edit List of Accounts** tab, click the **Look Up / Add Multiple Account Lines lookup**.
3. Enter the desired search criteria to search for the accounts you want to include and click search.
4. Once the result is returned, select check boxes to make your account selection and click . The selected accounts are returned to the **Edit List of Accounts** tab.
5. Click **submit.**.

Adding One Account at a Time

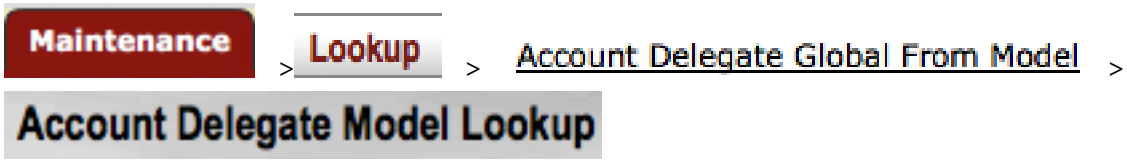
1. Complete the **Edit Global Delegate** tab.
2. To add one account at a time, enter the values or use the **Account** lookup.
3. Search for an account and click the return value link associated with the account you want to select.

Note

For information about field lookup and multiple value lookup, see Field Lookupand Multiple Value Lookup on the *Guide to OLE Basic Functionality and Key Concepts*.

4. Click add to add the account to the list.

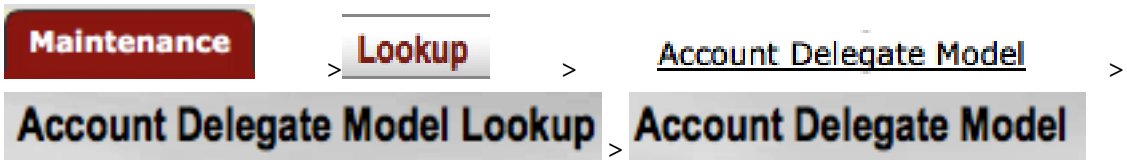
Account Delegate Global From Model



Note

For information on the Account Delegate Global from Model function, see Creating New Global From Model

Account Delegate Model



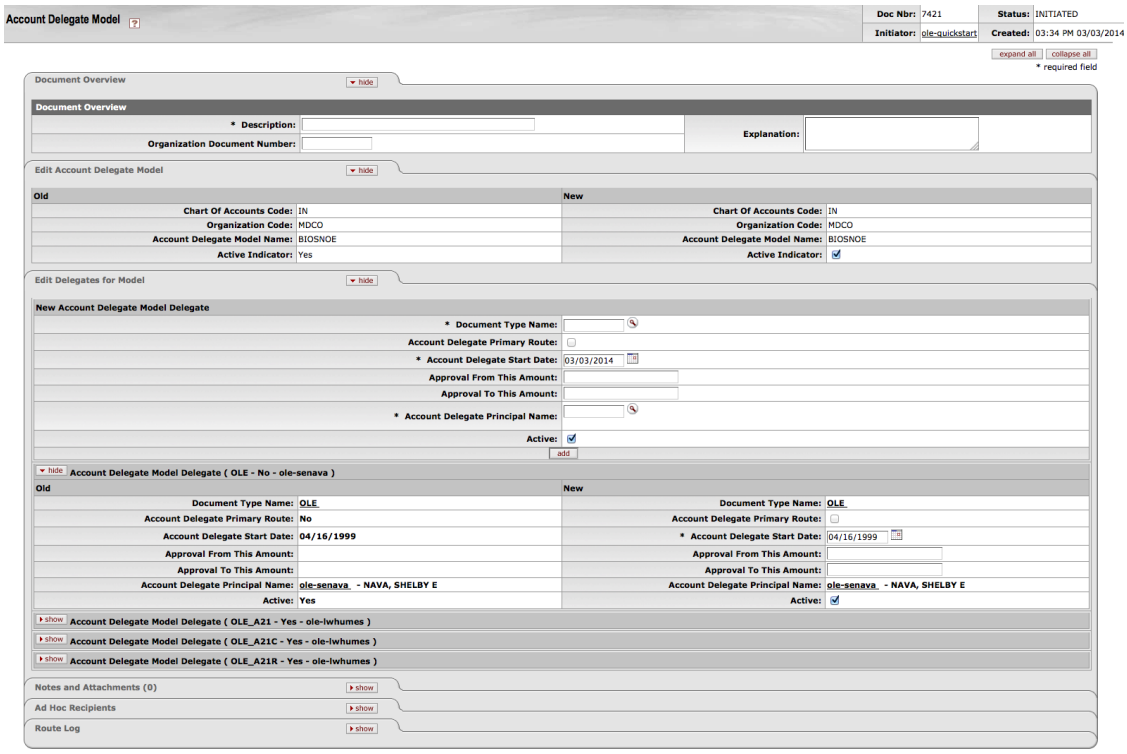
The Account Delegate Model document allows you to create a model for the Account Global documents so that you can define a common delegation structure for a group of accounts easily. After the models are created, you may use them from the **Create New Global from Model** menu option.

Note

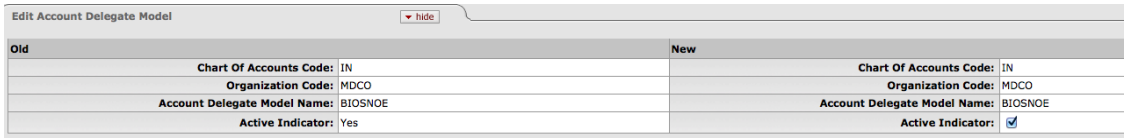
For information about the Create New Global from Model option, see Creating New Global From Model.

Document Layout

The Account Delegate Model document includes the **Edit Account Delegate Model** and the **Edit Delegates for Model** tabs. The former defines the name of the model and the latter defines the characteristics of the model.



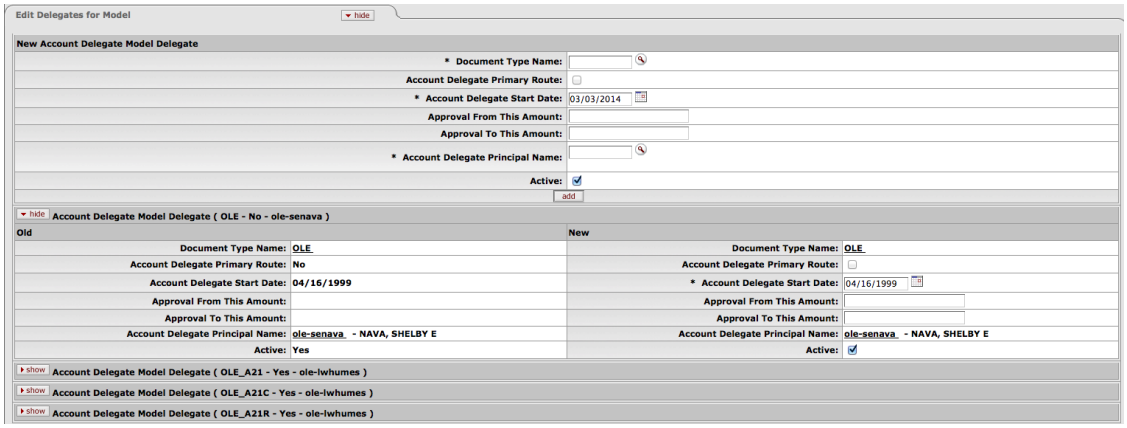
Edit Account Delegate Model Tab



Edit Account Delegate Model tab definition

Title	Description
Chart of Accounts Code	Required. Enter the Chart of Accounts code that the model is used for or search for it from the **Chart** lookup .
Organization Code	Required. Enter the organization code that the model is used for or search for it from the **Organization** lookup .
Account Delegate Model Name	Required. Enter the name of this model.
Active Indicator	Indicates whether this account delegate model is active or inactive. Remove the check mark to deactivate this type.

Edit Delegates for Model Tab



Edit Delegate for Model tab definition

Title	Description
Document Type Code	Required. Enter the document type code for this delegation or search for it from the **Document Type Code** lookup. **Tip** Enter 'ALL' to establish the delegation for all document types that route to the Account level.
Account Delegate Primary Route	Optional. Select the check box if it is a primary delegate. Clear the check box, if it is a secondary delegate.
Account Delegate Start Date	Required. Enter the date on which the delegation starts, or select it from the calendar.
Approval From This Amount	Optional. Enter the minimum range of the dollar amount for which this delegation is authorized. For example, if a delegate is established with a From amount of $1,000 then a transaction for $500 is not eligible for the delegate's action. Note that not all OLE documents have a dollar amount associated with them. The value of zero means that you do not have the minimum range defined for this delegation. **Note** Not all OLE financial documents have a dollar amount associated with them.
Approval To This Amount	Optional. Enter the maximum range of the dollar amount for which this delegation is applied to. For example, if a delegate is established with a To amount of $1,000 a transaction for $1,500 is not eligible for the delegate's action. The value of '0' means that you do not have the maximum range defined for this delegation. **Note** Not all OLE financial documents have a dollar amount associated with them.
Account Delegate Primary Name	Required. Enter the User ID for the delegate, or search for it from **User** lookup.
Active Indicator	Indicates whether this account delegate model is active or inactive. Remove the check mark to deactivate this type.

Process Overview

Routing

The Account Delegate Global Model document routes to Organization Review, Chart Manager, and University Chart Manager.

Initiating an Account Delegate Model Document

1. Select **Account Delegate Model** from the **Lookup** submenu on the **Maintenance** men.
2. Click

.
3. Complete the standard tabs such as **Document Overview**, **Notes and Attachments**, and **Ad Hoc Recipients** tabs.

   ### Note

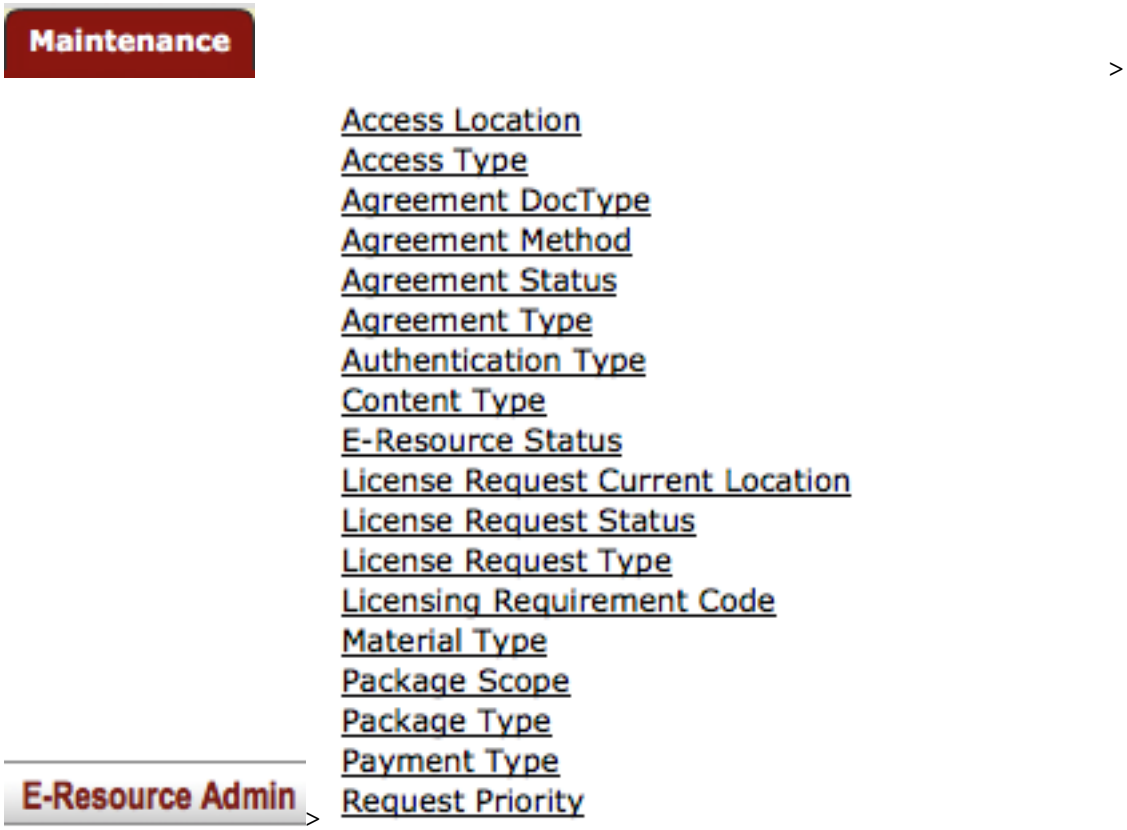
   For information about the common financial transaction tabs such as **Document Overview**, **Notes and Attachments**, and **Ad Hoc Recipients, Route Log** tabs, see Standard Tabs on the *Guide to OLE Basic Functionality and Key Concepts*.

4. Complete the **Edit Delegates for Model** tab and click

. Repeat this step for as many delegates as necessary.
5. Click

.

Chapter 19. E-Acquisitions Maintenance Documents

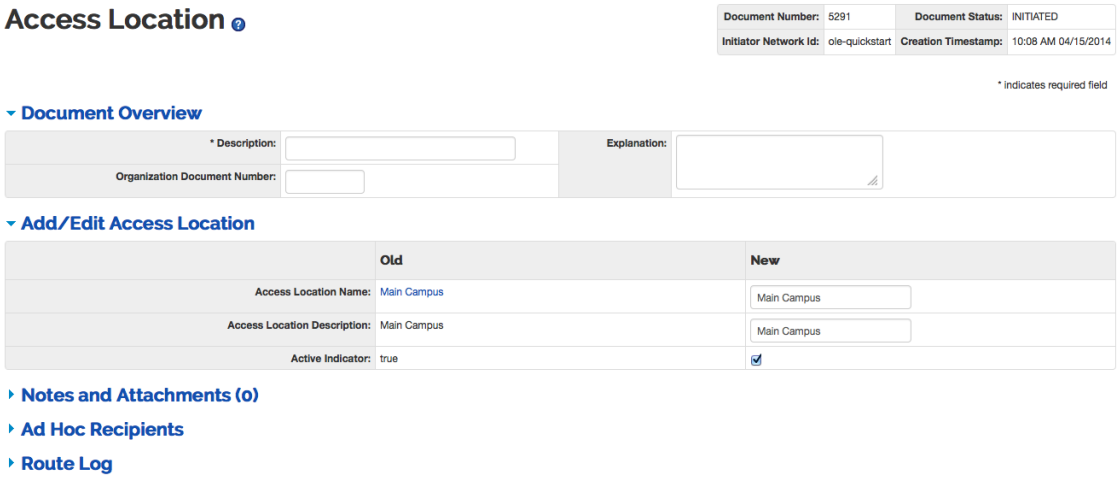


E-Acquisition maintenance e-docs are available via the Purchasing/Accounts Payable submenu on the **Maintenance** menu tab.

Access Location

Access Location is used to describe parts or locations of an institution that access has been granted to for a particular E-Resource. Access Locations will be locally configured to be specific to each institution.

Document Layout

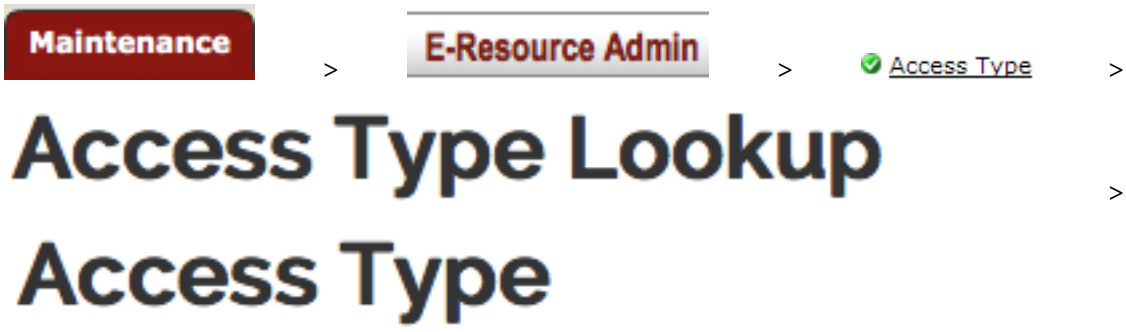


The Access Location document includes the Add/Edit Access Location tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

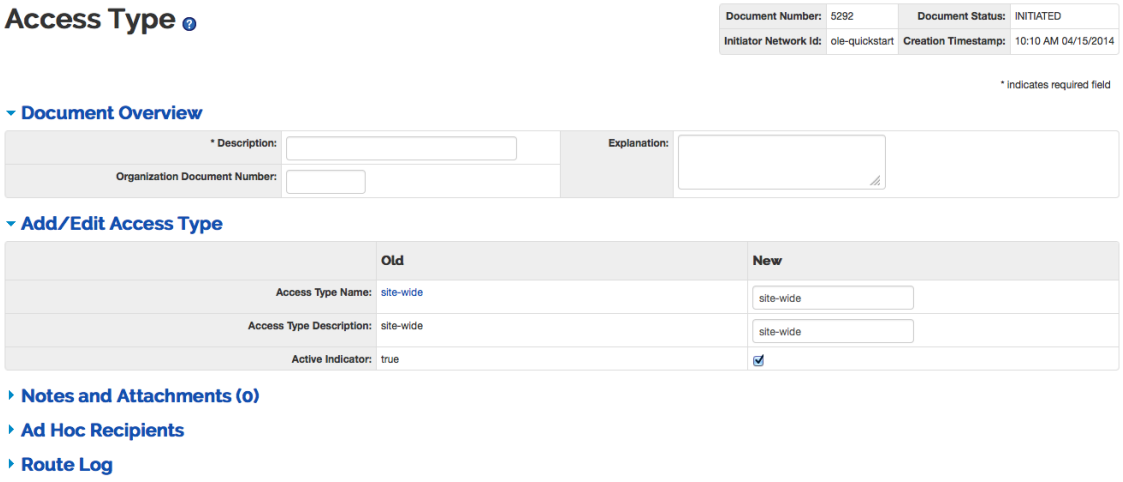
Add/Edit Access Location Tab Definitions

Title	Description
Access Location Name	Required. Brief name that will display in the Access Location field of the E-Resource Record.
Access Location Description	Optional. Include a brief description.
Active Indicator	Indicates whether this status is active or inactive. Remove the check mark to deactivate.

Access Type



Document Layout



The Access Type document includes the Add/Edit Access Type tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

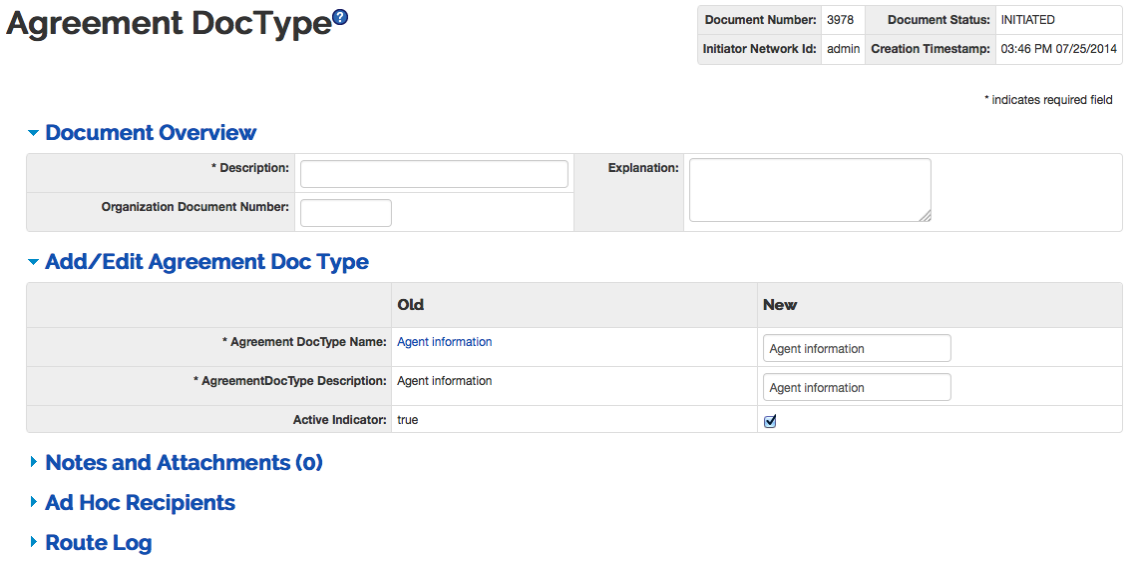
Add/Edit Access Type Tab Definitions

Title	Description
Access Type Name	Required. Brief name that will display in the Access Type field of the E-Resource Record.
Access Type Description	Optional. Include a brief description.
Active Indicator	Indicates whether this status is active or inactive. Remove the check mark to deactivate.

Agreement Document Type

The Agreement DocType document is used to describe the type of Agreement Document that has been uploaded, allowing staff to easily identify the desired file out of possibly multiple files associated with an Agreement or License Request.

Document Layout



The Agreement Document Type document includes the **Add/Edit Agreement Doc Type** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit Agreement Document Type Tab Definitions

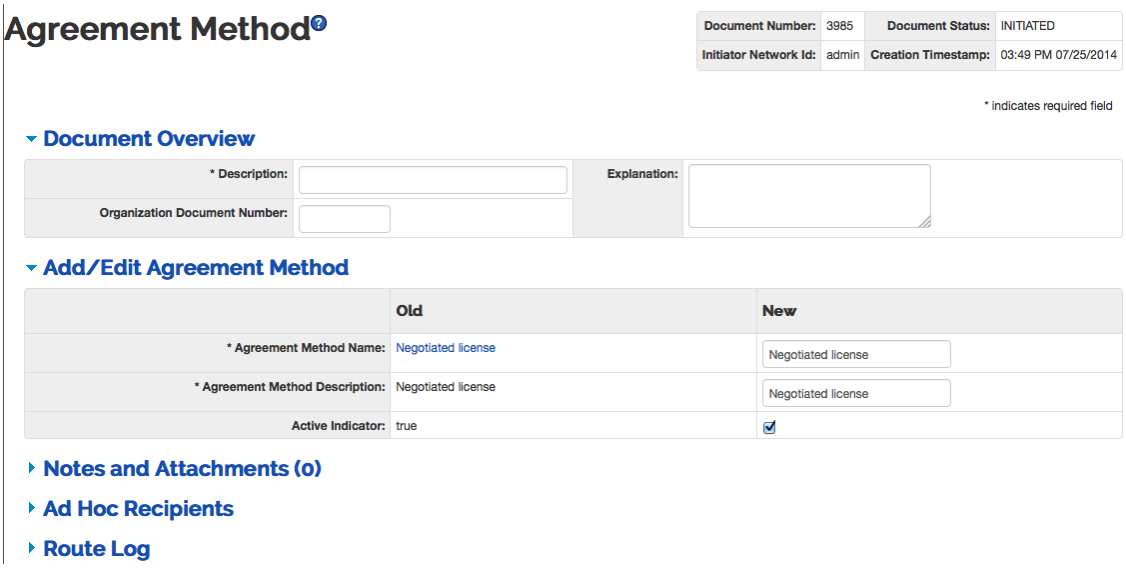
Title	Description
Agreement DocType Name	Required. Brief name of Agreement document to display (such as title list, rider, etc.).
Agreement DocType Description	Required. Brief description of the Agreement document type.
Active Indicator	Indicates whether this Agreement DocType is active or inactive. Remove the check mark to deactivate.

Agreement Method

The Agreement Method document is used to store the form of the Agreement, and to inform locally-configurable business rules and workflows. This might contain negotiated, SERU, shrink-wrap, copyright, etc.

The Agreement Method is used in determining which workflows are valid for a specific License Request.

Document Layout

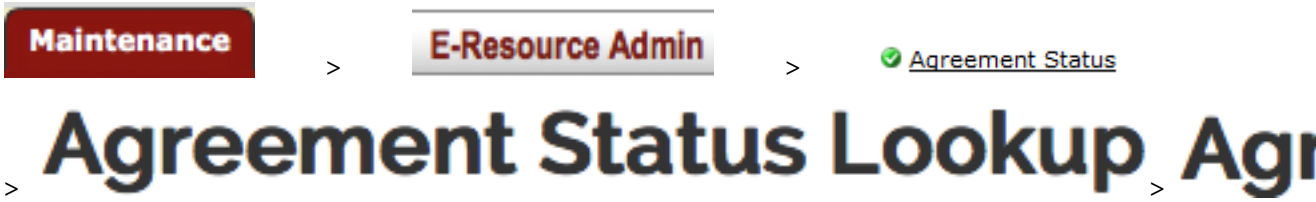


The Agreement Method document includes the **Add/Edit Agreement Method** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit Agreement Method Tab Definitions

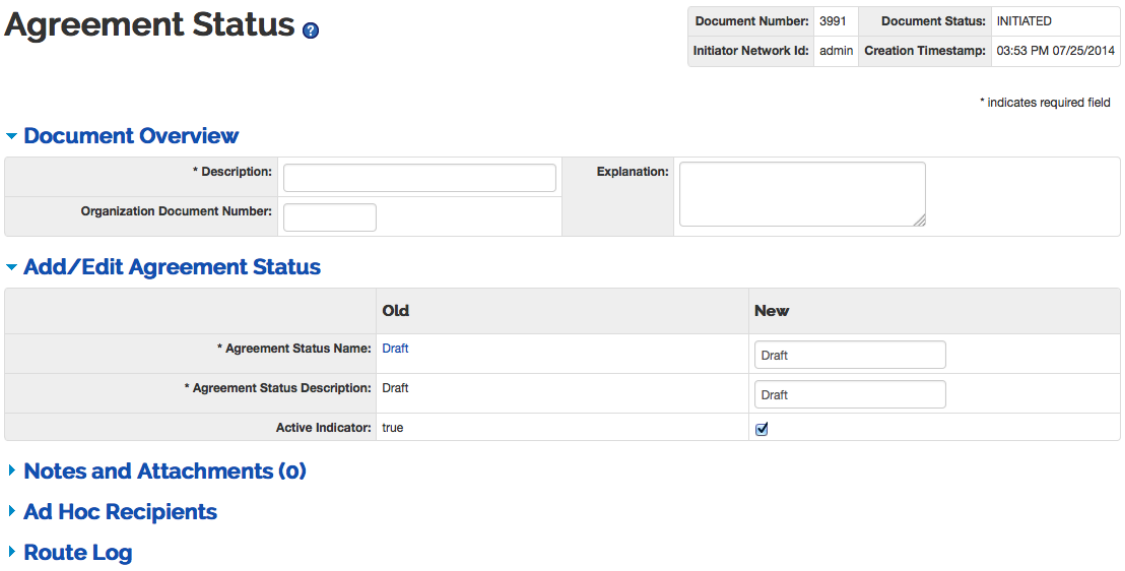
Title	Description
Agreement Method Name	Required. Brief name for method (can use local or ONIX-PL suggested).
Agreement Method Description	Required. Brief description of the Agreement Method.
Active Indicator	Indicates whether this Agreement Method is active or inactive. Remove the check mark to deactivate.

Agreement Status



The Agreement Status document is used to communicate the current status of the Agreement (ONIX-PL.xml) in workflow or processing, such as: Active/Inactive, Draft, Final, or other status on Agreement.

Document Layout



The Agreement Status document includes the **Add/Edit Agreement Status** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit License Request Type Tab Definitions

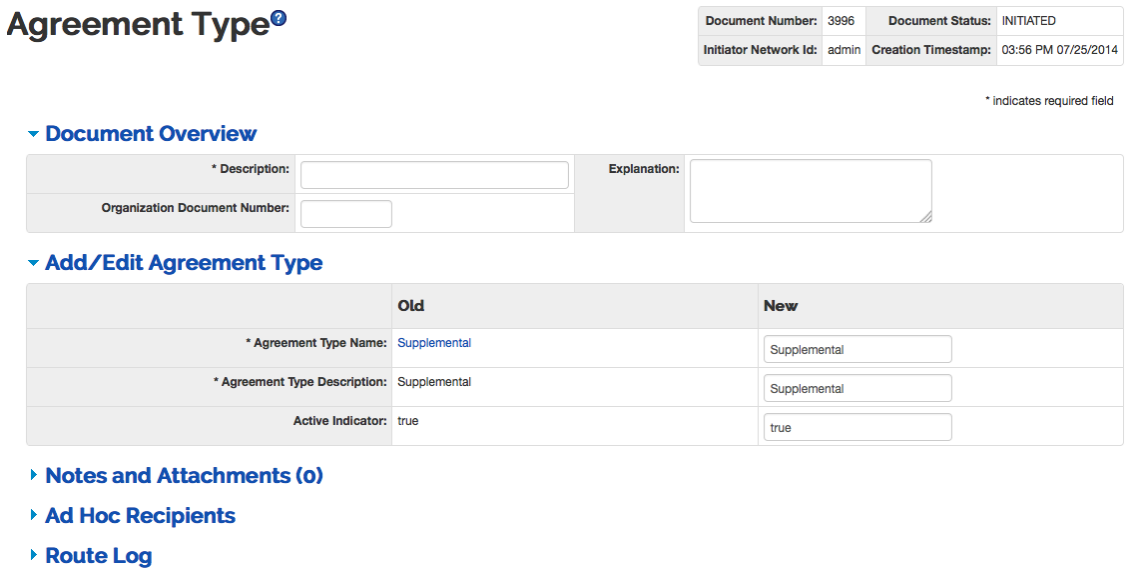
Title	Description
Agreement Status Name	Required. Brief name to display.
Agreement Status Description	Required. Brief description of the agreement status.
Active Indicator	Indicates whether this Agreement Status is active or inactive. Remove the check mark to deactivate.

Agreement Type

The Agreement Type document is used to communicate the Types of Agreements, such as supplemental, trial, regular, addendum, etc.

The Agreement Type and Agreement Method will be used in determining which workflows are valid for a specific License Request.

Document Layout



The Agreement Type document includes the **Add/Edit Agreement Type** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit License Request Type Tab Definitions

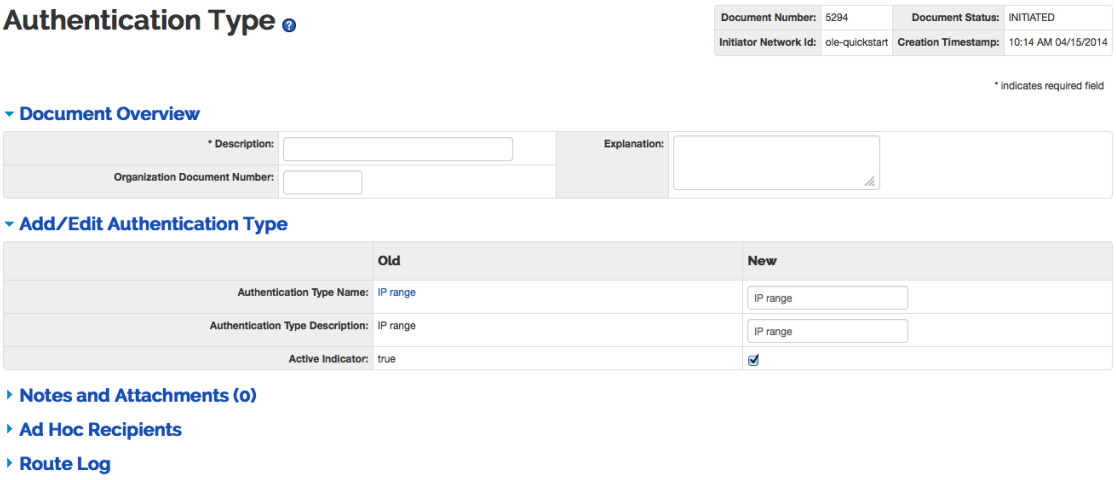
Title	Description
Agreement Type Name	Required. Brief name for display.
Agreement Type Description	Required. Brief description to explain use of Agreement Type.
Active Indicator	Indicates whether this license request is active or inactive. Remove the check mark to deactivate.

Authentication Type

>

Authentication Types are used to describe the authentication necessary for the E-Resource. Some examples may include IP address or User name and Password.

Document Layout



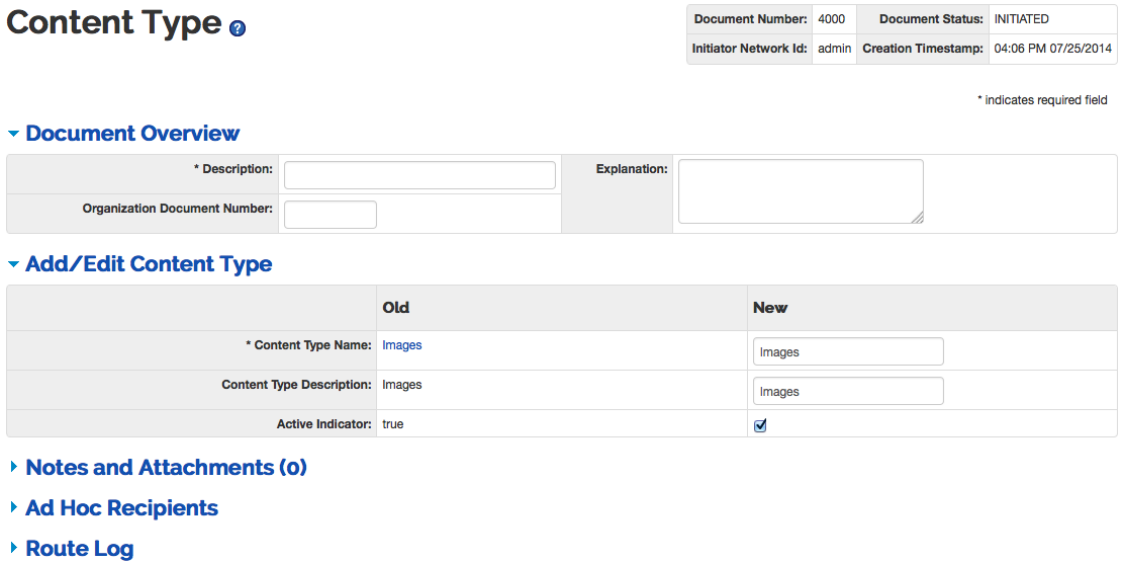
The Authentication Type document includes the Add/Edit Authentication Type tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit Authentication Type Tab Definitions

Title	Description
Authentication Type Name	Required. Brief name that will display in the Authentication Type field of the Access tab on the E-Resource Record.
Authentication Type Description	Optional. Include a brief description.
Active Indicator	Indicates whether this status is active or inactive. Remove the check mark to deactivate.

Content Type

Document Layout



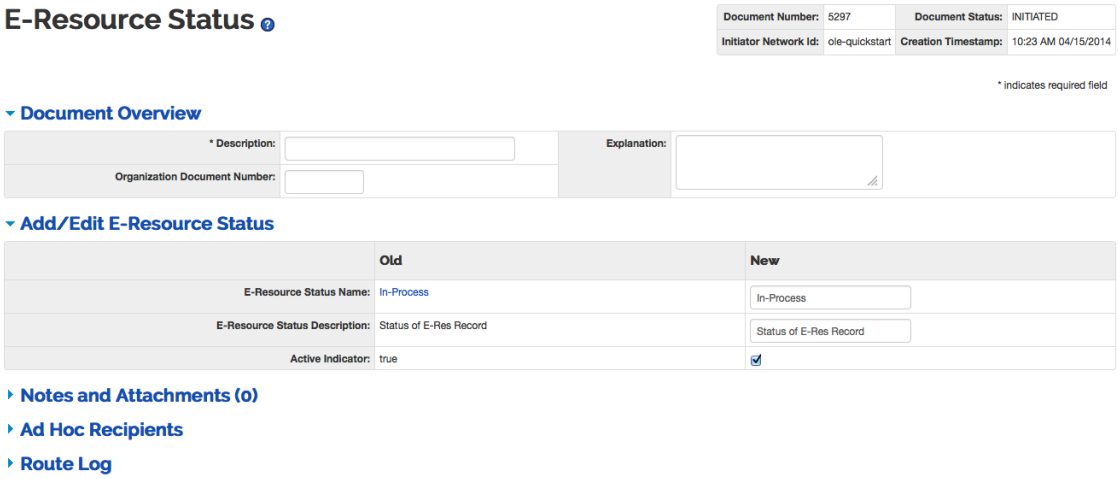
The Content Type document includes the Add/Edit Content Type tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit Content Type Tab Definitions

Title	Description
Content Type Name	Required. Brief name that will display in the Content Type field of the E-Resource Record.
Content Type Description	Optional. Include a brief description.
Active Indicator	Indicates whether this status is active or inactive. Remove the check mark to deactivate.

E-Resource Status

Document Layout



The E-Resource Status document includes the Add/Edit E-Resource Status tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit E-Resource Status Tab Definitions

Title	Description
E-Resource Status Name	Required. Brief name that will display in the E-Resource Status field of the E-Resource Record.
E-Resource Status Description	Optional. Include a brief description.
Active Indicator	Indicates whether this status is active or inactive. Remove the check mark to deactivate.

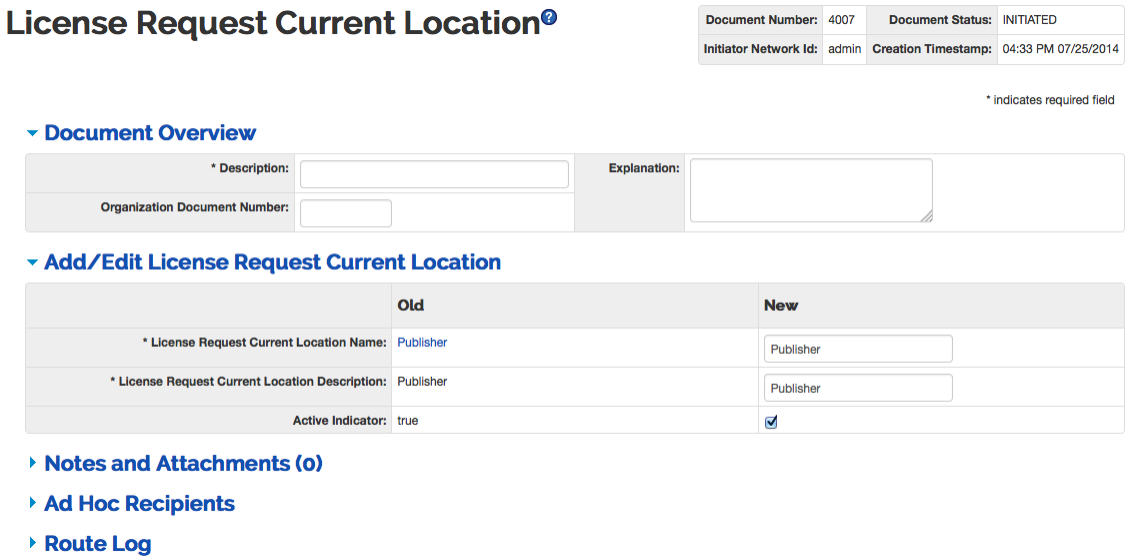
License Request Current Location

>

The License Request Current Location is the secondary status field on a License Request; would most commonly be use to describe where the License Request is when it has been assigned outside of the OLE system. Current Locations allow licensing staff to search / report / filter License Requests in order to see how many licenses are waiting for signature, waiting for vendor, etc. It also provides a more complete summary of the current status of the license, ex: at Publisher, Copyright Office, Campus Purchasing, etc.

Current Location may be set manually at any time throughout system workflows.

Document Layout

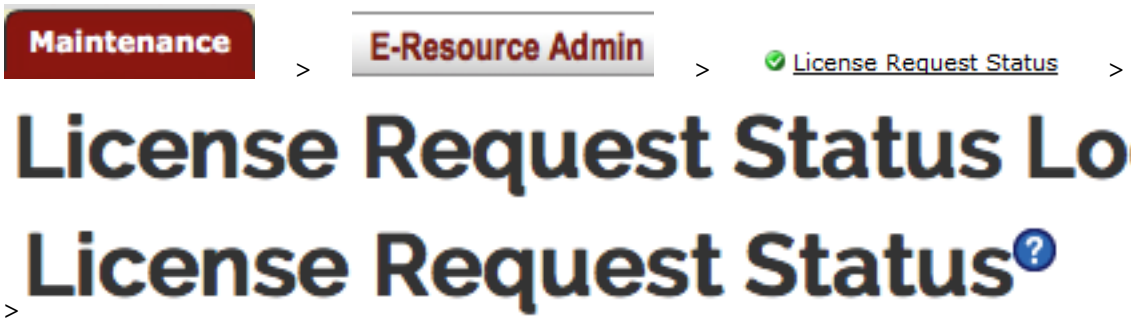


The License Request Current Location document includes the **Add/Edit License Request Current Location** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit License Request Current Location Definitions

Title	Description
License Request Current Location name	Required. Brief name to appear in displays for the location.
License Request Current Location Description	Brief description for this licensing location value or its use. Required.
Active Indicator.	Indicates whether this is active or inactive. Remove the check mark to deactivate.

License Request Status

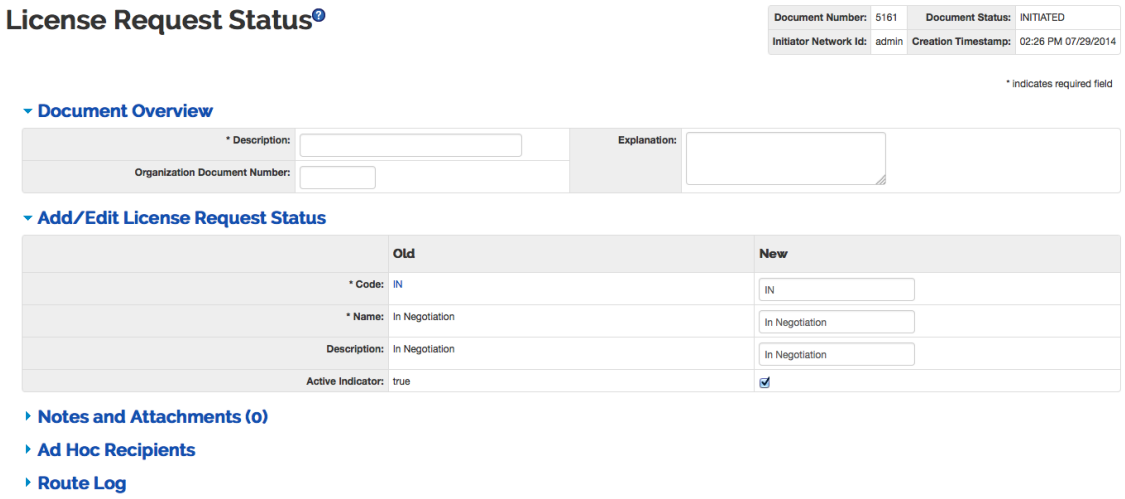


License Request Status is used to describe the status of the License Request as it moves through the workflow of requesting, negotiating, and documenting a license. Licensing staff use the License Request Status document on License Request to manually select and label the status of the license request for easier search, and management of Action Lists. Some statuses will NOT be available to the License Request, as they will be system-statuses only, such as at completion of a system-defined PeopleFlow/workflow step.

Note

Only those License Request Statuses not associated with completion of system-configured workflows will be available for manual selection on the License Request e-doc.

Document Layout



The License Request Status document includes the **Add/Edit License Request Status** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit License Request Status Tab Definitions

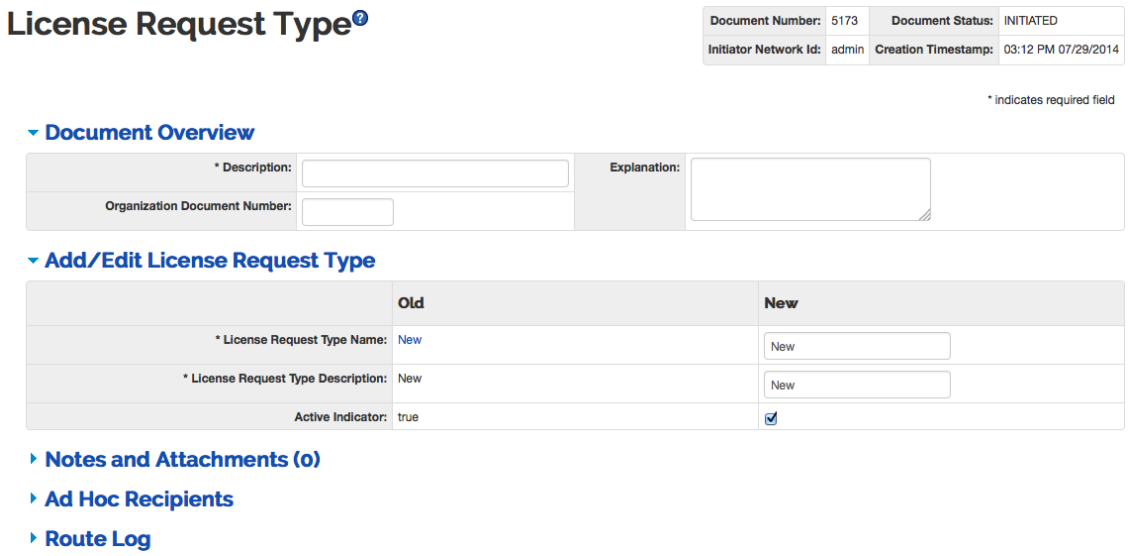
Title	Description
Code	Required. Unique code for this status.
Name	Required. Brief name that will display anywhere status appears.
Description	Optional. Include a brief description.
Active Indicator	Indicates whether this status is active or inactive. Remove the check mark to deactivate.

License Request Type

The License Request Type document is used to describe whether the request is a new request, a renewal, an amendment, or some of type of licensing change request.

The License Request Type will be used in configuring which workflows are valid for a specific License Request, along with Agreement Method and other metadata on the License Request.

Document Layout



The License Request Type document includes the **Add/Edit License Request Type** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit License Request Type Tab Definitions

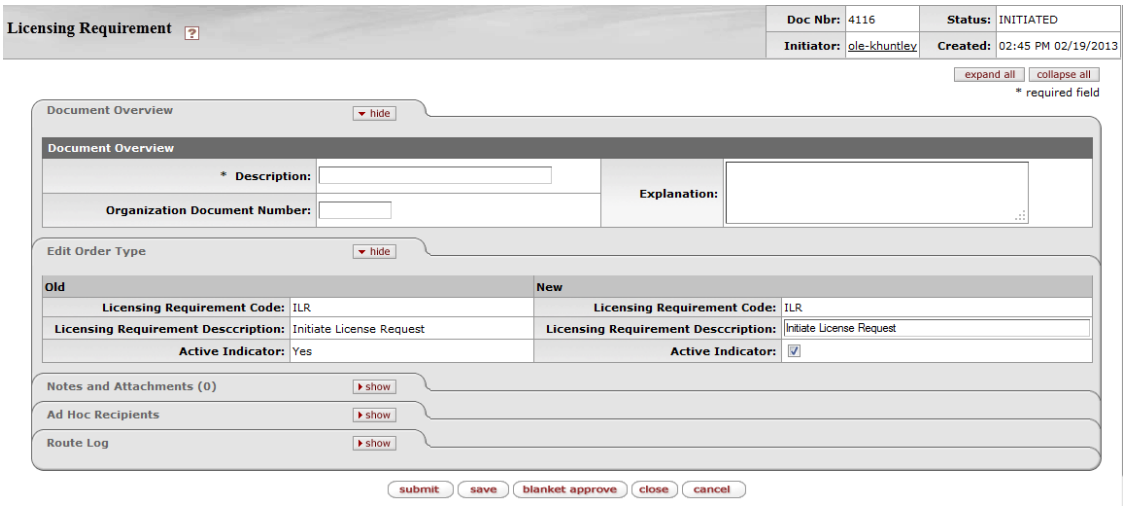
Title	Description
License Request Type Name	Required. Brief Name for display.
License Request Type Description	Required. Brief description
Active Indicator	Indicates whether this license request is active or inactive. Remove the check mark to deactivate.

Licensing Requirement

Maintenance > E-Resource Admin > Licensing Requirement Code > Licensing Requirement Lookup > Licensing Requirement

Licenses are initiated on the requisition when the “Licensing Requirement/Review” is checked. As licenses continue through their workflow, the “Licensing Requirement/Review Status” field on a requisition is automatically updated. The License Requirement document is used to inform the requisition of the workflow and status of the License Request.

Document Layout



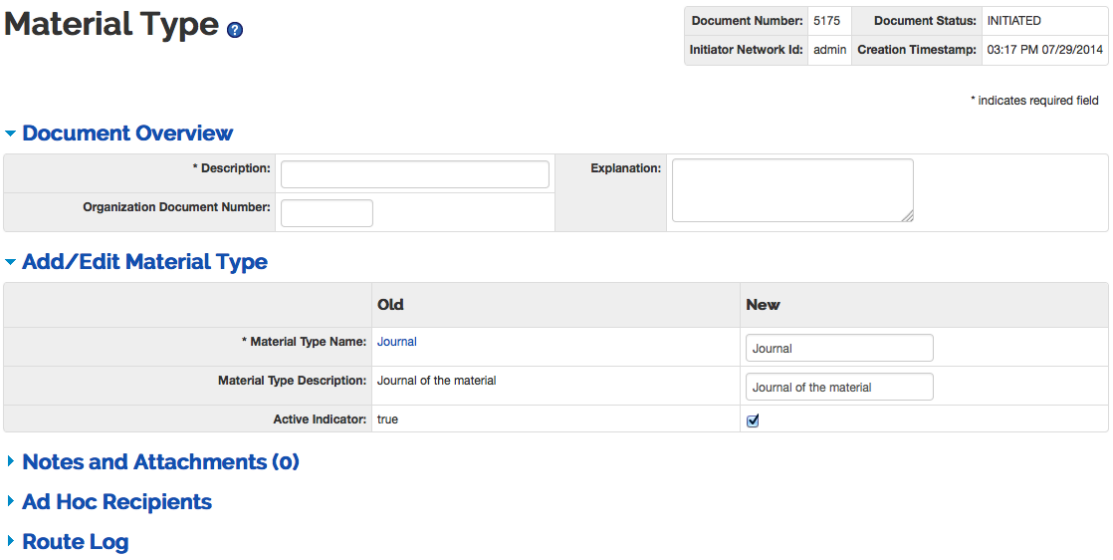
The Licensing Requirement document includes the **Edit License Requirement** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Requisition Source tab definition

Title	Description
Licensing Requirement Code	The code that identifies this source of licensing requirement.
Licensing Requirement Description	Required. The description of this licensing requirement.
Active Indicator	Indicates whether this licensing requirement code is active or inactive. Remove the check mark to deactivate this code.

Material Type

Document Layout



The Material Type document includes the Add/Edit Material Type tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

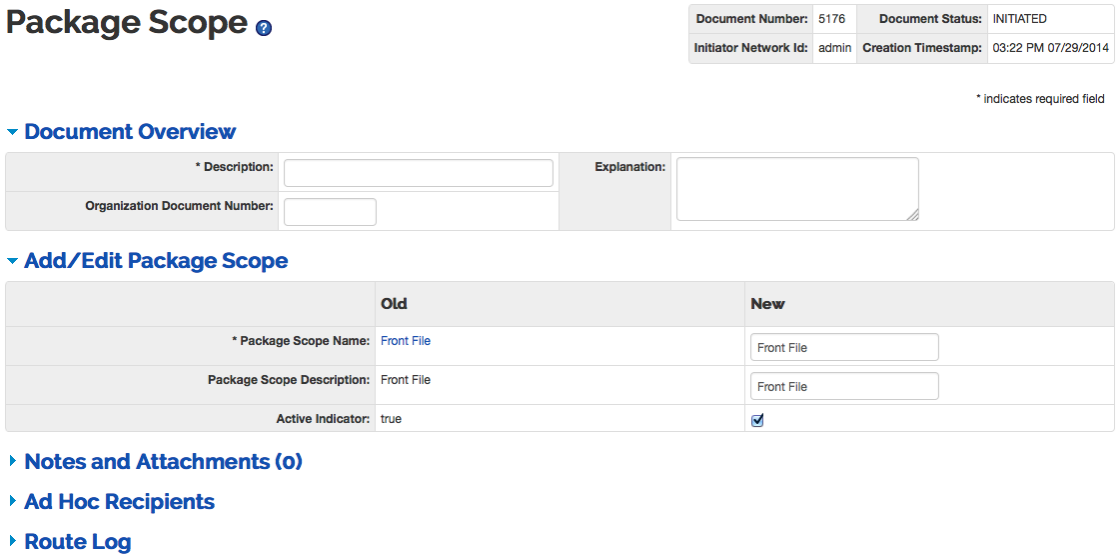
Add/Edit Material Type Tab Definitions

Title	Description
Material Type Name	Required. Brief name that will display in the Material Type field of the E-Resource Record.
Material Type Description	Optional. Include a brief description.
Active Indicator	Indicates whether this status is active or inactive. Remove the check mark to deactivate.

Package Scope

Access Location is used to describe parts or locations of an institution that access has been granted to for a particular E-Resource. Access Locations will be locally configured to be specific to each institution.

Document Layout



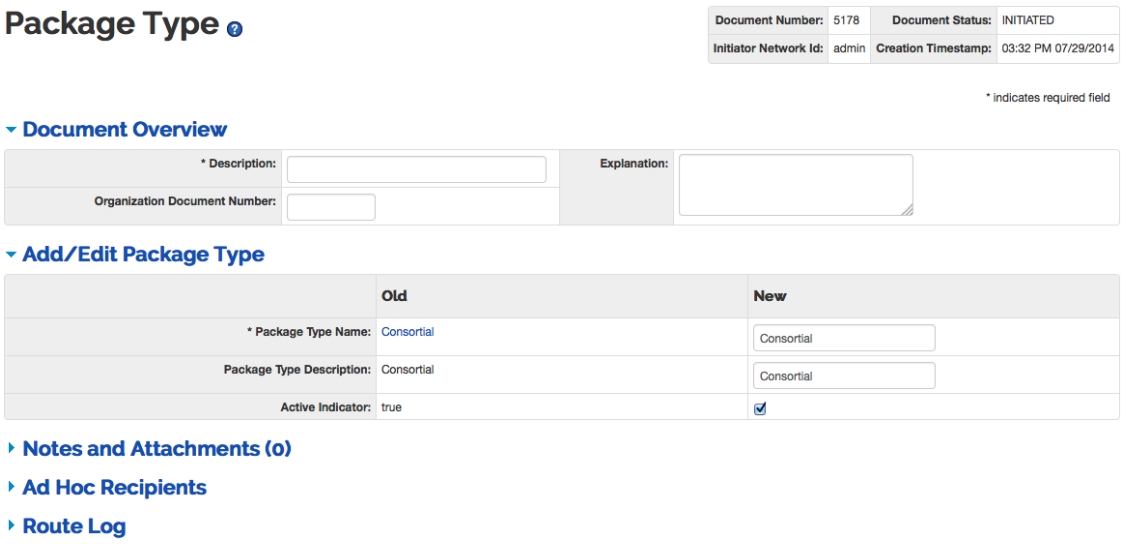
The Package Scope document includes the Add/Edit Package Scope tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit Package Scope Tab Definitions

Title	Description
Package Scope Name	Required. Brief name that will display in the Package Scope field of the E-Resource Record.
Package Scope Description	Optional. Include a brief description.
Active Indicator	Indicates whether this status is active or inactive. Remove the check mark to deactivate.

Package Type

Document Layout



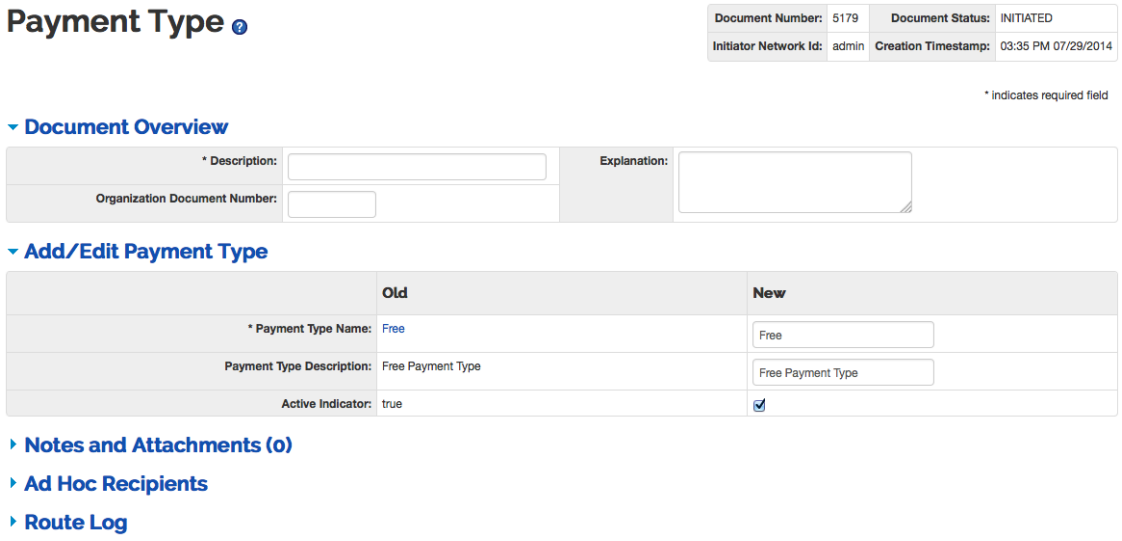
The Package Type document includes the Add/Edit Package Type tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit Package Type Tab Definitions

Title	Description
Package Type Name	Required. Brief name that will display in the Package Type field of the E-Resource Record.
Package Type Description	Optional. Include a brief description.
Active Indicator	Indicates whether this status is active or inactive. Remove the check mark to deactivate.

Payment Type

Document Layout



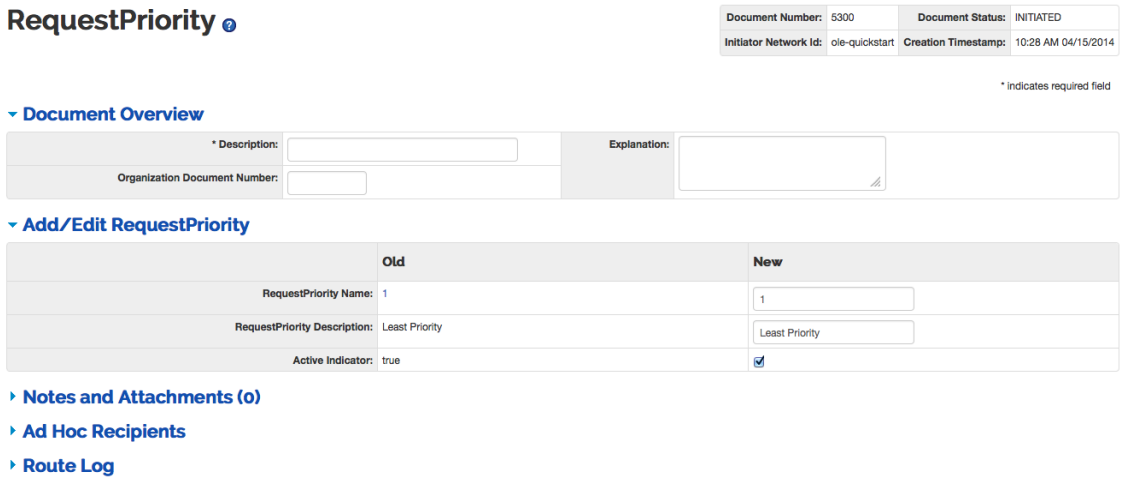
The Payment Type document includes the Add/Edit Payment Type tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit Payment Type Tab Definitions

Title	Description
Payment Type Name	Required. Brief name that will display in the Payment Type field of the E-Resource Record.
Payment Type Description	Optional. Include a brief description.
Active Indicator	Indicates whether this status is active or inactive. Remove the check mark to deactivate.

Request Priority

Document Layout



The Request Priority document includes the Add/Edit Request Priority tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit Request Priority Tab Definitions

Title	Description
Request Priority Name	Required. Brief name that will display in the Request Priority field of the E-Resource Record.
Request Priority Description	Optional. Include a brief description.
Active Indicator	Indicates whether this status is active or inactive. Remove the check mark to deactivate.

Delivery Required Date Reason
Donor
Exception Type
⚠ Exchange Rates
Invoice Sub Type
Invoice Type
Item Category
Item Type
Method of PO Transmission
Note Type
Order Type
Payment Method
Recurring Payment Type
Request Source Type
Sensitive Data

CENTRAL TYPES & CODES

Electronic Invoice Item Mapping
Format
Funding Source
Item Price Source
Item Reason Added

ORGANIZATION INFORMATION

Negative Payment Request Approval Limit
Organization APO Limit
Payment Request Auto Approve Exclusions
Purchase Order Contract Language
Purchase Order Item Status
Purchase Order Vendor Choice
Receiving Address
Receiving Threshold
Recurring Payment Frequency
Requisition Source
Room

FINANCIAL TRANSACTION CONTROLS

Disbursement Voucher Payment Reason
Fiscal Year Function Control
Function Control Code
Offset Definition
Organization Reversion
Organization Reversion Category
Organization Reversion Global

>

Order, Paying, Receiving, and E-Resource maintenance e-docs as well as general ledger entry and available balances lookups are available via the Select/Acquire Admin submenu on the **Maintenance** menu.

Bank

Maintenance > Select & Acquire Admin > ORDER INFORMATION > Bank > Bank Lookup > Bank

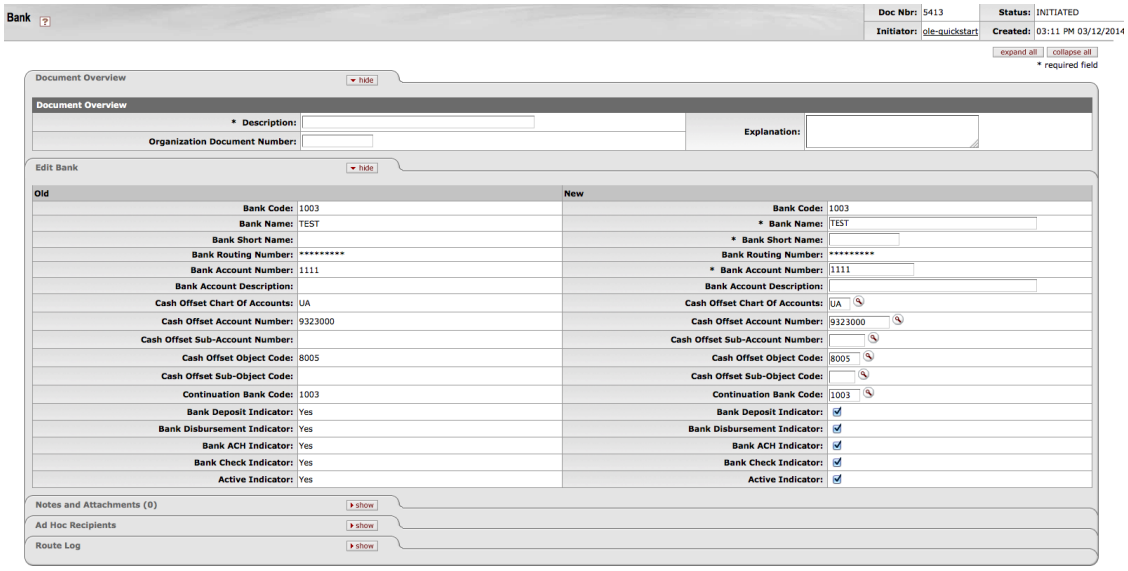
Even though a library's acquisition process does not require that the library actually do their own banking, at least one bank record is required to process invoices. Banks are also used to identify institutions to which deposits are made on Advance Deposit and Cash Management documents. In the PDP, they are used to identify institutions from which disbursements are made. This functionality was an inheritance from KFS and requires future refactoring.

The Bank document allows you to view and edit bank information currently in OLE, including the bank's routing number and account number. Using this screen, you may also add new banks to the system.

When the Flexible Banking Enhancement is in use, additional document types may require users to identify a bank.

Only users with the OLE-SYS Manager role may create Bank maintenance documents. These documents do not route for approval.

Document Layout



The Bank document includes the **Edit Bank** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Bank tab definition

Title	Description
Bank Code	A unique ID number that identifies this bank in OLE.
Bank Name	Required. The name of the bank associated with this code.

Bank Short Name	Required. An abbreviated name for the bank (up to 12 characters allowed).
Bank Routing Number	The routing number associated with this bank.
Bank Account Number	Required. The bank account number from which disbursements are to be drawn or deposits made.
Bank Account Description	A text description for this bank account.
Cash Offset Chart of Accounts	Optional. If using the Flexible Banking Enhancement, this is the Chart of Accounts code associated with the account to which cash offsets should post when OLE transactions are associated with this bank. Existing chart codes may be retrieved from the lookup .
Cash Offset Account Number	Optional. If using the Flexible Banking Enhancement, this is the account number to which cash offsets should post when transactions are associated with this bank. Existing accounts may be retrieved from the lookup .
Cash Offset Sub-Account Number	Optional. If using the Flexible Banking Enhancement, this is the number of the sub-account to which cash offsets should post when transactions are associated with this bank. Existing sub-accounts may be retrieved from the lookup .
Cash Offset Object Code	Optional. If using the Flexible Banking Enhancement, this is the object code that should be used for cash offsets that post when transactions are associated with this bank. Existing object codes may be retrieved from the lookup .
Cash Offset Sub-Object Code	Optional. If using the Flexible Banking Enhancement, this is the sub-object code that should be used for cash offsets that post when transactions are associated with this bank. Existing sub-object codes may be retrieved from the lookup .
Continuation Bank Code	Optional. A bank code to be used in place of an inactive bank code. Existing bank codes may be retrieved from the lookup . If OLE attempts to reference a Bank record that has an inactive bank code, the system uses bank information associated with the specified continuation bank code instead.
Bank Deposit Indicator	Checked box indicates that this bank will be used for deposits. **Note** Note that a bank may be used for both deposits and disbursements.
Bank Disbursement Indicator	Checked box indicates that this bank will be used for disbursements. **Note** Note that a bank can be used for both deposits and disbursements.
Bank ACH Indicator	Checked box indicates that this bank will be used for ACH disbursements in the PDP. **Note** Note that a bank can be used for both ACH deposits and checks.
Bank Check Indicator	Checked box indicates that this bank will be used for check disbursements in the PDP. **Note** Note that a bank can be used for both ACH deposits and checks.
Active Indicator	Indicates whether this bank code is active or inactive. Remove the check mark to deactivate.

Implementation Information

There's a parameter called "Default_Bank_By_Document_Type" which sets a default Bank for each document type. Make sure the bank values you have in this parameter actually exist in the FP_BANK_T table (the bank maintenance document). A default bank is provided with the bootstrap data. If you create a new default bank, the parameter values must match it.

The value for the Default_Bank_By_Document_Type parameter in OLE's demo system is OLE_DV=TEST;OLE_ND=TEST;OLE_AD=TEST;OLE_CMD=TEST;OLE_PREQ=TEST;OLE_PRQS=TEST;OLE_CM The syntax for the value is "doctype=bank;" These values will not appear on the Invoice document, since its Bank Code field is an input box, but they do work within the code. Without the bank and the Default_Bank_By_Document_Type parameter correctly implemented, you will receive the message "Bank Code is a required field" when you create an Invoice.

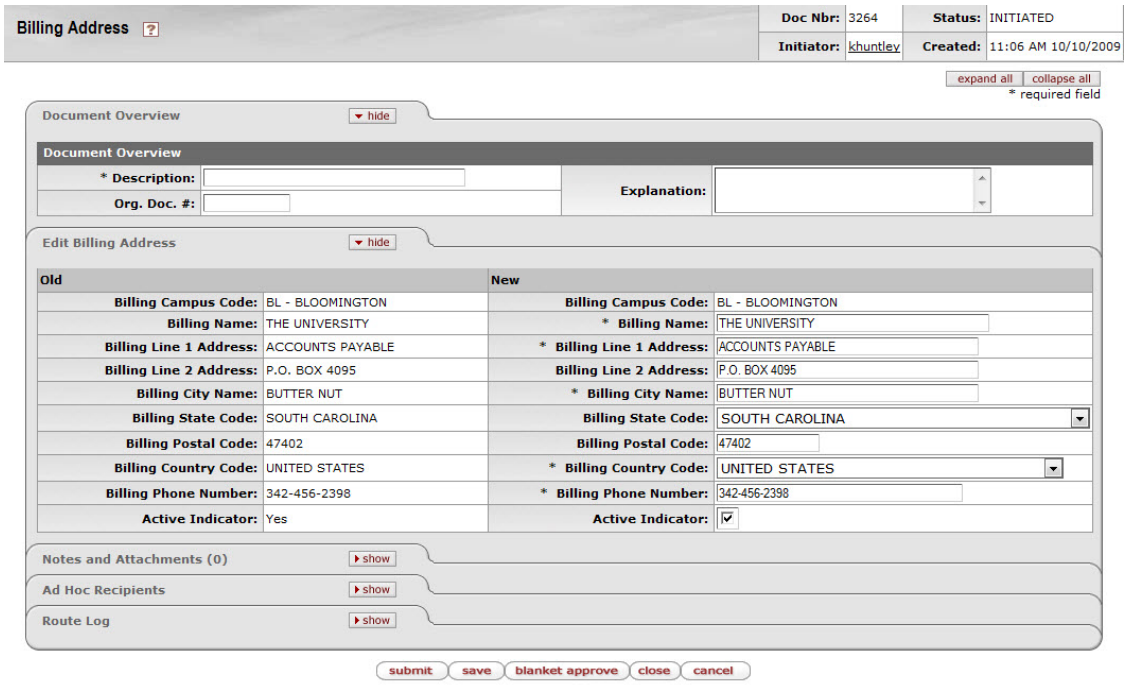
Billing Address

Maintenance > Select & Acquire Admin > ORDER INFORMATION >

- Billing Address > Billing Address Lookup > Billing Address

The Billing Address document defines the various addresses to which vendors should send invoices. Addresses are specific to a campus.

Document Layout



The Billing Address document includes the **Edit Billing Address** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Billing Address tab definition

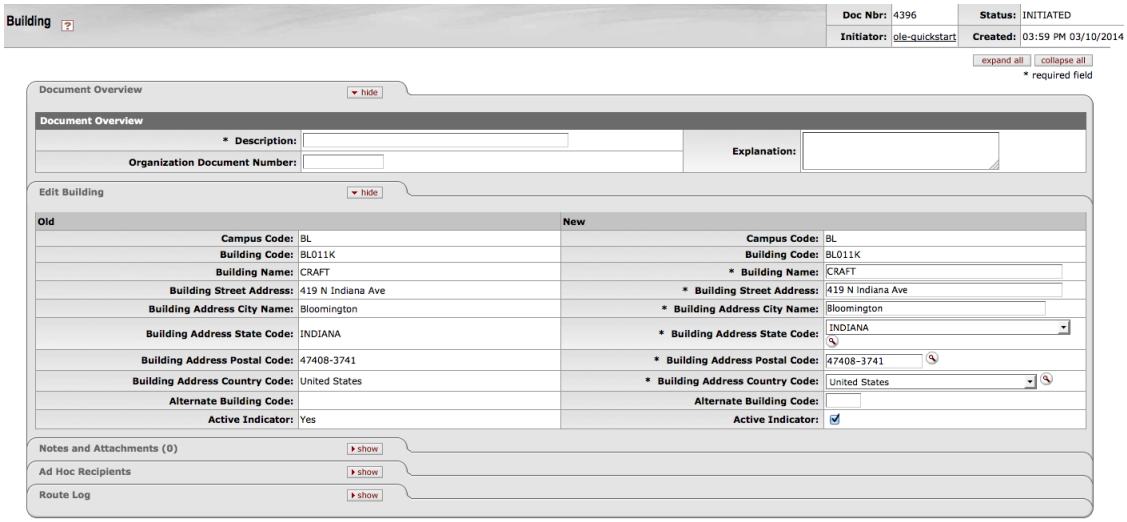
Title	Description
Billing Campus Code	The campus code associated with this billing address.
Billing Name	Required. The familiar title of the billing address.
Billing Line 1 Address	Required. The first line of the address information for this billing address.
Billing Line 2 Address	Optional. The second line of the address information for this billing address.
Billing City Name	Required. The city name associated with this billing address.
Billing State Code	The state associated with this billing address. Existing state codes may be retrieved from the list.
Billing Postal Code	The postal code associated with this billing address.
Billing Country Code	Required. The country associated with this billing address. Existing country codes may be retrieved from the list.
Billing Phone Number	Required. The phone number, including area code for this billing address. (Formatted: xxx-xxx-xxxx)
Active Indicator	Indicates whether this billing address is active or inactive. Remove the check mark to deactivate.

Building

Maintenance > Select & Acquire Admin > ORDER INFORMATION > Building > Building Lookup > Building

The Building document defines a unique identifier, a building location, and an alternate code for a building. The code is used to identify where library items should be delivered.

Document Layout



The Building document includes the **Edit Building** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Building tab definition

Title	Description

Campus Code	The campus code associated with this building.
Building Code	Unique identifying code for a building.
Building Name	Required. Familiar name for the building associated with this building code.
Building Street Address	Required. Specific street address of the building associated with this building code.
Building Address City Name	Required. The city name associated with this building.
Building Address State Code	The state associated with this building. Existing state codes may be retrieved from the list.
Building Address Postal Code	The postal code associated with this building.
Building Address Country Code	Required. The country associated with this building. Existing country codes may be retrieved from the list.
Alternate Building Code	Optional. An alternate identifier for the building.
Active Indicator	Indicates whether this building is active or inactive. Remove the check mark to deactivate.

Cancellation Reason

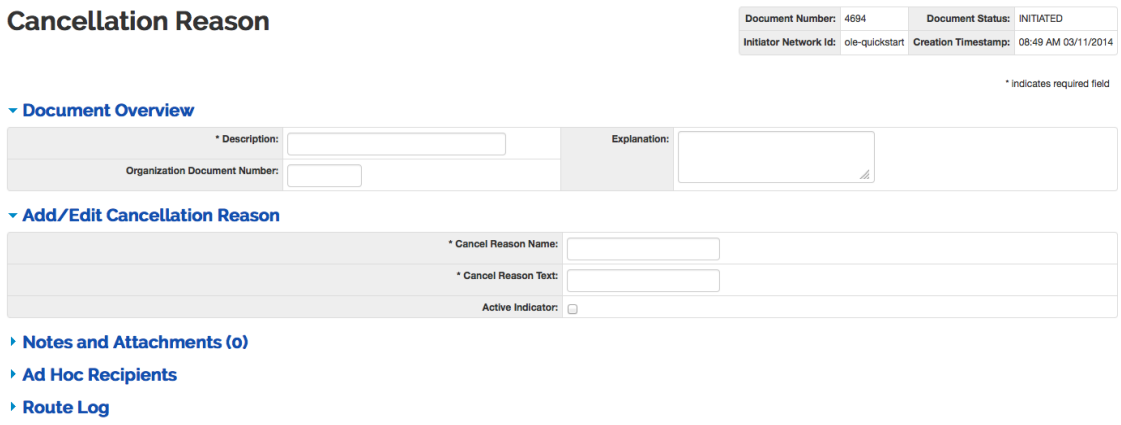
Maintenance > Select & Acquire Admin > ORDER INFORMATION > Cancellation Reason >

Cancellation Reason Lookup

Cancellation Reason >

When voiding a Purchase Order, the operator is presented with two fields to explain the reason for the cancellation. One of them is an optional free-text field, in which they can type whatever they want. The other is a required choice from a drop-down list, controlled by the **Cancellation Reason** maintenance document. Both notes are retained in the PO after cancellation, and also passed to the relevant item record in Docstore.

Document Layout



The Cancellation Reason document includes the **Add/Edit Cancellation Reason** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Add/Edit Cancellation Reason tab definition

Title	Description
Cancellation Reason Name	Required. The name of the reason for the cancellation.
Cancellation Reason Text	Required. A description for the cancellation reason.
Active Indicator	Indicates whether this cancellation reason is active or inactive. Remove the check mark to deactivate.

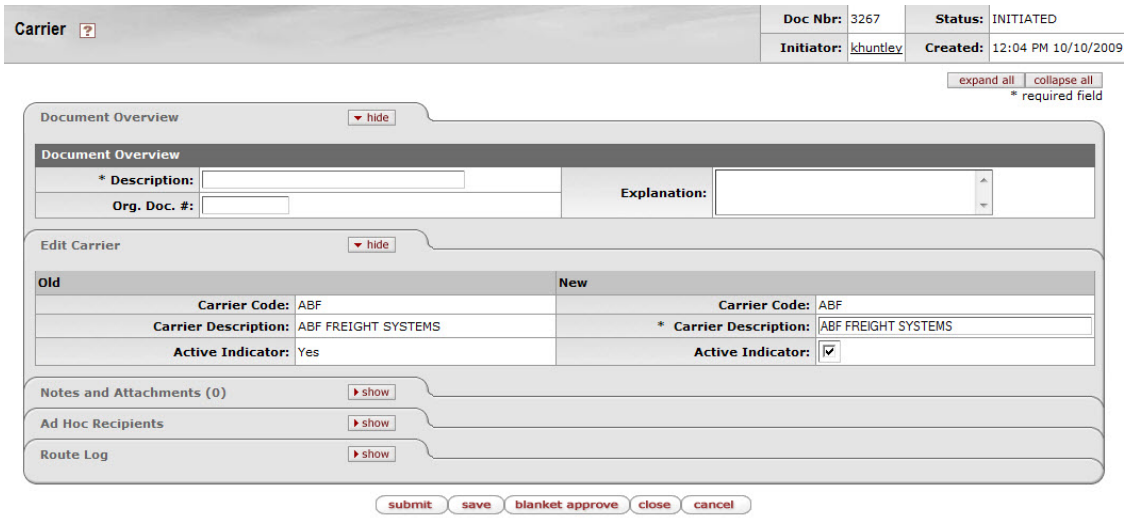
Carrier

Maintenance > Select & Acquire Admin > ORDER INFORMATION >

- Carrier > Carrier Lookup > Carrier

The Carrier document defines the possible freight carriers and shipping companies assigned to deliver goods.

Document Layout



The Carrier document includes the **Edit Carrier** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Carrier tab definition

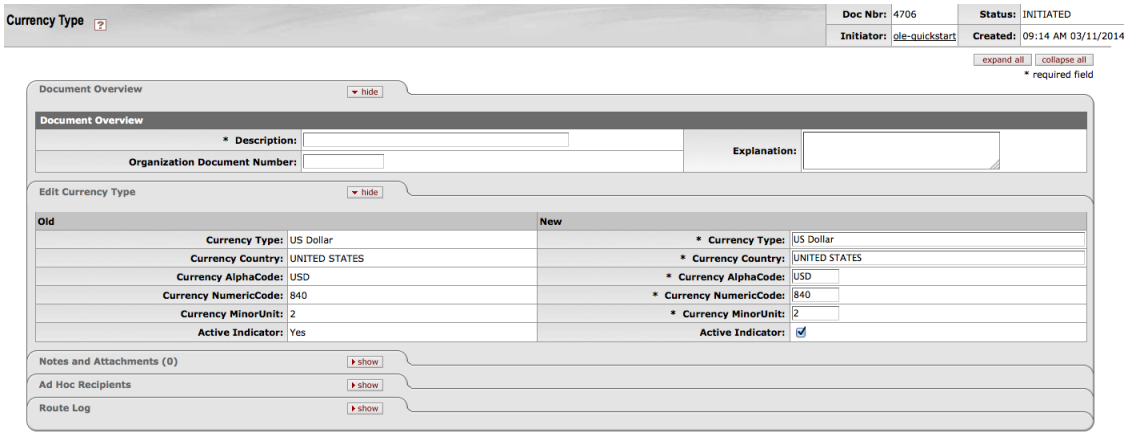
Title	Description
Carrier Code	A unique code to identify a particular carrier.
Carrier Description	Required. A description or name of the carrier.
Active Indicator	Indicates whether this carrier code is active or inactive. Remove the check mark to deactivate the code.

Currency Type

Maintenance > Select & Acquire Admin > ORDER INFORMATION >
Currency Type > Currency Type Lookup > Currency Type

Currency Types allow for requisitions, purchase orders and invoices presented for payment in currencies other than the base currency to be processed and paid. It defines and triggers amounts to be changes to the base currency for vendors billing in a foreign currency. Currency Type is defined for each vendor on the Vendor tab, in the Detail Information section.

Document Layout



The Currency Type document includes the **Edit Currency Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Currency Type tab definition

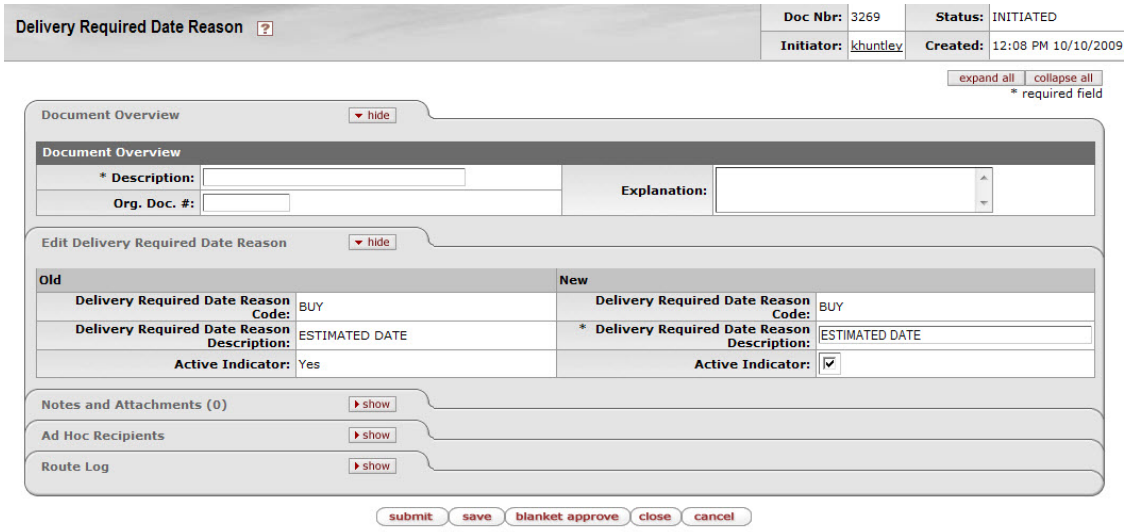
Title	Description
Currency Type	Required. The type of currency (i.e. US Dollar)
Currency Country	Required. The name of the country that uses the currency.
Currency AlphaCode	Required. The abbreviation of the Currency (i.e. USD)
Currency NumericCode	Required. This is an International Standards Organization (ISO) numeric code assigned to each currency.
Currency MinorUnit	Required. The number of 'sub' units (i.e. there are two positions for cents when using USD)
Active Indicator	Indicates whether this currency type is active or inactive. Remove the check mark to deactivate.

Delivery Required Date Reason

Maintenance > Select & Acquire Admin > ORDER INFORMATION > • Delivery Required Date Reason > Delivery Required Date Reason Lookup > Delivery Required Date Reason

The Delivery Required Date Reason document defines the reasons for requiring the delivery date in the Purchasing/AP module. Examples might include types of 'Must Receive' or 'Estimated Date.

Document Layout



The Delivery Required Date Reason document includes the **Edit Delivery Required Date Reason** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Delivery Required Date Reason tab definition

Title	Description
Delivery Required Date Reason Code	The code to identify this delivery required date reason from the **Reason Code** list.
Delivery Required Date Reason Description	Required. The familiar title for this delivery required date reason.
Active Indicator	Indicates whether this delivery required date reason code is active or inactive. Remove the check mark to deactivate this code.

Donor

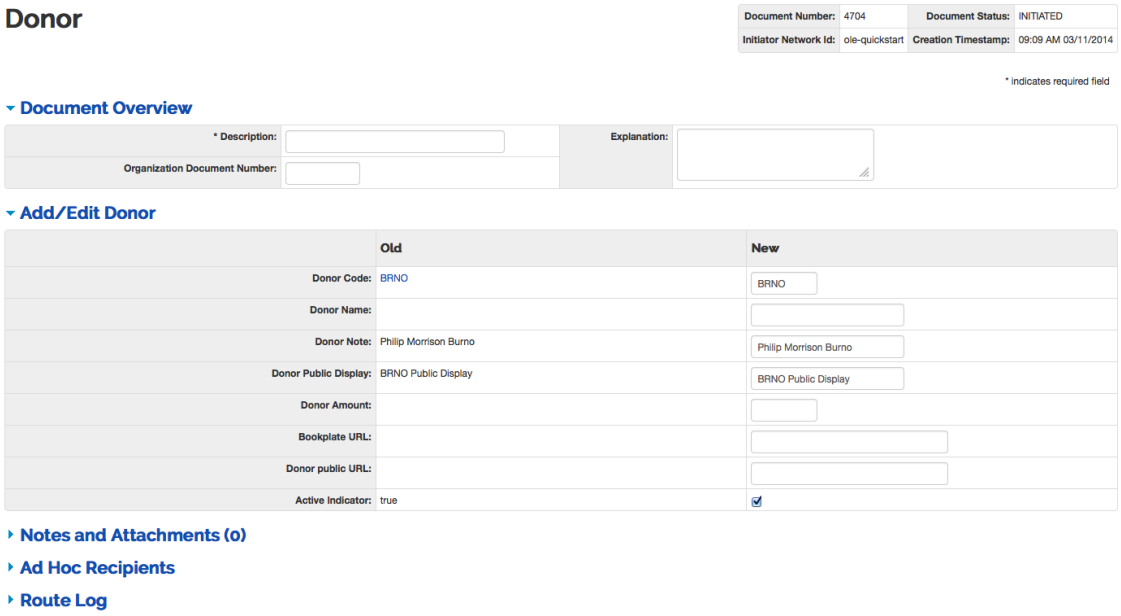
Maintenance > Select & Acquire Admin > ORDER INFORMATION > Donor > Donor Lookup > Donor

Donor codes allow for recognition of a donor. A donor could be:

- someone who has given money or materials to the library
- someone on whose behalf others have given money or materials
- someone the library wants to honor, regardless of a gift

on a purchase order line item, a Docstore item record, or both. Donors are an optional data element for both POs and Docstore items.

Document Layout



The Donor document includes the **Add/Edit Donor** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Add/Edit tab definition

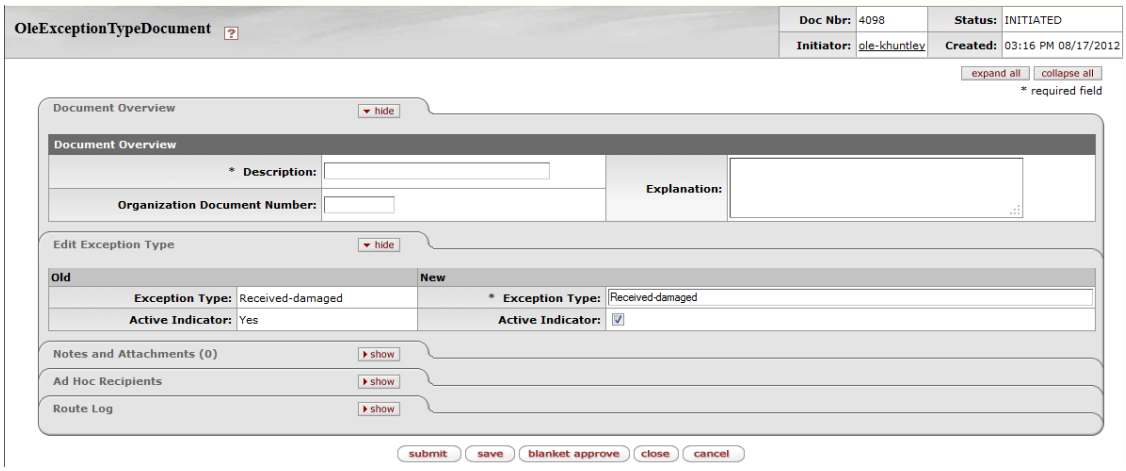
Title	Description
Donor Code	Required. A 10-character alias for this donor.
Donor Name	Required. The common name by which library staff know this donor.
Donor Note	Optional. Additional information for staff about this donor.
Donor Public Display	Optional. Text to send to discovery layers for items associated with this donor.
Donor Amount	Optional. Amount of money given by or on behalf of this donor this fiscal year.
Bookplate URL	Optional. The web address of an image file, which serves as the virtual "bookplate" for items associated with this donor code.
Donor Public URL	Optional. A URL for a public web page for this donor.
Active Indicator	Indicates whether this donor is active or inactive. Remove the check mark to deactivate.

Exception Type

Maintenance > Select & Acquire Admin > ORDER INFORMATION >
Exception Type > Exception Type Lookup > OleExceptionTypeDocument

The Exception Type identifies types of exceptions when receiving resources. Some exceptions are received damaged, received the wrong edition, etc.

Document Layout



The Exception Type document includes the **Edit Exception Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Exception Type tab definition

Title	Description
Exception Type	Required. A description or name of the exception type.
Active Indicator	Indicates whether this exception type is active or inactive. Remove the check mark to deactivate this type.

Exchange Rate

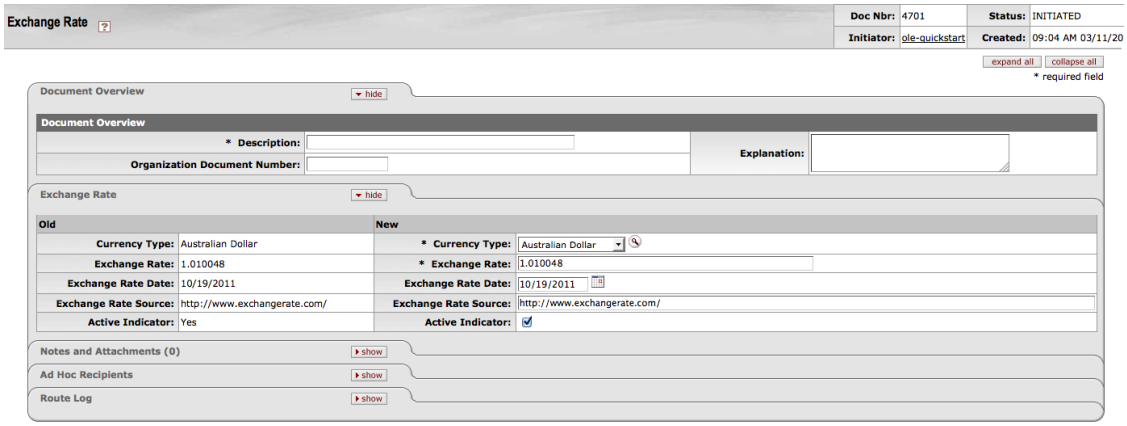
Maintenance > Select & Acquire Admin > ORDER INFORMATION >
Exchange Rates > Exchange Rate Lookup > Exchange Rate

Vendors issue invoices in their home currency. Exchange rates are used to convert these currencies into the base currency of the OLE user.

When vendors are set up in OLE the currency type they will use on their invoices is defined in the vendor record. Then when requisitions, purchase orders and invoices are entered, OLE knows what currency is

being used and converts the amount to the base currency of the OLE user. OLE uses the Exchange Rate to do this calculation. For example, they are used to convert Euros into United States Dollars.

Document Layout



The Exchange Rate document includes the **Exchange Rate** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Exchange Rate tab definition

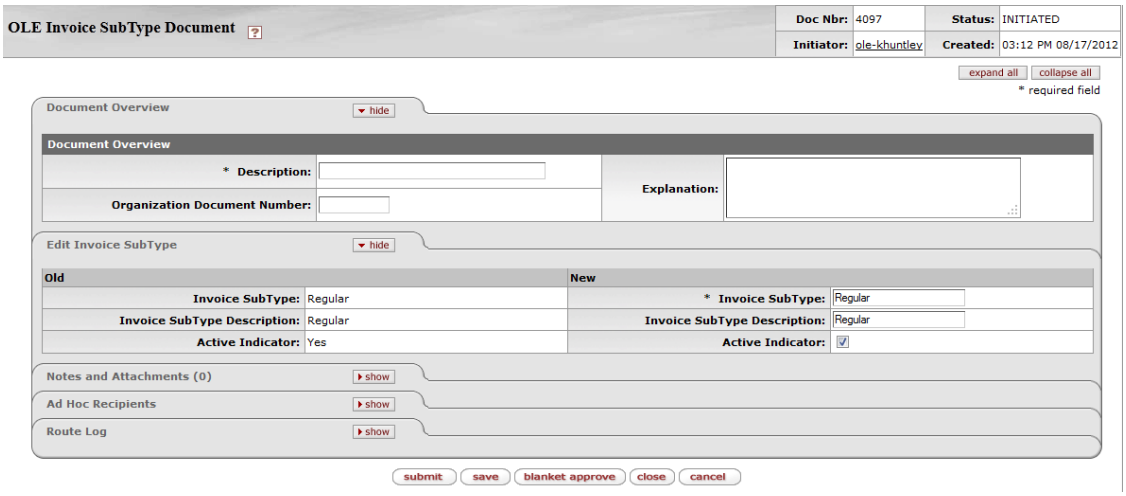
Title	Description
Currency Type	Required. The Type of currency being defined.
Exchange Rate	Required. The exchange rate of the defined currency to the base currency.
Exchange Rate Date	The effective date of the Exchange Rate.
Exchange Rate Source	Where the exchange rate was obtained.
Active Indicator	Indicates whether this exchange rate is active or inactive. Remove the check mark to deactivate.

Invoice Sub Type

Maintenance > Select & Acquire Admin > ORDER INFORMATION > Invoice Sub Type > Invoice Sub Type Lookup > OLE Invoice SubType Document

The Invoice Sub Type document identifies the subtype of an invoice on a payment request and may impact workflow.

Document Layout



The Invoice Sub Type document includes the **Edit Invoice Sub Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Invoice Type tab definition

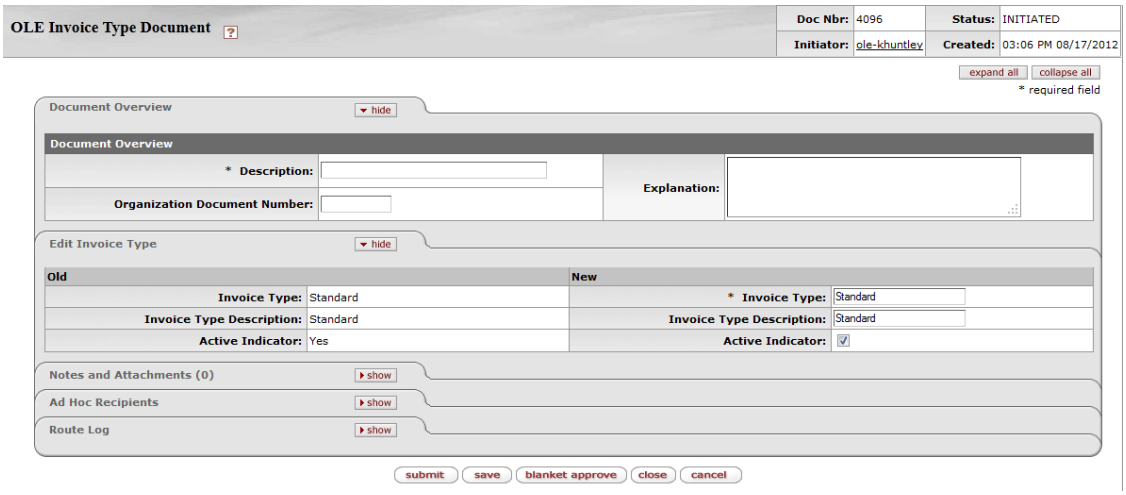
Title	Description
Invoice Sub Type	Required. A description or name of the invoice subtype.
Invoice Sub Type Description	A description or name of the invoice subtype.
Active Indicator	Indicates whether this invoice subtype is active or inactive. Remove the check mark to deactivate this subtype.

Invoice Type

Maintenance > Select & Acquire Admin > ORDER INFORMATION > Invoice Type > Invoice Type Lookup > OLE Invoice Type Document

The Invoice Type document identifies the type of invoice on a payment request and may impact workflow.

Document Layout



The Invoice Type document includes the **Edit Invoice Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Invoice Type tab definition

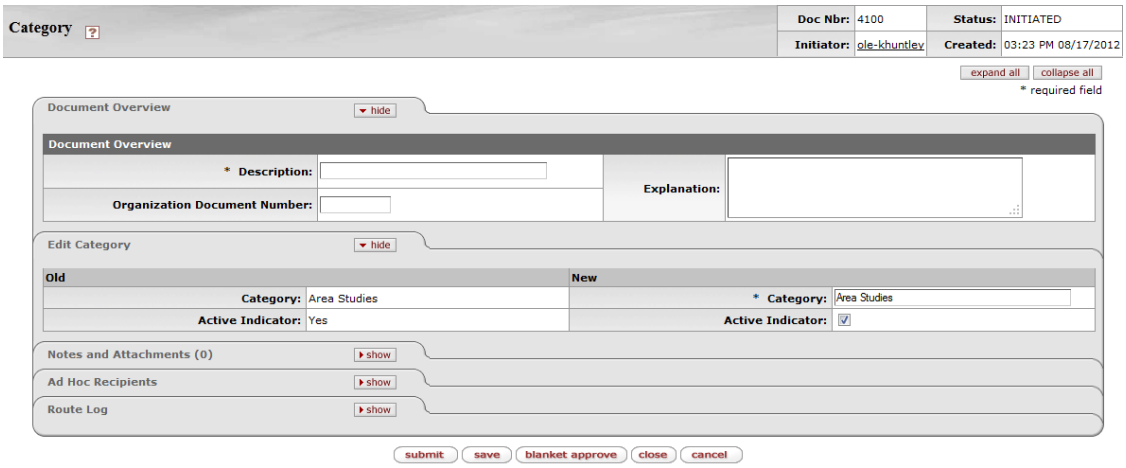
Title	Description
Invoice Type	Required. A description or name of the invoice type.
Invoice Type Description	A description or name of the invoice type.
Active Indicator	Indicates whether this invoice type is active or inactive. Remove the check mark to deactivate this type.

Item Category

Maintenance > Select & Acquire Admin > ORDER INFORMATION > Category > Category Lookup > Category

The Category document defines the possible groupings used to manage the selection and acquisition of titles on requisitions and purchase orders.

Document Layout



The Category document includes the **Edit Category** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Category tab definition

Title	Description
Category	Required. A description or name of the category.
Active Indicator	Indicates whether this category is active or inactive. Remove the check mark to deactivate the code.

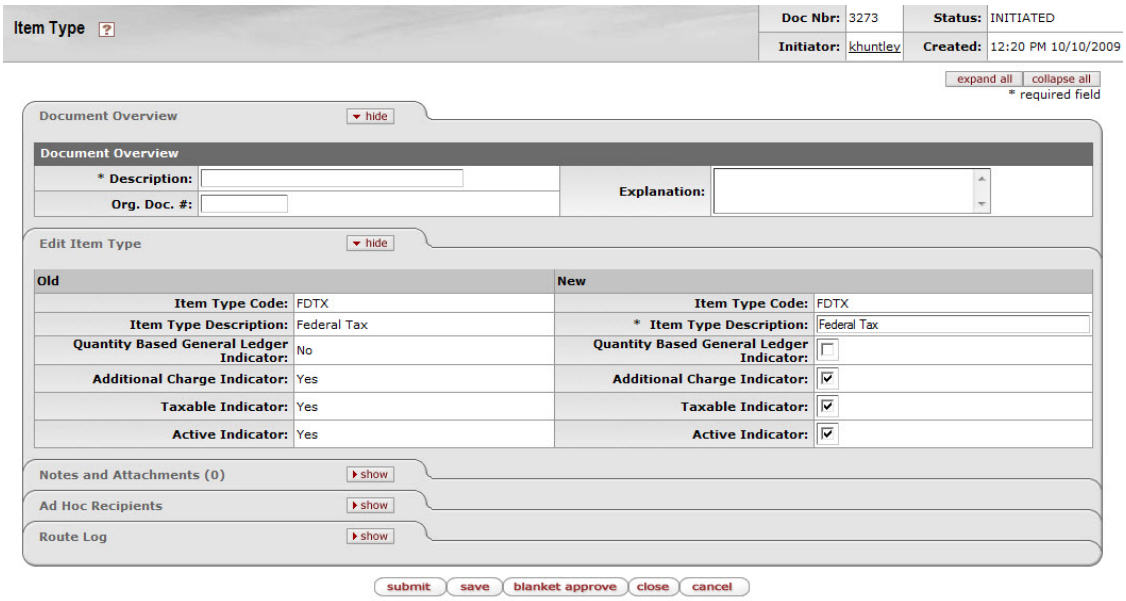
Item Type

Maintenance > Select & Acquire Admin > ORDER INFORMATION >

- Item Type > Item Type Lookup > Item Type

The Item Type document defines the different descriptive categories that can be applied to requisition or purchase order line items. Examples might include Item, Service, State Tax, or Shipping and Handling.

Document Layout



The document includes the **Edit Item Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Item Type tab definition

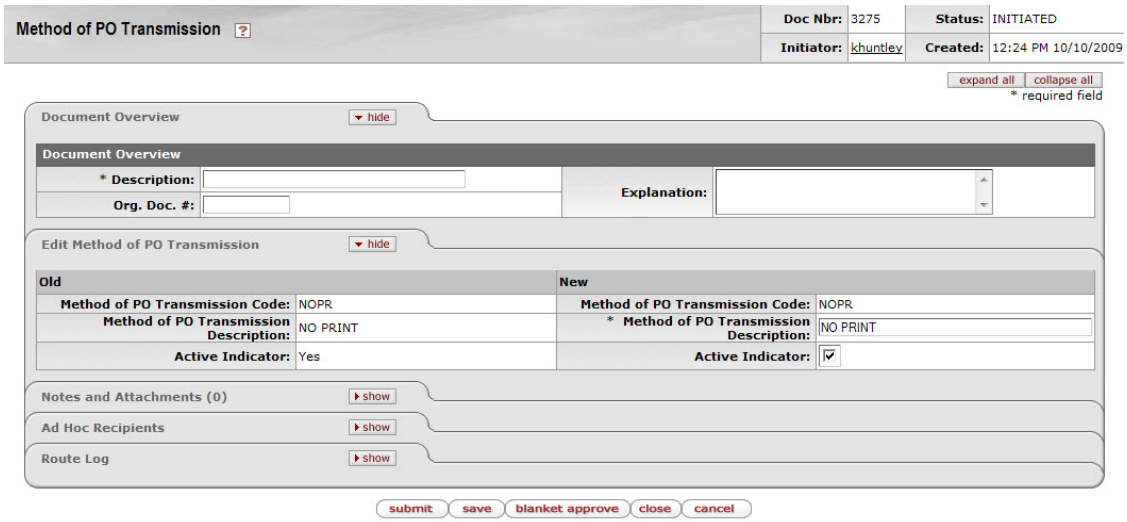
Title	Description
Item Type Code	The code to identify this item type.
Item Type Description	Required. The familiar title of this item type.
Quantity Based General Ledger Indicator	Required. An indicator that the Dollar Total is calculated from the Item quantity times dollar amount rather than a reference to a dollar amount.
Additional Charge Indicator	Required. Used when additional charges are allowed.
Taxable Indicator	Used when the item is taxable.
Active Indicator	Indicates whether this item type code is active or inactive. Remove the check mark to deactivate this code.

Method of PO Transmission

Maintenance > Select & Acquire Admin > ORDER INFORMATION > • Method of PO Transmission > Method of PO Transmission Lookup > Method of PO Transmission

The Purchase Order Transmission Method document defines methods for transmitting purchase orders to vendors.

Document Layout



The Purchase Order Transmission Method document includes the **Edit PO Transmission Method** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit PO Transmission Method tab definition

Title	Description
Method of PO Transmission Code	The code to identify this purchase order transmission method.
Method of PO Transmission Description	Required. The familiar title of this purchase order transmission method.
Active Indicator	Indicates whether this method of PO transmission code is active or inactive. Remove the check mark to deactivate this code.

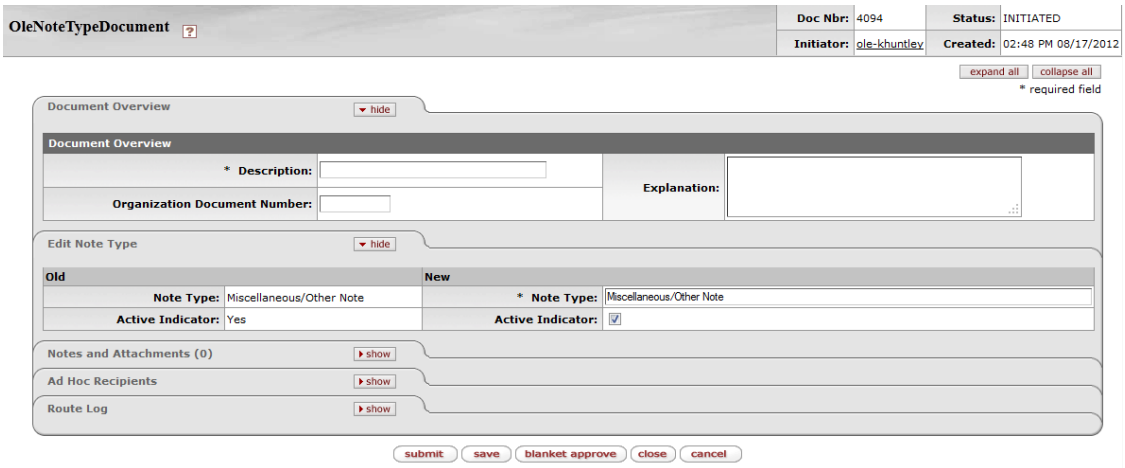
Note Type

Maintenance > Select & Acquire Admin > ORDER INFORMATION >

Note Type > Note Type Lookup > OleNoteTypeDocument

The Note Type document identifies the types of notes, e.g., Receipt Note, Special Conditions Note, or Special Processing Instruction Note that may be associated with Purchasing and Accounts Payable documents.

Document Layout



The Note Type document includes the **Edit Note Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Note Type tab definition

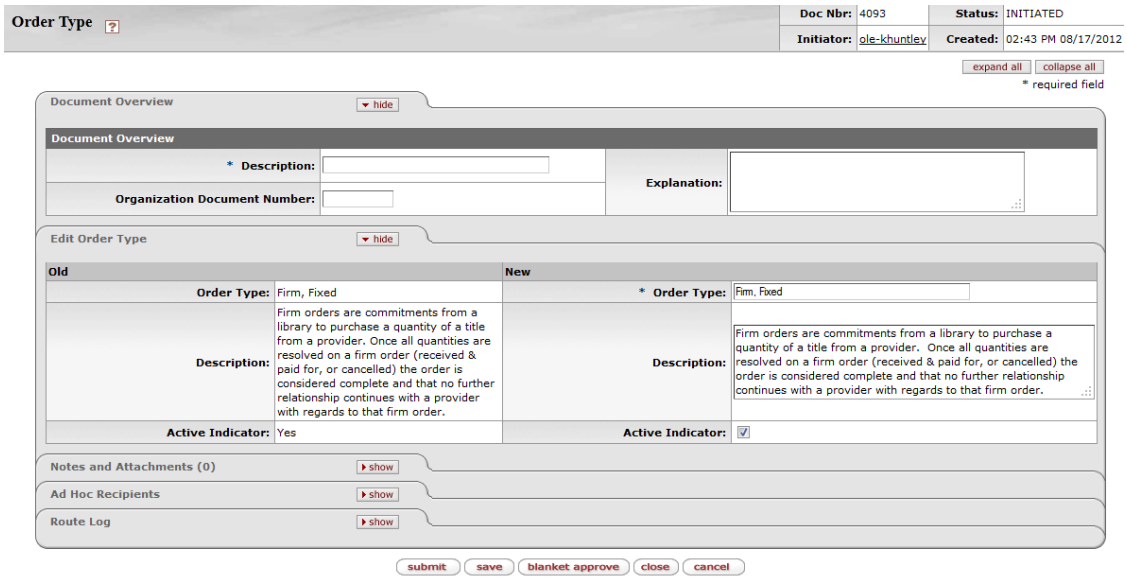
Title	Description
Note Type	Required. A description or name of the note type.
Active Indicator	Indicates whether this note type parameter is active or inactive. Remove the check mark to deactivate.

Order Type

Maintenance > Select & Acquire Admin > ORDER INFORMATION > Order Type > Order Type Lookup > Order Type

Order Type identifies the type of order which affects workflow e.g., Firm, Standing, Subscription, etc. Order types were defined primarily to be used for two purposes: (1) to identify POs that would be open indefinitely and against which you would receive and/or pay repeatedly over time (really any order type that was NOT “firm/fixed”); and (2) to allow for different rules to be applied to different order types when defining rules for FY close/rollover.

Document Layout



The Order Type document includes the **Edit Order Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Order Type tab definition

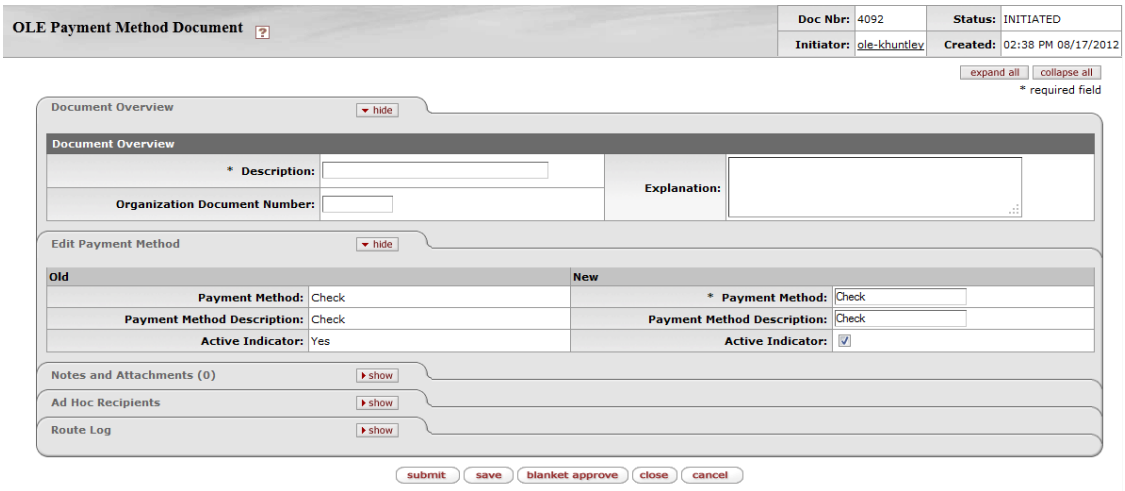
Title	Description
Order Type	Required. A name of the order type.
Description	A description of the order type.
Active Indicator	Indicates whether this order type is active or inactive. Remove the check mark to deactivate.

Payment Method

Maintenance > Select & Acquire Admin > ORDER INFORMATION > Payment Method > Payment Method Lookup > OLE Payment Method Document

Payment method identifies the method of payment for invoicing e.g., check, cash, wire transfer, etc.

Document Layout



The Payment Method document includes the **Edit Payment Method** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Payment Method tab definition

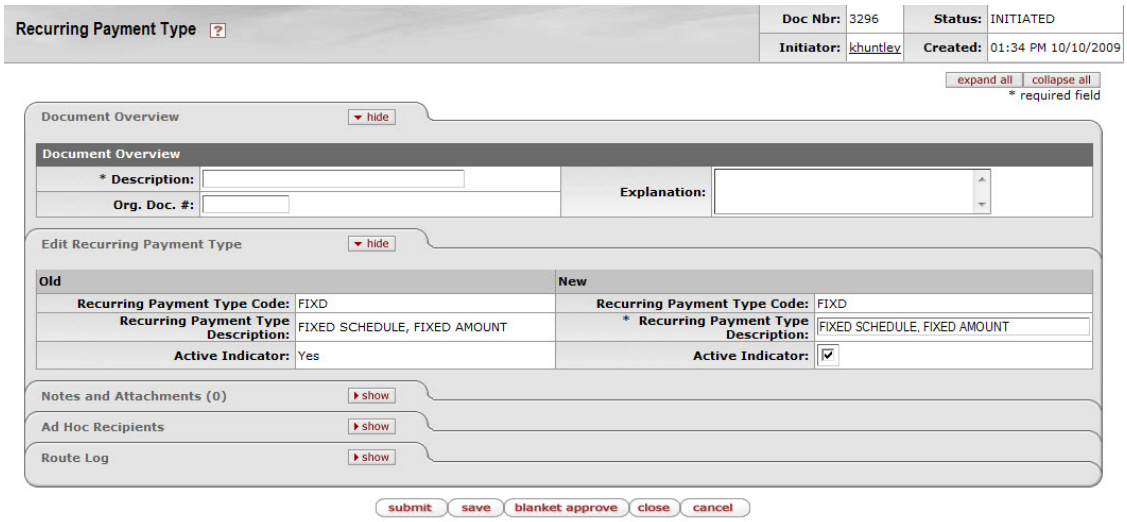
Title	Description
Payment Method	Required. A name of the payment method.
Payment Method Description	A description of the payment method.
Active Indicator	Indicates whether this payment method is active or inactive. Remove the check mark to deactivate.

Recurring Payment Type

Maintenance > Select & Acquire Admin > ORDER INFORMATION > • Recurring Payment Type > Recurring Payment Type Lookup > Recurring Payment Type

This Recurring Payment Type document defines different types of recurring payments that can be established for a purchase order. Examples might include 'Fixed Schedule, Fixed Payment' or 'Fixed Schedule, Variable Amount.

Document Layout



The Recurring Payment Type document includes the **Edit Recurring Payment Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Recurring Payment Type tab definition

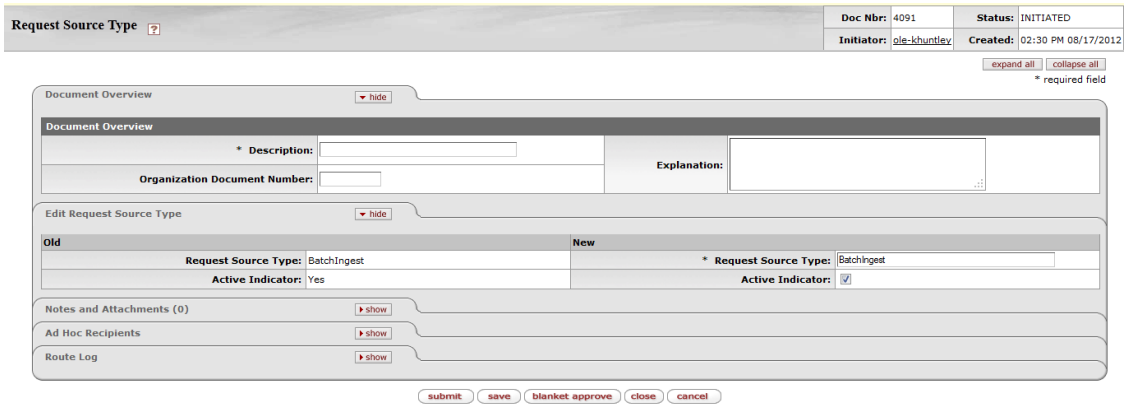
Title	Description
Recurring Payment Type Code	The code to identify this recurring payment type.
Recurring Payment Type Description	Required. The description of this recurring payment type.
Active Indicator	Indicates whether this recurring payment type code is active or inactive. Remove the check mark to deactivate this code.

Request Source Type

Maintenance > Select & Acquire Admin > ORDER INFORMATION > Request Source Type > Request Source Type Lookup > Request Source Type

The Request Source Type document identifies the source of the request e.g., WorldCat, Amazon etc.

Document Layout



The Request Source Type document includes the **Edit Request Source Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Request Source Type tab definition

Title	Description
Request Source Type	Required. The description or name of this request source type.
Active Indicator	Indicates whether this request source type is active or inactive. Remove the check mark to deactivate.

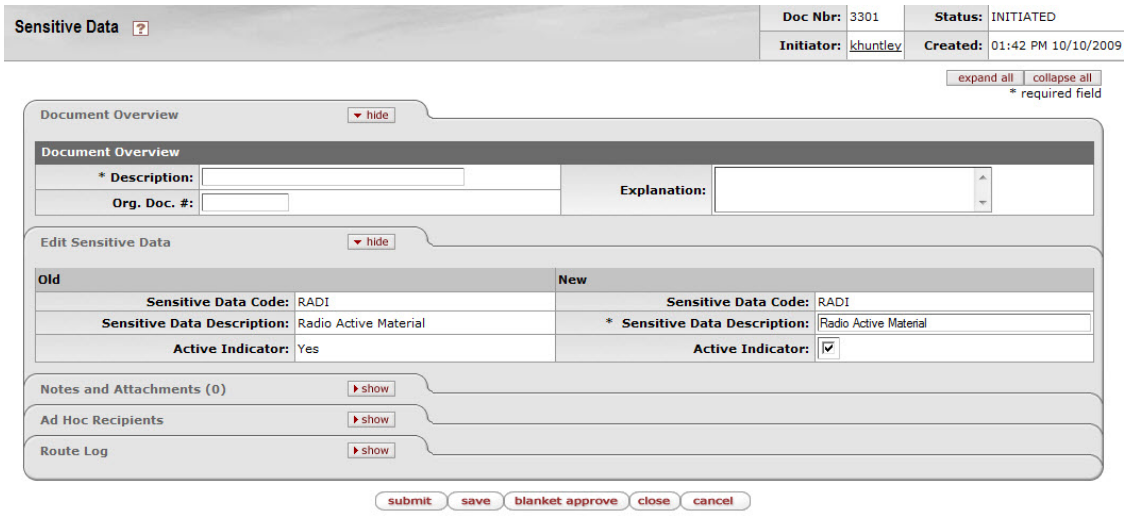
Sensitive Data

Maintenance > Select & Acquire Admin > ORDER INFORMATION >

- Sensitive Data > Sensitive Data Lookup > Sensitive Data

The Sensitive Data document indicates why a Purchase Order document might be restricted from viewing. When a user wants to restrict a document from view because it contains sensitive data, he/she must select a reason why the data is sensitive. After a reason is specified, only authorized staff members may view the document.

Document Layout



The Sensitive Data document includes the **Edit Sensitive Data** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Sensitive Data tab definition

Title	Description
Sensitive Data Code	A unique code to identify a particular type of sensitive data.
Sensitive Data Description	Required. A description of this type of sensitive data.
Active Indicator	Indicates whether this sensitive data code is active or inactive. Remove the check mark to deactivate this code.

Electronic Invoice Item Mapping

Maintenance >

Select & Acquire Admin > CENTRAL TYPES & CODES >

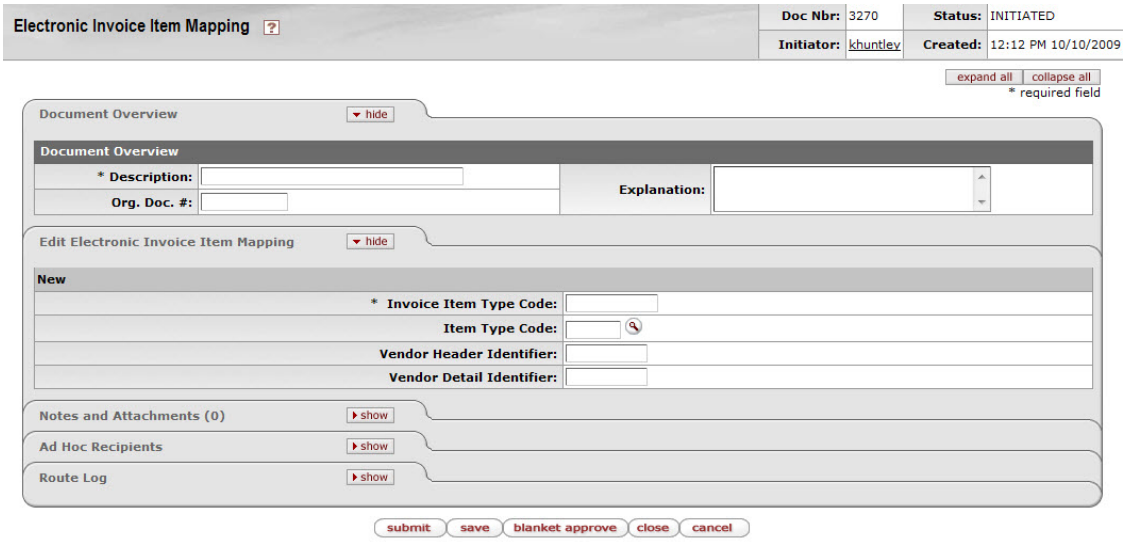
- Electronic Invoice Item Mapping > Electronic Invoice Item Mapping Code Lookup >

Electronic Invoice Item Mapping

The Electronic Invoice Item Mapping document specifies unique mapping of additional items per vendor if the business need exists. OLE follows cXML standards in that five item types are defined (Item, Special Handling, Shipping, and Discount). Each vendor invoice is mapped according to the Electronic Invoice Item Mapping Code table via the electronic invoicing batch job.

Document Layout

The Electronic Invoice Item Mapping document includes the **Edit Electronic Invoice Item Mapping** tab.



Edit Electronic Invoice Item Mapping tab definition

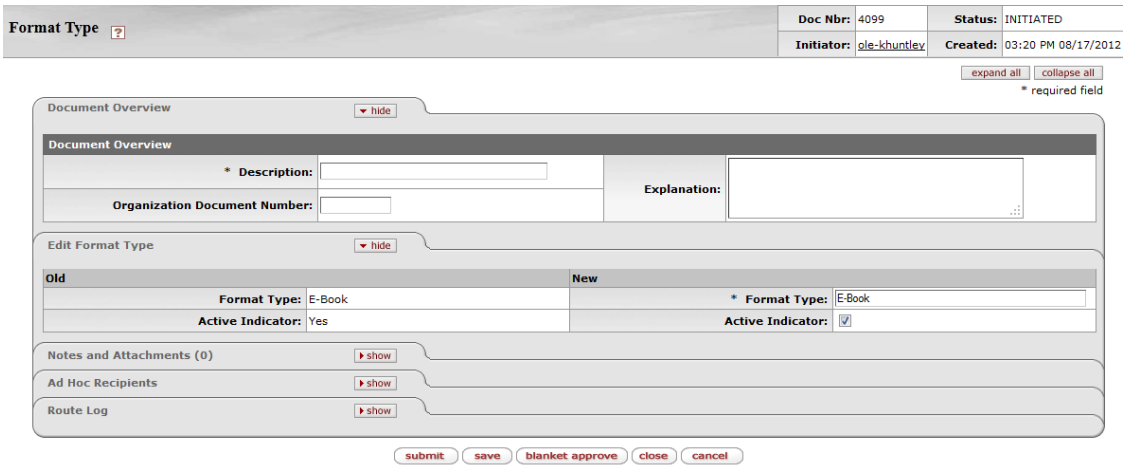
Title	Description
Invoice Item Type Code	Required. The field name on the vendor invoice to compare the value.
Item Type Code	The item code in OLE to which the invoice item type code will map to. Existing item type codes may be retrieved from the lookup .
Vendor Header Identifier	Optional. The segment of the vendor number that precedes the dash. For example, for vendor number 1000-0, the vendor header identifier is 1000.
Vendor Detail Identifier	Required if the **Vendor Header Identifier** field is completed. The segment of the vendor number that follows the dash. For example, for vendor number 1000-0, the detail identifier is 0.

Format

Maintenance >
Select & Acquire Admin > CENTRAL TYPES & CODES > Format >
Format Type Lookup > Format Type

The Format Type is the type of material of a title, e.g., a printed book, e-book, DVD, map, serial, CD, kit, etc.

Document Layout



The Format Type document includes the **Edit Format Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Format Type tab definition

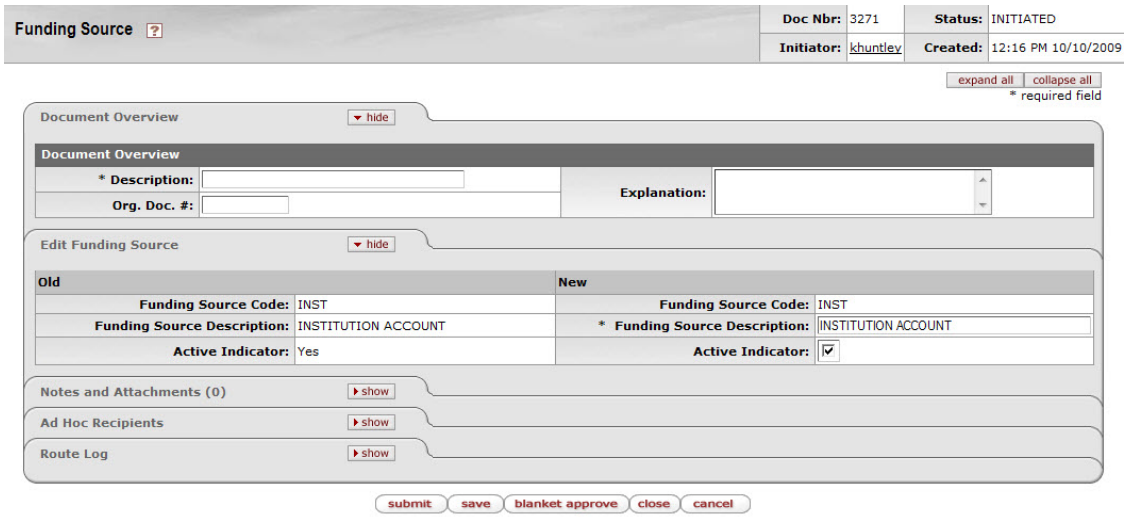
Title	Description
Format Type	Required. A description or name of the format type.
Active Indicator	Indicates whether this format type is active or inactive. Remove the check mark to deactivate this type.

Funding Source

Maintenance > Select & Acquire Admin > CENTRAL TYPES & CODES > • Funding Source > Funding Source Lookup > Funding Source

The Funding Source document defines the different fund sources that are available to choose from for purchasing documents.

Document Layout



The Funding Source document includes the **Edit Funding Source** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Funding Source tab definition

Title	Description
Funding Source Code	The code to identify this funding source.
Funding Source Description	Required. The familiar title of this funding source.
Active Indicator	Indicates whether this funding source code is active or inactive. Remove the check mark to deactivate this code.

Item Price Source

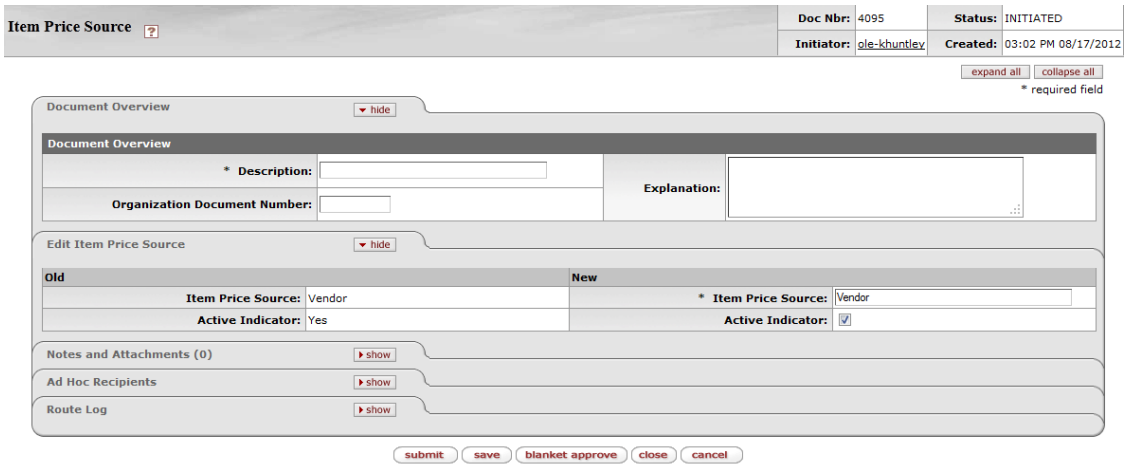
Maintenance >

Select & Acquire Admin > CENTRAL TYPES & CODES >

Item Price Source > Item Price Source Lookup > Item Price Source

The Item Price Source document identifies the source of the item price for titles on requisitions and purchase orders.

Document Layout



The Item Price Source document includes the **Edit Item Price Source** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Item Price Source tab definition

Title	Description
Item Price Source	Required. A description or name of the item price source.
Active Indicator	Indicates whether this item price source is active or inactive. Remove the check mark to deactivate this source.

Item Reason Added

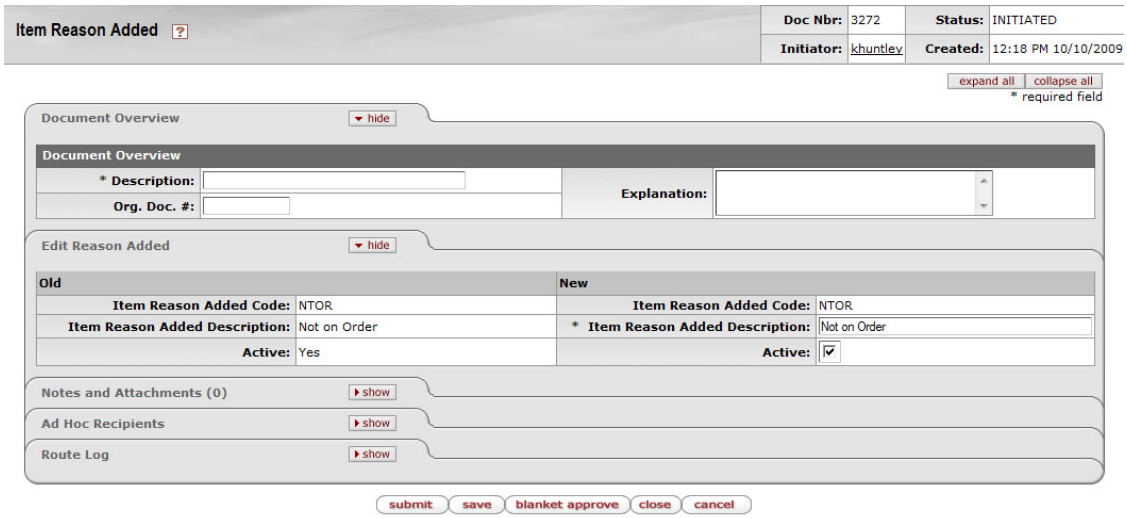
Maintenance >

Select & Acquire Admin > CENTRAL TYPES & CODES >

- Item Reason Added > Item Reason Added Lookup > Item Reason Added

The Item Reason Added document defines possible options to list on a receiving ticket as reasons for why an item was received that was not on the original purchase order.

Document Layout



The Item Reason Added document includes the **Edit Reason Added** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Reason Added tab definition

Title	Description
Item Reason Added Code	A unique code to identify a particular reason added.
Item Reason Added Description	Required. A description of the reason added.
Active	Indicates whether this item reason code is active or inactive. Remove the check mark to deactivate this code.

Negative Payment Request Approval Limit

Maintenance >

Select & Acquire Admin > ORGANIZATION INFORMATION >

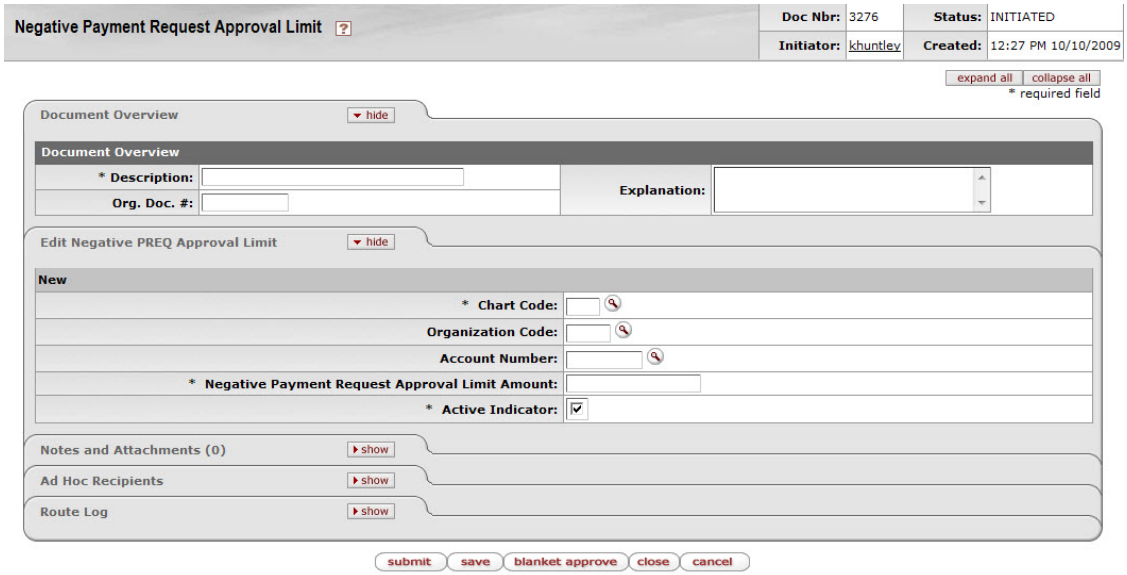
- Negative Payment Request Approval Limit >

Negative Payment Request Approval Limit Lookup >

Negative Payment Request Approval Limit

The Negative Payment Request Approval Limit document identifies an account or organization and specifies a dollar amount limit to exclude the payment request from automated approvals. Payment requests referencing this account or organization and exceeding this dollar amount are excluded from automated approval.

Document Layout



The Negative Payment Request Approval Limit document includes the **Edit Negative PREQ Approval Limit** tab.

Edit Auto Approve Exclude tab definition

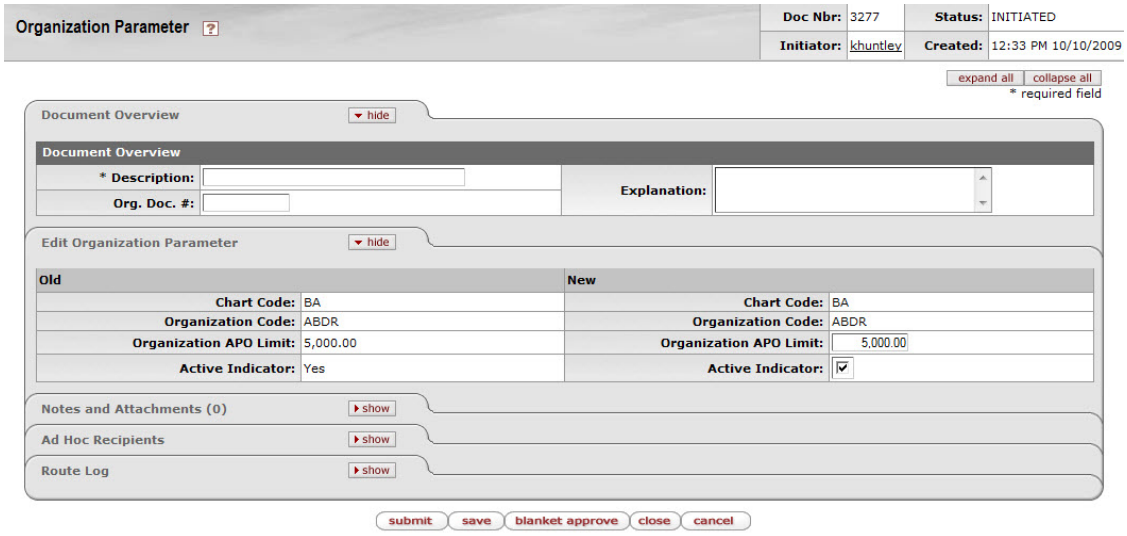
Title	Description
Chart of Accounts Code	Required. The Chart of Accounts code associated with the account to which the dollar limit will apply. Existing chart codes may be retrieved from the lookup .
Organization Code	The organization code associated with the account to which the dollar limit will apply. Existing organization codes may be retrieved from the lookup .
Account Number	The account number to which this dollar limit will apply. Existing account numbers may be retrieved from the lookup .
Negative Payment Request Approval Limit Amount	Required. The dollar limit above which payment requests will be excluded from automated approval.
Active Indicator	Required. Indicates whether this negative payment request approval limit is active or inactive. Remove the check mark to deactivate.

Organization Parameter

Maintenance > Select & Acquire Admin > ORGANIZATION INFORMATION > Organization APO Limit > Organization Parameter Lookup > Organization Parameter

The Organization Parameter document defines an APO dollar amount limit for a specific organization as identified by a unique combination of chart and organization code.

Document Layout



The Organization Parameter document includes the **Edit Organization Parameter** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Organization Parameter tab definition

Title	Description
Chart Code	The chart code of the organization for which you want to create an APO limit.
Organization Code	The organization code that identifies the organization for which you want to create an APO limit.
Organization APO Limit	The upper dollar amount that you want this organization to be authorized for on APOs.
Active Indicator	Indicates whether this organization parameter is active or inactive. Remove the check mark to deactivate.

Payment Request Auto Approve Exclusions

Maintenance >

Select & Acquire Admin > ORGANIZATION INFORMATION >

- Payment Request Auto Approve Exclusions >

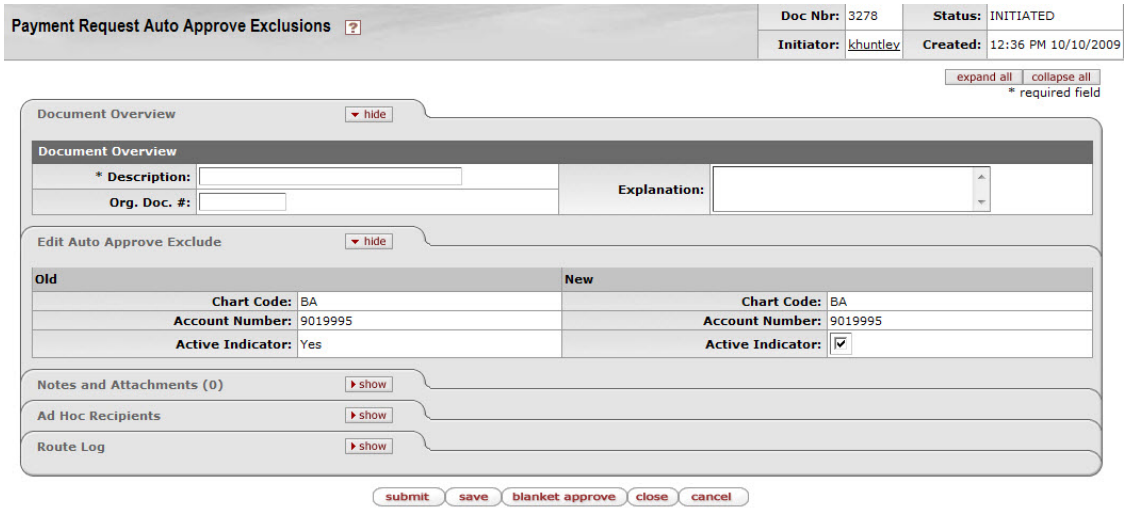
Payment Request Auto Approve Exclusions Lookup >

Payment Request Auto Approve Exclusions

Payment requests using specified accounts can be excluded from the automatic approval process which approves an eligible en route document automatically after a specified number of days. The Payment

Request Auto Approve Exclusions document identifies the accounts that should be excluded from automated approval.

Document Layout



The Payment Request Auto Approve Exclusions document includes the **Edit Auto Approve Exclude** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Auto Approve Exclude tab definition

Title	Description
Chart Code	The Chart of Accounts code associated with the account to be excluded.
Account Number	The account number to be excluded from auto approval.
Active Indicator	Indicates whether this payment request auto approval exclusion is active or inactive. Remove the check mark to deactivate.

Purchase Order Contract Language

Maintenance >

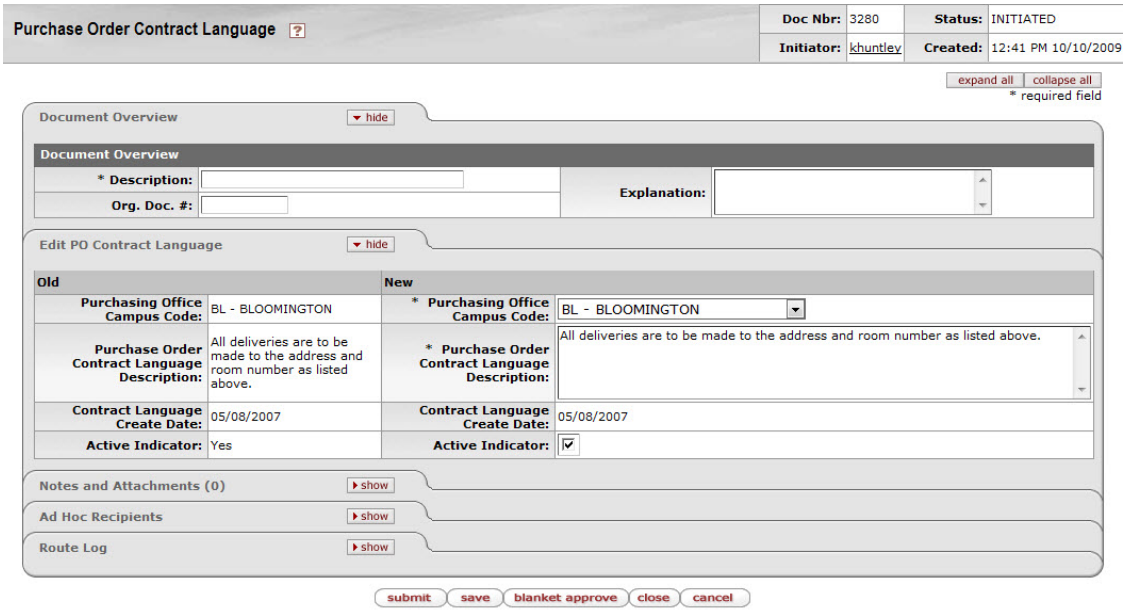
Select & Acquire Admin > ORGANIZATION INFORMATION >

- Purchase Order Contract Language > Purchase Order Contract Language Lookup >

Purchase Order Contract Language

The Purchase Order Contract Language document defines text to be included in purchase order contracts, including printed PDFs. The contract language is defined by campus, allowing variations among campus offices and inclusion of campus-specific language.

Document Layout



The Purchase Order Contract Language document includes the **Edit PO Contract Language** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit PO Contract Language tab definition

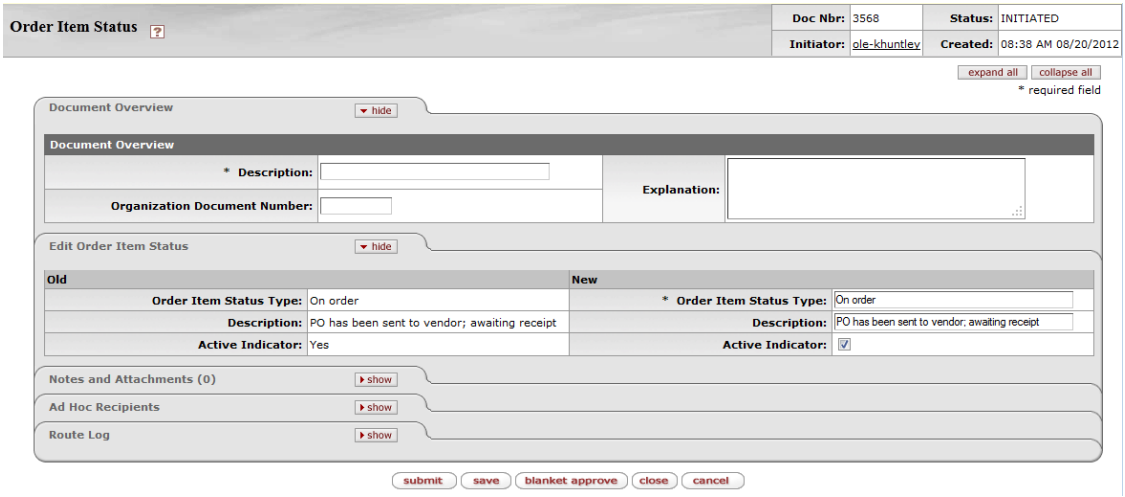
Title	Description
Purchasing Office Campus Code	Required. The campus code that uses this contract language. Existing campus codes may be retrieved from the list.
Purchase Order Contract Language Description	Required. Language description associated with this PO contract related to this campus code.
Contract Language Create Date	Display only. This field is filled automatically, indicating the date on which this contract language was created in the system.
Active Indicator	Indicates whether this purchase order contract language code is active or inactive. Remove the check mark to deactivate this code.

Purchase Order Item Status

Maintenance > Select & Acquire Admin > ORGANIZATION INFORMATION > Purchase Order Item Status > Order Item Status Lookup > Order Item Status

The Purchase Order Item Status identifies the status of individual purchase order items e.g., On order, Received, In process.

Document Layout



The Purchase Order Item Status document includes the **Edit Order Item Status** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit PO Contract Language tab definition

Title	Description
Order item Status Type	Required. A name of the order item status type.
Description	A description of the order item status type.
Active Indicator	Indicates whether this order item status type is active or inactive. Remove the check mark to deactivate this type.

Purchase Order Vendor Choice

Maintenance >

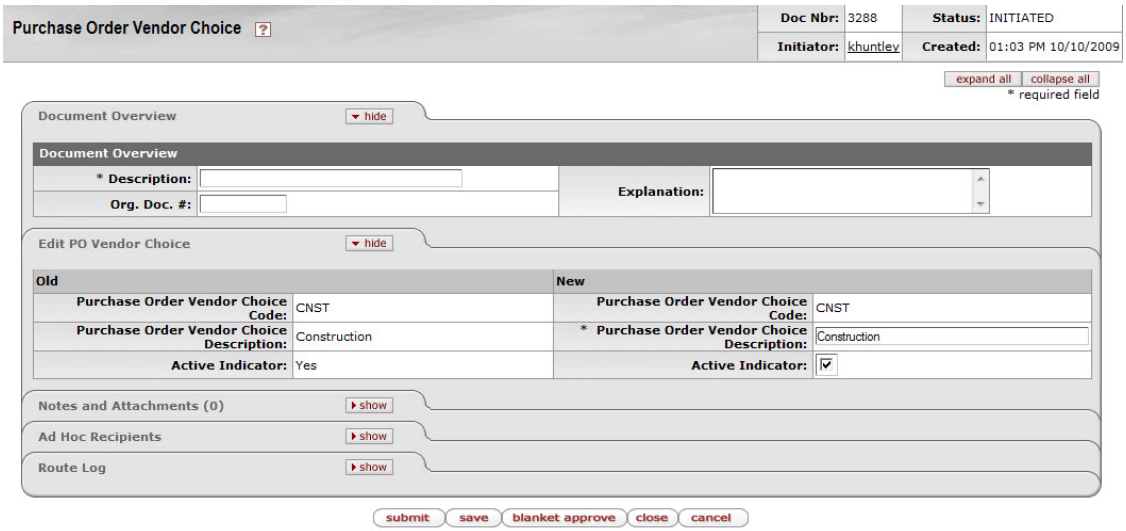
Select & Acquire Admin > ORGANIZATION INFORMATION >

- Purchase Order Vendor Choice > Purchase Order Vendor Choice Lookup >

Purchase Order Vendor Choice

The Purchase Order Vendor Choice document defines reasons that indicate why a specific vendor was chosen for a purchase.

Document Layout



The Purchase Order Vendor Choice document includes the **Edit PO Vendor Choice** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit PO Vendor Choice tab definition

Title	Description
Purchasing Order Vendor Choice Code	The code to identify the reason for selecting this vendor.
Purchase Order Vendor Choice Description	Required. The familiar title for the purchase order vendor choice code.
Active Indicator	Indicates whether this purchase order vendor choice code is active or inactive. Remove the check mark to deactivate this code.

Receiving Address

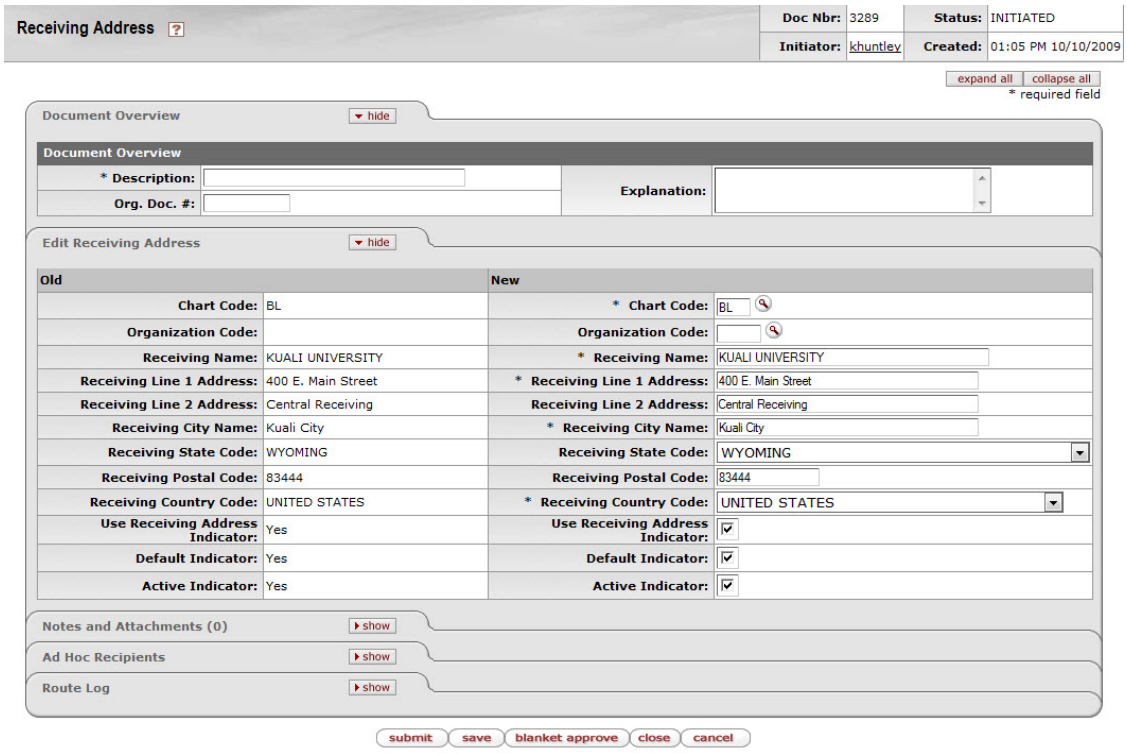
Maintenance >

Select & Acquire Admin > ORGANIZATION INFORMATION >

- Receiving Address > Receiving Address Lookup > Receiving Address

The Receiving Address document defines the possible default receiving addresses for each department.

Document Layout



The Receiving Address document includes the **Edit Receiving Address** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Receiving Address tab definition

Title	Description
Chart Code	Required. The Chart of Accounts code associated with this organization. Existing chart codes may be retrieved from the lookup .
Organization Code	Optional. The organization code associated with the receiving address. Existing organization codes may be retrieved from the lookup .
Receiving Name	Required. The familiar title of the receiving address.
Receiving Line 1 Address	Required. The first line of the address information for this receiving address.
Receiving Line 2 Address	Optional. The second line of the address information for this receiving address.
Receiving City Name	Required. The city name associated with this receiving address.
Receiving State Code	The state code associated with this receiving address. Existing state codes may be retrieved from the list.
Receiving Postal Code	The postal code associated with this receiving address.
Receiving Country Code	Required. The country associated with this receiving address. Existing countries may be retrieved from the list.
Use Receiving Address Indicator	Indicates if users are to be allowed to specify the receiving address on requisitions and POs. Clear the box if users are not to be allowed to specify the receiving address (if, for example, all goods are shipped to a central receiving area).
Default Indicator	Indicates if this address is to be used as the default receiving address. Clear the check box if it is not.

Active Indicator	Indicates whether this receiving address is active or inactive. Remove the check mark to deactivate.

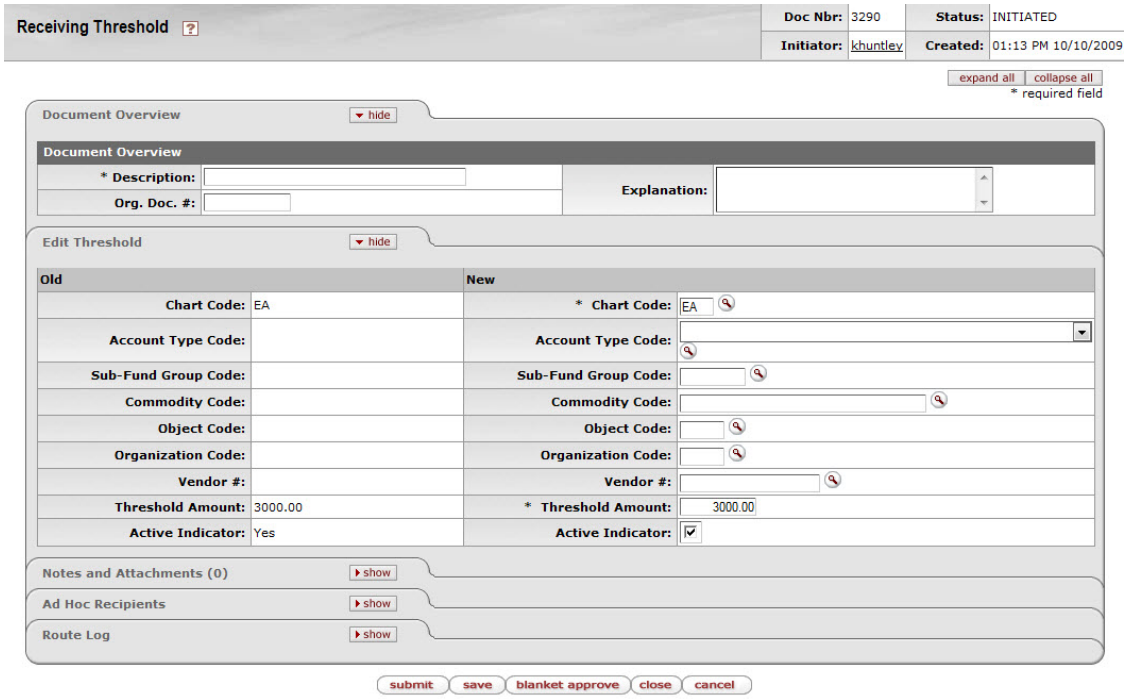
Receiving Threshold

Maintenance > Select & Acquire Admin > ORGANIZATION INFORMATION >

- Receiving Threshold > Receiving Threshold Lookup > Receiving Threshold

The Receiving Threshold document is used to define criteria that determine when an order requires line-item receiving. When an order meets certain criteria and is above a pre-defined dollar limit, the purchase order will not be paid until line item receiving has occurred.

Document Layout



The Receiving Threshold document includes the **Edit Threshold** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Threshold tab definition

Title	Description
Chart Code	The Chart of Accounts code associated with this receiving threshold. Existing chart codes may be retrieved from the lookup.
Account Type Code	The account type code to be used on this receiving threshold. Existing account type codes may be retrieved from the list or from the lookup.

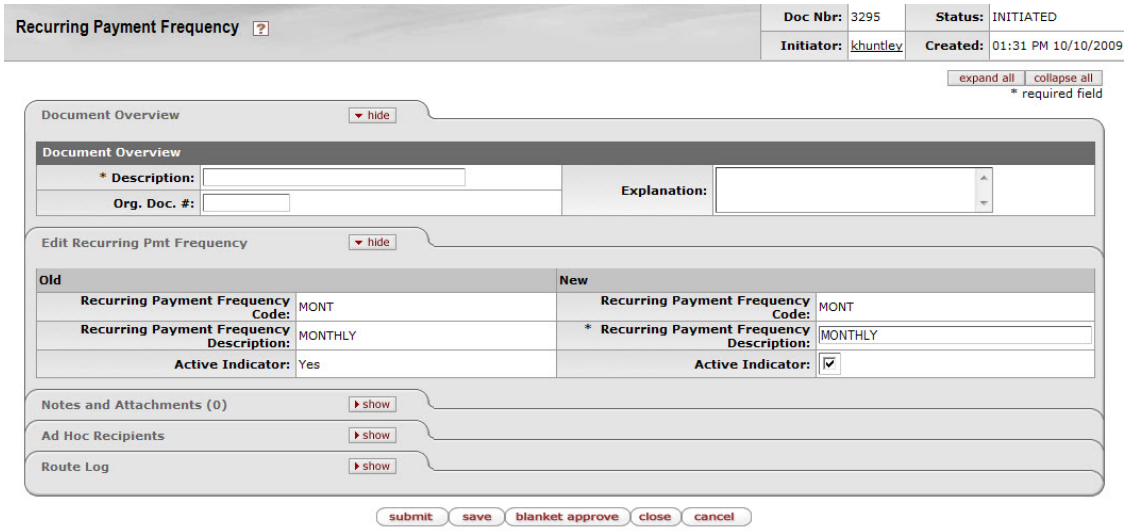
Sub-Fund Group Code	The sub fund group code associated with this receiving threshold. Existing sub fund group codes may be retrieved from the lookup.
Commodity Code	The commodity code associated with this receiving threshold. Existing commodity codes may be retrieved from the lookup.
Object Code	The object code associated with this receiving threshold. Existing object codes may be retrieved from the lookup.
Organization Code	The organization code associated with this receiving threshold. Existing organization codes may be retrieved from the lookup.
Vendor #	The vendor number associated with this receiving threshold. Existing vendor numbers may be retrieved from the lookup.
Threshold Amount	Required. The minimum amount that is required to be processed through the receiving process.
Active Indicator	Indicates whether this receiving threshold is active or inactive. Remove the check mark to deactivate.

Recurring Payment Frequency

Maintenance > Select & Acquire Admin > ORGANIZATION INFORMATION > • Recurring Payment Frequency > Recurring Payment Frequency Lookup > Recurring Payment Frequency

The Recurring Payment Frequency document defines payment frequency periods, such as 'annually,' 'monthly,' or 'quarterly.

Document Layout



The Recurring Payment Frequency document includes the Edit **Recurring Pmt Frequency** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Recurring Pmt Frequency tab definition

Title	Description
Recurring Payment Frequency Code	The code to identify this type of recurring payment frequency.
Recurring Payment Frequency Description	Required. The familiar title of this recurring payment frequency.
Active Indicator	Indicates whether this recurring payment frequency code is active or inactive. Remove the check mark to deactivate this code.

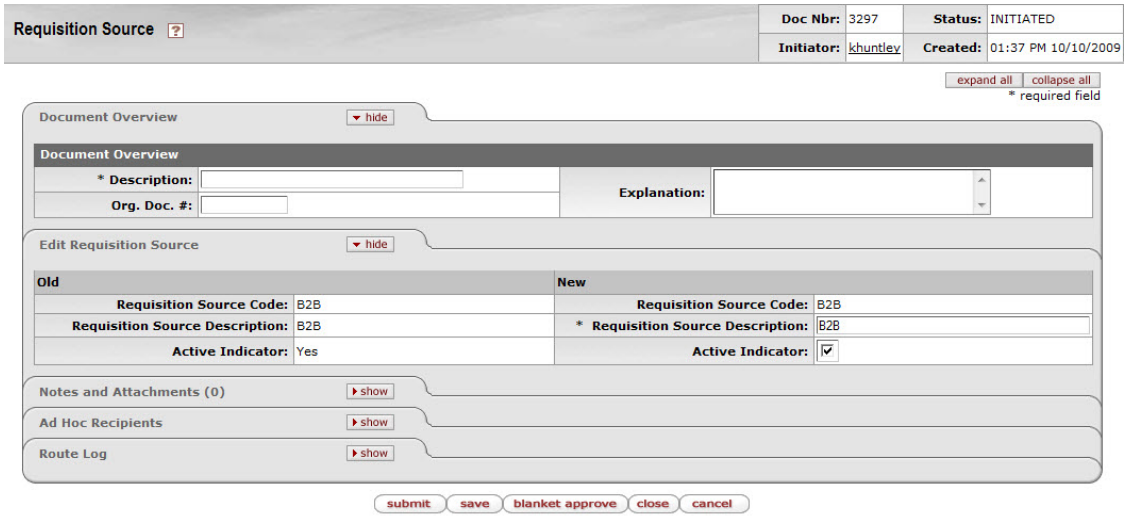
Requisition Source

Maintenance > Select & Acquire Admin > ORGANIZATION INFORMATION >

- Requisition Source > Requisition Source Lookup > Requisition Source

This table defines different sources for requisitions that can be imported into the Kuali AP/Purchasing documents.

Document Layout



The Requisition Source document includes the **Edit Requisition Source** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Requisition Source tab definition

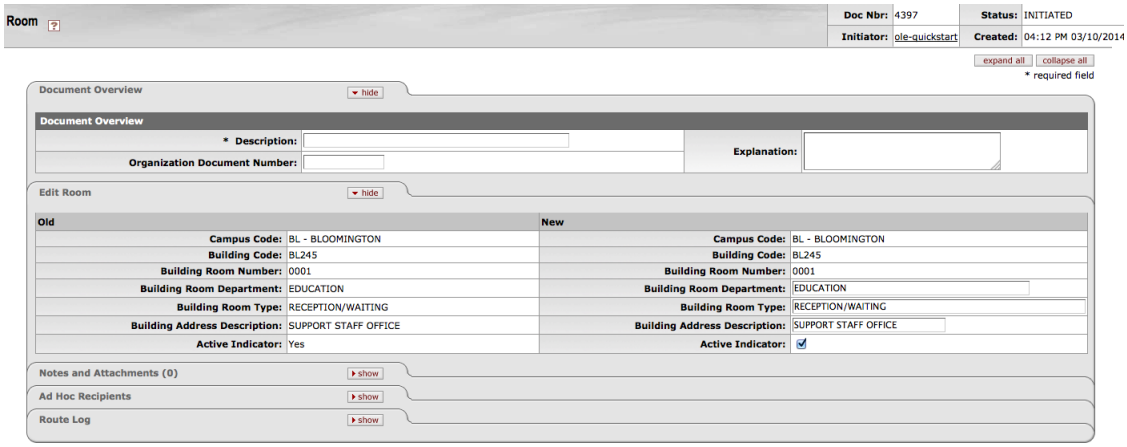
Title	Description
Requisition Source Code	The code that identifies this source of requisition information.
Requisition Source Description	Required. The description of this source of requisition.
Active Indicator	Indicates whether this requisition source code is active or inactive. Remove the check mark to deactivate this code.

Room

Maintenance > Select & Acquire Admin > ORDER INFORMATION >
Room > Room Lookup > Room

The Room document defines a unique room number within a specific building on a particular campus. The room code is used to identify the room where library materials should be delivered.

Document Layout



The Room document includes the **Edit Room** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Room tab definition

Title	Description
Campus Code	The campus code associated with this room.
Building Code	The building code associated with this room..
Building Room Number	The unique identifier for the room.
Building Room Department	The name of the department to which the room is assigned.
Building Room Type	The particular type of room.
Building Address Description	A functional description or street address of the building in which the room is located.
Active Indicator	Indicates whether this room is active or inactive. Remove the check mark to deactivate.

Disbursement Voucher Payment Reason

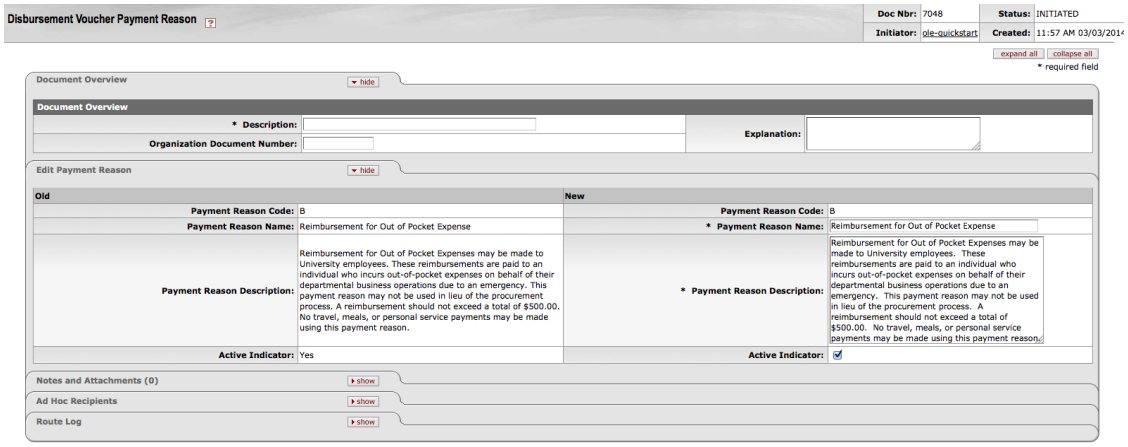
Maintenance >
Select & Acquire Admin > FINANCIAL TRANSACTION CONTROLS >
Disbursement Voucher Payment Reason >

Disbursement Voucher Payment Reason Lookup >

Disbursement Voucher Payment Reason

The Disbursement Voucher Payment Reason document is used to establish the valid payment reasons that may be selected on the Disbursement Voucher document. The payment reason broadly defines the purpose for a particular disbursement. These reasons can be used for the creation of business rules (restricting various attributes on the DV document by payment reason) and for reporting purposes.

Document Layout



The Disbursement Voucher Payment Reason document includes the **Edit Payment Reason** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Payment Reason tab definition

Title	Description
Payment Reason Code	Required. Enter a code that uniquely identifies the payment reason. This value is often referenced when establishing rules related to payment reason.
Payment Reason Name	Required. Enter a name that describes the payment reason. This name appears in the **Payment Reason** selection box on the DV document.
Payment Reason Description	Required. Enter a text description describing the payment reason and its restrictions. After a payment reason is selected on the DV document you may click question mark to view the selected payment reason's description.
Active Indicator	Indicates whether this payment reason code is active or inactive. Remove the check mark to deactivate this code. Only active payment reasons appear in the **Payment Reasons** selection box on the DV document.

Fiscal Year Function Control

Maintenance >

Select & Acquire Admin > FINANCIAL TRANSACTION CONTROLS >

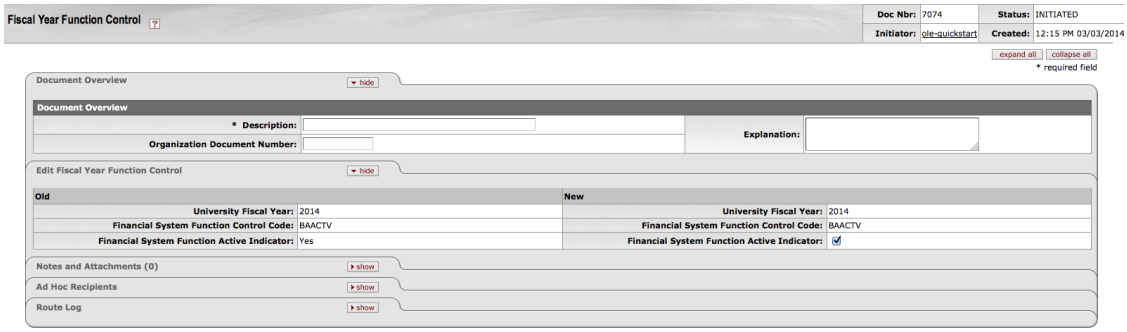
Fiscal Year Function Control >

Fiscal Year Function Control Lookup >

Fiscal Year Function Control

The Fiscal Year Function Control document defines whether a given Function Control code is active for a specific fiscal year. These values determine whether certain actions related to budgets can be taken in the defined fiscal year.

Document Layout



The Fiscal Year Function Control document includes the **Edit Fiscal Year Function Control** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Fiscal Year Function Control tab definition

Title	Description
University Fiscal Year	The fiscal year for which the function control code is being defined.
Financial System Function Control Code	The financial system function control code being defined for the fiscal year.
Active Indicator	Indicates whether this fiscal year function control code is active or inactive. Remove the check mark to deactivate this code.

Function Control Code

Maintenance >

Select & Acquire Admin > FINANCIAL TRANSACTION CONTROLS >

Function Control Code > Function Control Code Lookup >

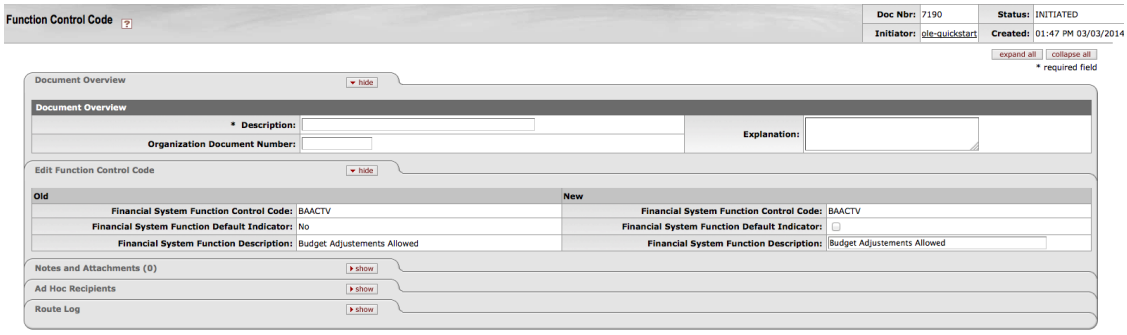
Function Control Code

The Function Control document defines the different types of Financial System Function Control codes that may be activated for a given fiscal year on the Fiscal Year Function Control table. Both Function Code and Fiscal Year Function Control relate to budget construction.

Function Control Code tab definition

Code	Description
BAACTV	ndicates if the budget adjustment document is active for a fiscal year
BASEAD	Indicates if base budget adjustments can be performed for a fiscal year
BCACTV	Activates budget construction for a given year
BCGENE	Enables the KFS to accept the budget construction genesis process
BCUPDT	Controls the ability to make updates to budget construction data
CSFUPD	Enables the updating of the calculated salary foundation (CSF)
PSSYNC	Enables OLE to accept synchronization data from the PeopleSoft HR system for budget construction

Document Layout



The Function Control Code document includes the **Edit Function Control Code** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Function Control Code tab definition

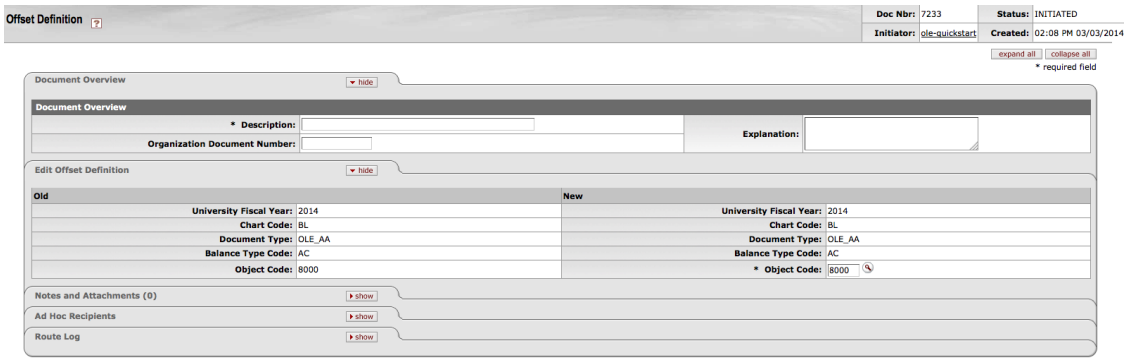
Title	Description
Financial System Function Control Code	The code that uniquely identifies the function control value.
Financial System Function Default Indicator	Selection of this box indicates that the default value is active. Removal of the check in this box deactivates the code.
Financial System Function Description	The text description associated with the function control code.

Offset Definition

Maintenance > Select & Acquire Admin > FINANCIAL TRANSACTION CONTROLS > Offset Definition > Offset Definition Lookup > Offset Definition

The Offset Definition document establishes the types of offset entries that the OLE GL generates for each document type, as part of the batch process. When a generated offset is required, the document type, fiscal year, and chart code of the transaction are matched to these offset definition entries. The offsetting transaction is built using the balance type and object code in the Offset Definition table. The Offset Definition table is used by the Scrubber process.

Document Layout



The Offset Definition document includes the **Edit Offset Definition** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Offset Definition tab definition

Title	Description
University Fiscal Year	The fiscal year for this offset definition.
Chart Code	The chart code applicable to this offset definition.
Document Type Code	The document type name applicable to this offset definition.
Balance Type Code	The balance type code used in the offset entry generated by the OLE GL process.
Oject Code	Required. The object code used in the offsetting entry generated by the OLE GL process. Existing object codes may be retrieved from the lookup

Organization Reversion

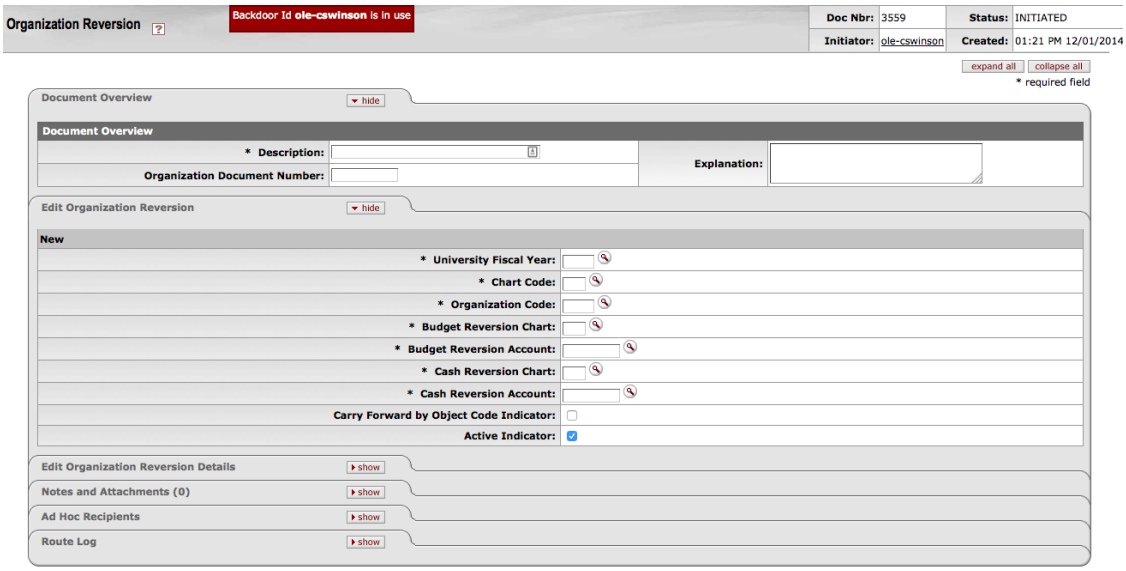
Maintenance > Select & Acquire Admin > FINANCIAL TRANSACTION CONTROLS > Organization Reversion > Organization Reversion Lookup > Organization Reversion

The Organization Reversion document defines the reversion/carry forward rules for the year-end process.

The Organization Reversion document comes with a global document option where changes to a group of organizations can be applied at once. This feature of the Global Organization Reversion document is explained in the section after the Organization Reversion document section.

The Organization Reversion Maintenance and Global Organization Reversion documents may be initatied by members of the OLE-SYS Chart Manager role, whereas the Organization Reversion Category document may be initiated by the normal OLE-SYS Manager role.

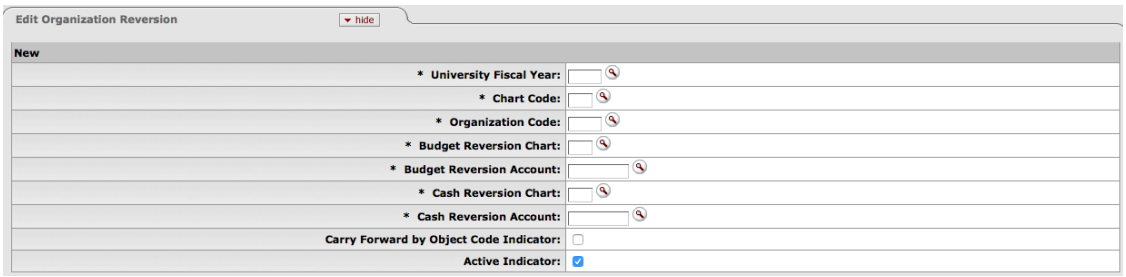
Document Layout



The Organization Reversion document includes the **Edit Organization Reversion** and **Edit Organization Reversion Details** tabs The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Organization Reversion Tab

The **Edit Organization Reversion** tab defines two reversion accounts: the budget reversion account and the cash reversion account. The definitions are for specific university organizations as defined within the Chart of Accounts hierarchy and for a specific fiscal year. The accounts are determined by chart code and account number.



Edit Organization Reversion tab definition

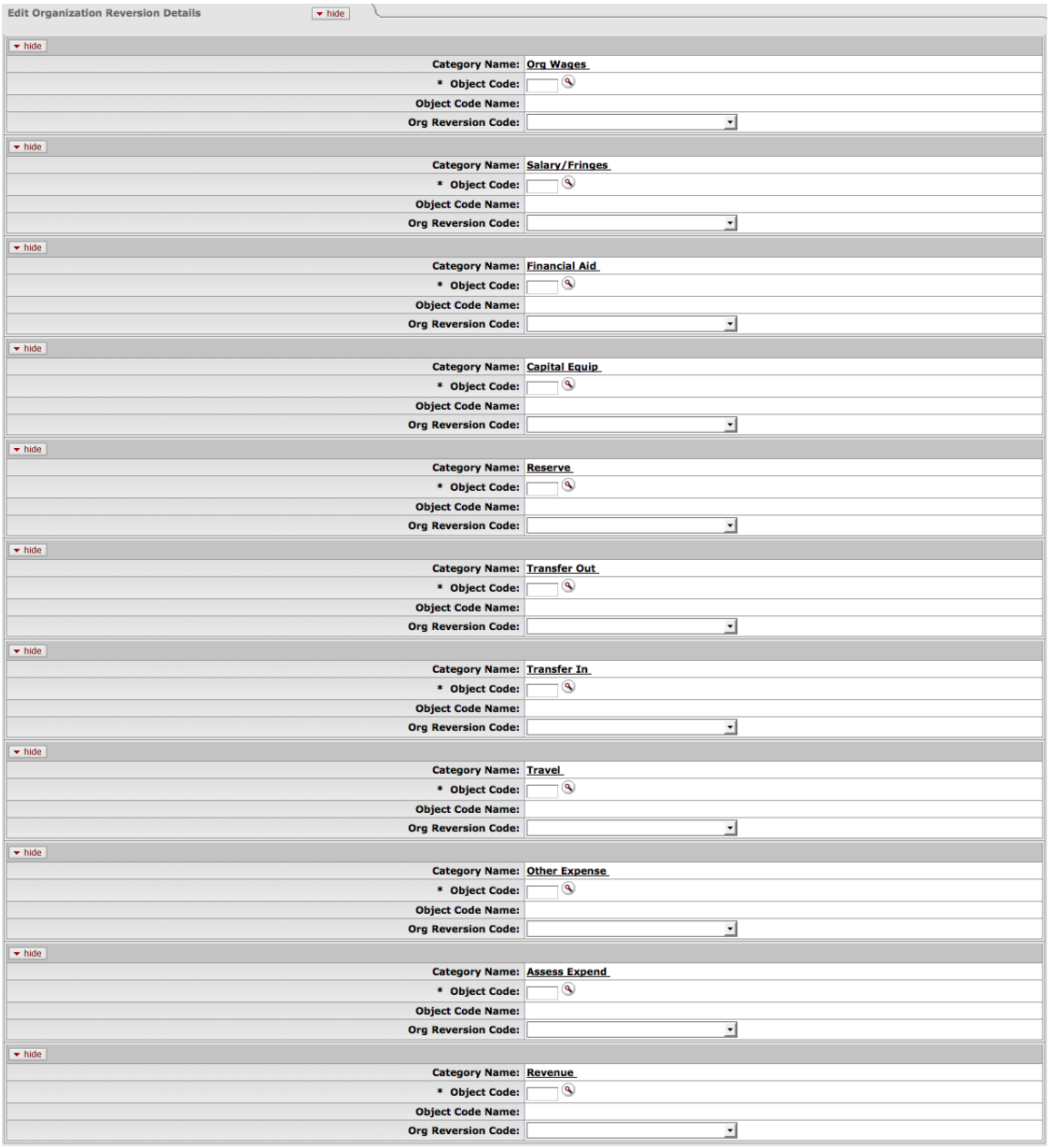
Title	Description
University Fiscal Year	The university fiscal year for the designated reversion account
Chart Code	The chart code for this reversion process.
Organization Code	The organization code for this reversion process.
Budget Reversion Chart	Required. The code that identifies the Chart of Accounts that the budget reversion account belongs to. Existing charts may be retrieved from the lookup .

	Tip If accounts cannot cross Charts OLE-SYS ACCOUNTS_CAN_CROSS_CHARTS_IND parameter is set to 'N'), this value is read-only.
Budget Reversion Account	Required. The account code that identifies the specific account to be used for budget reversions. Existing accounts may be retrieved from the lookup
Cash Reversion Chart	Required. The code that identifies the Chart of Accounts that the cash reversion account belongs to. Existing charts may be retrieved from the lookup **Tip** If accounts cannot cross Charts OLE-SYS ACCOUNTS_CAN_CROSS_CHARTS_IND parameter is set to 'N'), this value is read-only.
Cash Reversion Account	Required. The code that identifies the specific account to be used for cash reversion. Existing accounts may be retrieved from the lookup
Carry Forward by Object Code Indicator	The box is checked when the organization reversion category-defined object code(s) are used for carry forward. Clear the check box when the unallocated object code is used for carry forward.
Active Indicator	Indicates whether this org reversion process is active or inactive. Remove the check mark to deactivate.

Edit Organization Reversion Details Tab

The **Edit Organization Reversion Details** tab includes the object codes and carry forward/reversion rules by organization reversion category. Fields indicated as required are only required if that organization reversion category is completed.

This tab must be completed regardless of the carry forward indicator in the **Edit Organization Reversion** tab.



Edit Organization Reversion tab definition

Title	Description
Category Name	Display-only. Identifies a pre-defined organization reversion category. The categories include 'Org Wages,' 'Salary/Fringes,' 'Financial Aid,' 'Reserve,' 'Transfer Out,' 'Transfer In,' 'Travel,' 'Other Expense,' 'Assess Expend, and Revenue.
Object Code	Required. The object code to be used in generated carry forward entries by object code when the **Carry Forward Object Code Indicator** is selected. Existing object codes may be retrieved from the lookup .
Object Code Name	The descriptive name associated with the object code above.
Org Reversion Code	Required. The code that identifies a particular combination of carry forward and reversion rules that may be retrieved from the list (codes are described below).

Carry Forward Rules

Each organization reversion code represents a combination of reversion rules (see the table below).

Organization Reversion Codes

Org Reversion Code	Rule xa	Rule xb	Rule xc	Rule xd	Rule xe	Rule xn	Rule xp
A	a		a				
C1			a		a		a
C2			a	a			a
N1			a		a	a	
N2			a	a		a	
R1		a	a		a		
R2		a	a	a			

Also, see the following Carry Forward Rules table for an explanation of each rule. For example, refer to the Rule Code 'xa and xc' to understand which rules apply to the Org Reversion Code 'A.

Carry Forward Rules

Rule Code	Description
xa	Carry forward the budget balance (budget - **a**ctual, whether it is positive or negative) in the same account. No budget balances (budget - actual) are reverted to the budget reversion account.
xb	Revert a **b**udget balance (budget - actual - encumbrance, whether it is positive or negative) to the budget reversion account.
xc	Revert the actual **c**ash balance to the cash reversion account.
xd	**D**o not carry forward budget to cover encumbrances.
xe	Carry forward enough budget to cover **e**ncumbrances.
xn	Revert a positive budget balance (budget - actual) to the budget reversion account or carry forward a **n**egative budget balance (budget - actual) to the same account.
xp	Carry forward a **p**ositive budget balance (budget - actual) to the same account or revert a negative budget balance (budget - actual) to the budget reversion account.

Note

The organization reversion categories maintained in the **Edit Organization Reversion Details** tab are created and deactivated with the Organization Reversion Category Document

Tip

Selection_ Parameter: Selection_ parameters establish the organization reversion selection rules for the organization reversion step within the GL batch process. These parameters are used in the order identified by the number that comes after SELECTION_ in the parameter name. You may make the rules operate on whatever field of the GL Balance table you want by changing the part of the parameter value that proceeds the '=' sign.

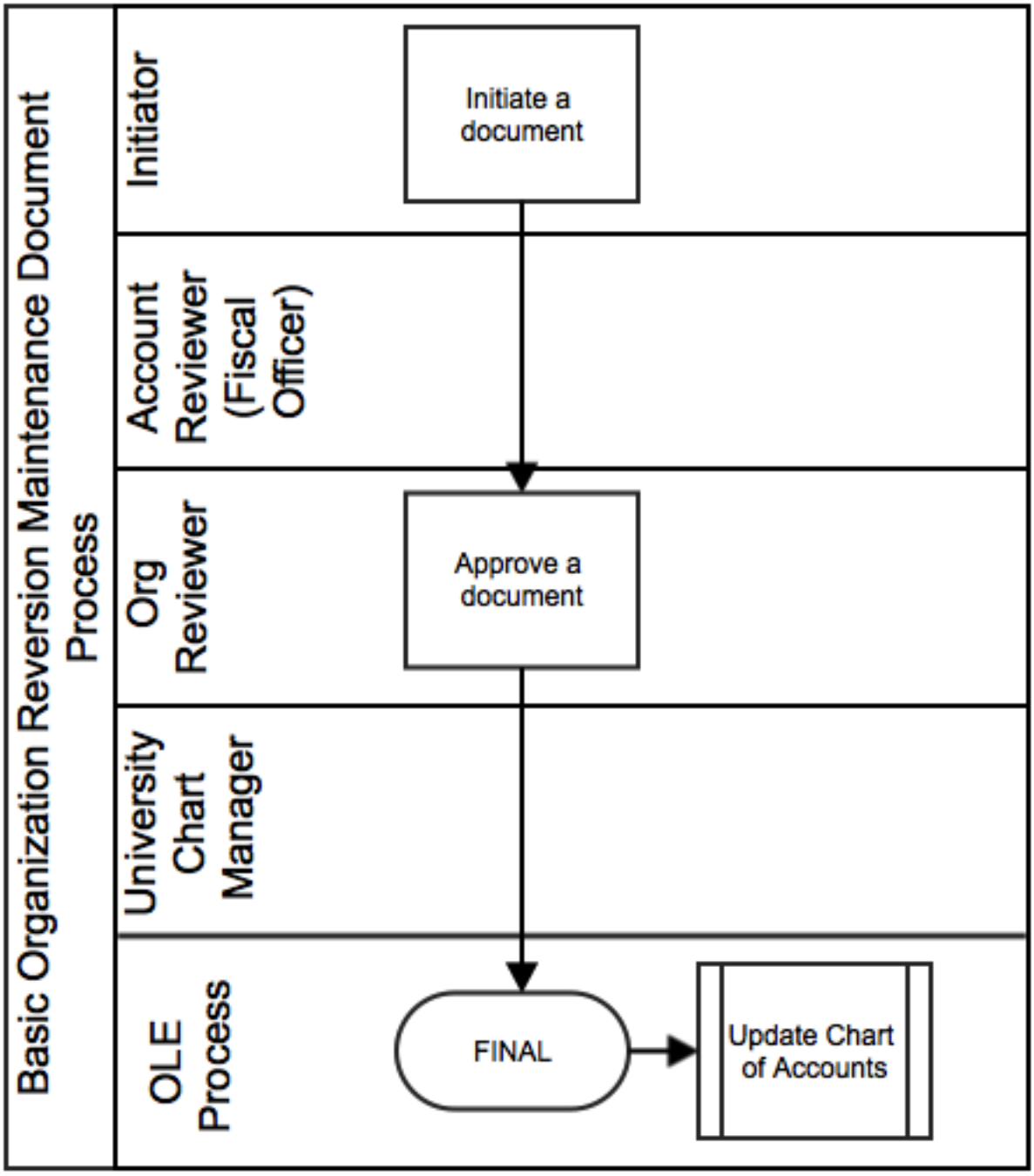
Namespace Code	Component	Application ID	Parameter Name	Parameter Description	Parameter Value	Parameter Constraint Code
OLE-COA	Organization Reversion	OLE	SELECTION_1	Fund group code(s) that should be includ...	account.subFundGroup.fundGroupCode=GF	A
OLE-COA	Organization Reversion	OLE	SELECTION_2	Organization codes that should be exclud...	account.organizationCode=BALS;RESV	D
OLE-COA	Organization Reversion	OLE	SELECTION_3	Object codes that should be excluded fro...	objectCode=9890;9891;9892;9893	D
OLE-COA	Organization Reversion	OLE	SELECTION_4	Sub fund group codes that should be excl...	account.subFundGroupCode=MPRACT; MWISH;MP...	D
OLE-COA	Organization Reversion	OLE	SELECTION_5	Chart of Accounts codes that should be e...	account.chartOfAccountsCode=	D
OLE-COA	Organization Reversion	OLE	SELECTION_6	Account numbers that should be excluded ...	account.accountNumber=	D

Process Overview

Business Rules

- Only members of the OLE-SYS Chart Manager role may initiate the document.

Routing

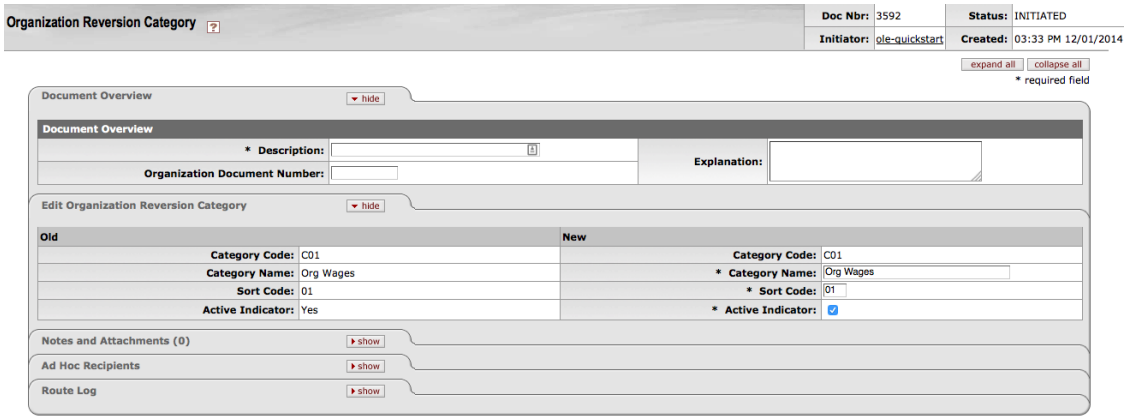


Organization Reversion Category

Maintenance > Select & Acquire Admin > FINANCIAL TRANSACTION CONTROLS > Organization Reversion Category > Organization Reversion Category Lookup > Organization Reversion Category

The Organization Reversion Category document creates new organization reversion categories by assigning them a code, a name, and assigning them a place in the display sequence. Clearing the **Active Indicator** on this document causes the category to no longer appear on the **Edit Organization Details Details** tab in the Organization Reversion document. Editing an existing category code could change its name or change its position in the display sequence in the Organization Reversion document.

Document Layout



The Organization Reversion Category document includes the **Edit Organization Reversion Category** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Organization Reversion Category tab definition

Title	Description
Category Code	The code that identifies the organization reversion category.
Category Name	Required. The descriptive name associated with a particular organization reversion category code.
Sort Code	Required. The code used to display the organization reversion categories in a particular order in the **Edit Organization Reversion Details** tab of the Organization Reversion document.
Active Indicator	Indicates whether this organization reversion category is active or inactive. Remove the check mark to deactivate this organization reversion category.

The organization reversion categories and the rules are tied by a series of organization reversion business rules stored in the Parameter table. Each organization reversion category is defined for one or more object code attributes.

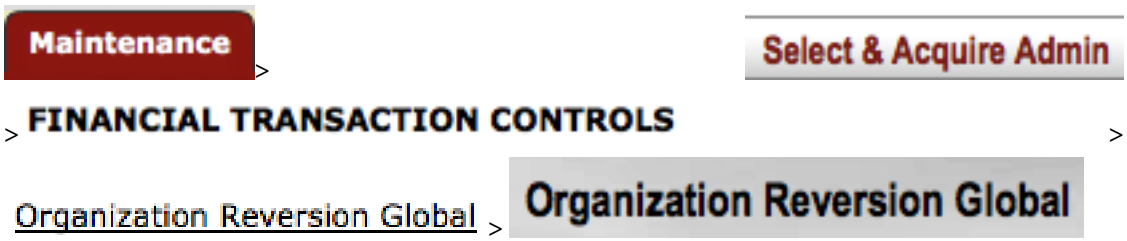
Organization Reversion Business Rule Examples

Category	Object Consolidation Codes	Object Level Codes	Object Type Codes	Object Sub-Type Codes
Org Wages	CMPN	HRCO		
Salary/Fringes	CMPN	All levels except for HRCO		
Financial Aid	SCHL			
Capital Equiptment	CPTL			
Reserve	RSRX			
Transfer Out			TE, EX, EE, EX	TN, TF, MT
Transfer In			TI, IN, CH, IC	TN, TF, MT
Travel	TRVL			
Other Expense	GENX, IDEX			
Asset Expense	ASEX			
Revenue	ARSE, IDIN, OTRE, SAPR, STFE			

Note

This is an example of how organization reversion could be implemented in KFS. Each institution must define its own rules.

Organization Reversion Global



Note

For general information about accessing and working with global documents, see Global COA E-Docs.

The Organization Reversion Global document enables reversion records to be established for multiple organizations simultaneously. Only members of the OLE-SYS Chart Manager role can initiate the Organization Reversion Global document. It routes the same way as the Organization Reversion document.

Note

The Organization Reversion Global document updates only existing records, just as the Global Account document does. It cannot create new records (as Global Object or Global Sub-Object documents do).

Docu

Organization Reversion Global

Backdoor Id **ole-cswinson** is in use

Doc Nbr:	3594	Status:	INITIATED
Initiator:	ole-cswinson	Created:	03:50 PM 12/01/2014

expand all | collapse all

* required field

Document Overview hide

Document Overview

* Description:
Organization Document Number:
Explanation:

Edit Global Organization Reversion Organizations hide

New Organization — Look Up/Add Multiple Organization Reversion Lines

* Chart Code:
* Organization Code:
add

Edit Global Organization Reversion hide

New

* University Fiscal Year:
Budget Reversion Chart:
Budget Reversion Account:
Cash Reversion Chart:
Cash Reversion Account:
Carry Forward by Object Code Indicator:

Edit Global Organization Reversion Details hide

Organization Reversion Detail
Organization Reversion Category: Org Wages
Object Code:
Object Code Name:
Org Reversion Code:

Organization Reversion Detail
Organization Reversion Category: Salary/Fringes
Object Code:
Object Code Name:
Org Reversion Code:

Organization Reversion Detail
Organization Reversion Category: Financial Aid
Object Code:
Object Code Name:
Org Reversion Code:

Organization Reversion Detail
Organization Reversion Category: Capital Equip
Object Code:
Object Code Name:
Org Reversion Code:

Organization Reversion Detail
Organization Reversion Category: Reserve
Object Code:
Object Code Name:
Org Reversion Code:

Organization Reversion Detail
Organization Reversion Category: Transfer Out
Object Code:
Object Code Name:
Org Reversion Code:

Organization Reversion Detail
Organization Reversion Category: Transfer In
Object Code:
Object Code Name:
Org Reversion Code:

Organization Reversion Detail
Organization Reversion Category: Travel
Object Code:
Object Code Name:
Org Reversion Code:

Organization Reversion Detail
Organization Reversion Category: Other Expense
Object Code:
Object Code Name:
Org Reversion Code:

Organization Reversion Detail
Organization Reversion Category: Assess Expend
Object Code:
Object Code Name:
Org Reversion Code:

Organization Reversion Detail
Organization Reversion Category: Revenue
Object Code:
Object Code Name:
Org Reversion Code:

Notes and Attachments (0) show

Ad Hoc Recipients show

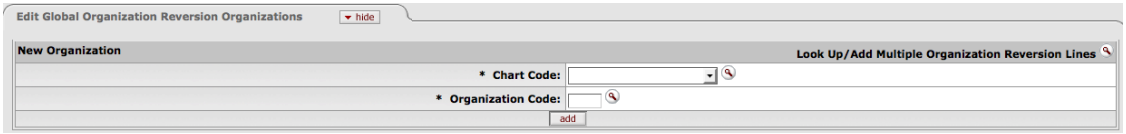
Route Log show

The Organization Reversion Global document includes the **Edit Global Organization Reversion Organizations**, **Edit Global Organization Reversion**, and **Edit Global Organization Reversion Details** tabs. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

The Offset Definition document includes the **Edit Offset Definition** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Organization Reversion Tab

There are two ways to populate the list of organization codes that you want to change globally. One is by entering or selecting one organization code at a time from the normal**Organization Code** lookup. The other is by using the **Look Up / Add Multiple Organization Code Lines** to return multiple values.



Note

For more information about the two types of lookup, see Field Lookup and Multiple Value Lookup on the *Guide to OLE Basic Functionality and Key Concepts*.

Edit Global Organization Reversion Tab

The **Edit Global Organization Reversion** tab works in the same manner as the **Edit Organization Reversion** tab of the Organization Reversion document. This tab defines two reversion accounts: the budget reversion account and the cash reversion account. These definitions are for specific university organizations as defined within the Chart of Accounts hierarchy and for a specific fiscal year. The accounts are determined by chart code and account number.

Note

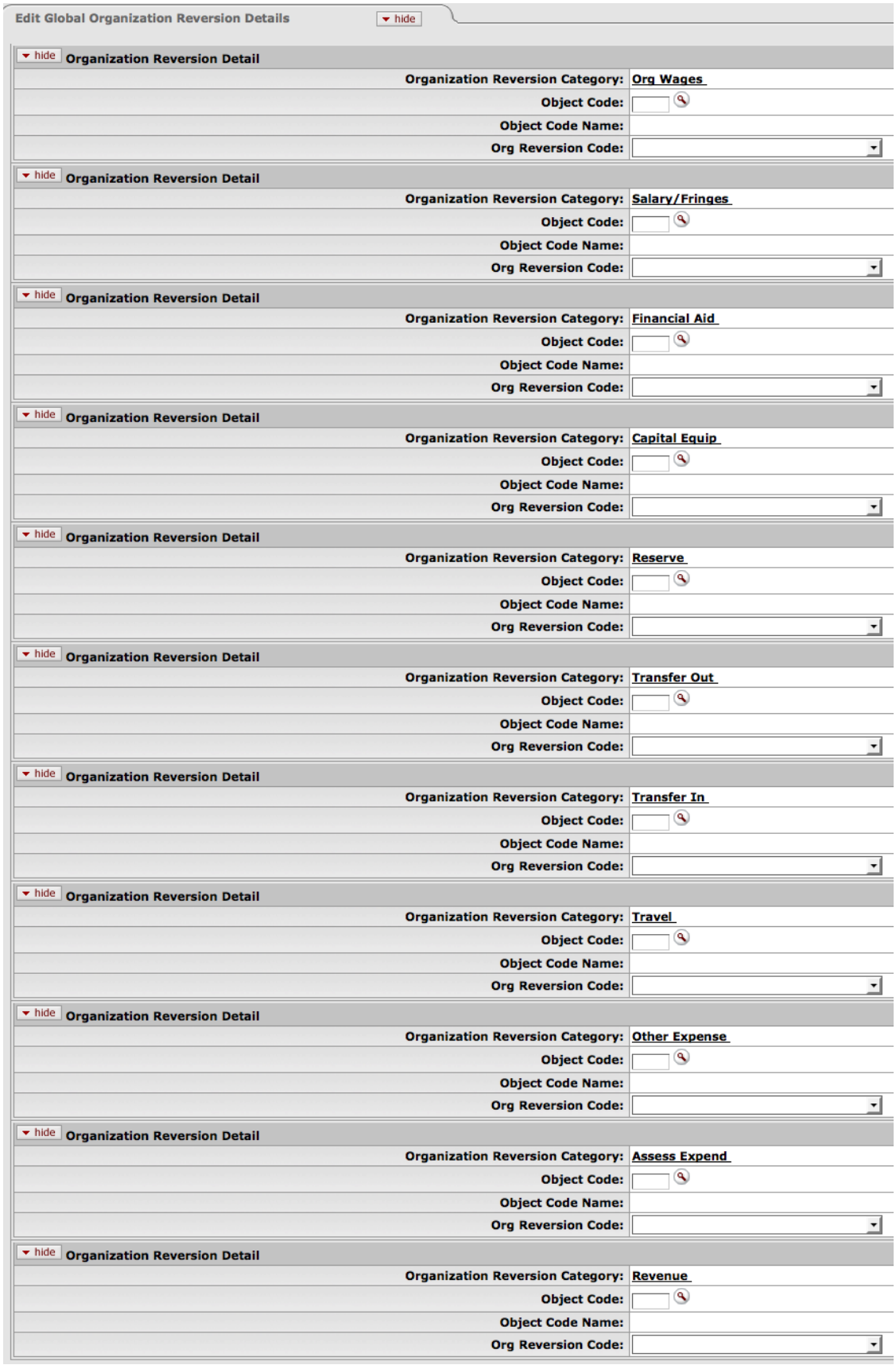
For more information about the Edit Global Organization Reversion Tab, see Edit Organization Reversion Tab.

Edit Global Organization Reversion Details Tab

The **Edit Global Organization Reversion Details** tab works in the same manner as the **Edit Organization Reversion Details** tab of the Organization Reversion document. It contains object codes and carry forward/

reversion rules by organization reversion category. Fields indicated as required are required only if that organization reversion category is completed.

This tab must be completed regardless of the Carry Forward Indicator in the **Edit Organization Reversion** tab.


Edit Global Organization Reversion Details
hide
hide Organization Reversion Detail
Organization Reversion Category: Org Wages
Object Code:
Object Code Name:
Org Reversion Code:
hide Organization Reversion Detail
Organization Reversion Category: Salary/Fringes
Object Code:
Object Code Name:
Org Reversion Code:
hide Organization Reversion Detail
Organization Reversion Category: Financial Aid
Object Code:
Object Code Name:
Org Reversion Code:
hide Organization Reversion Detail
Organization Reversion Category: Capital Equip
Object Code:
Object Code Name:
Org Reversion Code:
hide Organization Reversion Detail
Organization Reversion Category: Reserve
Object Code:
Object Code Name:
Org Reversion Code:
hide Organization Reversion Detail
Organization Reversion Category: Transfer Out
Object Code:
Object Code Name:
Org Reversion Code:
hide Organization Reversion Detail
Organization Reversion Category: Transfer In
Object Code:
Object Code Name:
Org Reversion Code:
hide Organization Reversion Detail
Organization Reversion Category: Travel
Object Code:
Object Code Name:
Org Reversion Code:
hide Organization Reversion Detail
Organization Reversion Category: Other Expense
Object Code:
Object Code Name:
Org Reversion Code:
hide Organization Reversion Detail
Organization Reversion Category: Assess Expend
Object Code:
Object Code Name:
Org Reversion Code:
hide Organization Reversion Detail
Organization Reversion Category: Revenue
Object Code:
Object Code Name:
Org Reversion Code:

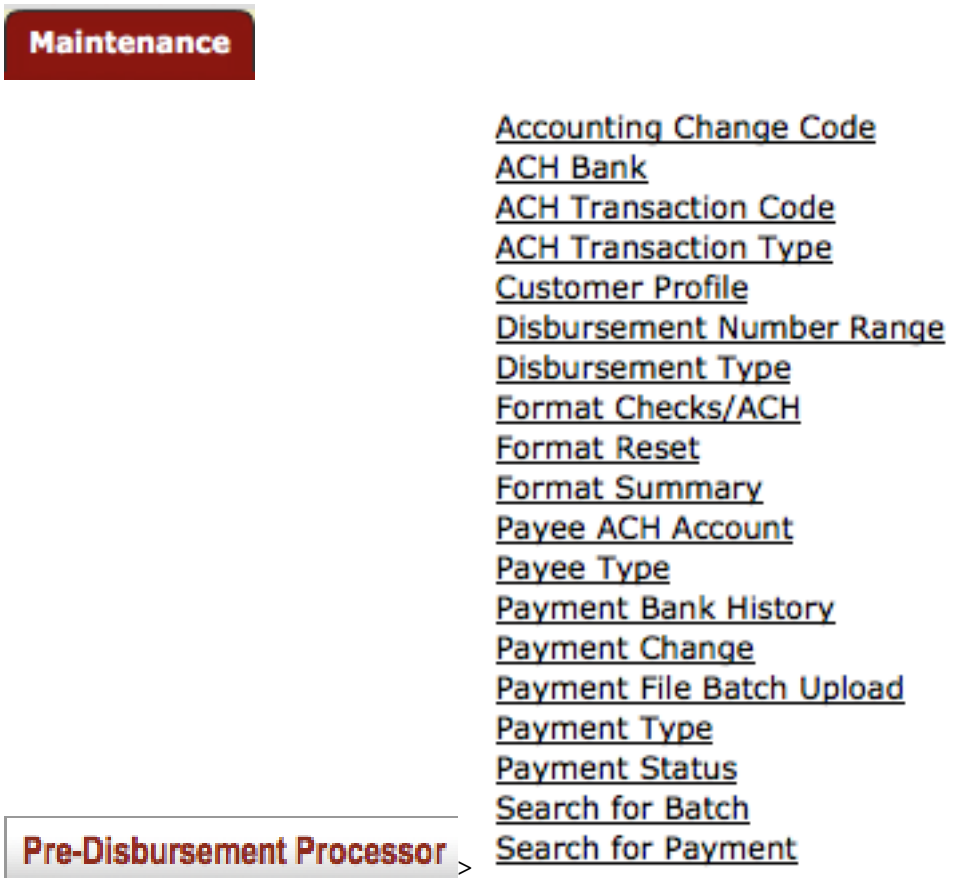
Note

For more information about the Edit GlobalOrganization Reversion DetailsTab, see Edit Organization Reversion DetailsTab.

Process Overview

The business rules and routing of the Organization Reversion Global document are identical to those of the Organization Reversion document.

Chapter 21. Pre-Disbursement Processor



Note

PDP functions in OLE will continue to be reviewed with Select & Acquire teams as we continue to build and modify KFS functionality.

The Pre-Disbursement Processor (or PDP) receives data from systems that need to make disbursements and outputs a data file that can be sent to a check writer or formatted and sent to a bank for Automated Clearing House (ACH) direct deposits. It can also generate ledger entries when appropriate, such as relieving liabilities when making a disbursement against an OlE Payment Request document.

Files for processing can be created from OLE e-docs (such as the Disbursement Voucher or the Payment Request) or can be manually uploaded. The systems that provide these files are referred to as PDP customers. Checks and ACH deposits can be formatted in various ways before being outputted depending on the specifications of those customers.

This section covers user-initiated activities that relate to the PDP.

Through selections in the **Pre-Disbursement Processor** submenu on the **Maintenance Menu**, users maintain a number of PDP attributes and perform other operations pertaining to the PDP.

PDP-Generated General Ledger Entries

The PDP generates ledger entries in OLE as payments are processed or canceled. If the associated customer's **Relieved Liabilities** flag is set to **Yes**, the PDP debits a defined liability object code. If the **Relieved Liabilities** flag is set to **No**, the PDP creates a debit for the payment's expense object code. A canceled payment creates similar credit entries.

Document types assigned to these entries are as follows.

PDP document types

Document Type	Description
CHKC	Check cancel
CHKD	Check disbursement (payment status of extracted)
CHKR	Cancel and reissue
ACHC	ACH cancel
ACHD	ACH disbursement (payment status of extracted)
ACHR	ACH cancel and reissue

PDP and Flexible Bank Specification

OLE may be configured to allow bank codes to be configured on individual documents. The system also allows an institution to post offset entries to a bank-specific account and object code (defined on the Bank Maintenance document.)

When this type of configuration is used, it changes the way the PDP interacts with payments related to the documents that make disbursements (specifically, the payment request and disbursement voucher).

Customers may also choose to specify a bank code in their XML payment files.

Flexible Bank Specification Parameters

Several different parameters control flexible bank specification functionality in OLE.

The functionality itself may be turned on or off using the FLEXIBLE_BANK_SPECIFICATION_IND parameter. If this parameter is set to **Y**, the functionality is turned on. In this case, documents defined in the parameter BANK_CODE_DOCUMENT_TYPES display a **Bank Code** field. A third parameter—DEFAULT_BANK_BY_DOCUMENT_TYPE—is then used to define the default Bank Code for each document type for which your institution is using this functionality.

Setting the Bank Code for a Transaction

The Bank Code value is set at the document level and applies to all accounting lines on a document.

In the default configuration, only users who are members of the OLE-SYS Operations role may modify the Bank Code field on an OLE document.

When uploading a payment file to the PDP, Bank Code is optional. If payments do not specify a bank code, the PDP assigns the code based on the default values found on the associated Customer Profile for ACH and check disbursements. If an uploaded payment file contains bank codes, these codes must be valid or

the system will reject the file during the upload process. Corrections must be made before the file can be successfully uploaded for processing.

PDP Disbursements and Bank Codes

Bank Codes on the Payments

When payments are formatted, the PDP attempts to use the bank code specified on the payment unless it is deemed to be inappropriate for this specific disbursement.

An example of an inappropriate bank code might be when an ACH bank was specified on the payment but the PDP determines that the disbursement will be made via check because the payment has been flagged as an immediate print, requiring an attachment, or requiring special handling. In these cases, the PDP must generate a check. Another example is when an ACH bank was specified but there is no payee ACH Account record for the payee.

In the event that an ACH bank code is used but the PDP has no ACH information for the payee, the system uses the default CHK bank code instead. However, if the PDP contains ACH information for that payee, the system still disburses a payment with a CHK bank code.

For payments for which no bank code is supplied, the PDP will use the bank code associated with the appropriate disbursement type (ACH or check) on the Customer Profile.

Bank code is also considered when the PDP attempts to combine payments. Only payments being disbursed from the same bank are eligible to be combined.

Valid Banks in the Maintenance Setup

Bank codes may be deactivated, indicating they are no longer to be used. If a specified bank code is inactive, the PDP uses a continuation bank code defined on the Bank Maintenance table. This situation might occur if the bank code specified on the payment at the time of formatting was inactive or if the bank code in the Customer Profile was inactive.

Canceling and Re-Issuing Payments with Flexible Bank Specification

When this functionality is enabled, cancelling and re-issuing a payment in the PDP clears the payee bank routing number and the payee bank account number but does not clear the disbursement bank code.

If the disbursement bank code is inactive, the bank code is re-assigned during the format process using the appropriate continuation bank code. To identify situations like this, use the Payment Bank History Lookup.

If your institution is not using this functionality, then cancelling and re-issuing a payment in the PDP clears the payee bank routing number, the payee bank account number and the disbursement bank code.

PDP General Ledger Entries with Flexible Bank Specification

When the PDP generates ledger entries for formatted, cancelled or cancelled and re-issued payments, it generates extra entries to redistribute the offsets to the account and object code specified on the bank code associated with this disbursement.

PDP Batch Jobs

The PDP module is impacted by batch jobs associated with the Financial Processing and Purchasing/ Accounts Payable modules. In addition, this module has several batch jobs that are unique to it. The table below lists these batch jobs in the general order that an institution may encounter them.

Note

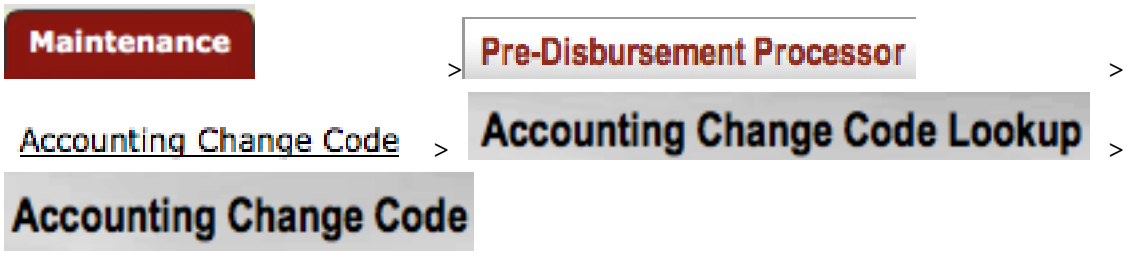
Several of these jobs generate .xml files containing information about payments processed via PDP. OLE does not include a check writer, so your institution needs to determine how best to utilize the .xml files provided by PDP to generate checks and/or ACH entries to be sent to your bank.

PDP Batch Jobs

Job Name	Module	Description
Disbursement Voucher Pre-Disbursement Processor Extract Job	OLE-FP	This job extracts approved disbursement vouchers having a payment method of Check/ACH into PDP. The disbursement vouchers appear as open payments in PDP.
Purchasing Pre-Disbursement Extract Job	OLE-PURAP	Extracts approved payment requests and credit memos into PDP. These will appear as Open payments in PDP.
Purchasing Pre-Disbursement Immediates Extract Job	OLE-PURAP	Extracts approved payment requests marked as immediate payments. These will appear as open payments in PDP. Note that the Purchasing Pre-Disbursement Extract job extracts all payments, including immediates. Consequently, you do not need to use this job unless you want to extract *only* payments marked as immediates into PDP.
PDP Load Payments Job	OLE-PDP	Loads non-DV or PURAP payments into PDP. If the Payment File Batch Upload is used to load payments, this process normally occurs automatically. The PDP Load Payments job is appropriate to run if your institution has established a central directory where PDP customers place files to be uploaded directly into PDP without using the File Batch Upload page.
PDP Nightly Load Payments Job	OLE-PDP	Identical to the PDP Load Payments job except that it has a dependency on both the Disbursement Voucher Pre-Disbursement Extract job and the Purchasing Pre-Disbursement Extract job. Consequently, as part of a nightly batch schedule, this job runs after these two extracts have completed. This job is run separately because your institution may want to arrange one nightly load using this job and set up several loads throughout the day using the PDP Load Payments job (which has no dependencies).
PDP Daily Report Job	OLE-PDP	Generates a report showing a summary of the number and dollar amounts (by customer) of the payments that should be picked up the next time a format process is run. The report returns information for payments with pay dates equal to or earlier than today. This report is available in the PDP Reports directory (accessible via the Batch File lookup function on the Administration menu tab), and it can be run after payments are either uploaded via the upload page or extracted using the jobs noted above.
PDP Extract Checks Job	OLE-PDP	Creates an .xml file containing information for payments that have been recently formatted and have a disbursement type of 'Check. By default this job runs immediately upon completion of a Format Checks/ACH process in PDP, so you should not need to run it manually. This file is

		available in the directory Staging/PDP/Payment Extract (accessible via the Batch File lookup function on the Administration menu tab).
PDP Extract ACH Payments Job	OLE-PDP	Creates an xml file containing information for payments that have been recently formatted and have a disbursement type of ACH. This job does not automatically run after the Format Checks/ ACH process in PDP. This file is available in the directory Staging/PDP/Payment Extract (accessible via the Batch File lookup function on the Administration menu tab).
PDP Extract Canceled Checks Job	OLE-PDP	Creates an xml file containing information about disbursements that have been canceled in PDP. This file is available in the directory Staging/PDP/ Payment Extract (accessible via the Batch File lookup function on the Administration menu tab).
Process PDP Cancels and Paids Job	OLE-PDP	Sends information back to the Purchasing/ Accounts Payable module to update payment requests and credit memos with disbursement information. It also updates the Pre-Disbursement Processor Status tab on the Disbursement Voucher document.
PDP Extract GL Transactions Step Job	OLE-PDP	This job generates a file with the appropriate General Ledger entries for any payments processed through PDP. This file is called gl_glentry_pdp and is sent to the Origin Entry directory to be processed the next time the GL Nightly Out job is run.
PDP Clear Pending Transactions Job	OLE-PDP	Clears the temporary table in which GL entries are stored. It should be run after the PDP Extract GL Transactions Step Job and the GL Nightly Out job run.
PDP Send ACH Advice Notifications Job	OLE-PDP	Generates emails to ACH payees based on the values defined as part of the PDP customer associated with the ACH payments.
PDP Load Federal Reserve Bank Data Job	OLE-PDP	Populates the ACH Bank table with values from a file (as defined in OLE-PDP ACH_BANK_INPUT_FILE parameter). **Note** Note that the system design assumes that your institution will *either* use this job to populate the ACH Bank table *or* update the table manually. **Doing both—that is, using the job and updating the bank table manually—may result in data entered manually being overwritten.**

Accounting Change Code



The **Accounting Change Code** document is used to edit the name associated with an existing accounting change code. Accounting change codes are used to identify problems that the PDP detects in the accounting entries on payment records. If the PDP cannot validate the accounting string for an uploaded payment

against the Chart of Accounts, it drops all the accounting values and replaces them with the default accounting string defined by that PDP customer.

When the system makes this change, it also generates an error email and sends it to the customer. The Accounting Change Code is specified in the e-mail to indicate the kind of problem the PDP encountered when trying to verify the payment's accounting string. The change code is also displayed in the **Account Detail** section of the Payment Detail Inquiry.

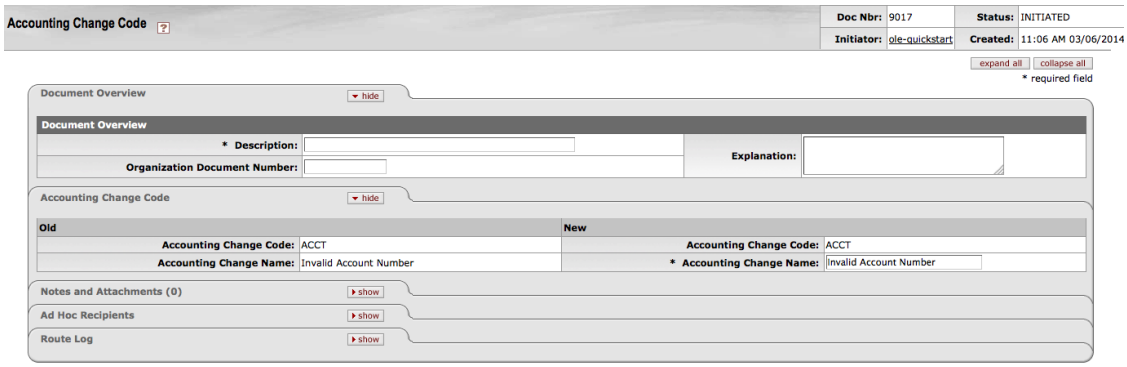
Because the PDP is hard-coded to check the validity of certain accounting fields, users cannot add new codes to this table via a maintenance document. To make the PDP detect and report different types of accounting change codes, programming changes are required. Names associated with the programmatically defined codes can be modified, however, if different values are more meaningful for your institution.

The default values are:

- ACCT = Invalid Account Number
- OBJ = Invalid Object Code
- SA = Invalid Sub Account
- SO = Invalid Sub Object Code

Only users with the OLE-SYS Operations role may create Accounting Change Code documents. These documents do not route for approval.

Document Layout



The Accounting Change Code document includes the **Accounting Change Code** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Accounting Change Code tab definition

Title	Description
Accounting Change Code	Display-only. Displays the unique code that identifies this particular accounting change.
Accounting Change Name	Required. Enter a name that accurately describes this accounting change.

ACH Bank

Maintenance > Pre-Disbursement Processor > ACH Bank > ACH Bank Lookup > ACH Bank

The **ACH Bank** document allows you to maintain a valid list of banks for ACH payees.

Note

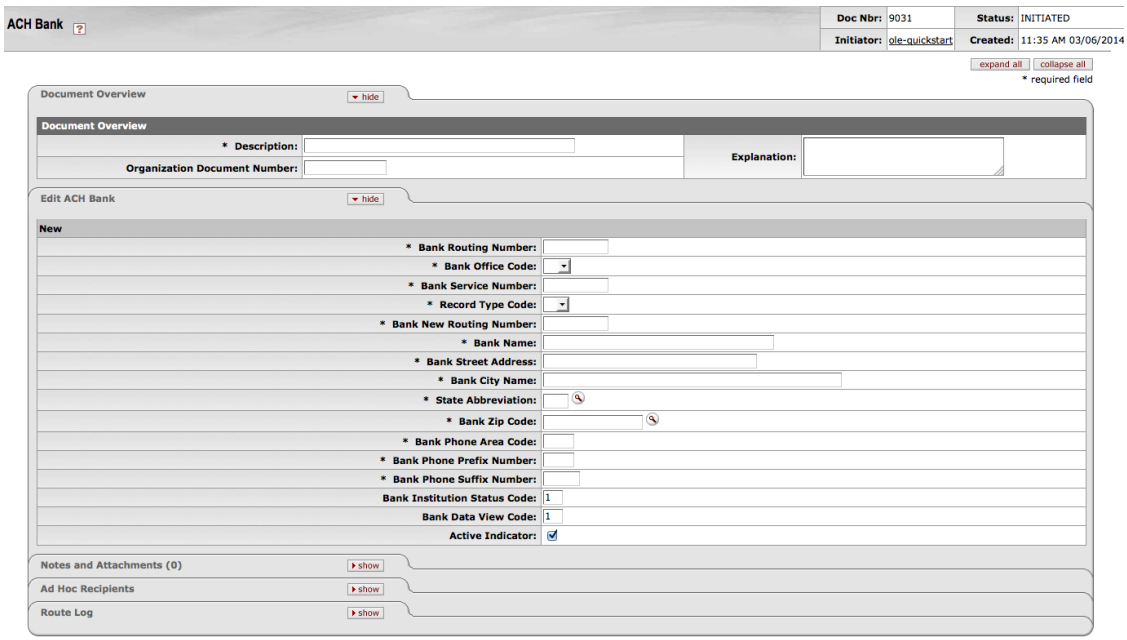
Many OLE institutions populate the ACH Bank table directly using the pdpLoadFederalReserveBankDataJob batch job. This document allows you to manually add or edit entries if necessary.

Only users with the OLE-SYS Manager role may create ACH Bank documents. These documents do not route for approval.

Note

Only users with the proper roles may view bank account numbers. Users with the role OLE-PDP Manager will see unmasked bank account numbers

Document Layout



The ACH Bank document includes the **Edit ACH Bank** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit ACH Bank tab definition

Title	Description
Bank Routing Number	The routing number for this bank.
Bank Office Code	Required. The bank office code for this bank. Existing codes may be retrieved from **the list.**
Bank Service Number	Required. The bank service number.
Record Type Code	Required. The record type code for this bank. Existing codes may be retrieved from **the list.**
Bank New Routing Number	Required. The bank new routing number.
Bank Name	Required. The bank name.
Bank Street Address	Required. The street mailing address for this bank.
Bank City Name	Required. The city associated with the street address for this bank.
State Abbreviation	Required. The state associated with this bank's mailing address. Existing state abbreviations may be retrieved from the lookup .
Bank Zip Code	Required. The zip code associated with this bank's mailing address. Existing postal zip codes may be retrieved from the lookup .
Bank Phone Area Code	Required. The area code for the bank's phone number.
Bank Phone Prefix Number	Required. The three-digit prefix of the bank's phone number.
Bank Phone Suffix Number	Required. The four-digit suffix of the bank's phone number.
Bank Institution Status Code	The bank's instituion status code.
Bank Data View Code	Optional. The bank's data view code.
Active Indicator	Indicates whether this ACH bank code is active or inactive. Remove the check mark to deactivate code.

ACH Transaction Code

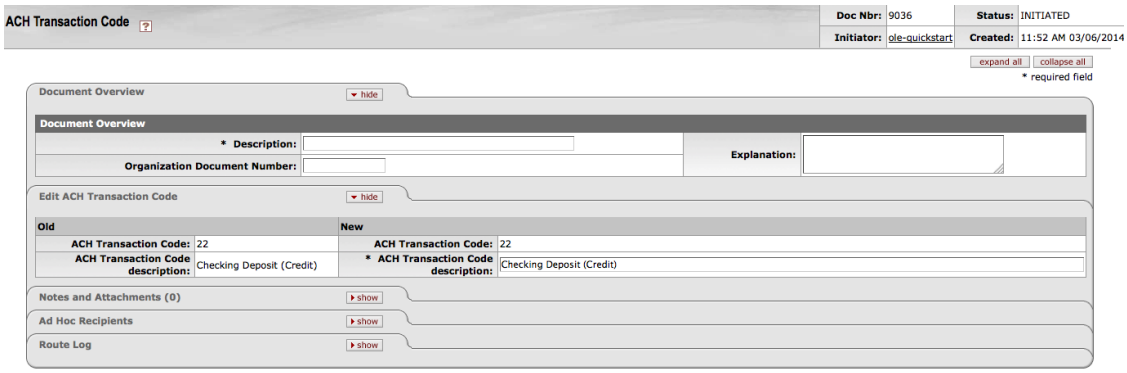
Maintenance > Pre-Disbursement Processor > ACH Transaction Code > ACH Transaction Code Lookup > ACH Transaction Code

ACH Transaction Code documents associate a code and a text description with each of the ACH transaction types possible in the PDP. The codes are defined programmatically. By default, only two codes are defined, and they distinguish between deposits to checking accounts and deposits to savings accounts.

The two standard, programmatically defined ACH values are 22 for checking and 32 for savings. Because these values are hard-coded, users may modify only the associated descriptions. Adding or modifying the code values requires programming changes.

Only users with the OLE-SYS Operations role may create ACH Transaction Code documents. These documents do not route for approval.

Document Layout



The ACH Transaction Code document includes the **Edit ACH Transaction Code** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit ACH Transaction Code tab definition

Title	Description
ACH Transaction Code	Display-only. Displays the unique code that identifies this type of ACH transaction.
ACH Transaction Code Description	Required. A text description for this ACH transaction code.

ACH Transaction Type

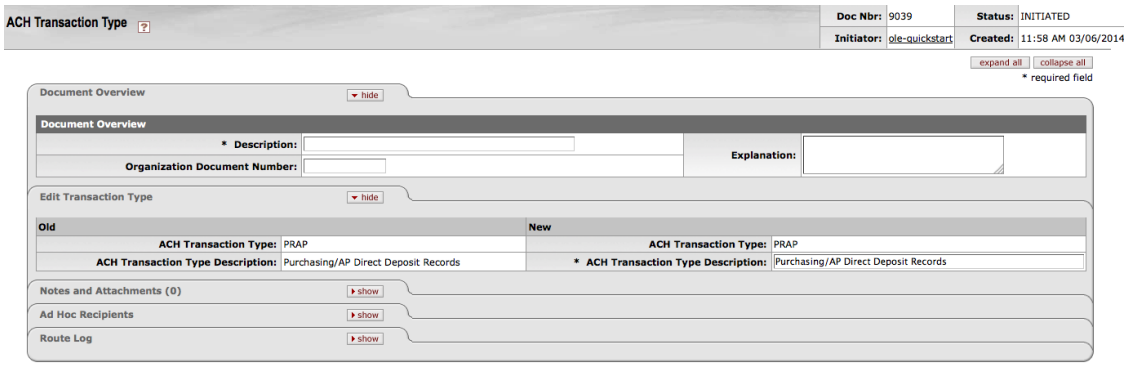
Maintenance > Pre-Disbursement Processor > ACH Transaction Type > ACH Transaction Type Lookup > ACH Transaction Type

The ACH Transaction Type table defines codes that can be associated with PDP customers and with Payee ACH Account records. When the PDP attempts to determine whether a Payee has ACH information established for a given payment, it first determines the ACH transaction type for the customer who supplied the payment. Then it checks for Payee ACH records for this payee with the same ACH transaction type.

The table allows you to establish different ACH information for different types of payments. For example, a payee may want their travel-related payments deposited in one account and their purchasing payments deposited elsewhere.

Only users with the OLE-SYS Operations role may create ACH Transaction Type documents. These documents do not route for approval.

Document Layout



The ACH Transaction Type document includes the **Edit Transaction Type** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Transaction Type tab definition

Title	Description
ACH Transaction Type	Required. A code (up to 4 alphanumeric characters) to uniquely identify this ACH transaction type.
ACH Transaction Type Description	Required. A text description for this ACH transaction type.

Customer Profile

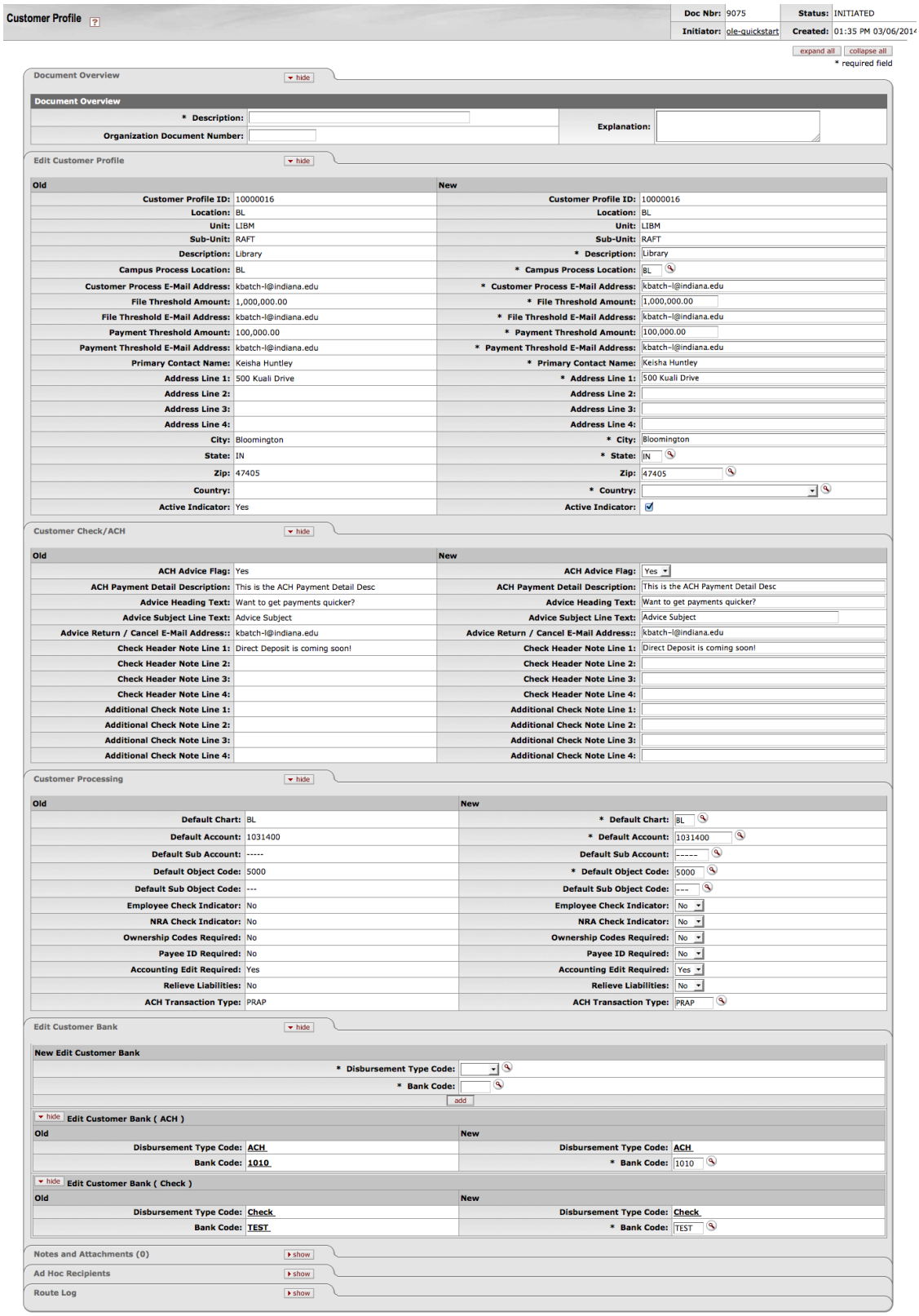
Maintenance > Pre-Disbursement Processor > Customer Profile > Customer Profile Lookup > Customer Profile

The **Customer Profile** document allows you to enter and maintain basic information about customers who are permitted to submit disbursement information to the PDP.

Each file loaded into the PDP must be associated with a valid customer in the Customer Profile table. The Customer Profile includes various information about the customer, including contact information, text that is to appear in the customer's ACH email messages to payees, and default accounting information. It also includes bank information that specifies the banks to be used for ACH and check disbursements from this customer. Lastly, it indicates the campus where this customer's payments are to be processed.

Only users with the OLE-SYS Operations role may create Customer Profile documents. These documents do not route for approval.

Document Layout



Customer Profile

Doc Nbr: 9075 | Status: INITIATED
Initiator: ole-quickstart | Created: 01:35 PM 03/06/2014

expand all | collapse all
* required field

Document Overview [hide]

Document Overview

* Description:
Organization Document Number:
Explanation:

Edit Customer Profile [hide]

Old		New	
Customer Profile ID:	10000016	Customer Profile ID:	10000016
Location:	BL	Location:	BL
Unit:	LIBM	Unit:	LIBM
Sub-Unit:	RAFT	Sub-Unit:	RAFT
Description:	Library	* Description:	Library
Campus Process Location:	BL	* Campus Process Location:	BL
Customer Process E-Mail Address:	kbatch-l@indiana.edu	* Customer Process E-Mail Address:	kbatch-l@indiana.edu
File Threshold Amount:	1,000,000.00	* File Threshold Amount:	1,000,000.00
File Threshold E-Mail Address:	kbatch-l@indiana.edu	* File Threshold E-Mail Address:	kbatch-l@indiana.edu
Payment Threshold Amount:	100,000.00	* Payment Threshold Amount:	100,000.00
Payment Threshold E-Mail Address:	kbatch-l@indiana.edu	* Payment Threshold E-Mail Address:	kbatch-l@indiana.edu
Primary Contact Name:	Keisha Huntley	* Primary Contact Name:	Keisha Huntley
Address Line 1:	500 Kuali Drive	* Address Line 1:	500 Kuali Drive
Address Line 2:		Address Line 2:	
Address Line 3:		Address Line 3:	
Address Line 4:		Address Line 4:	
City:	Bloomington	* City:	Bloomington
State:	IN	* State:	IN
Zip:	47405	Zip:	47405
Country:		* Country:	
Active Indicator:	Yes	Active Indicator:	☑

Customer Check/ACH [hide]

Old		New	
ACH Advice Flag:	Yes	ACH Advice Flag:	Yes
ACH Payment Detail Description:	This is the ACH Payment Detail Desc	ACH Payment Detail Description:	This is the ACH Payment Detail Desc
Advice Heading Text:	Want to get payments quicker?	Advice Heading Text:	Want to get payments quicker?
Advice Subject Line Text:	Advice Subject	Advice Subject Line Text:	Advice Subject
Advice Return / Cancel E-Mail Address::	kbatch-l@indiana.edu	Advice Return / Cancel E-Mail Address::	kbatch-l@indiana.edu
Check Header Note Line 1:	Direct Deposit is coming soon!	Check Header Note Line 1:	Direct Deposit is coming soon!
Check Header Note Line 2:		Check Header Note Line 2:	
Check Header Note Line 3:		Check Header Note Line 3:	
Check Header Note Line 4:		Check Header Note Line 4:	
Additional Check Note Line 1:		Additional Check Note Line 1:	
Additional Check Note Line 2:		Additional Check Note Line 2:	
Additional Check Note Line 3:		Additional Check Note Line 3:	
Additional Check Note Line 4:		Additional Check Note Line 4:	

Customer Processing [hide]

Old		New	
Default Chart:	BL	* Default Chart:	BL
Default Account:	1031400	* Default Account:	1031400
Default Sub Account:	-----	Default Sub Account:	-----
Default Object Code:	5000	* Default Object Code:	5000
Default Sub Object Code:	---	Default Sub Object Code:	---
Employee Check Indicator:	No	Employee Check Indicator:	No
NRA Check Indicator:	No	NRA Check Indicator:	No
Ownership Codes Required:	No	Ownership Codes Required:	No
Payee ID Required:	No	Payee ID Required:	No
Accounting Edit Required:	Yes	Accounting Edit Required:	Yes
Relieve Liabilities:	No	Relieve Liabilities:	No
ACH Transaction Type:	PRAP	ACH Transaction Type:	PRAP

Edit Customer Bank [hide]

New Edit Customer Bank

* Disbursement Type Code:
* Bank Code:
add

hide Edit Customer Bank (ACH)

Old		New	
Disbursement Type Code:	ACH	Disbursement Type Code:	ACH
Bank Code:	1010	* Bank Code:	1010

hide Edit Customer Bank (Check)

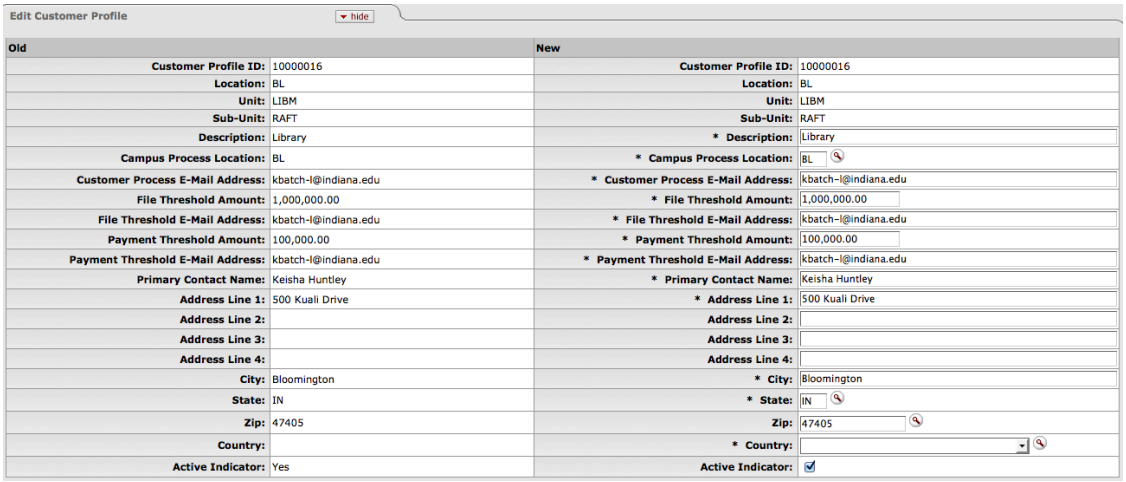
Old		New	
Disbursement Type Code:	Check	Disbursement Type Code:	Check
Bank Code:	TEST	* Bank Code:	TEST

Notes and Attachments (0) [show]
Ad Hoc Recipients [show]
Route Log [show]

The Customer Profile document includes the **Edit Customer Profile, Customer Check/ACH**, **Customer Processing**, and **Edit Customer Bank** tabs. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Customer Profile Tab

This tab contains basic identifying and contact information for this PDP customer. It also indicates the campus where this customer's payments are to be processed.



Edit Customer Profile — hide

Old		New	
Customer Profile ID:	10000016	Customer Profile ID:	10000016
Location:	BL	Location:	BL
Unit:	LIBM	Unit:	LIBM
Sub-Unit:	RAFT	Sub-Unit:	RAFT
Description:	Library	* Description:	Library
Campus Process Location:	BL	* Campus Process Location:	BL
Customer Process E-Mail Address:	kbatch-l@indiana.edu	* Customer Process E-Mail Address:	kbatch-l@indiana.edu
File Threshold Amount:	1,000,000.00	* File Threshold Amount:	1,000,000.00
File Threshold E-Mail Address:	kbatch-l@indiana.edu	* File Threshold E-Mail Address:	kbatch-l@indiana.edu
Payment Threshold Amount:	100,000.00	* Payment Threshold Amount:	100,000.00
Payment Threshold E-Mail Address:	kbatch-l@indiana.edu	* Payment Threshold E-Mail Address:	kbatch-l@indiana.edu
Primary Contact Name:	Keisha Huntley	* Primary Contact Name:	Keisha Huntley
Address Line 1:	500 Kuali Drive	* Address Line 1:	500 Kuali Drive
Address Line 2:		Address Line 2:	
Address Line 3:		Address Line 3:	
Address Line 4:		Address Line 4:	
City:	Bloomington	* City:	Bloomington
State:	IN	* State:	IN
Zip:	47405	Zip:	47405
Country:		* Country:	
Active Indicator:	Yes	Active Indicator:	☑

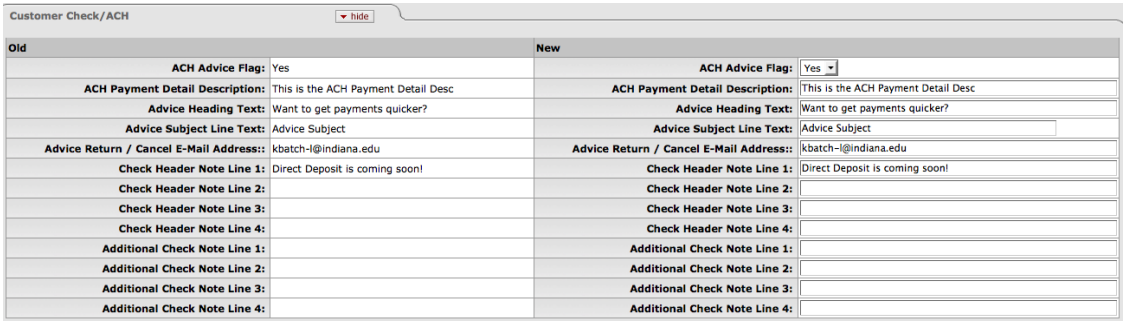
Edit Customer Profile tab definition

Title	Description
Customer Profile ID	Display only. A system-generated unique number to identify this customer.
Chart	Required. The chart code associated with this customer. Existing charts may be retrieved from the lookup
Unit	Required. A unit code to identify this customer. Unit codes are free-form and up to four characters in length.
Sub-Unit	Required. A sub-unit code to identify this customer. Like unit codes, sub-unit codes are free-form and up to four characters in length.
Description	Required. A text description of this PDP customer.
Campus Process Location	Required. The campus code identifying the campus on which this customer's payments are normally to be formatted. Existing campus locations may be retrieved from the lookup .
Campus Process Email Address	Required. The primary e-mail address for this PDP customer.
File Threshold Amount	Required. A dollar amount limit for payment file batches from this customer. Payment files over this amount will still load into the PDP but will generate a warning e-mail indicating that the threshold was exceeded.
File Threshold E-mail Address	Required. The e-mail address to which warning messages should be sent when a customer's batch of payments exceeds the file threshold amount.
Payment Threshold Amount	Required. A dollar amount limit for individual payments from this customer. Payments over this amount will still load into the PDP but will generate a warning e-mail indicating the threshold was exceeded.
Payment Threshold E-mail Address	Required. The e-mail address to which warning messages are to be sent when a payment exceeds the payment threshold amount.
Primary Contact Name	Required. The name of the primary contact person for this PDP customer.
Address 1-4	The mailing address for this PDP customer. Up to four lines may be entered. Only Address Line 1 is required.
City	Required. The city for this PDP customer's address.

State	Required. The state for this PDP customer's address. Existing state abbreviation codes may be retrieved from the list or from the lookup.
Zip	The zip code for this PDP customer's address. Existing postal zip codes may be retrieved from the lookup.
Country	The country for this PDP customer's. Existing countries may be retrieved from the list or from the lookup.
Active Indicator	Indicates whether this customer profile ID is active or inactive. Remove the check mark to deactivate the ID.

Customer Check/ACH Tab

PDP customers may choose to specify text that will be displayed in ACH emails to payees or as notes on checks. This section defines that text.

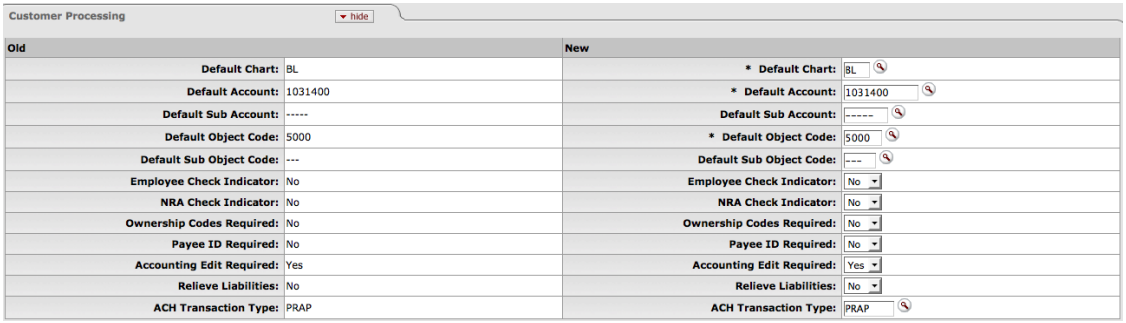


Customer Check/ACH tab definition

Title	Description
ACH Advice Flag	Indicates that an e-mail pay advice will be generated for ACH payments from this customer. Selecting "No" indicates that an e-mail advice will not be generated.
ACH Payment Detail Description	Optional. The text that to be displayed as the detailed payment description for e-mail advices related to ACH deposits from this customer.
Advice Heading Text	Optional. The text to be displayed as the heading for e-mail advices related to ACH deposits from this customer.
Advice Subject Line	Optional. The text to be displayed as the subject line for e-mail advices related to ACH deposits from this customer.
Advice Return / Cancel E-mail Address	Optional. The e-mail address to be notified if an ACH advice e-mail is returned or encounters an error.
Check Header Note Line 1-4	Optional. The text lines to be displayed in the check header for disbursements from this PDP customer.
Additional Check Note Line 1-4	Optional. The text lines to be displayed in the **Notes** section of check disbursements from this PDP customer.

Customer Processing Tab

This section defines the default accounting string for payments from a PDP customer. It also allows you to customize some PDP behaviors (such as the generation of e-mails) based on the wants of the customer.

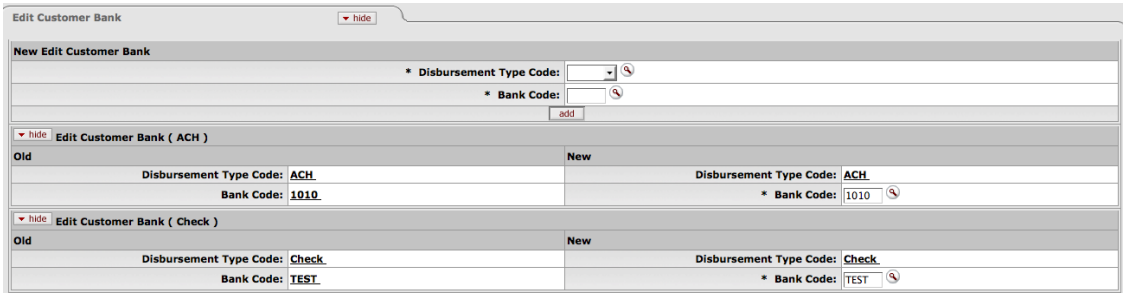


Customer Processing tab definition

Title	Description
Default Chart	Required. The chart code of the account that is to be substituted if this customer's file supplies an invalid accounting string. Existing chart codes may be retrieved from the lookup.
Default Account	Required. The account number that is to be substituted if this customer's file supplies an invalid accounting string. Existing accounts may be retrieved from the lookup.
Default Sub Account	The sub-account number that is to be substituted if this customer's file supplies an invalid accounting string. To indicate no sub account, five dashes can be entered in this field. Existing sub accounts may be retrieved from the lookup.
Default Object Code	Required. The object code that is to be substituted if this customer's file supplies an invalid accounting string. Existing object codes may be retrieved from the lookup.
Default Sub Object Code	The sub-object code that that is to be substituted if this customer's file supplies an invalid accounting string. To indicate no sub-object, three dashes can be entered in this field. Existing sub object codes may be retrieved from the lookup.
Employee Check Indicator	Box checked indicates that the customer is an employee.
NRA Check Indicator	Box checked indicates that the customer is a non-resident alien.
Ownership Codes Required	Box checked requires files from this customer to include ownership codes for each payment.
Payee ID Required	Box checked requires that payments from this customer include a payee ID number.
Accounting Edit Required	Box checked requires that the accounting string for payments from this customer is validated against the Chart of Accounts.
Relieve Liabilities	Box checked indicates that payments made by the PDP for this customer will debit a liability instead of debiting an expense object code.
ACH Transaction Type	Optional. The PDP supports ACH payees with multiple sets of banking information (for example, payees who want payments from certain customers deposited to different bank accounts). This code is used to identify the appropriate ACH record for payments from this customer. Existing ACH transaction types may be retrieved from the lookup.

Edit Customer Bank Tab

This tab defines the banks that a PDP customer's disbursements are to be made from. Different banks can be defined for different payment types (checks vs. ACH).



Edit Transaction Type tab definition

Title	Description
Disbursement Type Code	The disbursement type code (ACH or Check) for this bank can be selected from the drop down list or searched for from the Disbursement Type Code lookup .
Bank Code	The bank code for this disbursement type. Enter the appropriate code or search for and select a value using the Bank lookup .
Add	Click the **add** button to add a new combination of disbursement type and bank code to this customer. Note that a Customer Profile may have only one bank per disbursement type.

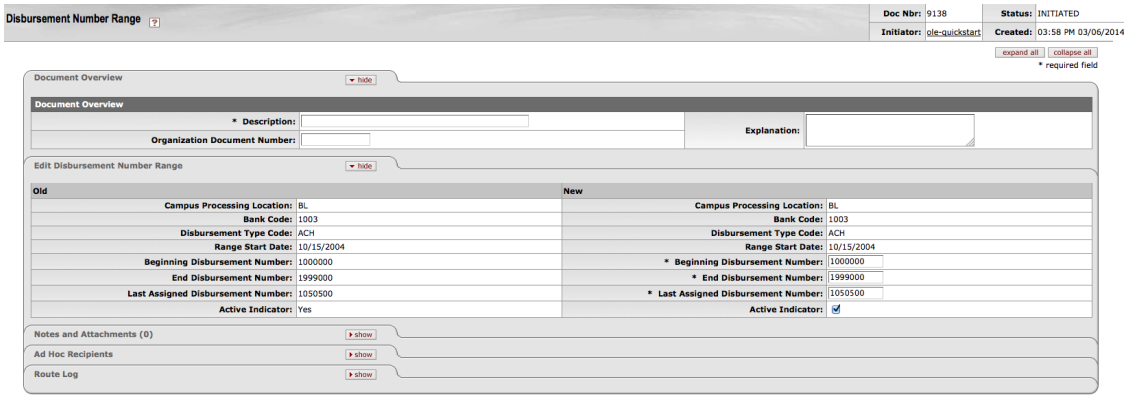
Disbursement Number Range

Maintenance > Pre-Disbursement Processor > Disbursement Number Range > Disbursement Number Range Lookup > Disbursement Number Range

The **Disbursement Number Range** document allows you to view, modify and create valid disbursement number ranges to be assigned to disbursements associated with a given campus, bank and disbursement type.

Only users with the OLE-SYS Operations role may create Disbursement Number Range documents. These documents do not route for approval.

Document Layout



The Disbursement Number Range document includes the **Edit Disbursement Number Range** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Disbursement Number Range tab definition

Title	Description
Campus Processing Location	The processing campus for which this disbursement range is to be used.
Bank Code	The code that identifies the bank associated with this disbursement range.
Disbursement Type Code	The type of disbursement (ACH or check) associated with this range.
Range Start Date	A date on which this disbursement range is to begin. This entry allows you to establish a disbursement range for use before a current range is exhausted.
Beginning Disbursement Number	Required. The first number of this disbursement range.
End Disbursement Number	Required. The final number of this disbursement range. Note that this number must be greater than the beginning disbursement number.
Last Assigned Disbursement Number	Required. The last disbursement number that has been assigned within this range. If no numbers have yet been used in this range, then this will be the beginning disbursement number. Numbering begins with the next highest number.
Active Indicator	Indicates whether this disbursement number range is active or inactive. Remove the check mark to deactivate this range.

Disbursement Type

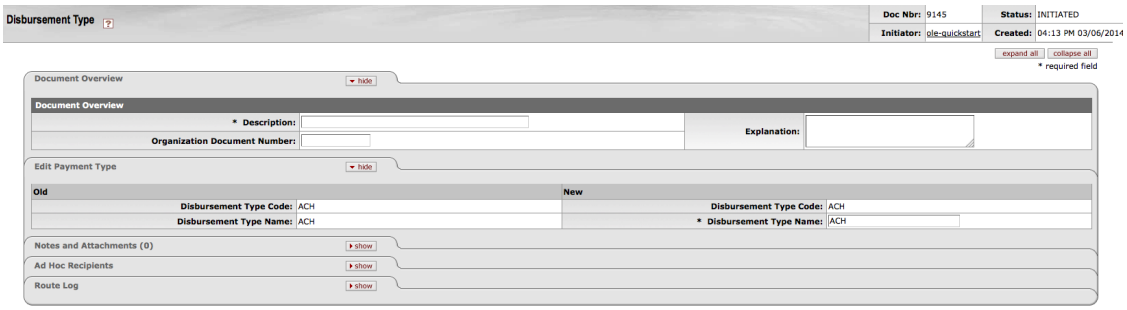
Maintenance > Pre-Disbursement Processor > Disbursement Type > Disbursement Type Lookup > Disbursement Type

The Disbursement Type identifies the codes and names used to identify disbursements as ACH or check transactions.

This table is display-only. Adding additional codes or modifying the existing codes or description values requires changing OLE code.

The Disbursement Type lookup screen allows you to display the programmatically defined types.

Document Layout



The Disbursement Type document includes the **Edit Disbursement Type** tab.

Search Criteria

Use the **Edit Disbursement Type** tab to specify search criteria. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Disbursement Type tab definition

Title	Description
Disbursement Type Code	Display-only. Displays a unique code identifying this type of disbursement ('ACH' or 'CHCK').
Disbursement Type Name	Required. Displays the name of this type of disbursement ('ACH' or 'CHECK').

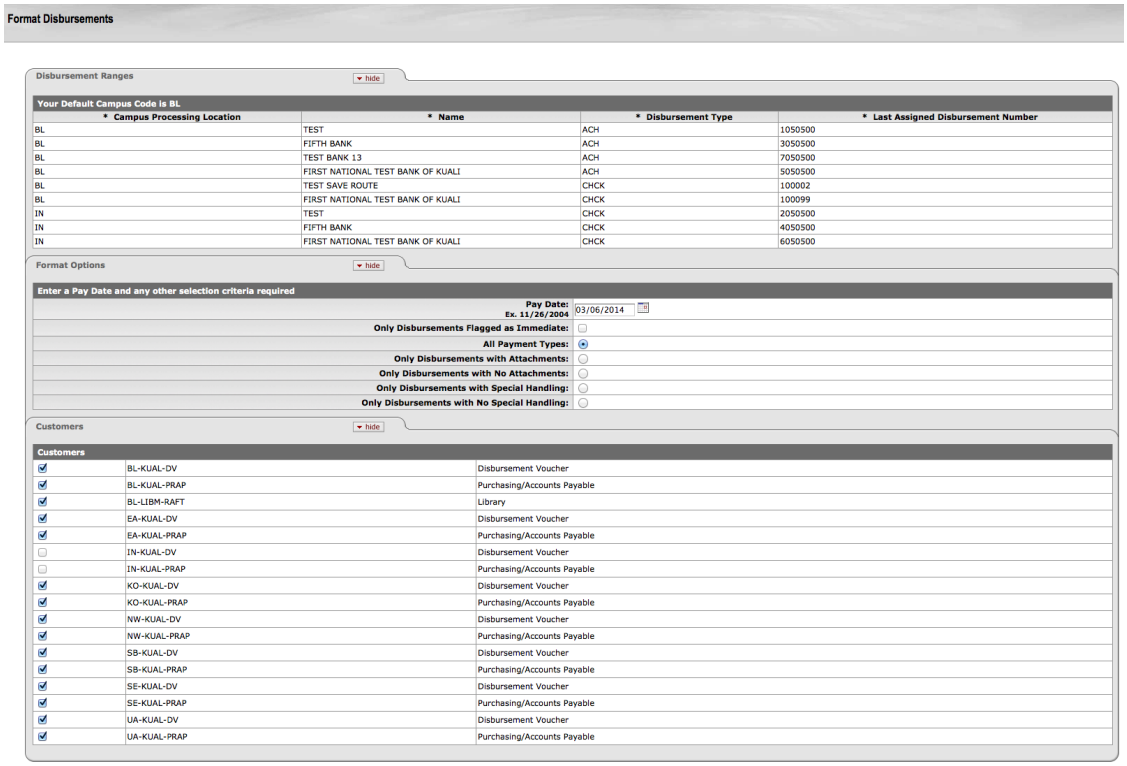
Format Checks/ACH

Maintenance > Pre-Disbursement Processor > Format Checks/ACH > Format Disbursements

The **Format Disbursements** screen allows you to format payments to create a check and/or ACH file. This screen includes a reference section that lists current disbursement number information for the banks available through the PDP as well as a section in which you identify the payments you want to format.

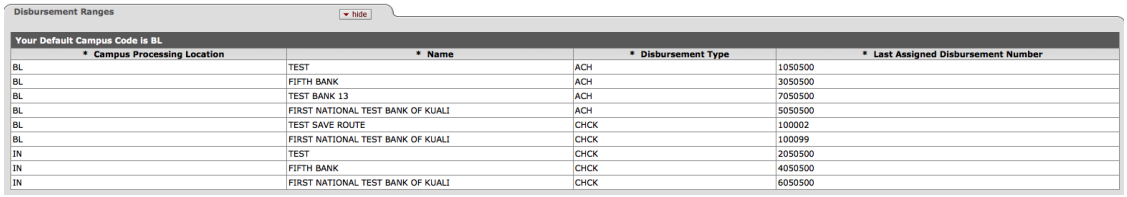
Note that only users with the OLE-PDP Processor role may use the Format Disbursements screen.

Document Layout



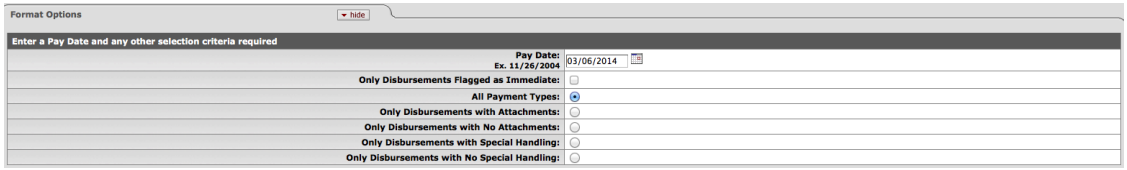
Disbursement Ranges Tab

This tab displays your default campus (based on the campus code associated with your OLE-PDP processor role). It also displays information about the banks in the PDP, the campus associated with the displayed disbursement range for each bank and the next disbursement number to be assigned to a disbursement associated with each bank.



Format Options Tab

This tab allows you to specify criteria for selecting payments to be formatted.



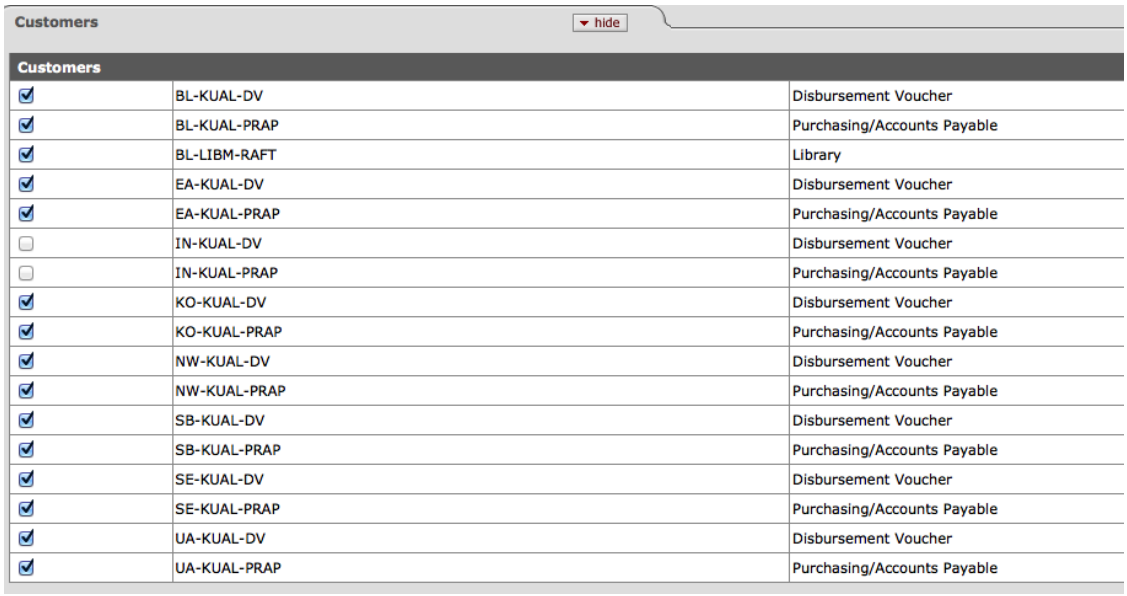
Format Options tab definition

Title	Description
Pay Date	Enter a pay date for which you want to format checks or ACH deposits. Payments matching any other search criteria are formatted if their pay date is equal to or earlier than the pay date entered here. Today's date is automatically used as a default pay date.
Only Disbursements Flagged as Immediate	Check this box if you want to format only disbursements that are flagged for immediate payment.
Payment Types	Select the radio button that indicates the type of disbursements you want to format. These values are defined in the Payment Type lookup.

Customer Tab

This tab allows you to specify the PDP customers for whom you want to format disbursements. The tab displays the entire list of PDP customers. The system makes default selections by matching your default campus to the processing campus for each customer.

To process disbursements for a customer who is not normally associated with your processing organization, check the box for this customer. To avoid processing disbursements for a customer whose disbursements you normally process, un-check the box for this customer.

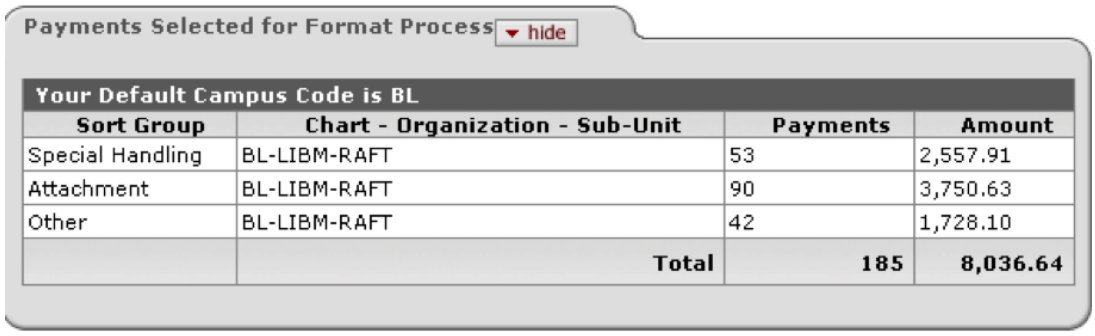


1. After entering selection criteria and selecting/deselecting customers, click

to start the formatting process. Alternately, choose

to reset the information on the page and make different selections. Select to remove all the currently selected options on the page.

   When formatting begins the system displays a summary of the customers and associated payments that have been selected for formatting.



Payments Selected for Format Process hide

Your Default Campus Code is BL

Sort Group	Chart - Organization - Sub-Unit	Payments	Amount
Special Handling	BL-LIBM-RAFT	53	2,557.91
Attachment	BL-LIBM-RAFT	90	3,750.63
Other	BL-LIBM-RAFT	42	1,728.10
	Total	**185**	**8,036.64**

2. Click **Continue**. The system formats the selected disbursements. When the formatting is complete, the PDP takes you to the Format Summary lookup and displays the formatted payments by sort group and customer.

Sort Group Name	Chart	Unit	Sub-Unit	Description	Disbursement Type Name	Begin Disbursement Number	End Disbursement Number	Process Total Count	Process Total Amount	Process ID	Extracted Indicator	Formatted Indicator
Special Handling	BL	LIBM	RAFT	Library	Check	5050546	5050572	53	2557.91	10000102	No	Yes
Attachment	BL	LIBM	RAFT	Library	Check	5050501	5050545	90	3750.63	10000102	No	Yes
Other	BL	LIBM	RAFT	Library	Check	5050573	5050594	42	1728.10	10000102	No	Yes

Process Overview

Business Rules for Combining Payments

- During formatting, the PDP attempts to combine multiple payments to the same payee into a single check.
- Payments are eligible to be combined if the payment is combinable and if these field values are identical for each payment:
  - Payment Type
  - Payee ID
  - Payee Name
  - Payee Address (Line 1)
- Payments marked for special handling, attachments, or immediate printing are not eligible to be combined.
- If payments are determined to be combinable based on the above criteria, the PDP combines as many payments as possible into a single check. A parameter (MAX_NOTE_LINES) controls the maximum number of note lines that the PDP attempts to put on a single check. If adding a payment to a combined check would exceed the maximum number of lines, then the PDP creates a new check for this payment.
- The OLE-PURAP module includes logic to bundle together payment requests and credit memos under certain circumstances. This logic is outside of PDP and occurs within the PURAP module itself.

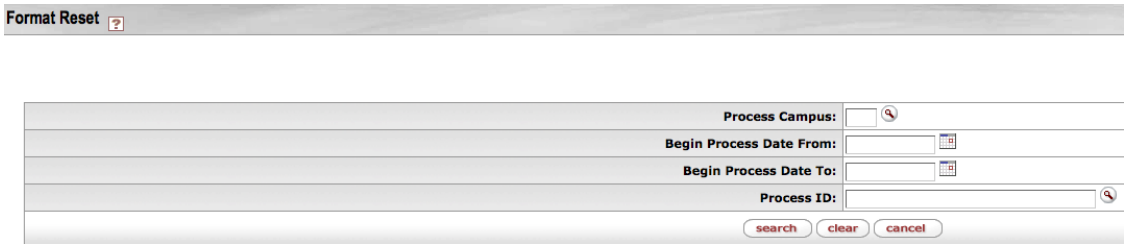
Format Reset

The Disbursement Type identifies the codes and names used to identify disbursements as ACH or check transactions.

This table is display-only. Adding additional codes or modifying the existing codes or description values requires changing OLE code.

The Disbursement Type lookup screen allows you to display the programmatically defined types.

Document Layout



Search Criteria

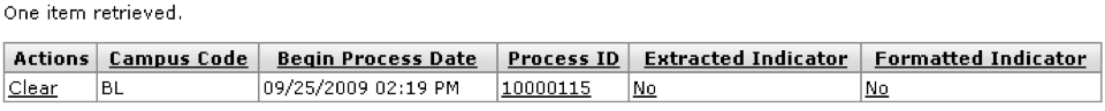
Format Reset Fields definition

Title	Description
Process Campus	Optional. Enter the campus code of the PDP processor who formatted the payments. You can also search for and select a campus using the **Campus** lookup .
Begin Process Date From	Optional. You may specify a date range in which the format process ran. Enter the earliest begin date you wish to search for in the 'from' field.
Begin Process Date To	Optional. You may specify a date range in which the format process ran. Enter the latest begin date you wish to search for in the 'to' field.
Process ID	Optional. Enter the process ID number you want to view. Alternately you can search for the ID using the **Payment Process** lookup .

Clearing a Format Process

If a format process is unsuccessful for any reason, the payments remain in 'Format' status. You cannot process further payments for the campus until the issue is resolved.

To clear an unsuccessful format process, search for it and click the **Clear** link next to the process displayed in the results.

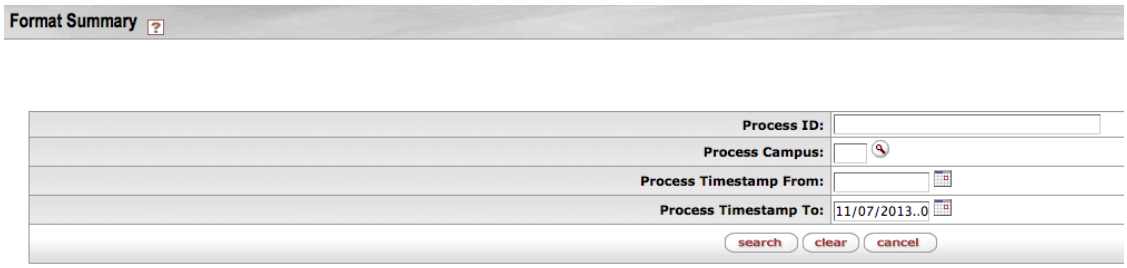


Format Summary

Maintenance > Pre-Disbursement Processor > Format Summary >
Format Summary

The **Format Summary Lookup** screen displays formatted disbursements by process ID and allows you to view format summary details for each process ID.

Document Layout



Search Criteria

Format Summary Fields

Title	Description
Process ID	Optional. Enter the process ID assigned by the PDP when these payments were formatted.
Process Campus	Optional. Enter the campus code associated with the process ID you want to view.
Process Timestamp From	Optional. To search for format processes within a given date range, enter the beginning of the date range here.
Process Timestamp To	Optional. To search for format processes within a given date range, enter the end of the date range here. Note that this field defaults to show you the last four months of format processes.

- Enter search criteria and click **Search**. The PDP displays process IDs matching your search results.
- To view the format summary for a given Process ID, just click the ID. You'll be taken to the Format Summary page with search results already displayed for your selected process ID.

Payee ACH Account

Maintenance > Pre-Disbursement Processor > Payee ACH Account >
Payee ACH Account Lookup > Payee ACH Account

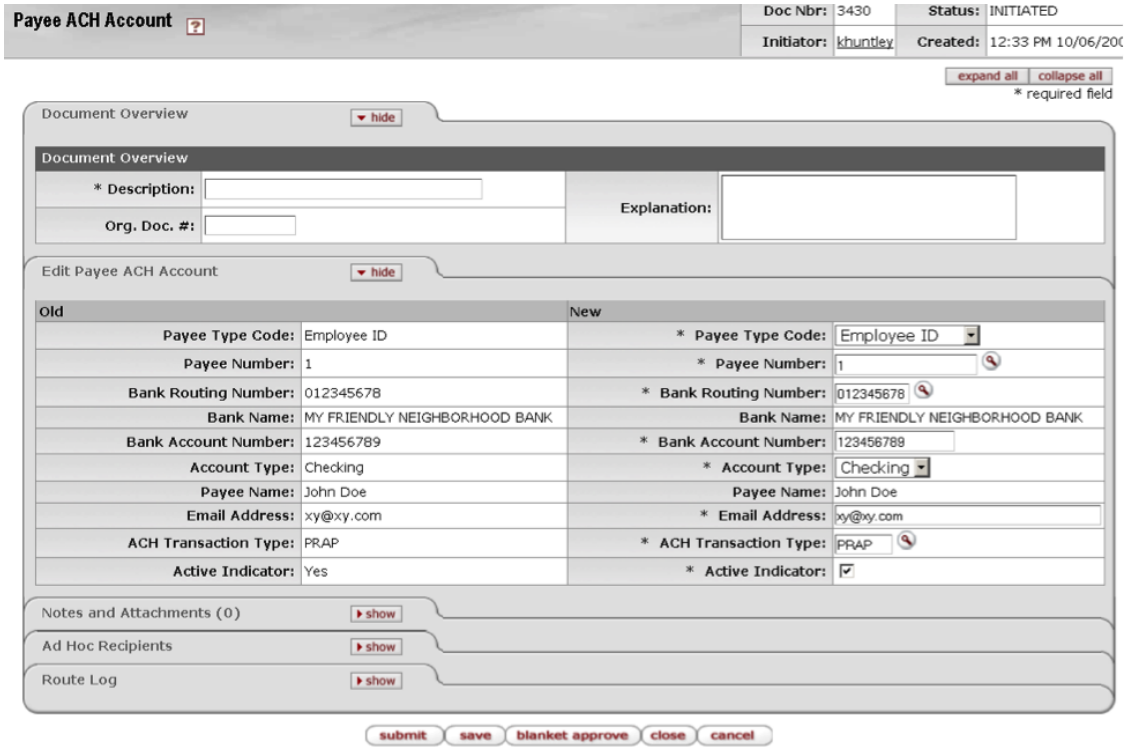
The Payee ACH Account document identifies and allows you to maintain payee ACH account information.

Only users with the OLE-PDP Payee ACH Accounts Administrator role may create Payee ACH Account documents. These documents do not route for approval.

Note

In OLE's 1.5 test drive and out of the box software, you will need to assign someone to the OLE-PDP Payee ACH Accounts Administrator role. As delivered, the role has no members.

Document Layout



The document contains the **Edit Payee ACH Account** tab.

The **Edit Payee ACH Account** tab maintains a payee's bank information and indicates when this ACH record is to be used. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

To determine when a given ACH Account record is to be used, the PDP finds ACH records that match the appropriate ID (payee user ID or vendor number) and then matches the ACH transaction type code on these ACH account records to the ACH transaction type code associated with the PDP customer from which the payment originates. If a match is found for the ACH transaction type code for the appropriate payee, the system disburses that payment as an ACH transaction using the defined bank routing and account number.

Edit Payee ACH Account tab definition

Title	Description
Payee Type Code	Required. Select the type of payee (entity ID, employee ID, or vendor number) that this ACH Account record refers to. Your selection here determines the type of ID number expected in the **Payee Number** field.
Payee Number	Required. Enter the entity ID or vendor number (depending on your **Payee Type Code** selection) identifying this payee. You may also search for an ID using the **Payee** lookup .

Bank Routing Number	Required. Enter the routing number for the payee's bank. This routing number must exist in the Bank table. You may also search for a routing number using the **ACH Bank** lookup.
Bank Name	Display-only. If you selected your bank routing number using the **ACH Bank** lookup, the name of the associated bank is displayed here. If you entered the bank routing number manually, this field displays the associated bank's name when the document is submitted.
Bank Account Number	Required. Enter the bank account number to which ACH deposits for this record should be made.
Account Type	Required. Select to indicate if this bank account is a checking or a savings account.
Payee Name	Display-only. The name associated with the payee number selected.
Email Address	Required. Enter the e-mail address for this payee. ACH advices for this payee will be e-mailed to this address.
ACH Transaction Type	Required. Select the code associated with the PDP Customer that this ACH account information should be used for.
Active Indicator	Required. Select the checkbox if this ACH Account record should be active. Clear the checkbox if it should be inactive.

Payee Type

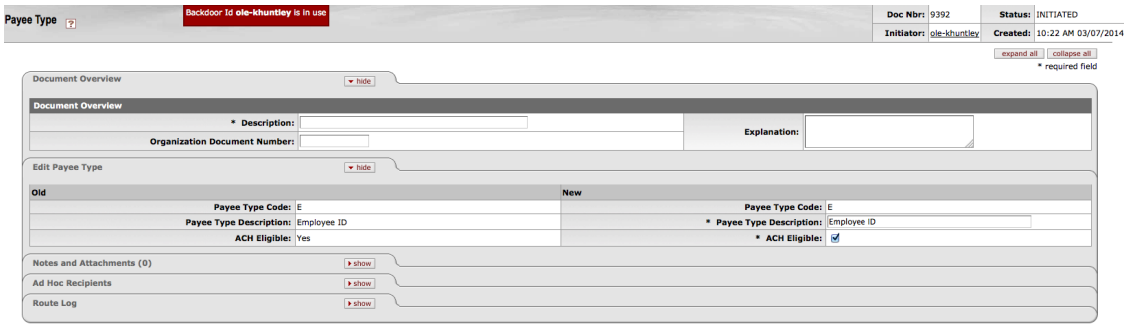
Maintenance > Pre-Disbursement Processor > Payee Type > Payee Type Lookup > Payee Type

The Payee Type table defines the codes and descriptions used to identify different types of Payee IDs that the PDP will accept. Payments uploaded to the PDP must have a Payee Type defined here.

Note that this table is display-only. Adding additional codes or modifying the existing codes or description values would require changing OLE code.

Payee Type allows you to display the programmatically defined payee types.

Document Layout



The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Payee Type tab definition

Title	Description
Payee Type Code	Optional. A single letter code defining a valid type of PDP payee.

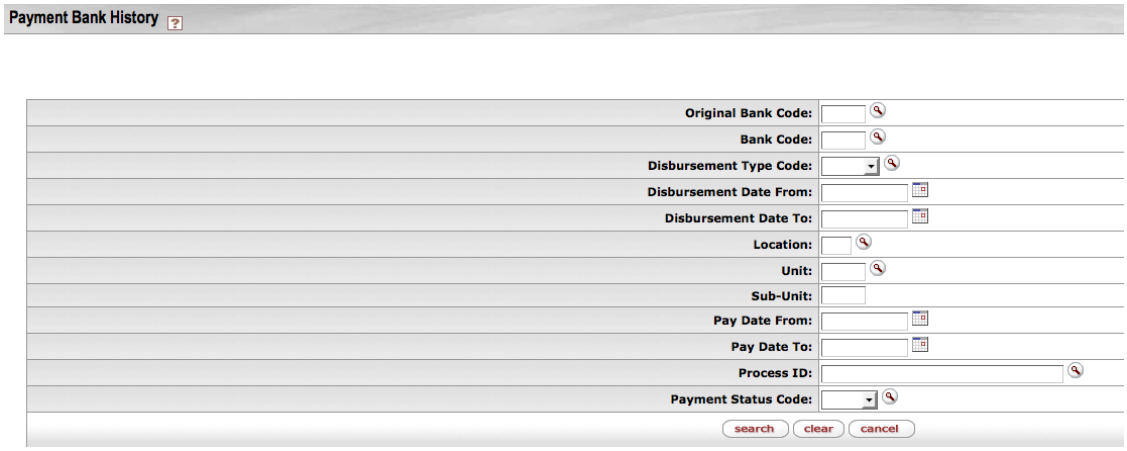
Payee Type Description	Required. A text description associated with this payee type. Valid values include E = Employee ID F = Federal Employer Identification Number S = Social Security Number T = Entity ID V = Vendor Number X = Other

Payment Bank History

Maintenance > Pre-Disbursement Processor > Payment Bank History > Payment Bank History

The **Payment Bank History** lookup allows you search for payments by original bank code or current bank code. This allows you to identify payments that may have had their banking information modified. Normally this would only happen if a payment had been cancelled and re-issued and some change had taken place to modify the banking information since the payment was originally disbursed.

Document Layout



Search Criteria

Payment Bank History Field definitions

Title	Description
Original Bank Code	Optional. Enter the bank code for the original disbursement. You can also search for and select a bank code using the **Bank** lookup
Bank Code	Optional. Enter the bank code for the current disbursement. You can also search for and select a bank code using the **Bank** lookup .
Disbursement Type Code	Optional. Select the type of disbursement for the payment you want to view.
Disbursement Date From	Optional. Enter the earliest disbursement date of the payments you want to view.

Disbursement Date To	Optional. Enter the latest disbursement date of the payments you want to view.
Chart	Optional. Enter the chart code for the customer associated with the payment.
Unit	Optional. Enter the unit code for the customer associated with the payment.
Sub-Unit	Optional. Enter the sub-unit code for the customer associated with the payment.
Pay Date From	Optional. Enter the earliest pay date of the payments you want to view.
Pay Date To	Optional. Enter the latest pay date of the payments you want to view.
Process ID	Optional. Enter the ID for the process in which the payments were formatted. You may also search for and return a process ID from the **Payment Process** lookup .
Payment Status Code	Optional. Select a value to limit your search to payments with a particular status code.

Results returned by your search are displayed in a format similar to that used by the Search for Payments lookup.

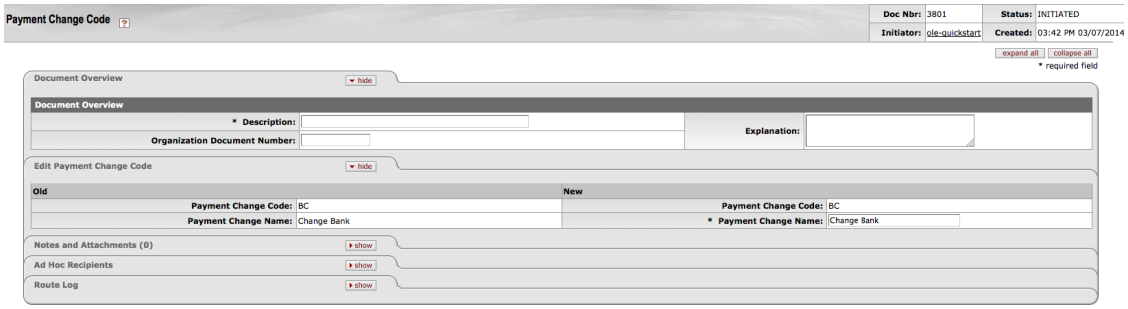
Payment Change

Maintenance > Pre-Disbursement Processor > Payment Change > Payment Change Code Lookup > Payment Change Code

The Payment Change Code table defines the codes and names used to identify different types of modifications that can be made to payments within the PDP. These codes are displayed on the **History** tab of the Payment Detail Inquiry available via the Search for Payments lookup.

Only members of the OLE-SYS Operations role may initiate Payment Change Code documents. These documents do not route for approval.

Document Layout



The Payment Change Code document includes the **Edit Payment Change Code** tab. In thistab, the system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Edit Payment Change Code tab definition

Title	Description
Payment Change Code	Display-only. Displays a code of up to three letters identifying the type of change that the PDP has made to this payment.

Payment Change Name	Provides a text description for a given payment change code. Default values include: BC = Change Bank CB = Cancel Batch CD = Cancel Disbursement CP = Cancel Payment CRD = Cancel-Reissue Disbursement HB = Hold Batch HP = Hold Payment IMP = Change Immediate Print RHB = Release Hold on Batch RHP = Release Hold on Payment

Payment File Batch Upload

Maintenance > Pre-Disbursement Processor >

Payment File Batch Upload >

Payment File Batch Upload

The **Payment File Batch Upload** screen may be used by PDP customers to manually add files to the PDP for processing. The screen allows the user to browse for a file on his or her computer and select it for uploading. After a file is uploaded, the PDP generates an e-mail to the appropriate customer contact confirming the file upload.

Only users with the OLE-PDP Customer role may upload payment files in PDP.

Upload a File to PDP

1. Select **Payment File Batch Upload** from the **Pre-Disbursement Processor** menu group on the **Maintenance** menu.

2. Click **Browse**, navigate to the file you want to upload and click **Open**.
3. Enter a file identifier that is up to 9 characters in length. This entry is a unique identifier for your file.
4. Click add to upload the file to the PDP.

   If the PDP detects a problem that prevents an upload of the file, the system displays an error message.

5. After making corrections, click the **Upload File** link to reload the file.

   If the upload is successful, the page displays a message indicating that the file was successfully saved. An email is sent to the customer confirming the successful file upload.

PDP Payment Upload File Format

The following rules apply to formatting the PDP payment upload file:

- The upload file must begin with the standard XML version line such as:

  ```
  <?xml version="1.0" encoding="UTF-8"?>
  ```

- The root (first) tag for PCDO files must be the <pdp_file> tag, and the file must contain only one < pdp_file ></ pdp_file> tag. This tag also contains attributes that identify the schema the document adheres to, such as:

  ```
  <pdp_file xmlns=http://www.kuali.org/ole/pdp/payment

  xmlns:xsi=http://www.w3.org/2001/XMLSchema-instance

  xsi:schemaLocation=http://www.kuali.org/ole/pdp/payment      http://
  localhost:8080/kuali-dev/static/xsd/pdp/payment.xsd

  version="1.0">
  ```

- Following the header will be one or more groups of payments identified by the <group> tag. Each group references a single payee and must also contain a <detail> section identifying the accounting distribution for that payment in one or more <accounting> tags.

- After the final group the file must end with a <trailer> specifying the total detail count and amount in the file.

PDP Payment Upload Format

Name	Type	Max Size	Required?	Special Formatting
Header				
<chart>	Characters	2	Yes	
<unit>	Characters	4	Yes	
<sub_unit>	Characters	4	Yes	
Group				
<payee_name>	Characters	40	Yes	

<payee_id id_type= “X”>		Characters	25	No	Payee ID type (a single character)must be included within this tag
<payee_own_cd>		Characters	2	No	
<customer_institution_identifier>		Characters	30	No	
<address1>		Characters	55	Yes	
<address2>		Characters	55	No	
<address3>		Characters	55	No	
<address4>		Characters	55	No	
<city>		Characters	45	No	
<state>		Characters	30	No	
<zip>		Characters	20	No	
<country>		Characters	30	No	
<campus_address_indicator>		Characters	1	No	“Y” or “N”
<payment_date>		Date	10	No	MM/DD/YYYYY format
	<attachment_ind>	Characters	1	No	“Y” or “N”
	<special_handling_ind>	Characters	1	No	“Y” or “N”
	<taxable_ind>	Characters	1	No	“Y” or “N”
	<nra_ind>	Characters	1	No	“Y” or “N”
	<combine_group_ind>	Characters	1	No	“Y” or “N”
	<bank_code>	Characters	4	No	
	Detail				
	<source_doc_nbr>	Characters	14	Yes	
	<invoice_nbr>	Characters	14	No	
	<po_nbr>	Characters	9	No	
	<req_nbr>	Characters	8	No	
	<org_doc_nbr>	Characters	10	No	
	<invoice_date>	Date	10	No	MM/DD/YYYY format
	<orig_invoice_amt>	Decimal		No	Money format (2 decimal places)
	<net_payment_amt>	Decimal		No	Money format (2 decimal places)
	< invoice_tot_discount_amt>	Decimal		No	Money format (2 decimal places)
	<invoice_tot_ship_amt>	Decimal		No	Money format (2 decimal places)
	<invoice_tot_other_debits>	Decimal		No	Money format (2 decimal places)
	<invoice_tot_other_credits>	Decimal		No	Money format (2 decimal places)
	<fs_origin_cd>	Characters	2	No	
	<fdco_typ_cd>	Characters	4	No	
	<payment_text>	Characters	90	No	Can contain multiples
	Trailer				
	<detail_count>	Integer		Yes	
	<detail_tot_amt>	Decimal		Yes	Money format (2 decimal places)

Payment Type

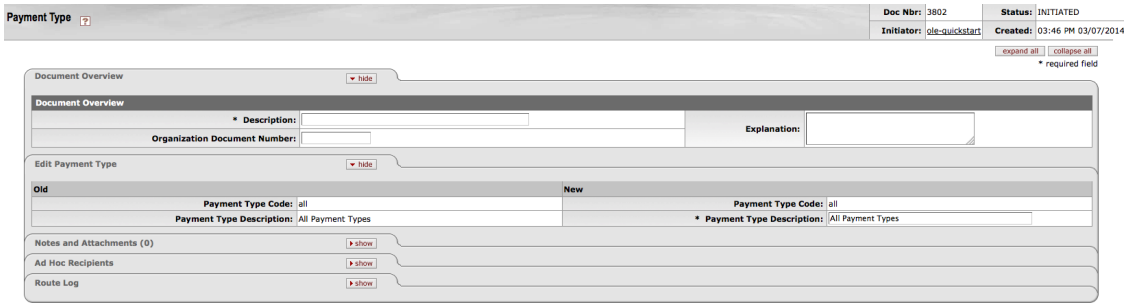
Maintenance > Pre-Disbursement Processor > Payment Type > Payment Type Lookup > Payment Type

The Payment Type table defines the codes and descriptions used when selecting which payments to format on the Format Checks/ACH screen. Using the values defined in this table, users can choose to format all available payments or only payments that match specific criteria (such as payments marked as immediate or only payments with attachments.)

Note that users may modify only the descriptions for these values, not the codes themselves. Codes for payment types are programmatically defined in OLE code. Adding additional codes or modifying the existing code values requires programming code changes.

Only users in the OLE-SYS Operations role can create Payment Type documents. These documents do not route for approval.

Document Layout



The Payment Type document includes the **Edit Payment Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Payment Type tab definition

Title	Description
Payment Type Code	Display-only. Displays a code identifying the type of payments to be selected for formatting.
Payment Type Description	Required. Provide a text description for a given payment type code. Default values include: all = All payment types immediate = Only disbursements flagged as Immediate pymtAttachment = Only disbursements with attachments pymtAttachmentFalse = Only disbursements with no attachments pymtSpecialHandling = Only disbursements with special handling pymtSpecialHandlingFalse = Only disbursements with no special handling

Payment Status

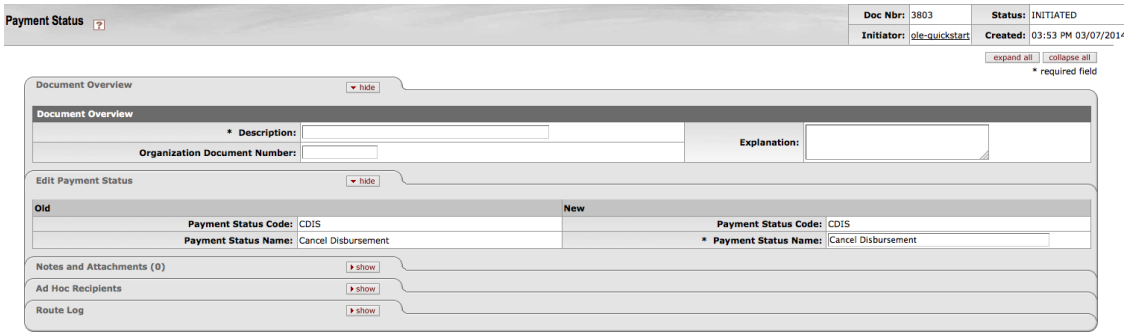
Maintenance > Pre-Disbursement Processor > Payment Status > Payment Status Lookup > Payment Status

The Payment Status table defines the states that may be used to describe a payment in the PDP. Each status is represented by a code and a descriptive name.

Note that users may modify only the descriptions for these values; they cannot modify the codes themselves. Adding additional statuses or modifying the existing code values requires programming code changes.

Only users with the OLE-SYS Operations role may create Payment Status documents. These documents do not route for approval.

Document Layout



The Payment Status document includes the **Edit Payment Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Payment Status tab definition

Title	Description
Payee Status Code	Display-only. Displays a unique four-character code that uniquely identifies this payment status.
Payment Status Name	Required. Enter a text description for this payment status. Default values are: CDIS = Cancel disbursement CPAY = Cancel payment EXTR = Extracted FORM = Selected for format HELD = Held HTXA = All held for tax HTXB = Held for tax (NRA - Empl) HTXE = Held for tax (employee)

	HTXN = Held for tax (NRA) OPEN = Open payment PACH = Pending/ACH PCHK = Pending/Check

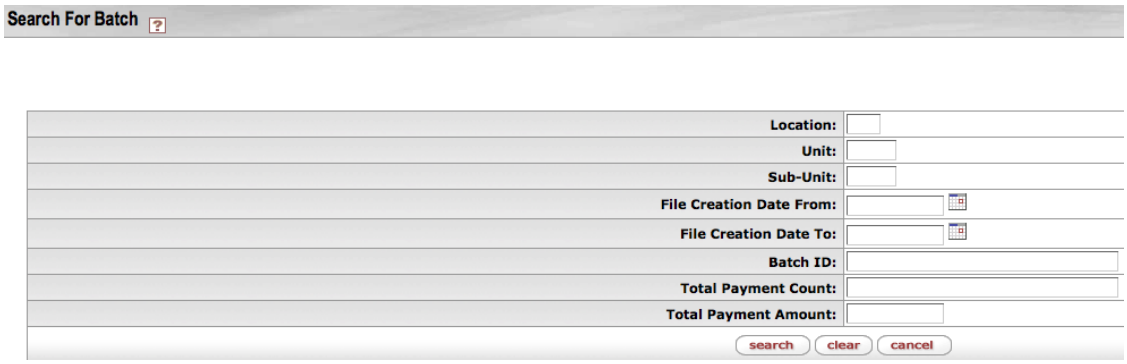
Search for Batch (Batch Lookup)

Maintenance > Pre-Disbursement Processor > Search for Batch > Search For Batch

The **Search for Batch** screen allows you to find batches of payments submitted to the PDP and allows you to view the individual payments associated with these batches.

The Search for Batch screen is restricted to users with the OLE-PDP Customer Contact, OLE-PDP Manager or OLE-PDP Processor role.

Document Layout



Search Criteria

Batch Lookup Fields

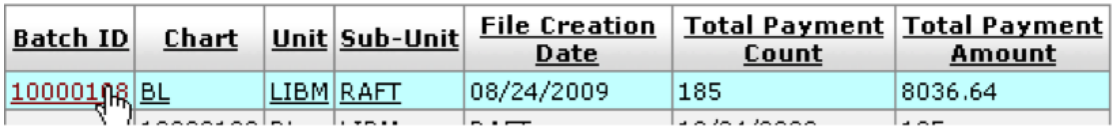
Title	Description
Location	
Unit	Optional. Enter the unit code of the PDP customer associated with the batch you want.
Sub-Unit	Optional. Enter the sub-unit code of the PDP customer associated with the batch you want.
File Creation Date From	Optional. Enter the earliest date that files in the batch were created. If searching by date, you must enter at least one of the following: Chart, Unit or Sub-Unit.
File Creation Date To	Optional. Enter the latest date that files in the batch were created. If searching by date, you must enter at least one of the following: Chart, Unit or Sub-Unit.
Batch ID	Optional. Enter the unique ID number identifying the batch you want.
Total Payment Count	Optional. Enter the number of payments included in the batch you want.

Total Payment Amount	Optional. Enter the total dollar amount of payments in the batch you want.

Process Overview

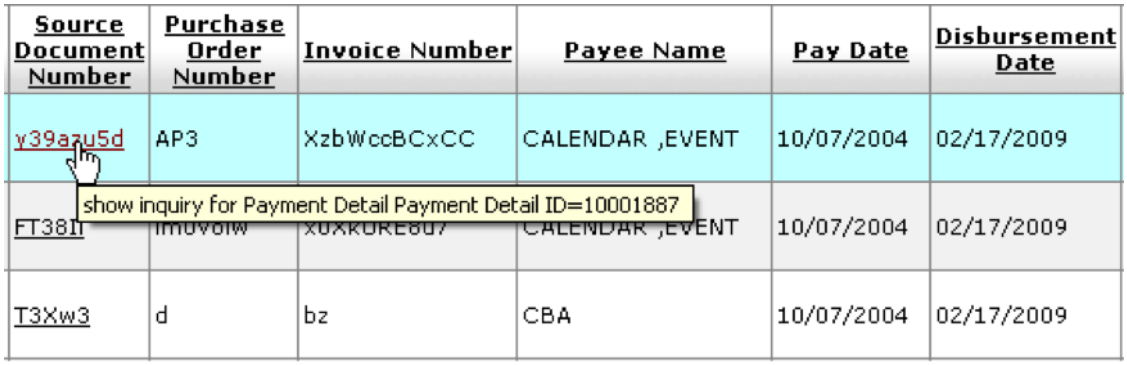
Viewing Batch Details

After a successful search retrieves a batch, you can view detailed information about payments within the batch by clicking its Batch ID.



Batch ID	Chart	Unit	Sub-Unit	File Creation Date	Total Payment Count	Total Payment Amount
10000108	BL	LIBM	RAFT	08/24/2009	185	8036.64

The system displays the Search for Payment lookup, where a list of payments with this Batch ID is displayed. To access details about a specific payment, click on the appropriate document's source number.



Source Document Number	Purchase Order Number	Invoice Number	Payee Name	Pay Date	Disbursement Date
y39azu5d	AP3	XzbWccBCxCC	CALENDAR ,EVENT	10/07/2004	02/17/2009
FT38I			CALENDAR ,EVENT	10/07/2004	02/17/2009
T3Xw3	d	bz	CBA	10/07/2004	02/17/2009

show inquiry for Payment Detail Payment Detail ID=10001887

Taking Actions on a Batch

Authorized users may take actions on a batch by using the links available in the **Actions** column on the Search for Batch lookup results.

Placing a Batch on Hold

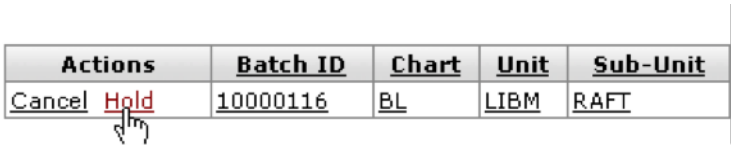
Note

Batches may be placed on hold only if none of the associated payments have been disbursed.

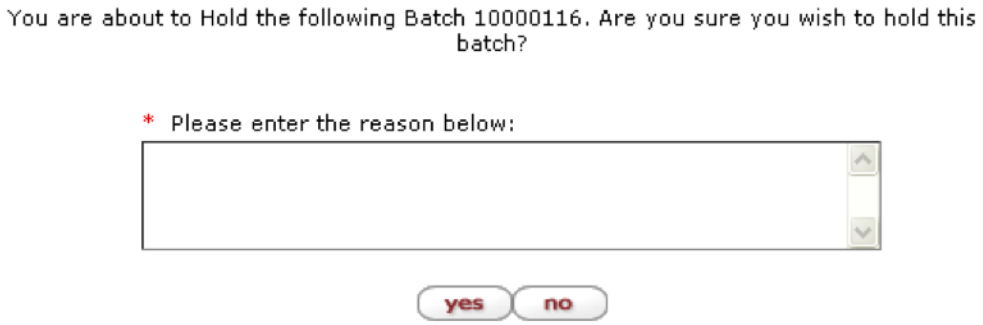
Placing a batch on hold prevents all payments that are part of this batch from being selected for formatting. This is a reversible action.

Users with the OLE-PDP Manager role may place a batch on hold or remove a hold from a batch.

1. Search for the batch and click the **Hold** link.



2. Enter a note indicating why this batch is being placed on hold.



3. Click **Yes**

Removing a Batch from Hold

If a batch is currently on hold, follow the steps noted above to remove the hold, but click the **remove hold** link.

Canceling a Batch

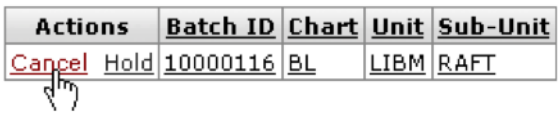
All the payments in a batch may be canceled if no payments in that batch have been formatted yet. Canceling a batch prevents it from being included in formatting.

Note

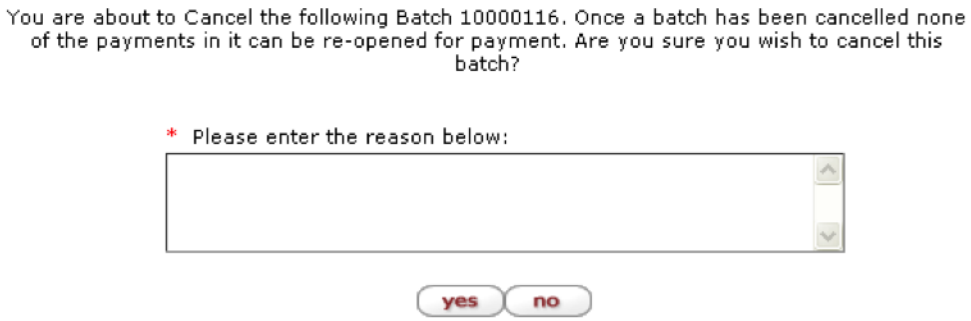
Canceling a batch cannot be undone.

Users with the OLE-PDP Manager role may cancel a batch.

1. Search for the batch and click the **Cancel** link.



2. Enter a note indicating why this batch is being canceled.



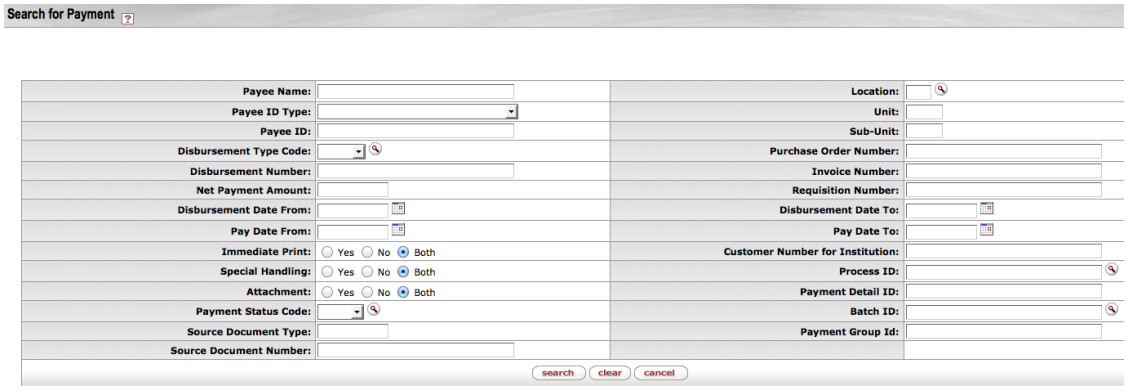
3. Click **Yes**

Search for Payment

The Search for Payment lookup allows you to find individual payments in the PDP by searching on a variety of search criteria. Search results display identifying information including the disbursement date, type, status and number. You may select individual payments from the search results to view additional detail information.

The Search for Payment screen is restricted to users with the OLE-PDP Customer Contact, OLE-PDP Manager or OLE-PDP Processor roles.

Document Layout



Search Criteria

Search for Payment Fields definition

Title	Description
Payee Name	Optional. Enter the name of the payee associated with this disbursement.

Payee ID Type	Optional. Specify the type of payee ID that is entered in the Payee ID field below. Examples include 'Employee ID,' 'Social Security Number' and 'Vendor Number.'
Payee ID	Optional. Enter the ID number associated with this payee.
Disbursement Type Code	Optional. Specify the type of disbursement you want to search for. Options include 'Check' and 'ACH.'
Disbursement Number	Optional. Enter the PDP-assigned disbursement number for the payment.
Net Payment Amount	Optional. Enter the dollar amount of the total payment.
Disbursement Date From	Optional. Enter the earliest disbursement date for the payment.
Pay Date From	Optional. Enter the earliest pay date for the payment.
Immediate Print	Optional. Select 'yes' to include payments flagged for immediate payment or 'no' to exclude the flagged payments. Choose 'Both' if you want your search to return results regardless of whether or not they're marked for immediate printing.
Special Handling	Optional. Select 'yes' to include payments flagged for special handling or 'no' to exclude these payments. Choose 'Both' if you want your search results to include payments regardless of whether or not they're marked for special handling.
Attachment	Optional. Select 'yes' to include payments flagged as having attachments or 'no' to exclude those payments. Choose 'Both' if you want your search results to include payments regardless of whether they're marked as attachments.
Payment Status Code	Optional. Select a payment status from the list to restrict your results to payments currently in that status. Status options include: CDIS--Cancel Disbursement: The Payment has been canceled after formatting. CPAY--Cancel Payment: The payment has been canceled before formatting. EXTR--Extracted: Checks go immediately to this status when formatted. ACH Payments go to this status after they are processed out of 'Pending ACH' status. FORM--Selected for Format: Normally this is a transitional status. If a format process fails, payments selected by that process will be assigned this status for easy identification. HELD--Held: The payment has manually been placed on hold and will undergo no further status changes until the hold is removed. HTXA--All Held for Tax: This status is only used for Payment Searches. Selecting this status will return results with any Held for Tax status listed below. HTXB--Held for Tax (NRA - Empl): The payment is currently held for further review because the payee is identified as both an Employee and a Non-Resident Alien. HTXE--Held for Tax (Employee): The payment is currently held for further review because the payee is identified as an Employee. HTXN--Held for Tax (NRA): The payment is currently held for further review because the payee is identified as a Non-Resident Alien. OPEN--Open Payment: The payment has been uploaded to the PDP but has not yet been formatted. PACH--Pending/ACH: ACH payments go to this status when formatted. They move to Extracted status after the pdpExtractAchPaymentsJob is run. PCHK--Pending/Check: Check payments go to this status after being formatted. They move to Extracted status after the pdpExtractChecksJob batch job is run. Note that in the base configuration this job runs immediately upon execution of a format process.
Source Document Type	Optional. Enables you to search by a code that uniquely identifies a type of financial document in the OLE system. This field may be supplied in the customer's file or may be fed into the PDP directly by documents such as the Disbursement Voucher or Payment Request.
Source Document Number	Optional. An identifying number from the source system for this payment. For payment requests this number is the payment request number; for

	disbursement vouchers it is the OLE document number. Other source systems provide source document numbers specific to that system.
Chart	Optional. Enter the chart code of the PDP customer associated with the payment. Note that this field will also accept Campus Code values. Campus code values should be used for customers associated with disbursement voucher and PURAP payments.
Unit	Optional. Enter the unit code assigned to the PDP customer associated with the payment.
Sub-Unit	Optional. Enter the sub-unit of the PDP customer associated with the payment.
Purchase Order Number	Optional. Enter a Purchase Order Number to find payments related to that OLE document.
Invoice Number	Optional. Enter a vendor invoice number to find payments related to that invoice.
Requisition Number	Optional. Enter a requisition number to find payments related to that OLE document.
Disbursement Date To	Optional. Enter the latest disbursement date for the payment.
Pay Date To	Optional. Enter the latest pay date for the payment.
Customer Number For Institution	A unique ID number that identifies your institution for this payee.
Process ID	Optional. Allows you to restrict your search to a particular batch of checks or ACH payments that have been formatted in the PDP. All payments formatted at the same time share the same Process ID.
Payment Detail ID	Optional. Allows you to search by the unique ID number that identifies this payment within a batch in the PDP.
Batch ID	Optional. Enables you to search by the batch ID assigned when this payment was uploaded as part of a PDP batch by the customer.
Payment Group ID	Optional. Enables you to search by a unique ID assigned when this payment was uploaded. All payments included in the same group in the customer's file will be assigned the same payment group ID.

Viewing Payment Details (Payment Details Inquiry)

After a successful search retrieves a payment, you can view additional detailed information about it by clicking the payment's source document number.

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
Cancel Disbursement Reissue Cancel	BL-KUAL-PRAP	3530	1069	iu-sk-4074-1	BASIC VENDOR ESTATE/TRUST	09/22/2009	09/22/2009	Extracted (Reissued)	Check	100098	100.00
Cancel Disbursement Reissue Cancel	BL-KUAL-PRAP	35			ENDOR TRUST	09/22/2009	09/22/2009	Extracted (Reissued)	Check	100098	100.00
Cancel Disbursement Reissue Cancel	BL-KUAL-PRAP	3532	1069	iu-sk-4074-3	BASIC VENDOR ESTATE/TRUST	09/22/2009	09/22/2009	Extracted (Reissued)	Check	100098	100.00

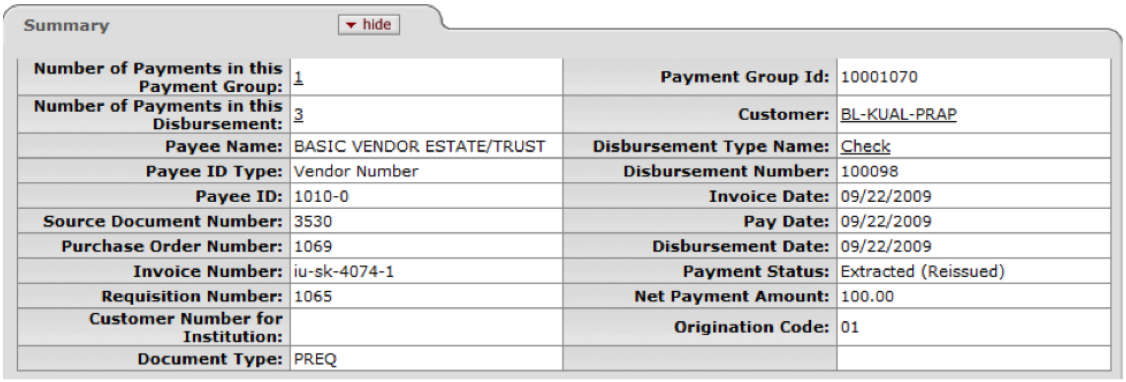
show inquiry for Payment Detail Payment Detail ID=10001767

Clicking the source document number opens the **Payment Detail Inquiry** screen for the payment. This screen includes several tabs that display information related to this payment. The tabs include **Summary**, **Batch**, **Payment**, **Payee**, **Account Detail**, **BankInfo**, **History** and **Notes**.

Each Tab is explained below. All fields are display-only.

Summary Tab

The **Summary** tab contains basic payment information that identifies the payee and information associated with the payment in the source system.


Summary hide

Number of Payments in this Payment Group:	1	Payment Group Id:	10001070
Number of Payments in this Disbursement:	3	Customer:	BL-KUAL-PRAP
Payee Name:	BASIC VENDOR ESTATE/TRUST	Disbursement Type Name:	Check
Payee ID Type:	Vendor Number	Disbursement Number:	100098
Payee ID:	1010-0	Invoice Date:	09/22/2009
Source Document Number:	3530	Pay Date:	09/22/2009
Purchase Order Number:	1069	Disbursement Date:	09/22/2009
Invoice Number:	iu-sk-4074-1	Payment Status:	Extracted (Reissued)
Requisition Number:	1065	Net Payment Amount:	100.00
Customer Number for Institution:		Origination Code:	01
Document Type:	PREQ		

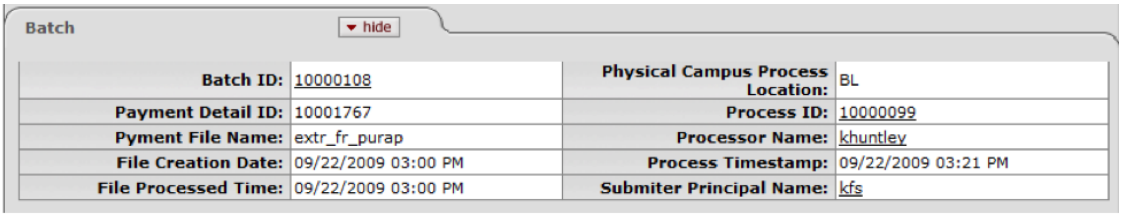
Summary Tab definition

Title	Description
Number of Payments in the Payment Group	Display-only. Displays the number of payments grouped together into a single payment to this payee. Customers may choose to group more than one payment together in the files they submit to the PDP. To access a separate Payment search that includes only payments in this same group, click the number displayed here.
Number of Payments in this Disbursements	Display-only. Displays the number of payments to this payee that were included in the disbursement. This number displays only if payment has been disbursed. The PDP tries to combine payments to the same payee when disbursements are made.
Payee Name	Display-only. Displays the name of the payee.
Payee ID Type	Display-only. Identifies the type of payee ID number, such as 'Employee ID,' 'Social Security Number' or 'Vendor Number.
Payee ID	Display-only. Displays the unique ID number for this payee.
Source Document Number	Display-only. Displays the document number that uniquely identifies this payment in the source system that provided the information to the PDP.
Purchase Order Number	Display-only. If this payment is associated with an OLE purchase order, displays the purchase order number.
Invoice Number	Display-only. If this payment is associated with an OLE Payment Request document, displays the invoice number. Customers using another purchasing system may also choose to include an invoice number in the payment information they upload to the PDP.
Requisition Number	Display-only. If this payment is associated with an OLE purchase order, displays the associated requisition number.
Customer Number for Institution	Display-only. Displays a unique number that identifies your institution for this payee.
Financial System Document Type Code	Display-only. Displays a code that uniquely identifies the source document as a particular type of financial document in OLE.
Payment Group ID	Display-only. A unique system-generated number assigned to a payment group.
Customer	Display-only. Identifies the customer ('Chart'-'Unit'-'Sub-Unit') that sent this information to the PDP for disbursement.
Disbursement Type Name	Display-only. Shows the type of disbursement, if a disbursement has been made for this payment. Options include 'Check' and 'ACH.' Note that this field is blank until the payment has been formatted.
Disbursement Number	Display-only. Identifies the unique check or ACH number assigned to a payment disbursed in the PDP. Note that this field is blank until the payment has been formatted.
Invoice Date	Display-only. If the payment was generated in response to a payee invoice (via an OLE Payment Request document), indicates the date of the invoice. Customers who use another purchasing system or who want to include invoice information from another external system may also choose to include an invoice date in their payment files.
Pay Date	Display-only. Indicates the earliest date on which the payment is to be made.

Disbursement Date	Display-only. If a disbursement has been made, displays the date of the disbursement.
Payment Status Name	Display-only. Displays the current status of the payment in the PDP. Examples include 'Open Payment,' Held,' 'Pending/ACH, and 'Extracted.'
Net Payment Amount	Display-only. Displays the net dollar amount of this payment
Origination Code	Display-only. Specifies the origination code of the system from which this payment originates. Payments originating from OLE documents will have the OLE origination code. Payments originating in other systems may include an origination code if the customer includes one in their file.

Batch Tab

The **Batch** tab contains information identifying the PDP batch that this payment is a part of and specifying when actions were taken on that batch and who took those actions.

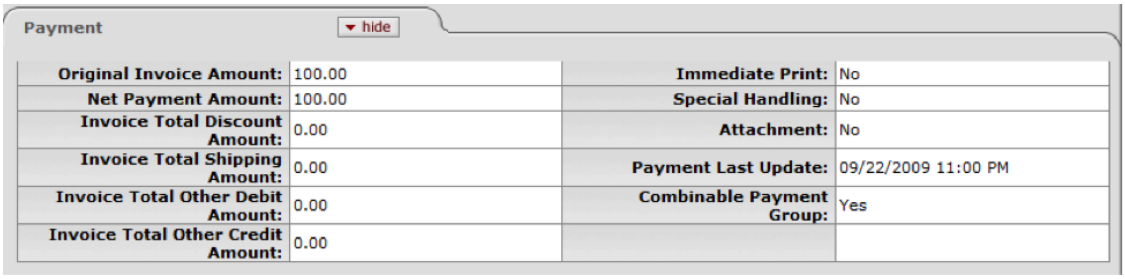


Batch Tab definition

Title	Description
Batch ID	Display-only. Displays the unique number associated with the batch of payments of which this payment was a part. All payments uploaded at one time for a particular customer are assigned the same unique Batch ID.
Payment Detail ID	Display-only. Displays a unique system-generated ID number that identifies this payment in the PDP.
Payment File Name	Display-only. The full name of the file uploaded to the PDP that included this payment.
File Creation Date	Display-only. Displays the date and time at which the file that included this payment was created.
File Processed Time	Display-only. Displays the date and time the file was uploaded to the PDP.
Physical Campus Process Location	Display-only. If this payment has been formatted, specifies the physical campus associated with the user that formatted it.
Process ID	Display-only. Displays an ID number assigned when the check or ACH payment was formatted in the PDP. All payments formatted at the same time share the same unique process ID. If the payment has not yet been formatted, this field is blank.
Processor Name	Display-only. Displays the principal name of the person who formatted this payment in the PDP. If the payment has not yet been formatted, this field is blank.
Process Timestamp	Display-only. Displays the date and time the payment was formatted in the PDP. If the payment has not yet been formatted, this field is blank.
Submitter Principal Name	Display-only. Displays the principal name of the person who uploaded this payment to the PDP.

Payment Tab

The **Payment tab** contains information identifying special attributes of the payment that might affect the way in which it is handled (such as indicating it needs immediate processing or special handling or needs to be sent out with attachments). This tab also includes invoice amount details.

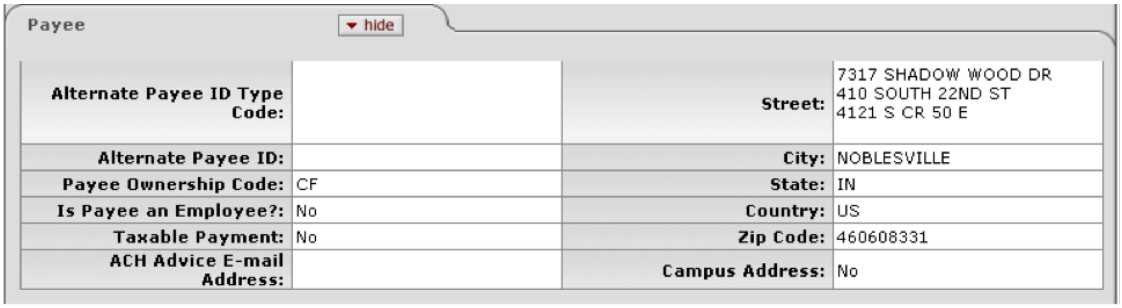


Payment Tab definition

Title	Description
Original Invoice Amount	Display-only. Displays the original amount of an invoice processed on an OLE Payment Request document.
Net Payment Amount	Display-only. Displays the net dollar amount of the payment.
Invoice Total Discount Amount	Display-only. Displays the dollar amount of any discount applied to an invoice before payment.
Invoice Total Shipping Amount	Display-only. Displays the dollar amount of any shipping charges associated with this invoice.
Invoice Total Other Debit Amount	Display-only. Displays the total dollar amount of any other debits associated with this invoice.
Invoice Total Other Credit Amount	Display-only. Displays the total dollar amount of any credits applied to this invoice.
Immediate Print	Display-only. Indicates whether the payment has been flagged for immediate printing.
Special Handling	Display-only. Indicates whether the payment has been flagged for special handling.
Attachment	Display-only. Indicates whether attachments are to be sent to the payee with the payment.
Payment Last Update	Display-only. Displays the date and time at which this payment was last updated in the PDP.
Combinable Payment Group	Display-only. Indicates whether this payment is eligible to be combined with other payments to the same payee. This value is definable at the payment level in PDP payment files.

Payee Tab

The **Payee** tab contains details about the payee for this payment, including tax and address information.



Payee Tab definition

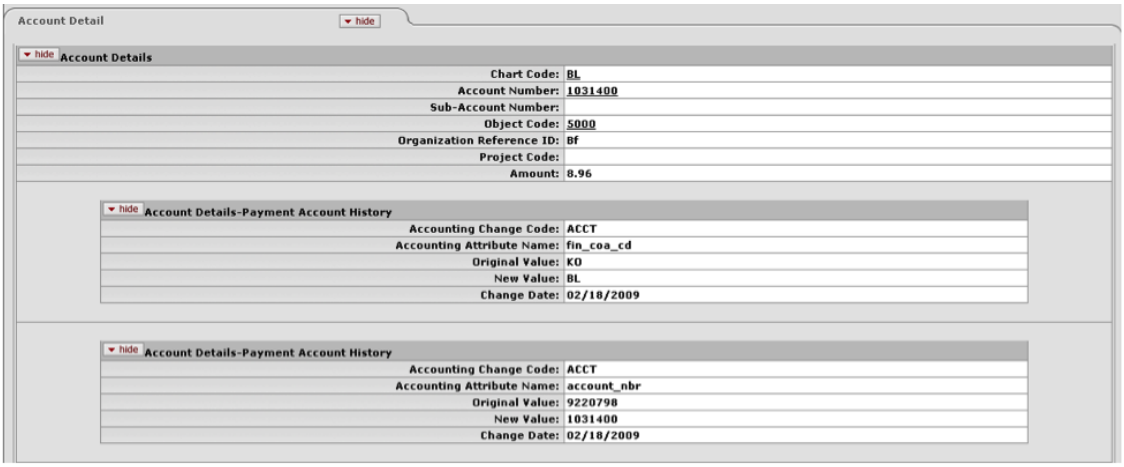
Title	Description
Alternate Payee ID Type Code	Display-only. If an alternate payee ID exists for this employee, this field displays the ID type. No current OLE functionality completes this field.
Alternate Payee ID	Display-only. Displays an alternate ID number for this payee, if one exists. No current OLE functionality completes this field.

Payee Ownership Code	Display-only. Displays the ownership type associated with this payee for reporting purposes. Ownership types are defined by PDP customers sending payment information and may vary from customer to customer.
Is Payee an Employee?	Display-only. Indicates whether the payee is identified as an employee of your institution. The default value is 'No' but no current OLE functionality completes this field.
Taxable Payment	Display-only. Indicates whether this payment is designated as taxable. Default value is 'No.
ACH Advice Email Address	Display-only. If ACH information exists for this payee, displays the e-mail address to which a payment advice can be sent.
Street	Display-only. Displays the street for the mailing address of the payee.
City	Display-only. Displays the city for the mailing address of the payee.
State	Display-only. Displays the state for the mailing address of the payee.
Country	Display-only. Displays the country for the mailing address of the payee.
Zip Code	Display-only. Displays the zip code for the mailing address of the payee.
Campus Address	Display-only. Indicates whether or not the payee's mailing address is a campus address. Defaults to 'No,' but no current OLE functionality completes this field.

Account Details Tab

The **Account Details** tab displays all accounting information associated with this payment. Multiple sets of accounting information can be sent for a single payment and each will display here.

If a customer's profile indicates that accounting edits are required, the PDP verifies the payment accounting string against the Chart of Accounts. If any invalid values are found, the entire accounting string is removed and replaced with the Customer's default accounting information. When a change like this is made, this **Payment Account History** section shows a change code identifying the type of change, the original values supplied and what they were changed to.



Account Details Tab definition

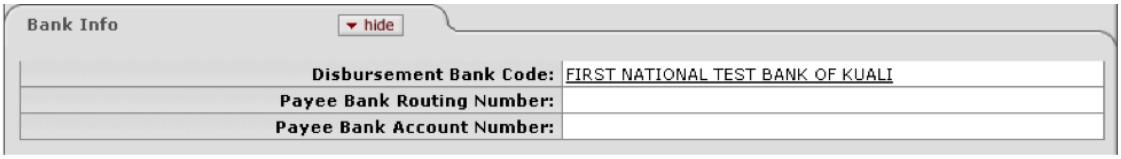
Title	Description
Accounting Change Code	Display-only. Identifies the field that caused the accounting error (e.g., 'ACCT' if the account number was found to be invalid).
Accounting Attribute Name	Display-only. Displays the attribute name of the accounting field that was changed by the PDP.
Original Value	Display-only. Displays the invalid value that was originally supplied to the PDP.
New Value	Display-only. Displays the value used to replace the invalid value. This value is taken from the default accounting information for this PDP customer.

Change Date	Display-only. Displays the date on which the PDP made this change.

Bank Info Tab

The **Bank Info tab** page displays the bank code of the bank from which this payment was disbursed. If a payment is made via ACH direct deposit, the tab also displays the routing number and account number to which the deposit was made. If a payment has not yet been formatted, these fields are blank.

Note that only users with the proper roles can view bank account numbers. Users with the role OLE-SYS Manager can view partially masked bank account numbers while members of the role OLE-SYS Operations will see full bank account numbers.

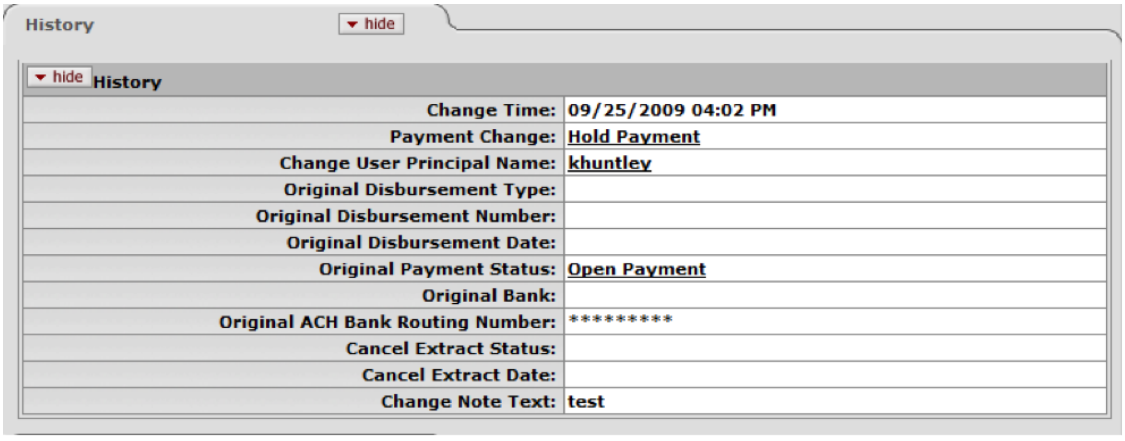


Bank Info Tab definition

Title	Description
Disbursement Bank Code	Display-only. Displays the bank code identifying the bank from which the payment was disbursed.
Payee Bank Routing Number	Display-only. Displays the routing number associated with the payee's ACH bank.
Payee Bank Account Number	Display-only. Displays the account number to which ACH direct deposit was made for this payee.

History Tab

The **History** tab displays an audit trail of actions associated with this payment in the PDP. Each action (hold, cancel, etc.) taken on the payment is displayed in its own section on this tab.



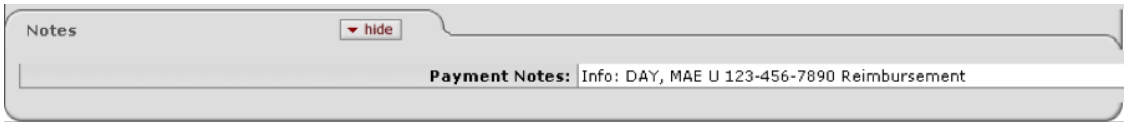
History Tab definition

Title	Description
Change Time	Display-only. Displays the date and time on which this action took place.
Payment Change	Display-only. Identifies the change that occurred by displaying the appropriate payment change name. Examples include 'Cancel Payment,' 'Hold Payment, and 'Release Hold Payment.'

Change User Principal Name	Display-only. Displays the principal name of the person who took this action
Original Disbursement Type	Display-only. If the payment was already disbursed when the change occurred, indicates whether it was a check or ACH disbursement.
Original Disbursement Number	Display-only. Indicates the original disbursement number for payments that have been canceled or canceled and reissued.
Original Disbursement Date	Display-only. If the payment was already disbursed when the change occurred, specifies the date on which that disbursement was made.
Original Payment Status	Display-only. Displays the payment status prior to this action being taken.
Original Bank	Display-only. If the disbursement for this payment has been made, displays the bank from which the funds were disbursed.
Original ACH Bank Routing Number	Display-only. If an ACH disbursement has been made related to this payment, displays the bank routing number for the ACH payment.
Cancel Extract Status	Display-only. Updates to 'Yes' when the job that puts canceled payments in the check file (processPdpCancelsAndPaidJob) completes.
Cancel Extract Date	Display-only. For canceled payments, displays the date the PDP extracted this cancellation into the check or ACH file.
Change Note Text	Display-only. Displays the textual note provided by the user who took this action.

Notes Tab

The **Notes** tab displays all notes associated with this payment.



History Tab definition

Title	Description
Payment Notes	Display-only. Displays the text of the note a user added when making a change.

Taking Action on Payments

Authorized users can take action on a payment using links available in the **Actions** column on the Search for Payment lookup results.

Placing a Payment On Hold

Placing a payment on hold prevents it from being selected for formatting. This is a reversible action.

Note

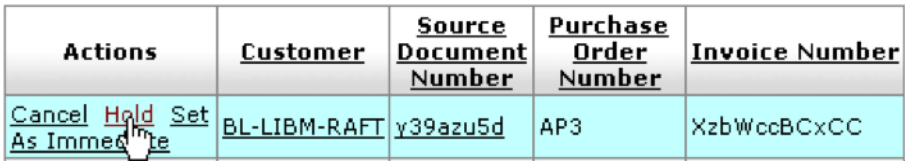
For more information, see Removing a Payment from Hold.

Users with the OLE-PDP Manager role may place a payment on hold and remove a hold from a payment.

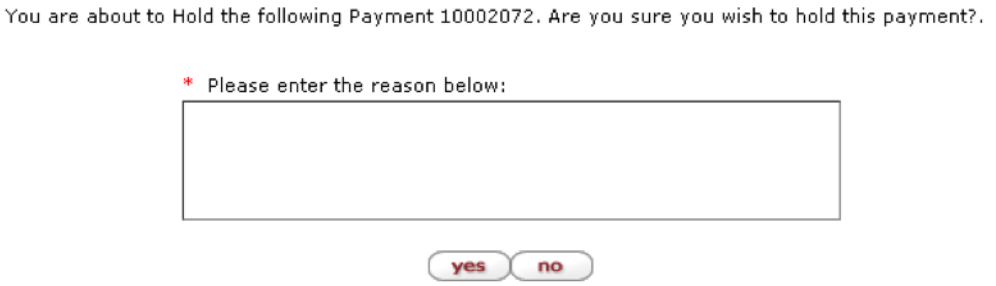
Note

Payments can be placed on hold only if they have not been disbursed.

1. Search for the payment and click the **Hold** link.



2. Enter a note indicating why this payment is being placed on hold.



3. Click **Yes**.

Removing a Payment from Hold

If a payment is currently on hold, follow the steps provided above to remove the hold, but click the **remove hold** link.

Canceling a Payment

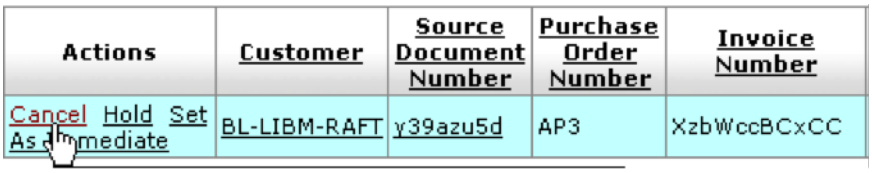
Note

Canceling a payment cannot be undone.

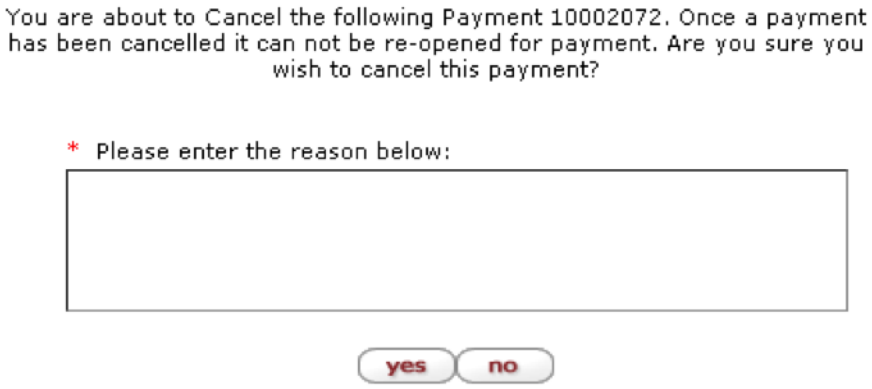
Payments or disbursements may be canceled. Canceling a payment prevents it from being included in formatting. Canceling a disbursement generates a cancel check or ACH record and generates appropriate General Ledger entries.

Users with the OLE-PDP Manager role may cancel a payment

1. Search for the payment and click the **Cancel** link.

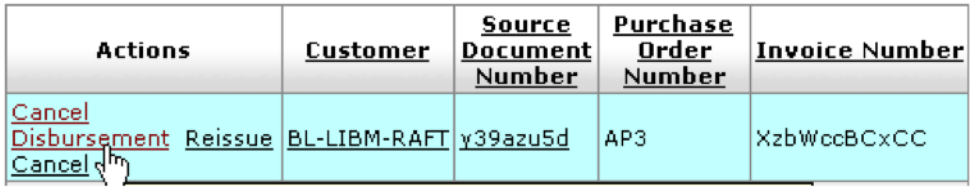


2. Enter a note indicating why this payment is being canceled.



3. Click **Yes**.

Canceling a disbursement follows the same procedure described above for canceling a payment, except you choose the **Cancel Disbursement** link.



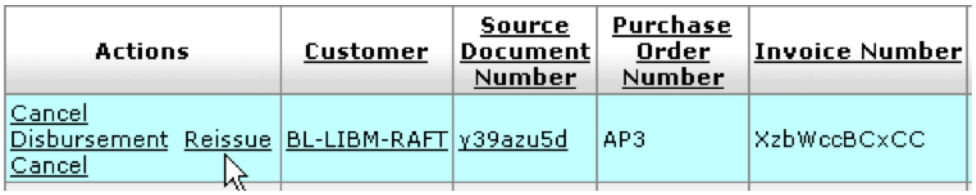
Canceling and Reissuing a Payment

After a payment has been disbursed, it may be necessary to cancel the previous disbursement and reissue it as a new disbursement.

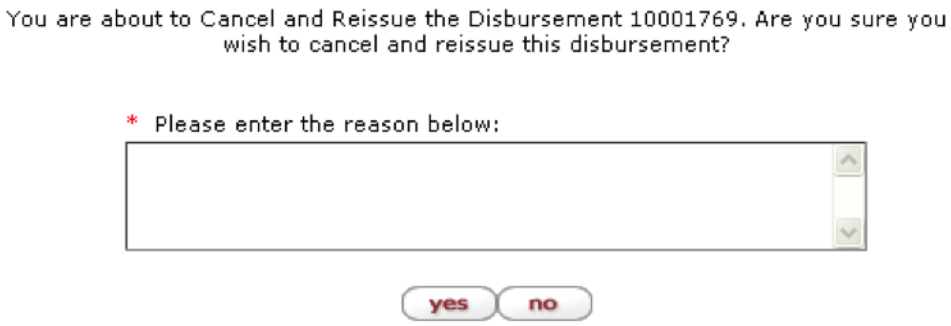
Follow the steps noted above to cancel a payment that has already been disbursed and send it back to 'Open' status so that it may again be eligible for formatting.

Users with the OLE-PDP Manager role may cancel a payment

1. Search for the payment and click the **Reissue Cancel** link.



2. Enter a note indicating why this payment is being canceled and reissued.



3. Click **Yes**.

Setting a Payment for Immediate Print

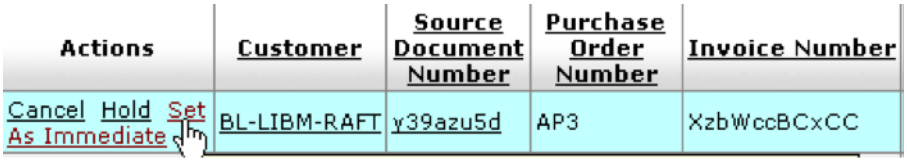
Payments that have not yet been formatted may be marked for immediate printing. 'Immediate print' payments ignore the Pay Date value and are eligible for disbursement the next time payments for this customer are selected for formatting. Immediate print payments, which may be selected for formatting separately, always appear at the beginning of the check file the PDP creates. This is a reversible action.

Note

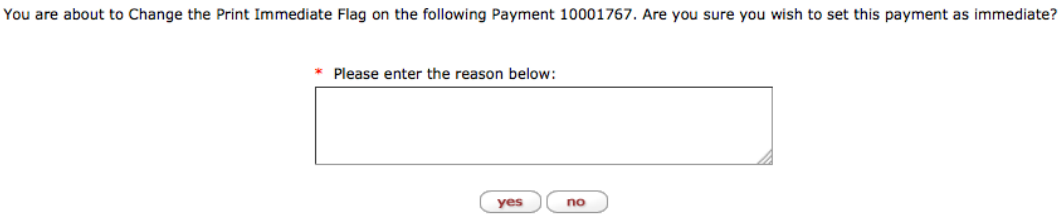
For more information about reversing this action, see Removing Immediate Print.

Users with the OLE-PDP Processor role may mark payments for immediate printing.

1. Search for the payment and click the **Set as Immediate** link.



2. Enter a note indicating why this payment is being flagged for immediate printing.



3. Click **Yes**.

Removing Immediate Print

If a payment is currently marked as an Immediate Print, follow the steps noted above to remove the Immediate setting, but click the **Remove Immediate** link.

Users with the OLE-PDP Processor role may remove the Immediate Prints setting from a payment.

Chapter 22. Appendix

Terms and Definitions

Term	Definition
Account	Identifies a pool of funds assigned to a specific university organizational entity for a specific purpose. Global document functionality is available for this document.
Agent	Any individual or organization entity that is represented in Kuali OLE. An agent could be an institution, a staff member, a library consortia, a publisher, a provider, or an individual working for a publisher / vendor. Synonyms: Vendor, Licensor, Publisher, Organization, Provider; Licensor or Licensee
Agreement	An agreement or understanding between the library / institution and a publisher / provider / donor regarding access to content. May include descriptive metadata, such as start date, end date, and contract number, as well as information about rights, restrictions, and business terms. An agreement will often represent either a negotiated license or a SERU agreement, although it could conceivably also represent other types of agreements, such as restrictions surrounding use of digital materials deposited in an institutional repository, use of donations made to a special collections unit, or use of gifts to the institution. Stored as DocStore .XML ONIX-PL. (Previous hand off for architecture. Future functional specification hand off for “Record License” with ONIX-PL license editor) Synonyms: Agreement Entity, License
Agreement Document	A file associated with an Agreement in OLE. Many types of files are utilized in the negotiation process / provide further details about an Agreement, including a variety of word processing files, spreadsheet files, and PDFs. Think: attachments, reference, title lists, SERU, checklists-primarily .doc, .xls, .pdf, but not limited by type. Synonyms: Agreement documents, attachments, linked files
Allocations	This is the primary area in which the ILS accounting is more granular and specific than at the parent organization level. A university will commonly budget operating funds for library acquisitions in one lump sum. The library then commonly subdivides that money into smaller chunks, according to the perceived needs of its users. The most common ways to subdivide the collection budget are: by school or administrative unit -- $x for the School of Medicine, for instance, $X for the School of Arts and Sciences, $X for the Business School, etc.; by subject -- with the library deciding how many subject funds to subdivide the money into; by material type – dividing the budget among monographs, print serials, e-serials, other e-resources, rare material, etc.; or by combinations of these categories.
Batch Job	Batch jobs, or batch processing, are what update General Ledger balances, other KFS/OLE tables, and files/jobs for exports. Batch jobs need to be run on some schedule to keep OLE in sync with external systems, such as University Financial.
Claim	The action (or a record thereof) of notifying a vendor that an ordered item has not been received for whatever reason. A claim can be made for a PO line item OR for a single issue of a serial title. Claims can be prompted by: non-receipt, receipt of the wrong version of an item, receipt of a damaged copy, etc.
Chart	The Chart document is used to define the valid charts that make up the high-level structure of the KFS Chart of Accounts. It also indicates who has management responsibilities for each chart and which object codes are used for system-generated accounting lines for the chart.
Checklist Template	A specific file (or files) that represents a university, library, or other institution’s contractual requirements; licenses negotiated by the institution usually must meet (or attempt to meet) these specific requirements. Form of Agreement Document.
Commitments	This is a running total of costs expected in the future, from purchase orders that have been placed, but not yet paid for. Commitments are an inexact science, and their importance varies according to the types of purchases the library makes. Many libraries only use them for some types of orders (like firm orders, or print monographs), but don’t use them at all for other types (like serial standing orders).

DocStore	OLE architecture for structured and unstructured metadata (e.g., bib, item, holding, authority, licenses) that works in conjunction with linked transactional data in OLE RDBMS/relational tables (e.g., purchasing, circulation, users, financial, borrowers). Also referred to as the Document Store.
EDI	Electronic Data Interchange; structured transmission of data between organizations by electronic means. Usually a sequence of formatted messages between two parties. EDI formatted data can be transmitted using any methodology agreed to by the sender and recipient: FTP, HTTP, VAN, etc.
e-Doc	"electronic document", an online business transaction initiated in a Web-based form and routed electronically through a prescribed sequence of approvers. When the e-Doc has been through its entire approval process, it is maintained in a database for future reference. The OLE adaption of Kuali Financial System (KFS) for Select and Acquire uses e-Docs.
EDIFACT	Electronic Data Interchange for Administration, Commerce and Transport, an EDI standard adopted by the United Nations.
EDIFACT Invoice Message	A file containing EDIFACT data for one or more vendor invoices.
Import	The act of importing and processing information from an external vendor; performing match-n-merge overlay; and creating appropriate documents inside OLE.
License	Generic term that reflects the final outcome or document- when a License is secured, the library may grant access to electronic resources for staff and patrons. The final License (future stories/specs) will likely be a signed and co-signed contractual Agreement between the Library and Agent, saved to DocStore, with its key terms reflected in the License/ONIX-PL editor.
Line Item	an entity to be ordered, usually identified by title on a purchase order; any purchase order can have more than one line item, e.g., 10 books on a purchase order = 10 line items, one for each. Intended for ease of purchasing multiple items from one vendor.
Negotiated License	One specific type of Agreement, which usually covers negotiated access to a purchased resource or collection of resources. The ONIX-PL standard was developed specifically to describe / transport both the text and interpretation of a negotiated license.
Object Code	Object codes represent all income, expense, asset, liability and fund balance classifications that are assigned to transactions and help identify the nature of the transaction Object Level. The Object Level document is used to maintain an attribute of the object code that is used to group similar object codes into categories for reporting Object Consolidation The Object Consolidation document defines a general category of object codes for reporting. One object consolidation includes the object codes belonging to one or more object levels.
ONIX-PL	ONIX for Publications Licenses (ONIX-PL) is intended to support the licensing of electronic resources – such as online journals and eBooks – to academic and corporate libraries. ONIX-PL enables libraries to: (1) express licenses in a machine-readable format; (2) load them into electronic resource management systems; (3) link them to digital resources; and (4) communicate key usage terms to users. Publishers can also benefit from the ability to maintain their licenses in a standard machine-readable form.
Payment Method	The form of the desired or completed payment. Could be check (paper or ACH system), credit card/procard, wire transfer, cash, internal transfer/ payment, foreign draft. Libraries will not process actual payments, but submit batch files to University for payment, and receive back confirming information.
Payment Request/Invoice	Vendor Invoices are processed thru an OLE Payment Request, and represent money owed/due to a Vendor for products or services.
Purchase Order	A document describing an entity to be bought or licensed along with vendor, fund, order type and other related data; OLE uses an adaptation of the Kuali Financial System's purchase order.
Requisition	A pre-order document for a title being considered for acquisition as submitted by a library user or library staff using various input methods (e.g., submitting a Web form, manual keying, etc.) Default workflow is for a requisition to be approved by a selector and, upon supply of information such as vendor, fund, etc., be transformed into a purchase order. Selectors may also decide against acquisition and cancel the requisition with notice to the original requestor.

SERU	A statement (Shared Electronic Resource Understanding) that describes common understandings around e-resource subscriptions. This statement of common understandings can be used by libraries and publishers in place of a formal negotiated license.
Vendor	An organization or individual supplying materials for purchase, exchange or at no cost; KFS term is "supplier"

For additional OLE terms and definitions, see the OLE glossary wiki page.

Select And Acquire Roles

Below are some of the roles that will be authorized to use Purchasing and Accounts Payable Documents and related maintenance documents. Please see individual e-docs for specific requirements in each workflow.

Note

Sample users are provided for ease of testing and can be replaced with local library users.

Role	User ID	Permission Description
OLE_Load	ole-jpaul	Staff upload interface and Load Reports search
Accounting-AQ1	ole-brunelle	This Role is for View only document (Not for edit)
Accounting-AQ2	ole-cphovis	This Role is for low-level staff with specific needs only. This role is able to create and edit selected functions: payment requests, credit memos, disbursement vouchers, invoices)
Accounting-AQ3	ole-cstan; ole durbin	This Role is for staff performing function. This role is able to create and edit all functions (payment requests, purchase orders, credit memos, disbursement vouchers, invoices).
Accounting-AQ4	ole-earley; ole-ejacob	This Role is for when you want to restrict deletion to high-level staff. This role is able to create edit or delete all functions (payment requests, purchase orders, credit memos, disbursement vouchers, invoices, COA maintenance).
Acquisitions-AQ1	ole-brunelle	This Role is for View only document (Not for edit)
Acquisitions-AQ2	ole-cphovis; ole-ejacob	This Role is for low-level staff with specific needs only. This role is able to create and edit selected functions (receiving, purchase orders, requistions, payment requests).
Acquisitions-AQ3	ole-cstan; ole-durbin	This Role is for staff performing function.This role is able to create and edit all functions (receiving, purchase orders, requisitions, payment requests, vendors).
Acquisitions-AQ4	ole-cstan; ole-earley	This Role is for when you want to restrict deletion to high-level staff. This role is able to create edit or delete all functions (receiving, purchase orders, requisitions, payment requests, vendors, PURAP maintenance).
Acquisitions-AQ5	ole-ejacob; ole-fermat; ole-flaherty	This role can perform functions and assign appropriate security level to others (receiving, purchase orders, requisitions, payment requests, vendors, PURAP maintenance).
Collection Manager	admin	This Role can close/cancel E-Resource Record if it is currently assigned to this group and Can approve/route to Acquisitions for purchase.
Financial-AQ1	ole-brunelle	This Role is for View only document (Not for edit)
Financial-AQ2	ole-cphovis	This Role is for low-level staff with specific needs only. This role is able to create and edit selected functions (purchase orders, payment requests).
Financial-AQ3	ole-durbin; ole-fermat	This Role is for staff performing function. This role is able to create and edit all functions (purchase orders, payment requests, invoices).

Financial-AQ4	ole-earley; ole-ejacob	This Role is for when you want to restrict deletion to high-level staff. This role is able to create edit or delete all functions (budget documents, transfer funds, deposit documents, COA maintenance, purchase orders, payment requests, edit sufficient fund checks and restrictions).
Financial-AQ5	ole-cstan; ole-flaherty	This role can perform functions and assign appropriate security level to others (budget documents, transfer funds, deposit documents, COA maintenance, , purchase orders, payment requests, edit sufficient fund checks and restrictions).
Receiving-AQ1	ole-brunelle	This Role is for View only document (Not for edit)
Receiving-AQ2	ole-cphovis; ole-ejacob	This Role is for low-level staff with specific needs only. This role is able to create and edit selected functions (receiving).
Receiving-AQ3	ole-durbin	This Role is for staff performing function. This role is able to create and edit all functions (receiving, payment requests, purchase orders, invoices).
Receiving-AQ4	ole-cstan; ole-earley	This Role is for when you want to restrict deletion to high-level staff. This role is able to create edit or delete all functions (receiving, payment request,purchase orders, invoices, receiving maintenance).
OLE_Acquisitions-select	admin; admin1	This Role performs can create edit view but not delete E-Resource Records.
OLE_Cataloger	admin1	This role can only view E-Resource Record.
OLE_E-resource	admin	This role can create edit delete E-Resource Record start any sub-workflow link to GOKb particular focus is on Activation and using the Access Dashboard.
OLE_E-ResourceManager		This role manages site-wide configurations like values for the E-Resource status and time periods for alerts.
OLE_Head	admin	This Role performs can create edit view but not delete E-Resource Records.
[OLE-SELECT] Operator	dev2	Operator for Serial Receiving
OLE_Selectors	ole-cstan	Create requisitions No acquisitions authority-REQ would route to Acquisitions staff to complete. Use Order Holding Queue on own requisitions
OLE_Selectors_ serial	ole-lreeder	(above, for continuing orders)
OLE_Super-Selectors	ole-mandrew	Same as Selectors, plus Assign any requisitions in OHQ
OLE-VND Reviewer	ole-eurainer ole-jtlieb ole-cofye	This role receives workflow action requests for the Vendor document.
OLE_Acquisitions	ole-fermat	All of above, plus processing Purchase Orders, Purchase Order Amendments, APO-automatic Purchase Orders, Vendor.
OLE_Acquisitions_serial	ole-smills	(above, for continuing orders)
OLE_ACQ-Mgr	ole-hachris, ole-kgeorge	All of above, plus approval actions for above users.
OLE_ACQ_mgr_serial	ole-bperser	(above, for continuing orders)
BL (organization) Chart Manager	ole-cswinson	Derived role- approves Chart changes, or Organization changes on an Account, or Campus code changes
OLE-SYS- Org Reviewer	ole-cknotts (ACK) ole-smorell (APPROVE)	Changes to Accounts under BL organization, or changes that affect BL organization require these approvals.

Budget Reviewer	ole-butt	Default user/role charged with reviewing Purchase Order documents that exceed an account's sufficient funds balance (OLE is modifying code pending KFS 5 debugging of SFC).
Fiscal Officer Account Supervisor Account Manager	ole-rorenfro ole-jaraujo ole-rorenfro	Only Fiscal Officer has to approve account changes (based on name on account)
Sub-Fund Reviewer	ole-wakins	If sub-fund is present on Account, this is approver for changes.
Sub-Account Reviewer	ole-wjwitte (ACK) ole-gpbilly (APPROVE)	If sub-account changes made
Account Reviewer	N/A	N/A unless editing IU- University Level Chart. “BL” chart in sample data does not require, or defaults to Fiscal Officer.
Super user	ole-quickstart	
OLE_Licenses	fred	Standard user of License Request. Compiles initial documentation, notes. All edits to “owned/initiated” License Request documents. View, edit, create License Requests, upload Agreement docs
OLE_LicenseManager	frank	Owner of License Request and licensing workflows, becomes central point of contact for negotiations. View, Edit, Create License Requests, upload, download Agreement Docs
OLE_LicenseReviewer	edna	Must acknowledge or approve completion of Review of Agreement, Agreement Documents, or License Request. View, edit License Request; download & upload agreement docs.
OLE_Signatory	eric	Must download, sign, and upload signed copy of Agreement Documents to License Request from Licensor. View, Edit License Request, download/upload Agreement Documents.
OLE_Licensing_Approver	supervisr	Must Approve overall License Request, in order for library to enter into binding agreement with Licensor. Approve/Disapprove License Request. Permission to execute Action buttons. Cannot change or upload Agreement documents, or edit License Request metadata.
OLE_LicenseViewer	kuluser (or any)	Users authorized to view Agreements, License Requests.
OLE_LicenseConfiguration	admin	System user who can setup licensing module, code lists, statuses, workflows, checklists. View, Edit, Create, delete Checklist, and manage any maintenance docs.
OLE_LicenseAssignee	OLE_LicenseManager	System grouping of authorized licensing roles that can be selected as “Owners” on License Request. Role/Group used to combine OLE Licenses and OLE License manager into single group for use in “Owner” options for License Request.
<any user-Action List>	<any Kuali user>	Agreements and Licenses will be highly controlled. Unlike other Searches or Document View-only documents in OLE, only users in above listed licensing roles can view any ERMS docs.

Maintenance Documents Permissions and Routing

Purchasing/Accounts Payable Maintenance Document Name	**Edit/save/submit or Blanket approve permissions: ***blanket approve available if no approver listed in next column	**Routes for Approval to (if approval required):**
Billing Address	OLE-Acquisitions	
Carrier	OLE-Acquisitions	
Category	OLE-Acquisitions	OLE-ACQ-Mgr
Exception Type	OLE-Receive	OLE-Receive-Mgr
Format Type	OLE-Acquisitions	OLE-ACQ-Mgr
Funding Source	OLE-PAYMENT	
Invoice SubType	OLE-PAYMENT	
Invoice Type	OLE-PAYMENT	
Item Price Source	OLE-Acquisitions	OLE-ACQ-Mgr
Material Type	OLE-Acquisitions	OLE-ACQ-Mgr
Note Types	OLE-Acquisitions	OLE-ACQ-Mgr
Order Type	OLE-Acquisitions	OLE-ACQ-Mgr
Payment Method	OLE-PAYMENT	
Purchase Order Item Status	OLE-Acquisitions	OLE-ACQ-Mgr
Receiving Address	OLE-Acquisitions, OLE-Selectors, OLE-Super Selectors, OLE-ACQ-Mgr	
Receiving line item Note Type	OLE-Receive-Mgr	
Receiving Threshold	OLE-PAYMENT, OLE-ACQ-Mgr, OLE-Receive-Mgr	
Request Source Type	OLE-Acquisitions	OLE-ACQ-Mgr
Requestor		
Requestor	OLE-Acquisitions, OLE-Selectors, OLE-Super Selectors, OLE-ACQ-Mgr	
Vendor Maintenance Document Name		
Commodity Code	OLE-Acquisitions	OLE-PAYMENT
Contact Type	OLE User	OLE-ACQ-Mgr
Contract Manager	OLE-Acquisitions	ole-quickstart
Cost Source	OLE-Acquisitions	OLE-ACQ-Mgr
Ownership Type	OLE-PAYMENT	
Ownership Type Category	OLE-PAYMENT	
Payment Terms Type	OLE-PAYMENT	
Phone Type	OLE-Acquisitions	
Shipping Payment Terms	OLE-PAYMENT	
Shipping Special Conditions	OLE-Acquisitions	
Shipping Title	OLE-Acquisitions	
Vendor Search Alias Type	OLE-Acquisitions	

Role Name	**Users**
OLE_Selectors	ole-cstan, ole-quickstart
OLE_Super-Selectors	ole-mandrew, ole-quickstart
OLE_Acquisitions	ole-fermat, ole-quickstart
OLE_ACQ-Mgr	ole-hachris, ole- khuntley, ole-kgeorge
OLE_Receive_Mgr	ole-msmith, ole-jfunk, ole-quickstart
OLE_Payment	ole-abeal, ole-quickstart

Sample Codes

Sample Chart/Account Codes

Type	Chart	Account #	Name
university acct	BL	1047410	Library Monographs
university acct	BL	1047415	Library Serials
Fund code	BL	2947486	CHEMISTRY
Fund code	BL	2947482	EDUCATION
Fund code	BL	2947430	GEOLOGY
Fund code	BL	2947485	BIOLOGY
Fund code	BL	2947483	MEDICAL SCIENCES
Fund code	BL	2947498	COMM & CULTURE
Fund code	BL	2947499	CENTRAL EURASIAN
Fund code	BL	2947487	COMPARATIVE LIT
Fund code	BL	2947489	FRENCH & ITALIAN
Fund code	BL	2947488	FOLKLORE
Fund code	BL	2947491	HISTORY
Fund code	BL	2947492	HIST & PHIL OF SCI
Fund code	BL	2947493	LATIN AMERICAN
Fund code	BL	2947494	LINGUISTICS
Fund code	BL	2947495	RELIGIOUS STUDIES
Fund code	BL	2947496	SOCIOLOGY
Fund code	BL	2947490	SPEECH AND HEARING
Fund code	BL	2947497	SPANISH/PORTUGESE
Fund code	BL	2947500	SCHOOL of MEDICINE

Object Code	Chart Name	Object Short Name	Object Name
7110	IU	MONO	MONOGRAPHS
7120	IU	SERIAL ACQ	SERIAL ACQUISITIONS
7100	BL	LIB ACQUIS	LIBRARY BOOKS
7110	BL	MONO	MONOGRAPHS
7112	BL	Mono Firm	Monograph Firm
7115	BL	Mono Appr	Monograph Approval
7120	BL	SERIALS	SERIALS
7122	BL	Serials Firm	Serials Firm
7125	BL	Serials Appr	Serials Approval

Chart Codes with related Accounts/Object codes: BUDGETS

Chart Code	Account	Acct Name	Fiscal Year	Object	Object Name	CB Budget Amount
BL	2947486	CHEMISTRY	2014	7112	Monograph Firm	20,000
BL	2947486	CHEMISTRY	2014	7115	Monograph Approval	20,000
BL	2947486	CHEMISTRY	2014	7122	Serials Firm	20,000
BL	2947486	CHEMISTRY	2014	7125	Serials Approval	20,000
BL	2947482	EDUCATION	2014	7112	Monograph Firm	20,000

BL	2947482	EDUCATION	2014	7115	Monograph Approval	20,000
BL	2947482	EDUCATION	2014	7122	Serials Firm	20,000
BL	2947482	EDUCATION	2014	7125	Serials Approval	20,000
BL	2947430	GEOLOGY	2014	7112	Monograph Firm	20,000
BL	2947430	GEOLOGY	2014	7115	Monograph Approval	20,000
BL	2947430	GEOLOGY	2014	7122	Serials Firm	20,000
BL	2947430	GEOLOGY	2014	7125	Serials Approval	20,000
BL	2947485	BIOLOGY	2014	7112	Monograph Firm	20,000
BL	2947485	BIOLOGY	2014	7115	Monograph Approval	20,000
BL	2947485	BIOLOGY	2014	7122	Serials Firm	20,000
BL	2947485	BIOLOGY	2014	7125	Serials Approval	20,000
BL	2947483	MEDICAL SCIENCES	2014	7112	Monograph Firm	20,000
BL	2947483	MEDICAL SCIENCES	2014	7115	Monograph Approval	20,000
BL	2947483	MEDICAL SCIENCES	2014	7122	Serials Firm	20,000
BL	2947483	MEDICAL SCIENCES	2014	7125	Serials Approval	20,000
BL	2947498	COMM & CULTURE	2014	7112	Monograph Firm	20,000
BL	2947498	COMM & CULTURE	2014	7115	Monograph Approval	20,000
BL	2947498	COMM & CULTURE	2014	7122	Serials Firm	20,000
BL	2947498	COMM & CULTURE	2014	7125	Serials Approval	20,000
BL	2947499	CENTRAL EURASIAN	2014	7112	Monograph Firm	20,000
BL	2947499	CENTRAL EURASIAN	2014	7115	Monograph Approval	20,000
BL	2947499	CENTRAL EURASIAN	2014	7122	Serials Firm	20,000
BL	2947499	CENTRAL EURASIAN	2014	7125	Serials Approval	20,000
BL	2947487	COMPARATIVE LIT	2014	7112	Monograph Firm	20,000
BL	2947487	COMPARATIVE LIT	2014	7115	Monograph Approval	20,000
BL	2947487	COMPARATIVE LIT	2014	7122	Serials Firm	20,000
BL	2947487	COMPARATIVE LIT	2014	7125	Serials Approval	20,000
BL	2947489	FRENCH & ITALIAN	2014	7112	Monograph Firm	20,000
BL	2947489	FRENCH & ITALIAN	2014	7115	Monograph Approval	20,000
BL	2947489	FRENCH & ITALIAN	2014	7122	Serials Firm	20,000
BL	2947489	FRENCH & ITALIAN	2014	7125	Serials Approval	20,000
BL	2947488	FOLKLORE	2014	7112	Monograph Firm	20,000

BL	2947488	FOLKLORE	2014	7115	Monograph Approval	20,000
BL	2947488	FOLKLORE	2014	7122	Serials Firm	20,000
BL	2947488	FOLKLORE	2014	7125	Serials Approval	20,000
BL	2947491	HISTORY	2014	7112	Monograph Firm	20,000
BL	2947491	HISTORY	2014	7115	Monograph Approval	20,000
BL	2947491	HISTORY	2014	7122	Serials Firm	20,000
BL	2947491	HISTORY	2014	7125	Serials Approval	20,000
BL	2947492	HIST & PHIL OF SCI	2014	7112	Monograph Firm	20,000
BL	2947492	HIST & PHIL OF SCI	2014	7115	Monograph Approval	20,000
BL	2947492	HIST & PHIL OF SCI	2014	7122	Serials Firm	20,000
BL	2947492	HIST & PHIL OF SCI	2014	7125	Serials Approval	20,000
BL	2947493	LATIN AMERICAN	2014	7112	Monograph Firm	20,000
BL	2947493	LATIN AMERICAN	2014	7115	Monograph Approval	20,000
BL	2947493	LATIN AMERICAN	2014	7122	Serials Firm	20,000
BL	2947493	LATIN AMERICAN	2014	7125	Serials Approval	20,000
BL	2947494	LINGUISTICS	2014	7112	Monograph Firm	20,000
BL	2947494	LINGUISTICS	2014	7115	Monograph Approval	20,000
BL	2947494	LINGUISTICS	2014	7122	Serials Firm	20,000
BL	2947494	LINGUISTICS	2014	7125	Serials Approval	20,000
BL	2947495	RELIGIOUS STUDIES	2014	7112	Monograph Firm	20,000
BL	2947495	RELIGIOUS STUDIES	2014	7115	Monograph Approval	20,000
BL	2947495	RELIGIOUS STUDIES	2014	7122	Serials Firm	20,000
BL	2947495	RELIGIOUS STUDIES	2014	7125	Serials Approval	20,000
BL	2947496	SOCIOLOGY	2014	7112	Monograph Firm	20,000
BL	2947496	SOCIOLOGY	2014	7115	Monograph Approval	20,000
BL	2947496	SOCIOLOGY	2014	7122	Serials Firm	20,000
BL	2947496	SOCIOLOGY	2014	7125	Serials Approval	20,000
BL	2947490	SPEECH AND HEARING	2014	7112	Monograph Firm	20,000
BL	2947490	SPEECH AND HEARING	2014	7115	Monograph Approval	20,000
BL	2947490	SPEECH AND HEARING	2014	7122	Serials Firm	20,000
BL	2947490	SPEECH AND HEARING	2014	7125	Serials Approval	20,000
BL	2947497	SPANISH/ PORTUGESE	2014	7112	Monograph Firm	20,000
BL	2947497	SPANISH/ PORTUGESE	2014	7115	Monograph Approval	20,000

BL	2947497	SPANISH/ PORTUGESE	2014	7122	Serials Firm	20,000
BL	2947497	SPANISH/ PORTUGESE	2014	7125	Serials Approval	20,000
BL	2947500	LIBRARY ACQUISITIONS GENERAL	2014	7119	Mono Services	45,000
BL	2947500	LIBRARY ACQUISITIONS GENERAL	2014	7129	Serial Services	45,000
BL	1047410	Library Acquisitions	2014	7100	LIB ACQUIS	0

Sample Library (OLE) Organizations

CHART CODE	ORG CODE	ORG NAME
HIGHER LEVEL ORGANIZATIONS		
BL	LIBR	LIBRARY
BL	LACQ	LIBRARY ACQUISITIONS
OLE Level Organizations		
BL	BI	BIOLOGY - LIFESCI
BL	CHEM	CHEMISTRY - CHEM
BL	CMLT	COMPARATIVE LITERATURE - WELLS
BL	FOLK	FOLKLORE/ETHNOMUSICOLOGY - WELLS
BL	FRIT	FRENCH & ITALIAN - WELLS
BL	GEOL	GEOLOGICAL SCIENCES - GEOLOGY
BL	SPHS	SPEECH & HEARING - WELLS
BL	HIST	HISTORY - WELLS
BL	HPSC	HIST & PHIL OF SCIENCE - WELLS
BL	LNAM	LATIN AMERICAN - WELLS
BL	LING	LINGUISITICS - WELLS
BL	REL	RELIGIOUS STUDIES - WELLS
BL	SOC	SOCIOLOGY - WELLS
BL	SPAN	SPANISH & PORTUGUESE - WELLS
BL	CMCL	COMMUNICATION & CULTURE - WELLS
BL	CEUS	CENTRAL EURASIAN STUDIES - WELLS
BL	EDL	EDUCATION - EDUC
BL	MEDS	MEDICAL SCIENCES - LIFESCI

Document Statuses

Purchase Order Statuses

Code	Status
AMND	Pending Amendment
CANC	Canceled
CGIN	Change in Process
CLOS	Closed
CLPE	Pending Close

CNCG	Canceled Change
CXER	Error occurred sending cxml
CXPE	Pending cxml
DACG	Disapproved Change
DBUD	Disapproved Budget
DCG	Disapproved C & G
DCOM	Disapproved Commodity Code
DPUR	Disapproved Purchasing
DTAX	Disapproved Tax
FXER	Error occurred sending fax
FXPE	Pending Fax
INPR	In Process
OPEN	Open
PHOL	Payment Hold
PHPE	Pending Payment Hold
PRPE	Pending Print
QUOT	Out for Quote
RHPE	Pending Remove Hold
ROPE	Pending Reopen
RTPE	Pending Retransmit
RTVN	Retired Version
VOID	Void
VOPE	Pending Void
WBUD	Awaiting Budget Approval
WCG	Awaiting C & G Approval
WCOM	Awaiting Commodity Code Approval
WDPT	Waiting for Department
WNUI	Awaiting New Unordered Item Review
WPUR	Awaiting Purchasing Approval
WTAX	Awaiting Tax Approval
WVEN	Waiting for Vendor

Payment Request Statuses

Code:	**Status:**
ACHA	Awaiting Chart Approval
AFOA	Awaiting Fiscal Officer Approval
APAD	Awaiting AP Review
ARVR	Awaiting Receiving
ASAA	Awaiting Sub-Account Manager Approval
ATAX	Awaiting Tax Approval
AUTO	Auto-Approved
CANC	Canceled
CIPR	Canceled - In Process
DPTA	Department-Approved
INIT	Initiated
INPR	In Process
PEIN	Pending Route Electronic Invoice

Linked Resources

- OLE Basic Functionality and Key Concepts.: E-Docs, action buttons- basic overview of elements
- OLE Documentation Portal
- OLE Published User Documentation on the wiki
- OLE Roadmap
- KFS Online Users Guide
- KFS Chart of Accounts