PO Summary Dashboard

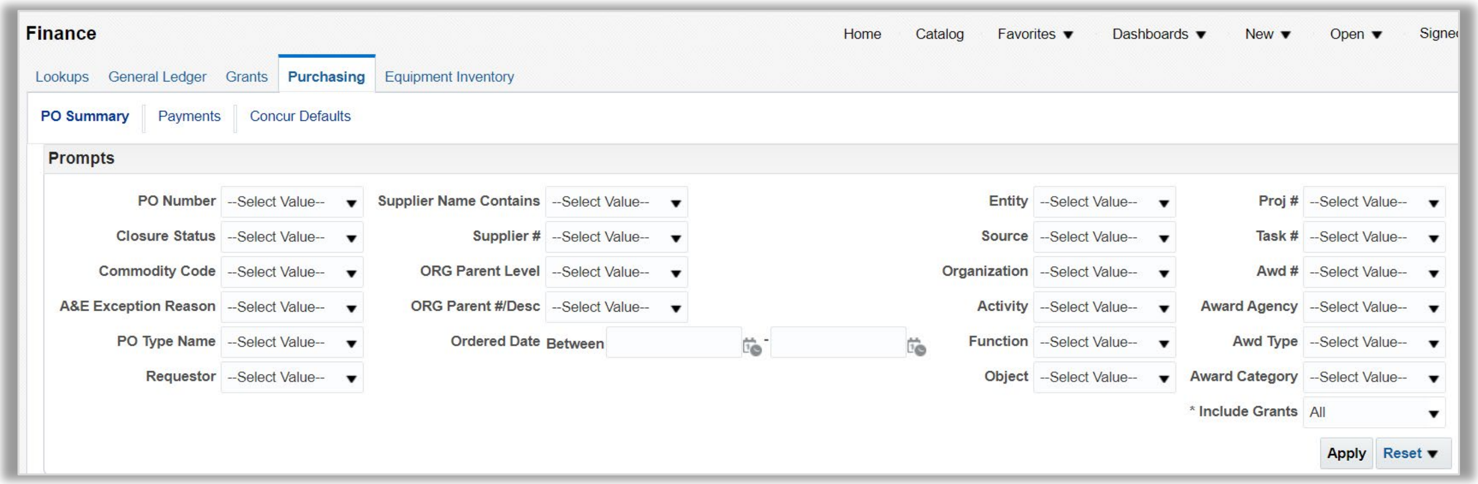
PO Summary Dashboard Page

The PO Summary dashboard page is located on the purchasing tab in the OBI finance dashboards. It allows you to view Purchase Order details and their associated Invoices.

Use PO Summary to view purchase order details and drill into PO lines, invoice information, and payment details on specific purchase orders.

Dashboard Prompts

Several prompt options are available on this dashboard. Select at least one prompt.



Prompt Definitions

Term	Definition
PO Number	Six-digit number assigned by BobcatBUY for each purchase order (PO), or five-digit value assigned by Oracle for capital POs.
Closure Status	The status of the Purchase Order. • Open – the PO is open and available for modifications as needed. • Closed – the PO is closed but can be reopened to make modifications if necessary. POs in closed status may still have open encumbrances. • Finally Closed – the PO is permanently closed, meaning it cannot be reopened and therefore no modifications to the PO can be made. Finance converts closed POs to a finally closed status through an automated process every six months. When POs are finally closed, it relieves all open encumbrances tied to that PO. If you need encumbrances cleared immediately, please email financecustomercare@ohio.edu and they will determine if your PO can be finally closed.
Commodity Code	Standard classification codes for products and services used to detail where money is spent.
A&E Exception Reason	Used to track approved exceptions for not using a preferred supplier in accordance with the Affordability and Efficiency mandates. Exception reasons include: • Compatibility with Existing Equipment • Emergency • Significant Price Difference • Sole Source

Term	Definition
	• Unique Expertise or Situation
PO Type Name	The type of purchase order. PO types include: General, Maintenance, Blanket, Direct Payment, Lease, Contracts, and Construction
Requestor	OHIO staff responsible for requesting the Purchase Order creation.
Supplier Name Contains	Name of the Supplier listed on the invoice. You may enter a partial name, full name, or select a supplier name from the drop-down menu. (This prompt is not case sensitive.) *Note: A PO can have 2 addresses, one for the order (where we send the PO) and the other to which we remit payment. Most often, the supplier on a PO is the vendor to which the order was placed.*
Supplier #	Number assigned to the Supplier by Oracle.
ORG Parent Level	The parent level (letter) of the Organization hierarchy.
ORG Parent #/Desc	The Organization parent number with description.
Ordered Date Between	The date (range) when the PO was placed.
Entity **Source** **Organization** **Activity** **Function**	If you would like to search transactions based upon the GL account, select one or more values in these GL segment prompts.
Object	Use this prompt if you would like to search for specific object codes.
Proj # **Task #** **Awd #**	If you would like to search transactions based upon the Grants Accounting account, select one or more values in these PTA segment prompts.
Awd Agency	The bill to agency on the Award. For example, Internal Awards are Internal Funding Source.
Awd Type	The source of funding for an award; summarized to the Source segment in the General Ledger
Awd Category	The type of award (Internal, Sponsored, Cost Share or Capital)
***Include Grants**	** (Asterisk) indicates this is a required field; defaults to All.* Select All to show both GL and Grants transactions, or select GL Only or Grants Only as appropriate

Dashboard Results/Columns

Default Columns

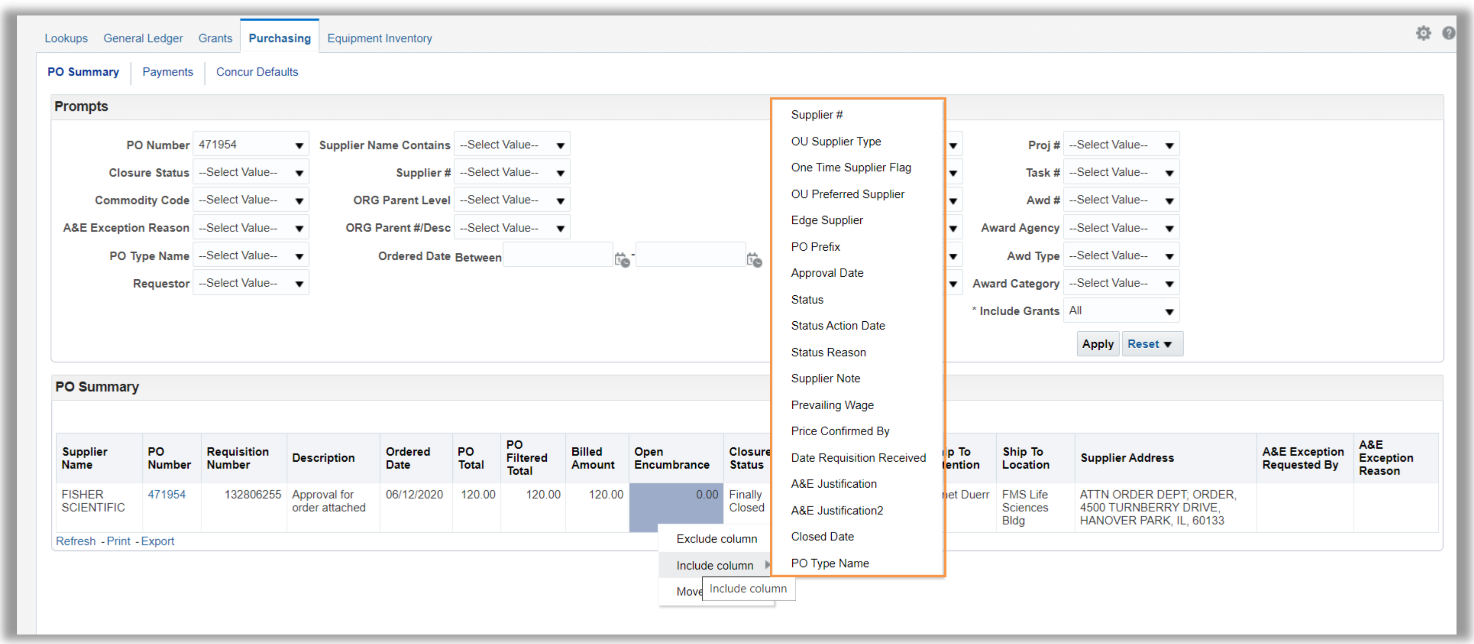
Shown below are the columns that will appear on the dashboard by default.

PO Summary

Supplier Name	PO Number	Requisition Number	Description	Ordered Date	PO Total	PO Filtered Total	Billed Amount	Open Encumbrance	Closure Status	Cancelled	Buyer	Ship To Attention	Ship To Location	Supplier Address	A&E Exception Requested By	A&E Exception Reason	Closed Date
FISHER SCIENTIFIC	471954	132806255	Approval for order attached	06/12/2020	120.00	120.00	120.00	0.00	Closed	N	McGrew, Diana Rose	Janet Duerr	FMS Life Sciences Bldg	ATTN ORDER DEPT; ORDER, 4500 TURNBERRY DRIVE, HANOVER PARK, IL, 60133			06/30/2020

Additional Columns

The following additional columns are available for individual users to add to their results as needed. To add any of these columns to your results, right click on the header row, select **include column**, and select the columns that you would like to add.



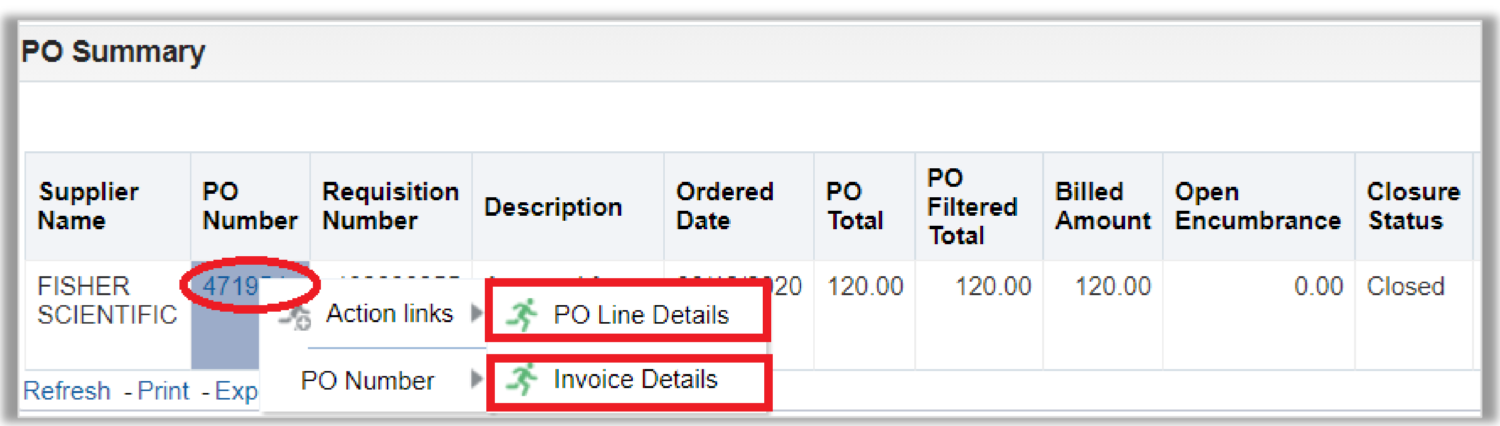
Column Definitions

Term	Definition
Supplier Name	*See prompts definitions table above*
PO Number	*See prompts definitions table above*
Requisition Number	Requisition Number from BobcatBuy
Description	PO header description. This description is populated from internal note or external note on the requisition in BobcatBuy.
Ordered Date	*See prompts definitions table above*
PO Total	Total amount on the PO
PO Filtered Total	PO total based upon filtered criteria selected in the prompts.
Billed Amount	Amount billed on the PO or Invoice matched amount.
Open Encumbrance	Open balance on the PO
Closure Status	*See prompts definitions table above*
Cancelled	Yes (Y) or No (N) flag to indicate if the PO was cancelled.
Buyer	Procurement staff member responsible for the Purchase Order.
Ship To Attention Ship To Location	To whom and where the order is shipping
Supplier Address	The address listed on the Supplier record for the site selected.
A&E Exception Requested By	The person who requested the exception to use a non-preferred supplier, in accordance with the Affordability and Efficiency mandates.

Term	Definition
A&E Exception Reason	*See prompts definitions table above*
Closed Date	The date the purchase order was closed
Supplier #	*See prompts definitions table above*
One Time Supplier Flag	Yes (Y) or No (N) flag to indicate if the supplier was set up for one-time use
OU Preferred Supplier	Yes (Y) or No (N) flag to indicate if the supplier is an OHIO preferred supplier
PO Prefix	Preceding letter(s)/number(s) to PO number. 'OU' (for operating POs) or 'OUP' (for capital POs)
Approval Date	The date the PO was approved
Status	PO approval status (approved, requires reapproval, incomplete, pre-approved)
Status Action Date	The date when the status on the PO was updated. Corresponds to the status column above
Status Reason	Notes that were entered on the PO with the to the last status update to indicate the reason for the status change
Supplier Note	Note to the supplier. Manually entered in Oracle for capital POs
Prevailing Wage	Indicates contractor wage restrictions on the Purchase Order
Price Confirmed By	Ohio Revised Code reference that governs competitive bidding
Date Requisition Received	Requisition submitted date
A&E Justification A&E Justification2	Affordability & Efficiency justifications entered in BobcatBuy
PO Type Name	*See prompts definitions table above*
OU Supplier Type	*Field on supplier record that tracks Independent Contractor, Energy Cap and Food Pro suppliers*
EDGE Supplier	*Field on supplier record that tracks Encouraging Diversity Growth and Equity (EDGE) suppliers*

Drill Down Options

From the PO Summary Dashboard, you may drill into **PO Line Details** or **Invoice Details** by clicking on the PO Number (in blue text). If payments have been made on the invoice, you may also drill from the invoice details to view **Payment Details**. Each of these drilldown features are explained below.



PO Line Details Drilldown

The main page on the PO Summary Dashboard displays PO header information. To view line level detail on the purchase order, select the PO Line Details option. This will show all items ordered on the PO.

PO Lines

PO #: 471954 **Description:** Approval for order attached **Supplier Name:** FISHER SCIENTIFIC
PO Total: 120.00 **Closure Status:** Closed **Ordered Date:** 06/12/2020
Ship to Location: FMS Life Sciences Bldg

PO Line #	Shipment Num	Distribution Num	Line Type	Category	Line Item Description	UOM	Ordered Quantity	Unit Price	Amount	Billed Amount	Open Encumbrance	Line Closure Status	Charge Account	Proj #	Task #	Awd #	GL Date	ORG #/Desc	OBJ #/Desc	Cancelled	Cancelled Date	Closed Date	Reason for Cancel
1	1	1	Goods	Lab/Med Equip & Supp	4L ETHYL ALCOHOL DENAT 95PCT	CASE	1.00	120.000	120.00	120.00	0.00	Closed	10-112000-100070-0000-40-712410	12305	40	4172191	06/12/2020	100070 BIOLOGICAL SCIENCES	712410 LABORATORY SUPPLIES	N		06/30/2020	
Grand Total									**120.00**	**120.00**	**0.00**												

Return - Refresh - Print - Export - Create Bookmark Link

Invoice Details Drilldown

The invoice drilldown page will display all invoices for the selected PO. If the invoice has been paid, you will see an additional drilldown option in blue text in the Inv # column that will allow you to drill into the payment details.

Invoice Details

PO #: 471954 **Description:** Approval for order attached **Supplier Name:** FISHER SCIENTIFIC
PO Total: 120.00 **Open Encumbrance:** 0.00 **Closure Status:** Closed

OU Ref #	Inv #	PO #	PO Line #	PO Distribution #	Invoice Amount	Inv Date	Inv Description	Amount	Account	ORG #/Desc	OBJ #/Desc	Proj #	Task #	Awd #	GL Date	Expenditure Item Date	Address Line 1	Address Line 2	Address Line 3	Address Line 4	City	State	Postal Code
471954	0665925	471954	1	1	120.00	06/12/2020		120.00	10-112000-100070-0000-40-712410	100070 BIOLOGICAL SCIENCES	712410 LABORATORY SUPPLIES	12305	40	4172191	06/13/2020	06/12/2020	13551 COLLECTION CTR DR				CHICAGO	IL	60693

Action links ▸ Payments Details
Inv # ▸

Return - Refresh - Create Bookmark Link

Payment Details Drilldown

Payments Details

Inv #: 0665925 **Supplier Name:** FISHER SCIENTIFIC **Inv Amount:** 120.00

Pmt #	Inv Pmt Amount	Remaining Amount	Pmt Date	Pmt Due Date	Pmt Method	Term Name	Pmt Status	Pmt Cleared Date	GL Date
1338689	120.00	0	07/09/2020	7/12/2020	Check	Net 30	Reconciled	07/13/2020	7/9/2020

Return - Refresh - Print - Export - Create Bookmark Link

Finance: PO Summary > Invoice Details > Payments Details

Tip: To return to your report from a drilldown page, click the breadcrumbs (blue text) at the bottom left side of the page. For additional OBI navigation tips, please refer to OBI Navigation and OBI Reporting Fundamentals courses available through Professional Development Program: https://www.ohio.edu/hr/professional-development/courses