UNANET GOVCON:
USING PURCHASING

PARTICIPANT GUIDE

Last Revised November 2022

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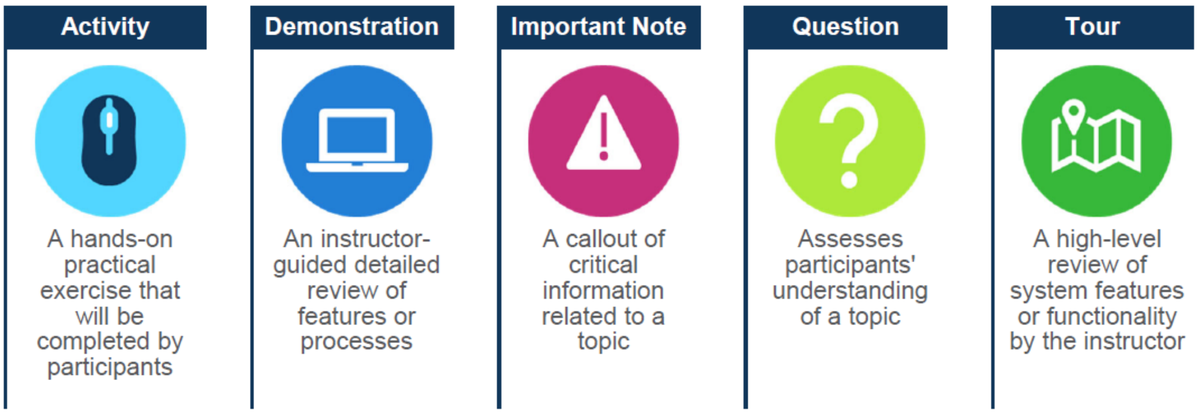
ABOUT THIS PARTICIPANT GUIDE

This document serves as a supplement to the training courses offered through Unanet University at www.unanetuniversity.com. Participants should use this workbook to complete activities while attending the course. Additionally, participants should record notes and actions for reference when working within their own Unanet system.

Symbols Used In This Guide:



Unanet University Contact Information

Send questions to **VirtualUU@unanet.com** for information about courses, course schedule, enrollments, and certifications. This mailbox is monitored daily.

Unanet Certification Program and Badges

For more information on the Unanet Certification Program, **click here**.

Support Portal

Use Unanet's Support Portal **support.unanet.com** to access product reference articles and FAQs. To obtain a Support Portal ID, send an email to **support@unanet.com** with the subject "Support Portal ID request".

The following conditions must be met to be granted a support account:

- The "from" address must match the domain of your company
- It must NOT be a generic email account (e.g., gmail.com)

COURSE INTRODUCTION

In this course, you will review the system settings necessary to complete Purchasing processes, practice creating, modifying, approving, monitoring, and closing purchase requisitions and purchase orders, and generate various reports. For those using subcontractors, you will practice these processes while incorporating subcontractor time and expense data that have been entered into Unanet which will be matched to the PO and Vendor Invoice creating a 3-way matched Vendor Invoice.

Recommended roles: Purchase Requestor, Purchase Requestor Viewer, Purchaser, Purchase Order Viewer, Purchase Order Assigner, Purchasing Manager, Document Viewer, Document Manager, (Project) Resource Assigner

Learning Objectives

After this session for **UNANET GOVCON: USING PURCHASING** participants will be able to:

- Analyze the Purchasing process flow in Unanet
- Identify the Unanet roles required to perform Purchasing processes
- Review the necessary system configuration and property settings
- Differentiate the various procedures and requirements used to Create/Submit/Approve Purchase Requisitions and Purchase Orders
- Relate the use of Purchase Order Assignments and Purchase Receipts into the flow of Unanet Financials
- Recognize the options used to manage and monitor Purchasing processes
- Analyze Purchasing reports that are critical to ensuring accurate transaction processing

Student Training Site

A Unanet training system has been specifically created to support this course. The system is configured around a fictional GovCon company named MyCo. The activities, and accompanying simulations, reference MyCo, its related internal and external organizations, and business processes.

Roles & Access

Unanet is a role-based system which provides security and access based on the roles assigned to the user by the System Administrator. It is helpful to be familiar with Unanet's roles and the access that comes with each unique role. Users may find the need to be assigned a combination of roles in order to perform various job functions.

During this course, students will be instructed to log-in to Unanet utilizing specific user personas which contain the appropriate roles in order to access and complete the required activities.

MyCo - Financial Roles

MyCo uses the following user personas to log-in to the system.

Please note, the password is case sensitive; username is not.

	Unanet Role	Name	Unanet login Username	Password
Purchasing	Purchaser Purchasing Manager Purchase Order Assigner Purchase Requestor Document Manager Receipt User	Peter Purchaser	ppurchaser	welcome
	Purchase Requestor Purchase Order Viewer Document Viewer Resource Assigner Receipt Viewer	Clark User5	cuser5	

LESSON 1: PURCHASING

Learning Objectives

- Analyze the Purchasing flow in Unanet
- Identify the user roles required to perform Purchasing processes
- Review the necessary system configuration and property settings

Introduction

Purchasing is the act of buying the goods and services that a company needs to operate and/or manufacture products. It is critical to understand the process flow and which roles are able to perform the various steps. In addition, there are administration properties that must be configured.

Lesson 1 Overview Video (for SDL only)

Assumptions

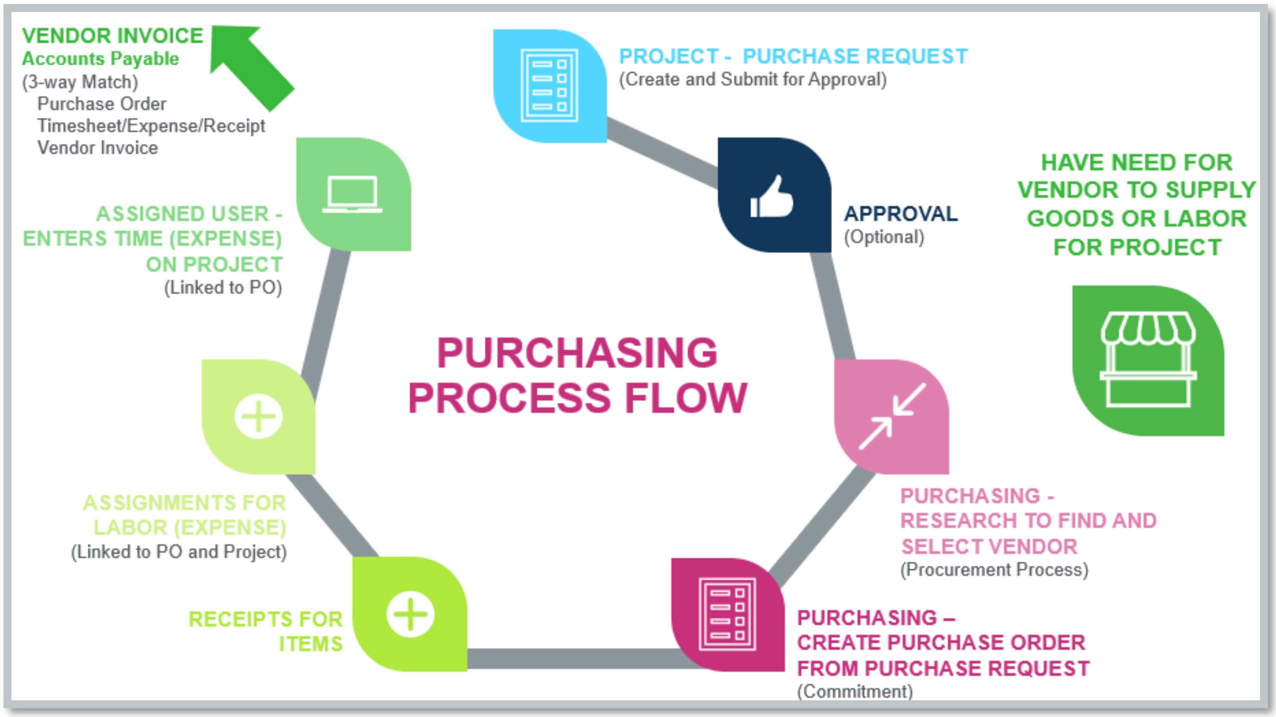
- Subcontractors will enter Time and Expense into Unanet (Scenario A)
- Use of 3-way match process with PO, Project transactions, AP Vendor Invoice
    - Purchase Order Assigner – create PO Assignments which is the link between a timesheet (expense report) and a Purchase Order
    - Project configurations – Project Resource Assigners ensure that project assignments map to a PO assignment
    - Receipts are used when Items Purchased are received

Purchasing Process Flow

Traditionally, the purchasing process is a cycle, with each step requiring the exchange of information and various approvals to move forward. Every business will have its own unique touches to add, but generally, purchasing is a well-established process.

Unanet Purchasing Process:

- Create Purchase Requisition (PR)
- Submit PR for Approval (*typical* but *optional*)
- Track all research results using the Attachments and UDFs
- Create Purchase Order (PO) from PR
- Carry over Attachments and UDFs from PR to PO (*optional*)
- Submit PO for Approval (*optional*)
- For Labor (Expense)
    - Create PO Assignment for Labor (Expense)
    - Create Project Assignment from PO Assignment
    - Users enter timesheet (expense report) to the project in Unanet
- For Items - Create Receipts
- Accounts Payable Department - Create Vendor Invoice from PO (3-way match)

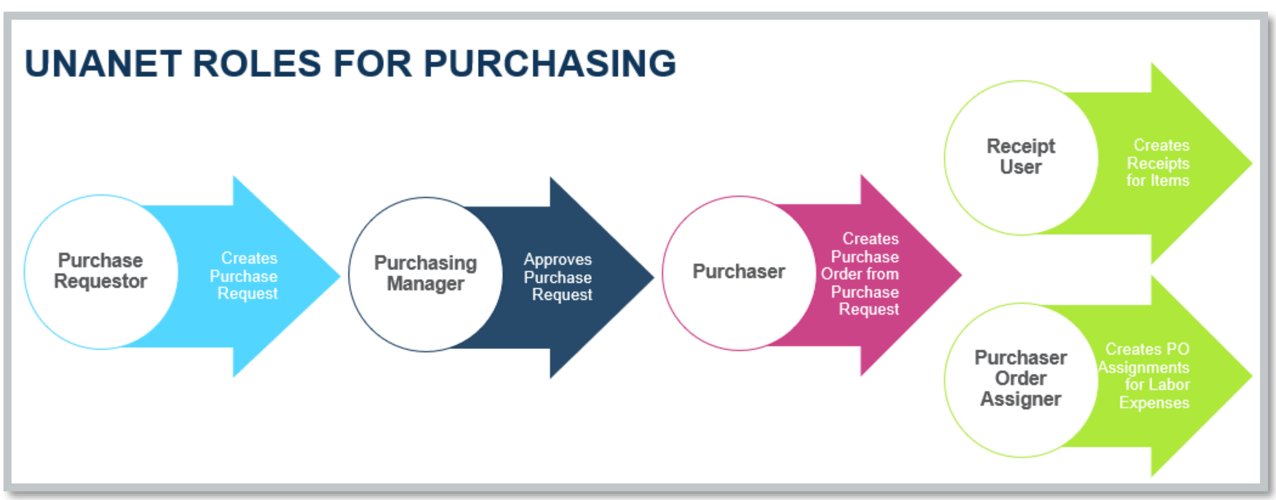


Unanet Roles for Purchasing Processes

It is helpful to be familiar with Unanet's roles and the access that comes with each unique role. Users may find the need to be assigned a combination of roles in order to perform various job functions.

Assumptions

- Unanet roles have the necessary organization access



Purchasing Menu access based on Unanet Role:

- Approvals – Purchasing Manager
- Purchase Requisition – Purchase Requestor, Purchase Requestor Viewer
- Purchase Order – Purchaser, Purchase Order Viewer
- Purchase Order Assignments – Purchase Order Assigner
- Receipts – Receipt User, Receipt Viewer
- Alerts – Purchaser

Other Roles involved in process:

- System Configuration – Administrator
- Person Configuration – Administrator
- Project Configuration – Administrator /Project Manager
- Project Assignment – Resource Assigner
- Documents – Document Viewer, Document Manager

See Appendix for additional Purchasing Roles and Search Support Portal

Activity 1.1 Roles

Activity Steps:

1. For each function in the left column, identify which role is needed in the right column.

Function	Role Needed
a) View, create, edit, and delete PRs	
b) Approve PRs and POs	
c) View, create, edit, and delete POs	
d) View, create, and edit PO assignments	

2. **Log in** to your student site as **Clark User5**
   - **Username:** **cuser5**
   - **Password:** **welcome**
3. **Navigate**: My Account (upper right-hand corner) > Preferences > Profile > Roles and **view** the assigned roles for **Clark User5**

Review System Configurations and Property Settings

It is helpful to be familiar with Unanet's System Configurations and Property Settings required to perform the Purchasing processes.

Assumptions

- Admin configurations are in place – Properties, Setup, and Alerts (Appendix)

Purchasing Compliance

For those subject to Contractor Purchasing System Reviews (CPSR), Unanet has built-in functionality to track and maintain the necessary compliance information throughout the course of a contract. These are the tools you will need to be CPSR compliant, but they must be combined with the appropriate policies and procedures in order for your organization to satisfy the requirements. (See Appendix for more information on CPSR compliance)

Check Your Understanding

1. From the following, which is the best definition of Purchasing?
    a) The act of issuing customer invoices
    b) The act of buying the goods and services that a company needs to operate and/or manufacture products
    c) The act of paying vendors

2. Unanet has built-in functionality to track and maintain the necessary compliance information throughout the course of a contract. What complaint agency requires the use of these tools?
    a) Generally Accepted Accounting Principles (GAAP)
    b) National Association of State Boards of Accountancy (NASBA)
    c) Contractor Purchasing System Reviews (CPSR)

3. What Unanet role(s) is needed in order to Approve Purchase Requisitions and create Purchase Orders?
    a) Purchasing Manager and Purchaser
    b) Purchasing Manager and Purchase Requestor
    c) Purchase Requestor and Purchaser

Refer to Appendix A for answers to the Check Your Understanding questions

LESSON 2 PURCHASE REQUISITIONS (PR)

Learning Objectives

- Differentiate the various procedures and requirements used to Create/Submit/ Approve Purchase Requisitions and Purchase Orders
    - Purchase Requestor Create/Submit a Purchase Requisition (PR)
    - Purchasing Manager Approves a PR (optional)
- Analyze Purchasing reports that are critical to ensuring accurate transaction processing

Introduction

Purchase Requisitions (PR) are used to make a purchase or an order request for the company. A PR is a document used to inform managers, or the purchasing officer, so that the purchasing department can start the purchasing process. A PR is not a commitment but a means to formally track who first initiated the request and who approves that request before it becomes a Purchase Order.

Lesson 2 Overview Video (for SDL only)

Purchase Request (PR)

Navigate: Financials > Purchasing > Purchase Requisitions

You must have a user with a Purchase Requestor role in order to create PRs. Using the Purchase Requisition Search/List screen, you can add or search for existing PRs. From the List screen, an existing PR can be viewed, edited, deleted, and closed.

In Unanet, the information and any attachments in the PR can be used to create a Purchase Order (PO). A PR can be related to one or many Purchase Orders (POs).

A PR consists of both Summary and Detail lines that are separated into 3 sections (Labor, Expense, and Items). Items are those entries that have a UOM (Unit of Measure), quantity, and rate associated with them. The minimum required Summary data to be entered is:

Required Fields in Profile:

LEGAL ENTITY	The legal entity to which this will belong
PURCHASE REQUEST: • Requestor • Owning Organization • Document Date • Request Amount • Description	 • Name of person making the request • The organization on behalf of which the request is made • Pre-populated with the current date but can be updated • Represent the total value of the PR • Used to describe the purpose of the PR
DOCUMENT: • Document Date	 • Pre-populated with the current date but can be updated

It can also be determined if the amounts will be controlled at the Summary (default) or Detail Line levels. You are not required to enter Details lines in any of the sections of the PR. If the PR includes detail lines, it limits the PO detail lines to the ones on the PR. Therefore, when the PR has no detail lines, this allows the PO to have them in any section as needed.

There are 3 Views provided to see a snapshot of the current document and any related balances. The Document Totals for Labor, Expenses, and Items will get updated with the amounts entered for the respective Labor, Expense, and Item detail lines. Each View provides the calculation for PR Balances (lists the totals of any related approved PRs and POs). However, the PR Balance will vary slightly depending on the document view selected.

- **Current Document View** - will display Document Totals (shows totals for the current document only) along with PR Balances
- **Consolidated All View** - will display the PR Balances and include any Unapproved PR(s) and Estimated PR Balance
- **Consolidated Approved View** - will only show Approved PR(s), Approved PO(s), and PR Balance

Activity 2.1 View a Purchase Request (PR)

Login as Clark User5 (Purchase Requestor) – *cuser5 / welcome*

Activity Steps:

1. **Navigate:** to the Financials > Purchasing > Purchase Requisition

2. **Search** and view the previously created Purchase Requisition (PR) with the following selection criteria:
   - DOCUMENT DATE — Fiscal Previous and Current Year
   - PURCHASE REQUISITION STATUS — Inuse and Open

3. **List** results then **Use the magnifying glass** to **View** the Purchase Requisition **Document #19** to answer the following questions (next page):

Question	Answer
a) Under Views menu - Current Document: What is the Request Amount?	
b) Under Views menu - Current Document: Are there individual Details values for Labor, Expense, and/or Items?	YES or NO
c) Under Summary menu (Profile tab): Is the minimum required Summary data entered? • Requestor • Owning Organization • Document Date • Description	YES or NO

4. Return to **List** results then **Use the magnifying glass** to **View** the Purchase Requisition **Document #24** to answer the following questions:

Question	Answer
a) Under Views menu - Current Document: What is the Request Amount?	
b) Under Views menu - Current Document: Are there individual Details values for Labor, Expense, and/or Items? Do the amounts add up to the Total Requested Amount?	YES or NO YES or NO
c) Under Views menu - Current Document OR (Details menu – Labor): What are the Labor Categories?	
d) Under Views menu - Current Document OR (Details menu – Expenses): What is the Expense Type?	
e) Under Views menu - Current Document OR (Details menu – Items): What is the Item? What is the UOM (Unit of Measure)?	
f) Will the Detail level information in this PR limit the flexibility of use for the associated PO?	YES or NO

Create a Purchase Request (PR)

A Purchase Requestor will click the Add Purchase Requisition link available on the Purchase Requisition Search/List screen. You will be presented with the Profile screen to enter the required general information about the PR and to select if the amounts will be controlled at the Summary or Detail Line levels. The Other tab will be available to select various User Defined Field (UDF) information as your System Administrator has configured.

After saving, you can navigate to the left side menu to supply any optional Detail line information in the Labor, Expense, or Items sections. Various documents can be added to the PR as Attachments and will be automatically added to the PO (at the summary level) if the selection of Copy to PO is used. Once complete, the PR can be Saved (Inuse) and Submitted for Approval by a Purchasing Manager. Once fully Approved a PR is in an Open status.

Once a PR is OPEN, it can be used to create a Purchase Order by a Purchaser.

If an OPEN status PR needs to be updated, a Purchase Requestor can update an original PR by creating a Modification (Mod) for it.

Activity 2.2 Create/Submit a Purchase Request (PR)

Login as Clark User5 (Purchase Requestor) – cuser5 / welcome

Activity Steps:

1. **Navigate**: Financials > Purchasing > Purchase Requisition +Purchase Requisition
   a. **Summary - Profile:**

• Legal Entity	MyCo (auto populates)
• Requestor	Clark User5 (auto populates)
• Owning Organization	CS-TECH-SERV
• Document Date	1st of Posting Month
• Request Amount	$200,000
• Description	Materials for project

   b. **SAVE**
   *(**Note**: We are not going to enter any detail lines on this PR)*

2. On the left side menu, **Click** Summary to review the PR. **WHAT IS THE ASSIGNED PR#?** ______________________________

3. Scroll to bottom then **Click** Submit**.**

4. **Select** the **PR Approval Group** from the Approval Group drop down and **Submit** again.PR status is Submitted.

Review Purchasing Reports

Navigate: Reports > Dashboard >Financials > Purchasing > Purchase Request Status

Purchase Requisition Status Report – shows the status of a Purchase Requisition (PR), the request amount and balance, and pending approvals by Managers, Project Approvers, and Customer Approvers. Roles of Purchase Requestor, and PR Viewer are needed.

Activity 2.3 Review Purchase Request Status Report

Login as Clark User5 (Purchase Requestor) – cuser5 / welcome

Activity Steps:

1. **Navigate**: Reports > Dashboard >Financials > Purchasing > Purchase Request Status

2. **Run** the **Purchase Request Status** report with the following criteria:

   - DOCUMENT DATE — Fiscal Previous and Current Year
   - PURCHASE REQUISITION STATUS — Select All
   - REPORTING OPTIONS — Detail View with Approval History

3. **Click** OK to **View** the report and answer the following:

Question:	Answer
a) What is the status of each PR? • PR DOCUMENT# 19 • PR DOCUMENT # 24 • New PR DOCUMENT# created in previous activity	Status: • • •
b) Are any PRs Pending Approvals?	YES or NO

4. **LOGOUT** as Purchaser Requestor (Clark User5)

Purchase Request (PR) Approvals

You must have a user with a Purchase Manager role in your organization as well as configured Purchasing Approval Groups with the appropriate assigned Approvers and Submitters in order to utilize Purchasing Approvals in Unanet.

Although the Approval Process is an optional stage it is highly recommended for use. It is recommended that the System Administrator creates a Dynamic Approval Sequence for multiple Purchasing Managers depending on their Approval Authority Amount. The purpose of this feature is to limit the number of Approvers that must approve a PR. Once an approver with an appropriate level of approval authority (i.e., an amount >= the submitted amount) has approved an item, it does not need to be approved by the other approvers in the approval group. This requires Administrative configuration.

Search Help Docs – Dynamic Approval Sequence

Activity 2.4 Approve Purchase Request

Login as Peter Purchaser (Purchasing Manager) - ppurchaser / welcome

Activity Steps:

1. **LOGIN** as Purchasing Manager, *ppurchaser / welcome*

2. **Navigate** to Financials > Purchasing > Approvals

3. **Expand** Primary Approvals, if necessary, then **Click** the magnifying glass next to the Purchase Requisition from Clark User5 for $200,000 (from Activity 2.2)

4. Review and then **Click** the Approve button at the bottom of the screen. Then **Click** Approve button again (if necessary).
   *(**Note**: the PR is now in OPEN status and can be used to create a PO)*

Check Your Understanding

1. Which are used to make a request to purchase for the company?
    a) Purchase Approvals
    b) Purchase Requisitions
    c) Purchase Orders

2. Which are used as a means to formally track who first initiated a request but is not yet a commitment?
    a) Purchase Requisitions
    b) Purchase Orders
    c) Purchase Approvals

3. One Purchase Requisition can be related to how many Purchase Orders?
    a) Only one
    b) None
    c) Many

Refer to Appendix A for answers to the Check Your Understanding questions

LESSON 3 PURCHASE ORDERS (PO)

Learning Objectives

- Differentiate the various procedures and requirements used to Create/Submit/ Approve Purchase Requisitions and Purchase Orders
    - Purchaser Create/Submit a Purchase Order (PO)
    - Purchasing Manager Approves a PO (typical but optional)
- Analyze Purchasing reports that are critical to ensuring accurate transaction processing

Introduction

Purchase Orders (PO) are used to control the purchasing of products and services (e.g., Labor, Expenses, or Items) from Vendors and can be related to many Vendor Invoices.

Lesson 3 Overview Video (for SDL only)

Purchase Order (PO)

Navigate: Financials > Purchasing > Purchase Order

A PO is intended to represent a binding contract between the organization issuing the PO and the Vendor. An approved PO is a commitment and will be included on the commitment reports. Purchase Orders can be related to a Purchase Requisition (PR), but this is not required.

You must have a user with a Purchaser role in order to create and submit POs. Using the Purchase Search/List screen, you can add or search for existing POs. From the List screen, an existing PO can be viewed, edited, deleted, and closed.

Create a Purchase Order (PO)

To create a new Purchase Order, a Purchaser will click the Add Purchase Order link available on the Purchase Order Search/List screen. You will be presented with the **Summary Profile screen:**

Summary Profile tab – used to enter the general information about the PO. Certain fields are required.

Required Fields:

LEGAL ENTITY	The legal entity to which this will belong
PURCHASE ORDER: • Owning Organization • Purchase Amount • Description	• The organization on behalf of which the Purchaser is creating the PO • Defaults to zero and can be updated to represent the total value of the PO • Used to describe the purpose of the PO

DOCUMENT/COMMITMENT: • Document Date • Commitment Date • Fiscal Period	• Pre-populated with the current date and may need to be updated • Pre-populated with the current date and may need to be updated to the desired date for the value of the PO commitment to start showing on the commitment reports. This is linked to the Fiscal Period field • Pre-populated with the current fiscal period and is linked to match the Commitment Date field
VENDOR: • Vendor • Payment Terms	• This will specify your vendor and allow for easier PO Assignments • Will auto populate based on the Vendor profile
ADDITIONAL INFO: • Purchaser	• This will default to the Purchaser entering the PO

Suggested Fields to include:

PURCHASE ORDER: • Purchase Requisition # • Begin and End Date	• Used to search for available PR to create a PO. When searching use "%" which will show only the PRs that are in OPEN status and can be used to create a PO (also Approved if working with a Modification – Lesson 5) • To represent the Period of Performance (POP) dates
VENDOR INVOICE OVERAGE • Limit/Don't Limit/PO Fund Cap Adj	Defaults to Limit. Typical use on the Summary page in order to utilize the PO system to help control the risk of overpayment. The selection on Detail lines do not have to match the summary control selection. They can individually be set to Don't Limit. which allows flexibility within the line items on the Vendor Invoice.
ADDITIONAL INFO: • Project	Suggested that a project is selected at the summary level in order for the commitment of the PO to show on project reporting. Also, if a project is specified on the PO summary, a warning message will be displayed if the PO Summary Begin and End Dates are outside of the Project Revised Dates.

Summary Form tab – used to set up the PO format options. The Generate PO Form checkbox will determine if the current PO generates a PO form. By default, the fields are disabled until the Generate PO Form is selected. Once selected, can choose the Format (created by the Admin) and its Detail Level(s) (Single, Consolidated, Consolidated with Details), as well as select the PO Contact and Delivery options (email or print) for the form(s). Form Detail Levels become hyperlinks which can be used to see a preview.

- **Single** – display only the lines created or modified (MOD) on the current document
- **Consolidated** – display all the line of the original PO and its modifications (MODs) and will sum the amounts from the original through the current document
- **Consolidated with Details** – display all the lines of the original PO and its modifications (MODs) and will sum the amounts from the original through the current document. In addition, the details of the original PO and its modifications (MODs) will be printed to display the history of each line.

Summary Alerts tab – used to set up performance alert options. Allows Purchasers to specify a variety of information that can be displayed on Unanet dashboards and/or sent to users via email. If selecting USE DEFAULT PREFERENCES, this uses the preferences that the Purchaser of the PO has set up on the Purchasing Alerts menu page and makes this read-only.

Summary Other tab - will be available to select various User Defined Field (UDF) information as your System Administrator has configured in order to be CPSR compliant. See Appendix for further information on UDFs and CPSR compliance

Left side Menus:
Detail Lines: After saving, you can navigate to the left side menu to enter the individual Detail line information in the Labor, Expense, or Items sections. If the PO is related to a PR, the Approved PR Labor Lines will be displayed. You can click on the add detail icon to create a PO line from a PR line or an existing PO line. You can only create one line for each approved PO line, but you can create multiple lines from a single PR line. As details are entered, the amount is calculated for each section under Document Totals. The sum of the Details sections (Labor, Expense, Items) must equal the Summary Purchase Amount.

Attachments: The shared document management features allow you to keep track of different document versions and attach them to PRs and POs. Various documents (such as tracking negotiations and agreements) can be added to a PO in any status. Documents can be attached at the Summary (Link to Current Document) or Detail line level (Links to Current Details).

There are two ways to add an attachment: shared documents or drag and drop. For shared documents, you must have Document Manager, Document Viewer, or Project

Document Viewer role. If using Purchase Requisitions, Attachments can be copied over to the Purchase Order from a Purchase Requisition (they will be linked to the Summary, not Detail lines), and can be emailed to the vendor with the Purchase Order form.

Save/Submit

The PO can be Saved (Inuse) and Submitted for Approval. Once fully Approved a PO is in an OPEN status.

Once a PO is OPEN, it can be used to create a Purchase Order Assignment and Receipts. (Lesson 4)

If an OPEN status PO needs to be updated, Only the following fields can be edited once a PO is in OPEN status: PO Owner, Purchaser, Receiver/Approver, PO Format, and UDFs. If a PO needs to be updated for such things as amounts, Period of Performance (POP), labor category, labor hours, etc., a Purchaser will need to update the original PO by creating a Modification (MOD) for it (Lesson 5).

Activity 3.1 Create a Purchase Order for Items From a Purchase Requisition

Login as Peter Purchaser (Purchaser) - ppurchaser / welcome

Activity Steps:

1. **Navigate** to Financials > Purchasing > Purchase Order and click +Purchase Order.

2. **Click** in the Purchase Requisition # search field box, **Type "%"** and **Select** PR # from Activity 2.2 Materials for project

3. **Modify** the Purchase Order **Profile** tab (*denotes required)
   (***Note:*** When you choose the PR, certain default fields will fill in on the new PO)
   - ***Owning Organization** use default field from PR
   - **Begin Date** 5th of posting month
   - **End Date** End of Dec Next Year
   - **Required by Date** End of posting month
   - ***Purchase Amount** defaults to 0 and must be updated to 200,000
   - ***Description** use default field from PR
   - ***Document Date** 5th of posting month
   - ***Commitment Date** 5th of posting month
   - ***Fiscal Period** linked to Commitment Date
   - ***Vendor** update to V-MATERIALINC (type "v-mat")
   - **Vendor Invoice Overage** use default of Limit at the Summary level
   - **PO Owner** use default of User5, Clark A.
   - ***Purchaser** Peter Purchaser
   - **Project** update to CUST-8-UU ITEMS (type "8")

   Click SAVE

4. **Click on Form** tab and **Select**
   - Generate PO Form checkbox
   - PO Format Name Detail PO Format
   - Detail Level Consolidated Form with Details.

   Click SAVE and notice the Detail Level Forms are now links to view

5. **Click on Alerts** tab and confirm Use Default Preferences is selected

6. **Click on Other** tab and **Select**:
   - Digit 1 Order Type Cost Plus Fixed Fee (CPFF)
   - Digit 2 Agreement Indicator Basic Ordering Agreement (BOA)
   - Digit 3 Source Justification Engineering Directed

   Click SAVE

7. On left side menu, **Click** Items (under Details) to add Item Detail lines to PO.

8. **Expand** the APPROVED PR ITEM LINES section, if needed, to reveal the PR line for Materials for BOT EOT in the amount of $200,000

9. **Click** on the down arrow with plus sign icon to add the Approved Materials line Item down under the NEW PO ITEM LINES section.

10. The new line added will populate with the shell information that can be changed. Fill in the remaining information:
    - **Search** ITEM using "%" and **Select** Gizmo. Notice that the UOM (unit of measure) auto populates to EA each and rate of **500**
    - **Enter** QUANTITY of **400**
    - **Confirm** AMOUNT is **200,000**
    - **Search** PROJECT using "8" and **Select** CUST-08-UU ITEMS
    - **Change** VI OVERAGE to Don't Limit

    Click SAVE

11. On the left side menu, **Click** Consolidated All View to review the PO

12. **WHAT is the PO# automatically assigned to this PO?** ____________

13. On the left side menu, **Click** Summary then scroll to bottom then **Click** Submit

14. **Select** PO Direct Approval Group and **Submit** again

15. **Select** Back to Purchase Order List

*(**Note:** Based on the Approval Group settings and because Peter Purchaser is also the Purchasing Manager, the PO is Automatically Approved and put in an OPEN status)*

Activity 3.2 Create a Purchase Order for Labor Without a Purchase Requisition

Login as Peter Purchaser (Purchaser) - ppurchaser / welcome

Activity Steps:

1. **Navigate** to Financials > Purchasing > Purchase Order. **Click** +Purchase Order

2. **Enter** the **Summary** Profile information (*denotes required)
   - ***Owning Organization** OPS.CS – Consulting Services (type "op")
   - **Begin Date** 10th of posting month
   - **End Date** End of Dec Next Year
   - **Required by Date** End of posting month
   - ***Purchase Amount** 193,700
   - ***Description** Subcontractor Labor for Project
   - ***Document Date** 10th of posting month
   - ***Commitment Date** 10th of posting month
   - ***Fiscal Period** linked to Commitment Date
   - ***Vendor** V-HIRESUBS (type "v-hire")
   - **Vendor Invoice Limit** use default of Limit at the Summary level
   - ***Purchaser** Peter Purchaser (auto populates)
   - **Project** CUST-08-UU TIME-SUBCONTRACTORS

   Click SAVE

3. **Click on Form** tab and **Select**
   - Generate PO Form checkbox
   - PO Format Name Detail PO Format
   - Detail Level Consolidated Form with Details

   Click SAVE

4. **Click on Alerts** tab and confirm Use Default Preferences is selected

5. **Click on Other** tab and **Select**:
   - Digit 1 Order Type Time & Materials Labor Hour (T&M)
   - Digit 2 Agreement Indicator Master Service Provider Agreement (MSA)
   - Digit 3 Source Justification Unique Concept or Ability

   Click SAVE

6. On left side menu, **Click** on Labor (under Details) to add Labor Detail lines to PO

7. Under NEW PO LABOR LINES **Click** on the Insert Row icon and fill in the following:
   - DESCRIPTION Labor - Engineers
   - AMOUNT 96,000
   - LABOR CATEGORY GSA System Engineers 1 (type "gsa")
   - VI OVERAGE Don't Limit

8. Insert another row and fill in the following:
   - DESCRIPTION Labor - Technicians
   - AMOUNT 97,700
   - LABOR CATEGORY GSA Technicians 1 (type “gsa”)
   - VI OVERAGE Don’t Limit

9. **Confirm** the Total Labor equals the Total for the PO and **Click SAVE**

10. On the left side menu **Select** Attachments
    - **Click** in Search Shared Documents field box, **Type** “**%**” to search for all available documents to add as attachments
    - **Select** Doc #500 Standard Terms and Conditions.
    - **Select** EMAIL WITH PO then **SAVE**

11. On the left side menu **Click** Consolidated All View to review the PO

12. **What is the PO# automatically assigned to this PO? ___________**

13. **Click** on Summary then scroll to bottom to **Click** Submit

14. **Select** PO Direct Approval Group and **Submit**

*(**Note:** Based on the Approval Group settings and because Peter Purchaser is also the Purchasing Manager, the PO is Automatically Approved putting it in an OPEN status and able to be used to create a PO Assignment.)*

Sending Purchase Orders to Vendors

Navigate: Financials > Purchasing > Purchase Order

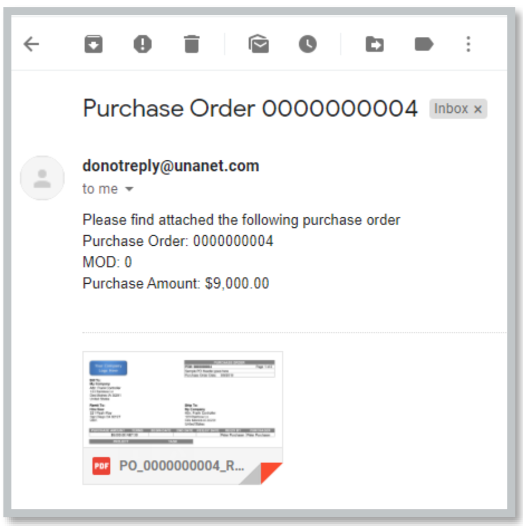
Purchase Order Forms and Attachments can be sent to the Vendor through Unanet. The delivery settings can be selected on the **Form** tab of a Purchase Order.

Purchase Order Form Delivery Methods (default):

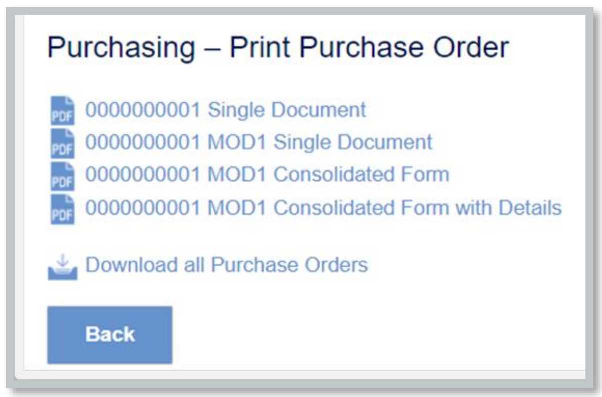
- E-mail - requires Administrator configuration, e-mail template message, and a valid e-mail address. A pdf file of the form(s) and any additional documents will be attached to the e-mail
- Print - will generate pdfs of the form(s) and any additional documents to be downloaded and available to be printed

Below are two examples of how to send to Vendor.

Email Example



Print Example



Purchasing Alerts Preferences

Navigate: Financials > Purchasing > Alerts

Using the Alerts Preferences screen, Purchasers can define alert criteria for all of their POs (that is, those POs for which they are the Purchaser). Notification regarding Performance Alerts will appear on each user's Home, Financial, and Purchasing dashboards, and optionally sent via email. This is a convenient way to globally manage alerts in one spot.

Alerts can be sent to users with the following roles: Purchaser, PO Owner, and Receiver/Approver and alternates. Users will only see alerts for POs for which they have at least one of those roles.

Alternatively, a Purchaser can manage alert definitions on a PO-by-PO basis (via the Purchase Order > Summary > Alerts tab). The Alerts tab can also be used in conjunction with these global alert settings to override default behavior on a PO-by-PO basis.

*(**Note**: Alerts are **disabled by default**. The Unanet Administrator controls if / when performance alerts are generated via the Admin >> Schedule screen. By default, alerts are not scheduled to be generated (that is, your administrator will need to enable them, defining when and at what frequency they will be updated))*

Review Purchasing Reports

The various Purchasing reports (Purchase Requisition Status, Purchase Order Details, Purchase Order Status) and Project Commitments report can be run and analyzed to ensure accurate transaction processing and review statuses.

Navigate: Reports > Dashboard >Financials > Purchasing

Purchase Order Status Report – shows the status of a Purchase Order (PO), the document amount and balance, and pending approvals by Managers, Project Approvers, and Customer Approvers. Roles of Purchaser and PO Viewer are needed.

Purchase Order Details Report - includes details for Purchase Orders (POs) to help find amounts remaining on PO. The data included in this report consists of all PO/PO lines that meet the criteria plus any actuals associated with those PO/PO lines. Actuals can include all timesheets (both regular and adjusted, regardless of status), all expense reports (regardless of status), and posted Vendor Invoices. Roles of Purchaser, Purchase Order Viewer, and specific PO Owner and Receiver/Approver are needed.

Activity 3.3 Review Purchase Order Details Report

Login as Peter Purchaser (Purchaser) – ppurchaser / welcome

Activity Steps

1. **Navigate:** Reports > Dashboard >Financials > Purchasing > Purchase Order Details

2. **Run** the **Purchase Order Details** with the following criteria:
   - VENDOR ORG NAME %HIRE% to select both Vendors
   - SORTING OPTIONS: Sort by Vendor, PO
   - COLUMN OPTIONS Select All

3. **Review** the results to answer the following:

Question:	Answer
What are the various DOC TYPES listed for the values under the APPLIED column?	

Check Your Understanding

1. Which are used as binding contract between the organization and the Vendor?
    a) Purchase Requisitions
    b) Purchase Orders
    c) Assignments

2. Which Unanet feature can be used to allow you to keep track of different document versions and attach them to Purchase Requestions and Purchase Orders?
    a) Shared Document Management
    b) Assignments
    c) Receipts

3. In Unanet, how can Purchase Order Forms and Attachments be sent to the Vendor?
    a) Delivery cannot be made through Unanet
    b) Email or print
    c) Print only

Refer to Appendix A for answers to the Check Your Understanding questions

LESSON 4 PURCHASE ORDER ASSIGNMENTS & RECEIPTS

Learning Objectives

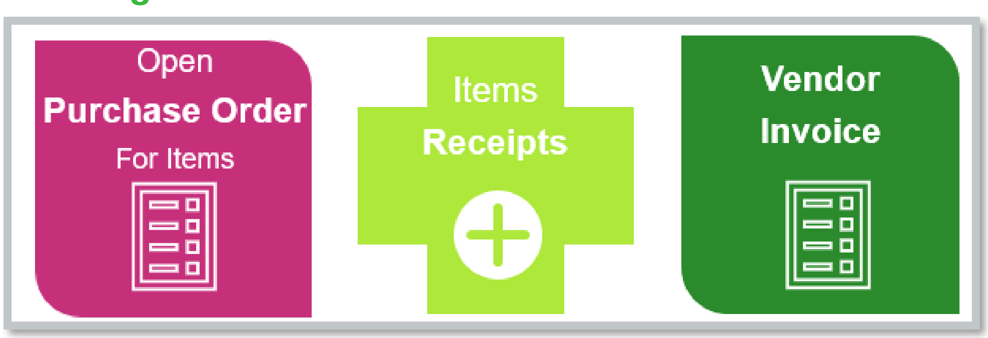
- Relate the use of Purchase Receipts into the flow of Unanet Financials
  - (Purchase) Receipt User Creates Receipt for Items received
- Relate the use of Purchase Order Assignments into the flow of Unanet Financials
  - Purchase Order Assigner Adds Purchase Assignments to a PO
  - Project Resource Assigner Creates Project Assignment from a PO

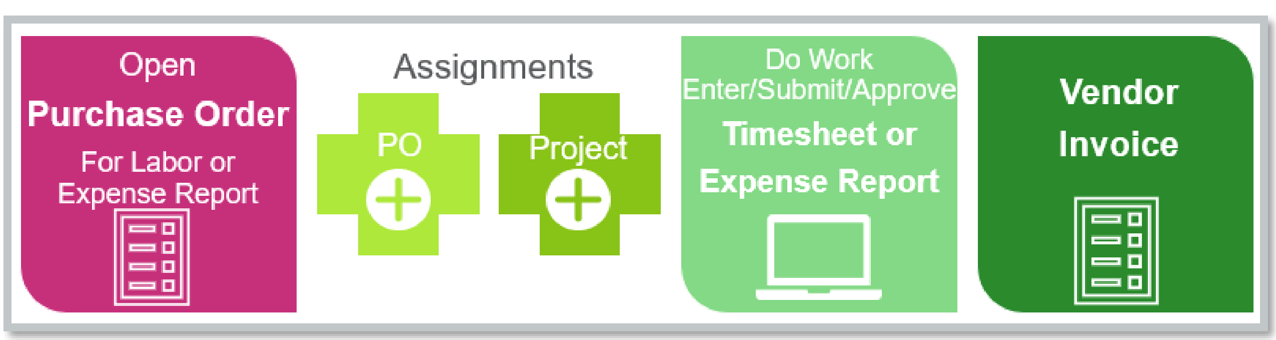
Introduction

The use of Purchase Order Assignments and Receipts are to allow the purchasing processes to flow into Unanet Financials Accounts Payable. This creates a 3-way matching process where the transactions associated with a Purchase Order are matched to create a Vendor Invoice in the Accounts Payable dept. Matched transactions associated with a Purchase Order can be from received items, timesheets, or expense reports.

Lesson 4 Overview Video (for SDL only)

3-way Matching





Purchase Receipts

Navigate: Financials > Purchasing > Receipts

For Purchase Orders involving Items, (Purchasing) Receipt Users can create Purchase Receipts when the Items has been received. Only Purchase Orders with an OPEN status can receive Receipts. The use of this function is to facilitate 3-way matching of received Items related to a Purchase Order which allow a Vendor Invoice to be created from matched Item transactions.

Activity 4.1 Create a Purchase Receipt for Items

Login as Peter Purchaser (Receipts User) - ppurchaser / welcome

Activity Steps:

1. **Navigate:** Financials > Purchasing > Receipts and **Click +** Receipts
2. **Locate** and **Select** the Purchase Order of Receiving with the following criteria:
    - DOCUMENT # — PO# from Activity 3.1 for Items
    - VENDOR — V-MATERIALINC
    - PROJECT — ITEMS (CUST-08-UU ITEMS)
3. **Enter** Qty Received — 200 and confirm Amount Received is 100,000
4. **Add** Comment — Gizmos for PO #
5. **Click** Add (INUSE status)
6. **Click** Submit (Submitted receipts will be in COMPLETED status)
7. **Confirm** the Purchasing Receipt is now included on the list as Complete

A Completed Receipt indicates that the Item from the PO has been received and can be used as a Matched transaction when the Accounts Payable department creates the Vendor Invoice.

A Completed Receipt cannot be edited, and it cannot be deleted after it is matched on a Vendor Invoice, unless that Vendor Invoice has been voided. If the created Vendor Invoice is voided, the associated receipts can be retracted ONLY by an Administrator. The items received on the retracted receipt can then be added to a new receipt with the corrected information. The new receipt can be used to create a new Vendor Invoice.

*(**Note**: If you need to enter a quantity amount that is greater than the quantity remaining, you must first create a Modification to the Purchase Order (Lesson 5) to increase the amount on the PO and then you will be able to submit the Receipt with the greater amount)*

Purchase Order (PO) Assignments

Navigate: Financials > Purchasing > Purchase Order Assignments

For Purchase Orders involving Labor or Expenses, Purchase Order Assignments are used to create the link between a timesheet or expense report and a PO. The Purchase Order Assigner role can assign a person's Labor or Expense to a PO.

The following are some reasons to use Purchase Order (PO) assignments:

- Subcontractors' timesheets (expense reports) will decrease your PO commitments in real time and will automatically populate the Vendor Invoices.
- Have a 3-way match when creating Vendor Invoices between PO, receipts, timesheets/expense reports, and Vendor Invoices.
- To facilitate reconciliation of Vendor Invoices with subcontractors' timesheets and expense reports.

Requirements:

- The Vendor on the People Profile Time and Expense tabs must also match the Vendor on the PO in order to make the assignment.
- A Subcontractor's Timesheets (Expense reports) must be tied to an Open PO if the Project's Time (Expense) tab, Require PO for Non-Employee (PO) Time (Expense), are checked.

To Create a PO Assignment, at least one of the following search criteria must be specified: Original Document #, Vendor, Project, or Person. Then click on either the Labor or Expense tab to access the list of PO / LINE # to make the assignments. Click on the add icon to Add a new Assignment to this PO. This creates a row below PO / LINE # where the individual assignment for the PO is entered.

- Person, Begin Date, and End Date are required fields. If a field is left blank, then it is considered a wildcard when matching assignments.
- Multiple people can be assigned to the PO line. However, you cannot enter duplicate assignments for the same person, project(task), and labor category (expense type) for overlapping dates.

The process of finding the matching PO Assignment is an iterative process of matching the most specific to least specific assignment with the attributes of a timesheet cell or expense report line item.

- The user's timesheet cell will be mapped to the PO based on the project, labor category, and date.
- The user's expense report will be mapped to the PO based on the project, expense type, and date.

Activity 4.2 Create a PO Assignment for Labor

Login as Peter Purchaser (Purchase Order Assigner) - ppurchaser / welcome

Activity Steps:

1. **Navigate:** Financials > Purchasing > Purchase Order Assignments and **Search** using the following criteria:
   - Vendor V-HIRESUBS
   - Project CUST-08-UU TIME-SUBCONTRACTORS

2. **Click** on the **Labor** tab to view the list of PO/LINE# for V-HIRESUBS and notice that under each row it states "There are no assignments matching your search criteria"

3. **Confirm** there are 2 PO/LINE# (L1 and L2) for the PO# (created in Activity 3.2)

4. **Click** the plus sign icon to Add new Assignment for this PO for L1 and

   - **Search** the Person field using **%** to show all available people associated with the Vendor (V-HIRESUBS) and
   - **Select Subcontractor, Donnie**

5. Confirm Begin and End Dates are entered along with a Labor Category

6. **Click** the plus sign icon to Add new Assignment for this PO for L2 and

   - **Search** the Person field using **%** and
   - **Select Subcontractor, Lou**

7. Confirm Begin and End Dates are entered along with a Labor Category

8. **Click SAVE** and then **LOG OUT** as Peter Purchaser (Purchase Order Assigner)

Project Assign from PO

Navigate: Financials > Contract > Project > Assign from PO

Resource Assigners (Projects) with Purchase Order Viewer role can use this bulk process to create Project (and task) Assignments for Subcontractors from existing PO Assignments. They can search for a possible matching Project (and task) Assignments from the listed PO Assignments. They can add new assignments or edit/delete the existing Assignments. If the Project Assignment does not sufficiently overlap with a PO assignment, the user will not be able to report time (expenses) without receiving an error on their timesheet (expense report).

Activity 4.3 Create a Project Assignment from a PO

Login as Clark User5 (Resource Assigner) – cuser5 / welcome

Activity Steps:

1. **LOGIN** as the (Project) Resource Assigner – *cuser5 / welcome*

2.. **Navigate:** Contracts > Project > Assign from PO

3. **Click** in Original Document# then **Enter** the PO# from Activity 3.2 and **Click** the **Apply** button at the bottom of the popup window

4. **Confirm** the Purchase Order# is listed along with the vendor V-HIRESUBS. *(**Note:** under Labor Line, there are 1of 2 (each Labor Line will show separately))*

5. For PO# / V-HIRESUBS / L1, under Source, **Click** + PO Assignment to add the Project Assignment row then **Click Save**

6. For SEND E-MAIL NOTIFICATION - Select Users assigned to the project and Project Manager then **Click** Confirm

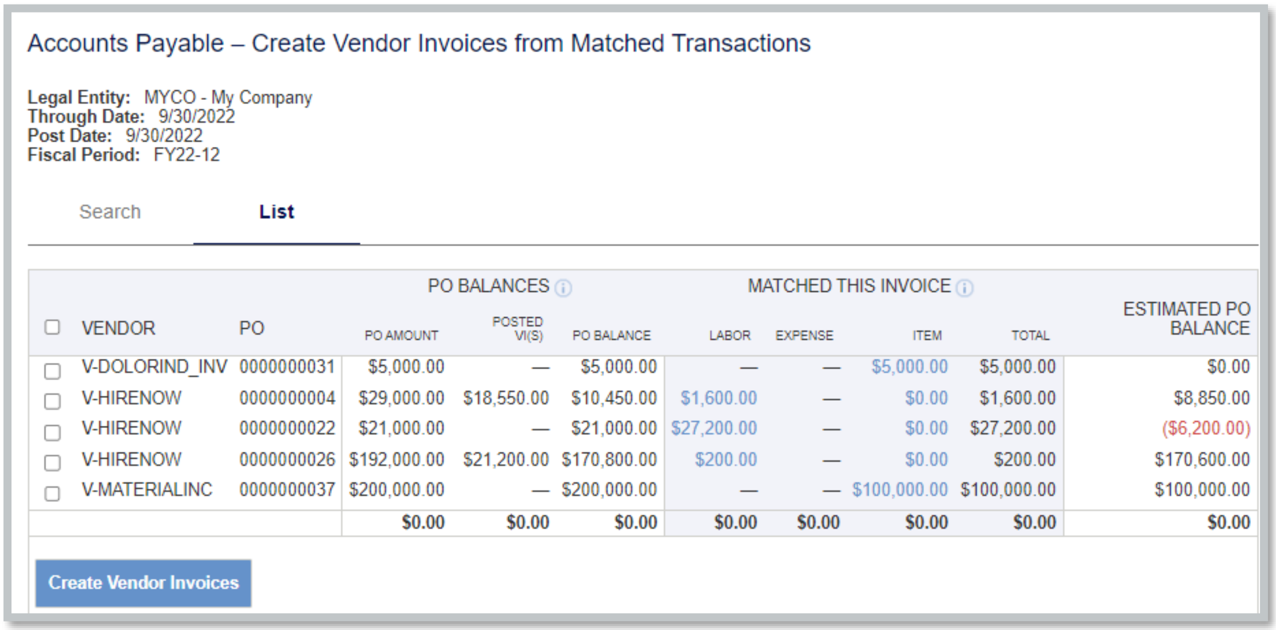
7. Under Labor Line, use the right arrow to navigate to Labor Line 2 (2 of 2)

8. For PO# / V-HIRESUBS / L2, under Source, **Click** + PO Assignment to add the Project Assignment row then **Click Save**

9. For SEND E-MAIL NOTIFICATION - Select Users assigned to the project and Project Manager then **Click** Confirm

Results in Accounts Payable when using 3-way match

Have a 3-way match when creating Vendor Invoices between PO, receipts, timesheets/expense reports, and Vendor Invoices. Accounts Payable dept able to Create Vendor Invoices from Matched Transactions.



Accounts Payable – Create Vendor Invoices from Matched Transactions

Legal Entity: MYCO - My Company
Through Date: 9/30/2022
Post Date: 9/30/2022
Fiscal Period: FY22-12

Search | **List**

			PO BALANCES			MATCHED THIS INVOICE				
☐	VENDOR	PO	PO AMOUNT	POSTED VI(S)	PO BALANCE	LABOR	EXPENSE	ITEM	TOTAL	ESTIMATED PO BALANCE
☐	V-DOLORIND_INV	0000000031	$5,000.00	—	$5,000.00	—	—	$5,000.00	$5,000.00	$0.00
☐	V-HIRENOW	0000000004	$29,000.00	$18,550.00	$10,450.00	$1,600.00	—	$0.00	$1,600.00	$8,850.00
☐	V-HIRENOW	0000000022	$21,000.00	—	$21,000.00	$27,200.00	—	$0.00	$27,200.00	($6,200.00)
☐	V-HIRENOW	0000000026	$192,000.00	$21,200.00	$170,800.00	$200.00	—	$0.00	$200.00	$170,600.00
☐	V-MATERIALINC	0000000037	$200,000.00	—	$200,000.00	—	—	$100,000.00	$100,000.00	$100,000.00
			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Create Vendor Invoices

Check Your Understanding

1. Which of the following describes the use of Purchase Order Assignments and Receipts in Unanet?
    a) To allow the purchasing processes to flow into Unanet Financials Accounts Payable
    b) To approve various processes involved in Purchasing
    c) To send a Purchase Order form to the Vendor

2. From the following, what is a reason to use Purchase Order Assignments?
    a) To utilize an Approval process
    b) Subcontractors' timesheets (expense reports) will decrease your PO commitments in real time and will automatically populate the Accounts Payable Vendor Invoices using a 3-way match
    c) To process Purchase Order items received

3. Which Unanet Project role, with Purchase Order Viewer role, can create Project Assignments for Subcontractors from existing Purchase Order Assignments.?
    a) Purchaser
    b) Purchase Assigner
    c) Resource Assigner

Refer to Appendix A for answers to the Check Your Understanding questions

LESSON 5 MANAGE AND MONITOR PURCHASING

Learning Objectives

- Recognize the options used to manage and monitor Purchasing processes
  - Add Modifications to Purchase Requisitions and Purchase Orders
  - Close a Purchase Order
- Analyze Purchasing reports that are critical to ensuring accurate transaction processing

Introduction

The Managing and Monitoring of Purchasing considers the need for making changes to existing original PRs and POs as well as Closing out any that are completed.

Lesson 5 Overview Video (for SDL only)

Modifications (Mods)

In order to update or make changes to an Original PR or PO that is in Open status, a Modification (Mod) is needed to be created. PR and PO Mods allow you to track the history of contracts from original through subsequent modifications. Common updates are such things as the period of performance (POP) or labor hours.

- Purchase Requestor can add a Modification to an original PR with Open status
- Purchaser can add a Modification to an original PO with Open status

The Create Mod screen is similar to the Create screen except it has an editable Mod # field and you cannot edit the Legal Entity. The Mod # starts at 1, and thereafter defaults to the highest Mod # plus one. An original document cannot have two Mods with the same number The end status of an "approved" Mod is APPROVED.

Validations

There are various validation checks embedded into the Purchasing process. Some of the validations will prevent the user from submitting until the issue is resolved.

When creating a PO Modification that involves an amount, a common validation message will be displayed:

The following errors were detected. This purchasing document cannot be submitted until they have been corrected.

- For a PO and its mod(s), the sum of the detail line amounts, $xxx, must equal the purchased amount, $x,xxx.

This will be resolved by allocating the amount of the Modification into the Detail lines. Once saved, the validation message will disappear.

When creating a PO Modification with a PO that is associated to a project, the PO's begin and end dates must be within the project's period of performance (POP) date range. If not the following Validation message will be displayed:

The following warnings were detected.

- The PO end date 9/28/2022 is after the project end date 12/31/2021.

This will be resolved by changing the PO End Date to be within the Project end date of 12/31/2021. Once saved, the validation message will disappear.

Activity 5.1 Create a Purchase Request (PR) Modification

Login as Clark User5 (Purchase Requestor) – cuser5 / welcome

Activity Steps:

1. **Navigate:** Financials > Purchasing > Purchase Requisition and Search using the following criteria:
    - Original Document# %25
    - Document Date BOT to Today
    - Purchase Requisition Status Open
2. **Click** on the + icon to create a Mod for this Purchase Requisition
3. Under PR BALANCES, **Click** on the plus sign to expand the listing of the Approved POs associated with this PR and PR MOD to answer the following:

Question:	Answer
a) What is the Approved PO#?	
b) What is the PO Amount?	
c) Who is the Vendor?	

4. **Enter** the **Summary** information
   Profile:
    - Requestor Clark User5 (auto populates)
    - Owning Organization defaults to original PR – can't be edited
    - Document Date 24th of Posting Month
    - Requested Mod Amount $84,000
    - Description Additional Labor needed
5. **Click SAVE** and **Review** the PR MOD then **Click Submit**
   WHAT IS THE ASSIGNED PR# for the MOD? ______________________

6. Scroll to bottom then **Click** Submit

7. **Select** the **PR Approval Group** from the Approval Group drop down and **Submit** again.

8. **LOGOUT** as Clark User (Purchase Requestor)

Activity 5.2 Approve PR Modification and Create a Purchase Order (PO) Modification

Login as Peter Purchaser (Purchaser) - ppurchaser / welcome

Activity Steps:

1. **LOGIN** as Purchasing Manager, ppurchaser / welcome

2. **Navigate** to Financials > Purchasing > Approvals

3. Expand Primary Approvals, if necessary, then **Click** the magnifying glass next to the Purchase Requisition from Clark User5 for **$84,000** of Additional Labor needed (from Activity 5.1)

4. Review and then **Click** the Approve button at the bottom of the screen
   *(**Note**: the PR MOD is now in APPROVED status and can be used in a PO)*

5. **Navigate**: Financials > Purchasing > Purchase Orders and Search using the following criteria:
   - Original Document# %852
   - Document Date BOT to Today
   - Purchase Order Status Open and Approved (Mods Only)

   Click List

6. **Click** on the + icon to create Mod for this Purchase Order

7. Under PR BALANCES, click on the plus sign to expand the listing of the Approved PR and PO MODs associated with this PO and PO MODs to answer the following:

Question:	Answer
a) What are the Approved PR#s?	
b) What are the PR Amounts?	
c) Is one PR designated with a Mod#? If so, which one?	
d) What is the Grand Total of the PRs?	
e) Is there a PR Balance? If so how much? (*Note*: this is the amount that will be allocated on this PO)	YES or NO

8. **Enter** the remaining **Summary** information (*denotes required)
Profile tab:
   - ***Mod Amount** 84,000
   - ***Description** Additional Labor and Labor Category
   - ***Document Date** 27th of posting month
   - ***Commitment Date** 27th of posting month
   - ***Fiscal Period** linked to Commitment Date

9. **Click** SAVE and notice the following validation message

> The following errors were detected. This purchasing document cannot be submitted until they have been corrected.
> - For a PO and its mod(s), the sum of the detail line amounts, $150,000.00, must equal the purchased amount, $234,000.00.

10. **The validation red error message will be resolved once we allocate the MOD amount into the Labor Detail lines**

11. On left side menu, **Click** on Labor (under Details) to add Labor Detail lines to this PO.

12. **Expand** the APPROVED PR LABOR LINES section, if needed, to reveal the Approved grand total of the PR (includes Original and MOD for Additional Labor) in the amount of **$234,000**

13. **Click** on the down arrow with plus sign icon to copy the Approved PR Labor line down under the New PO Labor Lines section

14. The new line added will populate with the shell information that can be changed. Fill in the remaining information:

- Description Additional Labor - Engineers
- Amount 23,000
- Project Cust-08-UU TIME-SUBCONTRACTORS
- Labor Category GSA System Engineers 2
- VI Overage Don’t Limit

15. **Repeat this process. Click** on the down arrow with plus sign icon to copy the Approved PR Labor line down under the New PO Labor Lines section.

16. The new line added will populate with the shell information that can be changed. Fill in the remaining information:
    - Description Additional Labor - Technician
    - Amount 61,000
    - Project Cust-08-UU TIME-SUBCONTRACTORS
    - Labor Category GSA Technician 2
    - VI Overage Don’t Limit

17. **Click SAVE** then scroll to top of page, if needed to View the DOCUMENT TOTALS and **Confirm** the Total for the Details lines (Labor) equals the Total for the PO MOD amount. The unallocated Amount should be 0.00.
    (***Note*****:** the validation red error message has been removed)

18. On the left side menu **Click** Consolidated All View to review the PR and PO Balances which include both Approved and Unapproved values.
    (***Note*****:** under Labor Details, there are now 3 Labor Lines (L1, L2, L3) listed)

19. **Click** on Summary and scroll to bottom to **Click** Submit then **Click** Submit again.

20. **Return** Back to the Purchase Order List to view the original PO and the associated PO MOD which now has an Approved status.
    (***Note:*** the Balance is carried on the original PO)

Review Purchasing Reports

Navigate: Reports > Dashboard >Project Accounting > Details > Project Commitments

Project Commitments Details Report – shows what commitments contributed to the total cost of projects. Project commitments represent the unused value of an Open or Closed Purchase Order (PO) and its Approved Mods that are associated to a project. If there is an approved PO that has no detail lines, and there are no vendor invoices, timesheets, or expense reports that reference that PO, then the commitment value is the full amount of the PO summary. All actual costs that reference the PO, i.e., detail line items/cells from vendor invoices (not including PO Funding Cap Adj.), timesheets, or expense reports, reduce the value of the commitment. Roles of Purchaser, Purchase Order Viewer, Resource Requestor, Project Viewer, Project Manager, Project Lead, and Project Approvers are needed.

(***Note***: Unmapped – When a PO is associated with a project the commitment values will be included as unmapped until the actuals are recognized)

Activity 5.3 Project Commitments Report

Login as Peter Purchaser (Purchaser) - ppurchaser / welcome

Activity Steps:

1. On a separate tab **Navigate**: Reports > Dashboard > Financials > Project Accounting > Details > Project Commitments

2. **Run** the **Project Commitments** with the following criteria:
   - THROUGH DATE (Commitment Date) Fiscal – Previous Year
   - INCLUDE TRANSACTIONS Expense

3. **Review** the results to answer the following:

Question:	Answer
a) What are the various COST ELEMENTS listed?	
b) What are the various DOC TYPES listed?	
c) What is the COMMITMENT value for PO #854?	

4. Keep report open to refresh after next Activity

Close a Purchase Order

Closing a PO is a common practice done for cleanup purposes to remove the commitments of a PO and all line items from reporting. Purchasers can Close and Reopen original POs by clicking on the Open/Close Icon.

If lines exist on an Open PO, individual PO lines can be closed while the PO itself remains open. However, for the entire PO to be considered closed, all lines are closed.

POs (or PO lines where applicable) cannot be closed if there are any outstanding documents:

- Unapproved PO Mods
- Unposted Vendor Invoices (if closing a detail line, all VIs associated with line must be posted; if closing the entire PO, all associated VIs must be posted)
- Un-invoiced timesheets or expense reports

Once the PO document is closed, commitments should use the earlier of the PO close date (or the PO line close date) to determine whether the line should be considered a commitment.

(***Note:*** when reopening lines in a closed PO, if you select at least one detail line to reopen, the summary line will be selected as well, because if the PO has at least one open detail line, the PO summary is open as well.)

Activity 5.4 Close a Purchase Order

Login as Peter Purchaser (Purchaser) - ppurchaser / welcome

Activity Steps:

1. Return to original tab and **Navigate**: Financials > Purchasing > Purchase Orders and Search using the following criteria:
   - Original Document# 854
   - Document Date BOT to Today
   - Purchase Order Status Open, Approved, and Closed

   Click List
2. **Click** on the Padlock icon to Close a Purchase Order
3. SELECT ITEMS TO CLOSE ON, **Change** Date to the 28th of Posting Month
4. **Select** the checkbox on the PO (all lines will be included)
5. Click **SAVE** to close the entire PO. Confirm the PO Status is Closed. Notice the Padlock icon is “unlocked” and can be used to Reopen the PO if needed
6. Refresh the Commitment Report from Activity 5.3 and confirm the closed PO is no longer included

Check Your Understanding

1. What is a common reason for requiring a Modification?
    a) Changes to the Purchaser
    b) Changes to the PO Format
    c) Changes to the Amount

2. What is the best representation of an original Purchase Order document and its Modifications?
    a) A Purchase Order cannot have two Modifications is with the same number
    b) There is a limit to the number of Modifications a Purchase Order may have
    c) Modifications can only be associated with Purchase Requests

3. Purchase Orders cannot be closed if there are any of the following documents are outstanding?
    a) Unapproved PO Mods
    b) Un-invoiced timesheets or expense reports
    c) Unposted Vendor Invoices
    d) All choices are correct

Refer to Appendix A for answers to the Check Your Understanding questions

APPENDIX A: CHECK YOUR UNDERSTANDING ANSWER KEY

Lesson 1:

1. From the following, which is the best definition of Purchasing?
   a) The act of issuing customer invoices - This is an incorrect answer because this is billing processes
   b) **The act of buying the goods and services that a company needs to operate and/or manufacture products** - This is the correct answer because it is a definition of Purchasing
   c) The act of paying vendors - This is an incorrect answer because this is AP processes

2. Unanet has built-in functionality to track and maintain the necessary compliance information throughout the course of a contract. What complaint agency requires the use of these tools?
   a) Generally Accepted Accounting Principles (GAAP) - This is an incorrect answer because complaint agency for accounting standards
   b) National Association of State Boards of Accountancy (NASBA) - This is an incorrect answer because this complaint agency is for CPE accreditation
   c) **Contractor Purchasing System Reviews (CPSR)** - This is the correct answer because CPSR is the associated complaint agency for Purchasing

3. What Unanet role(s) is needed in order to Approve Purchase Requisitions and create Purchase Orders?
   a) **Purchasing Manager and Purchaser** - This is the correct answer because these are the required roles to Approve Purchase Requisitions and create Purchase Orders
   b) Purchasing Manager and Purchase Requestor - This is an incorrect answer because the Purchase Requestor roles cannot approve or create PO they create PR
   c) Purchase Requestor and Purchaser - This is an incorrect answer because these roles are used to create PR and PO neither can approve

Lesson 2:

1. Which are used to make a request to purchase for the company?
    a) Purchase Approvals - This is an incorrect answer because Purchase Approvals are used for approvals, not requests
    b) **Purchase Requisitions** - This is the correct answer because Purchase Requisitions are used to make a request to purchase for the company
    c) Purchase Orders - This is an incorrect answer because Purchase Orders are not requests they are a formal commitment

2. Which is used as a means to formally track who first initiated a request but is not yet a commitment?
    a) **Purchase Requisitions** - This is the correct answer because PR are used as a means to formally track who first initiated a request but is not yet a commitment
    b) Purchase Orders - This is an incorrect answer because Purchase Orders are not requests they are a formal commitment
    c) Purchase Approvals - This is an incorrect answer because Purchase Approvals are used for approvals

3. One Purchase Requisition can be related to how many Purchase Orders?
    a) Only one - This is an incorrect answer because One Purchase Requisition can be related to many Purchase Orders not one
    b) None - This is an incorrect answer because One Purchase Requisition can be related to many Purchase Orders not none
    c) **Many** - This is the correct answer because One Purchase Requisition can be related to many Purchase Orders

Lesson 3:

1. Which are used as binding contract between the organization and the Vendor?
   a) Purchase Requisitions - This is an incorrect answer because PR are used as a means to formally track who first initiated a request but is not yet a commitment
   b) **Purchase Orders** - This is the correct answer because PO are used as binding contract between the organization and the Vendor
   c) Assignments - This is an incorrect answer because Assignments are used to facilitate a 3-way match with labor/expense

2. Which Unanet feature can be used to allow you to keep track of different document versions and attach them to Purchase Requestions and Purchase Orders?
   a) **Shared Document Management** - This is the correct answer because Shared Documents can be used to allow you to keep track of different document versions and attach them to Purchase Requestions and Purchase Orders
   b) Assignments - This is an incorrect answer because Assignments are used to facilitate a 3-way match with labor/expense
   c) Receipts - This is an incorrect answer because Receipts are used to facilitate a 3-way match for items received

3. In Unanet, how can Purchase Order Forms and Attachments be sent to the Vendor?
   a) Delivery cannot be made through Unanet - This is an incorrect answer because Purchase Order Forms and Attachments be sent both email and print
   b) **Email or print** - This is the correct answer because Purchase Order Forms and Attachments be sent both email and print
   c) Print only - This is an incorrect answer because Purchase Order Forms and Attachments be sent both email and print

Lesson 4:

1. Which of the following describes the use of Purchase Order Assignments and Receipts in Unanet?
   a) **To allow the purchasing processes to flow into Unanet Financials Accounts Payable** - This is the correct answer because Assignments and Receipts are used to facilitate 3-way match in AP
   b) To approve various processes involved in Purchasing - This is an incorrect answer because this describes the use of approvals not assignments
   c) To send a Purchase Order form to the Vendor - This is an incorrect answer because this describes the use of sending forms through Unanet not assignments

2. From the following, what is a reason to use Purchase Order Assignments?
   a) To utilize an Approval process - This is an incorrect answer because it is a reason to use approvals not Purchase Order Assignments
   b) **Subcontractors' timesheets (expense reports) will decrease your PO commitments in real time and will automatically populate the Accounts Payable Vendor Invoices using a 3-way match** - This is the correct answer because it is a reason to use Purchase Order Assignments
   c) To process Purchase Order items received - This is an incorrect answer because it is a reason to use of receipt of items not Purchase Order Assignments

3. Which Unanet Project role, with Purchase Order Viewer role, can create Project Assignments for Subcontractors from existing Purchase Order Assignments?
   a) Purchaser - This is an incorrect answer because this role cannot create Project Assignments
   b) Purchase Assigner - This is an incorrect answer because this role cannot create Project Assignments
   c) **Resource Assigner** - This is the correct answer because this role can create Project Assignments for Subcontractors from existing Purchase Order Assignments

Lesson 5:

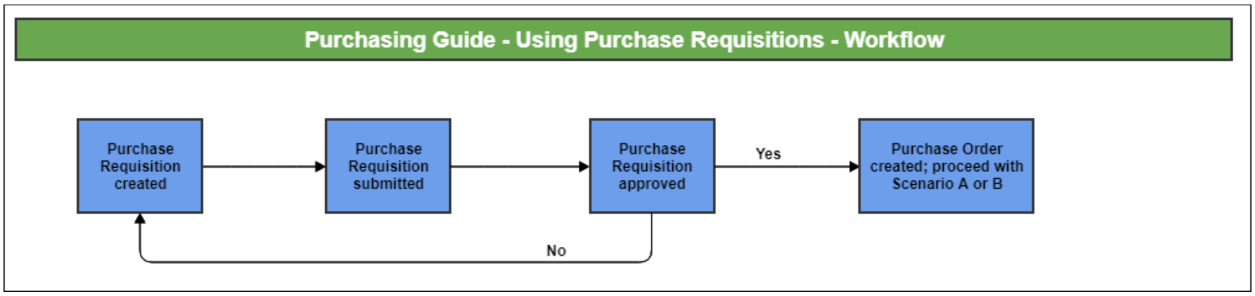
1. What is a common reason for requiring a Modification?
    a) Changes to the Purchaser - This is an incorrect answer because Changes to the Purchaser doesn't require a modification to change this field
    b) Changes to the PO Format - This is an incorrect answer because Changes to the PO Format doesn't require a modification to change this field
    c) **Changes to the Amount** - This is the correct answer because changes in amount is a reason for requiring a Modification

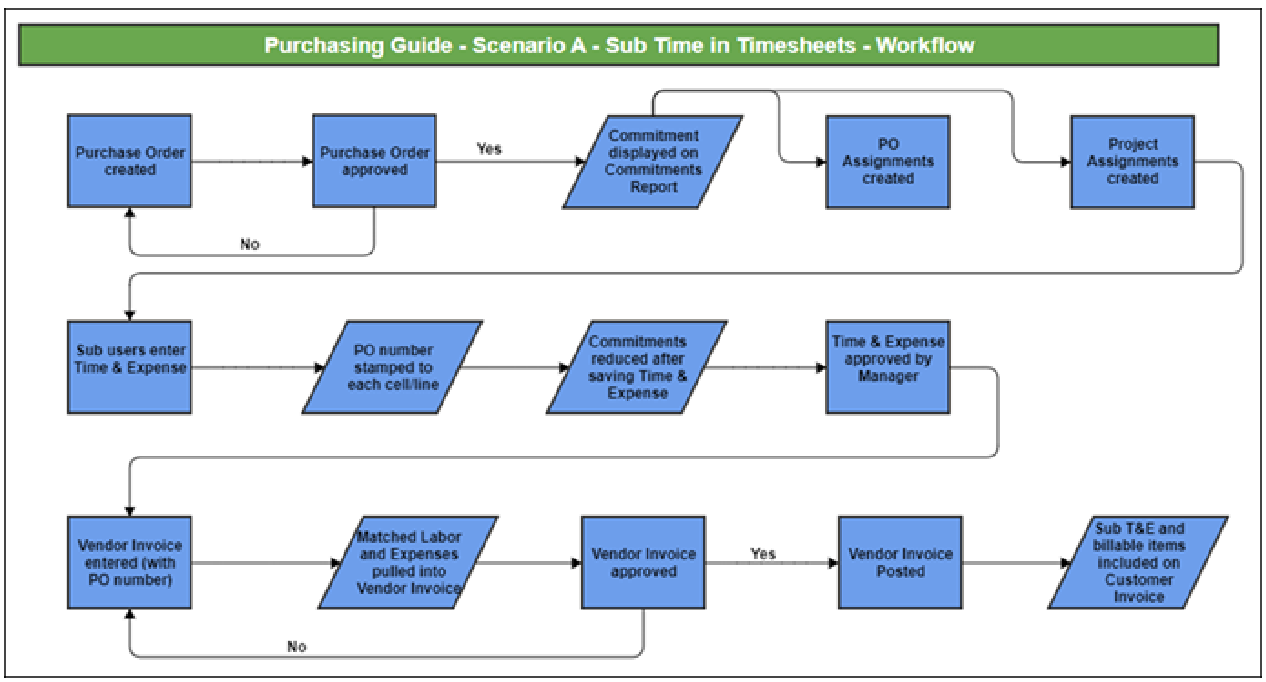
2. What is the best representation of an original Purchase Order document and its Modifications?
    a) **A Purchase Order cannot have two Modifications with the same number** - This is the correct answer because this statement the best representation of an original Purchase Order document and its Modifications
    b) There is a limit to the number of Modifications a Purchase Order may have - This is an incorrect answer because PO and mods cannot have two Modifications with the same number
    c) Modifications can only be associated with Purchase Requests - This is an incorrect answer because mods can be associated with both PR and PO

3. Purchase Orders cannot be closed if there are any of the following documents are outstanding?
    a) Unapproved PO Mods - This is an incorrect answer because Un-invoiced timesheets or expense reports and Unposted Vendor Invoices also will prevent a PO from being closed
    b) Un-invoiced timesheets or expense reports - This is an incorrect answer because Unapproved PO Mods and Unposted Vendor Invoices also will prevent a PO from being closed
    c) Unposted Vendor Invoices - This is an incorrect answer because Unapproved PO Mods and Un-invoiced timesheets or expense reports also will prevent a PO from being closed
    d) **All choices are correct** - This is the correct answer because all selections would prevent a PO from being closed

APPENDIX B: SUPPLEMENTAL INFORMATION

Purchasing Process Flow





Purchasing Roles:

Purchase Requisitions:

Purchase Requestor - Users having this role can view, create, edit, and delete PRs and has access to PR Status report

Purchase Requisition Viewer - Users having this role can view PR Status report

Project PR Viewer - Users having this role have Project and Owning Organization Access and will have **read-only access to Purchase Requisition (PR) reports**.

PR/PO Approvals: Users having this role Users having the Purchasing Manager role can approve PRs and POs and report on users in their approval group.

Purchase Orders:

Purchaser - Users having this role can view, create, edit, and delete POs and has access to PO reports (PO Status, PO Details, and Project Commitments Details)

Purchase Order Viewer - Users having this role can view POs and PO reports (PO Status and PO Details, and Project Commitments Details). If the user is also designated as a subcontractor on the Roles tab, then the Vendor organization access will be limited to the user's person organization.

Project PO Viewer - Users having this role have Project and Owning Organization Access and **will have read-only access to PO reports**.

Purchase Order Assigner - Users having this role can view, create, and edit PO assignments.

Project Resource Assigner - Users having this role can Use a PO to create a project assignment from the Contracts > Projects menu. They ensure that project assignments map to a PO assignment

Purchasing Roles that Administrators do not assign. They are obtained when the user is assigned on a PO. If the user is removed from all POs as the PO Owner, then the role will be removed from that user and from any alternates for that user.

- **PO Owner** - Users having this role can be used to designate who is responsible for the Purchase Order (PO). It does not give access to PO list page, but does give restricted access to their PO reports
- **Receiver/Approver** - Users having this role can approve Vendor Invoices and report on POs.

Receipt of Items:

Receipt User- Users having this role can view, create, edit, delete, and submit Receipts of Items associated with a PO

Receipt Viewer- Users having this role can view Receipts of Items associated with a PO

System Administrator – Setup

- Configuration Properties
- Setup - Approval Groups
- Forms
- Alerts
- Person – Non-Employee (PO) and Assign Vendor
- Project – Require PO for Non-Employee (PO)

Complete the Basic Purchasing Configuration:

- Admin Properties
- Admin Setup
    - Items and Units of Measure
    - Alerts
    - Purchasing Approval Groups
    - Purchase Requisition and Purchase Order UDFs
    - Purchase Order Forms
- People Setup
- Project Setup

People Setup:

- Assign the Roles of Timesheet User and Expense User
- Set up Subcontractor(s) as People with the Classification of "Non-Employee PO." This ties to the Project requirement to require a PO number if the Person Classification is "Non-Employee PO."
- Enter the Vendor Organization on both the Time and Expense tabs.

Project Setup:

On the Project Time (Expense) tab – select the setting to require a PO Assignment for a Non-Employee (PO) person.

Projects have a field called Require PO for Non-Employee (PO) Time on the Time tab, and Require PO for Non-Employee (PO) Expense on the Expense tab. If these are checked, then timesheets and expense reports for subcontractors classified as Non-Employee (PO) on their People profile must be tied to an Open PO.

Purchasing CPSR Compliant

For those subject to Contractor Purchasing System Reviews (CPSR), Unanet functionality can be used to track the necessary information for compliance.

Procurement Under US Government (USG) Contracts

Overview

The USG has the powers of taxation and spending from the Constitution and buys more goods and services than any other person/entity. The Department of Defense is the largest buyer (via contract) in the USG. In essence, contractors are spending the taxpayer's dollar on behalf of the USG. There is significant risk for the USG and taxpayer when contractors procure goods and services in support of USG contracts, so USG procurement is highly regulated environment as a result. Conducting Contractor Purchasing System Reviews (CPSRs) is one of many ways for the USG to manage risk.

CPSR Objective (FAR 44.301)

The objective of the CPSR is to evaluate the efficiency and effectiveness with which the contractor spends USG funds and complies with USG policy when subcontracting. CPSR provides the Administrative Contracting Officer (ACO) a basis for granting, withholding, or withdrawing approval of the contractor's purchasing system. The CPSR looks at direct billable purchases to protect the USG's interests and manage/mitigate risk. The CPSR includes reviewing the purchasing process and ensuring sound practices are in place that are compliant with the FAR and public laws.

Defense Contract Management Agency (DCMA) is charged with reviewing contractors' purchasing systems when the purchasing system is effectively under the cognizant of a DCMA ACO. DCMA CPSR Group's Mission: "Ensure that [Government] suppliers have purchasing systems in place that contribute to effective subcontract management. Effective subcontract management includes development of, as well as performance to internal policy and procedures, public law and adequacy of cost and price analyses performed on subcontractors."

For DFARS system criteria, see section 252.244-7001(c) here: https://www.acq.osd.mil/dpap/dars/dfars/html/current/252244.htm

Below are the current DCMA CPSR P&P requirements and report elements:

1. Policy and Procedure Manual
2. Truthful Cost or Pricing Data (TINA)
3. Cost Accounting Standards (CAS)
4. Prior Consent and Advance Notification
5. Small Business Subcontracting Plans
6. Protecting the Government's Interest with Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment
7. Limitation on Use of Appropriate Funds to Influence Certain Federal Contracting and Financial Transactions (PTI/Anti-Lobbying)
8. Defense Priorities and Allocations System (DPAS)
9. Federal Funding Accountability and Transparency Act (FFATA) of 2006
10. Counterfeit Parts Mitigation and Surveillance

11. Price Analysis
12. Source Selection
13. Negotiations
14. Make-or-Buy Program
15. Limitations on Pass-through Charges
16. Documentation
17. Training
18. Internal Review/Self-Audit
19. Mandatory FARS/DFARS Flow Down Requirements/Terms and Conditions
20. Purchase Requisition Process
21. Commercial Item Determination
22. Subcontract Types
23. Procurement Authority
24. Restrictions on the Acquisition of Specialty Metals/Articles containing Specialty Metals
25. Supply Chain Management Process
26. Subcontracts/Vendor Closeout Process
27. Long-Term Purchasing Arrangements
28. Handling Change Orders and Modifications
29. Intra/Inter-Company, Affiliate, or Subsidiary Transactions
30. Buy American Act

Risks of a Disapproved Purchasing System

These include:

- Elevating AN&C to subcontract requirements, which may cause delivery/performance delays
- Impact to your competitive position, both writing to approved business systems and your overall evaluated price in proposals
- Influencing Government-wide notification (CBARS) and resultant reactions by procuring agency customers
- Potential of overall negative perception across your business systems leading to further DCAA/DCMA oversight
- Payment withholds affecting cash flow under DFARS Business Systems Rules

User-Defined Fields (UDFs)

Up to 20 UDFs can be customized and used to track information on PRs and POs. Below are examples of how the System Administrator could set up the UDFs in order to be **CPSR compliant.**

UDF 1: "Order Type"

- Hybrid subcontracts should reflect the dominant subcontract type
- Data Type = Pick List

Code	Description
A	FIRM FIXED PRICE (FFP)
B	FIRM FIXED PRICE (FFP)-FAR PART 12 (Commercial Item)
C	FIXED PRICE-LEVEL OF EFFORT (FP-LOE)
D	TIME AND MATERIALS (T&M)/ LABOR HOUR (T&M)
E	TIME AND MATERIALS (T&M)/LABOR HOUR-FAR PART 12 (Commercial Item)
F	COST PLUS FIXED FEE (CPFF)
G	COST PLUS AWARD FEE (CPAF)
H	COST REIMBURSABLE
I	LEASE

UDF 2: "Agreement Indicator"

- If this order was placed in accordance with an established agreement, indicate which type
- Data Type = Pick List

Code	Description
A	BASIC AGREEMENT (BA)
B	BASIC ORDERING AGREEMENT (BOA)
C	CONSULTING AGREEMENT (CA)
D	CORPORATE COMMODITY AGREEMENT (CCA)
M	MASTER SERVICE PROVIDER AGREEMENT (MSA)
I	INDEFINITE DELIVERY/INDEFINITE QUANTITY (IDIQ)
V	VALUE ADDED RESELLER AGREEMENT (VAR)
X	N/A

UDF 3: "Source Justification"

- How this order was selected
- Data Type = Pick List

Code	Description
A	ADEQUATE PRICE COMPETITION (No SBs solicited)
B	ADEQUATE PRICE COMPETITION (SBs solicited)
C	COMPETITION ATTEMPTED-NOT ACHIEVED
D	CUSTOMER DIRECTED
E	ENGINEERING DIRECTED
F	FOLLOW-ON DEVELOPMENT
G	ONLY QUALIFIED/APPROVED SOURCE
H	ECONOMICALLY JUSTIFIED
I	UNIQUE CONCEPT OR ABILITY
J	TECHNICAL COMPATIBILITY
M	MENTOR-PROTEGE AGREEMENT
P	PROPRIETARY ITEM
R	SB SET-ASIDE
U	REGULATED UTILITY

UDF 4: "Price Analysis Technique"

- How the price was determined to be fair and reasonable
- Data Type = Pick List

Code	Description
---	ADEQUATE PRICE COMPETITION (INSERT # OF RESPONSIVE BIDS)
H	HISTORICAL PRICE COMPARISON
C	CATALOG OR MARKET PRICE
P	PARAMETRIC ANALYSIS
I	INDEPENDENT ESTIMATE
S	SIMILAR ITEM COMPARISON
O	UNAUTHORIZED COMMITMENT

UDF 5: "TINA/CAS Applicability"

- Data Type = Pick List

Code	Description
M	TINA/CAS NOT APPLICABLE
C	CAS COVERED/NO TINA
T	TINA COVERED/NO CAS
Q	TINA COVERED/CAS COVERED

UDF 6: "Special Contract Provisions"

- Data Type = Pick List

Code	Description
A	MINIMUM LABOR QUALIFICATIONS
B	SERVICE CONTRACT ACT
C	MINIMUM LABOR QUALIFICATIONS & SERVICE CONTRACT ACT
D	DEFENSE BASE ACT (DBA)
X	NO SPECIAL CONTRACT PROVISIONS

UDF 7: "Small Business Plan (>$700K)"

- Data Type = Pick List

Code	Description
A	LARGE BUSINESS-SB PLAN REQUIRED
B	LARGE BUSINESS-NO SUBCONTRACTING OPPORTUNITIES EXIST
X	SMALL BUSINESS/FOREIGN BUSINESS/COMMERCIAL ITEM-SB PLAN NOT REQUIRED

UDF 8: "Contracting Officer Advance Notification/Consent Required"

- Data Type = Pick List

Code	Description
A	ADVANCE NOTIFICATION REQUIRED
C	CONSENT REQUIRED
X	NO REQUIREMENTS FOR CONTRACTING OFFICER ADVANCE NOTIFICATION OR CONSENT

UDF 9: "Audit Status"

- Data Type = Pick List

Code	Description
1	FULLY COMPLIANT FILE
2	MINOR ERRORS THAT CAN BE FIXED TO MAKE FILE FULLY COMPLIANT (FIX AND RE-STATUS)
3	MAJOR ERRORS THAT ARE NON-RECTIFIABLE (MITIGATE RISK AND DOCUMENT FILE ACCORDINGLY)
4	NON-RECTIFIABLE (UNAUTHORIZED COMMITMENT BY NON-PROCUREMENT PERSONNEL)-MANAGEMENT ACTION TAKEN AND ADDRESSED IN FILE
5	NON-RECTIFIABLE (PROCUREMENT ERROR)-MANAGEMENT ACTION TAKEN AND ADDRESSED IN FILE
Q	COMPLIANT RELEASE TO CURRENT YEAR IDIQ W/STATUS 1 OR 2
M	COMPLIANT RELEASE TO PREVIOUS FY IDIQ W/STATUS 1 OR 2
L	LETTER SUBCONTRACT

Reference Links

Unanet GovCon Glossary of Terms

Search Unanet's Help Docs and Support Portal **support.unanet.com**

General Reference

Training and Financial Guides

Purchasing

Search Help Docs - Financials - Purchasing

Search Support - Sys Doc **|** *Purchasing - Admin Properties*
Search Support - Sys Doc **|** *Purchasing - Initial Considerations*
Search Support - Sys Doc **|** *Purchasing - Scenario A - Sub Time In Timesheets*
Search Support - Purchase Requisitions
Search Support - Purchase Orders
Search Support - Create A Purchase Order Without A Purchase Requisition
Search Support - Purchasing Approvals
Search Support - Purchase Order Formats
Search Support - Purchasing Alerts Preferences
Search Support – Purchasing Receipts
Search Support - Purchase Order Assignments
Search Support - Create Project Assignments From A Purchase Order Assignment
Search Support - Purchase Orders - Mods and Misc
Search Support - Manage An Existing Purchase Requisition
Search Support - Manage An Existing Purchase Order
Search Support - Purchasing Report On Commitments
Search Support - Purchasing Compliance

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NEXT STEPS

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