

# Oracle / PeopleSoft Decommitment for the Contract Administrator

---

CREATED ON 12/12/2014



## Table of Contents

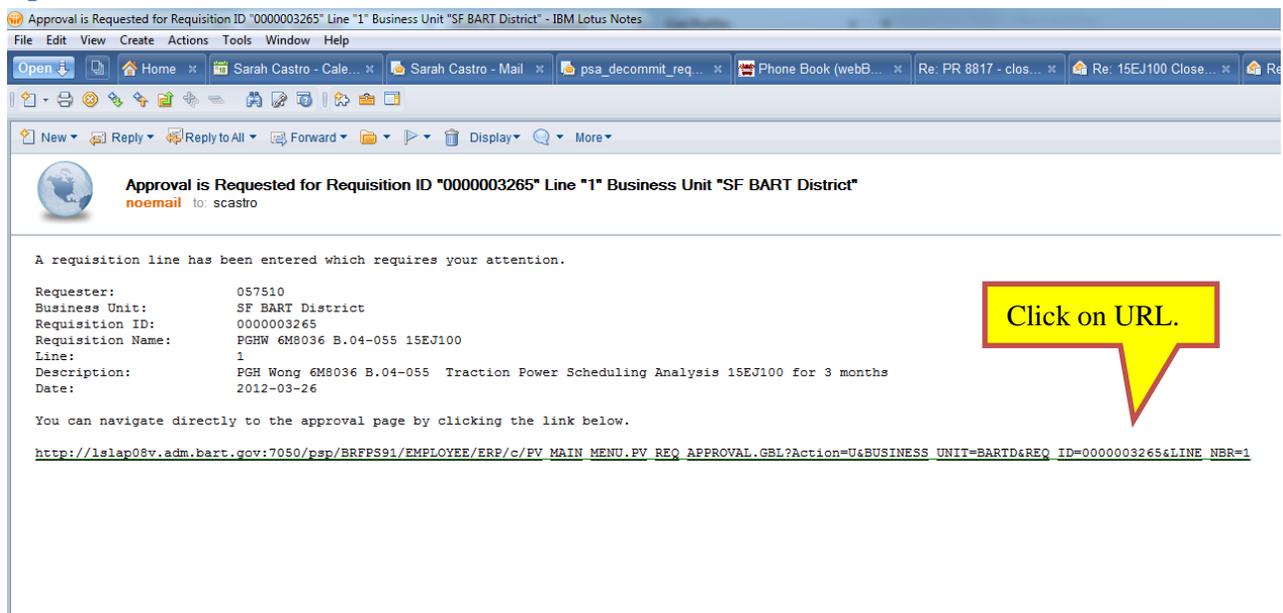
<b>1. REQUISITION APPROVAL</b> .....	<b>4</b>
Option 1: Email .....	4
Option 2: Worklist .....	5
Option 3: Approve Requisition.....	6
Requisition Approval .....	7
Decommitment Form Example .....	11
<b>2. APPROVE CHANGE REQUEST</b> .....	<b>15</b>
<b>3. DISPATCH PO</b> .....	<b>16</b>
<b>4. CLOSE PURCHASE ORDER</b> .....	<b>16</b>
Buyer Workbench .....	16
Qualified PO .....	21
Unqualified PO .....	24
Overriding an Unqualified PO .....	25
<b>5. CLOSING A CONTRACT</b> .....	<b>27</b>
<b>APPENDIX A: CLEANING UP WORKLIST</b> .....	<b>31</b>
<b>RESOURCES</b> .....	<b>32</b>
Contact Information .....	32

## 1. Requisition Approval

The Buyer / Contract Administrator will be inserted as the last approver on the requisition. There are 3 options to perform the requisition approval action.

1. The system will send an email.
2. The system will generate a worklist Entry
3. Navigate directly to the Manage Requisition Approval page

### Option 1: Email



The screenshot shows an IBM Lotus Notes email window. The subject line is "Approval is Requested for Requisition ID '0000003265' Line '1' Business Unit 'SF BART District'". The email body contains the following information:

A requisition line has been entered which requires your attention.

Requester: 057510  
Business Unit: SF BART District  
Requisition ID: 0000003265  
Requisition Name: PGHW 6M8036 B.04-055 15EJ100  
Line: 1  
Description: PGH Wong 6M8036 B.04-055 Traction Power Scheduling Analysis 15EJ100 for 3 months  
Date: 2012-03-26

You can navigate directly to the approval page by clicking the link below.

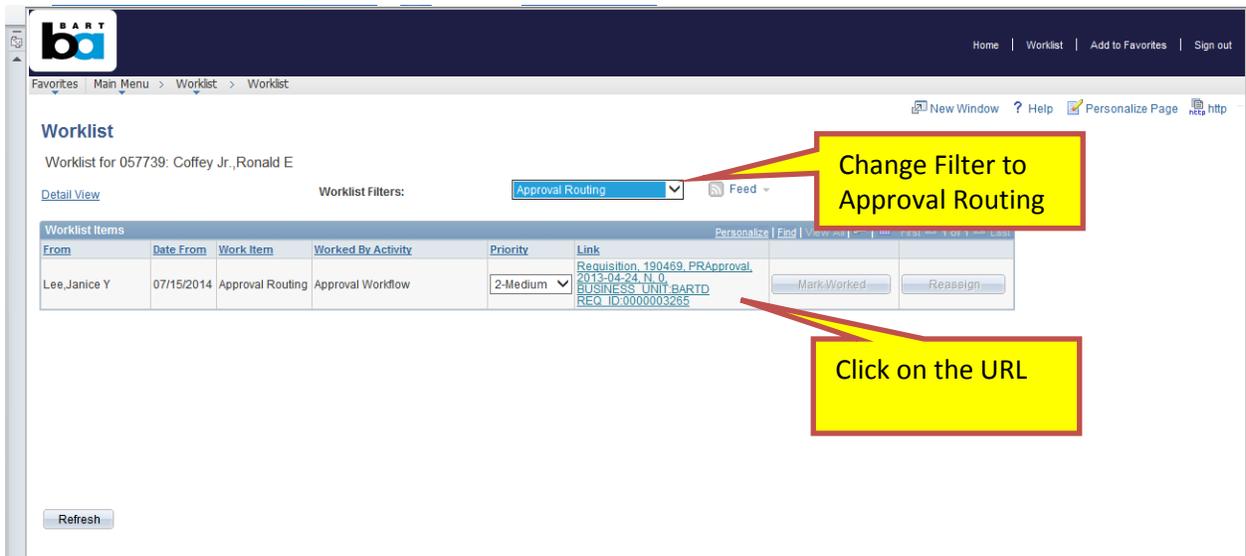
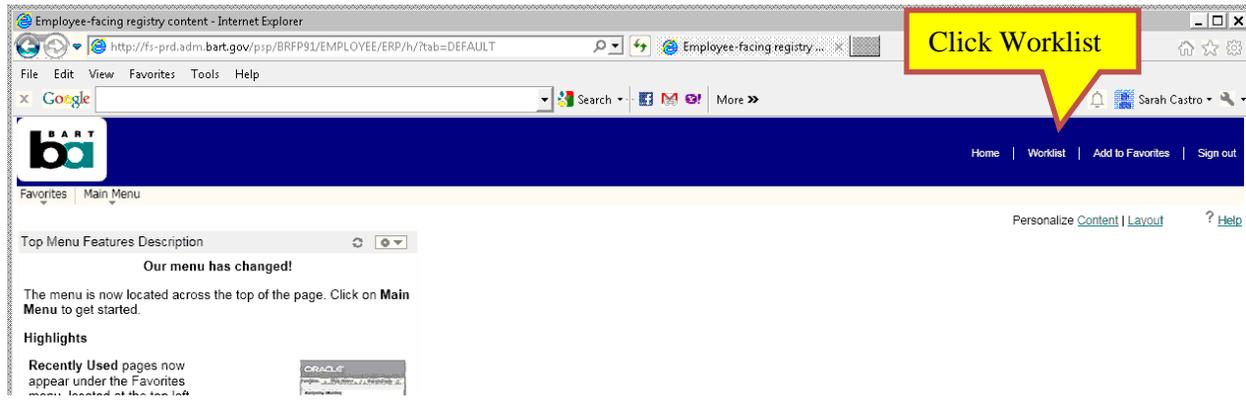
[http://lslap08v.adm.bart.gov:7050/psp/BRFPS91/EMPLOYEE/ERP/c/PV\\_MAIN\\_MENU.PV\\_REQ\\_APPROVAL.GBL?Action=U&BUSINESS\\_UNIT=BARTD&REQ\\_ID=0000003265&LINE\\_NBR=1](http://lslap08v.adm.bart.gov:7050/psp/BRFPS91/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_APPROVAL.GBL?Action=U&BUSINESS_UNIT=BARTD&REQ_ID=0000003265&LINE_NBR=1)

A yellow callout box with a red border points to the URL, containing the text "Click on URL."

Note: The system will ask you to sign into PeopleSoft Financials if you are not already logged into the system.

Skip to Requisition Approval

## Option 2: Worklist



Note: You will not need to use the Filter if you have removed all of the Transaction Approved messages from your worklist. See Appendix A for cleaning up worklist.

Skip to Requisition Approval.

### Option 3: Approve Requisition

If you can't find the email or worklist entry you can navigate directly to the Manage Requisition Approval page.

Favorites | Main Menu > eProcurement > Manage Requisition Approvals

### Manage Requisition Approvals

**Search Requisitions**

To locate requisitions that require your approval (or requisitions that previously required your approval), edit the criteria below and click the Search button.

Requisition ID:	<input type="text"/>	Requisition Name:	<input type="text"/>
Business Unit:	<input type="text"/>	*Status:	<input type="text" value="Pending"/>
Date From:	<input type="text"/>	Date To:	<input type="text" value="12/12/2014"/>
Requester:	<input type="text"/>	Entered by:	<input type="text"/>

[Show Advanced Search](#)

**Requisitions**

[Create New Requisition](#)      [Manage Requisitions](#)

Make sure you clear all of the filters and click Search.

# Requisition Approval

[Favorites](#) | [Main Menu](#)

## Requisition Approval

Business Unit: BARTD  
Requisition ID: 000002310  
Requisition Name: 6M8046 KKCS B.03-01  
Requester: [Tan Vicki](#)  
Entered on:  
Status:  
Priority:  
Budget Status:

Total Amount: 102,483.65 USD

Click arrow to expand section.

Requester's Justification:  
*No justification entered by requester.*

[View printable version](#)

### Line Information

Line	Item Description	Vendor Name	Quantity	UOM	Price	Requester's Comments
<input checked="" type="checkbox"/>	1 6M8046 KKCS B.03-01: ISRC Co...	KAL KRISHN-001	1.0000	EA	102,483.65000 USD	

[Select All / Deselect All](#)

### Change Request Line(s)

### Review/Edit Approvers

### Enter Approver Comments

[Return to Worklist](#)

[Approval History](#)

Favorites Main Menu

### Requisition Approval

**Business Unit:** BARTD  
**Requisition ID:** 0000002310  
**Requisition Name:** 6M8046 KKCS B.03-01  
**Requester:** [Tan,Vicki](#)  
**Entered on:** 10/27/2011  
**Status:** Pending **Total Amount:** 102,483.65 USD  
**Priority:** Medium  
**Budget Status:** Not Checked

**Requester's Justification:**  
*No justification entered by requester.*

[View printable version](#)

**Line Information**

Line	Item Description	Vendor Name	Quantity	UOM	Price	Comments
1	6M8046 KKCS B.03-01: ISRC Co...	KAL KRISHN-001	1.0000	EA	102,483.65000 USD	

Select All / Deselect All

**Change Request Line(s)**

Line	Sched	Field Name	New Field Value	Prior Value	Reason Code
1		1 Requisition Price	102483.65000	102882.00000	LCA

**Review/Edit Approvers**

Enter Approver Comments

[Return to Worklist](#) [Ap](#)

Click to review backup documentation

\*\*\*This number should match the amount on the Decommitment Form. (see page 9)

### Requisition Comments

#### Line Information

Line	Item Description	Vendor Name	Quantity	UOM	Price
1	6M8046 KKCS B.03-01: ISRC Co...	KAL KRISHN-001	1.0000	EA	102,483.65000 USD

#### Comments

<< \*\*User Comments: This trend is for William Romesburg of CIT COM to provide contract development for project 70HP  
Service Period: September 1, 2011 to December 31, 2011  
Est. Cost: 102,882; Fixed Fee: \$2,352  
Project Manager: Kevin Copley  
Terms and Conditions of Agreement

Click the view button to access attached documentation.

You may need to navigate to the next page to view the correct attachment.

#### Attachments

Attached File	View	Send to Vendor
1 WP-B.03-01-10252011.pdf	<input type="button" value="View"/>	<input type="checkbox"/>
2 Decommitment_6M8046_B.03_PO_4291.pdf	<input type="button" value="View"/>	<input type="checkbox"/>
3 ICE_KKCS_B.03-01.pdf	<input type="button" value="View"/>	<input type="checkbox"/>
4 Tech_Eval_B.03-01_.pdf	<input type="button" value="View"/>	<input type="checkbox"/>

[Return to Previous Page](#)

Requisition Comments

**Line Information**

Line	Item Description	Vendor Name	Quantity	UOM	Price
1	6M8046_KKCS_B.03-01_ISRC Co...	KAL KRISHN-001	1.0000	EA	102,483.65000 USD

**Comments**

<< \*\*User Comments: This trend is for William Romesburg of CIT COM to provide contract development for project 79HP.  
Service Period: September 4 December 2011.  
Est. Cost: 102,882; Fixed Fee: \$2,352.  
Project Manager: Kevin Copley  
Terms and Conditions of Agreement No. 6M8046 apply to this PO. >>

**Attachments**

Attached File	View	Send to Vendor
1 WP-B.03-01-10252011.pdf	<input type="button" value="View"/>	<input type="checkbox"/>
2 Decommitment_6M8046_B.03_PO_4291.pdf	<input type="button" value="View"/>	<input type="checkbox"/>
3 ICE_KKCS_B.03-01.pdf	<input type="button" value="View"/>	<input type="checkbox"/>
4 Tech_Eva_B.03-01_.pdf	<input type="button" value="View"/>	<input type="checkbox"/>

[Return to Previous Page](#)

Click open.

Note This step is browser and browser setting specific. The attachment may open automatically.

Do you want to open or save Decommitment\_6M8046\_B.03\_PO\_4291.pdf from lslap08vadm.bart.gov?

# Decommitment Form Example

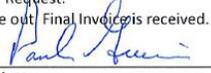
## De-commitment Form

Click on Sign to add text and place signatures on a PDF file.

Please attach form to existing modified Requisition along with supporting documentation.  
If no requisition exists, then email form to PSA\_DECOMMIT\_REQUEST.

Date of Request	8/6/14	Contract ID	6M8046	Requestor	Vicki Tan 	Contract Administrator:	Steve Alva	Ref. Requisition No.:	2310
Type of Contract/Agreement.....						Public Works Construction	On-Call Services	Other	
							X		
Should the entire Purchase Order be closed?.....						Yes	No		
Should the system Contract be closed?.....						X		X	
Has a final invoice been paid for the Contract/Agreement/Work Scope?.....						X			
<p><b>Note:</b> Closing the Purchase Order will close out each line of the Purchase Order regardless of what Project is charged to the open lines. If you are only closing out one Project and the Purchase Order identifies multiple Projects, your answer to the above question would be No.</p>									
a	b	c	d	e	f				
			Merchandise Amount	Changed Amount					
Vendor Name	Purchase Order No.	Purchase Order Line # that is associated to the encumbrance you wish to return back to the budget	Current Line Amount	To de-commit the remaining balance you should enter the total amount of the Vouchers paid against the Purchase Order Line.	Capital - Project, Activity or Operating - Deptid, Account				
Kal Krishnan Consulting Services, Inc.	4291	1	\$102,882.00	\$102,483.65	79HP000 SIMDV				

Explanation for Request:  
Work Plan close out. Final Invoice is received.

Approval:  8/6/2014   
Signature Print Name

\*\*\*This number should match the amount on the Requisition Approval page. (see page 6)

### Requisition Approval

**Business Unit:** BARTD  
**Requisition ID:** 000002310  
**Requisition Name:** 6M8046 KKCS B.03-01  
**Requester:** [Tan Vicki](#)  
**Entered on:** 10/27/2011  
**Status:** Pending  
**Priority:** Medium  
**Budget Status:** Not Checked

**Total Amount:** 102,483.65 USD

**Requester's Justification:**

*No justification entered by requester.*

[View printable version](#)

Line Information

Line	Item Description	Vendor Name	Quantity	UOM	Price	Comments
1	6M8046 KKCS B.03-01: ISRC Co...	KAL KRISHN-001	1.0000	EA	102,483.65000 USD	

Select All / Deselect All

Change Request Line(s)

Line	Sched	Field Name	New Field Value	Prior Value	Reason Code
1		1 Requisition Price	102483.65000	102882.00000	LCA

Review/Edit Approvers

Approver Comments

[Return to Worklist](#)

[Approval History](#)

(Optional): Expand to view Approvers.

### Requisition Approval

**Business Unit:** BARTD  
**Requisition ID:** 000002310  
**Requisition Name:** 6M8046 KKCS B.03-01  
**Requester:** [Tan, Vicki](#)  
**Entered on:** 10/27/2011  
**Status:** Pending **Total Amount:** 102,483.65 USD  
**Priority:** Medium  
**Budget Status:** Not Checked

**Requester's Justification:**  
*No justification entered by requester.*

[View printable version](#)

#### Line Information

Line	Item Description	Vendor Name	Quantity	UOM	Price	Comments
1	6M8046 KKCS B.03-01: ISRC Co...	KAL KRISHN-001	1.0000	EA	102,483.65000 USD	

Select All / Deselect All

#### Change Request Line(s)

Line	Sched	Field Name	New F...	Prior Value	Reason Code
1	1	Requisition Price	1024...	102882.00000	LCA

#### Review/Edit Approvers

##### Capital

**Line 1: Pending** [View/Hide Comments](#)

6M8046 KKCS B.03-01: ISRC Contract Development (79HP)

**Capital**

Approved  **Velasquez, Maria**  
BART Project Financial Analyst  
08/07/14 - 09:52 AM

Approved  **Drew Linde**  
Project Managers  
08/07/14 - 10:09 AM

Approved  **Guerin, Paul**  
Inserted Approver  
08/07/14 - 10:34 AM

Approved  **Christopher Igo**  
Grants Compliance Analysts  
08/19/14 - 11:14 AM

Pending  **Alva, Steve A**  
Inserted Approver

**Comment History**

Click Approve button.

#### Enter Approver Comments

[Return to Worklist](#)

[Approval History](#)

[Favorites](#) | [Main Menu](#)

Requisition Approval

Confirmation

✓ **6M8046 KKCS B.03-01 has been approved.**

Review/Edit Approvers

**Capital**

Line 1: **Approved** [View/Hide Comments](#)

6M8046 KKCS B.03-01: ISRC Contract Development (79HP)

**Capital**

<b>Approved</b> ✓ Velasquez, Maria BART Project Financial Analyst 08/07/14 - 09:52 AM	<b>Approved</b> ✓ Drew Linde Project Managers 08/07/14 - 10:09 AM	<b>Approved</b> ✓ Guerin, Paul Inserted Approver 08/07/14 - 10:34 AM	<b>Approved</b> ✓ Christopher Igo Grants Compliance Analysts 08/19/14 - 11:14 AM	<b>Approved</b> ✓ Alva, Steve A Inserted Approver 08/19/14 - 11:21 AM
--	--	---	---	--

Comment History

[Return to Worklist](#)

Note: The changed requisition must be approved and budget checked. Final Approval will automatically trigger the budget check process.

## 2. Approve Change Request

Once the Requisition is approved the next step is to approve the change request.

Favorites Main Menu > Purchasing > Purchase Orders > Manage Change Orders > Approve Change Requests

### Selection Criteria

Business Unit:

PO Number:

Vendor:

Vendor ID:

Vendor Name:

Buyer:

Purchase Order Reference:

Review Complete:

PO Updated:

Change Order Source:

Enter your Buyer ID

OK Cancel Refresh

Click OK

### Approve Change Requests

Change Header	Change Reason								
Sel	Business Unit	PO ID	*Approval Status	Change Order	Change Order Source	Date/Time	Reviewed	Reviewed On	Modified By
<input type="checkbox"/>	BARTD	0000004738	Approved	1	ePro	10/03/2014 1:45:39PM	<input type="checkbox"/>		060873
<input type="checkbox"/>	BARTD	0000006793	Approved	1	ePro	10/15/2014 2:16:42PM	<input type="checkbox"/>		060128
<input type="checkbox"/>	BARTD	0000009002	Approved	1	ePro	09/22/2014 8:19:25AM	<input type="checkbox"/>		060128
<input type="checkbox"/>	BARTD	0000010168	Approved	1	ePro	11/04/2014 8:15:48AM	<input checked="" type="checkbox"/>	11/21/2014	SJONES
<input checked="" type="checkbox"/>	BARTD	0000011257	Not Approved	1	ePro	11/21/2014 8:33:52AM	<input type="checkbox"/>		060128
<input type="checkbox"/>		0000011994	Approved	1	ePro	03/14/2014 12:15:06PM	<input type="checkbox"/>		060128
<input type="checkbox"/>			Approved	1		10/22/2014 2:04:05PM	<input type="checkbox"/>		JONES

Check the PO that you want to approve

Change the Status from Not Approved to approved

Check the Reviewed box

Show Detail Entry  
Purchase Order Inquiry

Save Notify Refresh

Add Update/Display Include History Correct History

## Approve Change Requests

Approve Change Requests										
Change Header		Change Reason								
Sel	Business Unit	PO ID	*Approval Status	Change Order	Change Order Source	Date/Time	Reviewed	Reviewed On	Modified By	P O A
<input type="checkbox"/>	BARTD	0000004738	Approved	1	ePro	10/03/2014 1:45:39PM	<input type="checkbox"/>		060873	<a href="#">P O A</a>
<input type="checkbox"/>	BARTD	0000006793	Approved	1	ePro	10/15/2014 2:16:42PM	<input type="checkbox"/>		060128	<a href="#">P O A</a>
<input type="checkbox"/>	BARTD	0000009002	Approved	1	ePro	09/22/2014 8:19:25AM	<input type="checkbox"/>		060128	<a href="#">P O A</a>
<input type="checkbox"/>	BARTD	0000010168	Approved	1	ePro	11/04/2014 8:15:48AM	<input checked="" type="checkbox"/>	11/21/2014	SJONES	<a href="#">P O A</a>
<input type="checkbox"/>	BARTD	0000011257	Approved	1	ePro	11/21/2014 8:33:52AM	<input checked="" type="checkbox"/>	12/10/2014	SUPPUGA	<a href="#">P O A</a>
<input type="checkbox"/>	BARTD	0000011994	Approved	1	ePro	03/14/2014 12:15:06PM	<input type="checkbox"/>		060128	<a href="#">P O A</a>
<input type="checkbox"/>	BARTD	20LZ-110	Approved	4	ePro	10/22/2014 2:04:05PM	<input type="checkbox"/>		SJONES	<a href="#">P O A</a>

[Search](#)

[Show Detail Entry](#)

[Purchase Order Inquiry](#)

Click Save and write down the PO Number

Note: The system will run the Process Change Order and PO budget check processes every hour on the hour.

### 3. Dispatch PO

The purpose of Dispatch is to send the Vendor a copy of the changed PO.

Note: You must wait for the hourly Process Change Order and Budget Check program to run.

Navigation: Main Menu > Purchasing > Purchase Order > Add/Update PO

Instructions: Search for the changed PO number and click the Dispatch the PO by clicking the Dispatch icon.

### 4. Close Purchase Order

When the Requester has requested the Purchase Order to be closed on the Decommittment form you will need to close the PO using the Buyer Workbench. You will only close PO's when they qualify. If they do not qualify you will need to review the log and send Sarah Castro an email providing the reason it doesn't qualify.

### Buyer Workbench

In this exercise you will learn how to [Close a Purchase Order](#).

Navigation: Main Menu > Purchasing > Purchase Orders > Buyer's Workbench

## Buyer's WorkBench

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

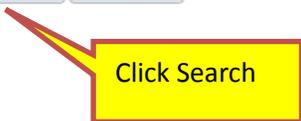
Business Unit: = ▼  🔍

WorkBench ID: begins with ▼

Description: begins with ▼

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)



[Find an Existing Value](#) | [Add a New Value](#)

Business Unit: =    
WorkBench ID: begins with   
Description: begins with   
 Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

### Search Results

View All First  1-5 of 5  Last

Business Unit	WorkBench ID	Description
BARTD	1	CANCEL
BARTD	CLAUDIA	contracts
BARTD	CLOSE	3448
BARTD	CLOSES	CLOSE PO
BARTD	LEEWB	Buyer WB

Click 'CLOSE'.

### Buyer's WorkBench

## Filter Options

Business Unit: BARTD WorkBench ID: CLOSE

Description: 9448

Enter search criteria and click on Search. Leave blank for all values.

#### Search Criteria

Purchase Order:	<input type="text" value="0000005455"/>	<input type="text" value="0000005455"/>
PO Date:	<input type="text"/>	To: <input type="text"/>
Activity Date:	<input type="text"/>	To: <input type="text"/>
Due Date:	<input type="text"/>	To: <input type="text"/>
Request BU:	<input type="text"/>	Requisition ID: <input type="text"/>
Vendor ID:	<input type="text"/>	
Item ID:	<input type="text"/>	
Buyer:	<input type="text"/>	
Contract SetID:	<input type="text"/>	Contract Version: <input type="text"/>
Contract ID:	<input type="text"/>	
Release Number:	<input type="text"/>	
GPO ID:	<input type="text"/>	
GPO Contract:	<input type="text"/>	

Enter PO number.

Enter PO number.

#### Status

- Open
- Pending Appr
- Approved
- Dispatched
- Cancelled
- Include Closed

#### Receiving

Recv Reqd:

All     Not Received     Partially Received     Fully Received

#### Matching

- Required
- Not Required
- All     None     Partial Match     Fully Matched

#### Encumbrance

- Open Encumbrances

#### ChartFields

Personalize | Find | View All | First 1 of 1 Last

GL Unit	Account	Dept	Class	Fund	Bud Ref	Product	PC Bus Unit
<input type="text"/>							

Search

[Return to Buyer's WorkBench](#)

Notify

Refresh

Click 'Search'

### Buyer's WorkBench

Business Unit: BARTD      WorkBench ID: CLOSE  
\*Description: CLOSE PO

#### Select POs for Further Processing

List of Purchase Orders Personalize | Find | View All | Download | First | 1 of 1 | Last

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0000005455		Dispatched	N	03/28/2012	07/15/2014	0000010379	Coffey Jr., Ronald E	Standard	1		

Select  Clear All

Action:

**Check the box.**

Cancel  
Budget Check

Close

**Click 'Close'.**

Go To: [Set filter options](#)      [Process Request Options](#)  
[Process Monitor](#)      [View Processing Results](#)

Save

Notify Refresh

Favorites | Main Menu > Purchasing > Purchase Orders > Buyer's Workbench

Buyer's WorkBench

### Processing Results

Business Unit: BARTD      WorkBench ID: CLOSE  
 \*Description: CLOSE PO

Select POs for Further Processing

Accounting Date for Action: 07/16/2014  
 Update Budget Date Equal to Accounting Date

Not Qualified	Personalize	View All	First	1 of 1	Last
PO ID					Log

Qualified	Personalize	View All	First	1 of 1	Last
PO ID	Line	Sched	Distrib Line		
0000005455					

Proceed:   [Return to Buyer's WorkBench](#)

Click Yes to Proceed when your processing results qualify.

## Qualified PO

BART

Favorites | Main Menu > Purchasing > Purchase Orders > Buyer's Workbench

Buyer's WorkBench

### Processing Results

Business Unit: BARTD      WorkBench ID: CLOSE  
 \*Description: CLOSE PO

Select POs for Further Processing

Accounting Date for Action: 07/16/2014  
 Update Budget Date Equal to Accounting Date

Not Qualified	Personalize	View All	First	1 of 1	Last
PO ID					Log

Qualified	Personalize	View All	First	1 of 1	Last
PO ID	Line	Sched	Distrib Line		
0000005455					

Proceed:   [Return to Buyer's WorkBench](#)

Qualified PO's appear on the right side

Click 'Yes for qualified PO's.

Message

Continue to Close POs. (10224,10)

Note: See Unqualified PO at the end of this chapter if necessary.

Favorites | Main Menu > Purchasing > Purchase Orders > Buyer's Workbench

### Buyer's WorkBench

Business Unit: BARTD      WorkBench ID: CLOSE  
 \*Description: CLOSE PO

Select POs for Further Processing

List of Purchase Orders											
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0000005455		Complete	N	03/28/2012	07/16/2014	0000010379	Coffey Jr., Ronald E	Standard	1		

Select All     Clear All

Action:

Go To: [Set filter options](#)    [Process Request Options](#)  
[Process Monitor](#)    [View Processing Results](#)

Status will show Complete

Optional: Budget Check the Closed PO. This is optional because the system will run this process hourly.

Favorites | Main Menu > Purchasing > Purchase Orders > Buyer's Workbench

### Buyer's WorkBench

Business Unit: BARTD      WorkBench ID: CLOSE  
 \*Description: CLOSE PO

Select POs for Further Processing

List of Purchase Orders											
Purchase Order	Doc Status	PO Status	Hold	Procurement Card	Receipt Status	Backorder Status	Budget Status	NP Budget Status	Document Tolerance Status	Go To PO Activity Summary	Edit the PO?
<input checked="" type="checkbox"/> 0000005455		Complete	N		PO Not Received	Not Backordered	Not Chk'd	Valid Budget Check	Valid		

Select All     Clear All

Action:

Go To: [Set filter options](#)    [Process Request Options](#)  
[Process Monitor](#)    [View Processing Results](#)

Budget Status is "Not Chk'd"

Click Budget Check button to run Budget Check process

### Buyer's WorkBench

## Processing Results

Business Unit: BARTD WorkBench ID: CLOSE

\*Description: CLOSE PO

Select POs for Further Processing

Accounting Date for Action: 07/16/2014

Update Budget Date Equal to Accounting Date

Not Qualified	Personalize   View All	First 1 of 1 Last
<input type="checkbox"/>	PO ID	Log

Qualified	Personalize   View All	First 1 of 1 Last	
PO ID	Line	Sched	Distrib Line
0000005455			

Proceed:   [Return to Buyer's WorkBench](#)

Click Yes to Proceed with Budget Check process

### Buyer's WorkBench

## Processing Results

Business Unit: BARTD WorkBench ID: CLOSE

\*Description: CLOSE PO

Select POs for Further Processing

Accounting Date for Action: 07/16/2014

Update Budget Date Equal to Accounting Date

Not Qualified	Personalize   View All	First 1 of 1 Last
<input type="checkbox"/>	PO ID	Log

Qualified	Personalize   View All	First 1 of 1 Last	
PO ID	Line	Sched	Distrib Line
0000005455			

Proceed:   [Return to Buyer's WorkBench](#)

Message

Continue to Budget Check POs. (10224,69)

Click Yes

Favorites | Main Menu > Purchasing > Purchase Orders > Buyer's Workbench

### Buyer's WorkBench

Business Unit: BARTD      WorkBench ID: CLOSE  
 \*Description: CLOSE PO

Select POs for Further Processing

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0000005455		Complete	N	03/28/2012	07/16/2014	0000010379	Coffey Jr., Ronald E	Standard	1		

Select All     Clear All

Action:               
       

Go To: [Set filter options](#)    [Process Request Options](#)  
[Process Monitor](#)    [View Processing Results](#)

## Unqualified PO

Favorites | Main Menu > Purchasing > Purchase Orders > Buyer's Workbench

### Processing Results

Business Unit: BARTD      WorkBench ID: CLOSE  
 \*Description: 9448

Select POs for Further Processing

Accounting Date for Action: 06/20/2014  
 Update Budget Date Equal to Accounting Date

Not Qualified	PO ID	Log
<input checked="" type="checkbox"/>	0000001330	

Qualified	PO ID	Line	Sched	Distrib Line

Select All     Clear All

Proceed:         [Return to B](#)

Click the Log to review why PO did not qualify for Close. Email the screen print or retype the reason in the email along with the PO# to Sarah Castro. Do not override unless instructed.

Internet    100%

## Overriding an Unqualified PO

Do NOT override an unqualified PO unless instructed to do so by IT.

Favorites Main Menu > Purchasing > Purchase Orders > Buyer's Workbench

Buyer's WorkBench

### Processing Results

Business Unit: BARTD      WorkBench ID: CLOSE  
\*Description: CLOSE PO

Select POs for Further Processing

Accounting Date for Action: 07/16/2014   
 Update Budget Date Equal to Accounting Date

Not Qualified		
	PO ID	Log
<input checked="" type="checkbox"/>	6M1004Y12	

Qualified				
PO ID	Line	Sched	Distrib Line	
				

Select All     Clear All

Proceed:   [Return to Buyer's WorkBench](#)

 Notify     Refresh

**Check the box.**

**Click the arrow to move the PO to be qualified**

### Buyer's WorkBench

## Processing Results

Business Unit: BARTD      WorkBench ID: CLOSE

\*Description:

Select POs for Further Processing

Accounting Date for Action:

Update Budget Date Equal to Accounting Date

Not Qualified	Personalize	View All	First	1 of 1	Last
<input type="checkbox"/>					
PO ID			Log		

Qualified	Personalize	View All	First	1 of 1	Last
PO ID	Line	Sched	Distrib Line		
6M1004Y12					

[Select All](#)     [Clear All](#)

Proceed:   [Return to Buyer's WorkBench](#)

Click Yes

### Buyer's WorkBench

## Processing Results

Business Unit: BARTD      WorkBench ID: CLOSE

\*Description:

Select POs for Further Processing

Accounting Date for Action:

Update Budget Date Equal to Accounting Date

Not Qualified	Personalize	View All	First	1 of 1	Last
<input type="checkbox"/>					
PO ID			Log		

Qualified	Personalize	View All	First	1 of 1	Last
PO ID	Line	Sched	Distrib Line		
6M1004Y12					

[Select All](#)     [Clear All](#)

Proceed:   [Return to Buyer's WorkBench](#)

Message

Continue to Close POs. (10224,10)

Click Yes

## 5. Closing a Contract

The referenced Contract on the Decolmitment Form should be closed when the Requester has requested it. Follow the instructions to close a Contract.

**Navigation: Main Menu > Procurement Contracts > Add/Update Contracts**

Contract Entry

Click the tab Find an Existing Value

Find an Existing Value | Add a New Value

SetID: BARTD

Contract ID: NEXT

Contract Process Option: General Contract

Add

Find an Existing Value | Add a New Value

## Contract Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

### Search Criteria

SetID:	=	▼	BARTD	🔍
Contract ID:	begins with	▼	6m8036	✕
Contract Version:	=	▼		
Version Status:	=	▼		▼
Contract Process Option:	=	▼		▼
Short Vendor Name:	begins with	▼		🔍
Vendor Name:	begins with	▼		🔍
Master Contract ID:	begins with	▼		🔍

Enter the Contract defined on the form.

Correct History  Case Sensitive

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

Click Search

Find an Existing Value | [Add a New Value](#)

Contract Entry

### Contract

SetID: BARTD  
 Contract ID: 6M8036  
 \*Status: **Approved**  Approved Date: 03/30/2011

Administrator/Buyer: 057739 Coffey Jr., Ronald E

**Header**

Process Option: General Contract [Add Comments](#) [Activity Log](#)  
 Vendor: PGH WONG E-001 [Contract Activities](#) [Document Status](#)  
 Vendor ID: 0000010379 [Primary Contact Info](#) [Thresholds & Notifications](#)  
 Begin Date: 01/15/2010 [Order Agreement](#) [View Changes](#)  
 Expire Date: 02/08/2015 [Cases](#)  
 Renewal Date: [Primary](#)

Currency: USD CRRNT **Maximum Amount:** 15,000,000.00 USD  
 Primary Contact: **Line Item Released Amount:** 2,083,009.87  
 Vendor Contract Ref: **Category Released Amount:** 0.00  
 Description: CONV **Open Item Released Amount:** 11,223,953.03  
 Master Contract ID: **Total Released Amount:** 13,306,962.90  
 Tax Exempt **Remaining Amount:** 1,693,037.10  
**Remaining Percent:** 11.29

**Order Contract Options**

Allow Multicurrency PO  Allow Open Item Reference  Must Use Contract Rate Date **Rate Date:** 03/30/2011  
 Corporate Contract  Adjust Vendor Pricing First  Auto Default  
 Lock Chartfields  Price Can Be Changed on Order  
[PO Defaults](#) [Add Open Item Price Adjustments](#) [Price Adjustment Template](#)

**Voucher Contract Options**

Invoice Number: **Gross Amount:** 0.00 USD  
 AP Business Unit: **Freight Amount:** 0.00  
 Accounting Template: **Sales Tax Amount:** 0.00  
 Payment Terms ID: **VAT Amount:** 0.00  
 Basis Date Type: **Misc. Charge Amount:** 0.00

Select the Status

Contract Entry

### Contract

SetID: BARTD  
 Contract ID: 6M8036  
 \*Status: **Approved**  
 Administrator/Buyer: 057739 Coffey Jr., Ronald E

**Header**

Process Option: General Contract [Add Comments](#) [Activity Log](#)  
 Vendor: PGH WONG E-001 [Contract Activities](#) [Document Status](#)  
 Vendor ID: 0000010379 [Primary Contact Info](#) [Thresholds & Notifications](#)  
 Begin Date: 01/15/2010 [Order Agreement](#) [View Changes](#)  
 Expire Date: 02/08/2015 [Cases](#)  
 Renewal Date: [Primary](#)

Currency: USD CRRNT **Maximum Amount:** 15,000,000.00 USD  
 Primary Contact: **Line Item Released Amount:** 2,083,009.87  
 Vendor Contract Ref: **Category Released Amount:** 0.00  
 Description: CONV **Open Item Released Amount:** 11,223,953.03  
 Master Contract ID: **Total Released Amount:** 13,306,962.90  
 Tax Exempt **Remaining Amount:** 1,693,037.10  
**Remaining Percent:** 11.29

**Order Contract Options**

Allow Multicurrency PO  Allow Open Item Reference  Must Use Contract Rate Date **Rate Date:** 03/30/2011  
 Corporate Contract  Adjust Vendor Pricing First  Auto Default  
 Lock Chartfields  Price Can Be Changed on Order  
[PO Defaults](#) [Add Open Item Price Adjustments](#) [Price Adjustment Template](#)

**Voucher Contract Options**

Invoice Number: **Gross Amount:** 0.00 USD  
 AP Business Unit: **Freight Amount:** 0.00  
 Accounting Template: **Sales Tax Amount:** 0.00  
 Payment Terms ID: **VAT Amount:** 0.00  
 Basis Date Type: **Misc. Charge Amount:** 0.00

Select Closed

Scroll Down

Favorites | Main Menu > Procurement Contracts > Add/Update Contracts

▼ Voucher Contract Options

Invoice Number: Gross Amount: 0.00 USD  
 AP Business Unit: Freight Amount: 0.00  
 Accounting Template: Sales Tax Amount: 0.00  
 Payment Terms ID: VAT Amount: 0.00  
 Basis Date Type: Misc Charge Amount: 0.00  
[Miscellaneous Charges Retention](#)

▼ Contract Items

[Catalog Search](#)   [Item Search](#)   [Search for Contract Lines](#)

Lines Personalize | Find | View All | First | 1-7 of 15 | Last

Details | Order By Amount | Item Information | Default Schedule | Release Amounts | Release Quantities | Line Groupings | Spend Threshold

Line	Item	Description	UOM	Category	Merchandise Amt						Include for Release	Status
1		A.1-001 - 15ID000 - (55S-15ID-45-417-499)	LS	72131700	5,552.79						<input checked="" type="checkbox"/>	Active
2		A.1-1 CO#01 RE - 15ID000 (55S-15ID-45-413-499)	LS	72131700	72,937.29						<input checked="" type="checkbox"/>	Active
3		A.1-007 - 15ID000 (55S-15ID-45-414-499)	LS	72131700	86,805.31						<input checked="" type="checkbox"/>	Active
4		A.2 - 15PN000 (01F-15PN-45-530-499)	LS	72131700	660,709.50						<input checked="" type="checkbox"/>	Active
5		A.3-03 CMS - 04SF000 (61T-04SF-45-403-499)	LS	72131700	21,130.00						<input checked="" type="checkbox"/>	Active
6		A.4-6 RE/OE - 01VJ000 (59W-01VJ-45-47T-499)	LS	72131700	177,657.63						<input checked="" type="checkbox"/>	Active
7		A.6 - 15PD000 - (01F-15PD-45-520-499)	LS	72131700	120,945.00						<input checked="" type="checkbox"/>	Active

[View Category Hierarchy](#)   [Category Search](#)

▼ Contract Categories

Lines Personalize | Find | View All | First | 1 of 1 | Last

Details | Pricing Options | Release Amounts | Spend Threshold

Line	Description	Status
1		Active

**Save**

Save   Return to Search   Notify   Refresh   Add   Update/Display   Correct History

Note: A contract may be reopened by changing the status back to open or Approved.

# Appendix A: Cleaning up Worklist

**Worklist**  
Worklist for 057739: Coffey Jr., Ronald E

Worklist Filters:

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Pegram, Anthony R.	06/02/2011	Transaction Approved	Approval Workflow	2-Medium	<a href="#">PurchaseOrder_20502_POApproval_2011-03-26_N_0_BUSINESS_UNIT_BARTD_PO_ID:0000002411</a>	Mark Worked	Reassign
Richard J Wieczorek	06/03/2011	Transaction Approved	Approval Workflow	2-Medium	<a href="#">PurchaseOrder_20503_POApproval_2011-03-26_N_0_BUSINESS_UNIT_BARTD_PO_ID:0000002415</a>	Mark Worked	Reassign
Oji U Kanu	06/03/2011	Transaction Approved	Approval Workflow	2-Medium	<a href="#">PurchaseOrder_20711_POApproval_2011-03-26_N_0_BUSINESS_UNIT_BARTD_PO_ID:0000002432</a>	Mark Worked	Reassign
Richard J Wieczorek	06/08/2011	Transaction Approved	Approval Workflow	2-Medium	<a href="#">PurchaseOrder_21011_POApproval_2011-03-26_N_0_BUSINESS_UNIT_BARTD_PO_ID:0000002483</a>	Mark Worked	Reassign
Richard J Wieczorek	06/09/2011	Transaction Approved	Approval Workflow	2-Medium	<a href="#">PurchaseOrder_21011_POApproval_2011-03-26_N_0_BUSINESS_UNIT_BARTD_PO_ID:0000002485</a>	Mark Worked	Reassign
Oji U Kanu	06/10/2011	Transaction Approved	Approval Workflow	2-Medium	<a href="#">PurchaseOrder_21551_POApproval_2011-03-26_N_0_BUSINESS_UNIT_BARTD_PO_ID:0000002525</a>	Mark Worked	Reassign
Richard J Wieczorek	06/16/2011	Transaction Approved	Approval Workflow	2-Medium	<a href="#">PurchaseOrder_21552_POApproval_2011-03-26_N_0_BUSINESS_UNIT_BARTD_PO_ID:0000002527</a>	Mark Worked	Reassign
Richard J Wieczorek	06/16/2011	Transaction Approved	Approval Workflow	2-Medium	<a href="#">PurchaseOrder_21553_POApproval_2011-03-26_N_0_BUSINESS_UNIT_BARTD_PO_ID:0000002528</a>	Mark Worked	Reassign
					<a href="#">PurchaseOrder_23074_POApproval_</a>		

## Resources

### Contact Information

For help regarding this material:

- Sarah Castro [scastro@bart.gov](mailto:scastro@bart.gov) x4940