

PO Commitment Report and Tool (cont.)

Selecting Criteria for the Report and Tool

1. In the *Primary Selection* section, enter values in one or more of the fields as follows:

Selection Field	Description and Tips
BFR Code	The ten digit BFR Code for a <u>lowest level</u> Organizational Unit (you cannot enter a ten digit higher level BFR Code in this field). If a higher level of BFR Code is desired, use a partial BFR number with an * (asterisk) wildcard, for example 68605*. As an alternative, enter a range of BFR Codes or use  Multiple Selections and enter individual BFR Codes.
WBSE	The seven digit WBS Element / Project number – use the range field, or  Multiple Selections to select more than one WBSE. Also, you may use an * (asterisk) wildcard, example 393*, along with a BFR Code as selection criteria.

Primary Selection Fields Continued on Next Page.

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Selection Field	Description and Tips
WBSE End Date	Enter a date or use the  Calendar button to select the desired end date or range of end dates to include those WBSEs that meet this selection criteria in the report. The  Multiple Selections button is also available for other options on dates and date ranges. This is a required field. As a tip, use a date into the future, example 06/30/2999, to get all active WBSEs and not those ending by a certain date.
Purchasing Document	Enter the Purchase Order document number to select a specific purchase order, if desired. The * (asterisk) wildcard function is available, as well. .
Purchase Orders Created On or Before	Enter a date or use the  Calendar button to select POs created on or before that specific date, as desired. As a tip, if you are trying to find older PO commitments that are outstanding, enter a date further back into the past.

2. In the *Additional Selections* section, enter one or both of these selections, as desired:

Selection Field	Description and Tips
Responsible Person	<p>If entering a BFR Code in the Primary Selection section, use this optional field to enter the Duke Unique ID (DUID) of the Principal Investigator (PI) to further select WBSEs tied to that person.</p> <p>As a tip, use the  Drop-down button to find the DUID for a PI as and populate your Personal Value list as follows:</p> <ul style="list-style-type: none"> • Clicking the Show Search Criteria option • Enter part of the first or last name in ALL upper case and enclosed in * (asterisks), for example *HAYNES*. • To add the DUID and name of the PI to your own Personal Value List for future ease of selection, right mouse click on the desired row and select Add to Personal Value List. • To select the DUID and populate the field, click on the selection box or text for the row.
Grant Manager	<p>If entering a BFR Code in the Primary Selection section, use this optional field to enter the Duke Unique ID (DUID) of a Grant Manager to further select WBS Elements tied to that person. Use similar guidance listed above for Responsible Person to find a DUID for a Grant Manager and populate your Personal Value List as desired.</p>

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3. In the *Show Results For* section, use the check boxes to deselect any columns in the report tool that you do not wish to include in the results, as outlined below.

Note: All columns are selected and show in the report by default. The included columns also display a corresponding tab containing more details in a drill-down from the report tool into an individual WBS Element. Deselecting what is displayed in the results allows you to directly control what is shown on the report. For example, to see only commitments for standing orders you may deselect all check boxes except Open Standing Orders.

Column Results	Description
Eligible for Automatic Close	Selecting this column includes any PO commitments that are eligible for automatic close using the tool. PO commitments are eligible for an automatic close if the Purchase Order is fully invoiced, meaning quantity invoiced equals the quantity ordered, regardless if the items were split funded or not. See steps later in this guide for how to close a PO commitment using the tool.
Split Funded Commitments	Selecting this column includes any PO commitments that are split funded between multiple WBSEs or Cost Centers.
Awaiting Invoice	Selecting this column includes any PO commitments that have not received an invoice from the vendor. This includes purchase orders that have had a goods receipt and where the invoice has not been received, as well as purchase orders that do not require a goods receipt and no invoice for the quantity has been received.
Open Standing Orders	Selecting this column includes any PO committed dollar amounts that remain on open standing orders.
Other Orders	Selecting this column includes any PO commitments that are 100% funded on one WBSE, but have had no activity on invoicing or goods receipt. Other Orders also includes PO Commitments where goods receipt and invoice quantity are the same but do not match the quantity ordered.
Needs Attention	<p>Selecting this column includes any PO commitments that need attention from Procurement Services before the commitment can be closed. Items are included in this column if:</p> <ul style="list-style-type: none"> The submitter of the purchase order with an open commitment was terminated (Buy@Duke will not allow the PO to be closed if the submitter is terminated). A commitment is open on a purchase order that was split funded and included a WBSE that has since been closed (the commitment on that WBSE was cleared in order for it to close). <p>Contact Procurement Services at procurement@duke.edu or 681-1872 (Buy@Duke) or 681-5900 to take action on any items listed in this column.</p>

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4. In the *Sort Result Order* section, change the sort order of the results by using the numbers 1 – 4 in the listed fields to sort the results differently within the report and tool (1 being the first criteria you would like to sort by, 2 the secondary sort, etc). Use the tips noted below:
 - This is especially helpful if the report is selected by BFR Code with no additional selections by a Responsible Person (PI) or Grant Manager. For example, sort by WBSE End Date to sort projects by those that are closer to the end date in order to identify issues with purchase order obligations that need to be addressed prior to closeout.
 - Other fields are available for sorting by WBSE, Grant Manager and Principal Investigator (Responsible Person).
5. Once all criteria is selected in the various sections, click on the  **Execute** button in the upper left corner above the Primary Selection section.