PROCUREMENT CONTRACTS

Letter of Balance

Please use the following steps when a PO has been closed incorrectly and funds were not disencumbered.

1. Provide a screen shot of the closed Purchase Order and the Activity Summary (see below) to CRB

Purchase Order Inquiry

Purchase Order

Business Unit ████████
PO ID 0000120643
Change Order 2

PO Status Compl
Budget Status Valid

▼ **Header**

PO Date 09/16/2014
Supplier Name EMS REGION-001
Supplier ID 0000099473   Supplier Details
Buyer TERMINATION MORE THAN 20 DAYS
PO Reference Cecilia Roybal

Doc Tol Status Valid
Backorder Status Not Backordered
Receipt Status Not Recvd
☐ Hold From Further Processing

Header Details   Activity Summary
Change Order   Header Comments...
All RTV   Document Status
Matching   ▼ Actions

Amount Summary

Merchandise   118,605.00
Freight/Tax/Misc.   0.00
Total   118,605.00 USD
Encumbrance Balance   0.00 USD

Lines   Personalize | Find | View All | ⧉ | ▦   First ◀ 1-4 of 4 ▶ Last

Line	Item ID	Item Description	Category▲	PO Qty	UOM	Merchandise Amount	Status		
3	📇	Contractor will support and as	85000000	1.0000	EA	14,950.00 USD	Closed	💬	📑
4	📇	Contractor will support and as	85000000	1.0000	EA	24,580.15 USD	Closed	💬	📑
1	📇	Contractor will support and as	85000000	1.0000	EA	30,700.00 USD	Closed	💬	📑
2	📇	Contractor will support and as	85000000	1.0000	EA	48,374.85 USD	Closed	💬	📑

View Printable Version

[🔍 Return to Search] [↑ Previous in List] [↓ Next in List] [✉ Notify]   [🔗 Related Links]

Activity Summary

Business Unit ▮▮▮▮

Purchase Order 0000120643

Merchandise Amount 118,605.00 USD

Merchandise Receipt 0.00 USD

Merchandise Returned 0.00 USD

Merchandise Invoice 114,249.85 USD

Merchandise Matched 114,249.85 USD

PO Status Compl

Supplier EMS REGION 1 INCORPORTATED

Supplier Location 001

Lines

Personalize | Find | View All | 📷 | 🔢   First ◀ 1-4 of 4 ▶ Last

Details | Receipt | Invoice | Matched | RTV | 📇

Line	Item	Item Description	UOM	Manufacturer ID	Mfg Itm ID	G
1	📋	Contractor will support and as	EA			
2	📋	Contractor will support and as	EA			
3	📋	Contractor will support and as	EA			
4	📋	Contractor will support and as	EA			

🔍 Return to Search   📄 Notify

2. Go to Contract Module, enter contract ID

Contract Entry
Contract

			Contract Version		
SetID	00000				
Contract ID	000000000000000000000017976		Version	1	Status Current
*Status	Approved		New Version		Approved Date 08/07/2014

Administrator/Buyer

▼ Header ?

Contract Style	Purchase Order		Add Comments	Activity Log
Process Option	Purchase Order		Contract Activities	Document Status
Supplier	EMS REGION-001		Primary Contact Info	Thresholds & Notifications
Supplier ID	0000099473	EMS REGION 1 INCORPORATED	Contract Releases	View Changes

Begin Date	08/07/2014
Expire Date	06/30/2018

Renewal Date

Amount Summary ?

Currency	USD	CRRNT	Maximum Amount	409,695.00 USD
Primary Contact			Line Item Released Amount	0.00
			Category Released Amount	0.00
Supplier Contract Ref			Open Item Released Amount	340,100.00
Description	Cecilia Roybal		Total Released Amount	340,100.00
Master Contract ID		*Contract Type PSC C ∨		
Tax Exempt ID			Remaining Amount	69,595.00
	☐ Tax Exempt		Remaining Percent	16.99

▼ Order Contract Options ?

☑ Allow Multicurrency PO	☑ Allow Open Item Reference	☐ Must Use Contract Rate Date	Rate Date 08/07/2014
☐ Corporate Contract	☐ Adjust Supplier Pricing First	☑ Auto Default	
☐ Lock Chartfields	☑ Price Can Be Changed on Order	*Dispatch Method Print	Dispatch

PO Defaults   Add Open Item Price Adjustments   Price Adjustment Template

▼ Contract Items

Catalog Search   Item Search   Search for Contract Lines

Lines					Personalize | Find | View All | 🗗 | 🖩	First ◄ 1 of 1 ► Last

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

Line	Item	Description		UOM	Category				Include for Release	Status
1	📇			🔍		💬	🏷	📇	☑	Active

View Category Hierarchy   Category Search

3. Change Contract Status to Open

Contract Entry
Contract

			Contract Version		
SetID	00000				
Contract ID	000000000000000000000017976		Version	1	Status Current
*Status	Open		New Version		Approved Date 08/07/2014

Administrator/Buyer [   ] 🔍

▼ Header ?

4. Change Maximum Amount to the amount of Total Release Amount

When amount matches click on SAVE

5. Change Status to Closed and Save

6. Create a new contract module using the same contract ID and LB

7. Enter all the required information; for Maximum Amount enter the Correct amount (which should include the remaining balance from the contract module and the encumbered amount for the PO that was closed incorrectly).

8. Add copies of old POs to LB contract module to show a record of prior expense

9. Save and change status to Approved

10. Create a new PO and attach the new contract module

Maintain Purchase Order

Purchase Order

Business Unit ▒▒▒▒▒
PO ID 0000148497
Change Order 4
Copy From [▼]

PO Status Dispatched
Budget Status Valid
☐ Hold From Further Processing

▼ Header ⑦

*PO Date 07/24/2017 📅 Supplier Search
*Supplier EMS REGION-001 Supplier Details
*Supplier ID 0000099473 EMS REGION 1 INCORPORATED
*Buyer ANDREAD.SISNERC TERMINATION MORE THAN 20 DAYS
PO Reference ▒▒▒▒▒ Gutierrez
Origin EXC EXC
Exemption/Exclusion ID 13-1-98-A Tangible Personal Property or

Doc Tol Status Valid
Backorder Status Not Backordered Create BackOrder
Receipt Status Not Recvd
*Dispatch Method Print [▼] Dispatch

Amount Summary ⑦

Merchandise	94,768.00	
Freight/Tax/Misc.	0.00	
Total Amount	94,768.00	USD
Encumbrance Balance	0.00	USD

Calculate

Header Details   Activity Summary
PO Defaults   Edit Comments
PO Activities   Add ShipTo Comments
Requisitions   Document Status
  ▼ Actions

Add Items From ⑦

Catalog   Item Search
Purchasing Kit

Select Lines To Display ⑦

Search for Lines   Line [   ]🔍 To [   ]🔍 Retrieve

Lines ⑦

Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	**Contract**	Receiving	▦▶

Line▲	Item	Description		SetID	Contract ID	Co
1	📑	Contractor will support and assist EMS Bureau in statewide emergency medical services, stroke, and STEMI/cardiac care system. 7/1/2017-6/30/2018(Year 4)	🔍	00000	17976 LB	
2	📑	Contractor will support and assist EMS Bureau in statewide emergency medical services, stroke, and STEMI/cardiac care system. 7/1/2017-6/30/2018(Year 4)	🔍	00000	17976 LB	
3	📑	Contractor will support and assist EMS Bureau in statewide emergency medical services, stroke, and STEMI/cardiac care system. 7/1/2017-6/30/2018(Year 4)	🔍	00000	17976 LB	