 Suppress Commitments on an Approved Purchase Order

The purpose of this job aid is to supplement Quick Steps: View or Suppress Commitments on an Approved Purchase Order (PO) with additional details and screen captures.

Business Purpose

Suppress Purchase Order (PO) commitments when the purchase order originator or Task Manager has determined that an approved purchase order commitment is incorrect or invalid and should not appear in Oracle Financials reports.

Methodology

Commitments meeting certain requirements will be automatically suppressed by the system as part of a data clean-up when this program begins in September 2007. Suppression of remaining PO commitments can be done by the department using the Requisition and Purchase Order Query (a.k.a. Web Inquiry). For more information, see Overview: Purchasing Commitments.

View or Suppress Your PO Commitments Using Web Inquiry

These instructions assume you already know the eight-digit purchase order number.

a. Using your web browser, go to https://ofweb.stanford.edu/.
b. Enter your SUNet ID and password if prompted.
c. Click the link on the Web Authentication page.
d. Click SU Inquiry Tools.
e. Click on Requisition and Purchase Order Query. (This opens the Web Inquiry window.)
To view your PO commitments,

a. In Web Inquiry, scroll down to Quick Search. In the Purchase Order Number box, enter your eight-digit PO number and click Find PO.

b. The PO will appear.

c. Scroll to the bottom of the page, below the Invoice Details section.

d. Click on Show Commitments.

<table>
<thead>
<tr>
<th>No.</th>
<th>ITEM DESCRIPTION</th>
<th>CLOSE STATUS</th>
<th>P-T-A-E</th>
<th>CATEGORY</th>
<th>QTY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>EXT. PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Bio Tech G52006-01, 200026, E-gal 1.2%</td>
<td>CLOSED FOR INVOICE</td>
<td>RPO GOODS</td>
<td>1 EACH</td>
<td>59.00</td>
<td>59.00</td>
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<td></td>
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<tr>
<td>2.1</td>
<td>Bio Tech 10966-034, 300792, Taq DNA Pol</td>
<td>OPEN</td>
<td>RPO GOODS</td>
<td>6 EACH</td>
<td>276.75</td>
<td>1,663.75</td>
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<tr>
<td>3.1</td>
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<td>2 EACH</td>
<td>376.66</td>
<td>753.32</td>
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</table>

**INVOICE DETAILS**

- Invoice #: 80773278
- Invoice Date: 04-JAN-07
- Invoice Amount: 2,377.29
- Payment Status: Paid
- Hold Status: No Hold

Rev 2, 10/5/07
e. When viewing the PO lines, in the right hand columns you will see any outstanding commitments, and the status of each commitment or a selection box. A summary of PO Commitments by PTA is also shown at the bottom of the page.

To suppress commitment:

**Warning: Suppress is not reversible.**

a. If there is an outstanding commitment, select the line(s) whose commitment you wish to suppress by clicking in the selection box in the right column.
b. Click the Suppress button. A warning will appear, reminding you that suppress is not reversible.
c. Click "OK"
d. The date that you suppressed the commitment and your SUNet ID will be shown. The total remaining commitment will be decreased.

What Happens Next?

- The FIN_EXP_285_Mo_Detail_Statement (and other expenditure reports) will reflect your changes the next day. The commitment will no longer appear on the reports.
- If Accounts Payable later receives an invoice for this Purchase Order, they WILL be able to process it and it WILL be reflected as an actual expenditure; suppressing the commitment merely removes it from your reports.
- For additional help, submit a HelpSU ticket. Select Request Category Administrative Applications and Request Type Oracle Financials.