



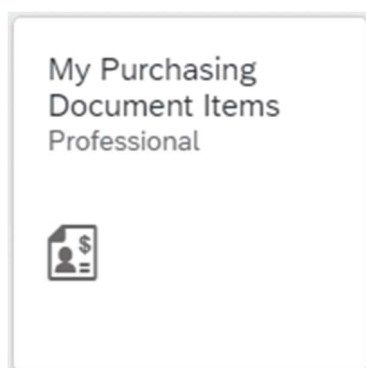
Area:	Reviewing Open Orders in Connect Finance
Tile:	My Purchasing Document Items
Author:	CYPES Finance Business Partnering
Date:	17/11/2023

Background

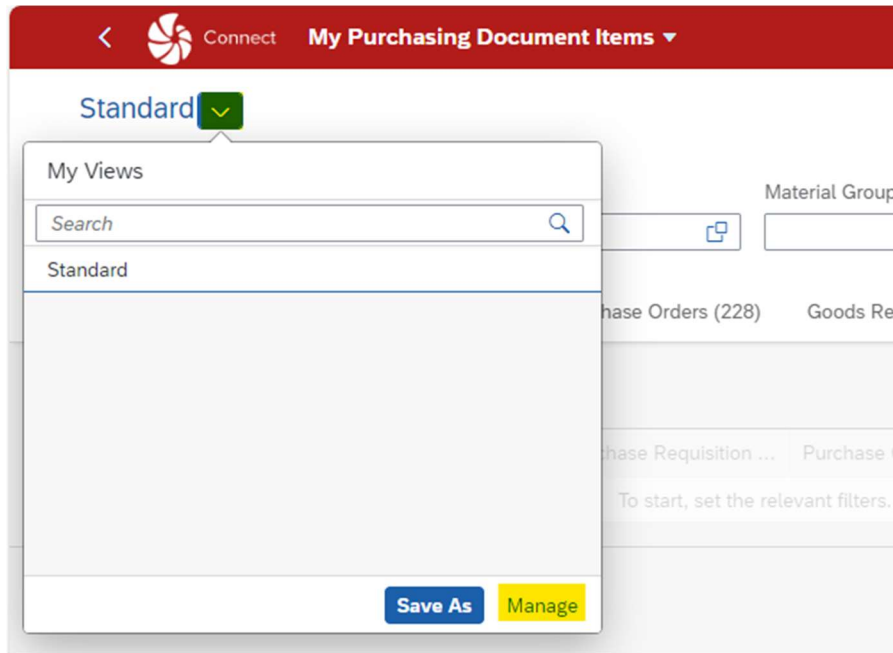
Budget Holders or delegated officers are required to keep abreast of the status and position of orders that they make throughout the year as part of good financial monitoring practices. This is particularly important as the department moves towards closing the year.

Process to identify open orders.

1. Sign into Connect Finance and search for the **“My Purchasing Document Items”** tile.



- Click on the drop-down arrow to select “**My Views**” and click manage.

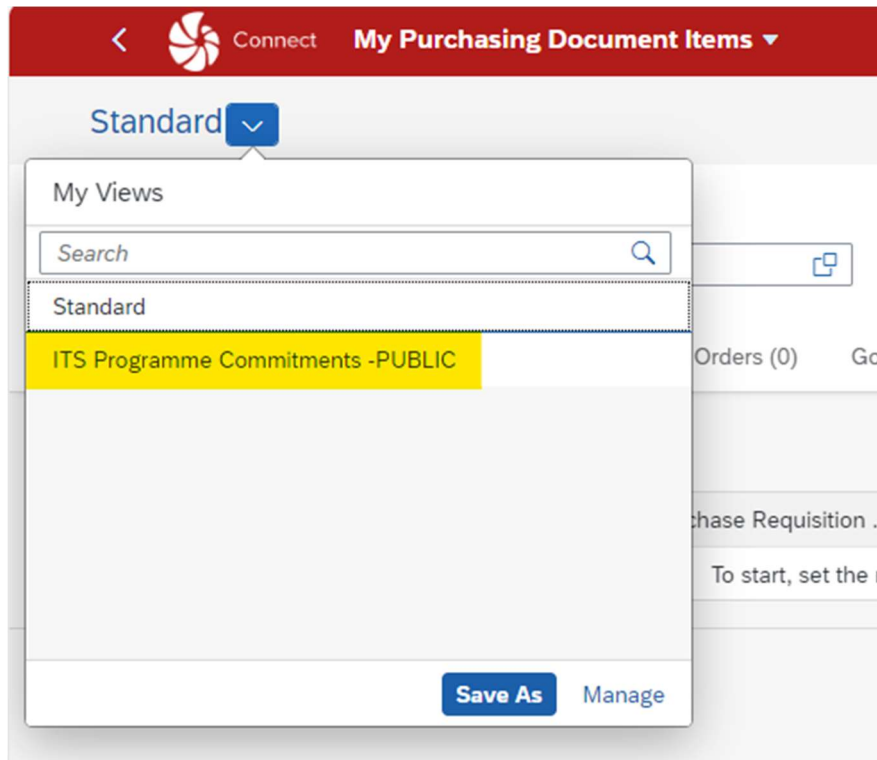


- Find a public view titled “**ITS Programme Commitments – PUBLIC**” and click the **Star**, **Default** and **Apply Automatically** tick-boxes and then save.

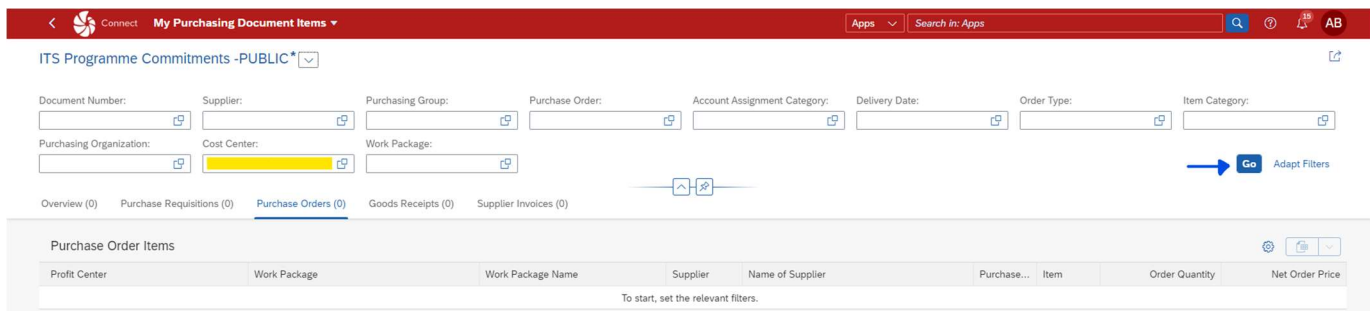
View	Sharing	Default	Apply Automatically	Created By
★ Standard	Public	☒	☐ If predefined filter values are available, the content loads automatically.	SAP
☆ 1% ACH	Public	☐	☒	73764
☆ ALL fields	Public	☐	☐	90000000
☆ CYPES Reporting	Private	☐	☐	75121
☆ ECON	Public	☐	☒	73764
☆ HCS Replacement Assets (New) J...	Public	☐	☐	74418
☆ ITS Programme Commitments -P...	Public	☒	☒	72247
☆ NHF & OHP Purchase Orders	Public	☐	☐	78543
☆ NHF Purchase Orders	Public	☐	☐	78543
☆ Open Orders & GRNI - Reporting	Private	☐	☐	75121
☆ Open Orders and GRNI	Private	☐	☐	75121
☆ Open Orders and GRNI -public	Public	☐	☐	72456
☆ Orders Final	Public	☐	☐	56021
☆ Our Hospital Purchase Orders	Public	☐	☐	78543
☆ Standard1	Private	☐	☐	75121

Save Cancel

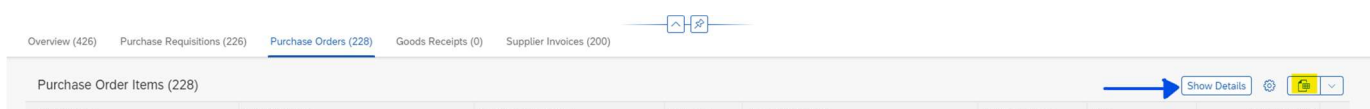
- Click on the drop-down arrow again to select “My Views” and click on “**ITS Programme Commitments – PUBLIC**”. As we selected default in the previous step, the next time you open the title “My Purchasing Document Items” this view will always be displayed.



- Input the Cost Center that you wish to view and click go.



- Click “**Show Details**” to view or hide more information for each line item on the screen. To export the listing to a tabular excel format for better interrogation click the highlighted icon.



7. Use the filters to review values on each line in the exported list.

D	E	F	G	H	I	J	K	L	M	N
Supplier	Name of Supplier	Purchase Order	Item	Order Quantity	Net Order Price	Net Order Value	Delivered Amount	Value to be Delivered	Invoice Value	Value to be Invoiced (GoJ)
2000000001	Supplier 1	4600000001	01000	1 EA	100.00 GBP	100.00 GBP	200.00 GBP	0.00 GBP	0.00 GBP	0.00 GBP
2000000002	Supplier 2	4600000002	02000	2 EA	200.00 GBP	400.00 GBP	200.00 GBP	200.00 GBP	0.00 GBP	0.00 GBP
2000000003	Supplier 3	4600000003	00001	3 EA	300.00 GBP	900.00 GBP	0.00 GBP	0.00 GBP	900.00 GBP	0.00 GBP
2000000004	Supplier 4	4600000004	00001	4 EA	400.00 GBP	1,600.00 GBP	1,600.00 GBP	1,600.00 GBP	0.00 GBP	0.00 GBP
2000000005	Supplier 5	4600000005	00001	5 EA	500.00 GBP	2,500.00 GBP	42.00 GBP	42.00 GBP	0.00 GBP	0.00 GBP

The exported sheet should show all orders that have been raised in the Cost Center selected previously.

Columns H to N display figures in the following circumstances:

- Order Quantity - shows the number of units purchased in the order.
- Net Order Price – shows the price of an individual unit.
- Net Order Value – shows the total value of the order (quantity multiplied by price).
- Delivered amount – shows the value of the units that have been receipted.
- Value to be Delivered (*open orders*) – shows the value of the units that have not been receipted.
- Invoice Value – shows the amount on the order that has been receipted and invoiced.
- Value to be invoiced (GoJ) (*Goods received not invoiced/ orders open on receipt*) – shows the amount on the order that has been receipted but not invoiced.

By using the filter dropdown on the header column we can deselect any rows with a 0.00 GBP value, the resulting table when doing this process on the following headers is:

- Value to be Delivered (*open orders*) – shows all rows with amounts that have not been receipted, these are classified as open orders and their expenditure will not be present in your accounts.
- Invoice Value – shows all rows that have been invoiced and likely paid.
- Value to be invoiced (GoJ) (*Goods received not invoiced/ orders open on receipt*) – shows all rows that need to be invoiced before they can be paid.