



Procedure: Receive a Converted CUFS Purchase Order

Follow the steps below to locate and receive a converted CUFS Purchase Order in NUFinancials.

Find a Converted CUFS Purchase Order

1. Navigate to eProcurement → Manage Requisitions
2. Enter necessary search criteria in the *Search Requisitions* box:
 - Clear out the **Date From** field. It should be left blank.
 - The **Requester** field must be changed to CNV999. This can be done by clicking on the look up button (magnifying glass) next to the Requester box and choosing it from the list.
 - In the **PO ID** field, enter the 3 letter departmental code (first 3 characters of your CUFS Purchase Orders) that you are searching for.

The screenshot displays the 'Manage Requisitions' search interface. The search criteria are as follows:

Field	Value
Business Unit	NWUNV
Requester	CNV999
PO ID	CNC
Date To	10/31/2008
Request Status	All but Complete
Budget Status	

A message below the search form reads: "The Requester specified has no Requisitions." Below this message are links for "Create New Requisition", "Inquire Change Request", "Inquire Receipts", and "Requisition Report".

3. Once all the necessary search fields have been entered, click on the look up button (magnifying glass) next to the **PO ID** box.



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- The Look Up PO ID page will appear with a list of converted CUFS Purchase Orders that match the departmental code that you searched for. If there are a lot of orders, you may need to click on the arrow to show the next page.

Note: A CUFS Purchase Order ABCPD001234 will appear as ABCP001234 in NUFinancials. A CUFS Blanket Order ABCBK004321 will appear as ABCB004321.

Look Up PO ID

Business Unit: NWUNV
Purchase Order: begins with CFC

Look Up Clear Cancel Basic Lookup

Search Results
Only the first 250 results can be displayed. Enter more information above and search again to reduce the number of search results.

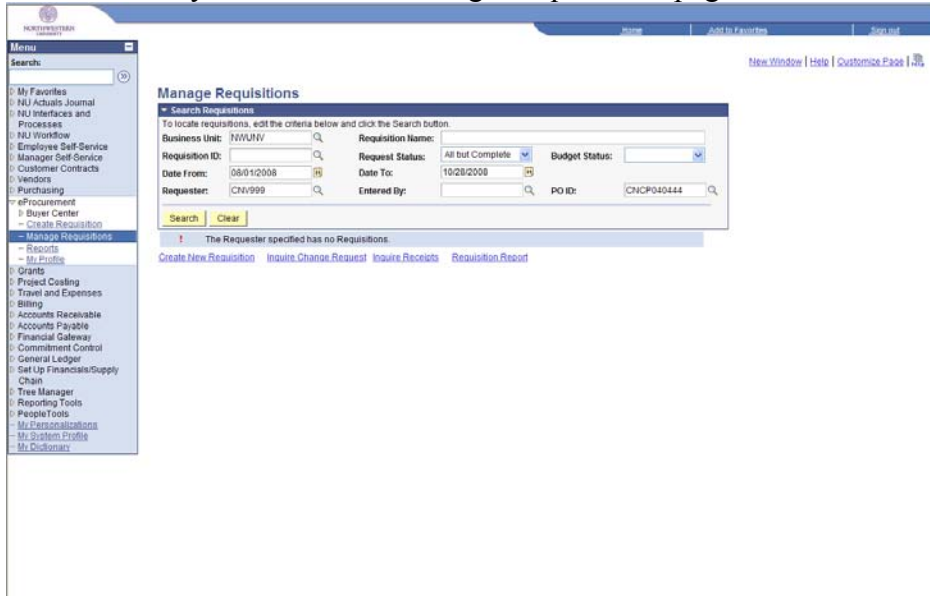
Purchase Order ID	Description
CNCR000745	CNCR000745
CNCR000748	CNCR000748
CNCR000808	CNCR000808
CNCR000810	CNCR000810
CNCR000817	CNCR000817
CNCR000818	CNCR000818
CNCR000819	CNCR000819
CNCR000820	CNCR000820
CNCR000824	CNCR000824
CNCR000825	CNCR000825
CNCR000827	CNCR000827
CNCR000828	CNCR000828
CNCR000829	CNCR000829
CNCR000830	CNCR000830
CNCR000831	CNCR000831
CNCR000833	CNCR000833
CNCR000834	CNCR000834
CNCR000835	CNCR000835
CNCR000836	CNCR000836
CNCR000837	CNCR000837
CNCR000838	CNCR000838
CNCR000839	CNCR000839
CNCR000840	CNCR000840
CNCR000841	CNCR000841
CNCR000842	CNCR000842
CNCR000843	CNCR000843
CNCR000844	CNCR000844



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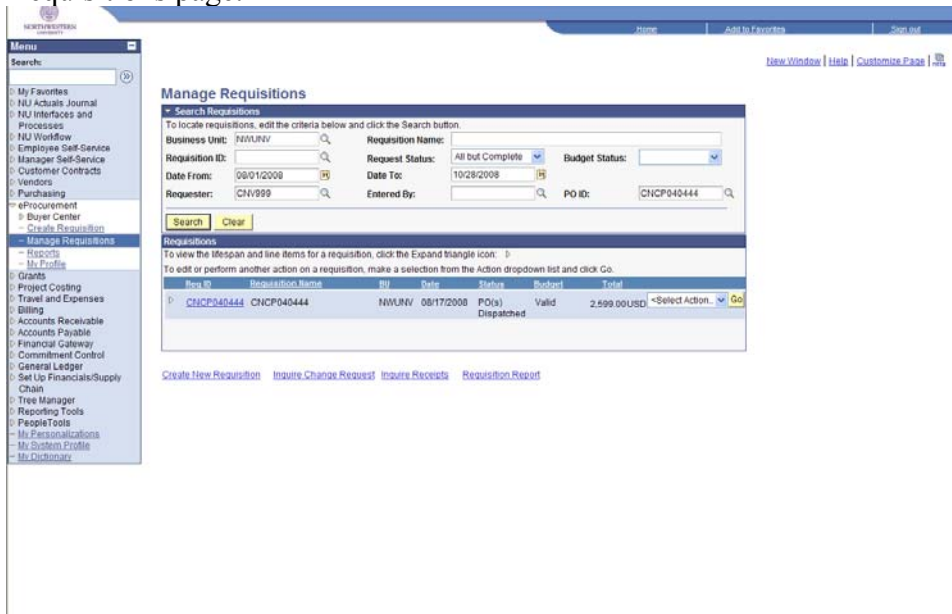
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- Click on the converted order that you would like to review directly from the list. This will take you back to the Manage Requisitions page.



Notice that the PO ID field now contains the order you selected from the Look Up list.

- Click the yellow search button. The Requisition will appear on the Manage Requisitions page.





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Example: Receiving a Converted Order with a Single Chart String

- From the <Select Action> Drop down box, choose Receive Order and click the Yellow Go button.

Manage Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: NWUNV Requisition Name: CNCP040444
 Requestion ID: Request Status: All but Complete Budget Status:
 Date From: 08/01/2008 Date To: 10/28/2008
 Requester: CNV999 Entered By: PO ID: CNCP040444

[Search](#) [Clear](#)

Requisitions

To view the Message and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Requisition Name	BU	Date	Status	Budget	Total
CNCP040444	NWUNV	08/17/2008	PO(g) Dispatched	Valid	2,599.00USD

[Create New Requisition](#) [Inquire Change Request](#) [Inquire Receipts](#) [Requisition Report](#)

- Select the lines that you wish to receive and click Receive Selected.

Receive Items

You have 1 line open for receiving for requisition CNCP040444

[Receive Selected](#) and go to the Receive Form.

[Requisition Lines to Receive](#) [Purchase Order Details](#) [Customize](#) [Print](#) [View All](#) [Print](#) [4 of 4](#) [List](#)

Requisition	Item Description	Total Req. Qty	Accepted to Date	UOM	Ship To	Vendor
NWUNV	CNCP040444 FOR BUDGET PERIOD 20107-SIG109 (BARSITE ETC-ALHOUN)	2590	0	EA	CONVERSION UNIV OF IL-003	

[Check All](#) [Clear All](#)

[Inquire Receipts](#) [Inquire Return to Vendors](#)



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9. At the Receive Items Page, enter the quantity or amount that you are receiving (the total quantity or amount will automatically be filled in), and click Save Receipt.

Consult the NUFInancials Training Materials at <http://www.cafe.northwestern.edu/training/materials.html> for extra help with entering Receipts.



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8. Review the order lines and select the items you would like to receive.



This example is a Subcontract that was set up in CUFS and converted to NUFinancials. There are 3 commodity lines and 3 CUFS Accounts being charged (You can determine the amount of Commodity lines and CUFS Account lines by checking the OPPC and OPPL tables in CUFS).

The first commodity line in the OPPC table in CUFS looks like this:

FUNCTION: * OPEN PO COMM LINE *** OPPC**

TRANS CODE= PD PO NUMBER= CNCPD043773

**LINE NUMBER= 001 COMMODITY CODE: SUBCONTRACTING ITEM:
DESCRIPTION: CABIG-CTMS WORKSPACE DEVELOPER-ADOPTER PATIENT STUDY
ORDERED QUANTITY: 25000.00 UNIT: \$ CATALOG #:
UNIT COST: 1.000 TOTAL COST: 25,000.00
RECEIVED QUANTITY: 25000.00 SPEC COND: P/F: F TOTAL RECD: 0.00
INVOICED QUANTITY: 25000.00 SPEC COND: P/F: F TOTAL INVD: 25,000.00
LAST UNIT COST: 1.000 TEXT: Y
MODIFICATION: 00 MOD DATE: 07 07 2008
BID NUMBER: BID SUFFIX: BID LINE:
ACCT LINE REF:**



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We see that the entire line is set up for \$25,000. Since this order is a subcontract, the lines are distributed by amount, not quantity. However, we do not see a line amount matching \$25,000 in NUFinancials. This is because a portion of each commodity line amount was distributed among each of the 3 different CUFS Accounts.

NUFinancials will reflect each charge on each account as a separate line. To find the lines that make up the \$25,000 ordered amount, you must start by looking at the **last** line on your Receive Items page in NUFinancials. We know that there were 3 CUFS Account lines entered, so the \$25,000 must be divided into 3 lines. The amounts of lines 7, 8, and 9 are equal to \$25,000. Commodity lines 002 and 003 will also be separated out into 3 lines each creating 9 item lines.

So, 3 commodity lines x 3 account lines (in CUFS) = 9 item lines (in NUFinancials)

9. Once the lines to be received are identified, click Receive Selected. If you only wanted to receive Commodity Line 001, select items 7, 8, and 9.

Receive Items

New Receipt
Business Unit: NW/UNV
Receipt Status: Open
*Received Date: 10/30/2008

Line	Item Id	Item Description	Requested Qty	UOM	Account Code
1		CABIG-CTMR WORKSPACE DE	10155 312	EA	10155 3121
2		CABIG-CTMR WORKSPACE DE	10155 312	EA	10155 3121
3		CABIG-CTMR WORKSPACE DE	4889 3758	EA	4889 3758

Save Receipt

10. At the Receive Items Page, click Save Receipt.

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Contact Information

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