

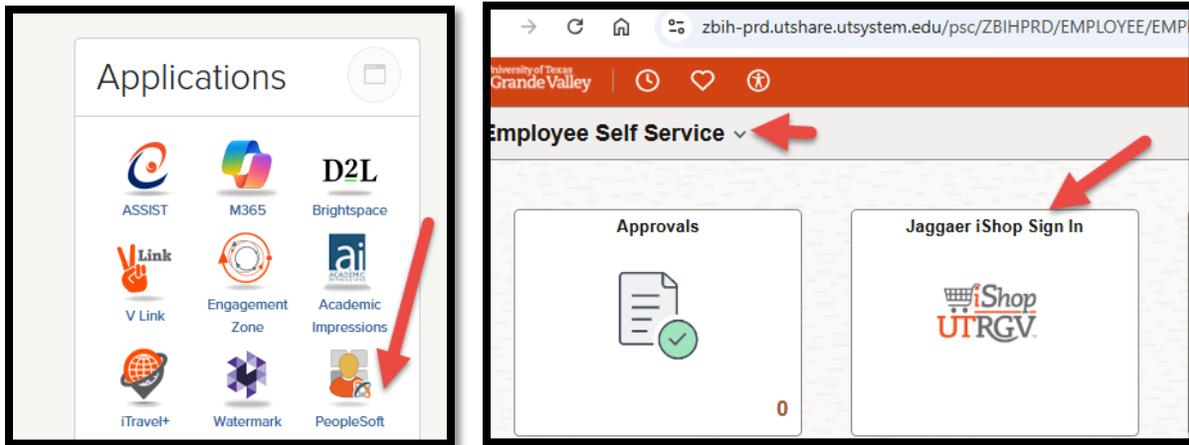
iShopUTRGV Quick Reference Guide

How to - Verify the PO Change in PeopleSoft

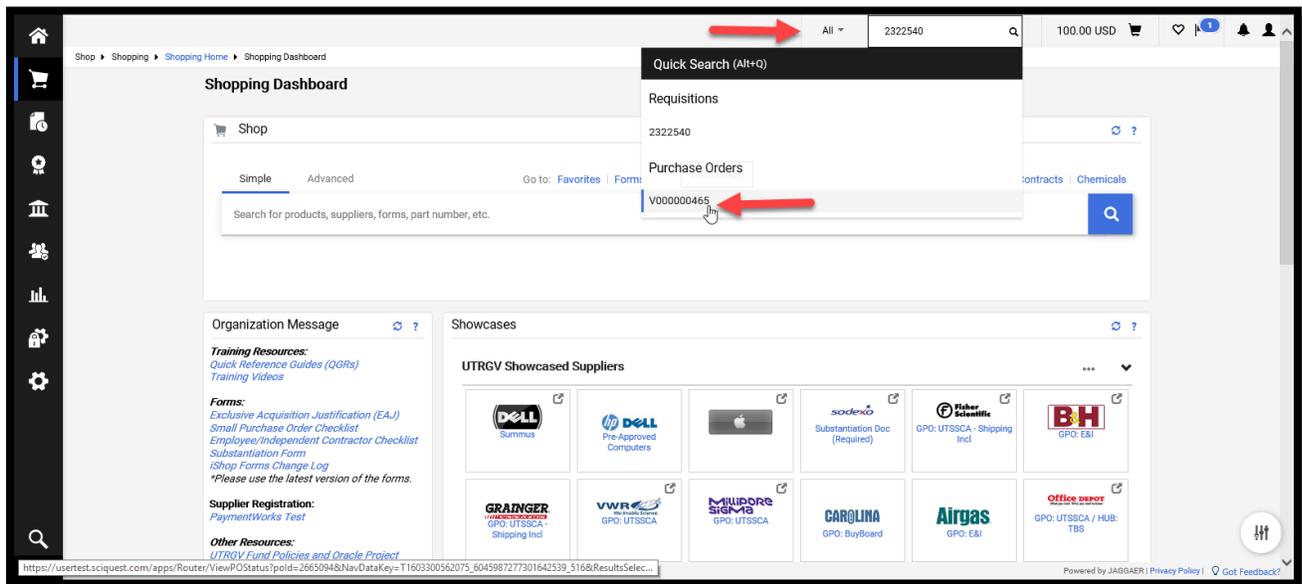
iShop UTRGV allows users to verify the PO Change in Peoplesoft. The PO change should be complete (approved) first to be reflected in PeopleSoft.

For questions, please send an e-mail to Esmeralda Rios at esmeralda.rios@utrgv.edu or to iShop@utrgv.edu.

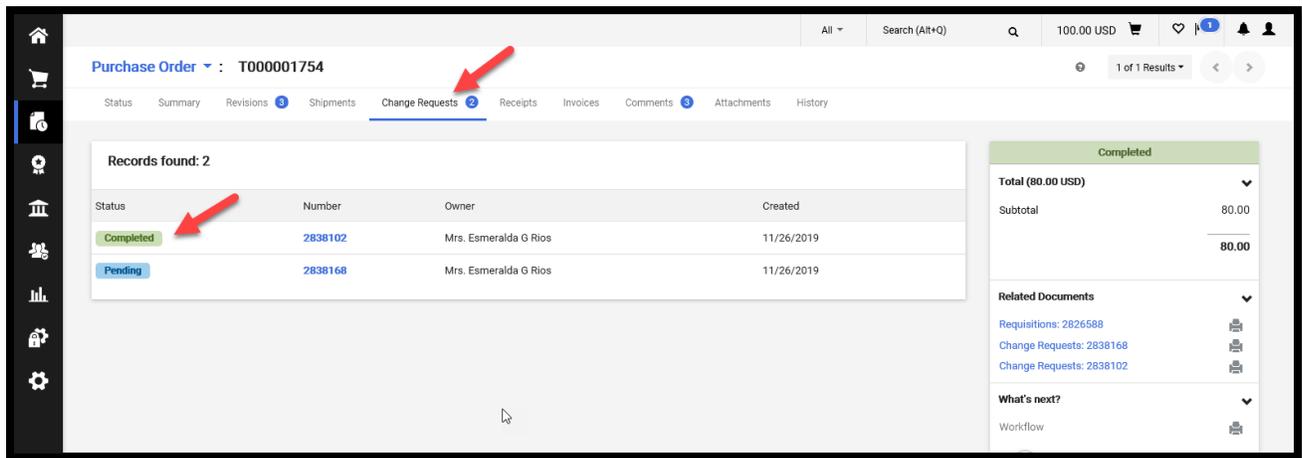
1. In your web browser, type: <https://my.utrgv.edu/home> and login with your UTRGV credentials. Under “Applications” select PeopleSoft and then select Jaggaer iShop Sign in.



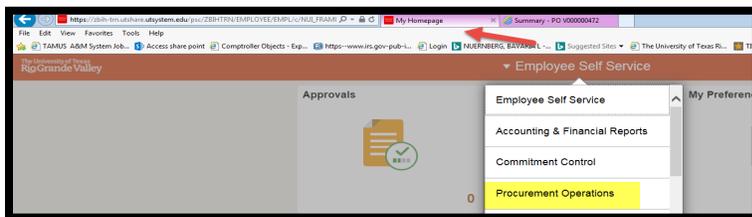
2. Enter the PO# in the Quick Search Bar. The Search field must be set to show “ALL”. Select the PO number. See sample below. Note- PO change should be fully approved in iShop with no errors to be reflected in PeopleSoft.



- Select Change Request tab to see the status "Pending" or "Complete". If it shows "pending", click on the Request #2838168 to see the Change Request approvals. If complete, go to step #3.



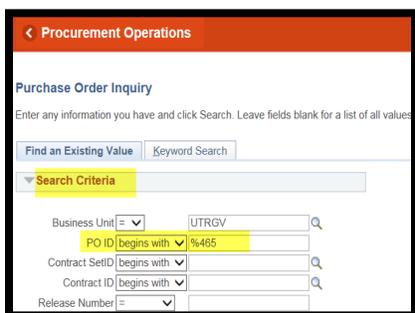
- Go to my Homepage tab and Select Procurement Operations



- Select Review Purchase Order



- Enter the PO ID as follows : % with the PO#



7. On the bottom of the screen, the system will display the results found. Select the PO ID.

Buyer begins with []
 Buyer Name begins with []
 Case Sensitive
 Search Clear Basic Search Save Search Criteria
Search Results
 View All

| Business Unit | PO ID | Contract Set ID | Contract ID | Purchase Order Date |
|---------------|------------|-----------------|-------------|---------------------|
| UTRGV | V000002465 | UTRGV | (blank) | 09/13/2018 |
| UTRGV | V000001465 | UTRGV | (blank) | 09/06/2018 |
| UTRGV | V000000465 | UTRGV | (blank) | 08/24/2018 |

8. You can now verify the change. If the quantity was changed, see the PO Qty field below.

Procurement Operations
 Purchase Order Inquiry
 Purchase Order
 Business Unit UTRGV PO Status Dispatched
 PO ID V00000465 Budget Status Valid
 Change Order 1
 Header
 PO Date 07/12/2018
 Supplier Name JASON'S DE-001 Backorder Status Not Backordered
 Supplier ID 000001307 Receipt Status Not Recvd
 Buyer UTRGV Generic Buyer Hold From Further Processing
 PO Reference 2322540-Rios-Mrs. Esmeralda G
 Amount Summary
 Merchandise 70.00
 Freight/Tax/Misc. 0.00
 Total 70.00 USD
 Encumbrance Balance 70.00 USD
 Lines

| Line | Item ID | Item Description | Category | PO Qty | UOM | Merchandise Amount | Status |
|------|---------|--------------------|----------|---------|-----|--------------------|----------|
| 1 | | Sandwich (chicken) | 85150000 | 10.0000 | EA | 70.00 USD | Approved |

9. If the PO was closed, the encumbrance amount shows “0” and the Status shows “Closed”. See red arrow below.

Procurement Operations
 Purchase Order Inquiry
 Purchase Order
 Business Unit UTRGV PO Status Compl
 PO ID C000153874 Budget Status Valid
 Header
 PO Date 09/13/2018
 Supplier Name AVIS RENT--001 Backorder Status Not Backordered
 Supplier ID 0000000238 Receipt Status Not Recvd
 Buyer Esmeralda G Rios Hold From Further Processing
 PO Reference CNV
 Amount Summary
 Merchandise 100.00
 Freight/Tax/Misc. 0.00
 Total 100.00 USD
 Encumbrance Balance 0.00 USD
 Lines

| Line | Item ID | Item Description | Category | PO Qty | UOM | Merchandise Amount | Status |
|------|---------|--------------------------------|------------|--------|-----|--------------------|--------|
| 1 | | Car Rental August 9-11, 2018 D | 9999999999 | 1.0000 | EA | 100.00 USD | Closed |

10. If the Cost Center, Project or account change was done, click on the last square icon below to see the distribution and changes requested.

Procurement Operations

Purchase Order Inquiry
Purchase Order

Business Unit UTRGV PO ID C000153663 PO Status Dispatched Budget Status Valid

Header

PO Date 09/13/2018 Supplier Name MCALLEN AU-001 Supplier ID 0000119836 Buyer Esmeralda G Rios PO Reference CNV

Backorder Status Not Backordered Receipt Status Not Recvd Hold From Further Processing

Amount Summary

| | |
|----------------------------|---------------------|
| Merchandise | 9,931.00 |
| Freight/Tax/Misc. | 0.00 |
| Total | 9,931.00 USD |
| Encumbrance Balance | 9,931.00 USD |

Lines

| Line | Item ID | Item Description | Category | PO Qty | UOM | Merchandise Amount | Status |
|------|---------|--------------------------------|------------|--------|-----|--------------------|----------|
| 1 | | Priming and Exterior Cleaning | 9999999999 | 1.0000 | EA | 1,700.00 USD | Approved |
| 2 | | Printing and Installing of dig | 9999999999 | 1.0000 | EA | 8,231.00 USD | Approved |

11. The system will show the screen below. Select the last square icon.

Procurement Operations

Schedules

Business Unit UTRGV PO ID C000153663

[Return to Main Page](#)

Lines

| Line | Item Description | PO Qty | UOM | Merchandise Amt |
|------|-------------------------------|--------|-----|-----------------|
| 1 | Priming and Exterior Cleaning | 1.0000 | EA | 1,700.00 USD |

Schedules

| Sched | Due Date | Time Due | Revision | Ship To | Attention To | PO Qty | Price | Merchandise Amount | Status |
|-------|------------|----------|----------|----------|--------------|--------|-------------|--------------------|--------|
| 1 | 09/01/2018 | | | UTRGV_CR | | 1.0000 | 1,700.00000 | 1,700.00 USD | Active |

12. This shows the PO detail. Here you can verify, if the Cost Center, Project or Account change was done.

Distributions for Schedule 1

PO ID V000011852 Line 1 Sched 1 Item Meals: AA& November 8 Breakfast \$

Status Active Sched Qty 1.0000

Distribute By Amount Merchandise Amount 43.00 USD

Doc. Base Amount 43.00 USD

Distributions

Search 

| Dist | Status | Percent | Merchandise Amt | GL Unit | Account | Fund | Dept | Cost Center | Function | |
|------|--------|----------|-----------------|---------|---------|-------|------|-------------|----------|-----|
| 1 | Open | 100.0000 | 43.00 | USD | UTRGV | 62106 | 2150 | 400010 | 21000150 | 700 |

Note- The changes will be reflected in PeopleSoft after the Change Request is fully approved and complete in iShop. See step #2 for reference.

For questions, please send an e-mail to Esmeralda Rios at esmeralda.rios@utrgv.edu or to iShop@utrgv.edu