

PeopleSoft IR-#11(R)

LSUSH - Encumbrance Analysis Tips

Scope:

This PeopleSoft (PS) Information Release (IR) applies to the LSUSH Financial Community responsible for management and analysis of their PeopleSoft Financial accounts within their departments.

Purpose:

The purpose is to supplement the Managing Encumbrance Course by providing numerous Tips on analyzing all Encumbrance amounts on departmental accounts.

Module:

The IR affects the Purchasing, Accounts Payable, and General Ledger Modules in Financials Production and Financials Reporting.

Source:

The source of this IR is as a result of a new Training enhancement tool.

Procedures

Parameters – The following must exist for this procedure to be successful:

Database: PS Financial Reporting (PSFSRPT)

Attended Training Course: Managing Encumbrances

Run Query To Excel: CLEANUP_SHR_PO_ACTIVITY (LSUSH)

ENCUMBRANCE ANALYSIS TIP #1

GOAL:
Find all "Blanket", "Maintenance", or "Standing" purchase orders that have no vouchers (payments) for the fiscal year.
ADDITIONAL INFO:
<ul style="list-style-type: none">▪ Determine if the PO Line needs to be cancelled or the encumbrance (Original Amount) reduced.▪ Determine if department has received the goods or services and/or a "Signature requested" Accounts Payable Expediter has been forwarded to the department requesting approval for payment on the PO.
DETAIL PROCESS:
<ol style="list-style-type: none">1. Run Query to Excel Public Query CLEANUP_SHR_PO_ACTIVITY (LSUSH).2. Enter "Department's 7-Digit ID" at the Department prompt.3. At the Accounting Date prompts enter "from" and "to" accounting date ranges.<ul style="list-style-type: none">- Generally should be run by fiscal year date range of 07/01/XX to 06/30/XX.4. Auto-Filter (Excel) query results as follows:<ol style="list-style-type: none">a. PO Type does not equal Travel Orders (NOTE: If PO Type "Travel Orders" does not exist in the auto-filter drop down, do not filter for PO Type.)b. Distribute by = <i>Amount</i>c. Vouchered Amt = 0.005. Save Query using a name that denotes the results (i.e. BLANKETS WITH NO ACTIVITY)
RESULTS:
A listing of "Blanket", "Maintenance", or "Standing" purchase orders that have no vouchers (payments) against them for the fiscal year.
ACTION REQUIRED:
<ol style="list-style-type: none">1. Determine if the PO is no longer required or is not expected to spend the encumbered (Original Amount) by the Fiscal Year End.2. If the PO Encumbrance is no longer required, use spreadsheet "Action Needed" column to indicate <i>PO Line should be cancelled</i>. Email the appropriate "Buyer" listed on the query for that PO. Attach the Excel query results for follow-up.3. If the PO Encumbrance (Original Amount) needs to be reduced, use spreadsheet "Action Required" column to indicate <i>PO Line should be reduced by \$XX.XX dollars</i>. Email the appropriate "Buyer" listed on the query for that PO. Attach the Excel query results for follow-up.<p>TIP: If there are several POs that need to be cancelled or changed ordered by different "Buyers", email all buyers at once with the spreadsheet attached noting in the "Action Needed" column the appropriate step to be taken by each Buyer.</p>4. If it is determined goods or services have been received on the PO and a "Signature Requested" Accounts Payable Expediter is received, forward the Accounts Payable Expediter back to the AP Accounting Specialist that requested the signature with the signed copy of the invoice attached so that Accounts Payable can make payment on the PO.

ENCUMBRANCE ANALYSIS TIP #2

GOAL:
Find all PO Line(s) requiring "Receipt" into PeopleSoft (PS) that have not been received into PS.
ADDITIONAL INFO:
<ul style="list-style-type: none"> ▪ Determine if the goods were actually ordered or expected to be physically received. ▪ Determine if the goods have physically been received. ▪ Take steps to cancel PO Lines that were never actually used and/or the goods are not expected to be physically received. ▪ Take steps to have the goods that have been physically received to be "received" (entered) into PeopleSoft in order that Accounts Payable can voucher (Pay).
DETAIL PROCESS:
<ol style="list-style-type: none"> 1. Run Query to Excel Public Query CLEANUP_SHR_PO_ACTIVITY (LSUSH). 2. Enter "Department's 7-Digit ID" at the Department prompt. 3. At the Accounting Date prompts enter "from" and "to" accounting date ranges. - Generally should be run by fiscal year date range of 07/01/XX to 06/30/XX. 4. Auto-Filter (Excel) query results as follows: <ol style="list-style-type: none"> a. Receipt = <i>PO Not Received</i> b. Status = <i>To Match</i> c. Rule = <i>Three_Way</i> 5. Save Query using a name that denotes the results (i.e. POs NOT RECEIVED)
RESULTS:
A listing of all POs that require receipt into PeopleSoft but have not been received in order for Accounts Payable to match and voucher (Pay).
ACTION REQUIRED:
<ol style="list-style-type: none"> 1. Determine if the goods were actually ordered or expected to be received. 2. If the goods were <i>not</i> actually ordered or if the goods <i>are not expected to be physically received</i>, use spreadsheet "Action Needed" column to indicate PO Line should be reduced or cancelled. Email the appropriate "Buyer" listed on the query for that PO. Attach the Excel query results for follow-up 3. If the goods <i>were actually ordered and physically received</i>, either fax Receiving (Shirley Pollard, 5-7820) a signed copy of the packing slip or invoice indicating the goods should be "received" into PeopleSoft or email (Shirley Pollard at spolla@lsuhsc.edu) giving Receiving permission to "receive" against the PO in PeopleSoft and as an attachment to the email, use spreadsheet "Action Needed" column noting the goods should be received. Do not request items be "received" into People Soft unless you have proof (signed packing list, vendor proof of delivery) the goods were <u>physically received</u> at LSUHSC-Shreveport.

ENCUMBRANCE ANALYSIS TIP #3

GOAL:
Find all "Blanket", "Maintenance", or "Standing" purchase orders that have vouchers (payments) for the fiscal year.
ADDITIONAL INFO:
<ul style="list-style-type: none">▪ Determine if the PO Line encumbrance (Original Amount) needs to be <i>increased</i> or <i>reduced</i>.
DETAIL PROCESS:
<ol style="list-style-type: none">1. Run Query to Excel Public Query CLEANUP_SHR_PO_ACTIVITY (LSUSH).2. Enter "Department's 7-Digit ID" at the Department prompt.3. At the Accounting Date prompts enter "from" and "to" accounting date ranges.<ul style="list-style-type: none">- Generally should be run by fiscal year date range of 07/01/XX to 06/30/XX.4. Auto-Filter (Excel) query results as follows:<ol style="list-style-type: none">a. PO Type does not equal Travel Orders (NOTE: If PO TYPE "Travel Orders" does not exist in the drop down for PO Type, do not filter for PO Type.)b. Distribute by = <i>Amount</i>c. Vouchered Amt > 0.005. Save Query using a name that denotes the results (i.e. BLANKETS WITH ACTIVITY)
RESULTS:
A listing of "Blanket", "Maintenance", or "Standing" purchase orders that have vouchers (payments) against them for the fiscal year.
ACTION REQUIRED:
<ol style="list-style-type: none">1. Determine if the PO is no longer required or is not expected to spend <i>more</i> or <i>less</i> than encumbered (Original Amount) by the Fiscal Year End.2. If the PO Encumbrance is no longer required, use spreadsheet "Action Needed" column to indicate PO Line should be reduced by the amount of the "Remaining Amt" column. Email the appropriate "Buyer" listed on the query for that PO requesting that the PO be Changed Ordered to reduce the encumbrance. Attach the Excel query results for follow-up.3. If the PO Encumbrance (Original Amt) needs to be <i>increased</i> or <i>decreased</i>, use spreadsheet "Action Needed" column to indicate PO Line should be increased or decreased by \$XX.XX dollars. Email the appropriate "Buyer" listed on the query for that PO requesting that the PO be Changed Ordered to increase or reduce the encumbrance. Attach the Excel query results for follow-up. <p>TIP: If there are several POs that need to be cancelled or changed ordered by different "Buyers", email all buyers at once with the spreadsheet attached noting in the "Action Needed" column the appropriate step to be taken by each Buyer.</p>

ENCUMBRANCE ANALYSIS TIP #4

GOAL:
Find all "Travel" POs (Encumbrances) for which no reimbursement has been made.
ADDITIONAL INFO:
<ul style="list-style-type: none"> ▪ Determine if the Travel Expense Voucher needs to be completed and forwarded to Travel and Direct Pay for reimbursement or if the "Travel" PO needs to be cancelled due to Travel not taken. NOTE: All Travel Expense Vouchers are required to be turned in to Travel and Direct Pay <i>if the trip was taken regardless</i> if there is travel reimbursement due or not.
DETAIL PROCESS:
<ol style="list-style-type: none"> 1. Run Query to Excel Public Query CLEANUP_SHR_PO_ACTIVITY (LSUSH). 2. Enter "Department's 7-Digit ID" at the Department prompt. 3. At the Accounting Date prompts enter "from" and "to" accounting date ranges. - Generally should be run by fiscal year date range of 07/01/XX to 06/30/XX. 4. Auto-Filter (Excel) query results as follows: <ol style="list-style-type: none"> a. PO Type = Travel Orders (NOTE: If PO Type of "Travel Orders" does not exist in the auto-filter drop down for PO Type, do not filter for PO Type.) b. Distribute by = <i>Amount</i> c. Vouchered Amt = 0.00 5. Save Query using a name that denotes the results (i.e. TRAVEL POs)
RESULTS:
A listing of all Travel POs (Encumbrances) for which no payment has been made.
ACTION REQUIRED:
<ol style="list-style-type: none"> 1. Review department records to determine if the Travel PO requires a Travel Expense Voucher to be completed and forwarded to Travel and Direct Pay or if the Travel was not taken and the Travel PO needs to be cancelled. 2. If the Travel PO requires a Travel Expense Voucher to be completed, simply complete the Travel Expense Voucher attaching all required documentation and forward to Travel and Direct Pay for reimbursement. LSUHSC-Shreveport's policy requires that all original invoices be mailed directly to Accounts Payable at the following address: <p style="margin-left: 40px;">Louisiana State University Health Sciences Center Account Payable P O Box 33932 Shreveport, LA 71130-3932</p> 3. If the trip for the Travel PO was not taken and needs to be cancelled, use spreadsheet "Action Needed" column to indicate <i>Travel PO Line should be CANCELLED.</i> E-mail the appropriate "Buyer" (Travel/Direct Pay Personnel) listed on the query with the attachment of the Excel query results for follow-up.

ENCUMBRANCE ANALYSIS TIP #5

GOAL:
Find all POs requiring matching that have been received or partially received into PeopleSoft but <i>have not been</i> matched and vouchered (paid) by Accounts Payable.
ADDITIONAL INFO:
▪ None
DETAIL PROCESS:
<ol style="list-style-type: none">1. Run Query to Excel Public Query CLEANUP_SHR_PO_ACTIVITY (LSUSH).2. Enter "Department's 7-Digit ID" at the Department prompt.3. At the Accounting Date prompts enter "from" and "to" accounting date ranges. - Generally should be run by fiscal year date range of 07/01/XX to 06/30/XX.4. Auto-Filter (Excel) query results as follows:<ol style="list-style-type: none">a. PO Type does not equal Travel Orders (NOTE: If PO Type of "Travel Orders" does not exist in the auto-filter drop down for PO Type, do not filter for PO Type.)b. Distribute by = <i>Quantity</i>c. Receipt Status = <i>PO Partially Received</i>d. Status = <i>To Match</i>e. Vouchered Amt = 0.005. Save Query using a name that denotes the results (i.e. POs RECEIVED NOT PAID)
RESULTS:
A listing all Purchase Orders that have been "received" or "partially received" into PeopleSoft but have not been vouchered (paid) by Accounts Payable.
ACTION REQUIRED:
<ol style="list-style-type: none">1. If an original invoice exists in the department, forward that invoice to Accounts Payable for payment. LSUSHSC-Shreveport's policy requires that all original invoices be mailed directly to Accounts Payable at the following address: Louisiana State University Health Sciences Center Account Payable P O Box 33932 Shreveport, LA 71130-39322. Otherwise, using the spreadsheet "Action Needed" column note that the PO has been received and ready to pay. Email Manager of Payables - Stephen Oberhausen (soberh@lsuhsc.edu) with attached spreadsheet for follow-up.

ENCUMBRANCE ANALYSIS TIP #6

GOAL:
Find all Two-Way Match (Signature required for payment) POs that have not been vouchered (paid).
ADDITIONAL INFO:
<ul style="list-style-type: none"> ▪ Determine if the goods or services on the PO have been delivered; or if the goods or services are not needed and will not be delivered, that the PO needs to be cancelled. ▪ Take steps to notify Accounts Payable that the goods or services have been delivered and that the PO is approved to pay or take steps to cancel any POs that are no longer needed.
DETAIL PROCESS:
<ol style="list-style-type: none"> 1. Run Query to Excel Public Query CLEANUP_SHR_PO_ACTIVITY (LSUSH). 2. Enter "Department's 7-Digit ID" at the Department prompt. 3. At the Accounting Date prompts enter "from" and "to" accounting date ranges. <ul style="list-style-type: none"> - Generally should be run by fiscal year date range of 07/01/XX to 06/30/XX. 4. Auto-Filter (Excel) query results as follows: <ol style="list-style-type: none"> a. Rule = TWO_WAY b. Vouchered Amt = 0.00 5. Save Query using a name that denotes the results (i.e. TWO WAY SIGNATURE REQUIRED)
RESULTS:
A listing of all POs that are Two-Way Match required (signature required for payment) that have not been vouchered (paid) by Accounts Payable.
ACTION REQUIRED:
<ol style="list-style-type: none"> 1. Determine if the goods or services on the PO have been received or if the PO is no longer needed. 2. If the PO is no longer required, use spreadsheet "Action Needed" column to indicate Cancel PO. Email the appropriate "Buyer" listed on the query for that PO. Attach the Excel query results for follow-up. 3. If the goods or services have been received and the department has received an "Accounts Payable Expediter"; forward the Accounts Payable Expediter back to the AP Accounting Specialist that requested the signature with the signed copy of the invoice attached so that Accounts Payable can make payment on the PO. Use spreadsheet "Action Needed" column to indicate Signature was provided on xx/xx/xx (date). Email Manager of Payables - Stephen Oberhausen (soberh@lsuhsc.edu) with attached spreadsheet for follow-up. 4. If an Accounts Payable Expediter along with a signed invoice has been forwarded to Accounts Payable, contact Manager of Payables - Stephen Oberhausen (soberh@lsuhsc.edu) to determine why payment has not been made. Use spreadsheet "Action Needed" column to indicate Signature was provided on xx/xx/xx (date) as an attachment for follow-up

ENCUMBRANCE ANALYSIS TIP #7

GOAL:
Find all "Travel" POs (Encumbrances) for which no reimbursement has been made.
ADDITIONAL INFO:
<ul style="list-style-type: none">▪ Determine if the Travel Expense Voucher needs to be completed and forwarded to Travel and Direct Pay for reimbursement or if the "Travel" PO needs to be cancelled due to Travel not taken. NOTE: All Travel Expense Vouchers are required to be turned in to Travel and Direct Pay <i>if the trip was taken regardless</i> if there is travel reimbursement due or not.
DETAIL PROCESS:
<ol style="list-style-type: none">1. Run Query to Excel Public Query CLEANUP_SHR_PO_ACTIVITY (LSUSH).2. Enter "Department's 7-Digit ID" at the Department prompt.3. At the Accounting Date prompts enter "from" and "to" accounting date ranges.<ul style="list-style-type: none">- Generally should be run by fiscal year date range of 07/01/XX to 06/30/XX.4. Auto-Filter (Excel) query results as follows:<ol style="list-style-type: none">a. PO Type = Travel Orders (NOTE: If PO Type of "Travel Orders" does not exist in the auto-filter drop down for PO Type, do not filter for PO Type.)b. Distribute by = <i>Amount</i>c. Vouchered Amt = 0.005. Save Query using a name that denotes the results (i.e. TRAVEL POs)
RESULTS:
A listing of all Travel POs (Encumbrances) for which no payment has been made.
ACTION REQUIRED:
<ol style="list-style-type: none">4. Review department records to determine if the Travel PO requires a Travel Expense Voucher to be completed and forwarded to Travel and Direct Pay or if the Travel was not taken and the Travel PO needs to be cancelled.5. If the Travel PO requires a Travel Expense Voucher to be completed, simply complete the Travel Expense Voucher attaching all required documentation and forward to Travel and Direct Pay for reimbursement.6. If the trip for the Travel PO was not taken and needs to be cancelled, use spreadsheet "Action Needed" column to indicate <i>Travel PO Line should be CANCELLED</i>. E-mail the appropriate "Buyer" (Travel/Direct Pay Personnel) listed on the query with the attachment of the Excel query results for follow-up.

Questions/Comments:

Refer all questions or comments via e-mail to the **PS Training Department**.