

PeopleSoft IR-#16

Enterprise-Wide PeopleSoft Crystal Receipts Outstanding Report

Scope:

This PeopleSoft Information Release (IR) applies to Enterprise-wide Purchasing and Accounts Payable Staff Personnel and Departmental End-Users.

Purpose:

The purpose is to inform target group of a new Crystal Report titled "Receipts Outstanding 3-Way Match" and provide instructions for accessing, viewing, printing and analyzing this report.

The "Receipts Outstanding 3-Way Match Report lists all non-inventory Purchase Order (PO) Receipts with Match Control = THREE_WAY MATCH" by PO/PO Line/PO Line Distribution. Since all THREE_WAY match POs require Receiving in order for payment to be made on the PO, this report can be used to monitor the receiving activity for THREE_WAY MATCH POs.

For LSUSH (Shreveport):

"Information Release #11 - LSUSH Encumbrance Analysis Tips" may be used simultaneously with the Receipts Outstanding 3-Way Match Report to determine the action taken for each PO Line appearing on this report.

Module:

The IR affects the Purchasing Module in Financials Reporting.

Source:

The source of this IR is a result of a Business Policy.

Procedures

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

Database: PS Financial Reporting (PSFSRPT)

Security Access: Possess Security Access to PSFSRPT

Navigation & Process Overview

The following report identified in this IR for a Staff and/or Departmental End-User to Run, View, Print, and Analyze is discussed in its entirety.

Report [Receipts Outstanding 3-Way Match](#)

Retrieval Name: Information Release - #16
Issue Date: March 18, 2004
Revision Date:
Originator: Financial Support Organization
Rescind Date:

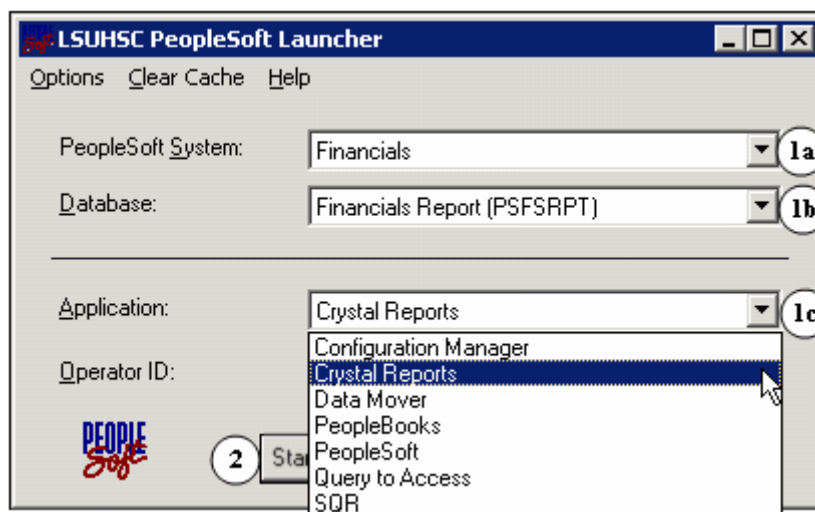



Report: Receipts Outstanding 3-Way Match

- [Access & Run the Receipts Outstanding 3-Way Match Report](#)
- [Viewing the Receipts Outstanding 3-Way Match Report](#)
- [Printing the Receipts Outstanding 3-Way Match Report](#)
- [Analyze the Receipts Outstanding 3-Way Match Report](#)

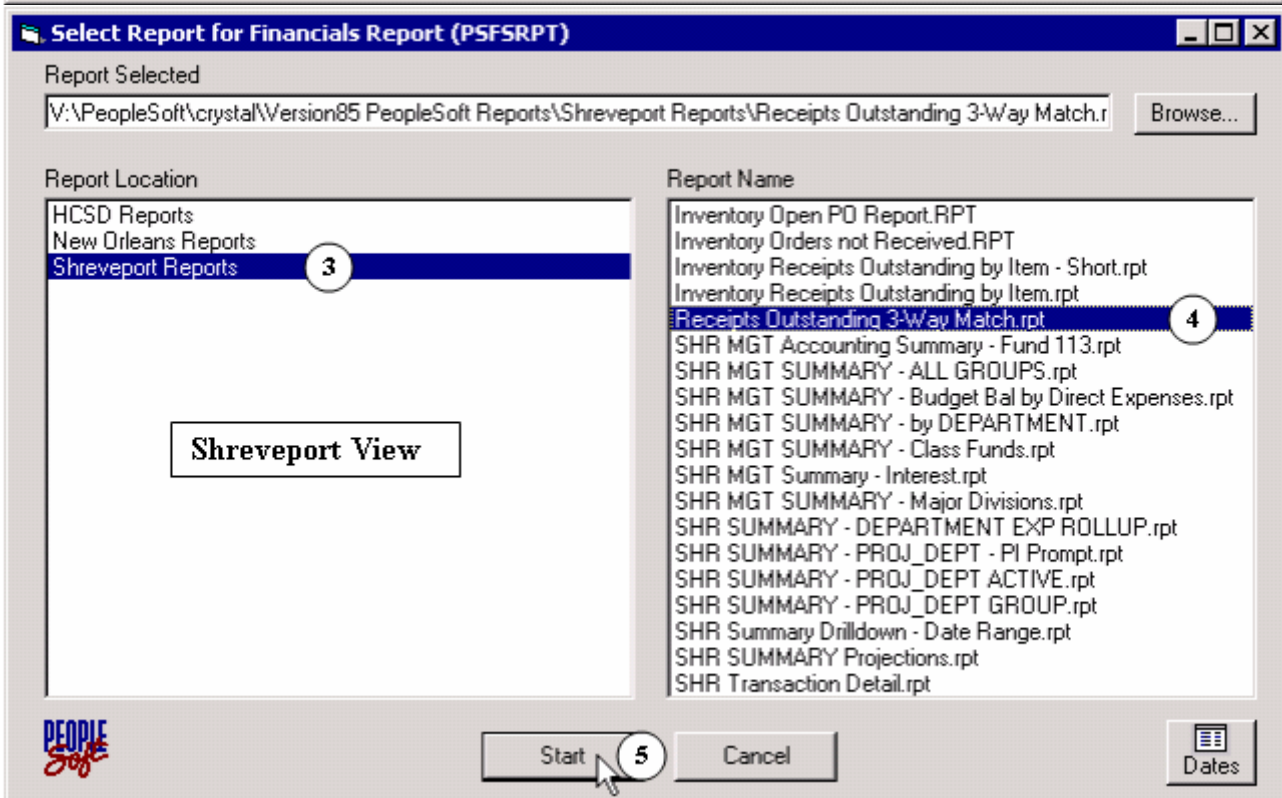
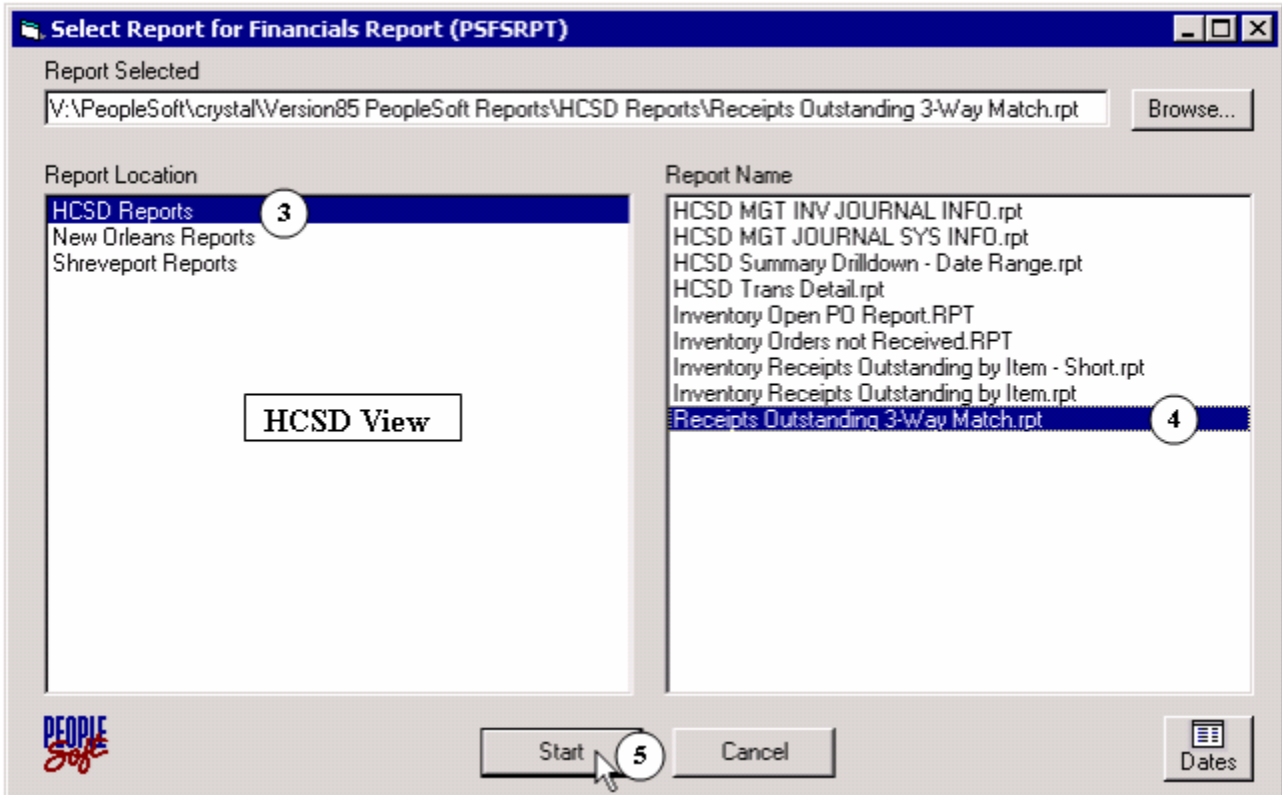
Navigation & Process


Accessing & Running the Inventory Orders Not Received Report



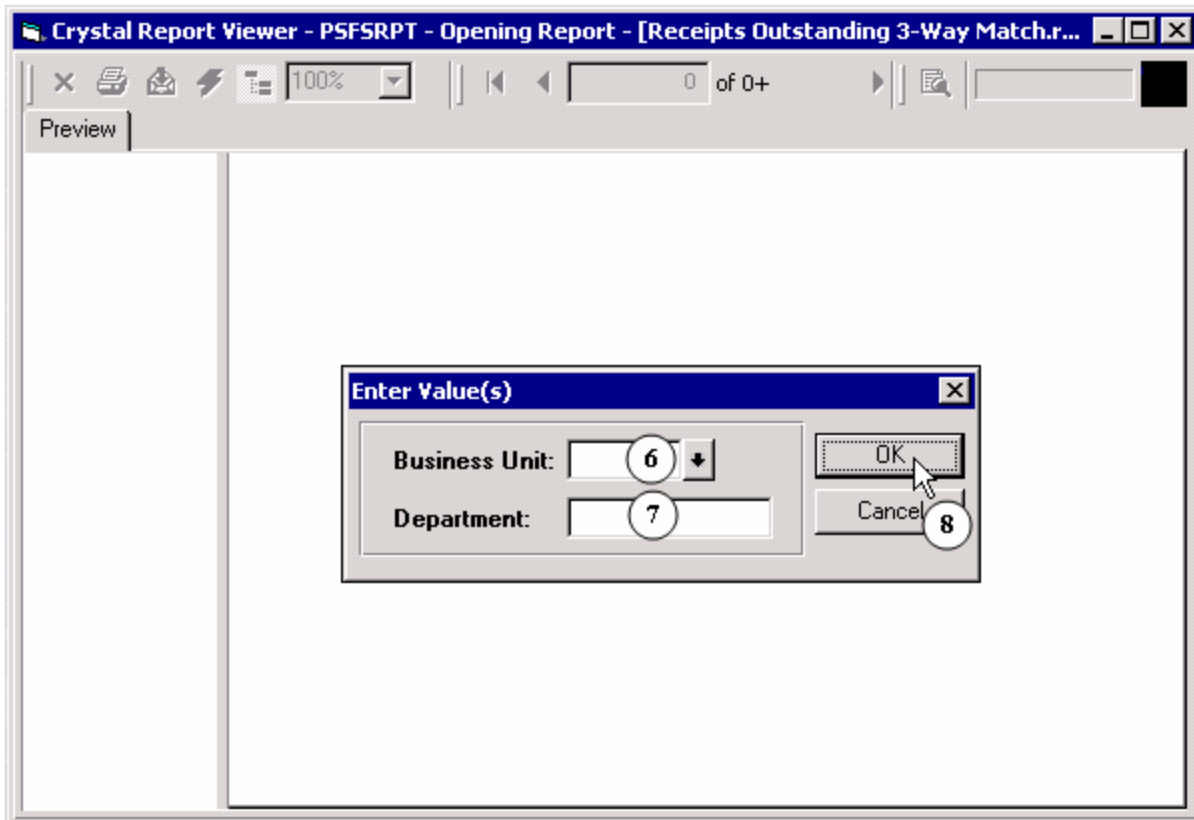
Step	Action
1.	From the LSUHSC PeopleSoft Launcher Select: <ul style="list-style-type: none"> a. PeopleSoft System: <i>Financials</i> b. Database: <i>Financials Report (PSFSRPT)</i> c. Application: <i>Crystal Reports</i>
2.	With all the proper selections made, Click the  button.


The **Select Report for Financial Report (PSFSRPT)** dialog box displays.



Step	Action
3.	From the Report Location : Select <i>HCSD Reports</i> or <i>Shreveport Reports</i>
4.	From the Report Name : Select <i>Receipts Outstanding 3-Way Match</i>
5.	With all the proper selections made, Click the  button.

The **Crystal Report Viewer** window displays.



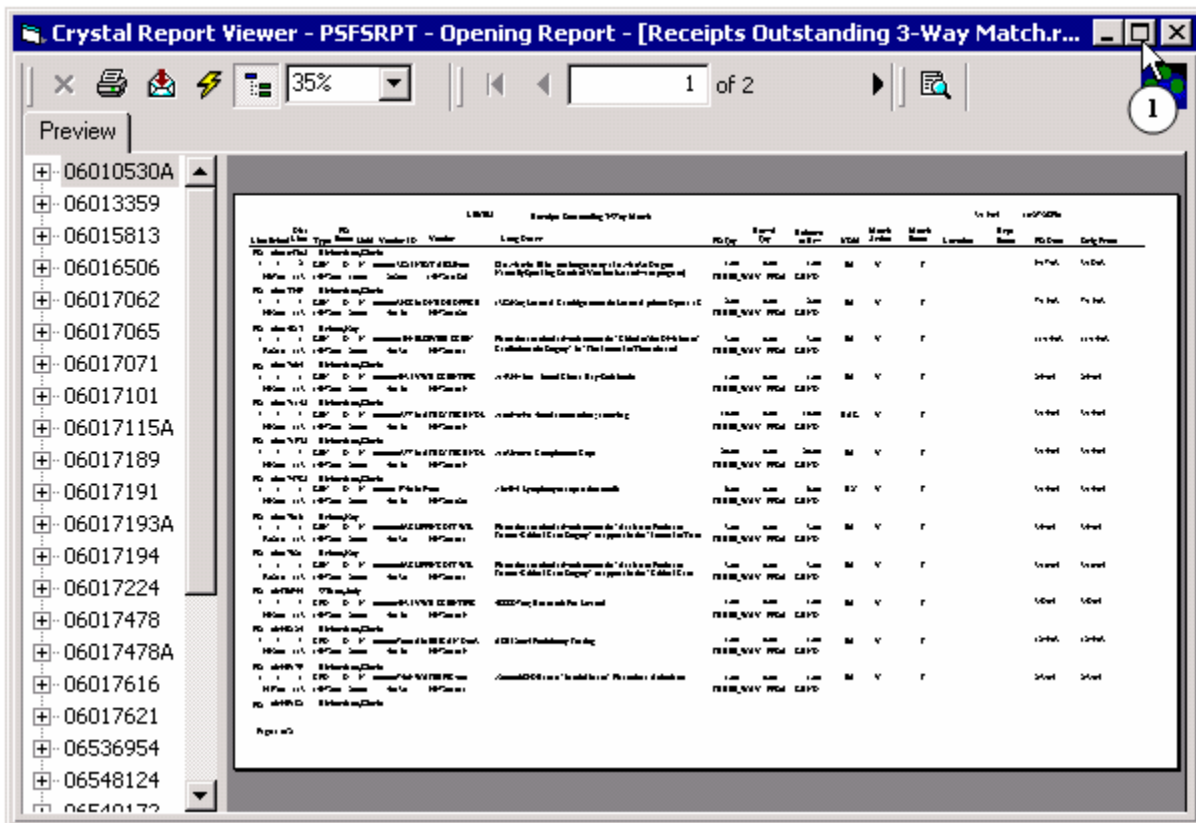
Step	Action
6.	Enter or Select Business Unit : <i>Appropriate Purchasing BU</i>
7.	Enter the Department : <i>Appropriate (7-Digit)Department ID or Wild Card (%) for all departments</i>
8.	With all the proper selections made, Click the  button.


Continue with **Viewing the Receipts Outstanding 3-Way Match Report** section.

Viewing the Receipts Outstanding 3-Way Match Report

The Crystal Report Viewer with the Receipts Outstanding 3-Way Match Report displays.

Since the report is at a less than optimal size for viewing, several features of the Crystal Report Viewer window will be discussed. All of following features may serve the End-User in viewing, printing, refreshing, or simply moving around several pages with ease. The focus of this section will be on buttons found at the top of the Crystal Report Viewer. In addition, the functional use of the Preview tab will be discussed.














Step	Action
1.	It is essential to make use of the maximum use of the viewing screen available, therefore: Click:  the Maximize button on the Title bar

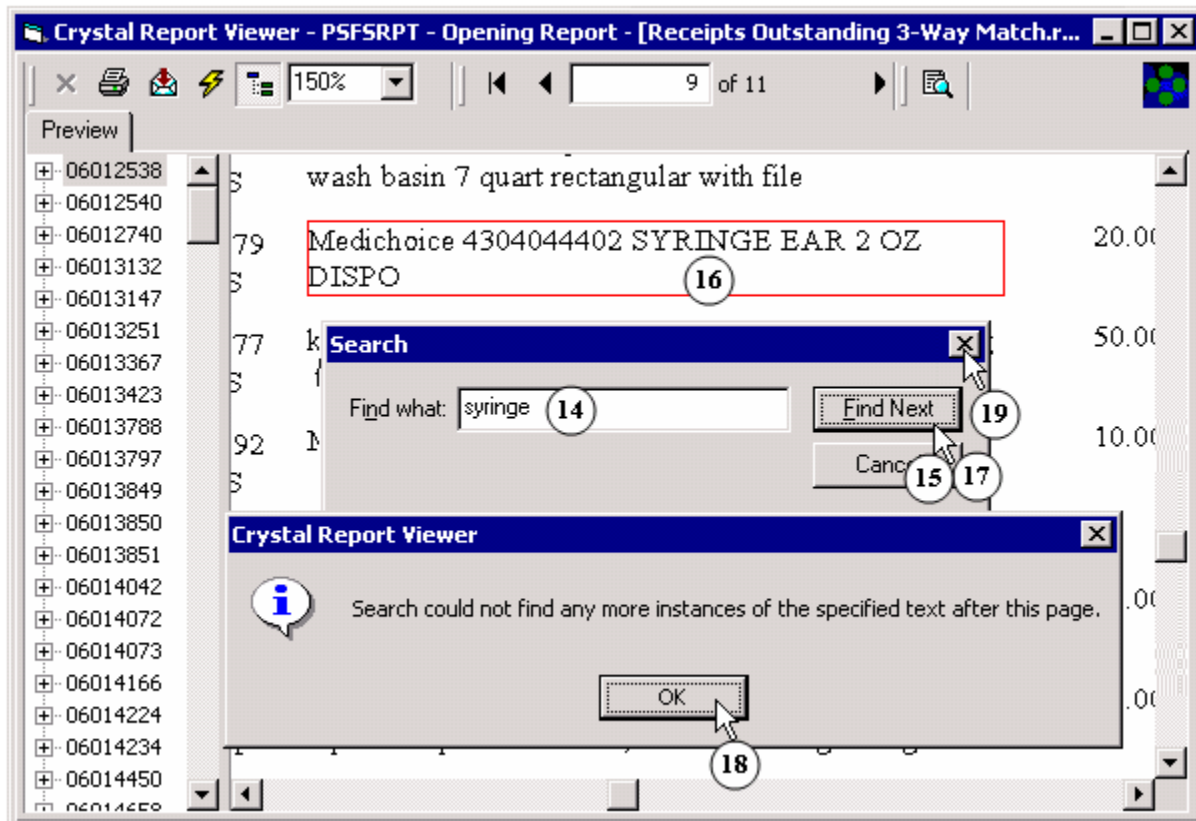
Discussion will continue with the series of Icons (buttons) located at the top of the Crystal Report Viewer window.




The Crystal Report Viewer Icons





Step	Action
2.	Click  Print Report button to initiate the print options for a Report. This button will be discussed in detail in the next section.
3.	Click  Export Report button to save a copy of a report to an Acrobat Format (PDF) file and save a single or multiple pages of the report
4.	Click  Refresh button to run the similar report currently viewing but for either a different Business Unit and/or INV Business Unit without closing the Crystal Report Viewer window.
5.	Click  Toggle Group Tree button to hide the Preview tab. Turning this button off (on by default) will present a full window display of any report in the Crystal Report Viewer . To redisplay the Preview tab click this button back on.
6.	Initially the report is displayed in a viewing percentage less than 100% Click in  Zoom box to enter any (larger) percentage value so to "zoom in" to get a close-up view of your document or (less)"zoom out" to see more of the page at a reduced size. Or Click the arrow next to the Zoom box and Click the zoom setting you want to either enlarge or reduce to a value other than the current percentage viewing.
7.	Click  Go To First Page button when on any page past the first page of a multi-page report to return to the first page of the report.
8.	Click  Go To Previous Page button to view the previous page from the current page displayed.
9.	Click in  Page Number box to enter and view a specific page of a multi-page report. Type a value in the box and Press Enter key and said page of report will display.
10.	Click  Go To Next Page button to view the next page from the current page displayed.
11.	Click  Go To Last Page button when on any page of a multi-page report to return to the last page of the report.

Step	Action
12.	Click  Stop Load button if necessary to stop a report from loading after entering Business Unit and Department values. Not available after report displays.



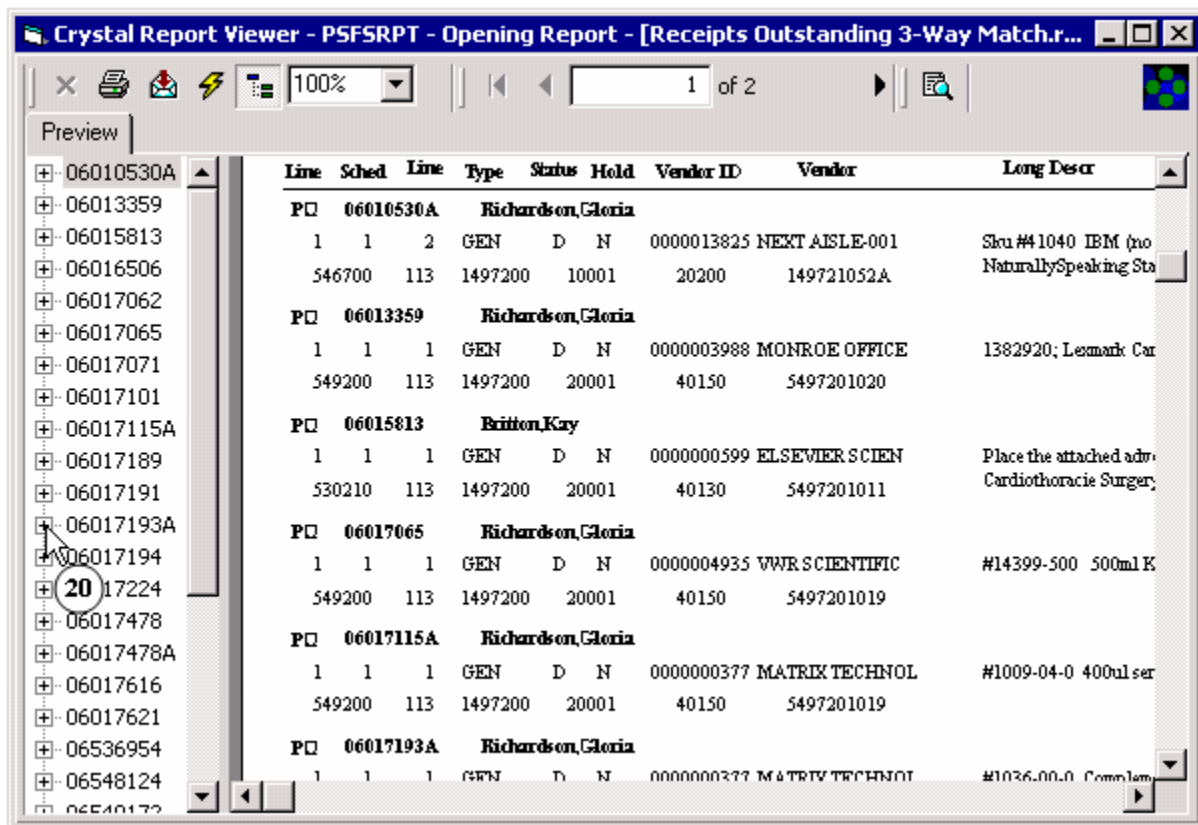
Step	Action
13.	Click  Search Text button to display a Search dialog box and find any item (alpha or numeric) within the report.
14.	Enter Find what entry in the Search box. Value(s) entered are not case-sensitive.
15.	Click  to begin the search process.
16.	The text will be located on any page of the report and will appear within a Red Box .
17.	Click  repeatedly to continue displaying similar entries found in the report.




Step	Action
18.	When no further entries can be located in the report, an Information box displays. Click  to close Information box
19.	Click  Close button located on top right of Search dialog box to return to report viewing.

The next discussion will focus on utilizing the **Preview** tab of the **Crystal Report Viewer**.

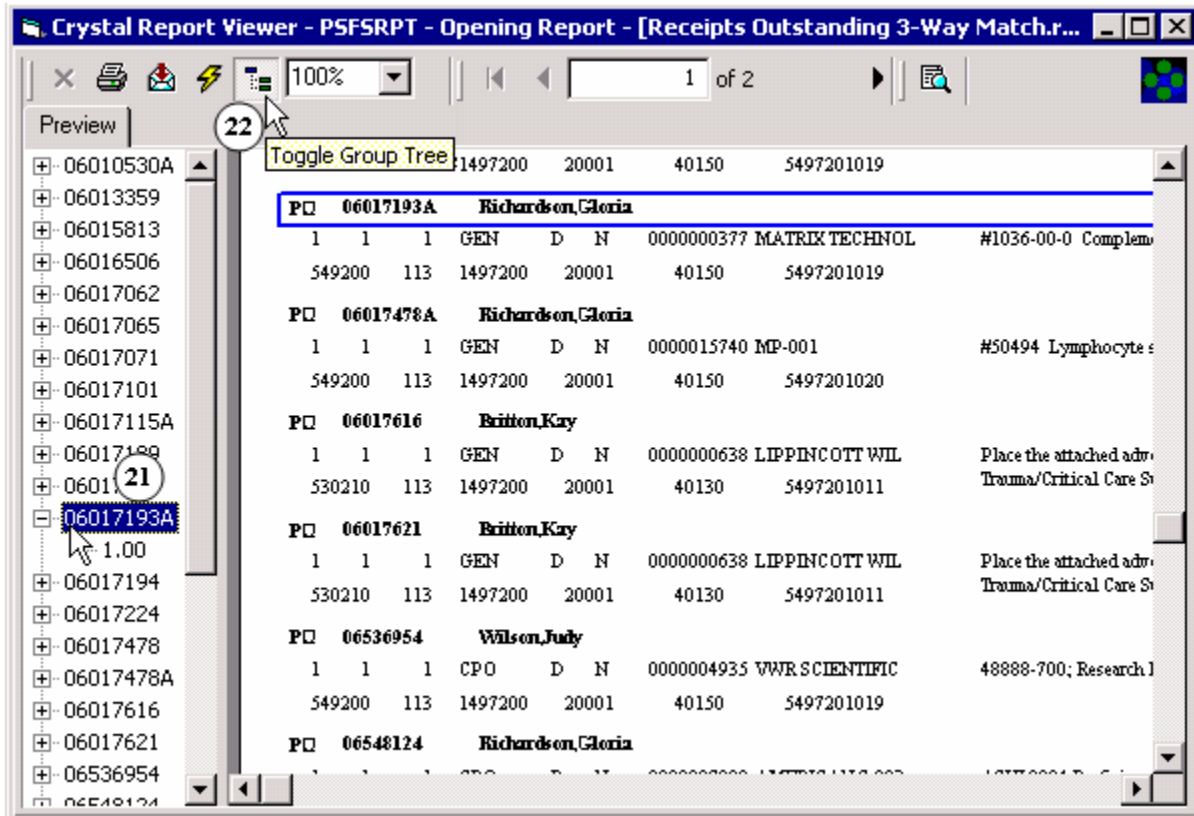
If the need arises to focus on one specific Purchase Order (PO) of the report and on a specific associated PO Line, then the **Preview** tab will prove to be a time saver as opposed to viewing each page of the report until the PO is located. As an example, the following will illustrate the steps in locating and viewing the specific **PO 06017193A**.


Before:



Step	Action
20.	With the Preview tab displayed (if not see Step 5 above) locate PO 06017193A in the list. Notice the  Plus Symbol to the left of PO. This signifies that there are multiple lines to the PO. Click  and it will change to a  Minus Symbol .

After:



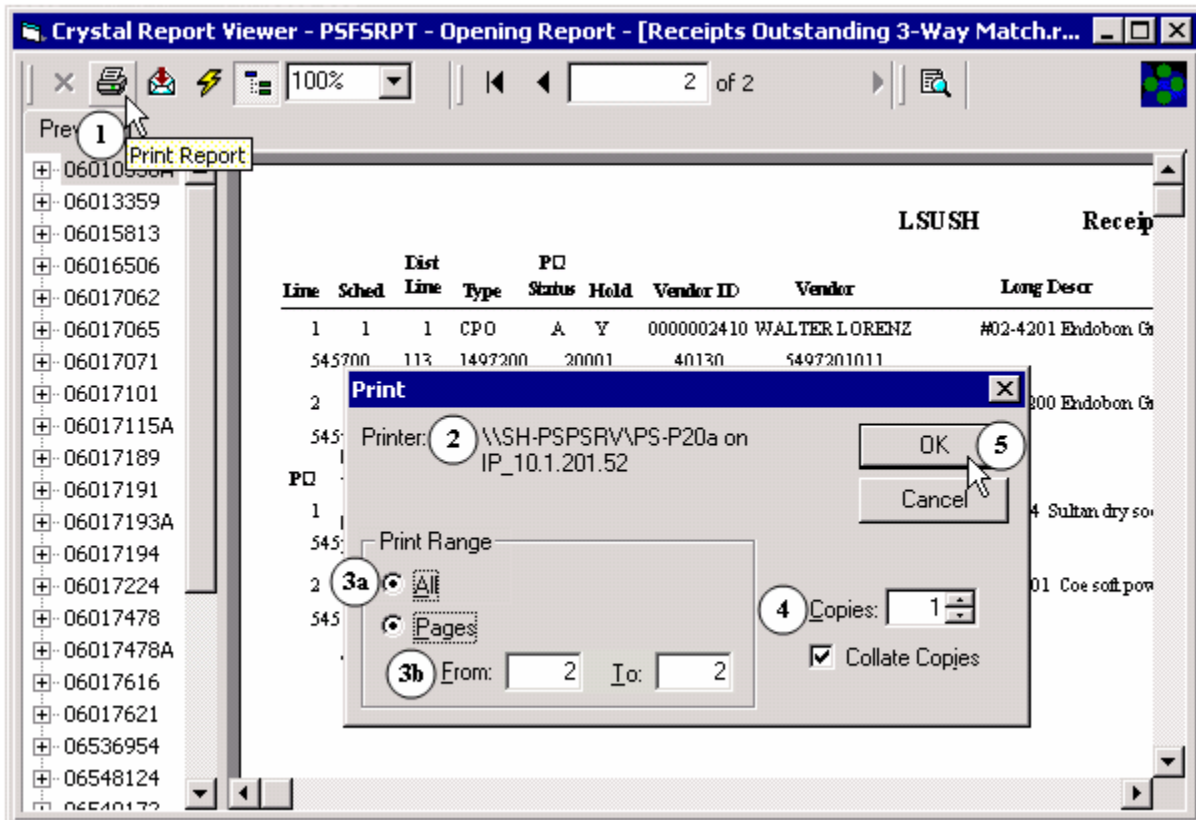
Step	Action
21.	Click on PO 06017193A to highlight and the resulting page of the report will display with the specified PO outlined in blue.
22.	Click  Toggle Group Tree button to hide the Preview tab and to present a full window display of the report in the Crystal Report Viewer . To redisplay the Preview tab click this button back on.


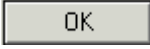
Continue with **Printing the Receipts Outstanding 3-Way Match Report** section.

Printing the Receipts Outstanding 3-Way Match Report

The **Crystal Report Viewer** with the **Receipts Outstanding 3-Way Match Report** displays.

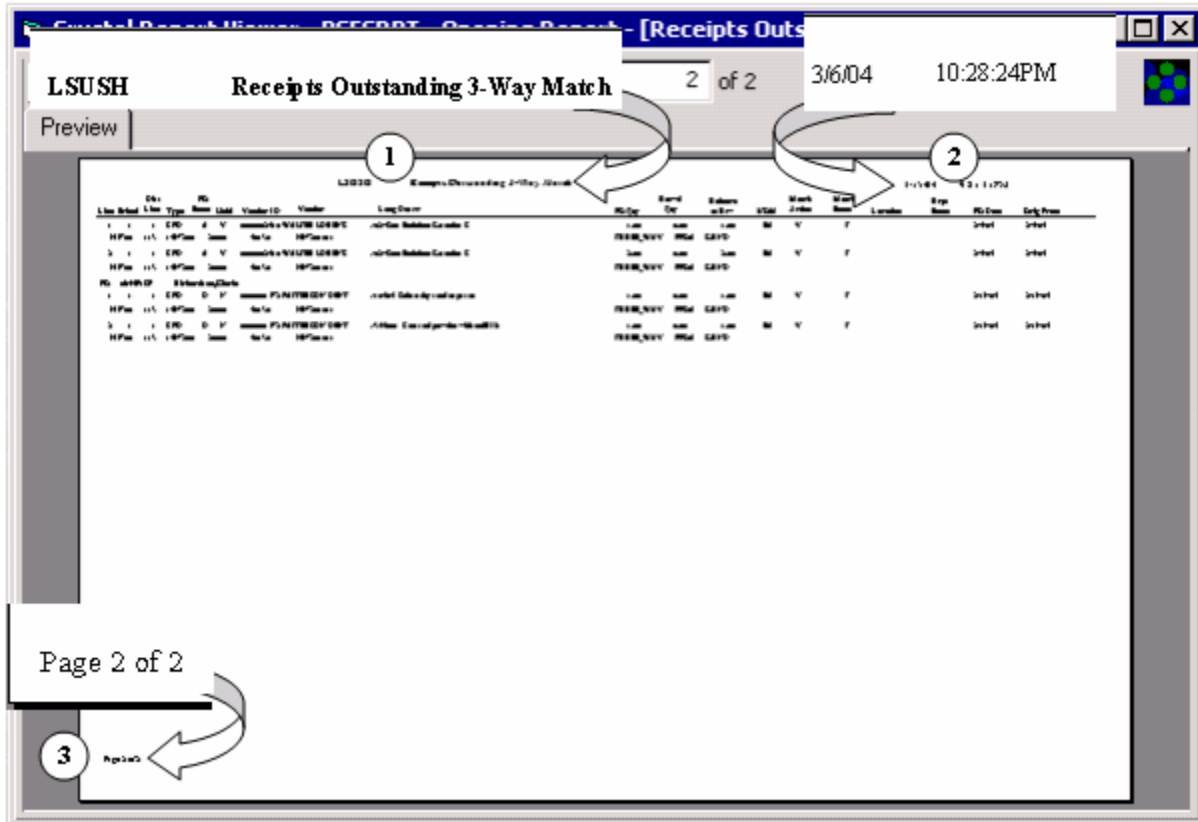
After viewing the report it may be necessary to print any section of the report; from a single page to a range of pages to the entire report. The viewing configuration of the report does not impact the printed report.



Step	Action
1.	Click  Print Report button to initiate the print options for a Report.
2.	The report will print to the designated Network Printer .
3.	Select Print Range desired: a. All to print the entire report b. Pages - From/To to print a specific range of pages
4.	Enter a number for Copies greater than 1 if desired.
5.	Click  to execute the Print options.

Continue with **Analyze the Receipts Outstanding 3-Way Match Report** section.

Analyze the Receipts Outstanding 3-Way Match Report



The Receipts Outstanding 3-Way Match Report will have three consistent items that will print on each and every page of the report.

Step	Action
1.	The Title of the Report will be on the top center of each page of the report
2.	The Date and Time the Report was run will print on the top right edge of each page of the report
3.	The Page and Total Pages of the Report will print on the bottom left of each page of the report.

Sample **Receipts Outstanding 3-Way Match** Report as displayed in the **Crystal Report Viewer**

Line	Sched	Dist Line	Type	PO Status	Hold	Vendor ID	Vendor	Long Descr
PO 06010530A Richardson, Gloria								
5	1	2	GEN	D	N	0000013825	NEXT AISLE-001	Sku #41040 IBM (no longer carry sku #41030 Dragon NaturallySpeaking Standard Version 6.0 software program
6	546700	113	1497200	10001		20200	149721052A	
PO 06013359 Richardson, Gloria								
	1	1	GEN	D	N	0000003988	MONROE OFFICE	1382920; Lexmark Cartridge toner for Lexmark printer O
	549200	113	1497200	20001		40150	5497201020	

PO Qty	Recvd Qty	Balance to Rcv	UOM	Match Action	Match Status	Location	Rept Status	PO Date	Orig Prom
5	1.00	0.00	1.00	EA	Y	T		9/17/03	3/18/03
6	THREE_WAY	PP&A	GRND						
	2.00	0.00	2.00	EA	Y	T		7/15/03	7/15/03
	THREE_WAY	PP&A	GRND						

The Receipts Outstanding 3-Way Match Report contains information in the body of the report that have Headings, as well as information that does not have Headings displayed at the top of each page. The information is in three steps for ease of understanding.

Step	Action
4.	<p>Each report is first grouped by PO and listed in ascending order.</p> <p>The following do not have Headings displayed on the report:</p> <ul style="list-style-type: none"> ▪ PO – Each PO number with a balance to receive is listed in bold print. ▪ Buyer – Each PO has Purchasing Buyer’s name in bold print.

Step	Action
5.	<p>The following do have Headings displayed on the report:</p> <ul style="list-style-type: none"> ▪ Line – Individual PO Lines for the PO number with a remaining amount. ▪ Sched – PO schedule number ▪ Dist Line – Distribution Line ▪ Type – PO Type ▪ PO Status – A = Approved, D = Dispatched, O = Open ▪ Hold – PO Hold Status – Y (Yes) = On Hold; or N (No) = Not on Hold ▪ Vendor ID – Vendor number ▪ Vendor – Vendor Short Name ▪ Long Descr – Inventory Item ID description ▪ PO Qty – Qty on PO Line Distribution Ordered ▪ Recvd Qty – Qty Received on PO Line Distribution ▪ Balance to Rcv – Balance to Receive on PO Line Distribution ▪ UOM - Unit of Measure for goods ordered on the PO Line Distribution ▪ Match Action– PO Match Action Required (Y = Yes; N = No). Match action should always be Y for Inventory PO's. ▪ Match Status – PO Match Status (T = To be matched; N = Not required and should not exist on inventory PO's; P = Partially Matched) ▪ Location – Location Inventory Item shipped to ▪ Rcpt Status – Receipt Status – M = Moved to Inventory which applies to Qty already received on the PO Line Distribution which indicates the received qty is included in the balance on hand in inventory; R = Received which applies to Qty already received on the PO Line Distribution which indicates the received qty is NOT included in the balance on hand in inventory; “blank” = not received. ▪ PO Date – Date PO was created ▪ Orig Prom – Original Promise date entered on the PO. Original Promise date should be entered on the PO to track vendor's promise to deliver date.
6.	<p>The following do not have Headings displayed on the report:</p> <ul style="list-style-type: none"> ▪ PS Acct, Fund, DeptID, Program, Class, Proj/Grt - Department's ChartString designated for the PO Line Distribution. ▪ Match Control –. Match Rule designated for the PO Line Distribution. THREE_WAY = PO, Receipt, and Voucher required for payment of PO Line ▪ Freight Terms – DES = Destination; PPA = Prepaid and Add ▪ Ship Via – Transportation mode selected for shipment of the order

End of the **Receipts Outstanding 3-Way Match Report** section. Click [here](#) to **Return to Start of this IR.**

Questions/Comments:

Refer all questions or comments via e-mail to the **PS FIN SUPPORT GROUP**.