PeopleSoft IR-#8

Enterprise-Wide Reversing Remaining Pre-Encumbrances

Scope:

This PeopleSoft Information Release (IR) applies to Enterprise-wide Purchasing Staff personnel.

Purpose:

The purpose is to provide procedures for two methods to Reverse remaining Pre-Encumbrances once the End-User community determines through analysis and a determination is made to release Pre-Encumbrances of these accounts.

Module:

The IR affects the Purchasing Module in Financials Production.

Source:

The source of this IR is a result of a System Patch.

Procedures

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

Database: PS Financial Production (PSFSPRD)

1. **Requisition ID is known (the PO is unknown) and Requisition is:**
    a. **Approved**
    b. **Edited**
    c. **Budget Checked**
    d. **Dispatched**
2. **Purchase Order (PO) is known and:**
    a. **Dispatched**
    b. **Budget Checked**
    c. **Posted**

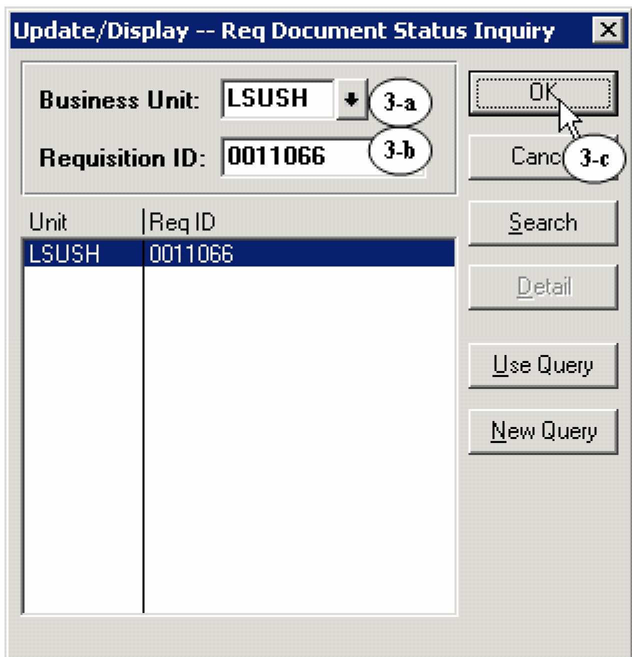
Navigation & Process Overview

Navigation & Process

Section A: Method #1 Finalization of PO Line Distribution

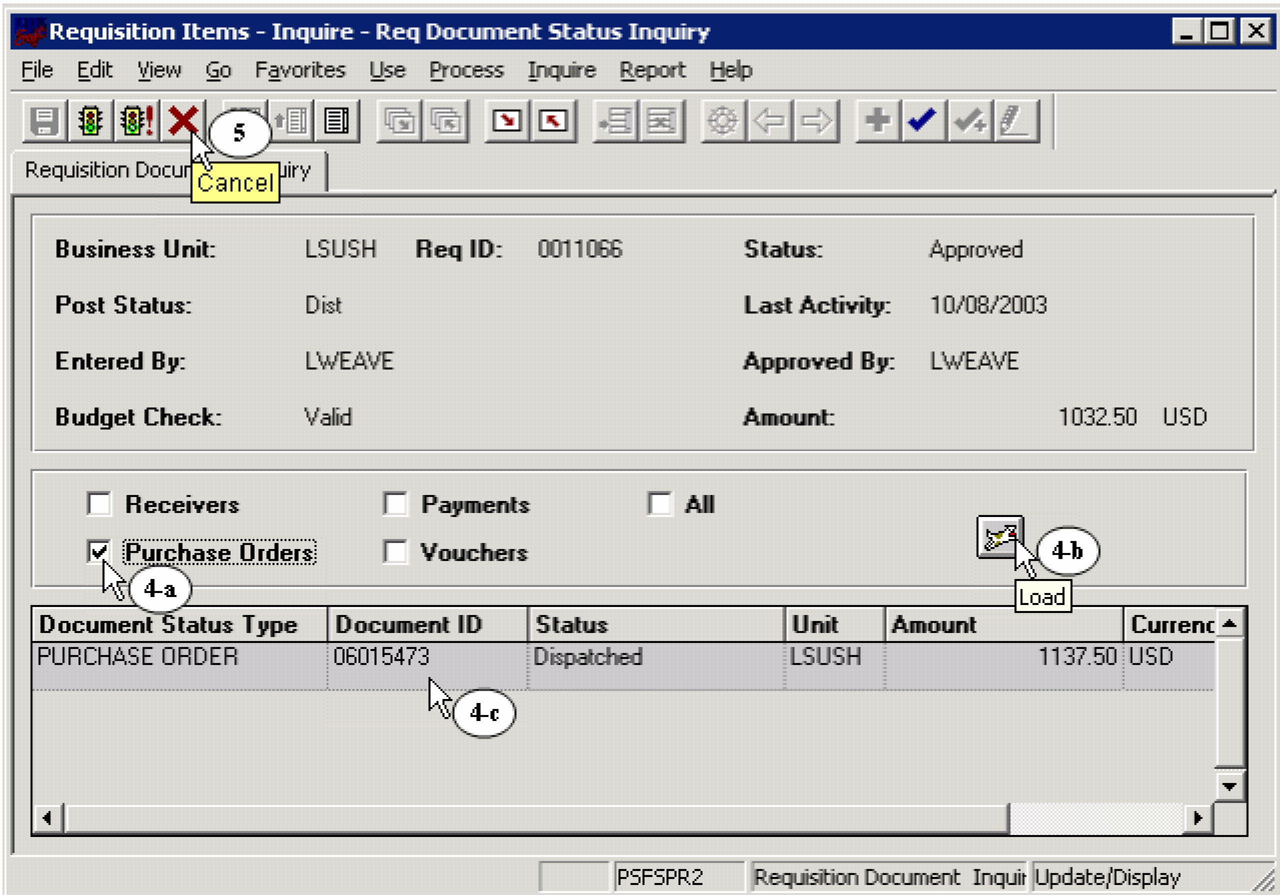
Note: If the PO Number is known click <u>here</u>; otherwise begin with Step 1 below.

Step	Action
1.	Click **Go**, **Administer Procurement**, **Requisition Items** Go
2.	Click **Inquire, Req Document Status Inquiry** Inquire



Step	Action
3.	Enter or Select the following **a.** Business Unit: **(Your Purchasing BU)** **b.** Requisition ID: **(Req ID known to address PO in question)** **c.** Click OK.

The **Requisition Document Inquiry** panel displays.

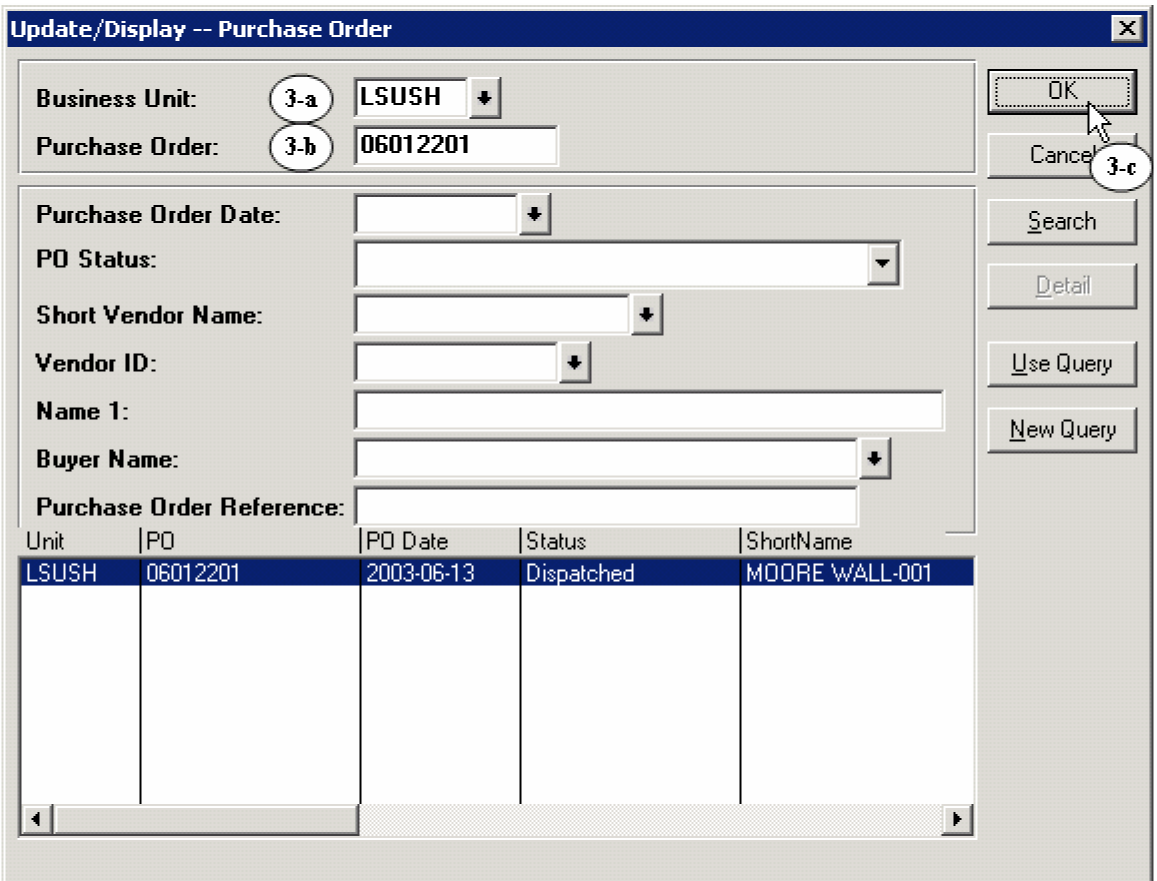


Step	Action
4.	Enter/Select the following: a. Purchase Orders: **Check On** b. Click (Load) Button:  (Sparky) c. Document ID: **(Associated Purchase Order Number)**
5.	Click  (Cancel) Button.

Continue on next page.

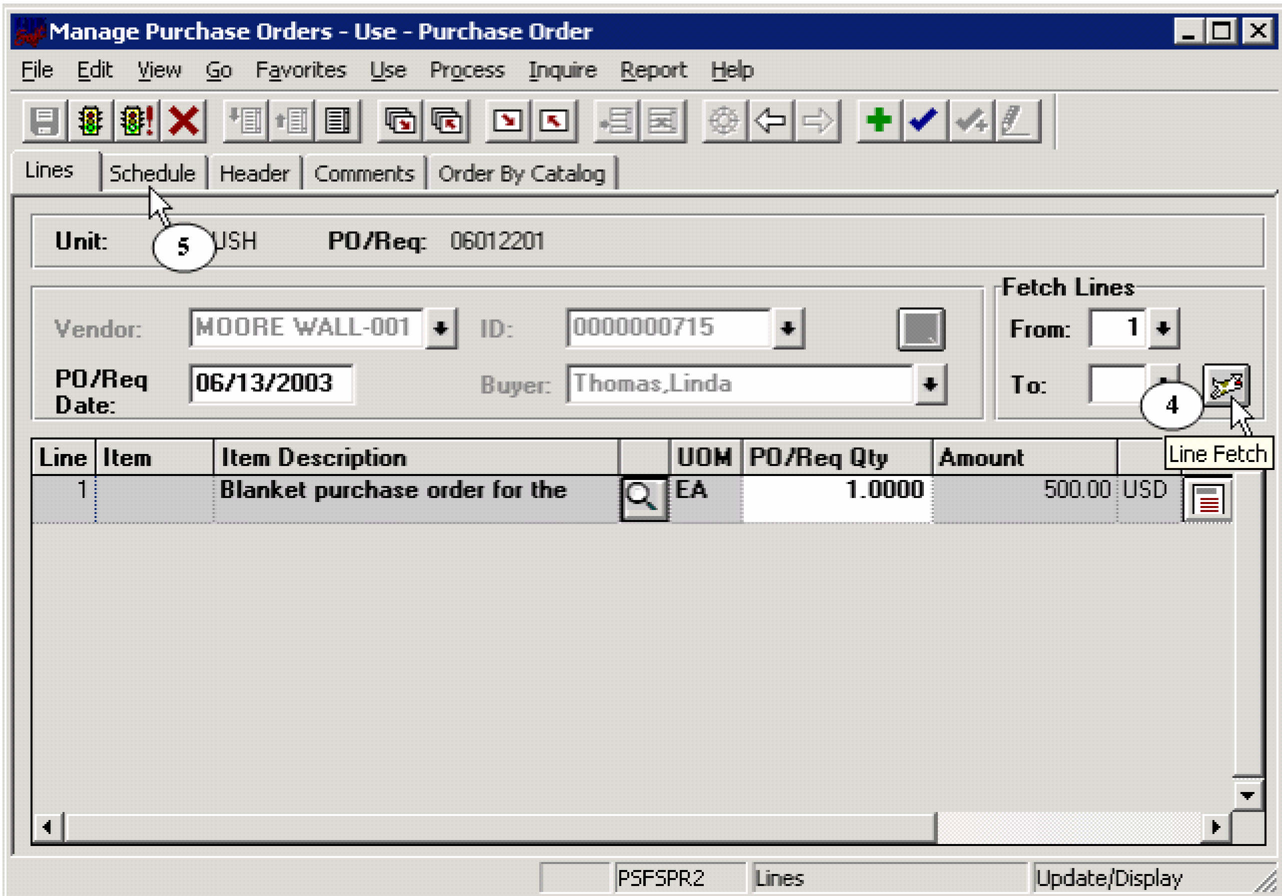
The **PO Number is Known**

Step	Action
1.	Click **Go**, **Administer Procurement**, **Manage Purchase Orders** Go
2.	Click **Use, Purchase Order, Lines, Update/Display** Use



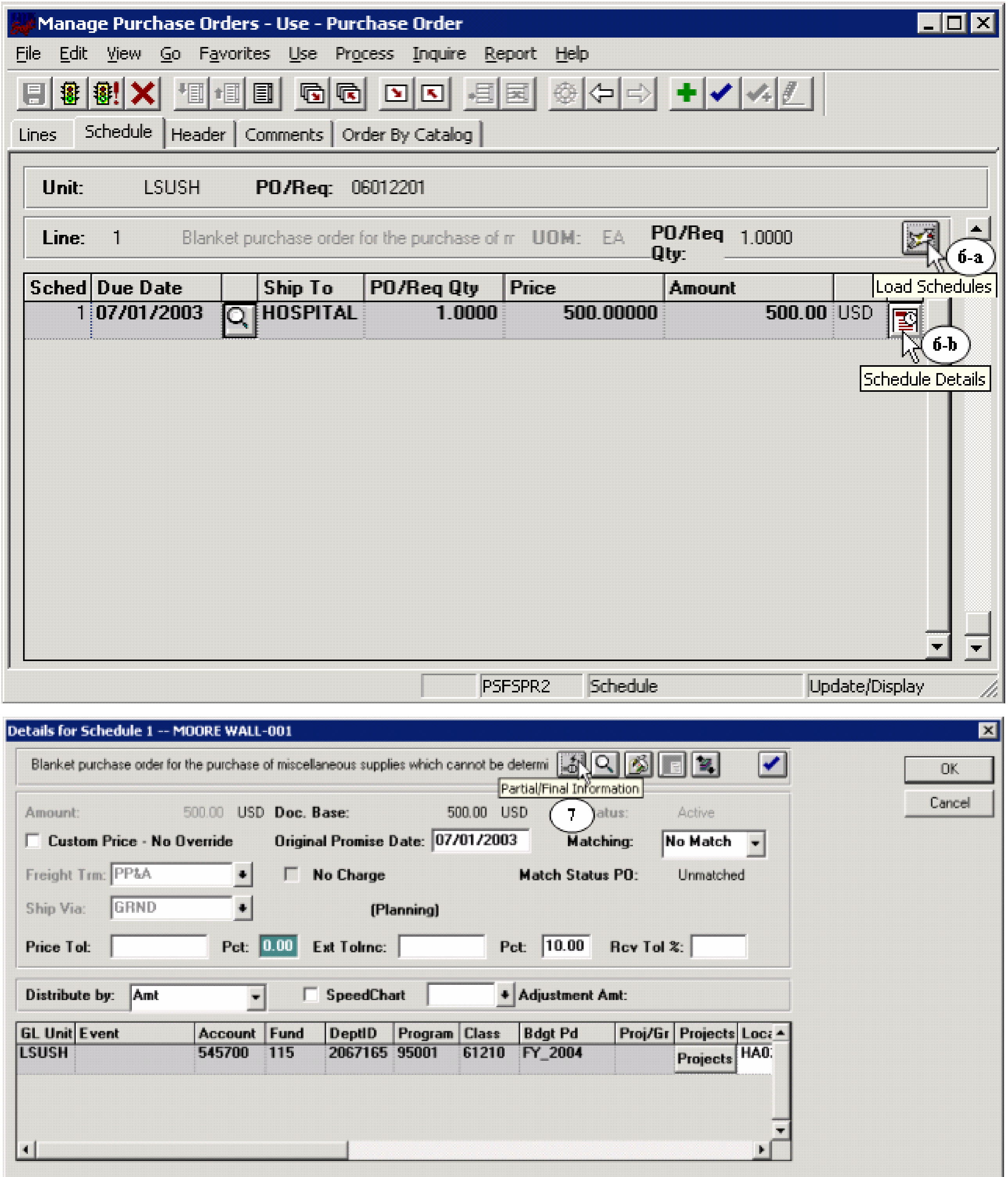
Step	Action
3.	Enter or Select the following **a.** Business Unit: **(Your Purchasing BU)** **b.** Purchase Order: **(8-Digit PO ID)** **c.** Click OK.

The Purchase Order **Lines** panel displays.

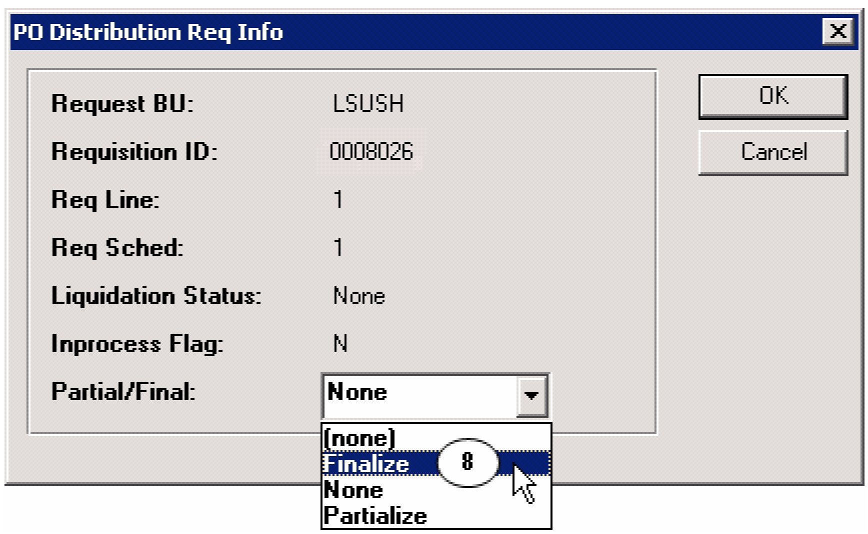


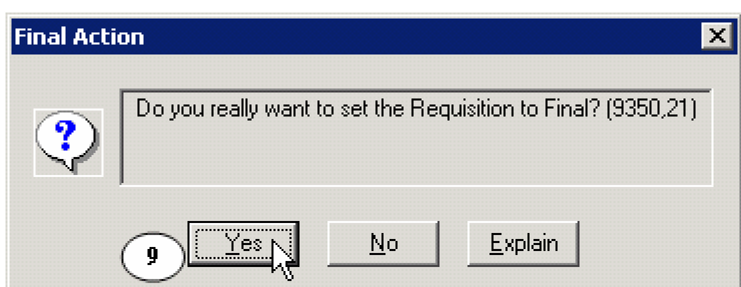
Step	Action
4.	Click (Line Fetch) Button to retrieve all PO Lines
5.	Click Schedule Tab

The Purchase Order **Schedule** panel & **Details for Schedule** subpanel display.



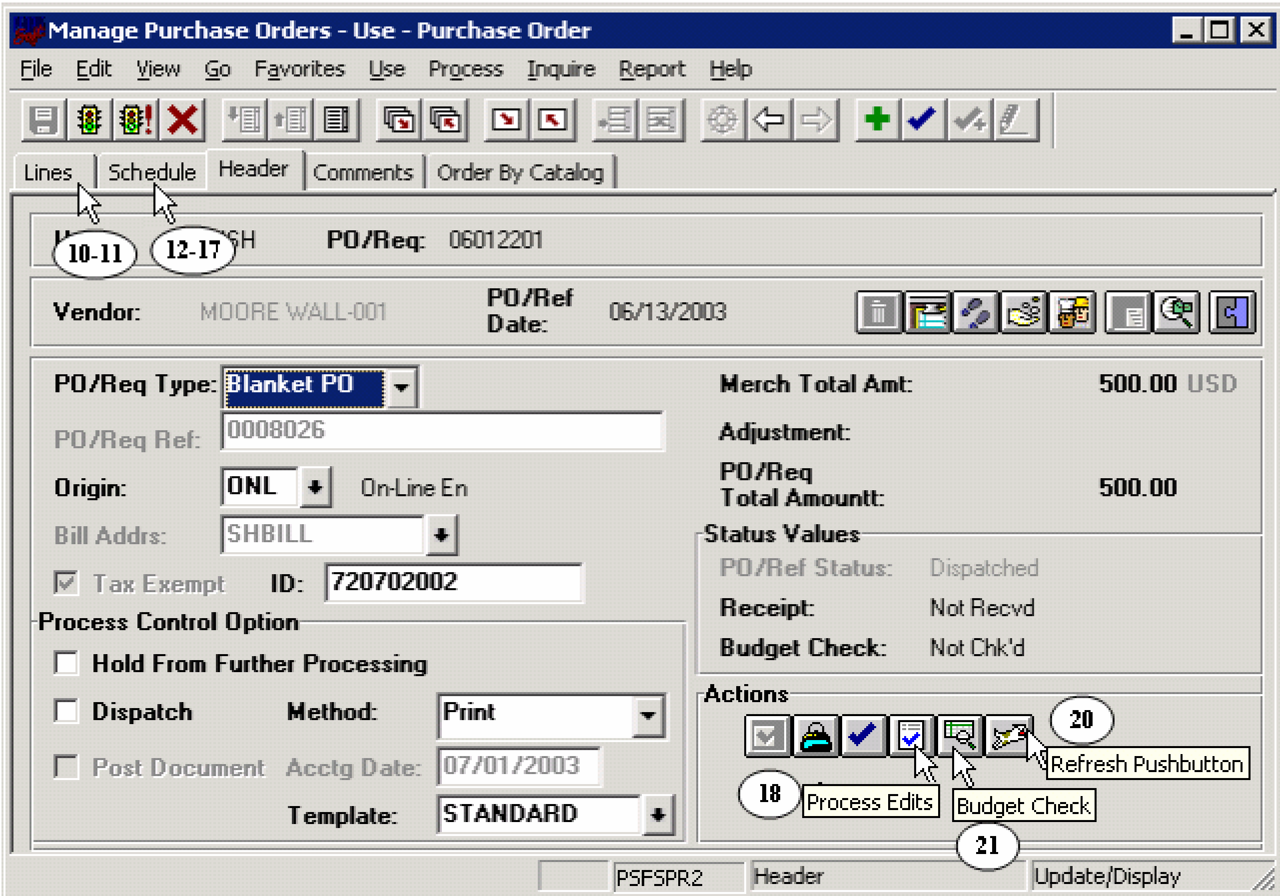
Step	Action
6.	Select the following **a.** Click (Load Schedules) Sparky Button **b.** Click (Schedule Details) Button for Schedule Distribution
7.	Click (Partial/Final Information) Button for **PO Distribution Req Info**





Step	Action
8.	Click drop-down for Partial/Final choose **Finalize**
9.	Click Yes on **Final Action**

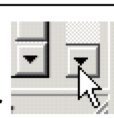
The Purchase Order **Header** panel displays.



NOTE:

Additional PO Lines: If additional PO Lines require Finalization follow **Step 10 to Step 17**.

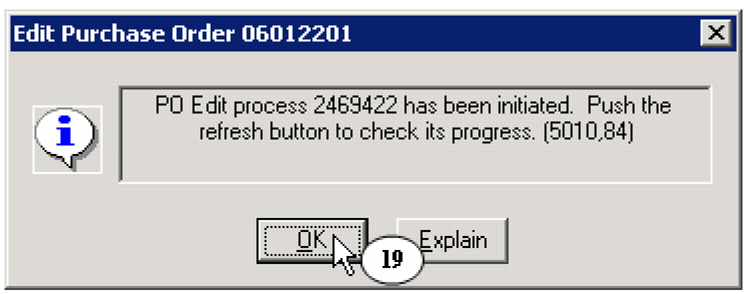
No Additional PO Lines: If no additional PO Lines require Finalization proceed to **Step 18**.

Step	Action
10.	Click  Tab
11.	Click  (Line Fetch) Button to retrieve all PO Lines
12.	Click  Tab
13.	Use the **Outer Scroll Bar**  to find the next PO Line scheduled to be **Finalized**

Step	Action
14.	Select the following **c.** Click (Load Schedules) Sparky Button **d.** Click (Schedule Details) Button for Schedule Distribution
15.	Click (Partial/Final Information) Button for **PO Distribution Req Info**
16.	Click drop-down for Partial/Final choose **Finalize**
17.	Click Yes on Final Action

Continue with Step 18 once all PO Lines requiring Finalization are complete.

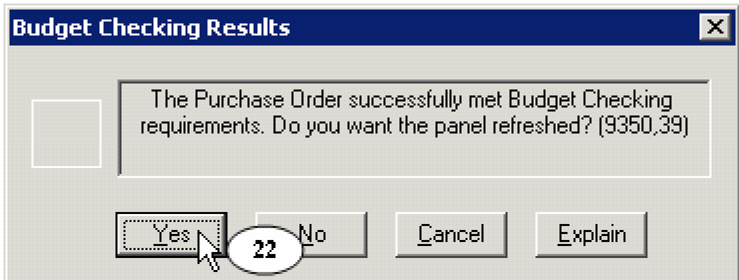
Step	Action
18.	Click (Process Edits) Button

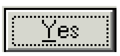


Step	Action
19.	Click OK to complete the **PO Edit Process**
20.	Click **(Refresh Pushbutton)** until **Budget Check Button** illuminates.
21.	Click **(Budget Check)** button to initiate the Process

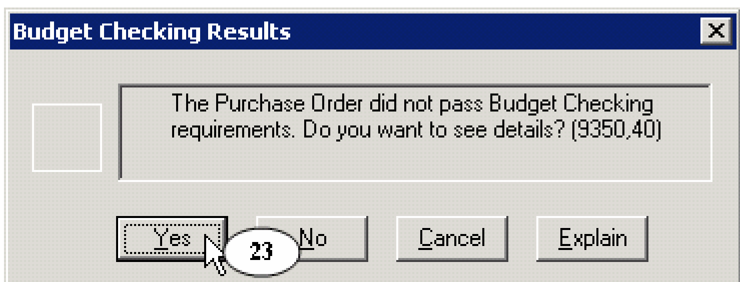
The Purchase Order **Budget Checking Results** message displays.

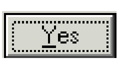
Did Pass Budget Check: (Proceed to Step 22, otherwise Proceed to Step 23)



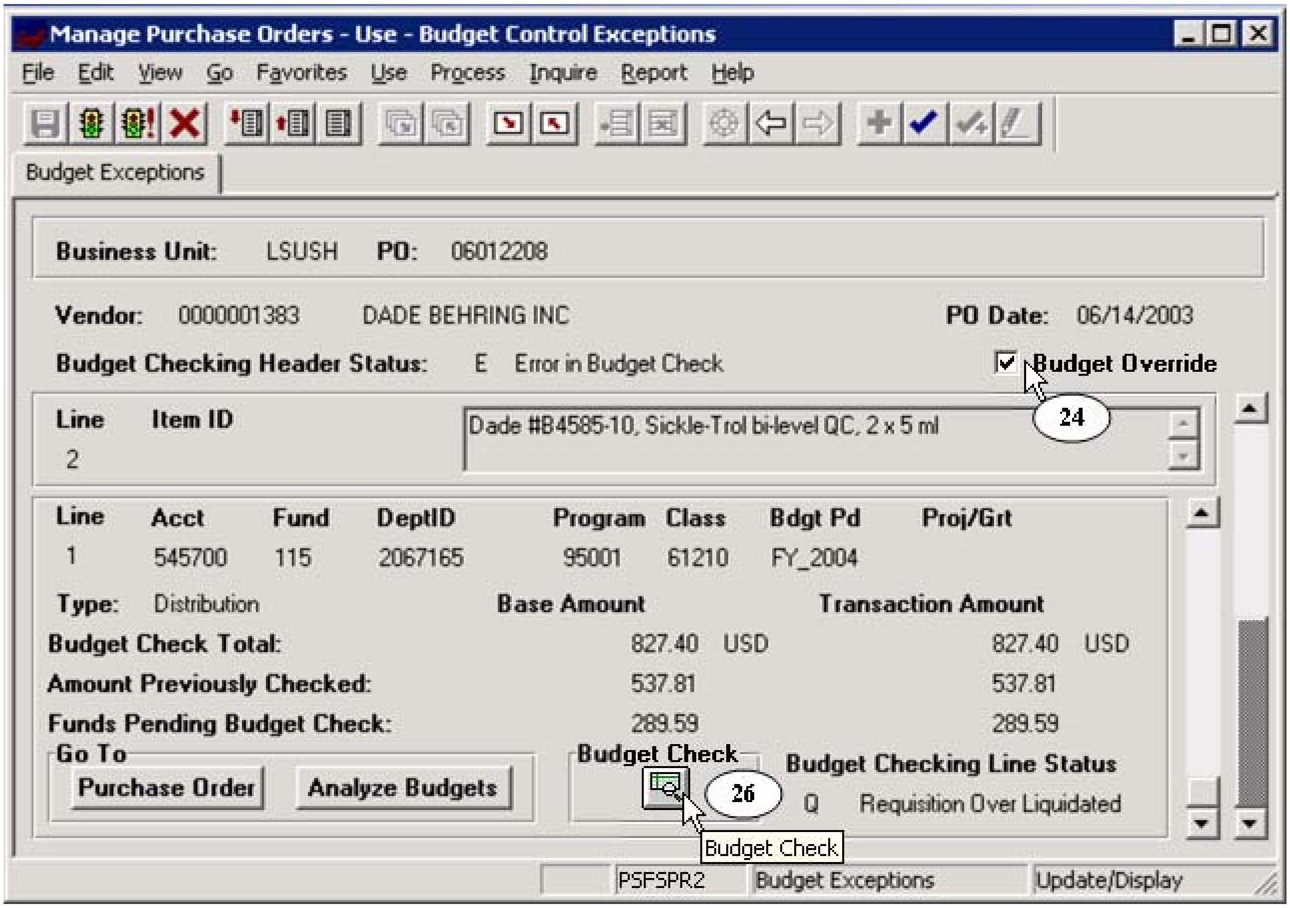
Step	Action
22.	Click  - the Purchase Order is successfully **Budget Checked. Go to Step 28.**

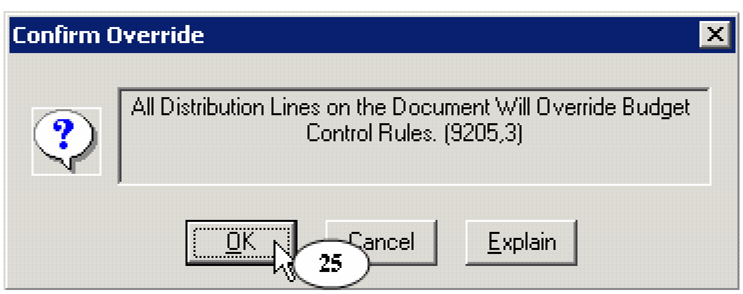
Did Not Pass Budget Check:

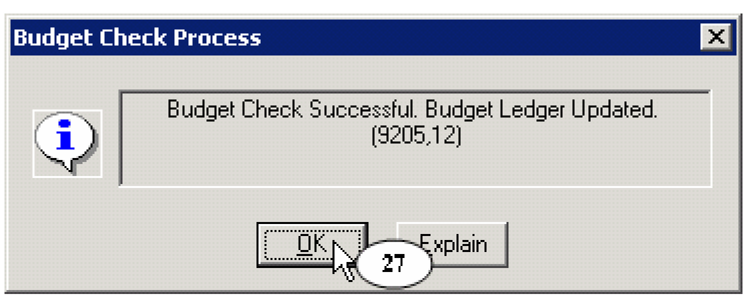


Step	Action
23.	Click  - the **Budget Exceptions** panel displays

The **Budget Exceptions** panel displays.







Step	Action
24.	Click the **Budget Override** checkbox.
25.	Click OK on the **Confirm Override** message box.
26.	Click **(Budget Check)** button to initiate the Process
27.	Click OK on the **Budget Check Process** message box.
28.	Run the **Requisition Activity Report** to verify that the **Pre-Encumbrance** has been reversed.

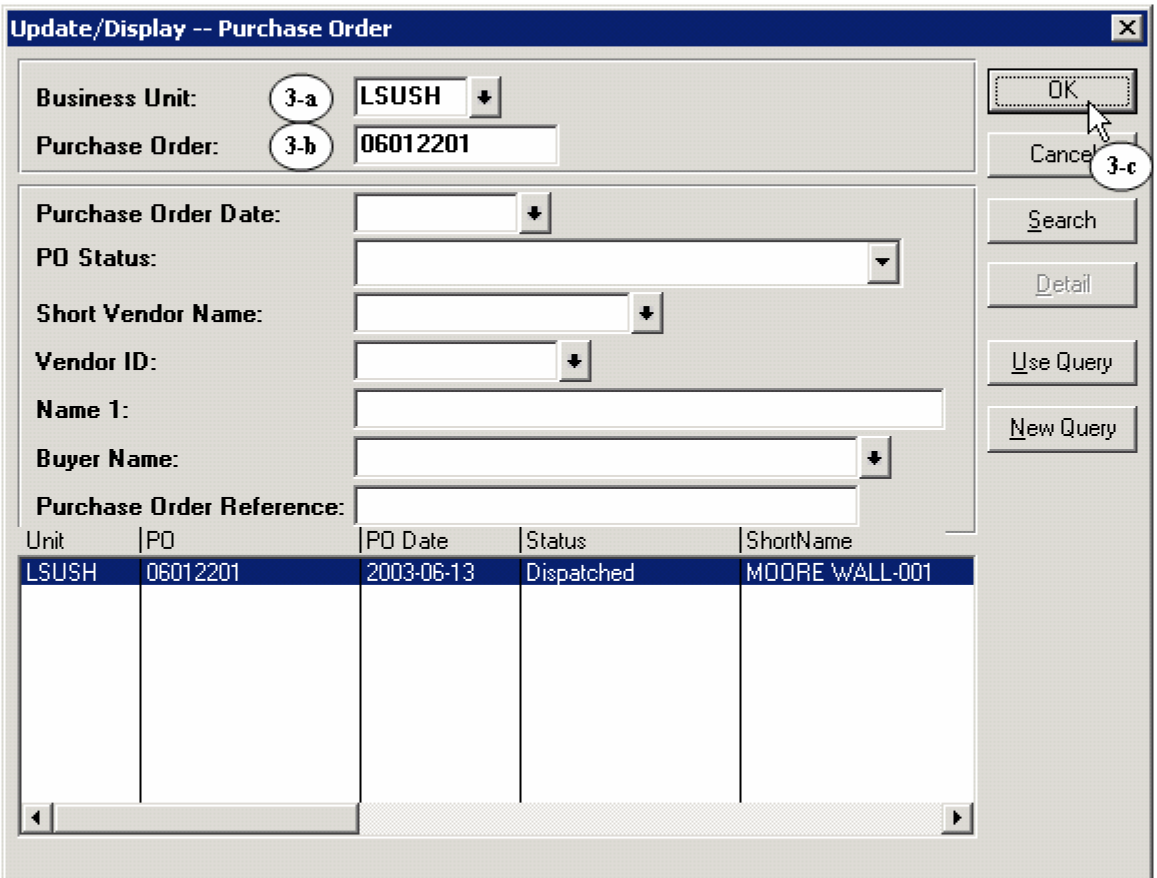
NOTE:
If additional changes are made to the Purchase Order to decrease the Purchase Order quantity or amount the Line will have to be **Finalized** again. The Purchase Order must be **Posted** before any additional changes can be made. Once the changes are **Saved, Edited, Budget Checked,** and **Posted**, follow the **Steps** outlined to **Finalize** the Line again.

End of Section A

Section B: Partialize a Previously Finalized PO Line

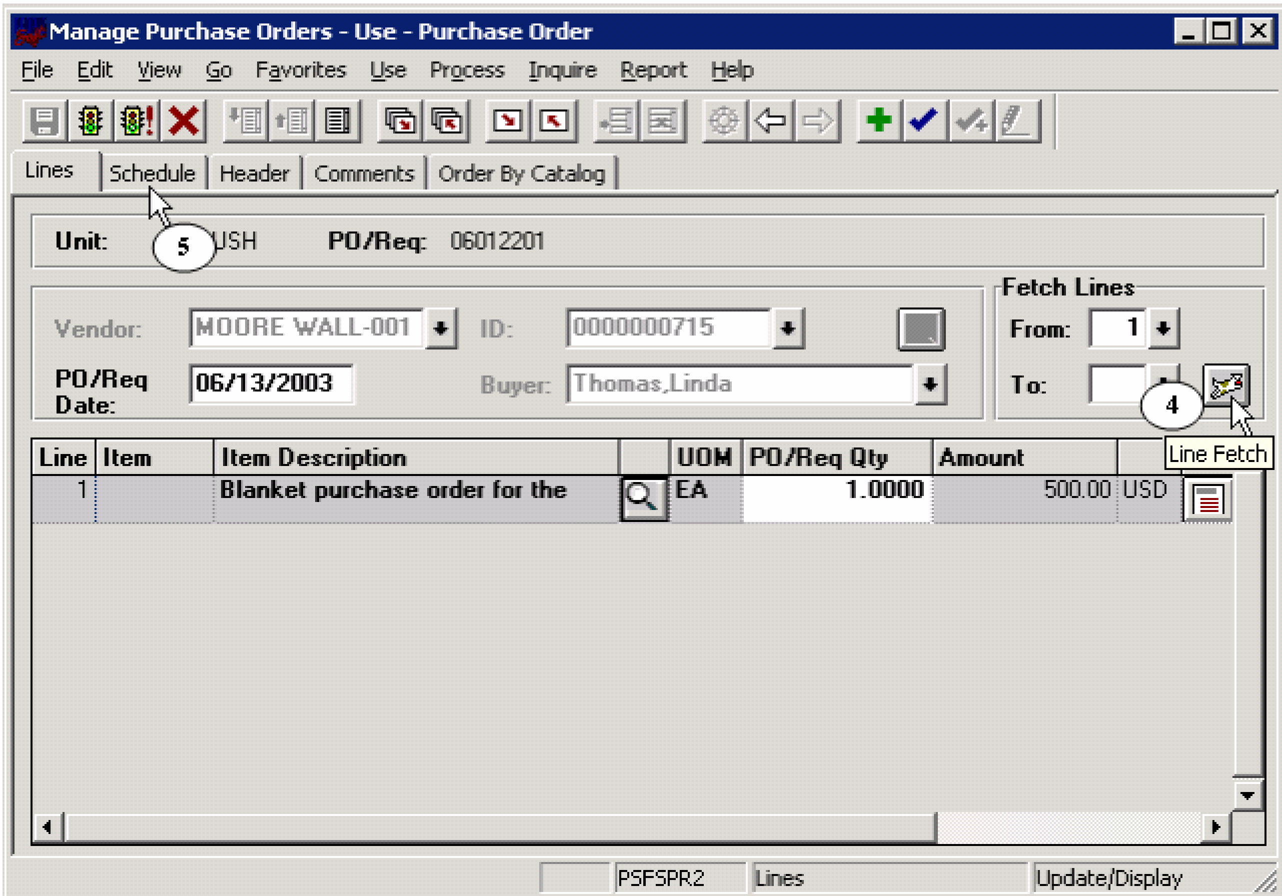
Note: Follow the steps outlined below in the event a Purchase Order Change is required on a Purchase Order to increase the Quantity or Amount after the Line has been finalized. The PO must be Posted before it can be Partialized.

Step	Action
1.	Click **Go**, **Administer Procurement**, **Manage Purchase Orders** Go
2.	Click **Use, Purchase Order, Lines, Update/Display** Use



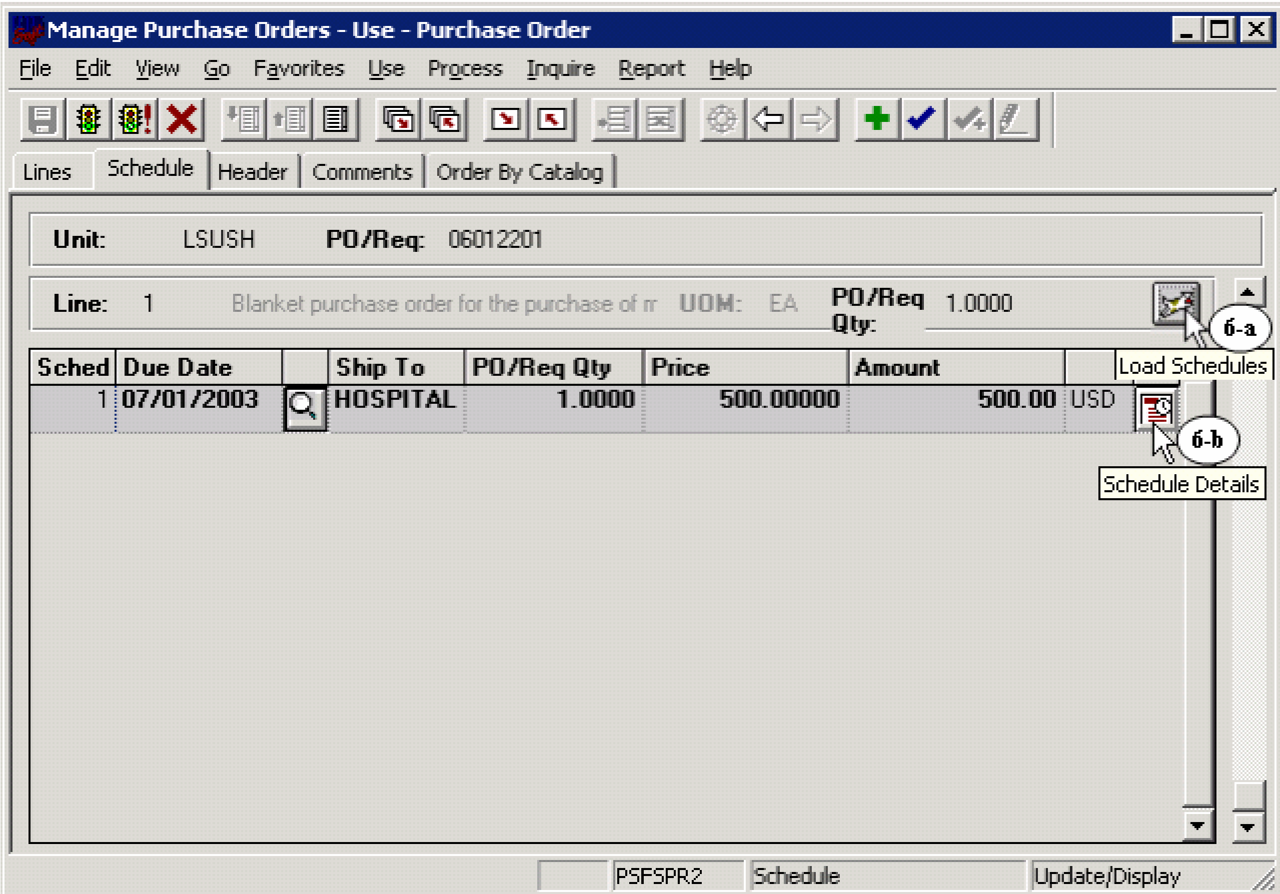
Step	Action
3.	Enter or Select the following **a.** Business Unit: **(Your Purchasing BU)** **b.** Purchase Order: **(8-Digit PO ID)** **c.** Click OK **.**

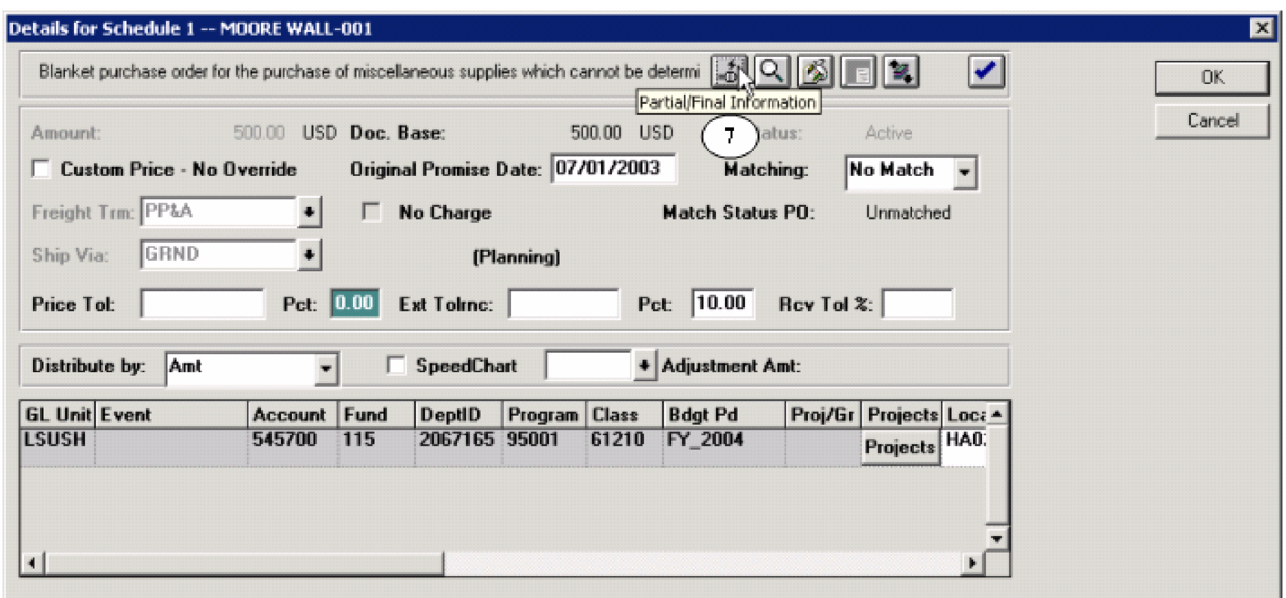
The Purchase Order **Lines** panel displays.



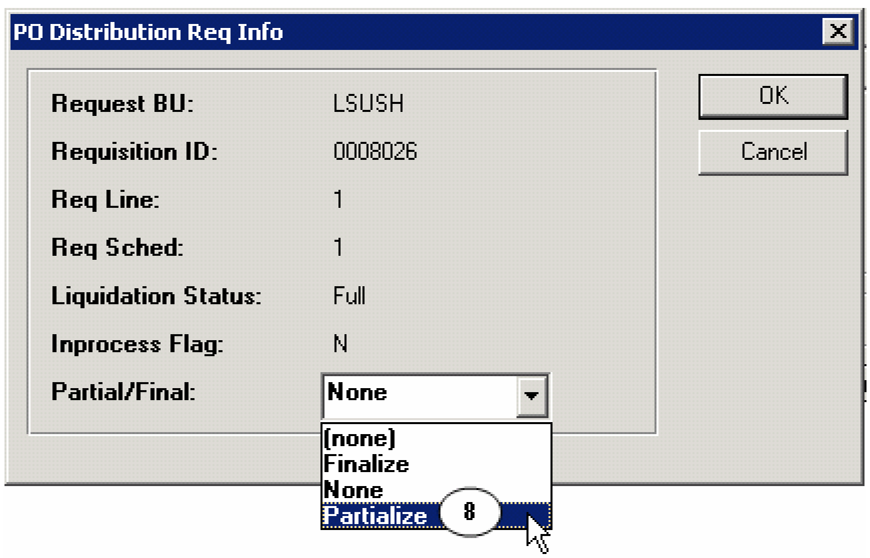
Step	Action
4.	Click (Line Fetch) Button to retrieve all PO Lines
5.	Click Schedule Tab

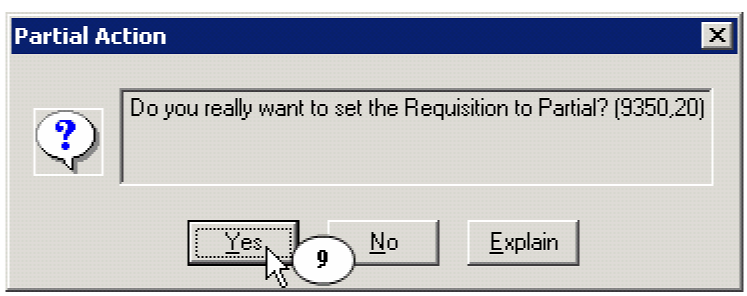
The Purchase Order **Schedule** panel & **Details for Schedule** subpanel display.



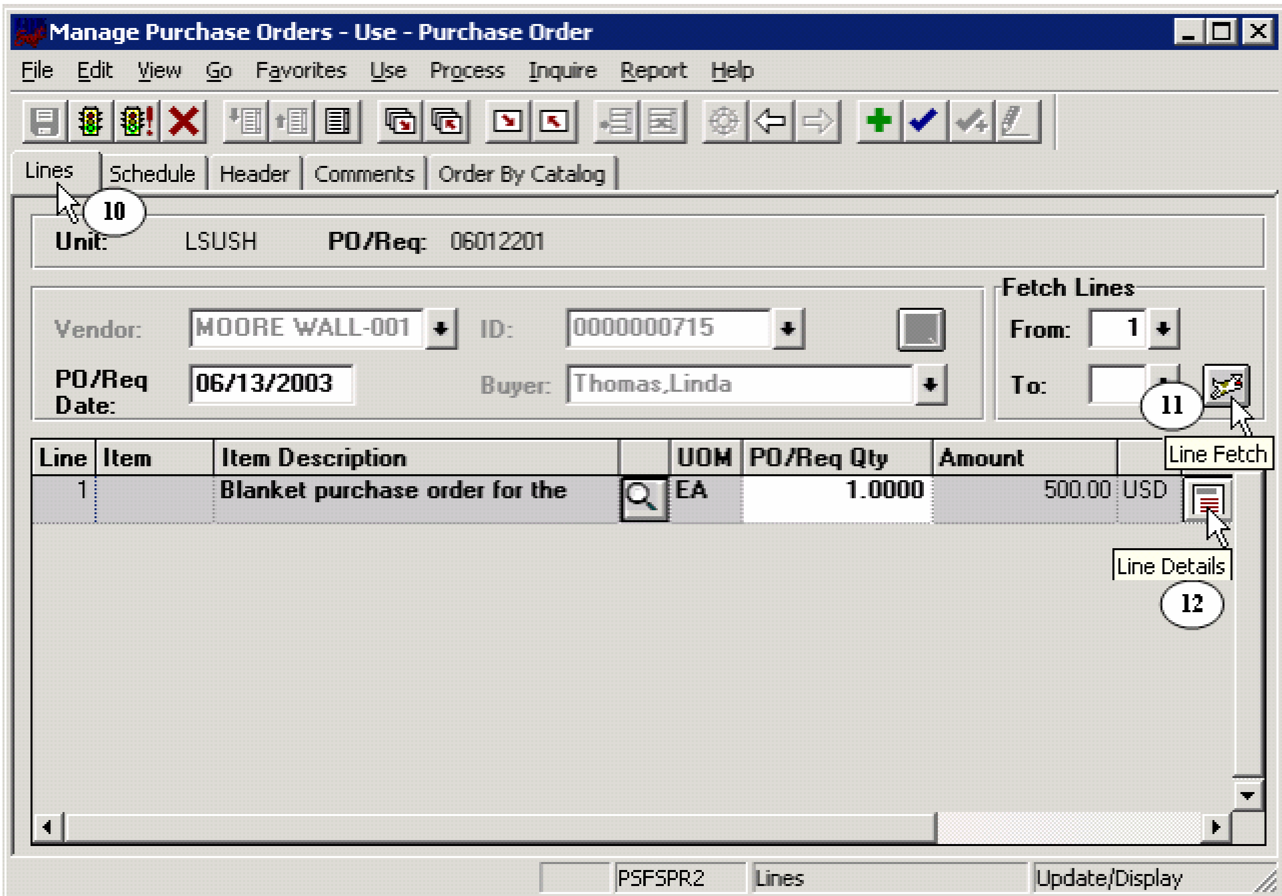


Step	Action
6.	Select the following **a.** Click (Load Schedules) Sparky Button **b.** Click (Schedule Details) Button for Schedule Distribution
7.	Click (Partial/Final Information) Button for **PO Distribution Req Info**

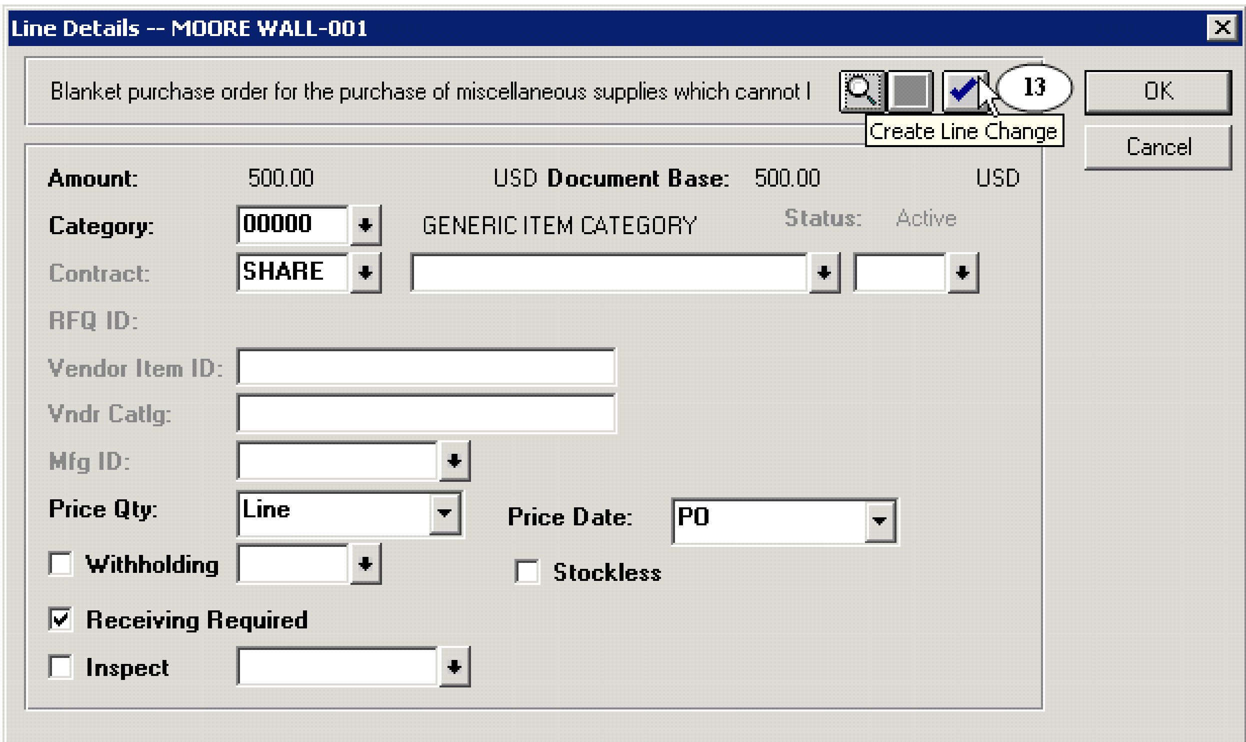




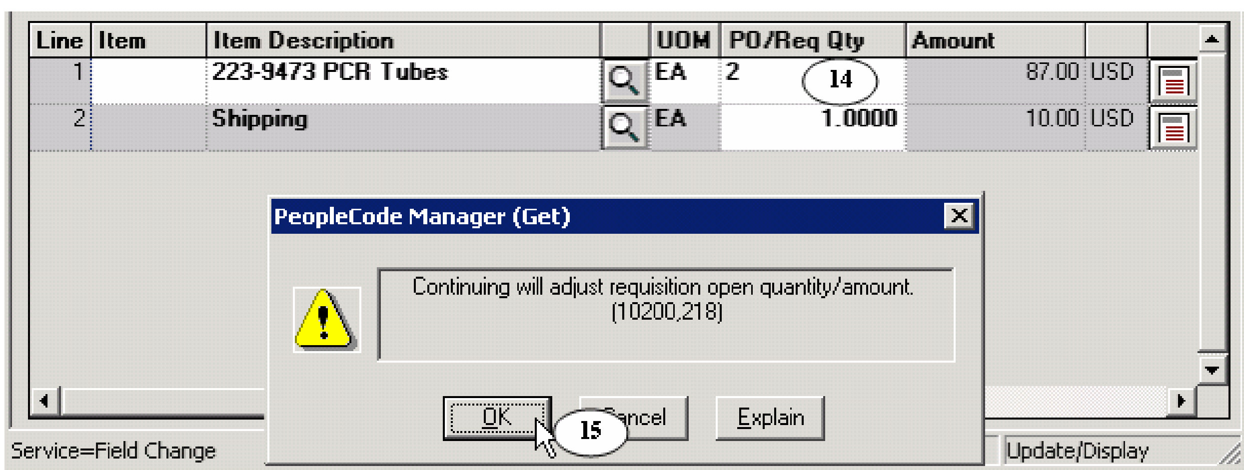
Step	Action
8.	Click drop-down for Partial/Final choose **Partialize**
9.	Click Yes on **Partial Action**



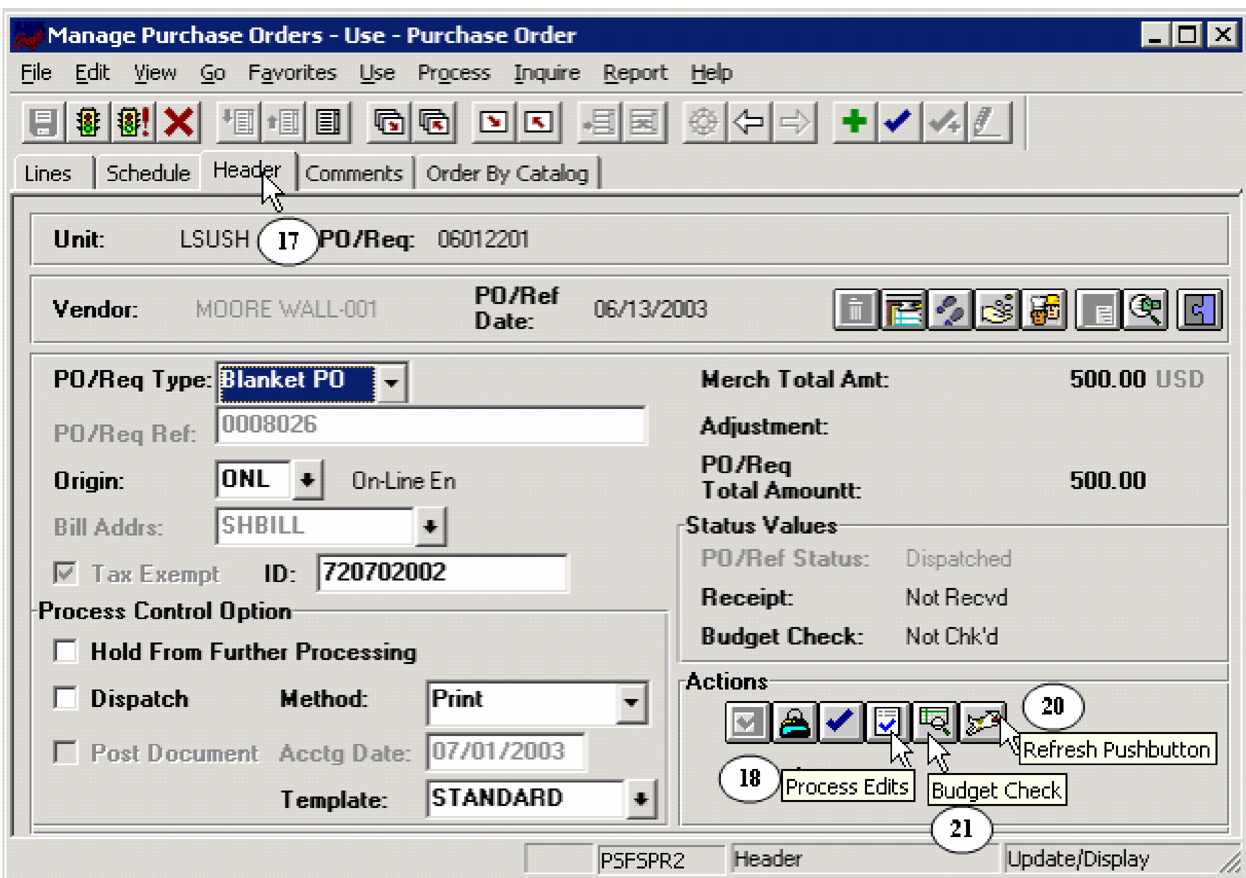
Step	Action
10.	Click Lines Tab
11.	Click (Line Fetch) Button to retrieve all PO Lines
12.	Click (Line Details) Button

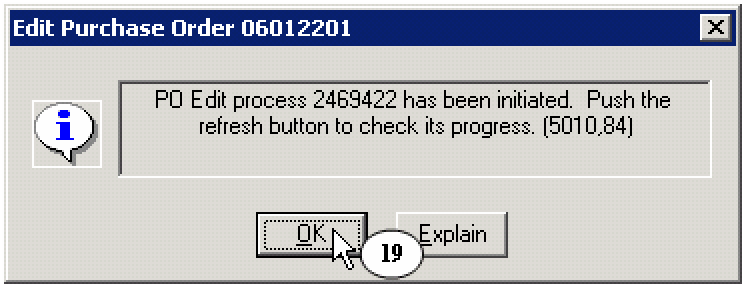


Step	Action
13.	Click (Create Line Change) Button



Step	Action
14.	Increase **PO/Req Qty** of the Line and **TAB** out of the field.
15.	Click OK on the **PeopleCode Manager (Get)** message box. **NOTE: Before proceeding to Step 16,** **Repeat Steps 12 - 14 for any additional Lines requiring a change.**
16.	Click (Save)
17.	Click Header Tab

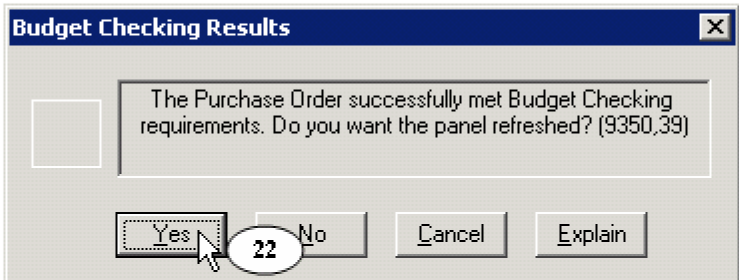


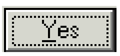


Step	Action
18.	Click (Process Edits) Button
19.	Click OK to complete the PO Edit Process
20.	Click (Refresh Pushbutton) until Budget Check Button illuminates.
21.	Click (Budget Check) button to initiate the Process

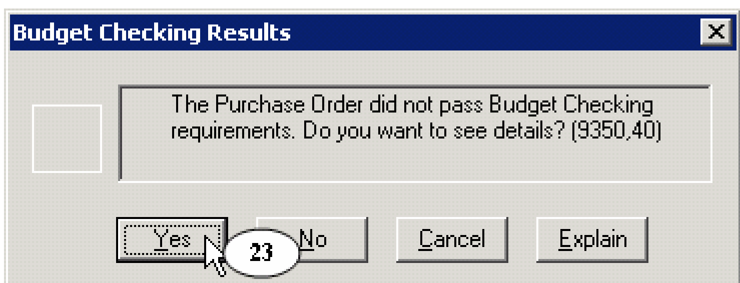
The Purchase Order **Budget Checking Results** message displays.

Did Pass Budget Check: (Proceed **to Step 22****, otherwise Proceed** **to Step 23****)**



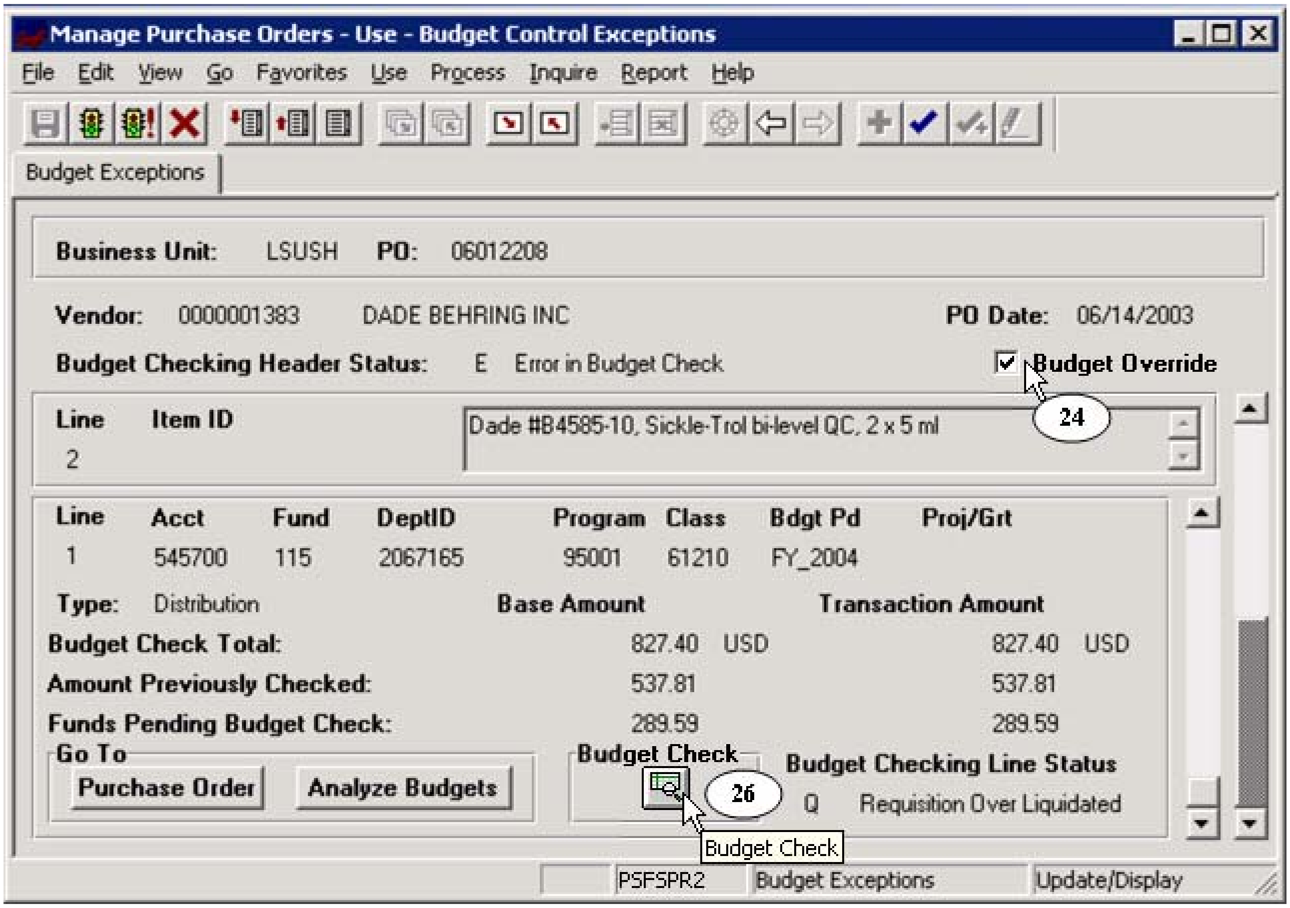
Step	Action
22.	Click  - the Purchase Order is successfully **Budget Checked. Go** **to Step 28****.**

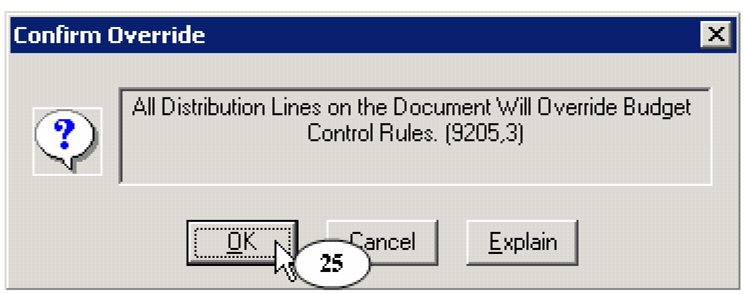
Did Not Pass Budget Check:

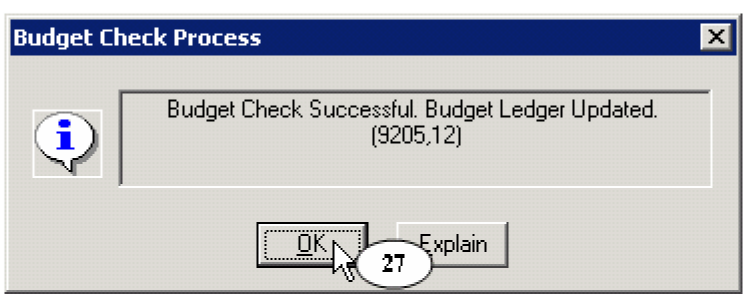


Step	Action
23.	Click  - the **Budget Exceptions** panel displays

The **Budget Exceptions** panel displays.







Step	Action
24.	Click the **Budget Override** checkbox.
25.	Click  on the **Confirm Override** message box.
26.	Click  **(Budget Check)** button to initiate the Process
27.	Click  on the **Budget Check Process** message box.
28.	Run the **Requisition Activity Report** to verify that the **Pre-Encumbrance** has been reversed.

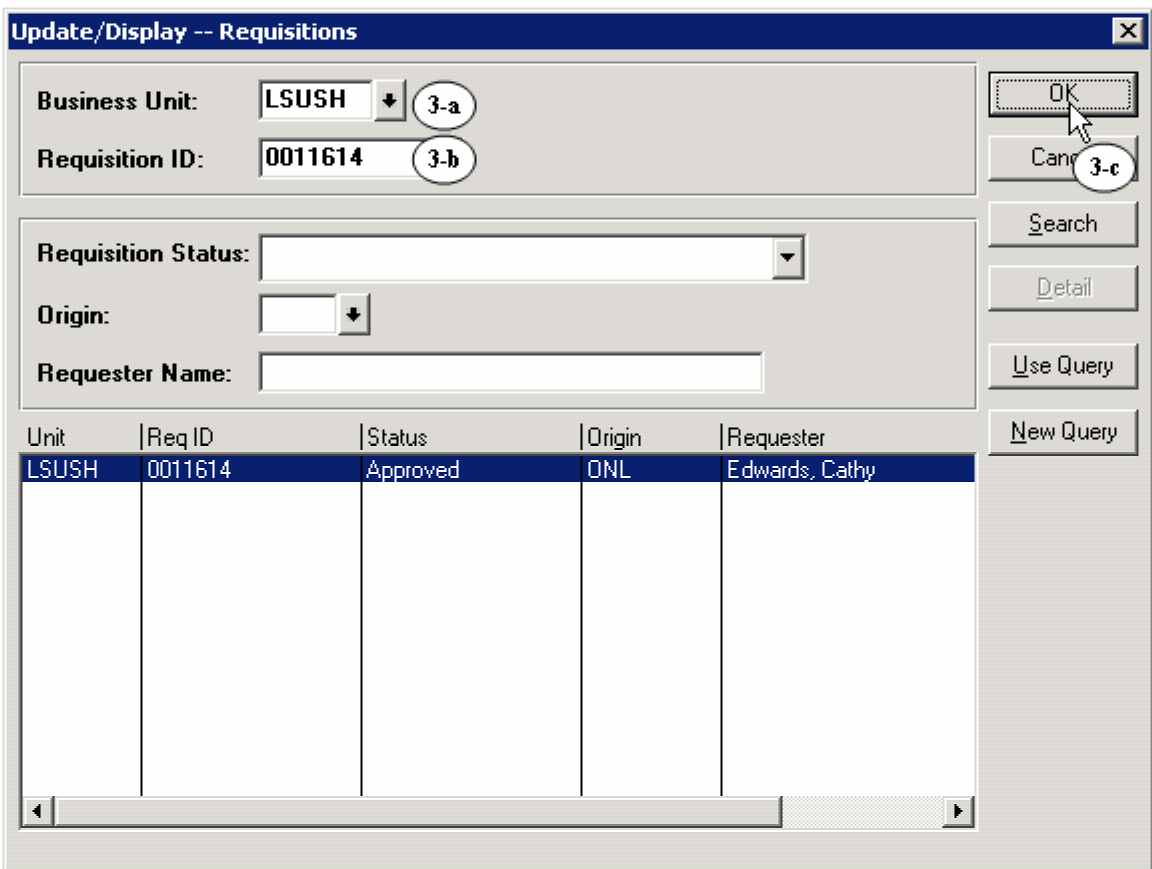
End of Section B

Section C: Method #2 Adjusting the Requisition amount

NOTE: Prior to beginning the following procedures:

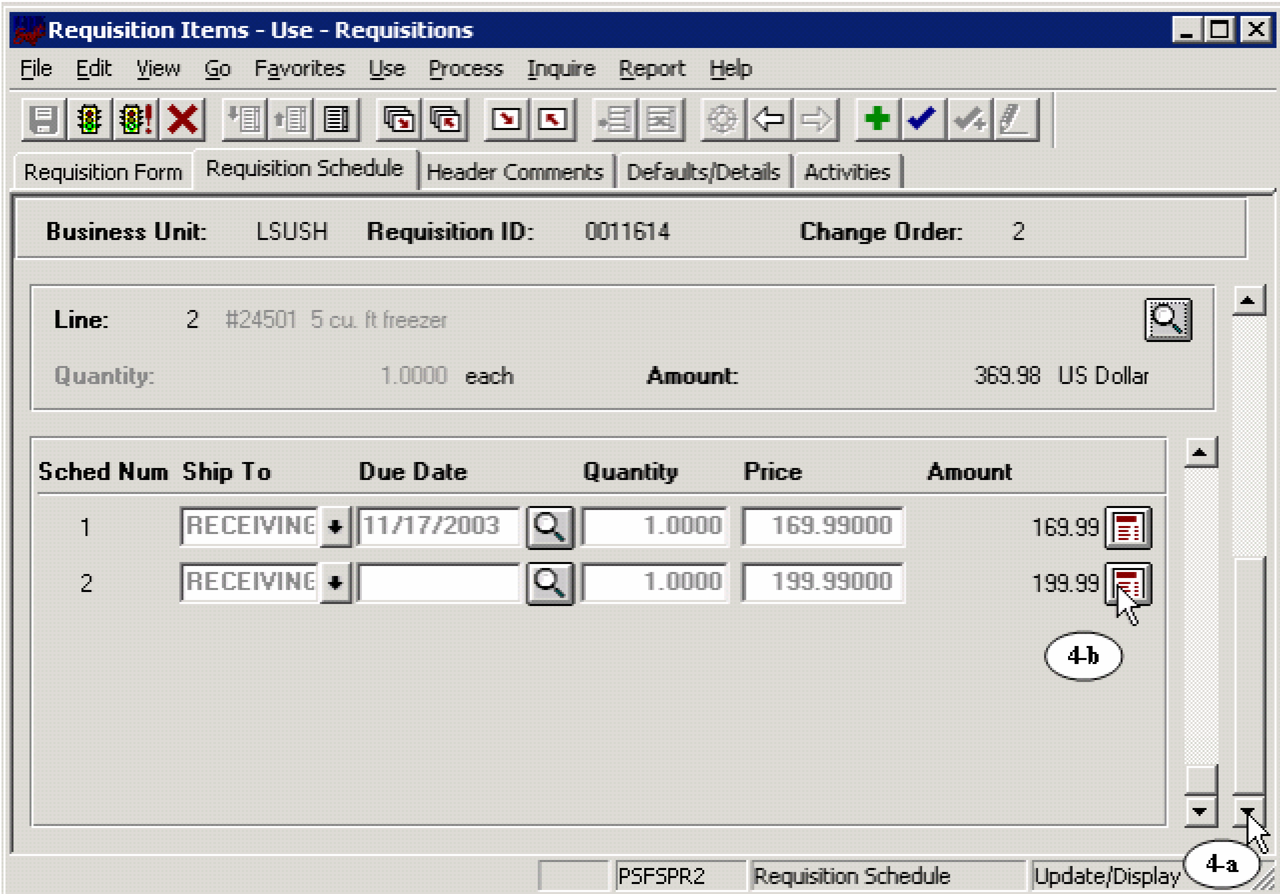
1. **Run the appropriate Cleanup Requisition query or the Requisition Activity Report.**
2. **Determine if the Requisition Line has been sourced to a PO or not.**

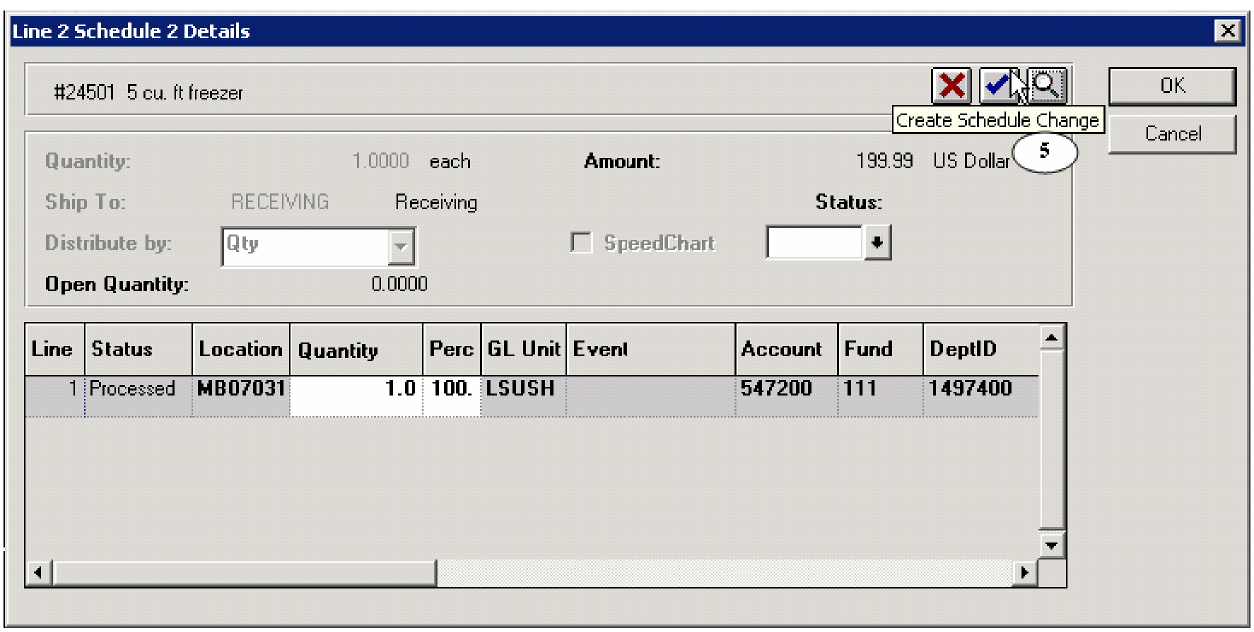
Step	Action
1.	Click **Go**, **Administer Procurement**, **Requisition Items** Go
2.	Click **Use, Requisitions, Requisition Schedule, Update/Display** Use



Step	Action
3.	Enter or Select the following **a.** Business Unit: **(Your Purchasing BU)** **b.** Requisition ID: **(Req ID known sourced to a PO)** **c.** Click OK.

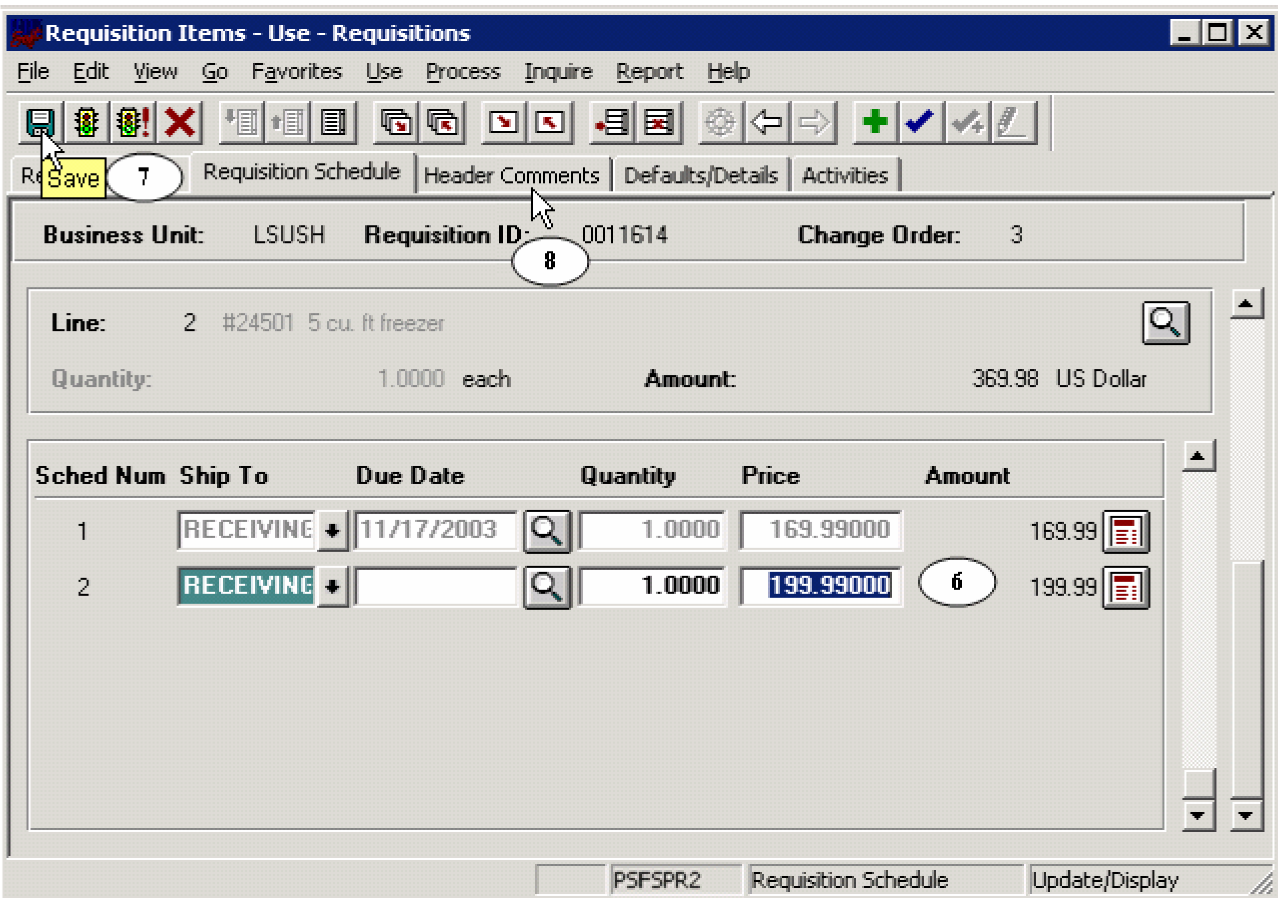
The **Requisition Schedule** panel displays.





Step	Action
4.	Select the following **a.** Click the **Outer Scroll Bar** to work the appropriate Requisition Line **b.** Click (Distribute…) Button for appropriate Schedule Distribution
5.	Click (Create Schedule Change) button.

The **Requisition Schedule** panel redisplays.



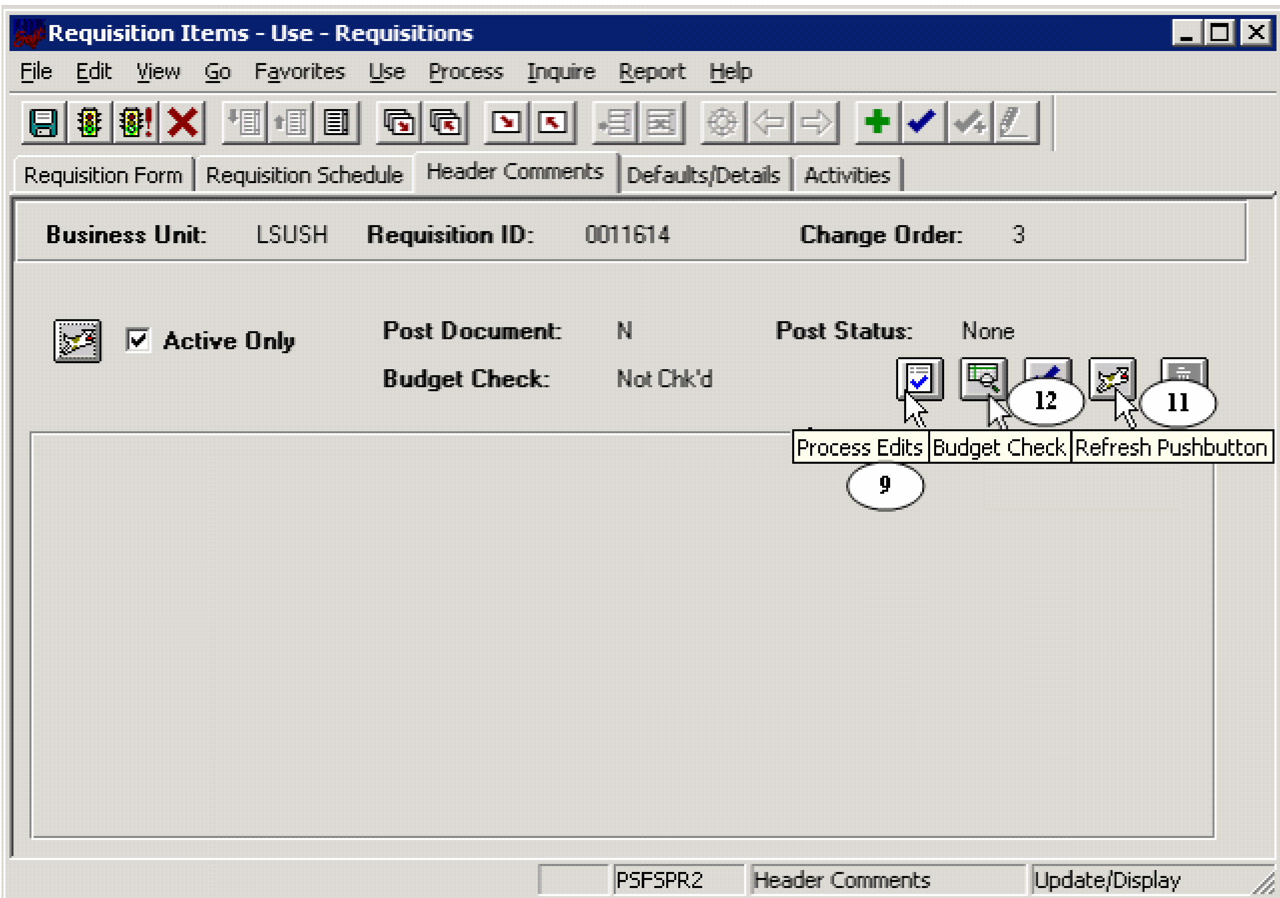
NOTE: If the Requisition has been sourced to a PO - change the unit Price; If the Requisition has not been sourced to a PO - the quantity can be changed.

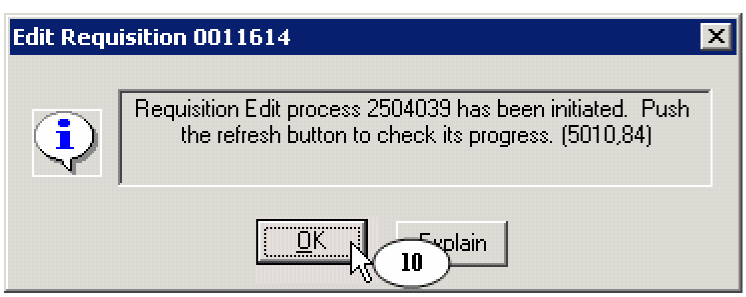
Step	Action
6.	Change the Unit **Price** so that the Extended Amount equals the **Liquidated Amount** shown on the appropriate Cleanup Requisition Activity Query or on the Requisition Activity Report. **Tab** out of the **Price** field to verify that Extended Amount is correct.

Repeat Steps 4 - 6 until all Requisition Lines requiring Price adjustment are complete, and then continue with Step 7.

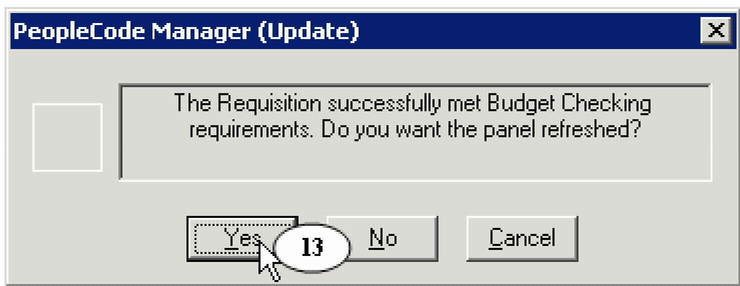
Step	Action
7.	Click  (Save) button.
8.	Click  Tab.

The **Requisition Header Comments** panel redisplays.





Step	Action
9.	Click (Process Edits) button.
10.	Click OK for the **Edit Requisition** message box.
11.	Click (Refresh Pushbutton).
12.	Click (Budget Check) button.



Step	Action
13.	Click Yes button of the **PeopleCode Manager (Update)** message box.

End of Section C

Questions/Comments:

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