

# **PeopleSoft Training**

## **Managing Encumbrances 9\_2**

**Version Date: April 2016**

## **Training Guide**

### **Managing Encumbrances 9\_2**

#### **COPYRIGHT & TRADEMARKS**

Copyright © 1998, 2011, Oracle and/or its affiliates. All rights reserved.  
Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.  
If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

#### **U.S. GOVERNMENT RIGHTS**

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services

# Table of Contents

- Managing Encumbrances 9\_2..... 1**
- Managing Purchase Orders ..... 2**
  - View and Print the Procurement Budgetary Activity Report to HTML .....2
  - View and Print the Procurement Budgetary Activity Report to Excel.....21
  - Run the ZZCLEANUP\_PO\_ACTIVITY Query .....32
- Inquire on a PO Activity Summary Page ..... 42**
  - View and Analyze the PO Activity Summary Page.....42
- Inquire on a PO Document Status..... 65**
  - Inquire on a PO Document Status.....65
- Managing Requisitions Pre-Encumbrance..... 83**
  - View & Print the Requisition Budgetary Activity Report to HTML .....83
  - View & Print the Requisition Budgetary Activity Report to Excel .....100
  - Running the ZZCLEANUP\_REQ\_ACTIVITY .....107
- Appendix..... 117**
  - Create/Find a Run Control ID.....117



## **Managing Encumbrances 9\_2**

Welcome to the **PeopleSoft 9.2 Financials Managing Encumbrances** module! This module contains the tools needed to learn the concepts and procedures involved in managing encumbrances and pre-encumbrances in order to assist in closing or adjusting remaining balances.

### **Goal**

To provide a forum whereby the Departments can learn to manage their encumbrances and pre-encumbrances in order to assist in closing or adjusting remaining balances, as needed.

### **Participant Objectives**

At the end of this module you will be able to...

1. Understand the tools available to Manage Encumbrances.
2. View/print the Procurement Budgetary Activity Report.
3. View the PO Activity Summary page where the Receipts, Vouchers and other information used to conduct your analysis are located.
4. View the Receipt IDs and Receipts page for any Receipt listed on the PO Activity Summary page.
5. View the Voucher IDs and Voucher Inquiry page for any Invoice (Voucher) listed on the PO Activity Summary page.
6. View the Payment Reference ID and Payment pages for any Payment listed on the Voucher Inquiry page.
7. View the Purchase Order pages to determine the Match Rule applied to the PO to determine if a PO needs to be received in the PeopleSoft system.
8. View the PO Document Status page to access and view the documents associated with a PO during its life cycle.
9. View/print the Requisition Budgetary Activity Report.
10. Cancel a Receipt line when the PO should not have been received into the PeopleSoft system.

***NOTE: Encumbrance accounting allows an organization to track items from the time the organization expresses intent to purchase them until the time of the purchase and payment. Encumbrance accounting involves pre-encumbrances, encumbrances, and expenditures.***

A pre-encumbrance is the intent to buy a product or service. Although it is a commitment to the department's budget, it is not a final or binding commitment with the vendor. A pre-encumbrance is created by a requisition. A pre-encumbrance becomes an encumbrance when the requisitioned item becomes a commitment to purchase goods or services (typically through a contract) and a purchase order is issued. Once the purchase order is issued, the pre-encumbrance is reversed.

An encumbrance becomes an expenditure when payment is issued by Accounts Payable. Once the payment is issued, the encumbrance is reversed. On occasion there is a remaining encumbrance amount. This manual will provide the end-users the tools needed to ensure that the remaining encumbrance amount of a PO Line be adjusted or canceled, if necessary.

On occasion, the end-user may need to request that a remaining pre-encumbrance amount of a Requisition Line be adjusted or canceled by Purchasing.

# Training Guide

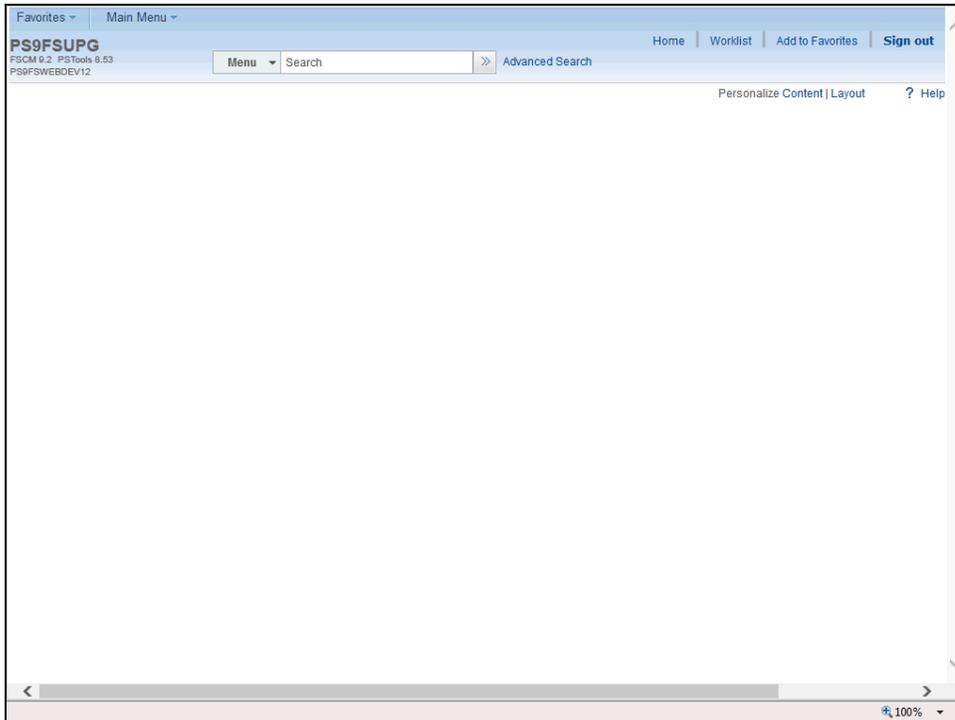
## Managing Encumbrances 9\_2

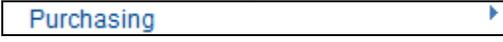
### Managing Purchase Orders

View and Print the Procurement Budgetary Activity Report to HTML

#### Procedure

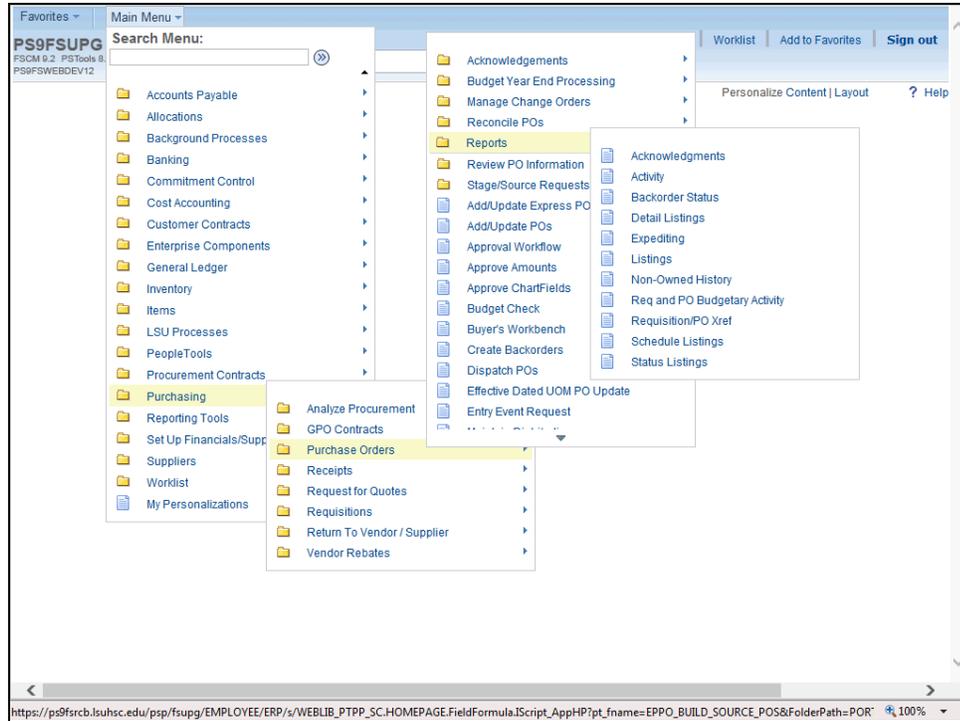
In this topic you will learn how to **View and Print the Procurement Budgetary Activity Report to HTML**. This report will retrieve information on Purchase Orders for your Department for a specified period of time. You will be able to view any remaining encumbrance amounts for the PO Lines in this report.



Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Purchasing</b> menu. 
3.	Click the <b>Purchase Orders</b> menu. 
4.	Click the <b>Reports</b> menu. 

# Training Guide

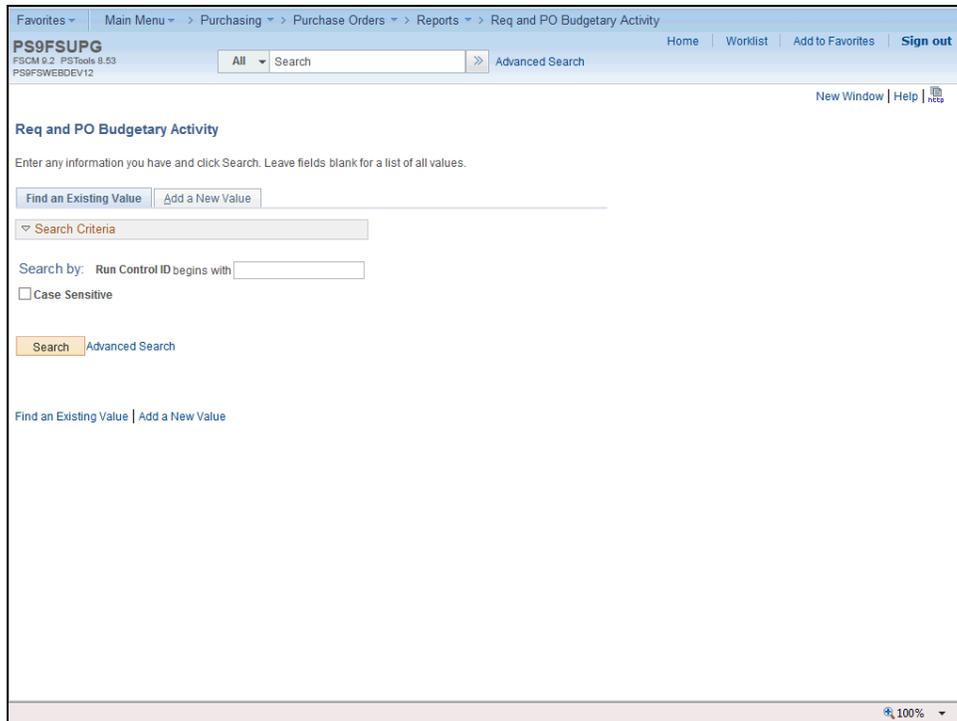
## Managing Encumbrances 9\_2



Step	Action
5.	Click the <b>Req and PO Budgetary Activity</b> menu.  <b>Req and PO Budgetary Activity</b>
6.	<p>The first time you use this method, you will need to create a Run Control ID in order to access the Process Scheduler. Click on the Add a New Value tab or hyperlink to create the Run Control ID.</p> <p>The system defaults you into the Find an Existing Value tab. On all subsequent prints, you will use the Find an Existing Value tab to search for existing Run Control IDs.</p> <p><i>See the Create/Find a Run Control topic in the Appendix for additional information on Run Controls.</i></p>

# Training Guide

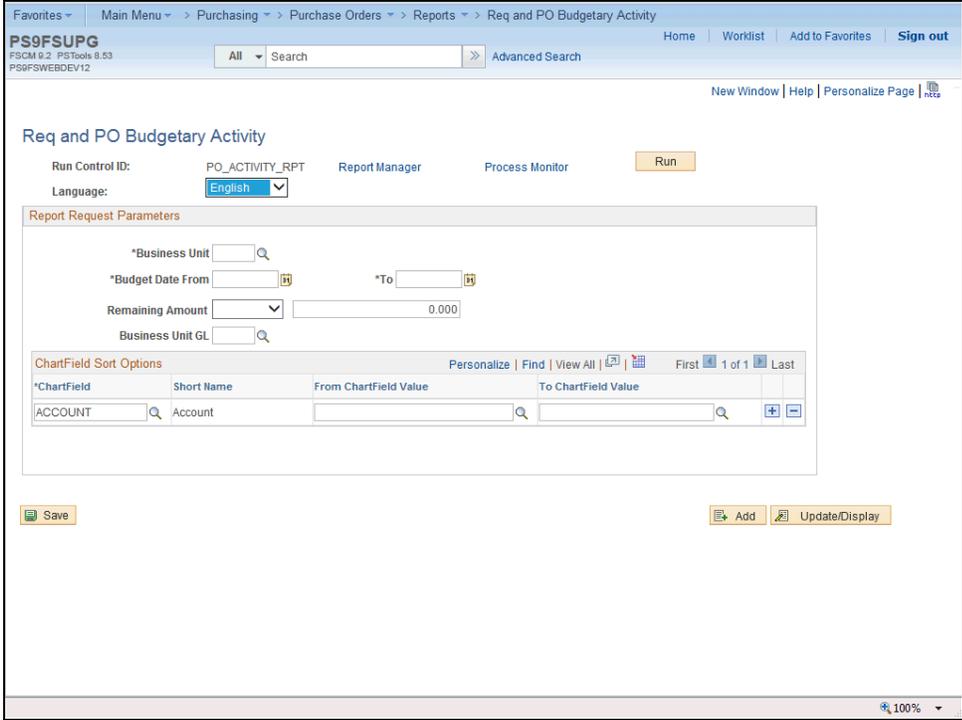
## Managing Encumbrances 9\_2



Step	Action
7.	Click the <b>Add a New Value</b> tab. 
8.	Enter the desired information into the <b>Run Control ID</b> field. Enter <b>"PO_ACTIVITY_RPT"</b> .
9.	Click the <b>Add</b> button. 

# Training Guide

## Managing Encumbrances 9\_2



Step	Action
10.	<p>The Req and Po Budgetary Activity page displays. The user will enter or select the report parameters needed from the options provided.</p> <p><i><b>NOTE: If you had selected an existing Run Control ID, the above page would contain the parameters from the last time you ran the report.</b></i></p>

# Training Guide

## Managing Encumbrances 9\_2

The screenshot shows the 'Req and PO Budgetary Activity' report interface. At the top, there is a navigation menu with 'Main Menu', 'Purchasing', 'Purchase Orders', 'Reports', and 'Req and PO Budgetary Activity'. Below the menu is a search bar and a 'Run' button. The 'Report Request Parameters' section contains the following fields:

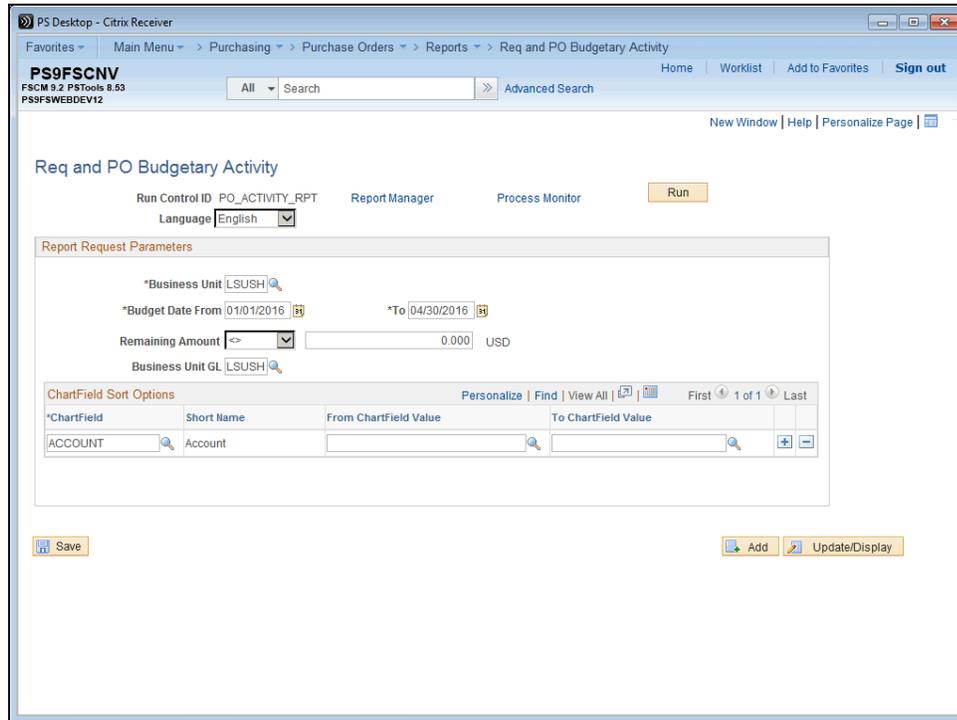
- \*Business Unit: [Text Field]
- \*Budget Date From: [Date Field]
- \*To: [Date Field]
- Remaining Amount: [Dropdown Menu]
- Business Unit GL: [Text Field]

Below the parameters is a 'ChartField Sort Options' table with the following columns: \*ChartField, Short Name, From ChartField Value, and To ChartField Value. The table contains one row: ACCOUNT, Account, [Text Field], [Text Field].

At the bottom of the interface, there are buttons for 'Save', 'Add', and 'Update/Display'.

Step	Action
11.	Enter the desired information into the <b>*Business Unit</b> field. Enter " <b>LSUSH</b> ".
12.	Enter the desired information into the <b>Budget Date From</b> field. Enter " <b>010116</b> ".  For all documents for a specific fiscal year, enter 07-01-XX to 06-30-XX in the From and To fields.
13.	Enter the desired information into the <b>To</b> field. Enter " <b>043016</b> ".
14.	<p><b>Remaining Amount</b></p> <p>The user will specify the Remaining Amount fields as follows:</p> <ul style="list-style-type: none"> <li>• If you wish to view <b>all</b> of your Department's POs generated during a specific period, regardless of the balance (i.e. those with a Remaining Balance of Zero, as well as those not equal to a Remaining Balance of Zero), <b>do not</b> specify an operand and accept the default entry of 0 (Zero) in the Remaining Balance field;</li> <li>• You may specify an operand and enter the dollar amount in the adjacent field or accept the default entry of <b>0 (Zero)</b>; or</li> <li>• For the purposes of managing encumbrances, the user will select "<b>Not Equal</b>" (&lt; &gt;) to a Remaining Amount of <b>0 (Zero)</b> so that only the PO Lines with a Remaining Amount (including credits) will be retrieved.</li> </ul>
15.	Click the <b>Remaining Amount</b> list to select one of the operands. 

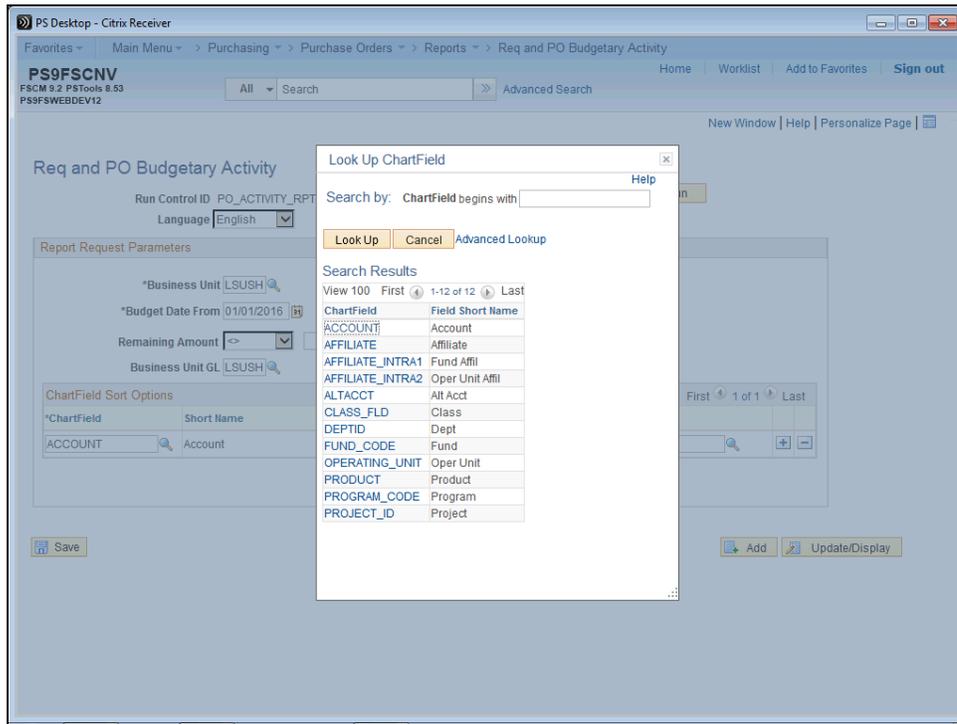
Step	Action
16.	Click <b>Not Equal</b> from the list. 



Step	Action
17.	<p><b>Enter ChartField Sort Options</b></p> <p>The user may enter a single or multiple ChartFields.</p> <ul style="list-style-type: none"> <li>• If the user wishes to specify a different ChartField value than what is displayed in the ChartField field, he/she should click the ChartField lookup button and select another value (Account, Dept ID, Fund, Program, Class Project ID, etc.);</li> <li>• If the user wishes to specify more than one ChartField value, he/she will need to click the <b>Add a New Row (+)</b> button to insert an additional row(s) and select the appropriate values.</li> <li>• If the user wishes to run the report to view all POs for his/her Business Unit – click the <b>Delete a Row (-)</b> button to delete the row indicating the ChartField value.</li> </ul> <p><i><b>NOTE:</b> Most users will not run all POs for their Business Unit. When a specific Project/Grant value is entered, the remaining fields may be left blank since there would only be one ChartString for the specific Project/Grant.</i></p>
18.	Click the <b>Look up ChartField</b> button. 

# Training Guide

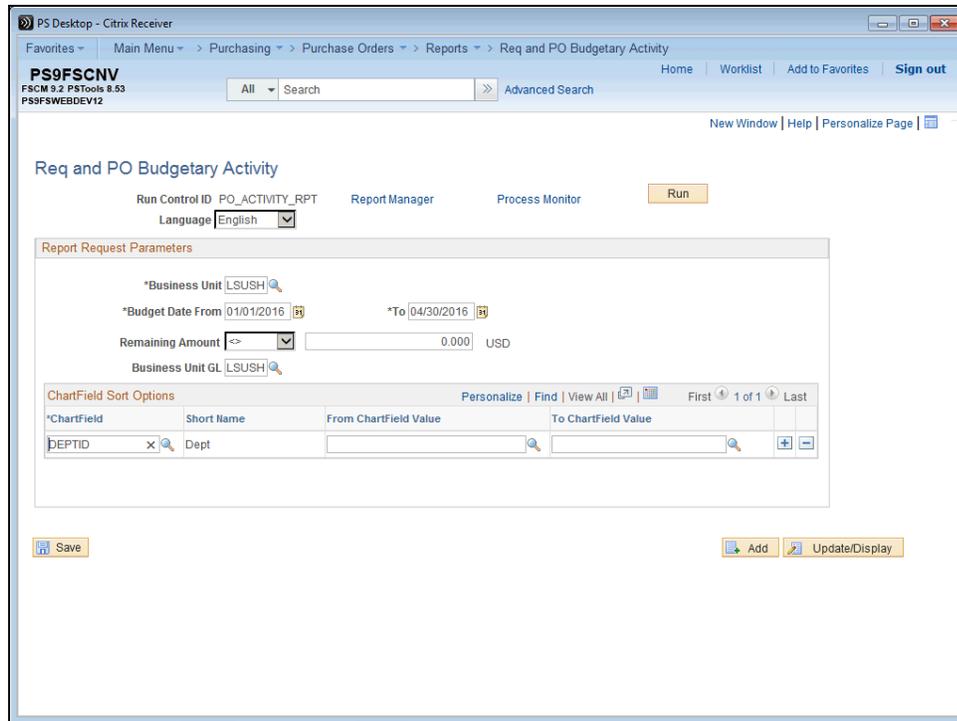
## Managing Encumbrances 9\_2



Step	Action
19.	Click <b>DEPTID</b> from the Search Results table. <b>DEPTID</b>

# Training Guide

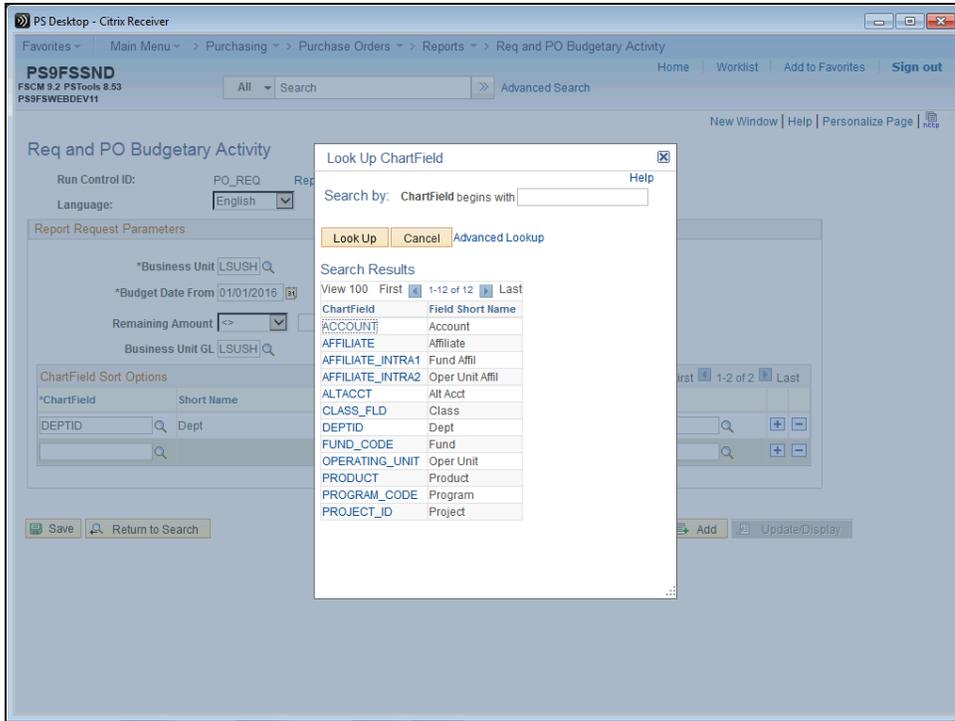
## Managing Encumbrances 9\_2



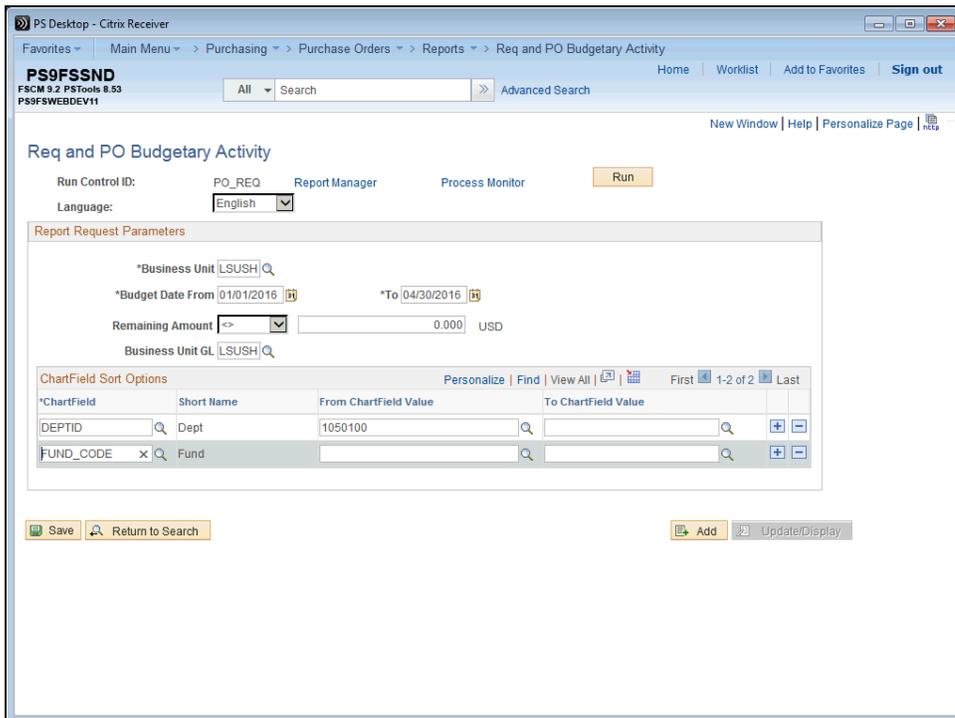
Step	Action
20.	Enter the desired information into the <b>From ChartField Value</b> field. Enter " <b>1050100</b> ".
21.	Click the <b>Save</b> button.  <i>NOTE: You must Save any changes made to the first row before additional row(s) can be inserted. Failure to Save before adding the additional row will change the first row data back to the default setting.</i> 
22.	Click the <b>Add a new row at row 1</b> button.
23.	Click the <b>Look up ChartField</b> button. 

# Training Guide

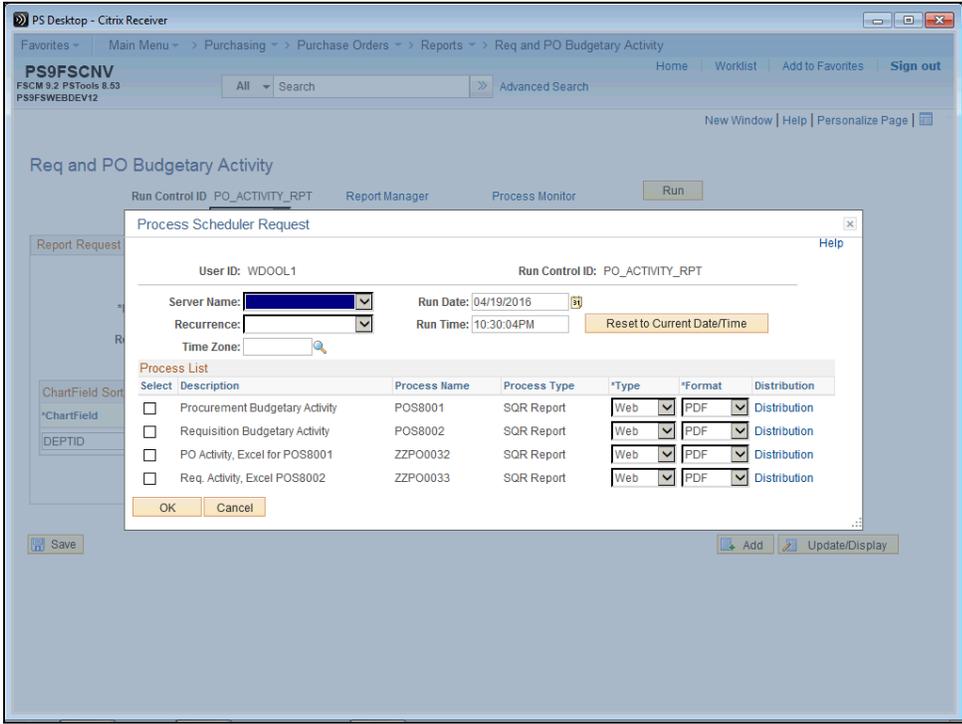
## Managing Encumbrances 9\_2



Step	Action
24.	Click <b>FUND_CODE</b> from the Search Results table. <b>FUND_CODE</b>



Step	Action
25.	Enter the desired information into the <b>From ChartField Value</b> field. Enter " <b>111</b> ".
26.	Click the <b>Delete row 1</b> button, if you wish to delete a row. 
27.	Click the <b>OK</b> button. 
28.	Click the <b>Save</b> button.  <i><b>NOTE: The values entered in the Procurement Budgetary Activity Parameter page, in this example, will retrieve only those Purchase Orders for the Department and Budget Dates specified with a Remaining Amount not equal to 0 (Zero).</b></i> 
29.	Click the <b>Run</b> button. 

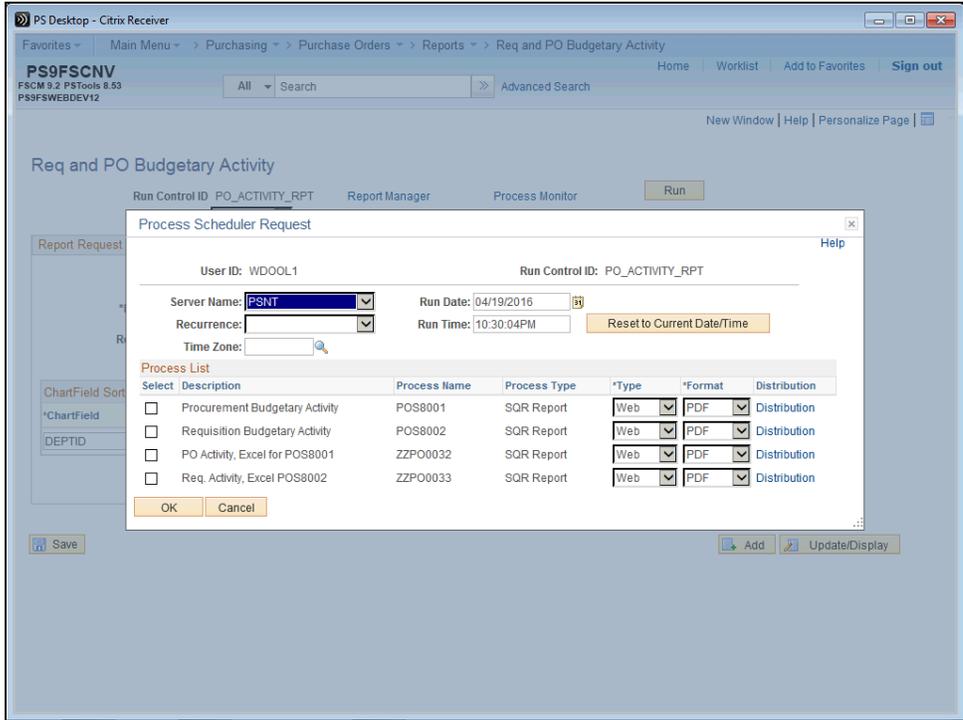


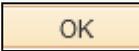
Step	Action
30.	Click the <b>Server Name</b> list. 

# Training Guide

## Managing Encumbrances 9\_2

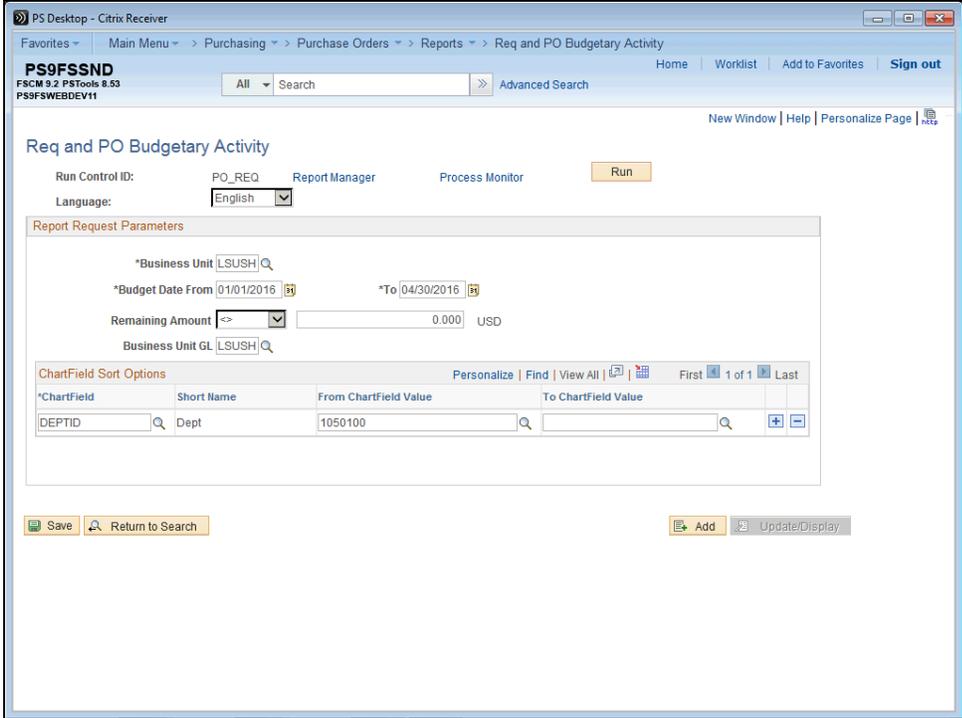
Step	Action
31.	Click the <b>PSNT</b> list item. 



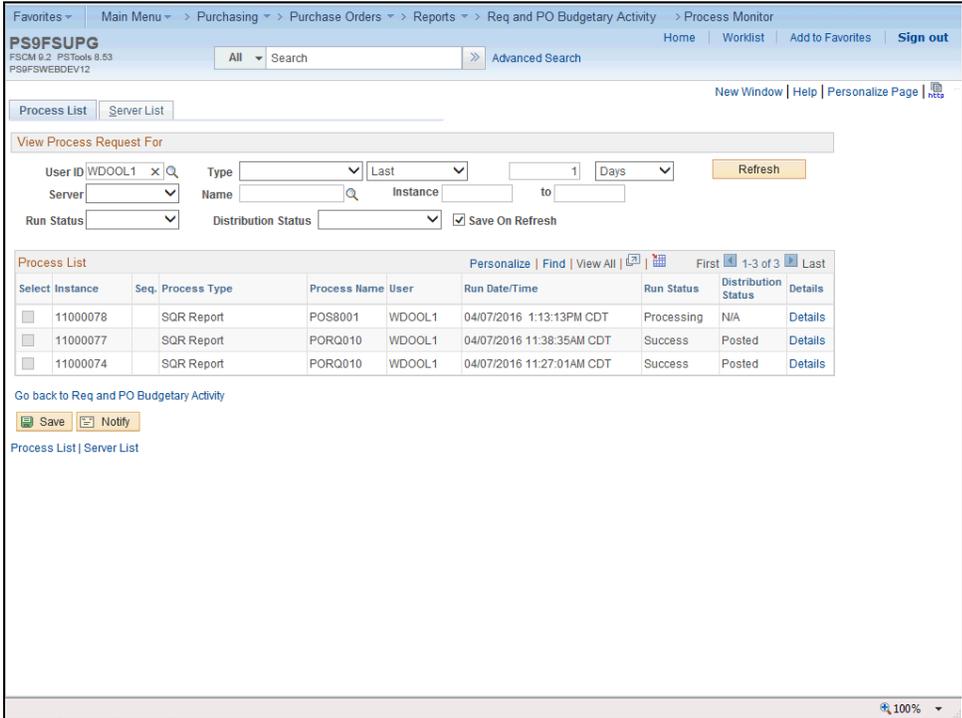
Step	Action
32.	Click the <b>Procurement Budgetary Activity</b> option in the Process List. 
33.	Click the <b>OK</b> button. 

# Training Guide

## Managing Encumbrances 9\_2



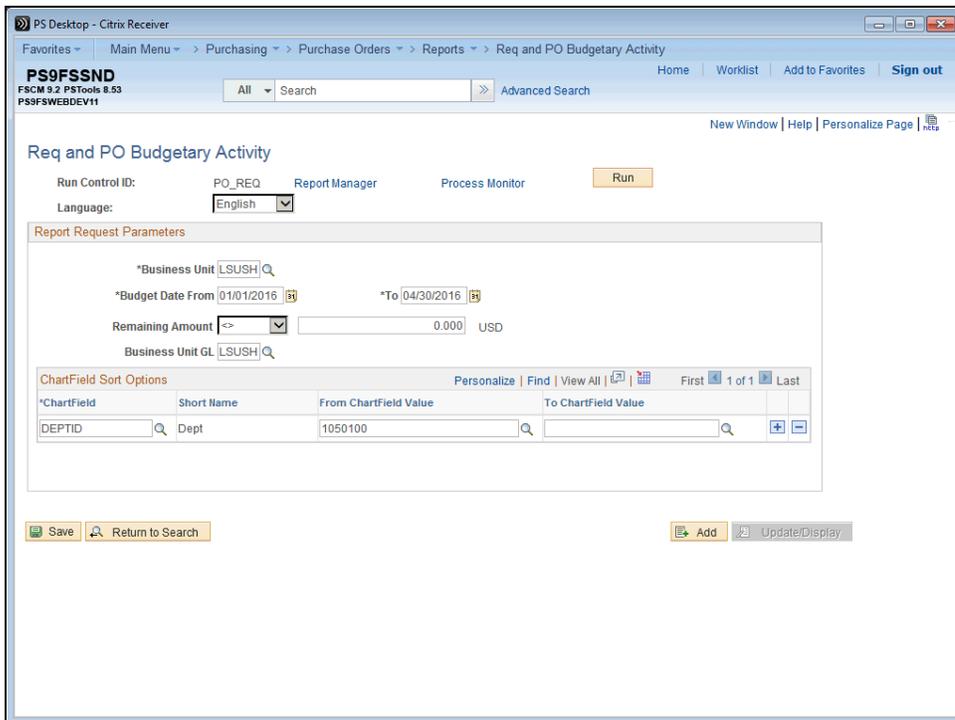
Step	Action
34.	Click the <b>Process Monitor</b> link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Process Monitor</div>



# Training Guide

## Managing Encumbrances 9\_2

Step	Action
35.	Click the <b>Refresh</b> button until the process is complete (i.e. <b>Run Status</b> = Success and <b>Distribution Status</b> = Posted). 
36.	Click the <b>Go back to Req and PO Budgetary Activity</b> link. 



PS Desktop - Citrix Receiver

Favorites Main Menu Purchasing Purchase Orders Reports Req and PO Budgetary Activity

PS9FSSND FSCM 9.2 PSTools 8.53 PSSFSWEBDEV11

All Search Advanced Search Home Worklist Add to Favorites Sign out

New Window Help Personalize Page

### Req and PO Budgetary Activity

Run Control ID: PO\_REQ Report Manager Process Monitor **Run**

Language: English

**Report Request Parameters**

\*Business Unit LSUSH

\*Budget Date From 01/01/2016 \*To 04/30/2016

Remaining Amount <> 0.000 USD

Business Unit GL LSUSH

**ChartField Sort Options** Personalize Find View All First 1 of 1 Last

*ChartField	Short Name	From ChartField Value	To ChartField Value
DEPTID	Dept	1050100	

Save Return to Search Add Update/Display

Step	Action
37.	Click the <b>Report Manager</b> link. 

# Training Guide

## Managing Encumbrances 9\_2

Favorites ▾ Main Menu ▾ Purchasing ▾ Purchase Orders ▾ Reports ▾ Req and PO Budgetary Activity ▾ Report Manager  
 PS9FSUPG FSCM 9.2 PSTools 9.53 PS9FSWEBDEV12 All Search Advanced Search Home Worklist Add to Favorites Sign out  
 Administration | List | Explorer | Archives

View Reports For

Folder: [dropdown] Instance: [ ] to: [ ] Refresh

Name: [ ] Created On: [ ] By Last [ ] 1 Days [ ]

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	POS8001 PROCUREMENT BUDGETARY ACTIVITY	General	04/07/16 1:16PM	9074765	11000078
2	PORQ010 REQUISITION PRINT SQR	General	04/07/16 11:40AM	9074764	11000077
3	PORQ010 REQUISITION PRINT SQR	General	04/07/16 11:27AM	9074761	11000074

Go back to Req and PO Budgetary Activity

Save

Administration | List | Explorer | Archives

Step	Action
38.	Click the <b>Administration</b> tab. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Administration</div>

Favorites ▾ Main Menu ▾ Purchasing ▾ Purchase Orders ▾ Reports ▾ Req and PO Budgetary Activity ▾ Report Manager  
 PS9FSUPG FSCM 9.2 PSTools 9.53 PS9FSWEBDEV12 All Search Advanced Search Home Worklist Add to Favorites Sign out  
 Administration | List | Explorer | Archives

View Reports For

User ID: WID00L1 Type: [dropdown] Last [ ] 1 Days [ ] Refresh

Status: [dropdown] Folder: [dropdown] Instance: [ ] to: [ ]

Select	Report ID	Proc Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	9074765	11000078	Procurement Budgetary Activity	04/07/2016 1:15:33PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9074764	11000077	Requisition Print SQR	04/07/2016 11:39:47AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9074761	11000074	Requisition Print SQR	04/07/2016 11:27:02AM	Acrobat (*.pdf)	Posted	Details

Select All  Deselect All  
 Click the delete button to delete the selected report(s)

Go back to Req and PO Budgetary Activity

Save

Administration | List | Explorer | Archives

# Training Guide

## Managing Encumbrances 9\_2

Step	Action
39.	Click the <b>Procurement Budgetary Activity</b> link.  This action opens a new window. <a href="#">Procurement Budgetary Activity</a>
40.	As specified in the Procurement Budgetary Activity Parameter page, only the PO line(s) with a Remaining Amount are retrieved. This will make it easier for the user to analyze the report when determining the encumbrances that need to be closed or adjusted.
41.	View the Procurement Budgetary Activity Report.

 The **Procurement Budgetary Activity Report** contains the following fields (columns):

Field	Example	Explanation
<b>PO ID</b>	00351940	PeopleSoft auto-generated PO number and/or Confirmation Purchase Order.
<b>Line/Sched/Dist</b>	1/1/1	<b>Line:</b> ID Line # on the PO (should be the same on the Requisition). <b>Schedule:</b> Number of scheduled delivery(s). <b>Dist:</b> ChartString of Department(s) paying for item.
<b>Dept</b>	1050100	Department number from Chart of Accounts
<b>Class</b>	10105	Class number from Chart of Accounts

 The fields (columns) of the **Procurement Budgetary Activity Report** continued:

Field	Example	Explanation
<b>Project/Grant</b>	5050100000	Project number from Chart of Accounts, if applicable.

**Supplier**

0000006478  
ID of Supplier on PO

**Supplier Short Name**

3GS, LLC  
Name of Supplier associated with ID

**REQ ID**

Source of PO, if exists  
The **Requisition ID** may not appear on this Report if the PO was created without a Requisition by the Purchasing Department.



**Procurement Budgetary Activity Report** continued:

**Field**

**Example**

**Explanation**

**Original PO Amount**

The total dollar amount of the **PO Line**. PeopleSoft calculates the amount based on the total of the item quantity and the item price.

**Liquidated Amount**

The dollar amount of the **PO Line** that has been paid (i.e. the reversal of the encumbrance).

**Remaining Amount**

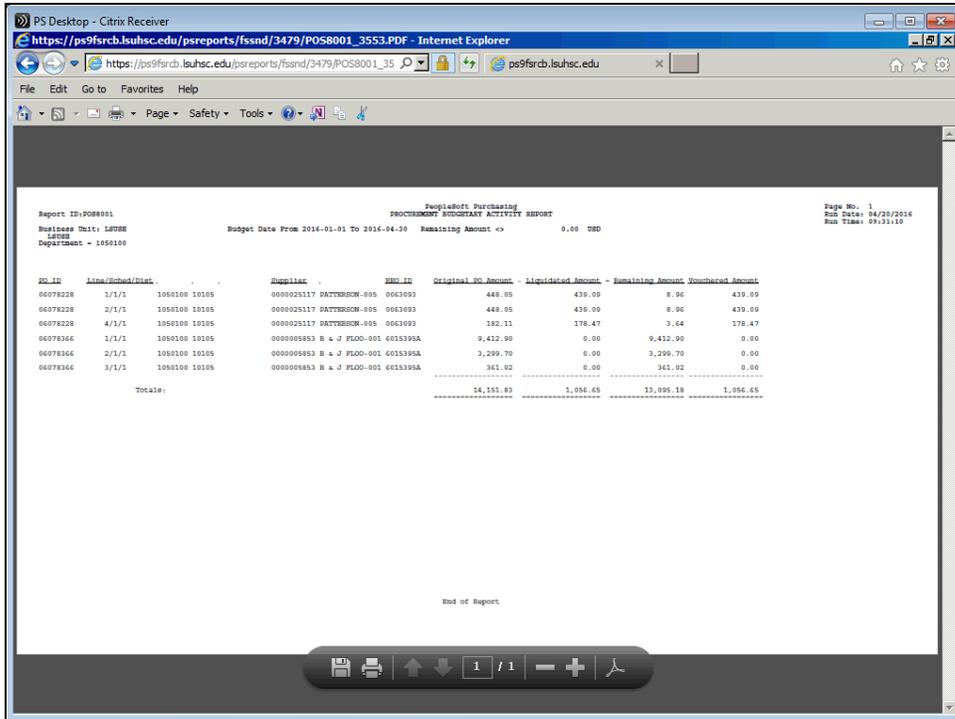
Amount not spent from PO (Original Amount – Liquidated Amount = Remaining Amount).

**Vouchered Amount**

The dollar amount of the PO line that has been invoiced and paid to the supplier.

# Training Guide

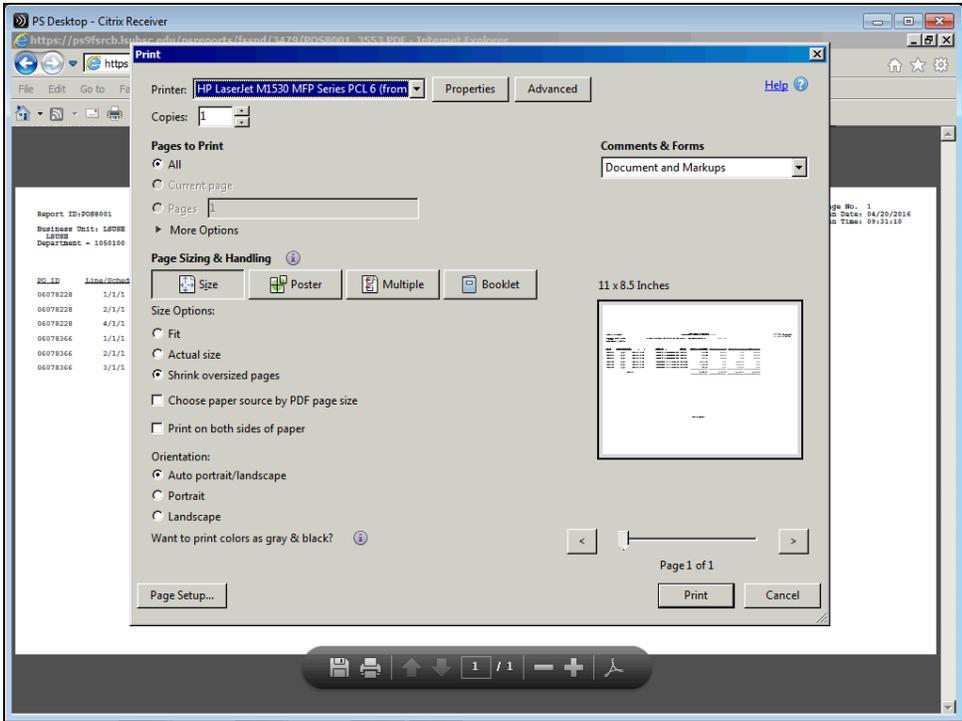
## Managing Encumbrances 9\_2



Step	Action
42.	<p>Click the <b>Print</b> button.</p> <p><i><b>NOTE: You may save the report by clicking Save As... or email the report by clicking Send, Page By E-mail...</b></i></p> 

# Training Guide

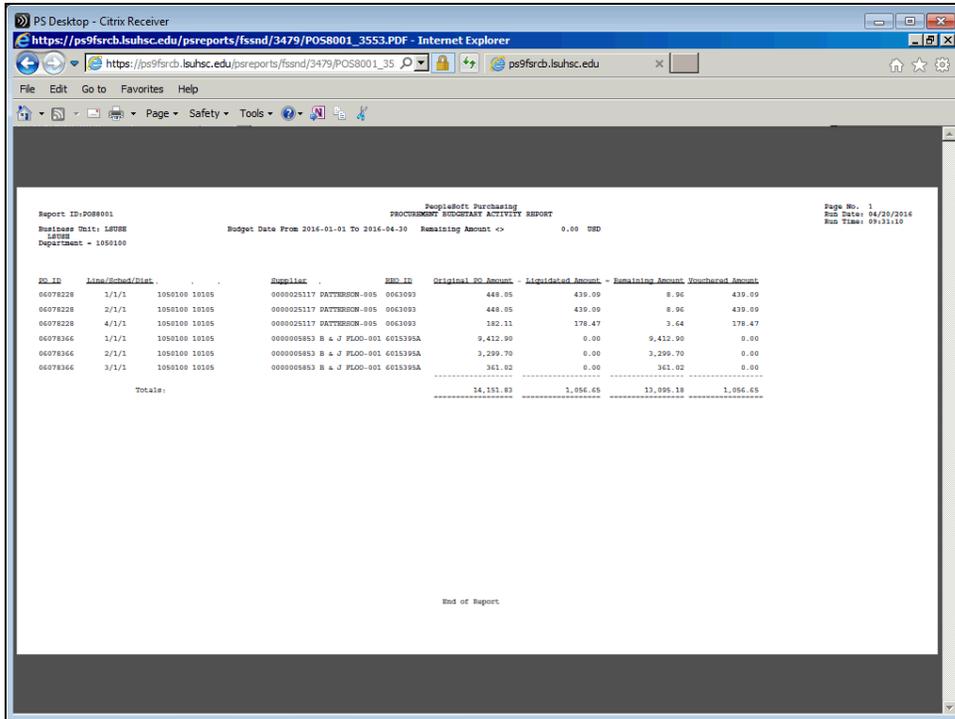
## Managing Encumbrances 9\_2



Step	Action
43.	<p>User will select to appropriate print options and click the OK button to print.</p> <p><b><u>For training purposes only</u></b>, click the <b>Cancel</b> button.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Cancel</div>

# Training Guide

## Managing Encumbrances 9\_2



Step	Action
44.	Click the <b>Close</b> button. 
45.	This completes <i>View and Print the Procurement Budgetary Activity Report to HTML</i> . <b>End of Procedure.</b>

## View and Print the Procurement Budgetary Activity Report to Excel

### Procedure

In this topic you will learn how to view and print the **Procurement Budgetary Activity Report in Excel**.

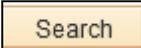
**NOTE:** *This report will retrieve information on Purchase Orders for your Department, for a specified period of time. You will be able to view any remaining encumbrance amounts for the PO Lines in this report.*

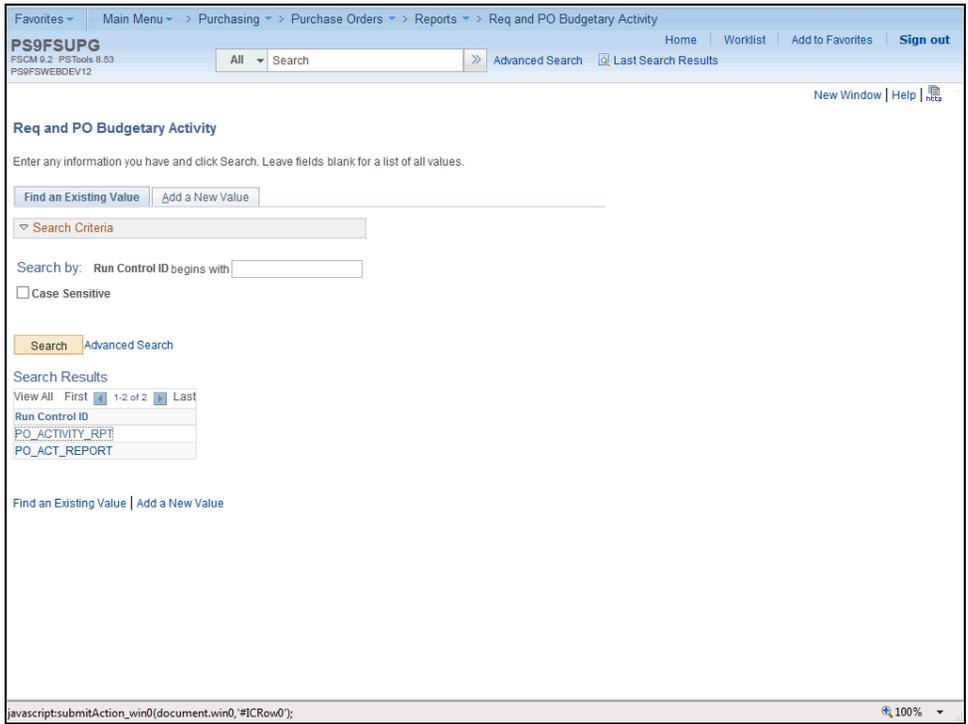
Step	Action
1.	<p><b>Navigation to the Req and PO Budgetary Activity Page</b></p> <p>From the <b>Main Menu</b>, click the following:</p> <p><b>Purchasing &gt; Purchase Orders &gt; Reports &gt; Req and PO Budgetary Activity</b></p>
2.	<p>Users can modify existing run control parameters, or can continue to use the current settings.</p> <p>The Excel Budgetary Activity Report lists additional fields that are not listed on the report run to HTML (i.e. Buyer, PO Type, and PO Status)</p>

The screenshot shows a web application interface for the 'Req and PO Budgetary Activity' report. The breadcrumb navigation at the top reads: 'Favorites > Main Menu > Purchasing > Purchase Orders > Reports > Req and PO Budgetary Activity'. The page title is 'PS9FSUPG' with version information 'FSCM 9.2 PSTools 9.53' and 'PS9FSWEBDEV12'. There are navigation links for 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. A search bar contains 'All' and 'Search' buttons. Below the search bar, there are links for 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' dropdown menu is expanded, showing 'Run Control ID begins with' as the selected option. There is a text input field next to it. A 'Case Sensitive' checkbox is present and unchecked. At the bottom of the search section, there are 'Search' and 'Advanced Search' buttons. The page footer shows 'Find an Existing Value | Add a New Value' and a zoom level of '100%'.

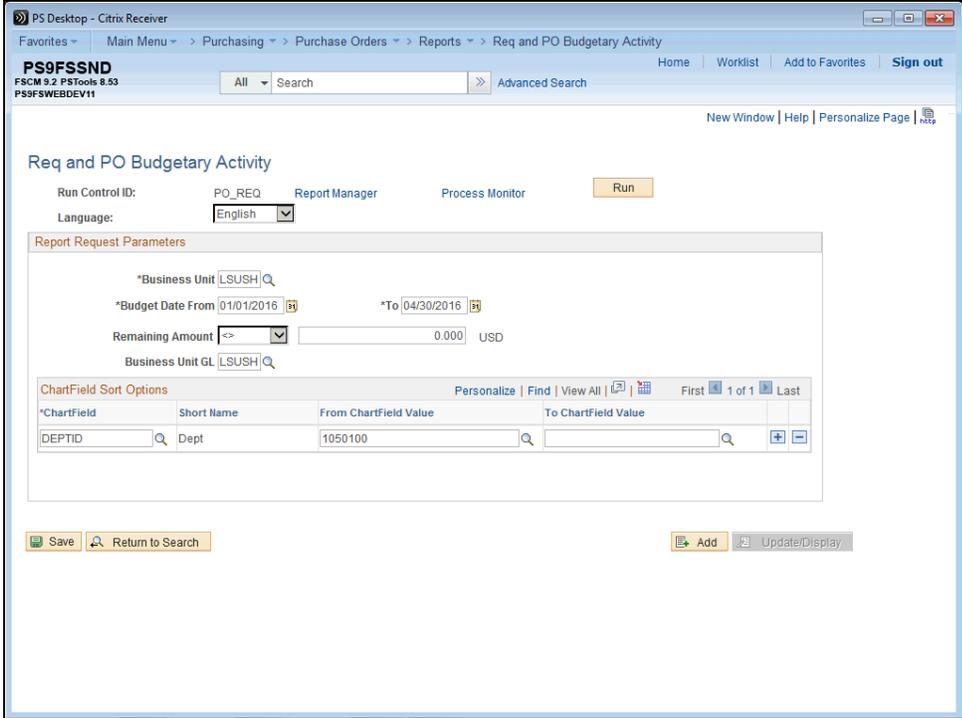
# Training Guide

## Managing Encumbrances 9\_2

Step	Action
3.	Click the <b>Search</b> button. 



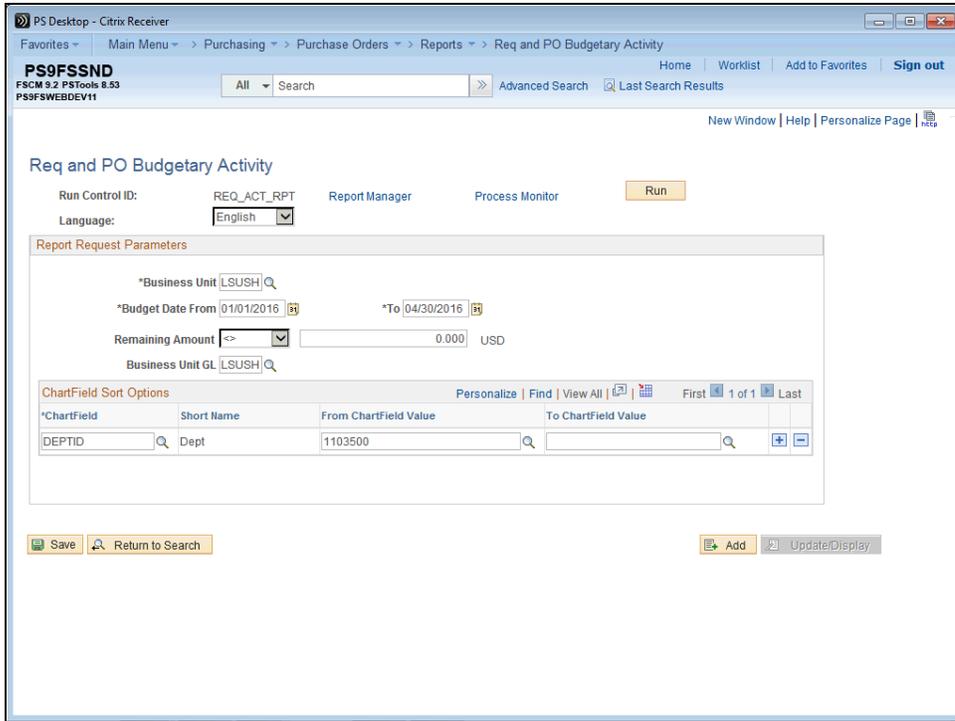
Step	Action
4.	Click the <b>PO_ACT_REPORT</b> link. 



Step	Action
5.	<p>The Req and PO Budgetary Activity page displays. The user will enter or select the report request parameters.</p> <p><i><b>NOTE:</b> If you had selected an existing Run Control ID, the above page would contain the parameters from the last time you ran the report.</i></p> <p>To eliminate retrieving all Purchase Orders for all 11 Business Units, the <b>minimum</b> entries required are the following:</p> <ul style="list-style-type: none"> <li>• Business Unit</li> <li>• The <b>DeptID</b> or <b>Project/Grant</b>, if applicable. If Project/Grant is entered, there is no need to enter any other parts of the ChartString since a Project/Grant number is tied to only one ChartString.</li> </ul>

# Training Guide

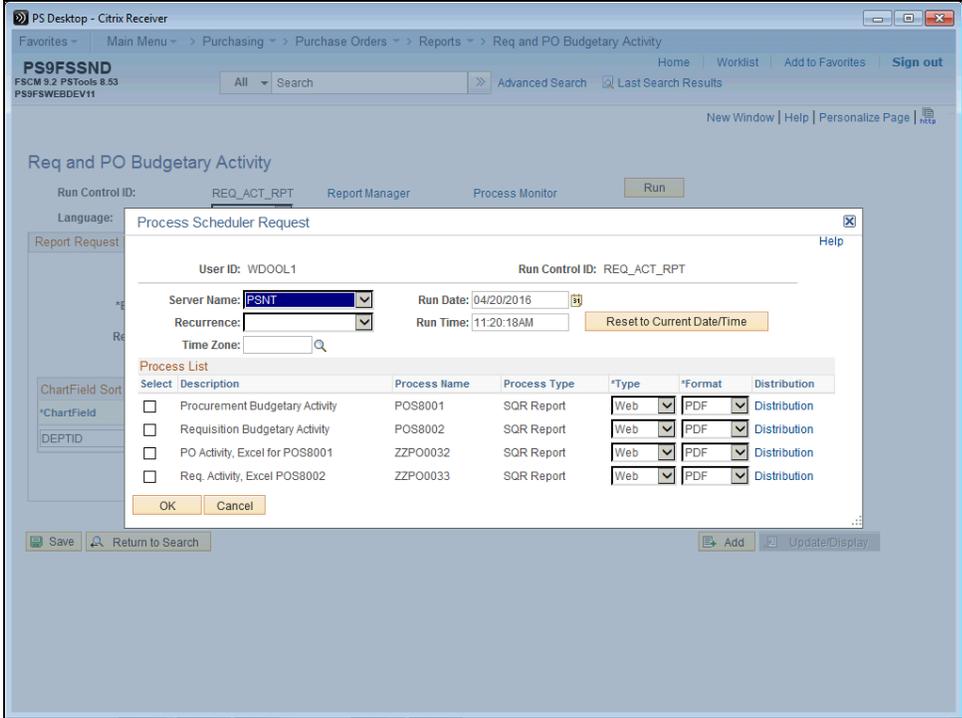
## Managing Encumbrances 9\_2



Step	Action
6.	<p>Click the <b>Save</b> button.</p> <p><i><b>NOTE:</b> The values entered in the Req and PO Budgetary Activity page will retrieve only those Purchase Orders for the department specified that have a remaining amount not equal to zero.</i></p> 
7.	<p>Click the <b>Run</b> button.</p> 

# Training Guide

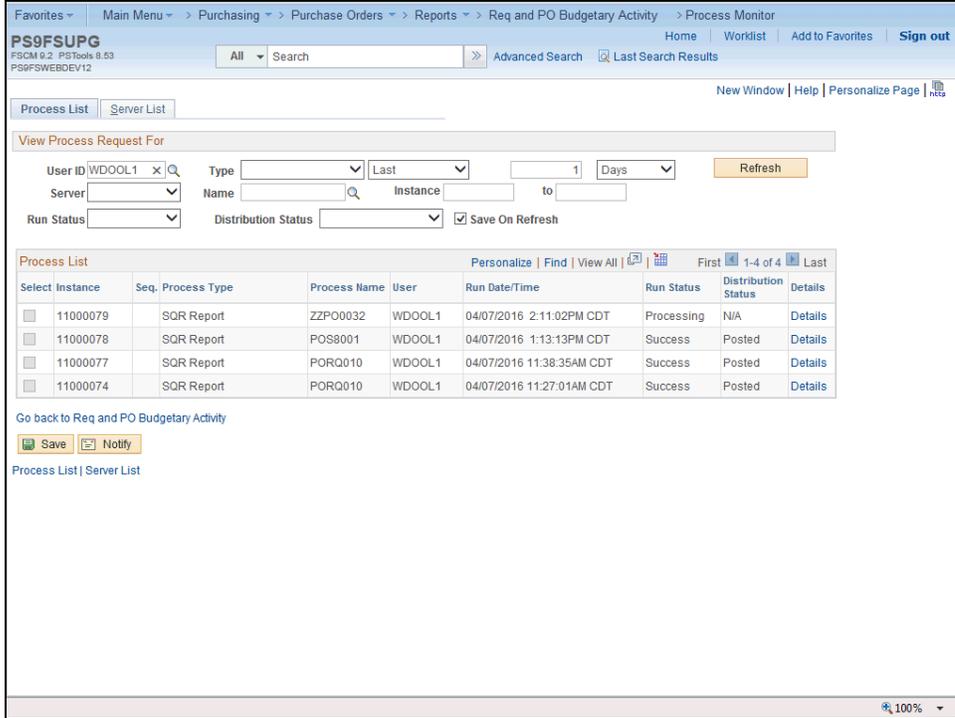
## Managing Encumbrances 9\_2

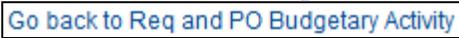


Step	Action
8.	Click the <b>Select PO Activity, Excel for POS8001</b> option. <input type="checkbox"/>
9.	Click the <b>OK</b> button. <input type="button" value="OK"/>
10.	Click the <b>Process Monitor</b> link. <input type="button" value="Process Monitor"/>

# Training Guide

## Managing Encumbrances 9\_2



Step	Action
11.	Click the <b>Refresh</b> button until the process is complete (i.e. Run Status = Success and the Distribution Status = Posted). 
12.	Click the <b>Go back to Req and PO Budgetary Activity</b> link. 
13.	Click the <b>Report Manager</b> link. 

# Training Guide

## Managing Encumbrances 9\_2

Favorites ▾ Main Menu ▾ Purchasing ▾ Purchase Orders ▾ Reports ▾ Req and PO Budgetary Activity ▾ Report Manager  
 PS9FSUPG FSCM 9.2 PSTools 8.53 PS9FSWEBDEV12 Search Advanced Search Last Search Results Home Worklist Add to Favorites Sign out  
 Administration | List | Explorer | Archives

View Reports For

Folder: [dropdown] Instance: [ ] to: [ ] Refresh

Name: [ ] Created On: [ ] by Last [ ] 1 Days [ ]

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 ZZPO0032	PO ACTIVITY, EXCEL FOR POS8001	General	04/07/16 2:14PM	9074766	11000079
2 POS8001	PROCUREMENT BUDGETARY ACTIVITY	General	04/07/16 1:16PM	9074765	11000078
3 PORQ010	REQUISITION PRINT SQR	General	04/07/16 11:40AM	9074764	11000077
4 PORQ010	REQUISITION PRINT SQR	General	04/07/16 11:27AM	9074761	11000074

Go back to Req and PO Budgetary Activity

Save

Administration | List | Explorer | Archives

Step	Action
14.	Click the <b>Administration</b> tab. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Administration</div>

Favorites ▾ Main Menu ▾ Purchasing ▾ Purchase Orders ▾ Reports ▾ Req and PO Budgetary Activity ▾ Report Manager  
 PS9FSUPG FSCM 9.2 PSTools 8.53 PS9FSWEBDEV12 Search Advanced Search Last Search Results Home Worklist Add to Favorites Sign out  
 Administration | List | Explorer | Archives

View Reports For

User ID: WDOOL1 Type: [dropdown] Last [ ] 1 Days [ ] Refresh

Status: [ ] Folder: [ ] Instance: [ ] to: [ ]

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	9074766	11000079	PO Activity, Excel for POS8001	04/07/2016 2:13:55PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9074765	11000078	Procurement Budgetary Activity	04/07/2016 1:15:33PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9074764	11000077	Requisition Print SQR	04/07/2016 11:39:47AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9074761	11000074	Requisition Print SQR	04/07/2016 11:27:02AM	Acrobat (*.pdf)	Posted	Details

Select All  Deselect All  
 Click the delete button to delete the selected report(s)

Go back to Req and PO Budgetary Activity

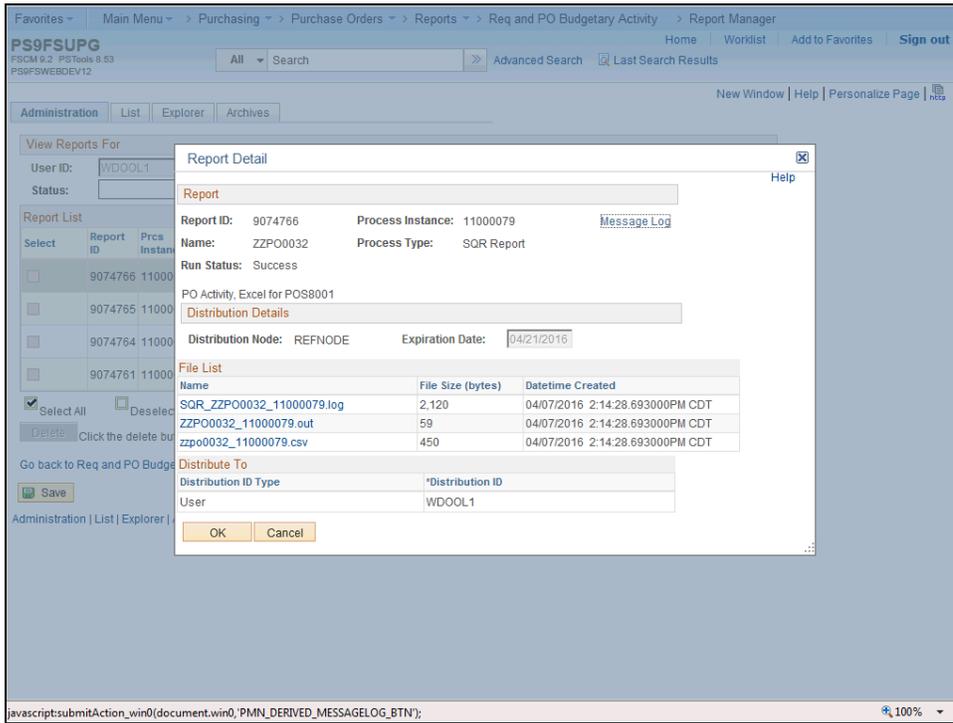
Save

Administration | List | Explorer | Archives

# Training Guide

## Managing Encumbrances 9\_2

Step	Action
15.	Click the <b>PO Activity, Excel for POS8001</b> link. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <a href="#">PO Activity, Excel for POS8001</a> </div>



Step	Action
16.	Click the <b>zzpo0032_11000079.csv</b> link. <p>This action opens a new window.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <a href="#">zzpo0032_11000079.csv</a> </div>
17.	As specified in the Procurement Budgetary Activity Parameter page, only the PO line(s) with a Remaining Amount are retrieved. This will make it easier for the user to analyze the report when determining the encumbrances that need to be closed or adjusted.
18.	View the Procurement Budgetary Activity Report.



The **Procurement Budgetary Activity Report** contains the following fields (columns):

Field	Example	Explanation

**PO ID**

00351940

PeopleSoft auto-generated PO number and/or Confirmation Purchase Order.

**Line/Sched/Dist**

1/1/1

**Line:** ID Line # on the PO (should be the same on the Requisition).

**Schedule:** Number of scheduled delivery(s).

**Dist:** ChartString of Department(s) paying for item.

**Dept**

1050100

Department number from Chart of Accounts

**Class**

10105

Class number from Chart of Accounts



The fields (columns) of the **Procurement Budgetary Activity Report** continued:

**Field**

**Example**

**Explanation**

**Project/Grant**

5050100000

Project number from Chart of Accounts, if applicable.

**Supplier**

0000006478

ID of Supplier on PO

**Supplier Short Name**

3GS, LLC

Name of Supplier associated with ID

**REQ ID**

Source of PO, if exists

The **Requisition ID** may not appear on this Report if the PO was created without a Requisition by the Purchasing Department.



**Procurement Budgetary Activity Report** continued:

**Field**

**Example**

**Explanation**

# Training Guide

## Managing Encumbrances 9\_2

### Original PO Amount

The total dollar amount of the **PO Line**. PeopleSoft calculates the amount based on the total of the item quantity and the item price.

### Liquidated Amount

The dollar amount of the **PO Line** that has been paid (i.e. the reversal of the encumbrance).

### Remaining Amount

Amount not spent from PO (Original Amount – Liquidated Amount = Remaining Amount).

### Vouchered Amount

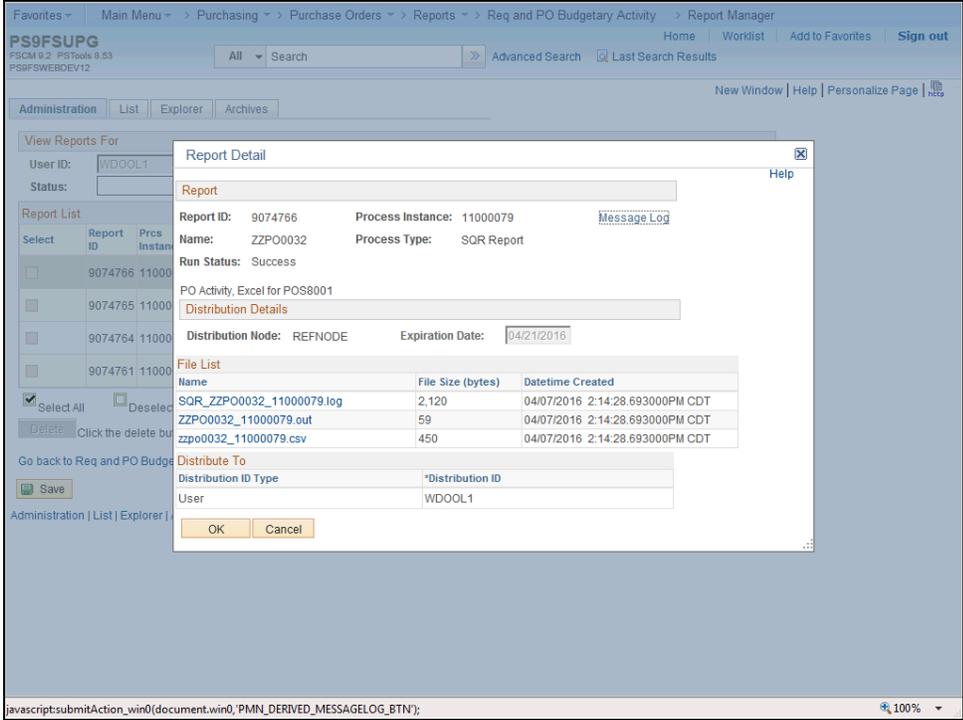
The dollar amount of the PO line that has been invoiced and paid to the supplier.

PO ID	Line/Sched/Dist	Buyer	PO Type	PO Status	Supplier	REQ ID	Original P	Liquidated	Remaining	Vouchered
6078228	1/1/01 1050100 10105	LTHOMA	GEN	D	25117 PATTERSC	63093	448.05	439.09	8.96	439.09
6078228	2/1/01 1050100 10105	LTHOMA	GEN	D	25117 PATTERSC	63093	448.05	439.09	8.96	439.09
6078228	4/1/01 1050100 10105	LTHOMA	GEN	D	25117 PATTERSC	63093	182.11	178.47	3.64	178.47
6078366	1/1/01 1050100 10105	CTAYL2	GEN	D	5853 B & J FLOC6015395A		9412.9	0	9412.9	0
6078366	2/1/01 1050100 10105	CTAYL2	GEN	D	5853 B & J FLOC6015395A		3299.7	0	3299.7	0
6078366	3/1/01 1050100 10105	CTAYL2	GEN	D	5853 B & J FLOC6015395A		361.02	0	361.02	0
<b>Totals:</b>							14151.83	1056.65	13095.18	1056.65

Step	Action
19.	Click the <b>Close</b> button. 

# Training Guide

## Managing Encumbrances 9\_2



Step	Action
20.	Click the <b>OK</b> button. <div style="text-align: center; border: 1px solid black; width: 80px; margin: 5px auto; padding: 5px;">OK</div>
21.	This completes <i>View &amp; Print the Procurement Budgetary Activity Report in Excel.</i> <b>End of Procedure.</b>

# Training Guide

## Managing Encumbrances 9\_2

### Run the ZZCLEANUP\_PO\_ACTIVITY Query

**The ZZCLEANUP\_PO\_ACTIVITY Query report can only be run in PS9FSRPT database.**

The ZZCLEANUP\_PO\_ACTIVITY is public query within the PeopleSoft system. It has been designed and developed to provide users with information necessary for managing encumbrances. When running the query, the information can be displayed in three formats: HTML, Excel and/or as a CSV Text File.

The **HTML** format displays the data in a specified order. HTML does not allow manipulation of the data (i.e. moving columns). Users may elect to run the data to Excel or CSV Text File. The data will display in the same order as it appeared in the HTML format. However, the data can be manipulated (i.e. moving columns) within the Excel or CSV Text File formats.

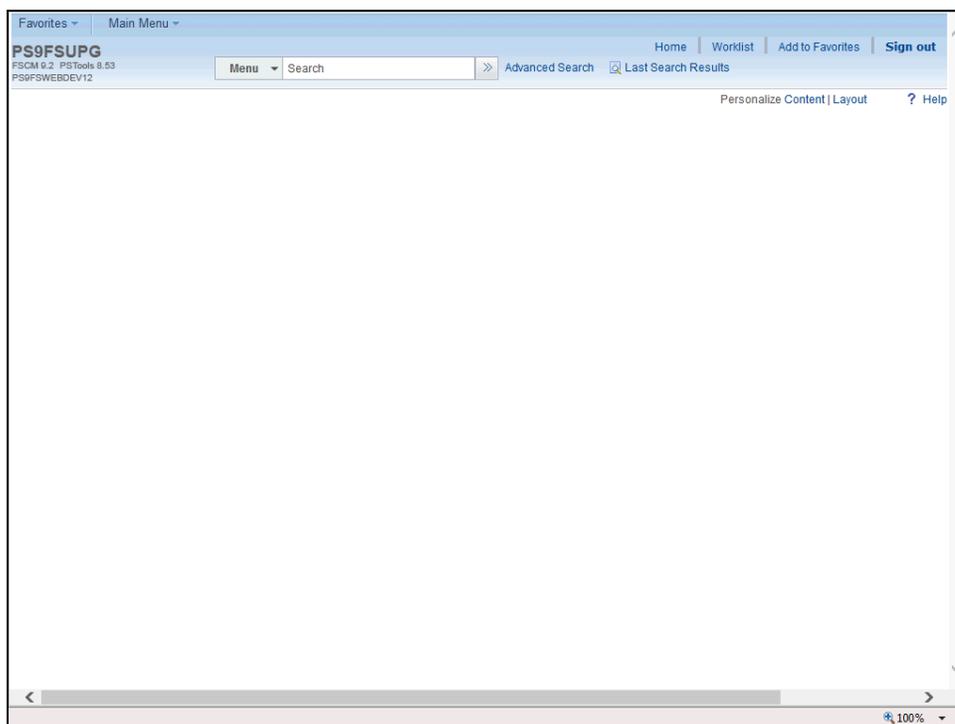
**NOTE: CSV is an abbreviation for Comma Separated Value File. This type of file is not often used by general query users, but is available to you.**

**NOTE: Queries are run in the PS9FSRPT (Reports) database.**

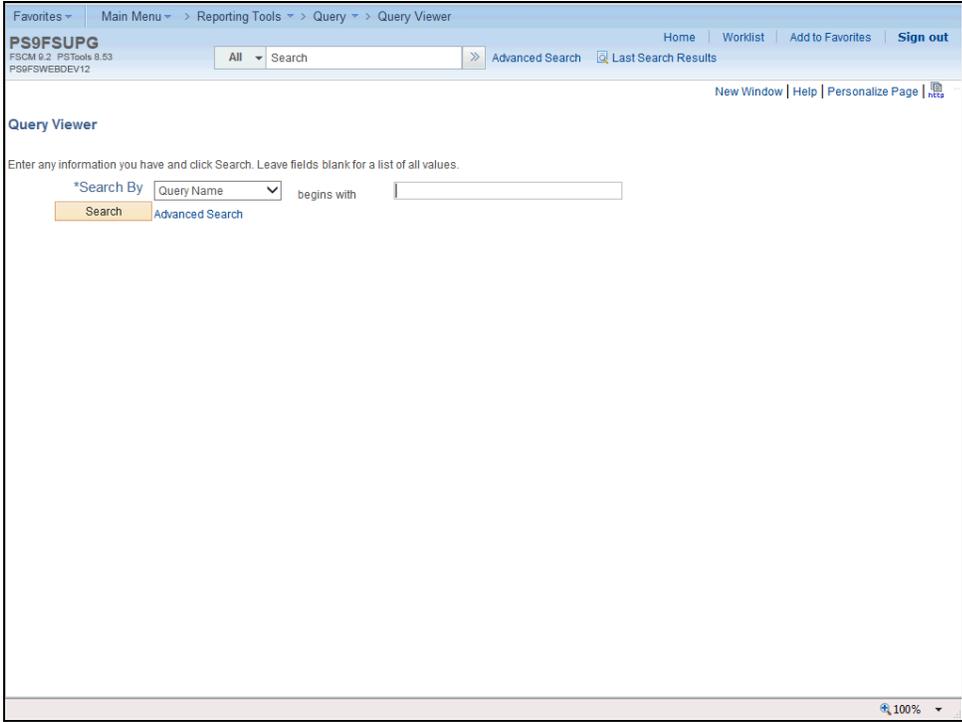
#### Procedure

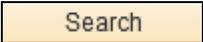
In this topic you will learn how to **Run the ZZCLEANUP\_PO\_ACTIVITY Query**.

**NOTE: The ZZCLEANUP query can only be run from the Reports (PS9FSRPT) database. It cannot be run in the Production (PS9FSPRD) database.**



Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Reporting Tools</b> menu. 
3.	Click the <b>Query</b> menu. 
4.	Click the <b>Query Viewer</b> menu. 



Step	Action
5.	A portion of the Query Name <b>must</b> be known and entered in order to retrieve the desired information. The Query Name field is <b>not</b> case sensitive; lower, upper or mixed case letters may be entered.  Enter the desired information into the <b>Search By</b> field. Enter " <b>ZZCLEANUP</b> ".
6.	Click the <b>Search</b> button. 

# Training Guide

## Managing Encumbrances 9\_2

PS9FSUPG  
PSCM 9.2 PSTools 9.53  
PS9FSWEBDEV12

Home | Worklist | Add to Favorites | Sign out

Advanced Search | Last Search Results

New Window | Help | Personalize Page

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By: Query Name begins with: ZZCLEANUP

Search | Advanced Search

### Search Results

\*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
ZZCLEANUP_PO_ACTIVITY	88 PO Cleanup query	Public		HTML	Excel	XML	Schedule	Favorite
ZZCLEANUP_REQ_ACTIVITY	88 Requisition Cleanup query	Public		HTML	Excel	XML	Schedule	Favorite

100%

Step	Action
7.	Click the <b>HTML</b> link for the ZZCLEANUP_PO_ACTIVITY query.

ZZCLEANUP\_PO\_ACTIVITY - 88 PO Cleanup query

Business Unit:

Department:

Beg Accounting Date:

End Accounting Date:

View Results

Unit No.	PO Supp No.	Supplier	Location	Name	Type	Status	Acctg Date	PO Date	Buyer	Status	Rule	Receipt	Budget Status	Change Order	Original Amount	Liquidated Amount	Ledger Line	Sched Num	Distribution LI	Dist By	Account	Fur
----------	-------------	----------	----------	------	------	--------	------------	---------	-------	--------	------	---------	---------------	--------------	-----------------	-------------------	-------------	-----------	-----------------	---------	---------	-----

100%

# Training Guide

## Managing Encumbrances 9\_2

Step	Action
8.	Enter the desired information into the <b>Business Unit</b> field. Enter " <b>LSUSH</b> ".
9.	Enter the desired information into the <b>Department</b> field. Enter " <b>1050100</b> ".  <i>NOTE: You may run the query for a specific department by entering the department number, or you may utilize the wild card, "%", to run the query for the entire Business Unit.</i>
10.	Enter the desired information into the <b>Beg Accounting Date</b> field. Enter " <b>110115</b> ".
11.	Enter the desired information into the <b>End Accounting Date</b> field. Enter " <b>113015</b> ".
12.	Click the <b>View Results</b> button.  <i>NOTE: It may take several minutes for the results to display since the data is being pulled from many tables.</i>  <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 10px;">View Results</div>

**ZZCLEANUP\_PO\_ACTIVITY - 88 PO Cleanup query**

Business Unit:

Department:

Beg Accounting Date:

End Accounting Date:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All

Unit	PO No.	Supp SetID	Supplier	Location	Name	Type	Status	Acctg Date	PO Date	Buyer	Status	Rule	Receipt	Budget Status	Change Order	Original Amount	Liquidated Amount	
1	LSUSH 06078077	SHARE	0000038380	0000000001	ATLAS FLAGS, INC.	GEN	D	11/11/2015	11/11/2015	LTHOMA	M	STANDARD	R	V		0.575.000	-575.000	DE
2	LSUSH 06078077	SHARE	0000038380	0000000001	ATLAS FLAGS, INC.	GEN	D	11/11/2015	11/11/2015	LTHOMA	M	STANDARD	R	V		0.575.000	0.000	DE

100%

Step	Action
13.	The query results display at the bottom of the page. The query displays one line for the original encumbrance amount and a line for each payment (liquidated amount)  In this example, only one result was returned. Generally, the system will display the first 100 items on the screen. You would use the arrows and links on the far right of the page view additional pages.

# Training Guide

## Managing Encumbrances 9\_2

Step	Action
14.	<p>You may download your HTML results to either of the following:</p> <p><b>Excel Spreadsheet:</b> The results will display to a web page in Internet Explorer. The Excel functionality (Data, Sort and Filter, Format Cells, etc.) are available in the web page.</p> <p><b>CSV Text File:</b> When you select this option, the results download into Microsoft Excel and can then be sorted and filtered as needed.</p> <p>Click the <a href="#">Excel Spreadsheet</a> link.</p> <p><a href="#">Excel SpreadSheet</a></p>

ZZCLEANUP\_PO\_ACTIVITY - 88 PO Cleanup query

Business Unit:

Department:

Beg Accounting Date:

End Accounting Date:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All

Unit	PO No.	Supp SetID	Supplier	Location	Name	Type	Status	Acctg Date	PO Date	Buyer	Status	Rule	Receipt	Budget Status	Change Order	Original Amount	Liquidated Amount	
1	LSUSH 06078077	SHARE	0000038380	0000000001	ATLAS FLAGS, INC.	GEN D		11/11/2015	11/11/2015	LTHOMA	M	STANDARD	R	V		0 575.000	-575.000	DE
2	LSUSH 06078077	SHARE	0000038380	0000000001	ATLAS FLAGS, INC.	GEN D		11/11/2015	11/11/2015	LTHOMA	M	STANDARD	R	V		0 575.000	0.000	DE

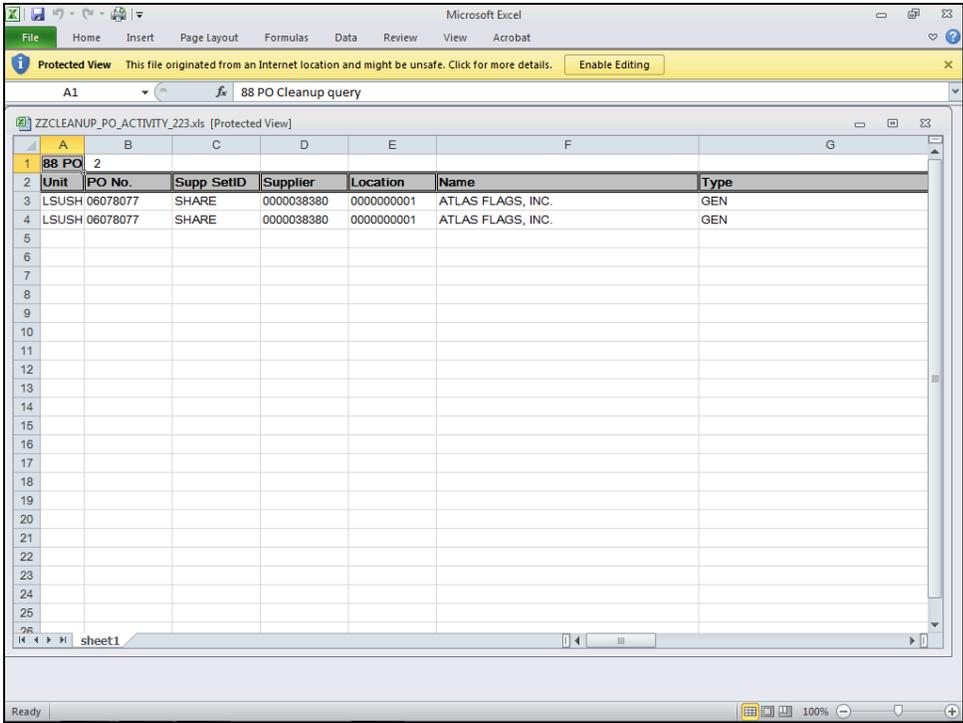
Do you want to open or save ZZCLEANUP\_PO\_ACTIVITY\_15840.xls (10.5 KB) from ps9fsrcb.lsuhs.edu?

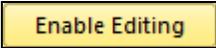
100%

Step	Action
15.	<p>Click the <b>Open</b> button.</p> <p><input type="button" value="Open"/></p>

# Training Guide

## Managing Encumbrances 9\_2



Step	Action
16.	Click the <b>Enable Editing</b> button. 
17.	Click the <b>Close</b> button on the Excel spreadsheet. 

# Training Guide

## Managing Encumbrances 9\_2

Department: 1050100  
 Beg Accounting Date: 11/01/2015  
 End Accounting Date: 11/30/2015  
 View Results

Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)

View All

Unit	PO No.	Supp SetID	Supplier	Location	Name	Type	Status	Acctg Date	PO Date	Buyer	Status	Rule	Receipt	Budget Status	Change Order	Original Amount	Liquidated Amount	
1.LSUSH	06078077	SHARE	0000038380	0000000001	ATLAS FLAGS, INC.	GEN	D	11/11/2015	11/11/2015	LTHOMA	M	STANDARD	R	V		0 575.000	-575.000	DE
2.LSUSH	06078077	SHARE	0000038380	0000000001	ATLAS FLAGS, INC.	GEN	D	11/11/2015	11/11/2015	LTHOMA	M	STANDARD	R	V		0 575.000	0.000	DE

Step	Action
18.	Click the <b>Close</b> button on your search page. 

PS9FSUPG  
 FSCM 9.2 PSTools 8.53  
 PS9FSWEBDEV12

Search: All Search [ZZCLEANUP] Advanced Search Last Search Results

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By Query Name begins with ZZCLEANUP  
 Search Advanced Search

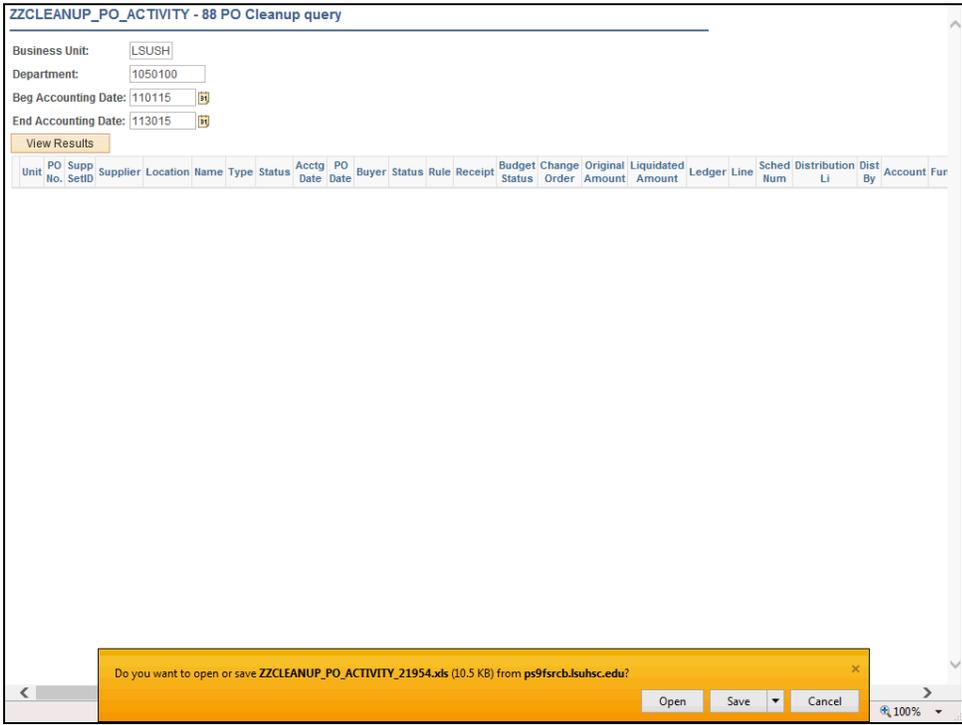
Search Results  
 \*Folder View -- All Folders --

Query	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
ZZCLEANUP_PO_ACTIVITY	88 PO Cleanup query	Public		HTML	Excel	XML	Schedule	Favorite
ZZCLEANUP_REQ_ACTIVITY	88 Requisition Cleanup query	Public		HTML	Excel	XML	Schedule	Favorite

# Training Guide

## Managing Encumbrances 9\_2

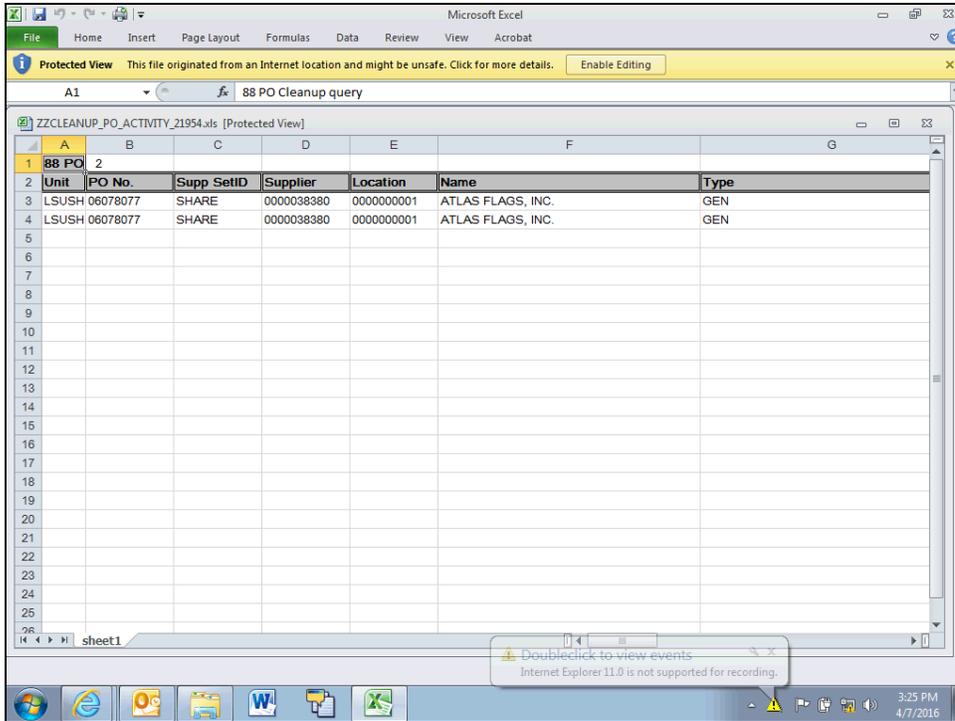
Step	Action
19.	<p>The system also provides the option of running the query and displaying the results directly in Excel. This option will be demonstrated now.</p> <p>Click the <b>Excel</b> link.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;">Excel</div>
20.	Enter the desired information into the <b>Business Unit</b> field. Enter " <b>LSUSH</b> ".
21.	Enter the desired information into the <b>Department</b> field. Enter " <b>1050100</b> ".
22.	Enter the desired information into the <b>Beg Accounting Date</b> field. Enter " <b>110115</b> ".
23.	Enter the desired information into the <b>End Accounting Date</b> field. Enter " <b>113015</b> ".
24.	<p>Click the <b>View Results</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;">View Results</div>



Step	Action
25.	<p>Click the <b>Open</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;">Open</div>

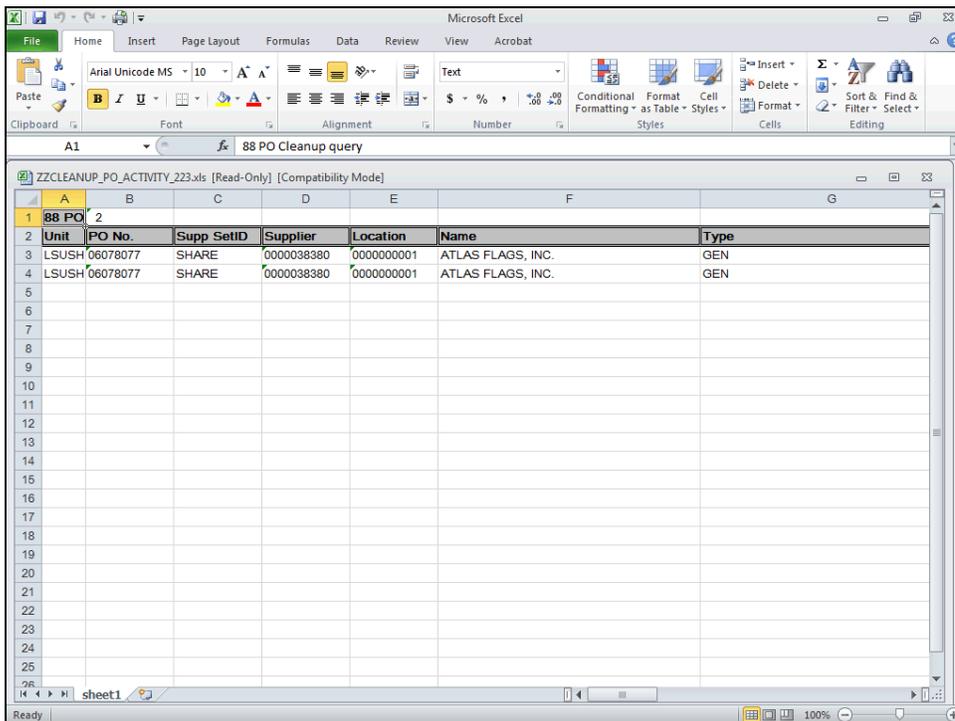
# Training Guide

## Managing Encumbrances 9\_2



Step	Action
26.	Click the <b>Enable Editing</b> button.

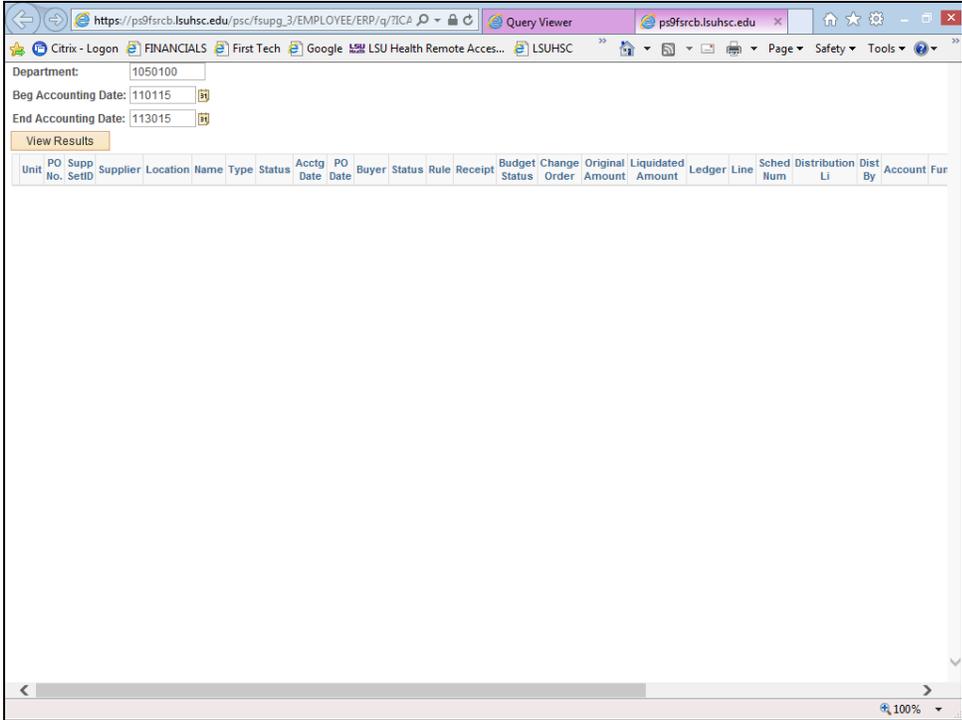
Enable Editing



# Training Guide

## Managing Encumbrances 9\_2

Step	Action
27.	<p><b>NOTE: Only one PO line is displayed for the original encumbrance amount. No payment has been made against this PO.</b></p> <p>Click the <b>Close</b> button on the Excel spreadsheet.</p> <div style="border: 1px solid black; width: 30px; height: 20px; margin-left: 20px; text-align: center; line-height: 20px;">✕</div>



Step	Action
28.	<p>Click the <b>Close</b> button on the search page.</p> <div style="border: 1px solid black; width: 30px; height: 20px; margin-left: 20px; text-align: center; line-height: 20px;">✕</div>
29.	<p>This completes <b>Run the ZZCLEANUP_PO_ACTIVITY</b> query.</p> <p><b>End of Procedure.</b></p>

# Training Guide

## Managing Encumbrances 9\_2

### Inquire on a PO Activity Summary Page

The **PO Activity Summary** page indicates the following:

- Whether or not a Receipt(s) has been entered in the PeopleSoft system for the PO Line(s) with a listing of the Receipt IDs.
- Whether or not an Invoice(s) (i.e. Voucher) has been paid by Accounts Payable for the PO Line(s) with a listing of the Voucher IDs and Voucher Line Number(s).
- Whether or not an item(s) have been matched by Accounts Payable for the PO line.

### View and Analyze the PO Activity Summary Page

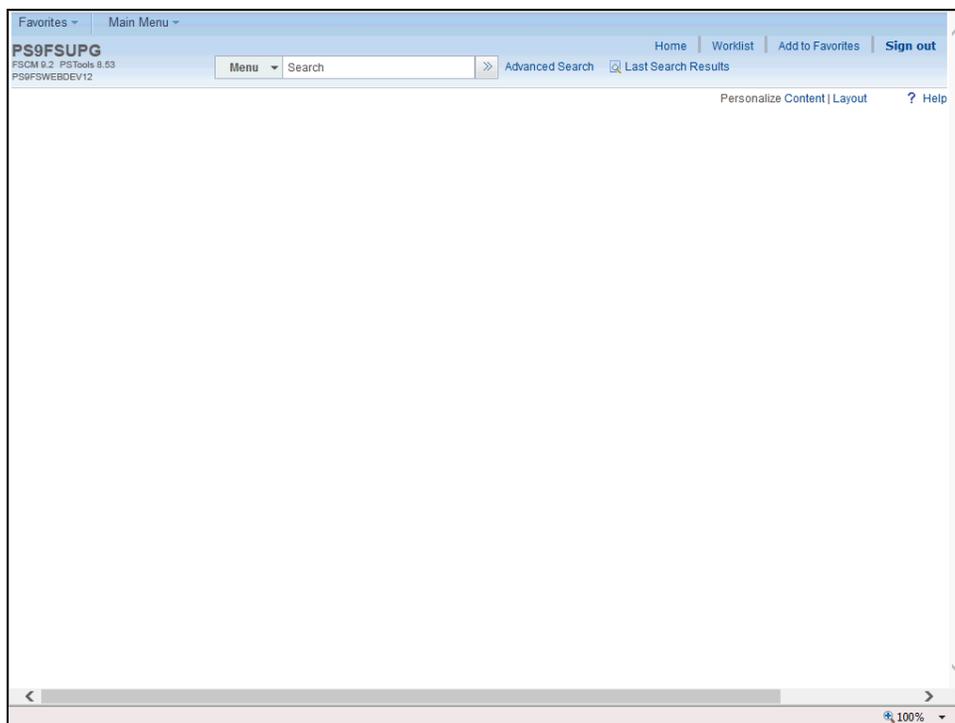
The **PO Activity Summary** page indicates the following:

- Whether or not a Receipt(s) has been entered in the PeopleSoft system for the PO Line(s) with a listing of the Receipt IDs.
- Whether or not an Invoice(s) (i.e. Voucher) has been paid by Accounts Payable for the PO Line(s) with a listing of the Voucher IDs and Voucher Line Number(s).
- Whether or not an item(s) have been matched by Accounts Payable for the PO line.

#### Procedure

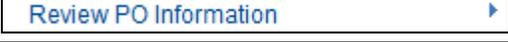
In this topic you will learn how to **View and Analyze the PO Activity Summary Page**.

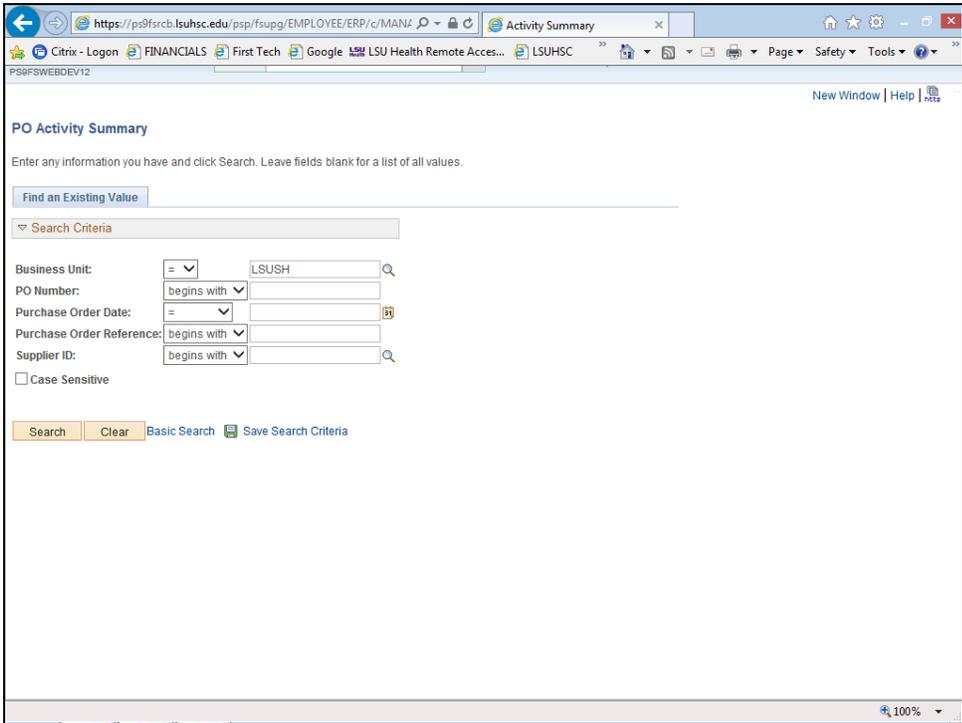
**NOTE:** *The PO Activity Summary page allows you to determine why there is a remaining encumbrance amount on a PO Line.*

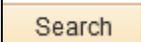


# Training Guide

## Managing Encumbrances 9\_2

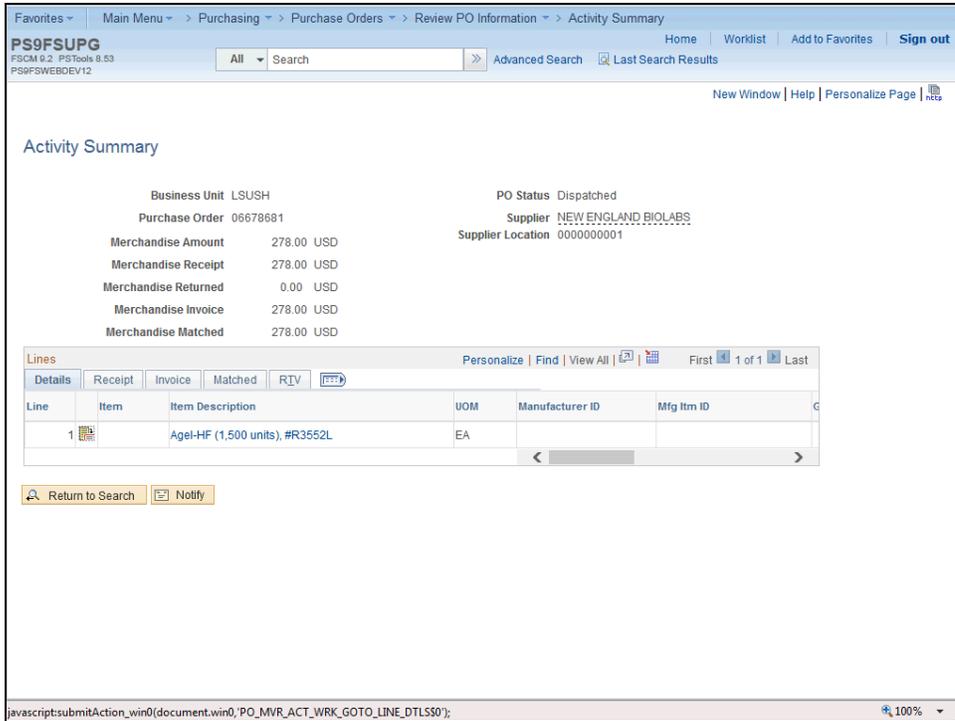
Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Purchasing</b> menu. 
3.	Click the <b>Purchase Orders</b> menu. 
4.	Click the <b>Review PO Information</b> menu. 
5.	Click the <b>Activity Summary</b> menu. 
6.	If your Business Unit does not default into the Business Unit field, enter it directly or search for it using the Look up Business Unit option.



Step	Action
7.	Enter the desired information into the <b>PO Number</b> field. Enter " <b>06678681</b> ".
8.	Click the <b>Search</b> button. 

# Training Guide

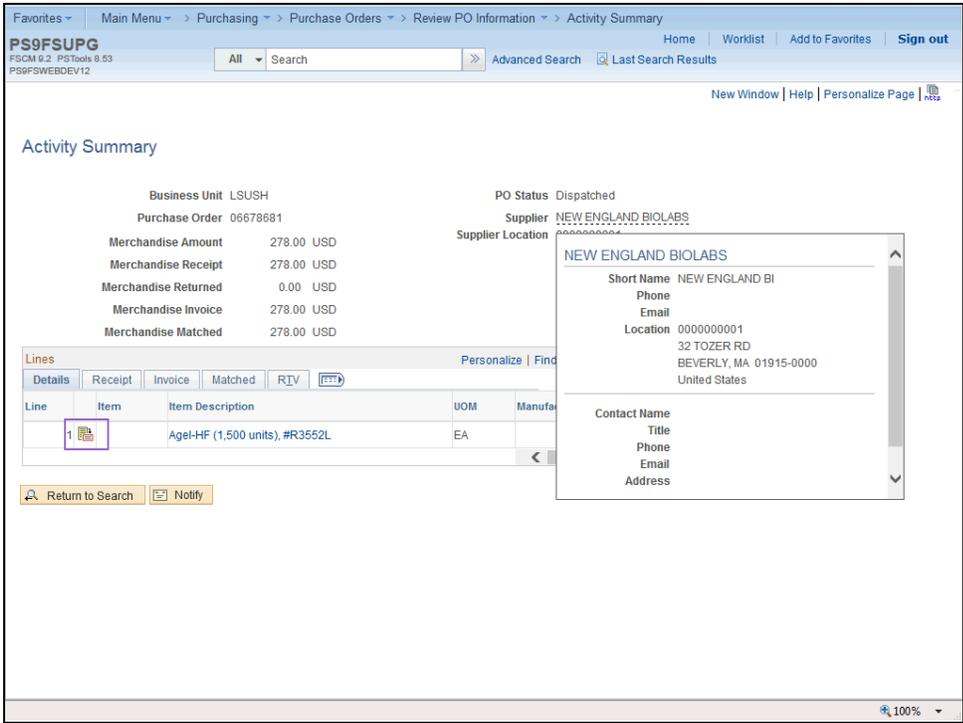
## Managing Encumbrances 9\_2



Step	Action
9.	<p>View the Activity Summary page.</p> <ul style="list-style-type: none"> <li>• <b>PO Status:</b> The status should indicate Dispatched for most POs, but the status could indicate Approved (someone may have changed the PO, but it was not yet Dispatched or Budget Checked), Canceled or Complete.</li> <li>• <b>Order Qty:</b> The quantity ordered.</li> <li>• <b>Amount Ordered:</b> The total dollar value of the PO line.</li> </ul> <p><i>NOTE: Listed under the PO number is an explanation of the Merchandise Amount, Merchandise Receipt, Merchandise Returned, Merchandise Invoice and Merchandise Matched. These are cumulative totals of all PO lines.</i></p>

# Training Guide

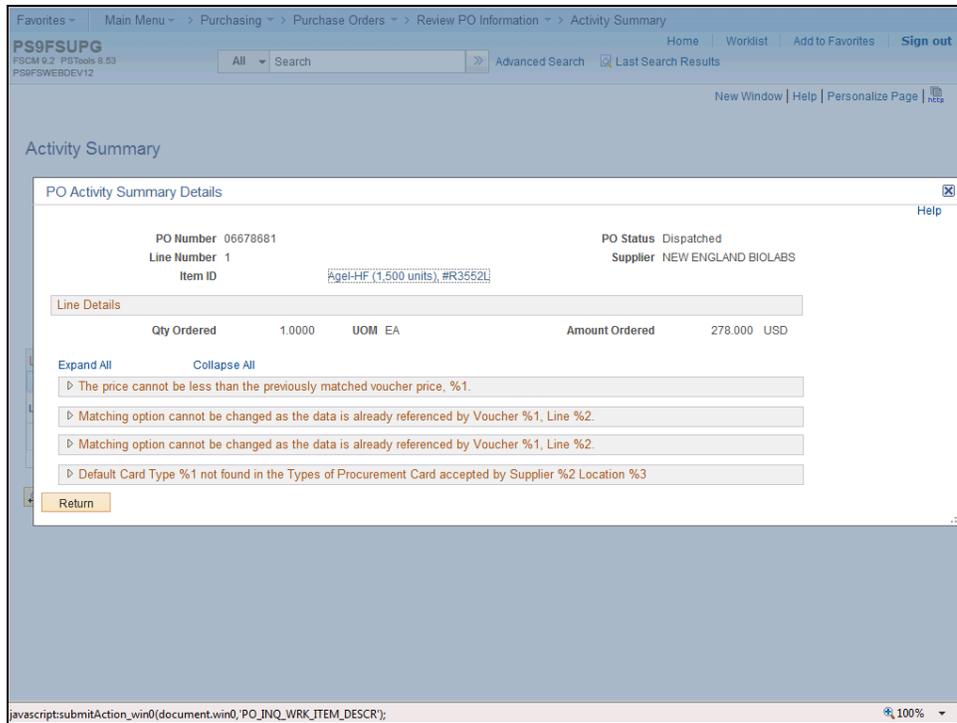
## Managing Encumbrances 9\_2



Step	Action
10.	<p>By hovering over the Supplier name, a dropdown box will appear with the Supplier information. The supplier's phone number and address will display.</p> <p>Click to the <b>Line Details</b> button.</p> 

# Training Guide

## Managing Encumbrances 9\_2



Step	Action
11.	Click the <b>Expand All</b> link to view the line details (i.e. Open Quantity, Qty Received, Amt Invoiced, and Un-Invoiced Amount).. <input type="button" value="Expand All"/>

# Training Guide

## Managing Encumbrances 9\_2

**PO Activity Summary Details**

PO Number 06678681      PO Status Dispatched  
 Line Number 1      Supplier NEW ENGLAND BIOLABS  
 Item ID Agel-HF (1,500 units), #R3552L

Line Details				
Qty Ordered	1.0000	UOM EA	Amount Ordered	278.000 USD
Open Quantity	0.0000		Qty Received	1.0000
Open Amount	0.000 USD		Qty Accepted	1.0000
Un-invoiced Quantity	0.0000		Quantity Invoiced	1.0000
Un-invoiced Amount	0.000 USD		Amt Invoiced	278.000 USD
Qty Matched	1.0000			
Amt Matched	278.000 USD			
Qty Returned	0.0000			
Amount Returned	0.000			

[Return](#)

Step	Action
12.	Click the <b>Return</b> button.

**Activity Summary**

Business Unit LSUSH      PO Status Dispatched  
 Purchase Order 06678681      Supplier NEW ENGLAND BIOLABS  
 Supplier Location 0000000001

Merchandise Amount	278.00 USD
Merchandise Receipt	278.00 USD
Merchandise Returned	0.00 USD
Merchandise Invoice	278.00 USD
Merchandise Matched	278.00 USD

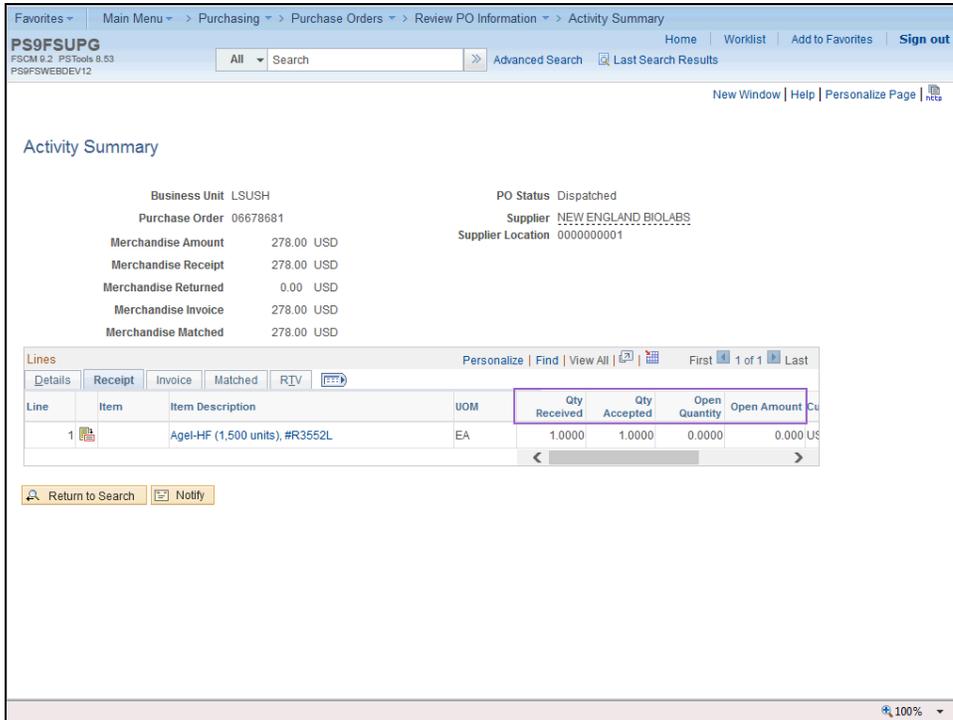
Line	Item	Item Description	UOM	Manufacturer ID	Mfg Itm ID
1		Agel-HF (1,500 units), #R3552L	EA		

[Return to Search](#)   [Notify](#)

# Training Guide

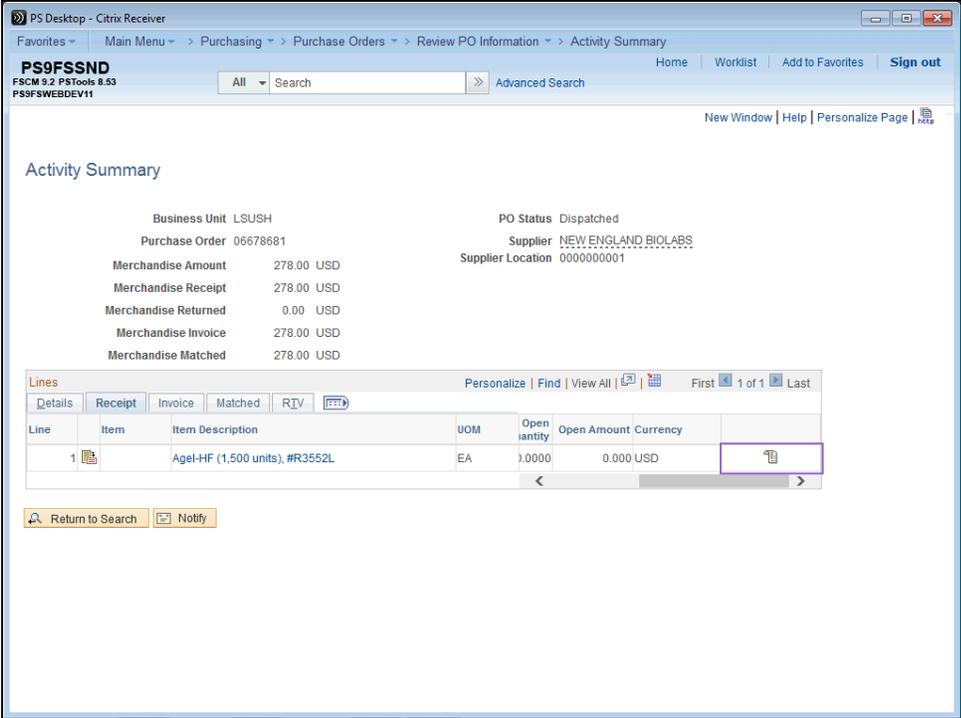
## Managing Encumbrances 9\_2

Step	Action
13.	View the Details Tab to determine quantity ordered and cost of each line item.  Click the <b>Receipt</b> link. 



Step	Action
14.	View the <b>Receipt</b> tab.  <ul style="list-style-type: none"> <li>• <b>Qty Received:</b> The quantity received in the shipment for the PO line.</li> <li>• <b>Qty Accepted:</b> The quantity accepted from the shipment.</li> <li>• <b>Open Quantity:</b> The quantity not yet received.</li> <li>• <b>Open Amount:</b> The amount not yet received.</li> </ul>
15.	Click the right button on the <b>Scrollbar</b> . 

# Training Guide Managing Encumbrances 9\_2



Step	Action
16.	<p><b>NOTE:</b> If the <b>Receipt</b> button appears on the PO line (i.e. the icon next to the <b>Currency</b> field), this indicates that a Receipt(s) has been entered in PeopleSoft for the PO line. If a Receipt has not been entered in PeopleSoft for the PO line, the <b>Receipt</b> button would not appear on this page as is shown here.</p> <p>Click the <b>Receipt</b> icon.</p> 

# Training Guide

## Managing Encumbrances 9\_2

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Review PO Information](#) > [Activity Summary](#)

**PS9FSUPG**  
FSCM 9.2 PS9Tools 9.53 PS9FSWEBDEV12

[Receipts](#) Search  [Advanced Search](#) [Last Search Results](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Personalize Page](#) |

Unit LSUSH      PO ID 06678681      Line 1      Item ID

[Receipt](#)      [Personalize](#) | [Find](#) | [View All](#) |      First 1 of 1 Last

Sched Num	BU Recv	Receipt No	Receipt Line	Status	Seq	Supp Rpt Qty	Supp Reject Qty	Merchandise Amt	Currency
1	LSUSH	<a href="#">236793</a>	1	Closed	1	1.0000	0.0000	278.000	USD

[Go Back To Activity Summary](#)

[Return to Search](#) [Notify](#)

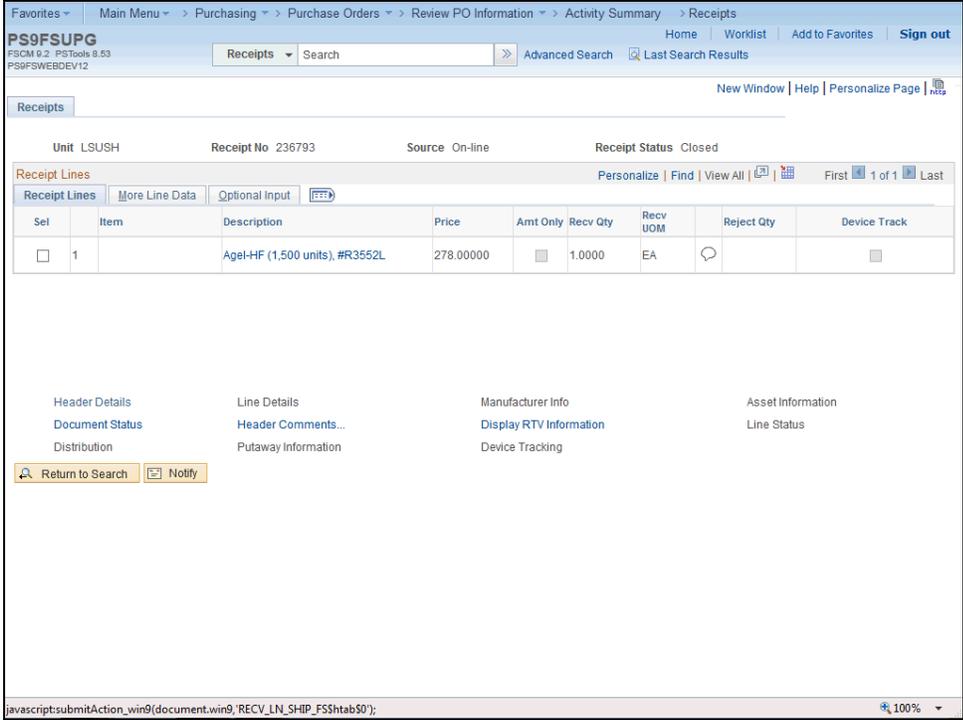
javascript:submitAction\_win0(document.win0,'RECEIVER\_ID\$0');

100%

Step	Action
17.	Click the <b>Receipt Number</b> link to access the Receipt page.  Click the <b>236793</b> link. <span style="border: 1px solid black; padding: 2px;">236793</span>

# Training Guide

## Managing Encumbrances 9\_2



Step	Action
18.	<p>The Receipts page displays.</p> <p>Click the <b>Show All Columns</b> button.</p> <p>This will allow the user to view all data located on the tabs.</p> 

# Training Guide

## Managing Encumbrances 9\_2

Receipts

Unit LSUSH      Receipt No 236793      Source On-line      Receipt Status Closed

Receipt Lines

Sel	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track	Insp Qty	Accept Qty	Net Recv	Supplier UOM
<input type="checkbox"/>	1	Agel-HF (1,500 units), #R3552L	278.00000		1.0000	EA				1.0000	1.0000	EA

Header Details      Line Details      Manufacturer Info      Asset Information  
 Document Status      Header Comments...      Display RTV Information      Line Status  
 Distribution      Putaway Information      Device Tracking

Return to Search      Notify

Step	Action
19.	Click the <b>Scrollbar</b> to view additional fields. 

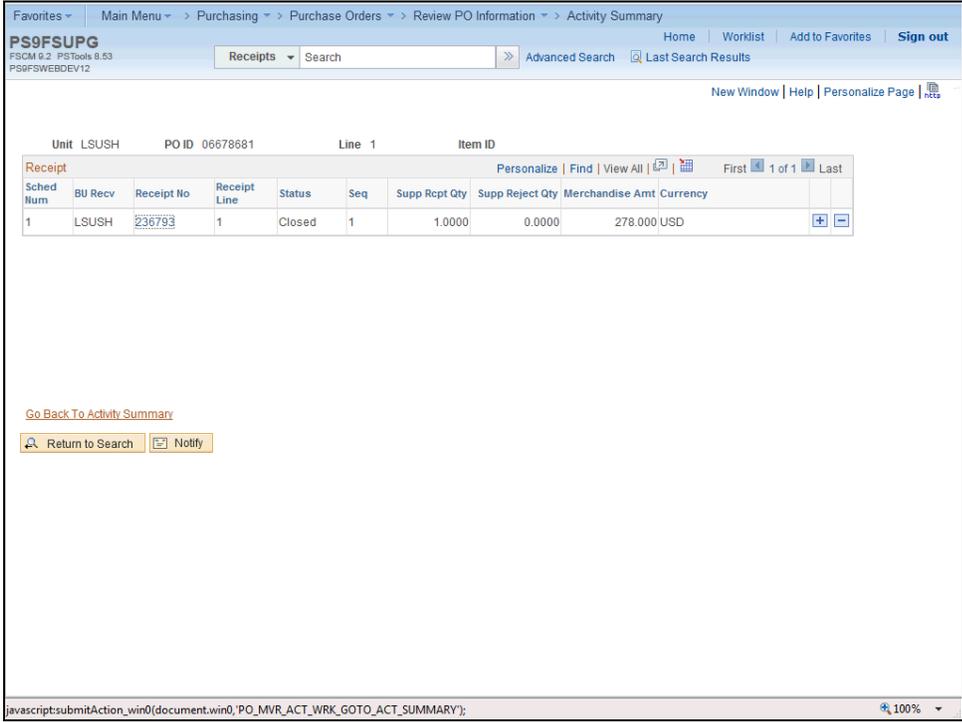
Personalize | Find | View All | First 1 of 1 Last

Date	Supplier Item ID	GTIN	User ID	Reject Reason	Reject Action	RMA Number	Line Nbr	Invoice Number	PK Slip No	Pro Number
3/15/2016			DCARRO					none	none	

# Training Guide

## Managing Encumbrances 9\_2

Step	Action
20.	Click the <b>Close</b> button. 



The screenshot shows the 'Receipts' page in the PS9FSUPG application. The breadcrumb trail is: Favorites > Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary. The page title is 'PS9FSUPG' with version 'FSCM 9.2 PSTools 8.53' and environment 'PS9FSWEBDEV12'. There are search and navigation options at the top.

Unit: LSUSH    PO ID: 06678681    Line: 1    Item ID:

Receipt									
Sched Num	BU Recv	Receipt No	Receipt Line	Status	Seq	Supp Rcpt Qty	Supp Reject Qty	Merchandise Amt	Currency
1	LSUSH	238793	1	Closed	1	1.0000	0.0000	278.000	USD

Below the table, there is a link: [Go Back To Activity Summary](#) and buttons for [Return to Search](#) and [Notify](#).

Step	Action
21.	Click the <b>Go Back To Activity Summary</b> link. <a href="#">Go Back To Activity Summary</a>

# Training Guide

## Managing Encumbrances 9\_2

Business Unit LSUSH PO Status Dispatched

Purchase Order 06678681 Supplier NEW ENGLAND BIOLABS

Supplier Location 0000000001

Merchandise Amount 278.00 USD  
 Merchandise Receipt 278.00 USD  
 Merchandise Returned 0.00 USD  
 Merchandise Invoice 278.00 USD  
 Merchandise Matched 278.00 USD

Line	Item	Item Description	UOM	Open Quantity	Open Amount	Currency
1		Agel-HF (1,500 units), #R3552L	EA	0.0000	0.000	USD

Step	Action
22.	Click the <b>Invoice</b> tab. 

Business Unit LSUSH PO Status Dispatched

Purchase Order 06678681 Supplier NEW ENGLAND BIOLABS

Supplier Location 0000000001

Merchandise Amount 278.00 USD  
 Merchandise Receipt 278.00 USD  
 Merchandise Returned 0.00 USD  
 Merchandise Invoice 278.00 USD  
 Merchandise Matched 278.00 USD

Line	Item	Item Description	UOM	amt Invoiced	Currency	Un-invoiced Quantity	Un-inv Am
1		Agel-HF (1,500 units), #R3552L	EA	278.000	USD	0.0000	

Step	Action
23.	<p>View the Invoice tab.</p> <ul style="list-style-type: none"> <li>• <b>Quantity Invoiced:</b> The quantity of the items invoiced.</li> <li>• <b>Amt Invoiced:</b> The dollar amount to be paid for the items invoiced.</li> <li>• <b>Un-invoiced Quantity:</b> The remaining quantity of items not yet invoiced.</li> <li>• <b>Un-invoiced Amount:</b> The dollar amount of items not yet invoiced.</li> </ul>
24.	<p>Although the Invoice (i.e. the document from the Vendor) and Voucher (i.e. the document generated by Accounts Payable in the PeopleSoft system to pay the vendor invoice) are really two separate documents, PeopleSoft refers to a Voucher as an Invoice.</p> <p>Vouchers are generated by AP in the PeopleSoft system for anything that shows payment of funds in your Department:</p> <ul style="list-style-type: none"> <li>• Invoice (for Vendors)</li> <li>• Advance Payment (for Direct Pay and Travel)</li> </ul>

The screenshot shows the 'Activity Summary' page for a purchase order. The breadcrumb trail is: Favorites > Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary. The page title is 'PS9FSUPG' with version 'F3CM 9.2 PSForms 9.53' and user 'PS9FSWEBDEV12'. There are search and navigation options at the top.

**Activity Summary**

Business Unit	LSUSH	PO Status	Dispatched
Purchase Order	06678681	Supplier	NEW ENGLAND BIOLABS
Merchandise Amount	278.00 USD	Supplier Location	0000000001
Merchandise Receipt	278.00 USD		
Merchandise Returned	0.00 USD		
Merchandise Invoice	278.00 USD		
Merchandise Matched	278.00 USD		

**Lines**

Line	Item	Item Description	UOM	Quantity	Un-invoiced Amount	Currency
1		Agel-HF (1,500 units), #R3552L	EA	100	0.000	USD

Buttons: Return to Search, Notify

Footer: 100%

# Training Guide

## Managing Encumbrances 9\_2

Step	Action
25.	<p>The Invoice (Voucher) button displays on the PO line (i.e. the icon next to the Currency field). This indicates that a payment(s) has been made by Accounts Payable for the PO line. If a payment has not been made by AP for the PO line, the Invoice (Voucher) button would not appear on this page.</p> <p>Click the <b>Invoice</b> button.</p> 
26.	<p>The user does not have to access the Voucher Inquiry page to retrieve the Voucher Number and Line Number, as this information is located on this page.</p> <p><b>NOTE: More than one Voucher may appear, if the items on the PO were received in more than one shipment. If the last Voucher ID issued by AP (i.e. the largest or highest number in the list of Vouchers) and Voucher Line # are not provided to AP when requesting finalization of the voucher, they cannot finalize the Voucher (PO). The request will be returned to the user for completion of this information. Both the PO Line # and the Voucher Line # <u>MUST</u> be provided to AP, since these two numbers are <u>not</u> always the same.</b></p> <p><b>NOTE: This is the only tool that will provide the user with <u>all</u> voucher activity for a PO Line to be able to identify the last Voucher issued.</b></p>

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Review PO Information](#) > [Activity Summary](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

PS9FSUPG  
FSCM 9.2 PS Tools 9.53  
 PS9FSWEBDEV12

[Receipts](#) |  | [Advanced Search](#) | [Last Search Results](#)

[New Window](#) | [Help](#) | [Personalize Page](#) |

---

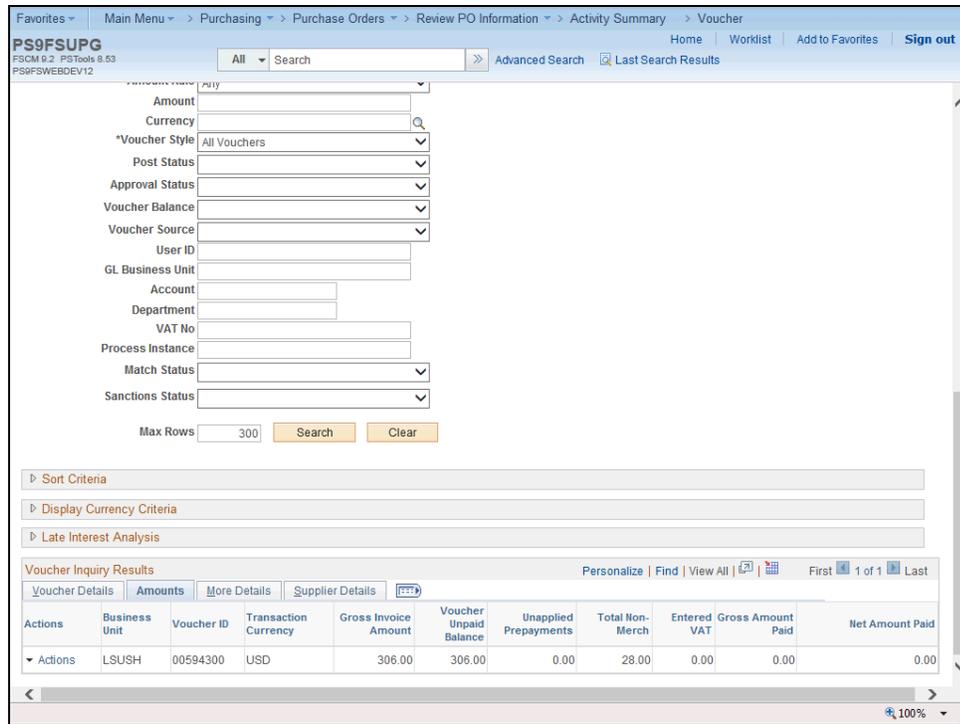
Unit: LSUSH    PO No. 06678681    Line 1    Item ID

Invoice						
Sched Item	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced	
1	LSUSH	00594300	1	1.0000	278.000	

Activity Summary  
[Return to Search](#) | [Notify](#)

javascript:submitAction\_win0(document.win0,'VOUCHER\_ID\$0'); 100%

Step	Action
27.	<p>Click the <b>Voucher Number</b> link to access the Voucher Inquiry page.</p> <p>This action opens a new window.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">00594300</div>
28.	<p>View the fields on the Voucher Details tab of the Voucher Inquiry Results section.</p> <p><i>See the "View the Payment Reference ID and Payment Pages for a PO Line" topic for instructions on how to access the Payment pages from the Voucher Inquiry page (i.e. by clicking the Payment Information button) and a description of the fields on the Payment pages.</i></p>

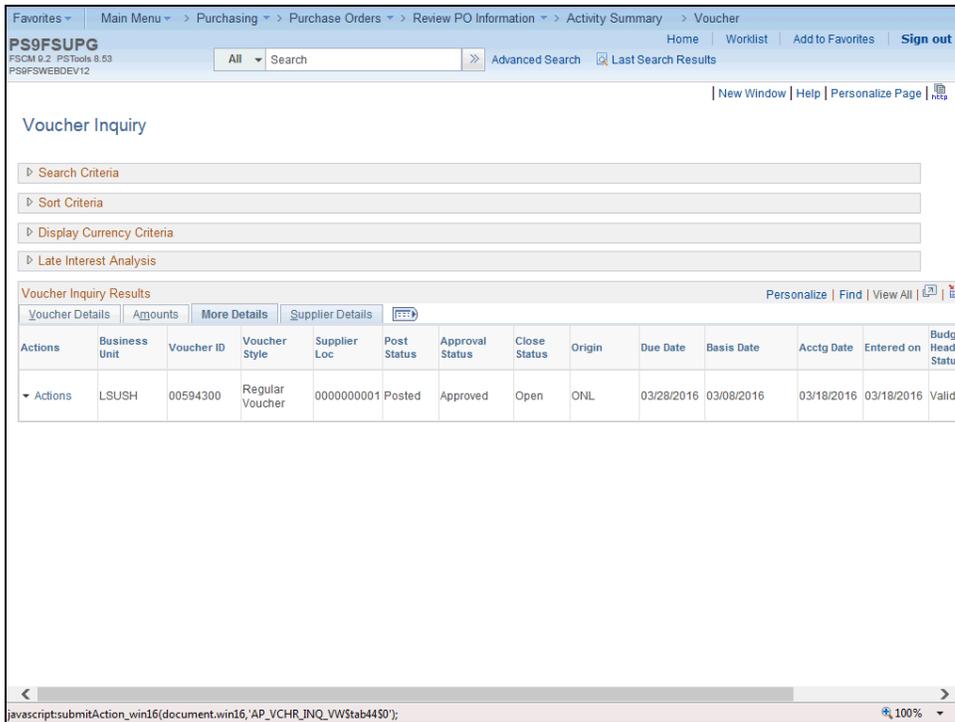


Step	Action
29.	<p>Click the <b>Amounts</b> link.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Amounts</div>
30.	<p>View the Amounts page.</p> <p>Click the <b>More Details</b> object.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">More Details</div>

# Training Guide

## Managing Encumbrances 9\_2

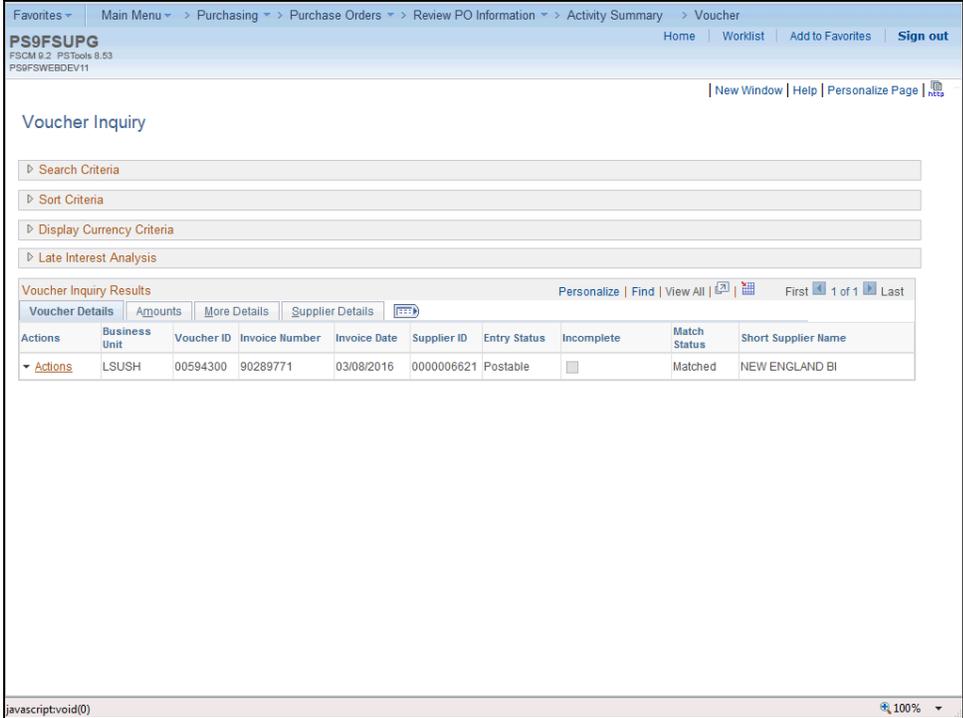
Step	Action
31.	<p>View the fields on the <b>More Details</b> tab:</p> <p><b>Due Date:</b> The date that AP is scheduled to pay the Voucher.</p> <p><b>Acctg Date:</b> The Accounting Period in which the Due Date falls.</p> <p><b>Entered on:</b> The date that AP entered the Voucher.</p>



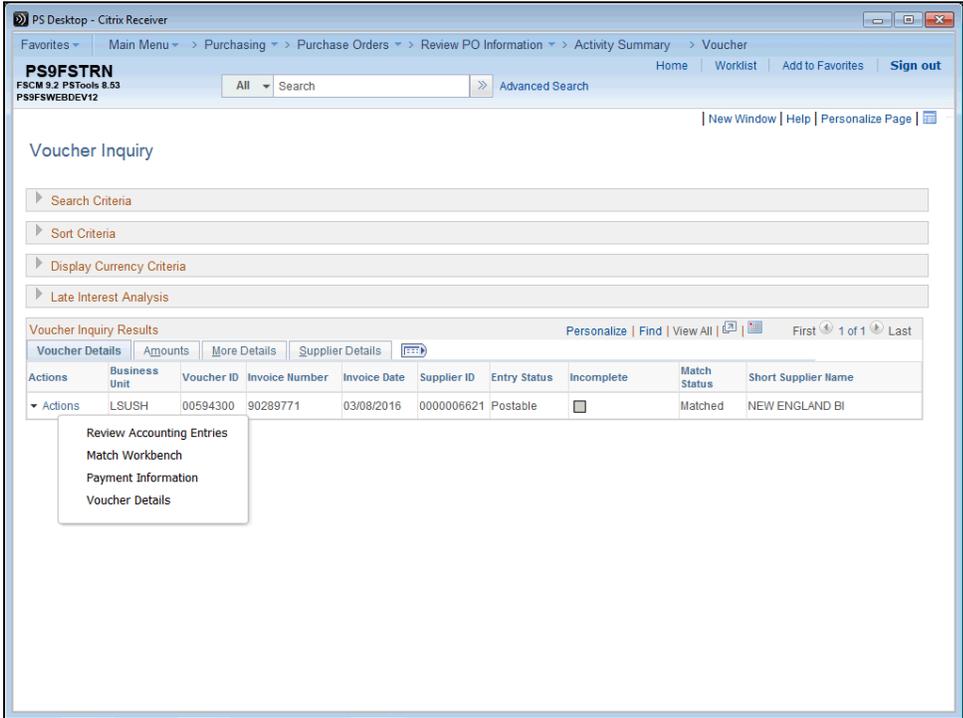
Step	Action
32.	<p>Click the <b>Supplier Details</b> tab.</p> <p><a href="#">Supplier Details</a></p>
33.	<p>Click the <b>Voucher Details</b> tab.</p> <p><a href="#">Voucher Details</a></p>

# Training Guide

## Managing Encumbrances 9\_2



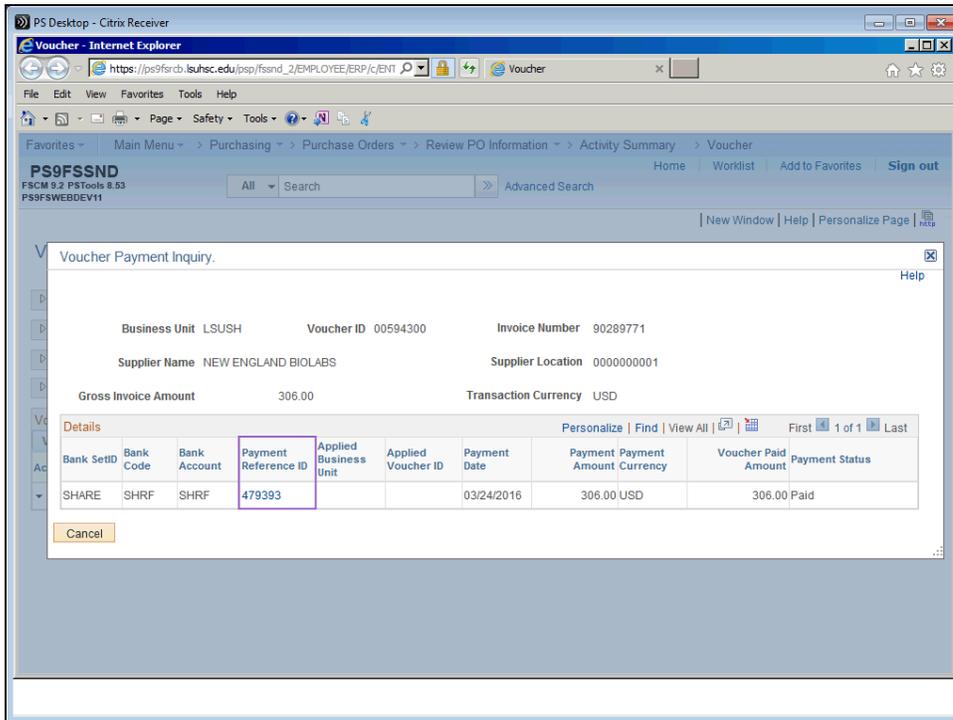
Step	Action
34.	Click the <b>Actions</b> link to view the available actions. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <span style="font-size: 0.8em;">▼</span> <b>Actions</b> </div>



# Training Guide

## Managing Encumbrances 9\_2

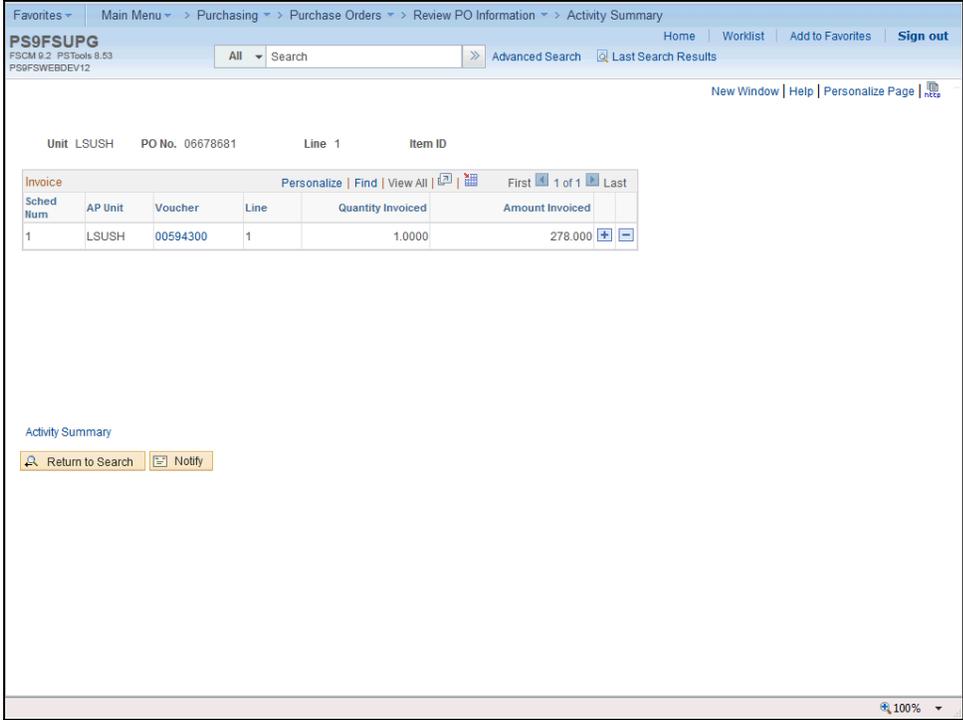
Step	Action
35.	Click the <b>Payment Information</b> link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Payment Information</div>
36.	The <b>Voucher Payment Inquiry</b> page displays in a pop-up box.



Step	Action
37.	Click the <b>Payment Reference ID</b> link to access Bank information on the Payment Inquiry page. <div style="border: 1px solid black; padding: 2px; display: inline-block;">479393</div>
38.	Click the Additional Info tab on the Payment Inquiry page to view bank information (i.e. Bank number and description).  <p><i>NOTE: Bank information can only be viewed if you have the proper security.</i></p> <p>Click the <b>Supplier Details</b> to view Supplier ID and Supplier address information.</p> <p>Click the <b>X</b> to close the Payment Inquiry window.</p>

# Training Guide

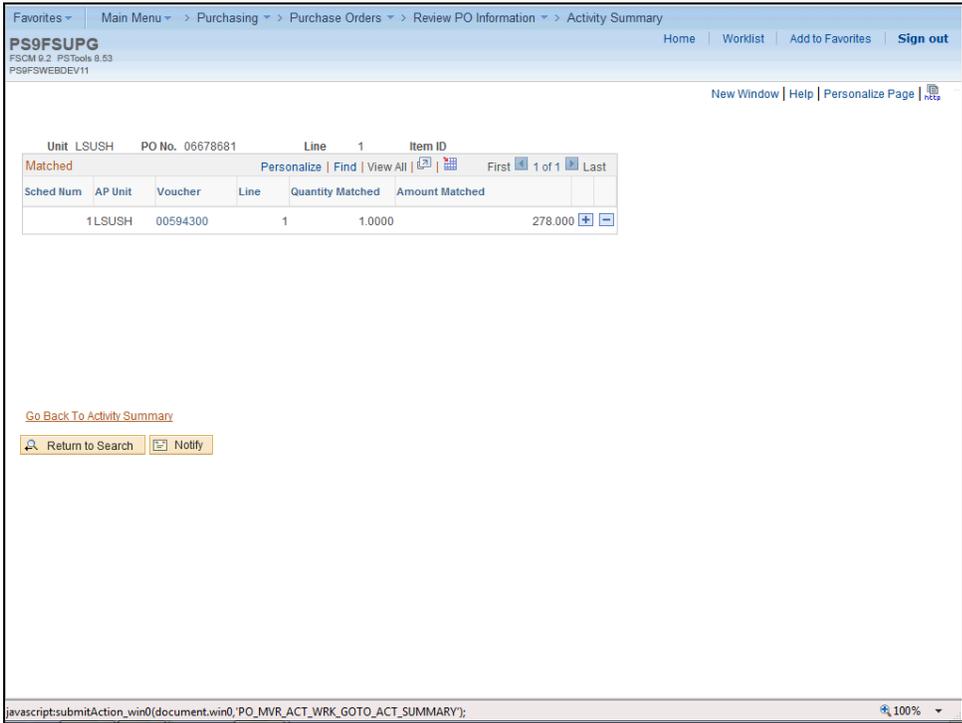
## Managing Encumbrances 9\_2



Step	Action
39.	<p>The voucher information displays.</p> <p>Click the <b>Activity Summary</b> link to return to the Activity Summary page.</p> <p><a href="#">Activity Summary</a></p>



Step	Action
41.	<p><b><i>NOTE: The matching button displays on the PO line (i.e. the icon next to the Currency field). This indicates that an Item(s) has been matched by Accounts Payable for the PO Line. If a match has not been made by AP for the PO line, the Matching Button would not display on the page.</i></b></p> <p>Click the <b>Matching</b> icon.</p> 



Step	Action
42.	<p>Since this PO line has been matched, the Voucher Link displays. You may wish to drilldown to review the voucher information here or from the Invoice tab.</p> <p>Click the <b>Go Back To Activity Summary</b> link.</p> <p><a href="#">Go Back To Activity Summary</a></p>

# Training Guide

## Managing Encumbrances 9\_2

Step	Action
43.	<p><b>Analyzing the PO Activity Summary Page</b></p> <p>When analyzing the PO, the general order of review will be as follows:  <b>Purchase Order &gt; Voucher &gt; Receipt</b> (if receiving is required)</p> <p>The issues to consider are:</p> <ul style="list-style-type: none"> <li>• <b>Receipt:</b> Does the item(s) need Receipt in PeopleSoft?</li> <li>• <b>Purchase Order:</b> Does the PO or line(s) on the PO need to be changed or cancelled?</li> <li>• <b>Voucher:</b> Does the last Voucher need to be Finalized?</li> </ul>
44.	<p><b>How to Liquidate an Encumbrance and a Pre-Encumbrance</b></p> <p><i>NOTE: The encumbrance and pre-encumbrance process can only be performed by the purchasing department. Each business unit has their own process for encumbrance liquidation; please review the process for your business unit.</i></p>
45.	<p><b>LSUNO Managing Encumbrance Liquidation procedure:</b></p> <p>There are several ways the Purchasing Department can liquidate the PO encumbrance, but before purchasing can take action, you must notify the AP department first. The AP department verifies that there are no outstanding vouchers on the PO; if none exist AP forwards the request to the Purchasing Department.</p> <p><b><u>Liquidate encumbrance Options:</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Cancel the PO</b> - The PO is not needed and no AP activity on the PO (i.e. the Vouchered Amount column is Zero dollars, hence no Voucher ID exists for the PO)</li> <li>2. <b>Cancel PO Lines</b> – No AP activity (i.e. the Vouchered Amount column is Zero dollars, hence no Voucher ID exists for the PO Line)</li> <li>3. <b>Close PO</b> – If the user wishes to liquidate the encumbered balance and close the PO.</li> </ol>
46.	<p><b>Change/Reduce PO Encumbered balance:</b></p> <p>If the user wishes to Change/Reduce PO Encumbered balance of the PO (i.e. not liquidate the entire encumbered balance), the request must be directed to Purchasing (i.e. the Buyer) rather than to AP.</p> <p><b>LSUNO – Managing Pre- Encumbrance Liquidation procedure:</b></p> <p>If the user finds a pre-encumbrance remains (even after the PO as been built), he/she should contact their Buyer for assistance rather than AP.</p>
47.	<p>This completes <i>View and Analyze the PO Activity Summary Page</i>.  <b>End of Procedure.</b></p>

## Inquire on a PO Document Status

### Inquire on a PO Document Status

#### Procedure

In this topic you will learn how to **Inquire on a PO Document Status**.

***NOTE: The PO Document Status page will allow you to view the status of any documents associated with a Purchase Order (i.e. Requisitions, Receivers, Vouchers and Payments) during its life cycle.***

Step	Action
1.	<p>Click the <b>Review PO Information</b> button.</p> <p><i><b>NOTE: If you are not already on the Purchase Order Inquiry page, you may navigate to the Document Status page as follows:</b></i></p> <p><i><b>Click Main Menu &gt; Purchasing &gt; Purchase Orders &gt; Review PO Information &gt; Document Status</b></i></p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;">Review PO Information</div>
2.	<p>Click the <b>Document Status</b> link.</p> <p><i><b>NOTE: If you were not already in a Purchase Order page, navigate to the Document Status page as follows:</b></i></p> <p><i><b>Purchasing &gt; Purchase Orders &gt; Review PO Information &gt; Document Status</b></i></p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;">Document Status</div>

# Training Guide

## Managing Encumbrances 9\_2

Favorites ▾ Main Menu ▾ Purchasing ▾ Purchase Orders ▾ Review PO Information ▾ Document Status  
 PS9FSUPG FSCM 9.2 PSTools 8.53 PS9FSWEBDEV12 All Search Advanced Search Home Worklist Add to Favorites Sign out  
 New Window | Help | nts

**Purchase Order Document Status**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: = ▾ .SUSH X Q

PO Number: begins with ▾

Purchase Order Date: = ▾

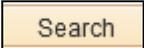
Origin: begins with ▾ Q

Purchase Order Reference: begins with ▾

Case Sensitive

Search Clear Basic Search Save Search Criteria

100%

Step	Action
3.	Enter your <b>Business Unit</b> if necessary.  Enter the desired information into the <b>PO Number</b> field. Enter " <b>06678681</b> ".
4.	Click the <b>Search</b> button. 





# Training Guide

## Managing Encumbrances 9\_2

**Purchase Order Inquiry**

**Purchase Order**

Business Unit LSUSH  
PO ID 06678681

PO Status Dispatched  
Budget Status Valid

**Header**

PO Date 03/09/2016  
Supplier Name NEW ENGLAND BI  
Supplier ID 0000006621  
Buyer Thomas, Linda C  
PO Reference 06678681

Doc Tol Status Valid  
Backorder Status Not Backordered  
Receipt Status Received  
 Hold From Further Processing

**Amount Summary**

Merchandise	278.00
Freight/Tax/Misc.	0.00
<b>Total</b>	<b>278.00 USD</b>
<b>Encumbrance Balance</b>	<b>0.00 USD</b>

**Lines**

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		Agel-HF (1,500 units), #R3552L	00000	1,000	EA	278.00 USD	Approved

Step	Action
7.	View the PO Inquiry page.

**Purchase Order Inquiry**

**Purchase Order**

Business Unit LSUSH  
PO ID 06678681

PO Status Dispatched  
Budget Status Valid

**Header**

PO Date 03/09/2016  
Supplier Name NEW ENGLAND BI  
Supplier ID 0000006621  
Buyer Thomas, Linda C  
PO Reference 06678681

Doc Tol Status Valid  
Backorder Status Not Backordered  
Receipt Status Received  
 Hold From Further Processing

**Amount Summary**

Merchandise	278.00
Freight/Tax/Misc.	0.00
<b>Total</b>	<b>278.00 USD</b>
<b>Encumbrance Balance</b>	<b>0.00 USD</b>

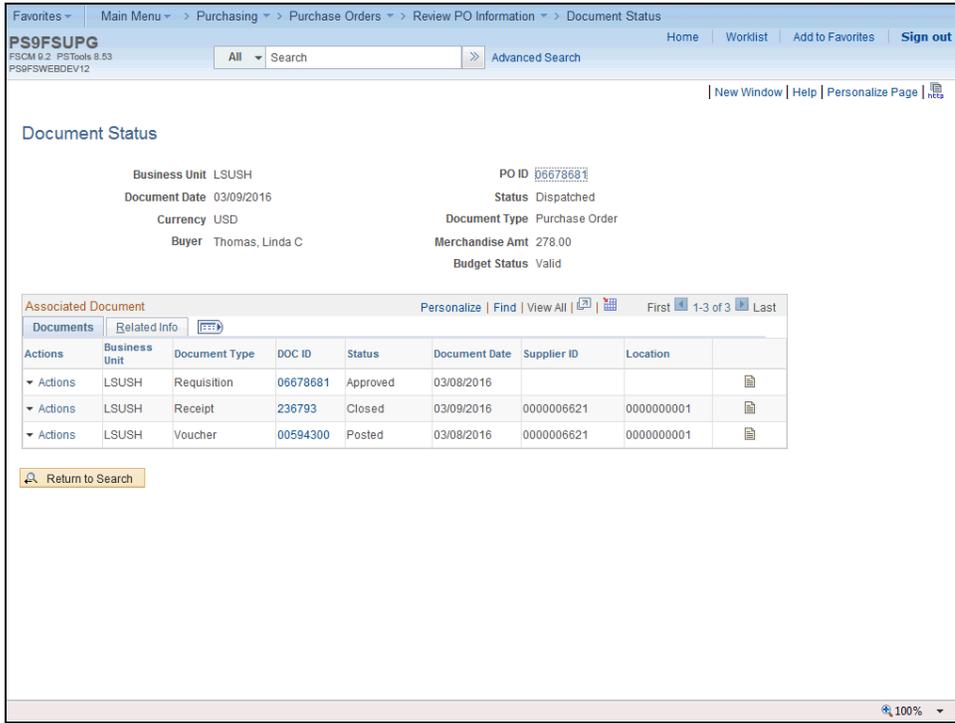
**Lines**

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		Agel-HF (1,500 units), #R3552L	00000	1,000	EA	278.00 USD	Approved

# Training Guide

## Managing Encumbrances 9\_2

Step	Action
8.	Click the <b>Close</b> button. 



Document Status

Business Unit LSUSH  
 Document Date 03/09/2016  
 Currency USD  
 Buyer Thomas, Linda C

PO ID 06678681  
 Status Dispatched  
 Document Type Purchase Order  
 Merchandise Amt 278.00  
 Budget Status Valid

Associated Document

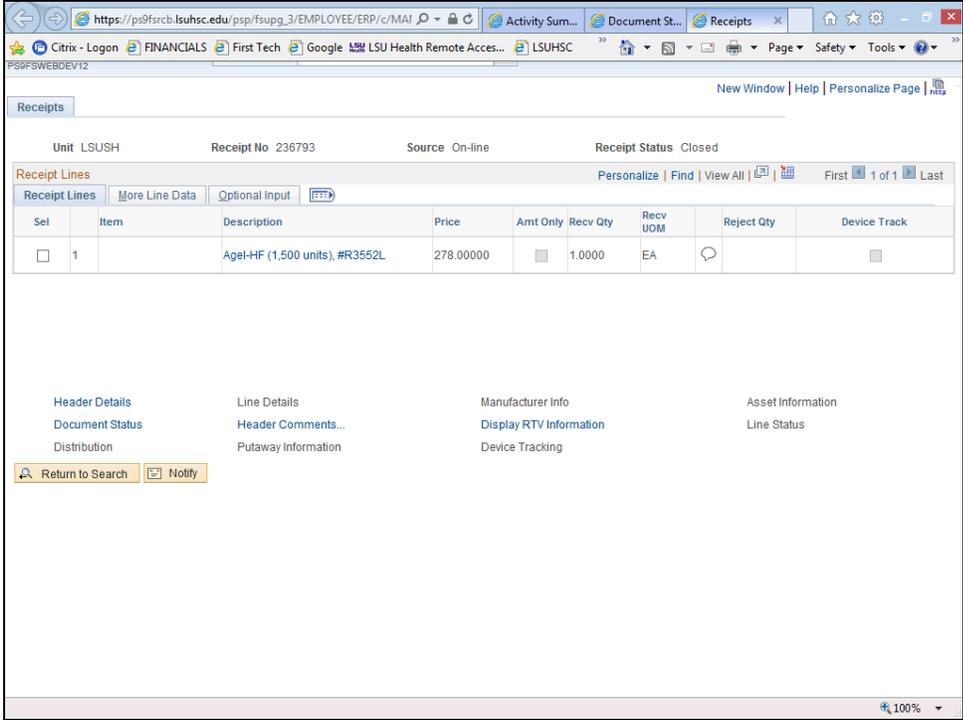
Actions	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
Actions	LSUSH	Requisition	06678681	Approved	03/08/2016		
Actions	LSUSH	Receipt	236793	Closed	03/09/2016	0000006621	0000000001
Actions	LSUSH	Voucher	00594300	Posted	03/08/2016	0000006621	0000000001

Return to Search

Step	Action
9.	Click the <b>Receipts Document ID - 236793</b> link to access the Receipts page. This action opens a new window. 

# Training Guide

## Managing Encumbrances 9\_2

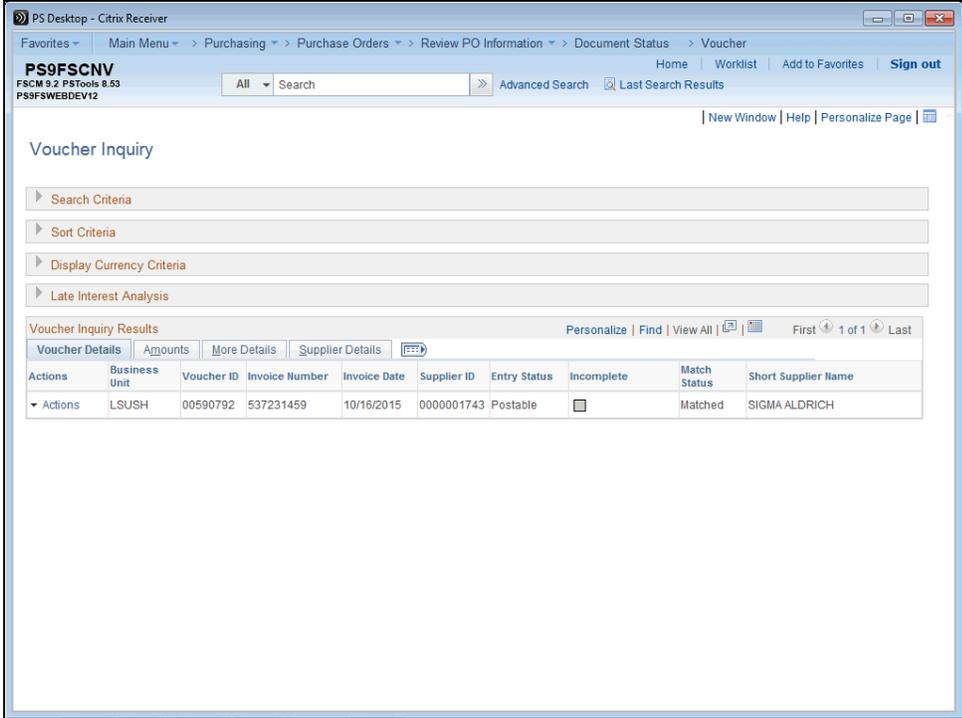


Step	Action
10.	View the Receipts page.  Click the <b>Close</b> button. 



# Training Guide

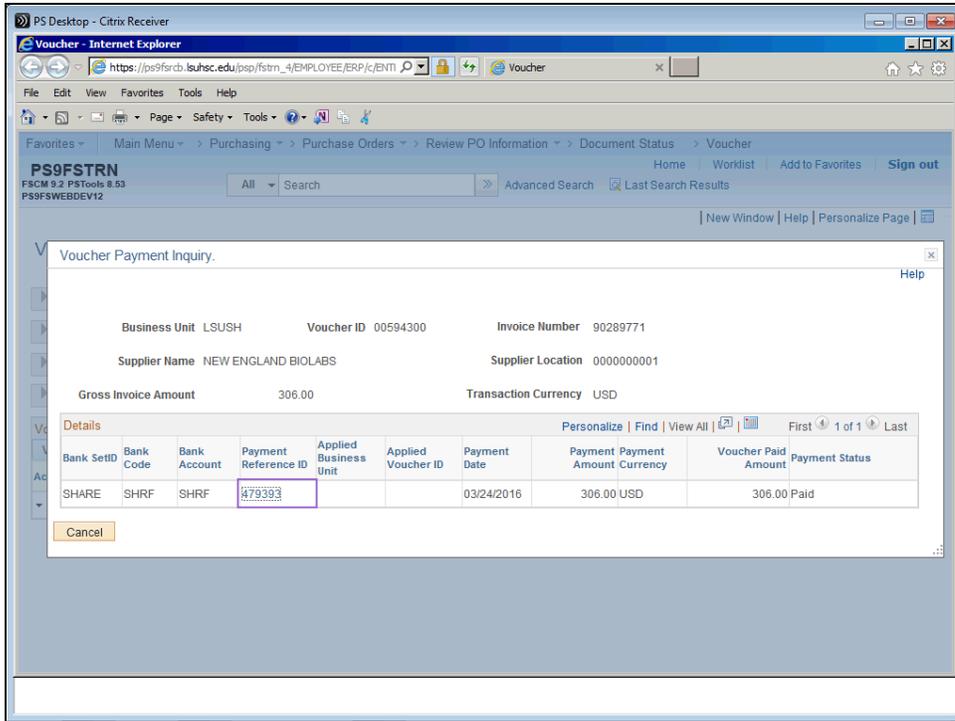
## Managing Encumbrances 9\_2



Step	Action
12.	Click the <b>Actions</b> link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">▼ Actions</div>
13.	To access <b>Payment Information</b> - Click the <b>Payment Information</b> option from the Actions dropdown and click the <b>Payment Reference ID</b> on the <b>Voucher Payment Inquiry</b> page. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Payment Information</div>

# Training Guide

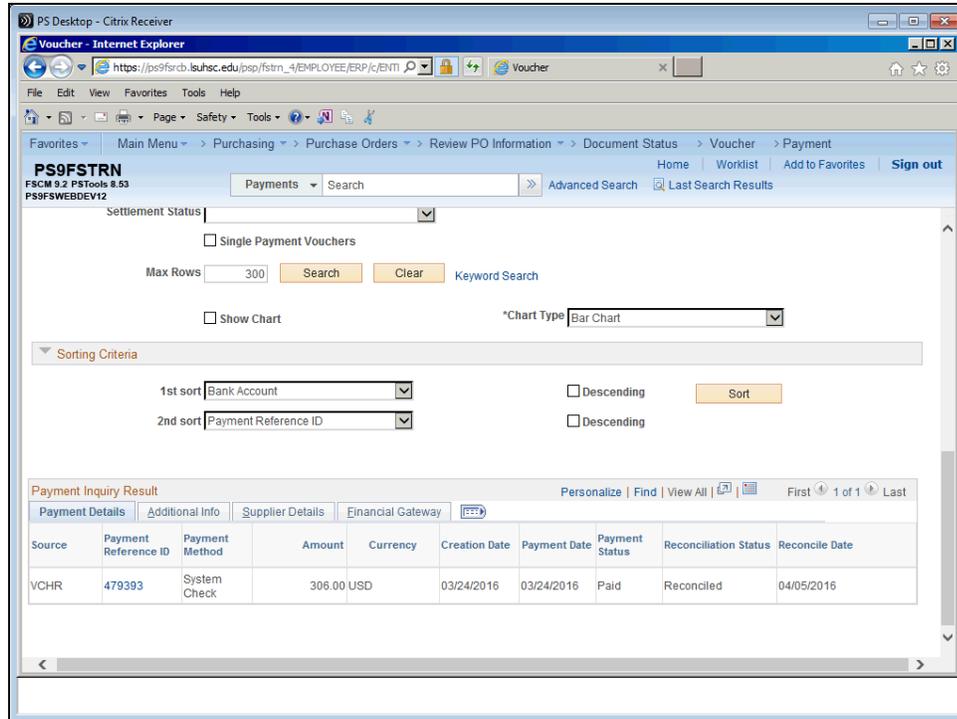
## Managing Encumbrances 9\_2



Step	Action
14.	<p>The <b>Voucher Payment Inquiry</b> page will be displayed.</p> <p>If you wish to drilldown further into the payment history, click the Payment Reference link <b>479393</b> to access the Payment Inquiry page.</p>

# Training Guide

## Managing Encumbrances 9\_2



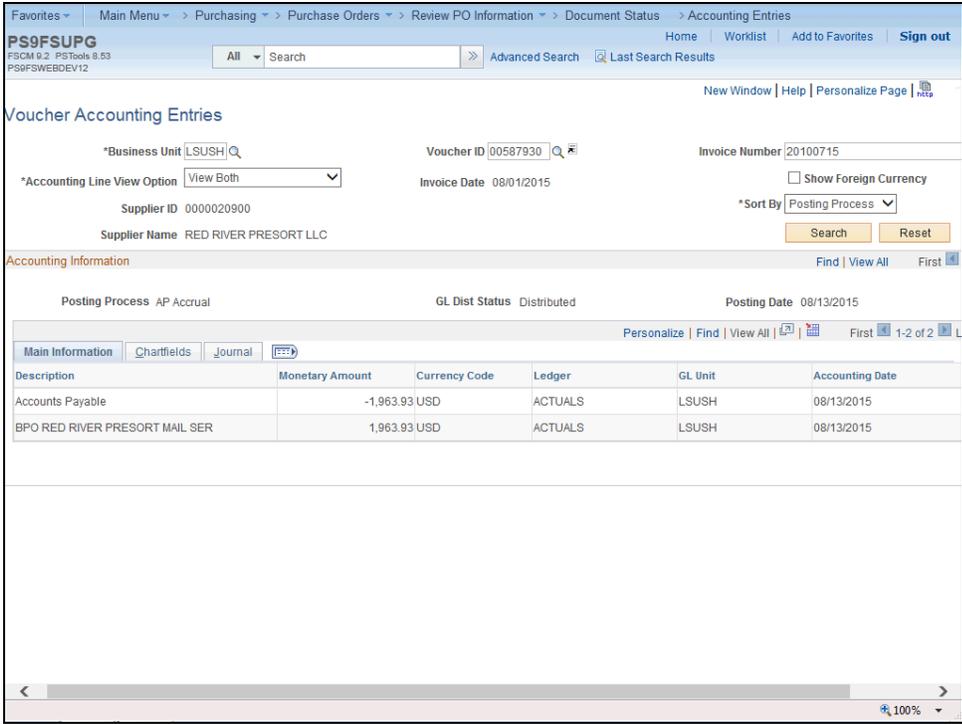
Step	Action
15.	<p>Use the down <b>Scrollbar</b> on the right of the page to access the Payments Inquiry page.</p> <p>Click the <b>Additional Info</b> tab to view the Bank information.</p> <p><b>NOTE: Bank information is security protected and may not be available to all users.</b></p> <p>Click the <b>Close</b> button to close the page and return to the <b>Document Status</b> page.</p> 



# Training Guide

## Managing Encumbrances 9\_2

Step	Action
17.	<p>Click the <b>Voucher Accounting Entries</b> link. This action opens a new window.</p> <p><i>NOTE: You may only view the Accounting Entries if you have access to this page.</i></p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Accounting Entries</div>



Step	Action
18.	View the <b>Voucher Accounting Entries</b> page to view the Chartfield and Journal Information.

# Training Guide

## Managing Encumbrances 9\_2

**Voucher Accounting Entries**

\*Business Unit: LSUSH | Voucher ID: 00587930 | Invoice Number: 20100715

\*Accounting Line View Option: View Both | Invoice Date: 08/01/2015

Supplier ID: 0000020900 | \*Sort By: Posting Process

Supplier Name: RED RIVER PRESORT LLC

**Accounting Information**

Posting Process: AP Accrual | GL Dist Status: Distributed | Posting Date: 08/13/2015

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	-1,963.93	USD	ACTUALS	LSUSH	08/13/2015
BPO RED RIVER PRESORT MAIL SER	1,963.93	USD	ACTUALS	LSUSH	08/13/2015

Step	Action
19.	Click the <b>Show all columns</b> button on the <b>Voucher Accounting Entries</b> page.

**Voucher Accounting Entries**

\*Business Unit: LSUSH | Voucher ID: 00587930 | Invoice Number: 20100715

\*Accounting Line View Option: View Both | Invoice Date: 08/01/2015

Supplier ID: 0000020900 | \*Sort By: Posting Process

Supplier Name: RED RIVER PRESORT LLC

**Accounting Information**

Posting Process: AP Accrual | GL Dist Status: Distributed | Posting Date: 08/13/2015

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date	Tax Authority	Entry Event	EE Line Nbr	Account	Alternate Account
Accounts Payable	-1,963.93	USD	ACTUALS	LSUSH	08/13/2015				221005	
BPO RED RIVER PRESORT MAIL SER	1,963.93	USD	ACTUALS	LSUSH	08/13/2015				535800	





# Training Guide Managing Encumbrances 9\_2

Document Status

Business Unit LSUSH      Receipt Number 236793  
 Document Date 03/09/2016      Status Closed  
 Currency USD      Document Type Receipt  
 Short Supplier Name NEW ENGLAND BI      Merchandise Amt 278.00  
 Source On-line      Carrier ID  
 Bill of Lading 782546048374FEDEX

Actions	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
Actions	LSUSH	Requisition	06678681	Approved	03/08/2016		
Actions	LSUSH	Purchase Order	06678681	Dispatched	03/09/2016	0000006621	0000000001
Actions	LSUSH	Voucher	00594300	Posted	03/08/2016	0000006621	0000000001

Step	Action
24.	Click the <b>Close</b> button and return to the <b>Document Status</b> page.



Document Status

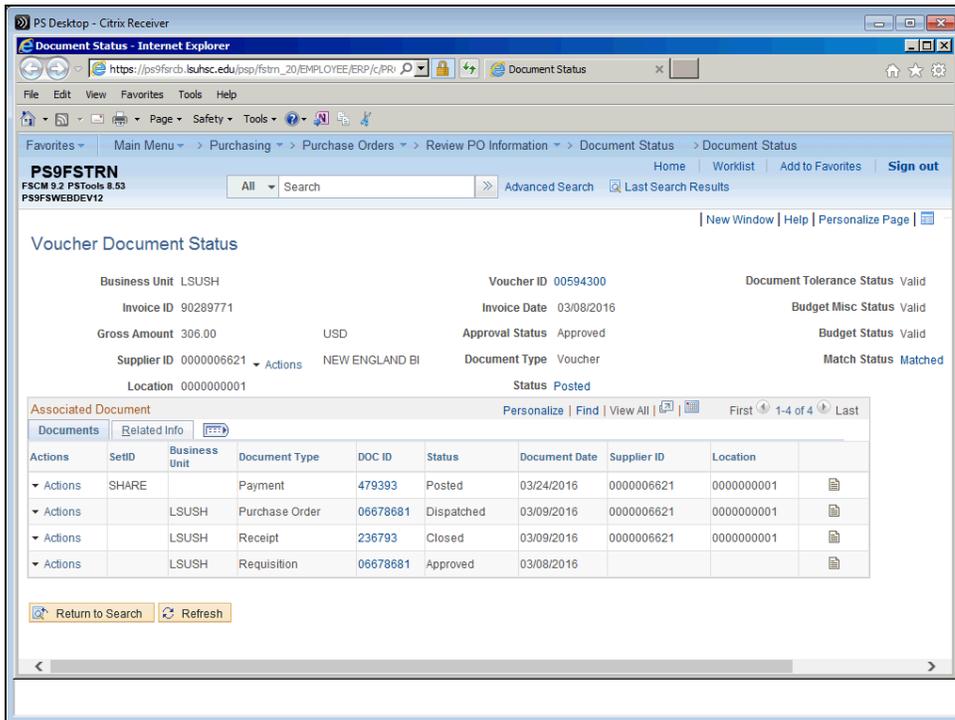
Business Unit LSUSH      PO ID 06077365  
 Document Date 06/16/2015      Status Dispatched  
 Currency USD      Document Type Purchase Order  
 Buyer Cox,Cynthia T.      Merchandise Amt 18,000.00  
 Budget Status Valid

Actions	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
Actions	LSUSH	Requisition	0062351	Approved	06/12/2015		
Actions	LSUSH	Voucher	00587930	Posted	08/01/2015	0000020900	0000000001
Actions	LSUSH	Voucher	00589044	Posted	09/01/2015	0000020900	0000000001
Actions	LSUSH	Voucher	00590013	Posted	10/01/2015	0000020900	0000000001

# Training Guide

## Managing Encumbrances 9\_2

Step	Action
25.	<p>Click the <b>Voucher Go To Document Status Inquiry</b> button. This action opens a new window.</p> <p><i>NOTE: You may only view the Voucher Document Status page if you have access to this page.</i></p> 



Step	Action
26.	<p>View the Voucher Document Status page.</p> <p>Click the <b>Close</b> button.</p> 
27.	<p>This completes <i>Inquire on a PO Document Status</i>.</p> <p><b>End of Procedure.</b></p>

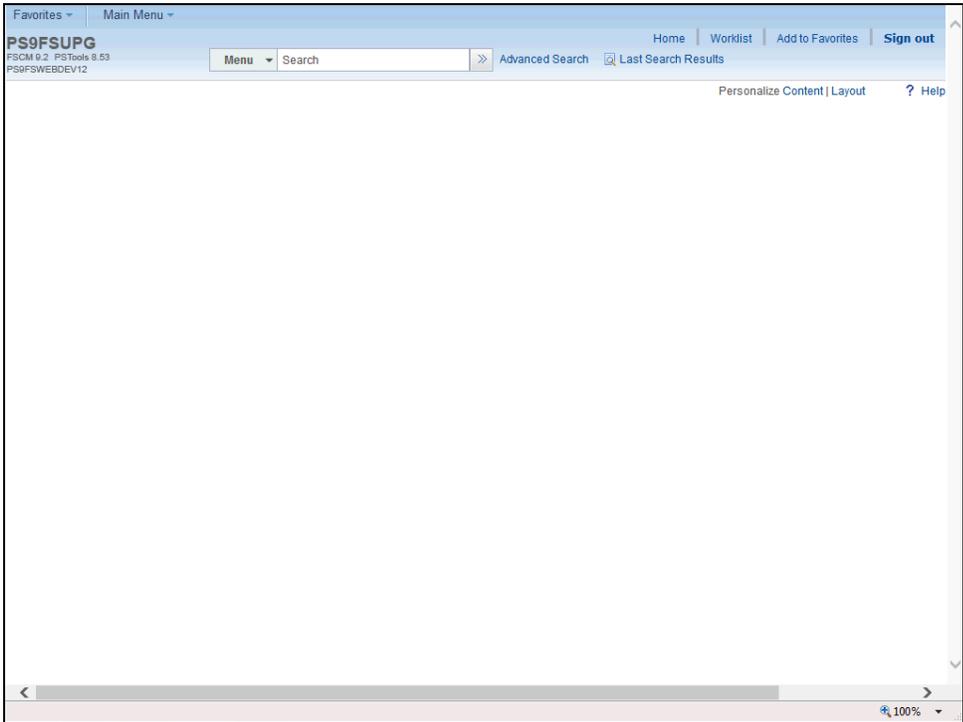
## Managing Requisitions Pre-Encumbrance

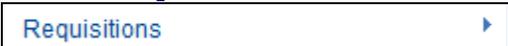
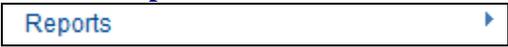
### View & Print the Requisition Budgetary Activity Report to HTML

**Procedure**

In this topic you will learn how to **View & Print the Requisition Budgetary Activity Report to HTML**.

***NOTE:** This report will retrieve information on Requisitions submitted to Purchasing from your Department, for a specified period of time. You will be able to view any remaining pre-encumbrance amounts in this report.*

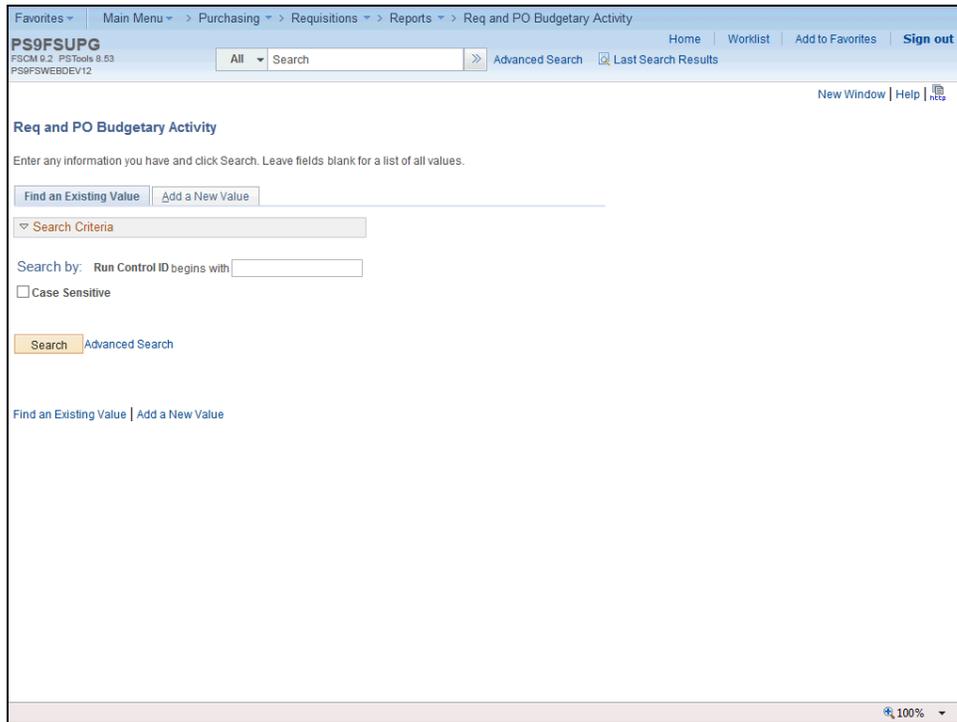


Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click <b>Purchasing</b> link. 
3.	Click the <b>Requisitions</b> menu. 
4.	Click the <b>Reports</b> menu. 

# Training Guide

## Managing Encumbrances 9\_2

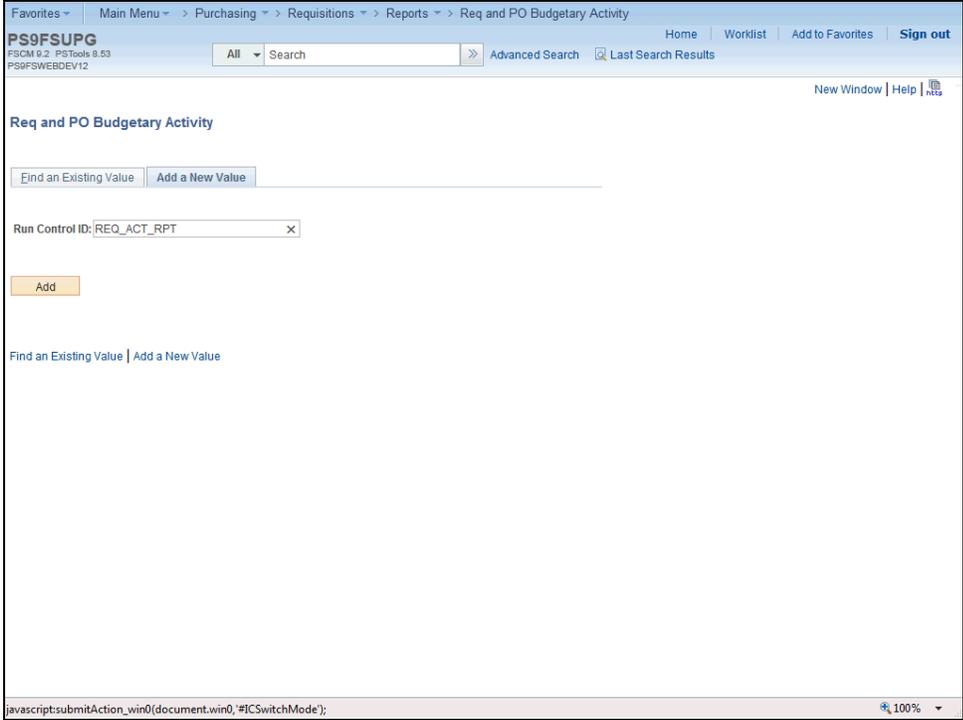
Step	Action
5.	Click the <b>Req and PO Budgetary Activity</b> menu. 
6.	<p>The first time you use this method, you will need to create a Run Control ID in order to access the Process Scheduler. Click on the Add a New Value tab or hyperlink to create the Run Control ID.</p> <p>The system defaults you into the Find an Existing Value tab. On all subsequent prints, you will use the Find an Existing Value tab to search for existing Run Control IDs.</p> <p><i>See the Create/Find a Run Control topic in the Encumbrance Basics section for additional information.</i></p>



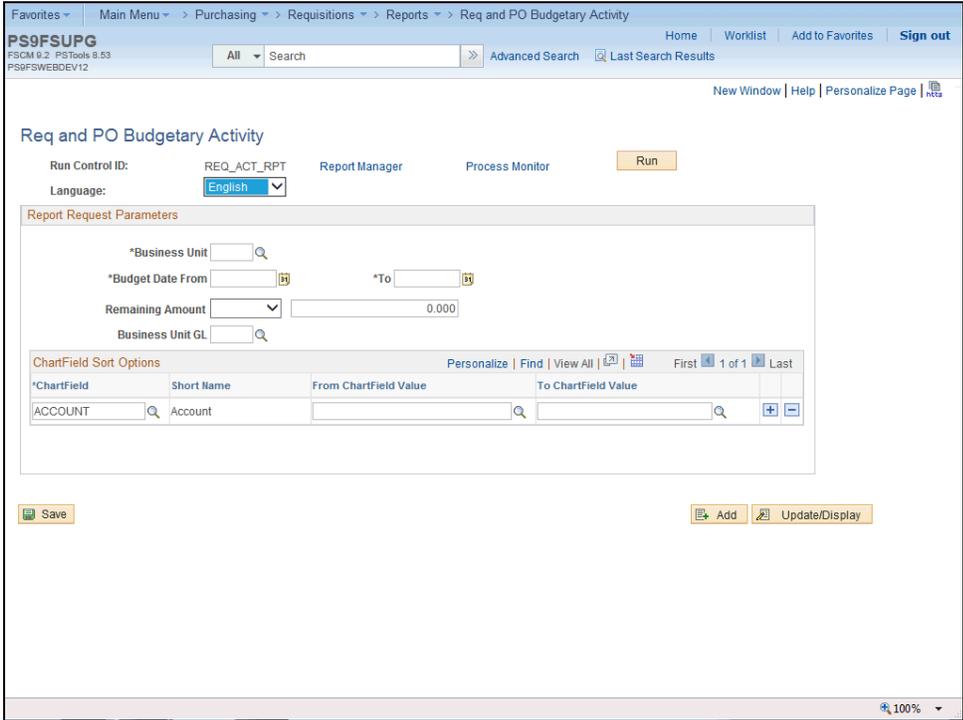
Step	Action
7.	Click the <b>Add a New Value</b> tab. 
8.	Enter the desired information into the <b>Run Control ID</b> field. Enter <b>"REQ_ACT_RPT"</b> .

# Training Guide

## Managing Encumbrances 9\_2



Step	Action
9.	Click the <b>Add</b> button. <div style="text-align: center; margin-top: 10px;">  </div>



# Training Guide

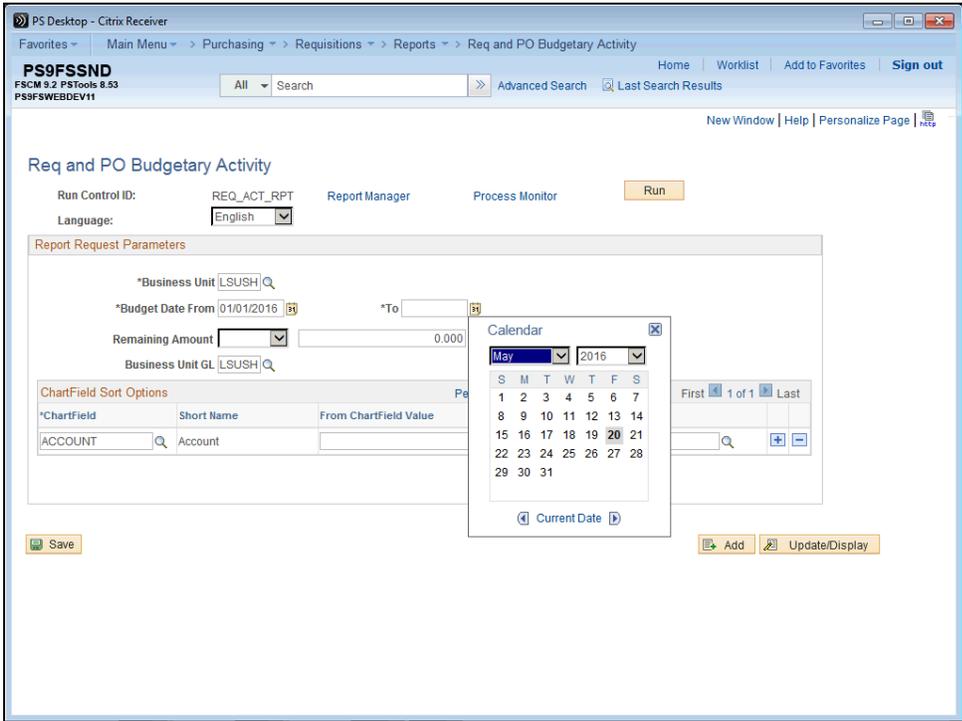
## Managing Encumbrances 9\_2

Step	Action
10.	<p>The Report Request Parameters page displays. The user will enter or select the Report Request Parameters.</p> <p><b>NOTE: If you had selected an existing Run Control ID, the above page would contain the parameters from the last time you ran the report.</b></p> <p>To eliminate retrieving all Requisitions for all 11 Business Units, the <b>minimum</b> entries required are the following:</p> <ul style="list-style-type: none"> <li>• <b>Business Unit</b></li> <li>• The <b>DeptID</b> or <b>Project/Grant</b>, if applicable. If Project/Grant is entered, there is no need to enter any other parts of the ChartString since a Project/Grant number is tied to only one ChartString.</li> </ul>

The screenshot shows the 'Req and PO Budgetary Activity' report parameters page. The 'Run Control ID' is set to 'REQ\_ACT\_RPT' and the 'Language' is 'English'. The 'Report Request Parameters' section includes fields for '\*Business Unit', '\*Budget Date From', '\*To', 'Remaining Amount' (set to 0.000), and 'Business Unit GL'. Below this is the 'ChartField Sort Options' table, which has columns for '\*ChartField', 'Short Name', 'From ChartField Value', and 'To ChartField Value'. The 'ACCOUNT' field is populated in the '\*ChartField' column. The page also features a 'Save' button and 'Add' and 'Update/Display' buttons.

Step	Action
11.	Enter the desired information into the <b>Business Unit</b> field. Enter " <b>LSUSH</b> ".
12.	<p>Enter the desired information into the <b>Budget Date From</b> field. Enter "<b>010116</b>".</p> <p><b>NOTE: If this involves a Project/Grant, you may retrieve information since the inception of the Project/Grant.</b></p> <p>For all documents for a specific fiscal year, enter 07-01-XX to 06-30-XX in the From and <b>To</b> fields.</p>

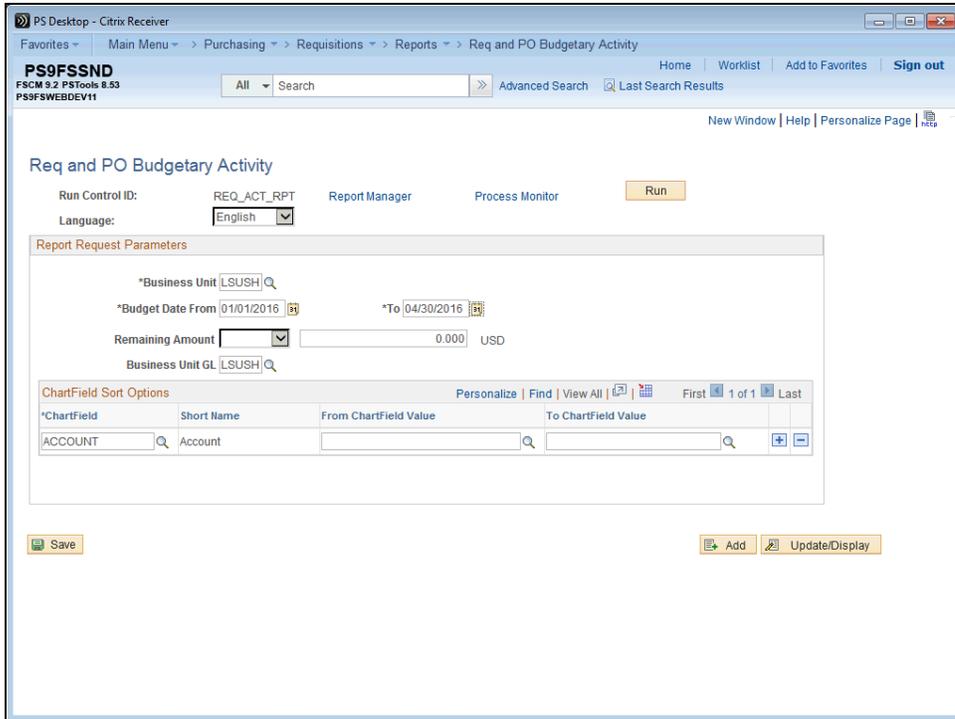
Step	Action
13.	Click the <b>Choose a date</b> button. 



Step	Action
14.	Click the <b>Previous Month</b> button. 
15.	Click the desired date. 

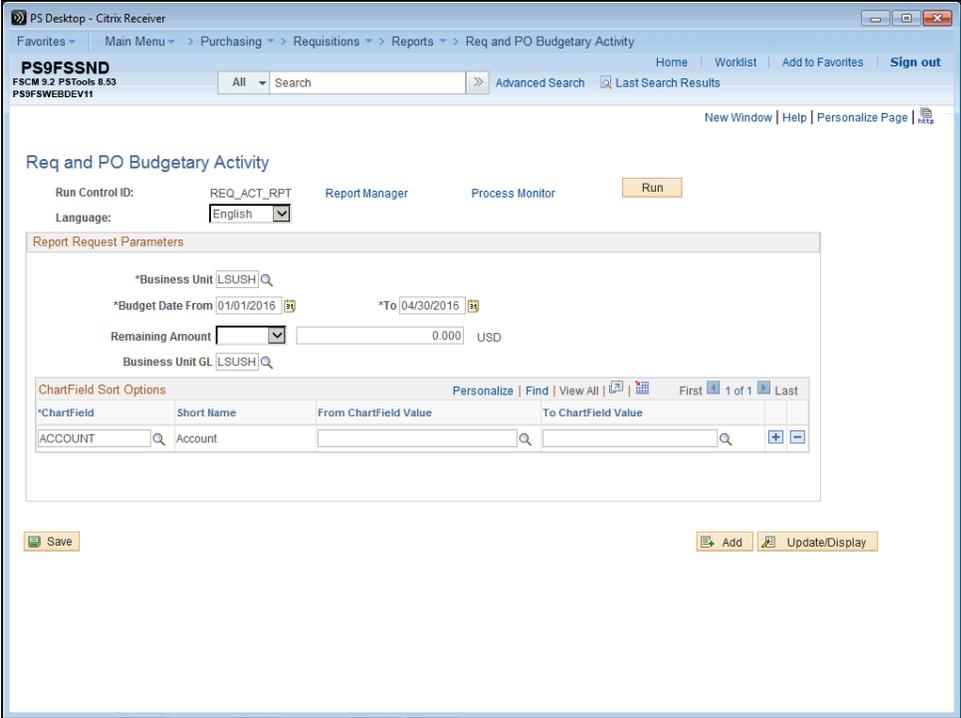
# Training Guide

## Managing Encumbrances 9\_2

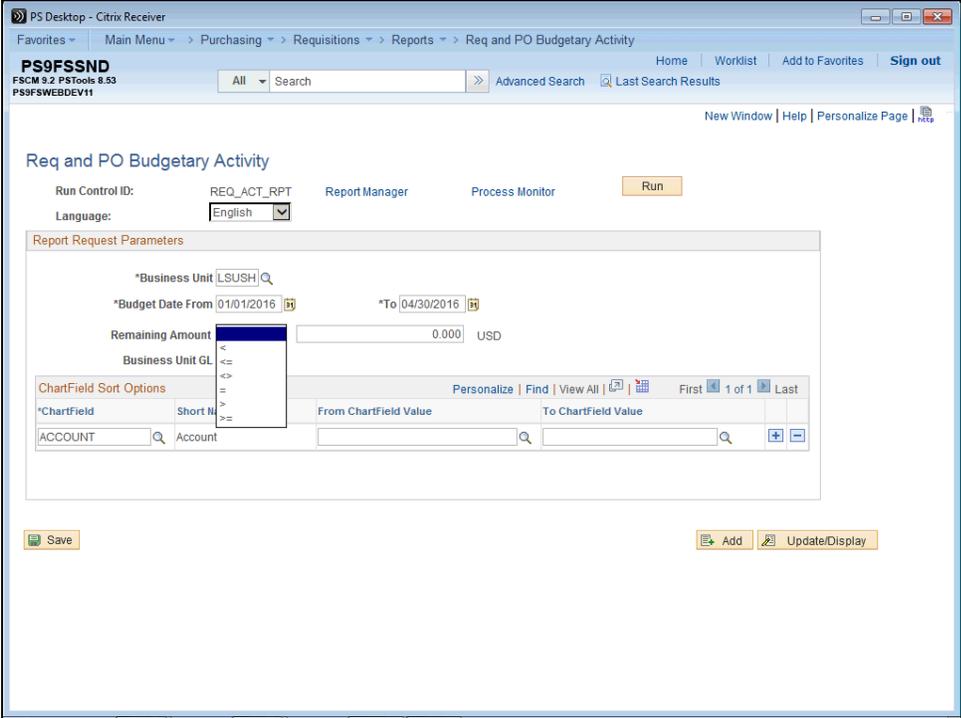


Step	Action
16.	<p>The user will specify the <b>Remaining Amount</b> fields as follows:</p> <ul style="list-style-type: none"> <li>• If you wish to view <b>all</b> of your Department’s Requisitions, generated during a specific period, regardless of the balance (i.e. those with a Remaining Balance of Zero, as well as those not equal to a Remaining Balance of Zero), <b>do not</b> specify an operand and accept the default entry of <b>0 (Zero)</b> in the Remaining Balance field;</li> <li>• You may specify an operand and enter the dollar amount in the adjacent field or accept the default entry of <b>0 (Zero)</b>; or</li> <li>• For the purposes of managing encumbrances, the user will select “<b>Not Equal</b>” (&lt; &gt;) to a Remaining Amount of <b>0 (Zero)</b> so that only the Requisition Lines with a Remaining Amount (including credits) will be retrieved.</li> </ul>

# Training Guide Managing Encumbrances 9\_2



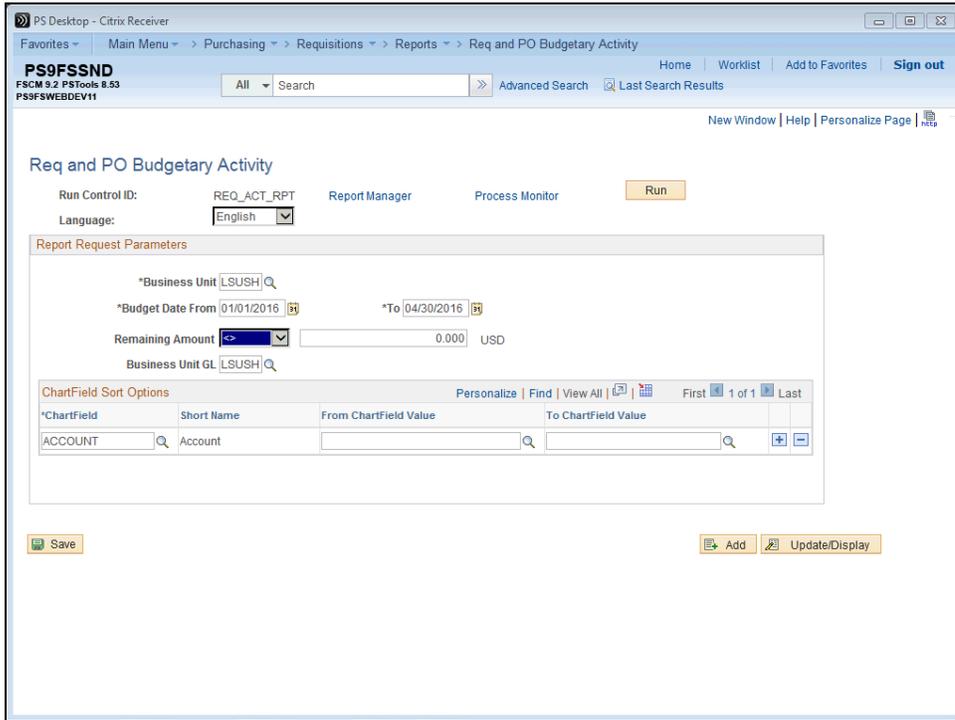
Step	Action
17.	Click the button to the right of the <b>Remaining Amount</b> field. 



# Training Guide

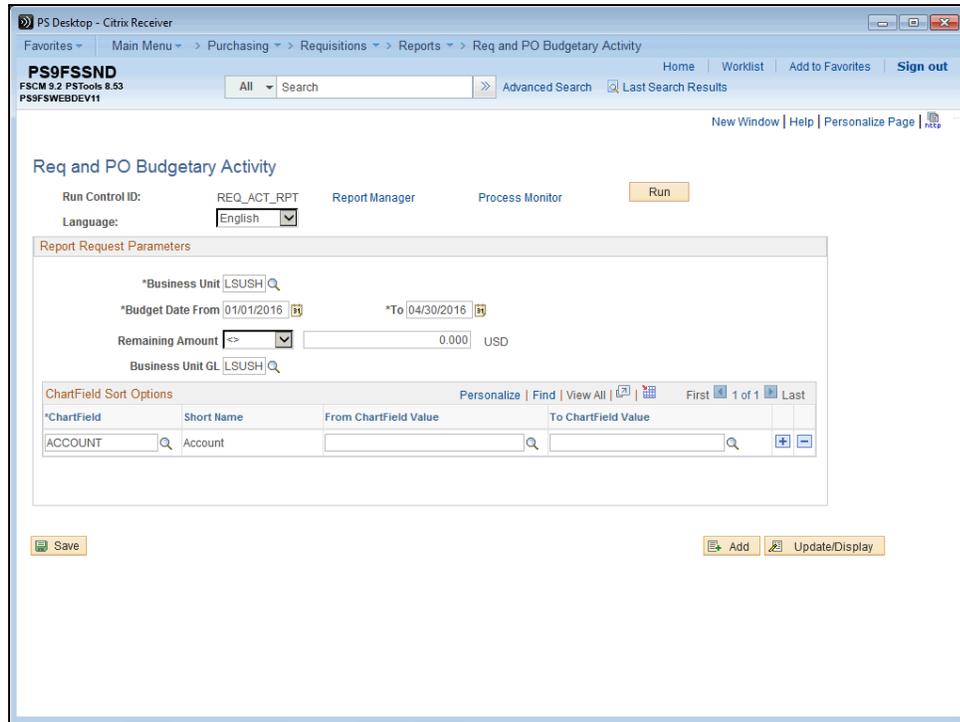
## Managing Encumbrances 9\_2

Step	Action
18.	Click the <b>Not Equal (&lt;&gt;)</b> list item. 



Step	Action
19.	<p><b>Enter ChartField Options</b> The user may enter a single or multiple ChartFields.</p> <ul style="list-style-type: none"> <li>• If the user wishes to specify a different ChartField value than what is displayed in the ChartField field, he/she should click the ChartField lookup button and select another value (Account, Dept ID, Fund, Program, Class Project ID, etc.);</li> <li>• If the user wishes to specify more than one ChartField value, he/she will need to click the <b>Add a New Row (+)</b> button to insert an additional row(s) and select the appropriate values.</li> <li>• If the user wishes to run the report to view all Requisitions for his/her Business Unit, click the <b>Delete a Row (-)</b> button to delete the row indicating the ChartField value.</li> </ul>

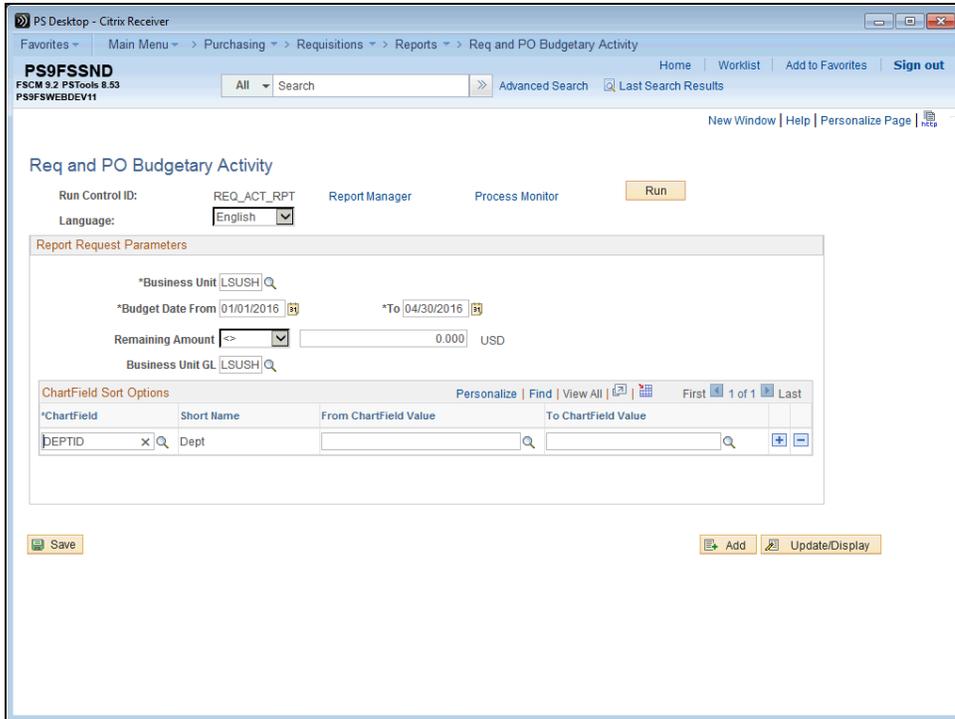
Step	Action
20.	<p><i><b>NOTE: Most users will not run all Requisitions in their Business Unit.</b></i></p> <p><i><b>NOTE: When a specific Project/Grant value is entered, the remaining fields may be left blank since there would only be one ChartString for the specific Project/Grant.</b></i></p>



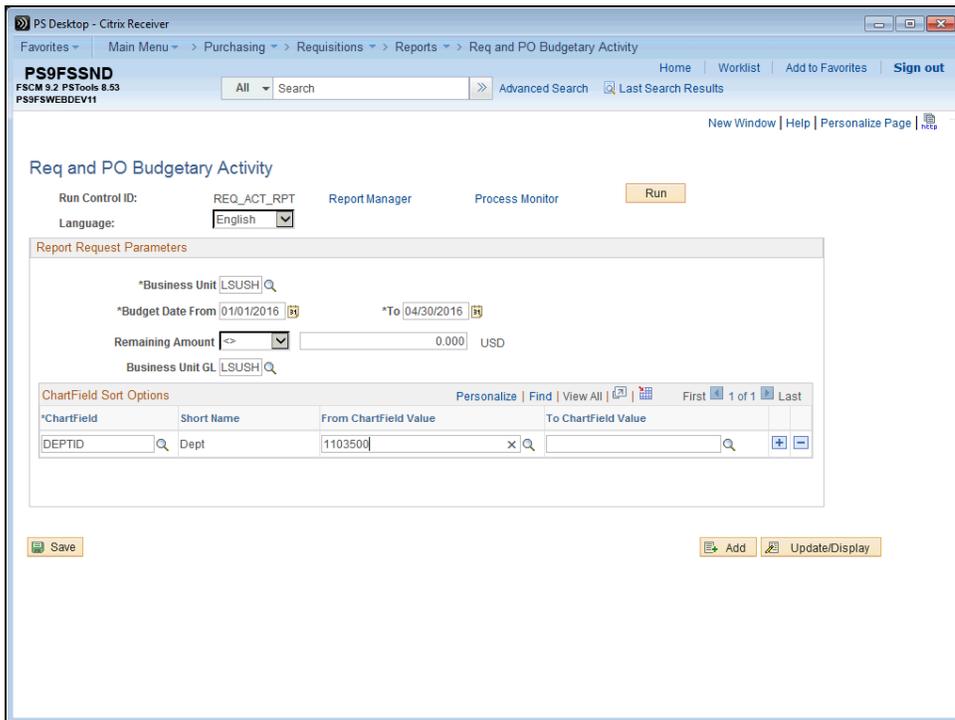
Step	Action
21.	<p>Click the <b>Look up ChartField</b> button.</p> 
22.	<p>Click the <b>DEPTID</b> link.</p> 

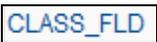
# Training Guide

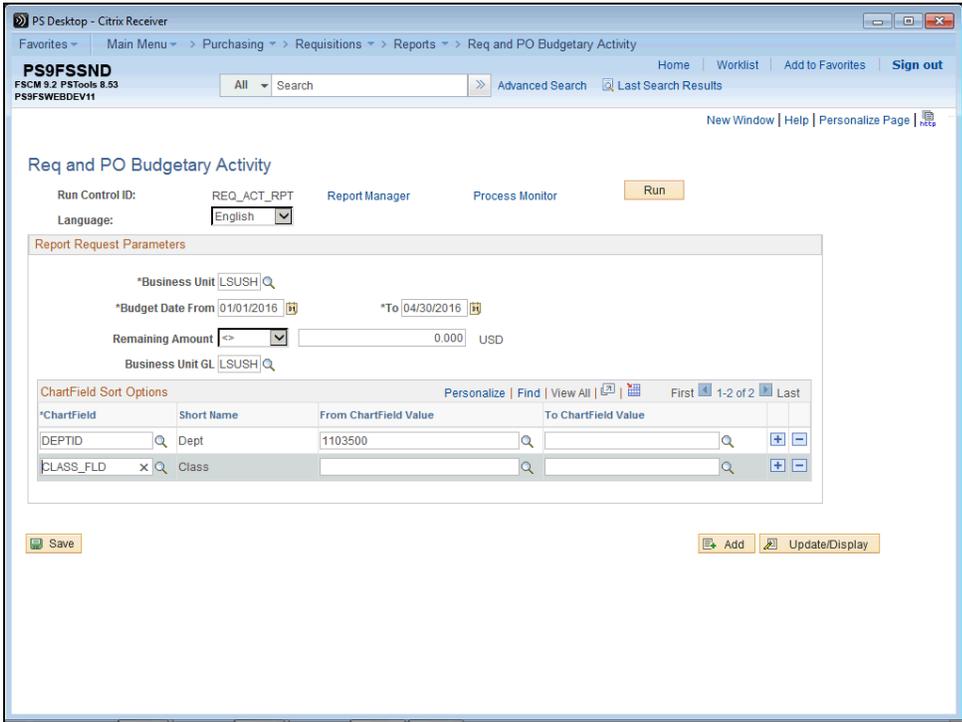
## Managing Encumbrances 9\_2



Step	Action
23.	Enter the desired information into the <b>From ChartField Value</b> field. Enter " <b>1103500</b> ".



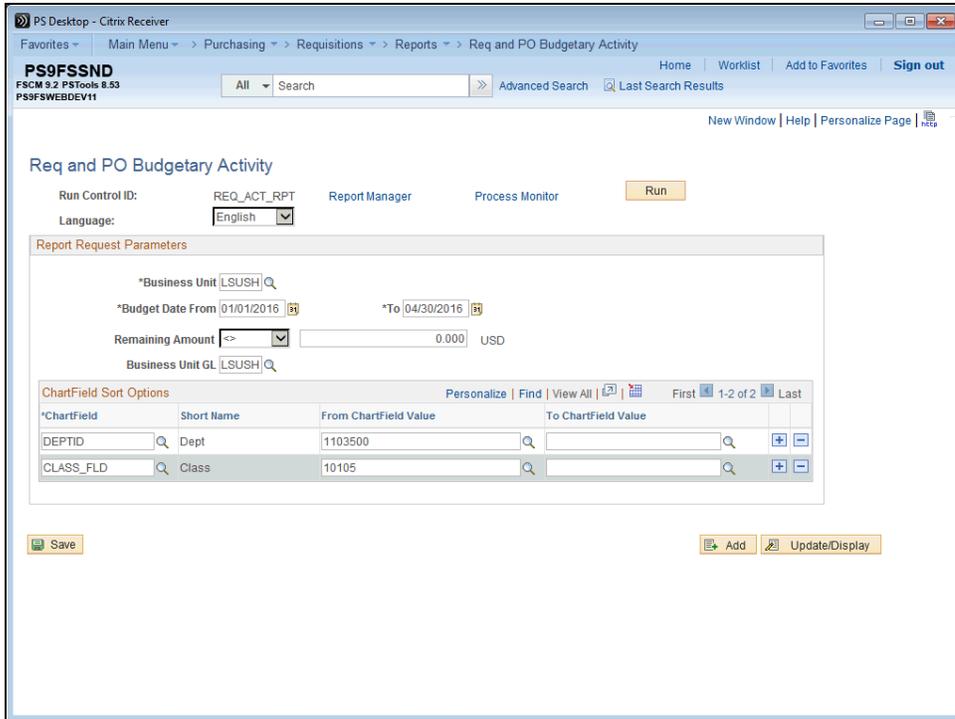
Step	Action
24.	<p><i><b>NOTE: Before adding additional rows, click the SAVE BUTTON to save the changes made on the first row. Failure to SAVE before adding the additional row will change the first row data back to the default setting.</b></i></p> <p>To add additional ChartField values, click the <b>Add a new row at row 1</b> button.</p> 
25.	<p>Click the <b>Look up ChartField</b> button for row 2.</p> 
26.	<p>Click the <b>CLASS_FLD</b> link.</p> 

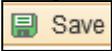


Step	Action
27.	Enter the desired information into the <b>From ChartField Value</b> field. Enter " <b>10105</b> ".

# Training Guide

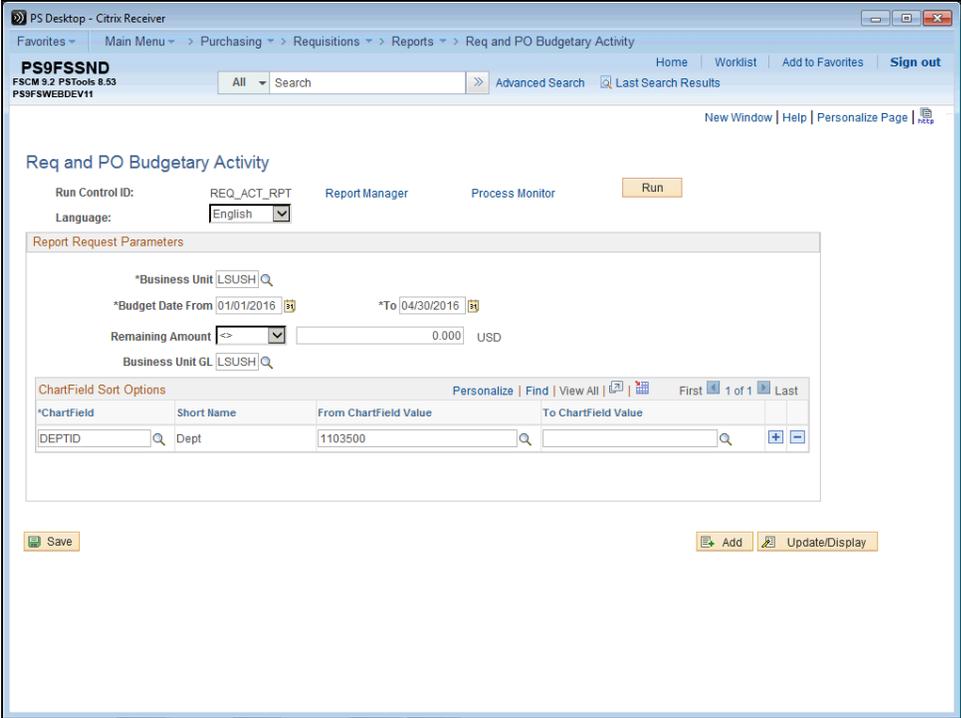
## Managing Encumbrances 9\_2



Step	Action
28.	Click the <b>Delete row 2</b> button. 
29.	Click the <b>OK</b> button. 
30.	Click the <b>Save</b> button. <p><i><b>NOTE: The values entered in the Requisition Budgetary Activity Parameter page, in this example, will retrieve only those Requisitions, for the Department and Budget Dates specified, with a Remaining Amount not equal to 0 (Zero).</b></i></p> 

# Training Guide

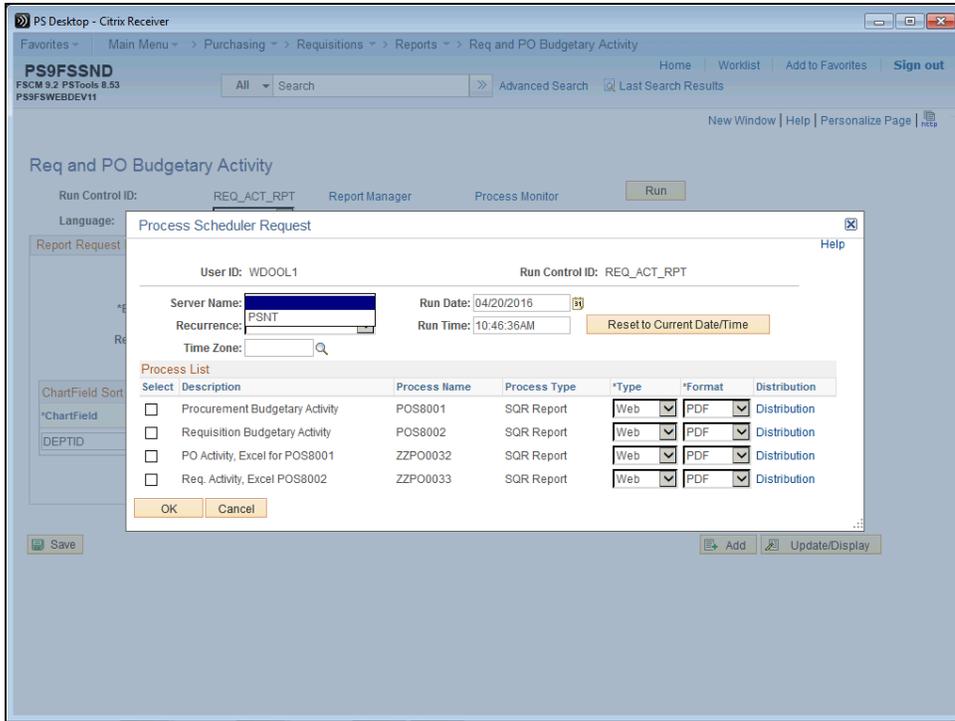
## Managing Encumbrances 9\_2



Step	Action
31.	Click the <b>Run</b> button. 
32.	Click the button to the right of the <b>Server</b> field. 

# Training Guide

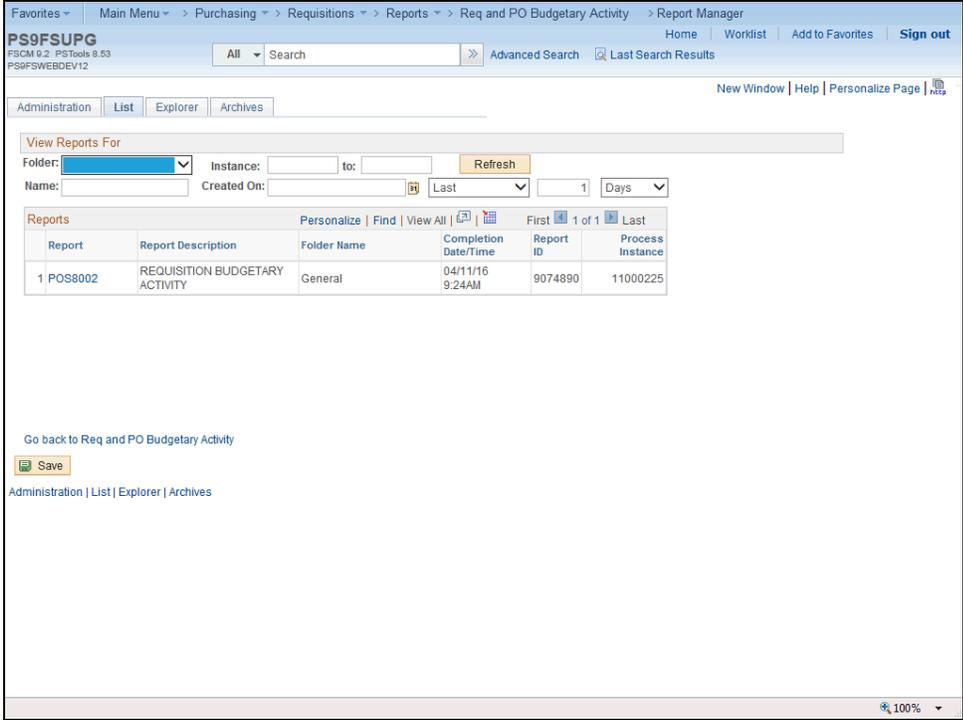
## Managing Encumbrances 9\_2



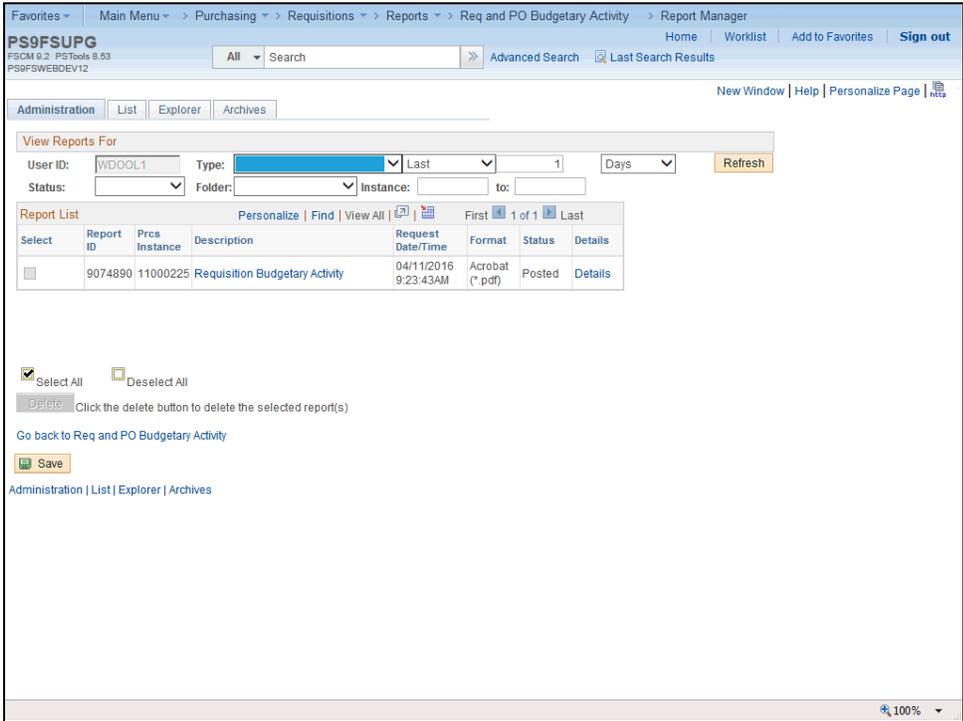
Step	Action
33.	Select the <b>PSNT</b> option. 
34.	Click the <b>Requisition Budgetary Activity</b> option. 
35.	Click the <b>OK</b> button. 
36.	Click the <b>Process Monitor</b> link. 
37.	Click the <b>Refresh</b> button until the process is complete (i.e. <b>Run Status</b> = Success and <b>Distribution Status</b> = Posted). 
38.	Click the <b>Go back to Req and PO Budgetary Activity</b> link. 
39.	Click the <b>Report Manager</b> link. 

# Training Guide

## Managing Encumbrances 9\_2



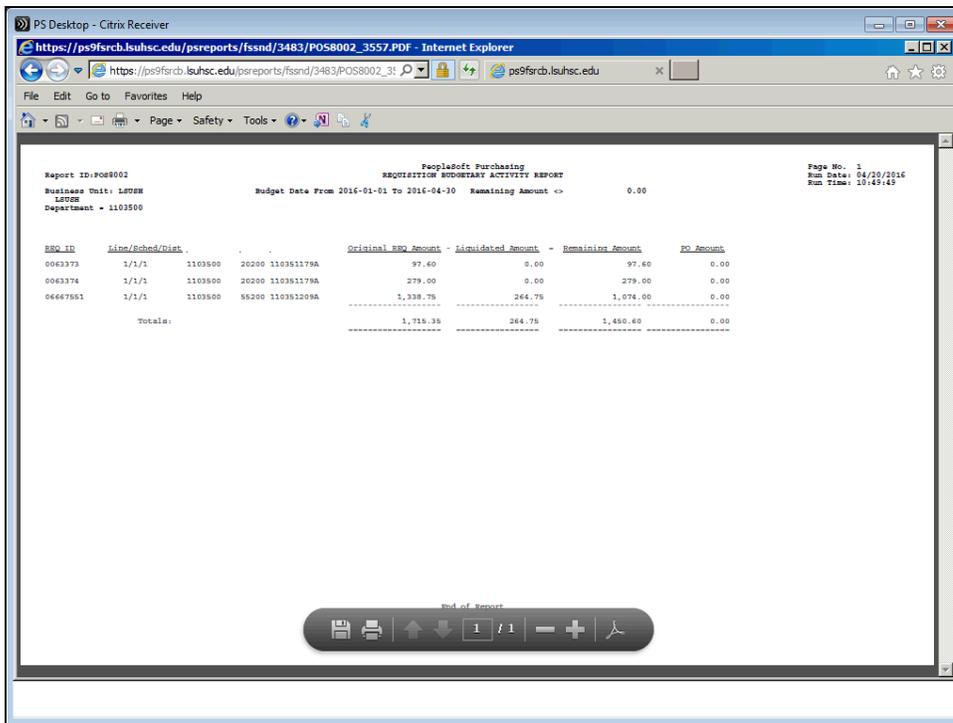
Step	Action
40.	Click the <b>Administration</b> tab to access the report.



# Training Guide

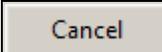
## Managing Encumbrances 9\_2

Step	Action
41.	<p>Click the <b>Requisition Budgetary Activity</b> link.</p> <p>This action opens a new window.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Requisition Budgetary Activity</div>
42.	<p>As specified in the Requisition Budgetary Activity Parameter page, only the Requisition line(s) with a Remaining Amount are retrieved. This will make it easier for the user to analyze the report when determining the pre-encumbrances that need to be closed or adjusted.</p> <p><i>Pre-Encumbrance Tips: If the user finds that a pre-encumbrance remains (even after the PO has been built), he/she should contact Purchasing (i.e. the Buyer associated with the PO).</i></p>
43.	View the fields on the Requisitions Budgetary Activity Report.



Step	Action
44.	<p>Click the <b>Print</b> button.</p> 

**Training Guide**  
**Managing Encumbrances 9\_2**

Step	Action
45.	<p><i>NOTE: Select print options and click OK.</i></p> <p>For <b>training purposes only</b>, click the <b>Cancel</b> button.</p> 
46.	<p>Click the <b>Close</b> button.</p> 
47.	<p>This completes <i>View &amp; Print the Requisition Budgetary Activity Report</i>. <b>End of Procedure.</b></p>

# Training Guide

## Managing Encumbrances 9\_2

### View & Print the Requisition Budgetary Activity Report to Excel

#### Procedure

In this topic you will learn how to view and print the **Requisition Budgetary Activity Report to Excel**.

Step	Action
1.	<p>Navigate to the Req and PO Budgetary Activity page as follows:</p> <ul style="list-style-type: none"> <li>• Click Main Menu &gt; Purchasing &gt; Requisitions &gt; Reports &gt; Req and PO Budgetary Activity</li> <li>• Enter the Run Control ID</li> </ul>
2.	<p><b>Enter Parameters</b></p> <ol style="list-style-type: none"> <li>1. Enter Business Unit</li> <li>2. Enter Budget Date From and To</li> <li>3. Enter Remaining Amount</li> <li>4. Enter Chartfield options</li> <li>5. Enter From and To Chartfield Value(s)</li> <li>6. Save</li> </ol>

The screenshot displays the 'Req and PO Budgetary Activity' configuration page. At the top, the breadcrumb navigation is 'Main Menu > Purchasing > Requisitions > Reports > Req and PO Budgetary Activity'. The page title is 'Req and PO Budgetary Activity'. Below the title, there are fields for 'Run Control ID' (REQ\_ACT\_RPT), 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Language' is set to 'English'. The 'Report Request Parameters' section includes: '\*Business Unit' (LSUSH), '\*Budget Date From' (01/01/2016), '\*Budget Date To' (04/30/2016), 'Remaining Amount' (0.000 USD), and 'Business Unit GL' (LSUSH). The 'ChartField Sort Options' section has a table with the following data:

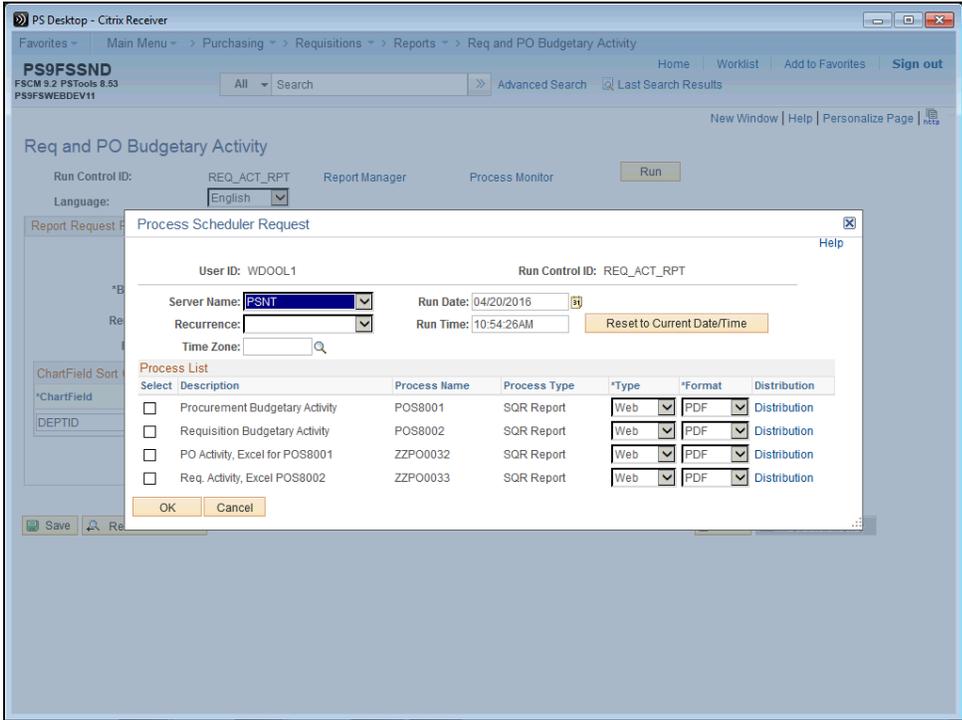
*ChartField	Short Name	From ChartField Value	To ChartField Value
DEPTID	Dept	1103500	

At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.

# Training Guide

## Managing Encumbrances 9\_2

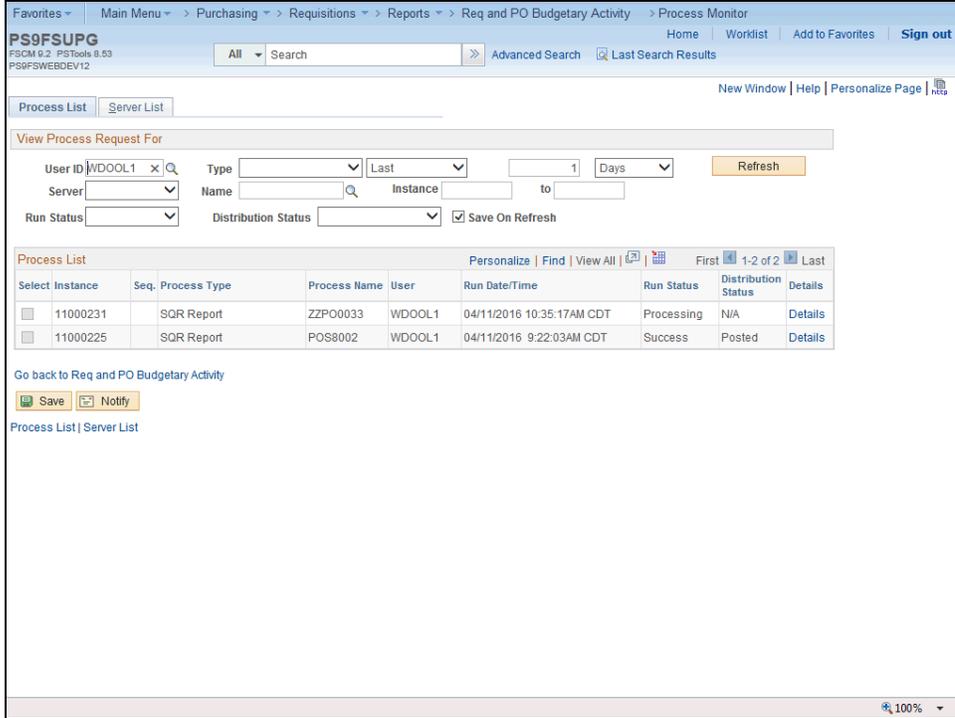
Step	Action
3.	Click the <b>Run</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Run</div>



Step	Action
4.	Click the <b>Select Req. Activity, Excel POS8002</b> option. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;"><input type="checkbox"/></div>
5.	Click the <b>OK</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">OK</div>
6.	Click the <b>Process Monitor</b> link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Process Monitor</div>

# Training Guide

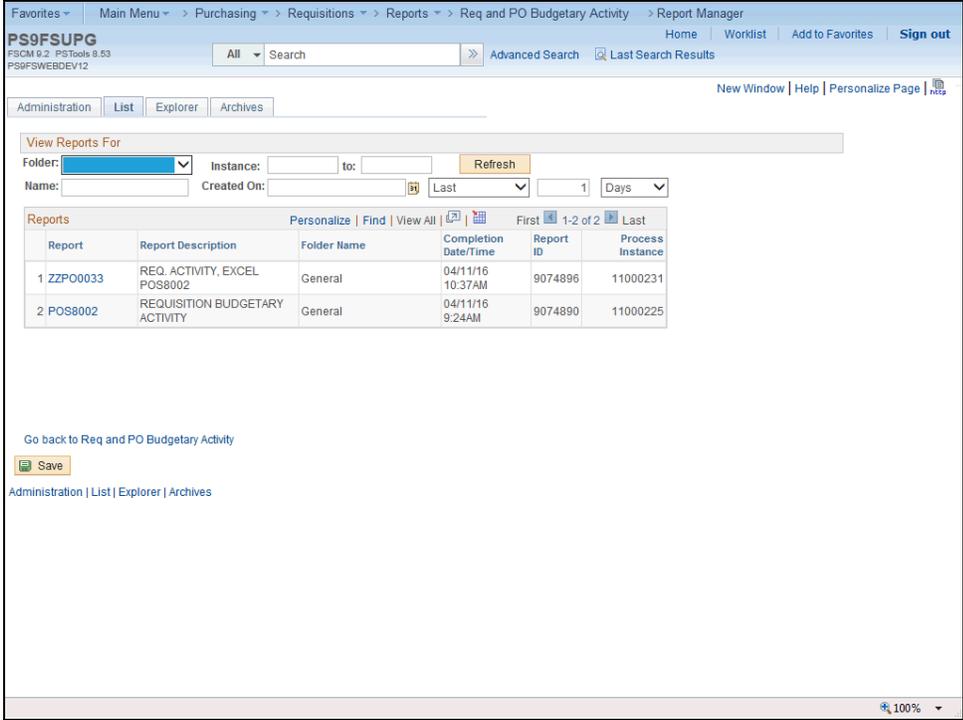
## Managing Encumbrances 9\_2



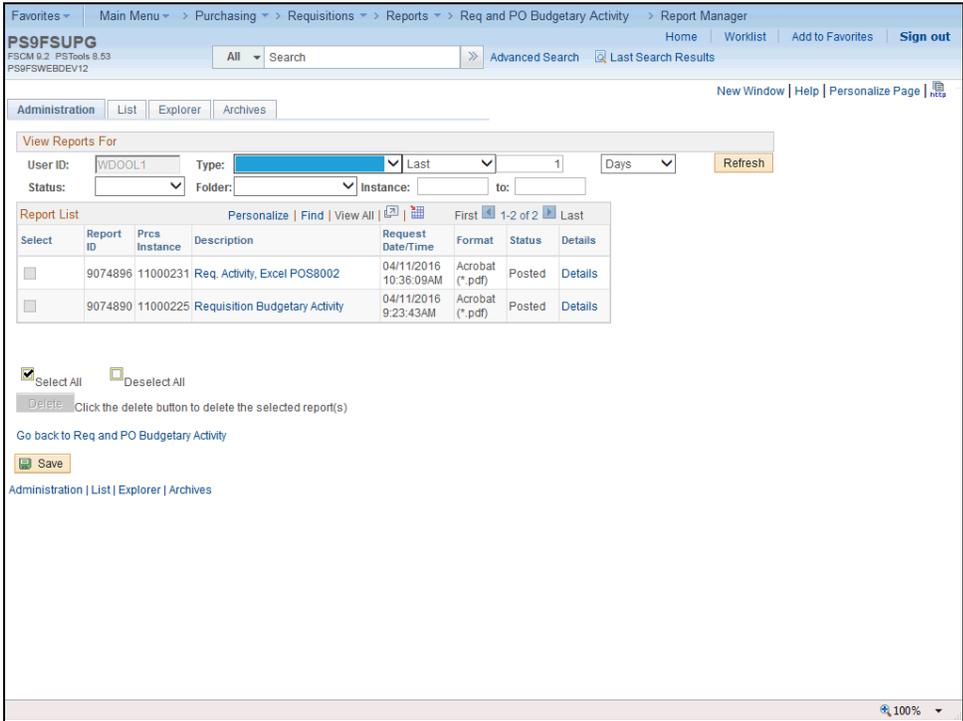
Step	Action
7.	Click the <b>Refresh</b> button until the process is complete (i.e. <b>Run Status</b> = Success and <b>Distribution Status</b> = Posted). 
8.	Click the <b>Go back to Req and PO Budgetary Activity</b> link. 
9.	Click the <b>Report Manager</b> link. 

# Training Guide

## Managing Encumbrances 9\_2



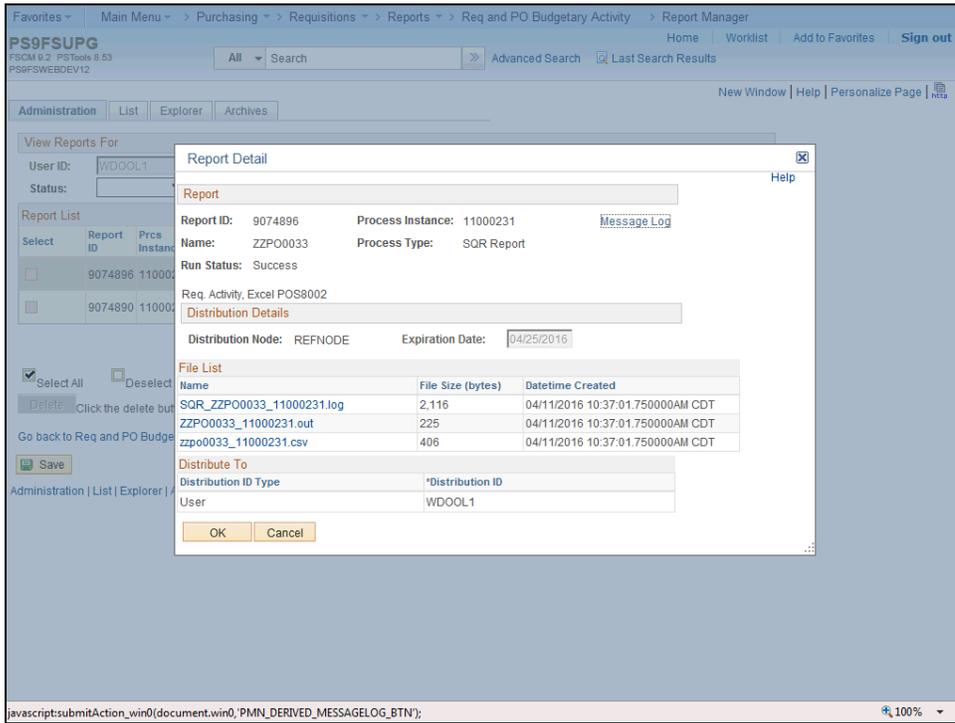
Step	Action
10.	Click the <b>Administration</b> tab. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Administration</div>



# Training Guide

## Managing Encumbrances 9\_2

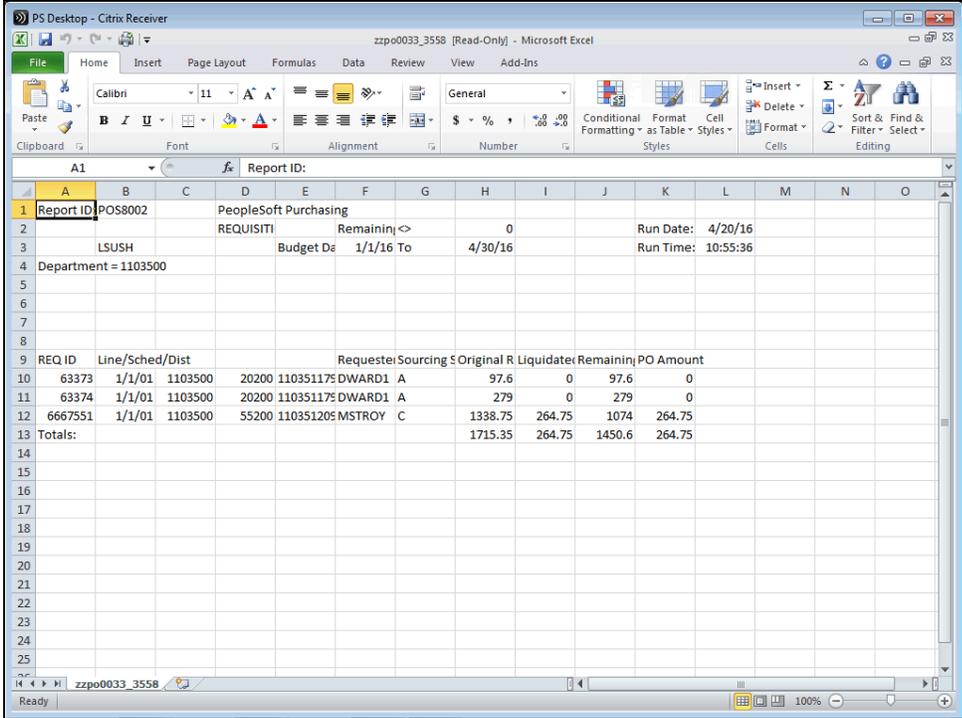
Step	Action
11.	Click the <b>Req. Activity, Excel POS8002</b> link. <a href="#">Req. Activity, Excel POS8002</a>

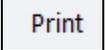


Step	Action
12.	Click the <b>zzpo0033_11000231.csv</b> link. <a href="#">zzpo0033_11000231.csv</a>

# Training Guide

## Managing Encumbrances 9\_2



Step	Action
13.	Click the <b>Close</b> button. 
14.	As specified in the Requisition Budgetary Activity Parameter page, only the Requisition line(s) with a Remaining Amount are retrieved. This will make it easier for the user to analyze the report when determining the pre-encumbrances that need to be closed or adjusted.  <i><b>Pre-Encumbrance Tips:</b> If the user finds that a pre-encumbrance remains (even after the PO has been built), he/she should contact Purchasing (i.e. the Buyer associated with the PO).</i>
15.	View the fields on the Requisitions Budgetary Activity Report.
16.	<b>Print Report</b>  Click the <b>File Tab</b> button. 
17.	Click the <b>Print...</b> menu.  <i><b>NOTE:</b> You may save the report by clicking Save As or email the report by clicking Send, Page By E-mail.</i> 

## Training Guide

### Managing Encumbrances 9\_2

Step	Action
18.	<p><i>NOTE: Select print options and click OK.</i></p> <p>For <b>training purposes only</b>, click the <b>Close</b> button or File, Exit to close the report.</p> 
19.	<p>This completes <i>View &amp; Print the Requisition Budgetary Activity Report</i>.</p> <p><b>End of Procedure.</b></p>

## Running the ZZCLEANUP\_REQ\_ACTIVITY

### **Running the ZZCLEANUP\_REQ\_ACTIVITY – RUN IN REPORTS DATABASE ONLY**

The ZZCLEANUP\_REQ\_ACTIVITY query is a public query within the PeopleSoft system. It has been designed and developed to provide users with information necessary for managing encumbrances. When running the query, the information can be displayed in three formats: HTML, Excel and/or as a CSV Text file.

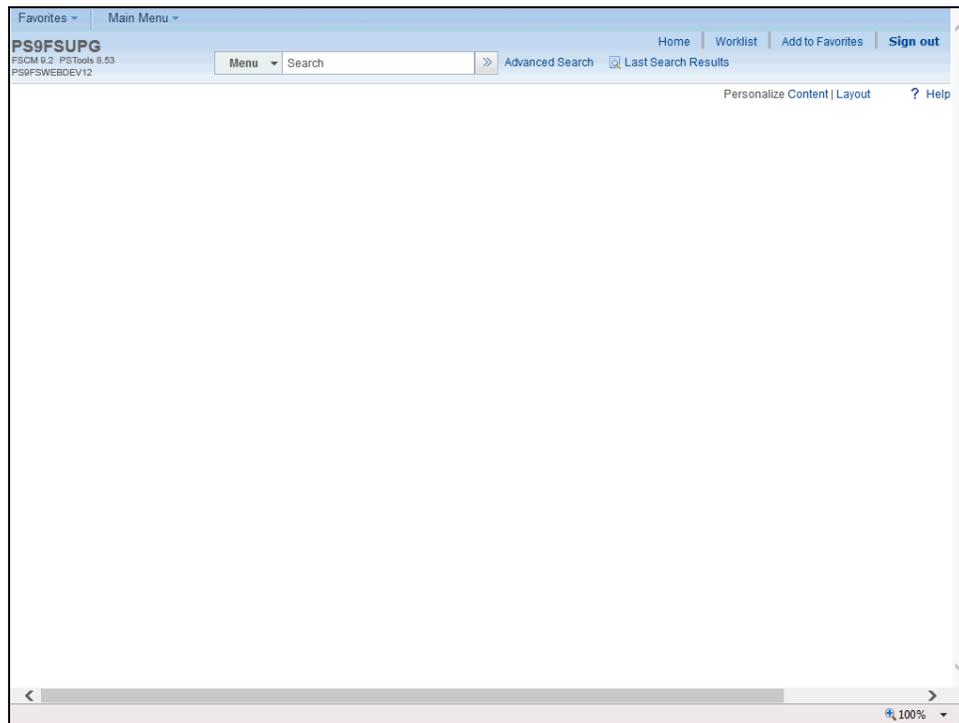
The HTML format displays the data in a specified order. It **does not** allow manipulation of the data (i.e. moving columns). The user may elect to run the data to Excel or to a CSV Text file. The data will display in the same order as it displays in the HTML format. However, the data **can** be manipulated (i.e. moving columns) within Excel and CSV Texts formats.

**NOTE: CSV is an abbreviation for Comma Separated Value. This type of file is not often used by general query users, but is available to you.**

#### **Procedure**

In this topic you will learn how to **Run the ZZCLEANUP\_REQ\_ACTIVITY Query**.

**NOTE: This query must be run in the PS9FSRPT (Reports) database.**

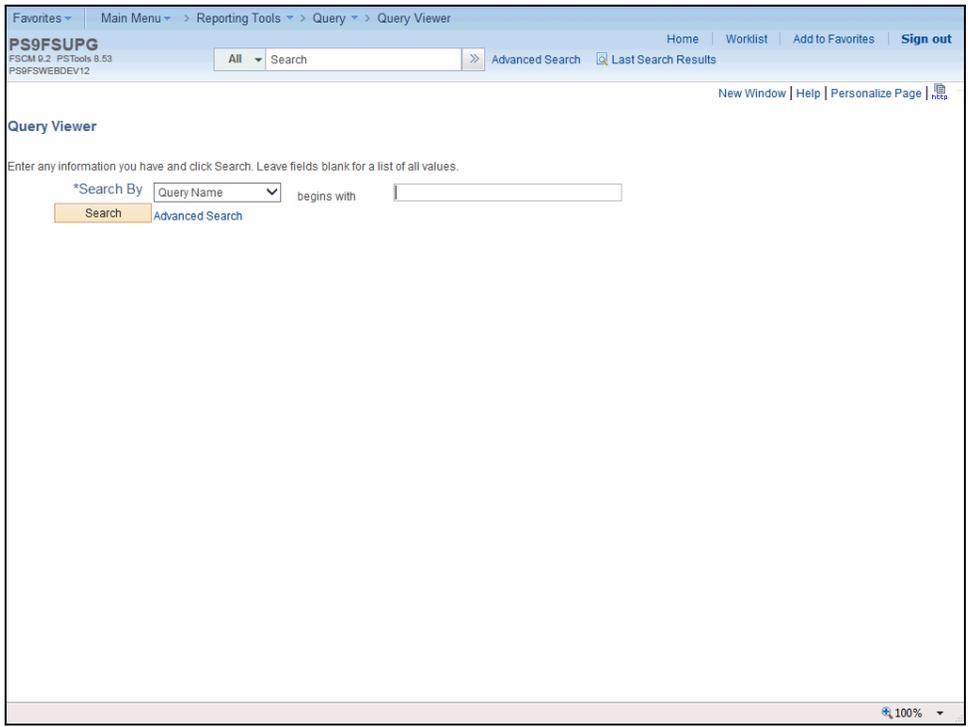


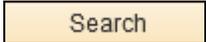
Step	Action
1.	Click the <b>Main Menu</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Main Menu</div>

# Training Guide

## Managing Encumbrances 9\_2

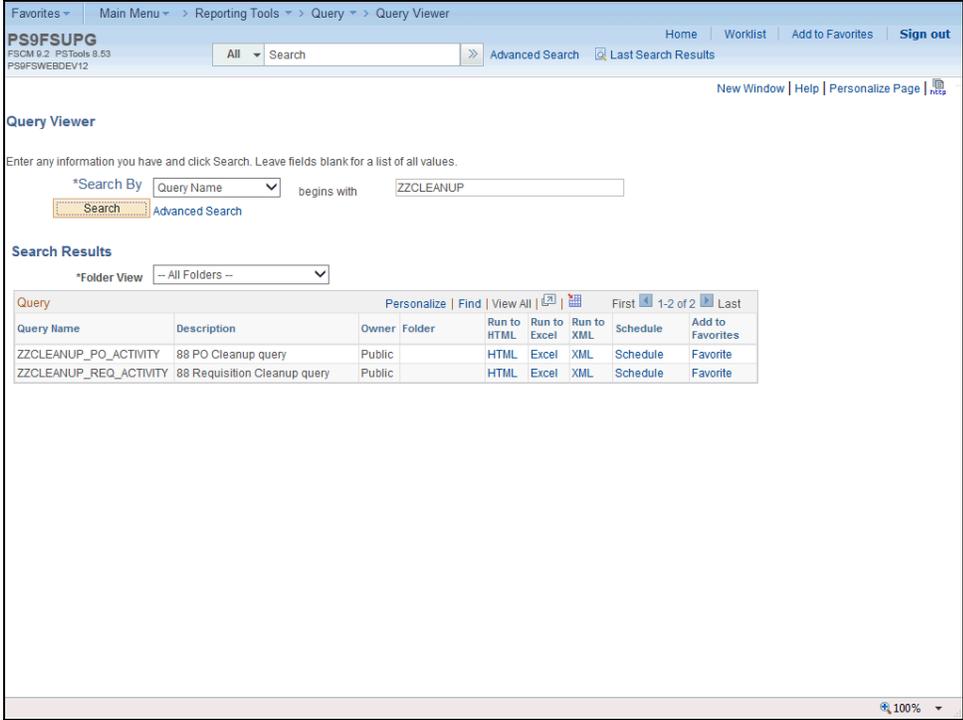
Step	Action
2.	Click the <b>Reporting Tools</b> menu. 
3.	Click the <b>Query</b> menu. 
4.	Click the <b>Query Viewer</b> menu. 



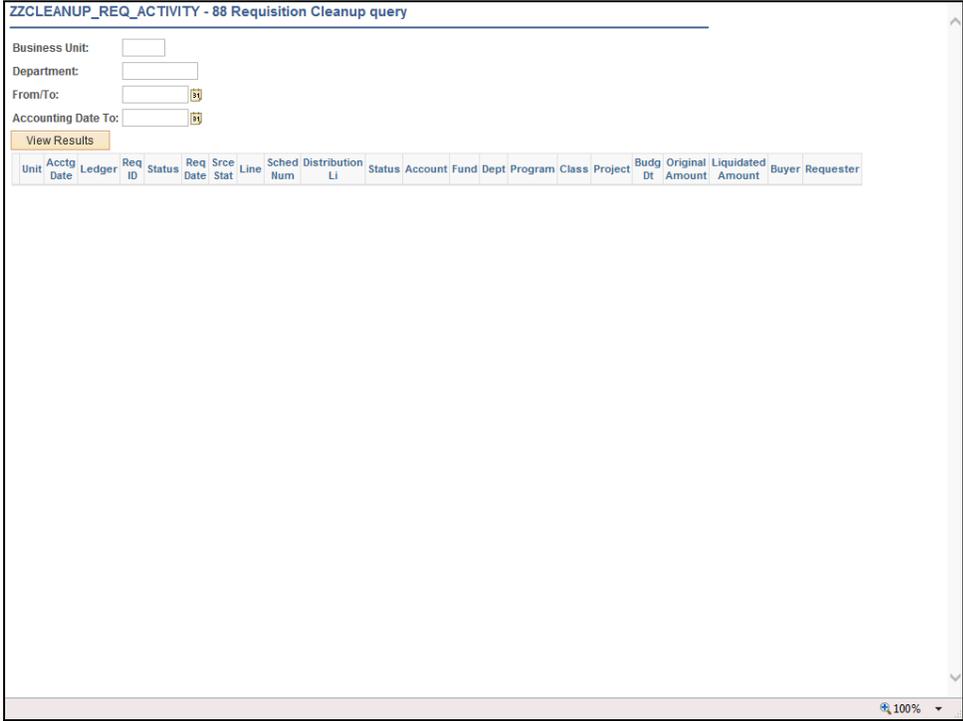
Step	Action
5.	Enter the desired information into the <b>Search By</b> field. Enter " <b>ZZCLEANUP</b> ".
6.	Click the <b>Search</b> button. 

# Training Guide

## Managing Encumbrances 9\_2



Step	Action
7.	Click the <b>HTML</b> link related to the CLEANUP_REQ_ACTIVITY query.



# Training Guide

## Managing Encumbrances 9\_2

Step	Action
8.	Enter the desired information into the <b>Business Unit</b> field. Enter " <b>LSUSH</b> ".
9.	Enter the desired information into the <b>Department</b> field. Enter " <b>1050100</b> ".
10.	Enter the desired information into the <b>From/To</b> field. Enter " <b>110115</b> ".
11.	Enter the desired information into the <b>Accounting Date To</b> field. Enter " <b>123115</b> ".
12.	Click the <b>View Results</b> button.  <i>NOTE: It may take several minutes for the results to display since the data is being pulled from many tables.</i>  

ZZCLEANUP\_REQ\_ACTIVITY - 88 Requisition Cleanup query

Business Unit:

Department:

From/To:

Accounting Date To:



Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All

Unit	Acctg Date	Ledger	Req ID	Status	Req Date	Src Stat	Line	Sched Num	Distribution Li	Status	Account	Fund	Dept	Program	Class	Project	Budg Dt	Original Amount	Liquid Amoi
1 LSUSH	11/10/2015	DETAIL_PRE	0062968	A	11/10/2015	C	1	1		1 P	549200	111	1050100	30001	10105		11/10/2015	575.000	0
2 LSUSH	11/11/2015	DETAIL_PRE	0062968				1	1		1 O	549200	111	1050100	30001	10105		11/11/2015	0.000	-575



Step	Action
13.	Click the <b>Excel Spreadsheet</b> link. 

# Training Guide

## Managing Encumbrances 9\_2

**ZZCLEANUP\_REQ\_ACTIVITY - 88 Requisition Cleanup query**

Business Unit: LSUSH  
 Department: 1050100  
 From/To: 11/01/2015  
 Accounting Date To: 12/31/2015

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All

Unit	Acctg Date	Ledger	Req ID	Status	Req Date	Src Stat	Line	Sched Num	Distribution Li	Status	Account	Fund	Dept	Program	Class	Project	Budg Dt	Original Amount	Liquid Amoi
1 LSUSH	11/10/2015	DETAIL_PRE	0062968	A	11/10/2015	C	1	1	1 P		549200	111	1050100	30001	10105		11/10/2015	575.000	0
2 LSUSH	11/11/2015	DETAIL_PRE	0062968				1	1	1 O		549200	111	1050100	30001	10105		11/11/2015	0.000	-575

Do you want to open or save ZZCLEANUP\_REQ\_ACTIVITY\_7639.xls (10.0 KB) from ps9fsrcb.lsuhs.edu?

Step	Action
14.	Click the <b>Open</b> button.

Microsoft Excel

Protected View: This file originated from an Internet location and might be unsafe. Click for more details.

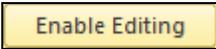
From: A1 88 Requisition Cleanup query

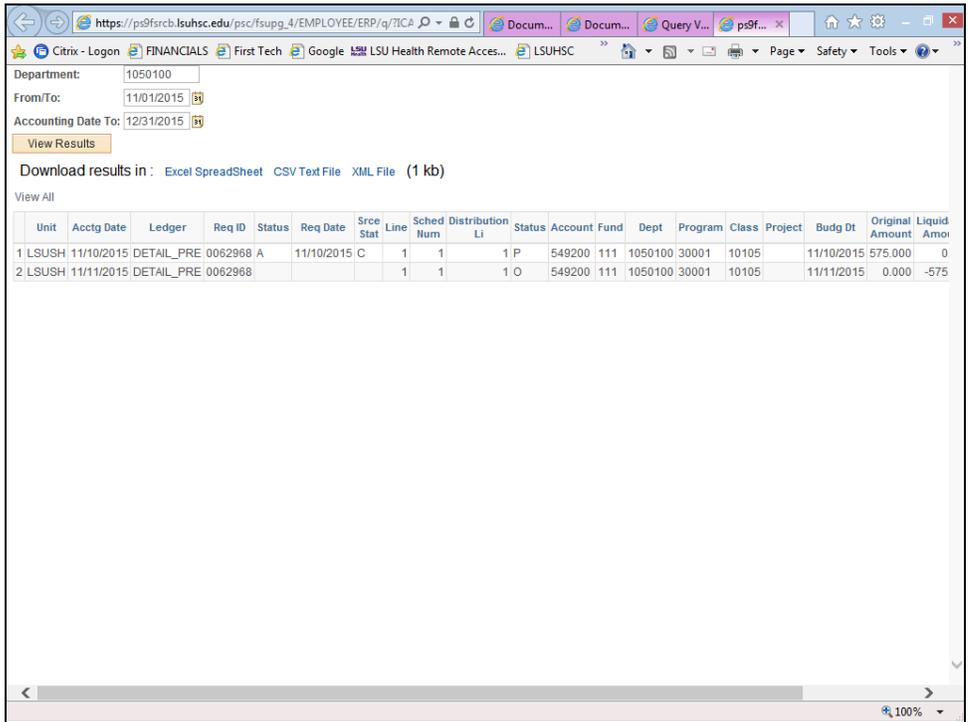
ZZCLEANUP\_REQ\_ACTIVITY\_7639.xls [Protected View]

Unit	Acctg Date	Ledger	Req ID	Status	Req Date	Src Stat	Line	Sched Num	Dis
1 LSUSH	11/10/2015	DETAIL_PRE	0062968	A	11/10/2015	C	1	1	
2 LSUSH	11/11/2015	DETAIL_PRE	0062968				1	1	

# Training Guide

## Managing Encumbrances 9\_2

Step	Action
15.	Click the <b>Enable Editing</b> button. 
16.	View the Report  Click the <b>Close</b> button. 



Step	Action
17.	Click the <b>Close</b> button. 

# Training Guide

## Managing Encumbrances 9\_2

Favorites ▾ Main Menu ▾ Reporting Tools ▾ Query ▾ Query Viewer
 Home | Worklist | Add to Favorites | Sign out

PS9FSUPG  
 FSCM 9.2 PS Tools 8.53  
 PS9FSWEBDEV12
 All ▾ Search
Advanced Search
Last Search Results
New Window | Help | Personalize Page |

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By Query Name ▾ begins with ZZCLEANUP

Search
Advanced Search

**Search Results**

\*Folder View -- All Folders -- ▾

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
ZZCLEANUP_PO_ACTIVITY	88 PO Cleanup query	Public		HTML	Excel	XML	Schedule	Favorite
ZZCLEANUP_REQ_ACTIVITY	88 Requisition Cleanup query	Public		HTML	Excel	XML	Schedule	Favorite

100%

Step	Action
18.	Click the <b>Excel</b> link. <span style="border: 1px solid black; padding: 2px; display: inline-block;">Excel</span>

**ZZCLEANUP\_REQ\_ACTIVITY - 88 Requisition Cleanup query**

Business Unit:   
 Department:   
 From/To:    
 Accounting Date To:

View Results

Unit	Acctg Date	Ledger	Req ID	Status	Req Date	Src Stat	Line	Sched	Distribution Num	Li	Status	Account	Fund	Dept	Program	Class	Project	Budg Dt	Original Amount	Liquidated Amount	Buyer	Requester
------	------------	--------	--------	--------	----------	----------	------	-------	------------------	----	--------	---------	------	------	---------	-------	---------	---------	-----------------	-------------------	-------	-----------

100%

# Training Guide

## Managing Encumbrances 9\_2

Step	Action
19.	Enter the desired information into the <b>Business Unit</b> field. Enter " <b>LSUSH</b> ".

ZZCLEANUP\_REQ\_ACTIVITY - 88 Requisition Cleanup query

Business Unit:

Department:

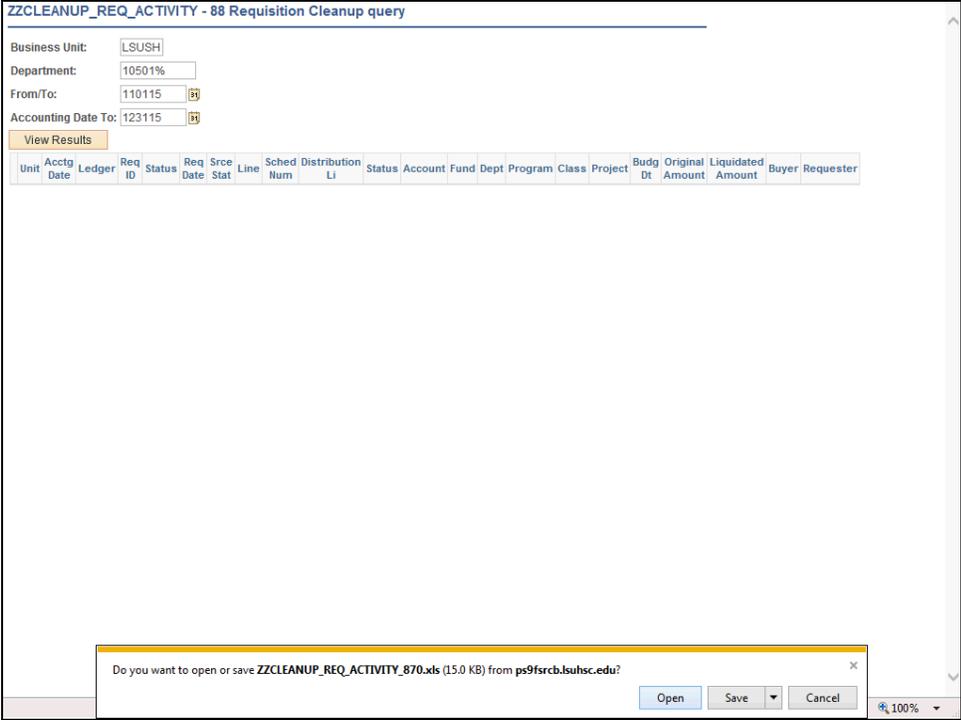
From/To:

Accounting Date To:

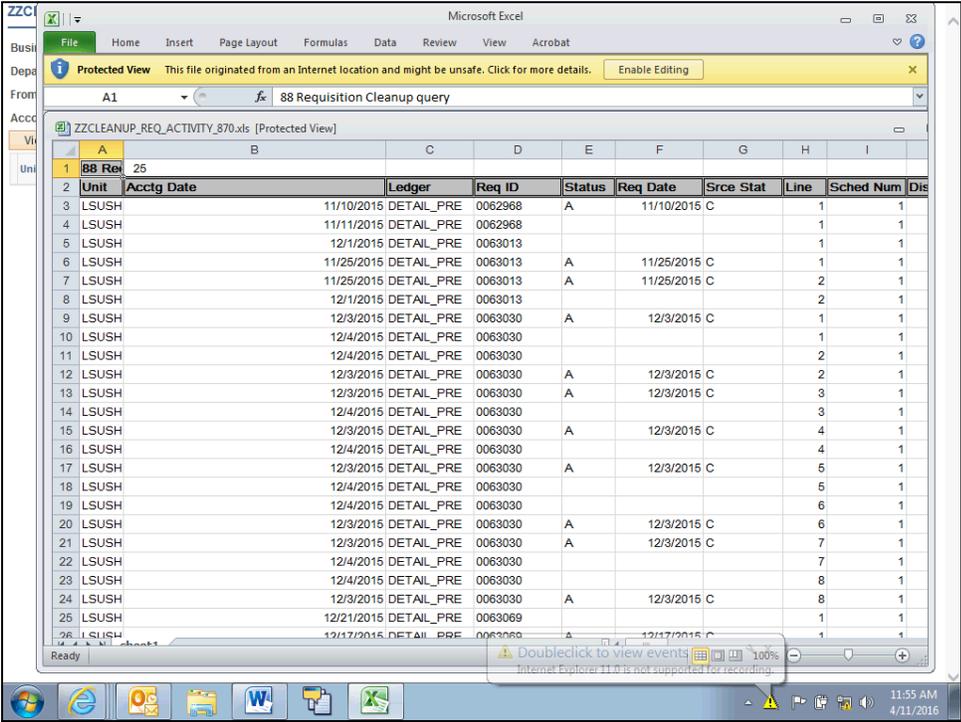
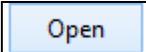
Unit	Acctg Date	Ledger	Req ID	Status	Req Date	Srce Stat	Line	Sched Num	Distribution Li	Status	Account	Fund	Dept	Program	Class	Project	Budg Dt	Original Amount	Liquidated Amount	Buyer	Requester
------	------------	--------	--------	--------	----------	-----------	------	-----------	-----------------	--------	---------	------	------	---------	-------	---------	---------	-----------------	-------------------	-------	-----------

Step	Action
20.	Enter the desired information into the <b>Department</b> field. Enter " <b>10501%</b> ".  <i>NOTE: Using the wildcard will allow you to retrieve results for all department that begin "10501"</i>
21.	Enter the desired information into the <b>Beg Accounting Date</b> field. Enter " <b>110115</b> ".
22.	Enter the desired information into the <b>End Accounting Date</b> field. Enter " <b>123115</b> ".
23.	Click the <b>View Results</b> button.  <input type="button" value="View Results"/>

# Training Guide Managing Encumbrances 9\_2

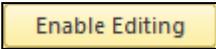


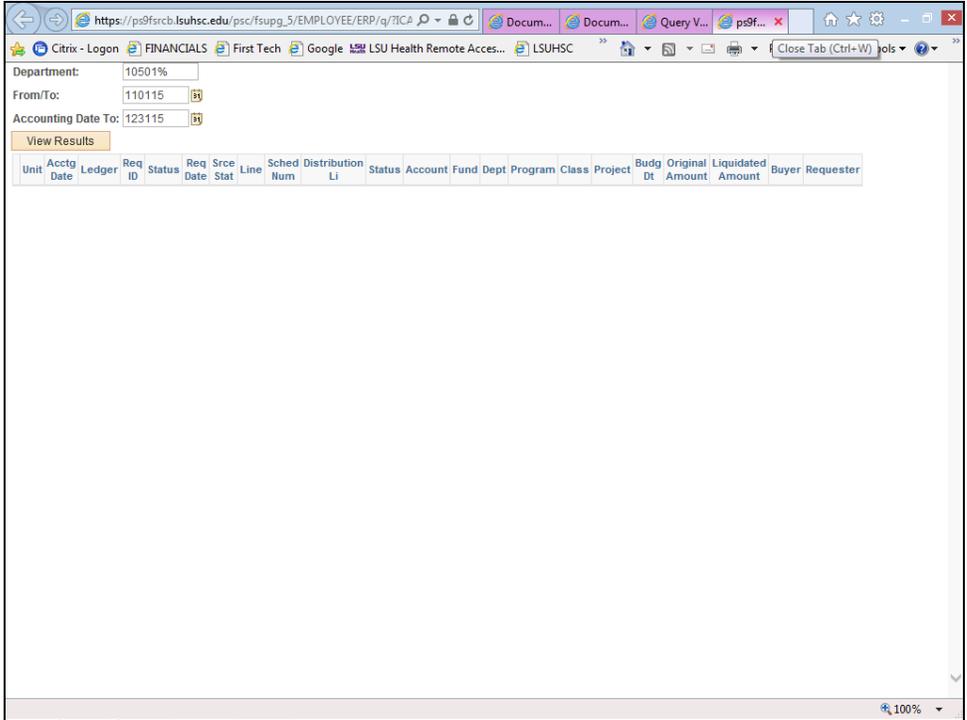
Step	Action
24.	Click the <b>Open</b> button.



# Training Guide

## Managing Encumbrances 9\_2

Step	Action
25.	Click the <b>Enable Editing</b> button. 
26.	Click the <b>Close</b> button. 



Step	Action
27.	Click the <b>Close</b> button. 
28.	This completes <b>Running the ZZCLEANUP_REQ_ACTIVITY</b> query. <b>End of Procedure.</b>

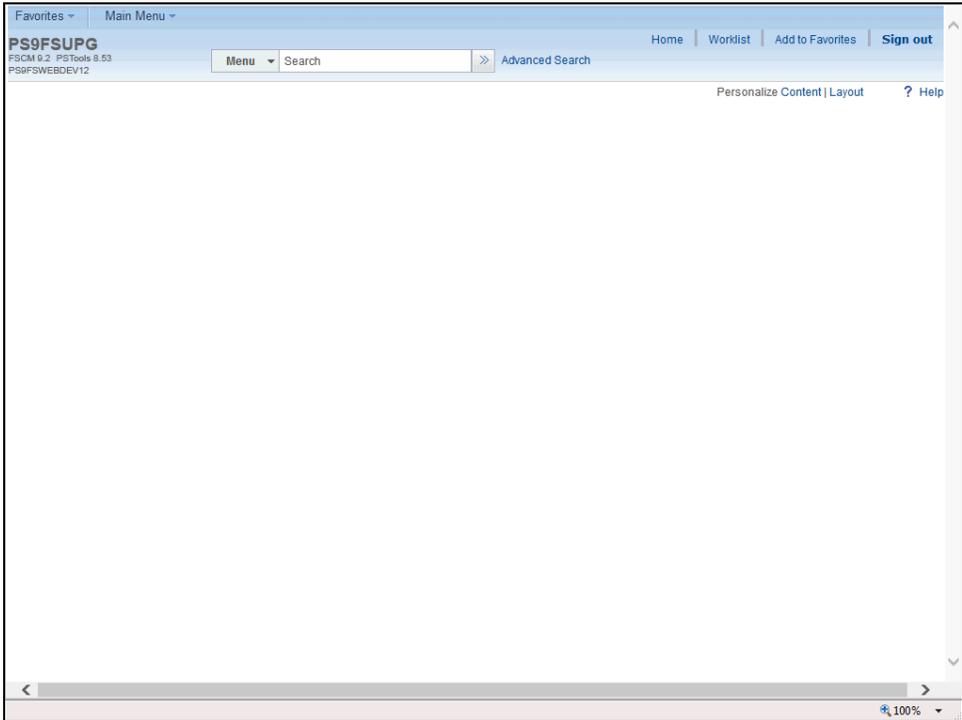
**Appendix**

**Create/Find a Run Control ID**

**Procedure**

In this topic you will learn how to **Create/Find a Run Control ID**.

***NOTE: All reports and processes are run using a “Run Control ID”. You will need to create an ID the FIRST time you run a report or process. All subsequent times you will use “Search” to find your ID. You can create more than one ID.***

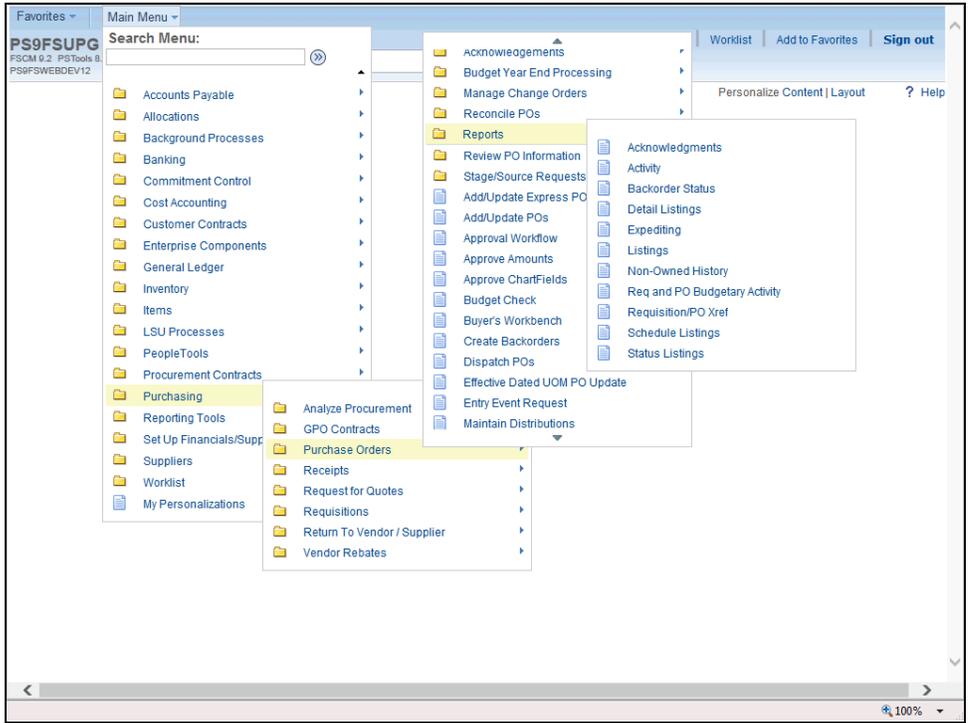


Step	Action
1.	The Req and Budgetary Activity report will be used to demonstrate how to create/find a run control ID.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Purchasing</b> menu entry. 
3.	Click the <b>Purchase Orders</b> menu. 

# Training Guide

## Managing Encumbrances 9\_2

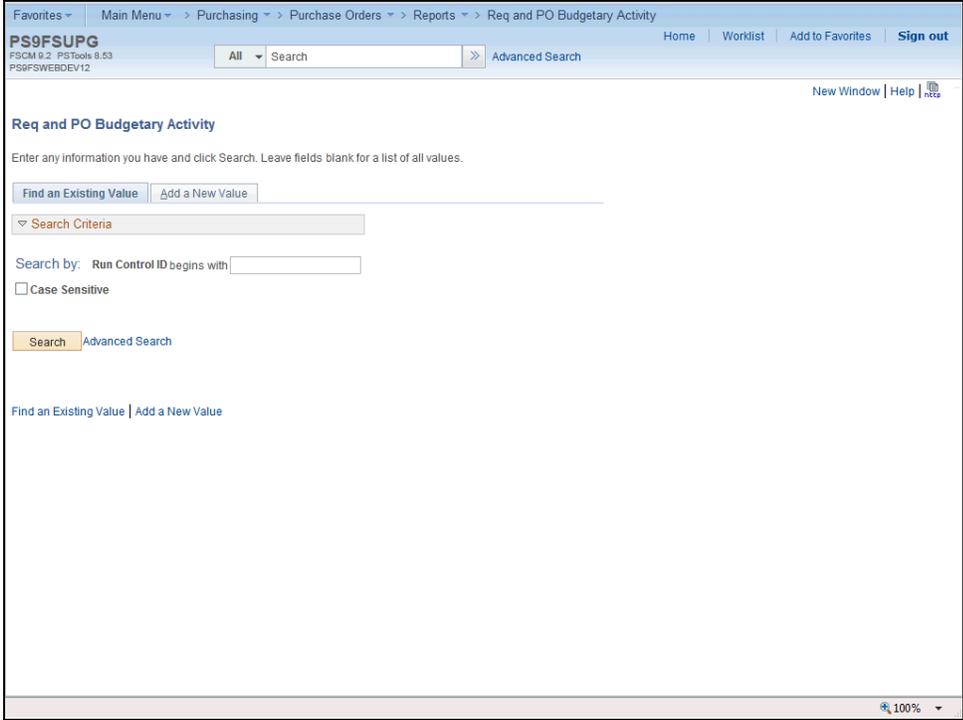
Step	Action
4.	Click the <b>Reports</b> menu entry. 



Step	Action
5.	Click the <b>Req and PO Budgetary Activity</b> menu. 

# Training Guide

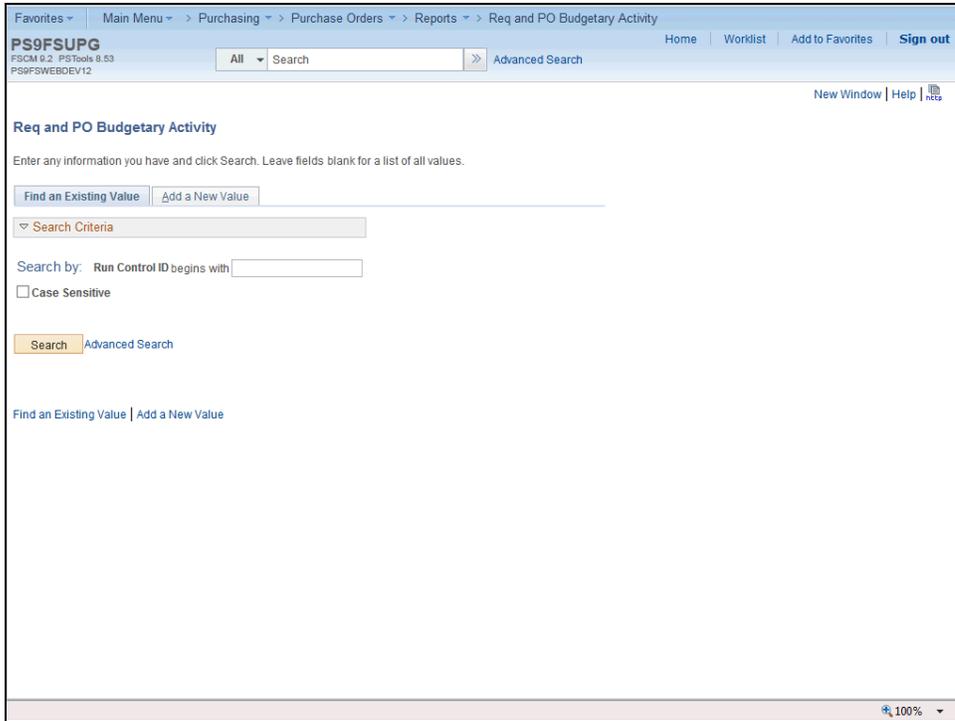
## Managing Encumbrances 9\_2



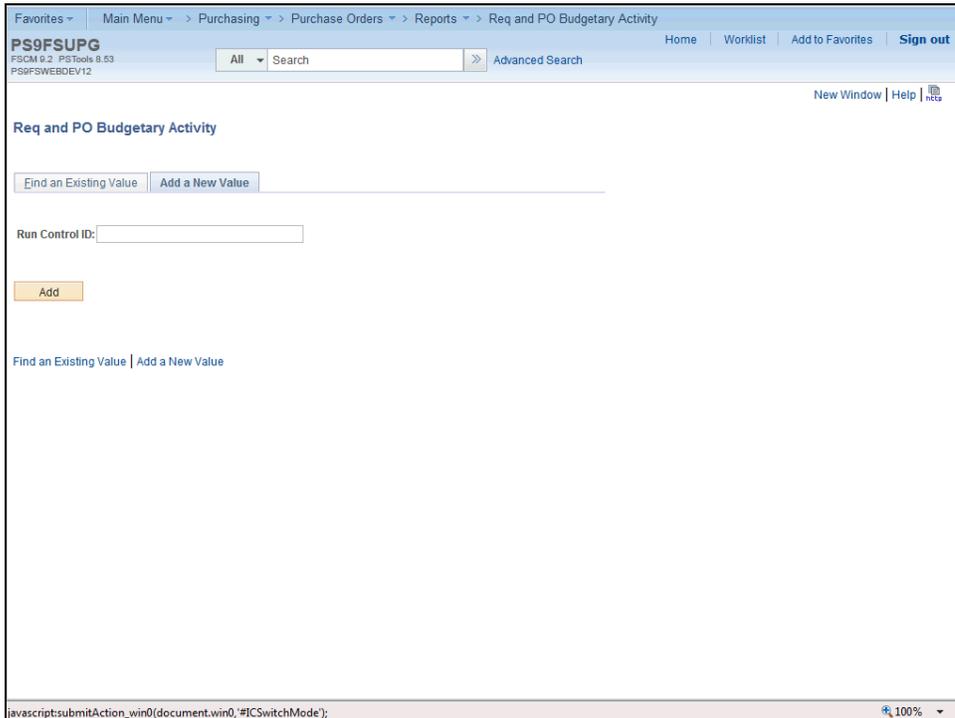
Step	Action
6.	<p>The first time you run the Req and PO Budgetary Activity Report you will need to create a Run Control ID in order to access the Process Scheduler.</p> <p>The system defaults you into the Find an Existing Value tab. Click on the Add a New Value tab or hyperlink to create a run control id.</p> <p><b><i>NOTE: On all subsequent prints, you will use the Find an Existing Value tab to search for existing run control ids.</i></b></p>

# Training Guide

## Managing Encumbrances 9\_2



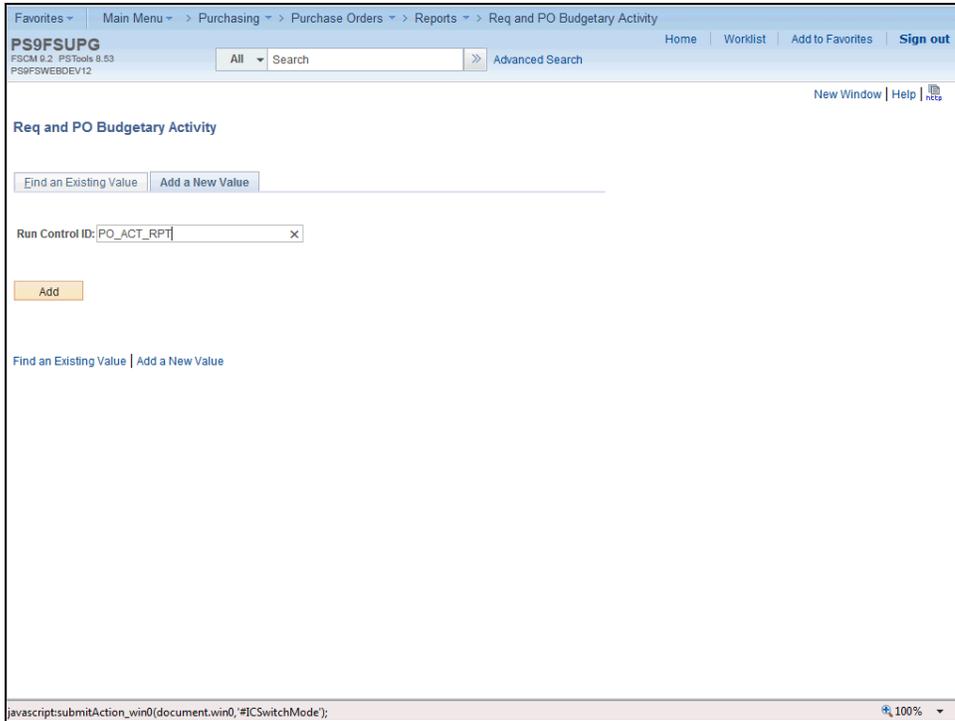
Step	Action
7.	Click the <b>Add a New Value</b> tab. 



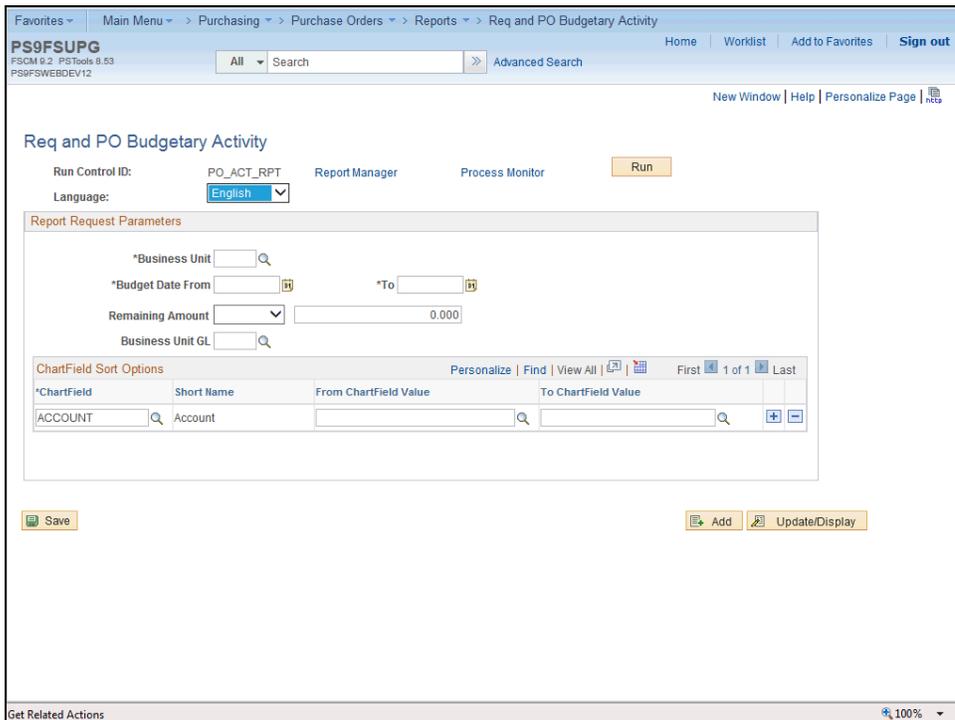
Step	Action
8.	<p><b>Run Control ID</b></p> <p>A Run Control ID is used as a means to access the Process Scheduler. You may save parameters related to a particular process or report to a Run Control ID to minimize data entry when running recurring processes and/or reports.</p> <p>A <b>Run Control ID</b> is:</p> <ol style="list-style-type: none"> <li>1. Specific to the end-user's Operator (User) ID;</li> <li>2. Can be entered in upper case, lower case, or mixed case;</li> <li>3. Can be up to 30 characters long;</li> <li>4. Characters can be either number or letters, but <b>cannot</b> include any <b>special characters</b> (e.g. \$, &amp;, #);</li> <li>5. <b>Cannot</b> contain <b>blank</b> spaces; and</li> <li>6. <b>Must</b> be one continuous string of characters <b>or</b> words <b>must</b> be linked by an underscore.</li> </ol>
9.	<p>Examples of Run Control IDs that <b>meet</b> the requirements:</p> <ol style="list-style-type: none"> <li>1. <b>PO_ACT_RPT</b> can be used since an underscore links the three words together; or</li> <li>2. <b>poactrpt</b> can be used because it is one string of characters.</li> </ol>
10.	<p>Examples of Run Control Ids that <b>do not meet</b> the requirements:</p> <ol style="list-style-type: none"> <li>1. <b>PO ACT RPT</b> because there are a blank space between the words; or</li> <li>2. <b>PO_ACT_REPORT'S</b> because a special character is used. In this example an apostrophe is used.</li> </ol>
11.	<p>A Run Control ID <b>must</b> be created to run many reports in PeopleSoft. If a run control is created that is unique to a specific report, it can be used to run the specified report in the future. The advantage to this method is that all Print Requisition page parameters are saved with the run control. When running future reports, a user would only have to change the Requisition ID instead of entering all report parameters again. If you create one run control to use for all reports, then you will need to change all report parameters each time a report is run.</p>
12.	<p>Enter the desired information into the <b>Run Control ID</b> field. Enter <b>"PO_ACT_RPT"</b>.</p>

# Training Guide

## Managing Encumbrances 9\_2



Step	Action
13.	Click the <b>Add</b> button. 

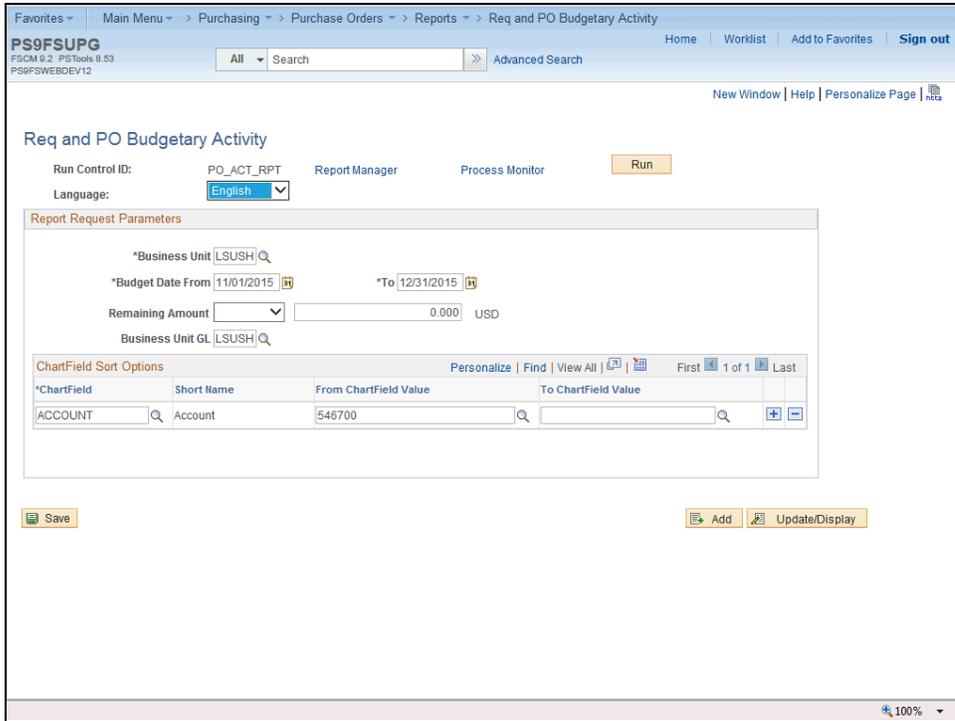


Step	Action
14.	The parameters you enter on the Req and PO Budgetary Activity page will be saved to the specified run control id. When running the report in the future, the user will only change dates or Chartfield Sort Options. You <b>must</b> save your parameters in order for your parameters to default in the future.

Step	Action
15.	Enter the desired information into the <b>Business Unit</b> field. Enter " <b>LSUSH</b> ".
16.	Enter the desired information into the <b>Budget Date From</b> field. Enter " <b>110115</b> ".
17.	Enter the desired information into the <b>Budget Date To</b> field. Enter " <b>123115</b> ".
18.	Click the button to the right of the <b>Remaining Amount</b> field. 
19.	Click the <b>Not Equal</b> list item. 
20.	Enter the desired information into the <b>From Charfield Value</b> field. Enter " <b>546700</b> ".
21.	Click the <b>Save</b> button. 

# Training Guide

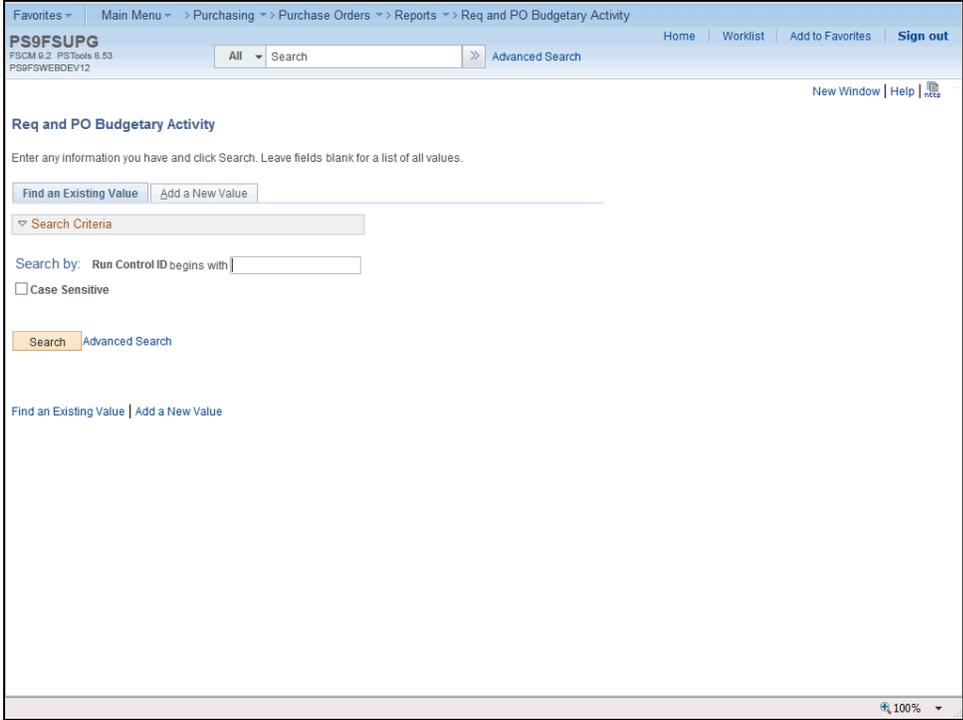
## Managing Encumbrances 9\_2



Step	Action
22.	<p>After saving your parameters, you would click the Run button to begin the print process. You must access the Report Manager to view and print your report.</p> <p><b>NOTE: Reports can only be run one at a time. You must wait for the current report to finish before initiating the print process again.</b></p> <p>For <b>training purposes only</b>, click the <b>Req and PO Budgetary Activity</b> link.</p> <p><a href="#">Req and PO Budgetary Activity</a></p>

# Training Guide

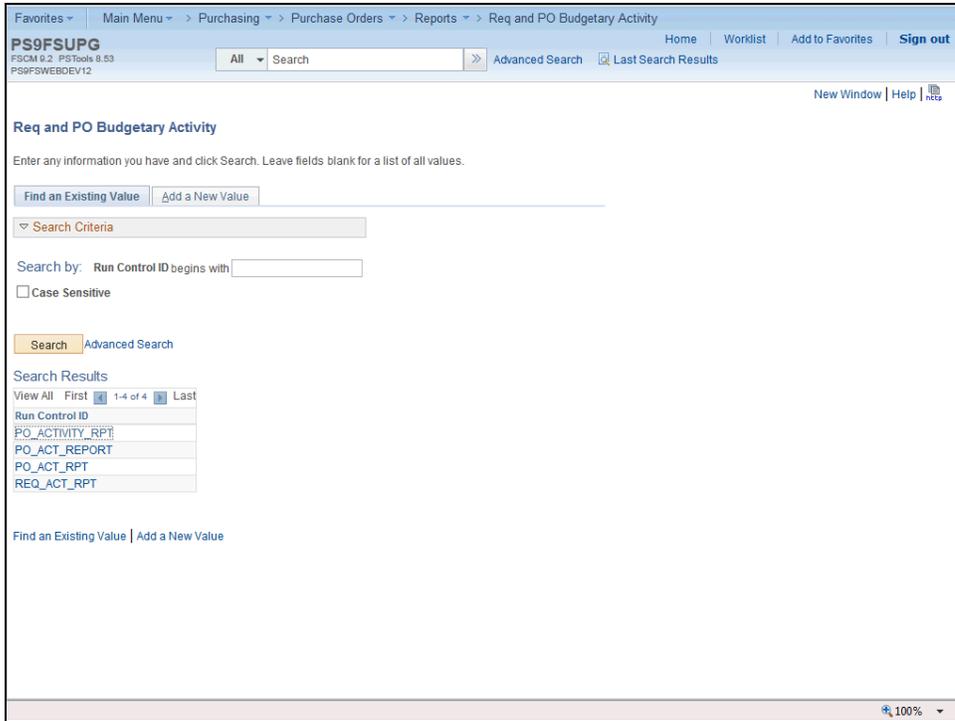
## Managing Encumbrances 9\_2



Step	Action
23.	<p>You can select the Find an Existing Value tab to search for an existing Run Control ID. Once selected, the Req and PO Budgetary Activity page displays the information from the most recent print request.</p> <p>Click the <b>Search</b> button.</p> <div data-bbox="440 1188 581 1234" style="border: 1px solid black; padding: 2px; display: inline-block;">Search</div>

# Training Guide

## Managing Encumbrances 9\_2



Step	Action
24.	<p>Select a run control id by clicking the desired run control id link from the Search Results list.</p> <p><i>NOTE: If you did not save your run control parameters, the run control id was not saved and the run control will not display in your search results.</i></p> <p>Click the <b>PO_ACT_RPT</b> link.</p> <p><b>PO_ACT_RPT</b></p>
25.	The Req and PO Budgetary Activity page displays the previously selected parameters. You can change any or all of the parameters for a new print.
26.	This completes <i>Create/Find a Run Control ID</i> . <b>End of Procedure.</b>