Managing Encumbrances – Fluid All Sites

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Managing Encumbrances - Fluid All Sites

Navigation Basics

Procedure

Topic Contents:

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    b. May **add tiles** to **My Financials Home**
2. Query tile
    a. Using Query Viewer
    b. Search
        1) Basic Search
            a) Wildcard (%)
        2) Advanced Search
            a) Change search parameter

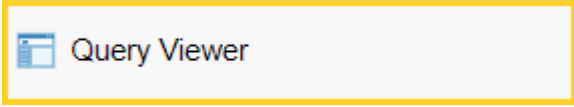| Step	Action
1.	After launching **PeopleSoft Reports**, your landing page will be the **My Financials Home** page. From this page, you will be able to navigate to other available homepages for which you have access. The *drop-down button* to the right of the **My Financials Home** title will provide a list of all available homepages for which you have access. You may also use the **page counter** directly across from **My Financials Home**. Use the right and left arrows to move from homepage to homepage. The **right arrow** moves you **forward** through the pages and the **left arrow** moves you to **previous** pages. As in the Production database, users are also able to **add tiles** to **My Financials Home**. *See the PeopleSoft Financials 9.2 Update Delta Guide for information on adding tiles to My Financials Home.* *https://www.lsuhsc.edu/ps/support/fin_9_manuals.aspx*

Training Guide
Managing Encumbrances – Fluid All Sites

Step	Action
2.	Click the button to the right of the **My Financials Home** field.
3.	Click the **LSU Health Reports** link. LSU Health Reporting
4.	Click the **Query** button.
5.	The Query Viewer option will be selected since you are not creating a query. Click the **Query Viewer** button. Query Viewer
6.	Users can search for a query using the defaulted ***Search By 'begins with'** option, or you can select the **Advanced Search** link to view additional options/parameters by which to search. A **wildcard (%)** can be used to aid in your search. The wildcard takes the place of letters and number, and may be placed before, in the middle, or after a word(s) (e.g. %PO%ACTIVITY) Click the **Advanced Search** link. Advanced Search

Step	Action
7.	Use the drop-down button to the right of a field name to **change** the '**beings with**' parameter. *Query Name* and *Description* are the most often used options by which to search. Click the **Basic Search** link. Basic Search
8.	This completes *Navigation Basics*. **End of Procedure.**

Managing Purchase Orders

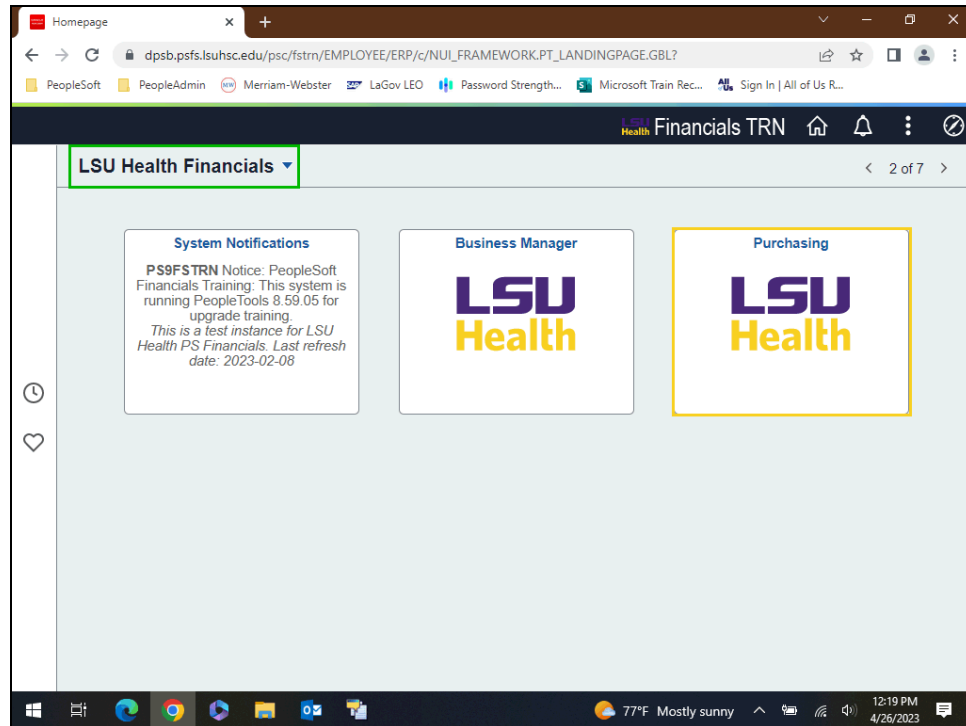View & Print the Req and PO Budgetary Activity Report to HTML
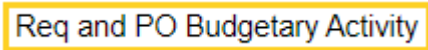
Procedure

Topic Contents:

1. Navigate to **Req and PO Budgetary Activity**
2. Create/Find Run Control ID
   a. Create a run control using '**Add a New Value**' tab
   b. Search for run control using '**Find and Existing Value**' tab
3. Enter parameters
   a. Business Unit
   b. Budget Date From
   c. To
   d. Remaining Amount
      1) Operand
      2) Dollar value
   e. ChartField
   f. From ChartField Value
   g. To Chartfield Value
4. Save
5. Run to HTML
   a. Server Name
   b. Select report in Process List
6. Process Monitor
   a. Refresh button
      1) Run Status = Success
      2) Distribution Status = Posted
7. Report Manager
   a. Administration tab
      1) Top line most recent
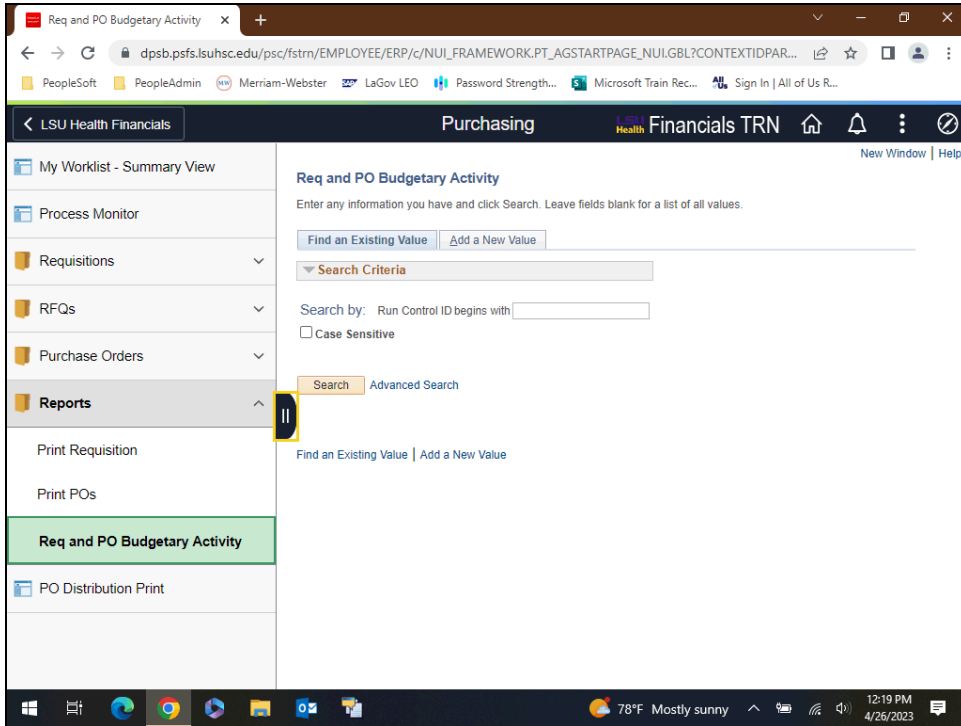   2) Blue link in **Description** is report
8. Download/Print

Step	Action
1.	Click the **Purchasing** button.
2.	Click the button to the right of the **Reports** field.
3.	Click the **Req and PO Budgetary Activity** button.

Step	Action
4.	Click the **Close Navigation Area** button.
5.	The system defaults you into the '**Find an Existing Value**' tab. However, the first time a user runs this report, s/he will need to **create** a **Run Control ID** to set report parameters, run the report, and access the Process Scheduler to complete the report creation process. A run control id can only be created on the '**Add a New Value**' tab. On all subsequent runs, users will select the '**Find an Existing Value**' tab and search for a **previously created** run control id. *See the Create/Find a Run Control ID topic in the Appendix for additional information on Run Controls.*
6.	Click the **Add a New Value** tab.

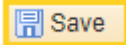| Step	Action
7.	A user can create a single run control id for all prints, or create a run control id that is unique to a specific report. If a unique run control id is created for each report, the parameters will save and limited input will be required. Run control ids are tied to your User ID, so the same run control id can be used by multiple people. Enter the desired information into the **Run Control ID:** field. Enter "**PO_BUD_ACT_RPT**".
8.	Click the **Add** button. [Add]
9.	The **Req and PO Budgetary Activity** panel displays. The user will enter or select the report parameters needed from the options provided. *NOTE: If you had selected an existing Run Control ID, the page would contain the parameters from the last time you ran the report.*
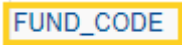
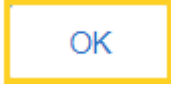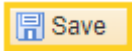| Step	Action
10.	**Report Request Parameters** In this example, the following parameters will be used: **Business Unit** = LSUNO **Budget Date From** = 07012022 **Budget Date To** = 06302023 **Remaining Amount Operand** = Not Equal (< >) **Remaining Amount** = Zero (0) **ChartField** = DEPTID = 1050100 *NOTE: In several places users are instructed to enter their Business Unit and DEPTID. When viewing the web-based training for this module, only the LSUNO 1050100 results will display.*
11.	Enter the desired information into the **Business Unit** field. Enter "**LSUNO**". *NOTE: LSUSH, HCSDA and LAKMC, please enter your Business Unit.*
12.	*NOTE: For all documents for a specific fiscal year, enter 07-01-XX to 06-30-XX in the Budget Date From and To fields.* Enter the desired information into the **Budget Date From** field. Enter "**07012022**".
13.	Enter the desired information into the **To** field. Enter "**06302023**".
14.	**Remaining Amount** The user will specify the **Remaining Amount** fields as follows: • If the user wishes to view **all** of a Department's POs generated during a specific period, regardless of the balance (i.e., those with a remaining amount of zero (0), as well as those *not* equal to a remaining amount of zero (0)), **do not** select an operand and accept the default entry of zero (0) in the Remaining Amount field; • The user may **specify** an **operand** and enter the dollar amount in the adjacent field to or accept the default entry of **zero (0)**; or • The user may select 'Not Equal' (< >) as the Remaining Amount operand and the default value of **zero (0)** in the adjacent field so that only PO lines with a remaining amount (including credits) will be retrieved. **This is the option the user will select for Managing Encumbrances.**
15.	Click the button to the right of the **Remaining Amount Operand** field.
16.	Click the **Not Equal (< >)** list item.
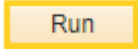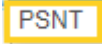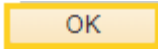
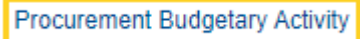| Step	Action
17.	***ChartField** • The ChartField option defaults to ACCOUNT, but can be changed by selection the **Look Up ChartField** button. A list of available options displays from which the user can choose, such as Dept ID, Fund, Programs, etc.) • If a user wished to specify more than one ChartField value, s/he will select the **Add a new Row (+)** button to insert additional rows and select appropriate values. • If the user wishes to run the report for all POs for his/her Business Unit, select the **Delete a Row (-)** button to remove the default ChartField value. *NOTE: 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 specified Project/Grant.*
18.	Click the **Look up ChartField** button. 🔍
19.	Click in the **DEPTID** field. DEPTID
20.	Enter the desired information into the **DEPTID** field. Enter "**1050100**". *NOTE: LSUSH users, please enter DEPTID1050100. HCSDA and LAKMC users, please enter DEPTID 2018710.*
21.	Click the **Save** button. *NOTE: Users must Save any changes made to the first row before additional row(s) can be inserted. Failure to Save before adding a row(s) will change the first row data back to the default setting.* 💾 Save
22.	In this example, you will add a row for **Fund Code** and then delete it. Click the **Add a new row at row 1** button. ➕
23.	Click the **Line 2 Look up ChartField** button. 🔍
24.	Click in the **FUND_CODE** field. FUND_CODE
25.	Enter the desired information into the **From ChartField Value** field. Enter "**111**".
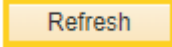
Step	Action
26.	You would usually save after entering Line 2 data. In this instance, you will delete the row. Click the **Delete row 2** button. ▬
27.	A message box will display asking you to confirm the delete. Click the **OK** button. OK
28.	Click the **Save** button. *NOTE: The values entered in the Req and PO Budgetary Activity panel will limit the POs retrieved based on the Department, Budget Dates, and Remaining Amount.* 🖫 Save
29.	Click the **Run** button. Run
30.	*NOTE: Reports can only be run <u>one</u> <u>at</u> <u>a time</u>. The first process must complete before the next process is begun.* Click the **Server Name** list. ⌄
31.	Click the **PSNT** list item. PSNT
32.	Click the **Procurement Budgetary Activity** option. Choosing this will run the report using HTML. The ***Type** and *Format will remain as defaulted. ☐
33.	Click the **OK** button. OK
34.	The **Process Monitor** is used to track the status of scheduled or running processes/jobs after submission. Click the **Process Monitor** link. Process Monitor

Step	Action
35.	The top line in the **Process List** is the most **recent** report request. The **Run Status** and **Distribution Status** indicate whether the process has completed or not. In this example, the **Run Status = Queued** and **Distribution Status = Posted**. A **completed** process will have a **Run Status = Success** and a **Distribution Status = Posted**.
36.	Users will select the **Refresh** button to advance the process to completion. **Please wait 10 - 15 seconds between clicks of the Refresh button.** Click the **Refresh** button. Refresh
37.	Once the process is completed - **Run Status = Success** and **Distribution Status = Posted** - users will select the **Report Manager** link to view the report. Click the **Report Manager** link. Report Manager
38.	Click the **Administration** tab. Administration
39.	The **Procurement Budgetary Activity** report will display as a blue link in the **Description** column. Clicking the link will open a new window. Click the **Procurement Budgetary Activity** link. Procurement Budgetary Activity
40.	As specified by the parameters entered on the **Req and PO Budgetary Activity** panel, only POs will a remaining amount are retrieved. This makes it easier for the user to analyze the report when determining the if an encumbrance needs to be closed or adjusted.
41.	*NOTE: Users may save the report by clicking the Download button to the left of the Printer button.* Click the **Print** button.
42.	Usually you would select your print parameters and print the report. For **training** **purposes** **only**, click the **Cancel** button. Cancel
43.	Click the **Close** tab. ×

Step	Action
44.	Click the **Go back to Process Requests** link.
	Go back to Process Requests
45.	Click in the **Go back to Req and PO Budgetary Activity** field.
	Go back to Req and PO Budgetary Activity
46.	This completes *View & Print the Req and PO Budgetary Activity Report to HTML*. **End of Procedure.**

## View & Print the Req and PO Budgetary Activity Report to Excel

Procedure

Topic Contents:

1. Navigate to **Req and PO Budgetary Activity**
2. Find a Run Control ID
   a. Search for run control using '**Find and Existing Value**' tab
3. Utilize existing parameters
4. Minimal entries on panel
   a. Business Unit
   b. Budget Date From and to
   c. ChartField
      1) DeptID
      2) Project/Grant
5. Save
5. Run to Excel
   a. Server Name
   b. Select report in Process List
6. Process Monitor
   a. Refresh button
      1) Run Status = Success
      2) Distribution Status = Posted
7. Report Manager
   a. Administration tab
      1) Top line most recent
      2) Blue link in **Description** is report
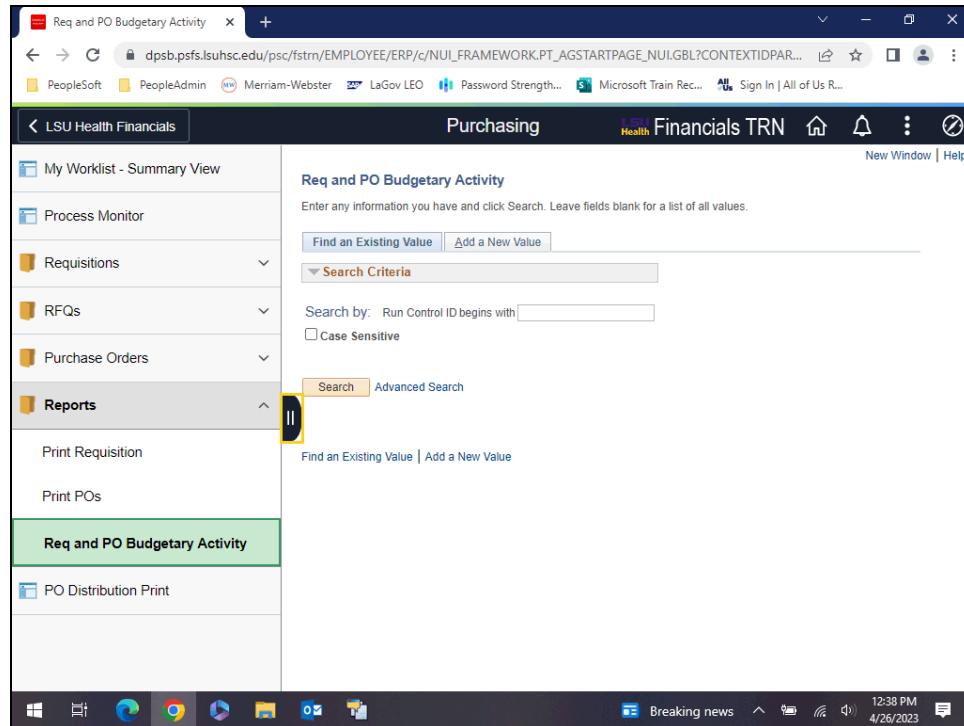**8.** File > Save As/Print
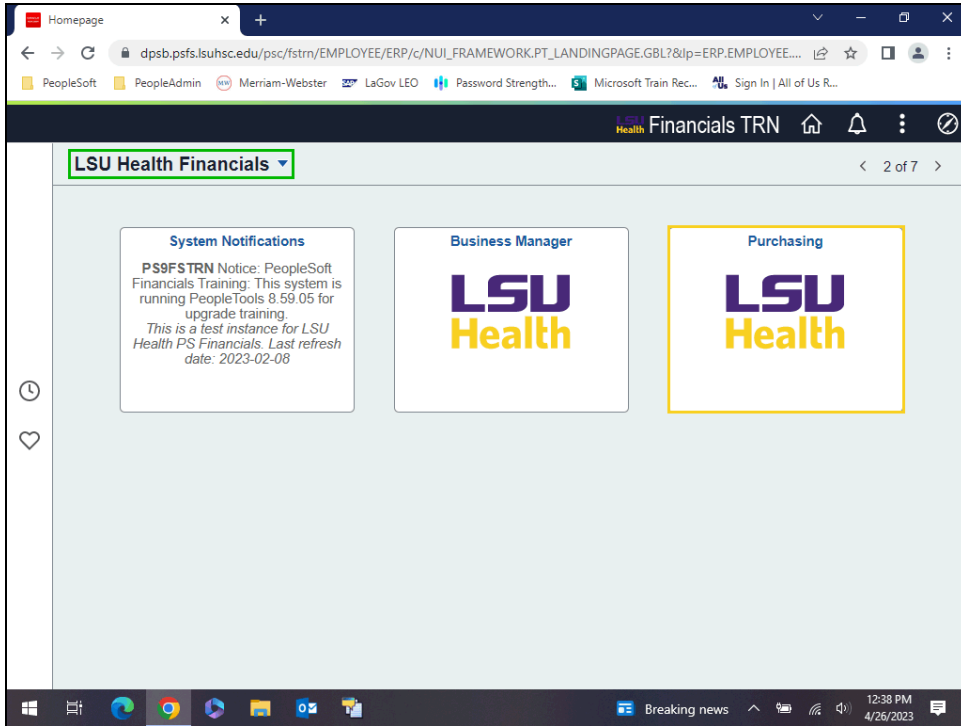
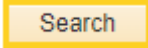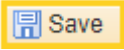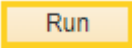| Step	Action
1.	Click the **Purchasing** button.
2.	Click the button to the right of the **Reports (select to expand or collapse child steps)** field.
3.	Click in the **Req and PO Budgetary Activity** field. Req and PO Budgetary Activity

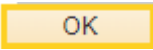| Step	Action
4.	Click the **Navigation Area** button.
5.	In this exercise, the user will search for an *existing* run control id. If only **one** run control id has been created, the system will *default* the user onto the **Req and PO Budgetary Activity** panel. Click the **Search** button.
6.	The Req and PO Budgetary Activity panel displays. The panel will contain the parameters selected the last time the report ran. Users can *modify* parameters, or continue to use the *defaulted* settings. The eliminate retrieving POs from other business units, the **minimum** required entries are: • **Business Unit** • **Budget Date From** and **To** • **ChartField:** DeptID or Project/Grant *NOTE: If the Project/Grant is entered, no other chartstring entry is required since a Project/Grant number is tied to a single chartstring.*

Step	Action
7.	In this example, the user will continue using the defaulted setting. Click the **Save** button. 🖫 Save
8.	Click the **Run** button. Run
9.	*NOTE: Reports can only be run <u>one</u> <u>at</u> <u>a</u> <u>time</u>. The first process must complete before the next process is begun.* Click the **PO Activity, Excel for POS8001** option. ☐
10.	Click the **OK** button. OK
11.	Click the **Process Monitor** link. Process Monitor
12.	Periodically (e.g., every 10 - 15 seconds) click the **Refresh** button until the process is complete - **Run Status = Success** and **Distribution Status = Posted**. Click the **Refresh** button. Refresh
13.	Click the **Report Manager** link. Report Manager
14.	Click the **Administration** tab. Administration
15.	Click the **PO Activity, Excel for POS8001** link. PO Activity, Excel for POS8001
16.	Click the **zzpo0032_32470.csv** link. This action opens a new window. zzpo0032_32470.csv

Step	Action
17.	*NOTE: The Excel Budgetary Activity Report lists additional fields that are not included on the report when run to HTLM (e.g., Byer, PO Type, and PO Status)* Click the **Enable Content** button. Enable Content
18.	Click the **File** tab. File
19.	From this menu, users can either **Print** option to print the report or use the **Save As** option to save the report.
20.	Click the **Return** button. ⬅
21.	Click the **Close** button. ✕
22.	Click the **OK** button. OK
23.	Click the **Go back to Process Requests** link. Go back to Process Requests
24.	A Save message displays. Click the **No** button. No
25.	Click in the **Go back to Req and PO Budgetary Activity** field. Go back to Req and PO Budgetary Activity
26.	This completes *View & Print the Req and PO Budgetary Activity Report to Excel*. **End of Procedure.**

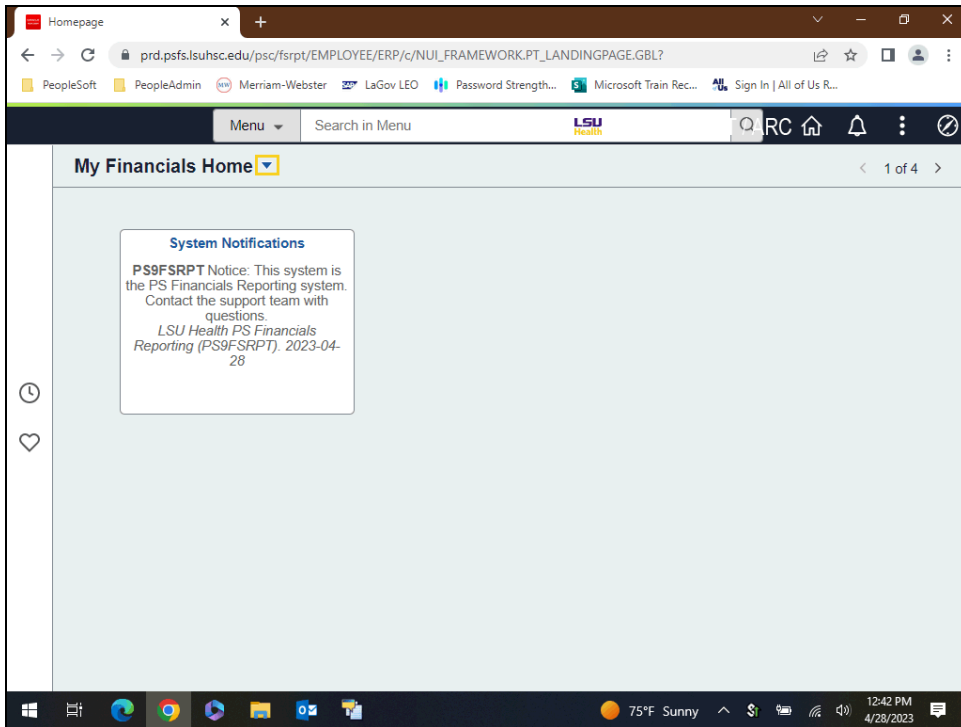# Run the ZZCLEANUP_PO_Activity Query

Procedure

Step	Action
1.	Click the button to the right of the **My Financials Home** field.

Step	Action
2.	Click the **LSU Health Reporting** list item. LSU Health Reporting
3.	Click the **Query** button.
4.	Click the **Query Viewer** button. Query Viewer
5.	A portion of the query name must be known and entered in order to retrieve the desired information. **Wildcards (%)** may be used to replace letters or numbers if the entire query name is unknown (e.g., %PO%ACT%). The **Query Name** field is not case sensitive: lower, upper or mixed case letters may be used to search. The **Advanced Search** may also be used to search for a query. The operand for Query Name or Description, for example, may be changed from 'begins with' to '**contains**' if the entire query name is unknown.
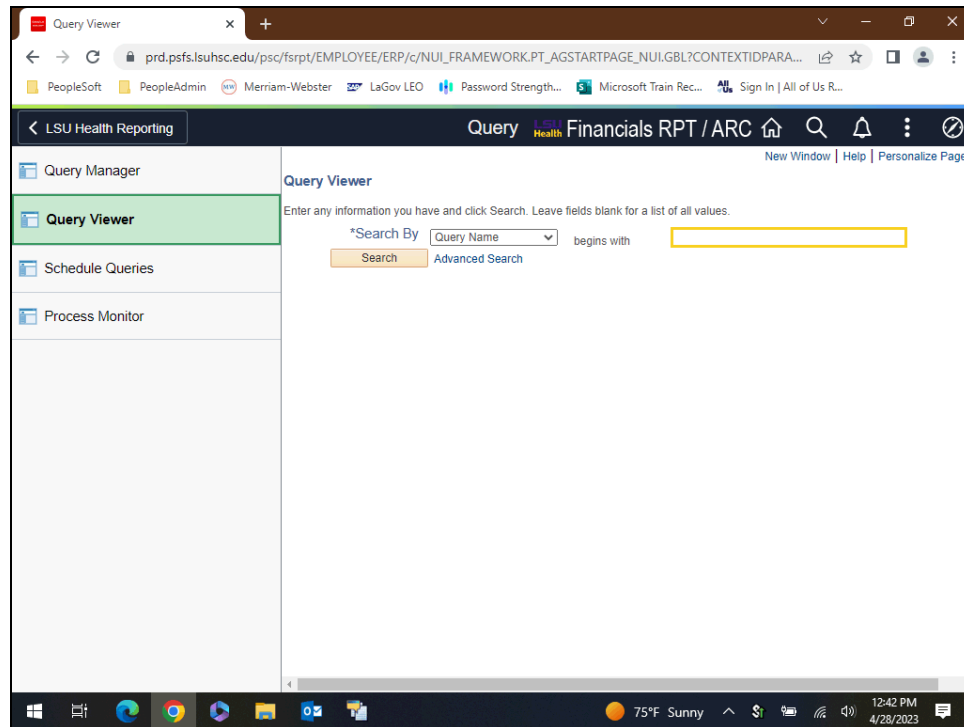
Step	Action
6.	Enter the desired information into the **Query Name begins with** field. Enter "**ZZCLEANUP**".

Step	Action
7.	Click the **Search** button. Search
8.	Click the **ZZCLEANUP_PO_ACTIVITY HTML** link. HTML
9.	Enter the desired information into the **Business Unit:** field. Enter "**LSUNO**". *NOTE: For LSUSH, HCSDA and LAKMC users, please enter your Business Unit.*
10.	*NOTE: Users may run the query for a specific department by entering the department number or may utilize the wildcard (%) to run the query for the entire Business Unit.* Enter the desired information into the **Department:** field. Enter "**1050100**". *NOTE: LSUSH users, please enter DEPTID1050100. HCSDA and LAKMC users, please enter DEPTID 2018710.*
11.	For a specific *fiscal year*, enter *07-01-XX* to *06-30-XX* in the ***Beg** and ***End Accounting Date** fields. Enter the desired information into the **Beg Accounting Date:** field. Enter "**07012022**".
12.	Enter the desired information into the **End Accounting Date:** field. Enter "**06302023**".
13.	Click the **View Results** button. *NOTE: It may take several minutes for the results to display since the data is being pulled from many tables. Only <u>one</u> report can be run at a time.* View Results
14.	The query results will display at the bottom of the page. Click the **Right** scrollbar. ▶
15.	*NOTE: The query displays one line for the original encumbrance amount and one line for each payment (liquidated amount).* In this example, **135** results were returned. Generally, the system will display the first **100** items on the screen. Use the **arrows** and **links** on the far right of the page to view additional information. Click the **Left** scrollbar. ◀

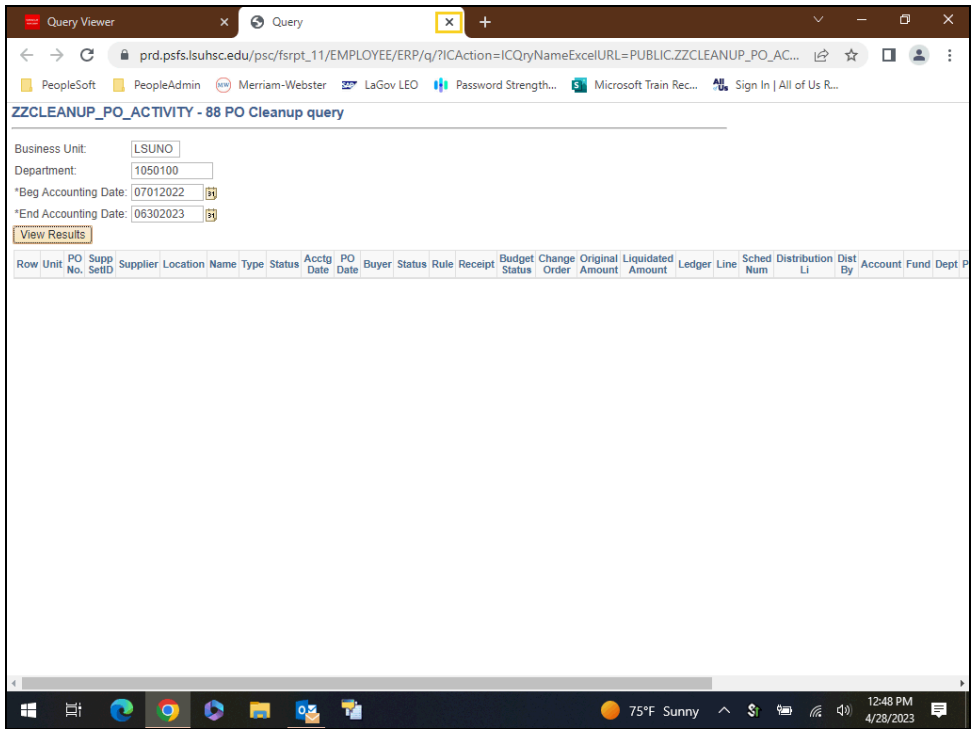| Step	Action
16.	You may download your HTML results to either of the following: **Excel Spreadsheet:** The results will display to a web page. The Excel functionalism (Data, Sort, Filter, Format, etc.) are available in the web page. **CSV Text File:** When you select this option, the results download into Microsoft Excel and can then be sorted and filtered as needed. Click the **Excel SpreadSheet** link. Excel SpreadSheet
17.	All 135 results are downloaded into an Excel spreadsheet. From here, users are able to manipulate the spreadsheet as they would any other Excel file. Click the **Close** button. ✕
18.	Click the **Close** tab. ✕
19.	The system also provides the option of running the query and displaying the results *directly* into *Excel*. This option will now be demonstrated. Click the **Excel** link. Excel
20.	Enter the desired information into the **Business Unit:** field. Enter "**LSUNO**". *NOTE: For LSUSH, HCSDA and LAKMC users, please enter your Business Unit.*
21.	*NOTE: Users may run the query for a specific department by entering the department number or may utilize the wildcard (%) to run the query for the entire Business Unit.* Enter the desired information into the **Department:** field. Enter "**1050100**". *NOTE: LSUSH users, please enter DEPTID1050100. HCSDA and LAKMC users, please enter DEPTID 2018710.*
22.	For a specific *fiscal year*, enter *07-01-XX* to *06-30-XX* in the ***Beg** and ***End Accounting Date** fields. Enter the desired information into the **Beg Accounting Date:** field. Enter "**07012022**".
23.	Enter the desired information into the **End Accounting Date:** field. Enter "**06302023**".

Step	Action
24.	Click the **View Results** button. View Results
25.	Once again, your 135 results will display in the Excel spreadsheet. Click the **Close** button. ✕

Step	Action
26.	Click the **Close** tab. ✕
27.	This completes *Run the ZZCLEANP_PO_ACTIVITY Query*. **End of Procedure.**

The PO Activity Summary Page

View and Analyze the PO Activity Summary Page

Procedure
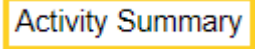
Topic Contents:

1. Navigate to Activity Summary page
    a. Details tab
        1) Lines Details
    b. Receipts tab
        1) Receipt button
        2) Receipt No.
    c. Invoice tab
        1) Invoice button
        2) Voucher Number
          a) Voucher Details
              i. Actions > Payment Information
              ii. Voucher Payment Inquiry
                  a1. Payment Reference ID
                  b1. Payment Details
                  c1. Additional Info
                  d1. Supplier Details
          b) Amounts
          c) More Details
          d) Supplier Details
    d. Matched
        1) Matching button
2. Analyzing the PO Activity Summary Page
3. How to Liquidate an Encumbrance and a Pre-Encumbrance
4. Managing Encumbrance Liquidation Procedure
5. Change/Reduce PO encumbered Balance

Step	Action
1.	Click the **Purchasing** button.
2.	Click the button to the right of the **Purchase Orders** field.
3.	Click in the **Activity Summary** field.
4.	Click the **Close Navigation Area** button.
5.	The **Business Unit** will default into the Business Unit field. If it does not, enter it directly or use the **Look up Business Unit** to select it. In this example, the LAKMC Business will be used. Enter the desired information into the **Business Unit** field. Enter "**LAKMC**". *NOTE: For LSUNO, LSUSH and HCSDA users, please enter your Business Unit.*

Step	Action
6.	Enter the desired information into the **PO Number:** field. Enter "**00048699**". Other Business Unit users, please use the PO numbers provided below as examples: **LSUNO:** 00392432A **LSUSH:** 06091007 **HCSDA:** 00006298
7.	Click the **Search** button. Search
8.	**PO Status:** The status should indicate Dispatched for most POs, but the status could indicate Approved (someone may have changed the PO, but not yet Dispatched or Budget Checked), Canceled or Complete. *NOTE: Listed under the PO number is an explanation of the Merchandise Amount, Merchandise Receipt, Merchandise Returned, Merchandise Invoice, and Merchandise Match. These are cumulative total of all PO lines.*
9.	By hovering over the **Supplier** name, a pop-up box will display showing additional supplier information such as **Short Name** and **Location address**.
10.	In the **Lines** section, the Details tab displays all line items, the associated item description of each line, and the Unit of Measure (UOM) for each line.
11.	Click the **Line 1 Line Details** button.
12.	In the **Line Details** sections, users can view: • **Qty Ordered:** the number of items ordered • **UOM:** standardized measure item is sold in • **Amount Ordered:** the total dollar value of the PO line Click the **Expand All** link. Expand All
13.	By expanding the lines, users can view: • **Open Quantity:** is there a quantity still outstanding • **Qty Received:** the quantity received by the department • **Qty Accepted:** the quantity accepted by the department • **Quantity Invoiced:** the quantity invoiced by the supplier • **Amt Invoiced:** the dollar amount invoiced by the supplier • **Qty Returned:** the quantity of items returned to the supplier by the department • **Amount Returned:** the dollar amount of items returned to the supplier by the department Click the **Return** button. Return

Step	Action
14.	Click the **Receipt** tab. Receipt
15.	Review the following information: • **Qty Received:** the quantity received by the department for each line item • **Qty Accepted:** the quantity accepted by the department for each line item • **Open Quantity:** the quantity not yet received by the department for each line item Click the **Right** scrollbar. ▶
16.	• **Open Amount:** the dollar amount not yet received by the department for each line item *NOTE: If the Receipt button displays on the PO line (i.e. the icon next to the Currency field), this indicates that a Receipt(s) has been entered in PeopleSoft for the PO line. If a Receipt has not been entered for the PO line, the Receipt button will not display on the page as shown in this example.* Click the **Receipt** button. 🗐
17.	Click the **050232** link. 050232
18.	The **Receipts** page displays. The **Show all columns** allows the user to view all data located on the tab at one time. Click the **Show all columns** button. ▭▸
19.	Users are able to view receipt information for each line item such as: **Description**, **Price**, **Recv Qty**, and **Accept Qty**. Click the **Right** scrollbar. ▶
20.	After scrolling, users can also view each line item: **Status**, **Ship To**, **Due Date**, **Invoice Number** and **PK Slip No**. Click the **Close** tab. ✕
21.	Click the **Go Back To Activity Summary** link. Go Back To Activity Summary
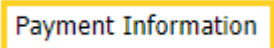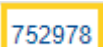
Step	Action
22.	Click the **Invoice** tab. Invoice
23.	Although the **Invoice** (i.e., the document from the Vendor) and **Voucher** (i.e., the document generated by Accounts Payable in PeopleSoft to pay the vendor invoice) are really two separate documents, *PeopleSoft refers to a Voucher as an Invoice*. *NOTE: Vouchers are generated by AP in the PeopleSoft system for anything that shows payment for funds in your department:* • **Invoice** (for Vendors) • **Advance Payment** (for Direct Pay and Travel)
24.	• **Quantity Invoiced:** the quantity of the items invoiced by the vendor • **Amt Invoiced:** the dollar amount to be paid for items invoiced by the vendor Click the **Right** scrollbar. ▶
25.	• **Un-Invoiced Quantity:** the remaining quantity if items not yet received by the department • **Un-Invoiced Amount:** the dollar amount of items not yet received by the department Click the **Right** scrollbar. ▶
26.	Click the **Invoice** button.
27.	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 the **Invoice** page. *NOTE: More than one voucher may appear if the items on the PO were received in more than one shipment.*
28.	Select the **Voucher** number to access the **Voucher Inquiry** page. Click the **00158622** link. 00158622
29.	Four tabs display in the Voucher Inquiry Results section. The first tab is **Voucher Details**, which provides users with information such as: **Voucher ID**, **Invoice Number**, **Invoice Date**, **Supplier ID**, **Entry Status**, **Match Status**, and **Short Supplier Name**. Click the **Amounts** tab. Amounts
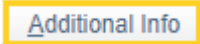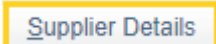
Step	Action
30.	On the **Amounts** tab, users can view: **Voucher ID**, **Gross Invoice Amount**, **Voucher Unpaid Balance**, and **Net Amount Paid**. Click the **More Details** tab. More Details
31.	On the **More Details** tab, users can view: • **Post Status:** The date the transaction is recorded to a specified account or project • **Close Status:** An 'Open' status indicates that all transactions have not been recorded to the specified account or project • **Due Date:** date AP is scheduled to pay the voucher • **Acctg Date:** Accounting period in which the Due Date falls • **Entered On:** date that AP entered the voucher
32.	Click the **Supplier Details** tab. Supplier Details
33.	On the **Supplier Details** tab, users can view: • **Supplier ID** • **Short Supplier Name** • **Supplier Name** Click the **Actions** dropdown button to activate the menu. ▾ Actions
34.	The user's access will determine which options in the drop-down list will produce results. Click the **Payment Information** list item. Payment Information
35.	The **Voucher Payment Inquiry** page displays in a new window. User can view: • **Voucher ID:** system assigned number when voucher is entered for payment • **Invoice Number:** number on supplier invoice • **Supplier Name:** name of supplier to be paid • **Bank Account:** bank account on which funds are drawn for payment • **Payment Reference ID:** check number or direct payment number • **Payment Date:** date voucher is paid • **Payment Amount:** total amount of payment (payments may be comprised of multiple invoices payable to the specified vendor) • **Voucher Payment:** Amount: total amount of the voucher paid • **Payment Status:** indicates where in the process the payment is
36.	Click the **Payment Reference ID - 752978** link. 752978

Step	Action
37.	The **Payment Inquiry** page displays. Click the **Down** scrollbar. ▾
38.	On the Payment Details tab, users can view: • **Payment Reference ID:** check or direct payment number • **Payment Method:** whether paid by check or direct payment • **Amount:** total amount of payment • **Creation Date:** date check was printed • **Payment Date:** date payment was mailed • **Payment Status:** indicates where in the process the payment is • **Reconciliation Status:** indicates if the payment has cleared the bank • **Reconciled Date:** date payment cleared the bank Click the **Additional Info** tab. Additional Info
39.	On the **Additional Info** tab, users can view: • **Post Status:** payment has been transferred to the G/L • **Cancel Status:** indicates if a payment has been cancelled Click the **Right** scrollbar. ▸
40.	**Additional Info (continued)** • **Bank Account:** bank account on which the payment is drawn • **Bank Account Number:** account number at bank on which payment is drawn • **Description:** name of banking institution on which payment is drawn Click the **Left** scrollbar. ◂
41.	Click the **Supplier Details** tab. Supplier Details

Step	Action
42.	On the **Supplier Details** tab, users can view: • **Supplier Name** • **Supplier ID** • **Supplier Address:** street address where payment was sent • **City:** city where supplier is located • **State:** state where supplier is located • **Postal:** zip code for supplier location Click the **Close** button.
43.	The **Invoice** page displays. Click the **Activity Summary** link. Activity Summary
44.	Click the **Matched** tab. Matched
45.	On the **Matched** tab, users can view: • **Quantity Matched** • **Amount Matched** Click the **Right** scrollbar.
46.	Click the **Matching** button.
47.	Since the PO line has been matched, the **Voucher** link displays. Users may wish to drill down to review the voucher information here or from the **Invoice** tab. Click the **Go Back To Activity Summary** link. Go Back To Activity Summary
48.	**Analyzing the PO Activity Summary Page** When analyzing the PO, the general order of review will be as follows: **Purchase Order > Voucher > Receipt** (if receiving is required) The issues to consider are: • **Purchase Order:** Does the PO or line(s) on the PO need to be changed or cancelled? • **Voucher:** Have one or more vouchers been paid? • **Receipt:** Does the item(s) need a receipt in PeopleSoft?

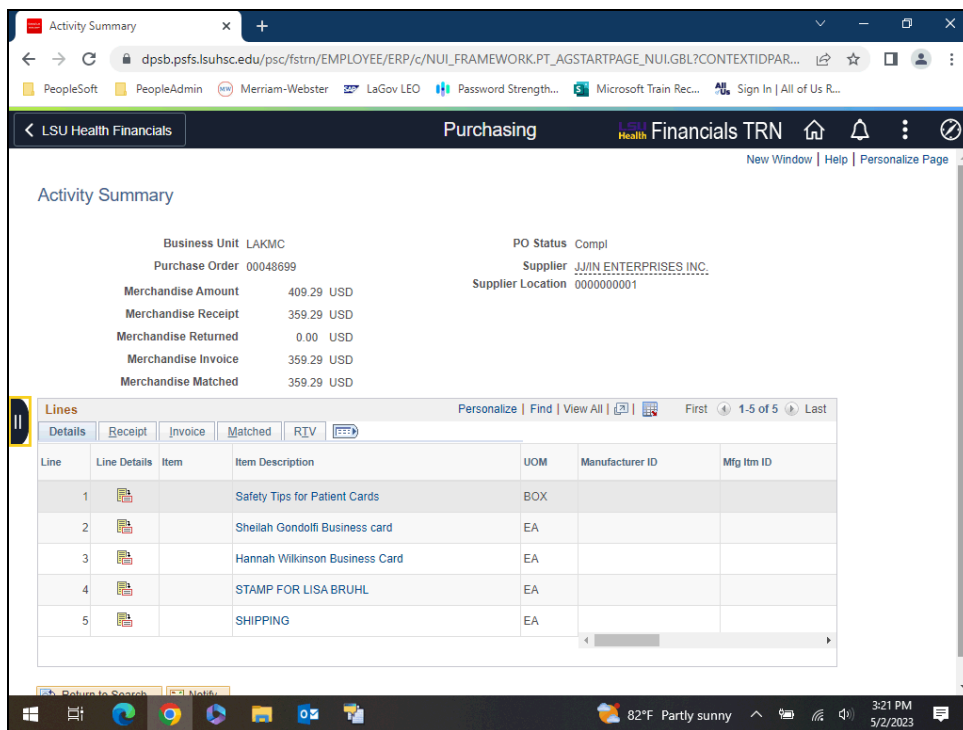| Step	Action
49.	**How to liquidate an Encumbrance and Pre-Encumbrance** *NOTE: Clearing of the outstanding encumbrance and pre-encumbrance can only be performed by the Purchasing Department based at your Business Unit and per your instructions. Each business unit has their own process for encumbrance liquidation; please review the process for your business unit.*
50.	**Managing Encumbrance Liquidation Procedure** There are several ways the Purchasing Department can liquidate PO encumbrances. Before Purchasing can take action, users at **LSUNO**, **HCSDA**, and **LAKMC** must notify the **Accounts Payable (AP) Department** first. The AP department verifies there are no outstanding vouchers on the PO. If none exists, *AP forwards* the request to the *Purchasing Department*. *NOTE: LSUSH users do not need to contact AP first, and should instead contact Purchasing directly.* **Liquidate Encumbrance Options** 1. **Cancel the PO** - the PO is not needed and no AP activity on the PO exists (i.e., the Vouchered Amount column is Zero dollars, hence no Voucher ID exists for the PO line) 2. **Cancel PO Lines** - there is no AP activity for the specified PO line (i.e., the Vouchered Amount column is Zero dollars, hence no Voucher ID exists for the PO line) 3. **Close a PO** - the user wishes to liquidate the encumbered balance and close the PO
51.	**Change/Reduce PO Encumbrance Balance** If the user wishes to **change/reduce** the PO encumbered balance (i.e., not liquidate the entire encumbered balance), the request must be directed to **Purchasing** (i.e., the Buyer) rather than AP. **LSUNO Managing Pre-Encumbrance Liquidation Procedure** If the user finds a **pre-encumbrance** remains (even after the PO has been built), s/he should contact the **Buyer** for assistance rather than AP.
52.	This completes *View and Analyze the PO Activity Summary Page*. **End of Procedure.**

PO Document Status

Inquire on a PO Document Status
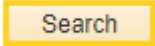
Procedure

Topic Contents:

1. Search on a PO number.
2. View PO Document Status.
3. View PO Inquiry page.
4. View Receipts page.
5. View Voucher Inquiry page.
6. View Voucher Payment Inquiry page.
7. View Voucher Accounting Entries page.
8. View Receipt Document Status page.
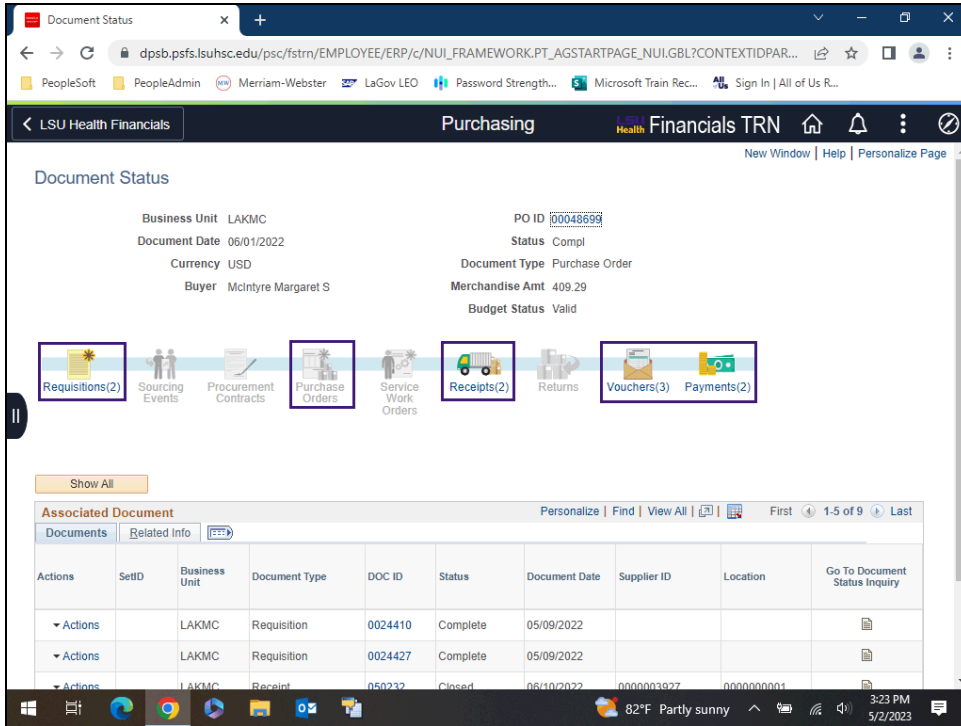9. View Voucher Document Status page.

Step	Action
1.	If you are already <u>on</u> the **Activity Summary** page, you may navigate to the **Document Status** page as demonstrated in this exercise. If you are not on the Activity Summary page, navigate via the **LSU Health Financials** homepage as follows: **Purchasing** > **Purchase Orders** > **Document Status** Click the **Open Navigation Area** button.
2.	Click the **Document Status** button. Document Status
3.	Click the **Close Navigation Area** button.
4.	For this example, the parameters will be as follows: **Business Unit** = LAKMC **PO Number** = 00048699 *NOTE: The LAKMC Business Unit is being used in this topic for <u>training purposes only</u>. Please use your Business Unit when working in Production.* Enter the desired information into the **PO Number:** field. Enter "**00048699**".
5.	Click the **Search** button. Search
6.	From the **Document Status** page, users may view the **PO Inquiry** page for this document. Users may also view the **Requisition Inquiry** page(s), the **Voucher Inquiry** page(s) and/or the **Payments Inquiry** page(s) associated with this document.

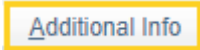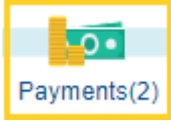| Step	Action
7.	Each stage of the document in the supply chain is represented by a picture icon. If the icon is in greyscale, there is not a document for that stage or you are that document inquiry. In the screenshot provided, you are viewing the PO document Status page, so the Purchase Orders icon is greyed out since there are no additional purchase orders for this PO ID. However, there are associated requisitions, receipts, vouchers, and payments. You can see each of these icons are in color and have a number next to the icon indicating the quantity of associated documents per type.
8.	In the **Associated Documents** grid, the list of all **Document Types**, represented by the icons displayed, as well as the associated **Doc ID** number and **Status** are shown.
9.	Click the **PO ID 00048699** link. This action opens a new window. 00048699
10.	The PO Inquiry page displays. *NOTE: The PO Status and Encumbrance Balance are viewable on this page.* Click the **Close** button. ✕
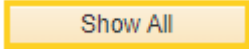
Step	Action
11.	Click the **Receipts(2)** button.
12.	Click the **Receipt Doc ID 050232** link. This will open a new window. *NOTE: There are two (2) receipts associated with this PO. For training purposes only, only one (1) receipt will be viewed.*
13.	The **Price** column indicates the cost of each line item. The **Recv Qty** indicates the number of items received, if any, for each line item. Click the **Close** button.
14.	Click the **Vouchers** button.
15.	Click the **Voucher Doc ID 00158622** link. This will open a new window. *NOTE: You may only view the Vouchers if you have inquiry access to this page.*
16.	Users can view the **Voucher Payment Information** page by selecting from the **Actions** menu. Click the **Actions** button.
17.	Click the **Payment Information** menu.
18.	Click in the **Payment Reference ID 752978** field.

Step	Action
19.	The **Payment Inquiry** page displays. Click the **Down** scrollbar.
20.	Users may drill down further into the payment history, by selecting the **Payment Reference ID -752978** link to access the **Payment Inquiry** page.
21.	Click in the **Additional Info** field. *NOTE: Bank information is security protected and may not be available to all users.* Additional Info
22.	Users can scroll to the right to view bank information. Click the **Close** button.
23.	Click the **Payments(2)** link. Payments(2)
24.	Click the **Payment Doc ID 752978** link. 752978
25.	The **Payment Inquiry** page defaults just as it did when navigating from the **Vouchers Actions** button. Click the **Close** button.
26.	Click the **Show All** button to return to the PO Inquiry page. Show All
27.	Click the **Show all columns** button.
28.	Click the **Right** scrollbar box.

Step	Action
29.	Click in the **Voucher Accounting Entries** field. This action will open a new window. *NOTE: Bank information is security protected and may not be available to all users.* Accounting Entries
30.	The pre-encumbrance and encumbrance are viewable in the **Monetary Amount** column. The **Accounting Date** is the check/direct payment was made. Click the **Chartfields** tab. Chartfields
31.	**Chartfield** account information displays for each voucher line. Click in the **Journal** field. Journal
32.	The **Journal Line** and **Journal Date** display for each line item. Click the **Close** button. ✕
33.	Click the **Receipt 050232 - Go To Document Status Inquiry** button. This action opens a new window. *NOTE: You can only view the Receipt Document Status pages if you have access to these pages.* ▤
34.	*NOTE: From the Document Status page you may view:* *• The Inquiry page for this document* *• The Inquiry pages of the Requisition, PO, Vouchers and/or Payments associated with the Receipt* *NOTE: Users may only view the Vouchers and Payments if you have inquiry access to these pages.* Click the **Close** button. ✕

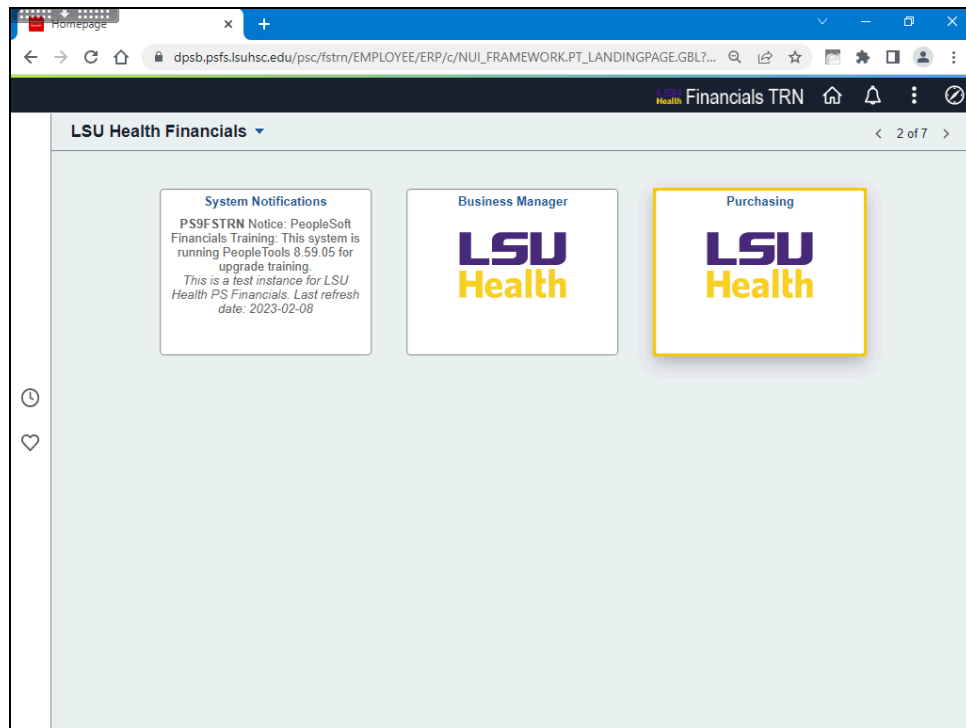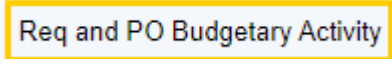| Step	Action
35.	Click the **Go To Document Status Inquiry** button. This action opens a new window. *NOTE: You may only view the Voucher Document Status page if you have inquiry access to this page.* 📄
36.	From the Voucher Document Status page you can view all associated documents with this page. Click the **Close** button. ✕
37.	This completes *Inquire on a PO Document Status*. **End of Procedure.**

Managing Requisitions Pre-Encumbrance

View & Print the Requisition Budgetary Activity Report to HTML

Procedure

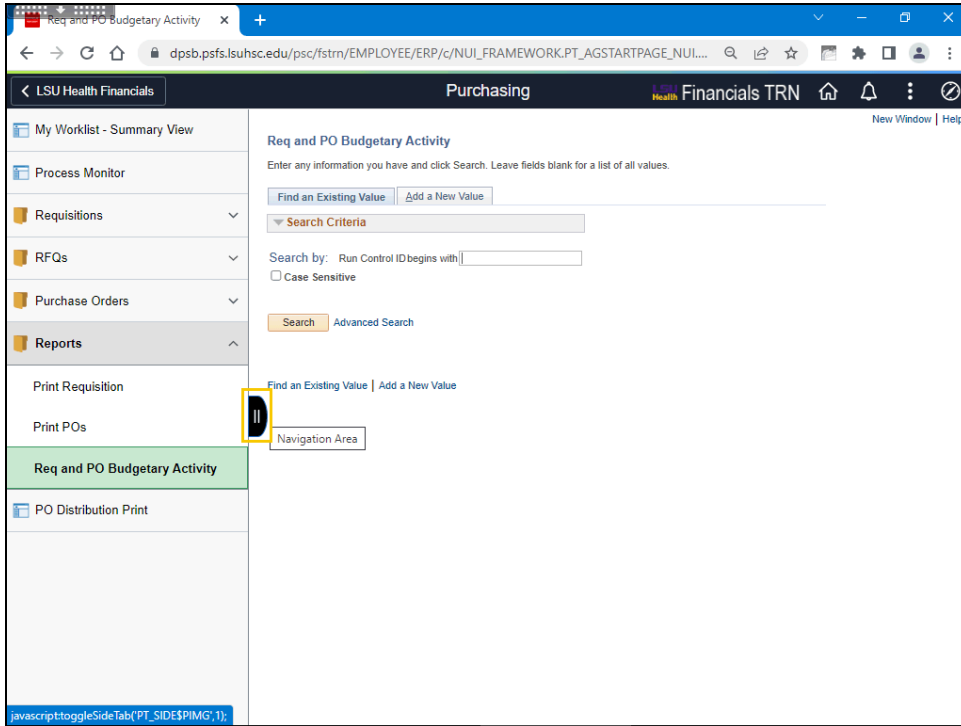In this topic you will learn how to **View & Print the Requisition Budgetary Activity Report to HTML**.

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.
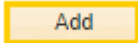

Step	Action
1.	Click the **Purchasing** button.
2.	Click the **Reports** link.
3.	Click the **Req and PO Budgetary Activity** link.
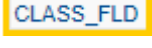
Step	Action
4.	Click the **Navigation Area** button.
5.	The first time you use this method, you will need to create a Run Control ID in order to access the Process Scheduler. Click on the Add a New Value tab or hyperlink to create the Run Control ID. The system defaults you into the Find an Existing Value tab. On all subsequent prints, you will use the Find an Existing Value tab to search for existing Run Control IDs. ***See the Create/Find a Run Control topic in the Encumbrance Basics section for additional information.***
6.	Click the **Add a New Value** tab.
7.	Enter the desired information into the **Run Control ID** field. Enter "**REQ_ACT_RPT**".
8.	Click the **Add** button.

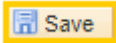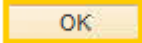| Step	Action
9.	The Report Request Parameters page displays. The user will enter or select the Report Request Parameters. *NOTE: If you had selected an existing Run Control ID, the above page would contain the parameters from the last time you ran the report.* To eliminate retrieving all Requisitions for all Business Units, the minimum entries required are the following: **Business Unit** The **Dept ID** or **Project/Grant**, 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.
10.	Enter the desired information into the **Business Unit** field. Enter "**LSUSH**".
11.	*NOTE: If this involves a Project/Grant, you may retrieve information since the inception of the Project/Grant.* For all documents for a specific fiscal year, enter 07-01-XX to 06-30-XX in the From and **To** fields. Enter the desired information into the **Budget Date From** field. Enter "**07012023**".
12.	Enter the desired information into the field. Enter "**043023**".
13.	The user will specify the **Remaining Amount** fields as follows: If you wish to view **all** 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), **do** **not** specify an operand and accept the default entry of **0 (Zero)** in the Remaining Balance field; You may specify an operand and enter the dollar amount in the adjacent field or accept the default entry of **0 (Zero)**; or For the purpose of managing encumbrances, the user will select **"Not Equal" (<>)** to a Remaining Amount of **0 (Zero)** so that only the Requisition Lines with a Remaining Amount (including credits) will be retrieved.
14.	Click the button to the right of the **Remaining Amount** field.
15.	Click the **Not Equal (<>)** list item.
16.	Enter the desired information into the **Remaining Amount Value** field. Enter "**0**".

Step	Action
17.	Enter ChartField Options The user may enter a single or multiple ChartFields. If the user wishes to specify a different ChartField value that what is displayed in the ChartField field, they should click the ChartField lookup button and select another value (Account, Dept ID, Fund, Program, Class Project ID, etc.); If the user wishes to specify more than one ChartField value, they will need to click the **Add a New Row** (**+**) button to insert an additional row(s) and select the appropriate values. If the user wishes to run the report to view all Requisitions for their Business Unit, click the Delete a Row (-) button to delete the row indicating the ChartField value.
18.	*NOTE: Most users will not run all Requisitions in their Business Unit.* *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.*
19.	Click the **Lookup ChartField** button.
20.	Click the **DEPTID** link.
21.	Enter the desired information into the **From ChartField Value** field. Enter "**1103500**".
22.	*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 to the default setting.* Click the **Add a new row at row 1** button.
23.	Click the **Look up ChartField** button.
24.	Click the **CLASS_FLD** link.
25.	Enter the desired information into the **From ChartField Value** field. Enter "**10105**".
26.	Click the **Delete row 2** button.
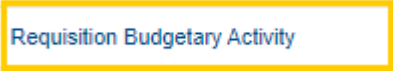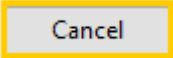
Step	Action
27.	Click the **OK** button. OK
28.	Click the **Save** button. *NOTE: The values entered in the Requisition Budgetary Activity Parameter page, in this example, will retrieve only those Requisitions, for the Department and Budget Dates specified, with a Remaining Amount not equal to 0 (Zero).* Save
29.	Click the **Run** button. Run
30.	Click the button to the right of the **Server Name** field. ∨
31.	Click the **PSNT** list item. PSNT
32.	Click the **Requisition Budgetary Activity** option. ☐
33.	Click the **OK** button. OK
34.	Click the **Process Monitor** link. Process Monitor
35.	Click the **Refresh** button until the process is complete (i.e. **Run Status** = Success and **Distribution Status** = Posted). Refresh
36.	Click the **Report Manager** link. Report Manager
37.	Click the **Administration** tab. Administration

Step	Action
38.	Click the **Requisition Budgetary Activity** link. This action opens a new window. Requisition Budgetary Activity
39.	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. ***Pre-Encumbrance Tips: If the user finds that a pre-encumbrance remains (even after the PO has been built), they should contact Purchasing (i.e. the Buyer associated with the PO).***
40.	View the fields on the Requisitions Budgetary Activity Report.
41.	Click the **Print** button.
42.	*NOTE: Select print options and click OK.* For **training purposes only**: Click the **Cancel** button. Cancel
43.	Click the **Close** button. ×
44.	This completes *View & Print the Requisition Budgetary Activity Report*. **End of Procedure.**

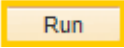# View & Print the Requisition Budgetary Activity Report to Excel

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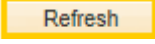
In this topic you will learn how to **View & Print the Requisition Budgetary Activity Report to Excel**.

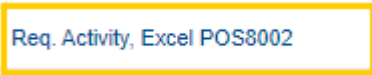| Step	Action
1.	Navigate to the Req and PO Budgetary Activity page as follows: **From the LSU Health Financials homepage: Click the Purchasing tile > Reports > Req and PO Budgetary Activity** **Enter the Run Control ID**
2.	Enter Parameters 1. Enter Business Unit 2. Enter Budget Date From and To 3. Enter Remaining Amount 4. Enter Chartfield options 5. Enter From and To Chartfield Value(s) 6. Save

Step	Action
3.	Click the **Run** button.
	Run
4.	Click the **Select Req. Activity, Excel POS8002** option.
	☐
5.	Click the **OK** button.
	OK
6.	Click the **Process Monitor** link.
	Process Monitor
7.	Click the **Refresh** button until the process is complete (i.e. **Run Status** = Success and **Distribution Status** = Posted).
	Refresh
8.	Click the **Report Manger** link.
	Report Manager
9.	Click the **Administration** tab.
	Administration
10.	Click the **Req. Activity, Excel POS8002** link.
	Req. Activity, Excel POS8002
11.	Left click the link for the file with the **.csv** file extension.
	Click the **zzpo0033_32524.csv** link.
	zzpo0033_32524.csv
12.	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.
	Pre-Encumbrance Tips: If the user finds that a pre-encumbrance remains (even after the PO has been built), they should contact Purchasing (i.e. the Buyer associated with the PO).
13.	View the fields on the Requisition Budgetary Activity Report.

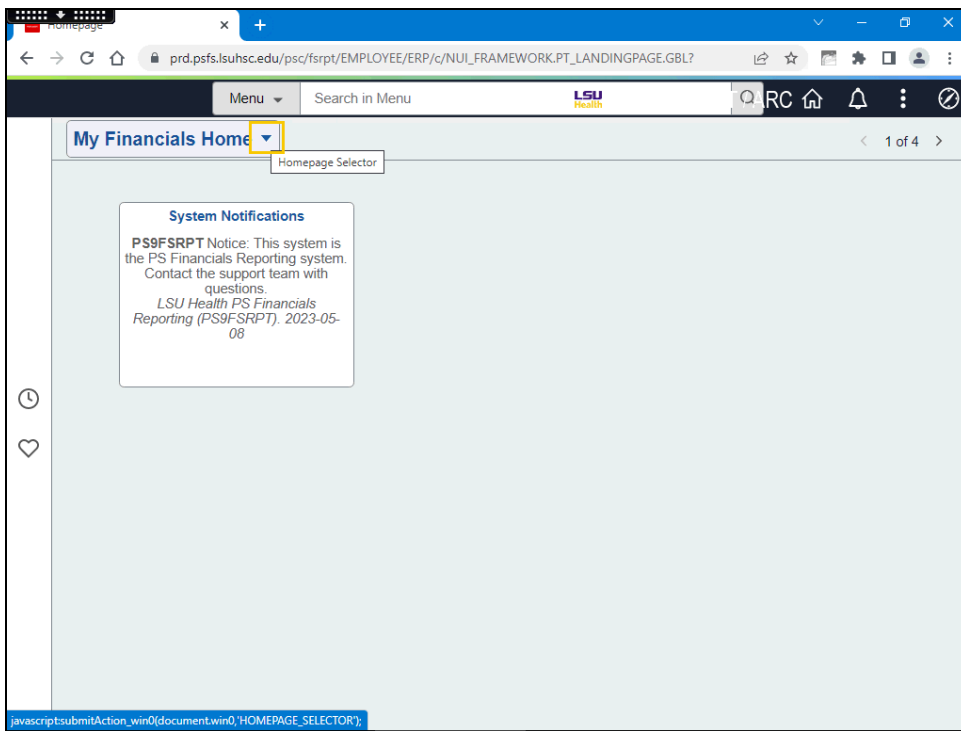| Step	Action
14.	**Print Report** Click the **File** tab. File
15.	*NOTE: You may save the report by clicking Save As or email the report by clicking Share.* Click the **Print** link. Print
16.	*NOTE: Select the Print button.* For **training purposes only**, click the **Close** link to close the report. Click the **Close** link. Close
17.	Click the **Close** button. ×
18.	This completes *View & Print the Requisition Budgetary Activity Report*. **End of Procedure.**

Run the ZZCLEANUP_REQ_ACTIVITY Query

Procedure

Running the ZZCLEANUP_REQ_ACTIVITY - RUN IN REPORTS DATABASE

The ZZCLEANUP_REQ_ACTIVITY query is a public query within the PeopleSoft system. It has been designed and developed to provide users with the 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 Text formats.

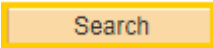*NOTE: CSV is an abbreviation for Comma Separated Value. This type of file is not often used by general query users but is available to you.*

Step	Action
1.	Click the button to the right of the **My Financials Home** field.

Step	Action
2.	Click the **LSU Health Reporting** link. LSU Health Reporting
3.	Click the **Query** button.
4.	Click the **Qeury Viewer** link. Query Viewer
5.	Enter the desired information into the **Search By** field. Enter "**ZZCLEANUP**".
6.	Click the **Search** button. Search
7.	Click the **HTML** link related to the **CLEANUP_REQ_ACTIVITY** query. HTML
8.	Enter the desired information into the **Business Unit** field. Enter "**LSUSH**".
9.	Enter the desired information into the **Department** field. Enter "**1050100**".
10.	Enter the desired information into the **Accounting Date From** field. Enter "**07012022**".
11.	Enter the desired information into the **Accounting Date To** field. Enter "**12312022**".
12.	Click the **View Results** button. *NOTE: It may take several minutes for the results to display since the data is being pulled from many tables.* View Results
13.	Click the **Excel Spreadsheet** link. Excel SpreadSheet
14.	View the report. Click the **Close** button. ✕
15.	Click the **Close** button. ✕
16.	Click the **Close** button. ✕

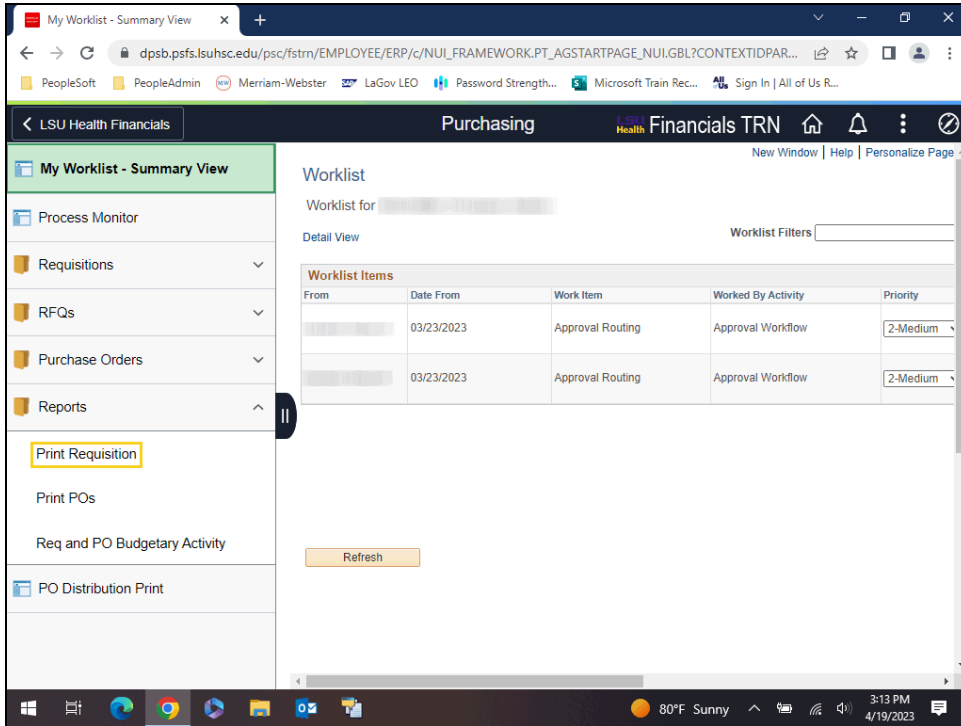| Step	Action
17.	Click the **Excel** link. Excel
18.	Enter the desired information into the **Business Unit** field. Enter "**LSUSH**".
19.	Enter the desired information into the field. Enter "**10501%**". *NOTE: Using the wildcard will allow you to retrieve results for all departments that begin "10501".*
20.	Enter the desired information into the **Accounting Date From** field. Enter "**07012022**".
21.	Enter the desired information into the **Accounting Date To** field. Enter "**12312022**".
22.	Click the **View Results** button. View Results
23.	Click the **Close** button. ✕
24.	Click the **Close** button. ✕
25.	This completes *Run the ZZCLEANUP_REQ_ACTIVITY* query. **End of Procedure.**

Appendix

Create/Find a Run Control ID

Procedure

Topic Contents:

1. Navigation
    a. LSU Health Financials page
    b. Purchasing tile
    c. Reports
    d. Print Requisition
      1) Requisition Print
        a) Add a New Value tab
2. Run Control ID
    a. Specifications
    b. Can be re-used
3. Parameters
    a. Business Unit
    b. Requisition ID
    c. All Statuses
    d. On Hold AND Not On Hold
    e. Save
4. Print Requisition
    a. Requisition Print
      1) Find an Existing Value
      2) Search List
      3) Select Run Control ID
    b. Previous Print Requisition page

Step	Action
1.	Users are able to print a requisition using the **View Printable Version** link on the **Maintain Requisitions** page. You can also print a requisition through the **Process Scheduler**. *NOTE: See the 'Access the Process Scheduler' section in the <u>View Approvals and Print a Requisition</u> topic for instructions on printing a requisition using the Process Scheduler.*

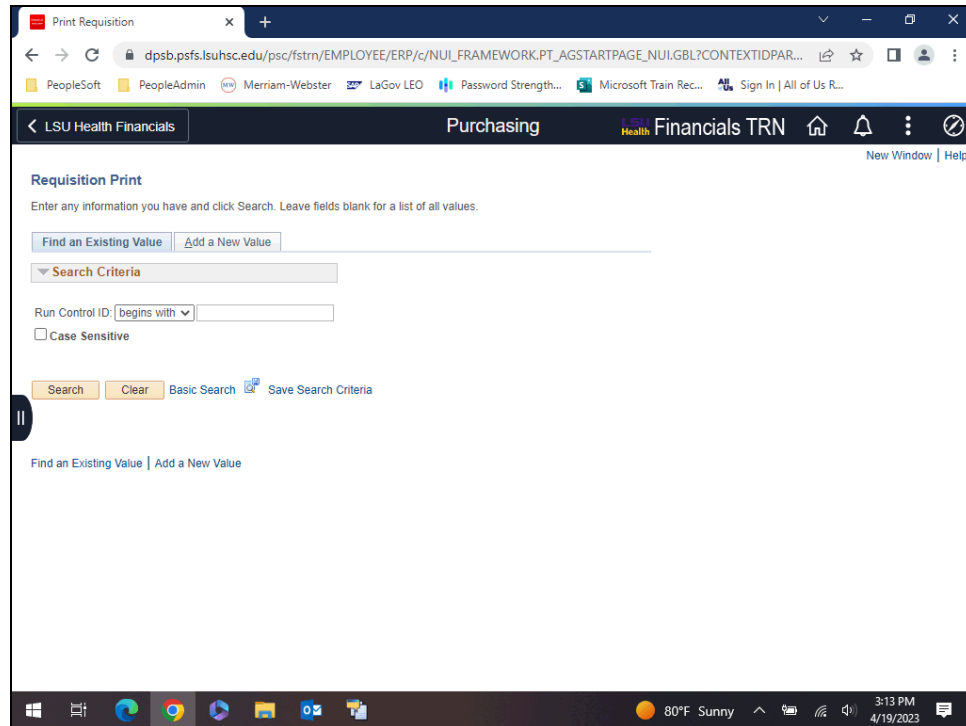| Step	Action
2.	**Navigation:** • LSU Health Financials homepage • Purchasing tile • Reports • Print Requisition Click the **Print Requisition** button. Print Requisition
3.	Click the **Close Navigation Area** button.

Step	Action
4.	The first time you use **Requisition Print**, you will need to create a **Run Control ID** in order to access the **Process Scheduler**. The system defaults you into the **Find an Existing** Value tab. Clicking the **Search** button will display any existing run control ids. Create a new run control id by clicking the **Add a New Value** tab or **hyperlink**. *NOTE: On all subsequent prints, you will use the Find an Existing Value tab to search for existing run control ids.*
5.	Click in the **Add a New Value** field. Add a New Value

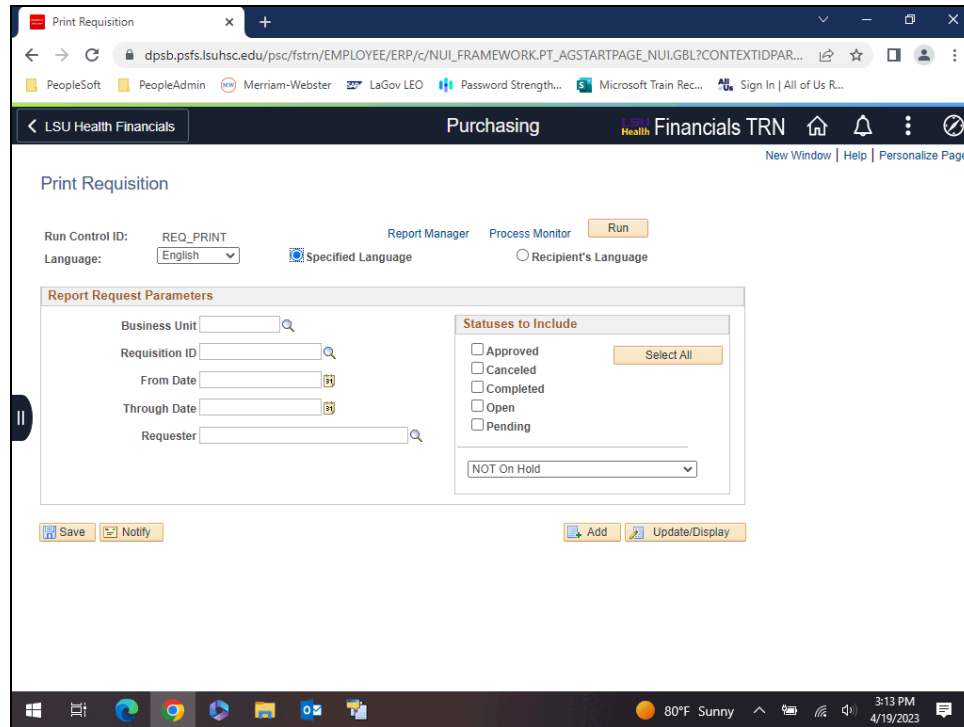| Step	Action
6.	**Run Control ID** A **Run Control ID** is used to access the **Process Scheduler**. Users may save parameters to a particular process or report to a run control id to minimize data entry when running recurring processes or reports. A **Run Control ID** is: • Specific to an end-user's Operator (User) ID; • Can be entered in upper, lower or mixed case; • Can be up to 30 characters long; • Characters can be either number or letters, but cannot include any special characters (e.g., $, #, &, etc.) • **Cannot** contain **blank** spaces; and • **Must** be one continuous **string** of characters **or** words **must** be **linked** by an underscore.
7.	Examples of run control ids that **meet** the requirements: 1. **PRINT_REQ** can be used since the underscore **links** the two words together; **or** 2. **PRINTREQUISITION** can be used because it is one continuous **string** of character.

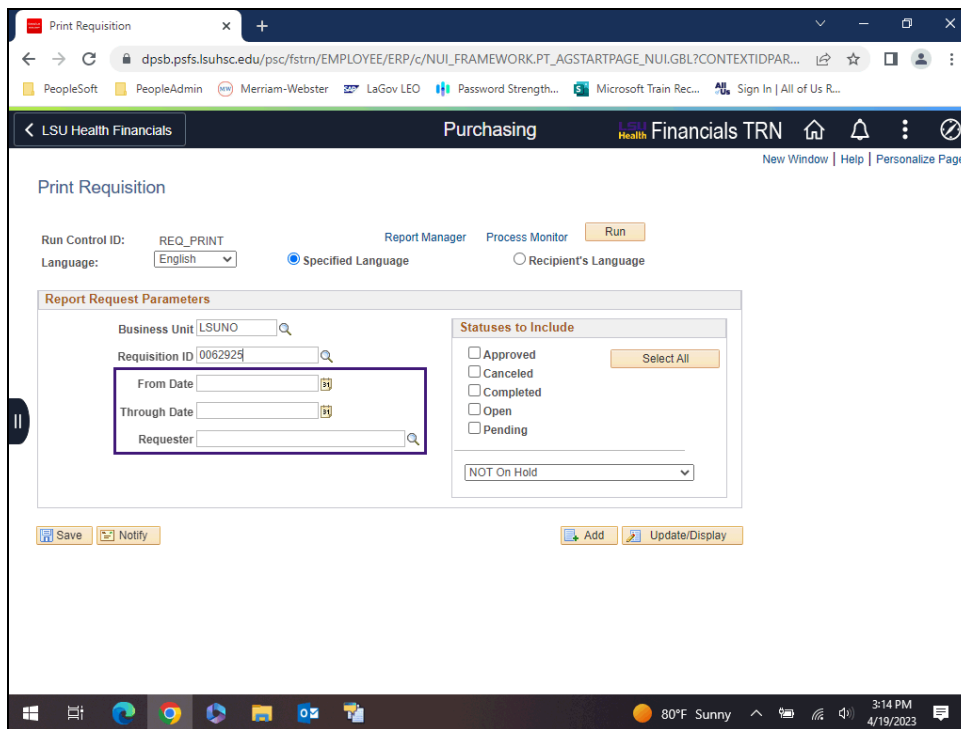| Step	Action
8.	Examples of run control ids that **do** **not** **meet** the requirements: 1. **PRINT REQ** because there is a **blank** space between the two words; **or** 2. **PRINT_REQUISITION'S** because a **special** **character**, and apostrophe, is used.
9.	A run control id **must** be created to run many reports in **PeopleSoft**. If a run control is created to a **specific type** of **report**, such as printing a requisition, it can be used to run that specific type of report in the future. The advantage to this method is that all **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 the user creates a run control id to use for **all reports**, then the user will need to **change** the report **parameters** each time the report is run.
10.	Enter the desired information into the **Run Control ID:** field. Enter "**REQ_PRINT**".
11.	Click the **Add** button. Add

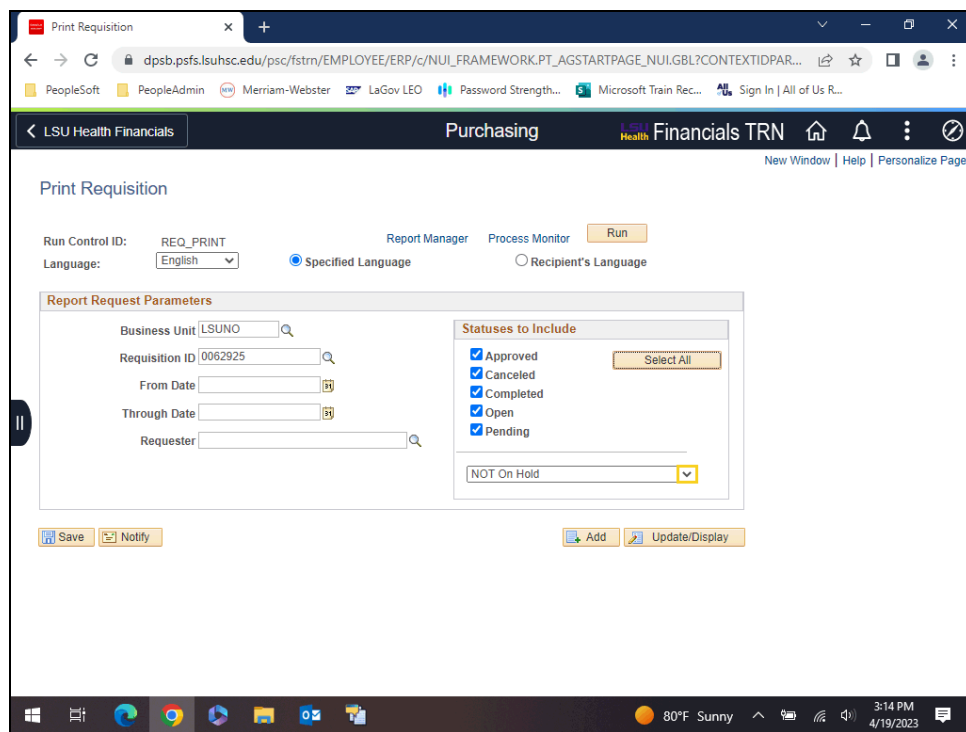| Step	Action
12.	The parameters you enter on the **Print Requisitions** page will be <u>**saved**</u> to the specific run control id just created. When running the report in the future, you will only change the Requisition ID; all other fields will remain as defaulted. If you <u>**do**</u> <u>**not**</u> <u>**save**</u> your parameters to the run control id, the user will have to **enter** the parameters the next time the report is run. *NOTE: See the View Approvals and Print a Requisition topic for instructions on printing your report.*
13.	If your **Business Unit** does not default, it <u>**must**</u> be entered. Enter the desired information into the **Business Unit** field. Enter "**LSUNO**".
14.	Enter the desired information into the **Requisition ID** field. Enter "**0062925**".

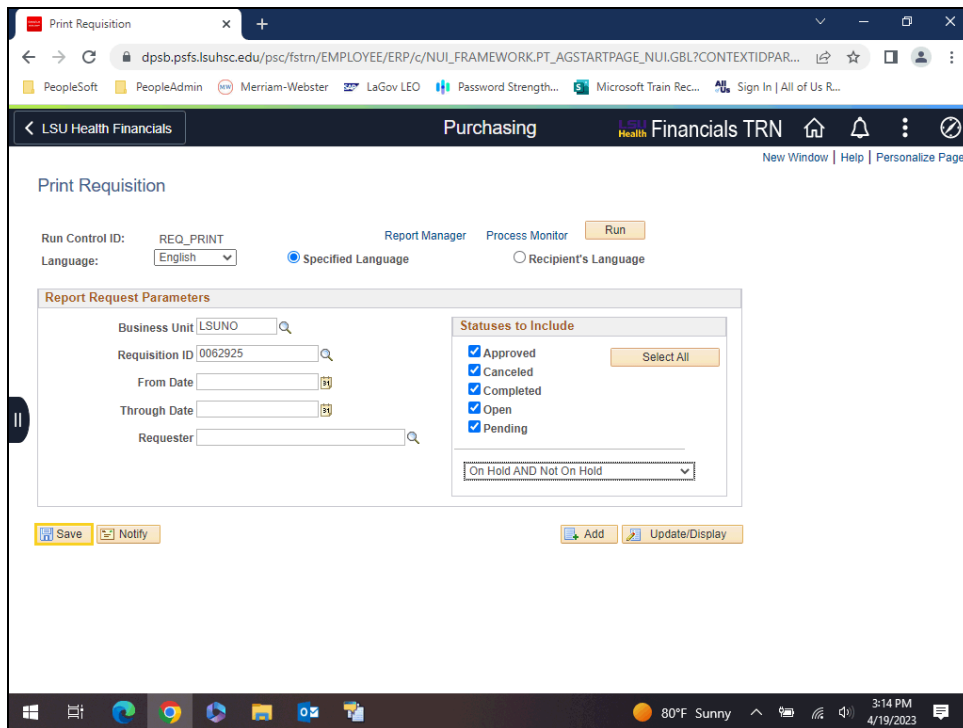| Step	Action
15.	*NOTE: Do <u>not</u> enter From Date, Through Date, or Requester. If this information is entered incorrectly, it may prevent the requisition from printing. Since requisitions must be <u>REQUESTED</u> <u>AND</u> <u>PRINTED</u> <u>ONE</u> <u>AT</u> <u>A</u> <u>TIME</u>, entering the Requisition ID will be sufficient to identify the requisition.*

Step	Action
16.	**Statuses to Include**
	If the user selects the wrong status of the requisition, it will prevent the requisition from printing (i.e., the end-user checked Pending, but the requisition is already Approved). By clicking the **Select All** button, users will be able to print the requisition in any status.
	Click the **Select All** button.
	![Select All button]
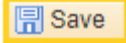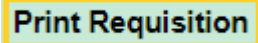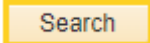
Step	Action
17.	**Statuses to Include (continued)**
	As previously stated, selecting the wrong status will prevent the requisition from printing. This is also true if the user selects the wrong **Hold** type. In this case, using the default **NOT On Hold** rather than **On Hold AND Not On Hold**. If the requisition is on hold, meaning the *Hold from Further Processing* box is checked on the **Maintain Requisitions** page, the requisition would not print using the **NOT On Hold** option. By selecting **On Hold AND Not On Hold**, you will be able to print the requisition regardless of whether the *Hold From Further Processing* box is checked or unchecked.
	Click the button to the right of the **NOT On Hold** field.
	⌄
18.	Click the **On Hold AND Not On Hold** list item.
	On Hold AND Not On Hold

Step	Action
19.	Click the **Save** button. *NOTE: Parameters must be saved in order for them to default when printing in the future.* [Save icon] Save
20.	After saving your parameters, the user would click the **Run** button to begin the print process. The user must access the **Report Manager** to view and print the report. *See the View Approvals and Print a Requisition topic for instructions on how to print a report.* For *training purposes only*, click the **Open Navigation Area** button. [Navigation icon]
21.	Click the **Print Requisition** button. Print Requisition
22.	Click the **Close Navigation Area** button. [Navigation icon]
23.	The system defaults you into the **Find an Existing Value** tab. Select the **Search** button for a list of existing run control ids. Click the **Search** button. Search
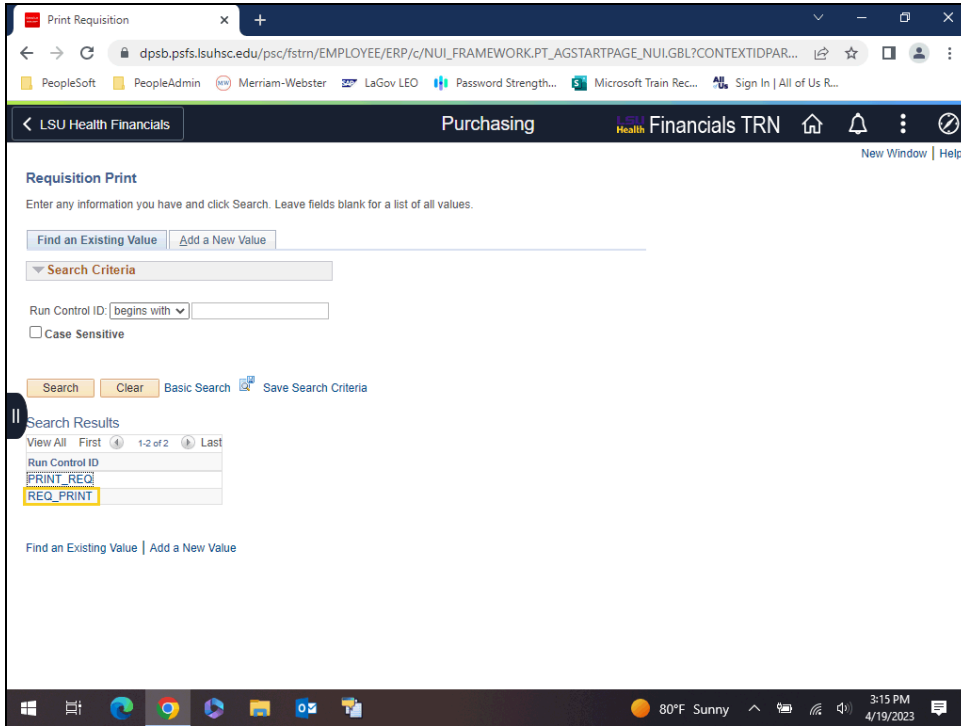
Step	Action
24.	A list of available run control ids displays. Once a run control has been selected, the Print Requisition page displays the parameters from the most recent print request for that run control id. Click the **REQ_PRINT** cell. REQ_PRINT
25.	This completes *Create/Find a Run Control ID*. **End of Procedure.**