PeopleSoft IR-#8

Enterprise-Wide Reversing Remaining Pre-Encumbrances

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

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

Module:
The IR affects the Purchasing Module in Financials Production.

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

Procedures

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

Database: PS Financial Production (PSFSPRD)

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

2. Purchase Order (PO) is known and:
   a. Dispatched
   b. Budget Checked
   c. Posted

Navigation & Process Overview

Section A. Method #1 Finalization of PO Line Distribution
Section B. Partialize a Previously Finalized PO Line
Section C. Method #2 Adjusting the Requisition amount
Navigation & Process

Section A: Method #1 Finalization of PO Line Distribution

Note: If the PO Number is known click [here]; otherwise begin with Step 1 below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click [Go, Administer Procurement, Requisition Items]</td>
</tr>
<tr>
<td>2.</td>
<td>Click [Inquire, Req Document Status Inquiry]</td>
</tr>
<tr>
<td></td>
<td>![Image of Update/Display -- Req Document Status Inquiry]</td>
</tr>
</tbody>
</table>
| 3.   | Enter or Select the following  
   a. Business Unit: (Your Purchasing BU)  
   b. Requisition ID: (Req ID known to address PO in question)  
   c. Click [OK] |
The **Requisition Document Inquiry** panel displays.

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

Continue on next page.
### The PO Number is Known

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click <strong>Go, Administer Procurement, Manage Purchase Orders</strong></td>
</tr>
<tr>
<td>2.</td>
<td>Click <strong>Use, Purchase Order, Lines, Update/Display</strong></td>
</tr>
</tbody>
</table>

#### Update/Display -- Purchase Order

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Purchase Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSUSH</td>
<td>06012201</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purchase Order Date</th>
<th>PO Status</th>
<th>Short Vendor Name</th>
<th>Vendor ID</th>
<th>Name 1</th>
<th>Buyer Name</th>
<th>Purchase Order Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit</th>
<th>PO</th>
<th>PO Date</th>
<th>Status</th>
<th>ShortName</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSUSH</td>
<td>06012201</td>
<td>2003-06-13</td>
<td>Dispatched</td>
<td>MOCRE WALL-001</td>
</tr>
</tbody>
</table>

### Step 3

Enter or Select the following:

- **a. Business Unit:** *(Your Purchasing BU)*
- **b. Purchase Order:** *(8-Digit PO ID)*
- **c. Click**
The Purchase Order Lines panel displays.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Click ![Line Fetch](Line Fetch) Button to retrieve all PO Lines</td>
</tr>
<tr>
<td>5.</td>
<td>Click <img src="Schedule" alt="Schedule" /> Tab</td>
</tr>
</tbody>
</table>
The Purchase Order **Schedule** panel & **Details for Schedule** subpanel display.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 6.   | Select the following  
|      | a. Click (Load Schedules) Sparky Button  
|      | b. Click (Schedule Details) Button for Schedule Distribution |
| 7.   | Click (Partial/Final Information) Button for **PO Distribution Req Info** |

**PO Distribution Req Info**

- Request BU: LSUSH
- Requisition ID: 0008026
- Req Line: 1
- Req Sched: 1
- Liquidation Status: None
- Inprocess Flag: N
- Partial/Final:  
  - [None]
  - [Finalize]  
  - [Partialize]

**Final Action**

- Do you really want to set the Requisition to Final? [9350,21]

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Click drop-down for Partial/Final choose <strong>Finalize</strong></td>
</tr>
<tr>
<td>9.</td>
<td>Click <strong>Yes</strong> on <strong>Final Action</strong></td>
</tr>
</tbody>
</table>
The Purchase Order **Header** panel displays.

![Image of Purchase Order Panel]

**NOTE:**
- **Additional PO Lines:** If additional PO Lines require Finalization follow **Step 10 to Step 17.**
- **No Additional PO Lines:** If no additional PO Lines require Finalization proceed to **Step 18.**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Click Lines Tab</td>
</tr>
<tr>
<td>11.</td>
<td>Click (Line Fetch) Button to retrieve all PO Lines</td>
</tr>
<tr>
<td>12.</td>
<td>Click Schedule Tab</td>
</tr>
<tr>
<td>13.</td>
<td>Use the <strong>Outer Scroll Bar</strong> to find the next PO Line scheduled to be <strong>Finalized</strong></td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 14.  | Select the following  
|      | c. Click (Load Schedules) Sparky Button  
|      | d. Click (Schedule Details) Button for Schedule Distribution |
| 15.  | Click (Partial/Final Information) Button for **PO Distribution Req Info** |
| 16.  | Click drop-down for Partial/Final choose **Finalize** |
| 17.  | Click **Yes** on Final Action |

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.</td>
<td>Click (Process Edits) Button</td>
</tr>
</tbody>
</table>

![Edit Purchase Order 06012201](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.</td>
<td>Click <strong>OK</strong> to complete the <strong>PO Edit Process</strong></td>
</tr>
<tr>
<td>20.</td>
<td>Click (Refresh Pushbutton) until <strong>Budget Check Button</strong> illuminates.</td>
</tr>
<tr>
<td>21.</td>
<td>Click (Budget Check) button to initiate the Process</td>
</tr>
</tbody>
</table>
The Purchase Order **Budget Checking Results** message displays.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.</td>
<td>Click <strong>Yes</strong> - the Purchase Order is successfully <strong>Budget Checked</strong>. Go to <strong>Step 28</strong>.</td>
</tr>
</tbody>
</table>

**Did Not Pass Budget Check:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>23.</td>
<td>Click <strong>Yes</strong> - the <strong>Budget Exceptions</strong> panel displays</td>
</tr>
</tbody>
</table>
The **Budget Exceptions** panel displays.

![Image of the Budget Exceptions panel]

The confirm override window is shown with the message: "All Distribution Lines on the Document Will Override Budget Control Rules (9205,3)."

![Image of the Confirm Override window]

The budget check process window is shown with the message: "Budget Check Successful. Budget Ledger Updated (9205,12)."

![Image of the Budget Check Process window]
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>24.</td>
<td>Click the <strong>Budget Override</strong> checkbox.</td>
</tr>
<tr>
<td>25.</td>
<td>Click <strong>OK</strong> on the <strong>Confirm Override</strong> message box.</td>
</tr>
<tr>
<td>26.</td>
<td>Click <strong>(Budget Check)</strong> button to initiate the Process</td>
</tr>
<tr>
<td>27.</td>
<td>Click <strong>OK</strong> on the <strong>Budget Check Process</strong> message box.</td>
</tr>
<tr>
<td>28.</td>
<td>Run the <strong>Requisition Activity Report</strong> to verify that the <strong>Pre-Encumbrance</strong> has been reversed.</td>
</tr>
</tbody>
</table>

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

End of Section A
Section B: Partialize a Previously Finalized PO Line

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click <strong>Go, Administer Procurement, Manage Purchase Orders</strong></td>
</tr>
<tr>
<td>2.</td>
<td>Click <strong>Use, Purchase Order, Lines, Update/Display</strong></td>
</tr>
</tbody>
</table>
| 3.   | Enter or Select the following  
  a. Business Unit: *(Your Purchasing BU)*  
  b. Purchase Order: *(8-Digit PO ID)*  
  c. Click **OK**.
The Purchase Order Lines panel displays.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Click (Line Fetch) Button to retrieve all PO Lines</td>
</tr>
<tr>
<td>5.</td>
<td>Click Schedule Tab</td>
</tr>
</tbody>
</table>
The Purchase Order Schedule panel & Details for Schedule subpanel display.
### Step 6
Select the following

**a.** Click ![Load Schedules] Sparky Button

**b.** Click ![Schedule Details] Button for Schedule Distribution

### Step 7
Click ![Partial/Final Information] Button for **PO Distribution Req Info**

#### PO Distribution Req Info

- **Request BU:** LSUSH
- **Requisition ID:** 0008026
- **Req Line:** 1
- **Req Sched:** 1
- **Liquidation Status:** Ful
- **Inprocess Flag:** N
- **Partial/Final:** None

#### Partial Action

**Do you really want to set the Requisition to Partial? (3350.20)**

- **Yes**
- **No**
- **Explain**

### Step 8
Click drop-down for Partial/Final choose **Partialize**

### Step 9
Click ![Yes] on **Partial Action**
Step | Action
--- | ---
10. | Click Lines Tab
11. | Click (Line Fetch) Button to retrieve all PO Lines
12. | Click (Line Details) Button
Step 13.

Click (Create Line Change) Button
## Step 14
Increase **PO/Req Qty** of the Line and **TAB** out of the field.

## Step 15
Click **OK** on the **PeopleCode Manager (Get)** message box.  
**NOTE**: Before proceeding to Step 16, **Repeat Steps 12 - 14** for any additional Lines requiring a change.

## Step 16
Click **(Save)**

## Step 17
Click **Header** Tab

---

**Manage Purchase Orders - Use - Purchase Order**

- **Unit**: LSUSH  
- **PO/Req**: 06012201  
- **Vendor**: NOCRE WALL-001  
- **PO/Ref Date**: 06/13/2003

<table>
<thead>
<tr>
<th>Process Control Option</th>
<th>Action</th>
<th>Date</th>
<th>Amount</th>
<th>Status Values</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Blanket PO</strong></td>
<td></td>
<td></td>
<td>500.00</td>
<td><strong>Dispatched</strong></td>
</tr>
<tr>
<td><strong>OnLine En</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>Not Recvd</strong></td>
</tr>
<tr>
<td><strong>SHBILL</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>Not Chk'd</strong></td>
</tr>
<tr>
<td><strong>720702002</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Actions**

- **Process Edits**
- **Budget Check**
- **Refresh Pushbutton**
- **Update/Display**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.</td>
<td>Click (Process Edits) Button</td>
</tr>
<tr>
<td>19.</td>
<td>Click OK to complete the PO Edit Process</td>
</tr>
<tr>
<td>20.</td>
<td>Click (Refresh Pushbutton) until Budget Check Button illuminates.</td>
</tr>
<tr>
<td>21.</td>
<td>Click (Budget Check) button to initiate the Process</td>
</tr>
</tbody>
</table>
The Purchase Order Budget Checking Results message displays.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.</td>
<td>Click <strong>Yes</strong> - the Purchase Order is successfully Budget Checked. Go to Step 28.</td>
</tr>
</tbody>
</table>

Did Not Pass Budget Check:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>23.</td>
<td>Click <strong>Yes</strong> - the Budget Exceptions panel displays</td>
</tr>
</tbody>
</table>
The **Budget Exceptions** panel displays.

![Budget Exceptions Panel](image)

**Confirm Override**

```
All Distribution Lines on the Document Will Override Budget Control Rules. [9205,3]
```

**Budget Check Process**

```
Budget Check Successful. Budget Ledger Updated. [9205,12]
```

---

[Image of Budget Exceptions panel with annotations at 24, 25, 26, 27]
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>24.</td>
<td>Click the <strong>Budget Override</strong> checkbox.</td>
</tr>
<tr>
<td>25.</td>
<td>Click <strong>OK</strong> on the <strong>Confirm Override</strong> message box.</td>
</tr>
<tr>
<td>26.</td>
<td>Click <strong>(Budget Check)</strong> button to initiate the Process</td>
</tr>
<tr>
<td>27.</td>
<td>Click <strong>OK</strong> on the <strong>Budget Check Process</strong> message box.</td>
</tr>
<tr>
<td>28.</td>
<td>Run the <strong>Requisition Activity Report</strong> to verify that the <strong>Pre-Encumbrance</strong> has been reversed.</td>
</tr>
</tbody>
</table>

End of Section B
Section C: Method #2 Adjusting the Requisition amount

NOTE: Prior to beginning the following procedures:
1. Run the appropriate Cleanup Requisition query or the Requisition Activity Report.
2. Determine if the Requisition Line has been sourced to a PO or not.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click <strong>Go</strong>, <strong>Administer Procurement</strong>, <strong>Requisition Items</strong></td>
</tr>
<tr>
<td>2.</td>
<td>Click <strong>Use</strong>, <strong>Requisitions</strong>, <strong>Requisition Schedule</strong>, <strong>Update/Display</strong></td>
</tr>
</tbody>
</table>

**Update/Display -- Requisitions**

- **Business Unit**: LSUSH
- **Requisition ID**: 0011614
- **Requisition Status**:
- **Origin**:
- **Requester Name**:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Req.ID</th>
<th>Status</th>
<th>Origin</th>
<th>Requester</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSUSH</td>
<td>0011614</td>
<td>Approved</td>
<td>ONL</td>
<td>Edwards, Cathy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 3.   | Enter or Select the following  
|      | a. Business Unit: **(Your Purchasing BU)**  
|      | b. Requisition ID: **(Req ID known sourced to a PO)**  
|      | c. Click **OK**. |
The **Requisition Schedule** panel displays.

![Requisition Schedule Panel](image)

- **Business Unit:** LSUSH
- **Requisition ID:** 0011614
- **Change Order:** 2

### Requisition Items - Use - Requisitions

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>#24501 5 cu. ft freezer</td>
<td>1.0000 each</td>
<td>369.98 US Dollar</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sched Num</th>
<th>Ship To</th>
<th>Due Date</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RECEIVING</td>
<td>11/17/2003</td>
<td>1.0000</td>
<td>169.99000</td>
<td>169.99</td>
</tr>
<tr>
<td>2</td>
<td>RECEIVING</td>
<td></td>
<td>1.0000</td>
<td>199.99000</td>
<td>199.99</td>
</tr>
</tbody>
</table>

### Line 2 Schedule 2 Details

- **Item:** #24501 5 cu. ft freezer
- **Quantity:** 1.0000 each
- **Amount:** 199.99 US Dollar
- **Ship To:** RECEIVING
- **Status:**

### Line Details

<table>
<thead>
<tr>
<th>Line</th>
<th>Status</th>
<th>Location</th>
<th>Quantity</th>
<th>Perc</th>
<th>GL Unit</th>
<th>Event</th>
<th>Account</th>
<th>Fund</th>
<th>DeptID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Processed</td>
<td>MB07031</td>
<td>1.0</td>
<td>100</td>
<td>LSUSH</td>
<td></td>
<td>547200</td>
<td>111</td>
<td>1497400</td>
</tr>
</tbody>
</table>

---

PeopleSoft Proprietary and Confidential
4. Select the following
   
   a. Click the **Outer Scroll Bar** to work the appropriate Requisition Line
   
   b. Click (Distribute…) Button for appropriate Schedule Distribution

5. Click (Create Schedule Change) button.

The **Requisition Schedule** panel redisplay.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Select the following</td>
</tr>
<tr>
<td></td>
<td>a. Click the <strong>Outer Scroll Bar</strong> to work the appropriate Requisition Line</td>
</tr>
<tr>
<td></td>
<td>b. Click (Distribute…) Button for appropriate Schedule Distribution</td>
</tr>
<tr>
<td>5.</td>
<td>Click (Create Schedule Change) button.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Change the Unit <strong>Price</strong> so that the Extended Amount equals the <strong>Liquidated Amount</strong> shown on the appropriate Cleanup Requisition Activity Query or on the Requisition Activity Report. <strong>Tab</strong> out of the <strong>Price</strong> field to verify that Extended Amount is correct.</td>
</tr>
</tbody>
</table>
Repeat Steps 4 - 6 until all Requisition Lines requiring Price adjustment are complete, and then continue with Step 7.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Click <img src="image" alt="Save button" /> (Save) button.</td>
</tr>
<tr>
<td>8.</td>
<td>Click <img src="image" alt="Header Comments Tab" /> Tab.</td>
</tr>
</tbody>
</table>

The **Requisition Header Comments** panel redisplayed.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>Click (Process Edits) button.</td>
</tr>
<tr>
<td>10.</td>
<td>Click CK for the <strong>Edit Requisition</strong> message box.</td>
</tr>
<tr>
<td>11.</td>
<td>Click (Refresh Pushbutton).</td>
</tr>
<tr>
<td>12.</td>
<td>Click (Budget Check) button.</td>
</tr>
</tbody>
</table>

**PeopleCode Manager (Update)**

The Requisition successfully met Budget Checking requirements. Do you want the panel refreshed?

- Yes
- No
- Cancel

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>Click <strong>Yes</strong> button of the <strong>PeopleCode Manager (Update)</strong> message box.</td>
</tr>
</tbody>
</table>

End of Section C
Questions/Comments:
Refer all questions or comments via e-mail to the PS FIN SUPPORT GROUP.