PeopleSoft Training

Managing Encumbrances 9_2

Version Date: April 2016

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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.

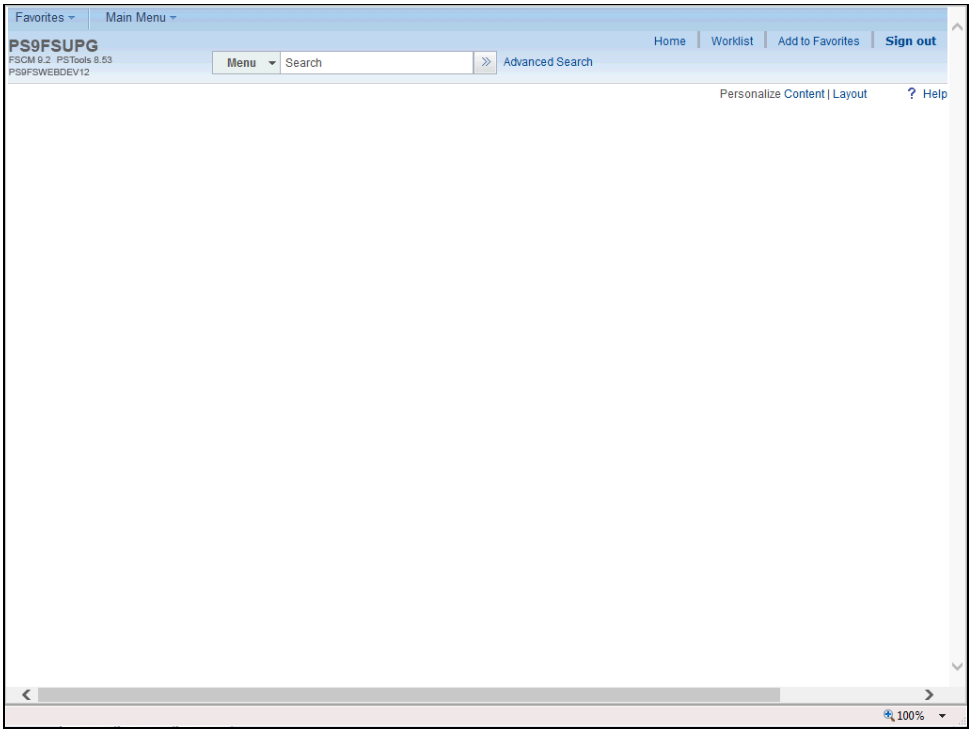
On occasion, the end-user may need to request that a remaining pre-encumbrance amount of a Requisition Line be adjusted or canceled by Purchasing.

Managing Purchase Orders

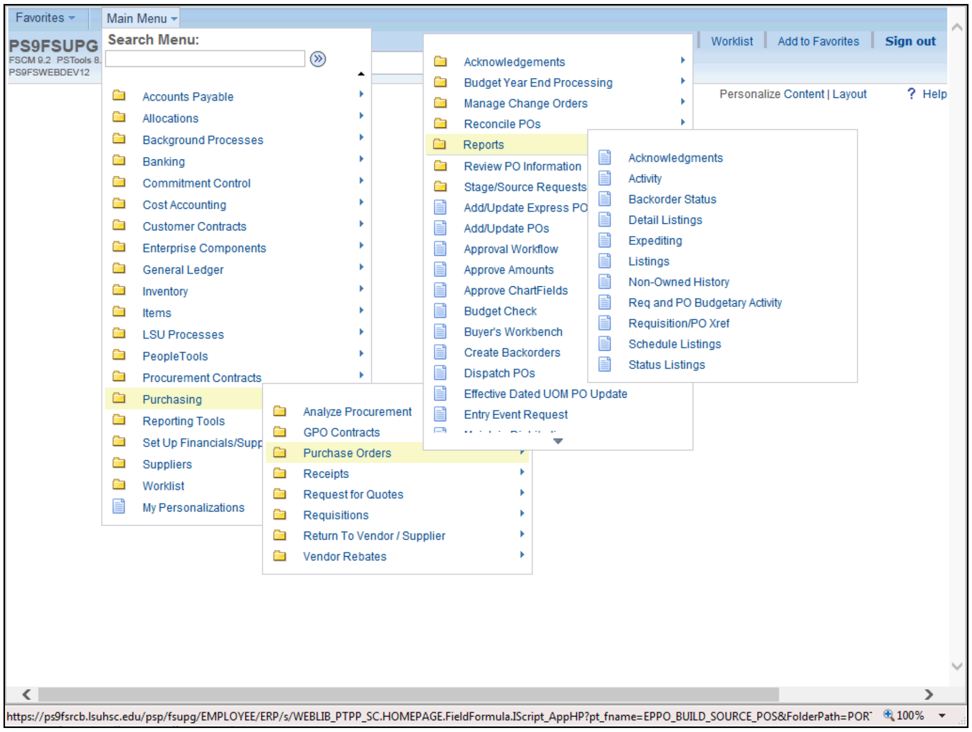
View and Print the Procurement Budgetary Activity Report to HTML

Procedure

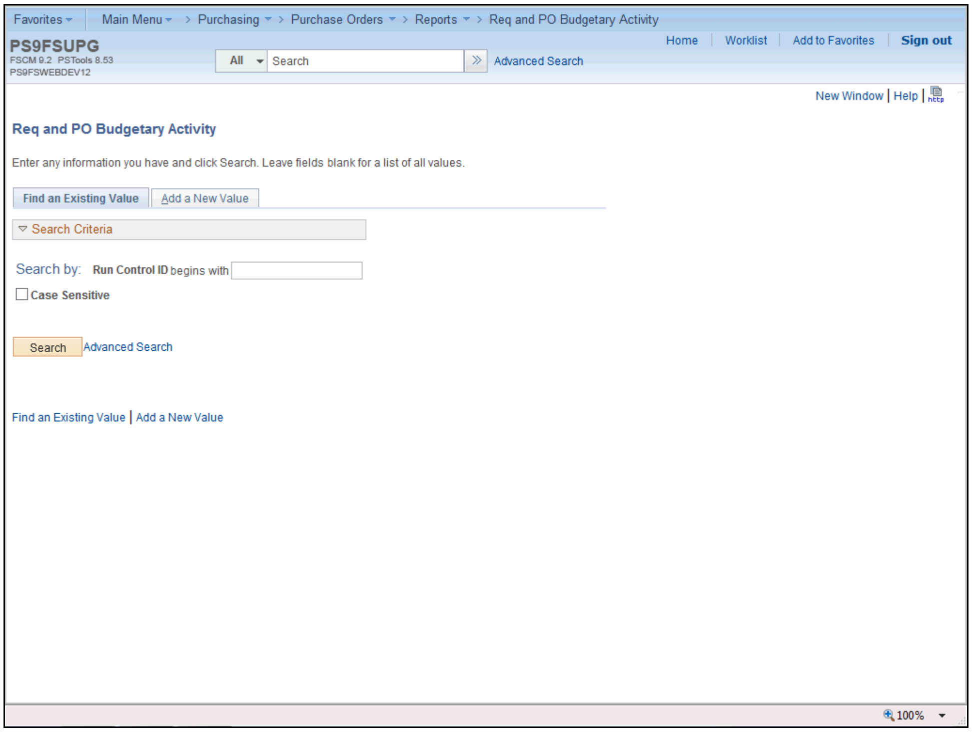
In this topic you will learn how to **View and Print the Procurement Budgetary Activity Report to HTML**. This report will retrieve information on Purchase Orders for your Department for a specified period of time. You will be able to view any remaining encumbrance amounts for the PO Lines in this report.



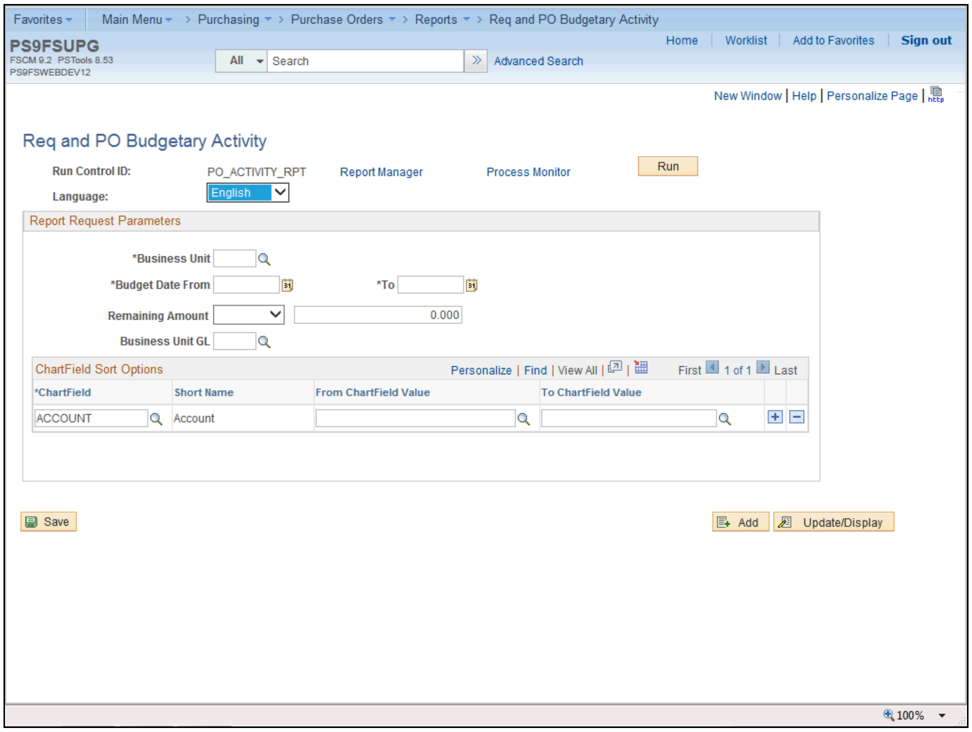
Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **Purchasing** menu. Purchasing
3.	Click the **Purchase Orders** menu. Purchase Orders
4.	Click the **Reports** menu. Reports



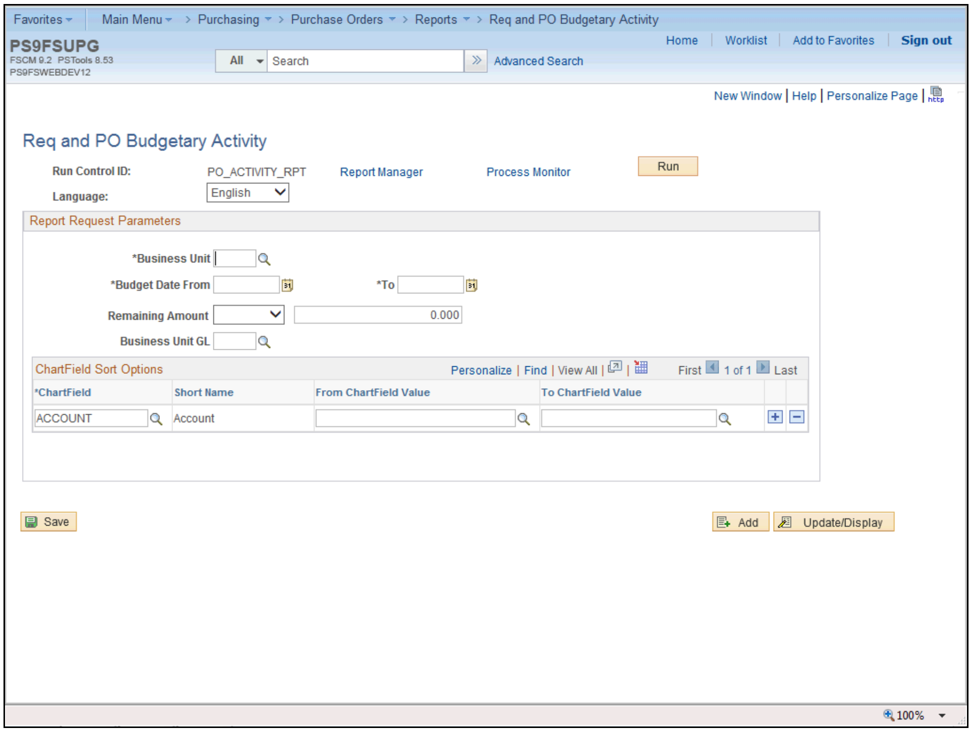
Step	Action
5.	Click the **Req and PO Budgetary Activity** menu. Req and PO Budgetary Activity
6.	The first time you use this method, you will need to create a Run Control ID in order to access the Process Scheduler. Click on the Add a New Value tab or hyperlink to create the Run Control ID. The system 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 Appendix for additional information on Run Controls.***



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

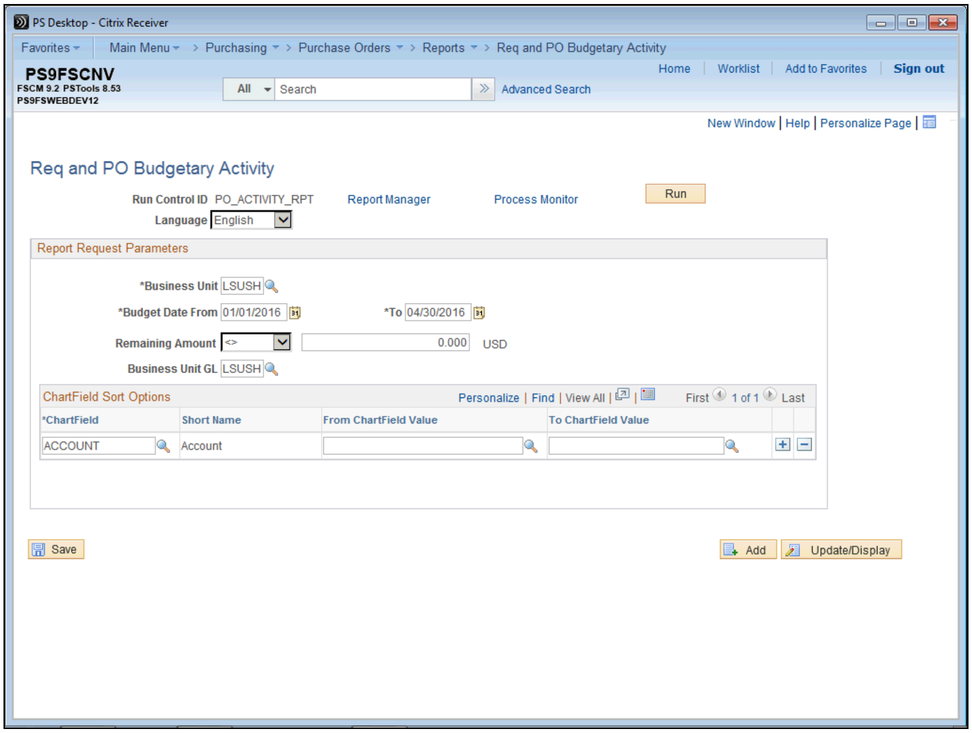


Step	Action
10.	The Req and Po Budgetary Activity page displays. The user will enter or select the report parameters needed from the options provided. ***NOTE: If you had selected an existing Run Control ID, the above page would contain the parameters from the last time you ran the report.***

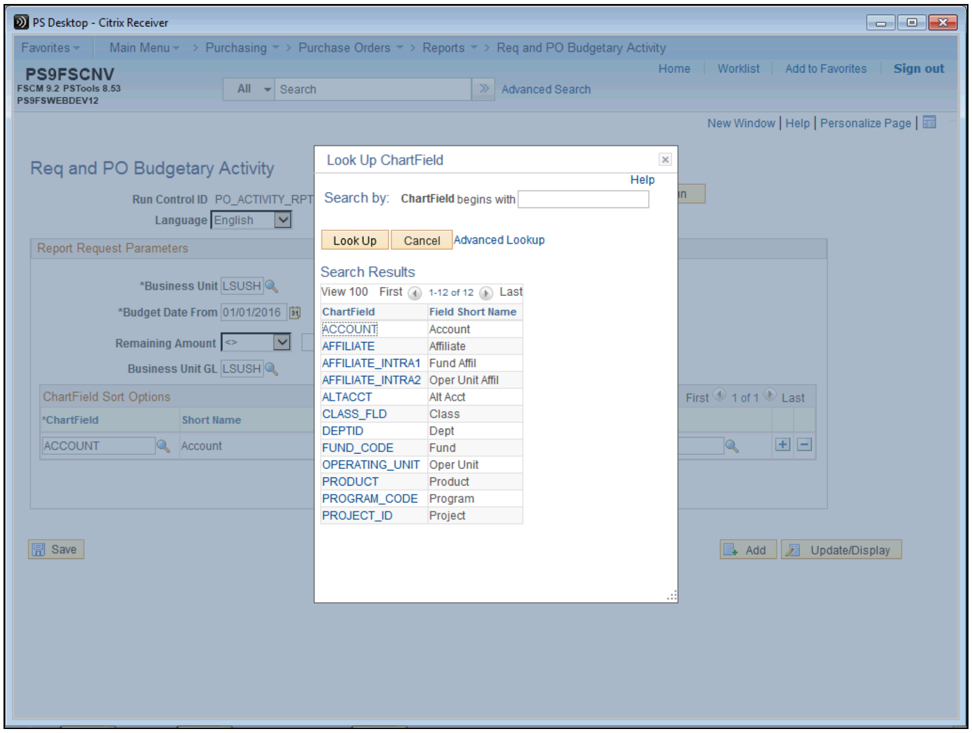


Step	Action
11.	Enter the desired information into the *Business Unit field. Enter "LSUSH".
12.	Enter the desired information into the Budget Date From field. Enter "010116". For all documents for a specific fiscal year, enter 07-01-XX to 06-30-XX in the From and To fields.
13.	Enter the desired information into the To field. Enter "043016".
14.	**Remaining Amount** The user will specify the Remaining Amount fields as follows: • If you wish to view **all** 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), **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 purposes of managing encumbrances, the user will select "**Not Equal**" (< >) to a Remaining Amount of **0 (Zero)** so that only the PO Lines with a Remaining Amount (including credits) will be retrieved.
15.	Click the **Remaining Amount** list to select one of the operands. 

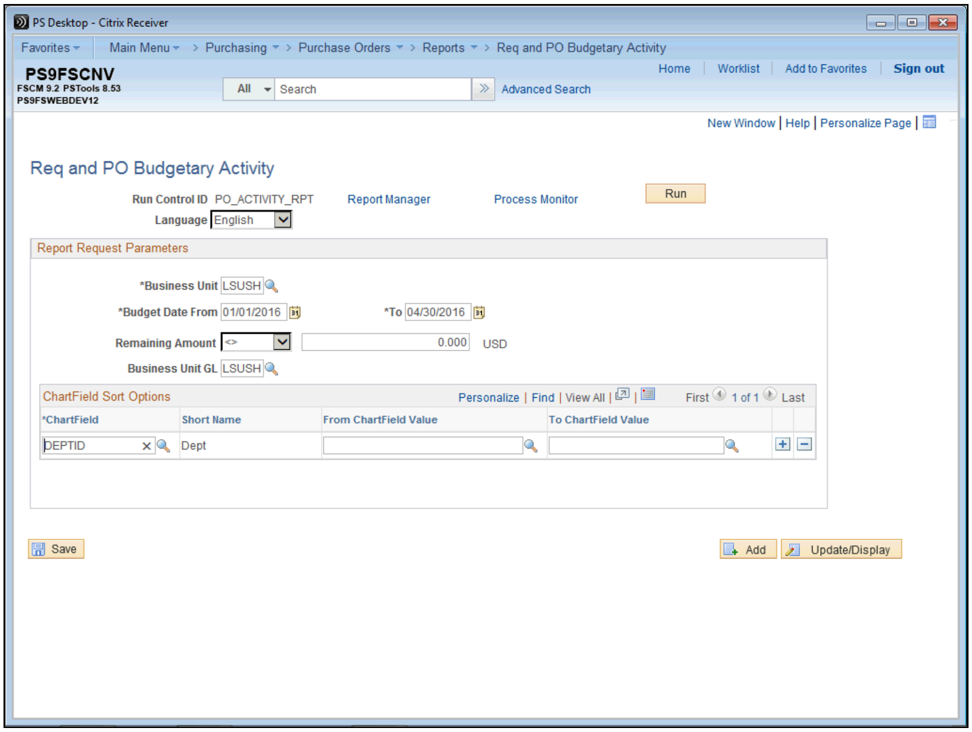
Step	Action
16.	Click **Not Equal** from the list. <>



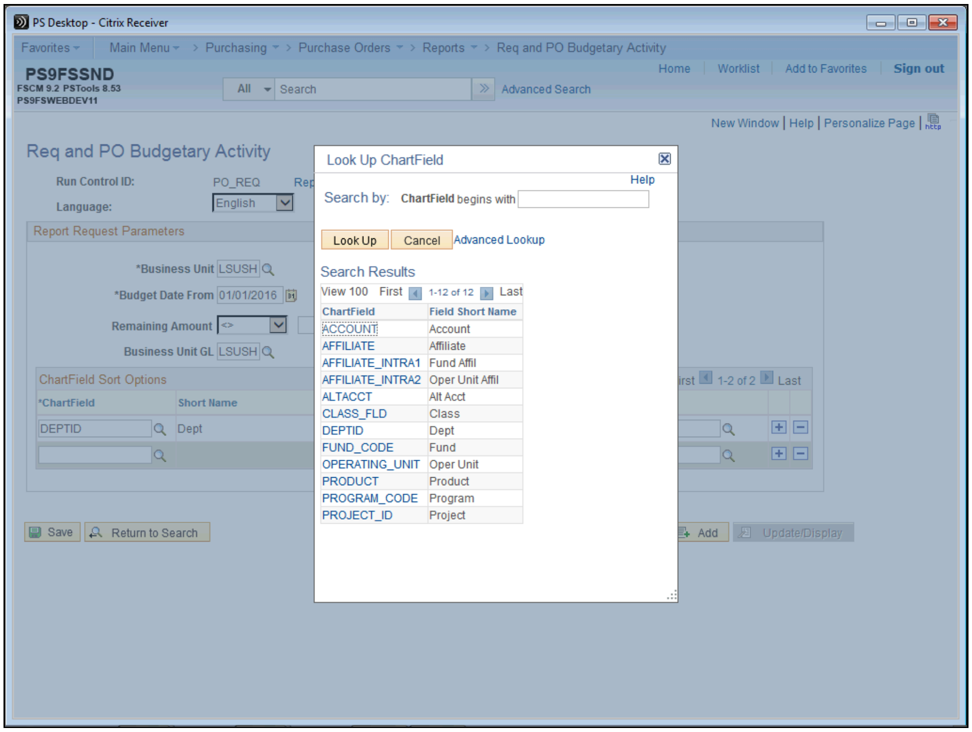
Step	Action
17.	**Enter ChartField Sort Options** The user may enter a single or multiple ChartFields. • If the user wishes to specify a different ChartField value than what is displayed in the ChartField field, he/she should click the ChartField lookup button and select another value (Account, Dept ID, Fund, Program, Class Project ID, etc.); • If the user wishes to specify more than one ChartField value, he/she 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 POs for his/her Business Unit – click the **Delete a Row (-)** button to delete the row indicating the 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 specific Project/Grant.***
18.	Click the **Look up ChartField** button.



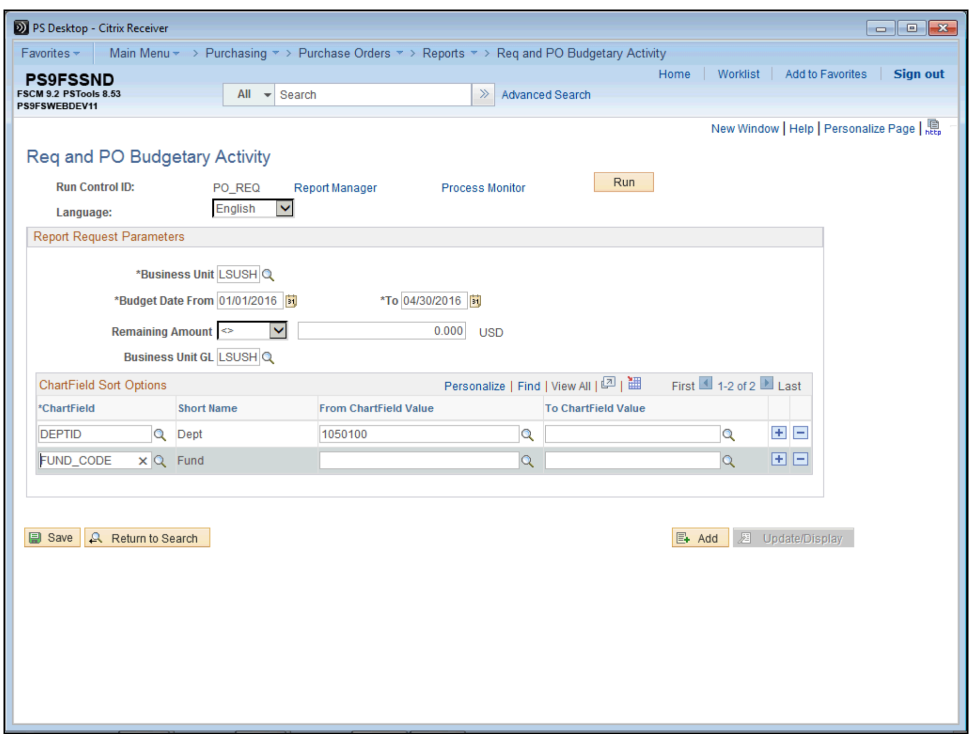
Step	Action
19.	Click **DEPTID** from the Search Results table. DEPTID



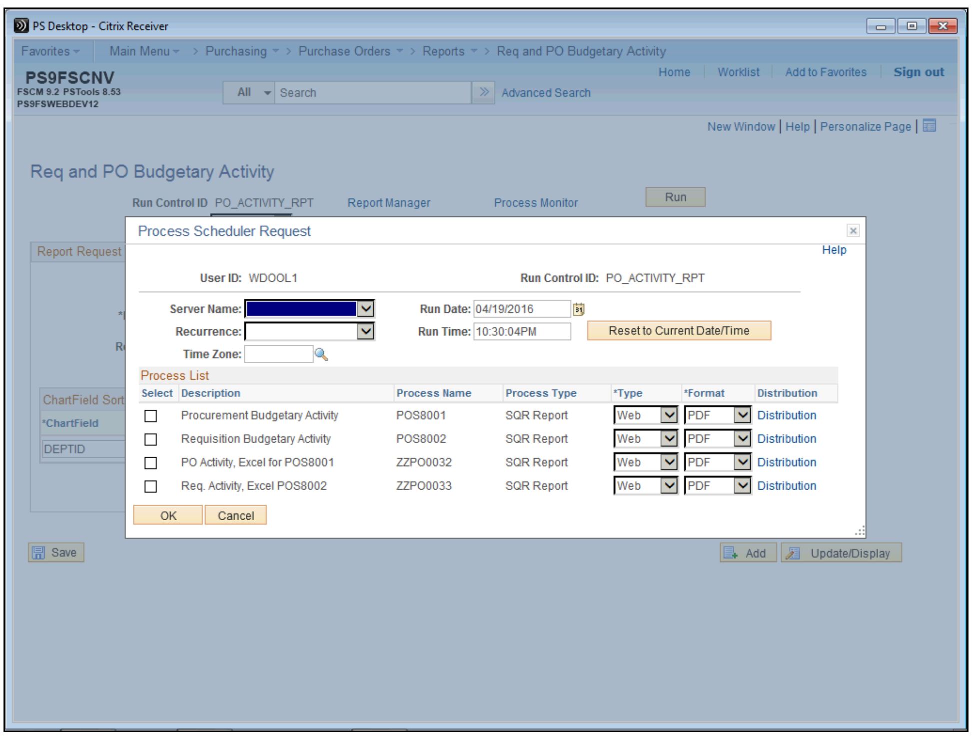
Step	Action
20.	Enter the desired information into the **From ChartField Value** field. Enter "**1050100**".
21.	Click the **Save** button. ***NOTE: You must Save any changes made to the first row before additional row(s) can be inserted. Failure to Save before adding the additional row will change the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



Step	Action
24.	Click **FUND_CODE** from the Search Results table. FUND_CODE

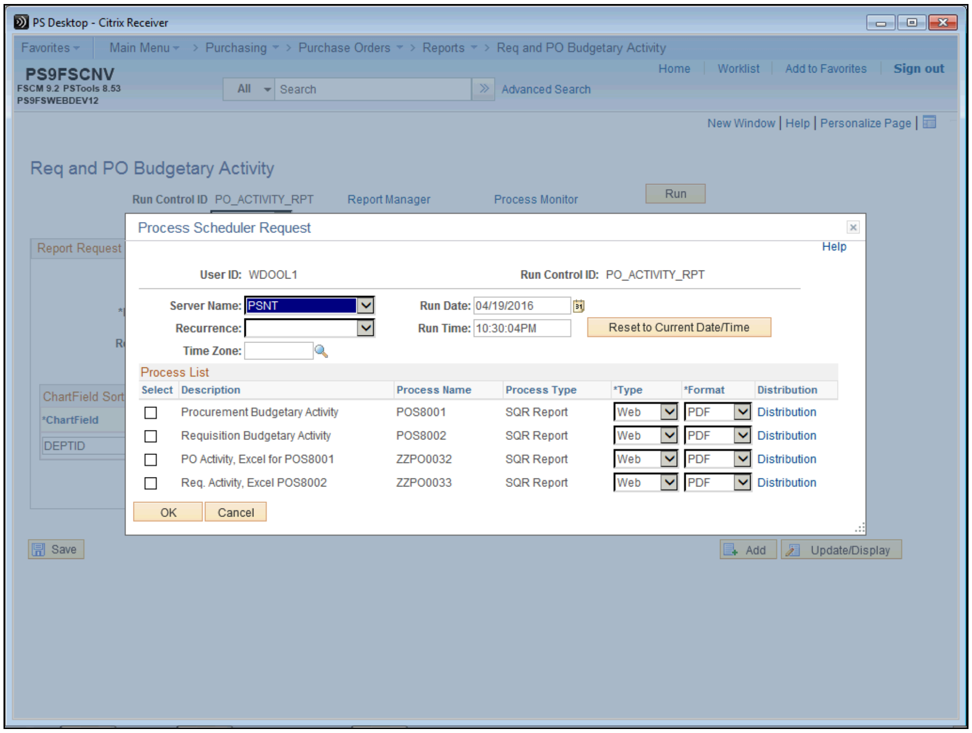


Step	Action
25.	Enter the desired information into the **From ChartField Value** field. Enter "**111**".
26.	Click the **Delete row 1** button, if you wish to delete a row. 
27.	Click the **OK** button. 
28.	Click the **Save** button. ***NOTE: The values entered in the Procurement Budgetary Activity 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).*** 
29.	Click the **Run** button. 

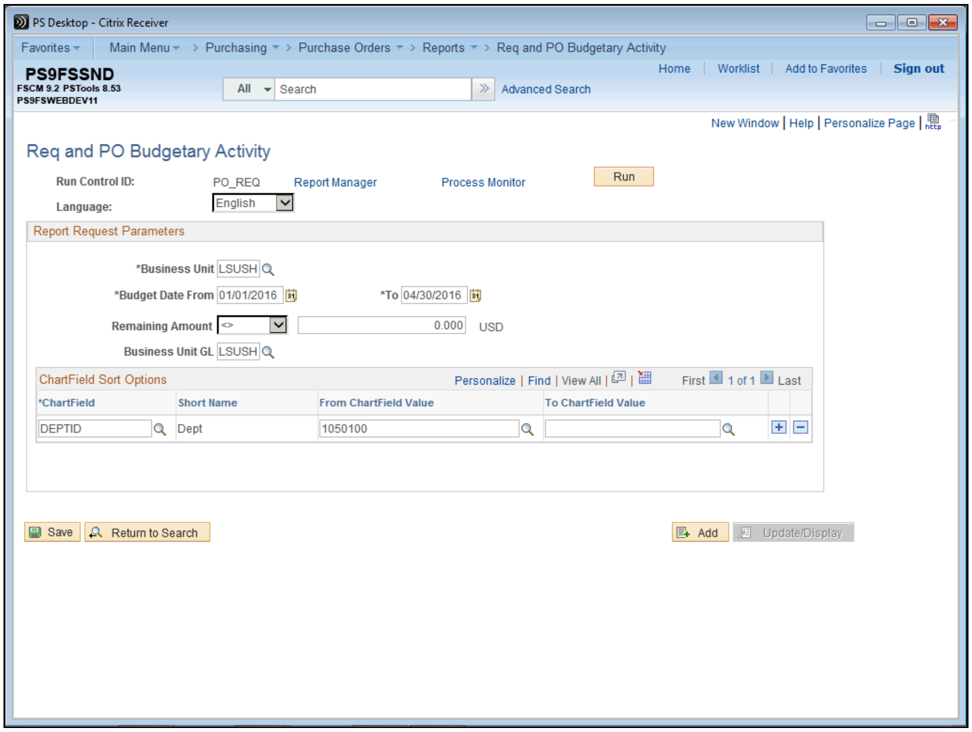


Step	Action
30.	Click the **Server Name** list. 

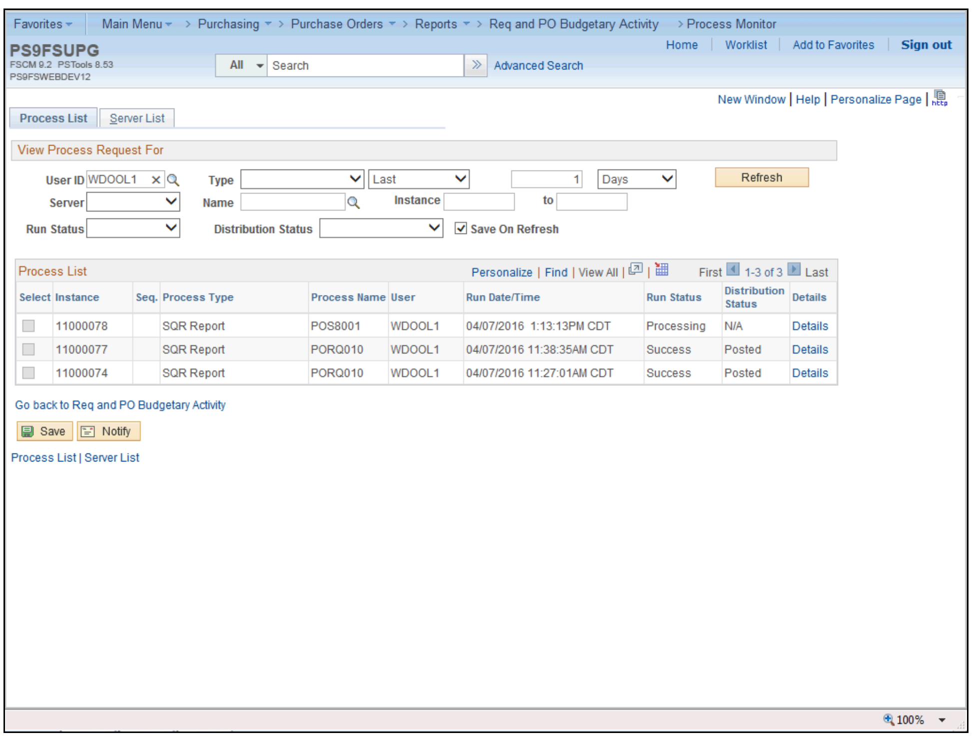
Step	Action
31.	Click the **PSNT** list item. PSNT



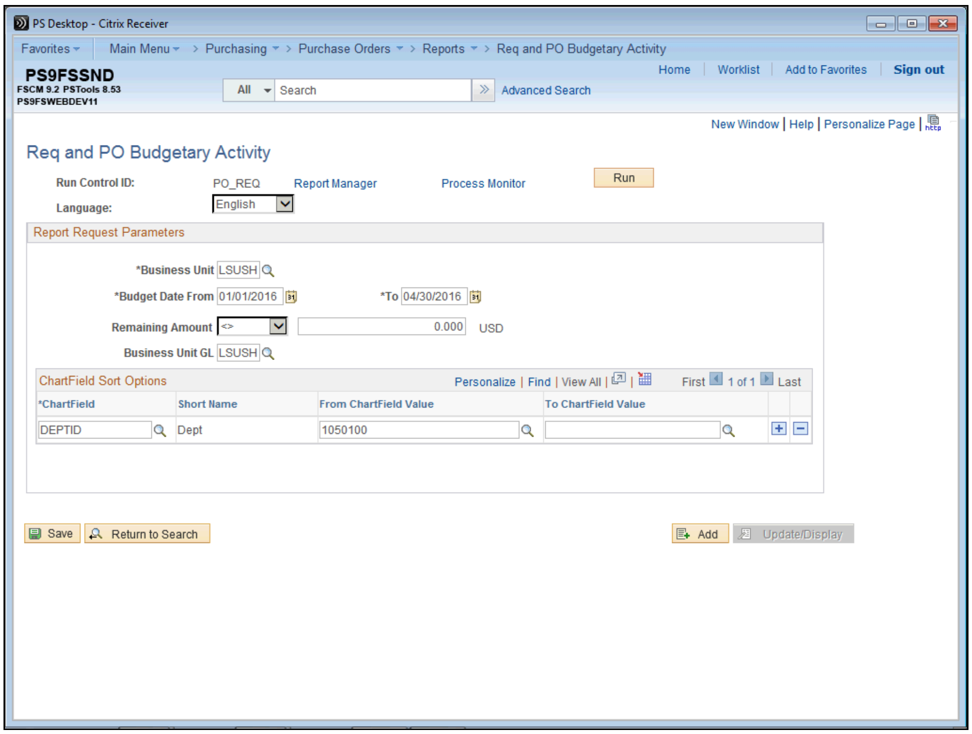
Step	Action
32.	Click the **Procurement Budgetary Activity** option in the Process List.
33.	Click the **OK** button. OK



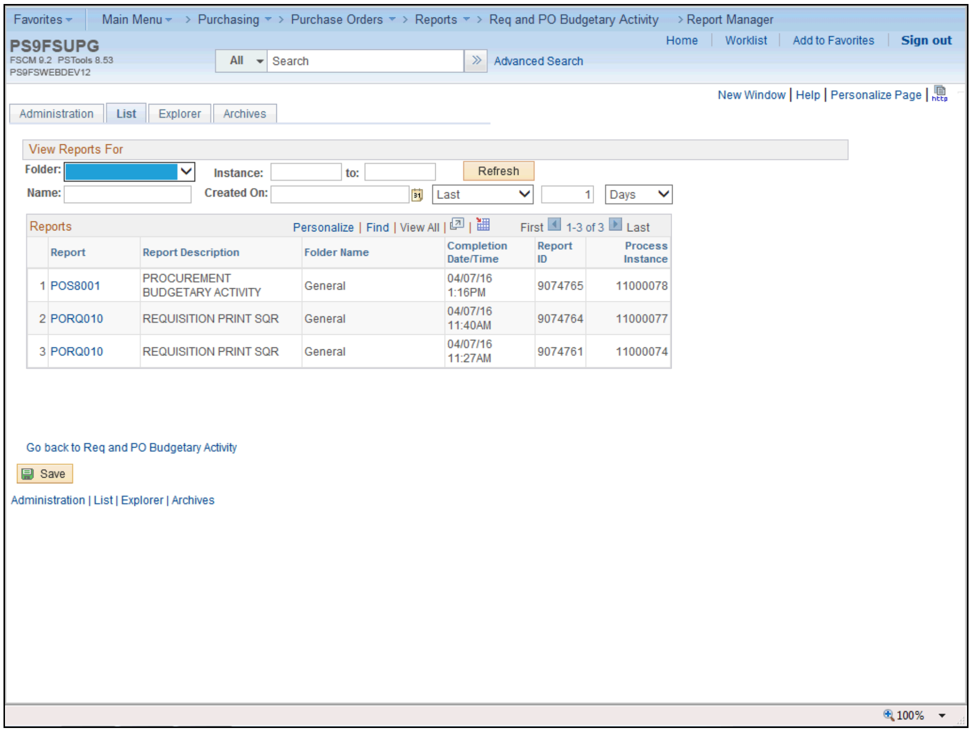
Step	Action
34.	Click the **Process Monitor** link. Process Monitor



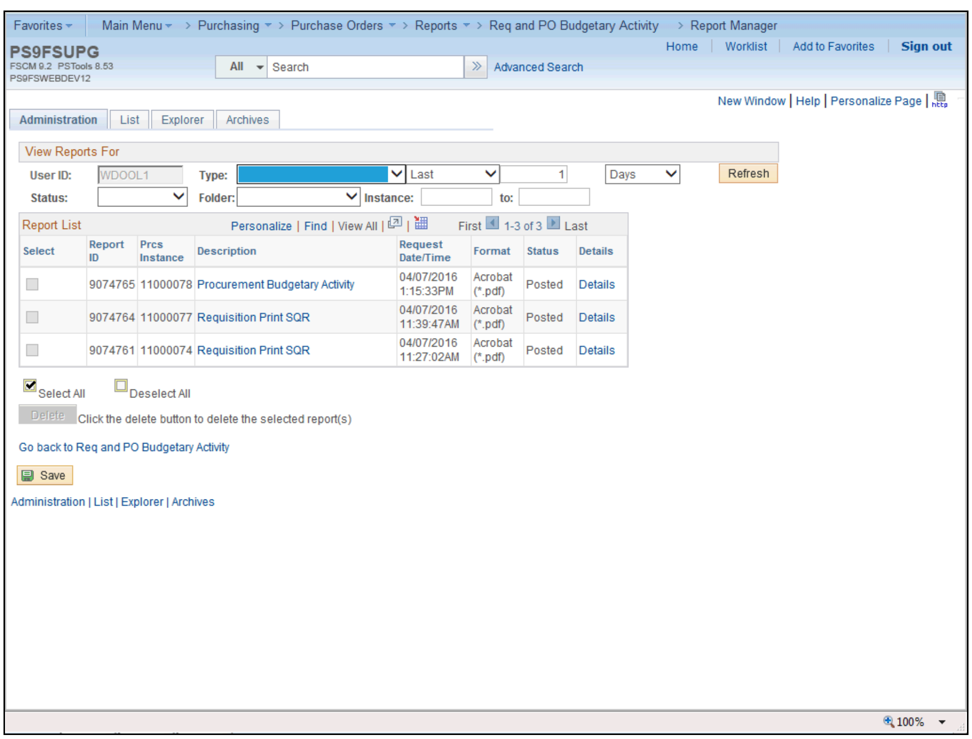
Step	Action
35.	Click the **Refresh** button until the process is complete (i.e. **Run Status** = Success and **Distribution Status** = Posted). Refresh
36.	Click the **Go back to Req and PO Budgetary Activity** link. Go back to Req and PO Budgetary Activity



Step	Action
37.	Click the **Report Manager** link. Report Manager



Step	Action
38.	Click the **Administration** tab. Administration



Step	Action
39.	Click the **Procurement Budgetary Activity** link. This action opens a new window. Procurement Budgetary Activity
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

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.

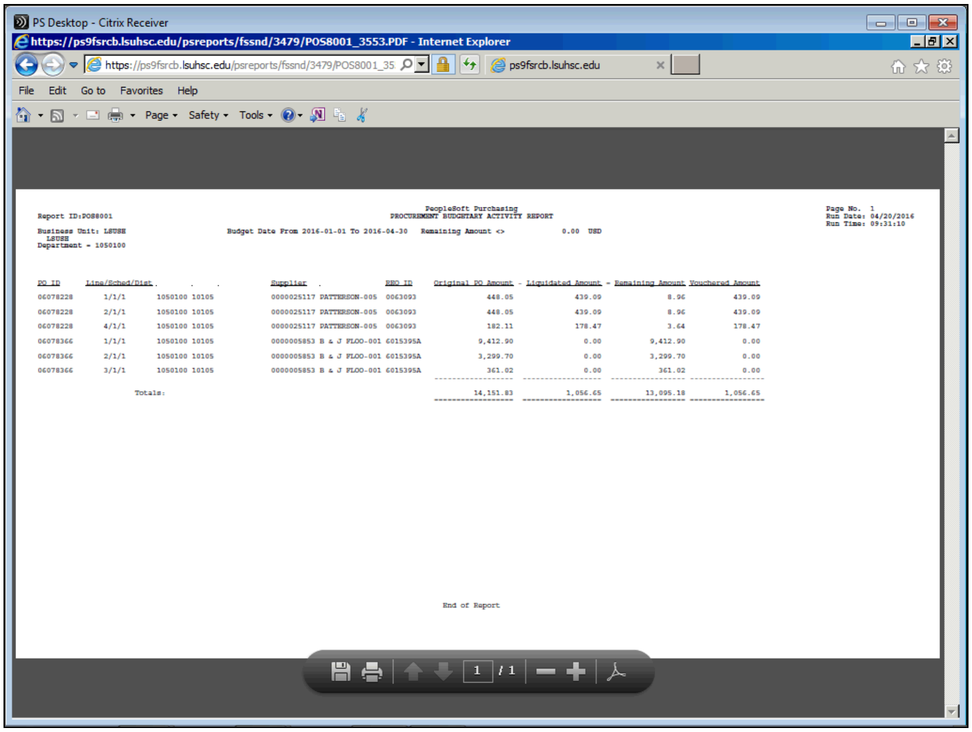
Procurement Budgetary Activity Report continued:
Field
Example
Explanation

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.

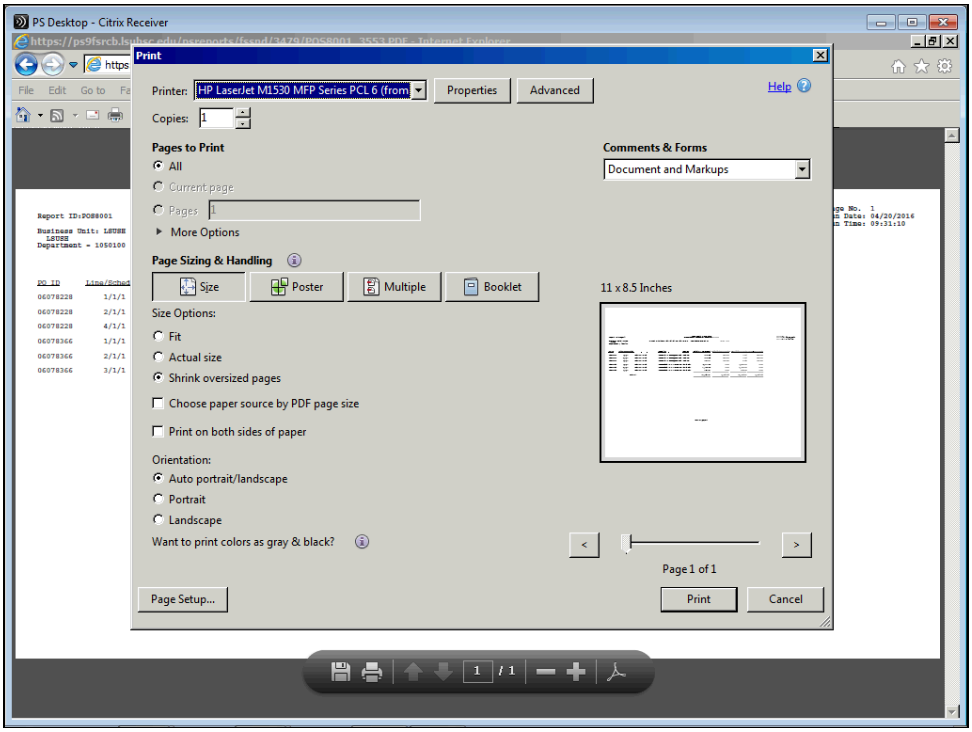
Liquidated Amount
The dollar amount of the **PO Line** that has been paid (i.e. the reversal of the encumbrance).

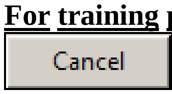
Remaining Amount
Amount not spent from PO (Original Amount – Liquidated Amount = Remaining Amount).

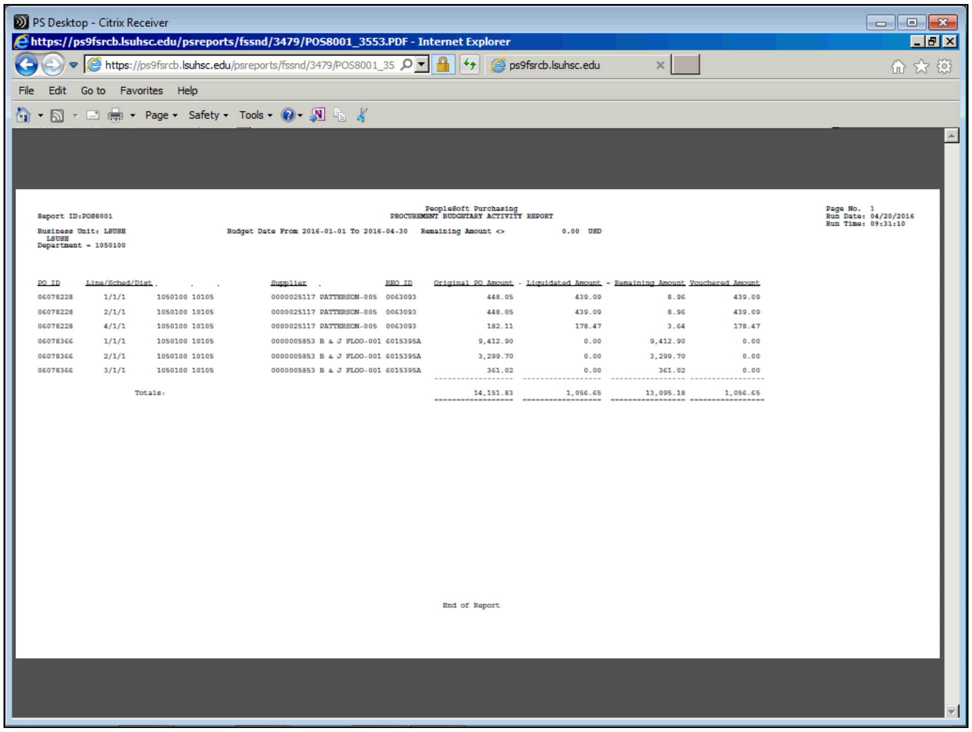
Vouchered Amount
The dollar amount of the PO line that has been invoiced and paid to the supplier.

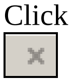


Step	Action
42.	Click the **Print** button. ***NOTE: You may save the report by clicking Save As... or email the report by clicking Send, Page By E-mail...*** 



Step	Action
43.	User will select to appropriate print options and click the OK button to print. **<u>For training purposes only</u>**, click the **Cancel** button. 



Step	Action
44.	Click the **Close** button. 
45.	This completes ***View and Print the Procurement Budgetary Activity Report to HTML***. **End of Procedure.**

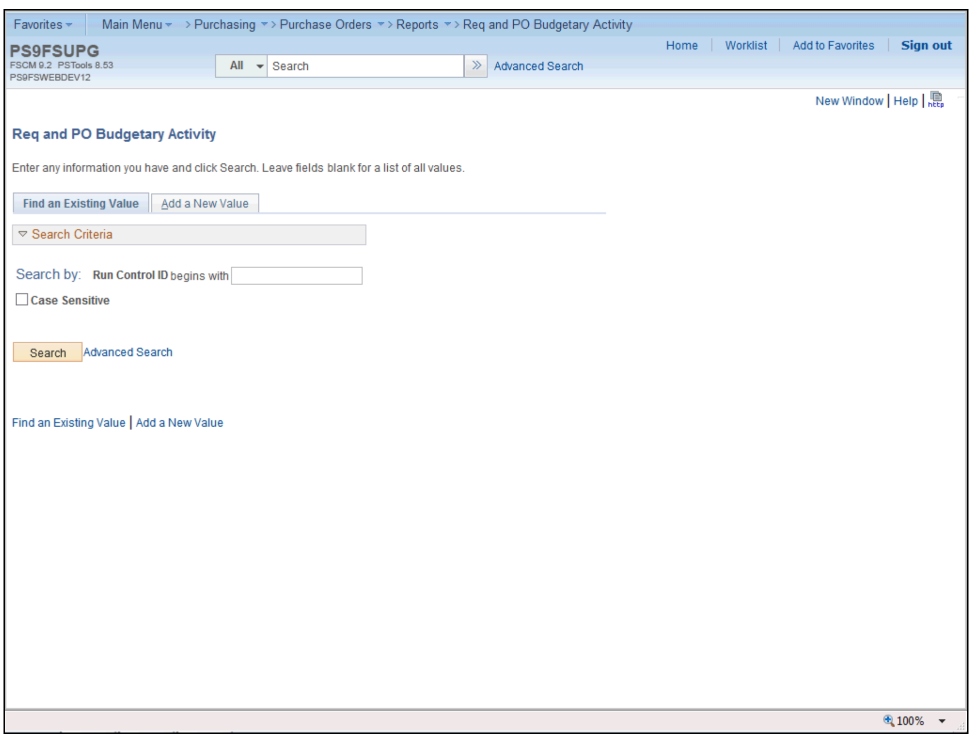
View and Print the Procurement Budgetary Activity Report to Excel

Procedure

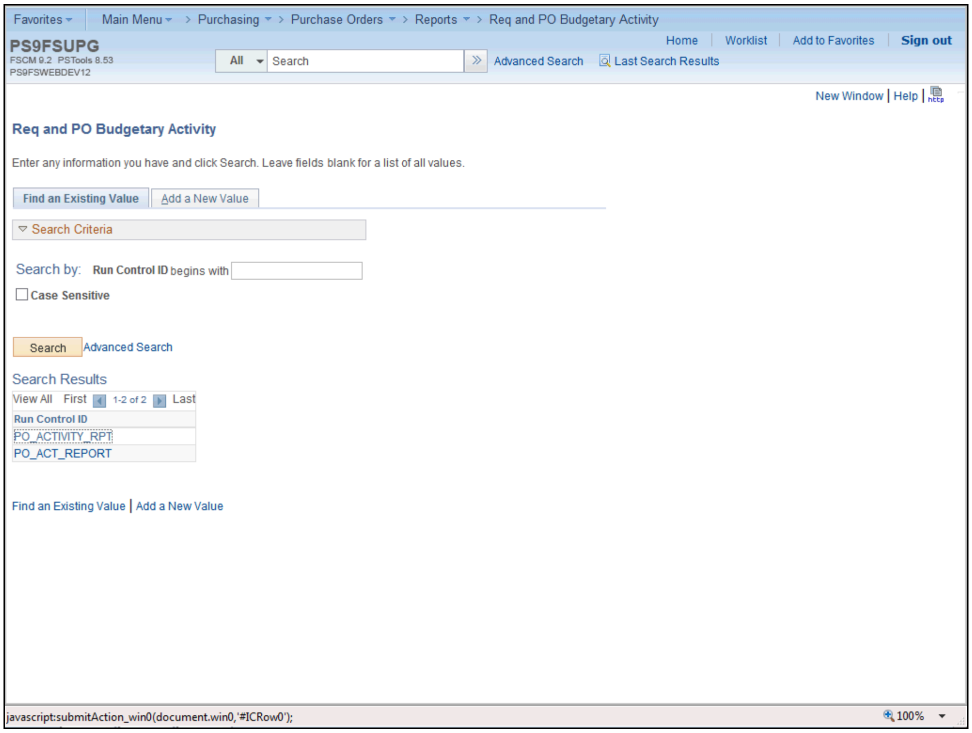
In this topic you will learn how to view and print the **Procurement Budgetary Activity Report in Excel**.

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.

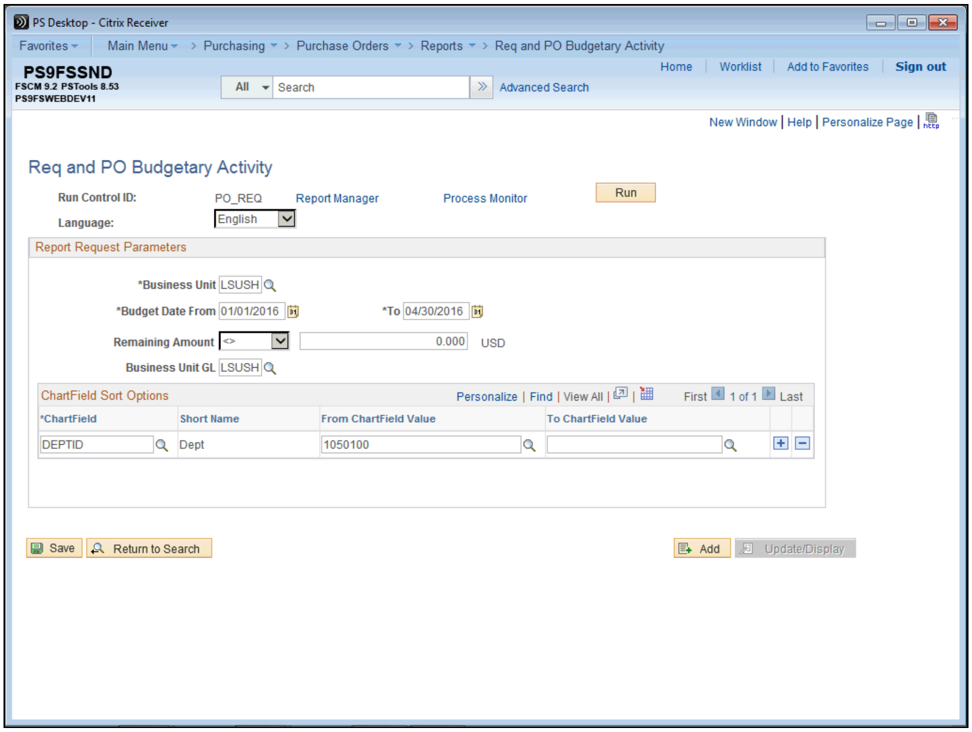
Step	Action
1.	**Navigation to the Req and PO Budgetary Activity Page** From the **Main Menu**, click the following: **Purchasing** > **Purchase Orders** > **Reports** > **Req and PO Budgetary Activity**
2.	Users can modify existing run control parameters, or can continue to use the current settings. 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)



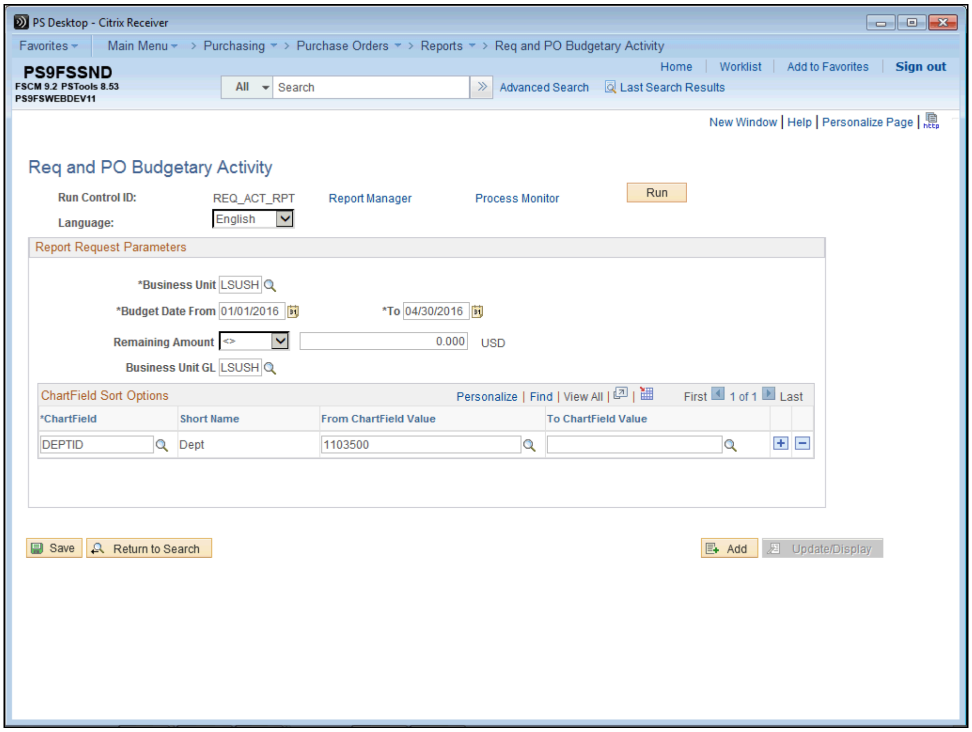
Step	Action
3.	Click the **Search** button. Search



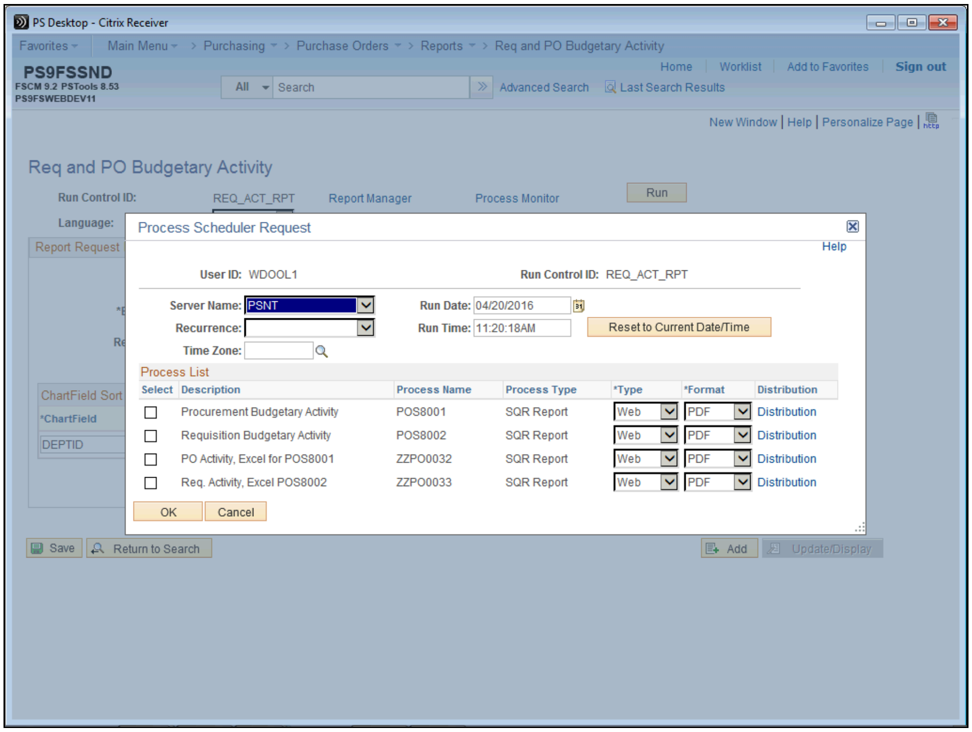
Step	Action
4.	Click the **PO_ACT_REPORT** link. PO_ACT_REPORT

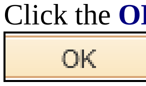
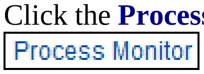


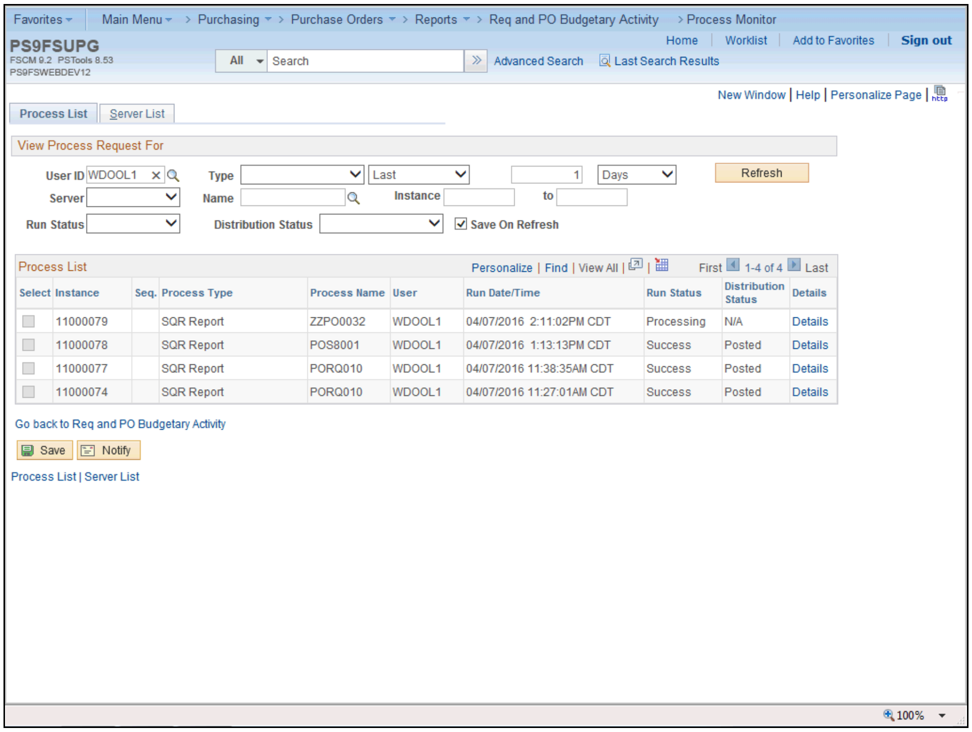
Step	Action
5.	The Req and PO Budgetary Activity page displays. The user will enter or select the report request parameters. ***NOTE: If you had selected an existing Run Control ID, the above page would contain the parameters from the last time you ran the report.*** To eliminate retrieving all Purchase Orders for all 11 Business Units, the **minimum** entries required are the following: • Business Unit • The **DeptID** 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.



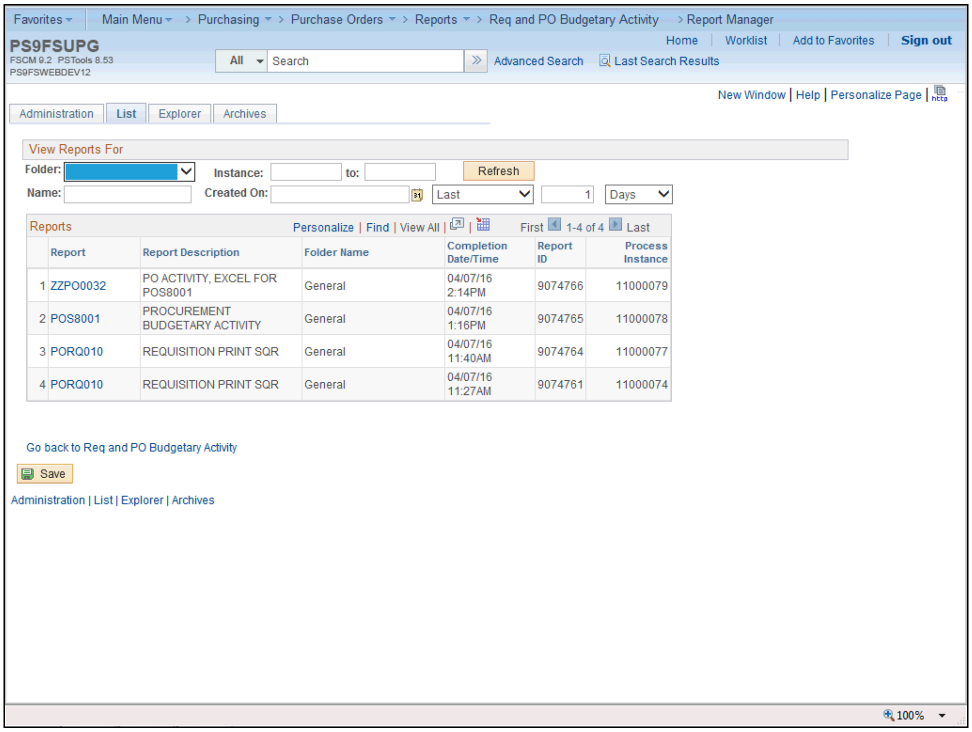
Step	Action
6.	Click the **Save** button. ***NOTE: The values entered in the Req and PO Budgetary Activity page will retrieve only those Purchase Orders for the department specified that have a remaining amount not equal to zero.*** 
7.	Click the **Run** button. 



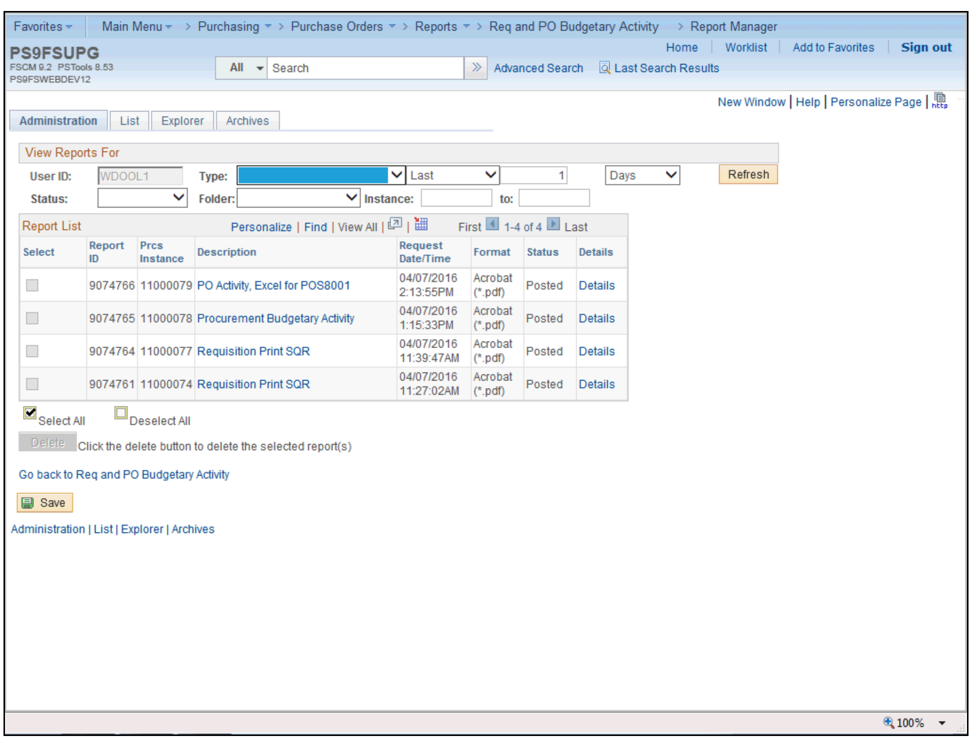
Step	Action
8.	Click the **Select PO Activity, Excel for POS8001** option. 
9.	Click the **OK** button. 
10.	Click the **Process Monitor** link. 



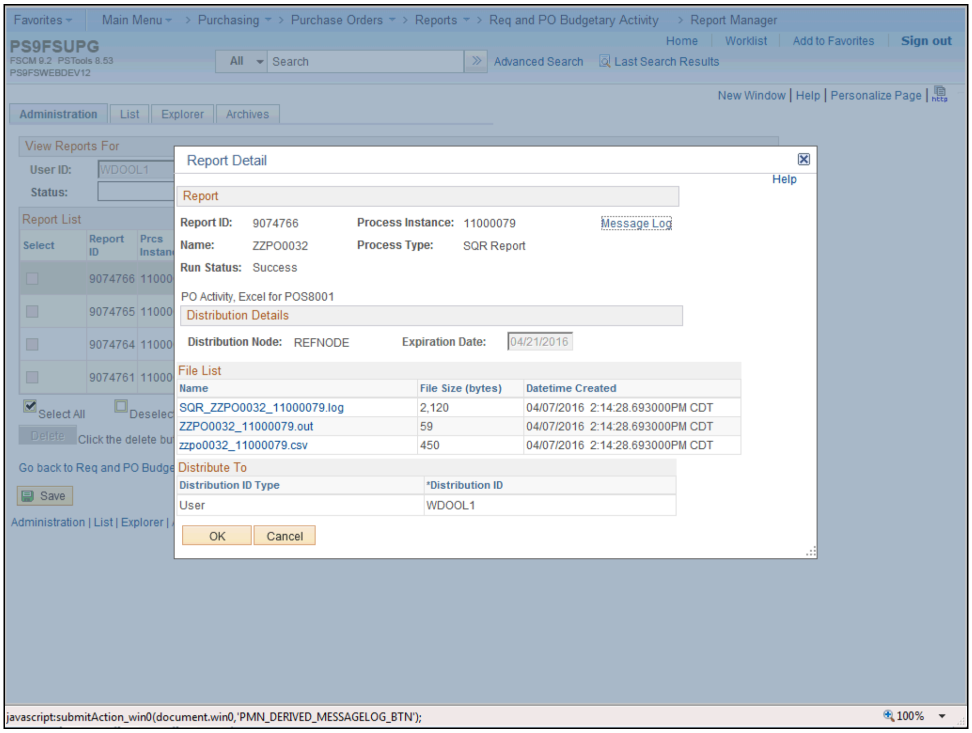
Step	Action
11.	Click the **Refresh** button until the process is complete (i.e. Run Status = Success and the Distribution Status = Posted). Refresh
12.	Click the **Go back to Req and PO Budgetary Activity** link. Go back to Req and PO Budgetary Activity
13.	Click the **Report Manager** link. Report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



Step	Action
14.	Click the **Administration** tab. Administration



Step	Action
15.	Click the **PO Activity, Excel for POS8001** link. PO Activity, Excel for POS8001



Step	Action
16.	Click the **zzpo0032_11000079.csv** link. This action opens a new window. zzpo0032_11000079.csv
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):
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Department number from Chart of Accounts

Class
10105
Class number from Chart of Accounts

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Field
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Explanation

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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.

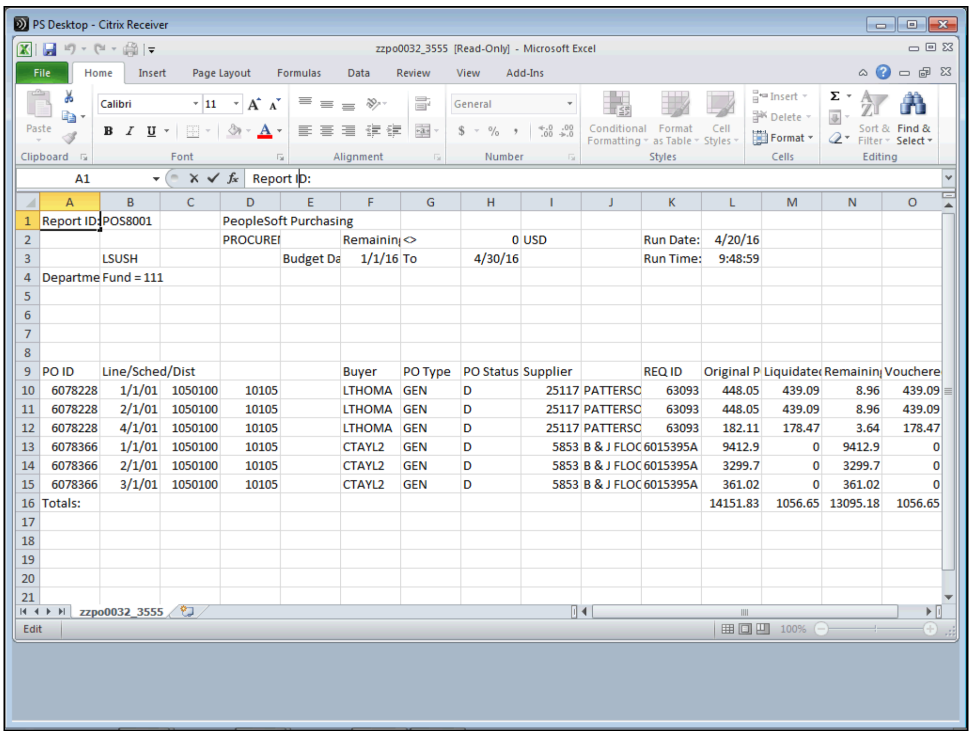
Procurement Budgetary Activity Report continued:
Field
Example
Explanation

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.

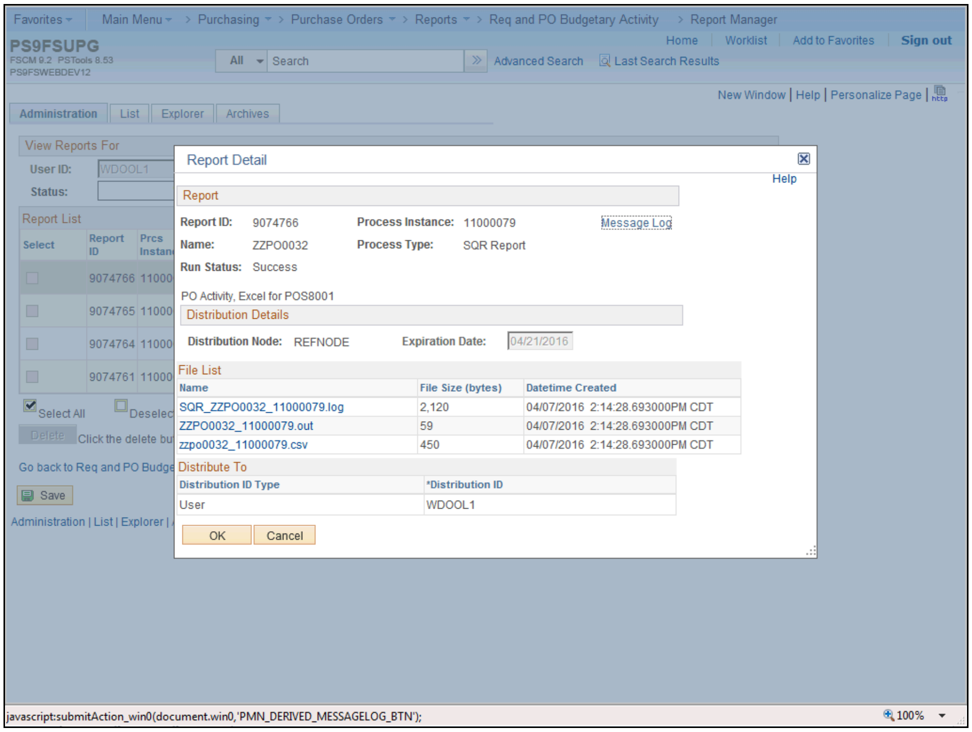
Liquidated Amount
The dollar amount of the **PO Line** that has been paid (i.e. the reversal of the encumbrance).

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.



Step	Action
19.	Click the **Close** button. 



Step	Action
20.	Click the **OK** button. OK
21.	This completes ***View & Print the Procurement Budgetary Activity Report in Excel***. **End of Procedure.**

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.

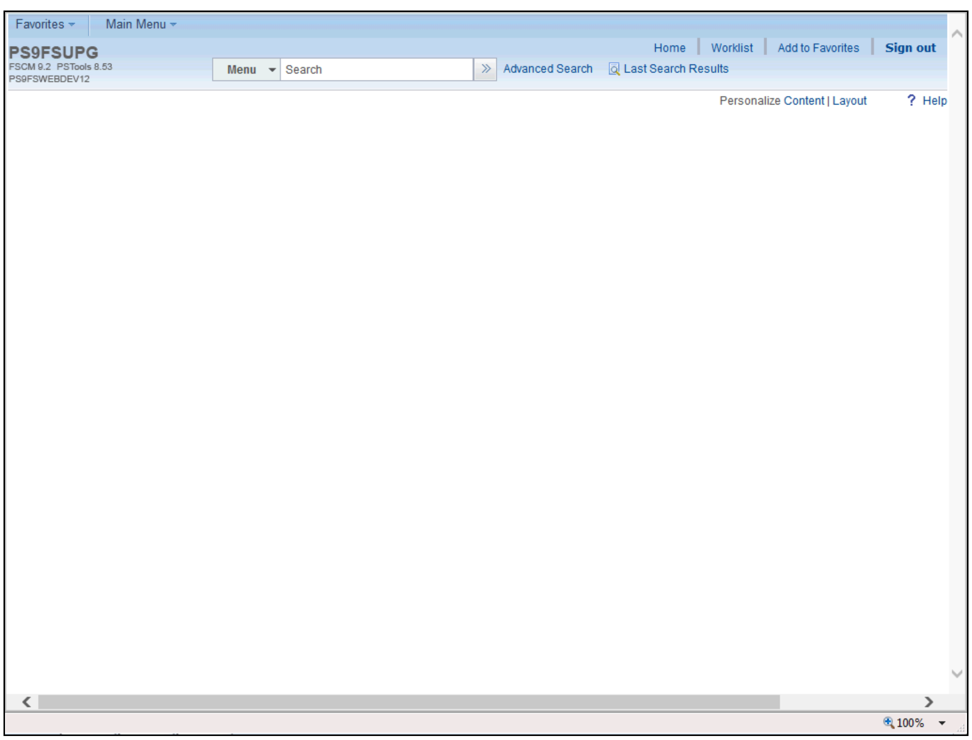
NOTE: CSV is an abbreviation for Comma Separated Value File. This type of file is not often used by general query users, but is available to you.

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

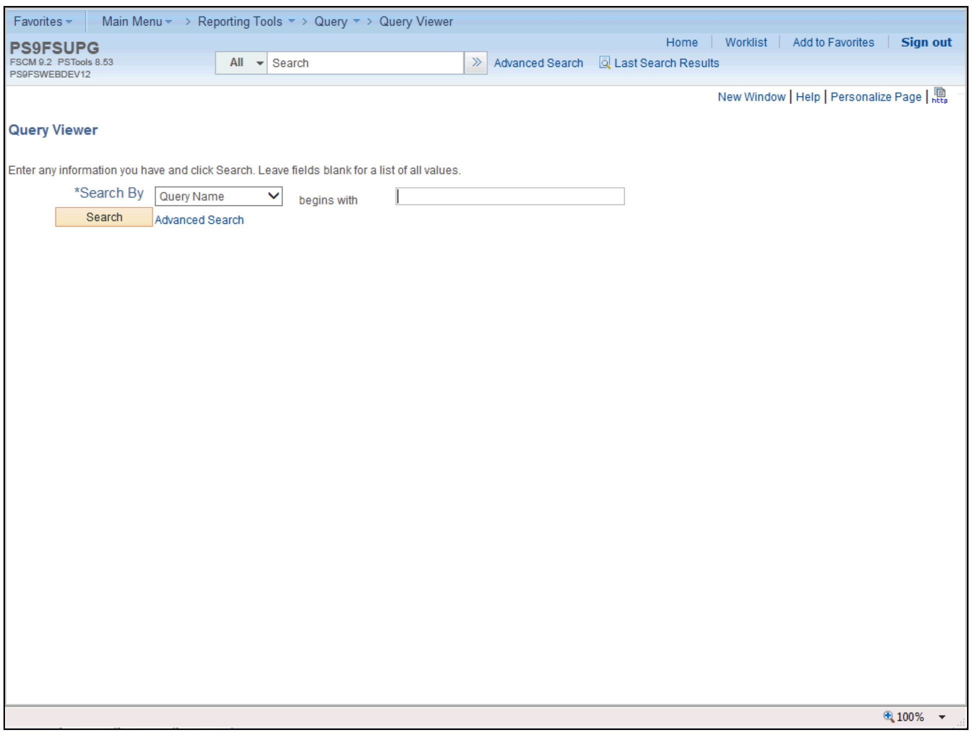
Procedure

In this topic you will learn how to **Run the ZZCLEANUP_PO_ACTIVITY Query.**

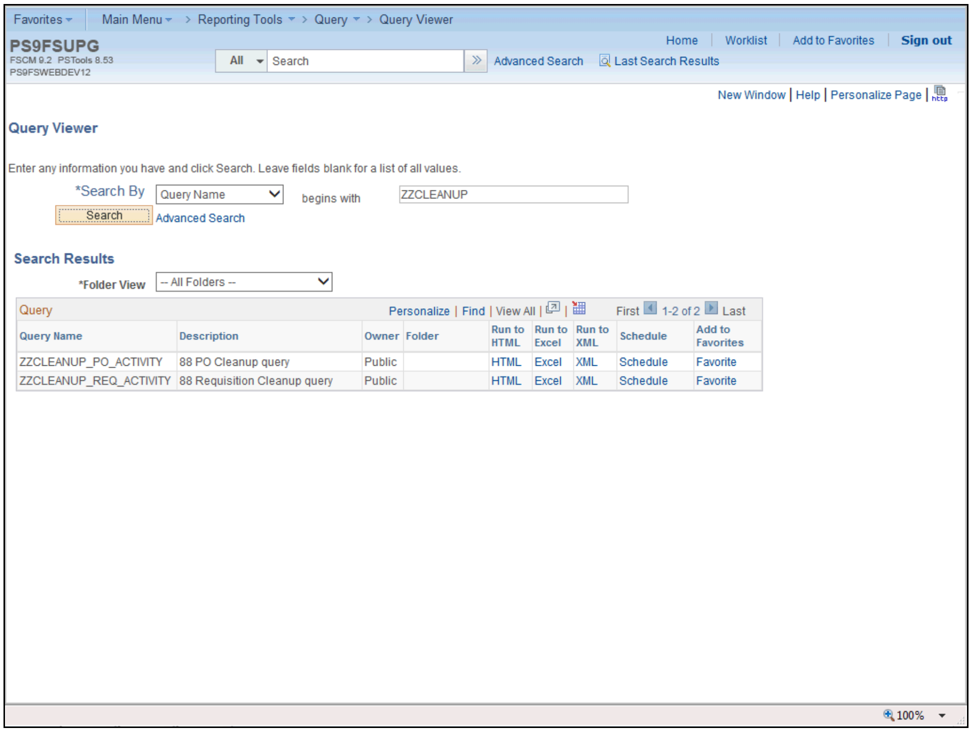
NOTE: The ZZCLEANUP query can only be run from the Reports (PS9FSRPT) database. It cannot be run in the Production (PS9FSPRD) database.



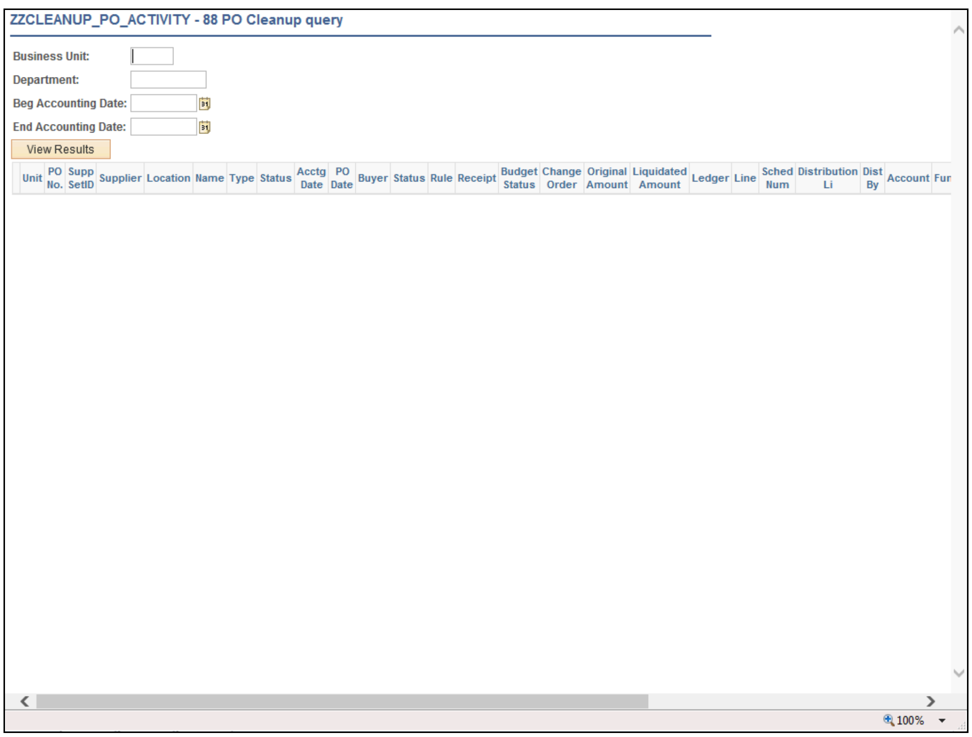
Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **Reporting Tools** menu. Reporting Tools
3.	Click the **Query** menu. Query
4.	Click the **Query Viewer** menu. Query Viewer



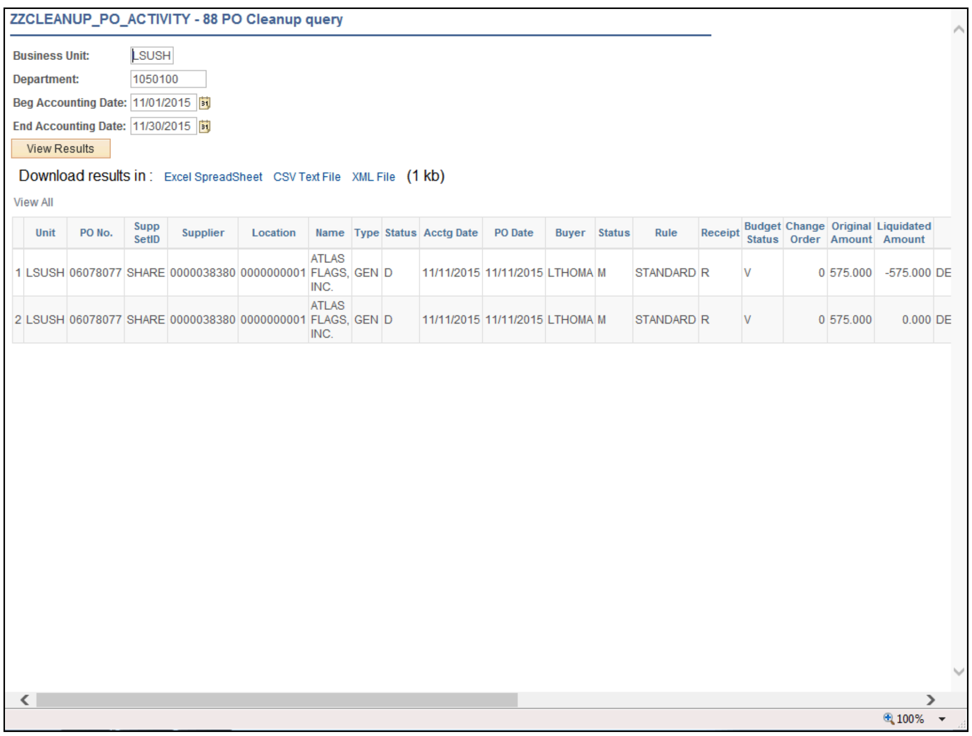
Step	Action
5.	A portion of the Query Name **must** be known and entered in order to retrieve the desired information. The Query Name field is **not** case sensitive; lower, upper or mixed case letters may be entered. Enter the desired information into the **Search By** field. Enter "**ZZCLEANUP**".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



Step	Action
7.	Click the **HTML** link for the ZZCLEANUP_PO_ACTIVITY query. HTML



Step	Action
8.	Enter the desired information into the **Business Unit** field. Enter "**LSUSH**".
9.	Enter the desired information into the **Department** field. Enter "**1050100**". ***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.***
10.	Enter the desired information into the **Beg Accounting Date** field. Enter "**110115**".
11.	Enter the desired information into the **End Accounting Date** field. Enter "**113015**".
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.*** 



ZZCLEANUP_PO_ACTIVITY - 88 PO Cleanup query

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

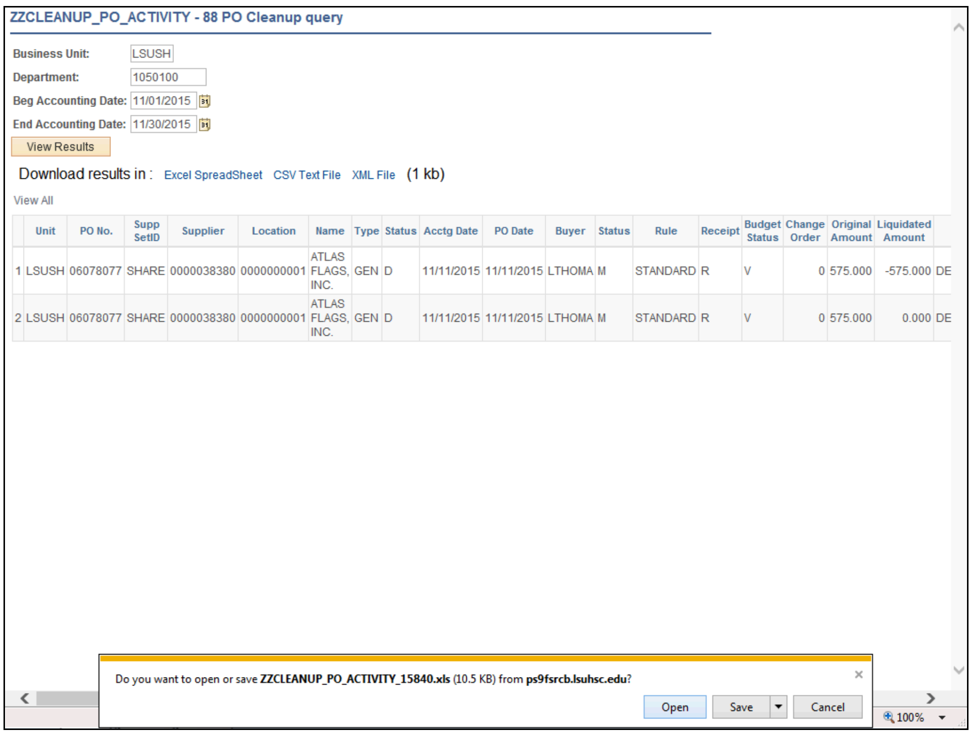
Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

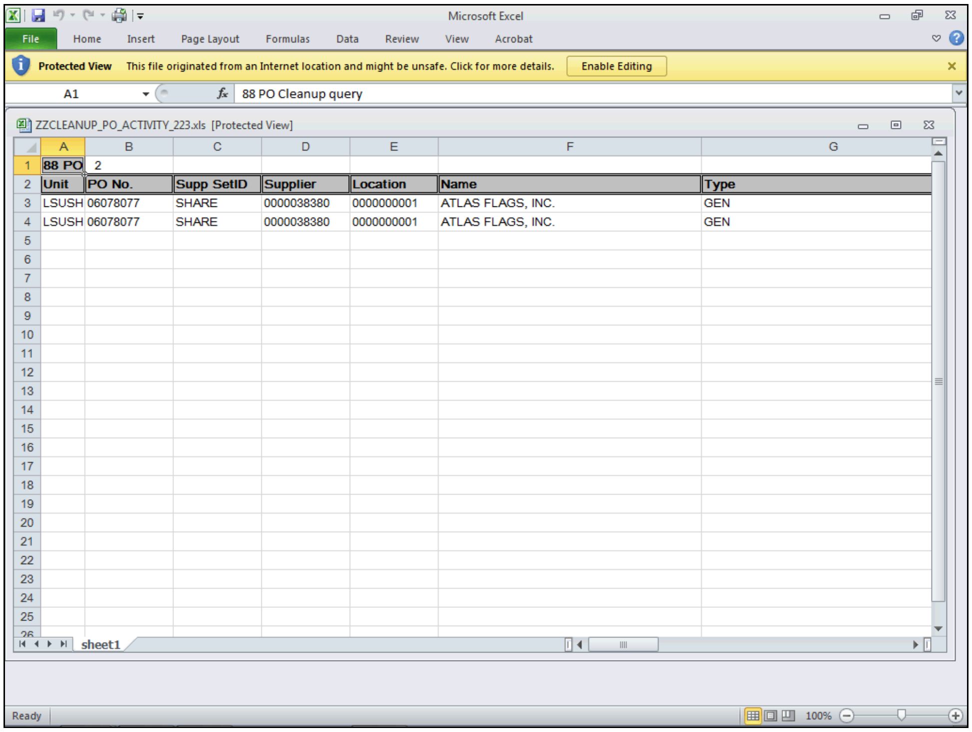
	Unit	PO No.	Supp SetID	Supplier	Location	Name	Type	Status	Acctg Date	PO Date	Buyer	Status	Rule	Receipt	Budget Status	Change Order	Original Amount	Liquidated Amount	
1	LSUSH	06078077	SHARE	0000038380	0000000001	ATLAS FLAGS, INC.	GEN	D	11/11/2015	11/11/2015	LTHOMA	M	STANDARD	R	V	0	575.000	-575.000	DE
2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

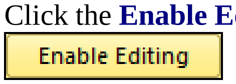
Step	Action
13.	The query results display at the bottom of the page. The query displays one line for the original encumbrance amount and a line for each payment (liquidated amount) In this example, only one result was returned. Generally, the system will display the first 100 items on the screen. You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

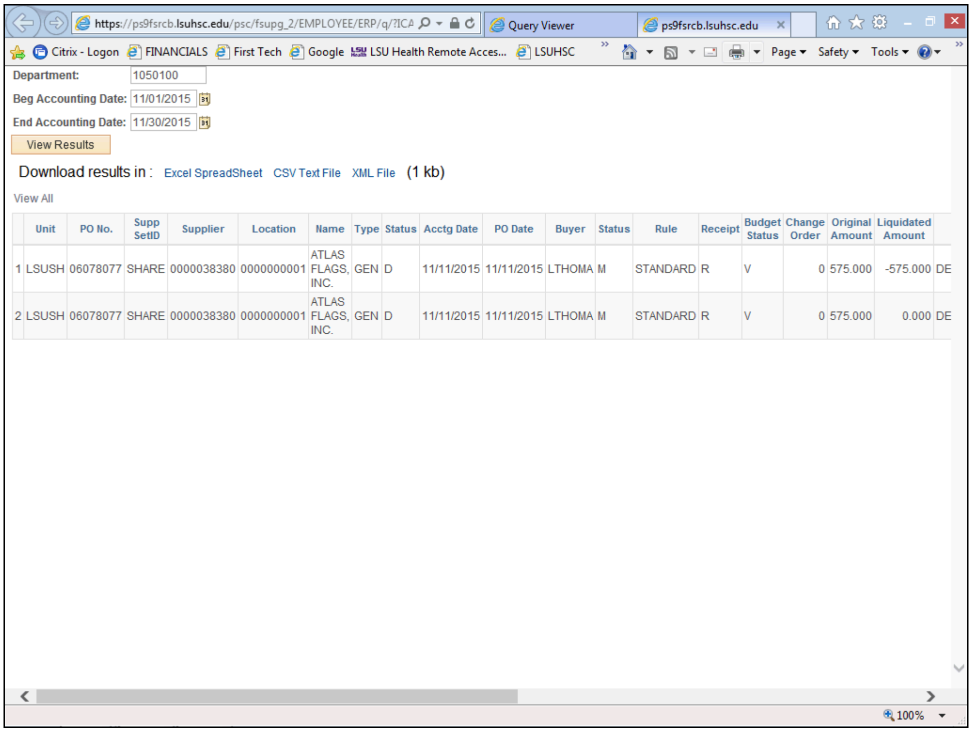
Step	Action
14.	You may download your HTML results to either of the following: **Excel Spreadsheet:** The results will display to a web page in Internet Explorer. The Excel functionalism (Data, Sort and Filter, Format Cells, etc.) are available in the web page. **CSV Text File:** When you select this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



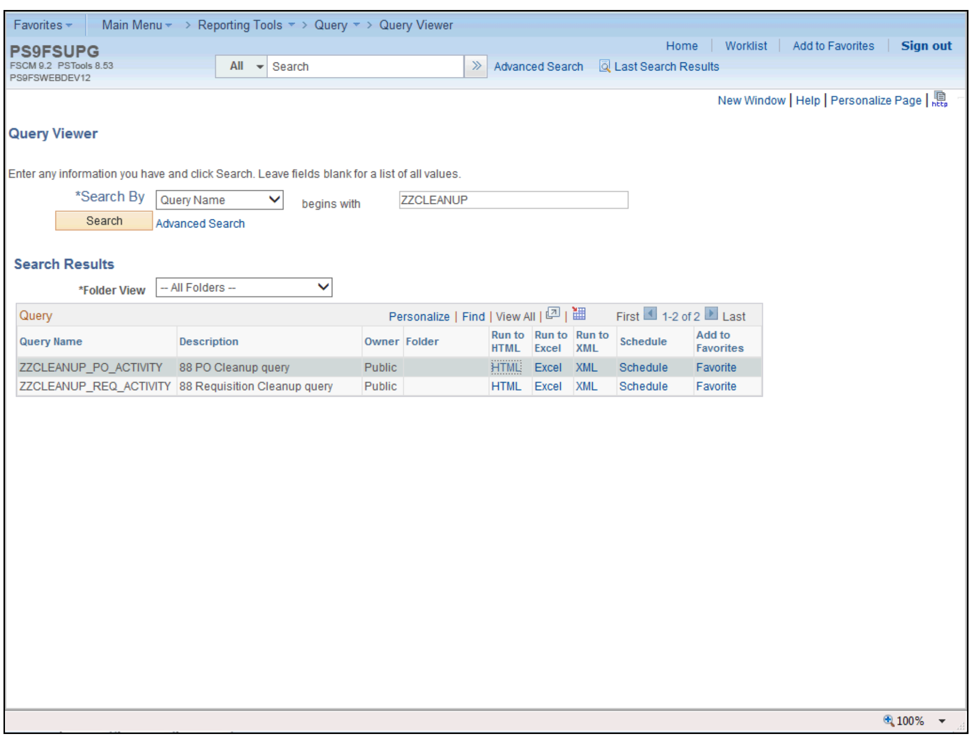
Step	Action
15.	Click the **Open** button. Open



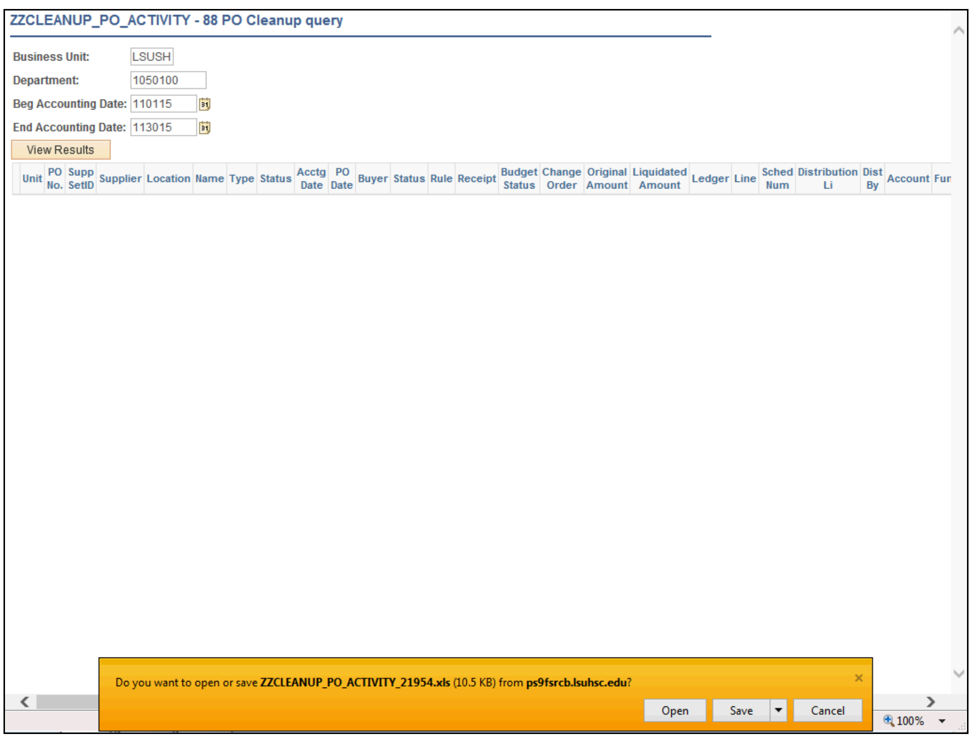
Step	Action
16.	Click the **Enable Editing** button. 
17.	Click the **Close** button on the Excel spreadsheet. 



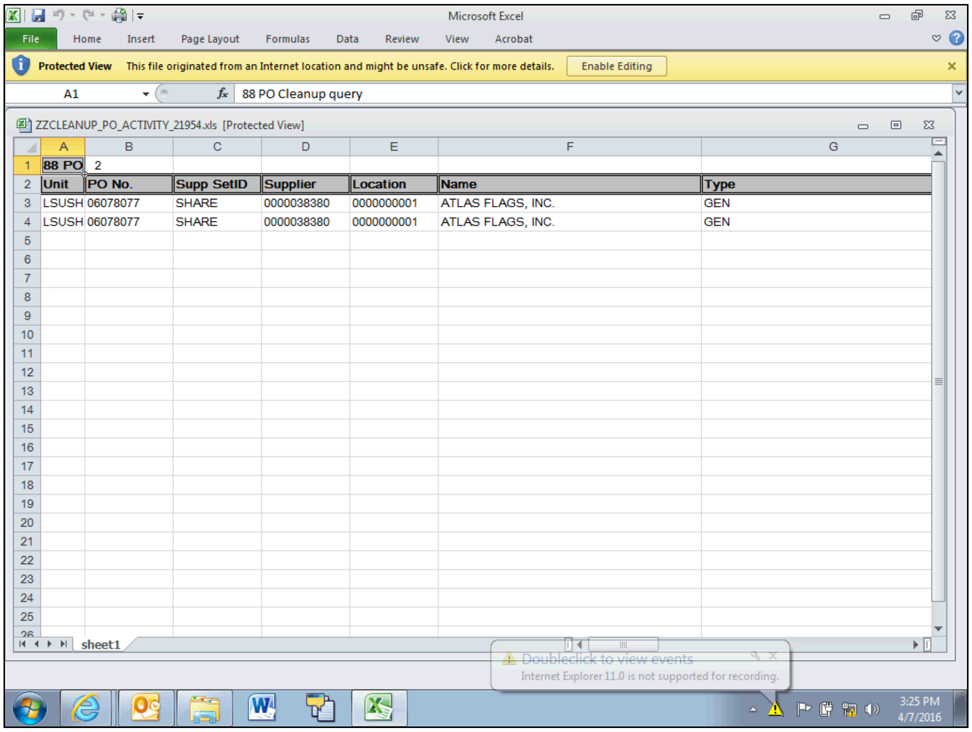
Step	Action
18.	Click the **Close** button on your search page. 

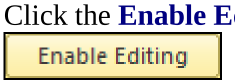


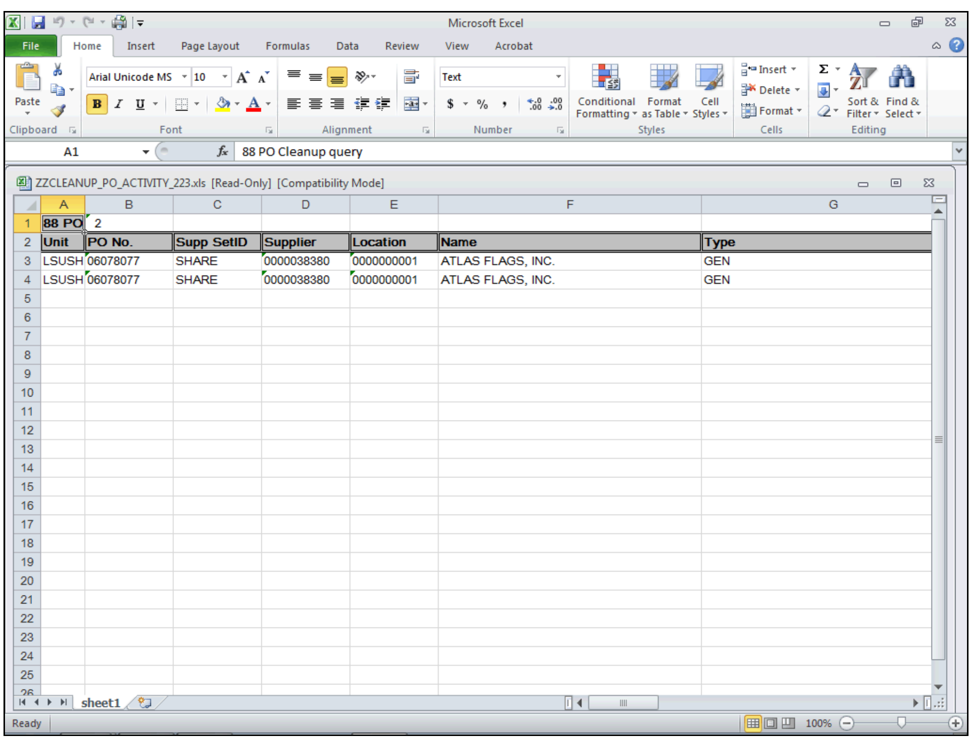
Step	Action
19.	The system also provides the option of running the query and displaying the results directly in Excel. This option will be demonstrated now. Click the **Excel** link. Excel
20.	Enter the desired information into the **Business Unit** field. Enter "**LSUSH**".
21.	Enter the desired information into the **Department** field. Enter "**1050100**".
22.	Enter the desired information into the **Beg Accounting Date** field. Enter "**110115**".
23.	Enter the desired information into the **End Accounting Date** field. Enter "**113015**".
24.	Click the **View Results** button. View Results



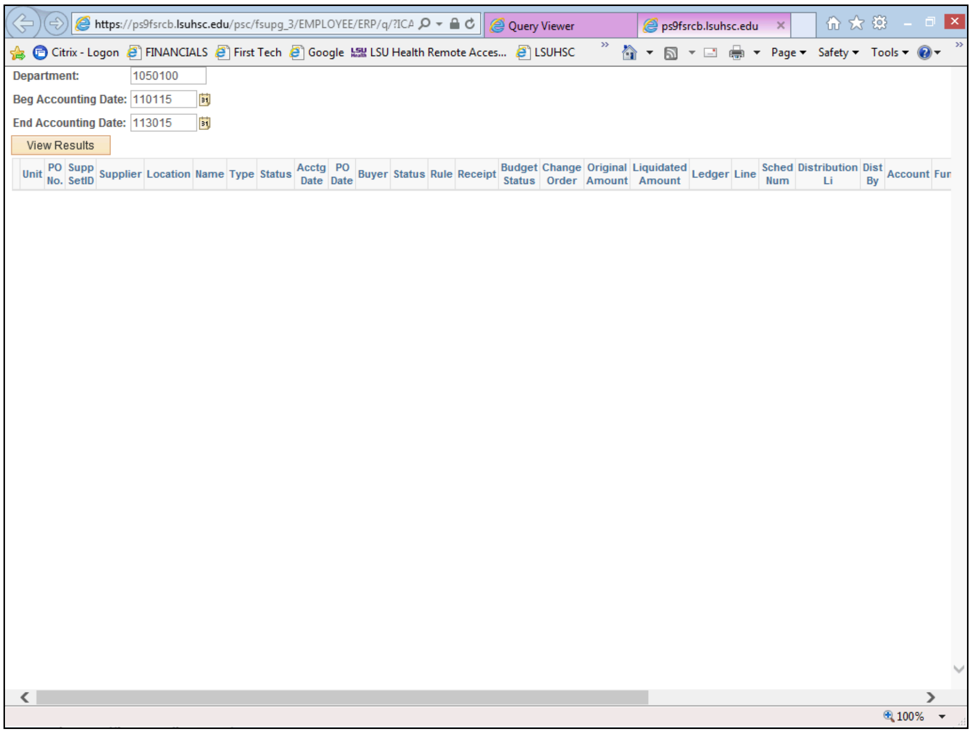
Step	Action
25.	Click the **Open** button. Open



Step	Action
26.	Click the **Enable Editing** button. 



Step	Action
27.	***NOTE: Only one PO line is displayed for the original encumbrance amount. No payment has been made against this PO.*** Click the **Close** button on the Excel spreadsheet.



Step	Action
28.	Click the **Close** button on the search page.
29.	This completes **Run the ZZCLEANUP_PO_ACTIVITY** query. **End of Procedure.**

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.

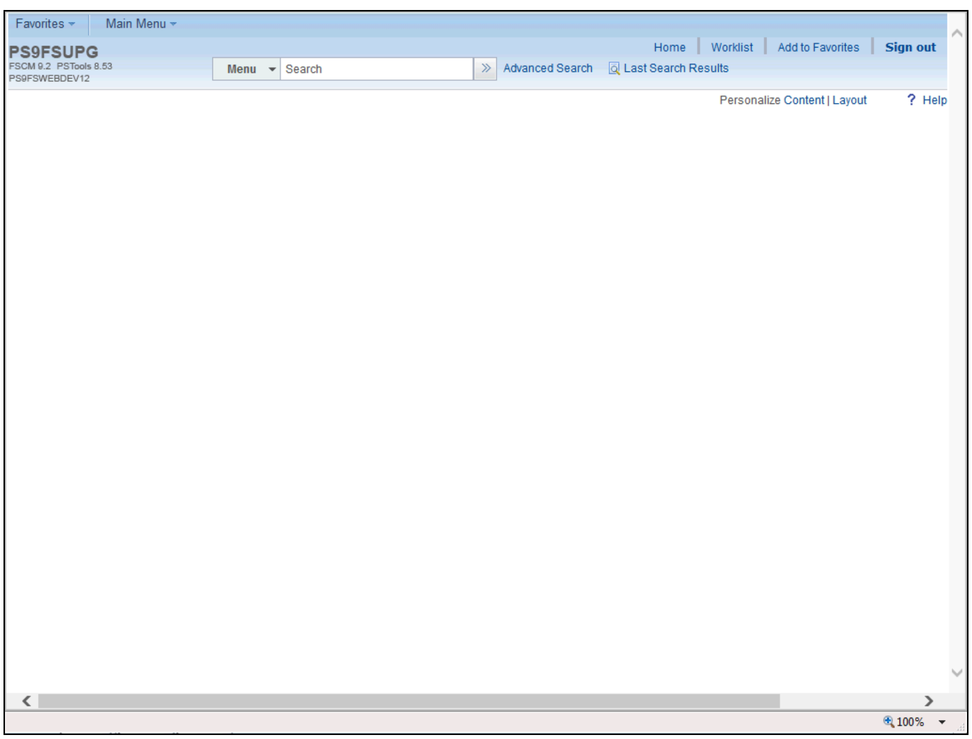
View and Analyze the PO Activity Summary Page

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.

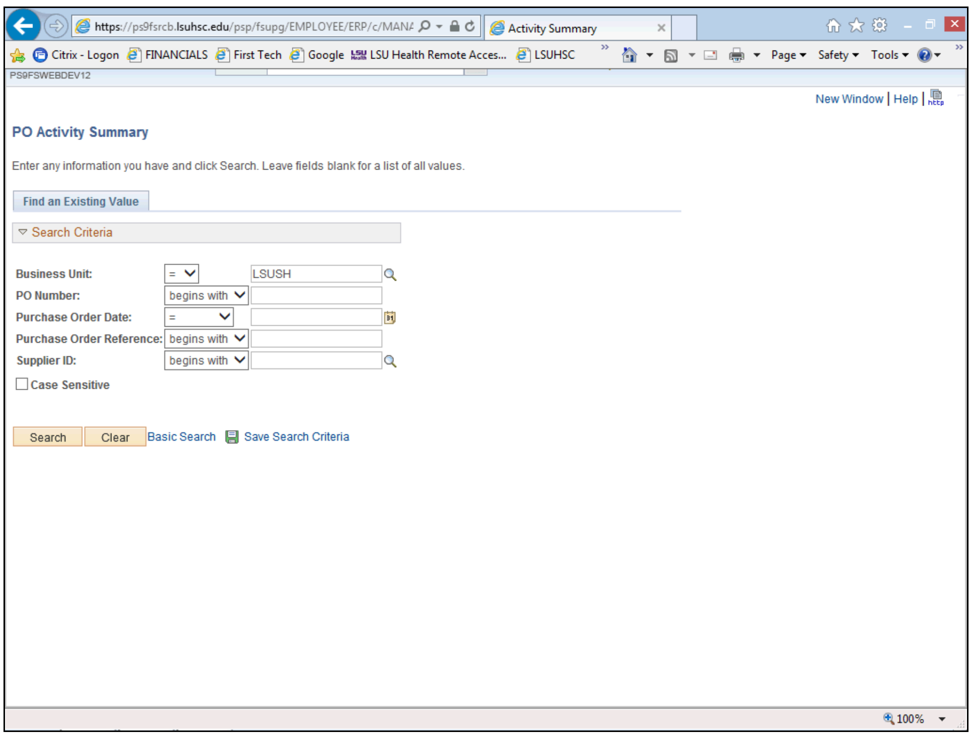
Procedure

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

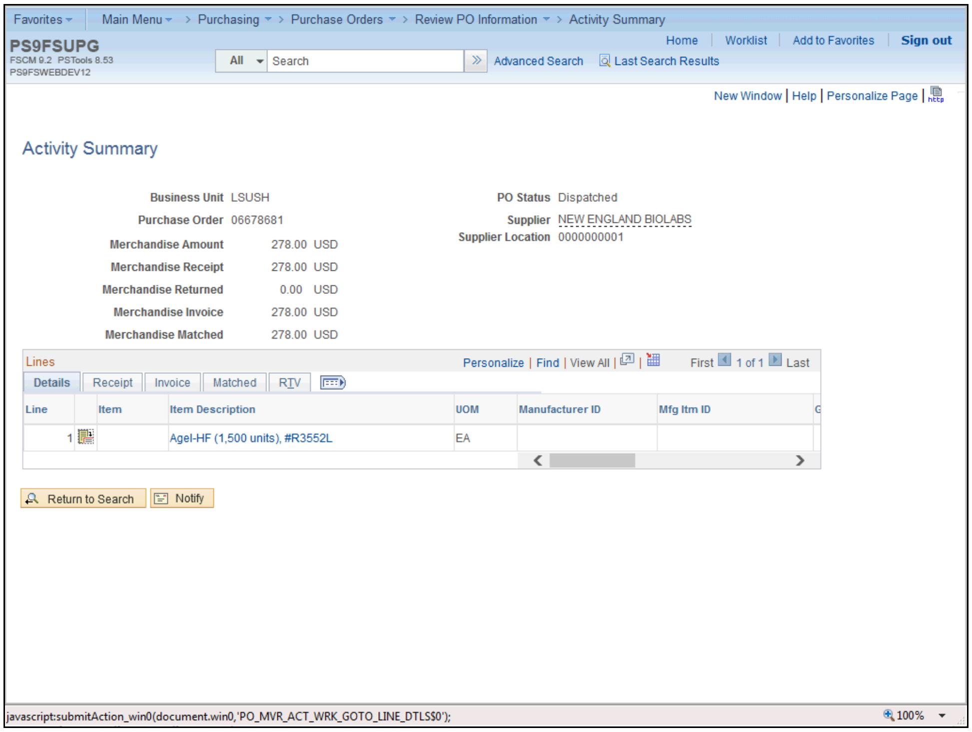
NOTE: The PO Activity Summary page allows you to determine why there is a remaining encumbrance amount on a PO Line.



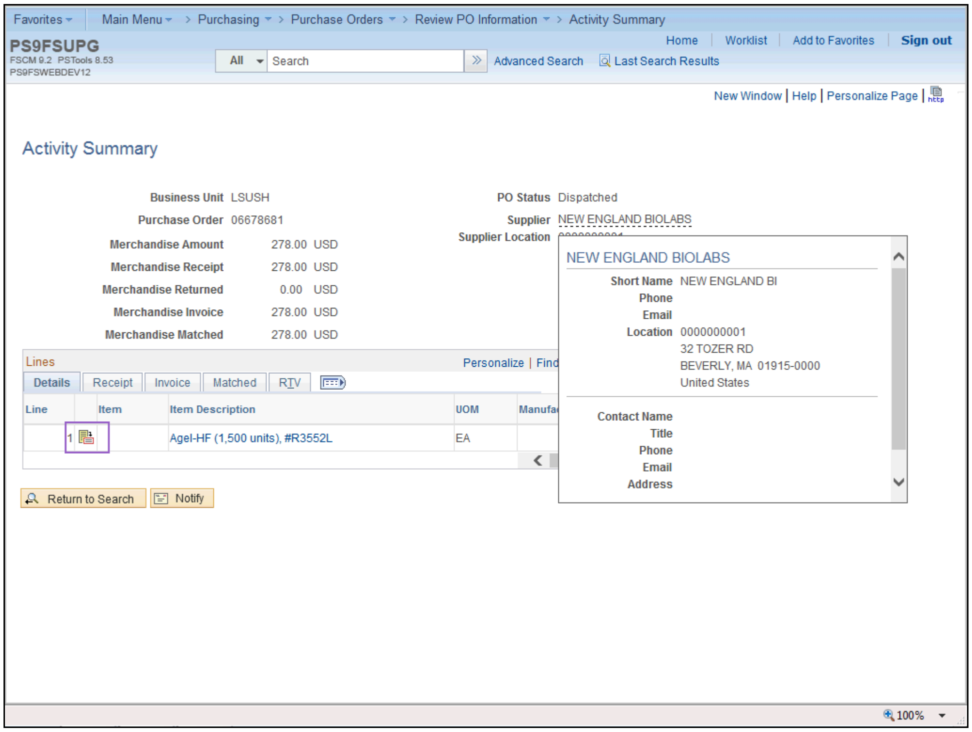
Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **Purchasing** menu. Purchasing
3.	Click the **Purchase Orders** menu. Purchase Orders
4.	Click the **Review PO Information** menu. Review PO Information
5.	Click the **Activity Summary** menu. Activity Summary
6.	If your Business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

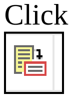


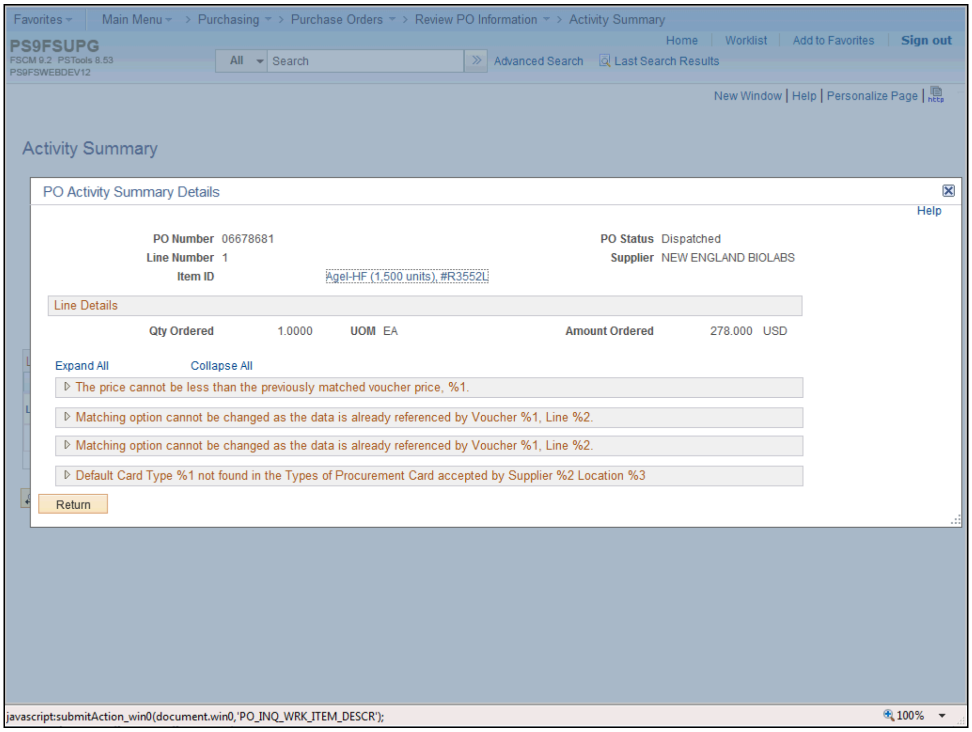
Step	Action
7.	Enter the desired information into the **PO Number** field. Enter "**06678681**".
8.	Click the **Search** button. Search



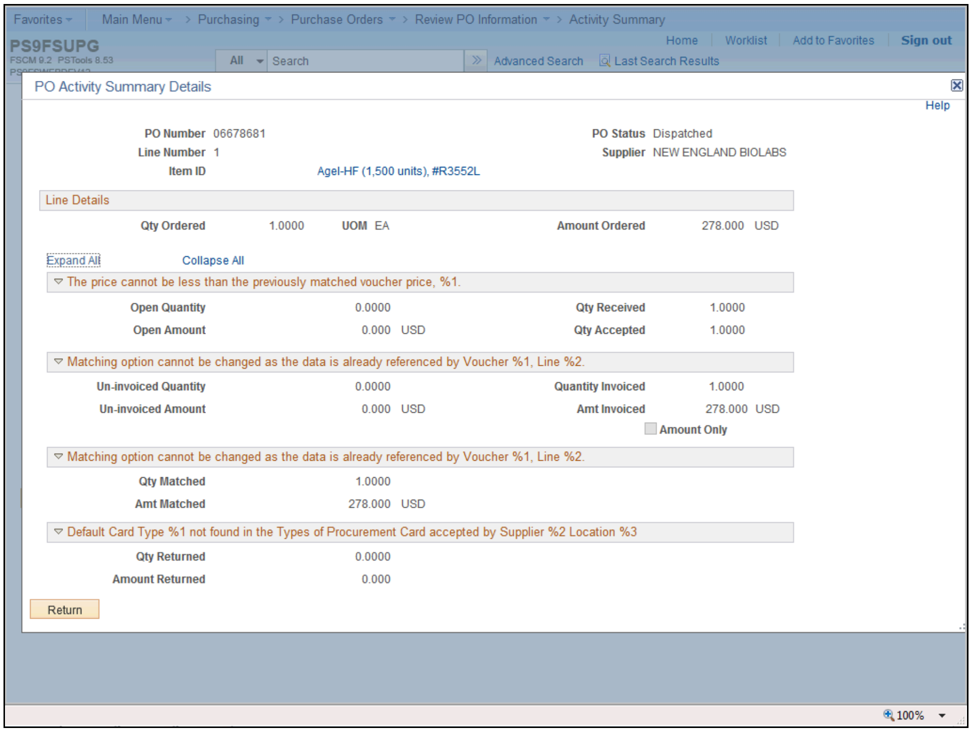
Step	Action
9.	View the Activity Summary page. • **PO Status**: The status should indicate Dispatched for most POs, but the status could indicate Approved (someone may have changed the PO, but it was not yet Dispatched or Budget Checked), Canceled or Complete. • **Order Qty**: The quantity ordered. • **Amount Ordered**: The total dollar value of the PO line. ***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.***



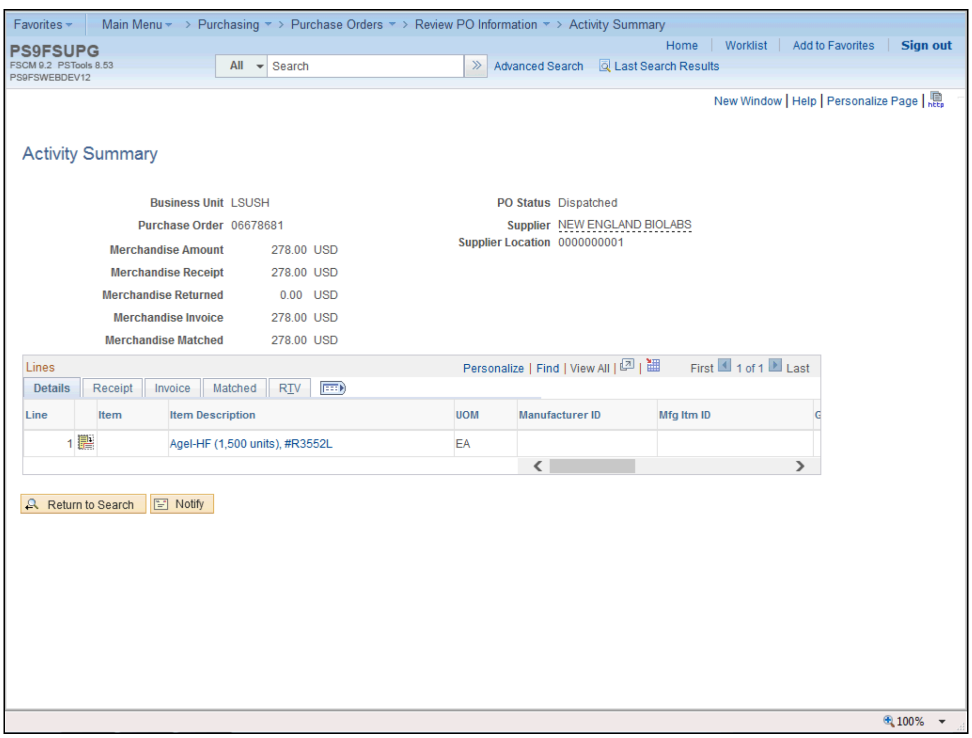
Step	Action
10.	By hovering over the Supplier name, a dropdown box will appear with the Supplier information. The supplier's phone number and address will display. Click to the **Line Details** button. 



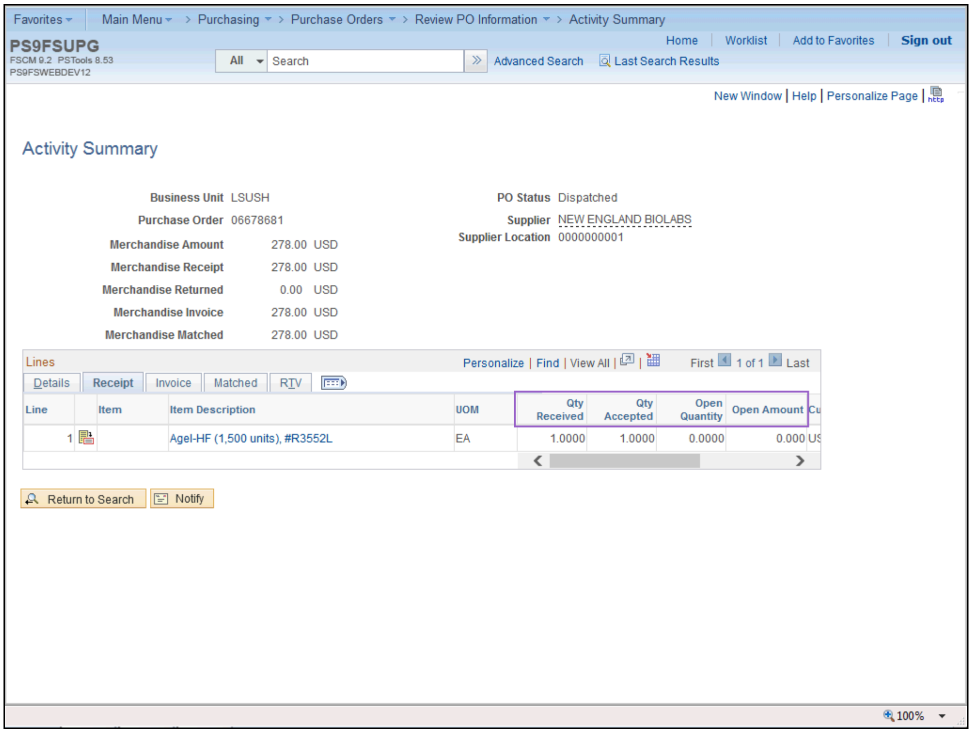
Step	Action
11.	Click the **Expand All** link to view the line details (i.e. Open Quantity, Qty Received, Amt Invoiced, and Un-Invoiced Amount).. 



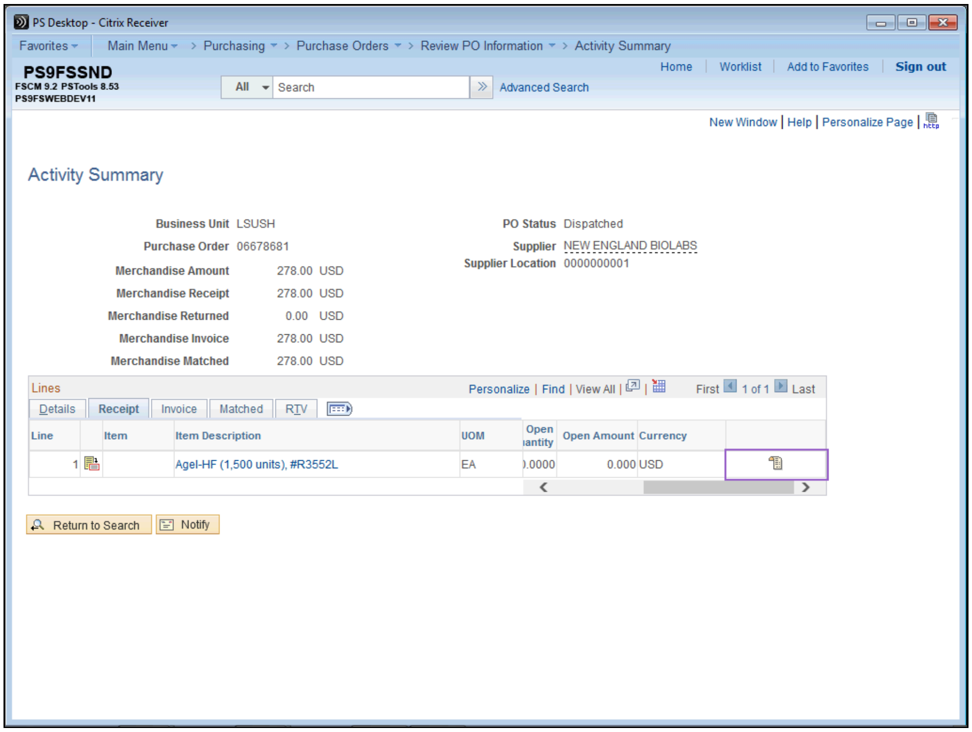
Step	Action
12.	Click the **Return** button. Return



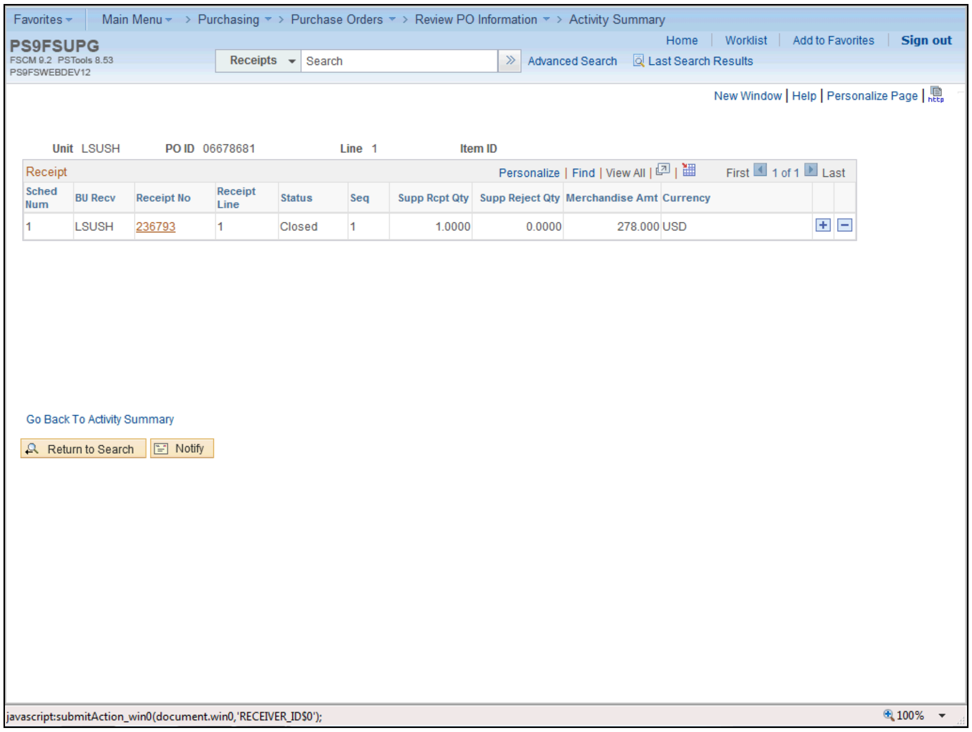
Step	Action
13.	View the Details Tab to determine quantity ordered and cost of each line item. Click the **Receipt** link. Receipt



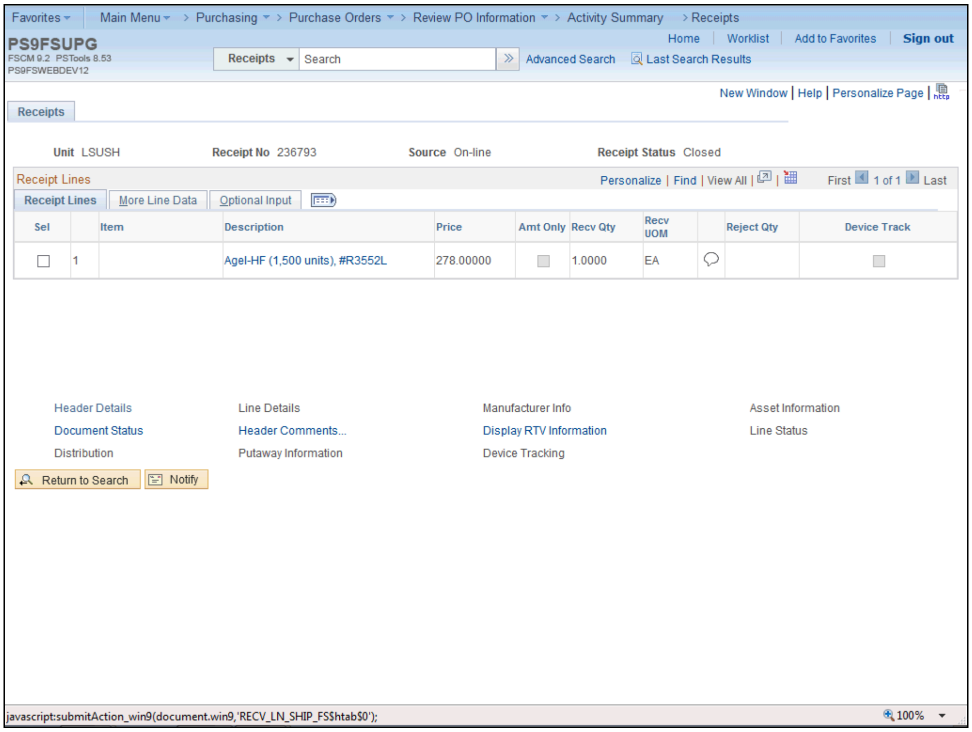
Step	Action
14.	View the **Receipt** tab. • **Qty Received**: The quantity received in the shipment for the PO line. • **Qty Accepted**: The quantity accepted from the shipment. • **Open Quantity**: The quantity not yet received. • **Open Amount**: The amount not yet received.
15.	Click the right button on the **Scrollbar.**



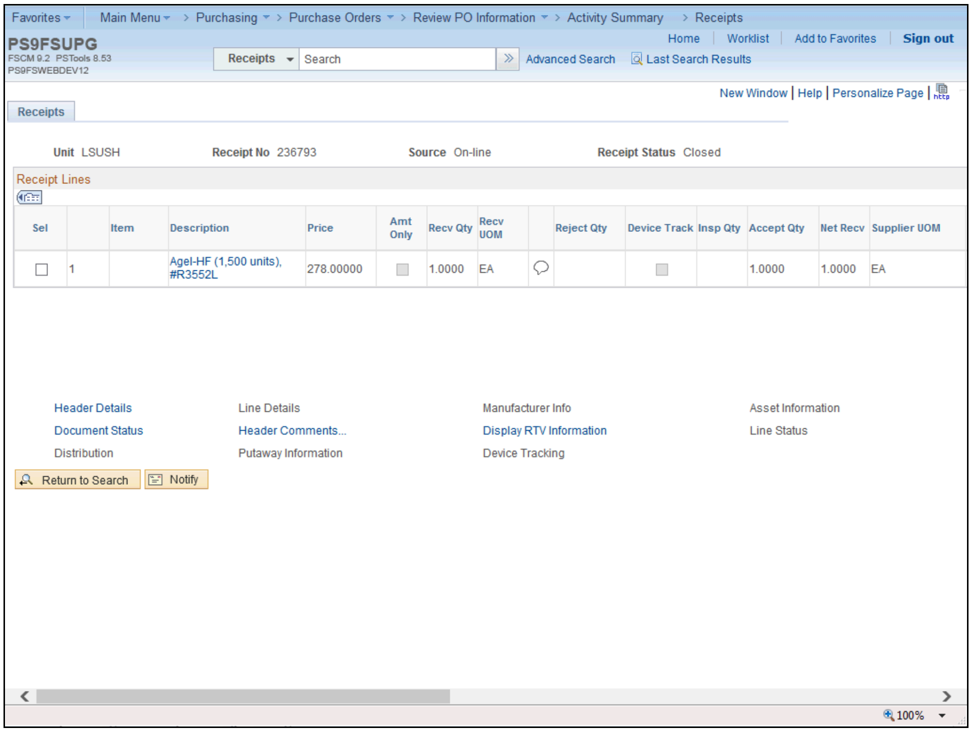
Step	Action
16.	***NOTE: If the Receipt button appears on the PO line (i.e. the icon next to the Currency field), this indicates that a Receipt(s) has been entered in PeopleSoft for the PO line. If a Receipt has not been entered in PeopleSoft for the PO line, the Receipt button would not appear on this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



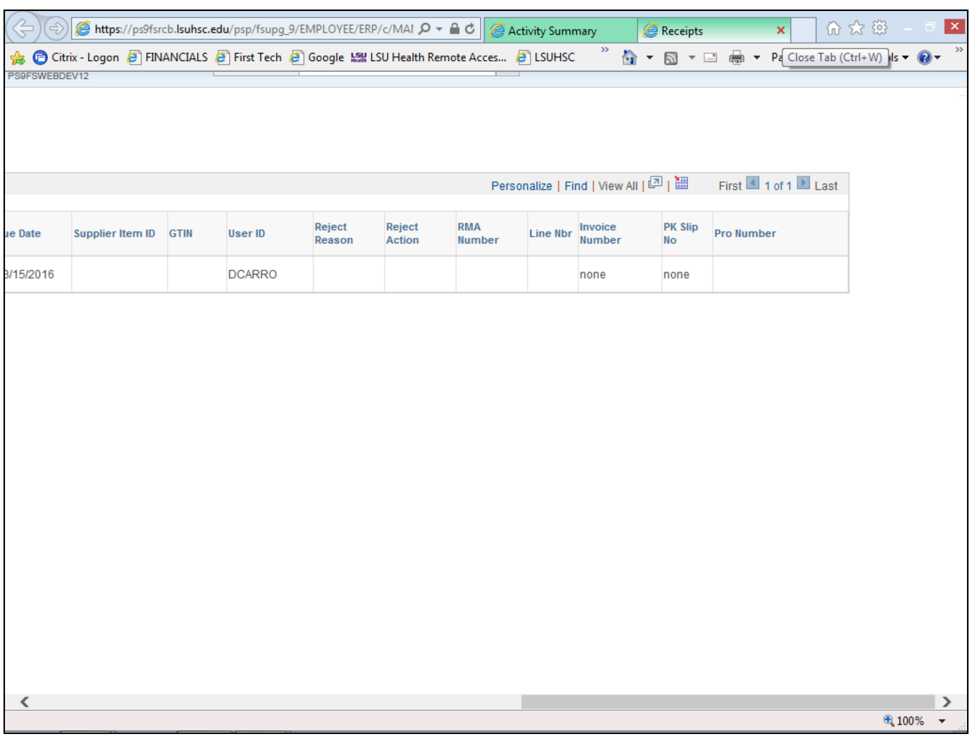
Step	Action
17.	Click the **Receipt Number** link to access the Receipt page. Click the **236793** link. 236793



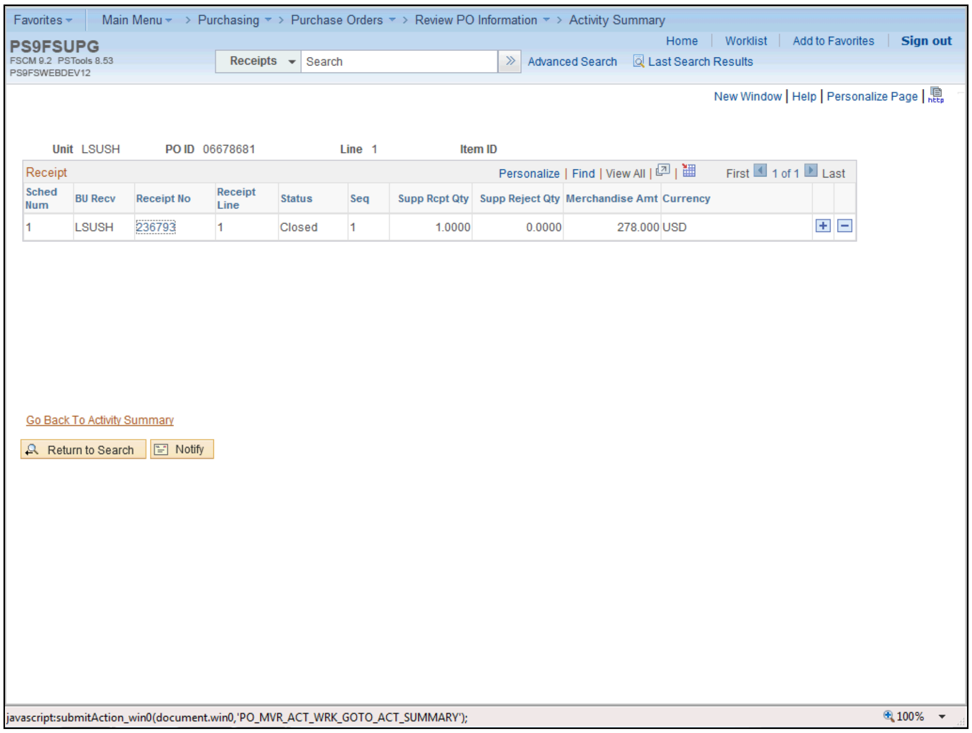
Step	Action
18.	The Receipts page displays. Click the **Show All Columns** button. This will allow the user to view all data located on the tabs. 



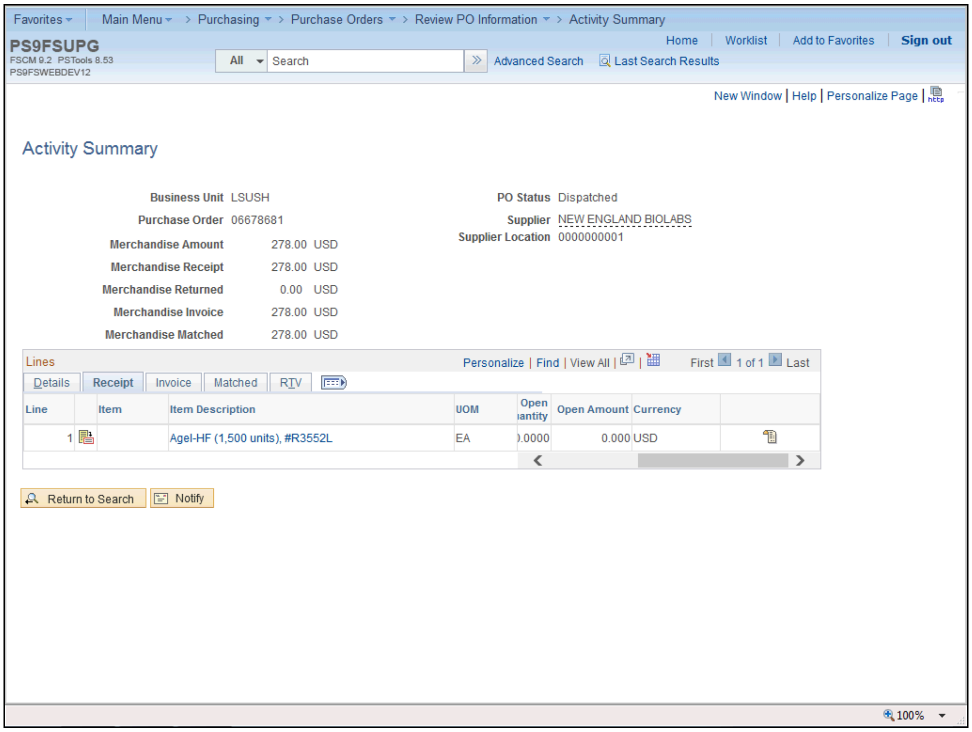
Step	Action
19.	Click the **Scrollbar** to view additional fields.

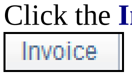


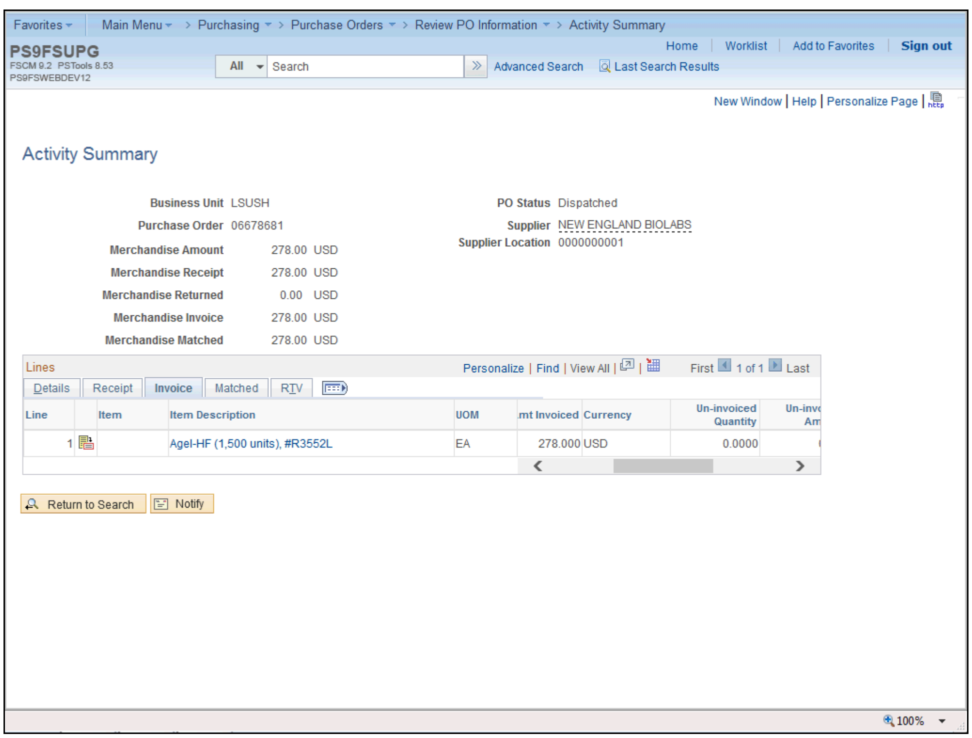
Step	Action
20.	Click the **Close** button. 



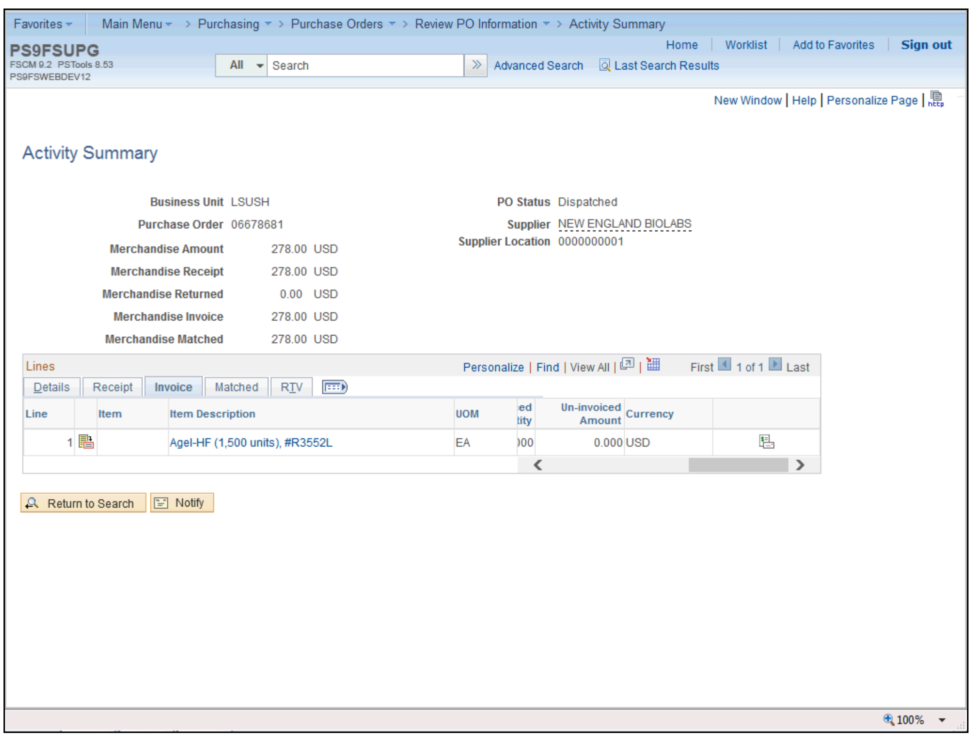
Step	Action
21.	Click the **Go Back To Activity Summary** link. Go Back To Activity Summary

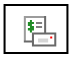


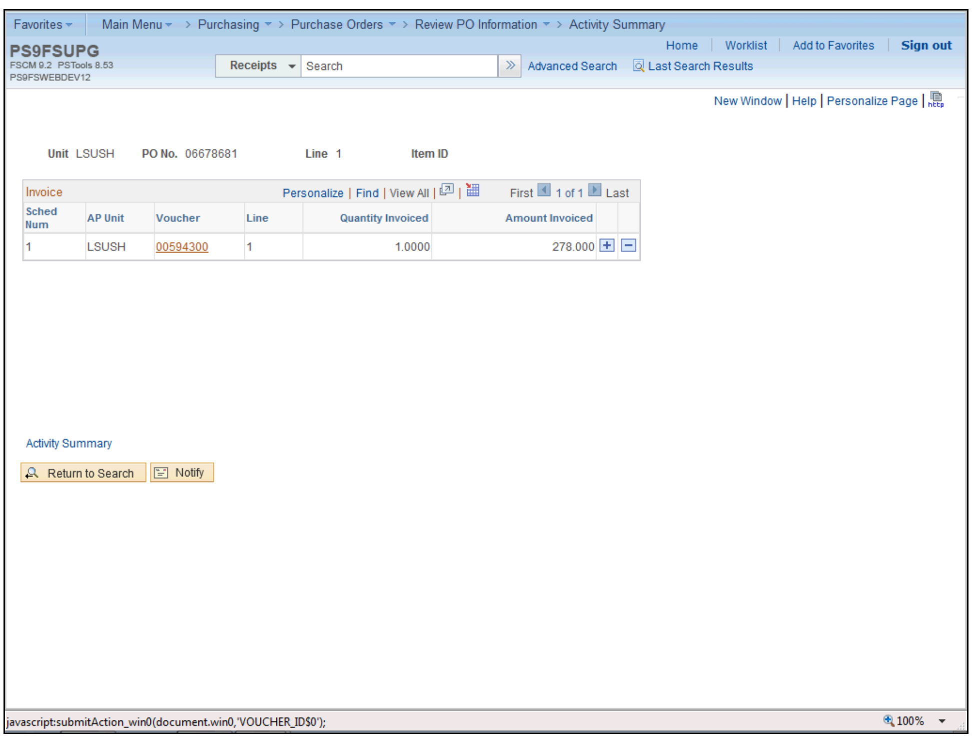
Step	Action
22.	Click the **Invoice** tab. 



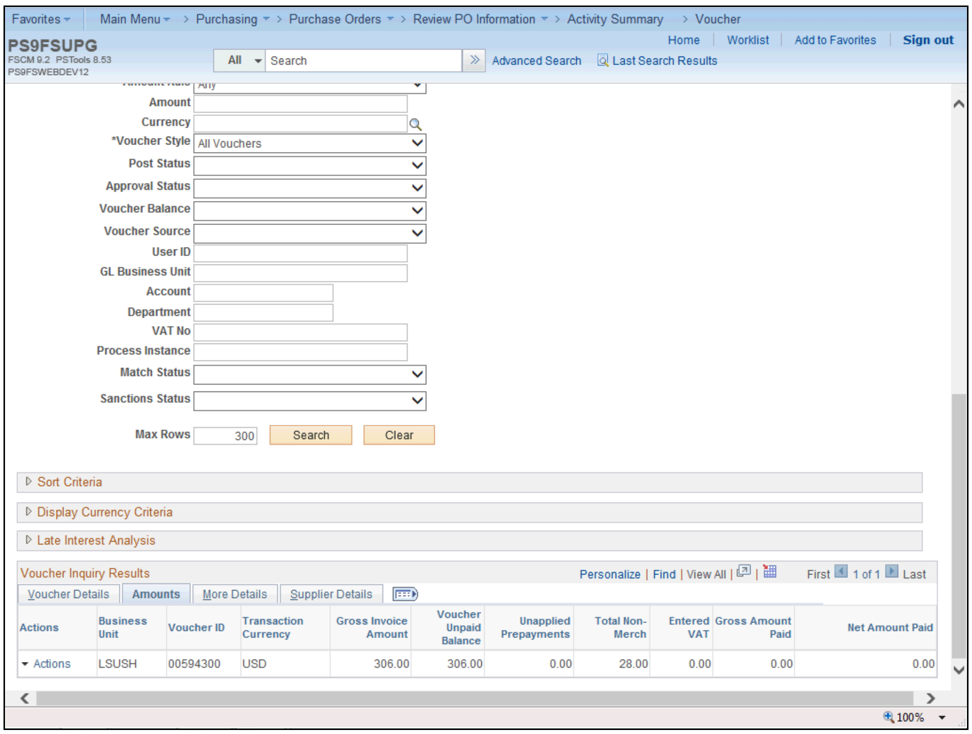
Step	Action
23.	View the Invoice tab. • **Quantity Invoiced**: The quantity of the items invoiced. • **Amt Invoiced**: The dollar amount to be paid for the items invoiced. • **Un-invoiced Quantity**: The remaining quantity of items not yet invoiced. • **Un-invoiced Amount**: The dollar amount of items not yet invoiced.
24.	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. Vouchers are generated by AP in the PeopleSoft system for anything that shows payment of funds in your Department: • Invoice (for Vendors) • Advance Payment (for Direct Pay and Travel)



Step	Action
25.	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. Click the **Invoice** button. 
26.	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. ***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.*** ***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.***

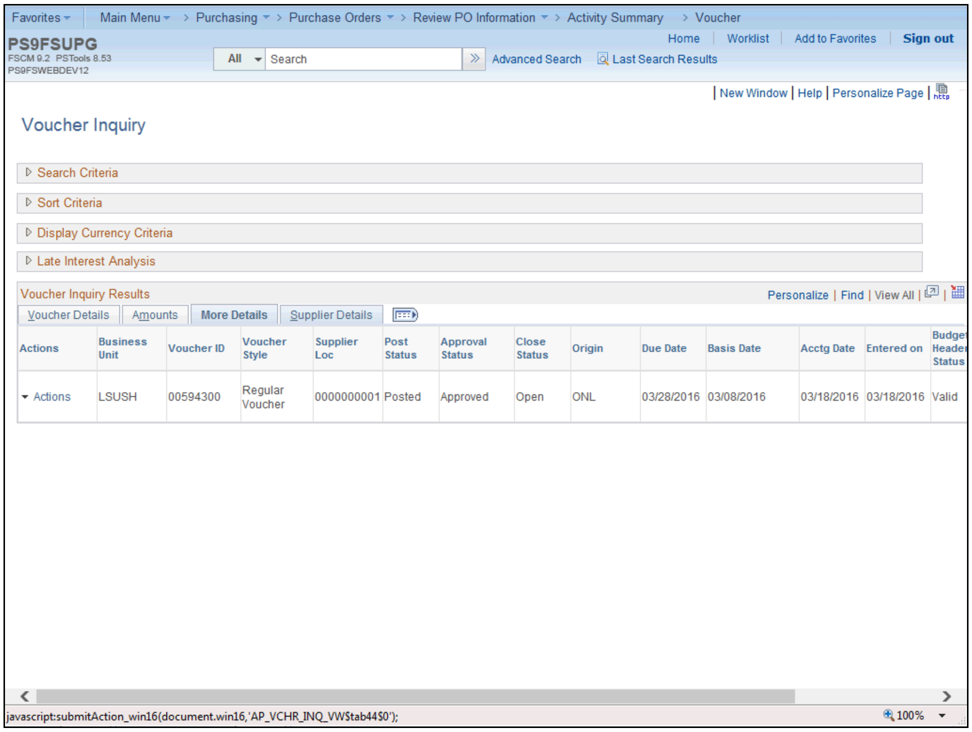


Step	Action
27.	Click the **Voucher Number** link to access the Voucher Inquiry page. This action opens a new window. 00594300
28.	View the fields on the Voucher Details tab of the Voucher Inquiry Results section. ***See the "View the Payment Reference ID and Payment Pages for a PO Line" topic for instructions 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.***

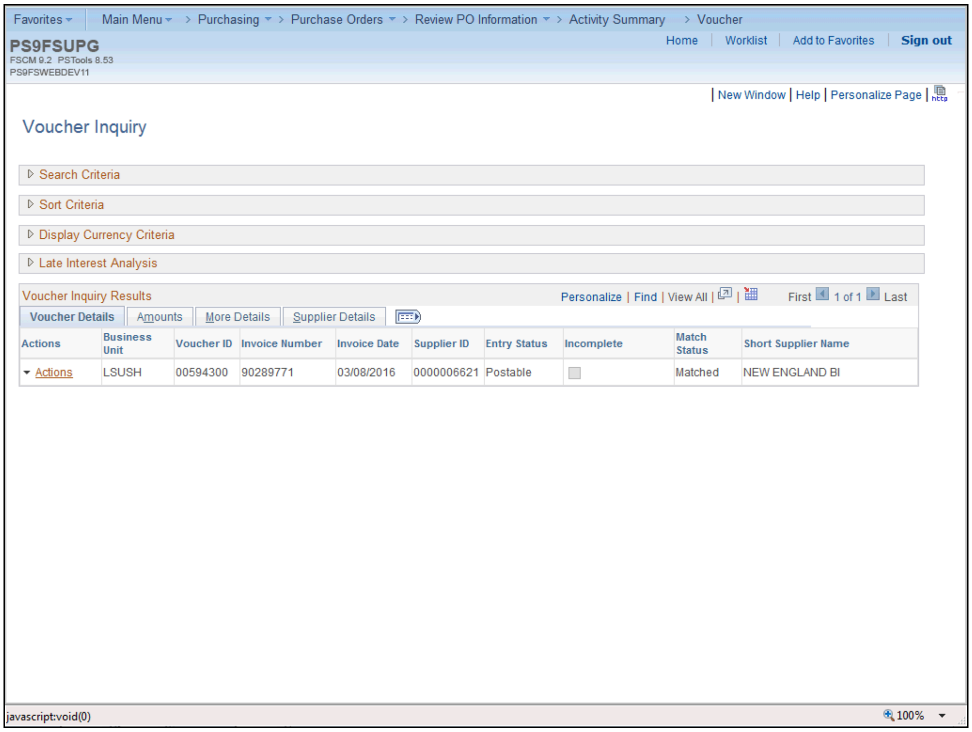


Step	Action
29.	Click the **Amounts** link. Amounts
30.	View the Amounts page. Click the **More Details** object. More Details

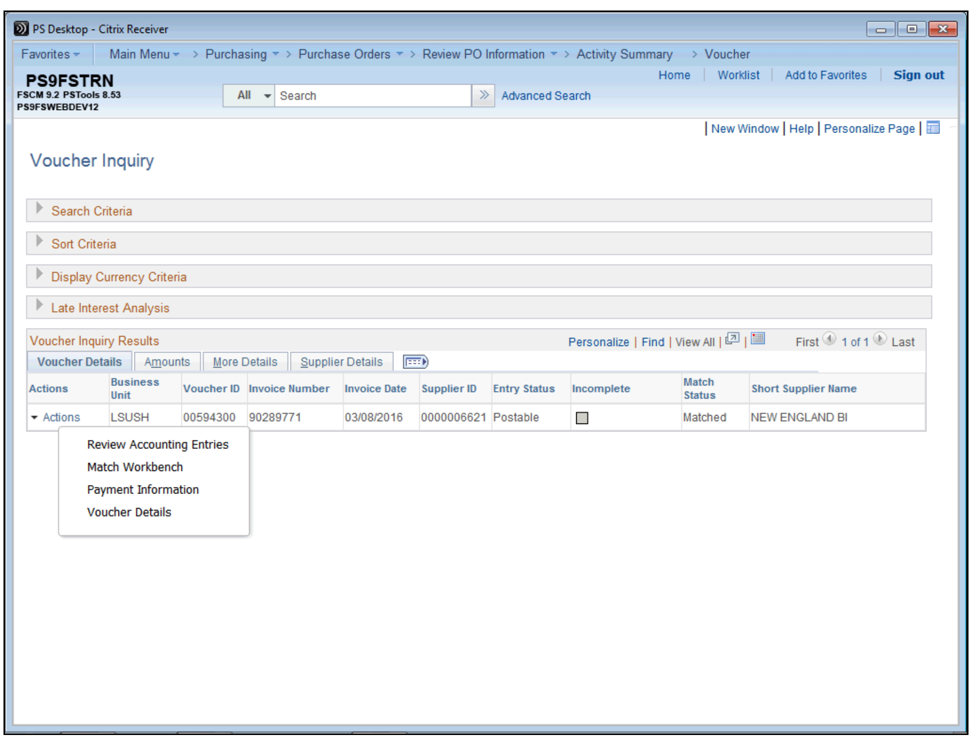
Step	Action
31.	View the fields on the **More Details** tab: **Due Date:** The date that AP is scheduled to pay the Voucher. **Acctg Date:** The Accounting Period in which the Due Date falls. **Entered on:** The date that AP entered the Voucher.



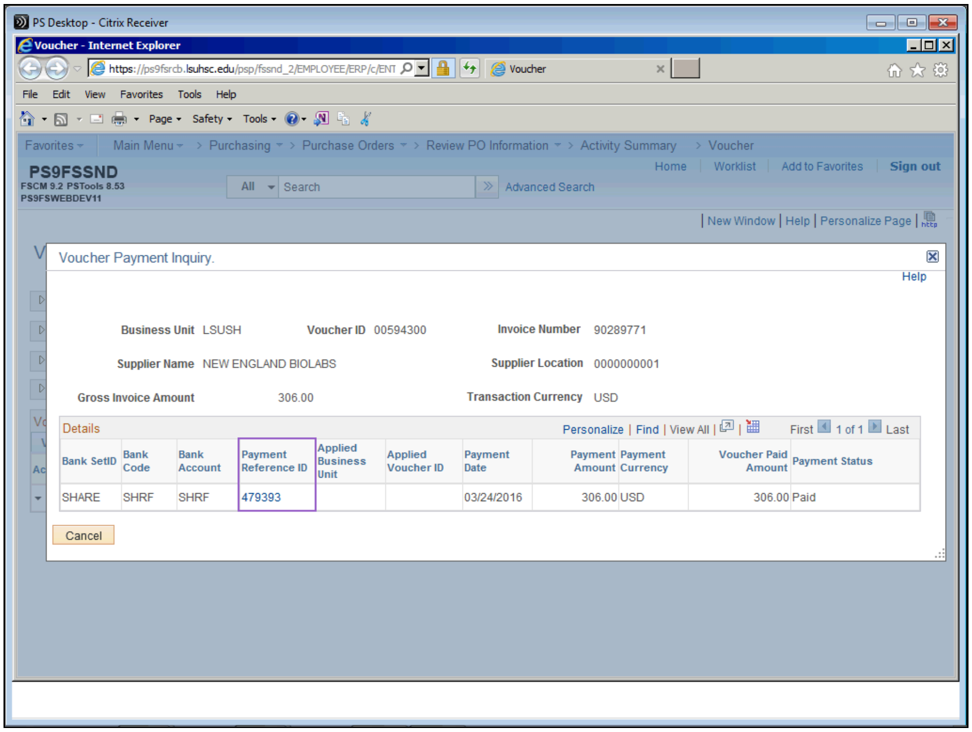
Step	Action
32.	Click the **Supplier Details** tab. Supplier Details
33.	Click the **Voucher Details** tab. Voucher Details



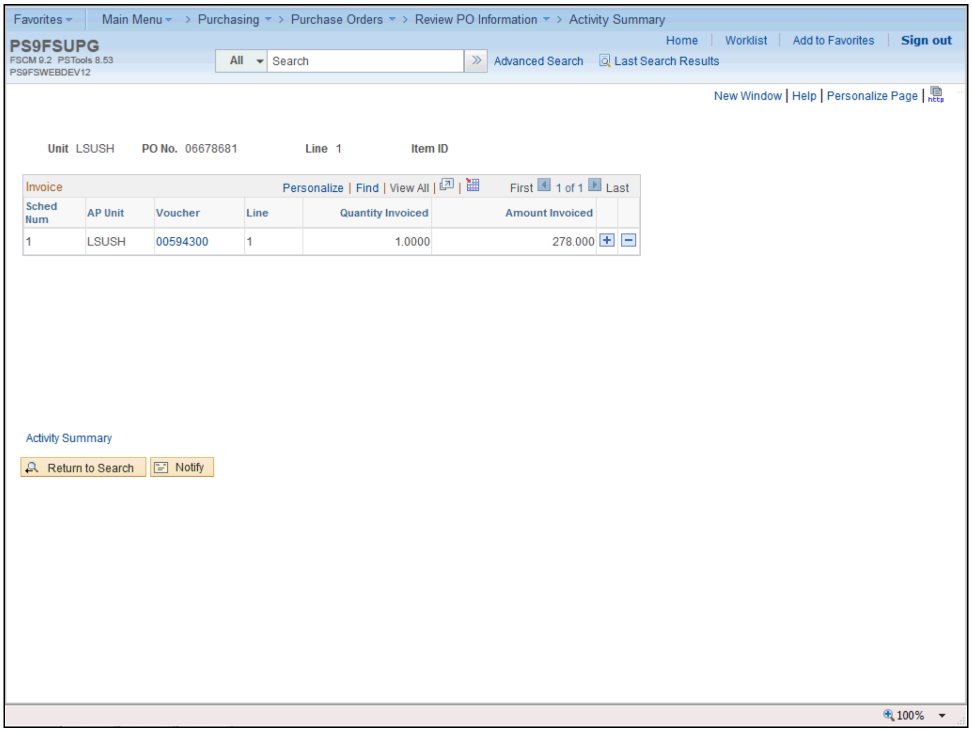
Step	Action
34.	Click the **Actions** link to view the available actions. Actions



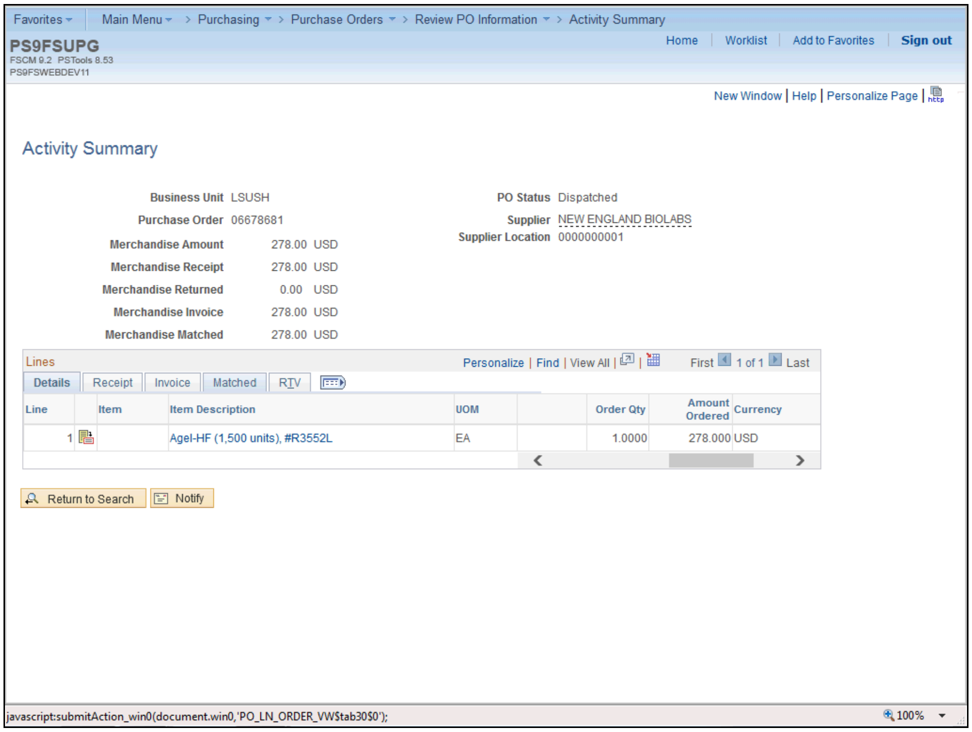
Step	Action
35.	Click the **Payment Information** link. Payment Information
36.	The **Voucher Payment Inquiry** page displays in a pop-up box.



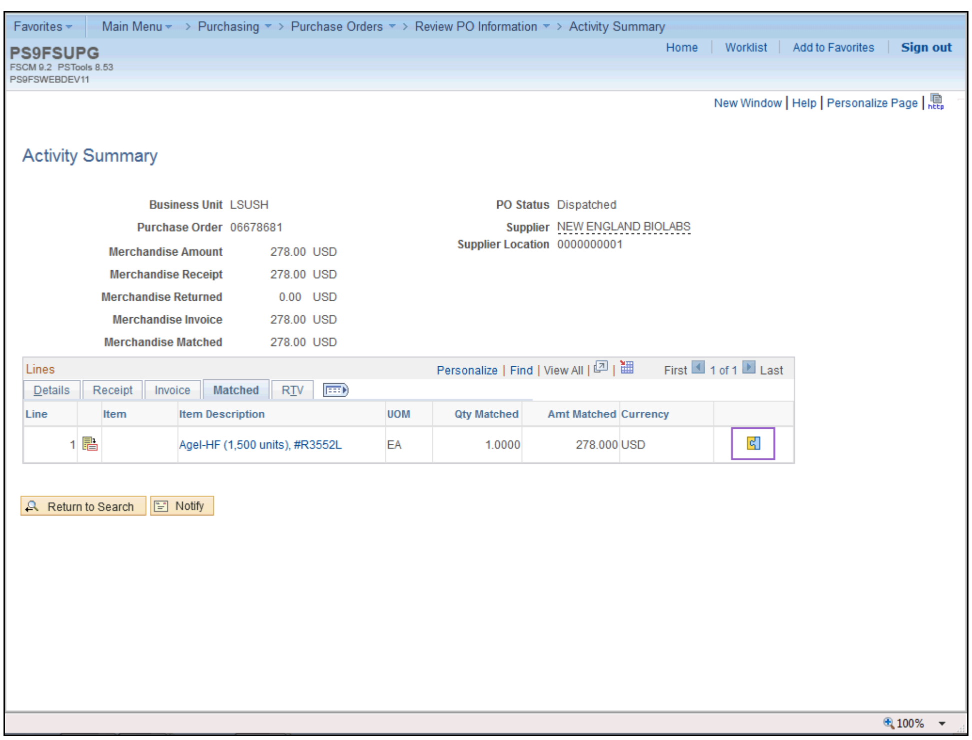
Step	Action
37.	Click the **Payment Reference ID** link to access Bank information on the Payment Inquiry page**.** 479393
38.	Click the Additional Info tab on the Payment Inquiry page to view bank information (i.e. Bank number and description). ***NOTE: Bank information can only be viewed if you have the proper security.*** Click the **Supplier Details** to view Supplier ID and Supplier address information. Click the **X** to close the Payment Inquiry window.

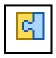


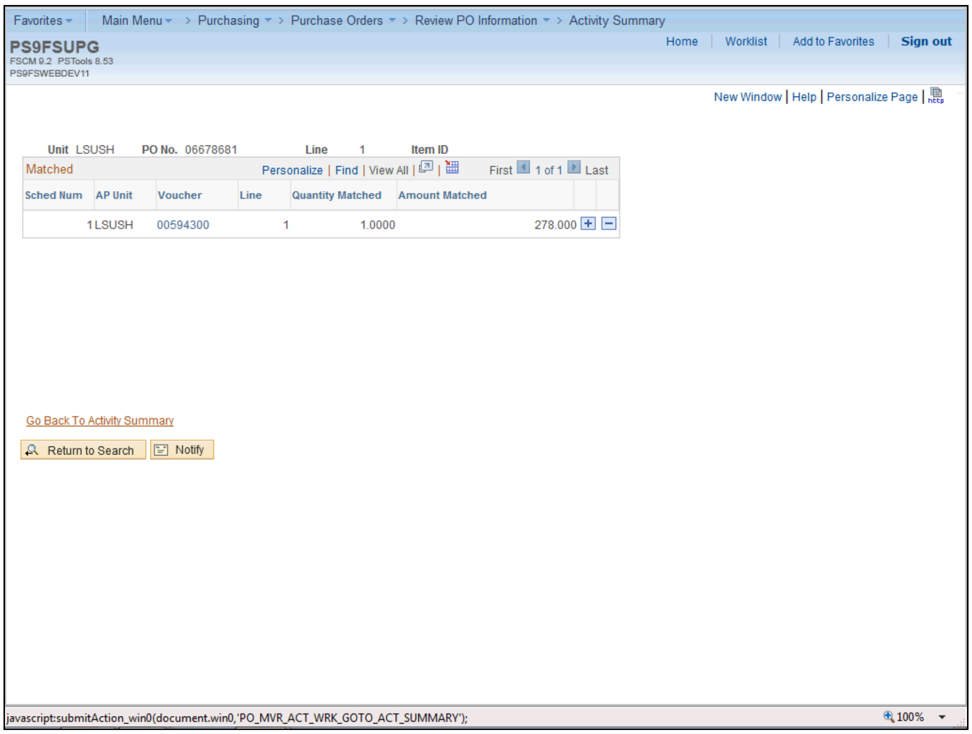
Step	Action
39.	The voucher information displays. Click the **Activity Summary** link to return to the Activity Summary page. Activity Summary



Step	Action
40.	Click the **Matched** tab to view the Qty Matched and Amt Matched Columns.



Step	Action
41.	***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.*** Click the **Matching** icon. 



Step	Action
42.	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. Click the **Go Back To Activity Summary** link. 

Step	Action
43.	**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: • **Receipt**: Does the item(s) need Receipt in PeopleSoft? • **Purchase Order**: Does the PO or line(s) on the PO need to be changed or cancelled? • **Voucher**: Does the last Voucher need to be Finalized?
44.	**How to Liquidate an Encumbrance and a Pre-Encumbrance** ***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.***
45.	**LSUNO Managing Encumbrance Liquidation procedure:** 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. **<u>Liquidate encumbrance Options:</u>** 1. **Cancel the PO** - 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) 2. **Cancel PO Lines** – No AP activity (i.e. the Vouchered Amount column is Zero dollars, hence no Voucher ID exists for the PO Line) 3. **Close PO** – If the user wishes to liquidate the encumbered balance and close the PO.
46.	**Change/Reduce PO Encumbered balance:** 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. **LSUNO – Managing Pre- Encumbrance Liquidation procedure:** 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.
47.	This completes ***View and Analyze the PO Activity Summary Page***. **End of Procedure.**

Inquire on a PO Document Status

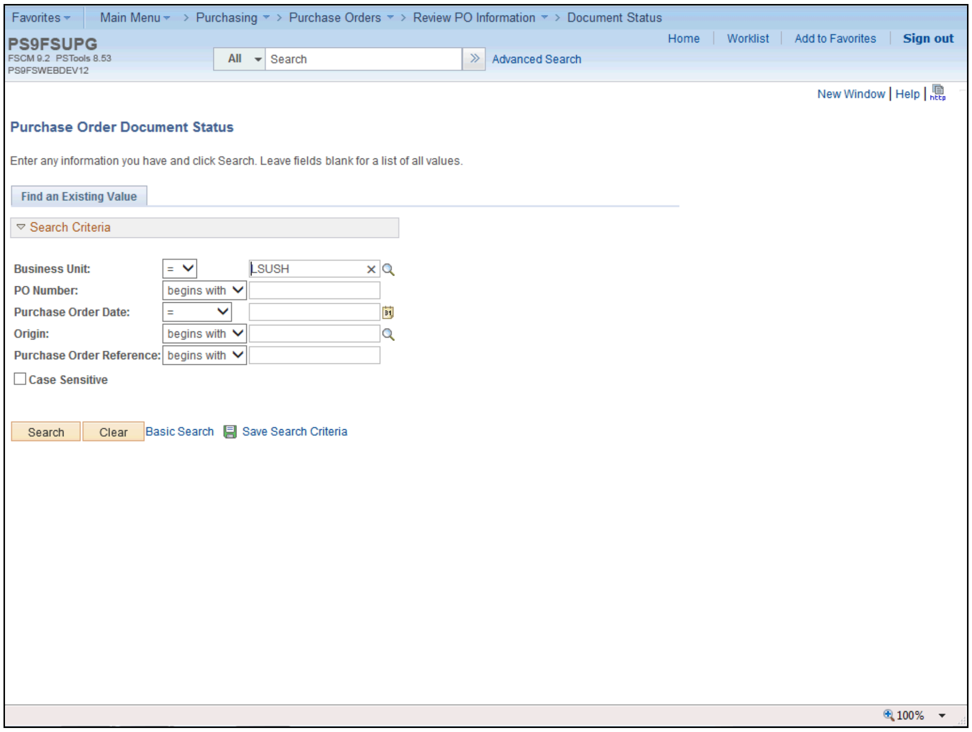
Inquire on a PO Document Status

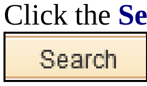
Procedure

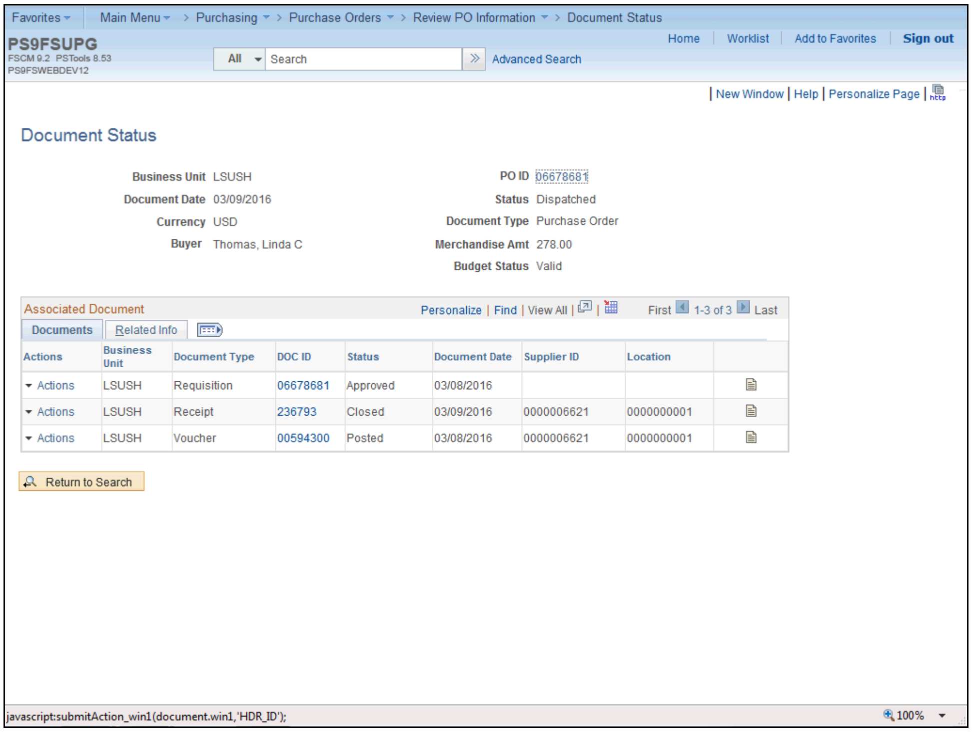
In this topic you will learn how to **Inquire on a PO Document Status**.

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.

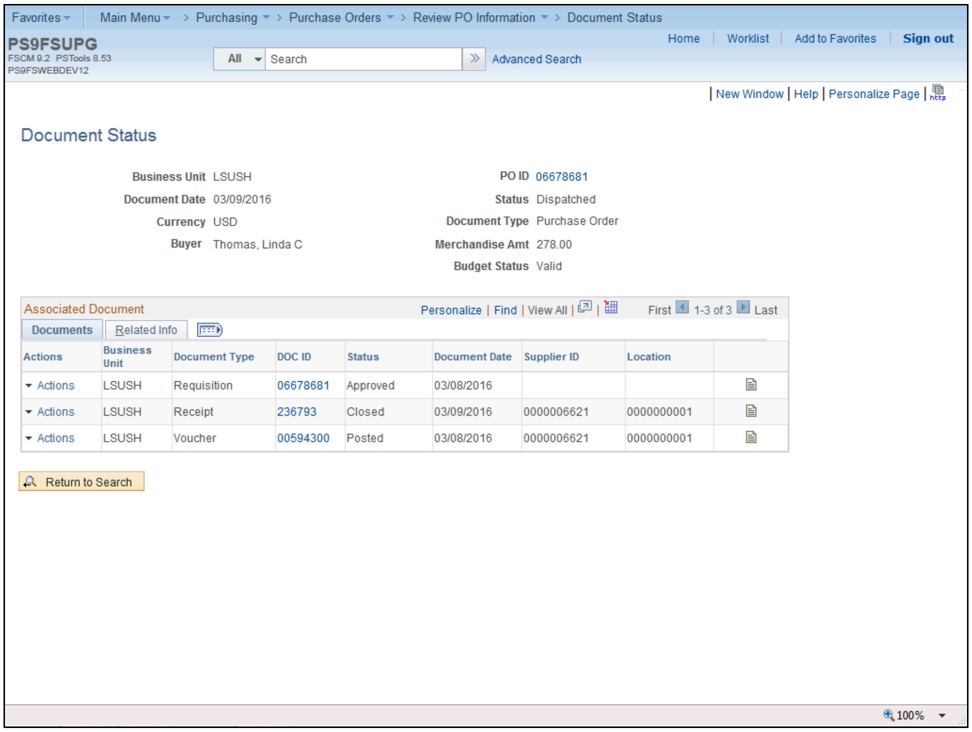
Step	Action
1.	Click the **Review PO Information** button. ***NOTE: If you are not already on the Purchase Order Inquiry page, you may navigate to the Document Status page as follows:*** ***Click Main Menu > Purchasing > Purchase Orders > Review PO Information > Document Status*** Review PO Information
2.	Click the **Document Status** link. ***NOTE: If you were not already in a Purchase Order page, navigate to the Document Status page as follows:*** ***Purchasing > Purchase Orders > Review PO Information > Document Status*** Document Status



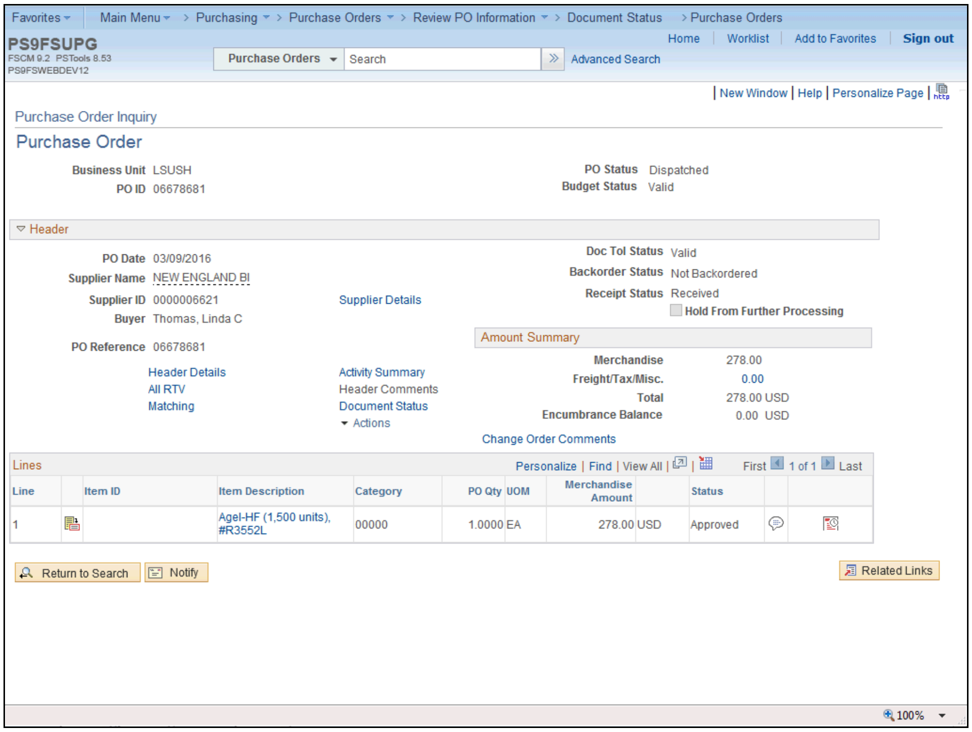
Step	Action
3.	Enter your **Business Unit** if necessary. Enter the desired information into the **PO Number** field. Enter "**06678681**".
4.	Click the **Search** button. 



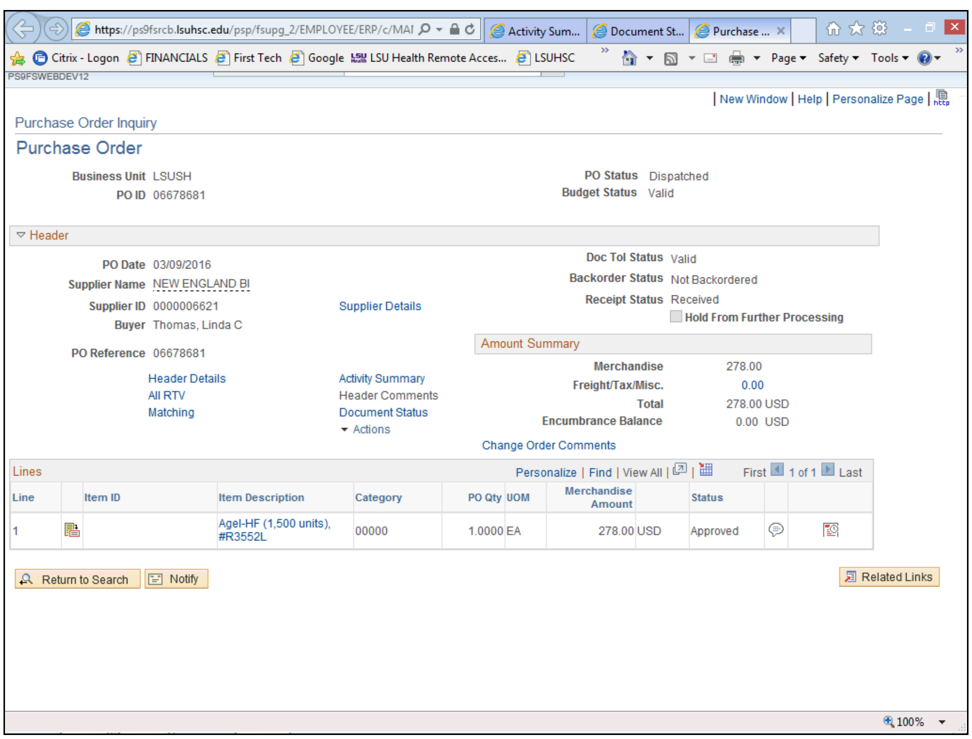
Step	Action
5.	View the PO Document Status page. ***NOTE: From the Document Status page you may view:*** ***• The Inquiry page of this document (in this example you may view the PO Inquiry page);*** ***• The Inquiry pages of the Requisition, Receipts, Vouchers and/or Payments associated with the Purchase Order.*** ***NOTE: You may only view the Vouchers and Payments if you have access to these pages.***



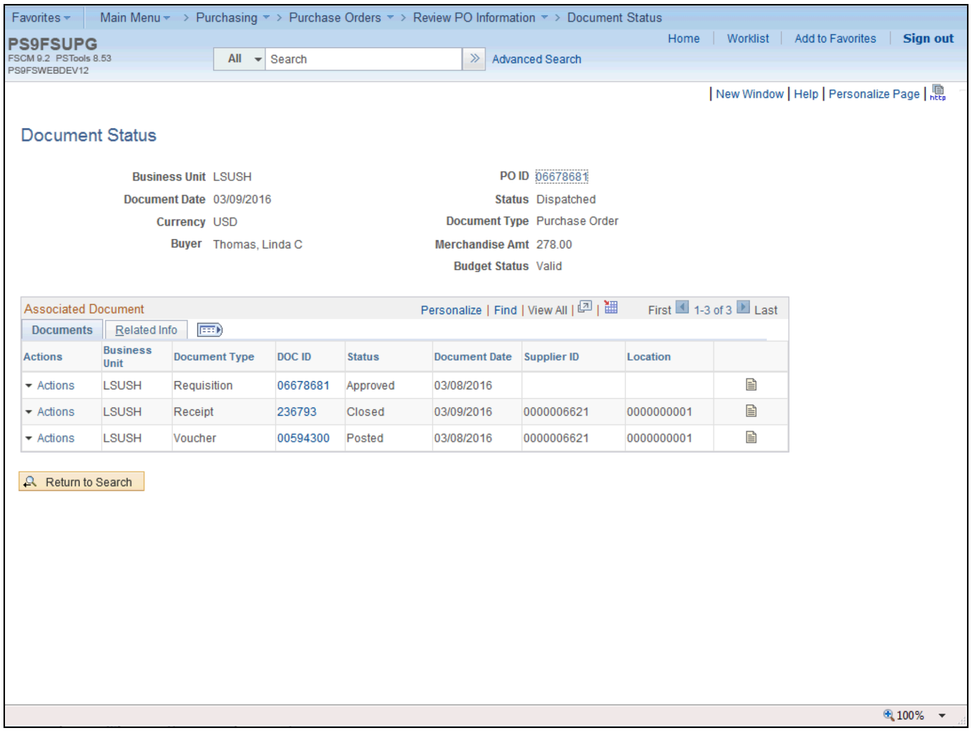
Step	Action
6.	Click the PO ID **06678681** link to view the PO Inquiry page. This action opens a new window. 06678681



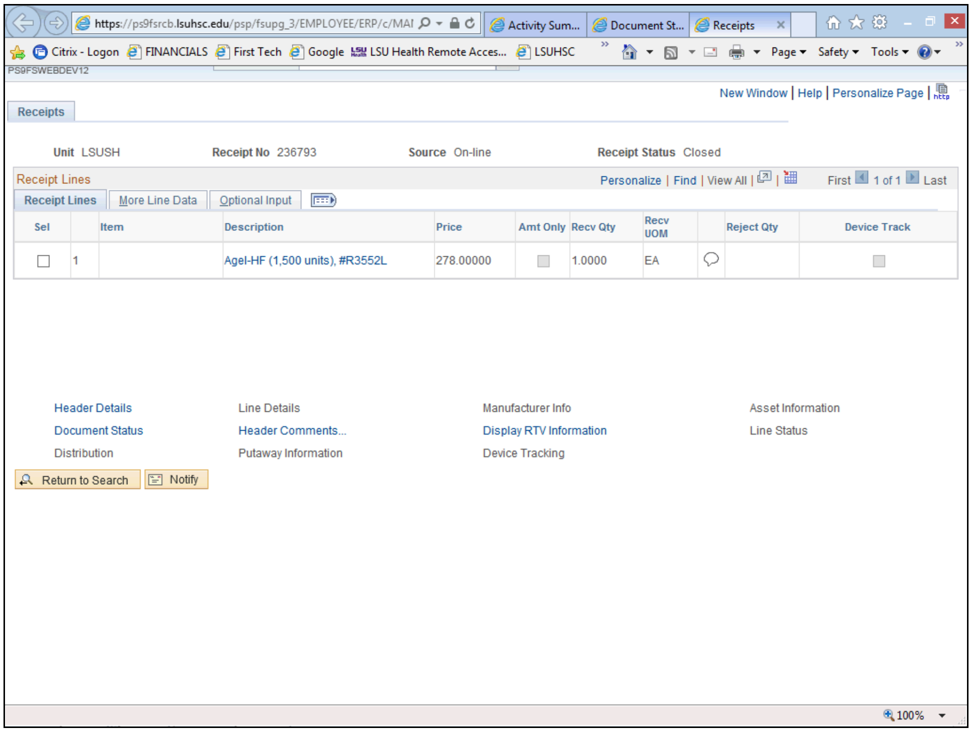
Step	Action
7.	View the PO Inquiry page.



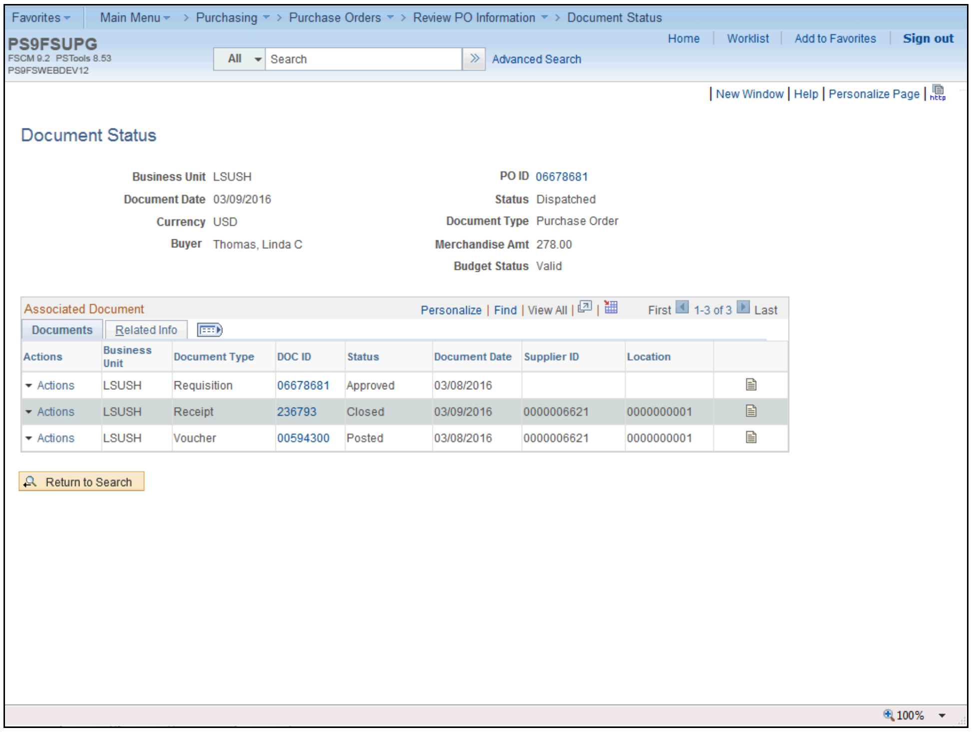
Step	Action
8.	Click the **Close** button. 



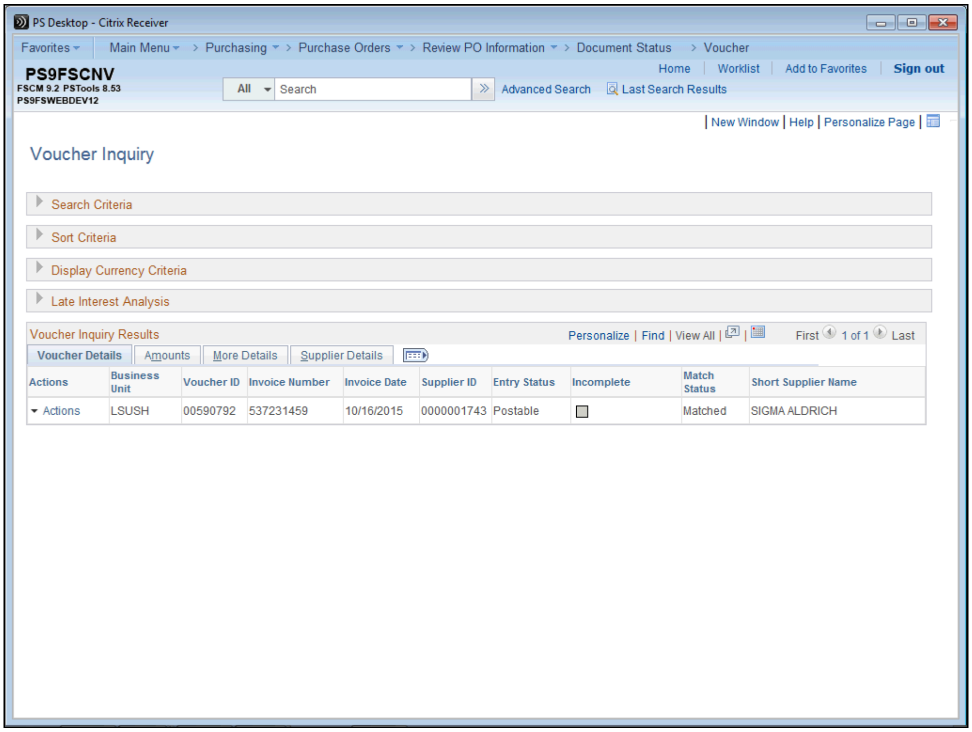
Step	Action
9.	Click the **Receipts Document ID - 236793** link to access the Receipts page. This action opens a new window. 236793



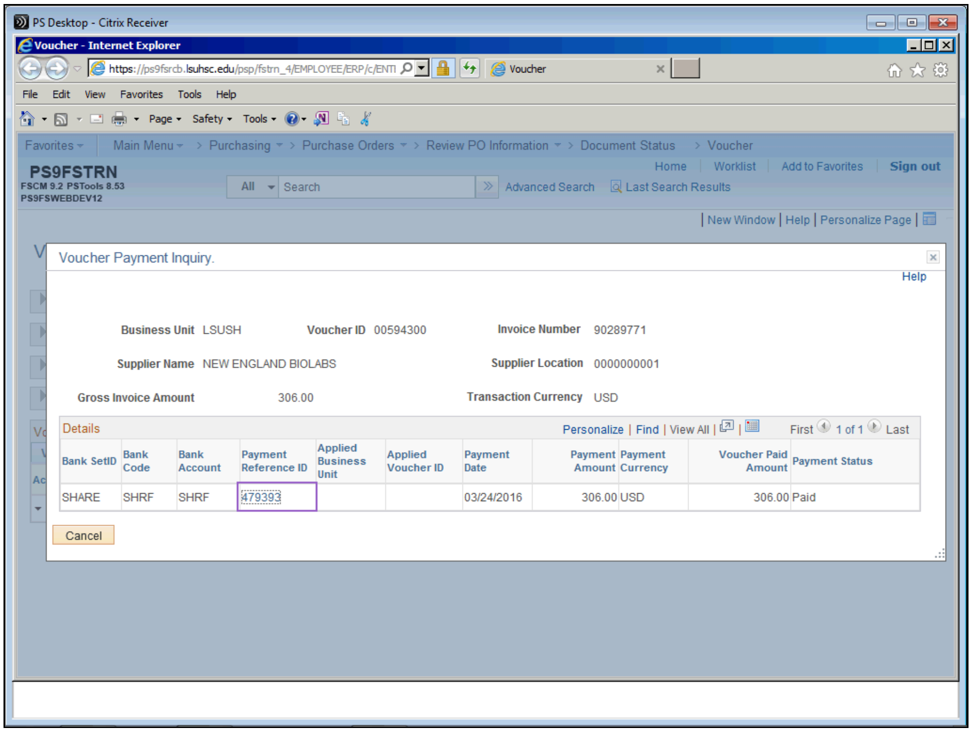
Step	Action
10.	View the Receipts page. Click the **Close** button. 



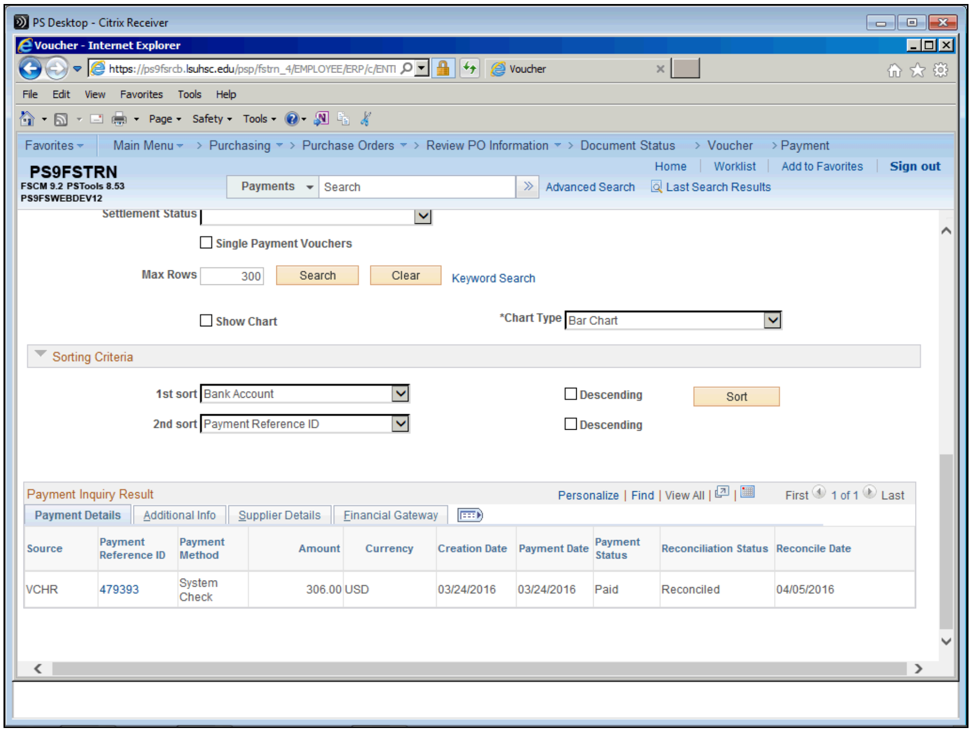
Step	Action
11.	Click the **Voucher DOC ID - 00594300** link to access the Voucher Inquiry page. This action opens a new window. ***NOTE: You may only view the Vouchers if you have access to this page.*** 00594300



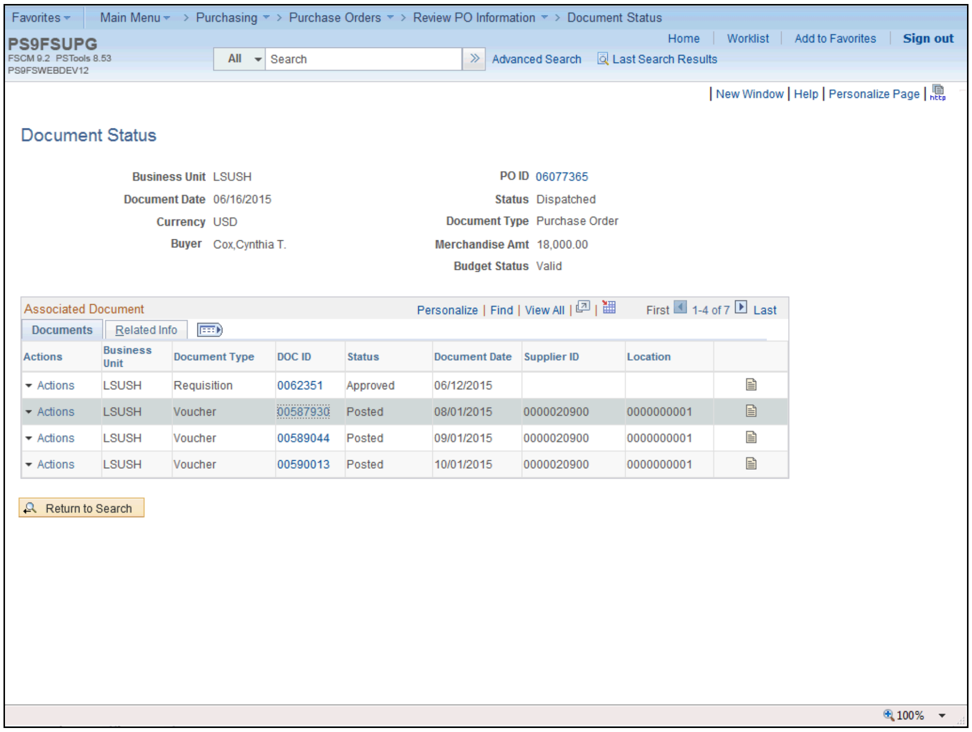
Step	Action
12.	Click the **Actions** link. Actions
13.	To access **Payment Information -** Click the **Payment Information** option from the Actions dropdown and click the **Payment Reference ID** on the **Voucher Payment Inquiry** page. Payment Information



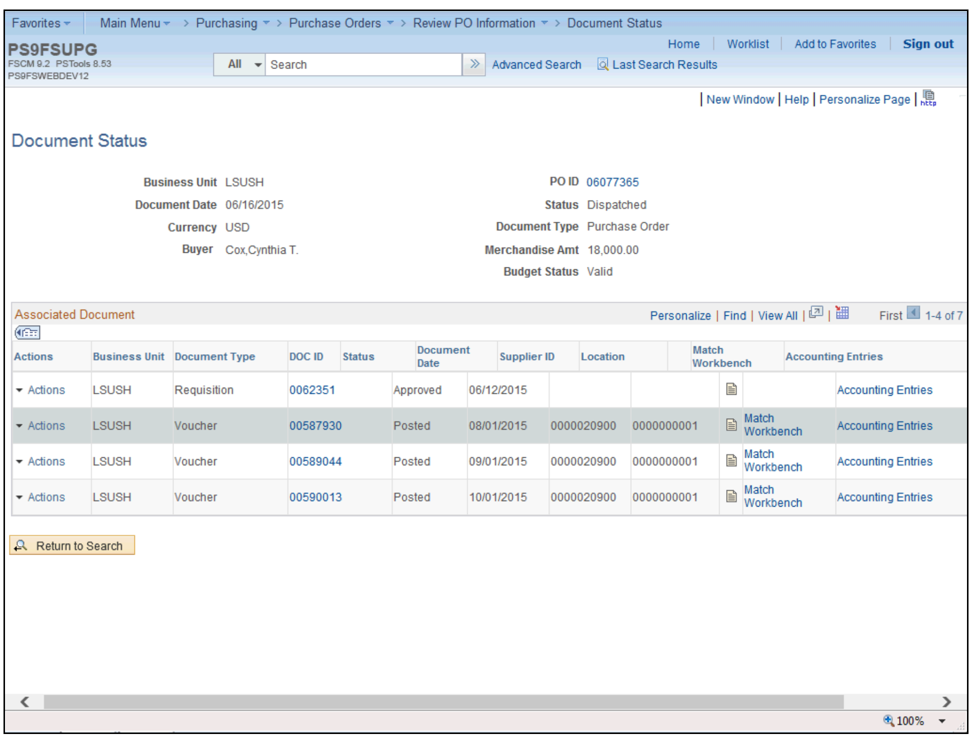
Step	Action
14.	The **Voucher Payment Inquiry** page will be displayed. If you wish to drilldown further into the payment history, click the Payment Reference link **479393** to access the Payment Inquiry page.



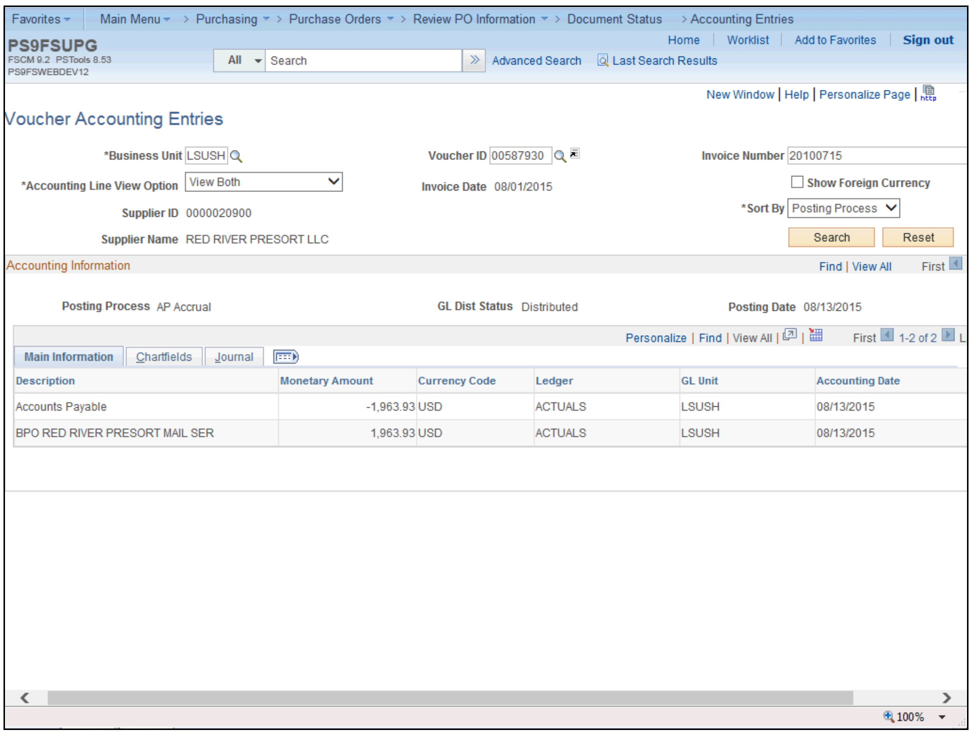
Step	Action
15.	Use the down **Scrollbar** on the right of the page to access the Payments Inquiry page. Click the **Additional Info** tab to view the Bank information. ***NOTE: Bank information is security protected and may not be available to all users.*** Click the **Close** button to close the page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



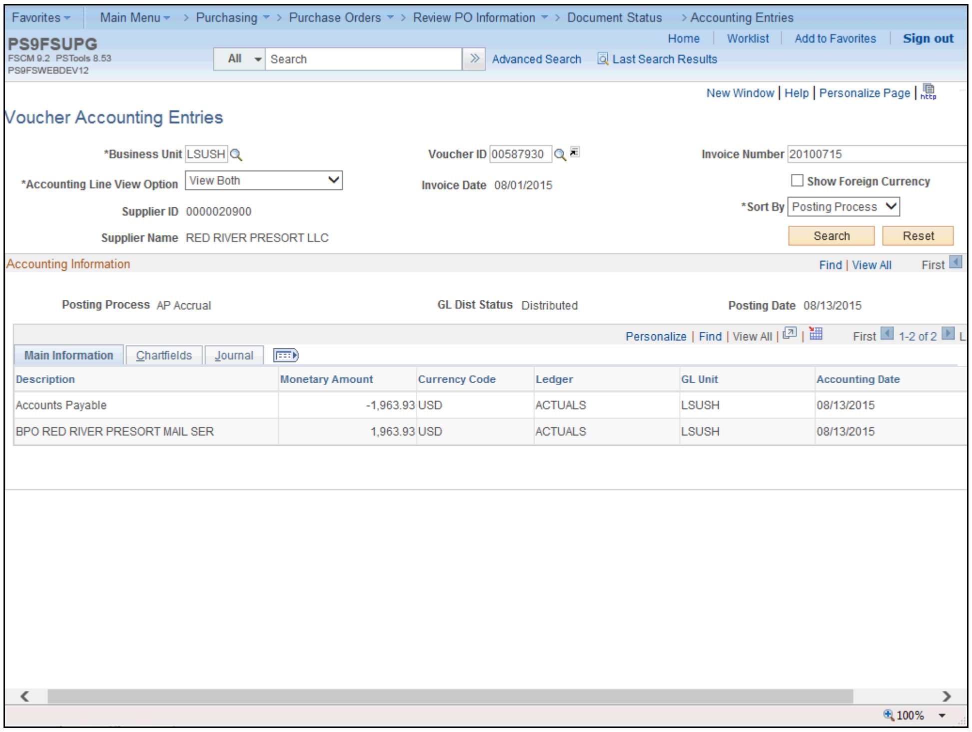
Step	Action
16.	Click the **Show all columns** button on the **Document Status** page.



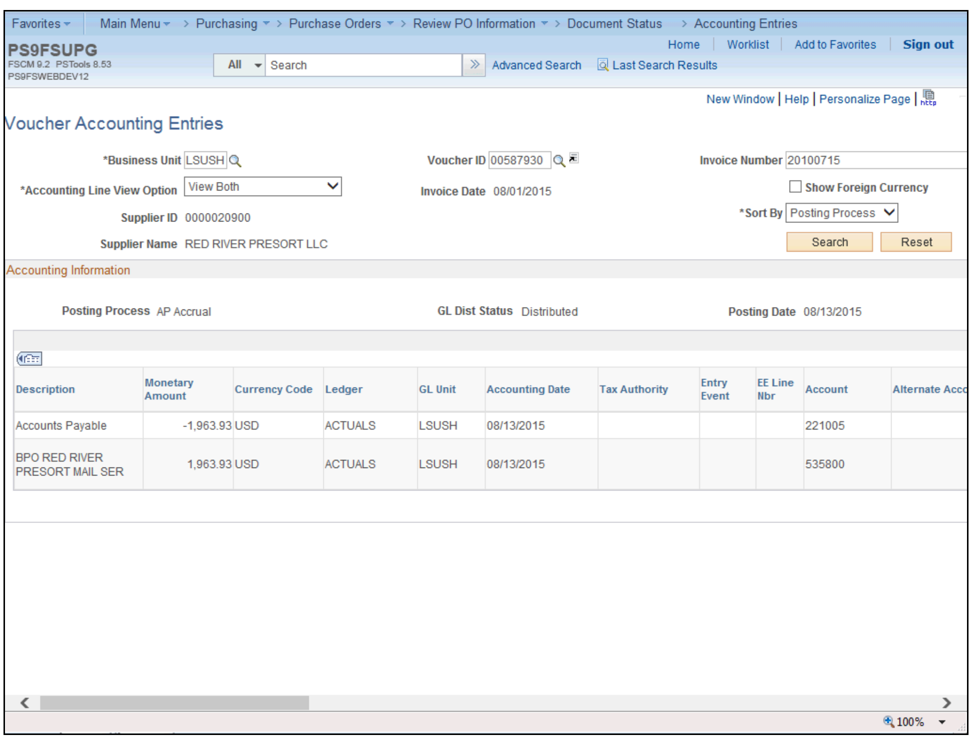
Step	Action
17.	Click the **Voucher Accounting Entries** link. This action opens a new window. ***NOTE: You may only view the Accounting Entries if you have access to this page.*** Accounting Entries



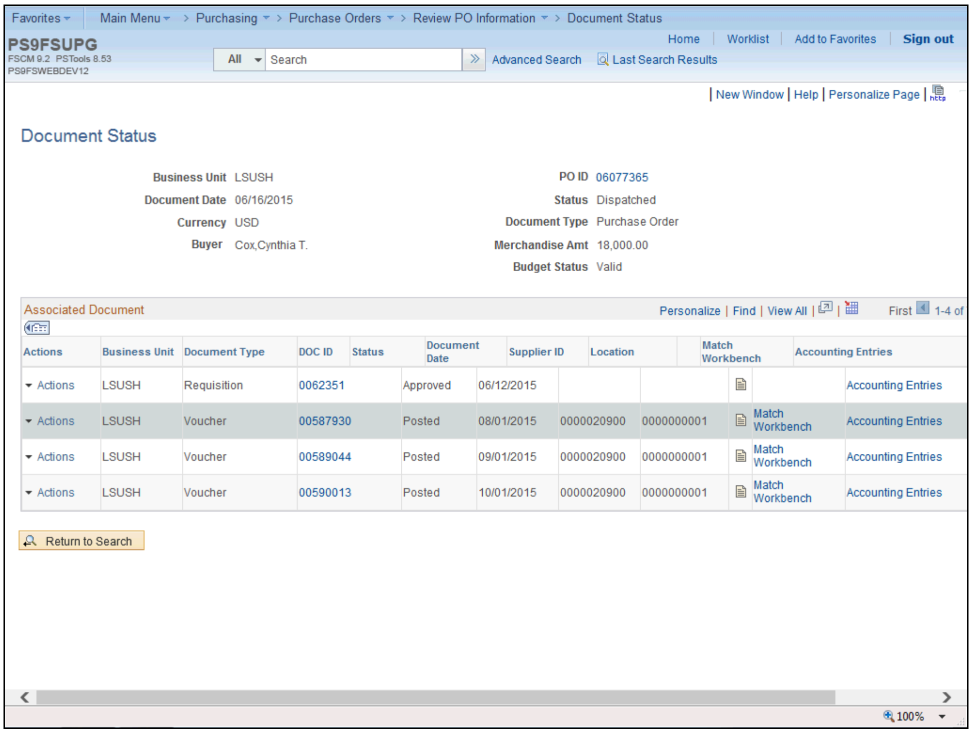
Step	Action
18.	View the **Voucher Accounting Entries** page to view the Chartfield and Journal Information.



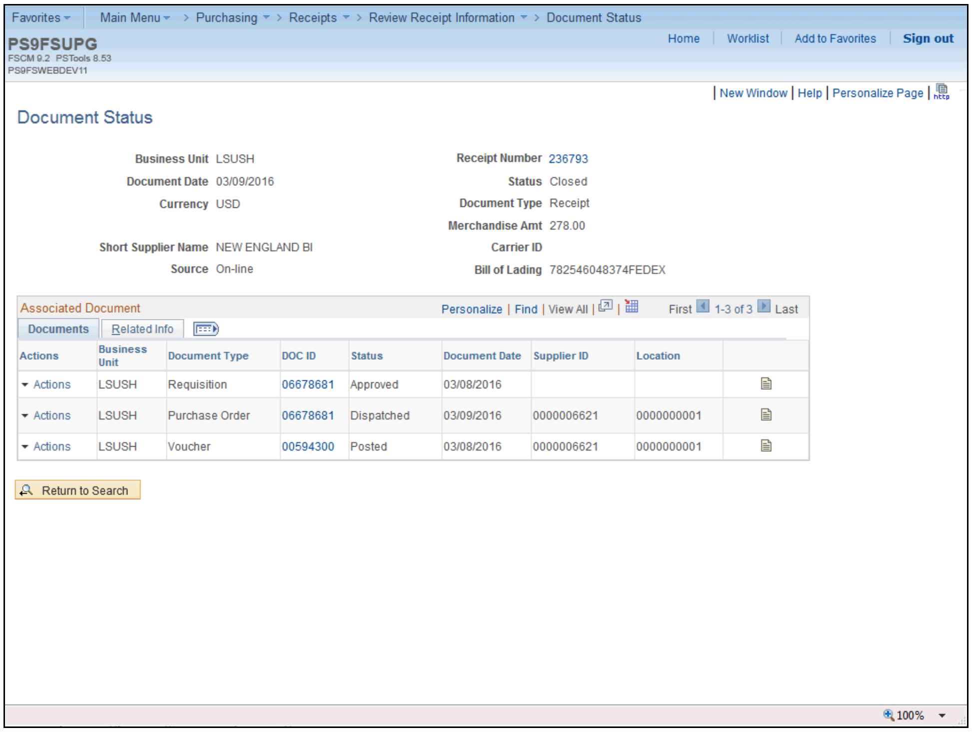
Step	Action
19.	Click the **Show all columns** button on the **Voucher Accounting Entries** page.



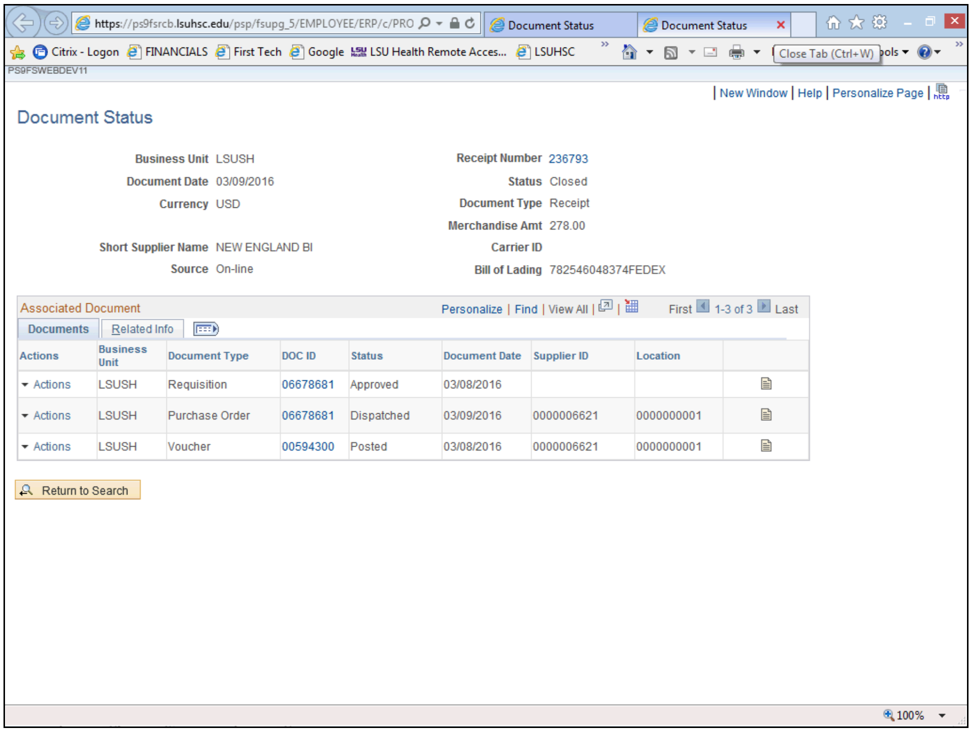
Step	Action
20.	Click the **Right** button of the scrollbar to view additional fields. 
21.	Click the **Close** button. Click the **Show All** columns tab on the **Document Status** page to close all tbs. 



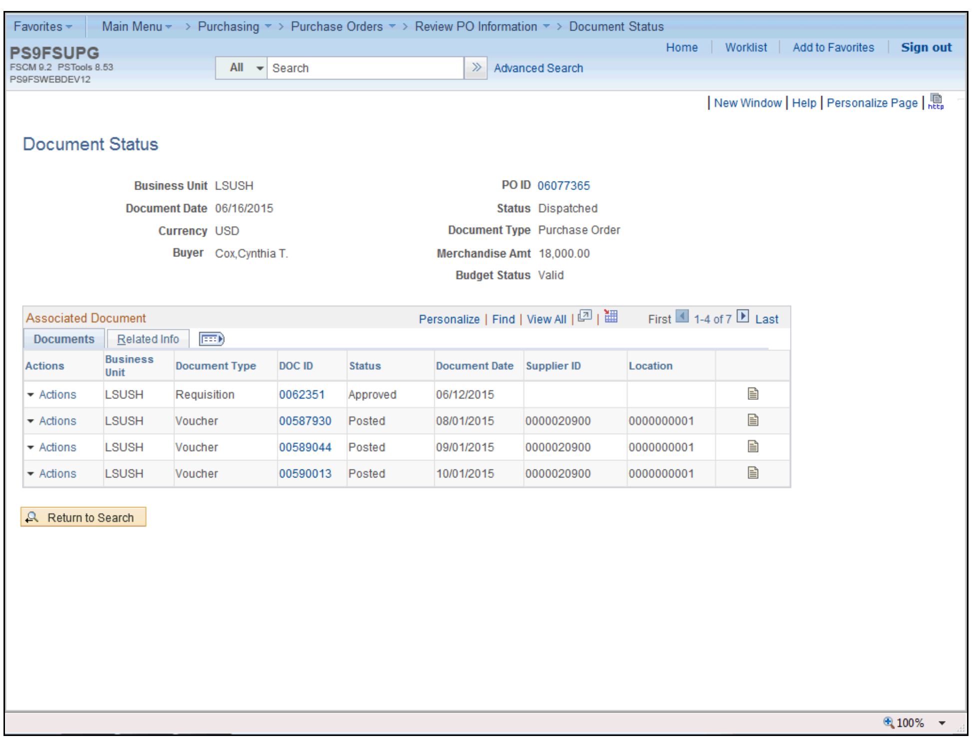
Step	Action
22.	Click the **Receipt Go To Document Status Inquiry** button. This action opens a new window. ***NOTE: You may only view the Document Status pages if you have access to these pages.*** 



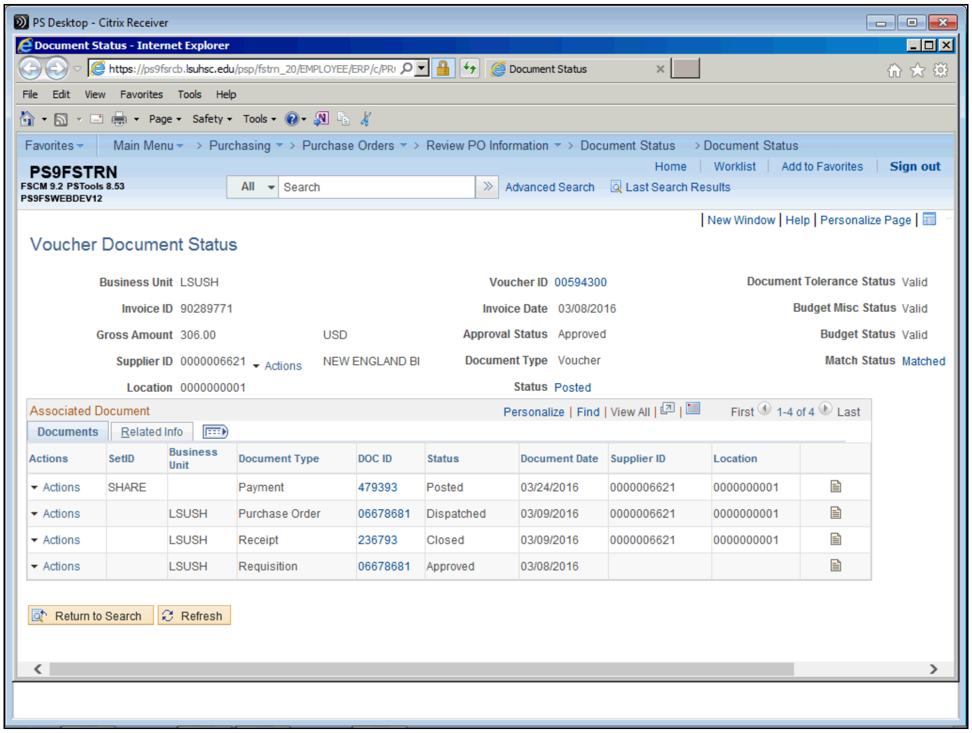
Step	Action
23.	View the Receipt Document Status page. ***NOTE: From the Document Status page you may view:*** ***• The Inquiry page of this document (in this example you may view the Receipt Inquiry page);*** ***• The Inquiry pages of the Requisition, PO, Vouchers and/or Payments associated with the Receipt.*** ***NOTE: You may only view the Vouchers and Payments if you have access to these pages.***



Step	Action
24.	Click the **Close** button and return to the **Document Status** page.



Step	Action
25.	Click the **Voucher 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 access to this page.***



Step	Action
26.	View the Voucher Document Status page. Click the **Close** button.
27.	This completes ***Inquire on a PO Document Status***. **End of Procedure.**

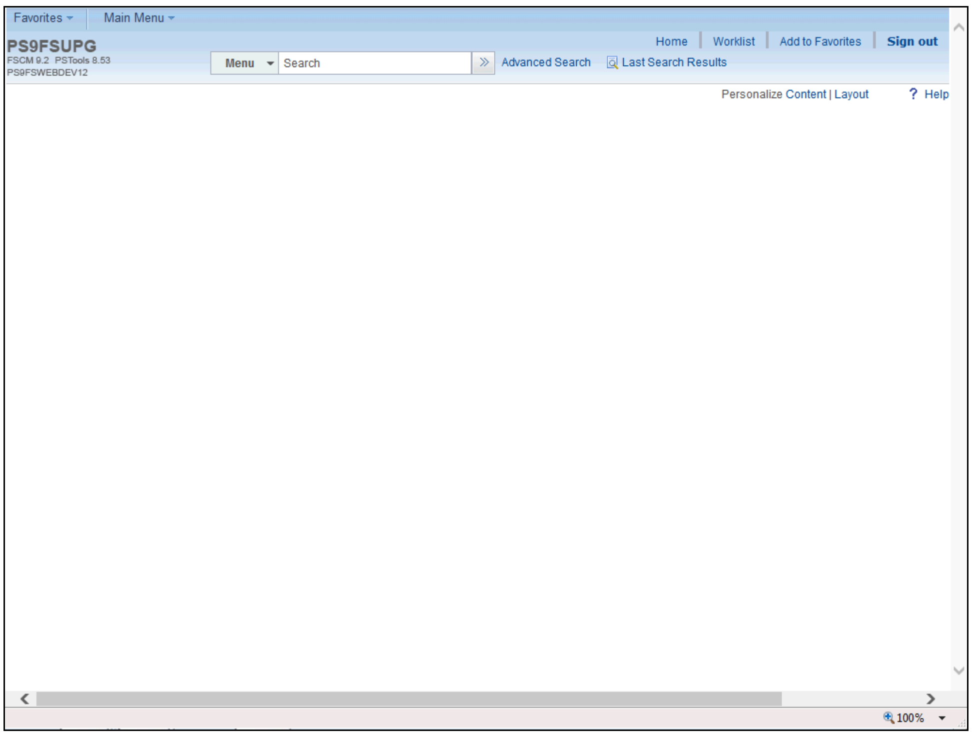
Managing Requisitions Pre-Encumbrance

View & Print the Requisition Budgetary Activity Report to HTML

Procedure

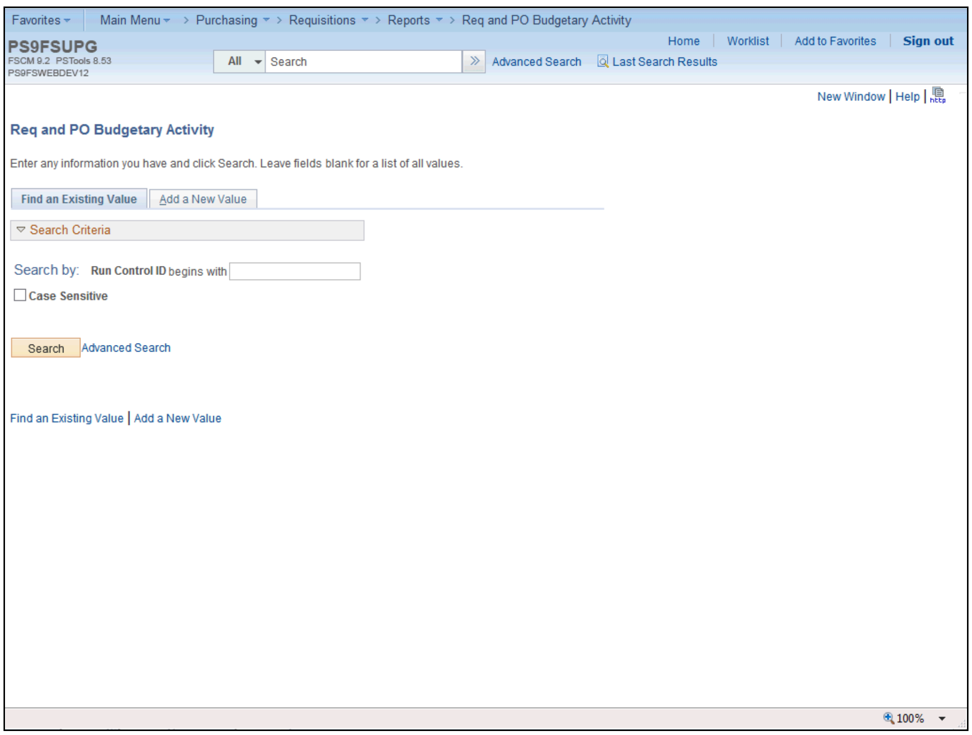
In this topic you will learn how to **View & Print the Requisition Budgetary Activity Report to HTML**.

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.

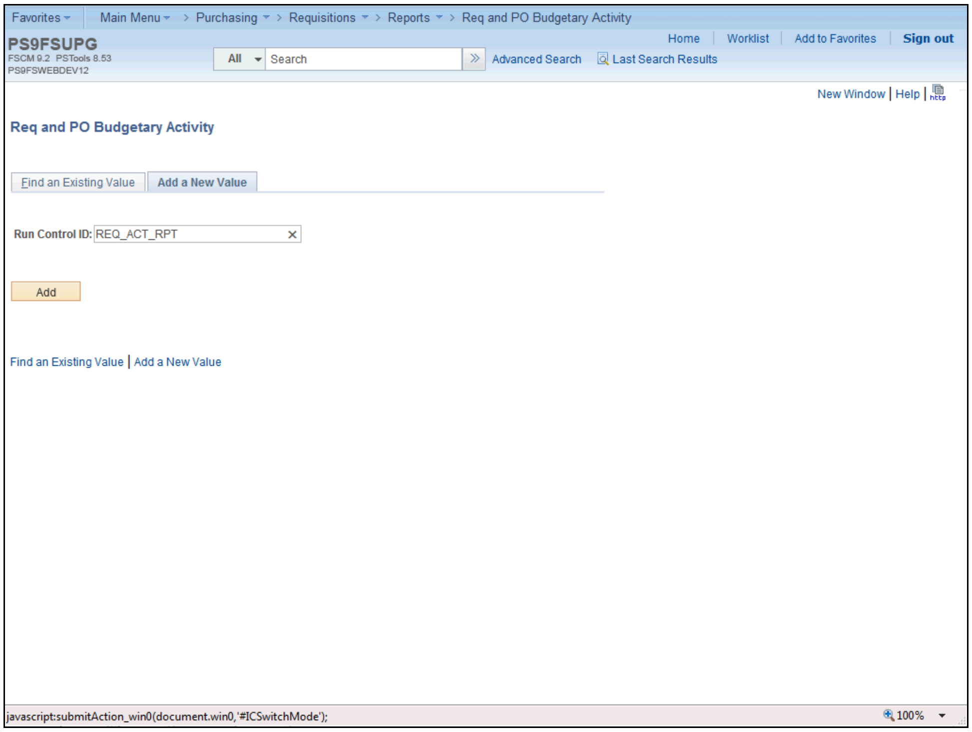


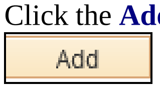
Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click **Purchasing** link. Purchasing
3.	Click the **Requisitions** menu. Requisitions
4.	Click the **Reports** menu. Reports

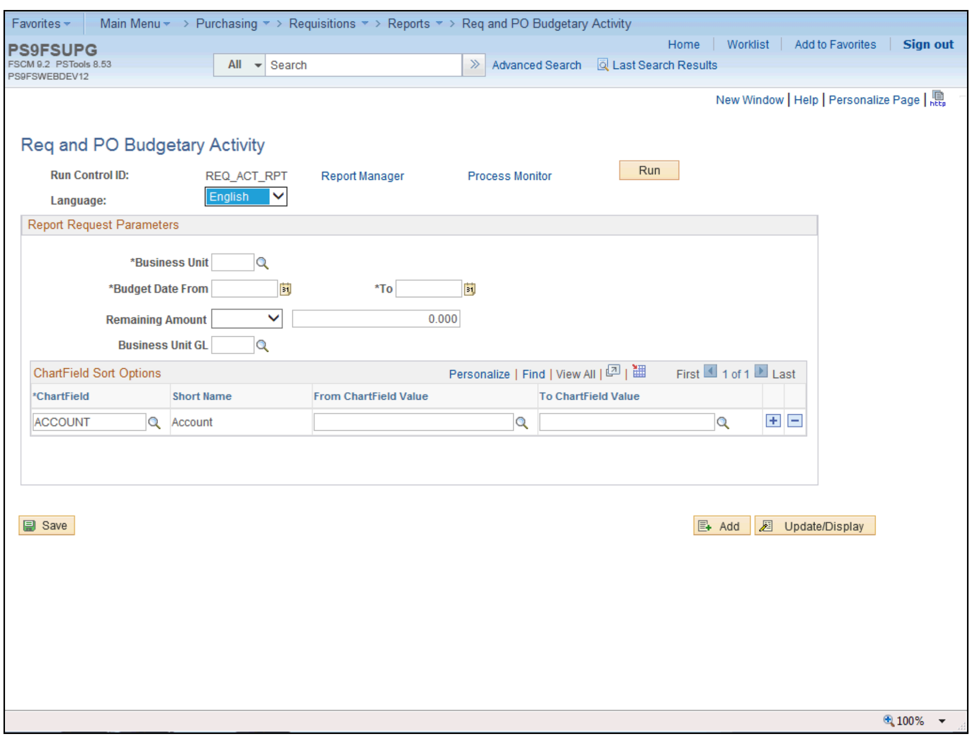
Step	Action
5.	Click the **Req and PO Budgetary Activity** menu. Req and PO Budgetary Activity
6.	The first time you use this method, you will need to create a Run Control ID in order to access the Process Scheduler. Click on the Add a New Value tab or hyperlink to create the Run Control ID. The system 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.***



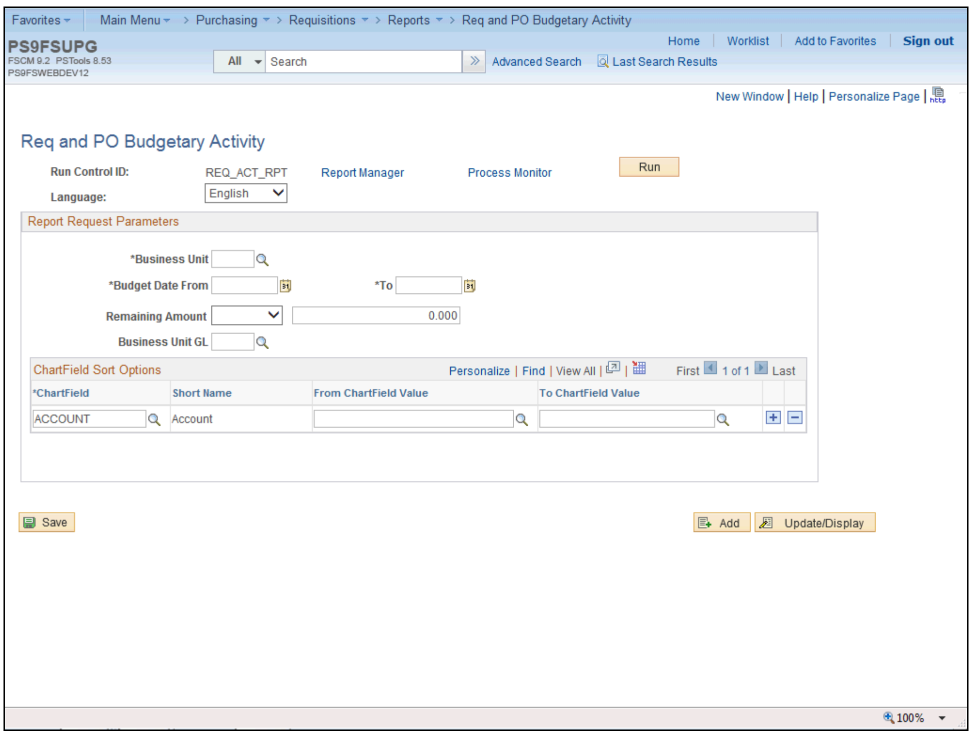
Step	Action
7.	Click the **Add a New Value** tab. Add a New Value
8.	Enter the desired information into the **Run Control ID** field. Enter "**REQ_ACT_RPT**".



Step	Action
9.	Click the **Add** button. 

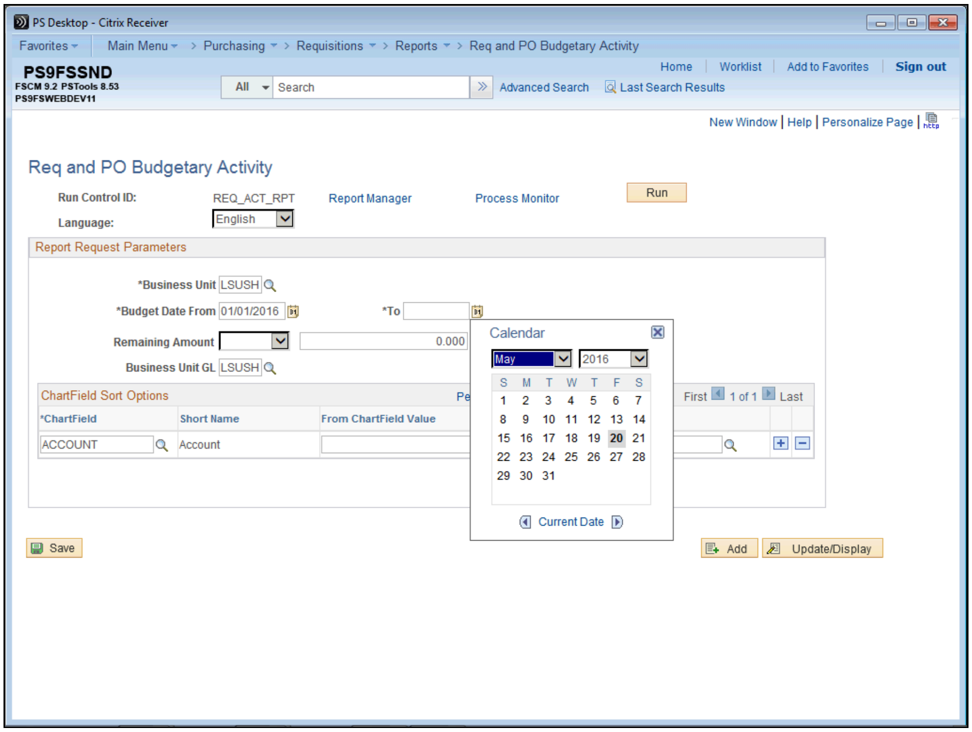


Step	Action
10.	The Report Request Parameters page displays. The user will enter or select the Report Request Parameters. ***NOTE: If you had selected an existing Run Control ID, the above page would contain the parameters from the last time you ran the report.*** To eliminate retrieving all Requisitions for all 11 Business Units, the **minimum** entries required are the following: • **Business Unit** • The **DeptID** 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.

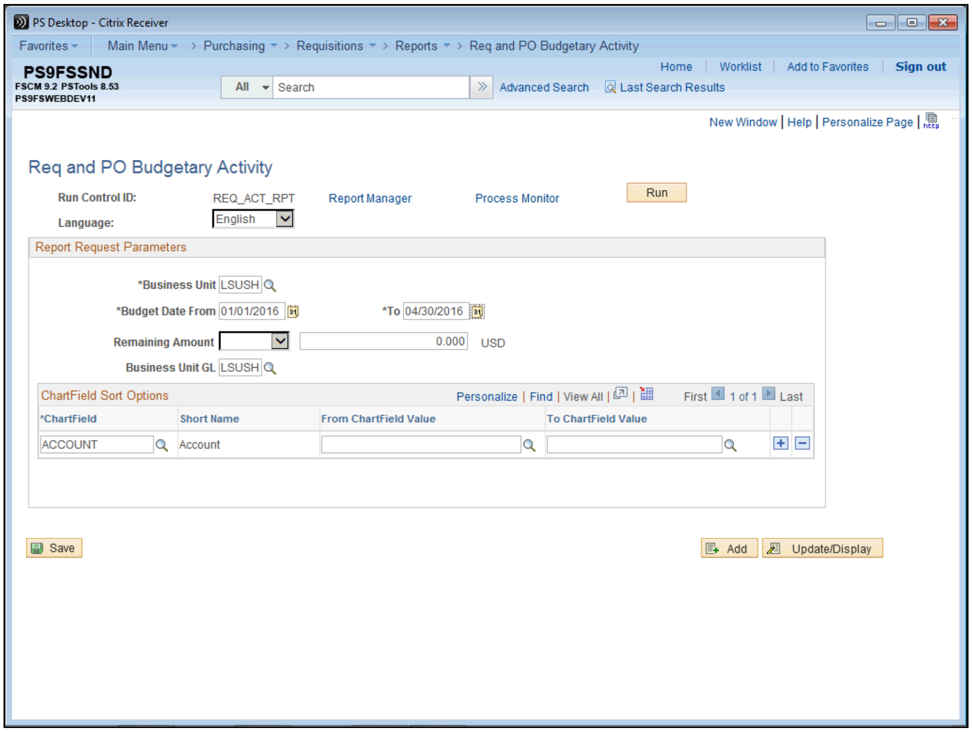


Step	Action
11.	Enter the desired information into the **Business Unit** field. Enter "**LSUSH**".
12.	Enter the desired information into the **Budget Date From** field. Enter "**010116**". ***NOTE: If this involves a Project/Grant, you may retrieve information since the inception of the Project/Grant.***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

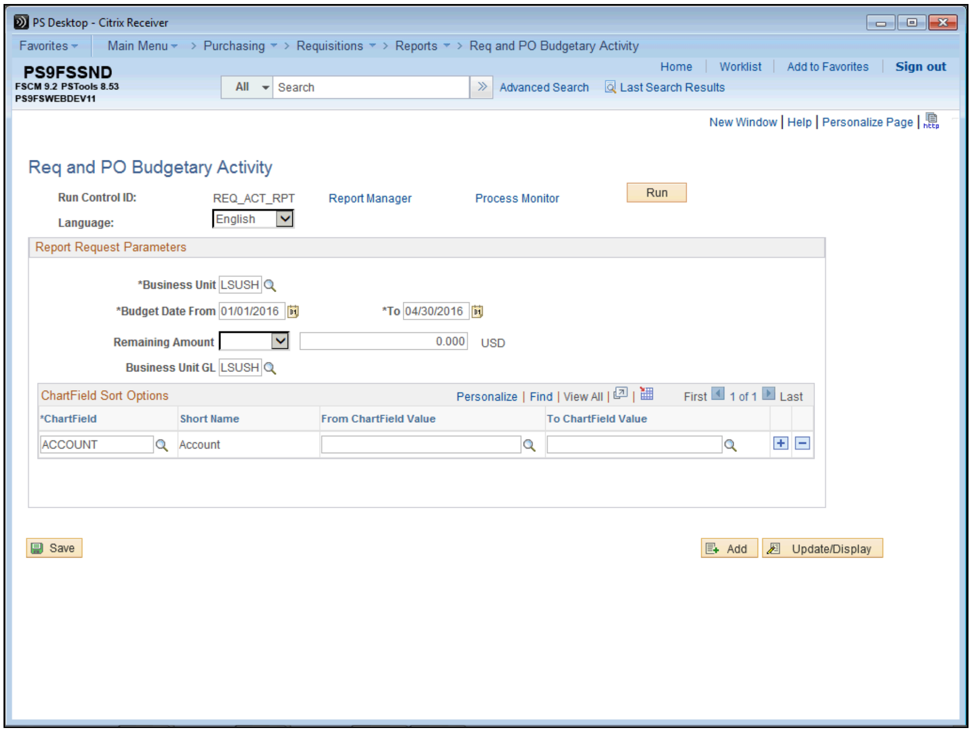
Step	Action
13.	Click the **Choose a date** button. 



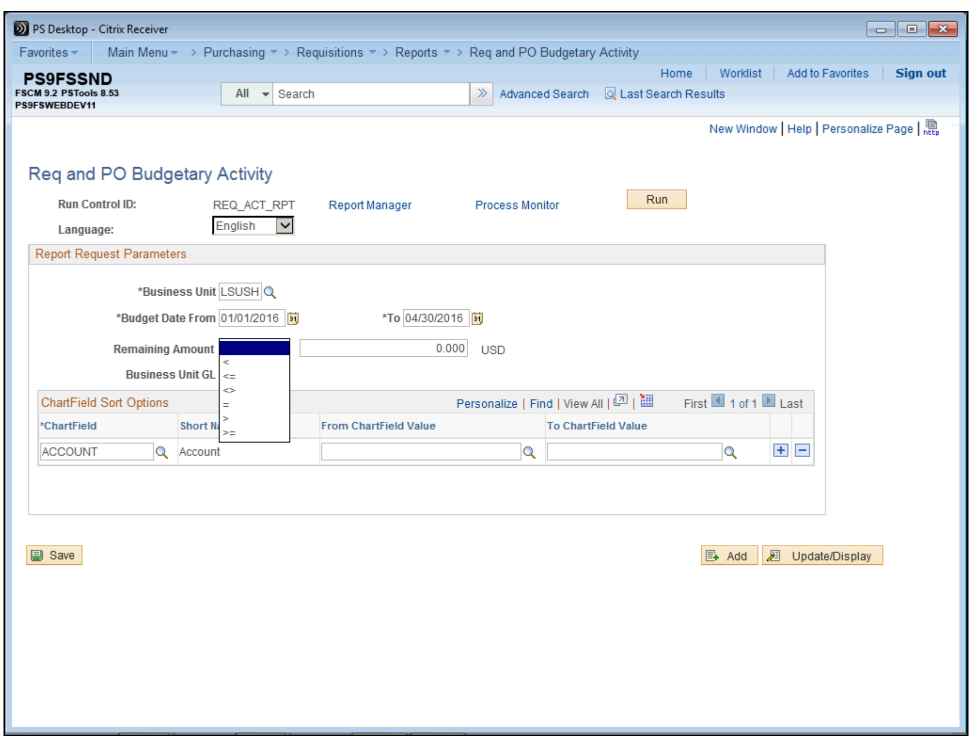
Step	Action
14.	Click the **Previous Month** button. 
15.	Click the desired date. 30



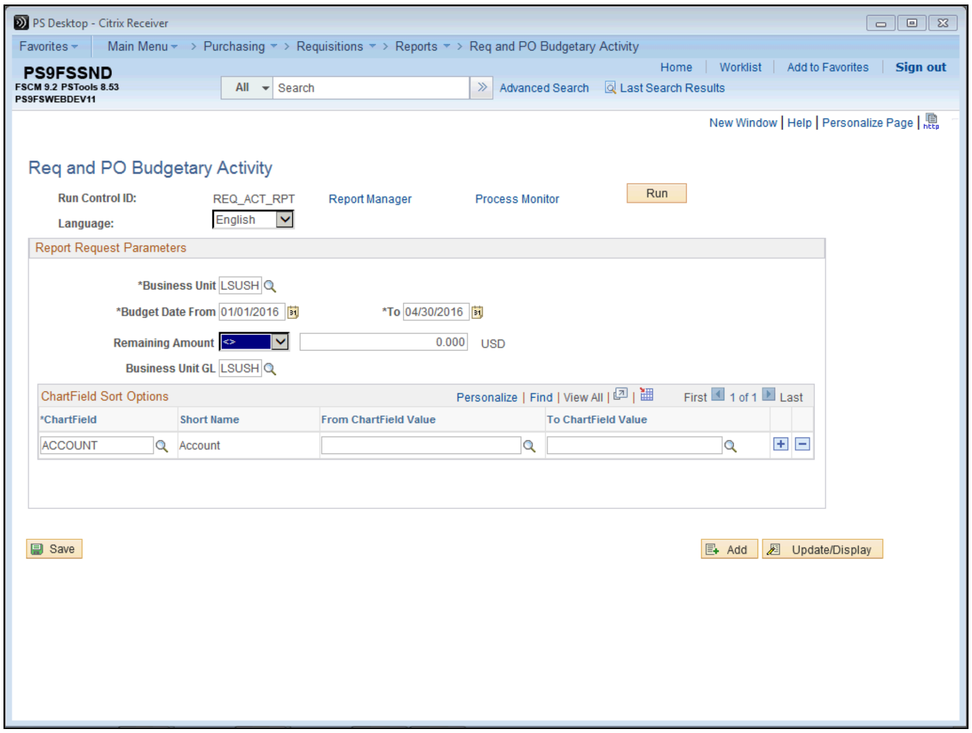
Step	Action
16.	The user will specify the **Remaining Amount** fields as follows: • If you wish to view **all** of your Department's Requisitions, generated during a specific period, regardless of the balance (i.e. those with a Remaining Balance of Zero, as well as those not equal to a Remaining Balance 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 purposes 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.



Step	Action
17.	Click the button to the right of the **Remaining Amount** field. 

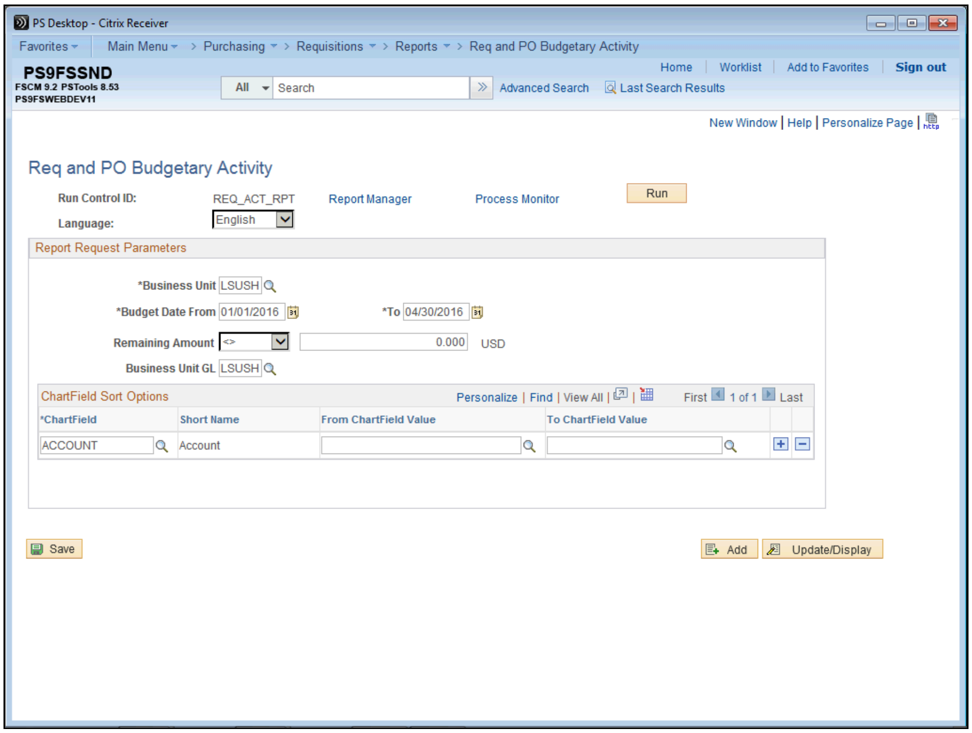


Step	Action
18.	Click the **Not Equal (<>)** list item. 

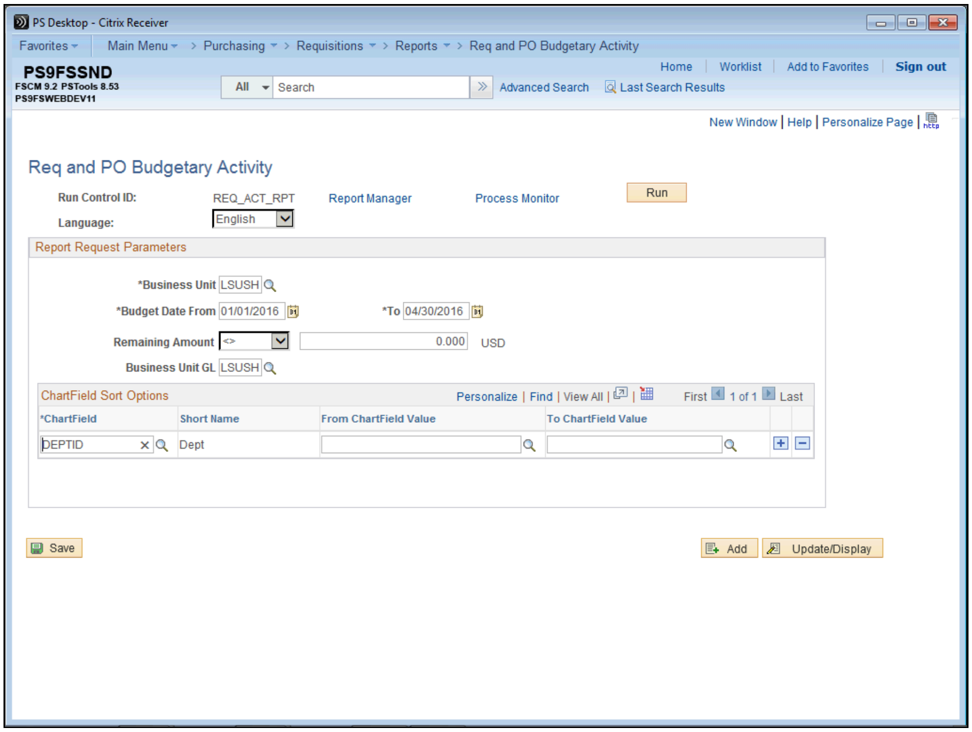


Step	Action
19.	**Enter ChartField Options** The user may enter a single or multiple ChartFields. • If the user wishes to specify a different ChartField value than what is displayed in the ChartField field, he/she should click the ChartField lookup button and select another value (Account, Dept ID, Fund, Program, Class Project ID, etc.); • If the user wishes to specify more than one ChartField value, he/she 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 his/her Business Unit, click the **Delete a Row (-)** button to delete the row indicating the ChartField value.

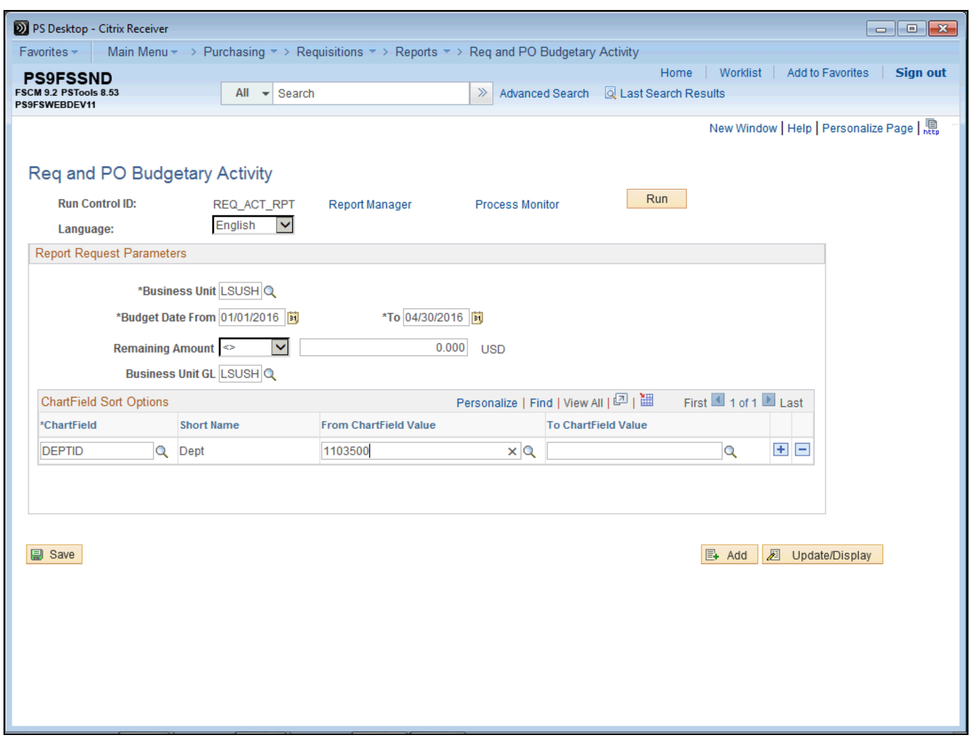
Step	Action
20.	***NOTE: Most users will not run all Requisitions in their Business Unit.*** ***NOTE: When a specific Project/Grant value is entered, the remaining fields may be left blank since there would only be one ChartString for the specific Project/Grant.***



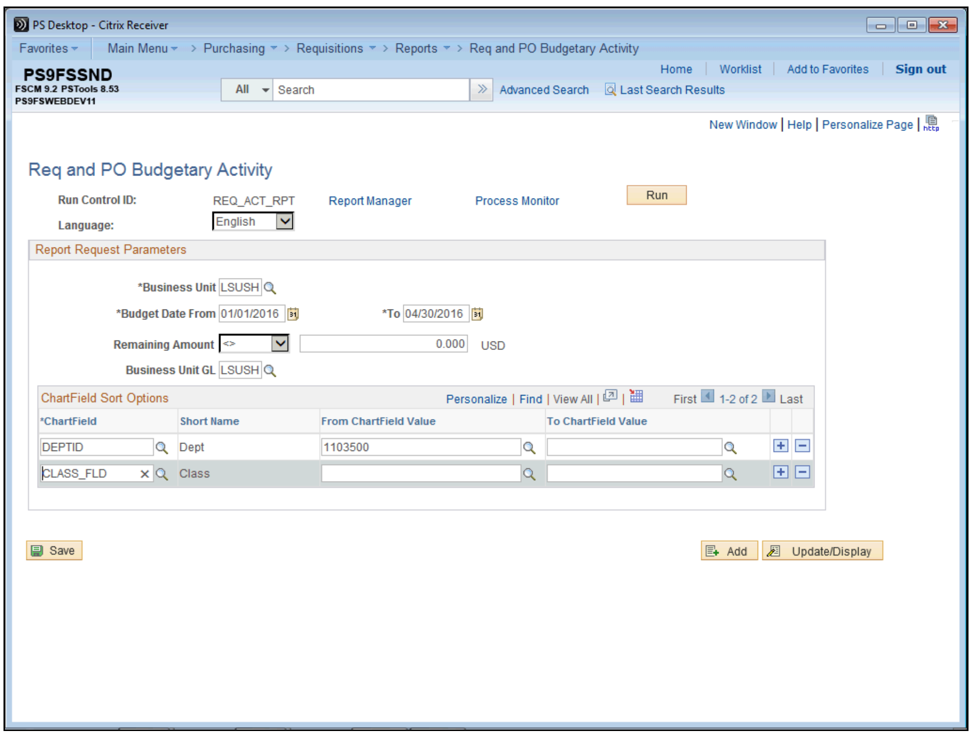
Step	Action
21.	Click the **Look up ChartField** button. 
22.	Click the **DEPTID** link. DEPTID



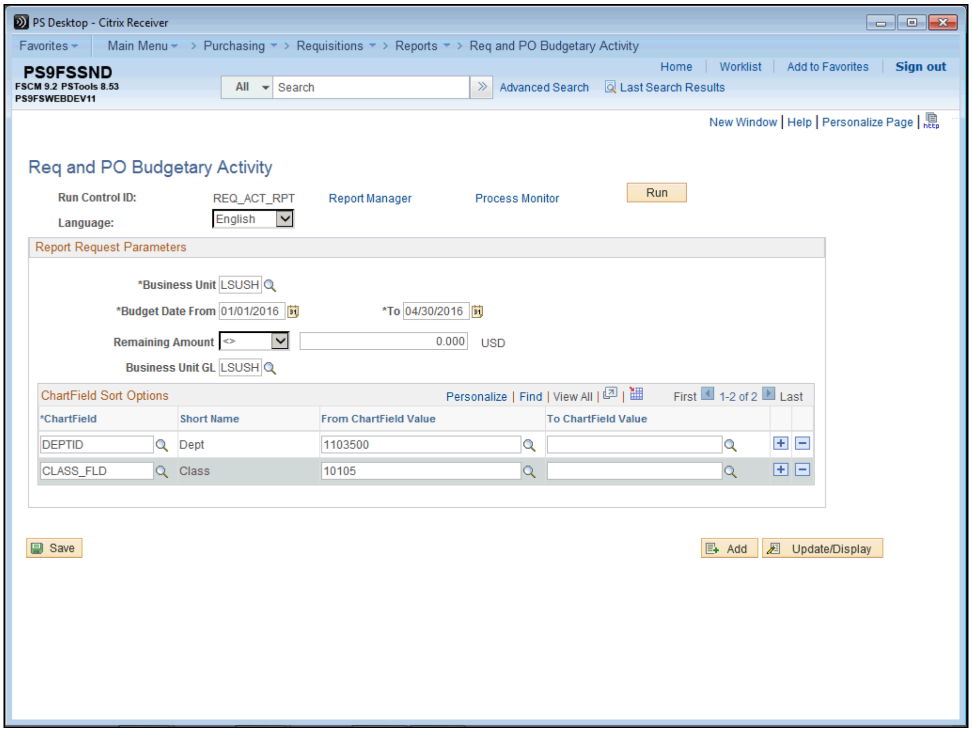
Step	Action
23.	Enter the desired information into the **From ChartField Value** field. Enter "**1103500**".

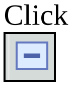
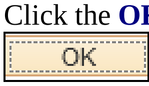


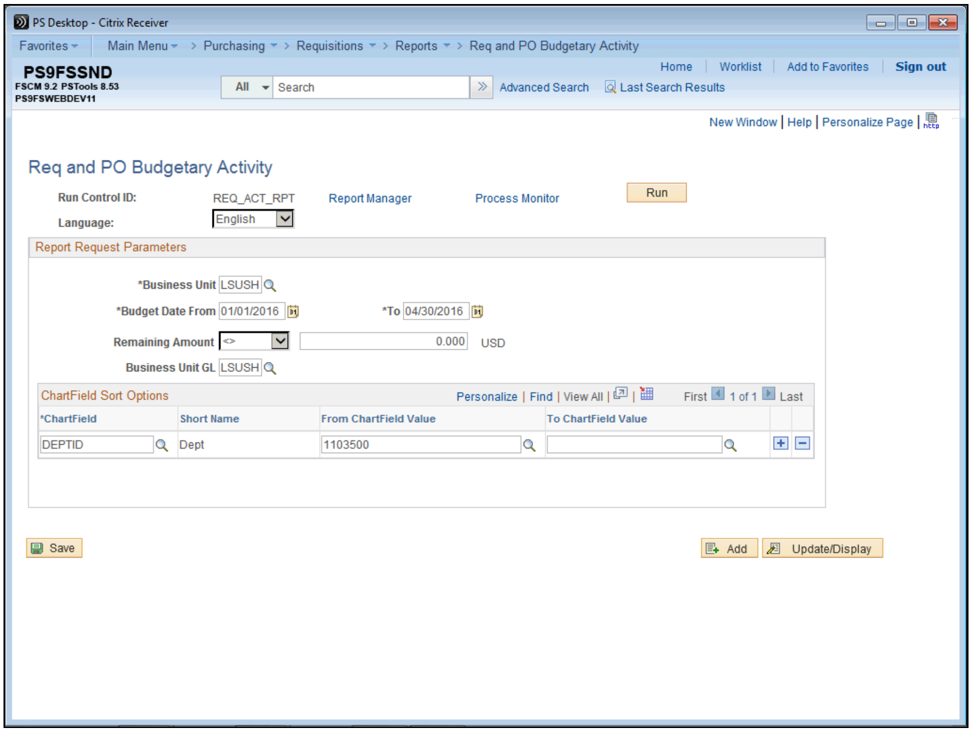
Step	Action
24.	***NOTE: Before adding additional rows, click the SAVE BUTTON to save the changes made on the first row. Failure to SAVE before adding the additional row will change the first row data back to the default setting.*** To add additional ChartField values, click the **Add a new row at row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



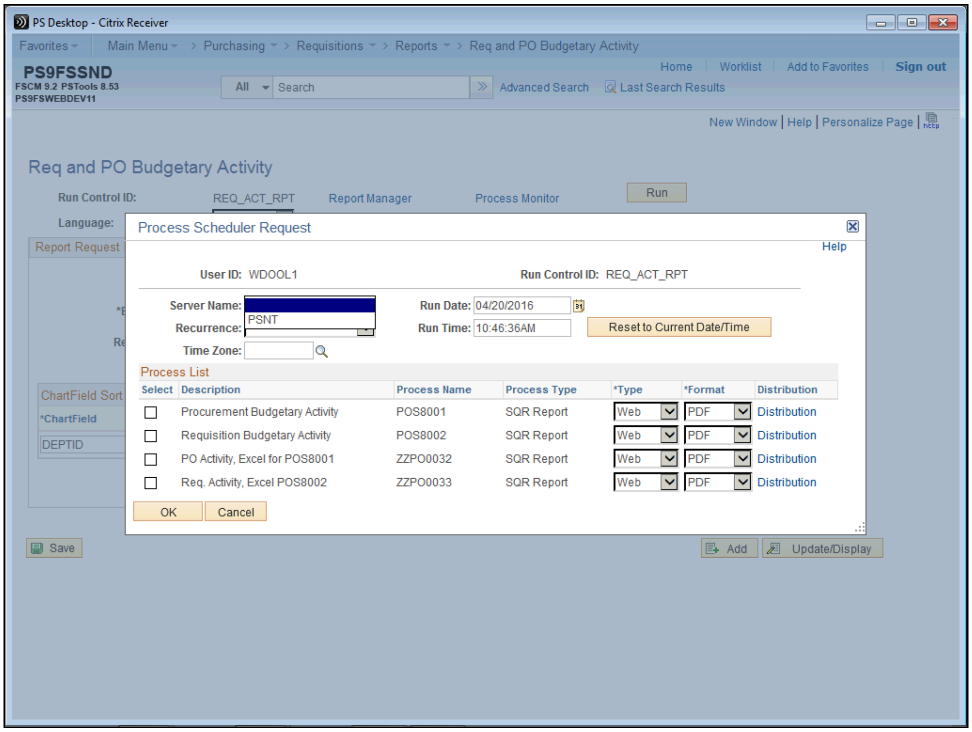
Step	Action
27.	Enter the desired information into the **From ChartField Value** field. Enter "**10105**".



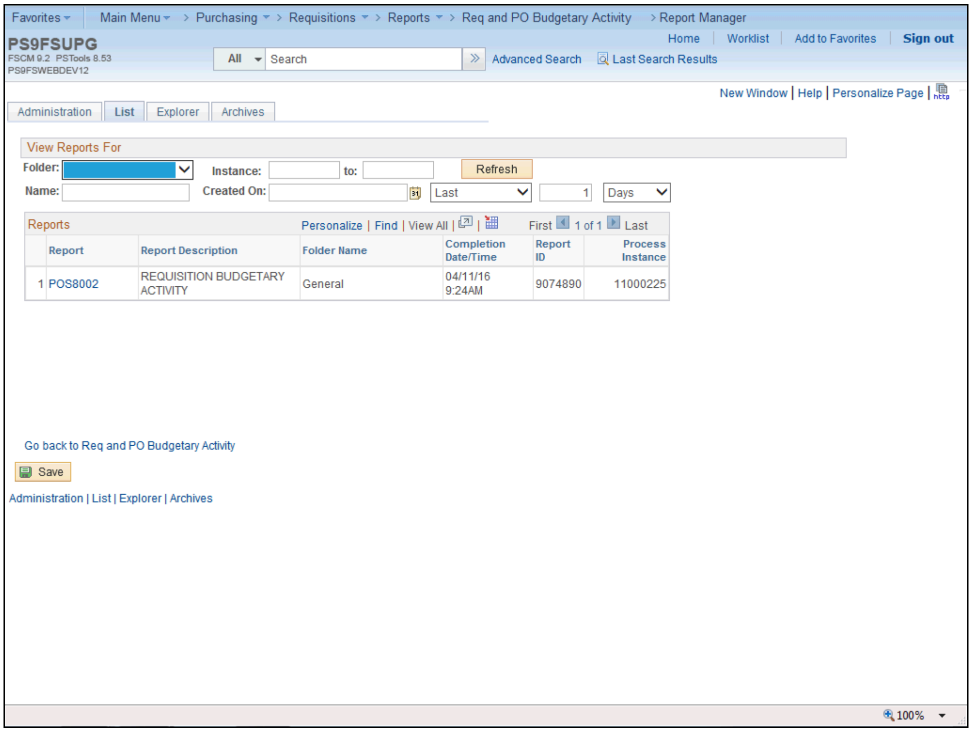
Step	Action
28.	Click the **Delete row 2** button. 
29.	Click the **OK** button. 
30.	Click the **Save** button. ***NOTE: The values entered in the Requisition Budgetary Activity Parameter page, in this example, will retrieve only those Requisitions, for the Department and Budget Dates specified, with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

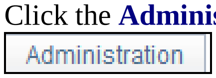


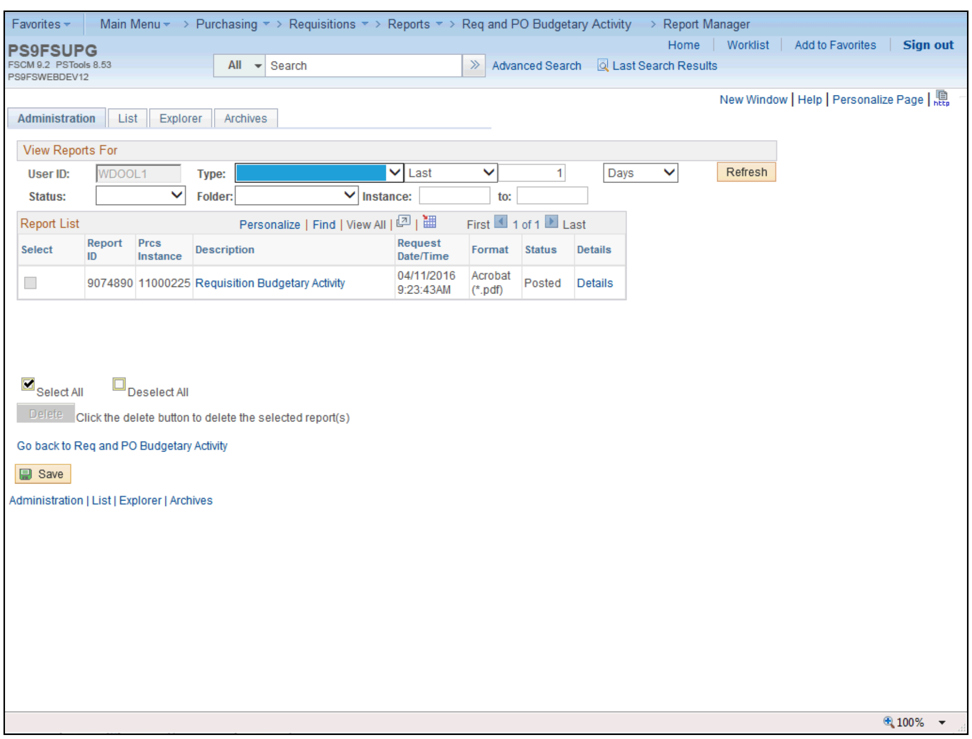
Step	Action
31.	Click the **Run** button. 
32.	Click the button to the right of the **Server** field. 



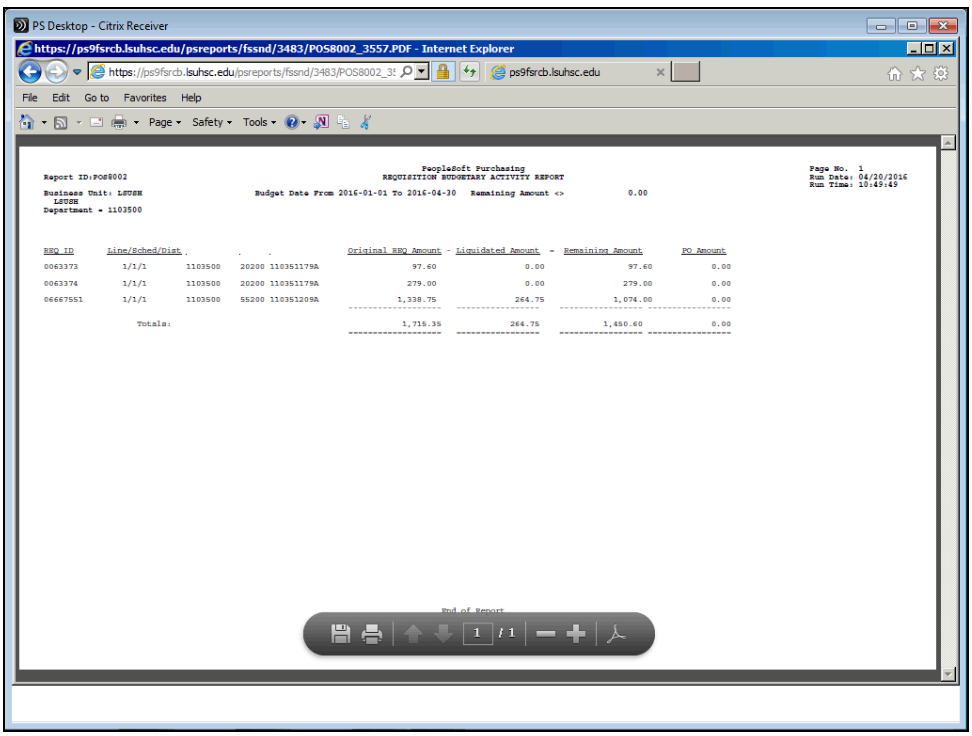
Step	Action
33.	Select the **PSNT** option. PSNT
34.	Click the **Requisition Budgetary Activity** option.
35.	Click the **OK** button. OK
36.	Click the **Process Monitor** link. Process Monitor
37.	Click the **Refresh** button until the process is complete (i.e. **Run Status** = Success and **Distribution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



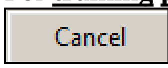
Step	Action
40.	Click the **Administration** tab to access the report. 



Step	Action
41.	Click the **Requisition Budgetary Activity** link. This action opens a new window. Requisition Budgetary Activity
42.	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), he/she should contact Purchasing (i.e. the Buyer associated with the PO).***
43.	View the fields on the Requisitions Budgetary Activity Report.



Step	Action
44.	Click the **Print** button. 

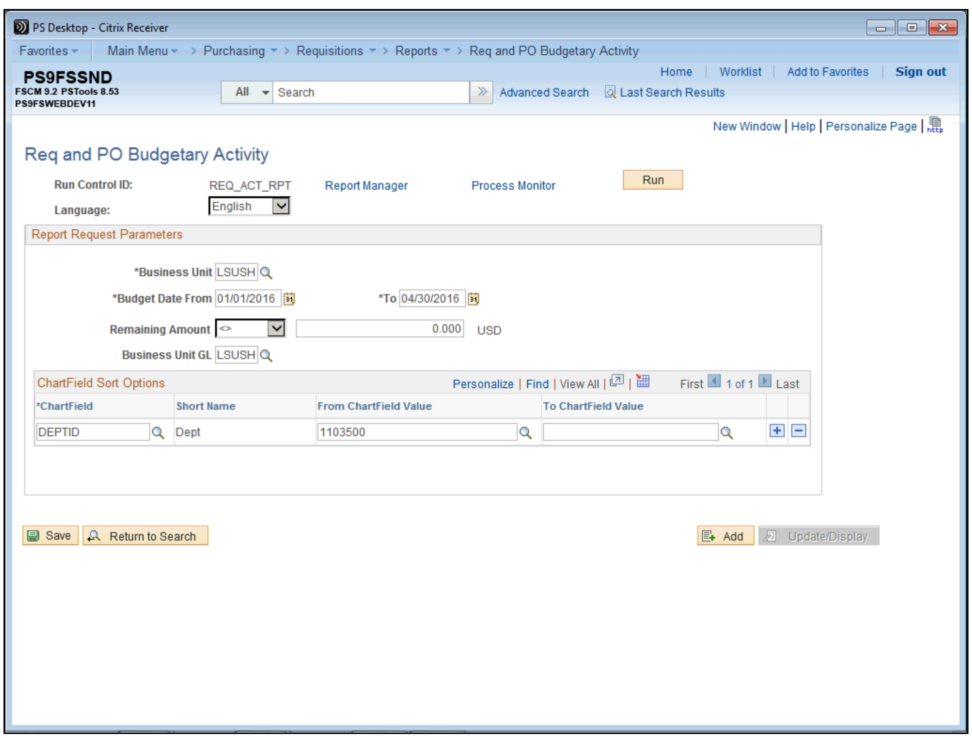
Step	Action
45.	***NOTE: Select print options and click OK.*** For **training purposes only**, click the **Cancel** button. 
46.	Click the **Close** button. 
47.	This completes ***View & Print the Requisition Budgetary Activity Report***. **End of Procedure.**

View & Print the Requisition Budgetary Activity Report to Excel

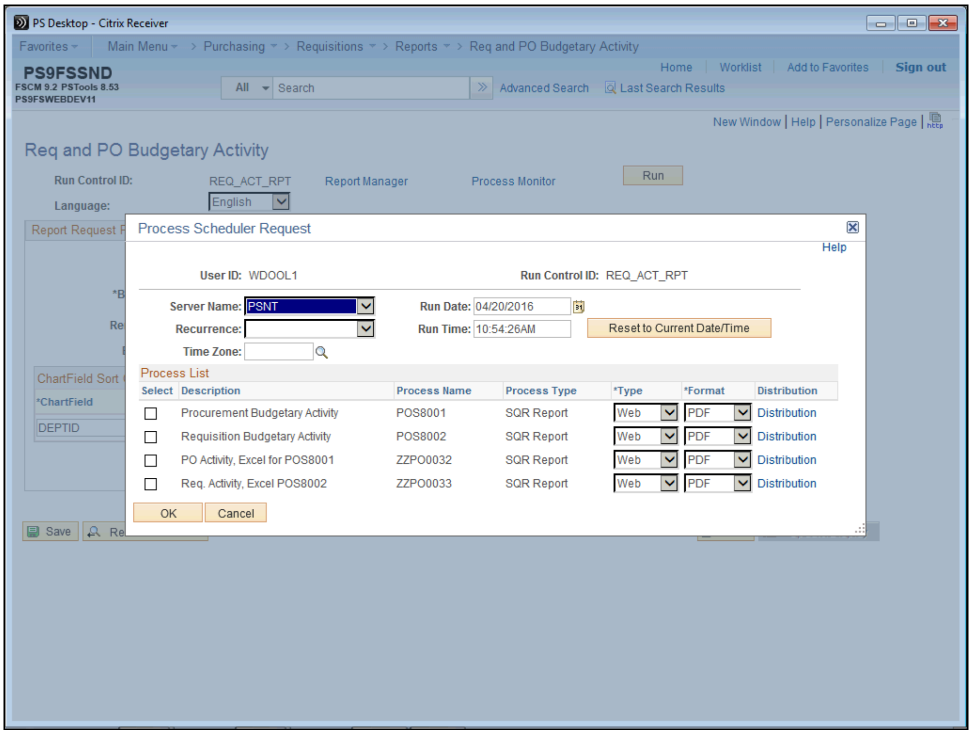
Procedure

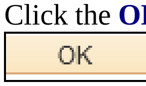
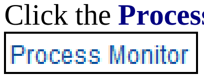
In this topic you will learn how to view and print the **Requisition Budgetary Activity Report to Excel**.

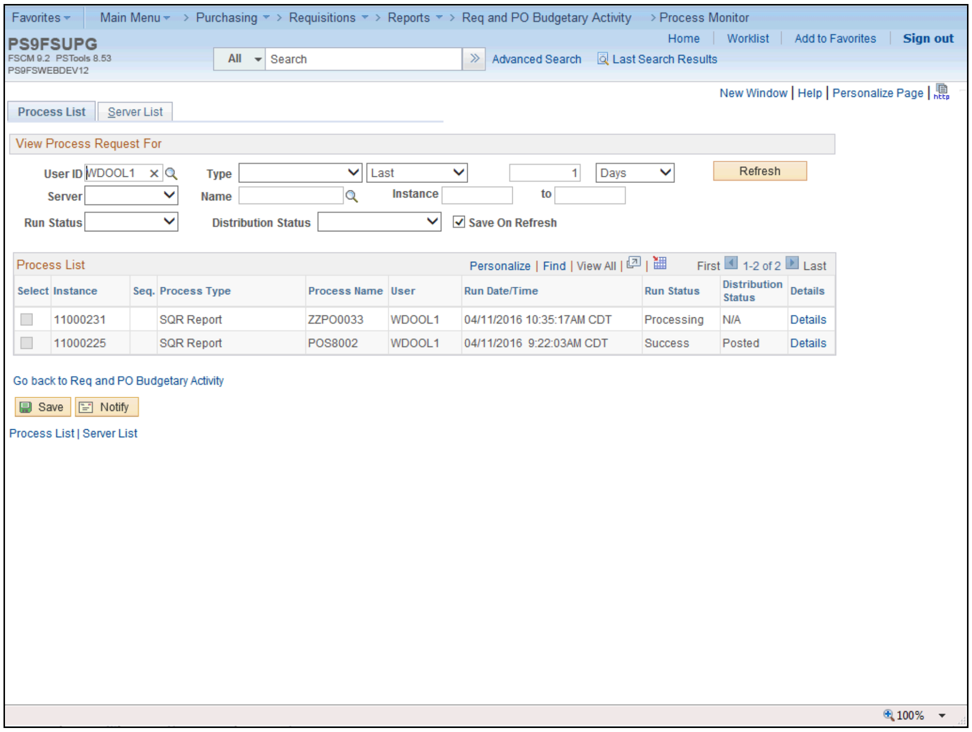
Step	Action
1.	Navigate to the Req and PO Budgetary Activity page as follows: **• Click Main Menu > Purchasing > Requisitions > Reports > Req and PO Budgetary Activity** **• Enter the Run Control ID**
2.	**Enter Parameters** **1.** Enter Business Unit **2.** Enter Budget Date From and To **3.** Enter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



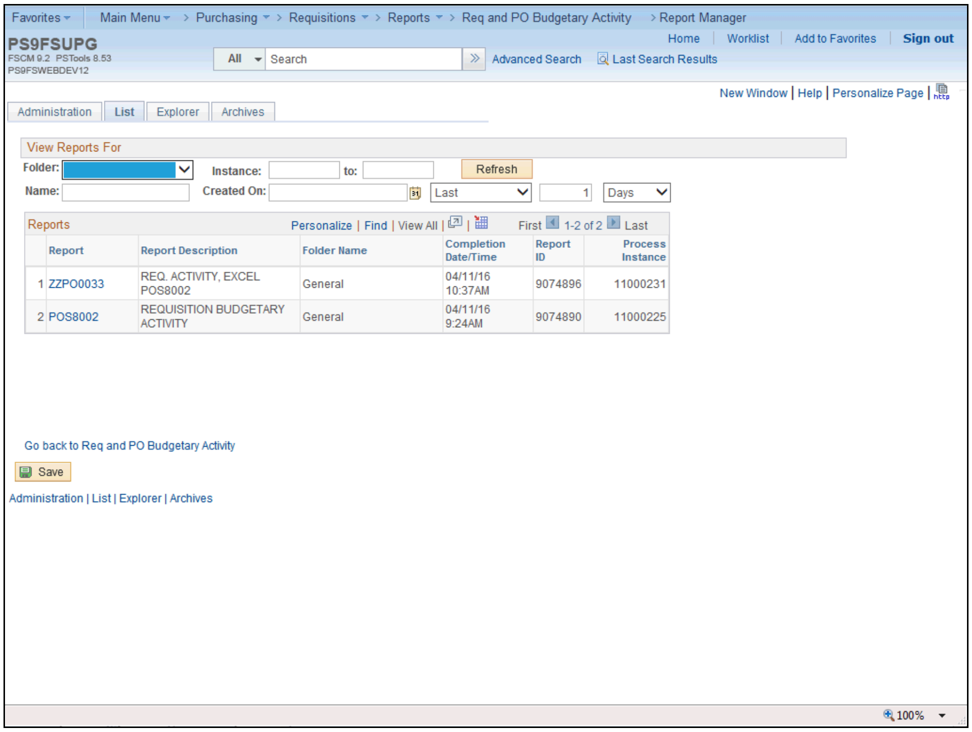
Step	Action
3.	Click the **Run** button. 



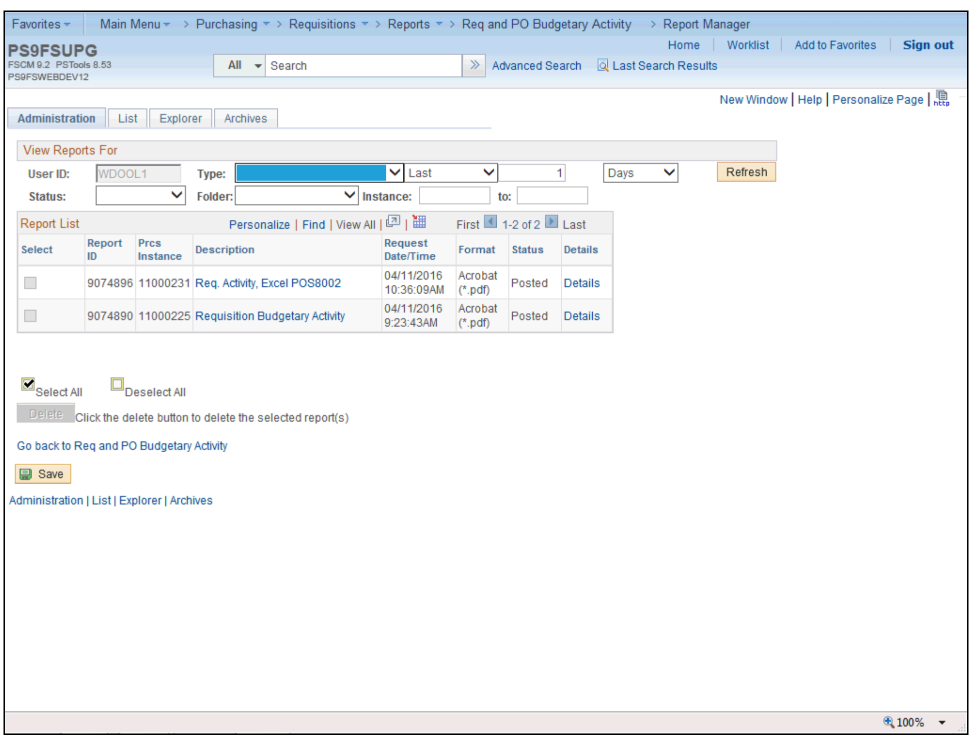
Step	Action
4.	Click the **Select Req. Activity, Excel POS8002** option. 
5.	Click the **OK** button. 
6.	Click the **Process Monitor** link. 



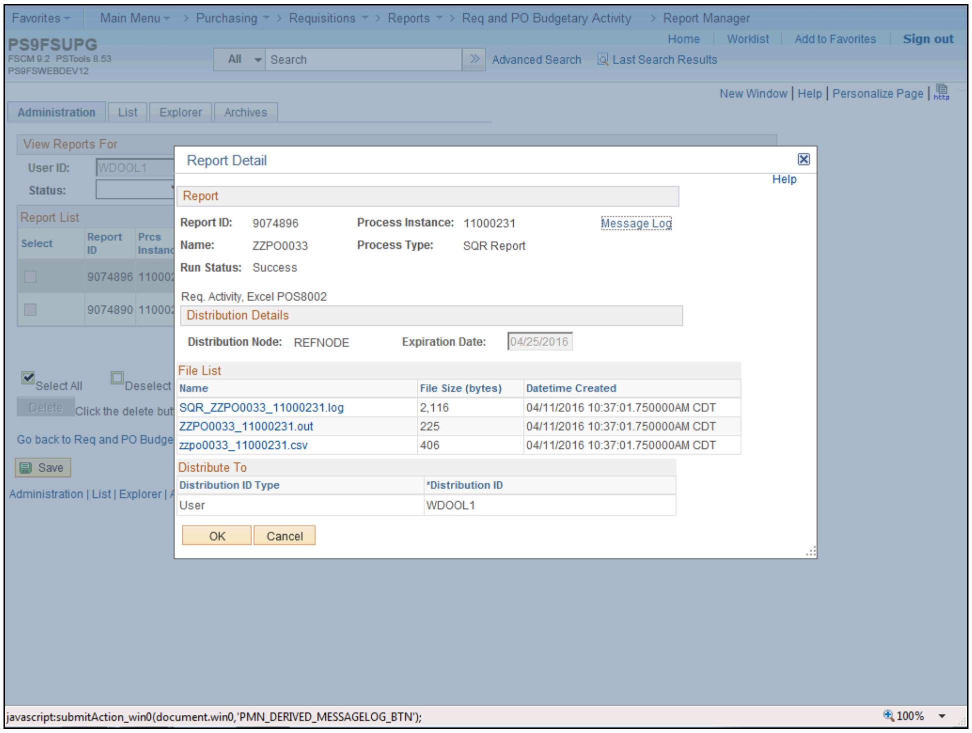
Step	Action
7.	Click the **Refresh** button until the process is complete (i.e. **Run Status** = Success and **Distribution Status** = Posted). Refresh
8.	Click the **Go back to Req and PO Budgetary Activity** link. Go back to Req and PO Budgetary Activity
9.	Click the **Report Manager** link. Report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



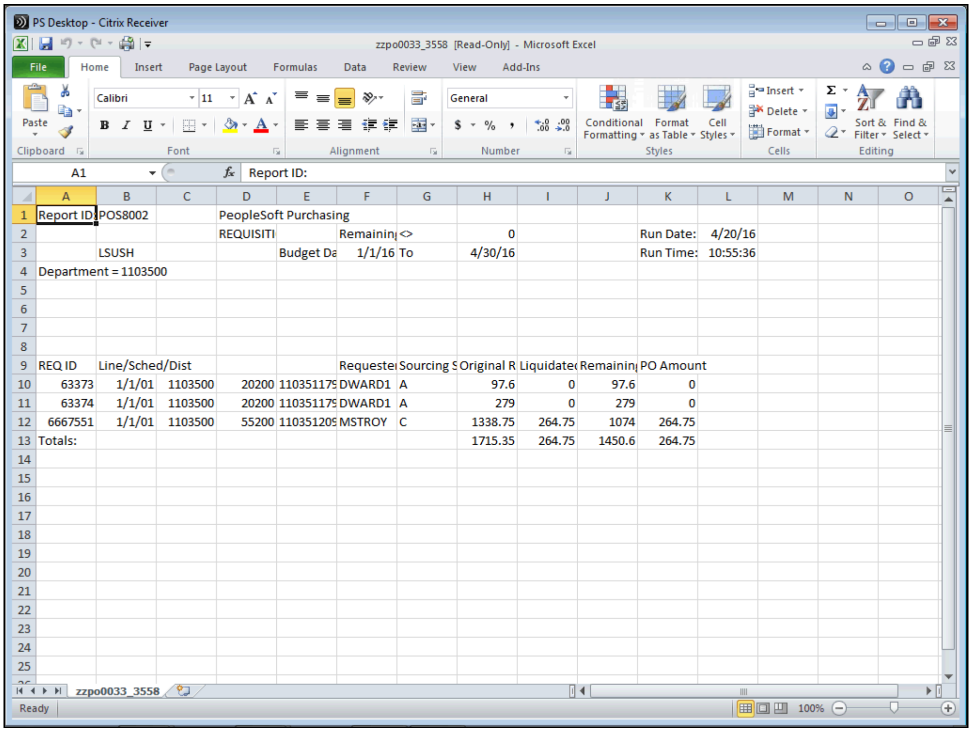
Step	Action
10.	Click the **Administration** tab. Administration

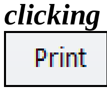


Step	Action
11.	Click the **Req. Activity, Excel POS8002** link. Req. Activity, Excel POS8002



Step	Action
12.	Click the **zzpo0033_11000231.csv** link. zzpo0033_11000231.csv



Step	Action
13.	Click the **Close** 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. ***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).***
15.	View the fields on the Requisitions Budgetary Activity Report.
16.	**Print Report** Click the **File Tab** button. 
17.	Click the **Print...** menu. ***NOTE: You may save the report by clicking Save As or email the report by clicking Send, Page By E-mail.*** 

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

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.

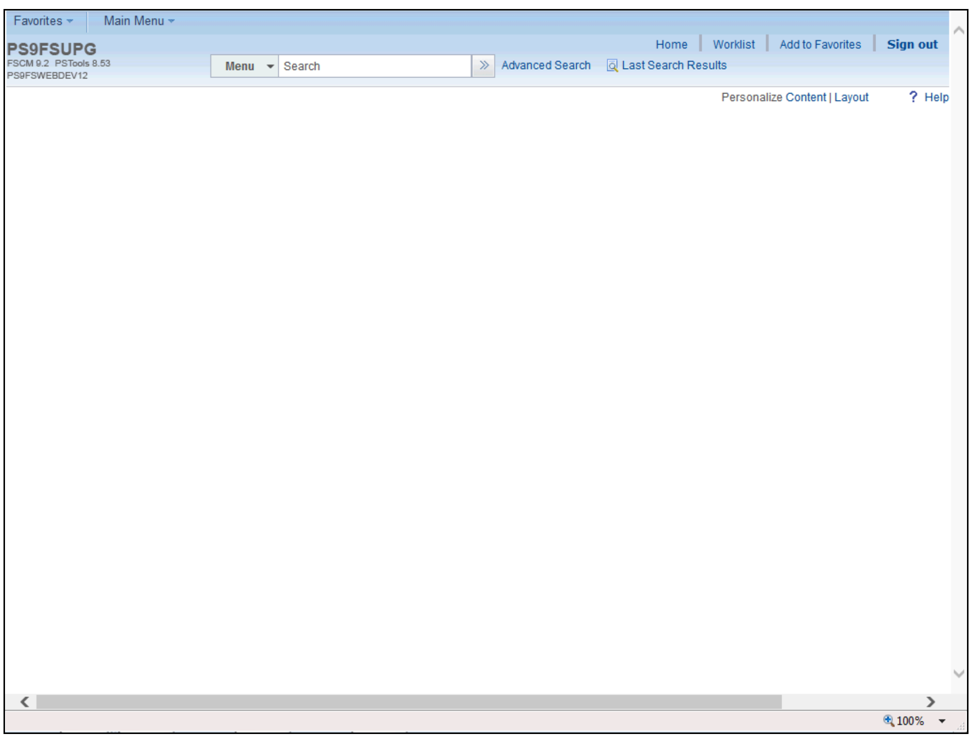
The HTML format displays the data in a specified order. It **does not** allow manipulation of the data (i.e. moving columns). The user may elect to run the data to Excel or to a CSV Text file. The data will display in the same order as it displays in the HTML format. However, the data **can** be manipulated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

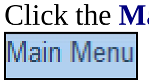
NOTE: CSV is an abbreviation for Comma Separated Value. This type of file is not often used by general query users, but is available to you.

Procedure

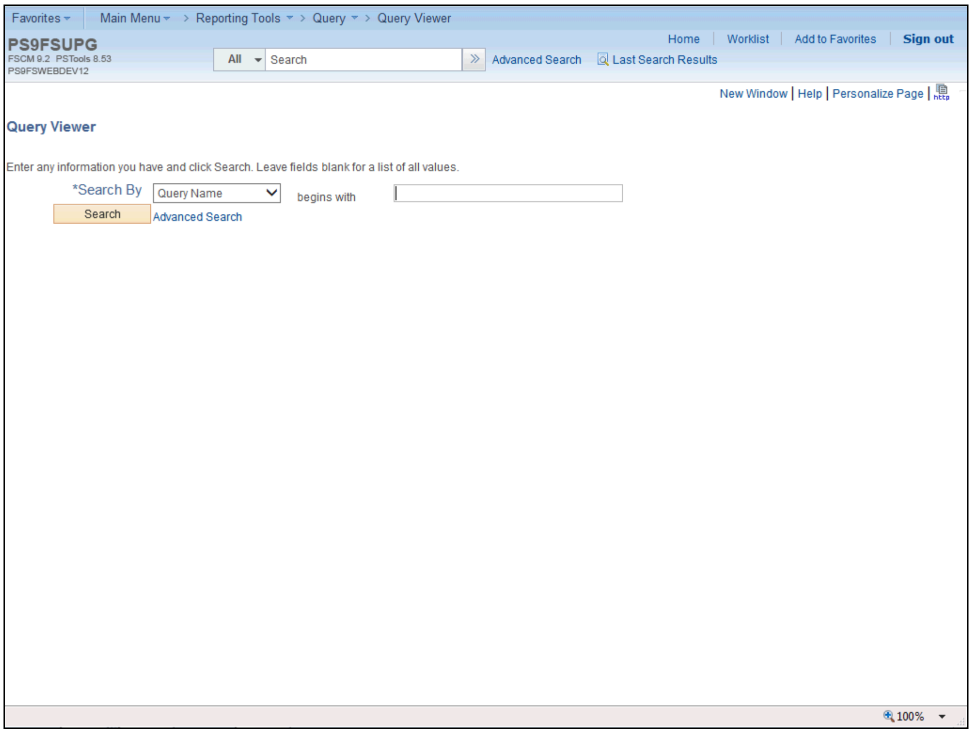
In this topic you will learn how to **Run the ZZCLEAN_REQ_ACTIVITY Query**.

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

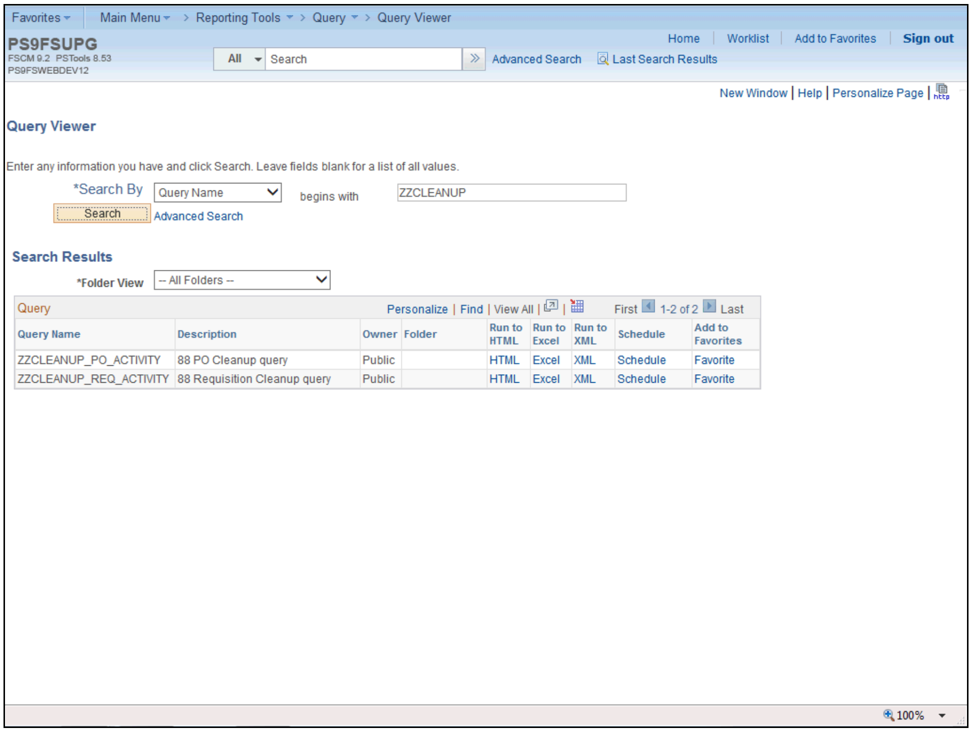


Step	Action
1.	Click the **Main Menu** button. 

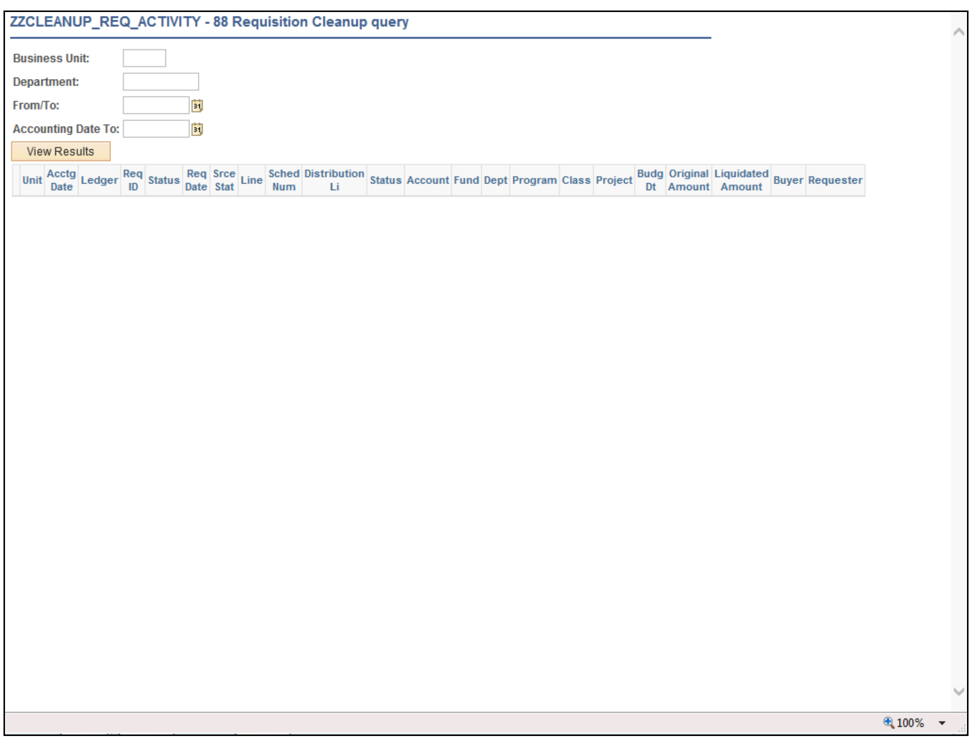
Step	Action
2.	Click the **Reporting Tools** menu. Reporting Tools
3.	Click the **Query** menu. Query
4.	Click the **Query Viewer** menu. Query Viewer



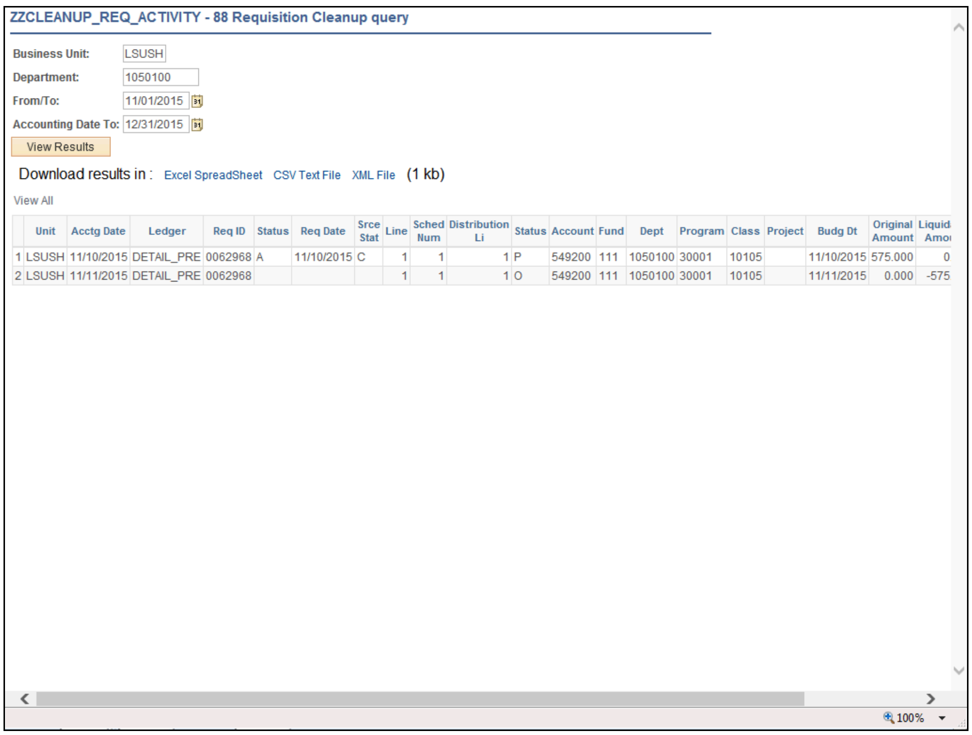
Step	Action
5.	Enter the desired information into the **Search By** field. Enter "**ZZCLEANUP**".
6.	Click the **Search** button. Search



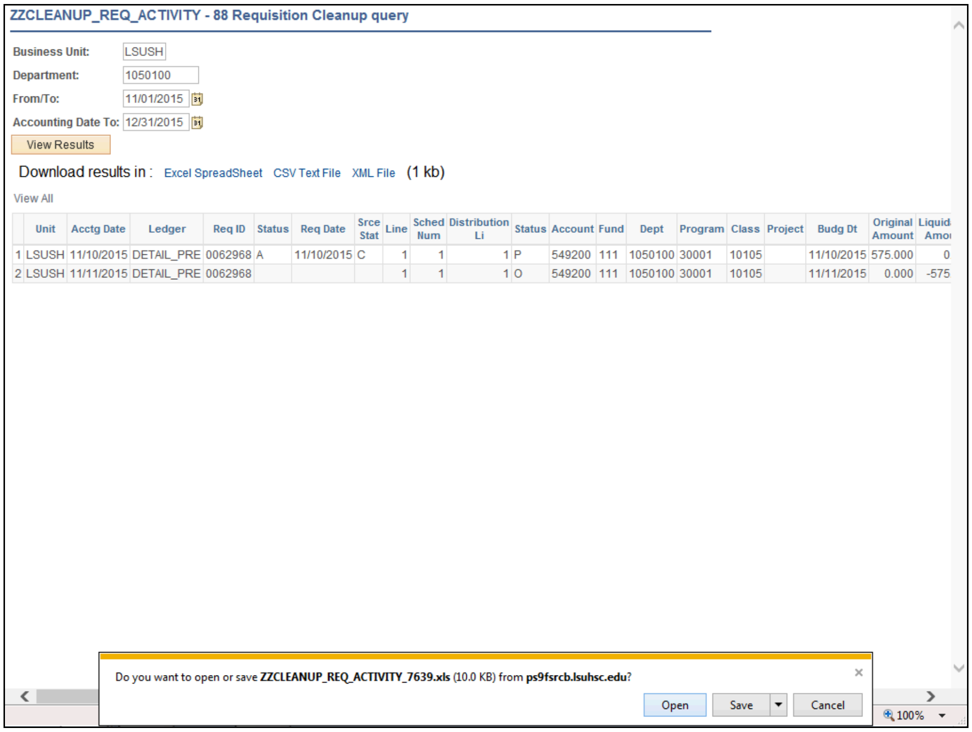
Step	Action
7.	Click the **HTML** link related to the CLEANUP_REQ_ACTIVITY query. HTML

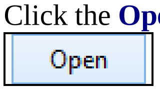


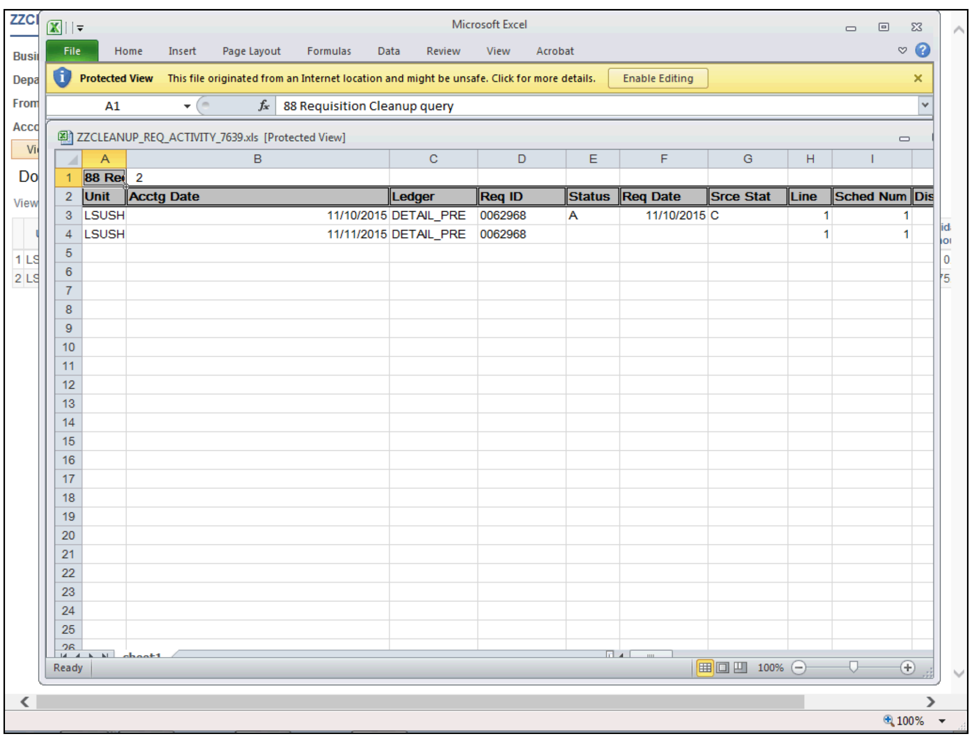
Step	Action
8.	Enter the desired information into the **Business Unit** field. Enter "**LSUSH**".
9.	Enter the desired information into the **Department** field. Enter "**1050100**".
10.	Enter the desired information into the **From/To** field. Enter "**110115**".
11.	Enter the desired information into the **Accounting Date To** field. Enter "**123115**".
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



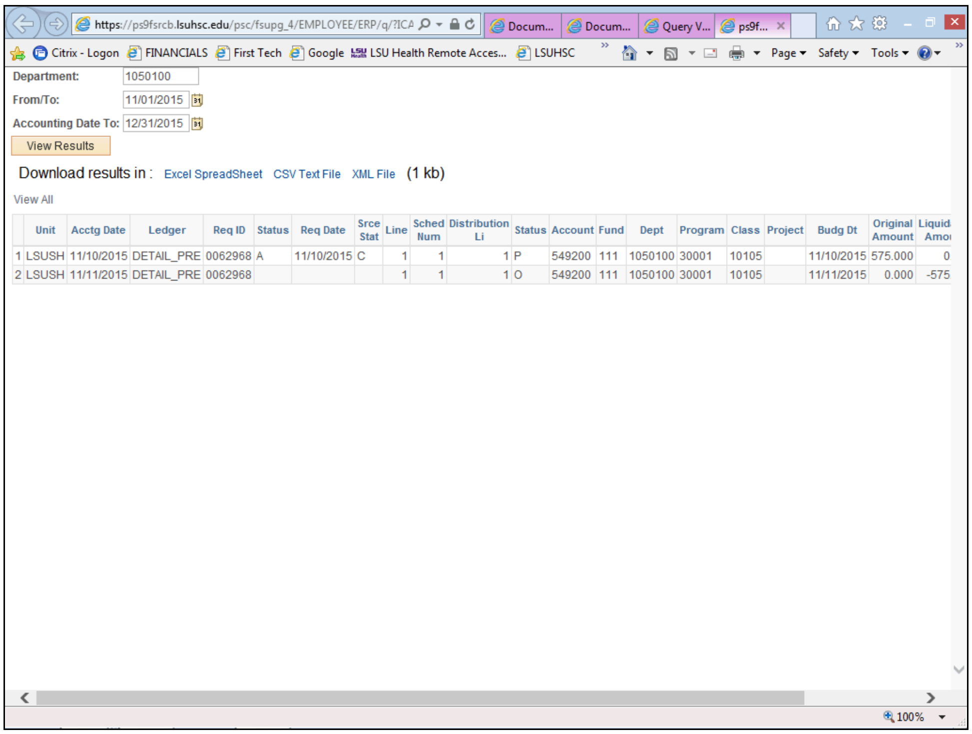
Step	Action
13.	Click the **Excel SpreadSheet** link. Excel SpreadSheet



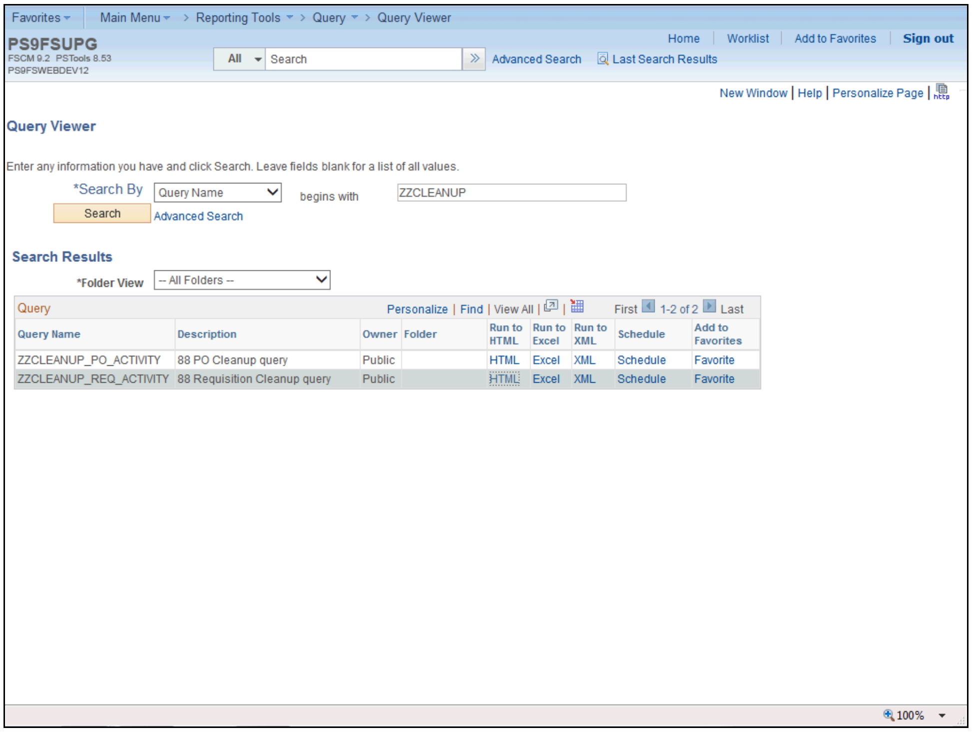
Step	Action
14.	Click the **Open** button. 



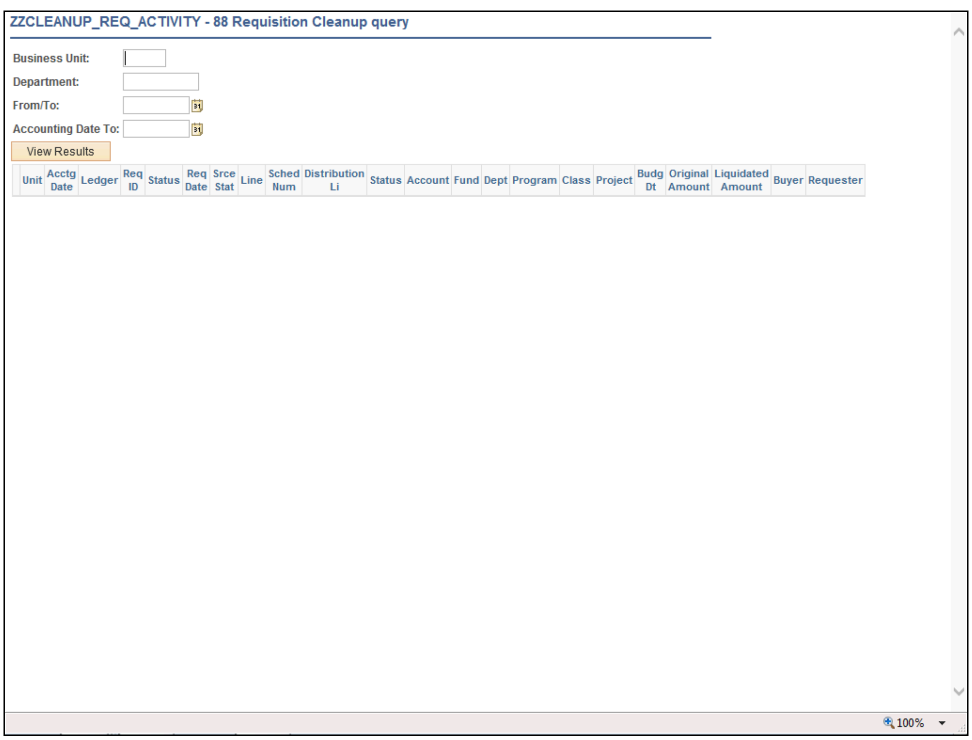
Step	Action
15.	Click the **Enable Editing** button. 
16.	View the Report Click the **Close** button. 



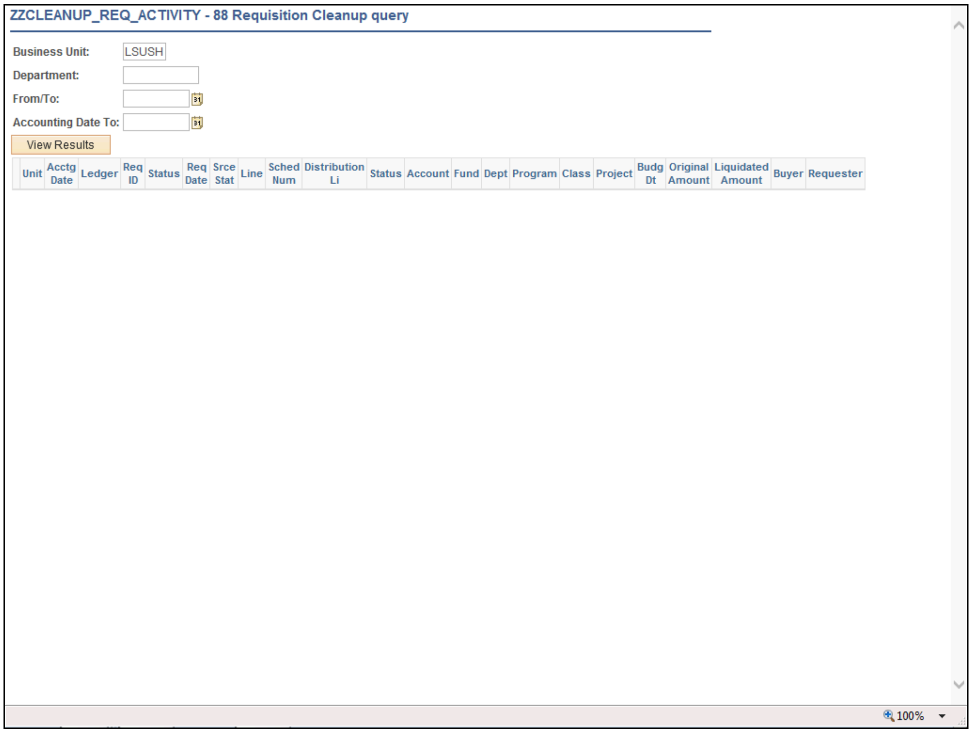
Step	Action
17.	Click the **Close** button. 



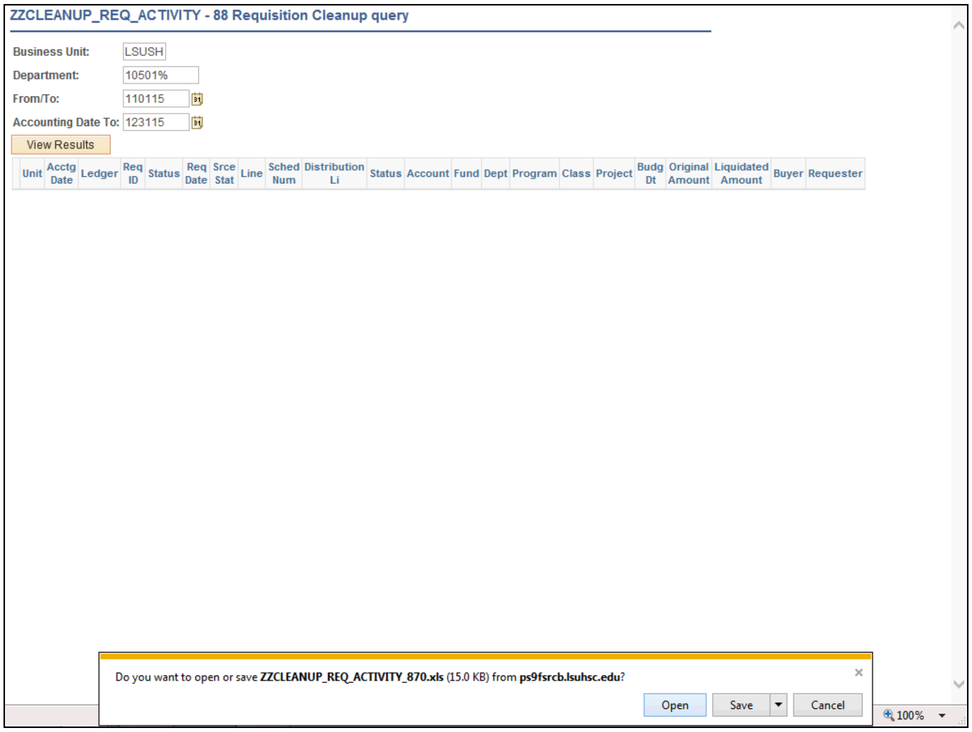
Step	Action
18.	Click the **Excel** link. Excel

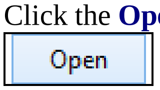


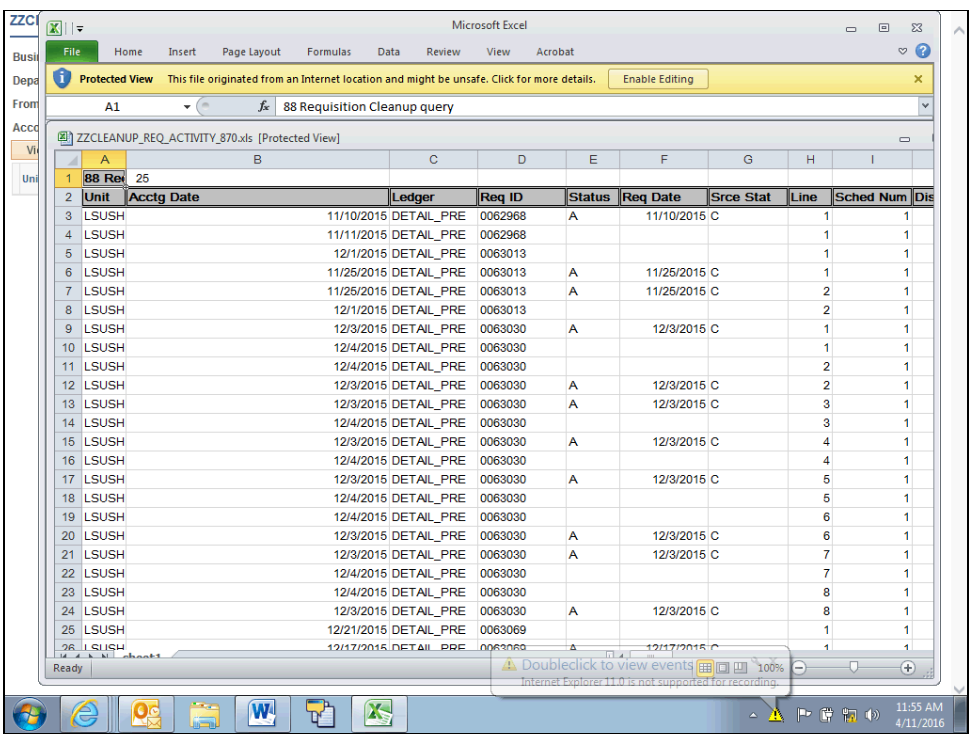
Step	Action
19.	Enter the desired information into the **Business Unit** field. Enter "**LSUSH**".



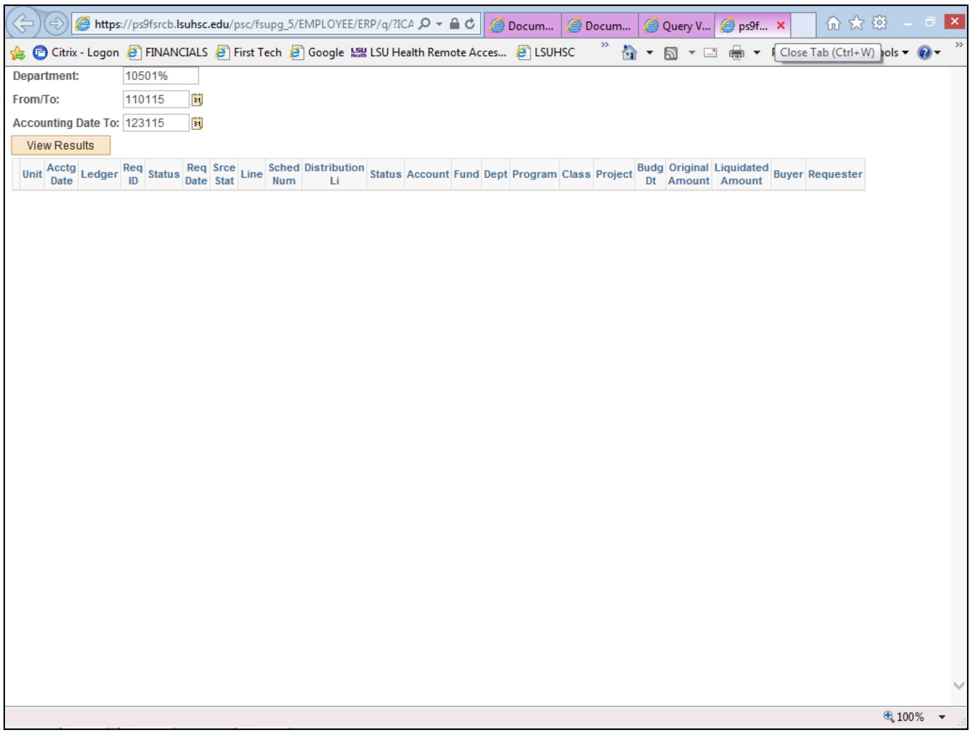
Step	Action
20.	Enter the desired information into the **Department** field. Enter "**10501%**". ***NOTE: Using the wildcard will allow you to retrieve results for all department that begin "10501"***
21.	Enter the desired information into the **Beg Accounting Date** field. Enter "**110115**".
22.	Enter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



Step	Action
24.	Click the **Open** button. 



Step	Action
25.	Click the **Enable Editing** button. 
26.	Click the **Close** button. 



Step	Action
27.	Click the **Close** button. 
28.	This completes ***Running the ZZCLEANUP_REQ_ACTIVITY*** query. **End of Procedure.**

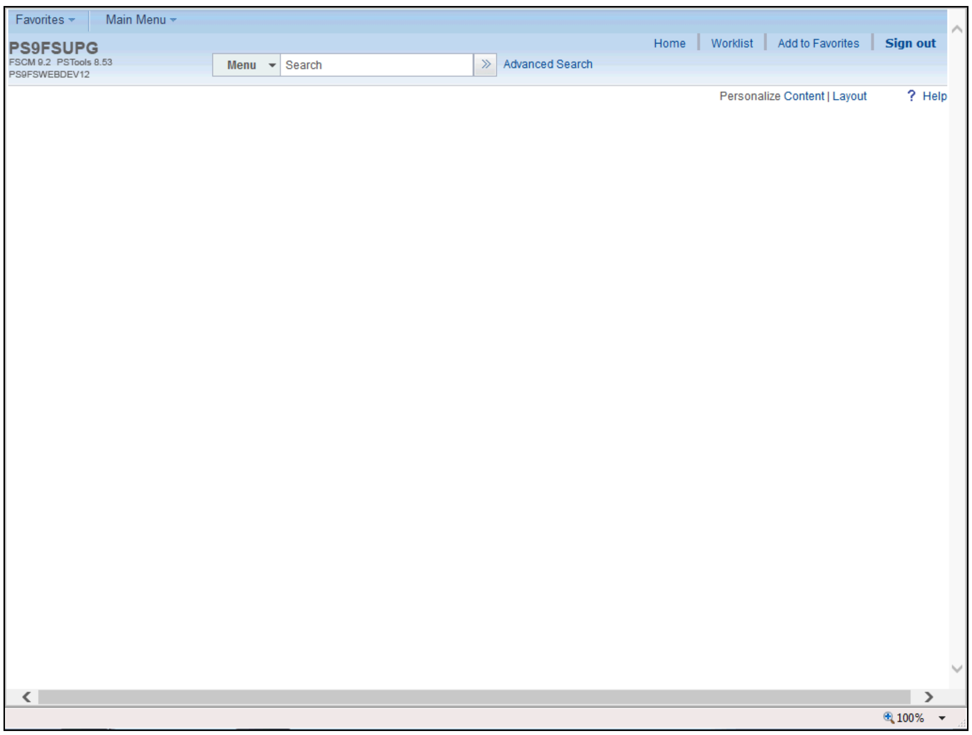
Appendix

Create/Find a Run Control ID

Procedure

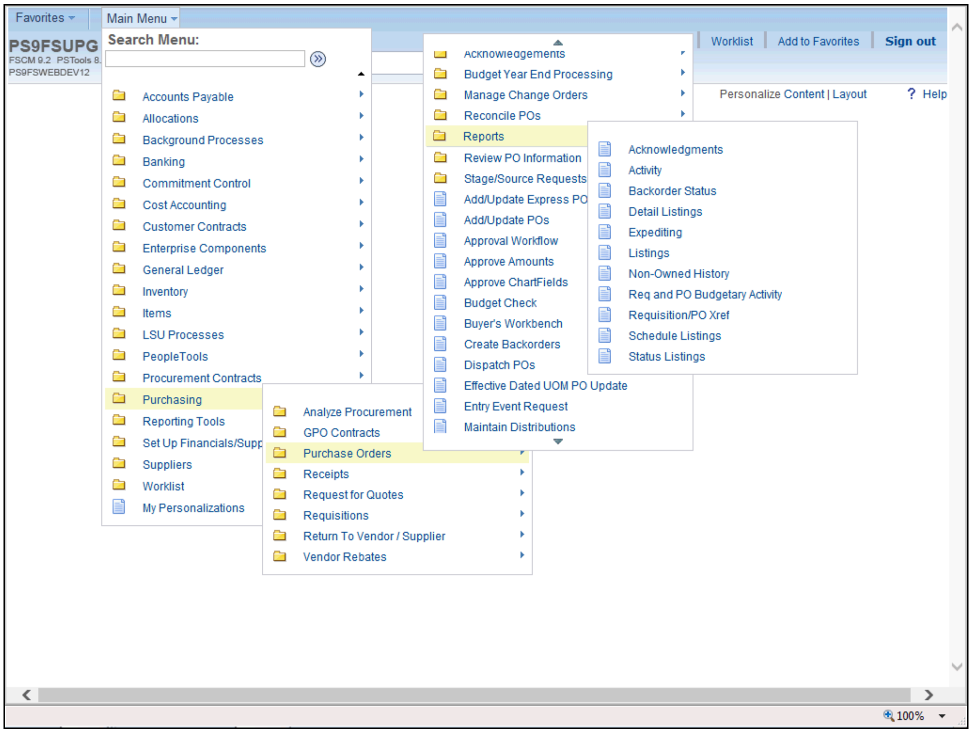
In this topic you will learn how to **Create/Find a Run Control ID**.

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.

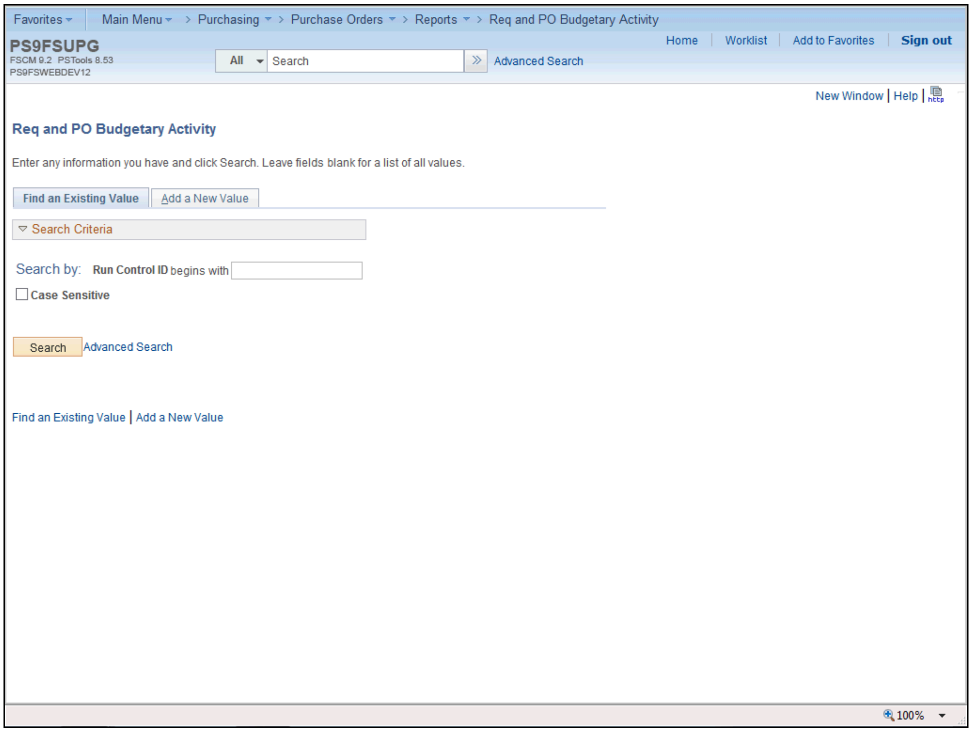


Step	Action
1.	The Req and Budgetary Activity report will be used to demonstrate how to create/find a run control ID. Click the **Main Menu** button. Main Menu
2.	Click the **Purchasing** menu entry. Purchasing
3.	Click the **Purchase Orders** menu. Purchase Orders

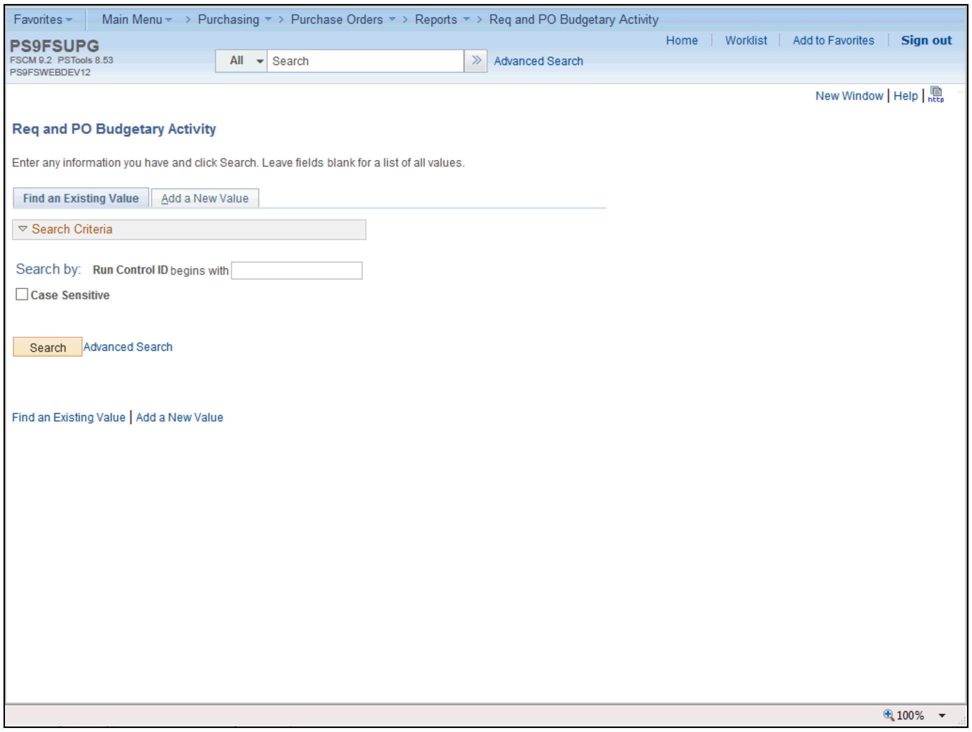
Step	Action
4.	Click the **Reports** menu entry. Reports



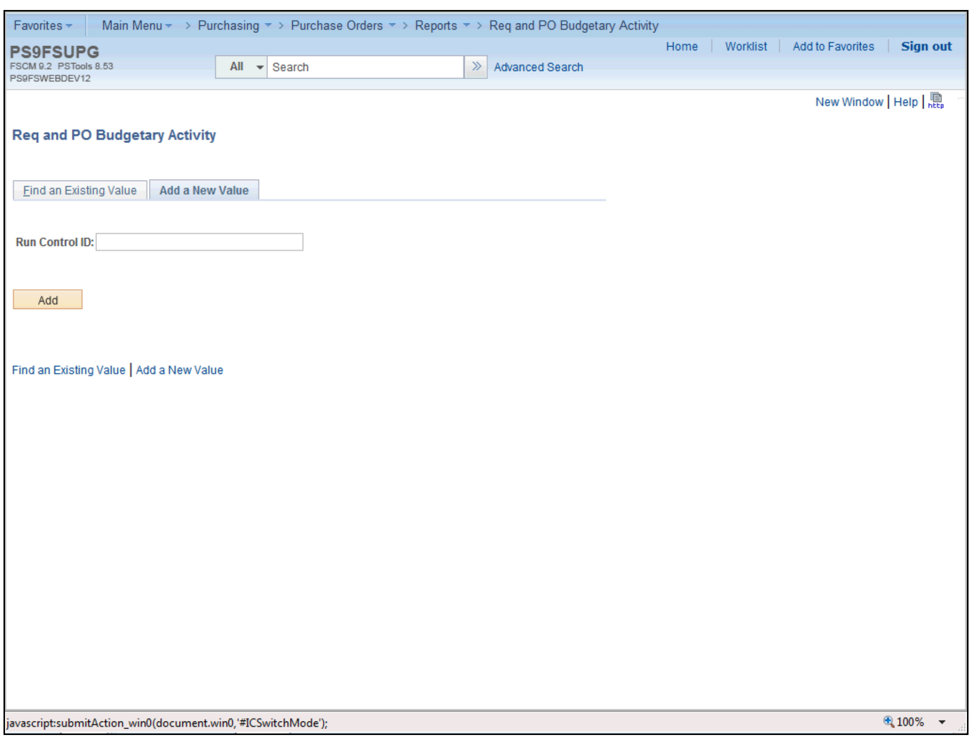
Step	Action
5.	Click the **Req and PO Budgetary Activity** menu. Req and PO Budgetary Activity



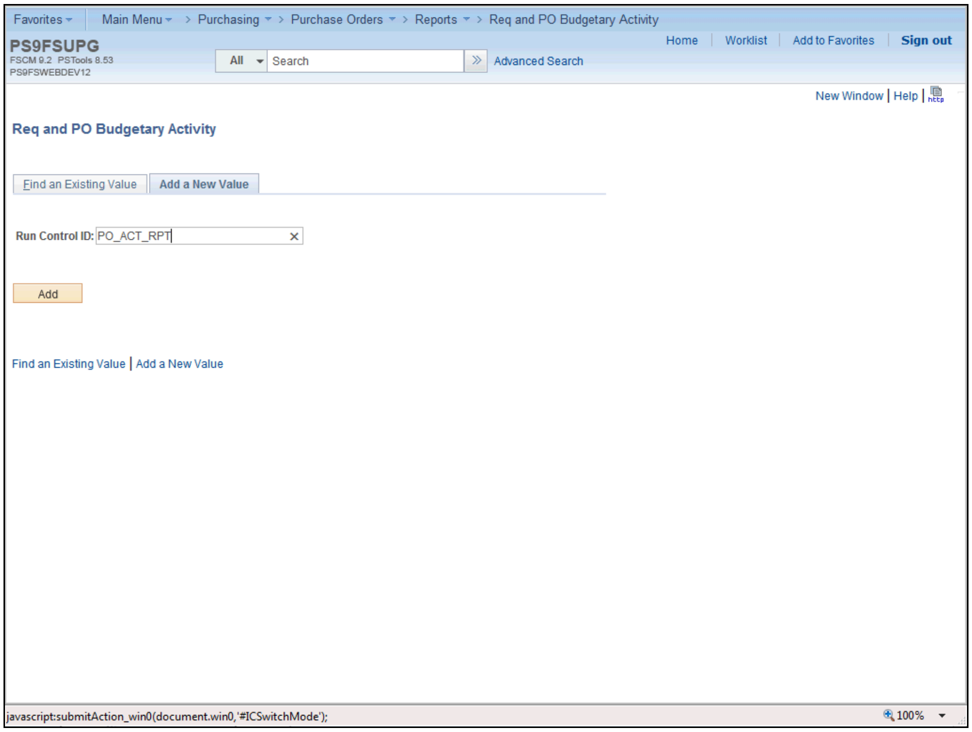
Step	Action
6.	The first time you run the Req and PO Budgetary Activity Report you will need to create a Run Control ID in order to access the Process Scheduler. The system defaults you into the Find an Existing Value tab. Click on the Add a New Value tab or hyperlink to create a run control id. ***NOTE: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

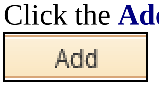


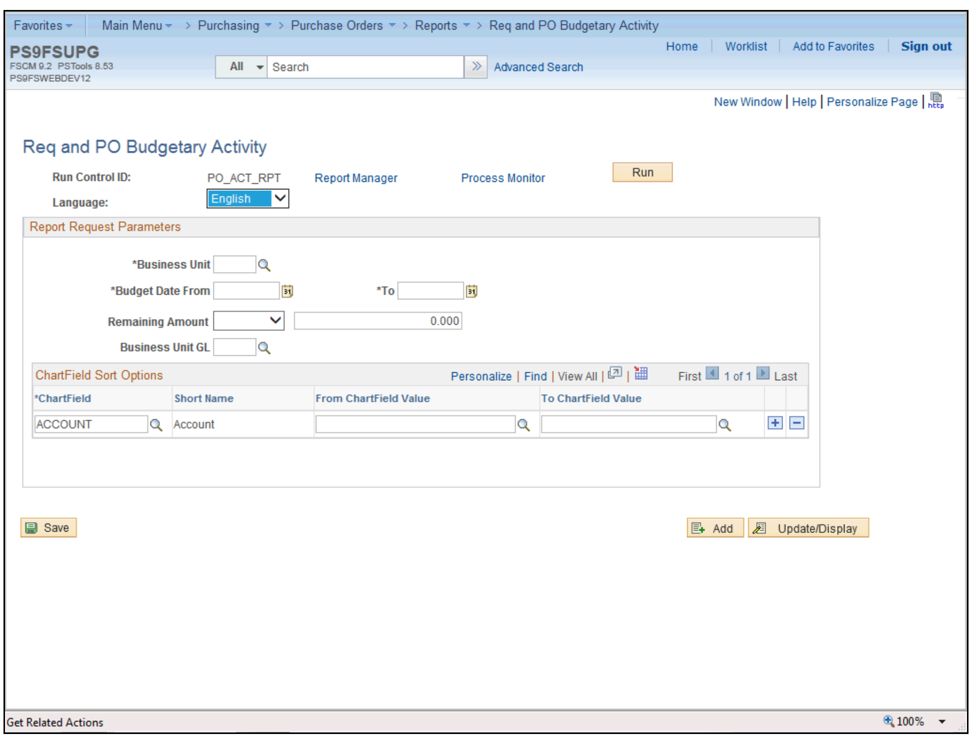
Step	Action
7.	Click the **Add a New Value** tab. Add a New Value



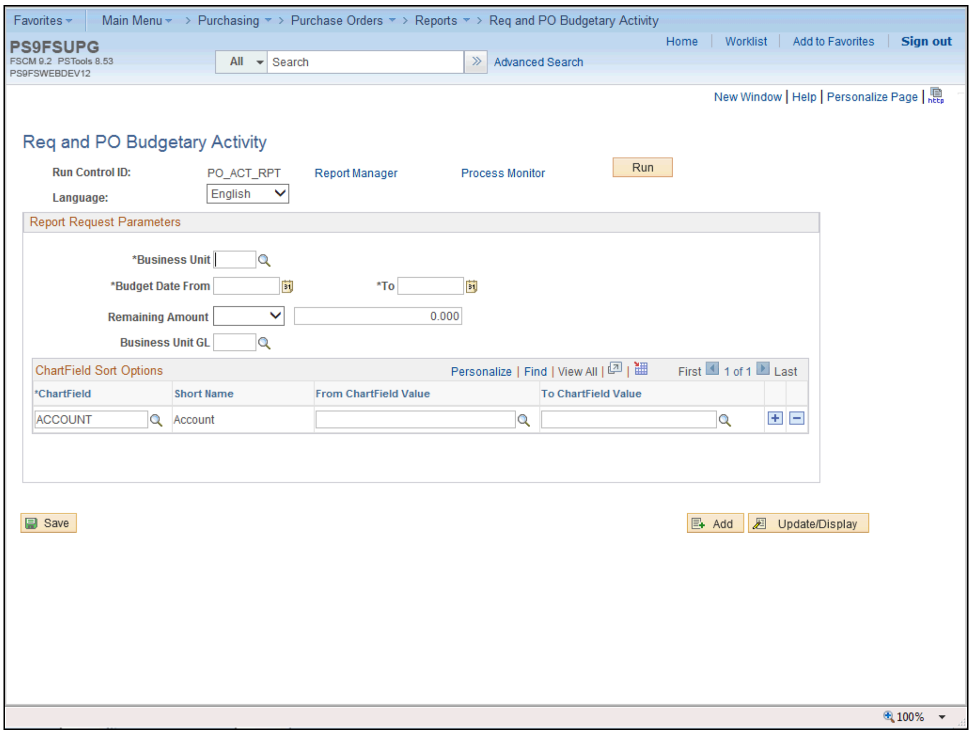
Step	Action
8.	**Run Control ID** A Run Control ID is used as a means to access the Process Scheduler. You may save parameters related to a particular process or report to a Run Control ID to minimize data entry when running recurring processes and/or reports. A **Run Control ID** is: 1. Specific to the end-user's Operator (User) ID; 2. Can be entered in upper case, lower case, or mixed case; 3. Can be up to 30 characters long; 4. Characters can be either number or letters, but **<u>cannot</u>** include any **special characters** (e.g. $, &, #); 5. **<u>Cannot</u>** contain **blank** spaces; and 6. **<u>Must</u>** be one continuous string of characters **or** words **<u>must</u>** be linked by an underscore.
9.	Examples of Run Control IDs that **<u>meet</u>** the requirements: 1. **PO_ACT_RPT** can be used since an underscore links the three words together; or 2. **poactrpt** can be used because it is one string of characters.
10.	Examples of Run Control Ids that **<u>do</u> <u>not</u> <u>meet</u>** the requirements: 1. **PO ACT RPT** because there are a blank space between the words; or 2. **PO_ACT_REPORT'S** because a special character is used. In this example an apostrophe is used.
11.	A Run Control ID **<u>must</u>** 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.
12.	Enter the desired information into the **Run Control ID** field. Enter "**PO_ACT_RPT**".

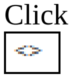


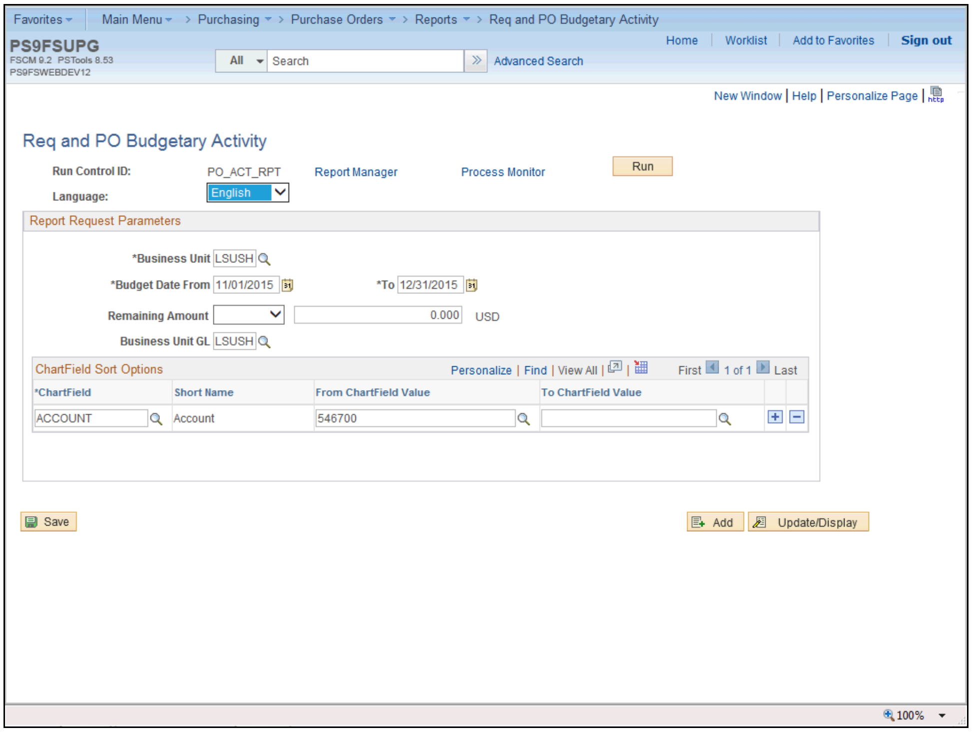
Step	Action
13.	Click the **Add** button. 



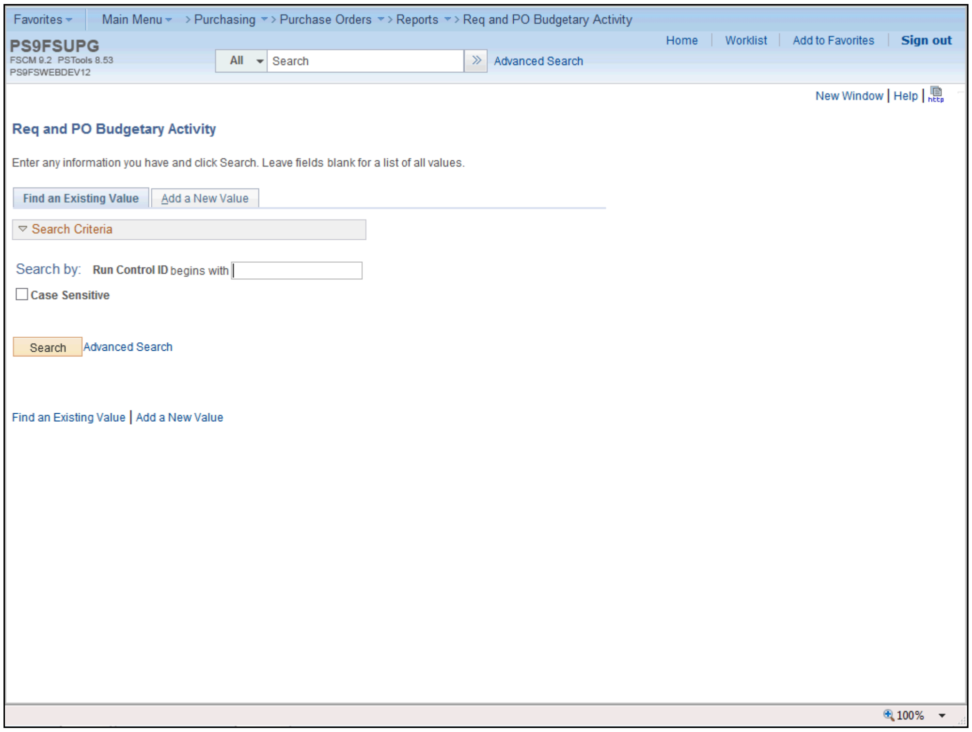
Step	Action
14.	The parameters you enter on the Req and PO Budgetary Activity page will be saved to the specified run control id. When running the report in the future, the user will only change dates or Chartfield Sort Options. You **must** save your parameters in order for your parameters to default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

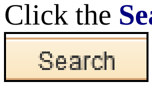


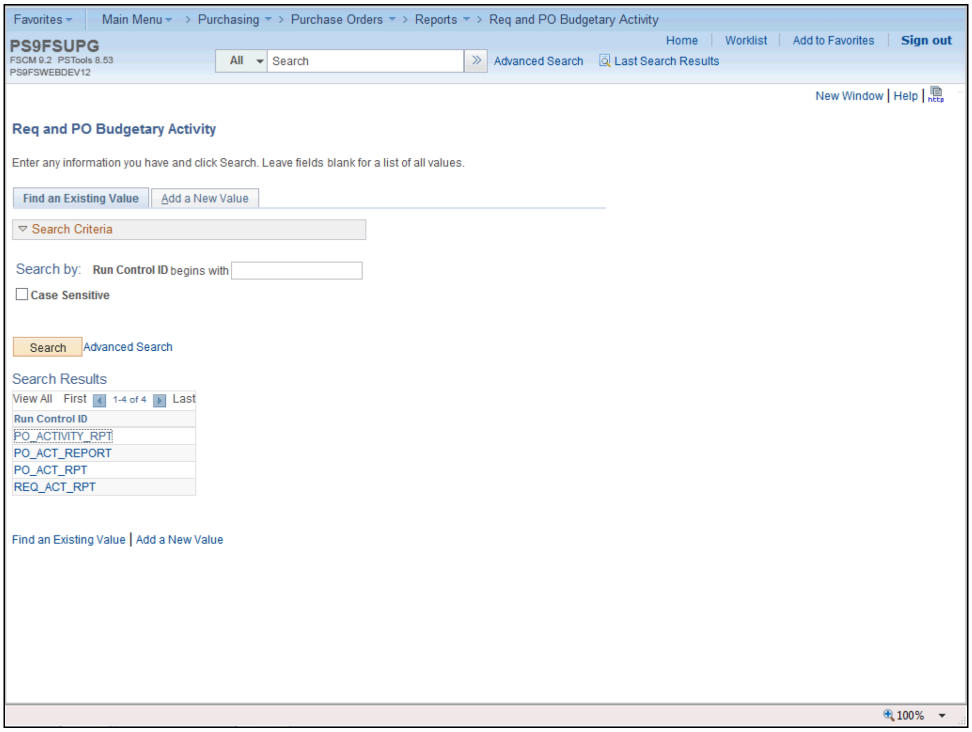
Step	Action
15.	Enter the desired information into the **Business Unit** field. Enter "**LSUSH**".
16.	Enter the desired information into the **Budget Date From** field. Enter "**110115**".
17.	Enter the desired information into the **Budget Date To** field. Enter "**123115**".
18.	Click the button to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



Step	Action
22.	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. ***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.*** For **training purposes only**, click the **Req and PO Budgetary Activity** link. Req and PO Budgetary Activity



Step	Action
23.	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. Click the **Search** button. 



Step	Action
24.	Select a run control id by clicking the desired run control id link from the Search Results list. ***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.*** Click the **PO_ACT_RPT** link. PO_ACT_RPT
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 ***Create/Find a Run Control ID***. **End of Procedure.**