

# **PeopleSoft End-User Training**

# **PURCHASING SUPERUSER**

PARTICIPANT GUIDE

September, 2011

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## Purchasing SuperUser

#### **Purchasing SuperUsers Guide**

Welcome to the PeopleSoft 9.0 Purchasing SuperUsers module. This module contains the concepts and procedures involved in managing encumbrances and pre-encumbrances in order to assist the Purchasing Dept 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 is 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 the 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.

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 expenditure when payment is issued by Accounts Payables. Once the payment is issued, the encumbrance is reversed. On occasion there is a remaining encumbrance amount. This manual will provide the end-user the tools needed to ensure the remaining encumbrance amount of a PO line is adjusted or canceled if necessary. On occasion, the end-user may need to request the remaining pre-encumbrance amount for a Requisition line be adjusted or canceled by Purchasing.

# NOTE: All of the functions shown in this guide should be performed in the PeopleSoft Financial's Production Database.

## **Training Guide**



### Manage Purchase Orders and Encumbrances

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**.

NOTE: This report will retrieve information on Purchase Orders for you department for a specified period of time. You will be able to view any remaining encumbrance amounts for the PO lines in this report.

Step	Action
1.	Click the <b>Purchasing</b> link. Purchasing
2.	Click the Purchase Orders link.  Purchase Orders
3.	Click the <b>Reports</b> link. ▶ Reports
4.	Click the <b>Req and PO Budgetary Activity</b> link.

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			New Window   Help   🏨
Req and PO Budgetary Activity			
Enter any information you have and click Search. Leave fields blank for a list of all values.			
Find an Existing Value			
Maximum number of rows to return (up to 300): 300 Search by: Run Control ID begins with Case Sensitive			
Search Advanced Search			
Find an Existing Value   <u>Add a New Value</u>			
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Step	Action
5.	Click the Search button to view existing run controls.
	Click the <b>Add a New Value</b> link to add a new run control.
6.	Run Control ID
	A Run Control ID accesses the Process Scheduler and represents a set of parameters to determine how the system runs various transactions. You may save parameters related to a particular process or report to a Run Control ID to minimize data entry when running recurring processes or reports.
	A Run Control ID is:
	<ul><li>Specific to the end-user's Operator ID;</li><li>Case sensitive;</li></ul>
	<ul> <li>Must be one continuous string of alphanumeric characters;</li> <li>Cannot use special characters such as @, \$, %;</li> <li>Cannot contain blank spaces; and</li> <li>Can use the underscore to link one or more words.</li> </ul>
7.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>PO_ACT_REPORT</b> ".
8.	Click the Add button.



Step	Action
9.	The first time you enter the Req-PO Budgetary Activity page you will select the report parameters. The selected parameters will be saved to the Run Control ID and will display in the page the next time you access it.
	So that you do not retrieve all POs for all Business Units, the minimum required parameters will be entered: Business Unit, the Dept ID or Project/Grant.
	If the Project/Grant is entered, there is no need to enter any other chartstring information since the Project/Grant is linked to only one chartstring.

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Run Control ID:         PO_ACT_REPORT         Report Manager         Process Monitor         Run           Language:         English </th <th></th> <th></th>		
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Business Unit GL:		
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Save E+ 2	Add Dipdate/Display	
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Step	Action
10.	Enter the desired information into the <b>Business Unit</b> field. Enter "LSUNO".
	NOTE: LSUSH encumbers travel, so travel vouchers will be viewed in this report as well.
11.	Enter the desired information into the <b>Budget Date From</b> field. Enter "070110".
	NOTE: If a Project/Grant, you may retrieve information since the inception of the Project/Grant (i.e. back to 2001 when PeopleSoft went live).
12.	Enter the desired information into the <b>To</b> field. Enter " <b>063011</b> ".
13.	Remaining Amount
	<ul> <li>Specify the Remaining Amount parameters using the following:</li> <li>If you wish to view all of your department's POs generated during a specified period, regardless of the balance (i.e. those with a remaining balance if zero as well as those not equal to zero), do not specify an operand and accept the default entry of zero in the Remaining Balance field;</li> <li>You may specify an operand and enter the dollar amount in the adjacent field or accept the default entry of zero; or</li> <li>For the purpose of managing encumbrances, the user will select Not Equal (&lt;&gt;) with a Remaining Balance of zero so only PO lines with a Remaining Amount (including credits) will be retrieved.</li> </ul>



Step	Action
14.	Click the button to the right of the <b>Remaining Amount</b> field to select an operand.

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Report Request Parameters         *Business Unit:       LSUNO Q, *Budget Date From: 07/01/2010 B *To: 06/30/2011 B         Remaining Amount:       0.000 USD			
Business Unit GL: ChartField Sort Options ChartField Sort Options C	First 🚺 1 of 1 🗋 Last		
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Step	Action
15.	Click the <b>Not Equal -</b> < > list item.
16.	<ul> <li>ChartField Sort Options</li> <li>You may enter single or multiple chartfields. Use the following to specify chartfield information: <ul> <li>If you wish to specify a different ChartField value other than the one defaulted, click the Look up ChartField button and select the desired value (Account, Dept ID, Fund, Operating Unit, etc);</li> <li>If you wish to specify more than one ChartField, click the Add a new row at row 1 (+) button to insert rows and select the desired values;</li> <li>If you wish to run the report to view all Pos for your BU, click the Delete Row 1 (-) button to delete the defaulted ChartField value (most users will not run all Pos for their BUs).</li> </ul> </li> <li>NOTE: When a Project/Grant value is entered, the remaining fields may be left blank since there would only be one ChartString associated with the specified Project/Grant.</li> </ul>

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Report Request Parameters		
*Business Unit: LSUNO C *Budget Date From: 07/01/2010 1 *To: 06/30/2011 1		
Remaining Amount: 💽 🔻 0.000 USD		
Business Unit GL: LSUNO Q		
ChartField Sort Options         Customize         Fing   View ∧ Al   50   #           *ChartField         Short Name         From ChartField Value         To ChartField Value	First 🚺 1 of 1 🕨 Last	
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Save	Add Update/Display	
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Step	Action
17.	Click the Look up ChartField button.
18.	Click the <b>DEPTID</b> link.
19.	Enter the desired information into the <b>From ChartField Value</b> field. Enter "1050100".
20.	Click the Save button.
21.	Click the Add a new row at row 1 button.
22.	Click the Look up ChartField button.
23.	Click the <b>FUND_CODE</b> link. <u>FUND_CODE</u>
24.	Enter the desired information into the <b>From ChartField Value</b> field. Enter "111".
25.	Click the <b>Delete row 2</b> button.



Step	Action
26.	A warning message displays.
	Click the <b>OK</b> button.
27.	In this example, the parameters entered will retrieve only POs for the fiscal year 2011, department 1050100 with a Remaining Amount not equal to zero.
	Click the <b>Save</b> button.
28.	Click the <b>Run</b> button.



	iler Request	Due (							
User ID: Server Name: Recurrence:		un Date: 07/27/20 un Time: 3:18:38F		REPORT	t Date	e/Time			
Time Zone: Process List	4								
Select Descriptio		Process Name	Process Type	<u>*Type</u>		*Format	Distribution		
	ent Budgetary Activity	POS8001	SQR Report	Web	•	PDF	<ul> <li>Distribution</li> </ul>		
Requisitio	n Budgetary Activity	POS8002	SQR Report	Web	•	PDF	<ul> <li>Distribution</li> </ul>		
PO Activity	Excel for POS8001	ZZPO0032	SQR Report	Web	•	PDF	<ul> <li>Distribution</li> </ul>		
Req. Activi	ty, Excel POS8002	ZZPO0033	SQR Report	Web	•	PDF	<ul> <li>Distribution</li> </ul>		

Step	Action
29.	Click the button to the right of the Server Name field.
	▼



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Server Name: Recurrence: Time Zone:	Run Date:         07/27/20           Run Time:         3:18:38P		et to Current	Date/Time				
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Step	Action
30.	Click the <b>PSNT</b> list item. PSNT

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	Excel for POS8001 ty, Excel POS8002	ZZPO0032 ZZPO0033	SQR Report SQR Report	Web		PDF	•	Distribution Distribution		
OK Canc										

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



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Report Request Parameters			
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Remaining Amount:	0.000 USD		
Business Unit GL: LSUNO Q	- <b>h</b>		
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Step	Action
33.	Click the Process Monitor link. Process Monitor

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Process List Select Instance Seq. Process Type	Customize         Find         View Abl         Find         It         Find         List           Process         User         Run Date/Time         Run Status         Distribution Status         Details           POS8001 KOCONN 07/27/2011 3:18:38PM CDT         Success         NA         Details	
Go back to Reg and PO Budgetary Activity		
One	III Sector Internet   Protected Mode: On	

Step	Action
34.	Click the <b>Refresh</b> button until the Runs Status = Success and the Distribution Status = Posted.       Refresh
35.	Click the Go back to Req and PO Budgetary Activity link. Go back to Req and PO Budgetary Activity





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Save Return to Se	earch		Add Update/Display	
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Step	Action
36.	Click the <b>Report Manager</b> link. Report Manager

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Name:	Created On:		East •	· 1 Days	-			
Reports		Customize   F	ind   View All   🗗   🛗	First 🚺 1 of 1 🚺 L	ast			
Report	Report Description	Folder Name	Completion Date/Time		ocess tance			
1 Report								
Go back to Reg and	PO Budgetary Activity							
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Step	Action
37.	Click the Administration link.
	Administration



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Select Report Prcs Description Request Format Status D	stalis etalis
Select All Deselect All Click the delete button to delete the selected report(s) <u>Go back to Reg and PO Budgetary Activity</u> Save	
Administration   <u>List   Explorer   Archives</u>	
∢III Done           ● Internet   Pro	stected Mode: On 🕀 👻 🍕 100% 👻

Step	Action
38.	Click the <b>Procurement Budgetary Activity</b> link. This action opens a new window. <i>NOTE: If the Status does not equal Posted click the refresh button until it does so.</i> <i>Once the Status = Posted, the Procurement Budgetary Activity in the Description</i> <i>column becomes a blue link.</i> <u>Procurement Budgetary Activity</u>
39.	<ul> <li>As specified in the Procurement Budgetary Activity parameters 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.</li> <li>TIPS:</li> <li>• Finalization if the Voucher versus Cancellation of the PO Lines: PO lines having no AP activity (i.e. the Vouchered Amount column is zero dollars, hence no Voucher ID exists for the PO line) during the current Budget Period, the Action required would be Cancellation of the PO line(s) by Purchasing rather than Finalization of the Voucher (PO) by Accounts Payable.</li> <li>• Change/Reduce PO Encumbrance: If you wish to change/reduce the encumbered balance of the PO (i.e. not finalize or liquidate the entire encumbered balance), the request must be directed to Purchasing rather than to AP.</li> </ul>

## **Training Guide**

Step	Action
40.	The number of pages included in the report is displayed on the toolbar. You can also enlarge/reduce the picture size by clicking the - or + sign or changing the percentage.
41.	The Procurement Budgetary Activity Report is comprised of the following columns viewed from left to right:
	<b>PO ID</b> - PeopleSoft auto-generated PO number and/or Confirmation Purchase Order. Any other value would denote a converted PO that was created prior to PeopleSoft.
	Line/Sched/Dist: Line - Line ID # on the PO (should be the same on the Requisition); Schedule - Number of the scheduled deliveries; and Dist - ChartString of the department paying for the item
	Dept - Department number from Chart of Accounts
	Class - Class number from Chart if Accounts
	Project/Grant - Project number from Chart of Account if applicable
42.	Procurement Budgetary Activity Report (continued)
	Vendor - ID number of the Vendor on the PO
	Vendor Name - Name of the Vendor associated with Vendor ID
	<b>Req ID</b> - Source of the PO if it exists. The Requisition ID may not appear on this report if one of the following occurred:
	• If a change was made to the PO, usually the ChartString of the PO, the PO and Requisition may become disconnected; or
	• If the Requisition was hand-written (i.e. the Requisition was entered into the PeopleSoft system by Purchasing as a Purchase Order rather than by the Requester as a Requisition)
43.	Procurement Budgetary Activity Report (continued)
	<b>Original PO Amount</b> - The total dollar amount of the PO line. PeopleSoft calculates the amount based on the total of the item quantity and the item price
	<b>Liquidated Amount</b> - The dollar amount of the PO line that has been paid (i.e. the reversal of the encumbrance)
	<b>Remaining Amount</b> - Amount not spent from the PO) (Original Amount - Liquidated Amount = Remaining Amount)
	<b>Vouchered Amount</b> - The dollar amount of the PO line that has been invoiced and paid to the vendor.



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Г							PeopleSoft Purchasing			
	Report ID:	P058001					GENT BUDGETARY ACTIVITY	REPORT		
		hit GL: LSUNO	Budget Da	te From 2010	0-07-01 To 2011	-06-30 3	Remaining Amount <>	0.00 USD		
	Department	- 1050100								
	PO ID	Line/Sched/Dis		Vendor		REQ ID		Liquidated Amount -		
	00358674B	1/1/1	1050100 40130 5050100000		SOUTHERN CREDI		2,500.00	628.45	1,871.55	628.4
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	00362868B	1/1/1	1050100 10105		ROYERRE-001		7,215.00	6,705.00	510.00	6,705.0
	00365779	1/1/1	1050100 10105		GALLAGHER-001		1,050.00	842.61	207.39	842.6
	00366087	1/1/1	1050100 40130 5050100000		KENTWOOD-002	0033622	1,000.00	430.30	569.70	430.3
	00366388	1/1/1 1/1/1	1050100 40130 5050100000		IRON MOUNT-001		2,200.00	1,707.80	492.20	1,707.8
	00366905		1050100 10105	0000005933		0034352	7,500.00	2,185.50	5,314.50	2,185.5
	00368295	1/1/1	1050100 10105	0000007124	GALLAGHER-001		1,050.00	0.00	1,050.00	0.0
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Step	Action
44.	Click the <b>Printer</b> button to print the report or select <b>File</b> , <b>Print</b> on the toolbar.
	You can Save the report by clicking <b>Save As</b> or e-mail the report by clicking <b>Send</b> , <b>Page by E-mail</b> .
45.	Click the Close button.

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Step Action	
46. Click the <b>Hom</b>	e link.
Home	
47. This completes HTML. End of Proceed	View and Print the Procurement Budgetary Activity Report to



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 time period. You will be able to view any remaining encumbrance amounts for the PO lines in this report.

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Step	Action
1.	Click the <b>Purchasing</b> link.           Purchasing
2.	Click the Purchase Orders link.  Purchase Orders
3.	Click the <b>Reports</b> link. ▶ Reports
4.	Click the <b>Req and PO Budgetary Activity</b> link. <u>Req and PO Budgetary Activity</u>

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Req and PO Budgetary Activity					
Enter any information you have and click Search. Leave fields blank for a list of all values.					
Find an Existing Value					
Maximum number of rows to return (up to 300); 300 Search by: Run Control ID begins with Case Sensitive					
Search Advanced Search					
Find an Existing Value Add a New Value					
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Step	Action
5.	Click Search to retrieve an existing run control or click the Add a New Value tab to create a run control.
	Click the Add a New Value link.
6.	<ul> <li>Run Control ID</li> <li>A Run Control ID accesses the Process Scheduler and represents a set of parameters to determine how the system runs various transactions. You may save parameters related to a particular process or report to a Run Control ID to minimize data entry when running recurring processes or reports.</li> <li>A Run Control ID is: <ul> <li>Specific to the end-user's Operator ID;</li> <li>Case sensitive;</li> <li>Must be one continuous string of alphanumeric characters;</li> <li>Cannot use special characters such as @, \$, %;</li> <li>Cannot contain blank spaces; and</li> <li>Can use the underscore to link one or more words.</li> </ul> </li> </ul>
7.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>PO_ACT_RPT</b> ".
8.	Click the Add button.



Step	Action
9.	The first time you enter the Req-PO Budgetary Activity page you will select the report parameters. The selected parameters will be saved to the Run Control ID and will display in the page the next time you access it.
	So that you do not retrieve all POs for all Business Units, the minimum required parameters will be entered: Business Unit, the Dept ID or Project/Grant.
	If the Project/Grant is entered, there is no need to enter any other chartstring information since the Project/Grant is linked to only one chartstring.

PS9FSTRN 8.50 PS9FSWEBDEV12 RCB	Home   Worklist	Add to Favorites Sign out
Req-PO Budgetary Activity	New Window H	elp   Customize Page   🖫
Run Control ID:         PO_ACT_RPT         Report Manager         Process Monitor         Run           Language:         English         •		
Report Request Parameters		
*Business Unit: G *Budget Date From: B *To: B *To: B *To: B *To: *To: *B *To:		
Business Unit GL:		
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Step	Action
10.	Enter the desired information into the <b>Business Unit</b> field. Enter "LSUNO".
	NOTE: LSUSH encumbers travel, so travel vouchers will be viewed in this report as well.
11.	Enter the desired information into the <b>Budget Date From</b> field. Enter "070110".
	NOTE: If this involves a Project/Grant, you can retrieve information since the inception of the Project/Grant (i.e. back to 2001 when PeopleSoft went live).
12.	Enter the desired information into the <b>To</b> field. Enter " <b>063011</b> ".
13.	Remaining Amount
	<ul> <li>Specify the Remaining Amount parameters using the following:</li> <li>If you wish to view all of your department's POs generated during a specified period, regardless of the balance (i.e. those with a remaining balance if zero as well as those not equal to zero), do not specify an operand and accept the default entry of zero in the Remaining Balance field;</li> <li>You may specify an operand and enter the dollar amount in the adjacent field or accept the default entry of zero; or</li> <li>For the purpose of managing encumbrances, the user will select Not Equal (&lt;&gt;) with a Remaining Balance of zero so only PO lines with a Remaining Amount (including credits) will be retrieved.</li> </ul>



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

PS9FSTRN 8.50 PS9FSWEBDEV12 RCB	Home   Worklist	Add to Favorites Sign out
Reg.PO Budgetary Activity	New Window	Help   Customize Page   🖷
Run Control ID: PO_ACT_RPT Report Manager Process Monitor Run Language: English		
Report Request Parameters		
*Business Unit:         LSUNO         Q         *Budget Date From:         07/01/2010         'B         *To:         06/30/2011         /B           Remaining Amount:          0.000         USD         USD   <		
Business Unit GL:		
ChartField Sort Options ↔         Customize         Find   Vew All [27] #           'ChartField         =         1Name         From ChartField Value         To ChartField Value	First 🗹 1 of 1 🕨 Last	
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Save Save	E Add Update/Display	
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Step	Action
15.	Click the <b>Not Equal -</b> <> list item.
16.	ChartField Sort Options
	You may enter single or multiple chartfields. Use the following to specify chartfield information:
	• If you wish to specify a different ChartField value other than the one defaulted,
information: • If you wish to specify a click the Look up Chartl Fund, Operating Unit, et • If you wish to specify a (+) button to insert rows	click the Look up ChartField button and select the desired value (Account, Dept ID, Fund, Operating Unit, etc);
	• If you wish to specify more than one ChartField, click the Add a new row at row 1 (+) button to insert rows and select the desired values;
	• If you wish to run the report to view all Pos for your BU, click the Delete Row 1 (-
	) button to delete the defaulted ChartField value (most users will not run all Pos for their BUs).
	NOTE: When a Project/Grant value is entered, the remaining fields may be left blank since there would only be one ChartString associated with the specified Project/Grant.

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Req-PO Budgetary Activity   Run Control ID: PO_ACT_RPT   Report Request Parameters     Feport Request Parameters     @ Business Unit:   SUNDQ   "Business Unit:   Sundque to the parameters     Charffield Sort Options   From Charffield Value   Account     Charffield Value     Account	PS9FSTRN 8.50 PS9FSWEBDEV12 RCB	<u>Home</u>   <u>Worklist</u>	Add to Favorites	s Sign out
Report Request Parameters       *Business Unit:     LSUNO Q       *Business Unit:     LSUNO Q       Business Unit:     LSUNO Q       Business Unit:     SUNO Q       Business Unit GL:     SUNO Q       ChartField Sort Options     Customize [English Value]       ChartField     Short Name       From ChartField Value     Q		New Window   H	elp Customize	Page   🛄
*Business Unit:       LSUNO Q       *Budget Date From:       07/01/2010       *To:       06/30/2011       (%)         Remaining Amount: <ul> <li> <li>             0.000</li> <li>             USD</li> </li></ul> Business Unit GL:     LSUNO Q <ul> <li>ChartField Sort Options</li> <li>             Customize Find   View Al   SD   #</li> <li>             First # 1 of 1 # Last</li> </ul> <ul> <li>ChartField Value</li> <li>             Contribuild Value</li> <li>             Contribuild Value</li> <li>             Contribuild Value</li> </ul>				
Remaining Amount: <ul> <li>0.000</li> <li>USD</li> <li>Business Unit GL</li> <li>LSUNO Q</li> <li>ChartField Sort Options</li> <li>ChartField Short Name</li> <li>From ChartField Value</li> <li>Account</li> <li>Q + •</li> <li>Account</li> <li>Q + •</li> <li>Account</li> <li>Accoun</li></ul>	Report Request Parameters			
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Step	Action
17.	Click the Look up ChartField button.
18.	Click the <b>DEPTID</b> link.
19.	Enter the desired information into the <b>From ChartField Value</b> field. Enter "1050100".
20.	Click the Save button.
21.	Click the Add a new row at row 1 button.
22.	Click the Look up ChartField button.
23.	Click the <b>FUND_CODE</b> link. <u>FUND_CODE</u>
24.	Enter the desired information into the <b>From ChartField Value</b> field. Enter "111".
25.	Click the <b>Delete row 2</b> button.



Step	Action
26.	A warning message displays.
	Click the <b>OK</b> button.
27.	In this example, the parameters entered will retrieve only POs for the fiscal year 2011, department 1050100 with a Remaining Amount not equal to zero.
	Click the <b>Save</b> button.
28.	Click the <b>Run</b> button.



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User ID: Server Name: Recurrence:		un Date: 07/28/20 un Time: 11:29:57		t to Curren	t Dati	e/Time			
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	n Budgetary Activity	POS8002	SQR Report	Web	•	PDF	<ul> <li>Distribution</li> </ul>		
PO Activity	Excel for POS8001	ZZPO0032	SQR Report	Web	•	PDF	<ul> <li>Distribution</li> </ul>		
Req. Activi	ity, Excel POS8002	ZZPO0033	SQR Report	Web	•	PDF	<ul> <li>Distribution</li> </ul>		

Step	Action
29.	Click the button to the right of the Server Name field.
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Step	Action
30.	Click the <b>PSNT</b> list item. PSNT



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PO Activity,	Excel for POS8001	ZZPO0032	SQR Report	Web	▼ PDF	•	Distribution			
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Step	Action
31.	Click the <b>PO Activity, Excel for POS8001</b> option.
32.	Click the <b>OK</b> button.



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Run Control ID: PO_ACT_RPT	Report Manager Process Monitor Run		
Language: English 🔻	Process Instance:6103051		
Report Request Parameters			
*Business Unit: LSUNO  *Budget Date From	a: 07/01/2010 🗑 *To: 06/30/2011 🗒		
Remaining Amount: <>	0.000 USD		
Business Unit GL: LSUNO	0.000		
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Step	Action
33.	Click the Process Monitor link. Process Monitor

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6103051	SQR Report	Name	//28/2011 11:29:57AM CDT	Success	<u>Status</u> N/A	Details	
6103050	SQR Report	POS8001 KOCONN 0	/27/2011 3:18:38PM CDT	Success	Posted	Details	
to back to Reg and F	PO Budgetary Activity						

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Step	Action
34.	Click the <b>Refresh</b> button until the Run Status = Success and the Distribution Status = Posted. Refresh
35.	Click the Go back to Req and PO Budgetary Activity link. Go back to Req and PO Budgetary Activity




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Language: English 🔻				
Report Request Parameters				
*Business Unit: LSUNO Q	*Budget Date From: 07/01/2010 🛐 *To:	06/30/2011		
Remaining Amount: 🗠 🔻	0.000 USD			
Business Unit GL: LSUNO Q				
ChartField Sort Options	,	Customize   Find   View All   🖾   🏭	First 🚺 1 of 1 🕨 Last	
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Save Return to Search			Add Dpdate/Display	
Save Ac Return to Search			2 opuateroispiay	
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Done		Internet   Protected Mod	de: On	🔩 🔻 🍳 100% 🔻 💡

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

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Step	Action
37.	Click the Administration link.
	Administration





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Select		Prcs Instance	Description			Request Date/Time	<u>Format</u>	<u>Status</u>	<u>Details</u>					
	4713492	6103051	PO Activity F	Excel for POS8	001	07/28/2011	Acrobat	Posted	Details					
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Step	Action
38.	Click the <b>PO Activity, Excel for POS8001</b> link.
	NOTE: If the Status does not equal Posted click the refresh button until it does so. Once the Status = Posted, the Procurement Budgetary Activity in the Description column becomes a blue link. PO Activity, Excel for POS8001



PS9FSTRN 8.50 PS9FSWEBDEV12 RCB			tiome   Worklist   New Window	Add to Favorites   Sign out
Report Detail				
Report				
Report ID: 4713492	Process Instance: 6103051	Message Log		
Name: ZZPO0032	Process Type: SQR Repor	rt		
Run Status: Success				
PO Activity, Excel for POS8001				
Distribution Details				
Distribution Node: REFNODE	Expiration Date: 08	8/11/2011		
File List			I	
Name	File Size (bytes)	Datetime Created		
SQR_ZZPO0032_6103051.log	1,942	07/28/2011 11:30:54.810000AM CDT		
ZZPO0032 6103051.out	58	07/28/2011 11:30:54.810000AM CDT		
zzpo0032_6103051.csv	1,323	07/28/2011 11:30:54.810000AM CDT		
Distribute To				
Distribution ID Type	*Distribution ID			
User	KOCONN			
OK Cancel				
Done		Internet	Protected Mode: On	🔩 🕶 🔍 100% 🔻 🖉

Step	Action
39.	Click the <b>zzpo0032_6103051.csv</b> link. This action opens a new window.
	NOTE: The link always begins with zzpo0032_, followed by the Process Instance number, followed by .csv. The Process Instance number will be unique to the process run.



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	// https://ps9fsrcbreports.lsuhsc.edu/psreports/fstrn/4713500/zzpo0032_6103059.csv - Windows Internet Explorer	ilan out
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Report		A
Report ID: 4713500		
Name: ZZPO0032		
Run Status: Success		
PO Activity, Excel for POS8001 Distribution Details	Microsoft Office Excel	
Distribution Node: REFNOD		
	The file you are trying to open, 'zzpo0032_6103059.xls', is in a	
File List Name	different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before	
SQR ZZP00032 6103059.log	opening the file. Do you want to open the file now?	
ZZPO0032_6103059.out		
zzpo0032_6103059.csv	Yes No	
Distribute To		
Distribution ID Type User		
0361		
OK Cancel		<b>Y</b>
	Done 🖉 🖉 🖓 Trusted sites   Protected Mode: Off	🔍 100% 🔻 //.
Start Req and PO Bud	lgetar 😥 https://ps9fsrcbre	* (b) 11:41 AM 7/29/11
(2)		11:41 AM 7/29/2011

Step	Action
40.	A warning message displays.
	Click the <b>Yes</b> button.
	NOTE: This is an Oracle issue. The Support team is aware of it and it will be fixed in the next upgrade.
41.	Click the Close button.

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Report		
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Name: ZZPO0032	Process Type: SQR Report	
Run Status: Success		
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Distribution Details		
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ZPO0032_6103051.out	58 07/28/2011 11:30:54.810000AM CDT	
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Step	Action
42.	Click the <b>Home</b> link.
	Home
43.	This completes View and Print the Procurement Budgetary Activity Report in
	Excel.
	End of Procedure.



#### Run the CLEANUP\_PO\_ACTIVITY Query

The CLEANUP\_PO\_ACTIVITY query is a public query within the PeopleSoft system. It has been designed and developed to provide users with the information needed for managing encumbrances. When running the query, the information can be displayed in three formats: HTML, Excel or CSV Text File. Most users will not use the CSV text File option.

The HTML format displays the data in a specified order. It does not allow for manipulation of the data (i.e. moving columns).

You may elect to run the data to Excel or to CSV. Both will display in an Excel spreadsheet. The data displays in the same order as viewed in HTML, but can be manipulated in the spreadsheet.

NOTE: This query must be run the PS 9 Report database. It cannot be run in the PS9 Production database.

#### Procedure

In this topic you will **Run the CLEANUP\_PO\_ACTIVITY Query**.

NOTE: This query <u>must</u> be run in the Reporting database. It cannot be run in Production.

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Step	Action
1.	Click the <b>Reporting Tools</b> link.           Reporting Tools
2.	Click the Query link.
3.	Click the <b>Query Viewer</b> link.



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Step	Action
4.	A portion or all of the Query Name must be known and entered in order to retrieve the desired information. The Query Name field is not case sensitive.
	Enter the desired information into the <b>begins with</b> field. Enter " <b>CLEANUP</b> ".
5.	Click the Search button.
6.	Query results can be run to two formats: HTML and Excel. Queries should first be run to HTML to ensure all results are viewed.
	Click the <b>HTML</b> link.



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Step	Action
7.	Enter the desired information into the <b>Business Unit</b> field. Enter " <b>LSUNO</b> ".
8.	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.
	Enter the desired information into the <b>Department</b> field. Enter "11015%".
9.	Enter the desired information into the <b>Beg Accounting Date</b> field. Enter "070111".
10.	Enter the desired information into the <b>End Accounting Date</b> field. Enter " <b>063012</b> ".
11.	The query will retrieve only those lines that have a remaining amount other than zero.
	NOTE: It may take several minutes to display results since the data must be pulled from many different tables within the system.
	Click the View Results button.

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2	LSUNO	00368458	SHARE	0000025211	0000000001	KENTWOOD SPRINGS	BPO	D	07/01/2011	05/30/2011	WTREMB	т	STANDARD	N	V	0	800.00
3	LSUNO	00368944	SHARE	0000007172	0000000001	GE HEALTHCARE BIOSCIENCES CORP	ss	D	07/13/2011	07/13/2011	GDESIM	т	STANDARD	N	v	0	1750.00
4	LSUNO	00368944	SHARE	0000007172	0000000001	GE HEALTHCARE BIOSCIENCES CORP	ss	D	07/13/2011	07/13/2011	GDESIM	т	STANDARD	N	v	0	122360.00
5	LSUNO	00369170	SHARE	0000035241	0000000001	WYATT TECHNOLOGY CORP	ss	D	07/29/2011	07/29/2011	GDESIM	т	STANDARD	N	v	0	250.00
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Step	Action
12.	The query results will display at the bottom of the page. Only the first 100 lines displaying for view.
	Click the <b>Right</b> button of the scrollbar to view additional information.
13.	In this example only 10 lines have been retrieved. When working in Production if more than 100 lines are retrieved, click the right arrow to view the next page.
14.	Results can be downloaded from HTML to Excel by clicking the Excel Spreadsheet link. This will open a new window.
	Click the Excel Spreadsheet link.
	Excel SpreadSheet
15.	Click the Open button.

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8		00369170	SHARE	0000035241	0000000001	WYATT TECHNOLC	GY CORP		SS
9		00369163	SHARE	0000003778	0000000001	WAYNE LEBLEU &	ASSOCIATE	S INC	BPO
10		00369163	SHARE	0000003778	0000000001	WAYNE LEBLEU &	ASSOCIATE	S INC	BPO
11		00369163	SHARE	0000003778	0000000001	WAYNE LEBLEU &	ASSOCIATE	S INC	BPO
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16.	Click the Close button.
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17.	Click the Close button.



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Step	Action
18.	You also have the ability to run your query directly to an Excel spreadsheet. Click the <b>Excel</b> link.



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Step	Action
19.	Enter the desired information into the <b>Business Unit</b> field. Enter "LSUNO".
20.	Enter the desired information into the <b>Department</b> field. Enter "11015%".
21.	Enter the desired information into the <b>Beg Accounting Date</b> field. Enter "070111".
22.	Enter the desired information into the <b>End Accounting Date</b> field. Enter "063012".
23.	Click the View Results button. View Results
24.	Click the <b>Open</b> button.

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Step	Action
25.	Click the Close button.



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Step	Action
26.	Click the Close button.



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Step	Action
27.	Click <b>Signout</b> then click File, Exit. Sign out
28.	This completes <b>Run the CLEANUP_PO_ACTIVITY Query</b> . <b>End of Procedure.</b>



#### Inquire on a PO

The PO Activity Summary page is the only tool available that will display all voucher activity (i.e. Voucher IDs and Voucher Line Numbers) for a PO line. This information must be provided to Accounts Payable to finalize the Voucher.

The PO Activity Summary page indicates the following:

• Whether or not the Receipt(s) has been entered in the PeopleSoft system for the PO line(s) with a listing of the Receipt

IDs; and

• 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 Numbers.

View and Analyze the PO Activity Summary Page

#### Procedure

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

NOTE: The PO Activity Summary can be used to determine why there is a remaining encumbrance amount on a PO line.

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My Favorites		
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Accounts Payable		
Allocations		
> Asset Management		
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Customer Contracts		
> General Ledger		
> Inventory		
Items		
PeopleTools		
Purchasing		
> Reporting Tools > Set Up Financials/Supply Chain		
> Vendors		
Worklist		
- My Personalizations		

Step	Action
1.	Click the <b>Purchasing</b> link. Purchasing
2.	Click the <b>Purchase Orders</b> link.  Purchase Orders
3.	Click the <b>Review PO Information</b> link. Review PO Information
4.	Click the Activity Summary link. <u>Activity Summary</u>



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Enter any information you have	e and click Search. Leave fields blank for a list of all values.					
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Step	Action
5.	Enter the desired information into the <b>PO Number</b> field. Enter "00364839".
6.	Click the Search button. Search
7.	<ul> <li>Details Tab</li> <li>You can view the following information on the Details tab:</li> <li>PO Status – For most Pos, the status will be Dispatched. If the PO has been changed, but has not yet been Dispatched or Budget Checked, the status could be Approved or Canceled. A status of Complete indicates the PO has proceeded through the entire process.</li> <li>Order Qty – The quantity ordered.</li> <li>Amount Ordered – The total dollar amount of the PO line.</li> </ul>



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ne Item	Item Description	UOM	Order Qty	Amount Ordered Currency	Amount Only			
1 🖶	Shaking incubator 120V	EA	1.0000	3,970.000 USD				
2 📑	Fixing Clip Attachment F/887	2 EA	1.0000	520.000 USD				
3 📑	Basic Holder F/8872	EA	1.0000	350.000 USD				
Return to Search	Notify							

Step	Action
8.	Click the Line Details for line 1 button.



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Item ID:		Shaking	ncubator 120V							
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Step	Action
9.	Click the Expand All link.
10.	View line detail information for line 1.
	Click the <b>Return</b> button.



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2 📑		Fixing Clip Attachment F/8872	EA EA	1.0000	520.000 USD				
3 📑		Basic Holder F/8872	EA	1.0000	350.000 USD				
Return to	Search I N	otify							
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Step	Action
11.	Click the <b>Receipt</b> tab.
12.	<ul> <li>Receipt</li> <li>Qty Received – The quantity received in the shipment for the PO line.</li> <li>Qty Accepted – The quantity accepted from the shipment.</li> <li>Open Quantity – The quantity not yet received.</li> <li>Open Amount – The amount not yet received.</li> </ul>
13.	NOTE: If the Receipt button displays on the PO line (i.e. the icon next to the Currency field), this indicates a Receipt(s) has been entered in PeopleSoft for the PO line. If a Receipt does not display on the page, then a Receipt has not been entered in PeopleSoft for the PO line.Click the Receipt button.



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Step	Action
14.	You do not have to access the Receipts page (shown later in this exercise) to retrieve the Receipt ID and/or Receipt Line Number, as the information is shown here on this page.
	Click the <b>Receipt No - 016892</b> link to access the Receipts page. This action will open a new window.

ng Guide						
Receipts - Windows Inter	net Explorer					
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<ul> <li>Accrual Accounting</li> </ul>	Sel Item	Description	Price A	mt Only Recv Q	Y Recv UOM	Reject Qty Device Tr
– GL Journal Drill Down	1	Shaking incubator 120V	3,970.00000	1.0000	EA	
- Document Status	2	Fixing Clip Attachment F/8872	520.00000	1.0000	EA	
Reports     Add/Update Receipts	3	Basic Holder F/8872	350.00000	1.0000	EA	
- Load Receipts - Process Receipts						
- Inspect Receipts						
- Maintain Delivery Information						
- Maintain Activity and						
- Maintain ChartFields						
- Close Backorders	Header Details	Line Details Manufacturer Info	Asset Informa	tion <u>Docur</u>	nent Status He	ader Comment
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Step	Action
15.	You can also access the Receipts page by navigating from the Main Menu.
	Click the Close button.
16.	View the Receipts page.
	Click the Close button.



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Step	Action
17.	Click the Go Back To Activity Summary link.
	Go Back To Activity Summary

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Step	Action
18.	Click the <b>Invoice</b> tab.
19.	<ul> <li>Invoice</li> <li>Quantity Invoiced – The quantity (invoiced) of item(s) paid for on the PO line.</li> <li>Amt Invoiced – The amount (invoiced) of the item(s) paid for on the PO line.</li> <li>If the Invoice (Voucher) button displays on the PO line (i.e. the icon next to the Currency field), this indicates 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 will not display.</li> <li>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 for funds in your department:</li> <li>Invoice (for Vendors)</li> <li>Advance Payment (for Direct Pay and Travel)</li> </ul>



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Step	Action
20.	Click the <b>Invoice</b> button to view the Invoice (Voucher) for the PO line and the Voucher Id.
21.	You do not have to access the Voucher Inquiry page to retrieve the Voucher ID and the Voucher Line Number. Both are shown on this page. <i>NOTE: If more than one voucher displays, the items on the PO were received in</i> <i>more than one shipment. AP cannot finalize the voucher if the last Voucher ID</i> <i>issued, (i.e. the largest or highest number in the list of Voucher) and the Voucher</i> <i>Line # are not provided to AP when requesting finalization. The request will be</i> <i>returned to the user for completion of the information. Both the PO Line # and</i> <i>the Voucher Line # <u>must</u> be provided to AP since these two numbers are <u>not</u> <i>always the same.</i></i>
22.	The Invoice page is the <u>only</u> tool that provides you will all voucher activity for a line to be able to identify the last voucher issues. Click the <b>Voucher ID - 00228387</b> link to access the Voucher Inquiry page. This action will open a new window.

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Step	Action
23.	View the Voucher Inquiry page.
	Click the <b>Close</b> button.



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Step	Action
24.	Click the Activity Summary link.

Done

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1         B         Shaking incubator 120V         EA         1.00         3.970.000 USD         0.0000         0.000 USD         EA           2         E         Fixing Clip Attachment F/8872         EA         1.00         520.000 USD         0.0000         0.000 USD         EA           3         B         Basic Holder F/8872         EA         1.00         350.000 USD         0.0000         0.000 USD         EA				Quantity Amount		Un-invoiced	Un-invoiced	
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Step	Action
25.	Click the Matched tab.
26.	View the Qty Matched and the Amt Matched. Click the <b>RTV</b> tab.
27.	View the Qty Returned and the Amount Returned. Click the <b>Details</b> tab.
28.	<ul> <li>Analyzing the PO Activity Summary Page</li> <li>When analyzing the PO, the general order of review will be as follows:</li> <li>Receipt &gt; Purchase Order &gt; Voucher</li> <li>The issues to consider are: <ul> <li>Receipt – Does the item(s) need Receipt in PeopleSoft?</li> <li>Purchase Order – Does the PO or line(s) on the PO need to be changed or cancelled?</li> <li>Voucher – Does the PO need to be closed?</li> </ul> </li> </ul>



Step	Action
29.	Four scenarios have been found to occur when analyzing the PO Activity Summary Page. These four scenarios arise from the <b>Receipt</b> (scenario 1 & 2), <b>Purchase</b> <b>Order</b> (scenario 3) and/or <b>Voucher</b> (scenario 4) are as follows:
	1. The PO line has been received (i.e. a Receipt was entered in the PeopleSoft system) and vouchered (i.e. paid in Accounts Payable), but there is a Remaining Amount;
	2. The PO lines item(s) were ordered and physically received in the Department, but not vouchered (i.e. paid by Accounts payable);
	3. The PO line(s) need to be cancelled and/or changed; and/or
	4. The Receipt, Invoice and matched quantities are equal, but the dollar amount invoiced is less than (<) the PO line amount on any of the PO line(s).
	Analyzing these four scenarios is shown in the steps that follow.
30.	Receipt
	1. The PO line has been received (i.e. a Receipt was entered in the PeopleSoft system) and vouchered (i.e. paid by Accounts Payable), but there is a Remaining Amount:
	Solution: The PO should be closed by Purchasing.
31.	Receipt
	2. The PO line item(s) were ordered and physically received in the Department, but not vouchered (i.e. paid by Accounts Payable).
	<b>Solution</b> : Determine if AP has an outstanding invoice to be paid. If there is an outstanding invoice, AP should proceed with payment. If there is no invoice, the PO should be closed through PO Reconciliation workbench by someone in Purchasing.
32.	Purchase Order
	3. The PO line(s) need to be canceled and/or changed.
	<b>Solution:</b> Contact Purchasing (i.e. the Buyer) to request the PO line(s) be canceled and/or changed.
33.	Voucher
	4. The Receipt, Invoice and matched quantities are equal, but the dollar amount invoiced is less than (<) the PO line amount on any of the PO line(s).
	<b>Solution:</b> The PO can be closed through PO Reconciliation Workbench by Purchasing.



Step	Action
34.	For tips on analyzing all encumbrance amount on departmental accounts, including additional information regarding the fours scenarios discussed above, see:
	• The Access the CLEANUP Public Queries that Augment the Procurement and Requisition Budgetary Activity Reports handout; or
	• The PeopleSoft Support Website: http://www.lsuhsc.edu/ps/support/info%20release20fin.aspx
	Information Release #11(R) - <b>LSUSH</b> – Encumbrance Analysis Tips and Information Release #44 – <b>LSUNO</b> – Encumbrance Analysis Tips.
35.	Click the <b>Home</b> link.
36.	This completes View and Analyze the PO Activity Summary. End of Procedure.

#### View the Receipts Page for a PO Line

#### Procedure

In this topic you will learn how to View the Receipts Page for a PO Line.



Step	Action
1.	Click the <b>Purchasing</b> link.
2.	Click the <b>Receipts</b> link. ▶ Receipts
3.	Click the <b>Review Receipt Information</b> link.           Review Receipt Information
4.	Click the <b>Receipts</b> link.

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Step	Action
5.	Enter the desired information into the <b>Receipt Number</b> field. Enter "016892".
6.	Click the Search button.


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2	Fixing Clip Attachment F/8872	520.00000		1.0000	EA		
3	Basic Holder F/8872	350.00000		1.0000	EA		
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Step	Action
7.	Click the <b>Show all columns</b> button.

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	Step	Action
ſ	8.	Click the <b>Right</b> button of the scrollbar to view additional information.
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Step	Action
9.	Click the <b>Home</b> link.
10.	This completes <b>View the Receipts Page for a PO Line</b> . <b>End of Procedure.</b>



# View the Voucher Inquiry Page for a PO Line

#### Procedure

In this topic you will learn how to View the Voucher Inquiry Page for a PO Line.



Step	Action
1.	Click the Accounts Payable link.  Accounts Payable
2.	Click the <b>Review Accounts Payable Info</b> link.           Preview Accounts Payable Info
3.	Click the Vouchers link.  Vouchers
4.	Click the <b>Voucher</b> link.

Step	Action
5.	<ul> <li>Vouchers are generated by AP in the PeopleSoft system for anything showing payment of funds for your Department:</li> <li>Invoice (for vendors)</li> <li>Advance Payment (for direct pay and travel)</li> </ul>
	The following Business Units may be used to view Vouchers for Purchase Orders, Travel or Direct Pay when searching from the Voucher Inquiry page:
	<b>LSUNO:</b> LSUNO for Public and General Requisitions and Purchase Orders LSUNE for Internal Travel and Direct Pay
	<b>LSUSH:</b> LSUSH for Public and General Requisitions and Purchase Orders LSUSE for Internal Travel and Direct Pay
6.	Enter the desired information into the <b>Voucher ID From</b> field. Enter " <b>00228387</b> ".
7.	Enter the desired information into the <b>Voucher ID To</b> field. Enter "00228387".
8.	Click the <b>Vertical</b> scrollbar to scroll down to the bottom of the page.
9.	Click the Search button.
10.	Click the Vertical scrollbar to scroll down to the bottom of the page and view the Voucher Inquiry results.
11.	View the fields on the Details page.
	Invoice Date - The date the voucher was generated
	Click the <b>Payment Info</b> button to view payment information.
12.	View the Payment page.
	Bank Code/Account - BKOL for LSUNO, LSUNA and LSUNE; BKDG for LSUSH and LSUSE. Payment Reference ID - The Check Number. This link will take you to the Payment Inquiry page. You will not be able to return directly to the Voucher Inquiry page once you click this link.
	<ul> <li>Payment Date - Date payment of voucher is made (i.e. date of the check).</li> <li>Payment Amount - Amount of the check (i.e. the check could include payment of several vouchers for a specific vendor).</li> <li>Voucher Paid Amount - Amount that was paid for the voucher being viewed.</li> <li>Payment Status - Indicates the status of the payment (i.e. Paid, Void, blank until a credit is applied, etc.).</li> </ul>



Step	Action
13.	Click the Back To Voucher Inquiry link. Back To Voucher Inquin
14.	Click the Amounts tab.
15.	View the Amounts page. Gross Invoice Amount - Amount of the Voucher
	Click the <b>More Details</b> tab.
16.	View the fields on the More Details page.
	<b>Due Date</b> - The date AP is scheduled to pay the vendor
	Acctg Date - The Accounting Period in which the Due Date falls
	Entered On - The date AP entered the Voucher
	Click the <b>Detail Lines</b> button. This action will open a new window.
17.	Click the <b>Horizontal</b> scrollbar to view additional fields.



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Step	Action
18.	View additional fields.
	Click the Close button.



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Step	Action
19.	Click the <b>Home</b> link.
20.	This completes View the Voucher Inquiry Page for a PO line. End of Procedure.



### View the Payment Inquiry Page for a PO Line

#### Procedure

In this topic you will learn how to View the Payment Inquiry Page for a PO Line.



Step	Action
1.	Click the Accounts Payable link.  Accounts Payable
2.	Click the <b>Review Accounts Payable Info</b> link.   Review Accounts Payable Info
3.	Click the <b>Payments</b> link. ▶ Payments
4.	Click the <b>Payment</b> link.

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Step	Action
5.	Enter the desired information into the <b>Reference</b> field. Enter "446953".
	NOTE: The Reference number is the check number.
6.	Click the Search button.



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Step	Action
7.	Click the Vertical scrollbar to scroll down to the bottom of the page.
8.	View the fields on the Payment Details page.
	Payment Reference ID - The check number
	Amount - Amount of the check
	<i>NOTE: The check could include payment for several vouchers for a specific vendor.</i>
9.	Click the <b>Payment Reference ID</b> link to view the Vouchers For a Payment page.
10.	View the Vouchers For a Payment page.
	Payment Clear Date - Date the check cleared the bank.
11.	Click the Back To Payment Inquiry link. Back To Payment Inquire
12.	Click the Additional Info tab.



Step	Action
13.	View the fields on the Additional info page.
	Click the Vendor Details tab.
	Vendor Details
14.	View the fields on the Vendor Details page.
	NOTE: This is the Remit Address where the check was mailed.
	Click the <b>Financial Gateway</b> tab.
15.	Click the Home link.
16.	This completes View the Payment Inquiry Page for a PO Line. End of Procedure.

### Inquire on a Purchase Order to Determine the Receiving Options Procedure

In this topic you will learn how to **Inquire on a Purchase Order to Determine the Receiving Option**.

Step	Action
1.	You will need to determine whether a Purchase Order needs to be received in the PeopleSoft system in order for payment to be processed by Accounts Payable. In this exercise you will identify the Receiving Option for the specified item.

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Step	Action
2.	Click the <b>Purchasing</b> link.  Purchasing
3.	Click the Purchase Orders link.  Purchase Orders
4.	Click the <b>Review PO Information</b> link.           Review PO Information
5.	Click the Purchase Orders link.



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Step	Action
6.	Enter the desired information into the <b>PO ID</b> field. Enter "00364839".
7.	Click the Search button. Search

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Step	Action
8.	Click the Line Details button for the Shaking Incubator option.
9.	The Recv Reqd option indicates whether a PO will be received into the PeopleSoft system. If " <b>Required</b> " displays to the right of the field, a receipt <u>must</u> be entered for this PO. If <b>"Do Not"</b> displays, then a receipt <u>will not</u> be entered for the PO.





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

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Step	Action
11.	Click the <b>Home</b> link.
12.	This completes <b>Inquire on a Purchase Order to Determine the Receiving</b> <b>Option</b> . <b>End of Procedure.</b>



### Inquire on a PO Document Status Page

#### Procedure

In this topic you will learn how to Inquire on the PO Document Status Page.



Step	Action
1.	The PO Document Status page will allow you to view the status of any documents associated with the PO (i.e. Requisitions, Receipts, Vouchers, and Payments).
	Click the <b>Purchasing</b> link. ▶ Purchasing
2.	Click the Purchase Orders link. ▶ Purchase Orders
3.	Click the <b>Review PO Information</b> link. ▶ Review PO Information
4.	Click the Document Status link.

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Step	Action
5.	Enter the desired information into the <b>PO Number</b> field. Enter "00364839".
6.	Click the Search button.
7.	View the PO Document Status page. From the Document Status page you can view the Inquiry pages for all Document
	Types (i.e. Requisition, PO, Receipt, Voucher and Payment).
	NOTE: You can only access the Voucher and Payment Inquiry pages if you have the proper security.





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Step	Action
8.	Click the PO ID <b>00364839</b> link to view the PO Inquiry page. This action will open a new window.
	00364839



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Step	Action
9.	View the PO Inquiry page.
	Click the <b>Close</b> button to return to the Document Status page.





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10.	Click the Receipt Doc ID <b>016892</b> link to view receipt information. This action will open a new window.



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Step A	Action
	View the Receipts Inquiry page. Click the Close button to return to the Document Status page.



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Step	Action
12.	Click the Voucher Doc ID <b>00228387</b> link to view the Voucher Inquiry page. This action will open a new window.
	<i>NOTE: You will only be able to view this page is you have the appropriate security access.</i>



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Step	Action
13.	View the Voucher Inquiry page.
	NOTE: Scroll to the bottom of the page to access Payment page. See the ''View the Payment Inquiry Page for a PO Line'' topic in this section.
	Click the <b>Close</b> button to return to the Document Status page.





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Step	Action
14.	Click the Payment Doc ID 0000346956 link to view the Payment Inquiry page.
	NOTE: You will only be able to view this page is you have the appropriate security
	access.
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Step	Action
15.	View the Payment Inquiry page.
	Click the <b>Close</b> button to return to the Document Status page.



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Step	Action
16.	Click the <b>Show all columns</b> button.
17.	Click the Voucher Accounting Entries link. This action will open a new window. NOTE: You will only be able to view this page is you have the appropriate security access. Accounting Entries



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Step	Action
18.	Click the <b>Show all columns</b> button.
19.	Click the <b>Right</b> scrollbar to view additional columns.
20.	Click the <b>Right</b> scrollbar to view additional columns.



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



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Step	Action
22.	Click the Receipt Go To Document Status Inquiry button. This action will open a new window.
	<i>NOTE:</i> You will only be able to view this page is you have the appropriate security access.





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Step	Action
23.	Click the Voucher <b>Go To Document Status Inquiry</b> button. This action will open a new window. <i>NOTE: You will only be able to view this page is you have the appropriate security</i>
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Step	Action
24.	View the Receipt Document Status page. From this page you can navigate to any Document Type Inquiry page.
	Click the <b>Close</b> button to return to the PO Document Status page.




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Step	Action
25.	Click the Payment <b>Go To Document Status Inquiry</b> button. This action will open a new window. <i>NOTE: You will only be able to view this page is you have the appropriate security</i>
	access.



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Step	Action
26.	View the Payment Document Status page. From this page you can navigate to any Document Type Inquiry page. Click the Close button to return to the PO Document Status page.





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Return to	o Search									

Step	Action
27.	Click the <b>Home</b> link.
28.	This completes <b>Inquire on the PO Document Status Page</b> . <b>End of Procedure.</b>

## **Training Guide**



## **Cancel POs**

Cancel a PO without an Associated Req from the PO Header

## Procedure

In this topic you will learn how to **Cancel a PO without an Associated Req from the PO Header**.

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Step	Action
1.	Click the <b>Purchasing</b> link.           Purchasing
2.	Click the <b>Purchase Orders</b> link. ▶ Purchase Orders
3.	Click the Add/Update POs link.



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Step	Action
4.	Click the <b>Find an Existing Value</b> tab.
5.	Enter the desired information into the <b>PO ID</b> field. Enter "00368577A".
6.	Click the Search button.





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Step	Action
7.	Click the <b>Cancel PO</b> button.
8.	A warning message displays. Click the <b>Yes</b> button. Yes



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Cancel Purchase Order			
PO has 'Pending Cancel' status, but requires a budget check. Press the Budget Check button below to run the budget checking process. Otherwise, click OK to continue without budget checking the PO. Also, PO has 'Pending Cancel' status. Dispatch PO to set the status to 'Canceled'.			
Budget Check OK			
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Step	Action
9.	The Budget Check process must be re-run whenever a PO is cancelled.
	Click the <b>Budget Check</b> button.
	NOTE: The PO status will change to Pending Cancel and the Budget Check will
	be Valid after re-running the budget check process.
	Budget Check



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Step	Action
10.	Click the <b>Expand Menu</b> button.
11.	Click the <b>Dispatch POs</b> link. <u>Dispatch POs</u>
12.	Click the Search button. <i>NOTE: If you have not previously created a Run Control ID, you will need to create one. Click the Add a New Value tab to create a Run Control ID.</i> Search

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Save & Return to Search E Notify	E Add DupdateDisplay		

Step	Action
13.	Enter the desired information into the <b>PO ID</b> field. Enter "00368577A".
14.	Click the <b>Run</b> button.



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Step	Action
15.	Click the <b>PO Dispatch/Print</b> option.
16.	Click the <b>OK</b> button.

guage:       English       © Specified       Recipient's         occess Request Parameters         Specified       Recipient's         business Unit:       LSUNO       To: <th>Report Manager       Process Monitor         Process Instance 6390027         Statuses to Include         Approved       Dispatched         Pending Cancel         Dispatch Methods to Include         Print       FAX         Katellaneous Options         *Chartfields:       Valid Chartfields         *Chartfields:       Change orders:         Print Changes Only       Print Po Item Description         Text Copy       Print Cupicate</th>	Report Manager       Process Monitor         Process Instance 6390027         Statuses to Include         Approved       Dispatched         Pending Cancel         Dispatch Methods to Include         Print       FAX         Katellaneous Options         *Chartfields:       Valid Chartfields         *Chartfields:       Change orders:         Print Changes Only       Print Po Item Description         Text Copy       Print Cupicate
ax Cover Page: Q	Print BU Comments Sort By: Line No.

Step	Action
17.	Click the Process Monitor link. Process Monitor



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	ZZP00032	KOCONN	08/30/2011 1:	45:36PM CDT	Success	Posted	Details			
SQR Report	ZZP00032	KOCONN	08/30/2011 1:	43:34PM CDT	Success	Posted	Details			
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Step	Action
18.	Click the <b>Refresh</b> button.

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Step	Action			
19.	Click the Go back to Dispatch Purchase Orders link.			
	Go back to Dispatch Purchase Orders			



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Go back to D	lick the delete butto								
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Step	Action
20.	Once the Dispatch PO process completes, the PO Status is Cancelled and a Budget Check status is Valid.
	Click the <b>Expand Menu</b> button.
21.	Click the <b>Reconcile POs</b> link.           Reconcile POs
22.	Click the Reconciliation Workbench link.           Reconciliation           Workbench
23.	The Workbench ID is a run control. Unlike other processes where a run control is unique to a user, this process stores everyone's run controls. It is important that you add a new run control that is unique. If you use an existing run control, you could possibly have pre-defined parameters that do not meet your needs and you will not receive the desired results.

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Find an Existing Value							
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Step	Action
24.	If you have previously entered a unique Workbench ID, click the Search button to find it. Click the Add a New Value link.
25.	Enter the desired information into the <b>WorkBench ID</b> field. Enter " <b>KBORECON</b> ".
26.	Click the Add button.

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Item ID:					
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Step	Action
27.	In most instances you will be reconciling a single PO. Enter your search criteria to find it.
	Enter the desired information into the <b>Purchase Order</b> field. Enter " <b>00368577A</b> ".
28.	Enter the desired information into the <b>Purchase Order To</b> field. Enter "00368577A".
29.	Enter the desired information into the Accounting Date field. Enter "070111".
30.	Enter the desired information into the Accounting Date To field. Enter "063012".

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*Accounting Date 07/01/2011 3 *To 06/30/2012 3		E
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Due Date: To:		
Request BU:		
Vendor ID:		
Item ID:		
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Step	Action
31.	Click the <b>Down</b> button of the scrollbar.



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



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Step	Action
33.	You will need to add a Description if a new Workbench ID was added.
	Enter the desired information into the <b>Description</b> field. Enter " <b>CLOSE PO</b> ".
34.	<i>NOTE: The PO Status is Canceled.</i> Click the <b>00368577A</b> option.
35.	Click the Close button.
36.	The PO is qualified for closing if the PO ID displays into the Qualified box. If the PO ID does not display, return to the Reconciliation Workbench to determine if an input error has occurred.



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Processing Results		
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*Description: CLOSE PO		
Select POs for Further Processing		
Accounting Date for Action:		
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Step	Action
37.	The Accounting Date of Action is the current date. Enter the desired information into the Accounting Date for Action field. Enter "083011".
38.	Click the <b>Yes</b> button to proceed with closing the PO. Yes
39.	A warning message displays. Click the <b>Yes</b> button.



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Select All	Clear All Unappr		Clos	e	Dispatch	08/30/2011	0000034297					

Step	Action
40.	Click the <b>Set filter options</b> link to close another PO. Set filter options
41.	This completes <b>Cancel a PO without an Associated Req from the PO Header</b> . <b>End of Procedure.</b>

## Cancel a PO with an Associated Req from the PO Header Procedure

In this topic you will learn how to Cancel a PO with an Associated Req from the PO Header.



Step	Action
1.	Click the <b>Purchasing</b> link. ▶ Purchasing
2.	Click the Purchase Orders link.  Purchase Orders
3.	Click the Add/Update POs link.



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Step	Action
4.	Click the <b>Find an Existing Value</b> link.
5.	Enter the desired information into the <b>PO ID</b> field. Enter "00369352".
6.	Click the Search button.



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Step	Action
7.	Click the <b>Cancel PO</b> button.
8.	A warning message displays. Click the <b>Yes</b> button.



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	New Window   Help   Customize Page   🛄
Maintain Purchase Order	
Cancel Purchase Order	
Jnit: LSUNO POID: 00369352 Vendor: CARGILL-001	
Would you like to open the Requisition quantity(ies) to be sourced again?	
O Yes, Re-Source all Reqs	
No, Do Not Re-Source Regs	
Specify Reqs to Re-source	
Continue	
Save & Return to Search E Notify & Refresh	te/Display
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Step	Action
9.	Click the <b>Continue</b> button.



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Maintain Purchase Order					
Cancel Purchase Order					
PO has 'Pending Cancel' status, but requires a budget check. Press the Budget Check button below to run the budget checking process. Otherwise, click OK to continue without budget checking the PO. Also, PO has 'Pending Cancel' status. Dispatch PO to set the status to 'Canceled'.					
Budget Check Ok					
Goto: View Budget Status- Prorated Budget Status- Non Prorated					
Save Return to Search Notify Refresh					

Step	Action
10.	A warning message displays.
	Click the <b>Budget Check</b> button.           Budget Check

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Step	Action
11.	The PO now has a status of Pending Cancel and the Budget Check status is valid. You must Dispatch the PO in order to get a PO status of Cancelled and a Budget Check status of Valid. Click the <b>Expand Menu</b> button.
12.	Click the <b>Dispatch POs</b> link. <u>Dispatch POs</u>
13.	Click the Search button.
14.	Click the <b>DISPATCH_PO</b> link.



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Dispatch Purchase Orders			
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Step	Action
15.	Enter the desired information into the <b>Business Unit</b> field. Enter "LSUNO".
16.	Enter the desired information into the PO ID field. Enter "00369352".
17.	Click the <b>Run</b> button.

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Step	Action
18.	Click the <b>PO Dispatch/Print</b> option.
19.	Click the <b>OK</b> button.



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Step	Action
20.	Click the Process Monitor link. Process Monitor

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Step	Action
21.	Click the <b>Refresh</b> button until Run Status = Success and Distribution Status = Posted.       Refresh
22.	Click the <b>Go back to Dispatch Purchase Orders</b> link. Go back to Dispatch Purchase Orders



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Step	Action
23.	Click the Expand Menu button.
24.	Click the <b>Reconcile POs</b> link.     Reconcile POs
25.	Click the Reconciliation Workbench link.           Reconciliation           Workbench
26.	The Workbench ID is a Run control ID. If you have previously entered a unique Workbench ID, click the Search button to access it. If not, click the Add a New Value tab to add one.
	NOTE: Unlike other processes where a run control is unique to a user, this process stores everyone's run controls. It is important that you add a new Workbench ID that is unique. If you use an existing run control, you could possibly have pre-defined parameters that do not meet your needs and you will not retrieve the desired results.

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ind an Existing Value   <u>Add a New Value</u>			

Step	Action
27.	Click the Add a New Value link.
28.	Enter the desired information into the <b>WorkBench ID</b> field. Enter " <b>KBOCRECON</b> ".
29.	Click the Add button.

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GPO ID: GPO Contract:	
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Step	Action
30.	In most instances you will be reconciling a single PO. The PO Number <u>must</u> be entered in <u>both</u> the Purchase Order and To fields.
	Enter the desired information into the <b>Purchase Order</b> field. Enter "00369352".
31.	Enter the desired information into the <b>To</b> field. Enter " <b>00369352</b> ".
32.	Both the Accounting Date and To fields must be entered. Use the current fiscal year for the Accounting Date and To fields.
	Enter the desired information into the Accounting Date field. Enter "070111".
33.	Enter the desired information into the Accounting Date To field. Enter "063012".

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Step	Action
34.	Click the <b>Down</b> button of the scrollbar.
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Step	Action
35.	Click the <b>Search</b> button.
	Search



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Step	Action
36.	If you have added a new Workbench ID you will enter a Description.
	Enter the desired information into the <b>Description</b> field. Enter " <b>CLOSE PO</b> ".
37.	NOTE: The Status of the PO is Cancelled.
	Click the <b>00369352</b> option.
38.	Click the Close button.
39.	If the PO ID does not display in the Qualified section it is not qualified for closing. You will return to the Reconciliation Workbench to check for input errors.



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Step	Action
40.	Use the current date for the Accounting Date of Action.
	Enter the desired information into the Accounting Date for Action field. Enter "082611".
41.	Click the Proceed: Yes button.
42.	Click the <b>Yes</b> button.



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ction: Approve	lear All Unappr		Clos		Dispatch or View Proc	Preview						
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Step	Action
43.	You are returned to the Reconciliation Workbench. The PO status is Complete. To close another PO, click the Set Filter Options link. Click the <b>Home</b> link.
44.	This completes <b>Cancel a PO with an Associated Req from the PO Header</b> . <b>End of Procedure.</b>

# Close a PO from the PO Recon Workbench

#### Procedure

In this topic you will learn how to Close a PO from the PO Recon Workbench.



Step	Action
1.	Click the <b>Purchasing</b> link. ▶ Purchasing
2.	Click the Purchase Orders link.  Purchase Orders
3.	Click the <b>Reconcile POs</b> link.     Reconcile POs
4.	Click the <b>Reconciliation Workbench</b> link. <u>Reconciliation Workbench</u>
5.	Click the <b>Search</b> button. <i>NOTE: If you have not previously created a Workbench ID, you will need to</i> <i>create one. Click the Add a New Value tab to create a Workbench ID.</i> Search
6.	Click the appropriate Workbench ID link.         LSUNO       KBOCRECON CLOSE PO

Step	Action
7.	Enter the desired information into the <b>Purchase Order:</b> field. Enter "00369335".
8.	Enter the desired information into the <b>Purchase Order To:</b> field. Enter "00369335".
9.	Enter the desired information into the Accounting Date field. Enter "070111".
10.	Enter the desired information into the Accounting Date To: field. Enter "063012".
11.	Click the <b>Down</b> button of the scrollbar.
12.	Click the Search button.
13.	Note: If you added a new Workbench ID, you must enter a Description.         Click the 00369335 option.
14.	Click the Close button.
15.	In this example the PO is not qualified for closing, so you must override it. Enter the desired information into the <b>Accounting Date for Action:</b> field. Enter "083111".
16.	Click the <b>00369335</b> option.
17.	Click the <b>Log</b> button to determine why the PO is not qualified.





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Return				

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

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Step	Action
19.	Click the <b>Override</b> button to move the PO to Qualified.



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Step	Action
20.	Click the <b>Yes</b> button to proceed with the closing process.
21.	Click the <b>Yes</b> button.
22.	<ul> <li>You are returned to the Reconciliation Workbench page. The PO status is now Complete.</li> <li>You <u>must</u> Budget Check the PO by navigating to:</li> <li>Purchasing &gt; Purchase Orders &gt; Budget Check</li> </ul>
23.	To close another PO, click the Set Filter Options link.         NOTE: If your PO originated from a requisition, canceling the PO will result in making the requisition available for sourcing. If you no longer need the requisition, cancel it from the Req Header or from the Reconciliation Workbench.



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Step	Action
24.	Click the <b>Home</b> link.
25.	This completes <b>Close a PO from the PO Recon Workbench</b> . <b>End of Procedure.</b>

# **Close Purchase Orders**

# Close a PO to Release the Remaining Encumbrance

#### Procedure

In this topic you will learn how to Close a PO to Release the Remaining Encumbrance.

Step	Action
1.	Accounts Payable no longer finalizes the last voucher on a PO to reverse the remaining encumbrance. A business decision was made requiring the remaining encumbrance to be liquidated by closing the PO. The PO will be closed by the Purchasing SuperUser.
	The exception to this policy is when a PO has multiple lines and not all lines of the PO are ready to be finalized. In that situation, it is acceptable for AP to finalize the last voucher for the affected PO lines.
	NOTE: In this scenario the remaining encumbrance on all lines of the PO are ready to be reversed.

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Step	Action
2.	Click the <b>Purchasing</b> link.           Purchasing
3.	Click the <b>Purchase Orders</b> link.           Purchase Orders
4.	Click the <b>Reconcile POs</b> link.           Reconcile POs
5.	Click the <b>Reconciliation Workbench</b> link.



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Step	Action
6.	Click the <b>Search</b> button to select an existing WorkBench ID. <i>NOTE: If an existing WorkBench ID is not available, click the Add a New Value</i> <i>tab to create one. It is important that you add an ID that is unique since all run</i> <i>controls are stored for this process.</i> Search
7.	Click the appropriate WorkBench ID link.

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Filter Optio	ns		
Business Unit:	LSUNO WorkBench ID: KBOCRECON		
Description:	CLOSE PO		
Enter search criteria Search Criteria	and click on Search. Leave blank for all values.		
Purchase Order:	00369348 C To: 00369348 C		
PO Date:	To:		
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Buyer:	٩		
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Step	Action
8.	The search criteria entered for you last reconciliation will default. The Purchase Order and Purchase Order To fields will need to be changed. Enter the desired information into the <b>Purchase Order</b> field. Enter "00369354".
9.	Enter the desired information into the <b>To</b> field. Enter " <b>00369354</b> ".
10.	Enter the desired information into the Accounting Date field. Enter "070111".
11.	Enter the desired information into the Accounting Date To: field. Enter "063012".

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Reconciliation WorkBench		_
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Business Unit: LSUNO WorkBench ID: KBOCRECON		
Description: CLOSE PO		
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Search Criteria		
Purchase Order: 00369354 Q To: 00369354 Q		
PO Date: To:		
*Accounting Date 07/01/2011 🛐 *To 06/30/2012 🛐		III
Activity Date: Di To:		
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Step	Action
12.	Click the <b>Down</b> button of the scrollbar.
13.	Click the Search button.
14.	Click the <b>00369354</b> option.
15.	Click the Close button.
16.	The PO is not eligible for closing. Click the <b>Log</b> button to view the reason the PO is not eligible for closing.
17.	<ul> <li>Below are some examples of messages you may receive when clicking the Log button. POs with these messages can be overwritten and closed.</li> <li>POs with Receiving Required On though not received.</li> <li>The PO may not be closed because it has not been fully Matched.</li> <li>POs with Receiving Required Off and Due Date not &lt;= Calculated PO Close Date.</li> </ul>



Step	Action
18.	Below are examples of message you may receive when clicking the Log button. POs with either of these messages <u>cannot</u> be overridden and closed.
	The PO Line is tied to an active Voucher therefore it may not be closed.
	The PO is on Hold From Further Processing.
19.	In this example, the PO cannot be closed because it has not been fully matched.
	Click the <b>Return</b> button.
20.	The Accounting Date for Action is the current date.
	Enter the desired information into the Accounting Date for Action field. Enter "083111".
21.	Click the <b>00369354</b> option.
22.	Click the <b>Override</b> button.
23.	The PO is now qualified for closing.
	To Proceed, click the <b>Yes</b> button.
24.	Click the Yes button.
25.	The Budget Status is now Not Checked, so you must Budget Check the PO. Navigate to:
	Purchasing > Purchase Orders > Budget Check Click the <b>Home</b> link.
26.	This completes Close a PO to Release the Remaining Encumbrance. End of Procedure.

## Close a Range of POs from PO Recon Workbench

#### Procedure

In this topic you will learn how to Close a Range of POs from the PO Recon Workbench.



Step	Action
1.	Click the <b>Purchasing</b> link. ▷ Purchasing
2.	Click the Purchase Orders link.  Purchase Orders
3.	Click the <b>Reconcile POs</b> link. ▶ Reconcile POs
4.	Click the <b>Reconciliation Workbench</b> link.

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Reconciliation WorkBench					
Enter any information you have and click Search. Leave fields blank for a list of all values.					
Find an Existing Value					
Maximum number of rows to return (up to 300): 300					
Business Unit: = 💌 LSUNO					
WorkBench ID: begins with 👻					
Description: begins with					
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Step	Action
5.	Click the <b>Search</b> button.
	NOTE: If you have not previously created a Workbench ID, you will need to create one. Click the Add a New Value tab to create a Workbench ID.
6.	Click the appropriate Workbench ID link.LSUNOKBORECONCLOSE PO
7.	NOTE: The Purchase Order, Purchase Order To, Accounting Date and Accounting Date To fields are required search criteria.

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Business Unit: LSUNO WorkBench ID: KBORECON	
Description: CLOSE PO	
Enter search criteria and click on Search. Leave blank for all values. Search Criteria	
Purchase Order: 00369348 Q To: 00369348 Q	
PO Date: B To: B	-
*Accounting Date 07/01/2011 1 + To 06/30/2012 1	=
Activity Date: To:	
Due Date: To:	
Request BU:	
Vendor ID: Q Requisition ID: Q	
Item ID:	
Buyer:	
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Contract ID:	
Release Number:	
GPO ID: Q GPO Contract:	
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Step	Action
8.	Enter the desired information into the <b>Purchase Order</b> field. Enter "00355337E".
	NOTE: The beginning PO number must be smaller than the ending PO number.
9.	Enter the desired information into the <b>Purchase Order To:</b> field. Enter "00364884B".
10.	Enter the desired information into the Accounting Date field. Enter "070111".
11.	Enter the desired information into the Accounting Date To: field. Enter "063012".

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Description: CLOSE PO		
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Step	Action
12.	Click the <b>Down</b> button of the scrollbar.
13.	Click the Search button. Search
14.	A total of 54 POs were retrieved. The page displays only 10 values at a time. Click the View All (View 100 if more than 100 options available) or the Show Next row arrow to view additional entries.

Desc	cription:	LSUNO CLOSE P	0	Bench ID: KBORE	CON							
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De	tail Other Purchase Orde	Doc Status	Accounting Date	PO Status Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	ines
	<u>00355337E</u>		07/01/2011	Dispatched N	06/01/2011	08/19/2011	0000033531	Williams, Michael D.	Standard	onder	-	-
	00356950E		07/01/2011	Dispatched N	07/01/2011	08/08/2011	000006729	Tremblay, William	Standard		ſ	1
	00357911E		07/01/2011	Dispatched N	05/16/2011	07/22/2011	0000019554	Williams, Michael D.	Standard		ľ	1
	00358151D		07/01/2011	Dispatched N	05/25/2011	07/18/2011	0000029328	Williams, Michael D.	Standard		ľ	1
	00358536C		07/05/2011	Dispatched N	07/05/2011	07/05/2011	0000029305	Williams, Michael D.	Standard		ſ	-
	00358674C		07/01/2011	Dispatched N	06/21/2011	08/04/2011	000003010	Williams, Michael D.	Standard		ſ	-1
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	00359908D		07/19/2011	Dispatched N	07/19/2011	07/19/2011	000002785	Tremblay, William	Standard		ľ	
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l s	elect All	Clear All										

Step	Action
15.	Select the POs you wish to close by clicking the checkbox to the left of the Purchase Order number.
	Click the <b>00355337E</b> option.
16.	Click the <b>00356950E</b> option.
17.	In this example the first 5 options were selected for closing.
	Once all options have been selected, click the Close button. Close

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*Description: CLOSE PO											
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Step	Action
18.	Enter the desired information into the Accounting Date for Action field. Enter "083111".
19.	The POs are qualified for Closing. Click the <b>Yes</b> button to proceed with the closing process. Yes
20.	A warning message displays. Click the <b>Yes</b> button.
21.	<ul> <li>You are returned to the Reconciliation Workbench page. The PO status is now Complete.</li> <li>You <u>must</u> Budget Check the PO by navigating to:</li> <li>Purchasing &gt; Purchase Orders &gt; Budget Check</li> </ul>
22.	To close another PO, click the Set Filter Options link.NOTE: If your PO originated from a requisition, canceling the PO will result in making the requisition available for sourcing. If you no longer need the requisition, cancel it from the Req Header or from the Reconciliation Workbench.

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	Purchase Order	Status	Accounting Date	PO Status	<u>Hold</u>	PO Date	Last Activity	Vendor ID	Buyer Williams.	Action	Order	<u>P0</u>	Lines
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1	00356950E		08/31/2011	Compl	Ν	07/01/2011	09/07/2011	000006729	Tremblay, William	Standard			
<b>V</b>	00357911E		08/31/2011	Compl	N	05/16/2011	09/07/2011	0000019554	Williams, Michael D.	Standard			
1	00355337E		08/31/2011	Compl	N	06/01/2011	09/07/2011	0000033531	Williams, Michael D.	Standard			
1	00358151D	B	08/31/2011	Compl	N	05/25/2011	09/07/2011	0000029328	Williams, Michael D.	Standard			
	00359311C	B	07/01/2011	Dispatched	N	05/16/2011	05/16/2011	0000002281	Williams, Michael D	Standard			
_	00359908D	B	07/19/2011	Dispatched	N	07/19/2011	07/19/2011	000002785	Tremblay,	Standard			
	00360469C		07/01/2011	Dispatched		06/23/2011	06/24/2011	0000020731	William Williams,	Standard			
		B	07/01/2011			06/14/2011	07/29/2011	0000034914	Michael D. Williams,	Standard	1		
	00360551E			Dispatched					Michael D. Williams,		1		
	00360066E		07/01/2011	Dispatched	N	05/26/2011	08/12/2011	0000001146	Michael D.	Standard			
<u>s</u>	elect All 🛛 🔲 🤉	Clear All											
ctio	n: Approve	Unapp	Cancel	Clos	е	Dispatch	Preview						

Step	Action
23.	Click the <b>Home</b> link.
24.	This completes <b>Close a Range of POs from the PO Recon Workbench</b> . <b>End of Procedure.</b>





## Manage Requisition Encumbrances

### View and Print the Req and PO Budgetary Activity Report in HTML

The Requisition Budgetary Activity report allows you to view remaining requisition preencumbrance amounts. The report provides information on Requisitions submitted to Purchasing from your Department for the current fiscal year.

#### Procedure

In this topic you will learn how to **View and Print the Req and PO Budgetary Activity Report** in HTML.

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Asset Management		
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Banking		
Commitment Control		
Cost Accounting Customer Contracts		
General Ledger		
Inventory		
Items		
PeopleTools		
Purchasing Reporting Tools		
Set Up Financials/Supply Chain		
Vendors		
Worklist		
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Step	Action
1.	Click the <b>Purchasing</b> link.
2.	Click the Purchase Orders link. ▶ Purchase Orders
3.	Click the <b>Reports</b> link.           Reports

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D Customer Contracts		
D General Ledger		
D Inventory		
D Items		
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Purchasing		
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Request for Quotes		
Procurement Contracts		
Vendor Rebates		
Stage/Source Requests		
Acknowledgements		
Manage Change Orders		
Reconcile POs		
Review PO Information		
✓ Reports		
- Expediting		
- Listings		
- Status Listings		
- Detail Listings		
- Schedule Listings		
<ul> <li>Requisition/PO Xref</li> </ul>		
<ul> <li>Non-Owned History</li> </ul>		
- Activity		
- Acknowledgments		=
- Backorder Status		
<ul> <li>Reg and PO Budgetary Activity</li> </ul>		
Budget Year End Processing		
- Add/Update Express POs		
- Add/Update POs		
- Approve Amounts		
- Approve ChartFields		
- Reserve PO IDs		
- Maintain Distributions		
- Dispatch POs		
- Verify Document Tolerance		
- Budget Check		
- Entry Event Request		
- Create Backorders		
- Approval Workflow		
<ul> <li>Effective Dated UOM PO Update</li> </ul>		
Receipts		
Return To Vendor		
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Step	Action
4.	Click the <b>Req and PO Budgetary Activity</b> link.
5.	<ul> <li>A Run Control ID allows you to access the Process Scheduler and represents a set of parameters that determine how the system runs various transactions. A Run Control ID is:</li> <li>Specific to the user's Operator ID;</li> <li>Case Sensitive;</li> <li>One continuous string of alphanumeric characters;</li> <li>Cannot contain any blank spaces between words; and</li> <li>Can utilize the Underscore to link characters or words together.</li> <li>A Run Control must be added the first time a report is run. Thereafter, the same Run Control ID can be used when running subsequent reports. On the Find an Existing</li> </ul>
	Value tab you will click the Search button to find existing Run Control IDs.
6.	If you have already created a Run Control ID, click the Search button to find it. Click the <b>Add a New Value</b> tab.
7.	Enter the desired information into the <b>Employee-facing registry content</b> field. Enter " <b>REQ_ACTIVITY_REPORT</b> ".
8.	Click the Add button.



Step	Action
9.	You will enter or select your report parameters using the fields contained in the Report Request Parameters section. The minimum entries required to retrieve information are <b>Business Unit and Dept ID or Project/Grant</b> . If a Project/Grant number is entered, there is no need to enter additional ChartString information. <i>NOTE: Parameters from the last time you ran the report will default if you use an</i> wirding <b>Bus Grater UD</b>
10	existing Run Control ID.
10.	Enter the desired information into the <b>Business Unit</b> field. Enter " <b>LSUNO</b> ".
11.	To view all documents for a specified fiscal year, enter 07-01-XX to 06-30-XX in the Budget Date From and To fields.
	<i>NOTE: If you are retrieving information on a Project/Grant, you can retrieve data from the inception of the Project/Grant (i.e. back to 2001 when PeopleSoft went live).</i>
	Enter the desired information into the <b>Budget Date From</b> field. Enter "070111".
12.	Enter the desired information into the <b>Budget Date To</b> field. Enter "063012".
13.	The user must specify the Remaining Amount operand based on the following: • If you wish to view all of your department's requisitions generated during a specified period, regardless of the balance (i.e. those with a Remaining Balance equal or not equal to zero), do not specify an operand and accept the default entry of 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 zero; or
	• For the purpose of managing encumbrances, the user will select "Not equal" (<>) to a Remaining Amount of zero so that only the requisition lines with a Remaining Amount (including credits) will be retrieved.
14.	Click the button to the right of the <b>Remaining Amount</b> field.
15.	Click the Not Equal (< >) list item.

Step	Action
16.	You may enter a single or multiple chartfield criteria.
	• If you wish to specify a different ChartField other than what is defaulted, click the Look up ChartField button and select another value (Account, Dept ID, Fund, Class, Operating Unit, etc.;
	• If you wish to specify more than one ChartField value, click the Add a new row at row 1 button to insert additional row(s); or
	• If your wish to run the report to view all requisition for your BU, click the Delete row 1 button (most users will not run all requisitions for their BU).
	NOTE: If a Project/grant is entered the remaining fields may be left blank since there is only one ChartString associated with the specified Project/Grant.
17.	Click the Look up ChartField button.
18.	Click the <b>DEPTID</b> link from the Search Results table.
19.	Enter the desired information into the <b>From ChartField Value</b> field. Enter "1053000".
20.	Enter the desired information into the <b>To ChartField Value</b> field. Enter " <b>1053000</b> ".
21.	Click the Save button.
22.	Click the Add a row at row 1 button to add another ChartField value.
23.	Click the Look up ChartField button.
24.	Click the CLASS FLD link from the Search Results table.
25.	Enter the desired information into the <b>from ChartField Value</b> field. Enter " <b>10105</b> ".
26.	Enter the desired information into the <b>To ChartField Value</b> field. Enter "10105".
27.	Click the <b>Delete row 2</b> button.
28.	Click the <b>OK</b> button.



Step	Action
29.	Click the <b>Save</b> button.
	NOTE: In this example, the values entered on the Req-PO Budgetary Activity page will retrieve only those requisitions with a Remaining Amount not equal to zero.
30.	Click the <b>Run</b> button.
31.	Click the button to the right of the <b>Server Name</b> field.
32.	Click the <b>PSNT</b> list item.
33.	Click the <b>Requisition Budgetary Activity</b> option from the Process List.
34.	Click the <b>OK</b> button.
35.	Click the <b>Process Monitor</b> link.           Process Monitor
36.	Click the <b>Refresh</b> button until the Run Status = Success and the Distribution Status = Posted.
37.	Click the Go back to Req and PO Budgetary Activity link. Go back to Req and PO Budgetary Activity
38.	Click the <b>Report Manager</b> link.           Report Manager
39.	Click the Administration tab.
40.	Click the <b>Requisition Budgetary Activity</b> link. This action opens a new window. Requisition Budgetary Activity
41.	As specified on the Re Budgetary Activity page, only those requisitions with a Remaining Amount are retrieved and displayed in the report. This makes it easier for users to analyze the report when determining pre-encumbrances needing to be closed or adjusted.
	TIP: If a 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) for assistance rather than AP.



The Req-PO Budgetary Activity Report contains the following fields:
 Req ID - PeopleSoft generated requisition number and/or confirmation purchase order number.
 Line/Sched/Dist
 Line - ID line # on the requisition.
 Sched - Number of scheduled deliveries.
 Dist - ChartString of department paying for the item(s).
 Dept - Department number from the Chart of Accounts
 Class - Class number from the Chart of Accounts.
 Project/Grant - Project/Grant number from Chart of Accounts.
 Original REQ Amount - The total dollar amount of the requisition line.
 Liquidated Amount - Indicates the PO has been issued.
 Remaining Amount - Amount not spent from the requisition.
 PO Amount - Amount for which the PO was issued.



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Step	Action
42.	You can print the report using the printer icon on the browser bar or by selecting File, Print from the menu.
	NOTE: You may also Save the report using the File, Save As option from the menu.
	Click the <b>Print</b> button.
43.	You would select your print options and click OK.
	For <b>training purposes</b> only, click the <b>Cancel</b> button.
44.	Click the Close button.

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	4960427 6	390026	Comm. Control I	Budget Processo	08/30/2011 2:01:02PM	Text Files (*.txt)	Posted	Details					
	4960426 6	390025	PO Activity, Excel	for POS8001	08/30/2011 1:45:42PM	Acrobat (*.pdf)	Posted	Details					
	4960425 6	390024	PO Activity, Excel	for POS8001	08/30/2011 1:43:47PM	Acrobat (*.pdf)	Posted	Details					
Select All	lick the del		to delete the sel Activity	lected report(s)									
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Step	Action
45.	Click the <b>Home</b> link.
46.	This completes View and Print the Req and PO Budgetary Activity Report in HTML.
	End of Procedure.



# View and Print the Req and PO Budgetary Activity Report in Excel Procedure

In this topic you will learn how to **View and Print the Req and PO Budgetary Activity Report in Excel**.



Step	Action
1.	Click the <b>Purchasing</b> link. Purchasing
2.	Click the Purchase Orders link. ▶ Purchase Orders
3.	Click the <b>Reports</b> link. ▶ Reports

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D Inventory		
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▷ PeopleTools		
Requisitions		
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Procurement Contracts		
Vendor Rebates		
Stage/Source Requests		
Acknowledgements		
Manage Change Orders		
▷ Reconcile POs		
Review PO Information		
- Expediting		
- Listings		
- Status Listings		
- Detail Listings		
- Schedule Listings		
- Requisition/PO Xref		
- Non-Owned History		
- <u>Activity</u>		
- Acknowledgments		E
- Backorder Status		
<ul> <li>Req and PO Budgetary Activity</li> </ul>		
Budget Year End Processing		
<ul> <li>Add/Update Express POs</li> </ul>		
- Add/Update POs		
<ul> <li>Approve Amounts</li> </ul>		
- Approve ChartFields		
- Reserve PO IDs		
- Maintain Distributions		
- Dispatch POs		
- Verify Document Tolerance		
- Budget Check		
- Entry Event Request		
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Step	Action
4.	Click the <b>Req and PO Budgetary Activity</b> link.
5.	Click the Add a New Value tab to create a new Run Control ID. Click the <b>Search</b> button to search for an existing Run Control ID. Search
6.	Click the <b>REQ_ACTIVITY_REPORT</b> link.           REQ_ACTIVITY_REPORT
7.	The parameters entered from the last time you ran and saved the report will default. Ensure that the Business Unit, Budget Date From, Budget Date To, Remaining Amount, and ChartField default correctly. If defaults are not correct, make the appropriate changes. Enter the desired information into the <b>From ChartField Value</b> field. Enter
	"1053500".
8.	Enter the desired information into the <b>To ChartField Value</b> field. Enter "1053500".
9.	Click the <b>Save</b> button.
10.	Click the <b>Add a new row at row 1</b> button.



Step	Action
11.	Click the Look up ChartField button.
12.	Click the <b>FUND CODE</b> link from the Search Results table.
13.	Enter the desired information into the <b>From ChartField Value</b> field. Enter "111".
14.	Enter the desired information into the <b>To ChartField Value</b> field. Enter "111".
15.	Click the <b>Delete row 2</b> button.
16.	A warning message displays. Click the <b>OK</b> button.
17.	Click the <b>Save</b> button. <i>NOTE: In this example, the values entered on the Req-PO Budgetary Activity</i> <i>page will retrieve only those requisitions with a Remaining Amount not equal to</i> <i>zero.</i> Save
18.	Click the Run button.
19.	Click the <b>Req. Activity, Excel POS8002</b> option. <i>NOTE: Verify the Server Name is PSNT.</i>
20.	Click the <b>OK</b> button.
21.	Click the Process Monitor link. Process Monitor
22.	Click the <b>Refresh</b> button until the Run Status = Success and the Distribution Status = Posted. Refresh
23.	Click the Go back to Req and PO Budgetary Activity link. Go back to Req and PO Budgetary Activity
24.	Click the <b>Report Manager</b> link. Report Manager
25.	Click the Administration tab.

2



26.       Click the Req. Activity, Excel POS8002 link.         Req. Activity, Excel POS8002         27.       Click the zzp00033_6390029.cvs link.         zzp00033_6390029.csv         28.       Click the Open button.	
<u>zzpo0033_6390029.csv</u>	
28. Click the <b>Open</b> button.	
Open	
29. As specified in the Req-PO Budgetary Activity Parameter page, only the re line(s) with a Remaining Amount are retrieved. This makes it easier for a u analyze the report when determining the pre-encumbrances needing to be c adjusted.	ser to
TIP: If a user finds a pre-encumbrance remains even after the PO has be he/she should contact Purchasing (i.e. the Buyer associated with the PO) assistance rather than AP.	

The Req-PO Budgetary Activity Report contains the following fields:

Req ID - PeopleSoft generated requisition number and/or confirmation purchase order number.

#### Line/Sched/Dist

Line - ID line # on the requisition.Sched - Number of scheduled deliveries.Dist - ChartString of department paying for the item(s).

Dept - Department number from the Chart of Accounts

Class - Class number from the Chart of Accounts.

Project/Grant - Project/Grant number from Chart of Accounts.

**Original REQ Amount** - The total dollar amount of the requisition line.

Liquidated Amount - Indicates the PO has been issued.

**Remaining Amount** - Amount not spent from the requisition.

**PO Amount** - Amount for which the PO was issued.


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Step	Action
30.	Click the <b>Office Button</b> .
31.	Point to the <b>Preview and Print</b> field.
32.	Click the <b>Print</b> menu.
33.	<ul> <li>You will select your print options and click OK to print the report.</li> <li>For <u>training purposes only</u>, click the <u>Cancel</u> button.</li> <li><i>NOTE: You can also save the report using the File, Save As option on the Office Button.</i></li> </ul>
	Cancel
34.	Click the <b>Close</b> button to close the report.

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Step	Action
35.	Click the <b>OK</b> button to return to the Administration page.





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Step	Action
36.	Click the Go back to Req and PO Budgetary Activity link. Go back to Req and PO Budgetary Activity
37.	This completes View and Print the Req and PO Budgetary Activity Report in Excel. End of Procedure.



### Run the CLEANUP\_REQ\_ACTIVITY Query

#### Procedure

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



Step	Action
1.	Click the <b>Reporting Tools</b> link.     Reporting Tools
2.	Click the Query link.
3.	Click the <b>Query Viewer</b> link.



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Step	Action
4.	Enter the desired information into the <b>begins with</b> field. Enter " <b>cleanup</b> ".
5.	Click the Search button.
6.	Click the <b>HTML</b> link. <i>NOTE: Queries should be run to HTML first to ensure that all desired lines are retrieved.</i> <u>HTML</u>



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Step	Action
7.	Enter the desired information into the <b>Business Unit</b> field. Enter "LSUNO".
8.	Enter the desired information into the <b>Department</b> field. Enter "11015%".
9.	Enter the desired information into the <b>Beg Date</b> field. Enter "070111".
10.	Enter the desired information into the <b>End Date</b> field. Enter "063012".
11.	Click the <b>View Results</b> button.
	NOTE: It may take several minutes for the results to display since the data is being pulled from many tables. View Results
12.	Click the Excel SpreadSheet link.           Excel SpreadSheet



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Step	Action
13.	Click the Open button.



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Step	Action
14.	Click the Close button.



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Step	Action
15.	Click the Close button.
16.	This completes <b>Run the CLEANUP_REQ_ACTIVITY Query</b> . <b>End of Procedure.</b>



### **Cancel a Requisitions**

### Cancel a Requisition from the Req Header

#### Procedure

In this topic you learn how to Cancel a Requisition from the Req Header.

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> Inventory > Items				
PeopleTools				
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> Reporting Tools > Set Up Financials/Supply Chain				
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> Worklist				
- My Personalizations				
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Step	Action
1.	Click the <b>Purchasing</b> link. ▶ Purchasing
2.	Click the <b>Requisitions</b> link.           Requisitions
3.	Click the Add/Update Requisitions link. - Add/Update Requisitions



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Step	Action
4.	Click the <b>Find an Existing Value</b> link.
5.	Enter the desired information into the <b>Requisition ID</b> field. Enter "0036977".
6.	Click the Search button.



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Step	Action
7.	Click the <b>Cancel</b> graphic.



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Step	Action
8.	A warning message displays.
	Click the <b>Yes</b> button.
9.	You are returned to Requisition Header page.
	NOTE: The Status is now Cancelled and the Budget Status is Not Chk'd.
	The requisition must be Budget Checked again. Navigate to:
	Purchasing > Requisitions > Budget Check
10.	Once the Budget Check is complete, navigate to the Reconciliation Workbench as follows:
	Purchasing > Requisitions > Reconciliation Workbench

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Step	Action
11.	Click the Add a New Value link.
12.	Enter the desired information into the <b>WorkBench ID</b> field. Enter " <b>KOCLOSEREQ</b> ". <i>NOTE: Unlike other processes where a run control is unique to a user, this process stores everyone's run controls. It is important that you add a new run control that is unique. If you use an existing run control, you could possibly have pre-defined parameters that do not meet your needs and you will not retrieve the desired results.</i>
13.	Click the Add button.

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Step	Action
14.	Enter the desired information into the <b>Requisition</b> field. Enter "0036977".
15.	Enter the desired information into the <b>Requisition To:</b> field. Enter "0036977".
16.	Enter the desired information into the Accounting Date field. Enter "070111".
17.	Enter the desired information into the Accounting Date To: field. Enter "063012".

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Step	Action
18.	Click the <b>Search</b> button.
	Search
19.	NOTE: The Status is Cancelled and the Budget Check is Valid.

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Step	Action
20.	Enter the desired information into the <b>Description</b> field. Enter " <b>CLOSE REQUISITIONS</b> ".
21.	Click the <b>0036977</b> option.
22.	Click the Close button.



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Step	Action
23.	The Accounting Date for Action is the current date.
	Enter the desired information into the Accounting Date for Action field. Enter "083111".
24.	Click the Yes button.
25.	A warning message displays.
	Click the <b>Yes</b> button.

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Step	Action
26.	You are returned to the Reconciliation Workbench page. The Status is now Complete.
	<i>NOTE: If you want to reconcile another requisition, click the Select Filter Options link.</i>
	Click the <b>Home</b> link.
27.	This completes <b>Cancel a Requisition from the Req Header</b> . <b>End of Procedure.</b>

#### Close a Requisition from the Req Recon Workbench Procedure

In this topic you will learn how to Close a Requisition from the Req Recon Workbench.



Step	Action
1.	Click the <b>Purchasing</b> link.           Purchasing
2.	Click the <b>Requisitions</b> link. ▶ Requisitions
3.	Click the <b>Reconcile Requisitions</b> link.           P Reconcile Requisitions
4.	Click the <b>Reconciliation Workbench</b> link. <u>Reconciliation Workbench</u>

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Find an Existing Value	_				
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Step	Action
5.	You can search for an existing Workbench ID by clicking the Search button. If you do not have an existing Workbench ID, you must add one.
	NOTE: The Workbench ID is a run control for accessing the Process Scheduler.
	Click the Add a New Value link.
6.	Unlike other processes where a run control is unique to a user, this process stores everyone's run controls. It is important that you add a new run control that is unique. If you use an existing run control, you could possibly have pre-defined parameters that do not meet your need and you will not retrieve the desired results.
	Enter the desired information into the <b>WorkBench ID</b> field. Enter "KOCLOSEREQ".
7.	Click the Add button.

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Step	Action
8.	Enter your search criteria. In most situations you will be reconciling a single requisition.
	NOTE: At minimum the Requisition, Requisition To, Accounting Date, and Accounting Date To fields must be populated.
	Enter the desired information into the <b>Requisition</b> field. Enter "0037110".
9.	Enter the desired information into the <b>To</b> field. Enter " <b>0037110</b> ".
10.	Enter the desired information into the Accounting Date field. Enter "070111".
11.	Enter the desired information into the <b>To</b> field. Enter " <b>063012</b> ".
12.	Click the Search button.

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Step	Action
13.	Enter the desired information into the <b>Description</b> field. Enter " <b>CLOSE REQUISITION</b> ".
14.	NOTE: The Status = Approved and the Budget Status = Valid.
	Click the <b>0037110</b> option.
15.	Click the Close button.



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Step	Action
16.	The requisition is qualified for closing. The Accounting Date of Action is the current date.
	Enter the desired information into the <b>Accounting Date for Action</b> field. Enter "091511".
17.	If the requisition is Not Qualified, you can click the Log button to determine why. Below are examples of messages that you might receive when clicking the Log button. Requisitions with these messages <u>can</u> be overridden and closed:
	The Requisition may not be closed because it has not been fully sourced.
18.	If the requisition is Not Qualified, you can click the Log button to determine why. Below are examples of messages that you might receive when clicking the Log button. Requisitions with these messages <u>cannot</u> be overridden and closed:
	The Requisition is associated with a Purchase Order that has not been closed.
	The Requisition is associated with a PO that has been closed or canceled but not budget checked.
19.	Click the Yes button.
20.	Click the <b>Yes</b> button.



Step	Action
21.	You are returned to the Reconciliation Workbench. The Status now is Complete and the Budget Check is Not Chk'd.
	The Requisition must be Budget Checked when it is closed or canceled. Navigate to:
	Purchasing > Requisitions > Budget Check
	<i>NOTE: The pre-encumbrance will not be reversed until the requisition is budget checked.</i>
22.	This completes <b>Close a Requisition from the Req Recon Workbench</b> . <b>End of Procedure.</b>

### Finalize a Purchase Orders

Finalize a PO to Release the Remaining Pre-Encumbrance

#### Procedure

In this topic you will learn how to **Finalize a PO to Release the Remaining Pre-Encumbrances**.

Step	Action
1.	The process required to finalize the remaining pre-encumbrance will depend on the PO Status. If the associated PO is at a status of Dispatched, the PO should be finalized to release the release the remaining pre-encumbrance. If the associated PO has a Status of Complete, the remaining pre-encumbrance must be finalized by running Requisition Reconciliation.
	In this example the PO Status is Dispatched. NOTE: Before you begin this process you must know the PO ID number.

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Purchasing			
Reporting Tools			
Set Up Financials/Supply Chain			
Vendors Worklist			
My Personalizations			
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Step	Action
2.	Click the <b>Purchasing</b> link.
3.	Click the Purchase Orders link. ▶ Purchase Orders
4.	Click the Add/Update POs link. <u>Add/Update POs</u>



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Step	Action
5.	Click the Find an Existing Value link.
	<u>F</u> ind an Existing Value

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PO Type:	= 💌		•		
Purchase Order Reference:	begins with	•			
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Step	Action
6.	Enter the desired information into the <b>PO ID</b> field. Enter "00355337E".
7.	Click the Search button.
8.	Click the <b>Finalize Document</b> button. <i>NOTE: The Finalize Document button is the pink sheet of paper with arrows icon</i> <i>to the right of the Budget Status.</i>
9.	A warning message displays. Click the <b>Yes</b> button.
10.	The PO Status is still Dispatched, but the Budget Status is now Not Chk'd. The PO must be Budget Checked again. Click the <b>Budget Check</b> button.



Step	Action
11.	Click the <b>Refresh</b> button until the Run Status = Success and the Distribution Status = Posted.
12.	Click the Go back to Purchase Order link. Go back to Purchase Order
13.	The PO Status is Dispatched and the Budget Status is Valid.
14.	Click the Home link.
15.	This completes <b>Finalize a PO to Release the Remaining Pre-Encumbrance</b> . <b>End of Procedure.</b>





### Close a Requisition to Release Remaining Pre-Encumbrance Procedure

In this topic you will learn how to **Close a Requisition to Release the Remaining Pre-Encumbrance**.



Step	Action
1.	Click the <b>Purchasing</b> link. ▷ Purchasing
2.	Click the <b>Requisitions</b> link.           Requisitions
3.	Click the <b>Reconcile Requisitions</b> link. ▶ Reconcile Requisitions
4.	Click the <b>Reconciliation Workbench</b> link.

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Action
Click the Add a New Value tab to add a new Workbench ID.
Click the <b>Search</b> button to search for an existing Workbench ID.
Click the appropriate <b>Workbench ID</b> link.

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Step	Action
7.	When using an existing Workbench ID, the Requisition, Requisition To, Accounting Date and Accounting Date To fields are populated. The Requisition and Requisition To field's information will change. The Accounting Date and Accounting Date To fields may, or may not, need to be changed.
	Enter the desired information into the <b>Requisition</b> field. Enter "0037103".
8.	Enter the desired information into the <b>To</b> field. Enter " <b>0037103</b> ".
9.	Enter the desired information into the Accounting Date field. Enter "070111".
10.	Enter the desired information into the Accounting Date To: field. Enter "063112".
11.	Click the Search button.

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Select Reas for Further P List of Requisitions Requisition ID 0037103	NO SE REQUISI	WorkBench IC	D: KOCLOSEF	REQ Hold N	Budget Status Valid	Custon Reg Date 09/02/2011	mize   Eng  View Al   É Last Activity 09/15/2011		ip Customize Page	t nes
Usiness Unit: LSUM escription: CLOS Select Regulsitions Regulsition 10 1 0037103 Select All Clear, Select All Clear, Approve U	NO SE REQUISI Processing Doc Status	WorkBench ID	Status	Hold		Reg Date	Last Activity	Name Sagnibene,	Change Order Li	nes
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Step	Action
12.	Click the <b>0037103</b> option.
13.	Click the Close button.


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Description: CLOSE REQUISITION		
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Step	Action
14.	The requisition is Qualified for closing. The Accounting Date of Action is the current date.
	Enter the desired information into the Accounting Date for Action field. Enter "091511".
15.	Below are examples of messages that you might receive when clicking the Log button. Requisitions with these messages <u>can</u> be closed:
	The requisition may not be closed because it has not been fully sourced.
16.	Below are examples of messages that you might receive when clicking the Log button. Requisitions with these messages <u>cannot</u> be closed:
	The Requisition is associated with a Purchase Order that has not been closed.
	The Requisition is associated with a PO that has been closed or canceled but not budget checked.
17.	Click the <b>Yes</b> button.
18.	A warning message displays.
	Click the <b>Yes</b> button.



Step	Action
19.	You are returned to the Reconciliation Workbench.
	The Status is now Complete and the Budget Status is Not Chk'd. You must Budget Check the requisition in order to reverse the pre-encumbrance.
	Budget Check the requisition by navigating to:
	Purchasing > Requisitions > Budget Check

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Step	Action
20.	Click the <b>Home</b> link.
21.	This completes <b>Close a Requisition to Release the Remaining Pre-Encumbrance</b> . <b>End of Procedure.</b>



## Close a Range of Requisitions from Req Recon Workbench Procedure

In this topic you will learn how to **Close a Range of Requisitions from the Req Recon Workbench**.



Step	Action
1.	Click the <b>Purchasing</b> link.           Purchasing
2.	Click the <b>Requisitions</b> link.     Requisitions
3.	Click the <b>Reconcile Requisitions</b> link.                Reconcile Requisitions
4.	Click the <b>Reconciliation Workbench</b> link. <u>Reconciliation Workbench</u>

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Step	Action
5.	Click the Search button to search for an existing Workbench ID.
	NOTE: If you do not have an existing Workbench ID, click the Add a New Value tab to add one. When adding a new Workbench ID make sure it is unique to the process being run. Search
6.	Click the Workbench ID link.

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Description: CLOSE REQUISITION	
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Step	Action
7.	In this example you will be closing requisitions using a group or range of requisition numbers.
	<i>NOTE: The Requisition number must be smaller than the Requisition To number.</i> Enter the desired information into the <b>Requisition</b> field. Enter " <b>0037115</b> ".
8.	Enter the desired information into the <b>To</b> field. Enter " <b>0037123</b> ".
9.	Enter the desired information into the Accounting Date field. Enter "070111".
10.	Enter the desired information into the Accounting Date To: field. Enter "0037123".
11.	Click the Search button.

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Requisition ID	Doc Status	Accounting Date	<u>Status</u>	<u>Hold</u>	Budget Status	Reg Date	Last Activity	Name St. Etienne.	Change Order Lines	
0037115		09/07/2011	Approved	N	Valid	09/07/2011	09/15/2011	Yvonne Yvette		
<u>0037116</u>		09/07/2011	Approved	Ν	Not Chk'd	09/07/2011	09/07/2011	St. Etienne, Yvonne Yvette		
<u>0037117</u>		09/07/2011	Approved	N	Not Chk'd	09/07/2011	09/07/2011	St. Etienne, Yvonne Yvette		
<u>0037118</u>		09/07/2011	Approved	N	Not Chk'd	09/07/2011	09/07/2011	St. Etienne, Yvonne Yvette		
0037119	B	09/07/2011	Approved	N	Not Chk'd	09/07/2011	09/07/2011	St. Etienne, Yvonne Yvette		
<u>0037120</u>	B	09/07/2011	Approved	N	Not Chk'd	09/07/2011	09/07/2011	St. Etienne, Yvonne Yvette		
<u>0037121</u>		09/07/2011	Approved	N	Valid	09/07/2011	09/07/2011	D'Arensbourg, Patricia		
0037122		09/07/2011	Approved	Ν	Valid	09/07/2011	09/07/2011	Ullrich, Terry		
0037123		09/07/2011	Approved	Ν	Valid	09/07/2011	09/07/2011	Burns, Brandi K.		

Step	Action
12.	In this example 9 records were retrieved. Select the Requisition IDs you wish to close.
	Click the <b>0037115</b> option.
13.	Click the <b>0037121</b> option.
14.	Click the Close button.



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Select Reqs for Further Processing			
	Accounting Date for Action:		
	Update Budget Date Equal to Accounting Date		
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Select All Clear All Proceed: Yes Delete Return to Requisition	1 Workbench		
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Step	Action
-	
15.	The Accounting Date of Action is the current date.
	Enter the desired information into the Accounting Date for Action field. Enter "091511".
16.	The requisitions are qualified for closing.
	Below are examples of messages that you might receive when clicking the Log button. Requisitions with these messages <u>can</u> be closed:
	The Requisition may not be closed because it has not been fully sourced.
17.	Below are examples of messages that you might receive when clicking the Log button. Requisitions with these messages <u>cannot</u> be closed:
	The requisition is associated with a Purchase Order that has not been closed.
	The Requisition is associated with a PO that has been closed or canceled but not budget checked.
18.	Click the <b>Yes</b> button.
19.	A warning message displays.
	Click the <b>Yes</b> button.



Step	Action
20.	You are returned to the Reconciliation Workbench.
	The Status is now Complete and the Budget Status is Not Chk'd. You must Budget Check the requisition in order to reverse the pre-encumbrance.
	Budget Check the requisition by navigating to:
	Purchasing > Requisitions > Budget Check

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1	0037115		09/15/2011	Complete	N	Not ChK'd	09/07/2011	09/15/2011	Yvonne Yvette St. Etienne.		
	<u>0037116</u>		09/07/2011	Approved	Ν	Not Chk'd	09/07/2011	09/07/2011	Yvonne Yvette		
	0037117		09/07/2011	Approved	N	Not Chk'd	09/07/2011	09/07/2011	St. Etienne, Yvonne Yvette		
	0037118		09/07/2011	Approved	N	Not Chk'd	09/07/2011	09/07/2011	St. Etienne, Yvonne Yvette		
	0037119	B	09/07/2011	Approved	N	Not Chk'd	09/07/2011	09/07/2011	St. Etienne, Yvonne Yvette		
	0037120	B	09/07/2011	Approved	N	Not Chk'd	09/07/2011	09/07/2011	St. Etienne, Yvonne Yvette		
<b>V</b>	0037121	B	09/15/2011	Complete	N	Not Chk'd	09/07/2011	09/15/2011	D'Arensbourg, Patricia		
	0037122	B	09/07/2011	Approved	N	Valid	09/07/2011	09/07/2011	Ullrich, Terry		
	0037123		09/07/2011	Approved	N	Valid	09/07/2011	09/07/2011	Burns, Brandi K.		
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Step	Action
21.	Click the <b>Home</b> link.
22.	This completes Close a Range of Requisitions from the Req Recon Workbench. End of Procedure.



## **Finalize the PO Voucher**

### Finalize the PO Voucher

When a user determines that the last payment has been made on a purchase order, the purchase order will be closed by Purchasing. Accounts Payable <u>will not</u> finalize the last voucher. Accounts Payable should notify their purchasing SuperUser that the PO is ready to be finalized.

The exception to this policy is if the PO contains several lines and not all lines of the PO are ready to be finalized. In this case, Accounts Payable will finalize the last voucher for the PO line in question.

#### Things to Remember

• When you use a Reversal Voucher, the encumbrance is put back into the Budget so it can be reused. When you finalize a line on a PO Voucher, you are taking the encumbered amount out of the Budget so it is no longer available to use.

• Finalizing a Voucher if a PO has already been completed by PO Reconciliation will have no effect because all remaining funds were released when the PO was closed. To see if your PO is complete, navigate using the options below and enter your Business Unit: **Purchasing** > **Purchase Orders** > **Review PO Information** > **Purchase Orders** 

• Finalizing a PO on a Voucher only finalizes the lines that were copied into that specific voucher. If a PO line has never been vouchered against, then a change order is required to cancel that individual line.

• Purchase Orders that are distributed by amount are considered fully vouchered when the amount of a voucher, or combination of vouchers, equals the amount that has been encumbered (original amount +/- the amount of any change orders against the PO).

• There are two finalized buttons: one at the top of the lines and/or one for each line. The Finalize button on the invoice information page, in the upper right, above the Post Status is used to finalize the entire PO. The Finalize button to the right of each line is to finalize only that line.

• If you check finalize on the voucher, it does not "close" the PO, however it will return any unexpended funding back to your budget once the Budget Check is run. This is a less complicated method of returning monies to your budget.

• As stated above, finalizing the voucher will return any unexpended funding back to your budget once the Budget Check is run. No PO change order is required.



#### Procedure

In this topic you will learn how to **Finalize the PO Voucher**.

Step	Action
1.	<ul><li>There are three (3) ways to finalize a PO at Voucher Entry:</li><li>1. Finalize the entire Document;</li><li>2. Finalize the PO Line; and/or</li><li>3. Finalize at the Distribution Line level.</li></ul>
	All three of these methods will be demonstrated in this topic.

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Step	Action
2.	Click the Accounts Payable link.  Accounts Payable
3.	Click the Vouchers link.
4.	Click the Add/Update link.          Add/Update
5.	Click the <b>Regular Entry</b> link.



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Step	Action
6.	Click the <b>Find an Existing Value</b> link.
7.	Enter the desired information into the <b>Voucher ID</b> field. Enter "00252738".
8.	Click the Search button. Search

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Voucher Style:	Regular	Invoice Total:	2,607.10	USD					
Contract ID:									
Vendor Name:	GLOBAL DATA SYSTEMS INC	Pay Terms:	Due Now						
	PO BOX 53824 LAFAYETTE, LA 70505	Voucher Source:	Online						
Entry Status:	Postable	Origin:	ONL						
Match Status:	Matched	Created:	09/06/2011						
Approval Status:	Approved	Created By:	COATIS						
Post Status:	Posted	Modified:	09/06/2011						
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Step	Action
9.	Click the Invoice Information link.
	Invoice Information



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Summary Related Documents Invoice Information Payments Voucher At	New Window   Help   Customize Page   🏪 🔺
Business Unit:         LSUNO         Invoice Number:         1071765           Voucher ID:         00252738         Invoice Date:         08/25/2011           Voucher Style:         Regular	Print Invoice
Copy from a Source Document           PO Unit:         Purchase Order:         Copy PO         We	vrksheet Copy Option: None
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Step	Action
10.	Finalize the Entire Document
	If you have received all the items on a purchase order, you can finalize the entire purchase order by selecting the Finalize button (pink sheet of paper with arrows).
	Click the <b>Finalize Document</b> button.
11.	A warning message will display.
	NOTE: Make sure that this is the final voucher for the purchase order you are liquidating.
	Click the <b>Yes</b> button.
	NOTE: Normally you will Save after clicking the Yes button. For training purposes only, do not Save your changes.



Step	Action
12.	If finalization is done in error, there is a chance to reverse the action using the UndoFinalize (green sheet of paper with one arrow) button located to the right of theFinalize button.Click the Undo Finalize button.
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13.	A warning message displays.
	Click the <b>Yes</b> button.
	This completes Finalize the Entire Document.



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Step	Action
14.	Finalize the PO Line
	The Finalize button to finalize a single line is located in the Invoice Lines section.
	Click the <b>Down</b> button of the scrollbar.

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Step	Action
15.	Click the <b>Finalize Line</b> button.
16.	A warning message displays. <i>NOTE: Make sure that this is the final voucher for the purchase order you are liquidating.</i> Click the <b>Yes</b> button. <i>NOTE: Normally you will Save after clicking the Yes button. For training purposes only, do not Save your changes.</i> Yes
17.	If finalization is done in error, there is a chance to reverse the action using the Undo Finalize (green sheet of paper with one arrow) button located to the right of the Finalize button. Click the <b>Undo Finalize Line</b> button.



Step	Action
18.	A warning message displays.
	Click the <b>Yes</b> button.
	This completes Finalize the PO Line.

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			Non Merchandise Sumr	nary				

Step	Action
19.	Finalize at the Distribution Line Level
	The Finalize at the Distribution Line Level checkbox is located on the far right of the Distribution Line. Finalizing at the Distribution Line will only finalize the lines selected.
	Click the <b>Right</b> button of the scrollbar.

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Step	Action
20.	Click the <b>Finalize</b> option.



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Step	Action
21.	Click the Left button of the scrollbar.
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Step	Action
22.	Click the Save button.
23.	Click the <b>Summary</b> link.
24.	The Summary page shows the voucher is still Approved but is not Budget Checked. You <b><u>must</u></b> Budget Check the voucher in order to liquidate the voucher. Once the Budget Check process is completes, the encumbered balance on the PO is liquidated.



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Step	Action
25.	Trouble Shooting:
	1. Receiving a message that the PO is part of a control group.
	Resolution: None
	Press the Enter key on your keyboard.
26.	2. Finalization not allowed because PO is fully liquidated
	Resolution: None
	Press the <b>Enter</b> key on your keyboard.
27.	3. Finalization not allowed because the AP Period is closed.
	<b>Resolution:</b> If the GL Period is closed but the AP Period is Open, the user <u>will</u> be able to finalize the PO Voucher successfully. However, if the AP Period is closed then the user will not be able to finalize the PO Voucher.
	NOTE: Warning message picture unavailable.
	Press the Enter key on your keyboard.

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ontract ID:							
/endor Name:	GLOBAL DATA SYSTEMS INC	Pay Terms:	Due Now				
	PO BOX 53824 LAFAYETTE, LA 70505	Voucher Source:	Online				
Entry Status:	Postable	Origin:	ONL				
latch Status:	Matched	Created:	09/06/2011				
pproval Status:	Approved	Created By:	COATIS				
Post Status:	Posted	Modified:	09/16/2011				
		Modified By:	KOCONN				
ocument Tolerance Status:	Valid	ERS Type:	Not Applicable				
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Step	Action
28.	Click the <b>Home</b> link.
29.	This completes <b>Finalize the PO Voucher</b> . <b>End of Procedure.</b>

## Attach a Document to a Requisition, RFQ or Purchase Order

Attach a Document to a Requisition, RFQ or Purchase Order

#### Procedure

In this topic you will learn how to Attach a Document to a Requisitions, RFQ or Purchase Order.

NOTE: For demonstration purposes the exercise outlines how to attach a document to a requisition. The procedure is the same when attaching a document to a RFQ or PO.

Step	Action
1.	NOTE: Although PeopleSoft allows you to attach a document to a specific Requisition, RFQ or PO, the document will not print when the Requisition, RFQ or PO is dispatched or printed. You must print the attachment separately if you wish to attach it to a hard copy of your document.

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*Requester:		O'Connor, Karen Requester Info	Requisition Defaults Add Comments				
*Requisition Date:			Requisition Activities				
Origin:		On-Line Entry US Dollar					
*Currency Code:		US Dollar	Amount Summary				
Accounting Date	09/10/2011		Total Amount:	0	.00 USD		
Add Items From			1				
Purchasing Kit		Catalog	1				
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Step	Action
2.	From the Requisition Header, RFQ Header or PO Header page:
	Click the Add Comments link.





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Business Unit: LSUNO Requisition Date:	09/16/2011
Requisition ID: NEXT Status:	Pending
*Sort Method: Comment Time Stamp	*Sort Sequence: Ascending V Sort
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Associated Document	
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OK Cancel Refresh	
Done	🗣 Local intranet   Protected Mode: Off

Step	Action
3.	Click the Attach button.          Attach

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Step	Action
4.	Enter the file name with the directory in the blank field, or click the Browse button to search your file directories for the file.
	Click the <b>Browse</b> button. Browse
5.	Click the Upload button.
6.	The file name displays in the space to the right of the word Attachment. The View and Delete buttons activate once the document is attached.
	If you click the View button, a new window will open and you can view the document. No changes can be made to the attachment within PeopleSoft. If changes need to made to the document, make sure you do so before attaching the document to a Requisition, RFQ or PO.





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Send to Vendor Shown at Receipt Show	n at Voucher		
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Step	Action
7.	Click the <b>Delete</b> button to delete the attachment.
	NOTE: Additional documents can be attached by adding a new comment box and repeating steps 3 through 5.
8.	Click the <b>OK</b> button.
9.	Click the <b>OK</b> button.

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Step	Action
10.	Click the Save button.
11.	This completes Attach a Document to a Requisition, RFQ or Purchase Order. End of Procedure.

## Remove the PC Business Unit Defaults from a Requisition

Remove the PC Business Unit Defaults from a Requisition

#### Procedure

In this topic you will learn how to **Remove the PC Business Unit from a Requisition**.

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Step	Action
1.	Click the <b>Purchasing</b> link.  Purchasing
2.	Click the <b>Requisitions</b> link.           Requisitions
3.	Click the Add/Update Requisitions link.

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Step	Action
4.	Click the <b>Find an Existing Value</b> link.
5.	Enter the desired information into the <b>Requisition ID</b> field. Enter "0081667".
6.	Click the Search button.



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Add Manage Frances		
Add Items From           Purchasing Kit         Catalog           Item Search         Requester Items	Select Lines To Display Line: Q To: Q Retrieve	
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Step	Action
7.	Click the <b>Requisition Defaults</b> link.
	Requisition Defaults



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Step	Action
8.	Click the <b>Right</b> button of the scrollbar.
9.	Highlight the PC Bus Unit and press [Delete] button on your keyboard.
10.	Highlight the Activity and press [Delete] button on your keyboard.
11.	Click the <b>Left</b> button of the scrollbar.
12.	Click the <b>OK</b> button.



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Step	Action
13.	Click the Mark All link.
14.	Click the <b>OK</b> button.



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Step	Action
15.	Click the Save button.
16.	Click the <b>Home</b> link.
17.	This completes <b>Remove the PC Business Unit Defaults from a Requisition</b> . <b>End of Procedure.</b>

## Appendix

## Understanding Budget Control Exceptions

This topic provides an overview of exception handling in PeopleSoft Commitment Control and discusses how to:

- Set up and run exception notification.
- View and handle budget exceptions.

### **Understanding Exception Handling and Notification**

Inevitably, some transactions fail the budget checking process or cause the Budget Processor to issue a warning. Such transactions are marked by the Budget Processor as exceptions. PeopleSoft Commitment Control provides processes and pages to notify appropriate users of exceptions. Depending on the nature of the exception and the security authority granted to the user, a user can handle budget exceptions by changing transactions, adjusting budgets, overriding the budget checking process, or by simply viewing and noting them.

### **Errors and Warnings**

Exceptions fall into two categories: errors and warnings.

### Errors

Errors are exceptions that have failed budget checking because they do not conform to the rules established for that control budget. Transactions with errors are not allowed by the system to update the Commitment Control budget ledgers. Most errors occur when a transaction has at least one line that exceeds at least one budget and is over tolerance. Depending on the configuration of your control budgets, the exact reason that a budget has insufficient funds will vary from budget to budget. The budget may be on hold, closed, or simply lacking a sufficient available budget amount.

Transactions with errors stop at the budget check stage and do not proceed until they are corrected or overridden and are budget checked again.

Error Code	Overridable?	Description	Notes
E1	Y	Exceeds budget and is over tolerance.	N/A
E2	Ν	No budget exists.	N/A
E3	Ν	Budget is closed.	N/A
E4	Y	Budget is on hold.	N/A
E5	Υ	Transaction has	The transaction line contains an account value that is reserved as an

These are errors that you might encounter:



Error Code	Overridable?	Description	Notes
		offset account.	offset account.
E6	Y	Budget date is out of bounds.	N/A
E7	Y	Spending authority over budget.	Credit transaction caused spending authority (available budget balance) to exceed original budgeted amount. This error does not occur if you selected Allow Increased Spending Authority for the control budget definition on the Ledgers for a Unit - Commitment Control Options page. See <u>Adding Commitment Control Ledger Groups to a Business Unit</u> .
E8	N	CF (ChartField) funding source error.	A funding source allocation row for a project budget exists without a corresponding budget amount having been entered in the Commitment Control ledger data table (LEDGER_KK). See <u>Project Budgets With Funding Source Control</u> .
E9	N	Cumulative calendar data not found.	Budget is defined for cumulative budgeting with a cumulative calendar, but the calendar is not found. See <u>Budget Period Calendars and Cumulative Budgeting</u> .
E10	N	Cumulative date range not found.	Budget is defined for cumulative budgeting with a cumulative date range, but the date range is not found.
E11	Y	Exceeds budget and is over tolerance for referenced row.	When a transaction (such as a voucher) and its referenced documents (such as purchase orders) impact different budgets, the Budget Processor budget-checks the liquidation rows for the referenced documents separately from the transaction itself. Errors E11 through E20, E23 through E25, and E30 occur for the referenced (liquidation) row. See <u>Budget Processor</u> .
E12	N	No budget exists for referenced row.	See E11.
E13	N	Budget is closed for referenced row.	See E11.
E14	Y	Budget is on hold for referenced row.	See E11.
E15	Y	Transaction has offset account for referenced row.	See E11.
E16	Y	Budget date is out of bounds for referenced row.	See E11.


Error Code	Overridable?	Description	Notes
E17	Y	Spending authority over budget for referenced row.	See E7, E11.
E18	Ν	CF (ChartField) funding source error for referenced row.	See E8, E11.
E19	N	Cumulative calendar data not found for referenced row.	See E9, E11.
E20	N	Cumulative date range not found for referenced row.	See E10, E11.
E21	Y	Exceeds statistical budget and is over tolerance.	Occurs for budgets with statistical budgeting enabled. See <u>Statistical Budgeting</u> .
E22	N	Statistical budget does not exist.	See E21.
E23	Y	Exceeds statistical budget and is over tolerance for referenced row.	See E21.
E24	N	Statistical budget does not exist for referenced row.	See E11, E21.
E25	Y	Spending authority over statistical budget for referenced row.	See E7, E11, E21.
E27	Y	Spending authority over statistical budget.	See E7, E21.
E28	N	Referenced document balance is zero.	The transaction (such as a voucher) has a referenced document (such as a purchase order) that has already been fully liquidated.
E29	N	Funding source	There are no funding source allocations for the project budget

## **Training Guide**



Error Code	Overridable?	Description	Notes
		allocation not found.	related to the transaction. This only applies if funding source tracking is enabled for the control budget definition and the Project ID in the transaction is flagged as Funding Source Controlled. See <u>Project Budgets With Funding Source Control</u> .
E30	N	Funding source allocation not found for referenced row.	See E11, E29.
E31	N	Current budget period not in cumulative range.	Cumulative budgeting has been set up incorrectly for the budget, such that a budget period defined as part of the cumulative range does not, in fact, fall within the cumulative range. For example, asume that you set up cumulative budgeting for the date range of 01/01/2002 through 02/28/2002 and include monthly budget periods 2002M1 (covering January), 2002M2 (covering February), and 2002M3 (covering March). The budget period 2002M3 does not fall within the cumulative date rage, and an error results when you budget-check a transaction whose budget date falls within budget period 2002M3. See <u>Budget Period Calendars and Cumulative Budgeting</u> .
E32	N	Current budget period not in cumulative range for referenced row.	See E11, E31.
E33	Y	Funding is expired.	The budget date on the transaction line is beyond the expiration date specified on the Expiration CF (ChartField) page within the budget definition and the transaction line is attempting to reduce the budget's remaining spending authority.
E34	Y	Budget date outside specified dates.	The budget date on the transaction line is outside either the begin or end date specified on the Expiration CF (ChartField) page within the budget definition.



### Warnings

Warnings are exceptions that do not conform to the rules of the control budget, but have been passed along and update the Commitment Control ledgers nonetheless. Warnings function as exceptions that are automatically overridden, as well as alerts to certain situations that could adversely impact the budget and budgetary processing.

The Budget Processor issues warnings, rather than errors, in the following situations:

1. The system inherently defines the transaction exception as a warning.

This is the case, for example, with the warning that the budget date does not equal the accounting date and the warning that the transaction exceeds the remaining available budget but is within tolerance.

2. The control option for the control budget definition is *Track with Budget*, or *Control Initial Document*.

If you selected one of these options when you defined your budgets, you determined that transactions that would otherwise generate an error exception merely require an audit trail and examination and do not need to be stopped.

If the control option is *Track with Budget*, you receive warning exceptions, except when there is no budget for a transaction, which results in an error exception. If the control option is *Control Initial Document*, you receive error exceptions for the initial document and warning exceptions for subsequent transactions.

**Note.** Whether the option is *Track without Budget* or *Track with Budget*, you receive warnings for any error that can be overridden; however, errors that cannot be overridden might be logged.

Warning Code	Description	Notes
W1	Exceeds budget but is within tolerance.	Transaction exceeds available budget balance, but is within the tolerance allowed. See <u>Hierarchy of Control Budget Attributes</u> .
W2	Exceeds budget, but is a track or non-initial transaction.	Transaction exceeds budget, but the control option for the control budget definition is <i>Tracking without Budget</i> , or <i>Control Initial</i> <i>Document</i> . See <u>Hierarchy of Control Budget Attributes</u> .
W3	Budget date and accounting (transaction) date are not equal.	N/A
W4	Override of the error of Exceeds budget and is over	Overrides always generate warnings.

These are the warnings:

## Training Guide



Warning Code	Description	Notes
	tolerance.	
W5	SA (spending authority) exceeds non-control budget amount.	Credit transaction caused spending authority (available budget balance) to exceed original budgeted amount for a budget whose control option is <i>Tracking with Budget</i> , or <i>Tracking without Budget</i> , or <i>Control Initial Document</i> . This warning does not occur if you selected Allow Increased Spending Authority for the control budget definition on the Ledgers for a Unit - Commitment Control Options page. See W2. See <u>Adding Commitment Control Ledger Groups to a Business Unit</u> .
W6	Override of the error of SA (spending authority) exceeds budgeted amount.	See W4.
W7	Override of the error of Budget is on hold.	See W4.
W8	Override of the error Date is out of bounds.	See W4.
W9	Closed budget periods exist in cumulative set.	One or more budget periods within a cumulative budgeting set has been closed. See <u>Budget Period Calendars and Cumulative Budgeting</u> .
W21	Exceeds statistical budget but is within tolerance.	See W1. See <u>Statistical Budgeting</u> .
W22	Exceeds non-control statistical budget.	See W2, W21.
W24	Override of the error of exceeds statistical budget.	See W4.
W25	SA (spending authority) exceeds non-control statistical budget amount.	See W5, W21.
W26	Override of the error of SA (spending authority) exceeds statistical budget amount.	See W4.
W33	Funding is expired.	Warning is issued if you override the E33 exception
W34	Budget date outside dates specified on the Expiration CF (ChartField) page.	Warning is issued if you override the E34 exception.

**Note.** Early warnings, or notifications that a predefined percentage of a budget has been committed for spending or spent, are not exceptions. You set them up on the Notify Preferences page.

## **Training Guide**





## Frequently Asked Questions

Requisition Frequently Asked Questions

QUESTION	ANSWER
I built a requisition and saved it but my requisition did not build to my approver's worklist. What did I do	There are a couple of situations that would result in the requisition not moving to the worklist.
wrong?	1) If the requisition is "on hold from further processing" it will not move to the worklist. Uncheck the hold flag if it is checked.
	2) The application engine job that moves requisitions to the worklist runs every 15 minutes throughout the day, beginning at 7:00 a.m. and ending at 5:00 p.m. on the hour, 15 minute, half hour, and forty-five minute marks. Wait until the next scheduled time and then check the worklist again. If the requisition is still not on the approver's worklist open a help desk ticket. You will need to supply the BU, Req ID, and UserID of the user whose worklist the requisition should have built to.
My requisition will not budget check. Why:	There are a few situations that would result in your requisition not budget checking.
	1) Verify that the requisition is not on hold
	2) Verify that the requisition is at a status of approved. Until the requisition is approved it will not budget check.
	3) If the budget check status is error navigate to the Commitment Control pages to see why the requisition failed budget check.

QUESTION	ANSWER
I have a requisition that I am attempting to budget check but when I try to pull it up in update/display I get a message stating that I am not authorized to update requisitions for this requester. How do I fix this?	Your user preferences need to be modified so that you can update requisitions entered by another requester. Contact your security administrator so that they can update the requisition authorization page of your user preferences.
I canceled a requisition but it is still displaying on the Requisition Budgetary Activity Report: How do I remove it from the report?	The pre-encumbrance is not reversed until the requisition is budget checked. Check the budget check status of the requisition and if it is "not checked" budget check it from the menu.
I have a requisition that was sourced to a PO but there is a remaining amount shown on the Requisition Budgetary Activity Report. How do I get rid of the remaining amount?	This situation indicates that the PO was issued for less than the requisition. The method used to get rid of the remaining pre-encumbrance depends on the status of the PO. If the PO is at a status of Dispatched purchasing can finalize the PO to remove the remaining pre-encumbrance. Once they finalize the PO and budget check it the remaining pre-encumbrance will be reversed. If the PO is at a status of Complete Purchasing can close it through PO Recon Workbench. Once the PO is closed then budget checked the remaining pre-encumbrance is reversed.
I entered a requisition and one of the lines on the requisition is printing twice. How did this happen?	If you have more than one schedule the line information will print for each schedule. For example, your requisition is for 2 each so you entered 2 schedules and selected 2 different ship to locations. Instead of entering 2 schedules you should designate where you want them shipped by adding a line comment instead of adding multiple schedules.

QUESTION	ANSWER
I need to enter a requisition for a piece of equipment and the vendor has offered us a credit for trade-in of an old piece of equipment. How do I enter this information in to PeopleSoft?	You must have approval from the Office of Property Control before you can trade it in. If you have that approval you will need to define this on your requisition. PeopleSoft does not allow a user to enter a negative value on a requisition. You will need to enter the description of the new item that you are purchasing and within the description state what item you are trading in. Your requisition line amount should be the difference in the cost of the new equipment minus the trade-in.
I have a requisition that is approved and has a budget check status of valid. When my buyer attempted to copy it to a PO it did not display as a valid value. Why?	<ol> <li>There are several things to check for.</li> <li>1) If the RFQ required flag is checked off on the requisition the buyer will not be able to source it directly to a PO. To check for the flag click the Item Information tab on the requisition header page. If the flag checked off uncheck it then save. Repeat for all lines of the requisition.</li> <li>2) If the RFQ required flag is not checked off inquire on the document status. It is possible that the requisition was already sourced to a PO or RFQ.</li> <li>3) Verify that the vendor number selected on the PO matches the vendor number on the requisition. If it does not match change the vendor number on the requisition.</li> <li>4) Check the Source Date on the requisition. If the Source Date is a future date you cannot source it to a PO until that date. To check the Source Date click on the Sourcing Controls tab on the requisition header page. If the source Date change it to the current date, click OK, and Save. You will need to check the source Date for each line of the requisition.</li> </ol>

QUESTION	ANSWER
I am entering a requisition for an inventory item. I entered my default information first and when I enter the Item ID I get a message stating that the priority vendor for the item does not match the default vendor. Why is this happening?	The item does not have an item/vendor association. Open a help desk ticket to request that purchasing attributes be added for that item and vendor. You will need to supply the item id, vendor number, vendor's unit of purchase, conversion (how many per unit of purchase), and price
I am entering a requisition for an inventory item and I don't see the unit of measure I need from the dropdown list. What do I do?	Open a help desk ticket and request that the new unit of measure be added. You will need to supply the item id, vendor number, vendor's unit of purchase, conversion (how many per unit of purchase), and price.
I am trying to print a requisition and it will not print. What could the problem be?	Check your run control. If you are printing a single requisition you should enter only the BU and the Req ID. Make sure there are no dates entered. Also, the Requester field should be blank. The Status to include should be all checked off and On Hold AND not on Hold should display.
I deleted a requisition and now I cannot inquire on it. Should I be able to inquire on a deleted requisition?	No. Once a requisition is deleted there is no record of the requisition. If you want to maintain a record of a requisition it should be canceled instead of deleted.
I entered a requisition and am getting a message about the SetID not being found with record PROJ_ACTV_VW. What should I do?	Click on the Requisition Defaults and delete the PC Business Unit and Activity form the defaults page. Click OK. When the Retrofit page displays mark all and click OK, then save your document.

## Purchase Order Frequently Asked Questions

QUESTION	ANSWER
I entered a PO and one of the lines on the PO is printing twice. How did this happen?	If you have more than one schedule the line information will print for each schedule. For example, your PO is for 2 each so you entered 2 schedules and selected 2 different ship to locations. Instead of entering 2 schedules you should designate where you want them shipped by adding a line comment instead of adding multiple schedules.
I am entering a PO for an inventory item. I entered my default information first and when I enter the Item ID I get a message stating that the priority vendor for the item does not match the default vendor. Why is this happening?	The item does not have an item/vendor association. Open a help desk ticket to request that purchasing attributes be added for that item and vendor. You will need to supply the item id, vendor number, vendor's unit of purchase, conversion (how many per unit of purchase), and price.
I am entering a PO for an inventory item and I don't see the unit of measure I need from the dropdown list. What do I do?	Open a help desk ticket and request that the new unit of measure be added. You will need to supply the item id, vendor number, vendor's unit of purchase, conversion (how many per unit of purchase), and price.
I am entering a PO for an inventory item and when I put in the item ID I get a message staging that contract is required. What do I do now?	Open a help desk ticket. You will need to provide the item ID and request that the Contract Required flag be removed so that you can enter your order.

QUESTION	ANSWER
I am trying to print a PO and it will not print. What could the problem be?	Check your run control. Your run control should contain the Business Unit and PO ID. The Hold Status should be set to On Hold AND not on Hold. The Chartfields option should read Recycled AND Valid Chartfields. The Change Orders option should read Changed and Unchanged Orders. Print PO Item Description should be checked off. Print changes Only and Print Duplicate should not be checked.
I deleted a PO and now I cannot inquire on it. Should I be able to inquire on a deleted PO?	No. Once a PO is deleted there is no record of the PO. If you want to maintain a record of a PO it should be canceled instead of deleted.
I entered a PO and am getting a message about then SetID not being found with record PROJ_ACTV_VW. What should I do?	Click on the PO Defaults and delete the PC Business Unit and Activity form the defaults page. Click OK. When the Retrofit page displays mark all and click OK, then save your document.
My PO will not budget check. Why?	<ul> <li>There are several things to check:</li> <li>1) The PO must not be on hold. If the hold flag is checked uncheck it, save, then budget check.</li> <li>2) The PO must be at a status of Approved. If the PO status is Open approve the PO then budget check it.</li> </ul>



QUESTION	ANSWER
My PO will not dispatch. Why is that happening?	Several things can cause this:
	1) The PO must be at a status of Approved and have a Valid budget check and document tolerance check status. Budget Check the PO. Document tolerance should run at the same time as budget check. Once budget check completes verify that the document tolerance check status is Valid. If it is not Valid navigate to the bottom of page and click the drop down list next to Go To. Select 18-Doc Tolerance Checking.
	2) Check your Header and line Comments. If they are too long the PO will not dispatch, especially if you have issued a change order. If your comments are too long you can either add more comment boxes and cut and paste some of your text to the new comment boxes or uncheck Send to Vendor for each comment that appears too long.
	3) If you are dispatching by EDX and have previously dispatched the PO the PO will not dispatch. Change the dispatch method to Print and dispatch again. To check to see if the PO was previously dispatched click the dropdown next to Go To at the bottom, select 02-PO Dispatched History.
	4) If you selected EDX as the dispatch method and you are dispatching to a vendor who is not setup to accept POs by EDX the PO will not dispatch. Change the dispatch method to Print.
	5) The dispatch flag may be unchecked. Click on the Header Details link on the PO Header page. If the Dispatch box is unchecked check it.
I canceled a PO but it is still displaying on the PO budgetary Activity Report. Why is it still displaying?	Check the budget check status of the PO. If the budget check status is not checked budget check it from the menu.

QUESTION	ANSWER
I have a PO that I am trying to update but when I try to pull it up in update/display I get a message stating that I am not authorized to update Pos for that buyer. What should I do?	Your user preferences need to be modified so that you can update the buyer's Pos. Open a help desk ticket. You will need to provide your UserID, BU and PO ID, and the name of the buyer whose PO you are attempting to update.
I have a PO that I issued from a requisition. My PO is for less money than the requisition. What do I do to get rid of the remaining money on the requisition?	The method used to get rid of the remaining pre-encumbrance depends on the status of the PO. If the PO is at a status of Dispatched click the Finalize PO on the PO Header page then budget check it. The pre-encumbrance will be reversed when the PO is budget checked. If the PO is at a status of Complete the requisition will need to be finalized through Requisition Recon Workbench.
I need to enter a PO for a piece of equipment and the vendor has offered us a credit for trade-in of an old piece of equipment. How do I enter this information in PeopleSoft?	You must have approval from the Office of Property Control before you can trade in a piece of equipment. If you have the approval enter the description of the item you are purchasing as line 1 of the PO and enter the PO amount as the cost of line 1. Then, add a line and enter the description of the item you are trading in as line 2 of the PO. Enter the Price for line 2 as a negative value or the trade-in value.



QUESTION	ANSWER
I have a requisition that I need to copy to a PO, but when I try to do so the requisition is not displaying as a valid value. Why?	There are several things to check for. 1) Verify that the requisition is approved and
	has a budget check status of valid.
	2) Verify the document status of the requisition. If the requisition was already copied to a PO or RFQ it will not be available for copying to a PO.
	3) Verify that the RFQ required flag is not checked off on the requisition. If it is uncheck the flag for all lines of the requisition. The RFQ required flag can be found by clicking on the Line Information tab of the requisition.
	4) Verify the vendor number. The vendor number on your PO must match the vendor number on the requisition.
	5) Verify the Source Date on the requisition. If the Source Date is a future date you cannot source it to a PO until that date. To check the Source Date click on the Sourcing Controls tab. If the date is a future date change it to the current date.
I ran the PO budget check process and my status ended in No Success. What went wrong?	Your process deadlocked with another process. Click on the Details link to the right of the process instance, click Restart Request, then click OK. Click the Refresh button until the Run Status is Success and the Distribution Status is posted. If the job ends in No Success again open a help desk ticket.
I ran the PO budget check process and my status ended in Warning. What went wrong?	A process that ends in warning means that the process completed successfully but the document failed budget check. Click OK to exit the process monitor page. Click on the Error link on the PO. This takes you to the Commitment Control Page where you can see why the PO failed budget check.

QUESTION	ANSWER
I am dispatching a PO by FAX but when I click on the Dispatch button I don't see the vendor's FAX number there. What should I do?	You have the option of entering the FAX number on the page and then dispatching the PO. The FAX number must be entered in this format – 555/555-5555. Once you have dispatched the PO you should open a help desk ticket and request that the FAX number be entered on the vendor record.
I am dispatching a PO by FAX but when I click on the Dispatch button I see a FAX number but it is not correct. What should I do?	If the FAX number displays on the Dispatch page but is not the correct number you can enter the correct number on the dispatch page. Once you dispatch your PO you should open a help desk ticket so that the number can be corrected on the vendor record.
I faxed a PO to a vendor and a few minutes later I got an e-mail notice stating that my FAX did not go through. What should I do?	The e-mail notification will give you a specific reason why the FAX did not go through. If the reason is Check the Recipient Fax Number or Voice answer correct the FAX number you should FAX the PO manually or call it in to the vendor.
I am trying to close a PO through PO Recon Workbench but the PO is not displaying when I click search. Why?	Your selection criteria may need to be modified. If you are closing a single PO you should enter the PO ID in the first 2 boxes, uncheck all boxes in the Status section, Check All in the Receiving and Matching sections, then click Search.



## RFQ Frequently Asked Questions

QUESTION	ANSWER
I entered an RFQ in to PeopleSoft and it won't dispatch. Why?	There are several reasons why the RFQ won't dispatch.
	1) Check the status of the requisition. It must be at a status of Approved.
	2) Verify that there are vendors on your Dispatch Vendor List
	3) If your run control contains a buyer verify that the buyer on the RFQ is the same as on your run control.
I entered an RFQ and clicked View Printable Version but my RFQ does not display. Why:	You must have at least one vendor added to your dispatch vendor list in order for the RFQ to display when you click View Printable Version.
I entered an RFQ, entered vendor responses, awarded the quote, and created the PO. I then ran the PO Calculation and Po Create process but the Source Status is Staged. What went wrong?	Check your PO Calculation run control and verify that the PO Process that Built Row is set to RFQ. If the PO Process that Built Row is correct verify that the buyer name on your run control matches the buyer on the RFQ. If it does not correct it on your run control and run the PO Calculation and PO Create processes again.
I entered an RFQ, entered vendor responses, awarded the quote, and created the PO. I then ran the PO Calculation and PO Create processes but the Source Status is Error. What do I do now?	Open a help desk ticket. If your RFQ was for items from the item master and you awarded to a vendor that does not have an item/vendor relationship for the item the process will error out. Also, if your RFQ was awarded to a vendor whose location does not exist in PS it will error out. In either case you will need to open a help desk ticket. You will need to supply the BU, RFQ ID, Req number if known, and process instance.

QUESTION	ANSWER
I entered an RFQ, entered vendor responses, awarded the quote, and created the PO. I then ran the PO Calculation and PO Create processes but the Source Status is Ready. What did I do wrong?	Check your PO Create run control. Verify that the buyer listed on the run control matches the buyer on the RFQ. If it does not correct it and re-run PO Create.
I awarded a quote and am in the process of creating the PO. When I click on the Create PO link and the Create PO check box I get a message stating that there are no outstanding quantities for this vendor. What did I do wrong?	If you entered responses for more than one vendor you will need to select the correct vendor on the Create PO page. The vendors on this page display in numerical order by vendor number. Click the Show Next Row button until the vendor that you awarded the items to displays.
I ran the PO Calculation process and it ended in No Success. What should I do now?	You will need to navigate to your process monitor and delete the PO Calc process that ended in No Success. Once you do that enter a new run control for PO Calc and run the process again

# Receipts Frequently Asked Questions

QUESTION	ANSWER
I am trying to enter a receipt for a PO but when I put in the PO number and click search the PO lines do not display. What should I do?	Check the PO status. The PO must be at a status of Dispatched in order to be received. Also, the Hold From Further Processing flag needs to be unchecked in order to enter a receipt.
	Another thing to check is the receiving options. If the PO is set to Do Not Receive it will not display and you should not enter a receipt.
I am entering a receipt for inventory items and the Inv Status field does not display so that I can check the putaway quantity. What should I do?	The PO may not be setup correctly. Open a help desk ticket. Provide the BU, PO number, and item id. The Ship to Location may not be correct on the PO or the Inv BU may not have defaulted in. The PO will need to be corrected by purchasing before you can proceed to enter your receipt.
I am entering a receipt for inventory items and when I click on the Inv Status link and look at the putaway quantity it is not correct. What should I do?	Open a help desk ticket. Provide the BU, PO number, item id, quantity you are receiving, and correct putaway quantity. The purchasing attributes will need to be verified and the PO will need to be corrected before you can enter your receipt.