



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.

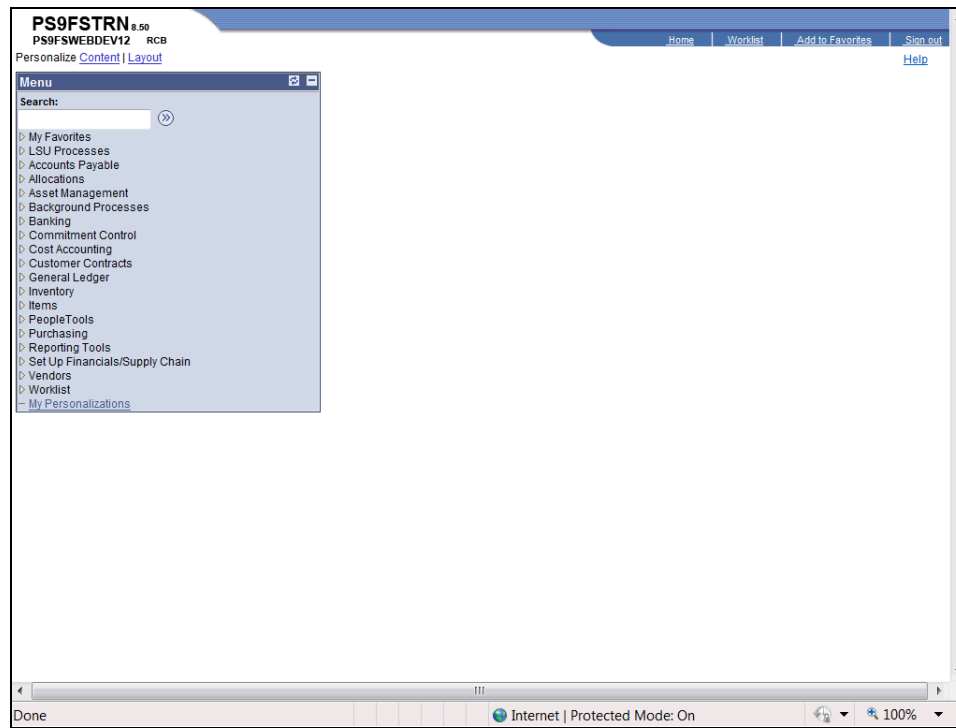
Manage Purchase Orders and Encumbrances

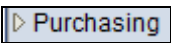
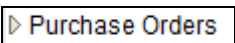
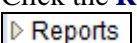
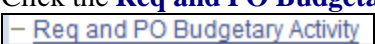
View and Print the Procurement Budgetary Activity Report to HTML

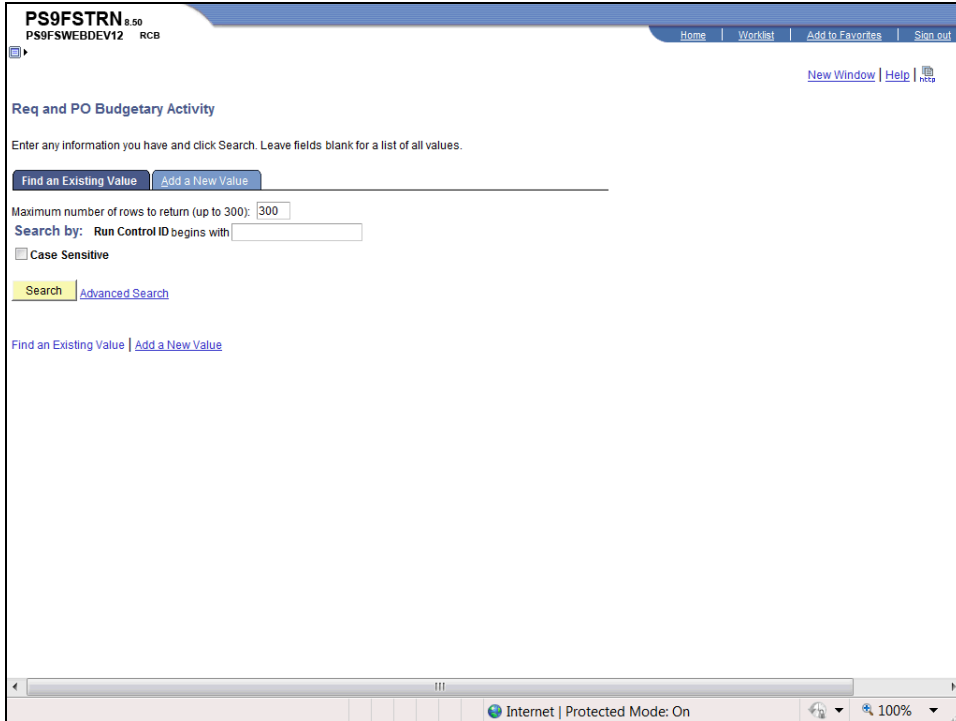
Procedure

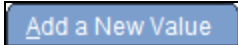
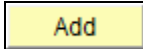
In this topic you will learn how to **View and Print the Procurement Budgetary Activity Report to HTML**.

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.

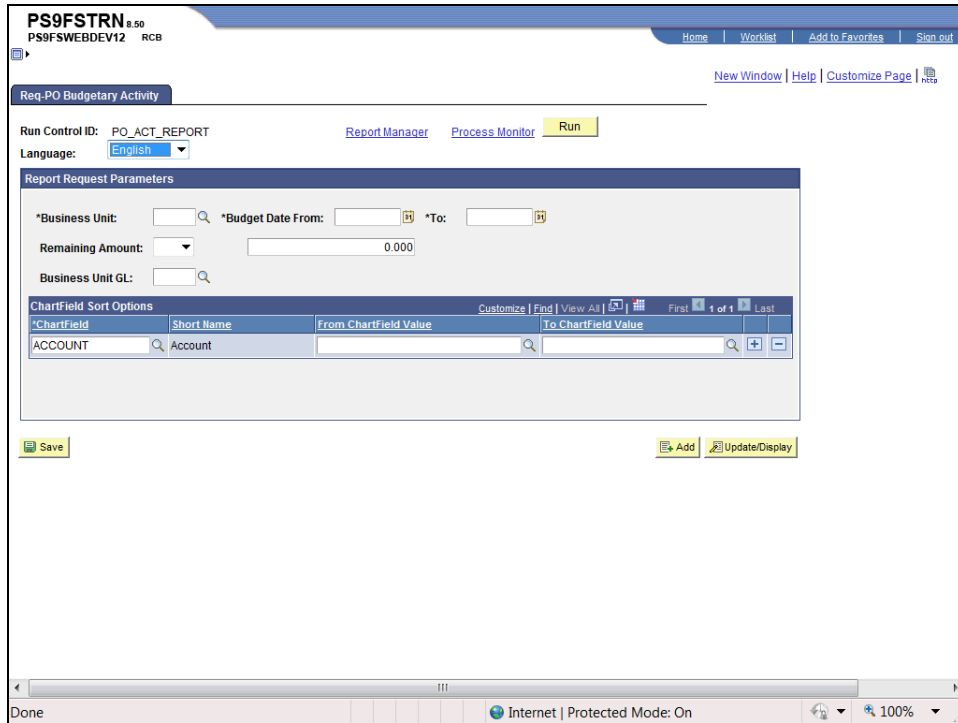


Step	Action
1.	Click the Purchasing link. 
2.	Click the Purchase Orders link. 
3.	Click the Reports link. 
4.	Click the Req and PO Budgetary Activity link. 




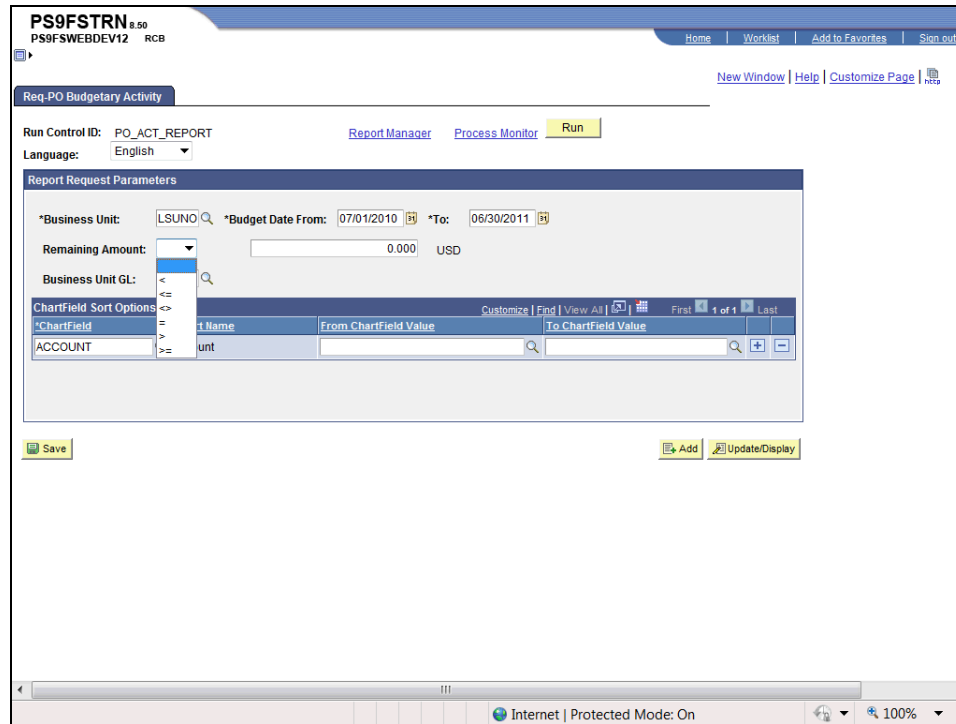
Step	Action
5.	<p>Click the Search button to view existing run controls.</p> <p>Click the Add a New Value link to add a new run control.</p> 
6.	<p>Run Control ID</p> <p>A Run Control ID accesses the Process Scheduler and represents a set of parameters to determine how the system runs various transactions. 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.</p> <p>A Run Control ID is:</p> <ul style="list-style-type: none"> • Specific to the end-user's Operator ID; • Case sensitive; • Must be one continuous string of alphanumeric characters; • Cannot use special characters such as @, \$, %; • Cannot contain blank spaces; and • Can use the underscore to link one or more words.
7.	<p>Enter the desired information into the Run Control ID field. Enter "PO_ACT_REPORT".</p>
8.	<p>Click the Add button.</p> 


Step	Action
9.	<p>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.</p> <p>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.</p> <p>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.</p>

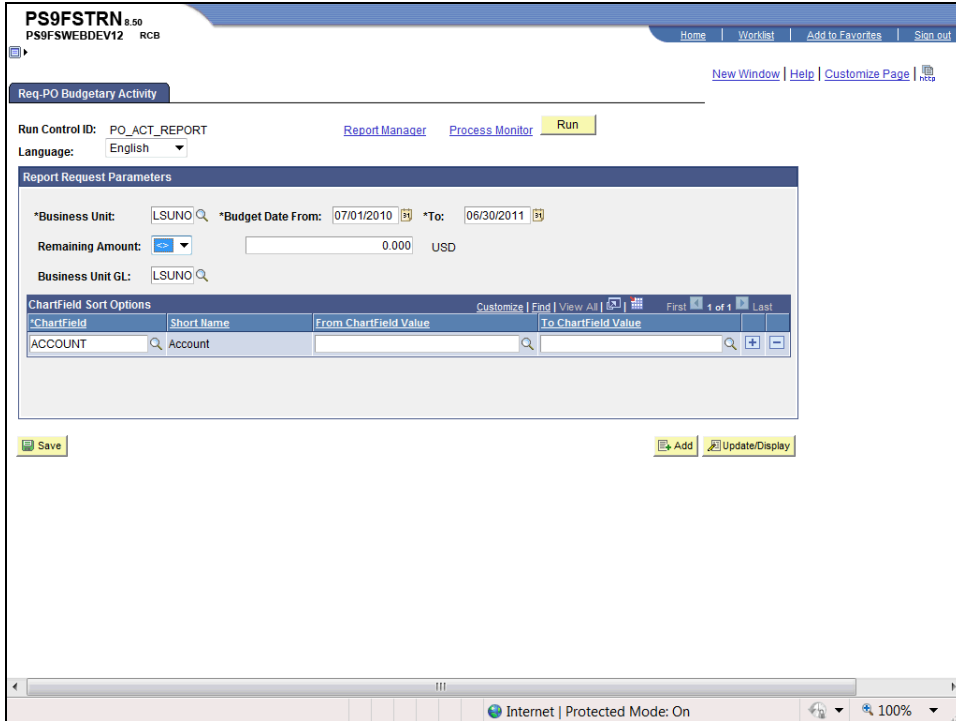




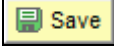




Step	Action
10.	Enter the desired information into the Business Unit field. Enter " LSUNO ". <i>NOTE: LSUSH encumbers travel, so travel vouchers will be viewed in this report as well.</i>
11.	Enter the desired information into the Budget Date From field. Enter " 070110 ". <i>NOTE: If a Project/Grant, you may retrieve information since the inception of the Project/Grant (i.e. back to 2001 when PeopleSoft went live).</i>
12.	Enter the desired information into the To field. Enter " 063011 ".
13.	Remaining Amount Specify the Remaining Amount parameters using the following: <ul style="list-style-type: none"> • 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; • 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 (<>) with a Remaining Balance of zero so only PO lines with a Remaining Amount (including credits) will be retrieved.


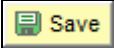
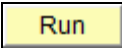
Step	Action
14.	Click the button to the right of the Remaining Amount field to select an operand. 

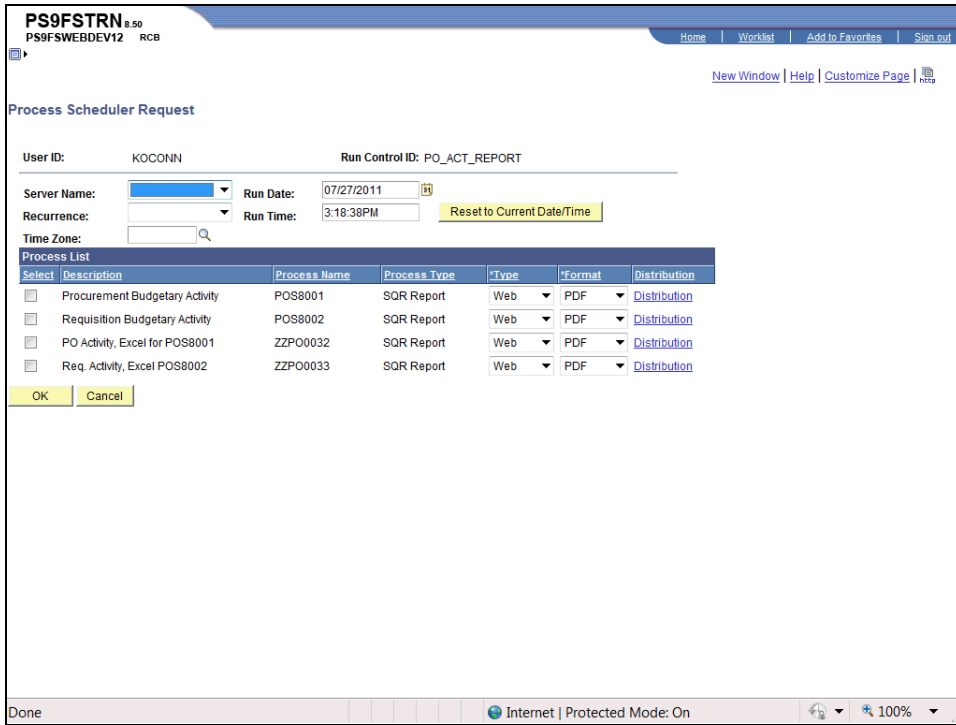



Step	Action
15.	Click the Not Equal - < > list item. 
16.	<p>ChartField Sort Options</p> <p>You may enter single or multiple chartfields. Use the following to specify chartfield information:</p> <ul style="list-style-type: none"> • If you wish to specify a different ChartField value other than the one defaulted, click the Look up ChartField button and select the desired value (Account, Dept ID, Fund, Operating Unit, etc); • 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). <p>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.</p>

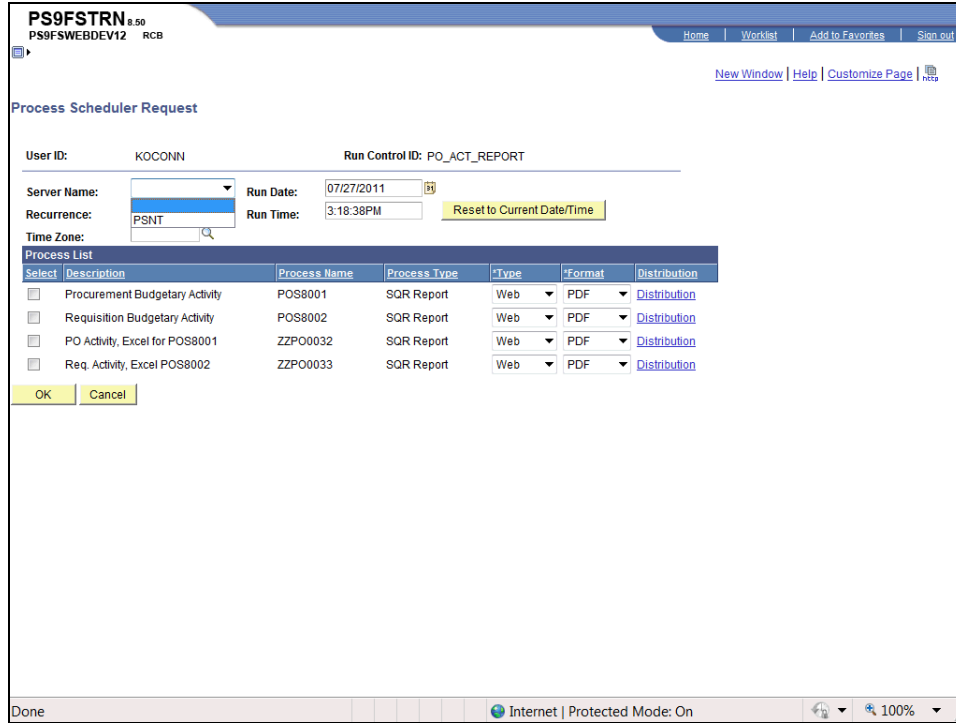


Step	Action
17.	Click the Look up ChartField button. 
18.	Click the DEPTID link. 
19.	Enter the desired information into the From ChartField Value field. Enter " 1050100 ".
20.	Click the Save button. 
21.	Click the Add a new row at row 1 button. 
22.	Click the Look up ChartField button. 
23.	Click the FUND_CODE link. 
24.	Enter the desired information into the From ChartField Value field. Enter " 111 ".
25.	Click the Delete row 2 button. 

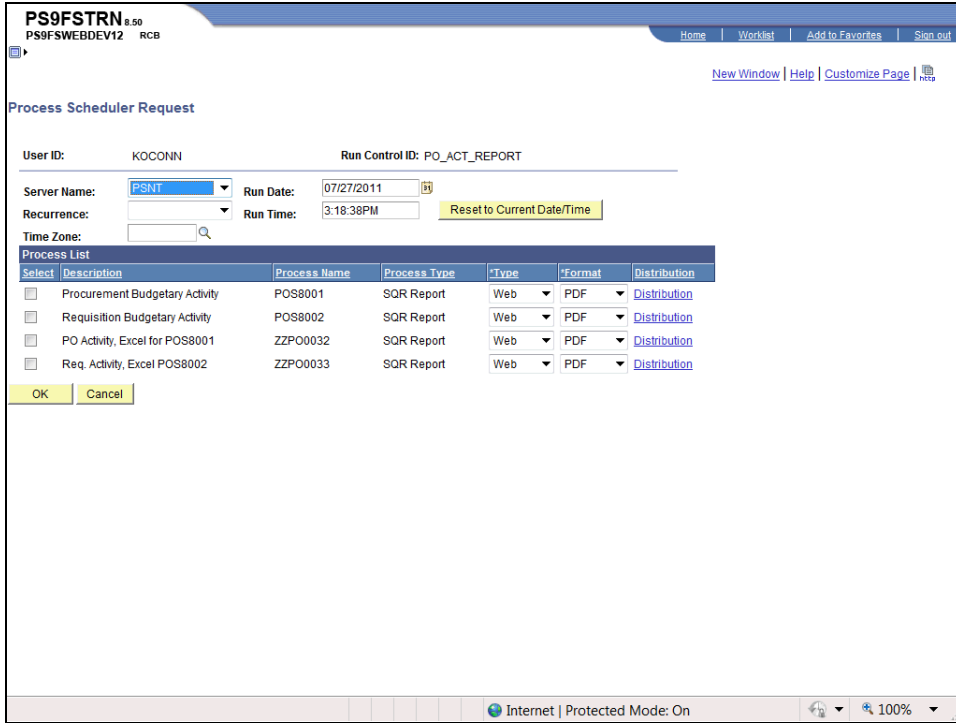
Step	Action
26.	A warning message displays. Click the OK button. 
27.	In this example, the parameters entered will retrieve only POs for the fiscal year 2011, department 1050100 with a Remaining Amount not equal to zero. Click the Save button. 
28.	Click the Run button. 



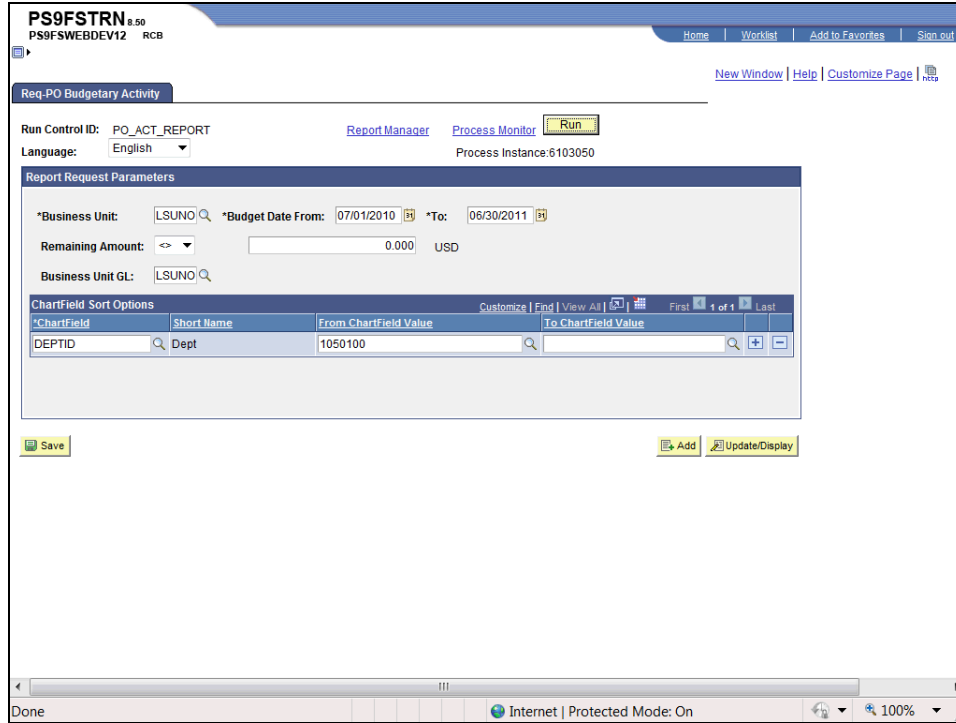
Step	Action
29.	Click the button to the right of the Server Name field. 



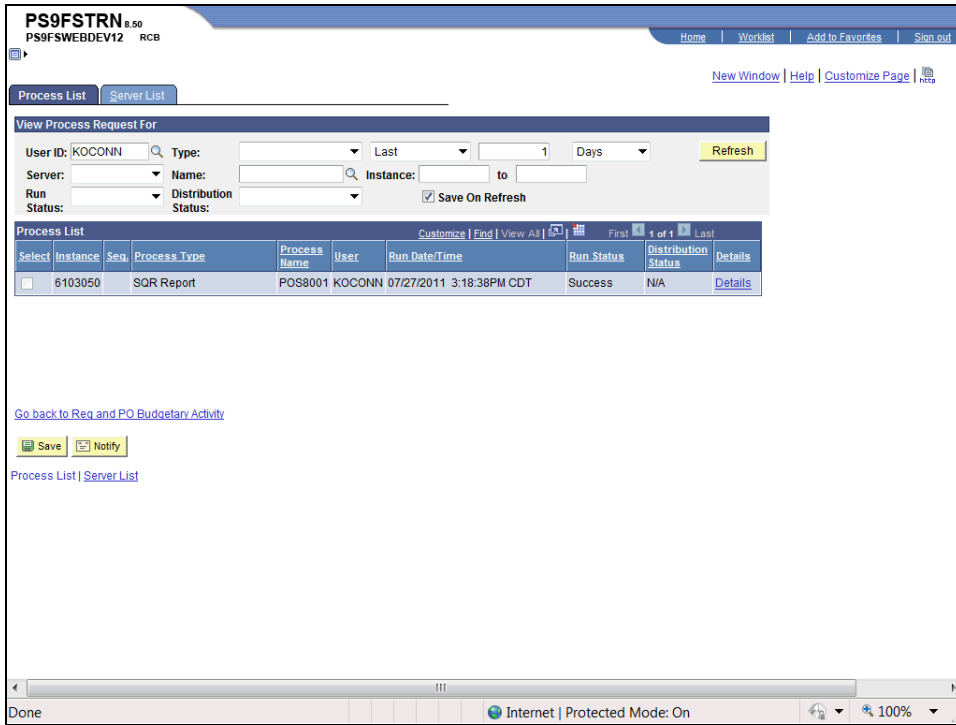
Step	Action
30.	Click the PSNT list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">PSNT</div>

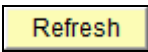



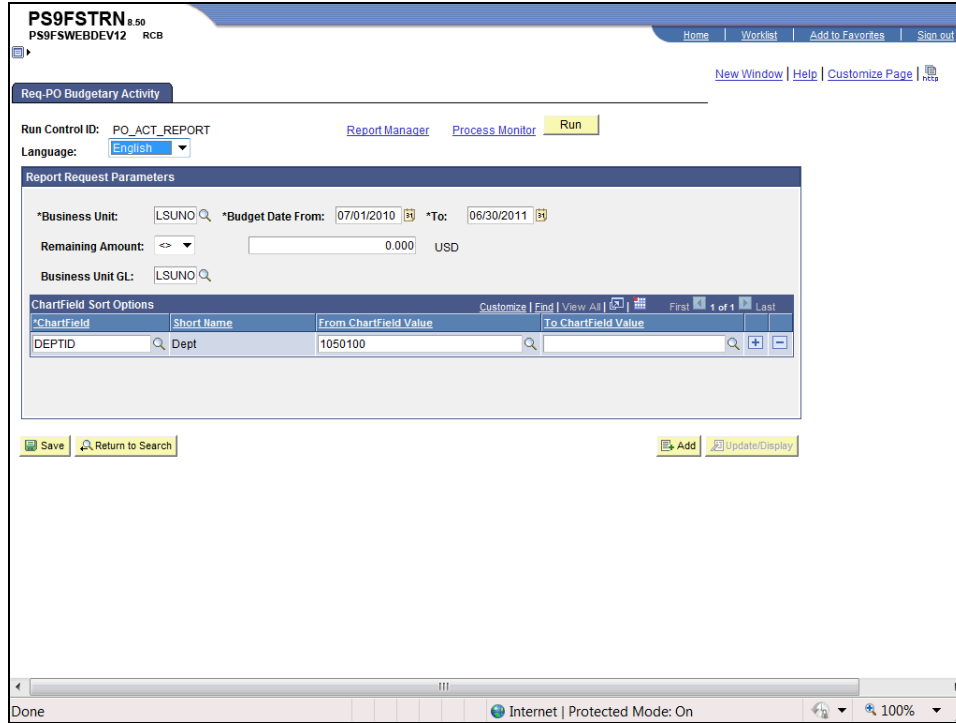
Step	Action
31.	Click the Procurement Budgetary Activity option in the Process List section. <input checked="" type="checkbox"/>
32.	Click the OK button. OK



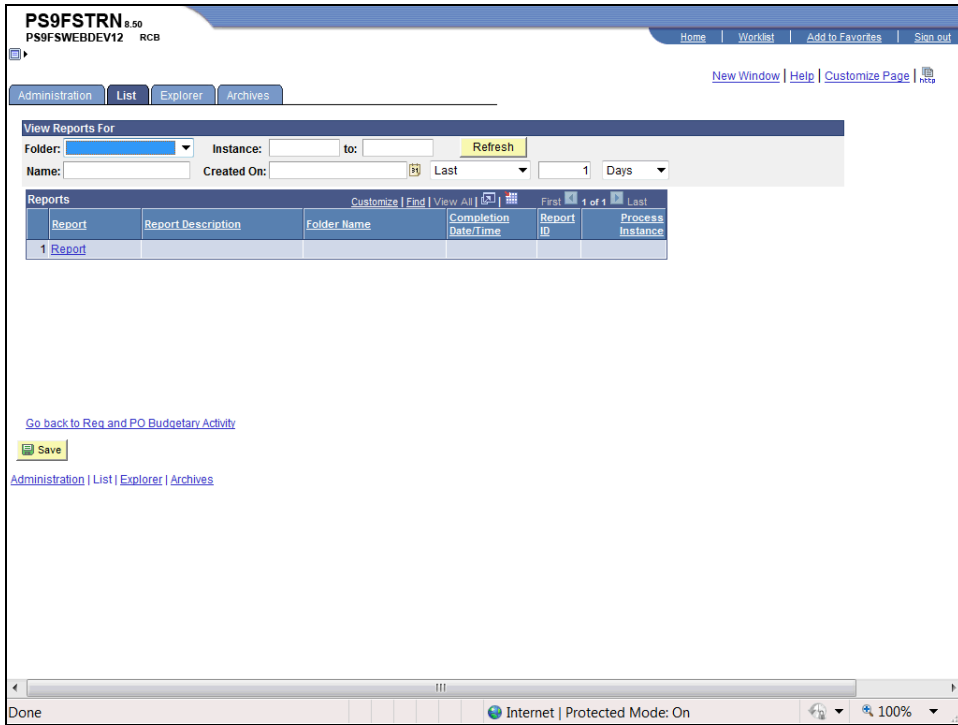
Step	Action
33.	Click the Process Monitor link. Process Monitor



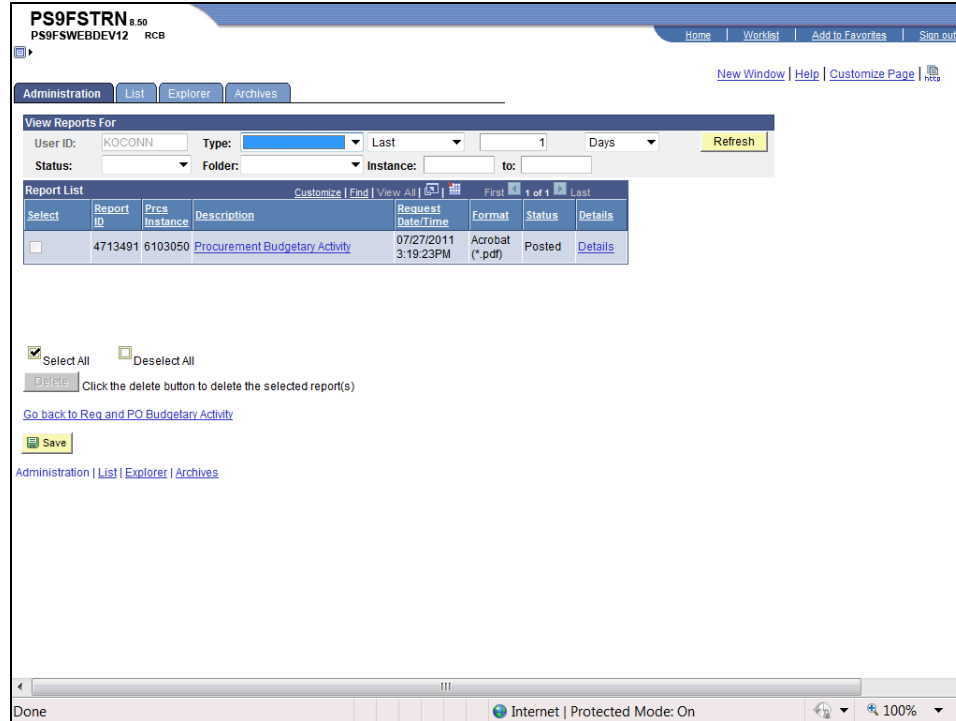
Step	Action
34.	Click the Refresh button until the Runs Status = Success and the Distribution Status = Posted. 
35.	Click the Go back to Req and PO Budgetary Activity link. 



Step	Action
36.	Click the Report Manager link. Report Manager

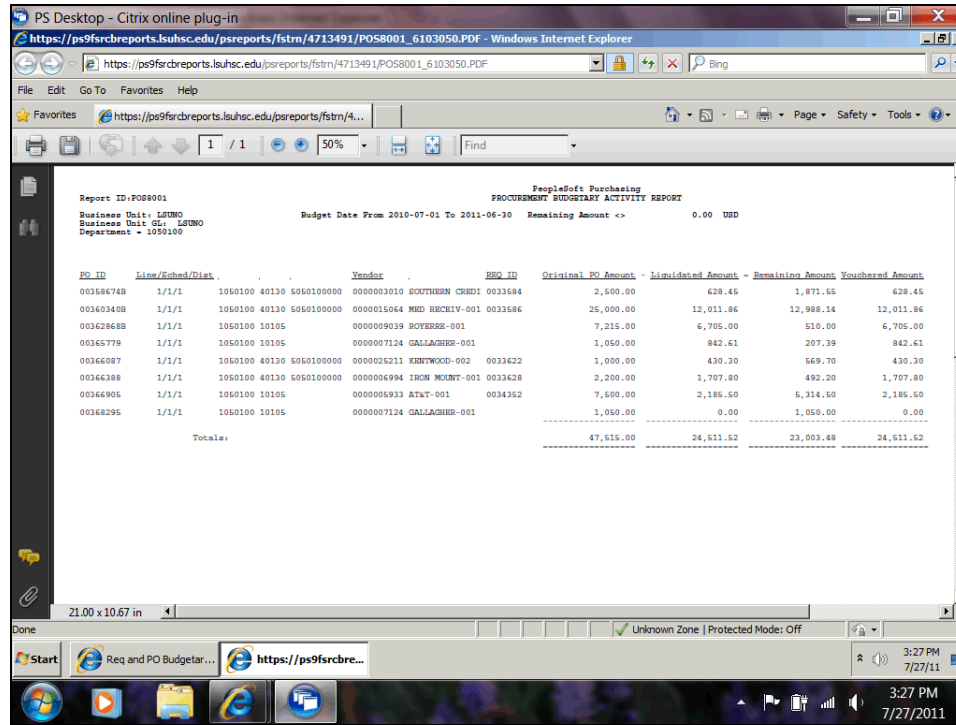




Step	Action
37.	Click the Administration link. <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #4f81bd; color: white; margin-top: 5px;">Administration</div>

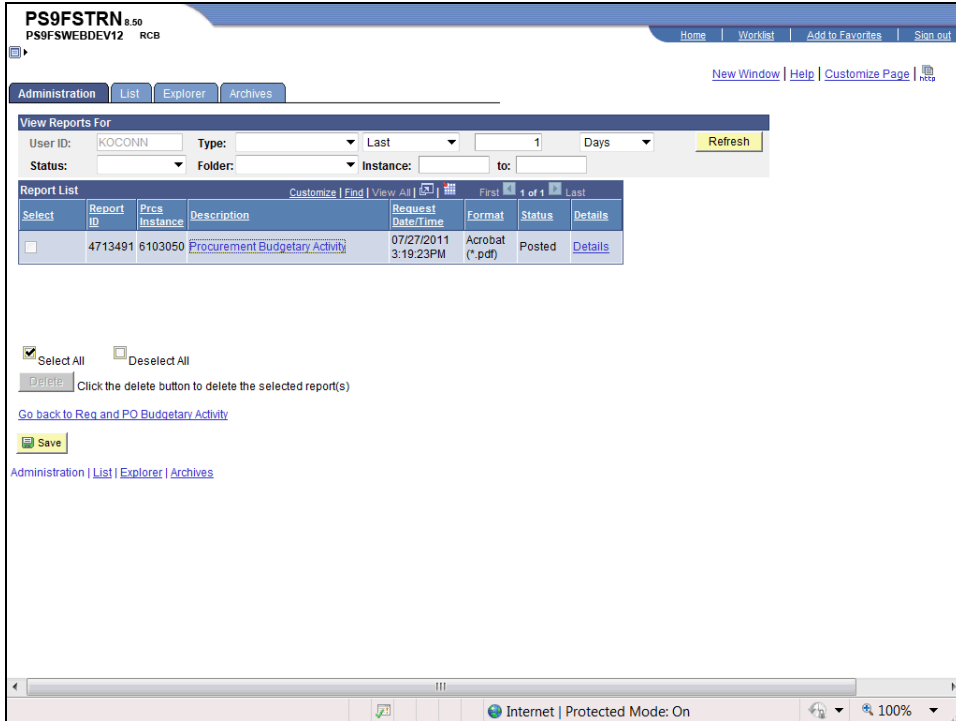



Step	Action
38.	<p>Click the Procurement Budgetary Activity link. This action opens a new window.</p> <p><i>NOTE: If the Status does not equal Posted click the refresh button until it does so. Once the Status = Posted, the Procurement Budgetary Activity in the Description column becomes a blue link.</i></p> <p>Procurement Budgetary Activity</p>
39.	<p>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.</p> <p>TIPS:</p> <ul style="list-style-type: none"> • 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. • 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.

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.	<p>The Procurement Budgetary Activity Report is comprised of the following columns viewed from left to right:</p> <p>PO ID - PeopleSoft auto-generated PO number and/or Confirmation Purchase Order. Any other value would denote a converted PO that was created prior to PeopleSoft.</p> <p>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</p> <p>Dept - Department number from Chart of Accounts</p> <p>Class - Class number from Chart of Accounts</p> <p>Project/Grant - Project number from Chart of Account if applicable</p>
42.	<p>Procurement Budgetary Activity Report (continued)</p> <p>Vendor - ID number of the Vendor on the PO</p> <p>Vendor Name - Name of the Vendor associated with Vendor ID</p> <p>Req ID - Source of the PO if it exists. The Requisition ID may not appear on this report if one of the following occurred:</p> <ul style="list-style-type: none"> • 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.	<p>Procurement Budgetary Activity Report (continued)</p> <p>Original PO Amount - The total dollar amount of the PO line. PeopleSoft calculates the amount based on the total of the item quantity and the item price</p> <p>Liquidated Amount - The dollar amount of the PO line that has been paid (i.e. the reversal of the encumbrance)</p> <p>Remaining Amount - Amount not spent from the PO) (Original Amount - Liquidated Amount = Remaining Amount)</p> <p>Vouchered Amount - The dollar amount of the PO line that has been invoiced and paid to the vendor.</p>



Step	Action
44.	<p>Click the Printer button to print the report or select File, Print on the toolbar.</p> <p>You can Save the report by clicking Save As or e-mail the report by clicking Send, Page by E-mail.</p> 
45.	<p>Click the Close button.</p> 



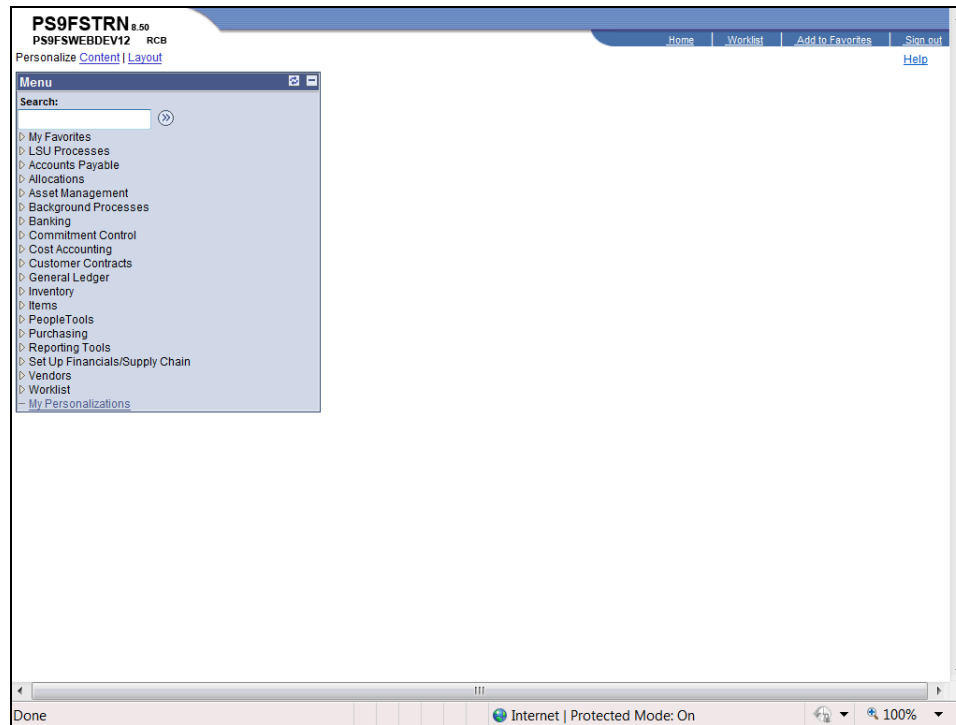
Step	Action
46.	Click the Home link. 
47.	This completes View and Print the Procurement Budgetary Activity Report to HTML . End of Procedure.

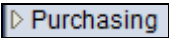
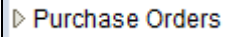


View and Print the Procurement Budgetary Activity Report to Excel

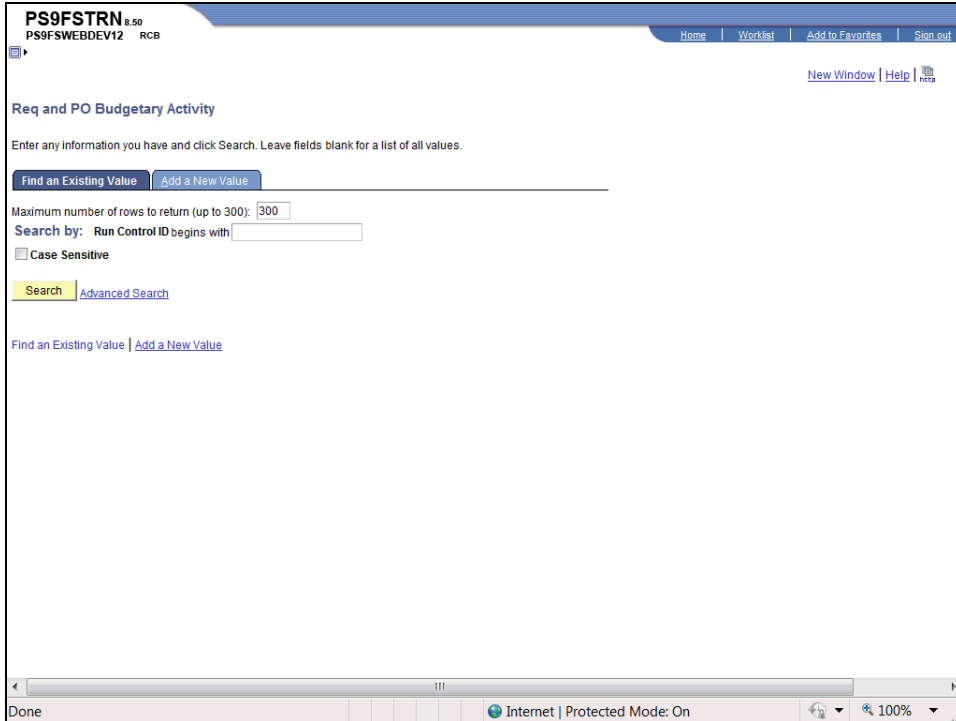
Procedure

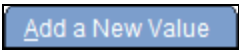
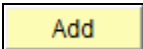
In this topic you will learn how to **View and Print the Procurement Budgetary Activity Report in Excel**.

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

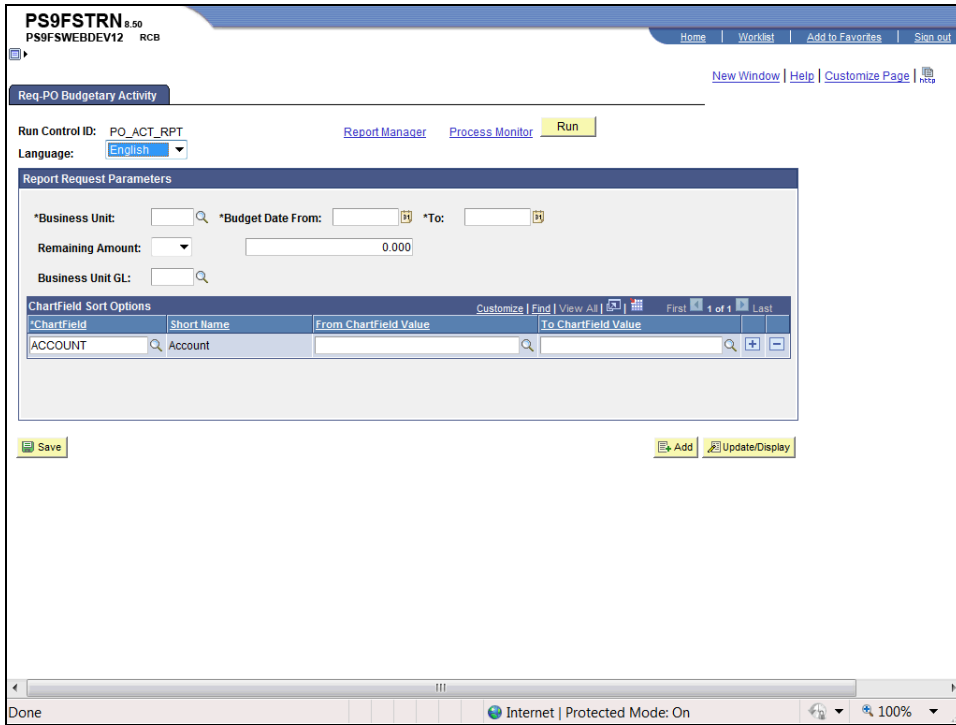


Step	Action
1.	Click the Purchasing link. 
2.	Click the Purchase Orders link. 
3.	Click the Reports link. 
4.	Click the Req and PO Budgetary Activity link. 




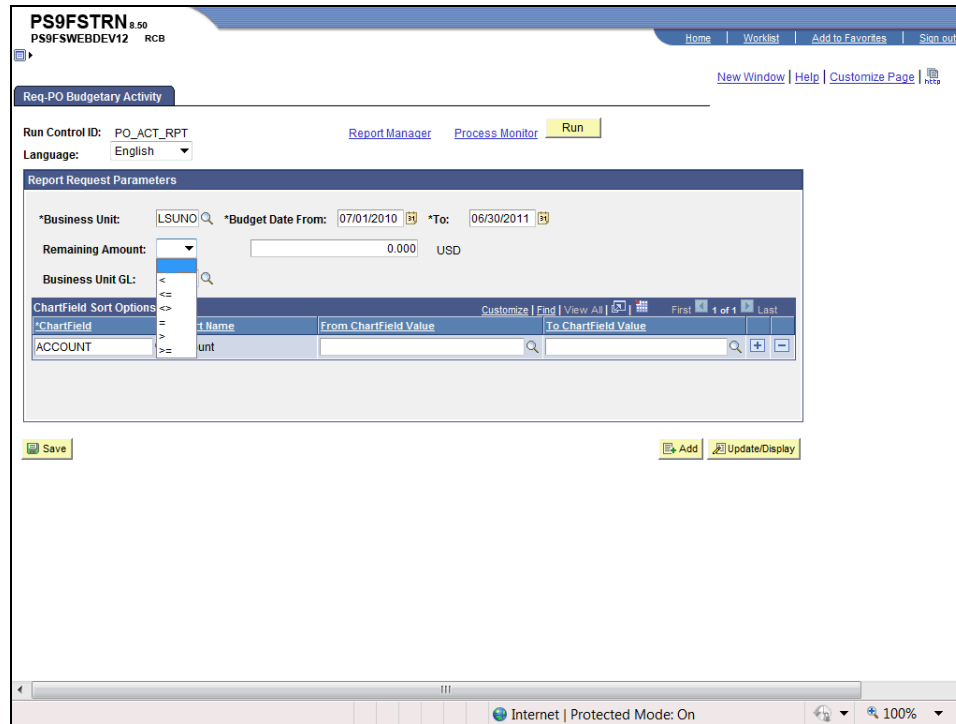
Step	Action
5.	<p>Click Search to retrieve an existing run control or click the Add a New Value tab to create a run control.</p> <p>Click the Add a New Value link.</p> 
6.	<p>Run Control ID</p> <p>A Run Control ID accesses the Process Scheduler and represents a set of parameters to determine how the 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.</p> <p>A Run Control ID is:</p> <ul style="list-style-type: none"> • Specific to the end-user's Operator ID; • Case sensitive; • Must be one continuous string of alphanumeric characters; • Cannot use special characters such as @, \$, %; • Cannot contain blank spaces; and • Can use the underscore to link one or more words.
7.	<p>Enter the desired information into the Run Control ID field. Enter "PO_ACT_RPT".</p>
8.	<p>Click the Add button.</p> 


Step	Action
9.	<p>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.</p> <p>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.</p> <p>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.</p>

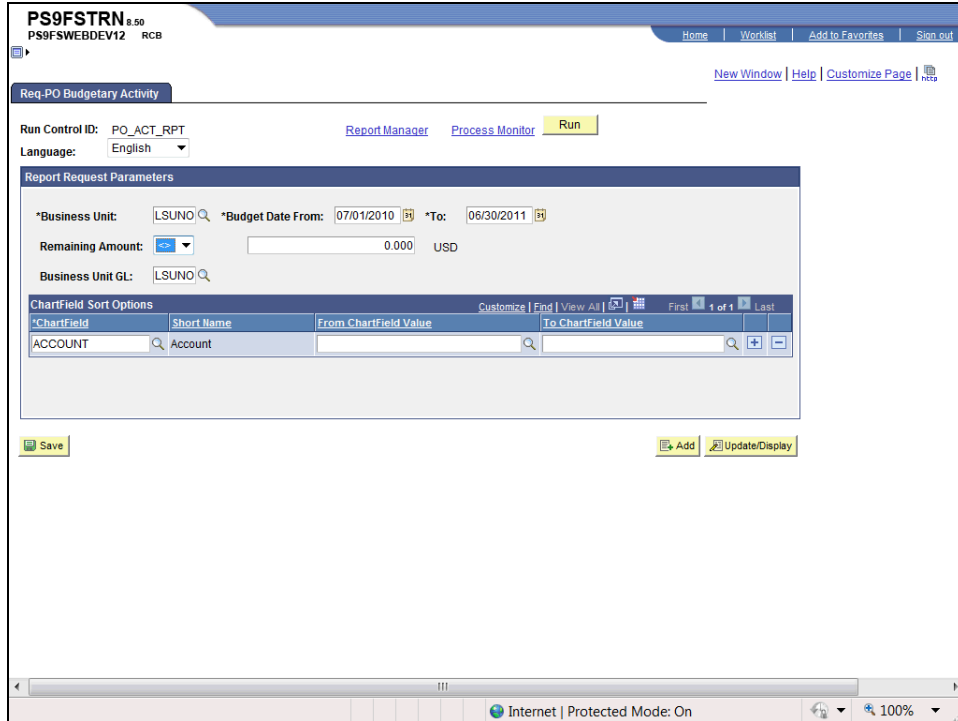




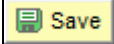




Step	Action
10.	Enter the desired information into the Business Unit field. Enter " LSUNO ". <i>NOTE: LSUSH encumbers travel, so travel vouchers will be viewed in this report as well.</i>
11.	Enter the desired information into the Budget Date From field. Enter " 070110 ". <i>NOTE: If this involves a Project/Grant, you can retrieve information since the inception of the Project/Grant (i.e. back to 2001 when PeopleSoft went live).</i>
12.	Enter the desired information into the To field. Enter " 063011 ".
13.	Remaining Amount Specify the Remaining Amount parameters using the following: <ul style="list-style-type: none"> • 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; • 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 (<>) with a Remaining Balance of zero so only PO lines with a Remaining Amount (including credits) will be retrieved.


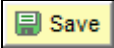
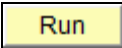
Step	Action
14.	Click the button to the right of the Remaining Amount field. 

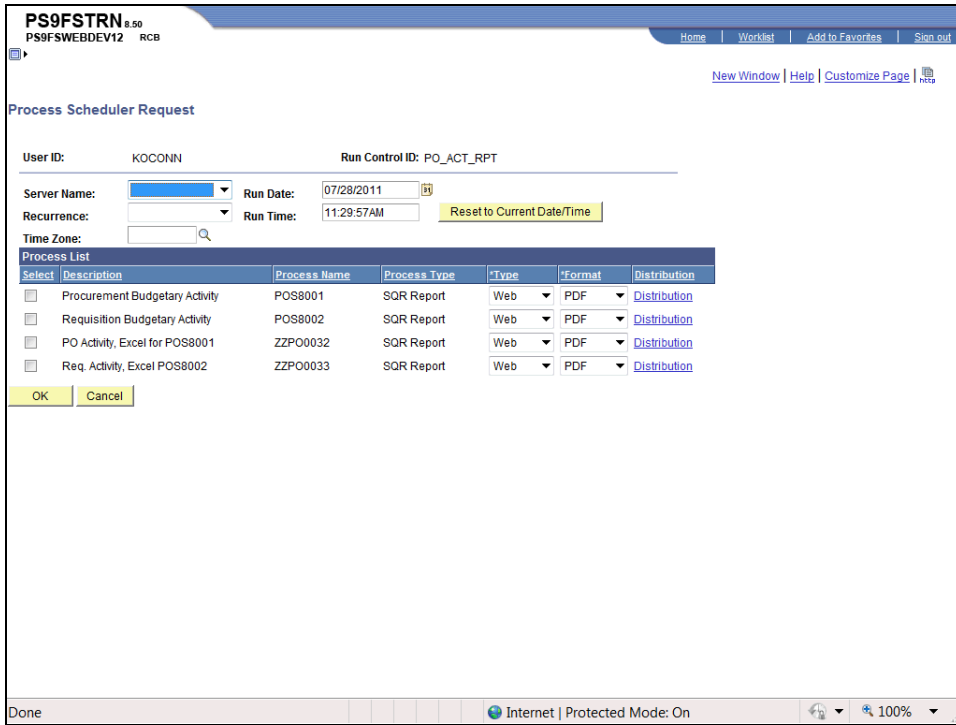



Step	Action
15.	Click the Not Equal - <> list item. 
16.	<p>ChartField Sort Options</p> <p>You may enter single or multiple chartfields. Use the following to specify chartfield information:</p> <ul style="list-style-type: none"> • If you wish to specify a different ChartField value other than the one defaulted, click the Look up ChartField button and select the desired value (Account, Dept ID, Fund, Operating Unit, etc); • 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). <p>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.</p>



Step	Action
17.	Click the Look up ChartField button. 
18.	Click the DEPTID link. 
19.	Enter the desired information into the From ChartField Value 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 FUND_CODE link. 
24.	Enter the desired information into the From ChartField Value field. Enter " 111 ".
25.	Click the Delete row 2 button. 

Step	Action
26.	A warning message displays. Click the OK 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 Save button. 
28.	Click the Run button. 



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

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

Process Scheduler Request

User ID: KOCONN Run Control ID: PO_ACT_RPT

Server Name: [dropdown] Run Date: 07/28/2011 [calendar icon]

Recurrence: PSNT Run Time: 11:29:57AM [Reset to Current Date/Time]

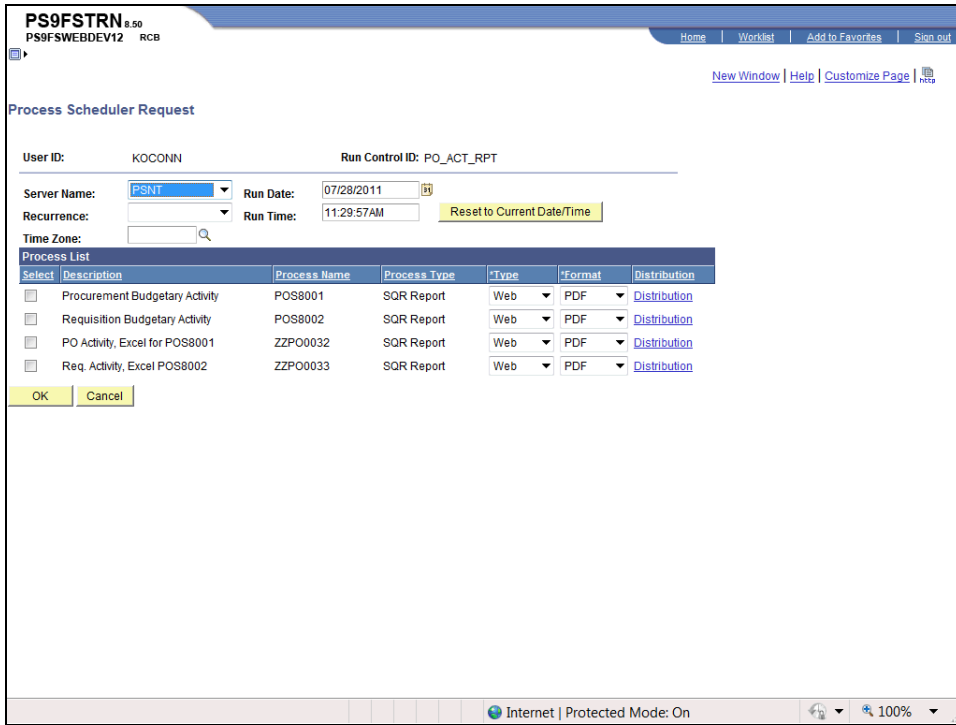
Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Procurement Budgetary Activity	POS8001	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Requisition Budgetary Activity	POS8002	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	PO Activity, Excel for POS8001	ZZPO0032	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Req. Activity, Excel POS8002	ZZPO0033	SQR Report	Web	PDF	Distribution

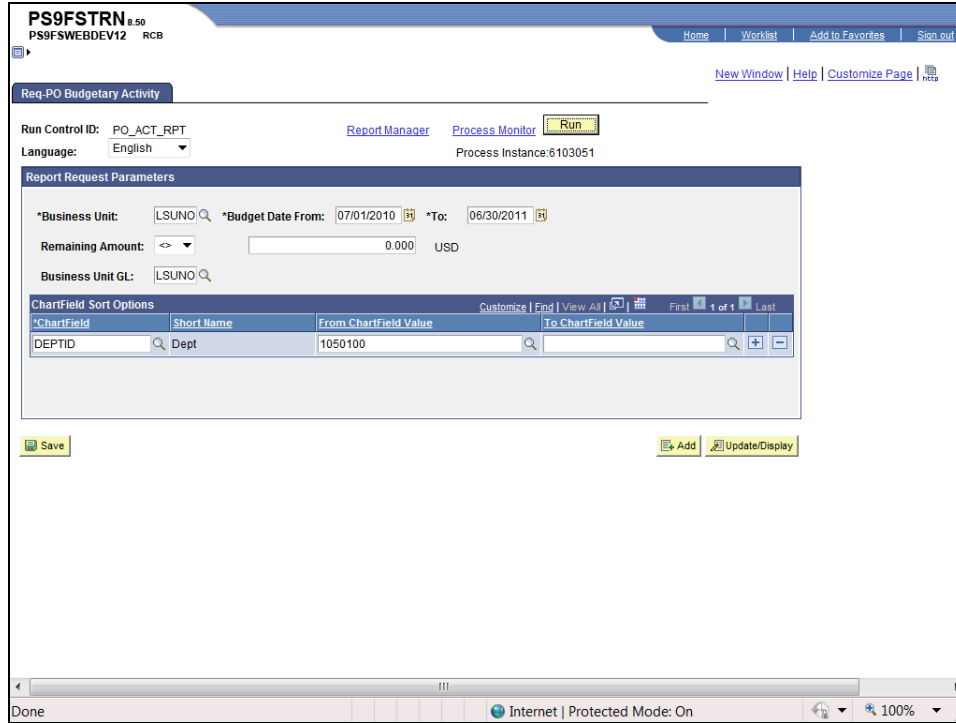
OK Cancel

Internet | Protected Mode: On | 100%

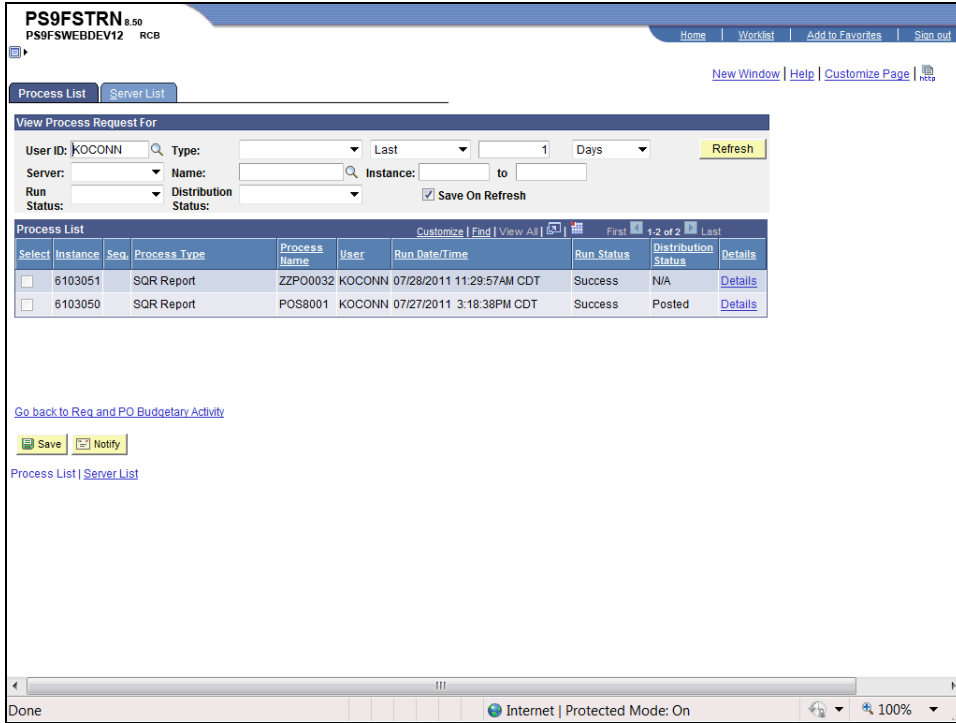
Step	Action
30.	Click the PSNT list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">PSNT</div>

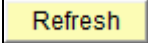



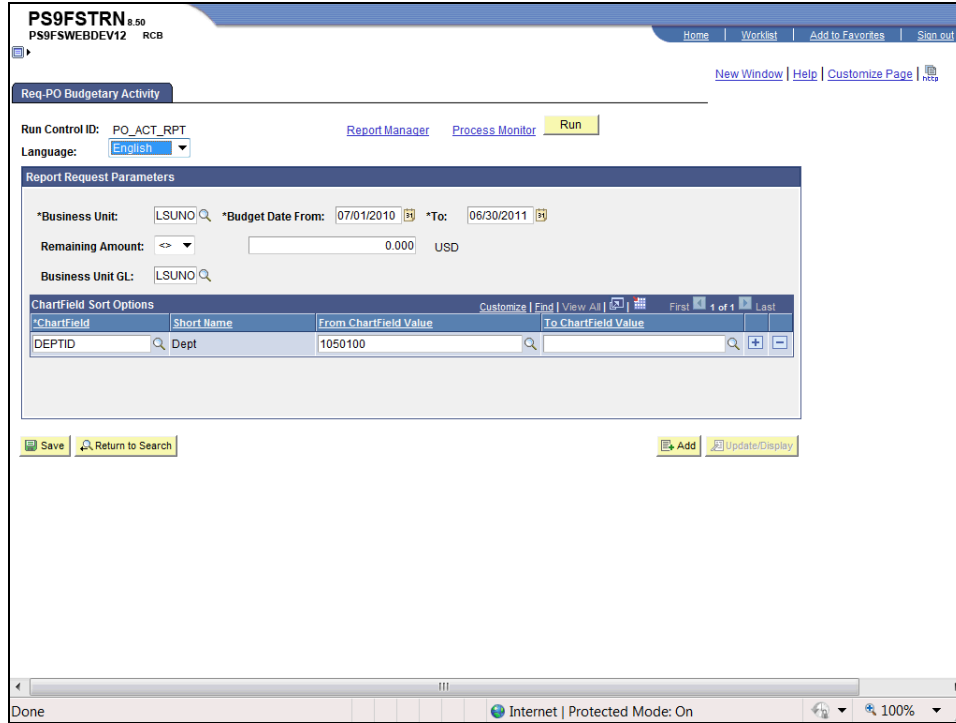
Step	Action
31.	Click the PO Activity, Excel for POS8001 option. <input type="checkbox"/>
32.	Click the OK button. <input type="button" value="OK"/>



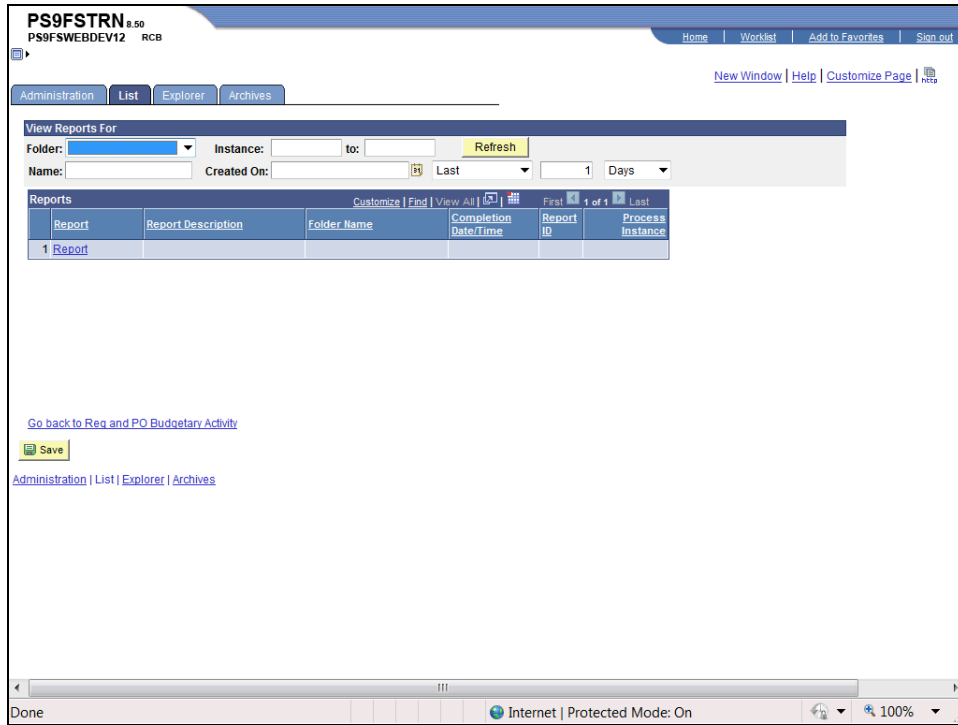
Step	Action
33.	Click the Process Monitor link. Process Monitor

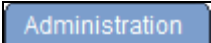


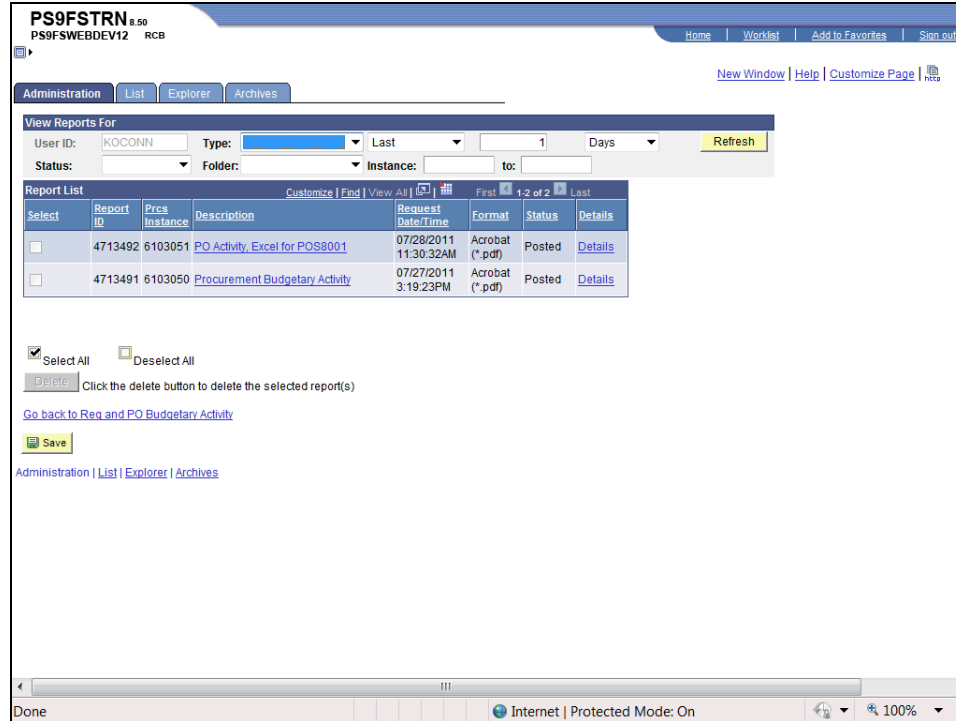
Step	Action
34.	Click the Refresh button until the Run Status = Success and the Distribution Status = Posted. 
35.	Click the Go back to Req and PO Budgetary Activity link. 



Step	Action
36.	Click the Report Manager link. Report Manager



Step	Action
37.	Click the Administration link. 



Step	Action
38.	<p>Click the PO Activity, Excel for POS8001 link.</p> <p><i>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.</i></p> <p>PO Activity, Excel for POS8001</p>

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Report Detail

Report

Report ID: 4713492 Process Instance: 6103051 [Message Log](#)

Name: ZZPO0032 Process Type: SQR Report

Run Status: Success

PO Activity, Excel for POS8001

Distribution Details

Distribution Node: REFNODE Expiration Date: 08/11/2011

File List

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

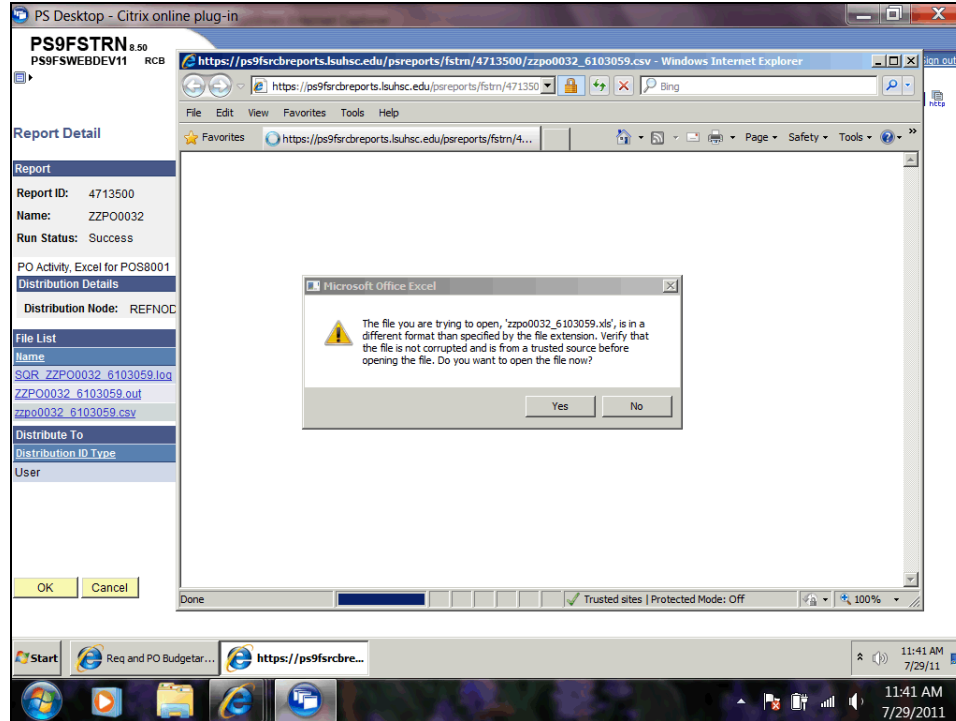
Distribute To

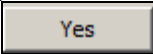

Distribution ID Type	Distribution ID
User	KOCONN

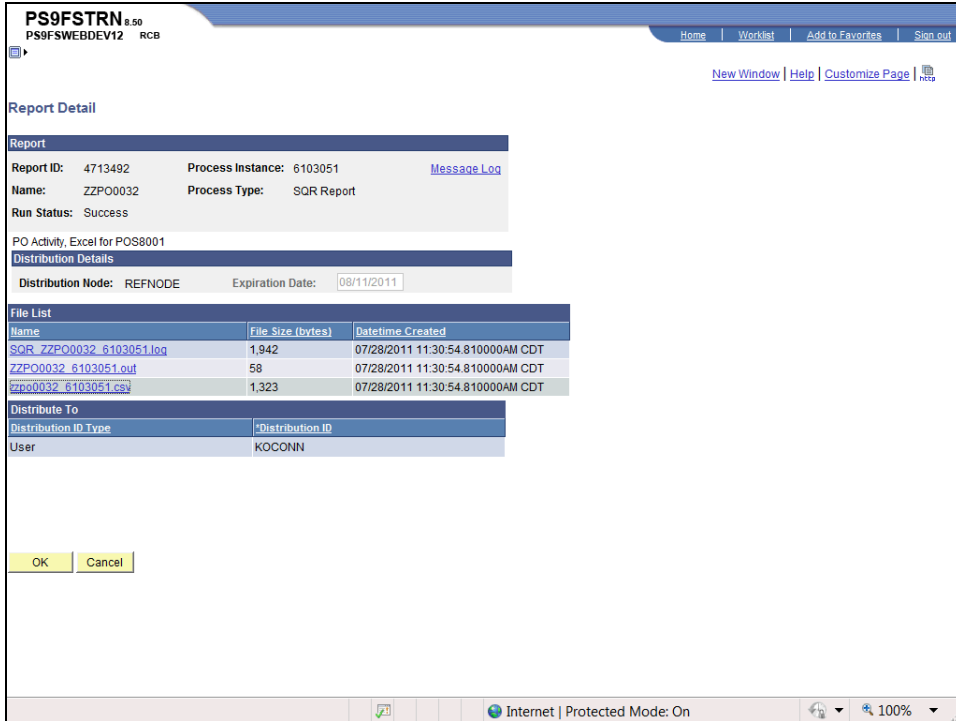
OK Cancel


Done Internet | Protected Mode: On 100%

Step	Action
39.	<p>Click the zzpo0032_6103051.csv link. This action opens a new window.</p> <p><i>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.</i></p> <p>zzpo0032_6103051.csv</p>



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



Step	Action
42.	Click the Home link. 
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).

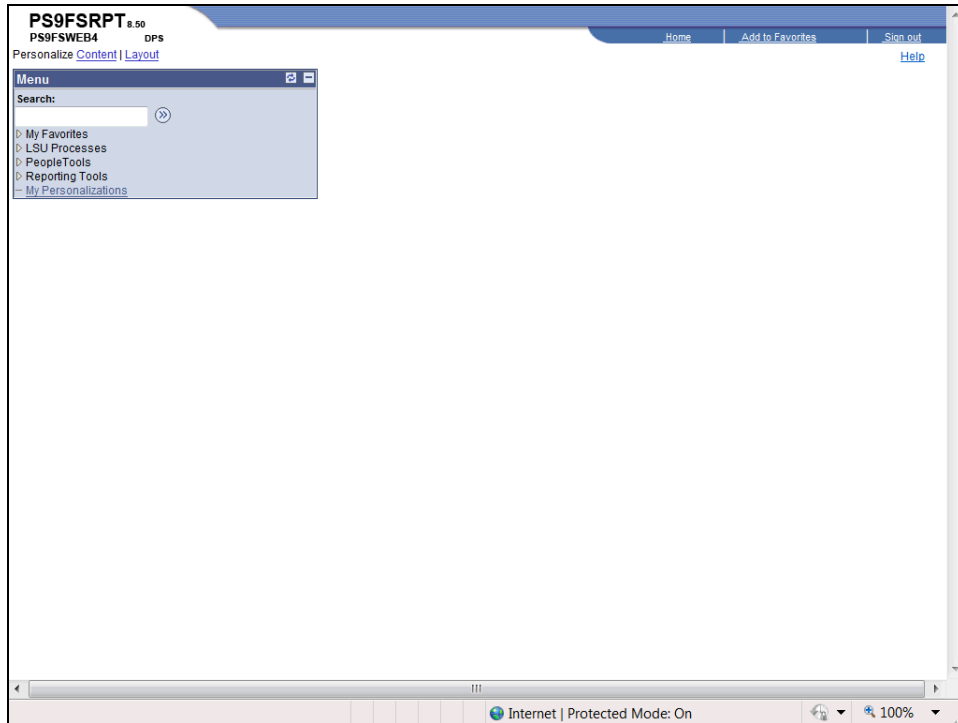
You may elect to run the data to Excel or to CSV. Both will display in an Excel spreadsheet. The data displays in the same order as viewed in HTML, but can be manipulated in the spreadsheet.

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

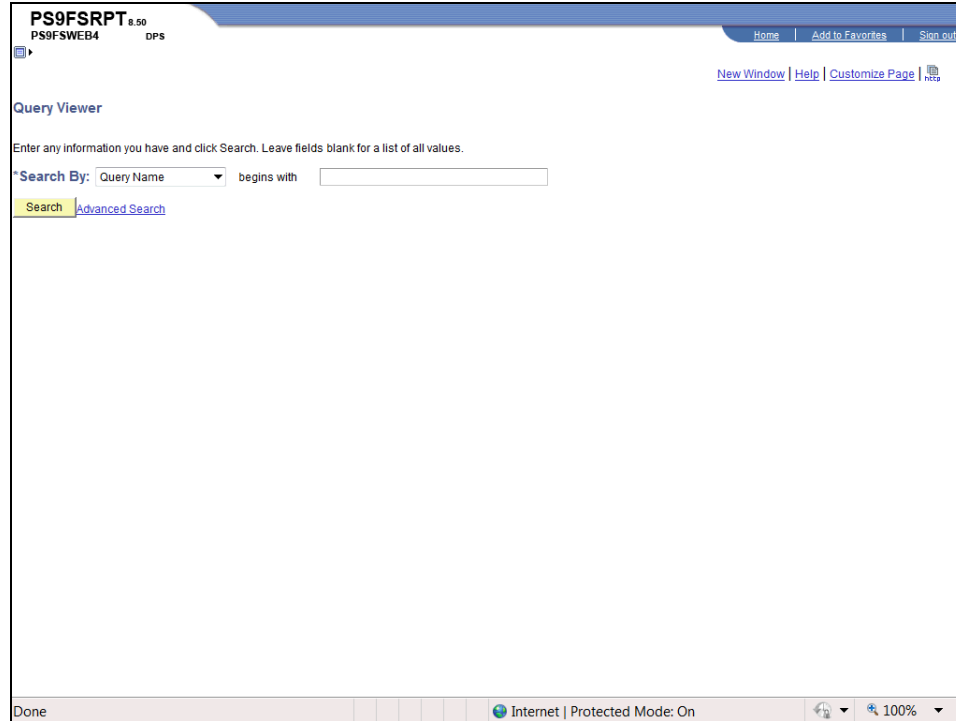
Procedure

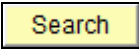

In this topic you will **Run the CLEANUP_PO_ACTIVITY Query**.

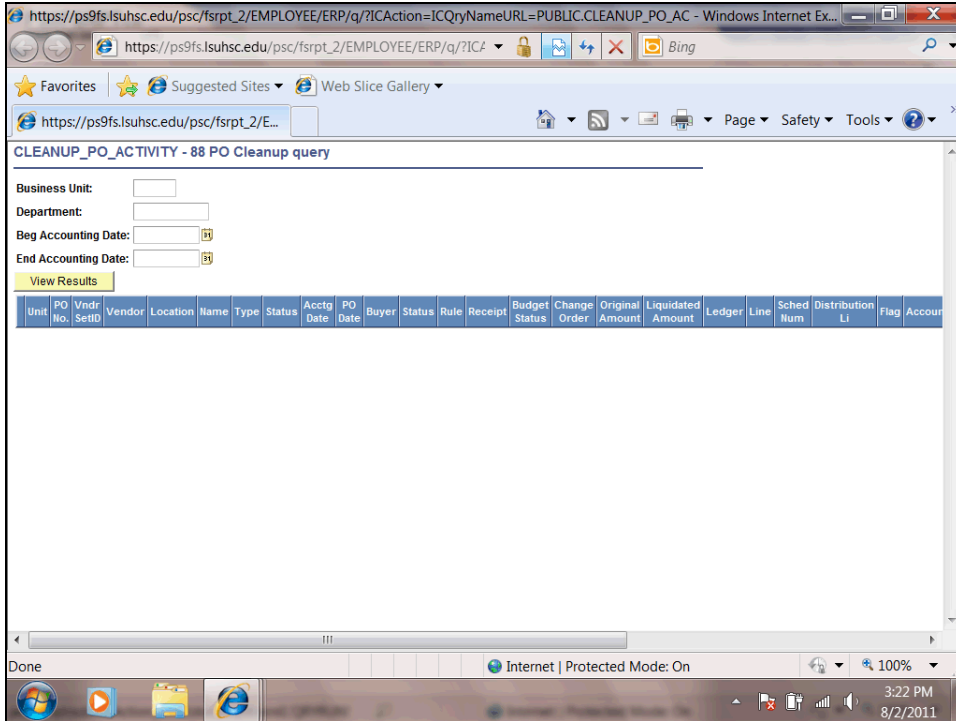
NOTE: This query must be run in the Reporting database. It cannot be run in Production.

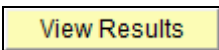


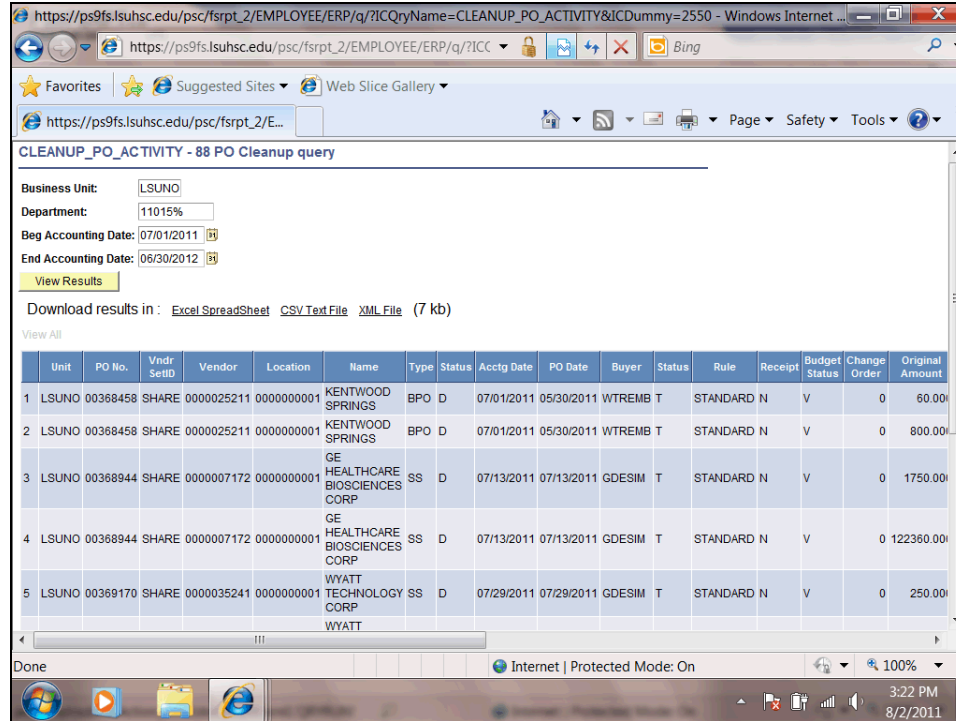
Step	Action
1.	Click the Reporting Tools link. ▶ Reporting Tools
2.	Click the Query link. ▶ Query
3.	Click the Query Viewer link. – Query Viewer


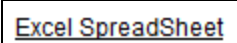
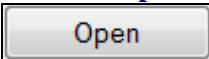


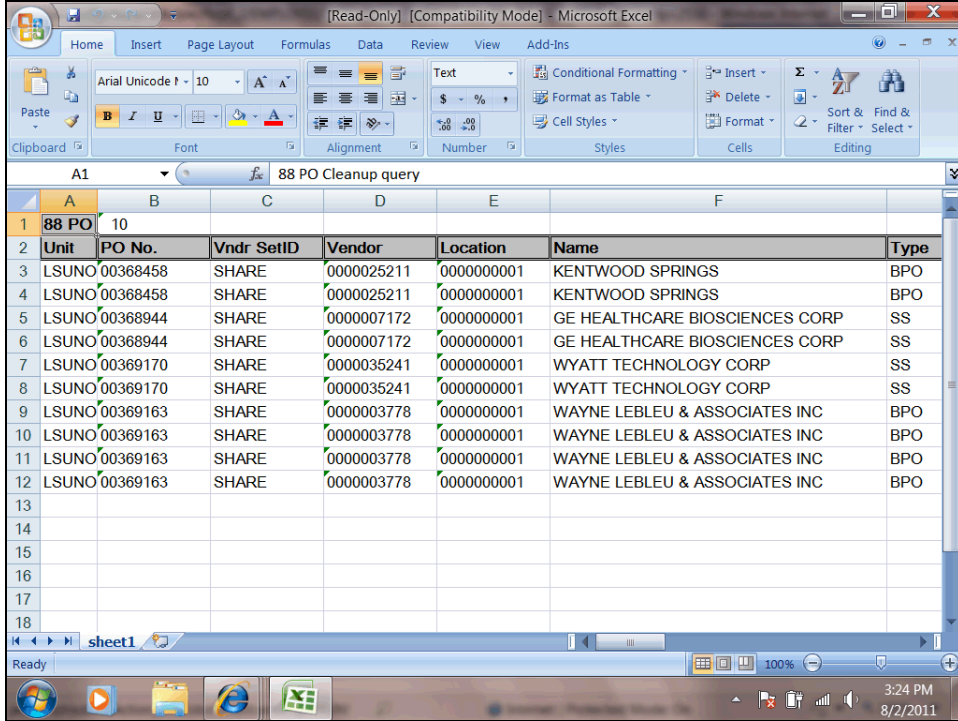
Step	Action
4.	<p>A portion or all of the Query Name must be known and entered in order to retrieve the desired information. The Query Name field is not case sensitive.</p> <p>Enter the desired information into the begins with field. Enter "CLEANUP".</p>
5.	<p>Click the Search button.</p> <p></p>
6.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




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



Step	Action
12.	<p>The query results will display at the bottom of the page. Only the first 100 lines displaying for view.</p> <p>Click the Right button of the scrollbar to view additional information.</p> 
13.	<p>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.</p>
14.	<p>Results can be downloaded from HTML to Excel by clicking the Excel Spreadsheet link. This will open a new window.</p> <p>Click the Excel Spreadsheet link.</p> 
15.	<p>Click the Open button.</p> 



Step	Action
16.	Click the Close button. 

CLEANUP_PO_ACTIVITY - 88 PO Cleanup query

Business Unit:

Department:

Beg Accounting Date:


End Accounting Date:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(7 kb\)](#)


View All

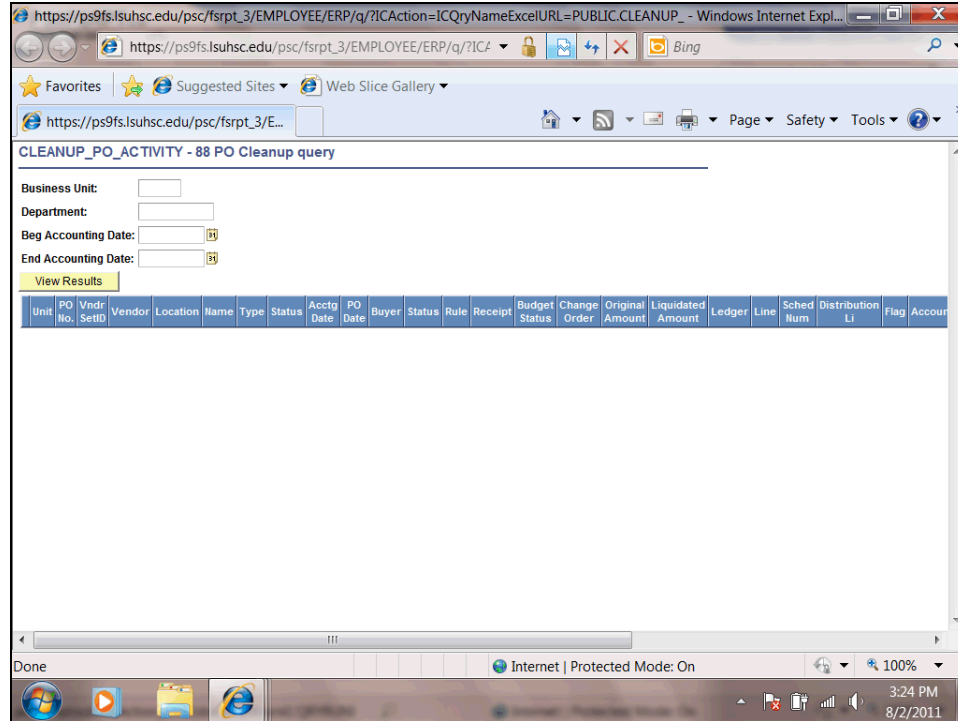
Unit	PO No.	Vndr SetID	Vendor	Location	Name	Type	Status	Acctg Date	PO Date	Buyer	Status	Rule	Receipt	Budget Status	Change Order	Original Amount
1	LSUNO 00368458	SHARE	0000025211	0000000001	KENTWOOD SPRINGS	BPO	D	07/01/2011	05/30/2011	WTREMB	T	STANDARD	N	V	0	60.00
2	LSUNO 00368458	SHARE	0000025211	0000000001	KENTWOOD SPRINGS	BPO	D	07/01/2011	05/30/2011	WTREMB	T	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	T	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	T	STANDARD	N	V	0	122360.00
5	LSUNO 00369170	SHARE	0000035241	0000000001	WYATT TECHNOLOGY CORP	SS	D	07/29/2011	07/29/2011	GDESIM	T	STANDARD	N	V	0	250.00


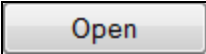
Step	Action
17.	Click the Close button. 

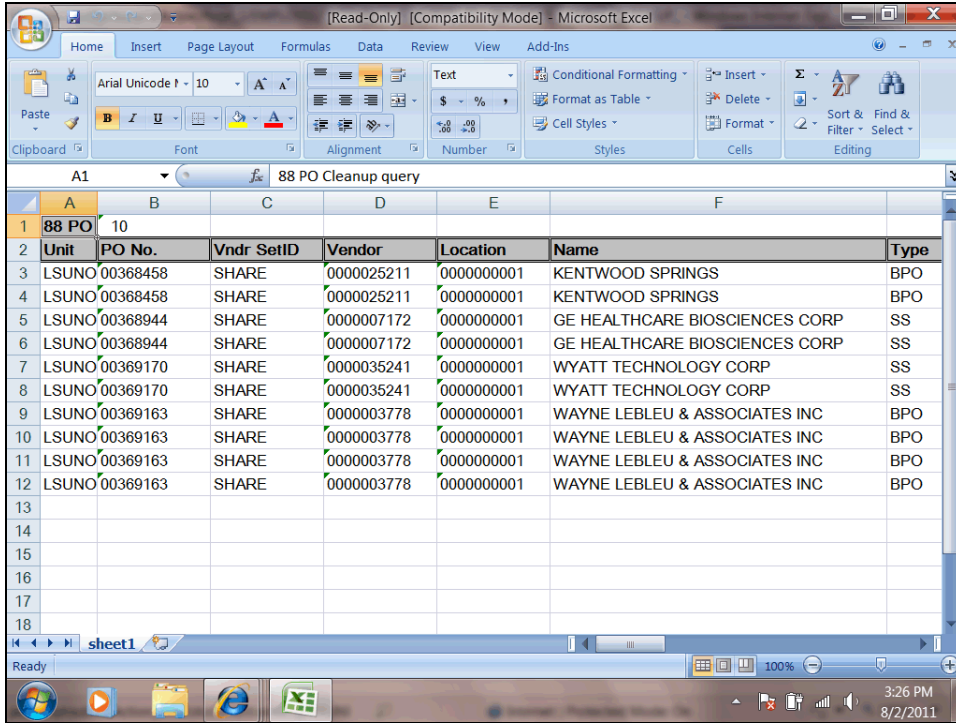
The screenshot shows the Oracle Query Viewer interface. At the top, it displays 'PS9FSRPT 8.50' and 'PS9FSWEB4 DPS'. There are navigation links for 'Home', 'Add to Favorites', and 'Sign out'. Below this, there are links for 'New Window', 'Help', 'Customize Page', and 'Help'. The main section is titled 'Query Viewer' and contains a search prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search criteria are set to 'Query Name' and 'begins with' 'CLEANUP'. There are 'Search' and 'Advanced Search' buttons. Below the search area, it says 'Search Results' and 'Folder View: -- All Folders --'. A table of search results is displayed with columns: Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, and Add to Favorites. The table lists 14 queries related to 'CLEANUP'.


Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
CLEANUP_PO_ACTIVITY	88 PO Cleanup query	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_PO_ACTIVITY_PVICKN	88 PO Cleanup query	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_REQ_ACTIVITY	88 Requisition Cleanup query	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_SHR_PO_2WAY_SIG_REQ	88 PO Cleanup 2way sig req	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_SHR_PO_ACTIVITY	88 PO Cleanup query	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_SHR_PO_BLNK_NO_ACTIV	88 PO Cleanup no activity	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_SHR_PO_BLNK_WITH_ACTIV	88 PO Cleanup blinkt w activity	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_SHR_PO_NOT_RECVD	88 PO Cleanup not received	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_SHR_PO_PARTL_PAID	88 PO Cleanup partial paid	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_SHR_PO_RECVD_NOT_PAID	88 PO Cleanup recv not paid	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_SHR_PO_TRAVEL_NO_ACTIV	88 PO Cleanup travel no activ	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_SHR_PO_TRAVEL_NOT_FINAL	88 PO Cleanup travel not finl	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_SHR_REQ_ACTIVITY	CLEANUP REQ query	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_TEST_MG	88 PO Cleanup query	Public		HTML	Excel	XML	Schedule	Favorite

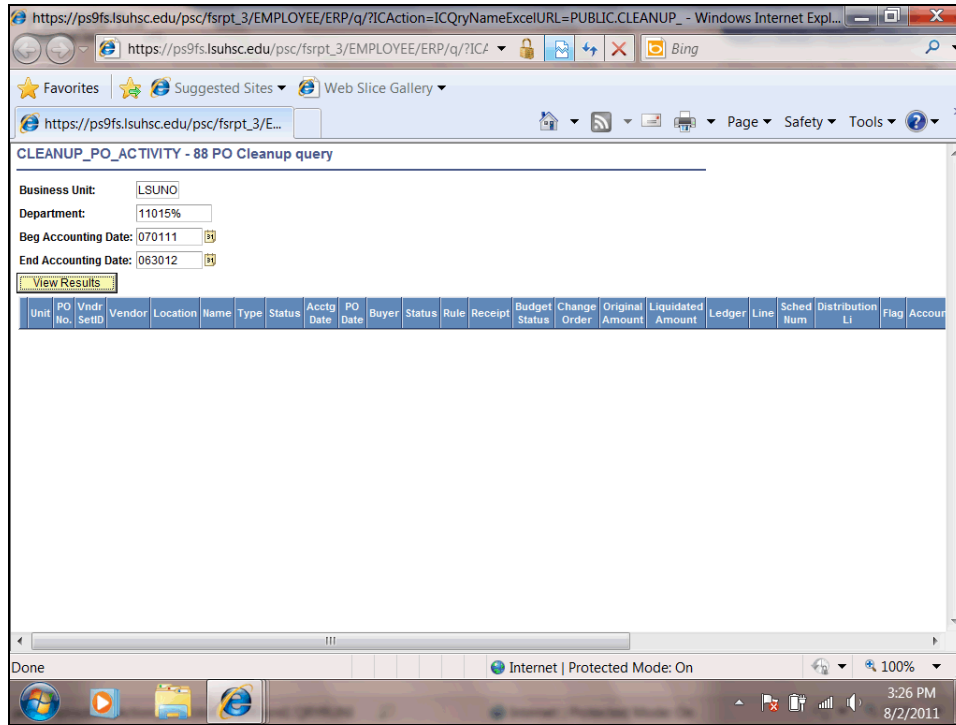
Step	Action
18.	<p>You also have the ability to run your query directly to an Excel spreadsheet.</p> <p>Click the Excel link.</p> 




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



Step	Action
25.	Click the Close button. 



Step	Action
26.	Click the Close button. 

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PS9FSWEB4 DPS

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

Query Viewer

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

* Search By: Query Name begins with CLEANUP

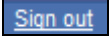
Search | Advanced Search

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
CLEANUP_PO_ACTIVITY	88 PO Cleanup query	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_PO_ACTIVITY_PVICKN	88 PO Cleanup query	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_REQ_ACTIVITY	88 Requisition Cleanup query	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_SHR_PO_2WAY_SIG_REQ	88 PO Cleanup 2way sig req	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_SHR_PO_ACTIVITY	88 PO Cleanup query	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_SHR_PO_BLNK_NO_ACTIV	88 PO Cleanup no activity	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_SHR_PO_BLNK_WITH_ACTIV	88 PO Cleanup blinkt w activity	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_SHR_PO_NOT_RECVD	88 PO Cleanup not received	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_SHR_PO_PARTL_PAID	88 PO Cleanup partial paid	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_SHR_PO_RECVD_NOT_PAID	88 PO Cleanup recv not paid	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_SHR_PO_TRAVEL_NO_ACTIV	88 PO Cleanup travel no activ	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_SHR_PO_TRAVEL_NOT_FINAL	88 PO Cleanup travel not finl	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_SHR_REQ_ACTIVITY	CLEANUP REQ query	Public		HTML	Excel	XML	Schedule	Favorite
CLEANUP_TEST_MG	88 PO Cleanup query	Public		HTML	Excel	XML	Schedule	Favorite

Internet | Protected Mode: On | 100%

Step	Action
27.	Click Signout then click File, Exit. 
28.	This completes Run the CLEANUP_PO_ACTIVITY Query . End of Procedure.

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:

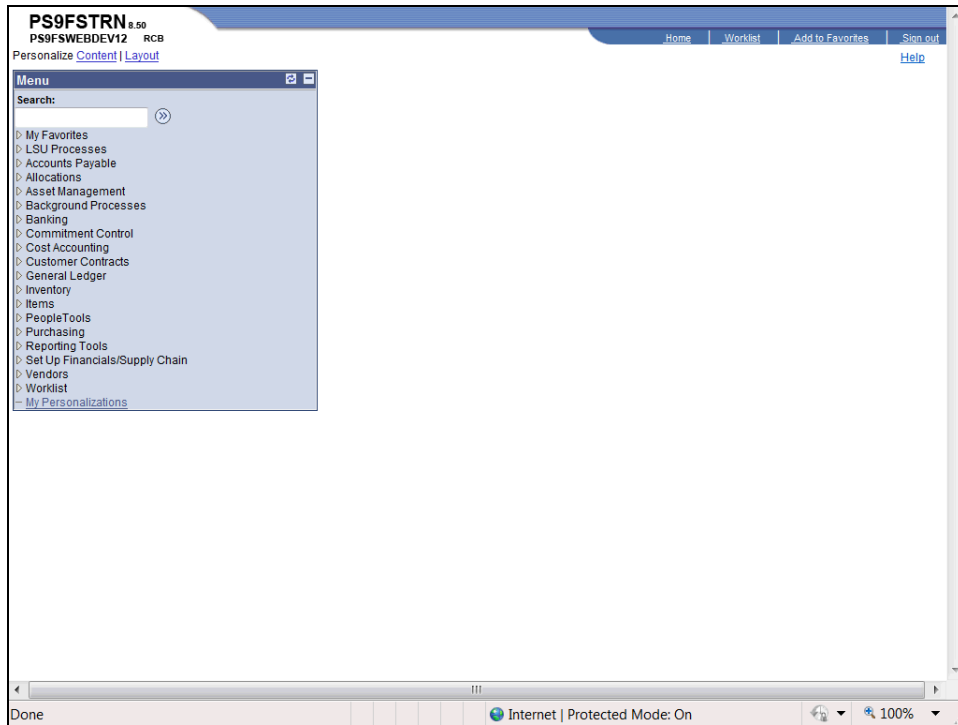
- Whether or not the Receipt(s) has been entered in the PeopleSoft system for the PO line(s) with a listing of the Receipt IDs; and
- Whether or not an Invoice(s) (i.e. Voucher) has been paid by Accounts Payable for the PO line(s) with a listing of the Voucher IDs and Voucher Line Numbers.

View and Analyze the PO Activity Summary Page

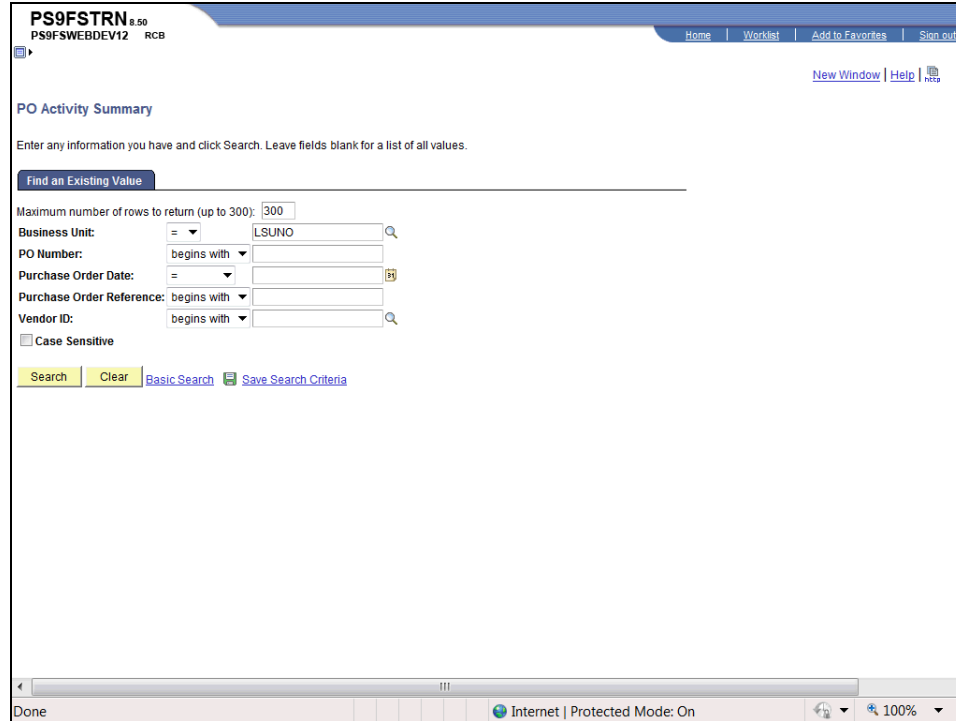
Procedure

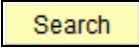
In this topic you will learn how to [View and Analyze the PO Activity Summary](#).

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



Step	Action
1.	Click the Purchasing link. ▶ Purchasing
2.	Click the Purchase Orders link. ▶ Purchase Orders
3.	Click the Review PO Information link. ▶ Review PO Information
4.	Click the Activity Summary link. - Activity Summary



Step	Action
5.	Enter the desired information into the PO Number field. Enter " 00364839 ".
6.	Click the Search button. 
7.	<p>Details Tab</p> <p>You can view the following information on the Details tab:</p> <ul style="list-style-type: none"> • 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. • Order Qty – The quantity ordered. • Amount Ordered – The total dollar amount of the PO line.

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New Window | Help | Customize Page | Help

Activity Summary


Unit: LSUNO PO Status: Compl
PO ID: 00364839 Vendor: A DAIGGER & COMPANY INC

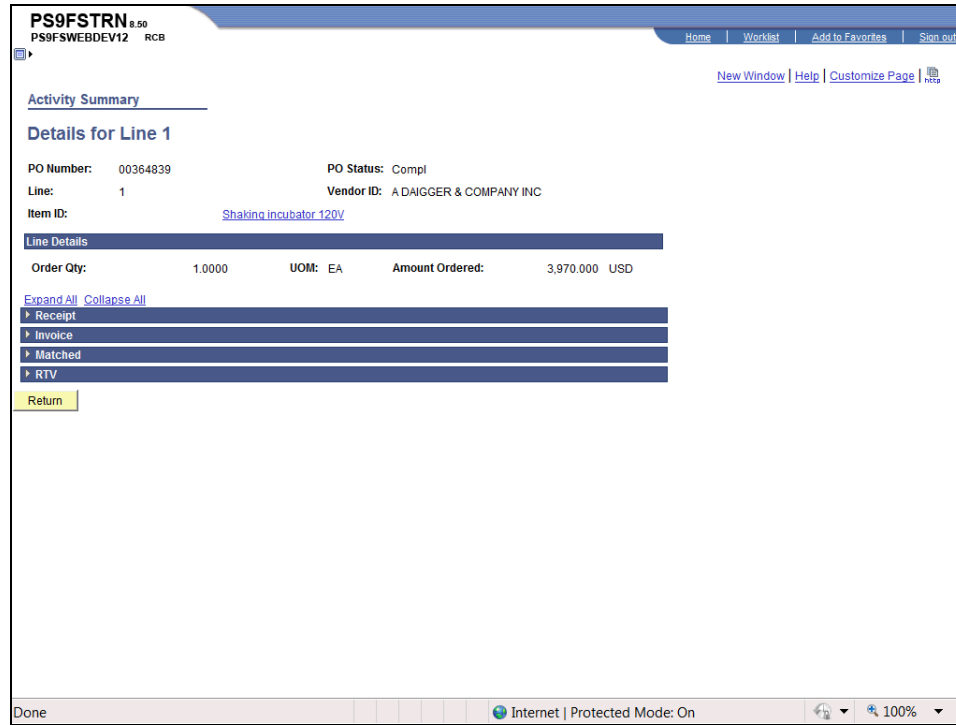
Lines


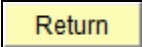
Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		Shaking incubator 120V	EA	1.0000	3,970.000	USD	<input type="checkbox"/>
2		Fixing Clip Attachment F/8872	EA	1.0000	520.000	USD	<input type="checkbox"/>
3		Basic Holder F/8872	EA	1.0000	350.000	USD	<input type="checkbox"/>

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

Done Internet | Protected Mode: On 100%

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



Step	Action
9.	Click the Expand All link. 
10.	View line detail information for line 1. Click the Return button. 

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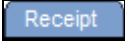

Activity Summary

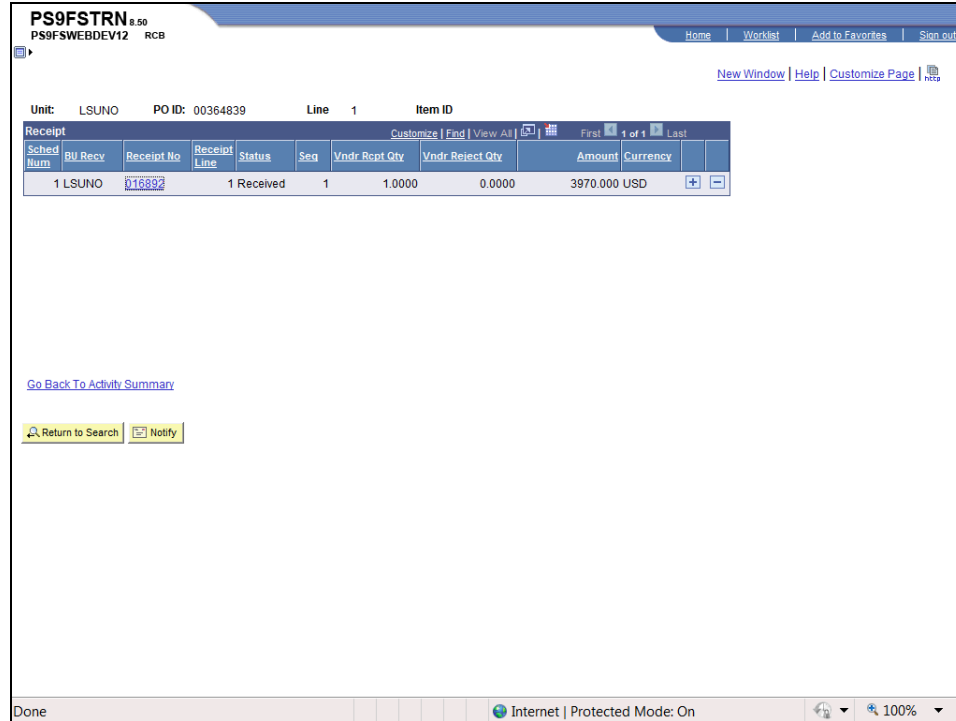
Unit: LSUNO PO Status: Compl
PO ID: 00364839 Vendor: A DAIGGER & COMPANY INC

Line	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/8872	EA	1.0000	520.000	USD	
3		Basic Holder F/8872	EA	1.0000	350.000	USD	

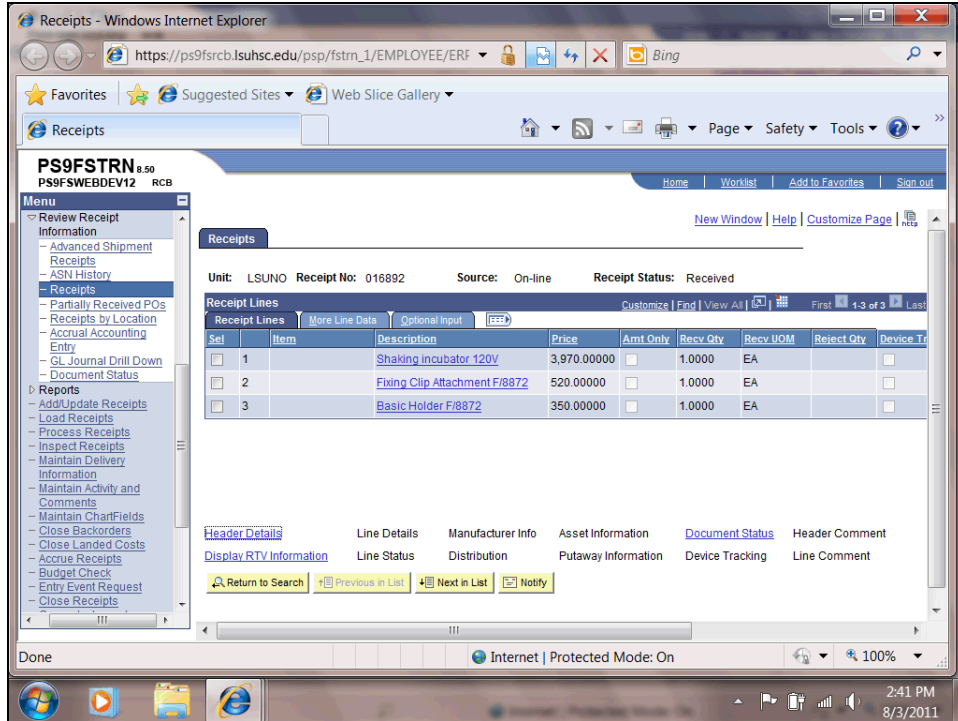
Return to Search | Notify



Internet | Protected Mode: On | 100%

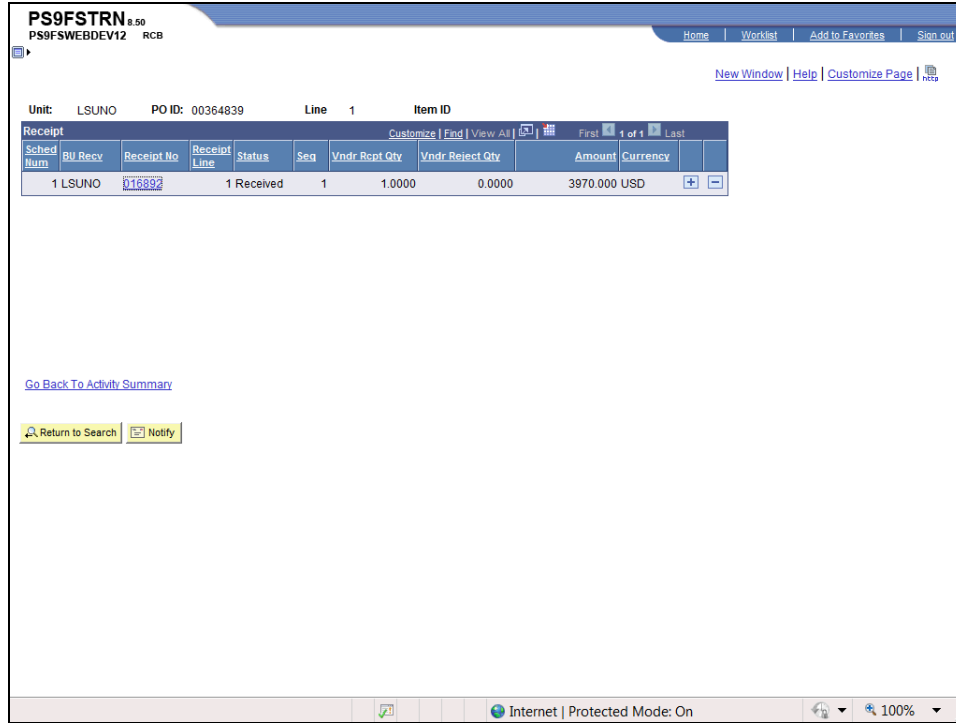
Step	Action
11.	Click the Receipt tab. 
12.	Receipt <ul style="list-style-type: none"> • Qty Received – The quantity received in the shipment for the PO line. • Qty Accepted – The quantity accepted from the shipment. • Open Quantity – The quantity not yet received. • Open Amount – The amount not yet received.
13.	<i>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.</i> Click the Receipt button. 



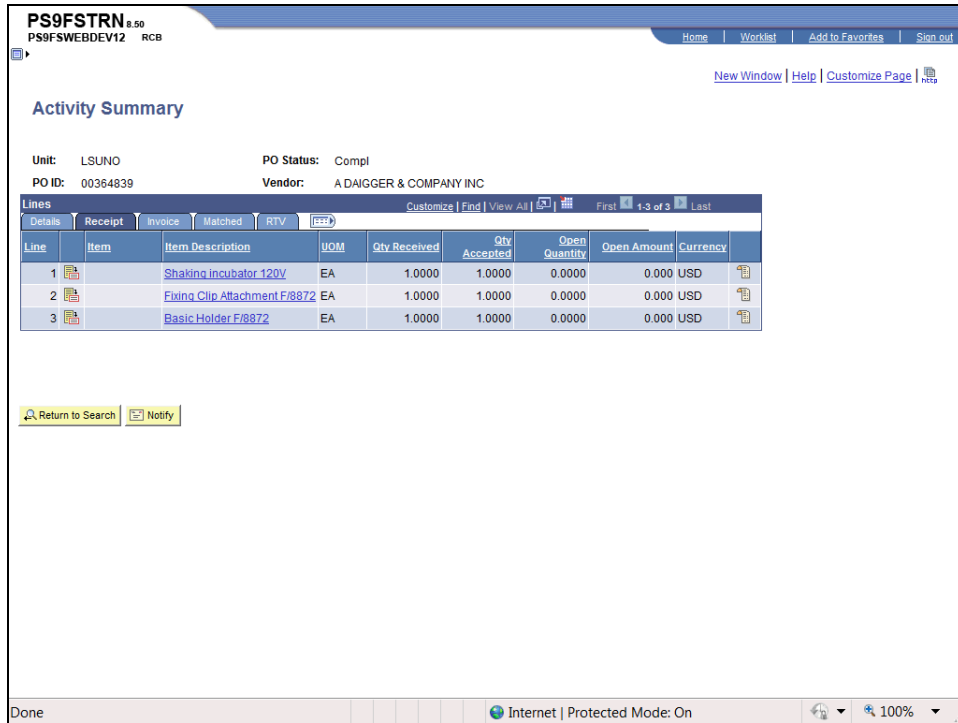
Step	Action
14.	<p>You do not have to access the Receipts page (shown later in this exercise) to retrieve the Receipt ID and/or Receipt Line Number, as the information is shown here on this page.</p> <p>Click the Receipt No - 016892 link to access the Receipts page. This action will open a new window.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

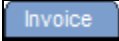


Step	Action
15.	<p>You can also access the Receipts page by navigating from the Main Menu.</p> <p>Click the Close button.</p> 
16.	<p>View the Receipts page.</p> <p>Click the Close button.</p> 



Step	Action
17.	Click the Go Back To Activity Summary link. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Go Back To Activity Summary </div>



Step	Action
18.	Click the Invoice tab. 
19.	<p>Invoice</p> <ul style="list-style-type: none"> • Quantity Invoiced – The quantity (invoiced) of item(s) paid for on the PO line. • Amt Invoiced – The amount (invoiced) of the item(s) paid for on the PO line. <p>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.</p> <p>Although the Invoice (i.e. the document from the vendor) and Voucher (i.e. the document generated by Accounts Payable in the PeopleSoft system to pay the vendor invoice) are really two separate documents, PeopleSoft refers to a Voucher as an Invoice. Vouchers are generated by AP in the PeopleSoft system for anything that shows payment for funds in your department:</p> <ul style="list-style-type: none"> • Invoice (for Vendors) • Advance Payment (for Direct Pay and Travel)

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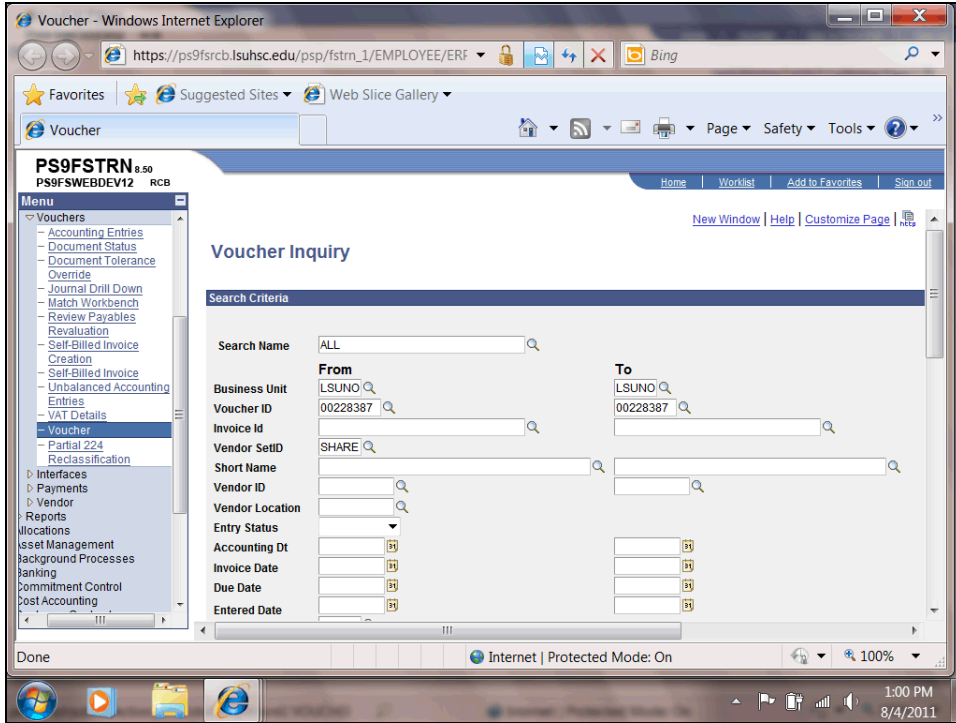
Activity Summary


Unit: LSUNO PO Status: Compl
PO ID: 00364839 Vendor: A DAIGGER & COMPANY INC

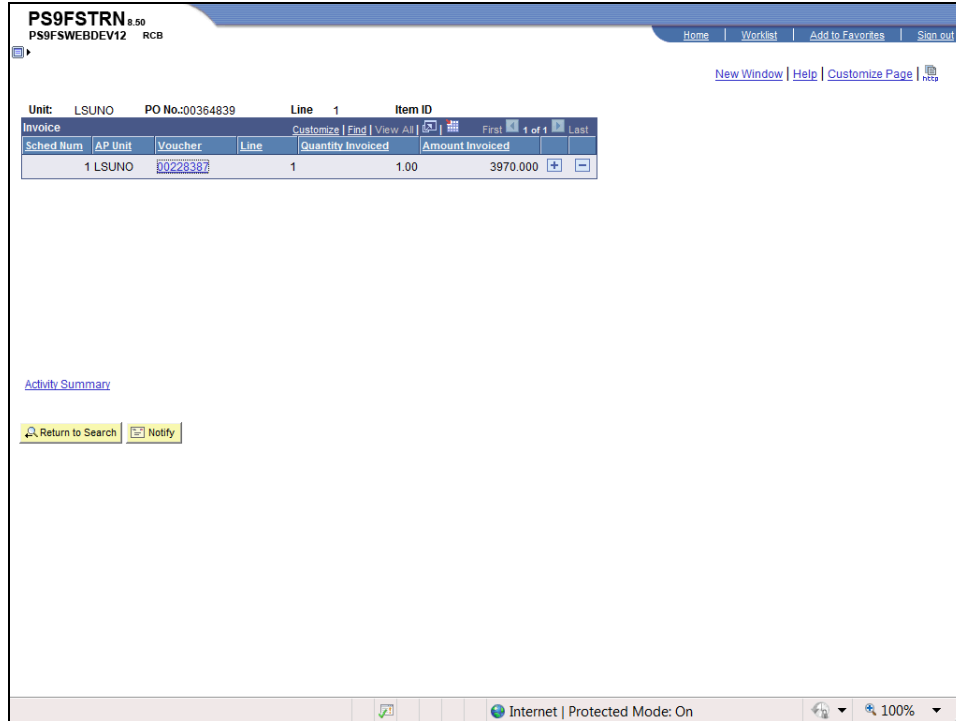
Line	Item	Item Description	UOM	Quantity Invoiced	Amount Only	Amt Invoiced	Currency	Un-invoiced Quantity	Un-invoiced Amount	Currency
1		Shaking incubator 120V	EA	1.00		3,970.000	USD	0.0000	0.000	USD
2		Fixing Clip Attachment F/8872	EA	1.00		520.000	USD	0.0000	0.000	USD
3		Basic Holder F/8872	EA	1.00		350.000	USD	0.0000	0.000	USD

Return to Search | Notify

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



Step	Action
23.	View the Voucher Inquiry page. Click the Close button. 



Step	Action
24.	Click the Activity Summary link. Activity Summary

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Activity Summary



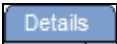
Unit: LSUNO PO Status: Compl
PO ID: 00364839 Vendor: A DAIGGER & COMPANY INC

Lines


Line	Item	Item Description	UOM	Quantity Invoiced	Amount Only	Amt Invoiced	Currency	Un-invoiced Quantity	Un-invoiced Amount	Currency
1		Shaking incubator 120V	EA	1.00		3,970.000	USD	0.0000	0.000	USD
2		Fixing Clip Attachment F/8872	EA	1.00		520.000	USD	0.0000	0.000	USD
3		Basic Holder F/8872	EA	1.00		350.000	USD	0.0000	0.000	USD

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

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Step	Action
25.	Click the Matched tab. 
26.	View the Qty Matched and the Amt Matched. Click the RTV tab. 
27.	View the Qty Returned and the Amount Returned. Click the Details tab. 
28.	Analyzing the PO Activity Summary Page When analyzing the PO, the general order of review will be as follows: Receipt > Purchase Order > Voucher The issues to consider are: <ul style="list-style-type: none"> • Receipt – Does the item(s) need Receipt in PeopleSoft? • Purchase Order – Does the PO or line(s) on the PO need to be changed or cancelled? • Voucher – Does the PO need to be closed?

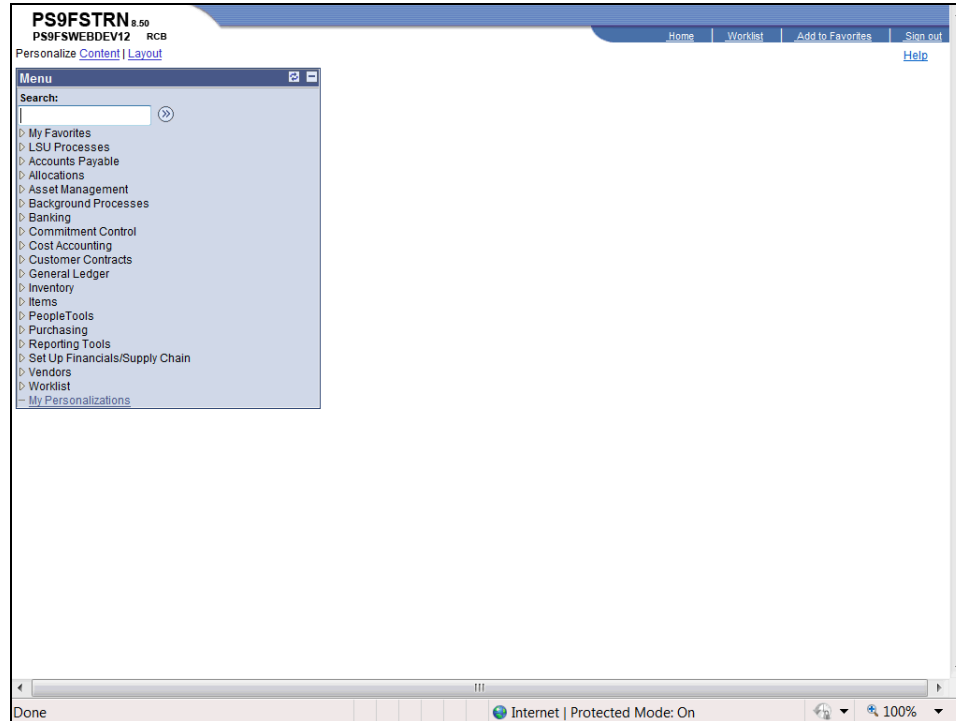
Step	Action
29.	<p>Four scenarios have been found to occur when analyzing the PO Activity Summary Page. These four scenarios arise from the Receipt (scenario 1 & 2), Purchase Order (scenario 3) and/or Voucher (scenario 4) are as follows:</p> <ol style="list-style-type: none"> 1. The PO line has been 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). <p>Analyzing these four scenarios is shown in the steps that follow.</p>
30.	<p>Receipt</p> <ol style="list-style-type: none"> 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: <p>Solution: The PO should be closed by Purchasing.</p>
31.	<p>Receipt</p> <ol style="list-style-type: none"> 2. The PO line item(s) were ordered and physically received in the Department, but not vouchered (i.e. paid by Accounts Payable). <p>Solution: 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.</p>
32.	<p>Purchase Order</p> <ol style="list-style-type: none"> 3. The PO line(s) need to be canceled and/or changed. <p>Solution: Contact Purchasing (i.e. the Buyer) to request the PO line(s) be canceled and/or changed.</p>
33.	<p>Voucher</p> <ol style="list-style-type: none"> 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). <p>Solution: The PO can be closed through PO Reconciliation Workbench by Purchasing.</p>

Step	Action
34.	<p>For tips on analyzing all encumbrance amount on departmental accounts, including additional information regarding the four scenarios discussed above, see:</p> <ul style="list-style-type: none"> • The Access the CLEANUP Public Queries that Augment the Procurement and Requisition Budgetary Activity Reports handout; or • The PeopleSoft Support Website: http://www.lsuhs.edu/ps/support/info%20release20fin.aspx <p>Information Release #11(R) - LSUSH – Encumbrance Analysis Tips and Information Release #44 – LSUNO – Encumbrance Analysis Tips.</p>
35.	<p>Click the Home link.</p> 
36.	<p>This completes View and Analyze the PO Activity Summary. End of Procedure.</p>

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 Purchasing link. ▶ Purchasing
2.	Click the Receipts link. ▶ Receipts
3.	Click the Review Receipt Information link. ▶ Review Receipt Information
4.	Click the Receipts link. - Receipts

Step	Action
5.	Enter the desired information into the Receipt Number field. Enter " 016892 ".
6.	Click the Search button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>

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Receipts

Unit: LSUNO Receipt No: 016892 Source: On-line Receipt Status: Received


Receipt Lines Customize | Find | View All | First 1-3 of 3 Last

Set	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track
<input type="checkbox"/>	1	Shaking incubator 120V	3,970.00000	<input type="checkbox"/>	1.0000	EA		<input type="checkbox"/>
<input type="checkbox"/>	2	Fixing Clip Attachment F/8872	520.00000	<input type="checkbox"/>	1.0000	EA		<input type="checkbox"/>
<input type="checkbox"/>	3	Basic Holder F/8872	350.00000	<input type="checkbox"/>	1.0000	EA		<input type="checkbox"/>

[Header Details](#) [Line Details](#) [Manufacturer Info](#) [Asset Information](#) [Document Status](#) [Header Comment](#)
[Display RTV Information](#) [Line Status](#) [Distribution](#) [Putaway Information](#) [Device Tracking](#) [Line Comment](#)

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

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Step	Action
7.	Click the Show all columns button. 

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Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Receipts

Unit: LSUNO Receipt No: 016892 Source: On-line Receipt Status: Received


Receipt Lines

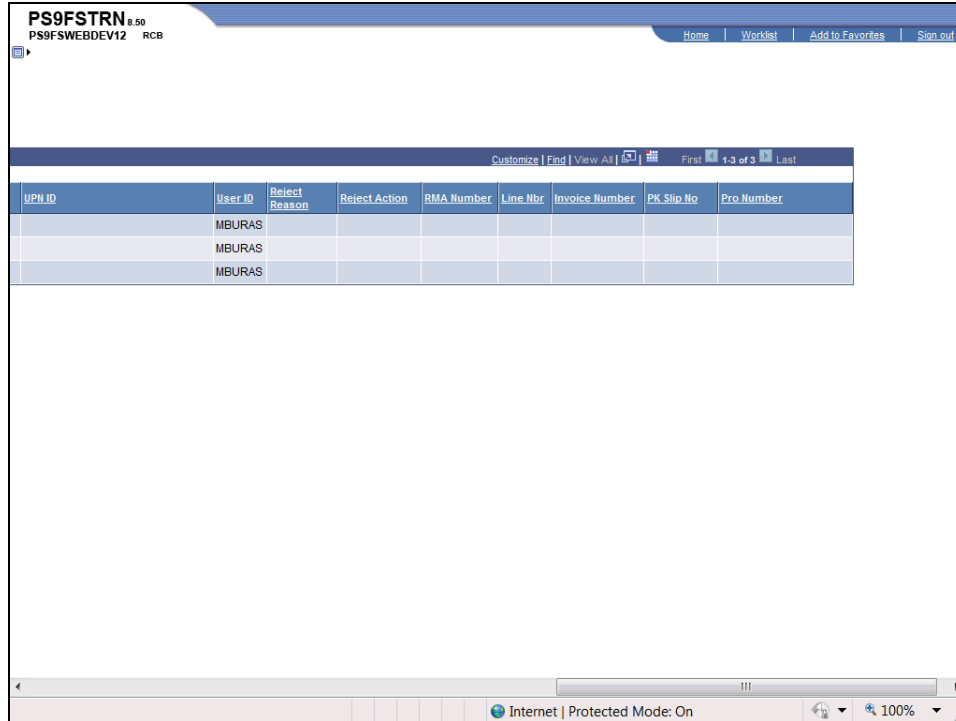
Sel	Item	Description	Price	Amt. Only	Recv. Qty	Recv. UOM	Reject Qty	Device Track	Insp. Qty	Accept Qty	Net Recv
<input type="checkbox"/>	1	Shaking incubator 120V	3,970.00000	<input type="checkbox"/>	1.0000	EA		<input type="checkbox"/>		1.0000	1.0000
<input type="checkbox"/>	2	Fixing Clip Attachment F/8872	520.00000	<input type="checkbox"/>	1.0000	EA		<input type="checkbox"/>		1.0000	1.0000
<input type="checkbox"/>	3	Basic Holder F/8872	350.00000	<input type="checkbox"/>	1.0000	EA		<input type="checkbox"/>		1.0000	1.0000


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

Return to Search Previous in List Next in List Notify

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Step	Action
8.	Click the Right button of the scrollbar to view additional information. 

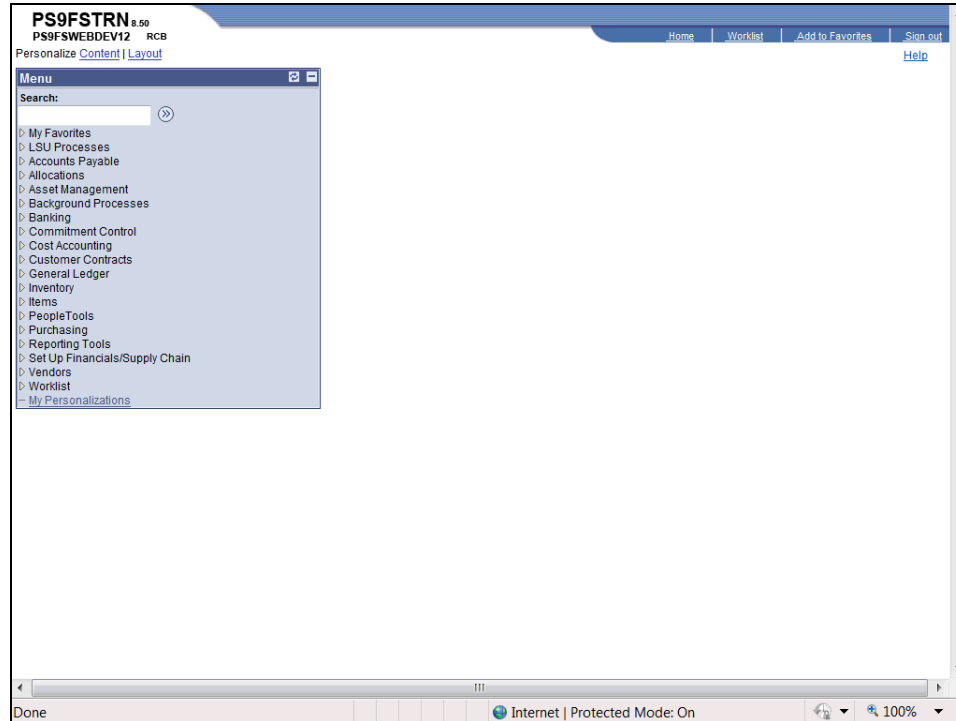


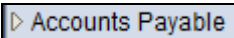
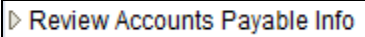
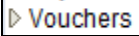
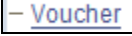
Step	Action
9.	Click the Home link. 
10.	This completes View the Receipts Page for a PO Line . End of Procedure.


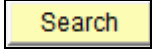


View the Voucher Inquiry Page for a PO Line


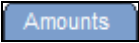



Procedure

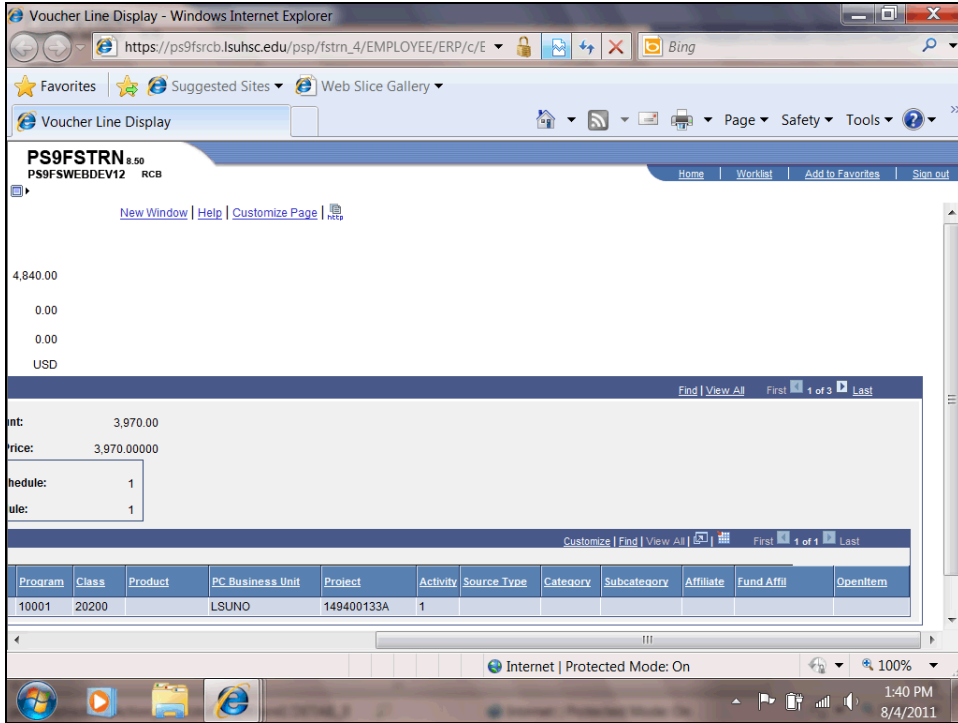
In this topic you will learn how to **View the Voucher Inquiry Page for a PO Line**.




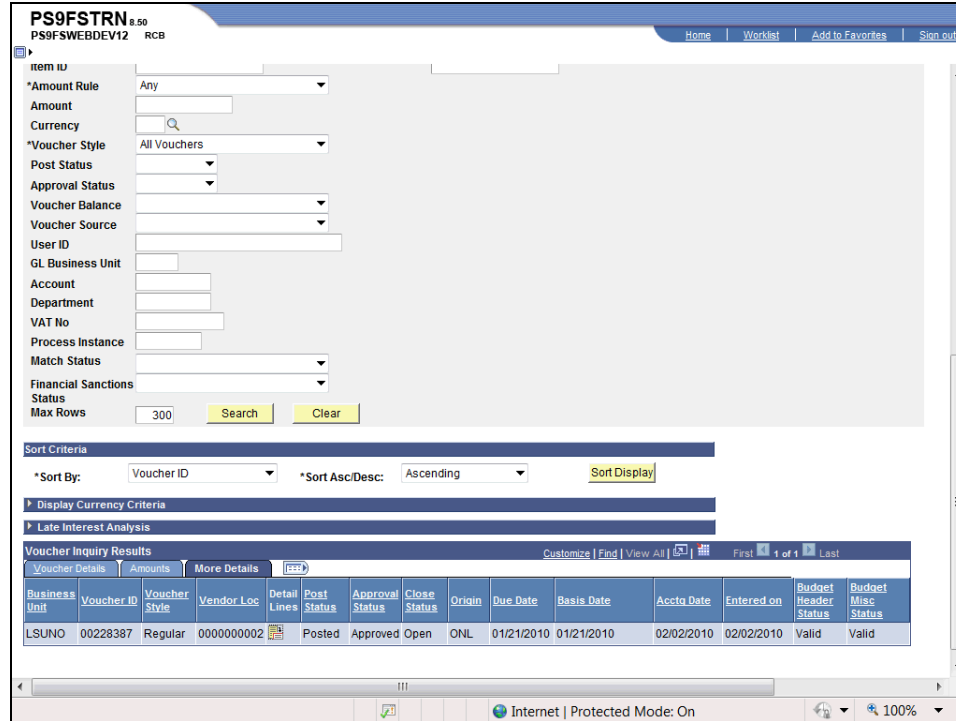
Step	Action
1.	Click the Accounts Payable link. 
2.	Click the Review Accounts Payable Info link. 
3.	Click the Vouchers link. 
4.	Click the Voucher link. 


Step	Action
5.	<p>Vouchers are generated by AP in the PeopleSoft system for anything showing payment of funds for your Department:</p> <ul style="list-style-type: none"> • Invoice (for vendors) • Advance Payment (for direct pay and travel) <p>The following Business Units may be used to view Vouchers for Purchase Orders, Travel or Direct Pay when searching from the Voucher Inquiry page:</p> <p>LSUNO: LSUNO for Public and General Requisitions and Purchase Orders LSUNE for Internal Travel and Direct Pay</p> <p>LSUSH: LSUSH for Public and General Requisitions and Purchase Orders LSUSE for Internal Travel and Direct Pay</p>
6.	Enter the desired information into the Voucher ID From field. Enter "00228387".
7.	Enter the desired information into the Voucher ID To field. Enter "00228387".
8.	<p>Click the Vertical scrollbar to scroll down to the bottom of the page.</p> 
9.	<p>Click the Search button.</p> 
10.	<p>Click the Vertical scrollbar to scroll down to the bottom of the page and view the Voucher Inquiry results.</p> 
11.	<p>View the fields on the Details page.</p> <p>Invoice Date - The date the voucher was generated</p> <p>Click the Payment Info button to view payment information.</p> 
12.	<p>View the Payment page.</p> <p>Bank Code/Account - BKOL for LSUNO, LSUNA and LSUNE; BKDG for LSUSH and LSUSE.</p> <p>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.</p> <p>Payment Date - Date payment of voucher is made (i.e. date of the check).</p> <p>Payment Amount - Amount of the check (i.e. the check could include payment of several vouchers for a specific vendor).</p> <p>Voucher Paid Amount - Amount that was paid for the voucher being viewed.</p> <p>Payment Status - Indicates the status of the payment (i.e. Paid, Void, blank until a credit is applied, etc.).</p>

Step	Action
13.	Click the Back To Voucher Inquiry link. 
14.	Click the Amounts tab. 
15.	View the Amounts page. Gross Invoice Amount - Amount of the Voucher Click the More Details tab. 
16.	View the fields on the More Details page. Due Date - 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 Detail Lines button. This action will open a new window. 
17.	Click the Horizontal scrollbar to view additional fields. 



Step	Action
18.	<p>View additional fields.</p> <p>Click the Close button.</p> 

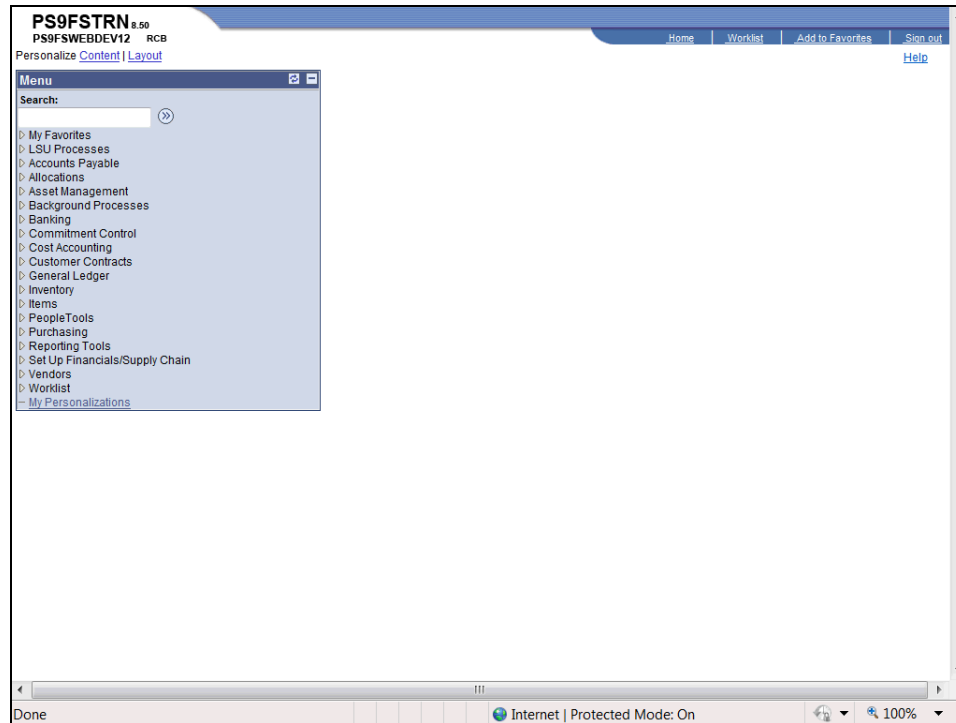


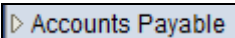
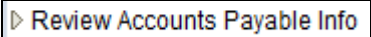
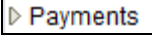
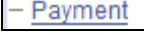
Step	Action
19.	Click the Home link. 
20.	This completes View the Voucher Inquiry Page for a PO line. End of Procedure.

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. 
2.	Click the Review Accounts Payable Info link. 
3.	Click the Payments link. 
4.	Click the Payment link. 

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New Window | Help | Customize Page | Help

Payment Inquiry

Search Criteria

Search Name: ALL

Vendor Name: From [] To []

*Amount Rule: Any

Amount: []

Currency: []

Bank SetID: SHARE

Bank Code: []

Bank Account: []

Bank Account #: []

Reference: []

Payment Date: []

Payment Method: []

Pay Cycle: []

Seq Num: []

Payment Status: []

Remit SetID: SHARE

Remit Vendor: []

Settle By: []

Settlement Status: []

Single Payment Vouchers:

Max Rows: 300





Show Chart *Chart Type: Bar Chart




Sorting Criteria

Done

Internet | Protected Mode: On

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

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 Payment Reference ID 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. 
12.	Click the Additional Info tab. 

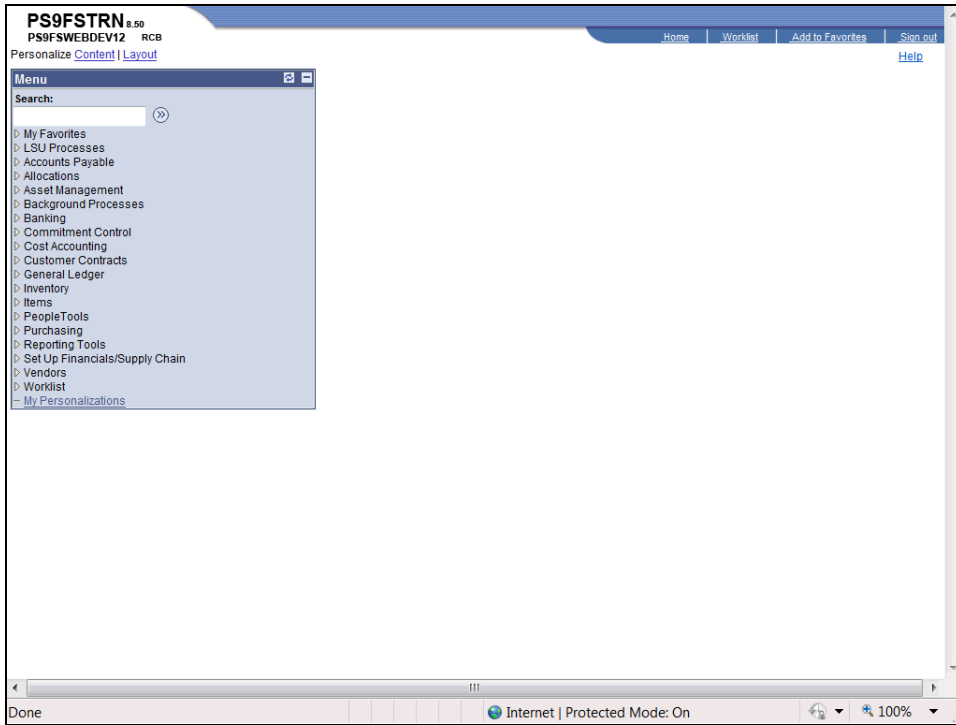
Step	Action
13.	<p>View the fields on the Additional info page.</p> <p>Click the Vendor Details tab.</p> 
14.	<p>View the fields on the Vendor Details page.</p> <p><i>NOTE: This is the Remit Address where the check was mailed.</i></p> <p>Click the Financial Gateway tab.</p> 
15.	<p>Click the Home link.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

Inquire on a Purchase Order to Determine the Receiving Options

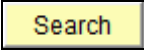
Procedure

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.



Step	Action
2.	Click the Purchasing link. ▶ Purchasing
3.	Click the Purchase Orders link. ▶ Purchase Orders
4.	Click the Review PO Information link. ▶ Review PO Information
5.	Click the Purchase Orders link. - Purchase Orders

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

PS9FSTRN 8.50
PS9FSWEBDEV12 RCB

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New Window | Help | Customize Page | Help

Purchase Order Inquiry

Purchase Order

Unit: LSUNO PO Status: Compl
PO ID: 00364839 Budget Status: Valid

Header

PO Date: 11/18/2009 Doc Tol Status: Valid
Vendor: A DAIGGER & CO Backorder Status: None
Vendor ID: 0000001228 [Vendor Details](#) Receipt: Received
Buyer: Tremblay, William Hold From Further Processing

PO Reference: 0032115

[Header Details](#) [All RTV](#) [Matching](#)
[Header Comments...](#) [Document Status](#)
[Change Order](#) [Change Order Comments](#)

Amount Summary


Merchandise: 4840.00
Freight/Tax/Misc.: 0.00
Total: 4840.00 USD

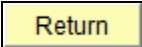
Select Lines To Display

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1		Shaking Incubator 120V	00082	1.0000	EA	3970.00 USD	Closed
2		Fixing Clip Attachment F/8872	00082	1.0000	EA	520.00 USD	Closed
3		Basic Holder F/8872	00082	1.0000	EA	350.00 USD	Closed

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

Done Internet | Protected Mode: On 100%

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 " Required " displays to the right of the field, a receipt must be entered for this PO. If " Do Not " displays, then a receipt will not be entered for the PO.

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

PS9FSTRN e.s.o.
PS9FSWEBDEV12 RCB

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

Purchase Order Inquiry

Purchase Order

Unit: LSUNO PO Status: Compl
PO ID: 00364839 Budget Status: Valid

Header

PO Date: 11/18/2009 Doc Tol Status: Valid
Vendor: A DAIGGER & CO Backorder Status: None
Vendor ID: 0000001228 [Vendor Details](#) Receipt: Received
Buyer: Tremblay, William Hold From Further Processing
PO Reference: 0032115

Amount Summary

Merchandise: 4840.00
Freight/Tax/Misc.: 0.00
Total: 4840.00 USD

[Header Details](#) [All RTV](#) [Matching](#)
[Header Comments...](#) [Document Status](#)
[Change Order](#) [Change Order Comments](#)

Select Lines To Display

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1		Shaking Incubator 120V	00082	1.0000	EA	3970.00 USD	Closed
2		Fixing Clip Attachment F/8872	00082	1.0000	EA	520.00 USD	Closed
3		Basic Holder F/8872	00082	1.0000	EA	350.00 USD	Closed

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

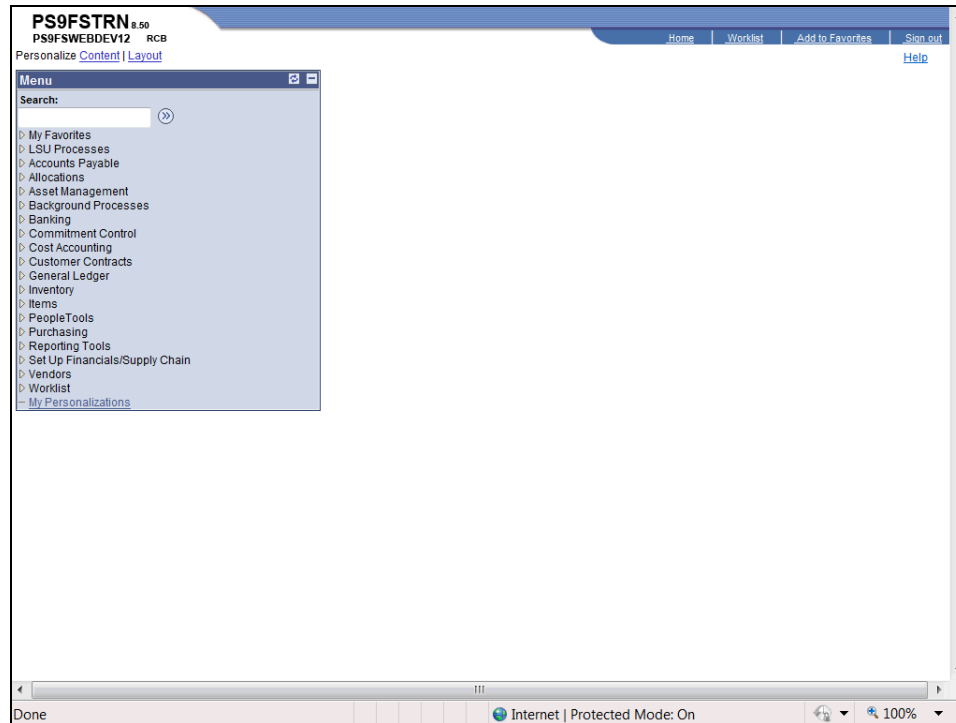
Done Internet | Protected Mode: On 100%

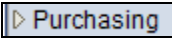
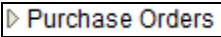
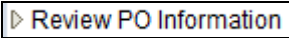

Step	Action
11.	Click the Home link. Home
12.	This completes Inquire on a Purchase Order to Determine the Receiving Option. End of Procedure.

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 Purchasing link. 
2.	Click the Purchase Orders link. 
3.	Click the Review PO Information link. 
4.	Click the Document Status link. 

PS9FSTRN 8.50
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Home | Worklist | Add to Favorites | Sign out

New Window | Help | Help

Purchase Order Document Status

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit: = LSUNO

PO Number: begins with

Purchase Order Date: =

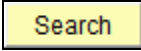
Origin: begins with

Purchase Order Reference: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Internet | Protected Mode: On 100%

Step	Action
5.	Enter the desired information into the PO Number 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). <i>NOTE: You can only access the Voucher and Payment Inquiry pages if you have the proper security.</i>

PS9FSTRN 8.50
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Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

PO Document Status

Document Status

Business Unit: LSUNO PO ID: [00364839](#) Status: Compl
 Document Date: 11/18/2009 Document Type: Purchase Order Budget Status: Valid
 Currency: USD Amount: 4,840.00
 Buyer: Tremblay, William

Associated Document Customize | Find | View All | First 1-4 of 4 Last

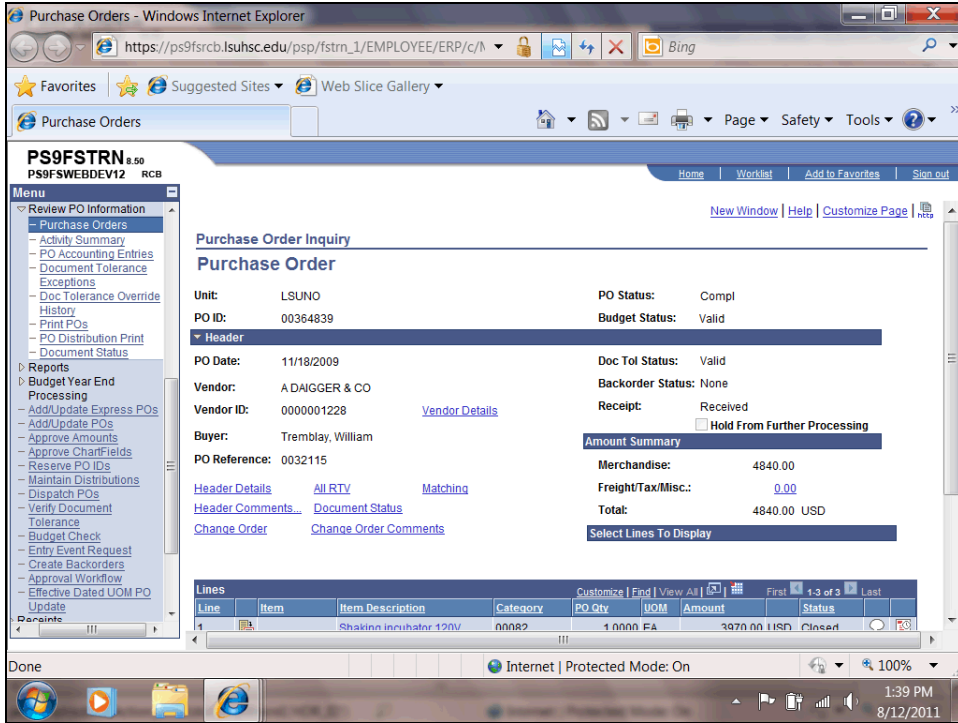
SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
	LSUNO	REQ	0032115	Complete	11/13/2009		
	LSUNO	Receipt	016892	Received	02/01/2010	0000001228	0000000001
	LSUNO	Voucher	00228387	Posted	01/21/2010	0000001228	0000000002
SHARE		Payment	0000346956	Posted	02/03/2010	0000001228	0000000002


[Return to Search](#)

Done Internet | Protected Mode: On 100%

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





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

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Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

PO Document Status

Document Status

Business Unit: LSUNO PO ID: [00364839](#) Status: Compl
 Document Date: 11/18/2009 Document Type: Purchase Order Budget Status: Valid
 Currency: USD Amount: 4,840.00
 Buyer: Tremblay, William

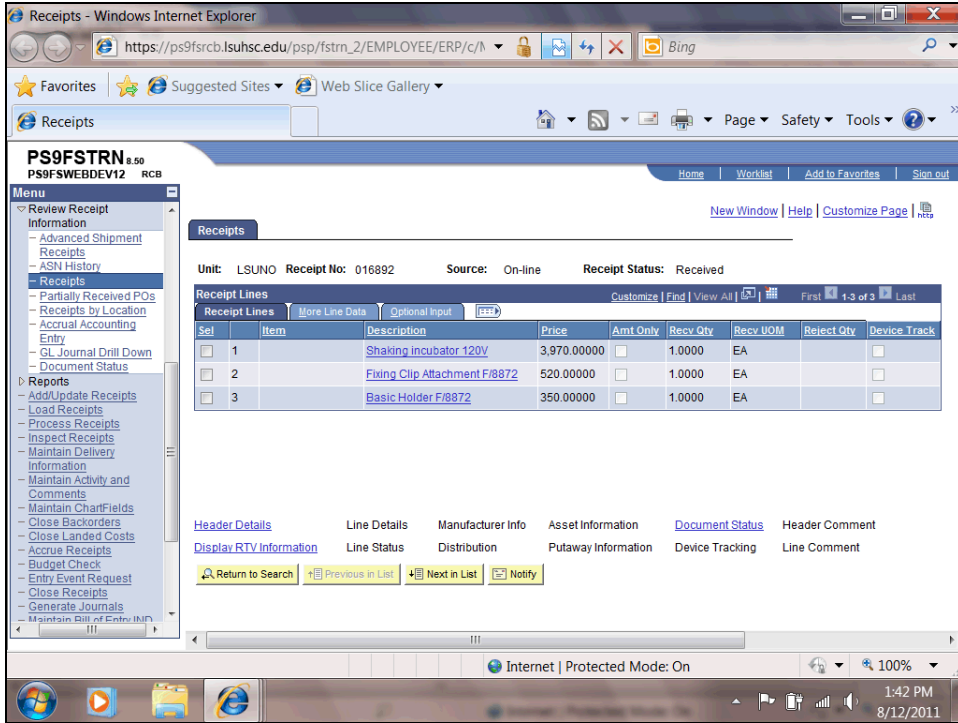
Associated Document Customize | Find | View All | First 1-4 of 4 Last


SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
	LSUNO	REQ	0032115	Complete	11/13/2009		
	LSUNO	Receipt	016892	Received	02/01/2010	0000001228	0000000001
	LSUNO	Voucher	00228387	Posted	01/21/2010	0000001228	0000000002
SHARE		Payment	0000346956	Posted	02/03/2010	0000001228	0000000002

[Return to Search](#)

Internet | Protected Mode: On 100%

Step	Action
10.	Click the Receipt Doc ID 016892 link to view receipt information. This action will open a new window. 016892



Step	Action
11.	<p>View the Receipts Inquiry page.</p> <p>Click the Close button to return to the Document Status page.</p> 

PS9FSTRN 8.50
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Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

PO Document Status

Document Status

Business Unit: LSUNO PO ID: [00364839](#) Status: Compl
 Document Date: 11/18/2009 Document Type: Purchase Order Budget Status: Valid
 Currency: USD Amount: 4,840.00
 Buyer: Tremblay, William

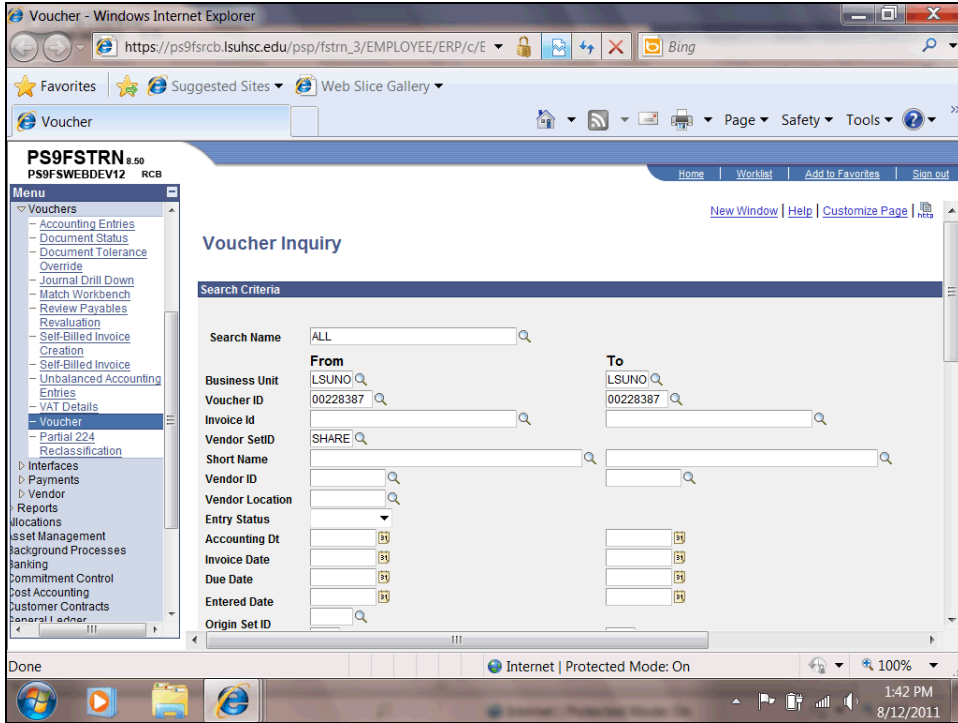
Associated Document Customize | Find | View All | First 1-4 of 4 Last


SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
	LSUNO	REQ	0032115	Complete	11/13/2009		
	LSUNO	Receipt	016892	Received	02/01/2010	0000001228	0000000001
	LSUNO	Voucher	00228387	Posted	01/21/2010	0000001228	0000000002
SHARE		Payment	0000346956	Posted	02/03/2010	0000001228	0000000002

[Return to Search](#)

Internet | Protected Mode: On 100%

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



Step	Action
13.	<p>View the Voucher Inquiry page.</p> <p><i>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.</i></p> <p>Click the Close button to return to the Document Status page.</p> 

PS9FSTRN 8.50
PS9FSWEBDEV12 RCB

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

PO Document Status

Document Status

Business Unit: LSUNO PO ID: [00364839](#) Status: Compl
 Document Date: 11/18/2009 Document Type: Purchase Order Budget Status: Valid
 Currency: USD Amount: 4,840.00
 Buyer: Tremblay, William

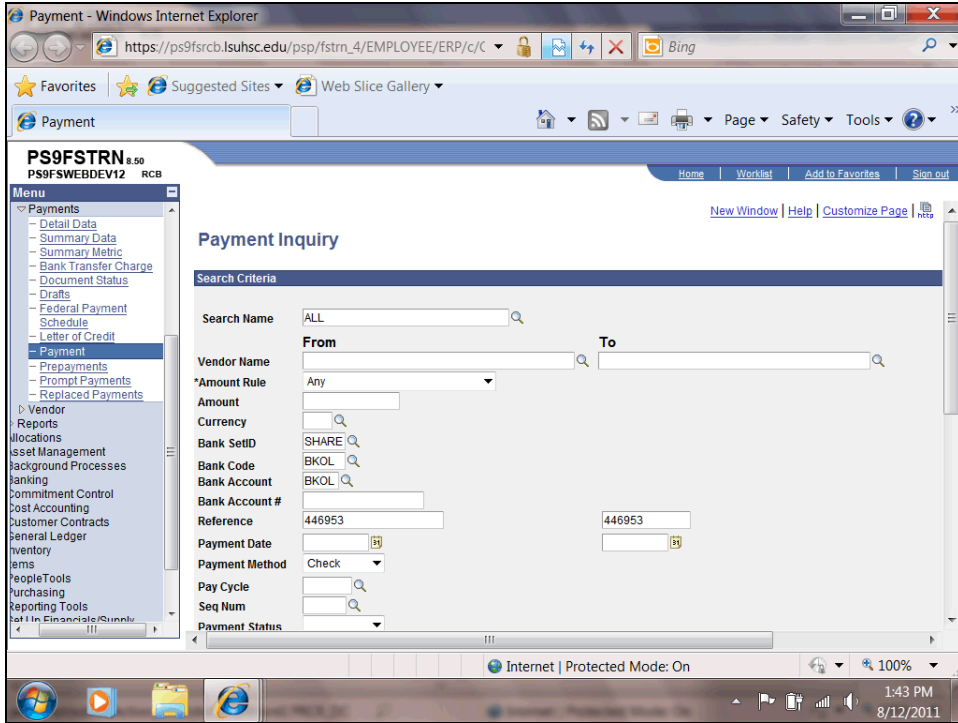
Associated Document Customize | Find | View All | First 1-4 of 4 Last


SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
	LSUNO	REQ	0032115	Complete	11/13/2009		
	LSUNO	Receipt	016892	Received	02/01/2010	0000001228	0000000001
	LSUNO	Voucher	0228387	Posted	01/21/2010	0000001228	0000000002
SHARE		Payment	0000346956	Posted	02/03/2010	0000001228	0000000002

[Return to Search](#)

Internet | Protected Mode: On 100%

Step	Action
14.	<p>Click the Payment Doc ID 0000346956 link to view the Payment Inquiry page.</p> <p><i>NOTE: You will only be able to view this page is you have the appropriate security access.</i></p> <p>0000346956</p>



Step	Action
15.	<p>View the Payment Inquiry page.</p> <p>Click the Close button to return to the Document Status page.</p> 

PS9FSTRN 8.50
PS9FSWEBDEV12 RCB

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

PO Document Status


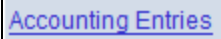
Document Status

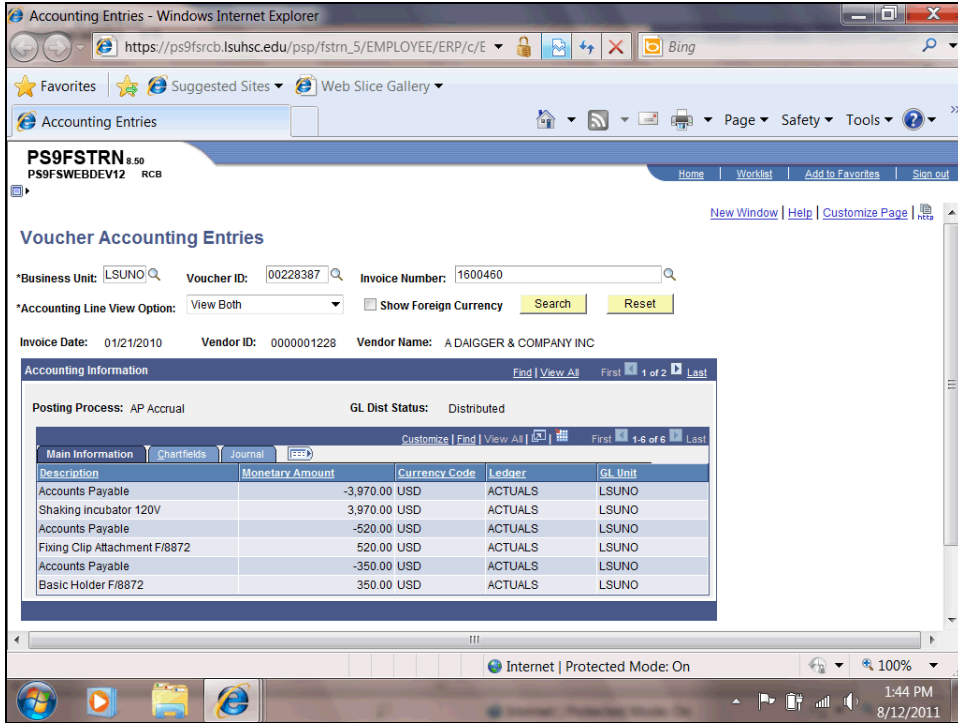
Business Unit: LSUNO PO ID: [00364839](#) Status: Compl
 Document Date: 11/18/2009 Document Type: Purchase Order Budget Status: Valid
 Currency: USD Amount: 4,840.00
 Buyer: Tremblay, William




Associated Document Customize | Find | View All | First 1-4 of 4 Last

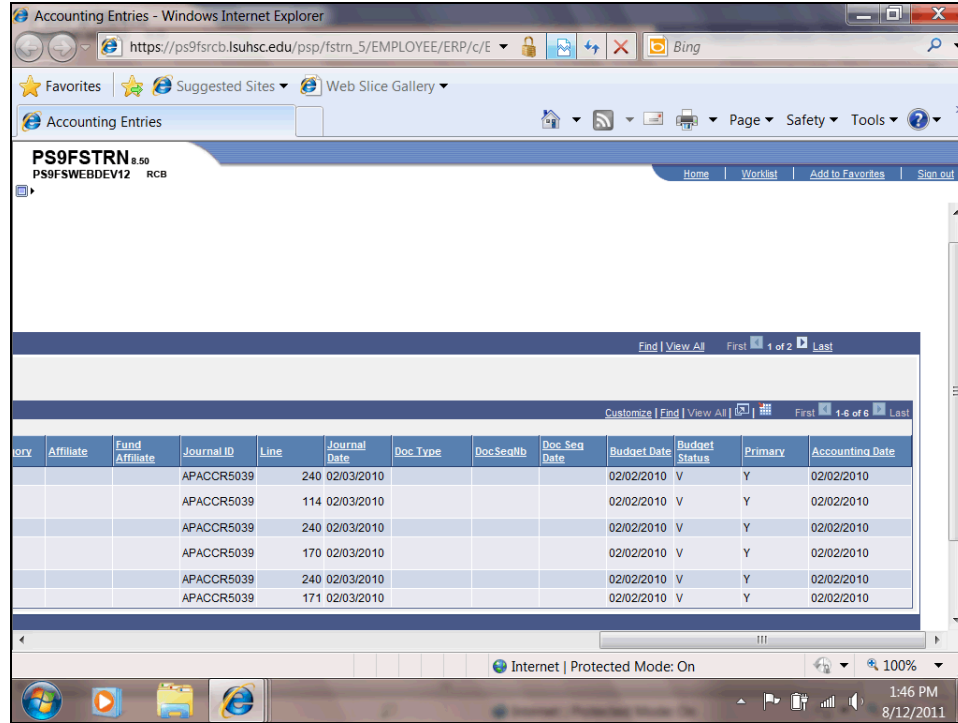
SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
LSUNO	REQ	0032115	Complete	11/13/2009			
LSUNO	Receipt	016892	Received	02/01/2010	0000001228	0000000001	
LSUNO	Voucher	00228387	Posted	01/21/2010	0000001228	0000000002	
SHARE	Payment	0000346958	Posted	02/03/2010	0000001228	0000000002	


[Return to Search](#)

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



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



Step	Action
21.	Click the Close button to return to the Document Status page. 

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Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

PO Document Status

Document Status


Business Unit: LSUNO PO ID: 00364839 Status: Compl
 Document Date: 11/18/2009 Document Type: Purchase Order Budget Status: Valid
 Currency: USD Amount: 4,840.00
 Buyer: Tremblay, William

Associated Document Customize | End | View All | First 1-4 of 4 Last

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	Match Workbench	Accounting Entries
	LSUNO	REQ	0032115	Complete	11/13/2009				Accounting Entries
	LSUNO	Receipt	016892	Received	02/01/2010	0000001228	0000000001		Accounting Entries
	LSUNO	Voucher	00228387	Posted	01/21/2010	0000001228	0000000002	Match Workbench	Accounting Entries
SHARE		Payment	0000346956	Posted	02/03/2010	0000001228	0000000002		Accounting Entries

Return to Search

Internet | Protected Mode: On 100%

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

PS9FSTRN 8.50
PS9FSWEBDEV12 RCB

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

PO Document Status


Document Status

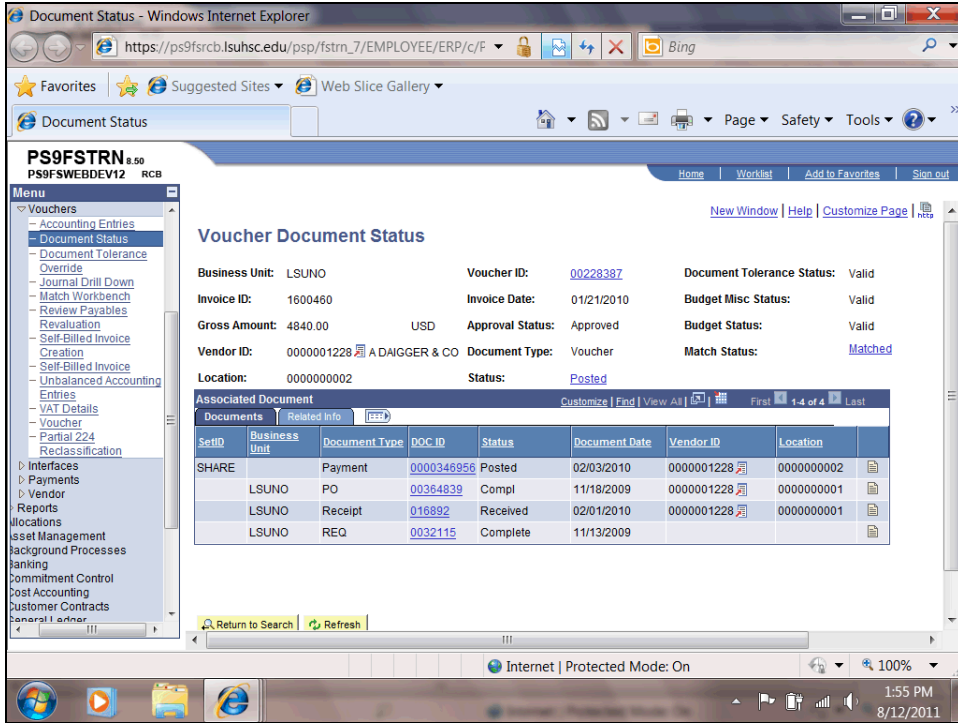
Business Unit: LSUNO PO ID: [00364839](#) Status: Compl
 Document Date: 11/18/2009 Document Type: Purchase Order Budget Status: Valid
 Currency: USD Amount: 4,840.00
 Buyer: Tremblay, William


Associated Document Customize | Find | View All | First 1-4 of 4 Last

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	Match Workbench	Accounting Entries
	LSUNO	REQ	0032115	Complete	11/13/2009				Accounting Entries
	LSUNO	Receipt	018892	Received	02/01/2010	0000001228	0000000001		
	LSUNO	Voucher	00228387	Posted	01/21/2010	0000001228	0000000002	Match Workbench	Accounting Entries
SHARE		Payment	0000346956	Posted	02/03/2010	0000001228	0000000002		Accounting Entries

[Return to Search](#)

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



Step	Action
24.	<p>View the Receipt Document Status page. From this page you can navigate to any Document Type Inquiry page.</p> <p>Click the Close button to return to the PO Document Status page.</p> 

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PS9FSWEBDEV12 RCB

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

PO Document Status


Document Status

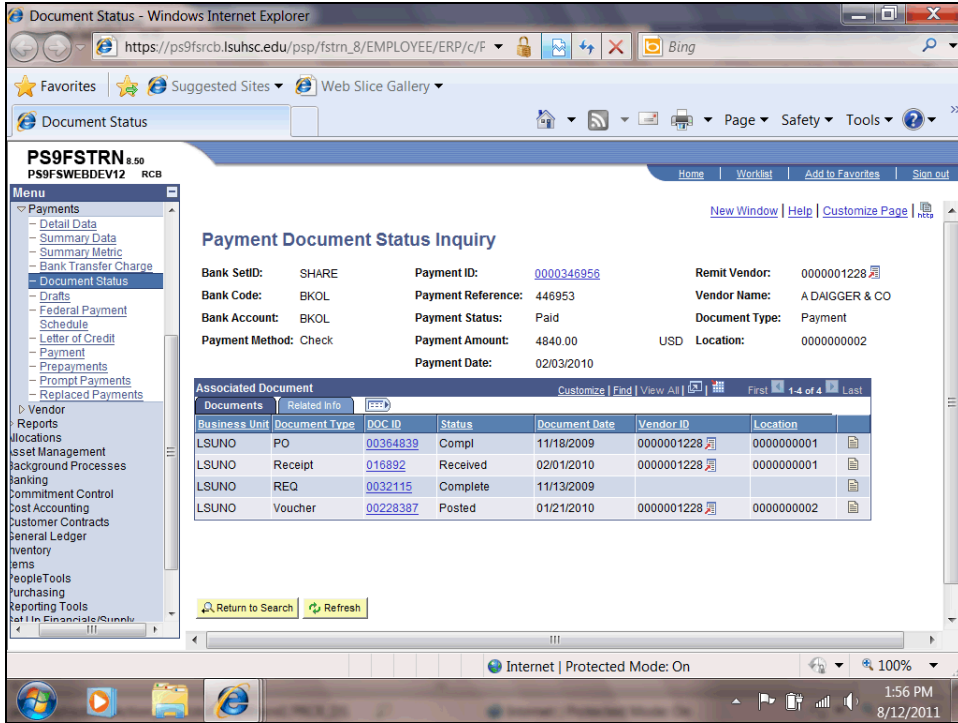
Business Unit: LSUNO PO ID: [00364839](#) Status: Compl
 Document Date: 11/18/2009 Document Type: Purchase Order Budget Status: Valid
 Currency: USD Amount: 4,840.00
 Buyer: Tremblay, William


Associated Document Customize | Find | View All | First 1-4 of 4 Last

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	Match Workbench	Accounting Entries
	LSUNO	REQ	0032115	Complete	11/13/2009				Accounting Entries
	LSUNO	Receipt	018892	Received	02/01/2010	0000001228	0000000001		
	LSUNO	Voucher	00228387	Posted	01/21/2010	0000001228	0000000002	Match Workbench	Accounting Entries
SHARE		Payment	0000346956	Posted	02/03/2010	0000001228	0000000002		Accounting Entries

[Return to Search](#)

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



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

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PS9FSWEBDEV12 RCB

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

PO Document Status


Document Status

Business Unit: LSUNO PO ID: [00364839](#) Status: Compl
 Document Date: 11/18/2009 Document Type: Purchase Order Budget Status: Valid
 Currency: USD Amount: 4,840.00
 Buyer: Tremblay, William

Associated Document Customize | Find | View All | First 1-4 of 4 Last

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	Match Workbench	Accounting Entries
	LSUNO	REQ	0032115	Complete	11/13/2009				Accounting Entries
	LSUNO	Receipt	018892	Received	02/01/2010	0000001228	0000000001		
	LSUNO	Voucher	00228387	Posted	01/21/2010	0000001228	0000000002	Match Workbench	Accounting Entries
SHARE		Payment	0000346956	Posted	02/03/2010	0000001228	0000000002		Accounting Entries

[Return to Search](#)

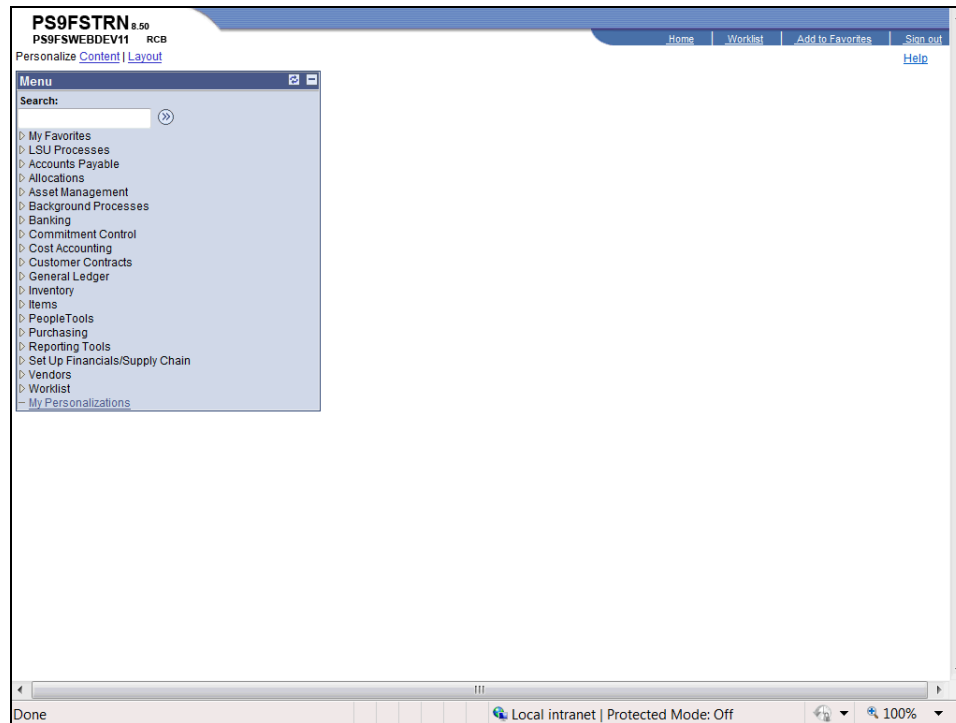
Step	Action
27.	Click the Home link. 
28.	This completes Inquire on the PO Document Status Page . End of Procedure.

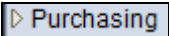
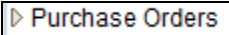

Cancel POs

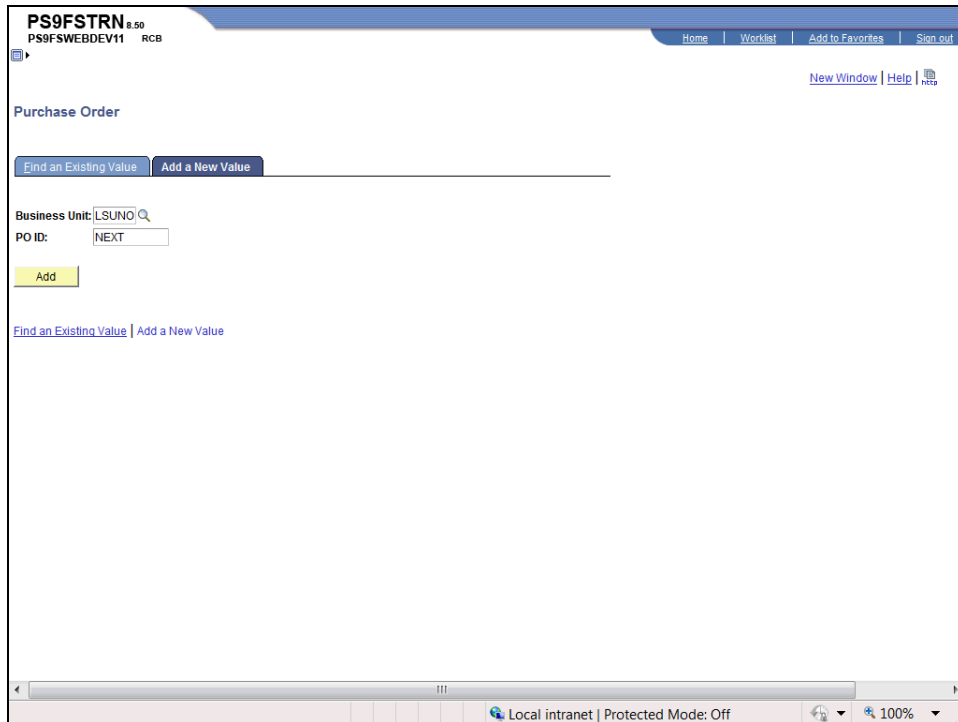
Cancel a PO without an Associated Req from the PO Header


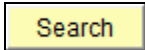
Procedure

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



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



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



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PS9FSWEBDEV11 RCB

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

Maintain Purchase Order

Purchase Order

Unit: LSUNO PO Status: Dispatched  

PO ID: 00368577A Budget Status: Valid

Copy From: Hold From Further Processing

Header

*PO Date: 08/16/2011 Vendor Search
Vendor: RUSSELL_PA-001 [Vendor Details](#)
*Vendor ID: 0000034297 RUSSELL PALAZZOLO
*Buyer: DYOUN1 Youngblood, Denise T
PO Reference:

Doc Tol Status: Valid
Backorder Status: None [Create BackOrder](#)
Receipt Status: Not Recvd
*Dispatch Method: Print

Amount Summary

Merchandise: 1,370.00
Freight/Tax/Misc.: 0.00
Total Amount: 1,370.00 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#) [Document Status](#) [Change Order Comments](#)
[Edit Comments](#) [Requisitions](#)


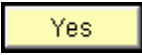
Add Items From Select Lines To Display

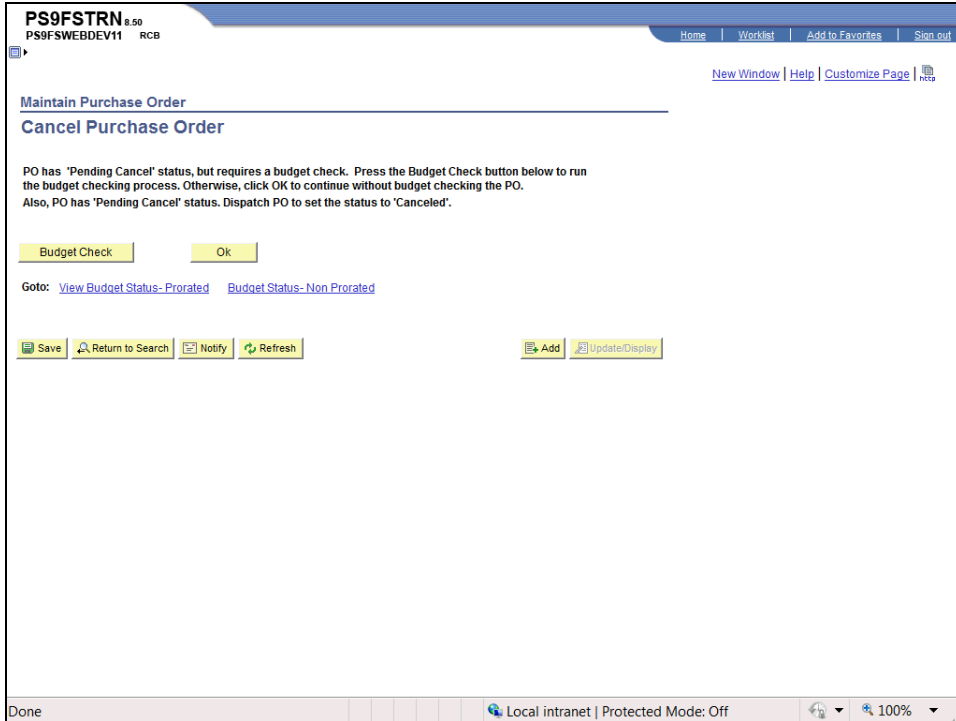
Purchasing Kit Catalog Item Search Line: To:

Line	Item	Description	Contract ID	Contract Line Nbr	PO Qty	*UOM	Category	Price	Amount	Status
1		Repair loose top step at 1542 Tulane Ave.			1.0000	JOB	22113	1,370.00000	1,370.00	Active



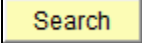
[View Printable Version](#) *Go to:

Done Local intranet | Protected Mode: Off 100%

Step	Action
7.	Click the Cancel PO button. 
8.	A warning message displays. Click the Yes button. 



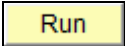
Step	Action
9.	<p>The Budget Check process must be re-run whenever a PO is cancelled.</p> <p>Click the Budget Check button.</p> <p><i>NOTE: The PO status will change to Pending Cancel and the Budget Check will be Valid after re-running the budget check process.</i></p> <div data-bbox="344 1220 594 1262" style="border: 1px solid black; padding: 2px; display: inline-block;">Budget Check</div>

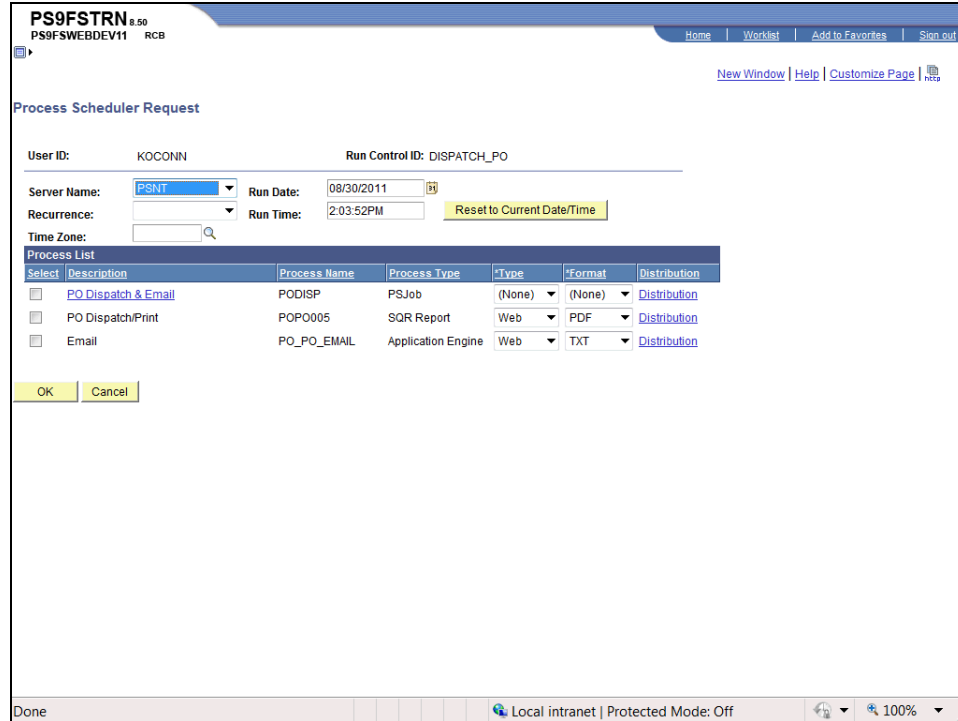
Step	Action
10.	Click the Expand Menu button. 
11.	Click the Dispatch POs link. 
12.	Click the Search button. <p><i>NOTE: If you have not previously created a Run Control ID, you will need to create one. Click the Add a New Value tab to create a Run Control ID.</i></p> 

The screenshot shows the Oracle PS9FSTRN 8.50 web interface. The page title is "Dispatch Purchase Orders". At the top, there are navigation links: Home, Worklist, Add to Favorites, and Sign out. Below the title, there are links for New Window, Help, and Customize Page. The main content area is divided into several sections:

- Run Control ID:** DISPATCH_PO
- Language:** English
- Specified / Recipient's:** Radio buttons for selection.
- Process Request Parameters:**
 - Business Unit: LSUNO
 - PO ID: 00369352 (with a "Select Purchase Order" link)
 - PO Status: Complete
 - Contract SetID: [Empty]
 - Contract ID: [Empty]
 - Release: [Empty]
 - From Date: [Empty]
 - Through Date: [Empty]
 - Vendor ID: [Empty]
 - Buyer: [Empty]
 - Fax Cover Page: [Empty]
- Statuses to Include:**
 - Approved
 - Dispatched
 - Pending Cancel
- Dispatch Methods to Include:**
 - Print
 - FAX
 - EDX
 - E-Mail
 - Phone
- Miscellaneous Options:**
 - *Chartfields: Valid Chartfields
 - Change Orders: Changed and UnChanged Orders
 - Print Changes Only
 - Print PO Item Description
 - Test Dispatch
 - Print Duplicate
 - Print Copy
 - Print BU Comments
 - Sort By: Line No.

At the bottom of the form, there are buttons for Save, Return to Search, Notify, Add, and Update/Display. The browser status bar at the bottom shows "Local intranet | Protected Mode: Off" and "100%".

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



Step	Action
15.	Click the PO Dispatch/Print option. <input type="checkbox"/>
16.	Click the OK button. <input type="button" value="OK"/>

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

The screenshot shows the Oracle PS9FSTRN application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' links. Below this, there are tabs for 'Process List' and 'Server List'. The main area is titled 'View Process Request For' and contains several input fields: 'User ID: KOCONN', 'Type:', 'Last' (dropdown), '1' (input), 'Days' (dropdown), and a 'Refresh' button. Below these fields are 'Server:', 'Name:', 'Instance:', and 'to' (input) fields, along with 'Run Status:' and 'Distribution Status:' dropdowns, and a 'Save On Refresh' checkbox. The 'Process List' table below has columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains four rows of data. At the bottom of the interface, there are 'Save' and 'Notify' buttons, and a 'Process Instance: 6390027' label. The browser status bar at the very bottom shows 'Local intranet | Protected Mode: Off' and '100%' zoom level.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6390027		SQR Report	POPO005	KOCONN	08/30/2011 2:03:52PM CDT	Queued	N/A	Details
<input type="checkbox"/>	6390026		ZZPO_FS_BP	FS_BP	KOCONN	08/30/2011 2:01:01PM CDT	Success	Posted	Details
<input type="checkbox"/>	6390025		SQR Report	ZZPO0032	KOCONN	08/30/2011 1:45:36PM CDT	Success	Posted	Details
<input type="checkbox"/>	6390024		SQR Report	ZZPO0032	KOCONN	08/30/2011 1:43:34PM CDT	Success	Posted	Details

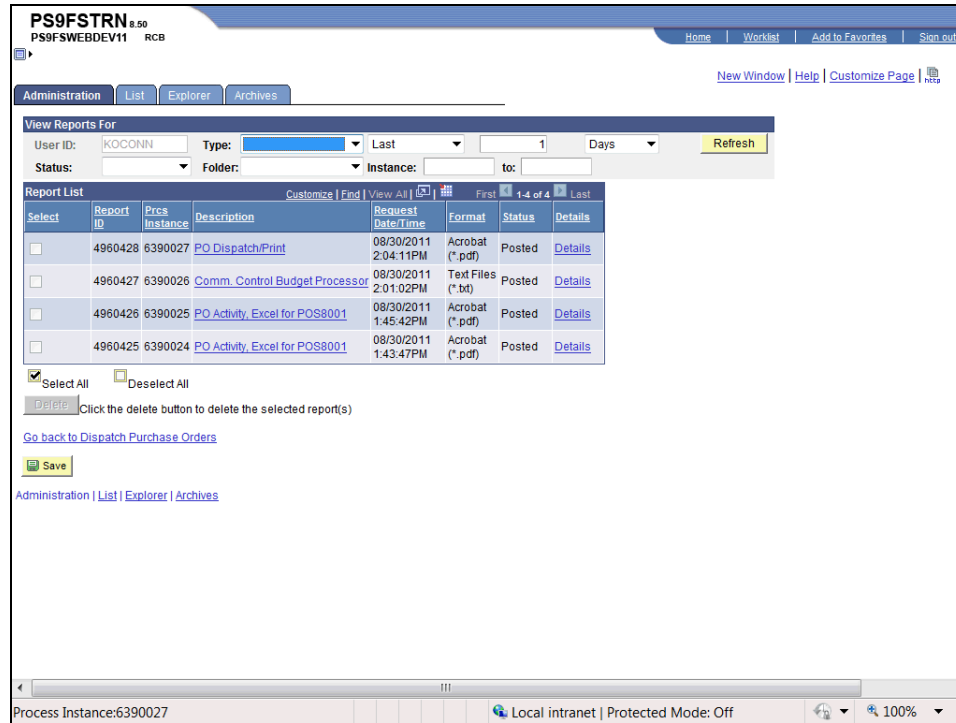
Step	Action
18.	Click the Refresh button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Refresh</div>


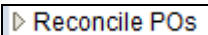
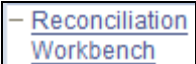
The screenshot shows the Oracle PS9FSTRN 8.50 interface. At the top, there are navigation links: Home, Worklist, Add to Favorites, and Sign out. Below that, there are links for New Window, Help, and Customize Page. The main content area is titled "View Process Request For" and includes a search form with fields for User ID (KOCONN), Type, Last (1 Days), Server, Name, Instance, Run Status, and Distribution Status. A "Refresh" button is also present. Below the search form is a "Process List" table with the following data:

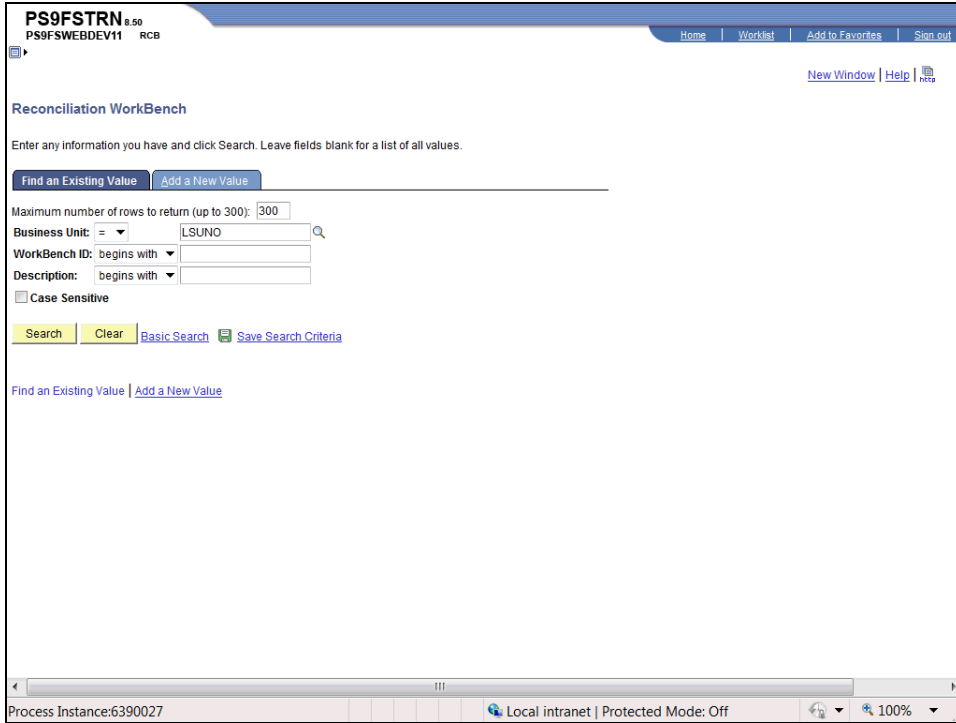
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6390027		SQR Report	POPO005	KOCONN	08/30/2011 2:03:52PM CDT	Success	Posted	Details
<input type="checkbox"/>	6390026		ZZPO_FS_BP	FS_BP	KOCONN	08/30/2011 2:01:01PM CDT	Success	Posted	Details
<input type="checkbox"/>	6390025		SQR Report	ZZPO0032	KOCONN	08/30/2011 1:45:36PM CDT	Success	Posted	Details
<input type="checkbox"/>	6390024		SQR Report	ZZPO0032	KOCONN	08/30/2011 1:43:34PM CDT	Success	Posted	Details

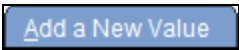

Below the table, there is a link "Go back to Dispatch Purchase Orders" and buttons for "Save" and "Notify". At the bottom, there are links for "Process List" and "Server List". The status bar at the bottom shows "Process Instance:6390027" and "Local intranet | Protected Mode: Off".

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



Step	Action
20.	Once the Dispatch PO process completes, the PO Status is Cancelled and a Budget Check status is Valid. Click the Expand Menu button. 
21.	Click the Reconcile POs link. 
22.	Click the Reconciliation Workbench link. 
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.



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

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 Purchase Order field. Enter " 00368577A ".
28.	Enter the desired information into the Purchase Order To 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 ".

PS9FSTRN 8.50
PS9FSWEBDEV11 RCB

Home | Worklist | Add to Favorites | Sign out

Reconciliation WorkBench

Filter Options

Business Unit: LSUNO WorkBench ID: KBORECON

Description:

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Purchase Order: 00368577A To: 00368577A

PO Date: To:

*Accounting Date: 07/01/2011 To: 06/30/2012

Activity Date: To:

Due Date: To:

Request BU:

Vendor ID: Requisition ID:

Item ID:

Buyer:

Contract SetID:

Contract ID:

Release Number:

GPO ID: GPO Contract:

Status

Include Closed


Open Approved Dispatched Cancelled Pending Appr

Receiving

Recv Req: Receiving is Optional

All Not Received Partially Received Fully Received

Process Instance:6390027 Local intranet | Protected Mode: Off 100%

Step	Action
31.	Click the Down button of the scrollbar. 

PS9FSTRN v.50
PS9FSWEBDEV11 RCB

Request BU:

Vendor ID: Requisition ID:

Item ID:

Buyer:

Contract SetID:

Contract ID:

Release Number:

GPO ID: GPO Contract:

Status

Include Closed

Open Approved Dispatched Cancelled Pending Appr

Receiving

Recv Reqd: Receiving is Optional

All Not Received Partially Received Fully Received

Matching

Required Not Required

All None Partial Match Fully Matched

Encumbrance

Open Encumbrances

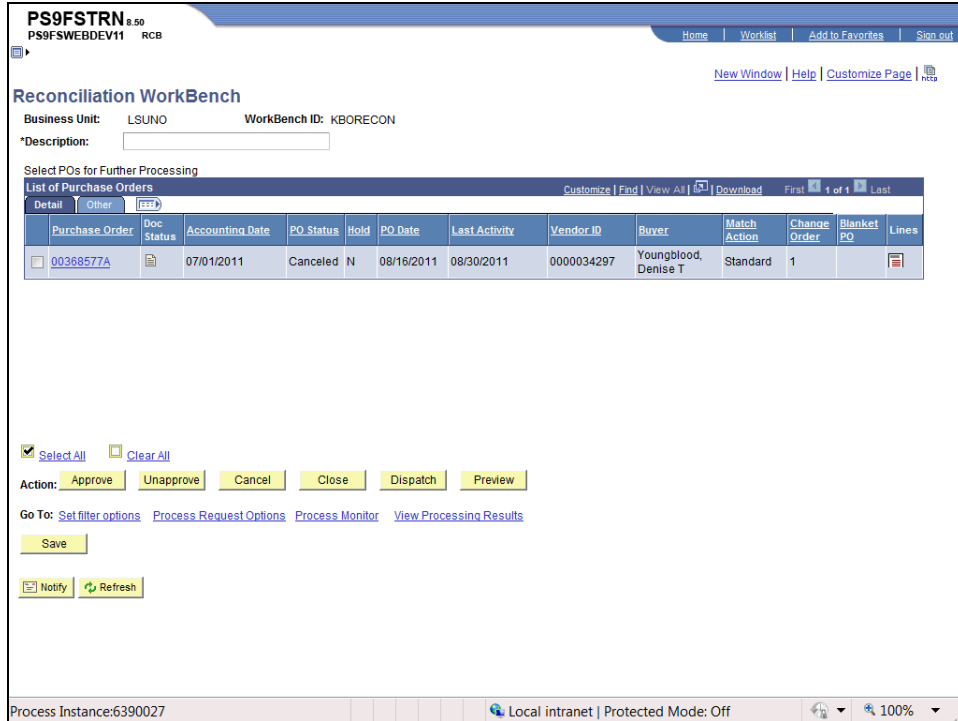
ChartFields


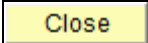
GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Product	PC Bus Unit	Project	Activity	Source Type	Category
<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

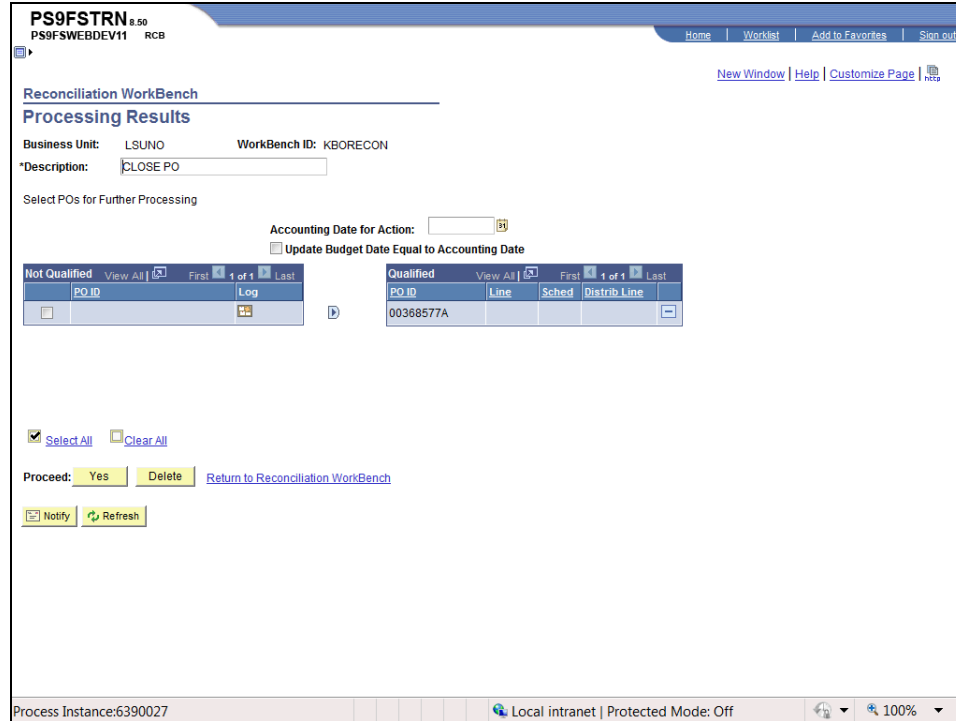
[Return to Reconciliation WorkBench](#)

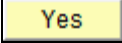

Process Instance:6390027 Local intranet | Protected Mode: Off 100%

Step	Action
32.	Click the Search button. <input type="button" value="Search"/>



Step	Action
33.	You will need to add a Description if a new Workbench ID was added. Enter the desired information into the Description field. Enter " CLOSE PO ".
34.	NOTE: The PO Status is Canceled. Click the 00368577A 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.



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 Yes button to proceed with closing the PO. 
39.	A warning message displays. Click the Yes button. 

PS9FSTRN 8.50
PS9FSWEBDEV11 RCB

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

Reconciliation WorkBench

Business Unit: LSUNO WorkBench ID: KBORECON

*Description:

Select POs for Further Processing

List of Purchase Orders

Purchase Order	Doc Status	Accounting Date	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 00368577A		08/30/2011	Compl	N	08/16/2011	08/30/2011	0000034297	Youngblood, Denise T	Standard	1		

Select All Clear All

Action:

Go To: [Set filter options](#) | [Process Request Options](#) | [Process Monitor](#) | [View Processing Results](#)

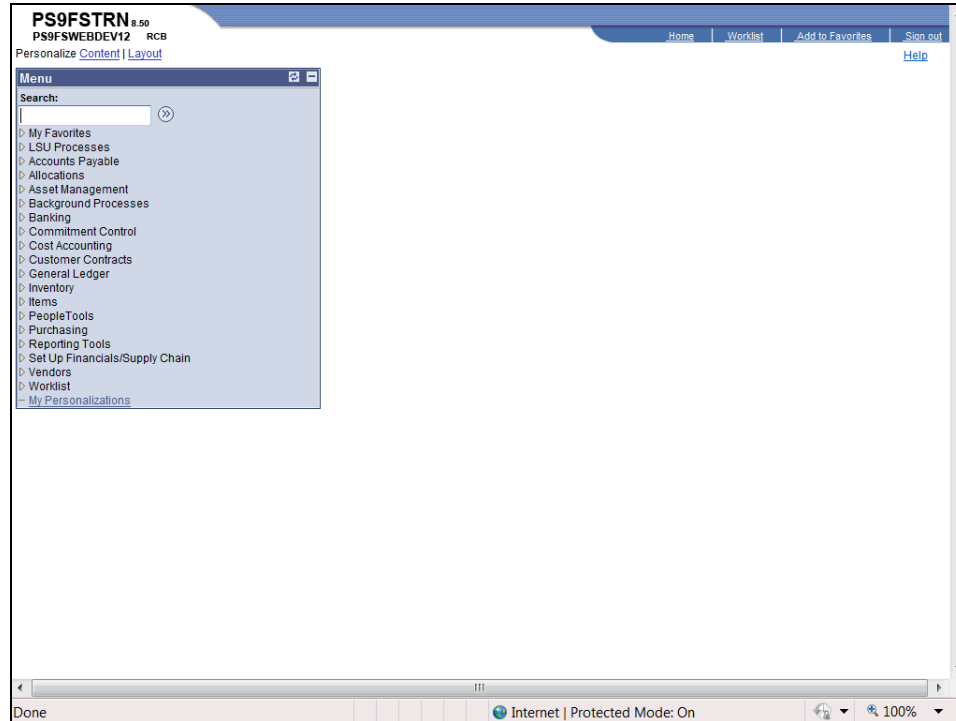
Process Instance:6390027 Local intranet | Protected Mode: Off 100%


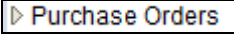

Step	Action
40.	Click the Set filter options link to close another PO. Set filter options
41.	This completes Cancel a PO without an Associated Req from the PO Header. End of Procedure.

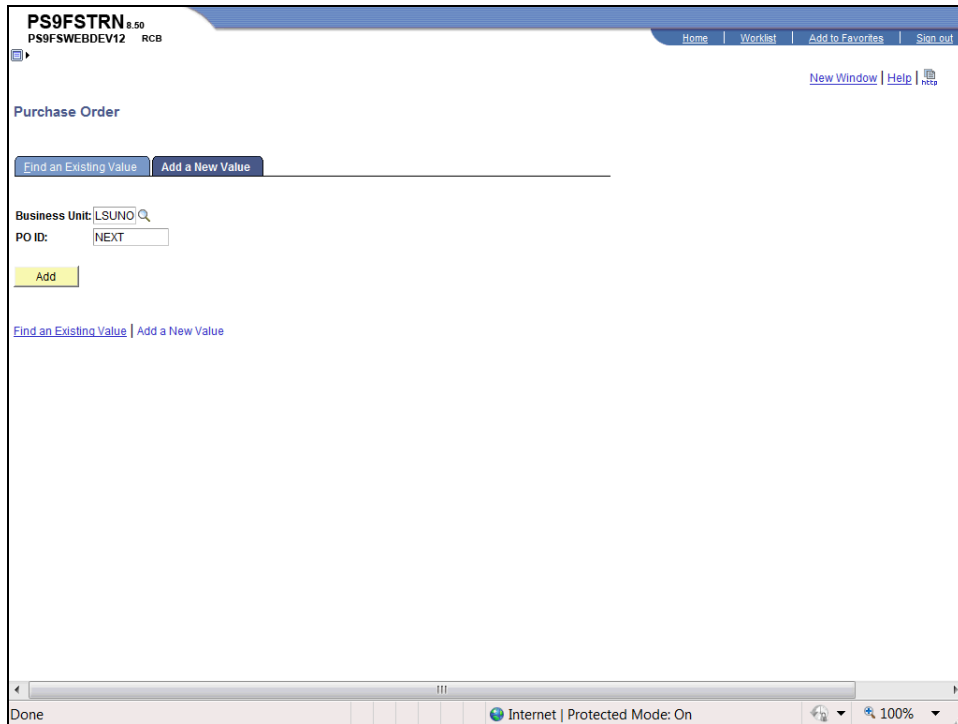
Cancel a PO with an Associated Req from the PO Header


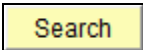
Procedure

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





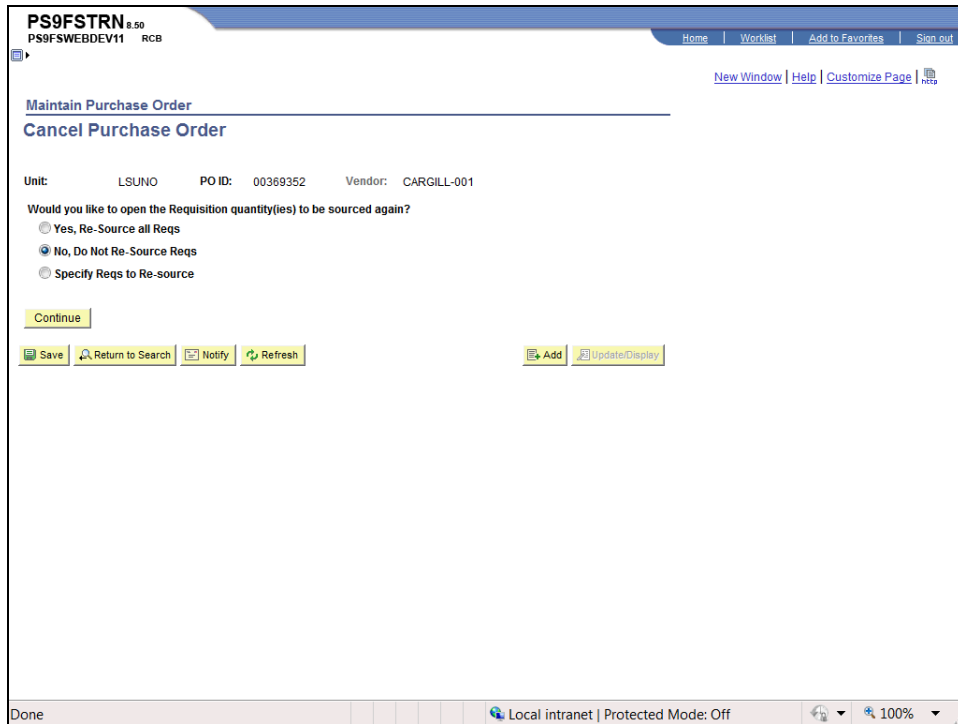
Step	Action
1.	Click the Purchasing link. 
2.	Click the Purchase Orders link. 
3.	Click the Add/Update POs link. 

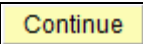


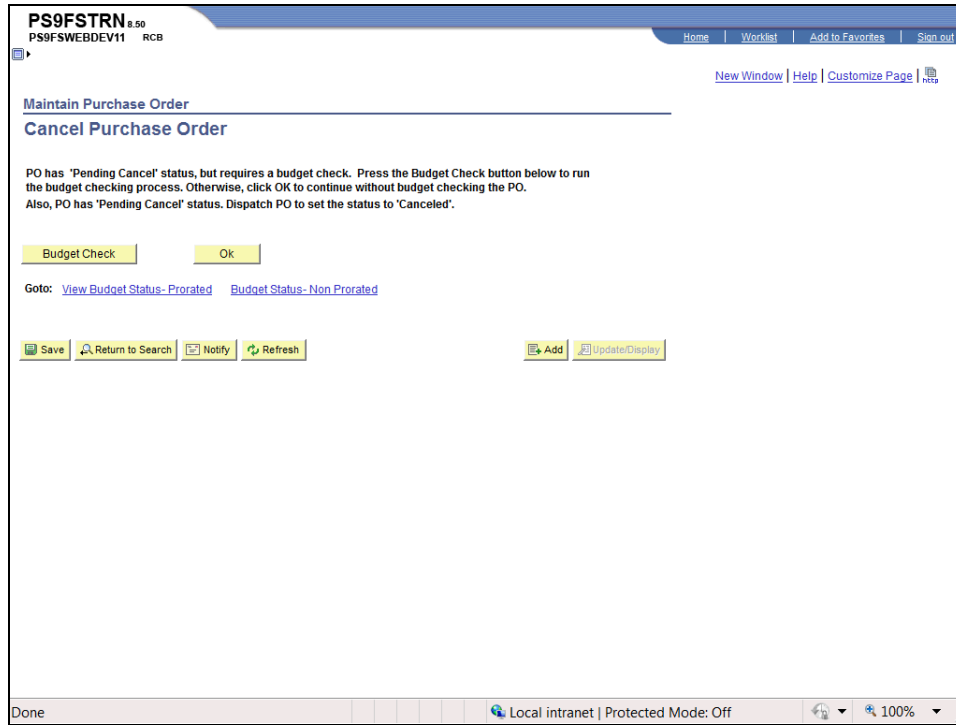
Step	Action
4.	Click the Find an Existing Value link. 
5.	Enter the desired information into the PO ID field. Enter " 00369352 ".
6.	Click the Search button. 

The screenshot displays the Oracle PS9FSTRN 8.50 'Maintain Purchase Order' interface. The page title is 'PS9FSTRN 8.50 PS9FSWEBDEV11 RCB'. The main heading is 'Purchase Order'. Key fields include: Unit: LSUNO, PO ID: 00369352, PO Status: Dispatched, Budget Status: Valid, and Copy From: [dropdown]. The 'Header' section shows PO Date: 08/18/2011, Vendor: CARGILL-001, *Vendor ID: 0000007784, *Buyer: DYOUN1, and PO Reference: SALT FOR WATER SOFTNERS. The 'Amount Summary' shows Merchandise: 3,406.00, Freight/Tax/Misc.: 0.00, and Total Amount: 3,406.00 USD. The 'Lines' table contains two rows: Line 1 (TOP FLOW SALT, 22.0000 EA, 153.00000) and Line 2 (FRIEGHT COST, 1.0000 EA, 40.00000). The 'Cancel PO' button is highlighted with a red 'X' icon.



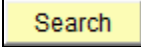

Step	Action
7.	Click the Cancel PO button. 
8.	A warning message displays. Click the Yes button. 

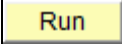


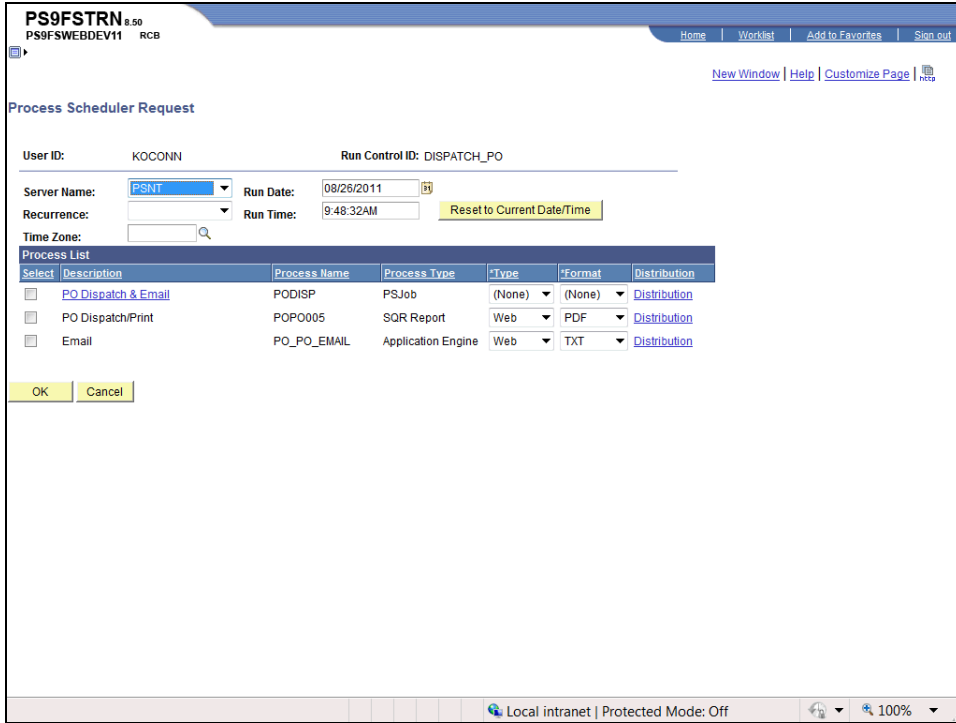
Step	Action
9.	Click the Continue button. 



Step	Action
10.	<p>A warning message displays.</p> <p>Click the Budget Check button.</p> <div data-bbox="440 1188 690 1234" style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px 0;">Budget Check</div>

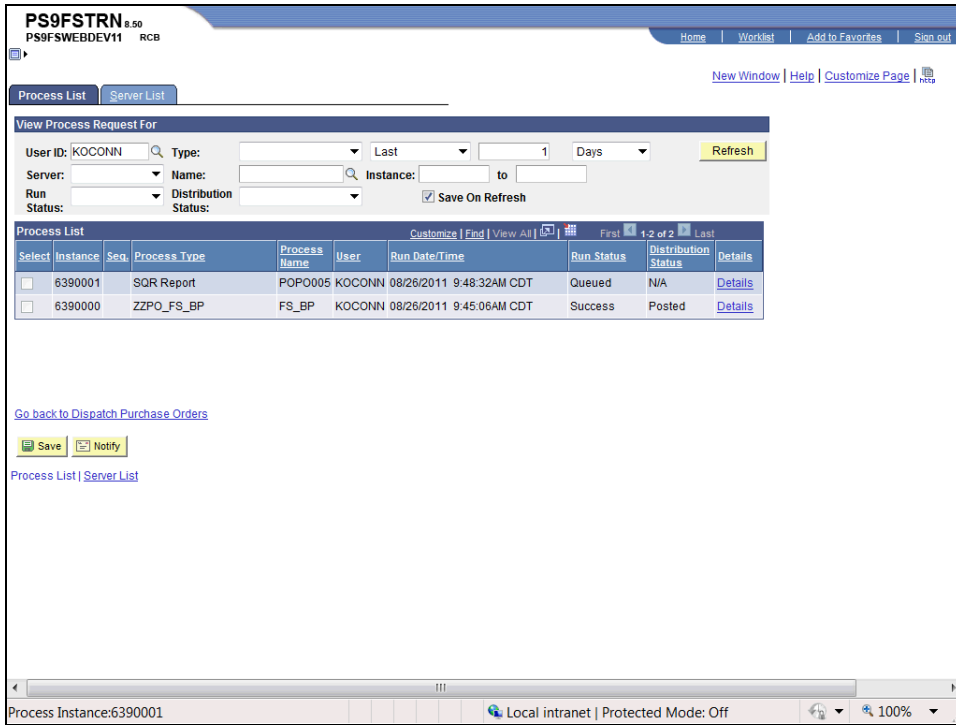
Step	Action
11.	<p>The PO now has a status of Pending Cancel and the Budget Check status is valid. You must Dispatch the PO in order to get a PO status of Cancelled and a Budget Check status of Valid.</p> <p>Click the Expand Menu button.</p> 
12.	<p>Click the Dispatch POs link.</p> 
13.	<p>Click the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

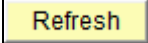
Step	Action
15.	Enter the desired information into the Business Unit field. Enter " LSUNO ".
16.	Enter the desired information into the PO ID field. Enter " 00369352 ".
17.	Click the Run button. 

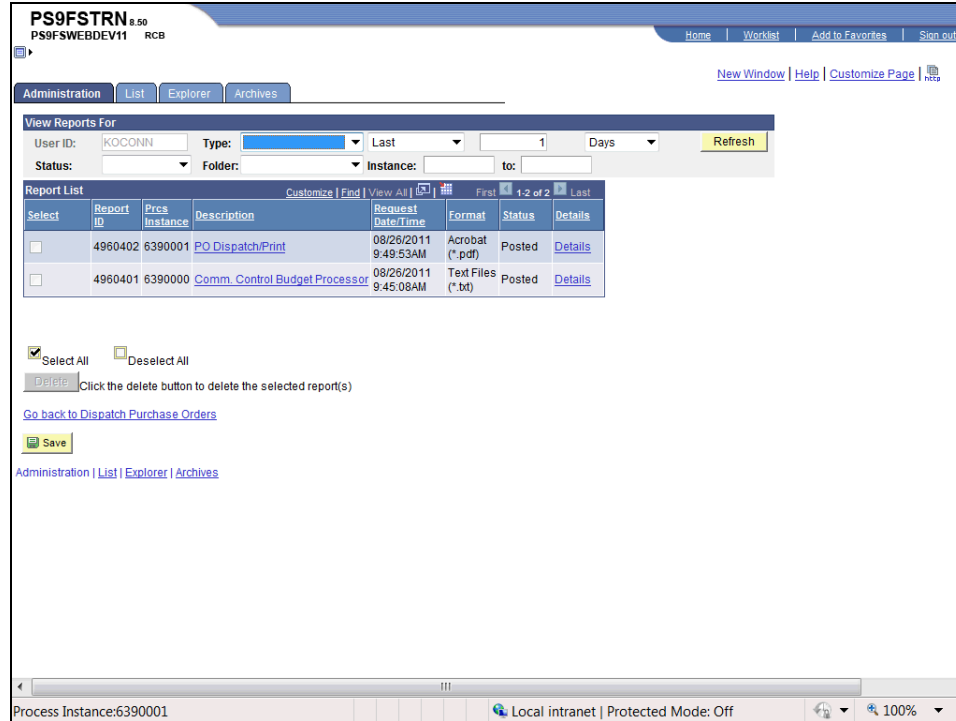



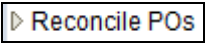
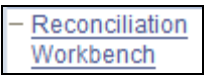
Step	Action
18.	Click the PO Dispatch/Print option. <input type="checkbox"/>
19.	Click the OK button. <input type="button" value="OK"/>

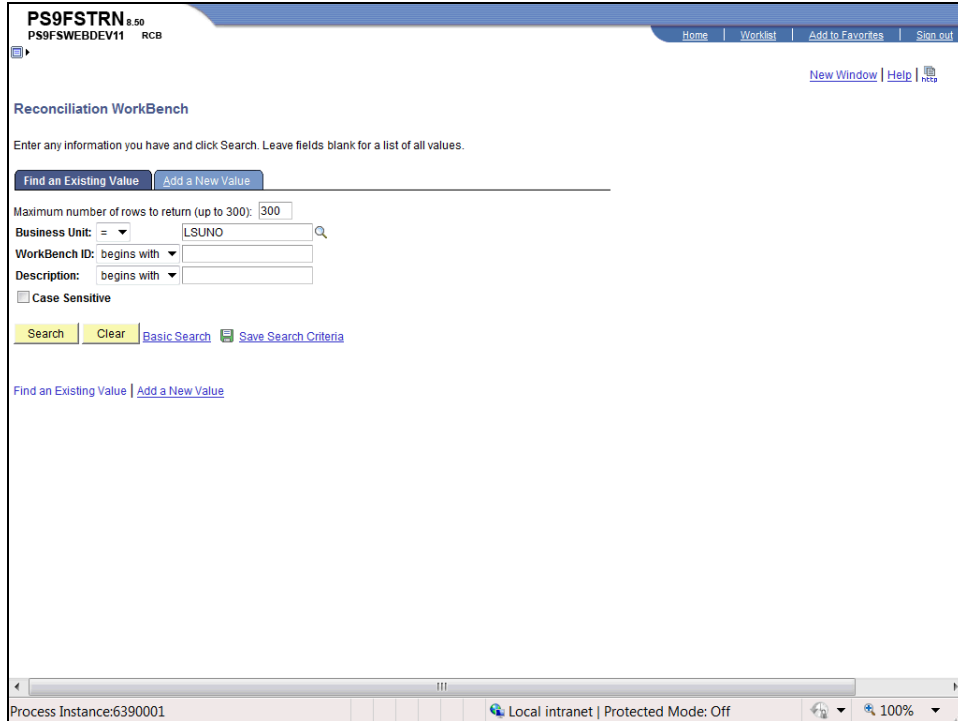
Step	Action
20.	Click the Process Monitor link. Process Monitor


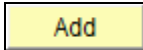


Step	Action
21.	Click the Refresh button until Run Status = Success and Distribution Status = Posted. 
22.	Click the Go back to Dispatch Purchase Orders link. 




Step	Action
23.	Click the Expand Menu button. 
24.	Click the Reconcile POs link. 
25.	Click the Reconciliation Workbench link. 
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. <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 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.</i>



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

Step	Action
30.	In most instances you will be reconciling a single PO. The PO Number must be entered in both the Purchase Order and To fields. Enter the desired information into the Purchase Order field. Enter " 00369352 ".
31.	Enter the desired information into the To field. Enter " 00369352 ".
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 ".

Step	Action
34.	Click the Down button of the scrollbar. 

PS9FSTRN v.50
PS9FSWEBDEV11 RCB

Request BU:

Vendor ID: Requisition ID:

Item ID:

Buyer:

Contract SetID:

Contract ID:

Release Number:

GPO ID: GPO Contract:

Status

Include Closed
 Open Approved Dispatched Cancelled Pending Appr

Receiving

Recv Reqd: Receiving is Optional
 All Not Received Partially Received Fully Received

Matching

Required Not Required
 All None Partial Match Fully Matched

Encumbrance

Open Encumbrances

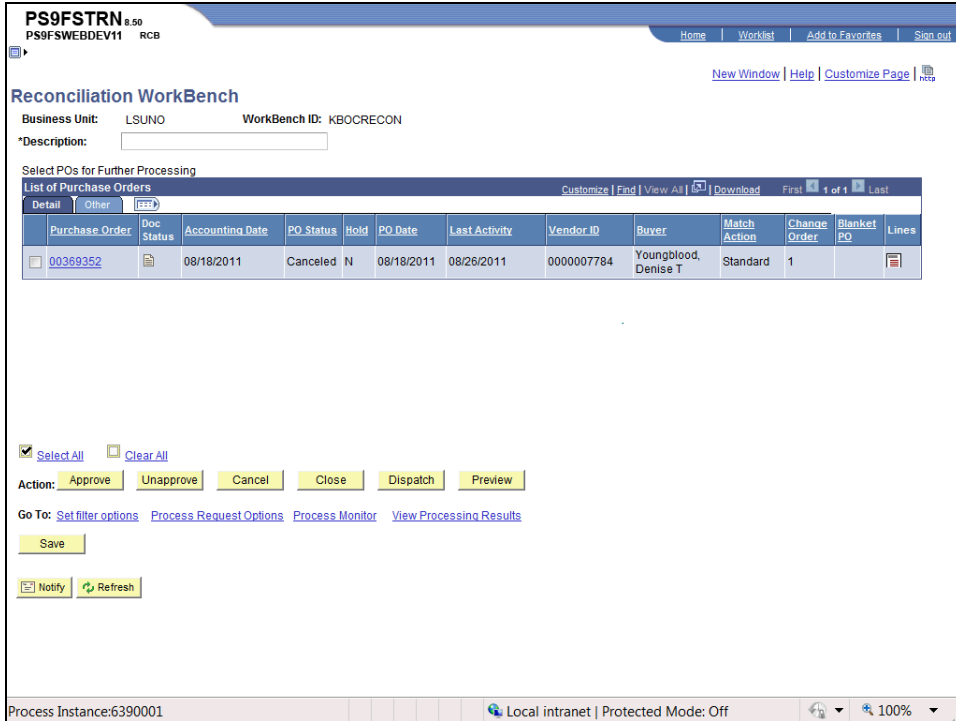
ChartFields


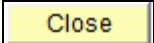
GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Product	PC Bus Unit	Project	Activity	Source Type	Category
<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

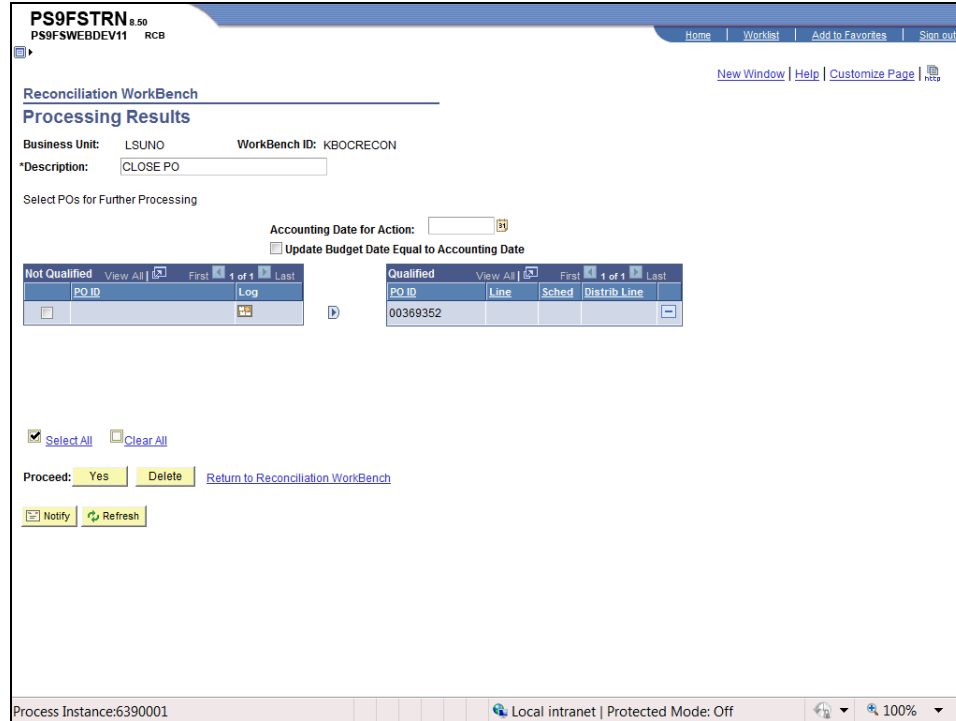
[Return to Reconciliation WorkBench](#)

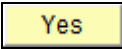
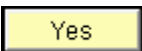
Process Instance:6390001 Local intranet | Protected Mode: Off 100%

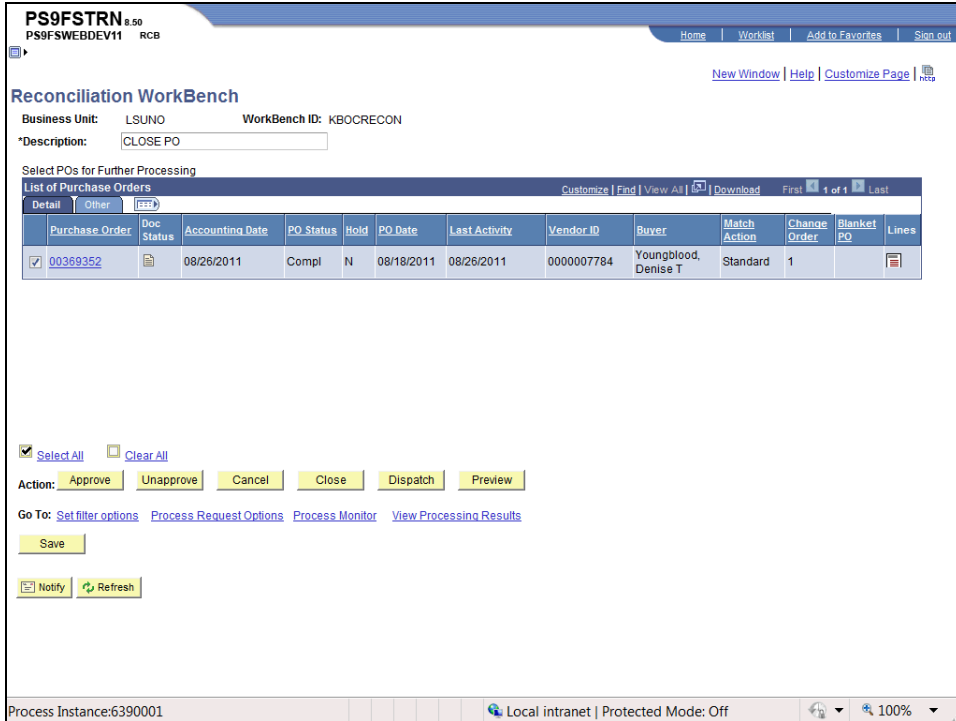
Step	Action
35.	Click the Search button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>



Step	Action
36.	If you have added a new Workbench ID you will enter a Description. Enter the desired information into the Description field. Enter " CLOSE PO ".
37.	NOTE: The Status of the PO is Cancelled. Click the 00369352 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.



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 Yes button. 

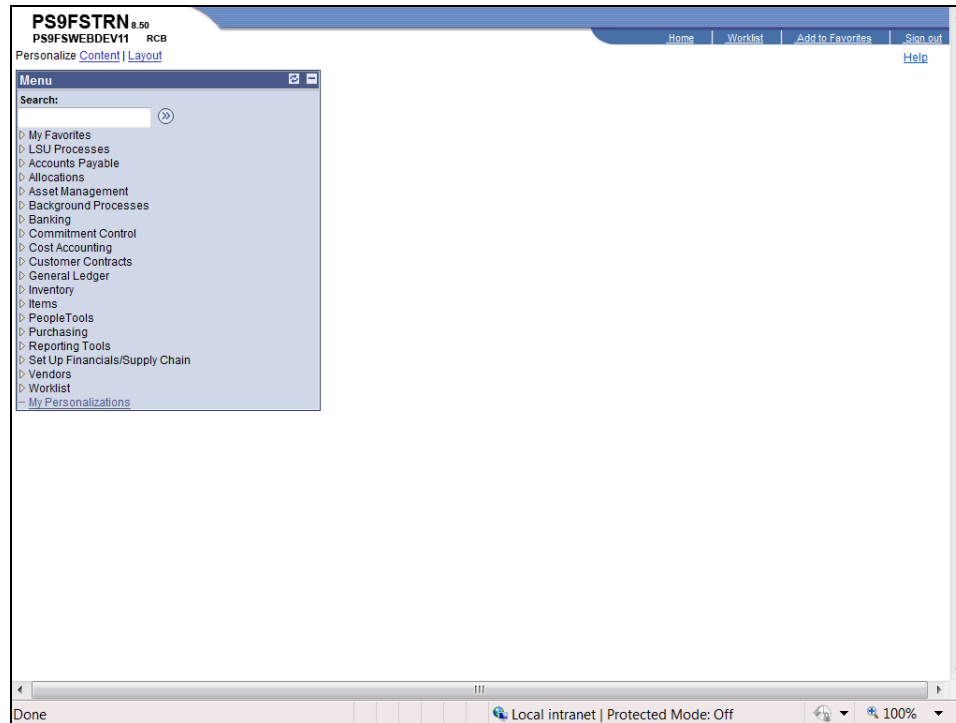


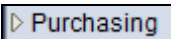
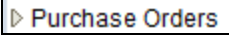
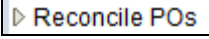

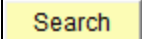

Step	Action
43.	<p>You are returned to the Reconciliation Workbench. The PO status is Complete. To close another PO, click the Set Filter Options link.</p> <p>Click the Home link.</p> <p>Home</p>
44.	<p>This completes Cancel a PO with an Associated Req from the PO Header. End of Procedure.</p>




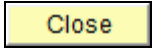


Close a PO from the PO Recon Workbench

Procedure

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



Step	Action
1.	Click the Purchasing link. 
2.	Click the Purchase Orders link. 
3.	Click the Reconcile POs link. 
4.	Click the Reconciliation Workbench link. 
5.	Click the Search button. <i>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.</i> 
6.	Click the appropriate Workbench ID link. 

Step	Action
7.	Enter the desired information into the Purchase Order: field. Enter " 00369335 ".
8.	Enter the desired information into the Purchase Order To: 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 Down button of the scrollbar. 
12.	Click the Search button. 
13.	<i>Note: If you added a new Workbench ID, you must enter a Description.</i> 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 Accounting Date for Action: field. Enter " 083111 ".
16.	Click the 00369335 option. 
17.	Click the Log button to determine why the PO is not qualified. 

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PS9FSWEBDEV11 RCB

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Reconciliation WorkBench

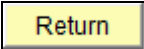
Purchase Order Logs

Business Unit: LSUNO WorkBench ID: KBOCRECON
Description:
PO Number: 00369335


Line	Sched	Dist	Message Text
1	1		The Purchase Order may not be closed because it has not been fully Matched.
2	1		The Purchase Order may not be closed because it has not been fully Matched.
3	1		The Purchase Order may not be closed because it has not been fully Matched.
4	1		The Purchase Order may not be closed because it has not been fully Matched.
5	1		The Purchase Order may not be closed because it has not been fully Matched.
6	1		The Purchase Order may not be closed because it has not been fully Matched.
7	1		The Purchase Order may not be closed because it has not been fully Matched.
8	1		The Purchase Order may not be closed because it has not been fully Matched.

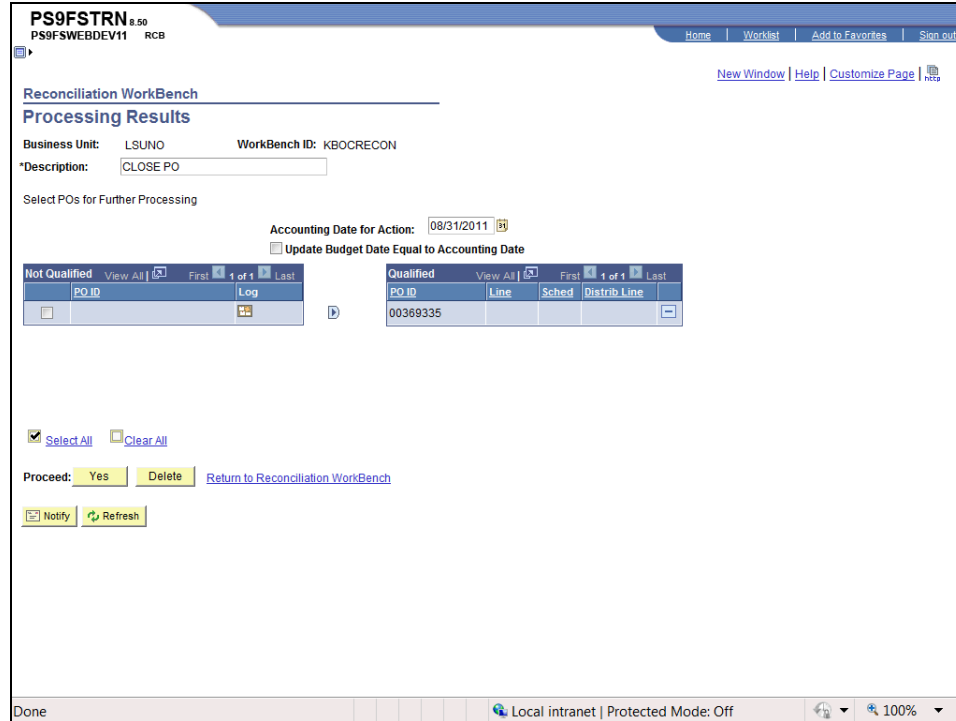
Return

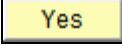
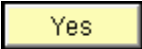
Done Local intranet | Protected Mode: Off 100%

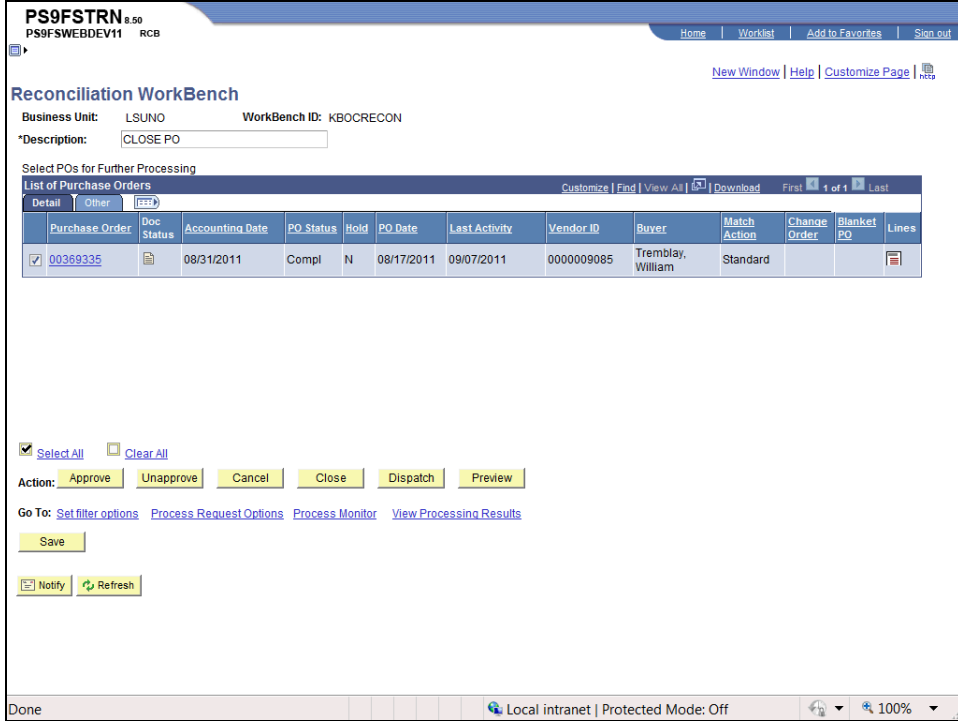
Step	Action
18.	Click the Return button. 


The screenshot shows the Oracle Reconciliation WorkBench interface. At the top, it displays the user ID 'PS9FSTRN' and session information. The main heading is 'Reconciliation WorkBench' with a sub-heading 'Processing Results'. Below this, the 'Business Unit' is 'LSUNO' and the 'WorkBench ID' is 'KBOCRECON'. The 'Description' is 'CLOSE PO'. There is a section for 'Select POs for Further Processing' with an 'Accounting Date for Action' set to '083111'. A checkbox for 'Update Budget Date Equal to Accounting Date' is present. Two tables are shown: 'Not Qualified' and 'Qualified'. The 'Not Qualified' table has one row with PO ID '00389335' and a checked checkbox. The 'Qualified' table is currently empty. Below the tables are buttons for 'Select All', 'Clear All', 'Proceed: Yes', 'Delete', 'Return to Reconciliation WorkBench', 'Notify', and 'Refresh'. The status bar at the bottom indicates 'Done' and 'Local intranet | Protected Mode: Off'.

Step	Action
19.	Click the Override button to move the PO to Qualified. 



Step	Action
20.	Click the Yes button to proceed with the closing process. 
21.	Click the Yes button. 
22.	You are returned to the Reconciliation Workbench page. The PO status is now Complete. You must Budget Check the PO by navigating to: Purchasing > Purchase Orders > Budget Check
23.	To close another PO, click the Set Filter Options link. <i>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.</i>



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

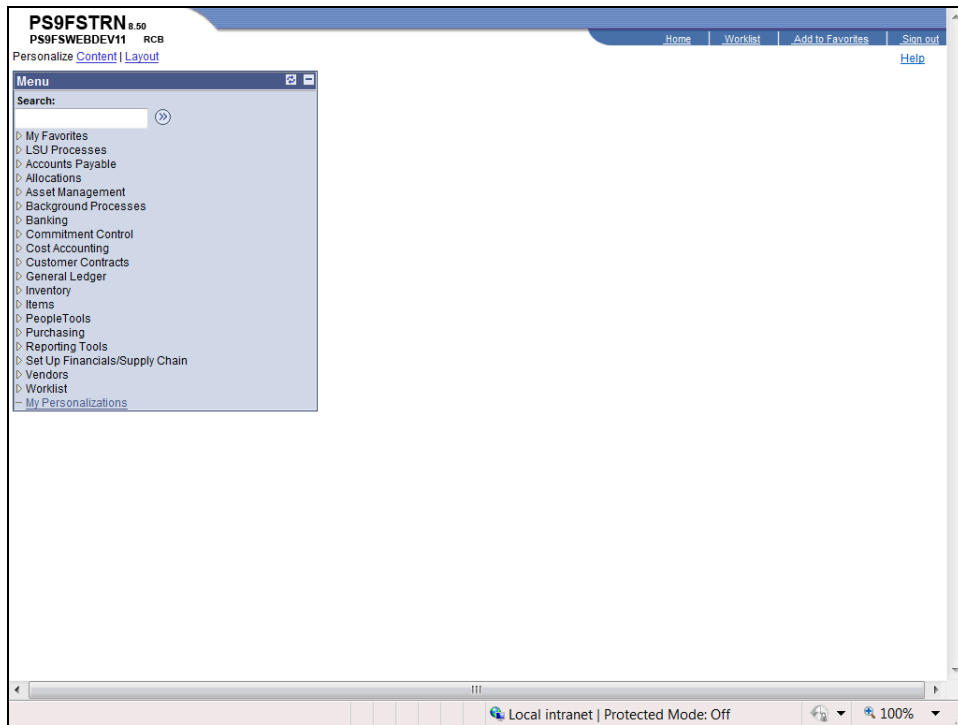
Close Purchase Orders

Close a PO to Release the Remaining Encumbrance

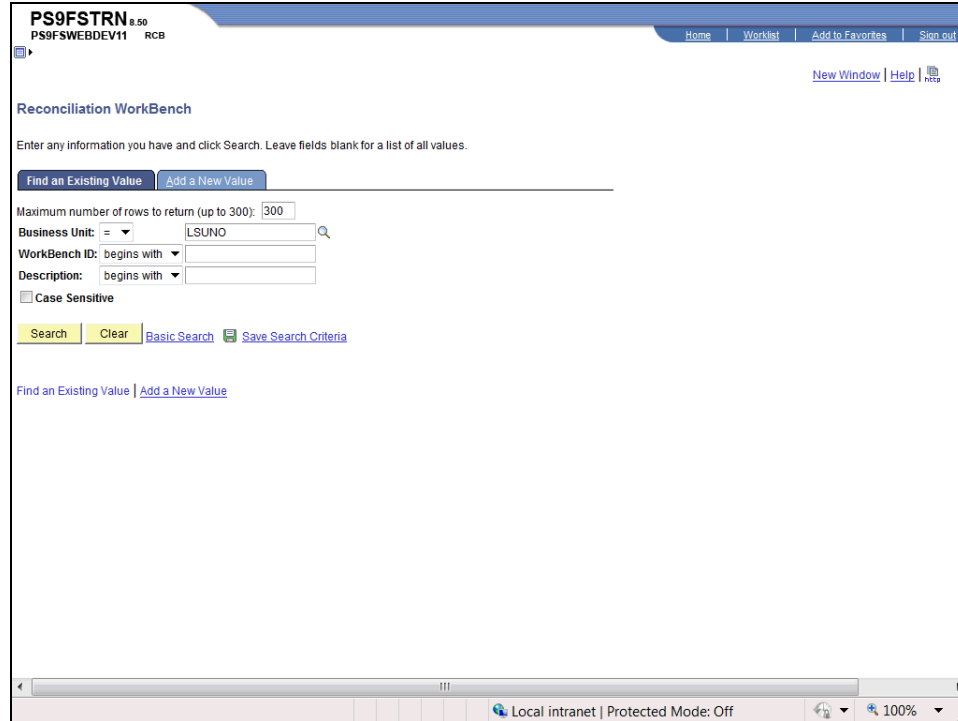
Procedure

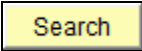

In this topic you will learn how to **Close a PO to Release the Remaining Encumbrance**.

Step	Action
1.	<p>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.</p> <p>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.</p> <p><i>NOTE: In this scenario the remaining encumbrance on all lines of the PO are ready to be reversed.</i></p>








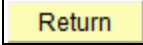


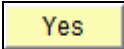
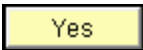

Step	Action
2.	Click the Purchasing link. ▶ Purchasing
3.	Click the Purchase Orders link. ▶ Purchase Orders
4.	Click the Reconcile POs link. ▶ Reconcile POs
5.	Click the Reconciliation Workbench link. - Reconciliation Workbench



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

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 Purchase Order field. Enter " 00369354 ".
9.	Enter the desired information into the To field. Enter " 00369354 ".
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 ".

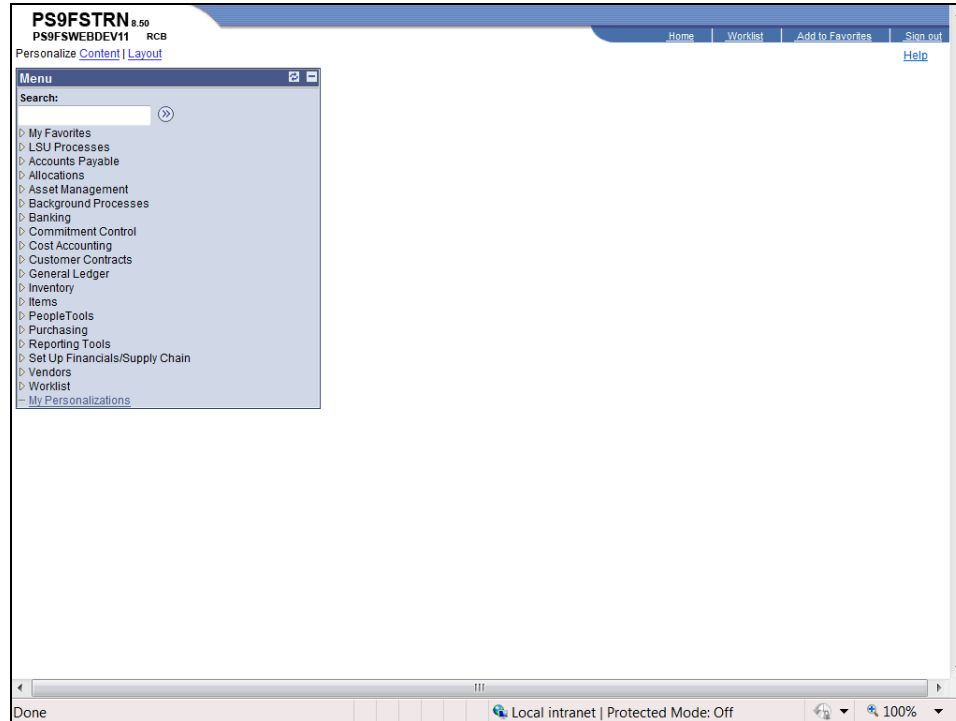
Step	Action
12.	Click the Down button of the scrollbar. 
13.	Click the Search button. 
14.	Click the 00369354 option. 
15.	Click the Close button. 
16.	The PO is not eligible for closing. Click the Log button to view the reason the PO is not eligible for closing. 
17.	Below are some examples of messages you may receive when clicking the Log button. POs with these messages can be overwritten and closed. <i>POs with Receiving Required On though not received.</i> <i>The PO may not be closed because it has not been fully Matched.</i> <i>POs with Receiving Required Off and Due Date not <= Calculated PO Close Date.</i>


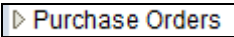
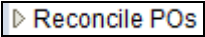

Step	Action
18.	<p>Below are examples of message you may receive when clicking the Log button. POs with either of these messages cannot be overridden and closed.</p> <p><i>The PO Line is tied to an active Voucher therefore it may not be closed.</i></p> <p><i>The PO is on Hold From Further Processing.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

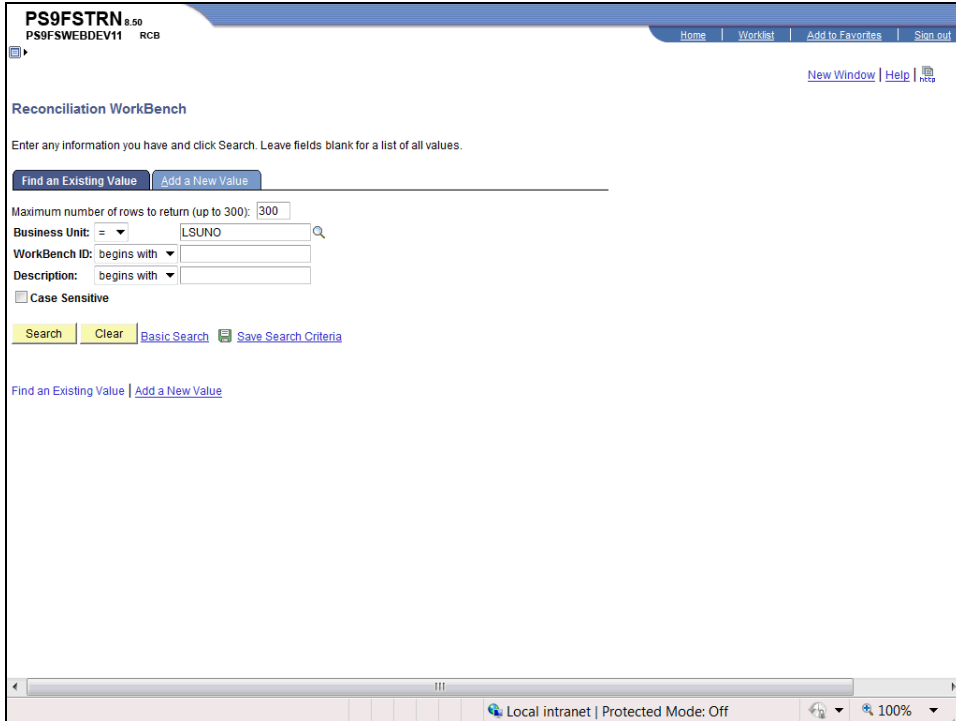
Close a Range of POs from PO Recon Workbench

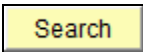

Procedure

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



Step	Action
1.	Click the Purchasing link. 
2.	Click the Purchase Orders link. 
3.	Click the Reconcile POs link. 
4.	Click the Reconciliation Workbench link. 



Step	Action
5.	<p>Click the Search button.</p> <p><i>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.</i></p> 
6.	<p>Click the appropriate Workbench ID link.</p> 
7.	<p><i>NOTE: The Purchase Order, Purchase Order To, Accounting Date and Accounting Date To fields are required search criteria.</i></p>

Step	Action
8.	Enter the desired information into the Purchase Order field. Enter " 00355337E ". <i>NOTE: The beginning PO number must be smaller than the ending PO number.</i>
9.	Enter the desired information into the Purchase Order To: 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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Reconciliation WorkBench

Filter Options

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: 00355337E To: 00364884E
PO Date: To:
*Accounting Date: 07/01/2011 To: 06/30/2012
Activity Date: To:
Due Date: To:
Request BU:
Vendor ID: Requisition ID:
Item ID:
Buyer:
Contract SetID:
Contract ID:
Release Number:
GPO ID: GPO Contract:


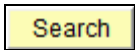
Status

Include Closed
 Open Approved Dispatched Cancelled Pending Appr

Receiving

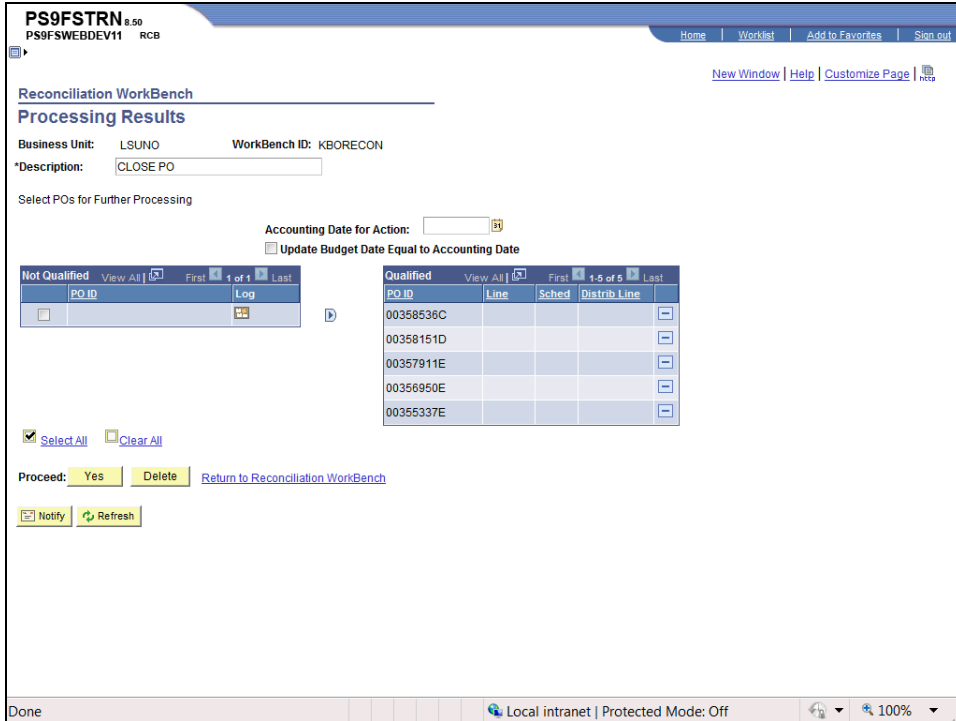
Recv Req: Receiving is Optional
All Not Received Partially Received Fully Received

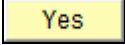
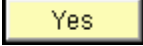
Local intranet | Protected Mode: Off | 100%

Step	Action
12.	Click the Down button of the scrollbar. 
13.	Click the Search button. 
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.



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



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 Yes button to proceed with the closing process. 
20.	A warning message displays. Click the Yes button. 
21.	You are returned to the Reconciliation Workbench page. The PO status is now Complete. You must Budget Check the PO by navigating to: Purchasing > Purchase Orders > Budget Check
22.	To close another PO, click the Set Filter Options link. <i>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.</i>

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Reconciliation WorkBench

Business Unit: LSUNO WorkBench ID: KBORECON

*Description: CLOSE PO

Select POs for Further Processing

List of Purchase Orders

Purchase Order	Doc Status	Accounting Date	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 00358536C		08/31/2011	Compl	N	07/05/2011	09/07/2011	0000029305	Williams, Michael D.	Standard			
<input checked="" type="checkbox"/> 00356950E		08/31/2011	Compl	N	07/01/2011	09/07/2011	0000006729	Tremblay, William	Standard			
<input checked="" type="checkbox"/> 00357911E		08/31/2011	Compl	N	05/16/2011	09/07/2011	0000019554	Williams, Michael D.	Standard			
<input checked="" type="checkbox"/> 00355337E		08/31/2011	Compl	N	06/01/2011	09/07/2011	0000033531	Williams, Michael D.	Standard			
<input checked="" type="checkbox"/> 00358151D		08/31/2011	Compl	N	05/25/2011	09/07/2011	0000029328	Williams, Michael D.	Standard			
<input type="checkbox"/> 00359311C		07/01/2011	Dispatched	N	05/16/2011	05/16/2011	0000002281	Williams, Michael D.	Standard			
<input type="checkbox"/> 00359908D		07/19/2011	Dispatched	N	07/19/2011	07/19/2011	0000002785	Tremblay, William	Standard			
<input type="checkbox"/> 00360469C		07/01/2011	Dispatched	N	06/23/2011	06/24/2011	0000020731	Williams, Michael D.	Standard			
<input type="checkbox"/> 00360551E		07/01/2011	Dispatched	N	06/14/2011	07/29/2011	0000034914	Williams, Michael D.	Standard	1		
<input type="checkbox"/> 003600066E		07/01/2011	Dispatched	N	05/26/2011	08/12/2011	0000001146	Williams, Michael D.	Standard			


Select All Clear All

Action:

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)

Done

Local intranet | Protected Mode: Off

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

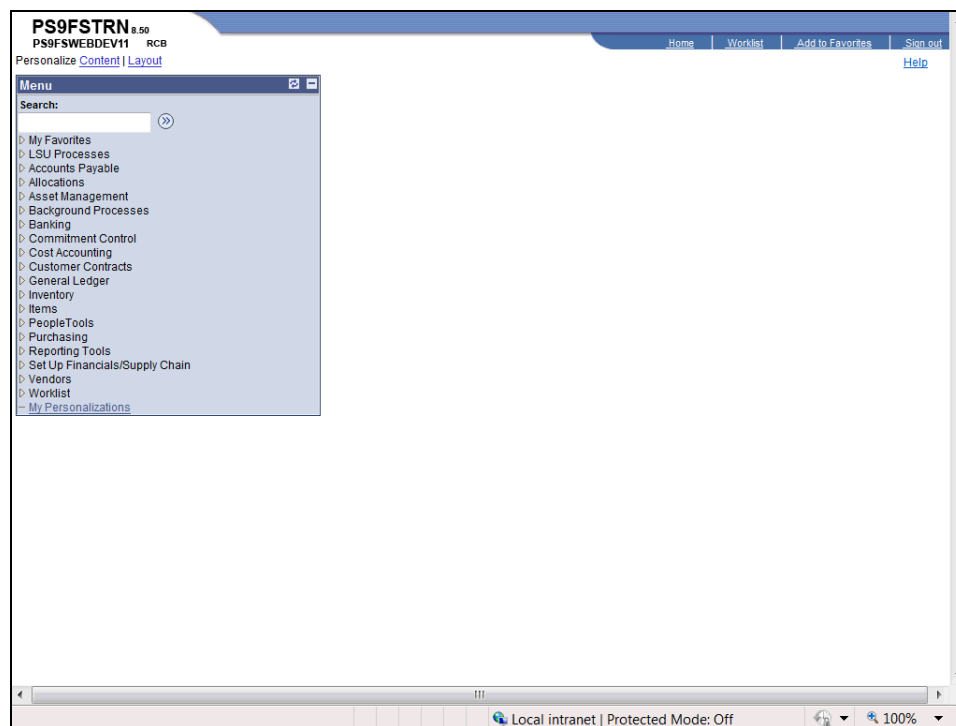
Manage Requisition Encumbrances

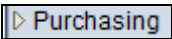
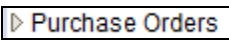

View and Print the Req and PO Budgetary Activity Report in HTML

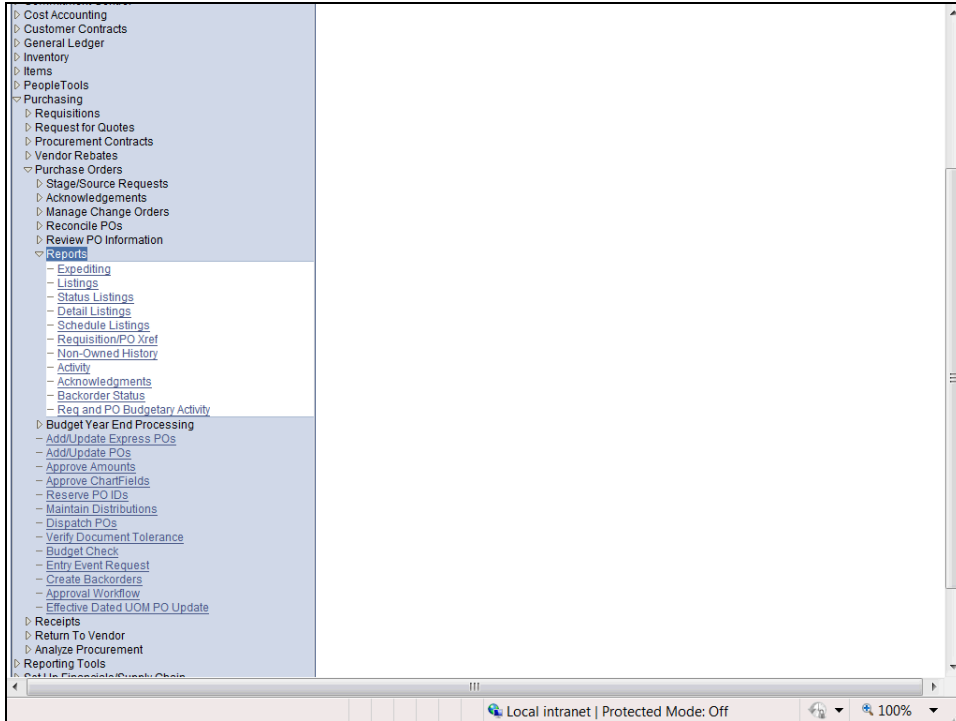
The Requisition Budgetary Activity report allows you to view remaining requisition pre-encumbrance amounts. The report provides information on Requisitions submitted to Purchasing from your Department for the current fiscal year.



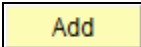
Procedure



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



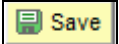




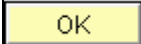


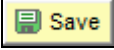
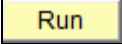



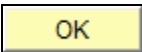




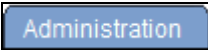
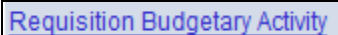
Step	Action
1.	Click the Purchasing link. 
2.	Click the Purchase Orders link. 
3.	Click the Reports link. 



Step	Action
4.	Click the Req and PO Budgetary Activity link. 
5.	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: <ul style="list-style-type: none"> • Specific to the user's Operator ID; • Case Sensitive; • One continuous string of alphanumeric characters; • Cannot contain any blank spaces between words; and • Can utilize the Underscore to link characters or words together. <p>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 Value tab you will click the Search button to find existing Run Control IDs.</p>
6.	If you have already created a Run Control ID, click the Search button to find it. Click the Add a New Value tab. 
7.	Enter the desired information into the Employee-facing registry content field. Enter " REQ_ACTIVITY_REPORT ".
8.	Click the Add button. 

Step	Action
9.	<p>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 Business Unit and Dept ID or Project/Grant. If a Project/Grant number is entered, there is no need to enter additional ChartString information.</p> <p><i>NOTE: Parameters from the last time you ran the report will default if you use an existing Run Control ID.</i></p>
10.	<p>Enter the desired information into the Business Unit field. Enter "LSUNO".</p>
11.	<p>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.</p> <p><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></p> <p>Enter the desired information into the Budget Date From field. Enter "070111".</p>
12.	<p>Enter the desired information into the Budget Date To field. Enter "063012".</p>
13.	<p>The user must specify the Remaining Amount operand based on the following:</p> <ul style="list-style-type: none"> • 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.	<p>Click the button to the right of the Remaining Amount field.</p> <p></p>
15.	<p>Click the Not Equal (<>) list item.</p> <p></p>

Step	Action
16.	<p>You may enter a single or multiple chartfield criteria.</p> <ul style="list-style-type: none"> • 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). <p><i>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.</i></p>
17.	<p>Click the Look up ChartField button.</p> 
18.	<p>Click the DEPTID link from the Search Results table.</p> 
19.	<p>Enter the desired information into the From ChartField Value field. Enter "1053000".</p>
20.	<p>Enter the desired information into the To ChartField Value field. Enter "1053000".</p>
21.	<p>Click the Save button.</p> 
22.	<p>Click the Add a row at row 1 button to add another ChartField value.</p> 
23.	<p>Click the Look up ChartField button.</p> 
24.	<p>Click the CLASS FLD link from the Search Results table.</p> 
25.	<p>Enter the desired information into the from ChartField Value field. Enter "10105".</p>
26.	<p>Enter the desired information into the To ChartField Value field. Enter "10105".</p>
27.	<p>Click the Delete row 2 button.</p> 
28.	<p>Click the OK button.</p> 

Step	Action
29.	<p>Click the Save button.</p> <p><i>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.</i></p> 
30.	<p>Click the Run button.</p> 
31.	<p>Click the button to the right of the Server Name field.</p> 
32.	<p>Click the PSNT list item.</p> 
33.	<p>Click the Requisition Budgetary Activity option from the Process List.</p> 
34.	<p>Click the OK button.</p> 
35.	<p>Click the Process Monitor link.</p> 
36.	<p>Click the Refresh button until the Run Status = Success and the Distribution Status = Posted.</p> 
37.	<p>Click the Go back to Req and PO Budgetary Activity link.</p> 
38.	<p>Click the Report Manager link.</p> 
39.	<p>Click the Administration tab.</p> 
40.	<p>Click the Requisition Budgetary Activity link. This action opens a new window.</p> 
41.	<p>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.</p> <p><i>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.</i></p>



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.

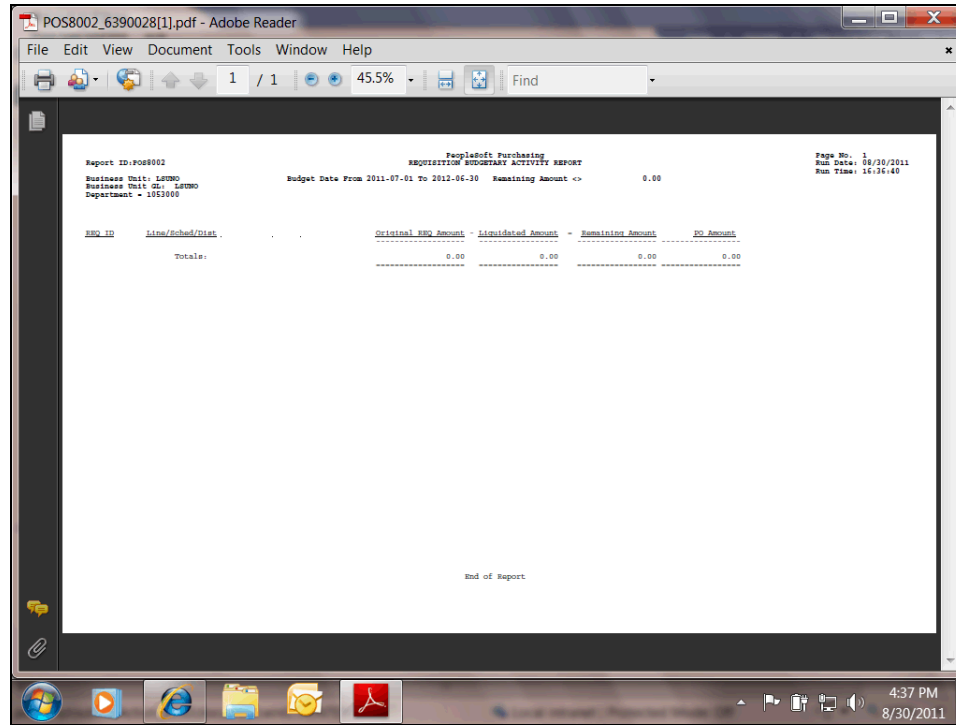
Project/Grant - Project/Grant number from Chart of Accounts.


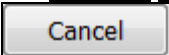

Original REQ Amount - The total dollar amount of the requisition line.

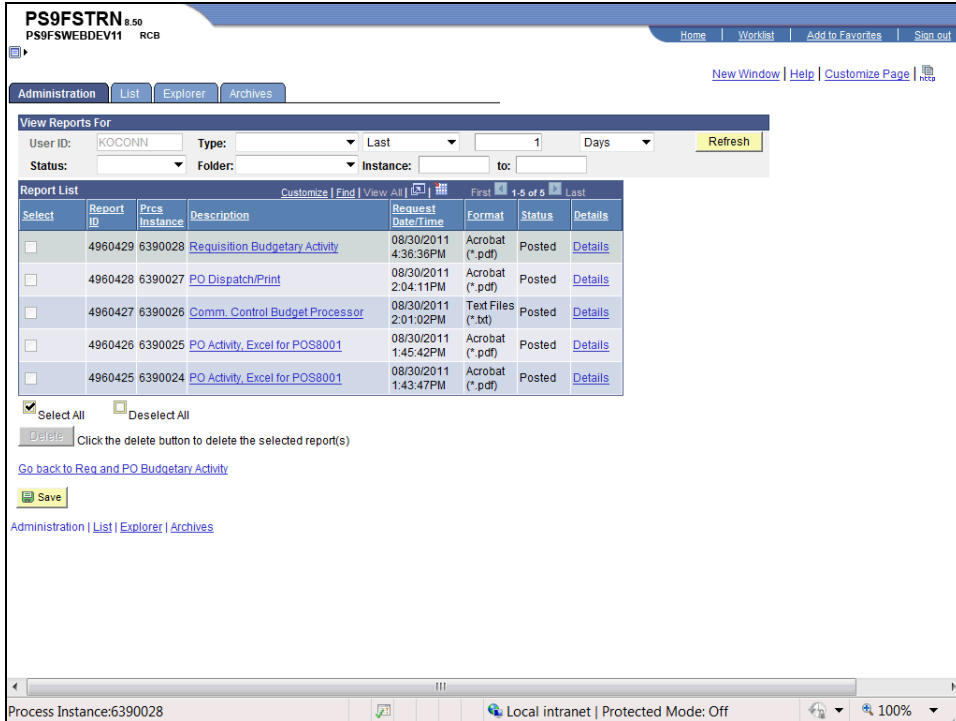
Liquidated Amount - Indicates the PO has been issued.


Remaining Amount - Amount not spent from the requisition.

PO Amount - Amount for which the PO was issued.



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

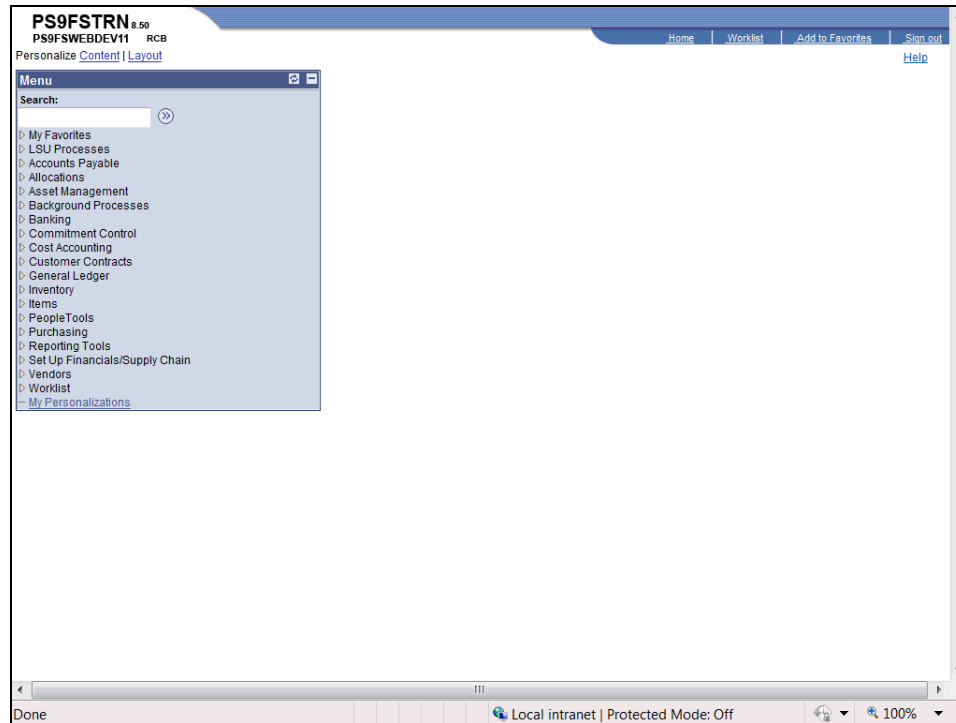


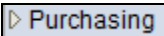
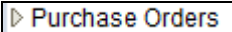
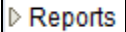
Step	Action
45.	Click the Home link. 
46.	This completes View and Print the Req and PO Budgetary Activity Report in HTML. End of Procedure.

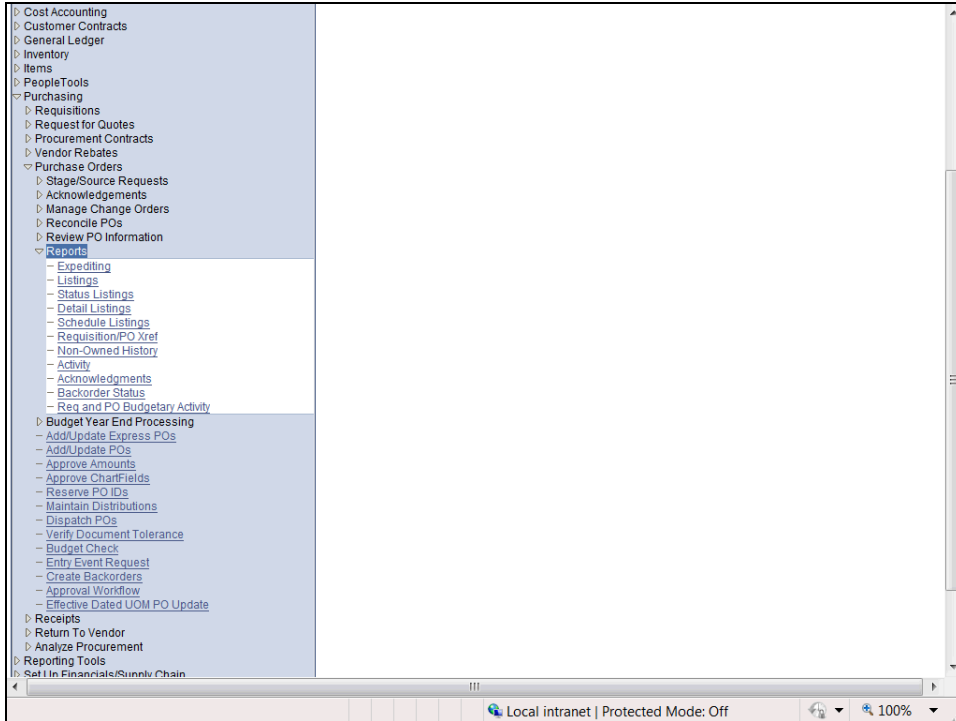
View and Print the Req and PO Budgetary Activity Report in Excel


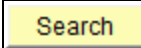

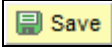

Procedure





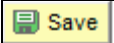
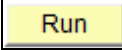

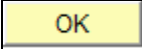




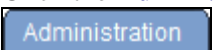
In this topic you will learn how to **View and Print the Req and PO Budgetary Activity Report in Excel**.

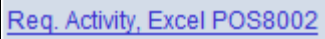
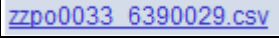
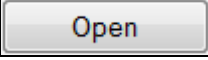


Step	Action
1.	Click the Purchasing link. 
2.	Click the Purchase Orders link. 
3.	Click the Reports link. 



Step	Action
4.	Click the Req and PO Budgetary Activity link. 
5.	Click the Add a New Value tab to create a new Run Control ID. Click the Search button to search for an existing Run Control ID. 
6.	Click the REQ_ACTIVITY_REPORT link. 
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 From ChartField Value field. Enter " 1053500 ".
8.	Enter the desired information into the To ChartField Value field. Enter " 1053500 ".
9.	Click the Save button. 
10.	Click the Add a new row at row 1 button. 

Step	Action
11.	Click the Look up ChartField button. 
12.	Click the FUND CODE link from the Search Results table. 
13.	Enter the desired information into the From ChartField Value field. Enter " 111 ".
14.	Enter the desired information into the To ChartField Value field. Enter " 111 ".
15.	Click the Delete row 2 button. 
16.	A warning message displays. Click the OK button. 
17.	Click the Save button. <i>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.</i> 
18.	Click the Run button. 
19.	Click the Req. Activity, Excel POS8002 option. <i>NOTE: Verify the Server Name is PSNT.</i> 
20.	Click the OK button. 
21.	Click the Process Monitor link. 
22.	Click the Refresh button until the Run Status = Success and the Distribution Status = Posted. 
23.	Click the Go back to Req and PO Budgetary Activity link. 
24.	Click the Report Manager link. 
25.	Click the Administration tab. 

Step	Action
26.	Click the Req. Activity, Excel POS8002 link. 
27.	Click the zzpo0033_6390029.csv link. 
28.	Click the Open button. 
29.	As specified in the Req-PO Budgetary Activity Parameter page, only the requisition line(s) with a Remaining Amount are retrieved. This makes it easier for a user to analyze the report when determining the pre-encumbrances needing to be closed or adjusted. <i>TIP: If a user finds 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.</i>



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.

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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.

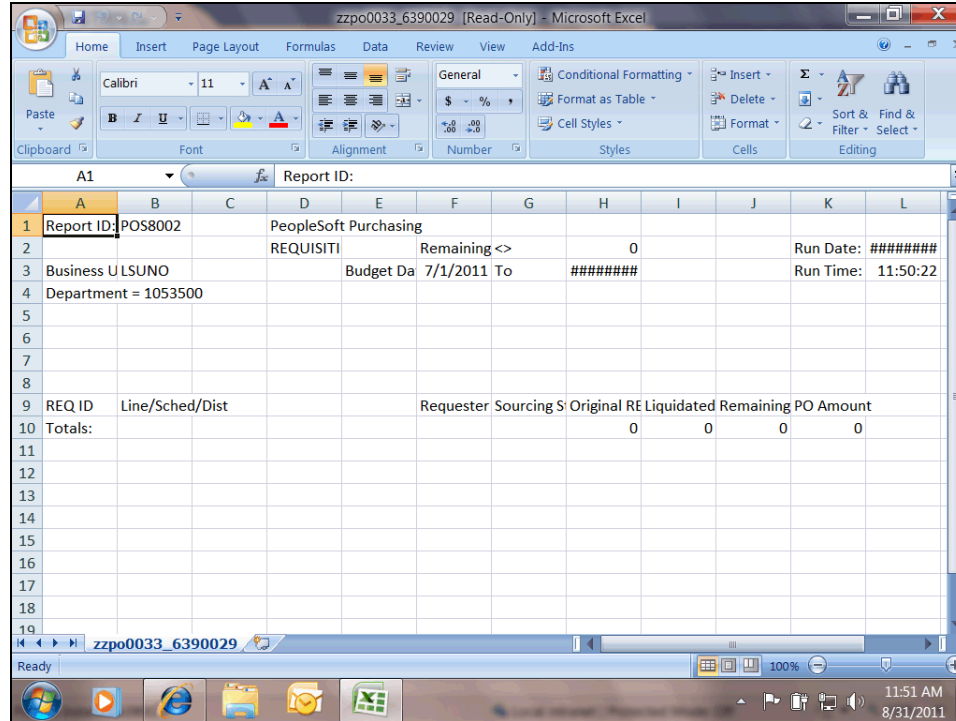
Project/Grant - Project/Grant number from Chart of Accounts.



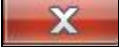
Original REQ Amount - The total dollar amount of the requisition line.

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.



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

PS9FSTRN 8.00
PS9FSWEBDEV11 RCB

Home | Worklist | Add to Favorites | Sign out

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

Report Detail

Report

Report ID: 4960430 Process Instance: 6390029 [Message Log](#)

Name: ZZPO0033 Process Type: SQR Report

Run Status: Success

Req. Activity: Excel POS8002

Distribution Details

Distribution Node: REFNODE Expiration Date: 09/14/2011

File List

Name	File Size (bytes)	Datetime Created
SQR_ZZPO0033_6390029.log	1,960	08/31/2011 11:50:36.770000AM CDT
ZZPO0033_6390029.out	224	08/31/2011 11:50:36.770000AM CDT
zzpo0033_6390029.csv	426	08/31/2011 11:50:36.770000AM CDT

Distribute To

Distribution ID Type	Distribution ID
User	KOCONN

OK Cancel

Process Instance:6390029 Local intranet | Protected Mode: Off 100%

Step	Action
35.	Click the OK button to return to the Administration page.

OK

The screenshot shows the Oracle PS9FSTRN application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' options. Below this is a 'View Reports For' section with fields for 'User ID' (KOC0NN), 'Type', 'Last', and 'Days' (1), along with a 'Refresh' button. A 'Report List' table is displayed with the following data:

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	4960430	6390029	Req. Activity, Excel POS8002	08/31/2011 11:50:16AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	4960429	6390028	Requisition Budgetary Activity	08/30/2011 4:36:36PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	4960428	6390027	PO Dispatch/Print	08/30/2011 2:04:11PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	4960427	6390026	Comm. Control Budget Processor	08/30/2011 2:01:02PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	4960426	6390025	PO Activity, Excel for POS8001	08/30/2011 1:45:42PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	4960425	6390024	PO Activity, Excel for POS8001	08/30/2011 1:43:47PM	Acrobat (*.pdf)	Posted	Details

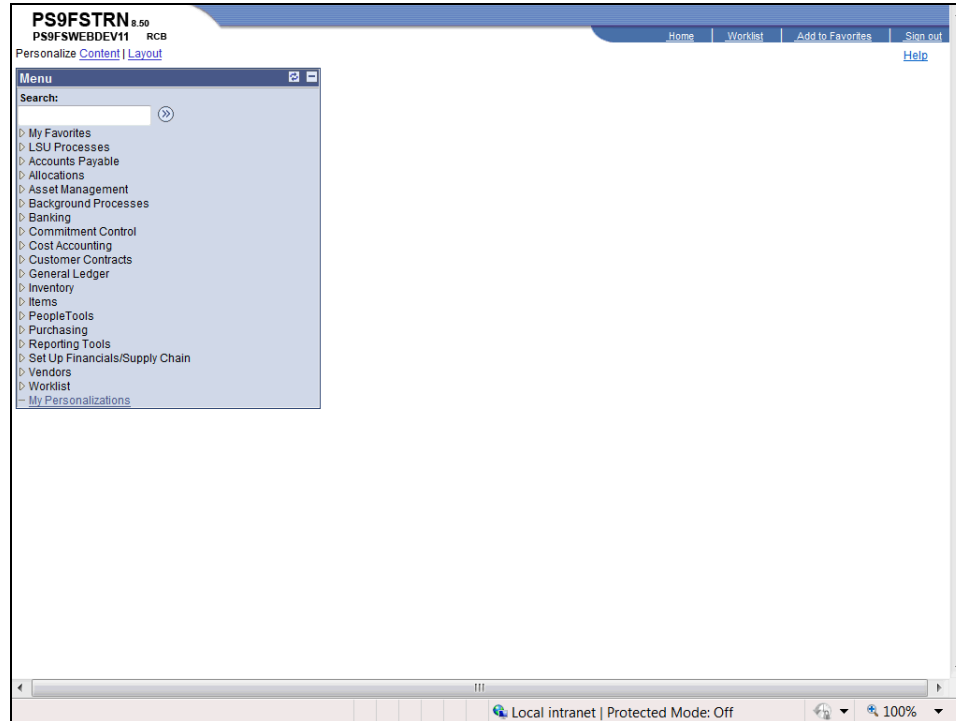
Below the table, there are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button with the text 'Click the delete button to delete the selected report(s)', and a 'Save' button. A link 'Go back to Req and PO Budgetary Activity' is also present. The bottom of the screen shows the process instance number '6390029' and the system status 'Local intranet | Protected Mode: Off'.

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.

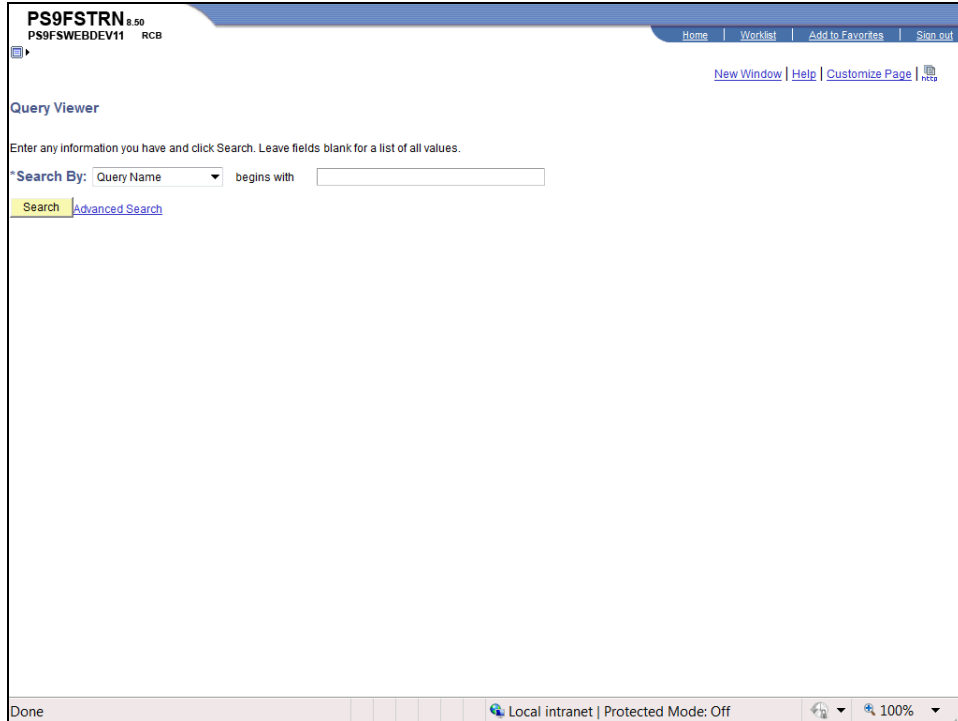
Run the CLEANUP_REQ_ACTIVITY Query



Procedure

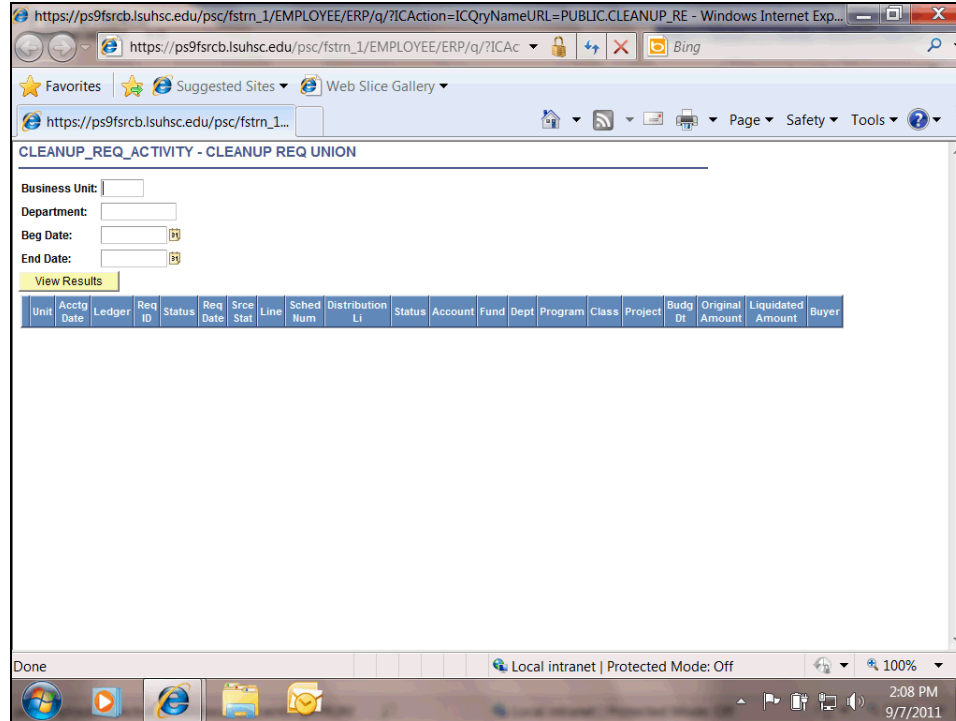
In this topic you will learn how to **Run the CLEANUP_REQ_ACTIVITY Query**.

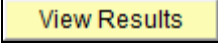
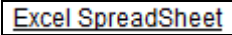


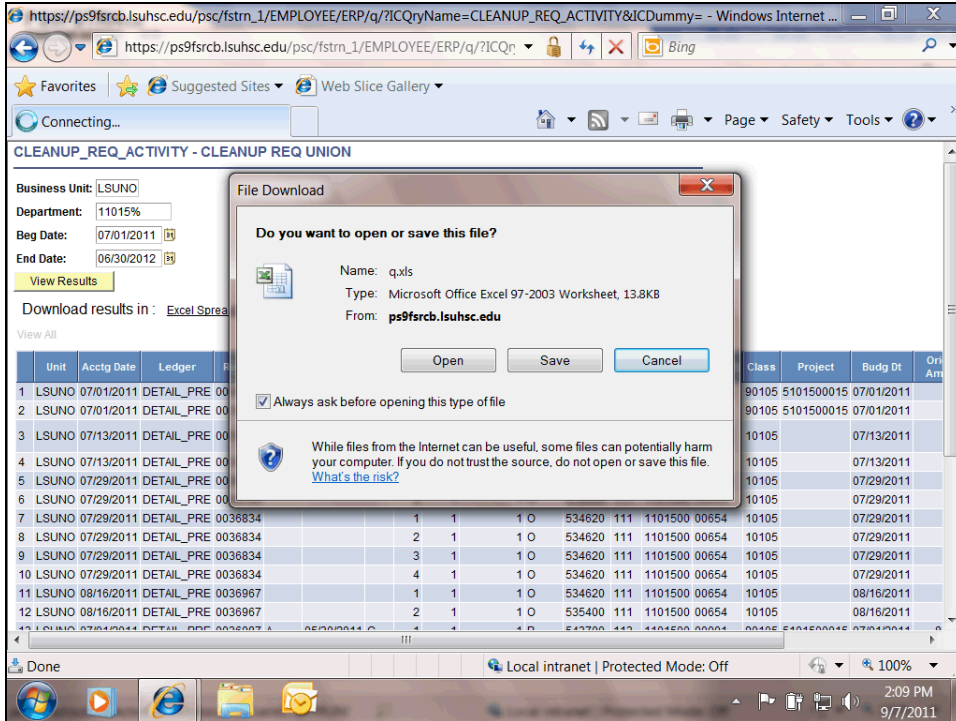
Step	Action
1.	Click the Reporting Tools link. ▶ Reporting Tools
2.	Click the Query link. ▶ Query
3.	Click the Query Viewer link. - Query Viewer



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

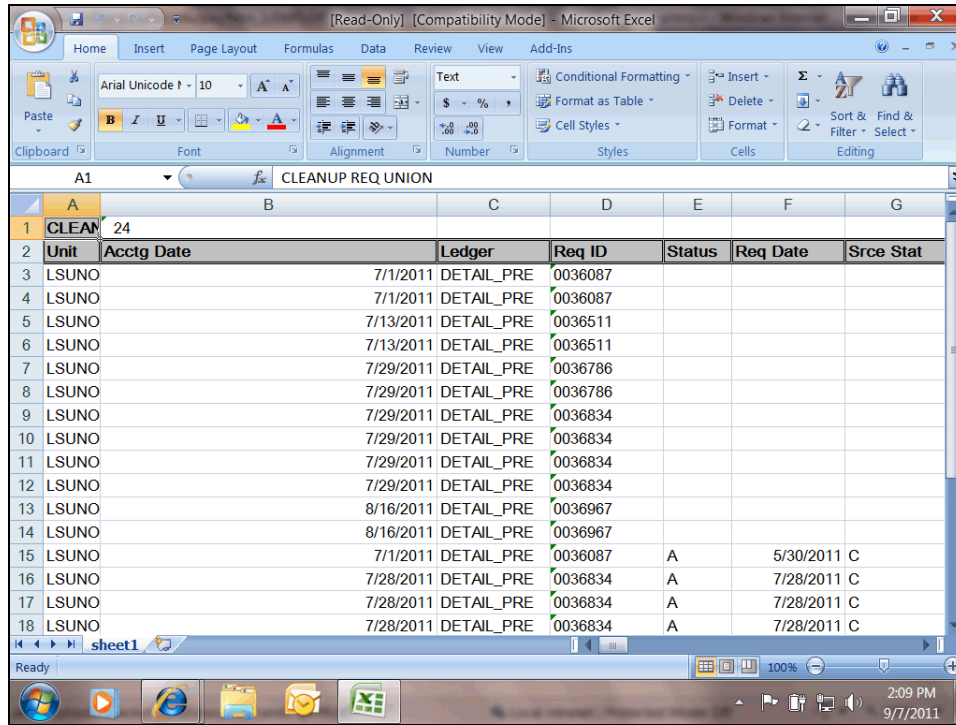



Step	Action
7.	Enter the desired information into the Business Unit field. Enter " LSUNO ".
8.	Enter the desired information into the Department field. Enter " 11015% ".
9.	Enter the desired information into the Beg Date field. Enter " 070111 ".
10.	Enter the desired information into the End Date field.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

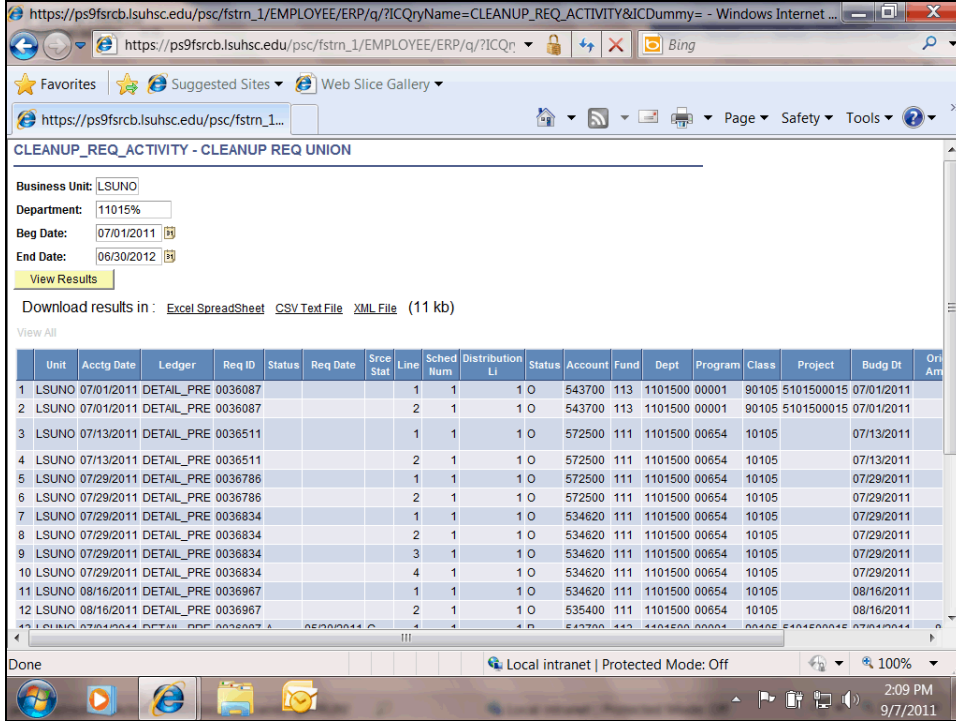



Step	Action
13.	Click the Open button.

Open



Step	Action
14.	Click the Close button. 



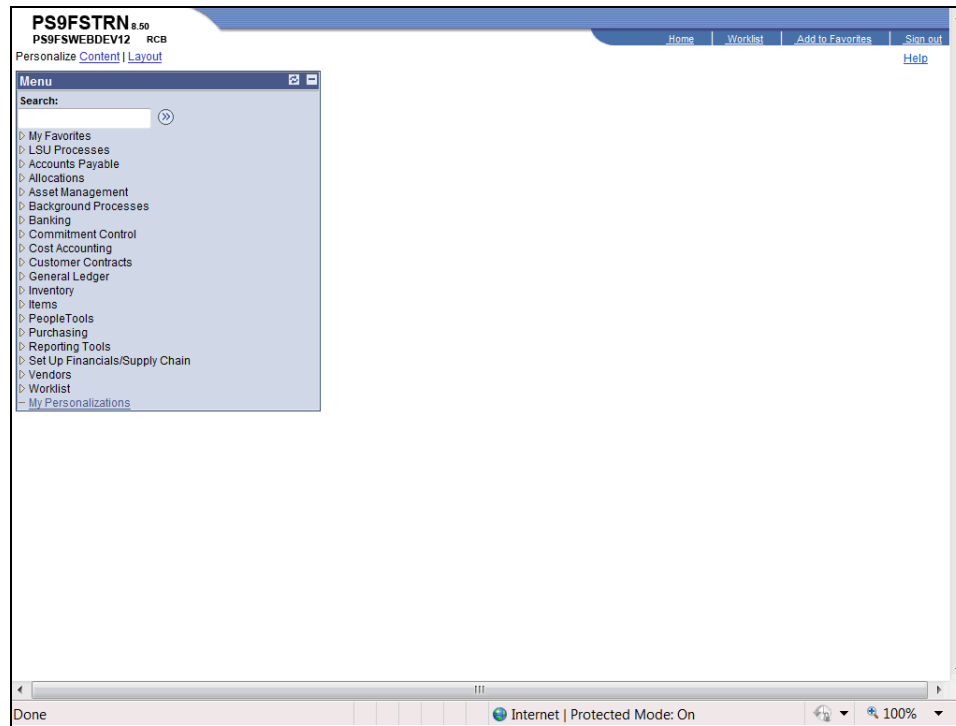
Step	Action
15.	Click the Close button. 
16.	This completes Run the CLEANUP_REQ_ACTIVITY Query . End of Procedure.

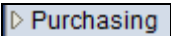
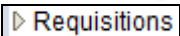

Cancel a Requisitions

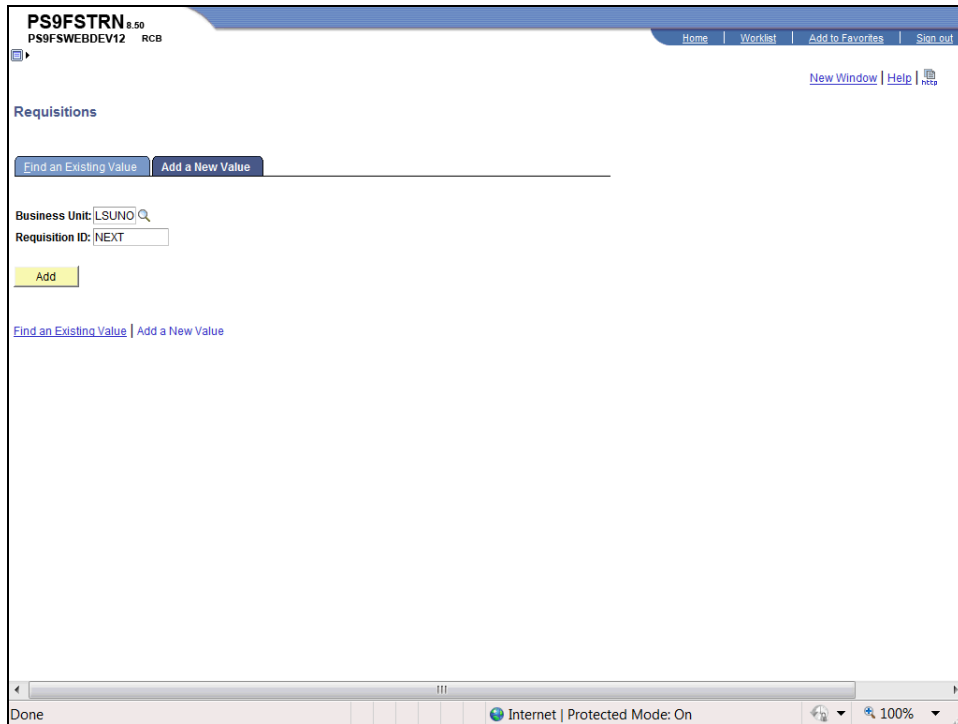
Cancel a Requisition from the Req Header


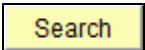
Procedure

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



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



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



PS9FSTRN 8.50
PS9FSWEBDEV12 RCB

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

Maintain Requisitions

Requisition

Business Unit: LSUNO Status: Approved  

Requisition ID: 0036977 Budget Status: Valid

Hold From Further Processing

Header

*Requester: SDEBOS De Bose, Sheila [Requisition Defaults](#)
[Requester Info](#)

*Requisition Date: 08/17/2011 [Edit Comments](#)
[Requisition Activities](#)

Origin: ONL On-Line Entry [Document Status](#)

*Currency Code: USD US Dollar

Accounting Date: 08/17/2011

Amount Summary

Total Amount: 7,165.00 USD

Add Items From


Purchasing Kit Catalog
 Item Search Requirer Items

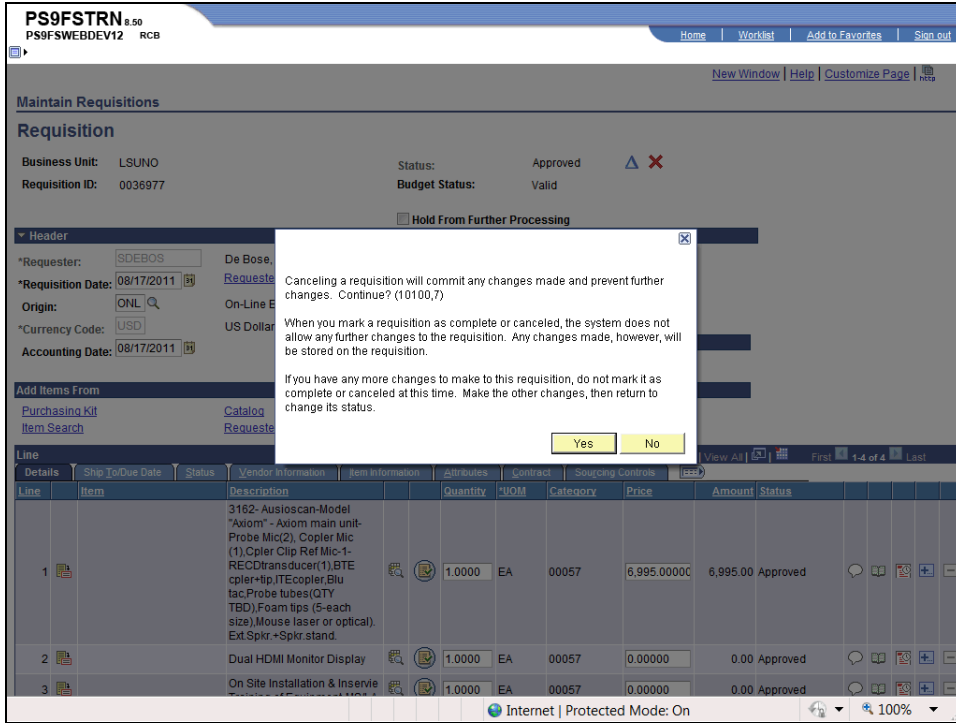
Select Lines To Display


Line: To: [Retrieve](#)

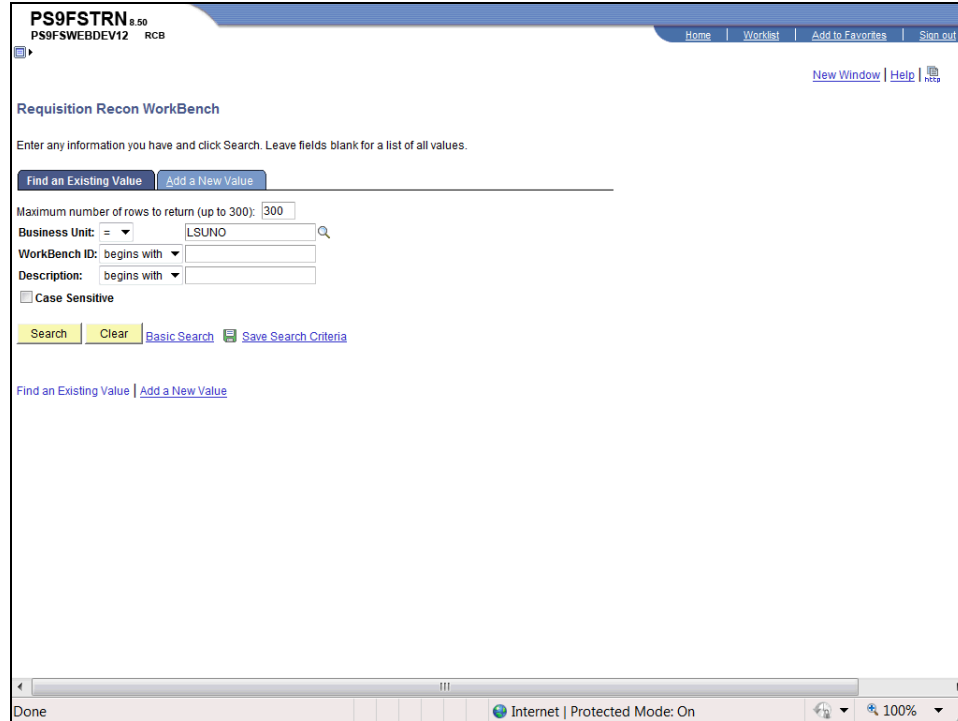
Line	Item	Description	Quantity	UOM	Category	Price	Amount	Status
1		3162- Ausioscan-Model "Axiom" - Axiom main unit-Probe Mic(2), Copler Mic (1),Cpler Clip Ref Mic-1-RECDtransducer(1),BTE cpler+tip,ITEcopler,Btu tac.Probe tubes(QTY TBD),Foam tips (5-each size),Mouse laser or optical), Ext.Spir.-Spir.stand.	1.0000	EA	00057	6,995.00000	6,995.00	Approved
2		Dual HDMI Monitor Display	1.0000	EA	00057	0.00000	0.00	Approved


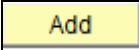
Contains commands for working with the selected items.

Step	Action
7.	Click the Cancel graphic. 



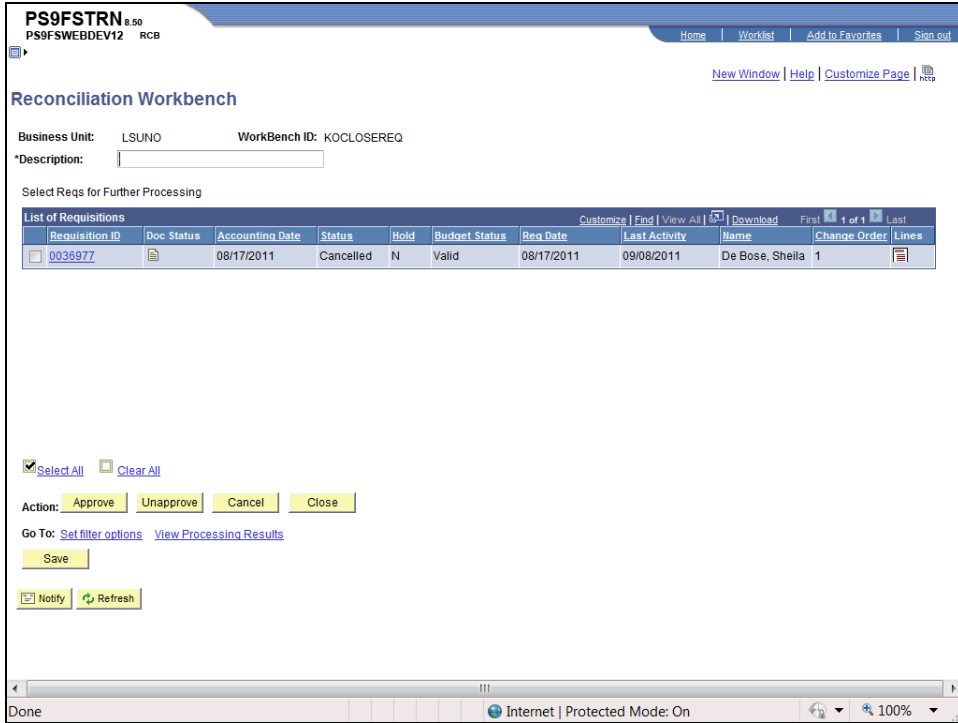
Step	Action
8.	<p>A warning message displays.</p> <p>Click the Yes button.</p> 
9.	<p>You are returned to Requisition Header page.</p> <p>NOTE: The Status is now Cancelled and the Budget Status is Not Chk'd.</p> <p>The requisition must be Budget Checked again. Navigate to:</p> <p>Purchasing > Requisitions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



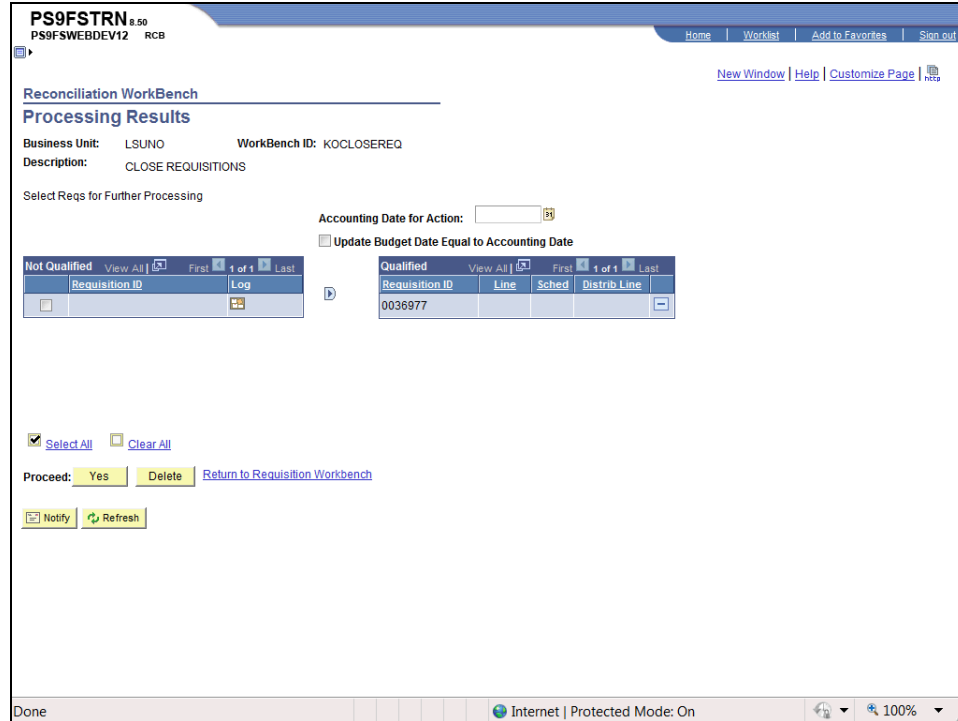
Step	Action
11.	Click the Add a New Value link. 
12.	Enter the desired information into the WorkBench ID field. Enter " KOCLOSEREQ ". <i>NOTE: Unlike other processes where a run control is unique to a user, this process stores everyone's run controls. It is important that you add a new run control that 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. 

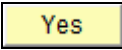
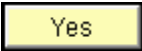
Step	Action
14.	Enter the desired information into the Requisition field. Enter " 0036977 ".
15.	Enter the desired information into the Requisition To: field. Enter " 0036977 ".
16.	Enter the desired information into the Accounting Date field. Enter " 070111 ".
17.	Enter the desired information into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

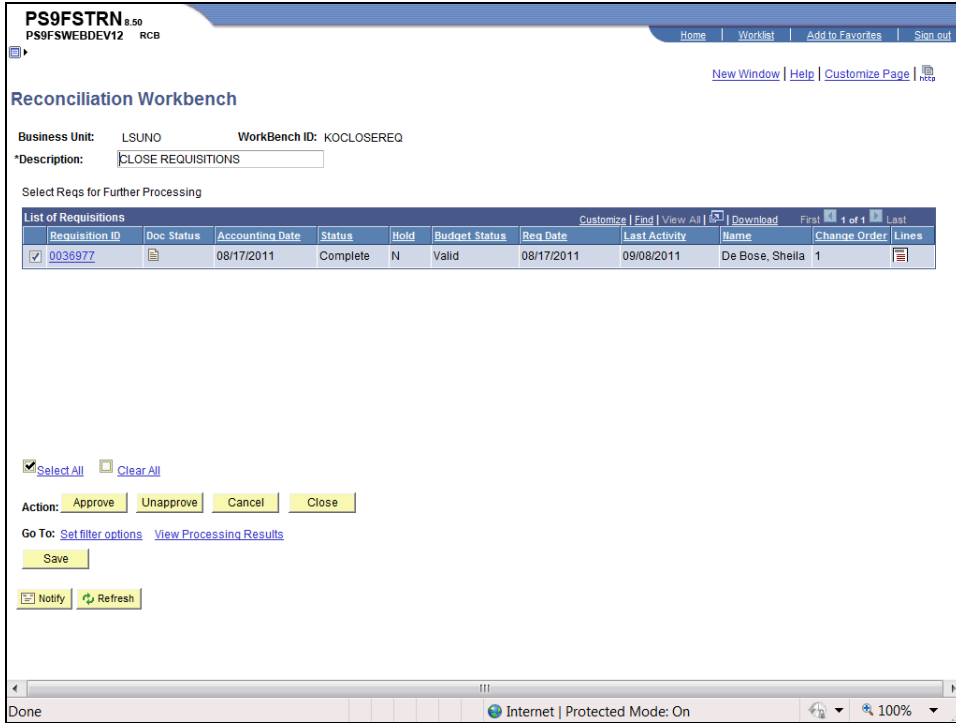
Step	Action
18.	Click the Search button. <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffff00;">Search</div>
19.	NOTE: The Status is Cancelled and the Budget Check is Valid.




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



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 Yes button. 

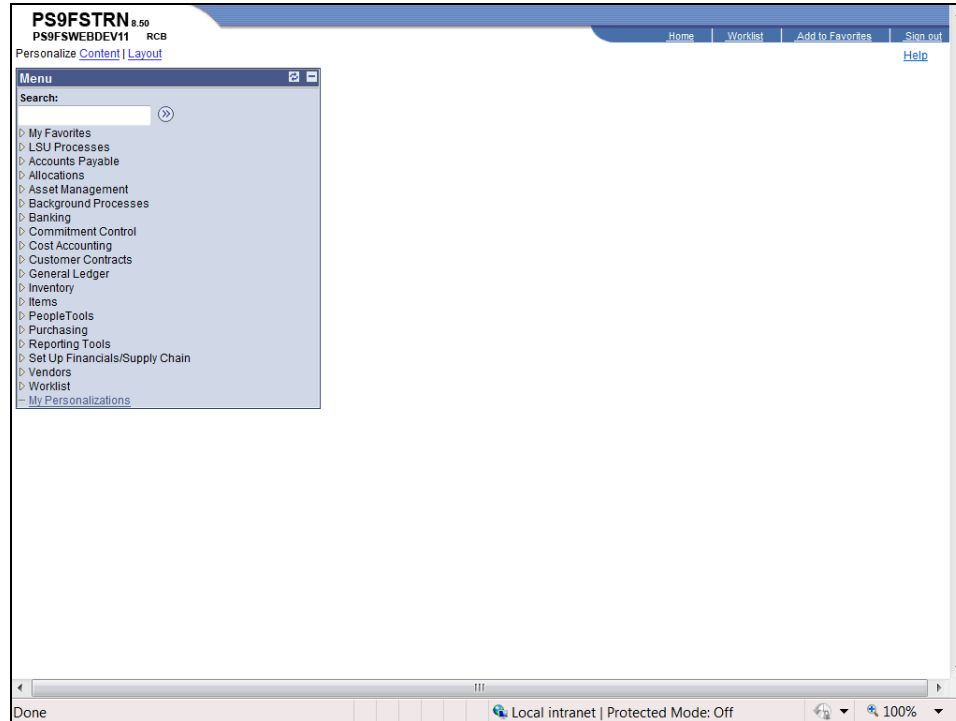


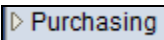
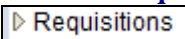
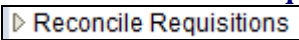
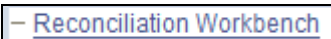
Step	Action
26.	<p>You are returned to the Reconciliation Workbench page. The Status is now Complete.</p> <p><i>NOTE: If you want to reconcile another requisition, click the Select Filter Options link.</i></p> <p>Click the Home link.</p> <p></p>
27.	<p>This completes Cancel a Requisition from the Req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

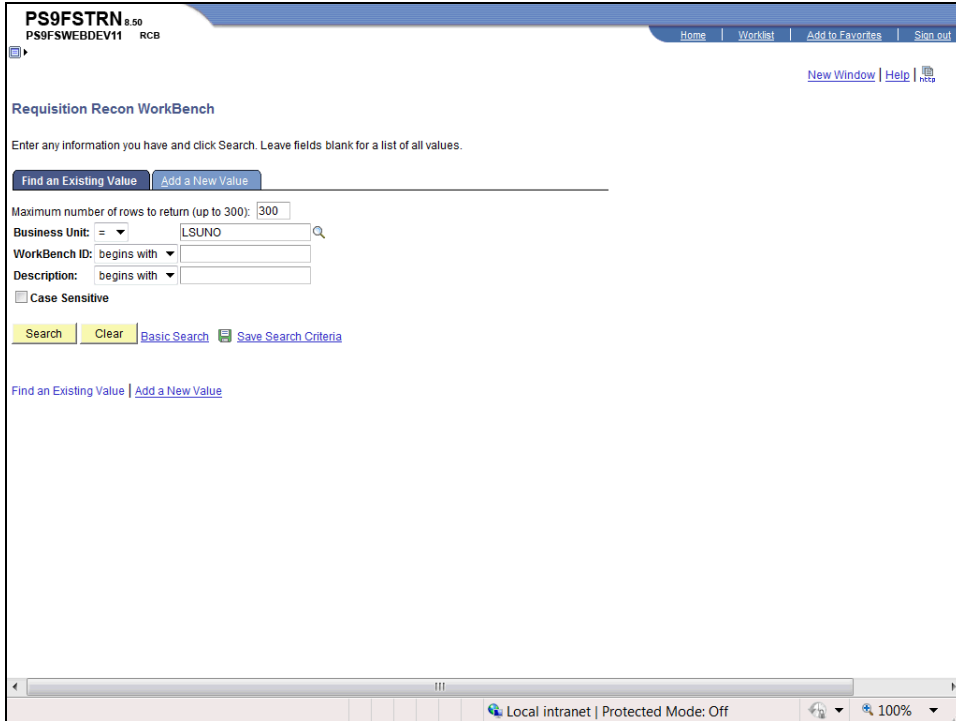
Close a Requisition from the Req Recon Workbench


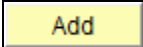
Procedure

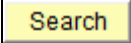
In this topic you will learn how to **Close a Requisition from the Req Recon Workbench**.

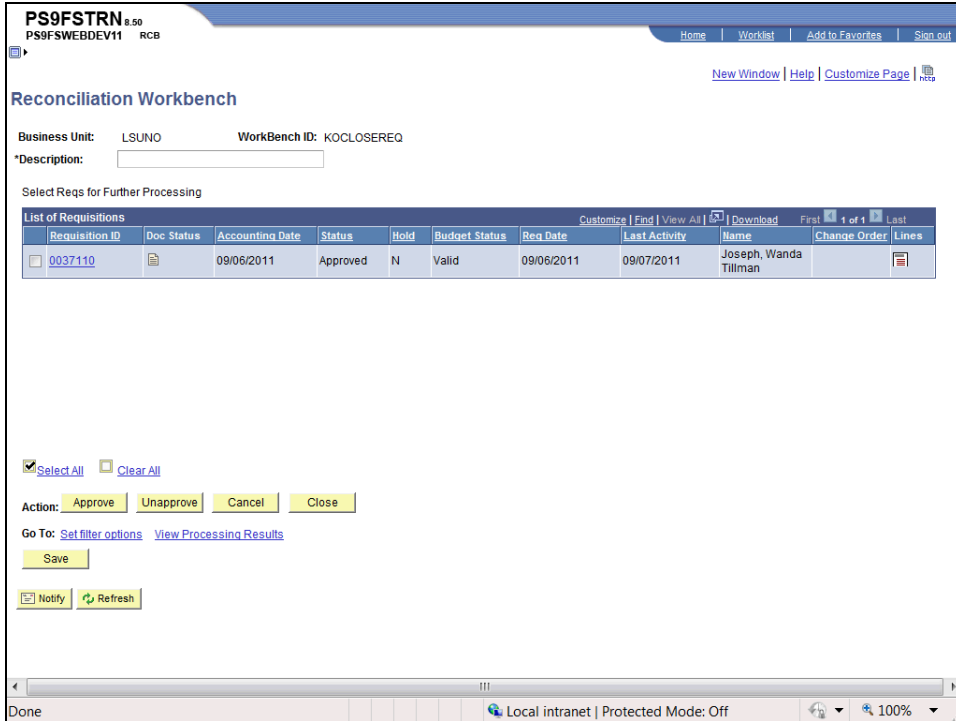


Step	Action
1.	Click the Purchasing link. 
2.	Click the Requisitions link. 
3.	Click the Reconcile Requisitions link. 
4.	Click the Reconciliation Workbench link. 

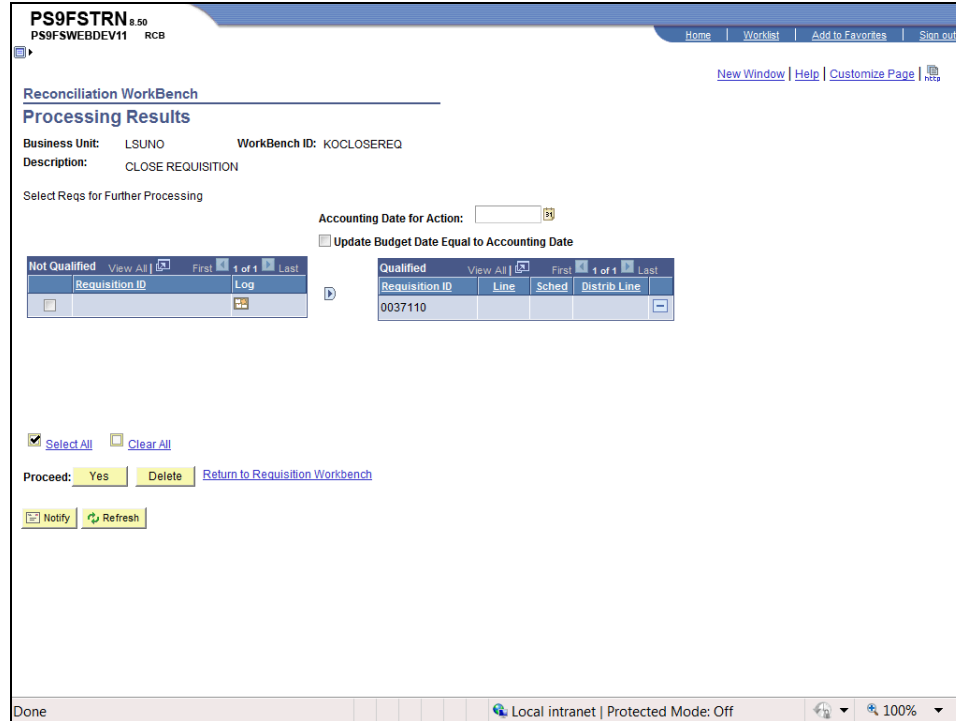


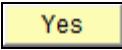
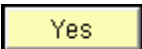
Step	Action
5.	<p>You can search for an existing Workbench ID by clicking the Search button. If you do not have an existing Workbench ID, you must add one.</p> <p><i>NOTE: The Workbench ID is a run control for accessing the Process Scheduler.</i></p> <p>Click the Add a New Value link.</p> 
6.	<p>Unlike 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.</p> <p>Enter the desired information into the WorkBench ID field. Enter "KOCLOSEREQ".</p>
7.	<p>Click the Add button.</p> 

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



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



Step	Action
16.	<p>The requisition is qualified for closing. The Accounting Date of Action is the current date.</p> <p>Enter the desired information into the Accounting Date for Action field. Enter "091511".</p>
17.	<p>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 can be overridden and closed:</p> <p><i>The Requisition may not be closed because it has not been fully sourced.</i></p>
18.	<p>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 cannot be overridden and closed:</p> <p><i>The Requisition is associated with a Purchase Order that has not been closed.</i></p> <p><i>The Requisition is associated with a PO that has been closed or canceled but not budget checked.</i></p>
19.	<p>Click the Yes button.</p> <p></p>
20.	<p>Click the Yes button.</p> <p></p>

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

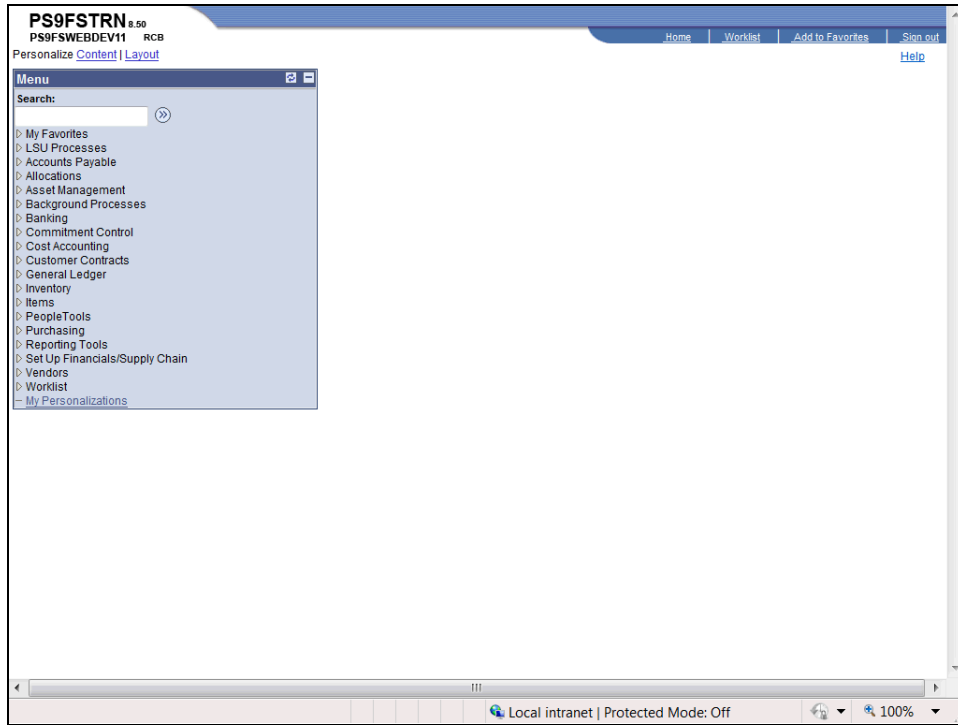
Finalize a Purchase Orders

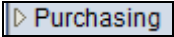
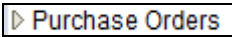

Finalize a PO to Release the Remaining Pre-Encumbrance

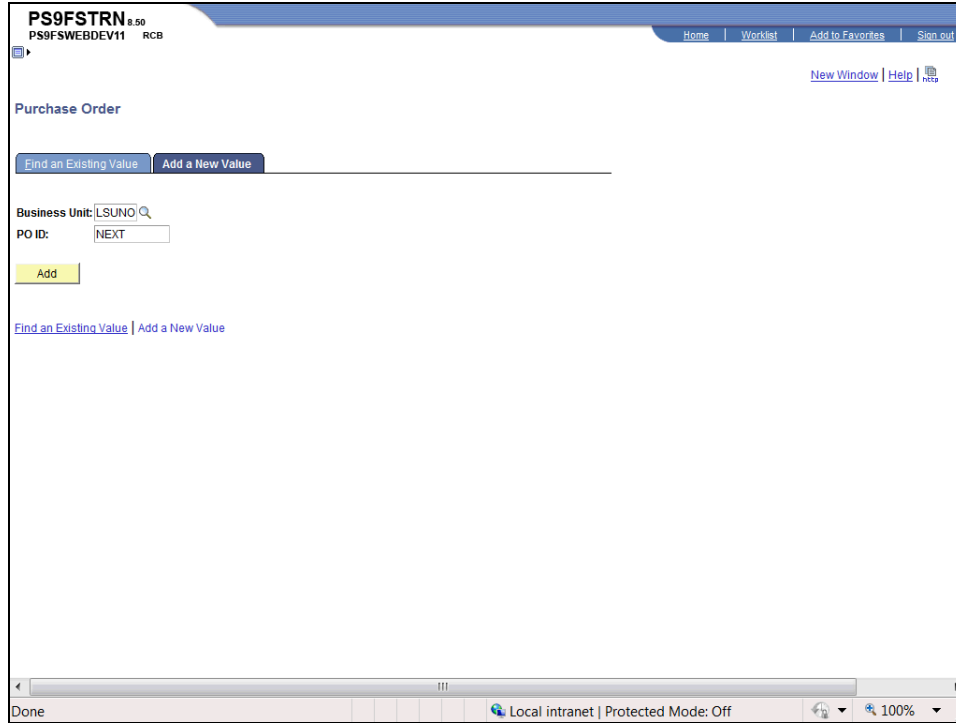
Procedure


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

Step	Action
1.	<p>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.</p> <p>In this example the PO Status is Dispatched.</p> <p><i>NOTE: Before you begin this process you must know the PO ID number.</i></p>



Step	Action
2.	Click the Purchasing link. 
3.	Click the Purchase Orders link. 
4.	Click the Add/Update POs link. 

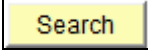

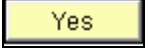



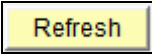
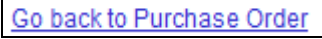

Step	Action
5.	Click the Find an Existing Value link. 

The screenshot shows the Oracle PS9FSTRN application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' links. Below this, the page title is 'Purchase Order'. A message reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. A search criteria form follows with fields for:

- Maximum number of rows to return (up to 300): 300
- Business Unit: = | SUNO
- PO ID: begins with
- Purchase Order Date: =
- PO Status: =
- Short Vendor Name: begins with
- Vendor ID: begins with
- Vendor Name: begins with
- Buyer: begins with
- Buyer Name: begins with
- PO Type: =
- Purchase Order Reference: begins with

 There are checkboxes for 'Hold From Further Processing' and 'Case Sensitive'. At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The browser status bar at the bottom shows 'Local intranet | Protected Mode: Off' and a zoom level of 100%.

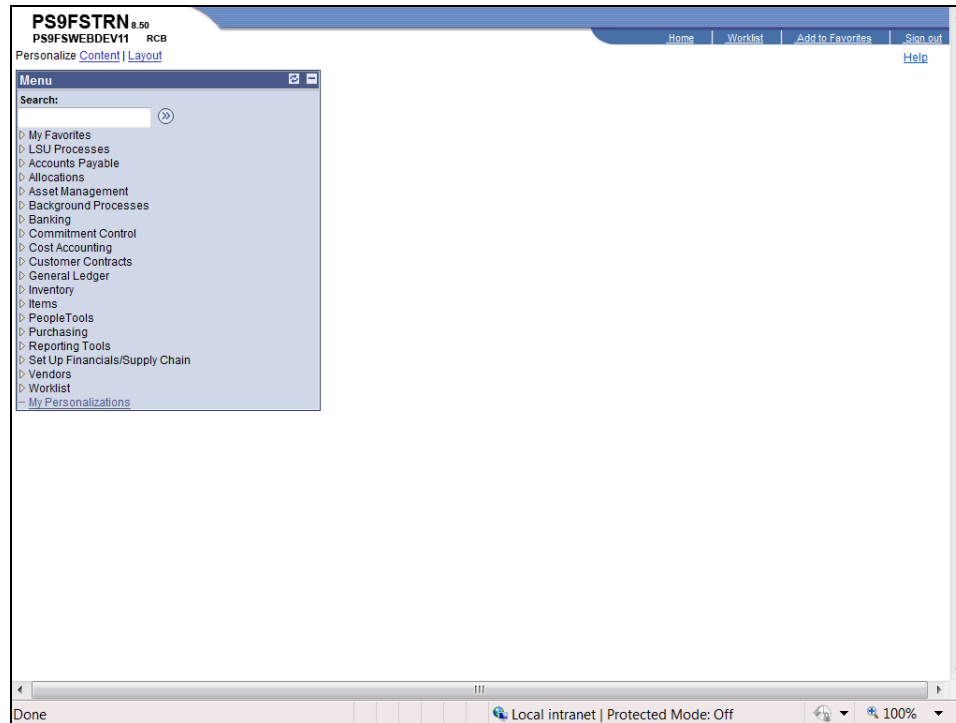
Step	Action
6.	Enter the desired information into the PO ID field. Enter " 00355337E ".
7.	Click the Search button. 
8.	Click the Finalize Document button. <i>NOTE: The Finalize Document button is the pink sheet of paper with arrows icon to the right of the Budget Status.</i> 
9.	A warning message displays. Click the Yes 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 Budget Check button. 

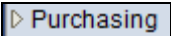
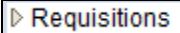


Step	Action
11.	Click the Refresh button until the Run Status = Success and the Distribution Status = Posted. 
12.	Click the Go back to Purchase Order link. 
13.	The PO Status is Dispatched and the Budget Status is Valid.
14.	Click the Home link. 
15.	This completes Finalize a PO to Release the Remaining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

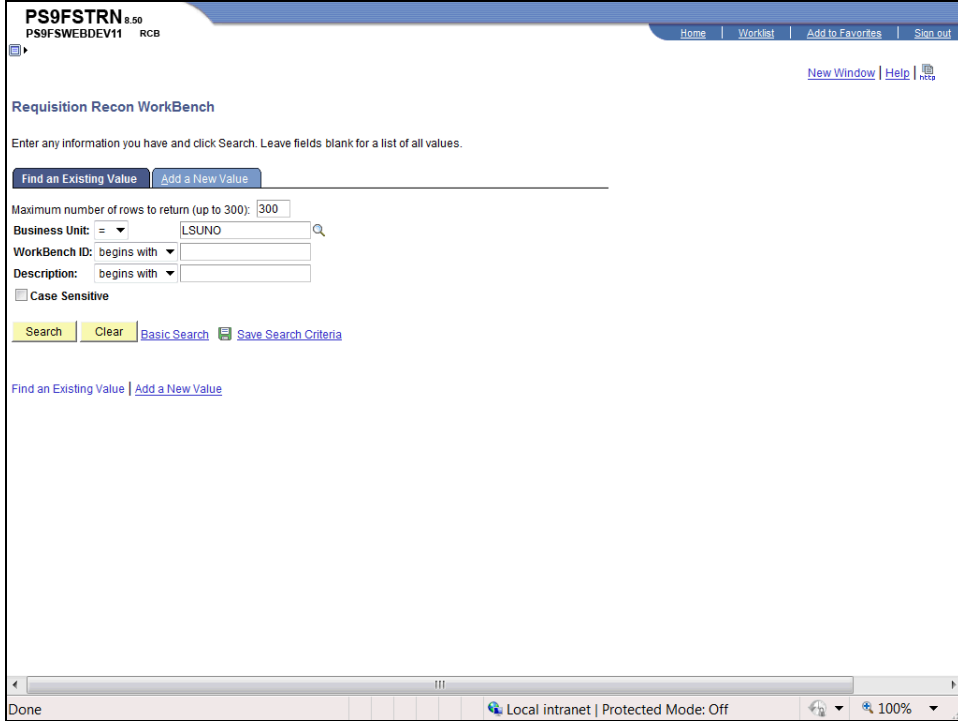
Close a Requisition to Release Remaining Pre-Encumbrance



Procedure

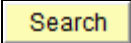
In this topic you will learn how to **Close a Requisition to Release the Remaining Pre-Encumbrance**.

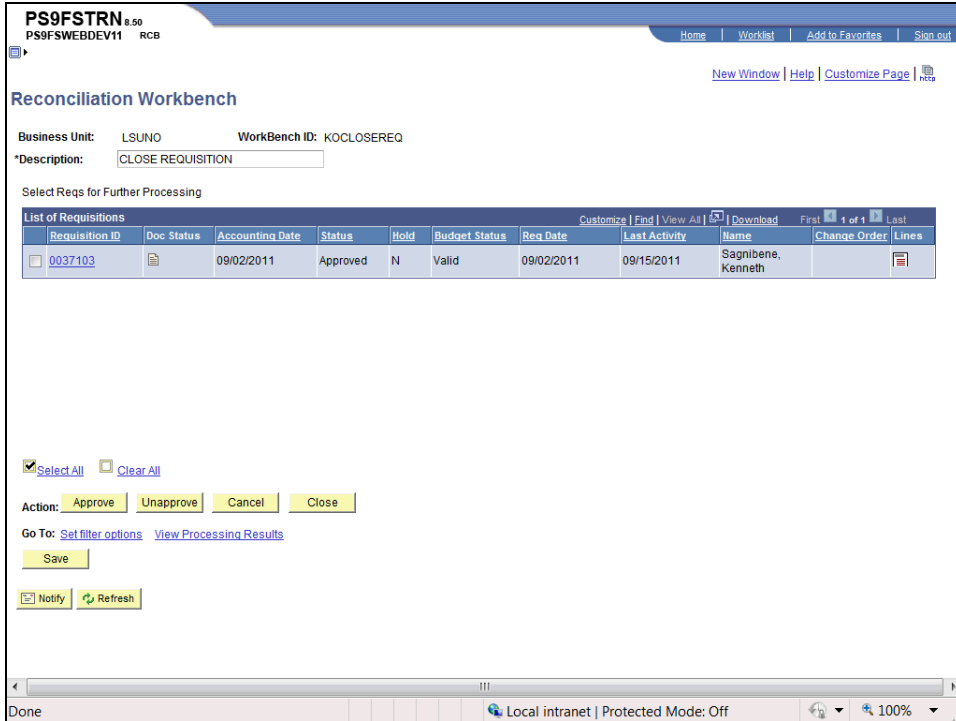



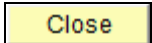
Step	Action
1.	Click the Purchasing link. 
2.	Click the Requisitions link. 
3.	Click the Reconcile Requisitions link. 
4.	Click the Reconciliation Workbench link. 

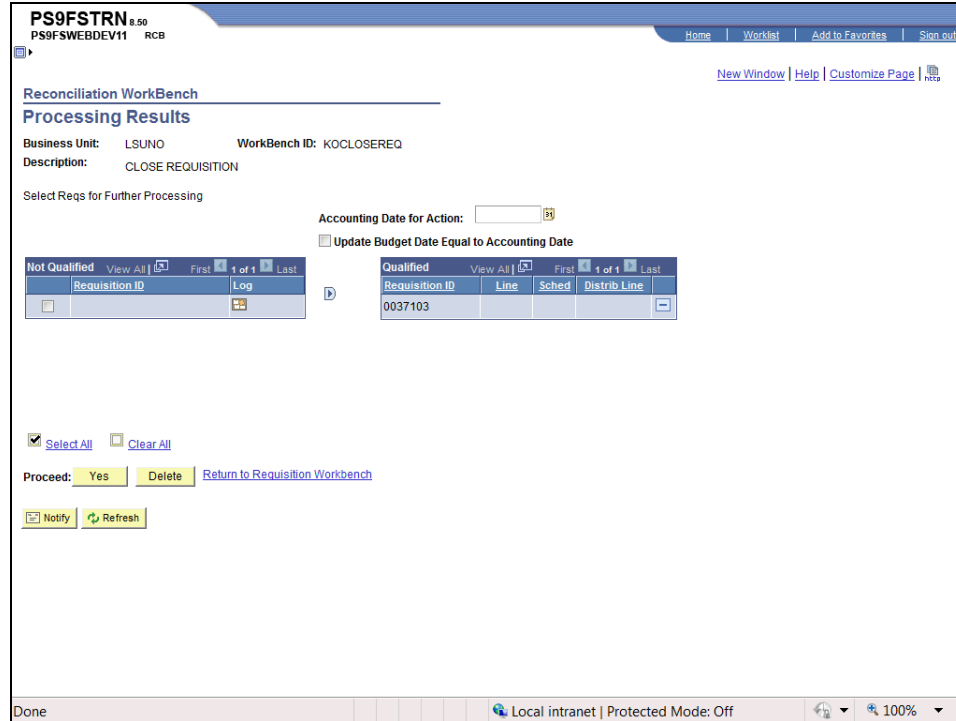


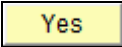

Step	Action
5.	<p>Click the Add a New Value tab to add a new Workbench ID.</p> <p>Click the Search button to search for an existing Workbench ID.</p> 
6.	<p>Click the appropriate Workbench ID link.</p> 

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 Requisition field. Enter " 0037103 ".
8.	Enter the desired information into the To field. Enter " 0037103 ".
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. 

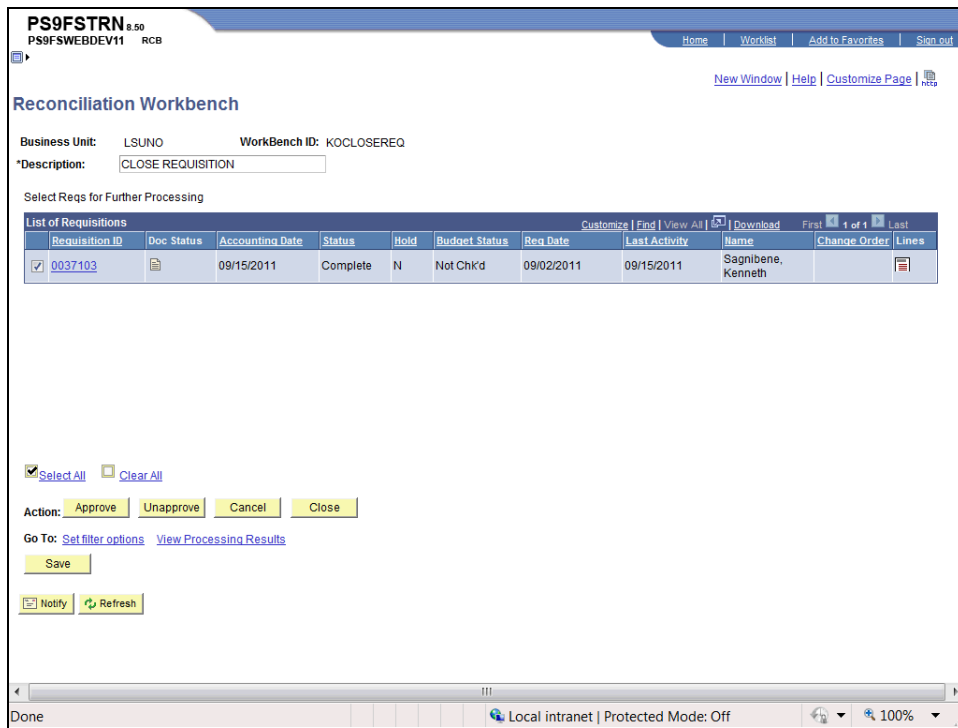


Step	Action
12.	Click the 0037103 option. 
13.	Click the Close button. 



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

Step	Action
19.	<p>You are returned to the Reconciliation Workbench.</p> <p>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.</p> <p>Budget Check the requisition by navigating to:</p> <p>Purchasing > Requisitions > Budget Check</p>

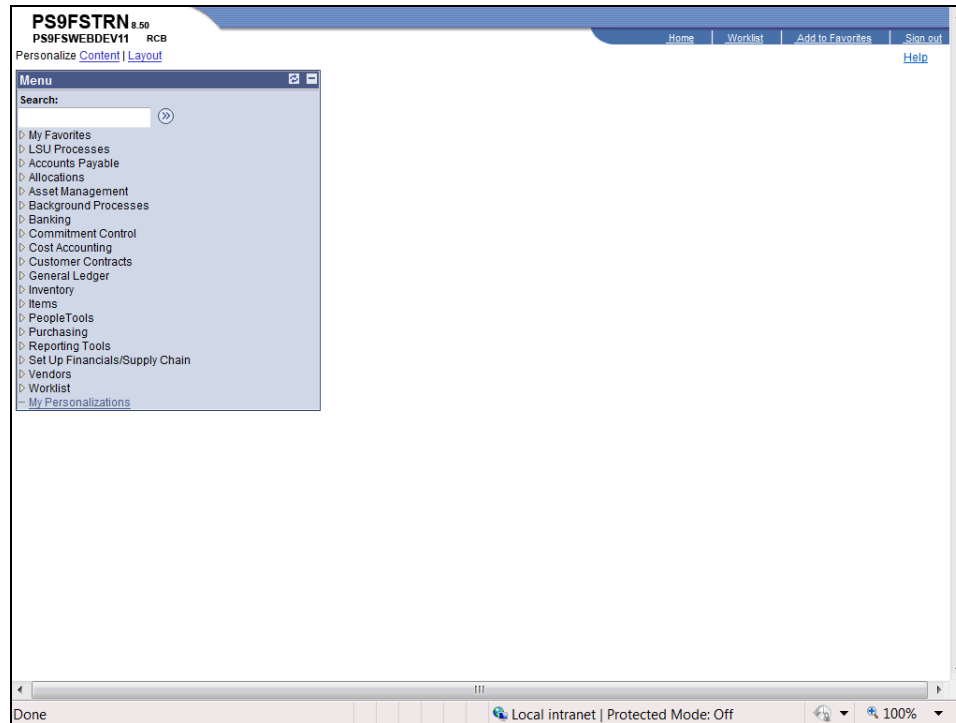


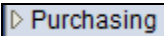
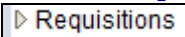
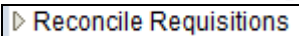

Step	Action
20.	<p>Click the Home link.</p> <p>Home</p>
21.	<p>This completes Close a Requisition to Release the Remaining Pre-Encumbrance. End of Procedure.</p>

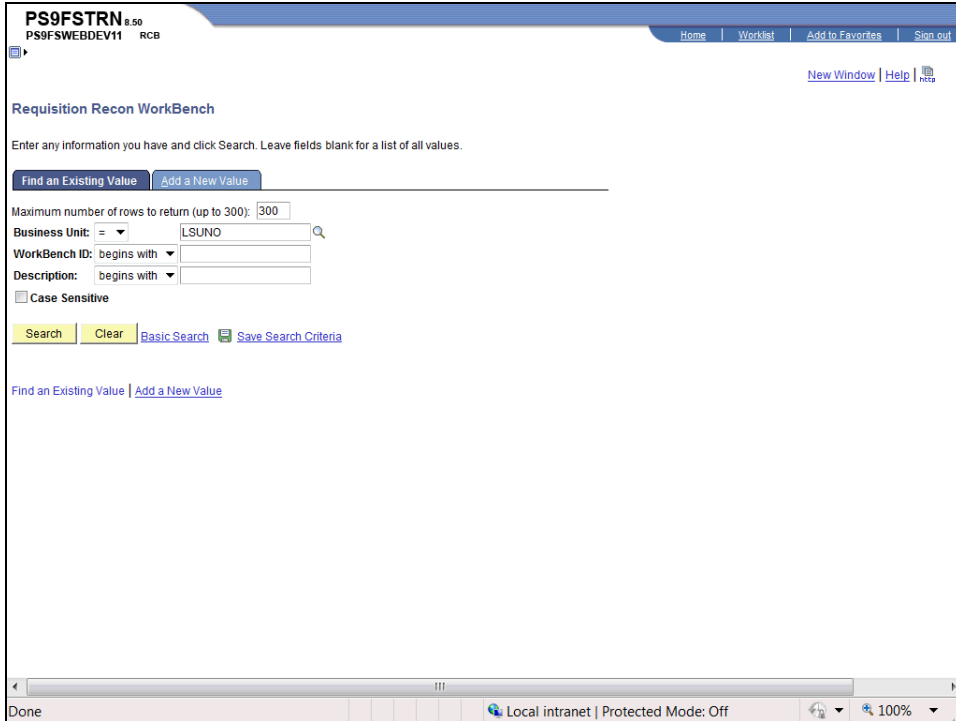
Close a Range of Requisitions from Req Recon Workbench

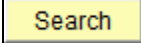

Procedure

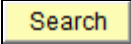
In this topic you will learn how to **Close a Range of Requisitions from the Req Recon Workbench**.



Step	Action
1.	Click the Purchasing link. 
2.	Click the Requisitions link. 
3.	Click the Reconcile Requisitions link. 
4.	Click the Reconciliation Workbench link. 



Step	Action
5.	<p>Click the Search button to search for an existing Workbench ID.</p> <p><i>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.</i></p> 
6.	<p>Click the Workbench ID link.</p> 

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 Requisition field. Enter " 0037115 ".
8.	Enter the desired information into the To field. Enter " 0037123 ".
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. 

PS9FSTRN 8.50
PS9FSWEBDEV11 RCB

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

Reconciliation Workbench

Business Unit: LSUNO WorkBench ID: KOCLOSEREQ

*Description: CLOSE REQUISITION

Select Reqs for Further Processing

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

Select All Clear All

Action:

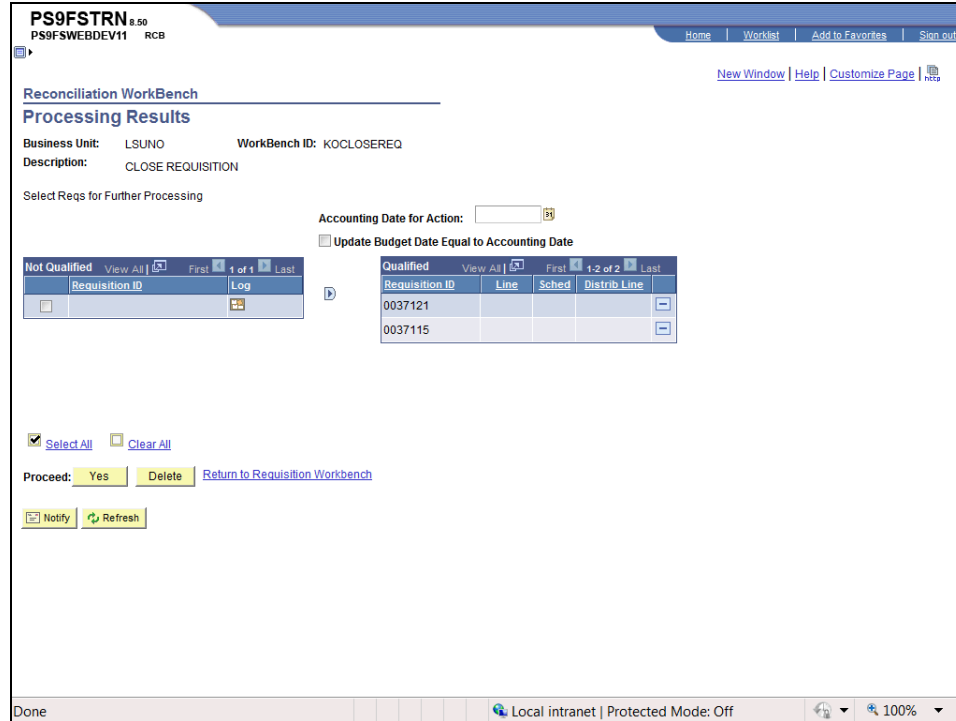
Go To: [Set filter options](#) [View Processing Results](#)

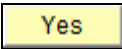
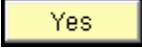
Done

Local intranet | Protected Mode: Off

100%

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



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 can be closed: <i>The Requisition may not be closed because it has not been fully sourced.</i>
17.	Below are examples of messages that you might receive when clicking the Log button. Requisitions with these messages cannot be closed: <i>The requisition is associated with a Purchase Order that has not been closed.</i> <i>The Requisition is associated with a PO that has been closed or canceled but not budget checked.</i>
18.	Click the Yes button. 
19.	A warning message displays. Click the Yes button. 

Step	Action
20.	<p>You are returned to the Reconciliation Workbench.</p> <p>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.</p> <p>Budget Check the requisition by navigating to:</p> <p>Purchasing > Requisitions > Budget Check</p>



Step	Action
21.	<p>Click the Home link.</p> <p>Home</p>
22.	<p>This completes Close a Range of Requisitions from the Req Recon Workbench.</p> <p>End of Procedure.</p>

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 **will not** 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.

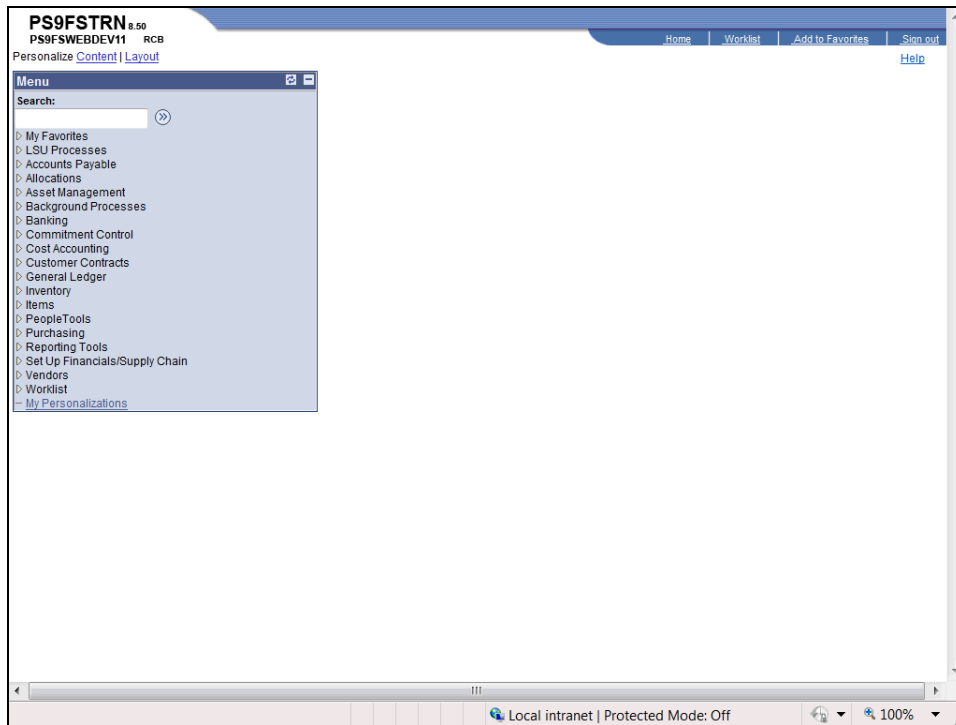
Things to Remember

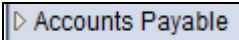
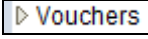
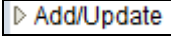
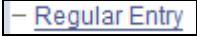
- When you use a Reversal Voucher, the encumbrance is put back into the Budget so it can be reused. When you finalize a line on a PO Voucher, you are taking the encumbered amount out of the Budget so it is no longer available to use.
- Finalizing a Voucher if a PO has already been completed by PO Reconciliation 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.	<p>There are three (3) ways to finalize a PO at Voucher Entry:</p> <ol style="list-style-type: none"> 1. Finalize the entire Document; 2. Finalize the PO Line; and/or 3. Finalize at the Distribution Line level. <p>All three of these methods will be demonstrated in this topic.</p>


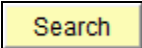


Step	Action
2.	<p>Click the Accounts Payable link.</p> <p></p>
3.	<p>Click the Vouchers link.</p> <p></p>
4.	<p>Click the Add/Update link.</p> <p></p>
5.	<p>Click the Regular Entry link.</p> <p></p>

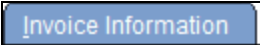
The screenshot shows the Oracle PS9FSTRN application interface. The title bar indicates the user is logged in as PS9FSWEBDEV11 RCB. The main content area is titled 'Voucher' and contains two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these buttons is a form with the following fields and values:

- Business Unit: LSUNO
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Short Vendor Name: (empty)
- Vendor ID: (empty)
- Vendor Location: (empty)
- Address Sequence Number: 0
- Invoice Number: (empty)
- Invoice Date: (empty)
- Gross Invoice Amount: 0.00
- Freight Amount: 0.00
- Misc Charge Amount: 0.00
- Estimated No. of Invoice Lines: 1


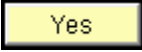
At the bottom of the form is an 'Add' button. Below the form are two links: 'Find an Existing Value' and 'Add a New Value'. The browser status bar at the bottom shows 'Local intranet | Protected Mode: Off' and a zoom level of 100%.



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

The screenshot displays the Oracle PS9FSTRN 8.50 application interface. At the top, there is a header with the application name and version, and navigation links for Home, Worklist, Add to Favorites, and Sign out. Below the header, there are tabs for Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, and Error Summary. The main content area shows various fields for invoice details, including Business Unit (LSUNO), Voucher ID (00252738), Invoice Date (08/25/2011), Invoice No. (1071765), Voucher Style (Regular), Invoice Total (2,607.10 USD), Contract ID, Vendor Name (GLOBAL DATA SYSTEMS INC), Pay Terms (Due Now), 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), Modified By (COATIS), Document Tolerance Status (Valid), ERS Type (Not Applicable), Budget Status (Valid), Close Status (Open), and Budget Misc Status (Valid). There is also a section for *View Related with a dropdown menu set to Payment Inquiry and a Go button. At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display. The browser status bar at the bottom shows 'Done', 'Local intranet | Protected Mode: Off', and a zoom level of 100%.


Step	Action
9.	Click the Invoice Information link. 

The screenshot shows the Oracle PS9FSTRN a.s0 interface. At the top, there are navigation tabs: Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, and Error Summary. The 'Invoice Information' tab is active. The main area displays invoice details: Business Unit: LSUNO, Invoice Number: 1071765, Invoice Date: 08/25/2011, and Voucher Style: Regular. A 'Print Invoice' button is visible. Below this is a 'Copy from a Source Document' section with fields for PO Unit, Purchase Order, and Worksheet Copy Option. The Vendor section shows Vendor: 000003858, Name: GLOBAL DATA SY, Location: 0000000001, and Address: 7. Accounting Date is 09/06/2011, Currency is USD, and Total is 2,607.10. A 'Calculate' button is highlighted. The 'Invoice Lines' section shows a table with columns: Line, Distribute by, Item, Description, Quantity, UOM, Unit Price, and Extended Amount. The first line is Line 1, Quantity 1, Description Config Set# CS25730917, Quantity 1.0000, UOM EA, Unit Price 2,607.10000, and Extended Amount 2,607.10. Below the invoice lines is a 'Distribution Lines' table with columns: GL Chart, Exchange Rate, Statistics, Assets, Copy Down, PO Percent, Percent, Amount, Quantity, GL Unit, Account, OpenItem, Oper Unit, Fund, Dept, Program, Class, Product, and PC Bus. The first row shows a quantity of 2,607.10, GL Unit 1, Account 540103, Fund 113, Dept 1498500, Program 30001, Class 35100, and PC Bus LSUNO. A 'Finalize Document' button is highlighted in pink at the bottom of the interface.


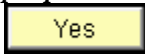

Step	Action
10.	<p>Finalize the Entire Document</p> <p>If you have received all the items on a purchase order, you can finalize the entire purchase order by selecting the Finalize button (pink sheet of paper with arrows).</p> <p>Click the Finalize Document button.</p> 
11.	<p>A warning message will display.</p> <p>NOTE: Make sure that this is the final voucher for the purchase order you are liquidating.</p> <p>Click the Yes button.</p> <p>NOTE: Normally you will Save after clicking the Yes button. For training purposes only, do not Save your changes.</p> 

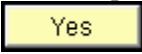
Step	Action
12.	<p>If finalization is done in error, there is a chance to reverse the action using the Undo Finalize (green sheet of paper with one arrow) button located to the right of the Finalize button.</p> <p>Click the Undo Finalize button.</p> 
13.	<p>A warning message displays.</p> <p>Click the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

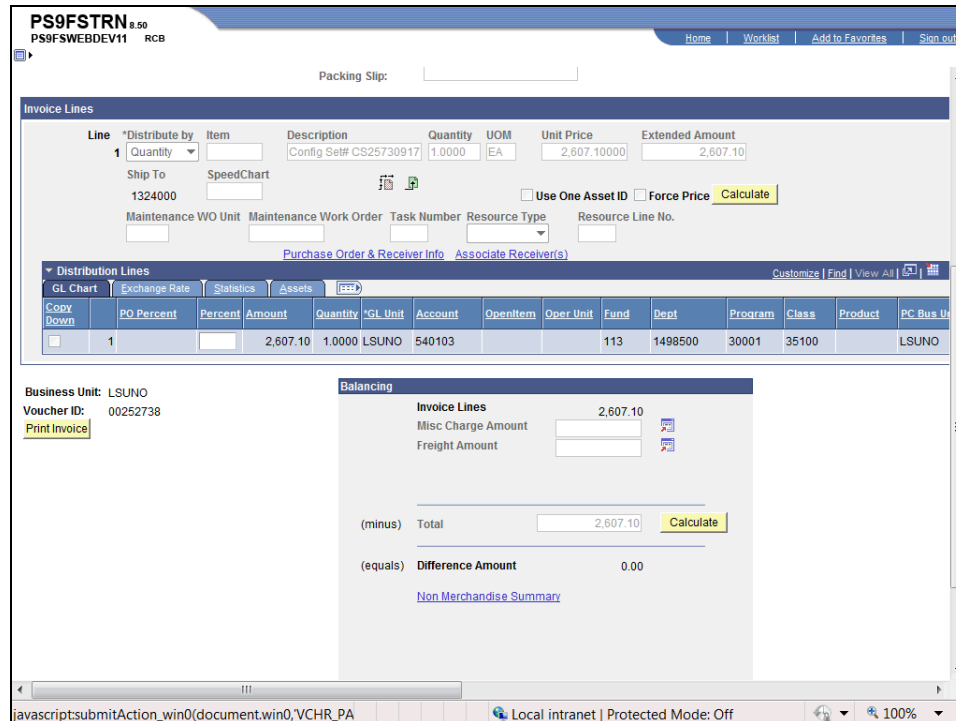
The screenshot displays the Oracle PS9FSTRN a.s0 interface. At the top, it shows the user ID 'PS9FSWEBDEV11' and role 'RCB'. The main navigation bar includes 'Summary', 'Related Documents', 'Invoice Information', 'Payments', 'Voucher Attributes', and 'Error Summary'. The 'Invoice Information' section contains fields for Business Unit (LSUNO), Invoice Number (1071765), Voucher ID (00252738), Invoice Date (08/25/2011), and Voucher Style (Regular). Below this is a 'Copy from a Source Document' section with fields for PO Unit, Purchase Order, and Worksheet Copy Option. The 'Vendor' section lists 'GLOBAL DATA SY' with address 'GLOBAL DATA SYSTEMS INC, PO BOX 53824, LAFAYETTE, LA 70505'. The 'Accounting Date' is 09/06/2011, and the 'Currency' is USD. The 'Total' is 2,607.10 and the 'Difference' is 0.00. The 'Invoice Lines' section shows a table with columns: Line, Distribute by, Item, Description, Quantity, UOM, Unit Price, and Extended Amount. Line 1 has a quantity of 1.0000 and an extended amount of 2,607.10. Below the table are fields for 'Ship To' (SpeedChart, 1324000) and 'Maintenance WO Unit'. At the bottom, there is a 'Distribution Lines' table with columns: Copy Down, PO Percent, Percent, Amount, Quantity, GL Unit, Account, OpenItem, Oper Unit, Fund, Dept, Program, Class, Product, and PC Bus. The first row shows a quantity of 2,607.10 and GL Unit 'LSUNO'. The browser status bar at the bottom indicates 'Local intranet | Protected Mode: Off' and a zoom level of 100%.


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

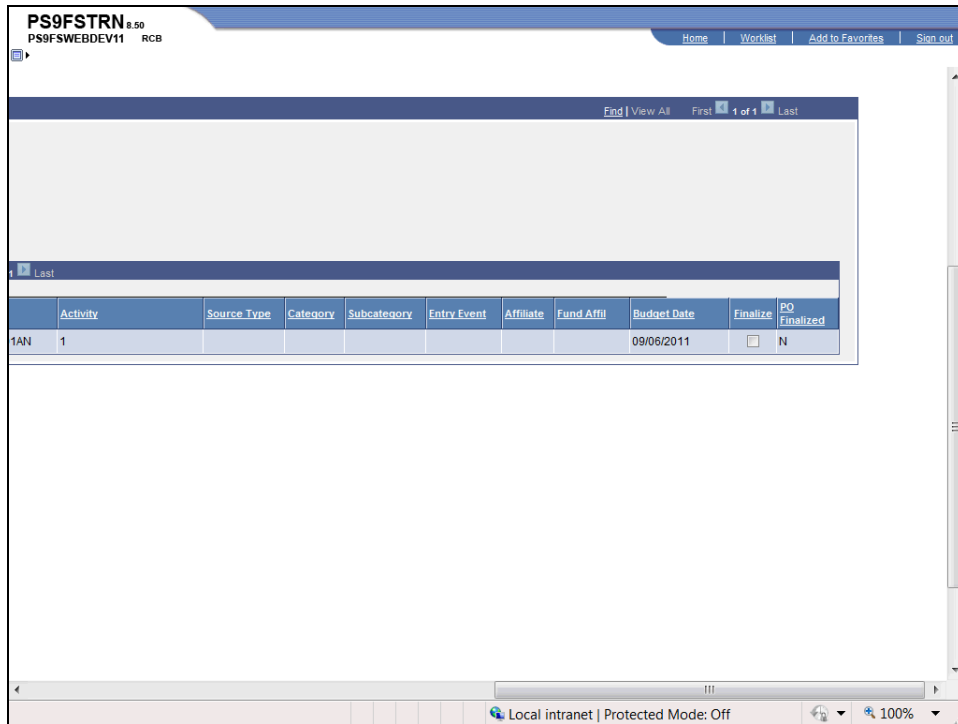
The screenshot shows the Oracle PS9FSTRN 8.50 interface. At the top, there's a header with 'PS9FSTRN 8.50' and 'PS9FSWEBDEV11 RCB'. Below that, there's a 'Packing Slip' field. The main section is 'Invoice Lines', which includes a table with columns: Line, *Distribute by, Item, Description, Quantity, UOM, Unit Price, and Extended Amount. Line 1 is selected, showing a quantity of 1.0000 and an extended amount of 2,607.10. Below the table, there are fields for 'Ship To' (1324000), 'SpeedChart', and checkboxes for 'Use One Asset ID' and 'Force Price'. A 'Calculate' button is visible. Below this is the 'Distribution Lines' section, which has a table with columns: Copy Down, PO Percent, Percent, Amount, Quantity, *GL Unit, Account, OpenItem, Oper Unit, Fund, Dept, Program, Class, Product, and PC Bus Unit. The table shows one line with a quantity of 1.0000 and an amount of 2,607.10. Below the table, there's a 'Balancing' section with fields for 'Invoice Lines' (2,607.10), 'Misc Charge Amount', and 'Freight Amount'. A 'Calculate' button is also present here. At the bottom, there's a 'Business Unit: LSUNO' and 'Voucher ID: 00252738' section, along with a 'Print Invoice' button.


Step	Action
15.	<p>Click the Finalize Line button.</p> 
16.	<p>A warning message displays.</p> <p><i>NOTE: Make sure that this is the final voucher for the purchase order you are liquidating.</i></p> <p>Click the Yes button.</p> <p><i>NOTE: Normally you will Save after clicking the Yes button. For training purposes only, do not Save your changes.</i></p> 
17.	<p>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.</p> <p>Click the Undo Finalize Line button.</p> 

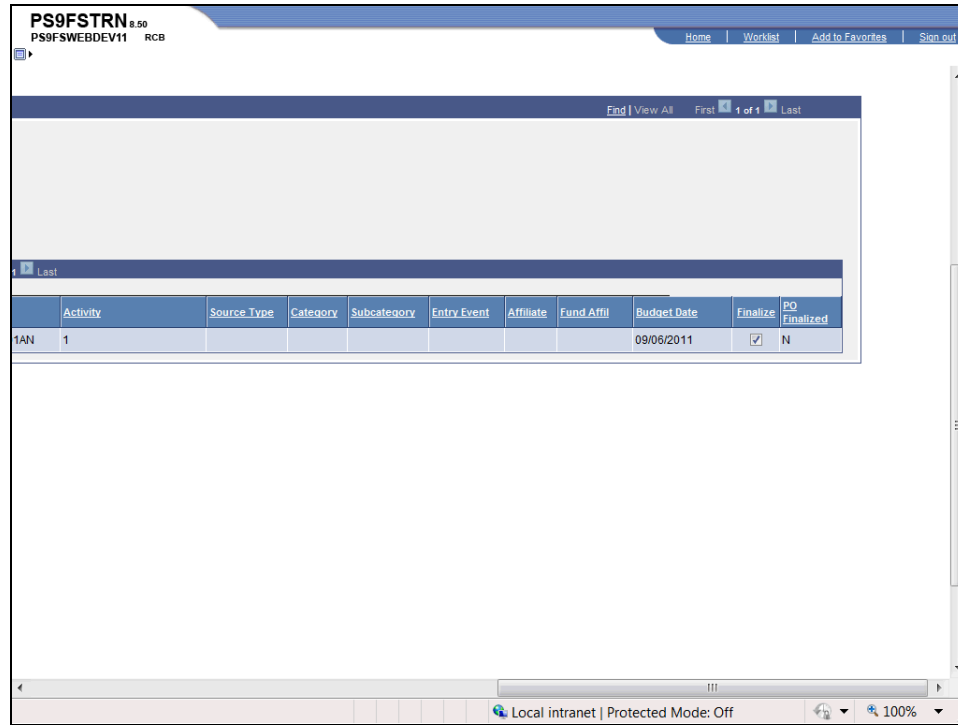
Step	Action
18.	<p>A warning message displays.</p> <p>Click the Yes button.</p> <p>This completes Finalize the PO Line.</p> 




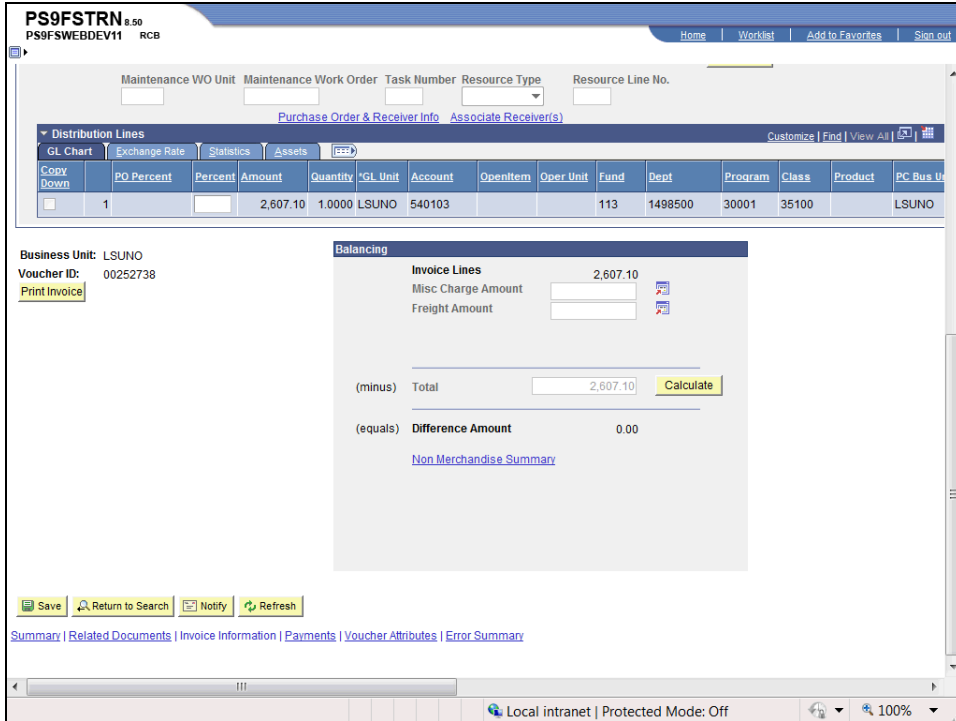
Step	Action
19.	<p><i>Finalize at the Distribution Line Level</i></p> <p>The Finalize at the Distribution Line Level checkbox is located on the far right of the Distribution Line. Finalizing at the Distribution Line will only finalize the lines selected.</p> <p>Click the Right button of the scrollbar.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





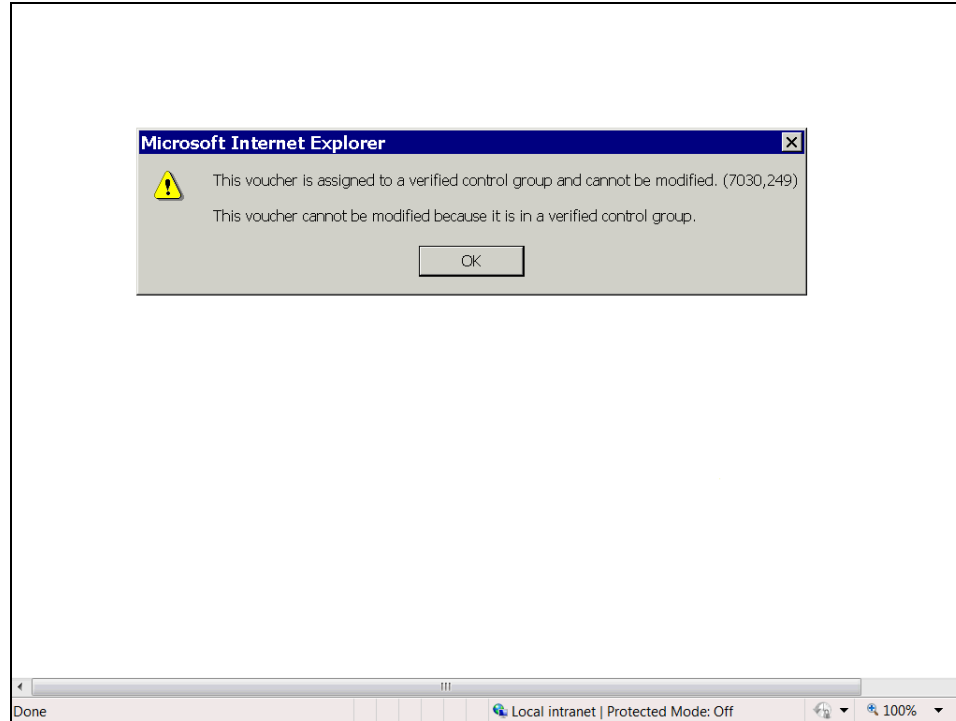
Step	Action
20.	Click the Finalize option. 



Step	Action
21.	Click the Left button of the scrollbar. 



Step	Action
22.	Click the Save button. 
23.	Click the Summary link. 
24.	The Summary page shows the voucher is still Approved but is not Budget Checked. You must 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.




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

The screenshot displays the Oracle PS9FSTRN 8.50 application interface. At the top, there is a navigation bar with links for Home, Worklist, Add to Favorites, and Sign out. Below this is a breadcrumb trail: Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary. The main content area is divided into two columns of key-value pairs:

- Business Unit:** LSUNO
- Voucher ID:** 00252738
- Voucher Style:** Regular
- Contract ID:**
- Vendor Name:** GLOBAL DATA SYSTEMS INC
PO BOX 53824
LAFAYETTE, LA 70505
- Entry Status:** Postable
- Match Status:** Matched
- Approval Status:** Approved
- Post Status:** Posted
- Document Tolerance Status:** Valid
- Budget Status:** Not Chk'd
- Budget Misc Status:** Valid
- Invoice Date:** 08/25/2011
- Invoice No:** 1071765
- Invoice Total:** 2,607.10 USD
- Pay Terms:** Due Now
- Voucher Source:** Online
- Origin:** ONL
- Created:** 09/06/2011
- Created By:** COATIS
- Modified:** 09/16/2011
- Modified By:** KOCONN
- ERS Type:** Not Applicable
- Close Status:** Open

Below the key-value pairs, there is a section for "View Related" with a dropdown menu set to "Payment Inquiry" and a "Go" button. At the bottom of the form, there are several action buttons: Save, Return to Search, Notify, Refresh, Add, and Update/Display. The browser's address bar shows "Local intranet | Protected Mode: Off" and the zoom level is set to 100%.

Step	Action
28.	Click the Home link. 
29.	This completes Finalize the PO Voucher . End of Procedure.

Attach a Document to a Requisition, RFQ or Purchase Order

Attach a Document to a Requisition, RFQ or Purchase Order


Procedure

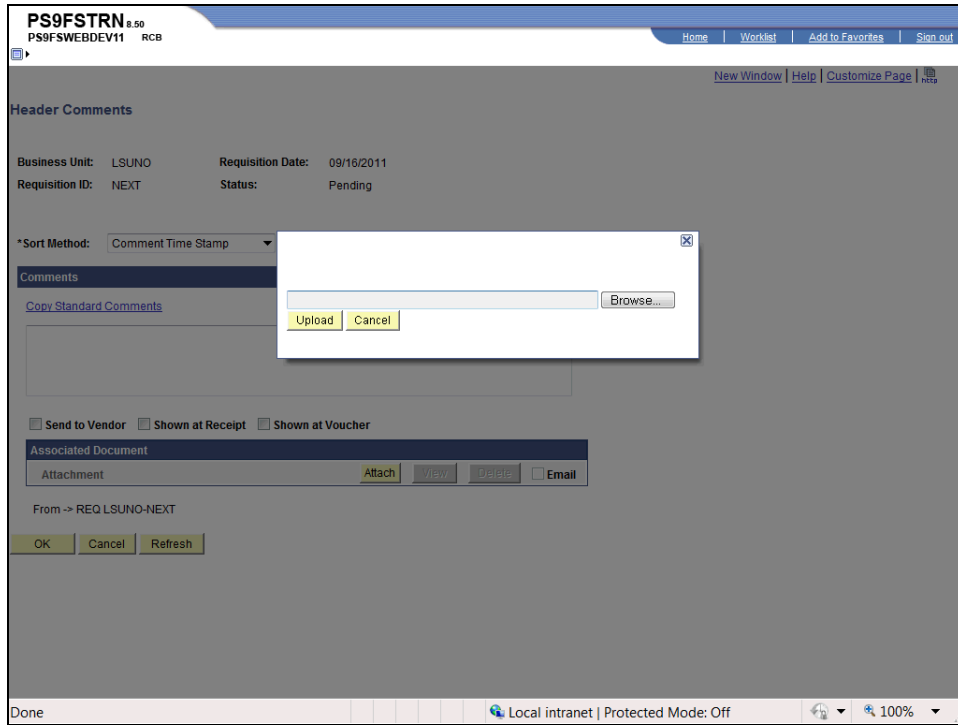
In this topic you will learn how to **Attach a Document to a Requisitions, RFQ or Purchase Order**.


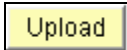
NOTE: For demonstration purposes the exercise outlines how to attach a document to a requisition. The procedure is the same when attaching a document to a RFQ or PO.

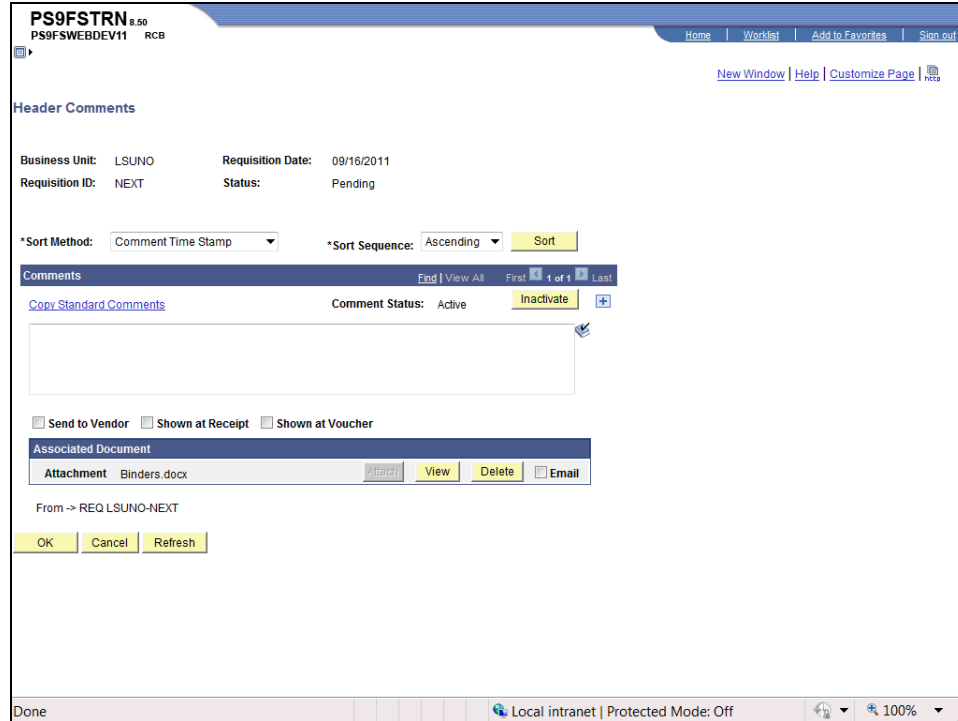
Step	Action
1.	<i>NOTE: Although PeopleSoft allows you to attach a document to a specific Requisition, RFQ or PO, the document will not print when the Requisition, RFQ or PO is dispatched or printed. You must print the attachment separately if you wish to attach it to a hard copy of your document.</i>

Step	Action
2.	<p>From the Requisition Header, RFQ Header or PO Header page:</p> <p>Click the Add Comments link.</p> <p>Add Comments</p>

Step	Action
3.	Click the Attach button. 



Step	Action
4.	<p>Enter the file name with the directory in the blank field, or click the Browse button to search your file directories for the file.</p> <p>Click the Browse button.</p> 
5.	<p>Click the Upload button.</p> 
6.	<p>The file name displays in the space to the right of the word Attachment.</p> <p>The View and Delete buttons activate once the document is attached.</p> <p>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 be made to the document, make sure you do so before attaching the document to a Requisition, RFQ or PO.</p>



Step	Action
7.	<p>Click the Delete button to delete the attachment.</p> <p><i>NOTE: Additional documents can be attached by adding a new comment box and repeating steps 3 through 5.</i></p> <p>Delete</p>
8.	<p>Click the OK button.</p> <p>OK</p>
9.	<p>Click the OK button.</p> <p>OK</p>

PS9FSTRN 8.50
PS9FSWEBDEV11 RCB

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

Maintain Requisitions

Requisition

Business Unit: LSUNO
Requisition ID: NEXT [Copy From](#)

Status: Pending
Budget Status: Not Chk'd

Hold From Further Processing

Header

*Requester: KOCONN O'Connor, Karen [Requisition Defaults](#)
[Requester Info](#)

*Requisition Date: 09/16/2011 [Edit Comments](#)

Origin: ONL On-Line Entry [Requisition Activities](#)

*Currency Code: USD US Dollar

Accounting Date: 09/16/2011

Amount Summary

Total Amount: 94.95 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)
[Item Search](#) [Requester Items](#)

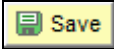
Line

Details | Ship To/Due Date | Status | Vendor Information | Item Information | Attributes | Contract | Sourcing Controls

Line	Item	Description	Quantity	UOM	Category	Price	Amount	Status
1		3-RING BINDER, 5"	5.0000	EA	61500	18.99000	94.95	Pending

[View Printable Version](#) *Go to:

Done Local intranet | Protected Mode: Off 100%

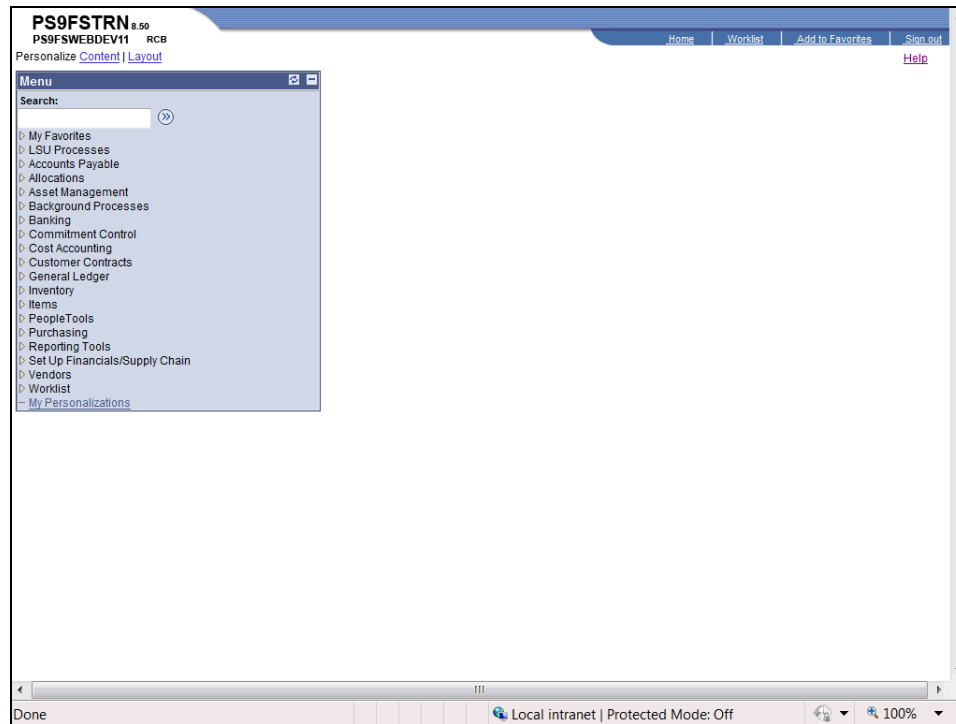
Step	Action
10.	Click the Save button. 
11.	This completes Attach a Document to a Requisition, RFQ or Purchase Order. End of Procedure.

Remove the PC Business Unit Defaults from a Requisition

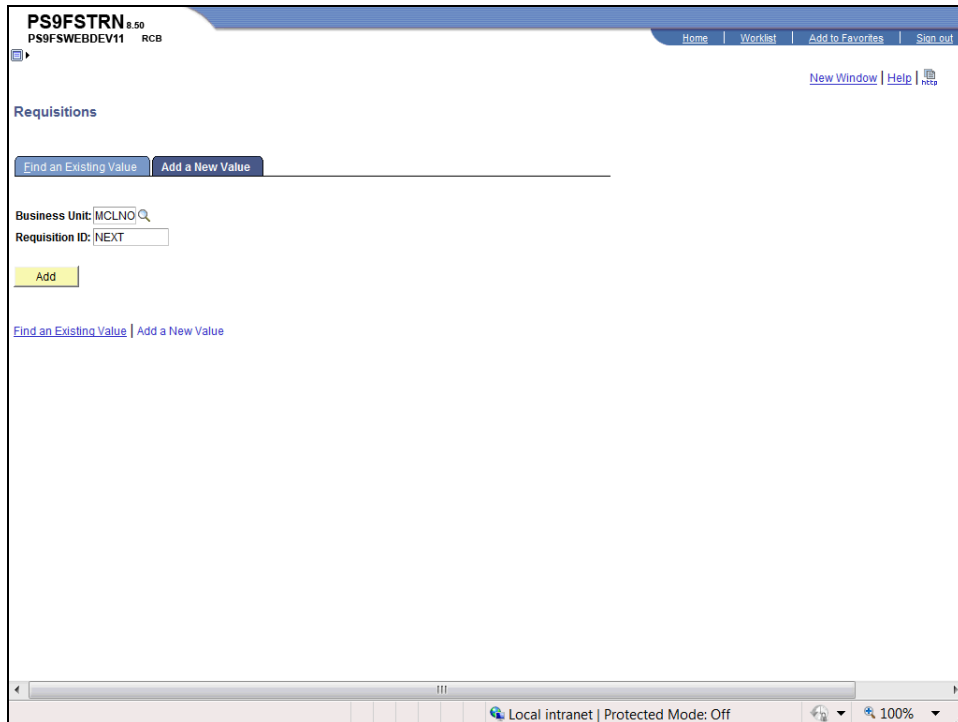
Remove the PC Business Unit Defaults from a Requisition


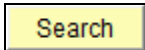
Procedure

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



Step	Action
1.	Click the Purchasing link. ▶ Purchasing
2.	Click the Requisitions link. ▶ Requisitions
3.	Click the Add/Update Requisitions link. – Add/Update Requisitions



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

Step	Action
7.	Click the Requisition Defaults link. Requisition Defaults

PS9FSTRN a.s0
PS9FSWEBDEV11 RCB

Home Worklist Add to Favorites Sign out

Maintain Requisitions

Requisition Defaults

Business Unit: MCLNO Requisition Date: 09/19/2011
Requisition ID: 0081667 Status: Pending

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

Line

Buyer: LCUPIT Cupit, Lori W Unit of Measure:
Vendor: 0000029438 WORKPLACE RESOURCE, LLC Vendor Location: 0000000
Category: [Vendor Lookup](#)

Schedule

Ship To: UHREC University Hospital Receiving *Distribute by: Quantity
Due Date:
Ultimate Use Code: [One Time Address](#)

Distribution

SpeedChart:



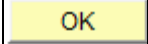
Distributions

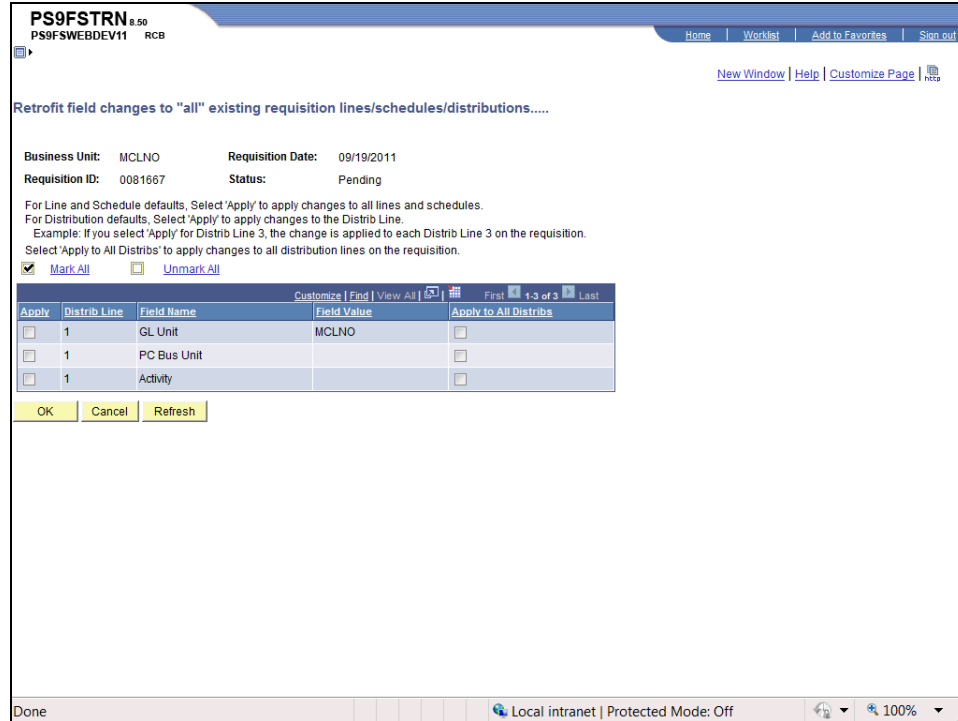
Details Asset Information


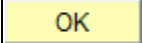
Dist	Percent	GL Unit	Account	Dept	Location	IN Unit	Fund	Program	Class	Budget Date	Project	PC Bus Unit	Act
1	100.0000	MCLNO								09/19/2011		MCLNO	1



OK Cancel Refresh

Done Local intranet | Protected Mode: Off 100%

Step	Action
8.	Click the Right 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 Left button of the scrollbar. 
12.	Click the OK button. 



Step	Action
13.	Click the Mark All link. 
14.	Click the OK button. 

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

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.

These are errors that you might encounter:

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

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 Adding Commitment Control Ledger Groups to a Business Unit .
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 Project Budgets With Funding Source Control .
E9	N	Cumulative calendar data not found.	Budget is defined for cumulative budgeting with a cumulative calendar, but the calendar is not found. See Budget Period Calendars and Cumulative Budgeting .
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 Budget Processor .
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	N	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 Statistical Budgeting .
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

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 Project Budgets With Funding Source Control .
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, assume 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 range, and an error results when you budget-check a transaction whose budget date falls within budget period 2002M3. See Budget Period Calendars and Cumulative Budgeting .
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.

These are the warnings:

Warning Code	Description	Notes
W1	Exceeds budget but is within tolerance.	Transaction exceeds available budget balance, but is within the tolerance allowed. See Hierarchy of Control Budget Attributes .
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 Document</i> . See Hierarchy of Control Budget Attributes .
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.

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 Adding Commitment Control Ledger Groups to a Business Unit .
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 Budget Period Calendars and Cumulative Budgeting .
W21	Exceeds statistical budget but is within tolerance.	See W1. See Statistical Budgeting .
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.

Frequently Asked Questions

Requisition Frequently Asked Questions

QUESTION	ANSWER
<p>I built a requisition and saved it but my requisition did not build to my approver's worklist. What did I do wrong?</p>	<p>There are a couple of situations that would result in the requisition not moving to the worklist.</p> <ol style="list-style-type: none"> 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.
<p>My requisition will not budget check. Why:</p>	<p>There are a few situations that would result in your requisition not budget checking.</p> <ol style="list-style-type: none"> 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
<p>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?</p>	<p>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.</p>
<p>I canceled a requisition but it is still displaying on the Requisition Budgetary Activity Report: How do I remove it from the report?</p>	<p>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.</p>
<p>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?</p>	<p>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.</p>
<p>I entered a requisition and one of the lines on the requisition is printing twice. How did this happen?</p>	<p>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.</p>

QUESTION	ANSWER
<p>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?</p>	<p>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.</p>
<p>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?</p>	<p>There are several things to check for.</p> <ol style="list-style-type: none"> 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. 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. 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 PO or change the vendor number on the requisition. 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 is a future 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.

QUESTION	ANSWER
<p>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?</p>	<p>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</p>
<p>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?</p>	<p>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.</p>
<p>I am trying to print a requisition and it will not print. What could the problem be?</p>	<p>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.</p>
<p>I deleted a requisition and now I cannot inquire on it. Should I be able to inquire on a deleted requisition?</p>	<p>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.</p>
<p>I entered a requisition and am getting a message about the SetID not being found with record PROJ_ACTV_VW. What should I do?</p>	<p>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.</p>

Purchase Order Frequently Asked Questions

QUESTION	ANSWER
<p>I entered a PO and one of the lines on the PO is printing twice. How did this happen?</p>	<p>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.</p>
<p>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?</p>	<p>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.</p>
<p>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?</p>	<p>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.</p>
<p>I am entering a PO for an inventory item and when I put in the item ID I get a message stating that contract is required. What do I do now?</p>	<p>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.</p>

QUESTION	ANSWER
<p>I am trying to print a PO and it will not print. What could the problem be?</p>	<p>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.</p>
<p>I deleted a PO and now I cannot inquire on it. Should I be able to inquire on a deleted PO?</p>	<p>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.</p>
<p>I entered a PO and am getting a message about then SetID not being found with record PROJ_ACTV_VW. What should I do?</p>	<p>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.</p>
<p>My PO will not budget check. Why?</p>	<p>There are several things to check:</p> <ol style="list-style-type: none"> 1) The PO must not be on hold. If the hold flag is checked uncheck it, save, then budget check. 2) The PO must be at a status of Approved. If the PO status is Open approve the PO then budget check it.

QUESTION	ANSWER
<p>My PO will not dispatch. Why is that happening?</p>	<p>Several things can cause this:</p> <ol style="list-style-type: none"> 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.
<p>I canceled a PO but it is still displaying on the PO budgetary Activity Report. Why is it still displaying?</p>	<p>Check the budget check status of the PO. If the budget check status is not checked budget check it from the menu.</p>

QUESTION	ANSWER
<p>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?</p>	<p>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.</p>
<p>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?</p>	<p>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.</p>
<p>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?</p>	<p>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.</p>

QUESTION	ANSWER
<p>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?</p>	<p>There are several things to check for.</p> <ol style="list-style-type: none"> 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.
<p>I ran the PO budget check process and my status ended in No Success. What went wrong?</p>	<p>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.</p>
<p>I ran the PO budget check process and my status ended in Warning. What went wrong?</p>	<p>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.</p>

QUESTION	ANSWER
<p>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?</p>	<p>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.</p>
<p>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?</p>	<p>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.</p>
<p>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?</p>	<p>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.</p>
<p>I am trying to close a PO through PO Recon Workbench but the PO is not displaying when I click search. Why?</p>	<p>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.</p>

RFQ Frequently Asked Questions

QUESTION	ANSWER
<p>I entered an RFQ in to PeopleSoft and it won't dispatch. Why?</p>	<p>There are several reasons why the RFQ won't dispatch.</p> <ol style="list-style-type: none"> 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.
<p>I entered an RFQ and clicked View Printable Version but my RFQ does not display. Why?</p>	<p>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.</p>
<p>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?</p>	<p>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.</p>
<p>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?</p>	<p>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.</p>

QUESTION	ANSWER
<p>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?</p>	<p>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.</p>
<p>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?</p>	<p>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.</p>
<p>I ran the PO Calculation process and it ended in No Success. What should I do now?</p>	<p>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</p>

Receipts Frequently Asked Questions

QUESTION	ANSWER
<p>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?</p>	<p>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.</p> <p>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.</p>
<p>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?</p>	<p>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.</p>
<p>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?</p>	<p>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.</p>