Fiscal Year-End 2017
Sub-Module Cleanup and Processing

ePro, Purchasing, Accounts Payable, Travel & Expenses
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INTRODUCTION

This manual provides detailed information on the sub-module clean up and processing that must be completed prior to Fiscal Year-End closing for GeorgiaFIRST Financials.

The topics covered in this manual are:

- Fiscal Year-End Overview
- Year-End Purchasing Cleanup Processes
- Year-End Accounts Payable Processes
- Year-End Travel and Expenses Cleanup Processes

**Note 1:** All PSFIN Business Processes, Job Aids and Reference Documents referenced in this manual are located on the Documentation page on the GeorgiaFIRST Financials website at:  [http://www.usg.edu/gafirst-fin/documentation](http://www.usg.edu/gafirst-fin/documentation)

- For Business Processes: Click on the appropriate module link under “PeopleSoft Financials Modules.” Select the module’s Business Process Index from the Business Processes Table to view a complete list of business processes. The business processes are grouped into zipped files and are located in the Business Processes Table.

- For Job Aids and other Reference Documents: Click on the appropriate module link under “PeopleSoft Financials Modules.” Select “View Job Aids and Reference Documents” for the module.

**Please note:** Screen shots have been changed only for new or critical changes for 2017. Other screen shots may show information from previous processing years.
Submodule Transaction Overview

1. Process PO Transactions

Process all **Purchasing** transactions, including Requisitions and Purchase Orders.

- Identify open Requisitions and remaining PREENC balances
- Process valid Requisitions into Purchase Orders
- Determine a cut-off date for eProcurement Requisitions charged against the current year’s budget
- Cancel and close Requisitions and Requisition Lines
- Establish the Purchasing cleanup groundwork
- Finalize Vouchers and liquidate Purchase Orders with remaining encumbrances after final payment
- Cancel and close outstanding Purchase Orders and Purchase Order Lines that should not remain open
- Troubleshoot Purchase Orders that will not reconcile
- Perform Requisition cleanup (Finalize, Cancel, and Close)
- Reconcile open POENC balances in Purchasing to open POENC balances in Commitment Control
- Reconcile open PRENC balances in Purchasing to open PRENC balances in Commitment Control
- Implement eProcurement Year-End cutoff procedures if needed (optional)

**Note:** Refer to Section 1 for more information.

2. Process AP Transactions

Process and reconcile all **Accounts Payable** transactions

- Process AP Vouchers
- Process AP Payments
- Complete GL Processing for AP transactions
- Reconcile AP Liabilities
Note: Refer to Section 2 for more information.

3. Process Travel & Expense Transactions

Process and reconcile all Travel & Expense transactions.

- Process and reconcile Travel Authorizations
- Process and reconcile Cash Advances
- Process and reconcile Expense Reports
- Update the traveler’s Budget Reference to the new Fiscal Year

Note: Refer to Section 3 for more information.
I. Fiscal Year-End Purchasing Cleanup Processing

This section focuses on the Year-End Purchasing Cleanup processes.

The monthly processing and closing for GeorgiaFIRST institutions requires a coordination of effort between the Purchasing, Accounts Payable, Asset Management, and General Ledger functions to ensure that the timing of the tasks required are completed in sequence. The key element to a successful closing is to make sure that there is clear communication between personnel charged with transaction initiation, approval, and review.

PeopleSoft will allow users to run processes independently and out of sequence, so it is incumbent upon users to communicate when they have completed the processing of all new entries and the cleanup of all outstanding items in their areas. This will ensure that all appropriate transactions will be encompassed in the purchasing cleanup.

Refer to the individual PSFIN Business Processes for the appropriate Security roles to carry out your Year-End Purchasing Cleanup processes.

Refer to the ePro and Purchasing Queries and Reports v9.2 Job Aid for information on queries and reports that correspond with the eProcurement and Purchasing modules.

For FY2017, the following Known Issues exist for the eProcurement and Purchasing Modules and could affect Fiscal Year End Cleanup. Please visit the Known Issues section of the GeorgiaFIRST Financials website for details.

- KI9.2-49_PO – Process Option Changes for Maintain Purchase Order and Express Purchase Order pages
- KI9.2-54_PO – Monitor Approvals: Workflow Not Updated When Reqs & POs reassigned
- KI9.2-59_PO – Purchase Orders Closed with a Budget Error or Not Chk’d Status
- KI9.2-61_PO – Pre-encumbrances Not Liquidated for Requisitions Closed in Requester’s Workbench
STEP 1: DETERMINING AND IMPLEMENTING

eProcurement Year-End Cutoff Procedures (Optional)

In Step 1, you can choose to implement one of the following options as a way to control requisition entry during the year-end closeout time period. With Option A, each institution can decide on its own implementation date. With Option B, a set date will be selected by the Office of Fiscal Affairs and users with the Year-End Cutoff security roles will not have access to eProcurement, as of that date.

The two options are:

A. Change the Budget Reference (Bud Ref) to the next fiscal year.
B. Access to e-Procurement is cutoff by Security Role (cutoff date announced annually by ITS and the Office of Fiscal Affairs).

OPTION A: CHANGING BUDGET REFERENCE (BUD REF) TO THE NEXT FISCAL YEAR

Each requester in the PeopleSoft System has a Requester Setup page that contains default settings, including the Budget Reference (Bud Ref), as shown below.
Once the institution decides on the cutoff date, you can run a process in PeopleSoft to change the **Bud Ref** field to the new Fiscal Year for your institution, as shown in the following steps. Refer to PSFIN Business Process EP.080.70, Updating BUD REF for All Requesters at Year-End.

**Process**

1. **Select BOR Menus > BOR Purchasing > BOR PO Use and Processing > Update Requester Budget Ref.**

2. **Enter the new Fiscal Year in the Budget Reference field.**

3. **Click on Run to run this process, which will update the default Bud Ref for all requesters at your institution to the new Fiscal Year.**

   This option will allow Requesters to continue to enter Requisitions during the cutoff period.
• If the Requester selects **Save for Later**, the Requisition will be placed in an **Open** status and will **not** route through workflow.

• If the Requester selects **Save & Submit**, the Requisition will be routed through workflow. **Once the Requisition is approved, it will fail budget checking.**

Note: Requisitions entered during this cutoff period will have to be processed during the next fiscal year. Once the new Fiscal Year budgets are available, a Buyer or other authorized user will have to manually update the **Budget Date** to the current date so that the Requisition can be successfully budget checked.

For Requisitions that your institution wants to process in the current fiscal year, a Buyer or other authorized user may manually update the **Budget Date** to the current year.

In order to update the Budget Date on a Requisition, the user must have Commitment Control Security. If the user does not have this security, you can assign this security as shown below.
Process
1. Select Commitment Control > Define Budget Security > Assign Rule to User ID.

   ![Assign Commitment Control Security Rule to User ID](image)

   **Note:** Only users with the BOR_KK_SETUP security role can access this page.

2. Enter or select BUDG_DT_RQ as the Security Rule and save the page.

   To complete the security change, you must run the Request Build process.

3. Select Commitment Control > Define Budget Security > Request Build.

   ![Request Build Commitment Control Security](image)

   **Note:** Only users with the BOR_KK_PROCESSES security role can access this page.

4. Click on Run to run this process. Once the process completes, the user will be able to modify the Budget Date so that it is in line with the Budget Ref.
If there are Requisitions that were submitted during the cutoff time period that do not need to be processed, they can be canceled in mass using the Requester’s Workbench (Purchasing > Requisitions > Requester’s Workbench).

NOTE: Please keep in the mind the current Known Issue regarding the Requester’s Workbench: KI9.2-61_PO – Pre-encumbrances Not Liquidated for Requisitions Closed in Requester’s Workbench.
Sourcing Requisitions to Purchase Orders during Year-End

As another preventative measure, ITS can remove your Business Unit from the **Quick Source** batch process to prevent Requisitions from being sourced into Purchase Orders without Buyer intervention. If you wish to have your institution removed from the automated **Quick Source** batch process, submit a ticket to the **ITS HELPDESK**.
OPTION B: ASSIGN YE CUTOFF ROLES TO e-PROCUREMENT USERS

Institutions can choose to completely remove the ability for Requesters to enter Requisitions as of a certain date. The Office of Fiscal Affairs will set this date each year and will send out an Announcement with the ePro Fiscal Year-End Cutoff Date.

If you wish to implement this option, your local security admin will need to REPLACE specific roles that are currently assigned to e-Procurement users.

<table>
<thead>
<tr>
<th>Current Roles:</th>
<th>Cutoff Roles:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOR_EP_REQUESTER</td>
<td>BOR_EP_REQUESTER_YE_CUTOFF</td>
</tr>
<tr>
<td>BOR_EP_MAINT_REQ</td>
<td>BOR_EP_MAINT_REQ_YE_CUTOFF</td>
</tr>
<tr>
<td>BOR_EP_MAINT_REQ_SCI</td>
<td>BOR_EP_MAINT_REQ_SCI_YE_CUTOFF</td>
</tr>
</tbody>
</table>

ITS can assist in updating user roles to the new YE_CUTOFF roles upon request. Please submit an ITS Helpdesk ticket.

Now that you have determined and implemented an eProcurement Year-End cutoff procedure, you will identify any open requisitions and remaining pre-encumbrances.

This completes Step 1, Determining and Implementing eProcurement Year-End Cutoff Procedures (Optional).
STEP 2: IDENTIFYING OPEN REQUISITIONS AND REMAINING PREENC BALANCES

In this step, you will run the BOR_REQ_OPEN_AMOUNT_ALL query. You can use this query to analyze and clean up requisitions as instructed in Steps 3 and 4 of this section.

**Note 1:** This step may not apply to your institution. You must follow the steps in this process only if your institution uses requisitions for pre-encumbering funds.

**Note 2:** You may wish to run this query periodically throughout the year to monitor and identify any completed or canceled requisitions that have remaining pre-encumbrance balances.

The BOR_REQ_OPEN_AMOUNT_ALL query can assist you with identifying problem requisitions. You may wish to run the query results to Excel to assist you in reviewing the data. Requisitions with a Completed or Canceled status may be retrieved if the requisition pre-encumbrances were not properly liquidated and a pre-encumbrance balance remains.

1. If the requisition status is a value other than C (Complete), you must complete processing of the requisition.

2. If the requisition status is C (Complete) with a remaining PREENC balance, you may need to run Budget Checking on the requisition before it will liquidate and not be shown in the query results.
   - If the PREENC balance remains after running the Budget Check process, submit a ticket to the [ITS HELPDESK](mailto:ITSHELPDESK@GeorgiaFirst).  

Now that you have identified any open requisitions and their remaining pre-encumbrances, you will liquidate the balances by either sourcing the remaining quantity or amount to a purchase order (Step 3), or by canceling/closing the requisition (Step 4).
STEP 3: PROCESSING VALID REQUISITIONS INTO PURCHASE ORDERS

In this step, you will process valid requisitions into purchase orders. This process involves three basic steps.

**Note:** This step may not apply to your institution. You must follow the steps in this process **only** if your institution uses requisitions for pre-encumbering funds.

**Process**

1. Source approved requisitions with Valid budget statuses to purchase orders. Requisitions can be sourced via the Expedite Requisitions process (eProcurement > Buyer Center > Expedite Requisitions). Refer to PSFIN Business Process EP.020.760 for details on the sourcing process.

   **Note:** Only Purchasing personnel with the appropriate security will be able to source requisitions into purchase orders.

   Once the Expedite Requisitions process runs and posts successfully, the requisitions sourced and their corresponding approved purchase order IDs can be viewed within the Sourcing Workbench (Purchasing > Purchase Orders > Stage/Source Requests > Sourcing Workbench).

2. Run the PO Budget Check Request process (Purchasing > Purchase Orders > Budget Check). Budget checking ensures that commitments and expenditures do not exceed total budgets. Refer to PSFIN Business Process PO.030.030 for details on running the requisition budget check batch process.

3. Run the PO Dispatch process (Purchasing > Purchase Orders > Dispatch POs). Dispatching involves preparing the purchase orders for submission to the appropriate suppliers. Refer to PSFIN Business Process PO.030.010 for details on running the dispatch process.

Now that you have processed your valid requisitions into purchase orders, you will need to cancel and reconcile/close requisitions or requisition lines that are not associated with purchase orders if you do not intend to source them. In addition, any requisitions that are partially sourced with outstanding remaining pre-encumbrance balances will need to be finalized and reconciled/closed. Refer to the following PSFIN Business Processes for more information:

- PO.020.480 on how to finalize a requisition.
- PO.020.960 on how to close requisitions via the **Close Requisitions** batch process.
STEP 4: CANCELING AND CLOSING REQUISITIONS AND REQUISITION LINES

In this step, you will cancel and close requisitions and requisition lines.

**Note 1:** This step may not apply to your institution. You must follow the steps in this process *only* if your institution uses requisitions for pre-encumbering funds.

**Note 2:** You **cannot** cancel or close a requisition that has been sourced to a valid purchase order unless you first cancel or close the associated purchase order. After all PO Reconciliation is complete, you may or may not have additional requisition cleanup work to do. Refer to Step 9 in this section for more information on requisition cleanup.

**Canceling a Requisition**

The option to cancel an entire requisition should be taken by selecting the **Cancel Requisition** option on the drop-down menu of the **Manage Requisitions** page (eProcurement > Manage Requisitions).

If you wish to cancel multiple requisitions simultaneously, this can be accomplished by using the Requester's Workbench. Refer to PSFIN Business Process EP.020.650 for more details on using the Requester's Workbench.
**Note 1:** Please keep in the mind the current Known Issue regarding the Requester’s Workbench: KI9.2-61_PO – Pre-encumbrances Not Liquidated for Requisitions Closed in Requester’s Workbench.

When a requisition is canceled, it will require budget checking to be run in order to liquidate any pre-encumbrance balance. Refer to PSFIN Business Process PO.030.190 for more details on the **Requisition Budget Check** batch process or PO.020.930 for more details on Budget Checking an individual requisition online.

Once the requisition is successfully budget checked, it will then be eligible for selection in the batch **Requisition Close** process (Purchasing > Requisitions > Reconcile Requisitions > Close Requisitions) or available to reconcile and close via the Requester’s Workbench.

**Canceling a Requisition Line**

In the event that a multi-line requisition contains a line that has not been sourced to a purchase order and you do not intend to source that line to a purchase order, the un-sourced line should be canceled. Again, the requisition will require budget checking to be run in order to relieve the encumbrance balance remaining on the canceled requisition line.

**Finalizing a Requisition**

When a requisition line is partially sourced into a PO, the remaining quantity or amount can be finalized by finalizing the PO Line on the associated purchase order. When the PO Line is finalized, a reversal is created against the requisition in order to liquidate the remaining pre-encumbrance. Refer to PSFIN Business Process PO.020.480 for more details on the finalizing a requisition process.

**Closing Requisitions**

Once requisitions are finalized or canceled, you will need to run the **Requisition Close** process in order to set the Requisition Header status to Complete. Refer to PSFIN Business Process PO.020.960 for more details on the **Requisition Close** process.

Once the **Requisition Close** process has run successfully, the requisitions may require budget checking be run against them.
Now that you have canceled and closed all requisitions and requisition lines, you will establish the groundwork for your PO Cleanup by running several queries and processes to ensure that all PO and AP transactions are complete.

**STEP 5: ESTABLISHING THE PURCHASING CLEANUP GROUNDWORK**

In this step, you will establish your Purchasing cleanup groundwork by running several queries and processes to ensure that all PO and AP transactions are complete.

**Note:** All parts in this Step are optional tools available to assist you in your purchasing analysis and reconciliation.

**PART 1: ENSURING THAT ALL AP AND PO TRANSACTIONS ARE COMPLETE**

In Part 1 of this step, you will run several queries and processes to ensure that all AP and PO transactions are complete.

**Process**

1. **Note:** You should attempt to complete Budget Checking and Posting for all Vouchers before proceeding with PO analysis and cleanup steps.

   Run the **BOR_BC_PENDING** query to identify any vouchers that require budget checking or have budget exceptions that need to be resolved.

2. Run the **BOR_AP_UNPOSTED_VCHR** query to ensure that all vouchers are posted. Results will reflect the PO number populated for all PO Vouchers. Post any vouchers, if needed.

3. Run the **Close Purchase Orders (PO_PORECON)** process for the entire Business Unit. Refer to PSFIN Business Process PO.020.390 for more details on this process.

4. Complete processing on any reconciled POs. Reconciled POs may require budget checking.

   - View and budget check any POs with Budget Check exceptions using the **Budget Exceptions** page

   - Select **Commitment Control > Review Budget Check Exceptions > Purchasing and Cost Management > Purchase Order**. The **Purchase Order – Find an Existing Value** page displays.
• Select **Errors Exist** as the **Process Status**.

• Click on Search to display a list of POs with Budget Check exceptions.

• After errors are resolved, run the **PO Budget Check** process again to generate the Commitment Control entries.


6. Run the **BOR_JE_PENDING** query to ensure that all AP transactions have been journal generated and that the journals have been completely posted.

Now that you have ensured that all AP and PO transactions are complete, you will identify open purchase orders or remaining encumbrances.

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**PART 2: RUNNING THE BOR_PO_OPEN_AMOUNT_ALL QUERY**

In Part 2 of this step, you will run the **BOR_PO_OPEN_AMOUNT_ALL** query to identify all Purchase Orders with a remaining encumbrance.

This query can assist with identifying problem POs. POs with a Completed or Canceled status may be retrieved if the PO encumbrances were not properly liquidated and an encumbrance balance remains. You may wish to run the results to Excel to assist in your review of the data. Use this query to analyze and cleanup purchase orders as instructed in this manual.

**Note:** You may wish to run this query periodically throughout the year to monitor and identify any completed or canceled POs with remaining encumbrance balances. Refer to Part 5 of this step for additional various other PO-related issues.
Process

Review the Status of the Purchase Order to determine if the PO is in the appropriate status of Dispatched.

- If the status is **A (Approved)** or **PA (Pending Approval)**, you must complete the processing of the PO to a Dispatched status.

- If the PO has a **Complete** status, you may need to run Budget Checking on the PO before it will not be shown in the query results.

Now that you have run the **BOR_PO_OPEN_AMOUNT_ALL** query to identify all open Purchase Orders, you will run the **BOR_PO_NOT_COMPLETE** query to identify all Purchase Orders and their remaining encumbrances where the Status is not **Complete** (or **Canceled**).

This completes Step 5, Part 2, Running the BOR_PO_OPEN AMOUNT ALL Query.
PART 3: RUNNING THE BOR_PO_NOT_COMPLETE QUERY

In Part 3 of this step, you will run the BOR_PO_NOT_COMPLETE query to identify all Purchase Orders and their remaining encumbrances where the Status is not Complete. You may wish to run the results to Excel to assist in your review of the data.

**Process**

1. Review each purchase order/line to determine cause of PO not reconciling. Some possible causes may be:
   - PO Due Dates not yet passed
   - PO Processing not completed
   - PO Receipt/Receipt lines not appropriately canceled, etc.

2. Refer to the following steps in this document to determine why Purchase Orders with $0 remaining encumbrances have not yet reconciled.

   Now that you have run the BOR_PO_NOT_COMPLETE query to identify all Purchase Orders and their remaining encumbrance where the Status is not Complete you can run some additional queries to aid you in your PO analysis.

   This completes Step 5, Part 3, Running the BOR_PO_NOT_COMPLETE Query.
PART 4: RUNNING ADDITIONAL REPORTS/QUERIES (OPTIONAL)

In Part 4 of this step, you can run some additional queries to assist you in your PO Analysis.

Process

1. Run the **PO Open Enc as of Acctg Period (BORRP014)** report (BOR Menus > BOR Purchasing > BOR PO Reports). This report provides the remaining PO Encumbrance balance as of FY/BP.

2. Run the **BOR_PO_OPEN_AMOUNT_BY_PO** query. This query returns the same data as the BOR_PO_OPEN_AMOUNT_ALL query, but only for the PO that you specify.

3. Run the **BOR_PO_NOT_RECEIVED** query. This query returns PO lines that have not yet been received.

Refer to the **ePro and Purchasing Queries and Reports v9.2 Job Aid** for information on additional queries and reports that correspond with the eProcurement and Purchasing modules.

Now that you have identified open purchase orders or remaining encumbrances, you will find any purchase orders with special problems.

This completes Step 5, Part 4, Running Additional Queries (Optional).
PART 5: FINDING PURCHASE ORDERS WITH SPECIAL PROBLEMS

In Part 5 of this step, run several queries to find and correct any purchase orders with special problems, such as:

- Voucher Accounting Entries with Chartstrings different from the Chartstring on the related PO Distribution Line
- Purchase Orders where the Voucher against the PO Contained the Incorrect Budget Period

Finding Voucher Accounting Entries with a Chartstring Different from the Chartstring on the Related PO Distribution Line

For this problem, you will run the BOR_POAP_CFERR query to find any Voucher Accounting Entries with a Chartstring different from the Chartstring on the related PO Distribution Line. This query can be run to determine all vouchers with Chartstrings differing from the Chartstring on the purchase order by specifying a Beginning Voucher # = 00000000 and an Ending Voucher # = 99999999.

Note: This query is for informational purposes only. PeopleSoft Financials Version 9.2 will create the correct reversal entries against the PO regardless of whether the voucher distrib line differs from the PO distrib line. This query will allow you to see all instances where the two differ, in case a change was made in error.

Process

1. Review the purchase orders returned by the BOR_POAP_CFERR query.

   In the scenario shown above, PO ID 0000515100 was charged to Account 751103 while Voucher ID 05336377 against it was recorded to Account 714100.
2. Run the BOR_PO_ENC_AND_VCHR query for each PO that you question in the BOR_POAP_CFERR query results.

If there is a concern about the differences appearing for a specific voucher ID, examine the Voucher Accounting Entries to investigate and determine if the differences are acceptable.

Now that you have found and corrected any Voucher Accounting Entries with a Chartstring different from the Chartstring on the related PO Distribution Line, you will find and correct any purchase orders where the voucher against the PO contained the incorrect Budget Reference.

**Finding any Purchase Orders where the Voucher against the PO Contained the Incorrect Budget Period**

For this problem, you will run the BOR_POAP_BUDERR query to find any purchase orders where the voucher against the PO contained the incorrect Budget Period.

![Business Unit = 39000](image)

**Process**

1. Review the purchase orders returned by the BOR_POAP_BUDERR query.

   In the example shown above, the PO for this voucher was encumbered against Budget Reference 2014, but the voucher was expensed against Budget Reference 2015.

2. Enter a $0 Adjustment voucher, reversing the charge to the incorrect Budget Period, and charging the correct budget period as found on the PO.
3. Be sure to relay this information to those responsible for Surplus Analysis, as the error and adjustment voucher will need to be considered in Surplus Analysis.

Now that you have found and corrected any purchase orders with special problems, you will look for purchase orders invoiced through a non-PO voucher and liquidate encumbrance balances if needed.

This completes Step 5, Part 5, Finding Purchase Orders with Special Problems.

**PART 6: LOOKING FOR PURCHASE ORDERS INVOICED THROUGH A NON-PO VOUCHER AND LIQUIDATING ENCUMBRANCE BALANCES IF NEEDED**

In Part 6 of this step, you will run the BOR_PO_OPEN_AMOUNT_ALL query to obtain an updated listing of all purchase orders with outstanding encumbrances.

**Process**

1. Run the **BOR_PO_OPEN_AMOUNT_ALL** query data to Excel, as shown in the example above.

2. Sort the data by Supplier, PO, PO Due Date, etc.
• Select the entire worksheet by clicking on the Select All box, which is the unlabeled box to the left of Column heading A and just above Row heading 1.
• Select Data > Sort.
• Specify My List has Header Row.
• Sort by the order you wish to view the data (1 – PO Date, Sort by 2 - PO, Sort by 3 – Line, etc.).
• Click on OK.

3. Look for any POSITIVE remaining encumbrances, where the PO SHOULD have been fulfilled or canceled by now, judging from the PO date.

In the example above, PO ID 0000512083 was issued on 07/08/2015 and still has a remaining encumbrance of $4,000.50. One possibility is that the ordered items were received, but were invoiced in the system via a Non-PO voucher. The BOR_POAP_SUPPLIER query can aid you in identifying if this is the case for this PO.
This query lists all PO lines for the specified supplier where the PO line has a remaining encumbrance. It also lists any vouchers entered for that supplier where the voucher was NOT associated with a Purchase Order. The Purchase Order Line and Voucher line descriptions, amounts, and Chartstrings are listed to assist you in determining if a Purchase Order has been vouchered on a Non-PO voucher. All PO lines are preceded by a “TRANS” type of PO. Any non-PO vouchers are preceded by a Trans Type of VCHR.

In the example illustrated above, it does NOT appear that the remaining amount on this PO line was vouchered through a Non-PO voucher.

If you do find a Non-PO voucher that relates to a PO line with an open encumbrance, make notes of any differences between the Chartstring (including the Budget Period) for the PO line and the related Non-PO voucher line, and enter any needed Adjustment Vouchers, if necessary.

4. If the Budget Reference is different and you determine definitively that the voucher should have been applied to the PO, you will need to enter an Adjustment voucher against the Non-PO voucher. The Adjustment voucher will be for a net of $0, charging the CORRECT budget reference (as shown on the PO) and crediting the budget reference shown on the non-PO voucher.

   Note: Keep notes regarding any related standard and/or adjustment vouchers and provide that information to the individual responsible for surplus analysis.

5. If a Prior Budget Reference is shown on either the PO or the voucher, the transaction (including any adjustment voucher you enter) will have to be reflected manually in surplus analysis.

   Note 1: Keep notes regarding any related standard and/or adjustment vouchers and provide that information to the individual responsible for surplus analysis.

   Note 2: How does this affect surplus analysis? ONLY purchase orders and PURCHASE ORDER VOUCHERS are reflected on the PO Surplus Analysis report. Non-PO vouchers that have no link to a PO and will not be listed on this report.
If you determine that a PO encumbrance should NOT be open, you should close or finalize the encumbrance, as noted in Step 5, Part 2 of this section. If the PO line is against a prior year, this closure/finalization will reflect as an addition to surplus on the PO Surplus Analysis report.

By tracking these instances as you find them, these transactions can be linked and more easily reconciled for surplus analysis.

6. **If the Chartstring is different**, you need to determine if the differences have any impact. For instance, Fund and/or Project Grant differences will definitely have effect, and those differences will need to be corrected via an Adjustment voucher ($0 voucher, crediting the incorrectly charged Chartstring and debiting the correct Chartstring). Conversely, the Department charged may be irrelevant for your institution, and you may choose to make no correction.

**Note:** Again, keep notes regarding any related standard and/or adjustment vouchers and provide that information to the individual responsible for surplus analysis.

Now that you have looked for purchase orders invoiced through a non-PO voucher and liquidated encumbrance balances if needed, you will find any Purchase Orders where a Discount taken is the only remaining encumbrance, and finalize those vouchers to relieve encumbrances.

This completes Step 5, Part 6, Looking for Purchase Orders Invoiced through a Non-PO voucher and Liquidating Encumbrance Balances if Needed.

**PART 7: FINDING ANY PURCHASE ORDERS WHERE A DISCOUNT TAKEN IS THE ONLY REMAINING ENCUMBRANCE**

In Part 7 of this step, you will find any Purchase Orders where a Discount taken is the only remaining encumbrance and finalize those vouchers to relieve encumbrances.

Here you will run the **BOR_POAP_DISCOUNTS** query. This query finds any PO Vouchers where discounts were taken. The discount amount and the remaining encumbrance on the related PO/Line/Schedule/Distribution are listed. Where the open amount is equal to the discount amount, the user can safely finalize the voucher line to relieve any remaining encumbrance without further research.
Again, if there is no voucher created in the current/open period, the Finalize action will not be allowed, and you will need to manually close the PO line in the Buyer’s Workbench.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
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</thead>
<tbody>
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<td>1</td>
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<td>2</td>
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<td>6.2</td>
<td>05012037</td>
</tr>
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<td>1</td>
<td>2</td>
<td>24.79</td>
<td>18.59</td>
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<td>05014512</td>
</tr>
<tr>
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<td>000501201</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>3934.46</td>
<td>28.11</td>
<td>05000111</td>
</tr>
</tbody>
</table>

The first two lines are related to the same Distribution Line of the same Schedule, PO Line, and PO. The $6.20 discount from Voucher ID 05012037 and the $18.59 discount on Voucher ID 05012345 comprise the entire remaining encumbrance on the PO Distribution line (of $24.79 - $18.59 + $6.20). This PO line can safely be finalized via either Voucher ID 05012345 or 05012037; or it may be closed via the Buyer’s Workbench.

Conversely, the last two lines both relate to the same Distribution Line of the same Schedule, PO Line, and PO. The Open encumbrance for this distribution line is $3,924.46. The total discount taken for the related vouchers is $43.56. The entire remaining encumbrance on this line is clearly not entirely related to discounts.

If you determine that these lines should be liquidated, finalize the voucher line related to that PO line/Schedule/Distribution or manually close the PO line if the Finalize process is not an option.

Note: Refer to Part 3 of this step for the procedure to finalize voucher lines.

Now that you have found any POs where a discount taken is the only remaining encumbrance, you will identify any purchase orders with an encumbrance balance in Commitment Control to determine if the PO line should be liquidated and closed.

This completes Step 5, Part 7, Finding any Purchase Orders where a Discount Taken is the Only Remaining Encumbrance.

Now that you have established the Purchasing cleanup groundwork, you will finalize the vouchers or close the Purchase Orders via the Buyer’s Workbench in order to liquidate the purchase orders that have remaining encumbrances after all payments have been made.

This completes Step 5, Establishing the Purchasing Cleanup Groundwork.
STEP 6: FINALIZING VOUCHERS AND LIQUIDATING PURCHASE ORDERS WITH REMAINING ENCUMBRANCES AFTER FINAL PAYMENT

In this step, you will finalize the vouchers and liquidate purchase orders that have remaining encumbrances after all payments have been made. These are instances where, for example, a purchase order has been vouchered and paid, but the payment(s) did not liquidate the exact amount of the purchase order. You must finalize the voucher or close the purchase order via the Buyer’s Workbench to relieve any remaining encumbrance associated with them.

Note: Refer to PSFIN Business Process AP.020.120 for more information on finalizing a voucher to liquidate a purchase order. Only vouchers with an Accounting Date in the current open period are available for finalization. If no voucher exists meeting this criteria, it will be necessary to manually close the PO in the Buyer’s Workbench. Refer to PSFIN Business Process PO.020.280 for more details on using the Buyer’s Workbench.

PART 1: IDENTIFYING PURCHASE ORDERS WITH ENCUMBRANCE BALANCES IN COMMITMENT CONTROL TO DETERMINE IF THE PO LINE SHOULD BE LIQUIDATED AND CLOSED

In Part 1 of this step, you will identify any purchase orders with an encumbrance balance in Commitment Control to determine if the PO line should be liquidated and closed.

Here you will run the BOR_PO_OPEN_ENCS_KK query. This query lists all POs by Line/Schedule/Distribution and their original encumbrance totals (POSTED_AMOUNT) with an outstanding encumbrance balance in Commitment Control, along with the total activity against the PO (ACTIVITY) and the remaining encumbrance balance. This query also provides the PO Status so that you can identify any POs requiring further processing.

Note: You may wish to run this query to Excel for easier manipulation of the data. The Amount column shows the amount still encumbered on the PO.
Now that you have identified any purchase orders with an encumbrance balance in Commitment Control, you will need to determine whether the PO line should be liquidated and closed. If so, you will finalize the vouchers or cancel/close individual PO lines or the entire purchase order to liquidate the balance.

**Note:** If the voucher(s) against the purchase order were not created in the current/open period, the finalize option is not available. In this situation, you will need to manually close the purchase order using the Buyer’s Workbench.

This completes Step 6, Part 1, Identifying Purchase Orders with Encumbrance Balances in Commitment Control to Determine if the PO Line Should be Liquidated and Closed.

### PART 2: FINALIZING VOUCHERS AND LIQUIDATING PURCHASE ORDERS

In Part 2 of this step, you will finalize the vouchers, if possible, or close PO lines to liquidate the purchase orders that have remaining encumbrances after payments have been made, which were identified as a result of running the queries in Parts 1 and 2. You must finalize or close these POs/PO lines and liquidate the purchase orders to relieve any remaining encumbrance balance associated with them before continuing your purchasing cleanup processes by following one of the following three options:

1. Finalize and Relieve All Lines on a PO
2. Finalizing Individual PO Lines
3. Manually Closing a PO if the Finalize Process is not an Option
OPTION 1: FINALIZING AND RELIEVING ALL LINES ON A PO

Process

1. Select Accounts Payable > Vouchers > Add/Update > Regular Entry. The Voucher – Add a New Value page displays.

2. Click on the Find an Existing Value tab. The Voucher – Find an Existing Value page displays.

3. Verify that your institution’s Business Unit number appears in the Business Unit field.

4. Enter the voucher number of the voucher you wish to finalize in the Voucher ID field.

5. Click on Search. The Summary page displays.

6. Click on the Invoice Information tab. The Invoice Information page displays.

7. Click on Finalize icon in the Voucher Header. The Finalize check box for all lines will be clicked ON.
8. Click on Save. Once the voucher is budget checked, the **PO Finalized** status will be **Y**.

9. Run the **Budget Check** batch process to generate the encumbrance reversals.
   
   You can also finalize individual PO lines, as shown in Option 2.
OPTION 2: FINALIZING INDIVIDUAL PO LINES

Process

1. Follow Steps 1 through 8 in Option 1 to change the PO Finalized status from N to Y as shown above.

After the Finalize action is taken on all vouchers associated with purchase orders you intend to close and liquidate, the following steps will need to be taken.

2. Budget check the voucher. The PO Accounting entries reflect a reversal of the remaining amount and the Reference Reversal ID will reflect the voucher that was used to finalize the PO Line(s).

When the vouchers are successfully budget checked, Commitment Control will reflect an encumbrance reversal to the PO on the AP entries for the finalized vouchers (in this example, voucher id 030003759). The reversal entries for all 3 ledger groups are shown in the example below:

3. Process the finalized and budget checked vouchers completely by running the following processes:

   - **Voucher Post** – Refer to PSFIN Business Process AP.030.030
   - **Journal Generate** – Refer to PSFIN Business Process GL.030.001

Both Options A and B can be used for POs where the Finalize process is available. For POs where the Finalize process is not available, you have to use Option C to manually close the PO.
OPTION 3: MANUALLY CLOSING A PO IF THE FINALIZE PROCESS IS NOT AN OPTION

The alternative to finalizing a voucher when a voucher is not available in the current/open period is to manually close purchase orders via the Buyer’s Workbench. If this route is taken, the steps will be the same except that you will be required to budget check the PO in order to liquidate the remaining ENC balance.

For example, we’ll use PO ID UPG0027159, which has 14 lines. Per the BOR_PO_OPEN_AMOUNT_ALL query results, all 14 lines have a remaining encumbrance balance. In looking at the remaining encumbrance, line 14 definitely looks like a candidate for closure.

The PO should be assessed in its entirety to determine for sure what lines should be liquidated. We will analyze the PO lines further in the Buyer’s Workbench.

The Purchase order logs (per Buyer’s Workbench) for lines 1-10 appear as Not Qualified. After looking at the actual PO pages, it is clear that the lines were created to liquidate by amount. Therefore, when the initial voucher was only for part of the amount, the PO Line Match Status was set to Partial. The PO Line will remain in this status until the total line amount is vouchered, since this status does not qualify the PO for automatic closure when the PO Close process is run. If you do not expect to voucher these lines completely, you have the option to manually close them via the Buyer’s Workbench. Refer to PSFIN Business Process PO.020.280.
The remaining 4 lines (11-14) were set to liquidate by quantity. Since the total quantity was vouched on the initial voucher, it “Matched” the PO lines. These lines qualify for closure, provided the due date has passed; therefore, these lines will be picked up and closed when the batch PO Close process is run.

There are three options to proceed:

1. **If you wish to ONLY close the qualified lines (11-14),** you can either:
   - Close the individual lines via the Buyer’s Workbench. Refer to PSFIN Business Process PO.020.280; or
   - Run the batch PO Close process. These 4 lines would close along with all other qualified PO lines. Refer to PSFIN Business Process PO.020.390.

2. **If you wish to close the entire PO,** you are able to force the PO to the Qualified side. This will set all lines to a Closed status and set the PO Header to a Compl status. If this action is taken, the batch PO Budget Check process should be run on the PO subsequent to the PO Close process being run in order to relieve the encumbrance balances on the PO or PO lines.

3. If you wish to force-close only specific lines that do not appear as Qualified for closure, you can accomplish this using the Buyer’s Workbench.
   - Click on the Lines icon to the far right of the PO ID for which you want to select the specific lines for closure to display the Purchase Order Lines page.
   - All lines are selected by default on the Purchase Order Lines page, so you will need to click the check box OFF for those lines you do not wish to close.
   - Once you have specified the lines for closure, click on the Return to Buyer’s WorkBench link and run the closing process by clicking on Close.

In this example, only qualified lines 11-14 will be closed by running the batch PO Close process. However, you may wish to wait until all POs you intend to close are finalized or manually closed on the workbench, then run the batch process for your entire business unit one time.
Process
1. Select Purchasing > Purchase Orders > Reconcile POs > Close Purchase Orders. The Close Purchase Orders – Find an Existing Value page displays.

2. Enter an existing or create a new Run Control ID.
3. Click on Search. The Close Purchase Orders page displays.

4. Specify the PO Post Run Option.
5. Specify the Business Unit.
6. Enter the **PO Number** if **1 Document** is specified in the PO Post Run Option.

7. Click on Save.

8. Click on Run. The **Process Scheduler Request** page displays.

![Process Scheduler Request](image)

9. Click the check box for the **Close Purchase Orders (PO_POREP)** process ON.

10. Click OK. This brings you back to the **Close PO** page.

11. Click on the **Process Monitor** link. The **Process List** page displays.

12. Verify that the **Run Status** is **Success**.

    **Note:** You can click on Refresh to update the **Run Status** until Success displays.

    The **Purchase Order Reconciliation** report will be produced by the **PO_POREP** process. You may view the report by clicking the **PO_POREP** link, then selecting the **POPO008** link. Next, click on the **View Log/Trace** link. The pdf report is available here.

13. Click on the **PO_POREP** link. The **Process Detail** page displays.
14. Click on the **POPO008** link. The **View Log/Trace** page displays.

15. Click on the **View Log/Trace** link.

16. Click on the **popo008_XXXXX.PDF** link, where XXXXX is the process instance number. A new window opens to display the PDF file.
The report will show all PO lines that closed successfully.

The PO will then require budget checking to relieve the outstanding encumbrance balances. This can be run for the entire business unit after closing multiple POs/PO lines, or for an individual PO, as shown in the example below.

Once the PO(s) budget checks successfully, you can run the BOR_PO_OPEN_AMOUNT_ALL query to find all PO IDs with an open encumbrance balance or the BOR_PO_OPEN_AMOUNT_BY_PO query for encumbrance balances on a single PO ID, to confirm that funds have been liquidated successfully. As you can see, lines 11-14 are no longer returned in the query results.

Recap: Finalizing Voucher Amounts and Liquidating Purchase Orders

Process
1. Finalize and liquidate entire POs or individual PO lines:
   - Finalize associated voucher header or lines for the PO/PO Lines you wish to close and liquidate.
• Budget Check.
• Address all Budget Check errors and re-Budget Check if necessary.
• Post all finalized vouchers.
• Journal Generate all finalized vouchers.
• Run the batch **Purchase Order Close** process.

2. Manually close POs via the Buyer’s Workbench:

• Analyze the Purchase Order Logs and PO pages to determine why the PO is not qualified to close.
• Complete all necessary processing against the PO/Voucher/Receivers, if needed, according to the workbench PO log.
• Force PO(s) to close via the workbench.
• Run the batch **Budget Check** process. This will liquidate any remaining ENC balance associated with the closed purchase orders/purchase order lines.
• Address any Budget Check errors and re-budget check if needed.

This completes Step 6, Part 2, Finalizing Vouchers and Liquidating Purchase Orders.

Now that you have finalized vouchers and liquidated purchase orders with remaining encumbrances after payments, you will find any purchase orders with special problems.

This completes Step 6, Finalizing Voucher Amounts and Liquidating Purchase Orders with Remaining Encumbrances after Final Payment.

**STEP 7: CANCELING AND CLOSING OUTSTANDING PURCHASE ORDERS AND PURCHASE ORDER LINES THAT SHOULD NOT REMAIN OPEN**

In Step 7, you will identify, cancel, and close all outstanding purchase orders and individual purchase order lines that should not remain open. Refer to PSFIN Business Process PO.020.260.
PART 1: IDENTIFYING ALL OUTSTANDING PURCHASE ORDERS AND INDIVIDUAL PURCHASE ORDER LINES

In Part 1 of this step, you will run the BOR_PO_UNRECON query, specifying the PO number you are investigating, and look at all transactions for the particular PO\Line\Schedule\Distribution with which you are working. Sample results are shown on the following pages.

Some general information for reading the BOR_PO_UNRECON query:

1. **Column B- PO No.:** Contains the PO ID for all document types.
2. **Column D- Tran Type:** Indicates the document type reflected on that line; PO, VCHR (Voucher) or RCVR (Receiver).
3. **Columns V, W, and X - PO Line, PO Sched, and PO Dist:** Contains the related PO Line Number, Schedule Number, and Distribution Number for all transactions listed.
4. **Columns Y, Z, and AA - Voucher, Voucher Line, and Voucher Dist:** Contains the related voucher information for voucher transactions ONLY.
5. **Columns AB, AC, AD, and AE - Receiver, Receiver Line, Receiver Shipment, and Receiver Dist:** Contains the related receiver information for receiver transactions AND for voucher transactions copied in from that receiver.

**Process**

1. **Voucher(s) against this PO\Line\Schedule\Distribution.**
   - Finalize the Distribution line through any of the vouchers listed as charged against that Distribution.
   - Budget check and post the voucher.
   - The Encumbrance should be relieved.

2. **No Voucher(s) against the distribution and no other Distributions for the same PO\Line\Schedule.**
   - If there are no other distributions for the same PO Line\Schedule, you should be able to cancel the Schedule through the PO.
   - First, however, you may need to cancel receiver line shipments entered against that PO\Line\Schedule.
• The BOR_PO_UNRECON query will also show any Receivers entered against the PO\Line\Schedule.

Note: Your institution needs to determine the permissibility and record keeping for canceling receivers in these instances.

• You may also wish to run the BOR_PO_NOT_RECEIVED and BOR_PO_PARTIAL_RECVD_SUM queries for additional analysis of POs that have receiving required.

3. **No Voucher(s) against any Distribution for the same PO\Line\Schedule.**

• If there are NO vouchers entered against any distribution for the same PO\Line\Schedule, determine if ALL distributions for the PO\Line\Schedule can be closed.

• If not, attempt to create a change order against the PO\Line\Schedule to cancel the distribution for which the encumbrance should be relieved.

• Be sure to complete all required processing – Budget Checking, Approval, and Dispatching.

• If there are any unmatched receivers against the Schedule, you will need to first cancel the receiver line shipment. The BOR_PO_UNRECON query will also show any Receivers entered against the PO\Line\Schedule.

• Note: Your institution needs to determine the permissibility and record keeping for canceling receivers in these instances.

4. **No Voucher(s) against the distribution and other Distributions for the same PO\Line\Schedule With Vouchers entered against them.**

• In this case, the distribution line that does not have a voucher against it can be Canceled. Navigate to the appropriate **Distribution line > Statuses** tab and select the \[x\] to cancel.
### Example 1

In this instance, no voucher has been entered against PO #66, Line 2, Schedule 1, Distribution 1, and there is only one distribution for PO #66, Line 2, Schedule 1. However, Receiver #00000000755, Line 2, Shipment 1, Distribution 1 has been entered against the line but has not been copied into a voucher. Note that there is no VCHR transaction line bearing the same Receiver ID, Receiver Line and Receiver Shipment.

You should be able to cancel this LINE of the Receiver, and then cancel PO Line 2 for PO #66. The remaining encumbrance for this line should be relieved after the Budget Check process is run.

### Example 2
In this example, PO #146, Line 2, Schedule 1, Dist 2 has no vouchers against it. However, there are multiple Distributions for this Line\Schedule. (See Line 2, Schedule 1, Distribution 1). Distribution 2 can be Canceled, while Distribution 1, which has vouchers against it, cannot be Canceled.

Now that you have identified all outstanding purchase orders and individual purchase order lines, you will cancel and close them.

This completes Step 7, Part 1, Identifying All Outstanding Purchase Orders and Individual Purchase Order Lines.
PART 2: CANCELING AND CLOSING OUTSTANDING PURCHASE ORDERS

In Part 2 of this step, you will cancel and close all outstanding purchase orders where you have determined that the PO is no longer required.

**Note:** Prior to canceling and closing the purchase order(s), you will need to determine whether a Receiver has been entered for this PO by running the BOR_PO_NOT_RECEIVED and BOR_PO_PARTIAL_RECVD_SUM queries, as noted in Part 1 of this step. If there is a receiver associated with a purchase order, the receiver/receiver line must be canceled before the PO can be canceled and closed.

In order to be canceled, Purchase Orders must:

1. Be budget checked with no Budget Check Exceptions.
2. Not be associated with an open Receiver or Voucher.

**Process**

1. Cancel the purchase orders via the PO Header or the Buyer’s Workbench.

2. Run the batch **PO Dispatch** process. Refer to PSFIN Business Process PO.030.010.

3. Run the batch **PO Budget Check** process to budget check these purchase orders. Refer to PSFIN Business Process PO.030.030.

4. Run the batch **PO Close** process to complete/close the purchase orders. Refer to PSFIN Business Process PO.020.390.

5. Run the batch **PO Budget Check** process to relieve any remaining encumbrances. Refer to PSFIN Business Process PO.030.030.

6. Repeat Steps 1 through 5 to cancel and close any other outstanding purchase orders.

Now that you have canceled and closed all outstanding purchase orders, you will cancel and close any individual purchase order lines that need to be liquidated.

This completes Step 7, Part 2, Canceling and Closing Outstanding Purchase Orders.
PART 3: CANCELING AND CLOSING INDIVIDUAL PURCHASE ORDER LINES THAT NEED TO BE LIQUIDATED

In Part 3 of this step, you will cancel and close any individual purchase order lines that need to be liquidated.

**Note 1:** Prior to canceling the purchase order line(s), you will need to determine if a Receiver has been entered for this PO by running the BOR_PO_NOT_RECEIVED and BOR_PO_PARTIAL_RECVD_SUM queries, as noted in Part 1 of this step to determine if receiving was required for this PO and if a Receiver has been created. If there is a receiver associated with a purchase order line, the receiver/receiver line must be canceled before the PO line can be canceled.

**Note 2:** All purchase orders must be budget checked before any line(s) can be canceled.

Cancel the individual purchase order lines by following the process shown below.

**Process**

1. Select **Purchasing > Purchase Orders > Add/Update POs** and locate the **Purchase Order** page for the purchase order where a line(s) need(s) to be canceled.
2. Click on the **Line Details** icon in the Lines group box for the line that needs to be canceled. The **Details for Line X** page displays, where X is the Line number.

3. Click on the red X to cancel the line. The following message page will display.

4. Click on Yes. The **Purchase Order** page displays.

   **Note:** When you cancel a PO line that was created from a sourced requisition line, you will be asked questions about whether you wish to restore the pre-encumbrance balance to the requisition. If you do/do not wish to resource the requisition to a new PO, reply accordingly.

5. Click Save.

6. Budget Check the purchase order.

7. Dispatch the purchase order.

8. Run the **Purchase Order Close** process against the purchase order. Refer to PSFIN Business Process PO.020.390.
9. Run the batch **PO Budget Check** process for the purchase order for the Business Unit in order to liquidate the outstanding encumbrance balances for the closed lines. Refer to PSFIN Business Process PO.030.030.

10. Repeat Steps 1 through 9 to cancel and close any other outstanding purchase order lines that should not be open.

Now that you have canceled and closed all outstanding purchase orders and purchase order lines that need to be liquidated, you will cancel and close POs in a **Pend Cncl** status.

This completes Step 7, Part 3, Canceling Outstanding Purchase Order Lines.

---

**PART 4: CANCELING AND CLOSING PO’S IN THE PEND CNCL STATUS**

In Part 4 of this step, you will cancel and close POs in a **Pend Cncl** status. A PO will be in a pending cancel status if it was canceled after being dispatched. It will NOT be set to **Canceled** until it is re-dispatched. Once it is re-dispatched successfully, the **PO Status** will change to **Canceled**, and it will be eligible for closure.

To find POs in a **Pend Cncl** status, you will want to do search using the Buyer’s Workbench, where no search criteria is entered on the **Filter Options** page.

**Process**

1. Select **Purchasing > Purchase Orders > Buyer’s Workbench.** The **Buyer’s Workbench – Find an Existing Value** page displays.

2. Enter the appropriate **Workbench ID** (or Add a New Value).

3. Click on Search. The **Filter Options** page displays.

4. Leave all the **Search Criteria** fields blank.
5. Click on Search. The Buyer’s Workbench page displays with a List of Purchase Orders. You can click on the PO Status heading to sort the PO’s by Status.

![List of Purchase Orders](image)

6. Click the check boxes ON for all POs with a PO Status of Pend Cncl.

7. Click the Dispatch button. The following message displays.

![Message](image)

8. Click OK. This brings you back to the Buyer’s Workbench page.

9. Click on the Process Request Options link at the bottom of the page. The Process Request Options page displays.

![Process Request Options](image)
10. Select the appropriate Run Control ID.

11. Click OK. This brings you back to the Buyer’s Workbench page.

12. Click Close. The Processing Results page displays and the PO IDs selected should appear on the Qualified side.

13. Click Yes to proceed with the Close process.

Once the process completes, you will be returned to the Buyer’s Workbench page and the PO Status of those purchase orders should be Canceled.

Once you have completed the Cancel process for all POs with a Pend Cncl status, you will need to close all those canceled POs. There are two options:

- Run the batch PO Close process
- Use the Buyer’s Workbench

14. **Option 1: Run the batch Purchase Order Close process**

- Run the batch Purchase Order Close process. Refer to PSFIN Business Process PO.020.390.

  **Note:** Be sure to review the Process Monitor Message Log to ensure the process runs to success and verify the number of PO Headers successfully closed.

- Run the batch PO Budget Check process to liquidate any outstanding encumbrance balances on the closed PO IDs. Refer to PSFIN Business Process PO.030.030.

- Run the BOR_PO_OPEN_AMOUNT_ALL query to ensure the PO IDs no longer appear.

15. **Option 2: Use the Buyer’s Workbench** (Refer to PSFIN Business Process PO.020.280)

- Specify Status criteria of Canceled on the Filter Options page.

- Click Search.
• Click on the **Select All** link to select all the POs in a **Canceled** status.

• Click Close. The PO IDs selected should appear on the **Qualified** side.

• Click Yes to proceed. The status of all Canceled POs should be set to **Compl** once the **Close** process has run successfully.

• Run the batch **PO Budget Check** process for your Business Unit. Refer to PSFIN Business Process PO.030.030.

• Run the **BOR_PO_OPEN_AMOUNT_ALL** query to ensure the PO IDs no longer appear.

This completes Step 7, Part 4, Canceling and Closing POs in a Pend Cncl Status.

Now that you have canceled and closed all outstanding purchase orders and purchase order lines, you will troubleshoot purchase orders that will not reconcile.

This completes Step 7, Canceling and Closing Outstanding Purchase Orders and Purchase Order Lines.
STEP 8: TROUBLESHOOTING PURCHASE ORDERS THAT WILL NOT RECONCILE

In Step 8, you will troubleshoot any purchase orders that will not reconcile. Some examples are shown below.

PART 1: DETERMINING IF PURCHASE ORDER DUE DATES HAVE PASSED

In Part 1 of this step, you will run the BOR_PO_NOT_COMPLETE query, which will list any purchase orders not yet reconciled/completed. This may include Purchase Orders with 0.00 remaining encumbrances.

**Note 1:** POs will ONLY reconcile if certain criteria are met; this criteria includes the PO Scheduled Due Date having passed, even if the remaining amount on the PO is 0.00.

**Note 2:** Some fields have been hidden in the screenshot below in order for the results to be more easily read.

If the Due Date has passed and the PO will not reconcile when the Purchase Order Close process is run, you should attempt to close the purchase order via the Buyer's Workbench. Refer to PSFIN Business Process PO.020.280.

Now that you have determined whether the PO Due Dates have passed, you will force purchase orders where the Due Date has passed and the PO(s) will not reconcile during a batch PO Close process to close.

This completes Step 8, Part 1, Determining if Purchase Order Due Dates Have Passed.
PART 2: FORCING PURCHASE ORDERS TO CLOSE

In Part 2 of this step, you will force POs to close if the Due Date has passed and the PO(s) will not reconcile during a batch PO Close process. You will need to research the PO(s) further to determine why it is not eligible to close and force the PO(s) to close.

Process

1. Select Purchasing > Purchase Orders > Buyer’s Workbench and locate the Purchase Order ID(s) that will not close on the Buyer’s Workbench page.

2. Click Close. The Processing Results page displays.

   • If the PO appears on the Qualified side, click Yes to proceed with the Close process.

   • If the PO appears on the Not Qualified side, review the Purchase Order Log to determine why it is not qualified. In this example, we will look at PO ID 0000411205, where Line 1 is on the Qualified side, while Line 2 is on the Not Qualified side.

3. Click on the Log icon. The Purchase Order Logs page displays.
According to the Log, line 2 on this PO has not been completely Matched. First, look at the Line to see what status it is in.

4. Select Purchasing > Purchase Orders > Add/Update POs and locate the Purchase Order page for the purchase order where the line has not been fully matched.

5. The Line Status is Approved and the Encumbrance Balance, located in the header section of the PO, is for the full amount of line 2.
6. Click on the Encumbrance Balance link to view the activity for the Purchase Order. For this example, we see that a Voucher has never been created for Line 2 (a Trans Type of REVERSAL does not exist).

7. Analysis is needed to determine why this PO line has not been vouchered.
   - Have all invoices for goods/services expected been received? Have all Receipts been completely processed?
   - Have all vouchers against the PO been completely processed (i.e., budget checked and posted)?
   - Should the PO be closed and any outstanding encumbrance balance liquidated?

   If so, you will manually close the PO via the workbench as show below.

8. Return to the Processing Results page in the Buyer’s Workbench.
The Accounting Date for Action should be the current date.

9. Place a checkmark in the box to the left of the PO ID, then click on the Override arrow to transfer the PO ID to the Qualified side.

10. Click Yes to proceed with the Close process.

Once the process completes, you will be returned to the Buyer's Workbench page and the PO Status should be Compl.

11. Repeat Steps 1 through 10 for all PO IDs that:

- Appear on the BOR_PO_NOT_COMPLETE query that you wish to close and liquidate.
- Will not close automatically when the batch PO Close Process is run successfully.
- After analysis of both the PO Reconciliation Workbench PO Logs and the PO itself, reveal the PO should be closed and liquidated and all processing against the PO is complete.

Note: Use caution when forcing purchase orders to close. The Force to Close functionality should only be used after a full analysis of the PO has been completed. The Force to Close functionality should not be used when the Purchase Order Logs indicate either of the following reasons:

- Open Vouchers Associated with a PO
- **Budget Check Exceptions Associated with a PO**

In cases such as these, processing of all associated vouchers should be completed and all Budget Check exceptions should be researched and resolved before closing the PO.

Now that you have forced purchase orders where the Due Date has passed and the PO(s) will not reconcile during a batch PO Close process to close, you will search for, cancel, and close POs in a **Pend Cncrl** status.

This completes Step 8, Part 2, Forcing Purchase Orders to Close.

Now that you have completed troubleshooting purchase orders that will not reconcile, you will repeat the requisition cleanup steps to ensure that all fully sourced requisitions or requisitions/requisition lines that you do not intend to source are reconciled.

This completes Step 8, Troubleshooting Purchase Orders That Will Not Reconcile.
STEP 9: PERFORMING REQUISITION CLEANUP (FINALIZE, CANCEL, AND CLOSE)

In Step 9, you will perform the requisition cleanup steps to ensure that all requisitions associated with any purchase orders that have been canceled and closed throughout the PO Cleanup process are reconciled and liquidated.

**Note:** This step may not apply to your institution. You must follow the steps in this process only if your institution uses requisitions for pre-encumbering funds.

**Process**

1. Run the BOR_REQ_OPEN_AMOUNT_ALL query to determine all open requisitions with pre-encumbrance balances.

2. Cancel any unsourced requisitions entirely that you wish to liquidate via the Requester’s Workbench (PSFIN Business Process PO.020.960), or individually via the Manage Requisitions page (eProcurement > Manage Requisitions) by selecting the Cancel Requisition option, as shown in Step 2 of this section.

3. Delete any unsourced requisition lines, as indicated by the SOURCE_STATUS, that you do not intend to source via the Manage Requisitions page by selecting the Edit Requisition option, as shown in Step 2 of this section.
4. Approve and budget check the requisitions where lines have been deleted. Refer to PSFIN Business Processes PO.020.920 and PO.020.930, respectively.

5. Run the Close Requisitions PO_REQRQ process to close the requisitions and requisition lines that you have canceled or deleted. Refer to PSFIN Business Process EP.020.710.

6. Run the batch Requisition Budget Check process to liquidate any remaining pre-encumbrance balances. Refer to PSFIN Business Process PO.030.190.

Now that you have repeated the requisition cleanup steps to ensure that all fully sourced requisitions or requisitions/requisition lines that you do not intend to source are reconciled, you will reconcile open PO encumbrance balances in Purchasing to Open PO encumbrance balances in Commitment Control.

This completes Step 9, Performing Requisition Cleanup (Finalize, Cancel, and Close).
STEP 10: RECONCILING OPEN POENC BALANCES IN PURCHASING TO OPEN POENCE BALANCES IN COMMITMENT CONTROL

In Step 10, you will reconcile open PO encumbrance balances in Purchasing to Open PO encumbrance balances in Commitment Control.

**Process**

1. Run the BOR_PO_OPEN_AMOUNT_ALL query. This will show all open encumbrance balances in Purchasing.

   **Note:** It is important to run the **PO Budget Check** process for all Closed purchase orders prior to attempting to reconcile Purchasing to KK. Refer to PSFIN Business Process PO.030.030.

2. Run the BOR_PO_OPEN_ENCS_KK query. This will show all open encumbrance balances in Commitment Control.

   **Note:** Use the **Amount** column.

Now that you have reconciled open PO encumbrance balances in Purchasing to Open PO encumbrance balances in Commitment Control, you will reconcile open requisition pre-encumbrance balances in Purchasing to open requisition pre-encumbrance balances in Commitment Control.

This completes Step 10, Reconciling Open PO Encumbrance Balances in Purchasing to Open PO Encumbrance Balances in Commitment Control.
STEP 11: RECONCILING OPEN PRENC BALANCES IN PURCHASING TO OPEN PRENC BALANCES IN COMMITMENT CONTROL

In Step 11, you will reconcile open requisition pre-encumbrance balances in Purchasing to Open requisition pre-encumbrance balances in Commitment Control.

**Process**

1. Run the BOR_REQ_OPEN_AMOUNT_ALL query. This will show all open pre-encumbrance balances in Purchasing.

   **Note:** It is important to run the **Requisition Budget Check** process for all Closed requisitions prior to attempting to reconcile Purchasing to KK. Refer to PSFIN Business Process PO.030.190.

2. Run the BOR_REQ_OPEN_ENCS_KK query. This will show all open pre-encumbrance balances in Commitment Control.

   **Note:** Use the **Amount** column.

Now that you have completed all your PO Cleanup activities, you will update the Budget Reference (BUD REF) for all Requesters to prevent entry of any Requisitions charged to the current budget year at Year-End.

This completes Step 11, Reconciling Open PO Encumbrance Balances in Purchasing to Open PO Encumbrance Balances in Commitment Control.
STEP 12: UPDATING BUD REF FOR ALL REQUESTERS AT YEAR-END

In this step, you will update the Budget Reference (BUD REF) for all Requesters to prevent entry of any Requisitions charged to the current budget year at Year-End.

Note: Refer to PSFIN Business Process EP.080.070, Updating BUD REF for All Requesters at Year-End, for more information on this process.

In order to ensure that requisitions are being created against the correct budget during fiscal year-end, institutions can run the Update Requester Budget Ref (BOR_REQ_UPBR) process that will auto-update the default Budget Reference (BUD REF) identified on the Requester Setup page for all Requesters within their business unit to reflect the new budget year. Subsequently, all requisitions entered will be charged to the upcoming fiscal year’s budget.

Once this process is run, Requisitions submitted for approval and approved are eligible for budget checking in the nightly batch process. Budget exceptions indicating No Budget Exists will be generated for all Requisitions until budget journals for the new fiscal year are imported into PeopleSoft and posted. Once budget journals are posted, these Requisition transactions will automatically be picked up in the nightly batch process and receive a Valid budget status, provided they contain a complete and valid Chartstring on the Distribution Line(s).

Note: If this process was run previously as part of determining and implementing the optional Year-End cutoff procedures as noted in Step 1, it does not need to be run again.
Process

1. Select BOR Menus > BOR Purchasing > BOR PO Use and Processing > Update Requestor Budget Ref to access the Update Requestor Budget Ref page.

Note: This process can be accessed and run for a specified Business Unit, by any user having the BOR_PO_SETUP_CONFIG security role.

2. Enter or select your business unit number in the Business Unit field.

3. Enter or select the new Fiscal Year in the Budget Reference field.

4. Click on Run to run the process.

This completes Step 12, Updating BUD REF for All Requesters at Year-End.

Now that you have completed all of your PO Cleanup activities, you will run your Accounts Payable processes.
II. Fiscal Year-End Accounts Payable Cleanup Processing

This section focuses on the Year-End Accounts Payable Cleanup processes.

The monthly processing and closing for GeorgiaFIRST institutions requires a coordination of effort between the Purchasing, Accounts Payable, Asset Management, and General Ledger functions to ensure that the timing of the tasks required are completed in sequence. The key element to a successful closing is to make sure that there is clear communication between personnel charged with transaction initiation, approval, and review.

PeopleSoft will allow users to run processes independently and out of sequence, so it is incumbent upon users to communicate when they have completed the processing of all new entries and the cleanup of all outstanding items in their areas. This will ensure that all appropriate transactions will be encompassed in the purchasing cleanup.

Refer to the individual **PSFIN Business Processes** for the appropriate Security roles to carry out your Year-End Purchasing Cleanup processes.

Refer to the **AP Inquiries, Queries, and Reports Job Aid** for information on queries and reports that correspond with the Accounts Payable module.
STEP 1: PROCESSING AP VOUCHERS

In this step, you will process AP vouchers that are eligible to be paid prior to year end.

1. Run the **BOR_AP_DUE** query to identify vouchers not yet paid and due on or before the operator-specified pay thru date. This query also provides the Budget Status, Match Status, Document Tolerance Status, and Approval Status for each voucher, which will assist in determining why a voucher may not be picked up in a paycycle for payment.
2. Run the AP batch processes to process all Vouchers.


   b. Run the batch Matching process. Refer to PSFIN Business Process AP.030.010.

      - The Match Status must be 'M' before the voucher is eligible to be budget checked. If the Match Status is in 'E' (exception) status, work with the Purchasing department to resolve the exception, then run the batch Matching process again.

   c. Run the batch Budget Check process. Refer to PSFIN Business Process AP.030.020.

   d. Submit voucher for Approval. A voucher can be submitted for approval manually or you can allow the batch job to submit the voucher for approval.

      - The batch job runs 3 times a day: 10:30 am, 3 pm, and 6 pm.

      - To manually submit the voucher for approval from the Add/Update Voucher entry page, click on the Submit Approval button, then select OK on the Approval Comments page. Users can also click on the Preview Approval link to view what approvals are necessary.
e. Run the Voucher Post process. Refer to PSFIN Business Process AP.030.030.

f. Run the BOR_AP_DUE query again to review the different statuses for each voucher. Repeat the steps above as needed until all values are in the correct status.

**Note:** The following queries can be run to view specific voucher statuses:

- The BOR_BC_PENDING query will return vouchers where a budget check is pending.
- The BOR_AP_UNPOSTED_VCHR query will return vouchers where the Voucher Post Status is Unposted.

This completes Step 1, Processing AP Vouchers.
STEP 2: PROCESSING AP PAYMENTS

1. Run the **BOR_AP_DUE** query to identify any vouchers not yet paid.
2. Run all paycycles to completion as of June 30th.
3. Run the **BOR_AP_PAYCYCLES_NOT_COMPLETED** query to confirm that all pay cycles are complete.
   - For paycycles beginning with ‘XPC’ or ‘RST’ that are returned by the query, pull up each paycycle and process it until the status is Complete. If the status is already Complete, click on the ‘Refresh’ button. Submit a ticket to the ITS Helpdesk if you need assistance with this step.
4. Run the **Payment Post** process. Refer to PSFIN Business Process AP.030.050.
5. Run the **BOR_AP_UNPOSTED_PYMNTS** query to view all payments that have not been posted. Confirm query results do not return payments that you expect to have been posted.
6. Run the **BOR_JE_PENDING** query to view all AP transactions that are pending journal generation.

This completes Step 2, Processing AP Payments.

STEP 3: GL PROCESSING FOR AP TRANSACTIONS

The processes to post AP vouchers and payments to the General Ledger are included in a batch job that is run daily. These processes can also be run manually, if desired.

**Note:** Refer to Appendix B, Batch Processing, for more information on batch processes.

This completes Step 3, GL Processing for AP transactions.
STEP 4: RECONCILING AP LIABILITIES

**Note:** This reconciliation should be completed after all vouchers and payments have been posted and journal generated. The list below represents various reports and tools available to assist you with this reconciliation.

1. Run the **BOR_AP_OPEN_LIAB** query, which pulls from the Accounts Payable Voucher table, to determine the open liabilities in account 211000.
2. Run the **BOR_AP_OPEN_LIAB_MISC_JE** query to find any journals entered in the General Ledger to the AP 211000 account. These journals will be included in the General Ledger and need to be considered in your reconciliation to AP.
3. Run the **BOR_AP_OPEN_LIAB_CK_FIGURES** query to obtain Ledger and Journal Line totals by Fund. Confirm that the totals from this query match your open liabilities.

**Note:** You can also run the **BOR_TRIAL_BALANCE** query.

This completes Step 4, Reconcile AP Liabilities.

Now that you have completed all your Accounts Payable activities, you will run your Travel & Expense cleanup activities.
III. Fiscal Year-End Travel & Expenses Cleanup Processing

This section will focus on the Year-End Travel and Expenses Cleanup Processes.

The goal of these cleanup processes is to have:

1. All Travel Authorizations closed.
2. All Expenses Open Liabilities in Account 211500 = $0.
3. All Cash Advances reconciled for the current fiscal year.
4. All Banner Clearing Accounts = $0.

The following Security Roles can perform Year-End Travel and Expense cleanup processes:

- BOR_EX_PROCESSING
- BOR_EX_CASH_ADV_PROCESSING
- BOR_EX_APPROVAL
- BOR_EX_ADMIN
STEP 1: PROCESSING AND RECONCILING TRAVEL AUTHORIZATIONS

In this step, you will process and reconcile all Travel Authorizations so that at year-end, all Travel Authorizations are in a Closed status.

PART 1: IDENTIFYING OPEN TRAVEL AUTHORIZATIONS

In Part 1 of this step, you will identify any open Travel Authorizations, so that you can do the following:

1. Apply them to the accompanying Expense Report.
2. Deny or delete them.
3. Cancel them.

Process

1. Navigate to Travel and Expenses > Travel Authorization > View

2. Search for Travel Authorizations with Approved status. Apply Approved Travel Authorizations to the accompanying Expense Report. If an Expense Report was paid without the Travel Authorization applied, make note of that Travel Authorization to Cancel in Part 3.


Now that you have identified any open Travel Authorizations, you will address them in Parts 2 and 3.

This completes Step 1, Part 1, Identifying Open Travel Authorizations.
PART 2: DENYING OR DELETING TRAVEL AUTHORIZATIONS

In Part 2 of this step, you will deny or delete any Travel Authorizations that have not yet been submitted or fully approved.

Denying Travel Authorizations

Process
1. Deny the open Travel Authorizations that are not yet fully approved. Refer to PSFIN Business Process EX.080.011.

An approver has a Travel Authorization in his/her Worklist that needs to be denied since the trip was canceled. However, the Accounting Date has passed and the Approver cannot work the transaction. What can be done? An example of such a Travel Authorization is shown below:
Click on the **Accounting Defaults** link to review the Accounting Detail for this Travel Authorization.

![Accounting Defaults](image)

In this case, you would reset the Accounting Date so you can process the transaction. Refer to PSFIN Business Process EX.020.155.

**Process**

1. Select **BOR Menus > BOR Expenses > BOR EX Month End > Reset Travel Authorization.**

![BOR Menus](image)

2. Search by **Travel Authorization ID** to locate the appropriate Travel Authorization.
3. Click on **Save** to save the page, which will reset the **Accounting Date** to the current date.

4. Now that the Accounting Date has been reset, have the approver deny the travel authorization.

   **Note:** This must be done in the open period or you will have to reset again.

   Now that you have denied the open Travel Authorizations that are not yet fully approved, you will delete any Travel Authorizations that have not yet been submitted.

**Deleting Travel Authorizations**

A traveler has created, but not yet submitted, a Travel Authorization for a conference that was canceled. How is it removed from the system?

Only the Traveler or the Traveler’s Delegate can delete the Travel Authorization. A Travel Authorization can be deleted if:

1. It has been created but not yet submitted; or
2. It has been submitted and the Approver has sent it back to the Traveler.

An Approver cannot delete a Travel Authorization. However, the Approver can:

1. Close out the Travel Authorization by denying it; or
2. Send the Travel Authorization back to the Traveler so that he/she can delete it.

Refer to PSFIN Business Process EX.020.016 for more information.

Now that you have denied or deleted your open Travel Authorizations that have not yet been submitted or fully approved, you will cancel any unused approved Travel Authorizations.

This completes Step 1, Part 2, Denying or Deleting Travel Authorizations.

### PART 3: CANCELING UNUSED APPROVED TRAVEL AUTHORIZATIONS

In Part 3 of this step, you will cancel any unused approved Travel Authorizations. If a Travel Authorization will not be used, you need to cancel it from the system.

Refer to PSFIN Business Process EX.020.200 for more information.

Here are two situations covering fully approved Travel Authorizations that would be handled by canceling the Travel Authorization.

1. You have a fully approved Travel Authorization for future travel, but the trip has now been canceled. How do you remove it from the system?

2. You have a fully approved Travel Authorization for a trip that happened last month. The Traveler forgot to apply the Travel Authorization to the Expense Report. How do you removed it from the system?

In order to cancel a Travel Authorization, it must have an Approved status.
Process
1. Select Reporting Tools > Query > Query Manager.
2. Search For the BOR_EX_APPROVED_TAUTHS query.

   ![Query Manager Image]

3. Run the query for the appropriate GL Unit and Bud Ref. Now that you have identified the Travel Authorizations that are Approved, you can run the Cancel Travel Authorization process to cancel them. Refer to PSFIN Business Process EX.020.200.

4. Select Travel and Expenses > Process Expenses > Cancel Travel Authorizations.
5. Select an existing or add a new Run Control ID.
6. Search for and select the Travel Authorization(s) that needs to be canceled.

   ![QueryParam1 Image]

7. Click Change Accounting Date
8. Enter the appropriate Accounting Date.

9. Click Return to Cancel Travel Authorization.

10. Run the EX_BCHK_AUTH process to cancel the selected Travel Authorization.

    Now that you have run the process, verify that the Travel Authorizations have been canceled.
11. Navigate to Reporting Tools > Query > Query manager and re-run the BOR_EX_APPROVED_TAUTHS query again.

12. Verify that the query returns no results.

Now that you have canceled any unused approved Travel Authorizations, you will budget check all Travel Authorizations.

This completes Step 1, Part 3, Canceling Unused Travel Authorizations.
STEP 2: PROCESSING AND RECONCILING CASH ADVANCES

In this step, you will process and reconcile all your Cash Advances (Account 132300) for the current fiscal year.

PART 1: IDENTIFYING OPEN CASH ADVANCES

In Part 1 of this step, you will identify any open Cash Advances.

Process

1. Run the BOR_EX_OPEN_CASHADV_BAL query to obtain a list of all employees with open Cash Advances. The Open Item Key = the Employee ID with the open balance.

2. Use the Cash Advances View page to search by EmplID and review the open Cash Advances.
3. Review the open Cash Advances as needed.

Now that you have identified any open Cash Advances, you will reconcile or close those Cash Advances.

This completes Step 2, Part 1, Identifying Open Cash Advances.

PART 2: RECONCILING/CLOSING CASH ADVANCES

In Part 2 of this step, you will reconcile or close your open Cash Advances for the current fiscal year.

Process
1. Close your open Cash Advances that have been approved but not paid or where the payments have been voided. Refer to PSFIN Business Process EX.020.201.

   **Note:** These closed Cash Advances will no longer be available to apply to Expense Reports.

2. Reconcile your paid Cash Advances where a balance was owed by an employee and has been receipted through Banner. Refer to PSFIN Business Process EX.020.202.
Note: Make sure that all associated Expense Reports are paid and/or all payments have been applied.

Now that you have reconciled or closed your open Cash Advances, you will review your Cash Advance balances in the Cash Advance (132300) and the Banner Clearing (133100) Accounts.

This completes Step 2, Part 2, Reconciling/Closing Cash Advances.

### PART 3: REVIEWING CASH ADVANCE BALANCES IN THE CASH ADVANCE AND BANNER CLEARING ACCOUNTS

In Part 3 of this step, you will review your Cash Advance balances in the Cash Advance (132300) and the Banner Clearing (133100) Accounts.

**Process**


   **Note:** You can also run the **Report 01: BOR_TRIAL_BALANCE** query. Refer to Appendix A, Period-End Integrity Checks, for more information on the Period-End Integrity Check queries.

2. Run the **BOR_EX_CASHADV_AGEING** report.

3. Verify the Cash Advance balance from the **Trial Balance** report for Account 132100 reconciles with the total from the **Cash Advance Aging** report.

   **Note:** Any remaining balances should only be for Cash Advances that will be expensed in the next fiscal year. If you have any balances other than those, you must follow the steps in Part 2 to reconcile or close the Cash Advances causing these balances.

4. Verify the Banner Clearing Account 133100 is zero.

Now that you have reviewed your Cash Advance balances in the Cash Advance (132300) and the Banner Clearing (133100) Accounts, you will reconcile any open liabilities.
This completes Step 2, Part 3, Running the Trial Balance Report for Cash Advances.

Now that you have processed and reconciled your Cash Advances, you will process and reconcile your Expense Reports.

This completes Step 2, Processing and Reconciling Cash Advances.
STEP 3: PROCESSING AND RECONCILING EXPENSE REPORTS

In this step, you will process and reconcile all your Expense Reports after you have processed your Travel Authorizations and Cash Advances.

PART 1: IDENTIFYING UNAPPROVED EXPENSE REPORTS

In Part 1 of this step, you will identify any unapproved Expense Reports.

Process

1. Select Reporting Tools > Query > Query Manager.

2. Search for the BOR_EX_WF_BLACK_HOLE query.

3. Run for the appropriate Business Unit. This query will return all Expense transactions currently in approvals and the Approver whose worklist they currently reside in.

4. Identify any unapproved Expense Reports.

Now that you have identified any unapproved Expense Reports, you will reset the Accounting Date on any Expense Reports where the Accounting Date is no longer in the open period.

This completes Step 3, Part 1, Identifying Unapproved Expense Reports.
PART 2: RESETING THE ACCOUNTING DATE ON EXPENSE REPORTS

In Part 2 of this step, you will reset the Accounting Date on any Expense Reports where the Accounting Date is no longer in the open period.

Case 1

![Expense Report Summary screen with Accounting Date highlighted]

The Expense Report is still in the Approver’s Worklist. In this case, the Approver can change the Accounting Date on the Expense Report.

Case 2

The Expense Report needs to be reassigned to another Approver’s Worklist. In this case, the Expense Report has to first be reset to change the Accounting Date to the current date, and then reassigned to the other Approver.

Process

1. Select BOR Menus > BOR Expenses > BOR EX Month End > Reset Expense Report.

2. Search for and select the Expense Report to be reset.

Note: The Status should be In Process.
3. Click on Save to save the page, which will change the Budget Status to Not Chk’d and reset the Accounting Date to the current date.

Now that the Accounting Date has been reset, the Expense Report can be reassigned to another Approver. Refer to PSFIN Business Process EX.080.106.


5. Run Budget Checking. Refer to PSFIN Business Process EX.030.010.
Now that you have reset the Accounting Date on any Expense Reports where the Accounting Date has passed, you will identify any Expense Reports where the amount recorded in Commitment Control is different than the amount recorded in the ACTUALS ledger.

This completes Step 3, Part 2, Resetting the Accounting Date on Expense Reports.

PART 3: IDENTIFYING EXPENSE REPORTS WITH DIFFERENT AMOUNTS IN COMMITMENT CONTROL AND THE ACTUALS LEDGER

In Part 3 of this step, you will identify any Expense Reports where the amount recorded in Commitment Control is different than the amount recorded in the ACTUALS ledger.

Occasionally, the line amounts in an Expense Report that has already been budget checked are changed, and the Budget Status flag is not set back to Not Checked as it should be. This can cause a situation where the amount that is posted in the ACTUALS ledger is different than the amount recorded in Commitment Control. These variances are often identified by running the Integrity Check 07: BOR_CHK_DETL_ACTLS query, which identifies the Chartstrings having a variance, but does not identify the transaction (Expense Report, Voucher, etc.).

Note: Refer to Appendix A, Period-End Integrity Checks, for more information on the Period-End Integrity Check queries.

To find any Expense Reports causing a variance, you can run the following query:

- BOR_KK_EXSHEET_RECON. Refer to PSFIN Business Process KK.075.010.

If any differences are found in the query results, then you will need to submit a ticket to the ITS HELPDESK.

Now that you have identified any Expense Reports that have different Commitment Control amounts, you will process your open approved Expense Reports.

This completes Step 3, Part 3, Identifying Expense Reports Having Different Commitment Control Amounts.
PART 4: PROCESSING OPEN APPROVED EXPENSE REPORTS

In Part 4 of this step, you will process your open approved Expense Reports.

**Note:** All open Expense Reports should have a current Accounting Date and a **Successful** Budget Check Status.

**Process**

Decide what action you wish to take on the Open Expense Reports:

- Close
- Pay

1. To Close the Expense Reports that cannot be paid, refer to PSFIN Business Process EX.020.204.
2. Pay the remaining Expense Reports. Run the **BOR_EX_DUE** query for a list of staged reports that can be paid.

Now that you have processed your open Expense Reports, you will review your open liabilities.

This completes Step 3, Part 4, Processing Open Approved Expense Reports.
PART 5: REVIEWING EX OPEN LIABILITIES

In Part 5 of this step, you will review any open liabilities.

**Process**

Run the **BOR_EX_OPEN_LIABILITY** query, which lists transactions with open liabilities.

Some questions you can ask during your analysis of these open liabilities are:

- Has the Expense Report been paid?
- Have the payments been posted and journal generated?
- Was the payment voided for reissue but not paid again?
- Was the Cash Advance supposed to be applied to an Expense Report?

Some examples of the open liabilities that may be returned are shown below.
Example 1

You have run the BOR_EX_OPEN_LIABILITY query and found an Expense Report listed.

Process
1. Verify that the Expense Report does not exist in the EX records.
2. Enter a journal to clear the liability.

- The Open Item Key in the journal entry should match the Employee ID of the traveler in the original Expense Report.
- The Expense Report will always remain on the query, so document this for auditors.

Example 2

You have run the BOR_EX_OPEN_LIABILITY query and found a Cash Advance listed.
Here, the Cash Advance has not yet been applied to an Expense Report, so to reconcile the open liability, you would apply this Cash Advance to the appropriate Expense Report or close the Cash Advance.

Now that you have reviewed your open liabilities, you will verify all Expenses liabilities net to zero.

This completes Step 3, Part 5, Reviewing Open Liabilities.

### PART 6: VERIFYING ALL EXPENSES LIABILITIES NET TO ZERO

In Part 6 of this step, you will verify that all Expenses liabilities net to zero in both the Travel and Expense and General Ledger modules.

**Process**

1. Run the `BOR_EX_OPEN LIABILITY` query for Account 211500.

   
   **Note:** You can also run the `Report 01: BOR_TRIAL_BALANCE` query. Refer to Appendix A, Period-End Integrity Checks for more information on the Period-End Integrity Check queries.

3. Verify that all Expenses liabilities net to zero.

   Now that you have verified that all Expenses liabilities net to zero in both the Travel and Expense and General Ledger modules, you will run the batch processes to process the Expense Reports.

   This completes Step 3, Part 6, Verifying All Expenses Liabilities Net to Zero.
PART 7: RUNNING BATCH EXPENSES PROCESSES

In Part 7 of this step, you will run the batch processes to process the Expense Reports.

**Process**

1. Run the **Budget Checking Expense Reports in Batch** process. Refer to PSFIN Business Process EX.030.011.

2. Run the **Processing Expenses – Posting Liabilities** and **Processing Expenses – Staging Payments** processes. Refer to PSFIN Business Processes EX.030.031 and EX.030.032.


4. Run the batch process for GL journals.

   **Note:** Refer to Appendix B, Batch Processing, for more information on these batch processes.

Now that you have processed and reconciled all your Expense Reports, you will update the traveler’s Budget Reference to the new Fiscal Year.

This completes Step 3, Processing and Reconciling Expense Reports.
**STEP 4: UPDATING THE TRAVELER’S BUDGET REFERENCE TO THE NEW FISCAL YEAR**

In Step 4, you will update your Traveler’s Budget Reference to the new Fiscal Year. Each traveler has a profile that carries default Chartstring information. It has the Budget Reference (Bud Ref) as a default:

Once your institution is ready to enter expense transactions for the new FY, there is a process that will update all traveler’s budget references in batch.
**Process**

1. Select BOR Menus > BOR Expenses > BOR EX Interfaces > Update EX Org Data Budget Ref.

2. Enter or select the appropriate Run Control ID.

3. The Exp Upd Bud Rf Bor page displays.

4. Enter the **new Fiscal Year** in the Fiscal Year field.

5. Click on Run to run the BORIF040 process. Now your Traveler’s Bud Ref in the default Chartstring will reflect the new Fiscal Year.

This completes Step 4, Updating the Traveler’s Budget Reference to the New Fiscal Year.

This completes Section 3, Year-End Travel and Expenses Cleanup Processes.
APPENDIX A: BATCH PROCESSING

Processing Expenses

1. Run the **Budget Checking Expense Reports in Batch** process. Refer to PSFIN Business Process EX.030.011.

2. Run the **Processing Expenses – Posting Liabilities** process. Refer to PSFIN Business Process EX.030.031.


4. Issue the payments through Accounts Payable. Refer to PSFIN Business Processes AP.020.500 through AP.020.506.

5. Run the **Processing Expenses – Posting Payments** process. Refer to PSFIN Business Process EX.030.033.

6. Run the batch process for GL journals. (See below)

Processing GL Journals

1. Run the **Journal Generate** process from payroll and receivables. Refer to PSFIN Business Process GL.030.001.

2. Run the batch **Journal Editing** process. Refer to PSFIN Business Process GL.030.008.

3. Run the batch **Journal Budget Check** process. Refer to PSFIN Business Process GL.030.009.


5. Run the batch **Journal Post** process. Refer to PSFIN Business Process GL.030.010.

6. Run the **BOR_JE_PENDING** query to ensure all journals have been journal generated and posted to the ledger.