



Fiscal Year-End 2016
Sub-Module Cleanup and Processing
ePro, Purchasing, Accounts Payable,
Travel & Expenses

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Introduction

This manual provides you with 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>

- 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 2016. 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 FY2016, 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.

- KI9.2-23_PO&ePro: Closed PO and Requisition Lines Remain on Buyer's or Requester's Workbench
- KI9.2-34_ePro: Requisition Status Not Correct When Canceled in Manage Requisitions
- KI9.2-39_PO: Canceling PO with Budget Error Does Not Change Budget Status to Valid

eProcurement Year-End Cutoff Procedures (Optional)

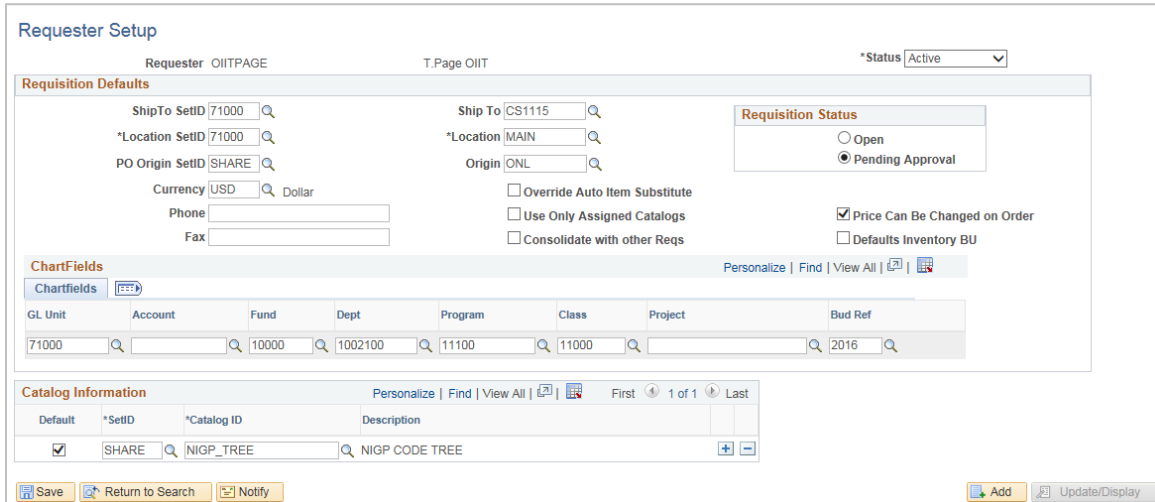
In Step 1, you can choose to implement one of the following options as a way to control requisition entry during the year-end closeout time period. With Option A, each institution can decide on its own implementation date. With Option B, a set date will be selected by the Office of Fiscal Affairs and 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.



Requester Setup

Requester: OIITPAGE T.Page OIIT *Status: Active

Requisition Defaults

Ship To SetID: 71000 Ship To: CS1115
 *Location SetID: 71000 *Location: MAIN
 PO Origin SetID: SHARE Origin: ONL
 Currency: USD Dollar
 Phone:
 Fax:
☐ Override Auto Item Substitute
☐ Use Only Assigned Catalogs
☐ Consolidate with other Reqs
☐ Open
☒ Pending Approval
☒ Price Can Be Changed on Order
☐ Defaults Inventory BU

ChartFields

GL Unit: 71000 Account: Fund: 10000 Dept: 1002100 Program: 11100 Class: 11000 Project: Bud Ref: 2016

Catalog Information

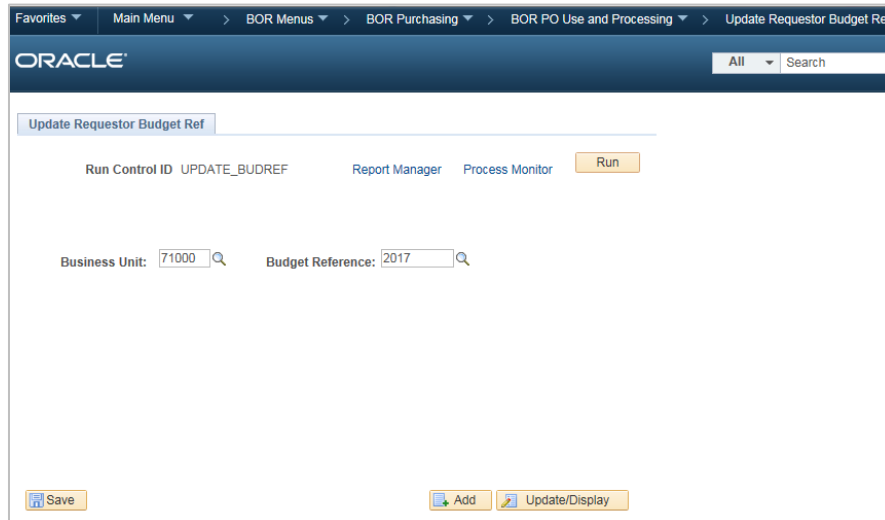
Default	*SetID	*Catalog ID	Description
<input checked="" type="checkbox"/>	SHARE	NIGP_TREE	NIGP CODE TREE

Buttons: Save, Return to Search, Notify, Add, Update/Display

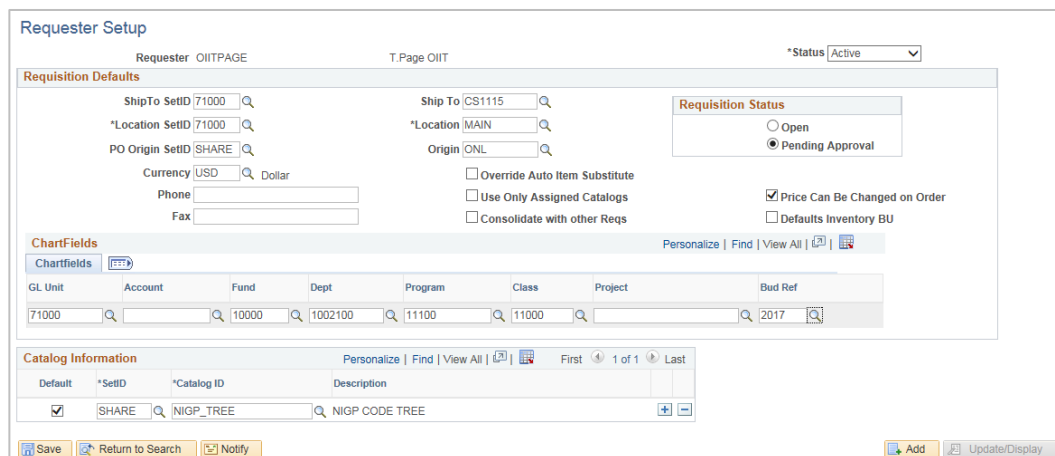
Once the institution decides on the cutoff date, you can run a process in PeopleSoft to change the **Bud Ref** field to the new Fiscal Year for your institution, as shown in the following steps. Refer to PSFIN Business Process EP.080.70, Updating BUD REF for All Requesters at Year-End.

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.**



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.**

Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Define Budget Security ▾ > Request Build

ORACLE® All ▾ Search

Request Build Commitment Control Security

Run Control ID: REQUEST_BUILD Report Manager Process Monitor Run

Report Request Parameters

No parameters required.

Save Notify Add Update/Display

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.

Favorites ▾ Main Menu ▾ > eProcurement ▾ > Requisition

ORACLE® All ▾ Search Advanced Search Last Search Results

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit: 71000 Georgia State University
 *Requester: OIITPAGE T. Page OIIT
 *Currency: USD
 Requisition Name:
 Priority: Medium

Cart Summary: Total Amount 40.50 USD

Expand lines to review shipping and accounting details Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Softball		BSN SPORTS	6.0000	Each	6.7500	40.50			

Shipping Line 1

*Ship To: CS1115
 Address: Georgia State University, 555 North Indian Creek Dr., Building CS Room 1115, Clarkston, GA 30021
 Attention To: T. Page OIIT
 Due Date:
 Ship Via: VENDOR
 Freight Terms: FOB DEST

Accounting Lines

*Distribute By: City SpeedChart:

Chartfield1	Chartfield2	Chartfield3	Details	Details 2	Asset Information	Asset Information 2	Budget Information
Budget Status	Budget Date	Pre-Encumbrance Balance	Currency	Pre-Encumbered Base Balance	Business Unit Base Currency		
Not Chkd	04/01/2016	0.00	USD	0.0000	USD		

Select All / Deselect All Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

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**).

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Requisitions ▾ > Requester's Workbench

ORACLE
All ▾ Search Adv

Requester's Workbench

Business Unit 71000 WorkBench ID CLOSE_PR
 *Description (CLOSE_PR)

Select Reqs for Further Processing

List of Requisitions Personalize | Find | View All | | Download First 1-5 of 9 Last

Details

Requisition ID	Doc Status	Hold	Requisition Status	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines
<input type="checkbox"/> 0000419352		N	Open	Not Chk'd	12/18/2014	03/18/2015	Allen, Ursula Damita		
<input type="checkbox"/> 0000501290		N	Open	Not Chk'd	07/21/2015	07/21/2015	Bon, Jennifer		
<input type="checkbox"/> 0000504564		N	Open	Not Chk'd	04/28/2016	04/28/2016	T. Page OIIT		
<input type="checkbox"/> 0000503736		N	Open	Not Chk'd	02/25/2016	03/14/2016	Smith, Phyllis R		
<input type="checkbox"/> 0000502382		N	Open	Not Chk'd	10/15/2015	10/15/2015	Lynn, Melanie R		

☒ Select All

Action:

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

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.

Current Roles:

BOR_EP_REQUESTER
 BOR_EP_MAINT_REQ
 BOR_EP_MAINT_REQ_SCI

Cutoff Roles:

BOR_EP_REQUESTER_YE_CUTOFF
 BOR_EP_MAINT_REQ_YE_CUTOFF
 BOR_EP_MAINT_REQ_SCI_YE_CUTOFF

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**.

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 or the Requester's Workbench.

Step 4: Canceling and Closing Requisitions and Requisition Lines

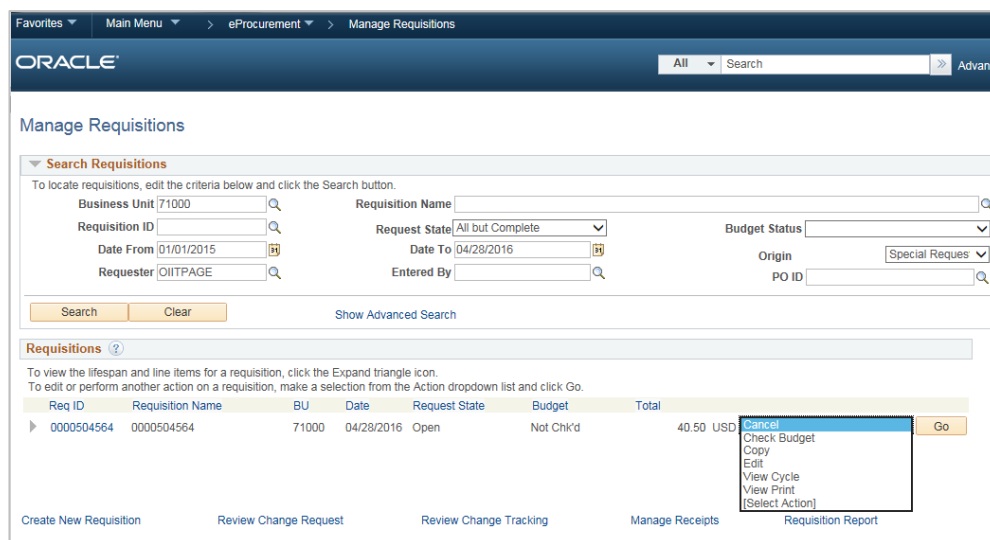
In this step, you will cancel and close requisitions and requisition lines.

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).



The screenshot shows the Oracle Manage Requisitions page. The search criteria section includes fields for Business Unit (71000), Requisition ID, Date From (01/01/2015), Requisition Name, Request State (All but Complete), Date To (04/28/2016), Budget Status, Origin (Special Reques), and Entered By. Below the search criteria is a table of requisitions. The first requisition is highlighted, and a context menu is open over it, showing options like Cancel, Check Budget, Copy, Edit, View Cycle, View Print, and [Select Action].

Req ID	Requisition Name	BU	Date	Request State	Budget	Total
0000504564	0000504564	71000	04/28/2016	Open	Not Chk'd	40.50 USD

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.

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 1: 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.

5. Journal Generate AP transactions if necessary. Refer to PSFIN Business Process GL.030.001.
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.

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

1.

Records Query Expressions Prompts Fields Criteria Having View SQL Run

View All | Rerun Query | Download to Excel

First 1-100 of 450 Last

	Vendor	Name	PO Date	PO No.	Line	Sched Num	Distribution Li	Account	Fund	Dept	Program	Class	Bud Ref	Project	Amount	Status
1	0000017828	Augusta Coca-Cola Bottling Company	09/26/2008	0000300055	1	1	1	714100	10000	1055100	15500	11000	2009		426.650	D
2	0000017828	Augusta Coca-Cola Bottling Company	09/26/2008	0000300055	3	1	1	714100	10000	1055100	15500	11000	2009		205.150	D
3	0000006843	Marks Carbonic Services, Inc.	09/26/2008	0000300063	1	1	1	714130	10500	1063800	16300	11000	2009		520.000	D
4	0000006843	Marks Carbonic Services, Inc.	09/26/2008	0000300063	2	1	1	714130	10500	1063800	16300	11000	2009		100.000	D
5	0000006843	Marks Carbonic Services, Inc.	09/26/2008	0000300063	3	1	1	714130	10500	1063800	16300	11000	2009		160.000	D
6	0000006843	Marks Carbonic Services, Inc.	09/26/2008	0000300063	4	1	1	714130	10500	1063800	16300	11000	2009		167.450	D
7	0000006843	Marks Carbonic Services, Inc.	09/26/2008	0000300063	5	1	1	714130	10500	1063800	16300	11000	2009		135.000	D
8	0000007214	2KM Architects, Inc.	09/30/2008	0000300090	1	1	1	751104	50000	5017620	17620	16500	2009	MRR0901	6600.000	D
9	0000023495	Airgas National Welders	10/01/2008	0000300099	1	1	1	714100	10000	1011050	11100	11000	2009		1232.340	D
10	0000023495	Airgas National Welders	10/01/2008	0000300099	2	1	1	714100	10000	1011050	11100	11000	2009		40.000	D

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.

Records Query Expressions Prompts Fields Criteria Having View SQL Run														
View All Rerun Query Download to Excel										First 1-100 of 1549 Last				
	PO No.	Name	Line	Sched Num	Distribution Li	Account	Fund	Dept	Program	Class	Bud Ref	Project	Amount	Due
1	0000300007	Augusta Fire Protection, A Division of	1	1	1	715100	10000	9921010	17200	11000	2009		0.000	10/17/2008
2	0000300025	Courtyard by Marriott Chattanooga Downto	1	1	1	714100	13000	1359910	15930	11000	2009		0.000	09/26/2008
3	0000300044	Baines, Shontier	1	1	1	714100	10500	1011610	11100	11000	2009		0.000	10/26/2008
4	0000300052	Mingledorffs, Inc.	1	1	1	714130	10000	9921010	17200	11000	2009		0.000	09/24/2008
5	0000300055	Augusta Coca-Cola Bottling Company	1	1	1	714100	10000	1055100	15500	11000	2009		426.650	09/18/2008
6	0000300055	Augusta Coca-Cola Bottling Company	2	1	1	714110	10000	1055100	15500	11000	2009		0.000	09/18/2008
7	0000300055	Augusta Coca-Cola Bottling Company	3	1	1	714100	10000	1055100	15500	11000	2009		205.150	03/28/2009
8	0000300058	Whitney, S. M. Warehouse	1	1	1	714130	10000	9951010	17500	11000	2009		0.000	09/18/2008
9	0000300061	Educational Testing Service	1	1	1	727150	10000	1055100	15500	11000	2009		0.000	09/19/2008
10	0000300063	Marks Carbonic Services, Inc.	1	1	1	714130	10500	1063800	16300	11000	2009		520.000	09/19/2008

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.

Vchr Jml#	Jml Dt	Jml Lnr	VCHR Activity	Voucher	Vchr Ln	Vchr Dist	Vchr Trans GL Yr	Vchr Trans Acc Pt	Trans Acctg Date	Vchr Dist Amt	Vchr Bud Ref	Bud Ref	PO No.	Line	Sched Num	Distributio Li	Account	Account	Fund	Fund	Dept	Dept	Program	Program	Class	Class	Project	Project
1 AP00300262	11/04/2008	21	ACCRUAL	03000431	1	1	2009	5	11/04/2008	50.000	2008	2008	UPG0004125	1	1		714100	753100	10000	10000	0143120	0143120	16200	16200	11000	11000		
2 AP00300262	11/04/2008	22	ACCRUAL	03000431	2	1	2009	5	11/04/2008	354.450	2008	2008	UPG0004125	2	1		714100	753100	10000	10000	0143120	0143120	16200	16200	11000	11000		

Process

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

In the scenario shown above, PO ID UPG0004125 was charged to Account 714100 and Voucher ID 03000431 against it was recorded to Account 753100.

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 find any purchase orders where the voucher against the PO contained the incorrect Budget Period.

A	B	C	D	E	F	G	H	I	J	K
Vchr Jrnl#	Jrnl Dt	Jrnl Ln#	Vchr Activity	Voucher	Vchr Ln	Vchr Dist Ln	Trans GL Yr	Vchr Trans Acc Pd	Trans Acctg Date	Vchr Dist Amt
AP01097325	7/29/2014	53	ACCRUAL	04088010	1	1	2015	1	7/29/2014	107.420

L	M	N	O	P	Q	R	S	T	U	V	W
Vchr Bud Ref	PO Bud Ref	PO No.	PO Line	Sched Num	PO Dist Ln	Account	Fund	Dept	Program	Class	Project
2015	2014	0000414582	1	1	1	771300	20000	5409151	15100	61000	71_148

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.

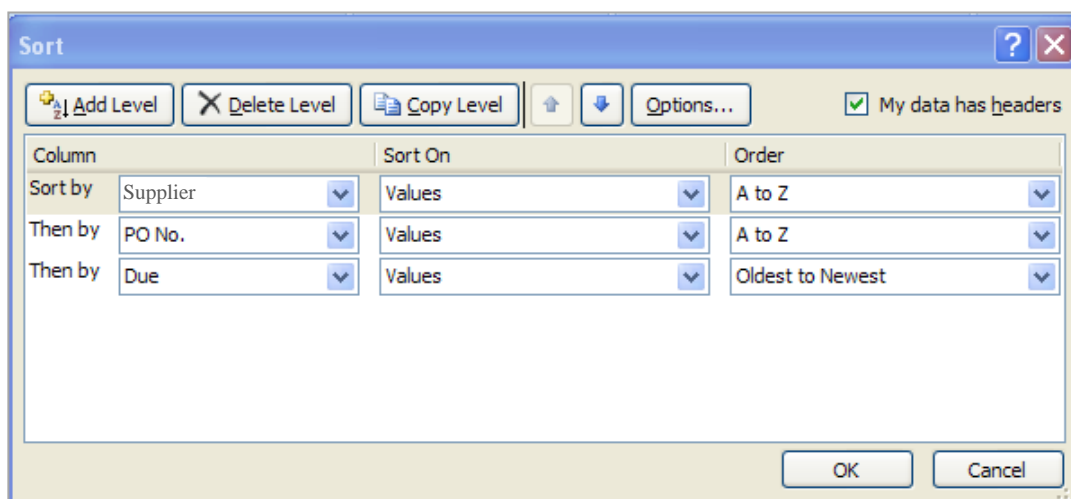
Part 6: Looking for Purchase Orders Invoiced through a Non-PO Voucher and Liquidating Encumbrance Balances if Needed

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.

0000006889	Johannsen Sporting Goods	2/6/2009	0000300856	1	1	1	714131	13000	1359301	15930	11000	2009		360,000 D	2/13/2009
0000006889	Johannsen Sporting Goods	2/6/2009	0000300856	2	1	1	714131	13000	1359301	15930	11000	2009		630,000 D	2/13/2009
0000006912	CSRA Business League, Inc.	10/9/2008	0000300221	1	1	1	753100	10000	1031200	13100	11000	2009		38304.500 D	11/8/2008
0000006920	Mullins Laboratory	2/11/2009	0000300876	1	1	1	714100	10500	1063700	16300	11000	2009		42,000 D	3/13/2009
0000006949	Jay's Music	2/13/2009	0000300881	1	1	1	714130	13000	1359902	16990	11000	2009		315,000 D	3/15/2009

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 # 0000300221 was issued on 11/8/2008 and still has a remaining encumbrance of \$38304.50. 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.

	PO	PO Date	PO No.	Line	Sched Num	Distribution Li	More Info	Sum Go to Act Log	Amount	Price	*E.QTY_PO	Account	Fund	Dept	Program	Class	Project	Bud Ref
1	PO	10/09/2008	0000300221	1	1	1	CSRA Business League, Inc. Funding (Quarterly Disbursements)	38304.500	114913.500	38304.50000	3.0000	753100	10000	1031200	13100	11000		2009
2	VCHR	01/15/2002	00000187	1	0	1		0.000	25000.000	0.00000	0.0000	753100	10000	1031200	13100	11000		2002
3	VCHR	01/22/2002	00002967	1	0	1		0.000	22500.000	0.00000	0.0000	753100	10000	1031200	13100	11000		2002
4	VCHR	04/01/2002	00005337	1	0	1		0.000	96250.000	0.00000	0.0000	753100	10000	1031200	13100	11000		2002
5	VCHR	08/08/2002	00012144	1	0	1		0.000	46490.750	0.00000	0.0000	753100	10000	1031200	13100	11000		2003
6	VCHR	10/09/2002	00017598	1	0	1		0.000	46490.750	0.00000	0.0000	753100	10000	1031200	13100	11000		2003
7	VCHR	01/10/2003	00020262	1	0	1		0.000	41841.750	0.00000	0.0000	753100	10000	1031200	13100	11000		2003
8	VCHR	04/14/2003	00026625	1	0	1		0.000	41841.750	0.00000	0.0000	753100	10000	1031200	13100	11000		2003
9	VCHR	08/04/2003	00032234	1	0	1		0.000	43701.250	0.00000	0.0000	753100	10000	1031200	13100	11000		2004
10	VCHR	08/13/2003	00038248	1	0	1		0.000	43701.250	0.00000	0.0000	753100	10000	1031200	13100	11000		2004
11	VCHR	01/12/2004	00040875	1	0	1		0.000	41516.250	0.00000	0.0000	753100	10000	1031200	13100	11000		2004
12	VCHR	04/12/2004	00047624	1	0	1		0.000	41516.250	0.00000	0.0000	753100	10000	1031200	13100	11000		2004
13	VCHR	08/17/2004	00053589	1	0	1		0.000	40295.000	0.00000	0.0000	753100	10000	1031200	13100	11000		2005
14	VCHR	10/12/2004	00053590	1	0	1		0.000	40295.000	0.00000	0.0000	753100	10000	1031200	13100	11000		2005
15	VCHR	08/02/2007	00110634	1	0	1	Initial check for Funding CSRA	0.000	38304.500	0.00000	0.0000	753100	10000	1031200	13100	11000		2008
16	VCHR	08/03/2007	00110661	1	0	1	October 15 2007 disbursement	0.000	38304.500	0.00000	0.0000	753100	10000	1031200	13100	11000		2008
17	VCHR	08/03/2007	00110662	1	0	1	Jan 15, 2008 disbursement	0.000	38304.500	0.00000	0.0000	753100	10000	1031200	13100	11000		2008
18	VCHR	08/03/2007	00110663	1	0	1	April 15 2008 disbursement	0.000	38304.500	0.00000	0.0000	753100	10000	1031200	13100	11000		2008
19	VCHR	07/07/2008	00119881	1	0	1	1st quarter payment FY08	0.000	38304.500	0.00000	0.0000	753100	10000	1031200	13100	11000		2009

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.

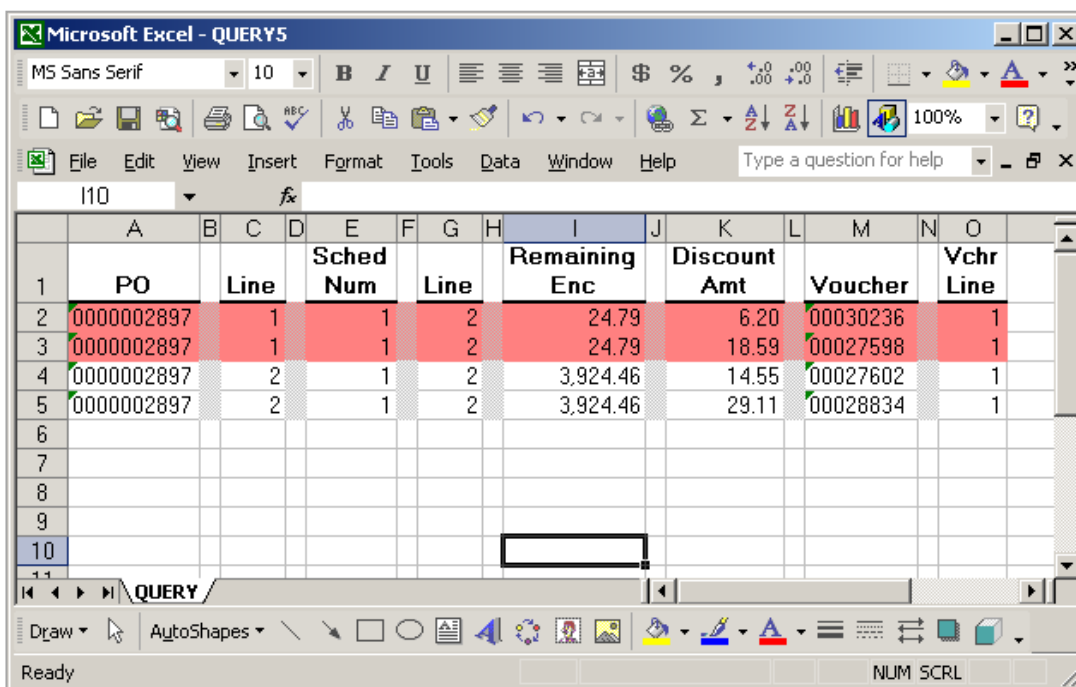
This completes Step 5, Part 6, Looking for Purchase Orders Invoiced through a Non-PO voucher and Liquidating Encumbrance Balances if Needed.

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.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	PO	Line	Sched Num	Line	Remaining Enc	Discount Amt	Voucher	Vchr Line							
1	0000002897	1	1	2	24.79	6.20	00030236	1							
2	0000002897	1	1	2	24.79	18.59	00027598	1							
3	0000002897	2	1	2	3,924.46	14.55	00027602	1							
4	0000002897	2	1	2	3,924.46	29.11	00028834	1							
5															
6															
7															
8															
9															
10															

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 #30236 and the \$18.59 discount on voucher #27598 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 #27598 or #30236, or closed via the PO 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.

Unit	Origin	PO No.	Tran ID	Line	Sched	Distrib	Vendor	Name	Account	Fund	Dept	Program	Class	Budg Dt	Posted Amt	Activity	Amount
27000	ONL	0000300096	0003001658	1	1	1	0000023624	Cengage	714131	14000	1013250	11300	40000	9/29/2008	849.750	849.250	0.500

Now that you have identified any purchase orders with an encumbrance balance in Commitment Control, you will need to determine if 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:

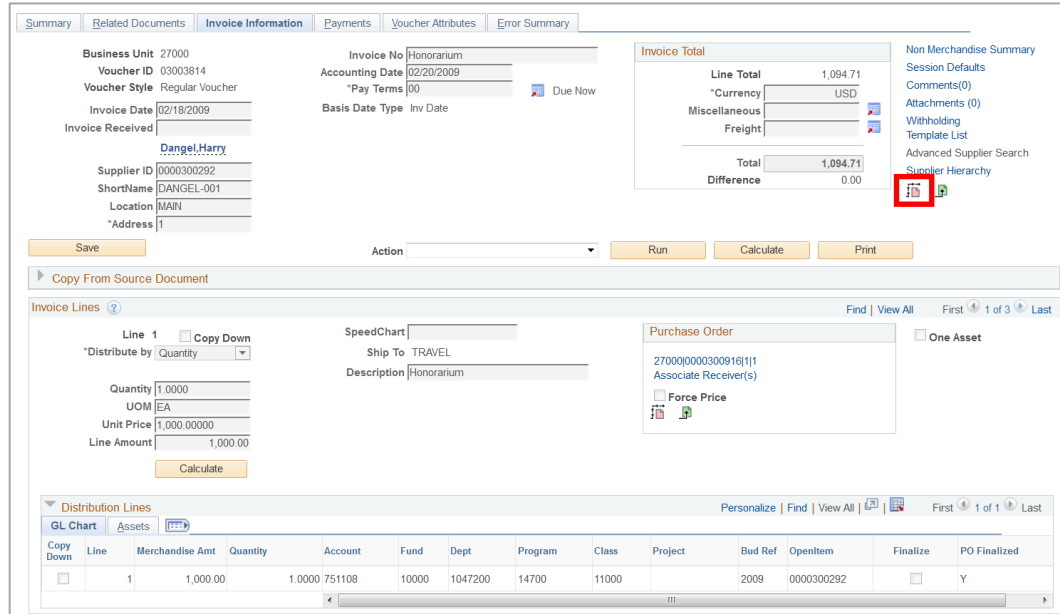
1. Finalize and Relieve All Lines on a PO
2. Finalizing Individual PO Lines
3. Manually Closing a PO if the Finalize Process is not an Option

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.

- Click on the **Invoice Information** tab. The **Invoice Information** page displays.



Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit: 27000
 Voucher ID: 03003814
 Voucher Style: Regular Voucher
 Invoice Date: 02/18/2009
 Invoice Received: Dangel, Harry
 Supplier ID: 0000300292
 ShortName: DANGEL-001
 Location: MAIN
 *Address: 1

Invoice No: Honorarium
 Accounting Date: 02/20/2009
 *Pay Terms: 00
 Basis Date Type: Inv Date

Invoice Total:
 Line Total: 1,094.71
 *Currency: USD
 Miscellaneous:
 Freight:
 Total: 1,094.71
 Difference: 0.00

Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments(0)
 Withholding
 Template List
 Advanced Supplier Search
 Supplier Hierarchy

Save | Action | Run | Calculate | Print

Copy From Source Document

Invoice Lines: Line 1 | Copy Down | *Distribute by: Quantity
 Quantity: 1.0000
 UOM: EA
 Unit Price: 1,000.00000
 Line Amount: 1,000.00
 Calculate

SpeedChart
 Ship To: TRAVEL
 Description: Honorarium

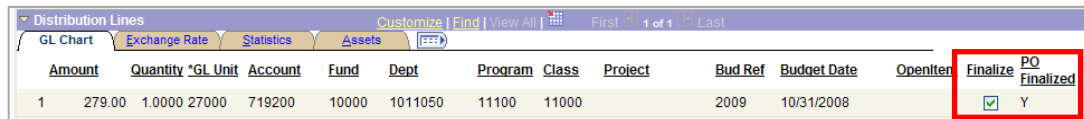
Purchase Order
 27000|0000300292|1|1
 Associate Receiver(s)
 Force Price

One Asset

Distribution Lines
 GL Chart | Assets | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	Account	Fund	Dept	Program	Class	Project	Bud Ref	OpenItem	Finalize	PO Finalized
<input type="checkbox"/>	1	1,000.00		10000 751108	10000	1047200	14700	11000		2009	0000300292	<input checked="" type="checkbox"/>	Y

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



Amount	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Bud Ref	Budget Date	OpenItem	Finalize	PO Finalized
1	279.00	1.0000	27000 719200	10000	1011050	11100	11000		2009	10/31/2008		<input checked="" type="checkbox"/>	Y

- 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).

Trans Type	Unpost Seq	Line	Sched	Dist	Entry Event	GL Unit	Account	Fund	Dept	Program	Class	Project	Bud Ref	Analysis Type	Monetary Amount	Base Currency Value	Closed Budget Period	Fiscal Year	Journal ID	Reference Reversal ID
PO_POENC	0	1	1	1	1	27000	719200	10000	1011050	11100	11000		2009		2,232.00 USD	N	2009	2009	0003003738	
REVERSAL	0	1	1	1	1	27000	719200	10000	1011050	11100	11000		2009		-111.60 USD	N	2009	2009	0003006672	03002586
REVERSAL	0	1	1	1	1	27000	719200	10000	1011050	11100	11000		2009		-679.30 USD	N	2009	2009	0003006672	03002586
REVERSAL	0	1	1	1	1	27000	719200	10000	1011050	11100	11000		2009		-1,841.40 USD	N	2009	2009	0003009032	03003759

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:

Commitment Control Activity Log Lines																	Customize Find View All  First 1-6 of 6 Last				
Budget Chartfields		Amounts																			
Line	Ledger Group	Ledger	App BU	GL Bu	Voucher ID	Referenced Budo	Account	Transaction Amount	Transaction Currency	Base Amount	Base Currency	Quantity	Entry Event Processed?	Instance	Status	View Exceptions	Tran Date	Tran ID			
1		APPROP	APPROP_EN	27000	27000	03003759	Y	700000	-1,841.40 USD	-1,841.40 USD		N		40055	Valid	View Exceptions	02/19/2009	000300903			
1		APPROP	APPROP_EX	27000	27000	03003759	N	700000	279.00 USD	279.00 USD		1.0000	N		40055	Valid	View Exceptions	02/19/2009	000300903		
1		DETAIL	DETAIL_EN	27000	27000	03003759	Y	719200	-1,841.40 USD	-1,841.40 USD		N		40055	Valid	View Exceptions	02/19/2009	000300903			
1		DETAIL	DETAIL_EX	27000	27000	03003759	N	719200	279.00 USD	279.00 USD		1.0000	N		40055	Valid	View Exceptions	02/19/2009	000300903		
1		ORG	ORG_EN	27000	27000	03003759	Y	719000	-1,841.40 USD	-1,841.40 USD		N		40055	Valid	View Exceptions	02/19/2009	000300903			
1		ORG	ORG_EX	27000	27000	03003759	N	719000	279.00 USD	279.00 USD		1.0000	N		40055	Valid	View Exceptions	02/19/2009	000300903		

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 1 and 2 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 3 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.

UPG0027159	1	1	1	719100	10500	1011500	11100	11000	2009		692.760	D	06/27/2009
UPG0027159	2	1	1	727160	10000	1055100	15500	11000	2009		686.000	D	06/27/2009
UPG0027159	3	1	1	727160	10000	1055100	15500	11000	2009		453.840	D	06/27/2009
UPG0027159	4	1	1	714110	10000	1061200	16100	11000	2009		41.400	D	06/27/2009
UPG0027159	5	1	1	727160	10500	1064100	16400	11000	2009		826.600	D	06/27/2009
UPG0027159	6	1	1	727160	10500	1066500	16600	11000	2009		50.520	D	06/27/2009
UPG0027159	7	1	1	719100	10500	1062200	16200	11000	2009		1343.500	D	06/27/2009
UPG0027159	8	1	1	719100	10000	1045100	14600	11000	2009		144.160	D	06/27/2009
UPG0027159	9	1	1	727160	10000	9911010	17100	11000	2009		84.060	D	06/27/2009
UPG0027159	10	1	1	727160	10000	9911010	17100	11000	2009		212.000	D	06/27/2009
UPG0027159	11	1	1	714110	10500	1063100	16300	11000	2009		331.440	D	10/04/2008
UPG0027159	12	1	1	714130	10000	1011111	11100	11000	2009		23.760	D	10/04/2008
UPG0027159	13	1	1	714130	10500	1062100	16200	11000	2009		6.480	D	10/04/2008
UPG0027159	14	1	1	714130	10500	1011600	11100	11000	2009		0.600	D	10/04/2008

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.

List of Purchase Orders										Customize Find View All Download			First	1 of 1	Last
Detail		Other													
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines				
<input checked="" type="checkbox"/> UPG0027159		Dispatched	N	09/04/2008	12/05/2008	0000007161	Mary J Eubanks	Standard	2						

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 vouchered 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:

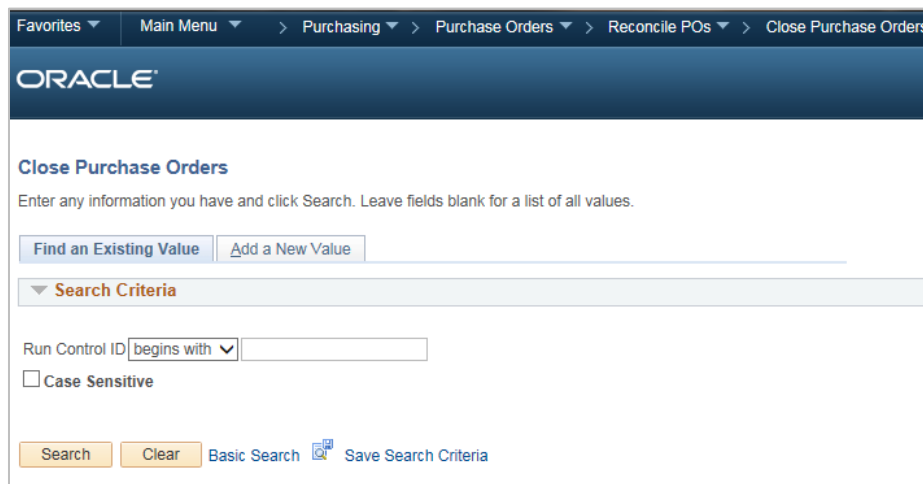
1. **If you wish to ONLY close the qualified lines (11-14)**, you can either:
 - Close the individual lines via the Buyer's Workbench. Refer to PSFIN Business Process PO.020.280; or,
 - Run the batch **PO Close** process. These 4 lines would close along with all other qualified PO lines. Refer to PSFIN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

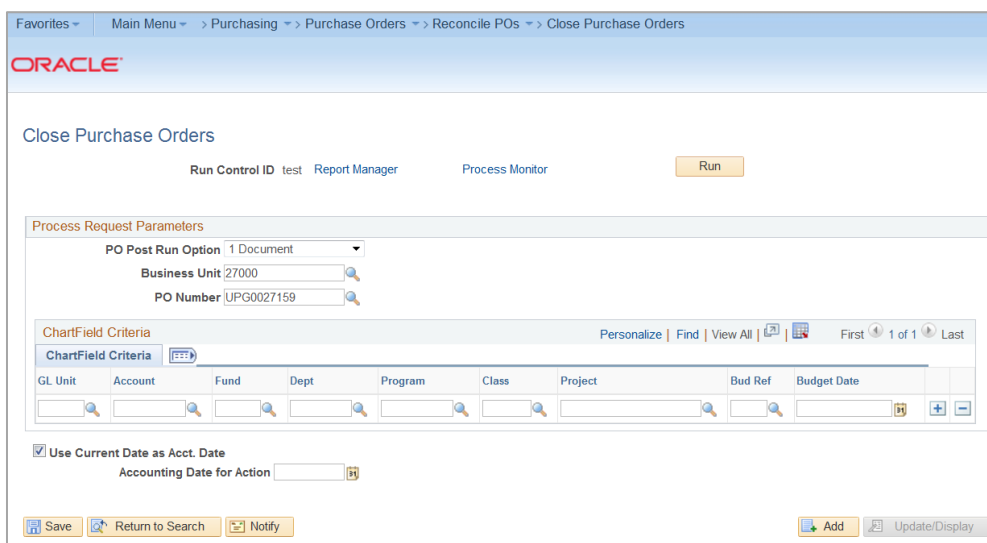
In this example, only qualified lines 11-14 will be closed by running the batch **PO Close** process. However, you may wish to wait until all POs you intend to close are finalized or manually closed on the workbench, then run the batch process for your entire business unit one time.

Process

1. Select **Purchasing > Purchase Orders > Reconcile POs > Close Purchase Orders**. The **Close Purchase Orders – Find an Existing Value** page displays.

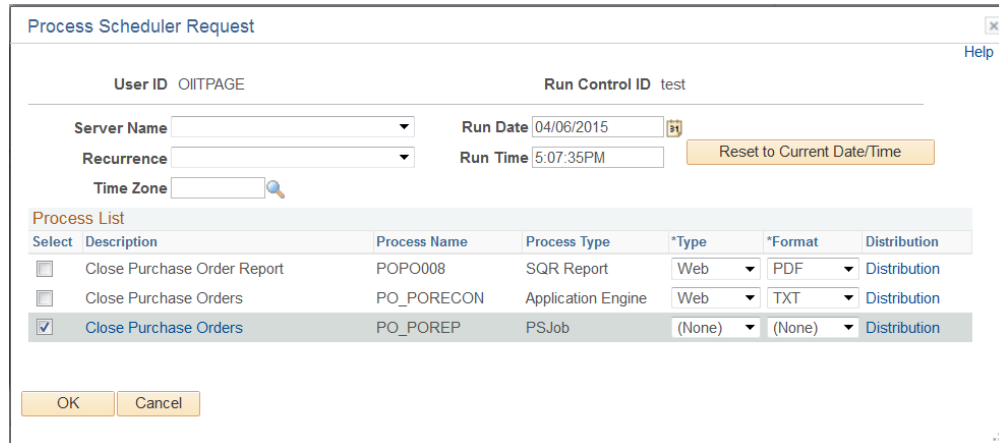


2. Enter an existing or create a new **Run Control ID**.
3. Click on Search. The **Close Purchase Orders** page displays.



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

User ID: OIITPAGE Run Control ID: test

Server Name: [Dropdown] Run Date: 04/06/2015 [Calendar Icon]

Recurrence: [Dropdown] Run Time: 5:07:35PM [Reset to Current Date/Time]

Time Zone: [Dropdown]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Close Purchase Order Report	POPO008	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Close Purchase Orders	PO_PORECON	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/>	Close Purchase Orders	PO_POREP	PSJob	(None)	(None)	Distribution

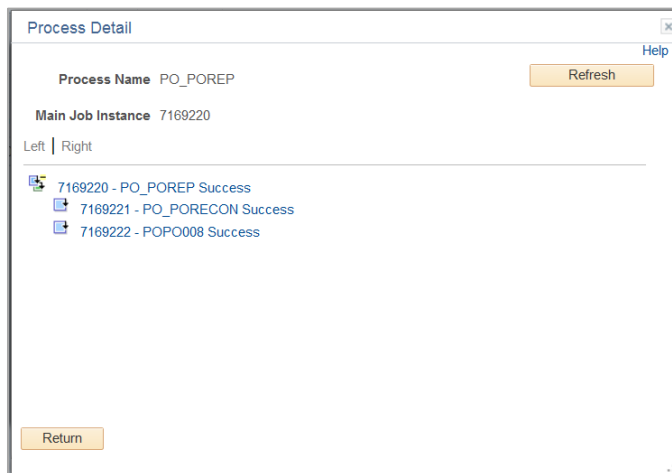
OK Cancel

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 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.



Process Detail

Process Name: PO_POREP [Refresh]

Main Job Instance: 7169220

Left | Right

- 7169220 - PO_POREP Success
 - 7169221 - PO_PORECON Success
 - 7169222 - POPO008 Success

Return

14. Click on the **POPO008** link. The **View Log/Trace** page displays.

Process Detail

Help

Process

Instance 7169222

Type SQR Report

Name POPO008

Description Close Purchase Order Report

Run Status Success

Distribution Status Posted

Run

Update Process

Run Control ID test

Location Server

Server PSADP

Recurrence

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Date/Time

Actions

Request Created On 04/06/2015 5:09:35PM EDT

Parameters

Transfer

Run Anytime After 04/06/2015 5:07:35PM EDT

Message Log

Began Process At 04/06/2015 5:13:44PM EDT

Batch Timings

Ended Process At 04/06/2015 5:13:58PM EDT

View Log/Trace

OK

Cancel

15. Click on the **View Log/Trace** link.
12. Click on the **popo008_XXXXX.PDF** link, where XXXXX is the process instance number. A new window opens to display the PDF file.

PeopleSoft Purchasing										
PURCHASE ORDER RECONCILIATION REPORT										
Report ID: POPO008										
Business Unit: 27000										
PO Id	PO Date	PO Status	Budget Status	Line	Line Status	Sched	Sched Status	Dist	Dist Status	Budget Ln Status
UPG0027159	09/04/2008	Dispatched	Not Chk'd	14	Closed	1	Closed	1	Complete	Not Chk'd
UPG0027159	09/04/2008	Dispatched	Not Chk'd	11	Closed	1	Closed	1	Complete	Not Chk'd
UPG0027159	09/04/2008	Dispatched	Not Chk'd	12	Closed	1	Closed	1	Complete	Not Chk'd
UPG0027159	09/04/2008	Dispatched	Not Chk'd	13	Closed	1	Closed	1	Complete	Not Chk'd

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 check 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.

	PO No.	Line	Sched Num	Distribution Li	Account	Fund	Dept	Program	Class	Bud Ref	Budget Period	Project	Amount
1	UPG0027159	1	1	1	719100	10500	1011500	11100	11000	2009	2009		692.760
2	UPG0027159	2	1	1	727160	10000	1055100	15500	11000	2009	2009		686.000
3	UPG0027159	3	1	1	727160	10000	1055100	15500	11000	2009	2009		453.840
4	UPG0027159	4	1	1	714110	10000	1061200	16100	11000	2009	2009		41.400
5	UPG0027159	5	1	1	727160	10500	1064100	16400	11000	2009	2009		826.600
6	UPG0027159	6	1	1	727160	10500	1066500	16600	11000	2009	2009		50.520
7	UPG0027159	7	1	1	719100	10500	1062200	16200	11000	2009	2009		1343.500
8	UPG0027159	8	1	1	719100	10000	1045100	14600	11000	2009	2009		144.160
9	UPG0027159	9	1	1	727160	10000	9911010	17100	11000	2009	2009		84.060
10	UPG0027159	10	1	1	727160	10000	9911010	17100	11000	2009	2009		212.000

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 number for all document types.
2. **Column D- TRANS 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#, Schedule #, and Distribution # 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 ✕ to cancel.

Example 1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AC	AE	AG	AI	AK	AL
	PO ID	Vendor	Trans	PO Dist Ln Status	PO Status	PO Chg Stat	PO Hold	Pos t PO?	PO Dist Pos t Stat	PO/Veh Post Stat	PO/Veh Ln BC Stat	PO/Veh BC Stat	PO/Veh Part/Final	PO Dist Full Liq	PO Dist Proc?	PO In Process?	Ln/VCH Marked to Close?	PO/Veh Close Stat	PO LN Close Amt														
1	0000000066	0000014797	PO	O	D	U	N	Y	D	D	Y	Y	N	N	Y	N	N	N		0.00	2C												
2	0000000066	0000014797	YCHR						P	P	N	N					N	O	0.00	2C													
4	0000000066	0000014797	YCHR						P	V	V	N					N	O	0.00	2C													
5	0000000066	0000014797	RCVR																0.00	2C													
6	0000000066	0000014797	PO	O	D	U	N	Y	D	D	Y	Y	N	N	Y	N	N	N	0.00	2C													
7	0000000066	0000014797	RCVR																0.00	2C													
8																																	

	B	C	D	E	F	AM	AO	AP	AQ	AS	AT	AU	AV	AW	AX	AY	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR	BS	BT	BU	BV	BW	BX	BY	BZ	CA
	Trans	Date	PO Line	PO Sch	PO Dist	Voucher #	Ychr Line	Ychr Dist	Receiver ID	Rev Ln	Rev Ship	Rev Dst	Ychr/Rev Dst Mtd	PO Qty	Ych Qty	Rev Qty	PO Dist Amt	Ych Dist Amt	PO Rpt Stat	Match Stat	PO/Vch Match Action	PO M Rule/Yr Mch																					
1	PO	2002-01-09	1	1	1			0	0	0	0	0		2.00	0.00	0.00	98,193.00	0.00	P	P	Y	THREE																					
2	YCHR	2002-07-11	1	1	1	00041000	1	1	0000000755	1	1	1	A	0.00	1.00	0.00	0.00	49,096.50		M	Y	F																					
3	YCHR	2002-07-11	1	1	1	00041001	1	1	0000000755	1	1	1	A	0.00	1.00	0.00	0.00	49,096.50		M	Y	F																					
4	RCVR	2002-08-01	1	1	1			0	0	0	0	0	Q	0.00	0.00	2.00	0.00	0.00	R	N	Y																						
5	PO	2002-01-09	2	1	1			0	0	0	0	0		1.00	0.00	0.00	400.50	0.00	P	P	Y	THREE																					
6	RCVR	2002-08-01	2	1	1			0	0	0	0	0	Q	0.00	0.00	1.00	0.00	0.00	R	N	Y																						

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AC	AE	A	AG	A	AI	A	AK	A		
	PO ID	Vendor	Trans	PO Dist Ln Status	PO Status	PO Chg Stat	PO Hold	Pos t PO?	PO Dist Post t Stat	PO/Vch Post Stat	PO/Vch Ln BC Stat	PO/Vch BC Stat	PO/Vch Part/Final	PO Dist Full Liq	PO Dist Proc?	PO In Process?	Ln/Vch Marked to Close?	PO/Vch Close Stat	PO LN Close Amt																			
1	0000000146	0000014728	PO	O	D	U	N	Y	D	D	V	V	N	Y	Y	N	N	Y	0.00	2C																		
2	0000000146	0000014728	VCHR						D	P	V	V	N				N	O	0.00	2C																		
3	0000000146	0000014728	VCHR						D	P	V	V	N				N	O	0.00	2C																		
4	0000000146	0000014728	RCVR						D	D	V	V	N	Y	Y	N	N	N	0.00	2C																		
5	0000000146	0000014728	PO	O	D	U	N	Y	D	D	V	V	N				N	N	0.00	2C																		
6	0000000146	0000014728	VCHR						D	P	V	V	N				N	O	0.00	2C																		
7	0000000146	0000014728	RCVR						D	D	V	V	N	Y	Y	N	N	N	0.00	2C																		
8	0000000146	0000014728	PO	O	D	U	N	Y	D	D	V	V	N	Y	Y	N	N	N	0.00	2C																		
9	0000000146	0000014728	VCHR						D	P	V	V	N				N	O	0.00	2C																		
10	0000000146	0000014728	RCVR						D	D	V	V	N	Y	Y	N	N	N	0.00	2C																		
11	0000000146	0000014728	PO	O	D	U	N	Y	D	D	V	V	N	N	Y	N	N	N	0.00	2C																		
12	0000000146	0000014728	VCHR						D	P	V	V	N				N	O	0.00	2C																		
13	0000000146	0000014728	RCVR						D	D	V	V	N	Y	Y	N	N	N	0.00	2C																		
14	0000000146	0000014728	PO	O	D	U	N	Y	D	D	V	V	N	N	Y	N	N	N	0.00	2C																		
15	0000000146	0000014728	VCHR						D	P	V	V	N				N	O	0.00	2C																		
16	0000000146	0000014728	RCVR						D	D	V	V	N	Y	Y	N	N	N	0.00	2C																		
17																																						

	D	E	F	AO	AQ	AS	AU	AV	AY	BA	BC	BE	BG	BI	BK	BM	BO	BQ	BS	BU	BV	BY	CA
		PO Line	PO Sch	PO Dist	Voucher #	Ychr Line	Ychr Dist	ReceiverID	Rev Ln	Rev Ship	Rev Dist	Ychr/Rev Dist Mtd	PO Qty	Ych Qty	Rev Qty	PO Dist Amt	Ych Dist Amt	PO Rpt Stat	Match Stat	PO/Vch Match Action	PO M Rule/Yc Mch		
1	Trans																						
2	PO	1	1	1		0	0		0	0	0		400.00	0.00	0.00	7,316.00	0.00	P	P	Y	THREE \		
3	VCHR	1	1	1	0002070	1	1	0000000178	1	1	1	A	0.00	0.00	0.00	0.00	278.01	M	Y	F			
4	VCHR	1	1	1	0002072	1	1	0000000178	1	1	1	A	0.00	0.00	0.00	0.00	6,872.19	M	Y	F			
5	RCVR	1	1	1		0	0	0000000178	1	1	1	Q	0.00	0.00	0.00	400.00	0.00	R	P	Y			
6	PO	2	1	1		0	0		0	0	0		10.00	0.00	0.00	261.70	0.00	P	P	Y	THREE \		
7	VCHR	2	1	1	0002070	2	1	0000000178	2	1	1	Q	0.00	0.00	20.00	0.00	497.22	M	Y	F			
8	RCVR	2	1	1		0	0	0000000178	2	1	1	Q	0.00	0.00	0.00	10.00	0.00	R	P	Y			
9	PO	2	1	2		0	0		0	0	0		10.00	0.00	0.00	261.70	0.00	P	P	Y	THREE \		
10	RCVR	2	1	2		0	0	0000000178	2	1	2	Q	0.00	0.00	0.00	10.00	0.00	R	P	Y			
11	PO	3	1	1		0	0		0	0	0		200.00	0.00	0.00	2,808.00	0.00	P	P	Y	THREE \		
12	VCHR	3	1	1	0002070	3	1	0000000178	3	1	1	Q	0.00	200.00	0.00	0.00	2,667.60	M	Y	F			
13	RCVR	3	1	1		0	0	0000000178	3	1	1	Q	0.00	0.00	200.00	0.00	0.00	R	P	Y			
14	PO	4	1	1		0	0		0	0	0		200.00	0.00	0.00	2,784.00	0.00	P	P	Y	THREE \		
15	VCHR	4	1	1	0002069	1	1	0000000178	4	1	1	Q	0.00	200.00	0.00	0.00	2,644.80	M	Y	F			
16	RCVR	4	1	1		0	0	0000000178	4	1	1	Q	0.00	0.00	200.00	0.00	0.00	R	P	Y			
17																							

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 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. 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

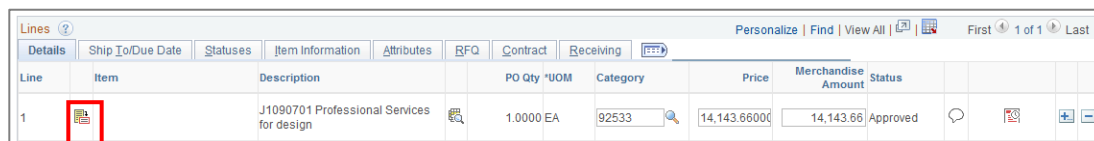
Note 1: Prior to canceling the purchase order line(s), you will need to determine if a Receiver has been entered for this PO by running the BOR_PO_NOT_RECEIVED and BOR_PO_PARTIAL_RECVD_SUM queries, as noted in Part 1 of this step to determine if receiving was required for this PO and if a Receiver has 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.

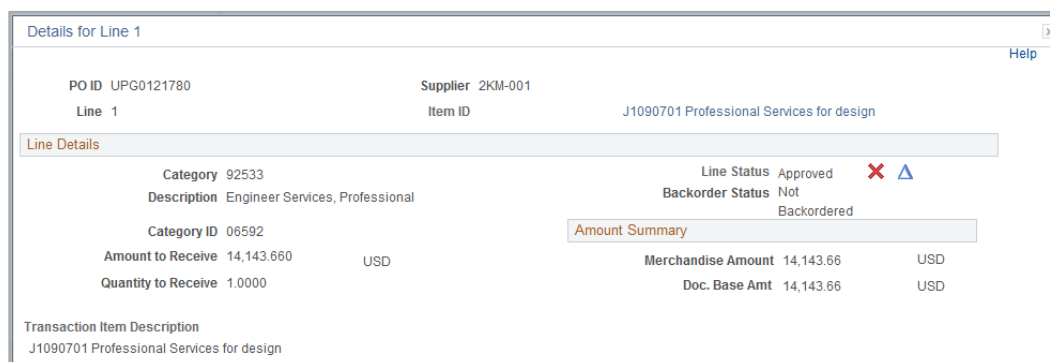
Process

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.



Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	J1090701	Professional Services for design	1.0000	EA	92533	14,143.6600	14,143.66	Approved

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.

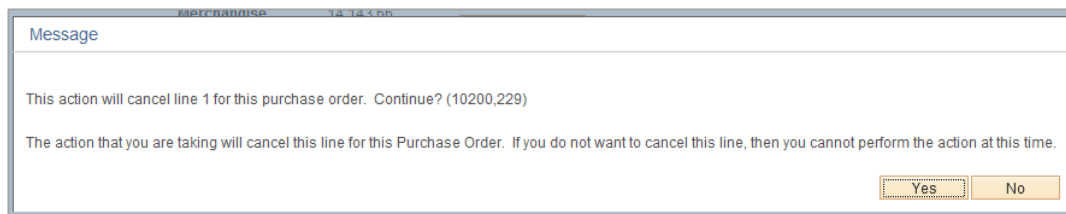


PO ID UPG0121780 Supplier 2KM-001
 Line 1 Item ID J1090701 Professional Services for design

Line Details
 Category 92533 Line Status Approved
 Description Engineer Services, Professional Backorder Status Not
 Category ID 06592 Backordered
 Amount to Receive 14,143.660 USD **Amount Summary**
 Quantity to Receive 1.0000 Merchandise Amount 14,143.66 USD
 Doc. Base Amt 14,143.66 USD

Transaction Item Description
 J1090701 Professional Services for design

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 POs in a 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.

Select POs for Further Processing

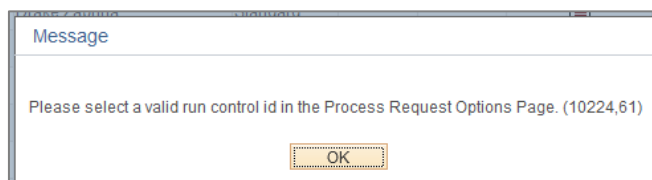
List of Purchase Orders

Personalize | Find | View 1 | Download | First 1-100 of 1233 | Last

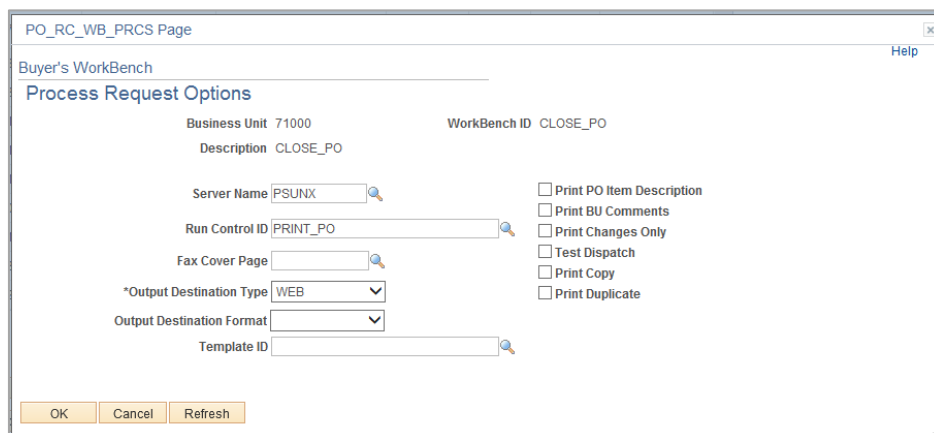
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0000510027		Pending Cancel	N	04/03/2015	04/07/2015	0000404920	Woods, Mardina R	Standard	1		
<input type="checkbox"/> UPG0009148		Dispatched	N	06/25/2007	12/08/2008	0000048188	Shepard, William B	Standard			
<input type="checkbox"/> 000405253A		Dispatched	N	07/01/2011	09/13/2011	0000001332	Hansen, Milton	Standard			
<input type="checkbox"/> 000401633A		Dispatched	N	07/20/2011	07/11/2014	0000031743	Jackson, Vagillia	Standard	1		
<input type="checkbox"/> 405841A		Dispatched	N	09/23/2011	11/21/2012	0000001803	Drake, Zabrina	Standard			
<input type="checkbox"/> 405900A		Dispatched	N	09/23/2011	10/31/2012	0000001803	Drake, Zabrina	Standard	2		
<input type="checkbox"/> 0000411267		Dispatched	N	08/16/2012	08/30/2012	0000051321	Drake, Zabrina	Standard			
<input type="checkbox"/> 0000411291		Dispatched	N	08/16/2012	07/11/2014	0000402202	Drake, Zabrina	Standard			
<input type="checkbox"/> 0000411428		Dispatched	N	08/27/2012	03/23/2015	0000001653	Jackson, Vagillia	Standard	6		
<input type="checkbox"/> 0000411468		Dispatched	N	08/29/2012	05/22/2013	0000001718	Drake, Zabrina	Standard	1		

☒ Select All ☐ Clear All

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.



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.



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.

Status			
<input type="checkbox"/> Open	<input type="checkbox"/> Pending Appr	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
<input type="checkbox"/> Dispatched	<input checked="" type="checkbox"/> Canceled	<input type="checkbox"/> Include Closed	

- 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 is met, which 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.

A	B	C	D	E	F	G	H	I	J	K
PO No.	Supplier	PO Hdr Status	Match Hdr Status	PO Ln No	PO Ln Status	PO Schedule No	PO Schedule Status	Match Ln Status	Amount	Due Date
0000405935	Lyman Davidson Dooley Inc	D	M	1	C	1	C	M	0.000	12/31/2012
0000405935	Lyman Davidson Dooley Inc	D	M	2	C	1	C	M	0.000	12/31/2014
0000405935	Lyman Davidson Dooley Inc	D	M	4	A	1	A	M	0.000	9/26/2017
0000405935	Lyman Davidson Dooley Inc	D	M	3	A	1	A	M	0.000	9/26/2017
0000411205	SCHOENBERG, NANCY E.	D	P	1	C	1	C	M	0.000	2/28/2015
0000411205	SCHOENBERG, NANCY E.	D	P	2	A	1	A	N	2500.000	2/28/2015
0000412200	THE CORPORATION OF MERC	D	P	4	A	1	A	N	942994.000	2/28/2017
0000412200	THE CORPORATION OF MERC	D	P	1	A	1	A	M	0.000	2/28/2017
0000412200	THE CORPORATION OF MERC	D	P	2	A	1	A	M	0.000	2/28/2017
0000412200	THE CORPORATION OF MERC	D	P	3	A	1	A	P	93857.410	2/28/2017

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.

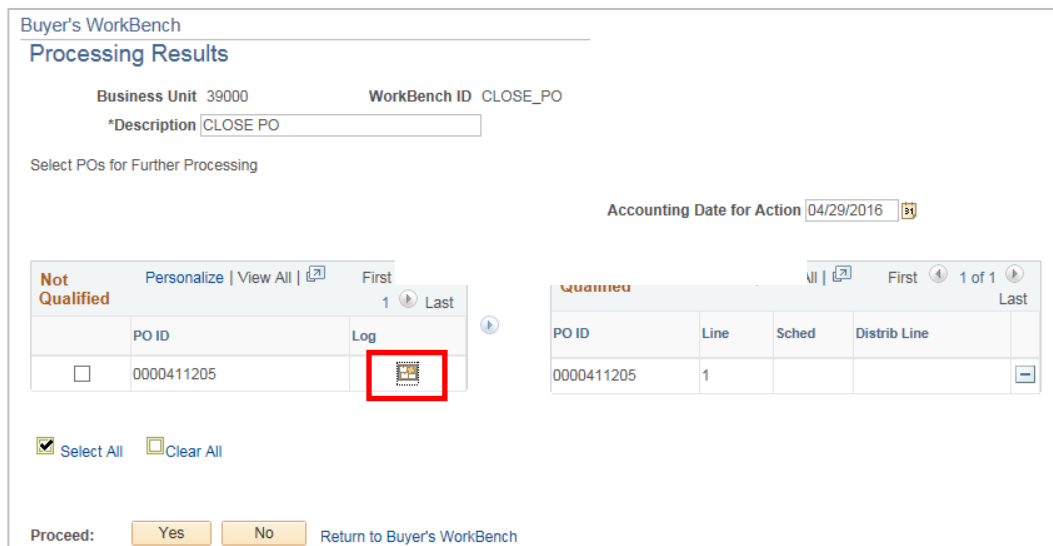
This completes Step 8, Part 1, Determining if Purchase Order Due Dates Have Passed.

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.




Buyer's Workbench
Processing Results

Business Unit 39000 WorkBench ID CLOSE_PO
*Description CLOSE PO

Select POs for Further Processing

Accounting Date for Action 04/29/2016

Not Qualified		Qualified	
PO ID	Log	PO ID	Line
<input type="checkbox"/> 0000411205		0000411205	1

☒ Select All
 ☐ Clear All

Proceed: [Return to Buyer's Workbench](#)

- 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.

Buyer's WorkBench
Purchase Order Logs

Business Unit 39000 WorkBench ID CLOSE_PO

Description

PO Number 0000411205

Log Personalize | View All | [Icon] | [Icon]

Line	Sched	Dist	Message Text
2	1		The Purchase Order may not be closed because it has not been fully Matched.

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.

Maintain Purchase Order
Purchase Order

Business Unit 39000 PO ID 0000411205
Change Order 2 Copy From [Dropdown] ☐ Hold From Further Processing

PO Status Dispatched Budget Status Valid

Header [?] Supplier Search Doc Tol Status Valid Backorder Status Not Backordered Create BackOrder

*PO Date 08/29/2013 *Supplier SCHOENBERG-001 Supplier Details Receipt Status Not Recvd *Dispatch Method Print Dispatch

*Supplier ID 0000408837 SCHOENBERG, NANCY E. Amount Summary [?]

*Buyer GHORN Horn, George Merchandise 10,000.00 Freight/Tax/Misc. 0.00 Calculate

PO Reference [Text] Total Amount 10,000.00 USD

Header Details Activity Summary Encumbrance Balance 2,500.00 USD

PO Defaults Edit Comments

PO Activities Add ShipTo Comments

Requisitions Document Status

Actions

Add Items From [?] Select Lines To Display [?]

Catalog Item Search Search for Lines Line [Text] To [Text] Retrieve

Purchasing Kit

2		ENCUMBER FUNDS FOR CONSULTING CONTRACT WITH DR. NANCY SCHOENBERG UNDER NIH GRANT NR 1P20MD006901 SPONSOR'S GRANT NUMBER CFA93-307. ESTABLISHING A CENTER OF EXCELLENCE IN HEALTH DISPARITIES IN RURAL POPULATIONS	1.0000 LOT	91832	2,500.0000	2,500.00	Approved		
---	--	---	------------	-------	------------	----------	----------	--	--

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).

PO Accounting Entries

Business Unit 39000
Purchase Order 0000411205

Accounting Entries Personalize | Find | View 3 | First 1-17 of 17 Last

Purchase Order	Status	Supplier ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Account	Monetary Amount	Base Currency	Closed Value
0000411205	D	0000408837		2 PO_POENC	0	1	1		1 751103	-10000.00	USD	N
0000411205	D	0000408837		2 PO_POENC	0	1	1		1 751103	7500.00	USD	N
0000411205	D	0000408837		2 PO_POENC	0	1	1		1 751103	5000.00	USD	N
0000411205	D	0000408837		2 PO_POENC	0	1	1		1 751103	7500.00	USD	N
0000411205	D	0000408837		2 PO_POENC	0	1	1		1 751103	-5000.00	USD	N
0000411205	D	0000408837		2 PO_POENC	0	1	1		1 751103	-7500.00	USD	N
0000411205	D	0000408837		2 REVERSAL	0	1	1		1 751103	-1250.00	USD	N
0000411205	D	0000408837		2 REVERSAL	0	1	1		1 751103	-1250.00	USD	N
0000411205	D	0000408837		2 REVERSAL	0	1	1		1 751103	-1250.00	USD	N
0000411205	D	0000408837		2 REVERSAL	0	1	1		1 751103	-1250.00	USD	N
0000411205	D	0000408837		2 REVERSAL	0	1	1		1 751103	-1250.00	USD	N
0000411205	D	0000408837		2 REVERSAL	0	1	1		1 751103	-1250.00	USD	N
0000411205	D	0000408837		2 PO_POENC	0	2	1		1 751103	-2500.00	USD	N
0000411205	D	0000408837		2 PO_POENC	0	2	1		1 751103	2500.00	USD	N
0000411205	D	0000408837		2 PO_POENC	0	2	1		1 751103	2500.00	USD	N


Total Encumbrance Balance 2,500.00 USD

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.

Accounting Date for Action 04/29/2016 31

Not Qualified		Qualified	
PO ID	Log	PO ID	Line
<input checked="" type="checkbox"/> 0000411205		0000411205	1

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.

Accounting Date for Action 04/29/2016

Not Qualified		Personalize View All [21]		First	1 of 1	Last
PO ID	Log					
<input type="checkbox"/>						

Qualified		Personalize View All [21]		First	1 of 1	Last
PO ID	Line	Sched	Distrib Line			
0000411205						

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 Cancel** 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.

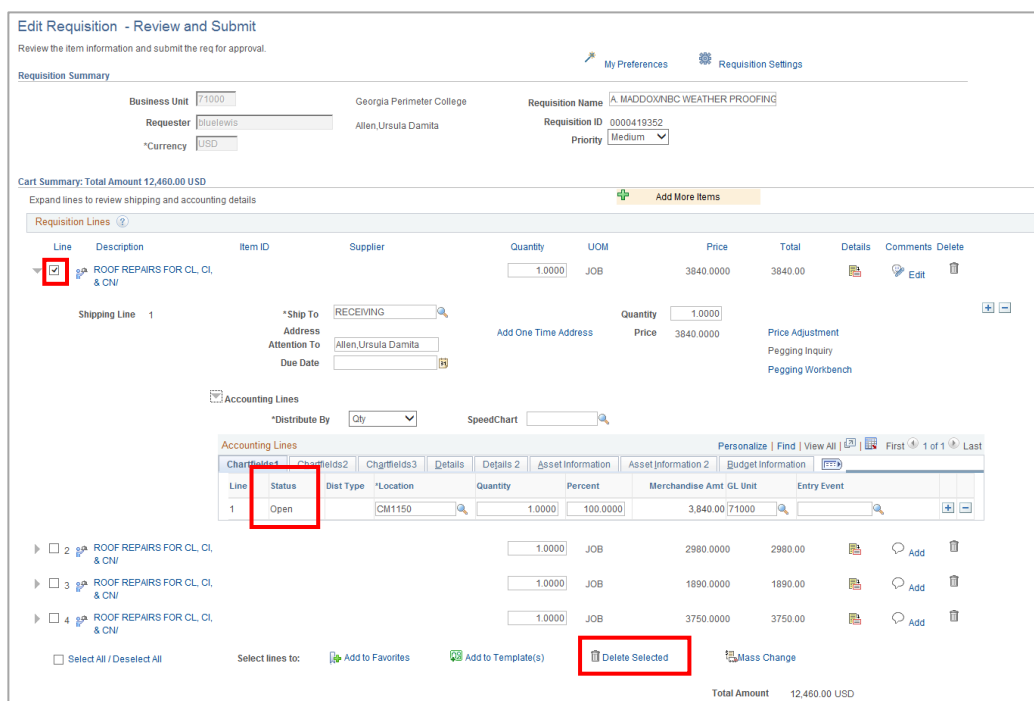
Step 9: Performing Requisition Cleanup (Finalize, Cancel, and Close)

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.



Edit Requisition - Review and Submit
Review the item information and submit the req for approval.

Requisition Summary

Business Unit: 71000 Georgia Perimeter College
 Requisition Name: MADDOXNBC WEATHER PROOFING
 Requester: bluelewis Allen, Ursula Damita
 Requisition ID: 0000419352
 Priority: Medium
 *Currency: USD

Cart Summary: Total Amount 12,460.00 USD

Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UCM	Price	Total	Details	Comments	Delete
1	ROOF REPAIRS FOR CL, CL & CN			1.0000	JOB	3840.0000	3840.00			

Shipping Line 1

*Ship To: RECEIVING
 Address: Allen, Ursula Damita
 Attention To:
 Due Date:

*Distribute By: Qty SpeedChart

Accounting Lines

Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit	Entry Event
1	Open		CM1150	1.0000	100.0000	3,840.00	71000	

2 ROOF REPAIRS FOR CL, CL & CN 1.0000 JOB 2980.0000 2980.00 Add

3 ROOF REPAIRS FOR CL, CL & CN 1.0000 JOB 1890.0000 1890.00 Add

4 ROOF REPAIRS FOR CL, CL & CN 1.0000 JOB 3750.0000 3750.00 Add

Select lines to: Add to Favorites Add to Template(s) **Delete Selected** Mass Change

Total Amount 12,460.00 USD

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 POENC 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.

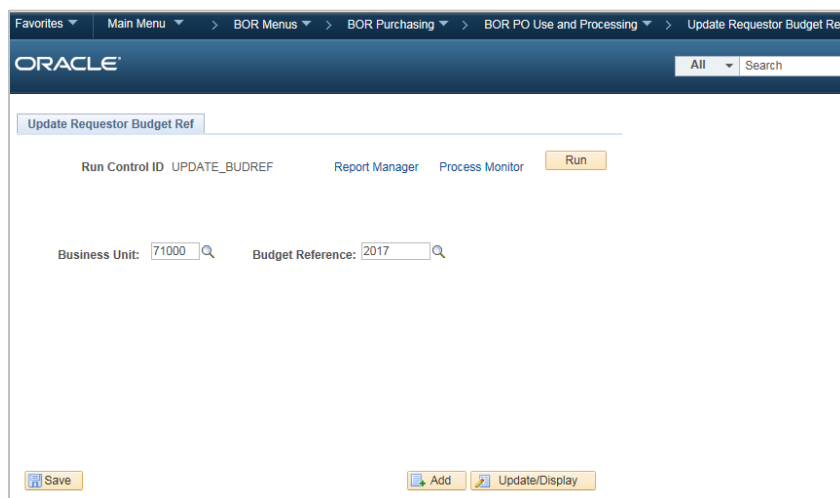
In order to ensure that requisitions are being created against the correct budget during fiscal year-end, institutions can run the **Update Requester Budget Ref (BOR_REQ_UPBR)** process that will auto-update the default **Budget Reference** (BUD REF) identified on the **Requester Setup** page for all 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 Processes

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.

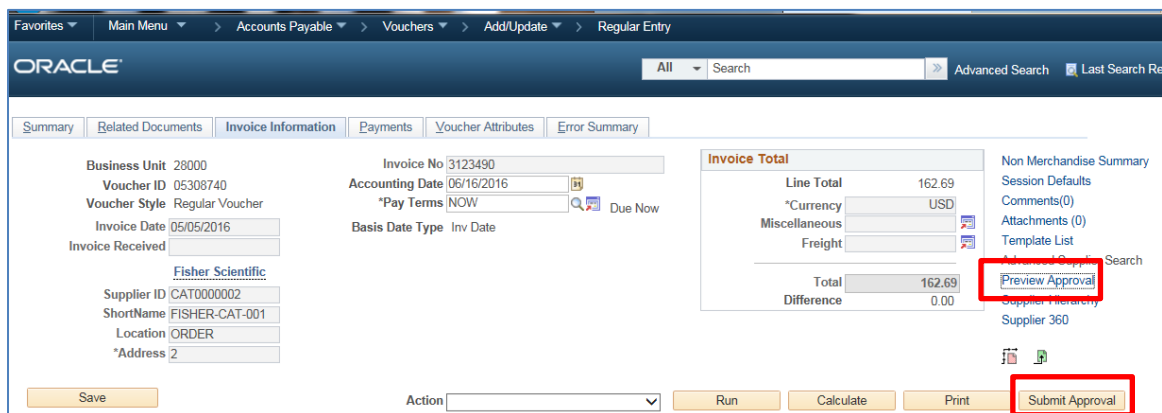
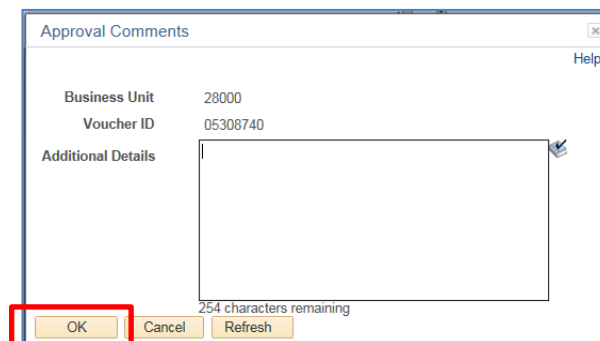
Oracle Query Manager interface showing the results of the BOR_AP_DUE query. The query is set to Unit = 71000, Pay Thru Date = 2016-06-30, Method = CHK. The results table shows 11 vouchers with various statuses.

Remit Supplier	Name	Location	Address Seq	Supplier Status	Voucher	Scheduled Date	Disc due	Date	Vchr Acctg Date	Gross Amt	Discount	Net Post	Voucher Group	Payment On Hold	With Hold	Payment Separate	Vchr Status	Vchr Post Status	Budget Status	Match Status	Doc Tol Status	Appr Stat	Payment Method	Prenote Status	Pymt Select Status	Pay Cycle	Seq Num	User	Updated By
0000000244	RR DONNELLEY	REMITTO		3 Approved	05314657	06/06/2016		05/19/2016	06/06/2016	2098.980	0.000	2098.98	0000530151	Y	N	N	Postable	Unposted	N	E	V	P	CHK		Unselected	0	sharday	sharday	
0000000244	RR DONNELLEY	REMITTO		3 Approved	05314886	06/13/2016		05/25/2016	06/13/2016	1090.000	0.000	1090.00	0000530151	Y	N	N	Postable	Unposted	N	E	V	P	CHK		Unselected	0	sharday	sharday	
0000001823	STROMQUIST & CO INC	MAIN		1 Approved	05312766	05/13/2016		05/14/2016	05/13/2016	3626.340	0.000	3626.34	0000530122	N	N	N	Postable	Posted	V	M	V	A	CHK		Unselected	0	sharday	sharday	
0000001919	DENTAL SUPPLY CO	NEW ADDRE		2 Approved	05311385	03/07/2016		12/03/2015	03/07/2016	-179.880	0.000	-179.88	0000530116	N	N	N	Postable	Posted	V	N	V	A	CHK		Unselected	0	cullins	cullins	
0000002499	APPLE COMPUTER INC	MAIN		1 Approved	05314588	06/17/2016		06/17/2016	06/02/2016	49.950	0.000	49.95	0000530152	N	N	N	Postable	Unposted	N	E	V	P	CHK		Unselected	0	ichriste	ichriste	
0000002516	SCANTRON CORPORATION	HARLANDMAI		3 Approved	05314731	06/24/2016		06/26/2016	06/08/2016	5090.000	0.000	5090.00	0000530148	N	N	N	Postable	Unposted	N	E	V	P	CHK		Unselected	0	sharday	sharday	
0000007633	GEORGIA STATE UNIVERSITY	OFFICEOPPA		12 Approved	05314889	06/24/2016		06/24/2016	06/13/2016	4498.200	0.000	4498.20		N	N	N	Postable	Unposted	V	N	V	A	CHK		Unselected	0	MSTANDIF	MSTANDIF	
0000013359	POCKET NURSE ENTERPRISES INC	REMITADDR		3 Approved	05312950	05/13/2016		05/13/2016	04/25/2016	9.800	0.000	9.80	0000530130	N	N	N	Postable	Unposted	N	M	V	A	CHK		Unselected	0	sharday	BORBATCH	
0000024816	TRANE U.S. INC.	ATLANTA		2 Approved	05313458	05/27/2016		05/28/2016	05/05/2016	1764.010	0.000	1764.01	0000530138	N	N	N	Postable	Unposted	N	E	V	P	CHK		Unselected	0	sharday	sharday	
0000024816	TRANE U.S. INC.	ATLANTA		2 Approved	05313606	06/01/2016		06/01/2016	05/10/2016	7090.000	0.000	7090.00	0000530138	N	N	N	Postable	Unposted	N	E	V	P	CHK		Unselected	0	sharday	sharday	
0000033636	VALDOSTA STATE	SUSAN JONE		2 Approved	05311818	04/07/2016		04/07/2016	03/23/2016	790.000	0.000	790.00	0000530116	N	N	N	Postable	Unposted	N	N	V	A	CHK		Unselected	0	sharday	sharday	

Vchr Status	Vchr Post Status	Budget Status	Match Status	Doc Tol Status	Appr Stat
Postable	Unposted	N	E	V	P
Postable	Unposted	N	E	V	P
Postable	Posted	V	M	V	A
Postable	Posted	V	N	V	A
Postable	Unposted	N	E	V	P
Postable	Unposted	N	E	V	P
Postable	Unposted	V	N	V	A

2. Run the AP batch processes to process all **Vouchers**.
 - a. Run the **Document Tolerance** process. Refer to PSFIN Business Process AP.030.070.
 - 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 that do not return payments that you expect to have been posted.
6. Run the **BOR_AP_DUE** query to confirm that all vouchers that were due to be paid have been removed from the query results.
7. 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: Reconcile AP Liabilities

Note: This reconciliation should be completed after all vouchers and payments have been posted and a 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.
4. Run the **Trial Balance – Fund (GLS7012)** report to obtain your AP open liabilities for account 211000. Refer to General Ledger Reports Manual.

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. Year-End Travel & Expenses Cleanup Processes

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 and encumbrances = \$0.
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**

For FY2016, the following Known Issues exist for the Travel and Expenses Module and could affect Fiscal Year End Cleanup. Please visit the Known Issues section of the GeorgiaFIRST Financials website for details.

- KI9.2-29_EX – Changes to Expense Reports During Approvals Not Requiring Budget Check
- KI9.2-36_EX – Cancel Travel Authorizations Process Retaining Old Accounting Dates
- KI9.2-37_EX – BOR_KK_OPEN_TAUTH_ENC Query Not Returning Accurate Results

Step 1: Processing and Reconciling Travel Authorizations

In this step, you will process and reconcile all Travel Authorizations so that at year-end, there are no open encumbrances. Any travel monies that need to be reserved will need to be booked as a manual encumbrance. The Travel and Expenses module does not have the ability to reference a prior budget year on a distribution line.

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.
3. Now Search for Travel Authorizations with a status of Submitted, Approvals in Process, On Hold and Pending. View these open Travel Authorizations. Refer to PSFIN Business Process EX.060.014.

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.
2. Run Budget Checking on the denied Travel Authorizations. Refer to PSFIN Business Process EX.030.010.

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:

Approve Travel Authorization


Travel Authorization Summary [User Defaults](#)













General Information

Description Council on Foreign Relations Authorization ID 0000427279
 Business Purpose Attend Training Comment
 Status Submitted for Approval
 Date From 04/16/2015 To 04/17/2015 Updated on 04/07/2015 12:28:18PM By

Accounting Defaults More Options



You can deny individual expenses and still approve or send back the overall report.

Details [Personalize](#) [Find](#) 

Expense Type	Date	Amount	Currency	Approve	
 Emp Lunch	04/16/2015	13.50	USD	<input checked="" type="checkbox"/>	
 Emp Dinner	04/16/2015	27.00	USD	<input checked="" type="checkbox"/>	
Emp Miscellaneous Travel	04/17/2015	40.00	USD	<input checked="" type="checkbox"/>	
Emp Miscellaneous Travel	04/16/2015	40.00	USD	<input checked="" type="checkbox"/>	
 Emp Lunch	04/17/2015	13.50	USD	<input checked="" type="checkbox"/>	
 Emp Dinner	04/17/2015	27.00	USD	<input checked="" type="checkbox"/>	
 Emp Breakfast	04/17/2015	9.00	USD	<input checked="" type="checkbox"/>	

Totals

Total	170.00	USD
Less Non-Approved	0.00	USD
Total Authorized	170.00	USD



[Pending Actions](#) [Personalize](#) [Find](#)   First 1-15 of 15 Last

Click on the [Accounting Defaults](#) link to review the Accounting Detail for this Travel Authorization.

Approve Travel Authorization

Accounting Defaults

Authorization ID 0000427279

Accounting Summary [Set Personalizations](#) [Find](#)   First 1 of 1 Last

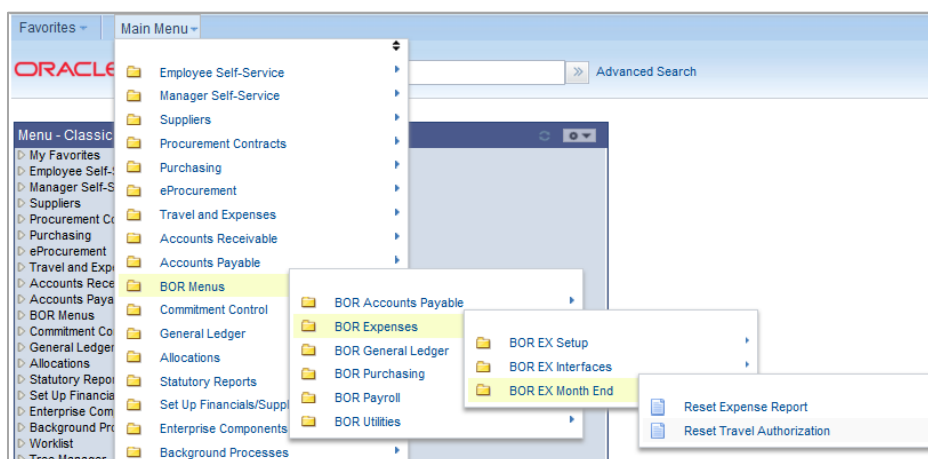
%	*GL Unit	Fund	Dept	Program	Class	Project	Bud Ref
100.00	61000	10000	1112000	11100	11000		2015

[User Defaults](#)

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.**



2. Search by **Travel Authorization ID** to locate the appropriate Travel Authorization.

Reset Travel Authorization

Travel Authorization ID 000042722 Gray, Vance

Travel Auth Header Details Find | View All First 1 of 1 Last

TA Status	Budget Status	Acctg Date	Process Flag
Submitted	Not Chk'd	04/14/2015	<input type="checkbox"/>

Travel Auth Line Details Find | View All First 1-2 of 7 Last

Line	Distrib	Expense Type	Account	Accounting Date	Budget Status	Close Flag
3	1	ELUN	641130	04/14/2015	Not Chk'd	<input type="checkbox"/>
4	1	EDIN	641130	04/14/2015	Not Chk'd	<input type="checkbox"/>

Save Notify

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.

5. Once the Travel Authorization has been denied, you can run budget checking on it to remove the encumbrance.

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. As soon as a Travel Authorization is submitted and budget checked, it creates an encumbrance. Typically, the encumbrance is relieved when the Travel Authorization is applied to the Expense Report. If the Travel Authorization is not applied to an Expense Report, you must cancel it from the system in order to remove the encumbrance.

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 to remove the encumbrance?
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, so the original encumbrance is still in the system.

In order to cancel a Travel Authorization, it must have an **Approved** status.

Process

1. Select **Travel and Expenses > Travel and Expense Center > Travel Authorization > View**.
2. Search by **Authorization ID** to locate the appropriate Travel Authorization.

View Travel Authorization

Travel Authorization Details

User Defaults

General Information

Description	Training	Authorization ID	000427212
Business Purpose	Attend Training	Comment	
Status	Approved		
Destination Location	Jefferson City	Last Update Dttm	
Date From	04/13/2015	Date To	04/18/2015

Accounting Defaults

Date	*Amount	Currency	*Payment Type	*Billing Type	First	1-2 of 2	Last
Emp Air Transportation	04/13/2015	327.60 USD	Visa	Internal			Detail
Emp Air Transportation	04/18/2015	327.60 USD	Visa	Internal			Detail

Totals

Authorized Amount	655.20 USD
Less Non-Approved	0.00 USD
Due Employee	655.20 USD

Action History

Role	Name	Action	Date/Time
1st Level Finance Dept Manager		Submitted	03/16/2015 5:47:30PM
		Approved	03/16/2015 6:27:29PM

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[Next in List](#)
[Notify](#)

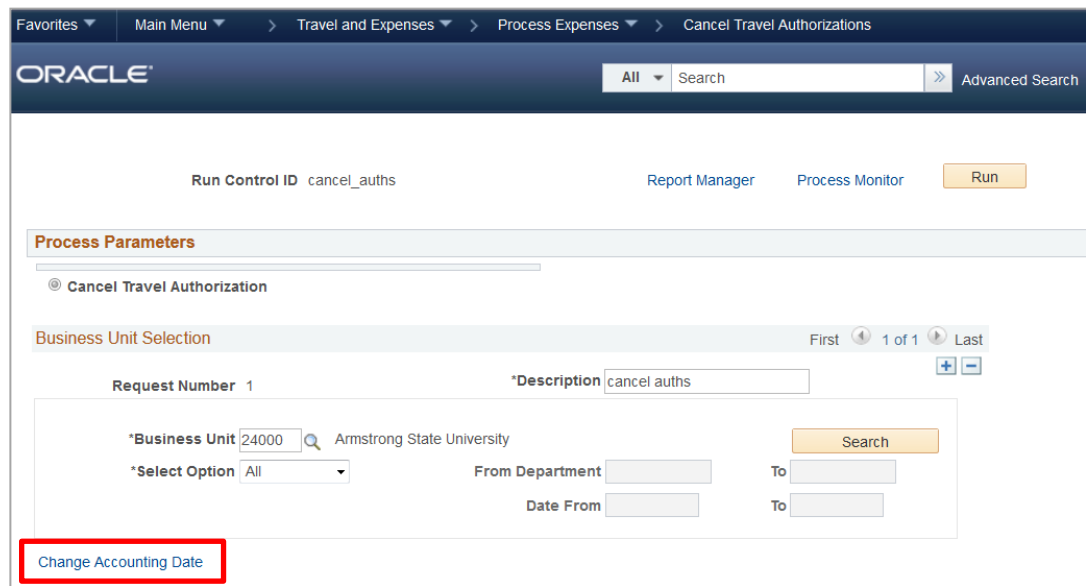
3. Verify the **Status** is **Approved**.

Now that you have verified the Travel Authorization is Approved, you can run the Cancel Travel Authorization process to cancel it. Refer to PSFIN Business Process EX.020.200.

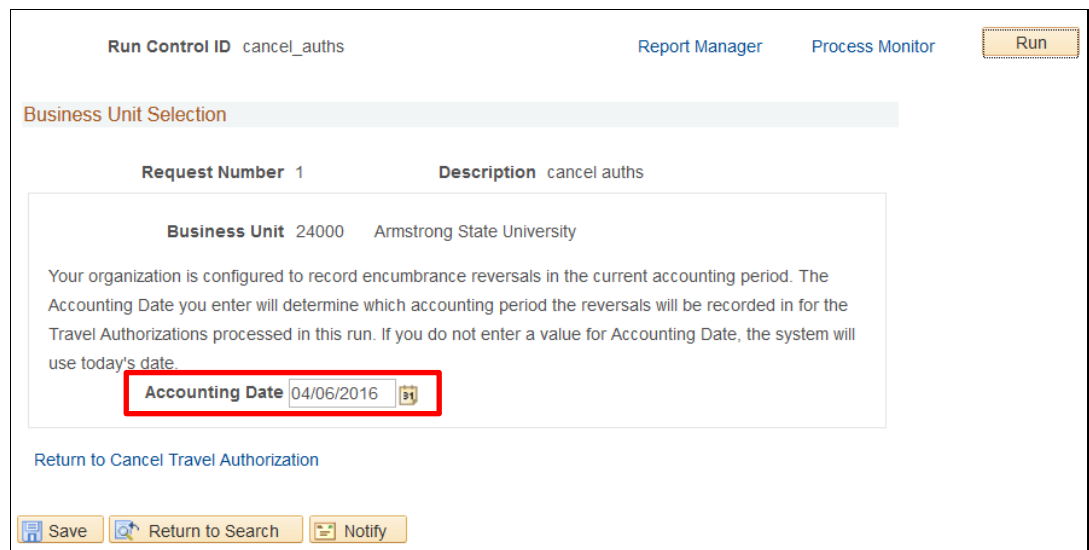
4. Select **Travel and Expenses > Process Expenses > Cancel Travel Authorizations**.
5. Select an existing or add a new **Run Control ID**.
6. Search for and select the Travel Authorization that needs to be canceled.

<input checked="" type="checkbox"/>	0135221	STEM Conference	0000402855	1103400	Active	02/18/2010 02/20/2010
-------------------------------------	---------	---------------------------------	----------------------------	---------	--------	-----------------------

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 Authorization has been canceled.

11. Select **Travel and Expenses > Travel and Expense Center > Travel**

Authorization > View.

- Search by **Authorization ID** to locate the appropriate Travel Authorization.

View Travel Authorization

Travel Authorization Details

User Defaults

General Information

Description: Training Authorization ID: 0000427212

Business Purpose: Attend Training Comment

Status: Closed

Destination Location: Jefferson City Last Update Dttm

Date From: 04/13/2015 Date To: 04/18/2015

Accounting Defaults

Details Personalize Find 1-2 of 2 Last

	Date	*Amount	Currency	*Payment Type	*Billing Type	
Emp Air Transportation	04/13/2015	327.60	USD	Visa	Internal	*Detail
Emp Air Transportation	04/18/2015	327.60	USD	Visa	Internal	*Detail

Totals

Authorized Amount	655.20	USD
Less Non-Approved	0.00	USD
Due Employee	655.20	USD

Action History Personalize Find 1-2 of 2 Last

Role	Name	Action	Date/Time
		Submitted	03/16/2015 5:47:30PM
1st Level Finance Dept Manager		Approved	03/16/2015 6:27:29PM

Return to Search Previous in List Next in List Notify

- Verify the **Status** is **Closed**.

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.

Part 4: Identifying Hanging Encumbrances and Open Balances on Travel Authorizations

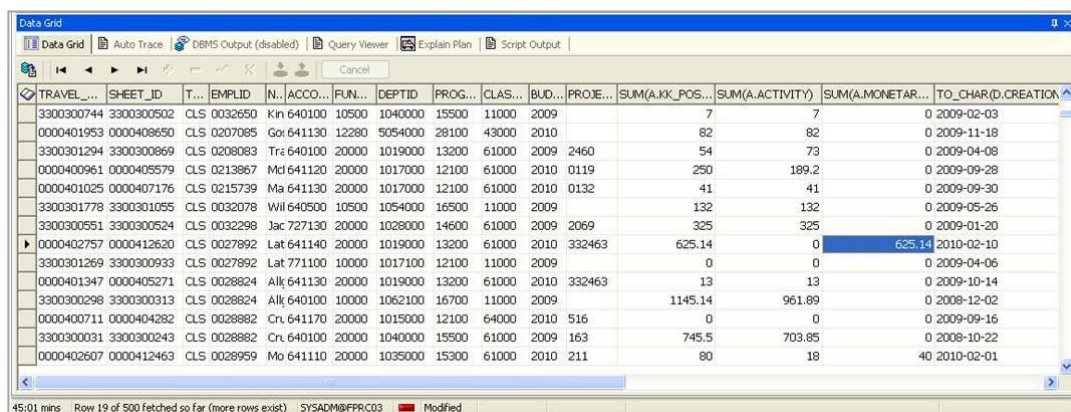
In Part 4 of this step, you will identify and clear up any hanging encumbrances from Travel Authorizations.

Process

1. Run the **BOR_KK_OPEN_TAUTH_ENC** query to identify any hanging encumbrances.

Please Note: Review all active Known Issues on the GeorgiaFIRST website.

2. Identify hanging encumbrances by looking for travel authorizations in a Closed status with an amount in the Remaining column.



TRAVEL_ID	SHEET_ID	T...	EMPID	N.	ACCO...	FUN...	DEPTID	PROG...	CLAS...	BUD...	PROJE...	SUM(A.KK_POS...)	SUM(A.ACTIVITY)	SUM(A.MONETAR...)	TO_CHAR(D.CREATION)
3300300744	3300300502	CLS	0032650	Kin	640100	10500	1040000	15500	11000	2009		7	7	0	2009-02-03
0000401953	0000408650	CLS	0207085	Gor	641130	12280	5054000	28100	43000	2010		82	82	0	2009-11-18
3300301294	3300300869	CLS	0208083	Trz	640100	20000	1019000	13200	61000	2009	2460	54	73	0	2009-04-08
0000400961	0000405579	CLS	0213867	Md	641120	20000	1017000	12100	61000	2010	0119	250	189.2	0	2009-09-28
0000401025	0000407176	CLS	0215739	Ma	641130	20000	1017000	12100	61000	2010	0132	41	41	0	2009-09-30
3300301778	3300301055	CLS	0032078	Wil	640500	10500	1054000	16500	11000	2009		132	132	0	2009-05-26
3300300551	3300300524	CLS	0032298	Jac	727130	20000	1028000	14600	61000	2009	2069	325	325	0	2009-01-20
0000402757	0000412620	CLS	0027892	Lat	641140	20000	1019000	13200	61000	2010	332463	625.14	0	625.14	2010-02-10
3300301269	3300300933	CLS	0027892	Lat	771100	10000	1017100	12100	11000	2009		0	0	0	2009-04-06
0000401347	0000405271	CLS	0028824	All	640100	20000	1019000	13200	61000	2010	332463	13	13	0	2009-10-14
3300300298	3300300313	CLS	0028824	All	640100	10000	1062100	16700	11000	2009		1145.14	961.89	0	2008-12-02
0000400711	0000404282	CLS	0028882	Cn	641170	20000	1015000	12100	64000	2010	516	0	0	0	2009-09-16
3300300031	3300300243	CLS	0028882	Cn	640100	20000	1040000	15500	61000	2009	163	745.5	703.85	0	2008-10-22
0000402607	0000412463	CLS	0028959	Mo	641110	20000	1035000	15300	61000	2010	211	80	18	40	2010-02-01

If you identify hanging encumbrances, submit a ticket to the **ITS Helpdesk**.

3. Identifying open balances by looking for Travel Authorizations in Approved status with an amount in the Remaining column.

This completes Step 1, Part 5, Identifying and Clearing Up Hanging Encumbrances from Travel Authorizations.

This completes Step 1, Part 4, Processing and Reconciling 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.

Records Query Expressions Prompts Fields Criteria Having View SQL Run						
Business Unit =						
View All Rerun Query Download to Excel Download to XML						
First 1-13 of 13 Last						
	Unit	Open Item Key	Name	Account	Descr	Sum Amount
1		0006393		132300	Travel Advance- Employees	3000.000
2		0007676		132300	Travel Advance- Employees	12900.000
3		0010544		132300	Travel Advance- Employees	1595.000
4		0011007		132300	Travel Advance- Employees	31.940
5		0211686		132300	Travel Advance- Employees	700.000
6		0212262		132300	Travel Advance- Employees	2919.300
7		0214881		132300	Travel Advance- Employees	6508.560
8		0230977		132300	Travel Advance- Employees	1523.500
9		0282297		132300	Travel Advance- Employees	976.000
10		0284348		132300	Travel Advance- Employees	1500.000
11		0299038		132300	Travel Advance- Employees	23.930
12		0299732		132300	Travel Advance- Employees	426.090
13		0299939		132300	Travel Advance- Employees	800.000

2. Use the Cash Advances **View** page to search by EmplID and review the open Cash Advances.

Cash Advance

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

Find an Existing Value

Search Criteria

Search by:

Advance ID

begins with

Advance Description
 Advance ID
 Advance Status
 Creation Date
Empl ID
 Name

Search

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

1. Run the **Trial Balance (GLS7012)** report. Refer to General Ledger Report Manual.

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_AGING** 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

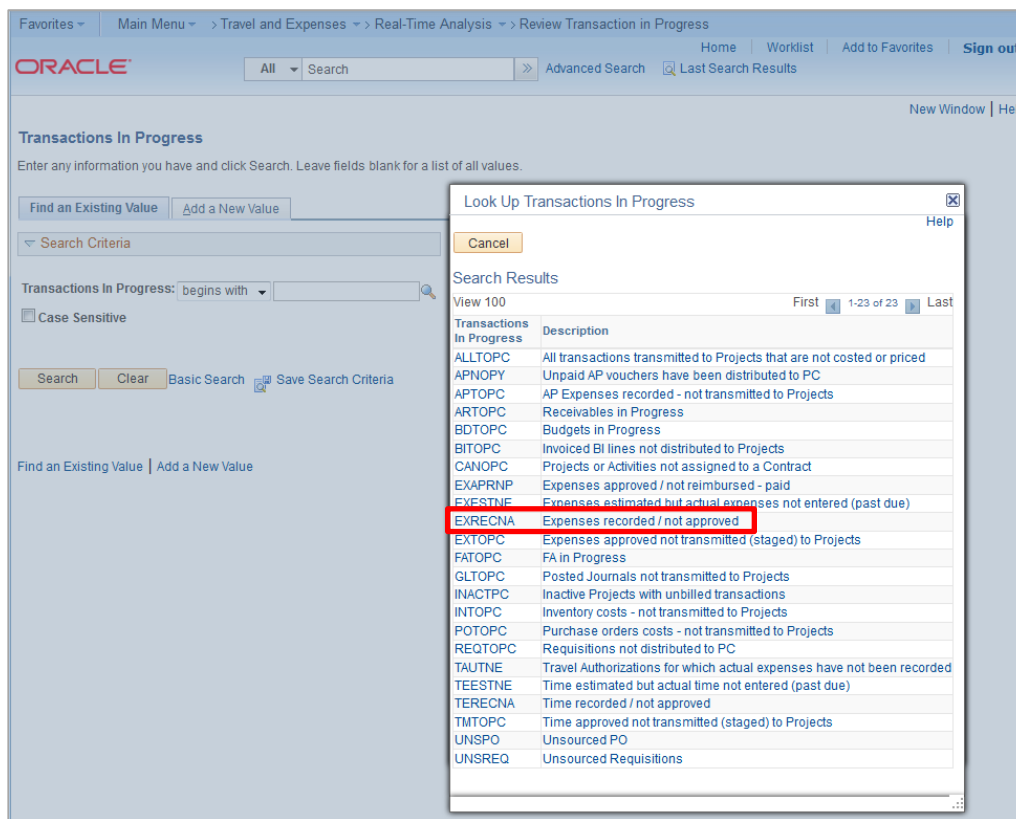
In this step, you will process and reconcile all your Expense Reports after you have processed your Travel Authorizations and Cash Advances.

Part 1: Identifying Unapproved Expense Reports

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

Process

1. Review your transactions in progress. Refer to PSFIN Business Process EX.030.500.



The screenshot shows the Oracle PeopleSoft interface for 'Transactions In Progress'. A dialog box titled 'Look Up Transactions In Progress' is open, displaying a list of transaction types and their descriptions. The transaction type 'EXRECNA' is highlighted, which corresponds to 'Expenses recorded / not approved'.

Transactions In Progress	Description
ALLTOPC	All transactions transmitted to Projects that are not costed or priced
APNOPY	Unpaid AP vouchers have been distributed to PC
APTOPC	AP Expenses recorded - not transmitted to Projects
ARTOPC	Receivables in Progress
BDTOPC	Budgets in Progress
BITOPC	Invoiced BI lines not distributed to Projects
CANOPC	Projects or Activities not assigned to a Contract
EXAPRNP	Expenses approved / not reimbursed - paid
EXESTNE	Expenses estimated but actual expenses not entered (past due)
EXRECNA	Expenses recorded / not approved
EXTOPC	Expenses approved not transmitted (staged) to Projects
FATOPC	FA in Progress
GLTOPC	Posted Journals not transmitted to Projects
INACTPC	Inactive Projects with unbilled transactions
INTOPC	Inventory costs - not transmitted to Projects
POTOPC	Purchase orders costs - not transmitted to Projects
REOTOPC	Requisitions not distributed to PC
TAUTNE	Travel Authorizations for which actual expenses have not been recorded
TEESTNE	Time estimated but actual time not entered (past due)
TERECNA	Time recorded / not approved
TMTOPC	Time approved not transmitted (staged) to Projects
UNSPD	Unspent PO
UNREQ	Unspent Requisitions

Note: Enter **EXRECNA** as the **Search by** criteria. You can also select it by clicking on the [Advanced Search](#) link, and then clicking on the magnifying glass to bring up a list of options for Transactions in Progress.

2. Click on **Search**.

Transactions in Progress - Expenses (Details)

User ID MStandif
Name Standifer,Michelle

Transactions in Progress
Expenses recorded / not approved

Selection Parameters

*Days Inactive Range All

Specify at least one of the following criteria before pressing "Search".

Employee Criteria

Employee Name

No Additional Filters
My Projects

ChartField Criteria

GL Business Unit 71000
GEORGIA PERIMETER COLLEGE

General Ledger ChartFields
Personalize | Find | View All | 1 of 1 | Last

Fund	Department	Program	Class	Project	Budget Reference

Search
Reset

3. 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.

Fiscal Year-End
 PeopleSoft Financials Manual

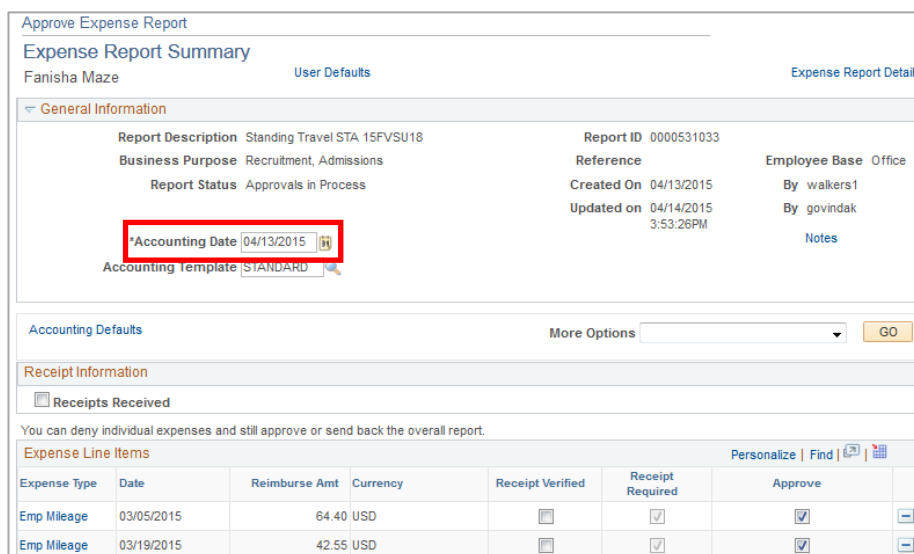
2016

6/17/2016
79

Part 2: Resetting 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



Approve Expense Report

Expense Report Summary

Fanisha Maze [User Defaults](#) [Expense Report Detail](#)

General Information

Report Description	Standing Travel STA 15FVSU18	Report ID	0000531033
Business Purpose	Recruitment, Admissions	Reference	
Report Status	Approvals in Process	Employee Base	Office
		Created On	04/13/2015
		By	walkers1
		Updated on	04/14/2015
		By	govindak
			3:53:26PM
			Notes

*Accounting Date 04/13/2015

Accounting Template STANDARD

Accounting Defaults [More Options](#) [GO](#)

Receipt Information

☐ Receipts Received

You can deny individual expenses and still approve or send back the overall report.

Expense Line Items [Personalize](#) [Find](#) [21](#) [Filter](#)

Expense Type	Date	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Approve
Emp Mileage	03/05/2015	64.40	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emp Mileage	03/19/2015	42.55	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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**.

Favorites ▾ Main Menu ▾ > BOR Menus ▾ > BOR Expenses ▾ > BOR EX Month End ▾ > Reset Expense Report

ORACLE >> Advanced Search Last Search Results

Reset Expense Report New V

Report ID 0000528982 Sterling, Nicholas View Expense Report

Expense Report Header Details Find | View All First 1 of 1 Last

Report Status	Budget Status	Accounting Date	Process Flag
In Process	Not Chk'd	04/21/2015	<input type="checkbox"/>

Expense Report Line Details Find | View All First 1-2 of 9 Last

Line	Distrib	Expense Type	Account	Budget Status
1	1	EMISC	641150	Not Chk'd
2	1	REGISTR	727110	Not Chk'd

- 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.

- Select **Travel and Expenses > Manage Expenses Security > Reassign Approval Work**.

Define Security
 Reassign Work

Approver: USTANDIF

Reassign:

☒ Select All ☐ Deselect All

Transaction Information Personalize | Find | View All | First 1-15 of 60 Last

Select	Transaction Type	Total Amount	Name	Empl ID	Report ID	Submission Date	Role
<input type="checkbox"/>	Expense Report	34.16 USD	Lester, Cynthia	0257245	0000519775	04/07/2015	AP Receipt Verifier

- 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.
 3. Post Liabilities. See PSFIN Business Process EX.030.031
 4. Post Payments. See PSFIN Business Process EX.030.033

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.

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run
---------	-------	-------------	---------	--------	----------	--------	----------	-----

Fiscal year = 2015, Accounting Period=9, Business Unit=

View All | Rerun Query | Download to Excel | Download to XML

First 101-148 of 148 Last

Unit	Doc Type	ID	Account	Fund	Dept	Program	Class	Project	Bud Ref	Sum Amount	Name	ID
101	51000	Exp Report	0000523394	211500	10000	1131050			2015	583.820		0097891
102	51000	Exp Report	0000523394	211500	12280	5745000	28100	43000	2015	-583.820		0097891
103	51000	Exp Report	0000523461	211500	10000	1111051			2015	374.360		0246429
104	51000	Exp Report	0000523461	211500	12280	5786050	28100	43000	2015	-374.360		0246429
105	51000	Exp Report	0000523463	211500	10000	1111051			2015	101.250		0246429
106	51000	Exp Report	0000523463	211500	12280	5786050	28100	43000	2015	-101.250		0246429

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.

BUSI...	JOURNAL_ID	JOURNAL...	U...	JOUR...	LEDGER	OPEN_I...	OPENI...	OPE...	OPEN_DT	CLOSED_DT	ACC...	DEPTID	P...	FUN...	CLA...	PRO...	BUD...	MONEY...
	0000473001	2/18/2010	0	2	ACTUALS	0212626	2798	C	2/18/2010	2/18/2010	132160	1005110		10000	11000	11100	2010	164.2
	0000473001	2/18/2010	0	3	ACTUALS	0212626	2794	C	2/18/2010	2/18/2010	641120	1005110		10000	11000	11100	2010	-214.2
	0000473001	2/18/2010	0	4	ACTUALS	0212626	2796	C	2/18/2010	2/18/2010	641130	1005110		10000	11000	11100	2010	-125
	0000473001	2/18/2010	0	5	ACTUALS	0212626	2795	C	2/18/2010	2/18/2010	641140	1005110		10000	11000	11100	2010	-464.01
	0000473001	2/18/2010	0	6	ACTUALS	0212626	2797	C	2/18/2010	2/18/2010	641150	1005110		10000	11000	11100	2010	-139
	0000473001	2/18/2010	0	7	ACTUALS	0212626	2799	C	2/18/2010	2/18/2010	641170	1005110		10000	11000	11100	2010	-33
	0000473001	2/18/2010	0	8	ACTUALS	0212626	2800	C	2/18/2010	2/18/2010	641510	1005110		10000	11000	11100	2010	-60.5

- 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.

Unit	Doc Type	ID	Account	Fund	Dept	Program	Class	Project	Bud Ref	Sum Amount	Name	ID
1	28000	Advance	0000406550	211500	12280	7085000	28100	43000	2015	-450.000		229080
2	28000	Advance	0000406551	211500	12280	7085000	28100	43000	2015	-450.000		0229080
3	28000	Advance	0000406552	211500	12280	7085000	28100	43000	2015	-2150.000		1229080
4	28000	Advance	0000406867	211500	12280	7085000	28100	43000	2015	-353.840		0229080
5	28000	Advance	0000406873	211500	12280	7085000	28100	43000	2015	-75.000		0229080
6	28000	Advance	0000406961	211500	12280	7010050	28100	43000	2015	-700.000		0017301
7	28000	Exp Report	0000502944	211500	10000	4510000	15500	11000	2014	489.580		0248395

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.
2. Run the **Trial Balance Report (GLS7012)**. Refer General Ledger Report Manual.

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.
3. Run the **Processing Expenses – Posting Payments** process. Refer to PSFIN Business Process EX.030.033.
4. Run the batch process for GL journals.

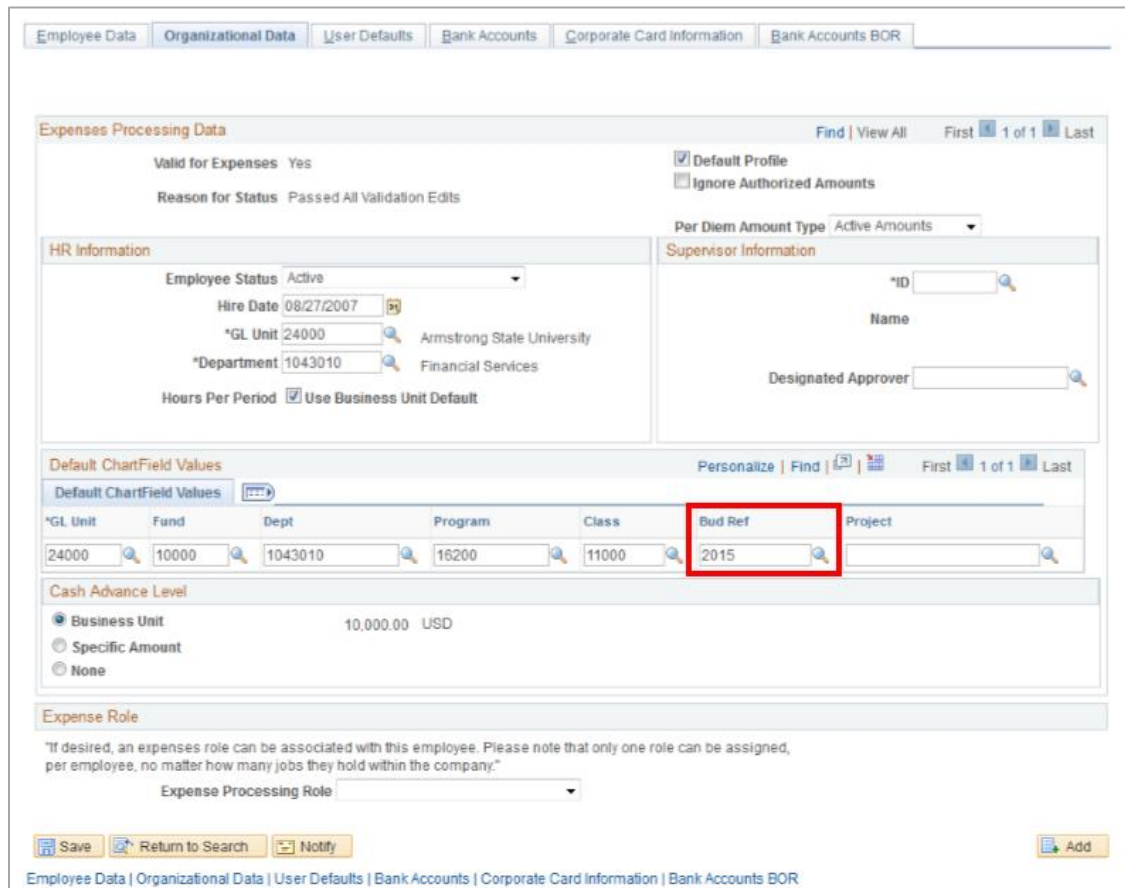
Note: Refer to Appendix B, Batch Processing, for more information on these batch processes.

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:



The screenshot shows the 'Expenses Processing Data' form in PeopleSoft. The 'Default ChartField Values' section is expanded, displaying a table with the following data:

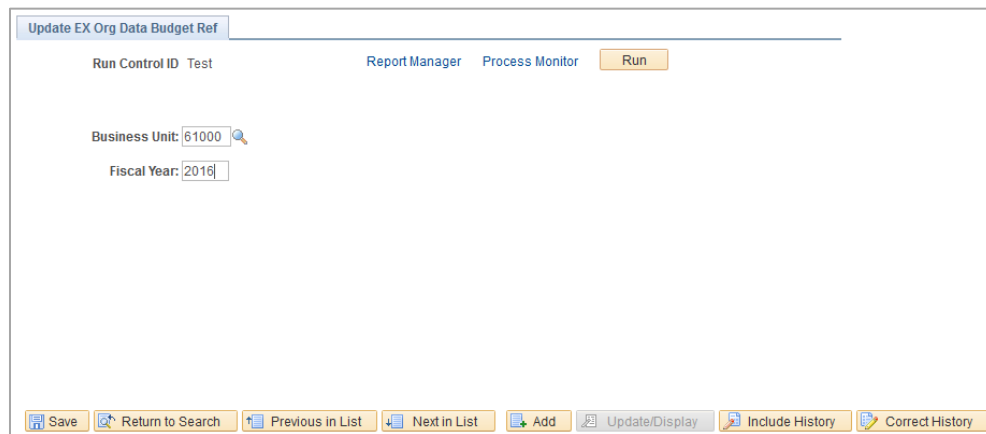
*GL Unit	Fund	Dept	Program	Class	Bud Ref	Project
24000	10000	1043010	16200	11000	2015	

The 'Bud Ref' field is highlighted with a red box, indicating the current budget reference year.

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 B: 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.
3. Run the **Processing Expenses – Staging Payments** process. Refer to PSFIN Business Process EX.030.030.
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.
4. Mark journals for posting. Refer to PSFIN Business Process GL.020.015.
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.