UNIVERSITY SYSTEM OF GEORGIA
Information Technology Services

Fiscal Year-End 2018

Sub-Module Cleanup and Processing

ePro, Purchasing, Accounts Payable, Travel & Expenses

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INTRODUCTION

This manual provides detailed information on the sub-module clean up and processing that must be completed prior to Fiscal Year-End closing for Georgia*FIRST* 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 Georgia*FIRST* 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 2018. 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 Georgia*FIRST* 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 FY2018, the following Known Issues exist for the eProcurement/Purchasing Modules and could affect Fiscal Year-End Cleanup. Please visit the Known Issues section of the Georgia*FIRST* Financials website for details.

- KI9.2-49_PO – Process Option Changes for Maintain Purchase Order and Express Purchase Order Pages
- KI9.2-54_PO – Monitor Approvals: Workflow Not Updated When Reqs & POs Reassigned

STEP 1: DETERMINING AND IMPLEMENTING

eProcurement Year-End Cutoff Procedures (Optional)

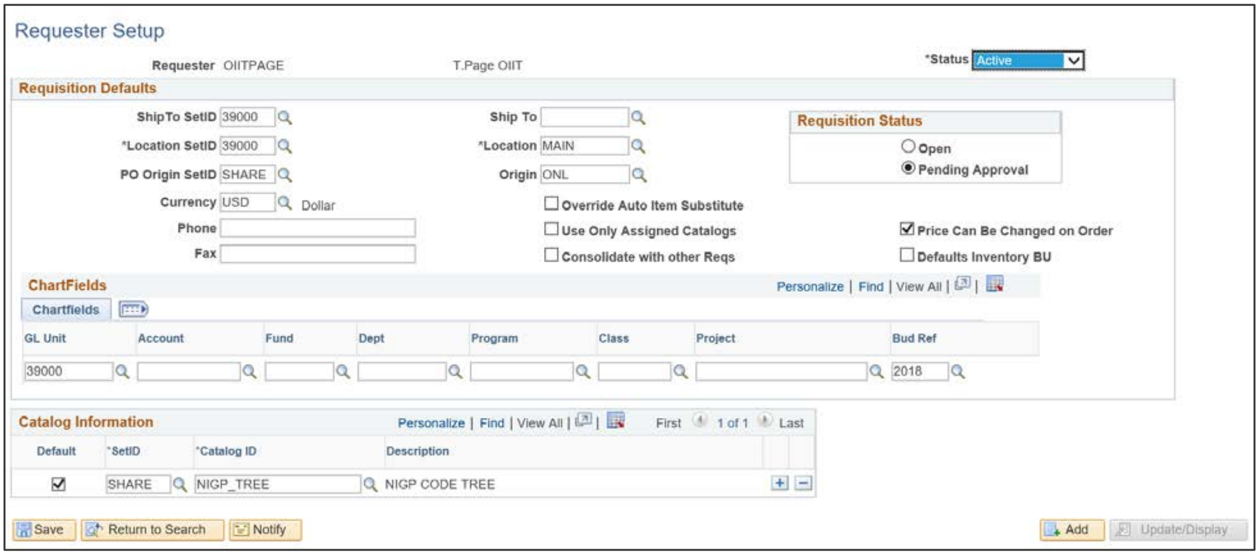
In Step 1, you can choose to implement one of the following options as a way to control requisition entry during the year-end closeout time period. With Option A, each institution can decide on its own implementation date. With Option B, a set date will be selected by the Office of Fiscal Affairs and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

The two options are:

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

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

Each requester in the PeopleSoft System has a **Requester Setup** page that contains default settings, including the Budget Reference (Bud Ref), as shown below.


Requester Setup
Requisition Defaults
Requisition Status
ChartFields
Chartfields
Personalize | Find | View All
Catalog Information
Personalize | Find | View All
First 1 of 1 Last
Save
Return to Search
Notify
Add
Update/Display

Requester OIITPAGE T.Page OIIT
*Status Active

ShipTo SetID 39000
*Location SetID 39000
PO Origin SetID SHARE
Currency USD Dollar
Phone
Fax
Ship To
*Location MAIN
Origin ONL

○ Open
● Pending Approval

☐ Override Auto Item Substitute
☐ Use Only Assigned Catalogs
☐ Consolidate with other Reqs
☑ Price Can Be Changed on Order
☐ Defaults Inventory BU

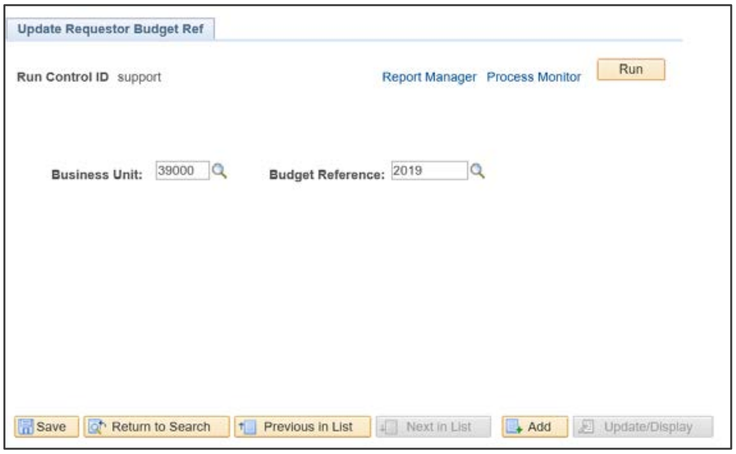
GL Unit	Account	Fund	Dept	Program	Class	Project	Bud Ref
39000							2018

Default	*SetID	*Catalog ID	Description
☑	SHARE	NIGP_TREE	NIGP CODE TREE

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**.


Update Requestor Budget Ref
Report Manager
Process Monitor
Run
Save
Return to Search
Previous in List
Next in List
Add
Update/Display

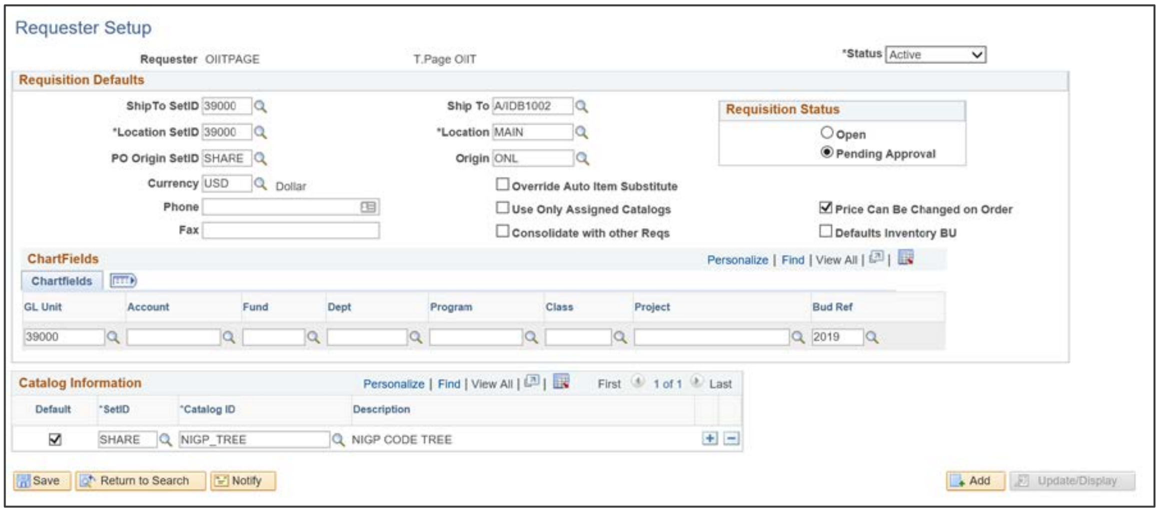
Run Control ID support

Business Unit: 39000

Budget Reference: 2019

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.


Requester Setup
Requisition Defaults
Requisition Status
ChartFields
Chartfields
Personalize | Find | View All |
Catalog Information
Personalize | Find | View All |
First 1 of 1 Last
Save
Return to Search
Notify
Add
Update/Display

Requester OIITPAGE T.Page OIIT

*Status Active

ShipTo SetID 39000

*Location SetID 39000

PO Origin SetID SHARE

Currency USD Dollar

Phone

Fax

Ship To A/IDB1002

*Location MAIN

Origin ONL

○ Open

● Pending Approval

☐ Override Auto Item Substitute

☐ Use Only Assigned Catalogs

☐ Consolidate with other Reqs

☑ Price Can Be Changed on Order

☐ Defaults Inventory BU

GL Unit	Account	Fund	Dept	Program	Class	Project	Bud Ref
39000							2019

Default	*SetID	*Catalog ID	Description
☑	SHARE	NIGP_TREE	NIGP CODE TREE

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.**

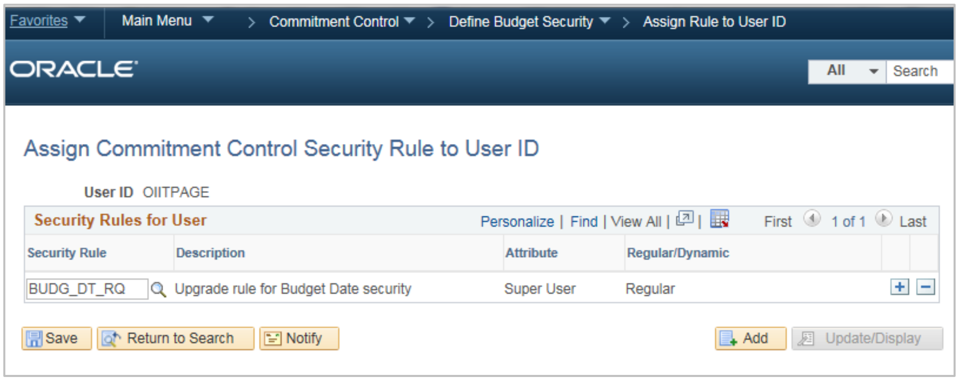
Note: Requisitions entered during this cutoff period will have to be processed during the next fiscal year. Once the new Fiscal Year budgets are available, a Buyer or other authorized user will have to manually update the **Budget Date** to the current date so that the Requisition can be successfully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


Favorites
Main Menu
> Commitment Control
> Define Budget Security
> Assign Rule to User ID
ORACLE
All
Search
Personalize | Find | View All |
First
1 of 1
Last
Save
Return to Search
Notify
Add
Update/Display

Assign Commitment Control Security Rule to User ID

User ID OIITPAGE

Security Rules for User

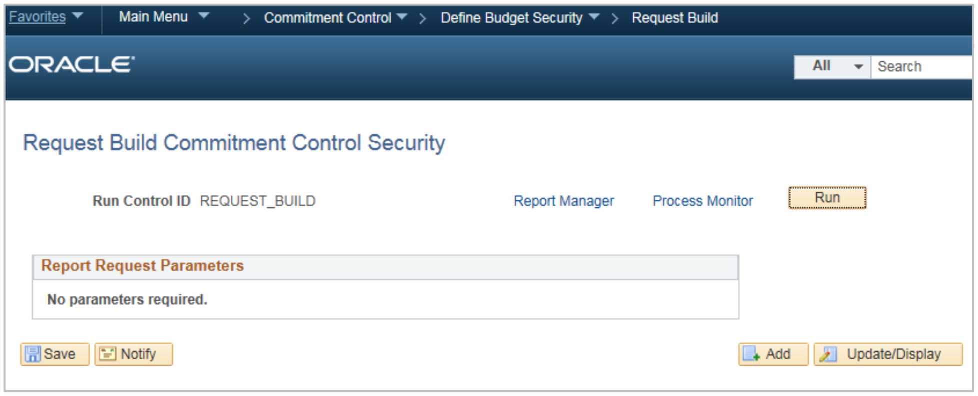
Security Rule	Description	Attribute	Regular/Dynamic
BUDG_DT_RQ	Upgrade rule for Budget Date security	Super User	Regular

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
Report Manager
Process Monitor
Run
Save
Notify
Add
Update/Display

Request Build Commitment Control Security

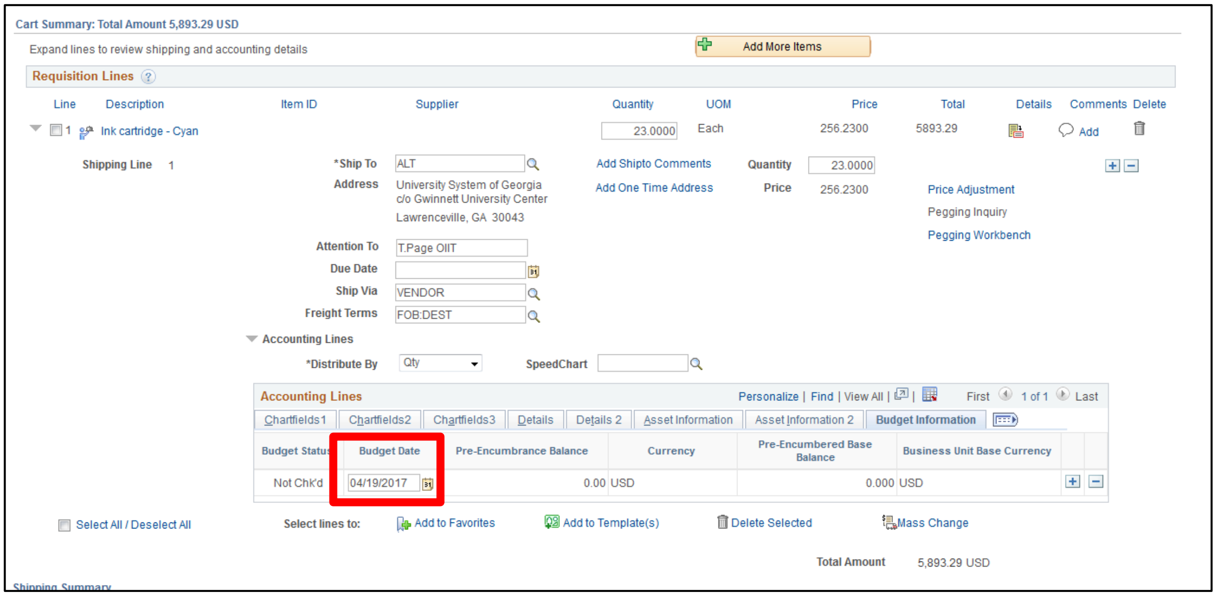
Run Control ID REQUEST_BUILD

Report Request Parameters

No parameters required.

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.


Add More Items
Expand lines to review shipping and accounting details
Add Shipto Comments
Add One Time Address
Price Adjustment
Pegging Inquiry
Pegging Workbench
Personalize | Find | View All | First 1 of 1 Last
Chartfields1
Chartfields2
Chartfields3
Details
Details 2
Asset Information
Asset Information 2
Budget Information
Select All / Deselect All
Add to Favorites
Add to Template(s)
Delete Selected
Mass Change
Shipping Summary

Cart Summary: Total Amount 5,893.29 USD

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
☐ 1	Ink cartridge - Cyan			23.0000	Each	256.2300	5893.29		Add	

Shipping Line 1

*Ship To: ALT

Address: University System of Georgia
c/o Gwinnett University Center
Lawrenceville, GA 30043

Quantity: 23.0000

Price: 256.2300

Attention To: T.Page OIIT

Due Date:

Ship Via: VENDOR

Freight Terms: FOB:DEST

Accounting Lines

*Distribute By: Qty

SpeedChart:

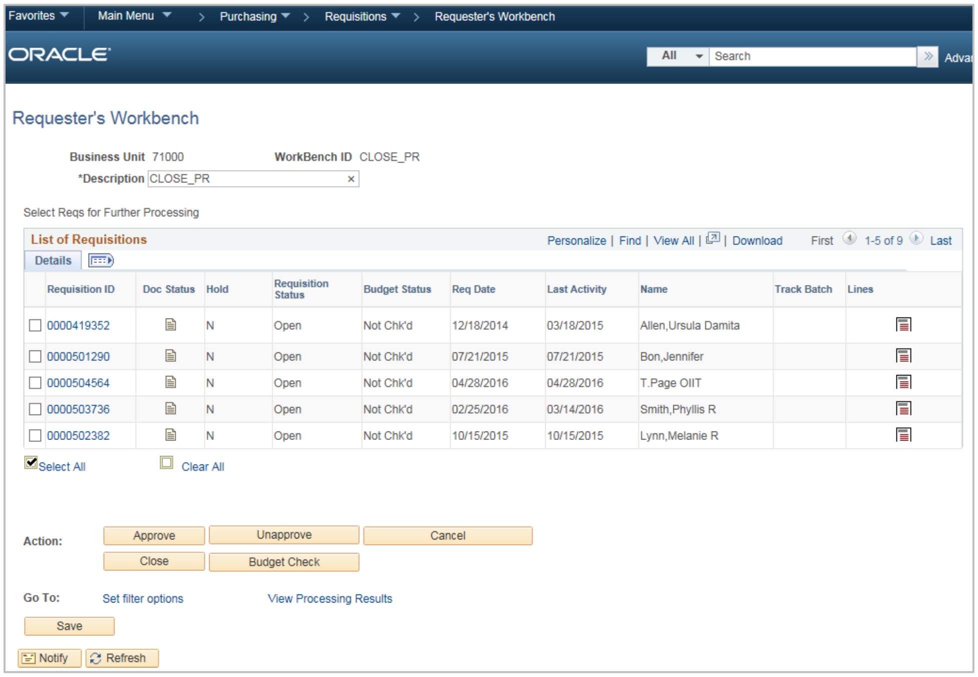
Accounting Lines

Budget Status	Budget Date	Pre-Encumbrance Balance	Currency	Pre-Encumbered Base Balance	Business Unit Base Currency
Not Chk'd	04/19/2017	0.00	USD	0.000	USD

Select lines to:

Total Amount 5,893.29 USD

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
Advai
Personalize | Find | View All | Download
First 1-5 of 9 Last
Details
Approve
Unapprove
Cancel
Close
Budget Check
Set filter options
View Processing Results
Save
Notify
Refresh

Requester's Workbench

Business Unit 71000 WorkBench ID CLOSE_PR

*Description CLOSE_PR

Select Reqs for Further Processing

List of Requisitions

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

☑ Select All ☐ Clear All

Action:

Go To:

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-PROCURMENT 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:	**Cutoff Roles:**
BOR_EP_REQUESTER	BOR_EP_REQUESTER_YE_CUTOFF
BOR_EP_MAINT_REQ	BOR_EP_MAINT_REQ_YE_CUTOFF
BOR_EP_MAINT_REQ_SCI	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.

STEP 4: CANCELING AND CLOSING REQUISITIONS AND REQUISITION LINES

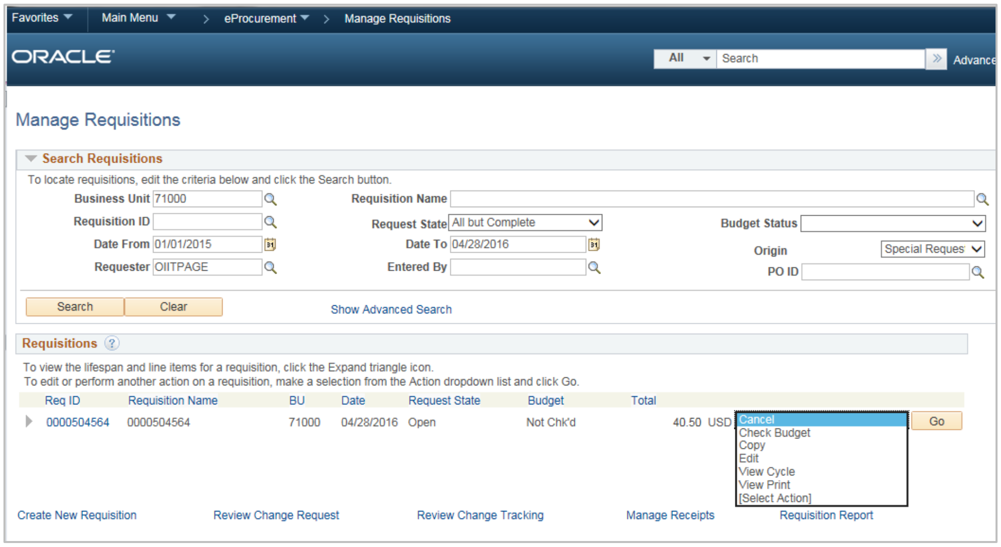
In this step, you will cancel and close requisitions and requisition lines.

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**).


Favorites
Main Menu
eProcurement
Manage Requisitions
ORACLE
All
Search
Advance
Search
Clear
Show Advanced Search
Cancel
Check Budget
Copy
Edit
View Cycle
View Print
[Select Action]
Go
Create New Requisition
Review Change Request
Review Change Tracking
Manage Receipts
Requisition Report

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit 71000
Requisition Name
Requisition ID
Request State All but Complete
Budget Status
Date From 01/01/2015
Date To 04/28/2016
Origin Special Reques
Requester OIITPAGE
Entered By
PO ID

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

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: 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.

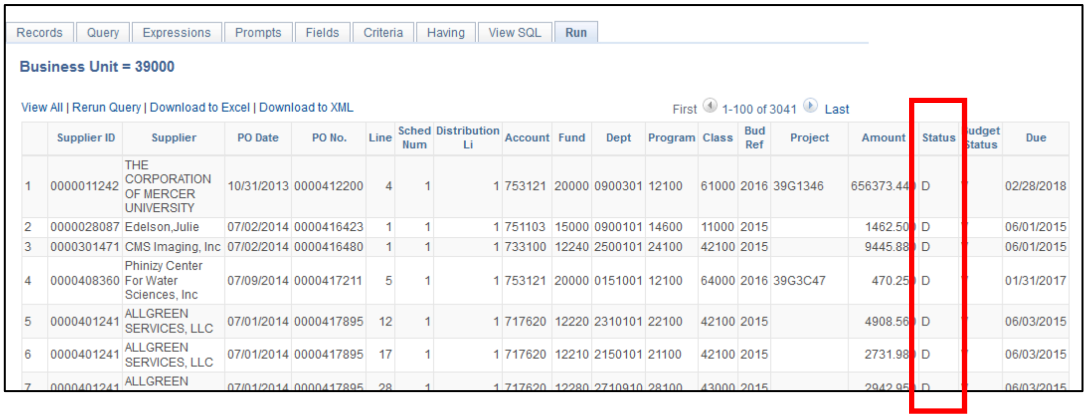
PART 2: RUNNING THE BOR_PO_OPEN_AMOUNT_ALL QUERY

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



Business Unit = 39000

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	Supplier ID	Supplier	PO Date	PO No.	Line	Sched Num	Distribution Li	Account	Fund	Dept	Program	Class	Bud Ref	Project	Amount	Status	udget Status	Due
1	0000011242	THE CORPORATION OF MERCER UNIVERSITY	10/31/2013	0000412200	4	1	1	753121	20000	0900301	12100	61000	2016	39G1346	656373.44	D		02/28/2018
2	0000028087	Edelson,Julie	07/02/2014	0000416423	1	1	1	751103	15000	0900101	14600	11000	2015		1462.50	D		06/01/2015
3	0000301471	CMS Imaging, Inc	07/02/2014	0000416480	1	1	1	733100	12240	2500101	24100	42100	2015		9445.88	D		06/01/2015
4	0000408360	Phinizy Center For Water Sciences, Inc	07/09/2014	0000417211	5	1	1	753121	20000	0151001	12100	64000	2016	39G3C47	470.25	D		01/31/2017
5	0000401241	ALLGREEN SERVICES, LLC	07/01/2014	0000417895	12	1	1	717620	12220	2310101	22100	42100	2015		4908.56	D		06/03/2015
6	0000401241	ALLGREEN SERVICES, LLC	07/01/2014	0000417895	17	1	1	717620	12210	2150101	21100	42100	2015		2731.98	D		06/03/2015
7	0000401241	ALLGREEN	07/01/2014	0000417895	28	1	1	717620	12280	2710910	28100	43000	2015		2942.95	D		06/03/2015

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.

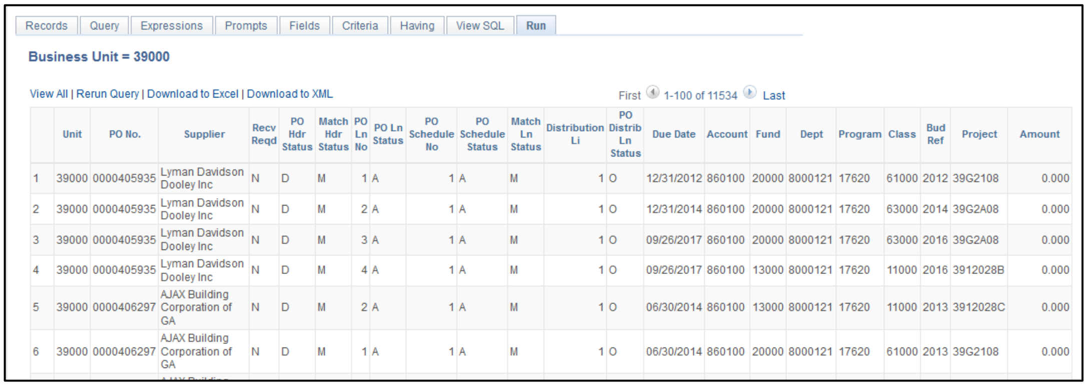
Now that you have run the **BOR_PO_OPEN_AMOUNT_ALL** query to identify all open Purchase Orders, you will run the BOR_PO_NOT_COMPLETE query to identify all Purchase Orders and their remaining encumbrances where the Status is not **Complete** (or **Canceled**).

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. 

Business Unit = 39000

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

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	Unit	PO No.	Supplier	Recv Reqd	PO Hdr Status	Match Hdr Status	PO Ln No	PO Ln Status	PO Schedule No	PO Schedule Status	Match Ln Status	Distribution Li	PO Distrib Ln Status	Due Date	Account	Fund	Dept	Program	Class	Bud Ref	Project	Amount
1	39000	0000405935	Lyman Davidson Dooley Inc	N	D	M	1	A	1	A	M	1	O	12/31/2012	860100	20000	8000121	17620	61000	2012	39G2108	0.000
2	39000	0000405935	Lyman Davidson Dooley Inc	N	D	M	2	A	1	A	M	1	O	12/31/2014	860100	20000	8000121	17620	63000	2014	39G2A08	0.000
3	39000	0000405935	Lyman Davidson Dooley Inc	N	D	M	3	A	1	A	M	1	O	09/26/2017	860100	20000	8000121	17620	63000	2016	39G2A08	0.000
4	39000	0000405935	Lyman Davidson Dooley Inc	N	D	M	4	A	1	A	M	1	O	09/26/2017	860100	13000	8000121	17620	11000	2016	3912028B	0.000
5	39000	0000406297	AJAX Building Corporation of GA	N	D	M	2	A	1	A	M	1	O	06/30/2014	860100	13000	8000121	17620	11000	2013	3912028C	0.000
6	39000	0000406297	AJAX Building Corporation of GA	N	D	M	1	A	1	A	M	1	O	06/30/2014	860100	20000	8000121	17620	61000	2013	39G2108	0.000

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, you will run several queries to find and correct purchase orders with special problems, such as:

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

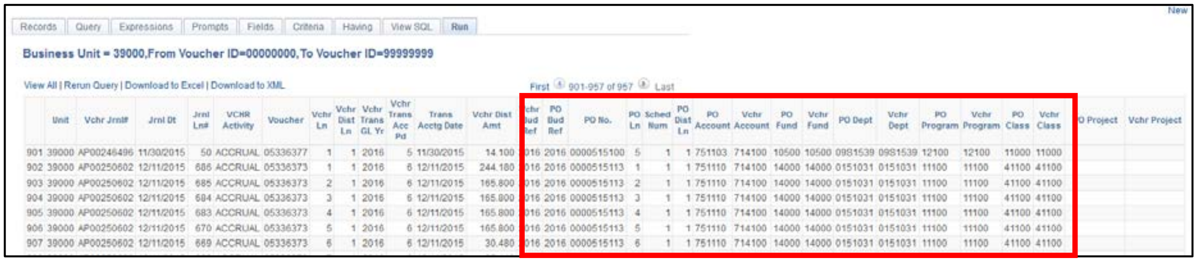
Finding Voucher Accounting Entries with a Chartstring Different from the Chartstring on the Related PO Distribution Line

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

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

Process

1\.


Records
Query
Expressions
Prompts
Fields
Criteria
Having
View SQL
Run
New
View All | Rerun Query | Download to Excel | Download to XML
First 901-957 of 957 Last

Business Unit = 39000,From Voucher ID=00000000,To Voucher ID=99999999

	Unit	Vchr Jrnl#	Jrnl Dt	Jrnl Ln#	VCHR Activity	Voucher	Vchr Ln	Vchr Dist Ln	Vchr Trans GL Yr	Vchr Trans Acc Pd	Trans Acctg Date	Vchr Dist Amt	chr Bud Ref	PO Bud Ref	PO No.	PO Ln	Sched Num	PO Dist Ln	PO Account	Vchr Account	PO Fund	Vchr Fund	PO Dept	Vchr Dept	PO Program	Vchr Program	PO Class	Vchr Class	O Project	Vchr Project
901	39000	AP00246496	11/30/2015	50	ACCRUAL	05336377	1	1	2016	5	11/30/2015	14.100	016	2016	0000515100	5	1	1	751103	714100	10500	10500	0981539	0981539	12100	12100	11000	11000		
902	39000	AP00250602	12/11/2015	686	ACCRUAL	05336373	1	1	2016	6	12/11/2015	244.180	016	2016	0000515113	1	1	1	751110	714100	14000	14000	0151031	0151031	11100	11100	41100	41100		
903	39000	AP00250602	12/11/2015	685	ACCRUAL	05336373	2	1	2016	6	12/11/2015	165.800	016	2016	0000515113	2	1	1	751110	714100	14000	14000	0151031	0151031	11100	11100	41100	41100		
904	39000	AP00250602	12/11/2015	684	ACCRUAL	05336373	3	1	2016	6	12/11/2015	165.800	016	2016	0000515113	3	1	1	751110	714100	14000	14000	0151031	0151031	11100	11100	41100	41100		
905	39000	AP00250602	12/11/2015	683	ACCRUAL	05336373	4	1	2016	6	12/11/2015	165.800	016	2016	0000515113	4	1	1	751110	714100	14000	14000	0151031	0151031	11100	11100	41100	41100		
906	39000	AP00250602	12/11/2015	670	ACCRUAL	05336373	5	1	2016	6	12/11/2015	165.800	016	2016	0000515113	5	1	1	751110	714100	14000	14000	0151031	0151031	11100	11100	41100	41100		
907	39000	AP00250602	12/11/2015	669	ACCRUAL	05336373	6	1	2016	6	12/11/2015	30.480	016	2016	0000515113	6	1	1	751110	714100	14000	14000	0151031	0151031	11100	11100	41100	41100		

Review the purchase orders returned by the BOR_POAP_CFERR query.

In the scenario shown above, PO ID 0000515100 was charged to Account 751103 while Voucher ID 05336377 against it was recorded to Account 714100.

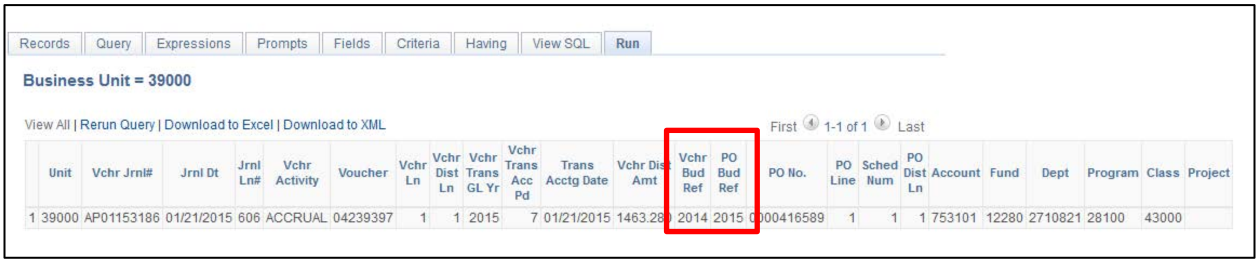
2. Run the BOR_PO_ENC_AND_VCHR query for each PO that you question in the BOR_POAP_CFERR query results.

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

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

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

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



Business Unit = 39000

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	Unit	Vchr Jrnl#	Jrnl Dt	Jrnl Ln#	Vchr Activity	Voucher	Vchr Ln	Vchr Dist Ln	Vchr Trans GL Yr	Vchr Trans Acc Pd	Trans Acctg Date	Vchr Dist Amt	Vchr Bud Ref	PO Bud Ref	PO No.	PO Line	Sched Num	PO Dist Ln	Account	Fund	Dept	Program	Class	Project
1	39000	AP01153186	01/21/2015	606	ACCRUAL	04239397	1	1	2015	7	01/21/2015	1463.28	2014	2015	0000416589	1	1	1	753101	12280	2710821	28100	43000	

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.

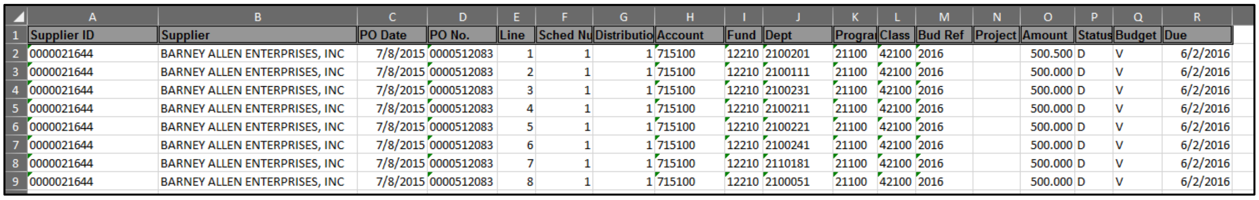
3. Be sure to relay this information to those responsible for Surplus Analysis, as the error and adjustment voucher will need to be considered in Surplus Analysis.

   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.

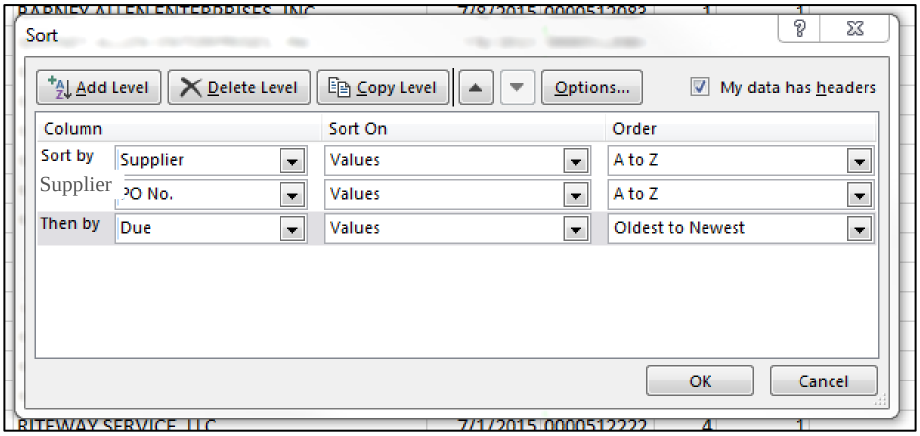


Supplier ID	Supplier	PO Date	PO No.	Line	Sched Nu	Distributio	Account	Fund	Dept	Prograı	Class	Bud Ref	Project	Amount	Status	Budget	Due
0000021644	BARNEY ALLEN ENTERPRISES, INC	7/8/2015	0000512083	1	1	1	715100	12210	2100201	21100	42100	2016		500.500	D	V	6/2/2016
0000021644	BARNEY ALLEN ENTERPRISES, INC	7/8/2015	0000512083	2	1	1	715100	12210	2100111	21100	42100	2016		500.000	D	V	6/2/2016
0000021644	BARNEY ALLEN ENTERPRISES, INC	7/8/2015	0000512083	3	1	1	715100	12210	2100231	21100	42100	2016		500.000	D	V	6/2/2016
0000021644	BARNEY ALLEN ENTERPRISES, INC	7/8/2015	0000512083	4	1	1	715100	12210	2100211	21100	42100	2016		500.000	D	V	6/2/2016
0000021644	BARNEY ALLEN ENTERPRISES, INC	7/8/2015	0000512083	5	1	1	715100	12210	2100221	21100	42100	2016		500.000	D	V	6/2/2016
0000021644	BARNEY ALLEN ENTERPRISES, INC	7/8/2015	0000512083	6	1	1	715100	12210	2100241	21100	42100	2016		500.000	D	V	6/2/2016
0000021644	BARNEY ALLEN ENTERPRISES, INC	7/8/2015	0000512083	7	1	1	715100	12210	2110181	21100	42100	2016		500.000	D	V	6/2/2016
0000021644	BARNEY ALLEN ENTERPRISES, INC	7/8/2015	0000512083	8	1	1	715100	12210	2100051	21100	42100	2016		500.000	D	V	6/2/2016

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.

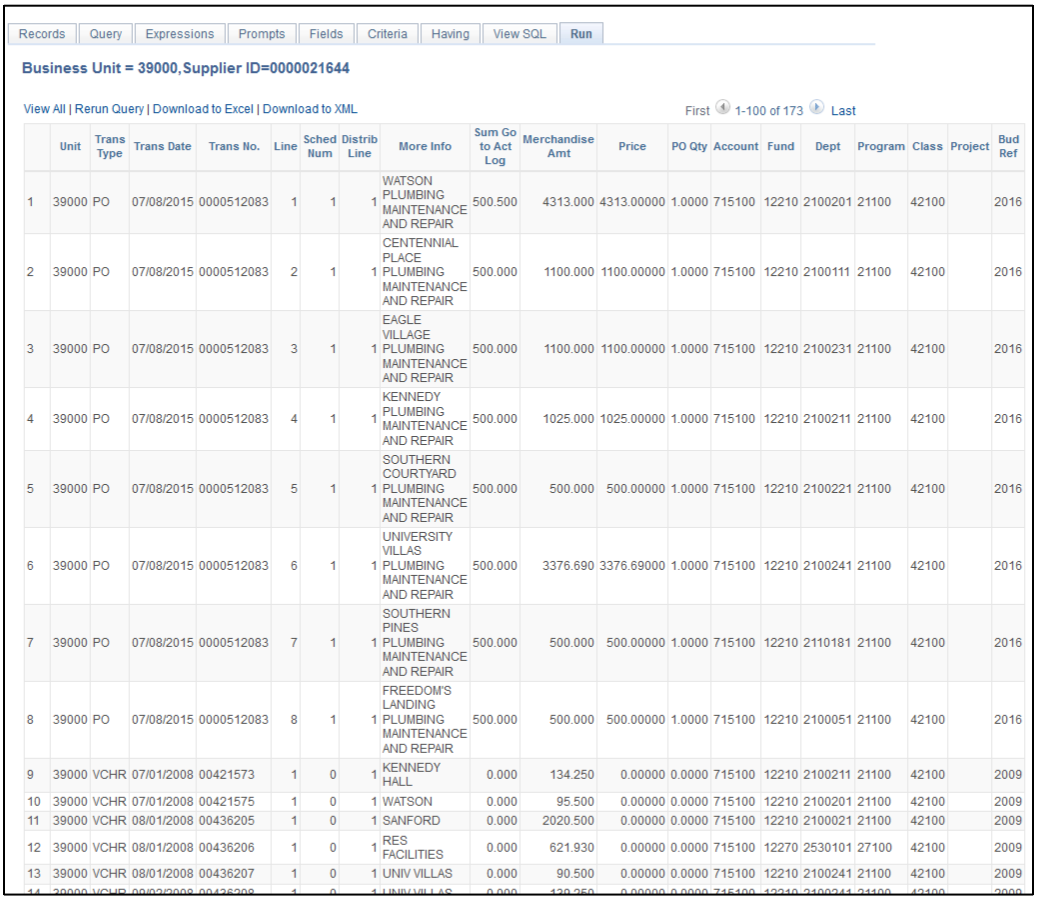


Column		Sort On	Order
Sort by	Supplier	Values	A to Z
Supplier	PO No.	Values	A to Z
Then by	Due	Values	Oldest to Newest

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

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

   In the example above, PO ID 0000512083 was issued on 07/08/2015 and still has a remaining encumbrance of $4,000.50. One possibility is that the ordered items were received, but were invoiced in the system via a Non-PO voucher. The BOR_POAP_SUPPLIER query can aid you in identifying whether this is the case for this PO.



Business Unit = 39000,Supplier ID=0000021644

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	Unit	Trans Type	Trans Date	Trans No.	Line	Sched Num	Distrib Line	More Info	Sum Go to Act Log	Merchandise Amt	Price	PO Qty	Account	Fund	Dept	Program	Class	Project	Bud Ref
1	39000	PO	07/08/2015	0000512083	1	1	1	WATSON PLUMBING MAINTENANCE AND REPAIR	500.500	4313.000	4313.00000	1.0000	715100	12210	2100201	21100	42100		2016
2	39000	PO	07/08/2015	0000512083	2	1	1	CENTENNIAL PLACE PLUMBING MAINTENANCE AND REPAIR	500.000	1100.000	1100.00000	1.0000	715100	12210	2100111	21100	42100		2016
3	39000	PO	07/08/2015	0000512083	3	1	1	EAGLE VILLAGE PLUMBING MAINTENANCE AND REPAIR	500.000	1100.000	1100.00000	1.0000	715100	12210	2100231	21100	42100		2016
4	39000	PO	07/08/2015	0000512083	4	1	1	KENNEDY PLUMBING MAINTENANCE AND REPAIR	500.000	1025.000	1025.00000	1.0000	715100	12210	2100211	21100	42100		2016
5	39000	PO	07/08/2015	0000512083	5	1	1	SOUTHERN COURTYARD PLUMBING MAINTENANCE AND REPAIR	500.000	500.000	500.00000	1.0000	715100	12210	2100221	21100	42100		2016
6	39000	PO	07/08/2015	0000512083	6	1	1	UNIVERSITY VILLAS PLUMBING MAINTENANCE AND REPAIR	500.000	3376.690	3376.69000	1.0000	715100	12210	2100241	21100	42100		2016
7	39000	PO	07/08/2015	0000512083	7	1	1	SOUTHERN PINES PLUMBING MAINTENANCE AND REPAIR	500.000	500.000	500.00000	1.0000	715100	12210	2110181	21100	42100		2016
8	39000	PO	07/08/2015	0000512083	8	1	1	FREEDOM'S LANDING PLUMBING MAINTENANCE AND REPAIR	500.000	500.000	500.00000	1.0000	715100	12210	2100051	21100	42100		2016
9	39000	VCHR	07/01/2008	00421573	1	0	1	KENNEDY HALL	0.000	134.250	0.00000	0.0000	715100	12210	2100211	21100	42100		2009
10	39000	VCHR	07/01/2008	00421575	1	0	1	WATSON	0.000	95.500	0.00000	0.0000	715100	12210	2100201	21100	42100		2009
11	39000	VCHR	08/01/2008	00436205	1	0	1	SANFORD	0.000	2020.500	0.00000	0.0000	715100	12210	2100021	21100	42100		2009
12	39000	VCHR	08/01/2008	00436206	1	0	1	RES FACILITIES	0.000	621.930	0.00000	0.0000	715100	12270	2530101	27100	42100		2009
13	39000	VCHR	08/01/2008	00436207	1	0	1	UNIV VILLAS	0.000	90.500	0.00000	0.0000	715100	12210	2100241	21100	42100		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 whether 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 whether the differences have any impact. For instance, Fund and/or Project Grant differences will definitely have an 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.

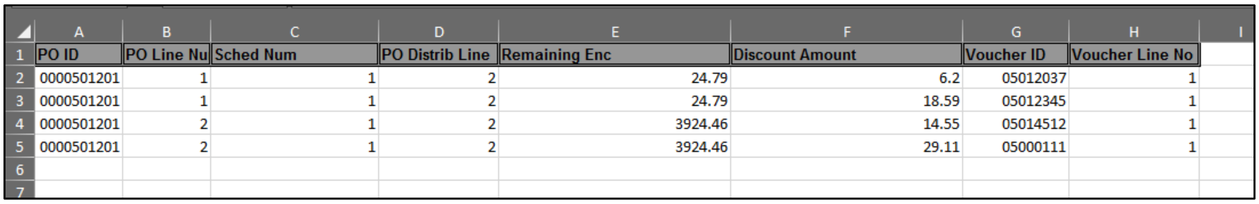
   This completes Step 5, Part 6, Looking for Purchase Orders Invoiced through a Non-PO voucher and Liquidating Encumbrance Balances if Needed.

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.



PO ID	PO Line Nu	Sched Num	PO Distrib Line	Remaining Enc	Discount Amount	Voucher ID	Voucher Line No
0000501201	1	1	2	24.79	6.2	05012037	1
0000501201	1	1	2	24.79	18.59	05012345	1
0000501201	2	1	2	3924.46	14.55	05014512	1
0000501201	2	1	2	3924.46	29.11	05000111	1

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

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

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

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

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

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

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

This completes Step 5, Establishing the Purchasing Cleanup Groundwork.

STEP 6: FINALIZING VOUCHERS AND LIQUIDATING PURCHASE ORDERS WITH REMAINING ENCUMBRANCES AFTER FINAL PAYMENT

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

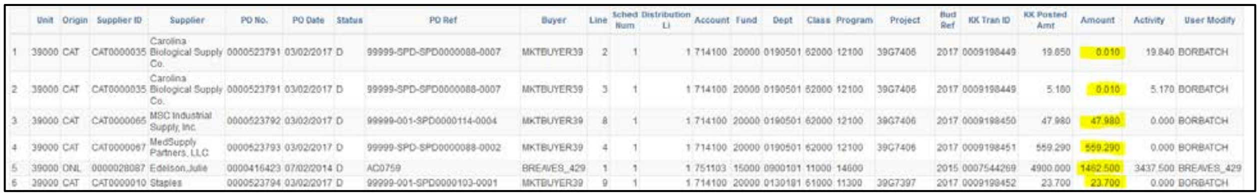
Note: Refer to PSFIN Business Process AP.020.120 for more information on finalizing a voucher to liquidate a purchase order. Only vouchers with an Accounting Date in the current open period are available for finalization. If no voucher exists meeting this criteria, it will be necessary to manually close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

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

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

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

Note: You may wish to run this query to Excel for easier manipulation of the data. The Amount column shows the amount still encumbered on the PO.



	Unit	Origin	Supplier ID	Supplier	PO No.	PO Date	Status	PO Ref	Buyer	Line	Sched Num	Distribution Li	Account	Fund	Dept	Class	Program	Project	Bud Ref	KK Tran ID	KK Posted Amt	Amount	Activity	User Modify
1	39000	CAT	CAT0000035	Carolina Biological Supply Co.	0000523791	03/02/2017	D	99999-SPD-SPD0000088-0007	MKTBUYER39	2	1	1	714100	20000	0190501	62000	12100	39G7406	2017	0009198449	19.850	0.010	19.840	BORBATCH
2	39000	CAT	CAT0000035	Carolina Biological Supply Co.	0000523791	03/02/2017	D	99999-SPD-SPD0000088-0007	MKTBUYER39	3	1	1	714100	20000	0190501	62000	12100	39G7406	2017	0009198449	5.180	0.010	5.170	BORBATCH
3	39000	CAT	CAT0000065	MSC Industrial Supply, Inc.	0000523792	03/02/2017	D	99999-001-SPD0000114-0004	MKTBUYER39	8	1	1	714100	20000	0190501	62000	12100	39G7406	2017	0009198450	47.980	47.980	0.000	BORBATCH
4	39000	CAT	CAT0000067	MedSupply Partners, LLC	0000523793	03/02/2017	D	99999-SPD-SPD0000088-0002	MKTBUYER39	4	1	1	714100	20000	0190501	62000	12100	39G7406	2017	0009198451	559.290	559.290	0.000	BORBATCH
5	39000	ONL	0000028087	Edelson,Julie	0000416423	07/02/2014	D	AC0759	BREAVES_429	1	1	1	751103	15000	0900101	11000	14600		2015	0007544269	4900.000	1462.500	3437.500	BREAVES_429
6	39000	CAT	CAT0000010	Staples	0000523794	03/02/2017	D	99999-001-SPD0000103-0001	MKTBUYER39	9	1	1	714100	20000	0130181	61000	11300	39G7397	2017	0009198452	23.700	23.700	0.000	BORBATCH

Now that you have identified any purchase orders with an encumbrance balance in Commitment Control, you will need to determine whether the PO line should be liquidated and closed. If so, you will finalize the vouchers or cancel/close individual PO lines or the entire purchase order to liquidate the balance.

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

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

PART 2: FINALIZING VOUCHERS AND LIQUIDATING PURCHASE ORDERS

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

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

OPTION 1: FINALIZING AND RELIEVING ALL LINES ON A PO

Process

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

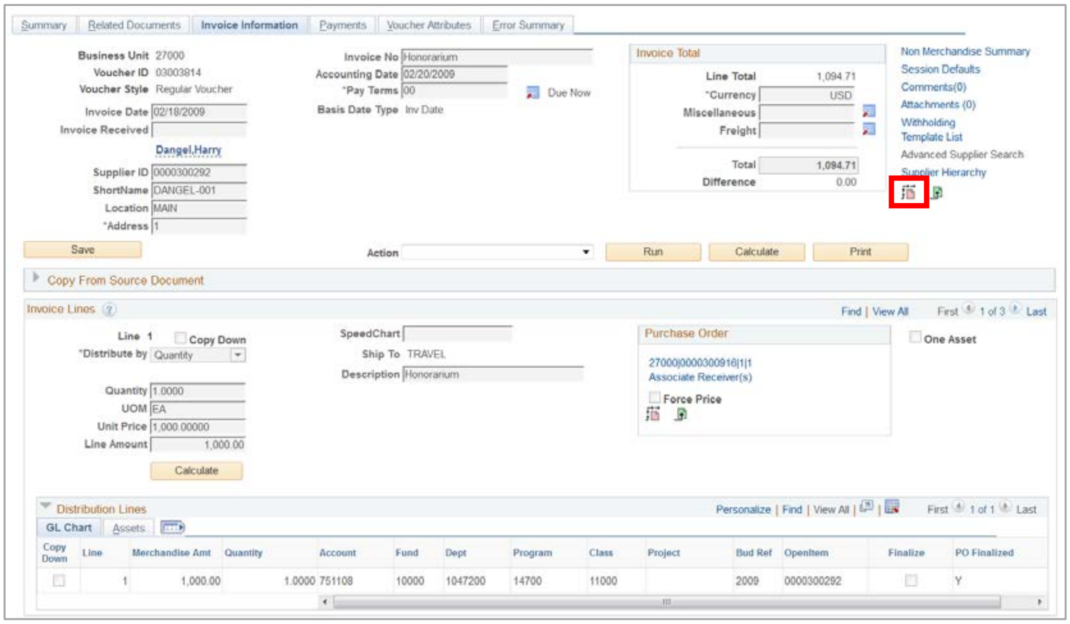
2. Click on the **Find an Existing Value** tab. The **Voucher – Find an Existing Value** page displays.

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

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

5. Click on Search. The **Summary** page displays.

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


Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary
Due Now
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
Find | View All
First 1 of 3 Last
Calculate
Associate Receiver(s)
Personalize | Find | View All |
First 1 of 1 Last
GL Chart
Assets

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

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

SpeedChart
Ship To TRAVEL
Description Honorarium

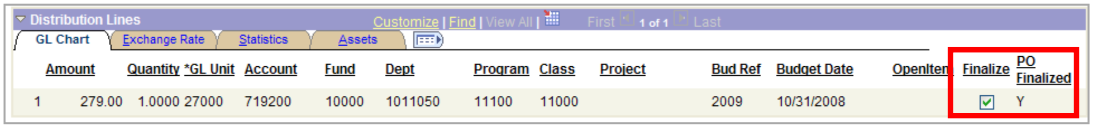
Purchase Order
27000|0000300916|1|1
☐ Force Price
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	Account	Fund	Dept	Program	Class	Project	Bud Ref	OpenItem	Finalize	PO Finalized
☐	1	1,000.00	1.0000	751108	10000	1047200	14700	11000		2009	0000300292	☐	Y

7. Click on **Finalize** icon in the Voucher Header. The **Finalize** check box for all lines will be clicked ON.

8. Click on Save. Once the voucher is budget checked, the **PO Finalized** status will be **Y**.


Distribution Lines
Customize | Find | View All |
First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets

	Amount	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project	Bud Ref	Budget Date	OpenIten	Finalize	PO Finalized
1	279.00	1.0000	27000	719200	10000	1011050	11100	11000		2009	10/31/2008		☑	Y

9. Run the **Budget Check** batch process to generate the encumbrance reversals.

You can also finalize individual PO lines, as shown in Option 2.

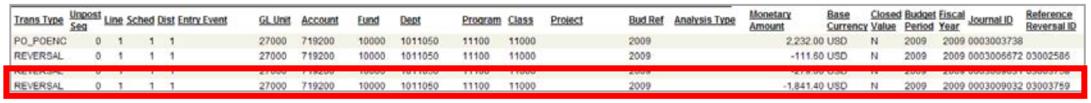
OPTION 2: FINALIZING INDIVIDUAL PO LINES

Process

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

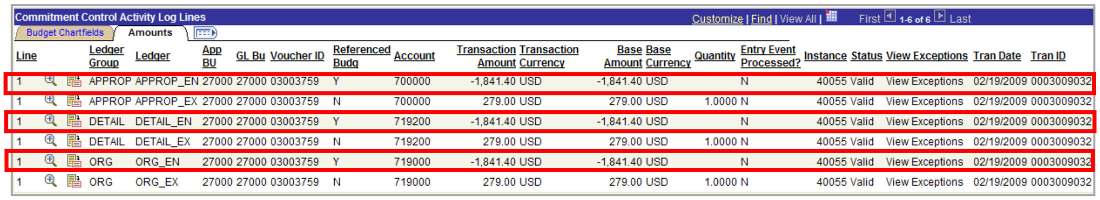
   After the **Finalize** action is taken **on all vouchers associated with purchase orders you intend to close and liquidate**, the following steps will need to be taken.

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



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	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID
PO_POENC	0	1	1	1		27000	719200	10000	1011050	11100	11000		2009		2,232.00	USD	N	2009	2009	0003003738	
REVERSAL	0	1	1	1		27000	719200	10000	1011050	11100	11000		2009		-111.60	USD	N	2009	2009	0003006672	03002586
REVERSAL	0	1	1	1		27000	719200	10000	1011050	11100	11000		2009		-279.00	USD	N	2009	2009	[illegible]	[illegible]
REVERSAL	0	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

Line	Ledger Group	Ledger	App BU	GL Bu	Voucher ID	Referenced Budg	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	0003009032
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	0003009032
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	0003009032
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	0003009032
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	0003009032
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	0003009032

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

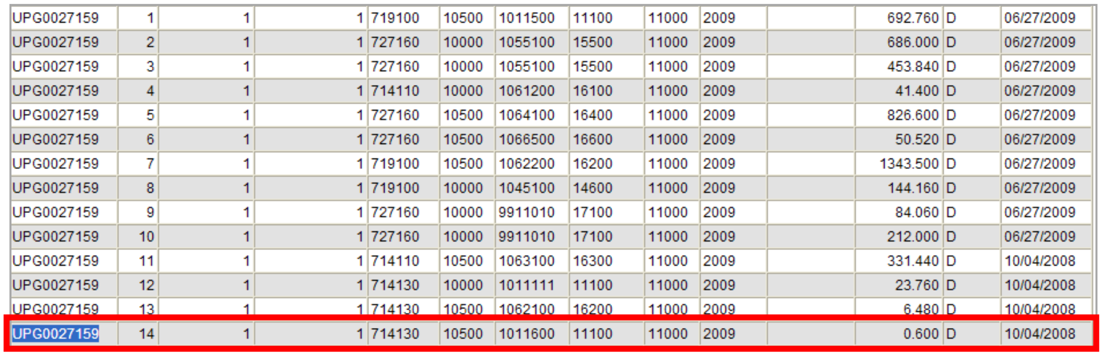
   - **Voucher Post** – Refer to PSFIN Business Process AP.030.030
   - **Journal Generate** – Refer to PSFIN Business Process GL.030.001

   Both Options A and B can be used for POs where the Finalize process is available. For POs where the Finalize process is not available, you have to use Option C to manually close the PO.

OPTION 3: MANUALLY CLOSING A PO IF THE FINALIZE PROCESS IS NOT AN OPTION

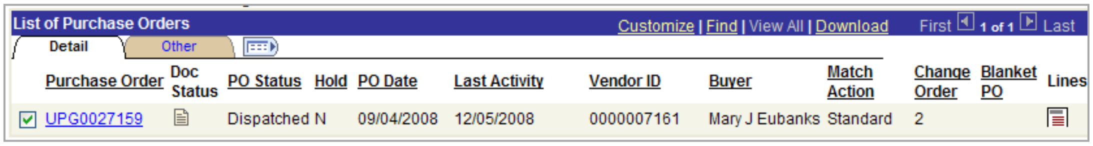
The alternative to finalizing a voucher when a voucher is not available in the current/open period is to manually close purchase orders via the Buyer's Workbench. If this route is taken, the steps will be the same except that **you will be required to budget check the PO in order to liquidate the remaining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

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



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.



	Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
☑	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.

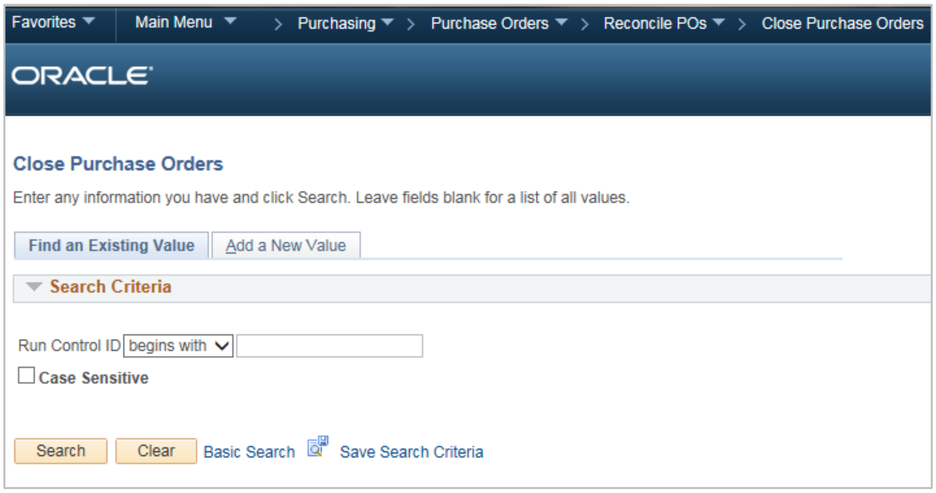
3. If you wish to force-close only specific lines that do not appear as **Qualified** for closure, you can accomplish this using the Buyer's Workbench.

    - Click on the **Lines** icon to the far right of the PO ID for which you want to select the specific lines for closure to display the **Purchase Order Lines** page.
    - All lines are selected by default on the **Purchase Order Lines** page, so you will need to click the check box OFF for those lines you do not wish to close.
    - Once you have specified the lines for closure, click on the **Return to Buyer's WorkBench** link and run the closing process by clicking on Close.

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

Process

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


Favorites
Main Menu
Purchasing
Purchase Orders
Reconcile POs
Close Purchase Orders
ORACLE
Find an Existing Value
Add a New Value
Search Criteria
Search
Clear
Basic Search
Save Search Criteria

Close Purchase Orders

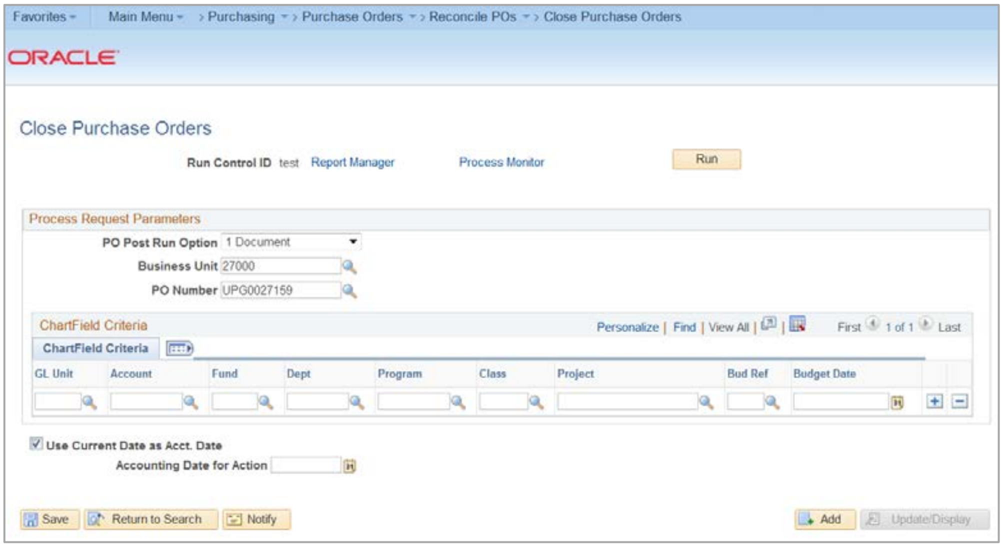
Enter any information you have and click Search. Leave fields blank for a list of all values.

Run Control ID begins with

☐ Case Sensitive

2. Enter an existing or create a new **Run Control ID**.

3. Click on Search. The **Close Purchase Orders** page displays.


Favorites
Main Menu
Purchasing
Purchase Orders
Reconcile POs
Close Purchase Orders
ORACLE
Report Manager
Process Monitor
Run
Process Request Parameters
ChartField Criteria
Personalize | Find | View All
First 1 of 1 Last
Save
Return to Search
Notify
Add
Update/Display

Close Purchase Orders

Run Control ID test

PO Post Run Option 1 Document

Business Unit 27000

PO Number UPG0027159

GL Unit	Account	Fund	Dept	Program	Class	Project	Bud Ref	Budget Date

☑ Use Current Date as Acct. Date

Accounting Date for Action

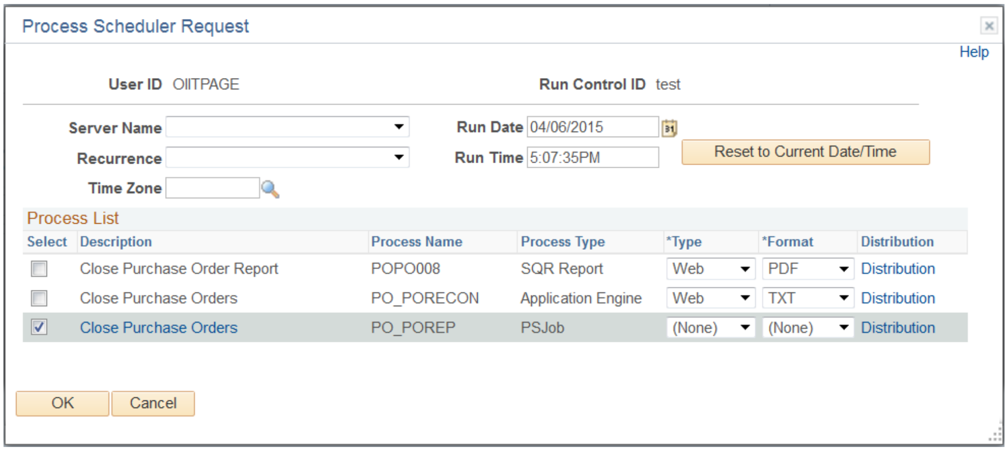
4. Specify the **PO Post Run Option**.

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
Run Date 04/06/2015
Recurrence
Run Time 5:07:35PM
Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	Close Purchase Order Report	POPO008	SQR Report	Web	PDF	Distribution
☐	Close Purchase Orders	PO_PORECON	Application Engine	Web	TXT	Distribution
☑	Close Purchase Orders	PO_POREP	PSJob	(None)	(None)	Distribution

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

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

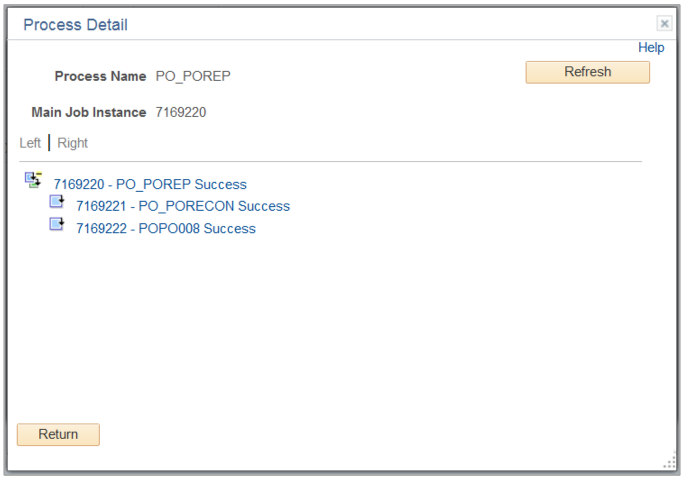
11. Click on the **Process Monitor** link. The **Process List** page displays.

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

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

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

13. Click on the **PO_POREP** link. The **Process Detail** page displays.



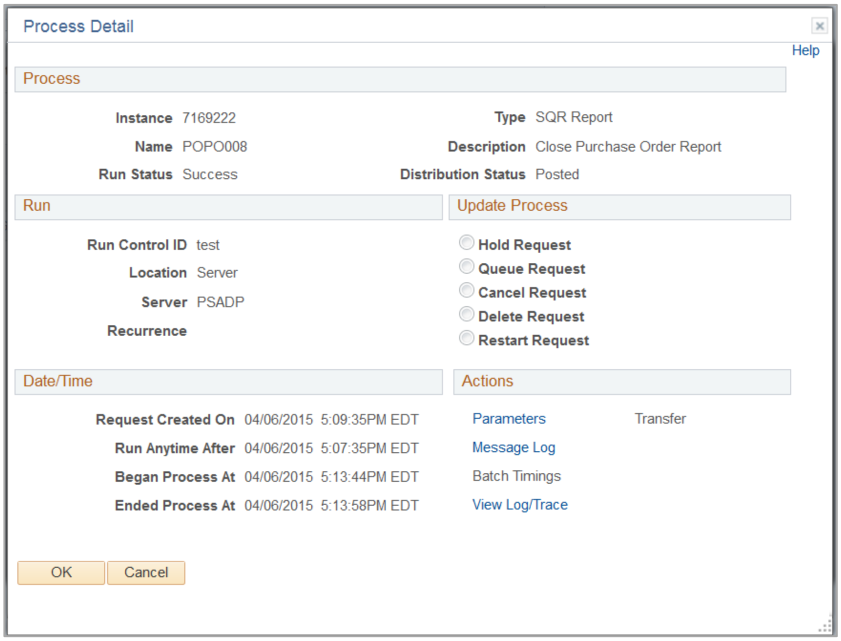
Process Detail

Process Name PO_POREP

Main Job Instance 7169220

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

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



Process Detail

Process

Instance 7169222
Type SQR Report
Name POPO008
Description Close Purchase Order Report
Run Status Success
Distribution Status Posted

Run

Run Control ID test
Location Server
Server PSADP
Recurrence

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
○ Delete Request
○ Restart Request

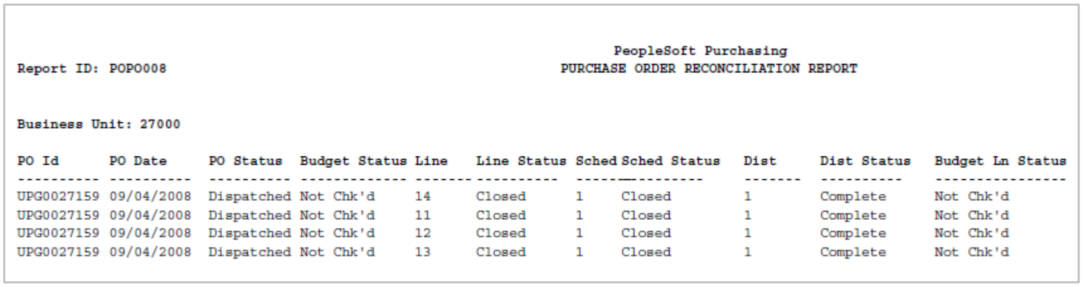
Date/Time

Request Created On 04/06/2015 5:09:35PM EDT
Run Anytime After 04/06/2015 5:07:35PM EDT
Began Process At 04/06/2015 5:13:44PM EDT
Ended Process At 04/06/2015 5:13:58PM EDT

Actions

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

16. Click on the **popo008_XXXXX.PDF** link, where XXXXX is the process instance number. A new window opens to display the PDF file.

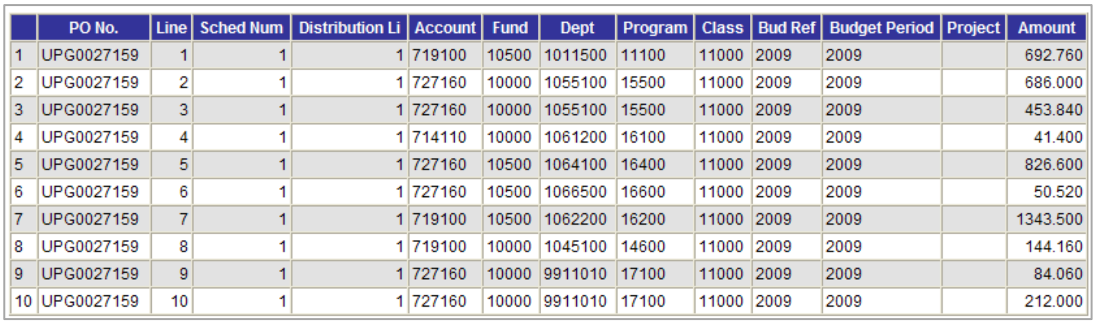


```
                                                                 PeopleSoft Purchasing
Report ID: POPO008                                         PURCHASE ORDER RECONCILIATION REPORT


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



	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 ID for all document types.
2. **Column D- Tran Type**: Indicates the document type reflected on that line; PO, VCHR (Voucher) or RCVR (Receiver).
3. **Columns V, W, and X - PO Line, PO Sched, and PO Dist**: Contains the related PO Line Number, Schedule Number, and Distribution Number for all transactions listed.
4. **Columns Y, Z, and AA - Voucher, Voucher Line, and Voucher Dist**: Contains the related voucher information for voucher transactions ONLY.
5. **Columns AB, AC, AD, and AE - Receiver, Receiver Line, Receiver Shipment, and Receiver Dist**: Contains the related receiver information for receiver transactions AND for voucher transactions copied in from that receiver.

Process

1. **Voucher(s) against this PO\Line\Schedule\Distribution.**
    - Finalize the Distribution line through any of the vouchers listed as charged against that Distribution.
    - Budget check and post the voucher.
    - The Encumbrance should be relieved.
2. **No Voucher(s) against the distribution and no other Distributions for the same PO\Line\Schedule.**

- If there are no other distributions for the same PO Line\Schedule, you should be able to cancel the Schedule through the PO.
  - First, however, you may need to cancel receiver line shipments entered against that PO\Line\Schedule.
  - The BOR_PO_UNRECON query will also show any Receivers entered against the PO\Line\Schedule.

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

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

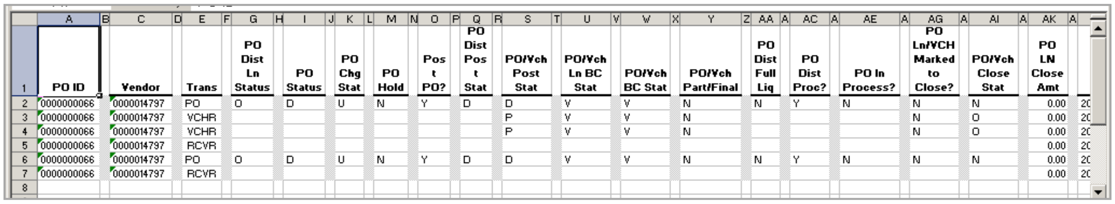
3. **No Voucher(s) against any Distribution for the same PO\Line\Schedule.**

- If there are NO vouchers entered against any distribution for the same PO\Line\Schedule, determine if ALL distributions for the PO\Line\Schedule can be closed.
  - If not, attempt to create a change order against the PO\Line\Schedule to cancel the distribution for which the encumbrance should be relieved.
- Be sure to complete all required processing – Budget Checking, Approval, and Dispatching.
- If there are any unmatched receivers against the Schedule, you will need to first cancel the receiver line shipment. The BOR_PO_UNRECON query will also show any Receivers entered against the PO\Line\Schedule.
  - **Note: Your institution needs to determine the permissibility and record keeping for canceling receivers in these instances.**

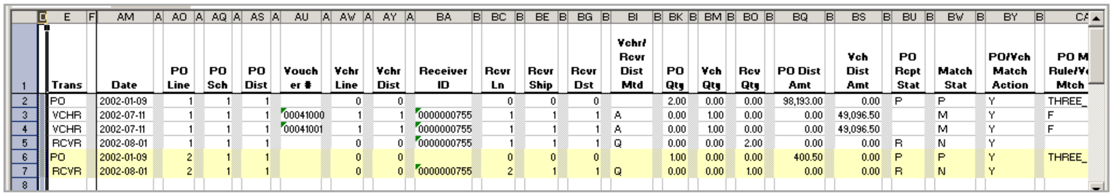
4. **No Voucher(s) against the distribution and other Distributions for the same PO\Line\Schedule With Vouchers entered against them.**

- In this case, the distribution line that does not have a voucher against it can be Canceled. Navigate to the appropriate **Distribution line** > **Statuses** tab and select the ☒ to cancel.

Example 1



	PO ID	Vendor	Trans	PO Dist Ln Status	PO Status	PO Chg Stat	PO Hold	Post PO?	PO Dist Post 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?	PO Ln/VCH Marked to Close?	PO/Vch Close Stat	PO LN Close Amt	
2	0000000066	0000014797	PO	O	D	U	N	Y	D	D	V	V	N	N	Y	N	N	N	0.00	20
3	0000000066	0000014797	VCHR							P	V	V	N				N	O	0.00	20
4	0000000066	0000014797	VCHR							P	V	V	N				N	O	0.00	20
5	0000000066	0000014797	RCVR																0.00	20
6	0000000066	0000014797	PO	O	D	U	N	Y	D	D	V	V	N	N	Y	N	N	N	0.00	20
7	0000000066	0000014797	RCVR																0.00	20
8																				



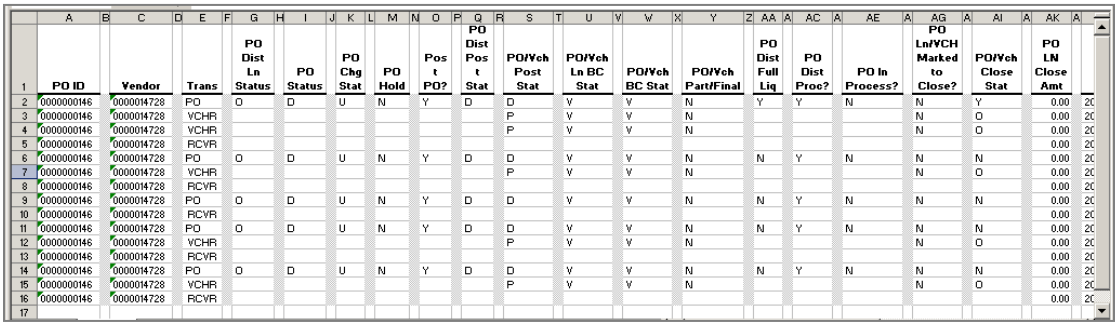
	Trans	Date	PO Line	PO Sch	PO Dist	Voucher #	Vchr Line	Vchr Dist	Receiver ID	Rcvr Ln	Rcvr Ship	Rcvr Dst	Vchr/Rcvr Dist Mtd	PO Qty	Vch Qty	Rcv Qty	PO Dist Amt	Vch Dist Amt	PO Rcpt Stat	Match Stat	PO/Vch Match Action	PO M Rule/V Mtch
2	PO	2002-01-09	1	1	1		0	0		0	0	0		2.00	0.00	0.00	98,193.00	0.00	P	P	Y	THREE_
3	VCHR	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
4	VCHR	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
5	RCVR	2002-08-01	1	1	1		0	0	0000000755	1	1	1	Q	0.00	0.00	2.00	0.00	0.00	R	N	Y	
6	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_
7	RCVR	2002-08-01	2	1	1		0	0	0000000755	2	1	1	Q	0.00	0.00	1.00	0.00	0.00	R	N	Y	
8																						

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.

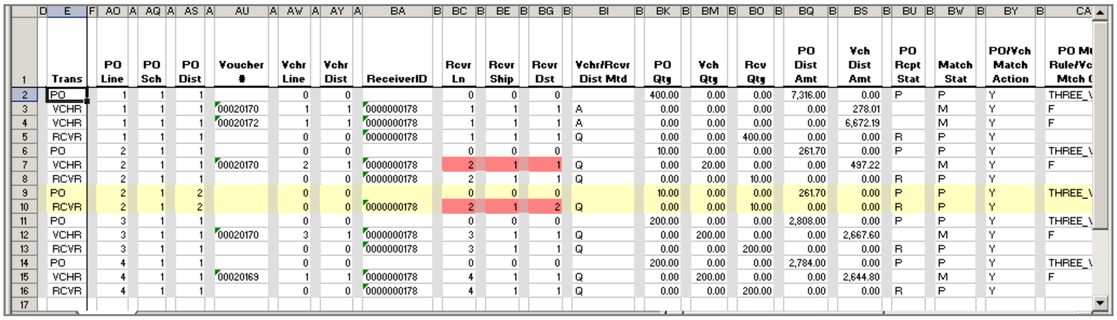
However, Receiver #00000000755, Line 2, Shipment 1, Distribution 1 has been entered against the line but has not been copied into a voucher. Note that there is no VCHR transaction line bearing the same Receiver ID, Receiver Line and Receiver Shipment.

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



	PO ID	Vendor	Trans	PO Dist Ln Status	PO Status	PO Chg Stat	PO Hold	Post PO?	PO Dist Post 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?	PO Ln/VCH Marked to Close?	PO/Vch Close Stat	PO LN Close Amt	
2	0000000146	0000014728	PO	O	D	U	N	Y	D	D	V	V	N	Y	Y	N	N	Y	0.00	20
3	0000000146	0000014728	VCHR							P	V	V	N				N	O	0.00	20
4	0000000146	0000014728	VCHR							P	V	V	N				N	O	0.00	20
5	0000000146	0000014728	RCVR																0.00	20
6	0000000146	0000014728	PO	O	D	U	N	Y	D	D	V	V	N	N	Y	N	N	N	0.00	20
7	0000000146	0000014728	VCHR							P	V	V	N				N	O	0.00	20
8	0000000146	0000014728	RCVR																0.00	20
9	0000000146	0000014728	PO	O	D	U	N	Y	D	D	V	V	N	N	Y	N	N	N	0.00	20
10	0000000146	0000014728	RCVR																0.00	20
11	0000000146	0000014728	PO	O	D	U	N	Y	D	D	V	V	N	N	Y	N	N	N	0.00	20
12	0000000146	0000014728	VCHR							P	V	V	N				N	O	0.00	20
13	0000000146	0000014728	RCVR																0.00	20
14	0000000146	0000014728	PO	O	D	U	N	Y	D	D	V	V	N	N	Y	N	N	N	0.00	20
15	0000000146	0000014728	VCHR							P	V	V	N				N	O	0.00	20
16	0000000146	0000014728	RCVR																0.00	20
17																				



1	Trans	PO Line	PO Sch	PO Dist	Voucher #	Vchr Line	Vchr Dist	ReceiverID	Rcvr Ln	Rcvr Ship	Rcvr Dst	Vchr/Rcvr Dist Mtd	PO Qty	Vch Qty	Rcv Qty	PO Dist Amt	Vch Dist Amt	PO Rcpt Stat	Match Stat	PO/Vch Match Action	PO Mt Rule/Vc Mtch (
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	00020170	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	00020172	1	1	0000000178	1	1	1	A	0.00	0.00	0.00	0.00	6,672.19		M	Y	F
5	RCVR	1	1	1		0	0	0000000178	1	1	1	Q	0.00	0.00	400.00	0.00	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	00020170	2	1	0000000178	2	1	1	Q	0.00	20.00	0.00	0.00	497.22		M	Y	F
8	RCVR	2	1	1		0	0	0000000178	2	1	1	Q	0.00	0.00	10.00	0.00	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	10.00	0.00	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	00020170	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	00020169	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 whether a Receiver has been entered for this PO by running the BOR_PO_NOT_RECEIVED and BOR_PO_PARTIAL_RECVD_SUM queries, as noted in Part 1 of this step. If there is a receiver associated with a purchase order, the receiver/receiver line must be canceled before the PO can be canceled and closed.

In order to be canceled, Purchase Orders must:

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

Process

1. Cancel the purchase orders via the PO Header or the Buyer’s Workbench.
2. Run the batch **PO Dispatch** process. Refer to PSFIN Business Process PO.030.010.
3. Run the batch **PO Budget Check** process to budget check these purchase orders. Refer to PSFIN Business Process PO.030.030.
4. Run the batch **PO Close** process to complete/close the purchase orders. Refer to PSFIN Business Process PO.020.390.
5. Run the batch **PO Budget Check** process to relieve any remaining encumbrances. Refer to PSFIN Business Process PO.030.030.
6. Repeat Steps 1 through 5 to cancel and close any other outstanding purchase orders.

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

   This completes Step 7, Part 2, Canceling and Closing Outstanding Purchase Orders.

PART 3: CANCELING AND CLOSING INDIVIDUAL PURCHASE ORDER LINES THAT NEED TO BE LIQUIDATED

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

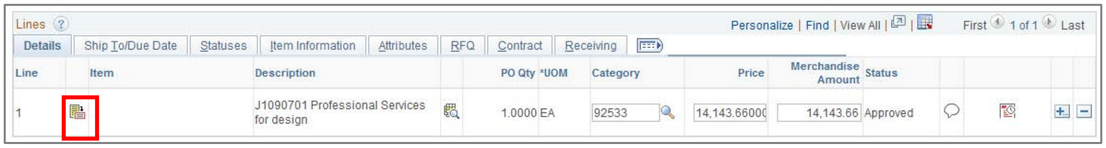
Note 1: Prior to canceling the purchase order line(s), you will need to determine if a Receiver has been entered for this PO by running the BOR_PO_NOT_RECEIVED and BOR_PO_PARTIAL_RECVD_SUM queries, as noted in Part 1 of this step to determine if receiving was required for this PO and if a Receiver has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

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

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

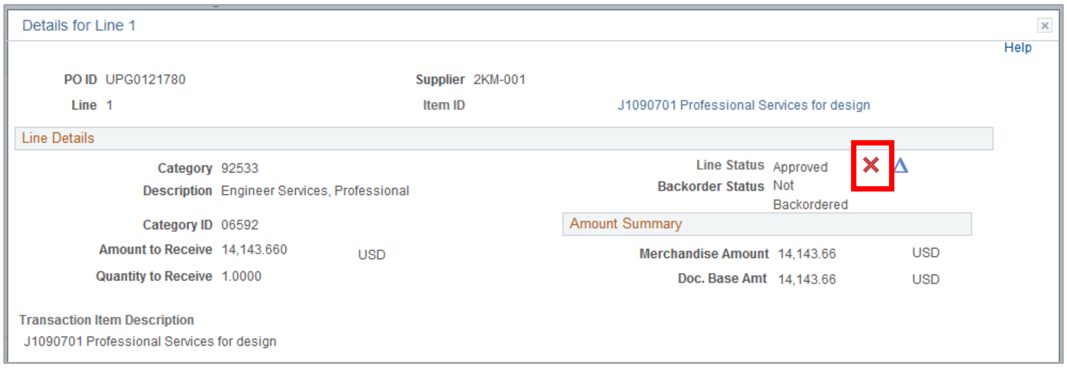
Process

1. Select **Purchasing** > **Purchase Orders** > **Add/Update POs** and locate the **Purchase Order** page for the purchase order where a line(s) need(s) to be canceled.



Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		J1090701 Professional Services for design	1.0000	EA	92533	14,143.66000	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.

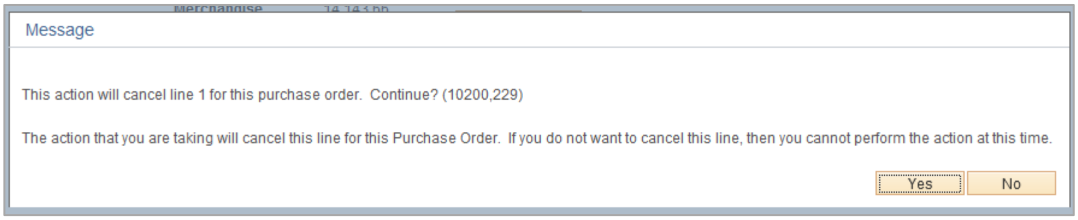


PO ID UPG0121780
Supplier 2KM-001
Line 1
Item ID J1090701 Professional Services for design

Category 92533
Description Engineer Services, Professional
Line Status Approved
Backorder Status Not Backordered
Category ID 06592
Amount to Receive 14,143.660 USD
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.



This action will cancel line 1 for this purchase order. Continue? (10200,229)

The action that you are taking will cancel this line for this Purchase Order. If you do not want to cancel this line, then you cannot perform the action at this time.

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

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

5. Click Save.

6. Budget Check the purchase order.

7. Dispatch the purchase order.

8. Run the **Purchase Order Close** process against the purchase order. Refer to PSFIN Business Process PO.020.390.

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

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

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

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

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

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

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

Process

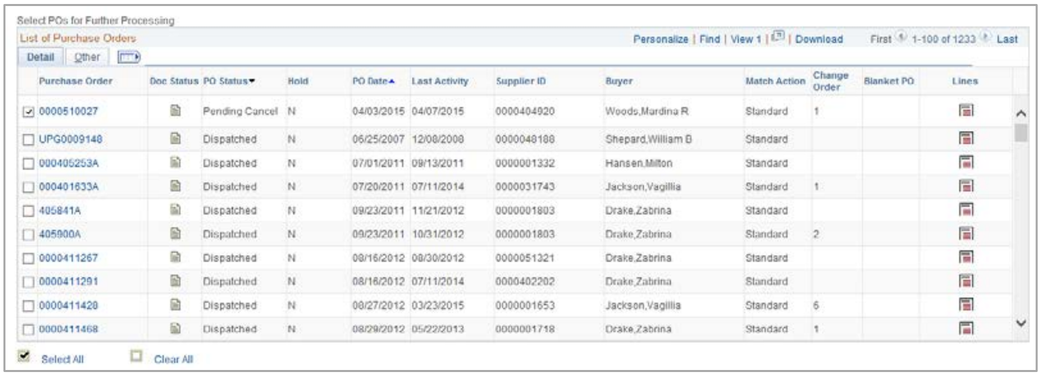
1. Select **Purchasing** > **Purchase Orders** > **Buyer's Workbench.** The **Buyer's Workbench – Find an Existing Value** page displays.

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

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

4. Leave all the **Search Criteria** fields **blank**.

5. Click on Search. The Buyer's Workbench page displays with a **List of Purchase Orders.** You can click on the PO Status heading to sort the PO's by Status.



Select POs for Further Processing

List of Purchase Orders

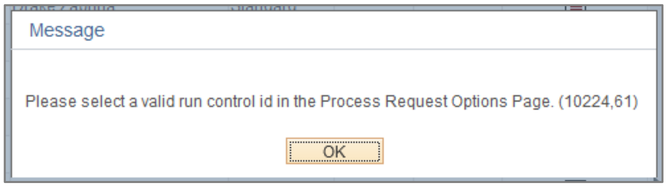
Personalize | Find | View 1 | Download First 1-100 of 1233 Last
Detail
Other

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

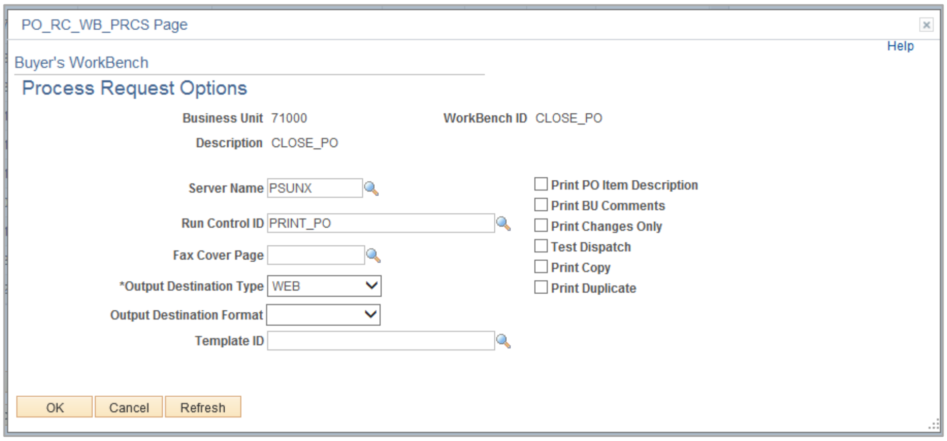


Message

Please select a valid run control id in the Process Request Options Page. (10224,61)

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.



PO_RC_WB_PRCS Page

Buyer's WorkBench

Process Request Options

Business Unit 71000

WorkBench ID CLOSE_PO

Description CLOSE_PO

Server Name PSUNX

Run Control ID PRINT_PO

Fax Cover Page

*Output Destination Type WEB

Output Destination Format

Template ID

☐ Print PO Item Description
☐ Print BU Comments
☐ Print Changes Only
☐ Test Dispatch
☐ Print Copy
☐ Print Duplicate

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.

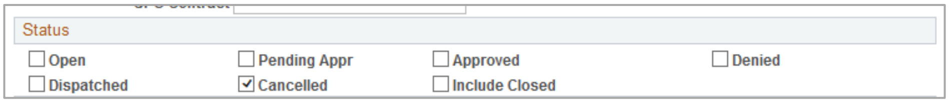
    Note: Be sure to review the Process Monitor Message Log to ensure the process runs to success and verify the number of PO Headers successfully closed.

    - 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

☐ Open ☐ Pending Appr ☐ Approved ☐ Denied

☐ Dispatched ☑ Cancelled ☐ 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

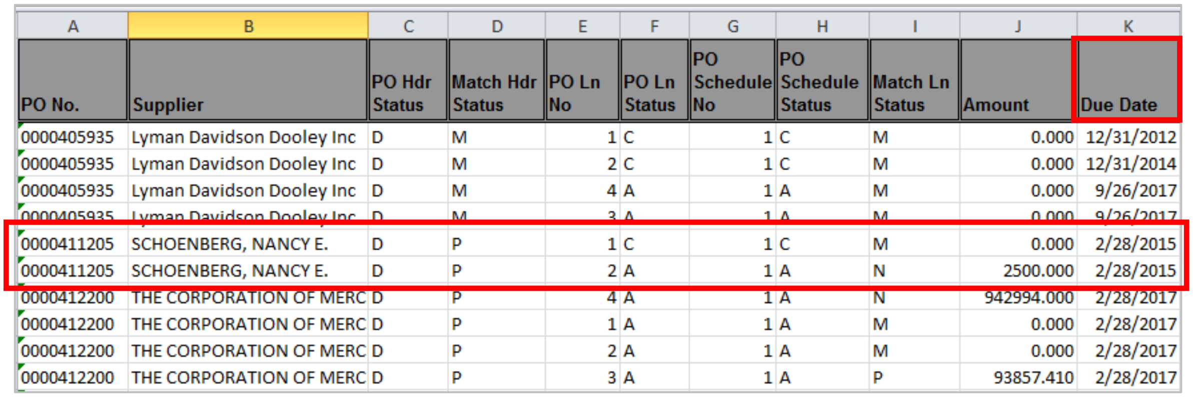
In Step 8, you will troubleshoot any purchase orders that will not reconcile. Some examples are shown below.

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 are met; this criteria includes the PO Scheduled Due Date having passed, even if the remaining amount on the PO is 0.00.

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



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.

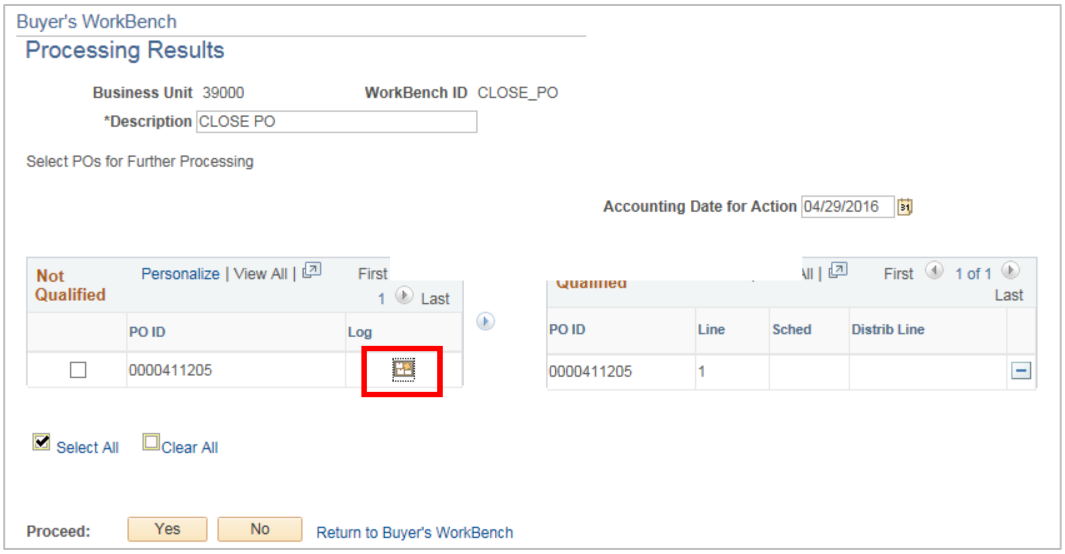
PART 2: FORCING PURCHASE ORDERS TO CLOSE

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

	PO ID	Log
☐	0000411205	

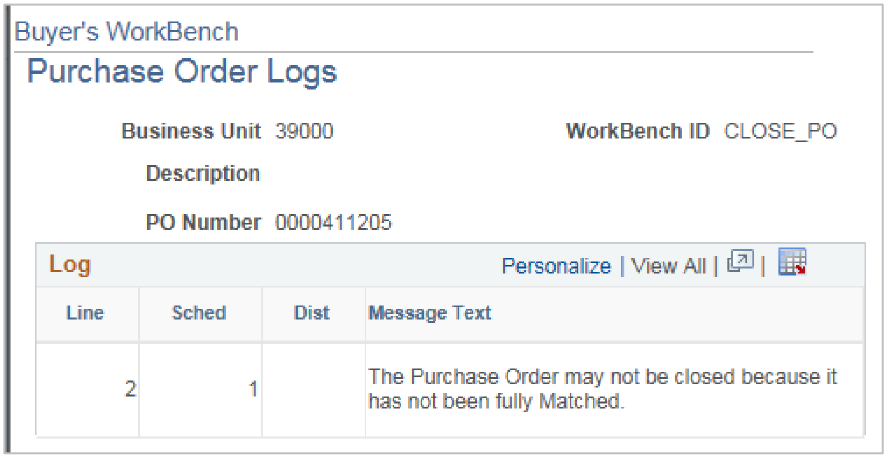
Qualified

PO ID	Line	Sched	Distrib Line
0000411205	1		

- 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

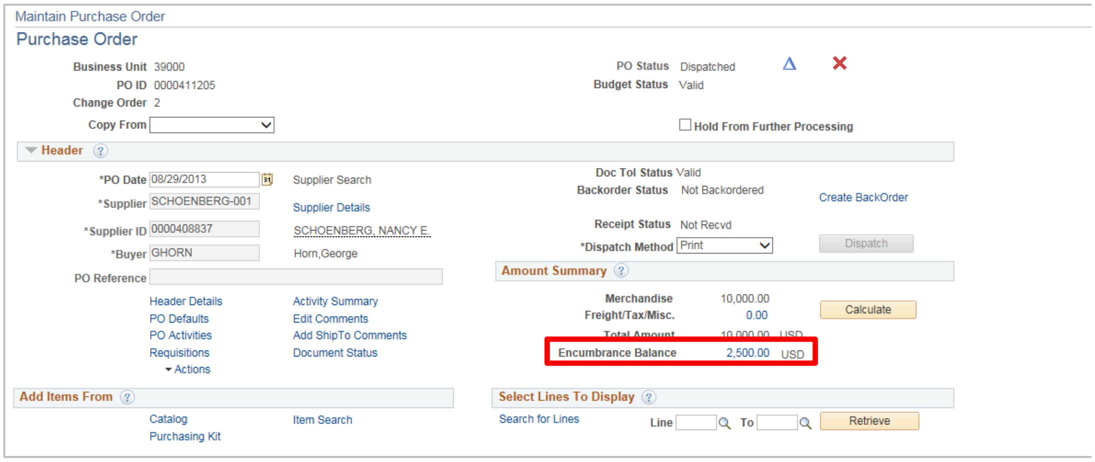
Line	Sched	Dist	Message Text
2	1		The Purchase Order may not be closed because it has not been fully Matched.

Personalize | View All |

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
PO Status Dispatched
Budget Status Valid
☐ Hold From Further Processing

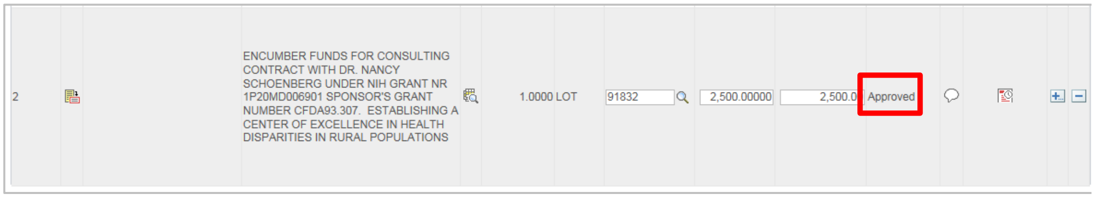
Header

*PO Date 08/29/2013
*Supplier SCHOENBERG-001
*Supplier ID 0000408837 SCHOENBERG, NANCY E.
*Buyer GHORN Horn,George
PO Reference
Doc Tol Status Valid
Backorder Status Not Backordered
Receipt Status Not Recvd
*Dispatch Method Print

Amount Summary

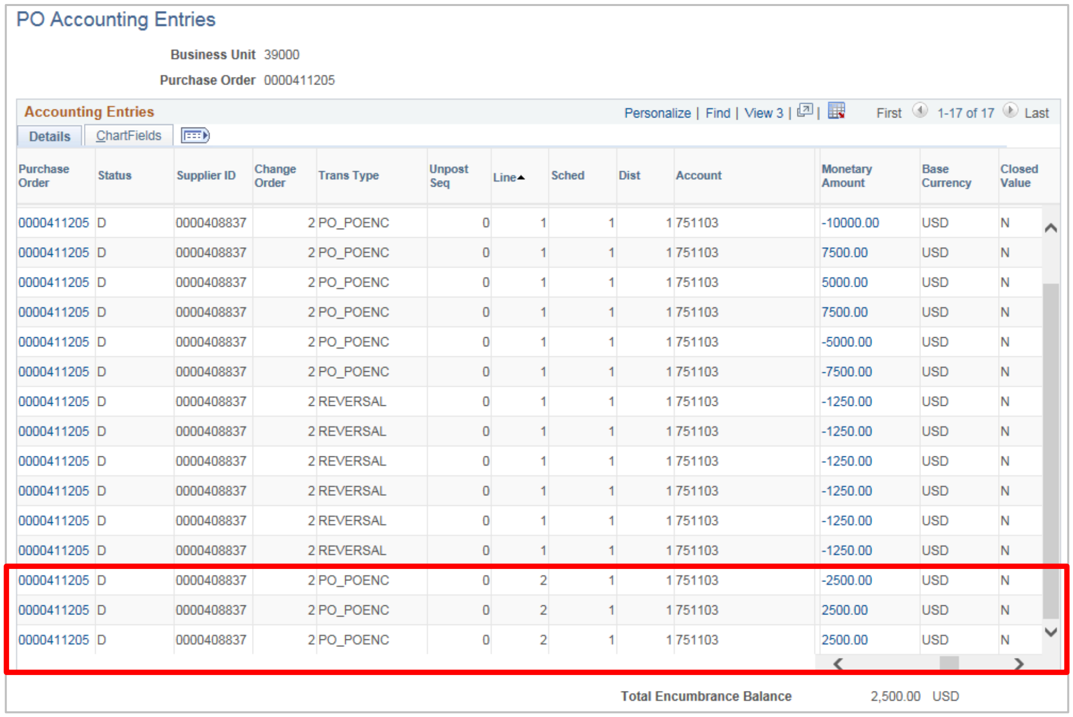
Merchandise 10,000.00
Freight/Tax/Misc. 0.00
Total Amount 10,000.00 USD
Encumbrance Balance 2,500.00 USD

Supplier Search
Supplier Details
Create BackOrder
Dispatch
Header Details
PO Defaults
PO Activities
Requisitions
Actions
Activity Summary
Edit Comments
Add ShipTo Comments
Document Status
Calculate
Add Items From
Catalog
Purchasing Kit
Item Search
Select Lines To Display
Search for Lines
Line
To
Retrieve



2 ENCUMBER FUNDS FOR CONSULTING CONTRACT WITH DR. NANCY SCHOENBERG UNDER NIH GRANT NR 1P20MD006901 SPONSOR'S GRANT NUMBER CFDA93.307. ESTABLISHING A CENTER OF EXCELLENCE IN HEALTH DISPARITIES IN RURAL POPULATIONS 1.0000 LOT 91832 2,500.00000 2,500.0 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

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

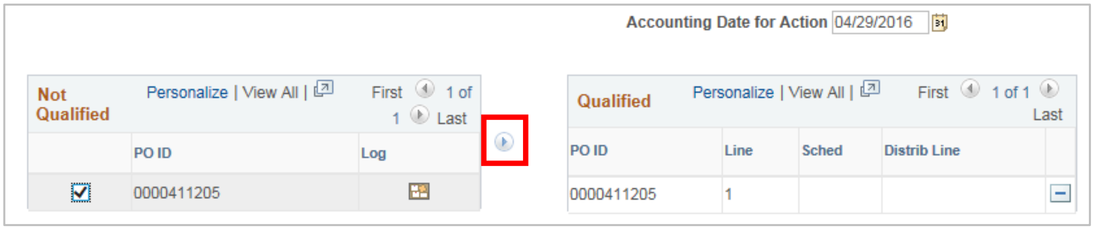
Total Encumbrance Balance 2,500.00 USD

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?

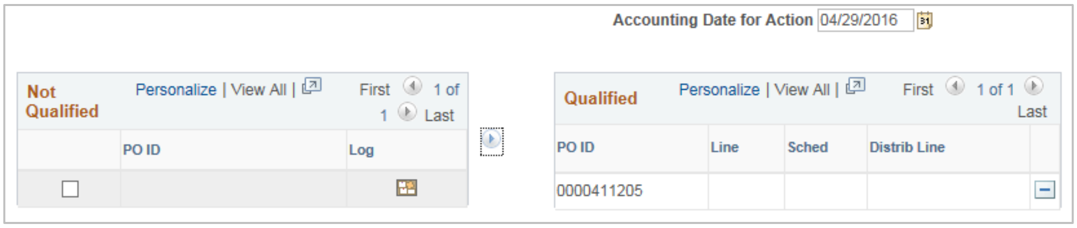
If so, you will manually close the PO via the workbench as show below.

8. Return to the **Processing Results** page in the Buyer's Workbench.


Accounting Date for Action 04/29/2016
Not Qualified
Personalize | View All
First 1 of 1 Last
PO ID
Log
☑ 0000411205
Qualified
Personalize | View All
First 1 of 1 Last
PO ID
Line
Sched
Distrib Line
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
First 1 of 1 Last
PO ID
Log
☐
Qualified
Personalize | View All
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.

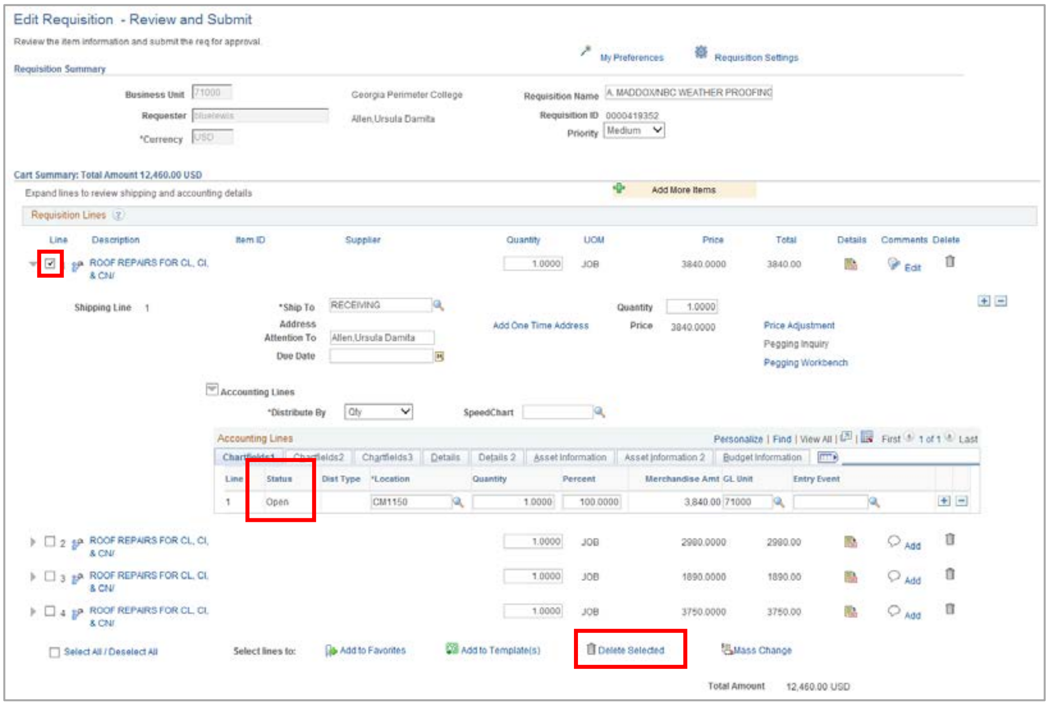
Note: This step may not apply to your institution. You must follow the steps in this process **only** if your institution uses requisitions for pre-encumbering funds.

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.

My Preferences
Requisition Settings

Requisition Summary

Business Unit: 71000 Georgia Perimeter College
Requester: bluelewis Allen,Ursula Damita
*Currency: USD
Requisition Name: A. MADDOX/NBC WEATHER PROOFINC
Requisition ID: 0000419352
Priority: Medium

Cart Summary: Total Amount 12,460.00 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	ROOF REPAIRS FOR CL, CI, & CN/			1.0000	JOB	3840.0000	3840.00		Edit	

Shipping Line 1
*Ship To: RECEIVING
Address
Attention To: Allen,Ursula Damita
Due Date
Quantity: 1.0000
Price: 3840.0000

Add One Time Address
Price Adjustment
Pegging Inquiry
Pegging Workbench

Accounting Lines
*Distribute By: Qty
SpeedChart

Accounting Lines

Personalize | Find | View All | First 1 of 1 Last
Chartfields1
Chartfields2
Chartfields3
Details
Details 2
Asset Information
Asset Information 2
Budget Information

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

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
☐ 2	ROOF REPAIRS FOR CL, CI, & CN/			1.0000	JOB	2980.0000	2980.00		Add	
☐ 3	ROOF REPAIRS FOR CL, CI, & CN/			1.0000	JOB	1890.0000	1890.00		Add	
☐ 4	ROOF REPAIRS FOR CL, CI, & CN/			1.0000	JOB	3750.0000	3750.00		Add	

☐ Select All / Deselect All

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 POENCE BALANCES IN COMMITMENT CONTROL

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

Process

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

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

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

   Note: Use the **Amount** column.

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

This completes Step 10, Reconciling Open PO Encumbrance Balances in Purchasing to Open PO Encumbrance Balances in Commitment Control.

STEP 11: RECONCILING OPEN PRENC BALANCES IN PURCHASING TO OPEN PRENC BALANCES IN COMMITMENT CONTROL

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

Process

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

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

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

   Note: Use the **Amount** column.

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

This completes Step 11, Reconciling Open PO Encumbrance Balances in Purchasing to Open PO Encumbrance Balances in Commitment Control.

STEP 12: UPDATING BUD REF FOR ALL REQUESTERS AT YEAR-END

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

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

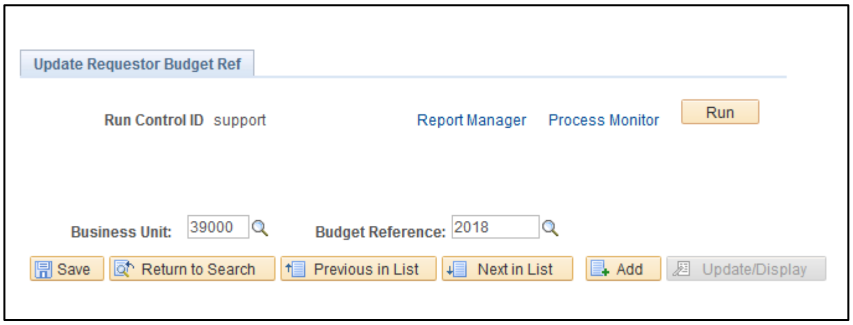
In order to ensure that requisitions are being created against the correct budget during fiscal year-end, institutions can run the **Update Requester Budget Ref** (**BOR_REQ_UPBR)** process that will auto-update the default **Budget Reference** (BUD REF) identified on the **Requester Setup** page for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

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

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

Process

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



Update Requestor Budget Ref

Run Control ID support

Business Unit: 39000

Budget Reference: 2018

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

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

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

4. Click on Run to run the process.

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

Now that you have completed all of your PO Cleanup activities, you will run your Accounts Payable processes.

II. Fiscal Year-End Accounts Payable Cleanup Processing

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

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

PeopleSoft allows 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 are encompassed in the cleanup.

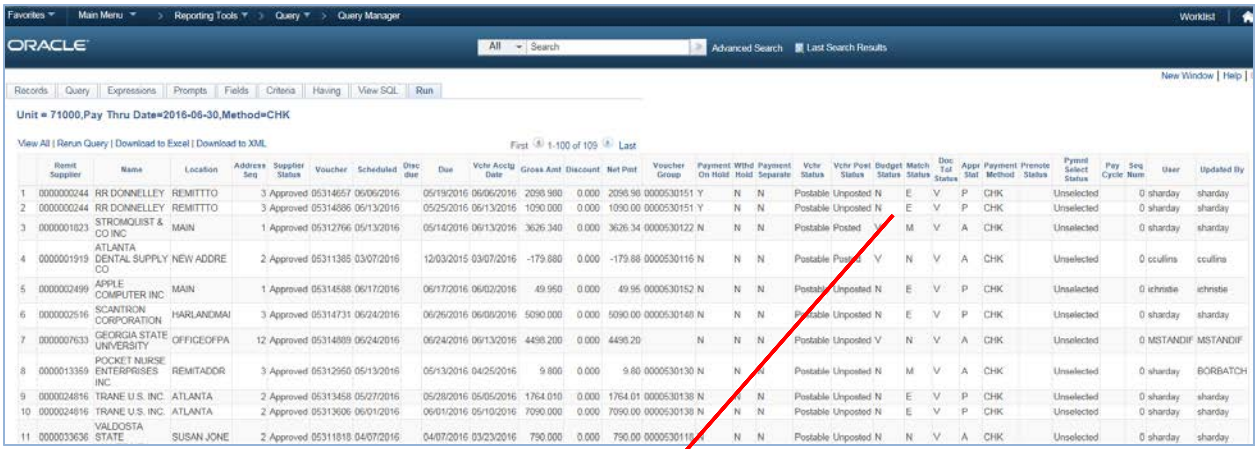
Refer to the individual **PSFIN Business Processes** for the appropriate Security roles to carry out your Year-End Purchasing Cleanup processes.

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 pay cycle for payment.

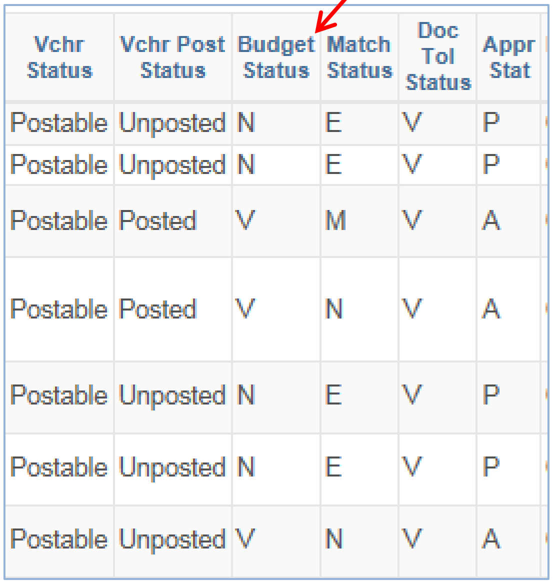


Unit = 71000,Pay Thru Date=2016-06-30,Method=CHK

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

First 1-100 of 109 Last

	Remit Supplier	Name	Location	Address Seq	Supplier Status	Voucher	Scheduled	Disc due	Due	Vchr Acctg Date	Gross Amt	Discount	Net Pmt	Voucher Group	Payment On Hold	Wthd Hold	Payment Separate	Vchr Status	Vchr Post Status	Budget Status	Match Status	Doc Tol Status	Appr Stat	Payment Method	Prenote Status	Pymnt Select Status	Pay Cycle	Seq Num	User	Updated By
1	0000000244	RR DONNELLEY	REMITTTO	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
2	0000000244	RR DONNELLEY	REMITTTO	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
3	0000001823	STROMQUIST & CO INC	MAIN	1	Approved	05312766	05/13/2016		05/14/2016	06/13/2016	3626.340	0.000	3626.34	0000530122	N	N	N	Postable	Posted	V	M	V	A	CHK		Unselected		0	sharday	sharday
4	0000001919	ATLANTA 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	ccullins	cculins
5	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	ichristie	ichristie
6	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
7	0000007633	GEORGIA STATE UNIVERSITY	OFFICEOFPA	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
8	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
9	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
10	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
11	0000033636	VALDOSTA STATE	SUSAN JONE	2	Approved	05311818	04/07/2016		04/07/2016	03/23/2016	790.000	0.000	790.00	0000530118	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.

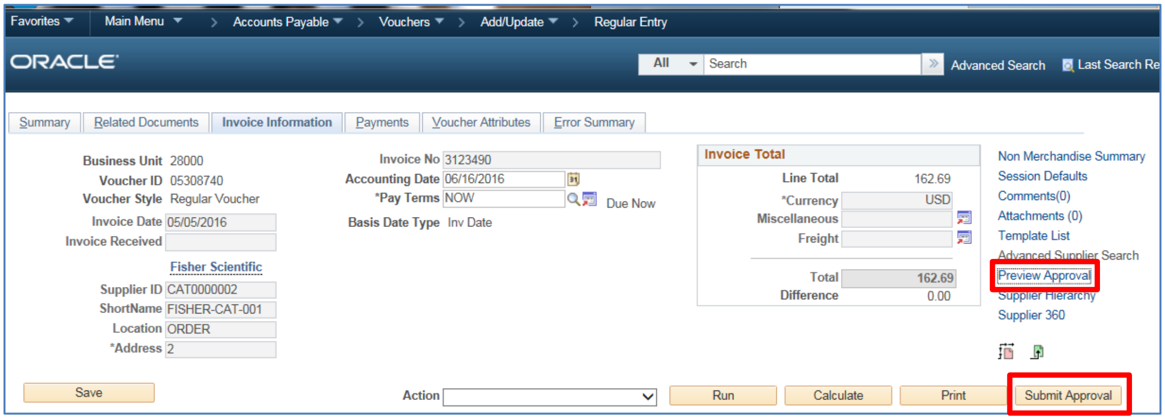
        - The Match Status must be 'M' before the voucher is eligible to be budget checked. If the Match Status is in 'E' (exception) status, work with the Purchasing department to resolve the exception, then run the batch Matching process again.

    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.

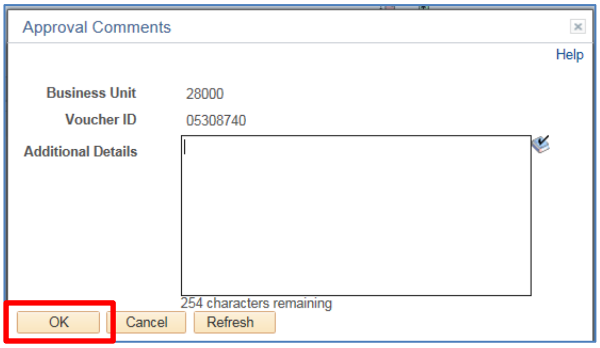
        - To manually submit the voucher for approval from the Add/Update Voucher entry page**,** click on the Submit Approval button, then select OK on the Approval Comments page. Users can also click on the Preview Approval link to view what approvals are necessary.


Favorites
Main Menu
Accounts Payable
Vouchers
Add/Update
Regular Entry
ORACLE
All
Search
Advanced Search
Last Search Re
Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary
Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (0)
Template List
Advanced Supplier Search
Preview Approval
Supplier Hierarchy
Supplier 360
Save
Action
Run
Calculate
Print
Submit Approval

Business Unit 28000
Voucher ID 05308740
Voucher Style Regular Voucher
Invoice Date 05/05/2016
Invoice Received
Fisher Scientific
Supplier ID CAT0000002
ShortName FISHER-CAT-001
Location ORDER
*Address 2

Invoice No 3123490
Accounting Date 06/16/2016
*Pay Terms NOW Due Now
Basis Date Type Inv Date

Invoice Total
Line Total 162.69
*Currency USD
Miscellaneous
Freight
Total 162.69
Difference 0.00


Approval Comments
Help
Additional Details
254 characters remaining
OK
Cancel
Refresh

Business Unit 28000
Voucher ID 05308740

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

This completes Step 2, Processing AP Payments.

STEP 3: GL PROCESSING FOR AP TRANSACTIONS

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

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

This completes Step 3, GL Processing for AP transactions.

STEP 4: RECONCILING AP LIABILITIES

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

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

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

The goal of these cleanup processes is to have:

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

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

- **BOR_EX_PROCESSING**
- **BOR_EX_CASH_ADV_PROCESSING**
- **BOR_EX_APPROVAL**
- **BOR_EX_ADMIN**

STEP 1: PROCESSING AND RECONCILING TRAVEL AUTHORIZATIONS

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

PART 1: IDENTIFYING OPEN TRAVEL AUTHORIZATIONS

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

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

Process

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

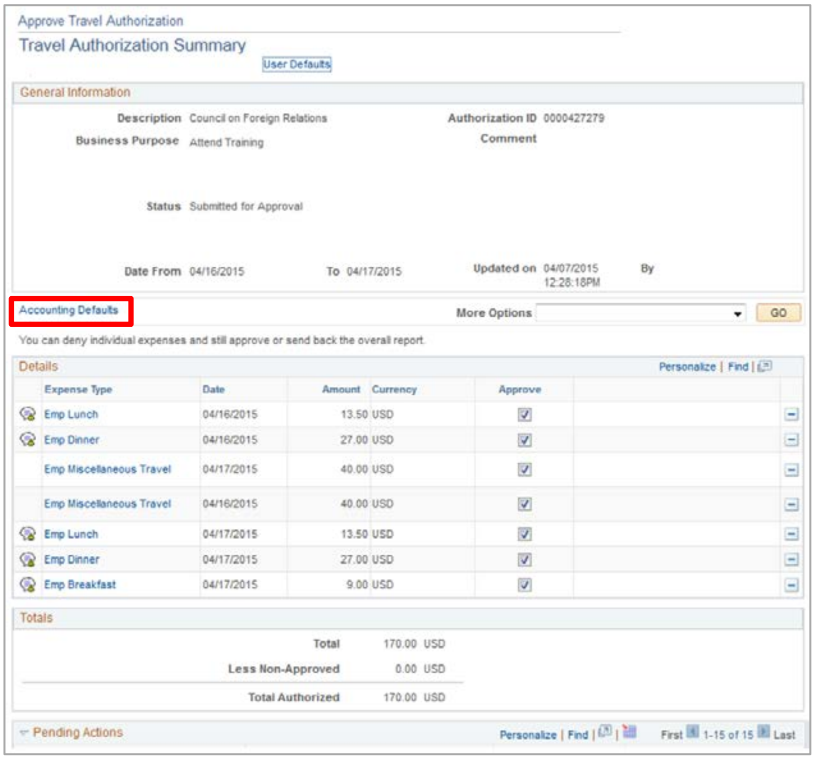
In Part 2 of this step, you will deny or delete any Travel Authorizations that have not yet been submitted or fully approved.

Denying Travel Authorizations

Process

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

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

Accounting Defaults
More Options
GO

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

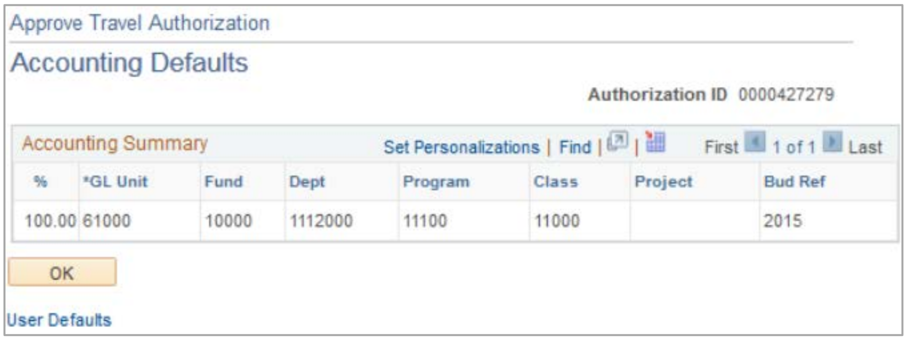
Details
Personalize | Find |

Expense Type	Date	Amount	Currency	Approve
Emp Lunch	04/16/2015	13.50	USD	☑
Emp Dinner	04/16/2015	27.00	USD	☑
Emp Miscellaneous Travel	04/17/2015	40.00	USD	☑
Emp Miscellaneous Travel	04/16/2015	40.00	USD	☑
Emp Lunch	04/17/2015	13.50	USD	☑
Emp Dinner	04/17/2015	27.00	USD	☑
Emp Breakfast	04/17/2015	9.00	USD	☑

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

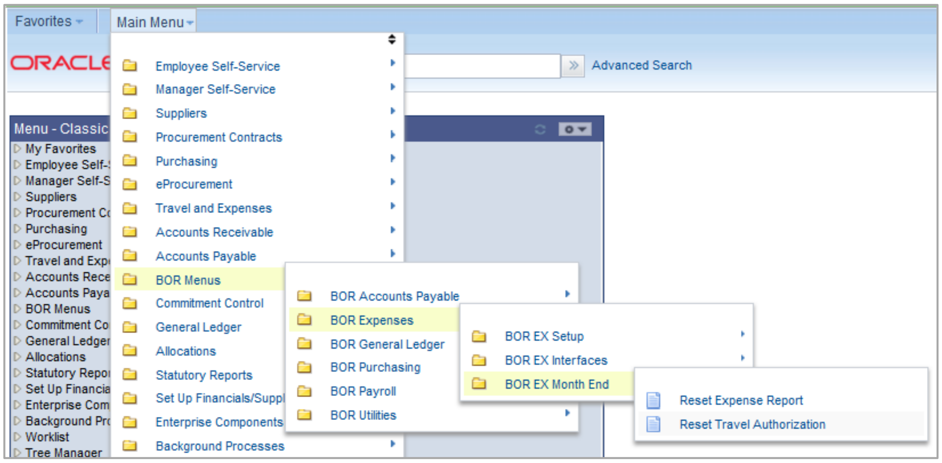
%	*GL Unit	Fund	Dept	Program	Class	Project	Bud Ref
100.00	61000	10000	1112000	11100	11000		2015

Set Personalizations | Find |
First 1 of 1 Last
OK
User Defaults

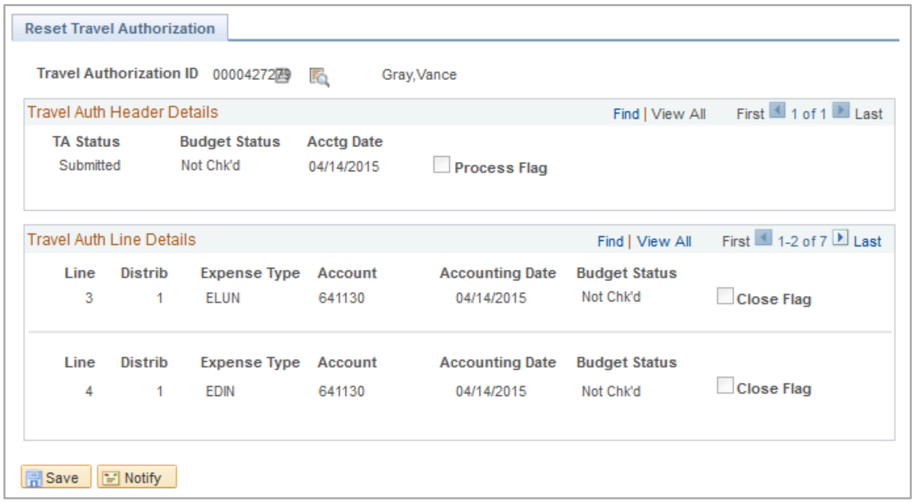
In this case, you would reset the Accounting Date so you can process the transaction. Refer to PSFIN Business Process EX.020.155.

Process

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


Favorites
Main Menu
ORACLE
Advanced Search
Menu - Classic
My Favorites
Employee Self-Service
Manager Self-Service
Suppliers
Procurement Contracts
Purchasing
eProcurement
Travel and Expenses
Accounts Receivable
Accounts Payable
BOR Menus
Commitment Control
General Ledger
Allocations
Statutory Reports
Set Up Financials/Suppl
Enterprise Components
Background Processes
Worklist
Tree Manager
BOR Accounts Payable
BOR Expenses
BOR General Ledger
BOR Purchasing
BOR Payroll
BOR Utilities
BOR EX Setup
BOR EX Interfaces
BOR EX Month End
Reset Expense Report
Reset Travel Authorization

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


Reset Travel Authorization

Travel Authorization ID 0000427279 Gray,Vance

Travel Auth Header Details

Find | View All First 1 of 1 Last

TA Status	Budget Status	Acctg Date	
Submitted	Not Chk'd	04/14/2015	☐ Process Flag

Travel Auth Line Details

Find | View All First 1-2 of 7 Last

Line	Distrib	Expense Type	Account	Accounting Date	Budget Status	
3	1	ELUN	641130	04/14/2015	Not Chk'd	☐ Close Flag
4	1	EDIN	641130	04/14/2015	Not Chk'd	☐ Close Flag

3. Click on **Save** to save the page, which will reset the **Accounting Date** to the current date.

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

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

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

Deleting Travel Authorizations

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

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

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

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

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

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

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

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

PART 3: CANCELING UNUSED APPROVED TRAVEL AUTHORIZATIONS

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

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

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

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

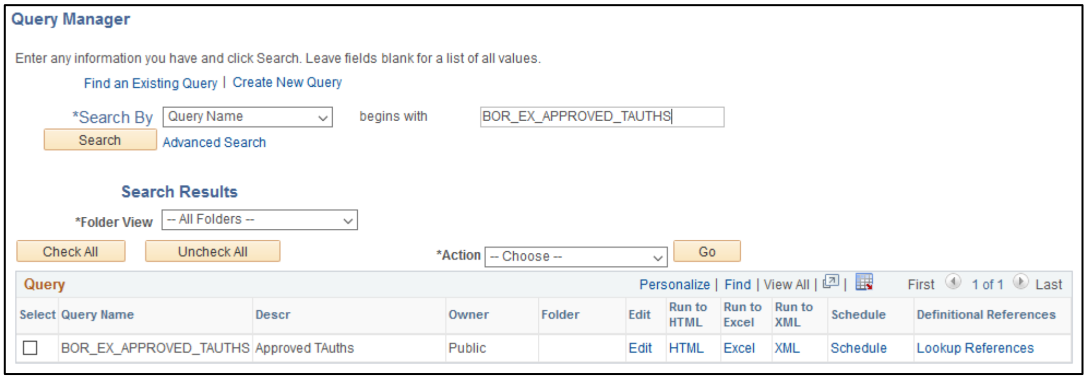
2. You have a fully approved Travel Authorization for a trip that happened last month. The Traveler forgot to apply the Travel Authorization to the Expense Report. How do you remove it from the system?

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

Process

1. Select **Reporting Tools** > **Query** > **Query Manager**.

2. Search For the BOR_EX_APPROVED_TAUTHS query.



Query Manager

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

Find an Existing Query | Create New Query

*Search By: Query Name begins with BOR_EX_APPROVED_TAUTHS

Search
Advanced Search
Search Results

*Folder View: -- All Folders --

Check All
Uncheck All

*Action: -- Choose --

Go
Query
Personalize | Find | View All
First 1 of 1 Last

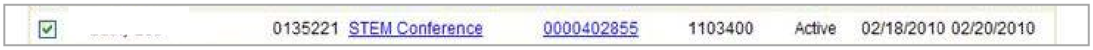
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
☐	BOR_EX_APPROVED_TAUTHS	Approved TAuths	Public		Edit	HTML	Excel	XML	Schedule	Lookup References

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

4. Select **Travel and Expenses** > **Process Expenses** > **Cancel Travel Authorizations**.

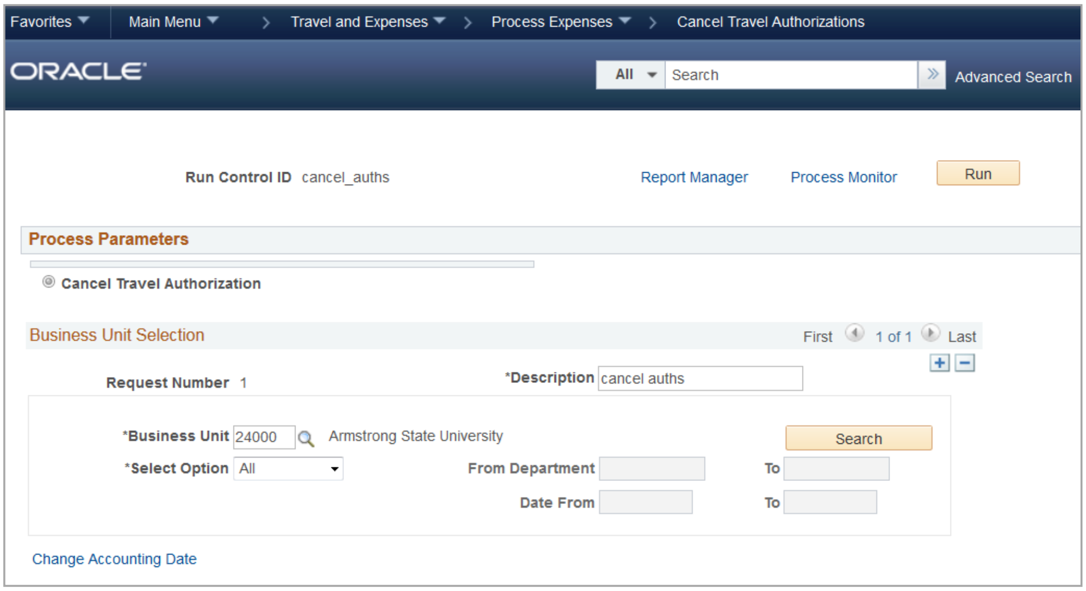
5. Select an existing or add a new **Run Control ID**.

6. Search for and select the Travel Authorization(s) that needs to be canceled.



☑ 0135221 STEM Conference 0000402855 1103400 Active 02/18/2010 02/20/2010

7. Click **Change Accounting Date**


Favorites
Main Menu
Travel and Expenses
Process Expenses
Cancel Travel Authorizations
ORACLE
All
Search
Advanced Search
Report Manager
Process Monitor
Run
Search
Change Accounting Date

Run Control ID cancel_auths

Process Parameters

● **Cancel Travel Authorization**

Business Unit Selection — First 1 of 1 Last

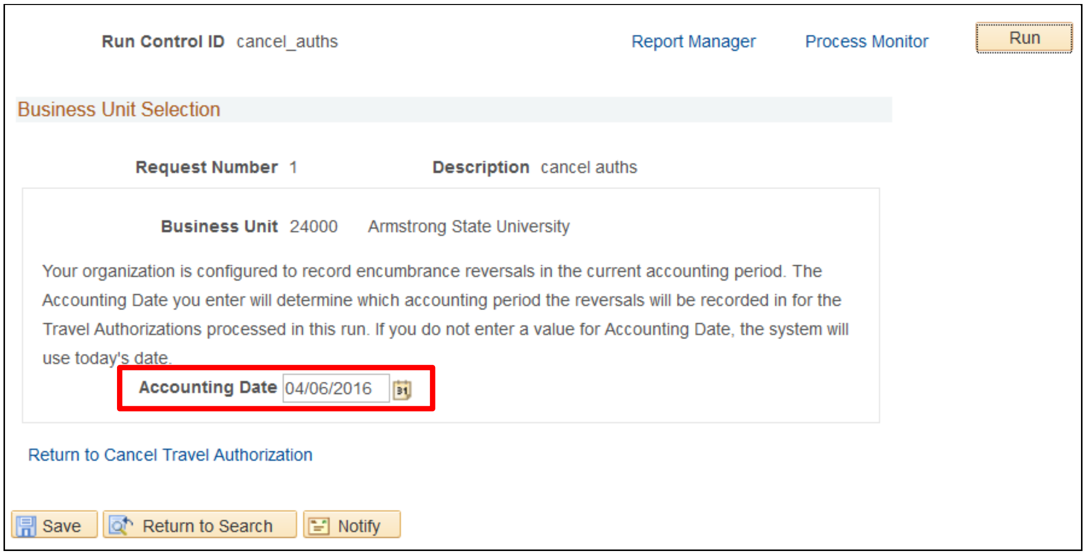
Request Number 1 — ***Description** cancel auths

***Business Unit** 24000 Armstrong State University

***Select Option** All — **From Department** — **To**

Date From — **To**

8. Enter the appropriate Accounting Date. Click Save.


Report Manager
Process Monitor
Run
Return to Cancel Travel Authorization
Save
Return to Search
Notify

Run Control ID cancel_auths

Business Unit Selection

Request Number 1 — **Description** cancel auths

Business Unit 24000 Armstrong State University

Your organization is configured to record encumbrance reversals in the current accounting period. The Accounting Date you enter will determine which accounting period the reversals will be recorded in for the Travel Authorizations processed in this run. If you do not enter a value for Accounting Date, the system will use today's date.

Accounting Date 04/06/2016

9. Click **Return to Cancel Travel Authorization.**

10. Run the **EX_BCHK_AUTH** process to cancel the selected Travel Authorizations.

Now that you have run the process, verify that the Travel Authorizations have been canceled.

11. Navigate to **Reporting Tools** > **Query** > **Query Manager** and re-run the BOR_EX_APPROVED_TAUTHS query again.
12. Verify that the **query returns no results**.

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

    This completes Step 1, Part 3, Canceling Unused Travel Authorizations.

STEP 2: PROCESSING AND RECONCILING CASH ADVANCES

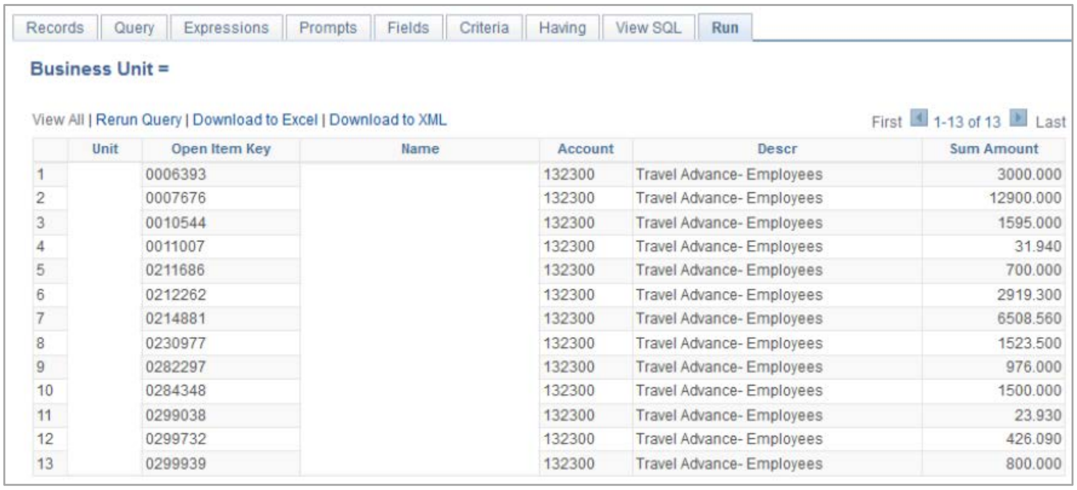
In this step, you will process and reconcile all your Cash Advances (Account 132300) for the current fiscal year.

PART 1: IDENTIFYING OPEN CASH ADVANCES

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

Process

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

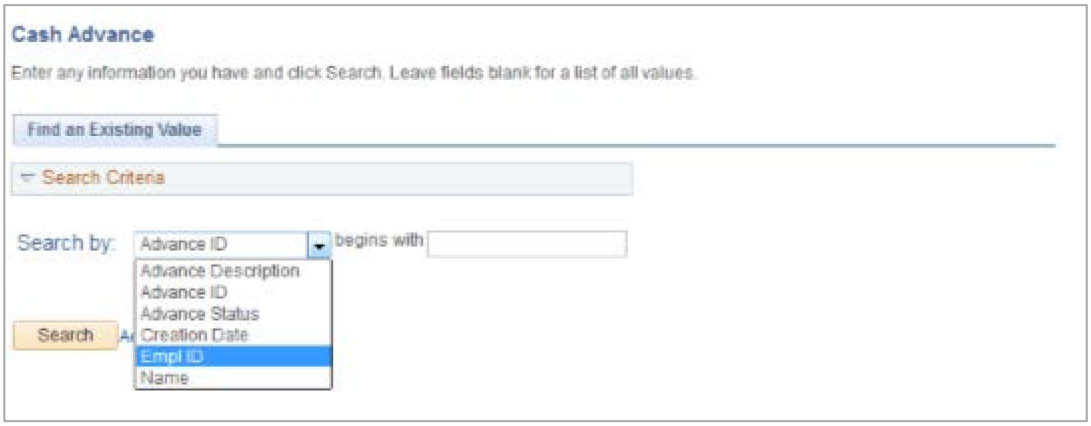


Business Unit =

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** query.

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, Reviewing Cash Advance Balances in the Cash Advance and Banner Clearing Accounts.

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

This completes Step 2, Processing and Reconciling Cash Advances.

STEP 3: PROCESSING AND RECONCILING EXPENSE REPORTS

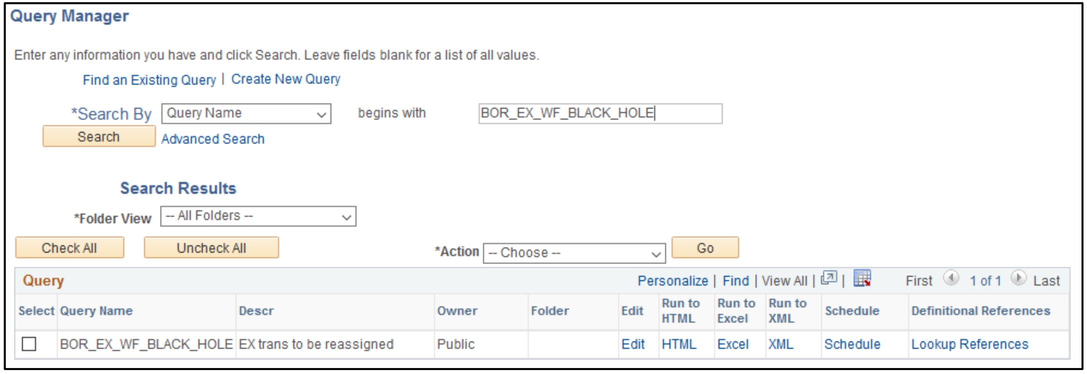
In this step, you will process and reconcile all your Expense Reports after you have processed your Travel Authorizations and Cash Advances.

PART 1: IDENTIFYING UNAPPROVED EXPENSE REPORTS

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

Process

1. Select **Reporting Tools** > **Query** > **Query Manager**.
2. Search for the BOR_EX_WF_BLACK_HOLE query.



Query Manager

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

Find an Existing Query | Create New Query

*Search By: Query Name — begins with: BOR_EX_WF_BLACK_HOLE

Search Results

*Folder View: -- All Folders --

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
☐	BOR_EX_WF_BLACK_HOLE	EX trans to be reassigned	Public		Edit	HTML	Excel	XML	Schedule	Lookup References

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

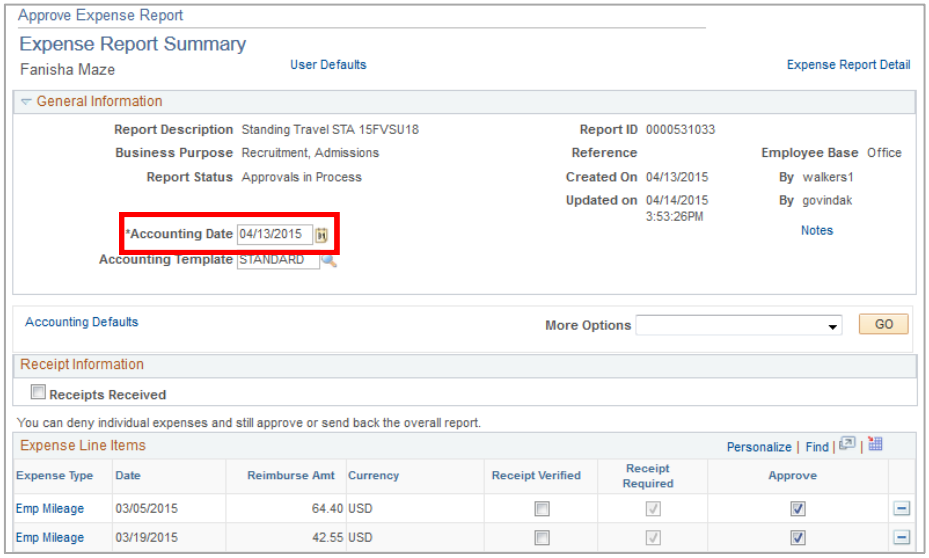
Now that you have identified any unapproved Expense Reports, you will reset the Accounting Date on any Expense Reports where the Accounting Date is no longer in the open period.

This completes Step 3, Part 1, Identifying Unapproved Expense Reports.

PART 2: RESETTING THE ACCOUNTING DATE ON EXPENSE REPORTS

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

Case 1



Approve Expense Report

Expense Report Summary

Fanisha Maze

Report Description Standing Travel STA 15FVSU18

Business Purpose Recruitment, Admissions

Report Status Approvals in Process

*Accounting Date 04/13/2015

Accounting Template STANDARD

Report ID 0000531033

Reference

Employee Base Office

Created On 04/13/2015 By walkers1

Updated on 04/14/2015 3:53:26PM By govindak

☐ Receipts Received

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

Expense Type	Date	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Approve	
Emp Mileage	03/05/2015	64.40	USD	☐	☑	☑	−
Emp Mileage	03/19/2015	42.55	USD	☐	☑	☑	−

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

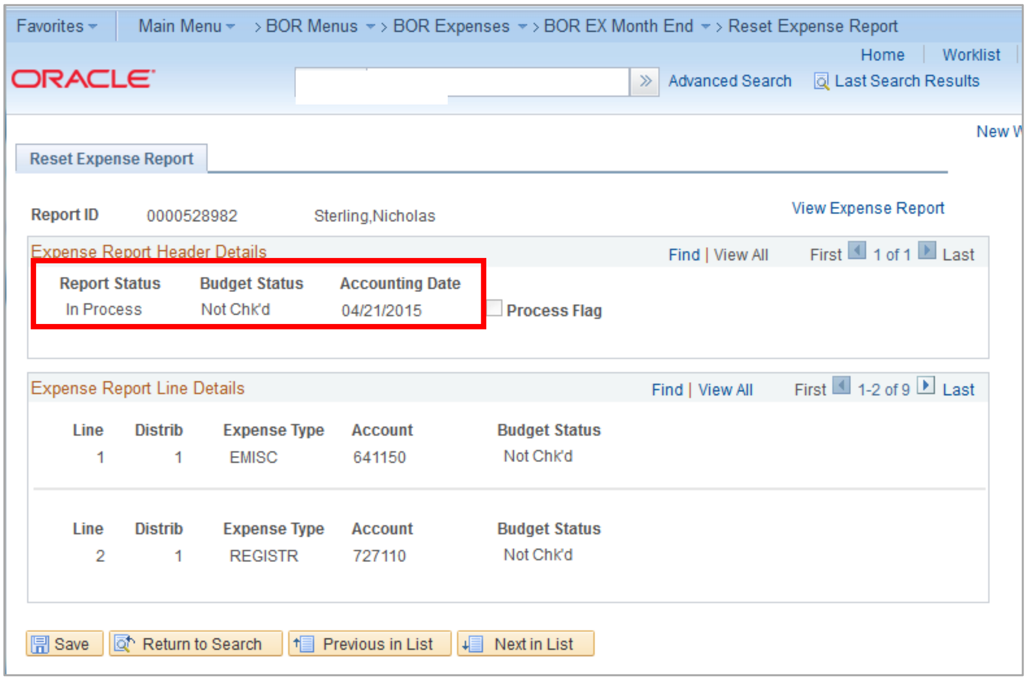
The Expense Report needs to be reassigned to another Approver's Worklist. In this case, the Expense Report has to first be reset to change the Accounting Date to the current date and then reassigned to the other Approver.

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
Home
Worklist
ORACLE
Advanced Search
Last Search Results
New W
Reset Expense Report
View Expense Report
Find | View All
First 1 of 1 Last
Find | View All
First 1-2 of 9 Last
Save
Return to Search
Previous in List
Next in List

Report ID 0000528982 Sterling,Nicholas

Expense Report Header Details

Report Status	Budget Status	Accounting Date	
In Process	Not Chk'd	04/21/2015	☐ Process Flag

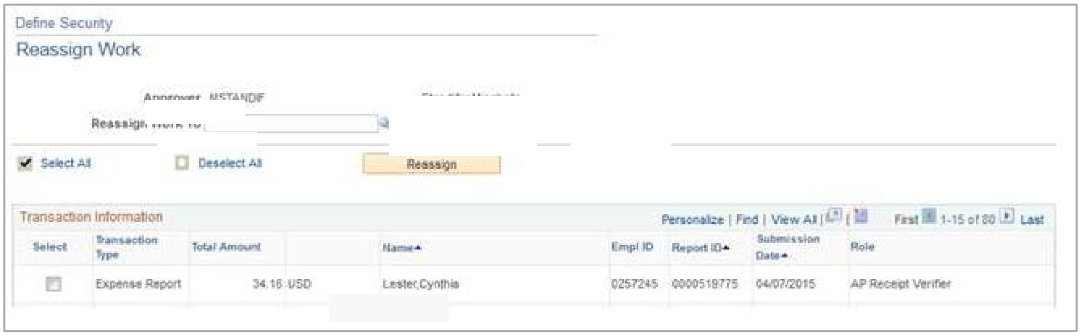
Expense Report Line Details

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

3. Click on **Save** to save the page, which will change the **Budget Status** to **Not Chk'd,** and reset the **Accounting Date** to the current date.

   Now that the Accounting Date has been reset, the Expense Report can be reassigned to another Approver. Refer to PSFIN Business Process EX.080.105.

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


Define Security
Reassign Work
☑ Select All
☐ Deselect All
Reassign
Personalize | Find | View All |
First 1-15 of 80 Last

Approver NSTANDIF

Reassign Work To

Transaction Information

Select	Transaction Type	Total Amount		Name	Empl ID	Report ID	Submission Date	Role
☐	Expense Report	34.16	USD	Lester,Cynthia	0257245	0000519775	04/07/2015	AP Receipt Verifier

5. Run Budget Checking. Refer to PSFIN Business Process EX.030.011.

Now that you have reset the Accounting Date on any Expense Reports in which the Accounting Date has passed, you will identify Expense Reports in which 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 on 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 in which 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 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 With Different Amounts in Commitment Control and the Actuals Leger.

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 Valid 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.

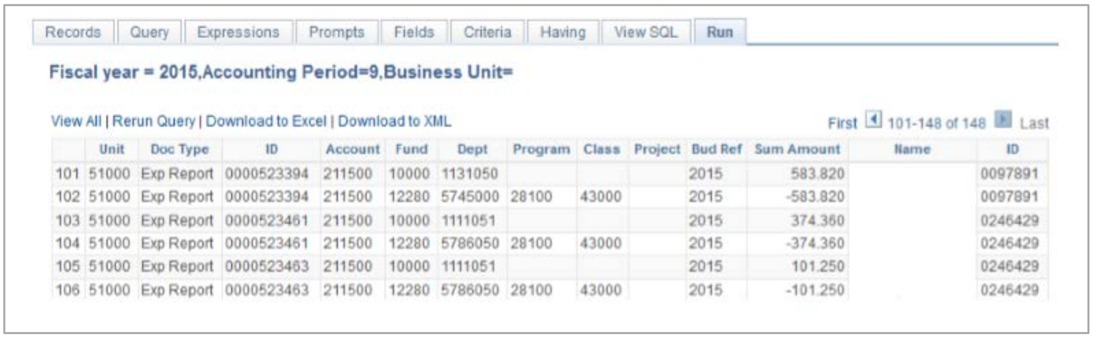
This completes Step 3, Part 4, Processing Open Approved Expense Reports.

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.

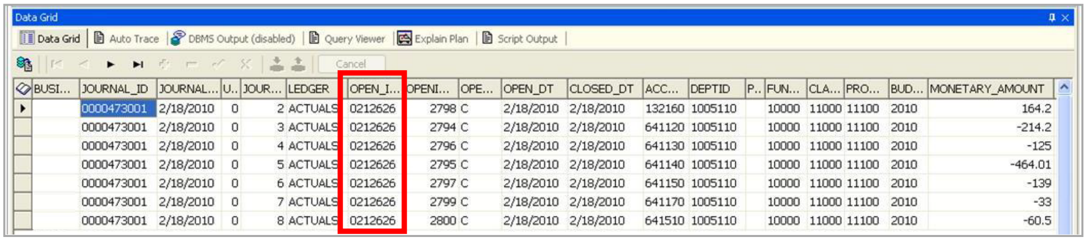
Example 1

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.

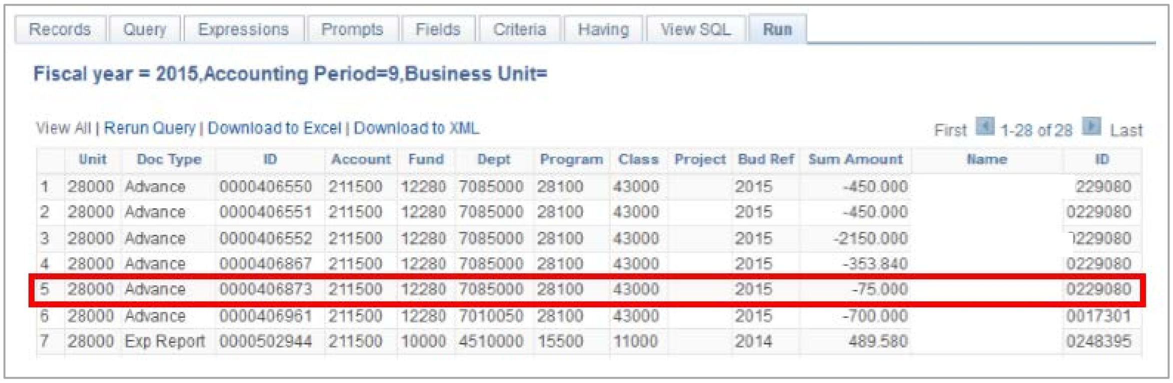


BUSI...	JOURNAL_ID	JOURNAL...	U..	JOUR...	LEDGER	OPEN_I...	OPENI...	OPE...	OPEN_DT	CLOSED_DT	ACC...	DEPTID	P..	FUN...	CLA...	PRO...	BUD...	MONETARY_AMOUNT
	0000473001	2/18/2010	0	2	ACTUALS	0212626	2798	C	2/18/2010	2/18/2010	132160	1005110		10000	11000	11100	2010	164.2
	0000473001	2/18/2010	0	3	ACTUALS	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.



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

	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		229080
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 **Reporting 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.030.030.

4. Run the batch process for GL journals.

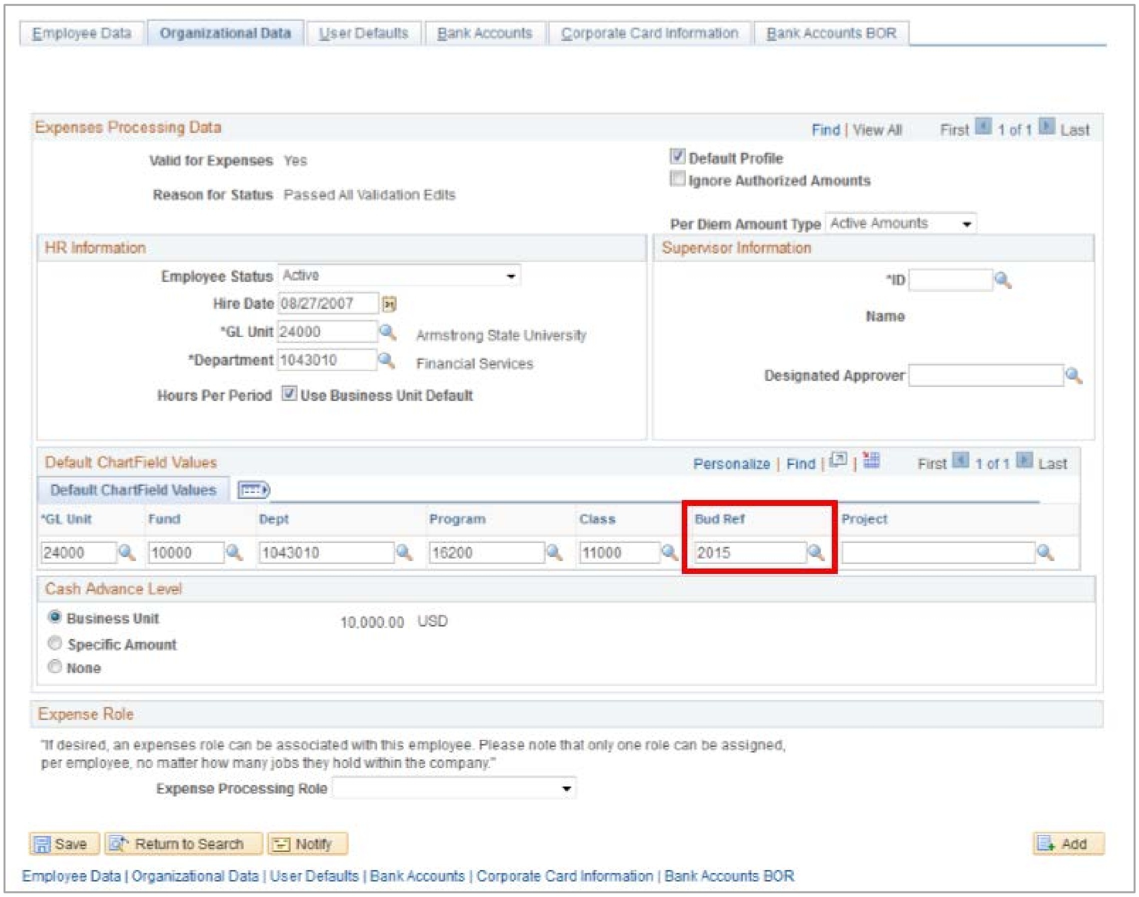
   Note: Refer to Appendix B, Batch Processing, for more information on these batch processes.

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 an Expense profile that houses Default ChartField Values. The Budget Reference (**Bud Ref**) is part of the Default ChartField Values:


Employee Data
Organizational Data
User Defaults
Bank Accounts
Corporate Card Information
Bank Accounts BOR
Find | View All
First 1 of 1 Last
Personalize | Find |
First 1 of 1 Last
Save
Return to Search
Notify
Add
Employee Data | Organizational Data | User Defaults | Bank Accounts | Corporate Card Information | Bank Accounts BOR

Expenses Processing Data

Valid for Expenses Yes

Reason for Status Passed All Validation Edits

☑ Default Profile

☐ Ignore Authorized Amounts

Per Diem Amount Type Active Amounts

HR Information

Employee Status Active

Hire Date 08/27/2007

*GL Unit 24000 Armstrong State University

*Department 1043010 Financial Services

Hours Per Period ☑ Use Business Unit Default

Supervisor Information

*ID

Name

Designated Approver

Default ChartField Values

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

Cash Advance Level

● Business Unit 10,000.00 USD

○ Specific Amount

○ None

Expense Role

"If desired, an expenses role can be associated with this employee. Please note that only one role can be assigned, per employee, no matter how many jobs they hold within the company."

Expense Processing Role

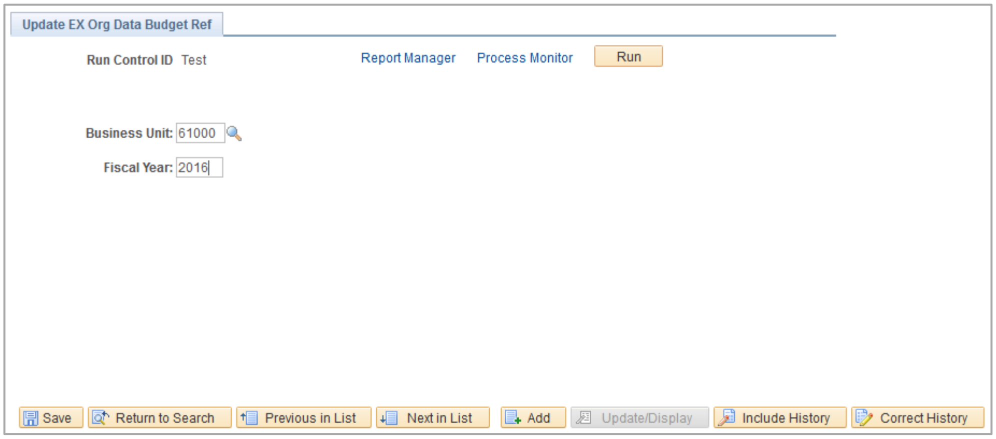
Once your institution is ready to enter expense transactions for the new FY, there is a process that will update all traveler's budget references in batch.

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.


Update EX Org Data Budget Ref
Report Manager
Process Monitor
Run
Save
Return to Search
Previous in List
Next in List
Add
Update/Display
Include History
Correct History

Run Control ID Test

Business Unit: 61000

Fiscal Year: 2016

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** on the Default ChartField Values 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.

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.