#### **Encumbrance Year-End Process 1**

# Creating Vouchers in July 2011 for Goods and Services Received as of June 30, 2011 (Paying Accounts Payable)

When creating a voucher in July or August 2011 for goods and services received as of June 30, 2011, change the accounting date to June 30, 2011 to record the expenditure in FY11. The budget date also needs to be changed to June 30, 2011 to charge the expenditure against the 2011 budget. **The voucher budget check will** <u>error</u> if the budget date is not changed or if the Bud Ref or Class codes are not entered.

Procedure:

- 1. Enter Voucher (Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry).
- 2. Enter normal information (invoice number, date, etc.) and copy PO or Receiver to the Voucher.
- 3. On the Invoice Information Tab (Voucher Entry Page), the accounting date defaults to the current date. Change the Accounting Date to 06/30/2011 and enter the Bud Ref & Class Codes.

Menu 📃	
D Quality	<ul> <li>Cinvoice Information Payments Voucher Attributes</li> </ul>
Demand Planning	
D Inventory Policy Planning	Business Unit: 34100 Invoice Number: 1269870
D Supply Planning	
D Grants	Voucher ID: NEXT Invoice Date: 06/30/2011
D Program Management	Voucher Styles - Beoular
D Project Costing	voucitei styte: neguai
Pronosal Management	Mandam
D Resource Management	Vendor: 0000016228 Q Misc. Amount:
D Travel and Exnenses	Name: SANDIA OFF-001 O Freight Amount:
D Billing	
Accounts Receivable	Location: 001 Q
Accounts Pavable	*Addrass:
∨ Vouchers	
	Total: 500.00
- Degular Entry	SANDIA OFFICE SUPPLY INC
- Negatai Entry	Balance: 0.00
Complete Desister	ALBUQUERQUE. NM 87109
- Complete Register	
- Mulatala	
D Mantain	
D Control Groups	Comments
D Daverante	
D Bates Drocesses	
D Review Accounts Pavable	Advanced Vendor Search
Info	
D Archiving	*Pay Terms: Pay Now V 💬 Basis Dt Type: Invoice Date Action: V Run
D Reports	
- Accounts Payable Center	Accounting Date: 06/30/2011
D eSettlements	Control Crown
D Asset Management	
D Banking	
D Cash Management	
D Deal Management	Copy from a Source Document
Risk Management	PO Unit: Q Purchase Orcer: Q Copy PO Worksheet Copy Option: None
D VAT and Intrastat	
Excise and Sales Tax/VAT IND	Invoice Lines
Commitment Control	
D General Ledger	Line (Pictribute hu Ham Description Overtity 11011 Unit Arian Extended (mount
D Allocations	Line Ustribute by item Description Quantity UOM Unit Price Extended Amount
Statutory Reports	1 Amount 2 Q 600.00
D Data Exchanges	All To Annual All
D Set Up Financials/Supply Chain	ship to speedchart
D Enterprise Components	FCD91000(Q Use One Asset ID
D Background Processes	Netribulies Liese
D Worklist	Customize Find View Al Customize Find View Al First 1 of 1 Last
D Tree Manager	/ GL ChartFields 1 GL ChartFields 2 / Exchange Rate / Statistics / Assets (
Reporting Tools	Amount Quantity "GL Unit Fund Department "Account Sub Acct Rpt Cat Oper Unit Bud Ref Class
D PeopleTools	
D NMS Custom	

4. Change the Budget Date to 06/30/2011 on the Distribution Lines section – GL Chartfields 2 Tab. Note: The budget date will have to be changed for each distribution line(s) on the vouche.

Invoice Lines			Find   View All	First 🛃 1 of 1	▶ Last
Line *Distribute by Item Descr 1 Amount v Q	iption Quantity	UOM Unit Pric	e Exten	ded Amount 600.00	+
Ship To SpeedChart FCD91001Q	e One Asset ID				
Distribution Lines <u>GL ChartFields 1</u> <u>GL ChartFields 2</u> <u>Ex</u>	o <u>mize   Find  </u> View Ali   🛄 - F change Rate 🌾 <u>S</u> tatistics - Y	irst 1 of 1 Las	t		
06/30/2011			÷	-	

#### **Encumbrance Year-End Process 2**

#### **Disencumbering or Closing Encumbrances (Purchase Orders)**

Follow the diagram below, to determine which of the four guides [Year-End Process 2A through 2F] should be followed to disencumber or close FY11 encumbrances.

#### **Encumbrance Year-End Process 3**

#### **Create or Reestablish 2012 Purchase Orders**

The agency must create/reestablish the requisition and/or purchase order(s) for all fiscal year 2012 encumbrances and multi-year appropriations originating in fiscal year 2012.

Multi-year appropriations established in fiscal year 2010 or 2011 that are still valid for fiscal year 2012 will not have to be reestablished. The encumbrance (purchase order) will be valid until the end of the appropriation period.

Note: If the appropriation is reauthorized, it may be necessary to close the purchase order then enter a new purchase order using the appropriate budget reference and class codes.

#### Encumbrance Year-End Process 2A Preparing Purchase Orders without Attached Vouchers for Closing with the Reconciliation Workbench

Agencies can cancel a Purchase Order(s) if the following conditions apply:

- The PO status is not on hold.
- The PO is not dispatched (If dispatched, all lines can be cancelled without cancelling the entire PO. PO status will be <u>pending cancel</u>).
- None of the PO schedules are matched.
- The PO does not have a receipt recorded against it.
- The PO does not have a voucher recorded against it.
- The user is authorized to cancel PO's.

The user should follow the check list when creating a change order/closing a Purchase Order:

- Change the PO Accounting Date to Current Date but no later than 06/30/20XX.
- Review the PO Accounting Entries. The accounting entries equal to the total amount of the PO.
- Review the PO Activity Summary Lines Details and Invoice tabs. Invoice tab Vouchers must be the same as in the PO Accounting Entries.
- Go back to the Main Purchase Order and change the price to 0(zero), click refresh, and budget check the PO.
- Review PO accounting Entries. The accounting entries must equal to 0 (zero).
- Proceed with closing of the purchase order through the PO reconciliation workbench to prevent misuse of the zeroed out document.

### Note: The example print screens below may have prior year calendar dates. It is the user's responsibility to change the prior year dates to current year dates.

Below is an example of a scenario where an agency created a purchase order then cancelled it.

Scenario: An agency created a purchase order. The purchase order has no payments made against it and all necessary conditions to cancel the PO apply. The agency wants to disencumber/cancel the purchase order.

• Change the PO Accounting Date to Current Date but no later than 06/30/20XX.

Navigation: Purchasing > Purchase Orders > Add/Update > Find an Existing Value > Enter Business Unit and Purchase Order ID.

▷ Vendors > Purchasing	Maintain Purc	hase Order					
Requisitions     Request for Quotes     Procurement Contracts	Purchase	Order					
Purchase Orders	Unit:	34100		PO Status:	Dispatched	Δ	×
Stage/Source Requests Acknowledgments	PO ID:	1076900010		Budget Status:	Valid		
Manage Change Orders Reconcile POs	Copy From:	~		Hold From Furthe	er Processing		
Review PO Information	- Header						
Budget Year End	*PO Date:	11/18/2009	Vendor Search	Doc Tol Status:	Valid		
- Add/Update Express	Vendor	ROCKY MOUN-019	Vendor Details	Backorder Status:	None	Create Ba	ckOrder
POs – Add/Update POs	*Vendor ID:	0000048658	ROCKY MOUNTAIN BUSINESS SYSTEMS	Receipt Status:	Not Recvd		
<ul> <li>Approve Amounts</li> <li>Approve ChartFields</li> </ul>	*Buyer:	PHUNTSOK RAPD	PHUNTSOK RAPDEN	*Dispatch Method:	Print	Dis	patch
- Reserve PO IDs	PO Reference:			Amount Summary			
<ul> <li><u>Maintain Distributions</u></li> <li><u>Dispatch POs</u></li> </ul>	Header Details	PO Activities	Add ShinTo Comments	Merchandise:	35	0.00	autata
<ul> <li>Verify Document</li> <li>Tolerance</li> </ul>	PO Defaults	Document Status		Freight/Tax/Misc.:		0.00	culate
- Budget Check	Add Comments	Requisitions		Total Amount:	35	0.00 USD	

Click on the Header Details to change the PO Accounting Date

Maintain Purchase Order	
-------------------------	--

PO Heade	er Detai	Is										
Dispatch	*Nethod:	Print	~	Accounting Date:	11/18/2009	)						
				Accounting Template:		N	overn	ber	~	2	009	~
OK Can	cel Re	fresh				S	М	T	W	T	F	S
						1	2	3	4	5	6	7
						8	9	10	11	12	13	14
						15	16	17	18	19	20	21
						22	23	24	25	26	27	28
						29	30					
								Curre	ent l	Date	D	

• Review the PO Accounting Entries – The accounting entries must equal the total amount of the PO.

Navigation: Purchasing > Purchase Orders > Review PO Information > PO Accounting Entries > Enter Selection Criteria e.g. <u>Business Unit</u>, From PO ID and <u>Ledger Group</u>: <u>APROP\_P</u>, click OK.

<ul> <li>Cost Accounting</li> <li>Vendors</li> <li>Purchasing</li> <li>Requisitions</li> <li>Request for Quotes</li> <li>Procurement Contracts</li> <li>Purchase Orders</li> <li>Stage/Source Requests</li> <li>Acknowledgments</li> <li>Manage Change Orders</li> <li>Reconcile POs</li> </ul>	Selection Criteria   *Business Unit:   34100 Q   *Business Unit:   1076900010 Q   To PO ID:   0   PO Status:   Fiscal Year From/To:   Q   Max Rows:   300   *Accounting Line View Option:     Standard   *Ledger Group:     APROP_P
- Purchase Orders	ChartFields
- Activity Summary	
<ul> <li>PO Accounting Entries</li> </ul>	Fund Dept Account SubAcct RptCat Project Oper Unit Bud Ref
- Document Tolerance	
Exceptions	
OK Cance	

Below is a print screen of the PO Accounting Entries:

Vendois Purchasing	Po Acctg Ln Loo	kup										
<ul> <li>Requisitions</li> <li>Request for Quotes</li> <li>Procurement Contracts</li> </ul>	Business Unit:	34100										
Purchase Orders	From PO:	1076900010	To PO:	1076900	010							
<ul> <li>Stage/Source Requests</li> <li>Acknowledgments</li> <li>Manage Change Orders</li> </ul>	PO Status:											
▷ Reconcile POs	From Fiscal Yea	in:	To Fiscal Ye	ar:								
<ul> <li>Review PO Information</li> <li>Purchase Orders</li> <li>Activity Summary</li> </ul>	Accounting Line	View Option: Stand	ard	Comr	mitmentControl Led	lger APROP_F	5					
- PO Accounting Entries	Accounting Entr	ies					0	ustomize I Fir	nd I View A	All I 📕 🛛 Ein	at I art E Last	
<ul> <li><u>Document Tolerance</u></li> <li>Exceptions</li> </ul>	/ Details	ChartFields ]	D									
<ul> <li>Doc Tolerance</li> <li>Override History</li> </ul>	Purchase Order	Status Vendor I	D Trans	Type Line	Sched Dist Fund	Dept	Account	Bud Ref	Class	Monetary Amount	Fiscal Year Journal ID	Reference Reversal ID
- Print POs	1076900010	D 0000048	658 PO_P	OENC 1	1 1 76900	Z9000	400	91024	93652	35	2010 000466406	57
<ul> <li>Document Status</li> </ul>												

• Review the PO Activity Summary – Lines Details and Invoice tabs. Invoice tab - Vouchers must be the same as in the PO Accounting Entries.

Navigation: Purchasing > Purchase Orders > Review PO Information > Activity Summary > Enter Business Unit and Purchase Order Number.

<ul> <li>Cost Accounting</li> <li>Vendors</li> <li>Purchasing</li> <li>Requisitions</li> <li>Request for Quotes</li> </ul>	PO Activity Summary Enter any information you hav	e and click Sear	ch. Leave fields blank f	for a list of all values.
Procurement Contracts	(Find an Existing Value)			
<ul> <li>Stage/Source Requests</li> <li>Acknowledgments</li> </ul>	,			
Manage Change Orders	Business Unit	= 🗸	34100	Q
Reconcile POs     Review BO Information	PO Number:	begins with 🐱	1076900010	
- Purchase Orders				
- Activity Summary	Purchase Order Date:	-		51
- PO Accounting Entries	Purchase Order Reference:	begins with 💌		
<ul> <li><u>Document Tolerance</u></li> <li><u>Exceptions</u></li> </ul>	Vendor ID:	begins with 🔽		Q
<ul> <li><u>Doc Tolerance</u></li> <li>Override History</li> </ul>	Case Sensitive			
- Print POs				
<ul> <li><u>Document Status</u></li> <li><u>EE Journal Entries</u></li> </ul>	Search Clear Ba	sic Search 📳	Save Search Criteria	

### **Activity Summary**

Unit:	34100		1	PO Status:	Dispatc	hed					
POID:	1076900	0010		Vendor:	ROCKY	MOUNTAIN	BUSINE	SS SYSTEMS	INC		
Lines							Custom	ize   Find   Viev	w All   🛄	First 🛃 1	of 1 🕨 Last
/ Detai	Is	Receipt	Invoice	Match	ed Y	RTV					
Line	Item		Item Description	<u>n</u>		UOM	Ord	ler Qty Amou	nt Ordered	Currency	Amount Only
1	1		Share-Rocky MT	N copier ma	ainten	EA	8	1.0000	350.000	USD	$\checkmark$
Lines							Custom	nize   Find   Vie	ew All   🛄	First 🗹	1 of 1 🕑 Last
Deta	ils Y	Receipt	Invoice	Match	ed Y	RTV					
Line	Item		Item Description	tion			UOM	Quantity Inv	voiced	Amt Invoic	ed Currency
1	P:		Share-Rocky	MTN copier	mainten		EA		0.00	0.0	00

Note: In this example, the Activity Summary Invoice tab indicates that no payments have been made from this PO.

• Go back to the Main Purchase Order and change the price of the item to zero and click Refresh.

Lines				Customize   Find   V	/iew All 📔 🛛 Firs	t 🖪 1 of 1 🕨 Last
Details Ship To/Due Date State	uses 👌 Item Information 🏹 🦉	Attributes RFQ	Contract	Receiving FIII	•	
Line Item	Description	PO Qty	UOM Category	Price	Amount Status	
1 📑	Share-Rocky MTN copier maintenance for 7 mos	戰 1.0000 E	EA 000000 Q		350.00 Active	₽ 🕅 🛨 🖃
View Printable Version		*Go to:	More	~		
Save Return to Search Notify	Refresh					🛃 Add 💹 Upd

• The system will show the message below, click yes.

This action will create a change order. Continue? (10200,27)

The action that you are taking will cause the system to create a change order. If you do not want to create a change order, then you cannot perform the action at this time.

• Budget check the Purchase Order.

Maintain I	Maintain Purchase Order											
Purcha	se Order											
Unit	34100	PO Status:	Dispatched	Δ	×							
PO ID:	1076900010	Budget Status:	Not Chk'd									

Copy From:

• The system will show the message below, click ok.

~

Warning -- No price on line number 1, schedule 1. (10200,14)

There is no price on the specified schedule. You can confirm that you want to save a zero dollar item.

Hold From Further Processing

Below is a screen shot of the PO after it was modified and re-budget checked. Maintain Purchase Order

Purchase	Order										
Unit: PO ID:	34100 1076900010			PO Status: Budget Status:	Pend Appr Valid		Δ	×			
Change Order:	1										
Copy From:	~			Hold From Furthe	er Processing						
<ul> <li>Header</li> </ul>											
*PO Date:	11/18/2009	Vendor Search		Doc Tol Status:	Valid						
Vendor	ROCKY MOUN-015	Vendor Details		Backorder Status:	None	Crea	ate Baci	Order			
*Vendor ID:	0000048658	ROCKY MOUNTAIN BUSINESS SYST	EMS	Receipt Status:	Not Recvd						
*Buyer:	PHUNTSOK, RAPD	PHUNTSOK RAPDEN		*Dispatch Method:	Print	~	Disp	atch			
PO Reference:	-			Amount Summary		ine and a second					
Header Details	PO Activities	Add ShipTo Comments		Merchandise: Freight/Tax/Misc.:		0.00	Calc	ulate			
PO Defaults	Document Status			Total Amount:		0.00 U	SD				
Add Comments	Requisitions										
Add Items From		Select Lines To Display									
Purchasing Kit	Catalog	Item Search Line: C	o:	Q Retrieve							
Lines			1.000		Custo	mize   Fi	ind   Vie	w All	Firs	t 🖣 1 of 1	🕑 Last
Details	Ship To/Due Date	tatuses / Item Information / Attributes	Y	RFQ Contr	ract <u>R</u> ec	eiving					
Line Item		Description P	O Qty	*UOM Catego	ory Price		1	Amount	Status		
1 🔡		Share-Rocky MTN copier maintenance for 7 mos		1.0000 EA 00000	0.0000	0			Active	0	E E

• Review the PO accounting entries after disencumbering and re-budget checking the PO. The accounting entries must equal to 0 (zero).

Navigation: Purchasing > Purchase Orders > Review PO Information > PO Accounting Entries > Enter Selection Criteria e.g. <u>Business Unit</u>, <u>From PO ID</u> and <u>Ledger Group</u>: always select <u>APROP P</u>, click ok.

<ul> <li>▷ Requisitions</li> <li>▷ Request for Quotes</li> <li>▷ Procurement Contracts</li> <li>♡ Purchase Orders</li> <li>▷ Stage/Source Requests</li> <li>▷ Acknowledgments</li> <li>▷ Manage Change Orders</li> <li>▷ Reconcile POs</li> </ul>	Selection Criteria           *Business Unit:           From PO ID:           1076900010           To PO ID:           1076900010
Review PO Information Purchase Orders Activity Summary	Fiscal Year From/To: Max Rows: 300
- PO Accounting Entries	*Accounting Line View Option: Standard *Ledger Group:

Below is a screen shot of the PO Accounting Entries. The accounting entries must equal to 0(zero).

Business Unit:	34100	)											
From PO:	10769	900010	To PO: 1	07690	0010								
PO Status:													
From Fiscal Yea	r:		To Fiscal Year:										
Accounting Line	View Opt	ior:Standard		Com	ımitmen ıp:	tControl Ledg	APROP_P						
Accounting Entri	es							Cus	tomize   Find	View All	First	1-3 of 3      Last        Last	
Details	ChartFie	ids [::::)											
Purchase Order	Status	Vendor ID	Trans Type	<u>Line</u>	Sched	Dist Fund	Dept	Account	Bud Ref	Class	Monetary Amount	Fiscal Year Journal ID	Reference Reversal ID
1076900010	PA	000004865	8 PO_FOEN	C 1	1	1 76900	Z9000	400	91024	93652	350	2010 0004664067	
1076900010	PA	000004865	8 PO_FOEN	C 1	1	1 76900	Z9000	400	91024	93652	0	2010 0004664067	
1076900010	PA	000004865	8 PO FOEN	C 1	1	1 76900	Z9000	400	91024	93652	-350	2010 0004664067	

- Proceed with the cancellation of the purchase order through the PO reconciliation workbench to prevent misuse of the zeroed out document.
- See Encumbrance Year-End Process 2C Closing Purchase Orders through Reconciliation Workbench instructions.

End of procedure.

#### **Encumbrance Year-End Process 2B**

#### Preparing Purchase Orders with Attached Payment Vouchers for Closing with the Reconciliation Workbench.

The following is a check list when disencumbering a Purchase Order with Payment(s):

- Change the PO Accounting Date to Current Date but no later than 06/30/20XX.
- Review the PO Accounting Entries. The accounting entries equal to the total amount of the PO.
- Review the PO Activity Summary Lines Details and Invoice tabs. Invoice tab Vouchers must be the same as in the PO Accounting Entries.
- Go back to the Main Purchase Order and change the PO or PO line(s) to the amount paid. Click Refresh. Budget Check the PO.
- Review PO accounting Entries after modifying the PO. The accounting entries must equal to 0 (zero).
- Proceed with the cancellation/closing of the purchase order or PO lines(s) through the PO reconciliation workbench.

## Note: The example print screens may have prior year calendar dates. It is the user's responsibility to change the prior year dates to current year dates.

Below is an example of a scenario where an agency created a purchase order then cancelled it.

Scenario: An agency created a purchase order and made payment(s). The agency wants to disencumber the remaining balance of the purchase order. Here are the following steps to disencumber the remaining balance of the purchase order:

• Change the PO Accounting Date to Current Date but no later than 06/30/20XX.

Navigation: Purchasing > Purchase Orders > Add/Update POs > Find an Existing Value > Enter Business Unit and Purchase Order ID. Click on the Header Details to change the PO Accounting Date. After changing the date click OK.

> Cost Accounting > Vendors	Maintain Pu	chase Order				
Purchasing D Requisitions	Purchase	Order				
<ul> <li>Request for Quotes</li> <li>Procurement Contracts</li> </ul>	Unit:	26400		PO Status:	Dispatched	$\Delta$ ×
Purchase Orders Stage/Source Requests	PO ID:	0000001480		Budget Status:	Valid	
Acknowledgments	Copy From:	×		Hold From Furthe	er Processing	
D Reconcile POs	▼ Header					
<ul> <li>Review PO Information</li> <li>Reports</li> </ul>	*PO Date:	08/31/2009	Vendor Search	Doc Tol Status:	Valid	
Budget Year End	Vendor	NDAA-001	Vendor Details	Backorder Status:	None Cre	ate BackOrder
- Add/Update Express	*Vendor ID:	0000013948	NATIONAL DISTRICT ATTORNEYS ASSOCIATION	Receipt Status:	Not Recvd	
- Add/Update POs	*Buyer:	TGURULE	TIFFANY GURULE	*Dispatch Method:	Print 💌	Dispatch
- Approve Amounts - Approve ChartFields	PO Reference			Amount Summary		
- Reserve PO IDs - Maintain Distributions	Header Details	PO Activities	Add ShipTo Comments	Merchandise:	665.00	Calculate
- Verify Document	PO Defaults	Document Status		Freight Tax/Misc.:	0.00	
Tolerance	Add Comment	Requisitions		Total Amount:	665.00	JSD
- Budget Check	Add Items From		Select Lines To Display			
- <u>Create Backorders</u> - <u>Approval Workflow</u>	Purchasing Kit	Catalog It	tem Search Line: C	Q Retrieve		

#### Maintain Purchase Order

### **PO Header Details**

Process Control Option								
Dispatch *Method: Print	Accounting Date: 08/31/2009							
	Accounting Template:							
		A	ugus	t	~	2	009	~
OK Cancel Refresh		S	М	Т	W	Т	F	S
			_				_	1
		2	3	4	5	6	7	8
		9	10	11	12	13	14	15
		16	17	18	19	20	21	22
		23	24	25	26	27	28	29
		30	31					
			1	Curr	ent	Date	T	)

• Review the PO Accounting Entries – accounting entries equal to the total amount of the PO.

Navigation: Purchasing > Purchase Orders > Review PO Information > PO Accounting Entries > Enter Selection Criteria, click OK.

Note: Take note that the PO accounting entries must show the same voucher(s) as in the Activity Summary Invoice tab.

<ul> <li>vendors</li> <li>Purchasing</li> <li>▷ Requisitions</li> <li>▷ Request for Quotes</li> </ul>	Selection Criteria
Procurement Contracts     Purchase Orders     Stage/Source Requests     Acknowledgments     Manage Change Orders     Reconcile POs	*Business Unit: From PO ID: PO Status:
Review PO Information – Purchase Orders	Fiscal Year From/To: Max Rows: 300
<ul> <li>Activity Summary</li> <li>PO Accounting Entries</li> </ul>	*Accounting Line View Option: Standard *Ledger Group: APROP_P
OK Cancel	

#### Below is a screen shot of the PO Accounting entries.

Po Acctg Ln Lo	okup												
Business Unit:	26	5400											
From PO:	00	000001480	To PO:								Down	load icon	
PO Status:											T		
From Fiscal Ye	ar:		To Fiscal Yea	r:									
Accounting Line	e View	Option:Standard			Commitr Group:	mentControl	Ledger	APROP_P			1		
Accounting Ent	tries							Cu	stomize   Find	View All	First	🛃 1-2 of 2 🕑 Last	
Details	Cha	rtFields IIII)									-		
Purchase Order S	tatus	Vencor ID	Trans Type	Line	Sched D	istFund	Dept	Account	Bud Ref	Class	Monetary Amount	Year Journal ID	Reference Reversal ID
0000001480 D		0000013948	PO_POENC	1	1	116800	P264	400	110	90000	665	2010 000444502	1
0000001480 D		0000013948	REVERSAL	1	1	1 16800	P264	400	110	90000	-332.5	2010 000458758	4 00004252

After clicking on the download button the system will ask, "Do you want to open or save this file?" click

Open.



Below are the PO Accounting Entries in Excel after it was downloaded. Notice that the Purchase Order Accounting entries contain Reference Reversal ID's (Voucher #s) listed which means that the PO was referenced in Vouchers.

Purchase Order	Status	Vendor ID	Trans Type	Line	Sched	Dist	Fund	Dept	Account	Bud Ref	Class	Monetary Amount	Fiscal Year	Journal ID	Reference Reversal ID
0000001480	D	0000013948	PO_POENC	1	1	1	16800	P264	400	110	90000	665.00	2010	0004445021	
0000001480	D	0000013948	REVERSAL	1	1	1	16800	P264	400	110	90000	-332.50	2010	0004587584	00004252
												332.50			

• Review the PO Activity Summary – Lines Details and Invoice tabs. Invoice tab - Vouchers must be the same as in the PO Accounting Entries.

Navigation: Purchasing > Purchase Orders > Review PO Information > Activity Summary > Enter Business Unit and Purchase Order Number, click search.

▷ Vendors ♥ Purchasing ▶ Requisitions	PO Activity Summary			
<ul> <li>Requisitions</li> <li>Request for Quotes</li> <li>Procurement Contracts</li> </ul>	Enter any information you hav	e and click Sear	ch. Leave fields blank fo	r a list of all values.
Purchase Orders     Stage/Source Requests     Acknowledgments	Find an Existing Value			
D Manage Change Orders D Reconcile POs	Business Unit:	= 🗸	26400	Q
¬ Review PO Information	PO Number:	begins with 🐱	0000001480	
- Purchase Orders	Purchase Order Date:	- ~		<b>H</b>
<ul> <li>Activity Summary</li> </ul>	Purchase older Date.			
- PO Accounting Entries	Purchase Order Reference:	begins with 💙		
Exceptions	Vendor ID:	begins with 🐱		Q
<ul> <li><u>Doc Tolerance</u></li> <li><u>Override History</u></li> </ul>	Case Sensitive			
- Print POs				
- Document Status	Creat Class			
- EE Journal Entries	Clear Ba	sic Search 🔡	Save Search Criteria	

# Below is a screen shot of the Activity Summary Lines Details tab (encumbered amount). Activity Summary

Unit:	26400				PO St	atus:	Dispato	hed				
PO ID:	000000	1480			Vendo	or:	NATION	AL DISTRIC	CT ATTORNEYS ASS	OCIATION		
Lines									Customize   Find   \	/iew All   🛗	First 🛃 1	of 1 🕨 Last
Deta	ils	Receipt	Y	Invoice	Y	Matche	ed γ	RTV				
Line	Item	It	tem De	escriptio	on			UOM	Order Qty Am	ount Ordered	Currency	Amount Only
1		<u>_</u>	ISTRI	CT ATT	ORNEY	JANE	TTA HICI	EA EA	1.0000	665.000	USD	$\bigcirc$

#### Screen shot of the Activity Summary Invoice tab (amount paid).

Line	s									Cus	tomize   Find   View #	All 📔 🛛 First 🗄	🛙 1 of 1 🕩 Last
	Details	Y	Receipt		Invoice	M	aiched	Y	RTV				Voucher #
Line	<u>l</u>	tem		Item	Descriptio	<u>n</u>			<u>U0</u>	M	Quantity Invoiced	Amt Invoiced C	Currency
	1 📑			DIST	RICT ATTO	RNEY	JANETT	AHICK	EA		1.00	332.500 L	JSD 🗄

The screen shots below appear after clicking on the Invoice icon Unit: 26400 PO No.:0000001480 Line 1 Item ID

Invoice				Customize   Find	View All   🛗	First 1 of 1 Last
Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount In	voiced
	1 26400	00004252		1	1.00	332.500 🛨 💻

Go back to the Main Purchase Order and change the price of the item to the total amount of the ٠ vouchers. On the PO Line Details change the price of the PO, click the Refresh page button.

Lines			Customize   Find   Vi	ew All   🛗 First 🗹 1 of 1 🕨 Last
Details Ship To/Die Date Statu	uses / Item Information / Attributes	RFQ Contract	Receiving	)
Line Item	Description PO	Qty *UOM Category	Price	Amount Status
1 🏬	DISTRICT ATTORNEY JANETTA HICKS REGISTRATION FOR EXECUTIVE CONFERENCE	1.0000 EA 000000	332.50000	332.50 Active 📿 🔯 🛨 🖃
View Printable Version	(C) Refresh	*Go to: More	Change Price to the total amount of the vouchers.	Department and Depart

#### The message below appears, click the Yes button.

This action will create a change order. Continue? (10200,27)

The action that you are taking will cause the system to create a change order. If you do not want to create a change order, then you cannot perform the action at this time. (Yes) No

### Click on the PO on Demand Budget Checking button <sup>to</sup> to re-budget check the PO.

Below is a screen shot of the PO after it was modified and re-budget checked.

Maintain Pure	hase Order					
Purchase	Order					
Unit:	26400		PO Status:	Pend Appr	Δ 🗙	
PO ID:	0000001480		Budget Status:	Valid		
Change Order:	1					
CopyFrom:	~		Hold From Furthe	er Processing		
✓ Header						
*PO Date:	08/31/2009	Vendor Search	Doc Tol Status:	Valid		
Vendor	NDAA-001	Vendor Details	Backorder Status:	None <u>Cre</u>	ate BackOrder	
*Vendor ID:	0000013948	NATIONAL DISTRICT ATTORNEYS	Receipt Status:	Not Recvd		
	TOUDULE	ASSOCIATION		Drint	Dispatch	
*Buyer:	TGURULE	TIFFANY GURULE	'Dispatch Method:	Print	Disperci	
PO Reference:			Amount Summary			
Header Details	PO Activities	Add ShipTo Comments	Merchandise:	332.50	Calculate	
PO Defaults	Document Status		Freight/Tax/Misc.:	0.00		
Add Comments	Requisitions		Total Amount:	332.50 (	JSD	
Add Items From		Select Lines To Display				
Purchasing Kit	Calalog It	em Search Line: To:	Q Retrieve			
Lines				Customize   F	ind   View All   📶	First 1 of 1 E Last
Details	Ship To/Die Date / St	atuses / Item Information / Attributes /	RFQ Contr	act <u>Receiving</u>		
Line Item		Description PO Qty	*UOM Catego	ory Price	Amount State	JS
1 脂		DISTRICT ATTORNEY JANETTA HICKS REGISTRATION FOR EXECUTIVE CONFERENCE	1.0000 EA 00000	Q 332.50000	332.50 Activ	e 🖓 🔯 🖿 🗖

Review PO accounting Entries after modifying and re-budget checking the PO. The accounting 0 entries must equal to 0 (zero).

PO Status: From Fiscal Year: To Fiscal Year: Accounting Line View Option:Standard CommitmentControl Ledger Group: APROP_P Accounting Entries Customize   Find   View All   First 1-4 of 4 D Last	Vendors   Purchasing   Requisitions   Request for Quotes   Procurement Contracts   Purchase Orders   Stage/Source Requests   Acknowledgments   Acknowledgments   Reconcile POs   Review PO Information   - Purchase Orders   - Activity Summary   - PO Accounting Entries     OK   Cancel   Po Acctg Ln Lookup Entries Dusiness Unit: 26400 From PO: 000001480 To Piers	Selection Criteria  *Business Unit: 26400 Q  From PO ID: 0000001480 Q  PO Status: Q  Fiscal Year From/To: Q  *Accounting Line View Option: Standa	To PO ID: Max Rows: 3 rd	00 *Ledger Group: APROP_P Q
From Fiscal Year:       To Fiscal Year:         Accounting Line View Option:Standard       CommitmentControl Ledger Group:       APROP_P         Accounting Entries       Oustomize   Find   View All   Image: First Image: Firs	PO Status	Pero multi de		
Accounting Line View Option:Standard CommitmentControl Ledger Group: APROP_P Accounting Entries Customize   Find   View All   First Last	From Finced Years To F	ical Var		
Accounting Line View Option:Standard CommitmentControl Ledger Group: APROP_P Accounting Entries Customize   Find   View All   # First Last ChartFields First Last	rioinriscal leal.			
Accounting Entries Customize   Find   View All   H First C 1-4 of 4 D Last	Accounting Line View Option:Standard	CommitmentControl Ledger Group: APROP_P		
Details Chartrields (TTT)	Accounting Entries		Customize   Find   Vie	w All 📕 🛛 First 🗹 1-4 of 4 🕑 Last
Monetary Fiscal Reference	Details Chartrielos (			Monetary Fiscal Reference
Purchase Order Status Vendor ID Trans Type Line Sched Dst Fund Dept Account Bud Ref Class Amount Year Journal ID Reversal ID Reversal ID	Purchase Order Status Vendor ID	Trans Type Line Sched Dst Fund Dept	Account Bud Ref Cla	ss Amount Year Journal ID Reversal ID
000001480 PA 0000013948 PO_POENC 1 1 1 16800 P264 400 110 90000 665 2010 0004445021	0000001480 PA 0000013948	PO_POENC 1 1 1 16800 P264	400 110 900	000 665 2010 0004445021
UUUUUU1480 PA UUUUU13948 PO_YOENC 1 1 1 18800 P264 400 110 90000 3325 2010 0004445021	0000001480 PA 0000013948	PO_POENC 1 1 1 16800 P264	400 110 900	332.5 2010 0004445021
0000001480 PA 000013948 REVERSAL 1 1 1 16800 P264 400 110 90000 -332.5 2010 0004445021	0000001480 PA 000013948	REVERSAL 1 1 1 16800 P264	400 110 900	-332 5 2010 0004445021

Below is a screen shot of the accounting entries downloaded into Excel:

Purchase Order	Status	Vendor ID	Trans Type	Line	Sched	Dist	Fund	Dept	Account	Bud Ref	Class	Monetary Amount	Fiscal Year	Journal ID	Reference Reversal ID
0000001480	PA	0000013948	PO_POENC	1	1	1	16800	P264	400	110	90000	665.00	2010	0004445021	
0000001480	PA	0000013948	PO_POENC	1	1	1	16800	P264	400	110	90000	332.50	2010	0004445021	
0000001480	PA	0000013948	PO_POENC	1	1	1	16800	P264	400	110	90000	-665.00	2010	0004445021	
0000001480	PA	0000013948	REVERSAL	1	1	1	16800	P264	400	110	90000	-332.50	2010	0004587584	00004252
								S. 19			· · · · · · · · · · · · · · · · · · ·	0.00			

- Proceed to closing out the purchase order through PO reconciliation workbench.
- See Encumbrance Year-End Process 2C Closing Purchase Orders through Reconciliation Workbench instructions.

End of procedure.

#### Encumbrance Year-End Process C Closing Purchase Orders through Reconciliation Workbench (No Requisition)



The diagram below illustrates the transaction flow around the PO Reconciliation process:

Transaction flow leading to the PO RECON process

- Benefits of Completed Purchase Orders
  - No longer show up in the list of available purchase orders when accessing pages in update or display mode.
  - Removed from the view are the purchase order options that were set to exclude, completed or cancelled.
  - > Decreases the time required to find purchase orders to modify.
- Agencies are encouraged to run the Purchase Order Reconciliation process at the end of each month to help improve the efficiency of the purchasing process.
- Agencies need to obtain current fiscal year purchase order list by running PO accounting entries and perform a pivot table. Each purchase orders are reconciled against purchase order accounting entries and purchase order activity summary line details and invoice tabs. Each PO accounting entries must equal to zero.
- Before navigating to PO workbench, agencies must verify Vouchers and Payments are posted by reviewing the PO Document Status.
- Once the check lists when creating a change order/closing a purchase order and disencumbering a purchase order with payments are met proceed with the closing of the purchase order through the reconciliation workbench.

Note: The example print screens may have prior year calendar dates. It is the user's responsibility to change the prior year dates to current year dates.

Below is the navigation to view if there is an un-posted voucher. Once a purchase order is open, click on the Document Status.

Purchasing     Requisitions     Request for Quotes	Maintain Pure	chase Order					
Procurement Contracts     Purchase Orders     Stage/Source Requests	Purchase	Order					
Acknowledgments	Unit:	26400		PO Status:	Dispatched	$\Delta$	×
Nanage Change Orders Reconcile POs	PO ID:	0000001305		Budget Status:	Valid		
Review PO Information	Copy From:	~		Hold From Furthe	er Processing		
Eudget Year End	Header						
Processing	*PO Date:	07/09/2009	Vendor Search	Doc Tol Status:	Valid		
FOs	Vendor	FEDERAL EX-J01	Vendor Details	Backorder Status:	None	Create Ba	ckOrder
- Add/Update POs	*Vendor ID:	0000042757	FEDERAL EXPRESS CORP	Receipt Status:	Not Recvd		
- Approve Amounts - Approve ChartFields	*Buyer:	TGURULE	TIFFANY GURULE	*Dispatch Method:	Print	✓ Dis	spalch
- Reserve PO IDs	PO Reference:			Amount Summary			
- Dispatch POs	Header Details	PO Activities	Add ShinTo Comments	Merchandise:	11	0.73	
- Verify Document	PO Defaults	Document Status	)	Freight/Tax/Misc.:		0.00 Ca	Iculate
- Eudget Check	Add Comments	Requisitions		Total Amount:	11	0.73 USD	

The screen shot below shows Voucher & Payment are posted. This purchase order is ready to close through reconciliation workbench. Note: Do not close out a purchase order if a voucher is un-posted.

PODoc	ument S	status									
Busines	s Unit:	26400		PO ID:	0000	001305			Status:	Dispatched	
Docume	nt Date:	07/09/	2009	Docume	nt Type: Purd	hase Order			Budget Status:	Valid	
Currenc	y:	USD		Amount:			110.7	3			
Buyer:		TIFFAI	NY GURUI	E							
Associa Docur	nents	Reate	ed Info 🔪 [					Customize   Fin	d   View All   🛗	First 🛃 1-2 of 2	🕨 Last
SetID	Busine	ess	DOC ID	D	ocument Type	Status	<u>[</u>	Ocument Date	Vendor ID	Location	
	26400		00003833	<u>3</u> V	oucher	Posted	0	7/03/2009	0000042757	001	
00000			0001770	571 P	ayment	Posted	C	8/12/2009	0000042757	001	

- To obtain purchase order list, the agency needs to run PO accounting entries. There are two ways to enter selection criteria in running PO accounting entries:
  - ▶ 1. Enter From PO ID to PO ID.
  - ➢ 2. Enter Budget Reference.

Navigation: Purchasing, Purchase Orders, Review PO Information, PO Accounting Entries.

1. Run PO accounting entries: Enter from PO ID to PO ID. Large agencies may have to run PO accounting entries three or four times (in batch range of PO's).

Cost Accounting     Vendors     Purchasing     Requisitions     Request for Quotes     Procurement Contracts     Purchase Orders     Atage/Source Requests     Acknowledgments     Manage Change Orders     Reconcile POs     Review PC Information     Purchase Orders	Selection Criteria  *Business Unit: 25400 Q  From PO ID: 0000001300 To PO ID: 0000001987 Q  PO Status: Q  Fiscal Year From/To: Q Max Rows: 65000  *Accounting Line View Option: Standard v *Ledger Group: APROP_P Q
- Activity Summary	ChartFields Custe
- PO Accounting Entries	Fund Dept Account Sub Acct Rot Cat Project Oper Unit Bud Ref Class
- Document Tolerance Excentions	
ОК Сало	cel

#### 2. Run PO accounting entries: Enter Budget Reference (best for small agencies)

Cost Accounting Vendors Venchasing Requisitions Request for Quotes Procurement Contracts Venchase Orders Stage/Source Requests Acknowledgments Manage Change Orders Reconcile POs Review P0 Information - Purchase Orders	Selection Criteria  Business Unit: From PO ID: PO Status: Fiscal Year From/To: Accounting Line View Option:	C PO ID: Max Rows: 650 Standard	Q •Ledger Group: APROP_P	<u>)</u> Q	
- Activity Summary	ChartFields				Custo
- PO Accounting Entries	Fund Dept	Account Sub Acct	Rot Cat Project	Oper Unit	Bud Ref Class
<ul> <li><u>Document Tolerance</u></li> <li><u>Exceptions</u></li> </ul>	1	]aa	aa		110 Q Q
ОК Сапс	el				

Below is the navigation to obtain the beginning purchase order for a fiscal year (from PO ID). Navigation: Purchasing, Purchase Orders, Add/Update PO's, Find an Existing Value. Select between on the Purchase Order Date.

Customer Returns	- Fulchase of der					
> Items > Cost Accounting	Enter any information you have	and click Search. Leave fields blan	kfor a list of all values.			
Purchasing PRequisitions	/ Find an Existing Value	dd a Nev Value				
D Request for Quotes						
Purchase Orders	Business Unit:	26400	Q			
Stage/Source Requests	PO ID:	beginswith 💌				
D Acknowledgments D Manage Change Orders	Purchase Order Date:	between - 07/01/2009	B and 09/30/2009	<b>B</b>		
P Reconcile POs	PO Status:	=	~			
Reports	Short Vendor Name:	beginswith 🗸	9			
D Budget Year End Brocessing	Vendes ID:	hadingwith				
- Add/Update Express	vendor ib:					
POs	Vendor Name:	beginswith 👻				
- Approve Amounts	Buyer:	beginswith 💌	a.			
- Approve ChartFields	Buyer Name:	beginswith 💌	Q			
- Maintain Distributions	PO Type:	=	~			
- Dispatch POs	Purchase Order Reference:	beginswith 🐱				
Tolerance	Hold From Jurther Processin					
- Budget Check						
- Create Backorders	Case Sensitive	Click on the PO ID	to sort			
- Approval Workflow	Count Count I -					
Workflow	Search Clear Bas	ic Search 🔚 Save Search Criteria	2			
D Receipts						
D Procurement Cards	Search Results					
D Supplier Schedules	View All					FITER 4 1-100 of 251
> Inventory	Business POID Purch	PO Status Short Vendor	Vendor ID Vendor Name	Buyer	Buyer Name	PO Order Fun
> eProcurement	Unit — Order	Date Name	The second s			Type Reference Pro
Sourcing	26400 000001300 07/08/ 26400 000001301 07/08/	2009 Dispatched NDAA-001	0000013948 NATIONAL DISTRICT AT	TORNEYS ASSOCIATION TOURULE	TIFFANY GURULE	General (blank) N
Engineering	26400 0000001302 07/08/	2009 Dispatched ALVARADO R-001	0000064440 ALVARADO, ROBERT	TGURULE	TIFFANY GURULE	General (blank) N
Production Control	26400 000001303 07/09/	2009 Dispatched ACOSTA ELI-001	0000076435 ACOSTA, ELIZABETH	TGURULE	TIFFANY GURULE	General (blank) N
Configuration Modeler	25400 000001304 07/09/	2009 Dispatched HULL JESSI-001	0000078808 HULL, JESSICA D	TGURULE	TIFFANY GURULE	General (blank) N

Below is the navigation to obtain the last purchase order for a fiscal year (to PO ID). Navigation: Purchasing, Purchase Orders, Add/Update PO's, Find an Existing Value. Select between on the Purchase Order Date.

Customer Returns	Purchase Order								
> Items > Cost Accounting > Vendors	Enter any information you have	and clici Search.	Leave fields blan	k for a list of all values.					
Purchasing D Requisitions	Find an Existing Value	dd a Nev Value							
D Request for Quoles	Design of the second se		b6400						
Purchase Orders	Business Unic	-	K0400	~					
Stage/Source Requests	PO ID:	beginswith 🛩							
D Acknowledgments D Manage Change Orders	Purchase Order Date:	between 🗸	07/01/2009	in and 09/30/2009	100				
Reconcile POs	DO Statue:	= ~		v					
Review PO Information	PO status.			1170					
Reports     Budget Year End	Short Vendor Name:	beginswith 💌		a					
Processing	Vendor ID:	beginswith 💌		Q					
- Add/Update Express	Vendor Name:	beginswith 🛩							
- Add/Update P0s	Rimor	beginswith v							
- Approve Amounts	buyer.	e e gano mar le							
- Approve ChartFields	Buyer Name:	beginswith 💌		Q					
- Maintain Distributions	PO Type:	= 🗸		~					
- Dispatch POs	Purchase Order Reference:	beginswith 💌							
- Verity Document Tolerance	Held From further Processing		-						
- Budget Check	Hold From Further Processing	,							
- Entry Event Request	Case Sensitive	Click	on the PO ID	te sort					
- Create Backorders		/	rentine r o ib	to solit					
- Acknowledgment	Search Clear Basi	c Search 🗐 Sa	ve Search Criteria						
Workflow									
D Receipts									
D Procurement Cards	Search Results								_
D Supplier Schedules	View All							First 4 1-100	of 251
D Analyze Procurement	Business Purcha	ise	hort Vendor					PO Purcha	se Hole
eProcurement	Unit POID Order I	Date PO status N	ame	Vendor ID Vendor Name		Buyer	Buyer Name	Type Order	Fur
Services Procurement	25400 000001300 07/08/2	009 Disratched N	DAA-001	0000013948 NATIONAL DISTRICT AT	TORNEYS ASSOCIATION	TOURULE	TIFFANY GURULE	General (blank)	N
Sourcing	26400 00000130107/08/2	009 Distatched R	OBERT J R-001	0000028948 ROBERT J RIVERA CPA	PC	TGURULE	TIFFANY GURULE	General (blank)	N
> Engineering > Magufacturing Definitions	26400 000001302 07/08/2	009 Distatched A	LVARADO R-001	0000064440 ALVARADO, ROBERT		TGURULE	TIFFANY GURULE	General (blank)	N
Production Control	26400 000001303 07/09/2	009 Dispatched A	COSTA ELI-001	0000076435 ACOSTA, ELIZABETH		TGURULE	TIFFANY GURULE	General (blank)	N
Configuration Modeler	26400 000001304 07/09/2	009 Discatched H	ULL JESSI-001	0000078808 HULL, JESSICA D		TGURULE	TIFFANY GURULE	General (blank)	N

• Agencies have the list of purchase orders, verified vouchers and payments are posted, PO accounting entries equal to zero – proceed to Reconcile PO's through reconciliation workbench.

Below is the navigation to reconcile purchase orders. You may enter in the search criteria one purchase order or a range of purchase orders.

Purchasing	Reconciliation WorkBench
D Requisitions	Filter Options
Request for Quotes	Filter Options
D Procurement Contracts	Rusinges Unity 20100 WorkRepablic DODSCOOL
	business offic 20400 Workbenchib: POREC204
D Stage/Source Requests	Description: PO RECON
D Acknowledgments	
D Manage Change Orders	Enter search criteria and click on Search. Leave blank for all values.
Reconcile POs	Search Criteria
- Reconciliation	Durates Order 0000001305 C Tax 0000001305 C
- Class Rurchass Orders	
- Close Purchase Orders	PO Date:
- Reopen POs	
D Review PO information	Activity Date: Di To:
D Rudget Vear End	
Processing	Due Date: To:
= Add/IIodate Express POs	
= Add/lindate POs	Request BU: Requisition ID:
= Approve Amounts	
= Approve ChartFields	Vendor ID: Place a check mark on Pending
= Reserve PO IDs	Appr if PO status is Pending
- Maintain Distributions	Item ID: Approval or place a check mark
- Dispatch POs	on Dispatched and Open if PO
- Verify Document	Buyer:
Tolerance	Contract Settle
- Budget Check	
- Entry Event Request	Contract ID:
- Create Backorders	
- Approval Workflow	Release Number:
- Acknowledgment	
Workflow	GPO ID:
Receipts	
Return To Vendor	GPO Contract:
Procurement Cards	Status
> Supplier Schedules	
Analyze Procurement	Open Approved Dispatched Cancelled Pending Appr
iventory	Receiving
Procurement	Premired     Net Descripted
Services Procurement	in not kequirea
sourcing	All O Not Received O Partially Received O Fully Received
Ingineering	Matching
Manufacturing Definitions	
Configuration Modeler	Required Not Required
Product Configurations	All      None      Partial Match     OFully Matched
Quality	Encumbrance
Demand Planning	Lincomprance
o o nana Fionning	
Inventory Policy Planning	Open Encumbrances

The screen shot below appears after clicking on the search button. Place a check mark on the box and click on the close button action.

#### **Reconciliation WorkBench**

Business Unit:	26400	Work	Bench ID: F	POREC264						
*Description:	PO RECON	l								
Select POs for Fur	ther Processi	ing								
List of Purchase	Orders				Custon	nize   Find   View	All Download	First	1 of 1	Last
Detail	Other									
Purchase O	rder Doc Status	PO Status Hold	FO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
0000001305		Dispatched N	07/09/2009	07/13/2009	0000042757	TIFFANY GURULE	Standard			
Select AI	Clear All									
Action: Approve	Unappr	Cancel	Clo	Dispatch	Preview					
Go To: Set filter opt	ions Proce	ess Request Option	s Process	Monitor View Pro	cessing Results					
Save										

When the screen shot below appears, make sure to use **accounting date for action** today's date but no later than 06/30/20XX (once 06/30/20XX is closed use any date that is currently open). Place a check

mark on the update budget date equal to accounting date.

Processin	g Results			10 15	_		
Business Unit:	26400	WorkBench ID: POREC2	place a che	ck mark o	n		
*Description:	PO RECON		box then clic	k on midd	lle		
Select POs for Fur	ther Processing	Accounting Date	for Action: 02/02/2010 t Dite Equal to Account	) ing Date			
Not Qualified	View All	First 🛃 1 of 1 🕑 Last	Qualified	View All	First	t 🕙 1 of 1 🕨	Last
PO ID		Log	PO ID	Line	Sched	Distrib Line	ł
		•	0000001305				-

#### Click on the yes button to proceed.

Select All	ear All	
Proceed: Yes	Delete	Return to Reconciliation WorkBench

Click on the yes button to continue to close PO's when the screen shot below appears, click yes. Continue to Close POs. (10224,10)



The screen shot below appears when the system is finished closing the purchase order.

#### Reconciliation WorkBench

Business Unit:	26400	1	WorkBench ID:	POREC264						
*Description:	PO RECON	l.		]						
Select POs for Furt	ther Process	ing								
List of Purchase	Orders				Custom	ize   Find   Viev	All Download	First	🛙 1 of 1 🛛	Last
Detail	Other									
Purchase Or	rder Doc Status	PO Status H	Hold FO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
☑ <u>0000001305</u>		Compl N	N 07/09/2009	02/02/2010	0000042757	TIFFANY GURULE	Standard			
Select AI	Clear All Unapp	rove Ca	ancel C	lose Dispa	tch Preview					
Go To: <u>Set filter opt</u> Save	ions Proc	ess Request C	Options Proces	s Monitor View	V Processing Results					

Once the system is done closing the purchase order go back to the main menu to verify purchase order budget status. Navigation: Purchasing, Purchase Order, Review PO Information, Purchase Orders. Enter the Purchase Order ID.

Vendors	Purchase Order	nquiry		
D Requisitions	Enter any information you	have and click 5	Search. Leave fields blan	k for a list of all values.
D Request for Quotes				
D Procurement Contracts	( Find an Existing Val	ue)		
	I me an enoung ta			
Stage/Source Requests			Received of	
D Acknowledgments	Business Unit:	= ~	26400	Q
Manage Change Orders	PO ID:	begins with	0000001305	
D Reconcile POs	10101	oogino trian		
Review PO Information	Contract SetID:	begins with		Q
- Purchase Orders	Contract ID:	begins with 🗸		Q
- Activity Summary				
<ul> <li>PO Accounting Entries</li> </ul>	Release Number:	= ~		
- Document Tolerance	Purchase Order Date:	= 🗸		D1
- Doc Tolerance Override	PO Status:	= 🗸		~
History	Short Vendor Name:	begins with		Q
- Print POs				
- Document Status	Vendor ID:	begins with		
- EE Journal Entries	Buyer	begins with V		Q
D Reports				
D Budget Year End	Buyer Name:	begins with		Q
Processing	PO Type:	- ~		~
- Add/Update POs	Case Sensitive			
- Approve Amounts				
- Approve ChartFields		L.	-	
- Reserve PO IDs	Clear	Basic Search	Save Search Criteri	<u>a</u>

The screen shot below shows that the PO status is Complete and Budget Status Not Checked. The system will re-budget check the purchase order in the next budget checking batch process schedule.

Purchase O	rder Inquiry				
Purchase	Order				
Unit:	26400		PO Status:	Compl	
PO ID:	0000001305		Budget Status:	Not Chkd	
<ul> <li>Header</li> </ul>			-		
PO Date:	07/09/2009		Doc Tol Status:	Valid	
Vendor:	FEDERAL EX-001		Backorder Status:	None	
Vendor ID:	0000042757	Vendor Details	Receipt:	Not Recvd	
Buyer:	TIFFANY GURULE		Amount Summary	Hold Fro	m Further Processing
PO Reference:			Merchandise:		110.73
Header Details	AILRTV	Matching	Freight/Tax/Misc.:		0.00
Header Comments	B Document Status		Total:		110.73 USD
Change Order			Select Lines to Display	Ĩ.	

Lines					Customize	El Find   Vie	ew All 📔	First 🛃	of 1 🕨 Last
Line	Item	Item Description	Category	PO Qty	UOM	Amount		Status	
1		SHIPPING CHARGES	00000000	1.0	000 EA		110.73 USD	Closed	

### The Purchase Order below shows that the PO status is complete and budget status valid. Purchase Order Inquiry

#### **Purchase Order** Unit: 26400 PO Status: Compl PO ID: **Budget Status:** 0000001305 Valid - Header PO Date: 07/09/2009 Doc Tol Status: Valid Backorder Status: None Vendor: FEDERAL EX-001 Receipt: Not Recvd Vendor ID: 0000042757 Vendor Details Hold From Further Processing Buyer: TIFFANY GURULE Amount Summary PO Reference: Merchandise: 110.73 Freight/Tax/Misc.: 0.00 AILRTV **Header Details** Matching Header Comments **Document Status** Total: 110.73 USD Change Order Select Lines to Display

Lines	Lines Customize   Find   View All   🚟								
Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status		
1		SHIPPING CHARGES	00000000	1.0	000 EA	110.73 USD	Closed		

Again, we must verify purchase order accounting entries to equal to zero.

> FIII V	Vendors Purchasing Decursions Requisitions Request for ( Procurement Purchase Orr D Stage/Sour Acknowlee D Manage Ch D Reconcile f Review PO - Purchase - Activity: - PO Accoo	Duotes Contracts Jers ce Requests gments ange Crders VOS Information <u>e Orders</u> <u>summary</u> <u>unting Entries</u> <u>th Tolerance</u>	Selection ( *Business U From P0 ID: PO Status: Fiscal Year F *Accounting ChartFields Fund	Criteria hit: From/To: Line View	26400 Q 00000(1305 Q Q Option:	Standard Account	To PO ID: 0000 Max Rows: V	*Ledger Gr	oup:	2	Oper Unit	Bud Ref Cla	Cus
	Po Acctg Ln Loc Business Unit: From PO: PO Status: From Fiscal Yea	26400 0000001305	To PO: To Fiscal Year	000000130	5					Click o downli spre	n this icon to oad to excel eadsheet		
,	Accounting Line	View Option:Standa	rd	Commit Group:	mentContro	l Ledger	APROP_P				Ļ		
	Accounting Entr	ies Charticids							Customize   Fin	View All	First	🛾 1-2 of 2 🕨 Last	
	Purchase Order St	atus Vendor ID	Trans Type	Line Sched	Dist Fund	Dept	Account	Project	Bud Ref	Class	Monetary Amount	Fiscal Year Journal ID	Reference Reversal ID
	0000001305 D	0100042757	PO_POENC	1 1	1 16800	P264	400		110	90000	110.73	2010 0004289323	1
	0000001305 D	0100042757	REVERSAL	1 1	1 16800	P264	400		110	90000	-110.73	2010 0004296616	00003833

Below is a print screen shot of the purchase order accounting entries downloaded into excel.

Purchase Order	Status	Vendor ID	Trans Type	Line	Sched	Dist	Fund	Dept	Account	Project	Bud Ref	Class	Monetary Amount	Fiscal Year	Journal ID	Reference Reversal ID
0000001305	D	0000042757	PO_POENC	1	1	1	16800	P264	400		110	90000	110.73	2010	0004289323	
0000001305	D	0000042757	REVERSAL	1	1	1	16800	P264	400		110	90000	-110.73	2010	0004296616	00003833

0

End of procedure.

#### **Encumbrance Year End Process 2D**

#### Preparing Purchase Orders Sourced by Requisitions without Attached Vouchers for Closing with the Reconciliation Workbench.

A Purchase Order can be cancelled if the following conditions apply:

- The PO's status is not on hold.
- The PO is not dispatched (If dispatched, all lines can be cancelled without cancelling the entire PO. PO status will be pending cancel).
- None of the PO schedules are matched.
- The PO does not have a receipt recorded against it.
- The PO does not have a voucher recorded against it.
- The user is authorized to cancel POs.

The following is a check list when disencumbering/cancelling a Purchase Order with a Requisition:

- Finalize the Requisition.
- Change the PO Accounting Date to Current Date but no later than 06/30/2011.
- Review the PO Accounting Entries. The accounting entries must equal to the total amount of the PO.
- Review the PO Activity Summary Lines Details and Invoice tabs. Invoice tab Vouchers must be the same as the PO Accounting Entries.
- Go back to the Main Purchase Order and change the price to 0 (zero). Click refresh then budget check the purchase order.
- Review PO accounting Entries. The accounting entries must equal to 0 (zero).
- Proceed with the closing of the purchase order through the reconciliation workbench to prevent misuse of the zeroed out document.

## Note: The example print screens may have prior year calendar dates. It is the user's responsibility to change the prior year dates to current year dates.

Below is an example of a scenario where an agency created a purchase order then cancelled it.

Scenario: An agency created a purchase order from a requisition. No payment was made from this PO and all the conditions to cancel the PO apply. The agency wants to disencumber/close the purchase order. Here are the following steps to disencumber/cancel the purchase order.

• Finalize the Requisition.

When a Purchase Order was created from a Requisition, the first step is to finalize the Requisition before disencumbering/closing the Purchase Order. You can either finalize the Requisition at the PO Header or on the PO Distributions/Chartfields line.

• Finalize Requisition at the PO Header.

Maintain Pu	rchase Order			
Purchase	e Order			
Unit	34100	P0 Status:	Dispatched	Δ 🗙
PO ID:	1001090045	Budget Status:	Valid	(i) F
Copy From:	~	Hold From Furt	her Processing	Finalize Document

• Finalize Requisition on the PO Distributions/Chartfields

Go to the PO Line Details Schedule, click on the Distributions/Chartfields, click on the Statuses tab, enter a check mark on the final box.

Lines						Customize   Fin	d   View All   🛗	First 1 of 1 E Last
Details	Ship To/Eue Date St	tatuses Y Item Infor	mation <u>Attributes</u>	RFQ	Contract	Receiving	[:::])	
Line Iter	<u>n</u>	Description	P	O Qty *UO	M Category	Price	Amount Sta	tus
1 📑		INSTALL OF MAC CARD READER BUTTON	SLOCK AND ANDEXIT	1.0000 EA	000000Q	1501.52000	1,501.52 Acti	ve 🖓 🛨 🗖
Schedules Details	V Statuses V Shipm	ent Matching		Freight V F		Find   View All	First 🛃 1 of	Last
Sched	*Due Date *Sh	nip To	*P0 Qtv	Price	An	nount Status		
1 🔡	11/24/2009 FC	D9100000 🖻	1.000	1,501.520	00 1,5	01.52 Active	🦠 💣 🚳	
								Distributions/ChartFields
Distributio	n			<u>Cu</u>	stomize   F	ind   View All	III First	∎ 1 of 1 🕨 Last
<u>Chartfiel</u>	ds Y Details/Tax	Statuses						
Dist Statu	s <u>Percent</u>	Chartfield Status	Budget Status	Doc Tol Stat	<u>us Final C</u> E	Commitment Control Close Flag	VAT Ap	port CF
1 Open	100.0000	Valid	Valid	Valid			×	÷. –

After finalizing the Requisition, you must review the Requisition Accounting entries. The Requisition accounting entries must equal to zero.

To get the Requisition ID number, go to the Main Purchase Order and click on the Document Status.

From the main menu, go to Purchasing, Purchase Order, Add/Update POs, Find an Existing Value and enter Business Unit and PO ID. Click on the Document Status as seen below:

Maintain Purchase Orde	r
------------------------	---

Purchase	order					
Unit:	34100			PO Status:	Dispatc	hed 🛆 🗙
POID:	1001090045			Budget Sta	tus: Valid	ji _
Copy From:		•		Hold Fro	m Further Proces	sing
✓ Header						
*PO Date:	11/24/2009	Vendor Sea	ch	Doc Tol Sta	atus: Valid	
Vendor	DIGITAL TR-001	Vendor Deta	ils	Backorder	Status: None	Create BackOrder
*Vendor ID:	0000053171	DIGITAL TR	AFFIC SYSTEMSINC	Receipt Sta	atus: Not Rec	vd
*Buyer:	YVETTE.ANAYA	YVETTE AN	AYA(BU34100)	*Dispatch	Method: Print	Dispatch
PO Reference	SIELOX SECURIT	Y ACCESS CONTR	COL	Amount Su	mmary	
Header Details	PO Activities	Add ShipTo	Comments	Merchandi	se:	1501.52 Calculate
PODefaults	Document Statu	e e		Freight/Tax	(Misc.:	0.00
Edit Comment	s Requisitions			Total Amou	unt:	1501.52 USD
Below is the	PO Document	Status and th	ne Requisition I	D:	Status:	Dispatched
Document Da		acument Tunor	Burchasa Ordar		Dudget Statue	Volid
Document Da	le. 11/24/2009 L	ocument type:	Fulchase Order		Buuget Status:	valid
Currency:	USD 4	Amount:	1,5	501.52		
Buyer:	YVETTE ANAYA(	BU34100)				
Associated D	ocument Related Info			Customize   Find	View All   🛄	First 🕙 1-2 of 2 🕨 Last
SetID Bus	t DOC ID	Document	Type Status	Document Date	Vendor ID	Location
341	00 0000069	69 REQ	Approved	11/13/2009		
00000	90-350-00 04550	- Contract	Approved	08/07/2009	0000053171	

# Below is the navigation to review the Requisition Accounting Entries and the Selection Criteria then click OK.

Purchasing	Selection Criteria
<ul> <li>Requisitions</li> <li>Reconcile Requisitions</li> </ul>	*Business Unit: 34100 Q
	From Req: 0000006969 To Req: 0000006969
- Requisitions	Requisition Status:
<ul> <li>Accounting Entries</li> </ul>	
<ul> <li>Workbench</li> <li>Document Status</li> </ul>	Fiscal Year From/To:
- Change History	
- EE Journal Entries	*Accounting Line View Option: Standard *Ledger Group:
OK Cancel	

#### Below is a screen shot of the Requisition Accounting Entries:

Requisition Accounting Entries

Business Unit:	34100		
From Req:	000006969	To Req:	000006969
Status:			
From Fiscal Year:		To:	

Accounting Line	View Option:	Standard	i	Comm	nitmentCont	rol Ledge	r Group:	APRO	P_P			
Accounting Entri	es	-				Customize	Find   View	All 📔	Firs	t 🛃 1-2 of 2 🕨	Last	
/ Details	Chartfields	)										
Requisition ID	Trans Type	Fund	Dept	Account	Bud Ref	Class	Monetary Amount	Closed Value	Fiscal Year	Journal ID	Tran Date	Reference Reversal ID
000006969	REQ_PREEN	C 01000	P544	400	110	90000	1501.52	N	2010	0004652686	11/13/2009	
0000006969	REVERSAL	01000	P544	400	110	90000	-1501.52	N	2010	0004680695	11/24/2009	1001090045

Below is a screen shot of the requisition accounting entries downloaded into excel:

<b>Requisition ID</b>	Trans Type	Fund	Dept	Account	Bud Ref	Class	Monetary Amount	Closed Value	Fiscal Year	Journal ID	Tran Date	Reference Reversal ID
0000006969	REQ_PREENC	01000	P544	400	110	90000	1,501.52	N	2010	0004652686	11/13/2009	
0000006969	REVERSAL	01000	P544	400	110	90000	-1,501.52	N	2010	0004680696	11/24/2009	1001090045
							0.00		· · · · · · · · · · · · · · · · · · ·			

• Change the PO Accounting Date to Current Date but no later than 06/30/20XX.

Navigation: Purchasing, Purchase Orders, Add/Update POs, Find an Existing Value, Enter Business Unit and Purchase Order ID.

> Items	Maintain Pure	chase Order				
> Vendors > Purchasing	Purchase	Order				
<ul> <li>Requisitions</li> <li>Request for Quotes</li> </ul>	Unit:	34100		PO Status:	Dispatched	Δ 🗙
D Procurement Contracts	PO ID:	1001090045		Budget Status:	Valid	J 🗗
<ul> <li>Purchase Orders</li> <li>Stage/Source Requests</li> <li>Acknowledgments</li> </ul>	Copy From:	×		Hold From Furthe	er Processing	
Manage Change Orders	<ul> <li>Header</li> </ul>					
Reconcile POs Review PO Information	*PO Date:	11/24/2009	Vendor Search	Doc Tol Status:	Valid	
▷ Reports	Vendor	DIGITAL TR-001	Vendor Details	Backorder Status:	None	Create BackOrder
Budget Year End Processing	*Vendor ID:	0000053171	DIGITAL TRAFFIC SYSTEMS INC	Receipt Status:	Not Recvd	
<ul> <li>Add/Update Express</li> <li>POs</li> </ul>	*Buyer:	YVETTE ANAYA	YVETTE ANAYA(BU34100)	*Dispatch Method:	Print	Dispatch
- Add/Update POs	PO Reference:	SIELOX SECURITY A	CCESS CONTROL	Amount Summary		
<ul> <li>Approve Amounts</li> <li>Approve ChartFields</li> </ul>	Header Details	PO Activities	Add ShipTo Comments	Merchandise:	1501.5	52 Calculate
- Reserve PO IDs	PO Defaults	Document Status		Freight/Tax/Misc.:	<u>0.</u>	00
- Dispatch POs	Edit Comments	Requisitions		Total Amount:	1501.5	52 USD

Click on the Header Details to change the PO Accounting Date. After changing the date click ok.

### Maintain Purchase Order

cess Control Option								
Dispatch *Method: Print	Accounting Date:	11/24/2009						
	Accounting Template:							
			No	vemb	er	~	2009	*
K Cancel Refresh			S	М	ΓN	V T	F	S
			1	2	3	4 5	6	7
			8	9	10 1	1 12	13	14
			15	16	17 1	8 19	20	21
			22	23 3	24 2	5 26	27	28
			29	30				

• Review the PO Accounting Entries. The accounting entries equal to the total amount of the PO.

Navigation: Purchasing, Purchase Orders, Review PO Information, PO Accounting Entries, Enter Selection Criteria e.g. <u>Business Unit</u>, <u>From PO ID</u> and <u>Ledger Group</u>: always select <u>APROP\_P</u>, click OK.

<ul> <li>Vendors</li> <li>Purchasing</li> <li>Requisitions</li> <li>Request for Quotes</li> <li>Procurement Contracts</li> <li>Purchase Orders</li> <li>Stage/Source Requests</li> <li>Acknowledgments</li> <li>Manage Change Orders</li> <li>Reconcile POs</li> <li>Review PO Information</li> </ul>	Selection Criteria *Business Unit: From PO ID: 1001090045 To PO ID: 1001090045 PO Status: Fiscal Year From/To: Standard APROP P
- <u>Activity Summary</u> - PO Accounting Entries - <u>Document Tolerance</u> <u>Exceptions</u> - <u>Doc Tolerance</u> OK Cancel	ChartFields       Fund     Dept     Account     Sub Acct     Rpt Cat     Project       1     Q     Q     Q     Q     Q

Below is a screen shot of the PO Accounting Entries:

Accounting Entries	Accounting Entries Customize   Find   View All   # First 🗹 1 of 1 🕑 Last									
Details ChartF	ields (IIII)									
Purchase Order Statu	s Vendor ID	Trans Type Line	Sched Dist	Fund Dept	Account	Bud Ref	Class	Monetary Amount	Fiscal Year	Reference Reversal ID
1001090045 D	0000053171	P0_POENC 1	1 1	01000 P544	400	110	90000	1501.5	2 2010 000468069	6

Note: The Purchase Order Accounting entries do not have any Reference Reversal ID (Vouchers) listed which means that the PO is only encumbered.

• Review the PO Activity Summary – Lines Details and Invoice tabs. Invoice tab - Vouchers must be the same as in the PO Accounting Entries.

Navigation: Purchasing, Purchase Orders, Review PO Information, Activity Summary, Enter Business Unit and Purchase Order Number, click search.

<ul> <li>▷ Cost Accounting</li> <li>▷ Vendors</li> <li>&gt; Purchasing</li> <li>▷ Requisitions</li> <li>▷ Request for Quotes</li> <li>▷ Procurement Contracts</li> <li>&gt; Purchase Orders</li> <li>▷ Stage/Source Requests</li> </ul>		PO Activity Summary Enter any information you hav	e and click Searc	ch. Leave fields blank for a	a list of all values.
D Acknowledgments		Business Unit:	= 🗸	β4100	Q
<ul> <li>Manage Change Orders</li> <li>Reconcile P0s</li> </ul>		PO Number:	begins with 🔽	1001090045	
Review PO Information – Purchase Orders		Purchase Order Date:	= 🗸		1
<ul> <li>Activity Summary</li> </ul>	m	Purchase Order Reference:	begins with 🐱		]
<ul> <li>PO Accounting Entries</li> <li>Document Tolerance</li> </ul>		Vendor ID:	begins with 💌		Q
Exceptions Doc Tolerance		Case Sensitive			
Search Clear Bas	ic S	earch 📳 Save Search Crite	ria		
Activity Summary					
Unit: 34100		PO Status: Dispatched			

PO ID:	100109	0045	Vendor:	DIGITAL	TRAF	FIC SYSTE	MS INC			
Lines						Cust	omize   Find   \	/iew All   🛄	First 🖪 1	of 1 🕑 Last
/ Detai	ls (	Receipt Y Invoice	Y Matche	dγ	RTV			Amount		Amount
Line	Item	Item Description				UOM	Order Qty	Ordered	Currency	Only
1 🗄		INSTALL OF MAG	LOCK AND C	CARD RE		EA	1.0000	1501.520	USD	V
Lines		way.				Cust	omize   Find   \	/iew All   🛄	First 🛃 1	of 1 🕑 Last
Details	\$ Υ	Receipt Invoice	Natche	dγ	RTV		•			
Line	Item	Item Description					UOM	Quantity Invoiced	Amt Invoice	ed Currency
1 🔡	i	INSTALL OF MAG		ARD RE			EA	0.00	0.00	00

Note: The Activity Summary Invoice tab indicates that there are no vouchers created referencing this purchase order. There are no payments made from this document.

• Go back to the Main Purchase Order and change the price of the item to 0 (zero), click the refresh button, click on the save button.

Maintain Pure	chase Order									
Purchase	Order									
Unit:	34100		PO Status:	Dispatched		Δ	×			
PO ID:	1001090045		Budget Status:	Valid		ji j				
Copy From:	~		Hold From Furthe	er Processing	)					
Header										
*PO Date:	11/24/2009	Vendor Search	Doc Tol Status:	Valid						
Vendor	DIGITAL TR-001	Vendor Details	Backorder Status:	None	Cre	ate Bac	kOrder			
*Vendor ID:	0000053171	DIGITAL TRAFFIC SYSTEMS INC	Receipt Status:	Not Recvd						
*Buyer:	YVETTE ANAYA	YVETTE ANAYA(BU34100)	*Dispatch Method:	Print	~	Dis	patch			
PO Reference:	SIELOX SECURITY A	CCESS CONTROL	Amount Summary				-			
Header Details	PO Activities	Add ShipTo Comments	Merchandise:		0.00	Calo	culate			
PO Defaults	Document Status		Freight/Tax/Misc.:		0.00					
Edit Comments	Requisitions		Total Amount:		0.00	USD				
Add Items From		Select Lines To Display								
Purchasing Kit	Catalog	tem Search Line: C	Q Retrieve							
Lines				Custo	mize   F	Find   Vie	ew All	First	1 of 1	▶ Last
Details	Ship To/Eue Date S	tatuses / Item Information / Attributes /	RFQ Contra	ract <u>R</u> ec	eiving					
Line Item		Description PO Qt	*UOM Catego	ory Price			Amount	Status		
1 🎥		INSTALL OF MAGLOOK AND CARD READER AND EXIT	1.0000 EA 00000	0.0000	9			Active		ŧ =
🔛 Save	Return to Sear	ch Notify Refresh								

The system will show the message below, click the yes button.

This action will create a change order. Continue? (10200,27)

The action that you are taking will cause the system to create a change order. If you do not want to create a change order, then you cannol perform the action at this time.

After saving the purchase order the system will show the message below, click the ok button. Warning -- No price on line number 1, schedule 1. (10200,14)

There is no price on the specified schedule. You can confirm that you want to save a zero dollar item.

PO Status:	Pend Appr $\frac{1}{2}$	×
Budget Status:	Not ChKd 2 🐨 🖬	

First approve Whe purchase order then click on the on demand budget checking button to re-budget check the purchase order.

• Review the Purchase Order accounting entries after the change order. The accounting entries must equal to 0 (zero).

Navigation: Purchasing, Purchase Orders, Review PO Information, PO Accounting Entries, Enter Selection Criteria e.g. <u>Business Unit</u>, From PO ID and <u>Ledger Group</u>: always select <u>APROP\_P</u>, click OK.

<ul> <li>Vendors</li> <li>Purchasing</li> <li>Requisitions</li> <li>Request for Quotes</li> <li>Procurement Contracts</li> <li>Purchase Orders</li> <li>Stage/Source Requests</li> <li>Acknowledgments</li> <li>Manage Change Orders</li> </ul>	Selection Criteria *Business Unit: From PO ID: PO Status: Fiscal Year From/To:	34100 Q 1001090045 Q Q Q Q	To PO ID: 10010 Max Rows: 300	090045 Q		
Reconcile POs     Review PO Information     - Purchase Orders	*Accounting Line View	Option: Standard	~	*Ledger Group:	APROP_P	٩
- Activity Summary	ChartFields					
- Document Tolerance	Fund Dept	Account	Sub Acct	Rpt Cat	Project	
OK Cancel						

Below is a screen shot of the PO Accounting entries which equal to zero.

Po Acctg Ln Look																	
Business Unit:	34100																
From PO:	100109	0045	To PO:	100	10900	45											
PO Status:																	
From Fiscal Year	:		To Fiscal Year	r:													
Accounting Line \	/iew Optio	n:Standar	đ		Comm Group:	itment	tCont	rol Ledge	er	APROP_P							
Accounting Entri	es										<u>Cı</u>	ustomize   Fir	nd   View A	11 🖬 F	irst	I of 1 E Last	
/ Details	ChartFields		C 105/07 C 108					10.045 M A	1.00000		Constants A	1010000000		Monetan	,	Fiscal	Reference
Purchase Order	Status	/endor ID	Trans 1	ype	Line S	ched	Dist	Fund	Dept		Account	Bud Ref	Class	Amount		Year Journal ID	Reversal ID
1001090045	PA (	000005317	1 P0_P0	ENC	1	1	1	01000	P544	1.	400	110	90000		0	2010 0004680696	

- Proceed with the closing of the documents through the PO reconciliation workbench to prevent misuse of zeroed out purchase orders.
- See Encumbrance Year-End Process 2F Closing Purchase Orders with Requisitions reconciliation workbench instructions.

End of procedure.

#### **Encumbrance Year End Process 2E**

#### Preparing Purchase Orders Surced by Requisitions with Attached Vouchers for Closing with the Reconciliation Workbench.

The following is a check list when disencumbering a Purchase Order with a Requisition:

- Finalize the Requisition.
- Change the PO Accounting Date to Current Date but no later than 06/30/20XX.
- Review the PO Accounting Entries. The accounting entries must equal to the remaining balance of the PO (e.g., purchase amount less payments).

- Review the PO Activity Summary Lines Details and Invoice tabs. Invoice tab Vouchers must be the same as in the PO Accounting Entries.
- Go back to the Main Purchase Order and change the PO or PO line(s) to the amount paid. Click Refresh. Budget Check the PO.
- Review PO accounting Entries after modifying the PO. Must verify that the requisition is finalized in the purchase order. Requisition and Purchase Order accounting entries equal to 0 (zero).
- Print before and after Commitment Control budget inquiry (Optional).
- Proceed with the closing of the purchase order through the PO reconciliation workbench.
- Close the requisition through the reconciliation workbench after the purchase order is closed. Note: Purchase Orders must be closed first then close requisitions last.

## Note: The example print screens below may have prior year calendar dates. It is the user's responsibility to change the prior year dates to current year dates.

Below is an example of a scenario where an agency created a purchase order then cancelled it. Scenario: An agency created a purchase order from a requisition and made payment(s). The agency wants to disencumber the remaining balance of the purchase order or close the purchase order which is fully liquidated. Here are the following steps to disencumber the remaining balance of the purchase order:

• Finalize the Requisition.

When a Purchase Order was created from a Requisition, the first step is to finalize the Requisition before disencumbering the Purchase Order. You can either finalize the Requisition at the PO Header or on the PO Distributions/Chartfields line.

• Finalize Requisition at the PO Header

Maintain Pu	rchase Order			
Purchase	e Order			
Unit:	34100	PO Status:	Dispatched	<u>∧</u> ×
PO ID:	1001000014	Budget Status:	Valid	(II)F
Copy From:	×	Hold From Further	Processing	Finalize Document

• Finalize Requisition on the PO Distributions/Chartfileds.

Go to the PO Line Details Schedule, click on the Distributions/Chartfields, click on the Statuses tab, enter a check mark on the final box.

Details Ship To	Die Date Y Statuses Y Item Information Y	Attributes Y RF	Q Y Contract	Customize   Find Y Receiving T	View All   H F	First 🖪 1 of 1 🗈 La
1 📑	Legal Notices for FY 10for Rodeo Council	<u>PO QQ</u> 電 1.000	00 EA 000000	430.00000	430.00 Active	° ∽®±
/iewPrintable Version		*Go to:	More	~		Schedule
Ies				<u>Find</u>   View Al	I First 🗐 1 of 1	▶ Last
ine: 1 Item:	Legal Notices for FY 10 for R	odeo CouncilPO Qty:	1.0000	EA Amount:	430.00 USD	
chedules		The second second	Customiz	e   Find   View All   📶	First 🛃 1 of 1	Last
ched *Due Date	* *Ship To *PO Dtv	Price		mount Status		
1 📳 08/20/200	9 LGD8000000 🖃	1.0000 4	30.00000	430.00 Active	🗞 💣 🚳 🌘	
						Distributions/ChartF
Id ShipTo Comments						
istribution			Customize   Fi	ind   View All	First 🛃	of 1 🕑 Last

<u>Chartfields</u>	Y Details/Tax	Statuses					
Dist Status	Percent	Chartfield Status	Budget Status	Doc Tol St	atus Final Control Close Flag	VAT Apport CF	
1 Open	100.0000	Valid	Valid	Valid		×	+ -

After finalizing the Requisition, you must review the Requisition Accounting entries. The Requisition accounting entries must equal to zero.

To get the Requisition ID number, go to the Main Purchase Order and click on the Document Status. From the main menu, go to Purchasing, Purchase Order, Add/Update POs, Find an Existing Value and enter Business Unit and PO ID. Click on the Document Status to view the Requisition ID.

D Cost Accounting	Maintain Pure	chase Order				
✓ Purchasing ▷ Requisitions	Purchase	Order				
<ul> <li>Request for Quotes</li> <li>Procurement Contracts</li> </ul>	Unit:	34100		PO Status:	Dispatched	Δ 🗙
	PO ID:	1001000014		Budget Status:	Valid	jo 🗗
Acknowledgments     Napage Change Order	Copy From:	~		Hold From Furthe	Processing	
▷ Reconcile POs	Header					
<ul> <li>Review PO Information</li> <li>Reports</li> </ul>	*PO Date:	08/20/2009	Vendor Search	Doc Tol Status:	Valid	
Eudget Year End	Vendor	ALBUQUERQU-11	Vendor Details	Backorder Status:	None	Create BackOrder
- Add/Update Express	*Vendor ID:	0000049778	ALBUQUERQUE PUBLISHING CO	Receipt Status:	Not Recvd	
POs	*Buyer:	PHUNTSOK.RAPD	PHUNTSOK RAPDEN	*Dispatch Method:	Print	Dispatch
- Approve Amounts	PO Reference:			Amount Summary	2	
- Approve ChartFields	Header Details	PO Activities	Add ShinTo Comments	Merchandise:	43	0.00
- Maintain Distributions	DO Defeulte	Concentration of the second	nud on pro comments	Freight/Tax/Misc.:		0.00
- Dispatch POs	PO Defaults	Document Status		Total Amount:	43	0.00 USD
- Venty Document	Add Comments	Requisitions				

#### Below is a screen shot the PO Document Status and the Requisition ID.

Purchasing P Requisitions	PO Doc	cument Sta	atus						_
Procurement Contracts Purchase Orders	Busines	s Unit: 3	84100	PO ID:	<u>1001000014</u>		Status:	Dispatched	
<ul> <li>Stage/Source Requests</li> <li>Acknowledgments</li> </ul>	Docume	nt Date: 0	08/20/2009	Document Typ	e: Purchase Order		Budget Status:	Valid	
Nanage Change Orders Reconcile POs	Currenc	y: L	JSD	Amount:		430.00			
Review PO Information	Buyer:	F	PHUNTSOK RA	PDEN					
- Purchase Orders	Associa	ated Docur	ment			Customize   Fin	d I View All I 🛗	First 1.5 of 5	▶ Last
- Activity Summary	Docur	ments V	Related Info			alladisibaladaladilidi • Andrico			
- <u>PO Accounting Entries</u> - <u>Document Tolerance</u>	SetID	Busines	DOC ID	Docume	ent Type Status	Document Date	Vendor ID	Location	
- Doc Tolerance		34100	0000006	714 REQ	Approved	08/17/2009			
Override History     Print POs		34100	1000042	3 Voucher	Posted	09/11/2009	0000049778	001	
- Document Status		34100	1000166	7 Voucher	Posted	11/24/2009	0000049778	001	
- EE Journal Entries	00000		0001844	598 Paymen	t Posted	09/23/2009	0000049778	004	
<ul> <li>Reports</li> <li>Budget Year End</li> </ul>	00000		0001946	879 Paymen	t Posted	12/02/2009	0000049778	004	

### Below is the navigation to review the Requisition Accounting Entries and the Selection Criteria, click OK.

Requisitions     Reconcile Requisitions	*Business Unit:
Review Requisiton Information - Requisitions	From Req: 0000006714 C To Req: 0000006714 C
- Accounting Entries	Requisition Status:       Image: Comparison of the status of
- Document Status - Change History	*Accounting Line View Option: Standard *Ledger Group: APROP_P
OK Cancel	

#### Below is a screen shot of the Requisition Accounting Entries **Before** Finalizing Requisition:

Accounting Entri	es				9	Customize	Find   View	All	Firs	it 🕙 1-2 of 2	Last	
Details Cha	rtFields Fields							_				
Requisition ID	Trans Type	Fund	Dept	Account	BudRef	Class	Monetary Amount	Closed Value	Fiscal Year	Journal ID	Tran Date	Reference Reversal ID
0000006714	REQ_PREENC	01000	Z81048	400	910	90000	430	N	2010	0004404820	08/17/2009	
0000006714	REVERSAL	01000	Z81048	400	910	90000	-430	N	2010	0004416641	08/20/2009	1001000014

#### Belwo is the Requisition Accounting Entries <u>After</u> Finalizing Requisition:

Accounting Entr	ies					Customize	Find   View All	1	First	1-4 of 4	Last	
Requisition ID	Trans Type	Fund	Dept	Account	Bud Ref	Class	Monetary C Amount V	losed f	Fiscal Year	Journal ID	Tran Date	Reference Reversal ID
0000006714	REQ_PREENO	01000	Z81048	400	910	90000	<u>430</u> N	1	2010 (	0004404820	08/17/2009	
0000006714	REVERSAL	01000	Z81048	400	910	90000	-430 N	1	2010 (	0004416641	08/20/2009	1001000014
0000006714	REVERSAL	01000	Z81048	400	910	90000	430 N	1	2010 (	0004416641	08/20/2009	1001000014
0000006714	REVERSAL	01000	Z81048	400	910	90000	<u>-430</u> N	1	2010 (	0004416641	08/20/2009	1001000014

Note: Requisition Accounting entries contain Reference Reversal ID which is the Purchase Order ID number.

• Change the PO Accounting Date to Current Date but no later than 06/30/20XX.

Navigation: Purchasing, Purchase Orders, Add/Update Pos, Find an Existing Value, Enter Business Unit and Purchase Order ID. Click on the Header Details to change the PO Accounting Date. After changing the date click OK.

#### Cost Accounting Maintain Purchase Order Vendors Purchasing Purchase Order D Requisitions Request for Quotes × Δ Unit: PO Status: 34100 D Procurement Contracts Dispatched Purchase Orders PO ID: 10 5 1001000014 **Budget Status:** Valid Stage/Source Requests Acknowledgments ¥ Hold From further Processing Copy From: Manage Change Orders D Reconcile POs Head ▷ Review PO Information 08/20/2009 1 Reports Budget Year End \*PO Date: Vendor Search Doc Tol Status: Valid Vendor Vendor Details **Backorder Status:** None Create BackOrder Processing 0000049778 Add/Update Express \*Vendor ID: ALBUQUERQUE PUBLISHING CO Receipt Status: Not Recyd POs \*Dispatch Method: Print \*Buyer: PHUNTSOK RAPDEN v - Add/Update POs - Approve Amounts Amount Sun PO Reference: - Approve ChartFields Merchandise: 430.00 Reserve PO IDs Header Details PO Activities Add ShipTo Comments Calculate - Maintain Distributions Freight/Tax/Misc.: 0.00 PO Defaults - Dispatch POs Document Status Total Amount: 430.00 USD Verify Document Add Comments Requisitions Tolerance Maintain Purchase Order

### **PO Header Details**

Dispatch Method:	Accounting Date: 11/20/2003							_
	Accounting Template:	-		1	100		000	
		N	overr	nber	~	2	009	~
OK Cancel Refresh		S	М	T	W	T	F	S
		1	2	3	4	5	6	7
		8	9	10	11	12	13	14
		15	16	17	18	19	20	21
		22	23	24	25	26	27	28
		29	30					

• Review the PO Accounting Entries – accounting entries equal to the total amount of the PO.

Navigation: Purchasing, Purchase Orders, Review PO Information, PO Accounting Entries, Enter Selection Criteria, click OK.

CostAccounting	Selection Criteria
<ul> <li>Vendors</li> <li>Purchasing</li> <li>Requisitions</li> <li>Request for Quotes</li> <li>Procurement Contracts</li> <li>Purchase Orders</li> <li>Stage/Source Requests</li> <li>Acknowledgments</li> <li>Manage Change Orders</li> </ul>	*Business Unit: From PO ID: 1001000014 To PO ID: 1001000014 PO Status: Fiscal Year From/To: Max Rows: 300 thereasting Ling View Options Standard View Groups APROP P
Review PO Information	
- Purchase Orders	ChartFields
= <u>Activity Summary</u>	Fund Dept Account Sub Acct Rpt Cat Project
- Document Tolerance	
OK Cancel	

Below is a screen shot of the PO Accounting entries:

Accounting Entrie	es	the second second						Cus	tomize   Find	View All	First	🛃 1-5 of 5 🖹 Last	
/ Details	ChartFiel	ds 🕅 🎫 🕨											
Purchase Order	Status	Vendor ID	Trans Type	Line S	ched	Dist Fund	Dept	Account	Bud Ref	Class	Monetary Amount	Fiscal Year Journal ID	Reference Reversal ID
1001000014	D	0)00049778	PO_POENC	1	1	1 01000	Z81048	400	910	90000	430	2010 0004416641	1
1001000014	D	0)00049778	PO_POENC	1	1	1 01000	Z81048	400	910	90000	430	2010 0004416641	1
1001000014	D	0)00049778	PO_POENC	1	1	1 01000	Z81048	400	910	90000	-430	2010 0004416641	
1001000014	D	0)00049778	REVERSAL	1	1	1 01000	Z81048	400	910	90000	-53.87	2010 0004480239	10000423
1001000014	D	0)00049778	REVERSAL	1	1	1 01000	Z81048	400	910	90000	-53.87	2010 0004680748	3 10001667

1

After clicking on the download button the system will ask, "Do you want to open or save this file?" Click Open.



Below is a screen shot of the PO Accounting entries in Excel after it was downloaded:

Purchase Order	Status	Vendor ID	Trans Type	Line	Sched	Dist	Fund	Dept	Account	Bud Ref	Class	Monetary Amount	Fiscal Year	Journal ID	Reference Reversal ID
1001000014	D	0000049778	PO_POENC	1	1	1	01000	Z81048	400	910	90000	430.00	2010	0004416641	
1001000014	D	0000049778	PO_POENC	1	1	1	01000	Z81048	400	910	90000	430.00	2010	0004416641	
1001000014	D	0000049778	PO_POENC	1	1	1	01000	Z81048	400	910	90000	-430.00	2010	0004416641	
1001000014	D	0000049778	REVERSAL	1	1	1	01000	Z81048	400	910	90000	-53.87	2010	0004480239	10000423
1001000014	D	0000049778	REVERSAL	1	1	1	01000	Z81048	400	910	90000	-53.87	2010	0004680748	10001667
		· · · · · · · · · · · · · · · · · · ·										322.26			

Note: Purchase Order Accounting entries contain Reference Reversal ID which are the Voucher ID numbers.

• Review the PO Activity Summary – Lines Details and Invoice tabs. Invoice tab - Vouchers must be the same as in the PO Accounting Entries.

Navigation: Purchasing, Purchase Orders, Review PO Information, Activity Summary, Enter Business Unit and Purchase Order Number.

<ul> <li>Cost Accounting</li> <li>Vendors</li> <li>Purchasing</li> <li>Requisitions</li> <li>Request for Quotes</li> <li>Procurement Contracts</li> </ul>	PO Activity Summary Enter any information you hav	e and click Sear	ch. Leave fields blank	for a list of all values.
	,			
D Stage/Source Requests D Acknowledgments D Manage Change Orders	Business Unit:	= 💙	34100	٩
D Reconcile POs	PO Number:	begins with 💌	1001000014	
Review PO Information <u>Purchase Orders</u>	Purchase Order Date:	= ~		ij
<ul> <li>Activity Summary</li> </ul>	Purchase Order Reference:	begins with 🔽		
<ul> <li>PO Accounting Entries</li> <li>Document Tolerance</li> <li>Exceptions</li> </ul>	Vendor ID:	begins with 🔽		Q
- Doc Tolerance Override History	Case Sensitive			
- <u>Print POs</u> - <u>Document Status</u>	Search Clear Ba	sic Search  目	Save Search Criteria	

Activity Summary: Lines Details tab shows the encumbered amount.

### Activity Summary

Unit:	34100			PO Stat	tus:	Dispato	ched				
PO D:	100100	0014		Vendor	:	ALBUQ	UERQUE P	UBLISHING CO			
Lines	Linne							Customize   Find	View All  🛄	First 🛃 1	of 1 🕨 Last
Detai	ils 👔	Receipt	Invoid	e Y M	atch	ed Y	RTV				
Line	Item	Ite	em Descrij	otion			UOM	Order Qty	Amount Ordered	Currency	Amount Only
1 [		Le	egal Notice	s for FY 10	for F	<u>Ro</u>	EA	1.0000	430.000	USD	$\checkmark$

### Activity Summary: Invoice tab shows the amount invoiced.

Lines							Customize	Find View	Ali 🛛 📶	First 🛃 1 of 1	Last
Det	ails	Receipt	Invoice	Matched	Y	RTV					
Line	lte	em	Item Descriptio	<u>n</u>		UOM		Quantity Invoiced	Amt Inv	oiced Currency	
1	P:		Legal Notices fo	r FY 10 for Ro		EA		2.00	10	7.740 JSD	<b>1</b>

# The screen shot below appears after clicking on the Invoice button

Unit:	34100	PO No.:100100	0014	Line	1	Item ID	
Invoice				Custo	<u>mize   Fin</u>	d   View All   🛗	First 🛃 1-2 of 2 🕩 Last
Sched N	Num AP Unit	Voucher	Line	Quar	ntity Invoi	ced Amoun	t Invoiced
	1 34100	10000423		1		1.00	53.870 🛨 💻
	1 34100	10001667		1		1.00	53.870 🛨 💻

Below is the screen shot of the PO accounting entries.

Accounting Entrie	es							Qus	tomize   Find	View All	First	🕙 15 of 5 🕨 Last	
/ Details	ChartFiel	ds 🛛 💷 🕨											
Purchase Order	Status	Vandor ID	Trans Type	Line S	Sched	Dist Fund	Dept	Account	Bud Ref	Class	Monetary Amount	Fiscal Year Journal ID	Reference Reversal ID
1001000014	D	0000049778	PO_POENC	1	1	1 01000	Z81048	400	910	90000	430	2010 000441664	1
1001000014	D	0000049778	PO_POENC	1	1	1 01000	Z81048	400	910	90000	430	2010 000441664	1
1001000014	D	0000049778	PO_POENC	1	1	1 01000	Z81048	400	910	90000	-430	2010 000441664	
1001000014	D	0000049778	REVERSAL	1	1	1 01000	Z81048	400	910	90000	-53.87	2010 0004480239	10000423
1001000014	D	0000049778	REVERSAL	1	1	1 01000	Z81048	400	910	90000	-53.87	2010 0004680748	10001667

Note: The Activity Summary Invoice tab indicates that there are two vouchers that were paid out for this purchase order.

Note: PO accounting entries should show the same voucher numbers as the invoice PO Activity Summary Invoice tab. If PO accounting entries will not show the same voucher numbers as the invoice PO Activity Summary Invoice tab – agency must reconcile according to the PO Activity Summary.

Unit:	4100	PO No.	:100100001	4		Line	1	Item ID					
Invoice						Custom	ize   Find   V	iew All  🛗	First	1.2 0	12 🕑 Las	st	
Sched Nu	n <u>APU</u>	Init Vou	cher I	Line		Quant	ity Invoiced	Amou	nt Invoice	ed			
	1 3410	100	00423			1		1.00		53.87	0 🕂 🖃		
	1 3410	100	01667	_		1		1.00		53.87	0 + -	a	
						-							
Accounting En	ries						-	Cus	tomize I Find	(1Viou Al	LI Fire	A sate Plant	
Accounting En	ries ChartFiel	ds (IIII)						<u>Cus</u>	tomize   Find	View Al	Firs	I I I-5 of 5 Last	
Accounting En	ries ChartFiel r <u>Status</u>	ds m	Trans Type	Line <u>Sc</u>	hed Di	hist Fund	Dept	Cus Account	tomize   Find	View Al	Monetary Amount	Fiscal Journal ID	Reference Reversal ID
Accounting En / Details Purchase Order 1001000014	ries ChartFiel r <u>Status</u> D	ds (TTT) Veador ID 0000049778	Trans Type I PO_PCENC	<u>Line Sc</u> 1	hed Di	hist Fund 101000	<u>Dept</u> Z81048	Cus Account 400	Bud Ref 910	Class 90000	Monetary Amount 43	Fiscal Journal ID Year 2010 000441664	Reference Reversal ID 1
Accounting En / Details Purchase Order 1001000014 1001000014	ries ChartFiel r <u>Status</u> D D	ds [TTT) Veador ID 0000049778 0000049778	Trans Type I PO_PCENC PO_PCENC	Line Sc 1 1	hed Di 1	tist Fund 101000 101000	Dept 281048 281048	Cus Account 400 400	Bud Ref 910 910	Class 90000 90000	Monetary Amount 43	Fiscal Journal ID Year 20000441664	Reference Reversal ID 1
Accounting En / Details Purchase Order 1001000014 1001000014 1001000014	ties ChartFiel r <u>Status</u> D D D D	ds [FTT) Veador ID 0000049778 0000049778 0000049778	Trans Type I PO_POENC PO_POENC PO_POENC	Line <u>Sc</u> 1 1 1	hed Di 1 1	tistFund 101000 101000 101000	Dept 281048 281048 281048 281048	Account 400 400 400	Bud Ref 910 910 910	Class 90000 90000 90000	Monetary Amount 43 43 43	Fiscal Journal ID Year Journal ID 2010 000441664 9010 000441664 0 2010 00044664	Reference Reversal ID 1 1
Accounting En / Details Purchase Orde 1001000014 1001000014 1001000014	ries ChartFiel D D D D D D	ds [TTT]) Veador ID 0000049778 0000049778 0000049778 0000049778	Trans Type I PO_POENC PO_POENC PO_POENC REVERSAL	Line <u>Sc</u> 1 1 1 1	hed D 1 1 1	hist Fund 101000 101000 101000 101000	Dept 281048 281048 281048 281048 281048	Account 400 400 400 400	<b>Bud Ref</b> 910 910 910 910 910 910	Class 90000 90000 90000 90000 90000	Monetary Amount 43 43 -53.8	Fiscal         Journal ID           Vear         Journal ID           0         2010         000441664           0         2010         000441664           0         2010         000441664           0         2010         000441664           2         2010         000441664           2         2010         000441664	Reference Reversal ID 1 1 1 9 10000423

• Go back to the Main Purchase Order and change the price of the item to the invoiced amount.

Always have the screen shot below available when changing the price of the item(s) to the amount invoiced.

Unit:	34100			PO Status:	Dispato	hed					
PO ID:	1001000	0014		Vendor:	ALBUQ	UERQUE P	UBLISHING C	0			
Lines / Detai	ls V	Receipt	Y Invoice	Y Match	ed Y	RTV	Customize   F	Find   View	All   🛗	First 🛃 1	of 1 🕑 Last
Line	Item		Item Descripti	on		UOM	Order Q	ty Amoun	t Ordered	Currency	Amount Only
1 🞚			Legal Notices	for FY 10 for F	<u>Ro</u>	EA	1.000	00	430.000	USD	
Lines / Detai	ls Y	Receipt	Invoice	Matche	ed Y	RTV	Customize   F	ind   View	ALL 🛄	First 🛃 1	of 1 🕑 Last
Line	Item		Item Descript	tion		UON	1	Quantity Invoiced	Amt Inv	oiced Curr	ency
1 [			Legal Notices	for FY 10 for	Ro	EA		2.00	10	7.740 USD	5

On the PO Lines Details change the price of the PO, click on the Refresh, click on the Save buttons.

Add Items From Purchasing Kit	Catalog	Select Lines Fo	Display	Q Ret	rieve		Need to cha to Amount I	nge Price nvoiced
Lines			-			Customize   Fin	View All   🛄 🛛 First	1 of 1 E Last
Details	Ship To/Due Date	Statuses / Item Information /	Attributes Y	RFQ	Contract	Y Receiving		
Line Item		Description	PO Qty	*UOM	Category	Price	Amount Status	
1 陆		Legal Notices for FY 10 for Roceo Council	戰	1.0000 EA	000000 Q	430.00000	430.00 Active	₽ 🕅 🛨 🗖
Lines / Details	Ship To/Die Date Y	Statuses Y Item Information Y	<u>Attributes</u> Y	<u>r</u> fq Y	<u>C</u> ontract	Customize   Fi	nd   View All   🛄 Firs	st 🛃 1 of 1 🕨 Last
Line Item		Description	PO Qt	<u>*UOM</u>	Category	Price	Amount Status	
1 🎥		Legal Notices for FY 10 for Rodeo Council	R.	1.0000 EA	000000	107.74	430.00 Active	♀ 🕅 🗈 🖃
ViewPrintable V	turn to Search	tify 1 Refrest	~	Go to: Mo	re	8	×	E-Add EU

After clicking on the Refresh button the message below appears, click on the Yes button.

This action will create a change order. Continue? (10200,27)

The	action	th	at you are tak	ng will cause the system to create a change order. If you do not want to create a change order, then you cannot perform the action at this time.
(	Yes		No	

The screen shot below appears after saving the PO. Click on the Approve PO button  $\square$ . Click on the PO on

demand budget checking button to re-budget check PO.

Maintain P	urchase Order			
Purchas	se Order			
Unit:	34100	PO Status:	Pend Appr	🗹 🛆 🗙
POID:	1001000014	Budget Status:	Not Chk'd	🖻 🖬 🗩
Change Ord	er: 1			
Copy From:	~	Hold From Furt	ther Processing	

Screen shot of the purchase order after it was modified and re-budget checked.

Unit:         3410           PO ID:         1001           Change Order:         1           Copy From:	20/2009		PO Status: Budget Status:	Pend Appr Valid er Processing	A × 范 B	
PO ID: 1001 Change Order: 1 Copy From: Header	20/2009		Budget Status:	Valid er Processing	16 B	
Change Order: 1 CopyFrom:	20/2009 (F) Ve		Hold From Furthe	er Processing		
CopyFrom:	20/2009		Hold From Furthe	er Processing		
✓ Header	20/2009 🕅 🗤					
	20/2009					
*PO Date: 08/2	40	ndor Search	Doc Tol Status:	Valid		
Vendor ALB	UQUERQU-11	ndor Details	Backorder Status:	None <u>Cr</u>	eate BackOrder	
*Vendor ID: 000	0049778 AL	BUQUERQUE PUBLISHING CO	Receipt Status:	Not Recvd		
*Buyer: PHL	UNTSOK RAPD PH	HUNTSOK RAPDEN	*Dispatch Method:	Print 🖌	Dispatch	
PO Reference:			Amount Summary			
Header Details P	O Activities Ad	d ShipTo Comments	Merchandise:	107.74	Calculate	
PO Defaults D	ocument Status		Freight/Tax/Misc.:	0.00		
Add Comments R	Requsitions	L	Total Amount:	107.74	USD	
Add Items From		Select Lines To Display				
Purchasing Kit	Catalog Item S	Search Line: C To:	Q Retrieve			
Lines			100.00 x 100.00 x 100.00	Customize	Find   View All   📶 🛛 Fir	st 🖪 1 of 1 🗈 Last
Details Ship T	To/Due Date / Statuse	s / Item Information / Attributes /	RFQ Contra	act <u>Receiving</u>		
Line item	<u>D</u>	escription PO Qty	-UOM Catego	ry Price	Amount Status	

• Review PO accounting Entries after modifying and re-budget checking the PO. The accounting entries must equal to 0 (zero).

Accounting Entrie	S		First	▲ 1-5 of 5 上ast									
Purchase Order	Status	Vendor ID	Trans Type	ine S	ched [	Dis: Fund	Dept	Account	Bud Ref	Class	Monetary Amount	Fiscal Year	Reference Reversal ID
1001000014	PA	0000049778	PO_POENC	1	1	1 01000	Z81048	400	910	90000	430	2010 000441664	1
1001000014	PA	0000049778	PO_POENC	1	1	1 01000	Z81048	400	910	90000	107.74	2010 0004416641	1
1001000014	PA	0000049778	PO_POENC	1	1	1 01000	Z81048	400	910	90000	-430	2010 000441664	1
1001000014	PA	0000049778	REVERSAL	1	1	1 01000	Z81048	400	910	90000	-53.87	2010 0004480239	10000423
1001000014	PA	0000049778	REVERSAL	1	1	1 01000	Z81048	400	910	90000	-53.87	2010 0004680748	8 10001667

#### Here are the accounting entries after disencumbering the PO:

#### Here are the accounting entries in Excel:

Purchase Order	Status	Vendor ID	Trans Type	Line	Sched	Dist	Fund	Dept	Account	Bud Ref	Class	Monetary Amount	Fiscal Year	Journal ID	Reference Reversal ID
1001000014	PA	0000049778	PO_POENC	1	1	1	01000	Z81048	400	910	90000	430.00	2010	0004416641	
1001000014	PA	0000049778	PO_POENC	1	1	1	01000	Z81048	400	910	90000	107.74	2010	0004416641	
1001000014	PA	0000049778	PO_POENC	1	1	1	01000	Z81048	400	910	90000	-430.00	2010	0004416641	
1001000014	PA	0000049778	REVERSAL	1	1	1	01000	Z81048	400	910	90000	-53.87	2010	0004480239	10000423
1001000014	PA	0000049778	REVERSAL	1	1	1	01000	Z81048	400	910	90000	-53.87	2010	0004680748	10001667
	2 8			0	21		0 0			0 8		0.00		19	

• Print before and after Commitment Control budget inquiry (optional).

### Budget Inquiry before disencumbering PO 1001000014

Accounts Receivable	Commun	ent Control BL	laget Deta	uis				
Settlements	<b>Business Unit</b>	Ledger Group	Fund	Department	Account	Bud Ref	Class	
sset Management anking ash Management	34100	APROP_P	01000	Z81048	400	910	90000	
eal Management sk Management	Ledger Amou	nts						
T and Intrastat	Budget:				50,890.00	USD	Attributos	Display Chart
	Expense:				107.74	USD		
mmitment Control	Encumbranc	e:			11,022.26	USD	Parent / Children	Max Rows
Define Control Budgets Define Budget Security Budget Journals	Pre-Encumb	rance:			10,285.00	USD	Associated Budg	ets
Post Control Budget	AssociateR	evenue:			0.00 🗷	USD		
Review Budget Activities	Available Budg	get						
Budget Details <u>Eudgets Overview</u>	Without Toler	rance:	29,4	475.00 USD	Percent:	(57.92%	5) 🗏	
<ul> <li><u>Ledger Inquiry Set</u></li> <li><u>Activity Log</u></li> </ul>	With Toleran	ce:	29,4	475.00 🗏 USD	Percent:	(57.92%	5)	
Close Budget Budget Reports	Budget Excep	tions						
Third Party Transactions Review Budget Check	Exception Err	rors: 0 Ekce	ption Warnings:	0		Budget E	xceptions	

Below is a screen shot of the Budget Inquiry after disencumbering PO 1001000014

Accounts Receivable	Commitme	nt Control	Budget Deta	ils				
eSettlements	Business Unit	Ledger Group	Fund	Department	Account	Bud Ref	Class	
Asset Management Banking Cash Management	34100	APROP_P	01000	Z81048	400	910	90000	
isk Management	Ledger Amount	S						
AT and Intrastat kcise and Sales Tax/VAT ID	Budget: Expense:				50,890.00 🗐 107.74 🗐		ttributes	Display Chart 10
ommitment Control	Encumbrance:				10,700.00	USD	'srent / Children	Max Rows
Define Budget Security Budget Journals	Pre-Encumbra	nce:			10,285.00 💻	USD A	ssociated Budge	ts
Post Control Budget	Associate Rev	venue:			0.00	USD		
Review Budget Activities	Available Budge	t						
Budget Details     Budgets Overview     Ledger Inquiry Set	Without Tolera With Tolerance	nce: e:	29,7 29,7	797.26 USD	Percent: Percent:	(58.55% (58.55%	)]] )]]	
Close Budget	Budget Exceptio	one -						
Budget Reports Third Party Transactions Review Budget Check	Exception Erro	rs: 0 E	Exception Warnings:	0		Budget Ex	ceptions	
Encumbrance before		11,022.2	26	Available	budget b	efore	29	9,475.00
incumbrance after		10,700.0	0	Available	29	9,797.26		
Difference		322.2	26	Differenc	e			322.26

- Continue closing the purchase order through PO reconciliation workbench.
- Once purchase order is closed, continue closing Requisitions through reconciliation workbench.
- See Encumbrance Year-End Process 2F Closing Purchase Orders with Requisitions reconciliation workbench instructions.

End of procedure.

#### **Encumbrance Year-End Process 2F Closing Purchase Orders with Requisitions Reconciliation Workbench.**

The diagram below illustrates the transaction flow leading to the Requisition Reconciliation process:



Transaction flow leading to the Requisition Reconciliation process

- Benefits of Completed Purchase Orders and Requisitions
  - No longer show up in the list of available requisitions or purchase orders when accessing pages in update or display mode.
  - Removed from the view are the requisition and purchase order options that were set to exclude, completed or cancelled.
  - > Decreases the time required to find requisitions or purchase orders to modify.
- Agencies are encouraged to run the Purchase Order and Requisition Reconciliation processes at the end of each month to help improve the efficiency of the purchasing process.
- Agencies need to obtain a listing of the purchase orders by running PO accounting entries and perform a pivot table. Each purchase orders are reconciled against purchase order accounting entries and purchase order activity summary line details & invoice tabs. PO accounting entries must equal to zero.
- Agencies need to obtain a listing of requisitions by running Requisition accounting entries and perform a pivot table. Each requisition must be finalized in the purchase order with changed orders. Requisition accounting entries must equal to zero.
- Before navigating to PO workbench, agencies must verify Vouchers and Payments are posted by reviewing the PO Document Status.
- Agencies must close out Purchase Orders with Contracts by changing price amounts to what was paid out.

• Once the check lists when disencumbering/closing a purchase order with a requisition and disencumbering a purchase order with a requisition and made payments are met, proceed with the closing of the purchase orders and requisitions through the reconciliation workbench.

## Note: The example print screens below may have prior year calendar dates. It is the user's responsibility to change the prior year dates to current year dates.

Below is the navigation to view if there is an un-posted voucher. Once a purchase order is open, click on the Document Status.

> Items > Cost Accounting	Maintain Pure	chase Order						
> Vendors > Purchasing	Purchase	Order						
Requisitions     Request for Quotes     Procurement Contracts	Unit: PO ID:	34100 1001000014		PO Status: Budget Status:	Pend Appr Valid	fi		×
<ul> <li>✓ Purchase Orders</li> <li>▷ Stage/Source Requests</li> <li>▷ Acknowledgments</li> </ul>	Change Order:	1						
Manage Change Orders	Copy From:	×		Hold From Furthe	er Processing			
Reconcile POS Review PO Information	Header							
<ul> <li>Reports</li> <li>Budget Year End</li> </ul>	*PO Date:	08/20/2009	Vendor Search	Doc Tol Status:	Valid			
Processing	Vendor	ALBUQUERCU-11	Vendor Details	Backorder Status:	None	Create	Back	Order
<ul> <li><u>Add/Update Express</u></li> <li><u>POs</u></li> </ul>	*Vendor ID:	0000049778	ALBUQUERQUE PUBLISHING CO	Receipt Status:	Not Recvd			
- Add/Update POs	*Buyer:	PHUNTSOK.RAPD	PHUNTSOK RAPDEN	*Dispatch Method:	Print	~	Dispa	atch
- Approve Amounts	PO Reference:			Amount Summary				
= Reserve PO IDs = Maintain Distributions	Header Details	PO Activities	Add ShipTo Comments	Merchandise:	10	07.74	Calcu	late
- Dispatch POs	PO Defaults	Document Status)		Freight/Tax/Misc.:		0.00 -		
Tolerance	Add Comments	Requisitions		Total Amount:	10	07.74 USI	D	

The screen shot below shows Vouchers & Payments are posted. This purchase order is ready to close through reconciliation workbench. <u>Note: Do not close a purchase order if a voucher is un-posted.</u>

FUDUC	ument sta	us [						
Busines	s Unit: 34	4100	PO ID:	1001000014		Status:	Pend Appr	
Docume	nt Date: 0	3/20/2009	Document Ty	pe: Purchase Orde	er	Budget Status:	Valid	
Currenc	y: U	SD	Amount:		107.74			
Buyer:	P	HUNTSOK R	APDEN					
Associa	ited Docum	nent			Customize	Find   View All   🛗	First 🛃 1-5 of t	s 🕑 Last
Docur	nents	Related Info						
SetID	Busines: Unit	DOC ID	Docur	mentType Status	Document I	Date Vendor ID	Location	
	34100	000000	6714 REQ	Approve	d 08/17/2009			
	34100	100004	23 Vouch	er Posted	09/11/2009	0000049778	001	
	34100	100016	67 Vouch	er Posted	11/24/2009	0000049778	001	
00000		000184	4598 Paym	ent Posted	09/23/2009	0000049778	004	
00000		000194	6879 Paym	ent Posted	12/02/2009	0000049778	004	

- To obtain a listing of purchase orders, the agency needs to run PO accounting entries. There are two ways to enter selection criteria in running PO accounting entries:
  - ▶ 1. Enter From PO ID to PO ID.

➢ 2. Enter Budget Reference.

Navigation: Purchasing, Purchase Orders, Review PO Information, PO Accounting Entries.

3. Run PO accounting entries: Enter from PO ID to PO ID (best for large agencies).

For example, BU 69000 beginning PO # in FY10 is #21135. As of 03/25/2011, PO # 24894 is the last PO #. BU 69000 so far has entered 3,759 purchase orders. In order to run PO accounting entries without getting logged out by the system, the agency must run accounting entries in a range of PO's as follows:

			PO #
As of 03/2	25/2010	ast PO #	24894
As of 07/0	01/2009	beginning PO #	21135
Total PO'	s entered	d through 03/25/2010	3759
FromPO	#		21135
To PO #	(21135	plus 950)	22085
From PO	#	1 050	22085
10 PO #	(22085	plus 950)	23035
From PO	#		23035
To PO #	( 23035	plus 950)	23985
FromPO	#		23985
To PO #	(last PC	O # entered)	24894
<ul> <li>▷ Request for Quotes</li> <li>▷ Procurement Contra</li> <li>▷ Purchase Orders</li> <li>▷ Stage/Source Rei</li> <li>▷ Acknowledgment</li> <li>▷ Manage Change</li> <li>▷ Reconcile POs</li> <li>▽ Review PO Inform</li> <li>- Purchase Order</li> <li>- Activity Summa</li> <li>- PO Accounting</li> <li>- Document Tote</li> </ul>	acts quests s Orders mation rrs rry Entries erance	Selection Criteria  *Business Unit: From PO ID: PO Status: Fiscal Year From/To: *Accounting Line View O	69000 Q 0000021135 Q To PO ID: 0000022085 Q Q Max Rows: 65300 Option: Standard ×Ledger Group: APROP_P
*Business Unit:	69	0000 Q	
From PO ID:	00	100022085	To PO ID: 0000023035
PO Status:		Q	
Fiscal Year From	/To:		Max Rows: 65300
*Accounting Line	View Op	otion: Standard	*Ledger Group: APROP_P (Cancel

*Business Unit:	69000
From PO ID:	0000023035 C To PO ID: 0000023985 C
PO Status:	
Fiscal Year From/To:	Max Rows: 65300
*Accounting Line View	APROP_P
OK Cancel	
*Business Unit:	69000 Q
*Business Unit: From PO ID:	69000 Q 0000023985 Q To PO ID: 0000024894 Q
*Business Unit: From PO ID: PO Status:	69000 Q 0000023985 Q To PO ID: 0000024894 Q
*Business Unit: From PO ID: PO Status: Fiscal Year From/To:	69000 Q 0000023985 Q To PO ID: 0000024894 Q Q Max Rows: 65300
*Business Unit: From PO ID: PO Status: Fiscal Year From/To: *Accounting Line View	69000 Q 0000023985 Q To PO ID: 0000024894 Q Q Max Rows: 65300 w Option: Standard × Ledger Group: APROP_P Q

The agency will have to save one large file for the accounting entries generated for each range of purchase orders then perform a pivot table to obtain a listing of the purchase orders and see which PO's have balances. Proceed with the closing of the purchase order through the PO reconciliation workbench to all PO's with zero balances.

Close the requisition through the reconciliation workbench after the purchase order is closed. Purchase Orders must be closed first then close the requisitions last.

4. Run PO accounting entries: Enter Budget Reference (best for small agencies).

<ul> <li>Perchasing</li> <li>▷ Requisitions</li> <li>▷ Request for Quotes</li> <li>▷ Procurement Contracts</li> <li>▷ Purchase Orders</li> <li>▷ Stage/Source Requests</li> <li>▷ Acknowledgments</li> <li>▷ Manage Change Orders</li> <li>▷ Reconcile POs</li> <li>♥ Review PO Information</li> <li>– <u>Purchase Orders</u></li> <li>– Activity Summary</li> </ul>	Selection Criteria   *Business Unit:   #Business Unit:   From PO ID:   PO Status:   Q   Po Status:   Fiscal Year From/To:   Q   Max Rows:   65300   *Accounting Line View Option:     Standard   *Ledger Group:
= PO Accounting Entries	ChartFields
- Document Tolerance	Fund Dept Account Sub Acct Rpt Cat Project Oper Unit Bud Ref
Exceptions - Doc Tolerance	
OK Cancel	

Below is the navigation to obtain the beginning purchase order for a fiscal year (from PO ID). Navigation: Purchasing, Purchase Orders, Add/Update PO's, Find an Existing Value. Select between on the Purchase Order Date.

Customer Returns	Purchase Order								
> Items > Cost Accounting > Vendors	Enter any information you have	and clici Search. Leave	e fields blankfor a list o	f all values.					
> Purchasing	Find an Existing Value	dd a Nev Value							
Request for Quoles     Procurement Contracts     Purchase Orders	Business Unit:	= 🖌	0 0						
Stage/Source Requests	PO ID:	beginswith 🛩			_				
Acknowledgmants     Manage Change Orders	Purchase Order Date:	between 🛩 07/01	/2009	and 09/30/2009	E				
Reconcile POs	PO Status:	= v		~					
Review PO Information		healacuith 12	10	tions)					
D Budget Year End	Short vendor Name:	beginswidi 💌							
Processing	Vendor ID:	beginswith 💌	Q						
POs	Vendor Name:	beginswith 🛩							
- Add/Update P0s	Buver:	beginswith 🗸	Q						
- Approve Amounts	Description	hegingwith w							
- Reserve PO IDs	Buyer Name:	Deginswitt	14	1					
- Maintain Distributions	PO Type:	= 💌		*					
= Dispatch POs = Verify Document	Purchase Order Reference:	beginswith 🐱							
Tolerance	Hold From further Processing								
- Budget Check	Caso Sensitivo								
- Create Backorders	Case sensitive	Click on the	he PO ID to sort						
- Approval Workflow									
- Acknowledgment Workflow	Search Clear Basi	c Search 🗟 Save Sea	arch Criteria						
D Receipts									
D Return To Vendor	Search Results								
D Supplier Schedules	View All							First	4 1-100 of 251
D Analyze Procurement	Rusinese Durcha	ea Short V	landar	1119111000000000000	5	answere in a	a that manage of	80	Purchase Hole
> Inventory	Unit POID Order D	ate PO status Name	Vendor ID	Vendor Name		Buyer	Buyer Name	Type	Order Fur
Services Procurement	26400 000001300 07/08/2	009 Disratched NDAA-0	001 00000139	48 NATIONAL DISTRICT ATT	ORNEYS ASSOCIATION	TOURULE	TIFEANY GURULE	General	(blank) N
Sourcing	26400 00000130107/08/2	009 Distatched ROBER	RTJR-001 00000289	48 ROBERT J RIVERA CPA P	C	TGURULE	TIFFANY GURULE	General	(blank) N
> Engineering > Manufacturing Definitions	26400 000001302 07/08/2	009 Dispatched ALVARA	ADO R-001 00000644	40 ALVARADO, ROBERT		TGURULE	TIFFANY GURULE	General	(blank) N
Production Control	26400 000001303 07/09/2	009 Dispatched ACOST	A ELI-001 00000764	35 ACOSTA, ELIZABETH		TGURULE	TIFFANY GURULE	General	(blank) N
> Configuration Modeler	26400 000001304 07/09/2	009 Dispatched HULL J	ESSI-001 00000788	108 HULL, JESSICA D		TGURULE	TIFFANY GURULE	General	(blank) N

Below is the navigation to obtain the last purchase order for a fiscal year (to PO ID). Navigation: Purchasing, Purchase Orders, Add/Update PO's, Find an Existing Value. Select between on the Purchase Order Date.

Customer Returns	- I dicitase order									
> Items > Cost Accounting	Enter any information you have	and clic! Search.	Leave fields blan	k for a list of all values.						
> Vendors	(Find on Existing Makes)	dd o blau Mahua	e							
D Requisitions	Find an Existing Value	dd a Nev Value								
Request for Quotes										
D Procurement Contracts	Business Unit:	= ~	b6400	9						
Purchase Orders	Dusiness onc	- 100	Po too							
Stage/Source Requests	PO ID:	beginswith 👻								
Acknowledgments Manage Change Orders	Purchase Order Date:	between 🐱	07/01/2009	B and 09/30/2009	E					
Reconcile POs	PO Status:	= ~		*						
Review PO Information	ro status.		L							
Budget Year End	Short Vendor Name:	beginswith 🚩		a						
Processing	Vendor ID:	beginswith 🛩		Q						
- Add/Update Express	Vendor Name:	beginswith 🛩								
- Add/Update P0s	Dunner	hegingwith w		0						
- Approve Amounts	Buyer.	beginomai -								
- Approve Charfields	Buyer Name:	beginswith 💌		Q						
- Maintain Distributions	PO Type:	= 🖌		~						
- Dispatch POs	Purchase Order Reference:	beginswith 🗸								
- Venty Document Tolerance	Held From Jurther Drossesin		-							
- Budget Check	Hold From further Processing	,								
<ul> <li>Entry Event Request</li> </ul>	Case Sensitive	Clic	k on the PO ID	te sort						
- Create Backorders		/ Onci	K OIT LICT OID	0 3010						
<ul> <li>Approval worklow</li> <li>Acknowledgment</li> </ul>	Search Clear	El ou	a Dearth Oritoria							
Workflow			we Search Chiteria							
D Receipts										
D Return To Vendor	Search Results									
D Procurement Cards	View All							First F	4 1-100 of 25	T
D Analyze Procurement									Durchago I	
> Inventory	Business POID Purcha	PO Status	short Vendor	Vendor ID Vendor Name		Buver	Buver Name	PO	Order F	un
eProcurement	Unit Order	Date N	lame				and the second	Type	Reference P	го
Services Procurement	26400 000001300 07/08/2	009 Dispatched N	DAA-001	0000013948 NATIONAL DISTRICT	FATTORNEYS ASSOCIATION	TGURULE	TIFFANY GURULE	General	(blank) N	1
> Sourcing	26400 000001301 07/08/	009 Dispatched F	ROBERT J R-001	0000028948 ROBERT J RIVERA C	CPA PC	TGURULE	TIFFANY GURULE	General	(blank) N	1
Manufacturing Definitions	26400 000001302 07/08/2	2009 Dispatched A	LVARADO R-001	0000064440 ALVARADO, ROBER	I	TGURULE	TIFFANY GURULE	General	(blank) N	1
Production Control	26400 000001303 07/09/2	009 Dispatched A	COSTA ELI-001	0000076435 ACOSTA, ELIZABETH	1	TGURULE	TIFFANY GURULE	General	(blank) N	1
Configuration Modeler	26400 000001304 07/09/2	009 Discatched H	JULL JESSI-001	0000078808 HULL JESSICA D		TGURULE	TIFFANY GURULE	General	(blank) N	1

• Agencies have the list of purchase orders, verified vouchers and payments are posted, PO accounting entries must equal to zero including PO's with contracts (amounts changed to what was paid) – proceed to Reconcile PO's through reconciliation workbench.

Below is the navigation to reconcile purchase orders. You may enter in the search criteria one purchase order. Select the appropriate status of the purchase order(s); e.g. Open & Dispatched or Pending Appr.

▷ Vendors	Reconciliation WorkBench
Purchasing D Requisitions	Filter Options
<ul> <li>Request for Quotes</li> <li>Procurement Contracts</li> <li>Rurchase Orders</li> </ul>	Business Unit: 34100 WorkBench ID: 0701000119
D Stage/Source Requests	Description: CLOSE PO
D Acknowledgments	Enter search criteria and click on Search. Leave blank for all values.
	Search Criteria
<ul> <li>Reconciliation</li> <li>Workbench</li> </ul>	Purchase Order: 1001000014 To: 1001000014
- <u>Close Purchase</u>	PO Date: To:
- Reopen POs	Activity Date: 31 To: 31
Review PO Information	
Budget Year Erd	Due Date: To:
Processing	Request BU:
Workflow	Status
D Receipts	
> Procurement Cards	✓ Open Approved Dispatched Cancelled ✓ Pending Appr
Supplier Schedules	Receiving
D Analyze Procurement Inventory	Required Not Required
> eProcurement	All O Not Received O Partially Received O Fully Received
> Services Procurement	Matching
Engineering	Required Not Required
Manufacturing Definitions	
Production Control	All ONOR OPartial Match     OFully Matched
Search Return to Recor	iciliation WorkBench

Below is a screen shot of the search criteria with a range of purchase orders (PO's have accounting entries equal to zero).

Reconciliation	WorkBench	
Filter Optio	ons	
Business Unit:	46500	WorkBench ID: PO RECON
Description:	PO RECON	
Enter search criter	ia and click on Search. L	eave blank for all values.
Search Criteria		
Purchase Order.	0000000905 🔍 To:	000000915 Q
Status		
Open Ap	proved 🗹 Dispatched	Cancelled Pending Appr

The screen shot below appears after clicking on the search button. Place a check mark on the box and click on the close button action.

#### **Reconciliation WorkBench**

Bus	iness Unit	: 3	4100		Work	Bench ID:	0701000119						
*Des	cription:	C	LOSEP	0			]						
Sel	ect POs for	Furthe	r Proces	sing									
Lis	t of Purch	ase Or	ders					Customize	Find   View All	Download	First	1 of 1	Last
ſ	Detail	$\chi$	Other										
	Purchas	e Orde	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
•	1001000	014		Pend Appr	Ν	08/20/2009	03/24/2010	0000049778	PHUNTSOK RAPDEN	Standard	1		
•	Select All		lear All										
Acti	on: Appr	ove	Unapp	orove	Cance		Dispatch	Preview	]				
Go T	o: Set filte	r option	ns Proc	ess Requ	est Opt	ions Proces	ss Monitor View Pro	ocessing Results	2				
	Save												

When the screen shot below appears, make sure to use **accounting date for action** today's date but no later than 06/30/20XX (once 06/30/20XX is closed use any date that is currently open). Place a check mark on the

update budget date equal to accounting date.

If the PO is not qualified, place a check mark on the box then click on the middle arrow to qualify PO. **Reconciliation WorkBench** 

Processin	g Results					
Business Unit:	34100	WorkBench ID: 07010	000119			
*Description:	CLOSE PO					
Select POs for Fu	ther Processing					
		Accounting Date	e for Action: 03/25/201	0		
-		Update Budg	et Date Equal to Account	ing Date		
Not Qualified	View All	First 🛃 1 of 1 🕨 Last	Qualified	View A	VI First 🗹 1 of 1	Last
	0014	Log	POID	Line	Sched Distrib L	ine
01001000	0014		D			
		Accounting Date	e for Action: 03/25/201	0 🛐		
		Update Budge	et Date Equal to Account	ing Date		
Not Qualified	View All	First 🛃 1 of 1 🕨 Last	Qualified	View A	II First 🛃 1 of 1	Last
POID		Log		Line	Sched Distrib L	ine
		E (	1001000014			
Click on the yes	s button to proce	eed.				
Select All	Clear All					
Proceed: Yes	Delete Re	eturn to Reconciliation WorkBe	ench			
Click on the yes	s button to conti	nue to close PO's wh	en the screen shot b	elow app	ears.	
Continue to Close PC	Os. (10224,10)					
(Yes)	No					

The screen shot below appears when the system is finished closing the purchase order. **Reconciliation WorkBench** 

Bus	siness Unit:	3	4100		Worl	Bench ID:	0701000119	9						
*De	scription:	C	LOSE P	0										
Sel	ect POs for	Furthe	Proces	ssing										
Lis	t of Purcha	se Or	lers						Customize	Find View All	Download	First -	1 of 1	Last
T	Detail	$\gamma$	Other											
ĺ	Purchase	Orde	Doc Status	PO Status	Hold	PO Date	Last Activ	vity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
	10010000	014		Compl	Ν	08/20/200	9 03/25/201	10	0000049778	PHUNTSOK RAPDEN	Standard	1		
	elect All		ar All											
Actio	Approve	e	Unappro	ve Car	ncel	Close	Dispat	tch	Preview					
Go T	o: Set filter of	ptions	Proces	s Request Op	otions	Process Mo	nitor <u>View</u>	Proces	sing Results					
:	Save													

Once the system is done closing the purchase order go back to the main menu to verify purchase order budget status. Navigation: Purchasing, Purchase Order, Review PO Information, Purchase Orders. Enter the Purchase Order ID

Older ID.					
D Cost Accounting	Purchase Order I	nquiry			
D vendors	Enter any information y	ou have and click	Search, Leave field	s blank for a lis	t of all values.
Purchasing					
D Requisitions					
D Request for Quotes	Find an Existing Val	ue			
Procurement Contacts					
Stage/Source Requests					
D Acknowledgments	Business Unit:	= ~	34100	Q	
D Manage Change Orders			400400044		
D Reconcile POs	PO ID:	begins with M	1001000014		
Review PO Information	Contract SotID:	begins with		0	
- Purchase Orders	contract Seub.	begine mar		~	
- Activity Summary	Contract ID:	begins with 💌		Q	
- PO Accounting Entries	Delesso Hamber	-			
- Document Tolerance	Release Number:	- *			
Exceptions	Purchase Order Date	= ~		31	
- Doc Tolerance					
Override History	PO Status:	= ~			*
- Print POs	Short Vender Name	begins with		0	
- Document Status	Short vendor Marile.	bogino mar		-	
= <u>EE Journal Entries</u>	Vendor ID:	begins with 💙		Q	
D Reports		he size with			
D Budget Year End	Buyer:	begins with Y		Q	
- Add/Lindate Express	Buver Name:	begins with 🗸		Q	
POs	bajor namor				
- Add/Update POs	PO Type:	- ~			*
- Approve Amounts	Caso Sonsitivo				
- Approve ChartFields	Louse sensitive				
- Reserve PO IDs					
- Maintain Distributions	(Search) Clear	Basic Search		Critoria	
- Dispatch POs		Dasic Search	Bave Search	Sinterna	

The screen shot below shows that the PO status is Complete and Budget Status Not Checked. The system will re-budget check the purchase order in the next budget checking batch process schedule.

#### Purchase Order Inquiry **Purchase Order** PO Status: Unit: 34100 Compl PO ID: **Budget Status:** Not Chkd 1001000014 Change Order: 1 Header Doc Tol Status: PO Date: 08/20/2009 Valid Backorder Status: None Vendor: ALBUQUERQU-116 Receipt: Not Recvd Vendor ID: 0000049778 Vendor Details Hold From Further Processing Buyer: PHUNTSOK RAPDEN PO Reference: Merchandise: 107.74 AII RTV Freight/Tax/Misc.: Header Details Matching 0.00 Header Comments Total: 107.74 USD Document Status

Lines	X.			Cus	tomize	Find   View All   📶	First 🛃 1 of	1 🕑 Last
Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status	
1		Legal Notices for FY 10 for Ro	00000000	1.000	DO EA	107.74 1	JSD Closed	

Select Lines to Display

Below is a screen shot that shows the PO status is complete and budget status valid.

Change Order

Purchase Order           Unit:         34100           PO ID:         1001000014           Change Order:         1           Theader         08/20/2009	PO Status: Compl Budget Status: Valid
Unit:         34100           PO ID:         1001000014           Change Order:         1           マ Header         08/20/2009           Vender:         08/20/2009	PO Status: Compl Budget Status: Valid
PO ID:         1001000014           Change Order:         1           ✓ Header         08/20/2009           Vander:         08/20/2009	Budget Status: Valid
Change Order:         1           > Header           PO Date:         08/20/2009	Doc Tol Status: Valid
<ul> <li>&gt; Header</li> <li>PO Date: 08/20/2009</li> <li>Mandar: 41 DUOUS DOUL 445</li> </ul>	Doc Tol Status: Valid
PO Date: 08/20/2009	Doc Tol Status: Valid
Vender AL PLOUEDOLL 116	
Vendor: ALBUQUERQU-116	Backorder Status: None
Vendor ID: 0000049778 Vendor Details	Receipt: Not Recvd
Buyer: PHUNTSOK RAPDEN	Hold From Further Process Amount Summary
PO Reference:	Merchandise: 107.74
Header Details All RTV Matching	Freight/Tax/Misc.: 0.00
Header Comments Document Status	Total: 107.74 USD

Lines				Cus	tomize	Find   View All   🛗	First 🛃 1 of	1 🕑 Last
Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status	
1		Legal Notices for FY 10 for Ro	00000000	1.000	DO EA	107.74	USD Closed	

Verify purchase order accounting entries and they must equal to 0 (zero).

<ul> <li>Purchasing</li> <li>Requisitions</li> <li>Request for Qu</li> <li>Procurement Q</li> <li>Procurement Q</li> <li>Stage/Source</li> <li>Acknowledgu</li> <li>Manage Chai</li> <li>Reconcile P</li> <li>Review P0 In</li> <li>Purchase</li> <li>Activity Sur</li> </ul>	otes contracts ers e Requests ments inge Orders Os orders mmary	Select *Busi From PO S Fisca *Acco	ness POI status al Yea	n Cri Vnit: D: :: Ir Fro ng Lir	iteria 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	4100 Q 0010000 Q Q Dption:	14 Q Q Standard	To PO ID Max Rows	:	) *Ledger G	roup: APROF	
Business Unit: 34	100 101000014 1	PO:	1001	01001	4						Click on this ice	
PO Status:			1001	00001							download into e	xcel.
From Fiscal Year:		To Fiscal Yea	r:							1		
Accounting Line View	Option:Standard		G	onmiti rcup:	mentControl	Ledger	APROP_P					
Accounting Entries	tFields							Customize   Fin	d View All	🏭 🛛 First 🛛	1-7 of 7 🕑 Last	
Purchase Order Status	Vendor ID	Trans Type	Line S	ched [	Dist Fund	Dept	Accou	Int Bud Ref	Class	Monetary Amount	Fiscal Year Journal ID	Reference Reversal ID
1001000014 C	0000049778	PO_POENC	1	1	1 01000	Z81048	400	910	90000	430	2010 0004416641	
1001000014 C	0000049778	PO_POENC	1	1	1 01000	Z81048	400	910	90000	-107.74	2010 0004416641	
1001000014 C	0000049778	PO_POENC	1	1	1 01000	Z81048	400	910	90000	107.74	2010 0004416641	
1001000014 C	0000049778	PO_POENC	1	1	1 01000	Z81048	400	910	90000	-430	2010 0004416641	
1001000014 C	0000049778	PO_POENC	1	1	1 01000	Z81048	400	910	90000	107.74	2010 0004416641	
1001000014 C	0000040779	REVERSAL	1	1	1 01000	781048	400	010	90000	-53.87	2010 0004480230	10000423

#### Screen shot of PO accounting entries downloaded into excel.

REVERSAL 1 1 1 01000

1001000014 C

0000049778

Purchase Order	Status	Vendor ID	Trans Type	Line	Sched	Dist	Fund	Dept	Account	Bud Ref	Class	Monetary Amount	Fiscal Year	Journal ID	Reference Reversal ID
1001000014	С	0000049778	PO_POENC	1	1	1	01000	Z81048	400	910	90000	430.00	2010	0004416641	-
1001000014	C	0000049778	PO_POENC	1	1	1	01000	Z81048	400	910	90000	-107.74	2010	0004416641	
1001000014	С	0000049778	PO_POENC	1	1	1	01000	Z81048	400	910	90000	107.74	2010	0004416641	
1001000014	С	0000049778	PO_POENC	1	1	1	01000	Z81048	400	910	90000	-430.00	2010	0004416641	
1001000014	С	0000049778	PO_POENC	1	1	1	01000	Z81048	400	910	90000	107.74	2010	0004416641	
1001000014	С	0000049778	REVERSAL	1	1	1	01000	Z81048	400	910	90000	-53.87	2010	0004480239	10000423
1001000014	С	0000049778	REVERSAL	1	1	1	01000	Z81048	400	910	90000	-53.87	2010	0004680748	10001667
1.1.1.1.1.1.1.1.1												0.00			

Z81048

400

910

90000

-53.37 2010 0004680748 10001667

Note: Agencies can close all purchase orders first then close all requisitions or close a purchase order then close its related requisition.

- To obtain a listing of the requisitions, the agency needs to run Requisition accounting entries. There are two ways to enter selection criteria in running Requisition accounting entries:
  - ▶ 1. Enter From Requisition ID to Requisition ID.
  - ➢ 2. Enter Budget Reference.

Below is the navigation to obtain the beginning requisition number for a fiscal year (from Req ID). Navigation: Purchasing, Requisitions, Review Requisition Information, Requisitions, Enter Requisition date; e.g. 06/30/2010 to 07/01/2010, click ok.

> CostAccounting > Vendors	Requisition I	nquiry			
Purchasing	Business Unit:	46500 🔍			
Requisitions Reconcile Requisitions	Requisition ID:	Q		To Reg:	Q
	Reg Status:			Origin:	
Information	Degradat			)	
- Requisitions	Requester:			<	
- Workbench	Requester Nar	ne:	0	2	
- Document Status	Requisition Da	te: 06/30/2009 🛐		To:	07/01/2009 🛐
<ul> <li>Change History</li> <li>EE Journal Entries</li> </ul>	Vendor SetID:	00000	Vendor Lookup		
D Reports	Vendor ID:	Q	Vendor Details	Vendor Name:	Q
- Add/Update Requisitions	Itom SotiD:	00000		Itom ID:	
- Approve ChartFields	item seub.	00070	10	item ib.	~
- Stage For Loading	Item Descriptio	on:	5		Drop Ship
- Load Requisitions	Department:	Q			
- Budget Check					
- Entry Event Request	OK	Cancel			
D Vendors	Requisitions	)			
Purchasing					
Reconcile Requisitions	RegInquiry		Custor	nize   Find   View All	First 🕙 1-4 of 4 🕑 Last
	{ Details	Status (IIII)			
Information	Unit	Requisition Status	Requester	Reg Date	Total Amt
- Requisitions	46500	000000856 Approved	ROBERT L. GONZALES	06/30/2009	725.000 USD
- Workbench	46500	000000857 Approved	ROBERT L.	07/01/2009	21776.000 USD
- Change History	A Second Second		GONZALES		
- EE Journal Entries	46500	000000858 Approved	GONZALES	07/01/2009	689583.300 USD
<ul> <li>Reports</li> <li>Add/Update Requisitions</li> <li>Approve Amounts</li> </ul>	46500	000000859 Approved	ROBERT L. GONZALES	07/01/2009	1372.800 USD

Below is the navigation to obtain the last requisition number for a fiscal year (to Req ID). Navigation: Purchasing, Requisitions, Review Requisition Information, Requisitions, Enter Requisition date; e.g. 03/15/2010 to current date, click ok.

<ul> <li>Pricing Configuration</li> <li>Customer Returns</li> <li>Items</li> <li>Cost Accounting</li> <li>Vendors</li> <li>Purchasing</li> <li>Requisitions</li> <li>Reconcile Reguisitions</li> </ul>	Requisition Inq Business Unit: Requisition ID: Req Status: Requester:	46500 Q Q	Q	To Req: Origin:	Q
Review Requisition     Information	Requester Name:		Q		
- Requisitions	Requisition Date:	03/15/2010 🛐		To:	03/25/2010 🛐
<ul> <li>Accounting Entries</li> <li>Workbench</li> </ul>	Vendor SetID:	00000	Vendor Lookup		
OK Cancel					

Pricing Configuration     Customer Returns     Items	Requisitions		Customize   Find   View All   🚟 First 🗹 1-5 of 5		
> Vendors	/ Details	Status (IIII)			
Purchasing	Unit	Requisition Status	Requester	Reg Date	Total Amt
Requisitions ▷ Reconcile Requisitions	46500	000000931 Approved	BARBARA L. PALMIER	03/17/2010	85.650 USD
	46500	000000932 Approved	BARBARA L. PALMIER	03/17/2010	151.490 USD
<ul> <li>Requisitions</li> <li><u>Accounting Entries</u></li> </ul>	46500	000000933 Approved	ROBERT L. GONZALES	03/17/2010	514.000 USD
- Workbench - Document Status	46500	0001000934 Approved	ROBERT L. GONZALES	03/18/2010	514.000 USD
- EE Journal Entries	46500	0001000935 Approved	ROBERT L. GONZALES	03/18/2010	56.000 USD

Navigation: Purchasing, Requisitions, Review Requisition Information, Accounting Entries.

1. Run Requisition accounting entries: Enter from Req ID to Req ID (best for large agencies, small agencies can use this, too).

> Items > Cost Accounting > Vendors > Purchasing	*Business Unit:
Reconcile Requisitions	From Reg: 0000000857 C To Reg: 0000000935 C
<ul> <li>Review Requisition</li> <li>Information</li> <li>Requisitions</li> </ul>	Requisition Status:
- Accounting Entries	Fiscal Year From/To:
- Workbench - Document Status - Change History	*Accounting Line View Option: Standard *Ledger Group: APROP_P
OK Cancel	

Navigation: Purchasing, Requisitions, Review Requisition Information, Accounting Entries.2. Run Requisition accounting entries: Enter Budget Reference (best for small agencies).

Cost Accounting Vendors Purchasing Requisitions Requisitions Review Requisition Information Requisitions Accounting Entries Workbench Document Status Change History	Selection Criteria   *Business Unit:   #Business Unit:   From Req:   Requisition Status:   Requisition Status:   Fiscal Year From/To:   Amax Rows   #Accounting Line View Option:   Standard   *Ledger Group:
EE Journal Entries     Reports     Add/Update Requisitions     Approve Amounts	Fund     Dept     Account     Sub Acct     Rpt Cat     Project     Oper Unit     Bud Ref       1     Q     Q     Q     Q     Q     Q     Q     Q
OK Cancel	

In this example, we will close the Requisition related to PO 1001000014. Below is a screen shot of the PO Document Status that shows Requisition 0000006714 was sourced into PO 1001000014.

PODoc	ument S	tatus							_
Business	s Unit:	34100	) P	O ID:	1001000014		Status:	Pend Appr	
Documer	nt Date:	08/20	20/2009 Document Type: Purchase Order		Purchase Order		Budget Status:	Valid	
Currency	rrency: USD Amount:			107.74					
Buyer:		PHUN	ITSOK RAPI	DEN					
Associa	ted Doci	ument				Customize   Find	d   View All   🛗	First 🕙 1-5 of 5	▶ Last
Docum	nents \	Relat	ed Info	<b></b>				_	
SetID	Busine Unit	ess	DOC ID	Documen	tType Status	Document Date	Vendor ID	Location	
	34100		00000067	14 REQ	Approved	08/17/2009			
	34100		10000423	Voucher	Posted	09/11/2009	0000049778	001	
	34100		10001667	Voucher	Posted	11/24/2009	0000049778	001	
00000			000184459	98 Payment	Posted	09/23/2009	0000049778	004	
00000			000194687	79 Payment	Posted	12/02/2009	0000049778	004	

Closing a Requisition is similar to closing a Purchase Order. The following is a check list when closing Requisitions:

- Finalize the Requisition on the Purchase Order (perform finalization before closing PO).
- Change the Requisition Accounting Date to Current Date but no later than 06/30/20XX.
- Review the Requisition Accounting Entries. The accounting entries must equal to zero.
- Proceed with the closing of the requisition through reconciliation workbench.

Review the Requisition Accounting Entries. Navigation: Purchasing, Requisitions, Review Requisition Information, Accounting Entries. Requisition accounting entries must equal to zero.

D Cost Accounting	Selection Criteria
<ul> <li>▷ Vendors</li> <li>▽ Purchasing</li> <li>▽ Requisitions</li> <li>▷ Reconcile Requisitions</li> </ul>	*Business Unit: From Req: 0000006714 To Req: 0000006714 Q
Review Requisition Information	Requisition Status:
<ul> <li>Requisitions</li> <li>Accounting Entries</li> </ul>	Fiscal Year From/To: A Max Rows: 300
- <u>Workbench</u> - <u>Document Status</u>	*Accounting Line View Option: Standard *Ledger Group: APROP_P

#### Below is a screen shot of the Requisition Accounting Entries.

Accounting E	Entries			2	Customize   Find   View All				First 🛃 1-6 of 6 🕑 Last			
Details	ChartFields				14-					a and a second second second second		
Requisition	Trans Type	Fund	Dept	Account	Bud Ref	Class	Monetary Amount	Closed Value	Fiscal Year	Journal ID	Tran Date	Reference Reversal ID
0000006714	REQ_PREENC	01000	Z81048	400	910	90000	430	N	2010	0004404820	08/17/2009	
0000006714	REVERSAL	01000	Z81048	400	910	90000	-430	N	2010	0004416641	08/20/2009	1001000014
0000006714	REVERSAL	01000	Z81048	400	910	90000	430	N	2010	0004416641	08/20/2009	1001000014
0000006714	REVERSAL	01000	Z81048	400	910	90000	-430	N	2010	0004416641	08/20/2009	1001000014
0000006714	REVERSAL	01000	Z81048	400	910	90000	430	Ν	2010	0004416641	08/20/2009	1001000014
0000006714	REVERSAL	01000	Z81048	400	910	90000	-430	N	2010	0004416641	08/20/2009	1001000014

#### Screen shot of the Requisition Accounting Entries downloaded into excel.

<b>Requisition ID</b>	Trans Type	Fund	Dept	Account	Bud Ref	Class	Monetary Amount	Closed Value	Fiscal Year	Journal ID	Tran Date	Reference Reversal ID
0000006714	REQ_PREENC	01000	Z81048	400	910	90000	430	N	2010	0004404820	8/17/2009	
000006714	REVERSAL	01000	Z81048	400	910	90000	-430	N	2010	0004416641	8/20/2009	1001000014
000006714	REVERSAL	01000	Z81048	400	910	90000	430	N	2010	0004416641	8/20/2009	1001000014
0000006714	REVERSAL	01000	Z81048	400	910	90000	-430	N	2010	0004416641	8/20/2009	1001000014
000006714	REVERSAL	01000	Z81048	400	910	90000	430	N	2010	0004416641	8/20/2009	1001000014
0000006714	REVERSAL	01000	Z81048	400	910	90000	-430	N	2010	0004416641	8/20/2009	1001000014
							0					

Below is the navigation to reconcile requisitions. You may enter in the search criteria one purchase order. Select the appropriate status of the requisition(s); e.g. Open & Approved. In the Sourcing: Select Complete, click search.

Pricing Configuration	Reconciliation w	отквенсн				
Customer Returns	Filter Option	ns				
Cost Accounting	Business Unit:	34100	WorkBend	ch ID: RECON_REC	2	
Vendors Purchasing	Description:	REQ RECON	NORKBENCH			
Requisitions	Enter search criteria	and click on Search	1. Leave blank for	all values.		
= Reconciliation	Search Criteria					
Workbench						
- <u>Close Requisitions</u> - Reopen Requisitions	Requisiton:	0000006714	To:	0000006714	]0	
D Review Requisition	Reg Date:	31	Until:		H	
Information		31			1	
D Reports	Activity Date:		To:			
- Add/Update Requisitions	Due Date:	21	To:		n	
- Approve ChartFields			)			
- Stage For Loading	Vendor ID:					
- Load Requisitions	Item ID:		Q			
= Update Drop Snipments				0		
- Entry Event Request	Requester:			4		
- Purge Load Requests	Status					
- Approval Workflow	Coppen (F	Approved	Lines Approved	Cancelled	Denied	
D Request for Quotes	Copen (		_ Enes Approved	Cuncencu	Dened	
D Procurement Contracts	Pending Appr					
D Purchase Orders	Sourcing					
D Receipts	O Available	Complete				
D Procurement Cards	Encumbrance	Complete				
Supplier Schedules						
D Analyze Procurement	Open Pre-en	cumbrances				
Inventory						
eProcurement	Charthields					
Consisso Procurement	GL Unit Fund	Department	Account	Sub Acct	Rpt Cat Project	Oper Unit
Services Procurement			and the second se			
Sourcing	Q	Q	QQ	Q		Q

The screen shot below appears after clicking on the search button. Place a check mark on the box, click on the close button.

Customer Returns	Reconciliation Workbench												
> Cost Accounting > Vendors 2 Purchasing	Business Unit:	34100 WorkBench ID: REQ RECON WORKBENCH			RECON_REQ								
✓ Requisitions	*Description:												
Reconcile Requisitions													
- Reconciliation	Select Reqs for Fi	Select Reqs for Further Processing											
Workbench = Close Requisitions	List of Requisitio	ns					Customize   Find   View	w All   Download	First 1 of	Last			
Reopen Requisitions     Review Requisition	Requisition	D Doc Status	Status	Hold	Budget Status	Req Date	Last Activity	Name	Change Order	Lines			
Information D Reports	☑ <u>0000006714</u>		Approved	Ν	Valid	08/17/2009	08/17/2009	CLAUDETTE MILLER					
Go To: Save	All Jnapprove C: View Processing	ancel C	ose										

When the screen shot below appears, make sure to use <u>accounting date for action</u> today's date but no later than 06/30/20XX (once 06/30/20XX is closed use any date that is currently open). Place a check mark on the <u>update</u> <u>budget date equal to accounting date</u>. This Requisition was qualified. If a requisition is not qualified place a check mark on box then click on the middle arrow to qualify Requisition. Click on the yes button to proceed.

Customer Returns	Reconciliation	WorkBench			_							
Cost Accounting	Processin	g Results										
▷ Vendors > Purchasing > Requisitions	Business Unit:	34100	WorkBench ID: RECON	REQ								
	Description:	REQ RECON WORKB	ENCH									
<ul> <li>Reconciliation</li> <li>Workbench</li> </ul>	Select Regs for Further Processing											
- <u>Close Requisitions</u>		Accounting Date for Action: 03/25/2010										
Review Requisition				e Budget D	ate Equal to Accourt	nting Date						
Information	Not Qualified	View All	First I of 1 E Last		Qualified	View All	First 🛃 1 of 1 🕑 Las	st				
Reports     Add/ Indate Requisitons	Requisi	tion ID	Log	-	Requisition ID	Line	Sched Distrib Line					
- Approve Amounts				D	000006714		E	-				
Select All	ar All											
Proceed: Yes	Delete Return	to Requisition Wor	kbench									

Click on the yes button to continue.

Continue to Close Regs (10109,5)



The screen shot below appears when the system is finished closing the requisition.

#### **Reconciliation Workbench**

Business Unit:	34100	WorkBe	ench ID:	RECON_REQ					
*Description:	REQ RECON W	ORKBENCH							
Select Reqs for F	urther Processing	II.							
List of Requisiti	ons					Customize   Find   View	v All   Download	First 🛃 1 of 1	Last
Requisition	ID Doc Status	Status	Hold	Budget Status	Req Date	Last Activity	Name	Change Order	Lines
☑ 000000671	<u>4</u>	Complete	N	Valid	08/17/2009	03/25/2010	CLAUDETTE		

Once the system is done closing the requisition go back to the main menu to verify requisition budget status. Navigation: Purchasing, Requisitions, Review Requisition Information, Document Status. Enter requisition number, click search

number, enek searen.								
> Customer Returns	Requisition Document Status							
> Items								
> Cost Accounting	Enter any information you have and click Search. Leave fields blank for a list of all values.							
Vendors								
7 Purchasing								
Requisitions	Find an Existing Value							
Neconcile Requisitions	· · · ·							
- Deview Deguiaitian								
Review Requisition	24100							
Information	Business Unit: = S 34100							
- Requisitions	Previous Previous with an 0000005714							
- Accounting Entries	RequisitionID: Deglis with V 000000714							
- Workbench	Requisition Statucy -							
- Document Status	Requisition status							
- Change History	Population Data:							
= Change History								
Gearch Clear								
Clear Basic	Search 🔄 Save Search Criteria							

The screen shot below shows the Requisition status is complete, budget status is valid, and PO 1001000014 is complete. Verify requisition accounting entries and they must equal to zero.

Promotions     Customer Contracts     Order Management     Pricing Configuration     Customer Returns     Items	Req DC Busines Docume	OC Status s Unit: 34 ent Date: 08/	100 Req 17/2009 Doc	ID: <u>00</u> ument Type: R	00006714 equisition		Status: Budget Status:	Complete Valid	1
> Cost Accounting	Currenc	v: US	D Amo	unt:		430.00			
Purchasing	Request	ter: CL	AUDETTE MILLE	R		400.00			
Reconcile Requisitions	Associa	ated Docume	ent			Customize   Fin	First 1-5 of 5	▶ Last	
	Docur	ments Y Re	elated Info ) [===>	)					
- Requisitions	SetID	Business Unit	DOC D	Document T	ype Status	Document Date	Vendor ID	Location	
- Workbench		34100	1001000014	PO	Compl	08/20/2009	0000049778	001	
- Document Status		34100	10000423	Voucher	Posted	09/11/2009	0000049778	001	
<ul> <li>Change History</li> <li>EE Journal Entries</li> </ul>		34100	10001667	Voucher	Posted	11/24/2009	0000049778	001	
D Reports	00000		0001344598	Payment	Posted	09/23/2009	0000049778	004	
<ul> <li><u>Add/Update Requisitons</u></li> <li>Approve Amounts</li> </ul>	00000		0001346879	Payment	Posted	12/02/2009	0000049778	004	
Approve ChartFields     Stage For Loading     Load Requisitions     Update Drop Shipments	Retur	n to Search							

End of procedure.