

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 error 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.

Invoice Information Payments Voucher Attributes

Business Unit: 34100 Invoice Number: 1259870
Voucher ID: NEXT Invoice Date: 06/30/2011
Vendor: 0000016228 Misc. Amount: Non Merchandise Summary
Name: SANDIA OFF-001 Freight Amount:
Location: 001
*Address: 1
SANDIA OFFICE SUPPLY INC Total: 600.00
3831 SINGER BLVD NE Balance: 0.00
ALBUQUERQUE, NM 87109
Comments
Advanced Vendor Search
*Pay Terms: Pay Now Basis Dt Type: Invoice Date Action: Run
Accounting Date: 06/30/2011
Control Group: *Currency: USD

Copy from a Source Document
PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						600.00

Ship To: SpeedChart
FCD91000 Use One Asset ID

Distribution Lines

Amount	Quantity	*GL Unit	Fund	Department	*Account	Sub Acct	Rpt Cat	Oper Unit	BudRef	Class
600.00	1	34100	0-000	9010000000	544100			Projects	111	00000

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.

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						600.00

Ship To: FCD9100
 SpeedChart:
 Use One Asset ID

Distribution Lines: [GL ChartFields 1](#) [GL ChartFields 2](#) [Exchange Rate](#) [Statistics](#) [Assets](#)

Budget Date: 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 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 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.

Click on the Header Details to change the PO Accounting Date

- 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. Business Unit, From PO ID and Ledger Group: APROP_P, click OK.

Selection Criteria

*Business Unit: 34100

From PO ID: 1076900010 To PO ID: []

PO Status: []

Fiscal Year From/To: [] [] Max Rows: 300

*Accounting Line View Option: Standard *Ledger Group: APROP_P

ChartFields

Fund	Dept	Account	Sub Acct	Rpt Cat	Project	Oper Unit	Bud Ref
1	[]	[]	[]	[]	[]	[]	[]

OK Cancel

Below is a print screen of the PO Accounting Entries:

Po Acctg Ln Lookup

Business Unit: 34100

From PO: 1076900010 To PO: 1076900010

PO Status:

From Fiscal Year: To Fiscal Year:

Accounting Line View Option: Standard Commitment Control Ledger Group: APROP_P

Accounting Entries

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
1076900010	D	0000048658	PO_POENC	1	1	1	176900	Z9000	400	91024	93652	350	2010	0004664067	

- 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.

PO Activity Summary

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

Find an Existing Value

Business Unit: = 34100

PO Number: begins with 1076900010

Purchase Order Date: = []

Purchase Order Reference: begins with []

Vendor ID: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Activity Summary

Unit: 34100

PO Status: Dispatched

POID: 1076900010

Vendor: ROCKY MOUNTAIN BUSINESS SYSTEMS INC

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		Share-Rocky MTN copier mainten	EA	1.0000	350.000	USD	<input checked="" type="checkbox"/>

Line	Item	Item Description	UOM	Quantity Invoiced	Amt Invoiced	Currency
1		Share-Rocky MTN copier mainten	EA	0.00	0.000	

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.

Line	Item	Description	PO Qty	*UOM	Category	Price	Amount	Status
1		Share-Rocky MTN copier maintenance for 7 mos	1.0000	EA	000000	0	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 Purchase Order

Purchase Order

Unit: 34100

PO Status: Dispatched

PO ID: 1076900010

Budget Status: Not Chk'd

Copy From:

Hold From Further Processing

- 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.

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

Maintain Purchase Order

Purchase Order

Unit: 34100 PO Status: Pend Appr

PO ID: 1076900010 Budget Status: Valid

Change Order: 1

Copy From: Hold From Further Processing

Header

*PO Date: 11/18/2009 Vendor Search Doc Tol Status: Valid

Vendor: ROCKY MOUN-015 Vendor Details Backorder Status: None [Create BackOrder](#)

*Vendor ID: 000004658 ROCKY MOUNTAIN BUSINESS SYSTEMS Receipt Status: Not Recvd

INC

*Buyer: PHUNTSOK RAPD PHUNTSOK RAPDEN *Dispatch Method: Print

PO Reference:

Amount Summary

Merchandise: 0.00

Freight/Tax/Misc.: 0.00

Total Amount: 0.00 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#) [Document Status](#)

[Add Comments](#) [Requisitions](#)

Add Items From: Select Lines To Display:

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To:

Lines Customize | Find | View All | First | 1 of 1 | Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Amount	Status
1		Share-Rocky MTN copier maintenance for 7 mos	1.0000	EA	000000	0.00000		Active

- 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. Business Unit, From PO ID and Ledger Group: always select APROP_P, click ok.

Purchasing

- Requisitions
- Request for Quotes
- Procurement Contracts
- Purchase Orders
 - Stage/Source Requests
 - Acknowledgments
 - Manage Change Orders
 - Reconcile POs
- Review PO Information
 - Purchase Orders
 - Activity Summary
 - PO Accounting Entries**

Selection Criteria

*Business Unit: 34100

From PO ID: 1076900010 To PO ID: 1076900010

PO Status:

Fiscal Year From/To: Max Rows: 300

*Accounting Line View Option: Standard *Ledger Group: APROP_P

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

Po Acctg Ln Lookup

Business Unit: 34100
 From PO: 1076900010 To PO: 1076900010
 PO Status:
 From Fiscal Year: To Fiscal Year:
 Accounting Line View Option: Standard CommitmentControl Ledger APROP_P
 Group:

Accounting Entries															
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
1076900010	PA	0000048658	PO_FOENC	1	1	1	76900	Z9000	400	91024	93652	350	2010	0004664067	
1076900010	PA	0000048658	PO_FOENC	1	1	1	76900	Z9000	400	91024	93652	0	2010	0004664067	
1076900010	PA	0000048658	PO_FOENC	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.

Maintain Purchase Order

Purchase Order

Unit: 26400 PO Status: Dispatched
 PO ID: 0000001480 Budget Status: Valid
 Copy From: [Dropdown] Hold From Further Processing

Header

*PO Date: 08/31/2009 Vendor Search
 Vendor: NDAA-001 Vendor Details
 *Vendor ID: 0000013948 NATIONAL DISTRICT ATTORNEYS ASSOCIATION
 *Buyer: TGURULE TIFFANY GURULE
 PO Reference: [Text Box]

Doc Tol Status: Valid
 Backorder Status: None Create BackOrder
 Receipt Status: Not Recvd
 *Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 665.00 Calculate
 Freight/Tax/Misc.: 0.00
 Total Amount: 665.00 USD

PO Activities Add ShipTo Comments
 PO Defaults Document Status
 Add Comments Requisitions

Add Items From Select Lines To Display
 Purchasing Kit Catalog Item Search Line: [Text Box] To: [Text Box] Retrieve

Maintain Purchase Order

PO Header Details

Process Control Option

Dispatch *Method: Print
 Accounting Date: 08/31/2009
 Accounting Template: [Text Box]

OK Cancel Refresh

Calendar: August 2009
 S M 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 31
 Current Date

- 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.

vendors
 Purchasing
 Requisitions
 Request for Quotes
 Procurement Contracts
 Purchase Orders
 Stage/Source Requests
 Acknowledgments
 Manage Change Orders
 Reconcile POs
 Review PO Information
 - Purchase Orders
 - Activity Summary
 - PO Accounting Entries

Selection Criteria
 *Business Unit: 26400
 From PO ID: 0000001480 To PO ID:
 PO Status:
 Fiscal Year From/To: Max Rows: 300
 *Accounting Line /View Option: Standard *Ledger Group: APROP_P

Below is a screen shot of the PO Accounting entries.

Po Acctg Ln Lookup

Business Unit: 26400
 From PO: 0000001480 To PO:
 PO Status:
 From Fiscal Year: To Fiscal Year:
 Accounting Line View Option: Standard CommitmentControl Ledger Group: APROP_P

Download icon

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	2010	0004445021	
0000001480	D	0000013948	REVERSAL	1	1	1	16800	P264	400	110	90000	-332.5	2010	0004587584	00004252

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

Do you want to open or save this file?

 Name: ps.xls
 Type: Microsoft Office Excel 97-2003 Worksheet, 1.93 KB
 From: sharefin.state.nm.us

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

- 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.

PO Activity Summary

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

Find an Existing Value

Business Unit: = 26400

PO Number: begins with 0000001480

Purchase Order Date: =

Purchase Order Reference: begins with

Vendor ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

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

Activity Summary

Unit: 26400 PO Status: Dispatched
 PO ID: 0000001480 Vendor: NATIONAL DISTRICT ATTORNEYS ASSOCIATION

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		DISTRICT ATTORNEY JANETTA HICK	EA	1.0000	665.000	USD	

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

Line	Item	Item Description	UOM	Quantity Invoiced	Amt Invoiced	Currency	Voucher #
1		DISTRICT ATTORNEY JANETTA HICK	EA	1.00	332.500	USD	

The screen shots below appear after clicking on the Invoice icon.

Unit: 26400 PO No.:0000001480 Line 1 Item ID

Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced
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 vouchers. On the PO Line Details change the price of the PO, click the Refresh page button.

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  to re-budget check the PO.

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

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

vendors
 Purchasing
 Requisitions
 Request for Quotes
 Procurement Contracts
 Purchase Orders
 Stage/Source Requests
 Acknowledgments
 Manage Change Orders
 Reconcile POs
 Review PO Information
 Purchase Orders
 Activity Summary
 PO Accounting Entries

Selection Criteria

*Business Unit: 26400
 From PO ID: 0000001480 To PO ID:
 PO Status:
 Fiscal Year From/To: Max Rows: 300
 *Accounting Line /View Option: Standard *Ledger Group: APROP_P

Po Acctg Ln Lookup

Business Unit: 26400
 From PO: 0000001480 To PO: 0000001480
 PO Status:
 From Fiscal Year: To Fiscal Year:
 Accounting Line View Option: Standard CommitmentControl Ledger Group: APROP_P

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	2010	0004445021	
0000001480	PA	0000013948	PO_POENC	1	1	1	16800	P264	400	110	90000	332.5	2010	0004445021	
0000001480	PA	0000013948	PO_POENC	1	1	1	16800	P264	400	110	90000	-665	2010	0004445021	
0000001480	PA	0000013948	REVERSAL	1	1	1	16800	P264	400	110	90000	-332.5	2010	0004587584	00004252

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

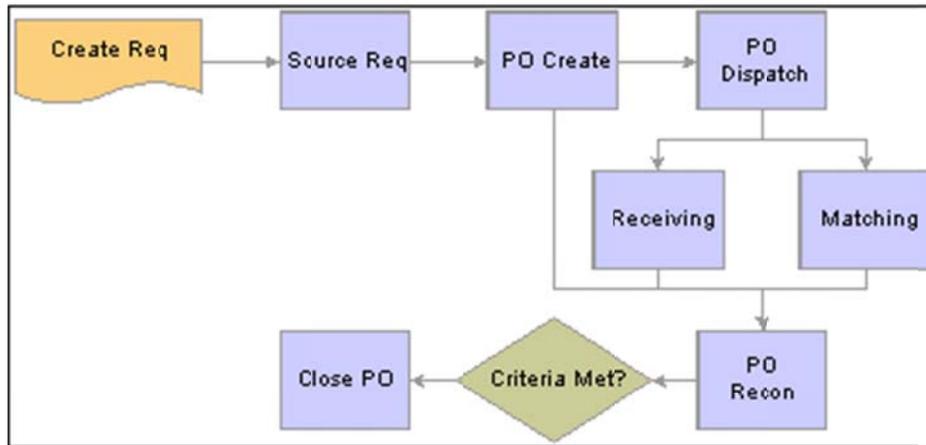
Purchase Order	Status	Vendor ID	Trans Type	Line	Sched	Dist	Fund	Dept	Account	Bud Ref	Class	Monetary Amount	Fiscal Year	Journal ID	Reference Reversal ID	
0000001480	PA	0000013948	PO_POENC	1	1	1	16800	P264	400	110	90000	665.00	2010	0004445021		
0000001480	PA	0000013948	PO_POENC	1	1	1	16800	P264	400	110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

Maintain Purchase Order

Purchase Order

Unit: 26400 PO Status: Dispatched ▲ ✖
 PO ID: 0000001305 Budget Status: Valid
 Copy From:

Hold from Further Processing

Header

*PO Date: 07/09/2009 Vendor Search Doc Tol Status: Valid
 Vendor: FEDERAL EX-001 Vendor Details Backorder Status: None [Create BackOrder](#)
 *Vendor ID: 0000042757 FEDERAL EXPRESS CORP Receipt Status: Not Recd
 *Buyer: TGURULE TIFFANY GURULE *Dispatch Method: Print
 PO Reference:

[Header Details](#) [PO Activities](#) [Add Ship To Comments](#)
[PO Defaults](#) [Document Status](#)
[Add Comments](#) [Requisitions](#)

Amount Summary

Merchandise: 110.73
 Freight/Tax/Misc.: 0.00
 Total Amount: 110.73 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.

PO Document Status

Business Unit: 26400 PO ID: [0000001305](#) Status: Dispatched
 Document Date: 07/09/2009 Document Type: Purchase Order Budget Status: Valid
 Currency: USD Amount: 110.73
 Buyer: TIFFANY GURULE

Associated Document [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

SetID	Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location
	26400	00003833	Voucher	Posted	07/03/2009	0000042757	001
00000		0001770571	Payment	Posted	08/12/2009	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.

- 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).

Selection Criteria

*Business Unit: 26400

From PO ID: 000001300 To PO ID: 000001987

PO Status:

Fiscal Year From/To: Max Rows: 65000

*Accounting Line View Option: Standard *Ledger Group: APROP_P

ChartFields

Fund	Dept	Account	Sub Acct	Rpt Cat	Project	Oper Unit	Bud Ref	Class
1								

OK Cancel

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

Selection Criteria

*Business Unit: 26400

From PO ID: To PO ID:

PO Status:

Fiscal Year From/To: Max Rows: 65000

*Accounting Line View Option: Standard *Ledger Group: APROP_P

ChartFields

Fund	Dept	Account	Sub Acct	Rpt Cat	Project	Oper Unit	Bud Ref	Class
1							110	

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.

Purchase Order

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

Find an Existing Value Add a New Value

Business Unit: 26400

PO ID: beginswith

Purchase Order Date: between 07/01/2009 and 09/30/2009

PO Status: =

Short Vndr Name: beginswith

Vendor ID: beginswith

Vendor Name: beginswith

Buyer: beginswith

Buyer Name: beginswith

PO Type: =

Purchase Order Reference: beginswith

Hold From further Processing

Case Sensitive

Search Clear Basic Search Save Search Criteria

Click on the PO ID to sort

Search Results

Business Unit	PO ID	Purchase Order Date	PO Status	Short Vendor Name	Vendor ID	Vendor Name	Buyer	Buyer Name	PO Type	Purchase Order Reference	Hold
26400	000001300	07/08/2009	Dispatched	NDA-001	0000013948	NATIONAL DISTRICT ATTORNEYS ASSOCIATION	TGURULE	TIFFANY GURULE	General	(bank)	N
26400	000001301	07/08/2009	Dispatched	ROBERT J R-001	0000028948	ROBERT J RIVERA CPA PC	TGURULE	TIFFANY GURULE	General	(bank)	N
26400	000001302	07/08/2009	Dispatched	ALVARADO R-001	0000064440	ALVARADO, ROBERT	TGURULE	TIFFANY GURULE	General	(bank)	N
26400	000001303	07/09/2009	Dispatched	ACOSTA EL-001	0000076435	ACOSTA, ELIZ-BETH	TGURULE	TIFFANY GURULE	General	(bank)	N
26400	000001304	07/09/2009	Dispatched	HULL, JESSI-001	0000078808	HULL, JESSICA D	TGURULE	TIFFANY GURULE	General	(bank)	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.

Purchase Order

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

Find an Existing Value **Add a New Value**

Business Unit: = 26400

PO ID: beginswith

Purchase Order Date: between 07/01/2009 and 09/30/2009

PO Status: =

Short Vendor Name: beginswith

Vendor ID: beginswith

Vendor Name: beginswith

Buyer: beginswith

Buyer Name: beginswith

PO Type: =

Purchase Order Reference: beginswith

Hold From further Processing

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-100 of 251

Business Unit	PO ID	Purchase Order Date	PO Status	Short Vendor Name	Vendor ID	Vendor Name	Buyer	Buyer Name	PO Type	Purchase Order Reference	Hold
26400	0000001300	07/08/2009	Dispatched	NDAA-001	0000013948	NATIONAL DISTRICT ATTORNEYS ASSOCIATION	TGURULE	TIFFANY GURULE	General (bank)		N
26400	0000001301	07/08/2009	Dispatched	ROBERT J R-001	0000028948	ROBERT J RIVERA CPA PC	TGURULE	TIFFANY GURULE	General (bank)		N
26400	0000001302	07/08/2009	Dispatched	ALVARADO R-001	0000064440	ALVARADO, ROBERT	TGURULE	TIFFANY GURULE	General (bank)		N
26400	0000001303	07/09/2009	Dispatched	ACOSTA ELI-001	0000076435	ACOSTA, ELIZABETH	TGURULE	TIFFANY GURULE	General (bank)		N
26400	0000001304	07/09/2009	Dispatched	HULL JESSI-001	0000078808	HULL, JESSICA D	TGURULE	TIFFANY GURULE	General (bank)		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.

Reconciliation WorkBench

Filter Options

Business Unit: 26400 WorkBench ID: POREC264
 Description: PO RECON

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

Search Criteria

Purchase Order: 0000001305 To: 0000001305
 PO Date: To:
 Activity Date: To:
 Due Date: To:
 Request BU: Requisition ID:
 Vendor ID:
 Item ID:
 Buyer:
 Contract SetID:
 Contract ID:
 Release Number:
 GPO ID:
 GPO Contract:

Status

Open Approved Dispatched Cancelled Pending Appr

Receiving

Required Not Required
 All Not Received Partially Received Fully Received

Matching

Required Not Required
 All None Partial Match Fully Matched

Encumbrance

Open Encumbrances

Search [Return to Reconciliation WorkBench](#)

Place a check mark on Pending Appr if PO status is Pending Approval or place a check mark on Dispatched and Open if PO status is Dispatched.

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 WorkBench ID: POREC264
 *Description: PO RECON

Select POs for Further Processing

List of Purchase Orders Customize | Find | View All | Download First 1 of 1 Last

Purchase Order	Doc Status	PO Status	Hold	FO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0000001305		Dispatched	N	07/09/2009	07/13/2009	0000042757	TIFFANY GURULE	Standard			

Select All Clear All

Action: **Approve** Unapprove Cancel **Close** Dispatch Preview

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

Update Budget

Reconciliation WorkBench

Processing Results

Business Unit: 26400 WorkBench ID: POREC264
 *Description: PO RECON

Select POs for Further Processing

Accounting Date for Action: 02/02/2010

Update Budget Date Equal to Accounting Date

If PO is Not Qualified place a check mark on box then click on middle arrow to qualify PO.

Not Qualified		Qualified	
PO ID	Log	PO ID	Line
<input checked="" type="checkbox"/>	<input type="button" value="▶"/>	0000001305	

Click on the yes button to proceed.

Select All Clear All

Proceed: [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 WorkBench ID: POREC264
 *Description: PO RECON

Select POs for Further Processing

List of Purchase Orders										
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO
<input checked="" type="checkbox"/>	0000001305	Compl	N	07/09/2009	02/02/2010	0000042757	TIFFANY GURULE	Standard		

Select All Clear All

Action:

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

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

(Find an Existing Value)

Business Unit: = 26400

PO ID: begins with 0000001305

Contract SetID: begins with

Contract ID: begins with

Release Number: =

Purchase Order Date: =

PO Status: =

Short Vendor Name: begins with

Vendor ID: begins with

Buyer: begins with

Buyer Name: begins with

PO Type: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

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

Unit: 26400 PO Status: Compl

PO ID: 0000001305 Budget Status: Not Chkd

Header

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 Hold From Further Processing

PO Reference: /

[Header Details](#) [All RTV](#) [Matching](#)

Header Comments: [Document Status](#)

[Change Order](#)

Amount Summary

Merchandise:	110.73
Freight/Tax/Misc.:	0.00
Total:	110.73 USD

Select Lines to Display

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1		SHIPPING CHARGES	00000000	1.0000	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 ID: 000001305

PO Status: Compl
Budget Status: Valid

Header

PO Date: 07/09/2009
 Vendor: FEDERAL EX-001
 Vendor ID: 0000042757 [Vendor Details](#)
 Buyer: TIFFANY GURULE

PO Reference:

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

Doc Tol Status: Valid
 Backorder Status: None
 Receipt: Not Recvd
 Hold From Further Processing

Amount Summary

Merchandise: 110.73
 Freight/Tax/Misc.: 0.00
 Total: 110.73 USD

Select Lines to Display

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1		SHIPPING CHARGES	00000000	1.0000	EA	110.73 USD	Closed

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

Vendors
 Purchasing
 Requisitions
 Request for Quotes
 Procurement Contracts
 Purchase Orders
 Stage/Source Requests
 Acknowledgments
 Manage Change Orders
 Reconcile POs
 Review PO Information
 Purchase Orders
 Activity Summary
PO Accounting Entries
 Document Tolerance
 Exceptions
 Doc Tolerance Override

Selection Criteria

*Business Unit: 26400
 From PO ID: 000001305 To PO ID: 000001305
 PO Status:
 Fiscal Year From/To: Max Rows: 300
 *Accounting Line View Option: Standard *Ledger Group: APROP_P

ChartFields

Fund	Dept	Account	Sub Acct	Rpt Cat	Project	Oper Unit	Bud Ref	Class
1								

OK Cancel

Po Acctg Ln Lookup

Business Unit: 26400
 From PO: 000001305 To PO: 000001305
 PO Status:
 From Fiscal Year: To Fiscal Year:
 Accounting Line View Option: Standard CommitmentControl Ledger Group: APROP_P

Accounting Entries

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
000001305	D	0100042757	PO_POENC	1	1	1	16800	P264	400		110	90000	110.73	2010	0004289323	
000001305	D	0100042757	REVERSAL	1	1	1	16800	P264	400		110	90000	-110.73	2010	0004296616	30003833

Click on this icon to download to excel spreadsheet

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

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 Purchase Order

Purchase Order

Unit: 34100	PO Status: Dispatched	
PO ID: 1001090045	Budget Status: Valid	<input type="checkbox"/> Hold From Further Processing
Copy From: <input type="text"/>		<input type="button" value="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.

Line	Item	Description	PO Qty	*UOM	Category	Price	Amount	Status
1		INSTALL OF MAGLOCK AND CARD READER ANEXIT BUTTON	1.0000	EA	000300	1501.52000	1,501.52	Active

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
1	11/24/2005	FCD9100000	1.0000	1,501.52000	1,501.52	Active

Distributions/ChartFields

Dist	Status	Percent	Chartfield Status	Budget Status	Doc Tol Status	Final	Commitment Control Close Flag	VAT	Apport	CF
1	Open	100.0000	Valid	Valid	Valid	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

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 Order

Purchase Order

Unit: 34100 PO Status: Dispatched
 PO ID: 1001090045 Budget Status: Valid
 Copy From: [dropdown] Hold From Further Processing

▼ Header

*PO Date: 11/24/2009 Vendor Search Doc Tol Status: Valid
 Vendor: DIGITAL TR-001 Vendor Details Backorder Status: None Create BackOrder
 *Vendor ID: 0000053171 DIGITAL TRAFFIC SYSTEMS INC Receipt Status: Not Recvd
 *Buyer: YVETTE ANAYA YVETTE ANAYA(BU34100) *Dispatch Method: Print Dispatch
 PO Reference: SIELOX SECURITY ACCESS CONTROL

Header Details PO Activities Add ShipTo Comments
 PO Defaults **Document Status**
 Edit Comments Requisitions

Amount Summary
 Merchandise: 1501.52 Calculate
 Freight/Tax/Misc.: 0.00
 Total Amount: 1501.52 USD

Below is the PO Document Status and the Requisition ID:

PO Document Status

Business Unit: 34100 PO ID: 1001090045 Status: Dispatched
 Document Date: 11/24/2009 Document Type: Purchase Order Budget Status: Valid
 Currency: USD Amount: 1,501.52
 Buyer: YVETTE ANAYA(BU34100)

Associated Document Customize | Find | View All | First 1-2 of 2 Last

SetID	Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location
	34100	000006969	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.

> Vendors
 > Purchasing
 > Requisitions
 > Reconcile Requisitions
 > Review Requisition Information
 - Requisitions
 - Accounting Entries
 - Workbench
 - Document Status
 - Change History
 - EE Journal Entries

Selection Criteria

*Business Unit: 34100
 From Req: 000006969 To Req: 000006969
 Requisition Status: [dropdown]
 Fiscal Year From/To: [dropdown] [dropdown] Max Rows: 300
 *Accounting Line View Option: Standard *Ledger Group: APROP_P

OK Cancel

Below is a screen shot of the Requisition Accounting Entries:

Requisition Accounting Entries

Business Unit: 34100
 From Req: 0000006969 To Req: 0000006969
 Status:
 From Fiscal Year: To:

Accounting Line View Option: Standard CommitmentControl Ledger Group: APROP_P

Requisition ID	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	1501.52	N	2010	0004652686	11/13/2009	
0000006969	REVERSAL	01000	P544	400	110	90000	-1501.52	N	2010	0004680696	11/24/2009	1001090045

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

Requisition ID	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
- Cost Accounting
- Vendors
- Purchasing
 - Requisitions
 - Request for Quotes
 - Procurement Contracts
 - Purchase Orders
 - Stage/Source Requests
 - Acknowledgments
 - Manage Change Orders
 - Reconcile POs
 - Review PO Information
 - Reports
 - Budget Year End Processing
 - Add/Update Express POs
 - Add/Update POs**
 - Approve Amounts
 - Approve ChartFields
 - Reserve PO IDs
 - Maintain Distributions
 - Dispatch POs
 - Verify Document

Maintain Purchase Order

Purchase Order

Unit: 34100 PO Status: Dispatched

PO ID: 1001090045 Budget Status: Valid

Copy From: [Dropdown]

Hold From Further Processing

Header

*PO Date: 11/24/2009 Vendor Search

Vendor: DIGITAL TR-031 Vendor Details

*Vendor ID: 0000053171 DIGITAL TRAFFIC SYSTEMS INC

*Buyer: YVETTE ANAYA YVETTE ANAYA(BU34100)

PO Reference: SIELOX SECURITY ACCESS CONTROL

[Header Details](#)
 [PO Activities](#)
 [Add ShipTo Comments](#)

[PO Defaults](#)
 [Document Status](#)

[Edit Comments](#)
 [Requisitions](#)

Doc Tol Status: Valid

Backorder Status: None [Create BackOrder](#)

Receipt Status: Not Recvd

*Dispatch Method: Print [Dispatch](#)

Amount Summary

Merchandise: 1501.52

Freight/Tax/Misc.: 0.00 [Calculate](#)

Total Amount: 1501.52 USD

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

Maintain Purchase Order

PO Header Details

Process Control Option

Dispatch *Method: Accounting Date: Accounting Template:

OK Cancel Refresh

November 2009

S	M	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					

Current Date

- 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. Business Unit, From PO ID and Ledger Group: always select APROP_P, click OK.

- > Vendors
- > Purchasing
 - ▷ Requisitions
 - ▷ Request for Quotes
 - ▷ Procurement Contracts
 - ▽ Purchase Orders
 - ▷ Stage/Source Requests
 - ▷ Acknowledgments
 - ▷ Manage Change Orders
 - ▷ Reconcile POs
 - ▽ Review PO Information
 - Purchase Orders
 - Activity Summary
 - PO Accounting Entries
 - Document Tolerance Exceptions
 - Doc Tolerance

Selection Criteria

*Business Unit:

From PO ID: To PO ID:

PO Status:

Fiscal Year From/To: Max Rows:

*Accounting Line View Option: *Ledger Group:

ChartFields

Fund	Dept	Account	Sub Acct	Rpt Cat	Project
1					

OK Cancel

Below is a screen shot of the PO Accounting Entries:

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
1001090045	D	3000053171	PO_POENC	1	1		1 01000	P544	400	110	90000	1501.52	2010	0004680696	

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.

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

Find an Existing Value

Business Unit: = [v] 34100 [magnifying glass]

PO Number: begins with [v] 1001090045

Purchase Order Date: = [v] [calendar icon]

Purchase Order Reference: begins with [v]

Vendor ID: begins with [v] [magnifying glass]

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Activity Summary

Unit: 34100 PO Status: Dispatched
 PO ID: 1001090045 Vendor: DIGITAL TRAFFIC SYSTEMS INC

Lines								Customize	Find	View All	First	1 of 1	Last
Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only						
1		INSTALL OF MAGLOCK AND CARD RE	EA	1.0000	1501.520	USD	<input checked="" type="checkbox"/>						

Lines								Customize	Find	View All	First	1 of 1	Last
Line	Item	Item Description	UOM	Quantity Invoiced	Amt Invoiced	Currency							
1		INSTALL OF MAGLOCK AND CARD RE	EA	0.00	0.000								

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 Purchase Order

Purchase Order

Unit: 34100 PO Status: Dispatched

PO ID: 1001090045 Budget Status: Valid

Copy From: Hold From Further Processing

Header

*PO Date: 11/24/2009 Vendor Search Doc Tol Status: Valid

Vendor: DIGITAL TR-001 [Vendor Details](#) Backorder Status: None [Create BackOrder](#)

*Vendor ID: 0000053171 DIGITAL TRAFFIC SYSTEMS INC Receipt Status: Not Recvd

*Buyer: YVETTE ANAYA YVETTE ANAYA(BU34'00) *Dispatch Method: Print

PO Reference: SIELOX SECURITY ACCESS CONTROL

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#) [Document Status](#)

[Edit Comments](#) [Requisitions](#)

Amount Summary

Merchandise: 0.00

Freight/Tax/Misc.: 0.00

Total Amount: 0.00 USD

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To:

Line	Item	Description	PO Qty	*UOM	Category	Price	Amount	Status
1		INSTALL OF MAGLOCK AND CARD READER AND EXIT BUTTON	1.0000	EA	000000	0.00000		Active

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 cannot 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

Budget Status: Not Chkd

First approve the 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. Business Unit, From PO ID and Ledger Group: always select APROP_P, click OK.

Selection Criteria

*Business Unit: 34100

From PO ID: 1001090045 To PO ID: 1001090045

PO Status:

Fiscal Year From/To: Max Rows: 300

*Accounting Line View Option: Standard *Ledger Group: APROP_P

ChartFields

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 Lookup

Business Unit: 34100

From PO: 1001090045 To PO: 1001090045

PO Status:

From Fiscal Year: To Fiscal Year:

Accounting Line View Option: Standard CommitmentControl Ledger Group: APROP_P

Accounting Entries

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
1001090045	PA	0000053171	PO_POENC	1	1	1	01000	P544	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 Purchase Order

Purchase Order

Unit:	34100	PO Status:	Dispatched		
PO ID:	1001000014	Budget Status:	Valid		
Copy From:	<input type="text"/>	<input type="checkbox"/>	Hold From Further Processing		

- 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.

Line	Item	Description	PO Qty	*UOM	Category	Price	Amount	Status
1		Legal Notices for FY 10 for Rodeo Council	1.0000	EA	000000	430.00000	430.00	Active

View Printable Version *Goto: Schedule

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
1	08/20/2009	LGD8000000	1.0000	430.00000	430.00	Active

Add ShipTo Comments Distributions/ChartFields

Dist	Status	Percent	Chartfield Status	Budget Status	Doc Tol Status	Final	Commitment Control Close Flag	VAT Apport CF
1	Open	100.0000	Valid	Valid	Valid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	X

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.

- Cost Accounting
- Vendors
- Purchasing
 - Requisitions
 - Request for Quotes
 - Procurement Contracts
- Purchase Orders
 - Stage/Source Requests
 - Acknowledgments
 - Manage Change Orders
 - Reconcile POs
 - Review PO Information
 - Reports
 - Budget Year End Processing
 - Add/Update Express POs
 - Add/Update POs**
 - Approve Amounts
 - Approve ChartFields
 - Reserve PO IDs
 - Maintain Distributions
 - Dispatch POs
 - Verify Document

Maintain Purchase Order

Purchase Order

Unit: 34100

PO ID: 1001000014

Copy From:

PO Status: Dispatched

Budget Status: Valid

Hold From Further Processing

Header

*PO Date: 08/20/2009 Vendor Search

Vendor: ALBUQUERQU-11 [Vendor Details](#)

*Vendor ID: 0000049778 ALBUQUERQUE PUBLISHING CO

*Buyer: PHUNTSOK.RAPD PHUNTSOK RAPDEN

PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#) **Document Status** [Requisitions](#)

[Add Comments](#)

Doc Tol Status: Valid

Backorder Status: None [Create BackOrder](#)

Receipt Status: Not Recvd

*Dispatch Method: Print [Dispatch](#)

Amount Summary

Merchandise: 430.00 [Calculate](#)

Freight/Tax/Misc.: 0.00

Total Amount: 430.00 USD

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

PO Document Status

Business Unit: 34100 PO ID: [1001000014](#) Status: Dispatched
 Document Date: 08/20/2009 Document Type: Purchase Order Budget Status: Valid
 Currency: USD Amount: 430.00
 Buyer: PHUNTSOK R&PDEN

Associated Document Customize | Find | View All | First 1-5 of 5 Last

SetID	Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location
	34100	0000006714	REQ	Approved	08/17/2009		
	34100	10000423	Voucher	Posted	09/11/2009	0000049778	001
	34100	10001667	Voucher	Posted	11/24/2009	0000049778	001
00000		0001844598	Payment	Posted	09/23/2009	0000049778	004
00000		0001944879	Payment	Posted	12/02/2009	0000049778	004

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

Selection Criteria

*Business Unit:

From Req: To Req:

Requisition Status:

Fiscal Year From/To: Max Rows:

*Accounting Line View Option:

*Ledger Group:

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

Requisition ID	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

Below is the Requisition Accounting Entries **After** Finalizing Requisition:

Requisition ID	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

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.

Maintain Purchase Order

PO Header Details

- 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.

Selection Criteria

*Business Unit: 34100

From PO ID: 1001000014 To PO ID: 1001000014

PO Status:

Fiscal Year From/To: Max Rows: 300

*Accounting Line View Option: Standard *Ledger Group: APRROP_P

ChartFields

Fund	Dept	Account	Sub Acct	Rpt Cat	Project
1					

OK Cancel

Below is a screen shot of the PO Accounting entries:

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	000049778	PO_POENC	1	1	1	01000	Z81048	400	910	90000	430	2010	0004416641	
1001000014	D	000049778	PO_POENC	1	1	1	01000	Z81048	400	910	90000	430	2010	0004416641	
1001000014	D	000049778	PO_POENC	1	1	1	01000	Z81048	400	910	90000	-430	2010	0004416641	
1001000014	D	000049778	REVERSAL	1	1	1	01000	Z81048	400	910	90000	-53.87	2010	0004480239	10000423
1001000014	D	000049778	REVERSAL	1	1	1	01000	Z81048	400	910	90000	-53.87	2010	0004680748	10001667

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

Do you want to open or save this file?

 Name: ps.xls
Type: Microsoft Office Excel 97-2003 Worksheet, 1.93 KB
From: sharefin.state.nm.us

Open Save Cancel

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	000049778	PO_POENC	1	1	1	01000	Z81048	400	910	90000	430.00	2010	0004416641		
1001000014	D	000049778	PO_POENC	1	1	1	01000	Z81048	400	910	90000	430.00	2010	0004416641		
1001000014	D	000049778	PO_POENC	1	1	1	01000	Z81048	400	910	90000	-430.00	2010	0004416641		
1001000014	D	000049778	REVERSAL	1	1	1	01000	Z81048	400	910	90000	-53.87	2010	0004480239	10000423	
1001000014	D	000049778	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.

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

Find an Existing Value

Business Unit: = 34100

PO Number: begins with 1001000014

Purchase Order Date: =

Purchase Order Reference: begins with

Vendor ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Activity Summary: Lines Details tab shows the encumbered amount.

Activity Summary

Unit: 34100 PO Status: Dispatched
 PO ID: 1001000014 Vendor: ALBUQUERQUE PUBLISHING CO

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		Legal Notices for FY 10 for Ro	EA	1.0000	430.000	USD	<input checked="" type="checkbox"/>

Activity Summary: Invoice tab shows the amount invoiced.

Line	Item	Item Description	UOM	Quantity Invoiced	Amt Invoiced	Currency
1		Legal Notices for FY 10 for Ro	EA	2.00	107.740	USD

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

Unit: 34100 PO No.:1001000014 Line 1 Item ID

Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount 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.

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	2010	0004416641	
1001000014	D	0000049778	PO_POENC	1	1	1	01000	Z81048	400	910	90000	430	2010	0004416641	
1001000014	D	0000049778	PO_POENC	1	1	1	01000	Z81048	400	910	90000	-430	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

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: 34100 PO No.:1001000014 Line 1 Item ID

Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced
1	34100	10000423	1	1.00	53.870
1	34100	10001667	1	1.00	53.870

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	2010	0004416641	
1001000014	D	0000049778	PO_POENC	1	1	1	01000	Z81048	400	910	90000	430	2010	0004416641	
1001000014	D	0000049778	PO_POENC	1	1	1	01000	Z81048	400	910	90000	-430	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

- 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: Dispatched
 PO ID: 1001000014 Vendor: ALBUQUERQUE PUBLISHING CO

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		Legal Notices for FY 10 for Ro	EA	1.0000	430.000	USD	<input checked="" type="checkbox"/>

Line	Item	Item Description	UOM	Quantity Invoiced	Amt Invoiced	Currency
1		Legal Notices for FY 10 for Ro	EA	2.00	107.740	USD

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

Add Items From Select Lines To Display

Purchasing Kit Catalog Item Search Line: To: Retrieve

Need to change Price to Amount Invoiced

Line	Item	Description	PO Qty	*UOM	Category	Price	Amount	Status
1		Legal Notices for FY 10 for Rodeo Council	1.0000	EA	000000	430.00000	430.00	Active

View Printable Version *Go to:

Save Return to Search Notify Refresh Add

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 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

The screen shot below appears after saving the PO. Click on the Approve PO button . Click on the PO on demand budget checking button to re-budget check PO.

Maintain Purchase Order

Purchase Order

Unit: 34100
 PO ID: 1001000014
 Change Order: 1
 Copy From:

PO Status: Pend Appr

Budget Status: Not Ch'kd

Hold From Further Processing

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

Maintain Purchase Order

Purchase Order

Unit: 34100
 PO ID: 1001000014
 Change Order: 1
 Copy From:

PO Status: Pend Appr

Budget Status: Valid

Hold From Further Processing

Header

*PO Date: 08/20/2009 Vendor Search
 Vendor: ALBUQUERQU-11 Vendor Details
 *Vendor ID: 0000049778 ALBUQUERQUE PUBLISHING CO
 *Buyer: PHUNTSOKRAPD PHUNTSOK RAPDEN
 PO Reference:

Doc Tol Status: Valid
 Backorder Status: None Create BackOrder
 Receipt Status: Not Recvd
 *Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 107.74
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 107.74 USD

Add Items From Select Lines To Display

Purchasing Kit Catalog Item Search Line: To: Retrieve

Line	Item	Description	PO Qty	*UOM	Category	Price	Amount	Status
1		Legal Notices for FY 10 for Rodeo Council	1.0000	EA	000000	107.74000	107.74	Active

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

Here are the accounting entries after disencumbering the PO:

Purchase Order	Status	Vendor ID	Trans Type	Line	Sched	Dis	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	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	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

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	
												0.00				

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

Budget Inquiry before disencumbering PO 1001000014

- ▷ Billing
- ▷ Accounts Receivable
- ▷ Accounts Payable
- ▷ eSettlements
- ▷ Asset Management
- ▷ Banking
- ▷ Cash Management
- ▷ Deal Management
- ▷ Risk Management
- ▷ VAT and Intrastat
- ▷ Excise and Sales Tax/VAT IND
- ▽ Commitment Control
 - ▷ Define Control Budgets
 - ▷ Define Budget Security
 - ▷ Budget Journals
 - ▷ Post Control Budget Journals
- ▽ Review Budget Activities
 - Budget Details
 - Budgets Overview
 - Ledger Inquiry Set
 - Activity Log
- ▷ Close Budget
- ▷ Budget Reports
- ▷ Third Party Transactions
- ▷ Review Budget Check

Commitment Control Budget Details

Business Unit	Ledger Group	Fund	Department	Account	Bud Ref	Class
34100	APROP_P	01000	Z81048	400	910	90000

Ledger Amounts

Budget:	50,890.00 USD	Attributes	Display Chart	i
Expense:	107.74 USD	Parent / Children	Max Rows	100
Encumbrance:	11,022.26 USD	Associated Budgets		
Pre-Encumbrance:	10,285.00 USD			
Associate Revenue:	0.00 USD			

Available Budget

Without Tolerance:	29,475.00 USD	Percent: (57.92%)
With Tolerance:	29,475.00 USD	Percent: (57.92%)

Budget Exceptions

Exception Errors:	0	Exception Warnings:	0	Budget Exceptions
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Below is a screen shot of the Budget Inquiry after disencumbering PO 1001000014

Commitment Control Budget Details

Business Unit	Ledger Group	Fund	Department	Account	Bud Ref	Class
34100	APROP_P	01000	Z81048	400	910	90000

Ledger Amounts

Budget: 50,890.00 USD
Expense: 107.74 USD
Encumbrance: 10,700.00 USD
Pre-Encumbrance: 10,285.00 USD
Associate Revenue: 0.00 USD

Available Budget

Without Tolerance: 29,797.26 USD Percent: (58.55%)
With Tolerance: 29,797.26 USD Percent: (58.55%)

Budget Exceptions

Exception Errors: 0 Exception Warnings: 0 Budget Exceptions

Encumbrance before	11,022.26	Available budget before	29,475.00
Encumbrance after	10,700.00	Available budget after	29,797.26
Difference	322.26	Difference	322.26

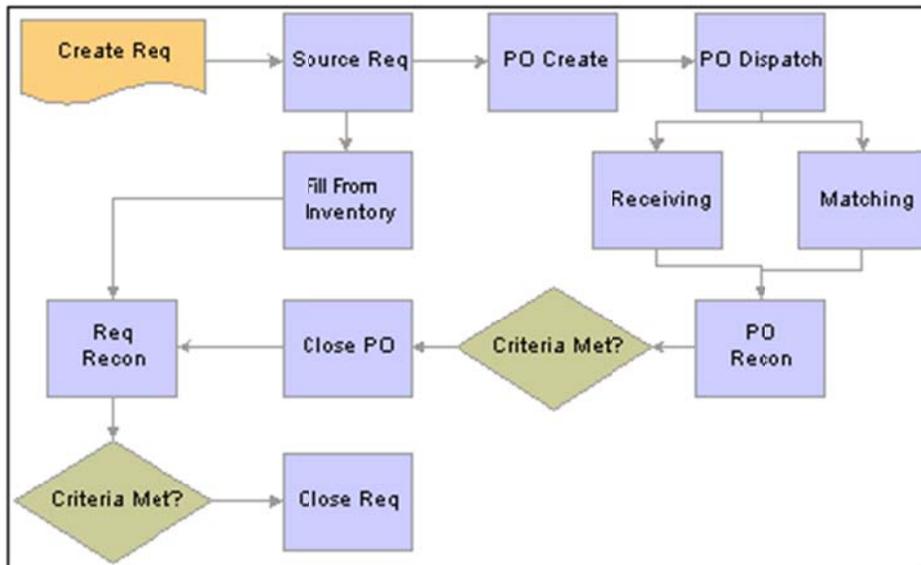
- Continue closing the purchase order through PO reconciliation workbench.
- Once purchase order is closed, continue closing Requisitions through reconciliation workbench.
- See Encumbrance Year-End Process 2F - Closing Purchase Orders with Requisitions reconciliation workbench instructions.

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.

Maintain Purchase Order
Purchase Order

Unit: 34100 PO Status: PendAppr
 PO ID: 1001000014 Budget Status: Valid
 Change Order: 1
 Copy From: [Dropdown] Hold From Further Processing

Header

*PO Date: 08/20/2009 Vendor Search Doc Tol Status: Valid
 Vendor: ALBUQUERCU-11 Vendor Details Backorder Status: None [Create BackOrder](#)
 *Vendor ID: 0000049778 ALBUQUERQUE PUBLISHING CO Receipt Status: Not Recvd
 *Buyer: PHUNTSOK RAPD PHUNTSOK RAPDEN *Dispatch Method: Print [Dispatch](#)
 PO Reference: [Text Box]

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

Amount Summary

Merchandise: 107.74
 Freight/Tax/Misc.: 0.00 [Calculate](#)
 Total Amount: 107.74 USD

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

PO Document Status

Business Unit: 34100 PO ID: [1001000014](#) Status: Pend Appr
 Document Date: 08/20/2009 Document Type: Purchase Order Budget Status: Valid
 Currency: USD Amount: 107.74
 Buyer: PHUNTSOK RAPDEN

Associated Document Customize | Find | View All | First 1-5 of 5 Last

SetID	Business Unit	DOC ID	DocumentType	Status	Document Date	Vendor ID	Location
	34100	0000006714	REQ	Approved	08/17/2009		
	34100	10000423	Voucher	Posted	09/11/2009	0000049778	001
	34100	10001667	Voucher	Posted	11/24/2009	0000049778	001
00000		0001844598	Payment	Posted	09/23/2009	0000049778	004
00000		0001946879	Payment	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 03/25/2010 last PO #	24894
As of 07/01/2009 beginning PO #	21135
Total PO's entered through 03/25/2010	3759
From PO #	21135
To PO # (21135 plus 950)	22085
From PO #	22085
To PO # (22085 plus 950)	23035
From PO #	23035
To PO # (23035 plus 950)	23985
From PO #	23985
To PO # (last PO # entered)	24894

- ▷ Purchasing
 - ▷ Requisitions
 - ▷ Request for Quotes
 - ▷ Procurement Contracts
 - ▽ Purchase Orders
 - ▷ Stage/Source Requests
 - ▷ Acknowledgments
 - ▷ Manage Change Orders
 - ▷ Reconcile POs
 - ▽ Review PO Information
 - Purchase Orders
 - Activity Summary
 - PO Accounting Entries
 - Document Tolerance

Selection Criteria

*Business Unit: 69000

From PO ID: 0000021135 To PO ID: 0000022085

PO Status:

Fiscal Year From/To: Max Rows: 65300

*Accounting Line View Option: Standard *Ledger Group: APROP_P

*Business Unit: 69000

From PO ID: 0000022085 To PO ID: 0000023035

PO Status:

Fiscal Year From/To: Max Rows: 65300

*Accounting Line View Option: Standard *Ledger Group: APROP_P

OK Cancel

*Business Unit: 69000

From PO ID: 0000023035 To PO ID: 0000023985

PO Status:

Fiscal Year From/To: Max Rows: 65300

*Accounting Line View Option: Standard *Ledger Group: APROP_P

OK Cancel

*Business Unit: 69000

From PO ID: 0000023985 To PO ID: 0000024894

PO Status:

Fiscal Year From/To: Max Rows: 65300

*Accounting Line View Option: Standard *Ledger Group: APROP_P

OK Cancel

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).

Vendors
Purchasing
Requisitions
Request for Quotes
Procurement Contracts
Purchase Orders
Stage/Source Requests
Acknowledgments
Manage Change Orders
Reconcile POs
Review PO Information
Purchase Orders
Activity Summary
PO Accounting Entries
Document Tolerance
Exceptions
Doc Tolerance

Selection Criteria

*Business Unit: 46500

From PO ID: To PO ID:

PO Status:

Fiscal Year From/To: Max Rows: 65300

*Accounting Line View Option: Standard *Ledger Group: APROP_P

ChartFields

Fund	Dept	Account	Sub Acct	Rpt Cat	Project	Oper Unit	Bud Ref
1	<input type="text"/>	110					

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.

Purchase Order

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

Find an Existing Value [Add a New Value](#)

Business Unit: = [26400]

PO ID: beginswith []

Purchase Order Date: between 07/01/2009 and 09/30/2009

PO Status: = []

Short Vendor Name: beginswith []

Vendor ID: beginswith []

Vendor Name: beginswith []

Buyer: beginswith []

Buyer Name: beginswith []

PO Type: = []

Purchase Order Reference: beginswith []

Hold From further Processing

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

[View All](#) First 1-100 of 251

Business Unit	PO ID	Purchase Order Date	PO Status	Short Vendor Name	Vendor ID	Vendor Name	Buyer	Buyer Name	PO Type	Purchase Order Reference	Hold
26400	0000001300	07/08/2009	Dispatched	NDA-001	0000013948	NATIONAL DISTRICT ATTORNEYS ASSOCIATION	TGURULE	TIFFANY GURULE	General (bank)	N	
26400	0000001301	07/08/2009	Dispatched	ROBERT J R-001	0000028948	ROBERT J RIVERA CPA PC	TGURULE	TIFFANY GURULE	General (bank)	N	
26400	0000001302	07/08/2009	Dispatched	ALVARADO R-001	0000064440	ALVARADO, ROBERT	TGURULE	TIFFANY GURULE	General (bank)	N	
26400	0000001303	07/09/2009	Dispatched	ACOSTA ELI-001	0000076435	ACOSTA, ELIZABETH	TGURULE	TIFFANY GURULE	General (bank)	N	
26400	0000001304	07/09/2009	Dispatched	HULL JESSI-001	0000078808	HULL, JESSICA D	TGURULE	TIFFANY GURULE	General (bank)	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.

Purchase Order

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

Find an Existing Value [Add a New Value](#)

Business Unit: = [26400]

PO ID: beginswith []

Purchase Order Date: between 07/01/2009 and 09/30/2009

PO Status: = []

Short Vendor Name: beginswith []

Vendor ID: beginswith []

Vendor Name: beginswith []

Buyer: beginswith []

Buyer Name: beginswith []

PO Type: = []

Purchase Order Reference: beginswith []

Hold From further Processing

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

[View All](#) First 1-100 of 251

Business Unit	PO ID	Purchase Order Date	PO Status	Short Vendor Name	Vendor ID	Vendor Name	Buyer	Buyer Name	PO Type	Purchase Order Reference	Hold
26400	0000001300	07/08/2009	Dispatched	NDA-001	0000013948	NATIONAL DISTRICT ATTORNEYS ASSOCIATION	TGURULE	TIFFANY GURULE	General (bank)	N	
26400	0000001301	07/08/2009	Dispatched	ROBERT J R-001	0000028948	ROBERT J RIVERA CPA PC	TGURULE	TIFFANY GURULE	General (bank)	N	
26400	0000001302	07/08/2009	Dispatched	ALVARADO R-001	0000064440	ALVARADO, ROBERT	TGURULE	TIFFANY GURULE	General (bank)	N	
26400	0000001303	07/09/2009	Dispatched	ACOSTA ELI-001	0000076435	ACOSTA, ELIZABETH	TGURULE	TIFFANY GURULE	General (bank)	N	
26400	0000001304	07/09/2009	Dispatched	HULL JESSI-001	0000078808	HULL, JESSICA D	TGURULE	TIFFANY GURULE	General (bank)	N	

- 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.

Reconciliation WorkBench

Filter Options

Business Unit: 34100 WorkBench ID: 0701000119

Description: CLOSE PO

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

Search Criteria

Purchase Order: To:

PO Date: To:

Activity Date: To:

Due Date: To:

Request BU: Requisition ID:

Status

Open Approved Dispatched Cancelled Pending Appr

Receiving

Required Not Required

All Not Received Partially Received Fully Received

Matching

Required Not Required

All None Partial Match Fully Matched

[Return to Reconciliation 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 Options

Business Unit: 46500 WorkBench ID: PO RECON

Description: PO RECON

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

Search Criteria

Purchase Order: To:

Status

Open Approved 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

Business Unit: 34100 WorkBench ID: 0701000119

*Description:

Select POs for Further Processing

List of Purchase Orders											
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 1001000014		Pend Appr	N	08/20/2009	03/24/2010	0000049778	PHUNTSOK RAPDEN	Standard	1		

Select All Clear All

Action:

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

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**. Update Budget

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

Reconciliation WorkBench

Processing Results

Business Unit: 34100 WorkBench ID: 0701000119

*Description:

Select POs for Further Processing

Accounting Date for Action:

Update Budget Date Equal to Accounting Date

Not Qualified		View All	First	1 of 1	Last
PO ID	Log				
<input checked="" type="checkbox"/> 1001000014					

Qualified				View All	First	1 of 1	Last
PO ID	Line	Sched	Distrib Line				

Accounting Date for Action:

Update Budget Date Equal to Accounting Date

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

Qualified				View All	First	1 of 1	Last
PO ID	Line	Sched	Distrib Line				
1001000014							

Click on the yes button to proceed.

Select All Clear All

Proceed: [Return to Reconciliation WorkBench](#)

Click on the yes button to continue to close PO's when the screen shot below appears.

Continue to Close POs. (10224,10)

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

Reconciliation WorkBench

Business Unit: 34100 WorkBench ID: 0701000119

*Description:

Select POs for Further Processing

List of Purchase Orders											
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 1001000014		Compl	N	08/20/2009	03/25/2010	0000049778	PHUNTSOK RAPDEN	Standard	1		

Select All Clear All

Action:

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

- ▷ Cost Accounting
- ▷ Vendors
- ▷ Purchasing
 - ▷ Requisitions
 - ▷ Request for Quotes
 - ▷ Procurement Contracts
 - ▽ Purchase Orders
 - ▷ Stage/Source Requests
 - ▷ Acknowledgments
 - ▷ Manage Change Orders
 - ▷ Reconcile POs
 - ▽ Review PO Information
 - Purchase Orders
 - [Activity Summary](#)
 - [PO Accounting Entries](#)
 - [Document Tolerance Exceptions](#)
 - [Doc Tolerance Override History](#)
 - [Print POs](#)
 - [Document Status](#)
 - [EE Journal Entries](#)
 - ▷ Reports
 - ▷ Budget Year End Processing
 - [Add/Update Express POs](#)
 - [Add/Update POs](#)
 - [Approve Amounts](#)
 - [Approve ChartFields](#)
 - [Reserve PO IDs](#)
 - [Maintain Distributions](#)
 - [Dispatch POs](#)

Purchase Order Inquiry

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

Find an Existing Value

Business Unit: =

PO ID:

Contract SetID:

Contract ID:

Release Number: =

Purchase Order Date: =

PO Status: =

Short Vendor Name:

Vendor ID:

Buyer:

Buyer Name:

PO Type: =

Case Sensitive

[Basic Search](#)

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

Unit: 34100
PO ID: 1001000014
Change Order: 1

PO Status: Compl
Budget Status: Not Chkd

Header

PO Date: 08/20/2009
Vendor: ALBUQUERQU-116
Vendor ID: 0000049778 [Vendor Details](#)
Buyer: PHUNTSOK RAPDEN
PO Reference:
[Header Details](#) [All RTV](#) [Matching](#)
Header Comments [Document Status](#)
[Change Order](#)

Doc Tol Status: Valid
Backorder Status: None
Receipt: Not Recvd
 Hold From Further Processing

Amount Summary

Merchandise: 107.74
Freight/Tax/Misc.: 0.00
Total: 107.74 USD

Select Lines to Display

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1		Legal Notices for FY 10 for Ro	00000000	1.0000	EA	107.74 USD	Closed

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

Purchase Order Inquiry

Purchase Order

Unit: 34100
PO ID: 1001000014
Change Order: 1

PO Status: Compl
Budget Status: Valid

Header

PO Date: 08/20/2009
Vendor: ALBUQUERQU-116
Vendor ID: 0000049778 [Vendor Details](#)
Buyer: PHUNTSOK RAPDEN
PO Reference:
[Header Details](#) [All RTV](#) [Matching](#)
Header Comments [Document Status](#)
[Change Order](#)

Doc Tol Status: Valid
Backorder Status: None
Receipt: Not Recvd
 Hold From Further Processing

Amount Summary

Merchandise: 107.74
Freight/Tax/Misc.: 0.00
Total: 107.74 USD

Select Lines to Display

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1		Legal Notices for FY 10 for Ro	00000000	1.0000	EA	107.74 USD	Closed

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

Business Unit: 34100
 From PO: 1001000014 To PO: 1001000014
 PO Status:
 From Fiscal Year: To Fiscal Year:
 Accounting Line View Option: Standard CommitmentControl Ledger Group: APROP_P

Click on this icon to download 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	
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	0000049778	REVERSAL	1	1	1	01000	Z81048	400	910	90000	-53.87	2010	0004480239	10000423	
1001000014	C	0000049778	REVERSAL	1	1	1	01000	Z81048	400	910	90000	-53.87	2010	0004680748	10001667	
												0.00				

Screen shot of PO 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	
1001000014	C	0000049778	PC_POENC	1	1	1	01000	Z81048	400	910	90000	430.00	2010	0004416641		
1001000014	C	0000049778	PC_POENC	1	1	1	01000	Z81048	400	910	90000	-107.74	2010	0004416641		
1001000014	C	0000049778	PC_POENC	1	1	1	01000	Z81048	400	910	90000	107.74	2010	0004416641		
1001000014	C	0000049778	PC_POENC	1	1	1	01000	Z81048	400	910	90000	-430.00	2010	0004416641		
1001000014	C	0000049778	PC_POENC	1	1	1	01000	Z81048	400	910	90000	107.74	2010	0004416641		
1001000014	C	0000049778	REVERSAL	1	1	1	01000	Z81048	400	910	90000	-53.87	2010	0004480239	10000423	
1001000014	C	0000049778	REVERSAL	1	1	1	01000	Z81048	400	910	90000	-53.87	2010	0004680748	10001667	
												0.00				

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.

Requisition Inquiry

Business Unit: 46500

Requisition ID:

To Req:

Req Status:

Origin:

Requester:

Requester Name:

Requisition Date: 06/30/2009 To: 07/01/2009

Vendor SetID: 00030 [Vendor Lookup](#)

Vendor ID: [Vendor Details](#) Vendor Name:

Item SetID: 00030 Item ID:

Item Description:

Department:

Drop Ship

Requisitions

Unit	Requisition	Status	Requester	Req Date	Total Amt
46500	000000856	Approved	ROBERT L. GONZALES	06/30/2009	725.000 USD
46500	000000857	Approved	ROBERT L. GONZALES	07/01/2009	21776.000 USD
46500	000000858	Approved	ROBERT L. GONZALES	07/01/2009	689583.300 USD
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.

Requisition Inquiry

Business Unit: 46500

Requisition ID:

To Req:

Req Status:

Origin:

Requester:

Requester Name:

Requisition Date: 03/15/2010 To: 03/25/2010

Vendor SetID: 00000 [Vendor Lookup](#)

Requisitions						
Req Inquiry						
Unit	Requisition	Status	Requester	Req Date	Total Amt	
46500	000000931	Approved	BARBARA L. PALMIER	03/17/2010	85.650 USD	
46500	000000932	Approved	BARBARA L. PALMIER	03/17/2010	151.490 USD	
46500	000000933	Approved	ROBERT L. GONZALES	03/17/2010	514.000 USD	
46500	000000934	Approved	ROBERT L. GONZALES	03/18/2010	514.000 USD	
46500	000000935	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).

Selection Criteria

*Business Unit:

From Req: To Req:

Requisition Status:

Fiscal Year From/To: Max Rows:

*Accounting Line View Option: *Ledger Group:

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

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

Selection Criteria

*Business Unit:

From Req: To Req:

Requisition Status:

Fiscal Year From/To: Max Rows:

*Accounting Line View Option: *Ledger Group:

ChartFields

Fund	Dept	Account	Sub Acct	Rpt Cat	Project	Oper Unit	Bud Ref
1	<input type="text"/>	<input type="text" value="110"/>					

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.

PO Document Status

Business Unit: 34100 PO ID: [1001000014](#) Status: Pend Appr
 Document Date: 08/20/2009 Document Type: Purchase Order Budget Status: Valid
 Currency: USD Amount: 107.74
 Buyer: PHUNTSOK RAPDEN

Associated Document							
Customize Find View All First 1-5 of 5 Last							
SetID	Business Unit	DOC ID	DocumentType	Status	Document Date	Vendor ID	Location
34100		0000006714	REQ	Approved	08/17/2009		
34100		10000423	Voucher	Posted	09/11/2009	0000049778	001
34100		10001667	Voucher	Posted	11/24/2009	0000049778	001
00000		0001844598	Payment	Posted	09/23/2009	0000049778	004
00000		0001946879	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.

- ▷ Items
- ▷ Cost Accounting
- ▷ Vendors
- ▽ Purchasing
 - ▷ Requisitions
 - ▷ Reconcile Requisitions
 - ▽ Review Requisition Information
 - Requisitions
 - Accounting Entries
 - Workbench
 - Document Status

Selection Criteria

*Business Unit:

From Req: To Req:

Requisition Status:

Fiscal Year From/To: Max Rows:

*Accounting Line View Option: *Ledger Group:

Below is a screen shot of the Requisition Accounting Entries.

Requisition ID	Trans Type	Fund	Dept	Account	Bud Ref	Class	Monetary Amount	Closed Value	Fiscal Year	Journal ID	Tran Date	Reference Reversal ID
000006714	REQ_PREENC	01000	Z81048	400	910	90000	430	N	2010	0004404820	08/17/2009	
000006714	REVERSAL	01000	Z81048	400	910	90000	-430	N	2010	0004416641	08/20/2009	1001000014
000006714	REVERSAL	01000	Z81048	400	910	90000	430	N	2010	0004416641	08/20/2009	1001000014
000006714	REVERSAL	01000	Z81048	400	910	90000	-430	N	2010	0004416641	08/20/2009	1001000014
000006714	REVERSAL	01000	Z81048	400	910	90000	430	N	2010	0004416641	08/20/2009	1001000014
000006714	REVERSAL	01000	Z81048	400	910	90000	-430	N	2010	0004416641	08/20/2009	1001000014

Screen shot of the Requisition Accounting Entries downloaded into excel.

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

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.

- Order Management
- Pricing Configuration
- Customer Returns
- Items
- Cost Accounting
- Vendors
- Purchasing
 - Requisitions
 - Reconcile Requisitions
 - Reconciliation Workbench
 - Close Requisitions
 - Reopen Requisitions
 - Review Requisition Information
 - Reports
 - Add/Update Requisitions
 - Approve Amounts
 - Approve ChartFields
 - Stage For Loading
 - Load Requisitions
 - Update Drop Shipments
 - Budget Check
 - Entry Event Request
 - Purge Load Requests
 - Approval Workflow
 - Request for Quotes
 - Procurement Contracts
 - Purchase Orders
 - Receipts
 - Return To Vendor
 - Procurement Cards
 - Supplier Schedules
 - Analyze Procurement
 - Inventory
 - eProcurement
 - Services Procurement
 - Sourcing
 - Engineering

Reconciliation WorkBench

Filter Options

Business Unit: 34100 WorkBench ID: RECON_REQ

Description: REQ RECON WORKBENCH

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

Search Criteria

Requisition: To:

Req Date: Until:

Activity Date: To:

Due Date: To:

Vendor ID:

Item ID:

Requester:

Status

Open Approved Lines Approved Cancelled Denied

Pending Appr

Sourcing

Available Complete

Encumbrance

Open Pre-encumbrances

ChartFields

GL Unit	Fund	Department	Account	Sub Acct	Rpt Cat	Project	Oper Unit
<input type="text"/>							

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

Reconciliation Workbench

Business Unit: 34100 WorkBench ID: RECON_REQ
 *Description: REQ RECON WORKBENCH

Select Reqs for Further Processing

Requisition ID	Doc Status	Status	Hold	Budget Status	ReqDate	Last Activity	Name	Change Order	Lines
<input checked="" type="checkbox"/> 0000006714		Approved	N	Valid	08/17/2009	08/17/2009	CLAUDETTE MILLER		

Select All Clear All

Action:

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

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. 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.

Reconciliation WorkBench

Processing Results

Business Unit: 34100 WorkBench ID: RECON_REQ
 Description: REQ RECON WORKBENCH

Select Reqs for Further Processing

Accounting Date for Action: 03/25/2010

Update Budget Date Equal to Accounting Date

Not Qualified		View All	First	1 of 1	Last
Requisition ID	Log				
<input type="checkbox"/>					

Qualified				View All	First	1 of 1	Last
Requisition ID	Line	Sched	Distrib Line				
0000006714							

Select All Clear All

Proceed: [Return to Requisition Workbench](#)

Click on the yes button to continue.

Continue to Close Reqs (10109,5)

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

Reconciliation Workbench

Business Unit: 34100 WorkBench ID: RECON_REQ
 *Description:

Select Reqs for Further Processing

Requisition ID	Doc Status	Status	Hold	Budget Status	Req Date	Last Activity	Name	Change Order	Lines
<input checked="" type="checkbox"/> 0000006714		Complete	N	Valid	08/17/2009	03/25/2010	CLAUDETTE MILLER		

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.

- > Customer Returns
- > Items
- > Cost Accounting
- > Vendors
- > Purchasing
 - Requisitions
 - Reconcile Requisitions
 - Review Requisition Information
 - Requisitions
 - Accounting Entries
 - Workbench
 - Document Status
 - Change History

Requisition Document Status

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

Find an Existing Value

Business Unit: =

Requisition ID: begins with

Requisition Status: =

Requisition Date: =

Search

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
- > Cost Accounting
- > Vendors
- > Purchasing
 - Requisitions
 - Reconcile Requisitions
 - Review Requisition Information
 - Requisitions
 - Accounting Entries
 - Workbench
 - Document Status
 - Change History
 - EE Journal Entries
 - Reports
 - Add/Update Requisitions
 - Approve Amounts
 - Approve CharFields
 - Stage For Loading
 - Load Requisitions
 - Update Drop Shipments

Req DOC Status

Business Unit: 34100 Req ID: [0000006714](#) Status: Complete

Document Date: 08/17/2009 Document Type: Requisition Budget Status: Valid

Currency: USD Amount: 430.00

Requester: CLAUDETTE MILLER

Associated Document

SetID	Business Unit	DOC D	Document Type	Status	Document Date	Vendor ID	Location
	34100	1001000014	PO	Compl	08/20/2009	0000049778	001
	34100	10001423	Voucher	Posted	09/11/2009	0000049778	001
	34100	10001667	Voucher	Posted	11/24/2009	0000049778	001
	00000	0001344598	Payment	Posted	09/23/2009	0000049778	004
	00000	0001346879	Payment	Posted	12/02/2009	0000049778	004

[Return to Search](#)

End of procedure.