Fiscal Year-End 2025

Sub-Module Clean Up and Processing

Manual

e-Procurement/Purchasing, Accounts Payable,

And

Travel & Expenses

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INTRODUCTION

This manual provides detailed information on the sub-module clean up and processing completed before Fiscal Year-End closing for Georgia*FIRST* Financials. The topics covered in this manual are:

1. Year-End Purchasing Clean Up and Processing
2. Year-End Accounts Payable Processes
3. Year-End Travel and Expenses Clean Up and Processing

All PSFIN **Business Processes, Job Aids and Reference Documents** referenced in this manual are on the **Documentation** page on the Georgia*FIRST* Financials website. To access the Business Processes, Job Aids and Other Reference Documents, click on the appropriate module link under "PeopleSoft Financials Modules."

Note: *Screenshots in this manual may show information from previous processing years.*

I. PURCHASING: FISCAL YEAR-END CLEAN UP AND PROCESSING OVERVIEW

The monthly processing and closing for Georgia*FIRST* Financial institutions require coordination between the Purchasing, Accounts Payable, Asset Management, and General Ledger functions to ensure timing of the tasks are completed in sequence. A key element to a successful closing is to ensure clear communication occurs between personnel charged with transaction initiation, approval, and/or review.

PeopleSoft allows users to run processes independently and out of sequence, so it is incumbent upon users to communicate when they complete processing new entries and clean up outstanding items in their area; this ensures appropriate transactions are encompassed in the Purchasing clean up.

Refer to the **ePro and Purchasing Queries and Reports** document for information on queries and reports, which correspond with the eProcurement and Purchasing modules.

Refer to the individual **Business Processes** for the appropriate Security Roles to carry out Year-End Purchasing Clean Up processes.

The goal of fiscal year-end Purchasing clean up and processing is to:

- Cleanup and Process Requisitions
- Cleanup and Process Purchase Orders
- Ensure Encumbrance Balances appear as expected

PURCHASING CLEAN UP AND PROCESSING CHECKLIST

Step	Action	COMPLETED
1.	(Optional) Control Requisition Entry during the Year-End Closeout Period	
2.	Identify open requisitions and remaining pre-encumbrance (PREENC) balances.	
3.	Source all valid requisitions into Purchase Orders	
4.	Cancel, close, and/or finalize Requisitions and Requisition lines	
5.	(Optional) Establish Purchasing cleanup groundwork	
6.	Liquidate purchase orders with remaining encumbrances after final payment	
7.	Cancel and close outstanding Purchase Orders and Purchase Order lines	
8.	Troubleshoot Purchase Orders that Will Not Reconcile	
9.	Perform Requisition Clean Up (finalize, cancel, and/or close)	
10.	Reconcile open POENC balances in Purchasing to open POENC balances in Commitment Control	
11.	Reconcile open PRENC balances in Purchasing to open PRENC balances in Commitment Control	
12.	Update BUD REF for Requesters at year-end	

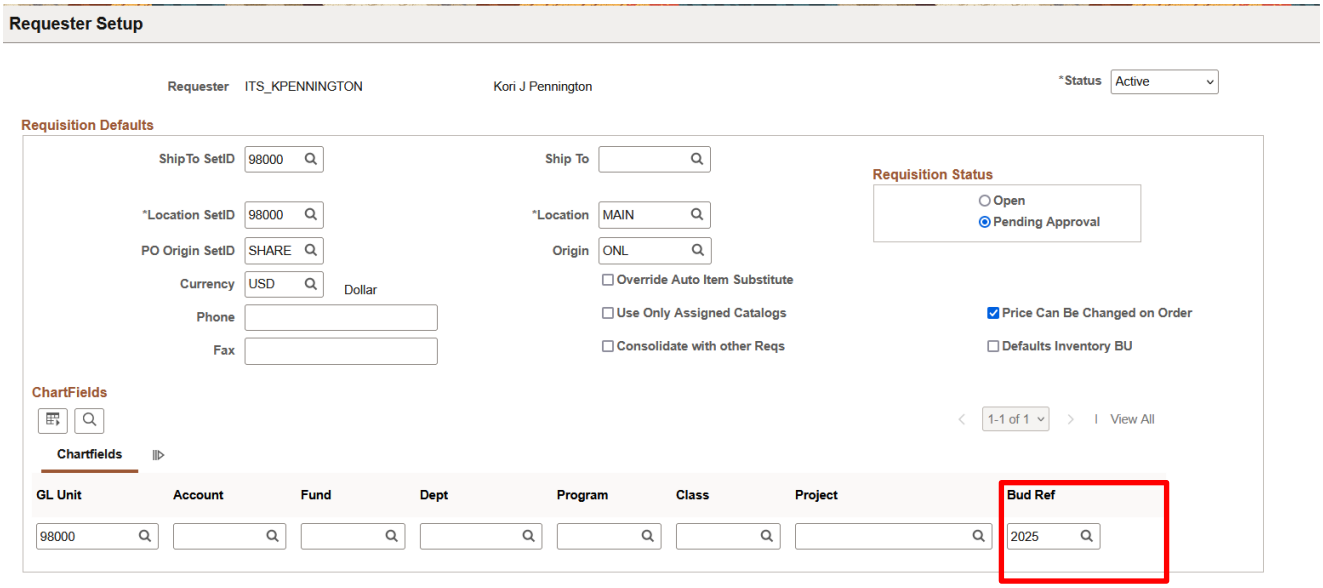
(Optional) e-PROCUREMENT YEAR-END CUTOFF ACTIONS

In Step 1, users can implement one of the following options to control requisition entry during the year-end closeout period.

- Option 1: Change the Budget Reference to the next fiscal year.
- Option 2: Cutoff access to e-Procurement with a specific security role.

Option 1: Change Budget Reference to the Next Fiscal Year

Each requester in PeopleSoft has a Requester Setup page with default settings including the Budget Reference (Bud Ref) as shown below.



With Option 1, each institution decides its own implementation date. This option allows Requesters to continue to enter Requisitions during the cutoff period. For any requisitions an institution wants to process in the current fiscal year, a Buyer or other authorized user can manually update the Bud Ref to the current fiscal year.

This option will allow Requesters to continue to enter Requisitions during the cutoff period.

If the Requester selects Save for Later, the Requisition will be placed in an Open status and will **not** route through workflow. However, if the Requester selects Save & Submit, the Requisition will be routed through workflow. Once the Requisition is approved, it will fail budget checking.

Users can process requisitions entered during the cutoff period in the next fiscal year. Once the new fiscal year budgets are available, a Buyer or other authorized user can manually update the Accounting Date to the current date to allow the requisition to successfully budget check.

Once the institution decides on the year-end cutoff date, users can run a process in PeopleSoft to change the Bud Ref field to the new fiscal year, as shown in the following steps. For full details, see EP.080.070 – Updating BUD REF for all Requesters at Year-End.

Below are step by step instructions on how to change the Budget Reference to the new fiscal year:

step	action
1.	Click the **NavBar** icon
2.	Click the **Menu** icon
3.	Click the **BOR Menus** link.
4.	Click the **BOR Purchasing** link.
5.	Click the **BOR PO Use and Processing** link.
6.	Click the **Update Requester Budget Ref** link.
7.	Enter or search for a **Run Control ID**.
8.	Click the **Search** button.
9.	The system either navigates to the Update Requester Budget Reference field or the user selects a Run Control ID from the search results.
10.	Verify the Business Unit populates correctly.
11.	Enter the **Budget Reference** of the new Fiscal Year.
12.	Click the **Save** button.
13.	Click the **Run** button**,** which updates the default Budget Reference for all Requesters at the institution to the new Fiscal Year.
14.	Click the **OK** button.
15.	Click the **Process Monitor** link.
16.	Verify the process runs to Success. The BUD REF for all Requesters now reflects the BUD REF defined on the Run Control page.

If users submit requisitions during the cutoff time-period that do not need to be processed, users can cancel requisitions in mass using the Requester's Workbench:

For more information, see EP.020.650 – Using the Requester's Workbench.

Sourcing Requisitions to Purchase Orders during Year-End

As a preventative measure, ITS can remove a business unit from the Quick Source Batch Process to prevent requisitions from being sourced into purchase orders without Buyer intervention.

If users wish to have the institution removed from the automated Quick Source Batch Process, submit a ticket to the ITS Helpdesk.

Option 2: Assign Year-End Cutoff Roles to e-Procurement Users

With Option 2, the Office of Fiscal Affairs selects a set date and users with the Year-End Cutoff security roles do not have access to eProcurement as of the set date selected.

The Office of Fiscal Affairs sets this date each year and sends out an announcement with the ePro Fiscal Year-End Cutoff Date.

To implement Option 2, the institution's local Security Administrator needs to replace current roles assigned to e-Procurement users with cutoff roles as shown below.

Current Roles	Cutoff Roles
BOR_EP_REQUESTER	BOR_EP_REQUESTER_YE_CUTOFF
BOR_EP_MAINT_REQ	BOR_EP_MAINT_REQ_YE_CUTOFF
BOR_EP_MAINT_REQ_SCI	BOR_EP_MAINT_REQ_SCI_YE_CUTOFF

ITS can assist in updating user roles to the new YE_CUTOFF roles upon request. If users wish to update user roles to the new YE_CUTOFF roles, submit a ticket to the ITS Helpdesk.

1: IDENTIFY OPEN REQUISITIONS AND REMAINING PRE-ENCUMBRANCE BALANCES

***Note**: This step does not apply to all institutions. Follow the steps in this section only if the institution uses requisitions for pre-encumbering funds.*

Below are step by step instructions on how to identify open requisitions and remaining pre-encumbrance balances:

Step	Action
1.	Run the **BOR_REQ_OPEN_AMOUNT_ALL** query to identify open requisitions and remaining pre-encumbrance balances. ***Note:** ITS recommends users run this query periodically throughout the year to monitor and identify remaining pre-encumbrance balances.*
2.	Review requisition data to identify open requisitions and remaining pre-encumbrance balances. ***Note**: Users can export query results to Excel to assist in reviewing the data.*
3.	Process requisition(s) if the requisition status is a value other than **Complete.** ***Note:** If a requisition status is 'C (Complete)' with a remaining pre-encumbrance balance, users may need to budget check the requisition before the pre-encumbrance will liquidate and not show in the query results.*

If a pre-encumbrance balance remains after running the Budget Check process, submit a ticket to the ITS Helpdesk.

2: PROCESS VALID REQUISITIONS INTO PURCHASE ORDERS

***Note**: This step may not apply to all institutions. Follow the steps in this process only if the institution uses requisitions for pre-encumbering funds.*

Below are step by step instructions on processing valid requisitions into purchase orders:

Step	Action
1.	First, source approved requisitions with a valid budget status to purchase orders. Requisitions can be sourced via the Expedite Requisitions Process (**NavBar > Menu > eProcurement > Buyer Center > Expedite Requisitions**). For more information on the sourcing process, see EP.020.760 – Expedite Requisition. ***Note:** Only Purchasing personnel with the appropriate security can source requisitions into purchase orders.*
2.	View requisitions with corresponding approved Purchase Order IDs within the Sourcing Workbench (**NavBar > Menu > Purchasing > Purchase Orders > Stage/Source Requests > Sourcing Workbench**).
3.	Run the Purchase Order Budget Check Request Process (**NavBar > Menu > Purchasing > Purchase Orders > Budget Check**). For more information on running the Requisition Budget Check Batch Process, see PO.030.030 – Budget Checking POs . ***Note:** Budget checking ensures commitments and expenditures do not exceed total budgets.*
4.	Dispatch purchase orders to the appropriate suppliers by running the Purchase Order Dispatch Process (**NavBar > Menu > Purchasing > Purchase Orders > Dispatch POs**). For more information on running the Purchase Order Dispatch Process, see PO.030.010- Dispatching Purchase Orders (Batch Process).

3: CANCEL, CLOSE, AND/OR FINALIZE REQUISITIONS AND/OR REQUISITION LINES

***Note**: This step does not apply to all institutions. Follow the steps in this section if the institution uses requisitions for pre-encumbering funds.*

Once users source all valid requisitions to purchase orders, there is additional requisition cleanup that may be needed. Institutions should discuss how best to handle this cleanup.

Keep in mind, users cannot cancel or close a requisition sourced to a valid purchase order unless they first cancel or close the associated purchase order. After users complete purchase order reconciliation, there may or may not have additional requisition cleanup to do. For more information on Requisition Cleanup, see Step 9.

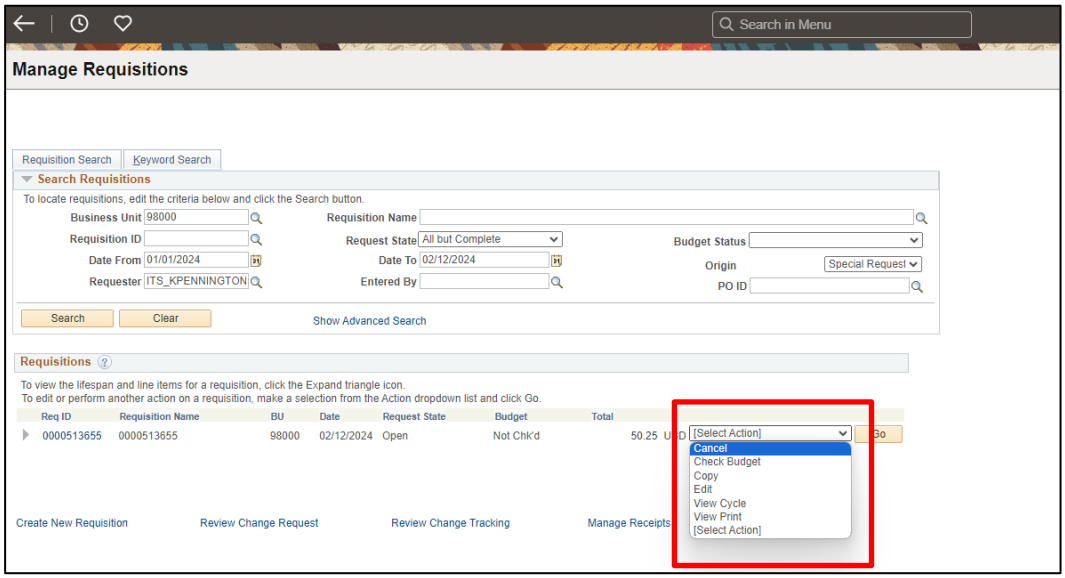
To cancel and close requisitions and requisitions lines, complete the sequence below:

a. Cancel a requisition
b. Cancel a requisition line
c. Finalize a requisition
d. Close requisitions

To Cancel an Entire Requisition

Below are step by step instructions on how to cancel an entire requisition.

The instructions below assume that the associated purchase order has already been canceled and the funds resourced to the requisition:

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **eProcurement** link.
4.	Click the **Manage Requisitions** link.
5.	Select the "Cancel" option on the drop-down menu of the Manage Requisitions page as seen below: 
6.	Budget check the requisition to liquidate any pre-encumbrance balance. For more information on the Requisition Budget Check Batch Process and how to Budget Check an Individual Requisition online, see PO.020.930 – Budget Checking a Requisition Online.

Step	Action
7.	Once the requisition successfully budget checks, it is then eligible for selection in the batch Requisition Close Process (**NavBar > Menu > Purchasing > Requisitions > Reconcile Requisitions > Close Requisitions**) or available to reconcile and close via the Requester's Workbench. ***Note:*** *If users wish to cancel multiple requisitions simultaneously, use the Requester's Workbench. For more information on how to cancel multiple requisitions simultaneously, see EP.020.650 – Using the Requester's Workbench.*

To Cancel a Requisition Line Not Sourced to a Purchase Order

In the event a requisition with multiple lines contains a line not yet sourced to a purchase order and users do not intend to source that line to a purchase order, cancel the un-sourced line. Then, budget check the requisition to relieve the encumbrance balance remaining on the canceled requisition line. For more information, see EP.020.570 – Budget Checking Requisitions.

To Finalize a Requisition Partially Sourced to a Purchase Order

When a requisition line is partially sourced into a purchase order, users can finalize the remaining quantity or amount by finalizing the purchase order line on the associated purchase order. Once a user finalizes from the purchase order, the system creates a reversal against the requisition to liquidate the remaining pre-encumbrance.

For more information on finalizing a requisition, see PO.020.480 – Finalizing a Requisition.

To Close Requisitions

Once users finalize or cancel requisitions, run the Requisition Close Process to set the requisition header status to '*Complete*.' Once the Requisition Close Process runs successfully, requisitions may require budget checking be run against them.

For more information on the Requisition Close Process, see PO.020.960 - Requisition Reconciliation.

4: (Optional) ESTABLISH THE PURCHASING CLEAN UP GROUNDWORK

In this step, users establish Purchasing cleanup groundwork by running several queries and processes to ensure all purchase order and Accounts Payable transactions are complete.

Note: *All parts in this section are optional tools available to assist Purchasing analysis and reconciliation.*

If users choose to complete this step, complete the steps in the following order:

Step	Action	Completed
1.	Verify Accounts Payable and Purchase Order Transactions are complete.	
2.	Identify Purchase Orders with remaining Encumbrance Balances.	
3.	Run the BOR_PO_OPEN_AMOUNT query.	
4.	Run the BOR_PO_NOT_COMPLETE query.	
5.	Run Additional Reports/Queries (*Optional*).	
6.	Find Purchase Orders with Special Problems.	
7.	Look for Purchase Orders invoiced through a non-Purchase Order Voucher and Liquidate remaining Encumbrance Balances (*Optional*)	
8.	Find Purchase Orders where a Discount taken is the only remaining encumbrance	

Ensure Accounts Payable and Purchase Order Transactions Are Complete

First, run several queries and processes to verify all purchase order and Accounts Payable transactions are complete.

Note: *Users should attempt to complete budget checking and posting for all vouchers before proceeding with Purchase Order Analysis and Cleanup steps.*

Below are step by step instructions on how to ensure Accounts Payable and purchase order transactions are complete:

Step	Action
1.	Run the **BOR_BC_PENDING** query and review results.
2.	Run the **BOR_AP_UNPOSTED_VCHR** query and review results. ***Note:*** *Results reflect purchase order numbers populated for purchase order vouchers. Post vouchers if needed.*
3.	Run the **Close Purchase Orders Process** (PO_PORECON) for the entire Business Unit. For more information on the Close Purchase Orders Process, see PO.020.390 – Running PO Close Process.
4.	Process any reconciled purchase orders. Additionally, reconciled purchase orders may require budget checking. To view and budget check any purchase orders with budget check exceptions using the Budget Exceptions page follow the steps below. For more information, see PO.060.070 – Reviewing Budget Check Exceptions for POs: a. Select **NavBar > Menu > Commitment Control > Review Budget Check Exceptions > Purchasing and Cost Management > Purchase Order**. b. Select '**Errors Exist**' as the **Process Status**. c. Resolve purchase orders with errors. Click on **Search** to display a list of purchase orders with budget check exceptions. d. After errors are resolved, run the Purchase Order Budget Check Process again to generate the Commitment Control entries. For more information, see PO.030.030 – Budget Checking POs (Batch Process).

Step	Action
5.	Run journal generation process for Accounts Payable transactions if needed. For more information on how to journal generate, see GL.030.001 – Running Journal Generator.
6.	Run the **BOR_JE_PENDING** query to see what transactions have not been journal generated or to view journals with errors.

Next, identify open purchase orders or remaining encumbrances.

Identify Purchase Orders with Remaining Encumbrance Balances

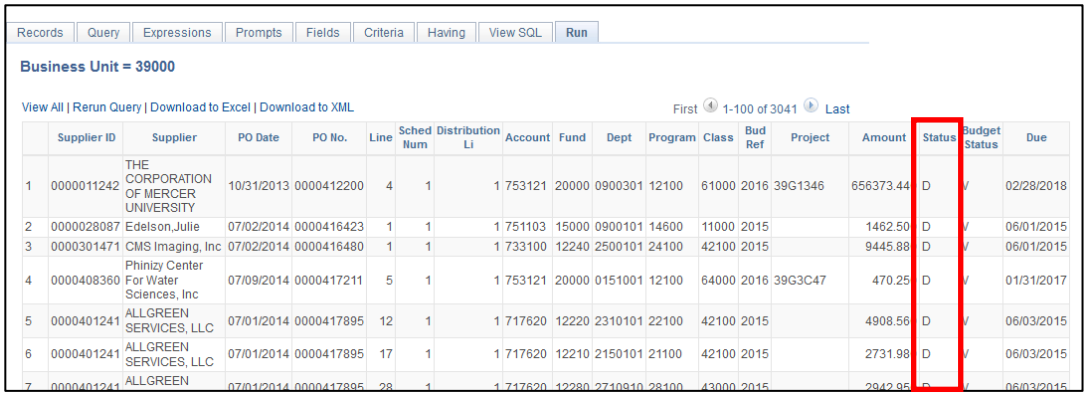
Purchase orders in a '*Completed'* or '*Canceled'* status will show an encumbrance balance if the purchase order was not successfully budget checked after closure and/or the encumbrances were not liquidated.

Note: *ITS recommends* u*sers run the BOR_PO_OPEN_AMOUNT_ALL query monthly throughout the fiscal year to monitor and identify any completed or canceled purchase orders with remaining encumbrance balances. Refer to "Finding Purchase Orders with Special Problems" section of this manual for additional purchase order-related issues.*

Below are step by step instructions on how to identify purchase orders with remaining encumbrance balances. Additionally, if users would like to review the data, the query results can be exported to Excel.

Step	Action
1.	Run the **BOR_PO_OPEN_AMOUNT_ALL** query and review results.

Step	Action
2.	Review the purchase order status to determine if the purchase order is in a status of '*Dispatched'* represented by the letter 'D' under the status as shown below:



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

Business Unit = 39000

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

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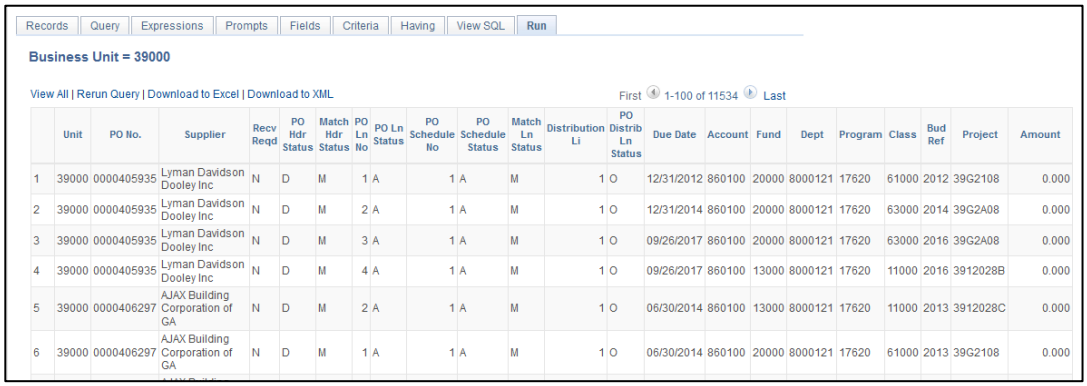
	Supplier ID	Supplier	PO Date	PO No.	Line	Sched Num	Distribution Li	Account	Fund	Dept	Program	Class	Bud Ref	Project	Amount	Status	Budget Status	Due
1	0000011242	THE CORPORATION OF MERCER UNIVERSITY	10/31/2013	0000412200	4	1	1	753121	20000	0900301	12100	61000	2016	39G1346	656373.44	D	V	02/28/2018
2	0000028087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

- If the status is '*PA (Pending Approval)*,' this means the purchase order has not yet completed the approval process.
- If the status is '*A (Approved),'* this means the purchase order completed the approval process but has not yet been dispatched to the supplier.
- If the purchase order has a '*Complete'* status and appears on these query results, users may need to run budget checking before the PO no longer appears in the results.

Identify Purchase Orders Where Status Is Not Complete

To identify all purchase orders and remaining encumbrances where their status is not *Complete,* run the query in the instructions below.

Below are step by step instructions on how to identify purchase orders and their remaining encumbrances. Additionally, if users would like to review the data, the query results can be exported to Excel.

Step	Action
1.	Run the **BOR_PO_NOT_COMPLETE** query to identify all purchase orders where status is not '*Complete*.'
2.	Review each purchase order and purchase order line to determine cause of purchase order not reconciling.  Some possible causes may be: • Purchase Order Due Dates not yet passed • Purchase Order Processing not yet completed • Purchase Order Receipt or Receipt lines were not appropriately canceled, etc.
3.	Refer to "Finding Purchase Orders with Special Problems" section of this manual to determine why purchase orders with $0 remaining encumbrances have not yet reconciled.

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

Business Unit = 39000

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

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

Now that the BOR_PO_NOT_COMPLETE query ran and users identified purchase orders with a remaining encumbrance(s) where the status is not '*Complete*,' users can run some additional queries to assist with Purchase Order analysis.

Run Additional Reports/Queries (*Optional*)

First, navigate to the BOR Purchase Order Reports by following this navigation: **BOR Menus > BOR Purchasing > BOR PO Reports**.

Next, select one or more of the following reports or queries to run:

Report/Query	Description
Purchase Order Open Enc as of Acctg Period (BORRP014)	This report provides the remaining purchase order encumbrance balance as of Fiscal Year or Budget Prep.
BOR_PO_OPEN_AMOUNT_BY_PO	This query returns the same data as the BOR_PO_OPEN_AMOUNT_ALL query, but only for a specified purchase order.
BOR_PO_NOT_RECEIVED	This query returns purchase order lines not yet received.

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

Now that open purchase orders and/or remaining encumbrances have been identified, the next step is to find any purchase orders with special problems.

Finding Purchase Orders with Special Problems

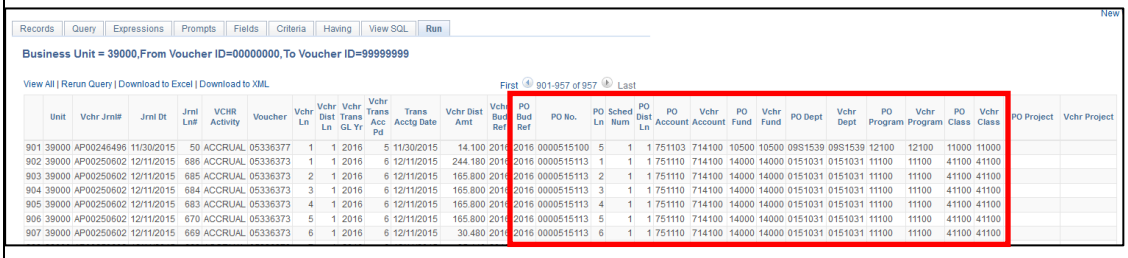
Users can run several queries to find and correct purchase orders with special problems such as:

- Voucher accounting entries where the Chartstring is different from the Chartstring on the related purchase order distribution line.
- Purchase orders where the voucher against the purchase order contains the incorrect Budget Period.

Special Problem 1: Voucher Accounting Entries with a Chartstring that is different from the Chartstring on the related Purchase Order Distribution Line

The BOR_POAP_CFERR query used in this process is for informational purposes only. PeopleSoft creates the correct reversal entries against the purchase order regardless of whether the voucher distribution line differs from the purchase order distribution line.

Below are step by step instructions on how to find voucher accounting entries with a Chartstring that is different form the Chartstring on the related purchase order distribution line:

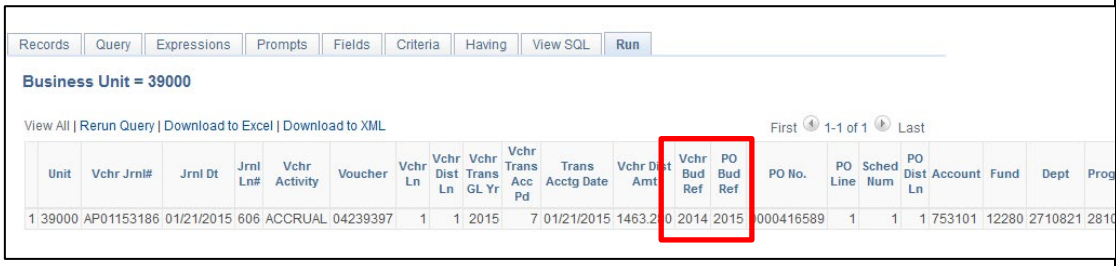
Step	Action
1.	Run the **BOR_POAP_CFERR** query. ***Note:*** *This query can be run by specifying a Beginning Voucher # = 00000000 and an Ending Voucher # = 99999999.*
2.	Review the purchase orders returned by the BOR_POAP_CFERR query.  Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run Business Unit = 39000,From Voucher ID=00000000,To Voucher ID=99999999 View All | Rerun Query | Download to Excel | Download to XML First 901-957 of 957 Last Unit | Vchr Jrnl# | Jrnl Dt | Jrnl Ln# | VCHR Activity | Voucher | Vchr Ln | Vchr Dist Ln | Vchr Trans GL Yr | Vchr Trans Acc Pd | Trans Acctg Date | Vchr Dist Amt | Vchr Bud Ref | PO Bud Ref | PO No. | PO Ln | Sched Num | PO Dist Ln | PO Account | Vchr Account | PO Fund | Vchr Fund | PO Dept | Vchr Dept | PO Program | Vchr Program | PO Class | Vchr Class | PO Project | Vchr Project 901 39000 AP00246496 11/30/2015 50 ACCRUAL 05336377 1 1 2016 5 11/30/2015 14.100 2016 2016 0000515100 5 1 1 751103 714100 10500 10500 09S1539 09S1539 12100 12100 11000 11000 902 39000 AP00250602 12/11/2015 686 ACCRUAL 05336373 1 1 2016 6 12/11/2015 244.180 2016 2016 0000515113 1 1 1 751110 714100 14000 14000 0151031 0151031 11100 11100 41100 41100 903 39000 AP00250602 12/11/2015 685 ACCRUAL 05336373 2 1 2016 6 12/11/2015 165.800 2016 2016 0000515113 2 1 1 751110 714100 14000 14000 0151031 0151031 11100 11100 41100 41100 904 39000 AP00250602 12/11/2015 684 ACCRUAL 05336373 3 1 2016 6 12/11/2015 165.800 2016 2016 0000515113 3 1 1 751110 714100 14000 14000 0151031 0151031 11100 11100 41100 41100 905 39000 AP00250602 12/11/2015 683 ACCRUAL 05336373 4 1 2016 6 12/11/2015 165.800 2016 2016 0000515113 4 1 1 751110 714100 14000 14000 0151031 0151031 11100 11100 41100 41100 906 39000 AP00250602 12/11/2015 670 ACCRUAL 05336373 5 1 2016 6 12/11/2015 165.800 2016 2016 0000515113 5 1 1 751110 714100 14000 14000 0151031 0151031 11100 11100 41100 41100 907 39000 AP00250602 12/11/2015 669 ACCRUAL 05336373 6 1 2016 6 12/11/2015 30.480 2016 2016 0000515113 6 1 1 751110 714100 14000 14000 0151031 0151031 11100 11100 41100 41100 In the scenario shown above, the Purchase Order ID 0000515100 was charged to Account 751103 while Voucher ID 05336377 against it was recorded to Account 714100.

Step	Action
3.	Run the **BOR_PO_ENC_AND_VCHR** query for each problematic purchase order in the BOR_POAP_CFERR query results. ***Note:*** *If there is a concern about the differences appearing for a specific Voucher ID, examine the voucher accounting entries to investigate and determine if the differences are acceptable.*

Special Problem 2: Find Purchase Orders where the Voucher against the Purchase Order Contained the Incorrect Budget Period

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

Below are step by step instructions on finding each purchase order where the voucher against the purchase order contained the incorrect Budget Period:

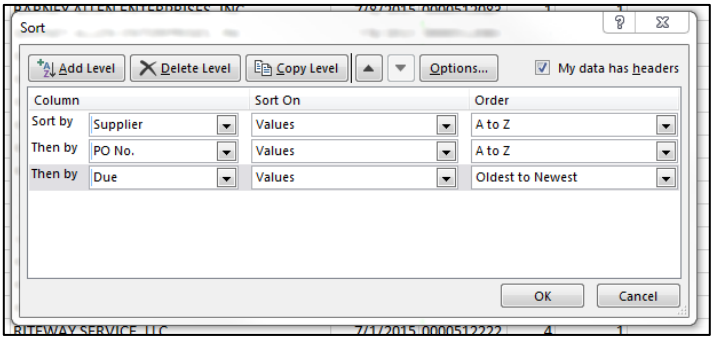
Step	Action
1.	Run the **BOR_POAP_BUDERR** query.
2.	Review the purchase order returned by the BOR_POAP_BUDERR query results.  Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run Business Unit = 39000 View All | Rerun Query | Download to Excel | Download to XML First 1-1 of 1 Last Unit | Vchr Jrnl# | Jrnl Dt | Jrnl Ln# | Vchr Activity | Voucher | Vchr Ln | Vchr Dist Ln | Vchr Trans GL Yr | Vchr Trans Acc Pd | Trans Acctg Date | Vchr Dist Amt | Vchr Bud Ref | PO Bud Ref | PO No. | PO Line | Sched Num | PO Dist Ln | Account | Fund | Dept | Prog 1 | 39000 | AP01153186 | 01/21/2015 | 606 | ACCRUAL | 04239397 | 1 | 1 | 2015 | 7 | 01/21/2015 | 1463.2 | 0 | 2014 | 2015 | 0000416589 | 1 | 1 | 1 | 753101 | 12280 | 2710821 | 2810 In the example shown above, the purchase order for this voucher was encumbered against Budget Reference 2014, but the voucher was expensed against Budget Reference 2015.
3.	Enter a $0 Adjustment Voucher, reversing the charge to the incorrect Budget Period, and charging the correct Budget Period as found on the purchase order.

Now that purchase orders with special problems have been identified and corrected, look for purchase orders invoiced through a non-purchase order voucher and liquidate encumbrance balances, if needed.

Look for Purchase Orders Invoiced Through a Non-Purchase Order Voucher and Liquidate Encumbrance Balances

Next, run the BOR_PO_OPEN_AMOUNT_ALL query to obtain an updated listing of all purchase orders with outstanding encumbrances.

Below are step by step instructions on looking for purchase orders invoiced through a non-purchase order voucher and how to liquidate encumbrance balances:

Step	Action
1.	Run the **BOR_PO_OPEN_AMOUNT_ALL** query. Then, run the results to Excel.
2.	In Excel, sort the data by Supplier, Purchase Order Number, Purchase Order Due Date, etc. as shown below:  a. Select the entire work sheet by clicking on the **Select All** box, which is the unlabeled box to the left of Column heading A and just above Row heading 1. b. Select **Data** > **Sort**. c. Specify **My List has Header Row**. d. Sort by the order you wish to view the data (1 – Purchase Order Date, Sort by 2 – Purchase Order, Sort by 3 – Line, etc.). e. Click **OK**.

3. Look for results for any POSITIVE remaining encumbrances, where the purchase order should be fulfilled or canceled by now judging from the purchase order date.

In the example above, Purchase Order ID 0000512083 was issued on 07/08/2015 and still has a remaining encumbrance of $4,000.50. One possibility is the ordered items were received but invoiced in the system via a non-purchase order voucher.

If this is the case, run the **BOR_POAP_SUPPLIER** query to identify whether this is the case for this purchase order.

This query lists purchase order lines for a specified supplier where the purchase order line has a remaining encumbrance. The query also lists any vouchers entered for that supplier where the voucher was not associated with a purchase order.

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

Business Unit = 39000,Supplier ID=0000021644

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

First 1-100 of 173 Last

	Unit	Trans Type	Trans Date	Trans No.	Line	Sched Num	Distrib Line	More Info	Sum Go to Act Log	Merchandise Amt	Price	PO Qty	Account	Fund	Dept	Program	Class	Project	Bud Ref
1	39000	PO	07/08/2015	0000512083	1	1	1	WATSON PLUMBING MAINTENANCE AND REPAIR	500.500	4313.000	4313.00000	1.0000	715100	12210	2100201	21100	42100		2016
2	39000	PO	07/08/2015	0000512083	2	1	1	CENTENNIAL PLACE PLUMBING MAINTENANCE AND REPAIR	500.000	1100.000	1100.00000	1.0000	715100	12210	2100111	21100	42100		2016
3	39000	PO	07/08/2015	0000512083	3	1	1	EAGLE VILLAGE PLUMBING MAINTENANCE AND REPAIR	500.000	1100.000	1100.00000	1.0000	715100	12210	2100231	21100	42100		2016
4	39000	PO	07/08/2015	0000512083	4	1	1	KENNEDY PLUMBING MAINTENANCE AND REPAIR	500.000	1025.000	1025.00000	1.0000	715100	12210	2100211	21100	42100		2016
5	39000	PO	07/08/2015	0000512083	5	1	1	SOUTHERN COURTYARD PLUMBING MAINTENANCE AND REPAIR	500.000	500.000	500.00000	1.0000	715100	12210	2100221	21100	42100		2016
6	39000	PO	07/08/2015	0000512083	6	1	1	UNIVERSITY VILLAS PLUMBING MAINTENANCE AND REPAIR	500.000	3376.690	3376.69000	1.0000	715100	12210	2100241	21100	42100		2016
7	39000	PO	07/08/2015	0000512083	7	1	1	SOUTHERN PINES PLUMBING MAINTENANCE AND REPAIR	500.000	500.000	500.00000	1.0000	715100	12210	2110181	21100	42100		2016
8	39000	PO	07/08/2015	0000512083	8	1	1	FREEDOM'S LANDING PLUMBING MAINTENANCE AND REPAIR	500.000	500.000	500.00000	1.0000	715100	12210	2100051	21100	42100		2016
9	39000	VCHR	07/01/2008	00421573	1	0	1	KENNEDY HALL	0.000	134.250	0.00000	0.0000	715100	12210	2100211	21100	42100		2009
10	39000	VCHR	07/01/2008	00421575	1	0	1	WATSON	0.000	95.500	0.00000	0.0000	715100	12210	2100201	21100	42100		2009
11	39000	VCHR	08/01/2008	00436205	1	0	1	SANFORD	0.000	2020.500	0.00000	0.0000	715100	12210	2100021	21100	42100		2009
12	39000	VCHR	08/01/2008	00436206	1	0	1	RES FACILITIES	0.000	621.930	0.00000	0.0000	715100	12270	2530101	27100	42100		2009
13	39000	VCHR	08/01/2008	00436207	1	0	1	UNIV VILLAS	0.000	90.500	0.00000	0.0000	715100	12210	2100241	21100	42100		2009
14	39000	VCHR	08/02/2008	00436208	1	0	1	UNIV VILLAS	0.000	139.250	0.00000	0.0000	715100	12210	2100241	21100	42100		2009

The purchase order line and voucher line descriptions, amounts, and Chartstrings are listed to help users determine whether a purchase order was vouchered on a non-purchase order voucher.

Note: *All purchase order lines are preceded by a Trans Type of "PO." Any non-purchase order vouchers are preceded by a Trans Type of "VCHR."*

Step	Action
	In the example illustrated above, it does not appear that the remaining amount on this purchase order line was vouchered through a non-purchase order voucher. **If users do find a non-purchase order voucher related to a purchase order line with an open encumbrance**, make note of any differences between the Chartstring (including the Budget Period) for the purchase order line and the related non-purchase order voucher line, and enter any needed Adjustment Vouchers, if needed.
4.	**If the Budget Reference is different than what is listed on the PO and it is determined definitively that the voucher should have been applied to the purchase order**, enter an Adjustment Voucher against the non-purchase order voucher. The Adjustment Voucher will be for a net of $0, charging the CORRECT budget reference (as shown on the purchase order) and crediting the budget reference shown on the non-purchase order voucher. ***Note:*** *Keep notes regarding any related standard and/or Adjustment Vouchers and provide that information to the individual responsible for Surplus Analysis.*

Step	Action
5.	**If a prior Budget Reference is shown on either the purchase order or the voucher,** the transaction (including any adjustment voucher entered) needs to be reflected manually in Surplus Analysis. **How does this affect Surplus Analysis?** Only purchase orders and purchase order vouchers are reflected on the Purchase Order Surplus Analysis report. Non-purchase order vouchers with no link to a purchase order and will not be listed on this report. ***Note:*** *Keep notes regarding any related standard and/or Adjustment Vouchers and provide that information to the individual responsible for Surplus Analysis.* If it is determined that a purchase order encumbrance should NOT be open, close or finalize the encumbrance, as noted in Identify Purchase Orders with Remaining Encumbrance Balance section of this manual. If the purchase order line is against a prior fiscal year, this closure/finalization will reflect as an addition to surplus on the Purchase Order Surplus Analysis report. By tracking these instances as they are found, these transactions can be linked and more easily reconciled for Surplus Analysis.
6.	**If the Chartstring is different from the purchase order to the voucher,** determine whether the differences have any impact. For instance, Fund and/or Project Grant differences have an effect, and those differences need to be corrected via an Adjustment Voucher ($0 voucher, crediting the incorrectly charged Chartstring and debiting the correct Chartstring). Conversely, the Department charged may be irrelevant for the institution, and users may choose to make no correction. ***Note:*** *Keep notes regarding any related standard and/or adjustment vouchers and provide that information to the individual responsible for Surplus Analysis.*

Now that purchase orders invoiced through a non-purchase order voucher were found and encumbrance balances were liquidated if needed, find purchase orders where a discount taken is the only remaining encumbrance and finalize those vouchers to relieve encumbrances.

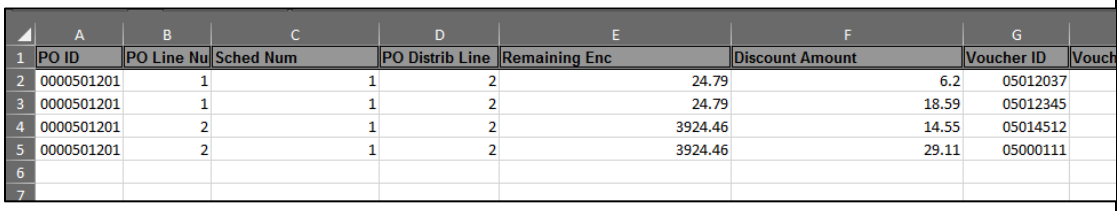
Find Purchase Orders Where a Discount Taken Is the Only Remaining Encumbrance

In this step, find purchase orders where a discount taken is the only remaining encumbrance and finalize those vouchers to relieve the encumbrances.

Below are step by step instructions on how to find any purchase order where a discount taken is the only remaining encumbrance:

Step	Action
1.	Run the **BOR_POAP_DISCOUNTS** query. The discount amount and the remaining encumbrance on the related purchase order, purchase order line, schedule and distributions as seen below:

	A	B	C	D	E	F	G	H	I
1	PO ID	PO Line Nu	Sched Num	PO Distrib Line	Remaining Enc	Discount Amount	Voucher ID	Voucher Line No	
2	0000501201	1	1	2	24.79	6.2	05012037	1	
3	0000501201	1	1	2	24.79	18.59	05012345	1	
4	0000501201	2	1	2	3924.46	14.55	05014512	1	
5	0000501201	2	1	2	3924.46	29.11	05000111	1	
6									
7									

Step	Action
2.	Determine if the purchase order line can be finalized from the voucher to relieve any remaining encumbrance without further research. ***Note**: If there is no voucher created in the current or open period, the system will not allow the Finalize action and users need to force close the purchase order line via the Buyer's Workbench.*  • The first two lines are related to the Distribution Line of the same Schedule, Purchase Order Line and Purchase Order. • The $6.20 discount from Voucher ID 05012037 and the $18.59 discount on Voucher ID 05012345 comprise the entire remaining encumbrance on the Purchase Order Distribution line (of $24.79 - $18.59 + $6.20). In this case, the purchase order line can safely be finalized from either Voucher ID 05012345 or 05012037; or it may be closed via the Buyer's Workbench. ***Note:** The last two lines relate to the same Distribution Line of the same Schedule, Purchase Order Line and Purchase Order. The open encumbrance for this distribution line is $3,924.46. The total discount taken for the related vouchers is $43.56. The entire remaining encumbrance on this line is not entirely related to discounts.*
3.	If users determine these lines should be liquidated, finalize the purchase order line from the voucher, or manually close the purchase order line if the Finalize Process is not an option. For more information on how to finalize voucher lines, see the Submit Vouchers for Approval section of this document.

	A	B	C	D	E	F	G
1	PO ID	PO Line Nu	Sched Num	PO Distrib Line	Remaining Enc	Discount Amount	Voucher ID
2	0000501201	1	1	2	24.79	6.2	05012037
3	0000501201	1	1	2	24.79	18.59	05012345
4	0000501201	2	1	2	3924.46	14.55	05014512
5	0000501201	2	1	2	3924.46	29.11	05000111
6							
7							

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

5: LIQUIDATE PURCHASE ORDER LINES WITH REMAINING ENCUMBRANCES AFTER FINAL PAYMENT

In this section, liquidate remaining purchase order line encumbrances after payments are made. These are instances where, for example, a purchase order was vouchered and paid, but the payment(s) did not liquidate the exact amount of the purchase order. In this case, finalize the purchase order line from the voucher or close the purchase order line via the Buyer's Workbench to relieve any remaining encumbrance associated with them.

***Note**: Purchase orders can be finalized from the voucher if the associated voucher(s) have an Accounting Date in a current open period. If no voucher exists meeting these criteria, it is necessary to force close the purchase order line via the Buyer's Workbench.*

Below is an overview of completing this section:

1. Identify purchase orders with encumbrance balances in Commitment Control to determine if the purchase order line should be liquidated and closed

2. Liquidate purchase order encumbrances by one of the two methods below:

    a. Finalize the purchase order line from the voucher. For more information, see AP.020.120 – Finalizing Vouchers.

    b. Manually close the purchase order lines via the Buyer's Workbench. For more information, see PO.020.280 – Using the Buyer's Workbench.

Identify Purchase Orders with Encumbrance Balances in Commitment Control to Determine if the Purchase Order Line Should Be Liquidated and Closed

In Part 1 of this section, users identify purchase orders with an encumbrance balance in Commitment Control to determine if the purchase order line should be liquidated and closed.

Below are step by step instructions on how to identify purchase orders with encumbrance balances in Commitment Control to determine if the purchase order line should be liquidated and closed:

Step	Action
1.	Run the **BOR_PO_OPEN_ENCS_KK** query. The Amount column shows the amount still encumbered on the purchase order as seen below. Additionally, if users would like to review the data, the query results can be exported to Excel.
2.	Determine whether the purchase order line should be liquidated and closed. If so, request that Accounts Payable finalize the purchase order line from the voucher and cancel/close individual purchase order lines or request the entire purchase order be canceled/closed to liquidate the balance. ***Note:*** *If the voucher(s) against the purchase order line was not created in the current open accounting period, the finalize option is not available. In this situation, force close the purchase order via the Buyer's Workbench.*

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

Liquidate Purchase Order Encumbrances

Now that users have identified purchase orders with remaining encumbrances after payments were made, next users will finalize (where possible) and close purchase order lines to liquidate remaining encumbrances after payments are made.

Purchase order lines can be finalized and/or closed to relieve any remaining encumbrance balance associated with them before continuing through further purchasing clean up and processing.

- Option 1: Finalize Purchase Order Lines from the Voucher
- Option 2: Manually Close Purchase Order Lines if the Finalize Process is not an Option

Option 1: Finalize Purchase Order Lines from the Voucher

To finalize purchase order lines from the voucher, first consult with Accounts Payable to discuss which particular purchase order lines can be finalized. Additionally, the finalize option is available on vouchers with an Accounting Date in a current open period.

Moreover, finalizing a purchase order line from the voucher liquidates remaining encumbrances and makes the purchase order eligible to be closed in the batch Close Purchase Orders Process.

Note: *Details on finalizing purchase order lines from a voucher can be found in the Submit Vouchers for Approval section.*

Option 2: Manually Closing Purchase Order Lines If the Finalize Process Is Not an Option

The alternative to finalizing a purchase order line from a voucher is to manually close purchase orders via the Buyer's Workbench. If users take this route, the steps are the same EXCEPT users are required to budget check the purchase order to liquidate the remaining encumbrance balance.

For example, below is Purchase Order ID UPG0027159 with 14 lines. Per the BOR_PO_OPEN_AMOUNT_ALL query results, all 14 lines have a remaining encumbrance balance. Looking at the remaining encumbrance, line 14 looks like a candidate for closure.

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

Assess the purchase order in its entirety to determine what lines should be liquidated.

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

Detail | Other

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
UPG0027159		Dispatched	N	09/04/2008	12/05/2008	0000007161	Mary J Eubanks	Standard	2		

The purchase order logs per Buyer's Workbench for lines 1-10 appear as "*Not Qualified*." After looking at the actual purchase order pages, it is clear the lines were created to liquidate by amount.

Therefore, when the initial voucher was created for part of the fully encumbered amount, the Purchase Order Line Match Status was set to '*Partial*.' The purchase order line remains in this status until the total line amount is vouchered and this status does not qualify the purchase order for automatic closure when the Purchase Order Close Process runs.

***Note**: If users do not expect to voucher these lines completely, they can manually close them via the Buyer's Workbench. For more information, see PO.020.280 – Using the Buyer's Workbench.*

The remaining 4 lines (11-14) were set to liquidate by quantity. Since the total quantity was vouchered on the initial voucher, it "Matched" the purchase order lines. These lines qualify for closure, provided the due date has passed. Therefore, these lines will be picked up and closed when the batch Purchase Order Close Process runs.

There are three options to proceed:

1. **If users wish to only close the qualified lines (11-14)**, users can either:

   - Close the individual lines via the Buyer's Workbench. For more information on how to manually close the purchase order via the Buyer's Workbench, see PO.020.280 – Using the Buyer's Workbench.

   - Run the batch Purchase Order Close Process. These 4 lines would close along with all other qualified purchase order lines. For more information on the Purchase Order Close Process, see PO.020.390 – Running PO Close Process.

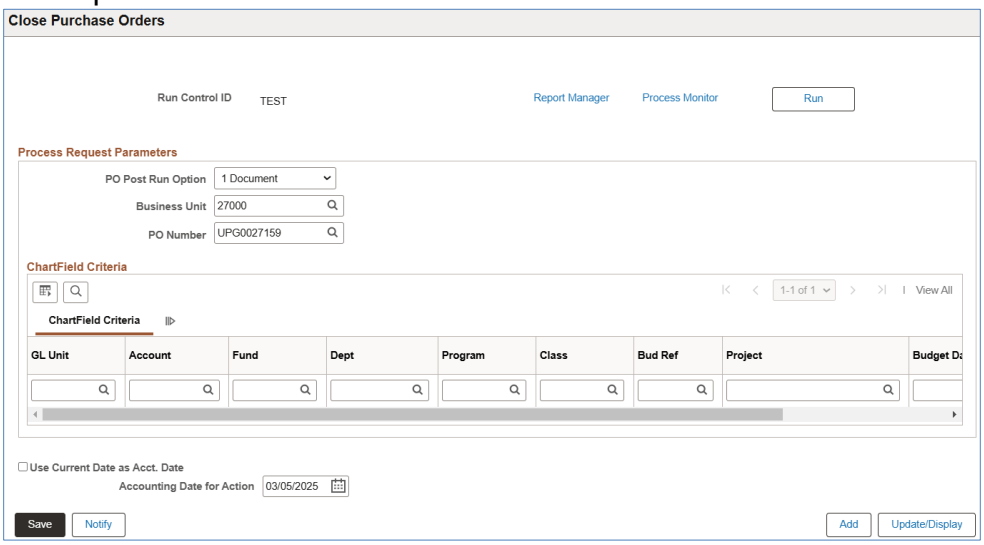
2. **If users wish to close the entire purchase order**, force the purchase order to the Qualified side. This sets **all** lines to a "*Closed*" status and sets the Purchase Order Header to a "*Complete"* status.

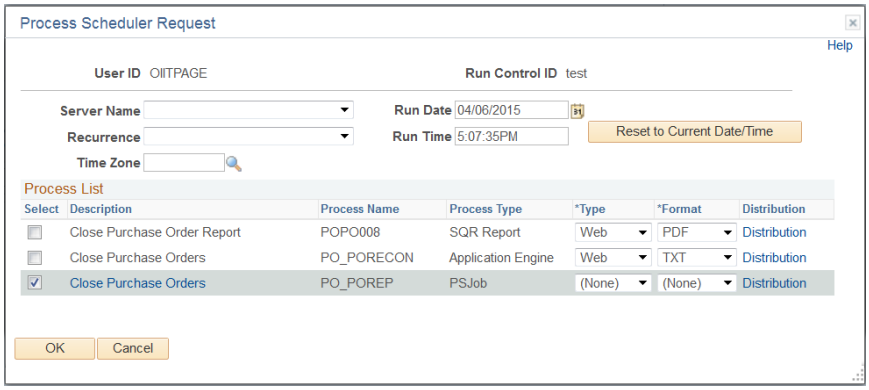
   ***Note:** If users take this option, run the batch Purchase Order Budget Check Process on the purchase order following the Purchase Order Close Process to relieve the encumbrance balances.*

3. **If users wish to force-close only specific lines that do not appear as Qualified for closure**, use the Buyer's Workbench.

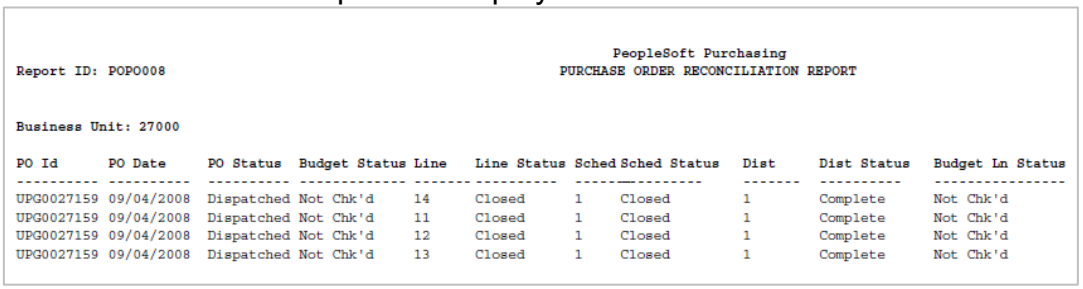
   - Click on the Lines icon to the far right of the Purchase Order ID to select the specific lines for closure to display the Purchase Order Lines page.
   - All lines are selected by default on the Purchase Order Lines page, so users need to click the check box OFF for those lines you do not wish to close.
   - Once users specify lines for closure, click on the Return to buyer's Workbench link and run the closing process by clicking on Close.

In this example, only qualified lines 11-14 close by running the batch Purchase Order Close Process. However, users may wish to wait until all intended purchase orders to close are finalized or manually closed on the workbench, then run the batch process for the entire business unit one time.

Step	Action
1.	Select **NavBar > Menu > Purchasing** > **Purchase Orders** > **Reconcile POs** > **Close Purchase Orders**. The Close Purchase Orders – Find an Existing Value page displays.
2.	Enter an existing or create a new **Run Control ID**.
3.	Click on **Search**. The Close Purchase Orders page displays.
4.	Specify the **PO Post Run Option**.
5.	Specify the **Business Unit**.
6.	Enter the **PO Number** if "1 Document" is specified in the Purchase Order Post Run Option. 

Step	Action
7.	Click **Save**.
8.	Click **Run**. The Process Scheduler Request page displays. 
9.	Click the checkbox for the "Close Purchase Orders (PO_POREP)" process.
10.	Click **OK**. The system brings users back to the Close PO page.
11.	Click on the **Process Monitor** link. The Process List page displays.
12.	Verify the **Run Status** is '*Success.*' The PO_POREP process produces the PO Reconciliation report. Users can view the report by clicking the PO_POREP link, then selecting the POPO008 link. Next, click on the View Log/Trace link. The PDF report is available here. ***Note:*** *Users can click on Refresh to update the Run Status until it posts as 'Success.'*
13.	Click on the **PO_POREP** link. The Process Detail page displays.
14.	Click on the **View Log/Trace** link.

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



PeopleSoft Purchasing
Report ID: POPO008 PURCHASE ORDER RECONCILIATION REPORT

Business Unit: 27000

PO Id	PO Date	PO Status	Budget Status	Line	Line Status	Sched	Sched Status	Dist	Dist Status	Budget Ln Status
UPG0027159	09/04/2008	Dispatched	Not Chk'd	14	Closed	1	Closed	1	Complete	Not Chk'd
UPG0027159	09/04/2008	Dispatched	Not Chk'd	11	Closed	1	Closed	1	Complete	Not Chk'd
UPG0027159	09/04/2008	Dispatched	Not Chk'd	12	Closed	1	Closed	1	Complete	Not Chk'd
UPG0027159	09/04/2008	Dispatched	Not Chk'd	13	Closed	1	Closed	1	Complete	Not Chk'd

The report shows purchase order lines that closed successfully.

Then, the purchase order requires budget checking to relieve the outstanding encumbrance balances. Users can budget check for the entire business unit after closing multiple purchase orders or purchase order lines, or for an individual purchase order as shown in the example below.

Once the Purchase Order(s) budget checks successfully, users can run the **BOR_PO_OPEN_AMOUNT_ALL** query to find Purchase Order IDs with an open encumbrance balance or the **BOR_PO_OPEN_AMOUNT_BY_PO** query for encumbrance balances on a single Purchase Order ID to confirm funds were liquidated successfully. As seen below, lines 11-14 are no longer returned in the query results.

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

6: CANCEL AND CLOSE OUTSTANDING PURCHASE ORDERS AND PURCHASE ORDER LINES

Next, identify, cancel, and close outstanding purchase orders and individual purchase order lines that should not remain open. For more information, see PO.020.260 – Canceling a PO/PO Lines.

To cancel and close outstanding purchase orders and purchase order lines, complete the following steps in order:

a. Identify Outstanding Purchase Orders and Purchase Order Lines
b. Cancel and Close Outstanding Purchase Orders
c. Cancel And Close Individual Purchase Order Lines That Need to Be Liquidated
d. Cancel And Close Purchase Orders in '*Pend CNCL'* Status

Identify Outstanding Purchase Orders and Individual Purchase Order Lines

In Part 1 of this step, run the **BOR_PO_UNRECON** query to specify a purchase order number to investigate, and look at all transactions for the particular Purchase Order\Line\Schedule\Distribution.

Some general information for reading the BOR_PO_UNRECON query:

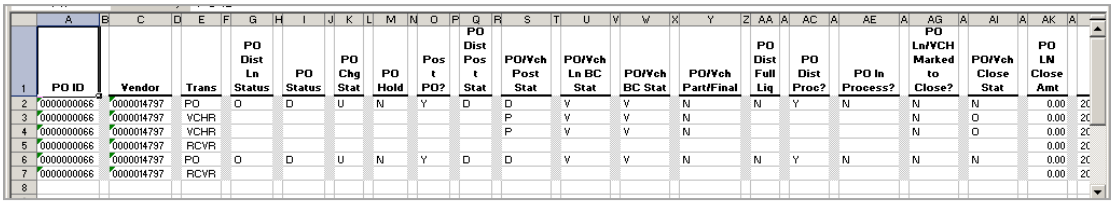
- **Column B - PO No.**: Contains the Purchase Order ID for all document types.
- **Column D - Tran Type**: Indicates the document type reflected on that line; PO (Purchase Order), VCHR (Voucher) or RCVR (Receiver).
- **Columns V, W and X - PO Line, PO Sched and PO Dist**: Contains the related Purchase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

Below are step by step instructions on how to identify outstanding purchase orders and purchase order lines:

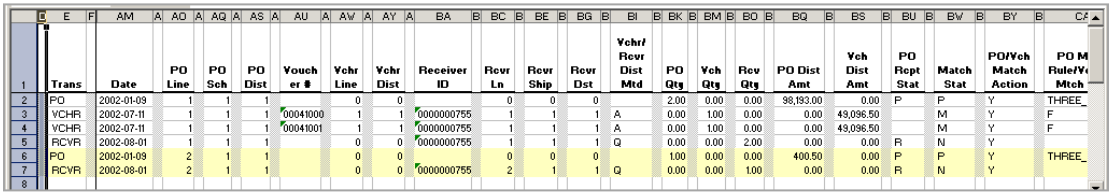
Step	Action
1.	**Voucher(s) against this PO\Line\Schedule\Distribution.** Request that Accounts Payable finalize the Distribution line through any of the vouchers listed as charged against that Distribution. Budget check and post the voucher. The encumbrance should then be relieved.
2.	**No Voucher(s) against the distribution and no other Distributions for the same PO\Line\Schedule.** • If there are no other distributions for the same PO Line\Schedule, users should be able to cancel the Schedule through the PO. o Before canceling the schedule through the PO, users may need to cancel receiver line shipments entered against that PO\Line\Schedule. o The **BOR_PO_UNRECON** query also shows any Receivers entered against the PO\Line\Schedule. ***Note:*** *The institution needs to determine the appropriateness and record keeping for canceling receivers in these instances.* Users may also wish to run the BOR_PO_NOT_RECEIVED and BOR_PO_PARTIAL_RECVD_SUM queries for additional analysis of POs that have receiving required.

Step	Action
3.	**No Voucher(s) against any Distribution for the same PO\Line\Schedule.** • If there are NO vouchers entered against any distribution for the same PO\Line\Schedule, determine if all distributions for the PO\Line\Schedule can be closed. ○ If not, attempt to create a change order against the PO\Line\Schedule to cancel the distribution for which the encumbrance should be relieved. • Be sure to complete all required processing – Budget Checking, Approval and Dispatching. • If there are any unmatched receivers against the Schedule, first cancel the receiver line shipment. The BOR_PO_UNRECON query also shows any Receivers entered against the PO\Line\Schedule. ***Note:*** *The institution needs to determine the permissibility and record keeping for canceling receivers in these instances.*
4.	**No Voucher(s) against the distribution and other Distributions for the same PO\Line\Schedule With Vouchers entered against them.** In this case, the distribution line that does not have a voucher against it can be Canceled. Navigate to the appropriate Distribution line Statuses tab and select the ✕ to cancel.

Example 1:



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



	Trans	Date	PO Line	PO Sch	PO Dist	Voucher #	Vchr Line	Vchr Dist	Receiver ID	Rcvr Ln	Rcvr Ship	Rcvr Dst	Vchr/Rcvr Dist Mtd	PO Qty	Vch Qty	Rcv Qty	PO Dist Amt	Vch Dist Amt	PO Rcpt Stat	Match Stat	PO/Vch Match Action	PO M Rule/V Mtch
2	PO	2002-01-09	1	1	1		0	0		0	0	0		2.00	0.00	0.00	98,193.00	0.00	P	P	Y	THREE_
3	VCHR	2002-07-11	1	1	1	00041000	1	1	0000000755	1	1	1	A	0.00	1.00	0.00	0.00	49,096.50		M	Y	F
4	VCHR	2002-07-11	1	1	1	00041001	1	1	0000000755	1	1	1	A	0.00	1.00	0.00	0.00	49,096.50		M	Y	F
5	RCVR	2002-08-01	1	1	1		0	0	0000000755	1	1	1	Q	0.00	0.00	2.00	0.00	0.00	R	N	Y	
6	PO	2002-01-09	2	1	1		0	0		0	0	0		1.00	0.00	0.00	400.50	0.00	P	P	Y	THREE_
7	RCVR	2002-08-01	2	1	1		0	0	0000000755	2	1	1	Q	0.00	0.00	1.00	0.00	0.00	R	N	Y	
8																						

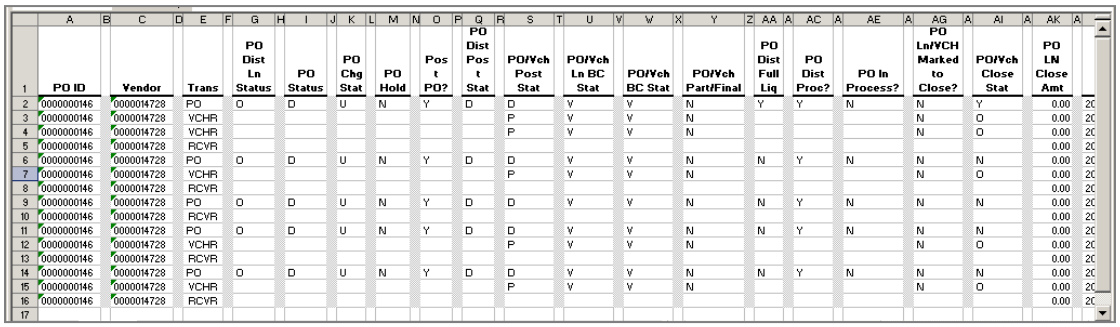
In this instance, no voucher was entered against Purchase Order #66, Line 2, Schedule 1, Distribution 1, and only one distribution exists for Purchase Order #66, Line 2, Schedule 1.

However, Receiver #00000000755, Line 2, Shipment 1, Distribution 1 was entered against the line but was not copied into a voucher.

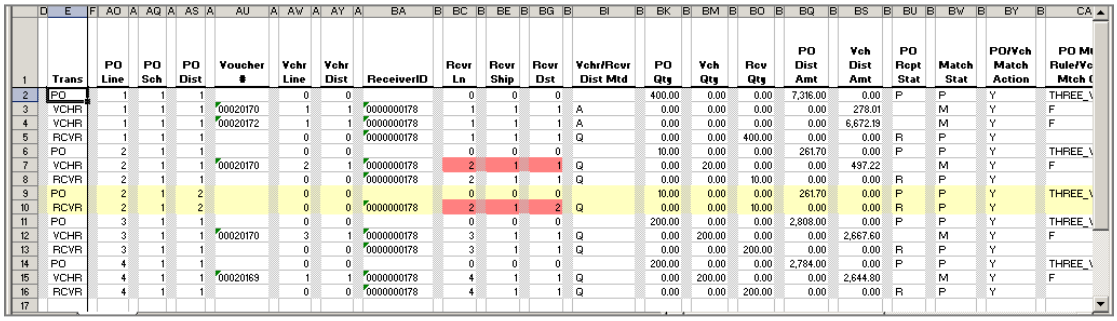
Note: *There is no VCHR transaction line bearing the same Receiver ID, Receiver Line and Receiver Shipment.*

At this point, users can cancel this line of the receiver, and then cancel Purchase Order Line 2 for Purchase Order #66. The remaining encumbrance for this line should be relieved after the budget checking runs.

Example 2:



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



	Trans	PO Line	PO Sch	PO Dist	Voucher #	Vchr Line	Vchr Dist	ReceiverID	Rcvr Ln	Rcvr Ship	Rcvr Dst	Vchr/Rcvr Dist Mtd	PO Qty	Vch Qty	Rcv Qty	PO Dist Amt	Vch Dist Amt	PO Rcpt Stat	Match Stat	PO/Vch Match Action	PO Mt Rule/Vc Mtch
2	PO	1	1	1		0	0		0	0	0		400.00	0.00	0.00	7,316.00	0.00	P	P	Y	THREE_
3	VCHR	1	1	1	00020170	1	1	0000000178	1	1	1	A	0.00	0.00	0.00	0.00	278.01		M	Y	F
4	VCHR	1	1	1	00020172	1	1	0000000178	1	1	1	A	0.00	0.00	0.00	0.00	6,672.19		M	Y	F
5	RCVR	1	1	1		0	0	0000000178	1	1	1	Q	0.00	0.00	400.00	0.00	0.00	R	P	Y	
6	PO	2	1	1		0	0		0	0	0		10.00	0.00	0.00	261.70	0.00	P	P	Y	THREE_
7	VCHR	2	1	1	00020170	2	1	0000000178	2	1	1	Q	0.00	20.00	0.00	0.00	497.22		M	Y	F
8	RCVR	2	1	1		0	0	0000000178	2	1	1	Q	0.00	0.00	10.00	0.00	0.00	R	P	Y	
9	PO	2	1	2		0	0		0	0	0		10.00	0.00	0.00	261.70	0.00	P	P	Y	THREE_
10	RCVR	2	1	2		0	0	0000000178	2	1	2	Q	0.00	0.00	10.00	0.00	0.00	R	P	Y	
11	PO	3	1	1		0	0		0	0	0		200.00	0.00	0.00	2,808.00	0.00	P	P	Y	THREE_
12	VCHR	3	1	1	00020170	3	1	0000000178	3	1	1	Q	0.00	200.00	0.00	0.00	2,667.60		M	Y	F
13	RCVR	3	1	1		0	0	0000000178	3	1	1	Q	0.00	0.00	200.00	0.00	0.00	R	P	Y	
14	PO	4	1	1		0	0		0	0	0		200.00	0.00	0.00	2,784.00	0.00	P	P	Y	THREE_
15	VCHR	4	1	1	00020169	1	1	0000000178	4	1	1	Q	0.00	200.00	0.00	0.00	2,644.80		M	Y	F
16	RCVR	4	1	1		0	0	0000000178	4	1	1	Q	0.00	0.00	200.00	0.00	0.00	R	P	Y	

In this example, Purchase Order #146, Line 2, Schedule 1, Distribution 2 has no vouchers against it.

However, multiple Distributions exist for this Line\Schedule. (See Line 2, Schedule 1, Distribution 1). At this point, Distribution 2 can be Canceled, while Distribution 1 with vouchers against it, cannot be Canceled.

Cancel and Close Outstanding Purchase Orders

Next, cancel and close outstanding purchase orders where it was determined the purchase order is no longer required. Before canceling and closing the purchase order(s), determine whether a receiver was entered for this purchase order by running the **BOR_PO_NOT_RECEIVED** and **BOR_PO_PARTIAL_RECVD_SUM** queries, as noted in Part 1 of this step.

Note: *If there is a receiver associated with a purchase order, the receiver/receiver line must be canceled before the purchase order can be canceled and closed. To be canceled, purchase order must:*

- *Run through budget checking with no Budget Check Exceptions.*
- *Not be associated with an open Receiver or Voucher.*

Below are step by step instructions to cancel and close outstanding purchase orders:

Step	Action
1.	Cancel the purchase orders via the PO Header or the Buyer's Workbench. For more information, see PO.020.260 – Canceling a PO/PO Lines or PO.020.280 – Using the Buyer's Workbench.
2.	Run the batch **PO Dispatch Process** for all the POs that were canceled in the previous step. For more information on the PO Dispatch Process, see PO.030.010 – Dispatching Purchase Orders (Batch Process).
3.	Run the batch **PO Budget Check Process** for all the POs that were dispatched in the previous step. For more information on the PO Budget Check Process, see PO.030.030 – Budget Checking POs (Batch Process).
4.	Run the batch **PO Close Process** to complete/close the purchase orders. For more information on the PO Close Process, see PO.020.390 – Running PO Close Process.
5.	Run the batch **PO Budget Check Process** again to relieve any remaining encumbrances. For more information on the batch PO Budget Check Process, see PO.030.030 – Budget Checking POs (Batch Process).

Step	Action
6.	Repeat Steps 1- 5 to cancel and close any other outstanding purchase orders.

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

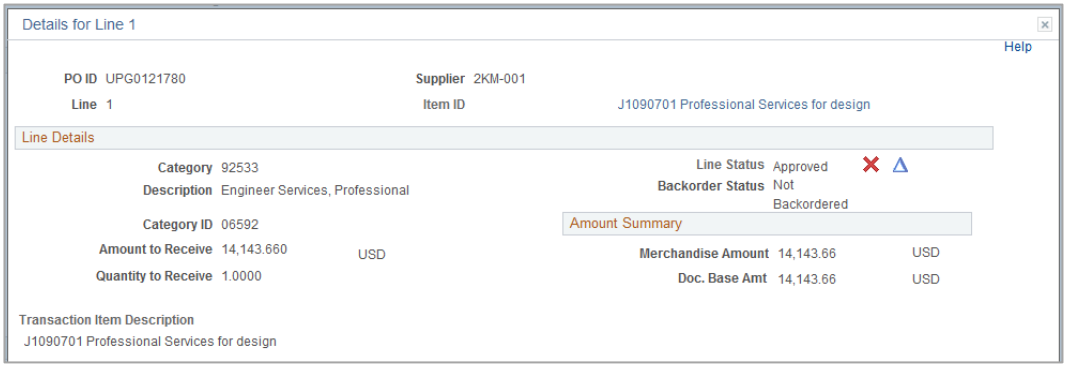
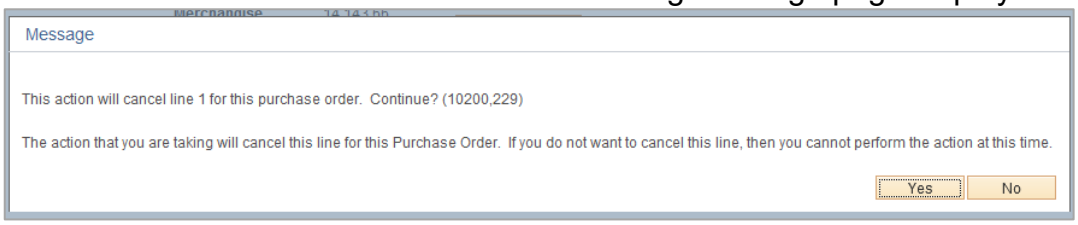
Cancel and Close Individual Purchase Order Lines

Before canceling any purchase order lines, determine if a receiver was entered for this purchase order by running the **BOR_PO_NOT_RECEIVED** and **BOR_PO_PARTIAL_RECVD_SUM** queries. If there is a receiver associated with a purchase order line, the receiver/receiver line must be canceled before the purchase order line is canceled.

Note: *All purchase orders must be successfully budget checked at the PO Header before any purchase order line(s) can be canceled.*

Below are step by step instructions on how to cancel the individual purchase order lines:

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

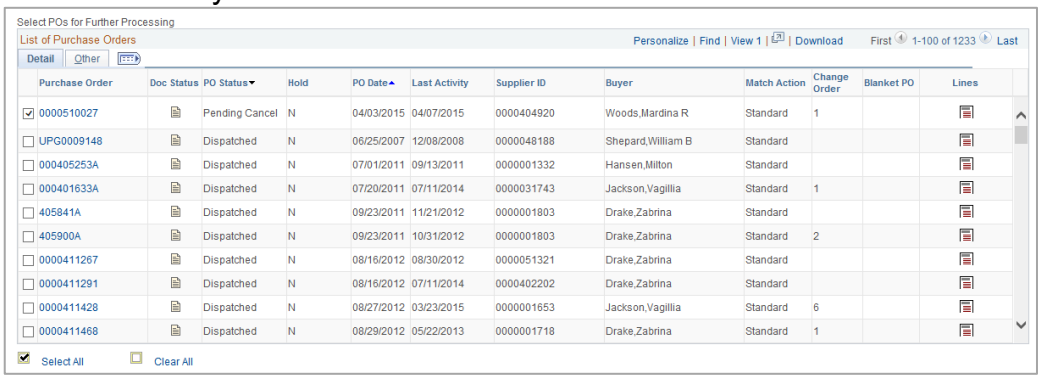
Step	Action
3.	The Details for Line X page displays, where X is the Line number. 
4.	Click on the red X to cancel the line. The following message page displays: 
5.	Click **Yes**. The Purchase Order page displays. ***Note:*** *When a user cancels a purchase order line created from a sourced requisition line, the system will ask whether the institution wishes to re-source the funds back to the requisition. If users do/do not wish to resource the requisition to a new purchase order, reply accordingly.*
6.	Click **Save**.
7.	**Budget Check** the purchase order.
8.	**Dispatch** the purchase order.
9.	Run the **Purchase Order Close Process** against the purchase order. For more information the Purchase Order Close Process, see PO.020.390 – Running PO Close Process.
10.	Run the batch **PO Budget Check Process** for the purchase order for the Business Unit in order to liquidate the outstanding encumbrance balances for the closed lines. For more information on the PO Budget Check Process, see PO.030.030 – Budget Checking POs (Batch Process).
11.	Repeat Steps 1 - 10 to cancel and close any other outstanding Purchase Order Lines that should not be open.

Now that users have canceled and closed all outstanding purchase orders and purchase order lines that need to be liquidated, cancel and close purchase orders in a "*Pending Canceled*" status.

Cancel and Close Purchase Orders in Pending Cancel Status

In Part 4 of this step, cancel and close Purchase Orders in a '*Pending Cancel'* status. A purchase order remains in a pending cancel status if it was canceled after being dispatched. The PO Status will not change to a '*Canceled'* status until the PO is re-dispatched. Once it is re-dispatched successfully, the PO Status changes to '*Canceled*,' and it is eligible for closure.

To find purchase orders in a '*Pending Cancel'* status search using the buyer's Workbench, where no search criteria is entered on the Filter Options page.

Step	Action
1.	Select **NavBar > Menu > Purchasing > Purchase Orders > buyer's Workbench.** The buyer's Workbench – Find an Existing Value page displays.
2.	Enter or create the appropriate **Workbench ID**.
3.	Click **Search**. The Filter Options page displays.
4.	Leave all the Search Criteria fields blank.
5.	Click **Search**. The buyer's Workbench page displays with a List of Purchase Orders. Users can click on the Purchase Order Status heading to sort the Purchase Order by Status. 
6.	Click the checkboxes for Purchase Orders with a Purchase Order Status of '*Pending Cancel*.'

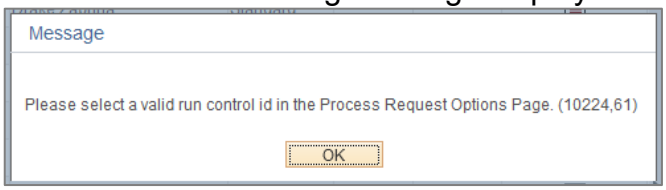
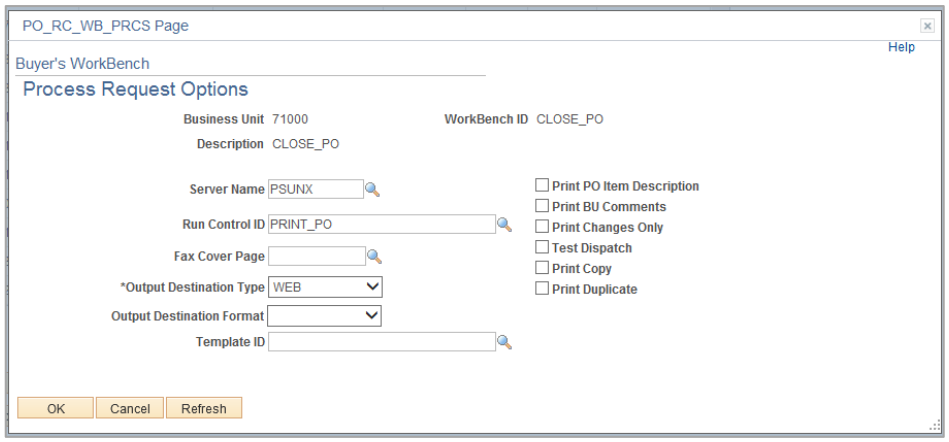
Select POs for Further Processing

List of Purchase Orders — Personalize | Find | View 1 | Download — First 1-100 of 1233 Last

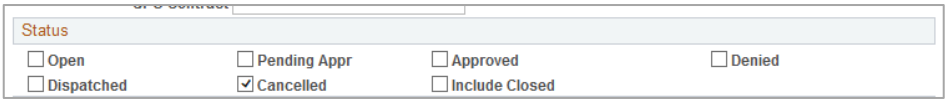
Detail | Other

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

Select All Clear All

Step	Action
7.	Click the **Dispatch** button. The following message displays. 
8.	Click **OK**. The system returns users to the Buyer's Workbench page.
9.	Click on the **Process Request Options** link at the bottom of the page. The Process Request Options page displays as seen below: 
10.	Select the appropriate **Run Control ID**.
11.	Click **OK**. The system returns users to the Buyer's Workbench page.
12.	Click **Close**. The Processing Results page displays, and the Purchase Order IDs selected should appear on the Qualified side.
13.	Click **Yes** to proceed with the Close process. Once the process completes, the system returns the user to the buyer's Workbench page and the PO Status of those purchase orders should be '*Canceled*.'

Step	Action
14.	Once users complete the Cancel Process for Purchase Orders with a '*Pending Cancel'* status, close all canceled purchase orders. Users can close all canceled purchase orders by following one of the two options below: **Option 1: Run the batch Purchase Order Close Process** a. First, run the batch Purchase Order Close Process. For more information on the Purchase Order Close Process, see PO.020.390 – Running PO Close Process. ***Note:*** *Review the Process Monitor Message Log to ensure the process runs to success and verify the number of Purchase Order Headers successfully closed.* b. Run the batch PO Budget Check Process to liquidate any outstanding encumbrance balances on the closed Purchase Order IDs. For more information on the PO Budget Check Process, see PO.030.030 – Budget Checking POs (Batch Process). c. Run the **BOR_PO_OPEN_AMOUNT_ALL** query to ensure the Purchase Order IDs no longer appear.

Step	Action
15.	**Option 2: Use the Buyer's Workbench.** For more information on the buyer's Workbench, see PO.020.280 – Using the Buyer's Workbench. • On the Filter Options page, select status criteria of *'Canceled'*  • Click **Search**. • Click on the **Select All** link to select all purchase orders in a '*Canceled*' status. • Click Close. The Purchase Orders IDs selected should appear on the **Qualified** side. • Click **Yes** to proceed. The status of all Canceled Purchase Orders should be set to '*Compl*' once the Close Process runs to success. • Run the batch **PO Budget Check Process** for the Business Unit. For more information the PO Budget Check Process, see PO.030.030 – Budget Checking POs (Batch Process). • Run the **BOR_PO_OPEN_AMOUNT_ALL** query to ensure the Purchase Order IDs no longer appear.

Now that all outstanding purchase orders were canceled and closed, next troubleshoot purchase orders that will not reconcile.

7: TROUBLESHOOT PURCHASE ORDERS THAT WILL NOT RECONCILE

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

Determine If Purchase Order Due Dates Have Passed

First, run the **BOR_PO_NOT_COMPLETE** query. This query lists purchase orders not yet reconciled or completed, which may include purchase orders with $0.00 remaining encumbrances.

Note: *Purchase orders only reconcile if certain criteria are met. These criteria include a past due date on the Purchase Order Scheduled Due Date, even if the remaining amount on the Purchase Order is $0.00.*

Some fields have been hidden in the screen shot below for results to be read easily.

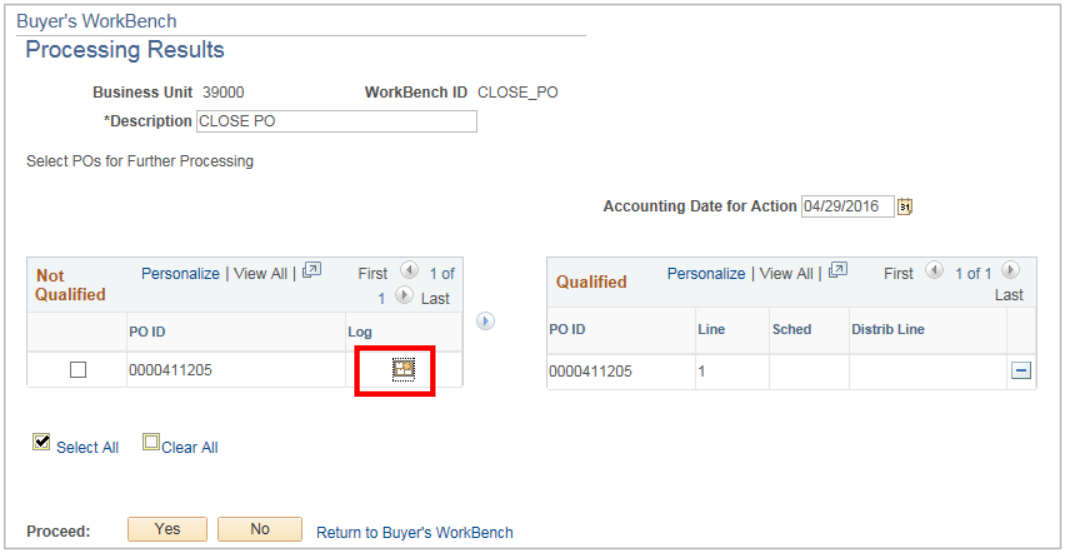
A	B	C	D	E	F	G	H	I	J	K
PO No.	Supplier	PO Hdr Status	Match Hdr Status	PO Ln No	PO Ln Status	PO Schedule No	PO Schedule Status	Match Ln Status	Amount	Due Date
0000405935	Lyman Davidson Dooley Inc	D	M	1	C	1	C	M	0.000	12/31/2012
0000405935	Lyman Davidson Dooley Inc	D	M	2	C	1	C	M	0.000	12/31/2014
0000405935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

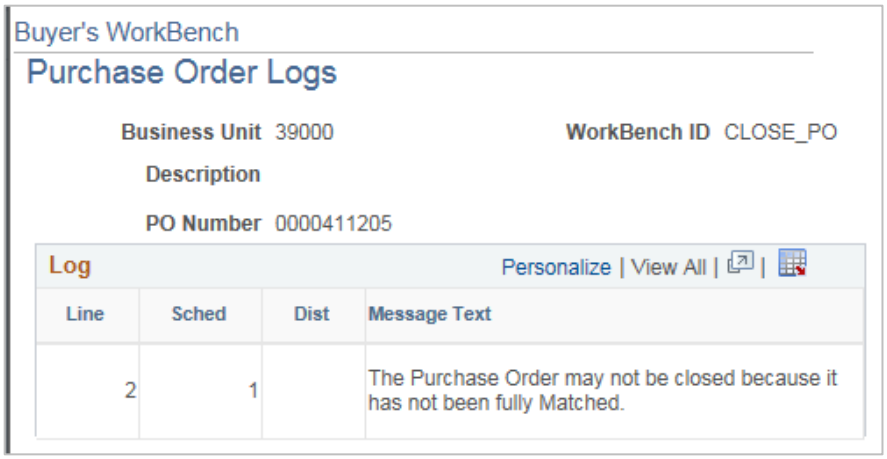
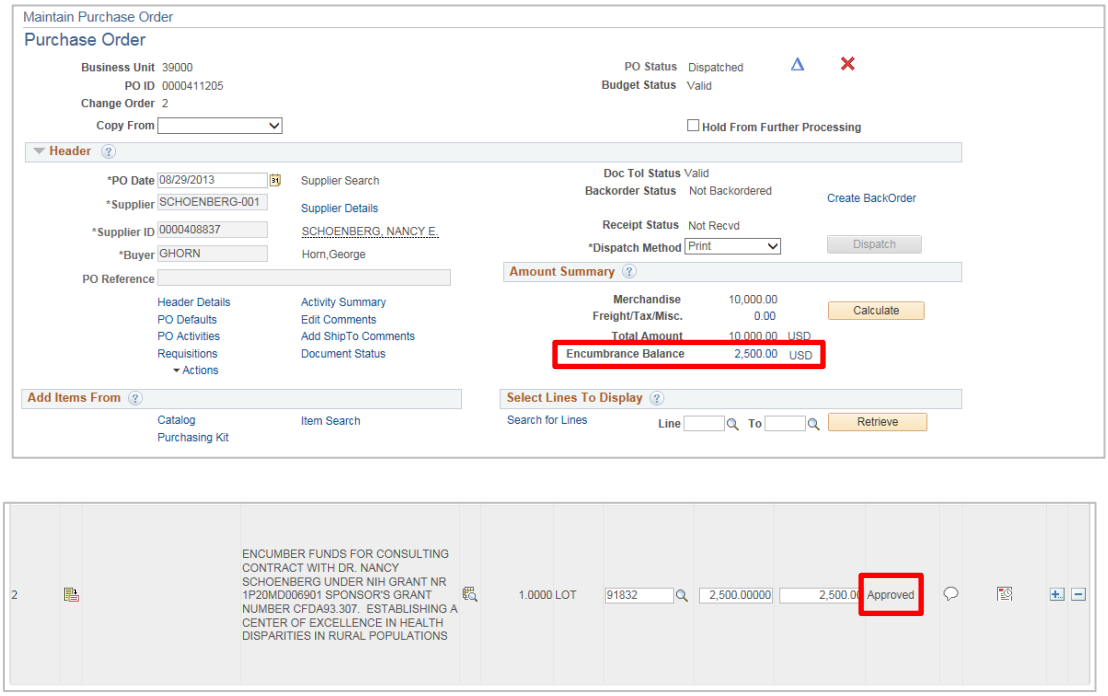
If the Due Date has passed and the purchase order does not reconcile when the Purchase Order Close Process runs, attempt to close the purchase order via the Buyer's Workbench. For more information on the Buyer's Workbench, see PO.020.280 – Using the Buyer's Workbench.

Force Purchase Orders to Close

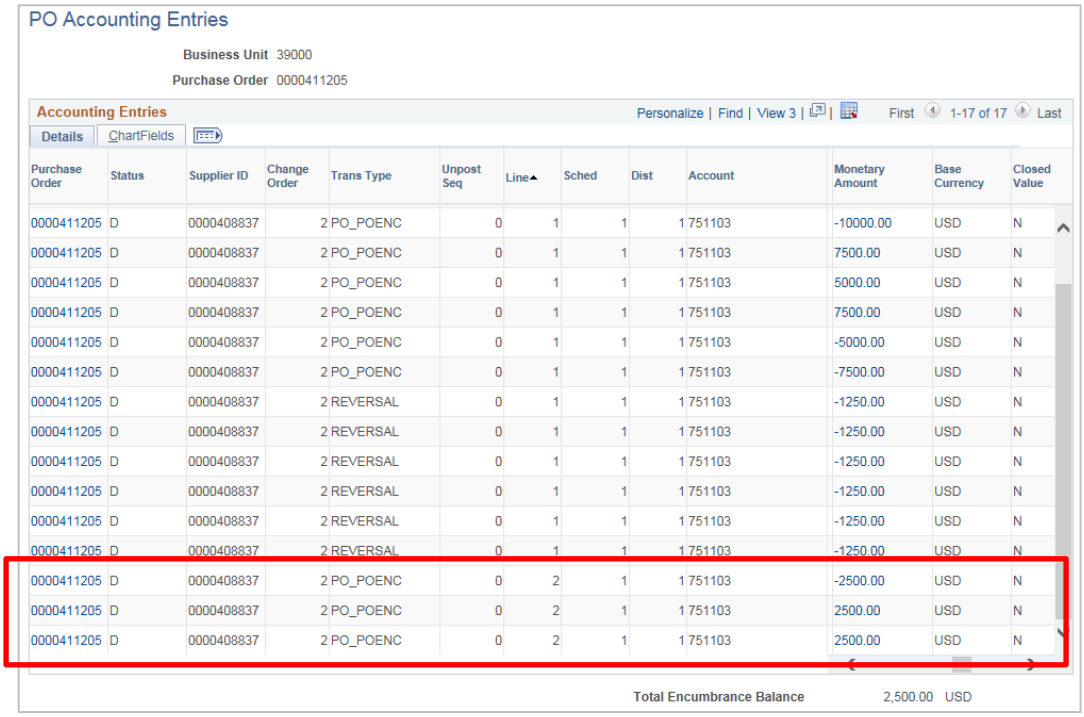
Next, force close purchase orders if the Due Date has passed and the purchase order does not close during a batch Purchase Order Close Process. To do this, first users must research the purchase order(s) further to determine why it is not eligible to close and force the purchase order(s) to close. For more information, see the Criteria to Force Close a Dispatched PO job aid.

Below are step by step instructions on how force purchase orders to close:

Step	Action
1.	Select **NavBar > Menu > Purchasing > Purchase Orders > Buyer's Workbench** and locate the Purchase Order ID(s) that will not close on the Buyer's Workbench page.
2.	Click **Close**. The Processing Results page displays.  • If the purchase order appears on the **Qualified** side, click Yes to proceed with the Close Process. • If the purchase order appears on the **Not Qualified** side, review the Purchase Order Log to determine why it is not qualified. This example looks at Purchase Order ID 0000411205, where line 1 is on the Qualified side, while line 2 is on the Not Qualified side.

Step	Action
3.	Click on the **Log** icon. The Purchase Order Logs page displays.  According to the Log, Line 2 on this purchase order has not been completely Matched. Look at the Line to see what status it is in.
4.	Select **NavBar > Menu > Purchasing > Purchase Orders > Add/Update POs** and locate the Purchase Order page for the purchase order where the line was not fully matched.
5.	The Line Status is '*Approved'* and the Encumbrance Balance, located in the header section of the purchase order, is for the full amount of Line 2. 

Step	Action
6.	Click on the **Encumbrance Balance** link to view the activity for the purchase order. This example looks at a voucher that was never created for Line 2 (a Trans Type of REVERSAL does not exist).



PO Accounting Entries

Business Unit 39000

Purchase Order 0000411205

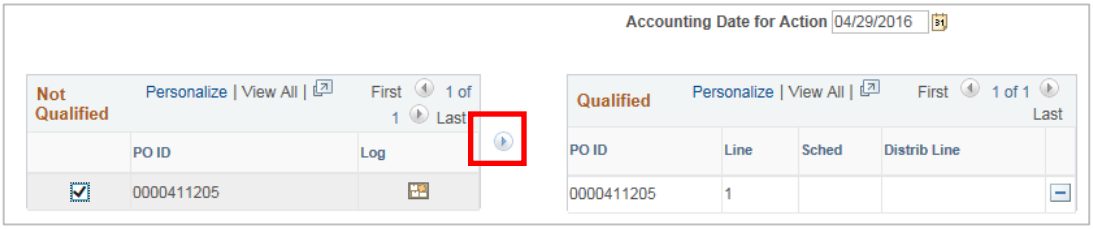
Accounting Entries — Personalize | Find | View 3 | First 1-17 of 17 Last

Details | ChartFields

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

Total Encumbrance Balance 2,500.00 USD

7.	Determine why this purchase order line has not been vouchered by walking through the following questions: 1. Have all invoices for goods/services expected been received? Have all Receipts been completely processed? 2. Have all vouchers against the purchase orders been completely processed (i.e., budget checked and posted)? 3. Should the purchase order be closed and any outstanding encumbrance balance liquidated? If so, manually close the purchase order via the Buyer's Workbench as show below.

Step	Action
8.	Return to the Processing Results page in the Buyer's Workbench. Verify the Accounting Date for Action is the current date. 
9.	Click **Yes** to proceed with the Close Process. Once the process completes, the system returns users to the buyer's Workbench page and the PO Status should be '*Complete*.'
10.	Repeat Steps 1 - 10 for Purchase Order IDs that: • Appear on the BOR_PO_NOT_COMPLETE query to close and liquidate. • Will not close automatically when the batch Purchase Order Close Process runs successfully. • After analysis of both the Purchase Order Reconciliation Workbench Purchase Order Logs and the Purchase Order itself, the Purchase Order should be closed and liquidated and all processing against the Purchase Order is complete. ***Note:*** *Use caution when force closing purchase orders. The Force to Close functionality should only be used after a full analysis of the purchase orders is completed. The Force to Close functionality should not be used when the Purchase Order Logs indicate either of the following reasons:* • Open Vouchers Associated with a Purchase Order • Budget Check Exceptions Associated with a Purchase Order In cases such as these, processing of all associated vouchers should be completed, and Budget Check exceptions should be researched and resolved before closing the purchase order.

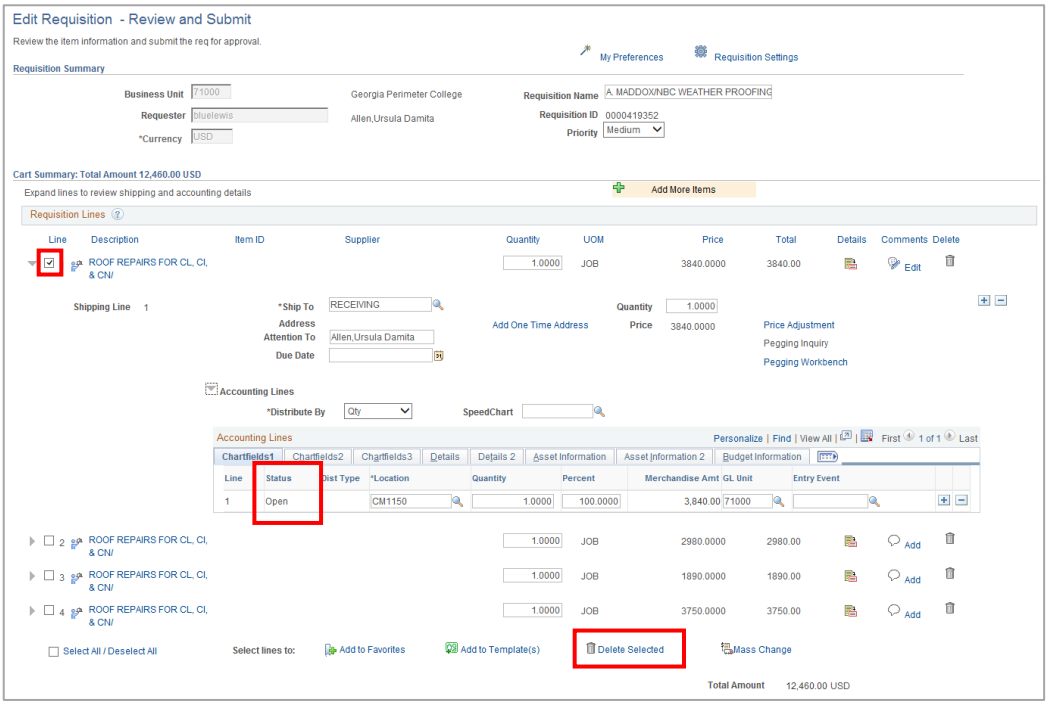
8: PERFORM REQUISITION CLEAN UP (FINALIZE, CANCEL, AND CLOSE)

This step may not apply to the institution. Follow the steps in this process only if the institution uses requisitions for pre-encumbering funds.

In Step 9, perform Requisition Cleanup steps to ensure requisitions associated with purchase orders were canceled and closed throughout the Purchase Order Cleanup Process, and are reconciled and liquidated.

Below are step by step instructions on how to perform Requisition Clean Up:

Step	Action
1.	Run the **BOR_REQ_OPEN_AMOUNT_ALL** query to determine all open requisitions with pre-encumbrance balances.
2.	Cancel any unsourced requisitions entirely you wish to liquidate via the Requester's Workbench (see PO.020.960 – Requisition Reconciliation), or individually via the Manage Requisitions page (**NavBar > Menu > eProcurement > Manage Requisitions**) by selecting the Cancel Requisition option, as shown in Step 2 of this section.

Step	Action
3.	Delete unsourced Requisition Lines, as indicated by the SOURCE_STATUS that you do not intend to source via the Manage Requisitions page by selecting the **Edit Requisition** option, as shown in Step 2 of this section. 
4.	Approve and budget check requisitions where lines were deleted. For more information, see PO.020.920 – Approving a Purchasing Requisition and PO.020.930 – Budget Checking a Requisition Online, respectively.
5.	Run the **Close Requisitions PO_REQRQ Process** to close requisitions and requisition lines that were canceled or deleted. For more information on the Close Requisitions Process, see EP.020.710 – Running Requisition Closing Process.
6.	Run the batch **Requisition Budget Check Process** to liquidate any remaining pre-encumbrance balances. For more information on the Requisition Budget Check Process, see PO.020.930 – Budget Checking a Requisition Online.

9: RECONCILE OPEN PURCHASE ORDER ENCUMBRANCE (POENC) BALANCES IN PURCHASING TO OPEN POENC BALANCES IN COMMITMENT CONTROL

In Step 10, reconcile open purchase order encumbrance balances in Purchasing to open purchase order encumbrance balances in Commitment Control.

Step	Action
1.	Run the **BOR_PO_OPEN_AMOUNT_ALL** query to show all open encumbrance balances in Purchasing. ***Note:*** *It is important to run budget checking for Closed purchase orders to release any remaining encumbrance balance before attempting to reconcile Purchasing to Commitment Control. For more information, see PO.030.030 – Budget Checking POs (Batch Process).*
2.	Run the **BOR_PO_OPEN_ENCS_KK** query to show all open encumbrance balances in Commitment Control. ***Note:*** *Use the Amount column.*

10: RECONCILE OPEN PRE-ENCUMBRANCE BALANCES IN PURCHASING TO OPEN BALANCES IN COMMITMENT CONTROL

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

Below are step by step instructions on how to reconcile open pre-encumbrance balances in Purchasing to open balances in Commitment Control:

Step	Action
1.	Run the **BOR_REQ_OPEN_AMOUNT_ALL** query to show all open pre-encumbrance balances in Purchasing. ***Note:*** *It is important to run the Requisition Budget Check Process for all Closed Requisitions before attempting to reconcile Purchasing to Commitment Control. For more information, see PO.020.930 – Budget Checking a Requisition Online.*
2.	Run the **BOR_REQ_OPEN_ENCS_KK** query to show all open pre-encumbrance balances in Commitment Control. ***Note:*** *Use the Amount column.*

11: UPDATE BUD REF FOR REQUESTERS AT YEAR-END

In this step, users update the Budget Reference (BUD REF) for all requesters to prevent entry of any requisitions charged to the current budget year at year-end. For more information, see EP.080.070 - Updating BUD REF for All Requesters at Year-End.

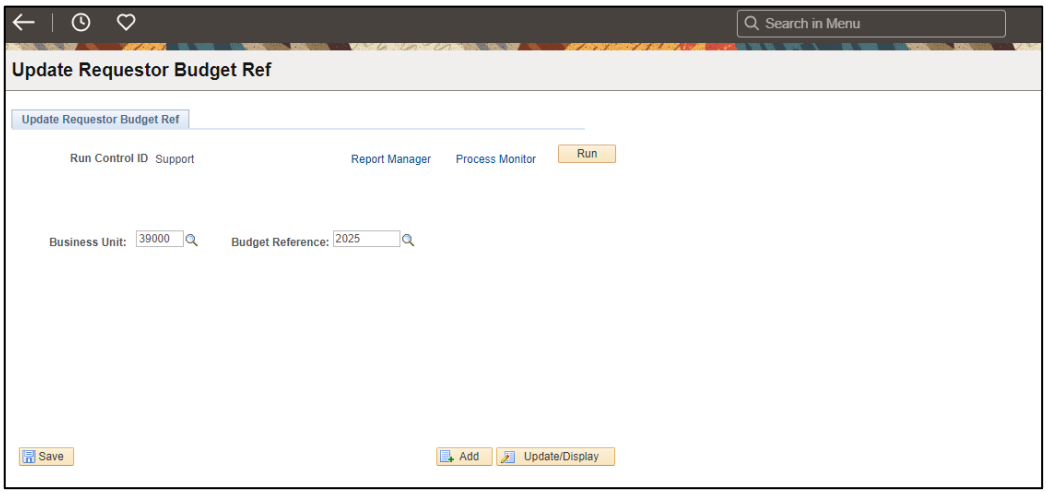
To ensure requisitions are created against the correct budget during fiscal year-end, institutions can run the Update Requester Budget Ref (BOR_REQ_UPBR) Process. This process auto-updates the default Budget Reference identified on the Requester Setup page for all Requesters within their business unit to reflect the new budget year. Subsequently, requisitions entered charge to the upcoming fiscal year's budget.

Once this process runs, requisitions submitted for approval and approved are eligible for budget checking in the nightly batch process. Budget exceptions indicating "No Budget Exists" generate for all requisitions until Budget Journals for the new fiscal year import into PeopleSoft and post.

Once Budget Journals post, the system automatically picks up these requisition transactions in the nightly batch process and they receive a '*Valid'* budget status, provided they contain a complete and valid ChartString on the Distribution Line(s).

Note: If this process was run previously as part of the optional eProcurement Year-End Cutoff Procedures in Step 1, it does not need to be run again.

Below are step by step instructions on how to update the BUD REF to the new fiscal year:

Step	Action
1.	Select **NavBar > Menu > BOR Menus > BOR Purchasing > BOR PO Use and Processing > Update Requestor Budget Ref** to access the Update Requestor Budget Ref page.  ***Note:*** *This process can be accessed and run for a specified Business Unit by any user having the BOR_PO_SETUP_CONFIG security role.*
2.	Enter or select the business unit number in the **Business Unit** field.
3.	Enter or select the new Fiscal Year in the **Budget Reference** field.
4.	Click **Run**.

II. ACCOUNTS PAYABLE FISCAL YEAR-END CLEAN UP AND PROCESSING OVERVIEW

Monthly processing and closing for Georgia*FIRST* Financials institutions requires coordination between the Purchasing, Accounts Payable, Asset Management, and General Ledger functions to ensure institutions complete required tasks in sequence.

PeopleSoft allows users to run processes independently and out of sequence, so it is incumbent upon users to communicate when they complete processing new entries and clean up outstanding items in their areas. During this process, make sure clear communication occurs between personnel charged with transaction initiation, approval, and review.

The goals of the fiscal year-end cleanup and processing are to:

- Build approved Accounts Payable payment requests with current Bud Ref into vouchers.
- Process Accounts Payable vouchers due for payment.
- Run Accounts Payable pay cycles to create payments.
- Post Accounts Payable vouchers and payments and journal generate to General Ledger.
- Reconcile open liabilities in Account 211000.

Refer to **Accounts Payable Inquiries, Queries and Reports** business process for information on queries and reports that correspond to the Accounts Payable module.

Refer to individual **PSFIN Business Processes** for appropriate Security Roles to carry out Year-End Purchasing Clean Up and Processing.

ACCOUNTS PAYABLE CLEAN UP AND PROCESSING CHECKLIST

Step	Action	Completed
1.	Process Accounts Payable payment requests	
2.	Process Accounts Payable vouchers	
3.	Process Accounts Payable payments	
4.	General Ledger processing for Accounts Payable transactions	
5.	Reconcile Accounts Payable liabilities	

1. PROCESS ACCOUNTS PAYABLE PAYMENT REQUESTS

Before beginning this step, it may be necessary to remind end users that all payment requests for the current fiscal year must be submitted for approval. In this step, institutions using Accounts Payable Payment Request evaluate and process submitted payment requests.

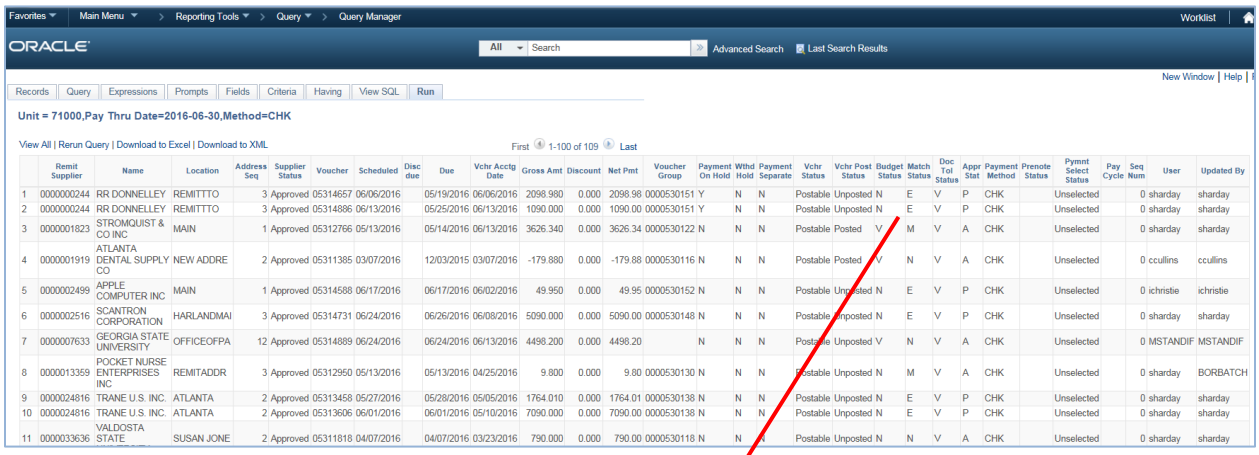
Below are step by step instructions on processing Accounts Payable payment requests:

Step	Action
1.	Run the **BOR_AP_PYMNT_REQUEST_PENDING** query to show all Accounts Payable Payment Request with a '*Pending'* status.
2.	Review results and determine if payment requests require action before year-end.
3.	Review results and determine if payment requests using the current Budget Reference need to be vouchered and paid before year-end if they are in '*Approved*' status.
4.	Run the **BOR_AP_PYMNT_REQUEST_BY_ID** to show payment request information by header, line, and distribution details for the specified Request ID, if needed.
5.	Prompt the Payment Request Administrator to View Approval Flow for Pending payment requests in the Payment Request Center. The Admin may contact Approvers to alert them about a specific request in their queue that requires attention.
6.	Run the **Voucher Build Process** to create vouchers from Approved payment requests. For more information, see AP.030.060 – Running Voucher Build.
7.	Confirm vouchers are saved as **Postable**.
8.	Resolve issues for vouchers having pre-edit errors or those saved as **Recycle**. For more information, see AP.050.030 – Viewing and Correcting Voucher Build Errors.
9.	Run the **BOR_AP_PYMNT_REQUEST_PENDING** query again as needed to view updates for requests in a '*Pending'* status.

2. PROCESS ACCOUNTS PAYABLE VOUCHERS

In this step, process Accounts Payable vouchers eligible to be paid before year-end.

First, run the **BOR_AP_DUE** query. This query provides the Budget Status, Match Status, Document Tolerance Status, and Approval Status for each voucher, which is useful to determine why a voucher may not be picked up in a pay cycle for payment.



Remit Supplier	Name	Location	Address Seq	Supplier Status	Voucher	Scheduled	Disc due	Due	Vchr Acctg Date	Gross Amt	Discount	Net Pmt	Voucher Group	Payment On Hold	Wthd Hold	Payment Separate	Vchr Status	Vchr Post Status	Budget Status	Match Status	Doc Tol Status	Appr Stat	Payment Method	Prenote Status	Pymnt Select Status	Pay Cycle	Seq Num	User	Updated By
0000000244	RR DONNELLEY	REMITTTO	3	Approved	05314657	06/06/2016		05/19/2016	06/06/2016	2098.980	0.000	2098.98	0000530151	Y	N	N	Postable	Unposted	N	E	V	P	CHK		Unselected		0	sharday	sharday
0000000244	RR DONNELLEY	REMITTTO	3	Approved	05314886	06/13/2016		05/25/2016	06/13/2016	1090.000	0.000	1090.00	0000530151	Y	N	N	Postable	Unposted	N	E	V	P	CHK		Unselected		0	sharday	sharday
0000001823	STROMQUIST & CO INC	MAIN	1	Approved	05312766	05/13/2016		05/14/2016	06/13/2016	3626.340	0.000	3626.34	0000530122	N	N	N	Postable	Posted	V	M	V	A	CHK		Unselected		0	sharday	sharday
0000001919	ATLANTA DENTAL SUPPLY CO	NEW ADDRE	2	Approved	05311385	03/07/2016		12/03/2015	03/07/2016	-179.880	0.000	-179.88	0000530116	N	N	N	Postable	Posted	V	N	V	A	CHK		Unselected		0	ccullins	ccullins
0000002499	APPLE COMPUTER INC	MAIN	1	Approved	05314588	06/17/2016		06/17/2016	06/02/2016	49.950	0.000	49.95	0000530152	N	N	N	Postable	Unposted	N	E	V	P	CHK		Unselected		0	ichristie	ichristie
0000002516	SCANTRON CORPORATION	HARLANDMAI	3	Approved	05314731	06/24/2016		06/26/2016	06/08/2016	5090.000	0.000	5090.00	0000530148	N	N	N	Postable	Unposted	N	E	V	P	CHK		Unselected		0	sharday	sharday
0000007633	GEORGIA STATE UNIVERSITY	OFFICEOFPA	12	Approved	05314889	06/24/2016		06/24/2016	06/13/2016	4498.200	0.000	4498.20		N	N	N	Postable	Unposted	V	N	V	A	CHK		Unselected		0	MSTANDIF	MSTANDIF
0000013359	POCKET NURSE ENTERPRISES INC	REMITADDR	3	Approved	05312950	05/13/2016		05/13/2016	04/25/2016	9.800	0.000	9.80	0000530130	N	N	N	Postable	Unposted	N	M	V	A	CHK		Unselected		0	sharday	BORBATCH
0000024816	TRANE U.S. INC.	ATLANTA	2	Approved	05313458	05/27/2016		05/28/2016	05/05/2016	1764.010	0.000	1764.01	0000530138	N	N	N	Postable	Unposted	N	E	V	P	CHK		Unselected		0	sharday	sharday
0000024816	TRANE U.S. INC.	ATLANTA	2	Approved	05313606	06/01/2016		06/01/2016	05/10/2016	7090.000	0.000	7090.00	0000530138	N	N	N	Postable	Unposted	N	E	V	P	CHK		Unselected		0	sharday	sharday
0000033636	VALDOSTA STATE	SUSAN JONE	2	Approved	05311818	04/07/2016		04/07/2016	03/23/2016	790.000	0.000	790.00	0000530118	N	N	N	Postable	Unposted	N	N	V	A	CHK		Unselected		0	sharday	sharday

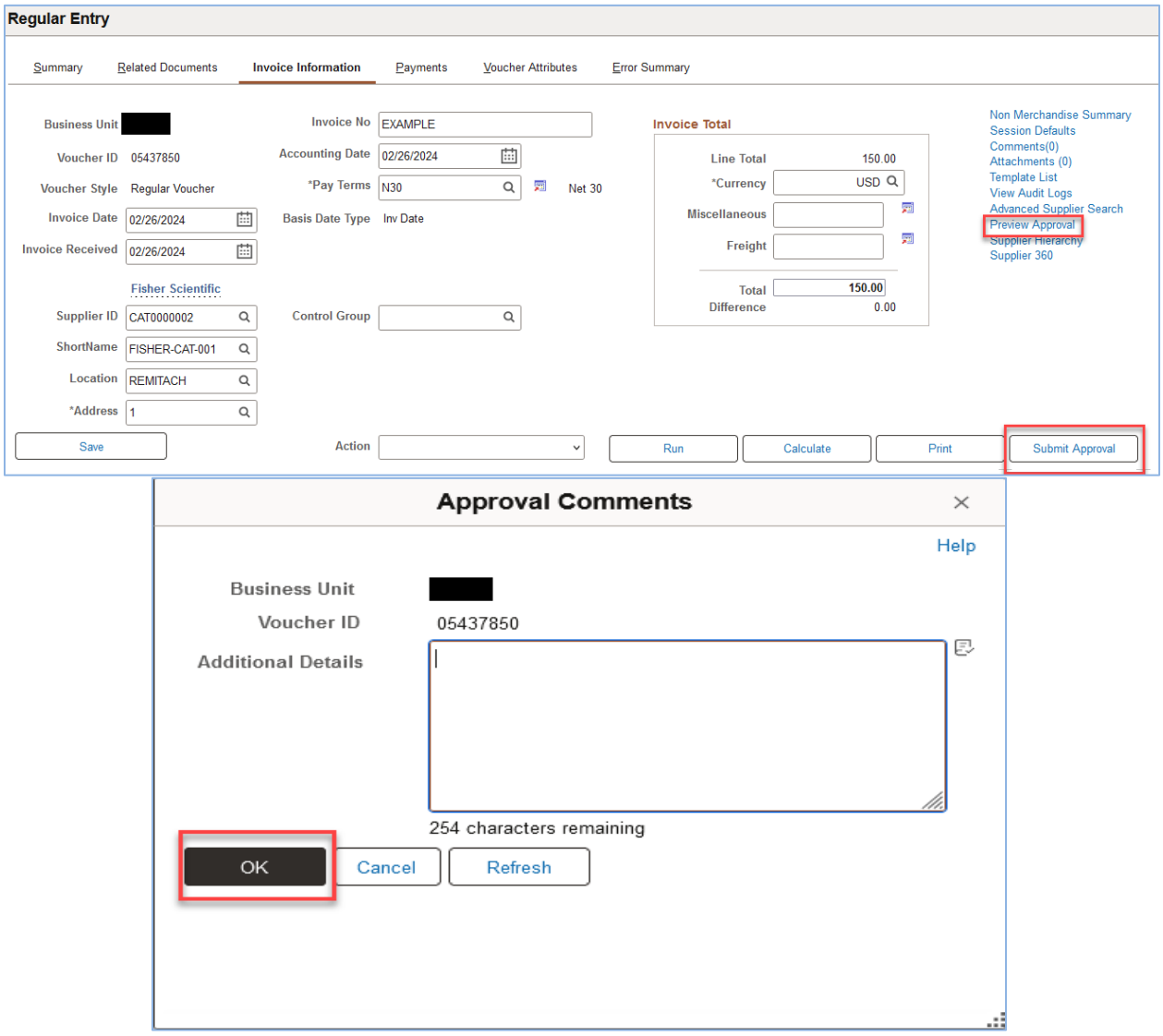
Vchr Status	Vchr Post Status	Budget Status	Match Status	Doc Tol Status	Appr Stat
Postable	Unposted	N	E	V	P
Postable	Unposted	N	E	V	P
Postable	Posted	V	M	V	A
Postable	Posted	V	N	V	A
Postable	Unposted	N	E	V	P
Postable	Unposted	N	E	V	P
Postable	Unposted	V	N	V	A

Next, run the Accounts Payable batch processes to process all vouchers. Then, submit vouchers for Approval.

Submit Vouchers for Approval

Users can submit a Voucher for approval one of two ways: by allowing the batch job to submit the voucher for approval or by manually submitting the voucher for approval. If users allow the batch job to submit the voucher, know the batch job runs three (3) times per day: 10:30 a.m., 3 p.m., and 6 p.m.

To submit a voucher manually for approval from the Add/Update Voucher entry page, click on the Submit Approval button, then select OK on the Approval Comments page. If needed, users can click on the Preview Approval link to view necessary approvals as seen below:



Below are step by step instructions on processing Accounts Payable Vouchers:

Step	Action
1.	Run the **Document Tolerance Process**. For more information, see AP.030.070 – Running Document Tolerance.
2.	Run the batch **Matching Process**. For more information, see AP.030.010 – Running Matching. ***Note:*** *The Match Status must be 'M' before the voucher is eligible to be Budget Checked. If the Match Status is in 'E' (exception) status, work with the Purchasing department to resolve the exception, and then run the Batch Matching Process again.*
3.	Run the batch **Budget Check Process**. For more information, see AP.030.020 – Budget Checking Payables.
4.	Submit voucher for approval one of two ways: by allowing the batch job to submit the voucher for approval or by manually submitting the voucher for approval. ***Note****: If users allow the batch job to submit the voucher, know the batch job runs three (3) times per day: 10:30 a.m., 3 p.m., and 6 p.m.*
5.	Run the **Voucher Post Process**. For more information, see AP.030.030 – Posting Vouchers.
6.	Run the **BOR_AP_DUE** query again to review different statuses for each voucher. Repeat steps 1-5 above as needed until all values are in the correct status.

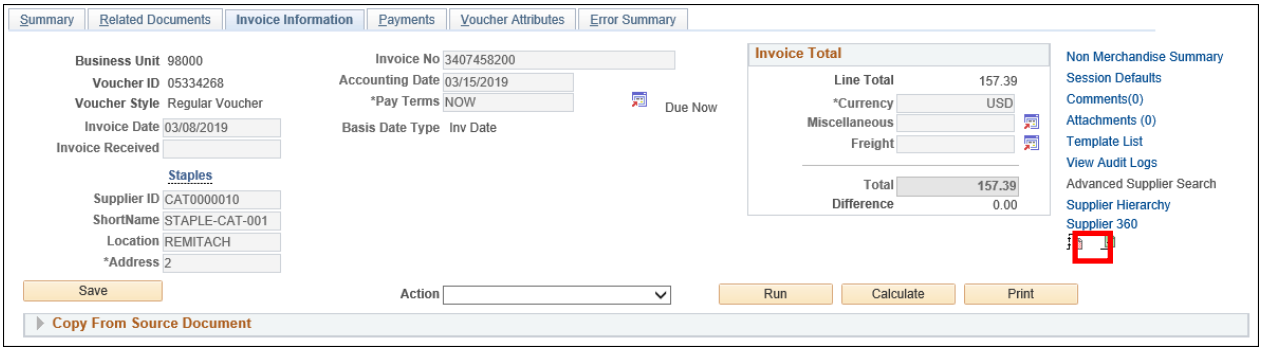
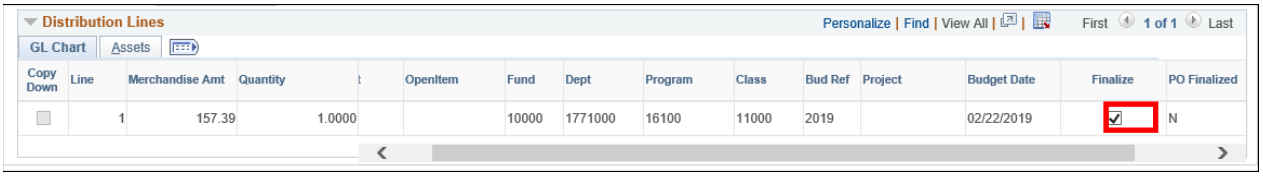
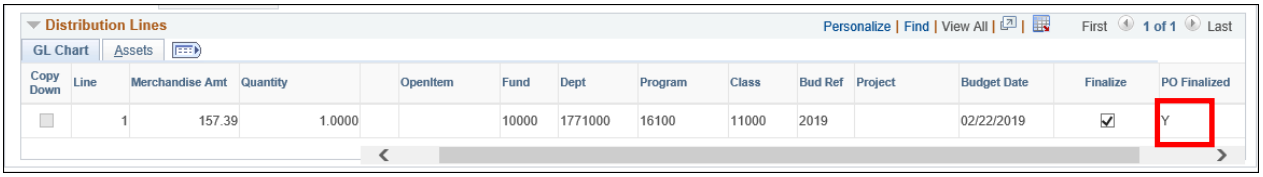
Option 1: Finalize Purchase Order Lines

Purchasing may request that Accounts Payable finalize particular purchase order lines from available vouchers to liquidate remaining encumbrances and make the lines available for closure.

***Note**: Finalization is only available on vouchers with an Accounting Date in the current Open Period.*

Below are step by step instructions for finalizing purchase order lines from a voucher.

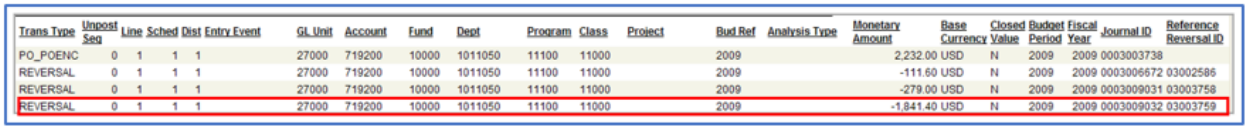
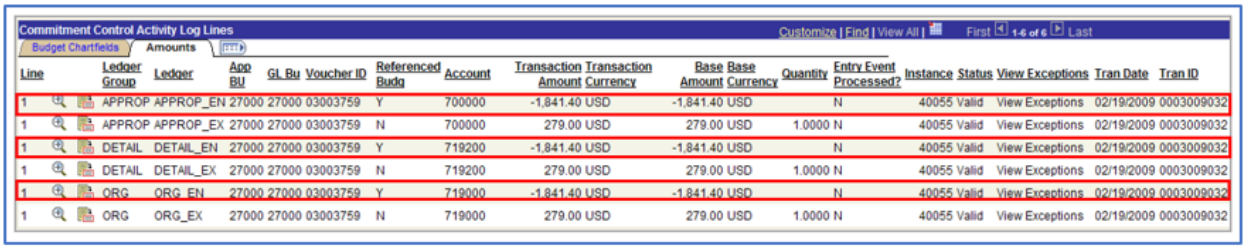
Step	Action
1.	Select **NavBar > Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**.
2.	Click on the **Find an Existing Value** tab.
3.	Verify the Institution's Business Unit number appears in the **Business Unit** field.
4.	Enter the voucher number in the **Voucher ID** field.
5.	Click on **Search**. The Summary page displays.
6.	Click on the **Invoice Information** tab. The Invoice Information page displays.

Step	Action
7.	• **Option A: Finalize All Lines on the Voucher** To finalize purchase order lines on the voucher, click on the **Finalize Document** icon in the Voucher Header. The Finalize check box for all lines is selected.  • **Option B: Finalize individual lines on the Voucher** To finalize only some purchase order lines on the voucher, select the Finalize check box on the Distribution Line(s) you wish to finalize.  ***Note:*** *On vouchers with an Accounting Date in a Closed Period, the Finalize Document icon and the Finalize check box are grayed out and unavailable for selection.*
8.	Click **Save**. The purchase order finalized status updates to Y. 
9.	**Budget Check** the voucher to generate the encumbrance reversals.

Step	Action
10.	Complete processing for these vouchers by running the following processes: a. **Voucher Post** – For more information, see AP.030.030 – Posting Vouchers. b. **Journal Generate** – For more information, see GL.030.001 – Running Journal Generator. ***Note**: Use Option a or b for purchase order lines where the Finalize Process is available. For purchase order lines where the Finalize Process is not available, Purchasing must manually close the line. For more information, see PO.020.280 – Using the Buyer's Workbench.*

Option 2: Manually Close Purchase Order Lines

Step	Action
1.	Follow Steps 1 - 8 in Option 1 to change the PO Finalized status from **N** to **Y** as shown above.
2.	Take the **Finalize** action **on all vouchers associated with purchase orders the user wants to close and liquidate**.

Step	Action
3.	Budget Check the voucher. The purchase order accounting entries reflect a reversal of the remaining amounts and the Reference Reversal ID reflects the voucher used to finalize the purchase order line(s).  When vouchers are successfully budget checked, Commitment Control reflects an encumbrance reversal to the purchase order on the Accounts Payable entries for finalized vouchers (in this example, Voucher ID: 030003759). The reversal entries for all 3 ledger groups are shown in the example below: 
4.	Process finalized and Budget Checked vouchers completely by running the following processes: a. **Voucher Post** – For more information, see AP.030.030 – Posting Vouchers. b. **Journal Generate** – For more information, see GL.030.001 – Running Journal Generator. ***Note:*** *Users can use both Options a and b for purchase orders where the Finalize Process is available. For purchase orders where the Finalize process is not available, manually close the purchase order.*

3. PROCESS ACCOUNTS PAYABLE PAYMENTS

Below are step by step instructions on how to process Accounts Payable payments:

Step	Action
1.	Run the **BOR_AP_DUE** query.
2.	Run all pay cycles to completion as of June 30.
3.	Run the **BOR_AP_PAYCYCLES_NOT_COMPLETED** query to show ALL pay cycles not completed for the business unit. ***Note**: For pay cycles beginning with 'XPC' or 'RST' returned by the query, pull up each pay cycle and process until the status is 'Complete.' If the status is already Complete, click on the 'Refresh' button. Submit a ticket to the ITS Helpdesk if assistance is needed with this step.*
4.	Run the **Payment Post Process**. For more information, see AP.030.050 – Posting Payments.
5.	Run the **BOR_AP_UNPOSTED_PYMNTS** query to show payments that need to be posted as well as payments previously posted and are voided/stopped. Confirm query results do not return payments which have been posted.
6.	Run the **BOR_JE_PENDING** query to show all subsystem accounting transactions that have not been journal generated as well as journals with errors.

4. GENERAL LEDGER PROCESSING FOR ACCOUNTS PAYABLE TRANSACTIONS

The processes to post Accounts Payable vouchers and payments to the General Ledger are included in a batch job which runs daily. Alternatively, users can run these processes manually, if needed.

For more information on General Ledger Batch Processing, refer to Appendix A: Batch Processing.

5. RECONCILE ACCOUNTS PAYABLE LIABILITIES

Complete this reconciliation after all vouchers and payments have posted and journal entries generated. The list below represents reports and tools available to assist with this reconciliation.

Query Name	Description
BOR_AP_OPEN_LIAB	Query used to pull from the Accounts Payable voucher table to determine the open liabilities in account 211000.
BOR_ AP_OPEN_LIAB_MISC_JE	Query used to find journals entered in the General Ledger to the Accounts Payable 211000 account. These journals will be included in the General Ledger and need to be considered in reconciliation to Accounts Payable.
BOR_AP_OPEN_LIAB_CK_FIGURES	Query used to obtain Ledger and Journal Line totals by Fund. Confirm totals from this query match open liabilities.
Trial Balance – Fund (GLS7012) or BOR_TRIAL_BALANCE	Report used to obtain Accounts Payable open liabilities for account 211000. Refer to General Ledger Reports Manual.

III. TRAVEL & EXPENSES FISCAL YEAR-END CLEAN UP AND PROCESSING OVERVIEW

The goal of these fiscal year-end cleanup and processing is to have:

- Fiscal Year Travel Authorizations closed.
- Fiscal Year Expenses Open Liabilities in Account 211500 = $0.
- Fiscal Year Cash Advances reconciled for the current fiscal year.
- Fiscal Year Banner Clearing Accounts = $0.

Refer to **Expenses Inquiries, Queries and Reports Job Aid** for information on queries and reports that correspond to the Travel and Expenses module.

Refer to individual **PSFIN Business Processes** for appropriate Security Roles to carry out Year-End Purchasing Clean Up and Processing.

TRAVEL & EXPENSES CLEAN UP AND PROCESSING CHECKLIST

Step	Action	Completed
1.	Identify Open Travel Authorizations	
2.	Deny Travel Authorizations	
3.	Delete Travel Authorizations *Each traveler must delete their own	
4.	Cancel Unused Approved Travel Authorizations	
5.	Identify Open Cash Advances	
6.	Close Cash Advances	
7.	Reconcile Cash Advances	
8.	Review Cash Advance Balances	
9.	Identify Unapproved Expense Reports	
10.	Reset the Accounting Date on Expense Reports	
11.	Identify Expense Reports with Different Amounts in Commitment Control	
12.	Process Approved Expense Reports	
13.	Review Expenses Open Liabilities	
14.	Verify All Expenses Liabilities Net to Zero	
15.	Run Batch Expenses Processes	
16.	Update the Traveler's Budget Reference to the New Fiscal Year	

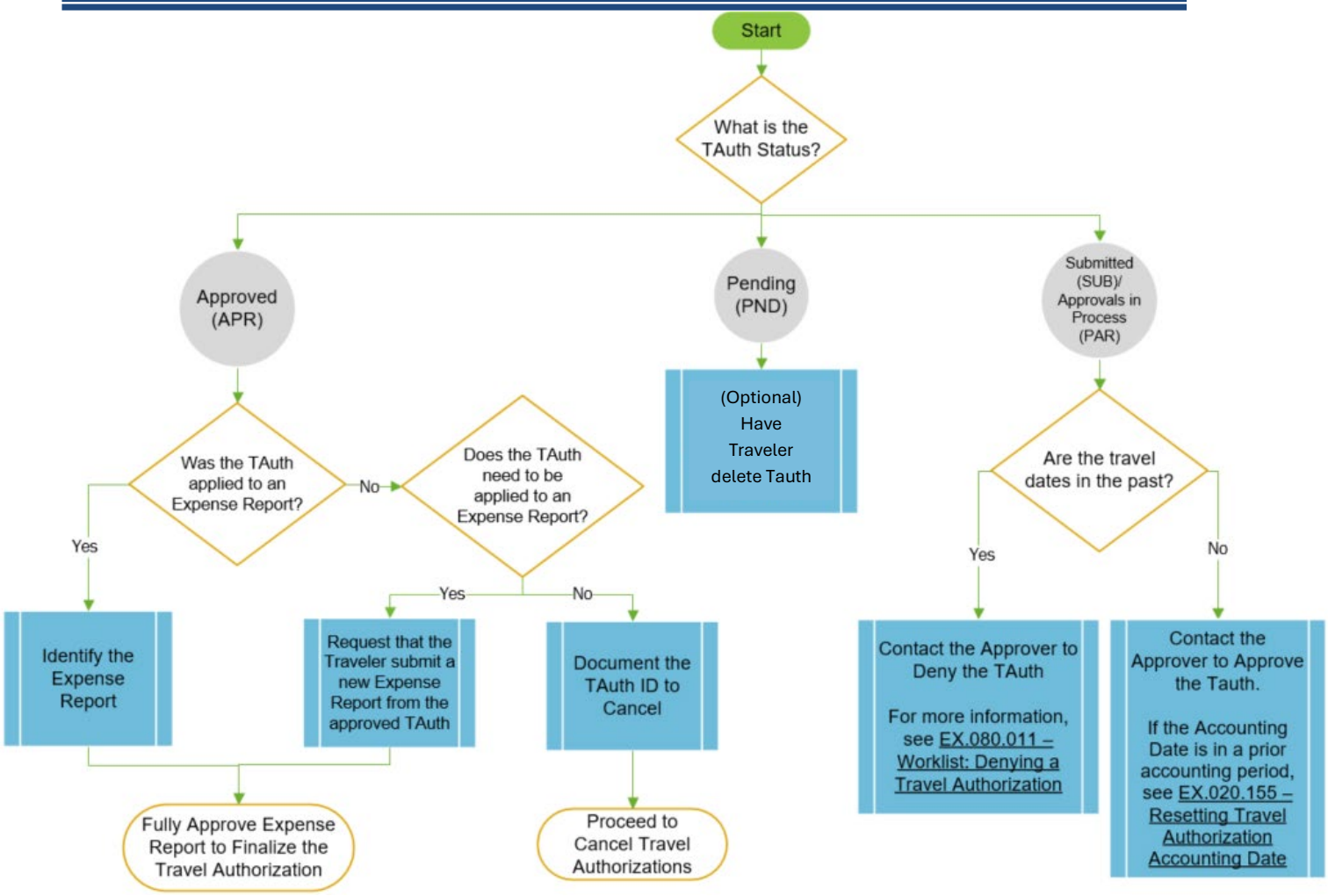
1. PROCESS TRAVEL AUTHORIZATIONS

This step covers how to process Travel Authorizations so at year-end Travel Authorizations are in '*Closed'* or *'Denied'* status.

Identify Open Travel Authorizations

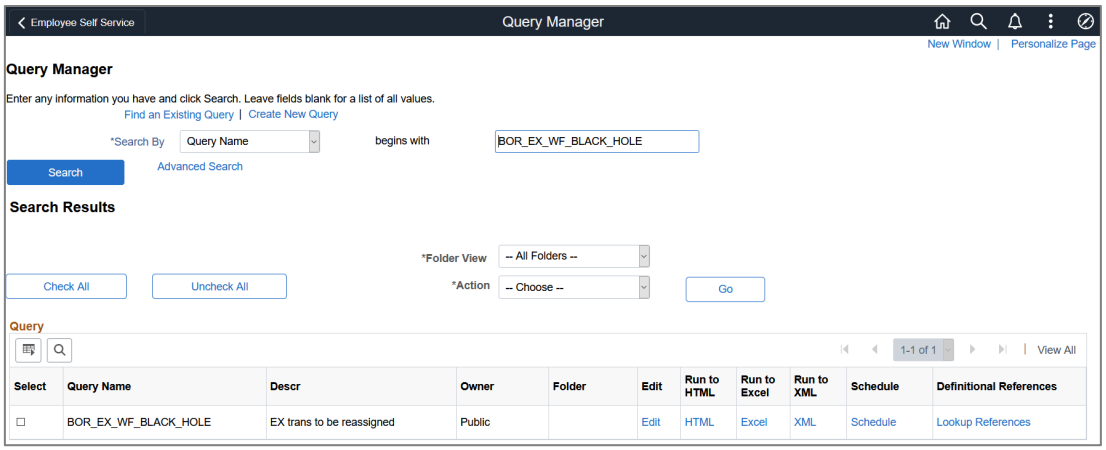
Below are step by step instructions on how to identify open Travel Authorizations:

Step	Action
1.	Select **NavBar > Menu > Reporting Tools > Query > Query Manager.**
2.	Search for the **BOR_EX_OPEN_TAUTHS** query to identify open Travel Authorizations in statuses *of 'Pending', 'Submitted', 'Approvals in Process', 'Hold', or 'Approved.'*
3.	Run the query for the appropriate General Ledger Unit and Budget Reference.
4.	Now that open Travel Authorizations are identified, analyze/address them using the flowchart below. ***Note:*** *If the Accounting Date has passed, reset the Accounting Date field to process the transaction. For more information, see EX.020.155 – Resetting Travel Authorization Accounting Date.*


Start
What is the TAuth Status?
Approved (APR)
Pending (PND)
Submitted (SUB)/ Approvals in Process (PAR)
Was the TAuth applied to an Expense Report?
No
Does the TAuth need to be applied to an Expense Report?
(Optional) Have Traveler delete Tauth
Are the travel dates in the past?
Yes
Yes
No
Yes
No
Identify the Expense Report
Request that the Traveler submit a new Expense Report from the approved TAuth
Document the TAuth ID to Cancel
Contact the Approver to Deny the TAuth
For more information, see EX.080.011 – Worklist: Denying a Travel Authorization
Contact the Approver to Approve the Tauth.
If the Accounting Date is in a prior accounting period, see EX.020.155 – Resetting Travel Authorization Accounting Date
Fully Approve Expense Report to Finalize the Travel Authorization
Proceed to Cancel Travel Authorizations

Deny Travel Authorizations

To deny Travel Authorizations they must be in either a '*Submitted* (SUB)' or '*Approvals in Process* (PAR)' status. Below are step by step instructions for denying Travel Authorizations:

Step	Action
1.	Search for the **BOR_EX_WF_BLACK_HOLE** query to identify expense transactions in the approvals process. 
2.	Run the query for the appropriate Business Unit.
3.	Identify transactions with a Type of TA as these are Travel Authorizations. Note the User ID, as this is the approver in whose Worklist the Travel Authorization resides. Contact that approver to Deny the Travel Authorization. For more information, see EX.080.011 – Worklist: Denying a Travel Authorization.

Now that Travel Authorizations not fully approved were denied, users can delete any Travel Authorizations not yet submitted or sent back for revision.

Delete Travel Authorizations

Travel Authorizations in '*Pending* (PND)' status were created by the user and not submitted or were submitted but sent back by an approver. Addressing these transactions is not required, however, these can be deleted by the traveler.

For more information, see EX.020.016 – Deleting a Travel Authorization

Cancel Approved Travel Authorizations

Travel Authorizations in an '*Approved'* status should be canceled if they have not been applied to an Expense Report. For more information, see EX.020.209 – Canceling Approved Travel Authorizations in Core.

Below are two situations in which fully approved Travel Authorizations need to be canceled:

1. The fully approved Travel Authorization was for a trip that was canceled.

2. The fully approved Travel Authorization was for a trip that already occurred, but the Traveler forgot to apply the Travel Authorization to the Expense Report.

Note: *To cancel a Travel Authorization, it must be in 'Approved' status.*

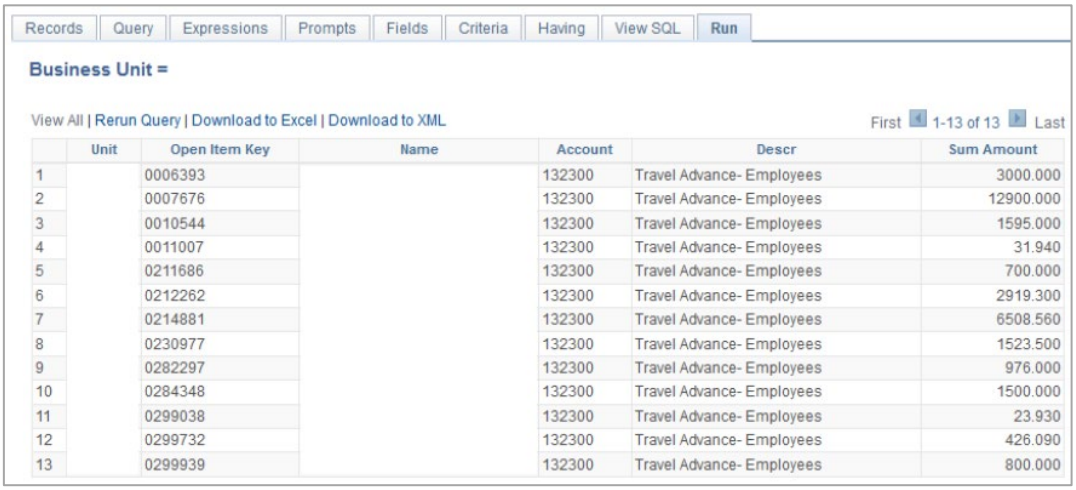
2. PROCESS AND RECONCILE CASH ADVANCES

In this step, process and reconcile Cash Advances (Account 132300) for the current fiscal year. By identifying open cash advances, users can then determine if these need to be reconciled or closed.

Identify Open Cash Advances

Below are step by step instructions on how to identify open cash advances:

Step	Action
1.	Run the **BOR_EX_OPEN_CASHADV_BAL** query to obtain a list of all employees with open Cash Advances. The Open Item Key = the Employee ID with the open balance.
2.	Navigate to **NavBar** > **Menu** > **Travel and Expenses** > **Cash Advance** > **View**
3.	Search by **Empl ID** and review the open Cash Advances.



	Unit	Open Item Key	Name	Account	Descr	Sum Amount
1		0006393		132300	Travel Advance- Employees	3000.000
2		0007676		132300	Travel Advance- Employees	12900.000
3		0010544		132300	Travel Advance- Employees	1595.000
4		0011007		132300	Travel Advance- Employees	31.940
5		0211686		132300	Travel Advance- Employees	700.000
6		0212262		132300	Travel Advance- Employees	2919.300
7		0214881		132300	Travel Advance- Employees	6508.560
8		0230977		132300	Travel Advance- Employees	1523.500
9		0282297		132300	Travel Advance- Employees	976.000
10		0284348		132300	Travel Advance- Employees	1500.000
11		0299038		132300	Travel Advance- Employees	23.930
12		0299732		132300	Travel Advance- Employees	426.090
13		0299939		132300	Travel Advance- Employees	800.000

Reconcile or Close Cash Advances

Now that open Cash Advances have been identified, close or reconcile those Cash Advances.

Close Cash Advances

To close open Cash Advances that were approved but not paid, or where the payments were voided, see EX.020.201 – Closing a Cash Advance.

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

Reconcile Cash Advances

To reconcile paid Cash Advances where a balance was owed by an employee and was receipted through Banner, see EX.020.202 – Reconciling Cash Advances.

Note: *Make sure all associated Expense Reports are paid and/or all payments were applied.*

After closing or reconciling open Cash Advances, review Cash Advance balances in the Cash Advance (132300) and the Banner Clearing (133100) Accounts.

Review Cash Advance Balances in the Cash Advance and Banner Clearing Accounts

Below are step by step instructions on how to review cash advance balances in the Cash Advance (132330) and the Banner Clearing (133100) Accounts:

Step	Action
1.	Run the **Trial Balance Report (GLS7012)**. For more information, see the General Ledger Reports Manual. ***Note:*** *Users can also run the Report 01: BOR_TRIAL_BALANCE query. Refer to Appendix A: Period-End Integrity Checks, for more information on the Period-End Integrity Check queries*.
2.	Run the **BOR_EX_CASHADV_AGING** query to show cash advances that have been paid but not reconciled.
3.	Verify the Cash Advance balance from the Trial Balance Report for Account 132100 reconciles with the total from the Cash Advance Aging Report. ***Note:*** *Any remaining balances should only be for Cash Advances expensed in the next fiscal year. If any balances exist other than those, users must follow the steps to reconcile or close the Cash Advances causing these balances.*
4.	Verify the Banner Clearing Account 133100 is $0.
5.	After reviewing Cash Advance balances in the Cash Advance (132300) and the Banner Clearing (133100) Accounts, reconcile any open liabilities.

3. PROCESS AND RECONCILE EXPENSE REPORTS

Now that Cash Advances have been processed and reconciled, process and reconcile Expense Reports.

Identify Unapproved Expense Reports

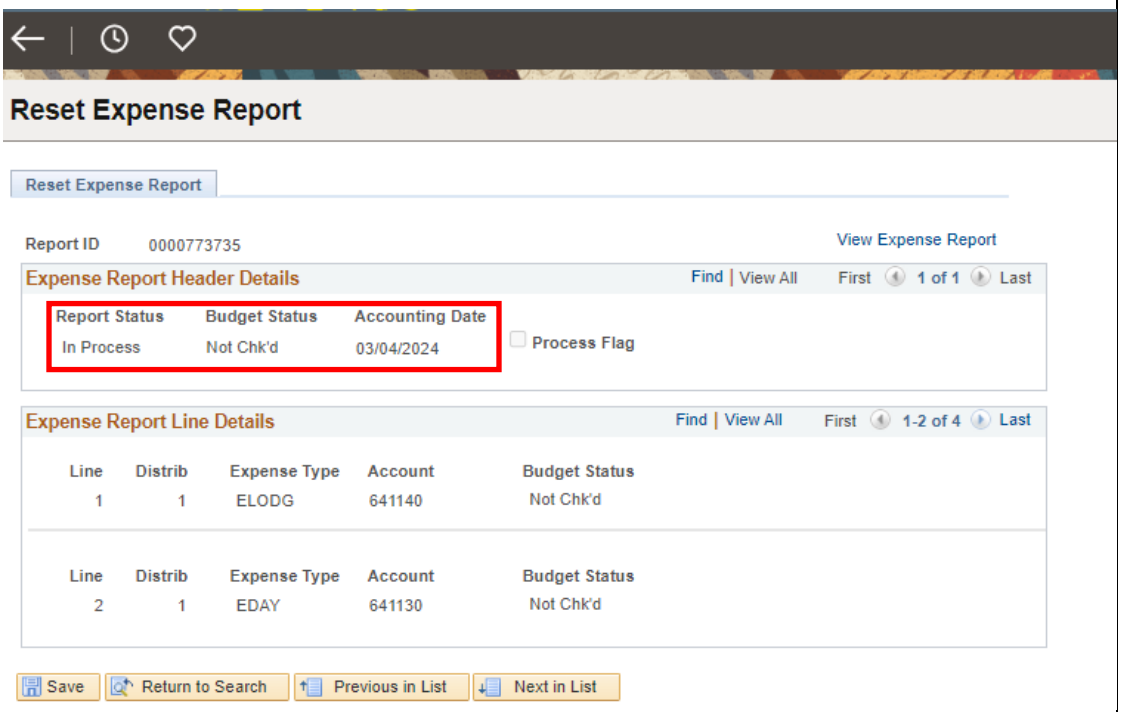
Below are step by step instructions on how to identify unapproved expense reports:

Step	Action
1.	Navigate to **NavBar > Menu > Reporting Tools > Query > Query Manager**.
2.	Search for the **BOR_EX_WF_BLACK_HOLE** query to show all Expense transactions currently in approvals and the Approver whose worklist in which they reside.
3.	Run for the **Business Unit**.
4.	Identify any unapproved Expense Reports.

Reset the Accounting Date on Expense Reports

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

Below are step by step instructions on resetting the Accounting Date on Expense Reports:

Step	Action
1.	Select **NavBar > Menu > BOR Menus > BOR Expenses > BOR EX Month End > Reset Expense Report.**
2.	Search for and select the **Expense Report to be reset**. ***Note**: The report status should be 'In Process.'* 
3.	Click **Save** to save the page, which changes the budget status to '*Not Chk'd*,' and resets the Accounting Date to the current date.
4.	Now that the Accounting Date was reset, run **Budget Checking**. For more information, see EX.030.011 – Budget Checking Expense Reports in Batch.
5.	The Expense Report(s) can be reassigned to another Approver, if needed. For more information, see EX.080.105 – Reassigning Expense Transactions.

Identify Expense Reports with Different Amounts in Commitment Control and the Actuals Ledger

Once users reset the Accounting Date on any Expense Reports in which the Accounting Date has passed, then identify Expense Reports in which the amount recorded in Commitment Control is different from the amount recorded in the ACTUALS ledger.

Occasionally, line details are changed on an Expense Report that was previously budget checked and the budget status flag does not change to '*Not Checked'* as it should. This causes a situation in which the amount posted in the ACTUALS ledger is different from the amount recorded in Commitment Control. To find Expense Reports causing a variance, run the BOR_KK_EXSHEET_RECON query**.** For more information, see General Ledger and Commitment Control Queries.

Additionally, users can identify these variances by running the Integrity 07: BOR_CHK_DETL_ACTLS query which identifies the ChartStrings having a variance, but does not identify the transaction (Expense Report, Voucher, etc.). For more information, see Appendix A: Period-End Integrity Checks.

If any variances are found in the query results, submit a ticket to the ITS Helpdesk.

Process Approved Expense Reports

Once users identify any Expense Reports that have different amounts in Commitment Control and the ACTUALS ledger, then process Approved Expense Reports. All Approved Expense Reports should have a current Accounting Date and a '*Valid'* budget check status.

To identify Approved Expense Reports, run the **BOR_EX_DUE** query.

Then decide between one of two actions to take on the Approved Expense Reports: close or pay.

Option 1: Close an Approved Expense Report:

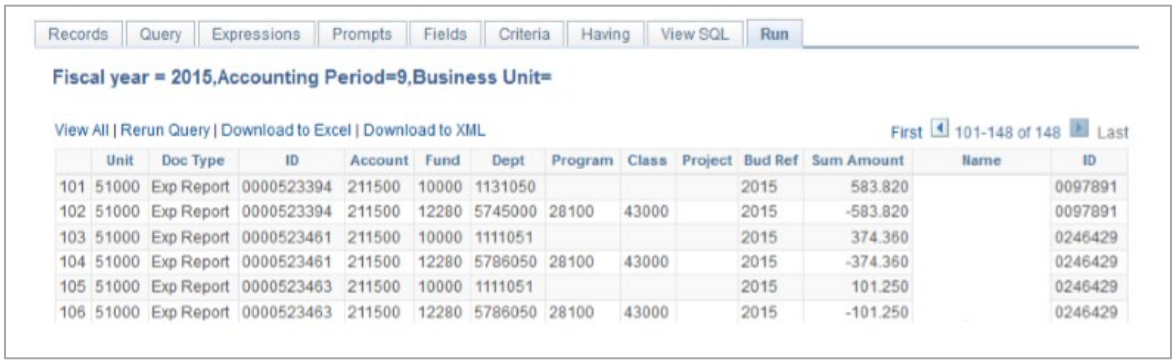
For more information, see EX.020.204 – Closing an Expense Report.

Option 2: Pay an Approved Expense Report*:*

Step	Action
1.	Post liabilities. For more information, see EX.030.031 – Processing Expenses: Posting Liabilities.
2.	Run the Expense pay cycles. For more information, see AP.020.500 – Payment Selection Criteria - AP.020.502 Running EFT or ACH Pay Cycles - AP.020.506 – Pay Cycle Approval.
3.	Post payments. For more information, see EX.030.033 – Processing Expenses: Posting Payments.

Review Expenses Open Liabilities

First, run the **BOR_EX_OPEN_LIABILITY** query to view transactions with open liabilities.



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

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

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

First 101-148 of 148 Last

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

When reviewing open liabilities users may find the following questions helpful during analysis:

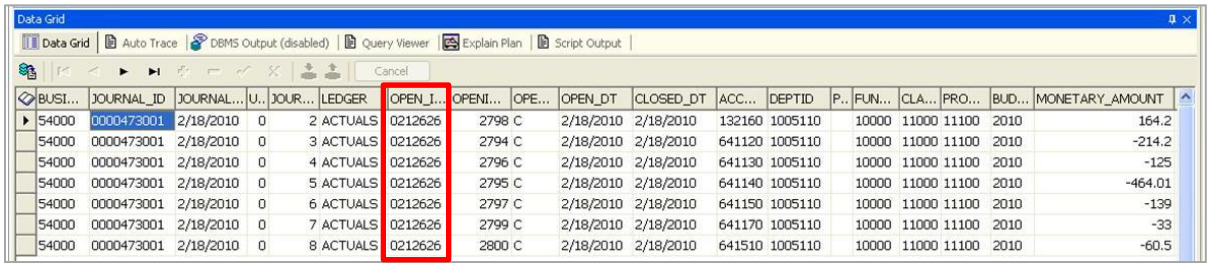
- Has the Expense Report been paid?
- Have the payments been posted and journal generated?
- Was the payment voided for reissue but not paid again?
- Was the cash advance supposed to be applied to an expense report?

Examples of open liabilities that may be returned are shown below:

- Example 1: The BOR_EX_OPEN_LIABILITY query returned an Expense Report.

  Searching for the Report ID reveals that the Expense Report does not exist/was deleted.

  Enter a journal to clear the liability.

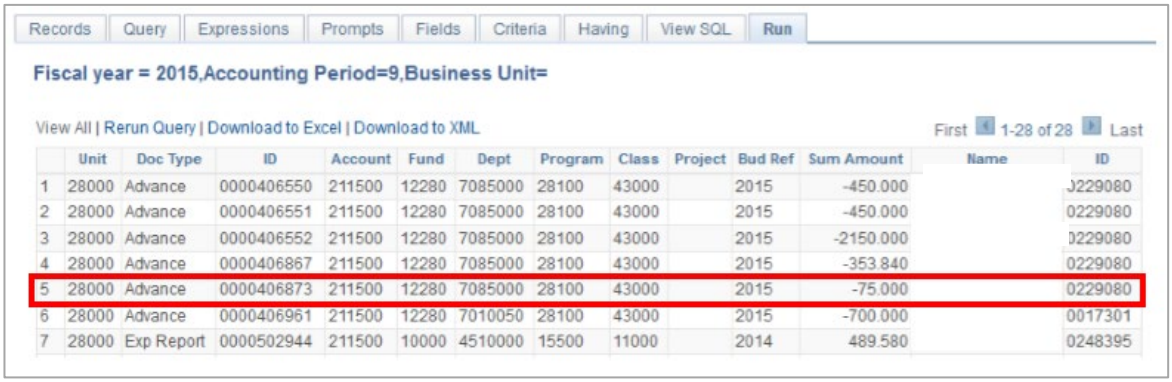


BUSI...	JOURNAL_ID	JOURNAL...	U..	JOUR...	LEDGER	OPEN_I...	OPENI...	OPE...	OPEN_DT	CLOSED_DT	ACC...	DEPTID	P..	FUN...	CLA...	PRO...	BUD...	MONETARY_AMOUNT
S4000	0000473001	2/18/2010	0	2	ACTUALS	0212626	2798	C	2/18/2010	2/18/2010	132160	1005110		10000	11000	11100	2010	164.2
S4000	0000473001	2/18/2010	0	3	ACTUALS	0212626	2794	C	2/18/2010	2/18/2010	641120	1005110		10000	11000	11100	2010	-214.2
S4000	0000473001	2/18/2010	0	4	ACTUALS	0212626	2796	C	2/18/2010	2/18/2010	641130	1005110		10000	11000	11100	2010	-125
S4000	0000473001	2/18/2010	0	5	ACTUALS	0212626	2795	C	2/18/2010	2/18/2010	641140	1005110		10000	11000	11100	2010	-464.01
S4000	0000473001	2/18/2010	0	6	ACTUALS	0212626	2797	C	2/18/2010	2/18/2010	641150	1005110		10000	11000	11100	2010	-139
S4000	0000473001	2/18/2010	0	7	ACTUALS	0212626	2799	C	2/18/2010	2/18/2010	641170	1005110		10000	11000	11100	2010	-33
S4000	0000473001	2/18/2010	0	8	ACTUALS	0212626	2800	C	2/18/2010	2/18/2010	641510	1005110		10000	11000	11100	2010	-60.5

The Open Item Key in the journal entry should match the Employee ID of the traveler in the original Expense Report.

The Expense Report always remains on the query, so document this for auditors.

- Example 2: The BOR_EX_OPEN_LIABILITY query returned a Cash Advance.



	Unit	Doc Type	ID	Account	Fund	Dept	Program	Class	Project	Bud Ref	Sum Amount	Name	ID
1	28000	Advance	0000406550	211500	12280	7085000	28100	43000		2015	-450.000		J229080
2	28000	Advance	0000406551	211500	12280	7085000	28100	43000		2015	-450.000		0229080
3	28000	Advance	0000406552	211500	12280	7085000	28100	43000		2015	-2150.000		0229080
4	28000	Advance	0000406867	211500	12280	7085000	28100	43000		2015	-353.840		0229080
5	28000	Advance	0000406873	211500	12280	7085000	28100	43000		2015	-75.000		0229080
6	28000	Advance	0000406961	211500	12280	7010050	28100	43000		2015	-700.000		0017301
7	28000	Exp Report	0000502944	211500	10000	4510000	15500	11000		2014	489.580		0248395

Here, the Cash Advance has not yet been applied to an Expense Report, so to reconcile the open liability, apply this Cash Advance to an Expense Report or close the Cash Advance. For more information, see EX_020_108 - Applying a Cash Advance to an Expense Report or EX_020_201 - Closing a Cash Advance.

Verify Expenses Liabilities Net to Zero

Below are step by step instructions on how to verify all Expenses Liabilities Net to Zero:

Step	Action
1.	Run the **BOR_EX_OPEN_LIABILITY** query for Account 211500.
2.	Run the **Trial Balance Report (GLS7012)**. For more information on this report, see the General Ledger Report Manual. ***Note:*** *Users can also run the Reporting 01: BOR_TRIAL_BALANCE query to view account balances for requested fund, fiscal year and thru period*.
3.	Verify that all Expenses liabilities net to zero.

Run Batch Expenses Processes

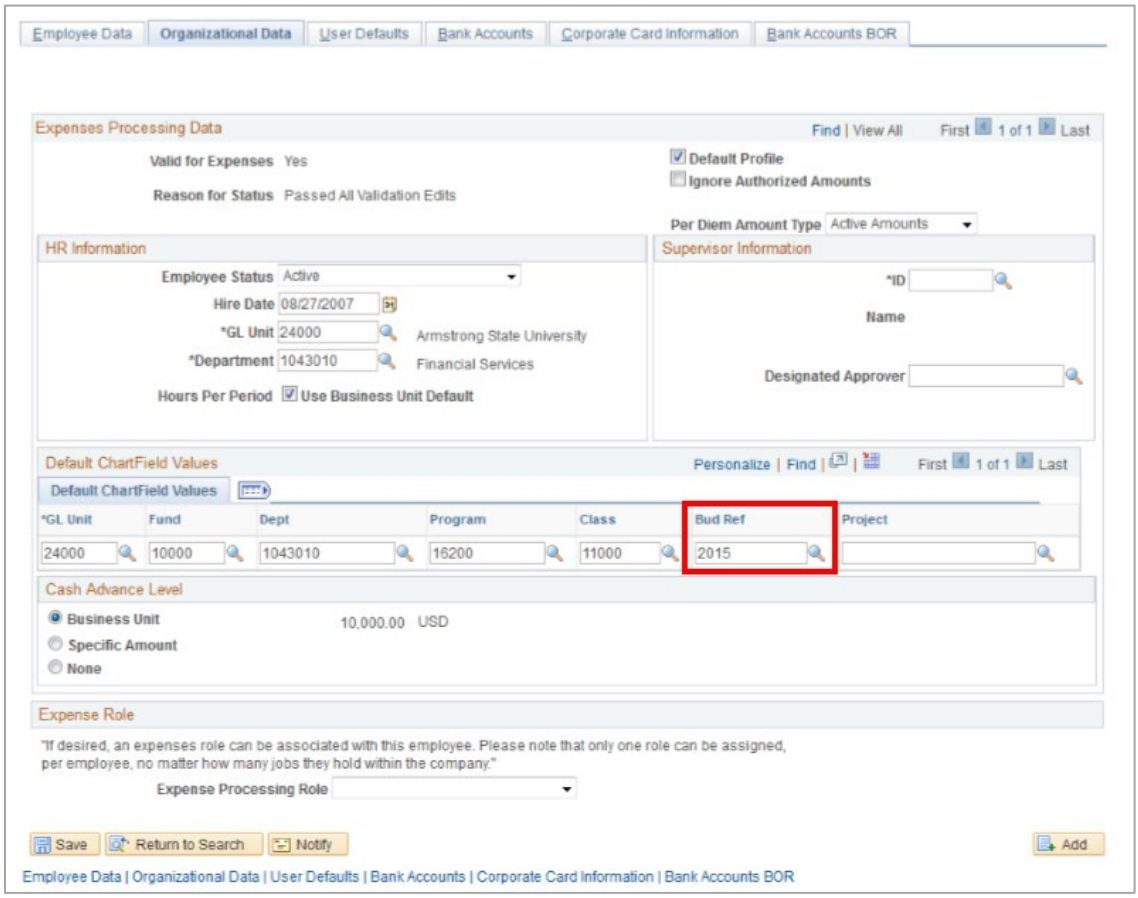
Now that users verified all Expenses liabilities net to zero in both the Travel & Expense and General Ledger modules, run the batch processes for the Expense Reports**.**

Below are step by step instructions on how to run batch expenses processes:

Step	Action
1.	Run the **Budget Checking Expense Reports in Batch Process**. For more information, see EX.030.011 – Budget Checking Expense Reports in Batch.
2.	Run the **Processing Expenses – Posting Liabilities** and **Processing Expenses – Staging Payments Processes**. For more information, see EX.030.031 – Processing Expenses: Posting Liabilities and EX.030.032 – Reviewing and Updating Staged Payments.
3.	**Issue payments through Accounts Payable**. For more information, see AP.020.500 – Payment Selection Criteria - AP.020.502 Running EFT or ACH Pay Cycles - AP.020.506 – Pay Cycle Approval.
4.	Run the **Processing Expenses – Posting Payments Process**. For more information, see EX.030.030 – Processing Expenses: Staging Payments.
5.	Run the **Batch Process for General Ledger Journals**. ***Note:*** *Refer to Appendix A: Batch Processing, for more information on these batch processes.*

4. UPDATE TRAVELER'S BUDGET REFERENCE TO THE NEW FISCAL YEAR

Now that users have processed and reconciled all Expense Reports, update the traveler's Budget Reference to the new Fiscal Year. Each traveler has an Expense profile that houses Default ChartField Values. The Budget Reference (BUD REF) is part of the Default ChartField Values as seen below:



Once the institution completes fiscal year-end processing, all traveler's budget references should be updated to the new fiscal year. For more information, see EX.030.050 - Updating the Budget Reference at Fiscal Year End.

APPENDIX A: BATCH PROCESSING

Processing Expenses

Step	Action
1.	Run the **Budget Checking Expense Reports in Batch Process**. For more information, see EX.030.011 – Budget Checking Expense Reports in Batch.
2.	Run the **Processing Expenses – Posting Liabilities Process**. For more information, see EX.030.031 – Processing Expenses: Posting Liabilities.
3.	Run the **Processing Expenses – Staging Payments Process**. For more information, see EX.030.030 – Processing Expenses: Staging Payments.
4.	**Issue payments through Accounts Payable**. For more information, see AP.020.500 – Payment Selection Criteria - AP.020.502 Running EFT or ACH Pay Cycles - AP.020.506 – Pay Cycle Approval.
5.	Run the **Processing Expenses – Posting Payments Process**. For more information, see EX.030.033 – Processing Expenses: Posting Payments.
6.	Run the batch process for General Ledger Journals. (See below)

Processing General Ledger Journals

Step	Action
1.	Run the **Journal Generate Process** from payroll and receivables. For more information, see GL.030.001 – Running Journal Generator.
2.	Run the batch **Journal Editing Process**. For more information, see GL.030.008 – Batch Journal Editing.
3.	Run the batch **Journal Budget Check Process**. For more information, see GL.030.009 – Batch Journal Budget Check.
4.	Run the batch **Journal Post Process**. For more information, see GL.030.010 – Batch Journal Post.
5.	Run the **BOR_JE_PENDING** query to ensure all journals have been journal generated and posted to the ledger.