

Purchasing Reconciliation Processes

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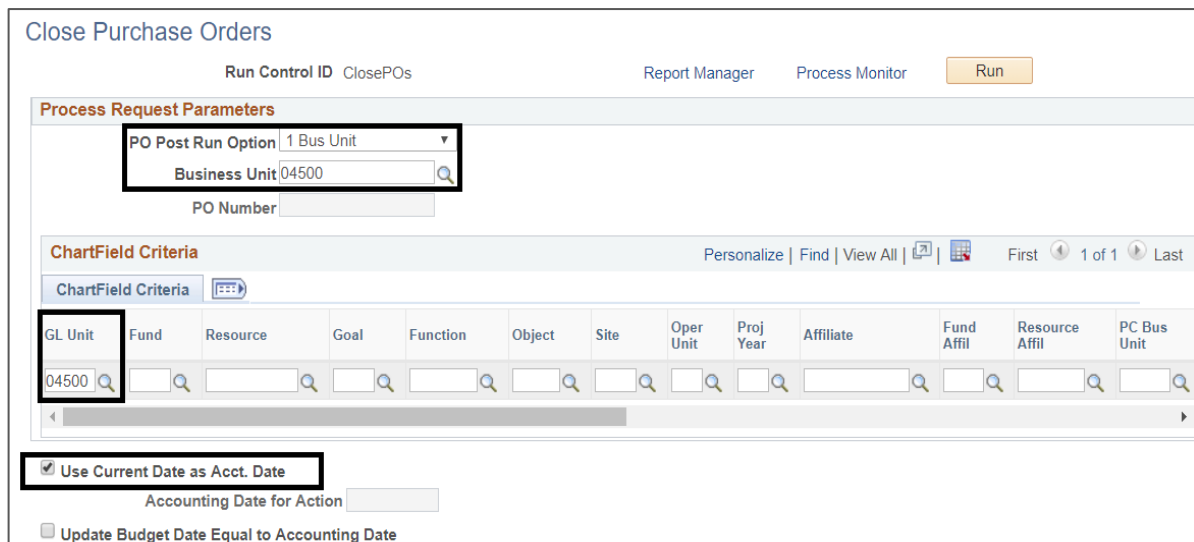
This job aid provides the mass way of closing **qualified** Purchase Orders and Requisitions. It also includes the mass way of budget checking the documents.

- Close Purchase Orders
- Budget Check Purchase Orders
- Close Requisitions
- Budget Check Requisitions

Close Purchase Orders

Use the following steps to reconcile POs or PO line(s) that are qualified to be closed. Run this process on demand and then run the budget check process. This process is also scheduled to run every Thursday night.

1. Navigate to **Main Menu > Purchasing > Purchase Orders > Reconcile POs > Close Purchase Orders**
2. Add or find a Run Control ID.
 - **Add a Run Control ID.** Click on **Add a New Value** tab. Type *CLOSE_PO* as run control ID. Click **Add**.
 - **Find a Run Control ID.** Click on **Find an Existing Value** tab. Search and select the Run Control ID you have previously created.
3. In the **Process Request Parameters** grid, enter or select the appropriate fields:



Close Purchase Orders

Run Control ID ClosePOs Report Manager Process Monitor Run

Process Request Parameters

PO Post Run Option 1 Bus Unit
Business Unit 04500
PO Number

ChartField Criteria Personalize Find View All First 1 of 1 Last

| GL Unit | Fund | Resource | Goal | Function | Object | Site | Oper Unit | Proj Year | Affiliate | Fund Affil | Resource Affil | PC Bus Unit |
|---------|------|----------|------|----------|--------|------|-----------|-----------|-----------|------------|----------------|-------------|
| 04500 | | | | | | | | | | | | |

Use Current Date as Acct. Date
Accounting Date for Action
 Update Budget Date Equal to Accounting Date

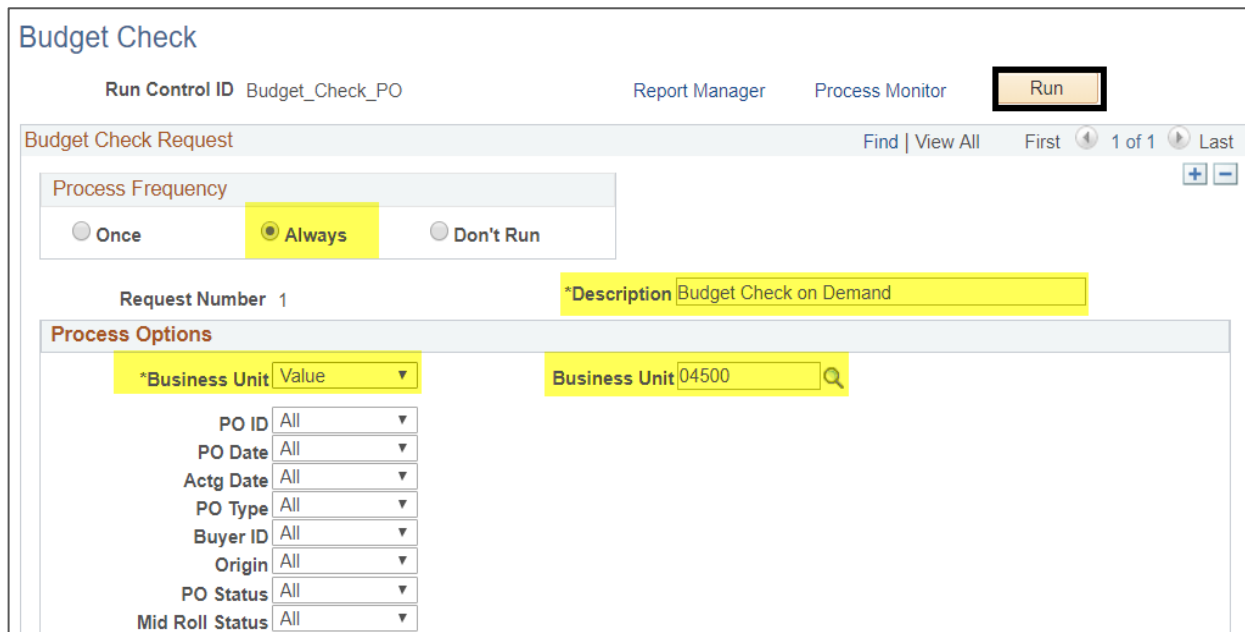
- **PO Post Run Option:** Select *1 Bus Unit*.
- **Business Unit:** Enter or select your district number.
- **Purchase Order:** Enter or search for your PO ID. This field becomes available if the PO Post Run option selected is 1 Document.
- **In the ChartField Criteria** tab: Enter your district in the GL Unit.
- Select the **Use Current Date as Acct. Date** checkbox.

4. Click **Run**.
5. In the **Process Scheduler Request** window, select the *Close Purchase Orders link (PO_POREP)*. Click **OK**.
6. The system assigns a process instance number.
7. Click the **Process Monitor** link to monitor if process completed successfully.
8. To access the report, click the **Report Manager** link. Go to the **Administration** tab.
9. Click on **Close Purchase Order Report** link to view the PDF.

Budget Check Purchase Orders

Use the following steps to mass budget check PO or PO line(s). This process runs against purchase orders that are in Not Checked and Error statuses.

1. Navigate to **Main Menu > Purchasing > Purchase Orders > Budget Check**
2. Add or find a Run Control ID.
 - **Add a Run Control ID.** Click the **Add a New Value** tab. Type in *Budget_Check_PO*. Click **Add**.
 - **Find a Run Control ID.** Click the **Find an Existing Value** tab. Search and select the Run Control ID you have previously created.
3. In the **Budget Check Request** grid, enter or select the following fields:



Budget Check

Run Control ID Budget_Check_PO Report Manager Process Monitor **Run**

Budget Check Request Find | View All First 1 of 1 Last

Process Frequency

Once Always Don't Run

Request Number 1 *Description Budget Check on Demand

Process Options

*Business Unit Value Business Unit 04500

PO ID All

PO Date All

Actg Date All

PO Type All

Buyer ID All

Origin All

PO Status All

Mid Roll Status All

- **Process Frequency:** Select *Always*.
 - **Description:** Enter your desired description. This is a required field.
 - **Business Unit:** Change from *ALL* to *Value*. Business Unit field defaults to your district number.
 - Keep the rest of the fields with the default *ALL*.
4. Click **Run**.

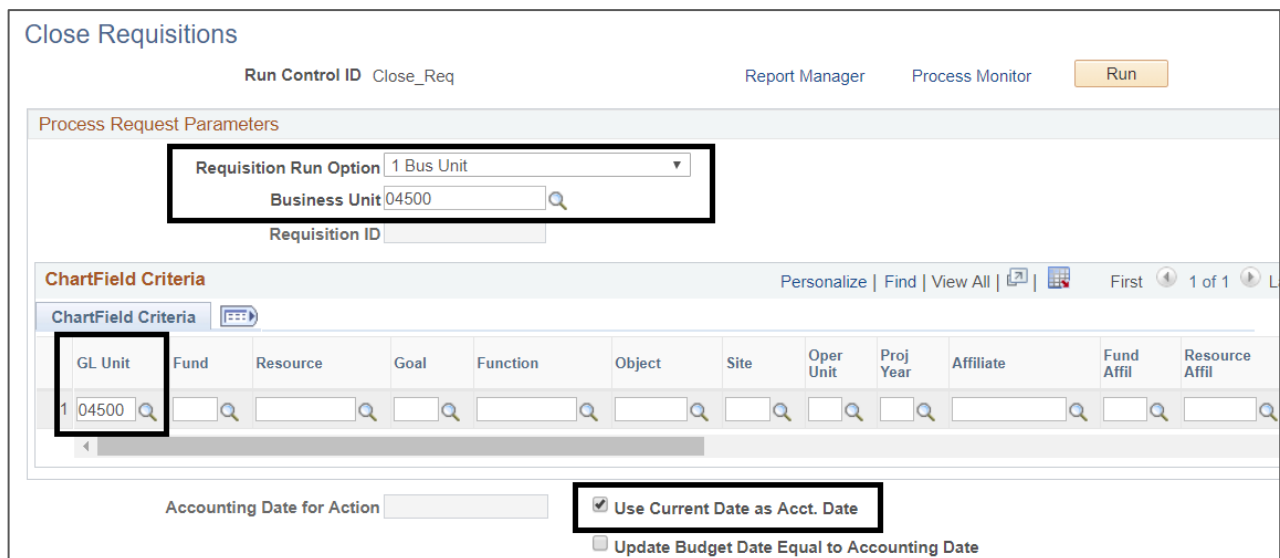
5. In the **Process Scheduler Request** window, verify that the *Comm. Cntrl. Budget Processor (FS_BP)* process list is selected. Click **OK**.
6. The system assigns a process instance number.
7. Click the **Process Monitor** link to monitor if process completed successfully.

Close Requisitions

Here are the steps on how you can reconcile requisitions or requisition lines that are qualified for closing.

Navigation: Main Menu > Purchasing > Requisitions > Reconcile Requisitions > Close Requisitions

1. Navigate to **Main Menu > Purchasing > Requisitions > Reconcile Requisitions > Close Requisitions**
2. Add or Find a Run Control ID.
 - **Add a Run Control ID.** Click the **Add a New Value** tab. Type in *CLOSE_REQ*. Click **Add**.
 - **Find a Run Control ID.** Click the **Find an Existing Value** tab. Search and select the Run Control ID you have previously created.
3. In the **Process Request Parameters** grid, enter or select the appropriate fields:



Close Requisitions

Run Control ID Close_Req Report Manager Process Monitor Run

Process Request Parameters

Requisition Run Option 1 Bus Unit
Business Unit 04500
Requisition ID

ChartField Criteria Personalize | Find | View All | First 1 of 1

| GL Unit | Fund | Resource | Goal | Function | Object | Site | Oper Unit | Proj Year | Affiliate | Fund Affil | Resource Affil |
|---------|------|----------|------|----------|--------|------|-----------|-----------|-----------|------------|----------------|
| 1 04500 | | | | | | | | | | | |

Accounting Date for Action

Use Current Date as Acct. Date
 Update Budget Date Equal to Accounting Date

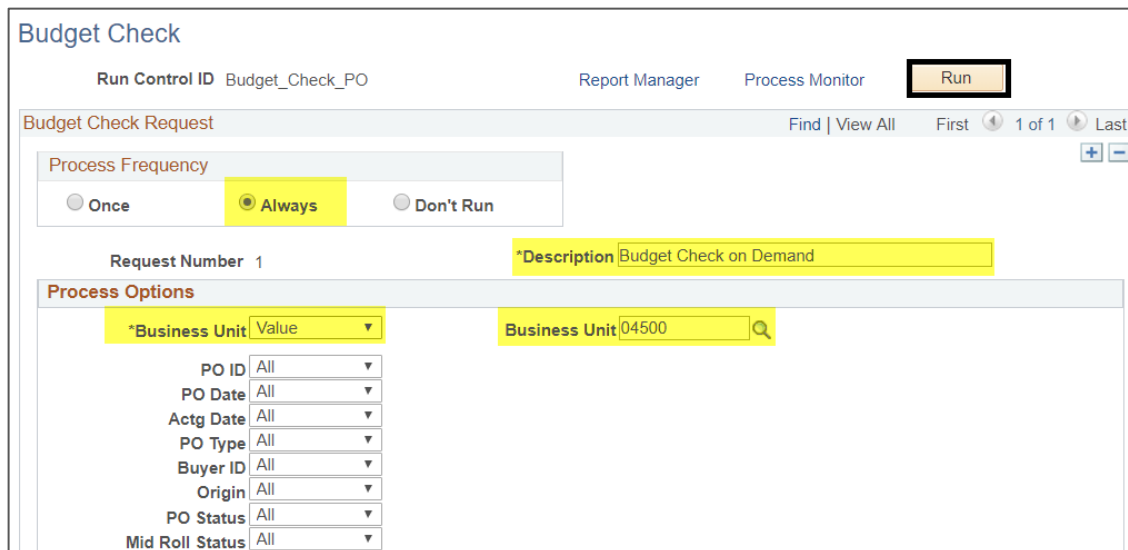
- **Requisition Run Option:** Select *1 Bus Unit*.
 - **Business Unit:** Enter your district number.
 - **Requisition ID:** Enter or search for your PO ID. This field becomes available if the Requisition Run option selected is 1 Document.
 - **In the ChartField Criteria** tab: Enter your district in the GL Unit.
 - Select the **Use Current Date as Acct. Date**.
4. Click **Run**.
 5. In the **Process Scheduler Request** window, select the *Close Requisitions (PO_REQRQ)*. Click **OK**.
 6. It will give you a process instance number.
 7. Click the **Process Monitor** link to monitor if process run successfully.

8. To access the report, click the **Report Manager** link. Go to the Administration tab.
9. Click on **Close Requisition Report** link to view the PDF.

Budget Check Requisitions

Use the following steps to mass budget check requisition or requisition line(s).

1. Navigate to **Main Menu > Purchasing > Requisitions > Budget Check**
2. Add or find a Run Control ID.
 - **Add a Run Control ID.** Click the **Add a New Value** tab. Enter the desired Run Control ID. *Example: Budget_Check_REQ.* Click **Add**.
 - **Find a Run Control ID.** Click the **Find an Existing Value** tab. Search and select the Run Control ID you have previously created.
3. In the **Budget Check Request** grid, enter or select the following fields:



Budget Check

Run Control ID Budget_Check_PO Report Manager Process Monitor **Run**

Budget Check Request Find | View All First 1 of 1 Last

Process Frequency

Once Always Don't Run

Request Number 1 *Description Budget Check on Demand

Process Options

| | | | |
|-----------------|-------|---------------|-------|
| *Business Unit | Value | Business Unit | 04500 |
| PO ID | All | | |
| PO Date | All | | |
| Actg Date | All | | |
| PO Type | All | | |
| Buyer ID | All | | |
| Origin | All | | |
| PO Status | All | | |
| Mid Roll Status | All | | |

- **Process Frequency:** Select *Always*.
 - **Description:** Enter your desired description.
 - **Business Unit:** Change defaults to *Value*. Business Unit field defaults to your district number.
 - Keep the rest of the fields with the default *ALL*. If necessary, you can select a different option.
4. Click **Run**.
 5. In the **Process Scheduler Request** window, verify that the *Comm.Cntrl. Budget Processor (FS_BP)* process list is selected. Click **OK**.
 6. The system assigns a process instance number.
 7. Click the **Process Monitor** link to monitor if process completed successfully.