Fiscal Year-End Manual for Procurement Specialists

This manual was created by Purchasing Services to assist procurement specialists with their fiscal year-end roles and responsibilities.

Business Process 1: Use the Buyer WorkCenter to run FYE queries

We strongly encourage you to customize your Buyer WorkCenter so that all of the FYE queries can easily be ran.

Navigate to: Purchasing>Buyer WorkCenter. Click the <Reports/Queries> tab.

Click the gear icon.

Click <Personalize>.
By default, you will have existing data. Click <+> to insert a new row.

A blank row of data will appear. Enter the following information listed below, then click <Save>.

Your queries are now added to your Buyer WorkCenter! You’ll be able to easily access them whenever you wish!
Procurement specialists are responsible for cleaning up requisitions.

Requisitions do not roll into the next fiscal year (unless Purchasing Services is involved and they are out for bid).

All requisitions must either be sourced to a PO and dispatched without any errors, or canceled. Each cluster is responsible for its requisition cleanup. Any remaining requisitions will be force closed by Purchasing Services before the new fiscal year is opened. Be advised: any requisitions closed by Purchasing Services on the final day of the fiscal year-end process may result in permanently stuck pre-encumbrances for that past fiscal year. These pre-encumbrances will forever appear on your reports and will be unable to be removed.

Your responsibilities:

1. Resolve requisitions that are in budget error status.
2. Resolve requisitions that have sourcing errors.
3. Resolve requisitions that are not sourced to a PO and dispatched to the supplier.

Business Process 2: Resolve requisitions that are in budget error status

It is crucial that requisitions with budget errors are resolved by the fiscal year-end deadline. If they are not, the pre-encumbrance will be forever trapped and cannot be fixed. The department’s reports for activity related to the fiscal year being closed will always show this pre-encumbrance, and people will be mad!

Procedure: How to resolve requisitions that are in budget error status

Requisition preparers and procurement specialists must search for these errors via Manage Requisitions or run a query. Navigate to: eProcurement > Manage Requisitions. Enter/select these parameters in the below fields, then click <Search>:

- Requisition ID Blank (leave empty)
- Requisition Status All But Complete
- Budget Status Error in Budget Check
- Date From 07/01/2015
- Date To Today’s date
- Requester Blank (leave empty)
- Entered By Blank (leave empty)
Any requisitions with budget errors will appear in the results. Each one must be reviewed individually. Access the requisition by clicking on the Req ID number.

Manage Requisitions

The Requisition Details subpage will appear. To see which specific lines are in error, take your curser and scroll to the bottom of your page.

The Show Distribution Information will appear, revealing which line(s) are in error. In this example, the first distribution line (schedule) on both lines 1 and 2 have budget errors.
Once you know which line(s) has the budget error, scroll back to the requisition’s information above and locate that line. Then, click the triangle icon to the left of the line to expand the information to see the ChartField’s information.

Determine which ChartField is in error and why.
Procedure: How to determine the type of requisition budget error

Procurement specialists (not requisition preparers) can go to Purchasing>Requisitions>Add/Update Requisitions. Click <Find an Existing Value>.

Enter the Requisition’s ID then click <Search>.

A popup message will appear alerting you of the budget error. Click <OK>.
In the top, right hand corner, click on the “Error” hyperlink.

A new window will open. The page will display which line(s) is in budget error. The *Exception* column will state why the error exists. To see which ChartField is in error, either click the *Show All Columns* icon, or click the lookup (magnifying glass icon).

The page will reveal the ChartField values in error.
There are two primary types of budget errors: *No Budget Exists* and *Date out of Bounds*.

When a “No Budget Exists” type of budget error exists, one of three possible actions must be taken to resolve the error:

1. **The requisition must be edited and a different, valid ChartField string must be entered to replace the one in error.** It is common that the requester mis-keyed a value, which caused the error. Once a valid, appropriate ChartField string is identified either the requisition preparer or procurement specialist must make the edit via the *eProcurement>Manage Requisitions* page.

2. **A budget journal must be created to activate the ChartField string that has the budget error (it doesn’t exist).** Once valid, the requisition will be eligible to get picked up during the next scheduled procurement job and be sourced to a PO. *Do NOT do anything with the requisition. It will NOT have to be edited, or re-approved.*

3. **If the requisition is no longer needed, the requisition preparer or procurement specialist must enter a valid nonsponsored ChartField string, save it for later, then cancel the requisition via the *eProcurement>Manage Requisitions* page.**

When a “Date out of Bounds (or range)” type of budget error exists, it is typically caused when either one of the following criteria exists:

A. **The ChartField string in error is sponsored.** If the sponsored project has ended, this message will occur. Either a different, valid ChartField string must be used instead, OR SPA or your Certified Approver will have to update the budget-related information.

B. **The requisition’s creation date’s “effective date” is not in sync with the accounting (budget) period.** Sometimes a brand new ChartField string is entered after the requisition was already created. For example, the requisition preparer created the requisition using the <Save for Later> button to save, yet not route it for approval, because she was waiting for a new ChartField string to be created. Since the requisition’s effective date is a day earlier than the ChartField string’s effective date, the requisition will identify the ChartField string as existing, yet since it was created a day after the requisition, it gives the “out of bounds/range” error message. Contact the Financial Helpline: Purchasing Services can change the requisition’s creation date.
Procedure: How to cancel a requisition in budget error status

If the requisition in budget error is no longer needed, do NOT just cancel it! If you do, the pre-encumbrance will forever remain stuck, and will appear on financial reports. **These cannot be fixed!** The correct procedure is to edit the requisition and change the ChartField string to a nonsponsored valid ChartField string, save it for later so that the new value is saved but does not route for approval/get approved, than immediately cancel it. EFS will budget check the canceled requisition and will relieve any pre-encumbrances.

Locate the requisition via **eProcurement>Manage Requisitions**.

Select <Edit>, then <Go>.

Budget error message appears. Click <OK>.
Locate the line(s) with budget errors. Edit/change the ChartField(s) so that it is a valid \textit{nonsponsored} CF string.

You must click <Save for Later>. \textit{Do NOT click <Save and Submit>}. Doing so will route it for approvals and you will run the risk of getting the order placed!

Scroll to the top of the page and click on eProcurement>Manage Requisitions.
The requisition will disappear again because the budget status has changed.

Change the **Budget Status** to <blank (empty)> then click <Search>.

The requisition will reappear. Click on the dropdown menu.
Select <Cancel> from the dropdown menu, then click <Go>.

A subpage will appear. Click <Cancel Requisition>.

The requisition will disappear again. Change the status to <Canceled> then click <Search>. Req is canceled!
Business Process 3: Resolve Requisitions with Sourcing Errors

Procurement specialists are responsible for resolving sourcing errors. The trapped requisition line must either get sourced and dispatched to a PO or canceled by the cutoff. *Note: Sourcing errors can only be dealt with after the first (10 am) and before the last (4 pm) daily procurement jobs run.*

Procedure: How to search for and determine sourcing errors

Navigate to: *eProcurement* > *Buyer Center* > *Procurement Processes/Sourcing Workbench*.

The Sourcing Workbench page will appear. Enter the following information to search for errors:

- *Business Unit:* UMN01
- *Buyer:* enter or search for the intended procurement specialist’s internet ID
- *Stage Status:* error
- *Click* <Search>

If sourcing errors exist, they will appear in a list below. Locate the line’s *Requisition ID*. Write down or copy the requisition number because it will eventually need to be entered into the Manage Requisition pages. Next, determine which type of error it is by clicking on the Line Details icon.
Locate the Staging Information subsection’s Message. One of three possible messages will be displayed to indicate the type of error:

A. Specified supplier is inactive . . . (the supplier’s status is unapproved/ not open for ordering).
B. This requisition line has no supplier. . . (the requester forgot to enter a supplier on the requisition line).
C. Other: invalid unit of measurement, category, etc. (these are rare PeopleSoft errors).

A. Error: Specified Supplier is Inactive

If the supplier entered onto the requisition line is inactive, work with the requester to complete and submit the Supplier Authorization Form to Disbursement Services. The supplier’s status must be reset to “approved” and “open for ordering.” Until this is completed, the requisition will remain on the sourcing workbench.

Once the supplier’s status is active, return to the Sourcing Workbench pages. Locate the requisition line(s) with the error. Change the Stage Status to <Error Recycle>. Click <Save>. The requisition will be sourced during the next scheduled procurement job.

B. Error: This Requisition Has No Supplier

When this error message appears, the procurement specialist must use the Manage Requisitions page to determine whether any of the requisition’s lines were sourced to a PO. Depending on the result, there are three different business processes that must be followed to resolve the errors.
Navigate to eProcurement>Manage Requisitions. Enter the requisition’s number into the Requisition ID field and remove any information appearing in the Date From and Requester fields. Click <Search>.

Click the expand arrow (on the left of the Req ID field) to see all lines associated to the requisition.

Once all lines appear, look to each line’s Status and Supplier fields. Review the Supplier field to see if the requester entered a supplier. If they did not, a red X will appear. In addition, if a line’s status is Approved, while other line have a different status (e.g. Dispatched, Received) this means that a PO was created for at least one of the lines, yet one line is still in Approved status and did not source.
Here is an overview of the three possible resolutions for “no supplier” sourcing errors:

<table>
<thead>
<tr>
<th>Description</th>
<th>Course of Action</th>
</tr>
</thead>
</table>
| No PO was created from the requisition: Requester forgot to include a supplier on all lines of the requisition. The requester wants the requisition to source to a PO. | 1. Contact the requester. Confirm which supplier and location should have been selected in the requisition.  
2. The procurement specialist must navigate to the Sourcing Workbench and change the line’s status to “Error Recycle”, enter the Supplier ID and Location, then click <Save>.  
3. If there a multiple lines, each req line must have steps 1 & 2 completed.  
4. The requisition line(s) should source when the next regularly scheduled procurement job runs. |
| No PO was created from the requisition: Requester forgot to include a supplier on all lines of the requisition. The requester wants to cancel the requisition. | 1. Contact the requester and verify the requisition must be canceled (it is common that another requisition was already created).  
2. The procurement specialist must navigate to the Sourcing Workbench and change the line’s status to Reset Req and Purge, then click <Save>.  
3. Either the procurement specialist or the requester may navigate to Manage Requisitions to cancel the requisition. NOTE: this must be done before the next scheduled procurement job runs. If it is not, the requisition will be placed back in error on the sourcing workbench. |
| PO was created: Requester included the supplier on one or more lines of the requisition, yet forgot to include a supplier on one or more other lines. | 1. Inform the requester that some items were not placed onto the PO that was dispatched to the supplier.  
2. Add the missing line onto the PO via the “Add a New Line” Change Order process. This PO change order will route for approval.  
3. Navigate to the Sourcing Workbench and set the status to “Reset Req and Purge”, then click <Save>.  
4. Navigate to eProcurement>Manage Requisitions and click <expand> to see all of the requisition’s lines. Locate the specific requisition line and click on the red X to cancel it. |
Procedure: How to cancel an entire requisition that has a sourcing error

**Step 1 of Canceling the Requisition:** The requisition line’s status must be changed to “Reset Req & Purge” on the Sourcing Workbench page.

Navigate to: eProcurement>Buyer Center>Procurement Processes>Sourcing Workbench and locate the intended requisition line. Click on the details icon.

The Sourcing Details subpage will appear. Change the Stage Status from “Error” to “Reset Req and Purge”. **NOTE:** it has to be reset to this status otherwise the business process will not work.
Click <Save>.

Note: If multiple lines exist and must be canceled, repeat this business process’ steps for each line.

**Step 2 of Canceling a Requisition: Cancel the Requisition via the Manage Requisitions Page**

Navigate to: **eProcurement>Manage Requisitions** and locate the intended requisition. Select <Cancel> from the dropdown menu, then click <Go>.
Procedure: How to Cancel a Line that Does Not Source, Yet Others Did Successfully Source

**Step 1: The requisition line has to be reset on the Sourcing Workbench page.**

Navigate to: eProcurement>Buyer Center>Procurement Processes>Sourcing Workbench and locate the intended requisition line. Click on the details icon.

The *Sourcing Details* subpage will appear. Change the *Stage Status* from “Error” to “Reset Req and Purge”. **NOTE:** it has to be reset to this status otherwise the business process will not work.
Click <Save>.

The primary page will reappear. Ensure the Stg Status is now “Reset Req and Purge.” Click <Save>.

Controller’s Office
Step 2: Cancel the requisition line

Navigate to: eProcurement>Manage Requisitions and locate the intended requisition. Click the expand icon (looks like a triangle) to the left of the requisition ID number.

Once expanded, locate the requisition line with the sourcing error. Hint: the line(s) with the sourcing error will have the Supplier field displaying as blank and have a red X by it. Click the red x by the line that has the sourcing error.
A popup message will appear. Click <OK>.

The requisition page will now display the line as being cancelled.

(Conditional) Business Process 3: Create a PO change order to add the line that did not source to the existing PO.

If it is determined that the canceled line must be added to the existing PO via the Add/Update PO page, please refer to the procurement specialist manual for steps on how to add a new line to an existing PO. As a friendly reminder, adding a new line will route the PO for approval if the PO totals more than $100.
Procedure: How to Source a Requisition Line with a Sourcing Error

**Step 1: The requisition line has to be reset on the Sourcing Workbench page.**

Navigate to: **eProcurement>Buyer Center>Procurement Processes>Sourcing Workbench** and locate the intended requisition line. Click on the details icon.

The **Sourcing Details** subpage will appear. Change the **Stage Status** from “Error” to “Error Recycle”.

Entering a supplier that is not on the purchased order, then change the Stage Status to “Error Recycle” and save, and the requisition will be picked up in the next PO batch run.

1. Enter the supplier’s ID and location, change the status to “Error Recycle”, then save, and the requisition will be selected in the next PO batch run.
2. Or to cancel the requisition line, change the status to “Reset Req and Purge”, then save and navigate to Manage Requisitions to cancel the line.
Enter the Supplier ID number in the *Staged Supplier* field and enter the intended supplier location in the *Supp Loc* field (or click the field’s lookup icon to find/select it). Then, click <Save>.

The requisition line should source to a PO during the next regularly scheduled procurement job.
Procedure: How to Edit an Active PO that has a Budget Error

POs that have budget errors must be fixed by the cutoff. **If they are not resolved by the fiscal year-end, the PO will be force closed, and forever have a trapped encumbrance, and you will be mad!** These CANNOT be fixed after the cutoff. Your encumbrance will show on your reports for this fiscal year forever.

A. Determine the course of action:

1. **Sponsored ChartField Strings:**
   - A. If the project has ended, either:
     - i. The procurement specialist must enter a change order using a different ChartField string that is valid. See attached instructions.
     - ii. Work with SPA to have the project’s end date extended.
   - B. If the budget line doesn’t exist, work with the Certified Approver or SPA to activate the account/budget line for this ChartField string.
   - C. If the CF string involves cost sharing, ensure that the budget lines were correctly setup using both the sponsored and non-sponsored business processes.

2. **Non Sponsored ChartField Strings:**
   - A. If the budget line is not active for this fiscal year, then a budget journal needs to be created to make the ChartField string valid.
   - B. If a different ChartField string must be used, then the procurement specialist must enter a change order to change the ChartField string in error to a valid ChartField string. See attached instructions.

B. If the course of action is to make the currently used ChartField string active, once it becomes active the error should get resolved during the next procurement job’s PO budget checking process.

C. If the course of action is to replace the ChartField string in error with a valid one, the procurement specialist must create a PO change order.

**Important Starting Point Fact:** the replacement ChartField string must have existed on or before the PO’s original creation date. If it did not, the procurement specialist will be unable to process a PO change order using that ChartField string. For example, the PO used in this document’s example was created on 04/7/2015 (FY 15) and rolled into FY 16 with a budget error because the ChartField is not active for FY 16. If the procurement specialist attempts to change the ChartField string to a brand new one (created on 7/1/15), EFS will not allow the changes to save. It believes that it doesn’t exist since it was activated after the POs creation date of 4/7/15.
Business Process 4: Search for and cleanup requisitions that haven’t sourced

Procurement specialists and requisition preparers are responsible for getting the cluster’s requisitions either sourced to a PO and dispatched, or canceled.

There are two ways in which you can search for requisitions that haven’t sourced: via the Manage Requisitions page or run the Aged Open Requisition Lines public query.

Procedure: How to search for denied requisitions that haven’t sourced via Manage Requisitions

Navigate to: eProcurement>Manage Requisitions. Enter/select these parameters in the below fields, then click <Search>:

- Requisition ID Blank (leave empty)
- Requisition Status Denied
- Budget Status Blank
- Date From 07/01/2015
- Date To Today’s date (or narrow your results and search by a month or so at a time)
- Requester Blank (leave empty)
- Entered By Blank (leave empty)

Any data meeting the search criteria will appear. Choose the intended requisition and select <View Approvals>, then <Go> to determine why the requisition was sent back.

Manage Requisitions

![Image of Manage Requisitions page]

University Financial Helpline 612-624-1617 controller@umn.edu  5/4/2016
The inquiry view of the approval page will appear. Locate the “Comments” line underneath the line(s) that have the red sent back icon. Click the triangle to expand the Comments and learn why the approver sent it back.

The text entered by the approver will appear.

If the approver says to cancel the requisition, click <Return to Manage Requisitions>. Then, select <Cancel> and click <Go> to cancel it.

If it is unclear why the requisition was sent back, contact either the requisition preparer or the approver who sent it back and ask them if the requisition should be canceled or edited.

Lastly, if the date is more than a few months old, assume that the order was never meant to be placed and cancel it!
Procedure: How to search for requisitions that haven’t sourced via Manage Requisitions

Procurement specialists and requisition preparers must search for requisitions in open, see lines, or pending status. These requisitions must either be approved and dispatched to a PO, OR canceled by the cutoff.

Open Requisitions

Navigate to: eProcurement>Manage Requisitions. Enter these parameters below, then click <Search>:

- Requisition ID: Blank (leave empty)
- Requisition Status: Open
- Budget Status: Blank
- Date From: 07/01/2015
- Date To: Today’s date (or narrow your results and search by a month or so at a time)
- Requester: Blank (leave empty)
- Entered By: Blank (leave empty)

If the requisition is still needed, <Save and Submit> must be clicked to route the requisition for approval.

Check the date. If a long time has passed, the preparer likely forgot that “save for later” was clicked and either doesn’t need the order or forgot and created another requisition.

Pending or See Lines Requisitions

Navigate to: eProcurement>Manage Requisitions. Enter these parameters below, then click <Search>:

- Requisition ID: Blank (leave empty)
- Requisition Status: Open
- Budget Status: Blank
- Date From: 07/01/2015
- Date To: Today’s date (or narrow your results and search by a month or so at a time)
- Requester: Blank (leave empty)
- Entered By: Blank (leave empty)

If your search produces results, then the approver(s) must be contacted because the requisition awaits their action. The requisition must ultimately either get approved and dispatched to a PO, OR canceled.
Procedure: How to search for requisitions that haven’t sourced via the Aged Open Req Query

After you have completed the steps outlined in this manual’s pages 2-3, navigate to: Purchasing>Buyer WorkCenter. Click the <Reports/Queries> tab. Then, click <Aged Open Requisition Lines>

Enter the number of days old that the requisitions you are looking for would be, then click <View Results>. Example: if you want to search for any requisition in your cluster that was older than a week, you’d enter 7 days.

The results will appear. Since this query reveals the entire University’s data, click <Excel SpreadSheet> to download the data so that it can be sorted by cluster and/or procurement specialist (buyer). Share this data with your requisition preparers and tell them to take action on their requisitions that have not yet sourced.
Clean up Your Cluster’s Purchase Orders.

It is an expectation that procurement specialists will run the various Fiscal Year-End queries and cleanup any POs falling on these queries. Purchasing Services will force close any PO falling on the queries. In some cases, there are actions you can take to prevent the PO from getting force closed. Here is a list of those queries and who can run them.

<table>
<thead>
<tr>
<th>Close Criteria Description</th>
<th>Reason for Closure</th>
<th>Query</th>
<th>Who Can Run Query?</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO’s balance is less than $100 regardless of activity</td>
<td>Volume reduction</td>
<td>Private/customized query</td>
<td>Purchasing Services/Module Support</td>
</tr>
<tr>
<td>PO’s balance is less than $1,000 AND no payments made within the last 60 days</td>
<td>Volume reduction</td>
<td>Private/customized query</td>
<td>Purchasing Services/Module Support</td>
</tr>
<tr>
<td>PO with no payments made on it within the last 15 months (4/1/2015)</td>
<td>Volume reduction</td>
<td>Private/customized query</td>
<td>Purchasing Services/Module Support</td>
</tr>
<tr>
<td>Blanket orders less than $50,000 that are more than 3 years old (PO created before 6/1/13)</td>
<td>Volume reduction; Policy states blankets under $50K must not exceed 3 years</td>
<td>Private/customized query</td>
<td>Purchasing Services/Module Support</td>
</tr>
<tr>
<td>PO is in budget error status</td>
<td>Error makes the PO ineligible to roll</td>
<td>BUDGET_ERRORS_POS Private/Customized Query</td>
<td>Purchasing Services/Module Support</td>
</tr>
<tr>
<td>PO is in an invalid status (not dispatched). Statuses are: Pending approval, open, approved, or sent back (denied)</td>
<td>Status makes the PO ineligible to roll</td>
<td>Private/customized query; Basic inquiry search</td>
<td>Purchasing Services/Module Support; procurement specialists can perform a search via the Purchasing&gt;Purchase Orders&gt;Add/Update POs page</td>
</tr>
<tr>
<td>PO’s budget date is out of bounds (sponsored)</td>
<td>Error makes the PO ineligible to roll</td>
<td>Private/customized query</td>
<td>Purchasing Services/Module Support and SPA</td>
</tr>
<tr>
<td>PO has partial receipts: - Receipt is more than voucher - Receipt amounts and voucher amounts are out of balance - Receipt does not have an associated voucher</td>
<td>Criteria makes the PO ineligible to roll</td>
<td>UM_DPO_YE_PARTIAL_RECEIPTS</td>
<td>Anyone with Query Manager access</td>
</tr>
<tr>
<td>Close Criteria Description</td>
<td>Reason for Closure</td>
<td>Query</td>
<td>Who Can Run Query?</td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------------------</td>
<td>-------</td>
<td>--------------------</td>
</tr>
<tr>
<td>PO has $0 line(s)</td>
<td>Criteria makes the PO ineligible to roll</td>
<td>Private/Customized Query</td>
<td>Purchasing Services/Module Support</td>
</tr>
<tr>
<td>VCPS PO with future invoice and/or end dates</td>
<td>Voucher won't pay in next fiscal year because it was staged in prior fiscal year</td>
<td>Private/Customized Query</td>
<td>Purchasing Services/Module Support</td>
</tr>
<tr>
<td>PO is associated to a voucher in match exception status</td>
<td>Error makes the PO ineligible to roll</td>
<td>UM_DPO_YE_PO_VCHR_MATCH_ERROR</td>
<td>Anyone with Query Manager access</td>
</tr>
<tr>
<td>PO is associated to an unposted voucher</td>
<td>Status makes the PO ineligible to roll</td>
<td>UM_DPO_YE_PO_VCHR_NOT_POSTED</td>
<td>Purchasing Services/Module Support</td>
</tr>
<tr>
<td>PO is associated to a voucher that is in an unapproved status (pending approval)</td>
<td>Status makes the PO ineligible to roll</td>
<td>UM_DPO_YE_PO_VCHR_NOT_APPRV</td>
<td>Anyone with Query Manager access</td>
</tr>
<tr>
<td>PO is associated to a voucher in budget error status</td>
<td>Error makes the PO ineligible to roll</td>
<td>UM_DPO_YE_PO_VCHR_BCM_ERROR</td>
<td>Anyone with Query Manager access</td>
</tr>
<tr>
<td>PO is “on hold from further processing”</td>
<td>Status makes the PO ineligible to roll</td>
<td>Private/customized query; Basic inquiry search</td>
<td>Purchasing Services/Module Support; procurement specialists can perform search via: Purchasing&gt;Purchase Orders&gt;Add/Update POs page</td>
</tr>
<tr>
<td>PO is issued to an unapproved supplier</td>
<td>Status makes the PO ineligible to roll</td>
<td>Private/Customized Query</td>
<td>Purchasing Services/Module Support</td>
</tr>
<tr>
<td>PO is issued to an inactive supplier location</td>
<td>Status makes the PO ineligible to roll</td>
<td>Private/Customized Query</td>
<td>Purchasing Services/Module Support</td>
</tr>
<tr>
<td>PO is issued to an inactive supplier address</td>
<td>Status makes the PO ineligible to roll</td>
<td>Private/Customized Query</td>
<td>Purchasing Services/Module Support</td>
</tr>
<tr>
<td>POs in pending cancel status</td>
<td>Jobs don’t close them</td>
<td>Private/Customized Query</td>
<td>Purchasing Services</td>
</tr>
</tbody>
</table>
Business Process 5: Resolve POs with Budget Errors

The single most important cleanup that a procurement specialist must perform is resolving POs budget errors. Any PO in budget error at the cutoff will be force closed and the encumbrance will forever be trapped and reflected on financial reports! Accounting Services will NOT open up the general ledger/fiscal year to relieve a trapped encumbrance.

Navigate to: Purchasing>Purchase Orders>Add/Update POs. Locate the intended PO.

You will immediately see an error message. Click <OK>.

Click the change order (triangle) icon at the header level. Important: if this icon is not clicked, a new PO for the amount in budget error will likely get unintentionally created and dispatched to the supplier.
Verify the intended dispatch method is selected. In most cases, select <Phone> from the dropdown menu because the supplier will NOT need to be reissued the change order. Click <Edit Comments> at the header level.

Insert a new comment row to enter the justification, click <Approval Justification>, then <OK>. Note: These types of change orders will route for approval so justification is required. If the PO will total $50,000 or greater, please follow Purchasing Service’s comment instructions since these will route to Purchasing for approval.
The primary **Add/Update PO** page will reappear. Locate the line in which the budget error occurred. Click the **<Statuses>** tab.

Click the change order icon (triangle) associated to the line with the budget error. **Important: if this icon is not clicked, a new PO will likely get unintentionally created and dispatched to the supplier.**

Click the **<Details>** tab to return to the primary page.
Click the schedule icon associated the line that has the budget error.

The Schedules subpage will appear. Click the <Distribution icon>.

Either change the existing CF string to the new, valid one. Or, if the line had already been vouchered, subtract the remaining amount and insert a new row for the new CF string for that remaining amount. Then click <OK>
The Schedules page will reappear. Click <Return to Main Page>.

The primary page will reappear. Click <Save>.

The PO will route for approval. Once approved, the PO will be picked up in the next regularly scheduled procurement jobs where it will go through the budget checking and dispatching processes. If the ChartFields string(s) are valid, then it will re-dispatch to the supplier and will be available to be received and vouched against.
Business Process 6: Resolve Partial Receipts, if Possible

Access Query Manager at: Reporting Tools>Query>Query Manager. Enter UM_DPO YE_PARTIAL RECEIPTS then click <Search>.

Query Manager

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

Find an Existing Query | Create New Query

*Search By Query Name ▼ begins with UM_DPO YE_PARTIAL RECEIPTS

Search Results

*Folder View – All Folders – ▼

The query should appear. Click on the checkbox to select it, then click <Excel> to generate an Excel spreadsheet for the query’s output.

A new page will open displaying the query’s name. We recommend searching by 1 prompt at a time and leaving the other prompts blank or it will take an extremely long time to generate results. In our example we searched by Origin.

UM_DPO YE_PARTIAL RECEIPTS - Receipts Partially Vouchereda

<table>
<thead>
<tr>
<th>Origin</th>
<th>Buyer</th>
<th>Requester</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

View Results

An Excel spreadsheet will open, displaying any data meeting your search criteria.

<table>
<thead>
<tr>
<th>Receipt</th>
<th>PO BU</th>
<th>PO Line Nbr</th>
<th>PO Sched Nbr</th>
<th>Requisition</th>
<th>Requester</th>
</tr>
</thead>
<tbody>
<tr>
<td>026</td>
<td>KRENNINO</td>
<td>UM01</td>
<td>0001074190</td>
<td>1</td>
<td>1 0000953259</td>
</tr>
<tr>
<td>026</td>
<td>RO4000FOR</td>
<td>UM01</td>
<td>0001131282</td>
<td>1</td>
<td>1 0000956030</td>
</tr>
<tr>
<td>026</td>
<td>RO4000FOR</td>
<td>UM01</td>
<td>0001131282</td>
<td>1</td>
<td>1 0000956030</td>
</tr>
</tbody>
</table>
The spreadsheet will contain a lot of data! Note the PO number with the receipt discrepancy, then move your scrollbar to find the receipt number. Focus on the discrepancy between the receipt and voucher, and any comments like “the receipt is tied to multiple vouchers.”

In this example, the first PO’s voucher total ($10618.36) was more than the receipt total ($10,000). Because there is an imbalance, the PO will be ineligible to roll.

Locate the receipt ID number then navigate to: Purchasing>Receipts>Add/Update Receipts (click on <Find an Existing Value> tab) to see whether the receipt can still be changed to match the amount.
If the receipt can still be edited, change the amount so that it matches up with the voucher’s amount. In this example, the second line is still able to be changed. The procurement specialist (or receiver if it is not an asset) can manually change the amount, then click <Save>.

**IMPORTANT:**

If the receipt cannot be edited/changed, when the new invoice comes in and the voucher is created:

- Update the receipt to match that invoice (add the amount/in addition to the original invoice/voucher).
- Create a voucher using that same receipt to pay the new invoice (voucher).

The new voucher/changed receipt should now balance and the PO should fall off the “partial receipts” query.