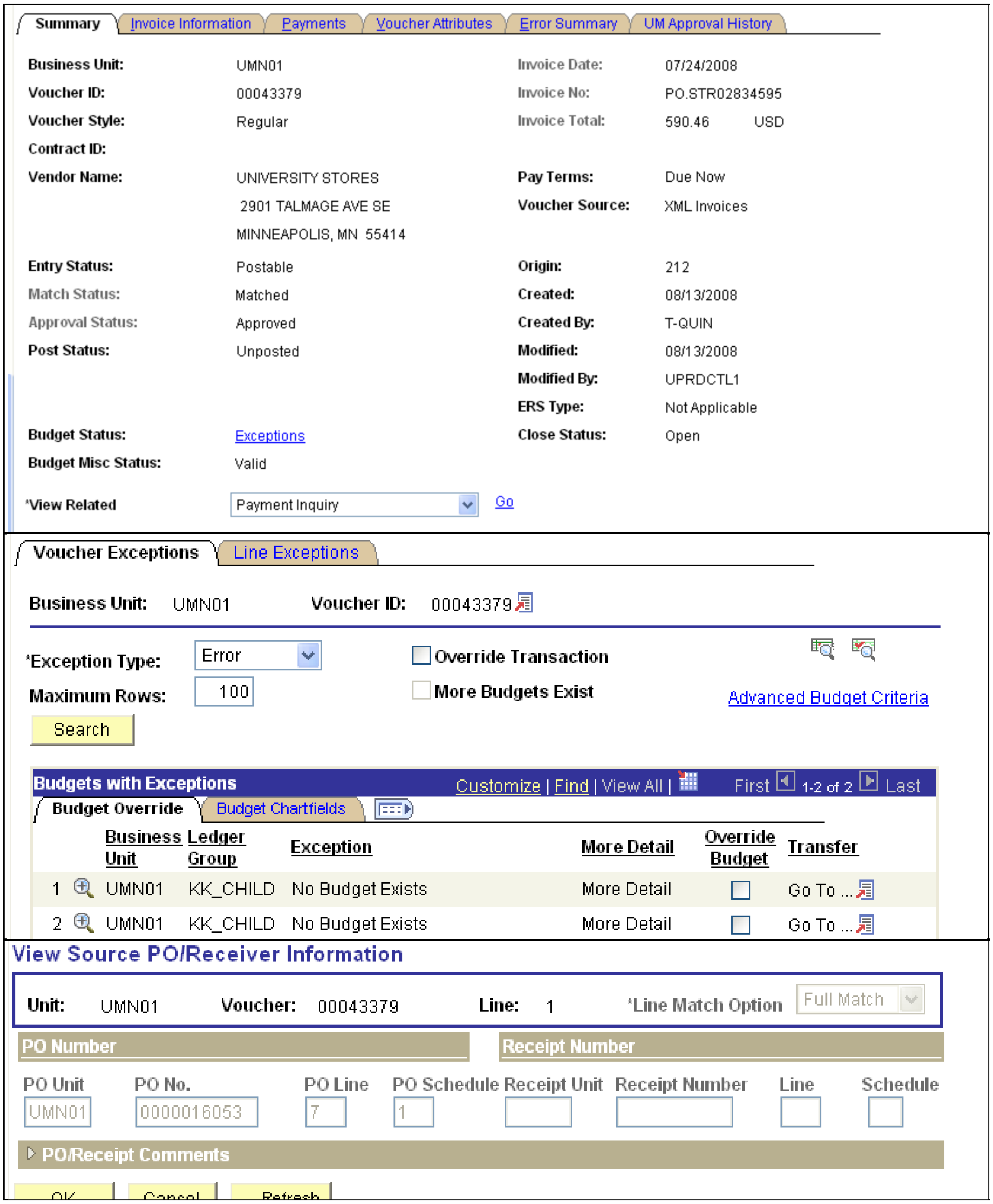
AP Project Budget Issues

Issue – The Purchase Order passed budget checking when the project was set up as "Track w/o Budget". Since the purchase order was created, the Dept ID was changed and the project was set to "Tracking w/ Budgets". The encumbrance exists on the purchase order with a different Dept ID than the budget and the voucher.



View all documents associated with the purchase order

Purchasing → Purchase Orders → Review PO Information → Document Status

PO Document Status

Business Unit: UMN01 **PO ID:** 0000016053 **Status:** Dispatched

Document Date: 07/22/2008 **Document Type:** Purchase Order **Budget Status:** Valid

Currency: USD **Amount:** 895.74

Buyer:

Associated Document Customize | Find | View All | First 1-3 of 3 Last

Documents | Related Info

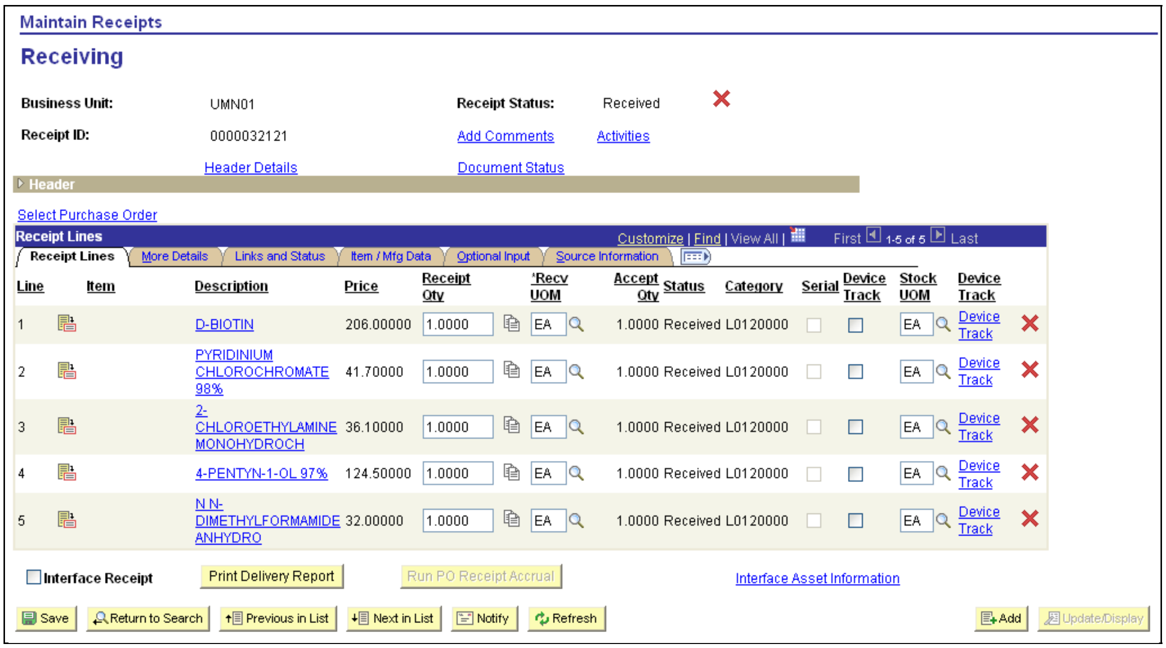
Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location
UMN01	0000006966	REQ	Approved	07/22/2008		
UMN01	00043074	Voucher	Unposted	07/23/2008	0000000068	BUSINESS
UMN01	00043379	Voucher	Unposted	07/24/2008	0000000068	BUSINESS

Based on the documents and the status of the documents associated with the purchase order, the steps will vary. Purchase Orders that have posted vouchers, payments, and/or closed receipts associated with it require a different set of steps than those that don't.

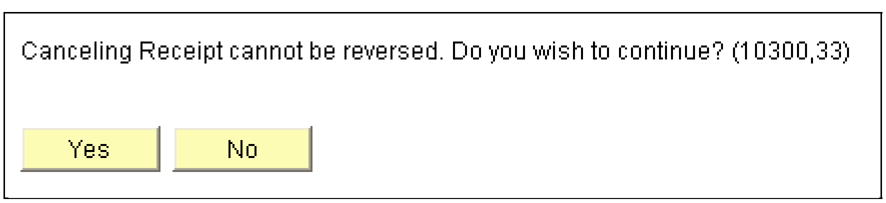
Steps to resolve when purchase order has no payments or closed receipts

1) If there are receipts associated with the purchase order, cancel all associated receipts. (Role – Procurement Specialist)

Purchasing → Receipts → Add/Update Receipts



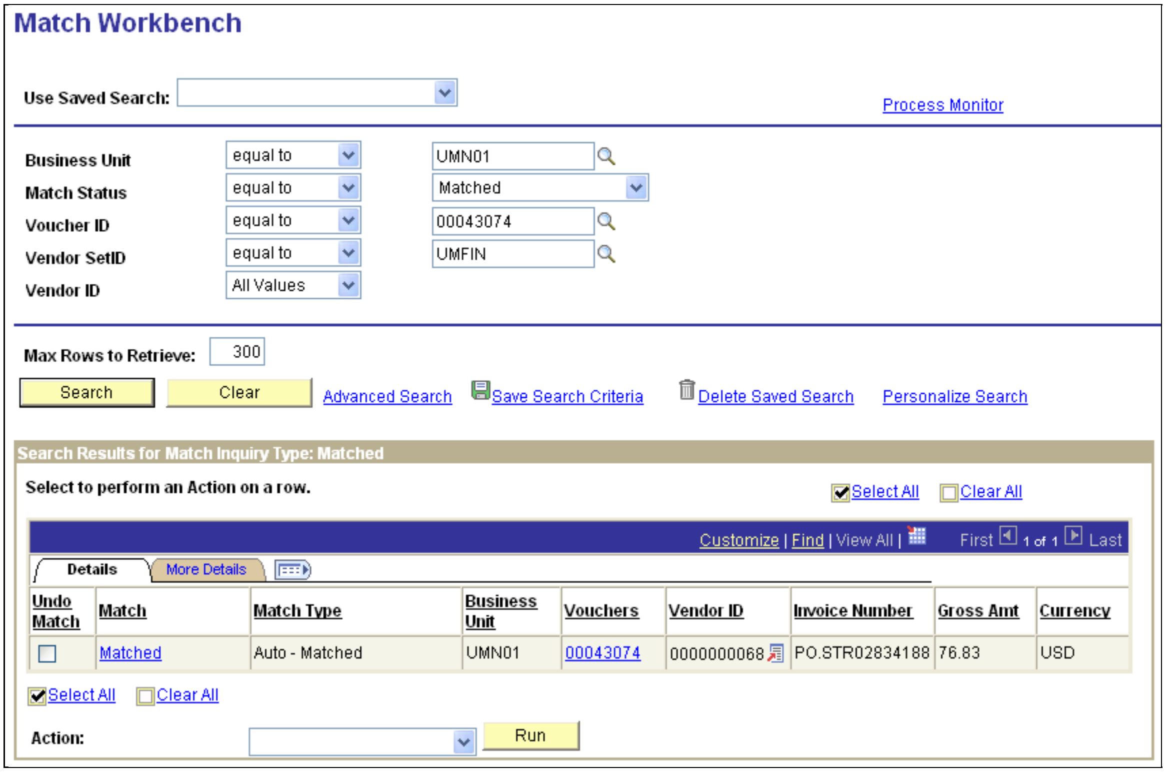
Click the **Cancel Receipt** icon at the top to cancel the entire receipt. *If the receipt is for more than one purchase order, cancel only the lines associated with the purchase order by clicking the* **Cancel Line** *icon next to the appropriate lines.*



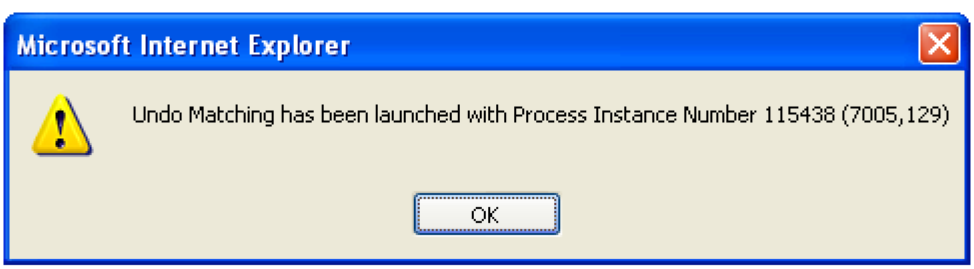
Click **Yes**.

If there are vouchers associated with the purchase order, unmatch all associated vouchers that have a status of "Matched". (Role – Procurement Specialist)

Accounts Payable → Review Accounts Payable Info → Vouchers → Match Workbench



Check **Undo Match** and select the ***Action*** of **Undo Matching**. Click **Run**. The following message will be displayed:

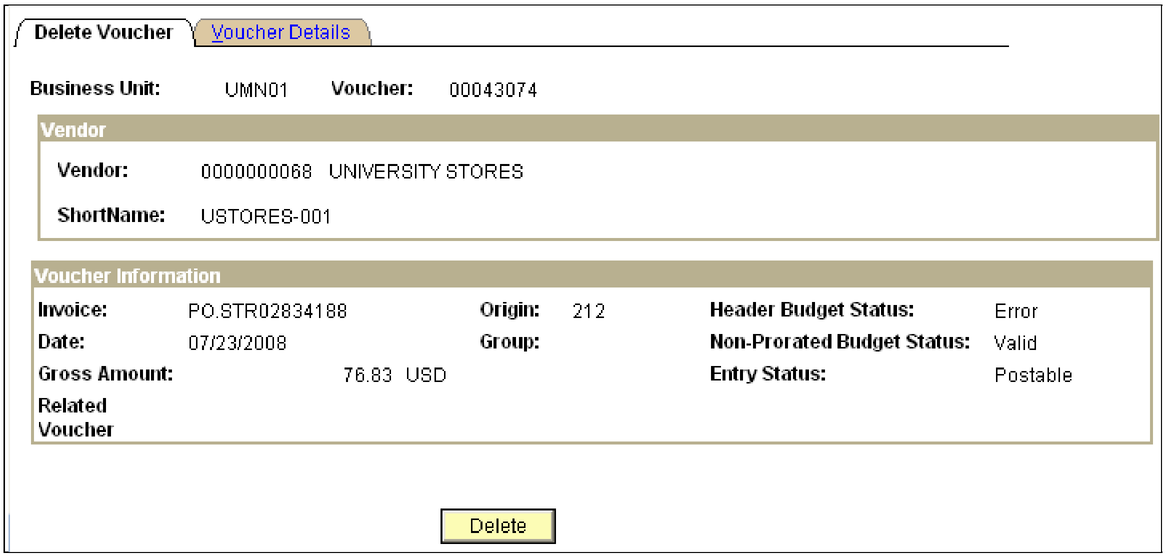


Verify the process ends successfully.

Repeat for all vouchers matched to the purchase order.

If there are vouchers associated with the purchase order, delete all associated vouchers after they have been unmatched. (Role – Voucher Specialist)

Accounts Payable → Vouchers → Add/Update → Delete Voucher



Delete Voucher | Voucher Details

Business Unit: UMN01 Voucher: 00043074

Vendor

Vendor: 0000000068 UNIVERSITY STORES

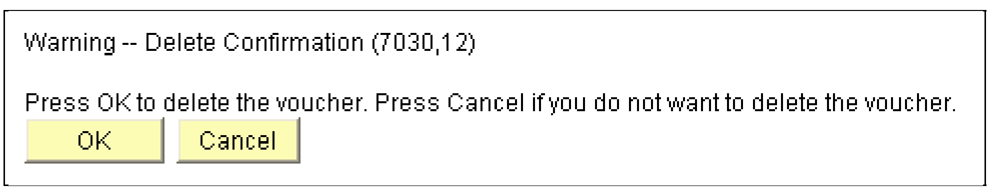
ShortName: USTORES-001

Voucher Information

Invoice:	PO.STR02834188	Origin:	212	Header Budget Status:	Error
Date:	07/23/2008	Group:		Non-Prorated Budget Status:	Valid
Gross Amount:	76.83 USD			Entry Status:	Postable
Related Voucher					

Delete

Click **Delete**.



Warning -- Delete Confirmation (7030,12)

Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.

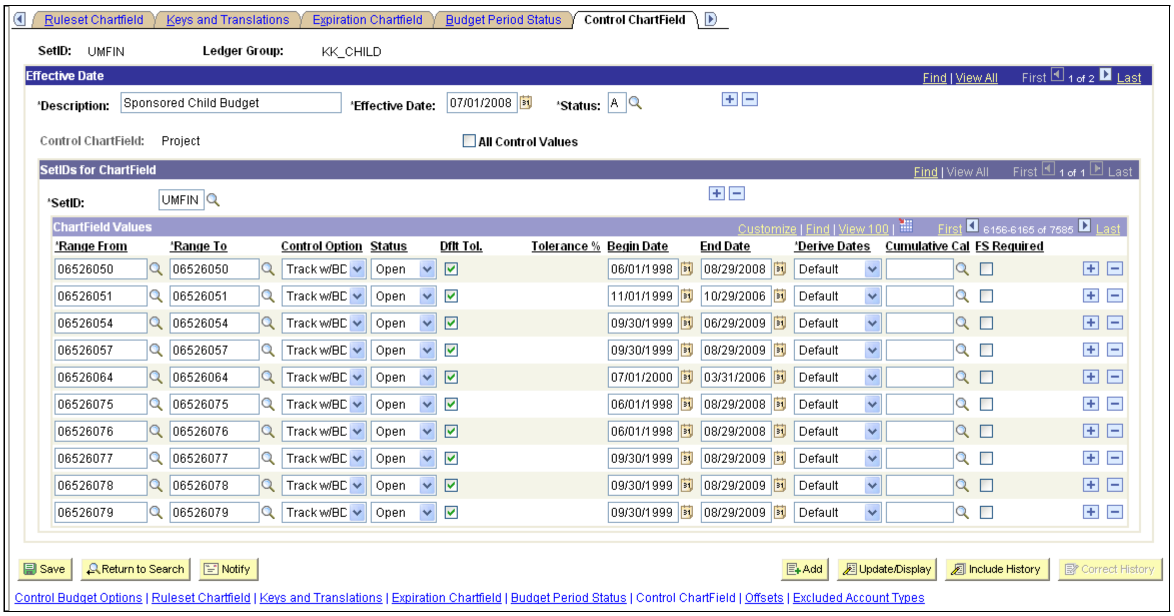
OK Cancel

Click **OK**.

Repeat for all vouchers associated with this purchase order.

2) Set the Project back to "***Track w/o Budget***" on the **KK_CHILD** ledger. *Make sure you are in correct history mode*. (Role – contact Julia Gorden, Michele Dobsinski or Lisa Gow in SFR at this point)

Commitment Control → Define Control Budgets → Budget Definitions → Control ChartField



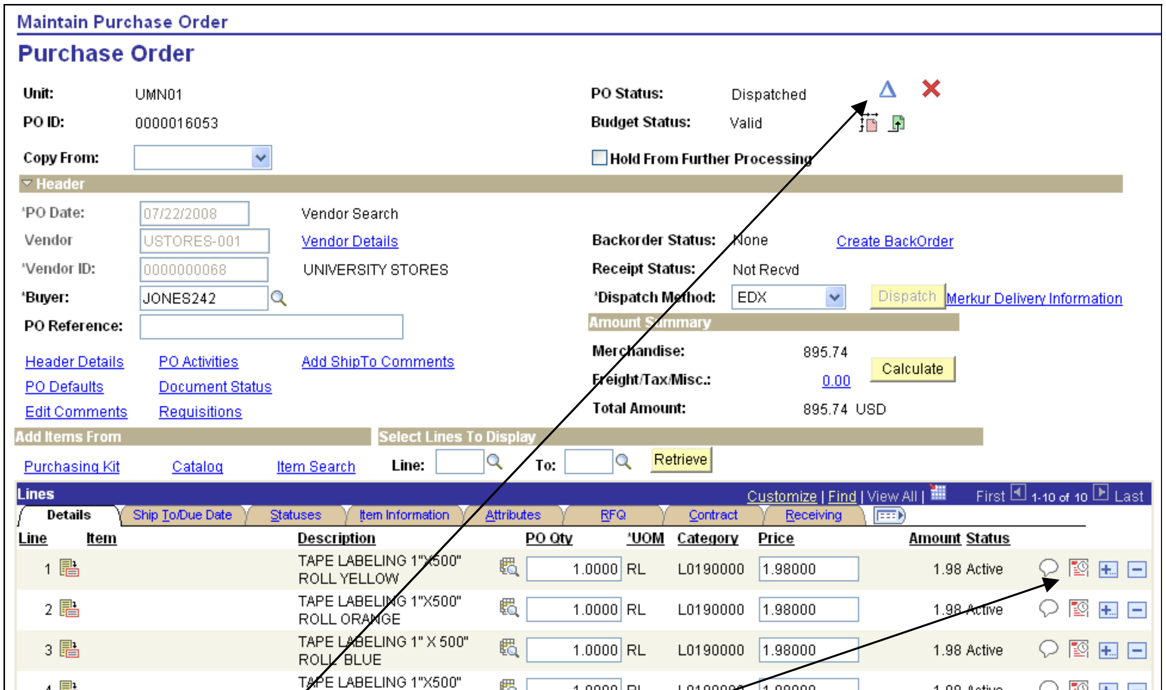
Change the ***Control Option*** from **Track w/BD** to **Track**.

Click **Save**.

If any warning messages are displayed, click **OK**.

3) Change the distribution on the purchase order. (Role – Procurement Specialist)

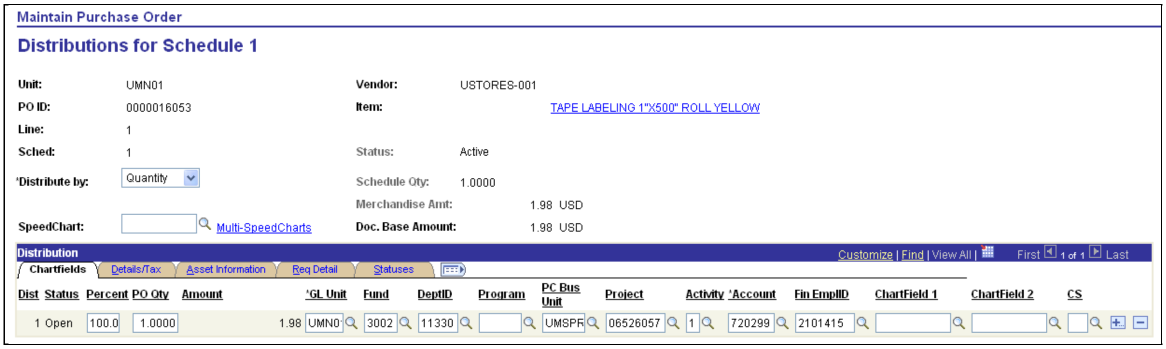
Purchasing → Purchase Orders → Add/Update POs



Click on the ***Change Order*** icon.

Click on the ***Schedule*** icon.

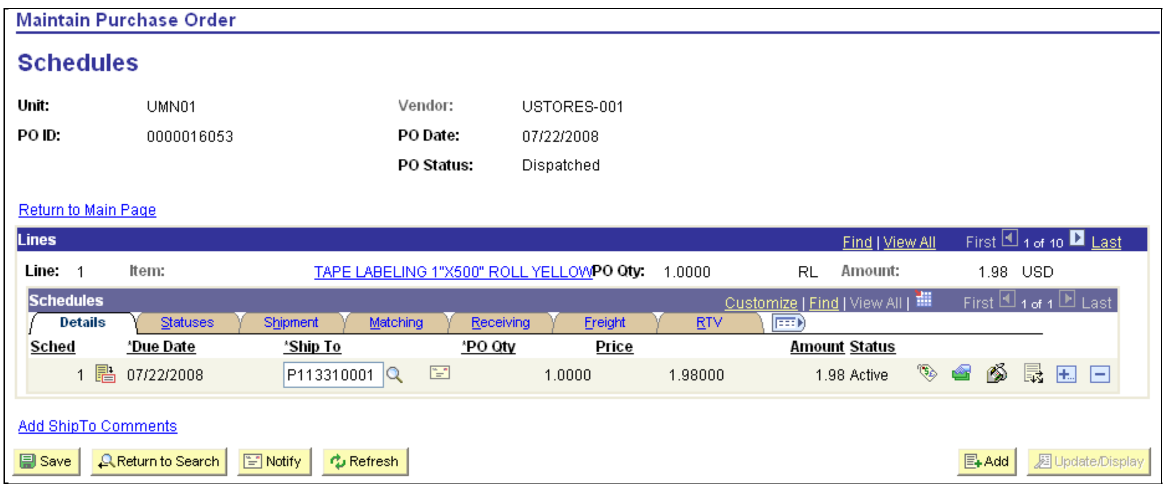
Click on the ***Distributions*** icon.



Update the ChartField information to the correct ChartField string.

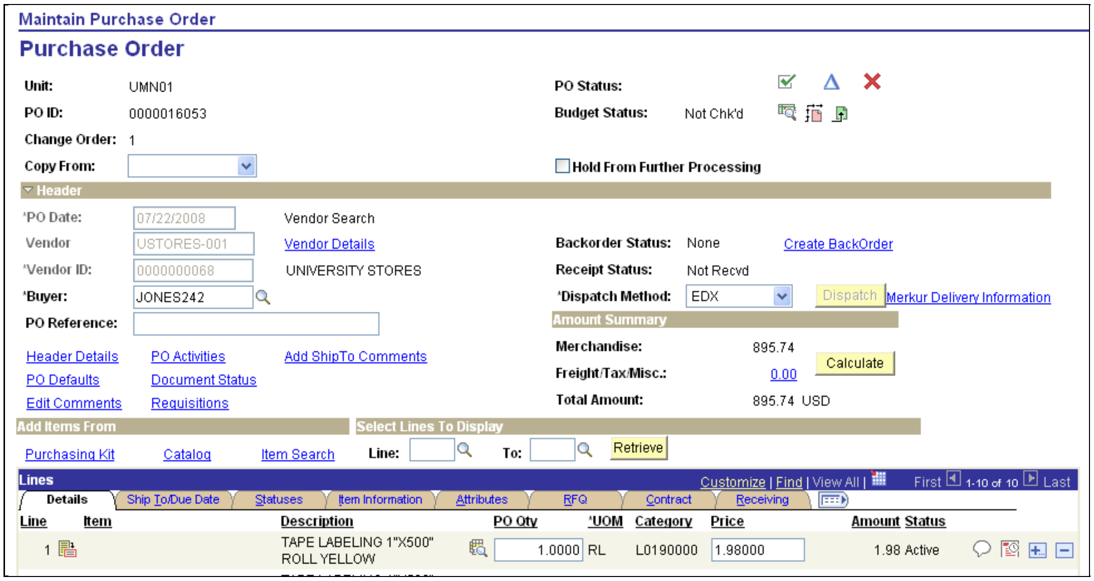
Click **OK**.

If the purchase order has more than one distribution line that needs to be updated, repeat for all lines.



Click **Save**.

Click **Return to Main Page**.

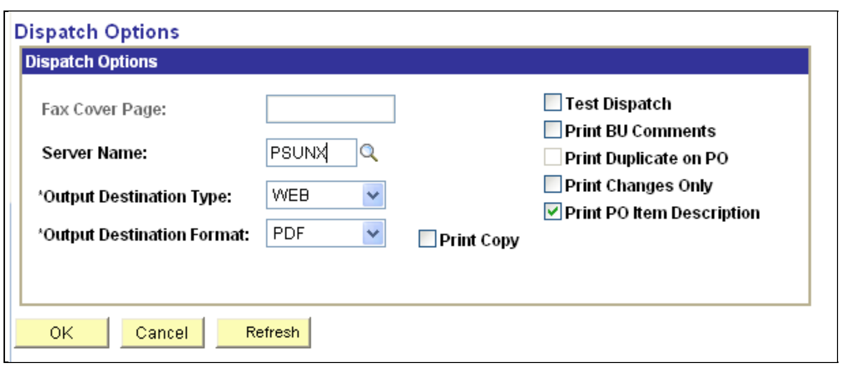


Change the ***Dispatch Method*** to **Phone** and click **Save**.

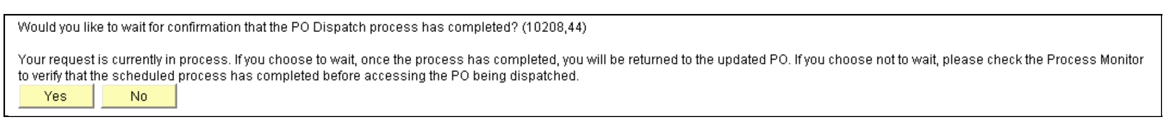
Click the **Approve PO** icon and click **Save**.

Click the **Budget Check** icon. *The status should change to* **Valid**.

Click **Dispatch**.



Click **OK**.

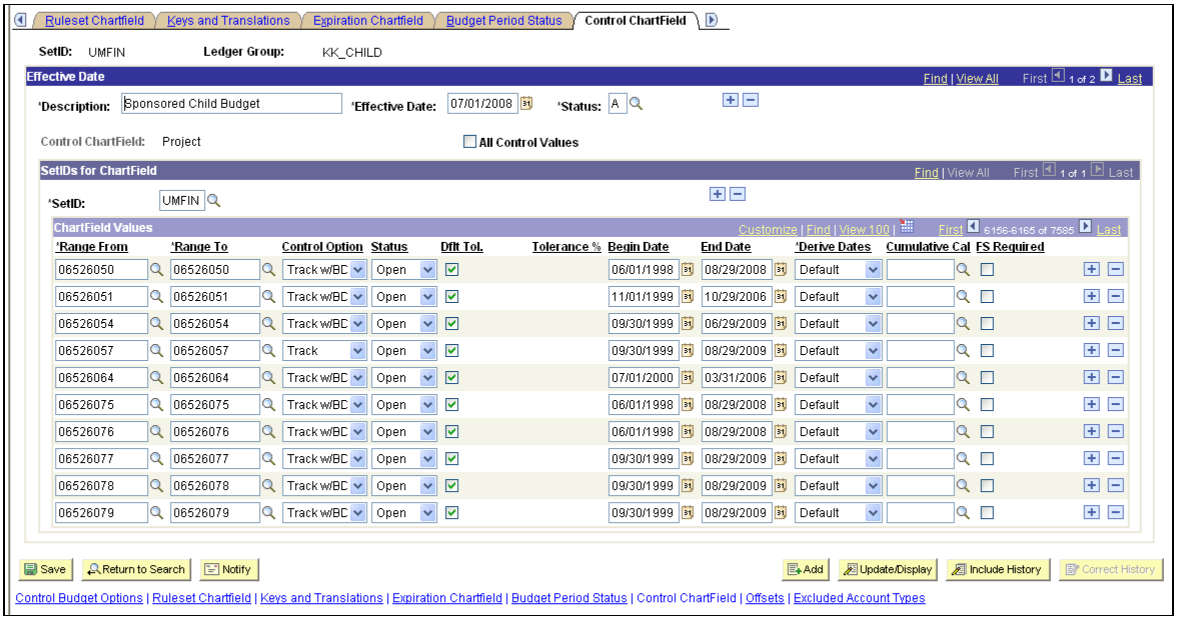


Click **Yes**.

Verify the PO is in a **Dispatched** status.

4) Set the Project back to "***Track with Budgets***". *Make sure you are in correct history mode*. (Role – Contact the same SFR person that was contacted in step 4)

   Commitment Control → Define Control Budgets → Budget Definitions → Control ChartField



Ruleset Chartfield | Keys and Translations | Expiration Chartfield | Budget Period Status | Control ChartField

SetID: UMFIN   Ledger Group: KK_CHILD

Effective Date   Find | View All   First 1 of 2 Last

*Description: Sponsored Child Budget   *Effective Date: 07/01/2008   *Status: A

Control ChartField: Project   All Control Values

SetIDs for ChartField   Find | View All   First 1 of 1 Last

*SetID: UMFIN

ChartField Values   Customize | Find | View 100 | First 6156-6165 of 7585 Last

*Range From	*Range To	Control Option	Status	Dflt Tol.	Tolerance %	Begin Date	End Date	*Derive Dates	Cumulative Cal	FS Required
06526050	06526050	Track w/BC	Open	☑		06/01/1998	08/29/2008	Default		☐
06526051	06526051	Track w/BC	Open	☑		11/01/1999	10/29/2006	Default		☐
06526054	06526054	Track w/BC	Open	☑		09/30/1999	06/29/2009	Default		☐
06526057	06526057	Track	Open	☑		09/30/1999	08/29/2009	Default		☐
06526064	06526064	Track w/BC	Open	☑		07/01/2000	03/31/2006	Default		☐
06526075	06526075	Track w/BC	Open	☑		06/01/1998	08/29/2008	Default		☐
06526076	06526076	Track w/BC	Open	☑		06/01/1998	08/29/2008	Default		☐
06526077	06526077	Track w/BC	Open	☑		09/30/1999	08/29/2009	Default		☐
06526078	06526078	Track w/BC	Open	☑		09/30/1999	08/29/2009	Default		☐
06526079	06526079	Track w/BC	Open	☑		09/30/1999	08/29/2009	Default		☐

Save | Return to Search | Notify   Add | Update/Display | Include History | Correct History

Control Budget Options | Ruleset Chartfield | Keys and Translations | Expiration Chartfield | Budget Period Status | Control ChartField | Offsets | Excluded Account Types

   Change the ***Control Option*** from **Track** to **Track w/BD**.

   Click **Save**.

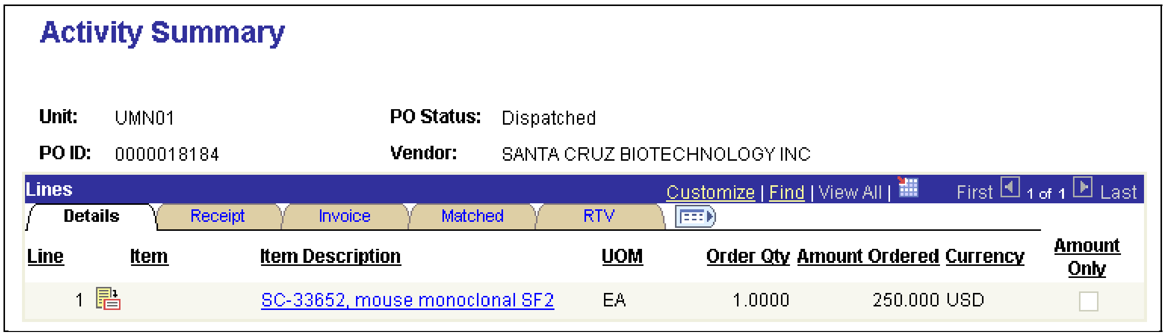
   If any warning messages are displayed, click **OK**.

5) Reenter the transactions that were previously deleted or cancelled. This includes all associated receipts and vouchers. (Role – Procurement Specialist, Voucher Specialist)

Steps to resolve when purchase order has posted vouchers, payments, or closed receipts

1) Determine the amount that has already been matched and/or paid.

Purchasing → Purchase Orders → Review PO Information → Activity Summary



Activity Summary

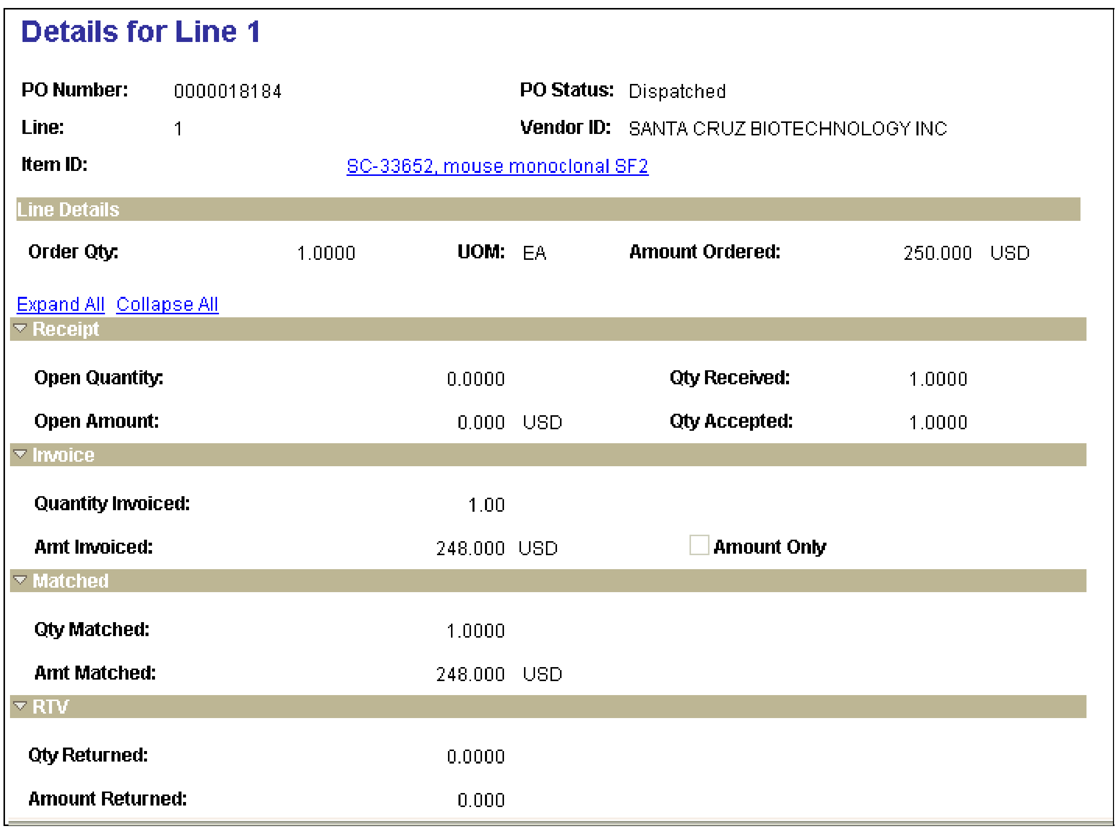
Unit: UMN01 **PO Status:** Dispatched
PO ID: 0000018184 **Vendor:** SANTA CRUZ BIOTECHNOLOGY INC

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

Details | Receipt | Invoice | Matched | RTV

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		SC-33652, mouse monoclonal SF2	EA	1.0000	250.000	USD	

Click **Line Details**.



Details for Line 1

PO Number: 0000018184 **PO Status:** Dispatched
Line: 1 **Vendor ID:** SANTA CRUZ BIOTECHNOLOGY INC
Item ID: SC-33652, mouse monoclonal SF2

Line Details

Order Qty: 1.0000 **UOM:** EA **Amount Ordered:** 250.000 USD

Expand All Collapse All

Receipt

Open Quantity: 0.0000 **Qty Received:** 1.0000
Open Amount: 0.000 USD **Qty Accepted:** 1.0000

Invoice

Quantity Invoiced: 1.00
Amt Invoiced: 248.000 USD **Amount Only**

Matched

Qty Matched: 1.0000
Amt Matched: 248.000 USD

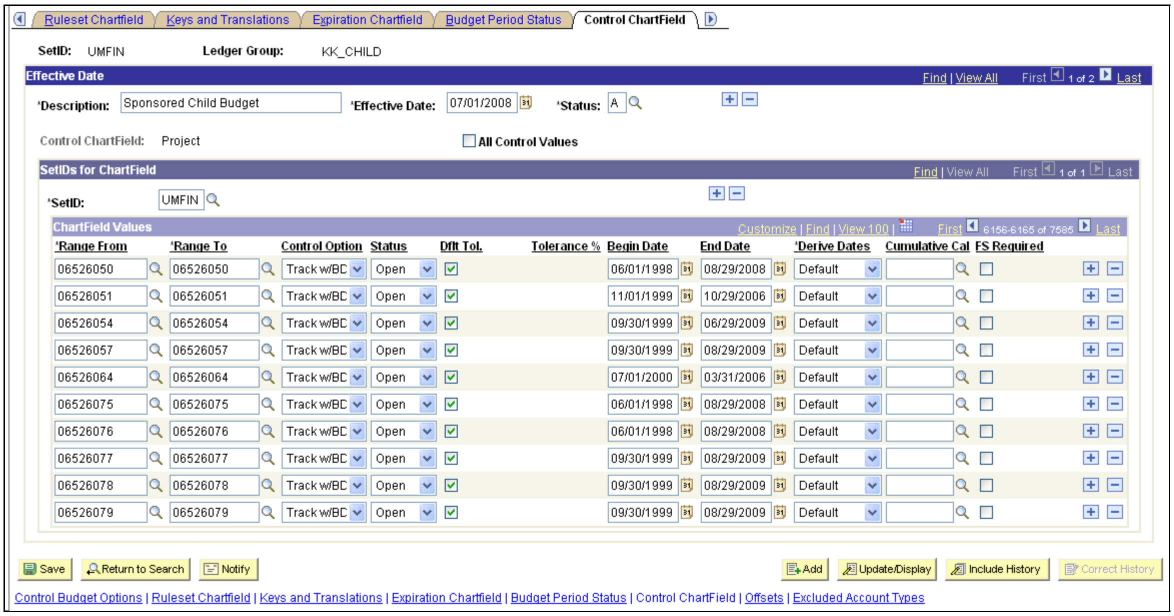
RTV

Qty Returned: 0.0000
Amount Returned: 0.000

Determine the amount of the remaining encumbrance for each of the lines.

2) Set the Project back to "***Track w/o Budget***" on the **KK_CHILD** ledger. *Make sure you are in correct history mode*. (Role – SFR?)

Commitment Control → Define Control Budgets → Budget Definitions → Control ChartField


Ruleset Chartfield | Keys and Translations | Expiration Chartfield | Budget Period Status | Control ChartField

SetID: UMFIN Ledger Group: KK_CHILD

Effective Date — Find | View All First 1 of 2 Last

*Description: Sponsored Child Budget *Effective Date: 07/01/2008 *Status: A

Control ChartField: Project All Control Values

SetIDs for ChartField — Find | View All First 1 of 1 Last

*SetID: UMFIN

ChartField Values — Customize | Find | View 100 | First 6156-6165 of 7585 Last

*Range From	*Range To	Control Option	Status	Dflt Tol.	Tolerance %	Begin Date	End Date	*Derive Dates	Cumulative Cal	FS Required
06526050	06526050	Track w/BC	Open	☑		06/01/1998	08/29/2008	Default		☐
06526051	06526051	Track w/BC	Open	☑		11/01/1999	10/29/2006	Default		☐
06526054	06526054	Track w/BC	Open	☑		09/30/1999	06/29/2009	Default		☐
06526057	06526057	Track w/BC	Open	☑		09/30/1999	08/29/2009	Default		☐
06526064	06526064	Track w/BC	Open	☑		07/01/2000	03/31/2006	Default		☐
06526075	06526075	Track w/BC	Open	☑		06/01/1998	08/29/2008	Default		☐
06526076	06526076	Track w/BC	Open	☑		06/01/1998	08/29/2008	Default		☐
06526077	06526077	Track w/BC	Open	☑		09/30/1999	08/29/2009	Default		☐
06526078	06526078	Track w/BC	Open	☑		09/30/1999	08/29/2009	Default		☐
06526079	06526079	Track w/BC	Open	☑		09/30/1999	08/29/2009	Default		☐

Save | Return to Search | Notify | Add | Update/Display | Include History | Correct History

Control Budget Options | Ruleset Chartfield | Keys and Translations | Expiration Chartfield | Budget Period Status | Control ChartField | Offsets | Excluded Account Types

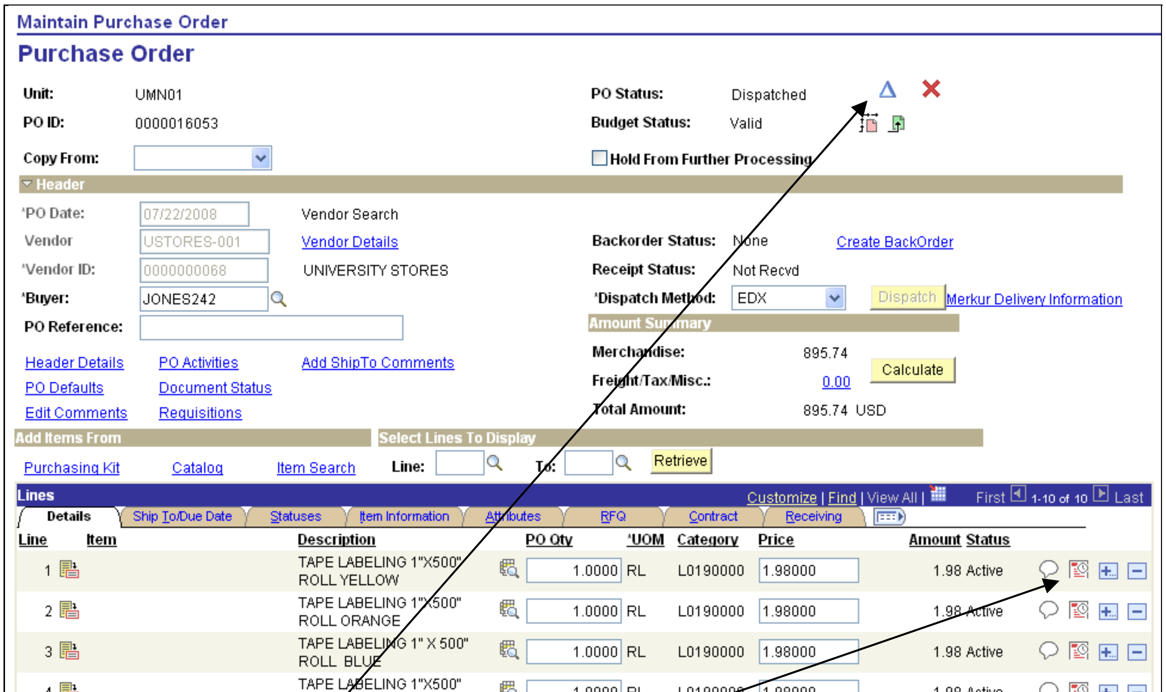
Change the ***Control Option*** from **Track w/BD** to **Track**.

Click **Save**.

If any warning messages are displayed, click **OK**.

3) Change the distribution on the purchase order. (*This step can be skipped if the purchase order has no encumbrance remaining.*) (Role – Procurement Specialist)

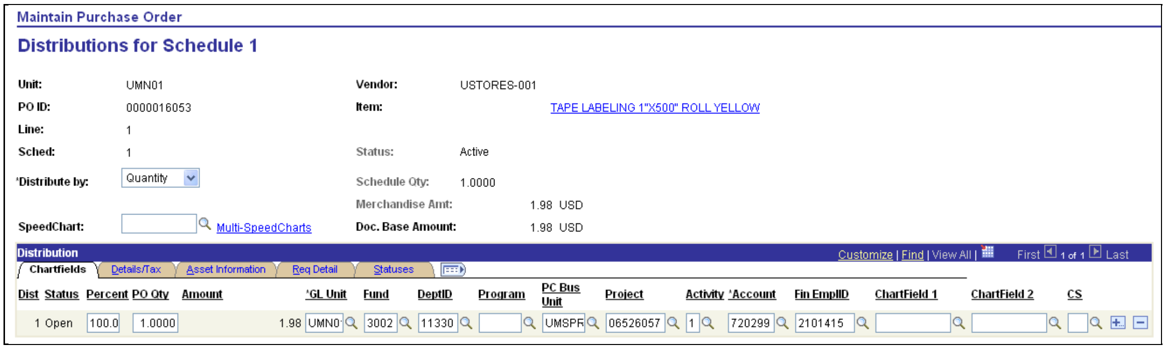
Purchasing → Purchase Orders → Add/Update POs



Click on the ***Change Order*** icon.

Click on the ***Schedule*** icon.

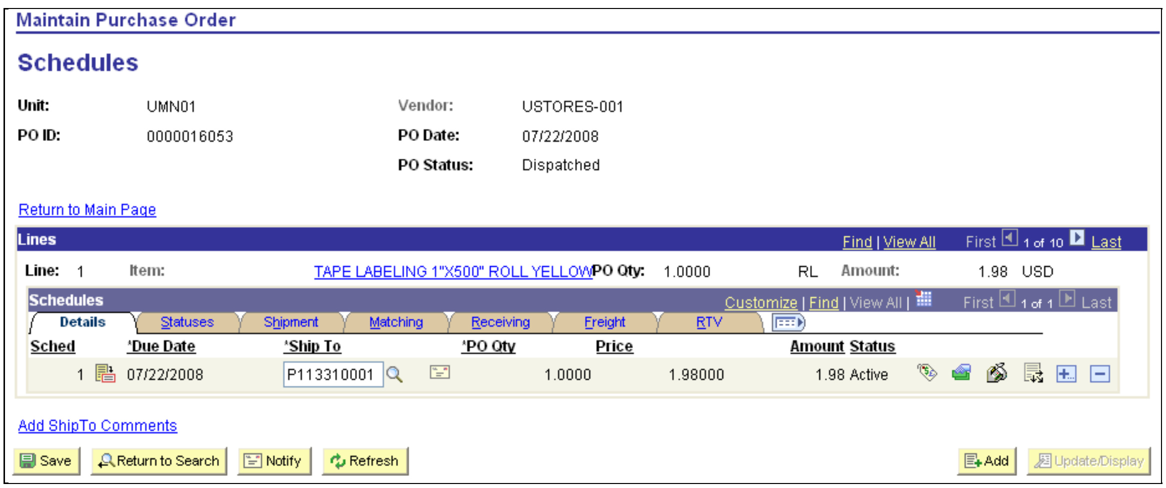
Click on the ***Distributions*** icon.



Decrease the amount on the distribution line to the amount already matched. Insert a new row and place the remaining encumbrance on the second line using the correct ChartField string.

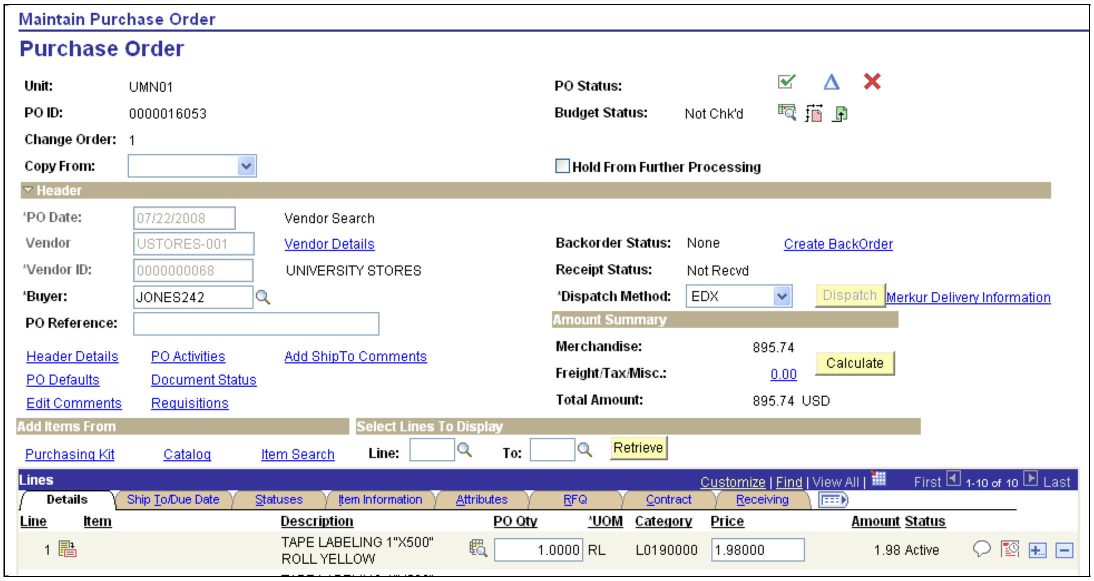
Click **OK**.

If the purchase order has more than one distribution line that needs to be updated, repeat for all lines.



Click **Save**.

Click **Return to Main Page**.

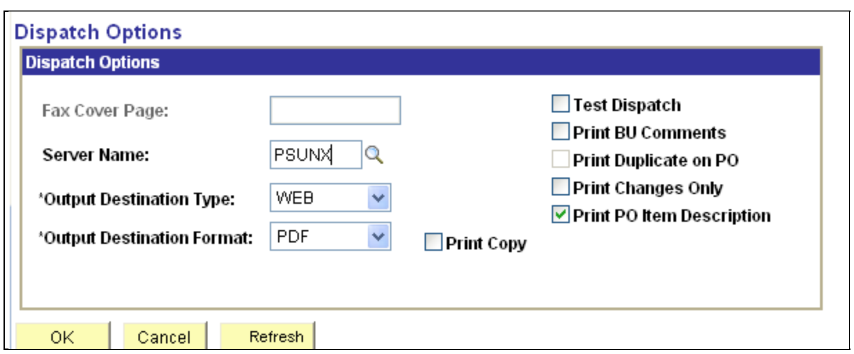


Change the ***Dispatch Method*** to **Phone** and click **Save**.

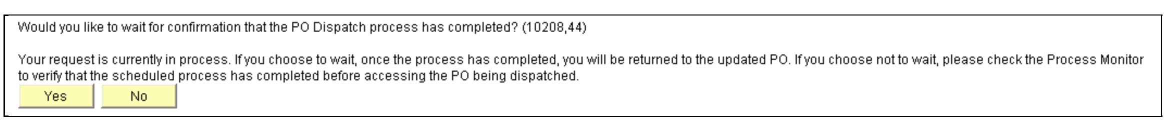
Click the **Approve PO** icon and click **Save**.

Click the **Budget Check** icon. *The status should change to* **Valid**.

Click **Dispatch**.



Click **OK**.

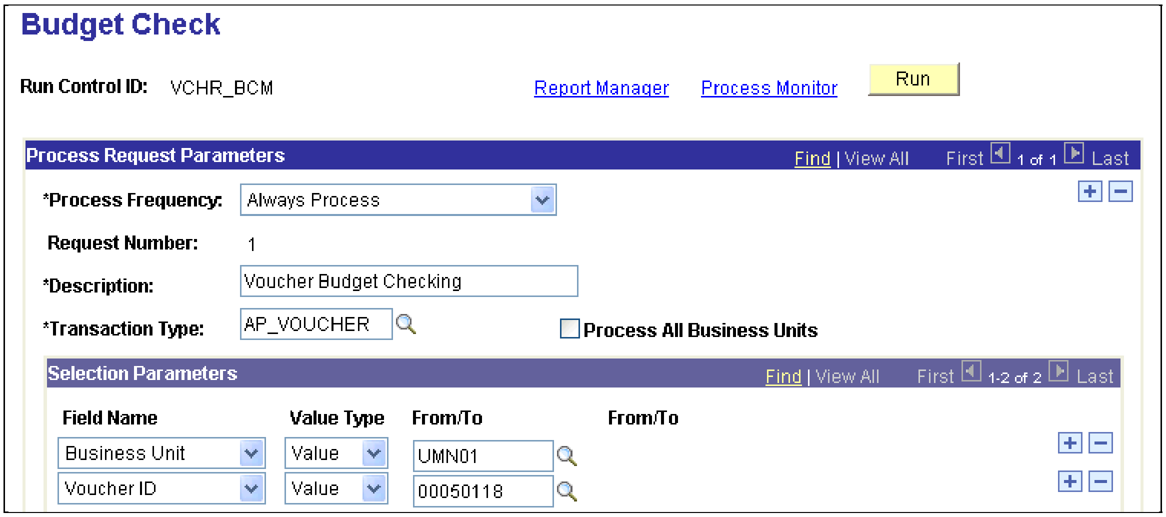


Click **Yes**.

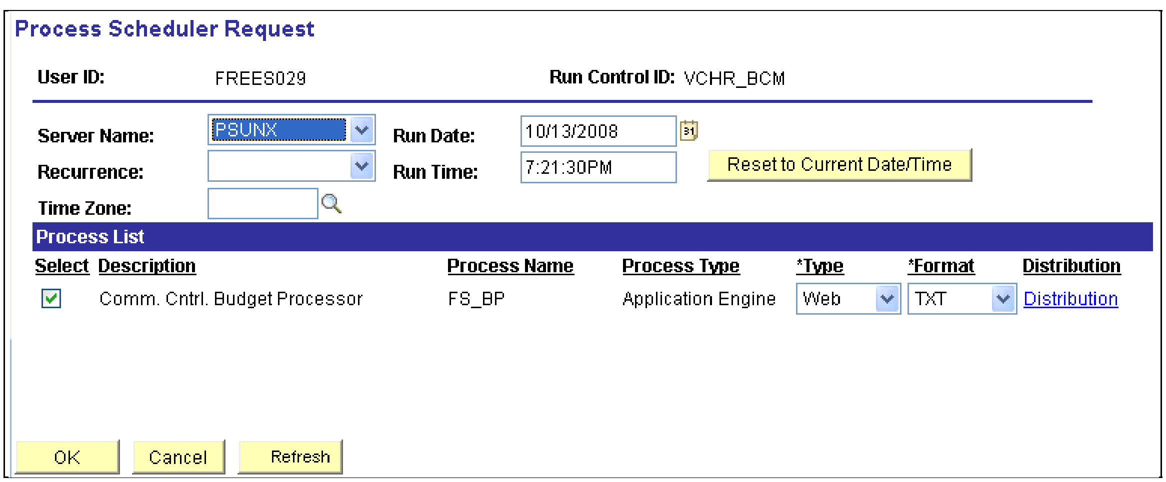
Verify the PO is in a **Dispatched** status.

4) Run budget checking for the vouchers that previously had budget checking exceptions. (Role – Production Support)

Accounts Payable → Batch Processes → Vouchers → Budget Check



Click **Run**.

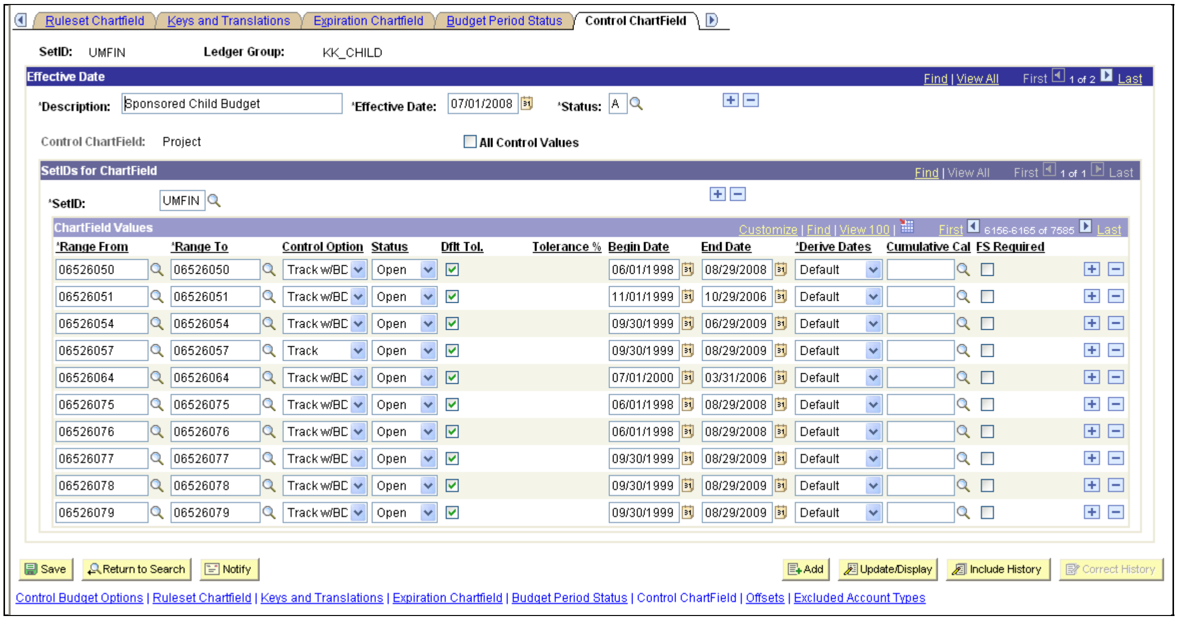


Click **OK**.

Verify the job completes successfully and that the voucher passed budget checking.

5) Set the Project back to "***Track with Budgets***". *Make sure you are in correct history mode*. (Role – SFR?)

Commitment Control → Define Control Budgets → Budget Definitions → Control ChartField



Change the ***Control Option*** from **Track** to **Track w/BD**.

Click **Save**.

If any warning messages are displayed, click **OK**.