

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.

Summary
Invoice Information
Payments
Voucher Attributes
Error Summary
UM Approval History

Business Unit: UMN01	Invoice Date: 07/24/2008	
Voucher ID: 00043379	Invoice No: PO.STR02834595	
Voucher Style: Regular	Invoice Total: 590.46 USD	
Contract ID:		
Vendor Name: UNIVERSITY STORES 2901 TALMAGE AVE SE MINNEAPOLIS, MN 55414	Pay Terms: Due Now	
	Voucher Source: XML Invoices	
Entry Status: Postable	Origin: 212	
Match Status: Matched	Created: 08/13/2008	
Approval Status: Approved	Created By: T-QUIN	
Post Status: Unposted	Modified: 08/13/2008	
	Modified By: UPRDCTL1	
	ERS Type: Not Applicable	
Budget Status: Exceptions	Close Status: Open	
Budget Misc Status: Valid		

***View Related** [Go](#)

Voucher Exceptions
Line Exceptions

Business Unit: UMN01 **Voucher ID:** 00043379

***Exception Type:** **Override Transaction**

Maximum Rows: **More Budgets Exist** [Advanced Budget Criteria](#)

Budgets with Exceptions [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-2 of 2 | [Last](#)

Budget Override
Budget Chartfields

	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	UMN01	KK_CHILD	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2	UMN01	KK_CHILD	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

View Source PO/Receiver Information

Unit: UMN01 **Voucher:** 00043379 **Line:** 1 ***Line Match Option:**

PO Number				Receipt Number			
PO Unit	PO No.	PO Line	PO Schedule	Receipt Unit	Receipt Number	Line	Schedule
<input type="text" value="UMN01"/>	<input type="text" value="0000016053"/>	<input type="text" value="7"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PO/Receipt Comments

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](#) [\[...\]](#)

<u>Business Unit</u>	<u>DOC ID</u>	<u>Document Type</u>	<u>Status</u>	<u>Document Date</u>	<u>Vendor ID</u>	<u>Location</u>	
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.*

Canceling Receipt cannot be reversed. Do you wish to continue? (10300,33)

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*

Match Workbench

Use Saved Search: [Process Monitor](#)

Business Unit: equal to

Match Status: equal to

Voucher ID: equal to

Vendor SetID: equal to

Vendor ID: All Values

Max Rows to Retrieve:

[Advanced Search](#) [Personalize Search](#)

Search Results for Match Inquiry Type: Matched

Select to perform an Action on a row. Select All Clear All

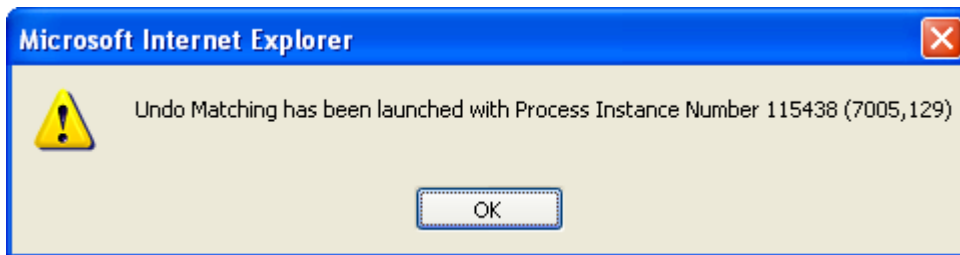
[Customize](#) | [Find](#) | [View All](#) | 1 of 1

Undo Match	Match	Match Type	Business Unit	Vouchers	Vendor ID	Invoice Number	Gross Amt	Currency
<input type="checkbox"/>	Matched	Auto - Matched	UMN01	00043074	0000000068	PO.STR02834188	76.83	USD

Select All Clear All

Action:

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.

Controller's Office

UNIVERSITY OF MINNESOTA

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

Click **Delete**.

Warning -- Delete Confirmation (7030,12)

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

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

The screenshot shows the 'Control ChartField' application window. At the top, the 'SetID' is 'UMFIN' and the 'Ledger Group' is 'KK_CHILD'. The 'Effective Date' is '07/01/2008'. The 'Description' is 'Sponsored Child Budget'. Below this, the 'Control ChartField' is set to 'Project'. A table titled 'ChartField Values' is displayed, listing various 'Range From' and 'Range To' values, all with a 'Control Option' of 'Track w/BC'. The 'Status' for all entries is 'Open'. The 'Begin Date' and 'End Date' columns show dates ranging from 06/01/1998 to 09/30/1999. The 'Derive Dates' column is set to 'Default'. At the bottom of the window, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

Range From	Range To	Control Option	Status	Def Tol.	Tolerance %	Begin Date	End Date	Derive Dates	Cumulative Cal	ES 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	08/29/2009	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		

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.

Maintain Purchase Order

Distributions for Schedule 1

Unit: UMN01 Vendor: USTORES-001
PO ID: 0000016053 Item: [TAPE LABELING 1"X500" ROLL YELLOW](#)
Line: 1
Sched: 1 Status: Active
Distribute by: Quantity Schedule Qty: 1.0000
SpeedChart: Multi-SpeedCharts Merchandise Amt: 1.98 USD
Doc. Base Amount: 1.98 USD

Distribution

Dist	Status	Percent	PO Qty	Amount	GL Unit	Fund	DeptID	Program	PC BUs Unit	Project	Activity	Account	Fin EmpID	ChartField 1	ChartField 2	CS
1	Open	100.0	1.0000		1.98	UMN0	3002	11330	UMSPR	06526057	1	720299	2101415			

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.

Maintain Purchase Order

Schedules

Unit: UMN01 Vendor: USTORES-001
PO ID: 0000016053 PO Date: 07/22/2008
PO Status: Dispatched

[Return to Main Page](#)

Lines

Line: 1 Item: [TAPE LABELING 1"X500" ROLL YELLOW](#) PO Qty: 1.0000 RL Amount: 1.98 USD

Schedules

Sched	Due Date	Ship To	PO Qty	Price	Amount	Status
1	07/22/2008	P113310001	1.0000	1.98000	1.98	Active

[Add ShipTo Comments](#)

Save Return to Search Notify Refresh Add Update/Display

Click **Save**.

Click **Return to Main Page**.

Maintain Purchase Order
Purchase Order

Unit: UMN01 PO Status:

PO ID: 0000016053 Budget Status: Not Ch'kd

Change Order: 1

Copy From: Hold From Further Processing

Header

'PO Date: 07/22/2008 Vendor Search

Vendor: USTORES-001 [Vendor Details](#)

'Vendor ID: 0000000088 UNIVERSITY STORES

'Buyer: JONES242

PO Reference:

Header Details PO Activities Add ShipTo Comments

PO Defaults Document Status

Edit Comments Requisitions

Backorder Status: None [Create BackOrder](#)

Receipt Status: Not Recvd

'Dispatch Method: EDX [Merkur Delivery Information](#)

Amount Summary

Merchandise: 895.74

Freight/Tax/Misc.: 0.00

Total Amount: 895.74 USD

Add Items From Select Lines To Display

Purchasing Kit Catalog Item Search Line: To:

Lines

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status
1		TAPE LABELING 1"X500" ROLL YELLOW	1.0000	RL	L0190000	1.98000	1.98	Active

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**.

Dispatch Options

Dispatch Options

Fax Cover Page:

Server Name: PSUNX

'Output Destination Type: WEB

'Output Destination Format: PDF Print Copy

Test Dispatch

Print BU Comments

Print Duplicate on PO

Print Changes Only

Print PO Item Description

Click **OK**.

Would you like to wait for confirmation that the PO Dispatch process has completed? (10208,44)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated PO. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the PO being dispatched.

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

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	<input type="checkbox"/>

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	<input type="checkbox"/>	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

The screenshot shows the 'Control ChartField' interface with the following details:

- SetID:** UMFIN
- Ledger Group:** KK_CHILD
- Effective Date:** 07/01/2008
- Description:** Sponsored Child Budget
- Control ChartField:** Project
- SetIDs for ChartField:** UMFIN
- ChartField Values Table:**

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		

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

Maintain Purchase Order

Purchase Order

Unit: UMN01 PO Status: Dispatched
 PO ID: 0000016053 Budget Status: Valid
 Copy From: [Dropdown] Hold From Further Processing

Header

PO Date: 07/22/2008 Vendor Search
 Vendor: USTORES-001 Vendor Details
 Vendor ID: 0000000068 UNIVERSITY STORES
 Buyer: JONES242
 PO Reference: [Text Box]

Backorder Status: None Create BackOrder
 Receipt Status: Not Recvd
 Dispatch Method: EDX Dispatch Merkur Delivery Information

Amount Summary

Merchandise: 895.74
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 895.74 USD

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status
1		TAPE LABELING 1"X500" ROLL YELLOW	1.0000	RL	L0190000	1.98000	1.98	Active
2		TAPE LABELING 1"X500" ROLL ORANGE	1.0000	RL	L0190000	1.98000	1.98	Active
3		TAPE LABELING 1" X 500" ROLL BLUE	1.0000	RL	L0190000	1.98000	1.98	Active
4		TAPE LABELING 1"X500"	1.0000	RL	L0190000	1.98000	1.98	Active

Click on the **Change Order** icon.

Click on the **Schedule** icon.

Maintain Purchase Order

Schedules

Unit: UMN01 Vendor: USTORES-001
 PO ID: 0000016053 PO Date: 07/22/2008
 PO Status: Dispatched

[Return to Main Page](#)

Lines

Line: 1 Item: TAPE LABELING 1"X500" ROLL YELLOW PO Qty: 1.0000 RL Amount: 1.98 USD

Schedules

Sched	Due Date	Ship To	PO Qty	Price	Amount	Status
1	07/22/2008	P113310001	1.0000	1.98000	1.98	Active

Click on the **Distributions** icon.

Maintain Purchase Order

Distributions for Schedule 1

Unit: UMN01 Vendor: USTORES-001
 PO ID: 0000016053 Item: TAPE LABELING 1"X500" ROLL YELLOW
 Line: 1 Status: Active
 Sched: 1 Schedule Qty: 1.0000
 Distribute by: Quantity Merchandise Amt: 1.98 USD
 SpeedChart: Multi-SpeedCharts Doc. Base Amount: 1.98 USD

Dist	Status	Percent	PO Qty	Amount	GL Unit	Fund	DeptID	Program	PC Bns Unit	Project	Activity	Account	Fin EmpID	ChartField 1	ChartField 2	CS
1	Open	100.0	1.0000	1.98	UMN0	3002	11330		UMSPR	06526057	1	720299	2101415			

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.

Maintain Purchase Order

Schedules

Unit: UMN01 Vendor: USTORES-001
 PO ID: 0000016053 PO Date: 07/22/2008
 PO Status: Dispatched

[Return to Main Page](#)

Line	Item	PO Qty	RL	Amount
1	TAPE LABELING 1"X500" ROLL YELLOW	1.0000		1.98 USD

Schedules

Sched	Due Date	Ship To	PO Qty	Price	Amount	Status
1	07/22/2008	P113310001	1.0000	1.98000	1.98	Active

[Add ShipTo Comments](#)

Save Return to Search Notify Refresh Add Update/Display

Click **Save**.

Click **Return to Main Page**.

Maintain Purchase Order
Purchase Order

Unit: UMN01 PO Status:
 PO ID: 0000016053 Budget Status: Not Ch'kd
 Change Order: 1
 Copy From: Hold From Further Processing

Header

'PO Date: 07/22/2008 Vendor Search
 Vendor: USTORES-001 [Vendor Details](#)
 'Vendor ID: 0000000088 UNIVERSITY STORES
 'Buyer: JONES242
 PO Reference:

Backorder Status: None [Create BackOrder](#)
 Receipt Status: Not Recvd
 'Dispatch Method: EDX [Merkur Delivery Information](#)

Amount Summary

Merchandise: 895.74
 Freight/Tax/Misc.: 0.00
 Total Amount: 895.74 USD

Add Items From Select Lines To Display

Purchasing Kit Catalog Item Search Line: To:

Lines

Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving | | | | | 1-10 of 10 |

Line	Item	Description	PO Qty	'UOM	Category	Price	Amount	Status
1		TAPE LABELING 1"X500" ROLL YELLOW	1.0000	RL	L0190000	1.98000	1.98	Active

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**.

Dispatch Options

Dispatch Options

Fax Cover Page: Test Dispatch
 Server Name: PSUNX Print BU Comments
 'Output Destination Type: WEB Print Duplicate on PO
 'Output Destination Format: PDF Print Changes Only
 Print Copy Print PO Item Description

Click **OK**.

Would you like to wait for confirmation that the PO Dispatch process has completed? (10208,44)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated PO. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the PO being dispatched.

Click **Yes**.

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

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

Accounts Payable → Batch Processes → Vouchers → Budget Check

Budget Check

Run Control ID: VCHR_BCM [Report Manager](#) [Process Monitor](#)

Process Request Parameters Find | View All First 1 of 1 Last

*Process Frequency: Always Process

Request Number: 1

*Description: Voucher Budget Checking

*Transaction Type: AP_VOUCHER Process All Business Units

Selection Parameters Find | View All First 1-2 of 2 Last

Field Name	Value Type	From/To	From/To
Business Unit	Value	UMN01	<input type="button" value="+"/> <input type="button" value="-"/>
Voucher ID	Value	00050118	<input type="button" value="+"/> <input type="button" value="-"/>

Click **Run**.

Process Scheduler Request

User ID: FREES029 Run Control ID: VCHR_BCM

Server Name: PSUNX Run Date: 10/13/2008

Recurrence: Run Time: 7:21:30PM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	Web	TXT	Distribution

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

SetID: UMFIN Ledger Group: KK_CHILD

Effective Date: 07/01/2008 Status: A

Control ChartField: Project All Control Values

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		

Buttons: Save, Return to Search, Notify, Add, Update/Display, Include History, Correct History

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

Click **Save**.

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