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.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>UMND1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher ID</td>
<td>08043379</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>07/24/2009</td>
</tr>
<tr>
<td>Invoice No</td>
<td>PO_005431595</td>
</tr>
<tr>
<td>Invoice Total</td>
<td>$804.45 USD</td>
</tr>
<tr>
<td>Pay Terms</td>
<td>Due New</td>
</tr>
<tr>
<td>Voucher Source</td>
<td>5ML Invoices</td>
</tr>
<tr>
<td>Payee:</td>
<td>UNIVERSITY STORES</td>
</tr>
<tr>
<td>Address:</td>
<td>2991 TALMAGE AVE SE MINNEAPOLIS, MN 55414</td>
</tr>
<tr>
<td>Origin</td>
<td>212</td>
</tr>
<tr>
<td>Created:</td>
<td>08/17/2008</td>
</tr>
<tr>
<td>Created By:</td>
<td>T-BUDG</td>
</tr>
<tr>
<td>Modified:</td>
<td>08/17/2008</td>
</tr>
<tr>
<td>Modified By:</td>
<td>UMND1</td>
</tr>
<tr>
<td>ERS Type:</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Close Status:</td>
<td>Open</td>
</tr>
<tr>
<td>View Related</td>
<td>Payment:</td>
</tr>
</tbody>
</table>

Voucher Exceptions

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>UMND1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher ID</td>
<td>08043379</td>
</tr>
</tbody>
</table>

Exception Type: Error

Maximum Rows: 100

View Source PO/Receiver Information

<table>
<thead>
<tr>
<th>Unit</th>
<th>UMND1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher</td>
<td>08043379</td>
</tr>
<tr>
<td>Line</td>
<td>1</td>
</tr>
<tr>
<td>PO Unit</td>
<td>UMND1</td>
</tr>
<tr>
<td>PO No.</td>
<td>0000018063</td>
</tr>
<tr>
<td>PO Line</td>
<td>7</td>
</tr>
<tr>
<td>PO Schedule</td>
<td>1</td>
</tr>
<tr>
<td>Receipt Unit</td>
<td></td>
</tr>
<tr>
<td>Receipt Number</td>
<td></td>
</tr>
<tr>
<td>Line</td>
<td></td>
</tr>
<tr>
<td>Schedule</td>
<td></td>
</tr>
</tbody>
</table>

PO/Receipt Comments

OK | Cancel | Refresh
View all documents associated with the purchase order

*Purchasing ➔ Purchase Orders ➔ Review PO Information ➔ Document Status*

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)

- [ ] Yes
- [ ] No

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:  

Business Unit: equal to  
Match Status: equal to Matched  
Voucher ID: equal to  
Vendor SetID: equal to  
Vendor ID: All Values

Max Rows to Retrieve: 300

Search Results for Match Inquiry Type: Matched

Select to perform an Action on a row.

<table>
<thead>
<tr>
<th>Details</th>
<th>More Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Undo Match</td>
<td>Match</td>
<td>Match Type</td>
</tr>
<tr>
<td>✔️ Matched</td>
<td>Auto - Matched</td>
<td>UMN01</td>
</tr>
</tbody>
</table>

Action:  
Run

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

**Microsoft Internet Explorer**

Undo Matching has been launched with Process Instance Number 115438 (7005,129)

OK

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

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*

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

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

<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Item Description</th>
<th>UOM</th>
<th>Order Qty</th>
<th>Amount Ordered</th>
<th>Currency</th>
<th>Amount Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>DG-33552_mouse monoclonal SF2</td>
<td>EA</td>
<td>1.0000</td>
<td>250.000 USD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click **Line Details**.

### Details for Line 1

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

**Line:** 1  **Vendor:** SANTA CRUZ BIOTECHNOLOGY INC

**Item ID:** DG-33552_mouse monoclonal SF2

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

**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:** 0.0000

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**

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**.

Would you like to wait for confirmation that the PO Dispatch process has completed? [Yes/No]

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

* Accounts Payable → Batch Processes → Vouchers → Budget Check

**Budget Check**

**Process Request Parameters**

- **Process Frequency**: Always Process
- **Request Number**: 1
- **Description**: Voucher Budget Checking
- **Transaction Type**: AP_VOUCHER

**Selection Parameters**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Value Type</th>
<th>From/To</th>
<th>From/To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Value</td>
<td>UM01</td>
<td></td>
</tr>
<tr>
<td>Voucher ID</td>
<td>Value</td>
<td>0060116</td>
<td></td>
</tr>
</tbody>
</table>

Click **Run**.

**Process Scheduler Request**

- **User ID**: FRE00329
- **Run Control ID**: VCHR_BCM
- **Server Name**: PUNIX
- **Run Date**: 10/19/2008
- **Run Time**: 7:21:30 PM

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.