

---

**Clean up current year Purchase Orders**

---

Contact Information:

Name - **Janet Larson** Email - **jl Larson@uwsa.edu** Phone – **608 890-1632**

Name - **Liv Goff** Email - **lgoff@uwsa.edu** Phone – **608 890-2977**

---

## PO Clean-up for Fiscal Year 2009

### Deadline is Monday, July 6, 2009

**Are you new to this task? Please contact Janet or Livvia.**

Before PO Rollover, we need to complete (or close) all purchase orders that will not be rolled to FY 2010. Complete is the PeopleSoft term for a closed PO.

Following is a list of the criteria that needs to be met before a purchase order can be reconciled and completed.

The PO RECON or the **PO Mass Close** processes close a dispatched PO and sets its status to *Complete* if any of the following sets of criteria are met for a PO:

- The PO is dispatched. (Remember to check for POs stuck in approved status.)
- $(\text{Last Activity Date}) \leq (\text{Current Date}) - (\text{Close Days})$ .

Or **(this more accurately applies to our configuration)**

- The PO is dispatched.
- Receiving is not required.
- **$(\text{Shipment Due Date}) \leq (\text{Current Date})$ .**
- $(\text{Last Activity Date}) \leq (\text{Current Date}) - (\text{Close Days})$ .

Please note the above requirement regarding shipment date. Unfortunately, this may play a factor in closing purchase orders. If you had selected a schedule date which is greater than the current date, you might have to change this on the PO first before trying to close it. **YOU MAY OVERRIDE THE PO WHEN CLOSING THE PO USING RECONCILIATION WORKBENCH. THE PO WILL CLOSE (SEE PAGE 9)**

**Each Campus Controller's Office will notify UWSA that Fiscal Year 2009 PO Encumbrance Clean-up is completed by 3PM on July 6, 2009.**

**Remaining encumbrance balances from PO clean-up must equal the carry forward balances that are certified by campus controllers.**



PO Adjusted Balance Report:

1	2	B	C	D	E	F	G	H	K	L	M
2	UWADM										
				Based on Act Log where tran type equal to PO_POENC uw_kk_poDTL_vw	Based on Act Log where tran type equal to AP_VOUCHER and ledger ENC uw_kk_poDTL_vw	Formula	JNRL_LN record	Subtotal	PO Stat	Due Date	BCM Status POHdr record
5	PO ID	PO TYF	Original Enc	Liquidated Amount	Enc Balance	GL Adj		Adjusted PO Balance	PO	Due Date	BCM
6	(None)	#N/A	0.00	(480,461.42)	(480,461.42)	0.00		(480,461.42)	#N/A	#N/A	#N/A
7	0000000001	GEN	7,200.00	0.00	7,200.00	0.00		7,200.00	D	2006-12-05	V
8	0000002010	GEN	1,000.00	0.00	1,000.00	0.00		1,000.00	O	2007-01-03	V
9	00002000	GEN	8,000.00	0.00	8,000.00	0.00		8,000.00	O	2006-11-27	V
10	00002001	PROE	6,000.00	(2,000.00)	4,000.00	0.00		4,000.00	A	2006-11-27	V
11	00002006	GEN	200.00	0.00	200.00	0.00		200.00	D	2006-12-21	V
12	001999	GEN	6,000.00	(6,000.00)	0.00	0.00		0.00	C	2006-11-27	V
13	002002	GEN	12,936.00	0.00	12,936.00	0.00		12,936.00	D	2006-11-27	V
14	030207TEST	GEN	1,000.00	0.00	1,000.00	0.00		1,000.00	A	2007-03-02	V
15	467F036	GEN	(280.00)	0.00	(280.00)	0.00		(280.00)	C	2005-06-26	V
16	937G565	GEN	13,136.88	(13,136.88)	0.00	0.00		0.00	C	2006-08-10	V
17	937G591	GEN	15,972.00	(12,936.00)	3,036.00	0.00		3,036.00	D	2006-07-03	V
18	938G136	BLKC	(23,469.75)	0.00	(23,469.75)	0.00		(23,469.75)	C	2005-08-03	V
19	938G416	BLKN	36,000.00	(36,000.00)	0.00	0.00		0.00	D	2006-07-14	V
20	938G431	GEN	1,980.00	(1,980.00)	0.00	0.00		0.00	D	2006-07-14	V
21	938G442	BLKN	2,000.00	(2,000.00)	0.00	0.00		0.00	D	2006-07-14	V
22	938G453	BLKN	3,000.00	(3,000.00)	0.00	0.00		0.00	D	2006-07-14	V
23	939G212	GEN	0.00	0.00	0.00	0.00		0.00	C	2005-10-12	V
24	999EC1234	GEN	40.13	0.00	40.13	0.00		40.13	A	2007-03-19	V
25	999J105	GEN	0.00	0.00	0.00	0.00		0.00	C	2007-01-05	V
26	999J109	GEN	40,000.00	0.00	40,000.00	0.00		40,000.00	D	2007-01-09	V
27	999J110	GEN	0.00	0.00	0.00	0.00		0.00	X	2007-01-09	V
28	999J117	GEN	0.00	0.00	0.00	0.00		0.00	PX	2007-01-17	V
29	999JL0316	GEN	1,000.00	0.00	1,000.00	0.00		1,000.00	D	2007-03-16	V
30	999JLCHANG	GEN	250.00	0.00	250.00	0.00		250.00	A	2007-04-06	V
31	999JL0316	GEN	1,000.00	(45,000.00)	55,000.00	0.00		55,000.00	D	2007-04-06	V

Delete this row.

This is the recommended process to start closing/completing purchase orders. You will need to know how to filter Excel columns to complete many of these tasks and to make the most of this report. At each step you can add a worksheet to the report and cut and paste the filtered PO's. This will depend on your preference and the number of PO's with different characteristics that you need to track for year-end closing process. Follow the steps below:

- Save the report as an Excel spreadsheet.
- Eliminate the line or lines without PO Numbers, typically the row with (None) for PO ID.
- Sort Due Date in Descending Order. Note POs with a due date after the current Fiscal Year-end, i.e., after 200X-06-30. You will have to override these POs in order to close them or manually override using PO reconciliation.
- If any POs are in Status= A, or approved, please review these POs with Purchasing. Approved POs will roll if budget checked.

- e) Filter the PO Status for status NOT EQUAL to C (C equals Complete/Closed). **DO** check POs in status of C for remaining encumbrance balances, as an encumbrance entry must be created to eliminate all remaining balances, negative or not. (See instructions on page 15)

1	+										
2	B	C	D	E	F	G	H	K	L	M	
2	UWADM										
3			<b>Based on Act Log where tran type equal to PO_POENC uw_kk_poDTL_vw</b> <b>Based on Act Log where tran type equal to AP_VOUCHER and ledger ENC uw_kk_poDTL_vw</b>				Formula	JNRL_LN record	Subtotal	PO Stat	Due Date
4											
5	PO ID	PO TYF	Original Enc	Liquidated Amount	Enc Balance	GL Adj	Adjusted PO Balance	PO	Due Date	BCM	
6	(None)	#N/A	0.00	(480,461.42)	(480,461.42)	0.00	(480)	Sort Ascending	#N/A	#N/A	
7	0000000001	GEN	7,200.00	0.00	7,200.00	0.00	7,200.00	Sort Descending	2006-12-05	V	
8	000002010	GEN	1,000.00	0.00	1,000.00	0.00	1,000.00	1 (All)	2007-01-03	V	
9	00002000	GEN	8,000.00	0.00	8,000.00	0.00	8,000.00	8 (Top 10...)	2006-11-27	V	
10	00002001	PROE	6,000.00	(2,000.00)	4,000.00	0.00	4,000.00	4 (Custom...)	2006-11-27	V	
11	00002006	GEN	200.00	0.00	200.00	0.00	200.00	A	2006-12-21	V	
12	001999	GEN	6,000.00	(6,000.00)	0.00	0.00	0.00	C	2006-11-27	V	
13	002002	GEN	12,936.00	0.00	12,936.00	0.00	12,936.00	D	2006-11-27	V	
14	030207TEST	GEN	1,000.00	0.00	1,000.00	0.00	1,000.00	1 PX	2007-03-02	V	
15	467F036	GEN	(280.00)	0.00	(280.00)	0.00	(280.00)	X	2005-06-26	V	
16	937G565	GEN	13,136.88	(13,136.88)	0.00	0.00	0.00	#N/A	2006-08-10	V	
17	937G591	GEN	15,972.00	(12,936.00)	3,036.00	0.00	3,036.00	D	2006-07-03	V	
18	938G136	BLKC	(23,469.75)	0.00	(23,469.75)	0.00	(23,469.75)	C	2005-08-03	V	
19	938G416	BLKN	36,000.00	(36,000.00)	0.00	0.00	0.00	D	2006-07-14	V	
20	938G431	GEN	1,980.00	(1,980.00)	0.00	0.00	0.00	D	2006-07-14	V	
21	938G442	BLKN	2,000.00	(2,000.00)	0.00	0.00	0.00	D	2006-07-14	V	
22	938G453	BLKN	3,000.00	(3,000.00)	0.00	0.00	0.00	D	2006-07-14	V	
23	939G212	GEN	0.00	0.00	0.00	0.00	0.00	C	2005-10-12	V	
24	999EC1234	GEN	40.13	0.00	40.13	0.00	40.13	A	2007-03-19	V	
25	999J105	GEN	0.00	0.00	0.00	0.00	0.00	C	2007-01-05	V	
26	999J109	GEN	40,000.00	0.00	40,000.00	0.00	40,000.00	D	2007-01-09	V	
27	999J110	GEN	0.00	0.00	0.00	0.00	0.00	X	2007-01-09	V	
28	999J117	GEN	0.00	0.00	0.00	0.00	0.00	PX	2007-01-17	V	
29	999JL0316	GEN	1,000.00	0.00	1,000.00	0.00	1,000.00	D	2007-03-16	V	
30	999JLCHANG	GEN	250.00	0.00	250.00	0.00	250.00	A	2007-04-06	V	
31	999JL001	GEN	100,000.00	(15,000.00)	85,000.00	0.00	85,000.00	D	2007-04-06	V	

- f) Click down arrow key next to PO Status and click Custom.

You can customize the filter by choosing “does not equal” from the drop down arrow on the left and typing in C on the right, if you have not deleted the completed PO’s from your list. Then click OK. From this point you should only be working on Purchase Orders that have not been completed.

- g) Before you go any further, you can filter on PO Type for blanket orders, insert another worksheet and cut and paste these PO’s that you will want to close eventually. All blanket orders must be completed and not rolled. Go to PO

TYPE using Custom and “equals” BLKN, BLKC, etc. Cut and paste these PO’s into another worksheet, if you prefer to keep a record.

1	2	B	C	D	E	F	G	H	K	L	M
2	UWADM										
3				Based on Act Log where tran type equal to PO_POENC uw_kk_poDTL_vw	Based on Act Log where tran type equal to AP_VOUCHER and ledger ENC uw_kk_poDTL_vw	Formula	JNRL_LN record	Subtotal	PO Stat	Due Date	BCM Status POHdr record
4											
5	PO ID	PO TYF	Original Enc	Liquidated Amount	Enc Balance	GL Adj	Adjusted PO Balance	PO Stat	Due Date	BCM	ht
6	(None)	#N/A	0.00	(480,461.42)	(All)	0.00	(480,461.42)	#N/A	#N/A	#N/A	
7	999NY001	GEN	0.00	(2,000.00)	(Top 10...)	0.00	(2,000.00)	D	2007-07-02	V	
8	JMLFY2008	GEN	0.00	(1,500.00)	(Custom...)	0.00	(1,500.00)	D	2007-03-08	V	
9	999PC1234	GEN	1,000.00	(2,000.00)	(480,461.42)	0.00	(1,000.00)	D	2007-01-30	V	
10	938G416	BLKN	36,000.00	(36,000.00)	(2,000.00)	0.00	0.00	D	2006-07-14	V	
11	938G431	GEN	1,980.00	(1,980.00)	(1,500.00)	0.00	0.00	D	2006-07-14	V	
13	938G442	BLKN	2,000.00	(2,000.00)	100.00	0.00	0.00	D	2006-07-14	V	
14	938G453	BLKN	3,000.00	(3,000.00)	40.13	0.00	0.00	D	2006-07-14	V	
17	999J110	GEN	0.00	0.00	100.00	0.00	0.00	X	2007-01-09	V	
19	999J117	GEN	0.00	0.00	120.00	0.00	0.00	PX	2007-01-17	V	
20	999JT1234	GEN	1,500.00	(1,500.00)	200.00	0.00	0.00	D	2007-01-25	V	
21	TESTDELETE	GEN	0.00	0.00	250.00	0.00	0.00	A	2007-03-20	V	
22	TESTHOLD2	GEN	5,000.00	(5,000.00)	600.00	0.00	0.00	D	2006-12-29	V	
24	TESTPO002	GEN	180.00	(180.00)	1,000.00	0.00	0.00	D	2007-02-28	V	
26	TESTTP600	GEN	1,610.00	(1,610.00)	1,200.00	0.00	0.00	D	2007-03-13	V	
27	X147103	GEN	175,000.00	(175,000.00)	3,036.00	0.00	0.00	D	2007-02-28	V	
28	X147206	GEN	900.00	(900.00)	3,500.00	0.00	0.00	D	2006-07-28	V	
29	999EC1234	GEN	40.13	0.00	4,000.00	0.00	0.00	D	2006-07-14	V	
30	TEST1205_1	PROE	100.00	0.00	7,200.00	0.00	40.13	A	2007-03-19	V	
31	TESTDEL2	GEN	120.00	0.00	0.00	0.00	100.00	D	2006-12-05	V	
32	00002006	GEN	200.00	0.00	100.00	0.00	120.00	A	2007-02-19	V	
33	999JLCHANG	GEN	250.00	0.00	200.00	0.00	200.00	D	2006-12-21	V	
34	TEST0001	GEN	600.00	0.00	250.00	0.00	250.00	A	2007-04-06	V	
36	TEST222	GEN	600.00	0.00	600.00	0.00	600.00	D	2006-12-14	V	
37	0000002010	GEN	1,000.00	0.00	600.00	0.00	600.00	D	2006-12-06	V	
					1,000.00	0.00	1,000.00	O	2007-01-03	V	

h) Next, undo the blanket filters by clicking on “(All)” and then filter for the value of zero in the Enc Balance column. Note that the liquidated amount matches the encumbered amount so these purchase orders are fully liquidated. You can close all these Purchase Orders unless you would like to leave the blanket orders open for a specific time before year-end.

1	2	B	C	D	E	F	G	H	K	L	M
2	UWADM										
3				Based on Act Log where tran type equal to PO_POENC uw_kk_poDTL_vw	Based on Act Log where tran type equal to AP_VOUCHER and ledger ENC uw_kk_poDTL_vw	Formula	JNRL_LN record	Subtotal	PO Stat	Due Date	BCM Status POHdr record
4											
5	PO ID	PO TYF	Original Enc	Liquidated Amount	Enc Balance	GL Adj	Adjusted PO Balance	PO Stat	Due Date	BCM	ht
938G416	BLKN	36,000.00	(36,000.00)	0.00	0.00	0.00	0.00	D	2006-07-14	V	
938G431	GEN	1,980.00	(1,980.00)	0.00	0.00	0.00	0.00	D	2006-07-14	V	
938G442	BLKN	2,000.00	(2,000.00)	0.00	0.00	0.00	0.00	D	2006-07-14	V	
938G453	BLKN	3,000.00	(3,000.00)	0.00	0.00	0.00	0.00	D	2006-07-14	V	
999J110	GEN	0.00	0.00	0.00	0.00	0.00	0.00	X	2007-01-09	V	
999J117	GEN	0.00	0.00	0.00	0.00	0.00	0.00	PX	2007-01-17	V	
999JT1234	GEN	1,500.00	(1,500.00)	0.00	0.00	0.00	0.00	D	2007-01-25	V	
TESTDELETE	GEN	0.00	0.00	0.00	0.00	0.00	0.00	A	2007-03-20	V	
TESTHOLD2	GEN	5,000.00	(5,000.00)	0.00	0.00	0.00	0.00	D	2006-12-29	V	
TESTPO002	GEN	180.00	(180.00)	0.00	0.00	0.00	0.00	D	2007-01-25	V	
TESTTP600	GEN	1,610.00	(1,610.00)	0.00	0.00	0.00	0.00	D	2007-03-13	V	
X147103	GEN	175,000.00	(175,000.00)	0.00	0.00	0.00	0.00	D	2006-07-28	V	
X147206	GEN	900.00	(900.00)	0.00	0.00	0.00	0.00	D	2006-07-14	V	

- i) Next take Enc Balance Filter off (choose all), then filter on Adjusted PO Balance = zero. (Hint you may need to enter 0.00.)

1	2	B	C	D	E	F	G	H	K	L	M	
	2	UWADM										
	3				Based on Act Log where tran type equal to PO_POENC	Based on Act Log where tran type equal to AP_VOUCHER and ledger ENC	Formula	JNRL_LN record	Subtotal	PO Stat	Due Date	BCM Status POHdr record
	4											
	5	PO ID	PO TYF	Original Enc	Liquidated Amount	Enc Balance	GL Adj	Adjusted PO Balance	PO Stat	Due Date	BCM Stat	
	10	938G416	BLKN	36,000.00	(36,000.00)	0.00	0.00	0.00	D	2006-07-14	V	
	11	938G431	GEN	1,980.00	(1,980.00)	0.00	0.00	0.00	D	2006-07-14	V	
	13	938G442	BLKN	2,000.00	(2,000.00)	0.00	0.00	0.00	D	2006-07-14	V	
	14	938G453	BLKN	3,000.00	(3,000.00)	0.00	0.00	0.00	D	2006-07-14	V	
	17	999J110	GEN	0.00	0.00	0.00	0.00	0.00	X	2007-01-09	V	
	19	999J117	GEN	0.00	0.00	0.00	0.00	0.00	PX	2007-01-17	V	
	20	999JT1234	GEN	1,500.00	(1,500.00)	0.00	0.00	0.00	D	2007-01-25	V	
	21	TESTDELETE	GEN	0.00	0.00	0.00	0.00	0.00	A	2007-03-20	V	
	22	TESTHOLD2	GEN	5,000.00	(5,000.00)	0.00	0.00	0.00	D	2006-12-29	V	
	24	TESTPO002	GEN	180.00	(180.00)	0.00	0.00	0.00	D	2007-02-28	V	
	26	TESTTP600	GEN	1,810.00	(1,810.00)	0.00	0.00	0.00	D	2007-03-13	V	
	27	X147103	GEN	175,000.00	(175,000.00)	0.00	0.00	0.00	D	2006-07-28	V	
	28	X147206	GEN	900.00	(900.00)	0.00	0.00	0.00	D	2006-07-14	V	

If you see an adjustment in the GL Adj column and this PO has not been completed, it can now be completed. Add another worksheet, and cut and paste if you prefer to keep track of these PO's.

- j) Now take off the filter for Adjusted PO Balance = zero (choose All). Change the filter to Adjusted PO Balance not equal to zero using the Custom filter. This will return the PO's which have balances. (If you have not deleted the non-PO lines, ignore the first line as this reflects salary encumbrances.)

1	2	B	C	D	E	F	G	H	I	J	K	L	M
	2	UWEXT											
	3				Based on Act Log where tran type equal to PO_POENC	Based on Act Log where tran type equal to AP_VOUCHER and ledger ENC	Formula	JNRL_LN record	Subtotal	PO Bal amt per the KK LIQ record from the uw_kk_pobal_v	Diff in Adj PO Bal less PO BAL per kk_liq record	PO Status	
	4												
	5	PO ID	PO TYPE	Original Enc	Liquidated Amount	Enc Balance	GL Adj	Adjusted PO Balance	PO BAL	Diff	PO Stat		
	6	(None)	(None)	0.00	(2,565,898.25)	(2,565,898.25)	0.00	(2,565,898.25)	0.00	(2,565,898.25)	(None)		
	8	UTE070A243	GRNT	8,810.00	(1,147.90)	7,662.10	0.00	7,662.10	15,324.20	(7,662.10)	D		
	9	UTE070A324	GEN	18,920.00	0.00	18,920.00	0.00	18,920.00	18,920.00	0.00	D		
	10	UTE144H281	GRNT	24,600.00	0.00	24,600.00	0.00	24,600.00	15,954.22	8,645.78	D		
	11	UTE159H390	PROE	122,780.00	0.00	122,780.00	(119,204.00)	3,576.00	3,576.00	0.00	D		
	15	UTE362G736	GEN	16,971.74	0.00	16,971.74	(15,543.45)	1,428.29	1,428.29	0.00	D		
	17	UTE926F240	PROE	35,194.00	0.00	35,194.00	0.00	35,194.00	35,194.00	0.00	D		
	18	UTE926F343	PROE	21,315.00	0.00	21,315.00	0.00	21,315.00	21,315.00	0.00	D		
	23	UTF020B613	BLKC	1,627.56	(1,220.67)	406.89	0.00	406.89	406.89	0.00	D		
	24	UTF020B753	BLKC	7,500.00	(2,928.79)	4,571.21	0.00	4,571.21	4,571.21	0.00	D		
	25	UTF020B764	BLKC	30,000.00	(11,395.94)	18,604.06	0.00	18,604.06	18,604.06	0.00	D		
	26	UTF020B775	BLKC	12,000.00	(4,236.35)	7,763.65	0.00	7,763.65	7,763.65	0.00	D		
	27	UTF020B786	BLKC	10,000.00	(2,394.55)	7,605.45	0.00	7,605.45	7,605.45	0.00	D		
	28	UTF020B801	BLKC	7,000.00	(2,699.58)	4,300.42	0.00	4,300.42	4,300.42	0.00	D		
	29	UTF020B812	BLKC	7,000.00	0.00	7,000.00	0.00	7,000.00	7,000.00	0.00	D		
	30	UTF020B823	PROE	36,900.00	(26,750.00)	10,150.00	0.00	10,150.00	10,150.00	0.00	D		
	33	UTF020B856	GEN	32,857.00	(20,282.00)	12,575.00	0.00	12,575.00	12,575.00	0.00	D		
	35	UTF022F514	BLKC	367.50	0.00	367.50	0.00	367.50	367.50	0.00	D		
	37	UTF022F820	GRNT	15,000.00	(6,091.50)	8,908.50	0.00	8,908.50	17,817.00	(8,908.50)	D		
	38	UTF034B355	BLKC	4,011.84	(3,009.06)	1,002.78	0.00	1,002.78	1,002.78	0.00	D		
	39	UTF070A420	GEN	21,809.00	0.00	21,809.00	0.00	21,809.00	21,809.00	0.00	D		
	41	UTF070G781	BLKC	1,111.08	(707.91)	403.27	0.00	403.27	403.27	0.00	D		
	42	UTF070G884	BLKP	31,000.00	(26,843.06)	4,156.94	0.00	4,156.94	4,156.94	0.00	D		
	43	UTF070G895	BLKC	80,000.00	(73,808.02)	6,191.98	0.00	6,191.98	6,191.98	0.00	D		
	44	UTF095G583	BLKC	2,713.22	(802.13)	1,911.09	0.00	1,911.09	1,911.09	0.00	D		
	46	UTF095G611	BLKC	14,000.00	(9,768.56)	4,231.44	0.00	4,231.44	4,231.44	0.00	D		

This is the list of open purchase orders with a balance.

**Note: You WILL NOT BE ABLE TO ROLL ANY PURCHASE ORDERS WITH A BALANCE LESS THAN \$50,** so as a last step, you can filter the Adjusted PO balance of greater than \$0 and less than \$50 and close all these purchase orders. UWSA will be monitoring PO balances and see how you are doing closing them. At the campus level, the first review should be done the end of April or early May.

All Purchase orders entered for this current fiscal year will either be at a status of COMPLETE or you will be rolling this PO.

Once you have run the PORECON process, you may still have problems and the system may not complete/close all of your purchase orders. This may be due to a ship date scheduled in the future (change the date) or other issues. Call Janet Larson (608-890-1632) or Livvia Goff (608-890-2977) if you are having problems.

Finally, be sure to filter the final POADJBAL nvision report on the PO Status of X and C. If balances still exist, for any reason, make sure you have run a budget check on these purchase orders. If there is still a balance on any completed or canceled POs after budget checking, you will need to do an encumbrance adjustment for these POs. Canceled (X) or Closed/Completed (C) POs with balances will affect the carry forward encumbrance certification balance.

See page 15 on how to enter encumbrance journals to reduce these balances to zero.

Use query **UW\_88\_KK\_PO\_ACTIVITY\_SUM2** to get the funding and balance information for a specific PO.

PO ID	PO TYPE	Original Enc	Liquidated Amount	Enc Balance	GL Adj	Adjusted PO Balance	PO BAL	Diff	PO Stat
3409	K053580B	12.45	0.00	12.45	0.00	12.45	0.00	12.45	C
3801	K058723	39.68	0.00	39.68	0.00	39.68	0.00	39.68	C
3956	K070946	200.00	(160.00)	40.00	0.00	40.00	0.00	40.00	C

**IMPORTANT:**

**The encumbrance balances left in the prior fiscal year will be reported to DOA as rollover encumbrances. If there are amounts for \$50 or less, these will be analyzed and we will not allow them to roll. Cleaning up balances in the GL and cleaning up your purchase orders must be done. If you need help with any of these procedures, please do not hesitate to call Janet Larson or Livvia Goff.**

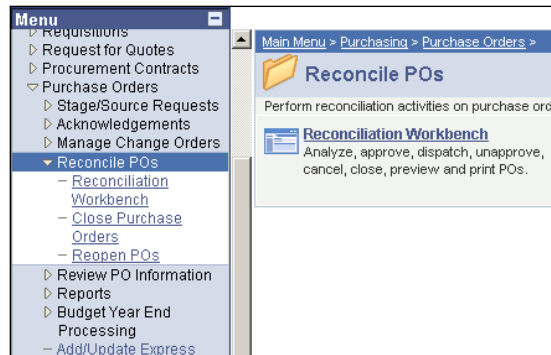
**2. RECONCILING OR CLOSING PURCHASE ORDERS**

The first step in PO Rollover is to get as many purchase orders as possible in a complete status. After reviewing your purchase orders, you will have a list of purchase orders you want to close. There are a number of ways to close or reconcile purchase orders:

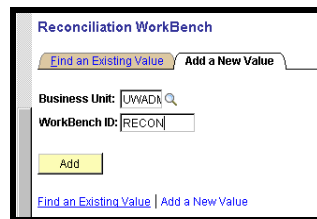
- A. Reconciliation Workbench (described below)
- B. Close Individual POs (described below)
- C. The Mass PO Close Process allows a list of POs to be closed and this is described in the Mass PO Close Process manual at this link under Accounts Payable/Purchasing Manuals:  
<http://www.uwsa.edu/fadmin/sfs/89trainingmaterials.htm>

**A. Reconciliation Workbench:** You can reconcile one purchase order or many purchase orders by selecting those purchase orders at Reconciliation Workbench.

**Navigation:** >*Purchasing*> *Purchase Orders*> *Reconcile PO's*> *Reconciliation Workbench*



If you do not have a Workbench ID of RECON, use “Add a New Value”.  
Or if you have already created a RECON run control, simply find the existing value and search for it.



There are many filter options:

**Reconciliation WorkBench**

**Filter Options**

**Business Unit:** UWADM      **WorkBench ID:** RECON  
**Description:** PO Recon

**Search Criteria:**

Enter search criteria and click on Search. Leave blank for all values.

**Search Criteria**

**Purchase Order:** 939G212  **To:** 939G212       Range of PO numbers  
**PO Date:**  **To:**       Range of PO Dates  
**Activity Date:**  **To:**       Range of Last Activity Dates  
**Due Date:**  **To:**       Range of Due Dates (or scheduled date)

**Request BU:**       **Requisition ID:**

**Vendor ID:**

**Item ID:**

**Buyer:**

**Contract SetID:**

**Contract ID:**

**Release Number:**

**GPO ID:**

**GPO Contract:**

**Status**

Open    Approved    Dispatched    Cancelled    Pending Appr

**Receiving**

**Recv Reqd**    Receiving is Optional

All    Not Received    Partially Received    Fully Received

**Matching**

Required       Not Required

All    None    Partial Match    Fully Matched

**Encumbrance**

Open Encumbrances

**ChartFields**      Customize | Find | View All | First 1 of 1 Last

GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	Budget Date	Location Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

  [Return to Reconciliation WorkBench](#)

For Example: If you need to reconcile purchase orders relating to a certain buyer. Enter the buyer's 3 character operator id and

**Buyer:**

**Contract SetID:**

Click on the search key at the bottom of the page

Item ID: \_\_\_\_\_  
 Buyer:    
 Contract SetID:    
 Contract ID:    
 Release Number:    
 GPO ID:    
 GPO Contract:

Status  
 Open  Approved  Dispatched  Cancelled  Pending Appr

Receiving  
 Required  Not Required  
 All  Not Received  Partially Received  Fully Received

Matching  
 Required  Not Required  
 All  None  Partial Match  Fully Matched

Encumbrance  
 Open Encumbrances

ChartFields

GL Unit	Account	Operating Unit	Fund Code	Department	Program Code	Class	Project	Affil
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Return to Reconciliation WorkBench](#)

A list of Purchase Orders for that buyer will be listed. You select those you want to close. Once you have checked these PO's, you will click on the CLOSE button at the bottom on the screen.

### Reconciliation WorkBench

Business Unit: UWADM WorkBench ID: RECON

\*Description:

Select POs for Further Processing

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input type="checkbox"/> X147206		Dispatched	N	07/14/2006	02/23/2007	0000001633	Taylor,Lori	SYS No Match			<input type="button" value="Detail"/>
<input type="checkbox"/> X147151		Dispatched	N	07/14/2006	12/22/2006	0000002807	Taylor,Lori	SYS No Match	1		<input type="button" value="Detail"/>
<input type="checkbox"/> X147140		Dispatched	N	07/28/2006	01/05/2007	0000002245	Taylor,Lori	SYS No Match	1		<input type="button" value="Detail"/>
<input type="checkbox"/> X147136		Dispatched	N	07/28/2006	07/28/2006	0000002249	Taylor,Lori	SYS No Match			<input type="button" value="Detail"/>
<input type="checkbox"/> X147125		Dispatched	N	07/28/2006	01/05/2007	0000002269	Taylor,Lori	SYS No Match	1		<input type="button" value="Detail"/>
<input type="checkbox"/> X147114-A		Dispatched	N	07/14/2006	07/14/2006	0000001466	Taylor,Lori	SYS No Match			<input type="button" value="Detail"/>
<input type="checkbox"/> X147103		Dispatched	N	07/28/2006	02/08/2007	0000002258	Taylor,Lori	SYS No Match			<input type="button" value="Detail"/>
<input type="checkbox"/> TESTTP600		Dispatched	N	03/13/2007	04/13/2007	0000001989	Taylor,Lori	SYS No Match	2		<input type="button" value="Detail"/>
<input type="checkbox"/> TESTPO002		Dispatched	N	02/28/2007	02/28/2007	0000000478	Taylor,Lori	SYS No Match			<input type="button" value="Detail"/>
<input type="checkbox"/> TESTHOLD2		Dispatched	N	12/29/2006	02/23/2007	0000000256	Taylor,Lori	SYS No Match			<input type="button" value="Detail"/>
<input checked="" type="checkbox"/> 999EC1234		Approved	N	03/19/2007	03/19/2007	0000000001	Taylor,Lori	SYS No Match			<input type="button" value="Detail"/>
<input checked="" type="checkbox"/> 938G453		Dispatched	N	07/14/2006	07/14/2006	0000000381	Taylor,Lori	SYS No Match			<input type="button" value="Detail"/>
<input checked="" type="checkbox"/> 938G442		Dispatched	N	07/14/2006	07/14/2006	0000000027	Taylor,Lori	SYS No Match			<input type="button" value="Detail"/>
<input checked="" type="checkbox"/> 938G431		Dispatched	N	07/14/2006	07/14/2006	0000004928	Taylor,Lori	SYS No Match			<input type="button" value="Detail"/>
<input checked="" type="checkbox"/> 938G416		Dispatched	N	07/14/2006	07/14/2006	0000000902	Taylor,Lori	SYS No Match			<input type="button" value="Detail"/>
<input type="checkbox"/> 00002006		Dispatched	N	12/21/2006	01/02/2007	0000000009	Taylor,Lori	SYS No Match	1		<input type="button" value="Detail"/>

Select All  Clear All

Action:

The next screen indicates whether the PO's are qualified or not.

Exception to accounting date when closing 2009 fiscal year POs after 6-30-2009, use a date no later than 6-30-2009. Do not use the current date.

If they are not qualified see the note below. The accounting date for action should remain the current date because this is the date you are closing the purchase order. Click "Yes" to proceed with the closing. **EXCEPTION – When you close POs for the Prior Fiscal Year you can not use a date after the end of the fiscal year. Example, POs for FY 2009 can not have a close date after 6-30-09.**

**NOTE: If using the close option, you close selected POs to further processing. You can OVERRIDE unqualified POs and make them available for closing by checking the box next to the PO IDs and clicking the Override button.**

When you are comfortable with the list of POs to close, select "Yes" next to "Proceed:." This message will come up as a warning, click on Yes if you want to continue to close PO's.

**Remember – Closing POs can not be easily reversed, if at all.**

## B. Close Individual POs

**Navigation:** >Purchasing> Purchase Orders> Reconcile Purchase Orders> Close Purchase Orders

Search for a Run Control. A good name is PORECON.

Close PO

Run Control ID: PO\_REOPEN [Report Manager](#) [Process Monitor](#)

**Process Request Parameters**

PO Post Run Option: (Invalid Value)

Business Unit:

PO Number:

**ChartField Criteria** [Customize](#)

GL Unit	Account	Fund	Dept	Program	Class	Project
<input type="text"/>						

Accounting Date for Action: 06/29/2007  Use Current Date as Acct. Date

Update Budget Date Equal to Accounting Date

**Remember – Closing POs can not be easily reversed, if at all.**

Enter your business unit and PO Number and click on Run.

**Pay attention to the Accounting Date. When you close POs to the Prior Fiscal Year you can not use a date after the end of the fiscal year. Example, POs for FY 2009 cannot have a close date after 6-30-09. If performing this task after the last business day of the fiscal year, use the last business day of the fiscal year for the Accounting Date. Otherwise the encumbrance liquidations will be created in the next fiscal year and this is not the desired result. (Note: Yes, these statements and text boxes are repetitive, but the entire process depends on selecting the correct accounting dates.)**

Process Scheduler Request

User ID: T2J Run Control ID: PORECON

Server Name: PSUNX Run Date: 03/28/2006

Recurrence:  Run Time: 2:11:07PM

Time Zone:

**Process List**

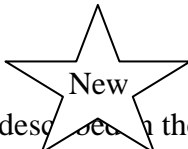
Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Close Purchase Order Report	POPO008	SQR Report	Web	PDF	<a href="#">Distribution</a>
<input checked="" type="checkbox"/>	Close Purchase Orders	PQ_PORECON	Application Engine	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Close Purchase Orders</a>	PQ_POREP	PSJob	(None)	(None)	<a href="#">Distribution</a>

Fill in Server name and click on the Close Purchase Order checkbox. Click OK.

Closing a PO or PORECON changes the status on a purchase order to “COMPLETE”. A purchase order with a “COMPLETE” status cannot be vouchered against and remaining encumbrance balances are liquidated. This process must be run in order to reverse non-encumbered amounts; however, the process itself does not change any encumbrance amounts on the KK ledger tables. You must run Budget Check on the reconciled PO’s to actually correct the tables. (Please see previous pages for running RECON via Reconciliation Workbench)

After you run PORECON or close a purchase order, you must run Budget Check on each PO reconciled or you can run a batch Budget Checking process by business unit to complete the Recon process.

**C. Close a list of POs using PO Mass Close Process: New Feature**



The Mass PO Close Process allows a list of POs to be closed and this is described in the Mass PO Close Process manual at the UW-System Training Manuals link under Accounts Payable/Purchasing Manuals:

<http://www.uwsa.edu/fadmin/sfs/89trainingmaterials.htm>

Advantage – After determining the POs that should be closed using POADJBAL, the entire list can be copied into a spreadsheet and formatted to load a file into SFS.

**Last Step in PO Close is to run PO Budget Check**

*Navigation: >Purchasing> Purchase Orders> Budget Check*

Choose a run control or create one.

The screenshot shows the 'Budget Check Request' web interface. At the top, it displays 'Run Control ID: ALLJOBS' and a 'Run' button. Below this is a header bar with 'Budget Check Request' and navigation links like 'Find', 'View All', 'First', '1 of 1', and 'Last'. The main form area is divided into two sections: 'Process Frequency' and 'Process Options'. In 'Process Frequency', the 'Always' radio button is selected. In 'Process Options', the 'Business Unit' dropdown is set to 'UWPLT'. A text box with a black border and white background is overlaid on the 'Business Unit' dropdown, containing the text 'Budget Check entire Business Unit'. At the bottom of the form, there are several buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

This set up runs a Budget Check for the entire business unit.

See below for a specific PO.

Budget Check Request

Run Control ID: ALLJOBS [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: PO BCM

Process Options

\*Business Unit: Value Business Unit: UWPLT  
PO ID: Value PO ID: H69307  
PO Date: All  
Actg Date: All  
PO Type: All  
Buyer ID: All  
Origin: All  
PO Status: All  
Mid Roll Status: All

Save Return to Search Previous in List Next in List Notify

Budget Check a specific PO

### 3. ENTERING PO ENCUMBRANCE ADJUSTMENT JOURNAL ENTRIES INTO GL

There are instances when purchase order balances do not get cleared when running PORECON. See next page for an example of a journal to fix a purchase order balance. Additional explanation at the end of this document in Appendix 1.

Header | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: UWPLT      Journal ID: POFIXBAL1      Date: 03/06/2006

Long Description: Correct PO Encumbrance Balances from upgrade

\*Ledger Group: ACTUALS       Auto Generate Lines

Ledger:      Adjusting Entry: Non-Adjusting Entry

\*Source: ENC      Fiscal Year: 2006

Reference Number:      Period: 9

SJE Type:      ADB Date: 03/06/2006

Journal Class:       Save Journal Incomplete St

Transaction Code:      [Commitment Control](#)

[Currency Defaults: USD / CRRNT / 1](#)  
[Reversal: Do Not Generate Reversal](#)

Header | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

- The Journal ID must **begin** with **PO** to identify it as a Purchasing Journal entry.
- Enter **ENC** as the Source code on the Journal Header panel.
- Click on the **COMMITMENT CONTROL** line, this is where you choose “**Encumbrance**” to designate Encumbrance. **THIS IS IMPORTANT!!!!!!!!!!**

### Commitment Control

Commitment Control Amount Type

Actuals and Recognized

Encumbrance

Pre-Encumbrance

Collected Revenue

Actuals, Recognize and Collect

Planned

Bypass Budget Checking

Override      Override User ID:  
Override Date:

- The Reference field on the Journal Lines panel **must** contain the full PO ID.

Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project	Base Amount	Reference
1	UWPLT	ACTUALS		3195	102	711060	6			-211,417.76	H50723
2	UWPLT	ACTUALS		4800	102	701030	6			-13,949.71	H50861
3	UWPLT	ACTUALS		3740	102	541015	0			-12,265.00	H50686
4	UWPLT	ACTUALS		2620	144	214425	5			-10,750.00	H50567
5	UWPLT	ACTUALS		3840	144	214420	5			-10,078.50	H50813
6	UWPLT	ACTUALS		3195	102	361060	7			-8,466.70	H50544
7	UWPLT	ACTUALS		3720	144	214420	5			-7,870.96	H50147
8	UWPLT	ACTUALS		3100	114	211141	2			-6,304.00	H50183
9	UWPLT	ACTUALS		3100	128	662300	F			-6,202.98	H50572
10	UWPLT	ACTUALS		4800	102	701025	6			-5,061.93	H50860

- No offset account is needed but you can use 8120 reserve for encumbrance account if you prefer to have a balanced journal.

**These journals do not post – Budget Check creates the encumbrance adjustment.**

If you have any questions, contact Janet Larson 608-890-1632 or Liv Goff 608-890-2977.

#### **4. PRE-ROLLOVER CONCERN**

##### **POs distributed by Quantity instead of Amount**

Every year we have concerns with purchase orders that were distributed by Qty rather than Amt. There is a definite problem with PO Rollover when rolling purchase orders using QTY rather than AMT. Therefore, before the rollover occurs, each campus must run the **UW\_PO\_DISTRI****B****\_BY\_QUANTITY** query. This query shows purchase orders that are distributed by QTY that are not complete, not cancelled and not blanket orders.

If you plan on rolling any of the purchase orders that appear as a result of this query, you should change the PO distribution type from QTY to AMT for the rollover. We can not guaranteeing the results of PO rollover if you do not complete this prior to PO Rollover.

## Appendix 1

### How to resolve Closed PO Encumbrance issues with remaining encumbrance balances or negative encumbrance balances.

Look at the PO in WISDM

#### Lines

Line No	Item Descr	Category ID	UOM	Qty	Monetary Amt	Status
1	Part# Z0FV, MacBook, 13-inch aluminum, 2.4 Ghz configured per attached quote 2 W 41004561	20454	EA	1	1,692.00	Closed
2	MB110LL/A, Apple Keyboard	20454	EA	1	49.00	Closed
3	MA538LL/B, Apple 60W MagSafe Power Adapter for MacBook	20454	EA	1	71.00	Closed
4	MB111LL/A, Apple Wireless Mighty Mouse	20454	EA	1	69.00	Closed
5	AppleCare Protection Plan for MacBookS3130LL/A- Auto Enroll	20454	EA	1	183.00	Closed
					2,064.00	

#### Distribution

Line No	Sched No	Acct	Fund	Dept	Project/Grant	Prog Code	Sub-Class	PO Qty	Status	Merch Amt
1		1 3195	102	530500		1		1	Closed	1,692.00
2		1 3195	102	530500		1		1	Closed	49.00
3		1 3195	102	530500		1		1	Closed	71.00
4		1 3195	102	530500		1		1	Closed	69.00
5		1 3195	102	530500		1		1	Closed	183.00
										2,064.00

#### Invoices

Sched No	Voucher ID	Payment Dt	Line No	Qty Vchr'd	Merch Amt
	<a href="#">00100543</a>	11/12/2008	1	1	1,692.00
	<a href="#">00100542</a>	11/12/2008	2	1	49.00
	<a href="#">00100542</a>	11/12/2008	3	1	71.00
	<a href="#">00100542</a>	11/12/2008	4	1	69.00
					1,881.00

Results from PO Search. Problem occurs when a line is not vouchered correctly and the PO is closed. This situation happens when a PO line is fully liquidated, additional vouchers associated to the over-liquidated PO and the line amount is increased on the PO. Second issue is when a multiple line PO has vouchers associated to the wrong line, resulting in an over-liquidated and an under liquidated line.

Fund   
 Dept is exactly    
 Project   
 Program   
 Account is exactly   
 Accounting Period 1 (JUL) through 13 (CLOSE)  
 PO starts with  0000005938  
 PO Date is exactly    
 Vendor ID   
 PO Vendor Name is exactly   
 Records Per Page 50  
 Output Web

PO ID	PO Date	PO Vendor Name	Fund	Dept	Project	Program	Account	Sub-Class	Orig Amt
<a href="#">0000005938</a>	10/20/2008	APPLE COMPUTER INC	102	530500		1	3195		2,064.00
									2,064.00


**FUND-DEPARTMENT SEARCH**

Main Menu ▼ Comment Help
Add to Favorites  -

**SEARCH CRITERIA**

Fund  102  
 Dept starts with  530500  
 Descr is exactly   
 Manager is exactly   
 Records Per Page 50

Encumbrance view at department search

**REPORT OPTIONS:**  
 Project Option: Only Department  
 Time Period: YTD through 9 (MAR) Advanced  
 Account Tree: ACCOUNT\_NO\_FRINGE (DEFAULT)  
 Drilldown Level: Business Unit Major Accounts (DEFAULT)  
 Program: All  
 View: Figures

**FUND(S):**  
102

**DEPARTMENT(S):**  
530500 Information Tech Leadership  
 Manager: Reed, Stephen  
 Excluding Projects  
[Rollup](#)

Account	Budget	MTD	Expenses	Encumbrances	Balance	% Budget Used
<b>EXPENSES</b>						
Expenses						
-- Salary Permanent						
---- Unclassified Salary	160,778.00	0.00	109,512.06	54,333.32	-3,067.38	102
---- Classified Salary	22,045.00	0.00	14,102.88	8,783.16	-841.04	104
-- LTE/Student						
---- LTE Salary	10,954.00	0.00	7,779.11	0.00	3,174.89	71
---- Student Salary	0.00	0.00	397.75	0.00	-397.75	
-- Supplies & Expense						
---- Supplies & Expense	8,874.00	0.00	0.00	0.00	8,874.00	0
---- Supplies & Expense	3,760.00	0.00	9,282.32	183.00	-5,705.32	252
<b>TOTAL</b>	<b>206,411.00</b>	<b>0.00</b>	<b>141,074.12</b>	<b>63,299.48</b>	<b>2,837.40</b>	<b>99</b>

Other causes of remaining encumbrance balances –  
 Timing issues with Rolled POs when new-year vouchers entered before roll over.  
 New Year POs created with the wrong accounting dates or vouchers entered in the old year.

### Entering PO Encumbrance Adjustment Journal Entries into GL

There are instances when purchase order balances do not get cleared when running PORECON. Here is an example of a journal to fix a purchase order balance.

Unit: UWPLT      Journal ID: POFIXBAL1      Date: 03/06/2006

Long Description: Correct PO Encumbrance Balances from upgrade

\*Ledger Group: ACTUALS       Auto Generate Lines

Ledger:      Adjusting Entry: Non-Adjusting Entry

\*Source: ENC      Fiscal Year: 2006

Reference Number:      Period: 9

SJE Type:      ADB Date: 03/06/2006

Journal Class:       Save Journal Incomplete Status

Transaction Code:       Commitment Control

Currency Defaults: USD / CRRNT / 1  
 Reversal: Do Not Generate Reversal

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

