

FINALIZING A REQUISITION PROCESSED TO PO:

When a PO is created or modified from a Requisition (for less), you can declare that document Final, by prompting the system to liquidate the preceding requisition. You're making your PO the final document to be affected by the preceding Requisition, for less money than you originally authorized. Please note, you can choose to finalize an entire document, or just a schedule.

You can also reverse finalization of a PO by declaring the document "Unfinalized". The system then restores the original budgetary amount to the preceding documents (i.e., Requisition) that it previously liquidated, therefore, creating an additional pre-encumbrance that may not be needed.

Example: A Requisition was created in the dollar amount of \$500.00. It was processed into a PO for the dollar amount of \$300.00. Your budget currently reflects an encumbrance of \$300.00 and a pre-encumbrance of \$200.00. If you finalize the Requisition, your Requisition becomes fully liquidated and your budget no longer reflects the \$200.00 pre-encumbrance, only the \$300.00 encumbrance. If you decide to unfinalize the PO, your budget will again reflect the \$200.00 pre-encumbrance, giving you \$200.00 less to spend.

It is important to understand that each time you finalize or undo a finalize, the Budget Checking process needs to be ran in order to adjust the budgets.

Once the PO is created from a Requisition and if the Requisition is no longer needed, **NEVER, NEVER, NEVER** cancel or close the Requisition. Finalize it from the PO Form page. Never cancel or close a Requisition tied to an active PO.

(The finalization steps apply to Requisitions copied to RFQ to PO and Requisition Releases copied to PO Releases as well.)

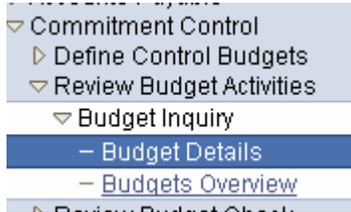
Index:

Finalizing from PO Form page – Instructions Page 7

(The extra documentation was done in an attempt to explain how the budget is affected with each process.)

To Finalize a Requisition:

In order to view the budget activities, following is a screen shot of the (test) budget being utilized for this example. Navigation: Commitment Control, Review Budget Activities, Budget Inquiry, Budget Details.



Budget activities before pre-encumbrance (Requisition) is processed:

Budget Details

Business Unit	Ledger Group	Class-Funding	Dept	Bud Ref	Budget Period
09000	ALLOT	19501	10	05	2005

Ledger Amounts

Budget:	12,874,535.00	USD	Max Rows <input type="text" value="100"/>
Expense:	4,586,054.53	USD	Attributes
Encumbrance:	3,092,561.89	USD	Parent / Children
Pre-Encumbrance:	122,256.76	USD	Associated Budgets
Associate Revenue:	0.00	USD	

Available Budget

Without Tolerance:	5,073,662.02	USD	Percent: (39.41%)	Forecasts
With Tolerance:	5,073,662.02	USD	Percent: (39.41%)	

Budget Exceptions

Exception Errors:	0	Exception Warnings:	118	Budget Exceptions
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Requisition 0900000038 was created in the amount of \$50.00 (a pre-encumbrance of \$50.00 has been generated).

Form **Schedule**

Unit: 09000 Req ID: 0900000038 *Req Date: 05/09/2005 Origin: AGY

*Requester: LMARTIN Lisa Martin (090) Hold From Further Processing

Status: Approved Budget Status: Valid Accounting Date: 05/09/2005 *Currency: USD Dollar

Line	Item ID	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Req Qty	UOM	Category	Price	Ship To	Status
1	02658010020			Staples Duo-Fast#3112C, Size:		10.0000	BOX	02658010	5.00000	09000	Active

Total Amt: 50.00 USD Total Base Amt: 50.00 USD

*Go to: [Header Defaults](#) [Header Comments](#) [Item Search](#) [Item Detail](#) [Line Defaults](#) [Line Details](#) [Catalog](#) [Line Comments](#) [Sourcing Controls](#) [...More...](#)

[Form | Schedule](#)

Once the Requisition has been budget checked, the Pre-Encumbrance ledger amount increased by \$50.00 and the Available Budget decreased by \$50.00:

Budget Details

Business Unit	Ledger Group	Class-Funding	Dept	Bud Ref	Budget Period
09000	ALLOT	19501	10	05	2005

Ledger Amounts

Budget:	12,874,535.00 USD	Max Rows	<input type="text" value="100"/>
Expense:	4,586,054.53 USD	Attributes	
Encumbrance:	3,092,581.69 USD	Parent / Children	
Pre-Encumbrance:	122,306.76 USD	Associated Budgets	
Associate Revenue:	0.00 USD		

Available Budget

Without Tolerance:	5,073,612.02 USD	Percent:	(39.41%) Forecasts
With Tolerance:	5,073,612.02 USD	Percent:	(39.41%)

Budget Exceptions

Exception Errors: 0 Exception Warnings: 118 [Budget Exceptions](#)

Following, is a screen shot of the Req Accounting Entries. Note the “REQ_PREENC” of \$50.00.
 Navigation: Purchasing, Requisitions, Review Requisition Information, Accounting Entries.



Requisition Accounting Entries

'Unit: 09000 'Req ID: 0900000038 [Go to Requisition Inquiry](#)

Requester: LMARTIN Change Order:

'Accounting Line View: Standard 'CommitmentControl Ledger: ALLOT

Option: Group:

Accounting Entries Customize | Find | View All | First 1 of 1 Last

Trans Type	Line	Sched	Dist	GL Unit	Account	Fund Type	Class-Funding	Dept	Bud Ref	Monetary Amount	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID
REQ_PREENC	1	1	1	09000			19501	10	05	50	N	2005	2005	0001984678	

PO 0909000617 was created utilizing the “Copy From” hyperlink at the bottom of the PO Form page. Note the dollar amount is \$10.00 less than the Requisition:

PO Form [Schedule](#)

Unit: 09000 PO: 0909000617 PO Date: 05/09/2005
 Vendor: STAPLES IN-001 ID: 0000067919 Lookup Details Buyer: LMARTIN Lisa Martin (090)

PO Status: Pend Appr Receipt: Not Recvd Budget Status: Valid Doc Tol Status: Valid

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	UOM	Category	Amount	Curr	Status
1	02658010020			Staples Duo-Fast		10.0000	BOX	02658010	40.00	USD	Active

Merchandise: 40.00 Adj Amt: 0.00 Total Amount: 40.00 USD Backorder Status: None

Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#) [Requisitions](#)
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [... More ...](#)

[Import Agency Req. & Sole Source Info.](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[PO Form](#) | [Schedule](#)

Once the PO has been budget checked, the Pre-Encumbrance ledger amount decreased by \$40.00, the Encumbrance ledger amount increased by \$40.00, and the Available Budget remained the same.

Budget Details

Business Unit	Ledger Group	Class-Funding	Dept	Bud Ref	Budget Period
09000	ALLOT	19501	10	05	2005

Ledger Amounts

Budget:	12,874,535.00 USD	Max Rows	100
Expense:	4,586,054.53 USD	Attributes	
Encumbrance:	3,092,601.69 USD	Parent / Children	
Pre-Encumbrance:	122,266.76 USD	Associated Budgets	
Associate Revenue:	0.00 USD		

Available Budget

Without Tolerance:	5,073,612.02 USD	Percent:	(39.41%) Forecasts
With Tolerance:	5,073,612.02 USD	Percent:	(39.41%)

Budget Exceptions

Exception Errors: 0 **Exception Warnings:** 118 [Budget Exceptions](#)

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Since the PO was for a dollar amount less than the Requisition and the Requisition is not to be processed further, the available budget is currently \$10.00 less than what it should be and the Pre-Encumbrance ledger amount is \$10.00 greater than it should be. In other words, your Pre-Encumbrance has not been fully liquidated.

Following, is a screen shot of the Req Accounting Entries. Note the “REQ_PREENC” of \$50.00 and REVERSAL of \$40.00 with the PO Number 0909000617 as the Reference Reversal ID.

Requisition Accounting Entries

'Unit: 09000 'Req ID: 0900000038 [Go to Requisition Inquiry](#)

Requester: LMARTIN Change Order:

'Accounting Line View: Standard 'CommitmentControl Ledger: ALLOT

Option: Group:

Trans Type	Line	Sched	Dist	GL Unit	Account	Fund Type	Class-Funding	Dept	Bud Ref	Monetary Amount	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID
REQ_PREENC	1	1	1	09000			19501	10	05	50	N	2005	2005	0001984678	
REVERSAL	1	1	1	09000			19501	10	05	-40	N	2005	2005	0001984679	0909000617

In order to release the extra \$10.00 from your pre-encumbrance and add it to your available budget, you can:

- 1) Change the Requisition amount to \$40.00 and re-budget check; or
- 2) Finalize the Requisition from the PO Form page.

I suggest finalizing the Requisition. Once finalized, the pre-encumbrance amount will not change with changes in the PO. For Example, later on, if the PO needed to be changed to \$30.00, it would add another \$10.00 to the pre-encumbrance. If it's finalized, it won't.

Finalizing the Req from the PO Form Page:

Once the PO has been saved and budget checked, click on the pink icon next to the budget checking icon:

The screenshot shows the 'PO Form' page with the 'Schedule' tab selected. The header information includes: Unit: 09000, PO: 0909000617, PO Date: 05/09/2005, Vendor: STAPLES IN-001, ID: 0000067919, Buyer: LMARTIN, and Lisa Martin (090). The PO Status is 'Pend Appr', Receipt is 'Not Recvd', Budget Status is 'Valid', and Doc Tol Status is 'Valid'. A table of lines is displayed with one line item: '1 02658010020 Staples Duo-Fast' with a quantity of 10.0000, UOM of BOX, and amount of 40.00 USD. A pink icon is circled in red in the top right corner of the form. Below the table, there is a summary row: 'Merchandise: 40.00 Adj Amt: 0.00 Total Amount: 40.00 USD Backorder Status: None'. At the bottom, there are navigation links and buttons: 'Save', 'Return to Search', 'Notify', 'Refresh', and a dropdown menu for 'Requisitions'.

You will receive the following message:

This action will finalize all eligible distributions for this PO. Continue? (10200,335)

Yes No

Click Yes.

Your Budget Status has now changed to "Not Chk'd":

PO Form **Schedule**

Unit: 09000 PO: 0909000617 'PO Date: 05/09/2005
 Vendor: STAPLES IN-001 'ID: 0000067919 Lookup Details 'Buyer: LMARTIN Lisa Martin (090)
 PO Status: Pend Appr Receipt: Not Recvd **Budget Status: Not Chkd** Doc Tol Status: Valid

Line	Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category	Amount	Curr	Status
1	<input type="checkbox"/>	02658010020	<input type="checkbox"/>		Staples Duo-Fast		10.0000	BOX	02658010	40.00	USD	Active

Merchandise: 40.00 Adj Amt: 0.00 Total Amount: 40.00 USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#) [Requisitions](#)
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [... More ...](#)
 Import Agency Req. & Sole Source Info.

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

PO Form | [Schedule](#)

Budget Check the PO again. Your Budget Status should return to "Valid".

Click on "Requisitions" hyperlink. This will show the Requisition information associated with this PO and verify the Requisition has been finalized.

Requisition Details -- STAPLES IN-001

Business Unit: 09000 Purchase Order: 0909000617

Line	Sched	Dist	Request BU	Req ID	Req Line	Req Sched	Req Distr	PO Qty	Amount	Req Amount	Req Qty	Final
1	1	1	09000	09000000038	1	1	1	10.0000	20.0000	50.0000	10.0000	<input checked="" type="checkbox"/>

Once the PO has been budget checked, the Pre-Encumbrance ledger amount decreased by \$10.00, the Available Budget increased by \$10.00, and the Encumbrance ledger amount remained the same. (The Pre-Encumbrance amount is now the same as before the pre-encumbrance was processed – page 2.)

Budget Details

Business Unit	Ledger Group	Class-Funding	Dept	Bud Ref	Budget Period
09000	ALLOT	19501	10	05	2005

Ledger Amounts

Budget:	12,874,535.00 USD	Max Rows	100
Expense:	4,586,054.53 USD	Attributes	
Encumbrance:	3,092,601.69 USD	Parent / Children	
Pre-Encumbrance:	122,256.76 USD	Associated Budgets	
Associate Revenue:	0.00 USD		

Available Budget

Without Tolerance:	5,073,622.02 USD	Percent:	(39.41%) Forecasts
With Tolerance:	5,073,622.02 USD	Percent:	(39.41%)

Budget Exceptions

Exception Errors: 0 Exception Warnings: 118 [Budget Exceptions](#)

[Return to Search](#) [Notify](#)

The Requisition Accounting Entries will now reflect a REQ_PREENC of \$50.00 and a REVERSAL of \$50.00 (please note, “Reversal” does not mean only the Reversal from the PO, but the entire Reversal of the Pre-Encumbrance - \$40.00 was reversed to the PO, and \$10.00 was reversed directly to your budget):

Requisition Accounting Entries

'Unit: 09000 'Req ID: 0900000038 [Go to Requisition Inquiry](#)

Requester: LMARTIN Change Order:

'Accounting Line View: Standard 'CommitmentControl Ledger: ALLOT

Option: Group:

Accounting Entries															
Trans Type	Line	Sched	Dist	GL Unit	Account	Fund Type	Class-Funding	Dept	Bud Ref	Monetary Amount	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID
REQ_PREENC	1	1	1	09000			19501	10	05	50	N	2005	2005	0001984678	
REVERSAL	1	1	1	09000			19501	10	05	-50	N	2005	2005	0001984679	09090000617

