

Report Quick Tip

While we are still working to find a solution that copies in only PO balances, the following steps will help you to know what the PO line-schedule-distribution line balances are and will be especially helpful when vouchers receive match errors about zero document balances:

Navigation Path:

Purchasing

> Purchase Orders

> Review PO Information

> PO Accounting Entries

> Enter BU: #####

PO ID: #####

Commitment Control Ledger Group: ALLOT or DEPT (either one since PO budget checking errors are at the distribution line level)

> Click on the Flash Light. The accounting entries will appear below the blue line.

> Click on the yellow-grid icon on the right-end of the blue line to download to an Excel spreadsheet. (Save to hard drive for easier use of Excel functions.)

Sort and total data to determine remaining balance by PO line-schedule-distribution line.

Additional Information:

It is important when creating a voucher from a PO copy function to delete the lines that are not to be used rather than typing over the funding information or adding new lines. Typing over will still charge the same distribution line copied from the PO even though different funding is used since the PO tracks by distribution line number and not by the specific funding used. The PO is relieved and the amount is charged to the available budget of the new funding that is typed over the PO funding. In some cases this feature may achieve the desirable results, but caution should be used to prevent unintended results.

If you add new Invoice Lines to those copied in from the PO during the copy function, the new lines will be charged directly to the available budget instead of to the PO balance. When this occurs, the PO balances will still show as encumbered even though the full amount may have been paid. This may cause a violation of the Central Purchasing Act and/or reconciliation exceptions. To adjust the PO, the steps taken will depend on what has already been done and what the desired outcome is. If another voucher has been created using the PO line, the related invoice line can be finalized on the last voucher paid (do not final the voucher and do not final the distribution line), and then a new line can be added to the PO for the correct balance. If the PO line has never been charged, then the line will need to be changed on the PO to the remaining balance. If the PO is no longer needed, then the last voucher paid can be finalized at the header level which closes the PO and relieves all the encumbrances.

At this time, overriding a match exception on a voucher will cause the PO line to be flagged as (fully) matched and will prohibit later use of that PO line. The work-around is to finalize the Invoice Line (do not finalize the voucher and do not finalize the distribution line) on the voucher that had the match error. Then add another line item to the PO for the correct balances and process appropriately. Processing vouchers with matching rules will better ensure that payments are made and posted to POs appropriately.