

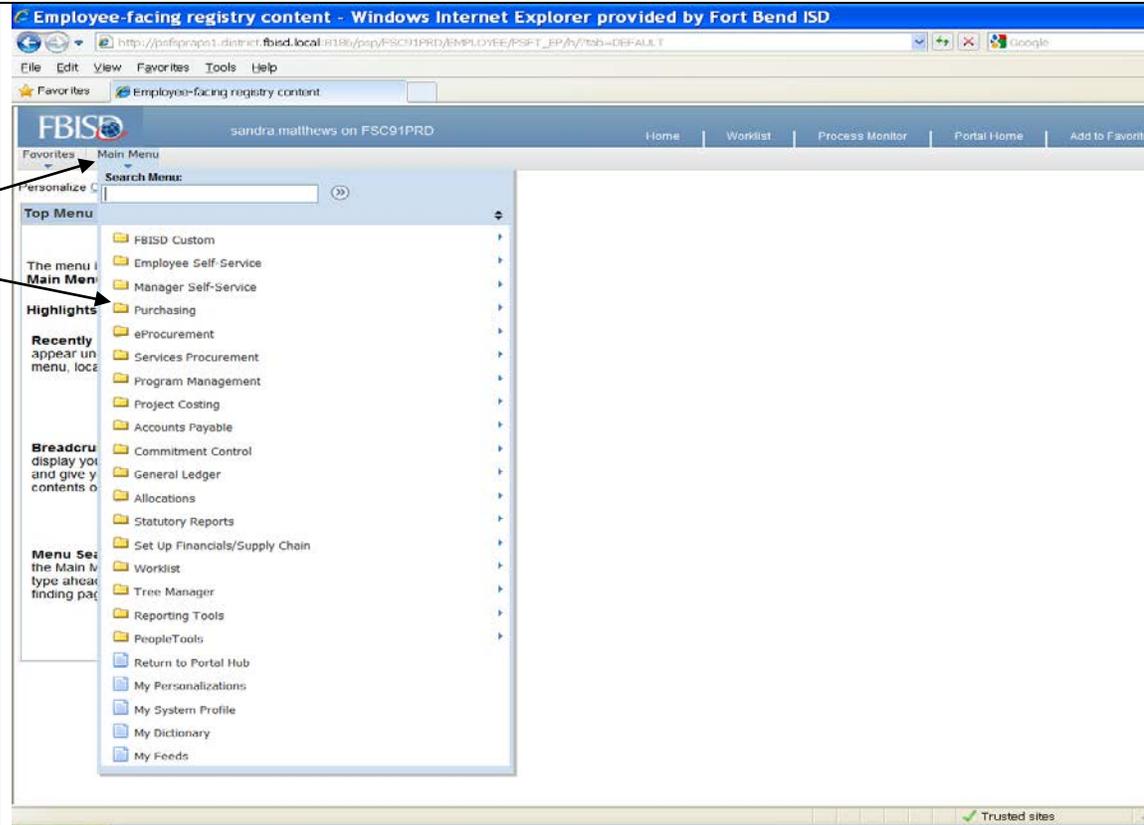
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Reports for Open Requisitions and Open Purchase Orders

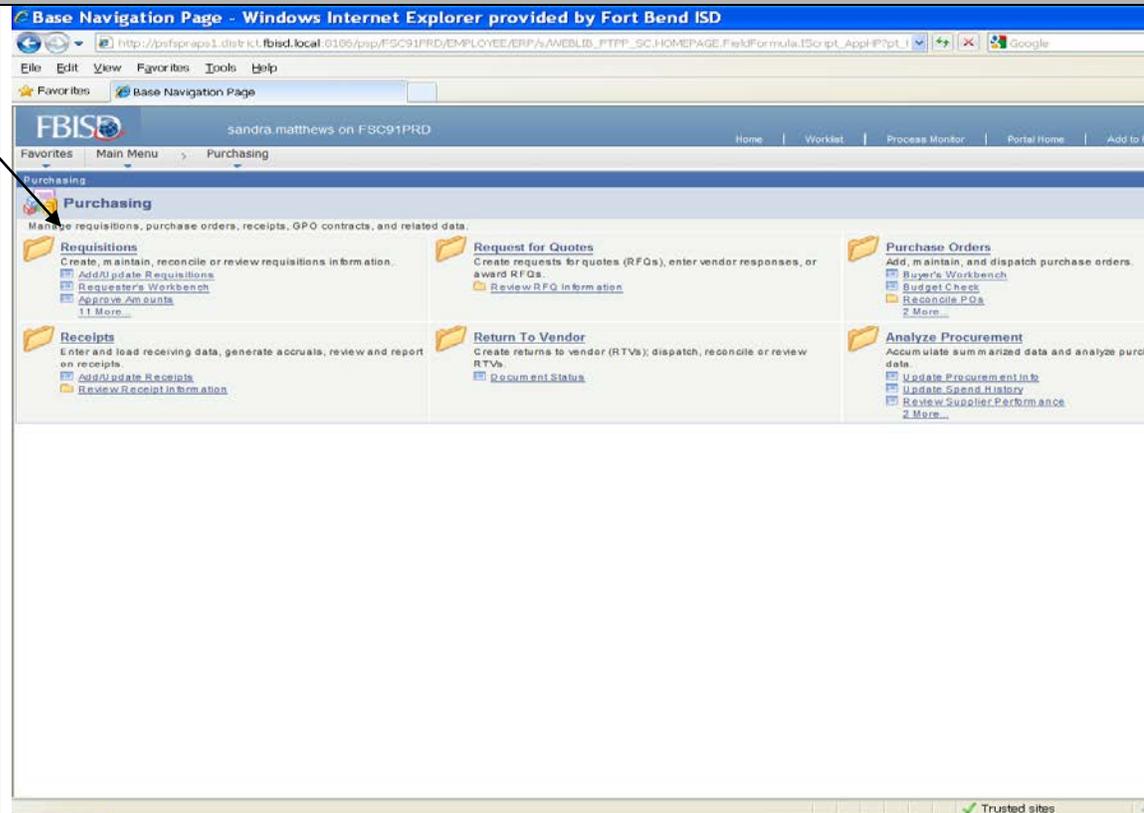
Log on to PeopleSoft Financials.

Click on Main Menu.

Click on Purchasing.



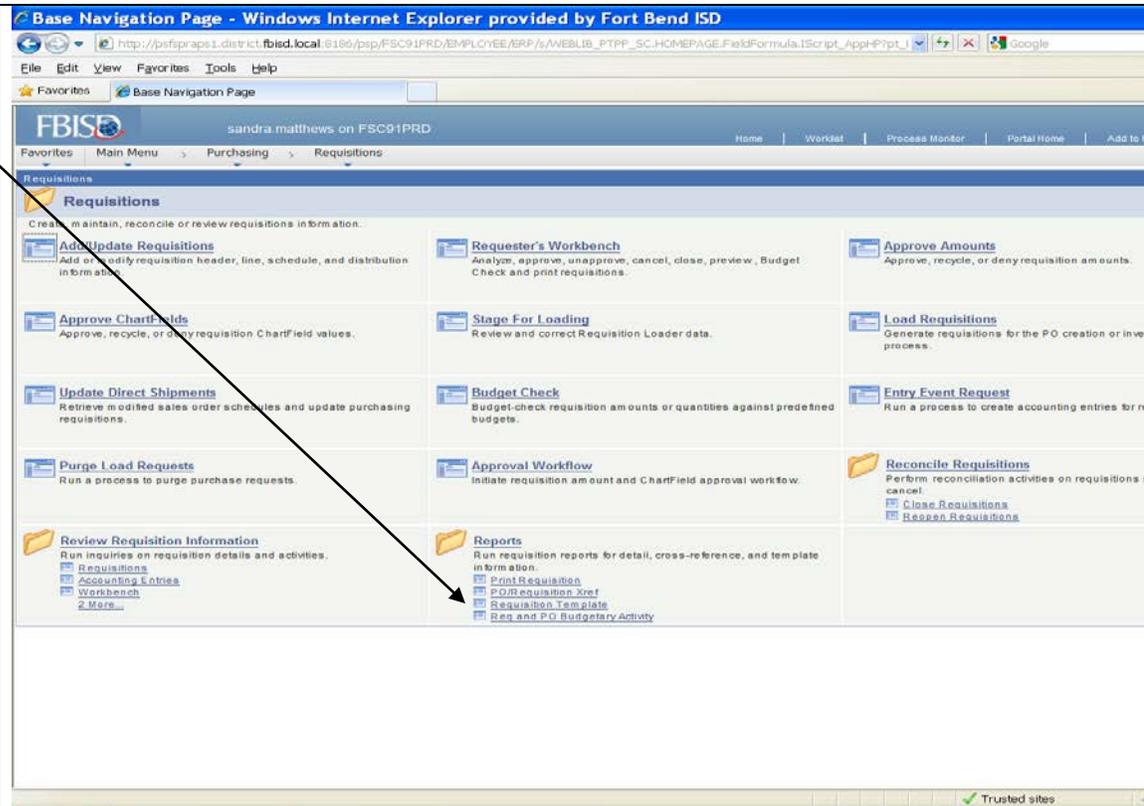
Click on Requisitions.



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Reports for Open Requisitions and Open Purchase Orders

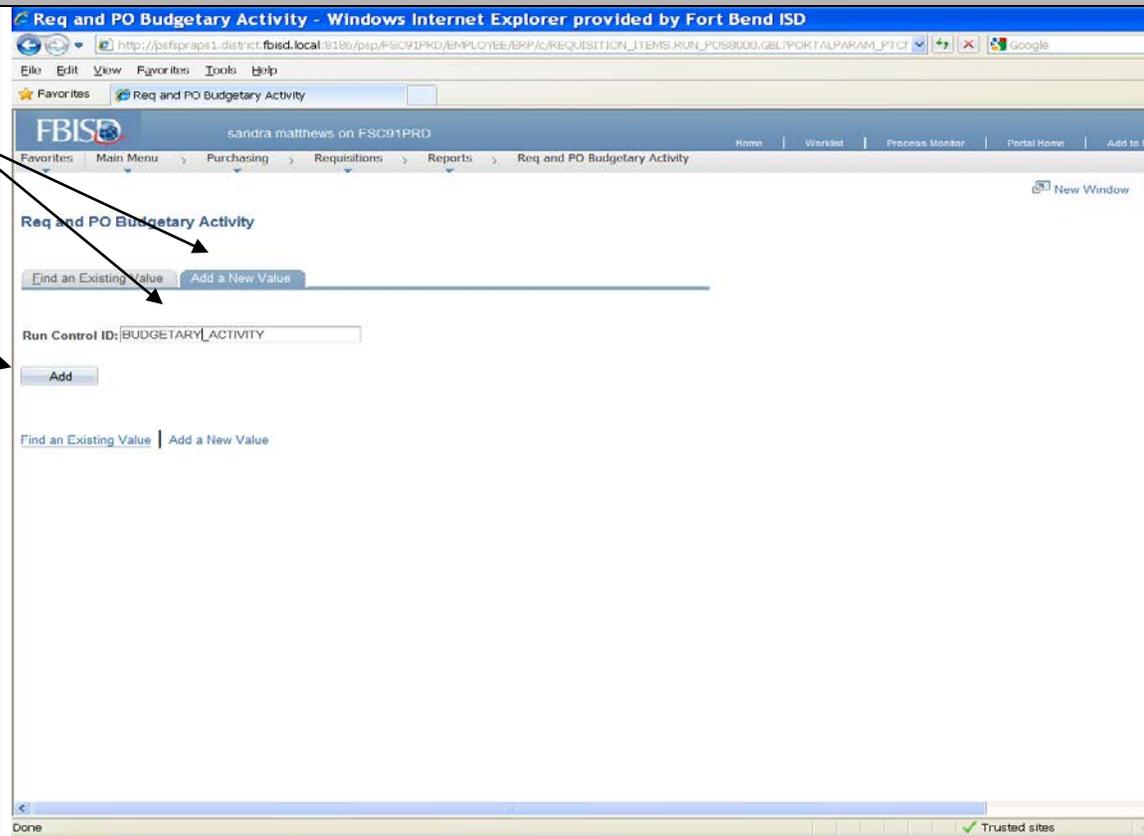
Click on Req and P O Budgetary Activity in the Reports folder.



Click on the "Add A New Value" tab.

Enter a Run Control ID with a title of BUDGETARY_ACTIVITY.

Click the "Add" button.



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Reports for Open Requisitions and Open Purchase Orders

Set up the report criteria:

Select FBISD for the Business Unit. This will also populate the dollar amount as 0.000 and the Business Unit GL as FBISD. Select “>” sign for the remaining amount.

Enter budget dates from 7/1/2013 (the beginning of our fiscal year) to any ending date. Usually a date about 6 weeks old because you normally do not need to review recently placed requisitions and POs.

The screenshot shows the 'Req and PO Budgetary Activity' report configuration page. The browser title is 'Req and PO Budgetary Activity - Windows Internet Explorer provided by Fort Bend ISD'. The URL is 'http://psfspraps1.district.fbisd.local:8186/psp/FSC91PRD_1/EMPLOYEE/ERP/c/REQUISITION_ITEMS.RUN_POS8000.GBL?PORTALPARAM_P1'. The page is titled 'Req and PO Budgetary Activity' and shows the following configuration:

- Run Control ID: BUDGETARY ACTIVITY
- Language: English
- Report Request Parameters:
 - *Business Unit: FBISD
 - *Budget Date From: 07/01/2013
 - *To: 10/31/2013
 - Remaining Amount: > 0.000 USD
 - Business Unit GL: FBISD
- ChartField Sort Options table:

*ChartField	Short Name	From ChartField Value	To ChartField Value
ACCOUNT	Object		

Buttons at the bottom include Save, Return to Search, Add, and Update/Display. A 'Trusted sites' indicator is visible in the bottom right corner.

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Reports for Open Requisitions and Open Purchase Orders

Continue setting up your criteria:

The Chartfield "ACCOUNT" will be the default, however, you will need to change it to FUND_CODE by selecting it from the look up button.

Enter the to and from value for the Fund. (ie. 199).

Click on the "+" sign to add an additional row.

Click on the look up button of the Chartfield values to select DEPTID.

Enter the to and from value using your budget manager number (ie. 276).

Click on the "Save" button to save the criteria for your report.

Click on the "Run" tab to run your report.

The screenshot shows the 'Req and PO Budgetary Activity' report configuration page. The browser title is 'Req and PO Budgetary Activity - Windows Internet Explorer provided by Fort Bend ISD'. The URL is 'http://psfspraps1.district.fbisd.local:8186/psp/FSC91PRD_1/EMPLOYEE/ERP/c/REQUISITION_ITEMS.RUN_POS8000.GBL?PORTALPARAM_P1'. The page is for user 'sandra.matthews on FSC91PRD'. The report parameters are: Run Control ID: BUDGETARY_ACTIVITY, Language: English, Business Unit: FBISD, Budget Date From: 07/01/2013, To: 10/31/2013, Remaining Amount: 0.000 USD, Business Unit GL: FBISD. The Chartfield Sort Options table is as follows:

*ChartField	Short Name	From ChartField Value	To ChartField Value
FUND_CODE	Fund	199	199
DEPTID	Bgt Mgr	276	276

Arrows from the text instructions point to the 'FUND_CODE' look-up button, the '199' values in the FUND_CODE row, the '+' button to add a row, the 'DEPTID' look-up button, and the '276' values in the DEPTID row.

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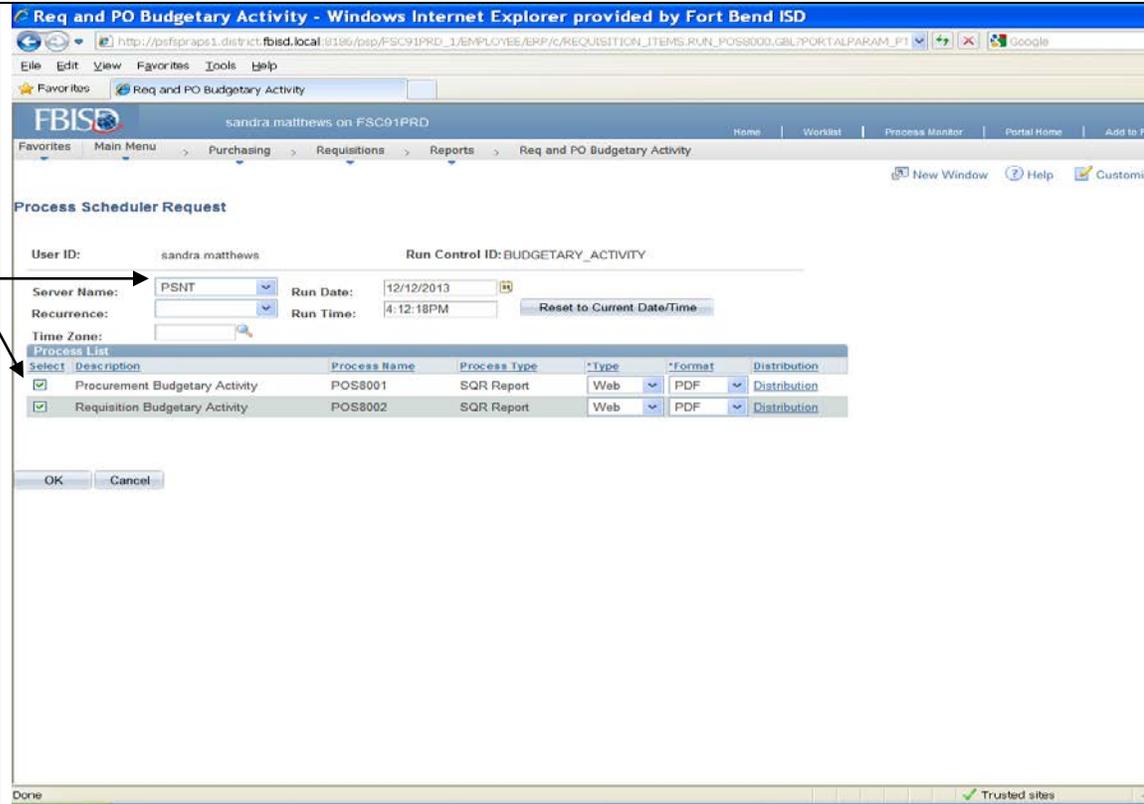
Reports for Open Requisitions and Open Purchase Orders

Select "PSNT" for the Server Name.

Place a check mark for Procurement Budgetary Activity to create a report for open POs and a check mark for Requisition Budgetary Activity to create a report for open Requisitions.

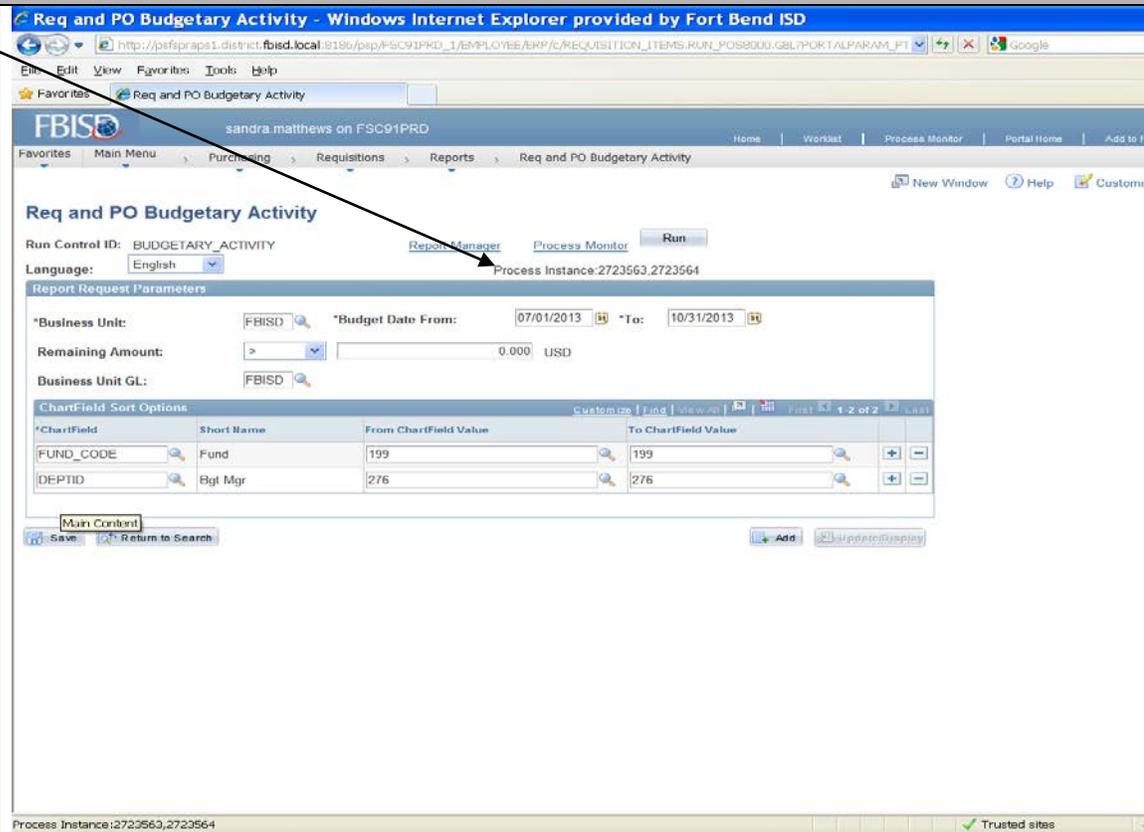
You can select either one item or both items.

Click the "OK" button.



The Process Instance number will appear for one or both of the reports you selected.

Click on "Process Monitor".



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Reports for Open Requisitions and Open Purchase Orders

Once your reports have a status of "Success" and "Posted" click on "Details".

The screenshot displays the 'Req and PO Budgetary Activity' web application. The interface includes a search section for 'View Process Request For' with fields for User ID, Server, Name, Instance, Run Status, and Distribution Status. Below this is a 'Process List' table with columns for Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. An arrow points from the text on the left to the 'Details' link in the table.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2723564		SQR Report	POS8002	sandra.matthews	12/12/2013 4:12:18PM CST	Success	Posted	Details
<input type="checkbox"/>	2723563		SQR Report	POS8001	sandra.matthews	12/12/2013 4:12:18PM CST	Success	Posted	Details
<input type="checkbox"/>	2723330		SQR Report	POS8002	sandra.matthews	12/12/2013 2:57:43PM CST	Success	Posted	Details
<input type="checkbox"/>	2723329		SQR Report	POS8001	sandra.matthews	12/12/2013 2:57:43PM CST	Success	Posted	Details
<input type="checkbox"/>	2723255		SQR Report	POS8002	sandra.matthews	12/12/2013 2:23:43PM CST	Success	Posted	Details
<input type="checkbox"/>	2723254		SQR Report	POS8001	sandra.matthews	12/12/2013 2:23:43PM CST	Success	Posted	Details
<input type="checkbox"/>	2723007		Application Engine	FBISD_STYPLD	sandra.matthews	12/12/2013 1:00:00PM CST	Success	Posted	Details
<input type="checkbox"/>	2722829		SQR Report	FBISD001	sandra.matthews	12/12/2013 11:32:58AM CST	Success	Posted	Details
<input type="checkbox"/>	2721903		Application Engine	FBISD_JRNIMP	sandra.matthews	12/11/2013 2:35:43PM CST	No Success	Posted	Details
<input type="checkbox"/>	2721902		Application Engine	FBISD_JRNIMP	sandra.matthews	12/11/2013 2:35:17PM CST	Success	Posted	Details
<input type="checkbox"/>	2720880		Crystal	FBISD018	sandra.matthews	12/11/2013 9:58:54AM CST	Success	Posted	Details
<input type="checkbox"/>	2720827		Application Engine	FS_BP	sandra.matthews	12/11/2013 9:52:50AM CST	Success	Posted	Details
<input type="checkbox"/>	2720800		Application Engine	FBISD_JRNIMP	sandra.matthews	12/11/2013 9:47:44AM CST	Success	Posted	Details
<input type="checkbox"/>	2720163		SQR Report	POS8002	sandra.matthews	12/10/2013 5:23:07PM CST	Success	Posted	Details
<input type="checkbox"/>	2720162		SQR Report	POS8001	sandra.matthews	12/10/2013 5:23:07PM CST	Success	Posted	Details
<input type="checkbox"/>	2720159		SQR Report	POS8002	sandra.matthews	12/10/2013 5:09:32PM CST	Success	Posted	Details
<input type="checkbox"/>	2720158		SQR Report	POS8001	sandra.matthews	12/10/2013 5:09:32PM CST	Success	Posted	Details

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Reports for Open Requisitions and Open Purchase Orders

This is an example of your budget manager report for Open POs.

The report shows the PO number, line number, and Vendor number for all Open POs that meet the criteria you selected.

The report also shows the original amount, the liquidated amount and remaining amount for all open lines of the PO.

From this report you can reconcile your open POs or Requisitions from the Requisition Report. You should research any open items or contact Purchasing or Accounts Payable if you have questions or need items cancelled.

http://psfspraps1.district.fbisd.local:8186/psreports/FSC91PRD/2421669/POS8001_2723563.PDF - Windows Internet Explorer

http://psfspraps1.district.fbisd.local:8186/psreports/FSC91PRD/2421669/POS8001_2723563.PDF

File Edit Go To Favorites Help

★ Favorites http://psfspraps1.district.fbisd.local:8186/ps...

Report ID: POS8001
 Business Unit: FBISD
 Bgt Mgr From 276 To 276

PeopleSoft Purchasing
 PROCUREMENT BUDGETARY ACTIVITY REPORT

Budget Date From 2013-07-01 To 2013-10-31 Remaining Amount > 0.00 USD
 Fund From 199 To 199

Page No.
Run Date
Run Time

PO ID	Line/Sched/Dist	Vendor	Original PO Amount	Liquidated Amount	Remaining Amount	Vouchered Amount	Budget Man	Fund
0000175431	1/1/1	0000016712	1,000.00	0.00	1,000.00	0.00	276	199
0000175432	1/1/1	0000020365	115,500.00	95,494.00	20,006.00	95,494.00	276	199
0000175454	1/1/1	0000024443	2,500.00	411.79	2,088.21	411.79	276	199
0000178102	1/1/1	0000018613	20,000.00	19,500.00	500.00	19,500.00	276	199
0000178217	5/1/1	0000022779	53.25	0.00	53.25	0.00	276	199
0000178923	6/1/1	0000022779	23.23	0.00	23.23	0.00	276	199
0000178923	12/1/1	0000022779	9.66	0.00	9.66	0.00	276	199
0000179882	1/1/1	000003565	800.00	0.00	800.00	0.00	276	199
0000183034	2/1/1	000001325	20.00	0.00	20.00	0.00	276	199
0000183876	2/1/1	0000022779	614.20	0.00	614.20	0.00	276	199
0000185503	1/1/1	0000022779	26.90	0.00	26.90	0.00	276	199
0000186222	1/1/1	000001671	339.30	0.00	339.30	0.00	276	199
0000186222	2/1/1	000001671	358.38	0.00	358.38	0.00	276	199
0000186222	3/1/1	000001671	2,023.20	0.00	2,023.20	0.00	276	199
Totals:			143,268.12	115,405.79	27,862.33	115,405.79		

End of Report

Done Unknown Zone