Purchase Order Review & Reconciliation
Agenda

- Process Reconciliation Report (Detail Financial Report only)
- Organize and format Detail Financial Report output
- Review Purchase Order encumbrance, liquidations, expenses
- Review Purchase Order detail in Miner Mall
Navigate to Reconciliation Report

Main Menu > UTZ Customizations > General Ledger > Reports > Reconciliation Report

PeopleSoft Tips
- Remember to disable pop-up blockers before processing reports.
- To learn how to disable pop-up blockers, visit the peoplesoft.utep.edu web site.
Create Report & Enter Report Options

1. Click the **Add a New Value** tab.
2. Create a **Run Control ID**. (use any name)
3. Click the **Add** button to process.
4. Enter **Fiscal Year, Acct Period, & Report Format (XLS)**.
5. Enter either a **Cost Center** or a **Project ID** for grants.
6. Click **Save**.
7. Click **Run**.

**PeopleSoft Tips**
- You can access saved **Inquiries** by clicking the **Find an Existing Value** tab and entering the **Inquiry Name**.
- **Do not** include any blank spaces in the **Inquiry Name**.
- Enter Acct Periods From 01 to 12 for PO Encumbrance Reconciliation.
Submit Reconciliation Reports

8. Select XLS format to export to Excel.
9. Click OK to submit report.
10. Write down your Process Instance number. This will be used to identify and select your reports.

PeopleSoft Tips
- The Report will be submitted after Step. 9, please allow some time for processing.
- You can also access reports on the PeopleSoft Home Page under My Reports.
15. Select the report that corresponds to **Step. 10 Process Instance** number.
   - The **Report** will process three outputs:
     a. **DTL.xlsx** – This output displays a **Detail Financial Report**.
     b. **Monthly Recon** – **Ignore** this report.
     c. **.xlsx** – **Ignore** this report.

16. To open the **Detailed Financial Report**, select report hyperlink ending with the **DTL.xlsx** extension.

**PeopleSoft Tips**
- All **Reports** will expire after two weeks from the date they were created.
- The **Process Instance** number should match **Step. 10** reference number.
17. Again, select the DTL.xlsx extension to open your Detailed Financial Report.

PeopleSoft Tips

• Please Note! All Reports will expire after two weeks from the date they were created.
• Do not open the file with the DTL.xml extension.
PeopleSoft Tips

- **Detailed Financial Report**, worksheets are separated by Account numbers tied to your Cost Center or Project ID.
- For Cost Center budget accounts look for A4000 to find your PO encumbrances.
- For Projects, look for the corresponding Grant Accounts GXXXX that have PO activity in the encumbrance column. Grant accounts G6210, G6220 and G6250 to not contain any PO encumbrance balances.
Troubleshooting

• **If a report does not appear or is blank:**
  1) Verify Pop-up blockers are disabled
  2) Verify correct dates are populated
  3) Verify valid Cost Center/Project ID numbers used
  4) Allow sufficient time to process, and run again

• **For additional assistance:**
  – Register for scheduled Reconciliation Workshop
  – Contact the Help Desk to submit a ticket
1. For **Cost Centers** click the A4000 tab at bottom of screen.  
   For **Projects** select all budget account tabs with PO activity.

2. To Unmerge, select entire page and click Merge & Center icon.

3. Delete columns: Q, and J, K, L, M, N (in this order)

4. After Exp/Rev column, enter a new column with a title of “Open/Closed”.

5. Click row 18 cell, then select Data menu, then select Filter icon.
Format Doc Type Column

1. Search for **Doc Type** column.
   - Select **down Arrow**.
   - Click **Select All** to unselect fields.
   - Select only: 1) AP_Voucher, 2) PO_POENC
   - Click the OK button

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Activity ID</th>
<th>Cost Center</th>
<th>Acteg Date</th>
<th>Doc Type</th>
<th>Doc ID</th>
<th>Vendor Descr/Name</th>
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Format Doc ID Column

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</tbody>
</table>

1. Search for Doc ID column.
   - Select down Arrow
   - Click Select All to unselect fields
   - Select all fields starting with any numbers and all MM documents
   - Click the OK button
Format Related Doc Column

1. Search for Related Doc Column, if a field is blank fill it in with the information shown on the Doc ID field.
2. Under Related Doc, select down Arrow.
3. Click the Sort A top Z.
4. Press OK button.
**Liquidated PO’s (Three’s Review)**

1. Under Doc Type, look for **PO_POENC & AP_VOUCHER** documents with the same Related Doc Purchase Order numbers.
2. Under Enc and Exp/Rev columns look for:
   - **PO_POENC** with a positive number in Enc column
   - **AP_VOUCHER** with a negative number in Enc column
   - **AP_VOUCHER** with a positive number in Exp/Rev column
3. If the sum of the encumbrance lines = **zero**, and you see the related expense on the Exp/Rev column. **PO is fully Liquidated**.

   Please highlight the PO rows in gray, and review the next PO.

### Detail Financial Report

**Business Unit:** UTEP1  
**Cost Center:** 14392525  
**For the period (From) SEP 2014 - (To) JUL 2015**

<table>
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<tr>
<th>Project ID</th>
<th>Activity ID</th>
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<th>Acct Date</th>
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<th>Doc ID</th>
<th>Vendor Descr/Employee Name</th>
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Liquidated PO’s (Multiple PO lines review)

1. Under Doc Type, look for **PO_POENC** & **AP_VOUCHER** documents with the same Related Doc Purchase Order numbers.
2. Under **Enc** and **Exp/Rev** columns look for:
   - **PO_POENC** with a positive number in Enc column
   - **AP_VOUCHER** with a negative number in Enc column
   - **AP_VOUCHER** with a positive number in Exp/Rev column
3. If the sum of the encumbrance lines = zero, and you see the related expenses on the Exp/Rev column. **PO is liquidated.** Please highlight the PO rows in gray, and review the next PO.

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**Detail Financial Report**

Business Unit: UTEP1
Cost Center: 14392525
For the period (From) SEP 2014 - (To) JUL 2015

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Activity ID</th>
<th>Cost Center</th>
<th>Acctg Date</th>
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Reviewing Pending Purchase Orders

1. The remaining un-highlighted PO’s will have to be reviewed to determine if the PO has been liquidated.
2. Review one PO at a time. Group the PO’s under the Related Doc column by PO number.
3. Identify if the PO is missing an encumbrance, liquidation, or expense on the Enc and the Exp/Rev columns.
4. Go to Miner Mall to determine if the PO has been Closed. (See next slide for instructions). Enter Open or Closed on the Open/Closed column.
5. **Note:** Enter Closed PO’s with a missing encumbrance or liquidation amount on the Encumbrance Liquidation Template on slide number 19.
Miner Mall PO Review

1. Click on the Order & Documents icon.
2. Select Search Documents.
3. Enter PO number.
4. Click on GO.

PeopleSoft Tip
- Documents can be searched by several criteria available on the Search drop down menu.
Miner Mall PO Review

1. Click the **Status** tab.
2. Review Document Status of PO. If status is **Closed**.
   - Enter status on the Detailed Financial Report
   - Create Encumbrance Liquidation Template
3. Click the **Invoices** tab.
4. Identify all Miner Mall invoice numbers processed for PO.
   - If status is **Closed**, enter all invoice numbers and amounts on Encumbrance Liquidation Template.
1. Select UTEP1 under Business Unit.
2. Enter PO number under PO ID status field.
3. Click Search
4. On the Inquiry screen the PO status will show if a PO is active/open or closed.
Thank You