

Verify Open Purchase Orders

This procedure is the Sac State best practice of verifying Open POs (Purchase Orders). The goals of this procedure are:

- Validate that every PO belongs to the correct department and Fund.
- Search for any open POs that should be closed or cancelled, and then close/cancel them.

This verification is an important regular administrative task, and is also required for year-end processing. Run these reports in the FDW (Financial Data Warehouse) application.

The list of year-end deadlines includes the following task:

Campus Departments to verify validity of outstanding encumbrances (purchase orders) by reviewing the Encumbrances column in the Finance Data Warehouse "Financial Summary as of Period" report and/or the "Open PO" Report. Work with Procurement to close any POs that are no longer valid.

Note: This is an ongoing task all year, but critical at year-end.

Assumptions:

- You have access to FDW.
- You know how to login to FDW.
- You have already setup your FDW defaults.

There are four major steps to this process:

1. Run the Financial Summary As of Period report for your organization
2. Check the results
3. Run the Open PO report
4. Check the results

Step 1 – Run the Financial Summary As of Period Report for your Organization

See the existing guide to run the Financial Summary As of Period Report:

<http://www.csus.edu/aba/financial-services/documents/training/financialsummaryasofperiod.pdf>

Tailor the report to focus on your open POs:

- Filter for your specific fund(s). See guide Steps C-G.
- Filter for your organization (department(s), college(s), or division(s)). See guide Steps K-Q.
- Select the view "Summarized". See guide Step S.

Here is a summary of the report filters for a report of the Academic Division:

Financial Summary - As of Period
 Business Unit = SACST - Cal State Univ Sacramento, Fiscal Year = 2017, Period = 1

Acct Cat is not equal to / is not in 601, 603
and Dept Tree Name is equal to SAC_DEPT_TREE_RS
and Dept Level 2 Fdescr is equal to D_ACADEMIC_AFF - Academic Affairs
and Bus Unit Fdescr is equal to SACST - Cal State Univ Sacramento
and Fiscal Year is equal to 2017

Here is a sample of the above report.
 (Note that only the first seven columns are included to save space and make the image big enough to read.)

Show Column 1:	Column 2:	Column 3:	Column 4:	Column 5:	Column 6:		
Dept Fdescr	Fund Fdescr	Acct Cat Fdescr	Hide	Hide	Hide		
Select Report View: Summarized							
Dept Fdescr	Fund Fdescr	Acct Cat Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	
10000 - VP for Acad Affairs	MDS01 - General Operating Fund	604 - Communications		780.31	0.00	(780.31)	
		606 - Travel	3,485.14	989.25	13,310.57	(10,814.68)	
		616 - Information Technology Costs		172.76	4,199.28	(4,372.04)	
		660 - Misc. Operating Expenses	134,009.47	39,073.48	10,009.47	84,926.52	
		680 - Operating Transfers Out	0.00	0.00	0.00	0.00	
	MDS01 - General Operating Fund Total			137,494.61	41,015.80	27,519.32	68,959.49
	TECBA - CCE for Business Admin	660 - Misc. Operating Expenses		4,316.00	0.00	(4,316.00)	
	TECBA - CCE for Business Admin Total			4,316.00	0.00	(4,316.00)	
	TM036 - Academic Enhancement Fund	507 - Revenue from Interest		(4.88)	0.00	4.88	
		508 - Revenue from Investments		(72.83)	0.00	72.83	
660 - Misc. Operating Expenses			0.00	520.71	(520.71)		
TM036 - Academic Enhancement Fund Total			(77.71)	520.71	(443.00)		

You can click on individual values in the report to drill into the detail.
 (Note that you cannot drill on totals or sums.)
 If I drill on the amount circled above, then I get a detailed report like the following:
 (Note that there are more columns on the report than are included in this sample image.)

Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	Period Descr	Document Date	PO #	Supplier ID	Supplier Name	PO Line #	PO Dst #	PO Sch	Voucher ID	Voucher Ln
-	9.47	660001 - Postage and Freight	MDS01 - General Operating Fund	10000 - VP for Acad Affairs	---	---	---	00- Beginning Balance	08/08/1988	-	-	-	0	0	0	-	0
-	10,000.00	660003 - Supplies and Services	MDS01 - General Operating Fund	10000 - VP for Acad Affairs	---	6003A - AUE- Accreditation	---	00- Beginning Balance	08/08/1988	-	-	-	0	0	0	-	0
Annual Dues for July 1, 2017 t	40,345.00	660090 - Expenses- Other	MDS01 - General Operating Fund	10000 - VP for Acad Affairs	---	6003A - AUE- Accreditation	---	Period 1 - 2017- 07-01	07/28/2017	4000053717	0000000368	WESTERN AS-005	1	1	1	-	0
Annual Dues for July 1, 2017 t	(40,345.00)	660090 - Expenses- Other	MDS01 - General Operating Fund	10000 - VP for Acad Affairs	---	6003A - AUE- Accreditation	---	Period 1 - 2017- 07-01	07/28/2017	4000053717	0000000368	WESTERN AS-005	1	1	1	00467747	1
	10,009.47																

Useful columns that are not shown above are:

- PO Date
- Invoice ID

Step 2 – Check these things on the Financial Summary As of Period Report

Use this report to:

- Check that the Encumbrances amounts on the report for your department(s) are as you expect.
If the amounts differ, then drill into those values and investigate each PO and PO Line.
- Validate the PO Status (open/closed)
- Validate PO amounts
- Validate the PO chart strings.

Step 3 – Run the Open PO report

Run the Open POs Report per the guide for that report.

http://www.csus.edu/aba/financial-services/documents/training/open_pos.pdf

Step 4 – Check these things on the Open PO report

The sample report below displays the following data:

1. Doc ID (PO Number). Note that this value is drillable for additional details.
2. Open PO Amt.

Open PO Report

Business Unit = SACST - Cal State Univ Sacramento, Fiscal Year = 2017, Period = 12

Time run: 8/4/2017 12:31:15 PM

Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Acct Fdescr Column 4: Doc Line # Column 5: Doc Ln Descr Column 6: Hide

Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Doc Line #	Doc Ln Descr	Open PO Amt
MDS01 - General Operating Fund	47900 - Budget Planning and Admin	606001 - Travel-In State	8000033468	1	TRAVEL REQUEST	24.45
Grand Total						24.45

Use this information to:

- Check for the POs that you know should be listed.
- Check for any POs that should not be listed for your organization.
- Verify the PO Amounts.
- Drill into the POs and verify the chart strings are valid.