

Purchase Order and Encumbrance Training

Provided by: Business Affairs – Financial Accounting and Analysis



Overview

- Training Objectives
- Background
- Monitoring
- Review and Analysis
- Liquidating

Training Objectives

- Inform Business Centers on the purpose of monitoring and liquidating open PO's and Encumbrances.
- Present staff with detailed processes and procedures to effectively monitor, analyze, and liquidate PO's and Encumbrances when necessary.
- Supply staff with resources and tools they can use as references to guide them on the review and liquidation process.

Background

- PO's and Encumbrances roll into the ensuing Fiscal Year as part of the Year-End Close process.
- Because these documents are normally liquidated by processing against invoices, there is a high potential for system glitches and/or discrepancies.
- To ensure that these documents are either properly liquidated in the current year, or rolled to the next fiscal year, they must be reviewed and cleaned up, or they may create problems in Banner FIS.



Year End Close Deadlines

- All open FY14 Purchase Orders and Encumbrances will be rolled to FY15 after 5:00 PM on Wednesday, July 16.
- Any Purchase Orders or Encumbrances that should not be rolled to the next fiscal year must be closed by 12:00 PM, noon on this day.



Monitoring

- Benefits of Monitoring
- Policy Guidance
- Reports Available

Benefits of Monitoring

- Monitoring, analyzing and liquidating your open encumbrances will keep the active encumbrances open in the current fiscal year.
- Monitoring and analyzing your open encumbrances created in the current fiscal year will decrease the possibility of them getting “trapped” in the prior fiscal year after being rolled.

Policy Guidance

Follow policy when deciding the appropriate encumbrance type to set up.

- Manual Encumbrance-document begins with “E”
 - Appropriate use can include travel reimbursements, telecommunications charges, printing, VISA charges, student wages, tuition and indirect costs
- Purchase Order-document begins with “P”
 - Can be processed for each purchase greater than \$5,000 made by the university and is not charged to an Auto Pay vendor
 - Business Centers can enter PO’s up to \$25,000
 - PaCS enters PO’s \$25,000 and over.

Policy Guidance Continued:

Links to Manual Encumbrance and Purchase Order Policies:

- OSU FIS 405: Purchase Orders and Encumbrances

<http://oregonstate.edu/fa/manuals/fis/405>

- PaCS Policies & Procedures Manual

- 202-002: Purchase Authority

- 303: Purchase Orders

<http://oregonstate.edu/fa/manuals/pacs>

Reports Available

FGROPNE – Open Encumbrances Report

- Report requested through Appworx
 - Report when “Document” selected as Report Layout
 - Report when “FOAPAL” selected as Report Layout
- How to recall a Banner report in Appworx

Reports Continued:

FGROPNE Appworx request using the Report Layout “Document”

The screenshot shows a web application window titled "Submit" with a tab labeled "FGROPNE". The form contains the following fields and controls:

- Task Name Suffix:** An empty text input field.
- Description:** A text input field containing "Open Encumbrances Report".
- Prompts:** A section containing:
 - Report Layout:** Radio buttons for "Document" (selected) and "FOAPAL".
 - User ID:** A text input field containing "ROGERSTI-TUFTSB".
 - From Fund Code:** An empty text input field.
 - To Fund Code:** An empty text input field.
 - From Organization Code:** An empty text input field.
 - To Organization Code:** An empty text input field.
- Options:** A section containing:
 - Send To:** A dropdown menu.
 - Send Option:** A dropdown menu.
 - Output Function:** A dropdown menu with "STORE" selected.
 - Copies:** An empty text input field.
 - Queue:** A dropdown menu with "OSU_SLOW_BATCH" selected.
 - Agent:** A dropdown menu with "APPWORX_AGENTS" selected.
 - Requestor:** A text input field containing "HUNTTRE".
 - Start Date:** A date/time input field containing "05-17-2011 17:03:12 PDT".
 - Hold:** A checkbox.
 - Documents:** A button with a document icon.

At the bottom of the window are four buttons: "Submit & Close", "Submit", "Close", and "Help".

In User ID - Enter the ONID user name(s), include a “~” between each user name with no spaces

Reports Continued:

FGROPNE Appworx report using the Report Layout "Document"

DOCUMENT TYPE: Purchase Orders

P.O. NUMBER	VENDOR/PAYEE NUMBER NAME	USER ID	BLANKET NUMBER	TRANSACTION DATE	ENCUMBRANCE AMOUNT	REMAINING BALANCE
P0027760	V00002470 Hewlett-Packard	MCGILLDI		23-JUN-2008	25,987.50	148.50
P0027761	V00000776 Bike N Hike Center	MCGILLDI		23-JUN-2008	62,500.00	62,500.00
P0027762	930028632 Hewlett Packard	MCGILLDI		23-JUN-2008	249,950.00	249,950.00
P0027763	V00000776 Bike N Hike Center	MCGILLDI		23-JUN-2008	27,450.00	27,450.00
P0027778	930323097 Aggie Travelpoints Intl	MCGILLDI		30-JUL-2008	505,000.00	505,000.00
P0027816	V00000776 Bike N Hike Center	MCGILLDI		10-DEC-2008	4,365.00	3,865.00
P0027817	V00002470 Hewlett-Packard	MCGILLDI		10-DEC-2008	5,440.05	3,940.05
P0027851	V00000776 Bike N Hike Center	MCGILLDI		01-SEP-2009	6,200.00	2,000.00
P0027852	V00002470 Hewlett-Packard	MCGILLDI		01-SEP-2009	3,861.00	148.50
P0027853	930236363 C&C Technologies Inc	MCGILLDI		26-JAN-2010	14,550.00	14,550.00
P0027854	930274030 E&J Gallo Winery	MCGILLDI		26-JAN-2010	2,900.00	2,900.00
P0027855	930304266 EDI Corporation	MCGILLDI		26-JAN-2010	7,000.00	7,000.00
P0027856	930253080 WS Enterprises & Assoc Inc	MCGILLDI		26-JAN-2010	15,000.00	15,000.00
P0027859	930534786 Dell Computers, Inc	MCGILLDI		10-FEB-2010	4,860.00	4,860.00
P0027860	930534786 Dell Computers, Inc	MCGILLDI		10-FEB-2010	4,860.00	4,860.00
P0027862	930302542 HPCAREERNET LLC	MCGILLDI		26-APR-2010	27,000.00	0.00
P0027863	930529665 Rancher, Jolly	MCGILLDI		10-MAY-2010	13,550.00	2,000.00
P0027864	930529665 Rancher, Jolly	MCGILLDI		10-MAY-2010	16,500.00	16,500.00
P0027865	930534786 Dell Computers, Inc	MCGILLDI		10-MAY-2010	78,000.00	78,000.00

Total Open Purchase Order Records: 19

Total Purchase Order Balance:

\$ 1,000,672.05

Reports Continued:

FGROPNE Appworx request using the Report Layout "FOAPAL"

The screenshot shows a web browser window titled "Submit" with a tab labeled "FGROPNE". The form contains the following fields and options:

- Task Name Suffix:** [Empty text box]
- Description:** Open Encumbrances Report
- Prompts:**
 - Report Layout:** Radio buttons for Document and FOAPAL (selected).
 - User ID:** [Empty text box]
 - From Fund Code:** [Empty text box]
 - To Fund Code:** [Empty text box]
 - From Organization Code:** 410010
 - To Organization Code:** 410400
- Options:**
 - Send To:** [Dropdown menu]
 - Send Option:** [Dropdown menu]
 - Output Function:** STORE
 - Copies:** [Empty text box]
 - Queue:** OSU_SLOW_BATCH
 - Agent:** APPWORX_AGENTS
 - Requestor:** HUNTTRE
 - Start Date:** 05-17-2011 17:15:25 PDT

A callout box on the right side of the form contains the text: "Select the FOAPAL element – For example – Enter your Org range".

At the bottom of the form, there are four buttons: "Submit & Close", "Submit", "Close", and "Help".

Reports Continued:

FGROPNE Appworx report using the Report Layout "FOAPAL"

FUND: 001100 ZAR - OSU General Fund Operations

COAS: C FUND: 001100 ORGN: 410010 ACCT: 20102 PROG: 61000 ACTV: LOCN:

P.O. NUMBER	VENDOR/PAYEE NUMBER	NAME	USER ID	BLANKET NUMBER	TRANSACTION DATE	ENCUMBRANCE AMOUNT	REMAINING BALANCE
P0027333	V00002470	Hewlett-Packard	TRNG_UPD		16-JUN-2003	805.71	805.71
P0027351	V00002554	Parr Lumber	TRNG_UPD		22-JUL-2003	189.75	189.75
P0027372	V00002554	Parr Lumber	TRNG_UPD		22-JUL-2003	189.75	189.75
P0027373	V00002554	Parr Lumber	TRNG_UPD		22-JUL-2003	189.75	189.75
P0027382	V00002554	Parr Lumber	TRNG_UPD		19-AUG-2003	189.75	189.75
P0027399	V00002554	Parr Lumber	TRNG_UPD		16-SEP-2003	189.75	51.25
P0027412	V00002554	Parr Lumber	TRNG_UPD		16-SEP-2003	189.75	189.75
P0027438	V00002554	Parr Lumber	TRNG_UPD		18-NOV-2003	189.75	30.00
P0027515	V00002554	Parr Lumber	TRNG_UPD		17-AUG-2004	189.75	0.00
P0027517	V00002554	Parr Lumber	TRNG_UPD		25-AUG-2004	540.22	324.13
P0027518	V00002554	Parr Lumber	TRNG_UPD		07-SEP-2004	265.00	71.25
P0027519	V00002554	Parr Lumber	TRNG_UPD		10-SEP-2004	67.50	9.57
P0027523	V00002554	Parr Lumber	TRNG_UPD		21-SEP-2004	189.75	30.00
P0027554	V00002554	Parr Lumber	TRNG_UPD		19-OCT-2004	189.75	189.75
P0027563	V00002554	Parr Lumber	TRNG_UPD		19-OCT-2004	189.75	0.00
P0027619	V00002554	Parr Lumber	TRNG_UPD		15-FEB-2005	189.75	30.00

TOTALS FOR FUND: ZAR - OSU General Fund Operations
 Open Purchase Order Records: 16 Purchase Order Balance: \$ 2,490.41



Reports Continued:

FGROPNE – For both Document and FOAPAL Report Layouts. The manual encumbrances are found at the end of the report.

FUND: P0312A SZO PHS 311 Denver Mitochondrial Dys

COAS: C FUND: P0312A ORGN: 252420 ACCT: 39902 PROG: 15003 ACTV: LOCN:

ENC. NUMBER	VENDOR/PAYEE NUMBER NAME	USER ID	ENC. TYPE	DATE ESTABLISHED	ENCUMBRANCE AMOUNT	LIQUIDATION AMOUNT	REMAINING BALANCE
E0004366	930491561 OUS-Portland State Univ	GEEB	E	27-APR-2010	25,000.00	0.00	25,000.00

TOTALS FOR FUND: SZO PHS 311 Denver Mitochondrial Dys
 Open General Encumbrance Records: 1 General Encumbrance Balance: \$ 25,000.00

FUND: P0312A SZO PHS 311 Denver Mitochondrial Dys

COAS: C FUND: P0312A ORGN: 252420 ACCT: 39902 PROG: 15003 ACTV: LOCN:



Reports Continued:

How to recall a Banner report through Appworx.

Step 1: Click on Explorer in the upper left corner, click FILTER, then HISTORY QUERY.

The screenshot shows the UC4 V8 - Applications Manager interface. The top bar includes 'Automation Engine: PROD', 'User: HUNTTRE', and 'OREGON STATE UNIVERSITY'. The main menu includes 'File', 'Activities', 'Object Admin', 'Options', 'View', 'Tools', and 'Help'. The Explorer window is open, showing a tree view on the left with 'History Query...' selected and circled in red. The main pane displays a table of task execution details for 'Backlog 111' and 'History 464'.

Queue	Chain Id	Run ID	C	D	Task Name	Start Date	Started	
NON_RE...	OSU_SLO...	4976222		Y	ICGORLDI_PC	05/17 17:10	05/17 17:10	C
NON_RE...	SLEEP_W...	4976296			HOLD_JOB_FINANCE_...	05/17 17:20	05/17 17:20	C
UNDER...	OSU_SLO...	4976222		Y	ICGORLDI	05/17 17:10	05/17 17:10	C
FINANCE	SLEEP_W...	4976296			FIS_SW	05/17 17:20	05/17 17:20	C
NON_RE...	OSU_SLO...	4976222		Y	END_OF_JOB	05/17 17:10		C
NON_RE...	SLEEP_W...	4976296			HOLD_JOB_FINANCE_...	05/17 17:20		C
NON_RE...	SLEEP_W...	4976296			FRPMESG_PC	05/17 17:20		C
NON_RE...	SLEEP_W...	4976296			FORAPPL_PC_01	05/17 17:20		C
NON_RE...	SLEEP_W...	4976301			FORAPPL_PC_02	05/17 17:20		C
NON_RE...	SLEEP_W...	4976301			FORAPPL_PC_03	05/17 17:20		C

Application	Queue	Chain Id	Run ID	C	D	Task Name	Started	Finished	
NOLIJ	OSU_SLO...	4976294	4976294			FAR0760	05/17 17:19	05/17 17:19	0
NON_RE...	OSU_SLO...	4976294	4976295			FAR0760_SQL	05/17 17:19	05/17 17:19	0
NOLIJ	OSU_SLO...	4976276	4976276			FAR0860	05/17 17:18	05/17 17:18	0
NON_RE...	OSU_SLO...	4976276	4976277			FAR0860_SQL	05/17 17:18	05/17 17:18	0

Reports Continued:

How to recall a Banner report through Appworx.

Step 2: Enter the report name with a % wild card, remove the checkmark for “Current Day” and click OK

The screenshot shows the 'History Query' dialog box with the following fields and options:

- Jobs:** FGROPNE%
- Process Flows:** (empty)
- Applications:** (empty)
- Agents:** (empty)
- Queues:** (empty)
- Requestors:** (empty)
- Status:** (empty)
- Sort options:** Sort (radio button), No Sort (radio button)
- From Start Time:** (empty)
- To Start Time:** (empty)
- Run ID:** (empty)
- Current Day:** (circled in red)
- Add to Current History:**
- Filter name:** (dropdown menu)
- Buttons:** OK, Delete, Clear, Cancel, Help

Reports Continued:

How to recall a Banner report through Appworx.

Step 3: RIGHT CLICK on the report in History and click on request.

The screenshot shows the Appworx Explorer application window. The top menu bar includes File, Edit, Filter, View, Reports, and Help. The left sidebar contains a tree view with nodes for Backlog, Ad Hoc, Agents, Agent Group, Queues, Application, Chains, Status, and Machines. The main area is divided into two sections: 'Agent Summary' and 'History 4'.

The 'Agent Summary' section contains a table with the following data:

Agent	Status	Type	Elap...	Cpu Max...	Bklog	Run	Hold	Abtd	Chain	Ip Address
PROD	Runni...	Master	00:...	0	99	0	0	0	0	appworx1.ucsadm.oregonstate.edu
PROD	Runni...	APPW...	00:...	0	99	0	0	0	0	appworx1.ucsadm.oregonstate.edu
JS1PR...	Runni...	APPW...	00:...	0	99	0	0	0	0	js1.ucsadm.oregonstate.edu
JS2PR...	Runni...	APPW...	00:...	0	9	0	0	0	0	js2.ucsadm.oregonstate.edu

The 'History 4' section contains a table with the following data:

Application	Queue	Chain Id	Job ID	L	D	Job Name	Started	Finished
FINANCE	OSU_SLO...	2330051	2330051			FGRO...	05/11 09:46	05/11 09:46
NON_RE...	OSU_SLO...	2330051	2330052			FGRO...	05/11 09:46	05/11 09:46
FINANCE	OSU_SLO...	2330021	2330021			FGRO...	05/11 09:43	05/11 09:43
NON_RE...	OSU_SLO...	2330021	2330022			FGRO...	05/11 09:43	05/11 09:43

A right-click context menu is open over the first row of the History table. The menu items are: Remove as a Predecessor 1, Job Details, Prompts, Predecessors, Flow Diagram, Conditions, Notes, Output Files, Operator Log, Operator Log Query, History Gantt view, and Request... The 'Request...' option is circled in red.

The status bar at the bottom shows '00:00:00 PDT' and 'Refreshed 05-11-2010 11:34:17 PDT'.

Report Analysis

FGROPNE – Open Encumbrances Report

- Highlight or make a list from FGROPNE of the open encumbrances that are in question because of:
 - Trans date
 - Encumbrance amount = the remaining balance
 - Zero Balance
 - Manual encumbrance

Review and Analysis

- FPPPOBC – Purchase Order Batch Close Process
- FGROPNE – Open Encumbrance Report
- FGIENCD – Detail Encumbrance Activity
- FOIDOCH – Document History
- FPIPURR – Purchase/Change Order Query
- FGIBDST – Organization Budget Status
- FAIVNDH – Vendor Detail History
- FTMACCI – Index Code Maintenance
- FGIOENC – Organizational Encumbrance List

Review and Analysis Cont.

FPPPOBC – Purchase Order Batch Close Process

- This Banner process FPPPOBC runs twice a week and will close open purchase orders at \$0.00.
- Banner assigns a document code to the closed PO's
- A PO at \$0.00 will not close if it has been changed or rolled.

List of Purchase orders by vendors that will be closed by the process

```
Vendor  V00000508 - Amer Assembly of Collegiate Schools of
Business
Open/Close Doc      Purchase Order#      Transaction Date      Encumbrance Liquidated
-----
*0001617            P0082623            03-MAY-2010          .00
Total encumbrance liquidated for vendor V00000508          .00

Vendor  930144537 - B&H foto & Electronics DBA B&H Photo &
Video
Open/Close Doc      Purchase Order#      Transaction Date      Encumbrance Liquidated
-----
*0001617            P0082504            19-APR-2010          .00
Total encumbrance liquidated for vendor 930144537          .00

Total encumbrance liquidated:                                .00
```

Review and Analysis Cont.

FPPPOBC – Purchase Order Batch Close Process
Posted in Banner and can be reviewed in FGIENCD

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
03-MAY-2010	PORD	P0082623		4,300.00	4,300.00
03-MAY-2010	INEI	I2062965		-4,300.00	0.00
05-MAY-2010	POBC	*0001617	T	0.00	0.00

The FPPPOBC process does not close manual encumbrances.

Review and Analysis Cont.

FGIENCD – Detail Encumbrance Activity

- Are all the accounting lines in a current Fiscal Year?
- How much activity? When?
- Has the encumbrance rolled?

Detail Encumbrance Activity FGIENCD 8.3 (PROD)

Encumbrance: P0082825 Encumbrance Period: All

Open

Description: Bergeson Inc Status: Type: P
 Date Established: 26-MAY-2010 Balance: 6,896.00 Vendor: 931804762 Bergeson Inc

Item: 0 Document Accounting Dis **FY** **Open**

Sequence: 1 Fiscal Year: 11 Status: Commit Indicator: U

COA Index Fund Orgn Acct Prog Actv Locn Proj
 C AGS719 030010 218122 23503 11201

Encumbrance: 5,760.00 Liquidation: -834.28 Balance: 4,925.72

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
24-MAY-2010	PORD	P0082825	<input type="checkbox"/>	5,760.00	5,760.00
09-JUN-2010	INEI	I2076989	<input type="checkbox"/>	-548.57	5,211.43
01-JUL-2010	E090	ER100001	T	5,760.00	5,211.43
01-JUL-2010	E090	ER100001	T	0.00	5,211.43
01-JUL-2010	E090	ER100001	T	-548.57	5,211.43
04-AUG-2010	INEI	I2098248	<input type="checkbox"/>	-137.14	5,074.29
04-AUG-2010	INEI	I2098250	<input type="checkbox"/>	-148.57	4,925.72
			<input type="checkbox"/>		

Entered in FY10
Rolled to FY11

Review and Analysis Cont.

Trapped PO: Open, first accounting line in FY06 – 2LQP(now 2LQB), partial liquidation.

Description: Roche Diagnostics/Boehringer Mannhe **Status:** **Type:** P

Date Established: 18-AUG-2005 **Balance:** 0.00 **Vend:** 16 Roche Diagnostics Corp

Open

Item: 1 Equipment Rental and Ser **FY:** **Open**

Sequence: **Fiscal Year:** 06 **Status:** **Commit Indicator:** U

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
C	VDLGCP	001222	222030	24001	20600			

Encumbrance: 66,399.46 **Liquidation:** -66,399.46 **Balance:** 0.00

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
18-AUG-2005	PORD	P0066958	<input type="checkbox"/>	66,399.46	66,399.46
15-MAY-2006	INEI	I1518109	<input type="checkbox"/>	-1,702.55	64,696.91
15-JUN-2006	INEI	I1531854	<input type="checkbox"/>	-1,702.55	62,994.36
26-JUN-2006	INEI	I1536426	<input type="checkbox"/>	-1,702.55	61,291.81
30-JUN-2006	2LQP	J0364665	<input type="checkbox"/>	-61,291.81	0.00
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

Review and Analysis Cont.

Trapped PO: Second accounting line in FY07 – 2LIQ (now 2LIB), total liquidation.

Description: Roche Diagnostics/Boehringer Mannhe		Status: <input type="radio"/> Type: <input type="radio"/>	
Date Established: 18-AUG-2005	Balance: 0.00	Vendor: 6 Roche Diagnostics Corp	Open

Item: 1 Equipment Rental and S	FY: FY	Closed: Closed
Sequence: 2	Fiscal Year: 07	Status: <input type="radio"/>
Commit Indicator: <input type="radio"/>		
COA: C	Index: VDLGCP	Fund: 001222
Orgn: 222030	Acct: 23510	Prog: 20600
Actv:	Locn:	Proj:
Encumbrance: 38,324.12	Liquidation: -38,324.12	Balance: 0.00

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
18-AUG-2005	PORD	P0066958		38,324.12	38,324.12
15-MAY-2006	INEI	I1518109		-982.67	37,341.45
15-JUN-2006	INEI	I1531854		-982.67	36,358.78
26-JUN-2006	INEI	I1536426		-982.67	35,376.11
01-JUL-2006	E090	EN060001	T	38,324.12	35,376.11
01-JUL-2006	E090	EN060001	T	0.00	35,376.11
01-JUL-2006	E090	EN060001	T	-2,948.01	35,376.11
20-JUL-2006	2LIQ	J0365030		-35,376.11	0.00

Review and Analysis Cont.

FOIDoch – Document History

- Query by invoice, check or purchase order

FPIPURR – Purchase Order/Change Order Query

- Contact for the order
- Delivery date
- Description of commodity items or service being provided
- Review item text, if it exists
- View the index and account code information

FGIBDST – Organization Budget Status

- Enter Index
- Detail transaction activity on the account code
- Look for a direct pay invoice or wire transfer by the description, then query the document.

Review and Analysis Cont.

FAIVNDH – Vendor Detail History

- Useful when index or account code may have been changed
- Look for dollar amounts that are close to your encumbrance amount
- Look for dates that might qualify
- Query the document to view possible matches with commodity items or services being provided.

Transaction Document Lookup in Self Service

- Query by Vendor ID
- View document images for possible matches

Review and Analysis Cont.

FTMACCI – Index Code Maintenance

FTVACCI – Index Code Validation

- Verify the index is active – look for a termination date

FGIOENC – Organizational Encumbrance List

- Query open PO/Encumbrance by Index, Organization, or Fund

Organizational Encumbrance List FGIOENC 8.0.0.1 [OSU] (PROD)

Chart: C Index: QBA031 Organization: 410010 QBA - Business Affairs Admin
Fiscal Year: 11 Fund: 001100 ZAR - OSU General Fund Operations

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
P0083960	Office World Inc	0	20210	61000			7,314.60	U
P0084871	Office World Inc	0	20210	61000	QSFR		5,830.24	U
P0085209	Dell Marketing LP	0	20201	61000			212.51	U
PR110001	Encumbrance Salaries (Orig)	0	10103	61000			43,638.00	U

Liquidating

- By Regular Pay Invoice
- By Journal Voucher
- By FPAPDEL – Cancel Purchase Order
- By FPACDEL – Cancel Change Order

Liquidating by Regular Pay Invoice

See Handout for Step by Step Instructions

- “F” final payment indicator entered when the commodity has been received.
- If more than one commodity, make sure “F” final payment indicator has been entered for each commodity line
- If more than one invoice
 - Verify in FOIDOCH that all documents are approved in order
 - The document with the “F” final payment indicator is the last invoice to be approved. This will close the encumbrance.

Liquidating by Journal Voucher

See Handout for Step by Step Instructions

- Use rule code 2LIB for a total liquidation or 2LQB for a partial liquidation.
 - Use “Partial” if the PO should stay open.
 - Use “Total” if the PO is done and should be close.
- Enter text referencing the direct pay invoice, wire transfer or other reason for the JV liquidation.
- Will route through BC JV approval queues based on ORG. If multiple orgs are involved, the JV could route through multiple queues.

Liquidating by FPACDEL

FPACDEL – Cancel Change Order

- Use when a change order has occurred
- You will have to know the change order sequence #
- Enter text to explain cancelling the change order
- Once the change order has been cancelled the PO can now be cancelled if no other changes have occurred

Liquidating by FPAPDEL

FPACDEL – Cancel Purchase Order

- This can be used for encumbrances that were entered but never used in a current fiscal year
- Use when no changes have occurred
- Enter text referencing the direct pay invoice, wire transfer, or other reason for the purchase order cancelation.

Liquidating by FPACDEL and then by FPAPDEL

Detail Encumbrance Activity FGIENCD 8.3 (DEV2)

Encumbrance: P0027904 Encumbrance Period: All

Description: Farm-Tek Inc Status: C Type: P
 Date Established: 05-MAY-2011 Balance: 0.00 Vendor: 930321692 Farm-Tek Inc

Item: 1 Kabota Orange utility vehicle RTV1140CPX-H

Sequence: 1 Fiscal Year: 11 Status: C Commit Indicator: U

COA Index Fund Orgn Acct Prog Actv Locn Proj
 C YIA044 120001 490251 40101 46000 YEAA

Encumbrance: 0.00 Liquidation: 0.00 Balance: 0.00

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
05-MAY-2011	PORD	P0027904		20,000.00	20,000.00
16-MAY-2011	CORD	P0027904		-3,000.00	17,000.00
16-MAY-2011	PCRD	P0027904		3,000.00	20,000.00
16-MAY-2011	PCRD	P0027904		-20,000.00	0.00

Contacts for Questions

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All materials for this training are available on our website:

<http://oregonstate.edu/fa/businessaffairs/bcr#FinAcctTrain>

