PeopleSoft General Ledger Documentation

SUBJECT: How to Run and Read the PO Status Report

University

of Houston Clear Lake

Page 1 of 4

HOW TO RUN THE PO STATUS REPORT

The PO Status report displays detailed Purchase Order information (i.e. PO status, Finalize PO status, corresponding requisition information, encumbrance balances, etc.) and may be generated for all PO's, including non-budget checked PO's and closed PO's.

This report also displays transactions associated with a particular PO. The associated PO voucher does not have to be posted in order to be included on the report, but it must have passed budget checking. Any vouchers with a budget checking status other than Valid (i.e. due to document tolerance errors or budget errors) will not be displayed on the report.

NAVIGATION: CUSTOM REPORTS – PO – PO STATUS REPORT

Step 1: Click on the Advanced Search hyperlink.

PO Status F	Report	
Enter any inform	nation you have and c	lick Search. Leave fields blank for a list of all values
Find an Exis	ting Value	
Search Cri	teria	
Search by:	Business Unit	✓ begins with
Search	dvanced Search	

Step 2: Enter the Business Unit for the PO (i.e. 00759, TR759, LB759), the Purchase Order ID and click Search.

Find an Existing Value		
Business Unit:	begins with 00759 ×	Q
O Number:	begins with 🗙 0000036472	
Purchase Order Date:	= ~	31
Purchase Order Reference:	begins with 🗸	
/endor ID:	begins with 🗸	Q
Case Sensitive		

PO Status Report





SUBJECT:How to Run and Read the PO Status ReportPage 2 of 4

- **Step 4:** Click the **Detail** radio button to view a detailed PO Status Report. The Detail PO Status Report lists all of the detail information for the PO including all the pre-encumbrance, encumbrance, and expenditure activity that occurred against the PO.
- Step 5: Click View Report to generate the report.

PO Stat	us Report			
Busin	ess Unit:	00759		
PO Nu	umber:	0000036472	PO Status:	Dispatched
	Whe 1. S 2. C 3. Fi	en printing the report, ple elect the Report Type lick the button below to g le>Print>Layout Ta eport Type O Detail O Summary	ase use the "Landscape" optio generate the report. b>Landscape>Print Button	on.

The PO Status Report opens in a new window:

State Inc. in cases	-						the strength of the state		
(-) (-) (-) (-) (-) (-) (-) (-) (-) (-)	v.my. <mark>uh.edu</mark> :813	9/psc/fs91tst/	/emp 🔎 🗕 🕻	University of	Hous 🖒	葠 PO Status	Detail Report	×	☆ 🕸
File Edit View Favorite	es Tools Hel	p				х	€Convert ▼	🗟 Sele 🗶 📱	Snagit 📃 🖻
숽 🥘 abouttabs (2) 🧉	abouttabs 🔁	Suggested Si	tes 🔻		» 🟠	• 🖾 • 🛛	🖃 🖷 🔻 Pag	e ▼ Safety ▼	Tools 🕶 🔞 🕶
		(University o PO Sta	of Houston atus Detail	- Clear La Report	ake			ſ
Business Unit: 00759 PO ID: 000036 PO Status: Dispatch	Voucher ID	Vendor ID	Vendor Nan	10	Reg	Finaliza	Dre-Encum	Run Date: Run Time:	12/17/2014 03:32:11 PM
Line	voucher ID	vendor ild	Vendor Ivan	IC	Status	PO	FIC-Lincum	Elicumoered	Expended
PO Ln: 1 Sched Ln:	1 Distrib Ln	1 Distrib	Ln Status: Op	en CC : 007	59/2064/C00	23/A0641/NA	Bud Ref: BP2	2015	
53900 0000033653 1		0000009006	SAGE WEST	OFFICE SUPP	LY Approved	t	941.92	0.00	0.00
53900 0000033653 1		0000009006	SAGE WEST	OFFICE SUPP	LY Approved	ł	-941.92	0.00	0.00
53900 0000033653 1		0000009006	SAGE WEST	OFFICE SUPP	LY		0.00	941.92	0.00
53900 0000033653 1	00186690	0000009006	SAGE WEST	OFFICE SUPP	LY		0.00	-805.75	0.00
53900	00186690	0000009006	SAGE WEST	OFFICE SUPPI	LY		0.00	0.00	805.75
E2000 00000226E2 4	00406604	000000000	CACE MEET		V		0.00	100.00	0.00

To print the report, change the orientation of the document to Landscape and then print.



PeopleSoft General Ledger Documentation

SUBJECT: How to Run and Read the PO Status Report

Page 3 of 4

HOW TO READ THE PO STATUS REPORT

	#3			#1	University PO S	of Houston - (tatus Detail R	Clear Lak eport	е			2
	Business Unit: 007 PO ID: 000 PO Status: Dis	759 000364 patche	72 d						#12	Run Date: Run Time: #13	12/17/2014 03:32:11 PM #14
	Acct Req ID	Req	Voucher ID	Vendor ID	Vendor Nan	ne	Req	Finalize I	Pre-Encum	Encumbered	Expended
11.1.5		Line					Status	PO			
#15	PO Ln: 1 Sched	i Ln: 1	1 Distrib Ln:	1 Distrib Ln	Status: Open	CC: 00759/206	4/C0023/A06	641/NA Bud Ref	: BP2015		
	53900 0000033653	1		0000009006	SAGE WEST	OFFICE SUPPLY	Approved		941.92	0.00	0.00
	53900 0000033653	1	#7	0000009006	SAGE WEST	OFFICE SUPPLY	Approved		-941.92	0.00	0.00
	53900 0000033653	1		0000009006	SAGE WEST	OFFICE SUPPLY			0.00	941.92	0.00
#4	53900 0000033653	1	00186690	0000009006	SAGE WEST	OFFICE SUPPLY	#10		0.00	-805.75	0.00
	53900 #5	#6	00186690	0000009006	SAGE WEST	OFFICE SUPPLY			0.00	0.00	805.75
	53900 0 #3	#0	00186691	0000009006	SAGE WEST	OFFICE SUPPLY		#11	0.00	-133.98	0.00
	53900		00186691	0000009006	SAGE WEST	OFFICE SUPPLY			0.00	0.00	133.98
	53900 0000033653	1	00186692	0000009006	SAGE WEST	OFFICE SUPPLY			0.00	-2.19	0.00
	53900		00186692	0000009006	SAGE WEST	OFFICE SUPPLY			0.00	0.00	2.19
				#8	#9						
						1		SubTotal:	0.00	0.00	941.92
#15	PO Ln: 2 Sched	Ln:	Distrib Ln:	1 Distrib Ln	Status: Open	CC: 00759/206	4/C0023/A06	641/NA Bud Ret	: BP2015		
	54361 0000033653	2		0000009006	SAGE WEST	OFFICE SUPPLY	Approved		22.36	0.00	0.00
	54361 0000033653	2		0000009006	SAGE WEST	OFFICE SUPPLY	Approved		-22.36	0.00	0.00
	54361 0000033653	2		000000000	SAGE WEST	DEFICE SLIPPI V			0.00	22.56	0.00

Key # Description

- 1 REPORT TITLE Displays the title of the report.
- 2 RUN DATE/TIME Reflects the day and time the report was generated.
- 3 PO INFORMATION Lists the Business Unit for the PO, the ID of the PO, and the status of the PO.
- 4 ACCT List the account on the Requisition, PO, and Voucher.
- 5 REQ ID Lists the associated Requisition Number the PO was created from, if any.
- 6 REQ LINE The Line Item Number on the Requisition.
- 7 VOUCHER ID Lists the Voucher Number, if any, that paid against the PO.
- 8 VENDOR ID Lists the Vendor Number for the Req/PO/Voucher.
- 9 VENDOR NAME Lists the Vendor Name for the Req/PO/Voucher.
- 10 REQ STATUS Indicates whether the Requisition has been completed (Compl) or not. Completed indicates the Requisition has been fully liquidated.
- 11 FINALIZE PO Indicates with a "Y" for Yes that the PO has been fully liquidated.
- 12 PRE-ENCUM Lists the pre-encumbrance amount or soft commitment amount for the Requisition.
- 13 ENCUMBERED Lists the encumbrance amount or commitment amount for the PO.
- 14 EXPENDED Lists the expensed amount for the voucher.
- 15 PO LN This line lists the PO Line, Schedule, and Distribution information for the corresponding Requisition Line. This includes the Status of the PO Line as well as the cost center and budget reference information.



PeopleSoft General Ledger Documentation

SUBJECT: How to Run and Read the PO Status Report

Page 4 of 4

55000 0000033653 5	00186692	0000009006	SAGE WEST OFFICE SUPPLY		0.00	0.00	0.00	
55000	00186692	0000009006	SAGE WEST OFFICE SUPPLY		0.00	0.00	0.00	
				SubTotal:	0.00	0.00	3.48	#1
				Grand Total:	0.00	0.00	1,149.64	#1

- 16 SUBTOTAL The subtotal for the Pre-encumbrance, Encumbrance, and Expense per line item of the requisition.
- 17 GRAND TOTAL The grand total for the Pre-encumbrance, Encumbrance, and Expense for the entire PO.