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# FINANCE: General Ledger and Purchase Order Issues

**2006 ND HEUG Conference**  
**April 11, 2006**  
**Minot, North Dakota**

The NDUS Inter-Functional Team, in Conjunction with the various ConnectND,  
User Groups Presents North Dakota Higher Education's First User Group Conference

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# Presenters

- Pam Hurdelbrink – ConnectND
- Linda Romuld – ConnectND



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# Agenda

- Commitment Control
  - Requisitions
  - Purchase Orders
  - Vouchers
- Budget Inquiry
  - Pre-encumbrance
  - Encumbrance
  - Expenses
  - Available Budget
- Combo Edits/Projects/Effective Dates

# Budget Inquiry – Project

Budget Details						
Business Unit	Ledger Group	Account	Fund Code	Department	Project	Budget Period
VCSU1	PROJECT	500000	11000	1500	CON0000201	2006

Ledger Amounts		
Budget:	202,500.00	USD
Expense:	91.68	USD
Encumbrance:	0.00	USD
Pre-Encumbrance:	0.00	USD
Associate Revenue:	0.00	USD

Available Budget			
Without Tolerance:	202,408.32	USD	Percent: (99.95%)
With Tolerance:	202,408.32	USD	Percent: (99.95%)

Budget Exceptions		
Exception Errors:	0	Exception Warnings: 0

Max Rows

[Attributes](#)

[Parent / Children](#)

Associated Budgets

[Forecasts](#)

Budget Exceptions

# Requisition = PreEncumbrance

Form **Schedule**

Unit: VCSU1 Req ID: 0000000001 \*Req Date: 04/07/2006 Origin: ONL

\*Requester: Iromuld \*Romuld, Linda L.  Hold From Further Processing

Status: Approved **Budget Status: Valid** Accounting Date: 04/07/2006 \*Currency: USD Dollar

Line										Customize	Find	View All	First	1-2 of 2	Last
Sel	Line	Item ID	Description	Req Qty	*UOM	Category	Price	Ship To	Status						
<input checked="" type="checkbox"/>	1		ND HEUG #1	1.0000	EA	SUPPLIES	54,000.00	MCCOY	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2		ND HEUG #2	1.0000	EA	SUPPLIES	76,000.00	MCCOY	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Amt: 130,000.00 USD Total Base Amt: 130,000.00 USD

# Budget Inquiry - Project

## Budget Details

Business Unit	Ledger Group	Account	Fund Code	Department	Project	Budget Period
VCSU1	PROJECT	500000	11000	1500	CON0000201	2006

## Ledger Amounts

Budget: 202,500.00 USD

Expense: 91.68 USD

Encumbrance: 0.00 USD

Pre-Encumbrance: 130,000.00 USD

Associate Revenue: 0.00 USD

Max Rows

[Attributes](#)

[Parent / Children](#)

Associated Budgets

## Available Budget

Without Tolerance: 72,408.32 USD    Percent: (35.76%) [Forecasts](#)

With Tolerance: 72,408.32 USD    Percent: (35.76%)

# Purchase Order =Encumbrance

PO Form [Schedule](#)

Unit: VCSU PO: 0000001198 \*PO Date: 04/07/2006

Vendor: AUDIO SYST-001 \*ID: 0000000158 [Lookup](#) [Details](#) \*Buyer: Iromuld \*Romuld,Linda L.

PO Status: Approved Receipt: Not Recvd **Budget Status: Valid** Doc Tol Status: Valid

Lines [Customize](#) | [Find](#) | [View All](#) | First 1.2 of 2 Last

Sel	Line	Item	Description	PO Qty	*UOM	Category	Amount	Curr	Status
<input type="checkbox"/>	1		ND HEUG #1	1.0000	EA	SUPPLI	54000.00	USD	Active
<input type="checkbox"/>	2		ND HEUG #2	1.0000	EA	SUPPLI	76000.00	USD	Active

Merchandise: 130000.00 Adj Amt: 0.00 Total Amount: 130000.00 USD Backorder Status: None

# Budget Inquiry - Project

## Budget Details

Business Unit	Ledger Group	Account	Fund Code	Department	Project	Budget Period
VCSU1	PROJECT	500000	11000	1500	CON0000201	2006

## Ledger Amounts

Budget: 202,500.00 USD

Expense: 91.68 USD

Encumbrance: 130,000.00 USD

Pre-Encumbrance: 0.00 USD

Associate Revenue: 0.00 USD

Max Rows

[Attributes](#)

[Parent / Children](#)

Associated Budgets




## Available Budget

Without Tolerance: 72,408.32 USD    Percent: (35.76%) [Forecasts](#)

With Tolerance: 72,408.32 USD    Percent: (35.76%)

# PO Voucher = Expense

**Invoice Information** | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

**Style:** Regular    **Entry Status:** Postable    [Comments](#)            

**Unit:** VCSU1    **Voucher ID:** 00019528    **Group:**     **Budget Status:** Valid    **Post Status:** Unposted

**Copy from a Source Document**

**PO Unit:**     **Purchase Order:**     [Copy PO](#)    **Worksheet Copy Option:** None

**Vendor**    [Advanced Vendor Search](#)

**Vendor:**     **Name:**     **Location:**     **\*Address:**

AUDIO SYSTEMS CO  
PO BOX 1876  
BISMARCK, ND 58502-1876

**Invoice**

**Invoice No:**     **Invoice Date:**     **Acctg Date:**

**\*Pay Terms:**     **Misc Amt:**     **Frght Amt:**

[Non Merchandise Summary](#)

**Total:**     **\*Curr:**     **Balance:**

**Invoice Lines**    [Find](#) | [View All](#)    First  1 of 2

# Budget Inquiry - Project

Budget Details						
Business Unit	Ledger Group	Account	Fund Code	Department	Project	Budget Period
VCSU1	PROJECT	500000	11000	1500	CON0000201	2006

Ledger Amounts		
Budget:	202,500.00 USD	Max Rows <input type="text" value="100"/>
Expense:	130,091.68 USD	<a href="#">Attributes</a>
Encumbrance:	0.00 USD	<a href="#">Parent / Children</a>
Pre-Encumbrance:	0.00 USD	Associated Budgets
Associate Revenue:	0.00 USD	

Available Budget		
Without Tolerance:	72,408.32 USD	Percent: (35.76%) <a href="#">Forecasts</a>
With Tolerance:	72,408.32 USD	Percent: (35.76%)



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## Discussion - GL

- Combo Edits/Budget Definitions
- Inactive Projects
- Effective Dates
- Project Types for SEFA

# Projects Navigation

**Project General**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | [Add a New Value](#)

**Business Unit:** [=]

**Project:** [begins with]

**Description:** [begins with]

**Project Type:** [begins with]

**Include History**    **Correct History**    **Case Sensitive**

     [Basic Search](#)   [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

- Services Procurement
- Sourcing
- Engineering**
- Manufacturing Definitions
- Production Control
- Configuration Modeler
- Product Configurations
- Quality
- Grants
- Projects
  - Personalize
  - Projects
    - General Information**
    - Organization
    - Status
    - Summary
    - Team
    - Funding
  - Activities
  - Resources
  - Employee Time Entry
  - Collect Costs

# Projects – Types and Status

**Project General** | Definition | Manager | Location | Phases | Approval | Justification | User Fields

Business Unit: WSC01 Williston State College

\*Project: WSC000001 Create New Project

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\*Description: Air Conditioning Stevens Hall Add to My Projects

\*Integration: WSC01 Williston State College

Project Type: MISC Miscellaneous

Status: Inactive

**Description**

Date/Time Stamp: 04/10/06 6:40:58AM

User ID:

Description:

Long Description:

All First 1 of 1 Last

+ -

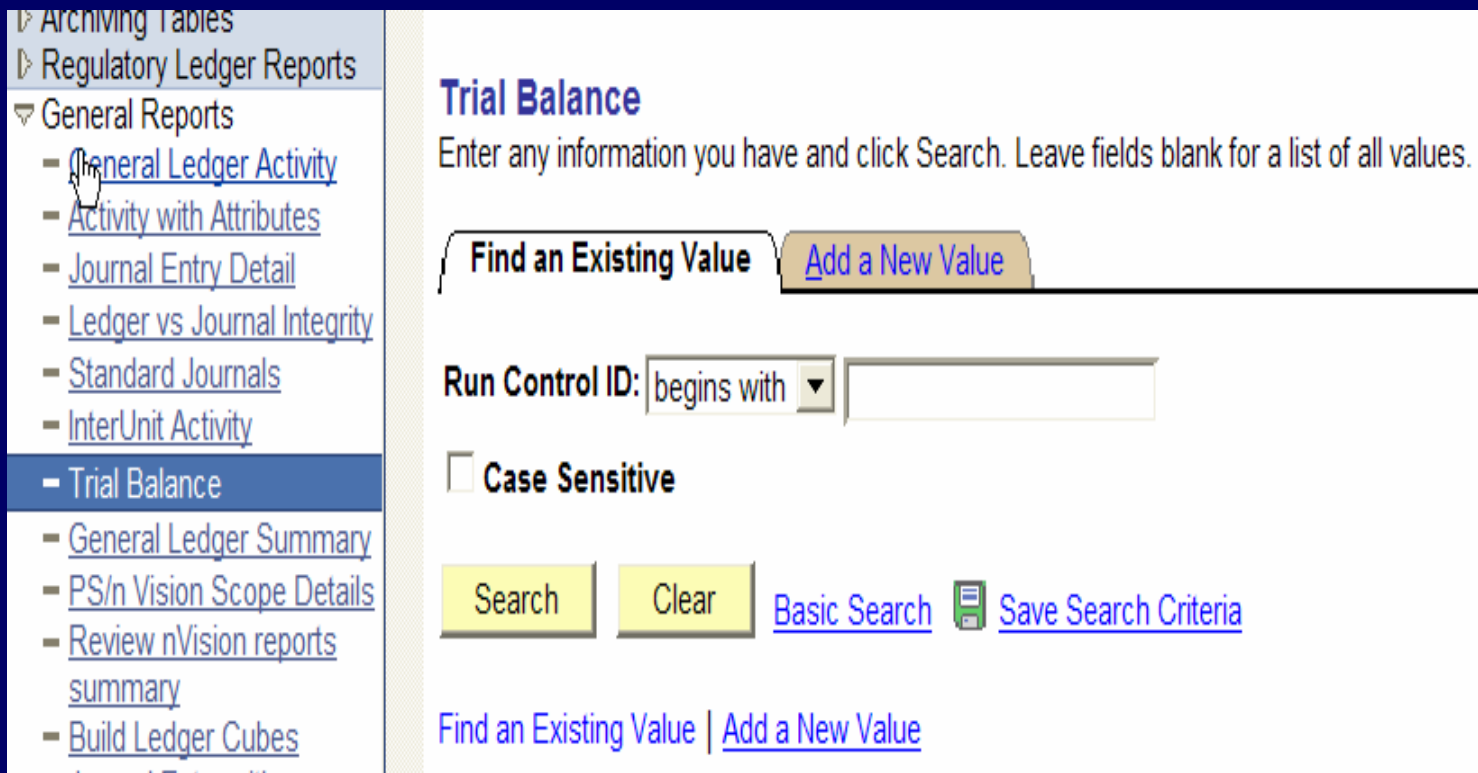
Save Return to Search Next in List Previous in List Refresh Add Update/Display

The project type should be Federal, State or Other for the Grant and Contract projects for all Institutions.

To inactivate a project, use this field. Note that the field is not effective dated.

[My Projects](#)  
[Project Summary](#)  
[Project Team](#)  
[Project Activities](#)

# Trial Balance –Inactive Projects



The screenshot shows the SAP Trial Balance report configuration interface. On the left is a navigation menu with the following items:

- Archiving Tables
- Regulatory Ledger Reports
- General Reports
  - General Ledger Activity
  - Activity with Attributes
  - Journal Entry Detail
  - Ledger vs Journal Integrity
  - Standard Journals
  - InterUnit Activity
  - Trial Balance**
  - General Ledger Summary
  - PS/n Vision Scope Details
  - Review nVision reports summary
  - Build Ledger Cubes

The main content area is titled "Trial Balance" and contains the following elements:

- Instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values."
- Two tabs: "Find an Existing Value" (active) and "Add a New Value".
- Run Control ID field: "Run Control ID: begins with" followed by a dropdown menu and an input field.
- Checkbox: "Case Sensitive" (unchecked).
- Buttons: "Search" and "Clear".
- Links: "Basic Search" and "Save Search Criteria" (with a save icon).
- Footer: "Find an Existing Value | Add a New Value".

# Trial Balance

**Trial Balance**

Run Control ID: TRIAL\_BALANCE      Report Manager      Process Monitor      Run

Language: English

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**Report Request Parameters**

Unit: WSC01      \*Ledger: ACTUALS      Customize | Find | View All | First 1 of 1 Last

Fiscal Year: 2005      Currency Code:      Period: 12      Adjustment Period

Currency Option: Base      Full Numeric Field      1      Refresh

For inactive projects--do not use the inactive projects as a beginning or ending value.

ChartField Selection		Customize   Find   View All   First 1-11 of 11 Last				
Sequence	Field Long Name	Select	Descr	Subtotal	Value	ChartField TO Value
1	Fund Code	<input checked="" type="checkbox"/>			35100	35100
2	Account	<input checked="" type="checkbox"/>				
3	Project	<input checked="" type="checkbox"/>				
	Book Code	<input type="checkbox"/>				
	Class Field	<input type="checkbox"/>				
	Currency Code	<input type="checkbox"/>				
	Adjustment Type	<input type="checkbox"/>				
	Operating Unit	<input type="checkbox"/>				
	Program Code	<input type="checkbox"/>				
	Department	<input type="checkbox"/>				
	Statistics Code	<input type="checkbox"/>				

Save      Return to Search      Notify      Add      Update/Display

# Trial Balance Results

			PeopleSoft GL	
			TRIAL BALANCE	
Report ID: GLS7012			Page No. 1	
Bus. Unit: WSC01--Williston State College			Run Date 04/07/2006	
Ledger: ACTUALS -- Actuals Ledger			Run Time 12:52:16	
As of Year 2005 and Period 12				
Base Currency: USD				
Fund	Account	Project	Transaction Debit	Transaction Credit
35100	105251	WSC0000001	0.00	0.00
		WSC0000002	0.00	0.00
	201001	WSC0000001	0.00	0.00
		WSC0000002	0.00	0.00
490004		WSC0000001	0.00	77,217.00
		WSC0000002	0.00	41,259.00
681005		WSC0000001	0.00	0.00
682020		WSC0000001	68,250.00	0.00
682030		WSC0000001	5,844.00	0.00
682050		WSC0000001	3,123.00	0.00
		WSC0000002	41,259.00	0.00
691035		WSC0000002	0.00	0.00
Total for Ledger			118,476.00	118,476.00

# Projects – Trial Balance Query

**Query Viewer**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By:  begins with

[Advanced Search](#)

**Search Results**

\*Folder View:

These queries may also be used.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites	Query Download
NDU_GL30_AR_BALANCE	Accounts Receivable Balance	Public		<a href="#">Run to HTML</a>	<a href="#">Run to Excel</a>	<a href="#">Schedule</a>	<a href="#">Add to Favorites</a>	<a href="#">Query Download</a>
NDU_GL31A_TRIALBALANCE	Trial Balance By Fund and Dept	Public		<a href="#">Run to HTML</a>	<a href="#">Run to Excel</a>	<a href="#">Schedule</a>	<a href="#">Add to Favorites</a>	<a href="#">Query Download</a>
NDU_GL31_TRIALBALANCE	Trial Balance By Business Unit	Public		<a href="#">Run to HTML</a>	<a href="#">Run to Excel</a>	<a href="#">Schedule</a>	<a href="#">Add to Favorites</a>	<a href="#">Query Download</a>



# Purchase Order =Encumbrance

- ❑ Entered CF, with grant fund #
- ❑ Project was not entered

Distribution										
Details <a href="#">More Details</a> <a href="#">Asset Information</a> <a href="#">Req Detail</a>										
Sel	Dist	PO Qty	Percent	Amount	Currency	*GL Unit	*Account	Fund	DeptID	
<input checked="" type="checkbox"/>	1	1.0000	100.0000	20000.00	USD	UND01	531005	41000	1120	

## Projects Information

PC Business Unit:

Project:

Activity ID:

Resource Type:

Resource Category:

Resource SubCategory:

# Purchase Order =Encumbrance

The PO will Save and show a valid budget status.

The screenshot displays a web-based form for a Purchase Order (PO). The form is titled "PO Form" and has a "Schedule" tab selected. The fields are as follows:

Unit:	UND01	PO:	0000002123	*PO Date:	04/10/2006
Vendor:	AUDIO SYST-001	*ID:	0000000158	*Buyer:	Iromuld
PO Status:	Approved	Receipt:	Not Recvd	Budget Status:	Valid
				Doc Tol Status:	Valid

The \*ID field (0000000158) is circled in green, and the Budget Status field (Valid) is also circled in green. There are also "Lookup" and "Details" links next to the \*ID field. The \*Buyer field contains "Iromuld" and the name "\*Romuld,Linda L." is displayed next to it. The form includes various icons for actions like save, delete, and refresh.

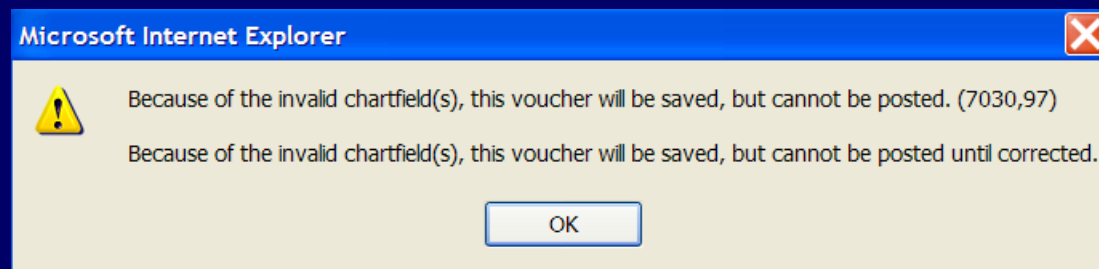
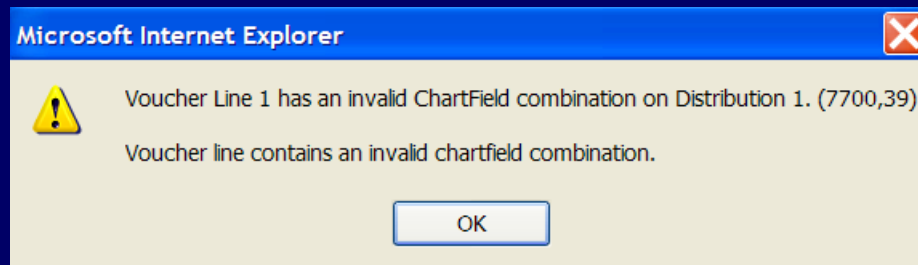




# PO Voucher = Expense

The PO receiver was used to bring in PO information on the PO voucher.

When SAVED, ERROR messages appear, and the voucher has a recycled status.





# PO Voucher = Expense

- At this point, this is when it is discovered the project # has not been used for a grant on the PO Chartfield (no encumbrances were shown on the Budget Inquiry for the Project/Grant.
- The PO is not effective for any accounting entries, but it cannot be closed, nor have the project # added.

# PO Close Recon Workbench

## Reconciliation WorkBench

### Purchase Order Logs


**Business Unit:** UND01

**WorkBench ID:** XBOGUS

**Description:**

**Purchase Order:** 0000001111

Log

View All | 

<u>Line</u>	<u>Sched</u>	<u>Dist</u>	<u>Message Text</u>
1	1	1	The PO Line is tied to an active Voucher; therefore it may not be closed.



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# PO Correction

- Attempting to add the project to the PO chartfield will give an error message that “Distributions have an active voucher, cannot be updated.”















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# PO Voucher

- ❑ Return to the voucher, add the project information there.
- ❑ Upon SAVE, the voucher will have a regular status.
- ❑ Budget check status will be valid.

# Budget Inquiry - Grants

Budget Details				
Business Unit	Ledger Group	Fund Code	Department	Project
UND01	GRANT	41000	1120	UND0011443
Ledger Amounts				
Budget:				300,000.00  USD
Expense:				161,326.52  USD
Encumbrance:				108,673.48  USD
Pre-Encumbrance:				0.00  USD
Associate Revenue:				0.00  USD
Available Budget				
Without Tolerance:			30,000.00  USD	Percent: (10%) 
With Tolerance:			30,000.00  USD	Percent: (10%) 
Budget Exceptions				





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## PO: What to do with it?

- Only when the voucher is posted, the PO with the missing project # can be closed successfully.



# PO with Grants Project #

- It is recommended for POs with grant funding that a query be run to check for complete chartfields. Chartfields within the 40000 fund range require a project to ensure the KK for encumbrances.
- Query DU\_PO16\_PO\_DTL\_BY\_40000FUNDS
  - Sort by fund, compare PO Fund column with PO Project column. Any missing projects need to be added to the PO prior to starting any other finance processes or transactions.



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# Discussion - POs

- Flow of PO – AP
- Missing Project #
  - CF for Projects
  - CF for Grants
- PO voucher – CF Lines