# ADDY NOTE

**ATTENTION:**

**This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.**

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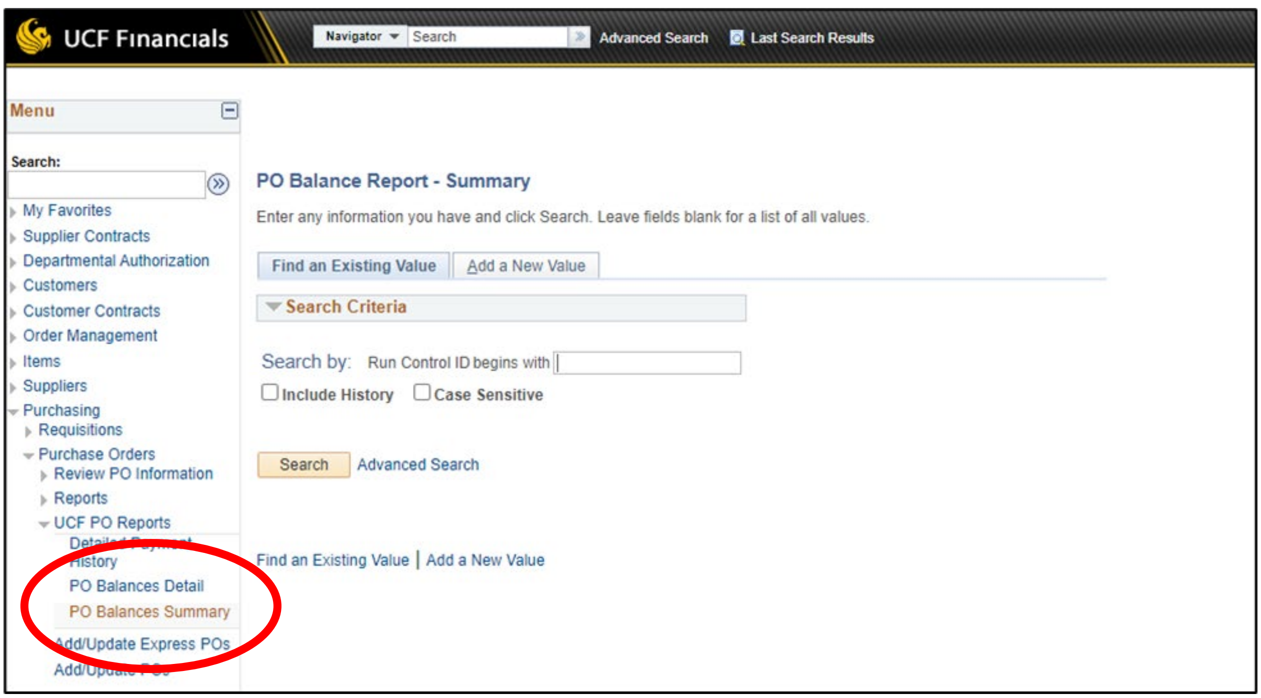
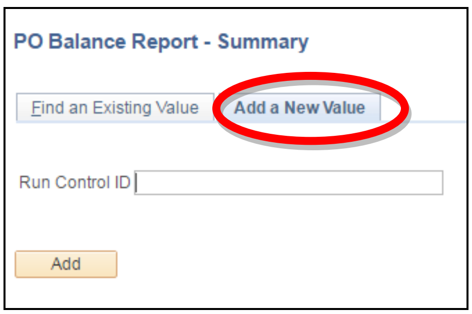
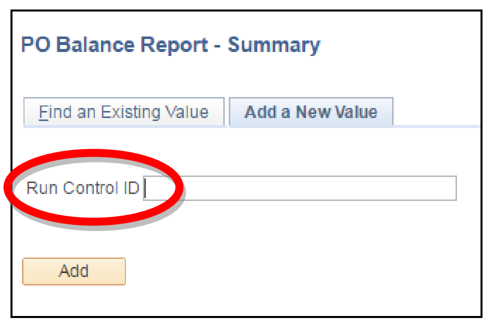
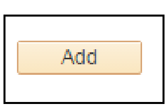
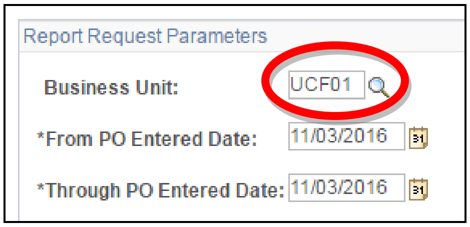
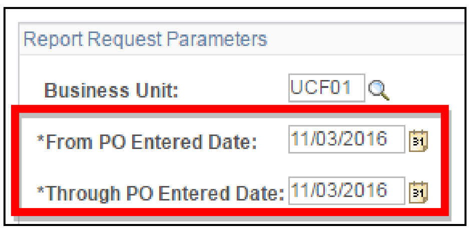
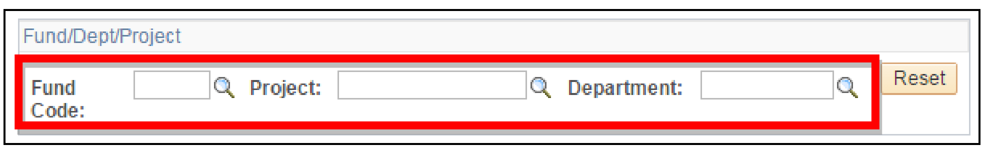
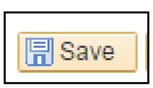
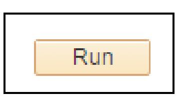
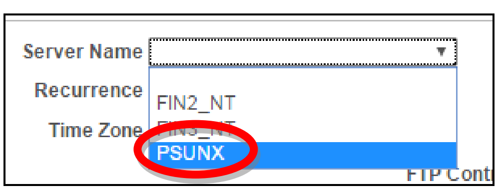
## Running and Understanding a PO Balance Summary Report

This Addy Note explains how to run a PO Balance Summary Report to view the PO details for a department, project, or funding source. After the instructions, there is a section on how to understand the PO report after it is run (*see page 6*).

| Step | Action |
|---|---|
| **1.** | Navigate to: **Main Menu > Purchasing** > **Purchase Orders** > **UCF PO Reports** > **PO Balance Summary**.   |

| Step | Action |
|---|---|
| | **Note**: If **you have never created a run control**, create one following Steps 2 through 4. You will only need to perform this process one time, and you can use the run control you create each subsequent time you want to run this report.<br><br>**If you already have created a run control**:<br>1. Enter the name of your Run Control in the **Run Control ID** field.<br>2. Click the **Search** button.<br>3. Proceed to **Step 5** below. |
| **2.** | Click the **Add a New Value** tab.<br> |
| **3.** | Name your Run Control in the **Run Control ID** field.<br><br>**Note**: Run Control IDs are case-sensitive and should be entered without using spaces. Choose a name for your Run Control carefully, because the system will not allow you to change or delete the name after it is saved. |
| **4.** | Click **Add**.<br> |

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5.</td><td>Verify UCF01 defaults in the Business Unit field; if not, enter it.<br><br></td></tr>
<tr><td>6.</td><td>Enter a date range in the From PO Entered Date: and Through PO Entered Date; or use the default, the current date.<br><br></td></tr>
<tr><td>7.</td><td>Enter a Fund Code, Project, or Department in the appropriate field.<br><br></td></tr>
<tr><td>8.</td><td>Click Save.<br><br></td></tr>
<tr><td>9.</td><td>Click Run.<br><br></td></tr>
<tr><td>10.</td><td>Click the Server Name drop down arrow and select PSUNX.<br><br></td></tr>
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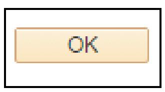
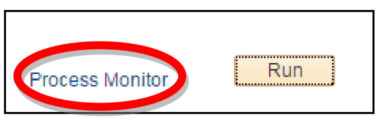
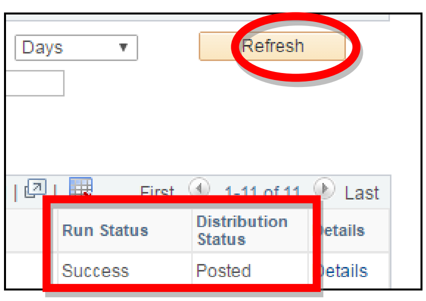
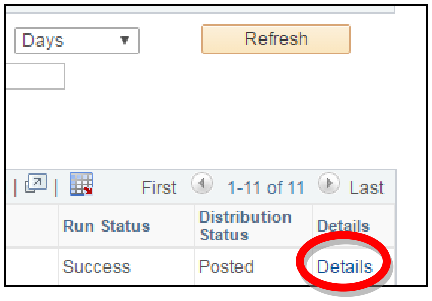
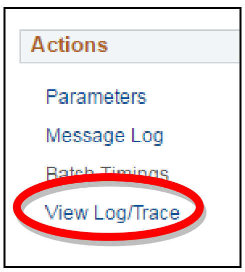
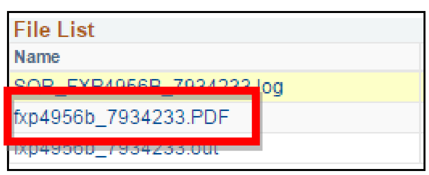
| Step | Action |
|---|---|
| **11.** | Verify that the **Type** is **Web** and the **Format** is **PDF**.   **Note**: In the **Format** drop down list, you can select **CSV** instead to download the report into Excel. |
| **12.** | Click **OK**.   |
| **13.** | Click **Process Monitor**.   |
| **14.** | Click **Refresh** repeatedly until the **Run Status** displays **Success** and the **Distribution Status** is **Posted**.   **Note**: Even though the report is a summary, gathering the report may take a few minutes. |

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>15.</td><td>Click Details.<br></td></tr>
<tr><td>16.</td><td>Click View Log/Trace.<br></td></tr>
<tr><td>17.</td><td>Click the file ending in .PDF to open your report.<br></td></tr>
<tr><td>18.</td><td>View, print, or save your report.<br></td></tr>
</table>

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## Understanding a PO Balances Detail Report

This section explains how to interpret information on the PO Balances Detail Report. First, you'll review the columns in each section's header, followed by their definitions. A PO Balance Detail Report provides details for a single PO.

## PO Header Section

The PO header contains such information as PO ID and date, the vendor name, vendor ID and PO status, etc. (Note: While in UCF Financials the term has been changed from vendor to supplier, for the purposes of this report the terminology remains as vendor.)

```
                                                              University of Central Florida
Report ID:    fxp4956a.sqr                                       PO Balances by PO ID

  PO ID     : 0000007581        PO Date      :   08/27/03   PO Status:  Complete   Budget Hdr Status:    Valid
  Vendor ID: 0000005670         Vendor Name :   SMART CENTRIC TECHNOLOGIES INTL
  Origin    : PO                Change Order:    0          Buyer ID :  d0111780
```

**Example of a PO Header**

## PO Line Section

The following image and table show and explain the **PO Section Line**.

```
Vendor ID: 0000005670           Vendor Name :   SMART CENTRIC TECHNOLOGIES INTL
Origin   : PO                   Change Order:    0          Buyer ID :  d0111780

POLine PSdl  PDst  Req ID      Fund  Dept/Proj  Account  PO Dist Ln Amt  PO ENC Amt      Finalized  Dist Ln Status

  1      1     1   0000009437  10091 D02770301  733104   $     35,000.00                    Y        Closed
```

| Column Heading | Description |
|---|---|
| POLine | Indicates the PO line number. |
| PSdl | Indicates the PO schedule number. |
| Req ID | Indicates the requisition number, if there is one. |
| Fund | Indicates the fund code of the PO distribution line. |
| Dept / Proj | Indicates the department or project of the PO distribution line. The letter **D** preceding the number indicates a department, while the letter **P** preceding the number indicates a project. |
| Account | Indicates the account number of the PO distribution line. |

| | |
|---|---|
| PO Line Amt | Indicates the amount on that particular line of the PO; not necessarily the total amount of the PO. |
| PO ENC Amt | Indicates the amount that was encumbered. |
| Finalized | Y indicates that a voucher has finalized (i.e. released) all encumbrances for this PO line<br>N indicates a voucher has not been finalized against this PO line. |
| Line Status | Open indicates that the PO line is active.<br>Cancel indicates that the PO line has been canceled. |

## Voucher Line Section

The following image and table show and explain the **Voucher Section Line**.

| ine | PSdl | PDst | Req ID | Fund | Dept/Proj | Account | PO Dist Ln Amt |
|---|---|---|---|---|---|---|---|
| 1 | 1 | 1 | 0000009437 | 10091 | D02770301 | 733104 | $ 35,000.00 |
| | VLn | VDst | VCHR | Fund | Dept/Proj | Account | VCHR LN Amt |
| | 1 | 1 | 00042650 | 10091 | D02770301 | 733104 | $ 35,000.00 |

| Column Heading | Description |
|---|---|
| VLn | Indicates the voucher line number. |
| VDst | Indicates the voucher distribution line number. |
| VCHR | Indicates the voucher number. |
| Fund | Indicates the fund code of the voucher distribution line. |
| Dept / Proj | Indicates the department or project of the voucher distribution line. The letter **D** preceding the number indicates a department, while the letter **P** preceding the number indicates a project. |
| Account | Indicates the account number of the voucher distribution line. |
| VCHR LN Amt | Indicates the amount on that particular line of the voucher; not necessarily the total amount of the voucher. |
| PO relief Amt | The amount of encumbrance that was relieved by this voucher. The chartfields and budget year must match the PO chartfields and budget year in order for the encumbrance to be subtracted. |
| Jrnl Id | If the voucher has posted, a General Ledger journal ID is displayed here. |

| Column Heading | Description |
|---|---|
| Jrnl Ln | If the voucher has posted, a General Ledger line number is displayed here. |
| Schld Dt | This is the date the voucher was scheduled to pay. |
| Pay Dt | This is the date the voucher was actually paid. If this field is blank, it indicates that the voucher had not been paid at the time the report was created. |
| Check # | Indicates the check or ACH number used to pay that voucher. |
| Actn | Indicates the payment action:<br>**S** = Scheduled (majority of payments are scheduled) through a normal pay cycle.<br>**R** = Recorded payment. PCard vouchers, and wire transfers have the payment information recorded.<br>**X** indicates that the payment was cancelled. There is also a note in the legend area of the report which explains this. |
| VchrTyp | Indicates the type of voucher. Most vouchers are **REG** (Regular), but you may also see **JRNL** (journal voucher used to correct primarily chartfields) or **CORR** (reversal voucher used to correct a previous voucher). If the voucher is a reversal voucher, the original voucher that this negates is shown in the **Related** field. |
| Related | If this is a reversal voucher (i.e. **VchrTyp = CORR**), the number of the original voucher that was reversed by the **CORR** voucher will display in this column. |
| V=R | Indicates whether **V**endor on the PO equals the **R**emit vendor on the voucher. If so, a **Y** will be displayed. If the **V**endor on the PO is not the same as the **R**emit vendor, an **N** will display. Primarily, travel related and PCard vouchers will display an **N** in this column, indicating that payment was made to a vendor other than the PO vendor. The remit vendor is often Bank of America (for PCard vouchers), or travel agencies, or rental car companies. |

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## PO Line Totals Section

The following image and table show and explain the **PO Line Totals Section**.

```
VCHR Amount            PO Less VCHR            Remaining Enc            Remaining Unposted
$      2,900.00                                                         $     -1,102.00

2     1     2   0000009437 10091  D02770301  733104   $        128.41                  Y
```

| Column Heading | Description |
|---|---|
| VCHR Amount | This totals the voucher amounts that have been applied against this PO line. |
| PO Less VCHR | This subtracts all voucher amounts from the PO line amount, even if the chartfields did not match. If the chartfields do not match, it is possible that the encumbrances did not relieve correctly. |
| Remaining Enc | This is the difference between the PO line encumbered amount and the PO Relief Amts. It shows the value of the encumbrances that have not been relieved, either because there have not been vouchers to do so, or because chartfields were different on the voucher(s). |
| Remaining Unposted | Indicates how much of the monetary value of the PO has not been posted to the GL. It may mean that either vouchers have not yet posted, or that they have not yet been created. |

## PO with PCard Transactions

The following image shows a PCard voucher that has not been tied completely to a PO ID, line, and schedule. These vouchers are listed at the end of the report.

The headings are the same as in the voucher section against specific PO distribution lines.

```
e PSdl   PDst   Req ID       Fund   Dept/Proj   Account   PO Dist Ln Amt

     1      1   0000012248  10001  D11920001   726101    $        550.00

 VLn     VDst   VCHR         Fund   Dept/Proj   Account   VCHR LN Amt

     1      1   00043346     10001  D11920001   726101    $         89.00
```

**Example of PCard Transaction Header (same as Voucher Line Header)**

However, because these PCard transactions were not totally tied to a PO (i.e. the approver noted the PO ID but not the line and schedule, or PO ID and line, but not schedule) they cannot be applied against a specific PO line and distribution.

Therefore, encumbrances cannot be relieved from the PO, so the **PO relief Amt** column will always be blank for these vouchers. The **Related** field will also be blank, as these PCard vouchers are all regular type vouchers.

| PO relief Amt | Jrnl Id | Jrnl Ln | Schld Dt | Pay Dt | Check # | Actn | VchrTyp | Related | V=R |
|---|---|---|---|---|---|---|---|---|---|
| | APA0005685 | 181 | 12/10/03 | 12/12/03 | 0000069792 | S | REG | | Y |

**Example of the PO relief Amt and Related blank columns**

The only total amount that applies to this section is the **VCHR Amount**, which is displayed at the end of the list of PCard vouchers.

| POLine | PSdl | PDst | Req ID | Fund | Dept/Proj | Account | PO Dist Ln Amt |
|---|---|---|---|---|---|---|---|
| 1 | 1 | 1 | 0000012248 | 10001 | D11920001 | 726101 | $ 550.00 |

| VLn | VDst | VCHR | Fund | Dept/Proj | Account | VCHR LN Amt |
|---|---|---|---|---|---|---|
| 1 | 1 | 00043346 | 10001 | D11920001 | 726101 | $ 89.00 |

| VCHR Amount | PO Less VCHR | Remaining Enc |
|---|---|---|
| $ 89.00 | | |

**Example of a VCHR Amount**

**Note:** If the PCard transaction was completely tied to the PO ID, line and schedule, it is displayed among the vouchers applied against specific PO distribution lines.

All PCard vouchers, whether reported in the lines section or this ending section of the report will have an **N** in the **V=R** column, because the remit vendor (Bank of America) is not the same as the PO vendor.

| Actn | VchrTyp | Related | V=R |
|---|---|---|---|
| R | REG | | N |
| R | REG | | N |

**Example of the V=R column**

## PO Total section

The following image and table show and explain the **PO Total Section**, located at the end of the report.

```
Totals for PO:      0000011016

   VCHR Sum             PO Less VCHR Sum     Remaining Enc Sum     Remaining Unposted Sum   Remaining Unpaid Sum   PO Sum
   $      520.50                                                   $       461.00           $       29.50          $        550.00
```

| Column Heading | Description |
|---|---|
| VCHR Sum | This totals all the vouchers applied against each line of the PO, in addition to any incompletely tied PCard vouchers. |
| PO Less VCHR Sum | This subtracts all vouchers applied to this PO in any way from the PO total amount. |
| Remaining Enc Sum | This subtracts all properly relieved encumbrances from the PO totals |
| Remaining Unposted Sum | This subtracts all posted vouchers against the PO total amount. |
| Remaining Unpaid Sum | This indicates how much of the PO amount has not been paid on vouchers (whether the voucher has been created or not). |
| PO Sum | Indicates the total amount of all PO lines. |

## Report Legend Section

The following image and information below show and explain the **Legend** at the end of the report.

```
Legend :
PO Relief Amt shows encumb. relieved in PO chartfield string only.
PO Less VCHR shows total Vouchers against PO regardless of chartfields
Remaining Enc shows encumb. not relieved in PO chartfield string and budget period
Actn - S:Scheduled Payment  X:Cancelled
ProCard charges not assigned to a PO line and Schedule are listed separately
```

**PO Relief Amt shows Encumb. relieved in PO chartfield string only** – The comment means that the column called **PO relief Amt** displays the amount of only those encumbrances which have been relieved against a particular PO chartfield string and budget year.

**PO Less VCHR shows total Vouchers against Po regardless of chartfields** – The comment means that all vouchers listed have been subtracted from the PO amount, regardless of whether or not the chartfields match the PO.

**Remaining Enc shows encumb. not relieved in PO…** – The comment means that the value in this column is the total encumbrance that has not been relieved in a particular PO chartfield string.

**Actn – S: Scheduled Payment X: Cancelled** – The comment means that this column indicates the particular action of a Payment ID. If a particular payment has been canceled, an **X** is displayed. **Scheduled** indicates a normal, scheduled payment, and **Record** indicates the payment ID was recorded, rather than scheduled through pay cycle.

**PCard charges not assigned to a PO line and Schedule will not be reported –** The wording of this comment will be changed to indicate that incomplete PCard charges are listed at the end of the report.