



ADDY TIPS



Understanding a PO Balances Detail Report

This Addy Tip 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. If you need to review details for several POs for a department or project, review the Addy Note *Running a PO Balance Summary Report*. To run the report, review the Addy Note *Running a PO Balances Detail Report*.

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.)

Report ID: fxp4956a.sqr		University of Central Florida PO Balances by PO ID		
<u>PO ID</u> :	0000007581	<u>PO Date</u> :	08/27/03	<u>PO Status</u> : Complete
<u>Vendor ID</u> :	0000005670	<u>Vendor Name</u> :	SMART CENTRIC TECHNOLOGIES INTL	
<u>Origin</u> :	PO	<u>Change Order</u> :	0	<u>Buyer ID</u> : d0111780
				<u>Budget Hdr Status</u> : Valid

Example of a PO Header

PO Line Section

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

<u>Vendor ID</u> :	0000005670	<u>Vendor Name</u> :	SMART CENTRIC TECHNOLOGIES INTL							
<u>Origin</u> :	PO	<u>Change Order</u> :	0	<u>Buyer ID</u> :	d0111780					
<u>POLine</u>	<u>PSdl</u>	<u>PdSt</u>	<u>Req ID</u>	<u>Fund</u>	<u>Dept/Proj</u>	<u>Account</u>	<u>PO Dist Ln Amt</u>	<u>PO ENC Amt</u>	<u>Finalized</u>	<u>Dist Ln Status</u>
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.



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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 N indicates a voucher has not been finalized against this PO line.
Line Status	Open indicates that the PO line is active. Cancel indicates that the PO line has been canceled.

Voucher Line Section

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

<u>Line</u>	<u>PSdl</u>	<u>PDst</u>	<u>Req ID</u>	<u>Fund</u>	<u>Dept/Proj</u>	<u>Account</u>	<u>PO Dist Ln Amt</u>
1	1	0000009437	10091	D02770301	733104	\$	35,000.00
<u>VLn</u>	<u>VDst</u>	<u>VCHR</u>	<u>Fund</u>	<u>Dept/Proj</u>	<u>Account</u>	<u>VCHR LN Amt</u>	
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.



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Column Heading	Description
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.
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: S = Scheduled (majority of payments are scheduled) through a normal pay cycle. R = Recorded payment. PCard vouchers, and wire transfers have the payment information recorded. 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.



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Column Heading	Description
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.

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 Amt. 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.



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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.

<u>e PSdl</u>	<u>PDst</u>	<u>Req ID</u>	<u>Fund</u>	<u>Dept/Proj</u>	<u>Account</u>	<u>PO Dist</u>	<u>Ln Amt</u>
1	1	0000012248	10001	D11920001	726101	\$	550.00
<u>VLn</u>	<u>VDst</u>	<u>VCHR</u>	<u>Fund</u>	<u>Dept/Proj</u>	<u>Account</u>	<u>VCHR LN Amt</u>	
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.

<u>PO relief Amt</u>	<u>Jrnl Id</u>	<u>Jrnl Ln</u>	<u>Schld Dt</u>	<u>Pay Dt</u>	<u>Check #</u>	<u>Actn</u>	<u>VchrTyp</u>	<u>Related</u>	<u>V=R</u>
	AP0005685	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.

<u>POLine</u>	<u>PSdl</u>	<u>PDst</u>	<u>Req ID</u>	<u>Fund</u>	<u>Dept/Proj</u>	<u>Account</u>	<u>PO Dist</u>	<u>Ln Amt</u>
1	1	1	0000012248	10001	D11920001	726101	\$	550.00
<u>VLn</u>	<u>VDst</u>	<u>VCHR</u>	<u>Fund</u>	<u>Dept/Proj</u>	<u>Account</u>	<u>VCHR LN Amt</u>		
1	1	00043346	10001	D11920001	726101	\$		89.00
<u>VCHR Amount</u>			<u>PO Less VCHR</u>			<u>Remaining Enc</u>		
\$ 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.



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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.

<u>Actn</u>	<u>VchrTyp</u>	<u>Related</u>	<u>V=R</u>
9 R	REG		N
9 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.

<u>Totals for PO:</u> 0000011016					
<u>VCHR Sum</u>	<u>PO Less VCHR Sum</u>	<u>Remaining Enc Sum</u>	<u>Remaining Unposted Sum</u>	<u>Remaining Unpaid Sum</u>	<u>PO Sum</u>
\$ 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.



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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.