


**PeopleSoft**

**KUMC**

**PO Detail Report  
Procedural Reference**

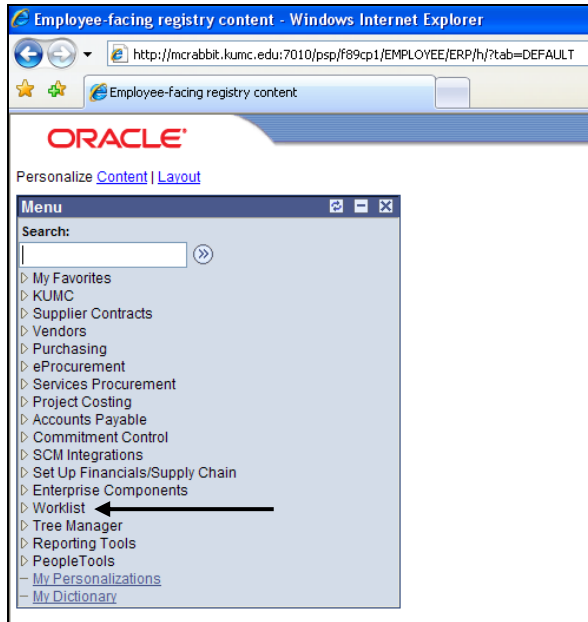
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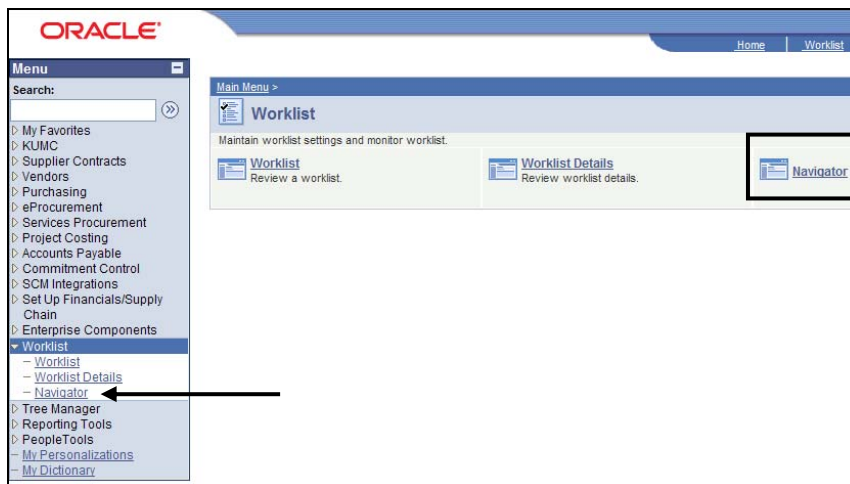
Throughout this manual, the  symbol indicates additional information on the left side of the page.

## DISPLAYING THE NAVIGATION ICONS

### Navigation



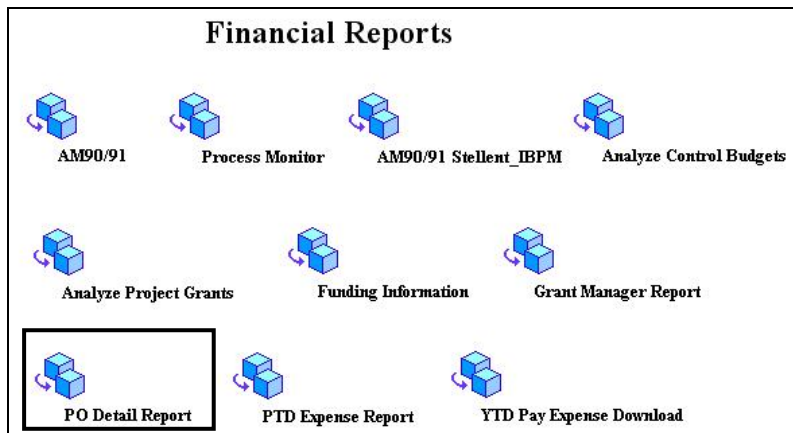
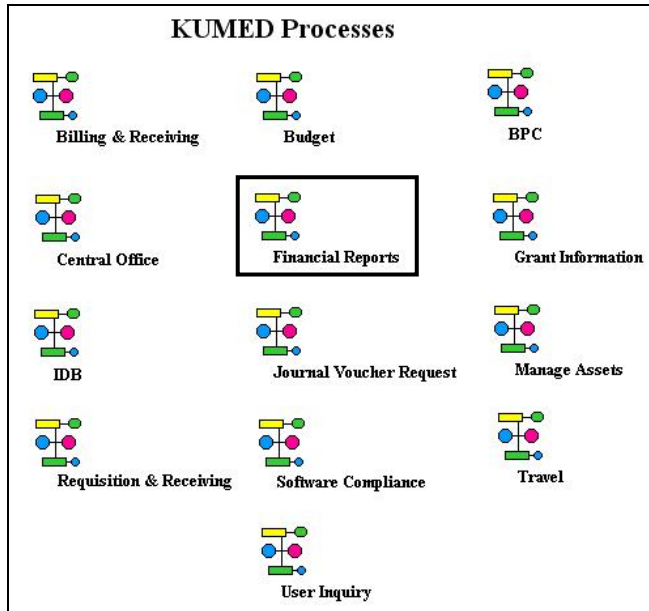
1. Click **Worklist** in the menu.



2. Click **Navigator** icon or menu item.

# RUNNING THE PO DETAIL REPORT

## Navigation



1. Click **Financial Reports** icon.

2. Click **PO Detail Report** icon.

3. Click **PO Detail Report** icon.

## RUNNING THE PO DETAIL REPORT

### Run Control

#### PO Detail Status and Balance

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

Run Control ID: begins with

Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

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

#### Search Results

View All First  1-3 of 3  Last

Run Control ID	Language Code
<a href="#">YTD PayExpense reports</a>	<a href="#">English</a>
<a href="#">test</a>	<a href="#">English</a>

#### PO Detail Status and Balance

Find an Existing Value

Add a New Value

Run Control ID:

Add

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

**Step 4** Run Control IDs cannot contain spaces or special characters.

1. Have you previously created a Run Control for this report?  
If **no**, click the **Add a New Value** tab and go to Step 4.  
If **yes**, go to Step 2.

2. Click .

3. Click desired Run Control from the Search Results and go to Step 1 of Selection Criteria.

4. Complete **Run Control ID** field.

5. Click .

## RUNNING THE PO DETAIL REPORT

### Selection Criteria

PO Detail Status and Balance

Run Control ID: reports [Report Manager](#) [Process Monitor](#)

Purchase Order Report: Receipts, Vouchers, Status, Balance


Business Unit:


PO Selection Mode

By PO ID  
 By Dist Code  
 By Department ID  
 By SpeedType

PO Number:

This Report Must Be Run With The Server Name Set To PSUNX  
The Type Set To File  
And The Format Set To PDF  
The Report Will Be E-MAILED To You When Completed

1. Select the **Business Unit**.
2. Choose a **PO Selection Mode** radio button. 
3. Is **By PO ID** the choice for PO Selection Mode?  
If **no**, go to step 4.  
If **yes**, enter **PO Number** and go to step 8.

 **Step 2** Dist Code (also called Mail Code) is a group of SpeedTypes.

# RUNNING THE PO DETAIL REPORT

## Selection Criteria *(continued)*

PO Detail Status and Balance

Run Control ID: reports [Report Manager](#) [Process Monitor](#)

Purchase Order Report: Receipts, Vouchers, Status, Balance

Business Unit:

**PO Selection Mode**

By PO ID  
 By Dist Code  
 By Department ID  
 By SpeedType

SpeedType:


**PO Status**

All (Dispatched/Complete/Canceled)  
 Open (Dispatched)  
 Closed (Complete/Canceled)

Vendor ID (optional):

From PO Date (optional):   Thru PO Date (optional):

This Report Must Be Run With The Server Name Set To PSUNX  
 The Type Set To File  
 And The Format Set To PDF  
 The Report Will Be E-MAILED To You When Completed

4. Complete **Dist Code**, **Department** or **SpeedType** field based on PO Selection Mode. 
5. Choose **PO Status** radio button.
6. Optional: complete **Vendor ID** field.
7. Optional: enter date range.
8. Click  .

### Step 4 Page with alternate PO Selection Modes:

Purchase Order Report: Receipts, Vouchers, Status, Balance

Business Unit:

**PO Selection Mode**

By PO ID  
 By Dist Code  
 By Department ID  
 By SpeedType

Dist Code:

**PO Status**

All (Dispatched/Complete/Canceled)  
 Open (Dispatched)  
 Closed (Complete/Canceled)

Purchase Order Report: Receipts, Vouchers, Status, Balance

Business Unit:

**PO Selection Mode**

By PO ID  
 By Dist Code  
 By Department ID  
 By SpeedType

From Department:

Thru Department:

**PO Status**

All (Dispatched/Complete/Canceled)  
 Open (Dispatched)  
 Closed (Complete/Canceled)

## RUNNING THE PO DETAIL REPORT

### Selection Criteria *(continued)*

**Process Scheduler Request**

User ID: LSCHROEDER      Run Control ID: reports

Server Name:       Run Date:


Recurrence:       Run Time:      

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	PO Detail Status,Balance Rpt.	JPO016	SQR Report	File	PDF

 **Step 9** Process Name for PO Detail report is JPO016.

**PO Detail Status and Balance**

Run Control ID: reports      [Report Manager](#)      [Process Monitor](#)     

Process Instance: 763783


Purchase Order Report: Receipts, Vouchers, Status, Balance

Business Unit:

**PO Selection Mode**

- By PO ID
- By Dist Code
- By Department ID
- By SpeedType

PO Number:

9. The Server Name defaults correctly to PSUNX. 

10. Click  .

PeopleSoft returns to the Criteria Page. You know that you have run the report because the **Process Instance** number displays below the  button.

The report will be emailed to you when complete.

11. Click [KU\\_PROCESSES](#) to return to navigation icons.

## VIEWING THE PO DETAIL REPORT

Optional: to check the progress of your report, you can launch the Process Monitor. Reports are automatically emailed when complete.

### Process Monitor

**PO Detail Status and Balance**

Run Control ID: reports [Report Manager](#) [Process Monitor](#)

Purchase Order Report: Receipts, Vouchers, Status, Balance

Business Unit:

**PO Selection Mode**

By PO ID

By Dist Code

By Department ID

By SpeedType

SpeedType:

**PO Status**

All (Dispatched/Complete/Canceled)

Open (Dispatched)

Closed (Complete/Canceled)

Vendor ID (optional):

From PO Date (optional):  Thru PO Date (optional):

This Report Must Be Run With The Server Name Set To PSUNX  
The Type Set To File  
And The Format Set To PDF  
The Report Will Be E-MAILED To You When Completed

1. Click **Process Monitor** link.

**Process List** [Server List](#)

View Process Request For

User ID:  Type:  Last:  Minutes

Server:  Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

Process List							First	1 of 1	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	758071		SQR Report	JP0016 PSHETTLE		10/25/2007 1:01:14PM CDT	Success	Posted	<a href="#">Details</a>

[Go back to PO Detail Status and Balance](#)

[Process List](#) | [Server List](#)

2. Note **Status**.

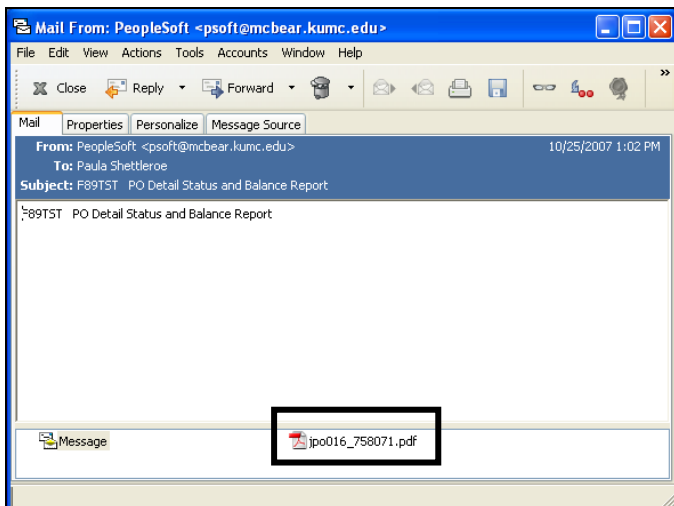
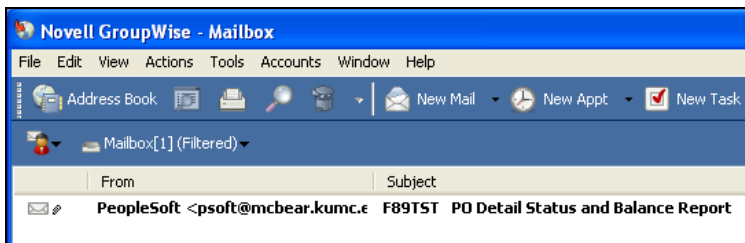
Run Status	Description
Queued	Report is in line to be processed
Initiated	Report has started
Processing	Report is in process
Posting	Report is being finalized
Success	Report is emailed
Error	Report failed

3. Click  to show the current status.


**Step 2** Most recent report requested is at the top of the list.

# VIEWING THE PO DETAIL REPORT

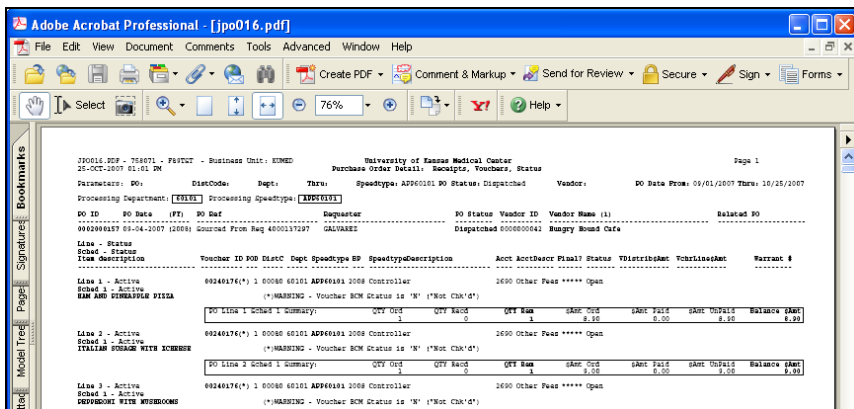
## View Report




1. Open email containing report.

2. Open .pdf attachment. 

 Step 2 Right-click the attachment, choose Open from menu.



3. Click  (Print).

4. Click  to close Adobe Reader.

# INTERPRETING THE PO DETAIL REPORT

## Interpreting the PO Detail Report

### The Report Header

① JP0016.LIS - 722027 - FIN 12-DEC-2005 02:40 PM	- Business Unit: KUMED ②	University of Kansas Medical Center Purchase Order Detail: Receipts, Vouchers, Status	③ Page 1						
④ Parameters: PO:	DistCode:	Dept:	Thru:	Speedtype: APP60201	PO Status: ⑤	Disptch/Comp/Canc	Vendor:	PO Date From: 08/01/2005	Thru: 09/30/2005
⑦ Processing Department:	60201	Processing Speedtype:	APP60201						

- ① Name of the report in PeopleSoft and process instance; date and time report was run
- ② Business Unit
- ③ Page number
- ④ PO Selection Mode and criteria
- ⑤ PO Status criteria
- ⑥ Optional criteria
- ⑦ Values display if report is run by Distribution Code, Department or SpeedType

# INTERPRETING THE PO DETAIL REPORT

## Interpreting the PO Detail Report *(continued)*

### Report Data

①																
PO ID	PO Date	(FY)	PO Ref	Requester				PO Status	Vendor ID	Vendor Name (1)			Related PO			
0000165069	08-29-2005	(2006)	Sourced from Req 4000127994	Arbuckle, Dan E				Complete	0000018099	Corporate Express						
②																
Line - Status	Sched - Status	Item description	Voucher ID	PO#	DistC	Dept	Speedtype	EP	SpeedtypeDescription	Acct	AcctDescr	Final?	Status	VDistrib\$Amt	VchrLine\$Amt	Warrant #
Line 1 - Active	Sched 1 - Active	GRE6843JB InkJet Cartridge, Ca non ECI-24 Compatible, Black	00229295 (*)	1	00080	60201	APP60201	2006	PeopleSoft Admin Support	3720	DP Supply	Final	Complete	6.52	6.52	021423567
(*) 9-30-05 Finalized per 9/27/05 SQR Report. Line 1 only. KAA																
③																
PO Line 1 Sched 1 Summary:										QTY Ord	QTY Recd	QTY Rem	\$Amt Ord	\$Amt Paid	Released \$Amt	Balance \$Amt
										2	2	0	13.04	6.52	6.52	0.00
Line 2 - Active	Sched 1 - Active	GRE6853JB InkJet Cartridge, Ca non ECI-24C Compat, 3-color	00229295 (*)	1	00080	60201	APP60201	2006	PeopleSoft Admin Support	3720	DP Supply	****	Complete	12.22	12.22	021423567
(*) 9-30-05 Finalized per 9/27/05 SQR Report. Line 1 only. KAA																
④																
PO Line 2 Sched 1 Summary:										QTY Ord	QTY Recd	QTY Rem	\$Amt Ord	\$Amt Paid	\$Amt UnPaid	Balance \$Amt
										2	2	0	12.22	12.22	0.00	0.00
⑤																
PO 0000165069 Summary:										\$Amt Ord	\$Amt Paid	Released \$Amt	Balance \$Amt			
										25.26	18.74	6.52	0.00			

- ① Fields which identify the Purchase Order. These include the PO number, date, original requisition number, who entered the requisition, the current status of the PO, the vendor name and ID, and any related PO numbers.
- ② Header row for the data. These labels identify the data in each column.
- ③ Lines of the PO. Each line of the PO is displayed separately. The report displays the line number and description of the item in the first column. Subsequent columns display the voucher number, speedtype, account (object) code, line status, amount paid on the voucher from the speedtype, amount paid on the voucher for the line and the warrant number.
- ④ Summary box for the line. This shows three sets of information. First, the quantities ordered, received and remaining. Second, the amount originally encumbered (\$Amt Ord), the amount paid, the amount remaining to be paid or the amount returned to the speedtype (Released \$Amt). Third, the balance of the encumbered funds.
- ⑤ Summary box for the PO. The entire PO is summarized in terms of dollar amounts originally encumbered, paid, released/unpaid and the balance still encumbered.

Look for lines in which the **Qty Ord** and **Qty Recd** are equal, but for which there are still encumbered funds. These lines can probably be finalized. For KUMED POs, fill out a *Request Final PO* form, available on the Accounts Payable web page.

If there are lines or entire POs where the order was cancelled with the vendor, the PO (or line) needs to be cancelled. For KUMED POs, fill out a *Cancel PO* form, available on the Purchasing web page.

For RINST POs the same form is used for both cancel and finalize a PO. It is available at the Sponsored Programs forms page.

## APPENDIX

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### Assistance

Questions regarding how to utilize the PeopleSoft panels, how to navigate, and other technical or procedural problems with the system should be directed to PeopleSoft Support at ext **8-1121**.

The office is usually staffed from 8:00 AM to 4:30 PM. In the event no one is available to assist, you may leave your question on the office Audix voice mail system, and we will return your call.