

Req and PO Budgetary Activity Reports

This report is used to run a PO listing by chart field (department, project or program). PO's are listed in summary showing the following information

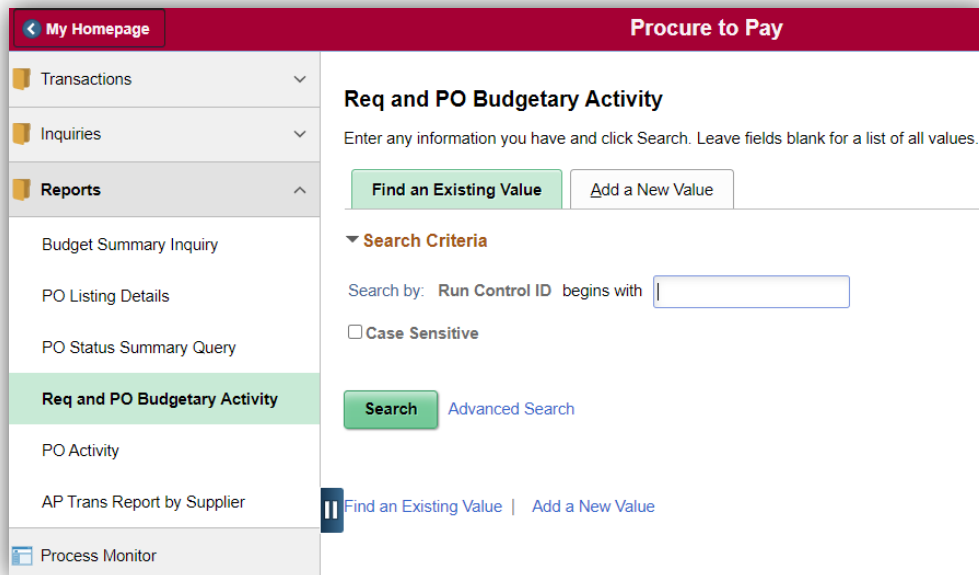
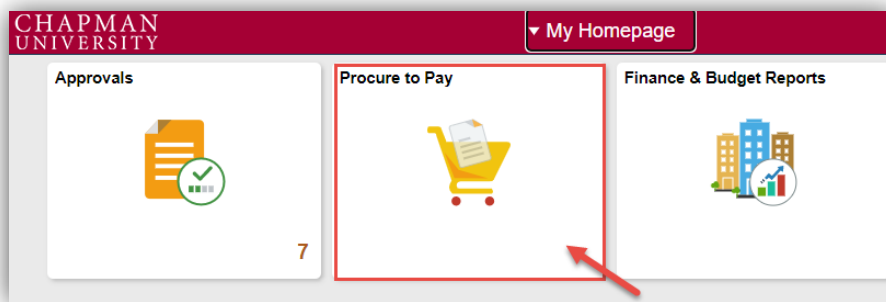
PO amount – this is the total PO dollar amount

Liquidated amount – this is the AP/PO line amount + allocated misc. charges (freight/tax) based on the PO header estimated tax and freight

Remaining amount – PO amount less Liquidated amount

Vouchered amount – This shows the actual amount paid by AP which can be +/- than the liquidated amount, which is a allocation based on freight and tax estimates. This amount will be used when determining the final encumbrance relief if the PO is cancelled and the final amounts posted to actuals.

Tile



Navigation

Navigator Menu > Purchasing > Purchase Order > Reports > Req and PO Budgetary Activity

Req and PO Budgetary Activity

 Run Control ID

Search for an existing run control ID on the Find and Existing Value tab or a Add a new Run Control ID on the Add a New Value Tab. Click Add.

Req and PO Budgetary Activity

Run Control ID
Report Manager Process Monitor

Language

Report Request Parameters

*Business Unit

*Budget Date From *To

Remaining Amount USD

Business Unit GL

ChartField Sort Options

*ChartField	Short Name	From ChartField Value	To ChartField Value		
DEPTID	Dept	1320	1330	+	-


Business Unit: 01

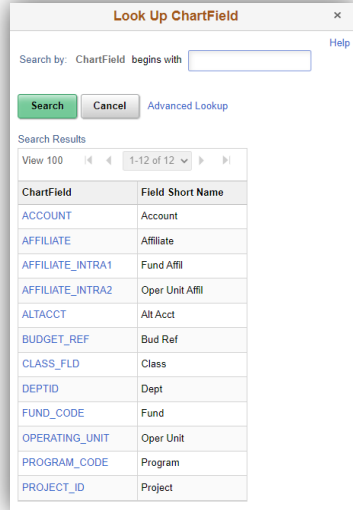
Budget Date From: Enter the desired From Date

Budget Date To: Enter the desired To Date. Example for the full fiscal year 2021 enter 6/1/21 to 5/31/22

Remaining Amount: Change the Operand to > and leave the balance at 0.00. To see all POs issued within the requested period, use blank.

Chartfield Sort Options

Chartfield: Click the  next to the ***ChartField** field to display the following search box and select the desired chartfield name.



Look Up ChartField

Search by: ChartField begins with

[Help](#)

[Advanced Lookup](#)

Search Results

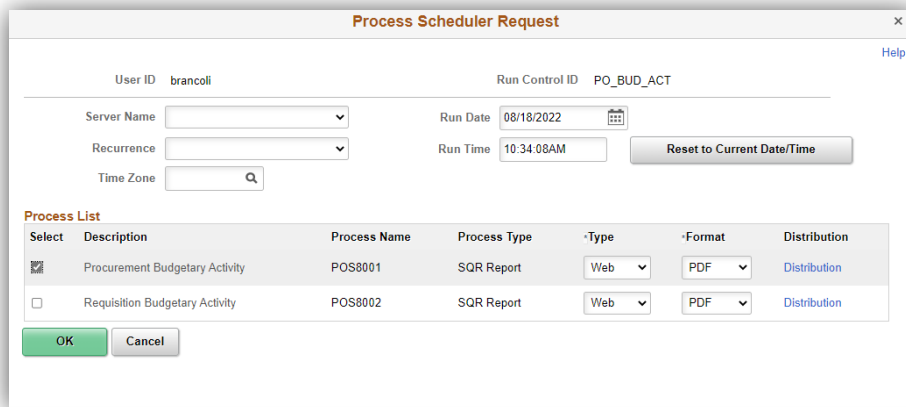
View 100 | 1-12 of 12

ChartField	Field Short Name
ACCOUNT	Account
AFFILIATE	Affiliate
AFFILIATE_INTRA1	Fund Affil
AFFILIATE_INTRA2	Oper Unit Affil
ALTACCT	Alt Acct
BUDGET_REF	Bud Ref
CLASS_FLD	Class
DEPTID	Dept
FUND_CODE	Fund
OPERATING_UNIT	Oper Unit
PROGRAM_CODE	Program
PROJECT_ID	Project

From Chartfield Value: Enter the beginning value of the selected chartfield.

To Chartfield Value: Enter the ending value of the selected chartfield. This field must have a value or you might get more data than desired.


Click Run



Process Scheduler Request

[Help](#)

User ID: **brancoli** Run Control ID: **PO_BUD_ACT**

Server Name: Run Date: 

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Procurement Budgetary Activity	POS8001	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Requisition Budgetary Activity	POS8002	SQR Report	Web	PDF	Distribution

Select the Procurement Budgetary Activity to see a list of purchase orders

Select the Requisition Budgetary Activity to see a list of requisitions orders

Click OK to run the report

Follow the instructions in the Reports Reference Guide how to Run and View Reports in Report Manager.

Sample output

PeopleSoft Purchasing PROCUREMENT BUDGETARY ACTIVITY REPORT									
Report ID: POS8001		Budget Date From 01-JUN-2014 To 31-MAY-2015							
Business Unit: 01									
Department From [REDACTED] To [REDACTED]									
PO ID	Line/Sched/Dist	Supplier	Original PO Amount	-	Liquidated Amount	=	Remaining Amount	Vouchered Amount	Department
P000001959	1/1/1	0000003768							
P000001959	1/1/2	0000003768							
P000001995	1/1/1	0000002526							
P000001995	1/1/2	0000002526							
P000001995	1/1/3	0000002526							
P000001997	1/1/1	0000004955							
P000001997	2/1/1	0000004955							
P000002054	1/1/1	0000000175							
P000002054	1/1/2	0000000175							
P000002054	1/1/3	0000000175							
P000002075	1/1/1	0000004104							
P000002075	2/1/1	0000004104							
P000002075	3/1/1	0000004104							
P000002081	1/1/1	0000006349							
P000002083	1/1/1	0000004104							
P000002083	2/1/1	0000004104							
P000002083	3/1/1	0000004104							
P000002092	1/1/1	0000001521							
P000002092	1/1/2	0000001521							
P000002134	1/1/1	0000004854							
P000002134	1/1/2	0000004854	10,094.31		10,094.31		0.00	10,094.31	
P000002134	1/1/3	0000004854	2,243.18		2,243.18		0.00	2,243.18	
P000002178	1/1/1	0000002384	3,780.00		1,734.03		2,045.97	1,739.40	
P000002178	2/1/1	0000002384	7,560.00		2,197.80		5,362.20	2,113.80	

The report calculates the remaining amount on the PO and also shows the vouchered amount including actual misc. charges and tax accruals.