

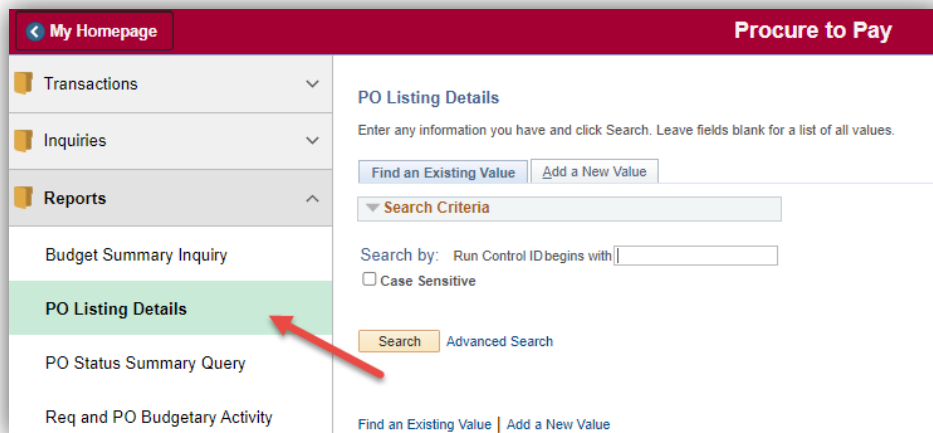
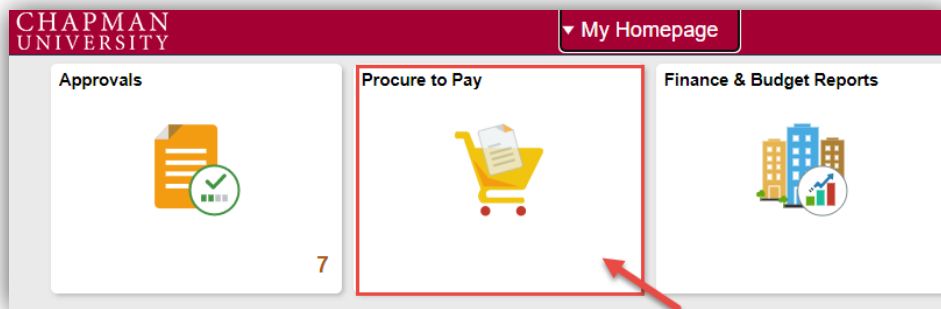
PO Listing Detail Report

This report provides detailed PO information by line item. The report includes the following information:

- PO header information, Supplier, PO & Requisition number, line descriptions, account numbers
- Merchandise amount by line
- AP vouchers applied against a PO by line
- Liquidated amount by line to calculate the encumbrance balance by line

For detailed instructions on how to run a report, please refer to the Reports Reference Guide. This document provides instructions on setting up Run Controls and how to retrieve report results.

Tile



Navigation

Navigator Menu>Chapman Customizations>Reports>Finance>GL Transaction Details

Select or Add a Run control and enter the report parameters

- Create a Run Control ID or Find an Existing Value
- Select the Template ID
- Enter the Business Unit – Required Field
- Enter one of the following:
 - PO Number, Supplier ID, Department, Program, Project
- After you click Run, On the Process Scheduler Request window, please specify Type = Web, Format = PDF, XLS or Web. No other combinations are supported at this time.

A summarized PO report is also available - Req and PO Budgetary Activity Report

Purchase Order Budget Checking vs. Actuals

- Accounts Payable PO invoices are budget checked against the PO Encumbrance Balance (A). The Encumbrance Balance is calculated by Receipt Amount plus estimated Freight/Tax/Misc (B) amount allocated towards the Receipt Amount. This amount in Peoplesoft is called the Liquidated amount, see *Figure 1*.
- The Liquidated Amount does not always equal the actual invoice amount paid by Accounts Payable because the vendor is invoicing actual freight amount plus any miscellaneous handling charges. The actual invoice amount will post to the Actuals KK and GL ledgers.
- When the PO is finalized, the budget will be reduced by the actual invoice AP Voucher Amount (Amount D), see *Figure 2*
- The PO Detail report will show the liquidated amount and the AP actuals amount
 - The liquidated amount is used to calculate the Encumbrance Balance, see *Figure 2*
 - $[C-\text{Merchandise amount}] - [E-\text{Liquidated Amount}] = [A-\text{Encumbrance Balance}]$
 - The AP Voucher Amount is the amount posting to KK and GL Actuals Ledgers (D), see *Figure 2*

Figure 1:

Purchase Order Inquiry

Purchase Order

Business Unit 01 PO ID P000000006 PO Status Dispatched Budget Status Valid

Header

PO Date 06/08/2022 Doc Tol Status Valid

Supplier Name M Supplier ID 0 Supplier Details Backorder Status Not Backordered

Buyer Oyenuga, Adey Receipt Status Partial Hold From Further Processing

PO Reference

Header Details All RTV Matching Activity Summary Header Comments... Document Status Actions

Amount Summary

Merchandise	300,000.00
Freight/Tax/Misc.	23,250.00
Total	323,250.00 USD
Encumbrance Balance	249,344.88 USD

Lines

Line	Status	Item ID	Item Description	Category	PO Qty	UOM	M
1	Approved		FY 22-23 Blanket PO for	SUPPLIES	300000.0000	LT	

Figure 2:

Selection Criteria:
Business Unit: 01
PO ID: P000000006
Vendor ID:
Department:
Program:
Project:
Class:

**Chapman University
PO Listing Detail
6/1/2022 to 5/31/2023**

Line/Sch/Dist	Requisition	More Info	Fund/Dept/Proj/Class/Acct	Voucher ID [3]	Merchandise Amount	AP Voucher Amount[2]	Liquidated Amount[1]
PO: P000000006 Date: 6/8/2022 Supplier: 0000003294 - MCKESSON MEDICAL-SURGICAL INC							
1/1/1	R0000 36	FY 22-23 Blanket PO for	10 517005		300,000.00		73,905.12
1/1/1		Sales & Use Tax	10 517005		23,250.00		
1/1/1		FY 22-23 Blanket PO for	10 517005	00248885 P		-742.35	
1/1/1		FY 22-23 Blanket PO for	10 517005	00248886 P		-9,050.96	
1/1/1		FY 22-23 Blanket PO for	10 517005	00249164 P		-9,368.81	
1/1/1		FY 22-23 Blanket PO for	10 517005	00249560 P		-4,151.13	
1/1/1		FY 22-23 Blanket PO for	10 517005	00250491 P		-50,591.89	
Line 1 Totals:					323,250.00	-73,905.14	73,905.12
					Act. Balance	Enc. Balance	
					249,344.86	249,344.88	
PO P000064886 Totals:					323,250.00	-73,905.14	73,905.12
					Act. Balance	Enc. Balance	
					249,344.86	249,344.88	
Report Totals:					323,250.00	-73,905.14	73,905.12
					Act. Balance	Enc. Balance	
					249,344.86	249,344.88	

[1] Liquidated Amount is the PO received line item amounts plus allocated estimated PO freight and tax. Note that Liquidated Amount only calculates on this for budget checking accounts.
[2] AP Voucher Amount is the actual amount paid to the vendor and also includes use tax.
[3] Post Status specified next to the voucher ID column designates whether vouchers are posted(P) or not posted(U).

XC_PO02 - PO Listing Detail
Requested by: oyenuga

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