

Requisition and Purchase Order Budgetary Activity Report

Running this will produce two reports, a requisition budgetary activity report and a procurement budgetary activity report.

The requisition budgetary activity report will display the original requisition amount (exclusive of taxes), the liquidated amount (amount de-committed due to PO) and remaining amount (amount sourced to PO). It will also display the purchase order amount.

The procurement budgetary activity report will display the original purchase order amount (including taxes), the liquidated amount (amount de-committed through vouchers) and remaining amount.

These will be created for the specific account codes you enter. You can create a run control so that you do not need to enter the parameters every time.

Navigate to: Purchasing>Requisitions or Purchase Orders>Reports>Req and PO Budgetary Activity

You will see the following screen:

Req and PO Budgetary Activity
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**

Search by: Run Control ID begins with

Case Sensitive

Search [Advanced Search](#)

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

If you have already created the run control, click Search. Then select the run control you wish to run.

If you have not created a run control, click Add a New Value. Enter a run control name and click Add. You will see the following screen:

Req-PO Budgetary Activity

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

Language: English

Report Request Parameters

'Business Unit: 'Budget Date From: 'To:

Remaining Amount: 0.000

Business Unit GL:

ChartField Sort Options [Customize](#) [Find](#) [View All](#) First 1 of 1 Last

*ChartField		From ChartField Value	To ChartField Value
ACCOUNT	Account	<input type="text"/>	<input type="text"/>

Enter the following values where requested:

- Business Unit: CNANL
- Budget Dates From: April 1, 2004
- To: March 31, 2005
 - These dates will produce all requisitions and PO for the 2005 fiscal year. If you wish to reduce your search, adjust your dates.
- Chartfields: The ACCOUNT chartfield is selected for you. To add other fields, click the **+** to add a new row. In my example I selected 4 chartfield rows. I used the ACCOUNT, CLASS_FLD, DEPTID and PROGRAM_CODE chartfields. Enter the "From" and "To" values. Select the values required for your particular account codes. In the example below, all account codes for program code 13100.

Req-PO Budgetary Activity

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

Language: English

Report Request Parameters

'Business Unit: CNANL 'Budget Date From: 01/04/2004 'To: 31/03/2005

Remaining Amount: 0.000 CAD

Business Unit GL: CNANL

ChartField Sort Options [Customize](#) [Find](#) [View 3](#) First 1-4 of 4 Last

*ChartField		From ChartField Value	To ChartField Value
ACCOUNT	Account	5100	9999
CLASS_FLD	Class	40	40
DEPTID	DeptID	80	80
PROGRAM_CODE	Program	13100	13100

- Click Run. The following screen will be displayed:

Process Scheduler Request

User ID: shelley.obrien Run Control ID: REQ_PO_Activity_Report

Server Name: Run Date: 18/02/2005

Recurrence: Run Time: 2:31:16PM

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	
<input type="checkbox"/>	Procurement Budgetary Activity	POS8001	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	<input type="button" value="🔍"/> <input type="button" value="👤"/>
<input type="checkbox"/>	Requisition Budgetary Activity	POS8002	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	<input type="button" value="🔍"/> <input type="button" value="👤"/>

- Select the required report (Procurement or Requisition or both) by placing a check mark in the Select box of the specific report.
- Select the Type and Format
- Click OK
- To view the process monitor to determine when your report request has completed, click Process Monitor.
- Your report will be completed when the Run Status is “Success” and the Distribution Status is “Posted”.
- To view your report, click on Details. Click View Log/Trace. Select the file in the file list with a name similar to POS800x_XXXXX.XXX.