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.

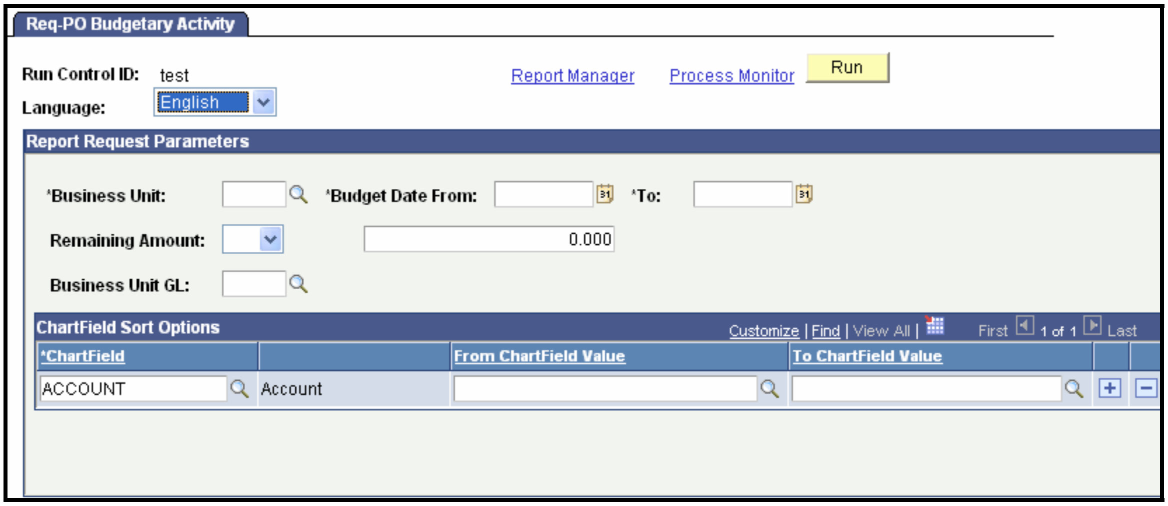
These will be created for the specific account codes you enter. You can create a run control so that you do not need to enter the parameters every time.

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

You will see the following screen:

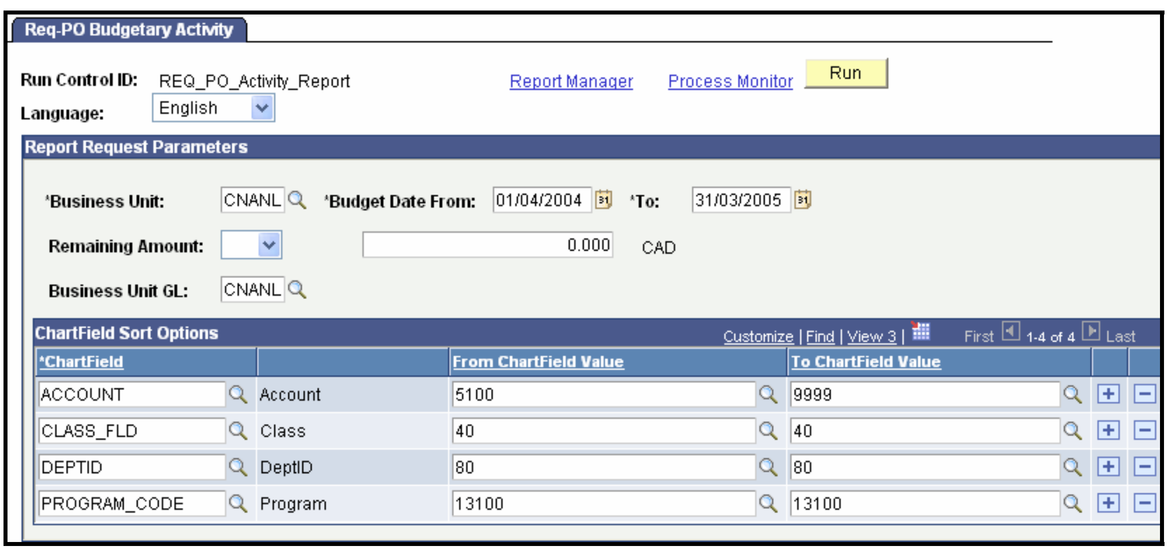
If you have already created the run control, click Search. Then select the run control you wish to run.

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:

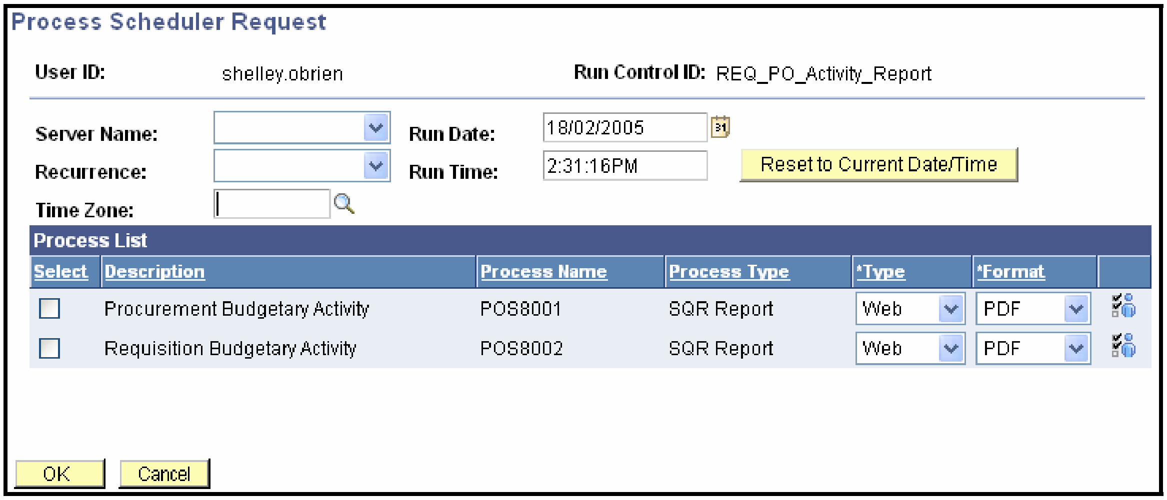


Enter the following values where requested:

- Business Unit: CNANL
- Budget Dates From: April 1, 2004
- To: March 31, 2005
    - o 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, DETPID and PROGRAM_CODE chartields. 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.



- Click Run. The following screen will be displayed:



- 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.