

How to Close/Reopen a Purchase Order and Close a Requisition

Description: The Encumbrance Open/Close Form is used to manage encumbrances created by requisitions and purchase orders (POs). This form enables you

- to:
1. Reopen closed purchase orders
 2. Close purchase orders left open in error (regardless of previous activity)
 3. Close requisitions left open (when not assigned to a purchase order)

This form may be used to open or close a single item on a PO or the entire document, or to close a single item on a requisition or the entire document.

Form Name/Direct Access: FPAEOCD

Menu: Purchase Order Processing Menu *FINPO

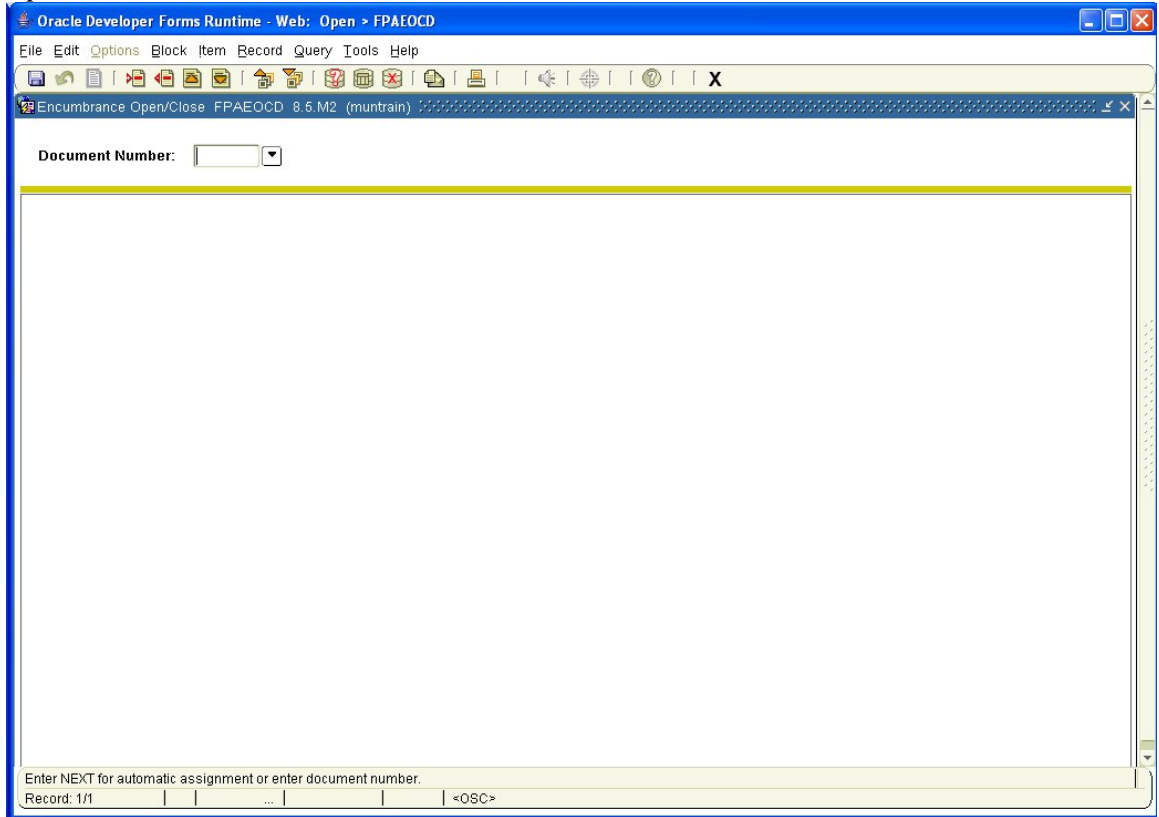
Navigation: Products Menu
Finance System Menu
Purchasing and Procurement System Menu
Purchase Order Processing Menu
Encumbrance Open/Close
Form

General Note:

The flashlight icon provides a list of valid entries for applicable fields and fields with blue text can be double-clicked to get a list of valid entries.

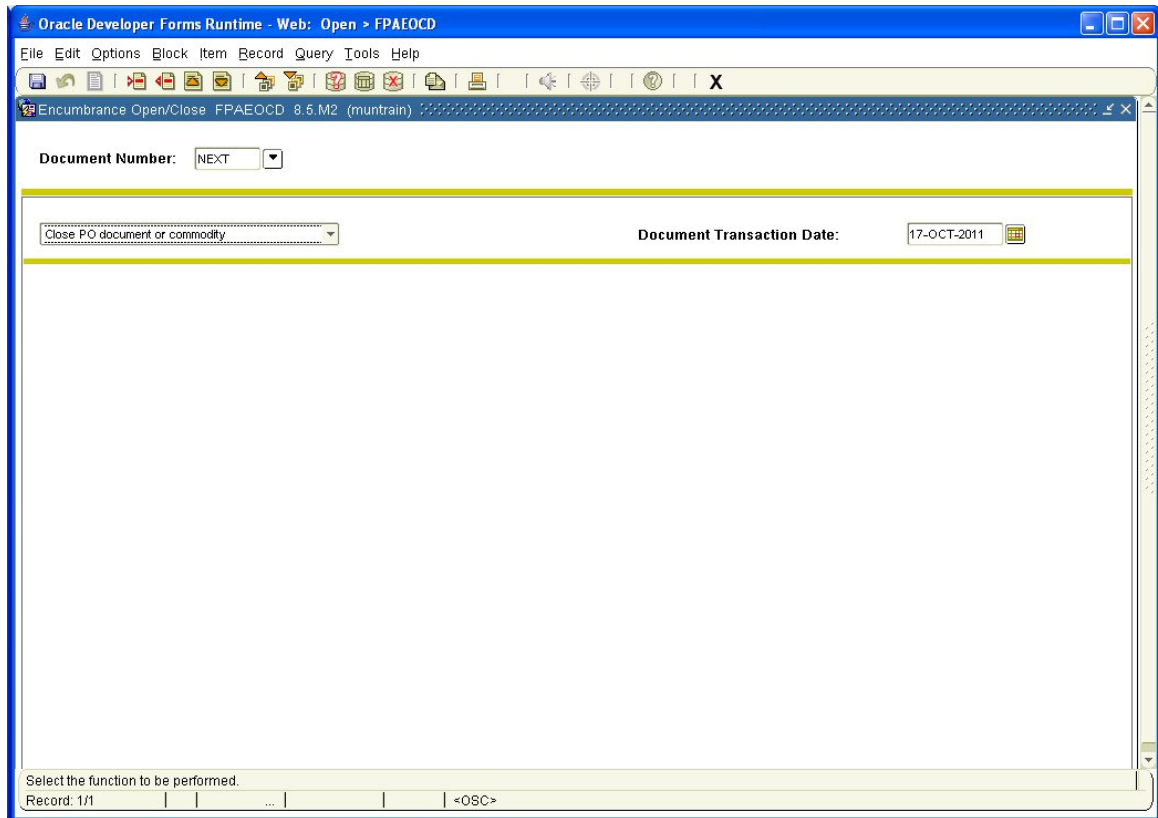
Instructions:

1. Select *Encumbrance*
Open/Close



Document Number: Code representing the document you wish to create. If you wish to complete an *in progress* document and know the document number, enter it here or use the search icon (flashlight), F9 from the keyboard or *List* from the *Help* menu to initiate a query. Double click to select the desired document. For automatic assignment by Banner, enter NEXT.

2. *Next Block* (use ctrl page down, the toolbar button or on the main menu, select *Block* then *Next*).



From this main window, you are first asked to select the function to be performed from the drop down box, as well as the transaction date.

Action (Untitled

Drop-Down Box): Drop-down list that indicates the action you want to perform. Your choices are:

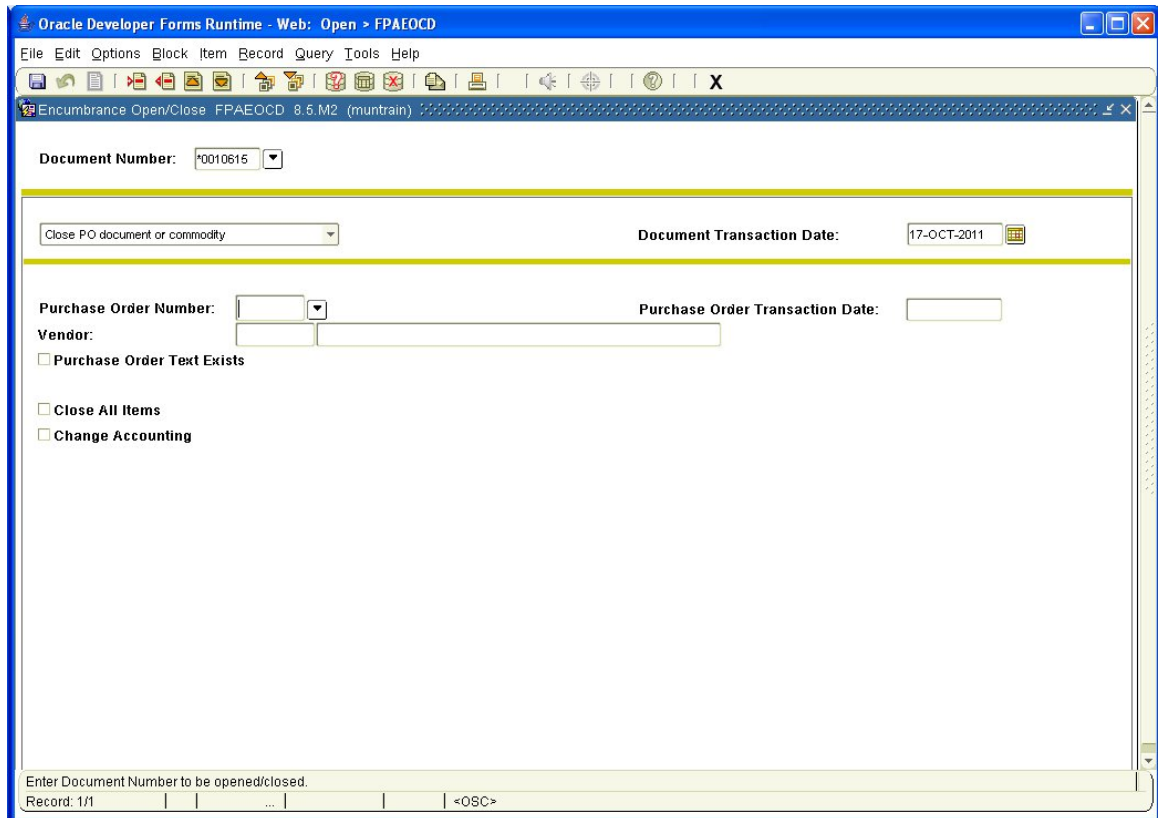
- Close PO document or commodity (default)
- Open PO document or commodity
- Close requisition or commodity

Note: The value you select from this drop-down list determines which fields appear on your screen.

Document

Transaction Date: Date the transaction is to be posted. Default is the current system date. While this date can be changed, it is not recommended.

3. *Next Block.* This will present one of the next three screens, which, as stated above, is determined by the selection you make in the action drop-down box.



Purchase Order Number:

This field appears only when you select *Close PO document or commodity* or *Open PO document or commodity* from the untitled action drop-down list. Enter the document number of the PO you want to open or close, if known, or use the search icon (flashlight), F9 from the keyboard or *List* from the *Help* menu to initiate a query. Execute a query to see the possible POs (click the *Execute Query* button on the tool bar, F8 from the keyboard or select *Execute* from the *Query* menu). Double click to select the desired PO.

OR

Requisition Number: This field appears only when you select *Close Requisition or commodity* from the untitled action drop-down list. Enter the document number of the requisition you want to close, if known, or use the search icon (flashlight), F9 from the

keyboard or *List* from the *Help* menu to initiate a query. Double click to select the desired requisition.

PO Transaction
Date:

This field appears only when you select *Close PO document or commodity* or *Open PO document or commodity* from the untitled action drop-down list. The transaction date of the purchase order will populate from the selected PO.

OR

Requisition
Transaction Date:

This field appears only when you select *Close Requisition or commodity* from the untitled action drop-down list. The transaction date of the requisition will populate from the selected requisition.

Vendor:

Code and name of the vendor associated with the PO or requisition you have selected. This will populate for you based on the document you select.

PO Text Exists:

This field appears only when you select *Close PO document or commodity* or *Open PO document or commodity* from the untitled action drop-down list. The checkbox indicates whether text was entered for the purchase order. Checked indicates text was entered for the purchase order. Unchecked indicates text was not entered for the purchase order. This will populate based on the document you select.

OR

Requisition Text
Exists:

This field appears only when you select *Close Requisition or commodity* from the untitled action drop-down list. The checkbox indicates whether text was entered for the requisition. Checked indicates text was entered for the requisition. Unchecked indicates that text was not entered for the requisition. This will populate based on the document you select.

Close All Items:

This field appears only when you select *Close PO or commodity* or *Close Requisition or commodity* from the untitled action drop-down list. This indicates whether you want to close all items in the document. Select *Close All Items* if you wish to close all of the items in the selected

document. Leave cleared (default) if you do not wish to close all items in the selected document.

OR

- Open All Items: This field appears only when you select *Open PO or commodity* from the untitled action drop-down list. This indicates whether you want to open all items in the document. Select *Open All Items* if you wish to open all of the items in the selected document. Leave cleared (default) if you do not wish to open all items in the selected document.
- Change Accounting: This indicates whether you want to adjust the amount of the encumbrance for the document and access the *Accounting Information* block on the *Commodity/Accounting* window. Select *Change Accounting* if you wish to adjust the amount of the encumbrance. Leave cleared if you do not wish to adjust the amount of the encumbrance.
4. *Next Block.* This displays the *Commodity/Accounting Information* windows. The windows and fields that display depend upon, as stated above, the selection you make in the untitled action drop-down box as well as whether you select *Close All Items* or *Open All Items* and/or *Change Accounting*.

Oracle Developer Forms Runtime - Web: Open > FPAEOCD

File Edit Options Block Item Record Query Tools Help

Commodity/Accounting Information FPAEOCD 8.5.M2 (muntrain)

Document Code : *0010615 Close PO document or commodity Transaction Date: 17-OCT-2011

Purchase Order: PC913483 Type: Regular Purchase Order Transaction Date: 27-MAR-2009

Vendor : 000019188 Dell Canada Document Level Accounting

Purchase Order Item: 1 of 1

Code	Description	Unit Price	Ordered Quantity	Invoiced Quantity	Status	Close
	Eaton Powerware 9170+ Power Array C	9,925.0000	1		C	<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Record: 1/1 | ... | <-08C>

Use this window and the window that follows, to specify which document items you want to open or close and/or to adjust the document's encumbrance(s). If you select *Close All* or *Open All* on the previous screen, the system will automatically select all open items or closed items as appropriate. If you do not choose the *Close All* or *Open All* selection, you will have to manually select the items on the *Purchase Order* or *Requisition Commodity Information* window. The *Accounting Information* window will only appear if you selected *Change Accounting* on the previous screen. (**Note:** You cannot access the *Accounting Information* block for documents that contain General Ledger (GL) accounting distribution FOAPAL strings. These documents are not encumbered and do not require adjustment.)

Purchase Order Item: Line item number for each commodity on the PO document of the total number of commodities on that PO. This field is protected from update.

Code: Not used. Will be blank.

Description: Description of the commodity on the PO. This field is protected from update.

Unit Price: Unit Price of the commodity on the PO. This field is protected from update.

- Quantity (Ordered): Quantity of the purchased commodity. This field appears only for regular POs. This field is protected from update.
- Quantity (Invoiced): Quantity of the purchased commodity invoiced to date. This field appears only for regular POs and reflects the quantities entered on completed, approved, and posted invoices. This field is protected from update.
- Net (Ordered): The net amount of the commodity on the PO. That is *Quantity* times *Unit Price*, less any discount amount, plus or minus any additional amount, plus tax. This field is protected from update.
- Net (Invoiced) The net amount of the commodity that has been invoiced to date. This is calculated from all completed, approved and posted invoices and represents *Quantity* times *Unit Price*, less any discount amount, plus or minus any additional amount, plus tax. This field is protected from update.
- Text Exists: Indicates whether text was entered for the commodity item. Values will be *Y* for yes and *N* for no. Use the scroll bar to see this field. This field is protected from update.
- U/M: Code representing the unit of measure of the commodity. This field is protected from update.
- Status: Current status of the commodity item. Values are *O* for open and *C* for closed. This field is protected from update.
- Close: Checkbox that indicates whether you want to close a commodity item. Select to close the item. Leave blank to leave the item open.

OR

- Open: Checkbox that indicates whether you want to open a commodity item. Select to open the item. Leave blank to leave the item closed.

Oracle Developer Forms Runtime - Web: Open > FPAEOCD

File Edit Options Block Item Record Query Tools Help

Commodity/Accounting Information FPAEOCD 8.5.M2 (muntrain)

Document Code : *0010615 Close PO document or commodity
 Purchase Order: PC913483 Type: Regular
 Vendor : 000019188 Dell Canada
 Transaction Date: 17-OCT-2011
 Purchase Order Transaction Date: 27-MAR-2009
 Document Level Accounting

Purchase Order Item: 1 of 1

Code	Description	Unit Price	Ordered Quantity	Invoiced Quantity	Status	Close
	Eaton Powerware 9170+ Power Array C	9,925.0000	1		C	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Record: 1/1 | ... | <OSC>

Requisition Item: Line item number for each commodity on the requisition, of the total number of commodities on that document. This field is protected from update.

Code: Not used. Will be blank.

Description: Description of the commodity on the requisition. This field is protected from update.

Quantity: Quantity of the commodity on the requisition. This field is protected from update.

Unit Price: Unit price of the commodity on the requisition. This field is protected from update.

Net Amount Net amount of the commodity entered on the requisition document. That is, the *Quantity* times *Unit Price*, less any discount amount, plus or minus any additional amount, plus tax. This field is protected from update.

Text Exists: Indicates whether text was entered for the commodity item. Values will be *Y* for yes and *N* for no. Use the scroll bar to see this field. This field is protected from update.

U/M: Code representing the unit of measure of the commodity. Use the scroll bar to see this field. This field is protected from update.

Status: Current status of the commodity item. Values are *O* for open and *C* for closed. This field is protected from update.

Close: Checkbox that indicates whether you want to close a commodity item. Select to close the item. Leave blank to leave the item open.

5. If you selected *Change Accounting, Next Block* to access the *Accounting Information* window from the *Purchase Order* or *Requisition Commodity Information* window.

The screenshot displays the Oracle Developer Forms Runtime interface for the FPAEOCD application. It is divided into three main sections:

- Document Information:**
 - Document Code: *0010615 (with a 'Close PO document or commodity' button)
 - Purchase Order: PC913483, Type: Regular
 - Vendor: 000019188 Dell Canada
 - Transaction Date: 17-OCT-2011
 - Purchase Order Transaction Date: 27-MAR-2009
 - Document Level Accounting
- Purchase Order Commodity Information:**
 - Purchase Order Item: 1 of 1

Code	Description	Unit Price	Ordered Quantity	Invoiced Quantity	Status	Close
	Eaton Powerware 9170+ Power Array C	9,925.0000	1		C	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
- Accounting Information:**
 - Sequence: 1 of 1

COA Year	Index	Fund	Orgn	Acct	Original Encumbrance	Current Encumbrance	Adjust Encumbrance By
10		100001	64011	73010	11,215.25	0.00	
					11,215.25	0.00	0.00

At the bottom, it shows 'Record: 1/1' and '<OSC>'.

Use this block to make adjustments to the encumbrance amount of a document. To do this, you must enter the amount you want to subtract from or add to the encumbrance in the *Adjust By* field. You cannot use this form to increase the

current amount of an encumbrance to a level greater than its original amount. Instead, you must use this form to open the purchase order document and then use the Change Order Form (FPACHAR) to increase the amount of the encumbrance. (See applicable job aid.)

When you close the last open item in a document, you must decrease the encumbrance amount of the document to zero. You cannot reduce an encumbrance by more than its current amount, as this would create a negative encumbrance balance.

- Seq: Line number assigned to each accounting distribution on the document of the total number of accounting distributions in the document. This field is protected from update.
- COA: Code representing the chart of accounts for the encumbrance. This will always be an *M* representing Memorial University's chart. This field is protected from update.
- Yr: Current fiscal year of the encumbrance. This field is protected from update.
- Index: Not used. Leave blank.
- Fund: The *Fund* portion of the FOAPAL. This defaults to the original document information. This field is protected from update.
- Orgn: The *Organization* portion of the FOAPAL. This defaults to the original document information. This field is protected from update.
- Acct: The *Account* portion of the FOAPAL. This defaults to the original document information. This field is protected from update.
- Prog: The *Program* portion of the FOAPAL. This defaults to the original document information. This field is protected from update.
- Actv: The *Activity* portion of the FOAPAL if applicable. This defaults to the original document information. This field is protected from update.

Locn: The *Location* portion of the FOAPAL if applicable. This defaults to the original document information. This field is protected from update.

Proj: Not used. Leave blank.

Encumbrance (Original): Original amount of the encumbrance.

Encumbrance (Current): Current amount of the encumbrance. That is, the original encumbrance amount plus or minus any adjustments due to purchase orders, change orders, invoices, etc.

Encumbrance (Adjust By): Dollar amount you want to subtract from or add to the encumbrance.

When closing a document or commodity, this value will be subtracted from the current encumbrance. When opening a document or commodity, this value will be added to the current encumbrance.

6. Select *Complete* from the *Options* menu at the top of the screen to finish your document or *In Process* to leave it incomplete.
7. There are several other options available, while processing your document, from the *Options* menu at the top of the screen. *Requisition Query* or *Purchase Order Query* will allow you to review the requisition or PO that you are opening or closing. *Encumbrance Detail Query* allows you to review the detailed encumbrance activity.