PO Admin Checklist

BUDGET CHECKING CLOSED POS AND REQUISITIONS

Navigation: ***Purchasing > Purchase Orders > Budget Check***
Purchasing > Requisitions > Budget Check

<u>Why use the Budget Check process</u>?

The PO closing process only releases encumbrances on those POs that were vouchered for the full amount. Users need to run this process to release the remaining encumbrances if:

- The PO was not used in a PO voucher, or
- The amount paid in voucher was less than the amount of the PO.

<u>Step 1</u>: This step will need to be completed first time you run the Budget Check process in this screen. After a run control ID has been set up, you can proceed with Step 2 for subsequent budget checking.

1. Add a New Value Tab
2. Run Control ID: enter "BUDGET_CHECK," your name, whatever you want.
3. Click **Add**
4. Budget Check Request Page –
   - Process Frequency: Select **Always**
   - Description: **Budget Check**
   - Business Unit: Select "**Value**" and enter your Business Unit
5. Click **Save**

<u>Step 2</u>: Navigation: *Purchasing > Purchase Orders > Budget Check*

1. 'Find an Existing Value'
2. Enter the name of the Run Control ID you set up in Step 1. Click 

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3. Budget Check Request Page –
   - Process Frequency: Select **Once**
   - The Description and Business Unit should fill in.
   - PO ID: Select "**Value**" and enter a specific PO number or
     - o Select "**Range**" and enter a range of PO numbers.
4. Click **Run**

5. Server Name: leave **blank;** click **OK.**
6. Click the Process Monitor hyperlink
7. Click the refresh button until the run status changes to Success and Posted.
8. No report will be produced for viewing, but the budget check process will be complete. If you receive a warning or error message, click on the blue Details link, then the Message Log to see if the system tells you what happened.

Budget Checking Closed Requisitions

Follow the same procedures; only the navigation is slightly different.