

Closing Receipts

If your agency uses Receiving in PeopleSoft – and we encourage everyone to do so – OMB needs you to start closing your old receipts in preparation for archiving old items off the PeopleSoft/Oracle active database.

Items to consider before you start:

1. For agencies that enter fewer than 75 receipts a year: Review your current receipts at **Purchasing > Receipts > Review Receipt Information > Receipts** and write down the date range and range of receipt numbers that you think should be closed. Try to keep one year active at this point until everyone gets more comfortable with these procedures.
2. If your agency enters more than 75 receipts a year, it is easier to run the query called NDS_RECEIPTS_NOT_CLOSED. Use the resulting spreadsheet to find receipts older than a year.
3. Any old receipts should be able to be closed as long as they have an R or M status. If any receipt older than one year has a status other than R, M, or X, you need to investigate it before closing.
4. If you have 1,000 or less to close, follow the instructions for **“A”** below to run your process during the regular work day.
5. If your agency has thousands of receipts to close, please follow the additional instructions under **“B”**.

Instruction A

Navigation: ND Utilities & Interfaces > Procurement & Vendors > Close Receipts By Range

1. The first time you run this step, you will need to set up a new run control ID.
2. Enter your business unit and a range of receipt numbers not exceeding 1,000 at a time.

The screenshot shows the 'Close Receipts By Range' process request parameters form. At the top, there is a title bar 'Close Receipts By Range'. Below it, the 'Run Control ID' is set to 'Bev'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a yellow 'Run' button. The main section is titled 'Process Request Parameters' and contains three input fields: 'Business Unit' with the value '32550', 'Receipt Number From' with the value '0000000001', and 'Receipt Number To' with the value '0000001000'. Each input field has a magnifying glass icon to its right.

3. Click **Run**, then “OK” on the Scheduler Request page.

4. Watch your Process Monitor until the process is done, as you do for other actions.
5. When the Run Status says “Success” and the Distribution Status says “Posted,” go on to Instruction “C”.

Instruction B

1. An agency may run more than 1,000 at a time, just not during regular working hours. It would be safe to close 5,000 at time, if you schedule your closing process to run at night. ITD says the best time would be 11 p.m., after the daily processes run.
2. Follow steps 1 and 2 as the others do in Instruction A. When you get to the **Process Scheduler Request** page, be sure to change the RunTime and/or Run Date before clicking “OK.”

Process Scheduler Request

User ID: BHAMAN@ND.GOV Run Control ID: Bev

Server Name: Run Date: 02/10/2010

Recurrence: Run Time: 11:06:22PM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Close Receipts By Range	NDS_PO_RECV	Application Engine	Web <input type="button" value="v"/>	TXT <input type="button" value="v"/>	Distribution

3. Instead of watching your Process Monitor now, wait and check it the next morning.
4. When the Run Status says “Success” and the Distribution Status says “Posted,” go on to Instruction “C”.

Instruction C

Navigation: Reporting Tools > Query Viewer > NDS_RECEIPT_STATUS_BY_RANGE

1. Each agency, large or small, should run this query next, just as a precaution.
2. Enter your business unit and the range of receipt numbers that you just closed.
3. If your query results are blank, lucky you – you do not need to do anything further.
4. If lines appear in the query, it is because some of the receipts, or individual lines on a receipt, did not close because they are tied to an active inventory item. Save the Excel file.

NOTE: If your agency does not use Inventory in PeopleSoft, but you still had items appear on this query, please forward the spreadsheet to Bev Haman or Renee Walery right away.

5. For those few agencies that use Inventory and have items appear in their query results, your next actions depend upon how old the receipts are.
 - a. If they are more than two years old, just forward the spreadsheet on to Bev or Renee. They will have ITD force close them for you.
 - b. If the receipts and inventory items involve activity during the past two years, try pull up the receipts and/or purchase order involved to see why the inventory status appears as "Pending." ITD may end up force-closing them anyway, but the situation really should be investigated first, if it involves recent activity.