Open PO Report Guide

The **Open PO Report** can be run within **PeopleSoft Finance** and captures detail on your open (not fully paid or fully paid but not closed) purchase orders within **PeopleSoft and acQuire**.

It includes the vouchers (invoices), if any, tied to the PO and the remaining balance available on the purchase order.

The report can be run to include line item detail, complete with chartfield information.

This guide details the navigation to run the report and options to select when running it.

*Currently:

- The report can only be run by those who have previously had Requester access in PeopleSoft – if you have not held this role previously, you will need to utilize the **PO Document Search options in acQuire** to run reports on your open acQuire POs.

- The Report can only produce results on Dept IDs you have been given access to in PeopleSoft. If you have created an order for a different department and do not have security access to that DEPT ID, the PO will not show up on your Open PO Report.
Navigation:

- Log in to PeopleSoft Finance
- Purchasing, Purchase Orders, Reports, Open POs Report

Open PO Report

Add a New Value OR Find an Existing Value

Add a new value if you have never run the report before.

Add a New Value, Type in an ID (include _ where you want a space – ex. Open_PO_Report), ADD (to create your ID) – If first time running the report
Find an Existing Value, SEARCH (for Run Control ID) – If have already once added ID previously and run the report before.

Find an Existing Value | Add a New Value

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search by: Run Control ID begins with

Find an Existing Value | Add a New Value
Open POs Report (Criteria Selection Page)

Criteria Selection options include:

- All Open POs
  - This criteria should not be selected, as it will produce results on the entire University’s open POs
- Chartfield
Optimal report results will produce from running the report on a chartfield (ie. Dept ID)
Selecting this criteria allows you to enter in specific chartfields to view Open POs assigned to them (ie. Funds, Depts, Program, Class or Project IDS)

- **PO Date Range**
  Selecting this criteria allows you to request results on all of your Open POs within a certain date range (ie. Jan.1, 2013-Jan.1, 2014)
  *If selected w/o other criteria to support, this will produce results for entire University*

- **PO ID**
  Selecting this criteria allows you to request results on a specific PO only

- **PO Status**
  Selecting this criteria allows you to request results on your Open POs based on a certain status (ie. Pending Approval, Approved or Dispatched)
  *If selected w/o other criteria to support, this will produce results for entire University*

- **Requestor ID**
  This option would only be of value to users wanting to run the report on their PeopleSoft PO activity only (not to include acQuire POs)
  Selecting this criteria allows you to request results on all Open PeopleSoft POs submitted by a certain Requestor ID

- **Include Line Item Details**
  Selecting this criteria will produce report results on Open PO product lines and the chartfields assigned to them (if not selected, results will show one line per PO and a total sum)

- **Currency**
  You can select this box if you want the currency assigned to your PO, to display on the report

**Criteria Selection Examples:**

*Note: Optimal results will produce from running report based on chartfield criteria (or Requester ID if you are looking for PeopleSoft PO results only)*

Chartfield – Department ID
SAVE & RUN

Save your selection criteria
RUN to produce the report
Process Scheduler Request

Ensure your screen appears as per the below (you will see a date & run time – they have been scrubbed for this example).
Click OK once all appears in order.
Process Instance

Acknowledge you have received a Process Instance Number
Accessing the Report

Either:

1. Report Manager

2. Main Menu, Reporting Tools, Report Manager

Then:

Click on the ADMINISTRATION tab
Open PO Report will be the top job
Click the QUGLR032-QUGLR032.xlsx link to access the Report
<table>
<thead>
<tr>
<th>Select</th>
<th>Report ID</th>
<th>Description</th>
<th>Request Date/Time</th>
<th>Format</th>
<th>Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1124477</td>
<td>QUGLR032-OUGLR032.xls</td>
<td>2015/01/14 6:43:4 AM</td>
<td>Microsoft Excel Files (.xls)</td>
<td>Posted</td>
<td>Details</td>
</tr>
<tr>
<td></td>
<td>1124488</td>
<td>Comm. Ctrl. Budget Processor</td>
<td>2015/01/14 19:23:38 AM</td>
<td>Test Files (*.m)</td>
<td>Posted</td>
<td>Details</td>
</tr>
<tr>
<td></td>
<td>1124333</td>
<td>Email</td>
<td>2015/01/13 4:22:29 PM</td>
<td>Acrobat (*.pdf)</td>
<td>Posted</td>
<td>Details</td>
</tr>
<tr>
<td></td>
<td>1124322</td>
<td>Comm. Ctrl. Budget Processor</td>
<td>2015/01/13 4:21:29 PM</td>
<td>Test Files (*.m)</td>
<td>Posted</td>
<td>Details</td>
</tr>
<tr>
<td></td>
<td>1124318</td>
<td>Email</td>
<td>2015/01/13 4:05:07 PM</td>
<td>Acrobat (*.pdf)</td>
<td>Posted</td>
<td>Details</td>
</tr>
<tr>
<td></td>
<td>1124277</td>
<td>Email</td>
<td>2015/01/13 4:55:14 PM</td>
<td>Acrobat (*.pdf)</td>
<td>Posted</td>
<td>Details</td>
</tr>
<tr>
<td></td>
<td>1134238</td>
<td>764546</td>
<td>2015/01/13 3:41:39 PM</td>
<td>Test Files (*.m)</td>
<td>Posted</td>
<td>Details</td>
</tr>
<tr>
<td></td>
<td>1124496</td>
<td>Email</td>
<td>2015/01/13 11:50:20 AM</td>
<td>Acrobat (*.pdf)</td>
<td>Posted</td>
<td>Details</td>
</tr>
<tr>
<td></td>
<td>1124192</td>
<td>PO Dispatch Print</td>
<td>2015/01/13 11:47:20 AM</td>
<td>Acrobat (*.pdf)</td>
<td>Posted</td>
<td>Details</td>
</tr>
<tr>
<td></td>
<td>1124493</td>
<td>764496</td>
<td>2015/01/13 11:45:37 AM</td>
<td>Test Files (*.m)</td>
<td>Posted</td>
<td>Details</td>
</tr>
<tr>
<td></td>
<td>1124477</td>
<td>Comm. Ctrl. Budget Processor</td>
<td>2015/01/13 11:40:53 AM</td>
<td>Test Files (*.m)</td>
<td>Posted</td>
<td>Details</td>
</tr>
<tr>
<td></td>
<td>1124492</td>
<td>764496</td>
<td>2015/01/13 11:30:32 AM</td>
<td>Test Files (*.m)</td>
<td>Posted</td>
<td>Details</td>
</tr>
</tbody>
</table>

*TO NOTE: If no report appears, you either have no open POs, or the Open POs you do have are submitted to chartfields (Dept IDs) you do not have security access to within PeopleSoft*
Report opener window will appear – Choose “Open with” or “Save File”. Click OK to access Report.
Report Example:

*Not run to show line level details – only PO sum details

---

Report Example, Criteria Selected – “Dispatched” POs, “Include Line Item Details”

Legend, Circles moving left to right:

1. **PO Report Information**
   a. This section details the criteria selected to run the report
   b. We’re seeing Operator & Run Control ID, Report By:Chartfield, Dept ID 10091 as the selected criteria and the Report Date

2. **PO ID Column**
   a. This column details the PO ID

3. **PO Line #** (possible column, if report is run with line item details)
   a. This column details the PO Line # (s)
   b. You might see multiple PO product lines assigned to a PO
4. **Distribution #** (possible column, if report is run with line item details)
   a. This column details the distribution lines on the PO (Open and/or Closed)

5. **Distribution Status** (possible column, if report is run with line item details)
   a. You will either see 1 or multiple distribution line per PO line here. Once a PO line is fully paid it becomes closed or if the PO rolls over at year-end, old distribution lines (for the previous fiscal year) become closed and new distribution lines (for the now current fiscal year) are assigned to the open lines of the PO.

6. **Sum of PO** (possible column if report is run without line item details)
   a. This column details the initially budgeted sum of the PO

7. **Voucher Details**
   a. This section details the vouchers (invoices) assigned to the PO/PO lines and the chartfields assigned to those vouchers

8. **Remaining Balance**
   a. This section details the remaining balance left on the PO/PO lines
      i. You might see some of the product lines have “$0” as the remaining balance because they have been fully paid

*If you have a PO showing up on your report that has $0 left on all of its PO lines, a negative balance or there is a balance remaining but no further invoices are expected in for the PO, contact acquire@queensu.ca or complete a Change Order Request Form in acQuire to request the PO be closed.*