

Last Revised Date: 05/18/2016

General Information

Task	Process Information
<p align="center">Running the PO Buydown Report</p>	<p>This report should be run at any time to view the detail of transactions associated with a purchase order(s) and the remaining open balance. The information helps to manage your POs by showing the PO line details and their associated vouchered amounts and remaining line balances. The report will also provide the voucher details and can be run for open and/or closed POs.</p> <p>Only POs that are in 'Dispatched' status will appear on the report. Only vouchers that have a 'Valid' budget check will appear on the report.</p> <p>Note: This report can be exported to Excel.</p>

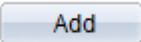
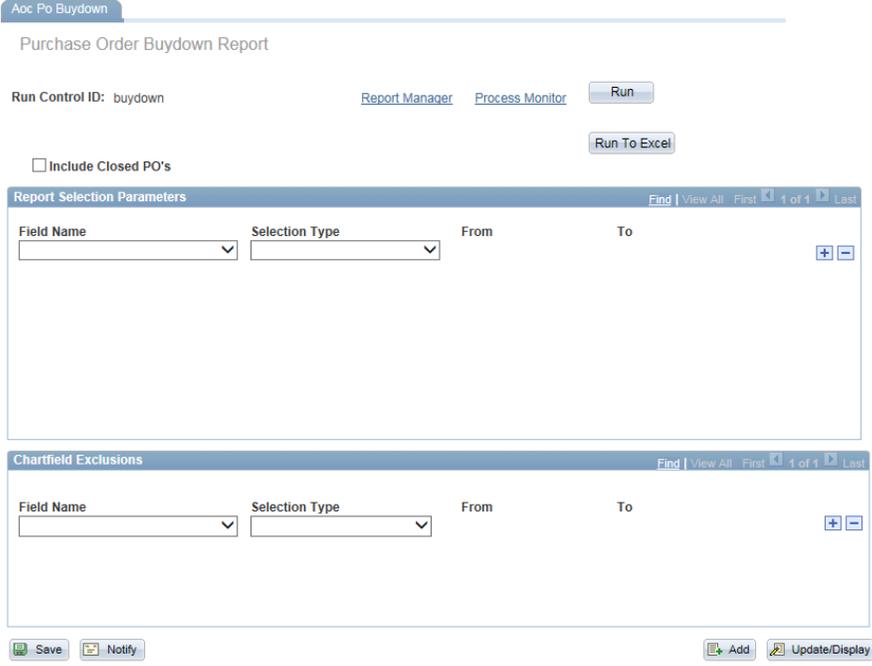
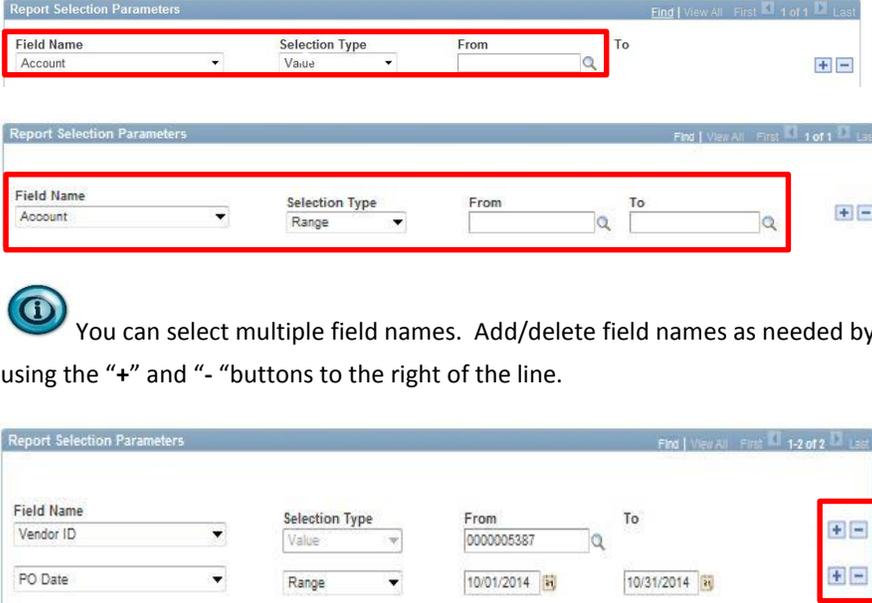
GEARS Navigation

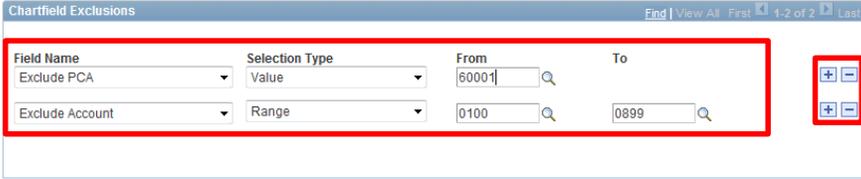
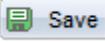
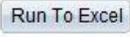
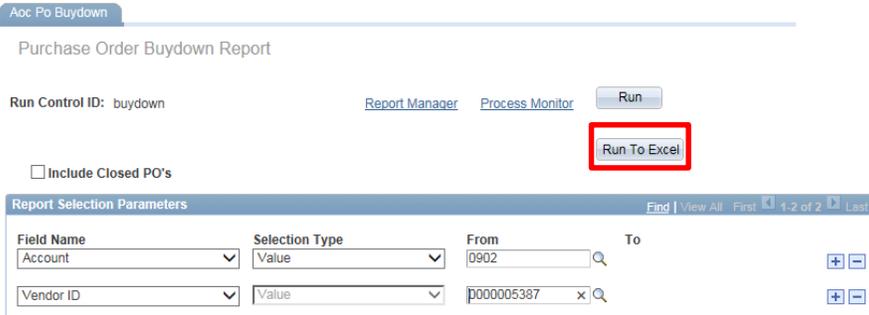
<p>Purchasing > Purchase Orders > Review PO Information > PO Buydown Report</p>	
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1.0 Process

This document is intended to provide a quick reference to running the PO Buydown Report within GEARS.

STEP	ACTION	DETAILS
<p>1.</p>	<p>Create the Run Control ID. The first time you run the PO Buydown Report, you must create a new Run Control ID. Click on the Add a New Value tab.</p> <p>NOTE: A Run Control ID is the name that will be given to the saved parameters you select for the report. You can run the same report again in the future by selecting the same Run Control ID when using the Find an Existing Value tab. No spaces are allowed in the Run Control ID. In addition, the report parameters for a Run Control ID can also be changed after selecting the ID.</p>	 <p>PO Buydown Report</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID: <input type="text"/></p> <p>Add</p> <p> To use a Run Control ID that you previously created, click the Find an Existing Value tab, and then click the Search button. A list of Run Control IDs appears.</p>

<p>2.</p>	<p>Click the  button.</p>	
<p>3.</p>	<p>The Purchase Order Buydown Report Run Control page displays.</p>	
<p>4a.</p>	<p>You can include Closed POs by clicking the checkbox. Otherwise, Closed POs will not be included on your report.</p>	
<p>4b.</p>	<p>Specify the Report Parameters. Select the Field Name criteria for your report and select either a specific Value or a Range of Values for the field.</p> <p>You can report on any single or combination of the following fields: Account, Appropriation Year, Account Encumbrance Indicator, Fund, PO Date, PO Number, Program Cost Account (PCA), Project, Vendor ID, or Vendor Name.</p> <p>NOTE: If one of the PO Lines meets your criteria, then <u>all</u> of the PO Lines will display. This is so that PO balance and totals are accurate. To refine your results, you can use the Excel download to filter on your criteria.</p>	 <p> You can select multiple field names. Add/delete field names as needed by using the “+” and “-” buttons to the right of the line.</p>

<p>4c.</p>	<p>You can exclude any single or combination of the following ChartFields: Exclude Account, Exclude Fund, Exclude PCA, Exclude Program, Exclude Project, Exclude Zero Balance POs.</p>	 <p>NOTE: You can select multiple field names. Add/delete field names as needed by using the “+” and “-” buttons to the right of the line.</p> 
<p>5.</p>	<p>Save the parameters selected by clicking the  button.</p>	
<p>6.</p>	<p>To download the results to Excel, Continue to Step 7. To run and print the report, skip to Step 10.</p>	
<p>7.</p>	<p>Click the  button.</p>	

8.

The Purchase Order Buydown Search Results page displays the following fields: PO Number, PO Date, Vendor ID, Vendor Status, Vendor Name, PO Line, PO description, Distribution Line, Account, PCA, Fund, Approp Year, Project, PO Amount, Vouchered (Vchrd) Amount, PO Balance, and Account Encumbered/Non-Encumbered status.

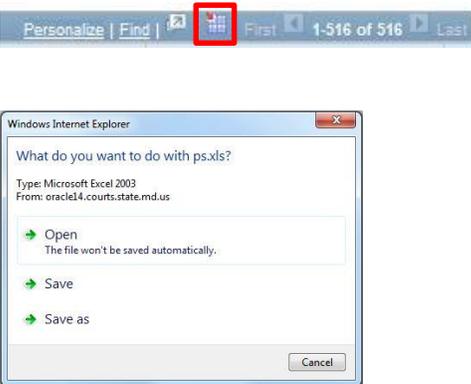
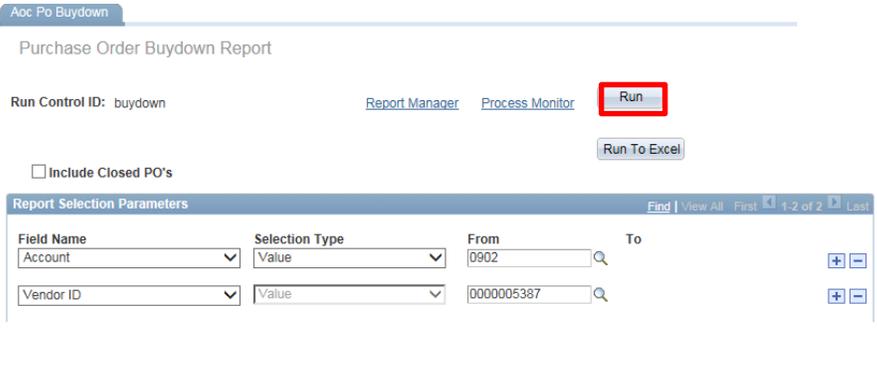
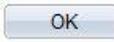
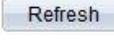
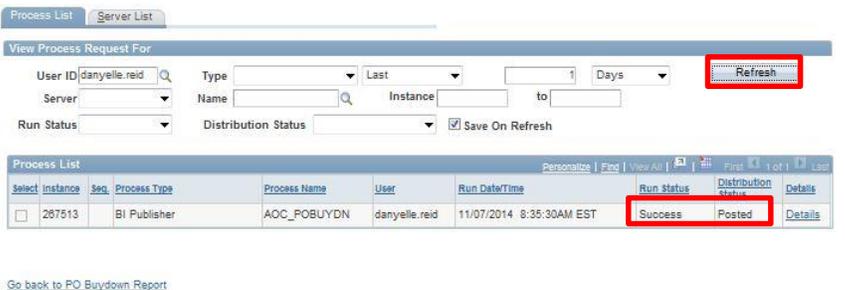
Purchase Order Buydown Search Results

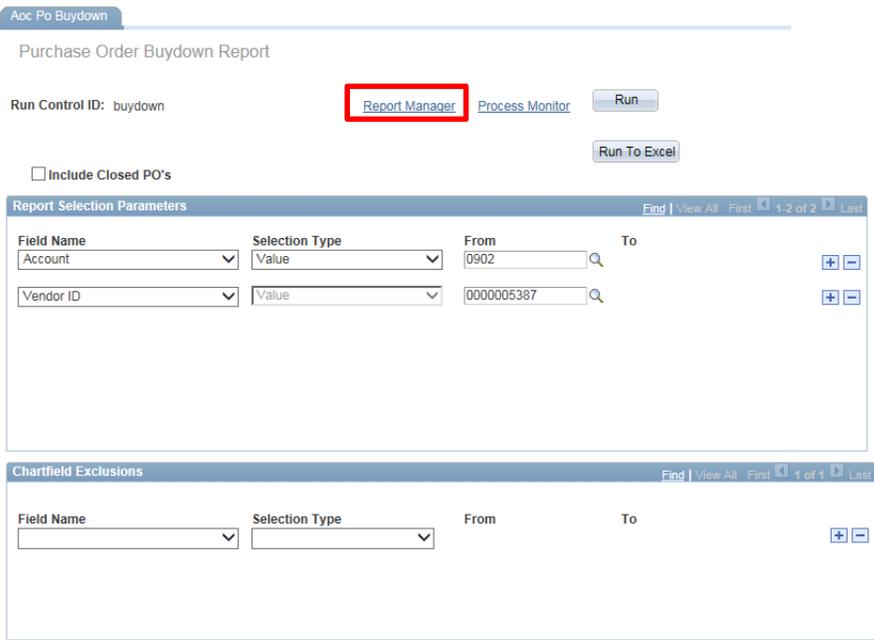
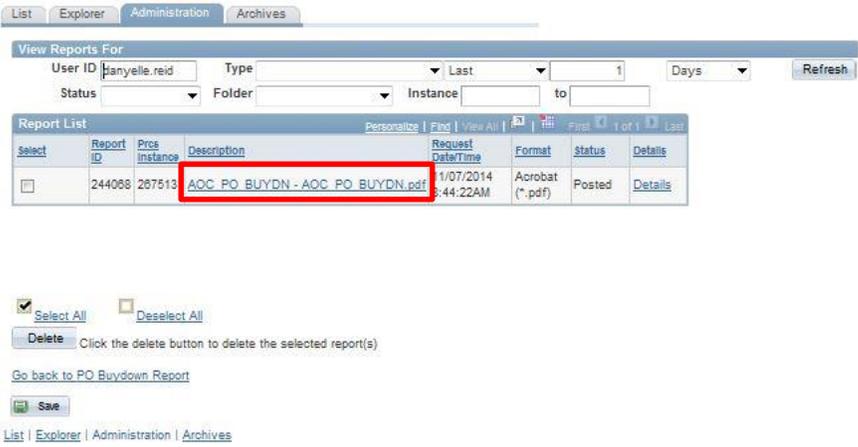
Business Unit	PO Number	PO Date	Vendor ID	Vendor Status	Vendor Name	PO Line	Description	Distribution Line	Account	PCA	Fund	Approp Year	Project	PO Amount	Vchrd Amount	PO Balance	Account Encumbered / Non-Enc
10MGALD	00004718	01/10/2014	000005087	Approved	RUDOLPH OFFICE & COMPUTER SUPPLY INC		OFFICE SUPPLIES		10002	454C	0001	11/2015		2.94	0.00	2.94 NE	
20MGALD	00004720	01/17/2014	000005087	Approved	RUDOLPH OFFICE & COMPUTER SUPPLY INC		OFFICE SUPPLIES		10002	4001	0001	11/2015		438.84	432.79	6.05 NE	
30MGALD	00004841	07/22/2014	000005087	Approved	RUDOLPH OFFICE & COMPUTER SUPPLY INC		RUDOLPH SUPPLY GREEN WAREHO		10002	4074	0001	11/2015		2,777.07	2,738.38	38.69 NE	
40MGALD	00004780	08/04/2014	000005087	Approved	RUDOLPH OFFICE & COMPUTER SUPPLY INC		Blanket Purchase Order for		10002	4001	0001	11/2015		2,830.00	0.00	2,830.00 NE	
50MGALD	00004782	08/21/2014	000005087	Approved	RUDOLPH OFFICE & COMPUTER SUPPLY INC		Office Supplies		10002	4001	0001	11/2015		109.48	141.42	10.96 NE	
60MGALD	00004764	08/20/2014	000005087	Approved	RUDOLPH OFFICE & COMPUTER SUPPLY INC		OFFICE SUPPLIES		10002	8001	0001	11/2015		487.17	0.00	487.17 NE	
70MGALD	00004764	08/20/2014	000005087	Approved	RUDOLPH OFFICE & COMPUTER SUPPLY INC		STAMPER		10002	8001	0001	11/2015		100.00	0.00	100.00 NE	
80MGALD	00004768	08/20/2014	000005087	Approved	RUDOLPH OFFICE & COMPUTER SUPPLY INC		Copy Paper		10002	4002C	0001	11/2015		100.00	0.00	100.00 NE	
90MGALD	00004787	07/21/2014	000005087	Approved	RUDOLPH OFFICE & COMPUTER SUPPLY INC		1 Toner		10002	4071	0001	11/2015		487.15	0.00	487.15 NE	
100MGALD	00004781	08/20/2014	000005087	Approved	RUDOLPH OFFICE & COMPUTER SUPPLY INC		Blaswell HP M414 Non-Cerami		10002	4002	0001	11/2015		43.89	43.89	0.00 NE	
110MGALD	00004781	08/20/2014	000005087	Approved	RUDOLPH OFFICE & COMPUTER SUPPLY INC		2-Edge Study Pads, Lined 8 1/2 in		10002	4002	0001	11/2015		28.42	0.00	17.07 NE	
120MGALD	00004889	08/16/2014	000005087	Approved	RUDOLPH OFFICE & COMPUTER SUPPLY INC		Office Supplies		10002	4001	0001	11/2015		940.34	281.06	659.28 NE	
130MGALD	00004170	10/09/2014	000005087	Approved	RUDOLPH OFFICE & COMPUTER SUPPLY INC		Office supplies		10002	4001	0001	11/2015		231.00	0.00	231.00 NE	
140MGALD	00004773	11/12/2014	000005087	Approved	RUDOLPH OFFICE & COMPUTER SUPPLY INC		Finch, tone cartridges		10002	4001	0001	11/2015		1,570.00	0.00	1,570.00 NE	
150MGALD	00004777	11/07/2014	000005087	Approved	RUDOLPH OFFICE & COMPUTER SUPPLY INC		1 Recycled Copy Paper		10002	4001	0001	11/2015		940.00	0.00	940.00 NE	



The page displays a certain number of POs at a time. If you have more POs to view, as a result of your search, view additional POs by using the up and down arrow buttons to the right of the grid.

PO Balance	Account Encumbered / Non-Encumbered
0.00 NE	

<p>9.</p>	<p>Click the  button to download the results into Excel and open and/or save in Excel.</p> <p>**This completes the steps for downloading results into Excel.</p>	
<p>10.</p>	<p>Run the Report. Click the  button.</p>	
<p>11.</p>	<p>Schedule the Process. The Process Scheduler Request page displays.</p> <p>These settings are system-generated. The correct Process Name, Type, and Format are automatically selected. The Report will run immediately.</p> <p>NOTE: Confirm the AOC_POBUYDN report is selected (checked) and the *Format is PDF.</p>	
<p>12.</p>	<p>Click the  button.</p>	
<p>13.</p>	<p>Make Sure The Process Runs. Make note of the Process Instance number, and then click the Process Monitor link.</p>	
<p>14.</p>	<p>Check the Process Status. The Process List page displays.</p> <p>Click the  button and continue clicking the <i>Refresh</i> button until the Run Status = Success and Distribution Status = Posted.</p>	

<p>15.</p>	<p>Retrieve the Report. Click the Go back to PO Buydown Report link to return to the report parameters page.</p>																				
<p>16.</p> <p>The PO Buydown Report Run Control page displays.</p> <p>Click the Report Manager link.</p>	 <p>AOC Po Buydown</p> <p>Purchase Order Buydown Report</p> <p>Run Control ID: buydown</p> <p>Report Manager Process Monitor Run</p> <p><input type="button" value="Run To Excel"/></p> <p><input type="checkbox"/> Include Closed PO's</p> <p>Report Selection Parameters</p> <table border="1"> <thead> <tr> <th>Field Name</th> <th>Selection Type</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>Account</td> <td>Value</td> <td>0902</td> <td></td> </tr> <tr> <td>Vendor ID</td> <td>Value</td> <td>0000005387</td> <td></td> </tr> </tbody> </table> <p>Chartfield Exclusions</p> <table border="1"> <thead> <tr> <th>Field Name</th> <th>Selection Type</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Field Name	Selection Type	From	To	Account	Value	0902		Vendor ID	Value	0000005387		Field Name	Selection Type	From	To				
Field Name	Selection Type	From	To																		
Account	Value	0902																			
Vendor ID	Value	0000005387																			
Field Name	Selection Type	From	To																		
<p>17.</p>	<p>Click the Administration tab.</p>																				
<p>18.</p> <p>View the Report. The View Reports page displays.</p> <p>Click the link for the report you wish to view that corresponds to the Process Instance Number that was run.</p> <p>The report will open as a PDF file in a separate window. See below for sample output.</p>	 <p>List Explorer Administration Archives</p> <p>View Reports For</p> <p>User ID: janyelle.reid Type: Last: 1 Days Refresh</p> <p>Status: Folder: Instance: to:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Pris Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>244068</td> <td>267513</td> <td>AOC_PO_BUYDN - AOC_PO_BUYDN.pdf</td> <td>11/07/2014 2:44:22AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Deselect All</p> <p>Delete Click the delete button to delete the selected report(s)</p> <p>Go back to PO Buydown Report</p> <p><input type="button" value="Save"/></p> <p>List Explorer Administration Archives</p>	Select	Report ID	Pris Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	244068	267513	AOC_PO_BUYDN - AOC_PO_BUYDN.pdf	11/07/2014 2:44:22AM	Acrobat (*.pdf)	Posted	Details				
Select	Report ID	Pris Instance	Description	Request Date/Time	Format	Status	Details														
<input type="checkbox"/>	244068	267513	AOC_PO_BUYDN - AOC_PO_BUYDN.pdf	11/07/2014 2:44:22AM	Acrobat (*.pdf)	Posted	Details														

19.



Purchase Order Buydown Report

Run Date May 17, 2016

Run Time 17:15 PM

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Report Criteria: Select: ACCOUNT = 0902 and VENDOR_ID = 000005387

Exclude: Zero Balance PO's and Exclude Closed PO's

PO ID: 0000052823

PO Date	Vendor Id	Status	RUDOLPHS OFFICE & COMPUTER SUPPLY INC				Fund	Account	PO Amt	Vchrd Amt	PO Balance
07/22/2015	000005387	A				0001	0902	74.70	0.00	74.70	
Cf	PO Line	Description	Dist Ln	Bud Ref	PCA						
NE	1	supplies	1	AY2016	60051						
PO Totals:								74.70	0.00	74.70	

PO ID: 0000053335

PO Date	Vendor Id	Status	RUDOLPHS OFFICE & COMPUTER SUPPLY INC				Fund	Account	PO Amt	Vchrd Amt	PO Balance
08/25/2015	000005387	A				0001	0902	1,594.80	1,080.00	514.80	
Cf	PO Line	Description	Dist Ln	Bud Ref	PCA						
NE	1	office supplies	1	AY2016	4066C						
PO Totals:								1,594.80	1,080.00	514.80	

Voucher ID: 00181266

Cf	Receipt ID	Invoice	Inv. Dt	Voucher Line	Voucher Dist Ln	Bud Ref	PCA	Fund	Account	Voucher Amt
NE	0000017060	2351364-0	07/22/2015	1	1	AY2016	4066C	0001	0902	1,080.00

PO ID: 0000053828

PO Date	Vendor Id	Status	RUDOLPHS OFFICE & COMPUTER SUPPLY INC				Fund	Account	PO Amt	Vchrd Amt	PO Balance
09/25/2015	000005387	A				0001	0902	368.02	0.00	368.02	
Cf	PO Line	Description	Dist Ln	Bud Ref	PCA						
NE	1	Whse. Supplies	1	AY2016	40611						
PO Totals:								368.02	0.00	368.02	

20.

PO BUYDOWN REPORT FIELD NAMES:

- Account** – The four-digit numeric sub-object account number, i.e. 0808 Equipment Rental, 0902 Office Supplies, which would include any leading zeros.
- Approp Year (Bud Ref)** – The six-digit alpha numeric appropriation year, i.e. AY2014.
- Account Encumbrance Indicator / Encumbrance (E)** – This information is displayed as “Cf” on the report. Includes all accounts that are eligible for encumbering at year-end per the state’s General Accounting Division. It DOES NOT mean that the returned PO’s were in fact encumbered or not encumbered by the Department of Budget and Finance.
- Account Encumbrance Indicator / Non Encumbrance (NE)** – This information is displayed as “Cf” on the report. Includes all accounts that are NOT eligible for encumbering at year-end per the state’s General Accounting Division. It DOES NOT mean that the returned PO’s were in fact encumbered or not encumbered by the Department of Budget and Finance.
- Fund** – The four-digit numeric funding source, i.e. 0001 General Funds, 0003 Special Funds, which would include any leading zeros.
- Purchase Order Date** – The date the purchase order was created and the format would be MM/DD/YYYY.
- PO Balance** – The amount remaining on the PO.
- PO Number** – The ten-digit numeric PO number in GEARS, i.e. 0000044512, which would include any leading zeros.
- Program Cost Account (PCA)** – The five-digit alpha-numeric or numeric number assigned to your court or department, i.e. 60091, B0200. If included in your selection criteria, this information is displayed as “Product” on the Report Criteria line.
- Project** – The 15-digit alpha numeric number assigned to a project within the Grants/Project Costing module. This would not be used by many people.
- Receipt ID** – The receipt number associated with the voucher line.
- Status** – The Vendor Status (e.g., A = Active, I = Inactive).
- Vchrd Amt** – The voucher amount that has been posted against the PO. Only vouchers with a ‘Valid’ budget check will appear in the report.
- Vendor ID** – The ten-digit numeric vendor ID assigned by GEARS, which should include any leading zeros.
- Vendor Name** – The alpha-numeric name for the vendor.



Important

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.