

RVKP_Maintenance Queries

▶ The following is a list of the Public Maintenance Queries currently available in the reporting environment, FRP8.

RVKP_Maintenance Queries

- ▶ RVKP_MNT_2_ENCUMBRANCES
 - This query is designed to identify Purchase Orders that are attached to Vouchers, which have no difference in quantity, but have a dollar amount difference between the Purchase Order and the Voucher and there is a remaining encumbrance amount on the PO.

RVKP_Maintenance Queries (cont)

- ▶ RVKP_MNT_2A_INV_ENCUMBRANCES^(New)
 - This query identifies Inventory Purchase Orders attached to Vouchers, which have no difference in quantities, but have an amount difference between the Purchase Order and the Voucher.

This query is for Purchase Orders NOT related to Supply and Print orders.

RVKP_Maintenance Queries (cont)

- ▶ **RVKP_MNT_2B_INV_ENCUMBRANCES** (New)
 - This query identifies Inventory Purchase Orders attached to Vouchers, which have no difference in quantities, but have an amount difference between the Purchase Order and the Voucher.
- This query is for Purchase Orders that ARE related to Supply and Print orders.***

RVKP_Maintenance Queries (cont)

- ▶ **RVKP_MNT_3_REQ_WITHOUT_POS**
 - This query identifies Requisition(s) that have not been attached to Purchase Orders. Requisition(s) must be attached to Purchase Order(s) to allow the activity to be realized and the funds encumbered in the Budget Period.

RVKP_Maintenance Queries (cont)

- ▶ **RVKP_MNT_4_REQ_PO_QTY_DIFF_NOT_RECONCILED**
 - This query identifies the differences in Quantity between the Requisition and the Purchase Order for PO's with the Distribution Method of Quantity.

RVKP_Maintenance Queries (cont)

▶ RVKP_MNT_6_POS_NOT_DISPATCHED

- This query identifies all Purchase Orders not dispatched. All Purchase Orders must be in "Dispatched" status to be eligible for the PO Rollover Process.

RVKP_Maintenance Queries (cont)

▶ RVKP_MNT_7_POVCHER_NOT_POSTED

- All PO Vouchers attached to PO's must be posted prior to Year End. This query Identifies Purchase Order(s) attached to Voucher(s) and the corresponding Voucher(s) that have not been posted.

RVKP_Maintenance Queries (cont)

▶ RVKP_MNT_8_PO_RECEIPT_NO_VCHR

- All PO's with Receivers must have a Voucher posted prior to Year End. This query identifies all Purchase Orders with Receivers that do not have a corresponding Voucher.

RVKP_Maintenance Queries (cont)

▶ **RVKP_MNT_8A_PO_RECEIPT_NO_VCHER**
(InvBU Only - New)

- All PO's with Receivers must have a Voucher posted prior to Year End. This query identifies all Purchase Orders with Receivers that do not have a corresponding Voucher.

This query is for INVENTORY Receivers NOT related to Supply and Print orders.

RVKP_Maintenance Queries (cont)

▶ **RVKP_MNT_8B_PO_RECEIPT_NO_VCHR**
(InvBU Only - New)

- All PO's with Receivers must have a Voucher posted prior to Year End. This query identifies all Purchase Orders with Receivers that do not have a corresponding Voucher.

This query is for INVENTORY Receivers that ARE related to Supply and Print orders.

RVKP_Maintenance Queries (cont)

▶ **RVKP_MNT_9_PO_VCHR_NO_RCVR**

- This query identifies Purchase Orders with Vouchers, but the Receivers do not exist.

▶ **RVKP_MNT_11_OVRDUE_VCHERS**

- This query allows the departments to identify Accounts Payable Vouchers that are currently past due based on the Invoice Due Date.

RVKP_Maintenance Queries (cont)

▶ RVKP_MNT_13_REQS_NOT_RELEASED

- This query identifies PO Distribution Lines that have been canceled and the originating Requisition Lines have Pre-Encumbered funds or Actual Funds remaining. These need to be cleared prior to year end.

RVKP_Maintenance Queries (cont)

▶ RVKP_MNT_14_OPEN_PO_NO_RECEIPT

- This query identifies open PO lines that have not been received or liquidated. Remaining balances on Purchase Orders lines without Receivers or Vouchers at year-end could be rolled into the New Year during the PO Rollover process.

RVKP_Maintenance Queries (cont)

▶ RVREQ_DISLIQ (New)

- This query identifies Requisition lines that have inconsistent Distribution/Liquidation method. The Distribution & Liquidation method must both be set as Quantity or Amount. If you selected to distribute by Amount, you cannot select liquidate by Quantity.

RVKP_Maintenance Queries (cont)

▶ **RVREQ_PO_DISLIQ (New)**

- This query identifies PO lines sourced from a Requisition that have inconsistent Distribution/Liquidation method. The Distribution & Liquidation method must both be set as Quantity or Amount. If you selected to distribute by Amount.
- You cannot select liquidate by Quantity.

RVKP_Maintenance Queries (cont)

▶ **RVPO_DISLIQ (New)**

- This query identifies Purchase Order lines that have inconsistent Distribution/Liquidation method. The Distribution & Liquidation method must both be set as Quantity or Amount. If you selected to distribute by Amount, you cannot select liquidate by Quantity.

RVKP_Maintenance Queries (cont)

PLEASE NOTE

These maintenance queries do not encompass every possible scenario or condition that may exist in YOUR records.

These queries are designed to assist you in locating and/or identifying the majority of records in the system that must be addressed or worked NOT ONLY during year end, but throughout the fiscal year, including rolled PO's that have not been used at all during the new fiscal year.

Voucher Finalization

- ▶ What is the purpose of finalizing PO vouchers?
- ▶ PeopleCode issues can sometimes create a budget error "Referenced Doc Balance is Zero"

Voucher Finalization (cont)

- ▶ Part of Bundles and Patches, to be updated later this year
- ▶ In the interim, if your distribution/liquidation method matches your PO, your amounts are equal and the voucher liquidates the PO encumbrance, do not finalize your vouchers

Voucher Finalization (cont)

- ▶ Multiple line PO's - Only the last and final voucher should be finalized when attempting to finalize the PO.

Voucher Finalization (cont)

- ▶ Special Note: Finalizing the PO in the voucher does not finalize any associated REQ's. Those should be finalized in the PO **BEFORE** the voucher is finalized.

Voucher Finalization (cont)

- ▶ Communication between the AP & PO Teams is **ESSENTIAL** to smooth and accurate day to day processing

Nightly Batch Processes

- ▶ AP_DAILY and AP_DAILY_2
- ▶ AP Daily runs the Match, Document Tolerance and Budget Check process in the nightly batch cycle
- ▶ AP Daily 2 runs the Voucher Post process

Nightly Batch Processes (cont)

- ▶ PO Clean Jobs
 - These jobs are meant to Close and Budget Check PO's and REQ's that meet system established criteria for closing.
 - PO's that are Completed, Canceled or Pending Cancel will be budget checked nightly.

Misperceptions - True and False

- ▶ The nightly batch takes care of all my open/ pending records
 - **FALSE - Users must take due diligence and ensure that their transactions are completing and posting**

Misperceptions - True and False (cont)

- ▶ My PO's and REQ's are being reconciled/ closed in the nightly batch cycle
 - **FALSE - The only processes running in the nightly batch are PO Close and REQ Close. If all the system required checks have not been met, users must reconcile their REQ's and PO's using the reconciliation workbench**

Misperceptions - True and False (cont)

- ▶ The system will take care of it during year end or any other time of the year
- **FALSE - Users should routinely maintain and clean-up their transactions on a monthly basis or as often as time and workload permits**

Misperceptions - True and False (continued)

- ▶ I only have to worry about cleaning up transactions during year end
- **FALSE - Again, users should routinely maintain and clean-up their transactions on a monthly basis or as often as time and workload permits**

Misperceptions - True and False (continued)

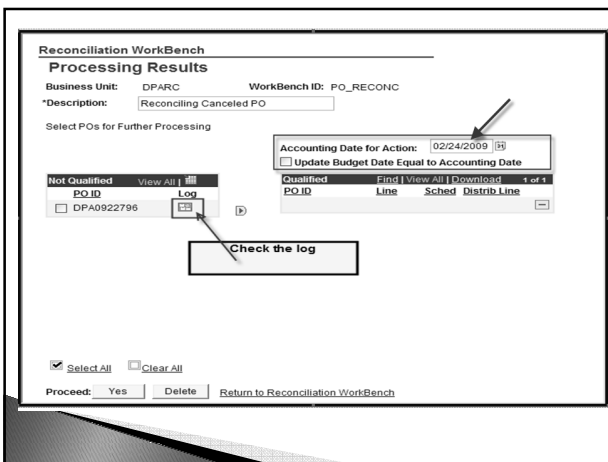
- ▶ The PO or the AP staff will handle that for me
- **FALSE - The integration of the system requires the AP and PO teams to work together CLOSELY.**

Old Year Encumbrances in the New FY

▶ **Example: PO is fully paid but not closed/ reconciled by 1 July 08.**

- PO processor closes the PO using the workbench on 25 July 08. In that process, there is an option to change/select the accounting date for that transaction to process in or the default date (today).
- Since both Period 12 and Period 1 are open, when the default date is in the new budget period, the PO header gets closed, the budget date gets changed to Period 1 and that PO has now been Expensed in Old Year and encumbered in New Year

▶ **Solution: Change the Acct Date to 30 June**



Finally – The End!

▶ What else is there we should look out for?

- We cannot address every possible scenario
- Remember that the system works in a linear fashion, so you have to work backwards and just keep your eyes on the prize at all times

Finally – The End!

- ▶ What else is there we should look out for?
 - Teamwork within the AP and PO is critical on a day to day basis, not just at Year End

 - A budget crisis means that every penny counts and we all must do our level best to ensure each transaction is properly processed, paid, posted, reconciled and closed or canceled, we owe that to the taxpayers and each other as a whole.

Questions?



THANK YOU
