High Level Description

<table>
<thead>
<tr>
<th>Process</th>
<th>Check Closed or Canceled PO</th>
</tr>
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<tbody>
<tr>
<td>Module</td>
<td>General Ledger</td>
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<tr>
<td>Document Type</td>
<td>Business Process Guide</td>
</tr>
</tbody>
</table>

Revision Control

<table>
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<tr>
<th>Date</th>
<th>By</th>
<th>Action</th>
<th>Pages</th>
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<tbody>
<tr>
<td>10-30-2009</td>
<td>M Walker</td>
<td>Document created</td>
<td>5</td>
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Overview

Update Open Periods to allow Budget Checking of Closed or Canceled Purchase Orders from a prior Accounting Period.

Budget Check Validation for Purchase Orders. Prior to month end closing the Purchasing Department needs to run the query HAY9_MJW_PO_NOT_BUDGET_CHECKED. This will identify all the Purchase orders that are in the following categories, Completed, Canceled or Pending Cancelation that have not been budget checked. If they are not budget checked prior to the accounting period being closed, they can not be closed in a normal fashion. The process listed below are the steps to budget check those purchase orders that were not budget checked in a prior accounting period.
Reopen Prior Period

Navigate to
Setup Financials/Supply Chain > Business United Related > General Ledger > Ledgers of a Unit > Update Open Periods hyperlink

1. Enter Business Unit: HW001
2. Click Search

The Definition page displays.

3. Click the Update Open Periods hyperlink

The Open Period Update page displays.

4. Update the From Period and To Period for Purchase Order Trans Type POR
5. Click Save

Note: Purchasing will need to work with the appropriate Accounting Department Staff to coordinate updating Open and Closed Periods. It is recommended to this be done by a designated member of the Purchasing Staff. When the Purchasing Staff has completed their process they are to contact the Accounting Department to let them know that their processes are completed.
Purchasing

Navigate to Purchasing > Purchase Orders > Budget Check I

The PO Budget Check Request page displays.

8. Enter Run Control ID

Note: It is advisable that you create a separate run control for this action so that you do not confuse it with your normal processing, since these are not to be run in batch process.

9. Click on Add if this is your first use of the Run Control.

The Budget Check Request page displays.

10. Enter:

- **Process Frequency**: Once
- **Description**: NON BUDGET CHECKED POS
- **Business Unit**: Value
- **Value**: HW001
- **PO ID**: specific PO number

Note: You should not run this process in Batch since it would create the entries in the closed period.

13. Click Run
The Process Scheduler Request page displays.

11. Select **FS_BP** (Comm Cntrl Budget Processor)

12. Click **OK**

The Budget Check Request page displays.

13. Click the Process Monitor hyperlink

14. Click **OK**

The Process List page displays.

15. Make certain the Process runs **successfully** and is **posted**

16. Click **Details**

The Process Detail page displays.

17. Click **View Log/Trace**
The View Log/Trace page displays.

18. Click **stdout**

View to see if successful. Note that this example says no documents were selected; therefore, it is not successful.

Note that this one shows documents Processed. It was successful.

19. Rerun the Query

If it has no values, contact the Accounting Department to let them know you have completed the Budget Check Process successfully.

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).