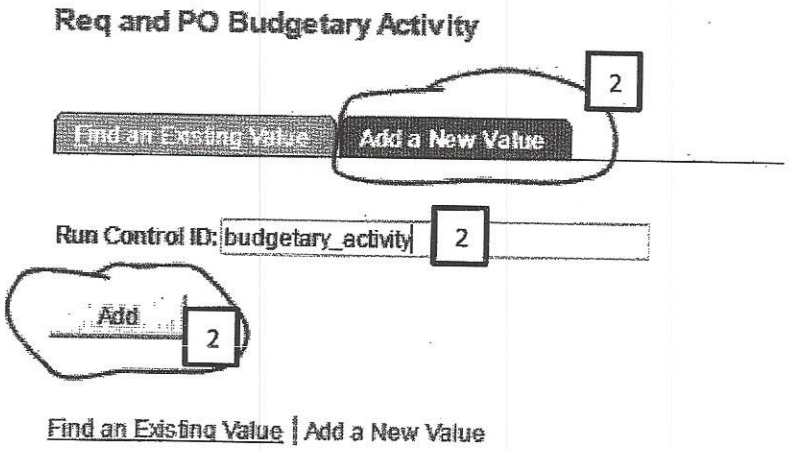
## Running POS8001(Encumbrance) and POS8002 (Pre-Encumbrance) Reports

1. **Navigation**: Purchasing, Purchase Orders, Reports, Req and PO Budgetary Activity

If you are running the reports for the first time, a new Run Control ID needs to be added.

2. Select **'Add a New Value'** tab, enter a **'Run Control ID'** name and select the **'Add'** button.

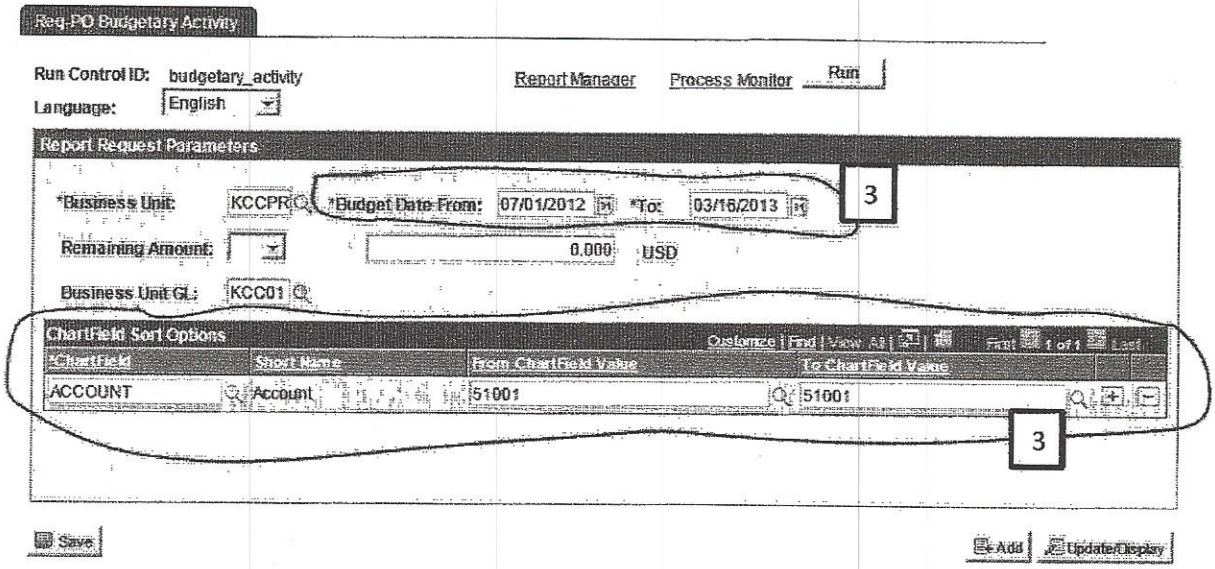
**Note**: Next time you run this report, select 'Find an Existing Value and select the same Run Control ID you created previously.



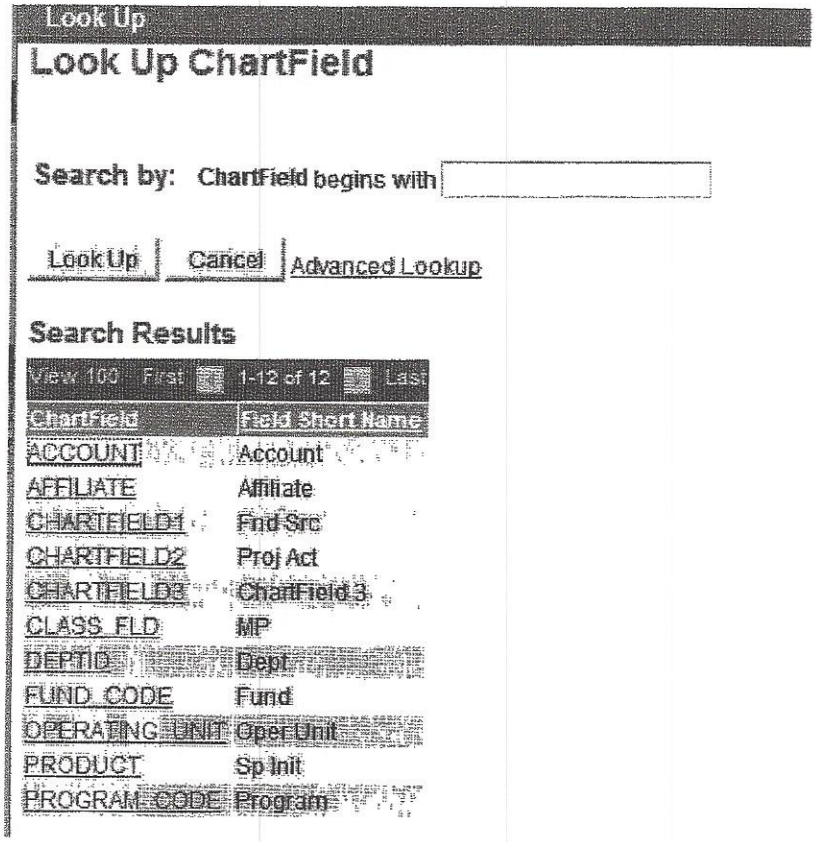

3. Add the following criteria: **Business Unit, Budget Date To and From and Chartfield information.**

**Note**: It is user preference on the data to define in this report. For example, run by account criteria or department criteria or both to narrow the results or do not enter chartfield information and run between dates.

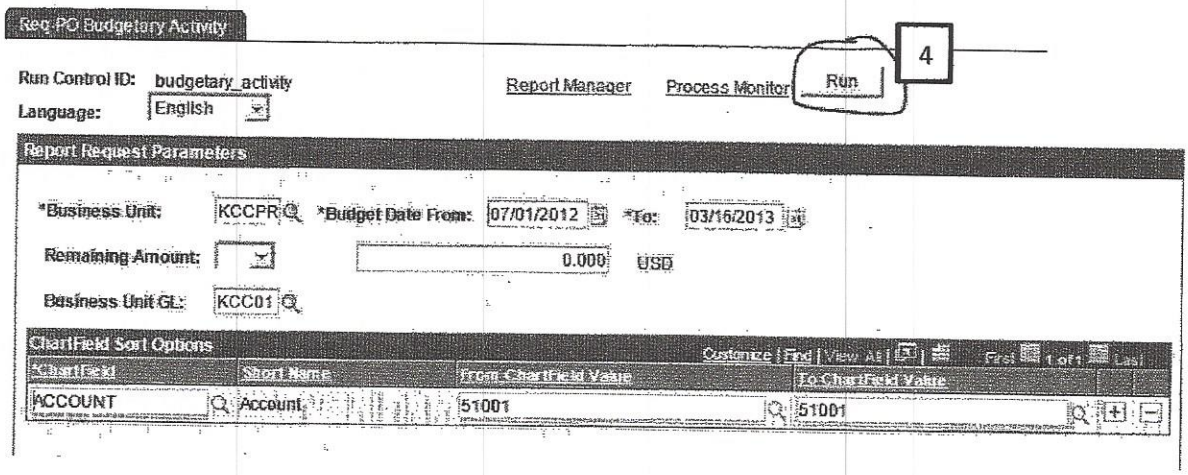
**Note**: In the chartfield value criteria you can enter a range. For example: Account 51001 to 51101.

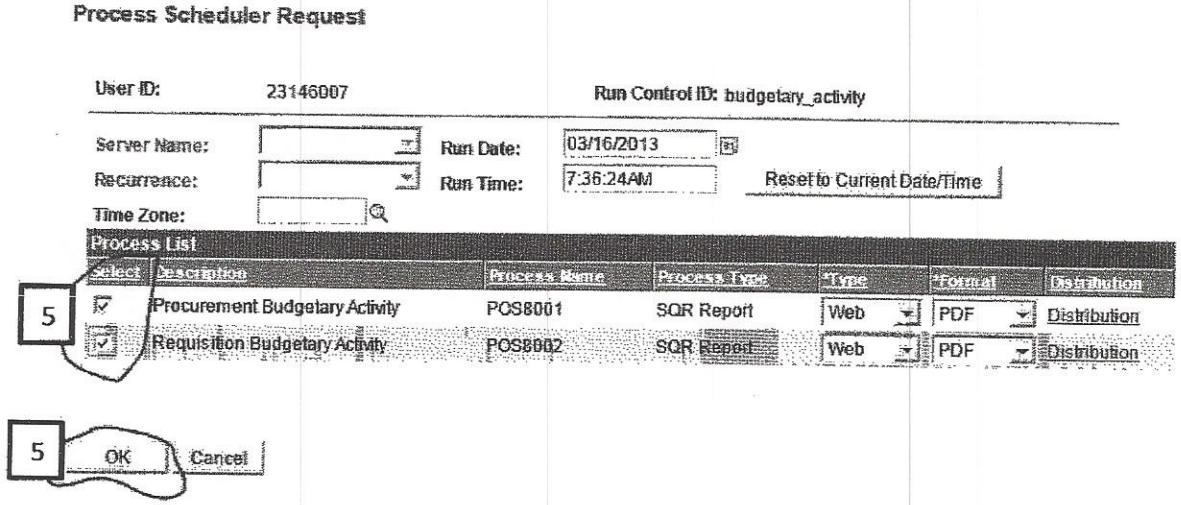



Any of the following chartfields can be entered to run the report:




4. Click on the **'Run'** button.



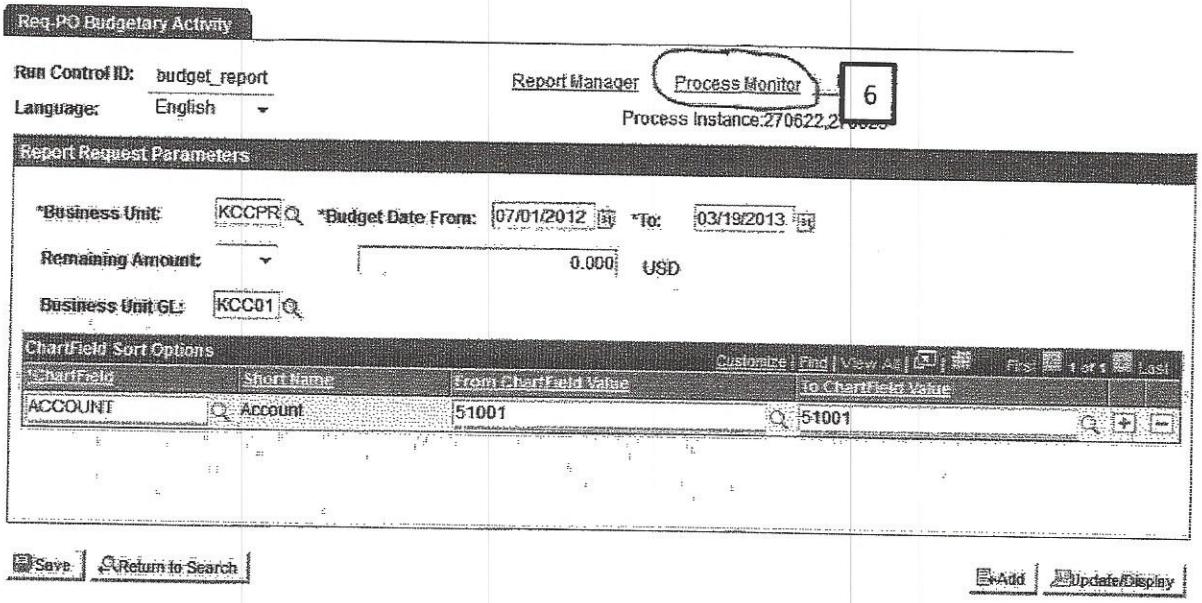





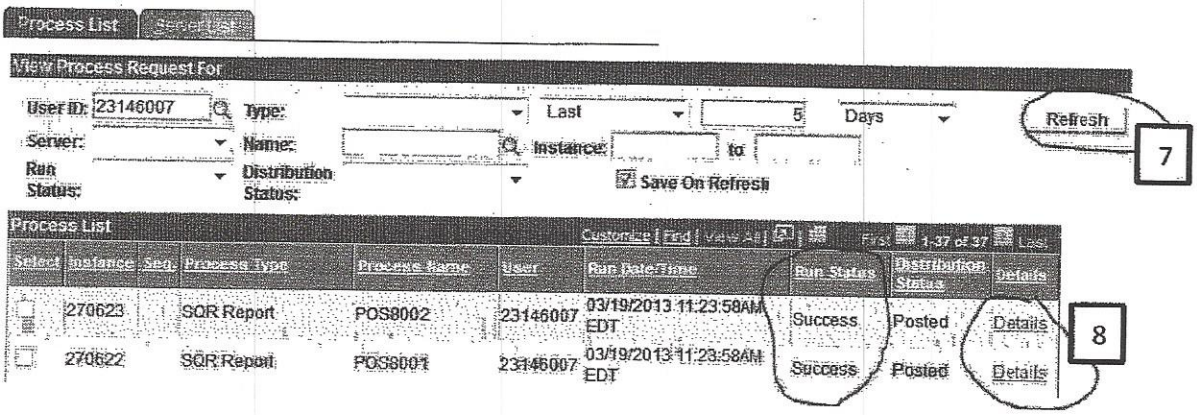


**POS8001** – Procurement Budgetary Activity is for reviewing encumbrances
**POS8002** – Requisition Budgetary Activity is for reviewing pre-encumbrances

5. Select the checkbox next to the report required and click the **'OK'** button.




6. Click on the **'Process Monitor'** link to review status of processes being run.




7. Continue hitting the **'Refresh'** button until Run Statuses = **'Success'**

8. Click on the **'Details'** link

## Process Detail

**Process**

| | | | |
|---|---|---|---|
| **Instance:** | 270623 | **Type:** | SQR Report |
| **Name:** | POS8002 | **Description:** | Requisition Budgetary Activity |
| **Run Status:** | Success | **Distribution Status:** | Posted |

**Run**

**Run Control ID:** budget_report
**Location:** Server
**Server:** PSUNX
**Recurrence:**

**Update Process**

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

**Date/Time**

| | |
|---|---|
| **Request Created On:** | 03/19/2013 11:24:04AM EDT |
| **Run Anytime After:** | 03/19/2013 11:23:58AM EDT |
| **Began Process At:** | 03/19/2013 11:24:11AM EDT |
| **Ended Process At:** | 03/19/2013 11:32:41AM EDT |

**Actions**

Parameters Transfer
Message Log
Batch Timings
View Log/Trace 6

9. Click on the **'View Log/Trace'** link

## View Log/Trace

**Report**

| | | | | |
|---|---|---|---|---|
| **Report ID:** | 239600 | **Process Instance:** | 270623 | Message Log |
| **Name:** | POS8002 | **Process Type:** | SQR Report | |
| **Run Status:** | Success | | | |

Requisition Budgetary Activity

**Distribution Details**

**Distribution Node:** ReportNode **Expiration Date:** 05/03/2013

**File List**

| Name | File Size (bytes) | Datetime Created |
|---|---|---|
| SQR_POS8002_270623.log | 1,789 | 03/19/2013 11:32:41.710812AM EDT |
| pos8002_270623.PDF 10 | 116,297 | 03/19/2013 11:32:41.710812AM EDT |
| pos8002_270623.out | 0 | 03/19/2013 11:32:41.710812AM EDT |

**Distribute To**

| Distribution ID Type | *Distribution ID |
|---|---|
| User | 23146007 |

10. Click the **'xxx.PDF'** link to open the report.

**Note**: Follow the same process for opening the POS8001 report.

POS8002 Example:

Report ID:POS8002

PeopleSoft Purchasing
REQUISITION BUDGETARY ACTIVITY REPORT

Business Unit: KCCPR
Account From 51001 To 51001

Budget Date From 01-JUL-2012 To 19-MAR-2013

| REQ ID | Line/Sched/Dist | Original REQ Amount | - | Liquidated Amount | = | Remaining Amount | PO Amount | Account |
|---|---|---|---|---|---|---|---|---|
| 0000000033 | 1/1/1 | 3,500.00 | | 3,500.00 | | 0.00 | 3,500.00 | 51001 |
| 0000000044 | 1/1/1 | 5,000.00 | | 5,000.00 | | 0.00 | 5,000.00 | 51001 |
| 0000000059 | 1/1/1 | 1,600.00 | | 1,600.00 | | 0.00 | 1,600.00 | 51001 |
| 0000000063 | 1/1/1 | 5,000.00 | | 5,000.00 | | 0.00 | 5,000.00 | 51001 |
| 0000000073 | 1/1/1 | 219.00 | | 219.00 | | 0.00 | 219.00 | 51001 |
| 0000000074 | 1/1/1 | 4,999.00 | | 4,999.00 | | 0.00 | 4,999.00 | 51001 |
| 0000000075 | 1/1/1 | 4,200.00 | | 4,200.00 | | 0.00 | 4,200.00 | 51001 |
| 0000000076 | 1/1/1 | 7,500.00 | | 7,500.00 | | 0.00 | 7,500.00 | 51001 |
| 0000000077 | 1/1/1 | 300.00 | | 300.00 | | 0.00 | 300.00 | 51001 |
| 0000000079 | 1/1/1 | 11,500.00 | | 11,500.00 | | 0.00 | 11,500.00 | 51001 |
| 0000000109 | 1/1/1 | 8,000.00 | | 8,000.00 | | 0.00 | 8,000.00 | 51001 |
| 0000000115 | 1/1/1 | 1,000.00 | | 1,000.00 | | 0.00 | 1,000.00 | 51001 |
| 0000000136 | 1/1/1 | 7,500.00 | | 7,500.00 | | 0.00 | 7,500.00 | 51001 |
| 0000000138 | 1/1/1 | 4,000.00 | | 4,000.00 | | 0.00 | 4,000.00 | 51001 |
| 0000000163 | 1/1/1 | 1,700.00 | | 1,700.00 | | 0.00 | 1,700.00 | 51001 |
| 0000000164 | 1/1/1 | 264.00 | | 264.00 | | 0.00 | 264.00 | 51001 |
| 0000000164 | 2/1/1 | 178.00 | | 178.00 | | 0.00 | 178.00 | 51001 |
| 0000000164 | 3/1/1 | 178.00 | | 178.00 | | 0.00 | 178.00 | 51001 |
| 0000000164 | 4/1/1 | 178.00 | | 178.00 | | 0.00 | 178.00 | 51001 |
| 0000000164 | 5/1/1 | 244.00 | | 244.00 | | 0.00 | 244.00 | 51001 |
| 0000000165 | 1/1/1 | 2,000.00 | | 2,000.00 | | 0.00 | 2,000.00 | 51001 |
| 0000000166 | 2/1/1 | 1,000.00 | | 1,000.00 | | 0.00 | 1,000.00 | 51001 |
| 0000000188 | 1/1/1 | 8,000.00 | | 8,000.00 | | 0.00 | 8,000.00 | 51001 |
| 0000000209 | 1/1/1 | 400.00 | | 400.00 | | 0.00 | 400.00 | 51001 |
| 0000000232 | 1/1/1 | 1,710.00 | | 0.00 | | 1,710.00 | 0.00 | 51001 |

## POS8002 Report Fields

ChartField types and values are reported based on your selections on the Req-PO Budgetary Activity page and on data stored in the REQ_LN_DISTRIB table.

| | |
|---|---|
| **Business Unit** | Purchasing business unit for which the report was run. |
| **Budget Date From/To** | Budget dates for which the report was run. The budget dates do not necessarily correspond to a budget period. |
| **Remaining Amount (at the report header level)** | Distribution remaining amount criteria against which the report was run. |
| **REQ ID** (requisition ID) | Requisition for which information is reported. |
| **Line/Sched/Dist** (line/schedule/distribution) | Report processing checks the Requisition Line Distribution tables and selects lines, schedules, and distributions for which the following criteria are met:<br>The business unit and budget date on the line meet report request parameters.<br>The report provides information for distribution lines with budget line statuses of *V* (valid) or *W* (warning).<br>The line meets defined ChartField criteria, if any. |
| **Original REQ Amount** (original requisition amount) | Original requisition distribution amount. |
| **Liquidated Amount** | The liquidated amount is calculated from the original requisition amount less the remaining amount. |
| **Remaining Amount (at the report line level)** | The remaining amount is calculated using the default commitment control ledger group associated with the general ledger business unit on the requisition distribution line, the ledger group in the BU_LED_GRP_TBL table, and the setting of the Commitment Detail Ledger option on the Ledgers for a Unit - Commitment Control Options page.<br>If you select the Commitment Detail Ledger option, the remaining amount is derived from KK_LIQUIDATION.MONETARY_AMT.<br>If the Commitment Detail Ledger option is not selected, the remaining amount is derived from REQ_LN_DISTRIB.MONETARY_AMT_BSE. |
| **PO Amount** | Sum of the MONETARY_AMT_BSE field values from the purchase order distribution lines associated with the requisition distribution line. |
| **Totals** | The report provides totals for original requisition amount, liquidated amount, remaining amount, and PO amount values. |

## POS8001 Example

Report ID:POS8001

PeopleSoft Purchasing
PROCUREMENT BUDGETARY ACTIVITY REPORT

Business Unit: KCCPR
Account From 51001 To 51001

Budget Date From 01-JUL-2012 To 19-MAR-2013

| PO ID | Line/Sched/Dist | Vendor | Original PO Amount | - Liquidated Amount | = Remaining Amount | Vouchered Amount | Account |
|---|---|---|---|---|---|---|---|
| 0000000002 | 1/1/1 | 1000000162 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 51001 |
| 0000000003 | 1/1/1 | 1000000207 | 5,000.00 | 1,798.08 | 3,201.92 | 1,798.08 | 51001 |
| 0000000007 | 1/1/1 | 1000002501 | 219.00 | 219.00 | 0.00 | 219.00 | 51001 |
| 0000000012 | 1/1/1 | 1000000207 | 8,000.00 | 4,427.49 | 3,572.51 | 4,427.49 | 51001 |
| 0000000014 | 1/1/1 | 1000000207 | 3,500.00 | 3,196.07 | 303.93 | 3,196.07 | 51001 |
| 0000000014 | 2/1/1 | 1000000207 | 3,500.00 | 462.04 | 3,037.96 | 462.04 | 51001 |
| 0000000063 | 3/1/1 | 1000002501 | 4,000.00 | 435.00 | 3,565.00 | 435.00 | 51001 |
| 0000000067 | 1/1/1 | 1000000207 | 2,200.00 | 969.63 | 1,230.37 | 969.63 | 51001 |
| 0000000068 | 1/1/1 | 1000004752 | 3,000.00 | 1,954.00 | 1,046.00 | 1,954.00 | 51001 |
| 0000000069 | 1/1/1 | 1000001729 | 375.00 | 375.00 | 0.00 | 375.00 | 51001 |
| 0000000069 | 2/1/1 | 1000001729 | 26.75 | 26.75 | 0.00 | 26.75 | 51001 |
| 0000000071 | 1/1/1 | 1000000207 | 5,000.00 | 3,352.04 | 1,647.96 | 3,352.04 | 51001 |
| 0000000074 | 1/1/1 | 1000000207 | 6,000.00 | 3,516.11 | 2,483.89 | 3,516.11 | 51001 |
| 0000000077 | 1/1/1 | 1000000207 | 2,000.00 | 1,029.63 | 970.37 | 1,029.63 | 51001 |
| 0000000078 | 1/1/1 | 1000000207 | 4,000.00 | 186.70 | 3,813.30 | 186.70 | 51001 |
| 0000000079 | 1/1/1 | 1000000207 | 400.00 | 395.77 | 4.23 | 395.77 | 51001 |
| 0000000080 | 1/1/1 | 1000000207 | 1,000.00 | 441.68 | 558.32 | 441.68 | 51001 |
| 0000000082 | 1/1/1 | 1000000207 | 500.00 | 0.00 | 500.00 | 0.00 | 51001 |
| 0000000084 | 1/1/1 | 1000000207 | 3,500.00 | 643.85 | 2,856.15 | 643.85 | 51001 |
| 0000000085 | 1/1/1 | 1000000207 | 8,000.00 | 4,021.57 | 3,978.43 | 4,021.57 | 51001 |
| 0000000098 | 1/1/1 | 1000002563 | 787.00 | 787.00 | 0.00 | 787.00 | 51001 |
| 0000000098 | 2/1/1 | 1000002563 | 562.60 | 562.60 | 0.00 | 562.60 | 51001 |
| 0000000102 | 1/1/1 | 1000000207 | 4,000.00 | 1,044.69 | 2,955.31 | 1,044.69 | 51001 |
| 0000000103 | 1/1/1 | 1000000207 | 3,000.00 | 638.01 | 2,361.99 | 638.01 | 51001 |
| 0000000117 | 1/1/1 | 1000000207 | 1,000.00 | 490.04 | 509.96 | 490.04 | 51001 |
| 0000000123 | 1/1/1 | 1000000207 | 1,000.00 | 438.39 | 561.61 | 438.39 | 51001 |
| 0000000139 | 1/1/1 | 1000002833 | 181.65 | 181.65 | 0.00 | 181.65 | 51001 |
| 0000000139 | 2/1/1 | 1000002833 | 364.00 | 364.00 | 0.00 | 364.00 | 51001 |
| 0000000139 | 3/1/1 | 1000002833 | 598.50 | 598.50 | 0.00 | 598.50 | 51001 |
| 0000000139 | 4/1/1 | 1000002833 | 341.25 | 341.25 | 0.00 | 341.25 | 51001 |
| 0000000139 | 5/1/1 | 1000002833 | 463.75 | 463.75 | 0.00 | 463.75 | 51001 |
| 0000000139 | 6/1/1 | 1000002833 | 364.00 | 364.00 | 0.00 | 364.00 | 51001 |
| 0000000139 | 7/1/1 | 1000002833 | 122.22 | 122.22 | 0.00 | 122.22 | 51001 |
| 0000000139 | 8/1/1 | 1000002833 | 204.40 | 204.40 | 0.00 | 204.40 | 51001 |
| 0000000139 | 9/1/1 | 1000002833 | 120.75 | 120.75 | 0.00 | 120.75 | 51001 |
| 0000000139 | 10/1/1 | 1000002833 | 1,102.00 | 1,102.00 | 0.00 | 1,102.00 | 51001 |

## POS8001 Report Fields

**Business Unit** — Purchasing business unit for which the report was run.

**Budget Date From/To** — Budget dates for which the report was run. The budget dates do not necessarily correspond to a budget period.

**Remaining Amount (at the report header level)** — Distribution remaining amount criteria against which the report was run.

**PO ID** (purchase order ID) — Purchase order for which information is reported.

**Line/Sched/Dist** (line/schedule/distribution) — Report processing checks the Purchase Order Line Distribution tables and selects lines, schedules, and distributions for which the following criteria are met:

The business unit and budget date on the line meet report request parameters.

The report provides information for distribution lines with budget line statuses of *V* (valid) or *W* (warning).

The line meets defined ChartField criteria, if any.

**Original PO Amount** — Original purchase order distribution amount.

| | |
|---|---|
| (original purchase order amount) | |
| **Liquidated Amount** | The liquidated amount is calculated from the original purchase order amount less the remaining amount. |
| **Remaining Amount (at the report line level)** | The remaining amount is calculated using the default commitment control ledger group associated with the general ledger business unit on the purchase order distribution line, the ledger group in the BU_LED_GRP_TBL table, and the setting of the Commitment Detail Ledger option on the Ledgers for a Unit - Commitment Control Options page.<br>If you select the Commitment Detail Ledger option, the remaining amount is derived from KK_LIQUIDATION.MONETARY_AMT.<br>If the Commitment Detail Ledger option is not selected, the remaining amount is derived from PO_LN_DISTRIB.MONETARY_AMT_BSE. |
| **Vouchered Amount** | Sum of the vouchered amount associated with the purchase order distribution line. |
| **Totals** | The report provides totals for original purchase order amount, liquidated amount, remaining amount, and vouchered amount values. |

| | |
|---|---|
| **Business Unit** | Purchasing business unit for which the report was run. |
| **Budget Date From/To** | Budget dates for which the report was run. The budget dates do not necessarily correspond to a budget period. |
| **Remaining Amount (at the report header level)** | Distribution remaining amount criteria against which the report was run. |
| **PO ID** (purchase order ID) | Purchase order for which information is reported. |
| **Line/Sched/Dist** (line/schedule/distribution) | Report processing checks the Purchase Order Line Distribution tables and selects lines, schedules, and distributions for which the following criteria are met:<br>The business unit and budget date on the line meet report request parameters.<br>The report provides information for distribution lines with budget line statuses of *V* (valid) or *W* (warning).<br>The line meets defined ChartField criteria, if any. |
| **Original PO Amount** (original purchase order amount) | Original purchase order distribution amount. |
| **Liquidated Amount** | The liquidated amount is calculated from the original purchase order amount less the remaining amount. |
| **Remaining Amount (at the report line level)** | The remaining amount is calculated using the default commitment control ledger group associated with the general ledger business unit on the purchase order distribution line, the ledger group in the BU_LED_GRP_TBL table, and the setting of the Commitment Detail Ledger option on the Ledgers for a Unit - Commitment Control Options page.<br>If you select the Commitment Detail Ledger option, the remaining amount is derived from KK_LIQUIDATION.MONETARY_AMT.<br>If the Commitment Detail Ledger option is not selected, the remaining amount is derived from PO_LN_DISTRIB.MONETARY_AMT_BSE. |
| **Vouchered Amount** | Sum of the vouchered amount associated with the purchase order distribution line. |
| **Totals** | The report provides totals for original purchase order amount, liquidated amount, remaining amount, and vouchered amount values. |