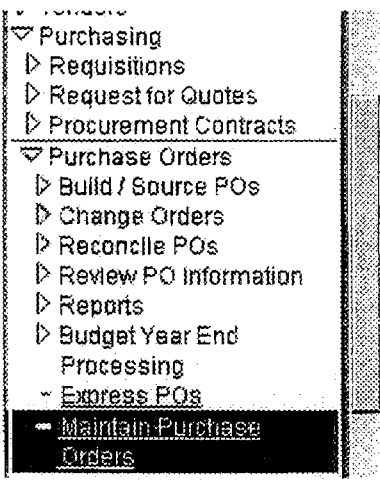


<p><u>Training Guide</u></p>	<p>HOW TO RESEARCH A BUDGET ERROR ON A PURCHASE ORDER</p>
<p><u>DESCRIPTION</u></p>	<p>Instructions demonstrate how to determine the nature of the budget error on a purchase order.</p>
<p><u>PATH</u></p>	<p>Purchasing, Purchase Orders, Maintain Purchase Orders.</p>  <ul style="list-style-type: none"> <li>▼ Purchasing             <ul style="list-style-type: none"> <li>▷ Requisitions</li> <li>▷ Request for Quotes</li> <li>▷ Procurement Contracts</li> <li>▼ Purchase Orders                     <ul style="list-style-type: none"> <li>▷ Build / Source POs</li> <li>▷ Change Orders</li> <li>▷ Reconcile POs</li> <li>▷ Review PO Information</li> <li>▷ Reports</li> <li>▷ Budget Year End Processing</li> <li>- Express POs</li> <li>- <b>Maintain Purchase Orders</b></li> </ul> </li> </ul> </li> </ul>
<p><u>INSTRUCTIONS</u> STEP 1</p>	<p>Click on Find an Existing Value tab and enter the purchase order number. Click Search.</p> <p><b>Purchase Order</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <hr/> <p>Business Unit: <input type="text" value="00730"/> <input type="button" value="Search"/></p> <p>Purchase Order: <input type="text" value="begins with 0000009473"/></p> <p>Purchase Order Date: <input type="text" value=""/> <input type="button" value="Calendar"/></p> <p>PO Status: <input type="text" value=""/></p> <p>Short Vendor Name: <input type="text" value="begins with"/> <input type="button" value="Search"/></p> <p>Vendor ID: <input type="text" value="begins with"/> <input type="button" value="Search"/></p> <p>Name 1: <input type="text" value="begins with"/></p> <p>Buyer: <input type="text" value="begins with"/> <input type="button" value="Search"/></p> <p>PO Type: <input type="text" value=""/></p> <p>Purchase Order Reference: <input type="text" value="begins with"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Elastic Search"/> <input type="button" value="Save Search Criteria"/> </p> <p style="text-align: center;"> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> </div>

STEP 2

Click on the Budget Status Error link.

PO Form: **Standard**

Unit: 00730 PO: 000009473 PO Date: 08/12/2004  
 Vendor: SHARPELECT-001 ID: 000001019 Looks: Details: Buyer: DUPRESNE, DON STAFF

PO Status: Disatched Receipt: Not Recvd Budget Status: Error Doc 1st Status: Not Chk'd

Set Line Item	Description	PL Qty	UOM	Category	Amount	Curr	Status
<input checked="" type="checkbox"/> 1	New rental of Sharp AR-	12.0000	MO	98500	2300.40	USD	Active
<input type="checkbox"/> 2	New rental of AR-FNSR	1.0000	MO	98500		USD	Active
<input type="checkbox"/> 3	New rental of AR-	1.0000	MO	98500		USD	Active
<input type="checkbox"/> 4	New rental of AR-P17 of	12.0000	MO	98500	480.00	USD	Active
<input type="checkbox"/> 5	New rental of AR-NS2	12.0000	MO	98500	366.40	USD	Active
<input type="checkbox"/> 6	New rental of AR-FX7 for	12.0000	MO	98500	422.40	USD	Active

Merchandise: 3600.00 Adj Amt: 0.00 Total Amount: 3600.00 USD Backorder Status: None

Go to: Header Details Defaults Item Search Header Comments... Line Details Requisitions  
 Copy From Kill Catalog Line Comments More...

Save Return to Search Notify Refresh

PO Form | [Schedule](#)

STEP 3

Click on the Line Exceptions tab.

Purchase Order Exceptions: **Line Exceptions**

Business Unit: 00730 Purchase Order: 000009473

\*Exception Type: Error  Override Transaction  
 Maximum Rows: 100  More Budgets Exist [Advanced Budget Criteria](#)

Budgets with Exceptions [Customize](#) [Find](#) [View All](#) First 1-10 of 13 Last

Budget Override	Business Unit	Ledger Group	Override Budget	Transfer
<input type="checkbox"/>	00730	ORG	<input type="checkbox"/>	Go To ...
<input type="checkbox"/>	00730	ORG	<input type="checkbox"/>	Go To ...
<input type="checkbox"/>	00730	ORG	<input type="checkbox"/>	Go To ...
<input type="checkbox"/>	00730	ORG	<input type="checkbox"/>	Go To ...
<input type="checkbox"/>	00730	ORG	<input type="checkbox"/>	Go To ...
<input type="checkbox"/>	00730	ORG	<input type="checkbox"/>	Go To ...
<input type="checkbox"/>	00730	ORG	<input type="checkbox"/>	Go To ...
<input type="checkbox"/>	00730	ORG	<input type="checkbox"/>	Go To ...
<input type="checkbox"/>	00730	ORG	<input type="checkbox"/>	Go To ...
<input type="checkbox"/>	00730	ORG	<input type="checkbox"/>	Go To ...

STEP 4

Click the View Exception Details icon.

**Purchase Order Exceptions** | **Line Exceptions**

**Business Unit:** 00730      **Purchase Order:** 0000009473

**\*Line Status:** Error       **Override Transaction:**

**Maximum Rows:** 100       **More Lines Exist**

**Line From:**      **Line Thru:**

**Transaction Lines with Budget Exceptions**      [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-6 of 6](#) | [Last](#)

**Line Values** | **Line Chertfields** | **Line Amount** | [\[F11\]](#)

Line	Distribution Line	Schedule	Type	Budget Date	GL Business Unit
1	1	1	DST	08/12/2004	00730
2	1	1	DST	08/12/2004	00730
3	1	1	DST	08/12/2004	00730
4	1	1	DST	08/12/2004	00730
5	1	1	DST	08/12/2004	00730
6	1	1	DST	08/12/2004	00730

[Save](#)   [Return to Search](#)   [Notify](#)

[Purchase Order Exceptions](#) | [Line Exceptions](#)

STEP 5

Click the show all columns icon.

**Exception Details**

**Transaction Type:** Purchase Order

**Purchase Order:** 0000009473

**Transaction Line**

Line Number	Schedule	Distribution Line	Type
1	1	1	DST

**Budget Exception Details and the Budget Items**

**Budget Chertfields** | **Budget Override** | [\[F11\]](#)

Type	Business Unit	Ledger Group	Account	Fund	Department	Program	Project	Bud Ref
1 Warning	00730	DETAIL	53500	1026	HC379	F0318	NA	BP2005
2 Error	00730	ORG	95009	1026	HC379	F0318	NA	BP2005
3 Error	00730	ORG	95009	1026	HC379	F0318	NA	BP2005
4 Warning	00730	ORG	95009	1026	HC379	F0318	NA	BP2005

[OK](#)

STEP 6

Review the Exceptions with the Type Error.

Exception Details

Transaction Type: Purchase Order  
Purchase Order: 0000009473

Transaction Line

Line Number	Schedule	Distribution Line	Type
1	1	1	DST

Budget Exception Details and the Budget Items

Type	Business Unit	Ledger Group	Account	Fund	Department	Program	Project	Bud Ref	Exception Description	Budget Override
1 Warning	00730	DETAIL	63500	1026	H0379	F0316	NA	BP2005	Budget and Acctg Date Differ	
2 Error	00730	ORG	65008	1026	H0379	F0316	NA	BP2005	No Budget Exists - Ref Budg	
3 Error	00730	ORG	65008	1026	H0379	F0318	NA	BP2005	No Budget Exists	
4 Warning	00730	ORG	65008	1026	H0379	F0316	NA	BP2005	Budget and Acctg Date Differ	

OK

EXPECTED RESULTS  
(attach copies of supporting reports or panel shots, if desired)

User can successfully research budget errors on a purchase order.