

Last Revised Date: 05/01/2017

**General Information**

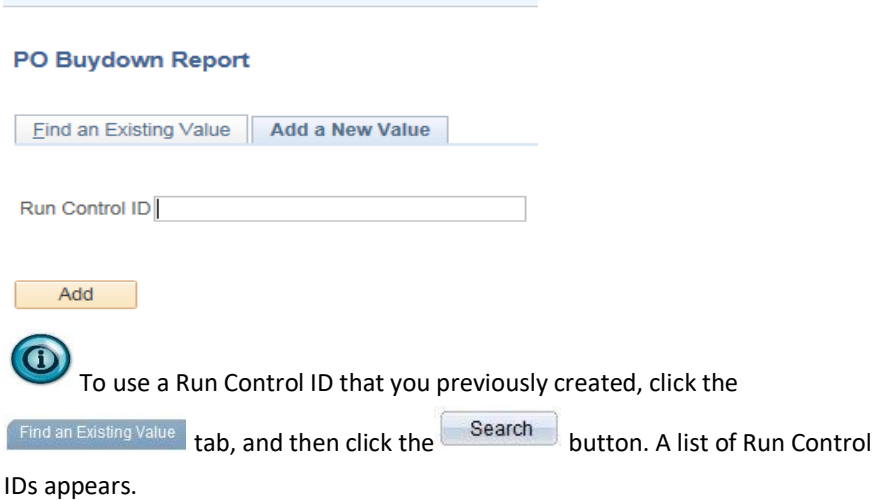
Task	Process Information
<p align="center"><b>Running the PO Buydown Report</b></p> <p><u>Note:</u> If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>This report should be run at any time to view the detail of transactions associated with a purchase order(s) and the remaining open balance. The information helps to manage your open POs by showing what you have left and what you have been spending (including PO balances) what has been unpaid, and what vouchers have been posted against the PO (coding included).</p> <p>Only POs that are 'Dispatched' and have a 'Valid' budget status will appear on the report.</p> <p><u>Note:</u> This report can be exported to Excel.</p>

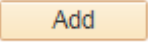
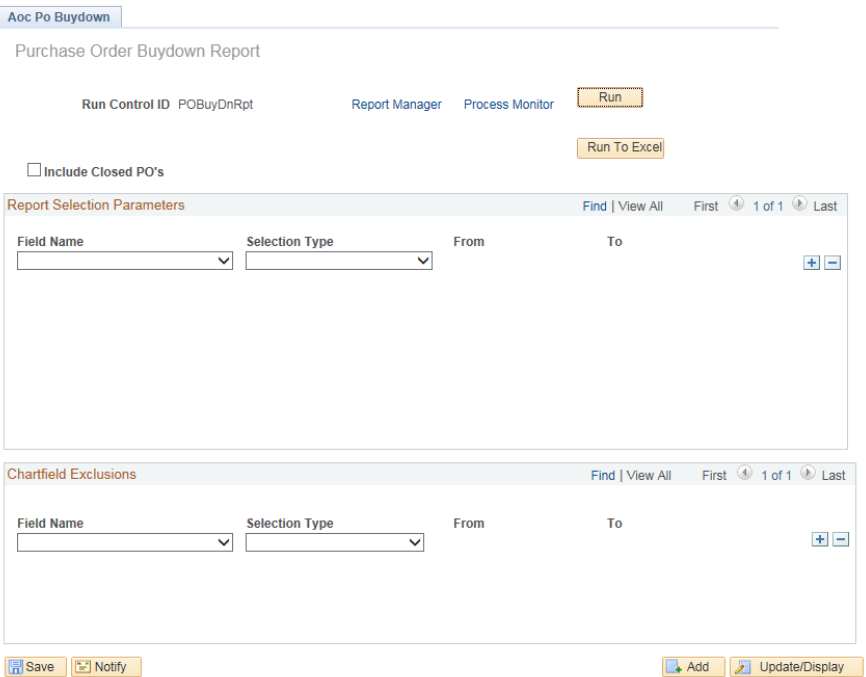
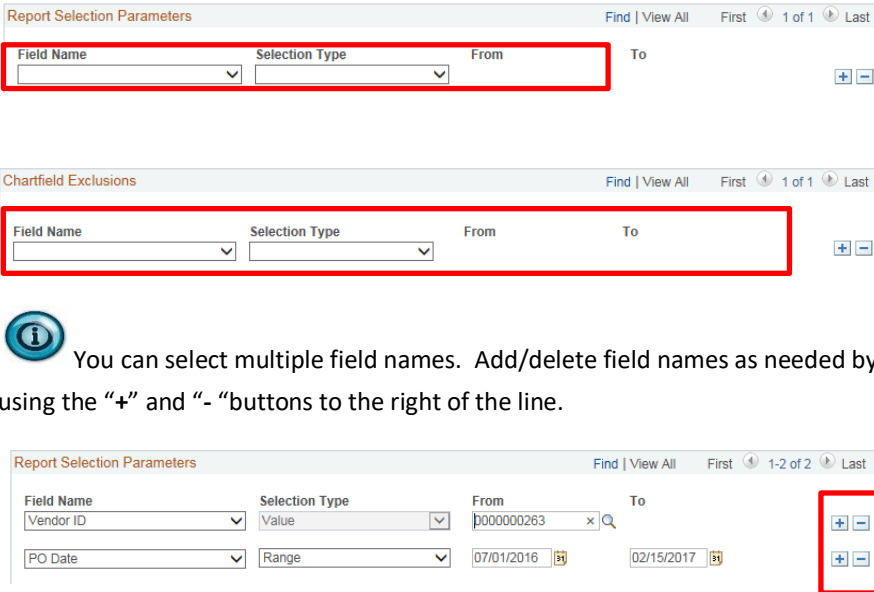

**GEARS Navigation**

<p>Purchasing &gt; Purchase Orders &gt; Review PO Information &gt; PO Buydown Report</p>	
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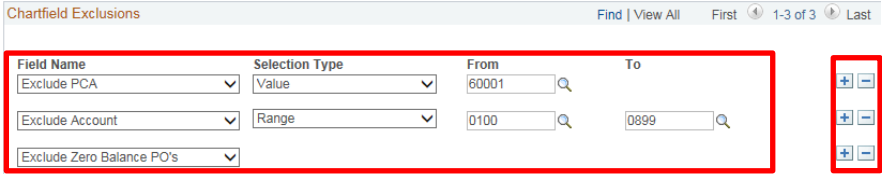
**1.0 Process**

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

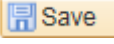
STEP	ACTION	DETAILS
<p><b>1.</b></p>	<p><b>Create the Run Control ID.</b> The first time you run the PO Buydown Report, you must create a new Run Control ID. Click on the <b>Add a New Value</b> tab.</p> <p><b>NOTE:</b> A Run Control ID is the name that will be given to the saved parameters you select 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>To use a Run Control ID that you previously created, click the <b>Find an Existing Value</b> tab, and then click the <b>Search</b> button. A list of Run Control IDs appears.</p>

<p><b>2.</b></p>	<p>Click the  button.</p>	
<p><b>3.</b></p>	<p><b>The Purchase Order Buydown Report Run Control page displays.</b></p>	
<p><b>4a.</b></p>	<p><b>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.</b></p> <p><b>You can report on any single or combination of the following fields:</b> Account, Appropriation Year, Account Encumbrance Indicator, Fund, PO Date, PO Number, Program Cost Account (PCA), Project, Vendor ID, or Vendor Name.</p> <p><b>NOTE:</b> 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>


**4b.** 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.

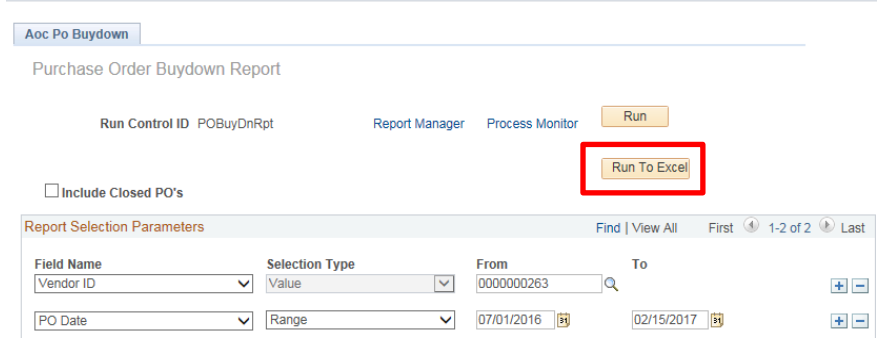


**NOTE:** You can select multiple field names. Add/delete field names as needed by using the “+” and “-” buttons to the right of the line.

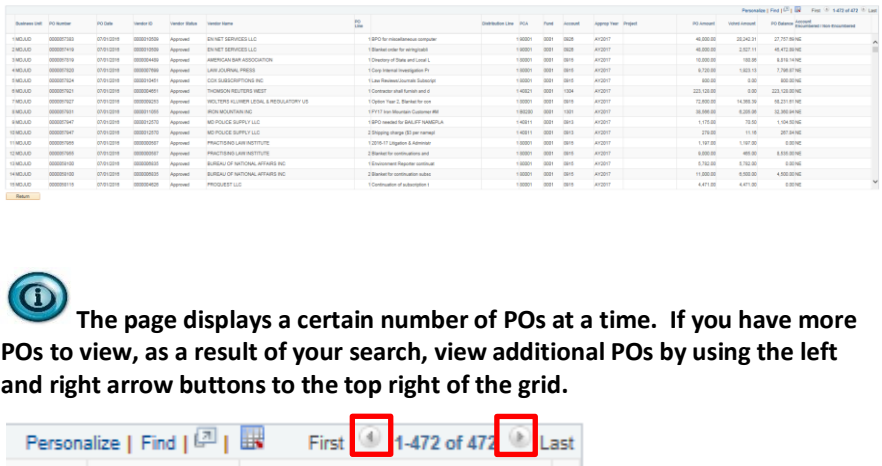
**5.** Save the parameters selected by clicking the  **Save** button.

**6.** To download the results to Excel, continue to Step 7. To run and print the report, skip to Step 10.


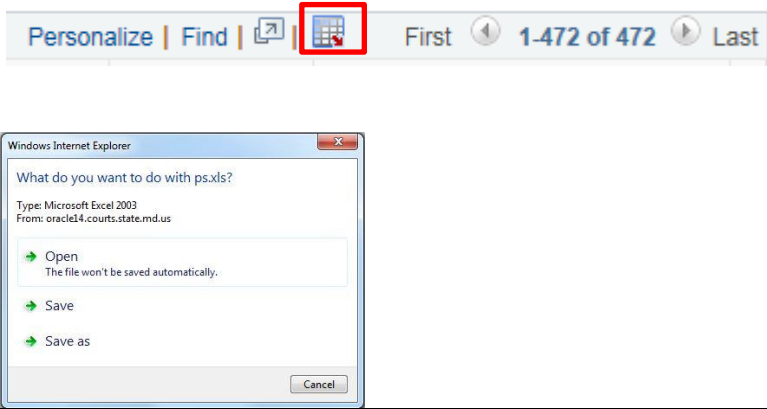
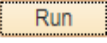
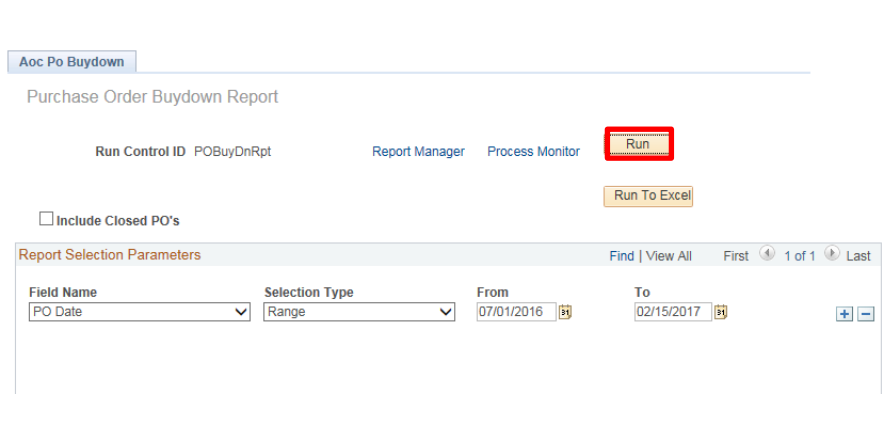
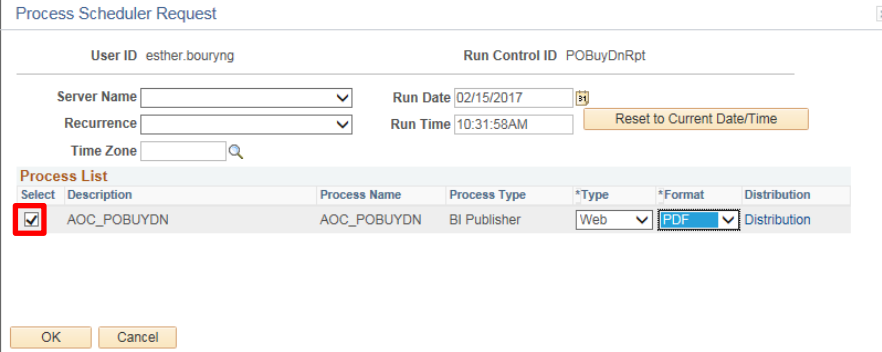
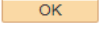
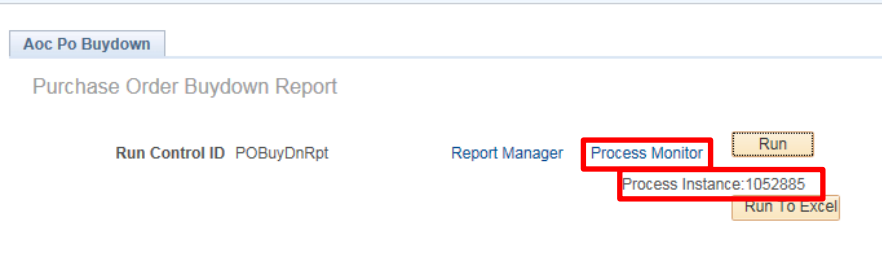
**7.** Click the  **Run To Excel** button.



**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.



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 left and right arrow buttons to the top right of the grid.

<p><b>9.</b> Click the  button to download the results into Excel and open and/or save in Excel.</p> <p><b>**This completes the steps for downloading results into Excel.</b></p>															
<p><b>10.</b> Run the Report. Click the  button.</p>	 <table border="1" data-bbox="678 842 1539 926"> <thead> <tr> <th>Field Name</th> <th>Selection Type</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>PO Date</td> <td>Range</td> <td>07/01/2016</td> <td>02/15/2017</td> </tr> </tbody> </table>	Field Name	Selection Type	From	To	PO Date	Range	07/01/2016	02/15/2017						
Field Name	Selection Type	From	To												
PO Date	Range	07/01/2016	02/15/2017												
<p><b>11.</b> Schedule the Process. The <a href="#">Process Scheduler Request</a> 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><b>NOTE:</b> Confirm the AOC_POBUYDN report is selected (checked) and the *Format is PDF.</p>	 <table border="1" data-bbox="678 1255 1507 1318"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>AOC_POBUYDN</td> <td>AOC_POBUYDN</td> <td>BI Publisher</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	AOC_POBUYDN	AOC_POBUYDN	BI Publisher	Web	PDF	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	AOC_POBUYDN	AOC_POBUYDN	BI Publisher	Web	PDF	Distribution									
<p><b>12.</b> Click the  button.</p>															
<p><b>13.</b> Make Sure The Process Runs. Make note of the Process Instance number, and then click the <a href="#">Process Monitor</a> link.</p>															

<p><b>14.</b></p>	<p><b>Check the Process Status.</b> The <a href="#">Process List</a> page displays.</p> <p>Click the <a href="#">Refresh</a> button and continue clicking the <i>Refresh</i> button until the <b>Run Status = Success</b> and <b>Distribution Status = Posted</b>.</p>	<p>Process List   Server List</p> <p>View Process Request For</p> <p>User ID: esther.bouryng   Type: Last   1 Days   Refresh</p> <p>Server:   Name:   Instance From:   Instance To:  </p> <p>Run Status:   Distribution Status:   Save On Refresh</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1052885</td> <td></td> <td>BI Publisher</td> <td>AOC_POBUYDN</td> <td>esther.bouryng</td> <td>02/15/2017 10:31:58AM ES</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	1052885		BI Publisher	AOC_POBUYDN	esther.bouryng	02/15/2017 10:31:58AM ES	Success	Posted	Details
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<input type="checkbox"/>	1052885		BI Publisher	AOC_POBUYDN	esther.bouryng	02/15/2017 10:31:58AM ES	Success	Posted	Details													
<p><b>15.</b></p>	<p><b>Retrieve the Report.</b> Click the <a href="#">Go back to PO Buydown Report</a> link to return to the <a href="#">Report Request Parameters</a> page.</p>																					
<p><b>16.</b></p>	<p>The PO Buydown Report Run Control page displays.</p> <p>Click the <a href="#">Report Manager</a> link.</p>	<p>Aoc Po Buydown</p> <p>Purchase Order Buydown Report</p> <p>Run Control ID: POBuyDnRpt   Report Manager   Process Monitor   Run</p> <p><input type="checkbox"/> Include Closed PO's</p> <p>Run To Excel</p> <p>Report Selection Parameters</p> <p>Field Name: PO Date   Selection Type: Range   From: 07/01/2016   To: 02/15/2017</p>																				
<p><b>17.</b></p>	<p>Click the <a href="#">Administration</a> tab.</p>																					
<p><b>18.</b></p>	<p><b>View the Report.</b> The View Reports page displays.</p> <p>Click the link of 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: esther.bouryng x   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>Prca 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>1007559</td> <td>1052885</td> <td>AOC_PO_BUYDN - AOC_PO_BUYDN.pdf</td> <td>02/15/2017 10:36:06AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> <p>Select All   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>Save</p> <p>List   Explorer   Administration   Archives</p>	Select	Report ID	Prca Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	1007559	1052885	AOC_PO_BUYDN - AOC_PO_BUYDN.pdf	02/15/2017 10:36:06AM	Acrobat (*.pdf)	Posted	Details				
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19.



Purchase Order Buydown Report

Run Date February 15, 2017

Run Time 10:36 AM

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Report Criteria: Select: PO\_DT Between 07-01-2016 and 02-15-2017

Exclude: ACCOUNT Between 0100 and 0899 and PRODUCT = 60001 and Zero Balance PO's and Exclude Closed PO's

PO ID: 0000057383

PO Date	Vendor Id	Status									
07/01/2016	0000010509	A	EN NET SERVICES LLC								
Cf	PO Line	Description	Dist Ln	Bud Ref	PCA	Fund	Account	PO Amt	Vchrd Amt	PO Balance	
NE	1	BPO for miscellaneous computer	1	AY2017	90001	0001	0926	48,000.00	20,242.31	27,757.69	
<b>PO Totals:</b>								48,000.00	20,242.31	27,757.69	

Voucher ID: 00260778

Cf	Receipt ID	Invoice	Inv. Dt	Voucher Line	Voucher Dist Ln	Bud Ref	PCA	Fund	Account	Voucher Amt
NE	0000023892	89055	07/13/2016	1	1	AY2017	90001	0001	0926	1,547.88

Voucher ID: 00261438

Cf	Receipt ID	Invoice	Inv. Dt	Voucher Line	Voucher Dist Ln	Bud Ref	PCA	Fund	Account	Voucher Amt
NE	0000023919	89033	07/11/2016	1	1	AY2017	90001	0001	0926	1,776.85

Voucher ID: 00264293

Cf	Receipt ID	Invoice	Inv. Dt	Voucher Line	Voucher Dist Ln	Bud Ref	PCA	Fund	Account	Voucher Amt
NE	0000024073	89196	07/25/2016	1	1	AY2017	90001	0001	0926	965.58

Voucher ID: 00272147

Cf	Receipt ID	Invoice	Inv. Dt	Voucher Line	Voucher Dist Ln	Bud Ref	PCA	Fund	Account	Voucher Amt
NE	0000024614	89266	07/29/2016	1	1	AY2017	90001	0001	0926	553.50

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.

