

PO Rollover and WISDM

Last Updated: 06/10/2008

Overview:

This document will contain details on how PO rollover will affect both the PO data displayed in WISDM and the PO search capabilities in WISDM.

PO Search:

The PO Search is fiscal year based, which means that it will only return POs that have either encumbrance or expense transactions in the selected fiscal year. Any PO that does not have transactions in the selected fiscal year will not be returned in the search results, even if the PO is still open.

POs that were not included in the rollover will not be returned in the PO Search results in FY09 until a voucher has been entered against the PO. To find the PO before a voucher is entered in FY09, select FY08 from the fiscal year drop down located on the right hand side of the main menu bar.

The screenshot displays the WISDM Purchase Order Search interface. At the top left is the University of Wisconsin System logo and the text 'WISDM Wisconsin Data Mart for PeopleSoft Financials'. To the right is the title 'PURCHASE ORDER SEARCH'. Below this is a navigation bar with 'Main Menu', 'Comment Test', 'Add to Favorites', 'UWMSN', and a fiscal year dropdown menu currently set to '2008'. The main search area is titled 'SEARCH CRITERIA' and contains the following fields:

- PO starts with: [text input]
- PO Date is exactly: [text input] [text input]
- PO Vndr ID: [text input]
- PO Vndr Name is exactly: [text input]
- PO Short Vendor Name is exactly: [text input]
- Records Per Page: 50 [dropdown]

A 'Submit' button is located at the bottom of the search criteria form.

PO Detail:

The PO Detail page is not fiscal year bound. As a result, data displayed on the page is not limited to the selected fiscal year and all data for the entire time the PO has been open will be displayed at the same time (including distribution lines and vouchers).

During the rollover process, all distribution lines on the PO are closed and then recreated with the rolled encumbrance value (this can be seen the portion of the screen shot below that is highlighted by the red box).



Wisconsin Data Mart for PeopleSoft Financials

PURCHASE ORDER X048134001

Main Menu ▼ Comment Test ▼
Add to Favorites
UWMSN
2008

PO Date 7/2/2007

PO Ref

Vndr ID 0000007533

Vndr Name MIDWEST BIOMEDICAL SERVICES INC

Vndr Short Name MIDWESTBIO-001

PO Status Dispatched

PO Balance 130.75

Buyer Name HRD

Lines

Line No	Item Descr	Category ID	UOM	Qty	Monetary Amt	Status
1	Installation kit, valves, piping, connection and electrical.	49039	LOT	1	13,075.00	Active
					13,075.00	

Distribution

Line No	Sched No	Acct	Fund	Dept	Project/Grant	Prog Code	PO Qty	Status	Merch Amt
1		1 4602	101	073000		4	0	Open	130.75
1		1 4602	101	073000		4	1	Closed	12,944.25
									13,075.00

Invoices

Sched No	Voucher ID	Payment Dt	Line No	Qty Vchr'd	Merch Amt
	00404862	2/26/2008	1	1	12,944.25
					12,944.25

PO Encumbrance Search:

Like the PO Search, the PO Encumbrance Search is fiscal year based. As a result, the search will only display expenses and encumbrances for the currently selected fiscal year. There will be no affect to the remaining encumbrance values in FY08 because the encumbrance balance is left open at the end of the fiscal year. For FY09 only the encumbrance amount that was rolled over will be displayed. The Paid to Date (PTD) column will only display those transactions that have occurred in the selected fiscal year.

Below is a screen shot of the PO Encumbrance Search results in FY08 for a PO. Notice the 130.75 remaining encumbrance balance.

SEARCH CRITERIA

Fund

Dept is exactly

Project

Program

Account is exactly

Accounting Period 1 (JUL) through 13 (CLOSE)

PO starts with X048134001

PO Date is exactly

Vendor ID

PO Vendor Name is exactly

Records Per Page 50

Output Web

PO ID	PO Date	PO Vendor Name	Fund	Dept	Project	Program	Account	Orig Amt	PTD	Open Bal
X048134001	7/2/2007	MIDWEST BIOMEDICAL SERVICES INC	101	073000		4	4602	13,075.00	12,944.25	130.75
								13,075.00	12,944.25	130.75

Below is a screen shot of the PO Encumbrance Search results for the same PO in FY09. Notice how the original encumbrance amount is 130.75, the encumbrance amount remaining at the end of FY08. The PTD column indicates that nothing has been spent on the PO, as no vouchers have been entered against the PO in FY09.

SEARCH CRITERIA

Fund

Dept is exactly

Project

Program

Account is exactly

Accounting Period 1 (JUL) through 13 (CLOSE)

PO starts with X048134001

PO Date is exactly

Vendor ID

PO Vendor Name is exactly

Records Per Page 50

Output Web

PO ID	PO Date	PO Vendor Name	Fund	Dept	Project	Program	Account	Orig Amt	PTD	Open Bal
X048134001	7/2/2007	MIDWEST BIOMEDICAL SERVICES INC	101	073000		4	4602	130.75	0.00	130.75
								130.75	0.00	130.75