

NH FIRST ENCUMBRANCE HISTORY DEMO FOLLOW-UP

Senior Financial Managers Meeting

Friday, June-12-2009

Action Items Reviewed From May-15-2009 Demo

Action Items

1. Process with system date rather than delivery date
2. Test with a credit memo against an encumbrance
3. Disapprove an invoice through Process Flow and show encumbrance results
4. Process an example with multiple account distribution
5. Difference between a PO line change and a PO line liquidation
6. How to determine what type of activity is represented by the encumbrance history record: (release, unreleased, paying against an encumbered PO, cancel PO line, PO line change)

1. Use system date for encumbrance date – DES example.

- 1a. View PO#: 103713 in PO20 and GL93
- 1b. Run commit query showing original encumbrance activity
- 1c. Un-release the purchase order
- 1d. Show activity in GL93 and commit query
- 1e. Release the purchase order
- 1f. Show the commit query and note transaction date is system date
- 1g. Note that in GL93, will only see the transactions for one period

2. Results of a Credit Memo against an encumbrance – DOS example.

- 2a. Run commit query on PO#: 1000086
(PO#: 1000076 is also an example)
- 2c. Show encumbrance and matched transactions
- 2d. Negative PO transactions relieving encumbrances
- 2e. Positive AP increasing actual
- 2f. Show the EXCEL document: Matched Invoice Detail Before DOS Credit Memo.xls and note transaction date is system date
- 2g. Show the EXCEL document: Matched Invoice After Before DOS Credit Memo.xls and note transaction date is system date
- 2h. Run the commit query: GL93HistCommxPROD DOS Credit Memo.dme

For reporting purposes, some more analysis is required on the credit memo activity, as far as it relates to an encumbrance history report.

3. Disapprove an invoice and invoice – DOS example

- 3a. Query AP90 for vendor #: 150419, PO#: 100153
- 3c. Drill into invoice #: 1277517-2265-4 and note Approved status of Disapproved
- 3d. The negative transactions represents when the encumbrance was reduced by the approved payment
- 3e. The positive transaction represents when the invoice was disapproved and increased the encumbrance
- 3f. Run the commit query GL93HistCommxPROD DOS Disapprove.dme
- 3g. Note the GL periods, SYSTEM, amounts and trans date

4. Process an example with multiple account distribution – HHS example

- 4a. Run commit query: GL93HistCommxPROD HHS Mult Dist.dme, using PO#: 104169
- 4b. The first 2 PO lines are a result of releasing and unreleasing.
- 4c. The next 3 encumbrance lines are a result of distributing line 1 by amount into 3 accounts – Note line number, tran date and period.

5. Difference between a PO Line change and a PO Line liquidation – DOT Example

- 5a. Run commit query: GL93HistCommxPROD DOT.dme
- 5b. The first 3 PO lines, dated 4/15 are a result of releasing.
- 5c. EXCEL document: Matched Invoice Detail Before DOT Before Line Change.xls
- 5c. Changed Line 1 to \$90,000 and release
- 5d. Run commit query: GL93HistCommxPROD DOT.dme
- 5e. Note that on line change, backs out the entire line amount and re-encumbers the new amount
- 5f. EXCEL document: Matched Invoice Detail After DOT Before Line Change.xls
- 5g. Cancel \$50,000 one line 2.