

Proc Spec Memo – Year End Updates

1. Query names – when the purchasing year end queries were first announced they had numbers at the end of their names. The numbers at the end of the query name were dropped off when the queries were made public. So if you can't find the query in the Reporting Instance, try searching for the query without the number at the end of the name.
2. Using UM_DPO_YE_PARTIAL_RECEIPTS
 - a. If neither the dollar field nor the quantity field open up for editing down to the voucher applied amount, try clicking on the Line Detail icon at the far left. No action needed on that screen -- just come back into the receipt. This seems to open up the field for the receipt to be edited.

Screen Shots:

When you get to the receipt screen sometimes neither the quantity or dollar fields are open to edit. But, the receipt still says "RECEIVED" so it should be editable on this scenario...

Maintain Receipts

Receiving

Business Unit: UMN01 **Receipt Status:** Received
Receipt ID: 0000074904 [Edit Comments](#) [Activities](#)
[Header Details](#) [Document Status](#)

▶ Header

[Select Purchase Order](#)

Receipt Lines

[Customize](#) | [Find](#) | [View All](#)

Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Category
1		PURCHASE OF LAB & MEDICAL SUP	1657.57000	1.0000		1.0000 Received	CONVER

Interface Receipt [Print Delivery Report](#) [Run PO Receipt Accrual](#)

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

To get the field to open up for editing, click on the line details icon on the far left.

This will display the below screen. No action is needed on this screen – just click the RETURN button at the bottom to get back to your receipt screen.

Maintain Receipts

Receipt Line Details for Line 1

Business Unit: UMN01 **User ID:**

Receipt ID: 0000074904 **Item:**

Receipt Line: 1 **Status:**

[Expand All](#) [Collapse All](#)

▼ Details

Status: Received **Price:**

Receipt Datetime: 01/21/2009 4:39PM **Amount:**

Ship To: P107700001 **Net Receipt Quantity:**

Allocation Type: FIFO

▶ Receipt Quantity

▶ Receipt Status

▶ Manufacturer Information

▶ Optional Data

▶ Source Information

Maintain Receipts

Receiving

Business Unit: UMN01 **Receipt Status:** Receiv

Receipt ID: 0000074904 [Edit Comments](#) [Activitie](#)

[Header Details](#) [Document Status](#)

▶ Header

[Select Purchase Order](#)

Receipt Lines [Customize](#) | [Find](#) | [V](#)

Receipt Lines [More Details](#) [Links and Status](#) [Item / Mfg Data](#) [Optional Input](#) [Source Infor](#)

Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	C
1		PURCHASE OF LAB & MEDICAL SUP	1657.5700	1.0000	1.0000	Received C	

Interface Receipt

Controller's Office

UNIVERSITY OF MINNESOTA

When you return to the receipt, one of the fields – price or quantity – will be open for editing.

- a. If the dollar or quantity field still does not open up, check the receipt status. If it says “Complete” or “Closed” no further action is needed.
 - b. If PO related to the receipt is to be closed in current fiscal year and no further activity is expected this year or next, you can skip this reduction of the receipt amount and just close the PO.
 - c. If you know for sure the PO related to this receipt will receive its final voucher before the remainder of the receipt amount and you know this will be handled before the cut off date (06/19) you can leave the PO as is. Process the voucher before the cut off date. If there is still receipt amounts that need to be reduced before cut off, it will show up later on one of your later re-check query runs and should be reduced at that time.
 - d. If the voucher amount on the referenced receipt looks like it is double the amount, look at the voucher. It was probably entered correctly and the query results may be off. There is a glitch in the query due to the specific tables tied to this behind the scene and it can't get changed. This will be reviewed for fixing before next year, if this query is used then.
3. Blanket Orders –
- a. Use the usual closing options -- the red X (no activity) or the voucher Final flag or force close through Purchasing.
 - b. Blanket orders will roll based on the same criteria as other orders – they must be dispatched with money remaining and no errors. Although the order will roll whether the expiration date is past or future, be sure to update any expiration dates to reflect the current time period for the contract.
4. Open PO Receipt – If a receipt is entered but not tied to a voucher it will roll and can be tied to a voucher in the new FY 10 period.
5. Receipts after 6/19 – Don't enter receipts in after 6/19. Even though receipts do not have a financial impact, themselves, they do have effects on the PO they tie to.
6. PO s with \$0 lines will not roll. Do not enter \$0 lines to try to create an order that does not encumber. Because this is under \$100 it auto approves and auto matches. It also does not roll into the new year later if the PO is \$0.
7. PO s with negative lines (trade in or discount lines) will not roll but testing shows that if the PO rolls, the total reflects that trade in amount.