

Do you have Funds that are ending before the new Fiscal Year with Outstanding Purchase Orders?

With many Funds having end dates prior to the April 30th fiscal year closing (i.e., end of March), any Purchase Orders that reference these grants and are outstanding in the new fiscal year will prompt error messages when users process against them after May 1st.

Take the proactive steps below to prevent the following hard error messages (❌).

“Automatic carryforward is only allowed for amount 0” and/or “Document... has not yet been carried forward to the current year”?

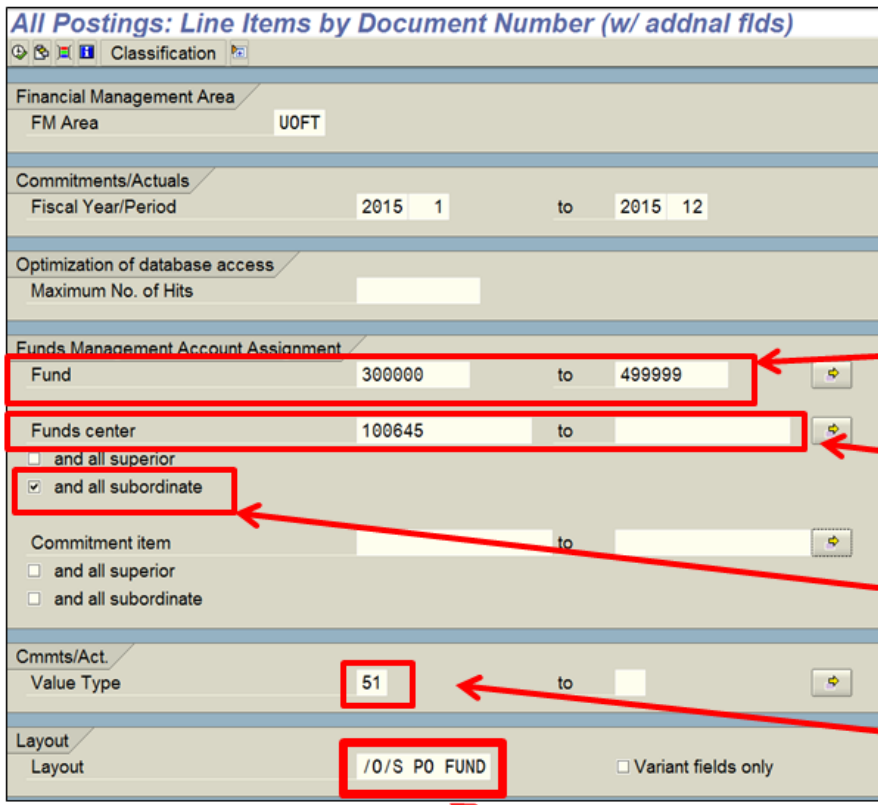
Steps:

1. Review All Postings Report PRIOR to Grant Year End

The **“All Postings Report”** is a useful tool to enable departments to identify any Purchase Orders utilizing Funds.

Use the unique **report variant** in the **“All Postings Report”** to facilitate this review.

When executing the **“All Postings Report”**, use the selection criteria indicated below:



All Postings: Line Items by Document Number (w/ addnal fids)

Classification

Financial Management Area
FM Area: UOFT

Commitments/Actuals
Fiscal Year/Period: 2015 1 to 2015 12

Optimization of database access
Maximum No. of Hits: []

Funds Management Account Assignment

Fund: 300000 to 499999

Funds center: 100645 to []

and all superior
 and all subordinate

Commitment item
 and all superior
 and all subordinate

Cmnts/Act.
Value Type: 51 to []

Layout
Layout: /O/S PO FUND

Enter Fund Number(s)

Enter top-level Funds Center

Click “and all subordinates”

Select Value Type = “51” to run report for Purchase Orders

Select Report Layout =

Layout	Layout description
/O/S PO FUND	O/S Purchase Orders for Restricted Funds

2. Process or Finalize/Cancel Purchase Order (PO)

The report layout will isolate Purchase Orders with Fund end dates prior to April 30th. Perform the following steps to ensure that the error messages do not appear in the new fiscal year.

a) **Resolution #1:**

If items have been received in the expected condition, and an invoice has been sent by the vendor, process any outstanding goods receipts and invoice receipts prior to the grant end date.

b) **Resolution #2:**

If the items indicated in the PO are not expected to be delivered/received **or** if they are no longer needed, proceed to Finalize and Cancel the PO line items to release the commitment prior to grant year end. Use the reference guide in “Learn More” section to assist in performing this resolution.

What if I receive the error message after May 1st?

If users have not received invoices related to a PO prior to the Fund end date, are processing in the new fiscal year and

- (a) have not performed the steps indicated above to process against the PO **or**
- (b) receive invoice **AFTER** the Fund end date in new fiscal year,

they will see the hard error message “***Automatic carryforward is only allowed for amount 0***” and/or “***Document... has not yet been carried forward to the current year***”?

To manually carry forward the relevant Purchase Order document into the current fiscal year, departments should coordinate with their **Research Accountant and Research Funding Officer** based on the sponsor’s agreement.

To identify your Research Accountant and Research Funding Officer, refer to your **Funded Research Digest (FRd)**.

The following steps are required:

1. The end date of the Fund account is extended by Research Services and,
2. The relevant Purchase Order is **carried forward** into the **current fiscal year**.

Once these steps are completed, processing against the PO will be available.

Note: If the error is related to a non-research Fund, contact your **FAST team representative**.

Learn More:

- **FAST Tip e-Newsletter (May 2014 Edition):** Tip #1
<http://finance.utoronto.ca/wp-content/uploads/2015/10/FAST-Tips-Vol-1-Num-5.pdf>
- **QRG:** All Postings Line Item Report
<http://finance.utoronto.ca/wp-content/uploads/2015/10/allpostings.pdf>
- **QRG:** Create and Retrieve a Report Selection Screen Variant
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Variantasset.pdf>
- **QRG:** Purchase Order Finalize and Cancel
<http://finance.utoronto.ca/wp-content/uploads/2015/09/pofinalizecancl.pdf>
- **Contacts:** Research
<http://www.research.utoronto.ca/contact-us/>
- **Research Documentation:** How to read a FReD
http://www.research.utoronto.ca/wp-content/uploads/documents/2013/05/How_to_read_a_FReD.pdf

How do I find out what is still outstanding on a Purchase Order?

Option #1

Display a List of Purchase Orders with Outstanding Goods Receipts (GR) or Invoice Receipts (IR)

Display a list of Purchase Orders with outstanding goods receipts (goods still be delivered) or invoice receipts (invoices to be paid). This list is to be reviewed to determine if the purchase order item(s) should remain active or if it should be cancelled/finalized.

Note: See **QRG** in the “Learn More” section below.

The screenshot shows a SAP table titled "Purchasing Documents by Document Number". Above the table, three boxes with red arrows point to specific columns: "Quantity Ordered" points to the "Quantity" column, "O/S GR" points to the "To be del." column, and "O/S IR" points to the "To be inv." column. The table contains data for two vendors: ABB Bomem Inc. and Delta Photonics, with their respective purchase orders and line items.

Item	Doc. date	Short text	Quantity	Unit	Σ	Net price	To be del.	Σ	Still to be del.	To be inv.	Σ	Still to be inv.	Crcy	PCH
Vendor/supplying plant 100043 ABB Bomem Inc.														
Purchasing Document 4500096021														
1	15.01.2008	IP60900L - KBR BEAMSPLITTER-REPLACEMENT	1	EA		14,300.00	1		14,300.00	1		14,300.00	CAD	
Vendor/supplying plant 116376 Delta Photonics														
Purchasing Document 4500096460														
1	06.02.2008	LS6ZM1 LASER SHUTTER	4	EA		635.00	4		2,540.00	4		2,540.00	CAD	
2	06.02.2008	VMM-D4 4 CHANNEL SHUTTER DRIVER	1	EA		1,700.00	1		1,700.00	1		1,700.00	CAD	

Option #2

Display Individual Purchase Order

Menu Path: Logistics > Materials management > Purchasing > Purchase Order > Display (ME23N)

To Display a PO other than the Default

STEP 1:

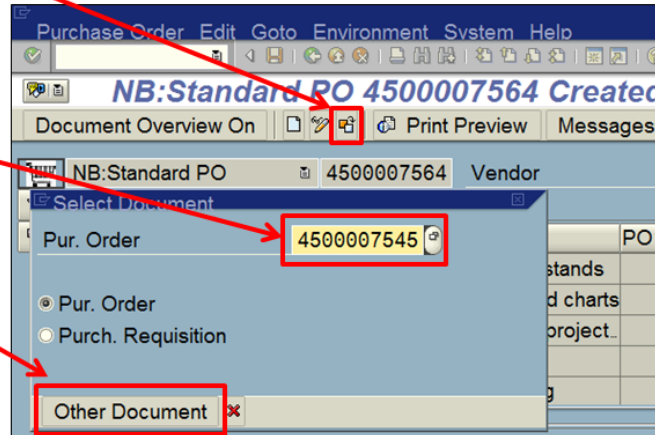
Click "Other Purchase Order" icon (🔍)

STEP 2:

Enter your Purchase Order #

STEP 3:

Click "Other Document"




Once the relevant Purchase Order is displayed, ensure the "Item details" section is open in order to locate and select the "Purchase Order History" tab.

The screenshot shows the SAP ME23N interface for 'NB:Standard PO 4500006857 Created by Rames Paramsothy'. The 'Header' section shows 'NB:Standard PO 4500006857 Vendor 100817 Grand & Work Doc. date 25.10.2013'. Below that is a table with columns: St, Itm, A, Material, Short Text, PO Quantity, OU, Deliv. Date, Net Price, Curre, Per, OP. The table contains 5 rows of items. Below the table, there are tabs for 'Delivery', 'Invoice', 'Conditions', 'Account Assignment', 'Purchase Order History', 'Texts', 'Delivery Address', and 'Confirmati'. The 'Purchase Order History' tab is selected and highlighted with a red box. A dropdown menu is open, showing options: 'Material data', 'Quantities/weights', 'Delivery schedule', 'Delivery', 'Invoice', 'Conditions', 'Account assignment', 'Purchase order history', 'Texts', 'Delivery address', 'Confirmations', and 'Condition control'. A red arrow points to the dropdown menu. A red box highlights the 'Item' section, and a red arrow points to the 'Purchase Order History' tab. A red box highlights the 'Tr./Ev. Goods receipt' and 'Tr./Ev. Invoice receipt' rows in the table. A red box highlights the 'Purchase Order History' tab in the dropdown menu.

Click here to open Dropdown list

P.O. History tab after GR and IR have been processed

If the Purchase Order History tab is not available, there has been no activity for this line item and all items are outstanding. If the tab is available, there has been activity on the item in the line. The Purchase Order tab enables you can determine what has been received, paid for, and what is still outstanding.

Reminder, PO item details are displayed, one item at a time, you will need to review each line item separately. Use the scroll buttons  to rotate through the line items or the drop down to select the line you wish to review.

Possible Action: **Cancel outstanding balance of PO** if remaining items are no longer required.

Learn More:

- **Training Documentation:** Logistics Part 2 – Goods Receipts & Invoice Receipts (slide 18)
<http://finance.utoronto.ca/wp-content/uploads/2015/10/Logistics-Part-2-GR-IR.pdf>
- **QRG:** Display a List of POs with Outstanding GR
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Display-a-list-of-POs-with-Outstanding-GR-or-IR-Converted.pdf>
- **FAST Tip eNewsletter (March 2014 Edition):** Cancelling Outstanding Balances on POs
<http://finance.utoronto.ca/wp-content/uploads/2015/10/FAST-Tips-Vol-1-Num-3.pdf>

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support sessions (FIS, HRIS, USHOP & RIS/MRA/MROL)

LOCATION: 256 McCaul St., Room 103 **OR** 109

Thursday, March 5 th	11:30am – 1pm
---------------------------------	---------------

Wednesday, March 18 th	11:30am – 1pm
-----------------------------------	---------------

TRAINING

- [FIS Training Calendar](#)
- [FAST Tips Newsletter - Archive](#)

FAST STAFF

- [Financial Advisory Services & Training \(FAST\)](#)
- [Subscribe to AMS Listserv](#)