Req & PO Budgetary Activity Report All Sites

Version Date: August 25, 2026

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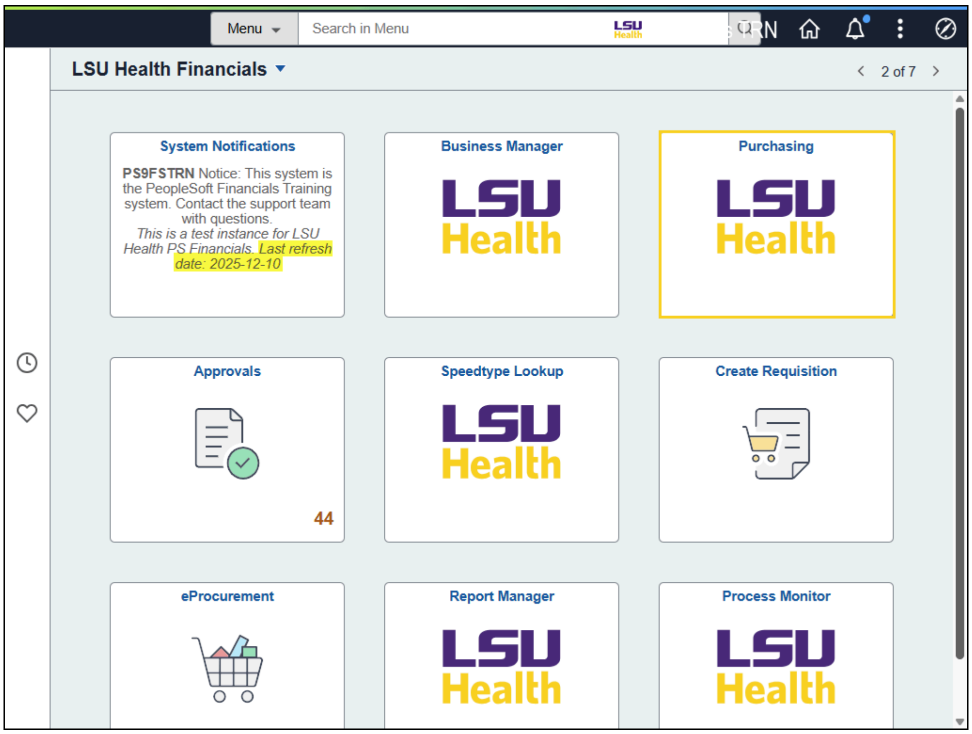
Req & PO Budgetary Activity Report – All Sites

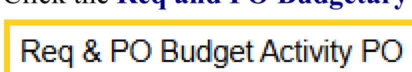
Managing Purchase Orders

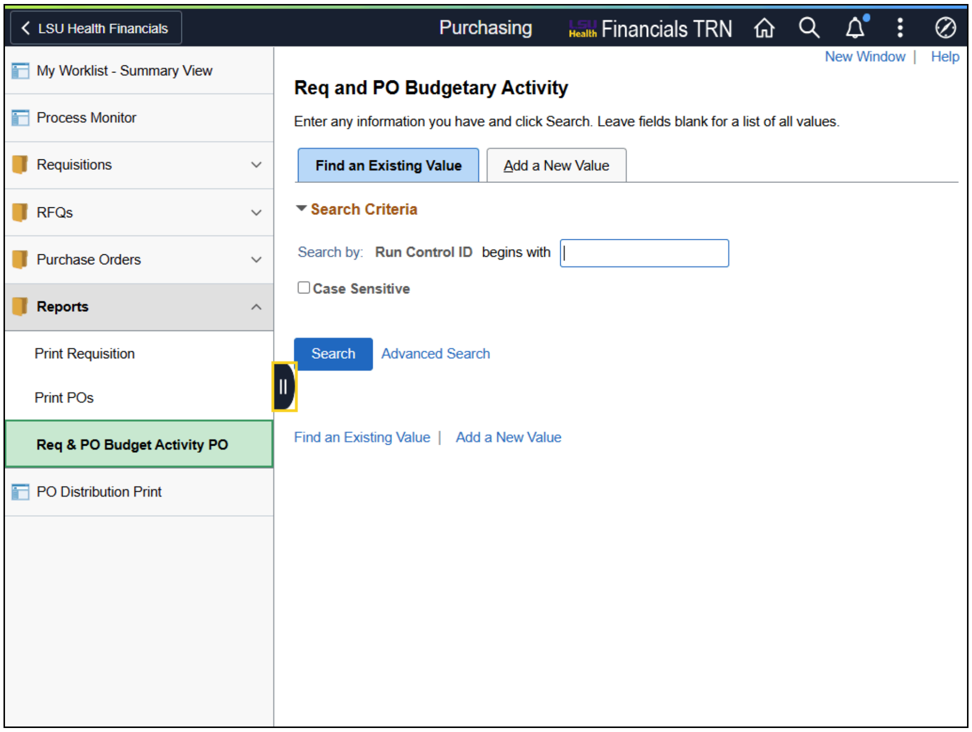
View & Print the Req and PO Budgetary Activity Report to HTML

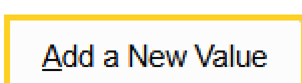
Procedure

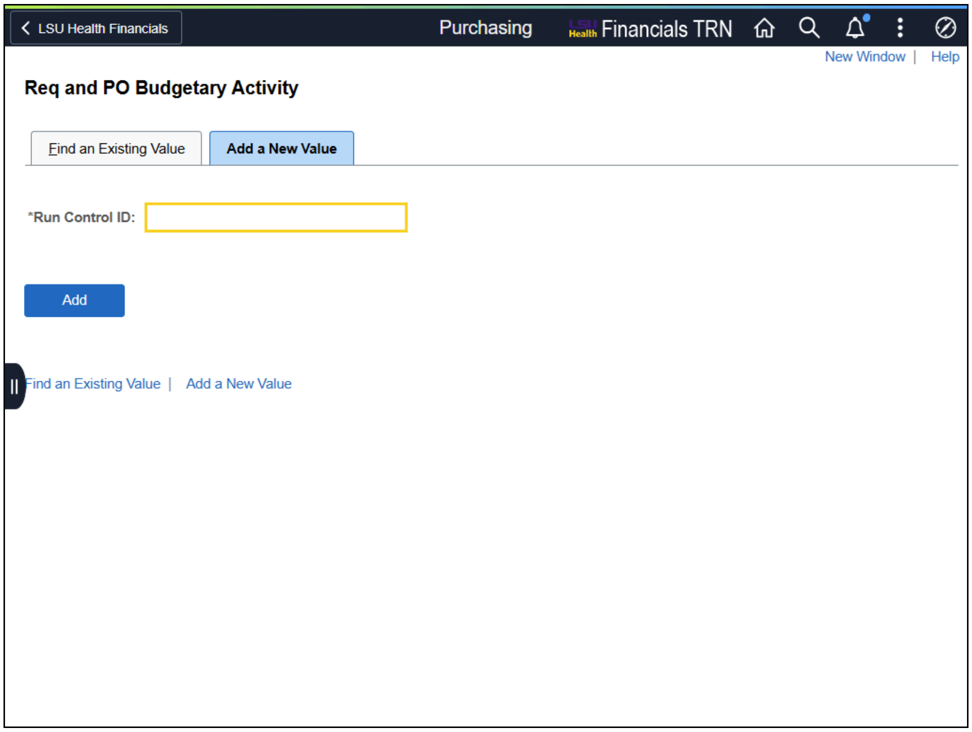
In this topic you will learn how to **View & Print Req and PO Budgetary Activity Report to HTML**.



Step	Action
1.	***NOTE: The Req & PO Budget Activity report will be run from the Purchasing tile on the <u>LSU Health Financials</u> homepage.*** Click the **Purchasing** tile.
2.	Click the button to the right of the **Reports** field.
3.	Click the **Req and PO Budgetary Activity** button. 



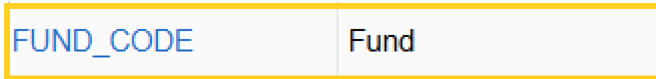
Step	Action
4.	Click the **Close Navigation Area** button. 
5.	The system defaults you into the '**Find an Existing Value**' tab. However, the first time a user runs this report, s/he will need to ***create a Run Control ID*** to set report parameters, run the report, and access the Process Scheduler to complete the report creation process. A run control id can only be created on the '**Add a New Value**' tab. On all subsequent runs, users will select the '**Find an Existing Value**' tab and search for a ***previously created*** run control id. ***See the Create/Find a Run Control ID topic in the Appendix for additional information on Run Controls.***
6.	Click the **Add a New Value** tab. 



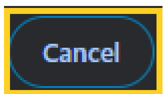
Step	Action
7.	A user can create a single run control id for all prints or create a run control id that is unique to a specific report. If a unique run control id is created for each report, the parameters will save and limited input will be required. Run control ids are tied to your User ID, so the same run control id can be used by multiple people. Enter the desired information into the **Run Control ID:** field. Enter "**PO_BUD_ACT**".
8.	Click the **Add** button. 
9.	The **Req and PO Budgetary Activity** panel displays. The user will enter or select the report parameters needed from the options provided. ***NOTE: If you had selected an existing Run Control ID, the page would contain the parameters from the last time you ran the report.***

Step	Action
10.	**Report Request Parameters** In this example, the following parameters will be used: **Business Unit** = LSUNO **Budget Date From** = 07/01/25 **Budget Date To** = 12/31/25 **Remaining Amount Operand** = Not Equal (< >) **Remaining Amount** = Zero (0) **ChartField** = DEPTID = 1050100 ***NOTE: In several places users are instructed to enter their Business Unit and DEPTID. When viewing the web-based training for this module, only the LSUNO 1050100 results will display.***
11.	Enter the desired information into the **Business Unit** field. Enter "**LSUNO**". ***NOTE: LSUSH, HCSDA and LAKMC, please enter your Business Unit.***
12.	***NOTE: For all documents for a specific fiscal year, enter 07-01-XX to 06-30-XX in the Budget Date From and To fields.*** Enter the desired information into the **Budget Date From** field. Enter "**07012025**".
13.	Enter the desired information into the **To** field. Enter "**123125**".
14.	**Remaining Amount** The user will specify the **Remaining Amount** fields as follows: • If the user wishes to view all of a Department's POs generated during a specific period, regardless of the balance (i.e., those with a remaining amount of zero (0), as well as those *not* equal to a remaining amount of zero (0)), **do not** select an operand and accept the default entry of zero (0) in the Remaining Amount field, • The user may **specify** an **operand** and enter the dollar amount in the adjacent field to or accept the default entry of **zero (0),** or • The user may select '**Not Equal**' (**< >**) as the Remaining Amount operand and the default value of **zero (0)** in the adjacent field so that only PO lines with a remaining amount (including credits) will be retrieved. **This is the option the user will select for running this report.**
15.	Click the button to the right of the **Remaining Amount Operand** field. 
16.	Click the **Not Equal (< >)** list item. 

Step	Action
17.	***ChartField** • The ChartField option defaults to ACCOUNT but can be changed by selection of the **Look Up ChartField** button. A list of available options displays from which the user can choose, such as Dept ID, Fund, Programs, etc.) • If a user wishes to specify more than one ChartField value, s/he will select the **Add a new Row (+)** button to insert additional rows and select appropriate values. • If the user wishes to run the report for all POs for his/her Business Unit, select the **Delete a Row (-)** button to remove the default ChartField value. ***NOTE: Most users will not run all POs for their Business Unit. When a specific Project/Grant value is entered, the remaining fields may be left blank since there would only be one ChartString for the specified Project/Grant.***
18.	Click the **Look up ChartField** button. 
19.	Click the **DEPTID** link. 
20.	Enter the desired information into the **DEPTID** field. Enter "**1050100**". ***NOTE: LSUSH users, please enter DEPTID 1103500. HCSDA and LAKMC users, please enter DEPTID 2018710.***
21.	Click the **Save** button. ***NOTE: Users <u>must</u> Save any changes made to the first row <u>before</u> additional row(s) can be inserted. Failure to Save before adding a row(s) will change the first row data back to the default setting.*** 
22.	In this example, you will add a row for **Fund Code** and then delete it. Click the **Add a new row at row 1** button.
23.	Click the **Line 2 Look up ChartField** button. 

Step	Action
24.	Click the **FUND_CODE** link. 
25.	Enter the desired information into the **From ChartField Value** field. Enter "**111**".
26.	You would usually save data after entering Line 2. In this instance, you will delete the row. Click the **Delete row 2** button.
27.	A message box will display asking you to confirm the delete. Click the **OK** button. 
28.	Click the **Save** button. ***NOTE: The values entered in the Req and PO Budgetary Activity panel will limit the POs retrieved based on the Department, Budget Dates, and Remaining Amount.*** 
29.	Click the **Run** button. 
30.	***NOTE: Reports can only be run <u>one at a time</u>. The first process must be completed before the next process is begun.*** Click the **Server Name** list. 
31.	Click the **PSNT** list item. 

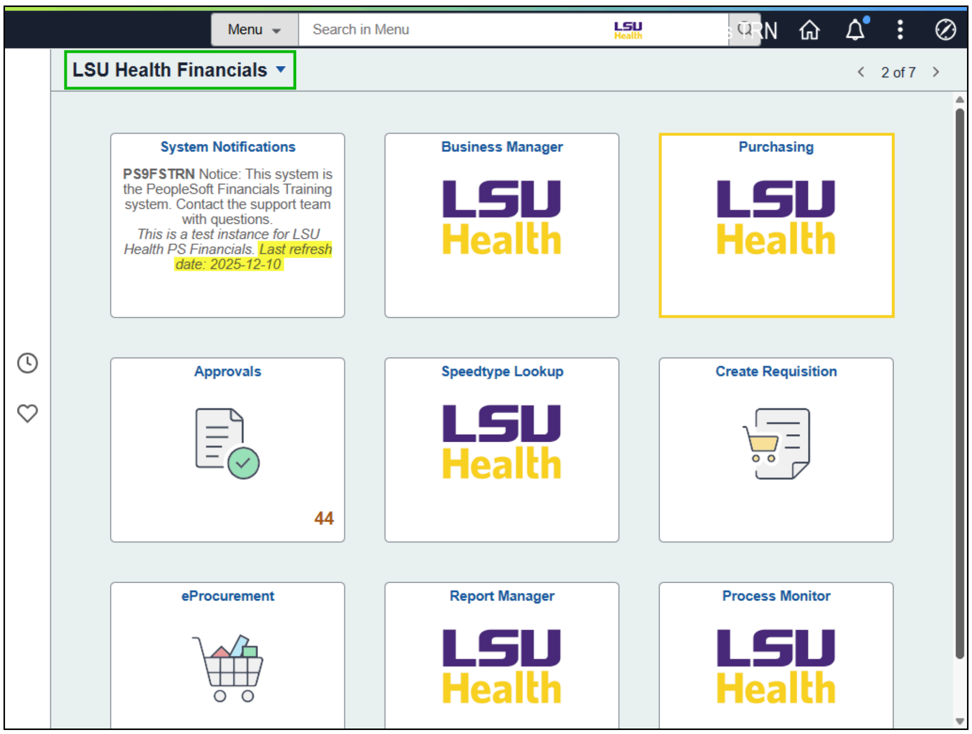
Step	Action
32.	Click the **Procurement Budgetary Activity** option. Selecting this option with the ***Type** and ***Format** defaulted will run this report using HTML. ***NOTE: Reports can only be run one at a time. The first report must complete the print process - the report is displayed in the Report Manager - before the user can initiate another report run.***
33.	Click the **OK** button. OK
34.	The **Process Monitor** is used to track the status of scheduled or running processes/jobs after submission. Click the **Process Monitor** link. Process Monitor
35.	The top line in the **Process List** is the most **recent** report request. The **Run Status** and **Distribution Status** indicate whether the process has been completed or not. In this example, the **Run Status = Queued** and **Distribution Status = Posted**. A **completed** process will have a **Run Status = Success** and a **Distribution Status = Posted**.
36.	Users will select the **Refresh** button to advance the process to completion. **Please wait 10 - 15 seconds between clicks of the Refresh button.** In this example, the process has been completed. Click the **Report Manager** link. Report Manager
37.	Click the **Administration** tab. Administration
38.	The **Procurement Budgetary Activity** report will display as a blue link in the ***Description*** column. Clicking the link will open a new window. Click the **Procurement Budgetary Activity** link. Procurement Budgetary Activity

Step	Action
39.	As specified by the parameters entered on the **Req and PO Budgetary Activity** panel, only POs with a remaining amount are retrieved. This makes it easier for the user to analyze the report when determining if an encumbrance needs to be closed or adjusted.
40.	***NOTE: Users may save the report by clicking the Download button to the left of the Printer button.*** Click the **Print** button. 
41.	Usually, you would select your print parameters and print the report. For **training purposes only**, click the **Cancel** button. 
42.	Click the **Close** tab. 
43.	Click the **Go back to Process Requests** link. Go back to Process Requests
44.	Click in the **Go back to Req and PO Budgetary Activity** field. Go back to Req and PO Budgetary Activity
45.	The user is returned to the Req and PO Budgetary Activity page. Changes can be made to the report parameters as needed to retrieve appropriate results.
46.	This completes ***View & Print the Req and PO Budgetary Activity Report to HTML***. **End of Procedure.**

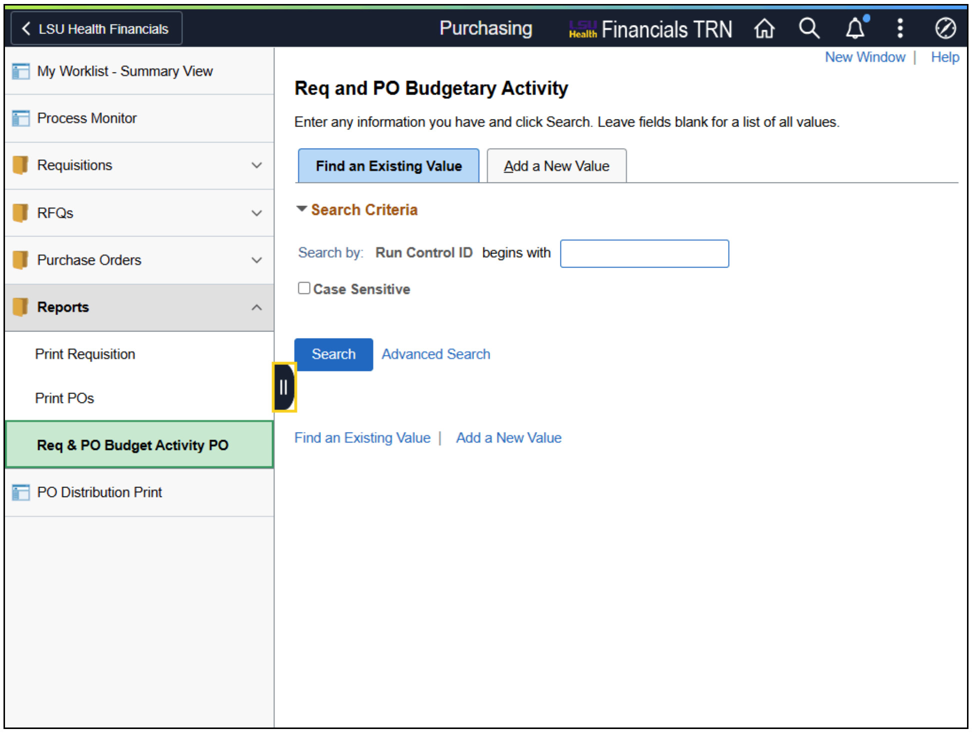
View & Print the Req and PO Budgetary Activity Report to Excel

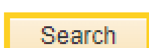
Procedure

In this topic you will learn how to **View & Print the Req and PO Budgetary Activity Report to Excel**.

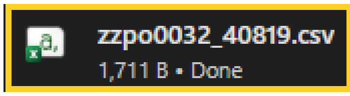
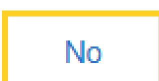


Step	Action
1.	Click the **Purchasing** button.
2.	Click the button to the right of the **Reports (select to expand or collapse child steps)** field. 
3.	Click in the **Req and PO Budgetary Activity** field. Req & PO Budget Activity PO



Step	Action
4.	Click the **Navigation Area** button. 
5.	In this exercise, the user will search for an *existing* run control id. If only **<u>one</u>** run control id has been created, the system will *default* the user onto the **Req and PO Budgetary Activity** panel. Click the **Search** button. 
6.	The Req and PO Budgetary Activity panel displays. The panel will contain the parameters selected the last time the report ran. Users can *modify* parameters or continue to use the *defaulted* settings. To eliminate retrieving POs from other business units, the **<u>minimum</u>** required entries are: • **Business Unit** • **Budget Date From** and **To** • **ChartField:** DeptID or Project/Grant ***NOTE: If the Project/Grant is entered, no other chartstring entry is required since a Project/Grant number is tied to a single chartstring.***

Step	Action
7.	In this example, the user will continue using the defaulted setting. Click the **Save** button. Save
8.	Click the **Run** button. Run
9.	***NOTE: Reports can only be run <u>one</u> <u>at</u> <u>a</u> <u>time</u>. The first process must be completed before the next process is begun.*** Click the **PO Activity, Excel for POS8001** option.
10.	Click the **OK** button. OK
11.	Click the **Process Monitor** link. Process Monitor
12.	Periodically (e.g., every 10 - 15 seconds), the user will select the **Refresh** button until the process is complete - **Run Status** = **Success** and **Distribution Status** = **Posted**. In this example, both statuses are already achieved. The Refresh button is not needed. Click the **Report Manager** link. Report Manager
13.	Click the **Administration** tab. Administration
14.	Click the **PO Activity, Excel for POS8001** link. PO Activity, Excel for POS8001
15.	Click the **zzpo0032_40819.csv** link. This action opens a new window. zzpo0032_40819.csv

Step	Action
16.	***NOTE: The Excel Budgetary Activity Report lists additional fields that are not included in the report when run to HTLM (e.g., Buyer, PO Type, and PO Status)*** The report is sent to Downloads and is displayed in the Recent download history box. Click the **zzpo0032_40819.csv** link. 
17.	Users can save, print, export, etc., the report. Select the File tab to view the available options. Click the **File** tab. 
18.	From this menu, users can select which option to use. The most often selected options are **Print,** to print the report or, **Save As** to save the report.
19.	Click the **Return** button. 
20.	Click the **Close** button. 
21.	Click the **OK** button. 
22.	Click the **Go back to Process Requests** link. 
23.	A Save message displays. Click the **No** button. 
24.	Click the **Go back to Req and PO Budgetary Activity** link. 
25.	The user is returned to the **Req & PO Budgetary Activity** page.
26.	This completes ***View & Print the Req and PO Budgetary Activity Report to Excel***. **End of Procedure.**

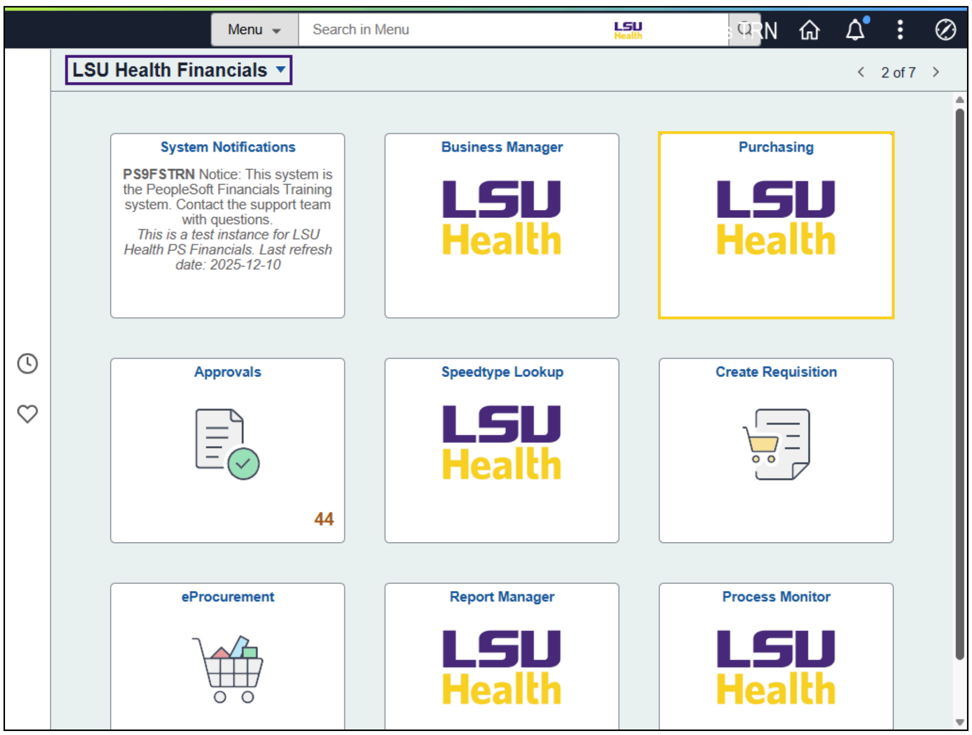
Managing Requisitions Pre-Encumbrance

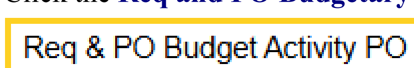
View & Print the Requisition Budgetary Activity Report to HTML

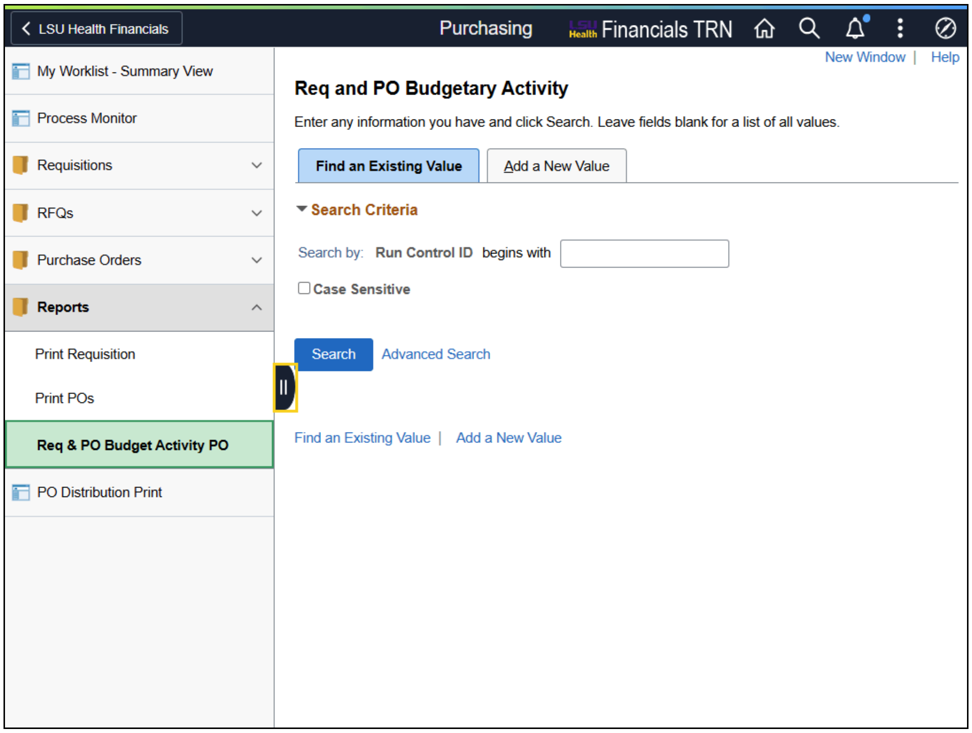
Procedure

In this topic you will learn how to **View & Print the Requisition Budgetary Activity Report to HTML**.

NOTE: This report will retrieve information on Requisitions submitted to Purchasing from your Department, for a specified period. You will be able to view any remaining pre-encumbrance amounts in this report.



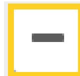
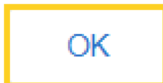
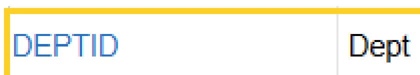
Step	Action
1.	Click the **Purchasing** button.
2.	Click the button to the right of the **Reports** field.
3.	Click the **Req and PO Budgetary Activity** link. 

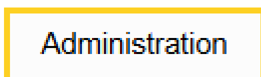
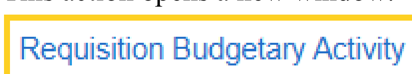


Step	Action
4.	Click the **Navigation Area** button. 
5.	The first time you use this method, you will need to create a **Run Control ID** to access the **Process Scheduler**. Click on the **Add a New Value** tab or hyperlink to create the Run Control ID. The system defaults you into the **Find an Existing Value** tab. On all subsequent prints, you will use the **Find an Existing Value** tab to *search* for *existing* **Run Control IDs**. ***See the Create/Find a Run Control topic in the Encumbrance Basics section for additional information.***
6.	Click the **Add a New Value** tab. 
7.	Enter the desired information into the **Run Control ID** field. Enter "**REQ_ACT_RPT**".
8.	Click the **Add** button. 

Step	Action
9.	The **Req and PO Budgetary Activity** page displays. The user will enter or select the report request parameters. ***NOTE: If you had selected an existing Run Control ID, the above page would contain the parameters from the last time you ran the report.*** To eliminate retrieving all requisitions for all Business Units, the minimum entries required are the following: **Business Unit** The **Dept ID** or **Project/Grant**, if applicable. If Project/Grant is entered, there is no need to enter any other parts of the ChartString since a Project/Grant number is tied to only one ChartString.
10.	Enter the desired information into the **Business Unit** field. Enter "**LSUSH**". ***NOTE: LSUNO, HCSDA and LAKMC, please enter your Business Unit.***
11.	***NOTE: If this involves a Project/Grant, you may retrieve information since the inception of the Project/Grant.*** ***NOTE: For all documents for a specific fiscal year, enter 07-01-XX to 06-30-XX in the From and To fields.*** Enter the desired information into the ***Budget Date From** field. Enter "**070125**".
12.	Enter the desired information into the ***To** field. Enter "**123125**".
13.	The user will specify the **Remaining Amount** fields as follows: **1.** If you wish to view **all** of your Department's requisitions, generated during a specific period, regardless of the balance (i.e. those with a Remaining Balance of Zero, as well as those not equal to a Remaining Balance of Zero), <u>**do**</u> <u>**not**</u> specify an operand and accept the default entry of **0 (Zero)** in the Remaining Balance field, **2.** You may specify an operand and enter the dollar amount in the adjacent field or accept the default entry of **0 (Zero),** or **3.** For managing encumbrances, the user will select **"Not Equal" (<>)** to a Remaining Amount of **0 (Zero)** so that only the Requisition Lines with a Remaining Amount (including credits) will be retrieved.
14.	Click the button to the right of the **Remaining Amount** field. 
15.	Click the **Not Equal (<>)** list item. 
16.	***The Remaining Amount of 0.00 USD will stay as defaulted.***

Step	Action
17.	**Enter ChartField Sort Options** The user may enter a single or multiple ChartFields. If the user wishes to specify a different ChartField value than what is defaulted in the ChartField field, the user will select the ChartField lookup button and select another value (Account, Dept ID, Fund, Program, Class Project ID, etc.). If the user wishes to specify more than one ChartField value, the user will need to select the **Add a New Row (+)** button to insert an additional row(s) and select the appropriate value(s). If the user wishes to run the report to view all requisitions for his/her Business Unit, select the Delete a Row (-) button to delete the row indicating the ChartField value.
18.	***NOTE: Most users will not run all requisitions in their Business Unit.*** ***NOTE: When a specific Project/Grant value is entered, the remaining fields may be left blank since there would only be one ChartString for the specific Project/Grant.***
19.	Click the **Lookup ChartField** button. 
20.	Click the **DEPTID** link. 
21.	Enter the desired information into the **From ChartField Value** field. Enter "**1103500**". ***NOTE: LSUNO users, please enter DEPTID 1050100. HCSDA and LAKMC users, please enter DEPTID 2018710.***
22.	***NOTE: Before adding additional rows, select the SAVE BUTTON to save the changes made in the first row. Failure to SAVE before adding the additional row will change the first-row data to the default setting.*** Click the **Add a new row at row 1** button. 
23.	Click the **Look up ChartField** button. 
24.	Click the **CLASS_FLD** link. 

Step	Action
25.	Enter the desired information into the **From ChartField Value** field. Enter "**10105**".
26.	Click the **Delete row 2** button. 
27.	Click the **OK** button. 
28.	The **Req & PO Budget Activity Report** was not *saved prior* to *adding* the *second row*. Therefore, the *DEPTID* *ChartField code *reverted* to *ACCOUNT*. The ***ChartField** value must be *changed* back to *DEPT ID* and *then saved prior* to *running* the report. Click the **Look up ChartField** button. 
29.	Click the **DEPTID** link. 
30.	Click the **Save** button. ***NOTE: The values entered in the Requisition Budgetary Activity Parameter page, in this example, will retrieve only those Requisitions, for the Department and Budget Dates specified, with a Remaining Amount not equal to 0 (Zero).*** 
31.	Click the **Run** button. 
32.	Click the button to the right of the **Server Name** field. 
33.	Click the **PSNT** list item. 
34.	Click the **Requisition Budgetary Activity** option. 

Step	Action
35.	Click the **OK** button. 
36.	Click the **Process Monitor** link. 
37.	If the **Run Status** = **Success** and the **Distribution Status** = **Posted.** The process is complete as shown in this example. If the **Run Status** did not equal ***Success*** or the **Distribution Status** did not equal ***Posted***, the user would select the **Refresh** button ***every 10 - 15 seconds*** until the process completed. Please do not lay on your clicker. Click the **Report Manager** link. 
38.	Click the **Administration** tab. 
39.	Click the **Requisition Budgetary Activity** link. This action opens a new window. 
40.	As specified in the **Requisition Budgetary Activity** parameter page, only the *requisition line(s)* with a ***Remaining Amount*** are *retrieved*. This will make it easier for the user to analyze the report when determining the pre-encumbrances that need to be closed or adjusted. ***Pre-Encumbrance Tips: If the user finds that a pre-encumbrance remains (even after the PO has been built), they should contact Purchasing (i.e. the Buyer associated with the PO).***
41.	View the fields on the **Requisitions Budgetary Activity Report**.
42.	Click the **Print** button. 
43.	***NOTE: Select print options and click OK.*** For **training purposes only**: Click the **Cancel** button. 

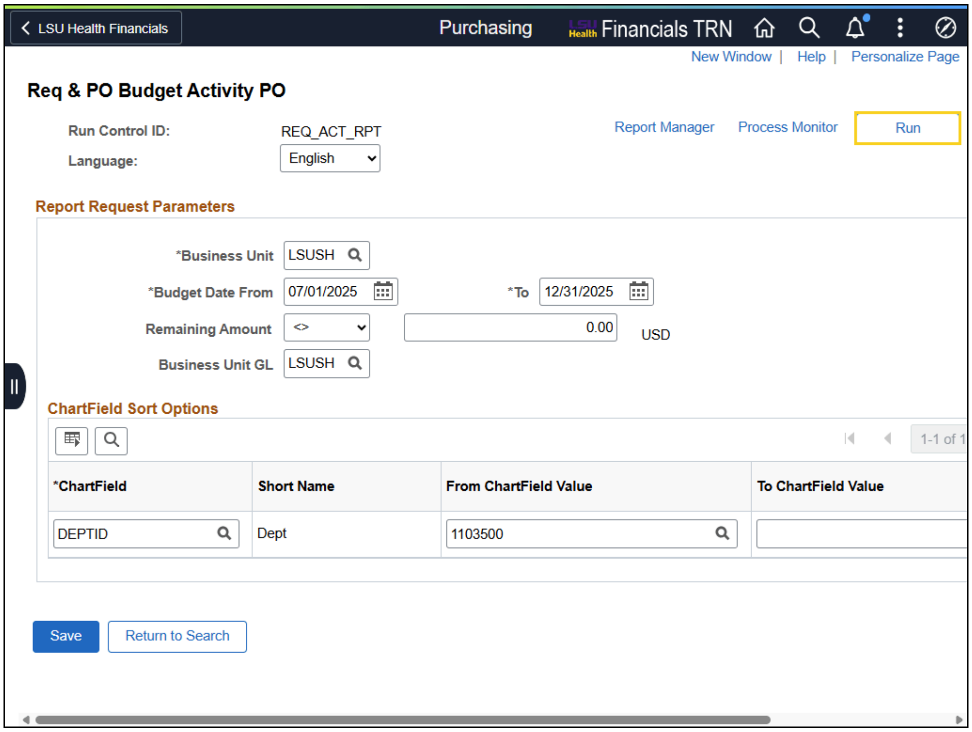
Step	Action
44.	Click the **Close POS8002_40934.PDF** button. 
45.	Click the **Go back to Process Requests** link. 
46.	Click the **Go back to Req and PO Budgetary Activity** link. 
47.	The user is *returned* to the **Req & PO Budget Activity** page. The user can now *initiate* running another *report*. ***Remember, reports can only be run one at a time.***
48.	This completes ***View & Print the Requisition Budgetary Activity Report***. **End of Procedure.**

View & Print the Requisition Budgetary Activity Report to Excel

Procedure

In this topic you will learn how to **View & Print the Requisition Budgetary Activity Report to Excel**.

Step	Action
1.	Navigate to the Req and PO Budgetary Activity page as follows: **From the LSU Health Financials homepage: Click the Purchasing tile > Reports > Req and PO Budgetary Activity** **Enter the Run Control ID**
2.	**Enter Parameters** For this example, the parameters provided were entered onto the Req & PO Budget Activity PO page in the previous topic. **1.** Enter Business Unit = LSUSH **2.** Enter Budget Date From and To = 070125 - 123125 **3.** Enter Remaining Amount = <> 0 **4.** Enter Chartfield options = DEPTID **5.** Enter From and To Chartfield Value(s) = 1103500 **6.** Save ***NOTE: In several places users are instructed to enter their Business Unit and DEPTID. When viewing the web-based training for this module, only the LSUSH 1103500 results will display.***



Step	Action
3.	Click the **Run** button. 
4.	Click the **Select Req. Activity, Excel POS8002** option. 
5.	Click the **OK** button. 
6.	Click the **Process Monitor** link. 
7.	If the **Run Status = Success** <u>and</u> the **Distribution Status = Posted .the** process is complete as shown in this example. If the **Run Status** did <u>not</u> equal ***Success*** <u>or</u> the **Distribution Status** did <u>not</u> equal ***Posted***, the user would select the **Refresh** button ***every 10 - 15 seconds*** until the process completed. Please do not lay on your clicker. Click the **Report Manager** link. 

Step	Action
8.	Click the **Administration** tab. Administration
9.	Click the **Req. Activity, Excel POS8002** link. Req. Activity, Excel POS8002
10.	Left click the link for the file with the **.cs** file extension. Click the **zzpo0032_40819.csv** link. zzpo0033_40980.csv
11.	Left click the link for the file with the **.cs** file extension. Click the **zzpo0032_40819.csv** link.
12.	As specified in the **Requisition Budgetary Activity** parameter page, only the Requisition line(s) with a Remaining Amount are retrieved. This will make it easier for the user to analyze the report when determining the pre-encumbrances that need to be closed or adjusted. ***Pre-Encumbrance Tips: If the user finds that a pre-encumbrance remains (even after the PO has been built), they should contact Purchasing (i.e. the Buyer associated with the PO).***
13.	View the fields on the **Requisition Budget Activity Report**.
14.	**Print Report** Click the **File** tab. File
15.	***NOTE: You may save the report by clicking Save As, Save as Adobe PDF or e-mail the report by clicking Share.*** Click the **Print** link. Print
16.	***NOTE: Select the Print button.*** For **training purposes only**, click the **Close** link to close the report. Click the **Close** link. Close

Step	Action
17.	Click the **Close Excel** button. 
18.	This completes ***View & Print the Requisition Budgetary Activity Report to Excel***. **End of Procedure.**