

## Are those my REQs and POs

Below you will see the different ways that the **OU\_BUD\_REQ\_PO** query can be run along with examples of what your output might look like. Some rules to keep in mind when running the query:

- A Budget Period entry is **required** for all funds **except** SPNSR
- Prompt values **must** be entered for all spreads based on a project (i.e. SPNSR, SUAUX,)

A few things to keep in mind, if you have a Req or PO that could not restore budget due to being in a completed or cancelled status then you can expect to see entries that begin with a **J\_**. When you see an entry like this you can match it to the PO(s) that total that amount. For instance in the first example below, POs **32214** and **32450** total the amount for entry **J\_APFPO** netting them to zero. These two POs are no longer outstanding and all money has been restored to the budget. Also, in some instances where the PO reference cannot be determined you will see an entry that begins with a **V\_**. In these cases you can try to identify the PO associated with this voucher by dollar amount or you can look this voucher up within PeopleSoft to find the PO it should be matched with.

The first SPNSR example below has a combination of both of the above items. In the example you can see that all **J\_** and **V\_** entries net to the total outstanding for PO **31040**. This PO is no longer outstanding and the budget has been restored.

**MISCA, MISCD, CLNOP, CLNSP, AGENC, STATE, HSPRM, RSOKC, & RSTUL Funds**

### REQ\_PO\_CLEANUP

Budget Period:	<input type="text" value="FY2005"/>	← <b>Budget Period is required</b>
From Org:	<input type="text" value="CSV001"/>	
To Org:	<input type="text" value="CSV999"/>	
From Fund:	<input type="text" value="STATE"/>	
To Fund:	<input type="text" value="STATE"/>	
From Program:	<input type="text" value="0"/>	
To Program:	<input type="text" value="Z"/>	
From Project:	<input type="text"/>	← <b>Notice the FROM and TO Project fields are left blank</b>
To Project:	<input type="text"/>	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>		

Typical results would look something like:

Req	PO	Budget Period	Org	Fund	SubClass	Program	Proj/Grant	Amt
	0032214	FY2005	CSV001	STATE	00000	00014		-16,920.74
	0032450	FY2005	CSV001	STATE	00000	00014		-15,379.37
	0035888	FY2005	CSV001	STATE	00000	00014		22,320.00
	0036258	FY2005	CSV001	STATE	00000	00014		14,581.40
	0036535	FY2005	CSV001	STATE	00000	00014		13,968.17
	0036623	FY2005	CSV001	STATE	00000	00014		48,120.92
	J_APFPO	FY2005	CSV001	STATE	00000	00014		32,300.11
								<b>98,990.49</b>
0033785		FY2005	CSV001	STATE	00000	00014		41,160.00

### EDWCH & SUAUX Funds

#### REQ\_PO\_CLEANUP

Budget Period:  **Budget Period is required**  
 From Org:   
 To Org:   
 From Fund:   
 To Fund:   
 From Program:   
 To Program:   
 From Project:  **Either a specific Project must be entered or broad search criteria -- NO BLANKS**  
 To Project:

Typical results would look something like:

Req	PO	Budget Period	Org	Fund	SubClass	Program	Proj/Grant	Amt
	0034108	FY2005	CSV001	SUAUX	00000	00061	SU389900	3,534.39
	0034109	FY2005	CSV001	SUAUX	00000	00061	SU389900	488,831.00
	0034990	FY2005	CSV001	SUAUX	00000	00061	SU389900	58,494.14
	0035898	FY2005	CSV001	SUAUX	00000	00061	SU389900	28,717.15
	0036145	FY2005	CSV001	SUAUX	00000	00061	SU389900	36,226.94
	0036519	FY2005	CSV001	SUAUX	00000	00061	SU389900	8,700.00
								<b>624,503.62</b>

**MISCA, MISCD, CLNOP, CLNSP, AGENC, STATE, EDWCH, HSPRM, RSOKE, RSTUL, & SUAUX Funds**

**REQ\_PO\_CLEANUP**

**Budget Period:**  ← Budget Period is required  
**From Org:**   
**To Org:**   
**From Fund:**   
**To Fund:**   
**From Program:**   
**To Program:**   
**From Project:**   
**To Project:**  } A blank FROM Project to the widest option on the TO Project

Typical results would look something like:

Req	PO	Budget Period	Org	Fund	SubClass	Program	Proj/Grant	Amt
	0032214	FY2005	CSV001	STATE	00000	00014		-16,920.74
	0032450	FY2005	CSV001	STATE	00000	00014		-15,379.37
	0035888	FY2005	CSV001	STATE	00000	00014		22,320.00
	0036258	FY2005	CSV001	STATE	00000	00014		14,581.40
	0036535	FY2005	CSV001	STATE	00000	00014		13,968.17
	0036623	FY2005	CSV001	STATE	00000	00014		48,120.92
	J_APFP0	FY2005	CSV001	STATE	00000	00014		32,300.11
								<b>98,990.49</b>
0033785		FY2005	CSV001	STATE	00000	00014		41,160.00
	0034108	FY2005	CSV001	SUAUX	00000	00061	SU389900	3,534.39
	0034109	FY2005	CSV001	SUAUX	00000	00061	SU389900	488,831.00
	0034990	FY2005	CSV001	SUAUX	00000	00061	SU389900	58,494.14
	0035898	FY2005	CSV001	SUAUX	00000	00061	SU389900	28,717.15
	0036145	FY2005	CSV001	SUAUX	00000	00061	SU389900	36,226.94
	0036519	FY2005	CSV001	SUAUX	00000	00061	SU389900	8,700.00
								<b>624,503.62</b>

## SPNSR Fund Projects only

### REQ\_PO\_CLEANUP

Budget Period:  Budget Period is always blank for SPNSR spreads  
 From Org:   
 To Org:   
 From Fund:   
 To Fund:   
 From Program:   
 To Program:   
 From Project:  Project values can never be blank. Enter a valid FROM - TO Project  
 To Project:

Typical results would look something like:

Req	PO	Budget Period	Org	Fund	SubClass	Program	Proj/Grant	Amt
	J_FIX2		CSV001	SPNSR	00000	00012	C1234567	-7,956.55
	0031040		CSV001	SPNSR	00000	00012	C1234567	10,571.35
	V_00611764		CSV001	SPNSR	00000	00012	C1234567	-168.00
	V_00611796		CSV001	SPNSR	00000	00012	C1234567	-168.00
	V_00611803		CSV001	SPNSR	00000	00012	C1234567	-42.00
	V_00611831		CSV001	SPNSR	00000	00012	C1234567	-168.00
	V_00611853		CSV001	SPNSR	00000	00012	C1234567	-168.00
	V_00611869		CSV001	SPNSR	00000	00012	C1234567	-41.90
	V_00611879		CSV001	SPNSR	00000	00012	C1234567	-168.00
	V_00611888		CSV001	SPNSR	00000	00012	C1234567	-42.00
	V_00611892		CSV001	SPNSR	00000	00012	C1234567	-168.00
	V_00611896		CSV001	SPNSR	00000	00012	C1234567	-42.00
	V_00621220		CSV001	SPNSR	00000	00012	C1234567	-106.00
	V_00625021		CSV001	SPNSR	00000	00012	C1234567	-294.50
	V_00625027		CSV001	SPNSR	00000	00012	C1234567	-293.95
	V_00634843		CSV001	SPNSR	00000	00012	C1234567	-293.95
	V_00634844		CSV001	SPNSR	00000	00012	C1234567	-294.50
	V_00670449		CSV001	SPNSR	00000	00012	C1234567	-156.00
								<b>0.00</b>
J_FIX1			CSV001	SPNSR	00000	00012	C1234567	-13,297.75
0031334			CSV001	SPNSR	00000	00012	C1234567	13,297.75
								<b>0.00</b>

## SPNSR Fund Projects across a broad range

### REQ\_PO\_CLEANUP

Budget Period:  Budget Period is always blank for SPNSR spreads  
 From Org:   
 To Org:   
 From Fund:   
 To Fund:   
 From Program:   
 To Program:   
 From Project:  Project values can never be blank for SPNSR spreads. Specific values or broad TO - FROM options always  
 To Project:

Typical results would look something like:

Req	PO	Budget Period	Org	Fund	SubClass	Program	Proj/Grant	Amt
	0035358		CSV001	SPNSR	00000	00012	C1029991	4,459.40
0035960			CSV001	SPNSR	00000	00012	C1029991	3,077.00
0037671			CSV001	SPNSR	00000	00012	C1029991	129,995.00
	V_00611872		CSV101	SPNSR	00000	00012	C1169905	-57.00
	V_00611879		CSV101	SPNSR	00000	00012	C1169905	-69.50
	V_00611888		CSV101	SPNSR	00000	00012	C1169905	-19.00
	V_00611892		CSV101	SPNSR	00000	00012	C1169905	-126.50
	V_00611896		CSV101	SPNSR	00000	00012	C1169905	-38.00
0030381			CSV101	SPNSR	00000	00012	C1169905	2,622.00
	0033681		CSV101	SPNSR	00000	00012	C1169906	3,675.90
	0034821		CSV101	SPNSR	00000	00012	C1169906	13,795.19
	0034828		CSV101	SPNSR	00000	00012	C1169906	34,031.50
0033869			CSV101	SPNSR	00000	00012	C1169906	2,830.63
	0034908		CSV150	SPNSR	00000	00012	C3019991	58,679.46
	0034929		CSV150	SPNSR	00000	00012	C3019991	2,650.00
0037527			CSV150	SPNSR	00000	00012	C3019991	15,864.00