MAKING ADJUSTMENTS FOR INTEGRATED CONTRACTORS CREDITS

Creating Offsetting Entries in GL:
Create an ADI spreadsheet to offset the obligation, receipt, and payment that is established in the PO/AP modules.

(See attached)

Use the following naming conventions when naming the GL Batch and Journal:
Batch Name = "OR-*fl* IC CREDITS *cid date poline#*"
   f= first initial
   l= last initial
   date = dd-mm-yy
   poline# = Purchase Order Line Number added to PO

   Example - OR-RSF IC CREDITS OR23100 15-MAY-06 # 2

Batch Description = "ADDING ADJ. FOR CREDIT COSTS – RECONCILING ITEM WITH PO #ddd"   (where ddd is a sequential number)

Journal Name = "OR-*fl* IC CREDITS *cid* ADJUSTMENT"
   Example - OR-RSF IC CREDITS OR23100 Adjustment

Journal Description=ADDING ADJ. FOR CREDIT COSTS - RECONCILING ITEM WITH PO # ddd   (where ddd is a sequential number)

Upload the ADI spreadsheet.

Reserve and Check Funds

Post to GL

Obligation:
We are adding a new Purchase Order line for these obligations, instead of modifying an existing PO/shipment. This will keep our transactions separate from P&B's. This will also keep all transactions from being unreserved. In addition, this will allow us to modify the PO even when 2 months are open in the PO.

Purchase Order Summary

Enter the CID

Header

Find

Open

**Click on new PO line   (note: OR23100 already has had line 2 added)

Transaction code = "Obligation Regular"   This is not always Obligation Regular. Be sure to choose the correct TC based on the

OK
>Description = ADDING ADJ FOR CREDIT COSTS – RECONCILING ITEM WITH GL

Add Quantity

Shipments (look at all 3 tabs to make sure correct.)

Distributions

Deliver to = Oak Ridge

Add AFF (must check to see what the appropriation year should be)
>SGL = 6100000 (**ALWAYS**)

OK

Save

***Check funds:
>Tools
>Check Funds (must be on the line you want to check funds on)
>>If insufficient run the following report:
>>>Funds check Exception Report

>>If insufficient funds after you save, the entire PO gets locked "In Process"
>>- Canceling "In Process" Status below.

Approve

Submit for Approval

OK

Exit PO Summary

Go back into PO Summary

Requery PO

Make sure Approval Status = "Approved"

Canceling In Process Status:
***If a PO is stuck in process NOTHING can be done to it". As long as you do the GL entries first this should not happen.

If a purchase order gets stuck "in process" due to insufficient funds the following steps should be taken:

Notification Summary

Select notifications

Send to back to preparer

Close

Go back to PO Summary to fix

Receipts:
Receipts

Select the ORO Inventory Org

CID

Line = New PO line added

Find

Make sure "new receipt" button is on.

Close header

Form Activity = PO Matched Receipts

Transaction Event = Receipts

Transaction Code= Receipts Regular
      You must change the receipt TC after the receipts screen is open. Users can not select any IC Transactions Code from the Form Activity Screen.

Click on the PO line/shipment

Go to the Details tab.

Change the TC to one that matches the IC transaction:

IC RECEIPT – REGULAR   (for operating funds)
IC RECEIPT – RW1-2   (for fund types 1x and 2x)
IC RECEIPT – RW-3   (for fund types 3x)
IC P&CE – REGULAR   (for plant and capital equipment)
IC RECEIPT – ISOTOPES   (for isotope funds)
IC RECEIPT – NWF   (for nuclear waste funds)

Verify that everything is correct on the

SAVE

PAYMENT

Log Invoice:

DOE AP-IPAC Responsibility

Invoices

Form Activity = Matched

Transaction Event=Matched Invoice

Transaction Code=Invoice

PO Default

Enter CID

Invoice Num =*CID-user's initials-next#*
     Example OR23100-RSF-1

Description =ADDING ADJ. FOR CREDIT COSTS - RECONCILING ITEM WITH GL

Terms Date=Today's Date

Terms=STD IMMEDIATE

Pay Group=GL OFFSET

Pay Method = CLEARING

Match Invoice to Receipt:

Click Match

Find correct PO line and shipment number
Make sure Invoice Amount=Distribution Amount

Match

Save

Actions

Validate

Ok

Actions

Force Approval

OK

Actions

Create Accounting

OK

BATCH PAYMENT

This MUST BE DONE THE SAME DAY!!
Go into the menu option, Payments → Entry → Payment Batches.

Fill in the Form Activity as Payment Batches, the Transaction Event as Payment Batches, and the Transaction Code as **Clearing Payment**.

The Pay Group is GL OFFSET.

Enter supplier to eliminate batching other invoices. This may not be necessary since we are using the GL OFFSET pay group.

The Batch Name = OR-GLOFFSET-*dd-month-yy*.
.
The Payment Date is the current date.

The Document=ORO Clearing

Ensure the box is checked for Allow Zero Pay. May not be necessary since the IC credit payments will not zero.

Verify the T-code is Clearing Payment.

Under Actions, check Select, Build, and Print Preliminary Register.

View your requests. Once the Preliminary Register completes, view the output to ensure the payment(s) selected are what you want. If any are missing or if too many are selected, don't proceed.

> Requery the batch.
>
> Under Action, check Format Payment and click OK.
>
> View your requests to know when this process completes.
>
> Requery the batch. The status should now be Formatted.
>
> Under Actions, check Confirm and Print Final Register, then click OK.
>
> Select "PRINTED" as the Status. The To # should be the number you copied from the last record paid above. If only batching one payment the From # = To #.
>
> Click Confirm
>
> View your requests. Once the process completed, view the output to ensure only the records you expected were paid.
>
> Requery the batch. Status should be "Confirmed"
>
>
> Under More Actions, check Create Accounting and click OK.
>
> View your requests. When this job completes, you'll see only the proprietary side of the transactions.
>
> At 8:00 p.m. EST every night, a concurrent request runs to send all journal entries over to GL, where they can then be posted. Until these jobs are posted in GL, you will not see the effects of the zero pay entries on any reports from the GL.
>
> BE SURE TO CHECK THE NEXT DAY TO ENSURE OBLIGATIONS, RECEIPTS, AND PAYMENTS NET ZERO AT THE FULL AFF LEVEL.