ACCOUNTS PAYABLE

PURCHASE ORDER TO ESTIMATED PAYABLE ROLL (PCL ROLL)

5 Simple Steps

Step 1 – Review Purchase Order Encumbrances

From the Reports menu, click on Application Reports and select the Open Encumbrances Report from the Select a Report dropdown. On the initiator, select Type PO, enter desired report criteria, and click [Create Report].

Step 2 – Search for Purchase Orders Eligible for PCL Roll

From the Processes menu select PCL Roll. On the PCL Roll (Search) screen enter search criteria and click [Search]. Click on Expander control to view PO Details and remaining encumbrance amount(s).

Step 3 – Generate Prelist

Select PO records by clicking on the Select All checkbox or on the checkbox to the left of the PO number and click [Prelist]. The Prelist Report automatically displays upon completion and displays vendor, account, and encumbrance information for the selected POs. POs with errors are listed on the PCL Prelist Errors page.

Once the Prelist Report generates, the select PO checkboxes are disabled. To modify the PO selection and generate a new Prelist Report click [Cancel].

Step 4 – Roll Purchase Orders to Estimated Payables

To roll the selected PO’s, click on [Roll]. On the Payable Object Window, select the Accrual Type, then click [Select]. Click [Yes] on the Confirmation prompt to start the roll.

The PCL Roll (History) screen displays, and a new PCL Roll History record is added. The status column refreshes to display the status of the roll. When the roll completes, the XLSX and PDF file format icons display, the Finish Date/Time is updated, and the Status is set to Completed.

Step 5 – PCL Postlist Report

The PCL Postlist Report generates upon completion of a PCL Roll and displays the Estimated Payable records along with the Vendor, Account, and Established amount. PO’s with errors are listed on the PCL Prelist Errors page and will not roll to an EP until the error is resolved.

Estimated Payables created by the PCL Roll can be found on the Estimated Payables screen, within the Payment menu. On the Estimated Payables Search screen, select the Workflow of Approved, select the fiscal year, and click [Search].