

Obligation T-Code Exception Detail Report Instructions

PR and PO Entry with Process

Reports

Run

Single Request

Name	DOE Obligation Transaction Code Exception Detail Report	OK
Allottee	enter your desired allottee	OK

Submit

note Request ID

Refresh Data until the Phase = Complete and Status = Normal

note: This report is too wide to print on a 8.5 x 11 landscape, so it is best to save it to a text file and open it from Excel using the commands.

View Output This allows you to view the report on the screen.

File

Save As save to your directory as a "txt" file

From Excel, open the txt file and pars it into columns consistent with the report header.

Format the column widths to allow the report to be printed (if desired).

Report Review:

This report identifies all obligation entries made where the T-Code entered for the Distribution Line in the PO module does not match the required T-Code based on the AFF.

Correction the Obligation T-Code:

PR and PO Entry with Process

Purchase Order Summary

Number	Enter the PO Number	
Results Box	mark "Distribution"	FIND
	arrow to the correct Shipment and Distribution line	OPEN
Approve	Unreserve ** make sure the Unreserve Date is in the same month as the obligation entry you are correcting!!!!	OK
	Oracle will provide the following messages:	
	Passed Funds Adjust	OK
	Action completed successfully	OK
	note: The Status should be "Requires Reapproval"	
Shipments	tab over to the Transaction Code box and correct the T-Code	Save
Distribution	tab over to the Transaction Code box and correct the T-Code	Save
	Return back to the "Purchase Order Summary to Purchase Order (Department of Energy" screen with the x	
Approve	mark the "Submit for Approval" box	OK
	Oracle will provide the following messages:	
	Document has been submitted for Approval	OK
	note: The Status should be "Approved, Reserved"	

note: The GL Date for all lines of the PO must be within an open period to Approve the obligation. See your PO Obligation quick reference card.