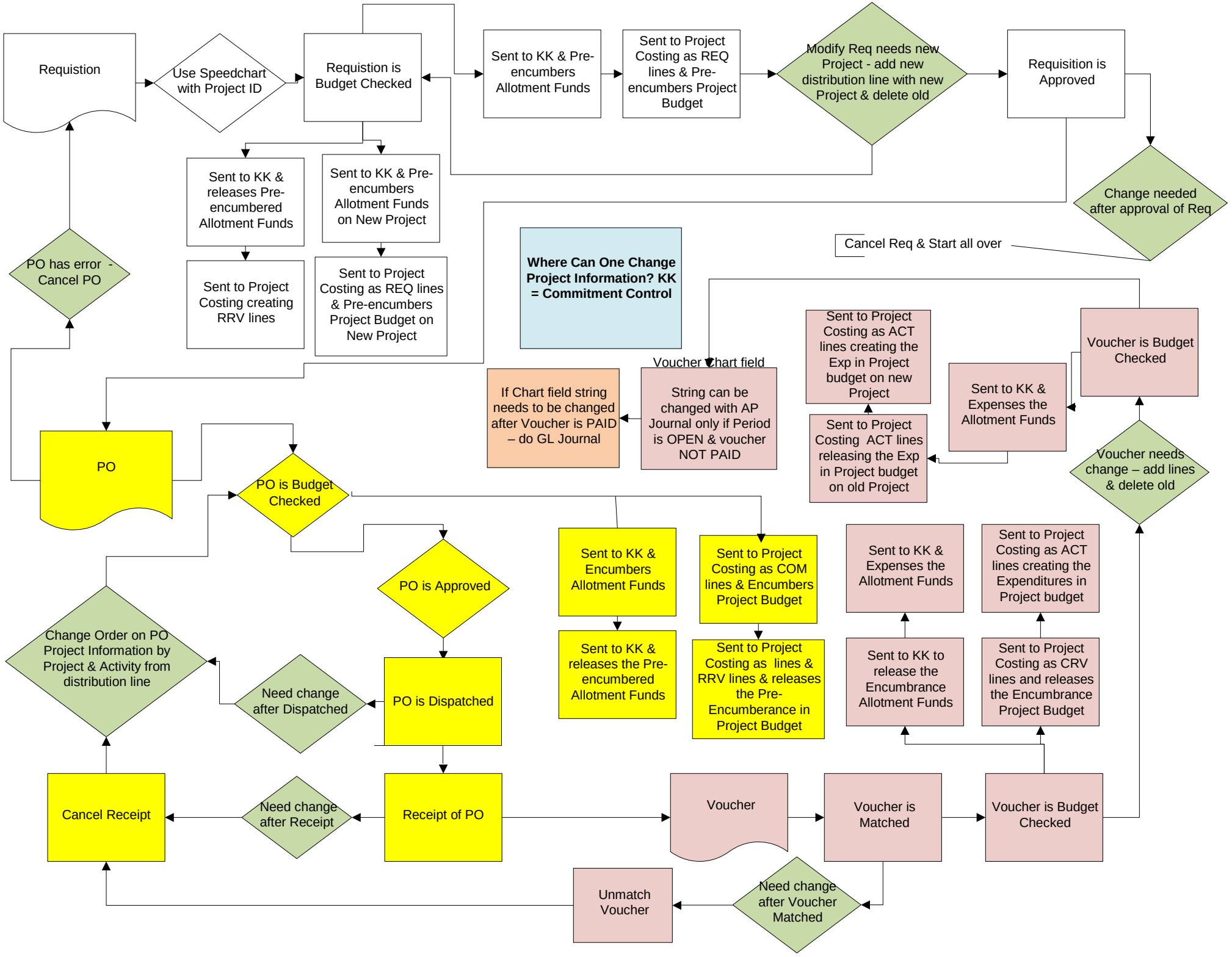
Requistion
Use Speedchart with Project ID
Requistion is Budget Checked
Sent to KK & Pre-encumbers Allotment Funds
Sent to Project Costing as REQ lines & Pre-encumbers Project Budget
Modify Req needs new Project - add new distribution line with new Project & delete old
Requisition is Approved
Change needed after approval of Req
Cancel Req & Start all over
Sent to KK & releases Pre-encumbered Allotment Funds
Sent to KK & Pre-encumbers Allotment Funds on New Project
Sent to Project Costing creating RRV lines
Sent to Project Costing as REQ lines & Pre-encumbers Project Budget on New Project
PO has error - Cancel PO
Where Can One Change Project Information? KK = Commitment Control
Voucher Chart field
If Chart field string needs to be changed after Voucher is PAID – do GL Journal
String can be changed with AP Journal only if Period is OPEN & voucher NOT PAID
Sent to Project Costing as ACT lines creating the Exp in Project budget on new Project
Sent to Project Costing ACT lines releasing the Exp in Project budget on old Project
Sent to KK & Expenses the Allotment Funds
Voucher is Budget Checked
Voucher needs change – add lines & delete old
PO
PO is Budget Checked
PO is Approved
Sent to KK & Encumbers Allotment Funds
Sent to KK & releases the Pre-encumbered Allotment Funds
Sent to Project Costing as COM lines & Encumbers Project Budget
Sent to Project Costing as lines & RRV lines & releases the Pre-Encumberance in Project Budget
Sent to KK & Expenses the Allotment Funds
Sent to KK to release the Encumbrance Allotment Funds
Sent to Project Costing as ACT lines creating the Expenditures in Project budget
Sent to Project Costing as CRV lines and releases the Encumbrance Project Budget
Change Order on PO Project Information by Project & Activity from distribution line
Need change after Dispatched
PO is Dispatched
Cancel Receipt
Need change after Receipt
Receipt of PO
Voucher
Voucher is Matched
Voucher is Budget Checked
Unmatch Voucher
Need change after Voucher Matched