TABLE OF CONTENTS:

The SOLAR Financials Requisition Reconciliation Module
Who Do I Contact For Help?
Requisition/Purchase Order Life Cycle
SOLAR Financials Req Recon Module Overview
Accessing SOLAR Financials
Req Recon Inquiries
   Accessing SOLAR Financials Req Recon Inquiries
   Searching for a Requisition or Purchase Order
   The Recon Summary Page
   The Recon Detail Page
   Advanced Sorting
   Column Sorting
   Customizing Sort Order
The ChartField Lookup Inquiry
The View Trees Inquiry
Run Req Recon Queries
Accessing Run Req Recon Queries
Downloading Queries To Excel
Advanced Search Features
   Search Parameters
   Saving Search Criteria
   Selecting Saved Searches
   Deleting Saved Searches
Additional Information
Tran IDs
Req Recon Menu Navigation – Quick Reference
Req Recon – All Req / PO
Req Recon – Open Req / PO Only
Run Req Recon Queries
ChartField Lookup
View Trees
The SOLAR Financials Requisition Reconciliation Module

The SOLAR Financials system provides a requisition reconciliation module that includes various inquiries and pre-formatted queries that are used to track and reconcile financial transactions. The SOLAR Requisition Reconciliation User’s Guide provides information on accessing, downloading, and using the various reconciliation tools including:

- Req Recon Inquiries:
  - Req Recon – All Req / PO Inquiry
  - Req Recon – Open Req / PO Only Inquiry

- Run Req Recon Queries

- ChartField Lookup Inquiry

- View Trees Inquiry

Who Do I Contact For Help?

The SOLAR Financials group is available to answer your Financial questions such as “How do I access the ChartField Lookup Inquiry?” or “How do I access the Req Recon Queries?” Contact SOLAR Financials at:

solarfin@csun.edu

(818) 677-1000, press 2, press 1

Requisition/Purchase Order Life Cycle

1. In order to understand the data in the Req Recon module, it is important to understand the “life cycle” of a requisition. The “life cycle” describes what happens to a requisition from start to finish. The following is an example of a requisition’s life cycle.

2. A department creates a requisition for a new computer in the Online Requisition module of SOLAR Financials. Once saved, a Requisition ID is generated. After the requisition is sent to the Approver, and approved, it creates a pre-encumbrance against the chartfield string entered for the requisition. For example, this requisition totals $2495.00. A pre-encumbrance of $2495.00 is created.

3. A Buyer in the Purchasing department converts the approved requisition into a purchase order. This generates a Purchase Order ID, or PO ID. This process liquidates the pre-encumbrance and creates an encumbrance for the amount of the purchase order (which may be different than the amount of the requisition due to shipping and handling charges, taxes, special discounts applied, or sale prices, etc.). For example, the pre-encumbrance of $2495.00 is liquidated and an encumbrance of $2495.00, $208.85 and $35.00 is created (the item price + tax + shipping).
4. After the purchase order is sent to the vendor, and the order is filled and received, the vendor invoices the University. The Accounts Payable department receives the vendor invoice and enters the invoice into SOLAR Financials. This entry creates a Voucher ID.

5. A check is issued to the vendor. The check number (once issued), displays in the Req Recon pages.

**Note:** The Accounts Payable department issues vendor checks once a week on Thursdays. Any voucher that is listed in the Req Recon panels without a check number will not be updated until the check has been issued and assigned. If a voucher displays without a check number associated with it, it may be posted the following week.

**SOLAR Financials Req Recon Module Overview**

The SOLAR Financials Req Recon module provides a series of financial inquiries and queries that can be used to reconcile requisitions and purchase orders. These queries/inquiries include:

- **Req Recon – All Req / PO** – displays the “history” of a requisition or purchase order. This inquiry displays ALL requisitions and purchase orders both open and closed.

- **Req Recon – Open Req / PO Only** – displays the history of a requisition or purchase order. This inquiry displays information for “open” requisitions or purchase orders only.

- **ChartField Lookup** – displays the description of a particular chartfield and provides a list of valid chartfield values.

- **The View Trees Inquiry** – displays department and account chartfield information as it appears in the financials tree.

- **Run Req Recon Queries** – displays a list of pre-formatted queries that can be downloaded into an Excel spreadsheet for data manipulation.

These inquiries/queries are available to anyone with SOLAR Financials access and should be used by anyone responsible for requisition reconciliation. To apply for SOLAR Financials access, a [SOLAR Financials Access Application](https://www.csun.edu) must be completed.

**Accessing SOLAR Financials**

The following provides instructions on accessing SOLAR Financials from the Campus Portal.

1. Launch Microsoft Internet Explorer.

2. Access the [Campus Web Portal Login Authentication](https://www.csun.edu) web page at: [https://www.csun.edu/](https://www.csun.edu).

Figure 1: CSUN’s Webpage
3. Enter your email address (with or without “@csun.edu”, such as “wchang” or “wilson.chang”) in the **CSUN User ID** field.

4. Enter your campus account password in the **Password** field.

5. Click on the **login** button to access the Campus Portal.

6. From the Campus Portal web page, click on the **SOLAR Financials** link in **myNorthridge Menu** pagelet.

   ![myNorthridge Pagelet – SOLAR Financials](image)

   Figure 2: myNorthridge Pagelet – SOLAR Financials

7. To navigate to the Requisition/PO Recon module, click on the **Financials Inquiry** link using either the Left Navigation or the Portal Menu.

8. Click on the **Purchasing Inquiry** link to access the Requisition/PO Recon module.
Note: Access to the module is based on security. The links that appear under the Financials link are based on what has been authorized for your use.

Req Recon Inquiries

1. **Req Recon – All Req / PO** and **Req Recon – Open Req / PO Only** are inquiries that track the progress of a requisition or purchase order.

2. **Req Recon – All Req / PO** should be used to query ALL requisitions and purchase orders in the system (both open and closed).

3. **Req Recon – Open Req / PO Only** – should be used to query open requisitions and purchase orders. This query will not display requisitions and purchase orders that have zero sum balances.

These inquiries are used to verify the status of a requisition or purchase order by using any of the following criteria:

- **Dept ID** – displays Reqs / POs for the department.
- **Group Ref Number** – displays a specific Req / PO.
- **Vendor ID** – displays Reqs / POs for a specific vendor ID.
- **Vendor Name** – displays Reqs / POs for a specific vendor’s name.

Accessing SOLAR Financials Req Recon Inquiries

1. From the Campus Portal, click on the **Financials Inquiry** link (see Figure 1, below).

2. This launches a new window.
3. To access the **Req Recon – All Req / PO** inquiry, click on the following menu path:

   - SOLAR Financials > Purchasing Inquiry > Req Recon – All Req / PO

4. To access the **Req Recon – Open Req / PO Only** inquiry, click on the following menu path:

   - SOLAR Financials > Purchasing Inquiry > Req Recon – Open Req / PO Only
Searching for a Requisition or Purchase Order

1. The Req Recon – All Req / PO inquiry opens to the Find an Existing Value page (see Figure 1, below). The search page requires data to be entered in at least one search field. Multiple fields can be used to narrow the search results.

   - It is recommended that you minimize the Portal Menu by clicking on the “-” sign. This will maximize viewing space.

FIGURE 1. The Req Recon “Find an Existing Value” page.

2. Enter information in one or more of the following fields:

<table>
<thead>
<tr>
<th>Table 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dept ID</strong></td>
</tr>
</tbody>
</table>
**Group Ref Number**
This number may apply to a requisition number or a purchase order number. The Group Ref Number is the document number that initiated the transaction.

For example, if the transaction started as a requisition the Group Ref Number is the requisition number.
If it started as a purchase order the Group Ref Number is the purchase order number.

**Vendor ID**
The 10-digit vendor ID.

**Vendor Name**
The name of the vendor.

**Note:** These fields will accept partial data, as well as complete data. For example, entering “T” in the **Vendor Name** field will return all vendor names starting with the letter “T”.

3. Click on the yellow **Search** button (see Figure 2, below).

**FIGURE 2.** Entering Search Criteria in the “Find an Existing Value” page.

**Note:** For information on advanced search features refer to the **Advanced Search Features** section in this Guide.

4. Click on the desired item in the search results. For example, click on the last search result for Troy Systems Inc. to access the **Recon Summary** page for that Group Reference Number (see Figure 3, below).

**FIGURE 3.** Req Recon – All Req / PO Search Results.
The Recon Summary Page

1. The Recon Summary page (see Figure 4, below) displays a summary of the requisition, including:

- **Header**: displays the vendor info, buyer, due date, & description (the first 50 characters of the first line description entered into the Online Requisitions module).

- **Summary Detail**: displays requisition, purchase order, and voucher information (in this order).

FIGURE 4. Recon Summary tab.

The Recon Detail Page
1. For transaction detail, click on the **Recon Detail** tab located to the right of the **Recon Summary** tab. (see Figure 5, below).

   ![Recon Detail tab](image)

   **FIGURE 5. Recon Detail tab.**

2. The **Recon Detail** page displays the detail behind the **Recon Summary** page, with the addition of **Accounting Date** and **Tran ID** numbers that correspond to the numbers in the **Journal Lines Detail** report. The **Recon Detail** page displays information in the following order: Req, PO, Vch.

3. If the number of lines displayed exceeds the space on the page, additional pages will be noted with a yellow arrow directly above the **Tran ID** column. Click the yellow arrow to view additional pages.

4. At the bottom of the page, click the **Return to Search** button to return to the **Find an Existing Value** page. Use the **Next in List** button, or **Previous in List** button (see Figure 4) to display the next item listed in the search results page.

**Advanced Sorting**

SOLAR Financials includes advanced sort and customization features that include sorting within the Req Recon pages and search result pages, and the ability to customize column and sort order.

- **Column Sorting** – The column headers (DeptID, Group Reference, etc.) are links that sort the data beneath the column header in descending alpha and/or numeric order.

- **Customize** – The **Customize** feature is used to change the column header order and sort order. For example; the column header order defaults (from left to right) to DeptID, Fund, etc. This order can be changed to display DeptID, Fund, Account, and to change the sort order.
Column Sorting

In the search results pages, the column headers are links that are used to sort to the data beneath the column heading in descending alpha and/or numeric order.

1. For example, to sort the data in the Group Reference number column, click on the **Group Ref** column heading (see Figure 1, below).

   FIGURE 1. Sorting By Group Reference

2. To reverse sort order once selected, click on the column heading a second time to “undo” or reverse the sort order.

Customizing Sort Order

SOLAR Financials allows customization of column header order and the option to select a customized sort order within the **Recon Summary** and **Recon Detail** pages.

1. To customize column and sort order within **Recon Summary** or **Recon Detail**, click on the **Customize** button in the header portion of the detail summary section of the page to access the **Personalize Column and Sort Order** page.

   FIGURE 1. Customize - Personalized Column and Sort Order.
2. To change the column header order (Fund, DeptID, Prgrm, etc.) click on the desired column header in the **Customize Order** box and use the arrow up or down button to move it to the desired location (see Figure 2, below).

- Additional check boxes are available to hide or freeze column headers.

FIGURE 2. Column Order

3. To preview the end results click on the **Preview** button or complete the sort order process by clicking on the **OK** button.

- To hide or freeze a column in the **Column Order** section, highlight the appropriate column, select the **Hidden** or **Frozen** check box and click the **OK** button.
4. To personalize column sort order within Recon Summary or Recon Detail, click on the **Customize** link (see Figure 3, below).

**FIGURE 3. Customize Link in Recon Summary.**

5. To begin the sort process, highlight the appropriate column headings and select the arrow button to move the column headings into the **Sort Order** section.

- To highlight multiple column headings, hold the **Shift** key down on your keyboard and select the column headings by clicking on them.

**FIGURE 4. Sort Order.**

**Personalize Column and Sort Order**

To order columns or add fields to sort order, highlight column name, then press the appropriate button.

Frozen columns display under every tab.
In this example, the sort order will be Dept ID > Account > Fund Code.

**Note:** The sort order defaults to “ascending” order; to select “descending” order then the **Descending** check box must be selected.

6. Click on the **OK** button to accept the sort order (see Figure 6, below).

**FIGURE 6.**  "OK" Sort Order.

- To remove column headings from the **Sort Order** section, click on the **Remove From Sort** button.
- To restore defaults click on the **Restore Defaults** button.
The ChartField Lookup Inquiry

This inquiry displays chartfield descriptions for chartfield values. This inquiry is used to verify the chartfield information on a requisition or purchase order.

1. From the main Portal menu, click on the following menu path:

   SOLAR Financials > Financials Inquiry Utilities > ChartField Lookup

   It is recommended that you minimize the Portal Menu by clicking on the “-” sign. This will maximize viewing space.

   FIGURE 1. ChartField Lookup Menu Path.

2. The ChartField Lookup inquiry allows several search methods; unknown value, partial value, or complete value.

   - **Unknown Value**: To view a list of all values for a specific chart field, do not enter data in the field. Click on Magnifying Glass icon for a list of results. **Note**: Only the first 300 values will be provided.

   - **Partial Value**: Enter a partial value in the desired field. For example, to view a list of all the Accounts starting with “62”, enter 62 in the Account field, and click on the Magnifying Glass icon for a list of results.

   - **Complete Value**: Enter the complete value in the desired field to obtain a description of that chartfield. Click on the Magnifying Glass icon for the result.

3. Depending on the field selected (Account, Fund, Program, etc.), the applicable Lookup page displays.
4. Additional search criteria can be selected in the **Lookup** page to further narrow the search.

- **Purchasing Eligible**: To search for values that are or are not purchasing eligible, click on the **Purchasing Eligible** field drop-down list and select the desired option.

- **Payroll Eligible**: To search for values that are or are not purchasing eligible, click on the **Payroll Eligible** field drop-down list and select the desired option.

5. After selecting additional eligibility search criteria (if desired), click on the yellow **Lookup** button to display applicable results.
6. To print the results, click the Microsoft Internet Explorer **Print** button in the browser tool bar.

- Complete lists of chartfields can be generated under “Run Req Recon Queries” or “Run GL Queries”.

7. Click on the browser’s **Back** button or the yellow **Cancel** button on the results page to return to the **ChartField Lookup** page.

### The View Trees Inquiry

The **View Trees** inquiry displays department and account chartfield information as it appears in the financials tree. The financials “tree” is the underlying structure behind SOLAR Financials.

1. From the main Portal menu, click on the following menu path:

- SOLAR Financials > Financial Inquiry Utilities > View Trees

2. Select the desired tree type from the **View Trees** page.
• To view the **Department Chartfield** tree, click on the **DeptID Chartfield Tree** button. The Department tree provides a list of all departments associated with a specific tree node.

**FIGURE 2. View Trees – Department Chartfield Tree Page**

- It is recommended that you minimize the Portal Menu by clicking on the “-” sign. This will maximize viewing space.

• To view the **Account Chartfield** tree, click on the **Account Chartfield** button. The Account tree displays expenditures (such as wages and salaries) and revenues (such as tuition, grants, and reimbursements).

**FIGURE 3. View Trees – Account Chartfield Tree Page**
3. To expand a tree, click on the desired folder to expand a specific node on the tree, or click on the **Expand All** link to expand the entire tree.

**FIGURE 4. View Trees – Expand Results**

- When expanding a specific node, continue to drill down by clicking on the desired folder at each level.

**Figure 5: Account Chartfield Tree – Drill Down**

- To close an open node, click on the desired folder.
- To close the entire tree, click on the **Collapse All** link (see Figure 6, below).
4. Click on the yellow Close button to return to the View Trees page.

Run Req Recon Queries

Run Req Recon Queries is a tool used to run pre-formatted queries or reports.

These queries are based on the data contained in the Recon Summary and Recon Detail pages for requisitions and purchase orders. These queries allow the user to sort by several different options and are downloadable to Excel for further data manipulation.

These queries are separated into two categories:

- **Standard Queries** — uses criteria such as Fund, Department or Account information and includes these query options:
  - All Queries — displays an alphabetical listing of approximately 87 available queries, and includes both “tree” and “non-tree” queries.
- **Non-Tree Queries** – displays an alphabetical listing of detail and summary queries by a specific Department ID or Group Reference Number (i.e. Recon Detail by Dept, Recon Summary by Dept, Recon Detail by Group Ref Number, etc.).

- **Chartfield Lists** – displays an alphabetical listing of the various chartfield queries. Each query provides the chartfield description, valid chartfield values and notes whether a chartfield value is purchasing and/or payroll eligible.

**Accessing Run Req Recon Queries**

1. From the main Portal menu, click on the following menu path:

   - SOLAR Financials > Purchasing Inquiry > Run Req Recon Queries

   **FIGURE 1. Run Req Recon Queries Menu Path.**

2. At the **Recon Queries – Find an Existing Query** page, select a **Standard Query** or **Tree Query** by selecting the applicable radio button.

3. Click on the yellow **Search** button to display queries that match the query type selected.

   **FIGURE 2. Recon Queries – Find an Existing Query Page.**

- It is recommended that you minimize the Portal Menu by clicking on the “-” sign. This will maximize viewing space.

4. The query list includes the name of the query and description. Click on the **Run** link to generate the desired query (see Figure 3, below).
Due to the size of the page, the query search results may be more than one page. If this is the case, click the View All link to view all available queries before clicking the Run link.

Clicking the Run link launches a new window.

FIGURE 3. Find an Existing Query – Non-Tree Queries Search Results.

5. The next window requires a Department or Group Ref Number depending on which query is chosen. Enter the Department or Group Ref Number.

FIGURE 4. Recon Detail By Department.

6. Click on the yellow View Results button to generate the query.
FIGURE 5. Standard Queries – “All Queries” Option.


• **Tree Queries** - A “tree” query rolls up to a node on the financials tree and includes all departments under that node and includes these query options:

  - **Activity Summary** – displays summary information pertaining to requisitions, purchase orders and voucher Information for a specific tree node.

  - **Reqs w/Balances** - displays requisitions that are in an “open” status. This query does **not** display requisitions that have zero sum balances.

  - **PO’s w/Balances** – displays purchase orders that are in an “open” status. This query does **not** display purchase orders that have zero sum balances.

**FIGURE 8. Tree Queries – “Activity Summary” Option.**

**FIGURE 9. Tree Queries – “Reqs w/Balances” Option.**
FIGURE 10. Tree Queries – “PO’s w/Balances” Option.

Note: Some tree queries are too large to display. If the query is too large to run, an error message displays along with the first 100 results of the query (see Figure 11, below).

7. Click the OK button to close the error message window.

FIGURE 11. “Query Set Too Large” Error Message.
8. Close the query results window by clicking on the upper right-hand corner Close button to return to the Find an Existing Value page.

FIGURE 12. Closing the Query Results Window.

Downloading Queries To Excel

1. Results are displayed in a spreadsheet format. To download results to a web based Excel format, click the Excel Spreadsheet link (see Figure 1, below).

   - Due to the size of the page, the entire spreadsheet may not be viewable. If this is the case, click the View All link to view all available rows.
2. To save the spreadsheet, click on the **Save** button in the **File Download** dialog box (see Figure 2, below).

FIGURE 2. File Download Dialog Box.

![File Download Dialog Box](image)

3. In the **Save As** dialog box enter the following:

- Select the location where the Excel file will be stored (see Figure 3, below).
- Enter the file name in the **File Name** field (see Figure 3, below).
- From the **Save As Type** drop down list, choose **Microsoft Excel Workbook** (see Figure 3, below).
4. Click the **Save** button. Sort the data as needed.

5. In the **Download Complete** dialog box, click on the **Open** button to open the file in Microsoft Excel (see Figure 4, below).

---

**Note:** An intermittent problem has been identified when downloading SOLAR queries to Microsoft Excel. Occasionally, when downloading the data into Excel, only approximately the first 100 - 120 lines of data are exporting. This problem has been reported SOLAR Financials. While the campus is waiting for a "fix", a work-around solution has been identified. This work-around involves reconfiguring your desktop. The instructions for reconfiguring your desktop are located at [http://www-admn.csun.edu/ps/pscs/index.htm](http://www-admn.csun.edu/ps/pscs/index.htm).
Advanced Search Features

The Req Recon inquiries (Req Recon – All Req/PO and Req Recon – Open Req/PO Only) include the option to run advanced searches. These search features include search parameters and the option to save a preferred search method.

Search Parameters

Search Parameters include (begins with, contains, =, not =, etc.) and enables custom searches within the Find An Existing Value page.

1. To apply a search parameter to a field, click on the drop down menu for that field and select the appropriate parameter (see Figure 1, above).

   - Parameters automatically default to “begins with”. This does not need to be changed unless a different parameter needs to be applied.

2. Depending on the parameter selected, enter a value or partial value in the appropriate field (see Figure 2, below).

3. Click on the yellow Search button.
Search results reflect the parameter selected.

**Note:** If the parameter “between” is selected, an additional field displays (see Figure 4, below). Enter both values and click on the yellow **Search** button to generate search results.

**FIGURE 4. “Between” Search Parameter.**

- The **Clear** button is used to clear all values from the **Find An Existing Value** page.

**Saving Search Criteria**

In the **Req Recon All Req/PO and Req Recon – Open Req/PO Only - Find An Existing Value** pages, the **Save Search Criteria** option is now available. This feature is used to save regularly used search criteria.

1. In the **Find An Existing Value** page, enter in the Dept ID or use the magnifying glass to search for the Dept Id.
2. To save the search criteria entered, click on the **Save Search Criteria** link (see Figure 1, below).

**FIGURE 1. Find An Existing Value – Save Search Criteria.**

3. In the **Save Search As** page, enter a name for the search in the **Name of Search Field** (see Figure 2, below).

**FIGURE 2. Save Search As Page.**

3. Click on the yellow **Save** button to save search criteria.

4. Click on the **Return to Advanced Search** link to return to the search page (see Figure 3, below).

**FIGURE 3. Save Search As Page – Return to Advanced Search Link.**
5. The **Find An Existing Value** page now includes a drop down menu for saved searches and a link titled **Delete Saved Search**. Click on the yellow **Search** button to generate search results for the criteria that has been saved (see Figure 5, below).

**FIGURE 4. Find An Existing Value Page – Delete Saved Search.**

![Image](image_url)

**Note**: If there is more than one saved search, then use the **Use Saved Search** drop down menu to select the appropriate saved search.

### Selecting Saved Searches

In the **Find An Existing Value** page, the **Use Saved Search** drop down menu is available to select saved searches.

1. In the **Find An Existing Value** page, select the applicable saved search from the **Use Save Search** drop down list (see Figure 1, below).

**FIGURE 1. Find An Existing Value Page – Delete Saved Search.**

![Image](image_url)

2. Once selected, search results display. There is no need to click on the yellow **Search** button to display results (see Figure 2, below).
Deleting Saved Searches

Saved searches within the Find An Existing Value page can be deleted at any time.

1. In the Find An Existing Value page of Req Recon – All Req/PO and Req Recon – Open Req/PO Only, click on the Delete Saved Search link to delete a saved search (see Figure 1, below).

2. If there is more than one saved search, select the appropriate search by clicking on the name of the search (see Figure 2, below).

FIGURE 2. Find An Existing Value Page – Search Results.

FIGURE 1. Find An Existing Value – Delete Saved Search.
3. Click on the yellow **Delete** button to delete the search.

4. Click on the **Return to Advanced Search** link to return to the **Find An Existing Value** page (see Figure 3, below).

5. The Find An Existing Value page displays.

**Additional Information**

All inquiries are updated nightly and are available 7 days a week, from 7:00am to 6:00pm. Since data is updated in a nightly process, be aware that the data displayed is 24 hours old and will not reflect requisitions created on the same day.

In regards to vouchers, checks are issued on Thursday. Any voucher that is listed without a check number will not be updated until the check has been issued and assigned. If a voucher displays without a check number associated with it, it may be posted the following week.

For questions regarding requisitions and purchase orders, contact the Purchasing department at **purch@csun.edu**.

For questions regarding vouchers, contact the Accounts Payable department at **acctpay@csun.edu**.

For navigation help or questions regarding SOLAR Financials, contact the SOLAR Financials **solarfin@csun.edu**.

**Tran IDs**

The following Tran IDs display on various G/L queries. The Tran ID's further defines and replaces the previous Tran ID's of AP, PO and REQ. The purchasing Tran Ids also display in the Req Recon Inquiries.
<table>
<thead>
<tr>
<th>Accounts Receivables</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ARB</td>
<td>Accounts Receivable Billing (invoice Created)</td>
</tr>
<tr>
<td>ARC</td>
<td>Accounts Receivable Cash</td>
</tr>
<tr>
<td>ARJ</td>
<td>Accounts Receivable Adjustment</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Account Payables</td>
<td></td>
</tr>
<tr>
<td>APC</td>
<td>Account Payable Closure Voucher (Voucher Closed)</td>
</tr>
<tr>
<td>APP</td>
<td>Account Payable Payment (Voucher Paid)</td>
</tr>
<tr>
<td>APV</td>
<td>Account Payable Voucher (Voucher Created)</td>
</tr>
<tr>
<td>APX</td>
<td>Account Payable Cancel Voucher (Voucher Cancelled)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll</td>
<td></td>
</tr>
<tr>
<td>PAY</td>
<td>Payroll Feed</td>
</tr>
<tr>
<td>PRA</td>
<td>Payroll Accrual</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchasing</td>
<td></td>
</tr>
<tr>
<td>POC</td>
<td>Purchase Order Cancelled (PO is cancelled)</td>
</tr>
<tr>
<td>POE</td>
<td>Purchase Order Encumbrance (Original Encumbrance Created)</td>
</tr>
<tr>
<td>POR</td>
<td>Purchase Order Reversal (PO is being paid)</td>
</tr>
<tr>
<td>REQ</td>
<td>Requisition Pre Encumbrance (Original Pre-Encumbrance Created)</td>
</tr>
<tr>
<td>RQC</td>
<td>Requisition Cancelled (Requisition is cancelled)</td>
</tr>
<tr>
<td>RQR</td>
<td>Requisition Reversal (PO is being created from requisition)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>ALO</td>
<td>Allocations (auto journals to record benefits &amp; trust overhead entries)</td>
</tr>
<tr>
<td>BOL</td>
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<td>CBK</td>
<td>Chargebacks</td>
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<td>Cash Receipts Feed</td>
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<td>CLM</td>
<td>Claims – Revolving Fund Cash</td>
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<tr>
<td>CLR</td>
<td>Claims - Liability</td>
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<tr>
<td>OOO</td>
<td>General Journals written by Accounting</td>
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<td>SFF</td>
<td>Student Financials Feed</td>
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**Req Recon Menu Navigation – Quick Reference**

**Req Recon – All Req / PO**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Navigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Req Recon – All Req / PO</td>
<td>SOLAR Financials &gt; Purchasing Inquiry &gt; Req Recon All - Req/PO</td>
</tr>
</tbody>
</table>
Req Recon – Open Req / PO Only

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Navigation</th>
</tr>
</thead>
<tbody>
<tr>
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<td>SOLAR Financials &gt; Purchasing Inquiry &gt; Req Recon – Open Req / PO Only</td>
</tr>
</tbody>
</table>

Run Req Recon Queries

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Navigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Req Recon Queries</td>
<td>SOLAR Financials &gt; Purchasing Inquiry &gt; Run Req Recon Queries</td>
</tr>
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</table>

ChartField Lookup

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Navigation</th>
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<tr>
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View Trees

<table>
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<th>Navigation</th>
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</thead>
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