**Encumbrance Year-End Process 1**

**Creating Vouchers in July 2011 for Goods and Services Received as of June 30, 2011 (Paying Accounts Payable)**

When creating a voucher in July or August 2011 for goods and services received as of June 30, 2011, change the accounting date to June 30, 2011 to record the expenditure in FY11. The budget date also needs to be changed to June 30, 2011 to charge the expenditure against the 2011 budget. **The voucher budget check will error if the budget date is not changed or if the Bud Ref or Class codes are not entered.**

Procedure:
2. Enter normal information (invoice number, date, etc.) and copy PO or Receiver to the Voucher.
3. On the Invoice Information Tab (Voucher Entry Page), the accounting date defaults to the current date. Change the Accounting Date to 06/30/2011 and enter the Bud Ref & Class Codes.

4. Change the Budget Date to 06/30/2011 on the Distribution Lines section – GL Chartfields 2 Tab.  
   Note: The budget date will have to be changed for each distribution line(s) on the voucher.
Encumbrance Year-End Process 2

Disencumbering or Closing Encumbrances (Purchase Orders)

Follow the diagram below, to determine which of the four guides [Year-End Process 2A through 2F] should be followed to disencumber or close FY11 encumbrances.
Encumbrance Year-End Process 3

Create or Reestablish 2012 Purchase Orders

The agency must create/reestablish the requisition and/or purchase order(s) for all fiscal year 2012 encumbrances and multi-year appropriations originating in fiscal year 2012.

Multi-year appropriations established in fiscal year 2010 or 2011 that are still valid for fiscal year 2012 will not have to be reestablished. The encumbrance (purchase order) will be valid until the end of the appropriation period.

Note: If the appropriation is reauthorized, it may be necessary to close the purchase order then enter a new purchase order using the appropriate budget reference and class codes.

Encumbrance Year-End Process 2A
Preparing Purchase Orders without Attached Vouchers for Closing with the Reconciliation Workbench

Agencies can cancel a Purchase Order(s) if the following conditions apply:

- The PO status is not on hold.
- The PO is not dispatched (If dispatched, all lines can be cancelled without cancelling the entire PO. PO status will be pending cancel).
- None of the PO schedules are matched.
- The PO does not have a receipt recorded against it.
- The PO does not have a voucher recorded against it.
- The user is authorized to cancel PO’s.

The user should follow the check list when creating a change order/closing a Purchase Order:

- Change the PO Accounting Date to Current Date but no later than 06/30/20XX.
- Review the PO Accounting Entries. The accounting entries equal to the total amount of the PO.
- Review the PO Activity Summary – Lines Details and Invoice tabs. Invoice tab - Vouchers must be the same as in the PO Accounting Entries.
- Go back to the Main Purchase Order and change the price to 0(zero), click refresh, and budget check the PO.
- Review PO accounting Entries. The accounting entries must equal to 0 (zero).
- Proceed with closing of the purchase order through the PO reconciliation workbench to prevent misuse of the zeroed out document.
Note: The example print screens below may have prior year calendar dates. It is the user’s responsibility to change the prior year dates to current year dates.

Below is an example of a scenario where an agency created a purchase order then cancelled it.

Scenario: An agency created a purchase order. The purchase order has no payments made against it and all necessary conditions to cancel the PO apply. The agency wants to disencumber/cancel the purchase order.

- Change the PO Accounting Date to Current Date but no later than 06/30/20XX.

Navigation: Purchasing > Purchase Orders > Add/Update > Find an Existing Value > Enter Business Unit and Purchase Order ID.

Click on the Header Details to change the PO Accounting Date

- Review the PO Accounting Entries – The accounting entries must equal the total amount of the PO.

Navigation: Purchasing > Purchase Orders > Review PO Information > PO Accounting Entries > Enter Selection Criteria e.g. Business Unit, From PO ID and Ledger Group: APROP_P, click OK.
Below is a print screen of the PO Accounting Entries:

- Review the PO Activity Summary – Lines Details and Invoice tabs. Invoice tab - Vouchers must be the same as in the PO Accounting Entries.

Navigation: Purchasing > Purchase Orders > Review PO Information > Activity Summary > Enter Business Unit and Purchase Order Number.
Note: In this example, the Activity Summary Invoice tab indicates that no payments have been made from this PO.

- Go back to the Main Purchase Order and change the price of the item to zero and click Refresh.

- The system will show the message below, click yes.

- Budget check the Purchase Order.

- The system will show the message below, click ok.
Below is a screen shot of the PO after it was modified and re-budget checked.

- Review the PO accounting entries after disencumbering and re-budget checking the PO. The accounting entries must equal to 0 (zero).

  Navigation: Purchasing > Purchase Orders > Review PO Information > PO Accounting Entries > Enter Selection Criteria e.g. Business Unit, From PO ID and Ledger Group; always select APROP_P, click ok.
Below is a screen shot of the PO Accounting Entries. The accounting entries must equal to 0(zero).

- Proceed with the cancellation of the purchase order through the PO reconciliation workbench to prevent misuse of the zeroed out document.

- See Encumbrance Year-End Process 2C - Closing Purchase Orders through Reconciliation Workbench instructions.

End of procedure.

**Encumbrance Year-End Process 2B**

**Preparing Purchase Orders with Attached Payment Vouchers for Closing with the Reconciliation Workbench.**

The following is a check list when disencumbering a Purchase Order with Payment(s):

- Change the PO Accounting Date to Current Date but no later than 06/30/20XX.

- Review the PO Accounting Entries. The accounting entries equal to the total amount of the PO.

- Review the PO Activity Summary – Lines Details and Invoice tabs. Invoice tab - Vouchers must be the same as in the PO Accounting Entries.

- Go back to the Main Purchase Order and change the PO or PO line(s) to the amount paid. Click Refresh. Budget Check the PO.

- Review PO accounting Entries after modifying the PO. The accounting entries must equal to 0 (zero).

- Proceed with the cancellation/closing of the purchase order or PO lines(s) through the PO reconciliation workbench.
Note: The example print screens may have prior year calendar dates. It is the user’s responsibility to change the prior year dates to current year dates.

Below is an example of a scenario where an agency created a purchase order then cancelled it.

Scenario: An agency created a purchase order and made payment(s). The agency wants to disencumber the remaining balance of the purchase order. Here are the following steps to disencumber the remaining balance of the purchase order:

- Change the PO Accounting Date to Current Date but no later than 06/30/20XX.

Navigation: Purchasing > Purchase Orders > Add/Update POs > Find an Existing Value > Enter Business Unit and Purchase Order ID. Click on the Header Details to change the PO Accounting Date. After changing the date click OK.

- Review the PO Accounting Entries – accounting entries equal to the total amount of the PO.

Navigation: Purchasing > Purchase Orders > Review PO Information > PO Accounting Entries > Enter Selection Criteria, click OK.

Note: Take note that the PO accounting entries must show the same voucher(s) as in the Activity Summary Invoice tab.
Below is a screen shot of the PO Accounting entries.

After clicking on the download button, the system will ask, “Do you want to open or save this file?” click Open.

Below are the PO Accounting Entries in Excel after it was downloaded. Notice that the Purchase Order Accounting entries contain Reference Reversal ID’s (Voucher #s) listed which means that the PO was referenced in Vouchers.

- Review the PO Activity Summary – Lines Details and Invoice tabs. Invoice tab - Vouchers must be the same as in the PO Accounting Entries.

Navigation: Purchasing > Purchase Orders > Review PO Information > Activity Summary > Enter Business Unit and Purchase Order Number, click search.
Below is a screen shot of the Activity Summary Lines Details tab (encumbered amount).

**Activity Summary**

![Activity Summary Lines Details](image1)

Screen shot of the Activity Summary Invoice tab (amount paid).

![Activity Summary Invoice](image2)

The screen shots below appear after clicking on the Invoice icon.

![Invoice](image3)
- Go back to the Main Purchase Order and change the price of the item to the total amount of the vouchers. On the PO Line Details change the price of the PO, click the Refresh page button.

The message below appears, click the Yes button.

This action will create a change order. Continue? (10200,27)

The action that you are taking will cause the system to create a change order. If you do not want to create a change order, then you cannot perform the action at this time.

Yes  No

Click on the PO on Demand Budget Checking button to re-budget check the PO.

Below is a screen shot of the PO after it was modified and re-budget checked.

- Review PO accounting Entries after modifying and re-budget checking the PO. The accounting entries must equal to 0 (zero).
Below is a screen shot of the accounting entries downloaded into Excel:

- Proceed to closing out the purchase order through PO reconciliation workbench.
- See Encumbrance Year-End Process 2C - Closing Purchase Orders through Reconciliation Workbench instructions.

End of procedure.
**Encumbrance Year-End Process C**  
**Closing Purchase Orders through Reconciliation Workbench**  
*(No Requisition)*

The diagram below illustrates the transaction flow around the PO Reconciliation process:

![Diagram showing the process flow](image)

**Transaction flow leading to the PO RECON process**

- **Benefits of Completed Purchase Orders**
  - No longer show up in the list of available purchase orders when accessing pages in update or display mode.
  - Removed from the view are the purchase order options that were set to exclude, completed or cancelled.
  - Decreases the time required to find purchase orders to modify.

- **Agencies are encouraged to run the Purchase Order Reconciliation process at the end of each month to help improve the efficiency of the purchasing process.**

- **Agencies need to obtain current fiscal year purchase order list by running PO accounting entries and perform a pivot table. Each purchase orders are reconciled against purchase order accounting entries and purchase order activity summary line details and invoice tabs. Each PO accounting entries must equal to zero.**

- **Before navigating to PO workbench, agencies must verify Vouchers and Payments are posted by reviewing the PO Document Status.**

- **Once the check lists when creating a change order/closing a purchase order and disencumbering a purchase order with payments are met proceed with the closing of the purchase order through the reconciliation workbench.**

**Note:** The example print screens may have prior year calendar dates. It is the user’s responsibility to change the prior year dates to current year dates.
Below is the navigation to view if there is an un-posted voucher. Once a purchase order is open, click on the Document Status.

The screen shot below shows Voucher & Payment are posted. This purchase order is ready to close through reconciliation workbench. Note: Do not close out a purchase order if a voucher is un-posted.

- To obtain purchase order list, the agency needs to run PO accounting entries. There are two ways to enter selection criteria in running PO accounting entries:
  - 1. Enter From PO ID to PO ID.
  - 2. Enter Budget Reference.

Navigation: Purchasing, Purchase Orders, Review PO Information, PO Accounting Entries.
1. Run PO accounting entries: Enter from PO ID to PO ID. Large agencies may have to run PO accounting entries three or four times (in batch range of PO’s).
2. Run PO accounting entries: Enter Budget Reference (best for small agencies)

Below is the navigation to obtain the beginning purchase order for a fiscal year (from PO ID).

Navigation:  Purchasing, Purchase Orders, Add/Update PO’s, Find an Existing Value. Select between on the Purchase Order Date.
Below is the navigation to obtain the last purchase order for a fiscal year (to PO ID). Navigation: Purchasing, Purchase Orders, Add/Update PO’s, Find an Existing Value. Select between on the Purchase Order Date.

- Agencies have the list of purchase orders, verified vouchers and payments are posted, PO accounting entries equal to zero – proceed to Reconcile PO’s through reconciliation workbench.

Below is the navigation to reconcile purchase orders. You may enter in the search criteria one purchase order or a range of purchase orders.
The screen shot below appears after clicking on the search button. Place a check mark on the box and click on the close button action.
When the screen shot below appears, make sure to use **accounting date for action** today’s date but no later than 06/30/20XX (once 06/30/20XX is closed use any date that is currently open). Place a check mark on the **update budget date equal to accounting date**.

Click on the yes button to proceed.

Click on the yes button to continue to close PO’s when the screen shot below appears, click yes.

The screen shot below appears when the system is finished closing the purchase order.

Once the system is done closing the purchase order go back to the main menu to verify purchase order budget status. Navigation: Purchasing, Purchase Order, Review PO Information, Purchase Orders. Enter the Purchase Order ID.
The screen shot below shows that the PO status is Complete and Budget Status Not Checked. The system will re-budget check the purchase order in the next budget checking batch process schedule.
The Purchase Order below shows that the PO status is complete and budget status valid.

Again, we must verify purchase order accounting entries to equal to zero.
Below is a print screen shot of the purchase order accounting entries downloaded into excel.

End of procedure.

Encumbrance Year End Process 2D

Preparing Purchase Orders Sourced by Requisitions without Attached Vouchers for Closing with the Reconciliation Workbench.

A Purchase Order can be cancelled if the following conditions apply:

- The PO’s status is not on hold.
- The PO is not dispatched (If dispatched, all lines can be cancelled without cancelling the entire PO. PO status will be pending cancel).
- None of the PO schedules are matched.
- The PO does not have a receipt recorded against it.
- The PO does not have a voucher recorded against it.
- The user is authorized to cancel POs.

The following is a check list when disencumbering/cancelling a Purchase Order with a Requisition:

- Finalize the Requisition.
- Change the PO Accounting Date to Current Date but no later than 06/30/2011.
- Review the PO Accounting Entries. The accounting entries must equal to the total amount of the PO.
- Review the PO Activity Summary – Lines Details and Invoice tabs. Invoice tab - Vouchers must be the same as the PO Accounting Entries.
- Go back to the Main Purchase Order and change the price to 0 (zero). Click refresh then budget check the purchase order.
- Review PO accounting Entries. The accounting entries must equal to 0 (zero).
- Proceed with the closing of the purchase order through the reconciliation workbench to prevent misuse of the zeroed out document.
Note: The example print screens may have prior year calendar dates. It is the user’s responsibility to change the prior year dates to current year dates.

Below is an example of a scenario where an agency created a purchase order then cancelled it.

Scenario: An agency created a purchase order from a requisition. No payment was made from this PO and all the conditions to cancel the PO apply. The agency wants to disencumber/close the purchase order. Here are the following steps to disencumber/cancel the purchase order.

- Finalize the Requisition.

When a Purchase Order was created from a Requisition, the first step is to finalize the Requisition before disencumbering/closing the Purchase Order. You can either finalize the Requisition at the PO Header or on the PO Distributions/Chartfields line.

- Finalize Requisition at the PO Header.

After finalizing the Requisition, you must review the Requisition Accounting entries. The Requisition accounting entries must equal to zero.

To get the Requisition ID number, go to the Main Purchase Order and click on the Document Status.
From the main menu, go to Purchasing, Purchase Order, Add/Update POs, Find an Existing Value and enter Business Unit and PO ID. Click on the Document Status as seen below:

Below is the PO Document Status and the Requisition ID:

Below is the navigation to review the Requisition Accounting Entries and the Selection Criteria then click OK.
Below is a screen shot of the Requisition Accounting Entries:

![Requisition Accounting Entries](image)

Below is a screen shot of the requisition accounting entries downloaded into excel:

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>Trans Type</th>
<th>Fund</th>
<th>Dept</th>
<th>Account</th>
<th>Bud Ref</th>
<th>Class</th>
<th>Monetary Amount</th>
<th>Closed Value</th>
<th>Fiscal Year</th>
<th>Journal ID</th>
<th>Tran Date</th>
<th>Reference Reversal ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000006969</td>
<td>REO_PREEIC</td>
<td>01000</td>
<td>544</td>
<td>400</td>
<td>10</td>
<td>9000</td>
<td>1501.52 N</td>
<td></td>
<td>2009</td>
<td>000652686</td>
<td>11/13/2009</td>
<td></td>
</tr>
<tr>
<td>0000006969</td>
<td>REVERSAL</td>
<td>01000</td>
<td>544</td>
<td>400</td>
<td>10</td>
<td>9000</td>
<td>-1501.52 N</td>
<td></td>
<td>2009</td>
<td>000680696</td>
<td>11/24/2009</td>
<td>1001900045</td>
</tr>
</tbody>
</table>

- Change the PO Accounting Date to Current Date but no later than 06/30/20XX.

Navigation: Purchasing, Purchase Orders, Add/Update POs, Find an Existing Value, Enter Business Unit and Purchase Order ID.
Click on the Header Details to change the PO Accounting Date. After changing the date click ok.

- Review the PO Accounting Entries. The accounting entries equal to the total amount of the PO.

Navigation: Purchasing, Purchase Orders, Review PO Information, PO Accounting Entries, Enter Selection Criteria e.g. Business Unit, From PO ID and Ledger Group: always select APROP_P, click OK.

Below is a screen shot of the PO Accounting Entries:

Note: The Purchase Order Accounting entries do not have any Reference Reversal ID (Vouchers) listed which means that the PO is only encumbered.

- Review the PO Activity Summary – Lines Details and Invoice tabs. Invoice tab - Vouchers must be the same as in the PO Accounting Entries.
Navigation: Purchasing, Purchase Orders, Review PO Information, Activity Summary, Enter Business Unit and Purchase Order Number, click search.

Note: The Activity Summary Invoice tab indicates that there are no vouchers created referencing this purchase order. There are no payments made from this document.

- Go back to the Main Purchase Order and change the price of the item to 0 (zero), click the refresh button, click on the save button.
The system will show the message below, click the yes button.

After saving the purchase order the system will show the message below, click the ok button.

First approve the purchase order then click on the on demand budget checking button to re-budget check the purchase order.

- Review the Purchase Order accounting entries after the change order. The accounting entries must equal to 0 (zero).

Navigation: Purchasing, Purchase Orders, Review PO Information, PO Accounting Entries, Enter Selection Criteria e.g. Business Unit, From PO ID and Ledger Group: always select APROP P, click OK.
Below is a screen shot of the PO Accounting entries which equal to zero.

- Proceed with the closing of the documents through the PO reconciliation workbench to prevent misuse of zeroed out purchase orders.

- See Encumbrance Year-End Process 2F – Closing Purchase Orders with Requisitions reconciliation workbench instructions.

End of procedure.

**Encumbrance Year End Process 2E**

**Preparing Purchase Orders Surced by Requisitions with Attached Vouchers for Closing with the Reconciliation Workbench.**

The following is a check list when disencumbering a Purchase Order with a Requisition:

- Finalize the Requisition.

- Change the PO Accounting Date to Current Date but no later than 06/30/20XX.

- Review the PO Accounting Entries. The accounting entries must equal to the remaining balance of the PO (e.g., purchase amount less payments).
Review the PO Activity Summary – Lines Details and Invoice tabs. Invoice tab - Vouchers must be the same as in the PO Accounting Entries.

Go back to the Main Purchase Order and change the PO or PO line(s) to the amount paid. Click Refresh. Budget Check the PO.

Review PO accounting Entries after modifying the PO. Must verify that the requisition is finalized in the purchase order. Requisition and Purchase Order accounting entries equal to 0 (zero).

Print before and after Commitment Control budget inquiry (Optional).

Proceed with the closing of the purchase order through the PO reconciliation workbench.

Close the requisition through the reconciliation workbench after the purchase order is closed. Note: Purchase Orders must be closed first then close requisitions last.

**Note: The example print screens below may have prior year calendar dates. It is the user’s responsibility to change the prior year dates to current year dates.**

Below is an example of a scenario where an agency created a purchase order then cancelled it.

Scenario: An agency created a purchase order from a requisition and made payment(s). The agency wants to disencumber the remaining balance of the purchase order or close the purchase order which is fully liquidated. Here are the following steps to disencumber the remaining balance of the purchase order:

- Finalize the Requisition.

When a Purchase Order was created from a Requisition, the first step is to finalize the Requisition before disencumbering the Purchase Order. You can either finalize the Requisition at the PO Header or on the PO Distributions/Chartfields line.

- Finalize Requisition at the PO Header

- Finalize Requisition on the PO Distributions/Chartfields.

Go to the PO Line Details Schedule, click on the Distributions/Chartfields, click on the Statuses tab, enter a check mark on the final box.
After finalizing the Requisition, you must review the Requisition Accounting entries. The Requisition accounting entries must equal to zero.

To get the Requisition ID number, go to the Main Purchase Order and click on the Document Status. From the main menu, go to Purchasing, Purchase Order, Add/Update POs, Find an Existing Value and enter Business Unit and PO ID. Click on the Document Status to view the Requisition ID.
Below is a screen shot the PO Document Status and the Requisition ID.

Below is the navigation to review the Requisition Accounting Entries and the Selection Criteria, click OK.

Below is a screen shot of the Requisition Accounting Entries **Before** Finalizing Requisition:

Below is the Requisition Accounting Entries **After** Finalizing Requisition:

Note: Requisition Accounting entries contain Reference Reversal ID which is the Purchase Order ID number.

- Change the PO Accounting Date to Current Date but no later than 06/30/20XX.
Navigation: Purchasing, Purchase Orders, Add/Update Pos, Find an Existing Value, Enter Business Unit and Purchase Order ID. Click on the Header Details to change the PO Accounting Date. After changing the date click OK.

- Review the PO Accounting Entries – accounting entries equal to the total amount of the PO.

Navigation: Purchasing, Purchase Orders, Review PO Information, PO Accounting Entries, Enter Selection Criteria, click OK.
Bello

After clicking on the download button the system will ask, “Do you want to open or save this file?” Click Open.

Below is a screen shot of the PO Accounting entries in Excel after it was downloaded:

Note: Purchase Order Accounting entries contain Reference Reversal ID which are the Voucher ID numbers.

- Review the PO Activity Summary – Lines Details and Invoice tabs. Invoice tab - Vouchers must be the same as in the PO Accounting Entries.

Navigation: Purchasing, Purchase Orders, Review PO Information, Activity Summary, Enter Business Unit and Purchase Order Number.

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Activity Summary: Lines Details tab shows the encumbered amount.

Activity Summary:Invoice tab shows the amount invoiced.

The screen shot below appears after clicking on the Invoice button.
Below is the screen shot of the PO accounting entries.

Note: The Activity Summary Invoice tab indicates that there are two vouchers that were paid out for this purchase order.

Note: PO accounting entries should show the same voucher numbers as the invoice PO Activity Summary Invoice tab. If PO accounting entries will not show the same voucher numbers as the invoice PO Activity Summary Invoice tab – agency must reconcile according to the PO Activity Summary.

- Go back to the Main Purchase Order and change the price of the item to the invoiced amount.

Always have the screen shot below available when changing the price of the item(s) to the amount invoiced.

On the PO Lines Details change the price of the PO, click on the Refresh, click on the Save buttons.
After clicking on the Refresh button the message below appears, click on the Yes button.

The screen shot below appears after saving the PO. Click on the Approve PO button. Click on the PO on demand budget checking button to re-budget check PO.

Screen shot of the purchase order after it was modified and re-budget checked.
• Review PO accounting Entries after modifying and re-budget checking the PO. The accounting entries must equal to 0 (zero).

Here are the accounting entries after disencumbering the PO:

<table>
<thead>
<tr>
<th>Purchase Order</th>
<th>Status</th>
<th>Vendor ID</th>
<th>TransType</th>
<th>Line</th>
<th>Sched</th>
<th>Dist</th>
<th>Fund</th>
<th>Dept</th>
<th>Account</th>
<th>Bud Ref</th>
<th>Class</th>
<th>Monetary amount</th>
<th>Fiscal Year</th>
<th>Journal ID</th>
<th>Reference Reversal ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1010010014</td>
<td>PA</td>
<td>00049772</td>
<td>PO_PAYMENT</td>
<td>1</td>
<td>1</td>
<td>01000</td>
<td>81048</td>
<td>401</td>
<td>910</td>
<td>90000</td>
<td>0</td>
<td>53.87</td>
<td>2010</td>
<td>0004416641</td>
<td>1000400223</td>
</tr>
<tr>
<td>1010010014</td>
<td>PA</td>
<td>00049772</td>
<td>REVERSAL</td>
<td>1</td>
<td>1</td>
<td>01000</td>
<td>81048</td>
<td>401</td>
<td>910</td>
<td>90000</td>
<td>0</td>
<td>-53.87</td>
<td>2010</td>
<td>0004416641</td>
<td>1000400223</td>
</tr>
</tbody>
</table>

Here are the accounting entries in Excel:

• Print before and after Commitment Control budget inquiry (optional).

Budget Inquiry before disencumbering PO 1001000014

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Ledger Group</th>
<th>Fund</th>
<th>Department</th>
<th>Account</th>
<th>Bud Ref</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>34100</td>
<td>APROP_P</td>
<td>00000</td>
<td>231048</td>
<td>910</td>
<td>90000</td>
<td>0</td>
</tr>
</tbody>
</table>

Ledger Amounts

- Budget: 50390.00 USD
- Expense: 107.74 USD
- Encumbrance: 11222.20 USD
- Pre-Encumbrance: 10280.00 USD

Associate Revenue: 0.00 USD

Available Budget

- Without Tolerance: 29.45 USD (Percent: 57.92%)
- With Tolerance: 29.45 USD (Percent: 57.92%)

Budget Exceptions

Exception Errors: 0 Exception Warnings: 0
Below is a screen shot of the Budget Inquiry after disencumbering PO 1001000014

- Continue closing the purchase order through PO reconciliation workbench.

- Once purchase order is closed, continue closing Requisitions through reconciliation workbench.

- See Encumbrance Year-End Process 2F - Closing Purchase Orders with Requisitions reconciliation workbench instructions.

End of procedure.
Encumbrance Year-End Process 2F
Closing Purchase Orders with Requisitions Reconciliation Workbench.

The diagram below illustrates the transaction flow leading to the Requisition Reconciliation process:

![Diagram of the Requisition Reconciliation process]

- **Benefits of Completed Purchase Orders and Requisitions**
  - No longer show up in the list of available requisitions or purchase orders when accessing pages in update or display mode.
  - Removed from the view are the requisition and purchase order options that were set to exclude, completed or cancelled.
  - Decreases the time required to find requisitions or purchase orders to modify.

- **Agencies are encouraged to run the Purchase Order and Requisition Reconciliation processes at the end of each month to help improve the efficiency of the purchasing process.**

- **Agencies need to obtain a listing of the purchase orders by running PO accounting entries and perform a pivot table.** Each purchase orders are reconciled against purchase order accounting entries and purchase order activity summary line details & invoice tabs. PO accounting entries must equal to zero.

- **Agencies need to obtain a listing of requisitions by running Requisition accounting entries and perform a pivot table.** Each requisition must be finalized in the purchase order with changed orders. Requisition accounting entries must equal to zero.

- **Before navigating to PO workbench, agencies must verify Vouchers and Payments are posted by reviewing the PO Document Status.**

- **Agencies must close out Purchase Orders with Contracts by changing price amounts to what was paid out.**
• Once the check lists when disencumbering/closing a purchase order with a requisition and disencumbering a purchase order with a requisition and made payments are met, proceed with the closing of the purchase orders and requisitions through the reconciliation workbench.

Note: The example print screens below may have prior year calendar dates. It is the user’s responsibility to change the prior year dates to current year dates.

Below is the navigation to view if there is an un-posted voucher. Once a purchase order is open, click on the Document Status.

The screen shot below shows Vouchers & Payments are posted. This purchase order is ready to close through reconciliation workbench. Note: Do not close a purchase order if a voucher is un-posted.

• To obtain a listing of purchase orders, the agency needs to run PO accounting entries. There are two ways to enter selection criteria in running PO accounting entries:
  1. Enter From PO ID to PO ID.
2. Enter Budget Reference.

Navigation: Purchasing, Purchase Orders, Review PO Information, PO Accounting Entries.

3. Run PO accounting entries: Enter from PO ID to PO ID (best for large agencies).

For example, BU 69000 beginning PO # in FY10 is #21135. As of 03/25/2011, PO # 24894 is the last PO #. BU 69000 so far has entered 3,759 purchase orders. In order to run PO accounting entries without getting logged out by the system, the agency must run accounting entries in a range of PO’s as follows:

<table>
<thead>
<tr>
<th>PO #</th>
<th>From PO #</th>
<th>To PO #</th>
<th>Total PO's entered through 03/25/2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>24894</td>
<td>21135</td>
<td>(21135 plus 950)</td>
<td>3759</td>
</tr>
<tr>
<td>22085</td>
<td>22285</td>
<td>(22085 plus 950)</td>
<td>23335</td>
</tr>
<tr>
<td>23985</td>
<td>23035</td>
<td>(23035 plus 950)</td>
<td>23985</td>
</tr>
<tr>
<td>24894</td>
<td>23985</td>
<td>(last PO # entered)</td>
<td>24894</td>
</tr>
</tbody>
</table>

![PO Accounting Entries](image)

**Selection Criteria**

- **Business Unit:** 69000

**PO #**

- From PO ID: 0000021135
- To PO ID: 0000022085

**PO Status:**

- Fiscal Year From/To: [ ] [ ]
- Max Rows: 65300

**Accounting Line View Option:**

- Standard

**Ledger Group:**

- APROP_P

![PO Accounting Entry](image)
The agency will have to save one large file for the accounting entries generated for each range of purchase orders then perform a pivot table to obtain a listing of the purchase orders and see which PO’s have balances. Proceed with the closing of the purchase order through the PO reconciliation workbench to all PO’s with zero balances.

Close the requisition through the reconciliation workbench after the purchase order is closed. Purchase Orders must be closed first then close the requisitions last.


Below is the navigation to obtain the beginning purchase order for a fiscal year (from PO ID). Navigation: Purchasing, Purchase Orders, Add/Update PO’s, Find an Existing Value. Select between on the Purchase Order Date.
Below is the navigation to obtain the last purchase order for a fiscal year (to PO ID). Navigation: Purchasing, Purchase Orders, Add/Update PO’s, Find an Existing Value. Select between on the Purchase Order Date.

- Agencies have the list of purchase orders, verified vouchers and payments are posted, PO accounting entries must equal to zero including PO’s with contracts (amounts changed to what was paid) – proceed to Reconcile PO’s through reconciliation workbench.

Below is the navigation to reconcile purchase orders. You may enter in the search criteria one purchase order. Select the appropriate status of the purchase order(s); e.g. Open & Dispatched or Pending Appr.
Below is a screen shot of the search criteria with a range of purchase orders (PO’s have accounting entries equal to zero).

Reconciliation WorkBench

Filter Options

Business Unit: 46500

Description: PO RECN

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Purchase Order: 00000000905

Status

- Open
- Approved
- Dispatched
- Cancelled
- Pending Appr

The screen shot below appears after clicking on the search button. Place a check mark on the box and click on the close button action.
When the screen shot below appears, make sure to use **accounting date for action** today’s date but no later than 06/30/20XX (once 06/30/20XX is closed use any date that is currently open). Place a check mark on the **update budget date equal to accounting date**.

If the PO is not qualified, place a check mark on the box then click on the middle arrow to qualify PO.

Click on the yes button to proceed.

Click on the yes button to continue to close PO’s when the screen shot below appears.
The screen shot below appears when the system is finished closing the purchase order.

Once the system is done closing the purchase order go back to the main menu to verify purchase order budget status. Navigation: Purchasing, Purchase Order, Review PO Information, Purchase Orders. Enter the Purchase Order ID.

The screen shot below shows that the PO status is Complete and Budget Status Not Checked. The system will re-budget check the purchase order in the next budget checking batch process schedule.
Below is a screen shot that shows the PO status is complete and budget status valid.

Purchase Order Inquiry
Purchase Order

Unit: 3410
PO ID: 100000014
Change Order: 1

PO Date: 08/22/2009
Vendor: ALBUQUERQUE-116
Vendor ID: 000049778
Buyer: PHUINTSOK RAPDEN

PO Status: Compl
Budget Status: Valid
Doc Tol Status: Valid
Backorder Status: None
Receipt: Not Read

Amount Summary
Merchandise: 107.74
Freight/Tax/Misc.: 0.00
Total: 107.74 USD

Line | Item | Item Description | Category | PO Qty | UOM | Amount | Status
--- | --- | --- | --- | --- | --- | --- | ---
1 | | Legal Notices for FY 10 for Re | 00000000 | 1.0000 EA | 107.74 USD | Closed

Select Lines to Display
Verify purchase order accounting entries and they must equal to 0 (zero).

Screen shot of PO accounting entries downloaded into excel.

Note: Agencies can close all purchase orders first then close all requisitions or close a purchase order then close its related requisition.

- To obtain a listing of the requisitions, the agency needs to run Requisition accounting entries. There are two ways to enter selection criteria in running Requisition accounting entries:
  - 1. Enter From Requisition ID to Requisition ID.
  - 2. Enter Budget Reference.

Below is the navigation to obtain the beginning requisition number for a fiscal year (from Req ID). Navigation: Purchasing, Requisitions, Review Requisition Information, Requisitions, Enter Requisition date; e.g. 06/30/2010 to 07/01/2010, click ok.
Below is the navigation to obtain the last requisition number for a fiscal year (to Req ID). Navigation: Purchasing, Requisitions, Review Requisition Information, Requisitions, Enter Requisition date; e.g. 03/15/2010 to current date, click ok.
1. Run Requisition accounting entries: Enter from Req ID to Req ID (best for large agencies, small agencies can use this, too).

In this example, we will close the Requisition related to PO 1001000014. Below is a screen shot of the PO Document Status that shows Requisition 0000006714 was sourced into PO 1001000014.
Closing a Requisition is similar to closing a Purchase Order. The following is a check list when closing Requisitions:

- Finalize the Requisition on the Purchase Order (perform finalization before closing PO).
- Change the Requisition Accounting Date to Current Date but no later than 06/30/20XX.
- Review the Requisition Accounting Entries. The accounting entries must equal to zero.
- Proceed with the closing of the requisition through reconciliation workbench.

Below is a screen shot of the Requisition Accounting Entries.

Screen shot of the Requisition Accounting Entries downloaded into excel.

Below is the navigation to reconcile requisitions. You may enter in the search criteria one purchase order. Select the appropriate status of the requisition(s); e.g. Open & Approved. In the Sourcing: Select Complete, click search.

The screen shot below appears after clicking on the search button. Place a check mark on the box, click on the close button.
When the screen shot below appears, make sure to use accounting date for action today’s date but no later than 06/30/20XX (once 06/30/20XX is closed use any date that is currently open). Place a check mark on the update budget date equal to accounting date. This Requisition was qualified. If a requisition is not qualified place a check mark on box then click on the middle arrow to qualify Requisition. Click on the yes button to proceed.

Click on the yes button to continue.

The screen shot below appears when the system is finished closing the requisition.
Once the system is done closing the requisition go back to the main menu to verify requisition budget status.


The screen shot below shows the Requisition status is complete, budget status is valid, and PO 1001000014 is complete. Verify requisition accounting entries and they must equal to zero.

End of procedure.