

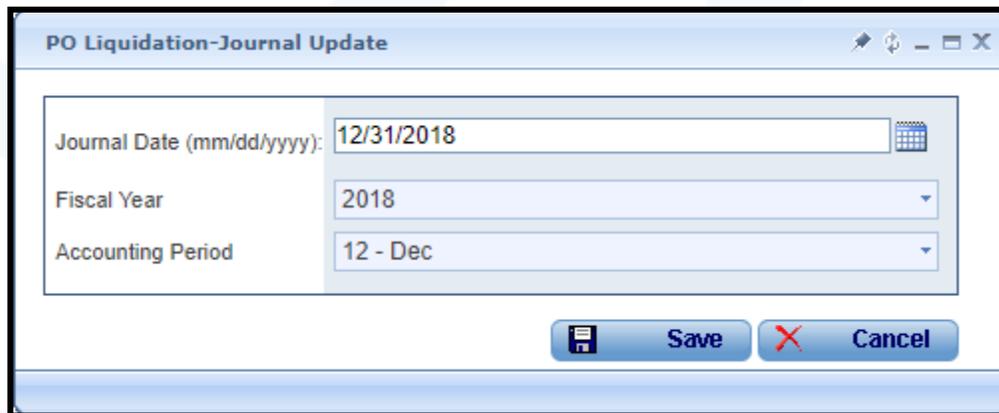
Year End Processing – Open PO's

This document will outline the steps necessary to move outstanding purchase orders from the prior year into the current year. These steps should be completed after the year end process is finished and when no more purchase orders have to be received in the prior year.

PO Liquidation

It is necessary to move the encumbrances from prior year to current year. This process will update a liquidation row totaling the remainder of the PO in the year, period, and date specified by the user.

- 1) Go to General Ledger > Year End > Tools > PO Liquidation
 - a. Select records that will not be received in the prior year
 - i.  - This will display a PDF report of all transactions selected showing how much will be liquidated
 - ii.  - This will prompt for the Journal Date, Fiscal Year, and Accounting Period to be used for the liquidation journal. In most cases, this information should reflect the last day of the previous fiscal year.

A screenshot of a software dialog box titled "PO Liquidation-Journal Update". The dialog box has a title bar with standard window controls. It contains three input fields: "Journal Date (mm/dd/yyyy)" with the value "12/31/2018" and a calendar icon; "Fiscal Year" with a dropdown menu showing "2018"; and "Accounting Period" with a dropdown menu showing "12 - Dec". At the bottom right, there are two buttons: "Save" with a floppy disk icon and "Cancel" with a red 'X' icon.

Journal Date (mm/dd/yyyy):	12/31/2018
Fiscal Year	2018
Accounting Period	12 - Dec

1. Once the user clicks Save, a journal proof report will display for the PO Liquidation entry. It is up to the user running this process if they wish to post the entry
 - a. If this journal gets approved and updated, the outstanding encumbrances for the year chosen will be decreased by the reported amount. This may not necessarily be what the customer wants to happen. If they want to see the outstanding encumbrances exist in the prior year, they can delete the journal

Re-Encumber PO

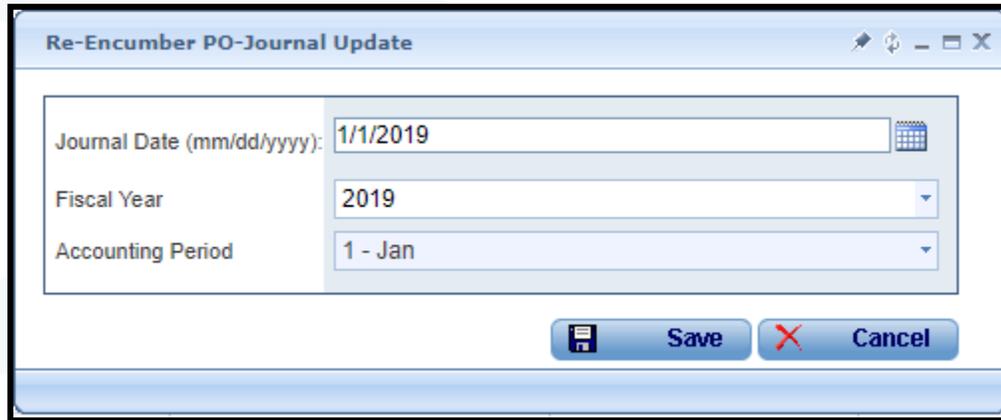
After liquidating the purchase orders in the prior year, re-encumbering in the new fiscal year will establish the necessary encumbrance for each selected purchase order. This process will update an encumbrance and the option to create a budget adjustment in the year, period, and date specified by the user.

- 1) Go to General Ledger > Year End > Tools > Re-Encumber PO
 - a. Select records to have the prior year encumbrance established in the new year
 - i.  - This will display a PDF report of all transactions selected showing how much will be re-encumbered
 - ii.  - This will prompt the user with a Yes or No message:

Would you like to create a carryover budget adjustment for the selected transactions?

 1. Yes – Two journals (PJ – PO Adjustment Journal, BE – Budget Entry Journal) will be updated in the year, period, and journal date chosen by the user on the subsequent screen
 2. No – One journal (PJ – PO Adjustment Journal) will be updated in the year, period, and journal date chosen by the user on the subsequent screen.

- iii. Once Yes or No has been chosen, a window will display prompting the user to enter a journal date, fiscal year, and accounting period. In most cases, this information should reflect the first day of the new fiscal year.

A screenshot of a software dialog box titled "Re-Encumber PO-Journal Update". The dialog box has a light blue header and a white body. It contains three input fields: "Journal Date (mm/dd/yyyy):" with the value "1/1/2019" and a calendar icon; "Fiscal Year" with a dropdown menu showing "2019"; and "Accounting Period" with a dropdown menu showing "1 - Jan". At the bottom right, there are two buttons: "Save" with a floppy disk icon and "Cancel" with a red 'X' icon.

1. Once the user clicks Save, a journal proof report will display for the Re-Encumbrance entry, and if applicable, the Budget Adjustment entry.
 - a. If this journal gets approved and updated, the outstanding encumbrances for the year chosen will be increased by the reported amount. If selected, there will also be a budget increase by the reported amount.

NOTE: If a PO that has gone through the liquidation and re-encumbrance process is subsequently deleted, only the encumbrance gets adjusted by that process. The user will have to manually create a budget entry journal to adjust the budget if applicable.

Questions can be directed to support@edmundsgovtech.com or support line 919-232-2300.