**Cancelling or Closing POs**

**with Two Accounting Periods Open**

Please be extra cautious of the accounting date when cancelling or closing POs since there will be two accounting periods and two fiscal years open in July.

The accounting date field is located on the "Processing Results" page just above the "Qualified" box.

The accounting date defaults to **CURRENT DATE,** so

* If you want the PO to close/cancel in **FY 2022**, change the accounting date to **6/30/22**.
* If you want the PO to close/cancel in **FY 2023**, the accounting date should be a **July date**.

If the PO is entered with a FY2022 accounting date that should be FY2023 or vice versa and you have already budget checked PO:

* Do not attempt to correct the accounting date
* Cancel the PO with incorrect accounting date
* Re-source the requisition and make sure PO has correct accounting date

If incorrect accounting date was entered, corrected and budget checked

* Contact SAO immediately at fscm@sao.ga.gov

Also, if you cancel the remaining encumbrance by "Final Reference" through the AP module, the accounting date of your voucher will drive what period the cancellation is reflected.