



# TeamWorks Financials FY23 Year End User Guide for Purchasing Users

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## Purchasing Year-End Procedures

### Identify And Review Open Encumbrances

For proper accounting and year end calculation of surplus, all open encumbrances should be reviewed and any funds that will not be needed should be liquidated. This is done by either cancelling or closing the Purchase Order associated with the encumbrance. The following steps detail how to review open encumbrances and then cancel or close the Purchase Order.

#### Review Open Encumbrances:

Users can review open encumbrances by using either the PO Summary Encumbrance Report (GLxxx0471) or by running queries. The report can be run to show encumbrance balances as of any fiscal year and accounting period requested.

The PO Summary Encumbrances Report (GLxxx0471) can be run by agency on demand. Any transactions with a budget period earlier than FY 2021 should be reviewed.

**Open Encumbrances Report Navigation:** Purchasing > Purchase Orders > Reports > PO Open Encumbrances.

< Records
PO Open Encumbrances

PO Open Encumbrance

Run Control ID    Encumbrance

Report Manager    Process Monitor

Run

\*Business Unit:

Fiscal Year:

Acctg Period Thru:

Print PO Detail: ☐ (Unchecked produces Summary Report)

Save    Notify

Add    Update/Display

Generally, do not check the “Report PO Detail” box unless you want the report to include detailed listings of the individual PO vouchers issues against each PO distribution.



**Open Encumbrances Query Navigation:** Reporting Tools > Query > Query Viewer > Query  
Query Name:

1. 0PO013\_OUTSTAND\_ENCUMB\_BY\_BU
2. 0PO013KK\_OUTSTAND\_ENCUMB\_BY\_BU
3. 0PO13KK\_CLOSED\_ENCUMB\_BY\_BU – Displays PO's in a closed status with a remaining encumbrance.

**Please submit tickets for SAO assistance with PO's that are closed and remain encumbered.**

< Home
Query Manager Home

[New Window](#) | [Help](#) | [F](#)

**Query Manager**

Enter any information you have and click Search. Leave fields blank for a list of all values.  
[Find an Existing Query](#) | [Create New Query](#)

\*Search By Query Name begins with 0PO013\_OUTSTAND\_ENCUMB\_BY\_BU

Search [Advanced Search](#)

**Search Results**

Check All
Uncheck All

\*Folder View -- All Folders --
\*Action -- Choose --
Go

**Query**

Q

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Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
<input type="checkbox"/>	0PO013KK_CLOSED_ENCUMB_BY_BU	Outstand Encum by BU-KK Ledger	Private		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>
<input type="checkbox"/>	0PO013C_ALL_ENCUMB_BY_BUD_YEAR	All Encum by Budget Date Range	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>
<input type="checkbox"/>	0PO013KK_OUTSTAND_ENCUMB_BY_BU	Outstand Encum by BU-KK Ledger	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>
<input type="checkbox"/>	0PO013_OUTSTAND_ENCUMB_BY_BU	Outstanding Encumbrances by BU	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>
<input type="checkbox"/>	0PO13KK_CLOSED_ENCUMB_BY_BU	Outstand Encum by BU-KK	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>

## Identify and Resolve Budget Errors

Purchase Orders in budget error typically cannot be canceled or closed. If the Purchase Order containing a budget error has previously passed budget checking, change the chartfields back to the original values that passed budget and budget check again. Users should always check with their budget team to determine correct chartfield values to use on purchasing transactions.

Users may need to use queries:

- **0PO025B\_PO\_ACCOUNTING\_HISTORY** to determine the original chartfields.
- **0PO001\_BCM\_ERRORS** to identify purchase orders that are in budget error.



Purchase orders should be eligible for closure once the budget header status is in a valid status and all other close/cancel criteria is met.

## Identify Purchase Orders That Have Not Been Approved.

Users should use the OPO028\_UNAPPROVED\_POS\_BY\_BU query to identify queries that are unapproved.

Note: Procedurally, all current year requisitions should be sourced to Purchase Orders or Contracts before the June close. The OEPO\_Reqs\_to\_be\_Sourced query can be used to identify requisitions that have not been sourced.

## Two Open Accounting Periods

Pay close attention to 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 of the Buyer's Workbench just above the "Qualified" box.

Buyer's Workbench

Processing Results

Business Unit 40700 WorkBench ID TEST

\*Description TEST

Select POs for Further Processing

Accounting Date for Action 06/30/2023

Not Qualified

PO ID	Log

Qualified

PO ID	Line	Sched	Distrib Line

The accounting date defaults to the CURRENT DATE, so

- If you want the PO to close/cancel in FY 2023, change the accounting date to 6/30/23.
- If you want the PO to close/cancel in FY 2024, the accounting date should be a July date.

If the incorrect accounting date is entered and the system has issued PO ID, please **DO NOT ATTEMPT TO CORRECT THE ACCOUNTING DATE.**



Please do the following:

- Cancel the PO with incorrect accounting date.
- Create a new PO and make sure the PO has the correct accounting date.

If the incorrect accounting date was entered, corrected and **budget checked** contact SAO immediately. We will need to review the underlying KK data to determine corrective action.

To avoid possible encumbrance accounting issues during this Fiscal Year End cycle, it is important to not cross the fiscal year boundary when changing accounting dates on a PO.

## Processes

### Finalizing the PO

Finalizing the PO will liquidate and return to the budget any remaining encumbrance on the purchase order and/or purchase order lines. Once full payment has been received on the PO line then the line should be finalized. Finalizing will make any liquidated PO line eligible for closure.

- PO's are finalized by line, you can finalize one line without finalizing another.
- Each PO line that will no longer be vouchered should be finalized.
- Finalizing the PO may reduce encumbrance issues once the PO is closed.

### Steps To Finalize the Entire PO:

1. Access the Invoice Information page (Accounts Payable > Vouchers > Add/Update> Regular Entry) and create or modify a voucher.
2. Select the Finalize Document button in the header.

Invoice Information | Payments | Voucher Attributes

Business Unit 40700 Invoice No TEST

Voucher ID NEXT Accounting Date 05/01/2023

Voucher Style Regular Voucher \*Pay Terms N30 Net 30

Invoice Date Invoice Received

Supplier ID COMPUTER AID INC Control Group

ShortName Location \*Address

☐ Incomplete Voucher

Save Save For Later Action

Invoice Total

Line Total 24,722.24

\*Currency USD

Miscellaneous

Freight

Total 24,722.24

Difference 0.00

Run Calculate Print

### 3. Save the voucher.

## Steps To Finalize individual lines on the PO:

1. Access the Invoice Information page (Accounts Payable > Vouchers > Add/Update> Regular Entry) and create or modify a voucher for the reduced amount.
2. Select the Finalize check box or button.
  - For all distribution lines (1), click the Invoice Lines Finalize Line button, which populates the Finalize check boxes.
  - For individual distribution lines (2), select the Finalize check box on the distribution line.

Invoice Lines

Line 1 ☐ Copy Down

\*Distribute by Amount

Item Quantity 1.0000 UOM LOT Unit Price Line Amount 0.00

SpeedChart Ship To PO\_001001 Description TEST Packing Slip

Purchase Order 40700000000 Associate Receiver(s) Adjust PO Percentage Allocate by Percentage

☒ One Asset Work Order UPN Calculate

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	Line	PO Percent	Percent	Merchandise Amt	Quantity	Program	Special Purpose	Affiliate	Fund Affil	Budget Date	Finalize	PO Finalized
				1	100.0000	100.0000	0.00	1.0000	6180501				12/19/2022	<input checked="" type="checkbox"/>	N

3. Save the voucher.
4. After the voucher is approved, run budget checking on the voucher to confirm the correction.



## Cancel or Close Purchase Orders

Cancel or Close Purchase Orders if encumbrance balances are not needed using the Buyer's Workbench.

Navigation: Purchasing > Reconcile PO's > GA > Reconciliation Workbench.

- Purchase orders should only be **canceled** if they have had no activity (receivers or vouchers) against them.
- Purchase Orders should be **closed** if they have activity against them. User enters the Business Unit and PO ID to be canceled or closed. The accounting date will default to the current date and must be in an open period.
- It is best practice to **close** individual po lines. This may help reduce encumbrance related issues on the purchase order.

[Records](#) **Buyer's WorkBench** [New Window](#)

Business Unit: 40700 WorkBench ID: TEST  
\*Description: TEST

Select POs for Further Processing

List of Purchase Orders

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 000000		N	Dispatched	07/22/2022	04/26/2023			No Match			

☒ Select All ☐ Clear All

Action:

Go To: