



TeamWorks Financials Year End User Guide for Purchasing Users

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Purchasing Year-End Procedures

Identify And Review Open Encumbrances

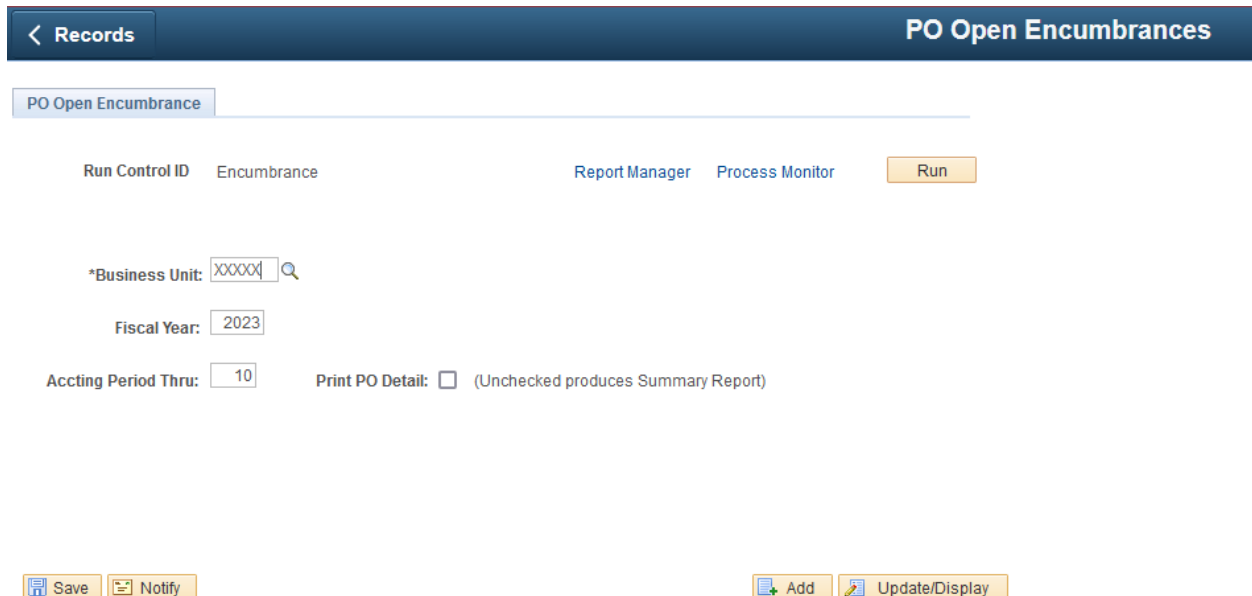
For proper accounting and year end calculation of surplus, all open encumbrances should be reviewed and any funds that will not be needed should be liquidated. This is done by either cancelling or closing the Purchase Order associated with the encumbrance. The following steps detail how to review open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



The screenshot shows the 'PO Open Encumbrances' report interface. At the top, there is a navigation bar with a back arrow and 'Records' on the left, and 'PO Open Encumbrances' on the right. Below this is a breadcrumb trail 'PO Open Encumbrance'. The main area contains several input fields and buttons:

- 'Run Control ID' and 'Encumbrance' labels.
- 'Report Manager' and 'Process Monitor' links.
- A yellow 'Run' button.
- '*Business Unit:' field with 'XXXXX' and a search icon.
- 'Fiscal Year:' field with '2023'.
- 'Accounting Period Thru:' field with '10'.
- 'Print PO Detail:' checkbox (unchecked) with the text '(Unchecked produces Summary Report)'.
- At the bottom, there are buttons for 'Save', 'Notify', 'Add', and '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.

The screenshot shows the 'Query Manager' interface. At the top, there is a navigation bar with 'Home', 'Query Manager', and a home icon. Below this, there are links for 'New Window', 'Help', and 'F'. The main area is titled 'Query Manager' and contains instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the instructions are links for 'Find an Existing Query' and 'Create New Query'. A search form is present with a dropdown for '*Search By' set to 'Query Name', a text input for 'begins with' containing '0PO013_OUTSTAND_ENCUMB_BY_BU', and a 'Search' button. There is also an 'Advanced Search' link. Below the search form is the 'Search Results' section, which includes 'Check All', 'Uncheck All', '*Folder View' (set to '-- All Folders --'), '*Action' (set to '-- Choose --'), and a 'Go' button. At the bottom, there is a 'Query' section with a search icon and a table of results. The table has columns: Select, Query Name, Descr, Owner, Folder, Edit, Run to HTML, Run to Excel, Run to XML, Schedule, and Definitional References. The table contains five rows of query results.

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		Edit	HTML	Excel	XML	Schedule	Lookup References
<input type="checkbox"/>	0PO013C_ALL_ENCUMB_BY_BUD_YEAR	All Encum by Budget Date Range	Public		Edit	HTML	Excel	XML	Schedule	Lookup References
<input type="checkbox"/>	0PO013KK_OUTSTAND_ENCUMB_BY_BU	Outstand Encum by BU-KK Ledger	Public		Edit	HTML	Excel	XML	Schedule	Lookup References
<input type="checkbox"/>	0PO013_OUTSTAND_ENCUMB_BY_BU	Outstanding Encumbrances by BU	Public		Edit	HTML	Excel	XML	Schedule	Lookup References
<input type="checkbox"/>	0PO13KK_CLOSED_ENCUMB_BY_BU	Outstand Encum by BU-KK	Public		Edit	HTML	Excel	XML	Schedule	Lookup References

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 2024, change the accounting date to 6/30/24.
- If you want the PO to close/cancel in FY 2025, 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 [] Basis Date Type Inv Date

Invoice Received []

Supplier ID [COMPUTER AID INC] Control Group []

ShortName []

Location []

*Address []

Incomplete Voucher

Invoice Total

Line Total 24,722.24

*Currency USD

Miscellaneous []

Freight []

Total 24,722.24

Difference 0.00

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments(0)
Template List
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

Save Save For Later Action [] 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.
 - o For all distribution lines (1), click the Invoice Lines Finalize Line button, which populates the Finalize check boxes.
 - o 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 []

1 Purchase Order

40700000000 Associate Receiver(s)

One Asset

Work Order

UPN

Calculate

Adjust PO Percentage

Allocate by Percentage

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Program	Special Purpose	Affiliate	Fund Affil	Budget Date	Finalize	PO Finalized
				<input type="checkbox"/>	1	100.0000	100.0000	0.00	1.0000	6180501				12/19/2022	2 <input type="checkbox"/>	N

3. Save the voucher.

