



STATE ACCOUNTING OFFICE

[sao.georgia.gov](http://sao.georgia.gov)

*Fiscal Leadership for Georgia*

## Financial Systems

**DATE:** May 1, 2008

**AREA:** Purchasing and Accounts Payable

**TOPIC:** Year End Date Edits

**EFFECTIVE:** May 1, 2008

**MESSAGE:**

New online system edits have been added to the Purchasing and Accounts Payable modules in order to prevent the incorrect use of “Accounting” and “Budget” dates on Purchase Orders and Vouchers during the year end time frame. Each PO and Voucher has one “Accounting Date” on the transaction header and has a “Budget Date” for each accounting distribution. The “Accounting Date” controls the fiscal period to which the accounting entries generated by the transaction are posted. This date must be in an open accounting period and there has always been a system edit to assure that this is the case. The “Budget Date” controls from what budget year’s appropriation the funds for the transaction will be taken. For instance, any date between 7/1/07 and 6/30/08 will use the BY 2008 budget, whereas dates between 7/1/08 and 6/30/09 will use BY 2009. The system defaults the current date for “Accounting Date”, but this may be changed by the user. The “Budget Date” defaults to whatever the “Accounting Date” is at the point the accounting distributions are added to the transaction. For Purchase Orders, the budget date can also be changed on the PO Defaults page before the PO lines are entered. For ten months of the year, the dates defaulted by the system are generally correct, but during the year end period users may be creating new transactions referencing one of two different budget years while the accounting periods from two different fiscal years are open. This frequently results in errors with the use of these dates causing incorrect accounting entries to be created. Also, because there is only one “Accounting Date” and can be multiple “Budget Dates”, problems occur if budget dates related to two different budget years are used in a single transaction. To prevent these types of issues, SAO has implemented new edits that will cause the system to error if an illogical combination of “Accounting” and “Budget” dates are used on a Purchase Order or Voucher. These edits will be effective each year only between May 1 and the close of the June Accounting period in mid-July.

In conjunction with these changes, the July Accounting Period for the PO Module **only** will be opened on June 1, 2008. For all other modules, the July period will not open until July 1, 2008. This will allow, beginning June 1, for the entry of Purchase Orders for the next year. July Accounting and Budget dates must be used in order to save these “new” year purchasing transactions.

**ACTION:**

If an error is received when SAVING a Purchase Order or AP Voucher stating that the transaction has some distributions with a budget date that does not match the accounting date, verify the dates being used and correct whichever dates are incorrect. The PO accounting date can be found on the "Header Details" page and the PO budget date is located on the "Details/Tax" tab of each PO distribution. Budget Date is also shown on the PO Defaults page, but remember that this was entered as a "default" value only and the actual date on each individual PO Distribution could be different. The Voucher accounting date is found on the main voucher "Invoice Information" tab and the budget date is located on the "GL chartfields 2" tab of each voucher distribution. To easily see budget dates of all lines of a PO or Voucher, the 0PO095\_PO\_DISTRIBUTIONS and the 0AP061\_VOUCHER\_DISTRIBUTIONS queries can be used.

During June and July, Purchase Orders can be processed for both the current and new year as long as June Accounting and Budget Dates are used for current year orders and July Accounting and Budget Dates are used for new year orders. Accounts payable transactions cannot be processed for the new year until July 1. June transactions can continue to be processed until the June close scheduled for 7/11/2008.

**ADDITIONAL INFORMATION/RESOURCES:**

N/A

**QUESTIONS:**

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