
Announcement

TO: GeorgiaFIRST PeopleSoft Financials Users

POSTED: March 31, 2017

SUBJECT: Fiscal Year End Purchasing/Encumbrance Reminders

Please review the following information and distribute to the appropriate individuals.

Changes in the Purchase Order Batch Budget Check Process:

Following the application of Release 5.20 on November 18, 2016, the Purchase Order batch Budget Check process has changed. Previously, Oracle delivered functionality for the batch Purchase Order Budget Check process did not evaluate the Accounting Date on the Purchase Order to confirm that it was in a current open period. The process picked up any PO that was pending budget check and included it within the process.

Oracle has changed this functionality and the accounting date on the Purchase Order is now evaluated to confirm that it is in a current open period. If it is, the PO will be budget checked. If the accounting date is in a closed period, then the PO will not be picked up by the process and a message is placed in the Message Log of the process instance in the Process Monitor, stating "PO, 000051XXXX, 1, 1, 1 was not processed, accounting date is not in valid accounting period".

Due to this change in functionality, there has been an increase in tickets for CLOSED Purchase Orders that are pending budget check, where the accounting date is in a closed period. The accounting date is not able to be changed once a PO is closed and therefore the PO is not eligible to be budget checked.

As a result of the changes in this process, ITS recommends that you work with the appropriate staff at your institution to incorporate the following steps into your month end close process in order to ensure that all Purchase Orders have been successfully budget checked prior to closing the accounting period.

Prior to month-end close and closing the accounting period, confirm there are no PO's pending budget check for the respective period:

1. Run the BOR_BC_PENDING query for Source Transaction Type = PO_POENC (Purchase Order)
2. If the query returns Purchase Orders that have not successfully budget checked, resolve any errors and run the PO Batch Budget Check process.
3. Repeat step 1 to confirm all PO's have a valid budget check.

In the event that the period has been soft closed prior to identifying the PO, there are two options for budget checking the PO:

1. Reopen the accounting period and run the batch Budget Check process. Once you confirm that the PO has a valid budget check status and no longer appears on the BOR_BC_PENDING query, be sure to reclose the accounting period.
2. Run the Reopen Purchase Order process; then update the Accounting Date. Budget Check the PO and then Close the PO.

Changing the Accounting Date on a PO from One Fiscal Year to Another:

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

If you create and Budget Check a PO with an accounting date in the wrong Fiscal Year, you should first CANCEL that PO and then create a new PO with the correct accounting date. DO NOT try to correct the PO by changing the accounting date.

When changing an accounting date that crosses Fiscal Years, the related encumbrance entries will not be recorded in the correct fiscal year and your encumbrance balances will be incorrect, resulting in surplus reporting errors. Encumbrance journal entries would then have to be created in order to correct the encumbrance balances.

MORE INFORMATION AND SUPPORT: For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at http://www.usg.edu/customer_services. (This service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

ADDITIONAL RESOURCES: For information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/customer_services/service_level_guidelines. For USG services status, please visit <http://status.usg.edu>.

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