



PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

4/4/2017

Section M: Calendar and Fiscal Year-End
Processing

[Topic 2: Transferring Open Purchase

Orders to the New Fiscal Year, Version 1.4]

Revision History

Date	Version	Description	Author
4/4/2017	1.4	17.01.00 – Update screenshots.	D. Ochala
03/04/2016	1.3	16.01.00 – Update Logo and Footers.	S. Scrivens
05/25/2011	1.2	11.02.00 – Update documentation to current standards.	D. Ochala
02/05/2007	1.1	Changed document’s cover page.	C. W. Jones
06/18/2004	1.0	Updated Menu screens.	C. W. Jones

Table of Contents

OVERVIEW.....1
PROCEDURE A: TRANSFER OPEN PO'S TO NEW YEAR2

Overview

Transferring purchase orders to the new fiscal year assigns the new fiscal year to the account numbers for the school district's *Open* purchase orders. The purchase order is given a *Carryfwd/Reopen* date for the new fiscal year (07/01/**YY**, where **YY** is the current fiscal year), and a status of **C** (Carry Forward). The purchase order will remain open until liquidation, cancellation, or closing. The procedure also automatically adjusts the new fiscal year's budget total dollar amount, and will include an encumbrance. PCGenesis automatically creates an account for the current year where appropriate.

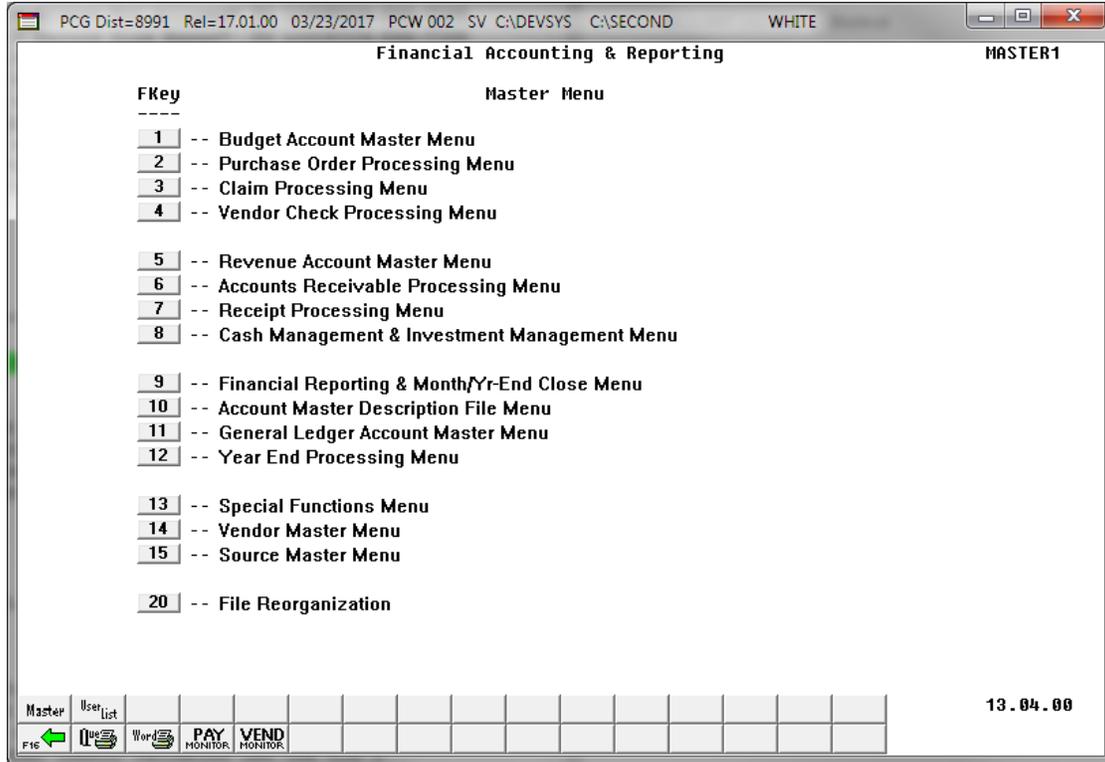
Because PCGenesis transfers purchase orders to a new fiscal year only once, cancel all purchase orders that were previously "rolled" from a previous year before attempting to close the current fiscal year.

The financial director should generate a listing of *Open* purchase orders that were transferred (or "rolled") from the previous fiscal year after completing the transfer procedure.

Procedure A: Transfer Open PO's to New Year

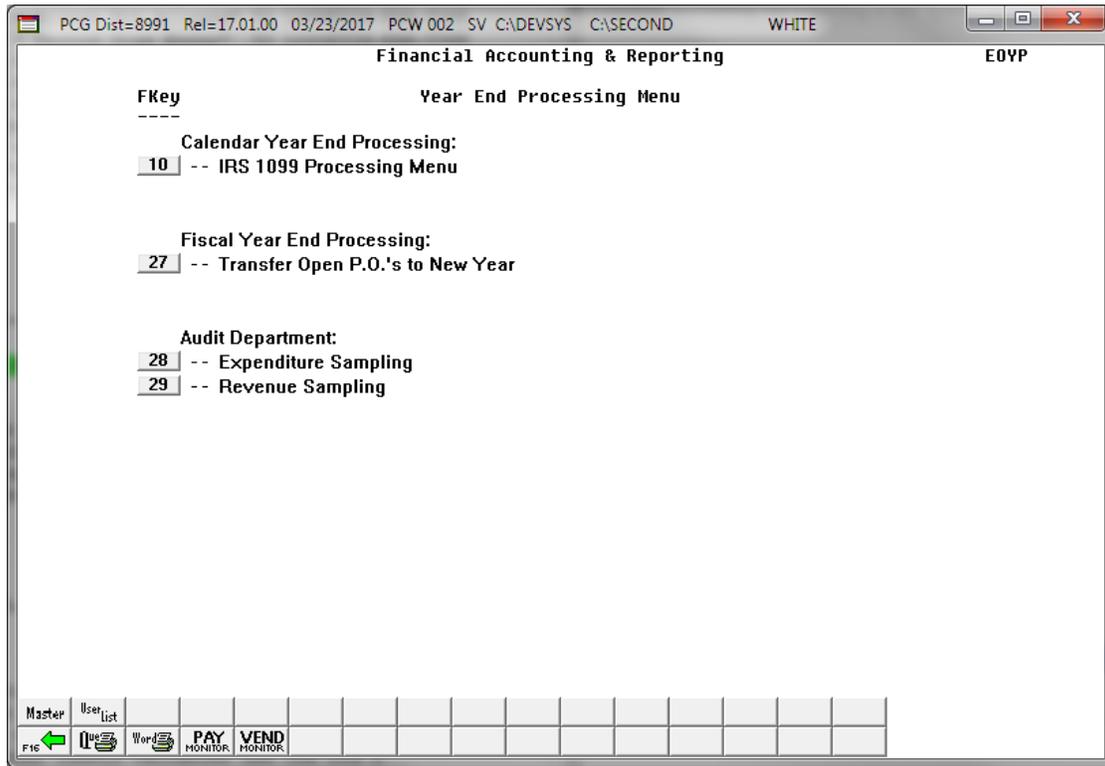
Step	Action
1	From the <i>Business Applications Master Menu</i> , press 1 (F1 - Financial Accounting & Reporting System).

The following screen displays:



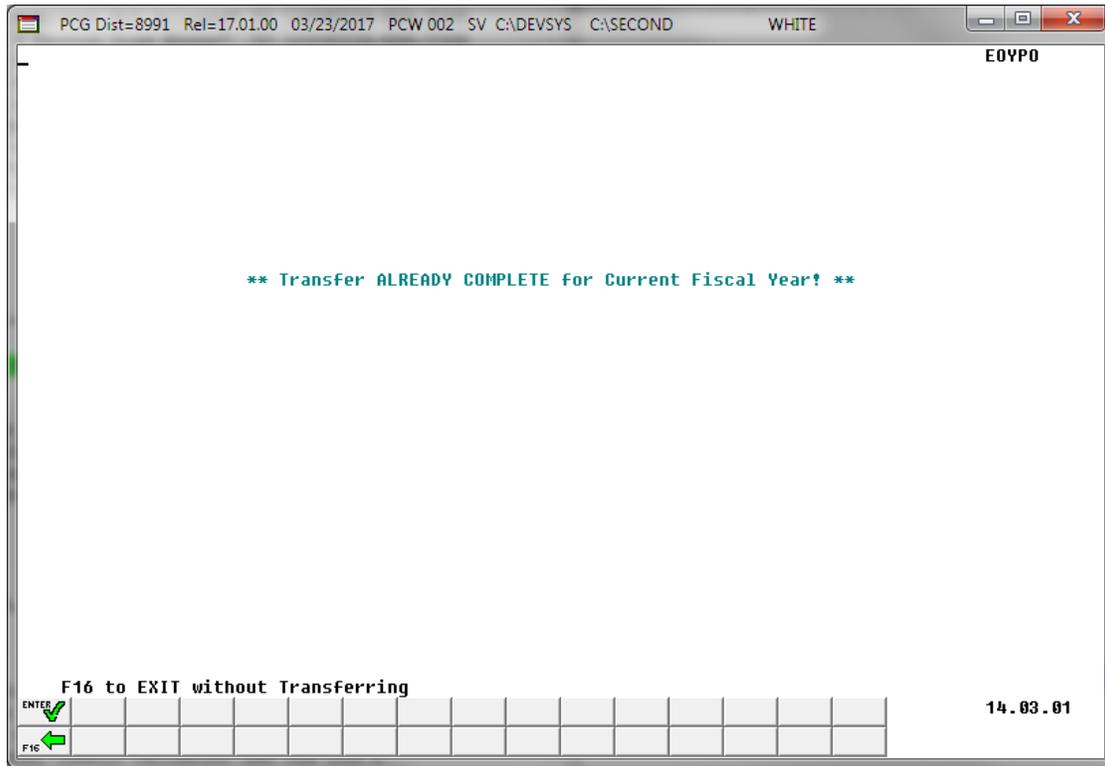
Step	Action
2	Press 12 (F12 - Year End Processing Menu).

The following screen displays:



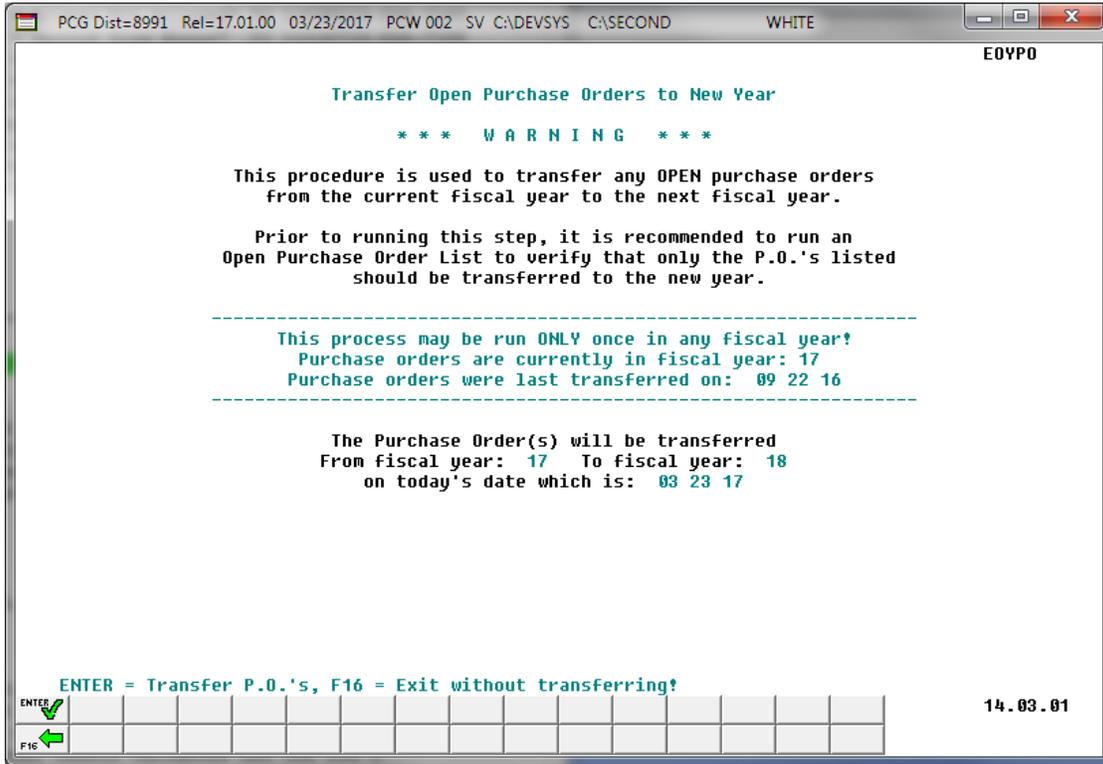
Step	Action
3	Press F27 (F27 - Fiscal Year End Processing: Transfer Open P.O.'s to New Fiscal Year).

For processed fiscal year transfers the following screen displays:



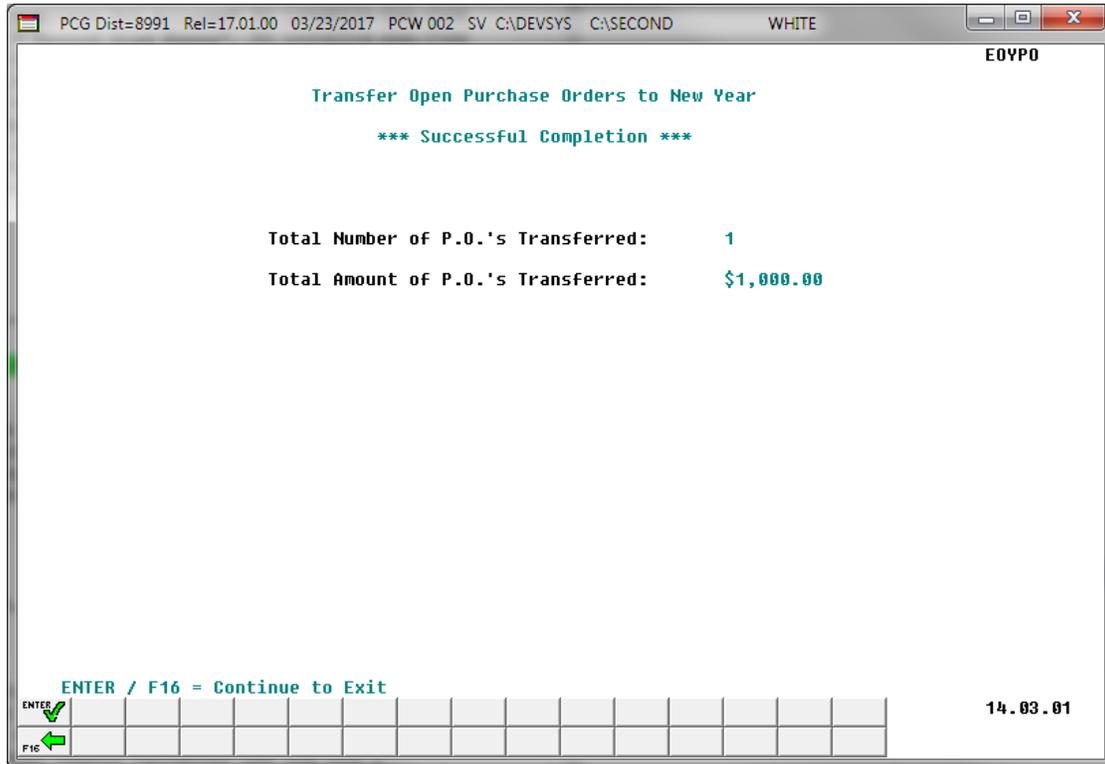
Step	Action
4	Press  (F16 - Exit), and proceed to <i>Step 7</i> . PCGenesis allows this procedure to be run only once in the same fiscal year.

The following screen displays:



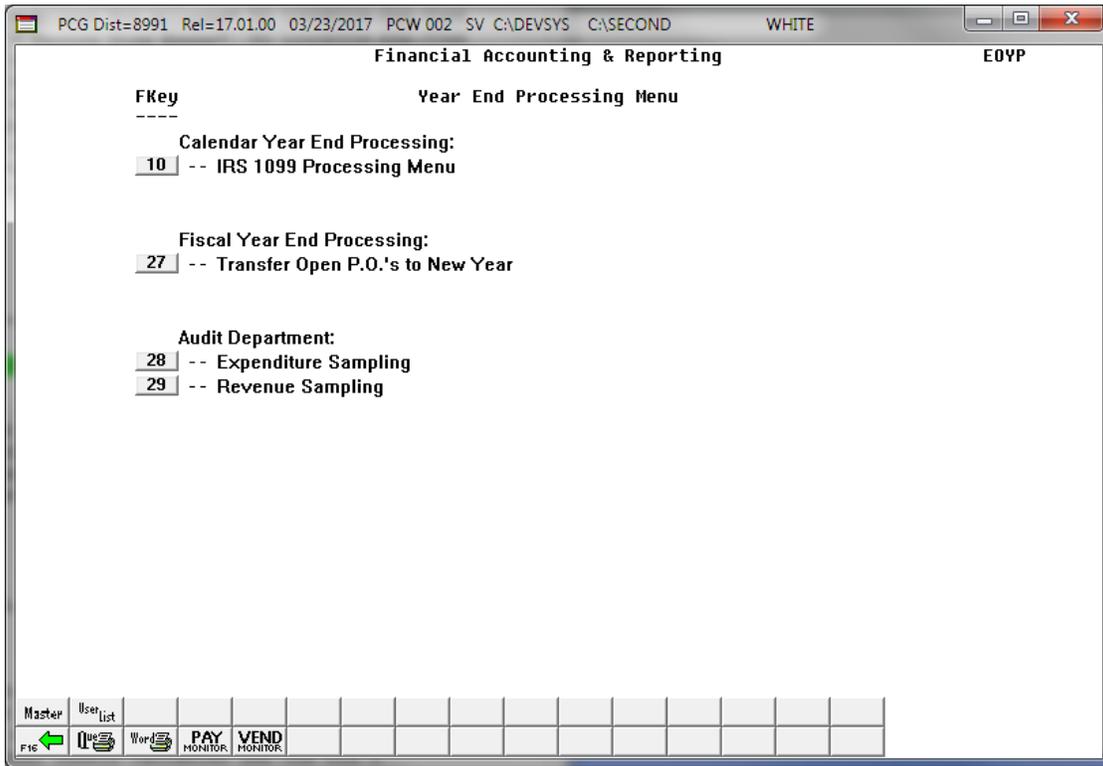
Step	Action
5	Review the information on the <i>Warning</i> screen, and press  (ENTER).

The following screen displays:



Step	Action
6	<p>When the “<i>Transfer Open Purchase Orders to New fiscal year *** Successful Completion ***</i>” screen is displayed, verify the Total Number of P. O.’s Transferred and Total Amount of P. O.’s Transferred fields are correct, and press  (ENTER).</p> <p><u>If the entries are not correct:</u> Contact <i>Technology Services Customer Support</i> for assistance.</p>

The following screen displays:



Step	Action
7	Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting – Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .