

## 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

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#### **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 <b>1</b> ( <b>F1</b> - Financial Accounting & Reporting System).

The following screen displays:

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	4	Vendor	Check Processii	ng Menu					
	5	l Revenu	e Account Maste	ar Menu					
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	7	Receipt	Processing Me	;; nu					
	8	Cash M	anagement & Inv	vestment M	anagemen	t Menu			
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For processed fiscal year transfers the following screen displays:

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



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

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ENTER / E16 = Continue to Exit	
	14.03.01
F16	

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

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Financial Accounting & Reporting       EOVP         FKey       Year End Processing Menu         Calendar Year End Processing:       10         10          Fiscal Year End Processing:       27         27          Audit Department:       28         28          Expenditure Sampling         29          Revenue Sampling         20          Revenue Sampling         Con	PCG Dist=8991	Rel=17.01.00 03/23/2017 PCW 002 SV C	:\DEVSYS C:\SECOND	WHITE	
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