

University of Wisconsin System
SFS Accounting Manual

Category: Purchasing

Effective Date: 04/17/2009

Task or Process:

Revision Date: 04/17/2009

New Year Purchase Order Entry

Contact Information: APPO Team

Livia Goff Email - lgoff@uwsa.edu Phone - 608 890-2977

Janet Larson Email - jl Larson@uwsa.edu Phone - 608 890-1632

NEW YEAR PURCHASE ORDER ENTRY

You may start entering New Year Purchase Orders on the first work day in May. For Fiscal Year 2010, that date is May 1, 2009.

For New Year Purchase Orders during the period May 1st through July 1st, enter the PO Date and PO Accounting Date as 7/02/2009. To set the Accounting Date, at “Add/Update Purchase Orders”, complete vendor information and then navigate to the “Header Details” and change the accounting date to 7/02/2009 or a business day after July 2, 2009. The accounting date determines the accounting period and year for the Purchase Order encumbrances. By comparison, the default accounting date is always the current date. Appendix 1 at the end of this document can be printed out or sent to end users without the additional information regarding encumbrances.

Express Purchase Order

Purchase Order

Unit:	UWADM	PO Status:	Initial
PO ID:	NYPOTEST	Budget Status:	Not Chk'd
Copy From:	<input type="text"/>	<input type="checkbox"/>	Hold From Further Processing
Header			
*PO Date:	<input type="text" value="07022009"/>	Doc Tol Status:	Valid
Vendor:	<input type="text"/>	Receipt Status:	Not Recvd
*Vendor ID:	<input type="text"/>	*Dispatch Method:	<input type="text"/>
*Buyer:	<input type="text"/>	<input type="button" value="Dispatch"/>	
PO Reference:	<input type="text"/>	*PO Type:	GEN
<input type="button" value="Header Details"/>	<input type="button" value="PO Activities"/>	<input type="button" value="Add ShipTo Comments"/>	<input type="button" value="Amount Summary"/>
<input type="button" value="PO Details"/>		Merchandise:	0.00
<input type="button" value="Add Comments"/>		Freight/Tax/Misc.:	0.00
<input type="button" value="Add Items From"/>		Total Amount:	0.00 USD
		<input type="button" value="Calculate"/>	

Important note here about copying a PO into a new PO: If you change the PO date and accounting date and then copy another PO into the new PO, the date changes back to the current date. This caused some problems for users in the past. When copying a PO, copy the PO first and then set the PO Date and Accounting Date.

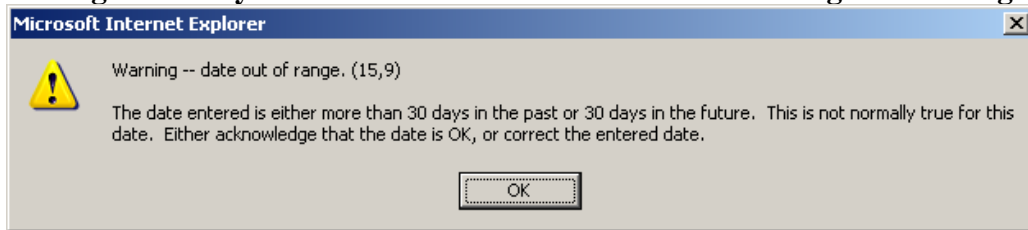
Express Purchase Order

PO Header Details

Unit:	UWADM	PO ID:	NYPOTEST	Vendor:	
PO Details					
Vendor:		PO Date:	07/02/2009		
*PO Type:	GEN	Budget Status:	Not Chkd		
*Billing Location:	ACCTPAY	Billing Address	<input type="checkbox"/> Tax Exempt	ID:	
Origin:		Letter of Credit ID:			
Currency					
Currency Code:	USD	Exchange Rate Detail	Base Currency:	USD	
Rate Date:	01/01/2006	Exchange Rate:	1.00000000		
Rate Type:	CRRNT				
Process Control Option					
Acknowledgements required for	Not required	Accounting Date:	07/02/2009		
<input checked="" type="checkbox"/> Dispatch	*Method:	Accounting Template:	STANDARD		
OK	Cancel	Refresh			

Click OK.

Message that may be seen at Header Details after Accounting Date Change:



Click OK if you are entering a new fiscal year PO.

Complete the rest of the PO as usual.

NOTE: Commitment Control functionality associates the encumbrance with the PO Accounting Date at Budget Check. IF YOU DID NOT CHANGE THE ACCOUNTING DATE BEFORE BUDGET CHECK, THIS PO WILL NEED TO BE CLOSED AND REISSUED IN FY2009. WISDM balances will not display correctly for financial reporting.

Additionally, once a PO is created, budget checked and dispatched, a voucher can be entered against it. This will cause the Encumbrance to be created in the next fiscal year but liquidated in the current fiscal year and the ledger will be out of balance. **PLEASE BE CAREFUL NOT TO DO THIS. Purchasing and Accounting areas at each campus must work collaboratively on ensuring the integrity of encumbrances and liquidations.** End of year roll over balances are certified by the campus controllers.

Timing Issues

Po Acctg Ln Lookup

Business Unit: UWADM
 From PO: 999NY001 To PO: 999NY001
 PO Status:
 From Fiscal Year: To Fiscal Year:

Accounting Line View Option: Standard CommitmentControl Ledger Group: CC_EXP

Accounting Entries												
Customize Find View All First 1-2 of 2 Last												
Details												
Purchase Order	Status	Vendor ID	Trans Type	GL Unit	Monetary Amount	Account	Closed Value	Budget Period	Fiscal Year	Accounting Period	Journal ID	Reference Reversal ID
999NY001	D	0000000001	PO_POENC	UWADM	2,000.00	3100	N	2007	2008	1	0072391924	
999NY001	D	0000000001	REVERSAL	UWADM	-2,000.00	3100	N	2006	2007	9	0072391926	00010241

In the example shown above, a PO was created for Fiscal Year 2008 but a voucher was entered in fiscal Year 2007. Both years will have encumbrance out of balance.

Additional Notes for POs rolling over to the new fiscal year - PLEASE - establish an absolute cut off for entering vouchers against old year PO's prior to the PO Rollover process. Once a purchase order is rolled, the remaining encumbrance balance is established in the new fiscal year.

Timing of voucher entry on prior year POs that are to be rolled over can cause encumbrances to be liquidated in the wrong fiscal year. After July 1, and before the PO rollover process is complete, vouchers should NOT be entered against those prior year POs. This is explained in more detail in the PO Rollover Manual. Again, WISDM will not display encumbrances correctly if steps are not taken to mitigate these timing issues.

As always, if you need additional information or clarification, do not hesitate to call the APPO Team or send an e-mail to: uwsaproblemsolvers@maillist.uwsa.edu

Appendix 1

How to set new fiscal year accounting dates

Express Purchase Order

Purchase Order

Unit: UWADM PO Status: Initial
 PO ID: NYPOTEST Budget Status: Not Chk'd
 Copy From: Hold From Further Processing

Header

*PO Date: 07022009 **1** [For Search](#) Doc Tol Status: Valid
 Vendor: [Vendor Details](#)
 *Vendor ID: Receipt Status: Not Recvd
 *Buyer: *Dispatch Method:
 PO Reference: *PO Type: GEN [Amount Summary](#)

[Header Details](#) **2** [Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#) Merchandise: 0.00
[Add Comments](#) Freight/Tax/Misc.: 0.00
[Add Items From](#) Total Amount: 0.00 USD

1. PO Date must be 7-2-2009 or after.
2. PO Accounting Date must be 7-2-2009 or after. Click on Header Details link to change accounting date.

Express Purchase Order

PO Header Details

Unit: UWADM PO ID: NYPOTEST Vendor:

PO Details

Vendor: PO Date: 07/02/2009
 *PO Type: GEN Budget Status: Not Chk'd
 *Billing Location: ACCTPAY [Billing Address](#) Tax Exempt ID:
 Origin: Letter of Credit ID:

Currency

Currency Code: USD [Exchange Rate Detail](#) Base Currency: USD
 Rate Date: 01/01/2006 Exchange Rate: 1.00000000
 Rate Type: CRRNT

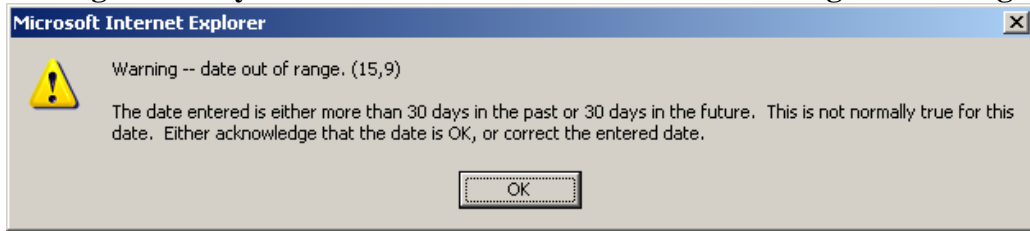
Process Control Option

Acknowledgements required for: Not required Accounting Date: 07/02/2009
 Dispatch *Method: Accounting Template: STANDARD

to keep the new accounting date.

If using PO copy, the current accounting date will replace the Future Year date. Copy PO first and then update the accounting date and PO date.

Message that may be seen at Header Details after Accounting Date Change:



Click OK if you are entering a new fiscal year PO.

Complete the rest of the PO as usual.