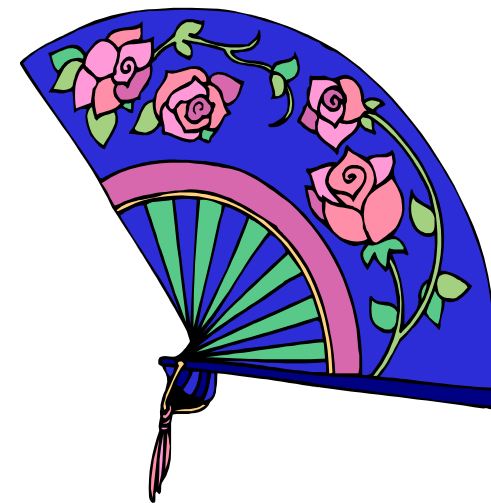
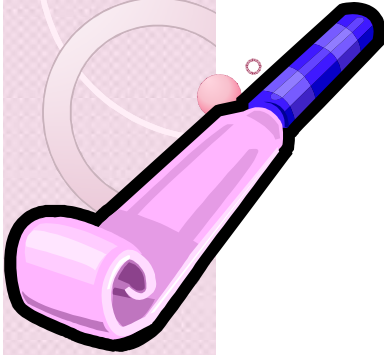


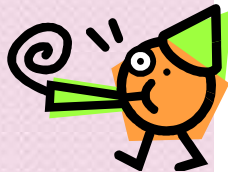
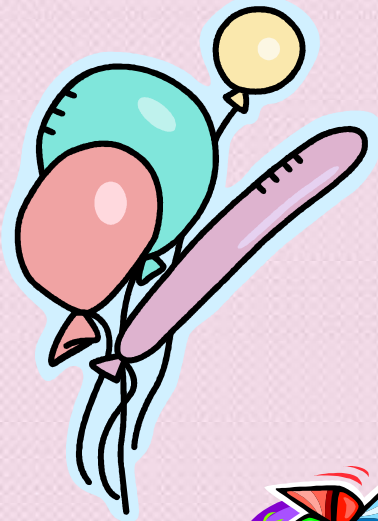
# PREPARE & RECONCILE TOWARDS YEAR END (PRTYE)

**HOW THIS PRTYE CAN  
IMPACT MY ENCUMBRANCES**

**BUYERS, ACCOUNTANTS AND ACCOUNTS PAYABLE  
WORK TOGETHER ON THE BUDGET AS ONE UNIT**



# INTRODUCING THE PARTY MEMBERS AND THEIR JOBS



**ACCOUNTANTS** ( BUDGET)

**ACCOUNTS PAYABLE**

( VOUCHERS & JOURNALS)

**BUYERS** ( PURCHASE ORDERS & CONTRACTS)

**BUYERS/ REQUISITION PROCESSORS**

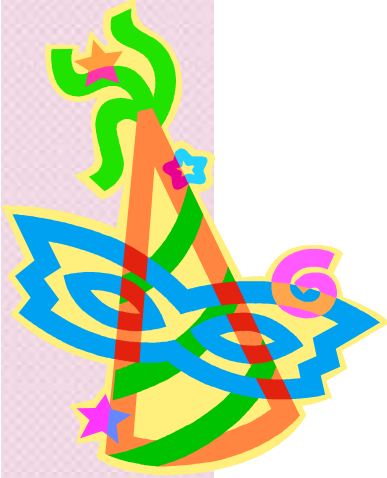
( REQUISITIONS & RECEIVERS)



## BUDGET DETAILS ( COMMITMENT CONTROL)

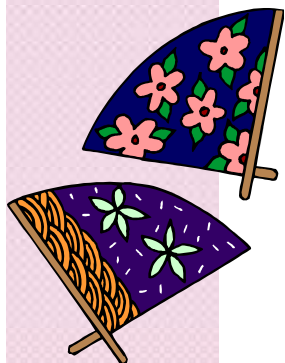


	<b>PINK PENCIL ACCOUNT</b>	<b>42000</b>
<b>Accountants</b>	BUDGET:	\$1,000.00
<b>AP- Vouchers, Journals</b>	EXPENSE:	\$ 350.00
<b>Buyers – Purchase Orders</b>	ENCUMBRANCE:	\$ 450.00
<b>Buyers/Requisition Processor Requisitions</b>	PRE-ENCUMBRANCE:	\$ 100.00
	<b>AVAILABLE BUDGET:</b>	<b>\$ 100.00</b>



A request comes in for 20 more boxes of pink pencils.  
A new requisition is created for \$150.00, but the requisition has a Budget Error.  
Why ??

<b>PINK PENCIL ACCOUNT</b>	<b>42000</b>
BUDGET:	\$1,000.00
EXPENSE:	\$ 350.00
ENCUMBRANCE:	\$ 450.00
PRE-ENCUMBRANCE:	\$ 100.00 + \$150.00
<b>AVAILABLE BUDGET:</b>	<b>- \$ 50.00</b>



We need help from the





to resolve the budget error




Paying Invoice #3 for PO#5 for \$75.00

When budget checking the voucher, they receive a Budget Check Error.

After reviewing PO#3, we contacted the  to check why the PO don't have any money?

The  confirmed PO#3 is made correctly and has a valid budget check. (the budget had money when the PO was made)

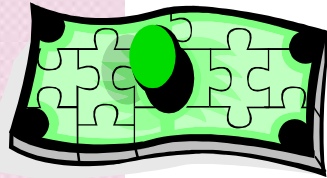
*What do I do now?*

Contact your  and ask them to let know when the budget problem is fixed.



Need some help from the  to resolve the budget error

When analyzing the Budget (Commitment Control), we noticed we have a 4 month old Purchase Order encumbering (PO#2 for \$95.00) the funds and the PO has not been paid yet.




Encumbrance \$ 95.00

Closing the Purchase Order will release the encumbrance.




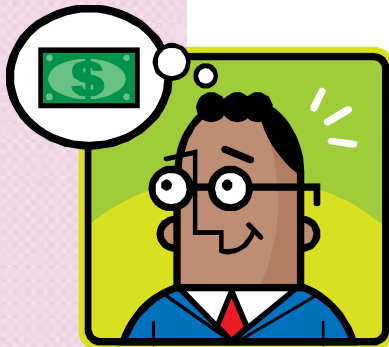




Contact the  and ask if they have any outstanding invoices for that.

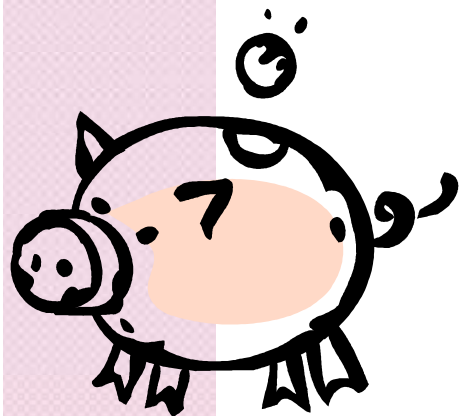
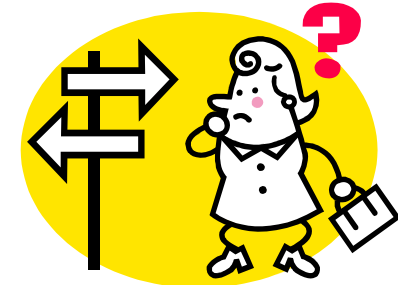


Contact the  and ask them to close the purchase order (using the PO Recon Workbench & Budget Check) to release the encumbrance back to the budget.



<b>PINK PENCIL ACCOUNT</b>	<b>42000</b>
BUDGET:	\$1,000.00
EXPENSE:	\$ 350.00
ENCUMBRANCE:	\$ 450.00 + \$95.00
PRE-ENCUMBRANCE:	\$ 100.00 + \$150.00
<b>AVAILABLE BUDGET:</b>	<b>\$ 45.00</b>





**QUESTIONS ?**