

Fiscal Year End 2010/2011

A LOOK BACK

Tools Available to Users

- Dazel – Every Saturday Reports are generated out of the system. During YE, Old Year and New Year reports are also posted to Dazel
- The Outstanding Encumbrance Report – This shows “ALL” remaining PO encumbrances for all the business units, with or without activity
- The Outstanding Pre-Encumbrance Report – This report shows “ALL” remaining REQ encumbrances, with or without activity

InfoBox - GCANCEL

Select PO Day

Sat Jul 16, 2011

Purchasing Reports

- ▶ [Outstanding Encumbrances Repor](#) OLD YEAR
[Source: reports, 16 Jul 2011 8:05 PM]
- ▶ [Outstanding Pre-Encumbrance](#) OLD YEAR
[Source: reports, 16 Jul 2011 7:59 PM]
- ▶ [Outstanding Encumbrances Repor](#) NEW YEAR
[Source: reports, 16 Jul 2011 7:38 PM]
- ▶ [Outstanding Pre-Encumbrance](#) NEW YEAR
[Source: reports, 16 Jul 2011 7:32 PM]

This program
Company: C

Shows PO lines; Amount – Vouchers
= Remaining Amount per line

Report ID: RVP0AS91

PeopleSoft
REMAINING ENCUMBRANCES REPORT

Page No. 1
Run Date 04/26/2009
Run Time 02:46:45

V	R	B	BP	F	H	BU	PO ID	Line	Schedule	Distrib	PO Amount	Posted Vouchers	Remaining Amount
V	N						ACARC ACA0000818	1	1	2	\$3,916.48	\$0.00	\$3,916.48
V	N						ACARC ACA0000824	1	1	2	\$63.00	\$0.00	\$63.00
W	N						ACARC ACA0000859	2	1	1	\$250.00	\$0.00	\$250.00
W	N						ACARC ACA0000859	4	1	1	\$65.00	\$0.00	\$65.00
Y	V	N					ACARC ACA0000863	1	1	1	\$24,000.00	\$15,360.66	\$8,639.34
Y	W	N					ACARC ACA0000864	1	1	1	\$200,000.00	\$38,122.63	\$161,877.37
Y	W	N					ACARC ACA0000865	1	1	1	\$50,000.00	\$2,723.83	\$47,276.17
Y	V	N					ACARC ACA0000872	1	1	1	\$24,500.00	\$11,049.52	\$13,450.48
Y	W	N					ACARC ACA0000920	1	1	1	\$24,800.00	\$19,900.00	\$4,900.00
W	N						ACARC ACA0000927	1	1	1	\$2,360.64	\$0.00	\$2,360.64
W	N						ACARC ACA0000927	2	1	1	\$671.00	\$0.00	\$671.00
W	N						ACARC ACA0000927	3	1	1	\$122.00	\$0.00	\$122.00
W	N						ACARC ACA0000927	4	1	1	\$798.00	\$0.00	\$798.00
W	N						ACARC ACA0000927	5	1	1	\$582.00	\$0.00	\$582.00
W	N						ACARC ACA0000928	1	1	1	\$510.00	\$0.00	\$510.00
V	N						ACARC ACA0000932	1	1	1	\$1,134.00	\$0.00	\$1,134.00
V	N						ACARC ACA0000932	2	1	1	\$103.50	\$0.00	\$103.50
V	N						ACARC ACA0000932	3	1	1	\$11.50	\$0.00	\$11.50
W	N						ACARC ACA0000937	1	1	1	\$466.00	\$0.00	\$466.00
W	N						ACARC ACA0000938	1	1	1	\$310.00	\$0.00	\$310.00
Y	N						ACARC ACA0000943	1	1	1	\$4,884.00	\$0.00	\$4,884.00
V	N						ACARC ACA0000943	2	1	1	\$47.25	\$0.00	\$47.25
V	N						ACARC ACA0000943	3	1	1	\$40.70	\$0.00	\$40.70
--	--						-----	--	--	--	----	----	----

Keep track of your money. Pre-Encumbrances also affect your Budget

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund Code	Department	Budget Period
RIVCO	ORG	425020	81000	8130010000	2010

Ledger Amounts

Budget:	0.00 USD	Attributes	Display Chart	?
Expense:	1,101.82 USD	Parent / Children	Max Rows	100
Encumbrance:	0.00 USD	Associated Budgets		
Pre-Encumbrance:	5,500.44 USD			
Associate Revenue:	0.00 USD			

Available Budget

Without Tolerance:	-6,602.26 USD	Percent:	(0%)	Forecasts
With Tolerance:	-6,602.26 USD	Percent:	(0%)	

Budget Exceptions

Exception Errors:	0	Exception Warnings:	3	Budget Exceptions
-------------------	---	---------------------	---	-----------------------------------

Report ID: EVOA551	County of Riverside REMAINING PRE-ENCUMBRANCES RPT	Page No. 1 Run Date: 12/05/2009 Run Time: 19:13:33
--------------------	---	--

DO	S	B	P	H	BU	REQ ID	Line	Schedule	Distrib	REQ Amount	PO Amount	Remaining Amount
W					ACARC	0000000041	1	1	1	\$5,500.44	\$0.00	\$5,500.44
											\$5,500.44	

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund Code	Department	Budget Period
RIVCO	APPROP	420000	91000	9130010000	2010

Ledger Amounts

Budget:	2,032,046.00 USD	Attributes	Display Chart	?
Expense:	858,256.98 USD	Parent / Children	Max Rows	100
Encumbrance:	23,340.30 USD	Associated Budgets		
Pre-Encumbrance:	5,500.44 USD			
Associate Revenue:	0.00 USD			

Available Budget

Without Tolerance:	1,144,948.28 USD	Percent:	(56.34%)	Forecasts
With Tolerance:	1,144,948.28 USD	Percent:	(56.34%)	

Budget Exceptions

Exception Errors:	6	Exception Warnings:	0	Budget Exceptions
-------------------	---	---------------------	---	-----------------------------------

To narrow down your search, click on the "Display open pre-encumbrances only" box

Activity Log

Ledger: **APPROP PR**

Display open pre-encumbrances only

Budget Activity Lines

Tran ID	Tran Date	Tran Line	Ref	Account	Fund Code	Department	Budget Period	Year	Period	Foreign Amount	Monetary Amount	Statistic Amount
0004787801	12/02/2009		1 N	420000	91000	9130010000	2010	2010	6	5500.44 USD	5500.44 USD	0.00

OK

Check requisition statuses; are they pending Approval? Was a purchase order created? Was there a problem with Sourcing (to a PO)?

Requisition Line Drill Down

Transaction Line Identifiers

Business Unit: ACARC Requisition ID: 0000000041 Line Number: 1
 Schedule: 1 Distribution Line: 1

Transaction Line Details

Account	Department	Project	PC Business Unit	Activity	Source Type	Fund Code
525020	1300100000	AC00000000	RIVCO	AC000	AC000	10000

Line Status: Warning

Budget Date: 12/02/2009

Line Amount: 5,500.44 USD

Quantity: 1.0000

OK

RECONCILIATION

- WORK ON RECONCILIATION OF REQUISITIONS WITH YOUR BUYER OR THE REQUISITION PROCESSORS
- WORK ON RECONCILIATION OF PURCHASE ORDERS WITH ACCOUNTS PAYABLE AND RECEIVING PROCESSORS

Misperceptions – True and False

- The nightly batch takes care of all my open/ pending records

–FALSE – Users must take due diligence and ensure that their transactions are completing and posting

My PO's and REQ's are being reconciled/
closed in the nightly batch cycle

FALSE – The only processes running are PO Close and PO Budget Check each Saturday. If all the system required checks have not been met, users must reconcile their own documents using the reconciliation workbench

The system will take care of it during year end or any other time of the year

FALSE - Users should routinely maintain and clean-up their transactions on a monthly basis or as often as time and workload permits

What else is there we should look out for?

AC June 2011 - ACO Year End Closing Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Inventory Business Units must review Purchasing Calendar for items to do before starting physical inventories	Reminder to submit AP Signature List to ACO for FY 2012	1 - TOR Cut-Off Date PP11 Payday Clean up Credit Vouchers	2	3 - CAC Bldg Closed	4 May Final Reports Run Date
5	6 th - May Final Reports Release Date Brown Armistice @ RCMHC	7 - CA State Elections US to Adopt the Recommended Budget	8 Recommended budget available for department pick-up at the Executive Office	9 Legislative Business Units Due Last day to enter inventory	10 - CAC Bldg Closed	11
12	13 - Open PO Module for FY 2012	14 - Army Birthday	15 - PP12 Payday Brown Armistice @ DP13 First day to enter new year REC's and PO's for all items except fixed assets that do not have Board Approval (contingent upon leaving FY 2012 Proposed Budget loaded) Cancel mail charges (including postage) through June 15th will be billed to FY 2011, any items after this will be billed to FY 2012	16 - WAC Meeting @ 9 am Last day to enter FY 2011 Prepared to change POLS, OTRs for and ET PO quantity or dollar amt, may be submitted to Purchasing	17 - CAC Bldg Closed	18
19	20 - PP12 Journal Posting Happy Father's Day FY 2011 Form 11 Estimated Revenue & Expense Changes due to ACO by EOD Special District budgets due to ACO DP15 (DPARC), Fire (FPARC) & Hospital (RCMHC) begin Inventory Processes / Procedures	21	22 - Last day to process overnight prints for FY 2011 Last day to submit vouchers & supporting documentation for FY 2011 to ACO by EOD Last day to process stops, cancels, or replacement & state dated warrants Last day to enter FY 2011 receivers. These transactions will also have to be vouchersigned by EOD. If you want PO to roll into new FY make sure all receivers are deleted. Any FY 2011 Receipts not sourced to a PO will be canceled by Dept. Depts will have to re-enter new receipts in FY 2012 Last day to enter, budget check PO's for FY 2011	23 Check to Run Reserve for Encumbrance Report All DELETED business units must complete reworking processing / adjustments by 11:59 PM Resolving Finalization on PO's for goods that do not have receipts issued against and PO's for services that have no receipts against them will roll to the FY 2012 Printing Services & Supply Services being completed and delivered by June 24th will be billed to FY 2011, any items after this will be billed to FY 2012	24 - Inventory PO's that exist from previous years that were not closed by EOD PO's under \$1,000 that are not closed by EOD will not roll to the new year, FY 2012 PO's for goods that do not have receipts issued against and PO's for services that have no receipts against them will roll to the FY 2012 Partially received PO's and partially received PO's will not roll into the new FY. They have to be re-encumbered by the dealer	25
26	27 - Prisons Demobilized All AP invoices had and entered into the system AP Billings thru June 20th submitted to EOD ACD will delete any FY 2011 vouchers not received at ACO by EOD Final day to enter receipts into PO's that exist over Last day to interface voucher files to ACO	28	29	30 - PP12 Payday AP Module Closing for FY 2011 Wire Transfers delivered to ACO by 9 AM Final Paycycle will be run for all invoices scheduled to pay by June 20th Last cash deposit must be received by TTYC by 3:00 pm Run Asset Certification Query: RVAM_CAP_ASSET_PHY_INV (Run out of FSPS Environment)		

Look at the Year End Closing Schedule; understand the calendar; read the RIVCO Year End Manual; ask questions and clarify any concerns before deadlines occur.

Reserve for Encumbrance & PO Roll are two separate processes

**PO's that "roll" may not show up on the Reserve for Encumbrance (e.g. less than \$5,000).*

**PO's that show up on the Reserve for Encumbrance may not roll (e.g. partial activity)*

**The PO Roll criteria is set by County of Riverside Purchasing Department*

**The PO's excluded criteria is set by County of Riverside OASIS, PS system functionality, & County Purchasing*

**The Reserve for Encumbrance criteria is set by County of Riverside Auditor Controller's Office*

Here's an example:

Example 1: PO MCA0159959 is on the Reserve for Encumbrance Report; but since it has had some Receiving Activity (partial) it will not Roll.

County of Riverside
RESERVE FOR ENCUMBRANCE RESULTS Page No. 12
Run Date 06/07/2011
Run Time 08:45:48

Report ID: RVPOA621A Reserve For Encumbrance Header Report

BU	PO ID	Mod Seq	Encumbered Amount	Received Amount	Expensed Amount	Reserved Amount
MCARC	MCA0159959	0	\$11,761.13	\$223.20	\$0.00	\$11,537.93
MCARC	MCA0160160	0	\$11,645.90	\$0.00	\$0.00	\$11,645.90

PO MCA0160160 is on the Reserve for Encumbrance; it has no activity (no Receivers, no Vouchers); if it meets the other criteria, this PO could Roll

County of Riverside
RESERVE FOR ENCUMBRANCE RESULTS Page No. 12
Run Date 06/07/2011
Run Time 08:45:48

Report ID: RVPOA621A Reserve For Encumbrance Header Report

BU	PO ID	Mod Seq	Encumbered Amount	Received Amount	Expensed Amount	Reserved Amount
MCARC	MCA0159959	0	\$11,761.13	\$223.20	\$0.00	\$11,537.93
MCARC	MCA0160160	0	\$11,645.90	\$0.00	\$0.00	\$11,645.90

The Riverside County **YEAR-END MANUAL** For Fiscal Year Ending June 30, 2011 Chapter 6 Encumbrances (Governmental Funds) states:

- Outstanding contracts and purchase orders in the amount of **\$5,000 or more will be subject to reserve. It is not allowed to combine multiple purchase orders and contracts as part of**
- **\$5,000 guideline. If the individual commitment does not reach the \$5,000 limit, it should not be included in the Encumbrance request to the Board of Supervisors.**
- A look at the RVPOA621 Reserve for Encumbrance Report

EXAMPLE

Report ID: RVPOA621A County of Riverside RESERVE FOR ENCUMBRANCE RESULTS Page No. 1
Run Date 06/07/2011 Run Time 09:45:48

Reserve For Encumbrance Header Report

BU	PO ID	Mod Seq	Encumbered Amount	Received Amount	Expensed Amount	Reserved Amount
ACARC	ACA0001173	0	\$16,177.69	\$0.00	\$0.00	\$16,177.69
ACARC			\$16,177.69	\$0.00	\$0.00	\$16,177.69
ASARC	ASA0006321	0	\$16,549.56	\$0.00	\$8,274.78	\$8,274.78
ASARC	ASA0006437	0	\$51,016.80	\$0.00	\$14,024.48	\$36,992.32
ASARC	ASA0006614	0	\$13,645.95	\$0.00	\$0.00	\$13,645.95
ASARC	ASA0006627	0	\$6,822.98	\$0.00	\$0.00	\$6,822.98
ASARC	ASA0006632	0	\$6,822.98	\$0.00	\$0.00	\$6,822.98
ASARC	ASA0006634	0	\$9,822.71	\$0.00	\$0.00	\$9,822.71
ASARC	ASA0006673	0	\$9,493.00	\$0.00	\$0.00	\$9,493.00
ASARC	ASA0006682	0	\$33,366.00	\$0.00	\$0.00	\$33,366.00
ASARC	ASA0006683	0	\$13,301.13	\$0.00	\$0.00	\$13,301.13
ASARC			\$160,841.11	\$0.00	\$22,299.26	\$138,541.85
CCARC	CCA0000236	0	\$6,699.00	\$0.00	\$0.00	\$6,699.00
CCARC	CCA0000243	0	\$10,995.63	\$0.00	\$0.00	\$10,995.63
CCARC			\$17,694.63	\$0.00	\$0.00	\$17,694.63
CFARC	CPA0000631	0	\$15,284.00	\$0.00	\$0.00	\$15,284.00
CFARC			\$15,284.00	\$0.00	\$0.00	\$15,284.00
DAARC	DAA0006754	0	\$11,007.60	\$4,992.00	\$0.00	\$6,015.60
DAARC	DAA0006763	0	\$7,806.08	\$0.00	\$0.00	\$7,806.08
DAARC	DAA0006765	0	\$25,442.72	\$0.00	\$0.00	\$25,442.72
DAARC	DAA0006767	0	\$19,235.71	\$0.00	\$0.00	\$19,235.71
DAARC	DAA0006769	0	\$9,733.12	\$0.00	\$0.00	\$9,733.12
DAARC	DAA0006772	0	\$9,733.13	\$0.00	\$0.00	\$9,733.13
DAARC	DAA0006775	0	\$9,733.13	\$0.00	\$0.00	\$9,733.13
DAARC			\$92,691.49	\$4,992.00	\$0.00	\$87,699.49
DCARC	DCA0006721	0	\$22,300.90	\$0.00	\$0.00	\$22,300.90
DCARC	DCA0006722	0	\$21,651.73	\$0.00	\$0.00	\$21,651.73
DCARC	DCA0006723	0	\$24,248.68	\$0.00	\$0.00	\$24,248.68
DCARC	DCA0006743	0	\$12,932.28	\$0.00	\$0.00	\$12,932.28
DCARC	DCA0006745	0	\$8,191.49	\$0.00	\$0.00	\$8,191.49

Notice all the PO's are over \$5,000

Notice some PO's have expenses applied

PO Roll criteria looks at:

- The PO must be \$1,000 or greater
- The PO Date (usually greater than 1-March & less than 1-July)
- The PO Types exclude Blanket PO's
- The PO must have a Status of Dispatched or Pending Approval
- Any PO with a Distribution/Liquidation conflict will not roll
- Any PO with Partial Receiving will not roll.
- Any PO with Partial Vouchering will not roll.
- Any PO with a expired Contract will not roll (*e.g. expires June 30, 2011*)
- Any previously rolled PO will not roll again.
- Any new FY PO (*e.g. 07/01/2011 or greater [accounting date]*) will not roll

New this FYE, per the *County of Riverside Year-End Manual FY2010-2011 any outstanding requisitions and purchase orders needed to be reported to the CEO along with your schedule:*

Departments must analyze and determine which requisitions (REQ) and purchase orders (PO) have already been fulfilled and which are still outstanding. If they are not needed or fulfilled with budget still being tied up, please make sure to clear them out of the system to free up department budget. **Pre-Encumbrance and Encumbrance Documentation for Schedule K and K-1**

Once the pre-encumbrances and encumbrances are cleared up as much as possible, proceed with the following steps as a supplement to Schedule K and K-1:

1. Create a spreadsheet of all the remaining REQs and POs that are valid.
2. Print the spreadsheet and attach it to the RVPOA551 and RVPOA591.
3. Have the department head certify this list with a signature and date.
4. Submit the package to your management analyst at the County Executive Office by Thursday, July 14, 2011.

What else can we do?

- Teamwork within the AP, PO, REQ, RECEIVING & FISCAL staff is critical on a day to day basis, not just at Year End
- The County as a whole, and all of us personally are experiencing economic challenges. A budget crisis means that every penny counts and we all must do our level best to ensure each transaction is properly processed, paid, posted, reconciled and closed or canceled, we owe that to the taxpayers and each other as a whole.
- Since PS is such an integrated system, we must unite our efforts, regardless of roles, in a more collaborated effort to get past these challenging times successfully and fully utilize the funding dollars available.

Questions?

