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
Shows PO lines; Amount – Vouchers = Remaining Amount per line
Keep track of your money. Pre-Encumbrances also affect your Budget
To narrow down your search, click on the “Display open pre-encumbrances only” box.

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

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?

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:
• 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 the $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

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 the $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
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?

THANK YOU