

VENDOR & BUDGET TIPS

1. Deleting Inactive Vendors:
Before or after rollover...depends on if you want to retain 6 months vendor activity or 18 months activity. If you want to retain 6 months, do after rollover. If you want to retain 18 months, do before rollover.

2. REBREP Report 'Does Not Match':
Things to check include...
 - a. Inactivated an entire fund that has cash balance.
 - b. Inactivated a single account that has activity.
 - c. The 0995 account has a 999 A/L Code rather than a 995.

3. Alternate Pay Vendor:
If you key 0000 as the Payment VNO for a particular vendor, the alternate pay vendor number can be entered during the payment process.

4. Canceling and Deleting Purchase Orders:
 - a. When you cancel a current year PO, the PO is taken from the current year file and added to the cancelled PO file. Any remaining encumbrance is relieved. The PO number cannot be re-used.
 - b. When you delete a current year PO, the encumbrance is relieved and the PO disappears. Use this if a PO has been entered incorrectly and you wish to re-enter it. Never delete a partially paid PO.
 - c. When you cancel a previous year PO, your accounts payable account will be debited for any remaining encumbrance. That amount will be credited to the unencumbered cash balance account as well. That same amount is added to the cancelled PO field of the REBREP, Menu [3,3,3]. When you pay a PO for a lesser amount than was encumbered, the same process occurs for the under payment.
 - d. A previous year PO cannot be deleted. If you attempt to delete a previous year PO, the system will prompt the message, 'Can't Change or Delete. Active PO'.

5. Overpaying a Prior Year Purchase Order:
The system goes to Accounts Payable and pays the full amount of the purchase order. It then Credits accounts payable by the amount of overpay and does a Journal Entry to the Unencumbered Cash Balance. Both the amount of the encumbrance and the amount of overpay affect

the cash balance. The amount of overpay must be charged to a Current Year Expense line.

6. **Incorrect SACCT Entered on a PO:**
During the process of creating a purchase order, if you enter an incorrect SACCT, key 'CHG' when prompted and press [ENTER] until you get to the 'Enter Item to Change or [Return] to Continue' prompt. Key the item number containing the wrong SACCT and press [ENTER] until you get to the Amount field, at which time you will enter 0.00. The description will drop out. Continue to press [ENTER] until you get to the next blank Item number. Enter the correct SACCT and all other applicable information. The incorrect item number will continue to be displayed but actually drops out when you finish the PO process.

7. **Temporary PO File Exists message:**
The message 'Temporary P.O. Files Exist. Are You Sure This Is A New Cycle?' might appear if a terminal starts a new purchase order or voucher payment cycle without posting the previous cycle. It flags the operator that the system detects a temporary file. If you answer 'Yes' the current payment cycle will be erased. If you answer 'No', the current cycle will stay in the system. If your intent is to edit the current cycle, select the option to Edit Current Payments.

The message will also appear if a blank file is created. This happens if you start the process but exit the program before any payment is made.

Run a Current Payment Journal, Menu [3,4,5,1,1 or 2] to determine if the temporary file contains payment information.

8. **Retaining Funds at Rollover:** Retaining information at year-end rollover in select funds, e.g., Title programs, Foundation grant funds, etc. retains revenue and expense detail; however, bank information drops out. Be sure to make note for the auditor because the REBREP (cash position) will not reflect June 30 cash balance in these funds, but rather the initial cash balance.