



AOSD User Flash #286: FY19 Purchase Order (before July 1st, 2018) Guidelines and Cash-in-Transit Guidance

FY19 Purchase Orders before July 1st, 2018

The Controller's Office would like to remind Departments to follow the previously issued guidelines when creating a FY19 Purchase Orders. Specifically, for all FY19 PO's created before July 1st, users must ensure that they enter 7/1/18 as the Accounting Date and use the PO Defaults to override the Accounting Date on all PO lines. Users must also note the following:

- FY19 POs can be entered directly or copied from Contracts
- FY19 POs should not be copied from FY18 Requisitions. This will result in a Pre-Encumbrance in FY18 and an Encumbrance in FY19
- Before submitting FY19 POs for approval departments must validate that the Budget Date for all PO lines is July 1, 2018
- Before submitting FY19 POs for approval departments must validate that all Chartfield values are valid
- Before submitting FY19 POs for approval departments must validate that the default 10180 Billing Location is updated
- The earliest date to submit FY19 POs for approval is July 1, 2018
- Departments will not be able to submit FY19 Requisitions before July 1, 2018

Important: PO Approvers must run the FSP_PO_BUDGET_DT_DISCREPANCY query before approving any FY19 POs that were created before 7/1/2018. If any of the PO lines have a FY18 Budget Date the PO must be updated to correct the Budget Date to 7/1/2018.

For POs already saved with an incorrect accounting/budget date, users may still correct the error by re-entering the Accounting Date under Header Details and using the PO Defaults to override the PO lines. If the user is having trouble utilizing the PO Defaults override function, they may change the Accounting Date under Header Details and manually change the "Budget Dt" under each PO Distribution line.

Please refer to the [Create FY19 POs Before July 1, 2018](#) for additional information on this process.

If you have any questions, please contact your fund accountant.

Cash-in-Transit Posting Guidance

Below is the guidance for posting FY 2018 deposits received by Departments but did not get to the bank until FY 2019. Assuming the deposit date by department is 6/29/2018 and the bank date is 7/2/2018 (per bank statement):

1. **FY 2019 AR Module:** Process a deposit with accounting date 7/2/2018 and apply the payment to Account 100200 Cash on Hand with Department which will generate a posting to the GL Module to Debit the Cash Account 1XXXXX and Credit Account 100200
2. **FY 2018 GL Module:** Process a Journal with accounting date 6/29/2018 to Debit Account 100200 Cash on Hand with Department and Credit Revenue Account (include the PS Deposit ID in your journal line description)

If you have any questions, please contact your fund accountant.

Additional Information

Recipients of this communication include the following groups:

- FSP_All City Users



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PROCUREMENT

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