

Fund 100000    Unrestricted    FGIBDST            216651

Allocated on a Fiscal Year basis July 1 thru June 30

Use it or lost it

Made available for spending on a quarterly basis BD01 original budget BD02 adjusted budget

Quarters are July, October, January, April

You can bring a quarter(s) forward "waive"

    BW2, BW3, BW4 rule codes

You do not loose quarters

In addition to quarter processing you can do budget transfers

Open Purchase Orders "roll" to the next fiscal year E090

    Reduces available balance

Objective is to have a PO invoiced, liquidated in the same fiscal year it was established

    If a PO has a remaining balance and no invoice activity is expected, liquidate it

    "expedite" complete form and provide to Purchasing

Fund 21XXXX    Grant    22XXXX    Gift    FRIGITD            551122

Allocated when established BD2

Not a Fiscal Year or quarterly concept

    Can be available for several months or year(s)

Open Purchase Orders "roll" to the next fiscal year E090

    Does not reduce available balance because the budget carries forward

Objective is to have a PO invoiced, liquidated while grant still active

    If a PO has a remaining balance and no invoice activity is expected, liquidate it

    "expedite" complete form and provide to Purchasing

#### Purchase Orders

    PFYXXXXX            FY is the current fiscal year            P2012345

        A HU invoice is generated INEI, a check is cut

        Check activity needed is available by contacting Accounts Payable

        If received no signature required on vendor invoice

    LFYXXXXX            local            L2012345

        Encumbrance is established, debit and credit JE16, encumbrance is liquidated E032

        Department is within HU boundaries, Vehicle Services, Gourmet Services, ...

    MFYXXXXX            check with PO

        Memberships, subscriptions, some vendors

#### Miscellaneous

    If a final payment is known write final payment on the vendor invoice

    If processed correctly remaining balance is liquidated and PO is closed

    FGIENCD to see status of a Purchase Order

    FGROPNE open encumbrance report