

BUDGET FISCAL YEAR 2008-2009 (2009) YEAR END CLOSING

In relation to Goods Receipt and Invoice Receipts

Attention Accounting, Accounts Payable, Purchasing Departments

For Goods Receipt/Invoice Receipt that need to be posted to the 08/09 FY after the commitment carry forwards take place on August 1-2:

- Provide the following information to the Budget Office, via email, so we can move Purchase Requisitions/Orders and/or Funds Reservation back to the prior fiscal year of 2008-2009. Information requested below is required to complete the Reverse Commitments Carry forward (ZFMJ3) transaction and will assist us in completing the transaction in a timely manner.
 - Funds Center Number
 - Commitment Item Number
 - Fund Number
 - Value Type Number
 - 50 Purchase requisitions
 - 51 Purchase orders
 - 81 Funds reservations
 - Document number for the purchase requisition, purchase order, and or funds reservation
- The Reverse Commitments Carry forward (ZFMJ3) transaction will be done every evening there is a request.
 - Accounting, accounts payable and purchasing will be notified via email that the Reverse Commitments Carry forward (ZFMJ3) transaction was completed.
- Goods receipt/invoice receipt will be able to be entered the day after the request, as the Budget Office will process the requests the evening of the day received.

For Goods Receipt/Invoice Receipt on a good received on or after July 1st on a prior year PO that needs to be posted/paid prior to the commitment carry forward on August 1-2:

- Provide the following information to the Budget Office, via email, so we can move single Purchase Requisitions/Orders and/or Funds Reservation forward to the new fiscal year of 2009-2010. Information requested below is required to complete the Commitments Carry forward transaction and related Budget Carry Forward. This data will assist us in completing the transaction in a timely manner.
 - Funds Center Number
 - Commitment Item Number
 - Fund Number
 - Value Type Number
 - 50 Purchase requisitions
 - 51 Purchase orders
 - 81 Funds reservations
 - Document number for the purchase requisition, purchase order, and or funds reservation
- This Commitments Carry forward transaction and related Budget Carry forward will be done every evening there is a request.
 - Accounting, accounts payable and purchasing will be notified via email that the transactions have been completed.
- Goods receipt/invoice receipt will be able to be entered the day after the request, as the Budget Office will process the requests the evening of the day received.