

Instructions for Cleaning up Accounts

To insure that departments are reporting accurate information during Year End Closeout procedures, it is important to follow the steps below to properly eliminate encumbrances that are no longer needed. **Departments should do this on a monthly basis.**

1. Go to screen 21 in FAMIS and enter each account that you are responsible for reconciling.
2. Check each document to insure that it is a legitimate expense and decide whether or not you want this expense to carry forward to the next fiscal year.

```

021 OC File List                                07/26/05 09:49
                                                FY 2005 CC 02
Screen:  FMO
Account: 210410 Ref:
Thru Month: 7_ July Include Completed(Y/N): N
Department: FISC Resp Person: RECORD, CAROLYN J Flags: D F B C Z G ABR
                                                N N Y R N 001
  
```

Obj	Ref	Date	Description	Original	Liquidated	Adjustments	Current
1705	WAGE001	0901	WAGE ENCUMBRANCE	4000			4000
3111	Z512711	0725	RONALD*PETERS	240			240
3125	Z512711	0725	RONALD*PETERS	48			48
5626	R404465	0901	TRAVEL SYSTEM	250000			250000
5813	Z512337	0722	BRAZOS WATER SER	66			66
5825	P000414	0901	IOS CAPITAL	5775			5775
5825	P400879	1017	CANON U S A INC	2600	5850	7800	4550
8440	P402336	0831	CHESAPEAKE SYSTE	1996		59946	61942
* Account Total				264725	5850	67746	326621

```

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp                                Left Right
  
```

3. Once you have determined that an encumbrance no longer needs to exist, example: the document was cancelled or short paid, proceed to screen 243 (Limited documents) or 238 (Exempt documents) and choose the option to complete the PO. (Warning: This is an irreversible action, so be sure to research each document that you want to complete)

```

243 LP Flag Maintenance                        BRAZOS WATER SERVICE DBA*CULLI 07/26/05 09:54
                                                FY 2005 CC 02
Screen:  Doc: 512337                                C l o s e d

Cancel / Delete Document: N
Freeze Document: N
Reopen Document: N
Delete all Items: N

Delete/Undelete Item: _____ thru Item: _____

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Completing a document finalizes it and liquidates all encumbrances
This process CANNOT be reversed. Do NOT complete a document unless
you are certain that no invoicing or receiving will be done in the future

Complete PO N

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp                                Track CnclR Accts Extnd Items Warns
  
```

- Once you have completed the PO you can view your actions on Screen 66 in FAMIS to insure that you have done this successfully. On Screen 66 you will enter the document number in the "Reference Number" field. Hit enter and you will see that the expense has been moved from the "Current" field to the "Adjustments" field. This means that the encumbrance no longer exists.

```

066 Support Account OC Inquiry by Reference                                07/26/05 10:12
                                                                           FY 2005 CC AM
Screen:  Reference Number: L500034 Acct:  00000 
Thru Month: 7_ July
Totals Only: _ (Y/N) Reference Indicator: E
Account      Vendor      Description
Create      Last Act   Original   Liquidated   Adjustments   Current
130009-00000-4010 C0999999990 CCC OFFICE SUPPLIES COMPANY
12/08/2004 07/26/2005          100.00          100.00-

Reference Total          100.00          0.00          100.00-          0.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp

```

Again, we want to make sure that you are reporting accurate information during Year End Closeout. As a rule, departments should be reconciling each account they are responsible for on a monthly basis. Using the steps above departments should be able to clear up any encumbrances that do not need to carry forward to the next fiscal year.

If the department after reviewing these screens notices a P document that should have been completed or no longer encumbered you will need to contact Purchasing at 5-4570 and ask for the appropriate buyer to assist you in completing the PO.

*Keep in mind that if a document has items that have been received it will show up as a payable at year end. So if an encumbrance should no longer exist it is really important to complete the document to keep the financial reporting accurate.

If you have any questions on the steps above or discrepancies with account information, feel free to contact me at 845-8772 or c-merritt@tamu.edu at any time. Thank you for all of your hard work with the transition into the new fiscal year.