



SAN DIEGO STATE
UNIVERSITY

University Controller
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Date: October 7, 2005
To: Account Managers
From: Lorretta A. Leavitt, University Controller
SUBJECT: PRIOR YEAR FUNDS

As you know, we have a limited time to complete General Fund transactions. All prior year transactions (expenditures, revenues and reimbursements) must be completed and submitted to the state by the end of this calendar year to enable the California State University to analyze the position of each campus and reduce loss of funding risks. As an Account Manager, you have the opportunity to analyze and review your accounts to assure you receive the benefit of any changes to transactions booked as of June 30, 2005, but still pending.

What This Means to You: You must submit all transactions, both invoices and receipts, and close out all open purchase orders for Oracle Funds 1004, 1404, and 1604, by November 18, 2005. The Budget Office will review balances as of June 30 and compare those balances to the November 18 balances, to assure the divisions receive the benefit of cleaning up these transactions via the university carry forward process.

Note: Disencumbered funds are NOT available to be re-encumbered, and any funds made available after November 18th **WILL NOT BE AVAILABLE TO THE DIVISION.**

After November 23, 2005, any remaining open orders will be disencumbered; unpaid invoices will be processed against current year funds, and receipts for reimbursements will be credited to current year funds. **Below are instructions to assist you with this process. If you need further assistance, please do not hesitate to contact staff members in [Accounting Services](#), [Accounts Payable](#) and [Contract and Procurement Management](#).**

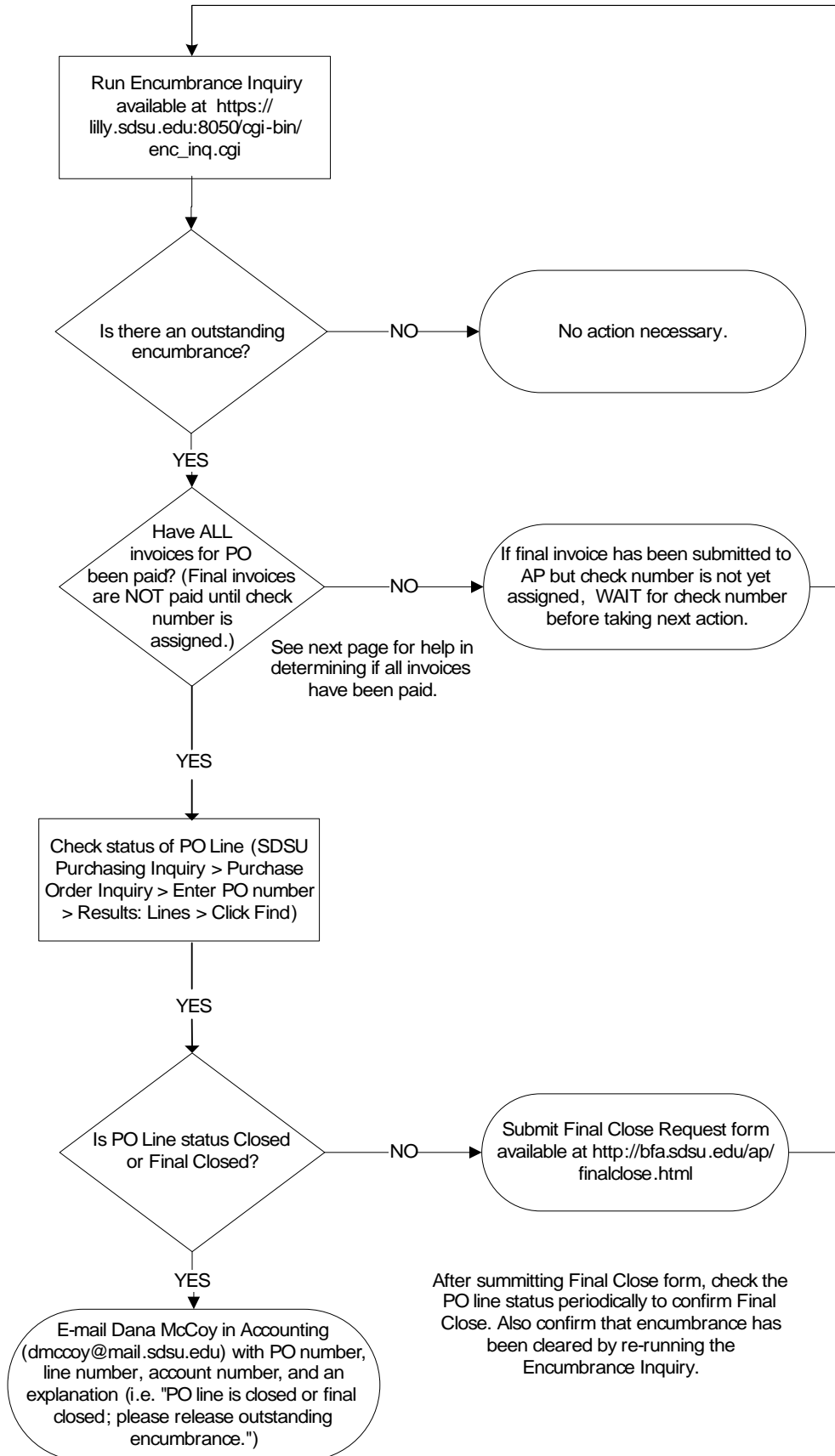
REIMBURSEMENTS: If you have amounts due to your reimbursed account (Fund 1404) or revenue account (Fund 1604), you should work with Liz Lockwood (elockwoo@mail.sdsu.edu) in Accounting Services to ensure that an invoice has been issued. If the invoice is issued but unpaid, you may wish to contact the customer and assist them in issuing payment to SDSU. To be credited to fund 1404 or fund 1604, payment from the customer must be received by November 18, 2005.

EXPENDITURES: Please review your September expenditures very carefully, paying particular attention to Fund 1004. You can do this by running the All Transactions (Actuals) Inquiry (https://lilly.sdsu.edu:8050/cgi-bin/alltrans_form8.cgi). If final payment has not been made to the vendor and the invoice has not yet been received by SDSU, contact the vendor and request that they invoice us ASAP. When you submit the final invoice to Accounts Payable for payment, clearly indicate on the face of the invoice "FINAL, FUND 1004, PAYMENT – PLEASE CLOSE PO" and indicate the PO line number to be closed. To be paid out of fund 1004, the vendor must be paid by November 18, 2005. Continue to review your account after payment has been made to assure that any encumbrances are cleared. If you find there is an outstanding encumbrance, submit an online final close request to Contract and Procurement Management.

ENCUMBRANCES: Continue to review your encumbrances for Fund 1004 by running the Encumbrance Inquiry (https://lilly.sdsu.edu:8050/cgi-bin/enc_inq.cgi). Refer to the Encumbrance Review Flowchart (below) to determine which action(s) to take to clear Fund 1004 encumbrances by November 18, 2005. **Note:** You may notice some peculiar encumbrance activity on multi-year orders and on orders where some changes to distributions were processed, leaving credit encumbrance amounts showing in the General Ledger. If you find this type of error, please submit your request for correction to Dana McCoy (dmccoy@mail.sdsu.edu).

FINAL CLOSE REQUESTS: Subsequent to your review of the above reports, utilize the online Final Request form located on the Accounts Payables website (<http://bfa.sdsu.edu/ap/finalclose.html>) to release outstanding encumbrances for orders that are complete and paid. Questions regarding this form may be directed to Cathy Garcia, Contract and Procurement Management @ cgarcia@mail.sdsu.edu.

ENCUMBRANCE REVIEW FLOWCHART



Have all invoices for the PO been paid?

The final invoice must be PAID before the final close request form can be submitted. If the PO is finally closed before the final invoice has been paid, you'll need to submit a new requisition to Procurement to add a new line to the PO before the invoice can be paid.

NOTE: Friday, November 18th, 2005 is the deadline for submitting final close requests for Fund 1004 and for submitting final invoices to Accounts Payable.

How to determine if final invoice for the PO has been paid

If you know the invoice number, use the following method to determine if the final invoice has been paid:

Payables Inquiry > Invoices > Invoices > Invoices: Number > Find > Overview.

Check the Actual Payments section in the lower right side of the Overview window for the check number and date paid. If payment data is shown, the invoice has in fact been paid.

If you do not know the invoice number, use the following method to help determine if the final invoice has been paid:

Payables Inquiry > Invoices > Invoices

To check status of all unpaid invoices for a specific supplier, enter the supplier name into the appropriate field (*Supplier>>Name*). Select the *Invoice Status>>Paid/Unpaid* pull down menu, select *Unpaid* and select the *Find* button.

Tips for improving your search

- Do not enter the Purchase Order number to search because it will limit your search to ONLY invoices that have been matched to the PO. Entering the PO number may cause you to miss unpaid invoices.
- Always use percentage signs (%) as wild cards when searching by using an invoice number. (example: %1234%)
- Use the *Dates* fields if necessary to narrow to a specific time period.
- Use the *Amounts* fields to filter out canceled invoices (by using a .01 – 1,000,000 range). This is not advised if you are also searching for unprocessed credits.

Results

- If invoices have been paid you will see the amount of the payment reflected in the *Amount Paid* field.
- If the *Distribution Total* field is populated with red zeros (0.00) then the invoice has not yet been matched to the PO and has NOT been paid.
- If the *Distribution Total* field is populated with the amount of the invoice, it has been matched to the PO.
- If payment has been issued the *Amount Paid* field will be populated with the payment amount.