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Date: October 5, 2004  
To: Account Managers  
From: Lorretta A. Leavitt, University Controller  
SUBJECT: PRIOR YEAR FUNDS

First of all, I want to take a moment to express my appreciation to each of you account managers for an exceptional job this last year-end. It was the smoothest I have experienced in my time here at San Diego State. All of that good work you did should make this, by now routine, final cleanup and closing of Prior Year General Fund (Fund 1003) pretty smooth. As you know, the length of time General Funds are available to the campus is short, and the California State University has given us an even shorter timeline to enable the system to analyze the position of each campus and reduce loss of funding risks.

**What This Means to You:** You must submit all transactions, both invoices and receipts, and close out all open purchase orders for Oracle Funds 1003 and 1403, by November 19, 2004.

After November 24, 2004, any open orders will be disencumbered; unpaid invoices will be processed against current year funds, and receipts for reimbursements will be credited to current year. **Note: Disencumbered funds are NOT available to be re-encumbered in either prior or current year.**

**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 [Procurement](#) .**

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**REIMBURSEMENTS:** If you have amounts due to your reimbursed account (Fund 1403), you should work with Liz Lockwood ([elockwoo@mail.sdsu.edu](mailto: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 by November 19, 2004. This will ensure that the funds are credited appropriately against the year of expenditure.

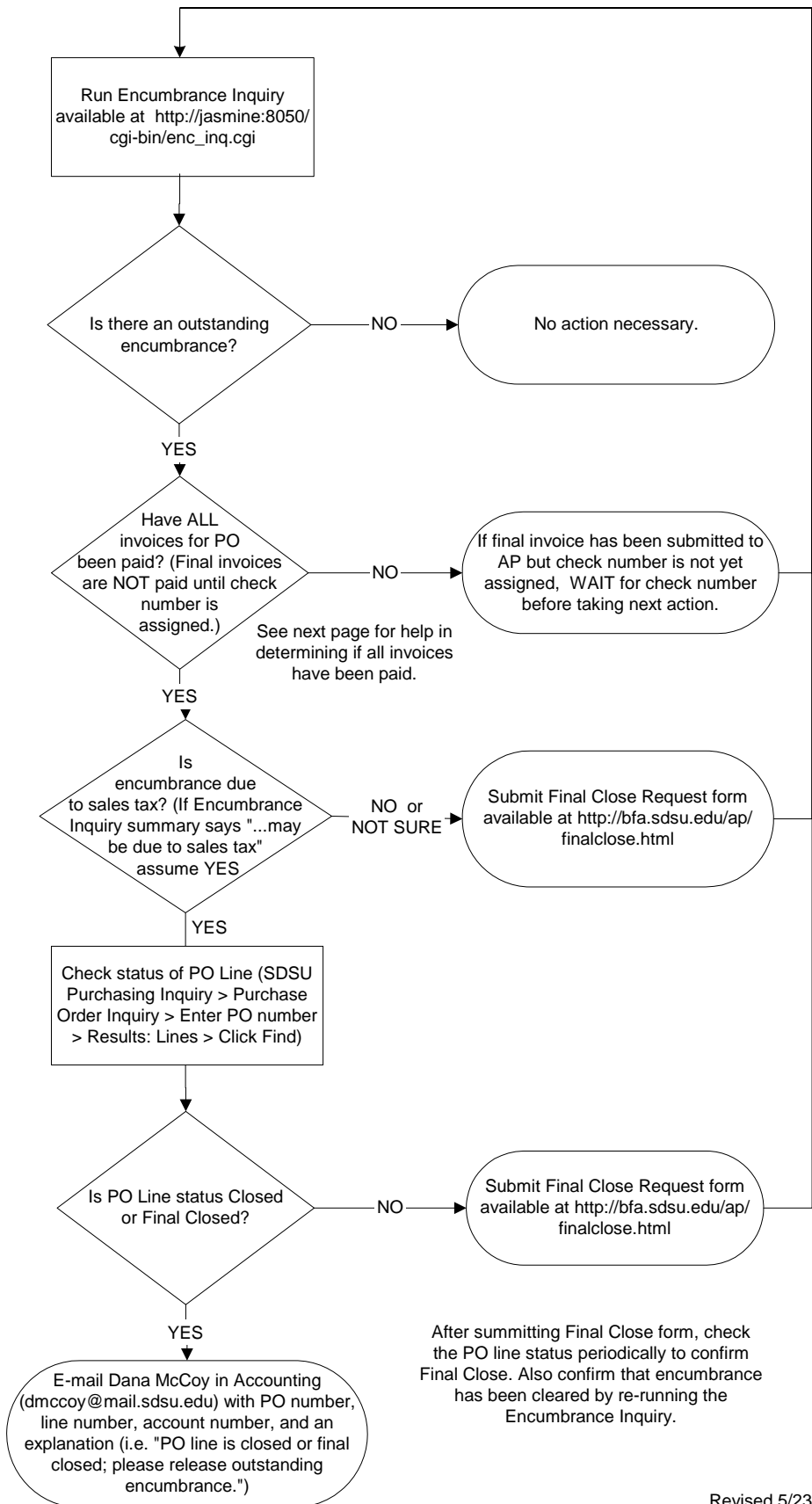
**EXPENDITURES:** Please review your September expenditure reports very carefully, paying particular attention to Fund 1003.

**Important:** If final payment has not been made to the vendor and the invoice has not yet been received by SDSU, you must 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 PAYMENT – PLEASE CLOSE PO" and indicate the PO line number to be closed. The vendor must be paid by November 19, 2004.

**ENCUMBRANCES:** Please review your encumbrances for Fund 1003 by running the Encumbrance Inquiry ([http://lilly.sdsu.edu:8050/cgi-bin/enc\\_inq.cgi](http://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 1003 encumbrances by November 19, 2004. **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](mailto:dmccoy@mail.sdsu.edu)).

If you have ANY questions regarding this process, please call or e-mail Debbi Dangelo at 4-3334 or [dangelo@mail.sdsu.edu](mailto:dangelo@mail.sdsu.edu).

# ENCUMBRANCE REVIEW FLOWCHART



Revised 5/23/03

## 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 19th, 2004 is the deadline for submitting final close requests for Fund 1003 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.