

## Year End Obligation Process

Purchase Orders for goods and services **received in fiscal year 2012/2013 and not yet invoiced** must be obligated in the new fiscal year 2013/2014. The Year End Obligation process moves the Purchase Order obligation to the new fiscal year. The transactions used for this process can be viewed in the Department Transaction Report.

1. An automated obligation process, **OBL**, moves each line of the Purchase Order (including tax) to the new fiscal year. The line description contains the **PO number** and the **PO Line number**.
2. A Manual Journal Entry (MJE) is posted to move the encumbrance for each line.

### Transaction Report 2013/2014

#### 660003 Supplies And Services

| Month  | Date     | Source | Doc_Num    | Vendor Name | Line Descr                    | Trans Ref Num | Amount Encumbrance | Budget Amount | Actual Amount |
|--------|----------|--------|------------|-------------|-------------------------------|---------------|--------------------|---------------|---------------|
| 01 Jul |          | MJE    | 0000369783 | N/A         | CHICO-0000060644-0001-001-000 |               | 377.57             | 0.00          | 0.00          |
| 01 Jul | 07/01/13 | OBL    | YA0BL69747 | N/A         | CHICO-0000060644-0001-001-000 |               | 0.00               | 0.00          | -377.57       |
|        |          |        |            |             |                               |               |                    | <b>0.00</b>   | <b>377.57</b> |

The **MJE** moves the encumbrance.

The **Purchase Order number** and the **Line number** are in the line description.

The **OBL** process moves the each line of the Purchase Order (including tax).

This Obligation process has a net zero effect on the Department budget. When the PO is invoiced and paid, the encumbered amount will be reversed and the Actual will be posted.

#### 660003 Supplies And Services

| Month  | Date     | Source | Doc_Num    | Vendor Name        | Line Descr                     | Trans Ref Num | Amount Encumbrance | Budget Amount | Actual Amount |
|--------|----------|--------|------------|--------------------|--------------------------------|---------------|--------------------|---------------|---------------|
| 01 Jul |          | MJE    | 0000369783 | N/A                | CHICO-0000060644-0001-001-000  |               | 377.57             | 0.00          | 0.00          |
| 01 Jul | 05/28/13 | POS    | 0000060644 | CDW GOVERNMENT INC | Toner cartridges (4) for Laser |               | 0.00               | 0.00          | 0.00          |
| 01 Jul | 07/01/13 | APS    | 0000060644 | CDW GOVERNMENT INC | Toner cartridges (4) for Laser |               | -377.57            | 0.00          | 0.00          |
| 01 Jul | 07/01/13 | APS    | 0000060644 | CDW GOVERNMENT INC | Toner cartridges (4) for Laser | APINV         | 0.00               | 0.00          | 377.57        |
| 01 Jul | 07/01/13 | OBL    | YA0BL69747 | N/A                | CHICO-0000060644-0001-001-000  |               | 0.00               | 0.00          | -377.57       |
|        |          |        |            |                    |                                |               |                    | <b>0.00</b>   | <b>0.00</b>   |

**Note:** Encumbrances for Purchase Orders not moved to the new fiscal year in the Obligation process will be moved in the Encumbrance Rollover process.