# FMS YEAR END PROCESSING

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# FMS YEAR END

# FMS FISCAL YEAR CHECKLIST
# PRIOR YEAR

- Print a Purchase Order Status Report

- Close PO's that are paid

- Post Invoices received as of 6/30

- Write Checks 6/30

- Enter and post invoices received after 7/1 with a material impact

- Print Schedule of Checks to be Written to be used to carryover invoices and balance to liability account

- Print Purchase Order Status Report

- Close PO's you do not want to carryover to new year

- Print Purchase Order Status Report

- Print Outstanding Encumbrance Report

- Print Aged Open Invoice Report after invoices have been carried over to new year

# GETTING READY - FOLLOWING STEPS PERFORMED IN CURRENT OR OLD YEAR
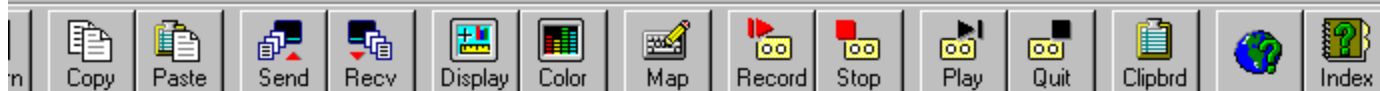
MENU PUR310: PURCHASE ORDER REPORTS


1. Purchase Order Status Report  . . . . . . . .  PUR.510
2. Aged Open Purchase Order Status Report  . . .  PUR.515
3. Unapproved Purchase Orders Listing  . . . . .  PUR.520
4. Rejected Purchase Order Lines Report  . . . .  PUR.521
5. Purchase Order Vendor Change Audit Report . .  PUR.565
6. Purchase Order Approval History Report  . . .  PUR.585


89. Change Assignment
90. Exit ACS




Option or Menu Item  1
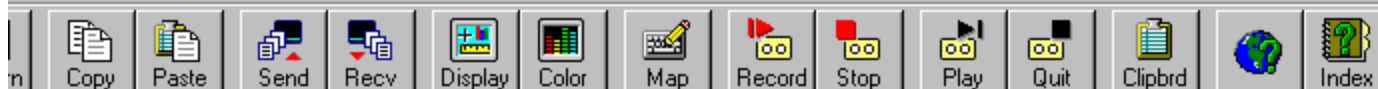
4/21/04  FY 04                WEST VIRGINIA TEST CLIENT          13:50:13 QPADEV000X
FMS                       Purchase Order Status Report              Ref: PUR.510P.01

                        S e l e c t i o n   P a r a m e t e r s

     Purchase Order Document (or *ALL)  . . . . *ALL    Include O    O = Open
                                                                     C = Closed
                                                From/Only      To    B = Both
     Purchase Order Number . . . . . . . . . .  _____    _____

     Vendor Number . . . . . . . . . . . . . .  _____    _____

     Select by Date . . . . . . . . . . . . . .  0/00/00    0/00/00

     Sort Order . . . . . . . . . . . . . . . . P  _  _
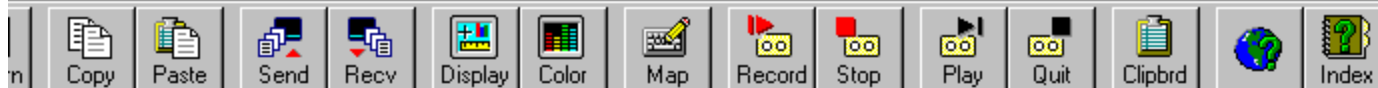                                                P = Purchase Order Number
                                                V = Vendor Number
                                                A = Vendor Alphabetical
                                                D = Date
                                                T = Account (only in SORT #1)
     Print only POs with remaining encumbrance? N

               F3=Exit  F4=Index  F5=Reset  F12=Cancel          Cancel? N

MA     a                       MW                                      23/079
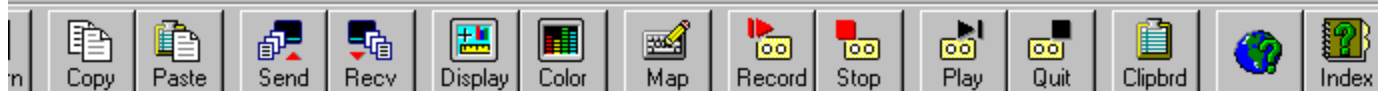
4/03/03    FY   4   WEST VIRGINIA TEST CLIENT           10:05:26  QPADEV0009
ACS                     WORK AREA FOR JACKSON COUNTY           Ref: ACS.002 .01

       MENU PUR300: PURCHASE ORDER PROCESSING


    1.  Maintain Vendor Records . . . . . . . . . .  PUR.301
    2.  Purchase Order Input  . . . . . . . . . . .  PUR.410
    3.  Change Vendor on Purchase Order . . . . . .  PUR.415
    4.  Print Purchase Orders in Account Detail . .  PUR.410PC
    5.  Print Purchase Orders in Account Summary  .  PUR.410P2C
    6.  Purchase Order Closing Procedure  . . . . .  PUR.910
    7.  Backup Withholding Vendor Maintenance . . .  PUR.303
    8.  PURCHASE ORDER REPORTS  . . . . . . . . . .  PUR310     MENU
    9.  PURCHASE ORDER APPROVAL AND LOOKUP  . . . .  PUR320     MENU


   89.  Change Assignment
   90.  Exit ACS




Option or Menu Item   6

MA    a                                                              22/024

C              Purchase Order: 12345      PO
Close
Lookup
Index              Index: 1
End                      1 = Purchase Order Number.

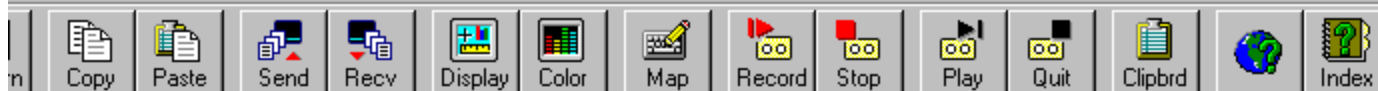MA   a                                                                    07/043

4/21/04   FY  4   WEST VIRGINIA TEST CLIENT                    13:49:45 QPADEV000X
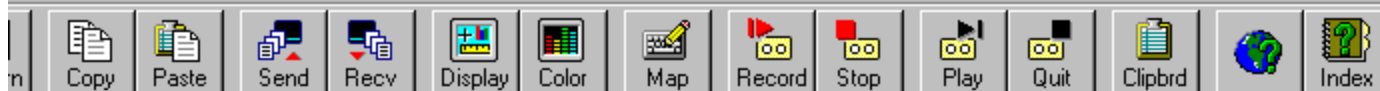ACS                     WORK AREA FOR JACKSON COUNTY                  Ref: ACS.002 .01

MENU CDS500: CASH DISBURSEMENTS REPORTS

1. Schedule of Checks to be Written  . . . . . .  ACP.515
2. Manual Check Register . . . . . . . . . . . .  CDS.510
3. Schedule of Checks Already Written  . . . . .  CDS.530
4. Vendor Payment Listing  . . . . . . . . . . .  CDS.630
5. Check Register in Fund Sequence . . . . . . .  CDS.650
6. Outstanding Check List  . . . . . . . . . . .  CDS.660
7. Voided Check Listing  . . . . . . . . . . . .  CDS.540

89. Change Assignment
90. Exit ACS

Option or Menu Item   1

MA        a                       MW                                        22/024

4/21/04  FY  4  WEST VIRGINIA TEST CLIENT          13:53:25 QPADEV000X
ACS                WORK AREA FOR JACKSON COUNTY          Ref: ACS.002 .01

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     MENU GNL500: GENERAL LEDGER REPORTS


   1. GENERAL LEDGER REPORT WRITERS . . . . . . . .  GNL550    MENU
   2. Ledger Printer  . . . . . . . . . . . . . . .  GNL.501
   3. Journal Printer . . . . . . . . . . . . . . .  GNL.510
   4. Journal Entry Listing . . . . . . . . . . . .  GNL.520
   5. Print Chart of Accounts . . . . . . . . . . .  GNL.R010
   6. Account Restrictions/Authorizations Listing .  GNL.500
   7. Account Restr/Auth. Listing by Account  . . .  GNL.5002
   8. Outstanding Encumbrance Listing . . . . . . .  GNL.540


  89. Change Assignment
  90. Exit ACS




Option or Menu Item  8
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MA    a              MW                                              22/024
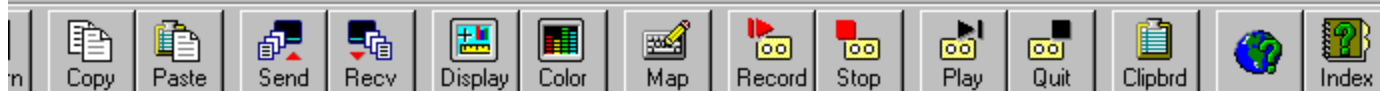
4/21/04  FY 04              WEST VIRGINIA TEST CLIENT           13:53:40 QPADEV000X
FMS                    Outstanding Encumbrance Listing            Ref: GNL.540P.01


Select Account:
  Elements              From/Only      To
  FUND                  _____       _____
  PROJECT               _____       _____
  PROGRAM/FUNCTION      _____       _____
  OBJECT                _____       _____
  LOCATION              _____       _____
  COST CENTER           _____       _____
  SUBJECT               _____       _____
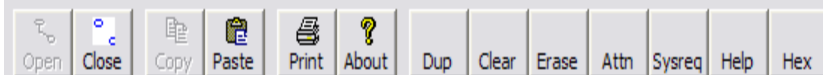  EXPANSION             _____       _____


Select Encumbrance Keyword:
  Keyword: _____


            F3=Exit   F4=Index   F5=Reset   F12=Cancel          Cancel? N

MA    a                      MW                                        07/028

File  Edit  View  Settings  Help

Open  Close   Copy  Paste   Print  About   Dup  Clear  Erase  Attn  Sysreq  Help  Hex

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 4/20/07   FY 07   CABELL COUNTY SCHOOLS                    12:15:38 QPADEV003G
 ACS                CABELL COUNTY WORK AREA                       Ref: ACS.002 .01


    MENU ACP500: ACCOUNTS PAYABLE REPORTS

  1. Invoice Batch Edit Listing . . . . . . . . .   ACP.650
  2. Accounts Payable Sub-Ledger by Vendor Number   ACP.510
  3. Accounts Payable Sub-Ledger by Vendor Name  .  ACP.520
  4. Accounts Payable Aged Open Invoice Report . .  ACP.525
  5. Schedule of Checks to be Written . . . . . .   ACP.515
  6. Print Vendor Labels . . . . . . . . . . . . .  ACP.550
  7. Vendor Directory by Number w/Remit Address  .  PUR.550
  8. Vendor Directory by Name w/Remit Address  . .  PUR.560

 89. Change Assignment
 90. Signoff




Option or Menu Item   4_____
```
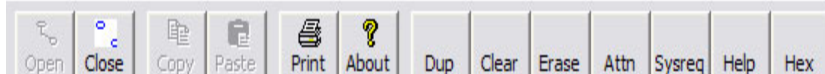
ONLINE                                                                22.24

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 4/20/07  FY 07              CABELL COUNTY SCHOOLS              12:16:14 QPADEV003G
FMS              Accounts Payable Aged Open Invoice Report      Ref: ACP.525P.01


      Vendor Number:                        *ALL       (Number or *ALL)


      Print in Detail or Summary?           D
                                            D = Detail (Invoices listed)
                                            S = Summary (One line per vendor)

      Age by Invoice Date or Due Date?      I
                                            I = Age Invoice Dates
                                            D = Age Due Dates (when used)

      Column aging:
        Aged by Days or Months?             M
                                            D = Age by Number of Days
                                            M = Age by Number of Months

       Age between columns:                  1
                   (In days or months (D or M above))
       Age of first column (0=current):     0
                   (Number of Days or Months old for first column)
                   (Invoices newer than this age will not be included)




               F3=Exit  F4=Index  F5=Reset  F12=Cancel           Cancel? N
```

ONLINE                                                                      4.44

# FMS FISCAL YEAR CHECKLIST

## NEW YEAR

- Run the Cross Reference File Builder
- Mass Add Accounts (optional)
- Mass Change Accounts (optional)
- Review Invoice Batch Edit Options
- Add new accounts or update budget
- Review Document ID's
- Carry Forward PO's
- Carry Forward Invoices
- Carry Forward Balance Sheet Balance (optional)
- Do a change on your FMS Client Member

# FMS CHECKLIST
## ALL STEPS PERFORMED IN NEW YEAR
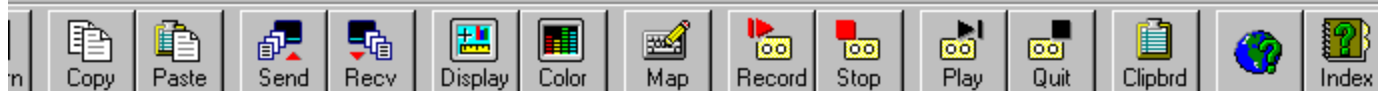
MENU FMS000: FINANCIAL MANAGEMENT SYSTEM

```
   1. GENERAL LEDGER SYSTEM . . . . . . . . . . .  GNL000    MENU
   2. PURCHASING SYSTEM . . . . . . . . . . . . .  PUR000    MENU
   3. RECEIVING SYSTEM  . . . . . . . . . . . . .  REC000    MENU
   4. ACCOUNTS PAYABLE SYSTEM . . . . . . . . . .  ACP000    MENU
   5. CASH DISBURSEMENTS SYSTEM . . . . . . . . .  CDS000    MENU
   6. CASH RECEIPTS SYSTEM  . . . . . . . . . . .  CRS000    MENU

  89. Change Assignment
  90. Exit ACS
```

Option or Menu Item   1

MA      a                        MW                                        22/024

MENU GNL000: GENERAL LEDGER SYSTEM


    1. Account Balance & Transaction Detail Lookup .  GNL.601L
    2. Journal Entry Input . . . . . . . . . . . .  GNL.401
    3. General Financial Management Options  . . . .  GNL.100
    4. Define Control Documents  . . . . . . . . . .  MGR.501
    5. MONTH END CLOSING . .  . . . . . . . . . . .  GNL700      MENU
    6. GENERAL LEDGER REPORTS  . . . . . . . . . .  GNL500      MENU
    7. CHART OF ACCOUNTS MAINTENANCE . . . . . . . .  GNL200      MENU
    8. BUDGET DEVELOPMENT SYSTEM . . . . . . . . . .  BUD000      MENU
    9. CONTROL ACCOUNT FUNCTIONS . . . . . . . . . .  GLB000      MENU
   10. NEW YEAR SETUP PROCEDURES . . . . . . . . . .  GNL800      MENU


   89. Change Assignment
   90. Exit ACS




Option or Menu Item   10

4/21/04   FY  5   WEST VIRGINIA TEST CLIENT                14:01:56 QPADEV000X
ACS                    WORK AREA FOR JACKSON COUNTY                 Ref: ACS.002 .01
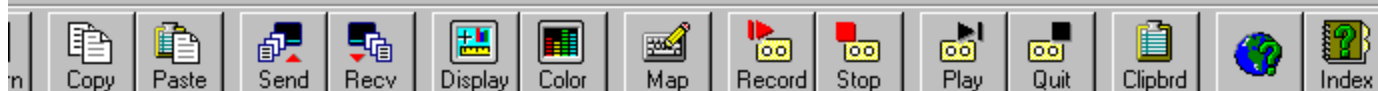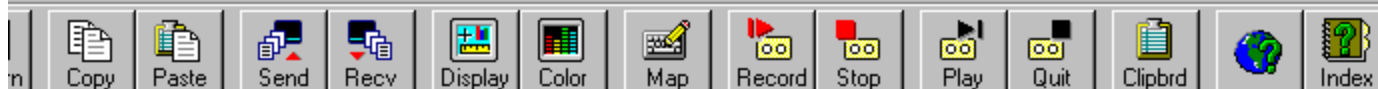

    MENU GNL800: NEW YEAR SETUP PROCEDURES


   1.  General Financial Management Options  . . . .  GNL.100
   2.  Define Account Code Format  . . . . . . . . .  GNL.101
   3.  Copy Prior Year's Accounts to Current Year  .  FIN.010
   4.  Define Single Account Code Elements . . . . .  GNL.202
   5.  Define Account Code Numbers . . . . . . . . .  GNL.203
   6.  Test Financial Setup Status . . . . . . . . .  GNL.901S
   7.  Cross Reference File Builder  . . . . . . . .  GNL.103
   8.  Invoice Batch Edit Options  . . . . . . . . .  ACP.210
   9.  Beginning Account Balance Maintenance . . . .  GNL.601
  10.  Define Control Documents  . . . . . . . . . .  MGR.501
  11.  CARRY FORWARD PRIOR YEAR INFORMATION  . . . .  GNL810       MENU


  89.  Change Assignment
  90.  Exit ACS




Option or Menu Item  7_


MA   a              MW                                              22/024

Position to Prior Year Account: _____

| CMD | Prior/Current Year Account | Description |
|-----|----------------------------|-------------|
| EEGIN | | |
| | | |
| 00000001 | 11.00000.00101.001.000.0000.0000.00 | CURRENT ASSETS |
| | 11.00000.00101.001.000.0000.0000.00 NEW | |
| 00000002 | 11.00000.00141.007.000.0000.0000.00 | FUND EQUITY |
| | 11.00000.00141.007.000.0000.0000.00 NEW | |
| 00000003 | 11.00000.00171.001.001.0000.0000.00 | CURRENT ASSETS |
| | 11.00000.00171.001.001.0000.0000.00 NEW | |
| 00000004 | 11.00000.00192.001.000.0000.0000.00 | CURRENT ASSETS |
| | 11.00000.00192.001.000.0000.0000.00 NEW | |
| 00000005 | 11.00000.00192.001.000.1003.0000.00 | CURRENT ASSETS |
| | 11.00000.00192.001.000.1003.0000.00 NEW | |
| 00000006 | 11.00000.00421.004.000.0000.0000.00 | CURRENT LIABILITIES |
| | 11.00000.00421.004.000.0000.0000.00 NEW | |

COMMANDS:  C L F T   E                    POSITION: +n,n.n,-n,Roll-up,Roll-down

MA   a                   MW                                              06/003
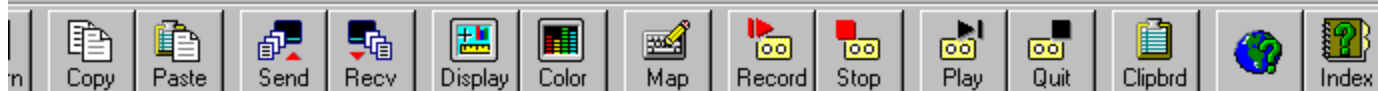
4/21/04    FY  05                WEST VIRGINIA TEST CLIENT              14:05:06  QPADEV000X
FMS                        Cross Reference File Builder                Ref: GNL.103L.12


Do you wish to only build the Cross Reference File? N (Y/N)

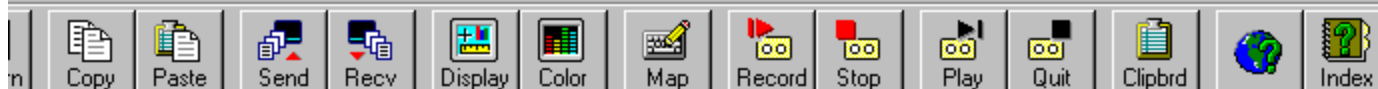Do you wish to print an edit listing? .. .. .. .. . Y (Y/N)

Do you wish to post changes to G/L? . .. .. .. .. . Y (Y/N)


                    F3=Exit              F5=Reset   F12=Cancel

MA    a                      MW                                                    07/055

Copy  Paste  Send  Recv  Display  Color  Map  Record  Stop  Play  Quit  Clipbrd  Index

```
 4/21/04  FY  5   WEST VIRGINIA TEST CLIENT              14:06:33 QPADEV000X
ACS                WORK AREA FOR JACKSON COUNTY                 Ref: ACS.002 .01


     MENU WVRF00: WEST VIRGINIA FINANCIAL DATA REPORTS


     1. Monthly Financial Report . . . . . . . . . .  WVR.001
     2. G/L Account Element Combination Error Report.  WVF.0100
     3. Mass-Add Accounts in General Ledger . . . . .  GNL.994A
     4. Change Status of Accounts in General Ledger .  GNL.994C
     5. Mass-Delete Accounts in the General Ledger  .  GNL.994D
     6. Mass-Delete Control Accounts . . . . . . . . .  GLB.994D
     7. Maintain Grant Information . . . . . . . . . .  WVF.310
     8. Grant Information Report . . . . . . . . . . .  WVF.510
     9. Special Projects Worksheet . . . . . . . . . .  WVF.550
    10. Maintain Special Projects Override Values . .  WVF.555
    11. Mass-Add Accounts With New Funds . . . . . .  WVF.994A
    12. Populate G/L X-Ref File with 6x Funds . . . .  WVF.903
    13. Download a Report to PC ASCII File . . . . .  AOS.565
    14. BUS TRANSPORTATION ENTRY MENU . . . . . . . .  WVT001      MENU

                                                               More...


 Option or Menu Item   3
```

MA   a                        MW                                      22/024

Account Element: PROJECT

Old Value:       88O10

New Value:       88N10

Edit List Only?  Y
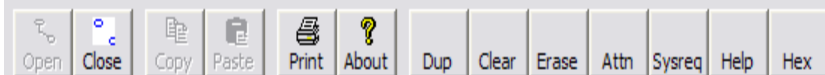
F3=Exit   F4=Index

ONLINE                                          10,24                    M
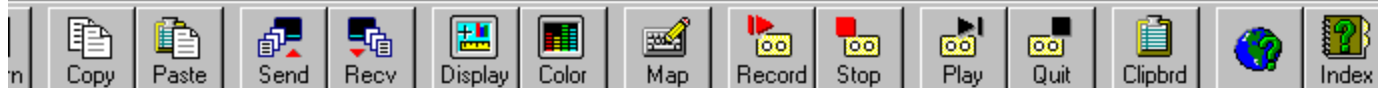
File  Edit  View  Settings  Help

Open  Close  Copy  Paste  Print  About  Dup  Clear  Erase  Attn  Sysreq  Help  Hex

              Element Name      From/Only     To
         FUND                   ▊_____     _____
         PROJECT                _____     _____
         PROGRAM/FUNCTION       _____     _____
         OBJECT                 _____     _____
         LOCATION               _____     _____
         COST CENTER            _____     _____
         SUBJECT                _____     _____
         EXPANSION              _____     _____

         _____ _____     _____


         Account Status Flag:   _
                                A=Active
                                I=Inactive
                                D=Drop
                                R=Report




F3=Exit
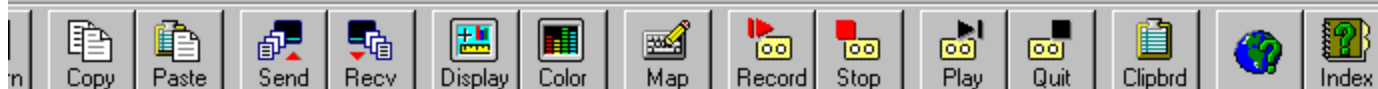
4/21/04   FY  5   WEST VIRGINIA TEST CLIENT                    14:22:46 QPADEV000X
ACS                    WORK AREA FOR JACKSON COUNTY                    Ref: ACS.002 .01

        MENU ACP000: ACCOUNTS PAYABLE SYSTEM


    1. Invoice Batch Accrual . . . . . . . . . . . . ACP.401
    2. Invoice Batch Edit Listing  . . . . . . . . . ACP.650
    3. Invoice Batch Posting . . . . . . . . . . . . ACP.660
    4. Maintain Vendor Records . . . . . . . . . . . PUR.301
    5. Posted Invoice Lookup and P/O Index . . . . . ACP.460
    6. Lookup Vendor Activity  . . . . . . . . . . . ACP.465
    7. Invoice Lookup and Approval . . . . . . . . . ACP.470
    8. Invoice Batch Edit Options  . . . . . . . . . ACP.210
    9. ACCOUNTS PAYABLE REPORTS  . . . . . . . . . . ACP500      MENU
   10. 1099 PROCESSING PROCEDURES  . . . . . . . . . ACP800      MENU


   89. Change Assignment
   90. Exit ACS



Option or Menu Item   8_

MA    a                        MW                                        22/024

MENU GNL200: CHART OF ACCOUNTS MAINTENANCE


 1. Define Account Code Format . . . . . . . . .  GNL.101
 2. Define Sub-Ledgers . . . . . . . . . . . .   GNL.205
 3. Define Journal Titles . . . . . . . . . . .  GNL.206
 4. Define Single Account Code Elements . . . .  GNL.202
 5. Define Account Code Numbers . . . . . . . .  GNL.203
 6. Beginning Account Balance Maintenance . . . . GNL.601
 7. Print Chart of Accounts . . . . . . . . . .  GNL.R010
 8. Define Account Code Keywords . . . . . . .   GNL.201
 9. Define Account Code Element Restrictions . . GNL.110
10. Test Financial Setup Status . . . . . . . .  GNL.901S
11. Set Up Client Members for FMS . . . . . . .  FMS.000
12. FMS CORRECTION PROCEDURES . . . . . . . . .  GNL900     MENU


89. Change Assignment
90. Exit ACS


Option or Menu Item  6
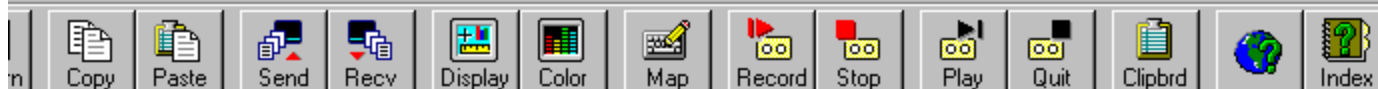
4/21/04  FY  5  WEST VIRGINIA TEST CLIENT                    14:23:31 QPADEV000X
ACS                  WORK AREA FOR JACKSON COUNTY                Ref: ACS.002 .01
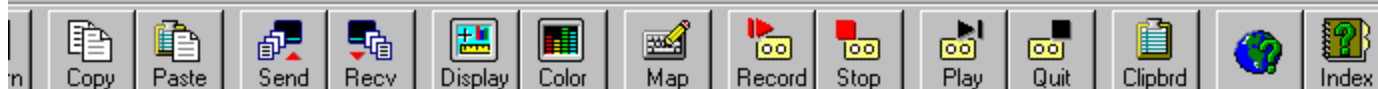

    MENU GNL000: GENERAL LEDGER SYSTEM


   1. Account Balance & Transaction Detail Lookup .  GNL.601L
   2. Journal Entry Input . . . . . . . . . . . . .  GNL.401
   3. General Financial Management Options  . . . .  GNL.100
   4. Define Control Documents  . . . . . . . . . .  MGR.501
   5. MONTH END CLOSING . . . . . . . . . . . . . .  GNL700     MENU
   6. GENERAL LEDGER REPORTS  . . . . . . . . . . .  GNL500     MENU
   7. CHART OF ACCOUNTS MAINTENANCE . . . . . . . .  GNL200     MENU
   8. BUDGET DEVELOPMENT SYSTEM . . . . . . . . . .  BUD000     MENU
   9. CONTROL ACCOUNT FUNCTIONS . . . . . . . . . .  GLB000     MENU
  10. NEW YEAR SETUP PROCEDURES . . . . . . . . . .  GNL800     MENU


  89. Change Assignment
  90. Exit ACS




Option or Menu Item   4

```
 4/21/04   FY  5   WEST VIRGINIA TEST CLIENT              14:24:07  QPADEV000X
ACS                    WORK AREA FOR JACKSON COUNTY                 Ref: ACS.002 .01


      MENU GNL800: NEW YEAR SETUP PROCEDURES


   1. General Financial Management Options  . . . .  GNL.100
   2. Define Account Code Format  . . . . . . . . .  GNL.101
   3. Copy Prior Year's Accounts to Current Year  .  FIN.010
   4. Define Single Account Code Elements . . . .    GNL.202
   5. Define Account Code Numbers . . . . . . . . .  GNL.203
   6. Test Financial Setup Status . . . . . . . . .  GNL.901S
   7. Cross Reference File Builder  . . . . . . . .  GNL.103
   8. Invoice Batch Edit Options  . . . . . . . . .  ACP.210
   9. Beginning Account Balance Maintenance . . . .  GNL.601
  10. Define Control Documents  . . . . . . . . . .  MGR.501
  11. CARRY FORWARD PRIOR YEAR INFORMATION . . . .   GNL810      MENU


  89. Change Assignment
  90. Exit ACS



 Option or Menu Item   11
```
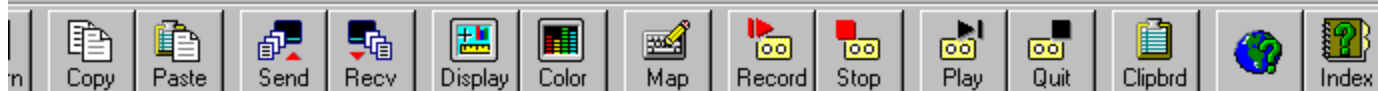
4/21/04   FY  5   WEST VIRGINIA TEST CLIENT                    14:24:34 QPADEV000X
ACS                  WORK AREA FOR JACKSON COUNTY                  Ref: ACS.002 .01
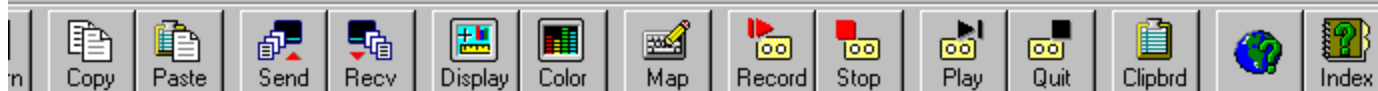
        MENU GNL810: CARRY FORWARD PRIOR YEAR INFORMATION

    1.  Carry Forward Single POs from Prior Year  . .   PUR.810
    2.  Carry Forward All Open POs from Prior Year  .   PUR.815
    3.  Carry Forward Invoices from Prior Year  . . .   ACP.810
    4.  Carry Forward Balance Sheet Balances  . . . .   GNL.810


   89.  Change Assignment
   90.  Exit ACS




Option or Menu Item   1

| Copy | Paste | Send | Recv | Display | Color | Map | Record | Stop | Play | Quit | Clipbrd | | Index |

```
 4/21/04   FY 05            WEST VIRGINIA TEST CLIENT          14:26:44 QPADEV000X
FMS               Carry Forward Single POs from Prior Year       Ref: PUR.810 .01
```

P           Purchase Order: ___  370061 PO___
Process
Lookup
Index
End

                    Index: 1
                          1. POs By Number.
                          2. POs By Vendor Number: _____123
                          3. POs By Requsition Number: _____
                          4. Vendors By Name: AB CONSULTING_____
                          5. Vendors By Number. _____

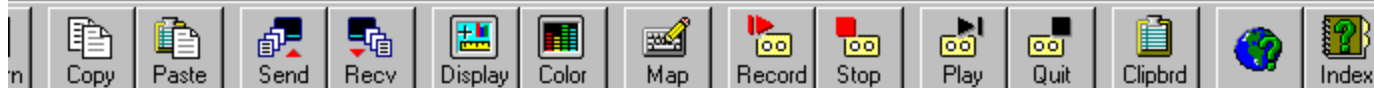MA  a                              MW                                    07/032

```
 4/21/04   FY 05              WEST VIRGINIA TEST CLIENT          14:27:08 QPADEV000X
FMS             Carry Forward Single POs from Prior Year       Ref: PUR.810 .11
 Purchase Order:        370061 PO    - Un-Printed -   Ship To: 061
 Vendor        123 AB CONSULTING
               HAWKSVIEW CINDER PASS
               SURREY, GU UK


 P/O Date:                 4/21/04         Date Required:        0/00/00
 Requisition:                              Reference:
 Account Code:         11.00000.11111.611.501.0000.0000.00
 Last Update By:       KIM                 A/P Can Close:        Y
 Hold Payments:        N                   Draft Copy:           N


 Amounts:
    Purchase Order Line Total:                        200.00
     Freight Total:                                      .00
     Sales Tax:      .0000 %                             .00
 Purchase Order Total:                                200.00

     Total Paid To Date:                                 .00


            Bring Forward This One? Y
 Mode: Process      F3=Exit  F4=Index  F5=Reset  F12=Cancel
```
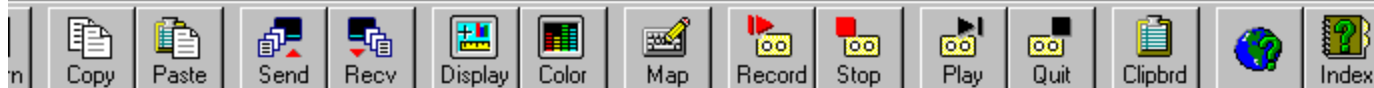
Copy  Paste  Send  Recv  Display  Color  Map  Record  Stop  Play  Quit  Clipbrd  Index

4/21/04   FY 05          WEST VIRGINIA TEST CLIENT        14:27:08  QPADEV000X
FMS              Carry Forward Single POs from Prior Year      Ref: PUR.810 .11
Purchase Order:      370061 PO      - Un-Printed -   Ship To: 061
Vendor         123 AB CONSULTING

```
                    Encumbrance
P/O Date:           Keyword:   ENCUMBRANCE PY                0/00/00
Requisition:
Account Code:       Enter the name of the encumbrance      0
Last Update By:     keyword you wish to use for            Y
Hold Payments:      posting offsetting entries to the      N
                    encumbrance journals.

Amounts:
   Purchase Orde    Press ENTER to continue.
      Freight To
      Sales Tax:
Purchase Order Total:                          200.00


   Total Paid To Date:                         .00


            Bring Forward This One? Y
Mode: Process      F3=Exit  F4=Index  F5=Reset  F12=Cancel
```
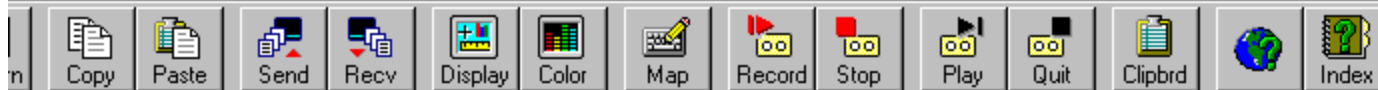
MA    a              MW                                        08/033

4/21/04   FY 05          WEST VIRGINIA TEST CLIENT          14:27:34 QPADEV000X
FMS              Carry Forward Single POs from Prior Year       Ref: PUR.810 .12


        Prior Year's Account Number:
            11.00000.11111.611.501.0000.0000.00

        New Account For Current Year:
            11.00000.11111.611.501.0000.0000.00


Mode: Process        F3=Exit  F4=Index  F5=Reset  F12=Cancel        Cancel? N

MA    a                    MW                                        11/016

MENU GNL810: CARRY FORWARD PRIOR YEAR INFORMATION

1. Carry Forward Single POs from Prior Year  . .  PUR.810
2. Carry Forward All Open POs from Prior Year  .  PUR.815
3. Carry Forward Invoices from Prior Year  . . .  ACP.810
4. Carry Forward Balance Sheet Balances  . . . .  GNL.810

89. Change Assignment
90. Exit ACS

Option or Menu Item  2

4/21/04  FY 05               WEST VIRGINIA TEST CLIENT          14:28:18 QPADEV000X
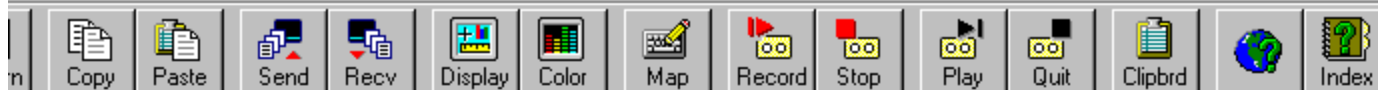FMS              Carry Forward All Open POs from Prior Year      Ref: PUR.815P.01


        Select (Blank for All)


         Purchase Order Number
           From/Only:            _____ ____
           To:                   _____ _____



        Encumbrance Keyword:    ENCUMBRANCE PY

           Enter the name of the encumbrance keyword you
           wish to use for posting offsetting entries to
           the encumbrance journals.




                  F3=Exit  F4=Index  F5=Reset  F12=Cancel

MA      a                      MW                                          10/038

```
Copy  Paste  Send  Recv  Display  Color  Map  Record  Stop  Play  Quit  Clipbrd      Index
```

```
                              Display Spooled File
File  .  .  .  .  .  :     REPORT                        Page/Line    1/1
Control  .  .  .  .  .     _                             Columns      1 - 78
Find  .  .  .  .  .  .     _____
*...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+..
Prog: PUR.815                                    WEST VIRGINIA TEST CLIENT
14:30:20                                         Carry Forward Purchase Order
---------------------------------------------------------------------------

Purchase Order       Vendor      Account Number (Prior)                Account
---------------------------------------------------------------------------

PO      370061         123     11.00000.11111.611.501.0000.0000.00     11.00000
        LINES        1.000     11.00000.11111.611.501.0000.0000.00     11.00000
                                                                            ENC
TOTAL EXPENSES
TOTAL ENCUMBRANCES



                                                                        Bottom
```
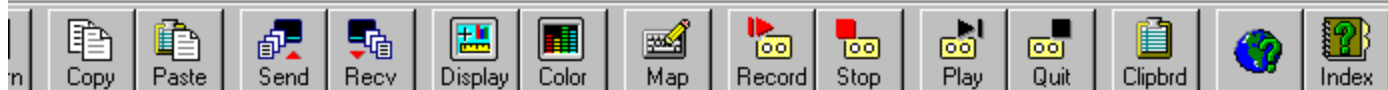
MA    a                        MW                                      03/022

```
File  .  .  .  .  .  :    REPORT                              Page/Line    1/1
Control  .  .  .  .  .    _____                           Columns     79 - 132
Find  .  .  .  .  .  .    _____
.8....+....9....+....0....+....1....+....2....+....3..
```

```
                                                  Page      1
s                                                 4/21/04
------------------------------------------------------------
 Number (New)                         Enc. Amount
------------------------------------------------------------
.11111.611.501.0000.0000.00
.11111.611.501.0000.0000.00                    200.00
UMBRANCE OFFSET                                 200.00-
                                               200.00
                                               200.00-
```
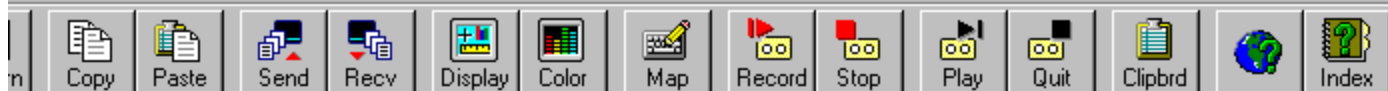
Bottom

F3=Exit    F12=Cancel    F19=Left    F20=Right    F24=More keys

```
 4/21/04   FY  5   WEST VIRGINIA TEST CLIENT              14:32:31  QPADEV000X
ACS                    WORK AREA FOR JACKSON COUNTY                Ref: ACS.002 .01
```
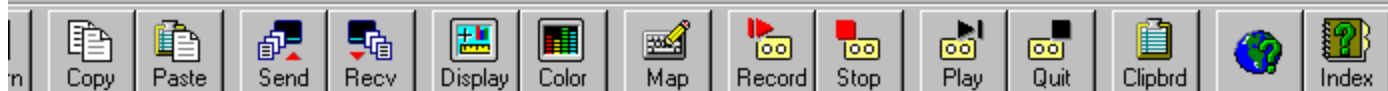
        MENU GNL810: CARRY FORWARD PRIOR YEAR INFORMATION


     1. Carry Forward Single POs from Prior Year  . .   PUR.810
     2. Carry Forward All Open POs from Prior Year  .   PUR.815
     3. Carry Forward Invoices from Prior Year  . . .   ACP.810
     4. Carry Forward Balance Sheet Balances  . . . .   GNL.810


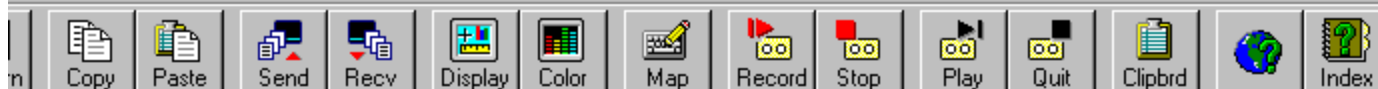    89. Change Assignment
    90. Exit ACS




Option or Menu Item   3

I         Vendor: _____      Invoice: _____
Process
Lookup
Index
End


                 Index: 2
                          1. Invoices by vendor.
                          2. Invoices by vendor all pre-selected
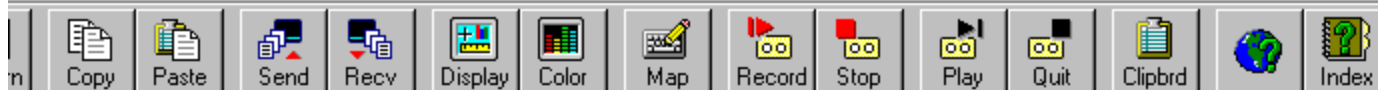                          3. Vendor by name: _____


MA    b                                                                        16/049

```
Copy  Paste  Send  Recv  Display  Color  Map  Record  Stop  Play  Quit  Clipbrd     Index
```

5/24/04   FY 03              WEST VIRGINIA TEST CLIENT           12:06:16  QPADEV0018
FMS                          Index to Posted Invoices                     Ref: ACP.441X.02

Position to: _____  _____

| "X" | VENDOR | INVOICE | DATE | PO# | AMOUNT |
|-----|--------|---------|------|-----|--------|
| P | 130 | 1CR | 7/25/02 | | 2,000.00- |
| P | 130 | 2CR | 7/25/02 | | 3,000.00- |
| P | 130 | 3CR | 7/25/02 | | 4,000.00- |
| P | 10700 | 32KJJ3E | 2/05/01 | | 150,000.00- |
| P | 98235 | 34RNEBCR | 12/03/02 | | 10.00- |
| P | 111003 | R01107 #00001 | 6/12/00 | | 83.40- |
| P | 111003 | R01107 #00002 | 6/12/00 | | 19.50- |
| P | 111003 | R01107 #00003 | 6/12/00 | | 54.47- |
| P | 111018 | R01085 #00001 | 4/13/00 | | 1.64- |
| P | 111018 | R01085 #00002 | 4/13/00 | | .99- |
| P | 111018 | R01085 #00003 | 4/13/00 | | 6.56- |
| P | 111046 | R01085 #00001 | 4/13/00 | | 90.21- |
| P | 111047 | R01085 #00001 | 4/13/00 | | 50.00- |
| P | 111048 | R01107 #00001 | 6/12/00 | | 141.23- |
| P | 111057 | R01107 #00001 | 6/12/00 | | 39.22- |
| P | 111079 | R01085 #00001 | 4/13/00 | | 20.00- |
| * | | --END-- | | | |

MA    b                                                                    05/003
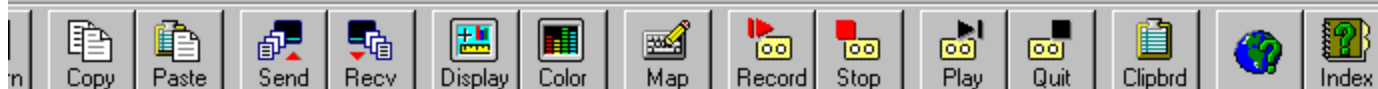
MENU GNL810: CARRY FORWARD PRIOR YEAR INFORMATION

    1. Carry Forward Single POs from Prior Year  . .  PUR.810
    2. Carry Forward All Open POs from Prior Year  .  PUR.815
    3. Carry Forward Invoices from Prior Year  . . .  ACP.810
    4. Carry Forward Balance Sheet Balances  . . . .  GNL.810

   89. Change Assignment
   90. Exit ACS

Option or Menu Item   4

MA    a                        MW                                    22/024

4/21/04   FY 05                WEST VIRGINIA TEST CLIENT            14:33:18 QPADEV000X
FMS                    Carry Forward Balance Sheet Balances           Ref: GNL.810P.01


Range of Funds to Carry Forward    From           To
FUND
                                   _____        _____
                         Leave FROM fund blank to include from first fund.
                         Leave TO fund blank to include to last fund.
                         Leave BOTH blank to include ALL funds.


Update Fund Balance Account? (Y/N):   Y
                         Y = To add non-balance-sheet accounts to Fund Balance.
                         N = Will bring Fund Balance forward without adjustment.
                            (Note: Option N may leave accounts out of balance.)




                    F3=Exit             F5=Reset  F12=Cancel        Cancel? N


MA   a                        MW                                            08/038