

PAYBLE – Money paid in NEW YEAR but expensed in PRIOR YEAR;

Re Encumber – Money paid and expensed in NEW YEAR

MUST BE IN NEW FISCAL YEAR

If you don't want the PO to carry over at all, change carryover ENC to ZERO. This will liquidate the PO in previous fiscal year

If you want some encumbered and some as a payable, just change the amounts in the Carryover ENC and payable column

Federal Accounts will need to be copied over in order to be able to carry over the Pos. To do this you go to Manage/Budget Maintenance/accounts. Change the fiscal year to the prior year. Click GO TO icon, type in the account, right click on ADD SIMILAR and save changes.

Select	Declared	P.O.#	2011 BudgetCode	PO Bal	Carryover Enc	Payable	Paid Payable	Vendor	Vendor Name
<input type="checkbox"/>	<input type="checkbox"/>	11-00014	A1010-490-000	50.00	50.00	0.00	0.00	BOCES	OTSEGO NORTHERN CATSKII
<input type="checkbox"/>	<input type="checkbox"/>	11-00014	A1310-490-000	88,664.00	88,664.00	0.00	0.00	BOCES	OTSEGO NORTHERN CATSKII
<input type="checkbox"/>	<input type="checkbox"/>	11-00014	A1345-490-000	3,777.75	3,777.75	0.00	0.00	BOCES	OTSEGO NORTHERN CATSKII
<input type="checkbox"/>	<input type="checkbox"/>	11-00014	A1430-490-000	10,350.06	10,350.06	0.00	0.00	BOCES	OTSEGO NORTHERN CATSKII
<input type="checkbox"/>	<input type="checkbox"/>	11-00014	A1620-490-000	17,563.43	17,563.43	0.00	0.00	BOCES	OTSEGO NORTHERN CATSKII
<input type="checkbox"/>	<input type="checkbox"/>	11-00014	A1670-490-000	1,022.75	1,022.75	0.00	0.00	BOCES	OTSEGO NORTHERN CATSKII
<input type="checkbox"/>	<input type="checkbox"/>	11-00014	A1680-490-000	53,024.21	53,024.21	0.00	0.00	BOCES	OTSEGO NORTHERN CATSKII
<input type="checkbox"/>	<input type="checkbox"/>	11-00014	A1981-490-000	126,916.00	126,916.00	0.00	0.00	BOCES	OTSEGO NORTHERN CATSKII
<input type="checkbox"/>	<input type="checkbox"/>	11-00014	A2010-490-000	1,529.80	1,529.80	0.00	0.00	BOCES	OTSEGO NORTHERN CATSKII
<input type="checkbox"/>	<input type="checkbox"/>	11-00014	A2060-490-000	20,942.00	20,942.00	0.00	0.00	BOCES	OTSEGO NORTHERN CATSKII
<input type="checkbox"/>	<input type="checkbox"/>	11-00014	A2110-490-000	74,582.20	74,582.20	0.00	0.00	BOCES	OTSEGO NORTHERN CATSKII
<input type="checkbox"/>	<input type="checkbox"/>	11-00014	A2250-490-000	398,196.62	398,196.62	0.00	0.00	BOCES	OTSEGO NORTHERN CATSKII
<input type="checkbox"/>	<input type="checkbox"/>	11-00014	A2280-490-000	183,244.98	183,244.98	0.00	0.00	BOCES	OTSEGO NORTHERN CATSKII
<input type="checkbox"/>	<input type="checkbox"/>	11-00014	A2610-490-000	29,659.65	29,659.65	0.00	0.00	BOCES	OTSEGO NORTHERN CATSKII
<input type="checkbox"/>	<input type="checkbox"/>	11-00014	A2820-490-000	31,460.20	31,460.20	0.00	0.00	BOCES	OTSEGO NORTHERN CATSKII
<input type="checkbox"/>	<input type="checkbox"/>	11-00014	A2855-490-000	1,807.33	1,807.33	0.00	0.00	BOCES	OTSEGO NORTHERN CATSKII
<input type="checkbox"/>	<input type="checkbox"/>	11-00014	A5510-490-000	1,207.25	1,207.25	0.00	0.00	BOCES	OTSEGO NORTHERN CATSKII
<input type="checkbox"/>	<input type="checkbox"/>	11-00015	A1325-400-000	3,000.00	3,000.00	0.00	0.00	004143	OMNI FINANCIAL GROUP
<input type="checkbox"/>	<input type="checkbox"/>	11-00016	A1240-450-000	150.00	150.00	0.00	0.00	004984	WINDOWS SERVICES

OK Cancel Select To End **Deselect To End** Select All Deselect All

2011-12 Composite Distribution for PO# 11-00014

Fund	Budget Code	Carryover Enc	Paid C/O + NY
A	1010-490-000	50.00	0.00
A	1310-490-000	88,664.00	0.00
A	1345-490-000	3,777.75	0.00
A	1430-490-000	10,350.06	0.00
A	1620-490-000	17,563.43	0.00
A	1670-490-000	1,022.75	0.00
A	1680-490-000	53,024.21	0.00
A	1981-490-000	126,916.00	0.00
A	2010-490-000	1,529.80	0.00

2010-11 Carryover Enc Must = 2011-12 Carryover Enc

1,043,998.23 = 1,043,998.23