Why can't I close my old budget, when I have no encumbrances?

Last updated: Thu, 23 Jan 2020 06:05:17 GMT

What to aspects check when you receive a warning message, when selecting to close budget. - order templates, unpaid invoices, encumbrances.

Applies to

• WorldShare Acquisitions

Answer

• When trying to close a budget, after setting up your new budget and ensuing your funds are all mapped to the new budget. Then checking you have no encumbrances

• When selecting Close Budget you may see a pop-up message, when you select Close Budget advising the following:

"To close a budget, you must re-assign all unpaid items and templates that use this budget to the next budget."

• The list below includes all funds from this budget that are used by either an unpaid item (order or invoice) or an order item template.

• You may have order templates in use that need to be reassigned to the new budget

• You may have no encumbrances as you have received all items ordered BUT you may still have unpaid Invoices

• All invoices need to be paid before a Budget can be closed too

• To locate any unpaid invoices
  ◦ Select: Invoices from the left Acquisitions menu
  ◦ Select: Invoices button
  ◦ Select: Payment Status
  ◦ Select: Open and Ready for payment
  ◦ Select Apply

• The results will return on invoices status as selected above.

• Pay each invoice so all are 'Paid' -

• You could use any left over $ from you unexpended budget so it becomes zero

• Then you should be able to go in and close the 20XX budget.
Additional information

Find encumbrances

How do I close old encumbrances before rollover to a new budget?

Close a budget

Page ID

27814