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

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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

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