

ANNOUNCEMENT

TO: GeorgiaFIRST PeopleSoft Financials Users

POSTED: July 3, 2023

SUBJECT: Changing the Accounting Date on a PO from One Fiscal Year to Another

In order to avoid possible encumbrance accounting issues during this Fiscal Year End cycle, it is important to not cross the fiscal year boundary when changing accounting dates on a PO.

If users create and Budget Check a PO with an accounting date in the wrong Fiscal Year, first *CANCEL* that PO and then create a new PO with the correct accounting date. DO NOT try to correct the PO by changing the accounting date.

When changing an accounting date that crosses Fiscal Years, the related encumbrance entries will not be recorded in the correct fiscal year and your encumbrance balances will be incorrect, resulting in surplus reporting errors. Encumbrance journal entries would then have to be created in order to correct the encumbrance balances.

SUPPORTING DOCUMENTATION: For more information, see [PO.020.260 - Canceling a PO/PO Lines.](#)

MORE INFORMATION AND SUPPORT: For business impact issues, contact the ITS Helpdesk at helpdesk@usg.edu or via the [ITS Customer Services website](#).