

Q&A from CO500 Year-End Closing webinar June 11, 2020

Q: In the past there have been budget issues with deleting a PO Line Item from a PO carried forward from a previous year. Has this issue been resolved?

A: Yes. SCEIS does not recommend deleting PO line items after the PO has been carried forward. The SCEIS team recommends that agencies follow the best practice of deleting PO Line Items before carrying the POs forward.

Q: If a PO is carried forward, but it cannot be deleted, what is the process to unencumber the PO?

A: SCEIS recommends that users reduce the PO to the payment amount to unencumber the funds. If no payment history exists, reduce the PO Line Item down to \$1 and select "Yes" to "No Further Invoice" to unencumber the remaining funds.

Q: Should MR11 be reviewed if there is no inventory?

A: If there is no inventory, there is no need to use the MR11 report. Only inventory PO's are included in the MR11 report.