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# FMS YEAR END PROCESSING

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# FMS YEAR END



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## FMS FISCAL YEAR CHECKLIST PRIOR YEAR

- Print a Purchase Order Status Report
- Close PO's that are paid
- Post Invoices received as of 6/30
- Write Checks 6/30
- Enter and post invoices received after 7/1 with a material impact
- Print Schedule of Checks to be Written to be used to carryover invoices and balance to liability account
- Print Purchase Order Status Report
- Close PO's you do not want to carryover to new year
- Print Purchase Order Status Report
- Print Outstanding Encumbrance Report
- Print Aged Open Invoice Report after invoices have been carried over to new year



# GETTING READY - FOLLOWING STEPS PERFORMED IN CURRENT OR OLD YEAR





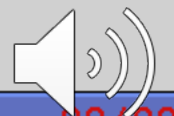
4/21/04 FY 4 WEST VIRGINIA TEST CLIENT 13:49:07 QPADEV000X  
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

MENU PUR310: PURCHASE ORDER REPORTS

- 1. Purchase Order Status Report . . . . . PUR.510
- 2. Aged Open Purchase Order Status Report . . . . . PUR.515
- 3. Unapproved Purchase Orders Listing . . . . . PUR.520
- 4. Rejected Purchase Order Lines Report . . . . . PUR.521
- 5. Purchase Order Vendor Change Audit Report . . . . . PUR.565
- 6. Purchase Order Approval History Report . . . . . PUR.585

- 89. Change Assignment
- 90. Exit ACS

Option or Menu Item 1





4/21/04 FY 04

WEST VIRGINIA TEST CLIENT

13:50:13 QPADEV000X

FMS Purchase Order Status Report

Ref: PUR.510P.01

Selection Parameters

Purchase Order Document (or \*ALL) . . . . \*ALL Include 0 0 = Open  
C = Closed  
From/Only To B = Both

Purchase Order Number \_\_\_\_\_

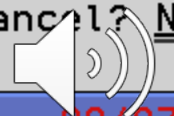
Vendor Number \_\_\_\_\_

Select by Date . . . . . 0/00/00 0/00/00

Sort Order . . . . . P \_ \_  
P = Purchase Order Number  
V = Vendor Number  
A = Vendor Alphabetical  
D = Date  
T = Account (only in SORT #1)

Print only POs with remaining encumbrance? N

F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N





4/03/03 FY 4 WEST VIRGINIA TEST CLIENT  
ACS WORK AREA FOR JACKSON COUNTY

10:05:26 QPADEV0009  
Ref: ACS.002 .01

MENU PUR300: PURCHASE ORDER PROCESSING

- 1. Maintain Vendor Records . . . . . PUR.301
- 2. Purchase Order Input . . . . . PUR.410
- 3. Change Vendor on Purchase Order . . . . . PUR.415
- 4. Print Purchase Orders in Account Detail . . . . . PUR.410PC
- 5. Print Purchase Orders in Account Summary . . . . . PUR.410P2C
- 6. Purchase Order Closing Procedure . . . . . PUR.910
- 7. Backup Withholding Vendor Maintenance . . . . . PUR.303
- 8. PURCHASE ORDER REPORTS . . . . . PUR310 MENU
- 9. PURCHASE ORDER APPROVAL AND LOOKUP . . . . . PUR320 MENU
- 89. Change Assignment
- 90. Exit ACS

Option or Menu Item 6





4/03/03 FY 04

WEST VIRGINIA TEST CLIENT

10:05:57 QPADEV0009

FMS Purchase Order Closing Procedure

Ref: PUR.910 .01

C Purchase Order: 12345 P0

Close  
Lookup  
Index  
End

Index: 1  
1 = Purchase Order Number.







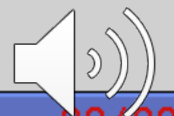
4/21/04 FY 4 WEST VIRGINIA TEST CLIENT 13:49:45 QPADEV000X  
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

MENU CDS500: CASH DISBURSEMENTS REPORTS

- 1. Schedule of Checks to be Written . . . . . ACP.515
- 2. Manual Check Register . . . . . CDS.510
- 3. Schedule of Checks Already Written . . . . . CDS.530
- 4. Vendor Payment Listing . . . . . CDS.630
- 5. Check Register in Fund Sequence . . . . . CDS.650
- 6. Outstanding Check List . . . . . CDS.660
- 7. Voided Check Listing . . . . . CDS.540

- 89. Change Assignment
- 90. Exit ACS

Option or Menu Item 1





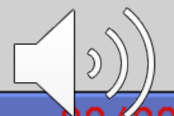
4/21/04 FY 4 WEST VIRGINIA TEST CLIENT 13:53:25 QPADEV000X  
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

MENU GNL500: GENERAL LEDGER REPORTS

- 1. GENERAL LEDGER REPORT WRITERS . . . . . GNL550 MENU
- 2. Ledger Printer . . . . . GNL.501
- 3. Journal Printer . . . . . GNL.510
- 4. Journal Entry Listing . . . . . GNL.520
- 5. Print Chart of Accounts . . . . . GNL.R010
- 6. Account Restrictions/Authorizations Listing . . . . . GNL.500
- 7. Account Restr/Auth. Listing by Account . . . . . GNL.5002
- 8. Outstanding Encumbrance Listing . . . . . GNL.540

- 89. Change Assignment
- 90. Exit ACS

Option or Menu Item 8





4/21/04 FY 04

WEST VIRGINIA TEST CLIENT

13:53:40 QPADEV000X

FMS Outstanding Encumbrance Listing

Ref: GNL.540P.01

Select Account:

Elements	From/Only	To
FUND	_____	_____
PROJECT	_____	_____
PROGRAM/FUNCTION	_____	_____
OBJECT	_____	_____
LOCATION	_____	_____
COST CENTER	_____	_____
SUBJECT	_____	_____
EXPANSION	_____	_____

Select Encumbrance Keyword:

Keyword: \_\_\_\_\_

F3=Exit F4=Index F5=Reset F12=Cancel

Cancel? N





Open	Close	Copy	Paste	Print	About	Dup	Clear	Erase	Attn	Sysreq	Help	Hex
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4/20/07 FY 07 CABELL COUNTY SCHOOLS 12:15:38 QPADEV003G  
 ACS CABELL COUNTY WORK AREA Ref: ACS.002 .01

MENU ACP500: ACCOUNTS PAYABLE REPORTS

- 1. Invoice Batch Edit Listing . . . . . ACP.650
- 2. Accounts Payable Sub-Ledger by Vendor Number ACP.510
- 3. Accounts Payable Sub-Ledger by Vendor Name . ACP.520
- 4. Accounts Payable Aged Open Invoice Report . . ACP.525
- 5. Schedule of Checks to be Written . . . . . ACP.515
- 6. Print Vendor Labels . . . . . ACP.550
- 7. Vendor Directory by Number w/Remit Address . PUR.550
- 8. Vendor Directory by Name w/Remit Address . . PUR.560

- 89. Change Assignment
- 90. Signoff

Option or Menu Item 4\_\_\_\_\_



4/20/07 FY 07 CABELL COUNTY SCHOOLS 12:16:14 QPADEV003G  
 FMS Accounts Payable Aged Open Invoice Report Ref: ACP.525P.01

Vendor Number: \*ALL (Number or \*ALL)

Print in Detail or Summary? D  
 D = Detail (Invoices listed)  
 S = Summary (One line per vendor)

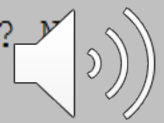
Age by Invoice Date or Due Date? I  
 I = Age Invoice Dates  
 D = Age Due Dates (when used)

Column aging:  
 Aged by Days or Months? M  
 D = Age by Number of Days  
 M = Age by Number of Months

Age between columns: 1  
 (In days or months (D or M above))

Age of first column (0=current): 0  
 (Number of Days or Months old for first column)  
 (Invoices newer than this age will not be included)

F3=Exit F4=Index F5=Reset F12=Cancel

Cancel? 

# FMS FISCAL YEAR CHECKLIST

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## NEW YEAR

- Run the Cross Reference File Builder
- Mass Add Accounts (optional)
- Mass Change Accounts (optional)
- Review Invoice Batch Edit Options
- Add new accounts or update budget
- Review Document ID's
- Carry Forward PO's
- Carry Forward Invoices
- Carry Forward Balance Sheet Balance (optional)
- Do a change on your FMS Client Member



# FMS CHECKLIST

## ALL STEPS PERFORMED IN NEW YEAR





4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 14:01:16 QPADEV000X  
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

MENU FMS000: FINANCIAL MANAGEMENT SYSTEM

- 1. GENERAL LEDGER SYSTEM . . . . . GNL000 MENU
- 2. PURCHASING SYSTEM . . . . . PUR000 MENU
- 3. RECEIVING SYSTEM . . . . . REC000 MENU
- 4. ACCOUNTS PAYABLE SYSTEM . . . . . ACP000 MENU
- 5. CASH DISBURSEMENTS SYSTEM . . . . . CDS000 MENU
- 6. CASH RECEIPTS SYSTEM . . . . . CRS000 MENU

- 89. Change Assignment
- 90. Exit ACS

Option or Menu Item 1





4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 14:01:34 QPADEV000X  
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

MENU GN000: GENERAL LEDGER SYSTEM

- 1. Account Balance & Transaction Detail Lookup . GNL.601L
- 2. Journal Entry Input . . . . . GNL.401
- 3. General Financial Management Options . . . . GNL.100
- 4. Define Control Documents . . . . . MGR.501
- 5. MONTH END CLOSING . . . . . GNL700 MENU
- 6. GENERAL LEDGER REPORTS . . . . . GNL500 MENU
- 7. CHART OF ACCOUNTS MAINTENANCE . . . . . GNL200 MENU
- 8. BUDGET DEVELOPMENT SYSTEM . . . . . BUD000 MENU
- 9. CONTROL ACCOUNT FUNCTIONS . . . . . GLB000 MENU
- 10. NEW YEAR SETUP PROCEDURES . . . . . GNL800 MENU
- 89. Change Assignment
- 90. Exit ACS

Option or Menu Item 10

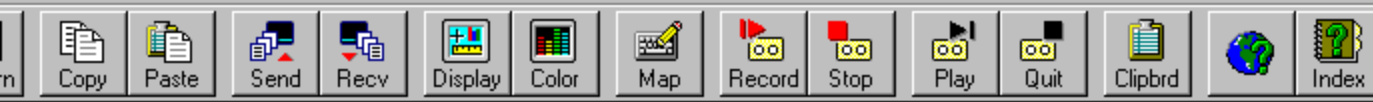


4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 14:01:56 QPADEV000X  
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

MENU GNL800: NEW YEAR SETUP PROCEDURES

- 1. General Financial Management Options . . . . . GNL.100
  - 2. Define Account Code Format . . . . . GNL.101
  - 3. Copy Prior Year's Accounts to Current Year . . . . . FIN.010
  - 4. Define Single Account Code Elements . . . . . GNL.202
  - 5. Define Account Code Numbers . . . . . GNL.203
  - 6. Test Financial Setup Status . . . . . GNL.901S
  - 7. Cross Reference File Builder . . . . . GNL.103
  - 8. Invoice Batch Edit Options . . . . . ACP.210
  - 9. Beginning Account Balance Maintenance . . . . . GNL.601
  - 10. Define Control Documents . . . . . MGR.501
  - 11. CARRY FORWARD PRIOR YEAR INFORMATION . . . . . GNL810 MENU
89. Change Assignment
90. Exit ACS

Option or Menu Item 7



4/21/04 FY 05 WEST VIRGINIA TEST CLIENT 14:03:01 QPADEV000X  
 FMS Cross Reference File Builder Ref: GNL.103L.01

Position to Prior Year Account: \_\_\_\_\_

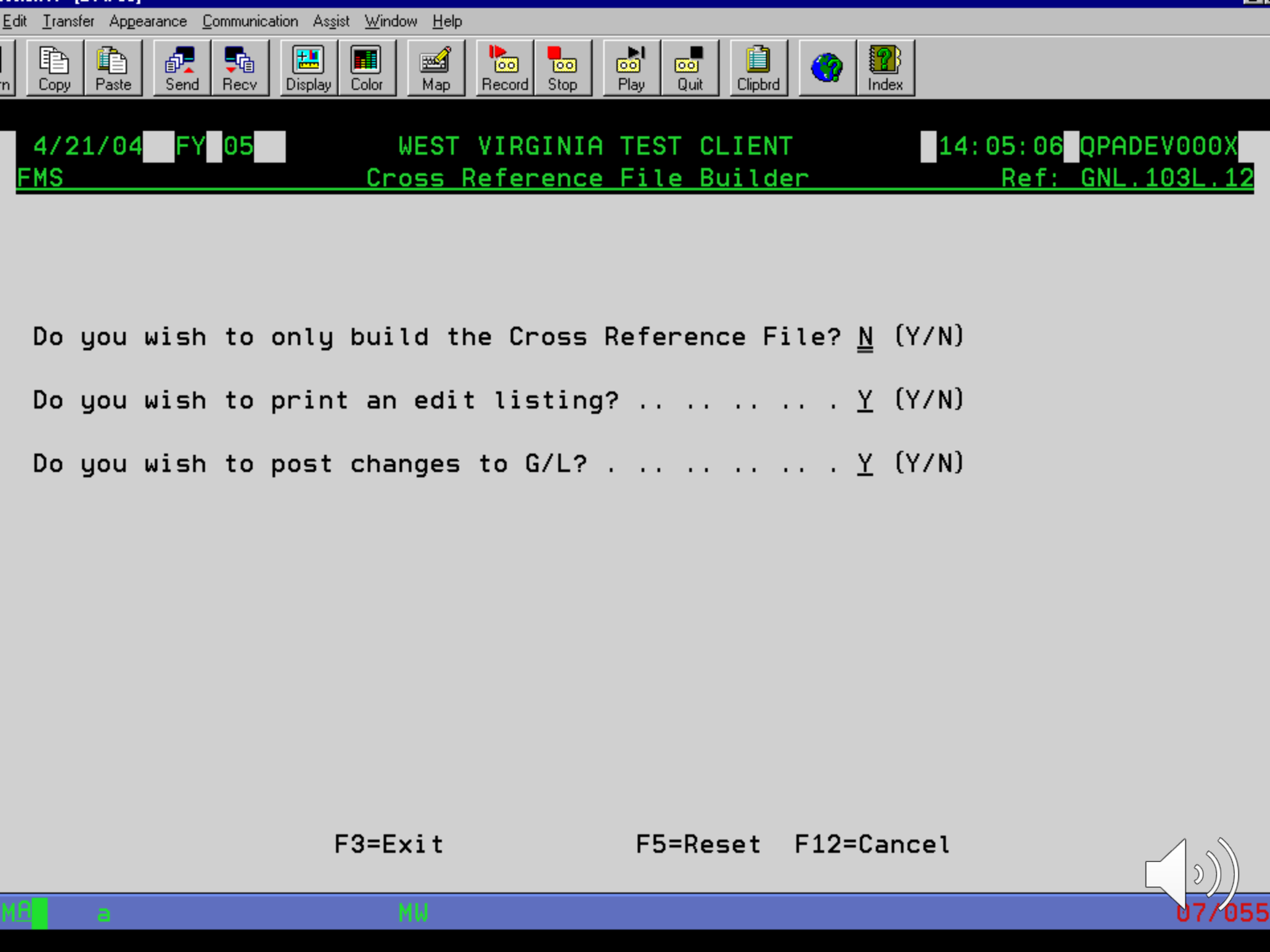
**CMD** **Prior/Current Year Account** **Description**

EEGIN

<u>00000001</u>	11.00000.00101.001.000.0000.0000.00	CURRENT ASSETS
	11.00000.00101.001.000.0000.0000.00 NEW	
<u>00000002</u>	11.00000.00141.007.000.0000.0000.00	FUND EQUITY
	11.00000.00141.007.000.0000.0000.00 NEW	
<u>00000003</u>	11.00000.00171.001.001.0000.0000.00	CURRENT ASSETS
	11.00000.00171.001.001.0000.0000.00 NEW	
<u>00000004</u>	11.00000.00192.001.000.0000.0000.00	CURRENT ASSETS
	11.00000.00192.001.000.0000.0000.00 NEW	
<u>00000005</u>	11.00000.00192.001.000.1003.0000.00	CURRENT ASSETS
	11.00000.00192.001.000.1003.0000.00 NEW	
<u>00000006</u>	11.00000.00421.004.000.0000.0000.00	CURRENT LIABILITIES
	11.00000.00421.004.000.0000.0000.00 NEW	

COMMANDS: C L F T E

POSITION: +n,n,n,-n, Roll-up, Roll-down



4/21/04 FY 05 WEST VIRGINIA TEST CLIENT 14:05:06 QPADEV000X  
FMS Cross Reference File Builder Ref: GNL.103L.12

Do you wish to only build the Cross Reference File? N (Y/N)

Do you wish to print an edit listing? . . . . . Y (Y/N)

Do you wish to post changes to G/L? . . . . . Y (Y/N)

F3=Exit

F5=Reset

F12=Cancel





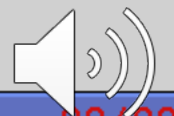
4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 14:06:33 QPADEV000X  
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

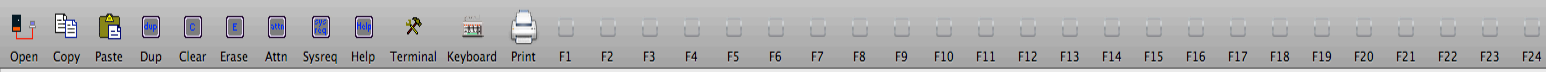
MENU WVRFO0: WEST VIRGINIA FINANCIAL DATA REPORTS

- 1. Monthly Financial Report . . . . . WVR.001
- 2. G/L Account Element Combination Error Report. WVF.0100
- 3. Mass-Add Accounts in General Ledger . . . . . GNL.994A
- 4. Change Status of Accounts in General Ledger . GNL.994C
- 5. Mass-Delete Accounts in the General Ledger . GNL.994D
- 6. Mass-Delete Control Accounts . . . . . GLB.994D
- 7. Maintain Grant Information . . . . . WVF.310
- 8. Grant Information Report . . . . . WVF.510
- 9. Special Projects Worksheet . . . . . WVF.550
- 10. Maintain Special Projects Override Values . . WVF.555
- 11. Mass-Add Accounts With New Funds . . . . . WVF.994A
- 12. Populate G/L X-Ref File with 6x Funds . . . . WVF.903
- 13. Download a Report to PC ASCII File . . . . . AOS.565
- 14. BUS TRANSPORTATION ENTRY MENU . . . . . WVT001 MENU



Option or Menu Item 3





5/06/13 FY 14 JEFFERSON COUNTY SCHOOLS

11:03:18 KRHR8000

FMS

Mass-Add Accounts in General Ledger

GNL.994A

Account Element: PROJECT

Old Value: 88010

New Value: 88N10

Edit List Only? Y

F3=Exit F4=Index





Open Close Copy Paste Print About Dup Clear Erase Attn Sysreq Help Hex

5/04/06 FY 06 TYLER COUNTY SCHOOLS 16:24:49 KRHR5000  
 FMS Change Status of Accounts in General Ledger GNL.994C

Element Name	From/Only	To
FUND		
PROJECT		
PROGRAM/FUNCTION		
OBJECT		
LOCATION		
COST CENTER		
SUBJECT		
EXPANSION		

Account Status Flag: \_  
 A=Active  
 I=Inactive  
 D=Drop  
 R=Report

F3=Exit



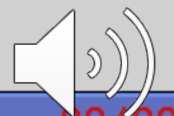


4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 14:22:46 QPADEV000X  
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

MENU ACP000: ACCOUNTS PAYABLE SYSTEM

- 1. Invoice Batch Accrual . . . . . ACP.401
- 2. Invoice Batch Edit Listing . . . . . ACP.650
- 3. Invoice Batch Posting . . . . . ACP.660
- 4. Maintain Vendor Records . . . . . PUR.301
- 5. Posted Invoice Lookup and P/O Index . . . . . ACP.460
- 6. Lookup Vendor Activity . . . . . ACP.465
- 7. Invoice Lookup and Approval . . . . . ACP.470
- 8. Invoice Batch Edit Options . . . . . ACP.210
- 9. ACCOUNTS PAYABLE REPORTS . . . . . ACP500 MENU
- 10. 1099 PROCESSING PROCEDURES . . . . . ACP800 MENU
- 89. Change Assignment
- 90. Exit ACS

Option or Menu Item 8





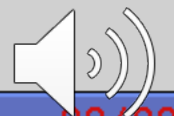


4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 14:23:11 QPADEV000X  
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

MENU GNL200: CHART OF ACCOUNTS MAINTENANCE

- 1. Define Account Code Format . . . . . GNL.101
  - 2. Define Sub-Ledgers . . . . . GNL.205
  - 3. Define Journal Titles . . . . . GNL.206
  - 4. Define Single Account Code Elements . . . . . GNL.202
  - 5. Define Account Code Numbers . . . . . GNL.203
  - 6. Beginning Account Balance Maintenance . . . . . GNL.601
  - 7. Print Chart of Accounts . . . . . GNL.R010
  - 8. Define Account Code Keywords . . . . . GNL.201
  - 9. Define Account Code Element Restrictions . . . . . GNL.110
  - 10. Test Financial Setup Status . . . . . GNL.901S
  - 11. Set Up Client Members for FMS . . . . . FMS.000
  - 12. FMS CORRECTION PROCEDURES . . . . . GNL900 MENU
89. Change Assignment
90. Exit ACS

Option or Menu Item 6



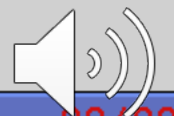


4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 14:23:31 QPADEV000X  
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

MENU GN000: GENERAL LEDGER SYSTEM

- 1. Account Balance & Transaction Detail Lookup . GNL.601L
- 2. Journal Entry Input . . . . . GNL.401
- 3. General Financial Management Options . . . . . GNL.100
- 4. Define Control Documents . . . . . MGR.501
- 5. MONTH END CLOSING . . . . . GNL700 MENU
- 6. GENERAL LEDGER REPORTS . . . . . GNL500 MENU
- 7. CHART OF ACCOUNTS MAINTENANCE . . . . . GNL200 MENU
- 8. BUDGET DEVELOPMENT SYSTEM . . . . . BUD000 MENU
- 9. CONTROL ACCOUNT FUNCTIONS . . . . . GLB000 MENU
- 10. NEW YEAR SETUP PROCEDURES . . . . . GNL800 MENU
- 89. Change Assignment
- 90. Exit ACS

Option or Menu Item 4



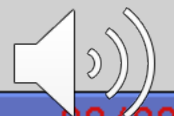


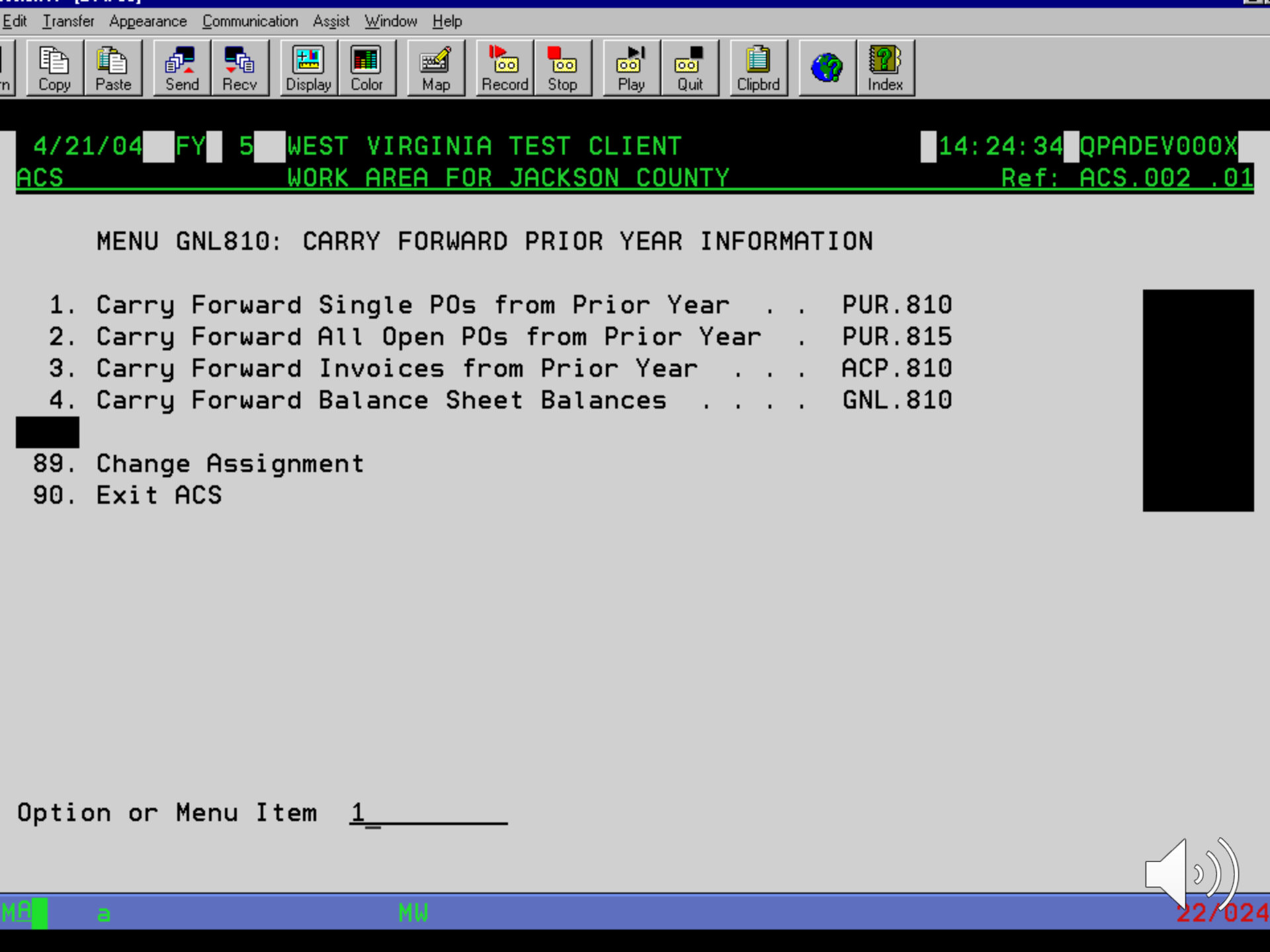
4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 14:24:07 QPADEV000X  
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

MENU GNL800: NEW YEAR SETUP PROCEDURES

- 1. General Financial Management Options . . . . . GNL.100
  - 2. Define Account Code Format . . . . . GNL.101
  - 3. Copy Prior Year's Accounts to Current Year . . . . . FIN.010
  - 4. Define Single Account Code Elements . . . . . GNL.202
  - 5. Define Account Code Numbers . . . . . GNL.203
  - 6. Test Financial Setup Status . . . . . GNL.901S
  - 7. Cross Reference File Builder . . . . . GNL.103
  - 8. Invoice Batch Edit Options . . . . . ACP.210
  - 9. Beginning Account Balance Maintenance . . . . . GNL.601
  - 10. Define Control Documents . . . . . MGR.501
  - 11. CARRY FORWARD PRIOR YEAR INFORMATION . . . . . GNL810 MENU
89. Change Assignment
90. Exit ACS

Option or Menu Item 11





4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 14:24:34 QPADEV000X  
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

MENU GNL810: CARRY FORWARD PRIOR YEAR INFORMATION

- 1. Carry Forward Single POs from Prior Year . . . PUR.810
- 2. Carry Forward All Open POs from Prior Year . . . PUR.815
- 3. Carry Forward Invoices from Prior Year . . . ACP.810
- 4. Carry Forward Balance Sheet Balances . . . . GNL.810

- 89. Change Assignment
- 90. Exit ACS

Option or Menu Item 1





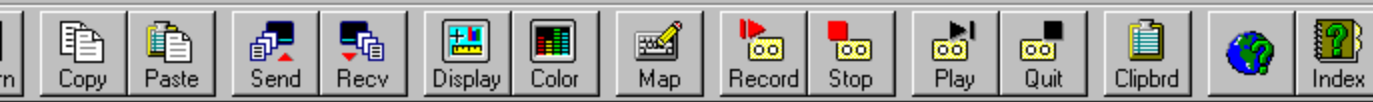
4/21/04 FY 05 WEST VIRGINIA TEST CLIENT 14:26:44 QPADEV000X  
FMS Carry Forward Single POs from Prior Year Ref: PUR.810 .01

P  
Process  
Lookup  
Index  
End

Purchase Order: 370061 PO

- Index: 1
1. POs By Number.
  2. POs By Vendor Number: 123
  3. POs By Requisition Number: \_\_\_\_\_
  4. Vendors By Name: AB CONSULTING
  5. Vendors By Number. \_\_\_\_\_





4/21/04 FY 05 WEST VIRGINIA TEST CLIENT 14:27:08 QPADEV000X  
FMS Carry Forward Single POs from Prior Year Ref: PUR.810 .11

Purchase Order: 370061 PO - Un-Printed - Ship To: 061

Vendor 123 AB CONSULTING  
HAWKSVIEW CINDER PASS  
SURREY, GU UK

P/O Date: 4/21/04 Date Required: 0/00/00  
Requisition: Reference:  
Account Code: 11.00000.11111.611.501.0000.0000.00  
Last Update By: KIM A/P Can Close: Y  
Hold Payments: N Draft Copy: N

Amounts:

Purchase Order Line Total: 200.00  
Freight Total: .00  
Sales Tax: .0000 % .00  
Purchase Order Total: 200.00

Total Paid To Date: .00

Bring Forward This One? Y

Mode: Process F3=Exit F4=Index F5=Reset F12=Cancel





4/21/04 FY 05 WEST VIRGINIA TEST CLIENT 14:27:08 QPADEV000X  
FMS Carry Forward Single POs from Prior Year Ref: PUR.810 .11

Purchase Order: 370061 PO - Un-Printed - Ship To: 061  
Vendor 123 AB CONSULTING

P/O Date:  
Requisition:  
Account Code:  
Last Update By:  
Hold Payments:

**Encumbrance**

Keyword: ENCUMBRANCE PY 0/00/00

Enter the name of the encumbrance keyword you wish to use for posting offsetting entries to the encumbrance journals.

Press ENTER to continue.

**Amounts:**

Purchase Orde  
Freight To  
Sales Tax:

Purchase Order Total: 200.00

Total Paid To Date: .00

Bring Forward This One? Y

Mode: Process

F3=Exit F4=Index F5=Reset F12=Cancel





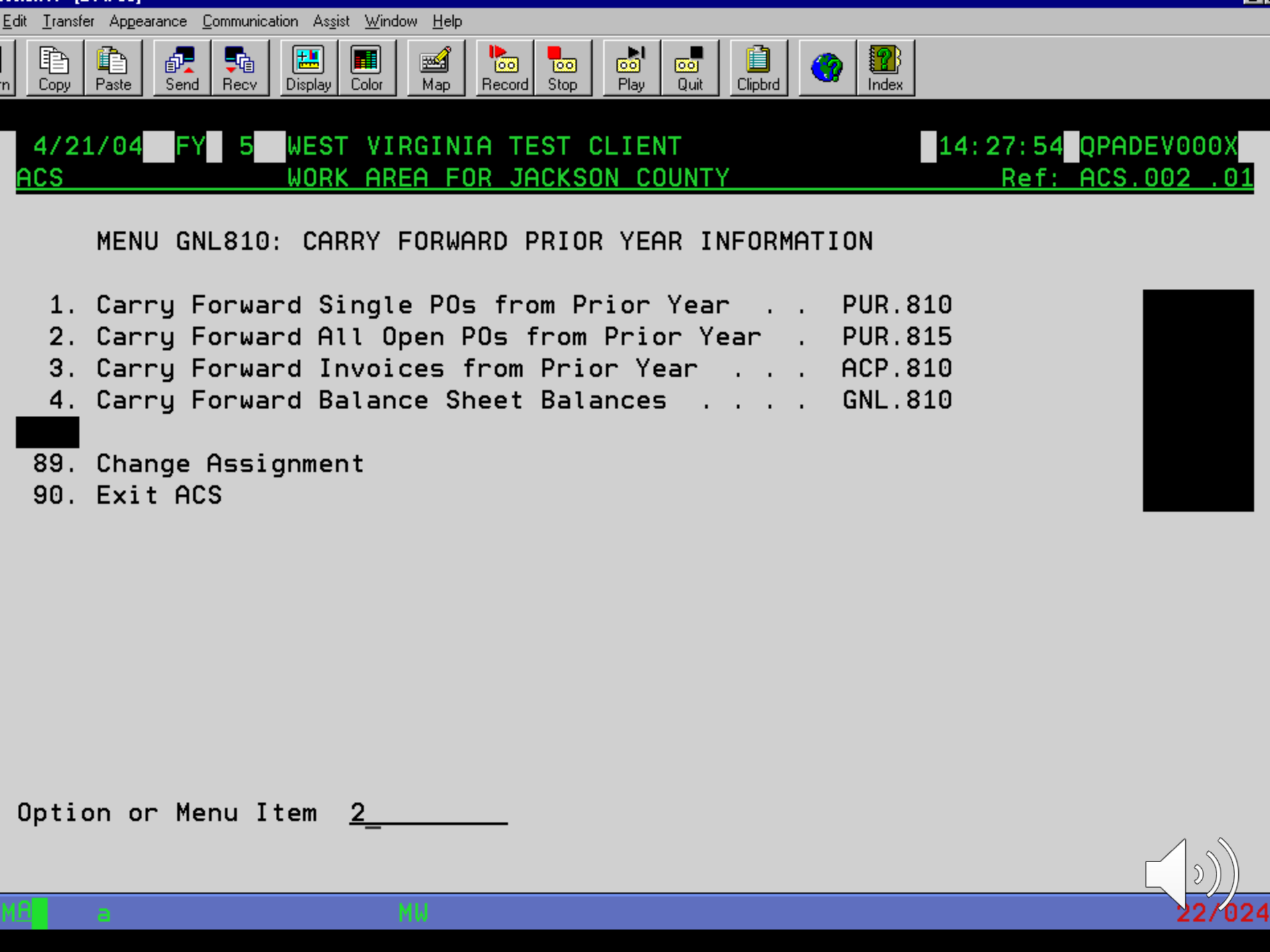
4/21/04 FY 05 WEST VIRGINIA TEST CLIENT 14:27:34 QPADEV000X  
FMS Carry Forward Single POs from Prior Year Ref: PUR.810 .12

Prior Year's Account Number:  
11.00000.11111.611.501.0000.0000.00

**New Account For Current Year:**  
11.00000.11111.611.501.0000.0000.00

Mode: **Process** F3=Exit **F4=Index** F5=Reset F12=Cancel Cancel? N





4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 14:27:54 QPADEV000X  
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

MENU GNL810: CARRY FORWARD PRIOR YEAR INFORMATION

- 1. Carry Forward Single P0s from Prior Year . . . PUR.810
- 2. Carry Forward All Open P0s from Prior Year . . . PUR.815
- 3. Carry Forward Invoices from Prior Year . . . . . ACP.810
- 4. Carry Forward Balance Sheet Balances . . . . . GNL.810

- 89. Change Assignment
- 90. Exit ACS

Option or Menu Item 2



4/21/04 FY 05 WEST VIRGINIA TEST CLIENT 14:28:18 QPADEV000X  
FMS Carry Forward All Open POs from Prior Year Ref: PUR.815P.01

Select (Blank for All)

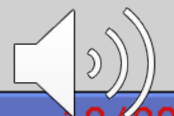
Purchase Order Number

From/Only: \_\_\_\_\_  
To: \_\_\_\_\_

Encumbrance Keyword: ENCUMBRANCE PY

Enter the name of the encumbrance keyword you wish to use for posting offsetting entries to the encumbrance journals.

F3=Exit F4=Index F5=Reset F12=Cancel





### Display Spooled File

File . . . . . : REPORT Page/Line 1/1  
 Control . . . . . : \_\_\_\_\_ Columns 1 - 78  
 Find . . . . . : \_\_\_\_\_

\*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...

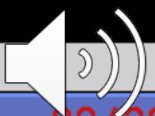
Prog: PUR.815 WEST VIRGINIA TEST CLIENT  
 14:30:20 Carry Forward Purchase Order

Purchase Order	Vendor	Account Number (Prior)	Account
PO 370061	123	11.00000.11111.611.501.0000.0000.00	11.00000
LINES	1.000	11.00000.11111.611.501.0000.0000.00	11.00000

TOTAL EXPENSES  
 TOTAL ENCUMBRANCES

Bottom

F3=Exit F12=Cancel F19=Left F20=Right F24=More keys





### Display Spooled File

File . . . . . : REPORT Page/Line 1/1  
 Control . . . . . : \_\_\_\_\_ Columns 79 - 132  
 Find . . . . . : \_\_\_\_\_

.8.....+.....9.....+.....0.....+.....1.....+.....2.....+.....3..

Page 1

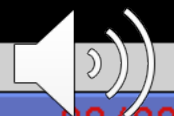
4/21/04

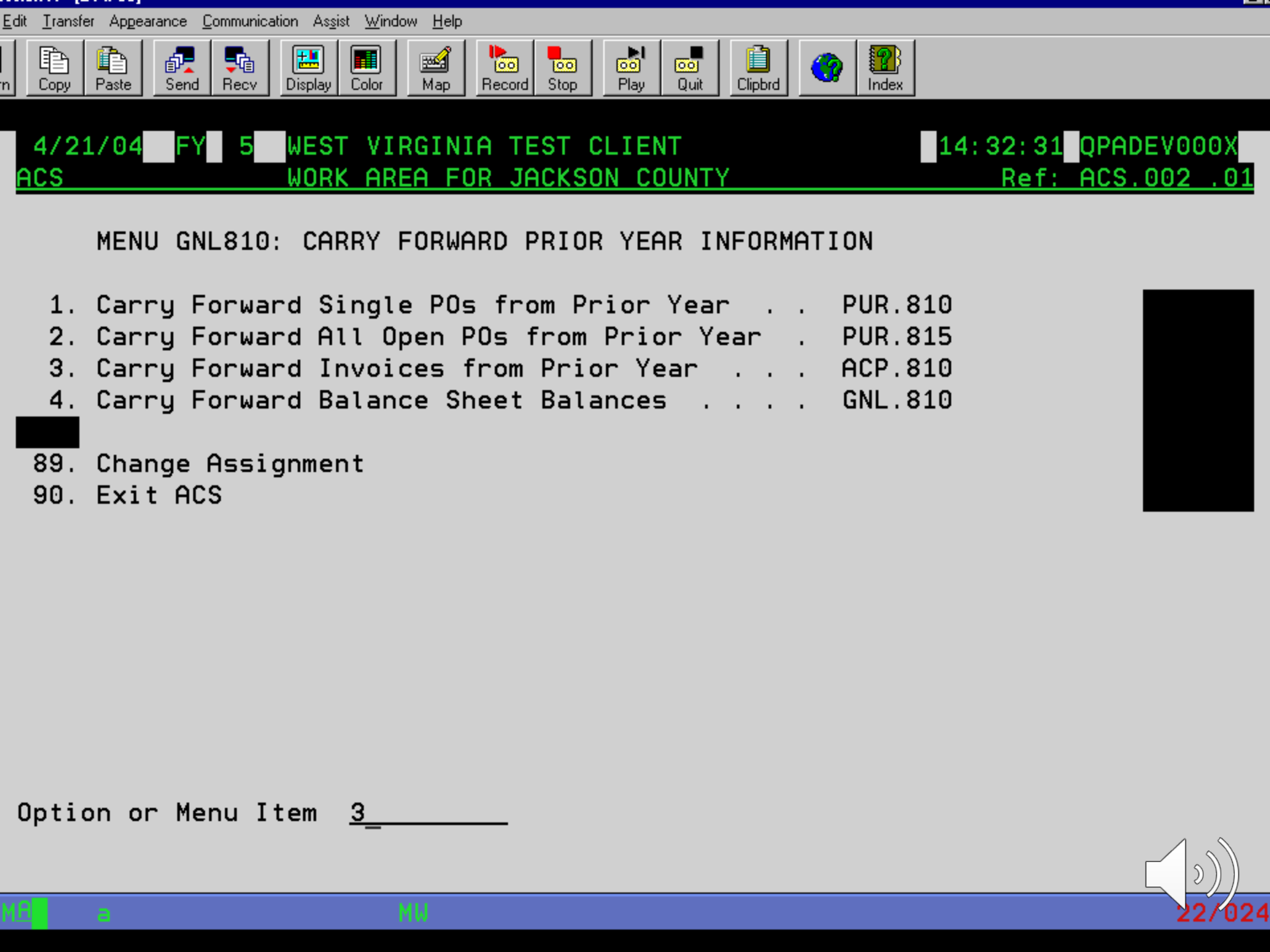
s

Number (New)	Enc. Amount
.11111.611.501.0000.0000.00	
.11111.611.501.0000.0000.00	200.00
UMBRANCE OFFSET	200.00-
	200.00
	200.00-

Bottom

F3=Exit F12=Cancel F19=Left F20=Right F24=More keys





4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 14:32:31 QPADEV000X  
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

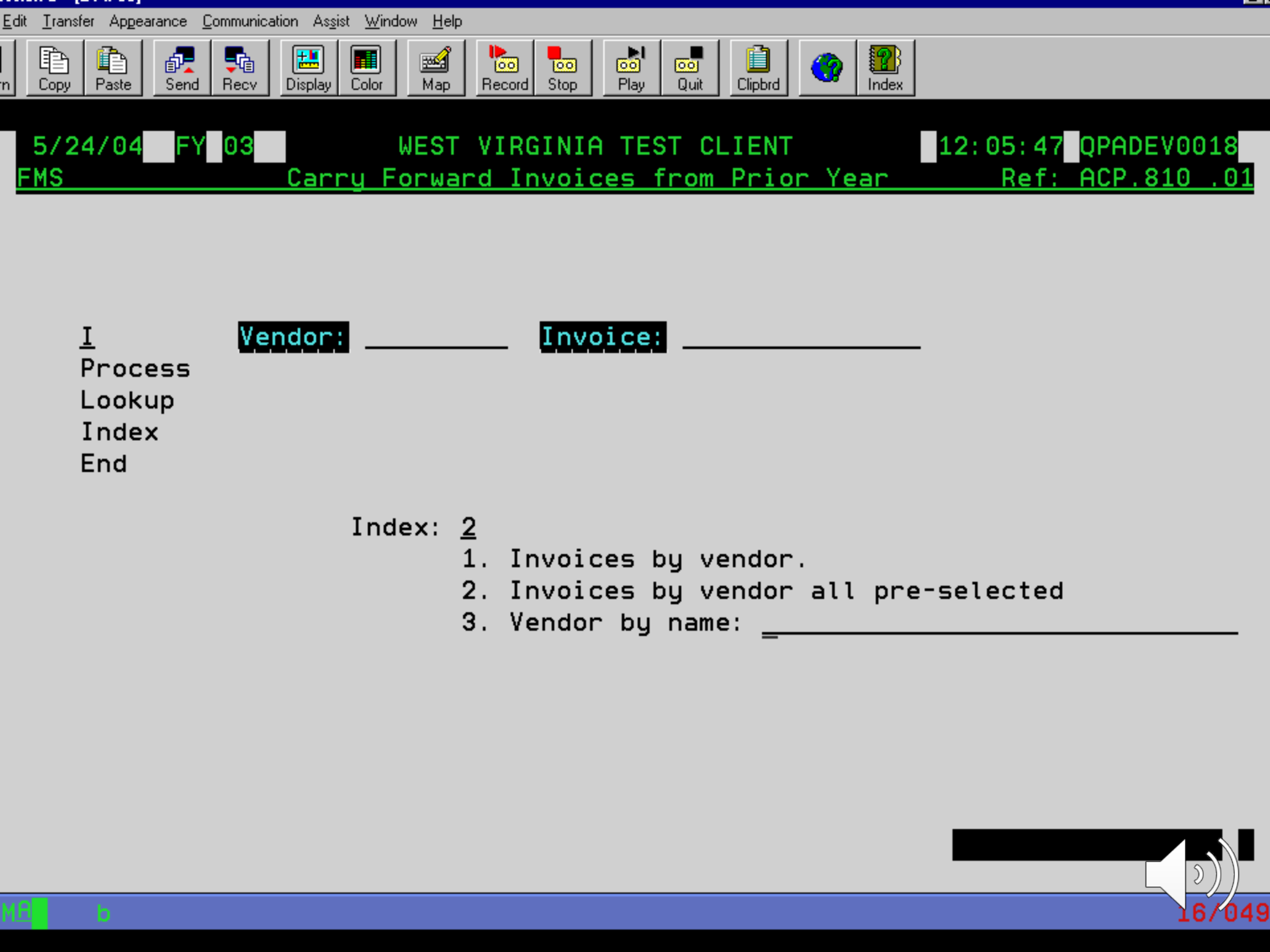
MENU GNL810: CARRY FORWARD PRIOR YEAR INFORMATION

- 1. Carry Forward Single POs from Prior Year . . . PUR.810
- 2. Carry Forward All Open POs from Prior Year . . . PUR.815
- 3. Carry Forward Invoices from Prior Year . . . ACP.810
- 4. Carry Forward Balance Sheet Balances . . . . . GNL.810

- 89. Change Assignment
- 90. Exit ACS

Option or Menu Item 3





5/24/04 FY 03 WEST VIRGINIA TEST CLIENT 12:05:47 QPADEV0018  
FMS Carry Forward Invoices from Prior Year Ref: ACP.810 .01

I  
Process  
Lookup  
Index  
End

Vendor: \_\_\_\_\_ Invoice: \_\_\_\_\_

- Index: 2
- 1. Invoices by vendor.
  - 2. Invoices by vendor all pre-selected
  - 3. Vendor by name: \_\_\_\_\_



5/24/04 FY 03

WEST VIRGINIA TEST CLIENT

12:06:16 QPADEV0018

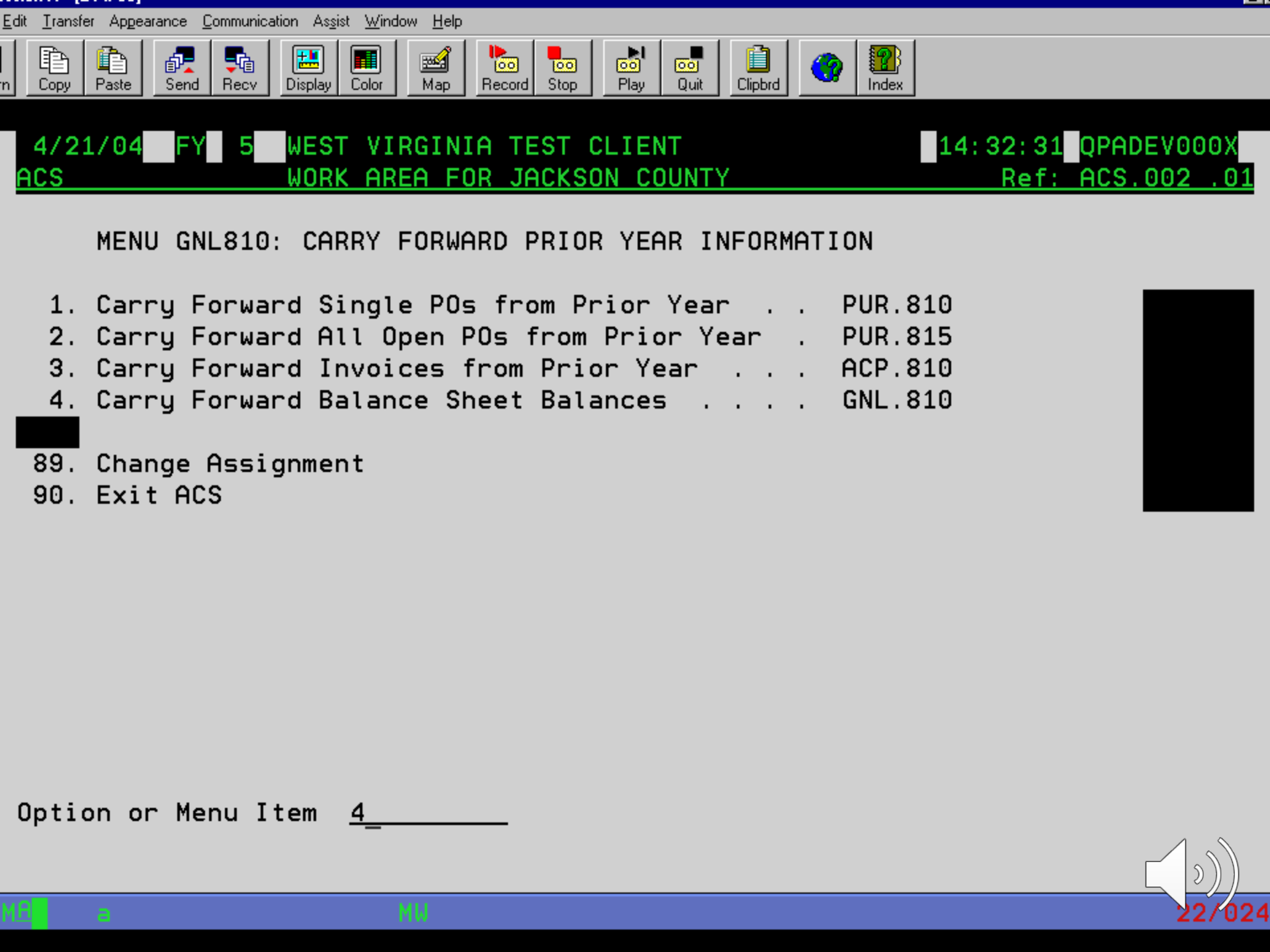
FMS Index to Posted Invoices

Ref: ACP.441X.02

Position to:

"X"	VENDOR	INVOICE	DATE	PO#	AMOUNT
P	130	1CR	7/25/02		2,000.00-
P	130	2CR	7/25/02		3,000.00-
P	130	3CR	7/25/02		4,000.00-
P	10700	32KJJ3E	2/05/01		150,000.00-
P	98235	34RNEBCR	12/03/02		10.00-
P	111003	R01107 #00001	6/12/00		83.40-
P	111003	R01107 #00002	6/12/00		19.50-
P	111003	R01107 #00003	6/12/00		54.47-
P	111018	R01085 #00001	4/13/00		1.64-
P	111018	R01085 #00002	4/13/00		.99-
P	111018	R01085 #00003	4/13/00		6.56-
P	111046	R01085 #00001	4/13/00		90.21-
P	111047	R01085 #00001	4/13/00		50.00-
P	111048	R01107 #00001	6/12/00		141.23-
P	111057	R01107 #00001	6/12/00		39.22-
P	111079	R01085 #00001	4/13/00		20.00-
x		--END--			





4/21/04 FY 5 WEST VIRGINIA TEST CLIENT 14:32:31 QPADEV000X  
ACS WORK AREA FOR JACKSON COUNTY Ref: ACS.002 .01

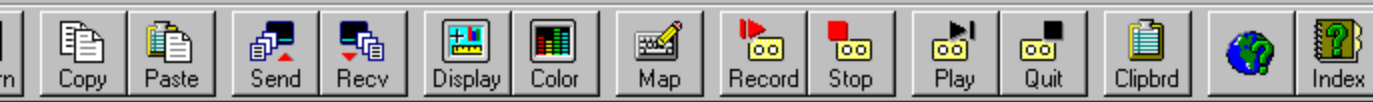
MENU GNL810: CARRY FORWARD PRIOR YEAR INFORMATION

- 1. Carry Forward Single POs from Prior Year . . . PUR.810
- 2. Carry Forward All Open POs from Prior Year . . . PUR.815
- 3. Carry Forward Invoices from Prior Year . . . ACP.810
- 4. Carry Forward Balance Sheet Balances . . . . GNL.810

- 89. Change Assignment
- 90. Exit ACS

Option or Menu Item 4





4/21/04 FY 05 WEST VIRGINIA TEST CLIENT 14:33:18 QPADEV000X  
FMS Carry Forward Balance Sheet Balances Ref: GNL.810P.01

Range of Funds to Carry Forward From To  
FUND

Leave FROM fund blank to include from first fund.  
Leave TO fund blank to include to last fund.  
Leave BOTH blank to include ALL funds.

Update Fund Balance Account? (Y/N): Y

Y = To add non-balance-sheet accounts to Fund Balance.  
N = Will bring Fund Balance forward without adjustment.  
(Note: Option N may leave accounts out of balance.)

F3=Exit

F5=Reset F12=Cancel

Cancel? N

