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

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

Applies to

- WorldShare Acquisitions

Answer

- When trying to close a budget, after setting up your new budget and ensuring 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