
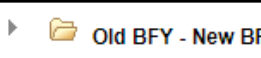


Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	235.400	1 of 1	July 1, 2003 Revised 2/1/19
Subject	YEAR-END PROCEDURES CREATE / ROLL / DELETE PRE-ENCUMBRANCE AND ENCUMBRANCES		

Each year it is necessary for some departments to create pre-encumbrances and encumbrances for a new budget fiscal year prior to the start of the new budget fiscal year. In addition, for some pre-encumbrances and encumbrances that are created in one budget fiscal year, the goods are not received until the next budget fiscal year. In addition, some pre-encumbrances and encumbrances are created, but the goods were never ordered or received.

Instructions on how to process documents for each of these scenarios are located at the [I/3 Online](#) website. Additional details for locating these files on I/3 Online follows:

- Go to [I/3 Online](#)
- Click on the Financial link at the top of the page: 
- Click on the arrow by the folder titled Old BFY-New BFY Info: 
- For the appropriate file, Click on View or Download: [View](#) [Download](#)
 - Ordering Goods During Current BFY for Upcoming BFY: Published approximately March 1 each year
 - BFY XX-XX Delete-Roll Encumbrances: Published around June 25th each year
 - 20XX-20XX Year End Reminders: Published around June 25th each year

Direct questions related to the above processes to DASVendorHelp@iowa.gov.