

PO Rollovers



FY25 to FY26

<https://meet.goto.com/678649157>

You can also dial in using your phone.
United States: +1 (929) 352-1948

Access Code: 242 066 72

Thursday, June 5, 2025

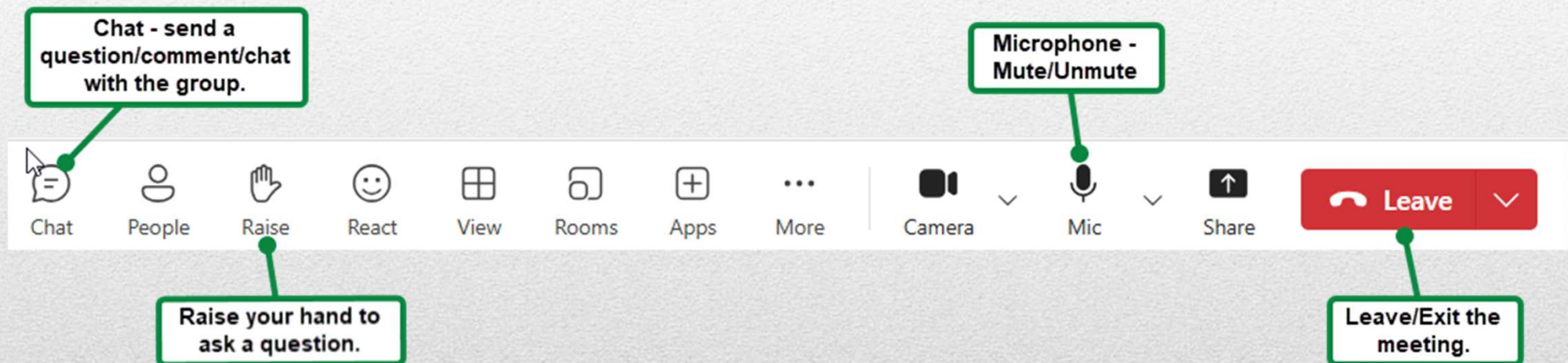
at 10:00 AM

Presented by Anthea Dimond

*Please MUTE your phone
after joining the
conference call.
Thanks!*

PO Rollover Processing
Description
Verify Tables
Restart Process
Email Open PO Listings
Select Purchase Orders for Processing
Edit Workfile
Pre - Posting Verification
Post Rollovers

Tips for Teams Meeting



Agenda



Where do I begin?

What preparation is required prior to rolling?

How do I roll PO's?

What rollover options are available?

Control Account Tables (by Fund or Account)

Try this in the TRAINING account first!

Copy just the modules needed

Help Reference Library SY-175 Copy Live to Training (Batch)



Prepare

Checklist of Steps



- ✓ Create FY26 Chart / New Accounts
- ✓ Update FY26 Control Account Tables
- ✓ Balance Open POs (by fund)
- ✓ Email Lists of Open POs to Departments
- ✓ Identify POs to LIQUIDATE vs. ROLL
- ✓ Begin to Roll Purchase Orders
- ✓ Update/Check POROLBST distribution list
- ✓ Complete the process; optionally set the starting PO # for the new fiscal year

Help Reference Library



Purchasing ► Help Reference Library ► Year End Processing

Purchasing Help Reference Library		
Reference Card	View	Send
----- FISCAL YEAR END PROCESSING -----		
PO-740 Set Starting Purchase Order Number	View	Email
PO-750 Fiscal Year End - Checklist	View	Email
PO-760 PO Rollover	View	Email
PO-770 Email Open PO Listings to Departments	View	Email
PO-780 PO Rollovers - PowerPoint Overview	View	Email
PO-790 Turn off Access to Purchase Orders	View	Email
----- SYSTEM -----		
SY-155 External E-Mail Addresses	View	Email

Balance Open Purchase Orders



Post All Transactions

Compare Reports

1610 - Trial Balance

1613 - Expenditure Summary

3624 - PO Balances by GL#

Beginning Balance	Debits	Credits	Ending Balance
33,867,624.70	100,377,699.70	96,842,875.24	37,402,449.16
(1,461,043.58)	94,980,814.92	94,832,139.03	(1,312,367.69)
(2,486,387.40)	3,777,649.98	1,569,342.18	(278,079.60)
(22,333,567.49)	.00	2,486,387.40	(24,819,954.89)
.00	902,792.91	82,469,231.99	(81,566,439.08)
.00	78,833,725.56	2,684,735.86	76,148,989.70
.00	4,055,729.58	3,777,649.98	278,079.60
7,586,626.23	282,928,412.65	284,662,361.68	5,852,677.20

Appropriation	Appropriation Adjustments	Encumbrances	Expenditures	Remaining Balance	% Used
(483,000.00)	.00	.00	(343,755.51)	(139,274.49)	71.16
15,000.00	.00	6,500.00	14,243.18	(5,743.18)	138.29
.00	.00	.00	400,000.00	(400,000.00)	.00
714,481.00	.00	.00	.00	714,481.00	.00
(314,481.00)	.00	.00	.00	(314,481.00)	.00
.00	.00	.00	400,000.00	(400,000.00)	.00
.00	.00	.00	6,191.00	(6,191.00)	.00
.00	.00	.00	3,927.00	(3,927.00)	.00
.00	.00	.00	43,208.00	(43,208.00)	.00
.00	.00	.00	279,990.00	(279,990.00)	.00
80,777,281.00	1,553,074.00	278,079.60	76,148,989.70	5,903,285.70	92.83

Encumbered	Retained	Relieved	Balance
470,514.13	.00	192,434.53	278,079.60

POs Charged to Non-Expenditure Accounts (1)



Report Library by Purchase Order			
Report Name	View	Report	
----- Other -----	Sample	Run	▲
3600-All POs (in progress + history)	Sample	Run	
2171-Purchase Order Aging Report	Sample	Run	
3811-Purchase Orders By Vendor (1 line per PO)	Sample	Run	
3625-Open and Closed Purchase Order Balances	Sample	Run	
3675-POs Closed Via Liquidation	Sample	Run	
3665-Purchase Orders Chgd to Non - Expenditure Accounts			
3618-POs with amount at least + xx	Sample	Run	
3917-Posted Purchase Orders Tagged for Fixed Assets	Sample	Run	
3632-Deleted PO's	Sample	Run	
			▼

APPOLIBPO

Select POs ► Report Library ►
#3665 - POs Charged to Non-Expenditure Accounts

POs Charged to Non-Expense Accounts Report (2)



City of ADMINS											
Purchase Orders Chgd to Non - Expenditure Accounts											
PO#	PO Date	Vendor#	Name	Type	Department	GL#	Account	Amount	Type	PO Status	
19049	27-Oct-2005	014251	SUZAN CULLEN	R	DISTRICT	1	2900-000-0000-000-00-00-20115 SCHOOL ENCUMBRANCES-EXPEN	500.00	Liability	Closed	
194752	23-Sep-2020	023126	FIELD TURF	R	ATHLETICS	1	5105-000-0000-000-00-00-42500 RENTAL RECEIPTS	6900.00	Revenue	Open	
194752	23-Sep-2020	023126	FIELD TURF	R	ATHLETICS	1	5105-000-0000-000-00-00-42500 RENTAL RECEIPTS	550.00	Revenue	Open	
*** Grand Total ***											

The report shows the:

PO number

PO date

Vendor #

Vendor Name

PO type

Issuing Department

GL account #

Account description

Amount

Type of account

PO Status

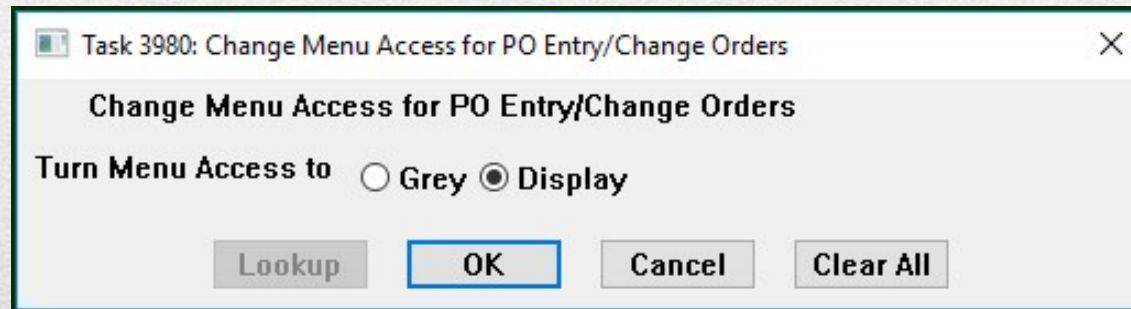
Roll Expenditure Accounts Only



Rollovers are only allowed for expenditure accounts, which leaves two choices:

1. Liquidate and generate a new purchase order,
or
2. Do a change order to the PO in the **current Fiscal Year** to use an expenditure account, roll the purchase order, and then if desired do a change order on the rolled PO in the **new Fiscal Year** to revert to the revenue account.

Disable PO Access



Choose Grey to
disable access

Choose Display to
enable access

“All or nothing” method to quickly disable access to Purchase Orders & PO Change Orders

Review the document *PO-790 Turn off Access to Purchase Orders* in the Help Reference Library

Accounting Setup



FROM the old fiscal year

General Ledger Controls Table (Line #s 4, 5, 6)

Encumbrance	4	0110-000-0000-000-00-00-39200
Reserve for Encumbrance	5	0110-000-0000-000-00-00-38200
Reserve for PY Encumbrance	6	0110-000-0000-000-00-00-38201

TO the new fiscal year

Chart of Accounts

General Ledger Controls Table (#4, 5, 7)

New Accounts (based on Control Accounts Table # - Line 7)

Encumbrance	4	0110-000-0000-000-00-00-39200
Reserve for Encumbrance	5	0110-000-0000-000-00-00-38200
Reserve for PY Encumbrance	6	0110-000-0000-000-00-00-38201
PO Rollover	7	****-***-0000-000-00-00-57001

Control Accounts by Fund



CHANGE ACCOUNT#

Roll POs & change some or all the segments in the account # in the "to" year

Maintain General Ledger Controls

Goto... Actions

FY Fund Description Fund Status

1000 GENERAL FUND OPEN 3-Clear All

1-Edit List 2-Error Check

	Line	Account Number	Description	Summarize Postings?
Revenue	2	1000-000-0000-000-00-39100	REVENUE, GENERAL FUND	<input type="checkbox"/>
Expenditure	3	1000-000-0000-000-00-39300	EXPENDITURE, GENERAL FUND	<input type="checkbox"/>
Encumbrance	4	1000-000-0000-000-00-39200	ENCUMBRANCE, GENERAL FUND	<input type="checkbox"/>
Reserve for Encumbrance	5	1000-000-0000-000-00-38200	RES FOR ENCUMB, GENERAL FUND	<input type="checkbox"/>
Reserve for PY Encumbrance	6	1000-000-0000-000-00-32112	F/B RES FOR SCHOOL ENCUMB, GENERAL FUND	<input type="checkbox"/>
PO Rollover	7	1000-301-0000-000-00-52085	SCHOOL PRIOR YEAR EXPENSES	<input type="checkbox"/>
Accounts Payable	8	1000-000-0000-000-00-20200	ACCOUNTS PAYABLE, GENERAL FUND	<input type="checkbox"/>
Fund Equity	9	1000-000-0000-000-00-35900	UNDES FUND BALANCE, GENERAL FUND	<input type="checkbox"/>
Due To	11	1000-000-0000-000-00-88888	SUSPENSE DT/DE	<input type="checkbox"/>

Line 7 in the new FY has values in the segments to be changed. A mix of wildcards and valid segment numbers may be used

KEEP SAME ACCOUNT#

Roll POs and retain the account# used in the prior year

	Line	Account Number	Description	Summarize Postings?
Encumbrance	4	6470-000-0000-000-00-39200	ENCUMBRANCE, GIFTS - SCHOOL	<input type="checkbox"/>
Reserve for Encumbrance	5	6470-000-0000-000-00-38200	RES FOR ENCUMB, GIFTS - SCHOOL	<input type="checkbox"/>
Reserve for PY Encumbrance	6	6470-000-0000-000-00-32113	F/B RES FOR PY ENCUMB, GIFTS - SCHOOL	<input type="checkbox"/>
PO Rollover	7	*****	---7 PO Rollover	<input type="checkbox"/>

Line 7 in the new FY Control Account table is all "wildcards"

Control Accounts by Account



General Ledger Controls by Account#

Goto...
Actions

1 Add Control
2 Delete Control
3-Edit List

FY	Account	Description	Fund Status
	1000-189-0000-001-00-00-54030	BLDG MAINTENANCE SUPPLIES	OPEN
4-List Invalid Accounts		5-Delete Invalid Accounts	

Line	Account Number	Description	Summarize Postings?
1	- - - - -	---1 Cash	<input type="checkbox"/>
2	- - - - -	---2 Revenue	<input type="checkbox"/>
3	- - - - -	---3 Expenditure	<input type="checkbox"/>
4	- - - - -	---4 Encumbrance	<input type="checkbox"/>
5	- - - - -	---5 Reserve for Encumbrance	<input type="checkbox"/>
6	1000-000-0000-000-00-00-73110	F/B RES FOR ENCUMB, GENERAL FUND	<input type="checkbox"/>
7	1000-950-0000-000-00-00-70029	PUBLIC BLDGS MAINT ENCUMBRANCE	<input type="checkbox"/>
8	- - - - -	---8 Accounts Payable	<input type="checkbox"/>
9	- - - - -	---9 Fund Equity	<input type="checkbox"/>
10	- - - - -	---10 Due To	<input type="checkbox"/>

Cash
Revenue
Expenditure
Encumbrance
Reserve for Encumbrance
Revenue for FY Encumbrance
Accounts Payable
Fund Equity
Due To

PO Rollover

"Special" situations are handled in the Control Accounts by Account # table. Here any POs with encumbrances for that account will roll into the account listed in line 7.

Examples – Before and After



Roll, Retain Account#

2 Details (1) 3 Items 4 GL Details 5 Status History 6 Vouchers					
Line Item	Qty	UOM	Item Description	FA	Price
1			Contracted Cleaning Services for the 2nd Year of 3 year contract		140931.000
Split 0064-650-650-0000-5293-0000 CUSTODIAL SERVI					

PO Rollover	7	*****-***-***-*****-*****-*****
-------------	---	---------------------------------

2 Details (1) 3 Items 4 GL Details 5 Status History 6 Vouchers					
Line Item	Qty	UOM	Item Description	FA	Price
1			Contracted Cleaning Services for the 2nd Year of 3 year contract		140931.000
Split 0064-650-650-0000-5293-0000 CUSTODIAL SERVI					

Roll, Change Fund#

3 Items 4 GL Details 5 Status History 6 Vouchers (5					
Qty	UOM	Item Description	FA	Price	
		Nursing Services for Town of Concord		3800.0000	
0001-180-510-0522-5306-0000 MEDICALHOSPITAL					

PO Rollover	7	0002-***-***-*****-*****-*****
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1) 3 Items 4 GL Details 5 Status History 6 Vouchers (5					
Qty	UOM	Item Description	FA	Price	
		Nursing Services for Town of Concord		3800.0000	
0002-180-510-0522-5306-0000 MEDICALHOSPITAL					

How Does It Work?



Old FY [6 POs]

Various Dates within Old FY

New FY [3 POs]

Roll Forward from FY2023 to FY2024



All Dated July 1 (the first day of the new Fiscal Year)

PO # **198886** Open
WENDY

Goto...
Actions
0 Line Balances

Vendor Code 012244 01
A. SIMON & SONS, INC
8 SUMMER STREET
FRANKLIN
MA 02038-0000

Via Email ☐

PO Query - Posted

Dept Code ADM	TOWN ADMINISTRA
PO Date 01-Jul-2023	FY 2024
Type Code R	Regular
Original PO 11-Jan-2023	
Ship To Attn	
Ship Date	Prevailing Wage <input type="checkbox"/>

Deliver To 10 ADMINIS PRESCHOOL
Invoice To 10 ADMINIS PRESCHOOL

1 Delivery Notes
No text available

J Internal Notes
PO rolled over
on 14-Apr-2023
by THERESA

Dept Code ADM TOWN ADMINISTRA
PO Date 01-Jul-2023 **FY 2024**
Type Code R Regular
Original PO 11-Jan-2023
Ship To Attn
Ship Date Prevailing Wage ☐

POs were liquidated in Old FY and do not roll to New FY

Rollover Methods



(I) Ignore	The PO was brought into the work file; ignore it for now and it will be addressed later.	Current FY: No impact New FY: No impact
(L) Liquidate	Cancel the PO in Current FY	Current FY: Relieve Encumbrance & Close PO New FY: No impact
(A) Roll, Adj Bud	Roll the PO Forward and process a Budget Adjustment against the account	Current FY: No impact New FY: Increase Encumbrance on "to" account New FY: Increase Appropriation on "to" account
(N) Roll, No Adj Bud	Roll the PO Forward and encumber the Funds in the New FY without a Budget Adjustment	Current FY: No impact New FY: Increase Encumbrance on "to" account

No PO Selections by Fund



A PO can contain several lines, and each line can have multiple GL accounts.

The accounts used can belong to any of the various funds.

Therefore, choosing POs by Fund is not possible.



Processing

Process Flow – Steps Menu



Year-End Processing	→	PO Rollover Processing
Module Maintenance	>	Set starting PO# for New Year
Interfaces/Imports	>	Change Menu Access for PO Entry/Change Orders
PO Rollover	>	

PO Rollover Processing

Description

→	Verify Tables	
	Restart Process	←
→	Email Open PO Listings	
→	Select Purchase Orders for Processing	
	Edit Workfile	
	Pre - Posting Verification	
	Post Rollovers	

Verify Tables



Verify Tables

Task 3186: Verify Tables

Verify Tables

Required: FY to Roll POs From: ← Current FY "YYYY"

Run as ☐ Preview ☐ Print ☒ PDF ☐ Excel

If Printing use Duplex ☒ Yes ☐ No

	A	B	C	D	E	F	G	H	I	J	K	L	M
	FY	Fund#	Description	Status	Type	Line	ControlAccount#	Description	AcctType	Sub Type	Status	Error	
1	2024	0100	TRASH-OPERATING	Active	PO Rollover	7	0100-950-0000-000-00-7001	TRASH ENCUMBRANCE	E	P	Active		
2	2024	0200	WATER-OPERATING	Active	PO Rollover	7	0200-950-0000-000-00-7000	WATER ENCUMBRANCE	E	P	Active		
3	2024	0300	SEWER-OPERATING FUND	Active	PO Rollover	7	0300-950-0000-000-00-7000	SEWER ENCUMBRANCE	E	P	Active		
4	2024	0400	STORMWATER	Active	PO Rollover	7	0400-950-0000-000-00-7001	STORMWATER ENCUMBRANCE	E	P	Active		
5	2024	0444	ERATE CREDITS FOR TECHNO	Inactive	PO Rollover	7	0000-000-0000-000-00-0000	*** No Control Account for this Line ***			Active	1 5	
6	2024	1000	GENERAL FUND	Active	PO Rollover	7	1000-301-0000-000-00-5208	SCHOOL PRIOR YEAR EXPENSES	E	P	Active		
7	2024	2000	SPECIAL REVENUE	Active	PO Rollover	7	2000-000-0000-000-00-8888	SUSPENSE DT/DF	F	C	Active	2	
8	2024	2009		Inactive	PO Rollover	7	2009-000-0000-000-00-8888	SUSPENSE DT/DF	F	C	Active	2 5	
9	2024	8175	AFLAC - TRANSITION NY TO	Active	PO Rollover	7	8175-000-0000-000-00-8888	SUSPENSE DT/DF	F	C	Active	2	
10	2024	8180	ELEMENTARY STUDENT ACTIV	Active	PO Rollover	7	****_***_****_***_**_****	Wildcard:Sel POs for Proc will show errs					
11	2024	9000	ACCOUNT GROUP	Active	PO Rollover	7	9000-000-0000-000-00-8888	SUSPENSE DT/DF	F	C	Active	2	
12	2024	9700	ACCT GRP-LONG TERM OBLIG	Active	PO Rollover	7	9700-000-0000-000-00-8888	SUSPENSE DT/DF	F	C	Active	2	
13	2024	9710	FIXED ASSETS ACCT GROUP-	Active	PO Rollover	7	9710-000-0000-000-00-8888	SUSPENSE DT/DF	F	C	Active	2	
14	2024	9720	FIXED ASSETS ACCT GROUP-	Active	PO Rollover	7	9720-000-0000-000-00-8888	SUSPENSE DT/DF	F	C	Active	2	
15	2024	9990	NO_OVERLAY	Inactive	PO Rollover	7	9990-000-0000-000-00-8888	SUSPENSE DT/DF	F	C	Active	2 5	
16	2024	9998	TEMPLATE (CONTROL ACCTS	Active	PO Rollover	7	****_***_****_***_**_****	Wildcard:Sel POs for Proc will show errs					
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Emailing Open PO Listings



Email Open PO Listings

Task 3178: Email Open PO Listings

Email Open PO Listings

Required: FY to Roll POs From: Enter "From" year here

Required: Enter Note

Optional: Enter Note

Optional: Enter Note

Optional: Enter Note

CC message to Sender: ☒ Yes ☐ No

Print Report as: ☐ Summary ☒ Detail

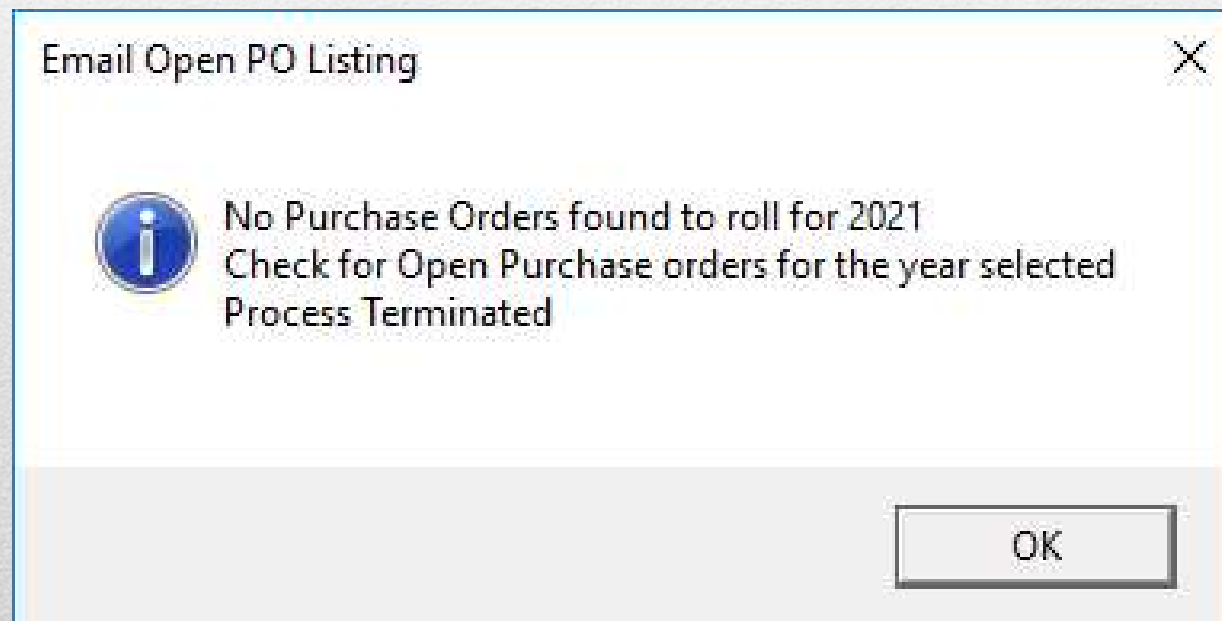
Send Report Attachment as: ☐ Web Browser ☐ Excel ☒ PDF

Email Open PO Error Check



Email Open PO Listings

If there are no Purchase Orders found to roll:



Liquidations “En-Masse”



Select Purchase Orders for Processing

Select POs by Dept Group, PO #, Vendor#, Type, or a range of PO #s

Task 3174: Select Purchase Orders for Processing

Select Purchase Orders for Processing

Required: FY to Roll POs From:

Required: Enter Ending Date of FY from which POs are being Rolled (mmddyyyy)

Optional: Include Only PO Balances Equal or Under \$

Optional: Enter up to 9 Department Groups

Optional: Enter up to 9 PO#'s

Optional: Enter up to 9 Vendor#'s

Optional: Enter PO Type

Optional: Enter PO# Range to Select

Run as ☐ Preview ☐ Print ☒ PDF

If Printing use Duplex ☒ Yes ☐ No

From: To:

0 values:

0 values:

0 values:

Lookup OK Cancel Clear All

Enter "From" FY and ending date of "From" fiscal year

PO Rollover - Account # Changes



Select Purchase Orders for Processing

PO#: 230005 Vendor: 002908 - 01
PO Date: 21-Apr- THERAPRO INC

Original Account and Description

New Account and Description

6810-000-2430-405-05-00-54160 CLASSROOM SUPPLIES - STALL B 1 6810-000-2430-405-05-00-54160 CLASSROOM SUPPLIES - STALL BR

PO#: 230007 Vendor: 024935 - 01
PO Date: 21-Apr- NEW HORIZON COMMUNICATIONS

Line GL# Original Account and Description

New Account and Description

0400-490-0000-004-00-00-52030 TELEPHONE 2 0400-000-0000-000-00-00-52003 PO ROLLOVER FROM PRIOR YEARS

1000-300-4130-531-05-00-52030 TELEPHONE-STALL 3 1000-000-0000-000-00-00-52003 PO ROLLOVER FROM PRIOR YEARS

PO#: 230006 Vendor: 012244 - 01
PO Date: 21-Apr- A. SIMON & SONS, INC

Line GL# Original Account and Description

New Account and Description

0200-950-0000-000-00-00-70006 WATER ENCUMBRANCE 4 0200-000-0000-000-00-00-52003 PO ROLLOVER FROM PRIOR YEARS

Edit Workfile Screen



Edit Workfile

Edit Workfile

Goto... Actions

New PO Date 01-Jul-2024

1-Edit List 8-Step Menu

***** Method *****
I-Ignore
A-Roll, Adj Bud
L-Liquidate
N-Roll, No Adj Bud

2 PO# V	3 DeptCode	PO Date	4 Vendor Name	5 Expand/Collapse	Remaining \$	6 Chq All
200838	SCHMAINT	29-Aug-2023	HOME DEPOT CREDIT SVCS	*****	558.03	<input type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
200839	MIDDLE	29-Aug-2023	AMAZON CAPITAL SERVICES	*****	214.65	<input type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
200844	CURRICULUM	30-Aug-2023	WILSON LANGUAGE TRAINING CORP	2100-000-2356-424-38-38-52520	320.00	<input type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
200845	CURRICULUM	30-Aug-2023	JILL RIVOLLA	Original Account Number for this Line	2215.00	<input type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
200849	CURRICULUM	30-Aug-2023	CAROLYN RAFFERTY	1000-300-2430-610-03-00-54160	42.98	<input type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N

The account numbers displayed on the Edit Workfile screen are the accounts each PO will roll **into**.

To see the original accounts, hover over the account number.

Edit Workfile

Goto... Actions

1-Edit List 8-Step Menu

PO Date 01-Jul-2024

4 Vendor Name

5 Exp

PO#	DeptCode	PO Date	Vendor Name	Expand/Collapse
197504	DIPIETRO	01-Jul-		1000-301-0000-000-
197714	DISTRICT	01-Jul-		1000-301-0000-000-
197909	SCHMAINT	01-Jul-		1000-301-0000-000-
197983	SPED	01-Jul-		1000-301-0000-000-
197984	SPED	01-Jul-		1000-301-0000-000-
197996	ATHLETICS	01-Jul-		1000-301-0000-000-
197997	ATHLETICS	01-Jul-		1000-301-0000-000-

[AUC] 3170-Edit Workfile

Removing PO 196,405 from the Workfile. It will take a minute. Are you sure you want to continue?

Yes No

Edit Workfile – Choose Methods



Edit Workfile

Goto...
Actions

1-Edit List 8-Step Menu

New PO Date

***** Method *****
I-Ignore
A-Roll, Adj Bud
L-Liquidate
N-Roll, No Adj Bud

6 Chq All

2 PO# V	3 DeptCode	PO Date	4 Vendor Name	5 Expand/Collapse
195922				0000-000-0000-000-00-00-00000
195923				-00-00-52700
195926				-00-00-52700
195932				-00-00-51800
				-00-00-52085

Apply Rollover Method to All POs
Required: Enter Rollover Method

Lookup OK Cancel Clear All

PO Rollover Methods

Method	Description	Status	Tof
A	Roll Forward - Adjust Budget	A	
I	Ignore	A	
L	Liquidate	A	
N	Roll Forward - No Budget Adjustment	A	

OK Find Search Cancel Help Eof

All the **lines** in a purchase order must use the same method.
If one line uses method “A”, then every line must use method “A”.

PO Rollover Verification Listing



3185-POROLVERLST.REP										Page 1
Town of Admins Verification Listing										
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
PO#	PO Date	Type	Vendor#	Remit Ven	G/L Account Number	Original Amount	Remaining Balance	Method		
=====	=====	=====	=====	=====	=====	=====	=====	=====		
2024 R	031204	01	FOR FOR		3833-000-0000-000-00-00-52400		79500.00	1800.00 Fwd Adj Appr		
*** Total *** for Method						79500.00	1800.00			
						=====	=====			
198144	01-Jul-2024 R	002296	01	CO	90 1000-301-0000-000-00-00-52085	2993.20	299.32	Liquidate		
198240	01-Jul-2024 R	000635	01	G	2730-000-0000-000-00-00-54230	6134.00	6134.00	Liquidate		
199310	01-Jul-2024 R	023331	02	TR	PO 1000-928-0000-000-00-00-69552	308600.00	308600.00	Liquidate		
*** Total *** for Method						317727.20	315033.32			
						=====	=====			
2024 R	023857	01	SAL SAL		6560-000-0000-000-00-00-54150		522.65	47.50 Fwd No Adj		
*** Total *** for Method						522.65	47.50			
						=====	=====			
*** Grand Total ***						397749.85	316880.82			
						=====	=====			

Choosing option "I" for Ignore



PO 198345 Before - Option "I" to Ignore

Account Balance Inquiry - Period Breakdown

Goto...
FY **2023** Account Number **1000-300-4210-660-06-00-54120** Description **GR MAINT SUPPLY-HS**

Type	Expenditure
Sub Type	Posting
Status	Active
Fund Status	Active
Last Trx in FY	26-Jan-2023

	Appropriation	Appropriation	Encumbrance	Debits	Credits	Remaining Balance	
Actuals	6000.00		2900.00	1354.49		1745.51	1 Txn History
Work In Progress							2 In Process
						1745.51	3-Sum Accts

No effect on General Ledger for any fiscal year

PO 198345 After - Option "I" to Ignore

Account Balance Inquiry - Period Breakdown

Goto...
FY **2023** Account Number **1000-300-4210-660-06-00-54120** Description **GR MAINT SUPPLY-HS**

Type	Expenditure
Sub Type	Posting
Status	Active
Fund Status	Active
Last Trx in FY	26-Jan-2023

	Appropriation	Appropriation	Encumbrance	Debits	Credits	Remaining Balance	
Actuals	6000.00		2900.00	1354.49		1745.51	1 Txn History
Work In Progress							2 In Process
						1745.51	3-Sum Accts

Liquidations – Impact only on Current FY



Account Balance Inquiry - Period Breakdown

Goto... Actions

Account Number: 1000-300-2800-688-09-00-54160 Description: SOCIAL WORKER SUPPLIES - DISTRICT

Type: Expenditure
Sub Type: Posting
Status: Active
Fund Status: Active
Last Trx in FY: 21-Apr

	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance	
Actuals	300.00		1409.45	2089.02		-3198.47	1 Txn History
Work In Progress						-3198.47	2 In Process
							3-Sum Accts

Encumbrance Balance before Rollover was \$1409.45 - \$716.42 Liquidation = \$693.03

Account Balance Inquiry - Period Breakdown

Goto... Actions

Account Number: 1000-300-2800-688-09-00-54160 Description: SOCIAL WORKER SUPPLIES - DISTRICT

Type: Expenditure
Sub Type: Posting
Status: Active
Fund Status: Active
Last Trx in FY: 30-Jun-2023

	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance	
Actuals	300.00		693.03	2089.02		-2482.05	1 Txn History
Work In Progress						-2482.05	2 In Process
							3-Sum Accts

After posting the PO08 transactions to the General Ledger, the liquidation reduces the encumbrance in the same fiscal year

Impact of Option "A"



Account Balance Inquiry - Period Breakdown

Goto...

Actions

FY **Account Number** **Description**

New FY 0200-000-0000-000-00-00-52003 PO ROLLOVER FROM PRIOR YEARS

Type Expenditure

Sub Type Posting

Status Active

Fund Status Active

Last Trx in FY

	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Actuals						
Work In Progress						

1 Txn History

2 In Process

3-Sum Accts

Before the rollover

Account Balance Inquiry

Goto...

Actions

FY **Account Number** **Description**

New FY 0200-000-0000-000-00-00-52003 PO ROLLOVER FROM PRIOR YEARS

Type Expenditure

Sub Type Posting

Status Active

Fund Status Active

Last Trx in FY 01-Jul-2023

	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Actuals		212.70	212.70			
Work In Progress						

1 Txn History

2 In Process

3-Sum Accts

After the rollover using Option "A"

Impact of Option "N" on New FY



Edit Workfile

Before Rollover

Account Balance Inquiry

Type Expenditure
Sub Type Posting
Status Active
Fund Status Active
Last Trx in FY

FY Account Number Description
6810-000-2430-405-05-00-54160 CLASSROOM SUPPLIES - STALL BROOK

	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Actuals						
Work In Progress						

1 Txn History
2 In Process
3-Sum Accts

The rollover for this PO created an encumbrance in the account for the next fiscal year.
Method "N", no appropriation adjustment

After Rollover

Account Balance Inquiry - Period Breakdown

Type Expenditure
Sub Type Posting
Status Active
Fund Status Active
Last Trx in FY 01-Jul-

FY Account Number Description
6810-000-2430-405-05-00-54160 CLASSROOM SUPPLIES - STALL BROOK

	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Actuals						
Work In Progress			3395.04			-3395.04
						-3395.04

1 Txn History
2 In Process
3-Sum Accts

Posting Reports



Post Rollovers

Liquidation activity affects the "old" FY – dated the last day in the old FY

3181-POROLPOSTLIQ.REP Town of Admins PO Rollover Liquidation List Page 1

"Old" Fiscal Year

PO#: 230003 Vendor: - Liquidation Date: 30-Jun-20##
PO Date: 02-Jun-20## ELEMENTS MANAGEMENT GL Batch #: 8895787

PO#: 230003 Liquidation Date: 30-Jun-20##
PO Date: 02-Jun-20## GL Batch #: 8895787

Description	Encumbrance	Debits	Credits	Appr Adj
1 Proposal for the flashing repa				
1 1000-301-0000-000-00-00-52085 SCHOOL PRIOR YEAR EXPENSES	2375.00			

Liquidation Notes:

*** Total \$ Liquidated ***

Encumbrance Relief

2375.00

3182-POROLPOSTPST.REP Town of Admins PO Rollover Posting List Page 1

GL Batch #: 8895788 Trx Date: 01-Jul-20## "New" Fiscal Year
Posted: 02-Jun-20## "Old" Fiscal Year

Fund	Account	Description	Encumbrance	Debits	Credits	Appr Adj
Fund : 1000 GENERAL FUND						
PO# : 230004						
20## 1000-000-0000-000-00-00-38200		RES FOR ENCUMB, GENERAL FUND			120.27	
20## 1000-000-0000-000-00-00-39200		ENCUMBRANCE, GENERAL FUND		120.27		
20## 1000-301-0000-000-00-00-52085		SCHOOL PRIOR YEAR EXPENSES	120.27			
PO# : 230005						
20## 1000-000-0000-000-00-00-38200		RES FOR ENCUMB, GENERAL FUND			629.98	
20## 1000-000-0000-000-00-00-39200		ENCUMBRANCE, GENERAL FUND		629.98		
20## 1000-301-0000-000-00-00-52085		SCHOOL PRIOR YEAR EXPENSES	629.98			
PO# : 230006						
20## 1000-000-0000-000-00-00-38200		RES FOR ENCUMB, GENERAL FUND			870.45	
20## 1000-000-0000-000-00-00-39200		ENCUMBRANCE, GENERAL FUND		870.45		
20## 1000-301-0000-000-00-00-52085		SCHOOL PRIOR YEAR EXPENSES	870.45			870.45
PO# : 230007						
20## 1000-000-0000-000-00-00-38200		RES FOR ENCUMB, GENERAL FUND			629.98	
20## 1000-000-0000-000-00-00-39200		ENCUMBRANCE, GENERAL FUND		629.98		
20## 1000-301-0000-000-00-00-52085		SCHOOL PRIOR YEAR EXPENSES	629.98			
PO# : 230006						
20## 1000-000-0000-000-00-00-38200		RES FOR ENCUMB, GENERAL FUND			870.45	
20## 1000-000-0000-000-00-00-39200		ENCUMBRANCE, GENERAL FUND		870.45		
20## 1000-301-0000-000-00-00-52085		SCHOOL PRIOR YEAR EXPENSES	870.45			870.45
PO# : 230007						
20## 1000-000-0000-000-00-00-38200		RES FOR ENCUMB, GENERAL FUND			8,480.00	
20## 1000-000-0000-000-00-00-39200		ENCUMBRANCE, GENERAL FUND		8,480.00		
20## 1000-301-0000-000-00-00-52085		SCHOOL PRIOR YEAR EXPENSES	8,480.00			8,480.00
Total for Fund :			10100.70	10100.70	10100.70	9350.45
Total posted in Batch 8895788			10100.70	10100.70	10100.70	9350.45

Rollover activity impacts the "new" FY – dated the first day of the new FY

Attachment Step Run Overnight



Post Rollovers

[AUC] 20-Email Distribution Lists

Email Distribution Lists

Goto...

Actions

Distribution Code: **POROLBST** | **PO Rollover Form Attachments** | System Default Distribution List

User Name	Full Name	Email Address	Status
MUPDEV4	Mupdev4 [Anthea]	support@admins.com	Active
THERESA	Theresa	theresa@admins.com	Active
WENDY	Wendy Tarantola	Wendy@admins.com	Active

1 Add Email

2 Remove Email

The POROLBST distribution list users will be sent a notice that the attachment step is complete.

See SY-150 Email Distribution Lists and the [Video](#)

[PLUTO-AUC] Create PO Rollover Attachments - Message (Plain Text)

File Message Help

Mark Unread Find

[PLUTO-AUC] Create PO Rollover Attachments

aucdev@admins.com

To: support; Theresa Campbell; Wendy Tarantola

Start your reply all with: [Thank you!](#) [I completed this.](#) [Just got this.](#) [Feedback](#)

The following Batches have completed the Attachment of PO Rollover Forms

PO Rollover Batch 000026 has been completed

PO Rollover Batch 000027 has been completed

—

Email List: [POROLBST] PO Rollover Form Attachments

** Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System **



After Rolling is Complete

PO Query



Purchase Orders ▶ Queries ▶ Details ▶ Select PO #230004;
click on the [J Internal Notes] button

PO # **200951** PO Query - Posted Open

Vendor 027483 01
AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE
WA 98124-5184

PO Date 01-Jul-2024 **FY** 2025
Type Code R Regular
Original PO 18-Sep-2023

Ship Date 18-Sep-2023 **Prevailing Wage** ☐

Deliver To 12 ADMINS MEMORIAL SCHOOL
Invoice To 14 BILLING DEPT

1 Delivery Notes **J Internal Notes**

BMS will order **J Internal Notes**

Online **by** THERESA

Expected Amt 10.99

Line Item **Qty** **UOM**

1 1,0000

Split 1000-301-0000

Internal Notes for PO# 197450 * Read Only *****

File Edit View Insert Format Help

Times New Roman (Western) 12 B U

PO rolled over on 09-May-2024 by THERESA Date changed from 01-Jul-2023 to 01-Jul-2024
FY changed from 2024 to 2025 Account was changed from 3833-000-0000-000-00-52400
to 3833-000-0000-000-00-52400 At rollover PO amount = 79,500.00 Relief = 77,700.00
Used Rollover Method A

For Help, press F1 Ln 1, Col 1 NUM

Post to the General Ledger



Showing All Transaction History

Goto...

Actions

Reference# FY Posting# User Batch#
197450 2025 8902200 8902200

6 Drill Down
7 Acct Bal Inquiry
8 Excel
9 Excel By Date

1 Account 2 Posting# 3 User Batch# 4 Reference# 5 Trx Date

Trx Date	Account Number	Line	TrxCode	Amount	Type	Display - Vendor
01-Jul-2024	3833-000-0000-000-00-00-38200	1	P009	1800.00	CR	031204-FOLAN WATERPROOFING & CONST C
01-Jul-2024	3833-000-0000-000-00-00-39200	1	P009	1800.00	DR	031204-FOLAN WATERPROOFING & CONST C
01-Jul-2024	3833-000-0000-000-00-00-52400	1	P009	1800.00	EN	031204-FOLAN WATERPROOFING & CONST C
01-Jul-2024	3833-000-0000-000-00-00-52400	1	P009	1800.00	BA	031204-FOLAN WATERPROOFING & CONST C
01-Jul-2023	3833-000-0000-000-00-00-38200	1	P009	1800.00	CR	031204-FOLAN WATERPROOFING & CONST C
01-Jul-2023	3833-000-0000-000-00-00-39200	1	P009	1800.00	DR	031204-FOLAN WATERPROOFING & CONST C
01-Jul-2023	3833-000-0000-000-00-00-52400	1	P009	1800.00	EN	031204-FOLAN WATERPROOFING & CONST C
01-Jul-2023	3833-000-0000-000-00-00-52400	1	P009	1800.00	BA	031204-FOLAN WATERPROOFING & CONST C

View All Purchase Orders

Vouchers

2 PO#	3 DeptGroup	4 PODate	5 EntryUser	6 Vendor Name	Year	DelvAdd	InvAddr	Posted	InPrg	Chgs	Status	PO Balance
200951	MIDDLE	01-Jul-2024	KFORTIER	AMAZON CAPITAL SERVICES	2025	12	14			1	Open	10.99
200903	TRANSP	01-Jul-2024	DDUBOIS	DOVE TRANSPORTATION, LLC	2025	6	14			1	Open	6750.00
200901	ATHLETICS	01-Jul-2024	DDUBOIS	FAL SERVICES	2025	6				1	Open	1714.98
200900	TECHNOLOGY	01-Jul-2024	DDCONRO	FAL SERVICES	2025	6				1	Open	359.80
199310	DPW	01-Jul-2024	SSALIE	BUCK CENTER LLC	2025	DPW				3	Open	308600.00
198915	ADM	01-Jul-2024	MPALME	NC.	2025	THS		1		2	Open	47.50
197450	DISTRICT	01-Jul-2024	JREBEL	PROOFING & CONST	2025	14		2		4	Open	1800.00

Set Starting Purchase Order



Set the starting PO number for the new fiscal year

The screenshot shows the 'Purchase Orders' menu on the left. The 'Year-End Processing' option is selected, and the 'Set starting PO# for New Year' option is highlighted. A green arrow points from this option to a dialog box titled 'Set Starting PO# for New Year'. The dialog box contains the following text:

Set Starting PO# for New Year

This will update the table that assigns new PO# as of now with the new number specified below. All POs created after YES is clicked will start with this new sequence

Current Year PO# start with 240000
New Year PO# will start with 250000

Click YES to update starting PO#
Click NO to cancel and do not update starting PO#

Yes No

For a "special" situation, let us know - we can assist

Frequently Asked Questions



May I enter Purchase Orders for the New Fiscal Year now?

Yes! Pay attention to dates and budget override approvals

Can I do this while other users are in the system?

Yes. POs will be locked; no processing other than approvals

Can I do this before creating the chart for the New Fiscal Year?

No. The "roll to" accounts must exist.

Can I mix and match my *accounting* method?

Yes. Based on Control Accounts by Fund or Account where applicable.

Can I mix rollover methods?

While each PO can use any method, every line on a PO will use a single method, be it "A", "I", "L", or "N".

Can a PO be "unrolled" once it is rolled forward?

No. Liquidate & Create New from Posted

Will POs in progress hold up the rollover process?

Yes and No

To Do:



Complete the Setup

- New Fiscal Year Chart and Control Accounts
- New accounts in Current Year Chart

Clean up Work in Progress

- Post all Current Fiscal Year POs in progress
- Post o/s payments & changes against your current year POs

Run a TEST of rolling all PO's

- Run the Verify Tables and Email Open PO Listings steps to resolve errors
- Restart process to release locks on the current fiscal year POs

Questions?



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