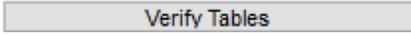
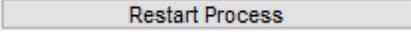
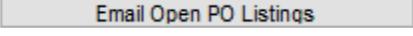
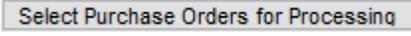
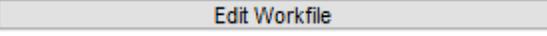




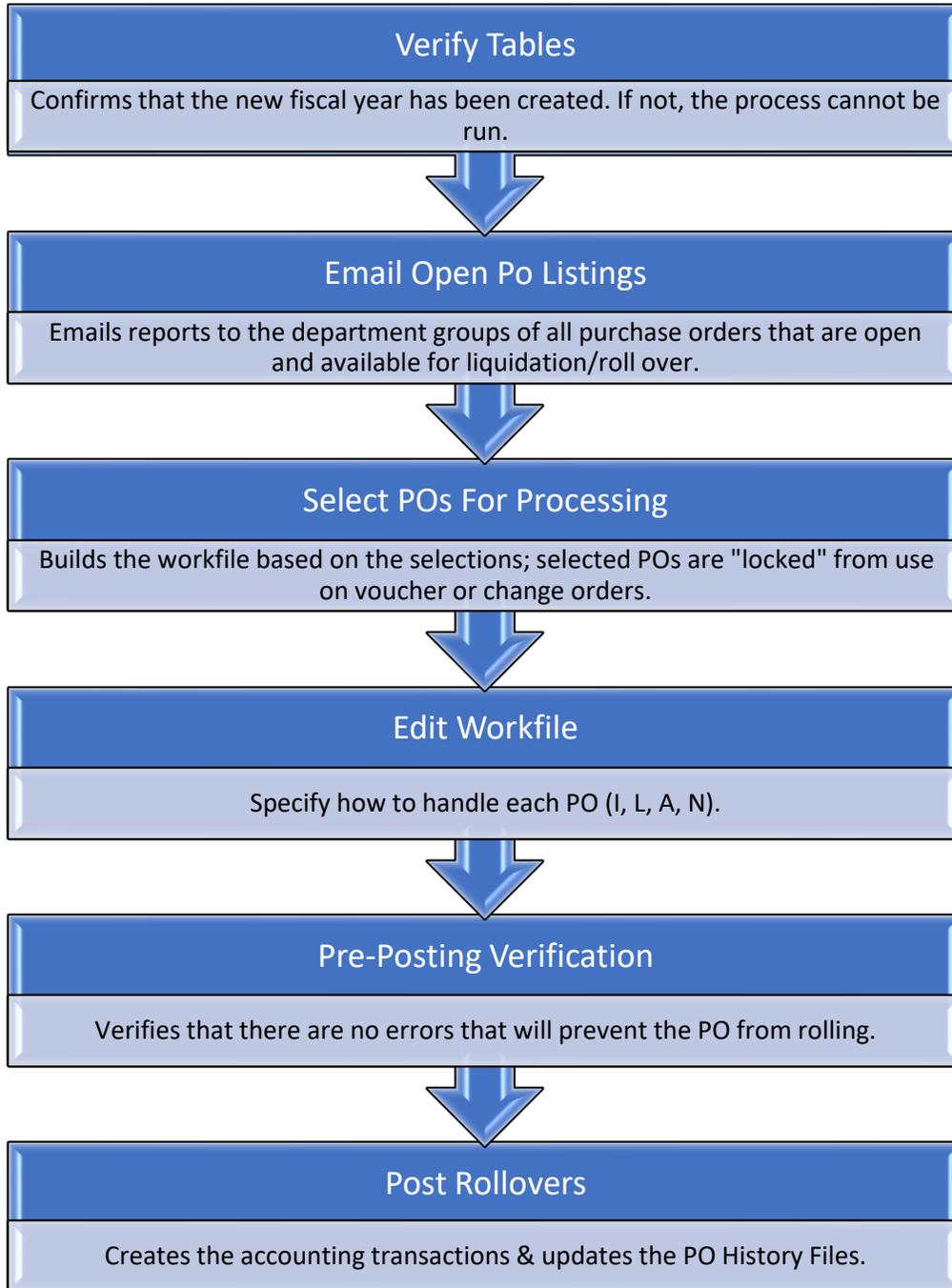
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1 Process Overview

This document explains how to identify, review, and manage open purchase orders at the end of the fiscal year. This is an iterative process that allows selecting “groups” of POs at a time. Grouping by fund is not an option, as a given PO can have multiple lines, and within the lines, multiple accounts using different funds.





2 Getting Started

Prior to rolling over purchase orders, do the following:

- Create the new Fiscal Year (e.g., FY 2024)
- Establish the PO Rollover Account algorithm in Line 7 of the General Ledger Controls table for the New Fiscal Year (e.g., FY2024)
- Confirm the Encumbrance Control (line 4) and Reserve for Encumbrance (line 5) of the General Ledger Controls table for the Old Fiscal Year (e.g., FY2023) as they are needed for liquidations
- Process ALL work in progress vouchers that reference purchase orders
- Process ALL work in progress change orders that reference purchase orders

3 Steps Menu

The steps involved in rolling over purchase orders are shown below.

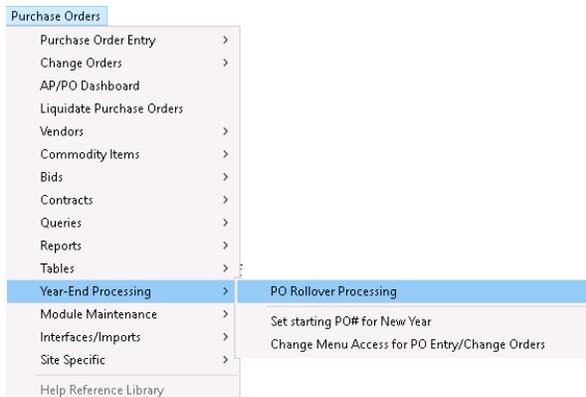
Description	Date	Start	End	Success
Verify Tables				<input type="checkbox"/>
Restart Process				<input type="checkbox"/>
Email Open PO Listings				<input type="checkbox"/>
Select Purchase Orders for Processing				<input type="checkbox"/>
Edit Workfile				<input type="checkbox"/>
Pre - Posting Verification				<input type="checkbox"/>
Post Rollovers				<input type="checkbox"/>

Figure 1 The PO Rollover Processing Steps Menu, ready to begin

3.1 Overview

The steps can be found on the **ADMINS Unified Community for Windows (AUC) Purchase Orders** menu shown here. To access the steps menu to initiate the procedure, from the menu, select:

Purchase Orders ▶ Year-End Processing ▶ PO Rollover Processing



When To Begin the Process?

ADMINS recommends that this process is begun at least three weeks before the fiscal year end date.

This will allow sufficient time to analyze open purchase orders and prepare to roll them over or liquidate them.

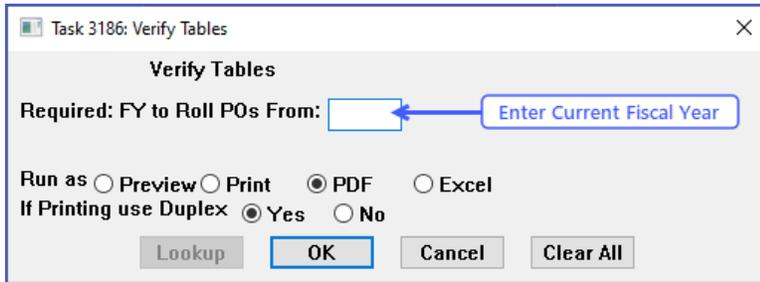


For illustration purposes, this document will assume the following:

Current Fiscal Year Ending Date	=	June 30, 2023
Current Fiscal Year	=	2023
“Old” or “From” Fiscal Year	=	2023
“New” or “To” Fiscal Year	=	2024

3.2 Verify Tables Verify Tables

To begin, click the **Verify Tables** button. This prompt will be displayed:



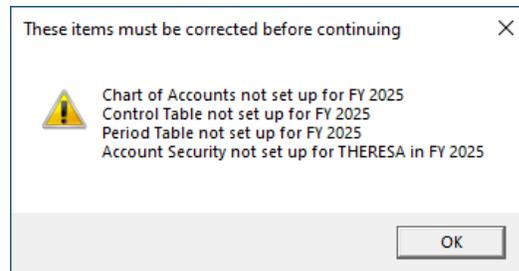
This process will confirm that the new Fiscal Year exists. It simply confirms that records are found in the Chart of Accounts, Fiscal Period, and Control Account tables for the new year. It does not verify the existence of specific accounts because no POs have been selected for processing yet.

The process determines the “new” year by taking “from” year and incrementing it by one:

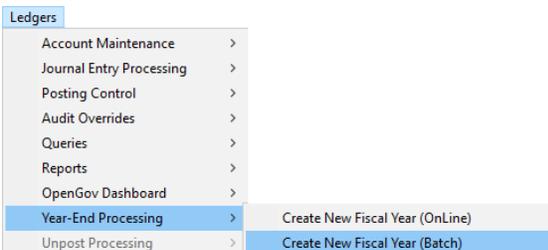


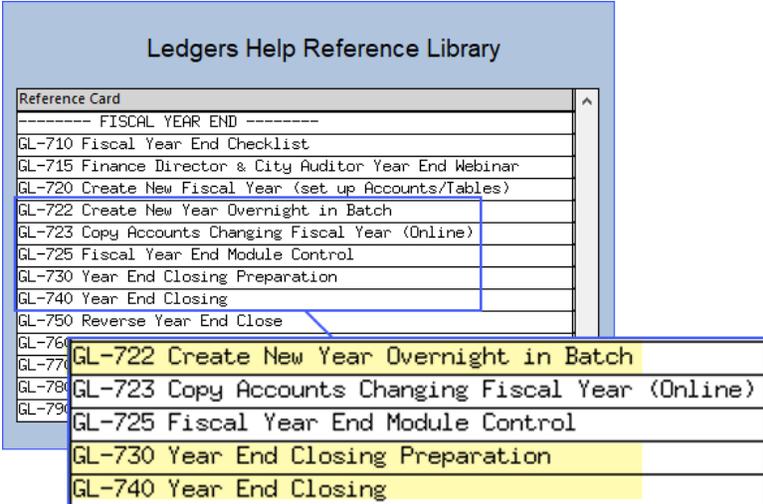
For example, if 2024 is entered in the “FY to Roll POs From:” field, the New Year will be 2025.

If the year has not been set up yet this error message will pop up:



If this message pops up, please refer to the **Ledgers ▶ Help Reference Library** to run the step called “Create New Fiscal Year”.





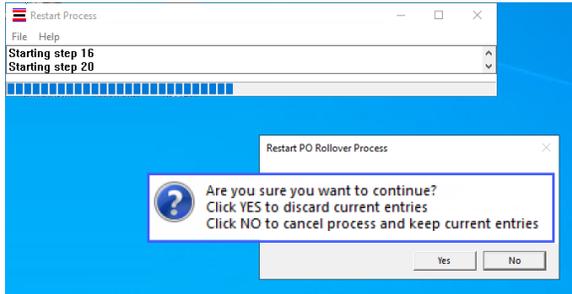
For more information, see the documents highlighted in the image in the **Ledgers ▶ Help Reference Library**.

3.3 Restart Process

If this is the first time running the PO Rollover steps ignore this step because there is nothing to “restart”.

However, if the process was begun, and must be re-started, then click the

button. The system will present this prompt:



Click... To...

Discard the previously created work file and start over.

Retain the previously built work file and stop the restart process.

Description	Date	Start	End	Success
Verify Tables	09-Jun-2023	10:43:52,30	10:43:56,33	<input checked="" type="checkbox"/>
Restart Process	09-Jun-2023	11:21:47,53	11:21:47,53	<input checked="" type="checkbox"/>
Email Open PO Listings				<input type="checkbox"/>
Select Purchase Orders for Processing				<input type="checkbox"/>
Edit Workfile				<input type="checkbox"/>
Pre - Posting Verification				<input type="checkbox"/>
Post Rollovers				<input type="checkbox"/>

If the button is selected, this process will “reset” the steps menu by clearing out the Date, Start, End, and Success indicators on subsequent steps.

Figure 2 The PO Rollover Processing Steps Menu after the “Restart Process” step is run



3.4 Email Open PO Listings Email Open PO Listings

To email notifications to Departments of POs available to roll forward, please refer to the PO-770 document in the Help Reference Library for instructions.

Purchasing Help Reference Library				
Reference Card	View	Send	Last Run Date	Run Time
PO-720 Tables > Unit of Measure	View	Email	04-Nov-2020	17:14:09.13
----- FISCAL YEAR END PROCESSING -----				
PO-740 Set Starting Purchase Order Number	View	Email	05-May-2020	11:26:53.16
PO-750 Fiscal Year End - Checklist	View	Email	18-May-2022	13:13:49.49
PO-760 PO Rollover	View	Email	09-Jun-2023	09:20:47.19
PO-770 Email Open PO Listings to Departments	View	Email	17-Jun-2020	13:39:44.44
		Email	07-Jun-2023	08:46:49.60
PO-790 Turn off Access to Purchase Orders	View	Email	04-Nov-2020	17:14:13.97

Figure 3 The PO-770 Document in the Help Reference Library describes the Email step

3.4.1 Create A Master PO Checklist

It is a good idea to issue a master Open PO Listing to use as a master checklist of all Open POs. This will allow for tracking the departmental responses regarding the disposition of POs. To issue a master list, run the #3610 Open POs Summary report:

Purchase Orders ▶ Reports ▶ Report Library ▶ # 3610

Report Library by Purchase Order				
Report Name	View	Report	Last Run Date	Run Time
----- PO's In Progress -----	Sample			
3650-In Progress POs - Summary	Sample	Run		
3641-In Progress POs - w/ GL Budget Detail	Sample	Run		
3640-In Progress POs - by Status/Approval Code	Sample	Run	08-Jan-2019	16:16:47.36
----- Open POs -----	Sample			
3610-Open POs - Summary	Sample	Run	19-Oct-2022	17:19:18.03
----- Open POs - GL Line Detail -----	Sample	Run	28-Mar-2023	16:35:22.32
3612-Open POs - GL Line Detail	Sample	Run	12-Aug-2022	16:56:28.72
3614-Open POs with Vendors on Hold	Sample	Run		

Figure 4 Run the #3610 Open POs – Summary Report to Excel to create a master checklist

Select the **“Sort Report By:”**
 Department option to make it easy to track responses from the departments regarding the disposition of the POs.

Run as **Excel** to make it easy to use a spreadsheet column to mark the disposition status.

3.5 Select Purchase Orders For Processing Select Purchase Orders for Processing

This process will locate the open purchase orders (matching the selection criteria) and build a work file. There are many ways to process these POs this process can be run iteratively. Some examples include:



- Start the rollover cycle by eliminating all POs that have a balance of \$25 and under. Select just those POs and process them before moving on to the next grouping.
- Process one department group at a time as the departments return their “sign-off sheets”. Optionally select a single department and process all of their POs before moving on to the next department group.
- Or, process them all in one large batch. Leave the selection criteria null and allow the system to locate all available POs.

Regardless of the method, the system will display this dialog box; the first two fields (fiscal year and ending date of the fiscal year from which POs are being rolled) are required:

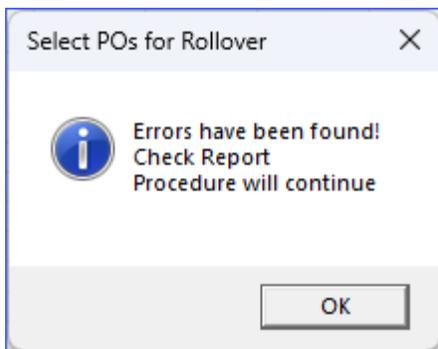
Figure 5 The Prompt requires a Fiscal Year and Ending Date; all other fields are optional

Once the selection parameters are entered, click on **OK**, the system builds the work file.

Currently selecting by Fund is not an option, as there can be multiple funds used on any PO, either on each line or in the line split.

3.5.1 Error Checking

The process will build as much of the work file as it can. If there are POs that are causing error conditions then those POs will be excluded and the errors reported. If errors are present the system will pop up this dialog box:



However, if there are any error-free POs then those will be added to the work file.

3.5.1.1 Error: Missing Control Accounts & Fiscal Periods Not Open

To process year-end purchase orders, the proper control accounts must be established. If they are not then the system will provide a report highlighting the corrective action needed.



3175-POROLSELERR.REP Printed 09-Jun-2023 at 11:58:17 Town of Admins
PO Rollover Error Report Page 1

Listing of Control Account Errors

PO#	Errors	FY	Fund	Line	Description	Account
198744	Control Account not Found	2024	2100	7	PO Rollover	2100-000-2356-424-38-38-52520
198773	Control Account not Found	2024	2100	7	PO Rollover	2100-000-2451-425-38-00-54160
198822	Control Account not Found	2024	2440	7	PO Rollover	2440-000-2440-405-38-00-54160
198869	Control Account not Found	2024	2100	7	PO Rollover	2100-000-2356-406-38-38-52500

3175-POROLSELERR.REP Printed 09-Jun-2023 at 11:58:17 Town of Admins
PO Rollover Error Report Page 2

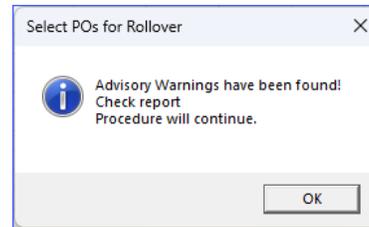
Listing of Fiscal Period Errors

PO#	Errors	FY	Fund	Period End	Action
196717	FY period not open	2023	8160	30-Jun-2023	Update FY Period Table
196907	FY period not open	2023	5120	30-Jun-2023	Update FY Period Table
197080	FY period not open	2023	2380	30-Jun-2023	Update FY Period Table
197087	FY period not open	2023	2380	30-Jun-2023	Update FY Period Table
197450	FY period not open	2023	3833	30-Jun-2023	Update FY Period Table
197720	FY period not open	2023	5100	30-Jun-2023	Update FY Period Table

Figure 6 The Rollover Error report shows errors from both fiscal years

3.5.1.2 Error: Work in Progress Exists

If any selected purchase orders currently contain work in progress against them then they will be excluded from the work file and reported as follows.



3175-POROLSELERR.REP Printed 09-Jun-2023 at 12:58:31 Town of Admins
PO Rollover Error Report Page 1

Listing of PO's Excluded because either Vouchers or Change Orders in progress

Warnings

PO#	Vendor	Department	Open Balance
Voucher in Progress 198771	027483 AMAZON CAPITAL SERVICES	HIGHSCHOOL	1536.15
Voucher in Progress 198772	010508 MAXIM HEALTHCARE SERVICES	SPED	108496.70
Voucher in Progress 198771	CAPITAL SERVICES	MIDDLE	26.99
Voucher in Progress 198853	008897 HOCKOMOCK YMCA	CAPITAL SERVICES	11.98
Voucher in Progress 198854	031789 QUILL ORG	CURRICULUM	12793.70
Voucher in Progress 198864	030876 LEARNIX, LLC	CURRICULUM	80.00
Voucher in Progress 198878	012625 21ST CENTURY ELOQUENCE	SPED	660.99
Voucher in Progress 198881	017189 ACORN RECORDING SOLUTIONS, IN	ADM	200.00
Voucher in Progress 198882	008892 ABDO PUBLISHING	ADM	23.40
Voucher in Progress 198887	028836 AARP	ADM	58.49
Voucher in Progress 198894	024935 NEW HORIZON COMMUNICATIONS	ADM	473.26
		DISTRICT	8480.00

Figure 7 The PO Rollover Error report #3175 identifies POs that will be excluded.

Locate PO #198771 (any PO identified on the report) and drill down to see its contents in the PO Query screen. The Vouchers in Progress against it will be listed on the [6 Vouchers] tab:

[AUC] 3054-Associated Vouchers

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help

PO # 198771

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

Dept Code: HIGHSCHOOL HIGH SCHOOL
PO Date: 02-Sep-2022 FY 2023
Type Code: R Regular

Ship To Attn: CARTIER
Ship Date: Prevailing Wage

Deliver To: 6 ADMINS HIGH SCHOOL
Invoice To: 14 ADMINS BUSINESS OFFICE

1 Delivery Notes
No text available

J Internal Notes
No text available

Expected Amt: 1536.15

Line	UserBatch	Voucher#	VLN	Qty	Item Description	Invoice#	Vendor Paid	Check#	Check Date	Status	Ext Amount
1	17922	506100	1	P	MATH DEPT SUPPLIES TO SUPPORT NEW					Entry Began	395.94
1	17922	506101	1	P	MATH DEPT SUPPLIES TO SUPPORT NEW					Entry Began	178.00

PO Balance w/ WIP: 962.21 Pay WIP: 573.94 Paid: Total: 573.94

Encumbered Retained: 1536.15 Liquidated: Relieved: Relieved: Paid: Balance: 1536.15

Figure 8 In progress vouchers are shown on the PO Query screen under tab [6 Vouchers]

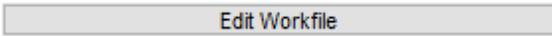


Time-Saving Tip: Collect All POs to Start

To gauge the complete set of errors that may be present on the system, take a first pass at the Rollover Process and Build a Work file collecting ALL available POs. This ensures that the process scans as much data as possible and identifies as many errors as possible.

Once the errors are known, correct those conditions before running the process again.

3.6 Edit Work file



Once the work file has been successfully built, click the [Edit Workfile] button. This is where the POs are listed; specify the desired rollover method for each. A screen will appear as follows:

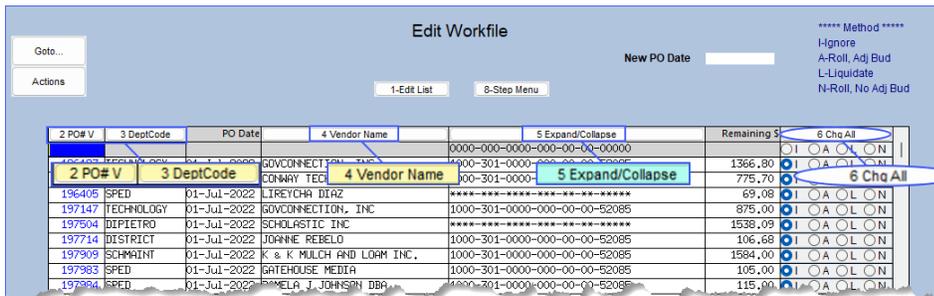


Figure 9 The Edit Workfile Screen button and functions

Sort the records by any of the **buttons** (PO#, Department Code, Vendor Name) highlighted in yellow in the image above. The account numbers shown in the grid are the accounts to be used in the new fiscal year once the PO is rolled. Use the **[5 Expand/Collapse]** button to reveal the accounts used on multi-line POs.

To set the method for all purchase orders, use the **[6 Chg All]** button. Make exceptions using the radio buttons to mark the individual POs.

3.6.1 Where is the Account# Coming From?

When the work file is built, the system looks at **Line #7** of the **General Ledger Controls** table (of the new fiscal year) and determines the account # against which the PO will be rolled. There are some options to consider when rolling POs:

- Retain the same account# in the new year as was used in the old year,
- Change the account # to one generic account per fund, or
- Change the account# by retaining some segments and changing others.

3.6.2 Change all POs to one Account# per Fund

In the example below, change the account # on all POs in the Fund to use one single account#. Do this if all POs will use a single line item such as "SCHOOL PRIOR YEAR EXPENSES" in the new Fiscal Year. In this case, the General Ledger Controls table for the new fiscal year would be set up like this:



Line	Account Number	Description	Summarize Postings?
2	1000-000-0000-000-00-39100	REVENUE, GENERAL FUND	<input type="checkbox"/>
3	1000-000-0000-000-00-39300	EXPENDITURE, GENERAL FUND	<input type="checkbox"/>
4	1000-000-0000-000-00-39200	ENCUMBRANCE, GENERAL FUND	<input type="checkbox"/>
5	1000-000-0000-000-00-38200	RES FOR ENCUMB, GENERAL FUND	<input type="checkbox"/>
6	1000-000-0000-000-00-32112	F/B RES FOR SCHOOL ENCLMB, GENERAL FUND	<input type="checkbox"/>
7	1000-301-0000-000-00-52085	SCHOOL PRIOR YEAR EXPENSES	<input type="checkbox"/>
8	1000-000-0000-000-00-20200	ACCOUNTS PAYABLE, GENERAL FUND	<input type="checkbox"/>
12	1000-000-0000-000-00-88888	SUSPENSE DT/DF	<input type="checkbox"/>
13	1000-000-0000-000-00-20200	ACCOUNTS PAYABLE, GENERAL FUND	<input type="checkbox"/>

Figure 10 Maintain Ledger Controls table for the new fiscal year

During the rollover process, the system looks at the:

New Fiscal Year = 2024
Fund from PO = 1000
Line 7 from Control Table = 1000-301-0000-000-00-52085

And when the POs are rolled over to the new year, they would be re-coded as shown below:

Line	GL#	Original Account and Description	New Account and Description	Original Amt	Rem Balance
1	Alt	Print Copier 3671C400119/400119			
1		1000-300-2420-450-09-00-52610 COPIER LEASES - DISTRICT (ALT PRINT)	1000-301-0000-000-00-52085 SCHOOL PRIOR YEAR EXPENSES	7149.48	5362.11

Figure 11 The PO Rollover - Account Number Changes shows the "Old" and "New" account numbers

3.6.3 Keep the Account# the Same

In the example below, keep the account number exactly the same from the old year to the new year. In this case, set up the General Ledger Controls table like this:

Line	Account Number	Description	Summarize Postings?
2	2381-000-0000-000-00-39100	REVENUE	<input type="checkbox"/>
3	2381-000-0000-000-00-39300	EXPENDITURE	<input type="checkbox"/>
4	2381-000-0000-000-00-39200	ENCUMBRANCE	<input type="checkbox"/>
5	2381-000-0000-000-00-38200	RESERVE FOR ENCUMBRANCE	<input type="checkbox"/>
6	2381-000-0000-000-00-32110	F/B RESERVED FOR ENCUMBRANCES	<input type="checkbox"/>
7	2381-000-0000-000-00-20200	UNDESIGNATED FUND BALANCE	<input type="checkbox"/>
8	2381-000-0000-000-00-20200	ACCOUNTS PAYABLE	<input type="checkbox"/>
12	2381-000-0000-000-00-88888	SUSPENSE DT/DF	<input type="checkbox"/>
13	2381-000-0000-000-00-20200	ACCOUNTS PAYABLE	<input type="checkbox"/>
14	2381-000-0000-000-00-20210	ACCURED PAYROLL	<input type="checkbox"/>

Figure 12 Maintain Ledger Controls table for the new fiscal year



And when the POs are rolled over to the new year, they retain the account number as shown below:

```

=====
PO#: 198291 Vendor: 030730 - 01
PO Date: 05-Jul-2022 GENDER SPECTRUM
=====
Line GL# Original Account and Description New Account and Description Original Amt Rem Balance
-----
1 Foundations of Gender Inclusive Schools 2381-000-2358-404-06-00-52400 ESSER III PROF DEV CONTACTED SERV - HIG 370.00 370.00
=====
Original Account and Description New Account and Description
-----
Foundations of Gender Inclusive Schools 2381-000-2358-404-06-00-52400 ESSER III
=====

```

Figure 13 The PO Rollover - Account Number Changes shows the “Old” and “New” account numbers

3.6.4 Change Part of the Account#

In the example below, to keep the Fund# from the PO but change the second segment to “555” and keep the remaining elements the same, set up the General Ledger Controls table like this:

Maintain General Ledger Controls						
Goto...		FY	Fund	Description	Fund Status	3-Clear All
		2024	2730	C19 MHDA #29884 (HEALTH OFF ASSOC)	OPEN	
1-Edit List						
2-Error Check						
Line	Account Number	Description	Summarize Postings?			
Revenue	2 2730-000-0000-000-00-00-39100	REVENUE, C19 MHDA #29884 (HEALTH OFF ASS				
Expenditure	3 2730-000-0000-000-00-00-39300	EXPENDITURES, C19 MHDA #29884 (HEALTH OF				
Encumbrance	4 2730-000-0000-000-00-00-39200	ENCUMBRANCES, C19 MHDA #29884 (HEALTH OF				
Reserve for Encumbrance	5 2730-000-0000-000-00-00-38200	RES FOR ENCLMB, C19 MHDA #29884 (HEALTH				
Reserve for PY Encumbrance	6 2730-000-0000-000-00-00-32110	F/B RES FOR ENCLMB, C19 MHDA GRANT #2988				
PO Rollover	7 2730-555-*****-*****-*****	7 PO Rollover				
Accounts Payable	8 2730-000-0000-000-00-00-20200	ACCTS PAYABLE, C19 MHDA GRANT #29884				
PO Rollover	7 2730-555-*****-*****-*****	UNDESIG FUND BALANCE, C19 MHDA #29884 (H				
Due From	12 2730-000-0000-000-00-00-88888	SUSPENSE DT/DF				
Accounts	2730-000-0000-000-00-00-700	SUSPENSE DT/DF				
		ACCTS PAYABLE, C19 MHDA GRANT #29884				

Figure 14 Maintain Ledger Controls table for the new fiscal year



Note: Any new account needed in the new fiscal year (i.e., FY2024) will need to be created in the Chart of Accounts before it can be used here. In the above example, the accounts were created in the chart before running the rollover process:

And when the POs are rolled over, they would be re-coded as shown in the report below.

```

=====
PO#: 198240 Vendor: 000635 - 01
PO Date: 01-Jul-2022 G & L ELECTRIC INC
=====
Line GL# Original Account and Description New Account and Description Original Amt Rem Balance
-----
1 sign installation 2730-000-0000-000-00-00-54230 MISC EQUIPMENT, C19 MHDA #29884 (HEALTH 2730-555-0000-000-00-00-54230 PO ROLLOVER DEPARTMENT 6134.00 6134.00
=====
Original Account and Description New Account and Description and Total***
-----
sign installation 2730-000-0000-000-00-00-54230 MISC 2730-555-0000-000-00-00-54230
=====
and Total*** 6,134.00 6,134.00
=====

```

Figure 15 The PO Rollover - Account Number Changes shows the “Old” and “New” account numbers

The system determined the new account number from the entry on line seven of the control account table for fund 2730, fiscal year 2024.

FY	Account#
2023	2730-000-0000-000-00-00-54230
2024	2730-555-0000-000-00-00-54230



3.6.5 Rollover Methods

AUC has four options available when managing Open Purchase Orders at Fiscal Year-End. They are:

Code	Description	Disposition
I	Ignore	Ignore it for now. Come back to this PO and select it again later.
A	Roll, Adj Bud	Roll this PO forward into the “new” fiscal year and adjust the appropriation for the accounts specified on the PO in the new fiscal year.
L	Liquidate	Liquidate or Cancel the PO in the “old” fiscal year instead of rolling it forward. The PO will be closed, and the PO number will not be available for use.
N	Roll, No Adj Bud	Roll this PO forward into the “new” fiscal year but do not make any appropriation adjustments for this PO.



For POs with multiple lines, all the methods must be the same. If one line is set to “A”, all lines must be set “A”.

Please refer to the section titled [“Accounting Transactions”](#) for more information.

3.6.6 Why Are Asterisks On The Screen For Account#?

If there are asterisks instead of an account#, this means that the PO is charged to more than one account#.

2 PO# V	3 DeptCode	PO Date	4 Vendor Name	5 Expand/Collapse	Remaining \$	6 Chg All
198107	STALLBROOK	01-Jul-2022	US MATH RECOVERY COUNCIL	1000-301-0000-000-00-52085	812.50	<input checked="" type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
198111	STALLBROOK	01-Jul-2022	DIFFERENT ROADS TO LEARNING	*****	84.90	<input checked="" type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
198112	STALLBROOK	01-Jul-2022	W.B.MASON CO., INC.	1000-301-0000-000-00-52085	27.56	<input checked="" type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
198115	STALLBROOK	01-Jul-2022	PYRAMID SCHOOL PRODUCTS	1000-301-0000-000-00-52085		<input type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
198117	SCHMAINT	01-Jul-2022	ICS FIRE SYSTEMS, INC	1000-301-0000-000-00-52085		<input type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
198119	STALLBROOK	01-Jul-2022	CASCADE SCHOOL SUPPLIES	1000-301-0000-000-00-52085		<input type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
198121	STALLBROOK	01-Jul-2022	BLICK ART MATERIALS	*****		<input type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
198122	STALLBROOK	01-Jul-2022	AMAZON CAPITAL SERVICES	*****		<input type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
198135	HIGH SCHOOL	01-Jul-2022	W.B.MASON CO., INC.	1000-301-0000-000-00-52085	1689.20	<input checked="" type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
198136	HIGH SCHOOL	01-Jul-2022	W.B.MASON CO., INC.	1000-301-0000-000-00-52085	47.73	<input checked="" type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N

To see all the accounts displayed, click the **[Expand/Collapse]** button and the screen display will toggle to show all the lines of the PO.

3.6.7 How to Quickly Change All POs to One Method

Suppose a grouping of POs (perhaps all POs under \$25) should be mass Liquidated. Rather than click the “L” next to each PO tell the system to “change all” to “L”. To accomplish this, click the [6 CHG ALL] button.



The 'Apply Rollover Method to All POs' dialog box is shown with the 'Lookup' button circled in blue. An arrow points from this button to the 'PO Rollover Methods' dialog box. In the 'PO Rollover Methods' dialog, the 'Roll Forward - Adjust Budget' method is selected and highlighted in blue. The list of methods includes: Roll Forward - Adjust Budget (Status: A), Ignore (Status: A), Liquidate (Status: A), and Roll Forward - No Budget Adjustment (Status: A).

Before

2 PO# V	3 DescCode	PO Date	4 Vendor Name	5 Expand/Collapse	Remaining \$	6 Chg All
196272	ATHLETICS	03-Jul-2022	RIDGELL, ALL AMERICAN SPORTS	*****	9450.00	01 ○ A ○ L ○ N
196273	ATHLETICS	03-Jul-2022	PRIME TIME SPORTS	*****	9255.00	01 ○ A ○ L ○ N
196275	ATHLETICS	03-Jul-2022	FRANKLIN POLICE DEPARTMENT	1000-301-0000-000-00-52085	2000.00	01 ○ A ○ L ○ N
196276	ATHLETICS	03-Jul-2022	BELLINGHAM POLICE DEPARTMENT	1000-301-0000-000-00-52085	1500.00	01 ○ A ○ L ○ N
196278	ATHLETICS	03-Jul-2022	SCOREBOARD ENTERPRISES INC.	1000-301-0000-000-00-52085	500.00	01 ○ A ○ L ○ N
196280	ATHLETICS	03-Jul-2022	KIPPER MEDIA, INC	1000-301-0000-000-00-52085	750.00	01 ○ A ○ L ○ N
196281	ATHLETICS	03-Jul-2022	NATURALMAN OF AMERICA	*****	5500.00	01 ○ A ○ L ○ N
196282	ATHLETICS	03-Jul-2022	KENVO FLOOR CO, INC.	1000-301-0000-000-00-52085	5500.00	01 ○ A ○ L ○ N
196283	ATHLETICS	03-Jul-2022	KENVO FLOOR CO, INC.	1000-301-0000-000-00-52085	5500.00	01 ○ A ○ L ○ N
196284	ATHLETICS	03-Jul-2022	MSAA	1000-301-0000-000-00-52085	250.00	01 ○ A ○ L ○ N
196285	ATHLETICS	03-Jul-2022	NIARR	1000-301-0000-000-00-52085	250.00	01 ○ A ○ L ○ N
196301	ATHLETICS	06-Jul-2022	NALLY ASSOCIATES, INC.	1000-301-0000-000-00-52085	106.78	01 ○ A ○ L ○ N
196786	ATHLETICS	06-Sep-2022	ARBITERSPORTS LLC	1000-301-0000-000-00-52085	4275.00	01 ○ A ○ L ○ N
196820	ATHLETICS	12-Sep-2022	TURF TANK	*****	786.67	01 ○ A ○ L ○ N
196871	ARM	14-Apr-2023	THERAPRO INC	*****	3396.04	01 ○ A ○ L ○ N
196875	HVPA	19-Sep-2022	NEW HORIZON COMMUNICATIONS	*****	856.986	01 ○ A ○ L ○ N
196880	ARM	11-Jan-2023	146 SUPPLY CENTER INC	1000-301-0000-000-00-52085	2127.00	01 ○ A ○ L ○ N
196885	ARM	11-Jan-2023	21ST CENTURY ELOQUENCE	0200-950-0000-000-00-70006	595.15	01 ○ A ○ L ○ N
230001	ARM	02-Jun-2023	KB PAXSON CO	0100-927-0000-000-00-69534	106.35	01 ○ A ○ L ○ N

After

The 'Apply Rollover Method to All POs' dialog box is shown with the 'Lookup' button circled in blue. An arrow points from this button to the 'Edit Workfile' table. The table now shows the '6 Chg All' column with the 'A' option selected for all rows, indicating that the 'Roll Forward - Adjust Budget' method has been applied to all POs. A confirmation dialog box is also visible, asking 'This will change the method on ALL POs and may take a few minutes. Are you sure you want to continue?' with 'Yes' and 'No' buttons.

3.6.8 Can I View the PO From Here?

To drill-down to the PO to see its contents before deciding on the method to use, click the VIEW button alongside the PO#.



Edit Workfile

New PO Date: 01-Jul-2023

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

2 PO# V	3 DescCode	PO Date	4 Vendor Name	5 Expand/Collapse	Remaining \$	6 Chg/Alt
197996	ATHLETICS	01-Jul-2022	RICHEY ATHLETICS	0000-000-0000-000-00-000000	1706.00	O I A O L O N
197997	ATHLETICS	01-Jul-2022	APPLE, INC.	1000-301-0000-000-00-52085	898.00	O I A O L O N
198208	ADM	01-Jul-2022	SIGN DESIGN, INC.	*****	22250.00	O I A O L O N
198240	ADM	01-Jul-2022	EL ELECTRIC INC	2750-555-0000-000-00-54230	6134.00	O I A O L O N
198265	ATHLETICS	03-Jul-2022	NALLY ASSOCIATES, INC.	*****	2081.39	O I A O L O N
198266	ATHLETICS	03-Jul-2022	COLLINS SPORTS MEDICINE	*****	2571.61	O I A O L O N
198267	ATHLETICS	03-Jul-2022	MIRAH INC	*****	4750.00	O I A O L O N
198268	ATHLETICS	03-Jul-2022	TRI-VALLEY LEAGUE	1000-301-0000-000-00-52085	6850.00	O I A O L O N
198269	ATHLETICS	03-Jul-2022	POWER YACHT	1000-301-0000-000-00-52085	1250.00	O I A O L O N
198272	ATHLETICS	03-Jul-2022	ALL AMERICAN SPORTS & SPORTS	*****	9450.00	O I A O L O N

PO Query - Posted

PO # 198265

Vendor Code 014630 01
NALLY ASSOCIATES, INC.
AWARD-GUYS
PO BOX 3092
NORTH ATTLEBORO MA 02761

Dept Code ATHLETICS ATHLETICS
PO Date 03-Jul-2022 FY 2023
Type Code R Regular

Deliver To 14 ADMIN BUSINESS OFFICE
Invoice To 14 ADMIN BUSINESS OFFICE

1 Delivery Notes
J Internal Notes

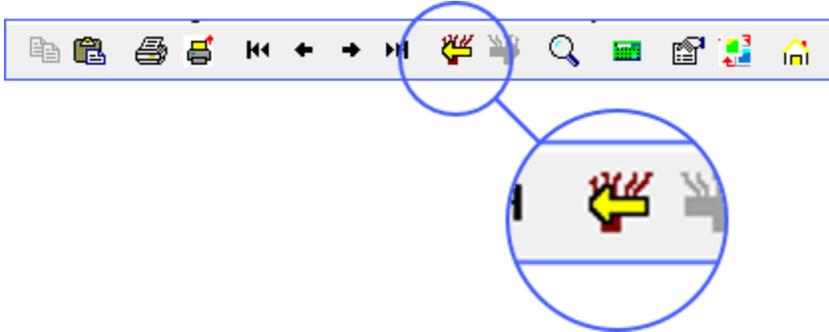
No text available No text available

Ship To Attn
Ship Date Prevailing Wage

Expected Amt 3000.00

Line Item	Qty	UOM	Item Description (Track & Field Board)	FA	Price	Freight	Other	Ext Amount	Retained	Balance
1			SUMMER AWARDS		400.0000			400.00		
2			FALL AWARDS		1000.0000			1000.00		481.39

To return to the edit work file screen, click the Yellow Left Arrow:



3.6.9 Selected POs Are Locked

Any PO that is added to the work file becomes “locked” from entry by any other user. This means that once a PO is in the rollover process, no vouchers or change orders may be processed against it until the lock is released. This will be evident on the PO Query screen on the individual PO, as well as the multi-record screen that shows all POs.

PO Query - Posted

PO # 198265

Vendor Code 014630 01
NALLY ASSOCIATES, INC.
AWARD-GUYS
PO BOX 3092
NORTH ATTLEBORO MA 02761

Dept Code ATHLETICS ATHLETICS
PO Date 03-Jul-2022 FY 2023
Type Code R Regular

Deliver To 14 ADMIN BUSINESS OFFICE
Invoice To 14 ADMIN BUSINESS OFFICE

1 Delivery Notes
J Internal Notes

No text available No text available

Ship To Attn
Ship Date Prevailing Wage

Expected Amt

PO Rollover in Progress



View All Purchase Orders

2 PO#	3 DeptCode	4 PODate	5 EntryUser	6 Vendor Name	Year	DelVadd	InvAdd	Posted	InPrg	Cps	Status	PO Balance
230001	ADM	02-Jun-2023	THERESA	W.B. MASON CO., INC.	2023	10	10				PO Rollover i	106.35
198871	ADM	14-Apr-2023	JBURCHILL	THERAPRO INC	2023	10	10				PO Rollover i	3386.04
198885	ADM	11-Jan-2023	MENDY	21ST CENTURY ELOQUENCE	2023	10	10				PO Rollover i	556.15
198880	ADM	11-Jan-2023	MENDY	146 SUPPLY CENTER INC	2023	10	10			1	PO Rollover i	2127.00
198875	HVMA	19-Sep-2022	THERESA	NEW HORIZON COMMUNICATIONS	2023	HVMA	HVMA	2			PO Rollover i	8562.98
198820	ATHLETICS	12-Sep-2022	DDUBOIS	INTELLIGENT MARKING USA	2023	6	14				PO Rollover i	786.67
198786	ATHLETICS	06-Sep-2022	DDUBOIS	ARBITERSPORTS LLC	2023	6	14				PO Rollover i	4279.00
198301	ATHLETICS	05-Jul-2022	MCNORR	NALLY ASSOCIATES, INC.	2023	14	14				PO Rollover i	106.78
198285	ATHLETICS	03-Jul-2022	MCNORR	NIARA	2023	14	14				PO Rollover i	250.00
198284	ATHLETICS	03-Jul-2022	MCNORR	MSAA	2023	14	14				PO Rollover i	250.00
198283	ATHLETICS	03-Jul-2022	MCNORR	KEHVO FLOOR CO., INC.	2023	14	14				PO Rollover i	5900.00
198282	ATHLETICS	03-Jul-2022	MCNORR	KEHVO FLOOR CO., INC.	2023	14	14				PO Rollover i	5900.00
198281	ATHLETICS	03-Jul-2022	MCNORR	NATURALAWN OF AMERICA	2023	14	14				PO Rollover i	5900.00
198280	ATHLETICS	03-Jul-2022	MCNORR	GIPPER MEDIA, INC	2023	14	14				PO Rollover i	750.00
198278	ATHLETICS	03-Jul-2022	MCNORR	SCOREBOARD ENTERPRISES INC.	2023	14	14				PO Rollover i	500.00
198276	ATHLETICS	03-Jul-2022	MCNORR	BELLINGHAM POLICE DEPARTMENT	2023	14	14				PO Rollover i	1500.00
198275	ATHLETICS	03-Jul-2022	MCNORR	FRANKLIN POLICE DEPARTMENT	2023	14	14				PO Rollover i	200.00
198273	ATHLETICS	03-Jul-2022	MCNORR	PRIME TIME SPORTS	2023	14	14	11			PO Rollover i	92.00
198272	ATHLETICS	03-Jul-2022	MCNORR	RIDDELL ALL AMERICAN SPORTS	2023	14	14	1			PO Rollover i	92.00
198269	ATHLETICS	03-Jul-2022	MCNORR	HOCKMOCK YMCA	2023	14	14				PO Rollover i	11.00
198268	ATHLETICS	03-Jul-2022	MCNORR	TRF VALLEY LEAGUE	2023	6	14			1	PO Rollover i	63.00
198267	ATHLETICS	03-Jul-2022	MCNORR	NIARA INC	2023	14	14	1			PO Rollover i	47.00
198266	ATHLETICS	03-Jul-2022	MCNORR	COLLINS SPORTS MEDICINE	2023	14	14	4			PO Rollover i	25.00
198265	ATHLETICS	03-Jul-2022	MCNORR	NALLY ASSOCIATES, INC.	2023	14	14	1			PO Rollover i	209.00
198240	ADM	01-Jul-2022	MARGUERITE	G & L ELECTRIC INC	2023	COA	COA			1	PO Rollover i	6134.00
198209	ADM	01-Jul-2022	MARGUERITE	STGN DESIGN, INC.	2023	COA	COA			1	PO Rollover i	22250.00
197997	ATHLETICS	01-Jul-2022	MCNORR	APPLE, INC	2023	14	14			1	PO Rollover i	898.00
197996	ATHLETICS	01-Jul-2022	MCNORR	RICHEY & SON INC.	2023	14	14			1	PO Rollover i	1705.00

When the [Restart Process] or the [Post Rollovers] process is run, the work file is emptied out and all of the locks are released from the purchase orders. This means that if ALL POs are selected when the process is run, act on them relatively swiftly in order to release the locks and make them available to end-users.

3.6.10 Process The Purchase Orders

When selections are made, click the [8-Step Menu] button to return to the menu.

Edit Workfile

2 PO# V	3 DeptCode	PO Date	4 Vendor Name	5 Expand/Collapse	Remaining \$	6 Chg All
197996	ATHLETICS	01-Jul-2022	RICHEY ATHLETICS	0000-000-0000-000	1705.00	<input type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> O <input type="radio"/> N
197997	ATHLETICS	01-Jul-2022	APPLE, INC	1000-301-0000-000	898.00	<input type="radio"/> I <input checked="" type="radio"/> A <input type="radio"/> L <input type="radio"/> O <input type="radio"/> N
198209	ADM	01-Jul-2022	STGN DESIGN, INC.	*****-000-0000-000	22250.00	<input type="radio"/> I <input checked="" type="radio"/> A <input type="radio"/> L <input type="radio"/> O <input type="radio"/> N

Advance to the next step in the cycle from the Steps Menu.

3.7 Pre-Posting Verification

PO Rollover Processing

Description	Date	Start	End	Success
Verify Tables	02-Jun-2023	14:57:11.56	14:57:19.74	<input type="checkbox"/>
Restart Process	09-Jun-2023	15:42:36.82	15:42:36.82	<input type="checkbox"/>
Email Open PO Listings				<input type="checkbox"/>
Select Purchase Orders for Processing	09-Jun-2023	15:43:22.99	15:43:54.04	<input type="checkbox"/>
Edit Workfile	09-Jun-2023	16:24:15.11	16:24:15.11	<input type="checkbox"/>
Pre - Posting Verification				<input type="checkbox"/>
Post Rollovers				<input type="checkbox"/>

Now that there are POs selected for processing, run the pre-posting verification process to check for any errors and verify that the POs are cleared for posting. This process will re-test to see if any errors are present in the Control table, Fiscal Period table, and Chart of Accounts.



Task 3180: Pre - Posting Verification

Pre - Posting Verification

Print Report as: Summary Detail

Sort Report By: PO# Department Fund Account# Method Vendor Name

Run as Preview Print PDF

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

Indicate whether the verification report should print in Summary or Detail, and how the data is organized (on the report) by PO#, Dept, Fund#, etc.

3185-POROLVERLST.REP Printed 09-Jun-2023 at 16:31:55 Town of Admins Verification Listing Page 1

PO#	PO Date	Type	Vendor#	Remit	Vendor Name	Department	Line	GL#	Item Description	G/L Account Number	Original Amount	Remaining Balance	Method
197996	01-Jul-2023	R	027867	01	RICHEY ATHLETICS	ATHLETICS	1	1	Quote #24869 REV	1000-301-0000-000-00-52085	1705.00	1705.00	Fwd Adj Appr
197997	01-Jul-2023	R	000293	01	APPLE, INC	ATHLETICS	1	1	ipads quote received by Mike Garof	1000-301-0000-000-00-52085	898.00	898.00	Fwd Adj Appr
198208	01-Jul-2023	R	031613	01	SIGN DESIGN, INC.	ADM	1	1	Digital Displays WATCHFIRE 8mm	2730-555-0000-000-00-54230	22250.00	22250.00	Fwd Adj Appr
198240	01-Jul-2023	R	000635	01	G & L ELECTRIC INC	ADM	1	1	sign installation	2730-555-0000-000-00-54230	6134.00	6134.00	Fwd Adj Appr
198265	01-Jul-2023	R	014630	01	NALLY ASSOCIATES, INC.	ATHLETICS	1	1	SUMMER AWARDS (Track & Field Board	1000-301-0000-000-00-52085	3000.00	2081.39	Fwd Adj Appr

Figure 16 #3185 Verification Listing

The Account# displayed on the Pre-posting verification report will display the account to which the Purchase Order will be rolled into. If the rollover method selected is **A** or **N** the account displayed will be the account to which the Purchase Order will be rolled into for the coming fiscal year.



The exception to this is if the method is changed to "ignore" or "liquidate". The account displayed will be the current account assigned to the Purchase Order, as this Purchase Order will have no bearing on the anticipated roll-forward account for that fund.

3.8 Post Rollovers

If there are no errors, proceed with Posting the Rollovers. The system will display this prompt:

Task 3179: Post Rollovers

Post Rollovers

Run as Preview Print PDF

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

Select PDF to view the **Posting Report**. In addition to creating the accounting transactions, the purchase order history will be also updated:



3.8.1 After – PO Query Details Tab

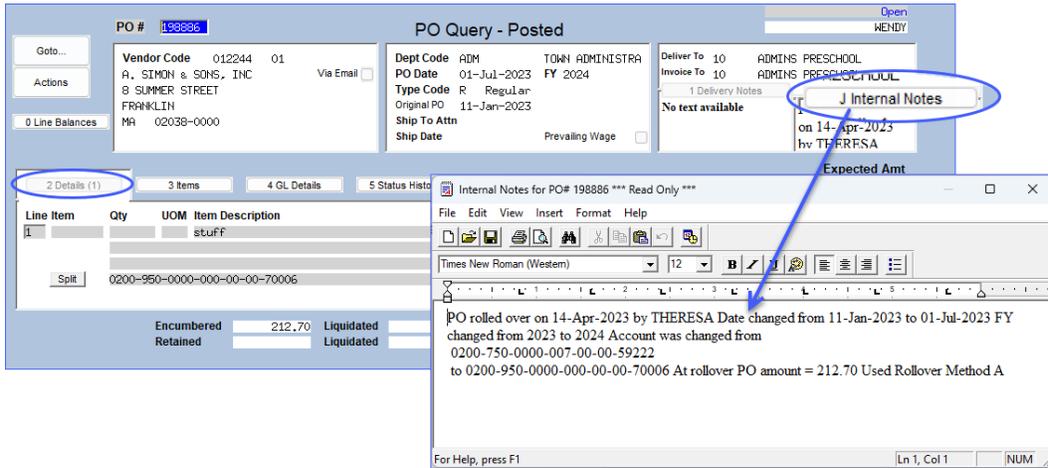


Figure 17 The PO Query Details tab has a [J Internal Notes] button that describes how the PO was rolled

3.8.2 After – PO Query – Status History Tab

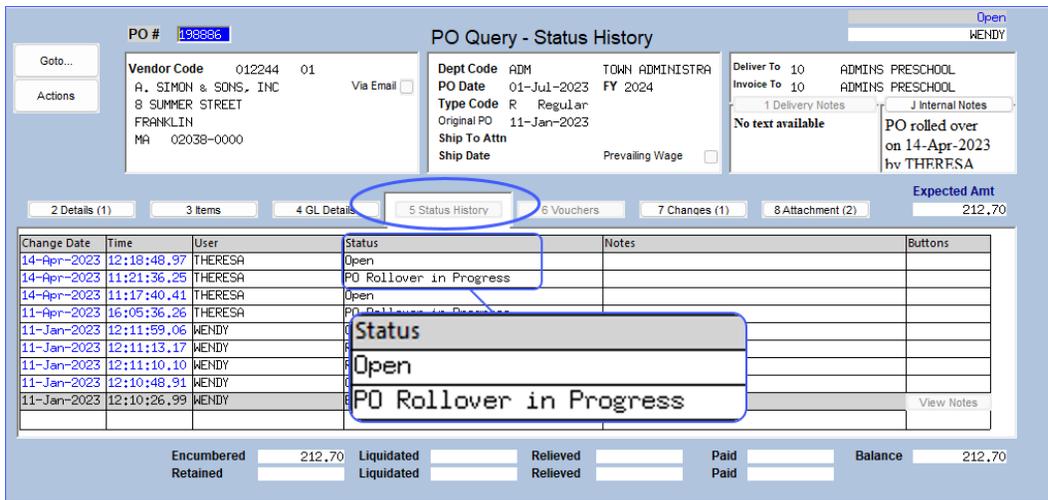


Figure 18 The [5 Status History] tab shows the PO Rollover and the current status



3.8.3 After – PO Query Changes Tab

Change Orders for PO - Posted

Chg#	Change Date	Time	Change User	Change Reason	Effective	Vendor Name	Before Change	Difference	After Change	Buttons
1	01-Jul-2023	12:18	THERESA	Rollover to New Fiscal Year	01-Jul-2023	A. SIMON & SONS	212,70		212,70	9 Report

Change Reason
Rollover to New Fiscal Year

9 Report

3032-POCHGHISED.T.REP Printed 09-Jun-2023 at 16:49:03 Town of Admins Change Order History Report Page 1

Change Seq#: 1 Date: 01-Jul-2023 Time: 12:18:48.97 User: THERESA

PO#: 198886 Vendor: 012244-01 A. SIMON & SONS, INC
PO Date: 11-Jan-2023 Dept: ADM

Line	G/L	Field Name	Old Value	New Value
		Change Reason	Rollover to New Fiscal Year	
		Effective Date	11-Jan-2023	01-Jul-2023
1	1	PO Date	0200-750-0000-007-00-00-59222	0200-950-0000-000-00-00-70006 Bal \$212.70

Internal Notes:
PO rolled over on 14-Apr-2023 by THERESA Date changed from 11-Jan-2023 to 01-Jul-2023 FY changed from 2023 to 2024 Account was changed from 0200-750-0000-007-00-00-59222 to 0200-950-0000-000-00-00-70006 At rollover PO amount = 212.70 Used Rollover Method A

4 Process the Next Group Of POs

If only a subset of POs were rolled over, continue running through the last four steps to process the remaining POs.

PO Rollover Processing

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

Select Purchase Orders for Processing
Edit Workfile
Pre - Posting Verification
Post Rollovers

5 Accounting Transactions

The following codes are assigned to rollover transactions when the posting to the General Ledger is complete.

- PO08 Liquidation during PO Rollover
- PO09 PO Rolled over to New FY



5.1 Liquidate PO

The PO will be canceled and the remaining encumbrance will be liquidated in the "old" fiscal year.

Before Rollover

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-2023

	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Actuals	300.00		1409.45	2089.02		-3198.47
Work In Progress						-3198.47

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

After Rollover

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
Work In Progress						-2482.05

No activity in new FY; only Current FY is affected

5.2 Roll Forward, Adjust Budget

The appropriation in the new fiscal year will be increased by the amount of the encumbrance being rolled forward.

Account Balance Inquiry - Period Breakdown

Goto... Actions

FY 2024 **Account Number** 0200-000-0000-000-00-00-52003 **Description** 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						

Before the rollover

Account Balance Inquiry

Goto... Actions

FY 2024 **Account Number** 0200-000-0000-000-00-00-52003 **Description** 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						

After the rollover using Option "A"



5.3 Roll Forward, Do Not Adjust Budget

The PO will be rolled forward. The encumbrance will be established in the new fiscal year. The appropriations will remain untouched in the new fiscal year.

Before Rollover

Account Balance Inquiry

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

Actuals	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Work In Progress					

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-

Actuals	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Work In Progress		3395,04			-3395,04
					-3395,04

6 Frequently Asked Questions

The following are some of the questions that may come up during the PO rollover process.

6.1 Can I identify and liquidate Open POs that are less than \$25.00?

When building the work file, certain purchase orders can be processed together. For example, to select all "small balance" POs do this:

Optional: Include Only PO Balances Equal or Under \$ 25.00

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 PO Type

Optional: Enter PO# Range to Select From: To:

Run as Preview Print PDF

If Printing use Duplex Yes No

Optional: Include Only PO Balances Equal or Under \$ 25.00

This method will easily liquidate them and clear them from future selections.



6.2 Can I identify & process all Open POs for a single Department?

To locate and process all POs for a single department in one cycle and build a work file of POs use this criteria:

6.3 Why can't I change the PO date?

The PO Date cannot be changed on the POs. The image below illustrates how the dates are used in the system when POs are processed via the Roll Over cycle.

Account	Remaining \$	Selection
1000-301-0000-000-00-52085	2000,00	<input checked="" type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
1000-301-0000-000-00-52085	4000,00	<input checked="" type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
1000-301-0000-000-00-52085	4800,00	<input checked="" type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
1000-301-0000-000-00-52085	2332,50	<input checked="" type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N

Figure 19 Edit Workfile screen shows new PO date, derived from the end of the “old” fiscal year plus one day

Figure 20 Liquidated POs will use the ending date of the “old” fiscal year

6.4 Different PO Rollover algorithms for different funds?

Yes. Different rollover formulas can be used on different funds. Let's look at some examples.

For this example, in Fund 2010, all POs are to retain the same account# that was used on the original PO. Set up the General Ledger Controls Table for Fund 2010 like this:



Maintain General Ledger Controls							
Goto...		FY	Fund	Description	Fund Status	3-Clear All	
Actions		2024	2010	SCHOOL GRANTS	OPEN		
1-Edit List							
2-Error Check							
Line	Account Number	Description		Summarize Postings?			
Revenue	2	2010-000-0000-000-00-39100	REVENUE, SCHOOL GRNTS	<input type="checkbox"/>			
Expenditure	3	2010-000-0000-000-00-39300	EXPENDITURE, SCHOOL GRNTS	<input type="checkbox"/>			
Encumbrance	4	2010-000-0000-000-00-39200	ENCUMBRANCE, SCHOOL GRNTS	<input type="checkbox"/>			
Reserve for Encumbrance	5	2010-000-0000-000-00-38200	RES FOR ENCLMB, SCHOOL GRNTS	<input type="checkbox"/>			
Reserve for PY Encumbrance	6	2010-000-0000-000-00-32110	F/B RES FOR ENCLMB, SCHOOL GRNTS	<input type="checkbox"/>			
PO Rollover	7	*****-*****-*****-*****-*****	-----7 PO Rollover	<input type="checkbox"/>			
Accounts Payable	8	2010-000-0000-000-00-20200	ACCOUNTS PAYABLE, SCHOOL GRNTS	<input type="checkbox"/>			
PO Rollover	7	*****-*****-*****-*****-*****	UNDES FUND BALANCE, SCHOOL GRNTS	<input type="checkbox"/>			
Due From	12	2010-000-0000-000-00-88888	SUSPENSE DT/DF	<input type="checkbox"/>			
Discounts	13	2010-000-0000-000-00-20200	ACCOUNTS PAYABLE, SCHOOL GRNTS	<input type="checkbox"/>			
Accrued Payroll	14	2010-000-0000-000-00-20810	-----14 Accrued Payroll	<input type="checkbox"/>			

Figure 21 Option 1: Keep the original account number from the PO when it is rolled

For Fund 1000 all POs are to be re-classified to a new number. This means that regardless of the account# used in the old fiscal year when POs in Fund 1000 roll forward they will all be re-coded to 1000-301-0000-000-00-00-52085:

Maintain General Ledger Controls							
Goto...		FY	Fund	Description	Fund Status	3-Clear All	
Actions		2024	1000	GENERAL FUND	OPEN		
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 ENCLMB, GENERAL FUND	<input type="checkbox"/>			
Reserve for PY Encumbrance	6	1000-000-0000-000-00-32112	F/B RES FOR SCHOOL ENCLMB, 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"/>			
PO Rollover	7	1000-301-0000-000-00-52085	SCHOOL PRIOR YEAR EXPENSES	<input type="checkbox"/>			
Due From	12	1000-000-0000-000-00-88888	SUSPENSE DT/DF	<input type="checkbox"/>			
Discounts	13	1000-000-0000-000-00-20200	ACCOUNTS PAYABLE, GENERAL FUND	<input type="checkbox"/>			

Figure 22 Change the account number to a predefined account number when the POs are rolled

Fund 2730 requires that POs being rolled forward replace the DEPT# but retain their original values for the remaining account segments, enter this:

Maintain General Ledger Controls							
Goto...		FY	Fund	Description	Fund Status	3-Clear All	
Actions		2024	2730	C19 MHDA #29884 (HEALTH OFF ASSOC)	OPEN		
1-Edit List							
2-Error Check							
Line	Account Number	Description		Summarize Postings?			
Revenue	2	2730-000-0000-000-00-39100	REVENUE, C19 MHDA #29884 (HEALTH OFF ASS	<input type="checkbox"/>			
Expenditure	3	2730-000-0000-000-00-39300	EXPENDITURES, C19 MHDA #29884 (HEALTH OF	<input type="checkbox"/>			
Encumbrance	4	2730-000-0000-000-00-39200	ENCUMBRANCES, C19 MHDA #29884 (HEALTH OF	<input type="checkbox"/>			
Reserve for Encumbrance	5	2730-000-0000-000-00-38200	RES FOR ENCLMB, C19 MHDA #29884 (HEALTH	<input type="checkbox"/>			
Reserve for PY Encumbrance	6	2730-000-0000-000-00-32110	F/B RES FOR ENCLMB, C19 MHDA GRANT #2988	<input type="checkbox"/>			
PO Rollover	7	2730-555-*****-*****-*****	-----7 PO Rollover	<input type="checkbox"/>			
Accounts Payable	8	2730-000-0000-000-00-20200	ACCTS PAYABLE, C19 MHDA GRANT #29884	<input type="checkbox"/>			
PO Rollover	7	2730-555-*****-*****-*****	UNDESIG FUND BALANCE, C19 MHDA #29884 (H	<input type="checkbox"/>			
Due From	12	2730-000-0000-000-00-88888	SUSPENSE DT/DF	<input type="checkbox"/>			
Discounts	13	2730-000-0000-000-00-20200	ACCTS PAYABLE, C19 MHDA GRANT #29884	<input type="checkbox"/>			

Figure 23 Keep part of the original account number and swap out the rest with the values from the table

6.5 Different PO Rollover Rules for Departments within a Fund?

This involves more setup than handling it at the “fund” level. The PO Rollover process does use the General Ledger Controls by Account number table. This means that if there are very specific business rules within a Fund on how to handle POs, build some detailed business rules in this table.



General Ledger Controls by Account#

FY	Account	Description	Fund Status
	1000-189-0000-001-00-00-54030	BLDG MAINTENANCE SUPPLIES	OPEN

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	1000-000-0000-000-00-00-70110	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"/>

For example, if there are 30 POs that all use the same rule, and five POs that are "special cases", set the default rule in the Control Account by Fund table and then only set up the special cases in the Control Account by Account table.

This minimizes the number of accounts to be maintained. If these accounts do not have a value specified in line 7 in the Control Account by Account table, then the processing rules will be used in the corresponding Control account by fund table.

6.6 Do I have to type in the Delivery Notes?

No. When the PO rollovers are posted, the system will automatically populate the Delivery Notes field and capture all data pertinent to the rollover of the PO. Here’s what the system captures:

PO # 198886

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

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

Deliver To 10 ADMIN PRESCHOOL
Invoice To 10 ADMIN PRESCHOOL

1 Delivery Notes
No text available

J Internal Notes
on 14-Apr-2023
by THERESA

Expected Amt

Internal Notes for PO# 198886 *** Read Only ***

PO rolled over on 14-Apr-2023 by THERESA Date changed from 11-Jan-2023 to 01-Jul-2023 FY changed from 2023 to 2024 Account was changed from 0200-750-0000-007-00-00-59222 to 0200-950-0000-000-00-00-70006 At rollover PO amount = 212.70 Used Rollover Method A

6.7 Can I start now even though it’s not July 1 yet?

Yes! If there are POs ready to process now (because they will not have payments or change orders against them prior to June 30) then yes, begin rolling them forward.



6.8 Do I need to have my Budget posted before I can do this?

No. Roll POs without having completed the final posting of your budget, as long as the chart of accounts exists for the new fiscal year.

6.9 Can I operate in 2 fiscal years simultaneously?

Yes! The AUC application is completely date driven to allow processing in more than one fiscal year at a time. In other words, the POs can be rolled forward into the next Fiscal Year while departments finish up their bills and payrolls in the current Fiscal Year.

6.10 What does it mean that the “system is date driven”?

This means that every transaction processed in the system has a date associated with it. The combination of the DATE and the FUND# indicates to which fiscal year the transaction belongs.