PO ROLLOVER

EMAIL OPEN PO NOTIFICATIONS

The PO Rollover functionality includes the ability to email Open PO Listings to your departments. This is an optional step in the process. You may wish to do this in order that departments review their Open PO's and notify you of the ones to roll forward versus liquidate.

All of the specific PO Rollover functions are found on the menu under:
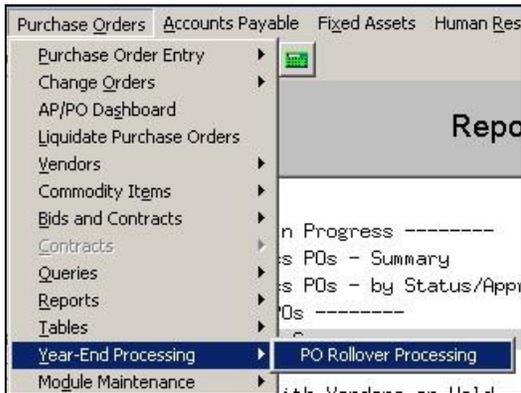
About this Document

In the document, it is assumed that:

- The fiscal year ends on June 30,

- The term "old" year is used to reference the year you are closing, and • "New" year refers to the fiscal year being opened up for the coming July 1.

To setup and generate the email notifications, please complete the following steps.

1. BUILD EMAIL ADDRESSES

You need to have the email addresses per department established before the listings may be issued.

Click System   Department Group Menu   Department Group Profile
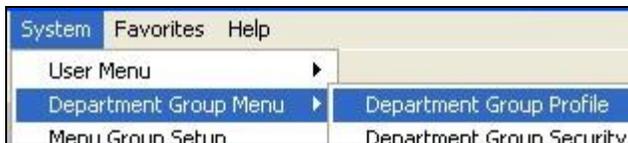
Enter the email address for each department. This may be a single user name or a single distribution list:

If the process finds a department with a missing address then you will be notified. You may stop and correct the missing email address. Or you may ignore the warning, continue on with the process and not send emails to departments without addresses on file.
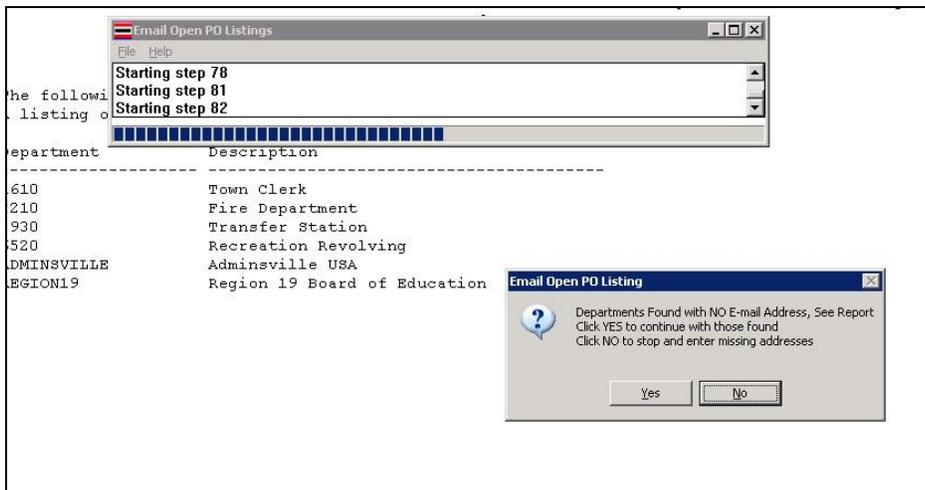
2. HOW ARE THE PO'S GATHERED?

Here's how the process called "EMAIL OPEN PO LISTINGS" works:
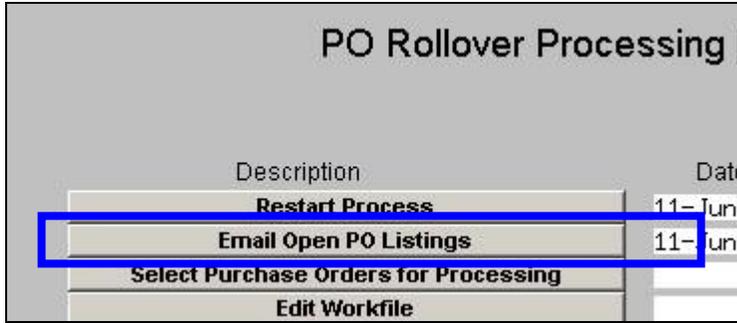
Step 1: This process collects all purchase orders that meet <u>any</u> of the following criteria:

- The PO is currently Open and has no pending payment,
- The PO is currently Open but has a pending payment, or
- The PO has been started prior to June 30 but is not yet completed. In other words, it is "work on progress".

Step 2: Once the PO's are found, the process locates the DEPARTMENT to whom they've been assigned:

Step 3: From there, the process locates the EMAIL ADDRESS of the DEPARTMENT:

Click **System ▶ Department Group Menu ▶ Department Group Profile**

Step 4: Then generates and emails out the listings:

TIME SAVER TIP

It is advisable that you select "YES" to the "CC message to Sender" option. This allows you

to receive a copy of the emails generated. If a department accidentally deletes the message or it needs to be forwarded to another person then you may easily retrieve it from your Email Inbox.

The email that goes to the user looks like this:

CITY OF MIDDLETOWN, CT

ANYTOWN, USA

[TRAINING]

From: MUPDEV3 [Mary Mackinnon]
Department: COMPUTERS

The following is a list of your Purchase Orders that are OPEN and available for Rollover or Cancellation.

*** THIS IS A TEST *** *** PLEASE IGNORE THIS EMAIL ***********######!!!!!!
*** PLEASE IGNORE THIS EMAIL *** *** PLEASE IGNORE THIS EMAIL ***
*** PLEASE IGNORE THIS EMAIL *** *** PLEASE IGNORE THIS EMAIL ***
*** PLEASE IGNORE THIS EMAIL *** *** PLEASE IGNORE THIS EMAIL ***

DETAIL FORMAT
Shows line and account details

PO#	Vendor	Department	PO Date	Line	GLLn	Account	Amount	Relief	Balance
12,889	COTT SYSTEMS INC	TOWNCLERK	20-Mar-2009	1	1	1000-04000-52110-0000-00000-0000-000	550.00	526.80	23.20
13,330	THE HARTFORD COURANT C	TOWNCLERK	29-May-2009	1	1	1000-04000-52195-0000-00000-0000-000	110.88		110.88
600,329	NATIONAL MICROSALES	TOWNCLERK	01-Jul-2008		1	1000-04000-52110-0000-00000-0000-000	773.00	773.00	
700,289	ADKINS PRINTING CO. INC.	TOWNCLERK	01-Jul-2008		1	1000-04000-52110-0000-00000-0000-000	-5,300.00	-5,300.00	
700,421	COTT SYSTEMS INC	TOWNCLERK	01-Jul-2008		1	1000-04000-52110-0000-00000-0000-000	800.00	800.00	
900,009	DONALD S. LUKOWSKI & ASSOC.	TOWNCLERK	03-Jul-2008	1	1	1000-04000-55185-0000-00000-0000-000	8,700.00	5,788.40	2,911.60
900,044	STATE OF CT/DEP OF AGRICULTURE	TOWNCLERK	07-Jul-2008	1	1	1000-04000-52110-0000-00000-0000-000	125.00		125.00
				2	1	1000-04000-52110-0000-00000-0000-000	20.00		20.00
900,279	A BETTER COPY	TOWNCLERK	28-Jul-2008	1	1	1000-04000-55185-0000-00000-0000-000	1,050.00	601.74	448.26
				2	1	1000-04000-55185-0000-00000-0000-000	2,400.00	425.60	1,974.40

*** Please do not reply to this email as it is a ***
*** system generated email message! ***

Detail Format

Town of ADMINS, Inc.

From: Paul Pedro
Department: FINANCE

The following is a list of your Purchase Orders that are OPEN and available for Rollover or Cancellation.

Detail / Summary test
Summary
%CR%
%CR%

SUMMARY FORMAT
Does not show line and account details

PO#	Vendor	Department	PO Date	PO Amount	Relief	Balance
11,541	STAPLES BUSINESS ADVANTAGE	MIDDLE	01-Jul-2008	208.77		208.77
11,547	STAPLES BUSINESS ADVANTAGE	MIDDLE	01-Jul-2008	139.14		139.14
11,577	BAKER & TAYLOR	LIBRARY	17-Jul-2008	2,952.15		2,952.15
11,667	3-D CONSTRUCTION	MIS	30-Sep-2008	505.00	505.00	
11,673	BAKER & TAYLOR	LIBRARY	09-Oct-2008	1,699.10	1,699.10	
11,691	M.J.P.O.A. INC.	FINANCE	11-Oct-2008	16,861.00		16,861.00
11,703	ALCO CAPITAL RESOURCE INC	HIGHWAY	12-Oct-2008	120.00	120.00	
11,715	SO SUBUR POLICE INST	CLERK	17-Oct-2008	349.00	349.00	
11,721	UPSTART	CLERK	10-Nov-2008	.07	.07	
11,727	CAROL CLEVELAND	FINANCE	18-Nov-2008	25.00	25.00	
11,733	MARJORIE TURNER	FINANCE	26-Nov-2008	2,471.25		2,471.25

Summary Format

CAN I RE-RUN THE EMAIL NOTIFICATION PROCESS?
Yes. However, if you re-run the process, the email notifications will be re-sent to all departments. You cannot pick and choose to send the notifications to isolated departments.

3. MASTER PO CHECKLIST

It is a good idea to issue a master Open PO Listing so that you have a master checklist of all Open PO's. This will allow you to track whether departments are responding to your requests or not.

If you sort by DEPARTMENT then you will be able to cross reference the sheets you receive back from the departments.