

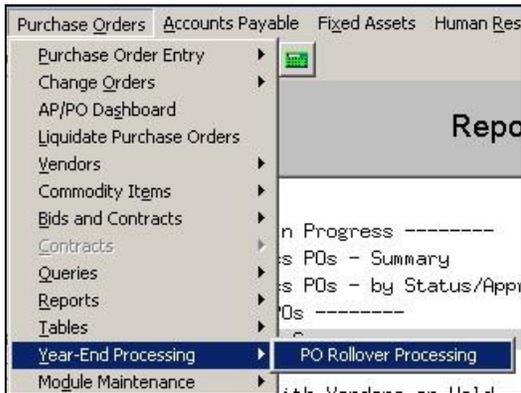


# PO ROLLOVER

## 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:

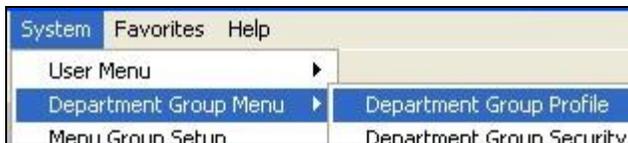
- The fiscal year ends on June 30,
- The term “old” year is used to reference the year you are closing, and “New” year refers to the fiscal year being opened up for the coming July 1.

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:

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**Department Group Profile**

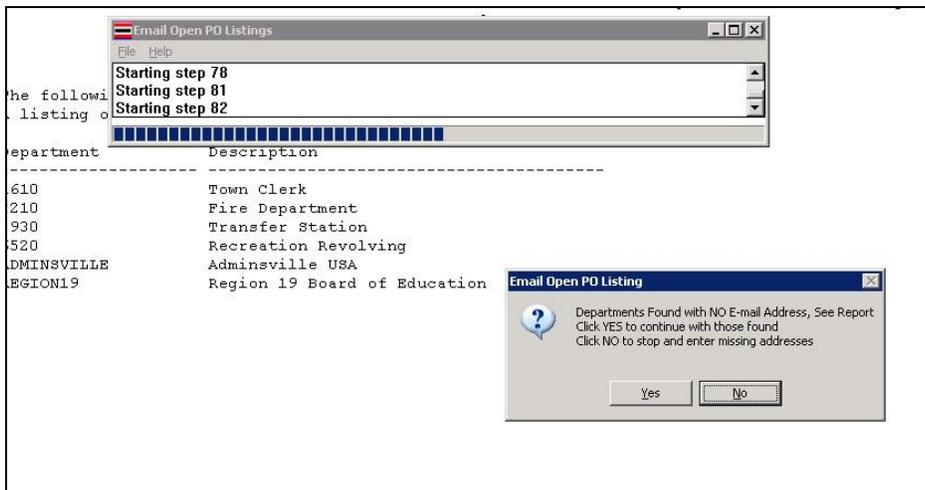
Dept Group: **FINANCE**      Description: **FINANCE DEPT**

1 General      2 PO / AP

Department Email Address: **MARY@ADMINS.COM**

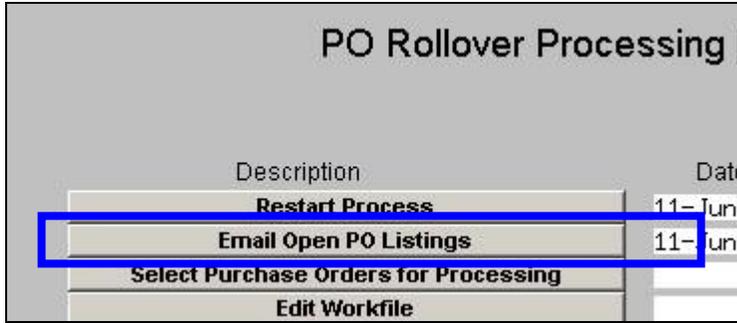
You may enter 1 email address or distribution list.  
You may not enter:  
mary@admins.com,joe@admins.com

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 any 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”.

The screenshot shows a table titled "View All Purchase Orders". The table has columns: 2 PO#, 3 DeptCode, 4 PODate, 5 EntryUser, 6 Vendor Name, Year, Vouchers (POSTED, IN-PROG), ChgOrd, and Status. A blue box highlights the Status column, and another blue box highlights a group of rows (11665, 11664, 11662, 11661, 11660) with a callout box containing the text: "In this example, all of these would be included." The rows in the callout have statuses: Open, Open, Open, Open, and Open.

2 PO#	3 DeptCode	4 PODate	5 EntryUser	6 Vendor Name	Year	Vouchers POSTED IN-PROG	ChgOrd	Status
11670	POLICE	02-Mar-2010	AUCDEMO	W.B. MASON	2010			Ready for Posti
11669	POLICE	02-Mar-2010	AUCDEMO	COPIES PLUS	2010			Ready for Posti
11666	GENERAL	02-Mar-2010	AUCDEMO	WALK MFG CO	2010			Needs Town Acct
11665	GENERAL	02-Mar-2010	AUCDEMO	WALK MFG CO	2010			Open
11664	POLICE	02-Mar-2010	AUCDEMO	W.B. MASON	2010			Open
11662	POLICE	02-Mar-2010	AUCDEMO	W.B. MASON	2010			Open
11661	POLICE	02-Mar-2010	AUCDEMO	W.B. MASON	2010			Open
11660	POLICE	02-Mar-2010	AUCDEMO	COPIES PLUS	2010			Open
11659	GENERAL	02-Mar-2010	AUCDEMO	ABC OFFICE SUPPLY	2010			Ready for Posti
11657	ETRF	01-Mar-2010	AUCDEMO	SUPERIOR CLEANING SERVICES	2010			Open

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**

The screenshot shows the application's menu structure. The 'System' menu is open, showing 'User Menu', 'Department Group Menu', and 'Menu Group Setup'. The 'Department Group Menu' is further expanded to show 'Department Group Profile' and 'Department Group Security'. A blue arrow points from the 'Department Group Profile' menu item down to the corresponding form below. The form is titled 'Department Group Profile' and contains fields for 'Dept Group' (MIDDLE) and 'Description' (MIDDLE SCHOOL). Below these are two tabs: '1 General' and '2 PO / AP'. The '1 General' tab is active, showing a 'Department Email Address' field with the value 'mary@admins.com'. This field is highlighted with a blue rectangular box.

Step 4: Then generates and emails out the listings:

The screenshot shows the 'PO Rollover Processing' dialog box. It has a menu bar (File, Edit, Ledgers, Purchase Orders, Accounts Payable, Budget, Collections, System, Favorites, Help) and a toolbar with various icons. Below the menu bar are buttons for 'Goto...' and 'Actions'. A table with columns 'Description', 'Date', 'Start', and 'End' is visible, with rows for 'Verify Tables' and 'Restart Process'. A blue task bar at the bottom reads 'Task 3178: Email Open PO Listings'. Below this, the dialog is titled 'Email Open PO Listings' and contains several fields and options: 'Required: Enter FY to Rollover POs From: 2010', 'Required: Enter Note' (with text: 'These are your Open and Pending PO's for FY10.'), 'Optional: Enter Note' (with text: 'Please print and return this list by June 25th. If not rec'd by this date then your PO's will be canceled.'), 'Optional: Enter Note', 'Optional: Enter Note', 'CC message to Sender:  Yes  No', and 'Print Report as:  Summary  Detail'. A blue callout box points to the 'Detail' radio button with the text: 'See report samples below for the difference between the SUMMARY and DETAIL formats.' At the bottom are buttons for 'Lookup', 'OK', 'Cancel', and 'Clear All'.



**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**  
MIDDLETOWN, 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 MICROSALLES	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.

The screenshot shows the 'Report Library by Purchase Order' window. The 'Report Name' list includes:

Report Name	Sample	Run	Last Run Date
----- PO's In Progress -----			
3650-In Progress POs - Summary	Sample	Run	02-May-2004
3640-In Progress POs - by Status/Approval Code	Sample	Run	
----- Open POs -----			
3610-Open POs - Summary	Sample	Run	10-Jun-2004
3611-Open POs - Detail	Sample	Run the report	10-Jun-2004

The 'Sort Report By:' options are:

- PO#
- Department
- Vendor Sort Name
- Vendor Name

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