

PO Rollovers



FY23 to FY24

[https://meet.goto.com/AUC ADMINs](https://meet.goto.com/AUC_ADMINs)

You can also dial in using your phone.
United States: [+1 \(646\) 749-3112](tel:+16467493112)

Access Code: 476-936-645

Wednesday, June 7, 2023

at 10:00 AM

Presented by Theresa Campbell

*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 GoToMeeting



The screenshot shows a GoToMeeting window with the following content:

- Top bar: "View Everyone" dropdown.
- Left sidebar: "PO R" (partially visible).
- Center content:
 - "FY23 to FY24"
 - Link: https://meet.goto.com/AUC_ADMINs
 - Text: "You can also dial in using your phone. United States: +1 (646) 749-3112"
 - Text: "Access Code: 476-936-645"
 - Text: "Wednesday, June 7, 2023 at 10:00 AM"
 - Text: "Presented by Theresa Campbell"
- Right sidebar: "Please MUTE your phone after joining the conference call. Thanks!"
- Bottom control bar: "ADM 1" (with a red circle 1), Mic, Camera, Screen, Leave.
- Bottom right toolbar: Camera, +, 68%, -, Share (with a red circle 4).
- Chat bubble icon (with a red circle 3).
- Slider (with a red circle 2).

1. Controls appear when the mouse is moved onto the G2M window
2. Slider resizes the viewing canvas versus the attendee's area
3. Chat bubble allows for questions
4. Camera and zoom controls for screenshots or a closer look

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 FY24 Chart / New Accounts
- ✓ Update FY24 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	(343,705.51)	(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 #

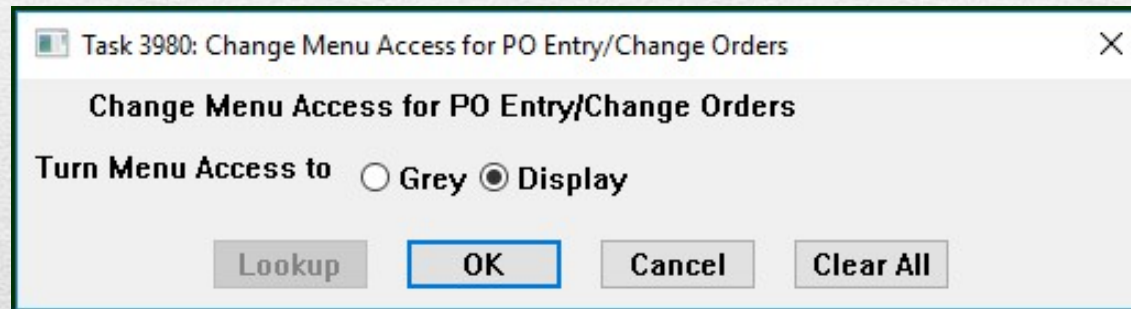
Account description

Amount

Type of account

PO Status

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

	Line	Account Number	Description	Summarize Postings?
Revenue	2	1000-000-0000-000-00-00-39100	REVENUE, GENERAL FUND	<input type="checkbox"/>
Expenditure	3	1000-000-0000-000-00-00-39300	EXPENDITURE, GENERAL FUND	<input type="checkbox"/>
Encumbrance	4	1000-000-0000-000-00-00-39200	ENCUMBRANCE, GENERAL FUND	<input type="checkbox"/>
Reserve for Encumbrance	5	1000-000-0000-000-00-00-38200	RES FOR ENCUMB, GENERAL FUND	<input type="checkbox"/>
Reserve for PY Encumbrance	6	1000-000-0000-000-00-00-32112	F/B RES FOR SCHOOL ENCUMB, GENERAL FUND	<input type="checkbox"/>
PO Rollover	7	1000-301-0000-000-00-00-52085	SCHOOL PRIOR YEAR EXPENSES	<input type="checkbox"/>
Accounts Payable	8	1000-000-0000-000-00-00-20200	ACCOUNTS PAYABLE, GENERAL FUND	<input type="checkbox"/>
Fund Equity	9	1000-000-0000-000-00-00-35900	UNDES FUND BALANCE, GENERAL FUND	<input type="checkbox"/>
Due To	11	1000-000-0000-000-00-00-88888	SUSPENSE DT/DF	<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	6470-000-0000-000-00-00-39200	ENCUMBRANCE, GIFTS - SCHOOL	<input type="checkbox"/>
Reserve for Encumbrance	5	6470-000-0000-000-00-00-38200	RES FOR ENCUMB, GIFTS - SCHOOL	<input type="checkbox"/>
Reserve for PY Encumbrance	6	6470-000-0000-000-00-00-32113	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"/>

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#

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	*****-***-***-*****-*****-*****
-------------	---	---------------------------------

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#

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-***-***-*****-*****-*****
-------------	---	--------------------------------

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?



PO # **198886** PO Query - Posted Open WENDY

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

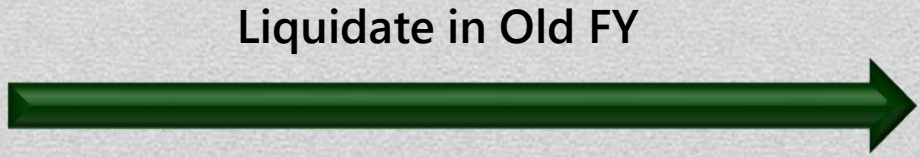
1 Delivery Notes: No text available
J Internal Notes: PO rolled over on 14-Apr-2023 by THERESA

PO 198

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

PO 198

PO 201
PO 325
PO 455



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



Processing

Process Flow – Steps Menu



Year-End Processing → PO Rollover Processing

Module Maintenance >

Interfaces/Imports >

Set starting PO# for New Year

Change Menu Access for PO Entry/Change Orders

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

Lookup OK Cancel Clear All

FY	Fund#	Description	Status	Type	Line	ControlAccount#	Description	AcctType	Sub Type	Status	Error
2024	0100	TRASH-OPERATING	Active	PO Rollover	7	0100-950-0000-000-00-7001	TRASH ENCUMBRANCE	E	P	Active	
2024	0200	WATER-OPERATING	Active	PO Rollover	7	0200-950-0000-000-00-7000	WATER ENCUMBRANCE	E	P	Active	
2024	0300	SEWER-OPERATING FUND	Active	PO Rollover	7	0300-950-0000-000-00-7000	SEWER ENCUMBRANCE	E	P	Active	
2024	0400	STORMWATER	Active	PO Rollover	7	0400-950-0000-000-00-7001	STORMWATER ENCUMBRANCE	E	P	Active	
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
2024	1000	GENERAL FUND	Active	PO Rollover	7	1000-301-0000-000-00-5208	SCHOOL PRIOR YEAR EXPENSES	E	P	Active	
2024	2000	SPECIAL REVENUE	Active	PO Rollover	7	2000-000-0000-000-00-8888	SUSPENSE DT/DF	F	C	Active	2
2024	2009		Inactive	PO Rollover	7	2009-000-0000-000-00-8888	SUSPENSE DT/DF	F	C	Active	2 5
2024	8175	AFLAC - TRANSITION NY TO	Active	PO Rollover	7	8175-000-0000-000-00-8888	SUSPENSE DT/DF	F	C	Active	2
2024	8180	ELEMENTARY STUDENT ACTIV	Active	PO Rollover	7	****_***_****_***_**_****	Wildcard:Sel POs for Proc will show errs				
2024	9000	ACCOUNT GROUP	Active	PO Rollover	7	9000-000-0000-000-00-8888	SUSPENSE DT/DF	F	C	Active	2
2024	9700	ACCT GRP-LONG TERM OBLIG	Active	PO Rollover	7	9700-000-0000-000-00-8888	SUSPENSE DT/DF	F	C	Active	2
2024	9710	FIXED ASSETS ACCT GROUP-	Active	PO Rollover	7	9710-000-0000-000-00-8888	SUSPENSE DT/DF	F	C	Active	2
2024	9720	FIXED ASSETS ACCT GROUP-	Active	PO Rollover	7	9720-000-0000-000-00-8888	SUSPENSE DT/DF	F	C	Active	2
2024	9990	NO_OVERLAY	Inactive	PO Rollover	7	9990-000-0000-000-00-8888	SUSPENSE DT/DF	F	C	Active	2 5
2024	9998	TEMPLATE (CONTROL ACCTS	Active	PO Rollover	7	****_***_****_***_**_****	Wildcard:Sel POs for Proc will show errs				

Selection Legend:

Errors:

- 1 - Control account missing (Hard Error)
- 2 - Control account must be an Expenditure Posting Account (Hard Error)
- 3 - Control account not valid in the COA (Hard Error)
- 4 - Fund is Closed (Hard Error)
- 5 - Fund is Inactive (Warning)

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

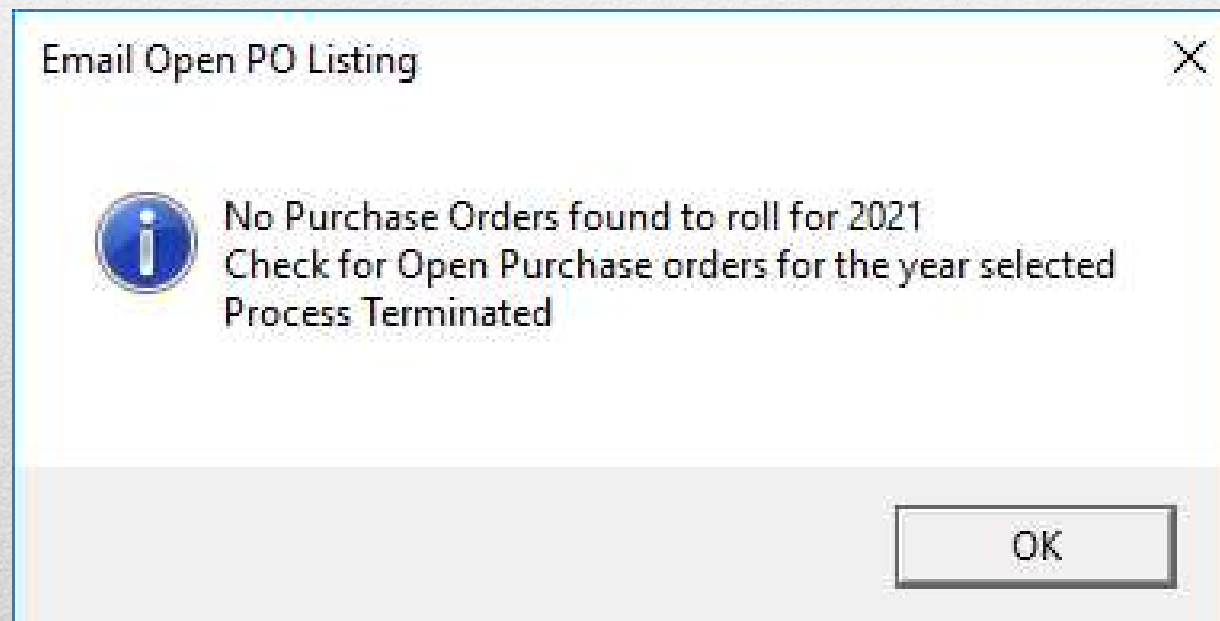
Lookup OK Cancel Clear All

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

From: To:

Run as Preview Print PDF
If Printing use Duplex Yes No

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	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
1 FY23 TELEPHONE CHARGES - DIPIETRO ELEMENTARY SCHOOL	2 0400-000-0000-000-00-00-52003 PO ROLLOVER FROM PRIOR YEARS
2 FY23 TELEPHONE CHARGES - STALL BROOK ELEMENTARY SCHOOL	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
1 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

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

New PO Date 01-Jul-2023

1-Edit List 8-Step Menu

5 Expand/Collapse

2 PO# V	3 DeptCode	PO Date	4 Vendor	5	6 Chq All
198876	FIRE	19-Oct-2022	ADMINS INC	*****	00
198879	ADM	11-Jan-2023	21ST CENTURY ELOC	0200-950-0000-000-00-00-70006	35
198883	ADM	11-Jan-2023	2080 MEDIA INC.	Original Account Number for this Line 0200-450-0000-004-00-00-54220	76
198884	ADM	11-Jan-2023	21ST CENTURY ELOC	*****	49
198886	ADM	11-Jan-2023	A. SIMON & SONS,	*****	70

Edit Workfile

1-Edit List 8-Step Menu

Remove Workfile PO

Edit List	PO Date	4 Vendor Name	5 Exp
197504	01-Jul-		1000-301-0000-000-
197714	01-Jul-		*****
197909	01-Jul-		1000-301-0000-000-
197983	01-Jul-		1000-301-0000-000-
197984	01-Jul-		1000-301-0000-000-
197996	01-Jul-		1000-301-0000-000-
197997	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

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

6 Chq All

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

PO Rollover Verification Listing



3185-POROLVERLST.REP

Page 1

Town of Admins
Verification Listing

PO#	PO Date	G/L Account Number	Original Amount	Remaining Balance	Method
230002	01-Jul-2023	1000-000-0000-000-00-00-52003	18450.00	18450.00	Fwd Adj Appr

230003	01-Jul-2023	1000-300-2800-688-09-00-54160	716.42	716.42	Liquidate
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230004	01-Jul-2023	1000-000-0000-000-00-00-52003	600.00	600.00	Fwd No Adj
230005	01-Jul-2023	6810-000-2430-405-05-00-54160	3395.04	3395.04	Fwd No Adj

230006	01-Jul-2023	0200-000-0000-000-00-00-52003	212.70	212.70	Fwd Adj Appr
230007	01-Jul-2023	0400-000-0000-000-00-00-52003	13634.06	13634.06	Fwd Adj Appr

*** Grand Total ***

37008.22 37008.22

Choosing option "I" for Ignore



PO 198345 Before - Option "I" to Ignore

Account Balance Inquiry - Period Breakdown

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

	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 **2024** Account Number **0200-000-0000-000-00-00-52003** Description PO ROLLOVER FROM PRIOR YEARS

	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance	
Actuals							1 Txn History
Work In Progress							2 In Process
							3-SumAccts

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

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

	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance	
Actuals		212.70	212.70				1 Txn History
Work In Progress							2 In Process
							3-SumAccts

Type Expenditure
 Sub Type Posting
 Status Active
 Fund Status Active
 Last Trx in FY 01-Jul-2023

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 Adj	Encumbrance	Debits	Credits	Remaining Balance	
Actuals						1 Txn History
Work In Progress						2 In Process
						3-SumAccts

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 Adj	Encumbrance	Debits	Credits	Remaining Balance	
Actuals		3395.04			-3395.04	1 Txn History
Work In Progress						2 In Process
					-3395.04	3-SumAccts

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

Li	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

FY	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 – Method “N”



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

The screenshot displays a software interface for a Purchase Order (PO) query. The main window is titled "PO Query - Posted" and shows details for PO # 230004. The PO is dated 01-Jul-2023 for FY 2024, with a Type Code of R (Regular) and an Original PO of 21-Apr-2023. The vendor is MA ASSOC SCHOOL SUPTS, located at 209 BURLINGTON RD, SUITE 113, BEDFORD, MA 01730-0000. The PO is for a Superintendent's Office, with an expected amount of 600.00. A button labeled "J Internal Notes" is highlighted, and a callout box points to it. The internal notes window is open, showing a message: "PO rolled over on 02-May-2023 by THERESA Date changed from 2023 to 2024 Account was changed from 1000-301-0000-000-00-00-52085 to 1000-000-0000-000-00-00-52003 PO amount = 600.00 Used Rollover Method N".

PO # 230004

Vendor Code 000246 01
MA ASSOC SCHOOL SUPTS
209 BURLINGTON RD
SUITE 113
BEDFORD
MA 01730-0000

PO Date 01-Jul-2023 FY 2024
Type Code R Regular
Original PO 21-Apr-2023

Deliver To 8 SUPERINTENDENT'S OFFICE
Invoice To 14 ADMINS BUSINESS OFFICE

1 Delivery Notes
No text available

J Internal Notes
PO rolled over on 02-May-2023 by THERESA

Expected Amt 600.00

Ext Amount 600.00 Retained Balance 600.00

Internal Notes for PO# 230004 *** Read Only ***
PO rolled over on 02-May-2023 by THERESA Date changed from 2023 to 2024
Account was changed from 1000-301-0000-000-00-00-52085 to 1000-000-0000-000-00-00-52003 PO amount = 600.00 Used Rollover Method N

Post to the General Ledger



Showing All

Transaction History

- Goto...
- Actions
- 6 Drill Down
- 7 Acct Bal Inquiry
- 8 Excel
- 9 Excel By Date

Reference#	FY	Posting#	User Batch#
195983	2023	8887103	8887103

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

Trx Date	Account Number	Line	GL#	TrxCode	Amount	Type	Display - Transaction Desc
01-Jul-2022	0200-000-0000-000-00-00-38200	1	1	PO09	422,11	CR	PO Roll Over to New FY
01-Jul-2022	0200-000-0000-000-00-00-39200	1	1	PO09	422,11	DR	PO Roll Over to New FY
01-Jul-2022	0200-950-0000-000-00-00-70006	1	1	PO09	422,11	EN	PO Roll Over to New FY
01-Jul-2022	0200-950-0000-000-00-00-70006	1	1	PO09	422,11	BA	PO Roll Over to New FY

View All Purchase Orders

Vouchers												
2 PO#	3 DeptCode	4 PODate	5 EntryUser	6 Vendor Name	Year	DelvAdd	InvAddr	Posted	InPrg	Chgs	Status	PO Balance
230007	HVMA	01-Jul-2023	THERESA	NEW HORIZON COMMUNICATIONS	2024	HVMA	HVMA			1	Open	13634.06
230006	ADM	01-Jul-2023	THERESA	A. SIMON & SONS, INC	2024	10	10			1	Open	212.70
230005	ADM	01-Jul-2023	THERESA	THERAPRO INC	2024	10	10			1	Open	3395.04
230004	SUPT_OFF	01-Jul-2023	THERESA	MA ASSOC SCHOOL SUPTS	2024	8	8			1	Open	600.00
230002	TECHNOLOGY	01-Jul-2023	THERESA	MCGRAW-HILL EDUCATION, INC.	2024	6	6			1	Open	18450.00

- 4 PODate
- 01-Jul-2023
 - 01-Jul-2023
 - 01-Jul-2023
 - 01-Jul-2023
 - 01-Jul-2023

- Year
- 2024
 - 2024
 - 2024
 - 2024



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 menu item 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 230000
New Year PO# will start with 240000

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 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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