AUC Financial Management

PO Rollovers
FY19 to FY20

https://global.gotomeeting.com/join/233531077

United States: +1 (646) 749-3122

- One-touch: tel:+16467493122,,233531077#

Access Code: 233-531-077

Wednesday, June 5, 2019

at 10:00AM

Presented by Theresa Campbell

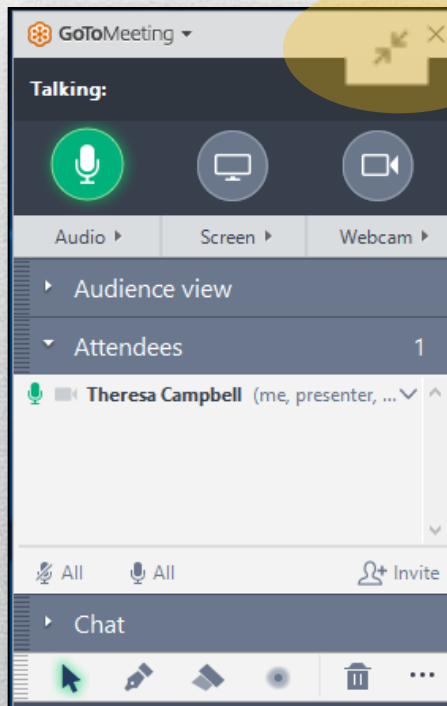*Please MUTE your phone after joining the conference call.*

Thanks!

Tips for GoToMeeting [#1]

To make the control panel smaller and use less space on your desktop, click the FACING ARROWS

**To enlarge/restore the control panel, click the OPPOSING ARROWS**

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Tips for GoToMeeting [#2, #3]

To send a question to the Organizer: Open the CHAT window, type your question and send it to the Organizer

To MUTE yourself, click the Microphone alongside your name. This will eliminate distracting background noise.

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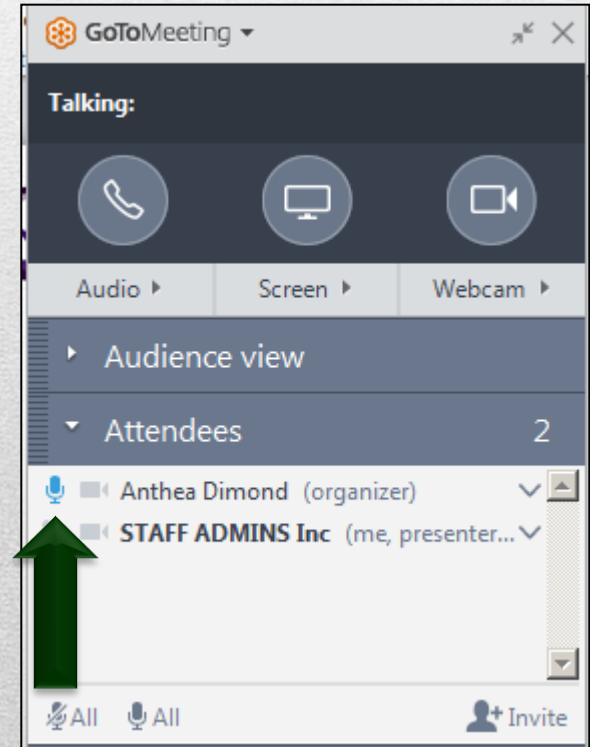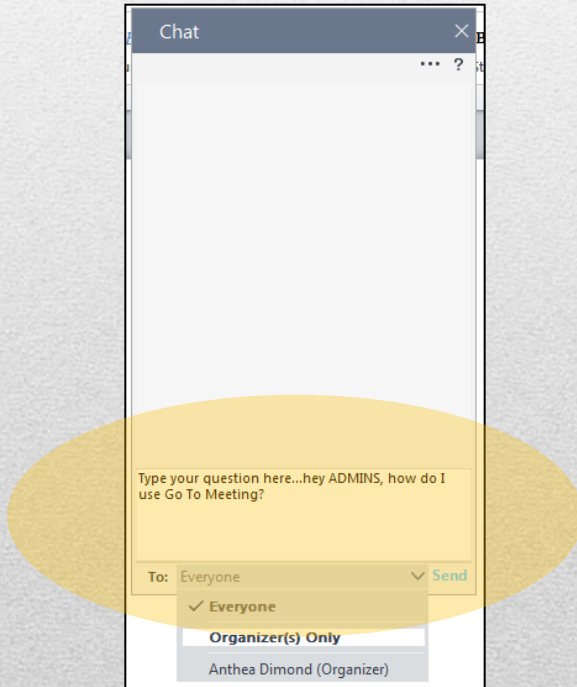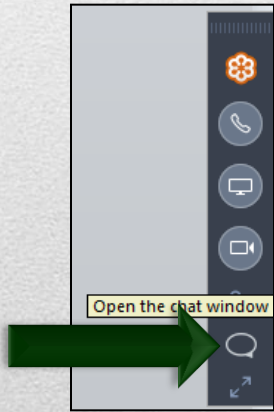
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Agenda

- **Where do I begin?**

- **How do I roll PO's?**

- **What rollover options are available?**

- **What setup do I need to complete?**

- **Try this in the TRAINING account first!**

  - Email support@admins.com to request that the training account be refreshed with current data the day before practicing in the training area

Help Reference Library

Purchasing ▶ Help Reference Library ▶ Year End Processing has documentation.
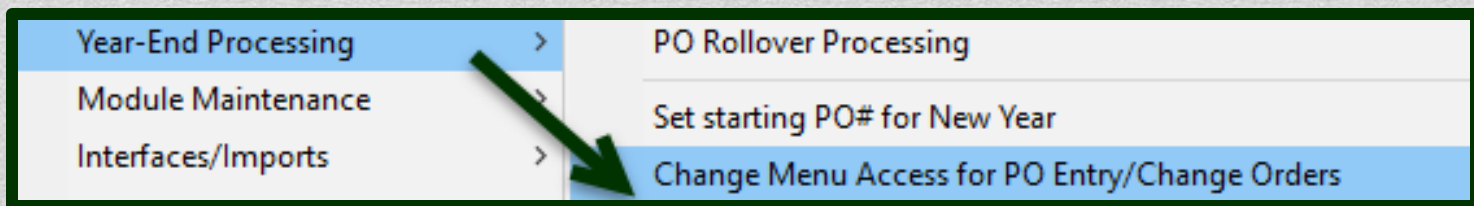

Purchasing Help Reference Library

Reference Card	View	Send	
--------- FISCAL YEAR END PROCESSING ---------			
PO-740 Set Starting Purchase Order Number ④	View	Email	
PO-750 Fiscal Year End – Checklist	View	Email	
PO-760 PO Rollover ①	View	Email	
PO-770 Email Open PO Listings to Departments ②	View	Email	
PO-780 PO Rollovers – PowerPoint Overview	View	Email	
PO-790 Turn off Access to Purchase Orders ③	View	Email	

SYUSRHLPPO

Disable PO Access

- **"All or nothing" method to quickly disable access to Purchase Orders**

- **Works for both purchase orders and change orders**

- **Review the document _PO-790 Turn off Access to Purchase Orders_ in the Help Reference Library**

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

Balance Open Purchase Orders

- *Post* All Transactions

- **Compare Reports**

1610 - Trial Balance

1613 - Expenditure Summary

3624 - PO Balances by GL#

POs Charged to Non-Expenditure Accounts

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 PO's with Amount at least + xx	Sample	Run	
3917-Posted Purchase Orders Tagged for Fixed Assets	Sample	Run	
3632-Deleted PO's	Sample	Run	

APPOLIBPO

Run this report to identify those purchase orders.
Select Purchase Orders ▶ Report Library ▶
3665-Purchase Orders Chgd to Non-Expenditure Accounts

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POs Charged to Non-Expense Accounts Report

Process Flow – Steps Menu

How Does It Work?

FY 2019 [6 POs]

FY 2020   [3 POs]

PO 123
PO 154
PO 198
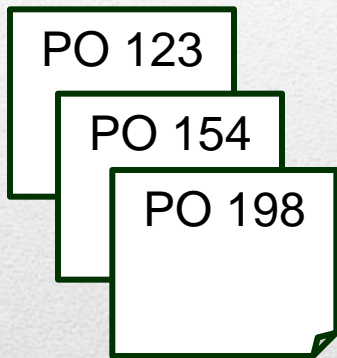
Roll Forward from FY19 to FY20

PO 123
PO 154
PO 198
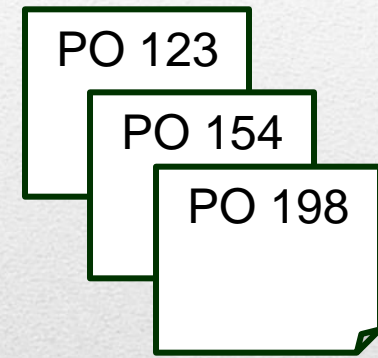
Various Dates within FY 19

All Dated July 1, 2019 (first day of the new Fiscal Year)

PO 201
PO 325
PO 455
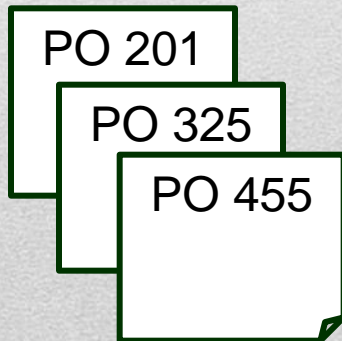
Liquidate in FY 19

POs were liquidated in FY19 and did not roll to FY20

Rollover Methods

Ignore **(I)**	The PO was brought into the work file; ignore it for now and it will be addressed later.	
Liquidate **(L)**	Cancel the PO in FY19	**FY19** Relieve Encumbrance & Close PO **RY20**: No impact
Roll, Adj Bud **(A)**	Roll the PO Forward and process a Budget Adjustment against the account	**FY19**: No impact **FY20**: Increase Encumbrance on "to" account **FY20**: Increase Appropriation on "to" account#
Roll, No Adj Bud **(N)**	Roll the PO Forward and encumber the Funds in FY 19	**FY19**: No impact **FY20**: Increase Encumbrance on "to" account#

Edit Workfile – Choose Methods

Budget Implications-Option "A"

Budget Implications-Option "N"

Liquidations – (Option "L")

```
3181-POROLPOSTLIQ.REP           Printed 20-May-2019 at 14:07:07 by THERESA        Page 1
                                        Town of Admins
                                   PO Rollover Liquidation List

=====================  ==================================  ==================================
    PO#: 190138        Vendor:        -                    Liquidation Date: 30-Jun-2019
PO Date: 23-Jul-2018              ERIC ARMIN INC.              GL Batch #: 8869723
=====================  ==================================  ==================================


-----  ----  ---------------------------------------------------------------  ------------------
Line  GL#  Account and Description                                            Encumbrance Relief
-----  ----  ---------------------------------------------------------------  ------------------
1     Balance with Mass
      1    1000-300-2300-611-03-00-54160 MATH ED MAT-SOUTH                                  1.22

Liquidation Notes:
=====================  ==================================  ==================================
    PO#: 190139        Vendor:        -                    Liquidation Date: 30-Jun-2019
PO Date: 23-Jul-2018           REALLY GOOD STUFF, INC.         GL Batch #: 8869723
=====================  ==================================  ==================================


-----  ----  ---------------------------------------------------------------  ------------------
Line  GL#  Account and Description                                            Encumbrance Relief
-----  ----  ---------------------------------------------------------------  ------------------
1     157609 - Look How we Fit Toget
      1    1000-300-2300-611-03-00-54160 MATH ED MAT-SOUTH

2     164077 - 3D Growth Mindest Ref
      1    1000-300-2300-611-03-00-54160 MATH ED MAT-SOUTH                                 10.74

Liquidation Notes:
=====================  ==================================  ==================================
    PO#: 190141        Vendor:        -                    Liquidation Date: 30-Jun-2019
PO Date: 23-Jul-2018              MUSIC K-8                     GL Batch #: 8869723
=====================  ==================================  ==================================
```

Accounting Options by Fund

KEEP ACCOUNT#

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

Line 7 in the new FY Control Account table would be all "wildcards".

Maintain General Ledger Controls

FY	Fund	Description		Fund Status	
2020	6470	GIFTS - SCHOOL		OPEN	3-Clear All

	Line	Account Number	Description
PO Rollover	7	****-***-****-***-**-**-*****	---7 PO Rollover

CHANGE ACCOUNT#

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

Maintain General Ledger Controls

FY	Fund	Description		Fund Status	
2020	1000	GENERAL FUND		OPEN	3-Clear All

	Line	Account Number	Description
PO Rollover	7	1000-301-0000-000-00-00-52085	SCHOOL PRIOR YEAR EXPENSES

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.

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

Examples – Before and After

Roll, Retain Account#   **Roll, Change Fund#**

Post to the General Ledger

PO Internal Notes Tell the Story

Purchase Orders → Queries → Details → Select PO #190642; click on the [J Internal Notes] button

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!
- **Can I do this before creating the chart for the New Fiscal Year?**
  - No. The "roll to" accounts must exist before you can complete this process.
- **Can I mix and match my accounting method?**
  - Yes. Some PO's may be rolled and RETAIN their account# while other may roll into new account #'s.
    - Based on Fund Control Accounts or Control Accounts by Account where applicable.
- **Can a PO be "unrolled" once it is rolled forward?**
  - No.
- **Will POs in progress (i.e., needing approval, etc.,) in the current fiscal year hold up the rollover process?**
  - Yes and No. The ones in progress (with open vouchers, in change order status or awaiting approval) are ignored in the rollover process. Once activity is posted the current fiscal year, roll any remaining POs.

What's Next?

- **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 <u>all</u> PO's**
  - Run up to Select POs for Processing, resolve errors
  - Restart process to **release locks** on the current fiscal year POs

Set Starting Purchase Order

- **Super users may set the starting purchase order number for the fiscal year**
- **If your site has a special situation, let us know and we can assist**

Purchase Orders
- Purchase Order Entry ▶
- Change Orders ▶
- AP/PO Dashboard
- Liquidate Purchase Orders
- Vendors ▶
- Commodity Items ▶
- Bids ▶
- Contracts ▶
- Queries ▶
- Reports ▶
- Tables ▶
- Year-End Processing ▶ → PO Rollover Processing / Set starting PO# for New Year / Change Menu Access for PO Entry/Change Orders
- Module Maintenance ▶
- Interfaces/Imports ▶
- Site Specific ▶
- Help Reference Library

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 190000
New Year PO# will start with 200000

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

[Yes]   [No]

PO–740 Set Starting Purchase Order Number

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To Summarize

- ✓ **Balance Open PO's (by fund)**

- ✓ **Identify POs to LIQUIDATE vs. ROLL**

- ✓ **Create FY20 Chart**

- ✓ **Create new accounts in FY20 (if needed)**

- ✓ **Update FY20 CONTROL ACCOUNT rules**

- ✓ **Begin to Roll Pos**

- ✓ **Complete the process and optionally set the starting PO # for the new fiscal year**

Questions?