

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.***

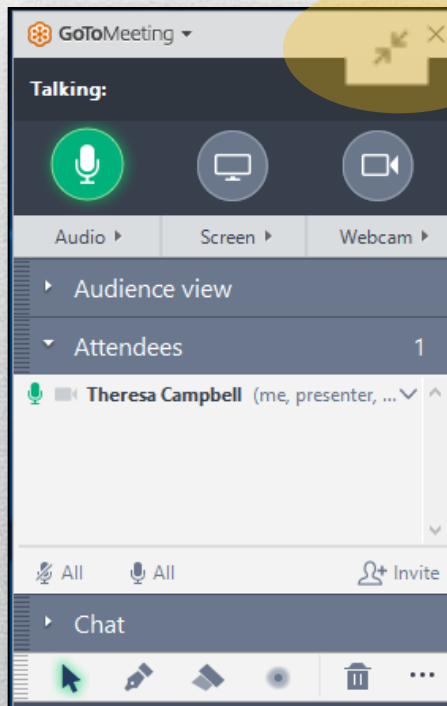
Thanks!

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**

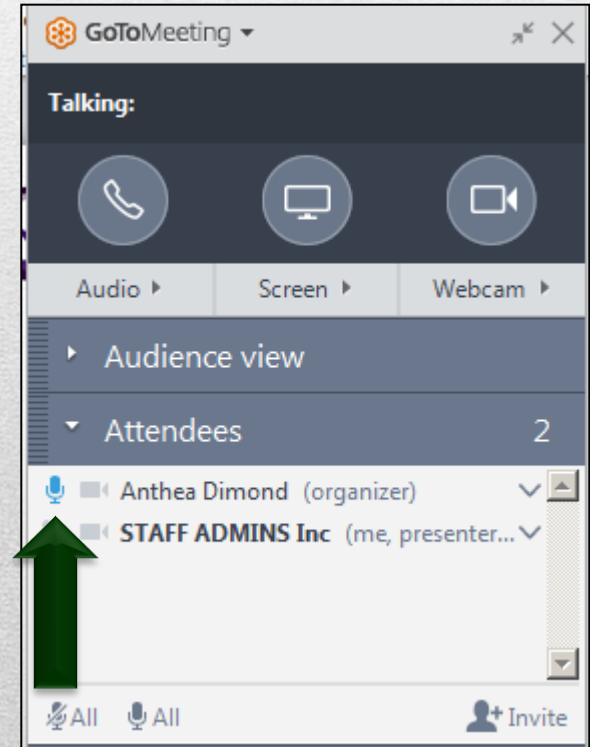
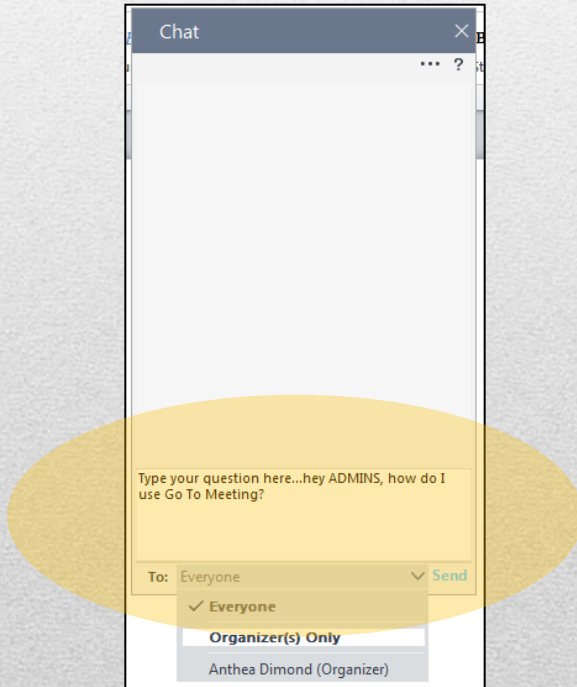
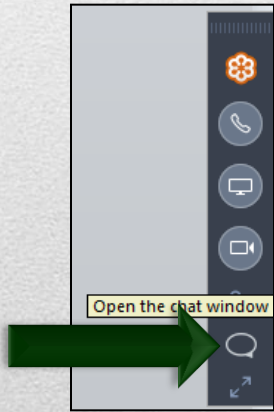


Tips for GoToMeeting [#2, #3]



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.



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

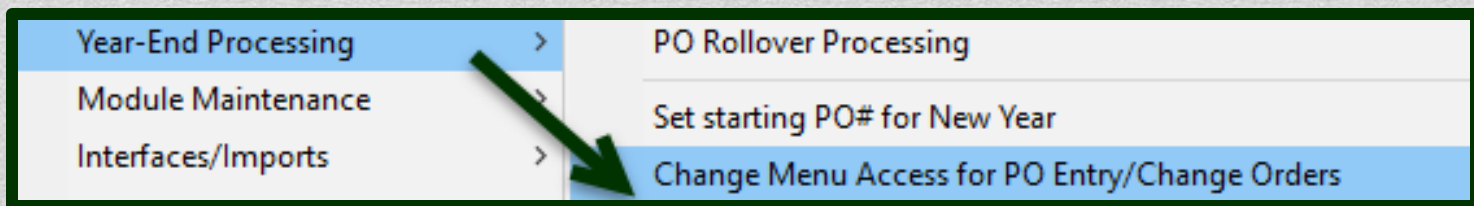
Reference Card	View	Send	
----- FISCAL YEAR END PROCESSING -----			^
PO-740 Set Starting Purchase Order Number 4	View	Email	
PO-750 Fiscal Year End - Checklist	View	Email	
PO-760 PO Rollover 1	View	Email	
PO-770 Email Open PO Listings to Departments 2	View	Email	
PO-780 PO Rollovers - PowerPoint Overview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

SYUSRHLPP0

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



Balance Open Purchase Orders



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	(343,725.51)	(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

■ *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	
			v

APPOLIBPO

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

POs Charged to Non-Expense Accounts Report



TedRE - PO_Vou_Non_Expnd_THERESA[1].lis

File Edit Format Options

Courier New 9 B I U

3665-POPORNONEXP.REP Printed 30-May-2019 at 15:28:15 by THERESA Page 1

Town of Admins
Purchase Orders Chgd to Non - Expenditure Accounts

PO#	PO Date	Vendor#	Name	Type	Department	GL#	Account	Amount	Type
19049		014251		R	SCHOOL	1	2900-000-0000-000-00-00-20115 SCHOOL ENCUMBRANCES-EXPEN	500.00	Liability
19117		014016		R	SCHOOL	1	1000-000-0000-000-00-00-20115 SCHOOL ENCUMBRANCES-EXPEN	2716.50	Liability
25913		000220		R	SCHOOL	1	1000-000-0000-000-00-00-20115 SCHOOL ENCUMBRANCES-EXPEN	8.95	Liability
27975		008947		R	KEOUGH	1	1000-000-0000-000-00-00-20115 SCHOOL ENCUMBRANCES-EXPEN	1.00	Liability
46599		010852		R	HIGHSCHOOL	1	2310-000-2250-406-10-00-54085 NON INSTRUCTIONAL TECHNOL	5499.18	Revenue
*** Grand Total ***								9,150.38	

Selection Legend:

Process Flow – Steps Menu



Purchase Orders

- Purchase Order Entry >
- Change Orders >
- AP/PO Dashboard
- Liquidate Purchase Orders
- Vendors >
- Commodity Items >
- Bids >
- Contracts >
- Queries >
- Reports >
- Tables >
- Year-End Processing >
- Module Maintenance >
- Interfaces/Imports >

- PO Rollover Processing
- Set starting PO# for New Year
- Change Menu Access for PO Entry/Change Orders

PO Rollover Processing

Description	Date
Verify Tables	08-Apr-2019
Restart Process	
Email Open PO Listings	
Select Purchase Orders for Processing	01-Mar-2019
Edit Workfile	
Pre - Posting Verification	
Post Rollovers	

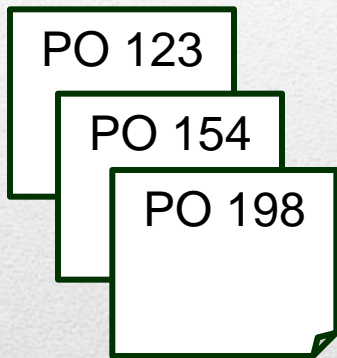
POROLOVR-All Users

How Does It Work?

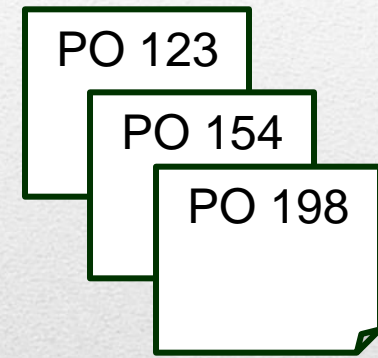


FY 2019 [6 POs]

FY 2020 [3 POs]

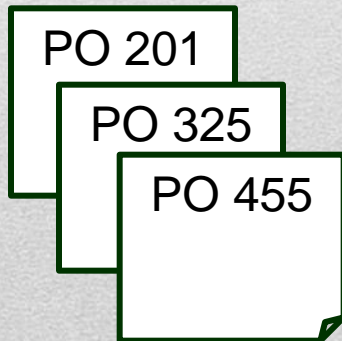


Roll Forward from FY19 to FY20



Various Dates within FY 19

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



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 FY20: 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



Edit Workfile

New PO Date 01-

Goto...
Actions

1-Edit List 8-Step Menu

2 PO# V	3 DeptCode	PO Date	4 Vendor Name	5 Expand/Collapse	
190002	SCHOOL	05-Jul-2018	WILSON LANGUAGE TRAINING CORP	1000-301-0000-000-00-00-52085	
190003	SCHOOL	05-Jul-2018	WILSON LANGUAGE TRAINING CORP	1000-301-0000-000-00-00-52085	
190003	SCHOOL	05-Jul-2018	WILSON LANGUAGE TRAINING CORP	1000-301-0000-000-00-00-52085	
190003	SCHOOL	05-Jul-2018	WILSON LANGUAGE TRAINING CORP	1000-301-0000-000-00-00-52085	
190008	SCHOOL	05-Jul-2018	WILSON LANGUAGE TRAINING CORP	1000-301-0000-000-00-00-52085	
190008	SCHOOL	05-Jul-2018	WILSON LANGUAGE TRAINING CORP	1000-301-0000-000-00-00-52085	
190016	SCHOOL	05-Jul-2018	WILSON LANGUAGE TRAINING CORP	1000-301-0000-000-00-00-52085	
190017	SCHOOL	05-Jul-2018	WILSON LANGUAGE TRAINING CORP	1000-301-0000-000-00-00-52085	
190018	SCHOOL	05-Jul-2018	WILSON LANGUAGE TRAINING CORP	1000-301-0000-000-00-00-52085	
190022	SCHOOL	05-Jul-2018	WILSON LANGUAGE TRAINING CORP	1000-301-0000-000-00-00-52085	
190022	SCHOOL	05-Jul-2018	WILSON LANGUAGE TRAINING CORP	1000-301-0000-000-00-00-52085	
190022	SCHOOL	05-Jul-2018	WILSON LANGUAGE TRAINING CORP	1000-301-0000-000-00-00-52085	
190022	SCHOOL	05-Jul-2018	WILSON LANGUAGE TRAINING CORP	1000-301-0000-000-00-00-52085	
190028	SCHOOL	05-Jul-2018	WILSON LANGUAGE TRAINING CORP	1000-301-0000-000-00-00-52085	

***** Method *****

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

6 Chg All

[AUC] 3170-Edit Workfile [theresa] X

Apply Rollover Method to All POs

Required: Enter Rollover Method

Ready UP

Budget Implications-Option "A"



Account Balance Inquiry

Goto...
Actions

FY **Account Number** Description
2020 2310-000-3200-000-10-00-54160 MED/NURSE SUPPLIES-BECP

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

Actuals	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Work In Progress						

1 Txn History
2 In Process
3-Sum Accts

-- Added 05-Feb-

1

GL Transactions to Post

All Trx Codes are PO

Goto...
Actions

FY **Account Number** Type Status
2020 2310-000-3200-000-10-00-54160 MED/NURSE SUPPLIES-BECP Expenditure Active
Sub-Type Posting Fund Status Active

Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance

Trx Date	Post Date	Line	GL#	Reference#	TrxCod	User Batch	Posting#	Amount	Type
01-Jul-2019	20-May-2019	1	1	190445	P009	8869724	8869724	1014,84	EN
01-Jul-2019	20-May-2019	1	1	190445	P009	8869724	8869724	1014,84	BA

View By
1 Account
2 GL Batch
3 User Batch

2

Account Balance Inquiry

Goto...
Actions

FY **Account Number** Description
2020 2310-000-3200-000-10-00-54160 MED/NURSE SUPPLIES-BECP

Type Expenditure
Sub Type Posting
Status Active
Fund Status Active
Last Trx in FY 01-Jul-2019

Actuals	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Work In Progress		1014,84	1014,84			

1 Txn History
2 In Process
3-Sum Accts

3

Budget Implications-Option “N”



Account Balance Inquiry

Goto...

Actions

FY **Account Number** **Description**

6470-000-2430-405-07-00-54160 GENERAL SUPPLIES - KMA

Type Expenditure

Sub Type Posting

Status Active

Fund Status Active

Last Trx in FY

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

Line Detail for General Ledger Batch 8,869,725

UserBch#	Ref#	Line	GLLn	TrxDate	Account#	Amount	GLCode	Type	SubTyp	Tof
8869725	190642	1	1	01-Jul-2019	6470-000-0000-000-00-38200	300.00	P009	CR		
8869725	190642	1	1	01-Jul-2019	6470-000-0000-000-00-39200	300.00	P009	DR		
8869725	190642	1	1	01-Jul-2019	6470-000-2430-405-07-00-54160	300.00	P009	EN		
Ref# Total:						900.00				

Account Balance Inquiry

Goto...

Actions

FY **Account Number** **Description**

2020 6470-000-2430-405-07-00-54160 GENERAL SUPPLIES - KMA

Type Expenditure

Sub Type Posting

Status Active

Fund Status Active

Last Trx in FY 01-Jul-2019

	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance	
Actuals			300.00			-300.00	1 Txn History
Work In Progress						-300.00	2 In Process
							3 Sum Accts

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	3-Clear All
2020	6470	GIFTS - SCHOOL	OPEN	
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.

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.

Maintain General Ledger Controls				
FY	Fund	Description	Fund Status	3-Clear All
2020	1000	GENERAL FUND	OPEN	
Line Account Number Description				
PO Rollover	7	1000-301-0000-000-00-52085	SCHOOL PRIOR YEAR EXPENSES	

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#

Line Item	Qty	UOM	Item Description	FA	Price
1			Contracted Cleaning Services for the 2nd Year of 3 year contract		140931,000
<input type="button" value="Split"/> 0064-650-650-0000-5293-0000 CUSTODIAL SERVI					

Qty	UOM	Item Description	FA	Price
		Nursing Services for Town of Concord		3800,0000
0001-180-510-0522-5306-0000 MEDICALHOSPITAL \$				

PO Rollover	7	****-***-***-***-***-***-***-***
-------------	---	----------------------------------

PO Rollover	7	0002-***-***-***-***-***-***-***
-------------	---	----------------------------------

Line Item	Qty	UOM	Item Description	FA	Price
1			Contracted Cleaning Services for the 2nd Year of 3 year contract		140931,000
<input type="button" value="Split"/> 0064-650-650-0000-5293-0000 CUSTODIAL SERVI					

Qty	UOM	Item Description	FA	Price
		Nursing Services for Town of Concord		3800,0000
0002-180-510-0522-5306-0000 MEDICALHOSPITAL \$				

Post to the General Ledger



Post GL Transactions

Goto... 1 Select All 2 Deselect All 3 Edit List 4 Post to GL

Actions

Sel	Year	GL Batch	Original Bal	Debits	Credits	Adjustments	Encumbrance	Entered By	Type	Details	Locked By	
<input checked="" type="checkbox"/>	2020	8869722		5435,88	5435,88	3131,40	5435,88	THERESA	PO Roll Over to N	Lines		
<input checked="" type="checkbox"/>	2019	8869723		1345,27	1345,27		-1345,27	THERESA	PO Liquidation fr	Lines		
<input checked="" type="checkbox"/>	2019	8869721		355,00	355,00		-355,00	THERESA	PO Liquidation fr	Lines		

Account Balance Inquiry

Goto... 1 Txn History 2 In Process 3-Sum Accts

Actions

FY	Account Number	Description	Type	Sub Type	Status	Fund Status	Last Trx in FY
2019	6470-000-2430-405-07-00-54160	GENERAL SUPPLIES - KMA	Expenditure	Posting	Active	Active	27-Nov-2018

Actuals	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Work In Progress			348,00			-348,00
						-348,00

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		
191158	TOWN	01-Jul-2019	THERESA	CUMMINS NORTHEAST, INC.	2020	1	1				Entry Began	184776,00		
190642	PRIMAVERA	01-Jul-2019		DEMOLAS SUPERMARKETS, INC	2020	7	14			2	Open	300,00		
190579	DISTRICT	01-Jul-2019		EVERSOURCE	2020	14	14	5		1	Open	48129,28		
190445	PRESCHOOL	01-Jul-2019		SCHOOL HEALTH CORPORATION	2020	10	14			1	Open	1014,84		
190276	DISTRICT	01-Jul-2019		M D STETSON INC	2020	14	14	1		3	Open	6078,23		
190110	SCHOOL	01-Jul-2019		ACCD BRANDS	2020	6	14	1		1	Open	21,52		
190109	SCHOOL	01-Jul-2019		W.B. MASON CO. INC.	2020		14			1	Open	259,96		
	SCHOOL			CON EDUCATION								2,40		

PO Internal Notes Tell the Story



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

The screenshot shows a software application window titled "[AUC] 3014-PO Query - Posted [theresa]". The main content area displays "PO Query - Posted" for PO # 190642. The interface includes a menu bar (File, Edit, Ledgers, Purchase Orders, Accounts Payable, Fixed Assets, Human Resources, Budget, Collections, Tax, Motor Excise, Misc Billing, System, Favorites, Help) and a toolbar. The main content area has a "Goto..." button, "Actions", and a "Via Email" checkbox. The PO details are as follows:

Field	Value
Vendor Code	002250 02
Vendor Name	DEMOULAS SUPERMARKETS, INC
Address	MARKET BASKET 875 EAST STREET ATTN: CASH MANAGEMENT DEPT TENKSBRURY
Dept Code	PRIMAVERA PRIMAVERA CENTE
PO Date	01-Jul-2019 FY 2020
Type Code	R Regular
Original PO	14-Sep-2018
Ship To Atte	

The "Internal Notes for PO# 190642 *** Read Only ***" window is open, showing the following text:

PO rolled over on 20-May-2019 by THERESA Date changed from 14-Sep-2018 to 01-Jul-2019 FY changed from 2019 to 2020 Account was changed from 6470-000-2430-405-07-00-54160 to 6470-000-2430-405-07-00-54160 At rollover PO amount = 300.00 Used Rollover Method N

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 all 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

The image shows a screenshot of a software interface. On the left is a 'Purchase Orders' menu with the following items: Purchase Order Entry, Change Orders, AP/PO Dashboard, Liquidate Purchase Orders, Vendors, Commodity Items, Bids, Contracts, Queries, Reports, Tables, Year-End Processing (highlighted), Module Maintenance, Interfaces/Imports, Site Specific, and Help Reference Library. A green arrow points from the 'Year-End Processing' menu item to a dialog box titled 'Set Starting PO# for New Year'. The dialog box contains the following text: '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'. Below this text is a box with two lines: 'Current Year PO# start with 190000' and 'New Year PO# will start with 200000'. Below that is another box with two lines: 'Click YES to update starting PO#' and 'Click NO to cancel and do not update starting PO#'. At the bottom right of the dialog box are two buttons: 'Yes' and 'No'. A green arrow points from the 'Set starting PO# for New Year' option in the menu to the 'Yes' button in the dialog box.

PO-740 Set Starting Purchase Order Number

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?

