

AUC Financial Management



PO Rollovers FY20 to FY21

<https://global.gotomeeting.com/join/648755725>

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- One-touch: [tel:+17865353211,,648755725#](tel:+17865353211,648755725#)

Access Code: 233-531-077

**Wednesday, June 10, 2020
at 10:00AM**

Presented by Theresa Campbell

ADMINS Town of Admins
219 Lewis Wharf
Boston, MA 02001
Phone: 617.494.5100
Fax: 617.494.5100
Tax Exempt#: 011-011-011

Purchase Order 191183
Please include this purchase order number on all correspondence. Page 1 of 1
PO Date: 01-Nov-2019

VENDOR COPY

Ship To: TOWN OF ADMINS
219 LEWIS WHARF
ATLANTIC AVENUE
BOSTON, MA 02110-0000

Bill To: TOWN OF ADMINS
219 LEWIS WHARF
ATLANTIC AVENUE
BOSTON, MA 02110-0000

STAPLES
DEPT 10-00712916
P.O. BOX 70235
CHICAGO, IL 60673-0235

Qty	Unit	Item # / Description	Unit Price	Weight	Other	Line Total
1		0005 P Line # 1 0100-000-0000-000-00-00-0-0-0-0 TRASH-BUSCELLANEOUS EXPENSES	\$100.00	\$0.00	\$0.00	\$100.00

PO 191183 Total: **\$100.00**

Internal Use Only
Dist Group: IHS
PO Type: R
Fiscal Year: 2020
Entered By: THERESA_CAMPBELL

Town of Admins, USA is an equal opportunity employer.

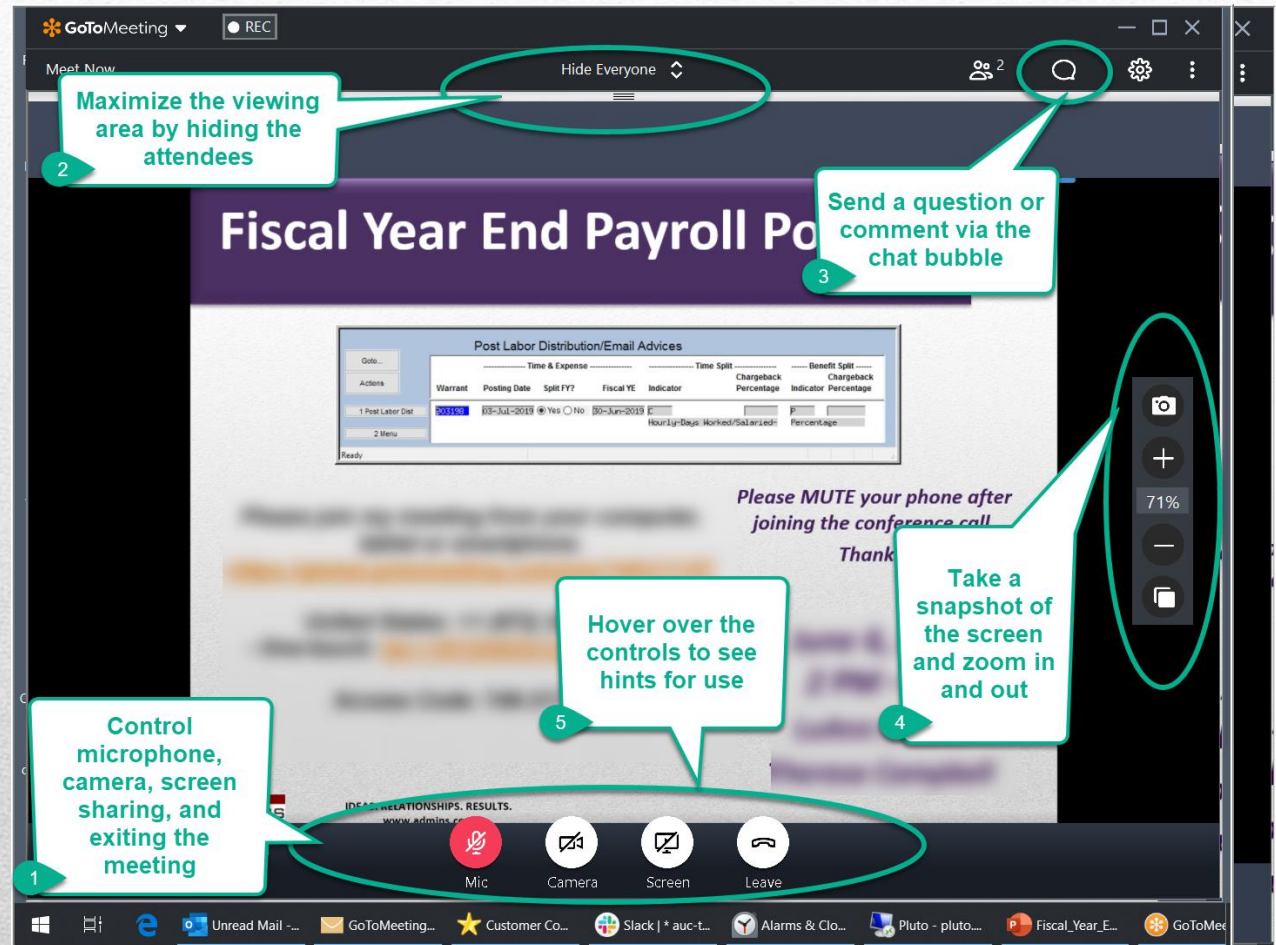
**Please MUTE your
phone after joining the
conference call.**

Thanks!

Tips for GoToMeeting



1. Controls appear and dissolve
2. Slider resizes the viewing canvas versus the attendee area
3. Chat bubble for questions
4. Camera and zoom controls
5. Hovertext



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

Purchasing Help Reference Library

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

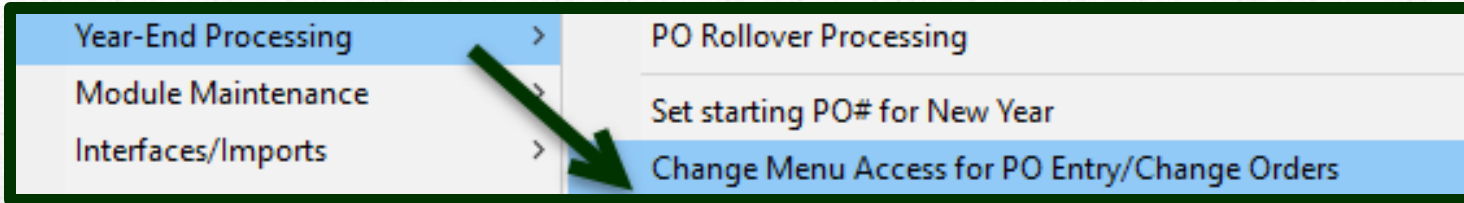
1

4

2

3

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



- 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	(343,716.51)	(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



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 Charged to Non-Expenditure Accounts

POs Charged to Non-Expense Accounts Report



TedRE - PO_Vou_Non_Expnd_THERESA[1].lis

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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



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

PO Rollover Processing

Description

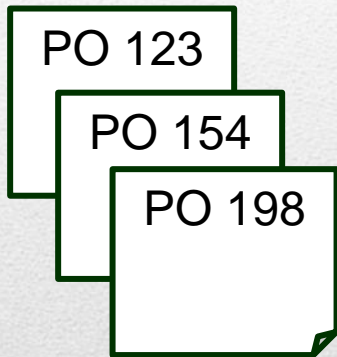
Verify Tables
Restart Process
Email Open PO Listings
Select Purchase Orders for Processing
Edit Workfile
Pre - Posting Verification
Post Rollovers

How Does It Work?

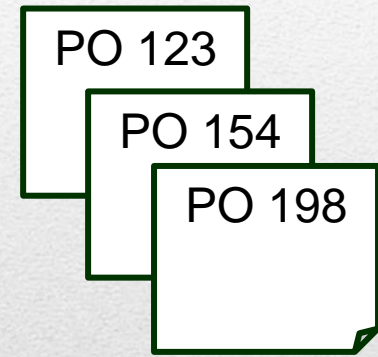


FY 2020 [6 POs]

FY 2021 [3 POs]

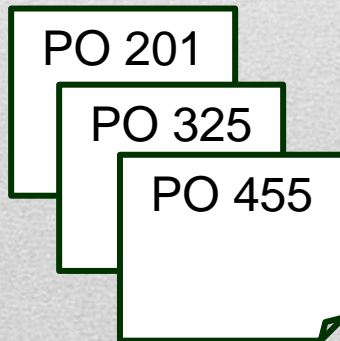


Roll Forward from FY20 to FY21



Various Dates within FY 19

All Dated July 1, 2020 (first day of the new Fiscal Year)



Liquidate in FY 20



POs were liquidated in FY20 and do not roll to FY21

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 FY20	FY20 Relieve Encumbrance & Close PO FY21 : No impact
Roll, Adj Bud (A)	Roll the PO Forward and process a Budget Adjustment against the account	FY20 : No impact FY21 : Increase Encumbrance on “to” account FY21 : Increase Appropriation on “to” account#
Roll, No Adj Bud (N)	Roll the PO Forward and encumber the Funds in FY 19	FY20 : No impact FY21 : Increase Encumbrance on “to” account#

Edit Workfile – Choose Methods



[AUC] 3170-Edit Workfile [theresa]

Edit Workfile

Goto... New PO Date 01-Jul-2020

Actions 1-Edit List 8-Step Menu

2 PO# V	3 DeptCode	PO Date	4 Vendor Name	5 Expand/Collapse	Remaining \$	6 Chq All
191182	TOWN	30-Oct-2019	DEMOULAS SUPERMARKETS, INC	1000-301-0000-000-00-00-52085	300.00	● I ○ A ○ L ○ N
191185	HIGHSCHOOL	18-Mar-2020	HRBITER PAY TRUST	*****	42000.00	○ I ○ A ○ L ○ N
191186	SCHOOL	18-Mar-2020	BLACKET VAL SUPT, COLLAB.	*****	30000.00	○ I ○ A ○ L ○ N
191187	TOWN	18-Mar-2020	STAPLES CREDIT PLAN	1000-301-0000-000-00-00-52085	1500.00	○ I ○ A ○ L ○ N
191188	TOWN	18-Mar-2020	ADRIEN MARCET	1000-301-0000-000-00-00-52085	25.00	○ I ○ A ○ L ○ N
191189	DISTRICT	18-Mar-2020	M D STETSON INC	*****	6852.53	○ I ○ A ○ L ○ N
191189	DISTRICT	18-Mar-2020	M D STETSON INC	0000-000-0000-000-00-00-00000		○ I ○ A ○ L ○ N
191189	DISTRICT	18-Mar-2020	M D STETSON INC	0000-000-0000-000-00-00-00000		○ I ○ A ○ L ○ N
191189	DISTRICT	18-Mar-2020	M D STETSON INC	0000-000-0000-000-00-00-00000		○ I ○ A ○ L ○ N
191190	FIRE	18-Mar-2020	VALIANT, INC.	*****	50000.00	○ I ○ A ○ L ○ N
191191	TOWN				33.00	○ I ○ A ○ L ○ N
191192	TOWN				22.00	○ I ○ A ○ L ○ N
191193	TOWN				65.00	○ I ○ A ○ L ○ N
191198	SCHOOL				2023.00	○ I ○ A ○ L ○ N
191198	SCHOOL					○ I ○ A ○ L ○ N

[AUC] 3170-Edit Workfile [theresa]

Apply Rollover Method to All POs

Required: Enter Rollover Method

***** Method *****

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

Lookup **OK** Cancel Clear All

2 PO# V	3 DeptCode	PO Date	4 Vendor Name	5 Expand/Collapse	Remaining \$	6 Chq All
190008	SCHOOL	01-Jul-2019	WILSON LANGUAGE TRAINING CORP	1000-301-0000-000-00-00-52085	1734.00	○ I ● A ○ L ○ N
190445	PRESCHOOL	01-Jul-2019	SCHOOL HEALTH CORPORATION	2310-000-3200-000-10-00-54160	1014.84	○ I ○ A ○ L ● N
190642	PRIMAVERA	01-Jul-2019	DEMOULAS SUPERMARKETS, INC	6470-000-2430-405-07-00-54160	300.00	○ I ○ A ● L ○ N
191174	DISTRICT	24-Jul-2019	M D STETSON INC	1000-301-0000-000-00-00-52085	1056.97	● I ○ A ○ L ○ N



Choosing option “I” for Ignore

2 PO# V	3 DeptCode	PO Date	4 Vendor Name	5 Expand/Collapse	Remaining \$	6 Chq All	
191174	DISTRICT	24-Jul-2019	M D STETSON INC	1000-301-0000-000-00-00-52085	1056.97	<input checked="" type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N	^ v

PO #191174 will be ignored – it will be available to roll in the future.

- No implications to the general ledger for either year**

Budget Implications-Option "A"



2 PO# V	3 DeptCode	PO Date	4 Vendor Name	5 Expand/Collapse	Remaining \$	6 Chq All
190008	SCHOOL	01-Jul-2019	WILSON LANGUAGE TRAINING CORP	1000-301-0000-000-00-52085	1734.00	<input type="radio"/> I <input checked="" type="radio"/> A <input type="radio"/> L <input type="radio"/> N

Account Balance Inquiry

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

1

Goto...
 Actions

FY	Account Number	Description
2021	1000-301-0000-000-00-52085	SCHOOL PRIOR YEAR EXPENSES

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

All Trx Codes are PO

GL Transactions to Post

Trx Date	Account#	Line	GL#	TrxCode	Amount	Type
01-Jul-2020	1000-000-0000-000-00-38200	1	1	P009	289.00	CR
01-Jul-2020	1000-000-0000-000-00-39200	1	1	P009	289.00	DR
01-Jul-2020	1000-301-0000-000-00-52085	1	1	P009	289.00	EN
01-Jul-2020	1000-000-0000-000-00-38200	1	2	P009	1734.00	CR
01-Jul-2020	1000-000-0000-000-00-39200	1	2	P009	1734.00	DR
01-Jul-2020	1000-301-0000-000-00-52085	1	2	P009	1734.00	EN

2

Account Balance Inquiry

Type Expenditure
 Sub Type Posting
 Status Active
 Fund Status Active
 Last Trx in FY 01-Jul-2020

Goto...
 Actions

FY	Account Number	Description
2021	1000-301-0000-000-00-52085	SCHOOL PRIOR YEAR EXPENSES

	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Actuals		2023.00	2023.00			
Work In Progress						

3

Liquidations – (Option “L”)



View	2 PO# V	3 DeptCode	PO Date	4 Vendor Name	5 Expand/Collapse	Remaining \$	6 Chg All
	190642	PRIMAVERA	01-Jul-2019	DEMOULAS SUPERMARKETS, INC	6470-000-2430-405-07-00-54160	300.00	<input type="radio"/> I <input type="radio"/> A <input checked="" type="radio"/> L <input type="radio"/> N

TedRE - PO_Roll_Liquidation_THERESA[1].lis

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3181-POROLPOSTLIQ.REP Printed 14-May-2020 at 16:38:20 by THERESA Page 1
Town of Admins
PO Rollover Liquidation List

=====

PO#: 190642	Vendor: -	Liquidation Date: 30-Jun-2020
PO Date: 01-Jul-2019	DEMOULAS SUPERMARKETS, INC	GL Batch #: 8870035

=====

Line	GL#	Account and Description	Encumbrance Relief
1		KMA Food Pantry Acct # 200709	
	1	6470-000-2430-405-07-00-54160 GENERAL SUPPLIES - KMA	300.00

Liquidation Notes:

*** Total \$ Liquidated *** 300.00

No impact on 2021 accounts; just relieves the encumbrance in 2020.

Budget Implications-Option "N"



2 PO# V	3 DeptCode	PO Date	4 Vendor Name	5 Expand/Collapse	Remaining \$	6 Chq All
190445	PRESCHOOL	01-Jul-2019	SCHOOL HEALTH CORPORATION	2310-000-3200-000-10-00-54160	1014.84	<input type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input checked="" type="radio"/> N

Account Balance Inquiry

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

1

FY Account Number Description
 2021 2310-000-3200-000-10-00-54160 MED/NURSE SUPPLIES-BECP

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

1 Txn History
 2 In Process
 3 Sum Accts

All Trx Codes are PO

GL Transactions to Post

2

Trx Date	Account#	Line	GL#	TrxCode	Amount	Type
01-Jul-2020	2310-000-0000-000-00-00-38200	1	1	P009	1014.84	CR
01-Jul-2020	2310-000-0000-000-00-00-39200	1	1	P009	1014.84	DR
01-Jul-2020	2310-000-3200-000-10-00-54160	1	1	P009	1014.84	EN

Account Balance Inquiry

Type Expenditure
 Sub Type Posting
 Status Active
 Fund Status Active
 Last Trx in FY 01-Jul-2020

3

FY Account Number Description
 2021 2310-000-3200-000-10-00-54160 MED/NURSE SUPPLIES-BECP

	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Actuals			1014.84			-1014.84
Work In Progress						-1014.84

1 Txn History
 2 In Process
 3-SumAccts

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”.

FY	Fund	Description	Fund Status	3-Clear All
2021	6470	GIFTS - SCHOOL	OPEN	

Line	Account Number	Description	Summarize Postings?
7	*****-*****-*****-*****	---7 PO Rollover	<input type="checkbox"/>

CHANGE ACCOUNT#

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

FY	Fund	Description	Fund Status	3-Clear All
2021	1000	GENERAL FUND	OPEN	

Line	Account Number	Description	Summarize Postings?
7	1000-301-0000-000-00-00-52085	SCHOOL PRIOR YEAR EXPENSES	<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.

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

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



Account Balance Inquiry

Goto...
Actions

FY **Account Number** **Description**
 2021 1000-301-0000-000-00-52085 SCHOOL PRIOR YEAR EXPENSES

Type Expenditure
Sub Type Posting
Status Active
Fund Status Active
Last Trx in FY 01-Jul-2020

	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance	
Actuals		2023,00	2023,00				1 Txn History
Work In Progress							2 In Process
							3-Sum Accts

Account Balance Inquiry

Goto...
Actions

FY **Account Number** **Description**
 2021 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-2020

	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance	
Actuals			1014,84			-1014,84	1 Txn History
Work In Progress							2 In Process
						-1014,84	3-Sum Accts

View All Purchase Orders

Goto...
Actions

1 Select

Vouchers

2 PO#	3 DeptCode	4 PODate	5 EntryUser	6 Vendor Name	Year	DelvAdd	InvAddr	Posted	InPrg	Chgs	Status	PO Balance
190445	PRESCHOOL	01-Jul-2020		SCHOOL HEALTH CORPORATION	2021	10	14			2	Open	1014,84
190008	SCHOOL	01-Jul-2020		WILSON LANGUAGE TRAINING CO	2021	3	14			2	Open	2023,00

PO Internal Notes Tell the Story



Purchase Orders → Queries → Details → Select PO #190445;
click on the [J Internal Notes] button

The screenshot displays a software interface for a Purchase Order (PO) system. The main window is titled "PO Query - Posted" and shows details for PO # 190445. The interface includes a "Goto..." field, an "Actions" button, and a "Vendor Code" field with the value "000288 01". The vendor name is "SCHOOL HEALTH CORPORATION" located at "6764 EAGLE WAY CHICAGO IL 60678-1067". The "Dept Code" is "PRESCHOOL PRESCHOOL PROGR", the "PO Date" is "01-Jul-2020", and the "FY" is "2021". The "Type Code" is "R Regular", the "Original PO" is "16-Aug-2018", and the "Ship To Attn" is "Mary Prior-Deieso".

A green arrow points from the "J Internal Notes" button in the top right corner to a pop-up window titled "Internal Notes for PO# 190445 *** Read Only ***". The pop-up window shows the following text:

PO rolled over on 14-May-2020 by THERESA Date changed from 01-Jul-2019 to 01-Jul-2020 FY changed from 2020 to 2021 Account was changed from 2310-000-3200-000-10-00-54160 to 2310-000-3200-000-10-00-54160 At rollover PO amount = 1,014.84 Used Rollover Method N

The main window also shows a table with the following columns: "Line Item", "Qty", "Ext Amount", "Retained", and "Balance". The table contains one row with the following values: "1", "1.0000", "1014.84", "1014.84", and "1014.84".

At the bottom of the window, there is a summary table with the following columns: "Encumbered", "Retained", "Liquidated", "Relieved", "Paid", and "Balance". The values are: "Encumbered 1014.84", "Retained", "Liquidated", "Relieved", "Paid", and "Balance 1014.84".

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

Purchase Orders

- Purchase Order Entry ▶
- Change Orders ▶
- AP/PO Dashboard
- Liquidate Purchase Orders
- Vendors ▶
- Commodity Items ▶
- Bids ▶
- Contracts ▶
- Queries ▶
- Reports ▶
- Tables ▶
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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

Current Year PO# start with 200000
New Year PO# will start with 210000

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

To Summarize



- ✓ **Balance Open PO's (by fund)**
- ✓ **Identify POs to LIQUIDATE vs. ROLL**
- ✓ **Create FY21 Chart**
- ✓ **Create new accounts in FY21 (if needed)**
- ✓ **Update FY21 CONTROL ACCOUNT rules**
- ✓ **Begin to Roll Purchase Orders**
- ✓ **Complete the process and optionally set the starting PO # for the new fiscal year**

Questions?

