

PO Rollovers



FY22 to FY23

<https://meet.goto.com/804067405>

Phone: +1 (312) 757-3121

Access Code: 804-067-405

One-touch: <tel:+13127573121,,804067405#>

Wednesday, June 1, 2022

at 10:00 AM

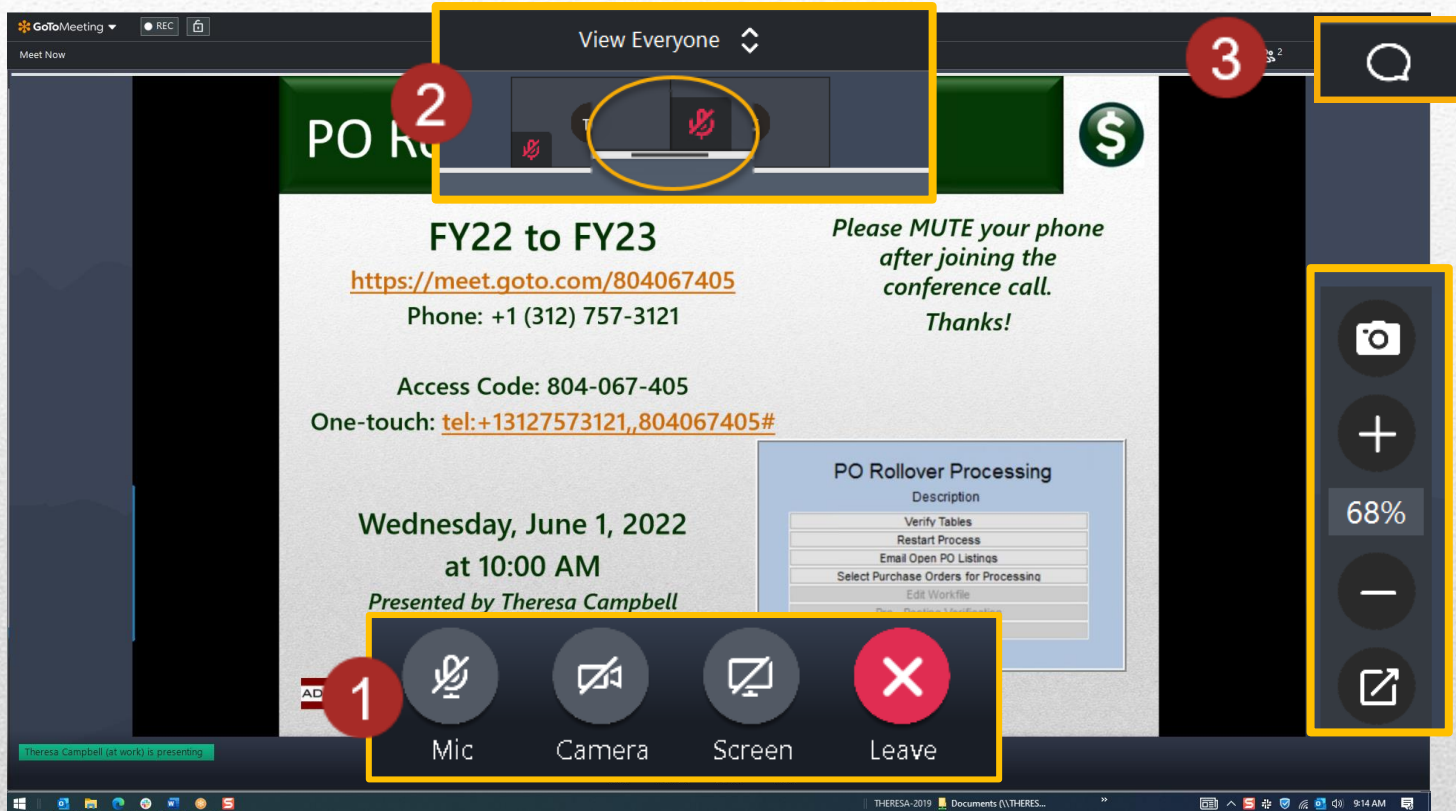
Presented by Theresa Campbell

*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



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 FY23 Chart / New Accounts
- ✓ Update FY23 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	(343,725.51)	(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

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-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

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 #

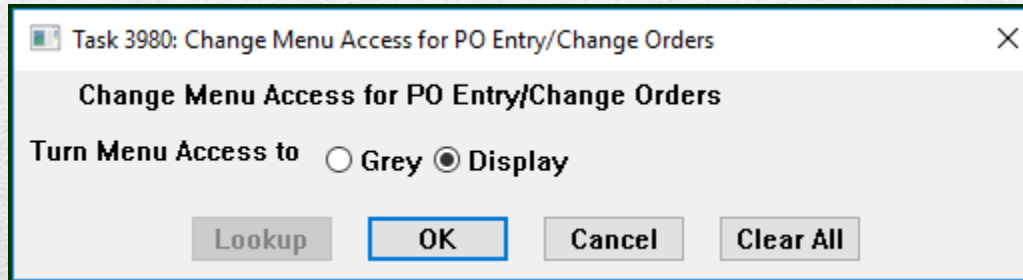
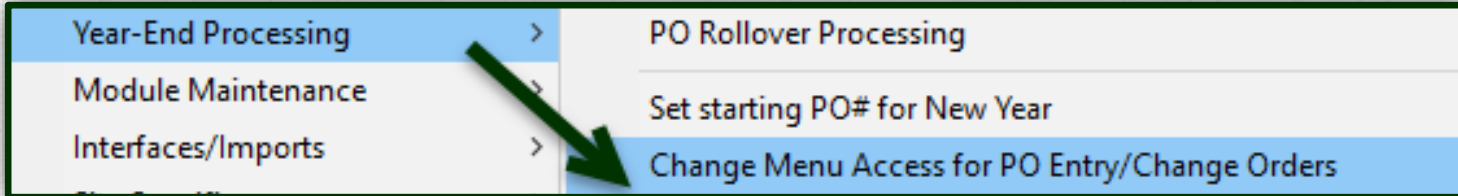
Account description

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 3-Clear All

2028 0100 TRASH-OPERATING OPEN

1-Edit List 2-Error Check

	Line	Account Number	Description	Summarize Postings?
Revenue	2	0100-000-0000-000-00-39100	REVENUE, TRASH	<input type="checkbox"/>
Expenditure	3	0100-000-0000-000-00-39300	EXPENDITURE, TRASH	<input type="checkbox"/>
Encumbrance	4	0100-000-0000-000-00-39200	ENCUMBRANCE, TRASH	<input type="checkbox"/>
Reserve for Encumbrance	5	0100-000-0000-000-00-38200	RES FOR ENCUMB, TRASH	<input type="checkbox"/>
Reserve for PY Encumbrance	6	0100-000-0000-000-00-32110	F/B RES FOR ENCUMB, TRASH	<input type="checkbox"/>
PO Rollover	7	0100-430-0000-004-00-00-52700	TRASH REMOVAL	<input type="checkbox"/>
Fund Equity	9	0100-000-0000-000-00-35900	UNDES FUND BALANCE, TRASH	<input type="checkbox"/>
Due To	11	0100-000-0000-000-00-00000	SUSPENSE, TRASH	<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	6470-000-0000-000-00-39200	ENCUMBRANCE, GIFTS - SCHOOL	<input type="checkbox"/>
Reserve for Encumbrance	5	6470-000-0000-000-00-38200	RES FOR ENCUMB, GIFTS - SCHOOL	<input type="checkbox"/>
Reserve for PY Encumbrance	6	6470-000-0000-000-00-32113	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

FY	Account	Description
2023	1000-422-0000-004-00-00-52901	MISC SERVICES (POLICE DUTY)

1 Add Control
2 Delete Control
3-Edit List

Line	Account Number	Description	Summarize Postings?
Cash	1	- - - - -	---1 Cash
Revenue	2	- - - - -	---2 Revenue
Expenditure	3	- - - - -	---3 Expenditure
Encumbrance	4	- - - - -	---4 Encumbrance
Reserve for Encumbrance	5	- - - - -	---5 Reserve for Encumbrance
Reserve for PY Encumbrance	6	- - - - -	---6 Reserve for PY Encumbrance
PO Rollover	7	1000-950-0000-000-00-00-50422	1000 422 HIWAY ENCUMB
Fund Equity	9	- - - - -	---9 Fund Equity
Due To	11	- - - - -	---11 Due To

“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#

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 <u>0064-650-650-0000-5293-0000</u> CUSTODIAL SERVI					

Qty	UOM	Item Description	FA	Price
		Nursing Services for Town of Concord		3800,0000
<u>0001-180-510-0522-5306-0000</u> MEDICALHOSPITAL S				

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

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

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

Qty	UOM	Item Description	FA	Price
		Nursing Services for Town of Concord		3800,0000
<u>0002-180-510-0522-5306-0000</u> MEDICALHOSPITAL S				

How Does It Work?



FY 2022

PO Query - Posted

[3 POs]

PO 123
PO 14
PO

Dept Code	COLLECT	COLLECTOR
PO Date	01-Jul-2022	FY 2023
Type Code	R Regular	
Original PO	01-May-2022	
Ship To Attn	..	
Ship Date		Prevailing Wage <input type="checkbox"/>

54
198

PO 201
PO 325
PO 455

Liquidate in FY 2022



POs were liquidated in FY 2022 and do not roll to FY 2023

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 FY 22	FY22 Relieve Encumbrance & Close PO FY23: No impact
Roll, Adj Bud (A)	Roll the PO Forward and process a Budget Adjustment against the account	FY22: No impact FY23: Increase Encumbrance on "to" account FY23: Increase Appropriation on "to" account#
Roll, No Adj Bud (N)	Roll the PO Forward and encumber the Funds in FY 23	FY22: No impact FY23: Increase Encumbrance on "to" account#



Processing

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 Specific	>	

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:

Run as User Admin

If Printing use Duplex Yes No

Printed 18-May-2022 at 10:05:46 by THERESA Page 1

City of ADMINS
Shows Line 7 of Ctrl by Fund Table

2023 PO Rollover

** All Accounts Must be Expenditure Accounts **

Fund	Description	Fund Status	Account	Description	Account Type	Account Sub Type	Status	Error
0096	TEST COA UDP UPLOAD [ADM	Active	****-****-****-****-****-****	Wildcard:Sel POs for Proc will show errs				
0098	AED TESTING FUND	Active	0000-000-0000-000-00-000000	*** No Control Account for this Line ***			Active	1
0100	TRASH-OPERATING	Active	0100-950-0000-000-00-0070014	TRASH ENCUMBRANCE	E	P	Active	
0200	WATER-OPERATING	Active	0200-950-0000-000-00-0070006	WATER ENCUMBRANCE	E	P	Active	
0300	SEWER-OPERATING FUND	Active	0300-950-0000-000-00-0070005	SEWER-ENCUMBRANCE	E	P	Active	
0400	STORMWATER	Active	0400-950-0000-000-00-0070012	STORMWATER ENCUMBRANCE, STORMWATER	E	P	Active	
0444	ERATE CREDITS FOR TECHNO	Inactive	0000-000-0000-000-00-000000	*** No Control Account for this Line ***			Active	1 5
1000	GENERAL FUND	Active	1000-301-0000-000-00-0052085	SCHOOL PRIOR YEAR EXPENSES	E	P	Active	
2000	SPECIAL REVENUE	Active	2000-000-0000-000-00-0088888	Suspense	F	S	Active	2
2009		Inactive	2009-000-0000-000-00-0088888	SUSPENSE	F	C	Active	2 5
2010	SCHOOL GRANTS	Active	2010-000-0000-000-00-0088888	SUSPENSE, SCHOOL GRNTS	F	C	Active	2
2020	SCHOOL LUNCH PROGRAM	Active	****-****-****-****-****-****	Wildcard:Sel POs for Proc will show errs				
2030	SCHOOL SECURITY 2013 GRA	Active	2030-000-0000-000-00-0088888	SUSPENSE, SCHOOL SECURITY 2013 GRNT	F	C	Active	2
2040	SCHOOL CHOICE	Active	2040-000-0000-000-00-0088888	SUSPENSE, SCHOOL CHOICE, REC TUITION	F	C	Active	2
2050	CPC (E.C.CH188)	Active	2050-000-0000-000-00-0088888	SUSPENSE, CPC (E.C.CH188)	F	C	Active	2
2060	SPED EARLY CHILD GRANT	Active	****-****-****-****-****-****	Wildcard:Sel POs for Proc will show errs				

*** Grand Total *** # of Accounts: 449

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:

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

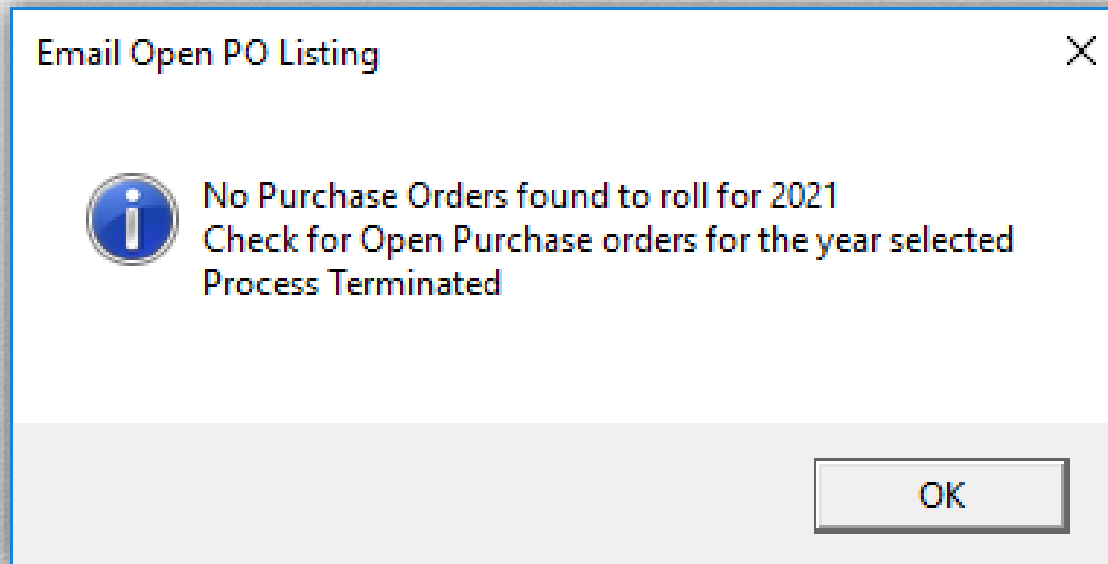
Lookup OK Cancel Clear All

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 Edit 0 values:

Optional: Enter up to 9 PO#'s Edit 0 values:

Optional: Enter up to 9 Vendor#'s Edit 0 values:

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

PO Rollover - Account # Changes



Select Purchase Orders for Processing

3188-POROLACTCHG Printed 18-May-2022 at 13:22:43 by THERESA Page 5
 City of ADMIN
 PO Rollover - Account Number Changes

PO#: 195943 Vendor: 000076 - 01
 PO Date: 27-Apr-2022 STANDARD UNIFORM SERVICES

Line	GL#	Original Account and Description	New Account and Description	Original Amt	Rem Balance
1		testing email CC for email vendor POs			
	1	0200-450-0000-004-00-00-52100 ELECTRICITY	0200-950-0000-000-00-00-70006 WATER ENCUMBRANCE	5500.00	5500.00

PO#: 195931 Vendor: 001833 - 01
 PO Date: 19-Apr-2022 ADMIN INC

Line	GL#	Original Account and Description	New Account and Description	Original Amt	Rem Balance
1		PROTOTYPE .1 THRU .4			
		0100-950-0000-000-00-00-70014 TRASH ENCUMBRANCE	0100-430-0000-004-00-00-52700 TRASH REMOVAL	100.00	50.00
				200.00	100.00
3		0100-950-0000-000-00-00-70014 TRASH ENCUMBRANCE	0100-430-0000-004-00-00-52700 TRASH REMOVAL	200.00	100.00

PO#: 195945 Vendor: 024148 - 01
 PO Date: 20-Apr-2022 PETRUCCI CONSTRUCTION INC

Line	GL#	Original Account and Description	New Account and Description	Original Amt	Rem Balance
1		1/5 inch pipes installation			
	1	1000-422-0000-004-00-00-54130 CONSTRUCTION MATERIAL	1000-301-0000-000-00-00-52085 SCHOOL PRIOR YEAR EXPENSES	13803.00	13664.97
2		1/2 inch pipe foundation and installation			
	1	1000-422-0000-004-00-00-54130 CONSTRUCTION MATERIAL	1000-301-0000-000-00-00-52085 SCHOOL PRIOR YEAR EXPENSES	13803.00	13403.00
3		dig trenches for pipe laying			
		1000-422-0000-004-00-00-53400 CONTRACTED CONSTRUCTION	1000-950-0000-000-00-00-50422 1000 422 HIWAY ENCUMB	9.00	7097.31

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-2022

Goto...
Actions

1-Edit List 8-Step Menu

2 PO# V	3 DeptCode	PO Date	4 Vendor Name	5 Expand/Collapse	Remaining \$	6 Chq All
				0000-000-0000-000-00-00-00000		<input type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
195946	BLDMNT	20-Jan-2022	PETRUCCI CONSTRUCTION INC	1000-301-0000-000-00-00-52085	8600.00	<input checked="" type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
195982	DPW	23-May-2022	STANBURY UNIFORMS	0096-490-0000-004-00-00-54220	350.00	<input checked="" type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
195983	CRPCD	23-May-2022	PANERA, LLC	0200-950-0000-000-00-00-70006	422.11	<input checked="" type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
View 195984	MIDDLE	23-May-2022	AMAZON CAPITAL SERVICES	1000-301-0000-000-00-00-52085	171.99	<input checked="" type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
				Original Account Number for this Line 1000-300-4230-619-09-00-54081		

These account numbers show what accounts will be rolled into; hover text will show the original account

Edit Workfile – Choose Methods



Edit Workfile

Edit Workfile

Goto... Actions

New PO Date _____

1-Edit List 8-Step Menu

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

2 PO# V	3 DeptCode	PO Date	4 Vendor Name	5 Expand/Collapse	6 Chq All
195922				0000-000-0000-000-00-00-00000	
195923					
195926					
195932					

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

2 PO# V	3 DeptCode	PO Date	4 Vendor Name	5 Expand/Collapse	Remaining \$	6 Chq All
195981	HIGHSCHOOL	20-May-2022	SCHOOL FURNISHINGS INC	*****--***-*****-***-***-***-*****	.66	<input checked="" type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
195982	DPW	23-May-2022	STANBURY UNIFORMS	0096-490-0000-004-00-00-54220	350.00	<input type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input checked="" type="radio"/> N
195983	CRPCD	23-May-2022	PANERA, LLC	0200-950-0000-000-00-00-70006	422.11	<input type="radio"/> I <input checked="" type="radio"/> A <input type="radio"/> L <input type="radio"/> N
195984	MIDDLE	23-May-2022	AMAZON CAPITAL SERVICES	1000-301-0000-000-00-00-52085	171.99	<input type="radio"/> I <input type="radio"/> A <input checked="" type="radio"/> L <input type="radio"/> N

Choosing option "I" for Ignore



Edit Workfile

PO# 195946 Method "I"

Account Balance Inquiry							Type	Expenditure
Goto...		FY Account Number		Description		Sub Type	Posting	
Actions		2022 1000-422-0000-004-00-00-54130		CONSTRUCTION MATERIAL		Status	Active	
						Fund Status	Active	
						Last Trx in FY	06-May-2022	
Actuals	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance	1 Txn History	
	250000,00	300000,00	36667,97	1039,03		17294,00	2 In Process	
Work In Progress			62316,43			-62316,43	3-Sum Accts	
						-45022,43		

Before - in FY 2022

PO# 195946 Method "I"

Account Balance Inquiry							Type	Expenditure
Goto...		FY Account Number		Description		Sub Type	Posting	
Actions		2022 1000-422-0000-004-00-00-54130		CONSTRUCTION MATERIAL		Status	Active	
						Fund Status	Active	
						Last Trx in FY	06-May-2022	
Actuals	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance	1 Txn History	
	250000,00	300000,00	36667,97	1039,03		17294,00	2 In Process	
Work In Progress			62316,43			-62316,43	3-Sum Accts	
						-45022,43		

After - in FY 2022

PO #195946 is ignored & will be available to roll in the future

No effect on General Ledger

PO #195946 Method "I"

This is the original PO Account #

Account Balance Inquiry							Type	Expenditure
Goto...		FY Account Number		Description		Sub Type	Posting	
Actions		2023 1000-422-0000-004-00-00-54130		CONSTRUCTION MATERIAL		Status	Active	
						Fund Status	Active	
						Last Trx in FY		
Actuals	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance	1 Txn History	
Work In Progress							2 In Process	
							3-Sum Accts	

No Activity in the New Year

PO# 195946 Method "I"

This is the Rollover account specified in the Control Account Table

Account Balance Inquiry							Type	Expenditure
Goto...		FY Account Number		Description		Sub Type	Posting	
Actions		2023 1000-301-0000-000-00-00-52085		SCHOOL PRIOR YEAR EXPENSES		Status	Active	
						Fund Status	Active	
						Last Trx in FY	30-Jun-2022	
Actuals	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance	1 Txn History	
Work In Progress		265,869,68	2644129,69	100624,07	2369,28	-90514,80	2 In Process	
			-426804,75	439980,66	10360,17	-1815,74	3-Sum Accts	
						-92330,54		

After - No Activity in FY 2023

Liquidations – (Option “L”)



Edit Workfile

Relieves the encumbrance in 2022

FY2022 PO # 195984 Method "L" Before Roll

Account Balance Inquiry

FY: 2022 | Account Number: 1000-300-4230-619-09-00-54081 | Description: FURNITURE/NON INSTRUCIONAL EQUIP - D

Actuals	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Work In Progress			171.99			-171.99
						-171.99

FY2022 PO # 195984 Method "L" After Roll

Account Balance Inquiry

FY: 2022 | Account Number: 1000-300-4230-619-09-00-54081 | Description: FURNITURE/NON INSTRUCIONAL EQUIP - D

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

The "old" fiscal year account shows the encumbrance is relieved for Liquidated POs

PO # 195984 - Method "L" Account Before Roll in FY2023

Account Balance Inquiry

FY: 2022 | Account Number: 1000-950-0000-000-00-50422 | Description: 1000 422 HIWAY ENCLMB

Actuals	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Work In Progress		9840.00	16937.31			-7097.31
						-7097.31

PO # 195984 - Method "L" Account After Roll in FY2023

Account Balance Inquiry

FY: 2022 | Account Number: 1000-950-0000-000-00-50422 | Description: 1000 422 HIWAY ENCLMB

Actuals	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Work In Progress		9840.00	16937.31			-7097.31
						-7097.31

No impact to the new fiscal year for Liquidated POs

No impact on 2023 accounts

Impact of Option "A"



Edit Workfile

Before Rollover

FY 2022 account includes \$39.90 in Encumbrance balance

FY 2023 shows no balances in Appropriation Adj & Encumbrance columns

PO # 195938 FY2022 Before Roll with Method "A"

Goto...		Account Balance Inquiry		Type	Expenditure
FY	Account Number	Description		Sub Type	Posting
Actions	2022 1000-422-0000-004-00-00-54090	SUPPLIES		Status	Active
				Fund Status	Active
				Last Trx in FY	23-May-2022

	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance	
Actuals	1.00		996.63			-995.63	1 Txn History
Work In Progress						-995.63	2 In Process
							3-Sum Accts

PO # 195938 FY2023 Before Roll with Method "A"

Goto...		Account Balance Inquiry		Type	Expenditure
FY	Account Number	Description		Sub Type	Posting
Actions	2023 1000-422-0000-004-00-00-54090	OFFICE SUPPLIES		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

After Rollover

No impact on FY2022

FY2023 Appropriation Adj & Encumbrance columns show \$39.90

PO # 195938 FY2022 After Roll with Method "A"

Goto...		Account Balance Inquiry		Type	Expenditure
FY	Account Number	Description		Sub Type	Posting
Actions	2022 1000-422-0000-004-00-00-54090	SUPPLIES		Status	Active
				Fund Status	Active
				Last Trx in FY	23-May-2022

	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance	
Actuals			996.63			-995.63	1 Txn History
Work In Progress						-995.63	2 In Process
							3-Sum Accts

PO # 195938 FY2023 After Roll with Method "A"

Goto...		Account Balance Inquiry		Type	Expenditure
FY	Account Number	Description		Sub Type	Posting
Actions	2023 1000-422-0000-004-00-00-54090	OFFICE SUPPLIES		Status	Active
				Fund Status	Active
				Last Trx in FY	01-Jul-2022

	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance	
Actuals		39.90	39.90				1 Txn History
Work In Progress							2 In Process
							3-Sum Accts

Impact of Option "N"



Edit Workfile

2023 Before Roll

Account Balance Inquiry

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

Goto...								
Actions	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">FY</th> <th style="width: 40%;">Account Number</th> <th style="width: 50%;">Description</th> </tr> <tr> <td style="background-color: #0000FF; color: white;">2023</td> <td style="background-color: #0000FF; color: white;">0096-490-0000-004-00-00-54220</td> <td style="background-color: #0000FF; color: white;">SAFETY EQUIPMENT</td> </tr> </table>	FY	Account Number	Description	2023	0096-490-0000-004-00-00-54220	SAFETY EQUIPMENT	
FY	Account Number	Description						
2023	0096-490-0000-004-00-00-54220	SAFETY EQUIPMENT						

	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance	
Actuals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 Txn History
Work In Progress	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2 In Process
							3-Sum Accts

2023 After Roll Method "N"

Account Balance Inquiry

Type	Expenditure
Sub Type	Posting
Status	Active
Fund Status	Active
Last Trx in FY	01-Jul-2022

Goto...								
Actions	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">FY</th> <th style="width: 40%;">Account Number</th> <th style="width: 50%;">Description</th> </tr> <tr> <td style="background-color: #0000FF; color: white;">2023</td> <td style="background-color: #0000FF; color: white;">0096-490-0000-004-00-00-54220</td> <td style="background-color: #0000FF; color: white;">SAFETY EQUIPMENT</td> </tr> </table>	FY	Account Number	Description	2023	0096-490-0000-004-00-00-54220	SAFETY EQUIPMENT	
FY	Account Number	Description						
2023	0096-490-0000-004-00-00-54220	SAFETY EQUIPMENT						

	Appropriation	Appropriation Adj	Encumbrance	Credits	Remaining Balance	
Actuals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-350.00	1 Txn History
Work In Progress	<input type="text"/>	<input type="text"/>	350.00	<input type="text"/>	-350.00	2 In Process
		<input type="text"/>	<input type="text"/>			3-Sum Accts

No *appropriation* adjustment is made – only the encumbrance is shown in the New Fiscal Year

Pre-Posting Verification Report



Pre - Posting Verification

The three POs are shown on the Verification Listing; the “new” accounts are shown for the POs that were rolled.

PO#	Date	Type	Vendor#	Remit	Vendor Name	Department	Line	GL#	Item Description	G/L Account Number	Original Amount	Remaining Balance	Method
195938	Jul-2022	R	010668	01	SCHOOL FURNISHINGS INC	COLLECT	1	1	Sheer Bandages	1000-422-0000-004-00-00-54090	39.90	39.90	Fwd Adj Appr
195982	Jul-2022	R	015993	01	STANBURY UNIFORMS	DPW	1	1	uniforms for dpw	0096-490-0000-004-00-00-54220	350.00	350.00	Fwd No Adj
195983	Jul-2022	R	030572	01	PANERA, LLC	CRPCD	1	1	SECRETARY MEETING	0200-950-0000-000-00-00-70006	422.11	422.11	Fwd Adj Appr
195984	Jul-2022	R	027483	01	AMAZON CAPITAL SERVICES	MIDDLE	1	1	Big and Tall Exec	1000-300-4230-619-09-00-54081	171.99	171.99	Liquidate

Posting Reports



Post Rollovers

Liquidation activity affects the "old" FY – dated the last day in the old FY

3181-POROLPOSTLIQ.REP Printed 24-May-2022 at 09:21:53 by THERESA Page 1
 City of ADMINIS
 PO Rollover Liquidation List

PO#: 195984	AMAZON CAPITAL SERVICES	Liquidation Date: 30-Jun-2022
PO Date: 23-May-2022		GL Batch #: 8887102

Line	GL#	Account and Description	Encumbrance Relief
1		Big and Tall Executive Chair	
	1	1000-300-4230-619-09-00-54081 INSTRUC EQUIP - DIS	171.99
Liquidation Notes:			
*** Total \$ Liquidated ***			171.99

3182-POROLPOSTPST.REP Printed 24-May-2022 at 09:22:00 by THERESA Page 1
 City of ADMINIS
 PO Rollover Posting List

GL Batch # : 8887103
 Trx Date: 01-Jul-2022 Posted : 24-May-2022

FY	Account	Description	Encumbrance	Debits	Credits	Appr Adj
Fund : 0096 TEST COA UDF UPLOAD [ADM-AUC-GL-8465]						
PO# : 195982						
2023	0096-000-0000-000-00-00-38200	RESERVE FOR ENCUMBRANCE, STORMWATER			350.00	
2023	0096-000-0000-000-00-00-39200	ENCUMBRANCE, STORMWATER	350.00	350.00		
2023	0096-490-0000-004-00-00-54220	SAFETY EQUIPMENT				
Total for Fund :			350.00	350.00	350.00	
Fund : 0200 WATER-OPERATING						
PO# : 195983						
2023	0200-000-0000-000-00-00-38200	RES FOR ENCUMB, WATER			422.11	
2023	0200-000-0000-000-00-00-39200	ENCUMBRANCE, WATER	422.11	422.11		422.11
2023	0200-950-0000-000-00-00-70006	WATER ENCUMBRANCE				
Total for Fund :			422.11	422.11	422.11	422.11
Total posted in Batch 8887103			772.11	772.11	772.11	422.11

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

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.

[PLUTO-AUC] Create PO Rollover Attachments - Message (Plain Text)

File Message Help

[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

Look at PO Internal Notes



Purchase Orders → Queries → Details → Select PO #195983;
click on the [J Internal Notes] button

PO # 195983 PO Query - Posted

Vendor Code 030572 01 PANERA, LLC
PO BOX 504888
ATTN: A/R
SAINT LOUIS
MO 63150-4888

PO Date 01-Jul-2022 FY 2023
Type Code R Regular
Original PO 23-May-2022

Deliver To 14 TOWN OF ADMINS FINANCE
Invoice To 14 TOWN OF ADMINS FINANCE

J Internal Notes
No text available
PO rolled over on 24-May-2022 by THERESA

Line Item	Qty	UOM	Item Description	FA	Price	Freight	Other	Ext Amount	Retained	Balance
1			SECRETARY MEETING 5/20/21		422,1100			422,11		422,11

Split 0200-950-0000-000-00-70006 WATER ENCUMBRANCE

Internal Notes for PO# 195983 *** Read Only ***

PO rolled over on 24-May-2022 by THERESA Date changed from 23-May-2022 to 01-Jul-2022 FY changed from 2022 to 2023
Account was changed from 0200-450-0000-004-00-00-52505 to 0200-950-0000-000-00-00-70006 At rollover PO amount = 422,11 Used Rollover Method A

Encumbered 422,11 Liquidated Relieved Paid Balance 422,11
Retained Liquidated Relieved Paid

Post to the General Ledger



Showing All

Transaction History

Goto...

Actions

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

6 Drill Down

7 Acct Bal Inquiry

8 Excel

9 Excel By Date

1 Account

2 Posting#

3 User Batch

4 Reference#

5 Trx Date

Trx Date	Account Number	Line	CL#	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
195984	MIDDLE	23-May-2022	THERESA	AMAZON CAPITAL SERVICES	2022	12	14				Closed	
195983	CRPCD	23-May-2022	THERESA	PANERA, LLC	2023	14	14			1	Open	422.11
195982	DPW	23-May-2022	THERESA	STANBURY UNIFORMS	2023	5	5			1	Open	350.00
195981	HIGHSCHOOL	20-May-2022	ANTHEA	SCHOOL FURNISHINGS INC	2022	6	8	1			Open	.66

Set Starting Purchase Order



Set the starting PO number for the new fiscal year

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 >
- Site Specific >
- Help Reference Library

PO Rollover Processing

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

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 220000
New Year PO# will start with 230000

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

PO-740 Set Starting Purchase Order Number

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?

