

# PO Rollovers



## FY24 to FY25

<https://meet.goto.com/678649157>

You can also dial in using your phone.  
United States: +1 (408) 650-3123

Access Code: 476-936-645

Thursday, June 6, 2024

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 Go To Meeting



Microphone - Mute/Unmute toggle

Chat - send a question or comment



Raise your hand or send an emoji

Exit the GoToMeeting

# 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 FY25 Chart / New Accounts
- ✓ Update FY25 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	(343,735.51)	(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	
<b>3665-Purchase Orders Chgd to Non - Expenditure Accounts</b>			
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 #

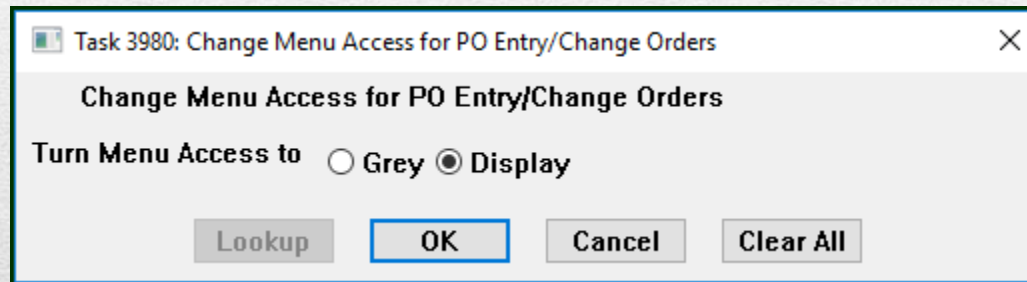
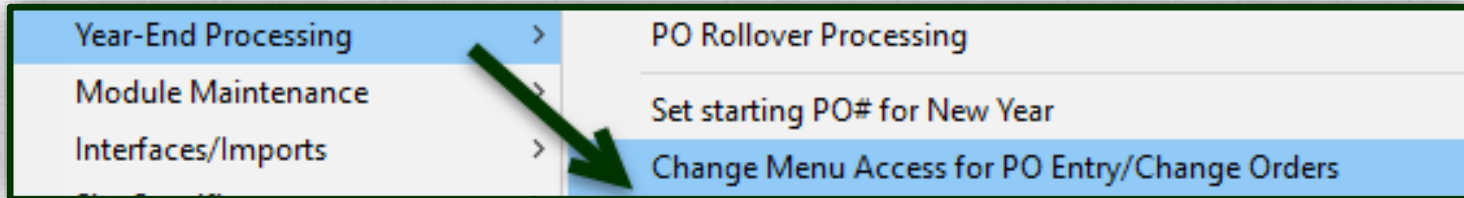
Account description

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

1-Edit List 2-Error Check

	Line	Account Number	Description	Summarize Postings?
Revenue	2	1000-000-0000-000-00-39100	REVENUE, GENERAL FUND	<input type="checkbox"/>
Expenditure	3	1000-000-0000-000-00-39300	EXPENDITURE, GENERAL FUND	<input type="checkbox"/>
Encumbrance	4	1000-000-0000-000-00-39200	ENCUMBRANCE, GENERAL FUND	<input type="checkbox"/>
Reserve for Encumbrance	5	1000-000-0000-000-00-38200	RES FOR ENCUMB, GENERAL FUND	<input type="checkbox"/>
Reserve for PY Encumbrance	6	1000-000-0000-000-00-32112	F/B RES FOR SCHOOL ENCUMB, GENERAL FUND	<input type="checkbox"/>
<b>PO Rollover</b>	<b>7</b>	<b>1000-301-0000-000-00-52085</b>	SCHOOL PRIOR YEAR EXPENSES	<input type="checkbox"/>
Accounts Payable	8	1000-000-0000-000-00-20200	ACCOUNTS PAYABLE, GENERAL FUND	<input type="checkbox"/>
Fund Equity	9	1000-000-0000-000-00-35900	UNDES FUND BALANCE, GENERAL FUND	<input type="checkbox"/>
Due To	10	1000-000-0000-000-00-88888	SUSPENSE DT/CR	<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"/>
<b>PO Rollover</b>	<b>7</b>	<b>*****-*****-*****-*****-*****</b>	<b>---7 PO Rollover</b>	<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	1000-000-0000-000-00-00-70110	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"/>
10	- - - - -	---10 Due To	<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.



# How Does It Work?



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

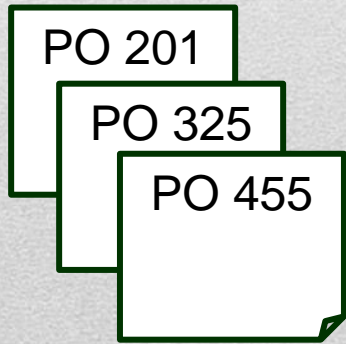
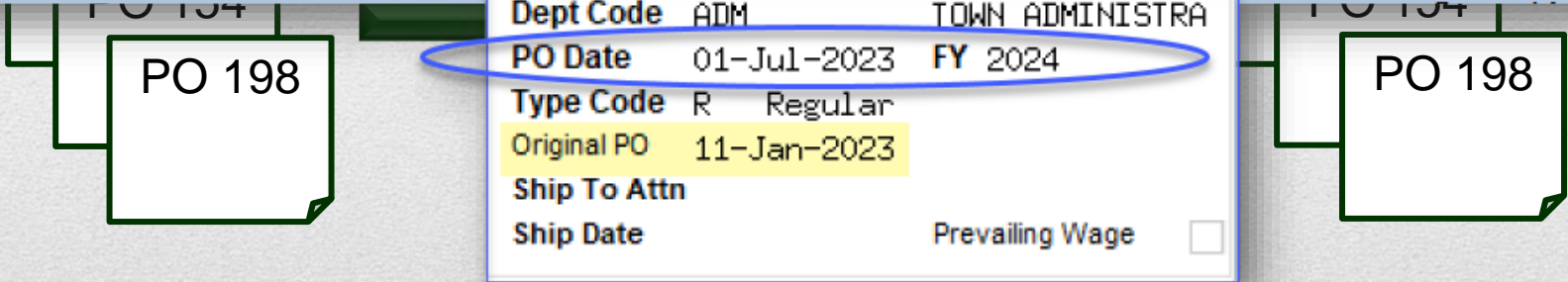
**Vendor Code** 012244 01  
A. SIMON & SONS, INC  
8 SUMMER STREET  
FRANKLIN  
MA 02038-0000

**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 ADMINS PRESCHOOL  
**Invoice To** 10 ADMINS PRESCHOOL

1 Delivery Notes  
No text available

J Internal Notes  
PO rolled over on 14-Apr-2023 by THERESA



Liquidate in Old FY



POs were liquidated in Old FY and do not roll to New FY

# Rollover Methods



<p>(I) Ignore</p>	<p>The PO was brought into the work file; ignore it for now and it will be addressed later.</p>	<p>Current FY: No impact New FY: No impact</p>
<p>(L) Liquidate</p>	<p>Cancel the PO in Current FY</p>	<p>Current FY: Relieve Encumbrance &amp; Close PO New FY: No impact</p>
<p>(A) Roll, Adj Bud</p>	<p>Roll the PO Forward and process a Budget Adjustment against the account</p>	<p>Current FY: No impact New FY: Increase Encumbrance on "to" account New FY: Increase Appropriation on "to" account</p>
<p>(N) Roll, No Adj Bud</p>	<p>Roll the PO Forward and encumber the Funds in the New FY without a Budget Adjustment</p>	<p>Current FY: No impact New FY: Increase Encumbrance on "to" account</p>



# No PO Selections by Fund



A PO can contain several lines, and each line can have multiple GL accounts.

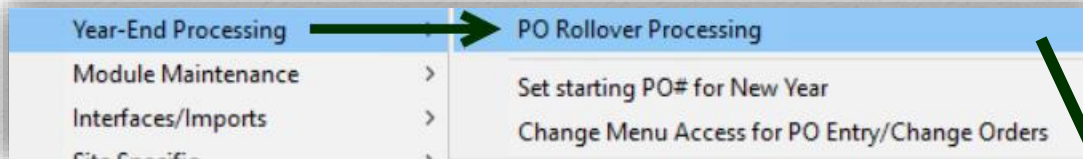
The accounts used can belong to any of the various funds.

Therefore, choosing POs by Fund is not possible.



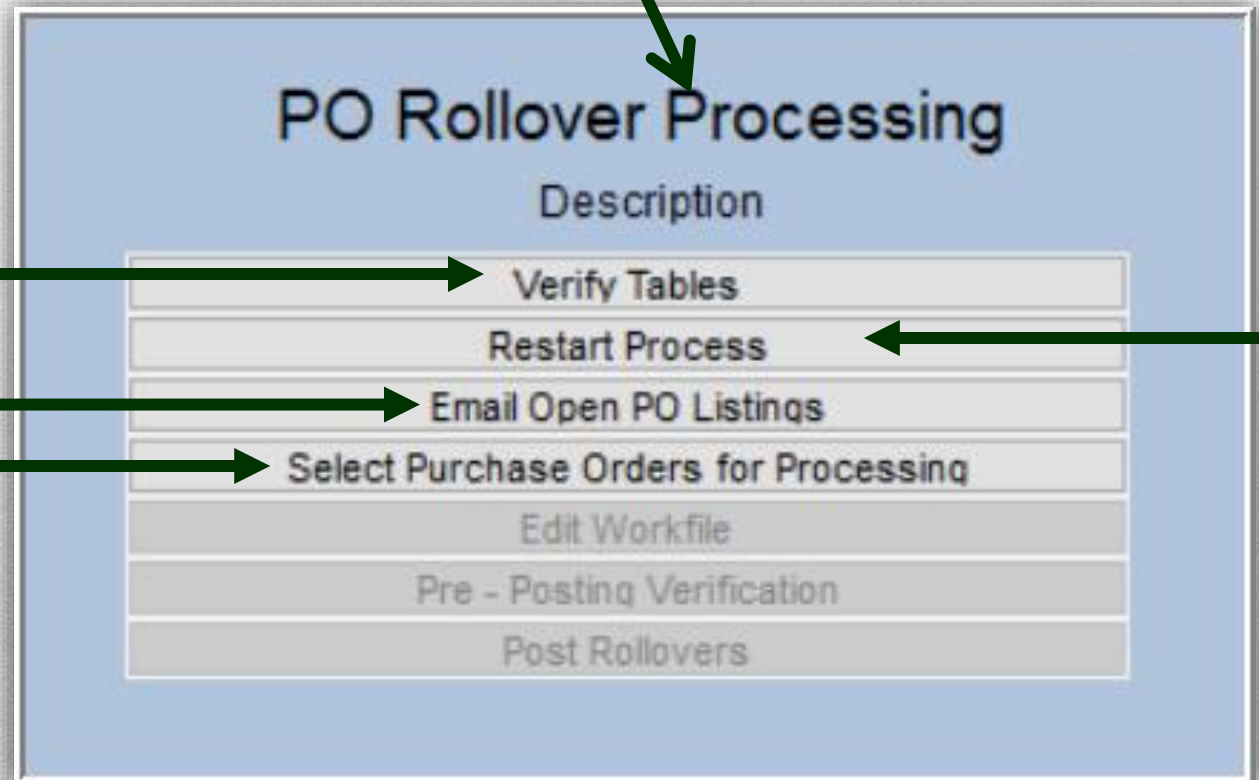
# Processing

# Process Flow – Steps Menu



Year-End Processing → PO Rollover Processing  
Module Maintenance >  
Interfaces/Imports >  
Site Specific >

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
	FY	Fund#	Description	Status	Type	Line	ControlAccount#	Description	AcctType	Sub Type	Status	Error	
2	2024	0100	TRASH-OPERATING	Active	PO Rollover	7	0100-950-0000-000-00-00-7001	TRASH ENCUMBRANCE	E	P	Active		
3	2024	0200	WATER-OPERATING	Active	PO Rollover	7	0200-950-0000-000-00-00-7000	WATER ENCUMBRANCE	E	P	Active		
4	2024	0300	SEWER-OPERATING FUND	Active	PO Rollover	7	0300-950-0000-000-00-00-7000	SEWER ENCUMBRANCE	E	P	Active		
5	2024	0400	STORMWATER	Active	PO Rollover	7	0400-950-0000-000-00-00-7001	STORMWATER ENCUMBRANCE	E	P	Active		
6	2024	0444	ERATE CREDITS FOR TECHNO	Inactive	PO Rollover	7	0000-000-0000-000-00-00-0000	*** No Control Account for this Line ***			Active	1 5	
7	2024	1000	GENERAL FUND	Active	PO Rollover	7	1000-301-0000-000-00-00-5208	SCHOOL PRIOR YEAR EXPENSES	E	P	Active		
8	2024	2000	SPECIAL REVENUE	Active	PO Rollover	7	2000-000-0000-000-00-00-8888	SUSPENSE DT/DF	F	C	Active	2	
9	2024	2009		Inactive	PO Rollover	7	2009-000-0000-000-00-00-8888	SUSPENSE DT/DF	F	C	Active	2 5	
510	2024	8175	AFLAC - TRANSITION NY TO	Active	PO Rollover	7	8175-000-0000-000-00-00-8888	SUSPENSE DT/DF	F	C	Active	2	
511	2024	8180	ELEMENTARY STUDENT ACTIV	Active	PO Rollover	7	****_***_****_***_***_****	Wildcard:Sel POs for Proc will show errs			Active	2	
512	2024	9000	ACCOUNT GROUP	Active	PO Rollover	7	9000-000-0000-000-00-00-8888	SUSPENSE DT/DF	F	C	Active	2	
513	2024	9700	ACCT GRP-LONG TERM OBLIG	Active	PO Rollover	7	9700-000-0000-000-00-00-8888	SUSPENSE DT/DF	F	C	Active	2	
514	2024	9710	FIXED ASSETS ACCT GROUP-	Active	PO Rollover	7	9710-000-0000-000-00-00-8888	SUSPENSE DT/DF	F	C	Active	2	
515	2024	9720	FIXED ASSETS ACCT GROUP-	Active	PO Rollover	7	9720-000-0000-000-00-00-8888	SUSPENSE DT/DF	F	C	Active	2	
516	2024	9990	NO_OVERLAY	Inactive	PO Rollover	7	9990-000-0000-000-00-00-8888	SUSPENSE DT/DF	F	C	Active	2 5	
517	2024	9998	TEMPLATE (CONTROL ACCTS	Active	PO Rollover	7	****_***_****_***_***_****	Wildcard:Sel POs for Proc will show errs			Active	2 5	
518													
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# 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

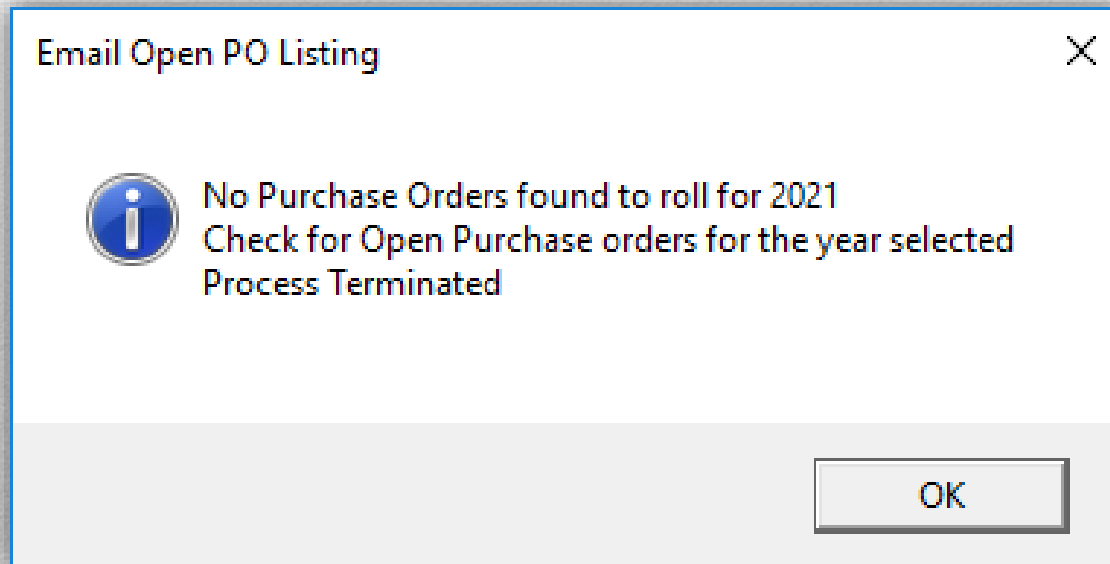
Send Report Attachment as:  Web Browser  Excel  PDF

# 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

# 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	1 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 0400-490-0000-004-00-00-52030 TELEPHONE	2 0400-000-0000-000-00-00-52003 PO ROLLOVER FROM PRIOR YEARS
--	--

2 FY23 TELEPHONE CHARGES - STALL BROOK ELEMENTARY SCHOOL 1000-300-4130-531-05-00-52030 TELEPHONE-STALL	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

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

New PO Date 01-Jul-2024

1-Edit List 8-Step Menu

2 PO#V	3 DeptCode	PO Date	4 Vendor Name	5 Expand/Collapse	Remaining \$	6 Chq All
200838	SCHMAINT	29-Aug-2023	HOME DEPOT CREDIT SVCS	****-****-****-****-****	558,03	<input type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
200839	MIDDLE	29-Aug-2023	AMAZON CAPITAL SERVICES	****-****-****-****-****	214,65	<input type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
200844	CURRICULUM	30-Aug-2023	WILSON LANGUAGE TRAINING CORP	2100-000-2356-424-38-38-52520	320,00	<input type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
200845	CURRICULUM	30-Aug-2023	JILL RIVOLLA	Original Account Number for this Line 1000-300-2430-610-03-00-54160	2215,00	<input type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N
200849	CURRICULUM	30-Aug-2023	CARDOLYN RAFFERTY		42,98	<input type="radio"/> I <input type="radio"/> A <input type="radio"/> L <input type="radio"/> N

The account numbers displayed on the Edit Workfile screen are the accounts each PO will roll **into**.

To see the original accounts, hover over the account number.

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

New PO Date 01-Jul-2024

1-Edit List 8-Step Menu

2 PO#V	3 DeptCode	PO Date	4 Vendor Name	5 Expand/Collapse	Remaining \$	6 Chq All
197504	DIPLECTRO	01-Jul-		1000-301-0000-000-		
197714	DISTRRICT	01-Jul-		1000-301-0000-000-		
197909	SCHMAINT	01-Jul-		1000-301-0000-000-		
197983	SPED	01-Jul-		1000-301-0000-000-		
197984	SPED	01-Jul-		1000-301-0000-000-		
197996	ATHLETICS	01-Jul-		1000-301-0000-000-		
197987	ATHLETICS	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

All the *lines* in a purchase order must use the same method. If one line uses method “A”, then every line must use method “A”.

# PO Rollover Verification Listing



3185-POROLVERLST.REP Page 1

Town of Admin  
Verification Listing

PO#	PO Date	Type	Vendor#	Remit Ven	G/L Account Number	Original Amount	Remaining Balance	Method
197450	01-Jul-2024	R	031204	01	FOI PO 3833-000-0000-000-00-00-52400	79500.00	1800.00	Fwd Adj Appr
*** Total *** for Method						79500.00	1800.00	
198144	01-Jul-2024	R	002296	01	COB 290 1000-301-0000-000-00-00-52085	2993.20	299.32	Liquidate
198240	01-Jul-2024	R	000635	01	G 2730-000-0000-000-00-00-54230	6134.00	6134.00	Liquidate
199310	01-Jul-2024	R	023331	02	TRB 1000-928-0000-000-00-00-69552	308600.00	308600.00	Liquidate
*** Total *** for Method						317727.20	315033.32	
198915	01-Jul-2024	R	023857	01	SAR 6560-000-0000-000-00-00-54150	522.65	47.50	Fwd No Adj
*** Total *** for Method						522.65	47.50	
*** Grand Total ***						397749.85	316880.82	

# Choosing option "I" for Ignore



PO 198345 Before - Option "I" to Ignore

Account Balance Inquiry - Period Breakdown

Type Expenditure  
Sub Type Posting  
Status Active  
Fund Status Active  
Last Trx in FY 26-Jan-2023

Goto...  
FY Account Number Description  
2023 1000-300-4210-660-06-00-54120 GR MAINT SUPPLY-HS

	Appropriation	Appropriation	Encumbrance	Debits	Credits	Remaining Balance	
Actuals	6000,00		2900,00	1354,49		1745,51	1 Txn History
Work In Progress						1745,51	2 In Process
							3-SumAccts

No effect on General Ledger for any fiscal year

PO 198345 After - Option "I" to Ignore

Account Balance Inquiry - Period Breakdown

Type Expenditure  
Sub Type Posting  
Status Active  
Fund Status Active  
Last Trx in FY 26-Jan-2023

Goto...  
FY Account Number Description  
2023 1000-300-4210-660-06-00-54120 GR MAINT SUPPLY-HS

	Appropriation	Appropriation	Encumbrance	Debits	Credits	Remaining Balance	
Actuals	6000,00		2900,00	1354,49		1745,51	1 Txn History
Work In Progress						1745,51	2 In Process
							3-SumAccts

# Liquidations – Impact only on Current FY



**Account Balance Inquiry - Period Breakdown**

Goto...

Actions

Type Expenditure  
Sub Type Posting  
Status Active  
Fund Status Active  
Last Trx in FY 21-Apr

**Account Number**  **Description**

	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance	
<b>Actuals</b>	300.00		1409.45	2089.02		-3198.47	1 Txn History
<b>Work In Progress</b>						-3198.47	2 In Process 3-SumAccts

**Encumbrance Balance before Rollover was \$1409.45 - \$716.42 Liquidation = \$693.03**

**Account Balance Inquiry - Period Breakdown**

Goto...

Actions

Type Expenditure  
Sub Type Posting  
Status Active  
Fund Status Active  
Last Trx in FY 30-Jun-2023

**Account Number**  **Description**

	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance	
<b>Actuals</b>	300.00		693.03	2089.02		-2482.05	1 Txn History
<b>Work In Progress</b>						-2482.05	2 In Process 3-SumAccts

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 **Account Number** Description  
 New FY **0200-000-0000-000-00-00-52003** PD ROLLOVER FROM PRIOR YEARS

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

	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Actuals					
Work In Progress					

1 Txn History  
 2 In Process  
 3-Sum Accts

Before the rollover

**Account Balance Inquiry**

Goto... Actions

FY **Account Number** Description  
 New FY **0200-000-0000-000-00-00-52003** PD ROLLOVER FROM PRIOR YEARS

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

	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Actuals	212.70	212.70			
Work In Progress					

1 Txn History  
 2 In Process  
 3-Sum Accts

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

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

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

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

	Actuals	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Work In Progress				3395.04			-3395.04
							-3395.04

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

# Posting Reports



## Post Rollovers

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

3181-POROLPOSTLIQ.REP Page 1

Town of Admins  
PO Rollover Liquidation List

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

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 Page 1

Town of Admins  
PO Rollover Posting List

GL Batch #: 8895788 Trx Date: 01-Jul-20## Posted: 02-Jun-20##

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			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

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
TERESA	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

[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



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

The screenshot displays the 'PO Query - Posted' window with the following details:

- PO #:** 200951
- Vendor:** 027483 01, AMAZON CAPITAL SERVICES, PO BOX 035184, SEATTLE, WA 98124-5184
- PO Date:** 01-Jul-2024, **FY:** 2025
- Type Code:** R Regular
- Original PO:** 18-Sep-2023
- Ship Date:** 18-Sep-2023
- Deliver To:** 12, ADMIN MEMORIAL SCHOOL
- Invoice To:** 14, BILLING DEPT
- Buttons:** J Internal Notes (highlighted in yellow)

An 'Internal Notes for PO# 197450 \*\*\* Read Only \*\*\*' window is open, showing the following text:

PO rolled over on 09-May-2024 by THERESA Date changed from 01-Jul-2023 to 01-Jul-2024  
FY changed from 2024 to 2025 Account was changed from 3833-000-0000-000-00-52400  
to 3833-000-0000-000-00-52400 At rollover PO amount = 79,500.00 Relief = 77,700.00  
Used Rollover Method A

# Post to the General Ledger



Showing All Transaction History

Goto... Actions

Reference# FY Posting# User Batch#  
 197450 2025 8902200 8902200

6 Drill Down  
 7 Acct Bal Inquiry  
 8 Excel  
 9 Excel By Date

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

Trx Date	Account Number	Line	TrxCode	Amount	Type	Display - Vendor
01-Jul-2024	3833-000-0000-000-00-00-38200	1	P009	1800.00	CR	031204-FOLAN WATERPROOFING & CONST C
01-Jul-2024	3833-000-0000-000-00-00-39200	1	P009	1800.00	DR	031204-FOLAN WATERPROOFING & CONST C
01-Jul-2024	3833-000-0000-000-00-00-52400	1	P009	1800.00	EN	031204-FOLAN WATERPROOFING & CONST C
01-Jul-2024	3833-000-0000-000-00-00-52400	1	P009	1800.00	BA	031204-FOLAN WATERPROOFING & CONST C
01-Jul-2023	3833-000-0000-000-00-00-38200	1	P009	1800.00	CR	031204-FOLAN WATERPROOFING & CONST C
01-Jul-2023	3833-000-0000-000-00-00-39200	1	P009	1800.00	DR	031204-FOLAN WATERPROOFING & CONST C
01-Jul-2023	3833-000-0000-000-00-00-52400	1	P009	1800.00	EN	031204-FOLAN WATERPROOFING & CONST C
01-Jul-2023	3833-000-0000-000-00-00-52400	1	P009	1800.00	BA	031204-FOLAN WATERPROOFING & CONST C

View All Purchase Orders

Vouchers

2 PO#	3 DeptGroup	4 PODate	5 EntryUser	6 Vendor Name	Year	DelvAdd	InvAddr	Posted	InPrg	Chgs	Status	PO Balance
200951	MIDDLE	01-Jul-2024	KFORTIER	AMAZON CAPITAL SERVICES	2025	12	14			1	Open	10.99
200903	TRANSP	01-Jul-2024	DDUBOIS	DOVE TRANSPORTATION, LLC	2025	6	14			1	Open	6750.00
200901	ATHLETICS	01-Jul-2024	DDUBOIS	ATHLETIC SERVICES	2025	6				1	Open	1714.98
200900	TECHNOLOGY	01-Jul-2024	DDCONRO	ATHLETIC SERVICES	2025	6				1	Open	359.80
199310	DPW	01-Jul-2024	RSALTI	TRUCK CENTER LLC	2025	DPW				3	Open	308600.00
198915	ADM	01-Jul-2024	MPACINE	INC.	2025	TRK		1		2	Open	47.50
197450	DISTRICT	01-Jul-2024	JREBEL	PROOFING & CONST	2025	14		2		4	Open	1800.00
		01-Jul-2024			2025							
		01-Jul-2024			2025							
		01-Jul-2024			2025							
		01-Jul-2024			2025							
		01-Jul-2024			2025							
		01-Jul-2024			2025							

# 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 240000**  
**New Year PO# will start with 250000**

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 I mix rollover methods?**

*While each PO can use any method, every line on a PO will use a single method, be it "A", "I", "L", or "N".*

**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?

