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

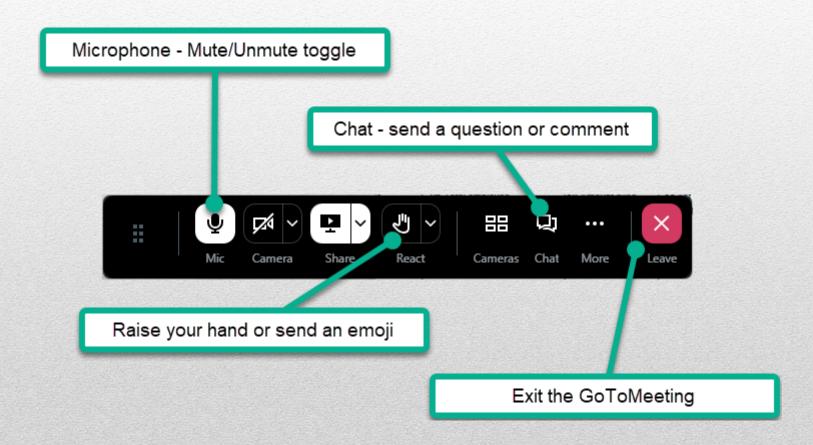*Please MUTE your phone after joining the conference call.
Thanks!*

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

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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#

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			
3818 PO's with Amount at least $ XX	Sample	Run	
3917-Posted Purchase Orders Tagged for Fixed Assets	Sample	Run	
3632-Deleted PO's	Sample	Run	

APPOLIBPO

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
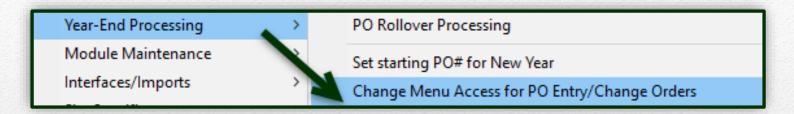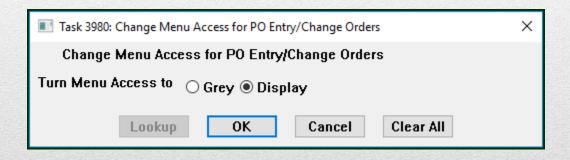PO Status

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Disable PO Access

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

Task 3980: Change Menu Access for PO Entry/Change Orders ✕

Change Menu Access for PO Entry/Change Orders

Turn Menu Access to ○ Grey ● Display

[Lookup] [OK] [Cancel] [Clear All]

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

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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)

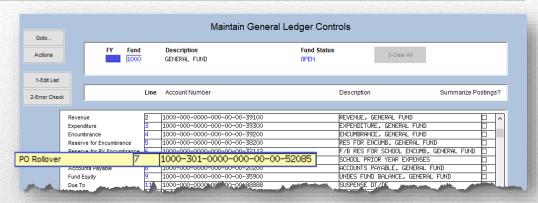|		
Encumbrance	4	0110-000-0000-000-00-00-39200
Reserve for Encumbrance	5	0110-000-0000-000-00-00-38200
Reserve for PY Encumbrance	6	0110-000-0000-000-00-00-38201
PO Rollover	7	****-***-0000-000-00-00-57001

Control Accounts by Fund
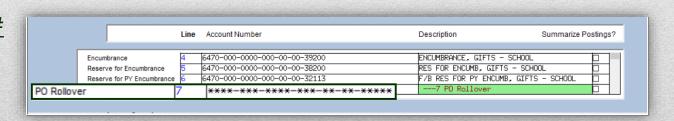
CHANGE ACCOUNT#

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

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#

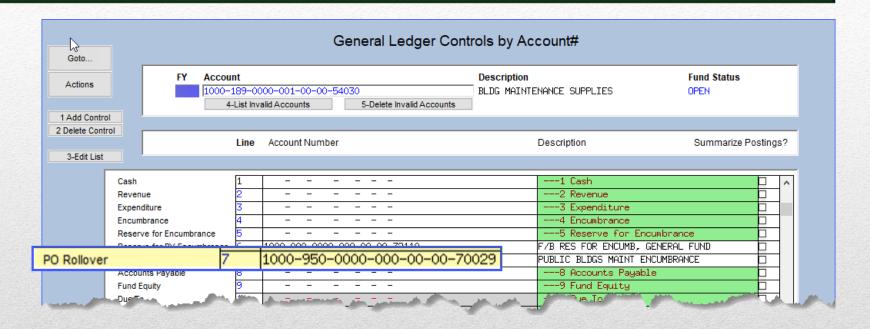**Roll POs and retain the account# used in the prior year**

Line 7 in the new FY Control Account table is all "wildcards"

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Control Accounts by Account

"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.
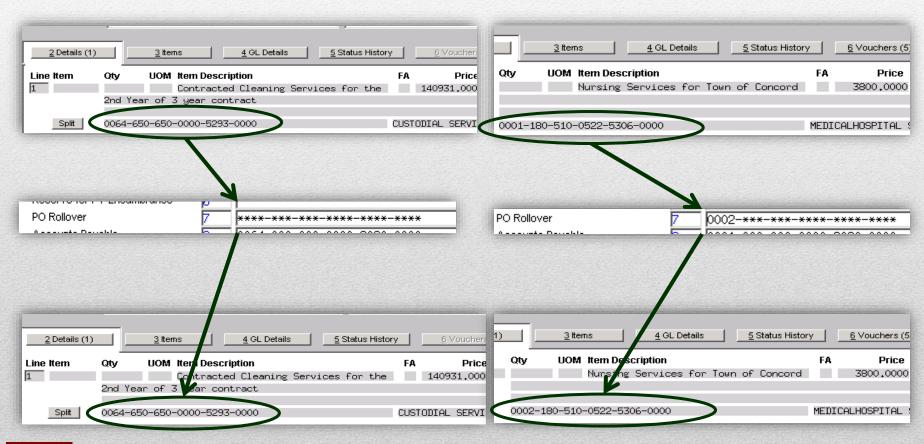
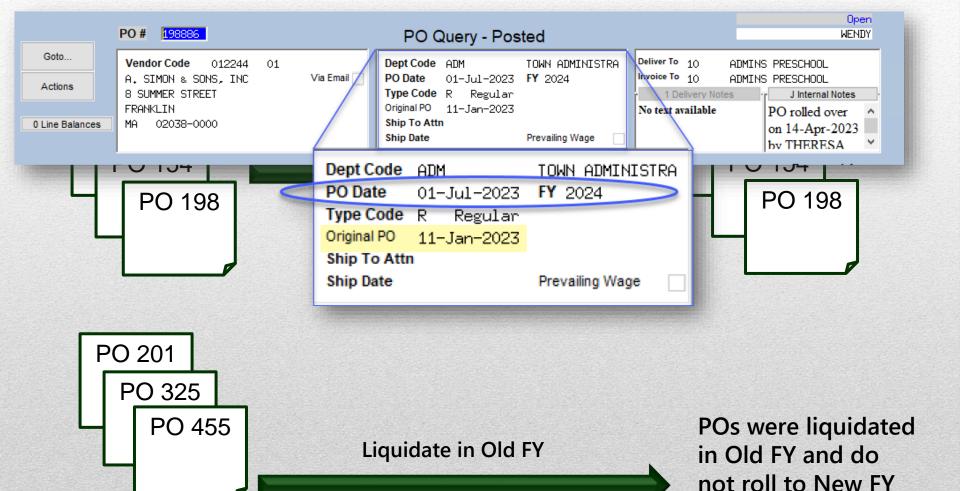# Examples – Before and After

Roll, Retain Account#

Roll, Change Fund#

How Does It Work?

PO 198

PO 198

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

PO 201
PO 325
PO 455

Liquidate in Old FY

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

Rollover Methods

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

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.
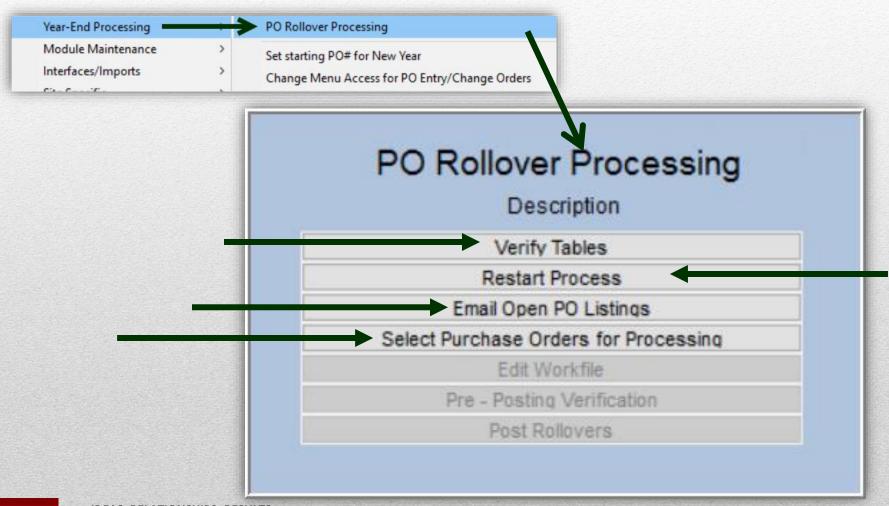
Therefore, choosing POs by Fund is not possible.
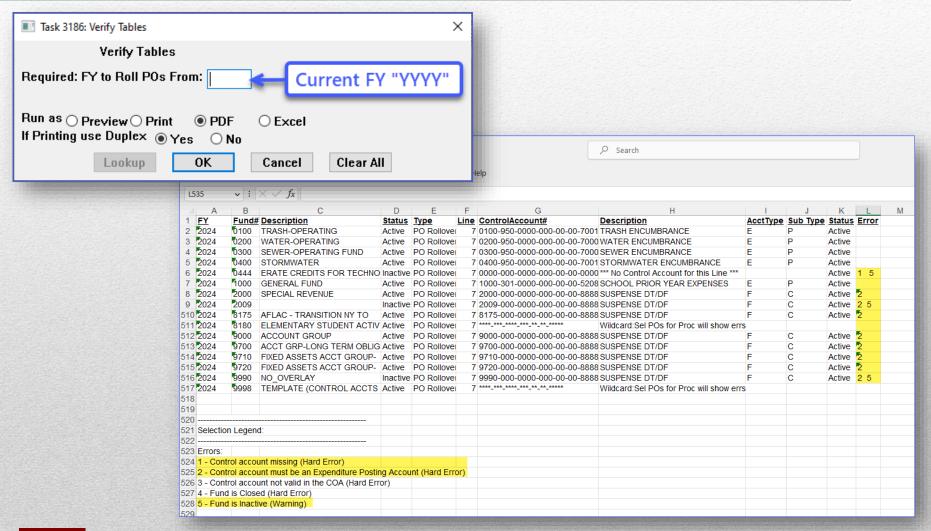
Processing

Process Flow – Steps Menu

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Verify Tables

Emailing Open PO Listings

Email Open PO Listings

Email Open PO Error Check

Email Open PO Listings

If there are no Purchase Orders found to roll:

Email Open PO Listing

No Purchase Orders found to roll for 2021
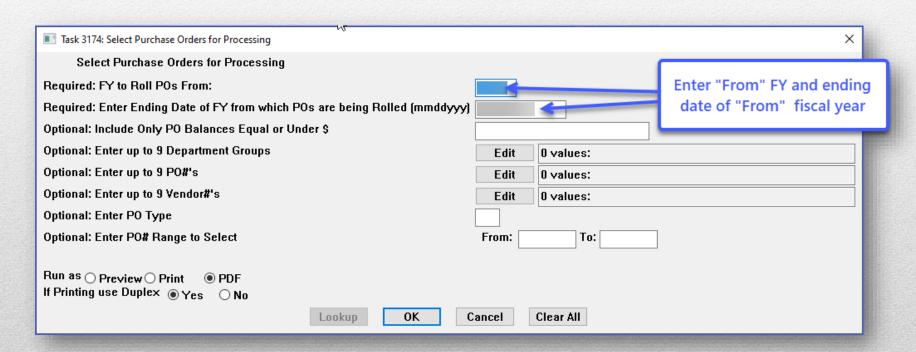Check for Open Purchase orders for the year selected
Process Terminated

OK

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
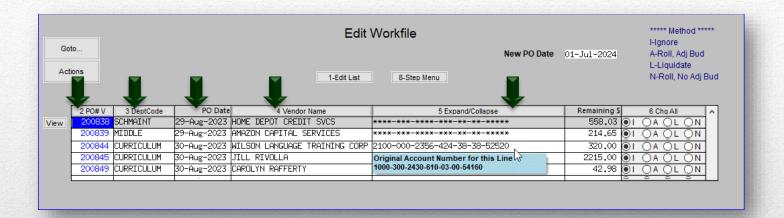
Select Purchase Orders for Processing

```
==================== ====================================
   PO#: 230005        Vendor: 002908 - 01
PO Date: 21-Apr-                 THERAPRO INC
==================== ====================================
```

Original Account and Description	New Account and Description

```
---- --- ---------------------------------
  1    Super Firm Therapy Putty Dark Green (1 lb.)
```

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
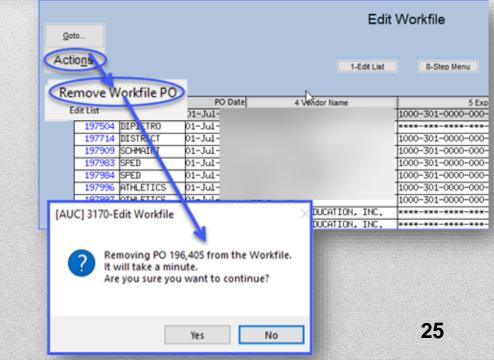
Edit Workfile Screen

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

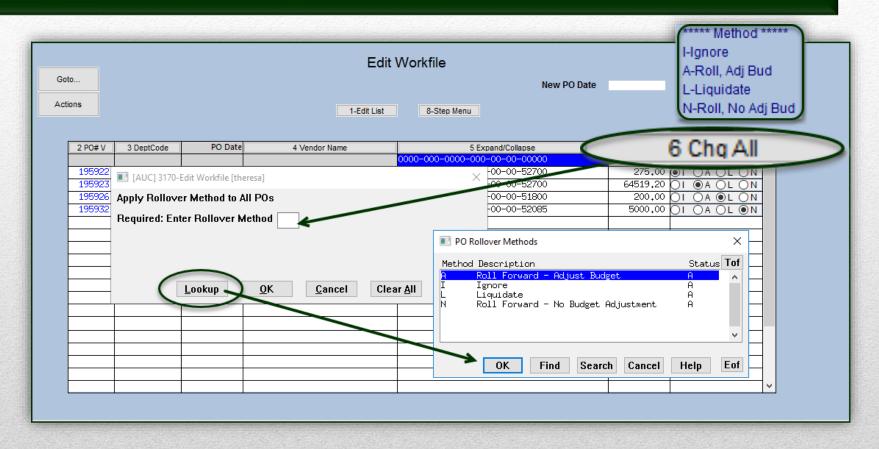To see the original accounts, hover over the account number.

Edit Workfile – Choose Methods

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 Admins
             Verification Listing

======== =========== ==== ======= ===== ===  === ====================================== ============ ============ ============
PO#        PO Date    Type Vendor# Remit Ver    G/L Account Number                         Original     Remaining    Method
                                                                                           Amount       Balance
======== =========== ==== ======= ===== ===  === ====================================== ============ ============ ============
197450   01-Jul-2024  R     031204  01    FO   FO  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    CO   90 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    TR   IO 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    SA   SA  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
                                                                                         ============ ============
```
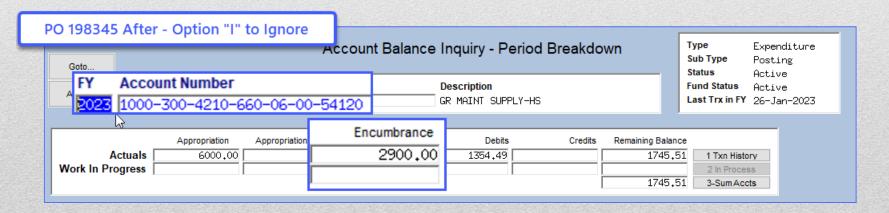
Choosing option "I" for Ignore

PO 198345 Before - Option "I" to Ignore

No effect on General Ledger for any fiscal year

PO 198345 After - Option "I" to Ignore

Liquidations – Impact only on Current FY

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

After posting the PO08 transactions to the General Ledger, the liquidation reduces the encumbrance in the same fiscal year

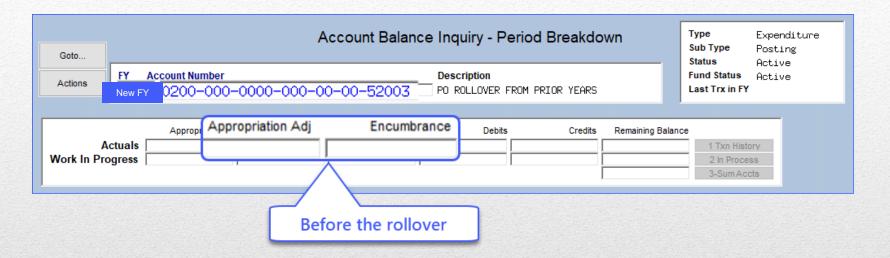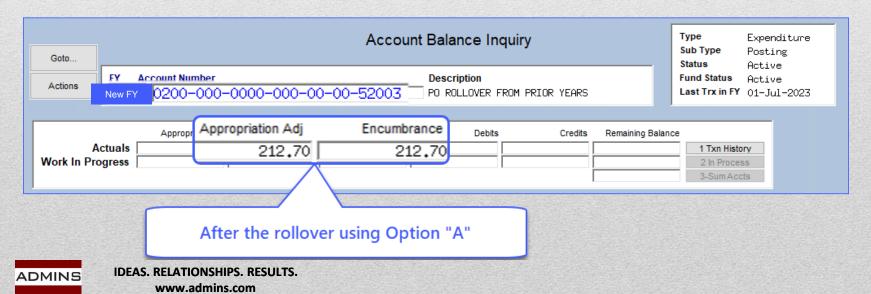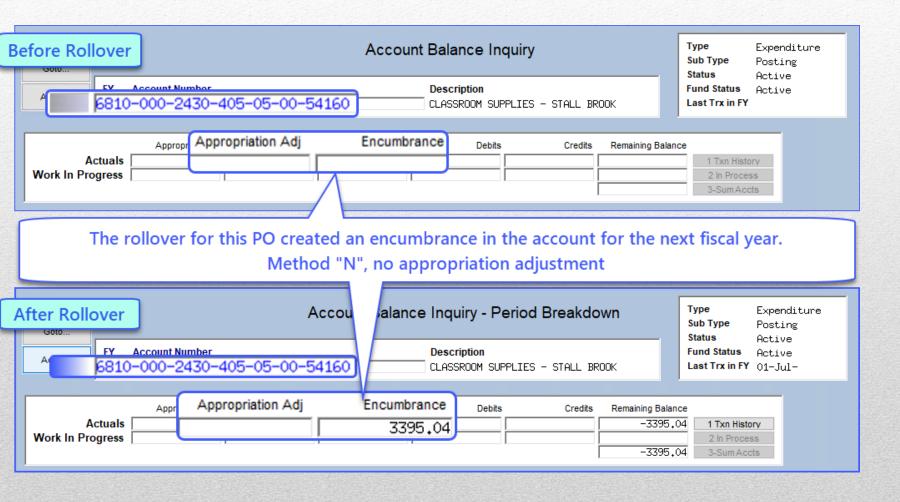# Impact of Option "A"
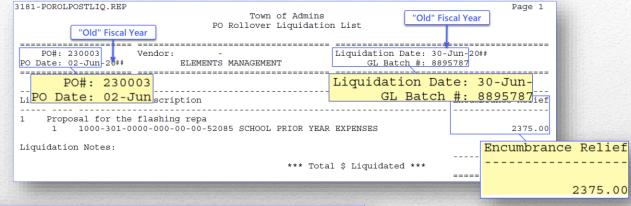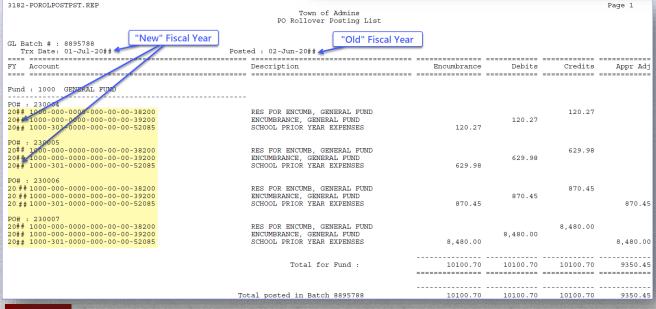
Impact of Option "N" on New FY

Edit Workfile

Before Rollover

Account Balance Inquiry

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

FY Account Number: 6810-000-2430-405-05-00-54160

Description: CLASSROOM SUPPLIES - STALL BROOK

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: 6810-000-2430-405-05-00-54160

Description: CLASSROOM SUPPLIES - STALL BROOK

	Appr	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance	
Actuals			3395.04			-3395.04	1 Txn History
Work In Progress							2 In Process
						-3395.04	3-Sum Accts

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Posting Reports

Post Rollovers

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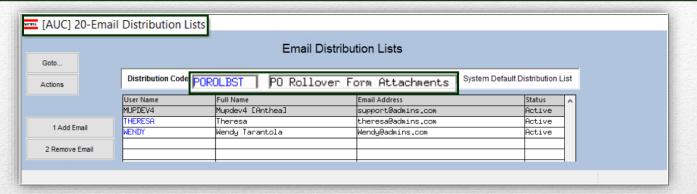

Rollover activity impacts the "new" FY – dated the first day of the new FY

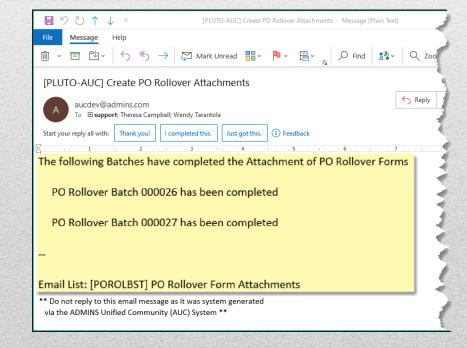# Attachment Step Run Overnight

Post Rollovers

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
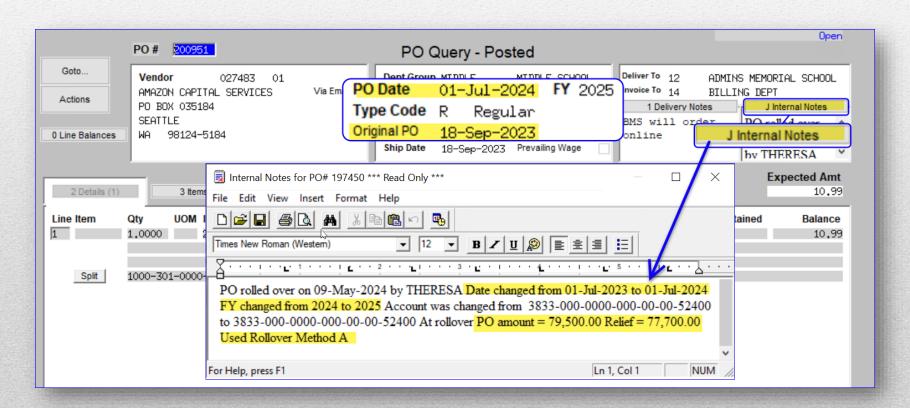

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After Rolling is Complete

PO Query

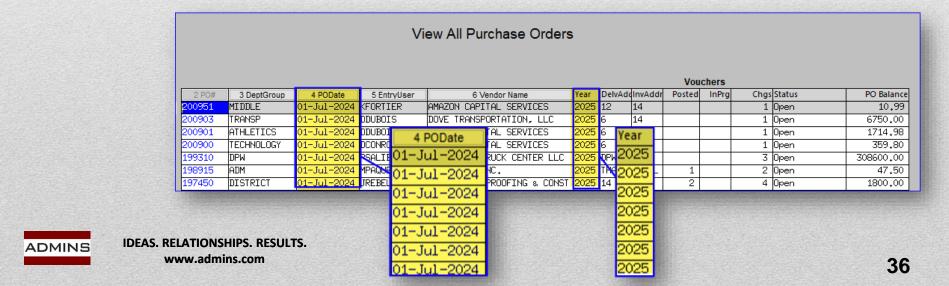Purchase Orders ▸ Queries ▸ Details ▸ Select PO #230004; click on the [J Internal Notes] button

IDEAS. RELATIONSHIPS. RESULTS.
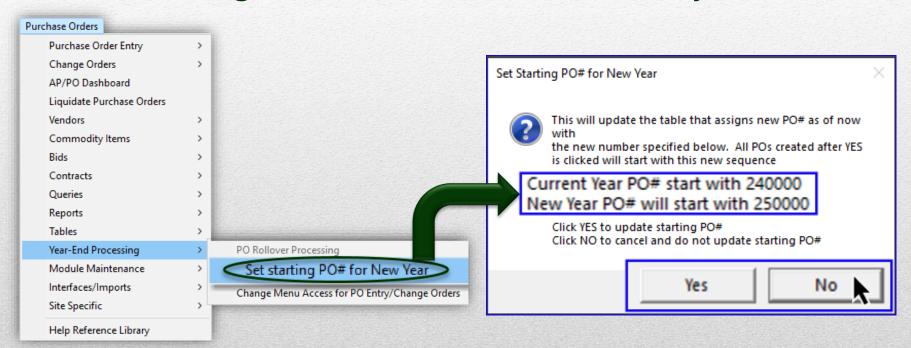**www.admins.com**

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Post to the General Ledger

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

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 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

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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 <u>all</u> 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?