
Contact Information:

Name **Janet Larson** Email – jl Larson@uwsa.edu Phone **608 890-1632**
Livvia Goff Email – lgoff@uwsa.edu Phone **608-890-2977**

PO ROLLOVER

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See page 12 for problem with POs in Pending Rollover status

GENERAL OVERVIEW OF THE ROLLOVER

- **All campuses should perform the rollover as soon as possible on or after July 2.** If new fiscal year vouchers are entered against prior year POs before roll over, the carryover encumbrance balances will not be correct and encumbrance entries will have to be entered. PO Rollover must be completed by July 18, 2008.
- Blanket orders should **not** be rolled over. If you have classified a PO as a blanket in error, correct the PO type on the header panel
- PO's with a balance of less than \$50 are not to be carried over. Please close these purchase orders or you need to supply a legitimate reason for rollover.

PLEASE READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY. IF YOU DO NOT FOLLOW THESE INSTRUCTIONS EXACTLY, THERE IS A POTENTIAL TO ENCUMBER INCORRECTLY

Preliminary Steps

- Make sure all PO's are edited and budget checked and PO Vouchers have been edited and budget checked. The process will not roll a PO with outstanding Change Orders or Vouchers. Ensure all payments are posted also.
- Be current with PO Closures (PO Recon Process). Follow procedures on cleaning up purchase orders. You must close, cancel or complete any blanket orders or other orders you know you will not roll.
- Determine if you want to change the "Distribution Type" from QTY to AMT. See Step 2 below.

Pre Roll Queries and Reports

1. Run query **UW_88_ROLLED_POS_LIST** to get a listing of PO's rolled the previous fiscal year. Note that whether you have a remaining balance on these PO's or not, they should not be rolled again. Please close these PO's. This query should only show open Purchase Orders rolled over from the previous fiscal year.

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run
Unit = UWCOL								
View All Rerun Query Download to Excel First 1-27 of 27 Last								
	Unit	PO No.	Status	PO Date	Acctg Date			
1	UWCOL	0000001932	D	07/12/2004	07/02/2005			
2	UWCOL	0000001998	D	07/31/2004	07/02/2005			
3	UWCOL	0000002022	D	08/13/2004	07/02/2005			
4	UWCOL	0000002096	D	11/04/2004	07/02/2005			
5	UWCOL	0000002112	D	11/17/2004	07/02/2005			
6	UWCOL	0000002131	D	11/30/2004	07/02/2005			
7	UWCOL	0000002144	D	12/20/2004	07/02/2005			
8	UWCOL	0000002159	D	01/11/2005	07/02/2005			
9	UWCOL	0000002174	D	02/07/2005	07/02/2005			
10	UWCOL	0000002213	D	03/22/2005	07/02/2005			
11	UWCOL	0000002242	D	04/26/2005	07/02/2005			

2. Run query **UW_88_PO_DISTRIB_BY_QUANTITY**. The results show purchase orders that were entered by Quantity rather than by Amount.

Change these purchase orders to “Distributed by amount” if these will be rolling over. (If you do change the PO to be distributed by AMT rather than QTY, be sure to edit, and budget check these PO’s.) In this query you will be prompted for BU and Accounting dates.

Unit	PO No.	Status	Acctg Date	Line	Sched Num	Flag
1 UWCOL	0000002538	D	12/09/2005	1	1	Q
2 UWCOL	0000002600	D	03/16/2006	1	1	Q
3 UWCOL	0000002626	D	04/25/2006	1	1	Q

- Run nvision Report **POADJBAL**.
Navigate to: UW nVISION, nVision Report Request

NVision Report Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: begins with

Report ID: begins with

[Basic Search](#)
[Save Search Criteria](#)

Fill in your business unit and Report ID and click SEARCH

UW nVision Report Request

Business Unit: UWCOL **Report ID:** POADJBAL [Process Monitor](#) [Report Manager](#)

Description: PO bal plus GL jrn1 adj

nVision Layout: UWcol_88_PO_ADJ_ENC_BAL

Scope Selection [Run Report](#)

Output Options

***Type:** [Delivery Template](#)

***Format:**

You can run the output to window or Web (click Run Report). If you choose “window” the excel spreadsheet will pop up when the job is completed. The query will produce a listing of purchase orders for the current fiscal year. You can filter on a variety of columns. Most useful filters are PO type and PO Stat. If you filter on PO Stat of D or A, this will show you open PO’s. This should serve as a guide to determine what PO’s you want to roll. **For those PO’s you will not be rolling, they need to be closed and**

completed AND all balances at zero. Blanket PO's must be closed at year-end. If these PO's were not classified correctly, change the PO type on the header panel indicating this. Ideally you should focus on the PO's that are not blankets as it relates to the rollover process.

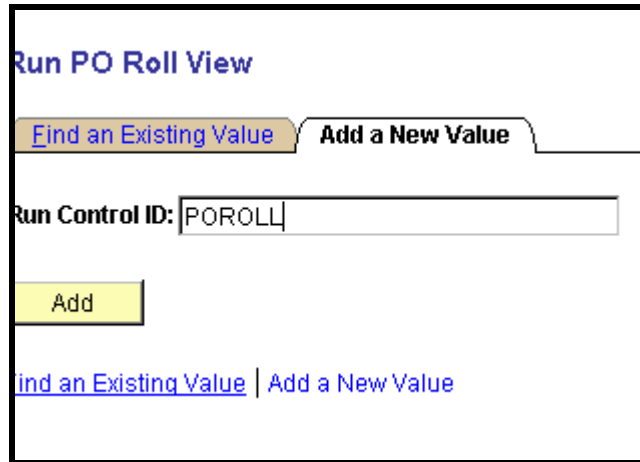
5	PO ID	PO TYF	Original Enc	Liquidated Amount	Enc Balance	GL Adj	Adjusted PO Balance	PO	Due Date	BCM St
6	(None)	#N/A	0.00	(1,888,121.14)	(1,888,121.14)	0.00	(1,888,121.14)	#N/A	#N/A	#N/A
7	0000001916	GEN	0.00	0.00	0.00	0.00	0.00	C	2004-07-07	V
8	0000001932	CHG	499.80	0.00	499.80	(294.00)	205.80	D	2005-06-25	V
9	0000001988	GEN	2,650.00	0.00	2,650.00	(1,900.00)	750.00	D	2004-07-31	V
10	0000002022	CHG	6,000.00	(631.69)	5,368.32	(4,597.18)	771.18	D	2004-08-13	V
11	0000002096	GEN	4,329.00	0.00	4,329.00	0.00	4,329.00	D	2004-11-04	V
12	0000002112	GEN	1,708.46	0.00	1,708.46	(1,453.00)	255.46	D	2004-11-17	V
13	0000002131	GEN	2,723.50	0.00	2,723.50	(1,276.00)	1,447.50	D	2004-11-30	V
14	0000002144	GEN	9,083.80	0.00	9,083.80	(8,854.53)	229.27	D	2004-12-20	V
15	0000002159	GEN	1,418.21	0.00	1,418.21	0.00	1,418.21	D	2005-01-31	V
16	0000002174	GEN	14,372.50	(3,810.00)	10,562.50	(10,562.50)	0.00	D	2005-02-07	V
17	0000002213	GEN	1,978.00	(1,978.00)	0.00	0.00	0.00	D	2005-03-22	V
18	0000002242	GEN	350.75	(350.75)	0.00	0.00	0.00	D	2005-05-16	V
19	0000002249	GEN	2,022.00	(2,022.00)	0.00	0.00	0.00	D	2005-05-04	V
20	0000002250	GEN	1,435.00	(1,080.00)	355.00	(355.00)	0.00	C	2005-05-05	V
21	0000002253	GEN	1,390.85	(1,390.85)	0.00	0.00	0.00	D	2005-05-06	V
22	0000002256	GEN	19,215.22	(6,406.06)	12,809.16	(12,809.16)	0.00	D	2005-05-10	V
23	0000002265	GEN	13,059.12	(8,999.64)	4,059.48	(4,059.48)	0.00	C	2005-05-12	V
24	0000002276	GEN	5,257.96	(5,257.96)	0.00	0.00	0.00	D	2005-05-18	V
25	0000002281	GEN	3,711.00	(755.00)	2,956.00	(2,956.00)	0.00	D	2005-05-19	V
26	0000002283	GEN	1,696.68	(1,696.68)	0.00	0.00	0.00	D	2005-05-20	V
27	0000002288	GEN	7,413.00	(950.00)	6,463.00	(6,463.00)	0.00	D	2005-05-23	V
28	0000002289	GEN	5,722.20	(5,722.20)	0.00	0.00	0.00	D	2005-05-24	V
29	0000002293	GEN	2,449.26	(2,449.26)	0.00	0.00	0.00	D	2005-05-24	V
30	summ									

Using this report for analysis is explained in more detail in the “Clean Up Current Year Purchase Orders” Manual.

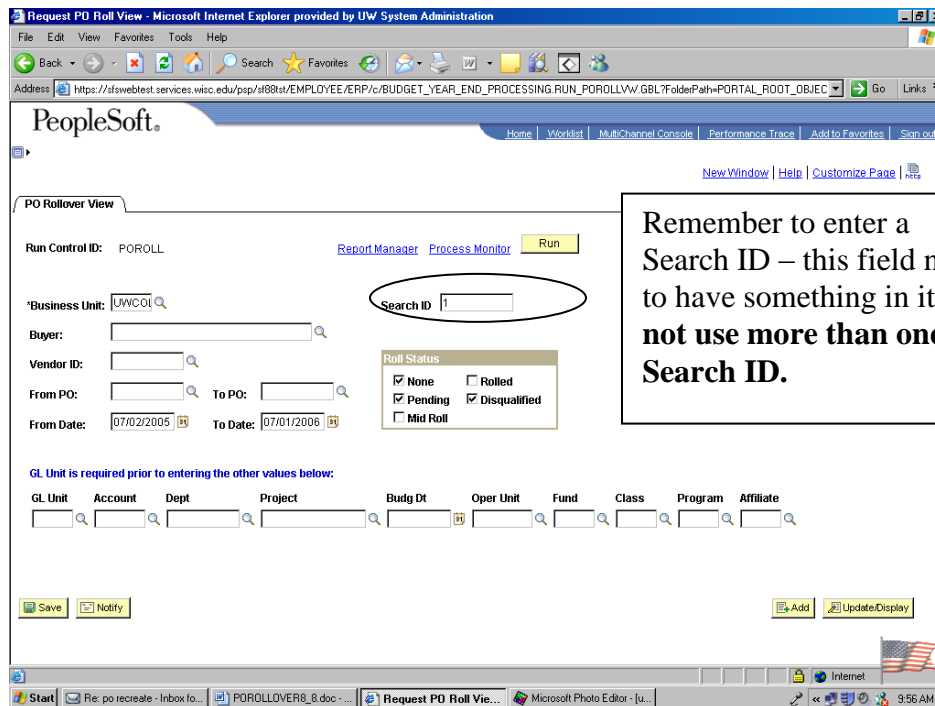
Reviewing Purchase Orders to Roll

To select PO's to roll you first need to run the **PO_POROLLVW** process. This process selects those PO's which are eligible for rollover. After this is run the first time, you may "View" and choose PO's to roll without having to run the process again.

Navigation: **Purchasing>Purchase Orders>Budget Year End Processing>Request PO Roll View**



Use an existing run control or to add a run control type in an ID click Add

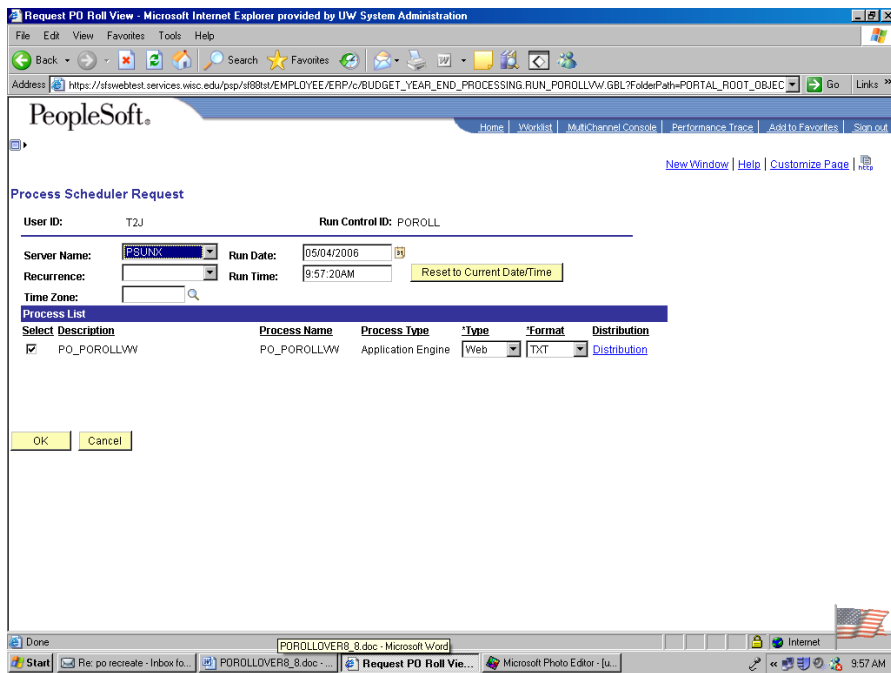


You may choose any filters you would like. First fill in a search ID, this will be used when selecting POs to roll in a subsequent process. Use the "from date" and "to date" option to narrow the filter for the correct fiscal year (7/2/#### - 7/1/#####). See an explanation of some selection criteria following.

Selection Criteria

1. Enter PO information to filter the PO's that are returned to the Workbench
2. Enter a Buyer if you want to see PO's by buyer
3. Enter PO Ids for a range of PO's you'd like to roll
4. Roll Status provides ability to see PO's in various stages
 - a. NONE = will select POs that have not been rolled
 - b. PENDING = will select POs in a Pending Status
 - c. ROLLED = will select POs that have been rolled.
 - d. MID_ROLL= will select POs that are in a Mid Roll Status
 - e. DISQUALIFIED = will select PO's that have been identified during PO Rollover1 as being in error and, therefore, are not eligible to continue the Rollover process
5. Chartfield Combinations - if one of the PO distributions meets the criteria, all of the open details will be selected, even though the chartfields are different
6. Enter a Search ID of the system will prompt you to enter something in this field.

After entering the dates or any other filters, click the "Run" button.

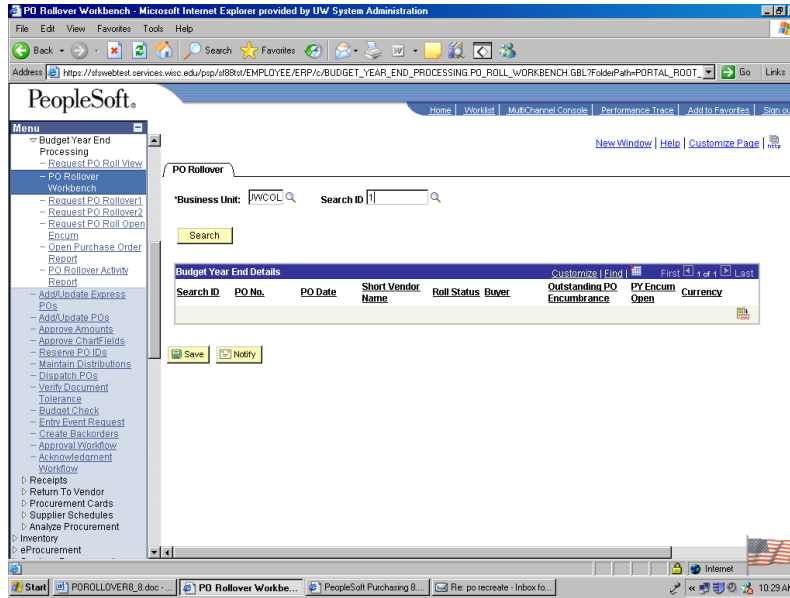


Choose the server of PSUNX and click OK. Then check in Process Monitor for the process to complete. This may take SEVERAL minutes (FYI). View the results of this process in the next step.

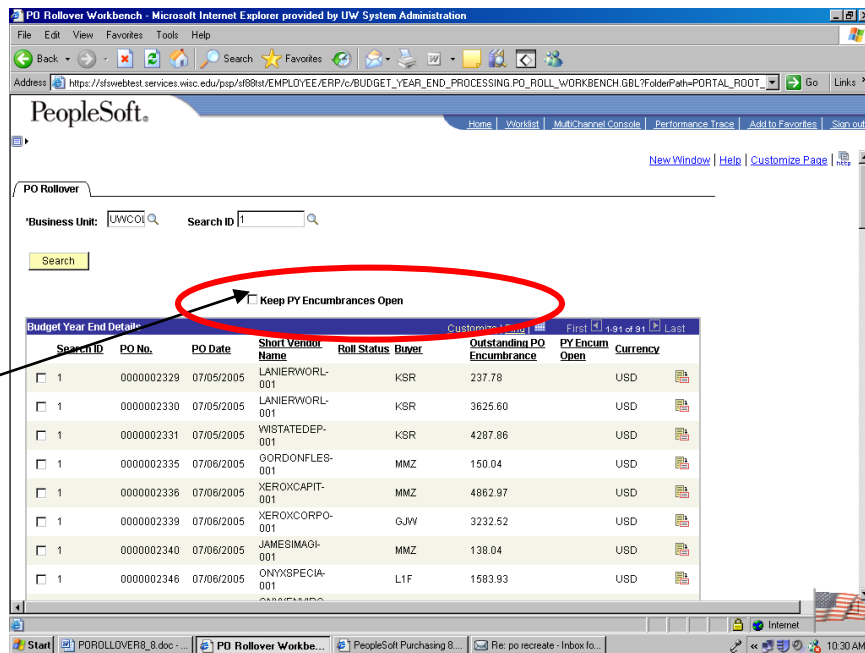
Selecting Purchase Orders to Roll

Next step is selecting the purchase orders you want to roll.

Navigation: **Purchasing> Purchase Orders> Budget Year End Processing> PO Rollover Workbench**

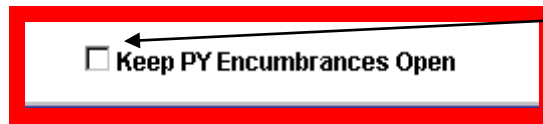


Enter in your business unit and a Search ID. Click the Search Button



POs that you selected on the PO selection page appear if they qualify for rollover. POs that are canceled, fully vouchered (meaning PO distribution line is reduced to a \$0 encumbrance), on hold, in process, or that have not been successfully budget checked do not qualify for rollover and do not appear on this page.

Distribution lines do not appear if they are canceled, closed or fully liquidated (that is, if the Commitment Control Close Flag is set to Y) because they are not qualified for rollover.



**IMPORTANT –
CHECK THIS
BOX!!!!!!**

FROM PEOPLEBOOKS:

PY Encumbrances Open
(keep prior year encumbrances open)

Select to keep the prior year remaining encumbrances open for the selected PO(s).

Warning! If you select this option, remaining PO encumbrances for the prior year are not liquidated, and cannot be liquidated going forward. **WE NEED THIS!!!!!**

<input type="checkbox"/>	1	0000002571	02/07/2006	DELLCOMPUT-001	SBY	30906.21	USD	
<input type="checkbox"/>	1	0000002572	02/08/2006	DODGELANDO-001	SKU	14504.00	USD	
<input type="checkbox"/>	1	0000002573	02/10/2006	VANGUARDCO-001	SBY	12501.00	USD	
<input type="checkbox"/>	1	0000002574	02/13/2006	LAIDLAWTRA-001	DR1	275.00	USD	
<input type="checkbox"/>	1	0000002575	02/13/2006	ABLETREKTO-001	DR1	1207.50	USD	
<input type="checkbox"/>	1	0000002576	02/14/2006	TAMSWITMAR-001	SQW	2430.00	USD	
<input type="checkbox"/>	1	0000002577	02/17/2006	BSNSPORTSU-001	G1T	4343.49	USD	

Click on this icon to view Secondary lines

Below are the secondary lines for the specific PO.

Purchase Order Details

Business Unit: UWCOL PO Number: 0000002576

Vendor ID: 0000001049 TAMS-WITMARK MUSIC LIBRARY

Purchase Order Details Customize | Find | First 1-3 of 3 Last

Distributions Chartfields More Details

Line	Sched	Dist	Type	Description	Due Date	Quantity Rolloled	Outstanding PO Encumbrance	Amt Rolloled	Currency	Outstanding PO Encumbrance Bse	Amt Rolloled Base	Base Currency
1	1	1	DST	WIZARD OF OZ ROYALTY- FIRST NIGHT	02/14/2006		455.000	455.000	USD	455.000	455.000	USD
2	1	1	DST	WIZARD OF OZ ROYALTY- CONSECUTIVE PERFORMANCES	02/14/2006		1680.000	1680.000	USD	1680.000	1680.000	USD
3	1	1	DST	WIZARD OF OZ ORCHESTRATION RENTAL	02/14/2006		295.000	295.000	USD	295.000	295.000	USD

Return

Distributions displays the Line information detailing the outstanding PO Encumbrance amount. Notice there are 3 tabs (Distributions, Chartfields and More Details)

Purchase Order Details

Business Unit: UWCOL PO Number: 0000002576

Vendor ID: 0000001049 TAMS-WITMARK MUSIC LIBRARY

Purchase Order Details Customize | Find | First | 1-3 of 3 | Last

Line	Sched	Dist	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Project	Affiliate	Budg Dt
1	1	1	UWCOL	3860		132	300830	5				02/14/2006
2	1	1	UWCOL	3860		132	300830	5				02/14/2006
3	1	1	UWCOL	3860		132	300830	5				02/14/2006

Return

Chartfields tab displays the chartfields that will roll for each PO line.

Purchase Order Details

Business Unit: UWCOL PO Number: 0000002576

Vendor ID: 0000001049 TAMS-WITMARK MUSIC LIBRARY

Purchase Order Details Customize | Find | First | 1-3 of 3 | Last

Distributions **Chartfields** More Details

Line	Sched	Dist	Distribute by	Roll Error	Finalize Requisition	POs to Budg Chk for Finalizing	PC BU	Activity	Source Type	Category	Subcategory
1	1	1	Amount	None	No Requisition	POs to Budg Chk for Finalizing					
2	1	1	Amount	None	No Requisition	POs to Budg Chk for Finalizing					
3	1	1	Amount	None	No Requisition	POs to Budg Chk for Finalizing					

Return

More Details

Keep PY Encumbrances Open

Check this box so the encumbrance stays in the old FY too.

<input checked="" type="checkbox"/>	1		0000002576	02/14/2006	TAMSWITMAR-001	SQW	2430.00		USD	
<input type="checkbox"/>	1		0000002577	02/17/2006	BSNSPORTSU-001	G1T	4343.49		USD	

Select the PO or PO's you want to roll. I chose one for demonstration purposes.

Then click the SAVE button at the bottom of the page.

Running PO Rollover

By checking “Keep PY Encumbrances Open”, we only need to run through step one of the rollover process.

Navigation: **Purchasing> Purchase Orders> Budget Year End Processing> Request PO Roll Open Encum**

Run PO Roll Open

[Find an Existing Value](#) **Add a New Value**

Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

If no existing run control, add a new run control called POROLL1 and click Add.

Roll Open Encum

Run Control ID: POROLL1 [Report Manager](#) [Process Monitor](#)

Business Unit: PO Number:

Budget To Roll From

From Date: To Date:

Budget to Roll To

Budget Date:

Enter your Business unit and the dates as indicated. **Make sure the “Budget to Roll to” is 07/03/09 or later!!!!!!** Save and Click the Run button. Budget dates will affect those POs eligible to roll. See page 12 if some POs stay in a status of pending and do not roll.

Process Scheduler Request

User ID: 00556590 Run Control ID: POROLL1

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PO_POROLLOPN	PO_POROLLOPN	Application Engine	<input type="text" value="Web"/>	<input type="text" value="TXT"/>	Distribution

Make sure server is PSUNX and click OK. Watch the process in process monitor for success.

Batch Budget Check of Rolled Purchase Orders

Next Step is to Budget Check the rolled PO's.

Navigation: **Purchasing > Purchase Orders > Budget Check**

Search for a run control or ADD one.

Budget Check Request

Run Control ID: 070101 [Report Manager](#) [Process Monitor](#)

Budget Check Request Find | View All First 1 of 1 Last

Process Frequency

Once
 Always
 Don't Run

Request Number: 1
 *Description:

Process Options

*Business Unit: Business Unit:

PO ID:

PO Date:

Actg Date:

PO Type:

Buyer ID:

Origin:

PO Status:

Mid Roll Status:

Budget check by YOUR business Unit

Click on the RUN button

Process Scheduler Request

User ID: T2J Run Control ID: 070101

Server Name: PSUNX Run Date: 05/31/2006

Recurrence: Run Time: 9:36:29AM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FSPKBDP3	COBOL SQL	(None)	(None)	Distribution

[OK](#) [Cancel](#)

Make sure PSUNX is the Server name and click OK

TROUBLE SHOOTING THE ROLLOVER PROCESS

Hints:

- The PO must be approved or dispatched and in a posted state.
- Only Purchase Orders with open quantities and dollars can be rolled.
- The entire Purchase Order must roll (you cannot roll selective lines).
- POs with lines finalized at voucher entry will NOT roll.
- Please contact Janet Larson (608-890-1632) or Liv Goff (608-890-2977) at UW-System if you have questions.

Queries:

Compare your total amount on the **POADJBAL** nVision report (Fiscal Year 2009 balances) with the query **UW_88_T2J_ROLLED_ENC**. They should be pretty close. Please report if there are any discrepancies to UWSA.

PO does not rollover and Rollover status is pending:

- More than one Search ID created in **Request PO Roll View**

Using more than one search ID that includes the same POs will create problems with PO Rollover. When you run the rollover process, it is done on a Business Unit level. If there is more than one Search ID, it will cause problems when the PO rollover process tries to roll ALL search IDs. This often causes POs to stay in a pending status.

- Old budget dates

PO Rollover

*Business Unit: Search ID

Keep PY Encumbrances Open

Budget Year End Details									
Search ID	PO No.	PO Date	Short Vendor Name	Roll Status	Buyer	Outstanding PO Encumbrance	PY Encum Open	Currency	
<input type="checkbox"/>	5	UNGR0018	07/06/2006	LANIERWORL-001		KRS	243.00		USD
<input checked="" type="checkbox"/>	5	UNGR0191	02/23/2007	PERCEPTIVE-001	Pending	KRS	11547.00	Y	USD
<input type="checkbox"/>	5	UNGR0304	06/08/2007	SERENASOFT-001	Disqual	KRS	14040.00		USD
<input type="checkbox"/>	5	UNGR0322	06/15/2007	LENOVOUSAL-001	Disqual	G1R	30996.00		USD
<input type="checkbox"/>	5	UNHB1076	06/27/2007	VENSKECONC-001		MHZ	58000.00		USD
<input type="checkbox"/>	5	UNHR0014	06/27/2007	ACBAUERGLA-001		MHZ	12522.00		USD

Select All Deselect All

Click on the Line Details Tab to the Chartfields and look at Budget Date

Purchase Order Details

Business Unit: UWWTW PO Number: UNGR0191

Vendor ID: 0000014527 PERCEPTIVE SOFTWARE INC

Purchase Order Details										
Line	Sched	Dist	GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Dt
2	1	1	UWWTW	2620	128	304007	1			06/01/2006
2	1	2	UWWTW	2620	102	303000	1			06/01/2006
4	1	1	UWWTW	3151	128	304007	1			06/01/2006
4	1	2	UWWTW	3151	102	303000	1			06/01/2006

In this case, the POs will not rollover because of the budget date. In the PO Roll process, change the 'Budget to Roll from' date range to include 6-01-2006.

Roll Open Encum

Run Control ID: POROLL1 [Report Manager](#) [Process Monitor](#)

Business Unit: PO Number:

Budget To Roll From: From Date: To Date:

Budget to Roll To: Budget Date: