



**State of Wisconsin
Department of Administration**

**Year End Close PO Rollover
Job Aid**

Version 1.0



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PURPOSE AND DESCRIPTION

Purpose

This document explains how Year End Close (YEC) PO Rollover process will impact the Purchase Orders (PO's) that need to rollover into the new Fiscal Year (FY) from the Present Year (PY). The PO Rollover process will only roll PO's that have a remaining encumbrance. Any PO's that have been fully vouchered or closed will not be rolled.

****Agencies must close PO's prior to the PO Rollover process being executed by SCO.**

When a PO is rolled, the process rolls the PO one of two ways:

1. If the PO distribution line has a remaining encumbrance balance and has not been expensed (vouchered) against, then the existing PO distribution line will be cancelled and a new distribution line will be created for the remaining encumbrance balance.
2. If the PO distribution line has a remaining encumbrance balance and has been partially expensed (vouchered) against, then the existing PO distribution line will be closed and a new distribution line will be created for the remaining encumbrance balance.

The new PO distribution line will contain all the same chartfields as the cancelled or closed distribution lines. The only change will be the Budget Date on the distribution line. The Budget Date on the new distribution line will be 7/1/2016. Budget Dates between 7/1/2016 – 6/30/2017 are associated to Fiscal Year 2017.

Description

The key topics involved in Year End Close PO Rollover:

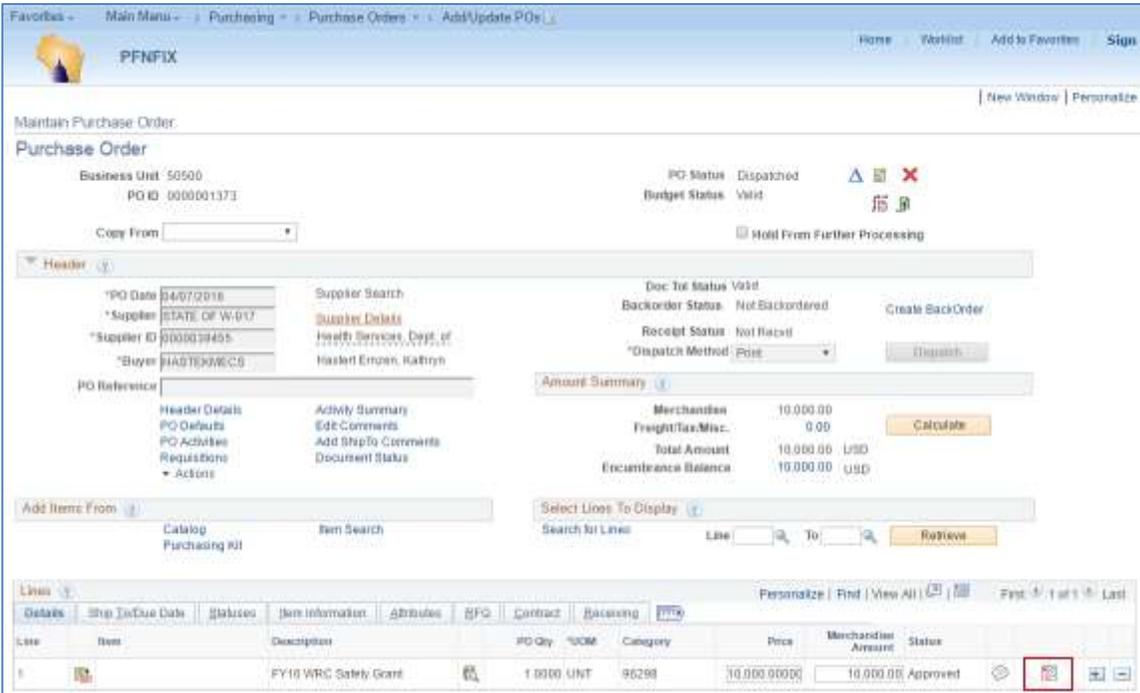
- Topic 1: How YEC PO Rollover Process will alter a non-expensed PO Distribution Line
- Topic 2: How YEC PO Rollover Process will alter a partially expensed PO Distribution



TOPIC 1: PO ROLLOVER FOR FULLY ENCUMBERED PO DISTRIBUTION LINES

How YEC PO Rollover Process will alter a non-expensed PO Distribution Line:

Scenario: Show the before and after results of rolling a non-expensed PO distribution line

Step	Action																																
1.	Navigate to: Purchasing > Purchase Orders > Add/Update POs																																
2.	Click the Find an Existing Value tab, enter the Business Unit and PO ID , and click Search .																																
3.	<p>View PO to be rolled</p>  <p>Maintain Purchase Order</p> <p>Schedules</p> <p>Unit: 50500 Supplier: STATE OF W-017 PO Status: Dispatched PO ID: 000001373 PO Date: 04/07/2018</p> <p>Return to Main Page</p> <p>Lines</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Item</th> <th>Description</th> <th>PO Qty</th> <th>UOM</th> <th>Category</th> <th>Price</th> <th>Merchandise Amount</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>FY10 WRC Safety Grant</td> <td>1.0000</td> <td>UNT</td> <td>86298</td> <td>10,000.00000</td> <td>10,000.00</td> <td>Approved</td> </tr> </tbody> </table> <p>Schedules</p> <table border="1"> <thead> <tr> <th>Sched</th> <th>*Due Date</th> <th>*Ship To</th> <th>*PO Qty</th> <th>Price</th> <th>Merchandise Amount</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>06/30/2016</td> <td>00001706</td> <td>1.0000</td> <td>10,000.00000</td> <td>10,000.00</td> <td>Active</td> </tr> </tbody> </table> <p>Add ShipTo Comments</p>	Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status	1		FY10 WRC Safety Grant	1.0000	UNT	86298	10,000.00000	10,000.00	Approved	Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status	1	06/30/2016	00001706	1.0000	10,000.00000	10,000.00	Active
Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status																									
1		FY10 WRC Safety Grant	1.0000	UNT	86298	10,000.00000	10,000.00	Approved																									
Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status																											
1	06/30/2016	00001706	1.0000	10,000.00000	10,000.00	Active																											



PFNPIX

Maintain Purchase Order

Purchase Order

Business Unit: 50500
PO ID: 000001373

PO Status: Dispatched
Budget Status: Valid

Copy From: [Dropdown]
Hold From Further Processing: [Checkbox]

*PO Date: 04/07/2016
*Supplier: STATE OF W-017
*Supplier ID: 000039455
*Buyer: HASTEXMECS

Supplier Search
Supplier Details
Health Services Dept of
Hastert Emcen, Kathryn

Doc. Tot Status Valid
Backorder Status: Not Backordered
Receipt Status: Not Rec'd
*Dispatch Method: Print

Amount Summary

Merchandise	10,000.00	
Freight/Tax/Misc.	0.00	
Total Amount	10,000.00	USD
Encumbrance Balance	10,000.00	USD

Add Items From: [Dropdown]
Catalog: Purchasing Kit
Item Search: [Text Box]

Select Lines To Display: [Dropdown]
Search for Lines: [Text Box] Line [Text Box] To: [Text Box] Retrieve

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		FY16 WRC Safety Grant	1,000	UNT	96208	10,000.00000	10,000.00	Approved

Maintain Purchase Order

Schedules

Unit: 50500
Supplier: STATE OF W-017
PO ID: 000001373
PO Date: 04/07/2016
PO Status: Dispatched

Return to Main Page

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		FY16 WRC Safety Grant	1,000	UNT		10,000.00000	10,000.00	Active

Distributions for Schedule 1

Unit: 50500
PO ID: 000001373
Line: 1
Schedule: 1

Supplier: STATE OF W-017
Item: FY16 WRC Safety Grant
Status: Active

*Distribute By: Amount
*Liquidate By: Amount
SpeedChart: Multi-SpeedChart

Schedule Qty: 1,000
Merchandise Amount: 10,000.00 USD
Doc. Base Amount: 10,000.00 USD

Dist	Status	Percent	Merchandise Amount	Currency	GL Unit	Buf Ref	Fund	Appropriation	Dept	Account
1	Cancelled			USD	50500	FY2016	16500	22700	505R200000	0500000
2	Open	100.0000	10,000.00	USD	50500	FY2016	16500	22700	505R200000	0500000



Distributions for Schedule 1

Unit: 50500 Supplier: STATE OF W-017
 PO ID: 0000001373 Item: FY16 WRD Safety Grant
 Line: 1 Status: Active
 Schedule: 1

*Distribute By: Amount
 *Liquidate By: Amount
 SpeedChart: Multi-SpeedCharts

Schedule Qty: 1.0000
 Merchandise Amount: 10,000.00 USD
 Doc. Base Amount: 10,000.00 USD

Distribution											
Chartfields	Details/Tax	Asset Information	Req Detail	Statuses	Budget Information						
Dist	Status	Percent	Budget Status	Budg Dt	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency	Expensed To Date	Final	Commitment Contn Close Flag
1	Canceled		Valid	04/07/2016	0.00	USD	0.000		0.00		
2	Open	100.0000	Valid	07/01/2016	10000.00	USD	10,000.00	USD	0.00		

**** Budget dates between 7/1/2016 – 6/30/2017 are Fiscal Year 2017.**

TOPIC 2: PO ROLLOVER FOR PARTIALLY ENCUMBERED PO DISTRIBUTION LINE

How YEC PO Rollover Process will alter a partially expensed PO Distribution:

Prerequisites: Show the before and after results of rolling a partially expensed PO distribution line

Step	Action
1.	Navigate to: Purchasing > Purchase Orders > Add/Update POs
2.	Click the Find an Existing Value tab, enter the Business Unit and PO ID , and click Search .
3.	View PO to be rolled

Favorites - Main Menu - > Purchasing - > Purchase Orders - > Add/Update POs...

Home | Worklist | Add to Favorites | Sign

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New Window | Personalize

Maintain Purchase Order

Purchase Order

Business Unit: 50500 PO Status: Dispatched

PO ID: 000000047 Budget Status: Void

Copy From: Hold From Further Processing

Header

*PO Date: 10/02/2015 Supplier Search

*Supplier: RENEWAL UN-001 Supplier Details

*Supplier ID: 0000015855 Renewal Unlimited Inc

*Buyer: JOHNSJKTZU Johnson, Jodee

PO Reference:

- Header Details
- PO Defaults
- PO Activas
- Requisitions
- Actions

Doc Tot Status: Void

Backorder Status: Not Backordered Create BackOrder

Receipt Status: Not Recvd

*Dispatch Method: Print

Amount Summary

Merchandise	185,549.00	
Freight/Tax/Misc.	0.00	<input type="button" value="Calculate"/>
Total Amount	185,549.00	USD
Encumbrance Balance	93,492.34	USD

Add Items From: Catalog Purchasing Kit Item Search

Select Lines To Display: Search for Lines: Line To

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status	
1		2015-2016 AmerCorps Competitive Grant	1,0000	EA	96298	185,549.0000	185,549.00	Approved	

Favorites - Main Menu - > Purchasing - > Purchase Orders - > Add/Update POs...

Home | Worklist | Add to Favorites | Sign

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New Window | Personalize

Maintain Purchase Order

Schedules

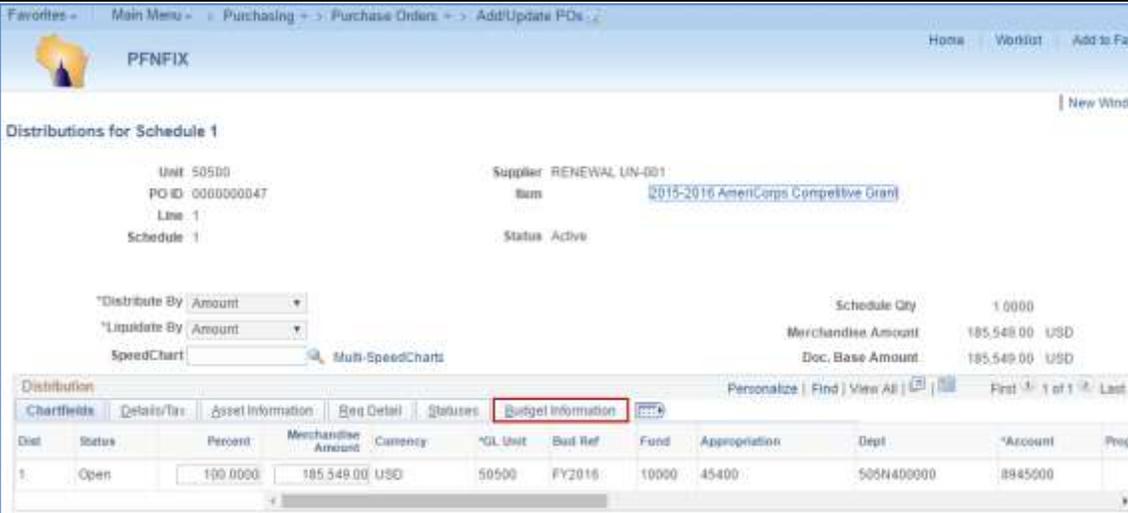
Unit: 50500 Supplier: RENEWAL UN-001 PO Status: Dispatched

PO ID: 000000047 PO Date: 10/02/2015

[Return to Main Page](#)

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status	
1		2015-2016 AmerCorps Competitive Grant	1,0000	EA		185,549.00000	185,549.00	Active	



	 <p>Distributions for Schedule 1</p> <p>Unit: 50500, PO ID: 000000047, Line: 1, Schedule: 1 Supplier: RENEWAL UN-001, Item: 2015-2016 AmeriCorps Competitive Grant, Status: Active</p> <p>*Distribute By: Amount, *Liquidate By: Amount, SpeedChart: Multi-SpeedCharts</p> <p>Schedule Qty: 1.0000, Merchandise Amount: 185,549.00 USD, Doc. Base Amount: 185,549.00 USD</p> <table border="1"> <thead> <tr> <th>Dist</th> <th>Status</th> <th>Percent</th> <th>Merchandise Amount</th> <th>Currency</th> <th>GL Unit</th> <th>Bud Ref</th> <th>Fund</th> <th>Appropriation</th> <th>Dept</th> <th>*Amount</th> <th>Prog</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Open</td> <td>100.0000</td> <td>185,549.00</td> <td>USD</td> <td>50500</td> <td>FY2016</td> <td>10000</td> <td>45400</td> <td>505N400000</td> <td>8945000</td> <td></td> </tr> </tbody> </table>	Dist	Status	Percent	Merchandise Amount	Currency	GL Unit	Bud Ref	Fund	Appropriation	Dept	*Amount	Prog	1	Open	100.0000	185,549.00	USD	50500	FY2016	10000	45400	505N400000	8945000	
Dist	Status	Percent	Merchandise Amount	Currency	GL Unit	Bud Ref	Fund	Appropriation	Dept	*Amount	Prog														
1	Open	100.0000	185,549.00	USD	50500	FY2016	10000	45400	505N400000	8945000															
4.	<p>Run PO Rollover Process</p> <p>**This will not be executed by Agencies. This will be executed by SCO. Date TBD.</p>																								
5.	<p>Results of Rolled PO</p>																								



PFNFIX

Maintain Purchase Order

Purchase Order

Business Unit: 50500 PO ID: 000000047 PO Status: Dispatched Budget Status: Void

Copy From: [Dropdown] Hold From Further Processing:

Header

*PO Date: 10/02/2015 Supplier Search
 *Supplier: RENEWAL UN-001 Supplier Details
 *Supplier ID: 000015855 Renewal Unlimited Inc
 *Buyer: JOHNSJXTJU Johnson, Jadee

Doc Tot Status Valid
 Backorder Status Not Backordered Create BackOrder
 Receipt Status Not Recvd
 *Dispatch Method: Post

Amount Summary

Merchandise	185,548.00
Freight/Tax/Misc.	0.00
Total Amount	185,548.00 USD
Encumbrance Balance	93,492.34 USD

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		2015-2016 AmeriCorps Competitive Grant	1,000	EA	96298	185,549.0000	185,549.00	Approved

Schedules

Unit: 50500 Supplier: RENEWAL UN-001 PO Status: Dispatched
 PO ID: 000000047 PO Date: 10/02/2015

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amt	Status
1		2015-2016 AmeriCorps Competitive Grant	1,000	EA		185,549.00000	185,549.00	Active

Distributions for Schedule 1

Unit: 50500 Supplier: RENEWAL UN-001
 PO ID: 000000047 Item: 2015-2016 AmeriCorps Competitive Grant
 Line: 1 Schedule: 1 Status: Active

*Distribute By: Amount Schedule Qty: 1,000
 *Liquidate By: Amount Merchandise Amount: 185,549.00 USD
 SpeedChart: Multi-SpeedCharts Doc. Base Amount: 185,549.00 USD

Distribution

Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	Bud Ref	Fund	Appropriation	Dept	*Account
1	Closed	49.6131	92,056.66	USD	50500	FY2016	10000	45400	505N400000	8945000
2	Open	50.3869	93,492.34	USD	50500	FY2018	10000	45400	505N400000	8945000



Distributions for Schedule 1

Unit: 50500 Supplier: RENEWAL UN-001
 PO-ID: 0000000047 Item: 2015-2016 AmariCorps Competitive Grant
 Line: 1 Status: Active
 Schedule: 1

*Distribute By: Amount
 *Liquidate By: Amount
 SpeedChart: Multi-SpeedCharts

Schedule Qty: 1.0000
 Merchandise Amount: 185,549.00 USD
 Doc. Base Amount: 185,549.00 USD

Distribution											
Chartfields	Details/Tax	Asset Information	Req Detail	Statuses	Budget Information						
Dist	Status	Percent	Budget Status	Budget Dt	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency	Expensed To Date	Final	Commitment Control Close Flag
1	Closed	49.6131	Valid	10/02/2015	0.00	USD	0.000		0.00		
2	Open	50.3869	Valid	07/01/2016	93492.34	USD	93,492.34	USD	0.00		

**** Budget dates between 7/1/2016 – 6/30/2017 are Fiscal Year 2017.**