



STATE CONTROLLER'S OFFICE – BULLETIN 07-28-2015

Wisconsin Department of Administration – Division of Executive Budget and Finance

BULLETIN 07-28-2015

FY15 Encumbrance Roll

We will be performing the annual encumbrance roll to move outstanding encumbrances to fiscal year 2016. This roll will take place on July 31, 2015.

We would like to remind agencies:

1. The purchase orders will exist in both fiscal years for a period of time (from the encumbrance roll on 07/31/15 until the spending authority roll on 09/04/15). This means if you process a modification to the encumbered amount you must do so in both years. Making a payment against a purchase order is not considered a modification in this case.
2. The encumbrance roll process will happen before the nightly cycle; so any changes made to the purchase order must be in accept status before 3:00 PM on July 31, 2015. Any changes made that were only scheduled and not accepted will not be reflected in the encumbrance roll and your fiscal year 2015 balance and fiscal year 2016 purchase orders will be different.
3. The new purchase order transactions will replace the first character of the document number with a "Y". In a case where the document id is less than the full 11 characters, the "Y" will be prepended to the beginning of the document id. The characters used to indicate the rollover are Q, X and Y. These characters are used sequentially each year.
4. Some of the purchase order transactions may reject. This is primarily due to a change in chart of accounts for your agency in the new fiscal year. In these cases the rolled over purchase orders will have to be altered in order to be accepted. No changes will be needed in FY2015 for these encumbrances.

If you have any questions, please contact Karolyn Cassidy by email at karolyn.cassidy@wisconsin.gov or call (608) 266-1320.