

# Fiscal Year Rollover

# What is a fiscal year rollover?

- Transition from your current FY to a new FY.
- Automatically generates a new fiscal year structure identical to that of your current fiscal year.
- Sets your current FY to a status that will prevent new orders from being placed on it (closed or encumbrances closed).

# What are your options?

1. Run Fiscal Year Rollover Utility - Rollover Free Balance
2. Run Fiscal Year Rollover Utility – Zero out Free Balance
3. Replicate Fiscal Year Hierarchy

# Run Fiscal Year Rollover Utility

- Creates a new fiscal year with a fund structure identical to that of the current fiscal year.
- Unlinks certain records from the old funds, and relinks them to the corresponding funds in the new fiscal year, such as:
  - Pending POs
  - POLIs on pending purchase orders
  - Open invoices
  - PO templates
  - ...and more

# Run Fiscal Year Rollover Utility

- Encumbered amounts are disencumbered in the old fiscal year and rolled to the new one.
- Closes all funds from the current fiscal year so that they will not be available for future orders.

# Run Fiscal Year Rollover Utility

## **Rollover Free Balance**

- Carries any unexpected amount from the current fiscal year to the corresponding fund of the new fiscal year.

## **Zero-out Free Balance**

- Creates all funds in the new fiscal year with a \$0 free balance, leaving any unexpended funds in the current fiscal year.

# Replicate Fiscal Year Hierarchy

- Creates a new fiscal year with a fund structure identical to that of the current FY
- All new funds have a \$0 free balance.
- Encumbrances are \*not\* rolled over to the new fiscal year.
- Linked records are \*not\* rolled over to the new fiscal year.
- Updates the status of the current fiscal from a status of open to encumbrances closed.
- Staff can still receive and expend purchase order line items that were encumbered prior to the utility being run.
- Forces any new orders generated after the rollover to be created using funds from the new fiscal year.
- Once all outstanding orders have been received and invoiced, we will close the previous fiscal year.

# Preparing to Roll Over

- Run the outstanding orders report.
  - Helps identify which purchase orders will be rolled over or will remain attached to the previous FY.
- Release or delete pending purchase orders.
- Pay open invoices so that money is expended from the correct FY.
- Apply known credits to paid invoices.
- Run the preprocessing report.
- Shows the current state of the fund balances to be rolled over.
- Schedule a test rollover in training.



# Now's the time to correct uninvoiced POs.

- Received POs that are unlinked to the invoice will rollover.
- [Correcting Uninvoiced Purchase Orders](#)

# SQL Queries

- Purchase Order Line Item Find Tool: Received POLIs not invoiced
- Purchase Orders Find Tool: POs not cancelled or Closed
- Purchase Orders Find Tool: POs not invoiced
- Invoices Find Tool: Invoices not Paid or Closed

# Rollover Day!

- CCS staff will complete the rollover early in the morning (before 7 am) when no other staff are using the database.
- CCS will send an email to the Acq listserv to let everyone know about the upcoming rollover, and send an all-clear when it's safe to resume acq functions.
- CCS will rename the new fiscal year.
- Library staff will add or delete new funds as needed, and allocate dollar amounts to the funds.

# Resources

- [Fiscal Year Rollover](#)
- [Running a SQL Query in the Client](#)
- [Searching with Saved SQL Queries in Leap](#)

# Questions?

- Email [help@ccslib.org](mailto:help@ccslib.org).