

Working with FY09 Purchase Orders that were Rolled into FY10

FY09 POs that were NOT rolled into FY10:

- Converted
- Blankets
- One Time Service

FY09POs that WERE rolled into FY10:

- Grant Subcontracts
- All regular POs that had open encumbrances

1. How can I find my rolled FY09 PO?

a. If searching in Manage Requisitions page, you can search by:

- **Date From/Date To:** Prior to 8/23/09
Please keep in mind that there was an overlap period where REQs were being created in both FY09 and FY10 from 8/24/09 – 8/31/09. Therefore, if you search in this time period you will see REQs from both fiscal years.
- **Requisition ID:** If you know the specific REQ ID, you will be able to search for Requisitions in either Fiscal Year as you normally have done.
- **PO ID:** You CANNOT search for FY09 REQs using the PO ID search criteria.

2. How/Where can I create Receipts for FY09 POs that have been rolled into FY10?

- FY09 REQs/POs that require a receipt that display in a 'POs Dispatched' and 'Partially Received' Status on the Manage Requisitions page CAN be received from the drop down 'Select Action' menu where you select 'Receive Order' on this page.
- Users can also create Receipts for FY09 POs via the *Purchasing > Receipts > Add/Update Receipts* page by inputting the PO ID.

3. What will I see on my reports?

a. [SC016 - Open Encumbrance Report](#)

When selecting Budget FY From/To = 2010, and choosing defaults of *Earliest Date* and *Latest Date*, users can expect to see any rolled POs that still have open encumbrances.

b. [GL008 - Revenue and Expense Activity Report](#)

When Selecting Fiscal Year/Budget Period = 2010 and Accounting Period = 1-September, users can expect to see the open encumbrance from FY09 carried forward into FY10 in the Pre-Enc/Enc Summary, the 'GL059 - GL Drill-through Detail' will show a \$0 (zeroed) amount for the original PO Ln/Schd/Dst, and the open encumbrance on a new Ln/Schd/Dst. Basically, the FY09 line was zeroed out and a new line for FY10 was created.

c. [SC027 - Match Exception Report by Department](#)

If an FY09 PO that was rolled into FY10 falls into a Match Exception Status, it will display as any/all other POs with Match Exceptions.



NEED HELP?

Contact the Help Desk at 847-491-HELP, option 2 or email consultant@northwestern.edu