As part of the fiscal year-end closing process, purchase orders with open commitments must either be liquidated or rolled forward to the new fiscal year. Liquidation of open commitments will happen through a batch process as part of the year-end protocols for any purchase order that has not been affirmed to be included in the PO rollover process.

To assist Schools/departments in the rollover affirmation process, ARC users can review PO Open Commitments and update the PO Rollover Flag as needed for multiple POs. This designation will result in the purchase order being included in the PO rollover process at the end of June.

**PO Rollover Affirmation Process in ARC**

Once you have identified a purchase order that you want to roll forward into the new fiscal year, to include the PO in the rollover process, follow these steps:

1. Go to the “PO Rollover Affirmation” page under Columbia Specific.

2. Enter the “PO Rollover Status” and click Search.
NOTE: Select the PO Roll Status that reflects the POs to be reviewed

- Affirmed
- Unaffirmed
- Auto-Affirmed (exceptions will require action)

POs that meet one of the following criteria are auto-affirmed: multi-year PO or created after a certain date in June (as determined annually by Purchasing).

3. Click the “Selection Flag” of the POs that should be affirmed or unaffirmed.
4. Select the “PO Roll Action” (affirmed, unaffirmed) and Click Update Selected Rows button

![PO Roll Status Form](image)

5. Click Save.

Getting Help

Please contact the Finance Service Center  
[http://finance.columbia.edu/content/finance-service-center](http://finance.columbia.edu/content/finance-service-center)

You can log an incident or request a service via Service Now  
[https://columbia.service-now.com](https://columbia.service-now.com)

Or, you can contact the Service Center by phone: (212) 854-2122