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 designate a purchase order as “Available for Rollover” on the PO Header Details page. 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:

- Go to the “Add/Update POs” page in the Purchasing Module
- Click on the “Header Details” link
• Once you are in the “PO Header Details” page, go to the “Available for Rollover” field in the “PO Details” section.
• All purchase orders are defaulted to “No”. To mark the PO for inclusion in the PO rollover process, change the value to “Yes”.
• Click “OK” on the bottom of the page.
ARC Query on POs Available for Rollover

To confirm which purchase orders have been marked “Yes” and are “Available for Rollover”, ARC users with the Procurement Inquiry role can utilize the following online query in ARC: CU_PO_ROLLOVER. This query will allow users to see a list of all their open commitments along with the rollover status of those purchase orders for which he/she has ChartField security.

- Navigate to the Query Viewer page
- Search for the query CU_PO_ROLLOVER
- Click on HTML to run the report

The report will list POs with open commitments.
- The “Confirmed for Rollover” column indicates whether the PO has been selected for rollover.
- The “Rollover Error” column indicates whether there is an issue that will prevent the PO from being rolled forward to the next fiscal year. (These issues will need to be corrected prior to rollover.)
Job Aid

Purchase Order Open Commitments

In addition to the CU_PO_ROLLOVER query, there is a PO Open Commitment Report, which lists any purchase order open commitments in ARC for your School/department. This report is accessed from the Financial Data Store (FDS), a link to which can be found on the ARC portal. Once in the ARC folder within InfoView, you will find the PO Open Commitment report within the Procurement Reports folder.

![Procurement Reports](image)

After selecting the report, use the following parameters in order to obtain the results for POs with open commitments:

- **Business Unit**: select all that apply PC
- **Business Unit**: select all that apply
- **Origin**: leave blank
- **Department Filter**: select campus location
- **Department rollup**: select all that apply
- **Commitment Type**: non-SAPO’s only

Once the report has been generated, it can be exported to PDF, Excel or other related formats so the data can be viewed in various ways.

**Budget Checking**

Please note that, in addition to affirming purchase orders to be rolled forward into the new fiscal year, those affirmed POs must also have a valid new fiscal year expense budget (i.e. a valid Project/Department combination) in the Budget Tool. Please reach out to the person in your School/department that has access to the Budget Tool to ensure that a valid expense budget for the new fiscal year is in place.
PO Rollover Criteria and Process
We ask that you carefully review your respective PO open commitments. Schools and departments must affirm any PO open commitment that they wish to have brought forward into the new fiscal year by using the “Available for Rollover” functionality described above. The following criteria will be used to rollover purchase orders to the new fiscal year:

- Any purchase orders in a Dispatched status with a valid Budget status that has the “Available for Rollover” field set to “Yes” by the announced cut-off date in June (see the Year End Closing Memo for detailed dates).
- Any departmentally dispatched purchase orders (against UWPA vendors) in a Dispatched status with a valid Budget status, created after the June cut-off date with an open commitment.
- Any requisition submitted to Purchasing by the cut-off date will be sourced to a PO and rolled forward if the purchase order is in a Dispatched status with a valid Budget status and there is any open commitment.
- All POs rolled forward must have a valid new fiscal year budget set up.

The remaining open commitments that have not been affirmed will be liquidated by Purchasing prior to the fiscal close and prior to the expense protocol, which occurs at year-end.

It is important to note that there are certain transactions that will automatically be affirmed by Central and included in the rollover process. These transactions include:

- Multiyear Purchase Orders that extend beyond the current fiscal year.
- Purchase Orders issued after the June cut-off date.

We still strongly encourage you to affirm any and all PO transactions you are seeking to rollover into the new fiscal year.