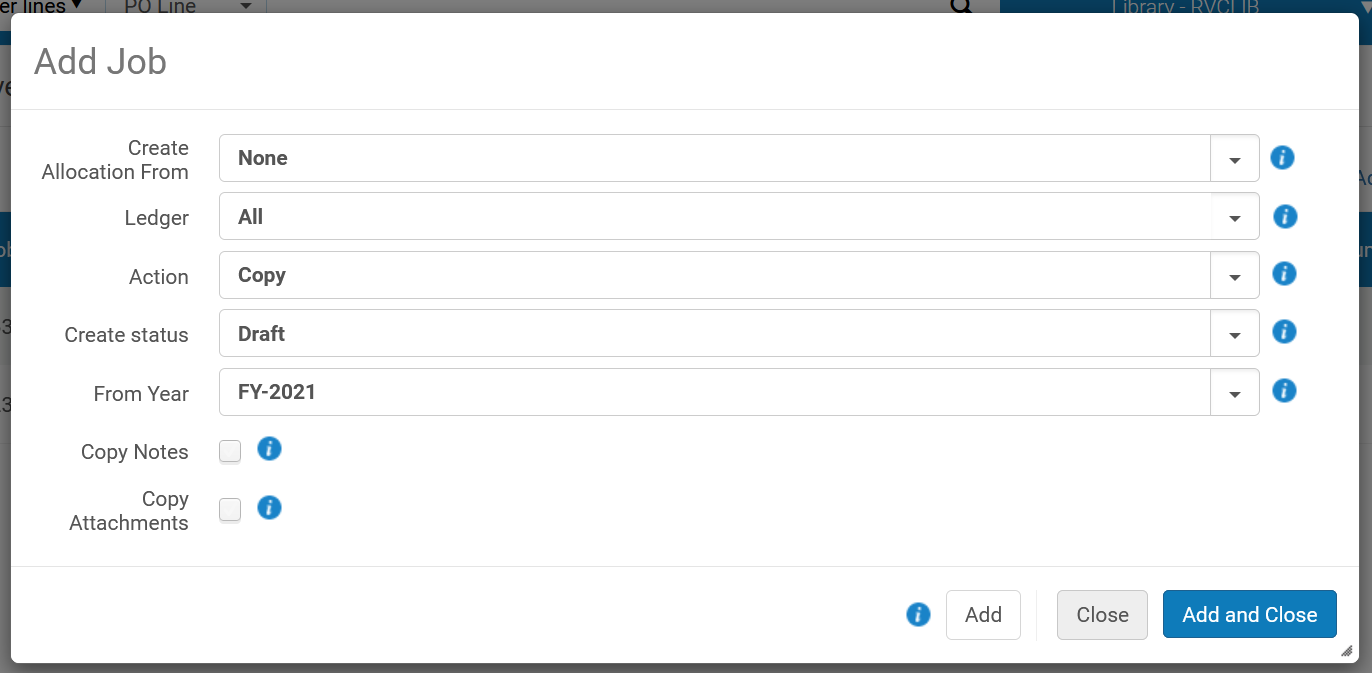
Fiscal Period Close/Rollover

(Rolling over ledgers creates the new fiscal period.)

Rollover Ledgers

Acquisitions🡪 Advanced Tools🡪Rollover Ledgers  
Click “+Add Job”



Ledger: choose previous FY  
From Year: choose previous FY

Click “Add and Close” which will start the job

Rename Fiscal Period

Configuration🡪Acquisitions🡪General🡪Fund and Ledger Fiscal Period  
Edit “Description” field to be consistent with previous fiscal periods  
Click “Save”

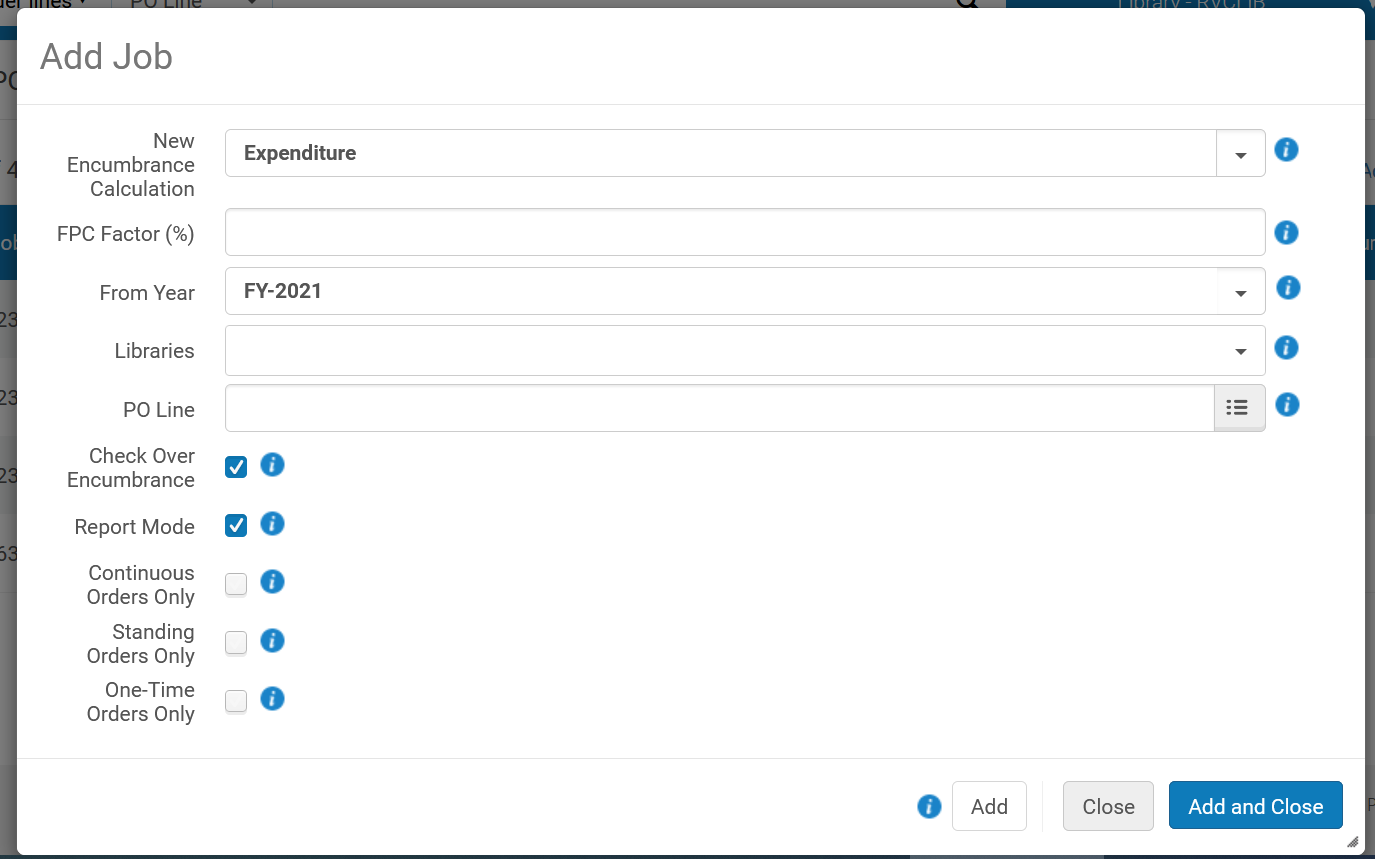
Make Funds Active

Acquisitions🡪Acquisitions Infrastructure🡪Funds and Ledgers  
Click “edit” on the new ledger  
Change the name to the new fiscal year  
Click “Activate” (this will make the ledger and all the funds active)

Rollover PO Lines

(We don’t rollover PO lines, but running this job in report mode will show if there are any PO lines that are in a status that would make them eligible to rollover.)

Acquisitions🡪Advanced Tools🡪Rollover PO Lines  
Click “+Add Job”



Run in “Report Mode”  
From Year: previous FY  
Click “Add and Close” which will start the job  
After the job finishes, click on the […] and choose “View” to see job report

Deactivate Old Ledger(s)

Acquisitions🡪Acquisitions Infrastructure🡪Funds and Ledgers  
Click “edit” on the previous year’s ledger  
Click “Deactivate”

Add Amounts to Funds

Click “edit” on each fund, choose “Transactions” tab, click “Allocate Funds”  
Enter amount (without a comma)  
Blank out the reporting codes  
Click “Add allocation transaction”