

Fiscal Period Rollover: BIG Picture

Request "Fund Snapshot Report"
and "Open Order Report" via WRO
(as many times as needed)
or generate them in Access on your own

Review the reports and make as many
changes to the database as needed

Define a new Fiscal Period in SysAdmin
Define the Rollover Rule(s)

File the "Fiscal Period Close"
WRO form

Specify which reports (if any) should be
generated as part of the process:
Open Orders - before and after
Fund Snapshot - before and after
Rollover Status for copy and fund

Review the reports generated
by the rollover process

When satisfied that the rollover
was successful, inform CARLI
and Acq/Ser will be turned back "on."

*Entire Acq/Ser
module is
unavailable to all
staff for the duration
of the process.*

*If there are
serious problems,
the Acq/Ser database
can be restored to its
pre-rollover state and
the process can be
done again.*