

## Checklist for Fiscal Period Close, aka, Rollover

- The new fiscal period has been defined in System Administration
- The “Apply rule during next run...” box has been checked in the rollover rule (see below for example)
- Rules have been defined for each PO type that should roll
- New ledger(s) have been defined in the rollover rule (see below for example)
- “Voyager Fiscal Period Close” WRO has been filed by the I-Share Liaison
- All staff who will be affected by the Acq/Ser down time have been notified of the date/time of the rollover

**Rollover Rule Edit - Rule: FY09**

File Rule Tools Help

Save Save and Close Save and New

Rule Name/ID: FY09

Fiscal Period: FY09

New Fiscal Period: FY10

Apply rule during next run of Fiscal Period Close

Initialize With:

Zero  Original Allocation

Cash Balance  Original Allocation + Cash Balance

**Ledgers**

Ledger Name	New Ledger Name	Rolled Over
Law Library 09 Materials Budget	Law Library 10 Materials Budget	No
sLibMatFY09	tLibMatFY10	No

There are no more ledgers available to this rule.

Add Ledgers Remove Ledger(s) Save Ledgers