

SchoolFunds Online

Purchase Order Instructions

A C C O U N T I N G Y E A R - E N D R O L L O V E R

TIP: If you are posting purchase orders in SFO, keep in mind that open POs will not carry over into the new year unless your district has activated this feature. If you are unsure whether or not you are allowed to carry over PO's, please contact your District Administrator.

If your district does NOT allow the carry over open PO's, please follow these steps:

1. Print the Open Purchase Orders Report, found under the Reports menu, for an up-to-date listing of Purchase Orders that need liquidation.
2. Proceed to the Purchase Orders menu – Liquidate all open Purchase Orders using your fiscal year end date as the liquidation date.
3. Print a Receipts and Disbursements Report using your fiscal year-end date. Do NOT check “Exclude Encumbrances”.
4. After liquidating all open Purchase Orders, the Year-to-Date Encumbrances total (far right column) should equal 0.
5. If you have liquidated all Purchase Orders and the total is still not 0, please create a support ticket by emailing sfosupport@kevgroup.com.
NOTE: If the encumbrance is a negative amount, this indicates a PO has over-liquidated and **must** be corrected in the database before the year-end process. Please create a support ticket.
6. Reference Bookkeeper Instructions for how to finish preparing for year-end rollover.
7. After the district admin has completed the year-end rollover for your school, you may re-enter any Purchase Orders that were open with the new fiscal year date and a new Purchase Order number.

If your district DOES allow the carry over open PO's, please follow these steps:

1. Print the Open Purchase Orders Report, found under the Reports menu, to have an up-to-date listing of Purchase Orders that are open.
2. Proceed to the Purchase Orders menu – Liquidate any open purchase orders that you do not wish to carry over to the new year by using the fiscal year end date as the liquidation date.
3. Print a Receipts and Disbursements Report using your fiscal year-end date. Do NOT check “Exclude Encumbrances”. The Year-to-Date Encumbrances total should equal the total of the Open Purchase Order Report.
4. If the total is not equal, please create a support ticket by emailing sfosupport@kevgroup.com.
5. Reference Bookkeeper Instructions for how to finish preparing for year-end rollover.

Your purchase orders are now ready for the new school year.