

## To Roll Prior Year's Funds to a Current Year:

This will allow you to roll funds between distribution lines within a line item.

Navigation: Purchasing>Purchase Orders>Maintain POs

Input your BU and PO number and select the **Search** button.

Click on the Schedule tab, click on the Distributions hyperlink.

### Distributions -- 1

PO: 0909000349 Line: 1 Sched: 1 Item: 097145 Rental of office space  
'Distribute by: Quantity SpeedChart: Multi-SpeedCharts Status: Active

Distribution															
Customize   Find   View All   First 1 of 1 Last															
Details More Details Asset Information Req Detail															
Sel	Dist	PO Qty	Percent	Amount	Currency	'GL Unit	'Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	Fund Affil	Budg Dt	'Location
<input checked="" type="checkbox"/>	1	12.0000	100.0000	1249.92	USD	09000	532130		1130	21000	1003001	05		07/01/2004	09001

Amount: 1249.92 USD Doc. Base: 1249.92 USD PO Qty: 12.0000

[Distribution Details](#) [Projects](#) [Asset Information](#) [Req Detail](#) [Distrib Sales/Use Tax](#) [Distrib VAT](#)

Select the **+** located to the far right of the distribution line.

Notice a new line has been added. Reduce distribution line 1 by the available encumbrance and increase distribution line 2 by that amount. Depending on how the PO is set up you may need to reduce the quantity available.

### Distributions -- 1

PO: 0909000349 Line: 1 Sched: 1 Item: 097145 Rental of office space  
'Distribute by: Quantity SpeedChart: Multi-SpeedCharts Status: Active

Distribution															
Customize   Find   View All   First 1-2 of 2 Last															
Details More Details Asset Information Req Detail															
Sel	Dist	PO Qty	Percent	Amount	Currency	'GL Unit	'Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	Fund Affil	Budg Dt	'Location
<input type="checkbox"/>	1	6.0000	50.0000	624.96	USD	09000	532130		1130	21000	1003001	05		07/01/2004	09001
<input checked="" type="checkbox"/>	2	6.0000	50.0000	624.96	USD	09000	532110		1130	1000	1003001	06		07/01/2005	09001

Amount: 1249.92 USD Doc. Base: 1249.92 USD PO Qty: 12.0000

[Distribution Details](#) [Projects](#) [Asset Information](#) [Req Detail](#) [Distrib Sales/Use Tax](#) [Distrib VAT](#)

Change distribution line 2 funding to the current year's funding. In this example, it is budget period 06. Note: the Budget Date may default in with the prior year's date. This will need to be changed to reflect the same fiscal year as the Bud Ref.

**NOTE:** If the Rollover procedure is being processed in the current fiscal year for the next fiscal year – for example, being processed in June (FY05) for July (FY06) – enter TBD in the account number. Once budgets have been approved for the next fiscal year, the agency must change the TBD to a valid account number. Do not process Vouchers against a TBD account. See pages 3-5 for Query to identify POs with TBD Account Codes.

Select the  Save button.

Budget Check the PO. Since the amount did not change overall it will not need to be approved and dispatched.