

Manually Rolling Your POs

1. Items received before July 1 – pay in a PO voucher backdated TO 6/30/09.
2. POs dispatched before July 1 but will be paid in new biennium:
 - a. Manually change the accounting dates. Follow directions, [click here](#).
 - b. Allow the PO to be automatically closed and reopen it later.
3. Partially paid example 1: An agency has a PO line for 10 items, and received 5 before July 1st.
 - a. Close the PO and budget check it.
 - b. Pay the rest of the PO with a regular voucher with new biennium dates.
4. Partially paid example 2: The remaining PO items might not arrive for months, and the agency needs those amounts encumbered in the new biennium.
 - a. Copy the old PO into a new one with all dates in new biennium.
 - b. Keep only the unpaid items and delete the rest before budget checking. Only the unpaid amounts will be encumbered in new biennium.