Manually Rolling Your POs

1. Items received before July 1 – pay in a PO voucher backdated to 6/30/15.

2. POs dispatched before July 1 but will be paid in new biennium:

   a. Manually change the accounting dates. Follow the directions in the document called "Four Steps to Change Dates on Existing POs" found at
   http://www.nd.gov/vr/purchmod/docs/four-steps-to-change-dates.pdf

   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.