

Encumbrance Rollover Process

Purchase Orders for goods and services encumbered and **not received before the end of the fiscal year** will be rolled forward to the next fiscal year using the Encumbrance Rollover Process.

This document explains the process and contains examples of transactions from the Insight Open Commitment and Department Transaction Reports. In these examples, the POs were encumbered in FY 2010/2011 and are rolling forward to FY 2011/2012.

- 1) To determine Purchase Orders rolling to the next fiscal year, open the Insight Open Commitments Report.
 - a) Enter the Department ID.
 - b) Enter the Fiscal Year in which the POs are encumbered.
 - c) Use the drop down menu to select the Fund and Account.
 - d) Click the View Report button.

Enter the Fiscal Year in which the POs were encumbered.

- e) The report will display the PO number, Vendor and remaining encumbrance balance for each PO, as well as, the total amount for all POs rolling forward.

Fund/Account 61006-660103

PO ID	VENDOR NAME	PROGRAM	PROJECT	CLASS	BALANCE
0000040626	JC NELSON SUPPLY CO				3,099.60
0000040634	JC NELSON SUPPLY CO				2,493.57
0000041216	DAY WIRELESS SYSTEMS				62.35
0000041562	JC NELSON SUPPLY CO				153.95
0000043666	CLARCOR AIR FILTRATION PRODUCTS				125.48
0000044831	MISSION LINEN & UNIFORM SERVICE				162.38
0000050376	ZAP MANUFACTURING INC				14.26
					7.00
					364.50
					235.47
					0.50
					77.94
					28.04
					362.63
11538	PLATT ELECTRIC				
051543	BUTTES CENTER STATE PIPE & SUPPLY				
0051545	JC NELSON SUPPLY CO				
00051571	ASSOCIATED FLOW CONTROLS INC				199
000051668	GRAINGER INC				990.30
000051674	JC NELSON SUPPLY CO				94.83
OBLIGATIONS	N/A				-2,205.43
					7,066.97

POs with open commitments moving to the next fiscal year using the Obligation Process are deducted. To review the Obligation Process go to the Year End Process page on the Accounting Operations Website.

Total of POs for the Encumbrance Rollover

- 2) Use the Insight Transaction Report to locate the amount of the budget transaction posted for the Encumbrance Rollover. To view the Encumbrance Rollover transaction:
 - a) open the Insight Transaction Report;
 - b) the new fiscal year is the default value;
 - c) select Accounting Period "1";
 - d) enter the Deptid;
 - e) select the Fund and Account;
 - f) click the View Report button.

California State University Chico INSIGHT REPORTING SERVICES

Home > Financials > Financials 9.0 Reports > Transaction Report

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Search for: Go

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New Subscription

Select Fiscal Year: 2011-2012

Select Accounting Period(s): 1

Select Deptid(s) or N/A: N/A

Or Enter Deptid(s) or N/A:

Show Project Funds? No

Select Fund(s): G1006

Select Account(s):

Select Program(s) or N/A: N/A

Select Project(s) or N/A: N/A

Select Class(es) or N/A: N/A

Select Benefits or No Benefits: Standard

View Report

3 of 14 | 100% | encumbrance Find | Next | Select a format | Export

- 3) When the report has processed and the results are displayed:
 - a) type **encumbrance rollover** in the search box;
 - b) click the **Find** link;
 - c) the search feature will locate the Encumbrance Rollover transaction;
 - d) if multiple Account numbers were selected in the report parameter, click the **Next** link to find additional Encumbrance Rollover entries.

California State University Chico INSIGHT REPORTING SERVICES

Home > Financials > Financials 9.0 Reports > Transaction Report

View | Properties | History | Subscriptions

New Subscription

Select Fiscal Year: 2011-2012

Select Accounting Period(s): 1

Select Deptid(s) or N/A:

Select Fund(s): G1006

Select Account(s):

Select Project(s) or N/A: N/A

Select Benefits or No Benefits: Standard

3 of 14 | 100% | encumbrance Find | Next | Select a format | Export

01 Jul	6/21/2011	POS	0000051674	JC NELSON SUPPLY CO	R01670-5 Bag, Vacuum for Eureka	0.00		0.00
01 Jul	6/21/2011	POS	0000051674	JC NELSON SUPPLY CO	R01805-5 Frame, Mop 36"	0.00		0.00
01 Jul	7/1/2011	AEA	LOAD046695	N/A	DAY WIRELESS SYSTEMS	0.00	0.00	-62.35
01 Jul	7/1/2011	AEA	LOAD046695	N/A	MISSION LINEN & UNIFORM SERVICE	0.00	0.00	-162.38
01 Jul	7/1/2011	MJE	ROLLOVER02		10-11 Encumbrance Rollover	0.00	7,066.97	0.00
01 Jul	7/1/2011	OBL	YA0BL46534	N/A	CHICO-0000043666-0001-001-0001	0.00	0.00	-57.15
01 Jul	7/1/2011	OBL	YA0BL46534	N/A	CHICO-0000051034-0001-001-0001	0.00	0.00	-14.35
01 Jul	7/1/2011	OBL	YA0BL46534	N/A	CHICO-0000051034-0002-001-0001	0.00	0.00	-191.54
01 Jul	7/1/2011	OBL	YA0BL46534	N/A	CHICO-0000051034-0003-001-0001	0.00	0.00	-24.16

4) The total from the Open Commitment Report should match the amount of the Encumbrance Rollover transaction.

Fund/Account 61006-660103

PO ID	VENDOR NAME	PROGRAM	PROJECT										
0000040626	JC NELSON SUPPLY CO												
0000040634	JC NELSON SUPPLY CO												
0000041216	DAY WIRELESS SYSTEMS												
0000041562	JC NELSON SUPPLY CO												
0000043666	CLARCOR AIR FILTRATION PRODUCTS												
0000044831	MISSION LINEN & UNIFORM SERVICE												
0000050376	ZAP MANUFACTURING INC												
0000051017	NORTH VALLEY DISTRIBUTING												
0000051018	HILLYARD												
0000051034	JW WOOD CO INC												
0000051039	CLARCOR AIR FILTRATION PRODUCTS												
0000051179	CLARCOR AIR FILTRATION PRODUCTS												
0000051307	JC NELSON SUPPLY CO												
0000051309	TOWNE CARPET & DRAPES												
0000051538	PLATT ELECTRIC												
0000051543	BUTTES CENTER STATE PIPE & SUPPLY												
0000051545	JC NELSON SUPPLY CO												
0000051571	ASSOCIATED FLOW CONTROLS INC												
0000051668	GRAINGER INC												
0000051674	JC NELSON SUPPLY CO												
OBLIGATIONS	N/A												
													7,066.97

DATE	TYPE	ACCOUNT	VENDOR	DESCRIPTION	AMOUNT	ENCUMBRANCE	COMMITMENT
5/21/2011	POS	0000051674	JC NELSON SUPPLY CO	R01670-5 Bag, Vacuum for Eureka	0.00	0.00	0.00
6/21/2011	POS	0000051674	JC NELSON SUPPLY CO	R01805-5 Frame, Mop 36"	0.00	0.00	0.00
7/1/2011	AEA	LOAD046695	N/A	DAY WIRELESS SYSTEMS	0.00	0.00	-62.35
7/1/2011	AEA	LOAD046695	N/A	MISSION LINEN & UNIFORM SERVICE	0.00	0.00	-162.38
7/1/2011	MJE	ROLLOVER02		10-11 Encumbrance Rollover	0.00	7,066.97	0.00
7/1/2011	OBL	YAOBL46534	N/A	CHICO-0000043666-0001-001-0001	0.00	0.00	-57.15
7/1/2011	OBL	YAOBL46534	N/A	CHICO-0000051034-0001-001-0001	0.00	0.00	-14.35
7/1/2011	OBL	YAOBL46534	N/A	CHICO-0000051034-0002-001-0001	0.00	0.00	-191.54
7/1/2011	OBL	YAOBL46534	N/A	CHICO-0000051034-0003-001-0001	0.00	0.00	-24.16