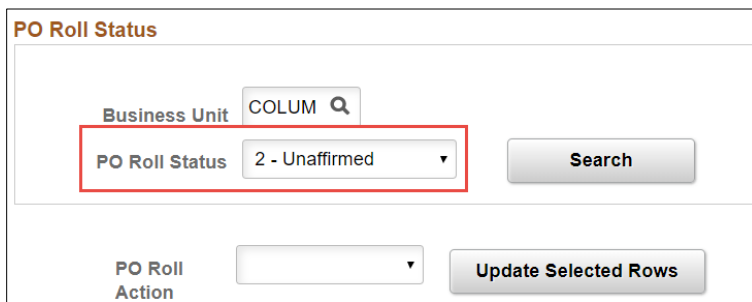


As part of the **fiscal year-end closing process**, purchase orders with open commitments must either be liquidated or rolled forward to the new fiscal year. Liquidation of open commitments will happen through a batch process as part of the year-end protocols for any purchase order that has not been affirmed to be included in the PO rollover process.

To assist Schools/departments in the rollover affirmation process, you can review PO Open Commitments and update the PO Rollover Flag as needed for multiple POs. This designation will result in the purchase order being included in the PO rollover process at the end of June

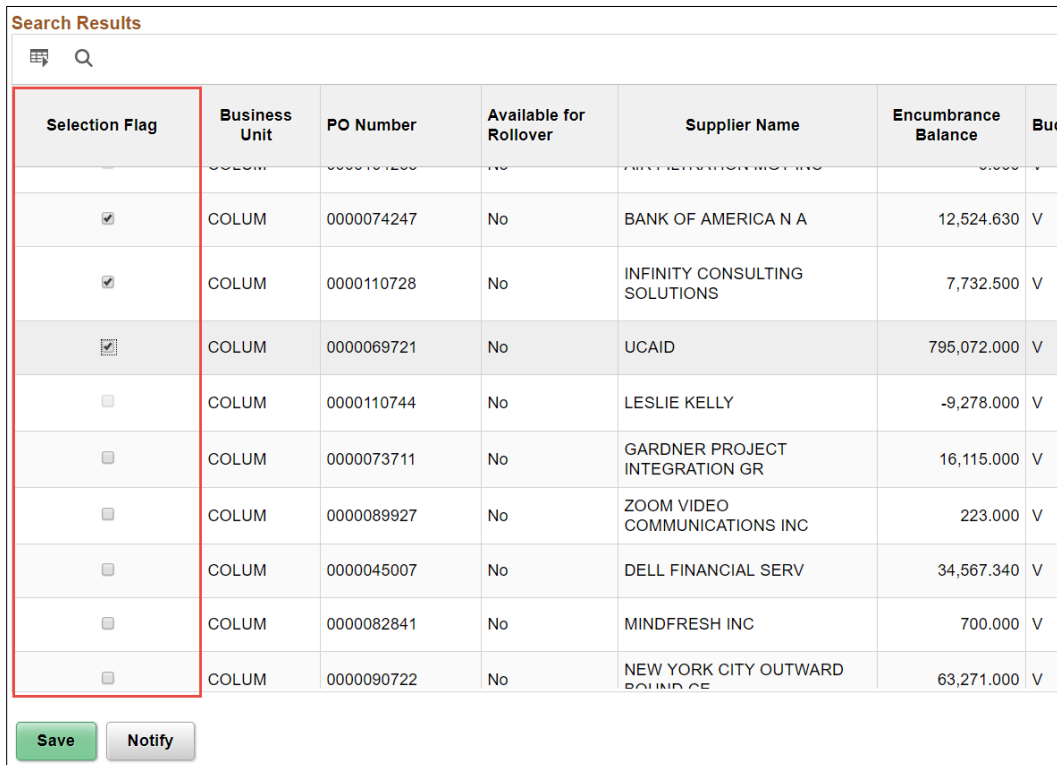
### PO Rollover Affirmation Process in ARC

1. Click the **NavBar > Columbia Specific > Purchase Order > Processes > PO Rollover Affirmation**. The PO Rollover Affirmation page appears.
2. Select **Unaffirmed** from the **PO Roll Status** dropdown and click **Search**



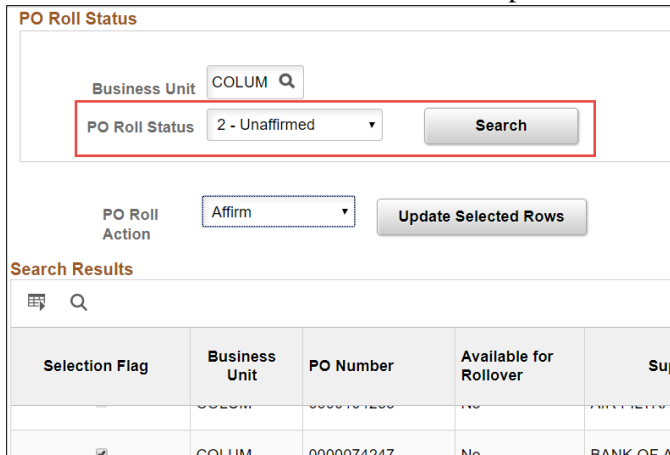
The Unaffirmed POs appear in the Search Results.

3. Click the **Selection Flag** field for the POs that should be affirmed.



Selection Flag	Business Unit	PO Number	Available for Rollover	Supplier Name	Encumbrance Balance	Bud
<input checked="" type="checkbox"/>	COLUM	0000074247	No	BANK OF AMERICA N A	12,524.630	V
<input checked="" type="checkbox"/>	COLUM	0000110728	No	INFINITY CONSULTING SOLUTIONS	7,732.500	V
<input checked="" type="checkbox"/>	COLUM	0000069721	No	UCAID	795,072.000	V
<input type="checkbox"/>	COLUM	0000110744	No	LESLIE KELLY	-9,278.000	V
<input type="checkbox"/>	COLUM	0000073711	No	GARDNER PROJECT INTEGRATION GR	16,115.000	V
<input type="checkbox"/>	COLUM	0000089927	No	ZOOM VIDEO COMMUNICATIONS INC	223.000	V
<input type="checkbox"/>	COLUM	0000045007	No	DELL FINANCIAL SERV	34,567.340	V
<input type="checkbox"/>	COLUM	0000082841	No	MINDFRESH INC	700.000	V
<input type="checkbox"/>	COLUM	0000090722	No	NEW YORK CITY OUTWARD BOUNDR CE	63,271.000	V

- Select **Affirm** from the **PO Roll Action** dropdown and click **Update Selected Rows**.



- Click **Save**.

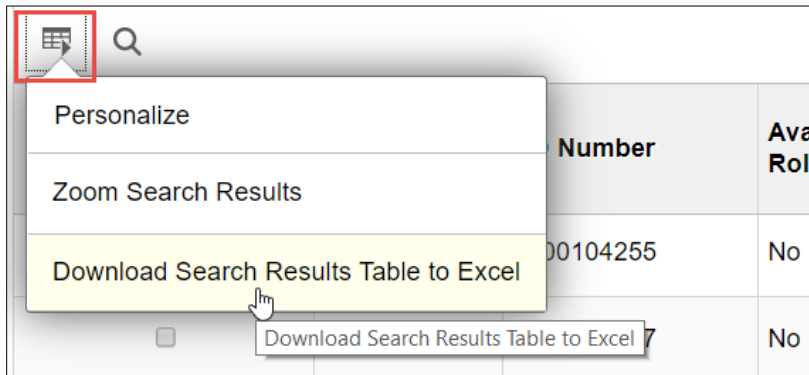
## Viewing and Exporting PO Rollover Status Lists

- Select the **PO Roll Status** that reflects the POs to be reviewed and click **Search**.
  - Affirmed**
  - Unaffirmed**
  - Auto-Affirmed** (exceptions will require action)

**Note:** POs that meet one of the following criteria are auto-affirmed: multi-year POs or those created after a certain date in June (as determined annually by Purchasing).

The Search Results appear.

- Click the icon for **Download Search Results Table to Excel**.



Number	Ava Roll
00104255	No
	No

## Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>