

## Fiscal Year Roll Process for BuySpeed Version 8 and Higher (Using FY 2011 to FY 2012 as Example)

### TO OPEN NEW FY BEFORE END OF OLD FY

1. Prior to the new FY start, open the ability for users to create next FY documents by updating the FY roll days under Agency Admin > Dept./Approval/Users > Maintain Agency Organizations/Depts/Locations

Fiscal Year Start (MM/DD/YYYY)*:	<input type="text" value="01/01/2011"/>	
Fiscal Year End (MM/DD/YYYY)*:	<input type="text" value="12/30/2011"/>	
Fiscal Year Roll Days:	<input type="text" value="90"/>	

Leave the FY start and end dates as they are, but set the FY roll days based on how many days prior to the end of the FY the Organization would like FY 2012 documents to be open – in this example above, FY 2011 document can begin to be created on October 1, although the 2012 FY does not officially start until January 1.

2. DO NOT copy the status flow actions from FY 2011 to FY 2012 at this time to prevent the 2012 reqs and POs from pre-encumbering and encumbering. Having no status flow actions on the new FY document status flows during the roll period will also ensure that no POs can be sent to the vendor until the new FY budget is established.

**SPECIAL NOTE:** A Roll Period is not required, it can be left at zero to prevent users from creating documents prior to the start of the new FY.

### TO ROLL TO THE NEW FISCAL YEAR

1. On 01/01 or after COB 12/31 (whenever your new FY in the financial system is open and you are ready to start normal actions on FY 2012 documents – remember the new budgets and accounts will have to be loaded into BuySpeed for the following steps to be taken), copy the 2011 status flow actions for all document types to 2012. Doing this will ensure that 2012 POs being sent will now encumber and new 2012 requisitions will now pre-encumber (if your integration setting include this):

Go to Agency Admin > System Configuration > Configure Document Status Flows

Begin with the requisition for the current FY by selecting requisition and FY 2011

Module: Purchasing Module	Document Type: Requisition	Fiscal Year: 2011
From Status	To Status	Mail Flag
Mail To	Status Level	Actions for Fiscal Year

Scroll to the bottom of the page and select “copy status flows”

Save & Exit   Save & Continue   Reset   **Copy Status Flows**   Cancel & Exit

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Copy the status flows from the old FY (in this example 2011) to the new one (2012):

**Copy Document Status Flow Configurations**

Document Type: Requisition  
 Copy from fiscal year: 2010  
 Copy to fiscal year: 2011

This operation copies all of the document status flow configurations from one fiscal year to another. Any existing document status flows in the "Copy to fiscal year" will be overwritten.

**Copy Status Flows**   Cancel & Exit

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Click Copy Status Flows

Repeat these copy steps for each document type: Bid, PO, Receipt, and Invoice. Confirm the actions have been copied by looking at the status flow action column on 2011 and compare with 2012. Both should have actions at the same status flows. (NOTE: some document types have NO status flow actions depending on your integration)

2. Set the new FY dates and any roll days to leave the possibility of processing 2011 documents open:

From Agency Admin go to Agency Admin > Dept./Approval/Users > Maintain Agency Organizations/Depts/Locations Information

Update the Fiscal Year Start and End Dates to reflect the new fiscal year.

**Fiscal Year Start (MM/DD/YYYY)\*:** 01/01/2012

**Fiscal Year End (MM/DD/YYYY)\*:** 12/30/2012

**Fiscal Year Roll Days:** 60

Update the Fiscal Year Roll days to indicate how many days beyond the beginning of the new FY you want the old FY to be selectable on documents – in this example FY 2011 will remain available on documents for 60 days (until 3/1) into the new FY 2012.

3. If you use the inventory module in BuySpeed, you must also copy the document status flow actions for the new fiscal year:

Go to Agency Admin > System Configuration > Configure Document Status Flows

Select the Inventory Module from the drop down and copy the status flows for each document type for inventory in exactly the same manner as for Purchasing (described above).

Document Status Flow Configuration

Module: Inventory Module	Document Type: Count	Fiscal Year: 2011			
From Status	To Status	Mail Flag	Mail To	Status Level	Actions for Fiscal Year