Rollover Checklist

This is a checklist of the steps needed to perform fiscal year rollover. For details of each step, see the full instructions in the user documentation: Fiscal Year Rollover listed under the *Select and Acquire Module* below the heading *Others: Additional Select/Acquire Standard Transactional Documents.*

Date of test: Server name:

#	STEP	REQUIRED / OPTIONAL	WHEN	Status
1	Set CURRENT_AND_LAST_YEAR parameter	Required	Initial setup	
2	Populate NET_EXPENSE_OBJECT_CODE with a valid expense object code	Required	Initial setup	
3	Populate NET_REVENUE_OBJECT_CODE with a valid revenue object code	Required	Initial setup	
4	Populate OFFSET_OBJECT_CODE_FOR_EXTERNAL_ENCUMBRANCE parameter with a Fund Balance object code	Required	Initial setup	
5	Populate OFFSET_OBJECT_CODE_FOR_INTERNAL_ENCUMBRANCE parameter with a Fund Balance object code	Required	Initial setup	
6	Populate OFFSET_OBJECT_CODE_FOR_PRE_ENCUMBRANCE parameter with a Fund Balance object code	Required	Initial setup	
7	Populate the "object code" fields on each chart	Required	Initial setup	
8	Populate REENCUMBER_RECURRING_FROM_DATE parameter with date on or before first date you created POs	Required if you're going to run reencumber job	Initial setup	
9	Populate REENCUMBER_RECURRING_TO_DATE parameter with a date in the far future	Required if you're going to run reencumber job	Initial setup	
10	Populate BEGINNING_FUND_BALANCE_TRANSACTION_LEDGER_ENTRY_DESCRIPTION parameter with text	Optional	Initial setup	
11	Populate GENERATED_TRANSACTION_LEDGER_ENTRY_DESCRIPTION parameter with text	Optional	Initial setup	
12	Populate BALANCE_TYPES_TO_ROLL_FORWARD_FOR_BALANCE_SHEET parameter with balance types	Required if you're going to run balance forward job	Initial setup	
13	Populate BALANCE_TYPES_TO_ROLL_FORWARD_FOR_INCOME_EXPENSE	Required if you're going to run	Initial setup	

		balance forward job		
14	Populate FORWARD_ENCUMBRANCE_BALANCE_TYPE_AND_ORIGIN_CODE parameter with balance types	Optional	Initial setup	
15	Populate FORWARDING_ENCUMBRANCE_BALANCE_TYPES parameter with balance types	Optional	Initial setup	
16	Make sure ANNUAL_CLOSING_DOCUMENT_TYPE parameter is active	Required	Initial setup	
17	Make sure ANNUAL_CLOSING_FUND_BALANCE_OBJECT_CODE parameter is active, and contains an object code of type=FB	Required	Initial setup	
18	Make sure ANNUAL_CLOSING_FUND_BALANCE_OBJECT_TYPE parameter is active	Required	Initial setup	
19	Populate ANNUAL_CLOSING_FISCAL_YEAR parameter with current fiscal year	Required	Before rollover	
20	Populate SOURCE_FISCAL_YEAR parameter with current fiscal year	Required	Before rollover	
21	Set OVERRIDE_TARGET_YEAR_DATA_IND parameter to Y (to overwrite values already in new year) or N (to leave values in new year as is)	Required	Before rollover	
22	Set ALLOW_ENCUMBER_NEXT_YEAR_DAYS if you want to encumber in the new year before rollover	Optional	Before rollover	
23	Make sure the object code in the NET_EXPENSE_OBJECT_CODE parameter is active	Required	Before rollover	
24	Make sure the object code in the NET_REVENUE_OBJECT_CODE parameter is active	Required	Before rollover	
25	Run fiscalYearMakerJob	Required	Before rollover	
26	Check new year for object codes	Required	Before rollover	
27	Set ANNUAL_CLOSING_TRANSACTION_DATE parameter to date of rollover	Required	Before rollover	
28	Set RUN_DATE parameter to date of rollover	Required	Before rollover	
29	Set RECORD_COUNT_FUNCTIONALITY_LIMIT parameter with a line number, if you want to edit lines within the GLCP document	Optional	Before rollover	
30	Populate CURRENT_YEAR_UPPER parameter with a month and day, if you want to run reports including data from old and new fiscal years	Optional	Before rollover	

31	Populate CURRENT_YEAR_LOWER parameter with a month and day, if you want to run reports including data from old and new fiscal years	Optional	Before rollover	
32	Set REENCUMBER_RECURRING_ORDERS parameter to the desired type	Required if you're going to run reencumber job	Before rollover	
33	Populate YEAR_END_AUTO_DISAPPROVE_DOCUMENT_RUN_DATE parameter with date of rollover (format: MM/DD/YYYY)	Required if you're going to run autoDisapproveJob	Before rollover	
34	Populate YEAR_END_AUTO_DISAPPROVE_DOCUMENT_TYPES parameter with document types not to be disapproved	Required if you're going to run autoDisapproveJob	Before rollover	
35	Populate YEAR_END_AUTO_DISAPPROVE_PARENT_DOCUMENT_TYPE parameter with document types whose child types will be disapproved	Required if you're going to run autoDisapproveJob	Before rollover	
36	Populate YEAR_END_AUTO_DISAPPROVE_DOCUMENT_CREATE_DATE parameter with latest date of documents to be disapproved (format: MM/DD/YYYY)	Required if you're going to run autoDisapproveJob	Before rollover	
37	Populate YEAR_END_AUTO_DISAPPROVE_ANNOTATION parameter with text	Required if you're going to run autoDisapproveJob	Before rollover	
38	Run autoDisapproveJob	Optional	Before rollover	
39	Populate SUB_FUND_GROUPS_FOR_INCEPTION_TO_DATE_REPORTING parameter with subfunds	Required, but can be blank	Before rollover	
40	Run modulesLockJob	Optional	on rollover day	
41	Run populatePriorYearDataJob	Required	on rollover day	
42	Run organizationReversionCurrentYearAccountJob	Optional	on rollover day	
43	Load .data file created by last job, via a GLCP document	Required if you ran the job	on rollover day	
44	Run organizationReversionPriorYearAccountJob	Optional	on	

			rollover day	
45	Load .data file created by last job, via a GLCP document	Required if you ran the job	on rollover day	
46	Run nightlyOutJob	Required	on rollover day	
47	Run scrubberJob	Required	on rollover day	
48	Run posterJob	Required	on rollover day	
49	Run reencumberRecurringOrdersJob	Optional	on rollover day	
50	Load .data file created by last job, via a GLCP document	Required if you ran the job	on rollover day	
51	run encumbranceForwardJob	Required	on rollover day	
52	Load .data file created by last job, via a GLCP document	Required	on rollover day	
53	run nominalActivityClosingJob	Required	on rollover day	
54	Load .data file created by last job, via a GLCP document	Required	on rollover day	
55	run balanceForwardJob	Optional	on rollover day	
56	Load .data file created by last job, via a GLCP document	Required if you ran the job	on rollover day	
57	Run nightlyOutJob again	Required	on rollover day	
58	Run scrubberJob again	Required	on rollover	

				day	
59	Run posterJob again	Required	on rollover day	
60	Check new year for encumbrances and balances	Required if you ran those jobs	on rollover day	
61	run modulesUnlockJob	Required if you ran modulesLockJob	after rollover	
62	Inactivate the accounting periods from the old fiscal year.	Required	after rollover	
63	Set FISCAL_YEAR parameter to the new year	Required	after rollover	
64	Deactivate the object code in the NET_EXPENSE_OBJECT_CODE parameter if it's a special code not used the rest of the year	Optional	after rollover	
65	Deactivate the object code in the NET_REVENUE_OBJECT_CODE parameter if it's a special code not used the rest of the year	Optional	after rollover	
66	Activate the ENABLE_FISCAL_PERIOD_SELECTION_IND parameter if you want staff to still post in old fiscal year	Optional	after rollover	
67	Set the FISCAL_PERIOD_SELECTION_DOCUMENT_TYPE parameter with document types that can be posted in previous fiscal year	Required if you set previous parameter to Y	after rollover	
68	Populate the PRIOR_YEAR_ACCOUNTS_TO_BE_ADDED parameter with accounts to be retrospectively created in old year	Optional	after rollover	
69	Set PRIOR TO YEAR parameters if you want to delete accounting data before a certain year	Optional	after rollover	
70	Run addPriorYearAccountsJob	Required if you set the parameters in the last two steps	after rollover	