This is a checklist of the steps needed to perform fiscal year rollover. For details of each step, see the full instruction documentin the user documentation: Fiscal Year Rollover listed under the Select and Acquire Module below the heading "Others: Additional Select/Acquire Standard Transactional Documents".						
Server name:			**Run date:**			
#	**STEP**	**REQUIRED / OPTIONAL**	**WHEN**	**INITIAL VALUE**	**NOTES**	**Status**
1	Set CURRENT_AND_LAST_YEAR parameter	Required	Initial setup	0630		
2	Populate NET_EXPENSE_OBJECT_CODE with a valid expense object code	Required	Initial setup	5000		
3	Populate NET_REVENUE_OBJECT_CODE with a valid revenue object code	Required	Initial setup	1800		
4	Populate OFFSET_OBJECT_CODE_FOR_EXTERNAL_ENCUMBRANCE parameter with a Fund Balance object code	Required	Initial setup	9892		
5	Populate OFFSET_OBJECT_CODE_FOR_INTERNAL_ENCUMBRANCE parameter with a Fund Balance object code	Required	Initial setup	9891		
6	Populate OFFSET_OBJECT_CODE_FOR_PRE_ENCUMBRANCE parameter with a Fund Balance object code	Required	Initial setup	9890		
7	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	xx/xx/xxxx		
8	Populate REENCUMBER_RECURRING_TO_DATE parameter with a date in the far future	Required if you're going to run reencumber job	Initial setup	xx/xx/xxxx		
9	Populate BEGINNING_FUND_BALANCE_TRANSACTION_LEDGER_ENTRY_DESCRIPTION parameter with text	Optional	Initial setup	BEGINNING FUND BALANCE OFFSET	usually OK to leave as is	
10	Populate GENERATED_TRANSACTION_LEDGER_ENTRY_DESCRIPTION parameter with text	Optional	Initial setup	GENERATED OFFSET	usually OK to leave as is	
11	Populate BALANCE_TYPES_TO_ROLL_FORWARD_FOR_BALANCE_SHEET parameter with balance types	Required if you're going to run balanceForwardJob	Initial setup	AC;NB		
12	Populate BALANCE_TYPES_TO_ROLL_FORWARD_FOR_INCOME_EXPENSE parameter with balance types	Required if you're going to run balanceForwardJob	Initial setup	AC;CB		

13	Populate FORWARD_ENCUMBRANCE_BALANCE_TYPE_AND_ORIGIN_CODE parameter with balance types	Optional	Initial setup	IE=LD		
14	Populate FORWARDING_ENCUMBRANCE_BALANCE_TYPES parameter with balance types	Optional	Initial setup	CE		
15	Make sure ANNUAL_CLOSING_DOCUMENT_TYPE parameter is active	Required	Initial setup	Active	usually OK to leave as is	
16	Make sure ANNUAL_CLOSING_FUND_BALANCE_OBJECT_CODE parameter is active, and contains an object code of type=FB	Required	Initial setup	9899		
17	Make sure ANNUAL_CLOSING_FUND_BALANCE_OBJECT_TYPE parameter is active	Required	Initial setup	Active	usually OK to leave as is	
18	Populate ANNUAL_CLOSING_FISCAL_YEAR parameter with current fiscal year	Required	Before rollover	2010		
19	Populate SOURCE_FISCAL_YEAR parameter with current fiscal year	Required	Before rollover	2015		
20	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	N		
21	Set ALLOW_ENCUMBER_NEXT_YEAR_DAYS if you want to encumber in the new year before rollover	Optional	Before rollover	181		
22	Make sure the object code in the NET_EXPENSE_OBJECT_CODE parameter is active	Required	Before rollover		often covered by step 2	
23	Make sure the object code in the NET_REVENUE_OBJECT_CODE parameter is active	Required	Before rollover		often covered by step 3	
24	Run fiscalYearMakerJob	Required	Before rollover			
25	Check new year for object codes	Required	Before rollover			
26	Set ANNUAL_CLOSING_TRANSACTION_DATE parameter to date of rollover	Required	Before rollover	2010-07-30		
27	Set RUN_DATE parameter to date of rollover	Required	Before rollover	06/30/2011		

28	Set RECORD_COUNT_FUNCTIONALITY_LIMIT parameter with a line number, if you want to edit lines within the GLCP document	Optional	Before rollover	1000		
29	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	0615		
30	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	0807		
31	Set REENCUMBER_RECURRING_ORDERS parameter to the desired type	Required if you're going to run reencumber job	Before rollover			
32	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	6/30/2011	despite initial value, value needs to be in MM/DD/YYYY format	
33	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	many types		
34	Change value in the YEAR_END_AUTO_DISAPPROVE_PARENT_DOCUMENT_TYPE parameter from "OLEFinancialProcessingTransactionalDocument" to	Required if you're going to run autoDisapproveJob	Before rollover			
35	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	6/30/2011	despite initial value, value needs to be in MM/DD/YYYY format	
36	Populate YEAR_END_AUTO_DISAPPROVE_ANNOTATION parameter with text	Required if you're going to run autoDisapproveJob	Before rollover	This document has been automatically disapproved as part of year-end closing. If these are valid transactions they should be recreated using a year-end closing document		
37	Set the RESULTS_LIMIT parameter (in namespace OLE-PDP) to a number higher than the number of documents you expect to be disapproved	Required if you're going to run autoDisapproveJob	Before rollover	500		
38	Make sure operator running autoDisapproveJob is in a role with permission "Super User Disapprove Document". (permission ID OLEMI9598-PRM3)	Required if you're going to run autoDisapproveJob	Before rollover			

39	Run autoDisapproveJob	Optional	Before rollover		this may take several minutes to complete	
40	Populate SUB_FUND_GROUPS_FOR_INCEPTION_TO_DATE_REPORTING parameter with subfunds	Required, but can be blank	Before rollover	SDCI;PFCMR		
41	Run modulesLockJob	Optional	on rollover day			
42	Run populatePriorYearDataJob	Required	on rollover day			
43	Run organizationReversionCurrentYearAccountJob	Optional	on rollover day			
44	Load .data file created by last job, via a GLCP document	Required if you ran the job	on rollover day			
45	Run organizationReversionPriorYearAccountJob	Optional	on rollover day			
46	Load .data file created by last job, via a GLCP document	Required if you ran the job	on rollover day			
47	Run nightlyOutJob	Required	on rollover day			
48	Run scrubberJob	Required	on rollover day			
49	Run posterJob	Required	on rollover day			
50	Run reencumberRecurringOrdersJob	Optional	on rollover day			
51	Load .data file created by last job, via a GLCP document	Required if you ran the job	on rollover day			
52	run encumbranceForwardJob	Required	on rollover day			

53	Load .data file created by last job, via a GLCP document	Required	on rollover day			
54	run nominalActivityClosingJob	Required	on rollover day			
55	Load .data file created by last job, via a GLCP document	Required	on rollover day			
56	run balanceForwardJob	Optional	on rollover day			
57	Load .data file created by last job, via a GLCP document	Required if you ran the job	on rollover day			
58	Run nightlyOutJob again	Required	on rollover day			
59	Run scrubberJob again	Required	on rollover day			
60	Run posterJob again	Required	on rollover day		may take a while, since it's posting all the encumbrances for the new year	
61	Check new year for encumbrances and balances	Required if you ran those jobs	on rollover day			
62	run modulesUnlockJob	Required if you ran modulesLockJob	after rollover			
63	Inactivate the accounting periods from the old fiscal year.	Required	after rollover		unclear if this has any practical effect	
64	Set FISCAL_YEAR parameter to the new year	Required	after rollover			
65	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			
66	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			

67	Activate the ENABLE_FISCAL_PERIOD_SELECTION_IND parameter if you want staff to still post in old fiscal year	Optional	after rollover			
68	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			
69	Populate the PRIOR_YEAR_ACCOUNTS_TO_BE_ADDED parameter with accounts to be retrospectively created in old year	Optional	after rollover			
70	Set PRIOR TO YEAR parameters if you want to delete accounting data before a certain year	Optional	after rollover			
71	Set the two ALLOW_BACKPOST_DAYS parameters to zero, and/or deactivate them	Optional	after rollover		unless you want to still post ledger entries to the old fiscal year	
72	Run addPriorYearAccountsJob	Required if you set the parameters in the last two steps	after rollover			
73	Edit Fiscal Year and Accounting Period on any dates in the University Date table between now and the end of the old year	Required if you roll over early, and want to begin working in the new year	after rollover			