

## PROCUREMENT SPECIALISTS AND CLUSTER DIRECTORS YEAR END

This memo is to help departments start the year end process. There will be more information available from Accounting Services and posted on <http://www.finsys.umn.edu> later. This memo is intended to help the Cluster Directors and Procurement Specialists identify their specific tasks for year end clean up of purchasing transactions. For those who have been doing their month end clean up each period, this year end process will be familiar and simpler than for those who have not done their month end clean up.

Start Early! As with any new system, it is hard to predict how long all of the year end tasks will take for both departments and central staff.

### WHY DO I NEED TO CLEAN UP MY PURCHASING TRANSACTIONS?

#### **Requisitions**

Requisitions do not roll. Any requisitions that are not closed or processed through to a dispatched purchase order will be stuck in the old year with its pre-encumbrance.

#### **Purchase Orders**

Purchase orders not in dispatched status will not roll into the new fiscal year. If open purchase orders do not roll, their encumbrances remain in the old year and cannot be relieved once that old year is closed. Encumbrances will be overstated in FY09.

For example, you leave a Blanket Order with \$5,000 still encumbered on it in the old year and it does not roll. When you set up the new PO in the new fiscal year for that \$5,000 that did not roll, now you have \$10,000 encumbered: \$5,000 in the old year we cannot un-encumber and \$5,000 in the new year.

If a CPS does not roll into the new year, it will not be available for amendments. A new contract would need to be created. **Non PO Vouchers**

If your purchase order does not roll, a new requisition and purchase order are needed in the new fiscal year to pay any pending or future invoices for that old order. The Non-PO voucher process does not cover these types of transactions.

### WHAT HAPPENS TO TRANSACTIONS DEPARTMENTS DON'T CLEAN UP OR CLOSE?

These will be closed before the central roll over process begins. If a purchase order with budget errors or match exceptions is not cleaned up, it potentially can delay the roll of all purchase orders and then delay our ability to open the new fiscal year for business.

Transactions left pre-encumbered or encumbered in the old year in an error status cannot be relieved after the new year is open.

**Definitions:**

Period	Description
Clean Up Period for Departments	<p>Date will be provided in the Accounting Services Year End Memo.</p> <p>It is important that all requisition and PO transaction are in a Dispatched PO status or that they are closed. This clean up period is the time for departments to prepare their transactions for rolling in the new year so they will be available for activity in that year.</p>
Cut Off Date	<p>Date will be provided in the Accounting Services Year End Memo.</p> <p>This is the deadline for clean up or closure of your department transactions in preparation for year end jobs.</p>
<p>Central Requisition and PO Closings (Period between Cut Off Date and Roll Date)</p>	<p>This period is reserved for Central Purchasing's processes.</p> <p>Departments cannot be in the system for any clean up of their purchasing transactions after the assigned Cutoff date.</p> <p>Departments will not be able to enter any new transactions for the old or new fiscal years during this period.</p> <p>During this period anything that was not cleaned up by departments and ready to roll before the cut of date, will now be closed by Central Purchasing so the Year End Roll jobs will process.</p> <p>Exception: U Stores will have a later cutoff date -- See the Accounting Services Year End Memo.</p>
Roll Date	<p>Date will be provided in the Accounting Services Year End Memo.</p> <p>This is the date Central Purchasing will be running the actual year end roll jobs. These jobs roll the dispatched purchase orders into the new fiscal year available for future activity.</p>
New Fiscal Year	<p>Date will be provided in the Accounting Services Year End Memo.</p> <p>This is when departments may enter new requisition and purchase transactions and make any corrections to those transactions that did roll into the new fiscal year.</p> <p>If your purchase order did not roll into the new year and you have vouchers to be paid, enter a new requisition and purchase order for that voucher.</p>

## THE CLEAN UP PROCESS

### Step 1 – Queries

Attached to this memo is a list of queries developed for the department to help identify which has a short description to identify the purpose of each query.

For example, the UM\_DPO\_YE\_PO\_BCM\_ERROR query identifies your purchase orders that have Budget errors and will not roll into the new fiscal year. For this example, the budget error would need to be fixed or the PO closed before the Cut Off date.

Most of the requisition and PO transactions can be fixed or closed by the Procurement Specialist. However, a few of these may require communication to the requestor or approver to complete the requisition or cancel it. Some of the PO Voucher situations require coordination with the voucher specialist.

Because new transactions may be added during your clean up efforts, it is recommended that queries be run multiple times. The first run will identify the transactions for possible clean up tasks. An additional run later will identify any missed transactions to be cleaned up or new transactions added after the first query run that may need to be pushed through to a dispatched PO.

### Step 2 – Process Grid

In addition to the queries, we have provided the attached grid. This grid shows all the possible situations your transaction may be in and the recommended actions needed. It is intended as a refresher on how to fix or close these requisition and PO transactions that may be in various stages of the process. This is nothing new – each of you had training on how to do these tasks, but the grid should be a helpful refresher tool.

The Action Needed Column identifies the expected action for each situation and includes a hyperlinked to Training Services' online training materials in case you need more details for a specific task.

This grid also identifies the expected role for each task.

For example, a requisition on hold needs to be removed from hold and processed to a purchase order or cancelled. To process it through to a purchase order will require the requester to submit it and the requisition approvers to approve it so the batch jobs can create and dispatch the PO before the Cut Off date.

It is important to research these older transactions in error. If they have been in error for a while, a separate requisition and order may have been processed and you would not want to duplicate the order by just fixing the error and processing to an order without knowing the status.

## ADDITIONAL RESOURCES:

- [Accounting Services Year End Memo:](#)  
This will provide instructions and all cut off dates for all modules and their transactions.
- [Accounting Services Year End Procedures](#)
- Training Services:
  - Year End Site Visits per College  
Site visits to each cluster will be scheduled to assist with the year end preparation activities needed. During this site visit, trainers and staff from the business process owners will guide cluster and collegiate staff through a review of key activities necessary to close year end. In preparation for these visits, the first query will be run that indicate what needs to be closed or cleaned up prior to year end for the first group of transactions. A sample page from the other queries will be provided. See section below for more information on queries. After April 26, these queries will be public and available to your cluster.  
  
Cluster Directors will be contacted to schedule a site visit the week of April 13th. Clusters should invite the Procurement Specialist, Voucher Preparers, and the Journal Entry preparers. Depending on the cleanup needed for that cluster, additional staff such as a requisition preparer or a travel/expense preparer may be needed.
  - Training Services Labs:  
[Training Services Labs](#) will continue to provide labs to assist staff in completing their year-end tasks. Click link for date and location information.  
  
Recommendation: Procurement Specialists should bring their MKey to the lab or their Cluster Site Visits if they want to work through their clean up and closing process for their transactions in the production environment.
- [Help finding Fiscal Year End Information](#)  
Accounting Services and the other module's business process owners will post information regarding year end issues or processes on <http://www.finsys.umn.edu>. This will include a link to the Accounting Services Year End Memo.
- [Training Materials Online](#)  
This link is for the list of Training Services EFS Training Materials that are available online at their site.

## QUERY INFORMATION

Because these queries are sequential, it is important to run them in order and not to run the later queries until the first query transactions have been cleaned up.

Until all queries are public April 26

Purchasing Representative will provide the first and second query during the cluster meeting site visit. Sample page from the later queries will be provided. These will be available through FINSYS <CARRIE> if you want to download your own electronic copy of your query.

If your cluster completes the work on query one before the other queries are made public on April 26, you may request FINSYS to run your next query for you.

After April 26:

New queries should be public and you will be able to run them yourselves in the Reporting Instance. Query names may be adjusted when these are moved to production so check FinSys for any updates to query names if you don't find them in the Reporting Instance.

Near Cutoff Date:

To make sure that any new transactions added during the clean up period are in a roll-able status, run the queries again, in order, one last time to make sure any last minute transactions are in the dispatched PO status ready for rolling to the new year.

## List of Queries available for Procurement Specialists Year End Process

These queries may be run at any time, but should be used for Year End clean up. The below list is displayed in the order they should be used in relation to the Proc Spec Grid that will be covered in the Cluster Meeting site visit.

Public Query Name	What this query identifies:	Query Location
UM_FAP_MATCH_EXCEPTIONS  Or  Use Match Workbench	This identifies PO Vouchers that have match exceptions. This information is also available at the Match Workbench	PUBLIC
UM_DPO_YE_PO_VCHR_BCM_ERROR1	This identifies PO Vouchers that have budget errors.	PUBLIC in Report Instance after April 26, 2009
UM_DPO_YE_PO_VCHR_NOT_APPRV	This identifies PO vouchers that have non-PO voucher lines that have not been approved yet.	PUBLIC in Report Instance after April 26, 2009
UM_DPO_YE_PO_BCM_ERROR1	This identifies purchase orders that have invalid budget status and will not roll unless fixed.	PUBLIC in Report Instance after April 26, 2009
UM_DPO_YE_PARTIAL_RECEIPTS3	This identifies partially paid receipts to be reduced to the vouchered amount for the PO roll over.	PUBLIC in Report Instance after April 26, 2009

<p>UM_DPO_PO_W_ENC_REMAINING (Excel Copy)</p> <p>Or</p> <p>Delivered Report POS 8001 (PDF Copy)</p>	<p>This identifies any purchase order lines that have been vouchered but still have remaining funds. These may be candidates for closing.</p> <p>TIP: Be sure to check the type of order. Your blanket orders and CPS transactions may have had vouchers, but may not be candidates for closing.</p> <p>TIP: This query only displays lines from the PO that have been vouchered. If there are other lines on the order that have not been vouchered, they will not display on the query results.</p>	<p>PUBLIC</p>
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