

## Year End – Requisitions and Purchase Orders - Overview

**System will roll into FY 2010: Dispatched PO Status with No Errors**, that is, Purchase Orders in dispatched status with no errors associated with them (such as match errors).

**System will NOT roll requisitions.** All requisitions must be processed to a **Dispatched PO Status with No Errors** or **CANCELLED** by the dept/cluster.

There are many requisitions and purchase orders that need to be processed to **Dispatched PO Status with No Errors** (“cleaned up”). Clusters will be responsible for cleaning up their own transactions, but the following help is available.

**To help you: Site visits, queries, inquiry screens, closing converted POs.**

**Site visits:** Purchasing will be sending reps to the site visits to help cluster staff get their transactions into a Ready-to-Roll state, which is a **Dispatched PO Status with No Errors**.

**Queries:** We'll run 2 queries at the site visit to show what POs currently need fixing to get them into a **Dispatched PO Status with No Errors**. For example, a PO could have match errors or a change order that has not been fully approved.

**Use Inquiry Screens Now:** Anticipating these site visits, Purchasing has put together a list of inquiry screens that will help clusters identify and fix or close requisitions and purchase order transactions ahead of the site visit. This has been distributed to the cluster directors. This will enable clusters to close all of the easy ones first, so the query we pull at the time of the visit will show only the transactions that the clusters had trouble with. See below.

### **Match Workbench**

Clean up any match exceptions so vouchers can be paid in a timely manner. Close the voucher if this is an old transaction that was processed under a different transaction.

Navigation: ***Accounts Payable > Review Accounts Payable Information > Match Workbench***

### **Sourcing Workbench**

Unlock requisitions due to missing vendor codes or expired U Wide contract references. Make the corrections and process the requisition for purchase order or cancel.

Navigation: ***ePro > Buyer Center > Procurement Processes > Sourcing Workbench***

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## **Budget Checking**

Correct any budget errors so requisition will process to a purchase order; or cancel the requisition.

Search for requisitions by requestor name and select ERROR under the drop down box for Budget Status field.

Navigation: ***ePro > Manage Requisitions***

## **Denied Requisitions**

Edit the requisition so it will process to a purchase order; or cancel the requisition.

Search for requisitions by requestor name and select the Requisition status option of Denied.

Navigation: ***ePro > Manage Requisitions***

**Converted POs** (converted from CUFS): These have been troublesome for depts. from day 1. There are a significant number of them (thousands) with no activity since July 1, 2008. Inactive transactions need to be regularly closed, because:

- 1) The number of transactions on the system affects system performance.
- 2) Converted POs with no activity clutter up your queries and reports, including the year end queries.
- 3) Procurement Specialist is the only role that is permitted to receive on a converted PO.
- 4) Inactive converted POs remain encumbered, thus tying up funds that could be used.

**First Converted PO Closing:** As announced in the Feb 8 EFS UPDATE, the first batch (Converted POs on sponsored and non-sponsored funds with **no activity since conversion**, July 1) will be closed Monday, April 20. (Exception: SPA Subcontracts/Subawards) If you would like to re- encumber in this FY, enter a requisition and process to a **Dispatched PO Status with No Errors** by mid June.

**Future Closings:** Purchasing is looking at continuing the process of closing as many of the converted POs as makes sense, such as those with a small dollar amount remaining, or a small percentage of the converted dollar amount remaining, or possibly those with no activity since Nov. 1 (6 months). This will be announced in the EFS UPDATE before closing.