Procurement Brown Bag

Year End Activities

Agenda

- **FY24 Year End Deadlines**

- **Requisition Commitments and Purchase Order Obligations**

- **Closing Purchase Orders**

- **P-Card Transactions and Verifications**

- **Procurement Roll Forward**

- **Microsoft Teams Channels**

FY24 Deadlines

JUNE 10 and JUNE 15 - P-CARDS
- o P-Cards will be suspended on 06/10/24 through 06/30/24. All P-Card transactions must be verified by 06/15/24.

JUNE 14 - FY25 FRAMEWORK POS
- o All FY25 Framework requests should be submitted prior to 06/14/24 if they are supporting a continuation of service.

JUNE 30 - RECEIPTS
- o All goods and services received in FY24 should be received in Workday on or before 06/30/24

JULY 1 - INVOICES
- o Invoices received on or before 6/30/24 must be submitted to Accounts Payable by 7/1/24 to be recorded in FY24.

AUGUST 1 - FY24 FRAMEWORK POS
- o FY24 Framework POs will remain open until 08/01/24, at which time no additional invoices can be applied. Expenses incurred after 07/01/24 are not eligible to be applied to an FY24 PO.
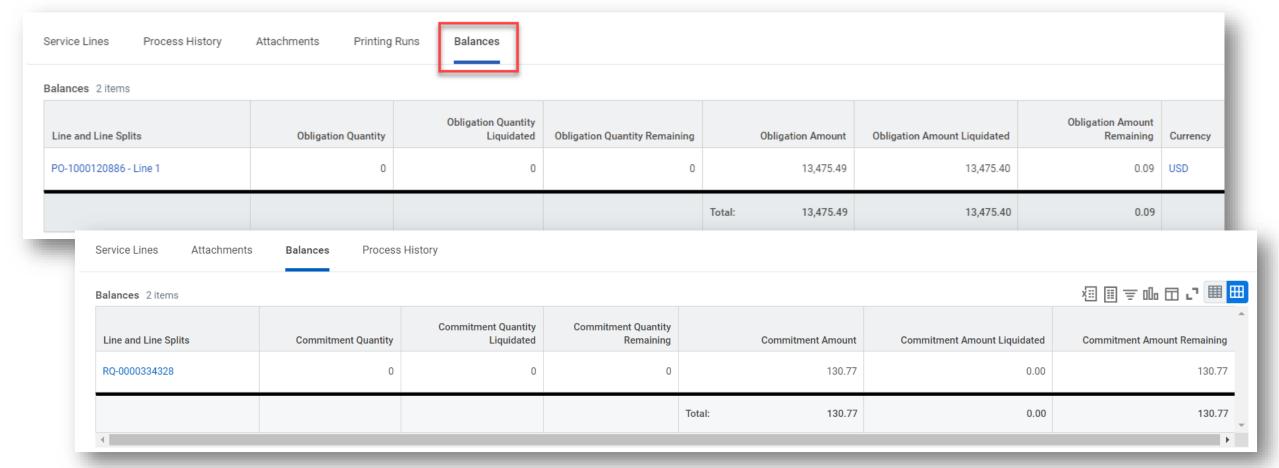
Requisition Commitments and Purchase Order Obligations

Outstanding/Open Commitments and Obligations

Moving from FY24 to FY25

On July 9, 2024, all remaining requisition commitments and purchase order obligations will be rolled forward into the next fiscal year.

- RPT – Outstanding Purchase Order Obligations can be used to identify remaining PO obligations.
- RPT – Outstanding Requisition Commitments can be used to identify remaining requisition commitments

| Service Lines | Process History | Attachments | Printing Runs | Balances |

Balances 2 items

Line and Line Splits	Obligation Quantity	Obligation Quantity Liquidated	Obligation Quantity Remaining	Obligation Amount	Obligation Amount Liquidated	Obligation Amount Remaining	Currency
PO-1000120886 - Line 1	0	0	0	13,475.49	13,475.40	0.09	USD
				Total: 13,475.49	13,475.40	0.09	

| Service Lines | Attachments | Balances | Process History |

Balances 2 items

Line and Line Splits	Commitment Quantity	Commitment Quantity Liquidated	Commitment Quantity Remaining	Commitment Amount	Commitment Amount Liquidated	Commitment Amount Remaining
RQ-0000334328	0	0	0	130.77	0.00	130.77
				Total: 130.77	0.00	130.77

Requisition Commitment Liquidations

When a requisition is successfully completed and in a Successfully Completed status, there is an accounting entry to the Commitment ledger.

How requisition commitments are liquidated:

- Approved purchase orders
- Closing the requisition

How liquidated obligations are reopened:

- Cancelled purchase orders or PO lines
- Change orders (lowered quantity or $ amount)

Purchase Order Obligation Liquidations

When a Purchase order is completed and becomes Issued, there is an accounting entry to the obligation ledger.

How purchase order obligations are liquidated:
- Approved Supplier Invoices
- Verified P-Card transactions (verified against P-Card PO lines)
- Closing the purchase order or purchase order line

How liquidated obligations are reopened:
- Supplier Invoice Adjustments
- Change to P-Card verification
- Reopening the purchase order or purchase order line

Requisition to Invoice Accounting

	Transaction	Ledger	APR Used	Ledger Account	DR	CR	Journal Source
Commitment	Requisition Approved	Commitment	Spend	60020:Educational Supplies & Materials	X		Requisition
			Spend Commitment	31004:Reserve for Spend Commitments		X	
Obligation	Purchase Order Issued	Commitment	Spend Commitment	31004:Reserve for Spend Commitments	X		Spend Commitment Liquidation
			Spend	60020:Educational Supplies & Materials		X	
		Obligation	Spend	60020:Educational Supplies & Materials	X		Purchase Order
			Spend Obligation	31005:Reserve for Spend Obligation		X	
Actuals	Supplier Invoice Approved	Obligation	Spend Obligation	31005:Reserve for Spend Obligation	X		Spend Obligation Liquidation
			Spend	60020:Educational Supplies & Materials		X	
		Actuals	Spend	20000: Accounts Payables	X		Supplier Invoice
			Payables	60020:Educational Supplies & Materials		X	
	or						
	P-Card Verification Approved	Obligation	Spend Obligation	31005:Reserve for Spend Obligation	X		Spend Obligation Liquidation
			Spend	60020:Educational Supplies & Materials		X	(only when verified against a P-card PO)
		Actuals	Spend	60020:Educational Supplies & Materials	X		Procurement Card Transaction Verification
			Payables	20100:Credit Card Clearing		X	
Obligation	Close Purchase Order Line	Obligation	Spend Obligation	31005:Reserve for Spend Obligation	X		Spend Obligation Liquidation
			Spend	60020:Educational Supplies & Materials		X	

Closing Purchase Orders

Closing Purchase Orders

Purchase orders (POs) will automatically close once they are fully received and fully paid.

Once a PO is closed, it can no longer be used for creating receipts, returns, or invoices. POs that are closed in FY24 are unable to be reopened once FY24 has closed.

We manually close POs in Workday to:
- Prevent further actions against it
- Liquidate any remaining obligation
- Prevent receipt accrual

Departments will email their assigned Buyer to request for purchase orders to be closed. There are pre-closing tasks that should be completed prior to requesting a PO to be closed.

Closing Purchase Orders: Pre-closing Tasks

Prior to requesting your assigned Buyer to close a PO, the requesting department should confirm:

- There are **no receipts in Draft or In Progress** status and there are **no invoices in Draft or In Progress status**.
  - A Buyer cannot close a PO if related receipts or invoices are in these statuses.
  - RPT – FIND SUPPLIER INVOICE LINES IN MATCH EXCEPTION (UAMS) can identify lines that have been invoiced but are held up due to receipt or pricing issues.
- There are **no lines on the PO that will need to be received**. This applies to PO lines that have been partially received, as well as PO Lines not yet received.
- There are **no lines on the PO for which an invoice is still expected**. This applies to PO lines that have been partially invoiced, as well as PO lines not yet invoiced.
  - RPT – PURCHASE ORDERS RECEIVED NOT INVOICED can identify PO lines for which receipt quantities are greater than invoiced quantities.
  - RPT – OUTSTANDING PURCHASE ORDER OBLIGATIONS can identify PO lines that have not yet been fully invoiced with an approved supplier invoice.
- There are **no lines on the PO which will be needed for a P-Card transaction verification** by a Buyer.

Resolving Open Commitments and Obligations: Additional Resources

Reports:
- RPT – Outstanding Requisition Commitments
- RPT – Outstanding Purchase Order Obligations
- RPT – Find Supplier Invoice Lines in Match Exception (UAMS)
- RPT – Purchase Orders Received Not Invoiced

QRGs:

- UAMS_QRG_Create Receipt Adjustment
- UAMS_QRG_Cancel a Receipt
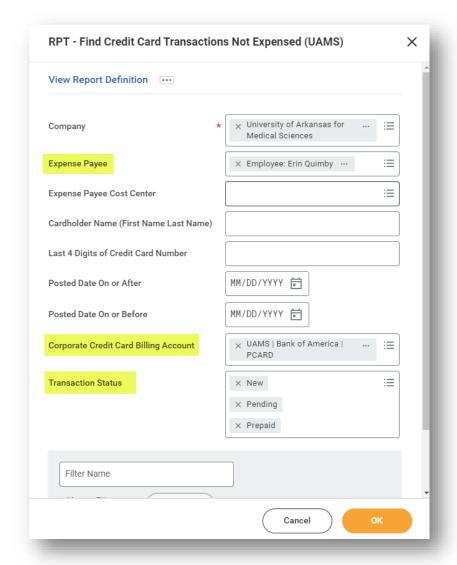- UAMS_QRG_Create Return

Help Page:

- End of Year Tasks
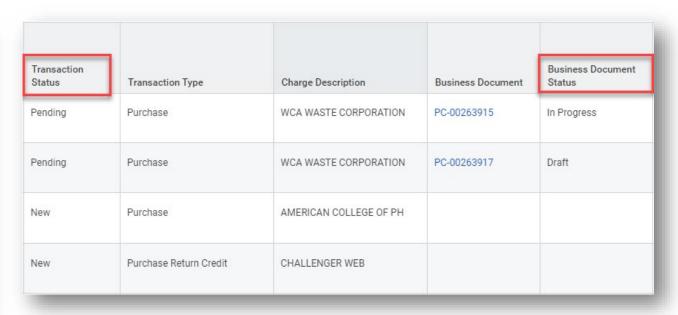- Closing POs
- Utilizing the RNI Report
- Understanding Invoice Match Exceptions

P-Card Transactions and Verifications

RPT - Find Credit Card Transactions Not Expensed (UAMS)

All transactions displayed on the report have not yet been expensed to the department.

The Transaction Status and Business Document Status columns are especially important to note.
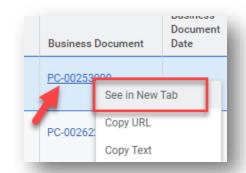

Transaction Status	Transaction Type	Charge Description	Business Document	Business Document Status
Pending	Purchase	WCA WASTE CORPORATION	PC-00263915	In Progress
Pending	Purchase	WCA WASTE CORPORATION	PC-00263917	Draft
New	Purchase	AMERICAN COLLEGE OF PH		
New	Purchase Return Credit	CHALLENGER WEB		

Transaction statuses:
- New
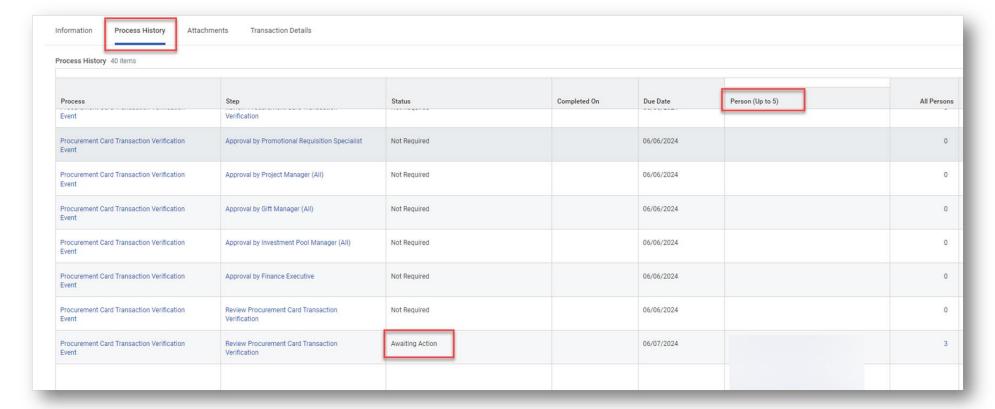- Pending
- Prepaid

Business Document Statuses:
- Draft
- In Progress

RPT - Find Credit Card Transactions Not Expensed (UAMS)

Any pending P-card verifications are listed in the Business Document column. You can open these in a new tab to find out more information about each one. Right click on the blue document hyperlink and select See in New Tab.
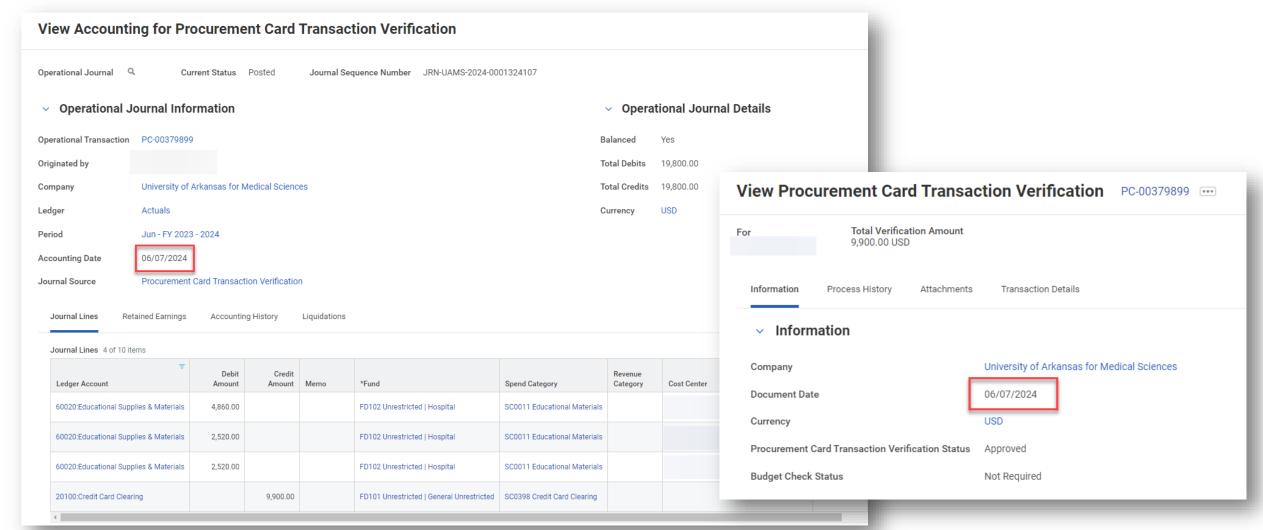
You can click on the Process History tab to see where the verification is in the approval process. Scroll down to find the line with a status of Awaiting Action.

Procurement Card Transaction Verifications

The P-Card Verification **Document Date** will drive the accounting date. The accounting hits the Actuals ledger when the verification Status becomes Approved.

- You will be able to backdate the P-card verification document date to expense into FY24 until the Procurement activity group is closed on 7/10/24.

Resources for Procurement Card Transactions

Reports:
- RPT - Find Credit Card Transactions Not Expensed (UAMS)
- My Procurement Card Transactions

QRGs:
- [UASYS_QRG_Verify Procurement Card Transactions](#)
- [UAMS_QRG_Identifying Outstanding P-Card Transactions](#)
- [UAMS_QRG_Resolving Draft P-Card transaction Verifications](#)

Help Page:
- [Using a Procurement Card](#)

Procurement Roll Forward

Procurement Roll Forward

July 9-10, 2024, once finance lets us know they are ready to close FY24 for supplier invoicing, we will roll forward procurement documents. We are able to roll forward commitments and obligations for:

- Purchase Orders with an **Issued** status
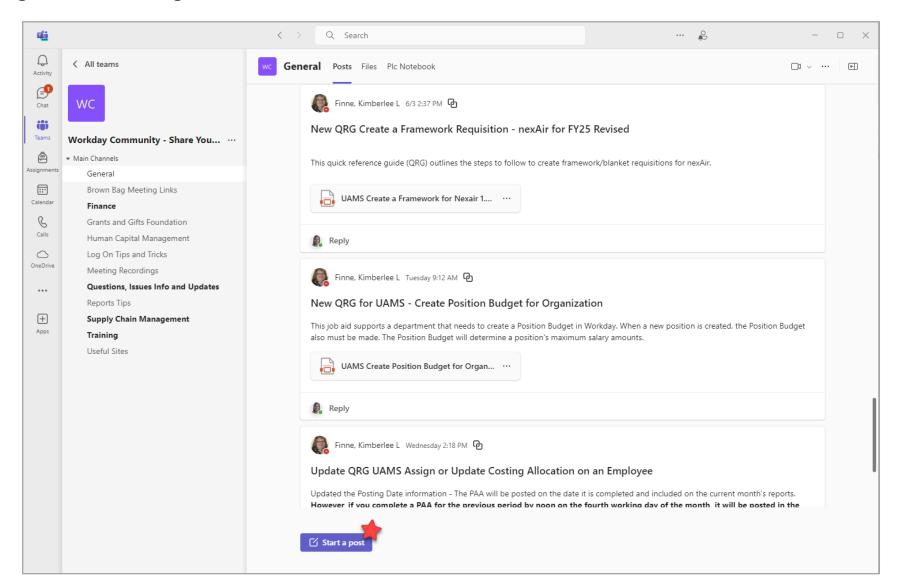- Requisitions with a **Successfully Completed** status.

Unable to roll forward:

- Purchase orders In Progress – There is no obligation until the PO is issued. Buyers must complete and issue all in progress FY24 POs prior to the roll forward.
- Purchase orders with a Change Order in Progress – Change orders in progress for POs with a document date of 6/30/24 or earlier will be cancelled on 7/9/24.

Microsoft Teams

Microsoft Teams

Workday Community Teams Channels – Received important updates and notifications re: new or updated QRGs, reports, brown bag meetings and recordings, etc.!

Questions?