



University of Arkansas for Medical Sciences

# **Procurement Brown Bag**

## **Year End Activities**

- **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**

- 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**

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

## **JUNE 30 - RECEIPTS**

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

## **JULY 1 - INVOICES**

- 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**

- 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

# 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
<b>Commitment</b>	Requisition Approved	Commitment	Spend	60020:Educational Supplies & Materials	X		Requisition
			Spend Commitment	31004:Reserve for Spend Commitments		X	
<b>Obligation</b>	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	
<b>Actuals</b>	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	
	P-Card Verification Approved	Obligation	Spend Obligation	31005:Reserve for Spend Obligation	X		Spend Obligation Liquidation (only when verified against a P-card PO)
			Spend	60020:Educational Supplies & Materials		X	
		Actuals	Spend	60020:Educational Supplies & Materials	X		Procurement Card Transaction Verification
			Payables	20100:Credit Card Clearing		X	
<b>Obligation</b>	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.

The screenshot shows the configuration window for the report. It includes several filter fields: Company (University of Arkansas for Medical Sciences), Expense Payee (Employee: Erin Quimby), Expense Payee Cost Center, Cardholder Name (First Name Last Name), Last 4 Digits of Credit Card Number, Posted Date On or After, Posted Date On or Before, Corporate Credit Card Billing Account (UAMS | Bank of America | PCARD), and Transaction Status (New, Pending, Prepaid). A Filter Name field is also present at the bottom. The window has 'Cancel' and 'OK' buttons at the bottom right.

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:

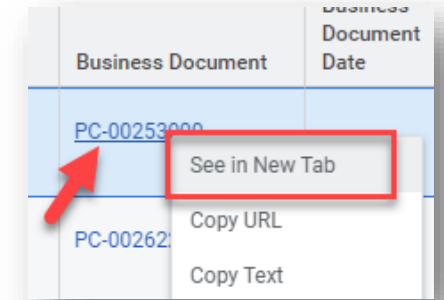
- New
- Pending
- Prepaid

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.

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons
Event	Verification					
Procurement Card Transaction Verification Event	Approval by Promotional Requisition Specialist	Not Required		06/06/2024		0
Procurement Card Transaction Verification Event	Approval by Project Manager (All)	Not Required		06/06/2024		0
Procurement Card Transaction Verification Event	Approval by Gift Manager (All)	Not Required		06/06/2024		0
Procurement Card Transaction Verification Event	Approval by Investment Pool Manager (All)	Not Required		06/06/2024		0
Procurement Card Transaction Verification Event	Approval by Finance Executive	Not Required		06/06/2024		0
Procurement Card Transaction Verification Event	Review Procurement Card Transaction Verification	Not Required		06/06/2024		0
Procurement Card Transaction Verification Event	Review Procurement Card Transaction Verification	Awaiting Action		06/07/2024		3

# 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.

### View Accounting for Procurement Card Transaction Verification

Operational Journal  Current Status Posted Journal Sequence Number JRN-UAMS-2024-0001324107

#### Operational Journal Information

Operational Transaction [PC-00379899](#)

Originated by

Company [University of Arkansas for Medical Sciences](#)

Ledger [Actuals](#)

Period [Jun - FY 2023 - 2024](#)

Accounting Date **06/07/2024**

Journal Source [Procurement Card Transaction Verification](#)

#### Operational Journal Details

Balanced Yes

Total Debits 19,800.00

Total Credits 19,800.00

Currency [USD](#)

[Journal Lines](#) [Retained Earnings](#) [Accounting History](#) [Liquidations](#)

Journal Lines 4 of 10 items

Ledger Account	Debit Amount	Credit Amount	Memo	*Fund	Spend Category	Revenue Category	Cost Center
<a href="#">60020:Educational Supplies &amp; Materials</a>	4,860.00			FD102 Unrestricted   Hospital	<a href="#">SC0011 Educational Materials</a>		
<a href="#">60020:Educational Supplies &amp; Materials</a>	2,520.00			FD102 Unrestricted   Hospital	<a href="#">SC0011 Educational Materials</a>		
<a href="#">60020:Educational Supplies &amp; Materials</a>	2,520.00			FD102 Unrestricted   Hospital	<a href="#">SC0011 Educational Materials</a>		
<a href="#">20100:Credit Card Clearing</a>		9,900.00		FD101 Unrestricted   General Unrestricted	<a href="#">SC0398 Credit Card Clearing</a>		

### View Procurement Card Transaction Verification [PC-00379899](#)

For  Total Verification Amount 9,900.00 USD

[Information](#) [Process History](#) [Attachments](#) [Transaction Details](#)

#### Information

Company [University of Arkansas for Medical Sciences](#)

Document Date **06/07/2024**

Currency [USD](#)

Procurement Card Transaction Verification Status [Approved](#)

Budget Check Status [Not Required](#)



# 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.!

The screenshot shows a Microsoft Teams interface for a channel named "Workday Community - Share You...". The left sidebar contains navigation options: Activity, Chat, Teams, Assignments, Calendar, Calls, OneDrive, and Apps. The main content area displays three posts from Finne, Kimberlee L.:

- Post 1:** "New QRG Create a Framework Requisition - nexAir for FY25 Revised". The text states: "This quick reference guide (QRG) outlines the steps to follow to create framework/blanket requisitions for nexAir." It includes a document link titled "UAMS Create a Framework for Nexair 1...".
- Post 2:** "New QRG for UAMS - Create Position Budget for Organization". The text states: "This job aid supports a department that needs to create a Position Budget in Workday. When a new position is created, the Position Budget also must be made. The Position Budget will determine a position's maximum salary amounts." It includes a document link titled "UAMS Create Position Budget for Organ...".
- Post 3:** "Update QRG UAMS Assign or Update Costing Allocation on an Employee". The text states: "Updated the Posting Date information - The PAA will be posted on the date it is completed and included on the current month's reports. **However if you complete a PAA for the previous period by noon on the fourth working day of the month it will be posted in the**"

At the bottom of the channel, there is a blue button labeled "Start a post" with a red star icon next to it.

**Questions?**