

## **Departmental Year End Preparation**

*Dates and Information are subject to change.*

Florida State is approaching the end of the fiscal year. There will be no sweeping of E&G funds.

This document contains information and queries that will assist you in preparing for year end. We will provide more information as it is available.

Deadlines stating **last day** refer to the last day in which we may be able to guarantee processing in Fiscal Year 08/09. Purchasing will still be open for business and will be available to help with any urgent procurement needs.

### **REQUISITIONS DEADLINES**

5/11/09 – Last day to submit requisitions exceeding \$75,000 to guarantee getting a purchase order processed in fiscal year 08/09.

6/5/09 – Last day to submit requisitions over \$6,000 and under \$75,000 to guarantee getting a purchase order processed in fiscal year 08/09.

6/24/09 – Last day to submit itemized requisitions for less than \$6,000 or Emarket orders regardless of price. These must be in approved status by 5:00PM to be processed in this fiscal year or they will be cancelled to be reentered by requester next fiscal year or during preentry.

6/25/09 - 6/26/09 – Preentry window to enter requisitions for FY 09/10 for maintenance and line item orders only. No Emarket orders during pre-entry.

### **PURCHASE ORDERS**

6/26/08 – The last day that approved FY 08/09 requisitions will be processed to PO's

### **CHANGE ORDERS**

6/26/09 – Last day for departments to submit change request forms to reduce or cancel items. The last day to change due dates on your PO's to 5/1/09 or later so that it may qualify for roll over.

### **BLANKETS**

6/05/09 – Last day to use or request changes to your open blanket purchase orders.

6/15/09 – Last day to receive on blankets to provide time for encumbered payments.

6/19/09 – Last day to make payment against blanket purchase orders before they are closed

6/22/09 – All blankets will be closed. Any remaining encumbrance on these blankets will be released back into your 2008 -2009 budget.

**Blankets will not be rolled regardless of budget it is encumbered on.**

### **RECEIVING**

All goods ordered and received by departments must be received in OMNI by 6/19/09 to allow for payment in 08/09 FY. You may continue to receive through 6/26/09 for payments to be made in 09/10 FY.

## **VOUCHERS**

6/25/09 – Last day for encumbered payments (non-blanket.) **All receipts should be in OMNI and all invoices should be in Hummingbird well in advance of this date.**

## **CLEAN UP**

Fully Received and Matched PO's will be closed on a regular basis.

6/26/09 - Last day to submit change request forms to reduce or cancel items as well as update your due dates.

6/23/09 All previously Rolled PO's from FY 07/08 will be cancelled.

6/27/09 All PO's with a due date before 5/1/09 will be canceled. If the order is still needed, please submit a change request form to change the due date by 6/26/09.

## **PO ROLLOVER**

2008-2009 PO's must meet the following criteria to qualify for rollover:

PO's must not have had any vouchers that did not exactly match the receipts.

PO's must have a due date of 5/1/2009 or greater.

**PO's must not have been previously rolled, be a blanket or be in budget error status.**

## **PRE-ENTRY**

6/25/09 – 6/26/09 Pre-entry of online requisitions for 2009-2010 begins 6/25/09 and ends on 6/26/09 at 5pm.

If any urgent need orders are required between 6/25/09 – 7/03/09 please contact Purchasing or use your P-Card if allowable.

### **Additional P-Card Information:**

5/29/09 – Last day to complete Pcard training and submit all certification documents in order to ensure receipt of card before year end.

P-card applications will still be accepted after 5/29/09; however there is no guarantee your P-card will be issued before the requisitioning deadline.

For more P-Card information visit <http://www.purchasing.fsu.edu/pcard.html> or contact Nancy Milburn at [mmilburn@admin.fsu.edu](mailto:mmilburn@admin.fsu.edu).

## **QUERIES**

### **Queries by Budget**

FSU\_PO\_BY\_DEPTID\_DATE– Identifies all PO’s in all statuses for a particular department

FSU\_PO\_BY\_PROJECT\_DATE--Identifies all PO’s in all statuses for a particular project.

FSU\_PO\_PAST\_DUE\_DATE – Identifies PO’s 30 days or more past the due date.

FSU\_PO\_PAST\_DUE\_DATE\_AP\_DETAIL – same as above with more information.

FSU\_DPT\_PO\_WITH\_RECVRS\_VCHRS –Detailed information about all PO’s on a chartfield combination.

### **Reconciliation Queries**

FSU\_CAT\_CATEGORY\_ACTIVE – Lists all active category codes with its corresponding account code.

FSU\_CAT\_ACCOUNT\_CATEGORY – Search for account code description and corresponding category code information.

### **OTHER TOOLS AVAILABLE**

Activity Summary – Overview of total receipts and payments against a PO.

Navigation: Purchasing>Purchase Orders>Review PO Information>Activity Summary

Document Status – Detailed summary of all activity against a PO.

Navigation: Purchasing>Purchase Orders>Review PO Information-Document Status

Manage Requisitions – You can get a quick look of your requisitions for this and last fiscal year by changing your beginning and end dates.

Navigation: eProcurement – Manage Requisitions

Job Aids and Publications regarding budget is located at: <http://www.bad.fsu.edu/>

## **YEAR END PURCHASING CONTACTS**

### **Purchasing/ERP Liaison**

Marcia Feldman, Coordinator of Purchasing, 645-1754 or [mfeldman@admin.fsu.edu](mailto:mfeldman@admin.fsu.edu)

### **Purchasing Help Desk Support**

Mary Ward, Bid/Quote Section/OMNI Help Line/Change Orders, 644-9727 or [mward@admin.fsu.edu](mailto:mward@admin.fsu.edu)

Wilma Rivers, Purchase Orders/OMNI Help Line, 644-9728 or [wlovel@admin.fsu.edu](mailto:wlovel@admin.fsu.edu)

### **OMNI Security**

Tonya Kling, Administrative Specialist/Omni Security, 645-5637 or [tkling@admin.fsu.edu](mailto:tkling@admin.fsu.edu)

### **Vendor File/Order Expediting**

Stefanie Williams, Expediting/OMNI Vendor File, 644-9721 or [swilliams@admin.fsu.edu](mailto:swilliams@admin.fsu.edu)

**P-Card Administrator**

Nancy Milburn, Coordinator of Purchasing, 644-9725 or [nmilburn@admin.fsu.edu](mailto:nmilburn@admin.fsu.edu)

**To Schedule Purchasing Lab Appointments**

Alma Colson, Receptionist, 644-6850 or [acolson@admin.fsu.edu](mailto:acolson@admin.fsu.edu)

**Purchasing Specialists**

James Johnson, Purchasing Specialist, 645-2304, [jjohnson@admin.fsu.edu](mailto:jjohnson@admin.fsu.edu) (Contractual Services, Honorariums, Household Moves)

Joyce Cordell, Purchasing Specialist, 644-9730, [jcordell@admin.fsu.edu](mailto:jcordell@admin.fsu.edu) (Furniture, Conferences, Uniforms, Athletic Supplies, Awards)

Phyllis Sullivan, Purchasing Specialist, 644-9726 [psullivan@admin.fsu.edu](mailto:psullivan@admin.fsu.edu) (Computer IT Hardware/Software, Office Machines)

Dan Bull, Purchasing Specialist, 644-9720 [dbull@admin.fsu.edu](mailto:dbull@admin.fsu.edu) (Construction/Building Materials, Hardware, Vehicles, Telecommunications, Alarm Systems, Landscaping and Printing).

Geneva Miller, Purchasing Specialist, 644-9723 [gamiller@admin.fsu.edu](mailto:gamiller@admin.fsu.edu) (Office Supplies, Paper, Books, Charters, Advertisements, Musical Instruments and supplies and Audio Visual Equipment and Supplies).

Nicholas Lybbert, Purchasing Specialist, 645-2789 [nlybbert@admin.fsu.edu](mailto:nlybbert@admin.fsu.edu) (Scientific & Medical Equipment and Supplies).

Nancy Milburn, Purchasing Specialist, 644-9725 [nmilburn@admin.fsu.edu](mailto:nmilburn@admin.fsu.edu) (P-card Administrator and Strategic Sourcing Manager).

To-Ha Tang Application Developer/Designer, 443-7278 [ttang@fsu.edu](mailto:ttang@fsu.edu) (reports, queries and Strategic Sourcing Data Mining).

Karen Gibson, Associate Director of Purchasing, 644-9729 [kgibson@admin.fsu.edu](mailto:kgibson@admin.fsu.edu) (Supervisor of Purchasing Specialists), Confirming Orders and Equipment Maintenance Program.

Marcie Doolittle, Director of Purchasing, 644-9719 [mcdoolittle@admin.fsu.edu](mailto:mcdoolittle@admin.fsu.edu)

Be sure to check the Purchasing web site at <http://www.purchasing.fsu.edu/YearEndPurchasingTips.html> for further End of Year information and the University Controller's web site at <http://www.vpfa.fsu.edu/control/forms.html> for End of Year Calendar dates.

## Q&A

### **How will purchase orders be handled for year-end?**

At year-end, OMNI will be used to roll “qualified” purchase orders forward to the new year. Rolling means that the remaining amount of the existing purchase order will be encumbered in the new year.

### **Which purchase orders will qualify to be rolled?**

- Pos that have not been matched that have a due date of 5/1/08 or later.
- Pos that have not been fully received and fully matched.

### **Which Pos will not qualify for rolling?**

- Previously rolled Pos. Previously rolled purchase orders can be identified by a Po number beginning with 0000300000.
- Blanket Pos
- Pos with the receipt amount less than the voucher amount. Example: PO amount is \$100, the receipt amount is \$50 and the voucher amount is \$40.
- Partially paid Pos. The PO is not paid in full. Example: PO amount \$100, the voucher \$90.

### **How do I review my outstanding purchase orders?**

Queries have been developed to help you manage your purchase orders for year-end. See Queries and Other Tools available above.

### **What do I do after reviewing my purchase orders?**

Purchasing will work with you to clean up your purchase orders according to the information you provide via change request forms. If Purchasing does not receive the required information by 6/26/09, qualified purchase orders will be rolled, and non-qualified purchase orders will be cancelled or closed as indicated earlier.

### **My purchase order doesn't qualify to roll. What should I do?**

Purchase Orders that don't qualify for rolling to the new year need to be either fully received before year-end, canceled, or closed. To cancel or close, submit a change request form to Purchasing. If you need additional information, please contact Purchasing at 644-6850.

### **What should I do if I get invoices for Pos that were closed or canceled?**

Presuming you have received the quantities being invoiced, you may submit a payment request form to Accounts Payable and reference the canceled or closed PO number.

**What if it's past the deadline to submit a requisition and I have an urgent procurement?**

If urgent need orders are required during the period that requisitioning is not allowed, please contact Purchasing Services or use your P-card. P-card purchases must follow University guidelines.