<u>**Departmental Year End Preparation 2015-2016**</u>
Dates and Information are subject to change.

Florida State is approaching the end of the Fiscal Year (FY). This document is meant as a guideline for procurement related dates, queries to help you manage orders, and other year-end information. Below is the link to the Year End calendar for other dates you may need.

Be sure to check the Procurement Services web site at procurement.fsu.edu and/or the University Controller's web site at http://controller.vpfa.fsu.edu/Finance-Reporting-Services for Year-end Calendar dates and information.

Deadlines stating "**Last Day**" refer to the last day in which we <u>are able to process purchase orders (POs), or other activities in FY 16</u>. You may however continue to submit requisitions for all amounts through the dates listed on the Year End Calendar, but there is no guarantee they will get processed. Procurement Services will still be open for business and will be available to help with any urgent procurement needs.

If something is critical, please contact Procurement Services and we will work with your department on any urgent requests. The solicitation process can still begin, however, the requisition may have to be entered next FY if the solicitation hasn't been awarded prior to the posted year end dates for requisition processing.

REQUISITION DEADLINES
5/10/2016 – Last day to submit requisitions exceeding $75,000 (that may require formal solicitations) to get a PO processed in this FY.

6/10/16 – Last day to submit requisitions over $10,000 and under $75,000 (that may require competition) to guarantee getting a PO processed in this FY.

6/22/16 – Last day to submit itemized requisitions for less than $10,000 or SpearMart orders regardless of price. These must be in approved status by 5:00PM to be processed in this FY or they will be cancelled to be reentered by requester next FY or during pre-entry.

6/27 and 6/28 – Pre-entry window to enter requisitions for this FY for maintenance and line item orders only. The FSU SpearMart will be closed during this time.

PURCHASE ORDERS
6/29/16 – The last day that approved this FY requisitions will be processed to POs that were approved by 6/22/16.

CHANGE ORDERS
6/22/16 – Last day for departments to submit change request forms to reduce or cancel items. The last day to change due dates on your POs to 6/01/2016 or later so that they may qualify to roll. (Departments need to coordinate with suppliers to provide valid due dates for POs that need to roll).

BLANKETS - BY PROCUREMENT SERVICES EXCEPTION ONLY
6/24/16 – Last day to receive goods against blanket POs in OMNI to avoid the use of the Payment Request Form **(PRF)** for processing of invoices for closed purchase orders (PO# must be on form). Effective 6/25/16, all payments on blanket POs may need to be requested on PRF. On 6/24/16, all open blanket POs are expected to be closed.
6/20/2016 – Last day to submit invoices for payment against blanket purchase orders in the FY before they are closed. Any remaining encumbrance on the closed blanket POs will be released back into this FY budgets.

Note: Blanket POs will not be rolled regardless of the type of budget it is encumbered on. You may continue to use your blanket POs until 6/30/2016 if this is the end date listed in the item description and the date reflected in the Due Date. However, a PRF will be needed after POs are closed for payments.
A confirming order justification form and requisition will be required if purchases are made after the ending date reflected in the Blanket PO description or comments.

RECEIVING
06/24/2016 - All goods ordered and received by departments must be received in OMNI by this date to allow for payment in this FY. You may continue to receive through 6/28/2016 (can they receive during open period?) for payments to be made in next FY.

VOUCHERS
6/24/2016 – Last day for encumbered payments (non-blanket) to be made by A/P. **All receipts should be processed and invoices in Document Management prior to this date.**

CLEAN UP (starting April 29th)
Fully Received and Matched POs will be closed on a regular basis.
All previously rolled POs from FY will be closed.
6/24/16 - All POs with a due date prior to 6/1/16 will be canceled. If the order is still needed, Departments must submit a change request form to update the due date with a valid date coordinated with the supplier no later than 6/22/16.

PO ROLL OVER
This FY POs must meet the following criteria to qualify for roll over:

POs must not have had any vouchers that did not exactly match the receipts.
POs must have a due date of 6/01/16 or greater.
POs must not have been previously rolled, be a blanket or be in budget error status.

PRE-ENTRY
6/27 and 6/28, 2016 - Pre-entry of online requisitions for this FY begins 6/27/16 and ends on 6/28/16 at 5pm.
If any urgent need orders are required during the time OMNI is not available, contact Procurement Services for assistance.

P-Card Information**:**

05/31/2016 – Last day to complete P-Card training and submit all certification documents in order to ensure receipt of card before year end.
P-card applications will continue to be accepted after the listed date, however there is no guarantee your P-card will be issued for use during FY end if received after that date.

For more P-Card information visit http://procurement.fsu.edu/how/buy/p-card or contact Nancy Milburn at nmilburn@fsu.edu.

Order Management Tools

Use the following tools to review your orders and communicate with Procurement Services what POs should be closed. You may use the change request form or submit them in spreadsheet form if you have a large number of POs that should be closed and should not be reencumbered in the new FY.

QUERIES

Queries by Budget

FSU_PO_BY_DEPTID_DATE– Identifies all requisitions in all statuses for a particular department ID
FSU_PO_BY_PROJ_DATE_RG --Identifies all requisitions in all statuses for a particular project.
FSU_PO_PAST_DUE_DATE – Identifies POs 30 days or more past the due date. This query will not identify POs that have already had a due date change. All POs appearing on this query with a due date prior 6/1/16 are not eligible to roll.

FSU_PO_PAST_DUE_W_PROMPT – This query is similar to above with more information. This query will also include POs where the due date has been updated but original due date is > 30 days past due.
FSU_DPT_PO_WITH_RECVRS_VCHRS –Detailed information about all POs on a chartfield combination.
FSU_PO_DTLS_W_TYPE – Details about POs and current status of receipts, payments, etc.

OTHER TOOLS AVAILABLE
Activity Summary – Overview of total receipts and payments against a PO.
Navigation: myFSU>Financials>Purchasing>Purchase Orders>Review PO Information-Activity Summary

Document Status – Detailed summary of all activity against a PO.
Navigation: myFSU>Financials>Purchasing>Purchase Orders>Review PO Information-Document Status

Manage Requisitions – You can get a quick look of your requisitions for this and last FY by changing your beginning and end dates.
Navigation: myFSU>Financials>eProcurement – Manage Requisitions

Job Aids and Publications regarding budgets are located at: www.bad.fsu.edu

YEAR END PROCUREMENT SERVICES CONTACTS

Procurement Services/ERP Liaison
Marcia Feldman, Procurement Analyst/Procurement OMNI Liaison, 645-1754 or mfeldman@fsu.edu

Procurement Services Help Desk Support
Ruth Tufarella, Bid/Quote Section/OMNI Help Line/Change Orders, Budget Errors 644-9727 or rplevine@fsu.edu

Wilma Rivers, Purchase Orders/OMNI Help Line, 644-9728 or wrivers@fsu.edu

OMNI Security
Tonya Price, Administrative Specialist/Omni Security, 645-5637 or tlprice@fsu.edu

Supplier File/New Suppliers
Stefanie Williams, Expediting/OMNI Vendor File, 644-9721 or sdwilliams@fsu.edu

P-Card Administrator
Nancy Milburn, Assistant Director/P-Card Administrator, 644-9725 or nmilburn@fsu.edu

Procurement Specialists
James Johnson, Procurement Specialist, 645-2304, jcjohnson@fsu.edu (Contractual Services, Honorariums, Household Moves, Charters, Conference Rooms, Advertising, and landscaping)

Phyllis Sullivan, Procurement Specialist, 644-9726 pwsullivan@fsu.edu (Computer IT Hardware/Software, Office Machines)

Geneva Miller, Procurement Specialist, 644-9723 gamiller@fsu.edu (Office Supplies, Paper, Audio Visual Equipment and Supplies, Construction/Building Materials, Hardware, Vehicles, Telecommunications, Alarm Systems, furniture and educational supplies).

Nicholas Lybbert, Procurement Specialist, 645-2789 nlybbert@fsu.edu (Scientific & Medical Equipment and Supplies).

Edward Acoff, Procurement Specialist, 645-8207 eacoff@fsu.edu (Printing, subscriptions, reprints, books, artistic supplies, musical instruments and supplies, floor and window coverings, awards, food, uniforms and appliances).

Nancy Milburn, Assistant Director and P-Card Administrator, 644-9725 nmilburn@fsu.edu).

Q&A

Which POs will not qualify for rolling?

- Blanket POs
- POs with the receipt amount not matching the voucher amount. Example: PO amount is $100, the receipt amount is $50 and the voucher amount is $40.
- POs not paid in full. Example: PO amount $100, the voucher amount $90.

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

POs that don't qualify for rolling to the new FY need to be either fully received before year-end, canceled, or closed. To cancel or close a PO, submit a change request form to Procurement Services. If you need additional information, please contact Procurement Services 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 PRF 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 Procurement Services or use your P-Card. P-Card purchases must follow University guidelines. Contact Nancy Milburn to obtain a waiver/exception for emergency situations when using the P-Card.