JK Slides 6/7/2023

PO INVOICE CUTOFF	June 16, 2023 - 12:00pm	All valid PO invoices received via email in Accounts Payable by 12:00 Noon on this date will be processed with this year's funds. Departments must ensure that the PO is complete and approved.	Procurement, Accounts Payable
WORKDAY NON-CATALOG ORDERS; CONTRACTS REQUESTS REQUIRING SIGNATURE	June 23, 2023 - 5:00pm	Last day to submit Procurement contracts requiring signature (includes Contract Requests Requiring Signature and Non-Catalog Orders that are contract requests) for FY23 contract execution	Procurement, Purchasing
LAST DAY FOR CLOSING POS IN WORKDAY.	June 27, 2023 - 5:00pm	Last day for closing POs in Workday. NOTE: All obligations associated with POs that remain open at 5 pm on June 27th will be rolled forward as obligations against the relevant FY24 budget.	Procurement
MARKETPLACE ORDERS	June 27, 2023 - 5:00pm	Last day for entering Requisitions.	Procurement, Purchasing

Action	Description + When to take this action

Closing a Purchase Order	• Closing a purchase order should happen when the entire process of procurement (from request to final deliver) has been successfully completed. It is a formal acknowledgment that the order has been fulfilled and no further action is required - even if the anticipated funds have not been fully liquidated.
	• [Link to PO Close QRG](#)
	• Examples:
	  - All three Goods lines on a PO have been delivered, and the associated invoices have been paid. This PO is Fully Delivered and Fully Invoiced.
	  - You set up a standing PO for $10k for printing services throughout FY23. As of June 2023, you've spent $6k total, and no more services are expected in FY23.

Cancelling a Purchase Order	• Canceling a purchase order involves terminating the order before it is completed or fulfilled. This action is taken when requirements change, unforeseen circumstances, or a decision to discontinue the purchase. A canceled purchase order is considered null and void.
	• NOTE: PO cancellation requests must be submitted to AskFinance@virginia.edu
	
	• Examples:
	  - A supplier has informed you that lead time has doubled, and now the goods you need will not arrive in time. You tell the supplier the cancel the order as a result, and then we can cancel the corresponding PO in Workday
	  - A PO was placed my mistake to the wrong supplier, or for the wrong item supplier not to fulfill the incorrect order, and then we cancel the PO.

JK Slides 5/2/2023

Fiscal Administrators | $ 0 Requisitions

Procurement Type	Notes
Requisition with $0 line item(s)	• START Doing: if you create an RQ that includes a $0 line item, please submit a ticket to askfinance and include the RQ # in your message. • Example: You submit an RQ with four goods lines, one of which is a $0 amount because the supplier is providing free samples, technical training, documents, etc. • Why? currently, a system constraint in Workday does not forward these RQs to the procurement team for action, and we do not have an effective way of searching for them. • A long term solution is in the works with guidance from the Workday support team. The current process will not be permanent.
Contract Request	• If your *entire requisition* has a zero-dollar amount, a Contract Request should be submitted instead. • A Contract Request is used when you need a contract reviewed and signed by PSDS and you do not need a PO issued to a supplier. See this Quick Reference Guide for more info.

Link to Blog Post

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Fiscal Administrators | $ 0 Requisitions

Example: This RQ had 9 goods lines, with three $0 lines. The RQ was processed into a PO after a Salesforce case was created.

Goods Lines   Balances   Process History

Goods Lines 9 items

Line	Company	Item	Quantity	Unit of Measure	Unit Cost		Extended Amount
🔍	The Rector & Visitors of the University of Virginia	Item **Item Description** KH2310700 KODAK EXPRESS YELLOS **Commodity Code** **Spend Category** Supplies Manufacturing (SC0262)	Requested 4 Ordered 4	Each		0.00	0.00

Fiscal Administrators | PO Close Permissions

Notes

- How? Adding the "Close Purchase Order" process to the permissions for the Procurement Shopper role in Workday

- What will this do: Any user with the Procurement Shopper role will be able to close POs, PO lines, and repoen POs and PO lines. This will not allow users to Cancel Purchase Orders or to close/reopen Requisitions.

- Risks Assessment: Low. Users could accidentally action an incorrect PO

 1) This could cause an incoming invoice to go unpaid, potentially missing payment terms. AP would need to follow up with the department to verify if the PO can be reopened or was closed on purpose.

 2) This would reopen or liquidate Obligations on the corresponding FDM. If it's an older PO and the FDM is no longer valid, this could further complicate the changes in Obligations.

[Link to Blog Post](#)

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