Attention Workday Purchasing Community:

In preparation for year-end, now is a good time for basic housekeeping that can be completed ahead of time.

Year-End FAQs:

1. Can a department close purchase orders?
   YES, if all invoices are paid, or the purchase order is no longer in use. Accounts Payable also recommends closing purchase orders without encumbrances. For instructions, view the video tutorial Closing a Purchase Order.

2. What is the deadline for capital equipment?
   - Purchase Orders must be pending Purchasing approval by April 27, 2020.
   - Capital equipment must be received and invoiced by May 31, 2020.

3. Do I need to close standing orders for this fiscal year?
   No, standing orders will automatically close by mid-June. However, we encourage departments to review purchase order commitments and begin to close standing purchase orders that have been paid in full. It is the department’s responsibility to close purchase orders.

4. When can I submit change orders?
   Change orders can be submitted now and must be completely approved by May 8, 2020 to be processed for FY20. For instructions, view the video tutorial Change Order.

The Purchasing Fiscal Year-End Guide will be forthcoming.

For any questions, please contact 305-284-5751 or email PurchasingHelpDesk@miami.edu for assistance.