2019 Purchasing Fiscal Year End Guide

View important Workday Purchasing Department deadlines, restrictions and tips for FY19 year end.

http://workday.miami.edu

FY19 Purchase Requisitions
- Requisitions must be received in Purchasing by Monday, May 20th at 3 PM.
- Capital equipment orders for delivery FY19 need to be received in Purchasing by Friday, May 10th at 1 PM.

FY20 Purchase Requisitions
- Requisitions for FY20 goods and services must be submitted June 1st or later.
- Standing Orders
  - All standing orders for FY20 must be generated as “Service” with a Requisition Type of “Standing Order.”
  - If the requisition is created in FY19 it must be Saved for Later, then submitted June 1st or later.
  - Standing Orders are not allowed for catering and supplies. Gas cylinders and dry ice are exceptions to this rule.
  - Standing orders should be created for the full estimated annual amount to minimize invoices rejected due to insufficient needs and the need for change orders throughout the year.

Closing Purchase Orders
- FY19 purchase order close requests should be submitted by May 31st at 5 PM.
- The purchase order close form will not be available in the early days of June.
- Prior to closing a purchase order, make sure all invoices have been paid.
- If an invoice is received in late May and the purchase order has already been closed, a new purchase order will be required.
- Grant account purchase orders may not need to be closed.
- Use reporting to view purchase orders that need to be closed:
  - To view open encumbrances, Data Entry Procurement Specialists and Cost Center Managers can run the FIN-P2P-POs with Open Encumbrances by Organization report. For access and technical assistance please contact the UMIT Service Desk at (305) 284-6565 or help@miami.edu
  - To learn how to verify that invoices have been paid against a Purchase Order (PO) and locate details about the payment, including the check number, check date, and payment amount, please review the Locate Payment Details for a PO tip sheet on the Workday Finance website.
**Change Orders**

- FY19 change orders must be received in Purchasing by **Monday, May 20th at 3 PM**.
- Change orders will not be available in the early days of June.

**Three-Way Matching**

- Please ensure that your invoices are received, the goods or services you purchased have been accepted by your department, and your invoices have been submitted to Accounts Payable.
- If you have any issues with invoices, please contact Accounts Payable at 305-284-3570 for assistance.

**Capital Equipment**

- All capital equipment needs to be invoiced, delivered and installed before **Friday, May 31st** or it will be charged to FY20.
- Capital equipment orders for delivery this fiscal year need to be received in Purchasing by **Friday, May 10th at 3 PM**.

For any questions, please contact Purchasing at (305) 284-5751

or email PurchasingHelpDesk@miami.edu