Purchasing Fiscal Year End Guide

View important Workday deadlines, restrictions and tips for FY19 year end and new orders for FY20.

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 after June 1st change the Request Date field on the Review and Submit tab to **June 1, 2019** or later and submit.
  - 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 funds and the need for change orders throughout the year.

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

**Closing Purchase Orders**
- FY19 purchase order close requests should be submitted before **May 31st at 3 PM**.
- Initiation of PO close will not be available May 31 end of business day through the early days of June.
- 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 and the purchase order has already been closed, a new purchase order will be required. Before May 31st end of business day Purchasing can re-open POs if needed.
- Grant account purchase orders may not need to be closed.
**Closing Purchase Orders** (continued)

- 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.

**Three-Way Matching**

- Please ensure that goods have been delivered or services have been rendered and invoices have been submitted to Accounts Payable. View the *Create Receipt* tip sheet for more information.
- If you have any issues with invoices, please contact Accounts Payable at 305-284-3570 for assistance.

**Capital Equipment**

- All capital equipment requisitions must received in Purchasing by **Friday, May 10th at 1 PM**.
- For capital equipment to be applied to FY19 it needs to be invoiced, delivered and installed before **Friday, May 31st**.

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

or email PurchasingHelpDesk@miami.edu