Attention Workday Purchasing Community:

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

Year-End FAQs:

1. How can the department run a report on open encumbrances? The open encumbrances report, FIN-P2P-POs with Open Encumbrances can be found in Workday by typing “Open Encumbrance” in the Search field.

2. Can a department close purchase orders? Yes, if all invoices are paid, and 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.

3. What are the deadlines for capital equipment? Purchase orders must be pending Purchasing’s approval by May 7th 2021. Capital equipment must be received and invoiced by May 31st 2021.

4. 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.

5. When can I submit change orders? Change orders can be submitted now and must be pending Purchasing’s approval by May 13th 2021 to be processed in fiscal year 2021. For instructions, view the video tutorial Change Order.

6. When is the deadline to have requisitions encumber for fiscal year 2021? Contract-related requisitions must be pending Purchasing’s approval by May 7th. All other requisitions must be pending Purchasing's approval by May 14th.
The Purchasing Fiscal Year-End Guide will be forthcoming.

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

Thank you,

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