

End of Year PO Close-out and Creating Documents for the new Fiscal Year

This quick reference guide is designed to assist you in understanding how to review open POs and approved Requisitions cancel remaining balances when appropriate, and begin creating documents for the new FY at the end of the year. Please follow your organization's guidelines for closing out POs and creating new documents for the next fiscal year.

Finding Open POs

Search for Blanket POs from your unit that are in "Sent" status. This will identify all POs that have been sent to the vendors, but no receipts have been issued yet. To do this, go to Advanced Search and use the following fields:

- Search for: Purchase Orders
- Header Major Status: Sent
- Organization: Your organization or Department: Your department
- Fiscal Year: Current fiscal year
- Requestor: Your name (if you are searching only for your POs)

Advanced Search

Search for:	Module: <input type="text" value="Purchasing Module"/>	Document Type: <input type="text" value="Purchase Orders"/>		
Search Using:	<input type="text" value="ALL of the criteria"/>			
<input type="button" value="Find It"/> <input type="button" value="Clear"/>				
Search Fields:	PO #	<input type="text"/>	Release Number	<input type="text"/>
	PO Description	<input type="text"/>	Alternate ID	<input type="text"/>
	PO Type	<input type="text" value=""/>	Buyer	<input type="text" value=""/>
	Requestor	<input type="text" value=""/>		
	Header Major Status	<input type="text" value="3PS - Sent"/>		
	Header Minor Status	<input type="text" value=""/>		
	Department	<input type="text" value="FINFS - Financial Services"/>		
	Location	<input type="text" value=""/>		
	Type Code	<input type="text" value=""/>	PO Date(MM/DD/YYYY)	<input type="text" value=""/>
	Catalog	<input type="text" value=""/>		
	Required Date(MM/DD/YYYY)	<input type="text" value=""/>	Update Date(MM/DD/YYYY)	<input type="text" value=""/>
	Vendor ID:	<input type="text" value=""/>	Vendor Name:	<input type="text" value=""/>
	Fiscal Year	<input type="text" value="11"/>	Vendor Legal Name:	<input type="text" value=""/>
	Organization	<input type="text" value="Office of the Attorney General"/>	Item Description	<input type="text" value=""/>
	IIIGP Class	<input type="text" value=""/>		
IIIGP Item	<input type="text" value=""/>			
Commodity Code	<input type="text" value=""/>	Stock Item Number	<input type="text" value=""/>	
<input type="button" value="Find It"/> <input type="button" value="Clear"/>				
<input type="button" value="Exit"/>				

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Review each PO to determine whether the PO should be:

1. Left open, if all items are expected to be received
 - a. *If the PO is to be left open*, no action is required.
2. If you want to fully cancel if items are not expected to be received
 - a. Open the PO
 - b. Click "Create Receipt"
 - c. Enter description on receipt – "EOY cancellation"
 - d. Click on Items tab
 - i. , click Cancel All at the bottom of the Receipt screen. You must enter a description for the cancellation in the Comment field.
- c. Partially canceled, if some of the remaining balance is expected to be received

If the PO needs to be fully or partially canceled, create a Receipt and cancel the appropriate quantity.

- a. Open the PO
- b. Click "Create Receipt"
- c. Enter description on receipt – "EOY cancellation"
- d. Click on Items tab
 - i. If you want to fully cancel the PO, click Cancel All at the bottom of the Receipt screen. You must enter a description for the cancellation in the Comment field.
 - ii. If you want to partially cancel the PO, and if partial payments may have already been made, it is recommended that you fully cancel the PO using the instructions from i, above, and clone the canceled PO to create a new document with only the items you still want to receive, in order to avoid the possibility of over-encumbering at the point of change order based on payments already made in AFIS.
 - iii. If you want to partially cancel the PO, and if no payments have yet been made, click Cancel Item on the right of the screen next to the item(s) you wish to cancel. Enter the quantity/dollar amount you want to cancel in Quantity Canceled field. You must enter a description for the cancellation in the Comment field.

Receipt # 0000493 (In Progress) - Purchase Order # ADEQ11-004053

General **Items** Attachments Notes Summary Back to PO

General Notes

PO Item #	Item Description	Receipt Method	Unit Cost	UOM	Ordered Quantity/Dollars	Received Quantity/Dollars Receipt Total(P.O Receipts Total)	Returned Quantity/Dollars Receipt Total(P.O Receipts Total)	Canceled Quantity Receipt Total(P.O Receipts Total)	Net Received Quantity/Dollars Receipt Total(P.O Receipts Total)	Remaining Quantity/Dollars	Actions
1	65 ft. submarine, 1950's era					Received Qty: 0.0(0.0) Qty Adj: 0.0(0.0) 0.0(0.0)	Returned Qty: 0.0(0.0) Qty Adj: 0.0(0.0) 0.0(0.0)	Canceled Qty: 0.0(0.0) Qty Qty: 0.0(0.0) 0.0(0.0)	0.0(0.0)	1.0	Add Receiving Cancel Item

Receive All Defaults
Receipt Date: 04/19/2011 10:28:32 AM (MM/DD/YYYY HH:MM:SS AM or PM)

Cancel All Defaults
Cancel Date: 04/19/2011 10:28:32 AM (MM/DD/YYYY HH:MM:SS AM or PM)

Comment *
To fully cancel, click Cancel All

Received/returned/canceled quantity of receipts in status "SCC - Canceled" and "SCRT - Returned" is ignored when calculating received/returned/canceled quantity for a PO item.

- e. Submit receipt for approval. Once approved, a change order will be sent to the vendor for

- the cancellation, and the encumbrance will be liquidated.
- f. Note: If you receive AFIS interface errors from the cancellation, verify that the encumbrance associated with that PO (number listed in the PO's Alternate ID field) is still open for the unreceived items and funding sources. You may receive errors if an item on the PO is not yet marked as received but the suffixes on the encumbrance in AFIS are already closed due to payments.
5. Repeat the steps above for all POs in Partial Receipt Status.

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Finding Approved Requisitions

6. Search for Requisitions from your unit that are in “Ready for Purchasing” status. This will identify all Requisitions that have been approved and pre-encumbered but which have not yet been converted to a PO. You can then convert them to POs and send them or leave them in place, if you plan to process them during the next Fiscal Year. To do this, go to Advanced Search and use the following fields:
 - a. Search for: Requisitions
 - b. Header Major Status: Ready for Purchasing
 - c. Organization: Your organization or Department: Your department
 - d. Fiscal Year: Current fiscal year
 - e. Requestor: Your name (if you are searching only for your Requisitions)
7. Review each Requisition to determine whether they should be:
 - a. Converted to a PO or Solicitation and sent, if you expect to receive the items
 - b. Canceled, if items are no longer needed
 - c. Held In Ready For Purchasing Status, pending conversion to a PO or Solicitation
8. *If the Requisition is to be left in Ready for Purchasing Status, pending conversion to a PO or Solicitation, no action is required. Any pre-encumbrance associated with the requisition will remain open.*
9. *If the Requisition needs to be cancelled and its associated pre-encumbrance liquidated in AFIS:*
 - a. Open the Requisition
 - b. On the summary tab, select the Cancel Button
10. *If the Requisition needs to be converted into a Bid or PO, a Basic Purchasing user may open the Requisition and process it accordingly. The pre-encumbrance associated with the Requisition will remain until the resulting PO is sent.*

Creating new Requisitions and Purchase Orders for Next Fiscal Year

1. Once the FY Roll Period has been opened, you can begin to create new Requisitions or POs
2. During the FY Roll Period, you will now be able to select FY 17 (FY 16 documents can still be created during this period as well) on the General Tab of your document. If you do not yet know your chart of accounts for the next FY, you may wish to leave the Accounting Tab blank for now.
3. Complete the document with all other required information that you have available, and be sure to save each tab as you normally would.
4. **DO NOT** submit the document for approval until the new budget is available in AFIS and you have received instruction to do so. If you do try to submit, you will receive an error message from AFIS that the new Fiscal Year is not available, the document will not be available for approval, remaining in In Progress status, and ProcureAZ may also display an encumbrance number in the Alternate ID field that is not in AFIS.
5. Once you have been instructed that Requisitions and POs for the next FY may be submitted for approval you may do so and your approvers may approve documents for you to process as normal.

