Biennium End Procedures

For Purchase Orders in PeopleSoft

Dates to Remember

- June 16th – Have run first round of biennium query reports (NDS_PO_DTL_BY_BU)
- June 30th – Run second set of same query
- July 24th – Run query third and last time (NDS_PO_DTL_BIENNIUM). Final decisions to be made on POs to be reopened in next biennium.
- July 26th – Last day to apply back to 2015-2017 biennium.

Rule #1

- The budget dates on the PO distribution lines must be in the same period as the voucher accounting dates.
  - PO budget checked in June should be paid in 2015-2017 biennium
  - PO budget checked in July should <u>not</u> be paid by a voucher backdated to 6/30/17.

Finding the Budget Date

- Your staff should customize all purchase order distribution screens so the 'Budget Date' field is easily seen.
- Written instructions can be found at https://www.nd.gov/omb/agency/procurement/purchase-orders, under "Tips", called "Customizing PO Lines."
- Better instructions can be found using OnDemand "11.1.1 – Customizing PO Views."

Rule #2

- There will be NO purchase orders left open in the new biennium with a budget date prior to July 1, 2017.

  - Any POs not closed will be brought to a status of “complete” by ITD before the new biennium is opened.

Methodology

- When the system is closed for biennium end, ITD will run a force-close process to change ALL active purchase orders and lines with **budget dates** prior to 7/1/2017 to a Complete status.
  - This will be done after biennium end reports are run, so agencies will be able to see their encumbrance totals before this process.
- Any POs closed in error can be reopened using new budget dates when the system is opened again.

Biennium Queries

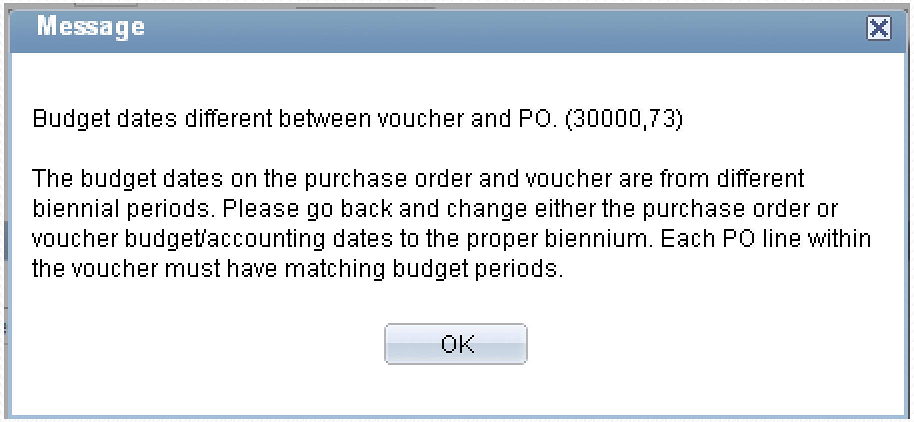
- Use the query you ran beginning of June to start narrowing down the number of active POs.
  - Close all POs that you safely can.
  - If the items are received by June 30, get the POs paid and make sure the budget dates match with the voucher.
  - We strongly recommend that agencies use receiving on POs, especially when items are shipped at different times.

June 30th Report

- **Fiscal staff**: Review the list of POs outstanding and not received; mark the items that are to be paid in the new biennium for purchasing staff.
  - You have approx. Four weeks to apply back payments; purchasing staff need to know which POs will likely be paid and backdated to June 30 during this time.
  - Keep **Rule #1** in mind about the budget dates matching

Voucher Warning

- If you try to pay a PO dated in June 2017 with a voucher budget date in July 2017, this is the warning you will receive:



- You have the choice of fixing the budget dates of the PO or backdating the voucher, but they have to match before continuing.

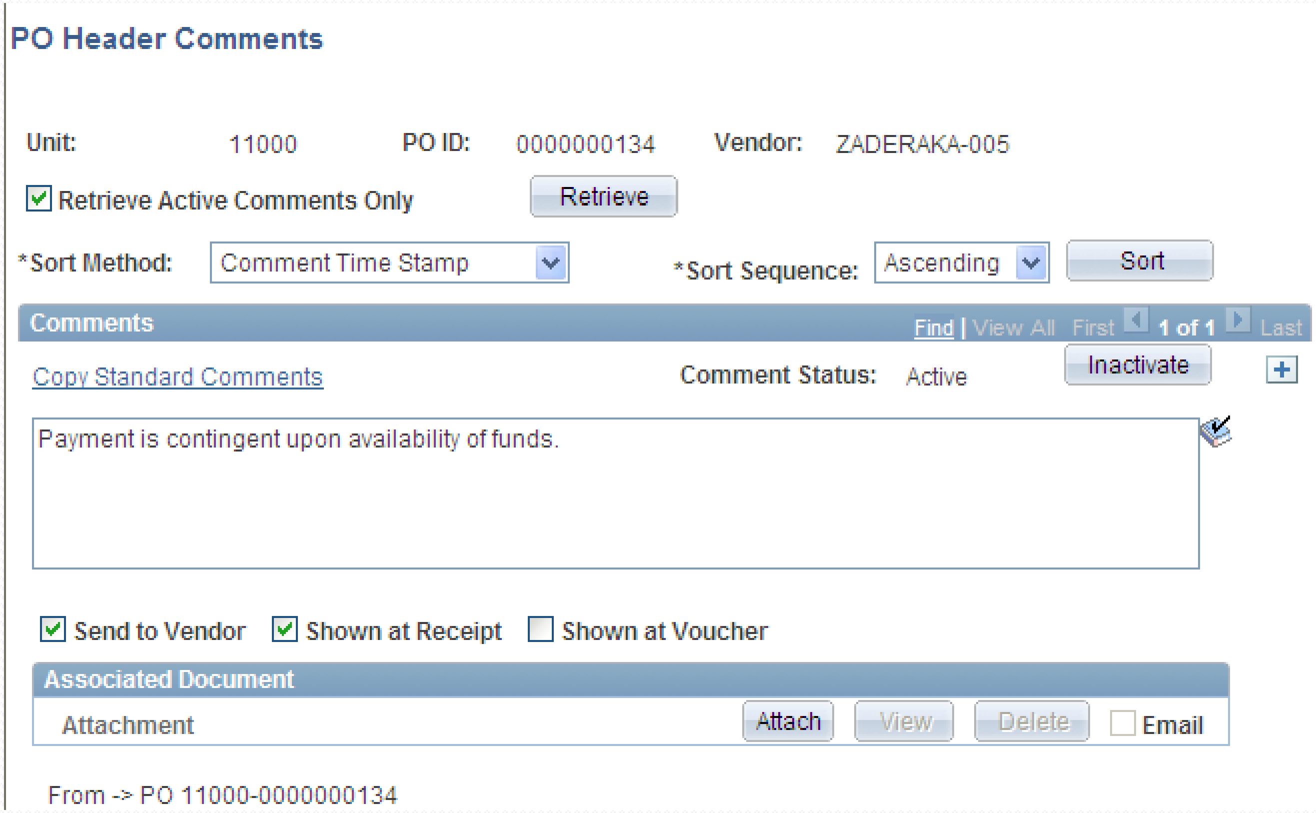
Final PO Report

- Run NDS_PO_DTL_BIENNIUM query last time on July 24th and make final decisions.
  - Use same criteria as the others
  - Keep **Rule #2** in mind: Any POs listed on this query will be closed when the system closes.

Scenario #1

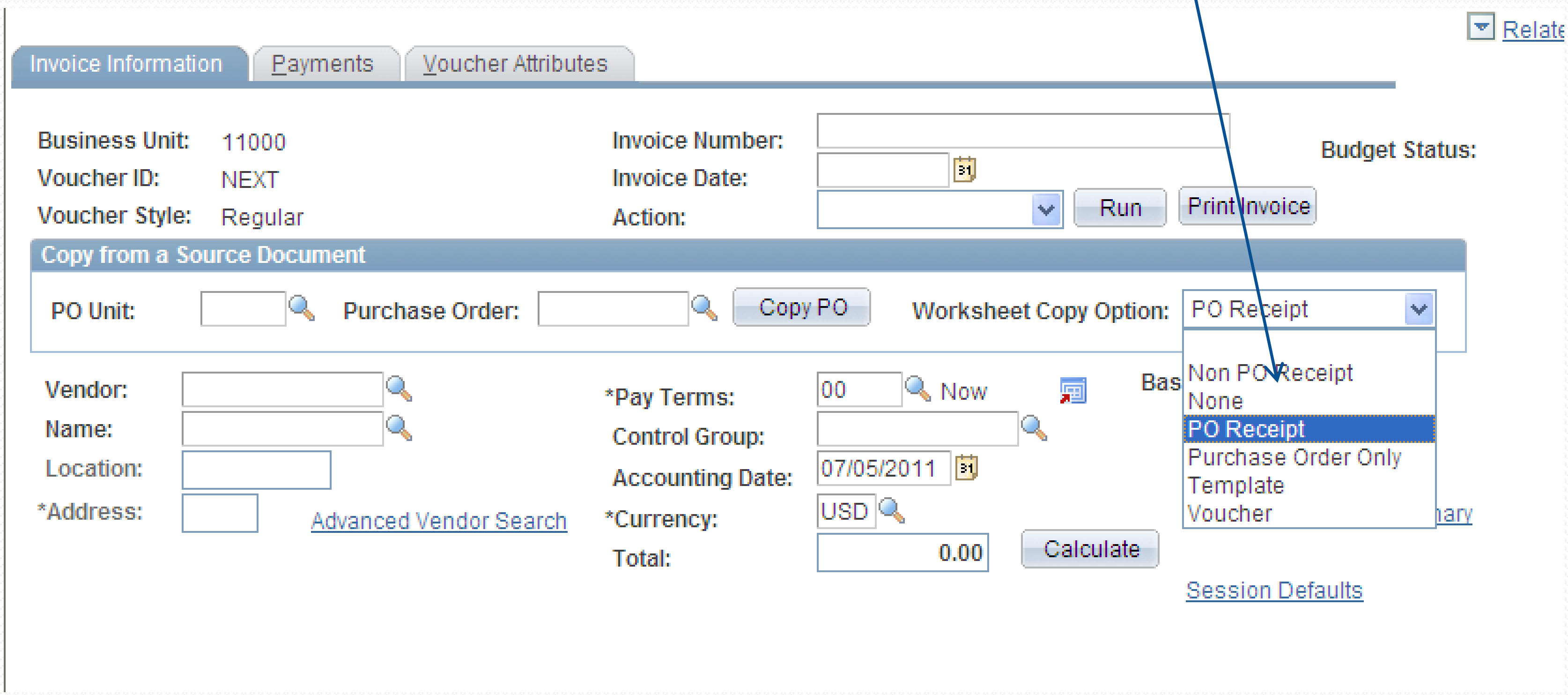
- Purchase orders that have been fully received before July 1st, but are not fully paid:
  - Pay the PO before biennium closes, making sure that the voucher is backdated to 6/30/17.
- Fiscal Policy 201 states:
  - ". . . all goods and services ordered and received prior to June 30 must be charged to the biennial appropriation for the period ending June 30."

Add Standard Comment

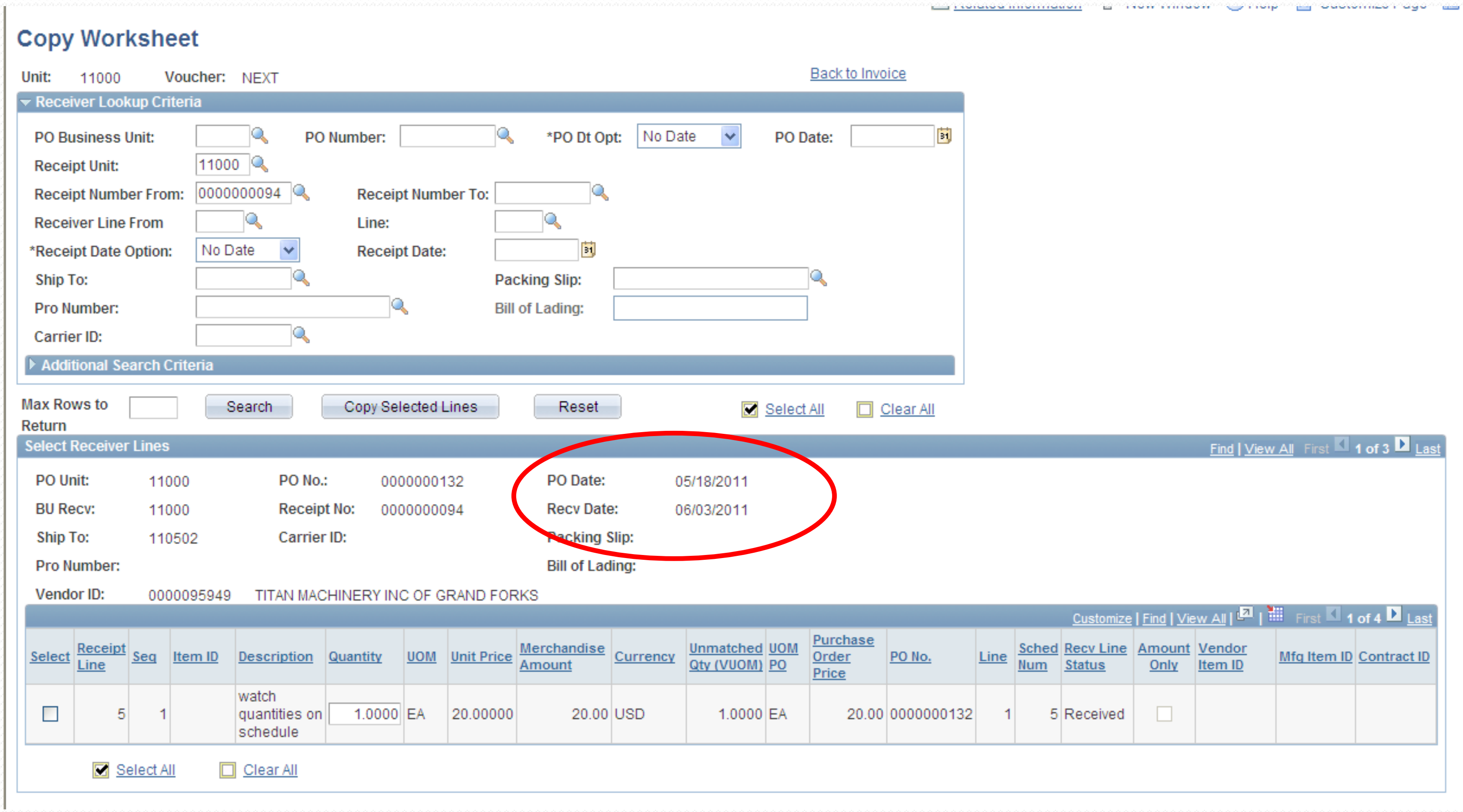


How to Verify Receiving

If agencies do not use the 'Worksheet Copy Option' they will not be able to see the dates on the PO.



Receiving Dates Con't.



Copy Worksheet

Unit: 11000 Voucher: NEXT

Back to Invoice

Receiver Lookup Criteria

PO Business Unit: PO Number: *PO Dt Opt: No Date PO Date:

Receipt Unit: 11000

Receipt Number From: 0000000094 Receipt Number To:

Receiver Line From Line:

*Receipt Date Option: No Date Receipt Date:

Ship To: Packing Slip:

Pro Number: Bill of Lading:

Carrier ID:

Additional Search Criteria

Max Rows to Return Search Copy Selected Lines Reset Select All Clear All

Select Receiver Lines Find | View All First 1 of 3 Last

PO Unit: 11000 PO No.: 0000000132 PO Date: 05/18/2011

BU Recv: 11000 Receipt No: 0000000094 Recv Date: 06/03/2011

Ship To: 110502 Carrier ID: Packing Slip:

Pro Number: Bill of Lading:

Vendor ID: 0000095949 TITAN MACHINERY INC OF GRAND FORKS

Customize | Find | View All | First 1 of 4 Last

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (VUOM)	UOM PO	Purchase Order Price	PO No.	Line	Sched Num	Recv Line Status	Amount Only	Vendor Item ID	Mfg Item ID	Contract ID
☐	5	1		watch quantities on schedule	1.0000	EA	20.00000	20.00	USD	1.0000	EA	20.00	0000000132	1	5	Received	☐			

Select All Clear All

Work-arounds

- If you received the goods on June 30th or earlier, but did not have time to enter the receipt for it, do not record it online! Record the receipt of the items on the hard copy of the PO and pay off of that.

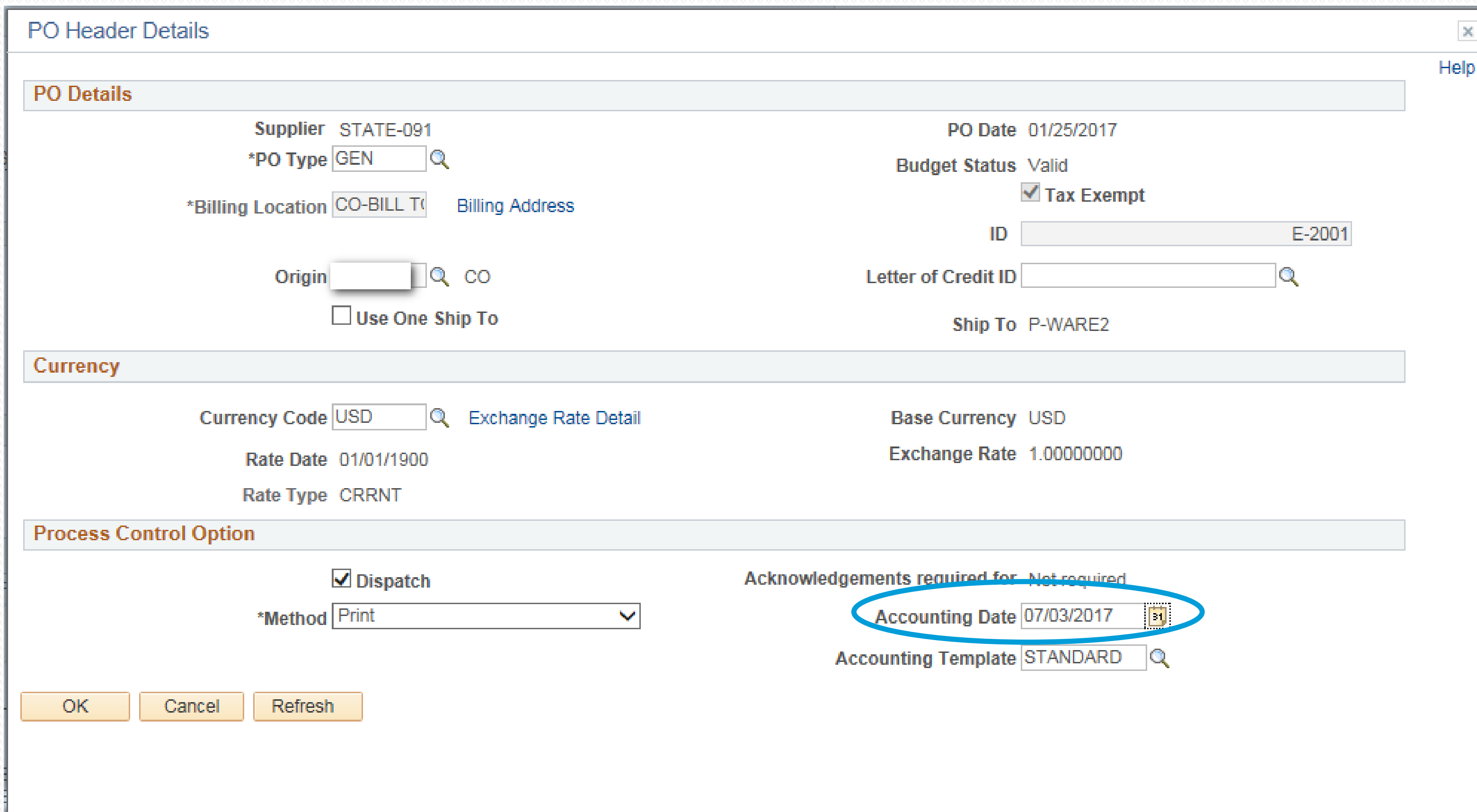
- If you ordered and received something by June 30th, but you forgot to enter a PO for it, do not enter a PO after the fact. Pay for the item using a regular voucher instead.

Scenario #2

- Purchase orders that are dated prior to 7/1/17, but have not been received or paid at all by 7/26.
    - Fiscal Policy 201 states, "Goods and services received after June 30 are obligations of the biennial appropriation beginning July 1."
  - Option 1: Manually change the accounting date and the budget date under PO Details to new biennium.
  - Option 2: If not paid by July 26th, allow the PO to be automatically closed; it will have to be reopened with new dates when ready to pay.

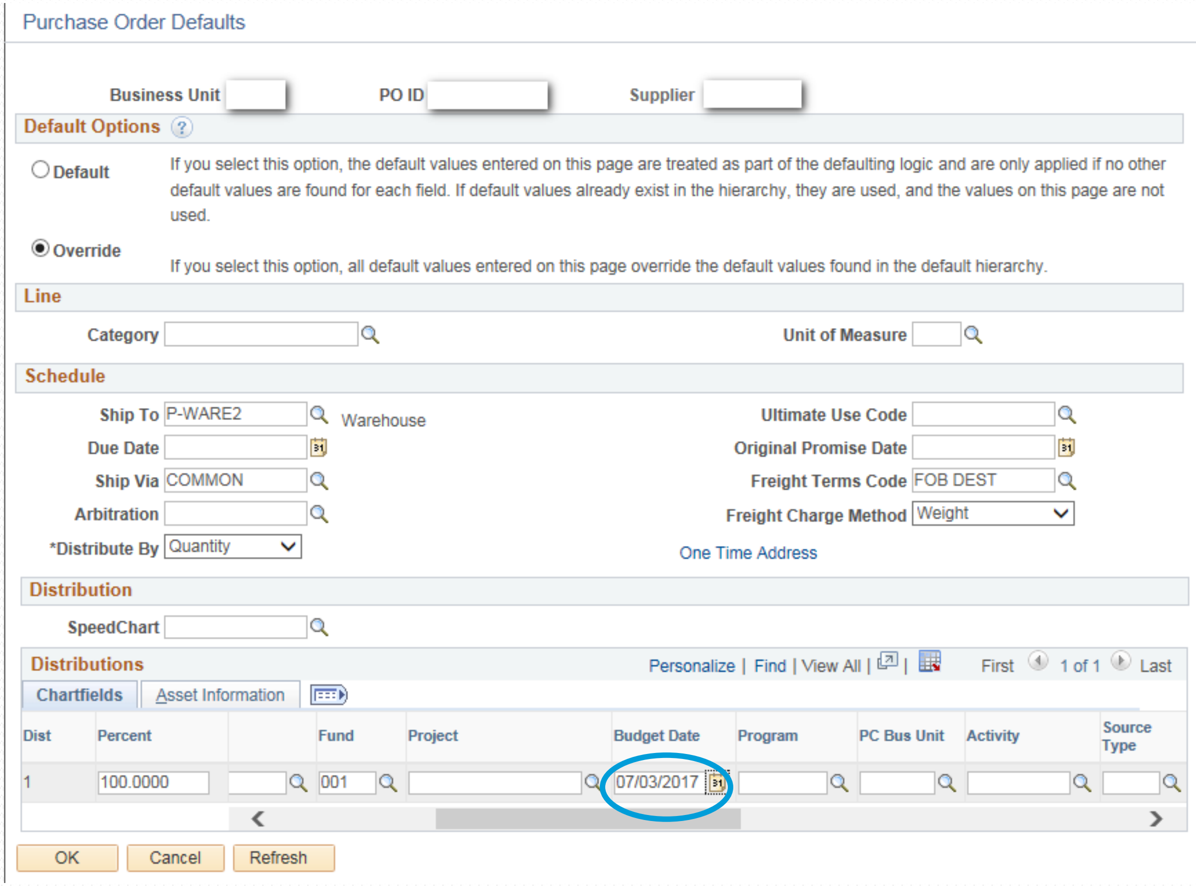
4 Steps to Change PO Dates

1. Under [Header Details](), change this accounting date to July 1 or later:



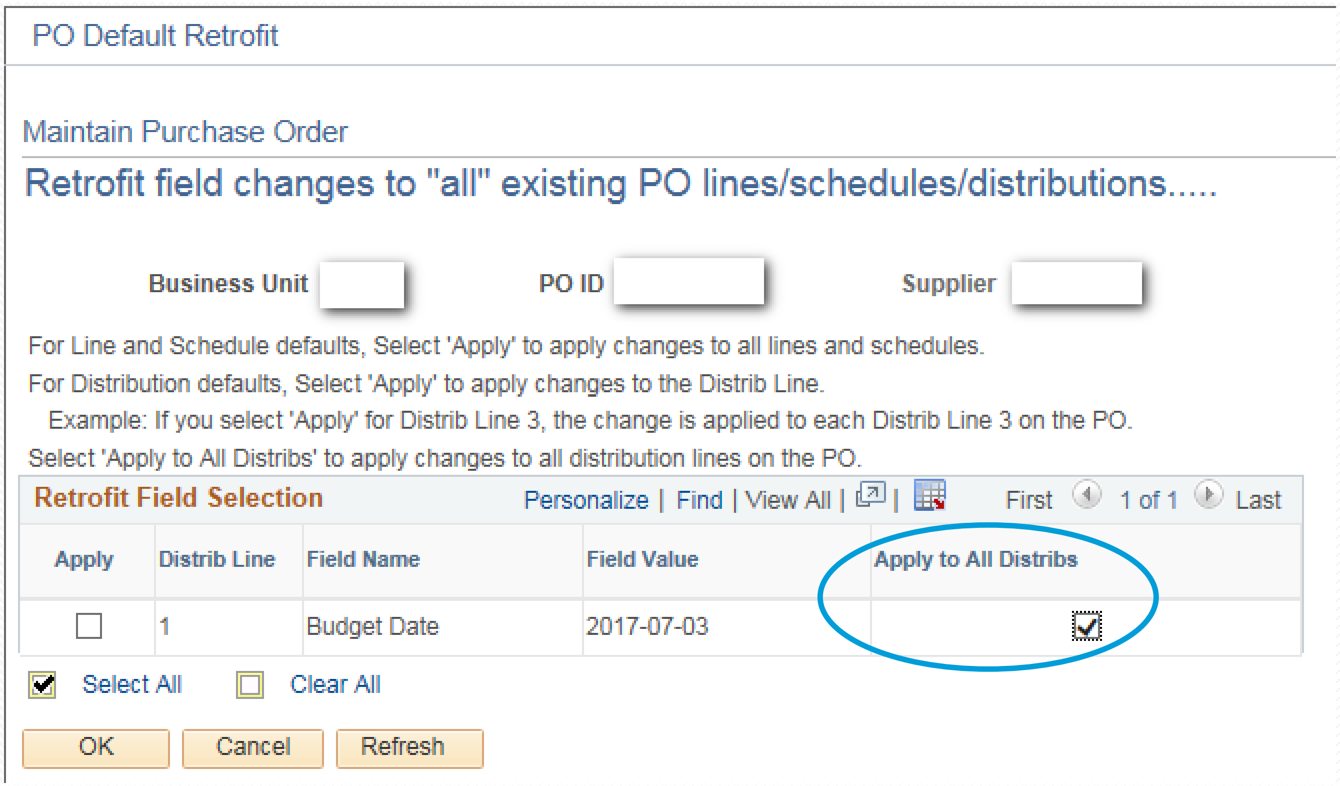
Purchase Order Defaults

2. Under the PO Defaults link, make sure the budget date here changes to the new biennium as well.



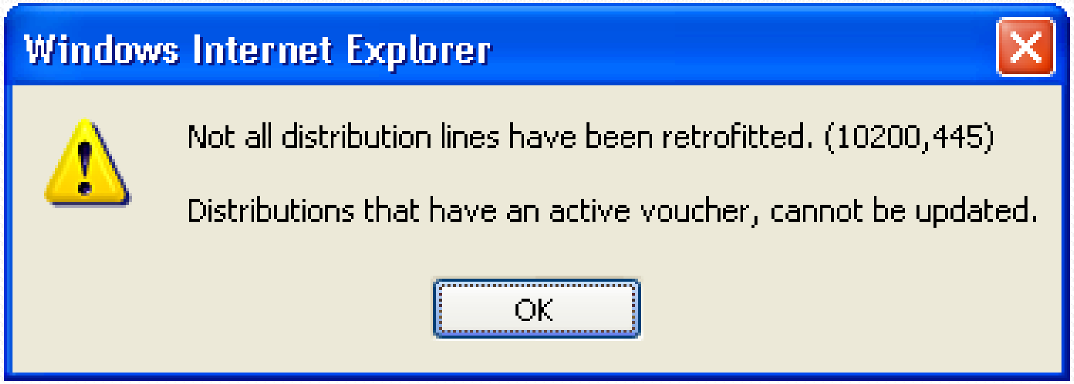
Retrofit Changes

3. Carefully read this screen to change the budget dates on all distribution lines. Do not change any other field; click "OK."



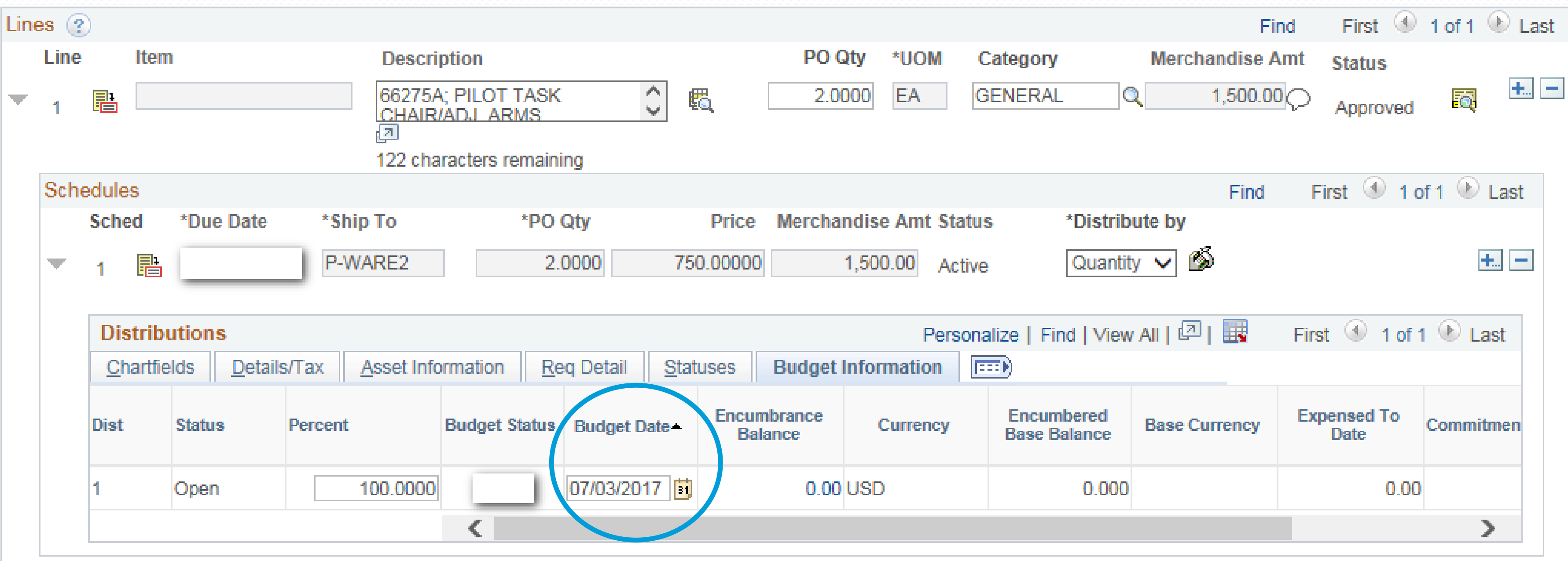
Exception

- This won't work if the PO has already been partially paid. You will receive this error message.



Budget Check

4. All distribution lines should have the new budget date. Review the PO under **Express Purchase Order** to make it easier. If they are all OK, do a budget check.



Scenario #3

- Purchase orders that have been partially received before 7/1/2017 and/or partially paid in old biennium
  - According to Policy 201, the items that were received prior to July 1 must be paid by voucher backdated to 6/30/17.
    - PLEASE use receiving and pay by the receipt number in the PO voucher.
  - If the remaining items are received between July 1 and July 26, pay the new receipt number <u>in a voucher dated in new biennium</u>. See the next slide.

Matching Dates in Scenario 3

- To pay the remaining part in the new biennium, the PO budget dates must match the voucher's. Agencies have two options:
  1. Copy the old PO into a new one with all dates in new biennium. Keep only the unpaid items and delete the rest before budget checking.
  2. Close the PO and budget check to remove remaining encumbrances in old biennium. Pay the rest of the PO with a <u>regular</u> voucher in new biennium, and reference the PO in the voucher.

Reopening Closed POs

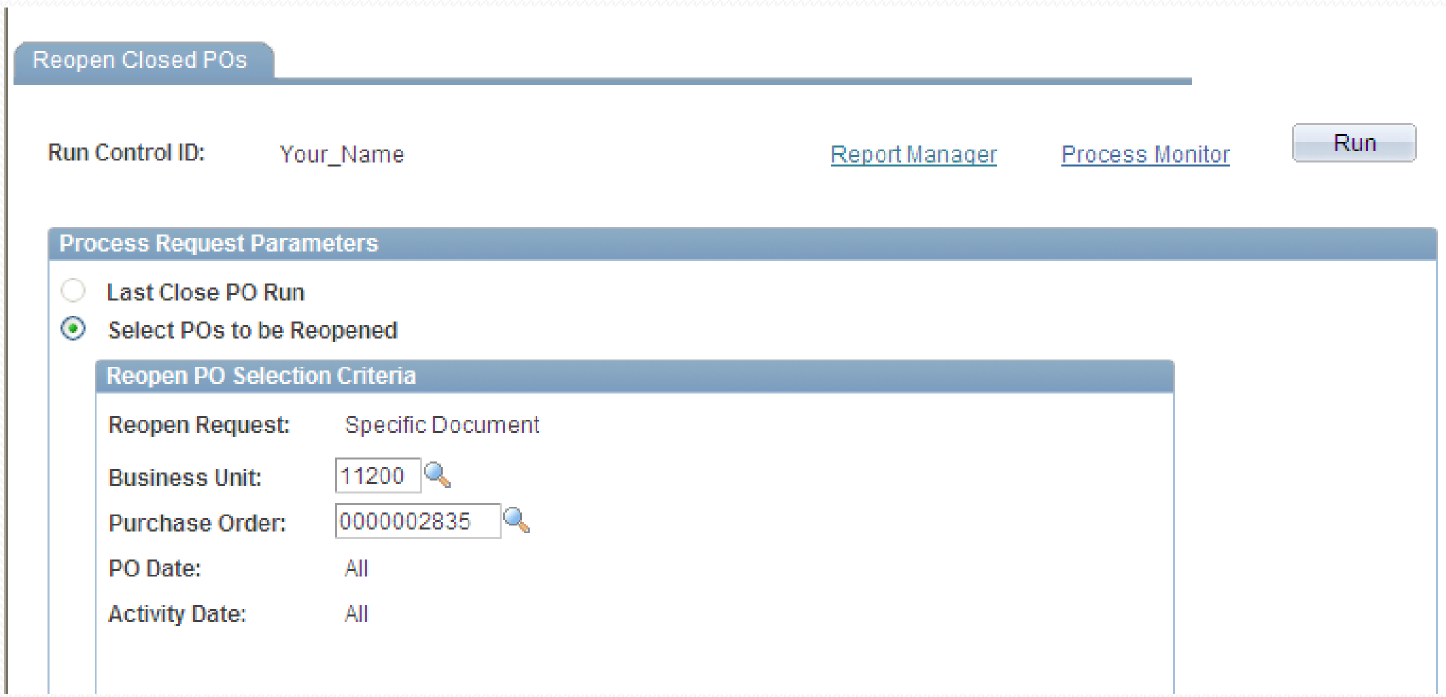
- **Pros**:
  - Works great for POs that were not partially paid in old biennium
  - Keeps all previous data, including any split distributions
  - You can keep the existing PO number
- **Cons**:
  - Reopening manually causes ALL lines to be reopened, even those already received and paid
  - You must be very careful to change ALL budget dates to proper budget period
  - You can only reopen one PO at a time

How to Reopen Manually

- See checklist at https://www.nd.gov/omb/sites/omb/files/documents/agency/purchasing/reopen-closed-po-instructions.pdf
- Navigation: ND Utilities & Interfaces > ND State Applications > Procurement & Vendors > Reopen Closed POs

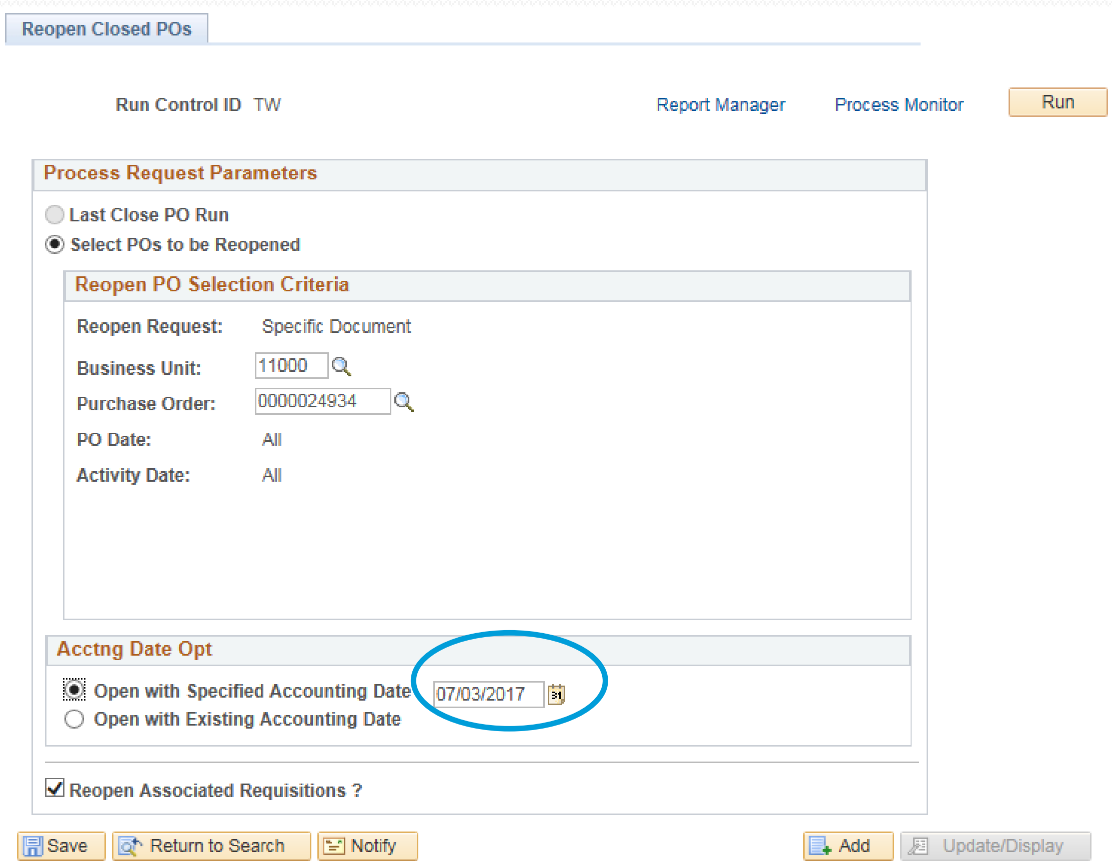
Manual Reopen Process

Once you set up a run control ID, enter your business unit and PO number to be reopened.



Manual Reopen Process

Be sure to select the first option of Accounting Date Options and enter a date of July 1st or after.

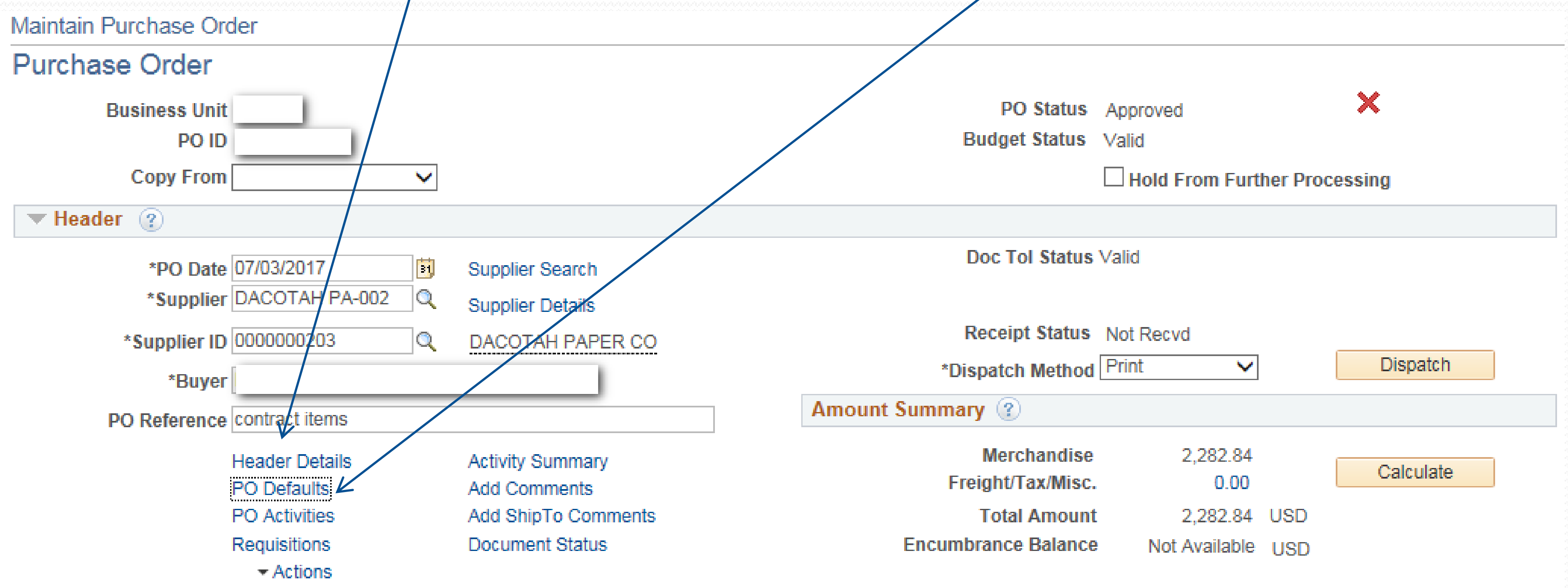


Reopen Process

- Continue process like others:
  - Click “Run”
  - On the Process Scheduler Request page, click “OK”
  - Go into the Process Monitor and refresh until you get “Success” and “Posted.”
- You will now be able to open the PO under Add/Update POs
- We recommend you double check the budget dates in the reopened PO

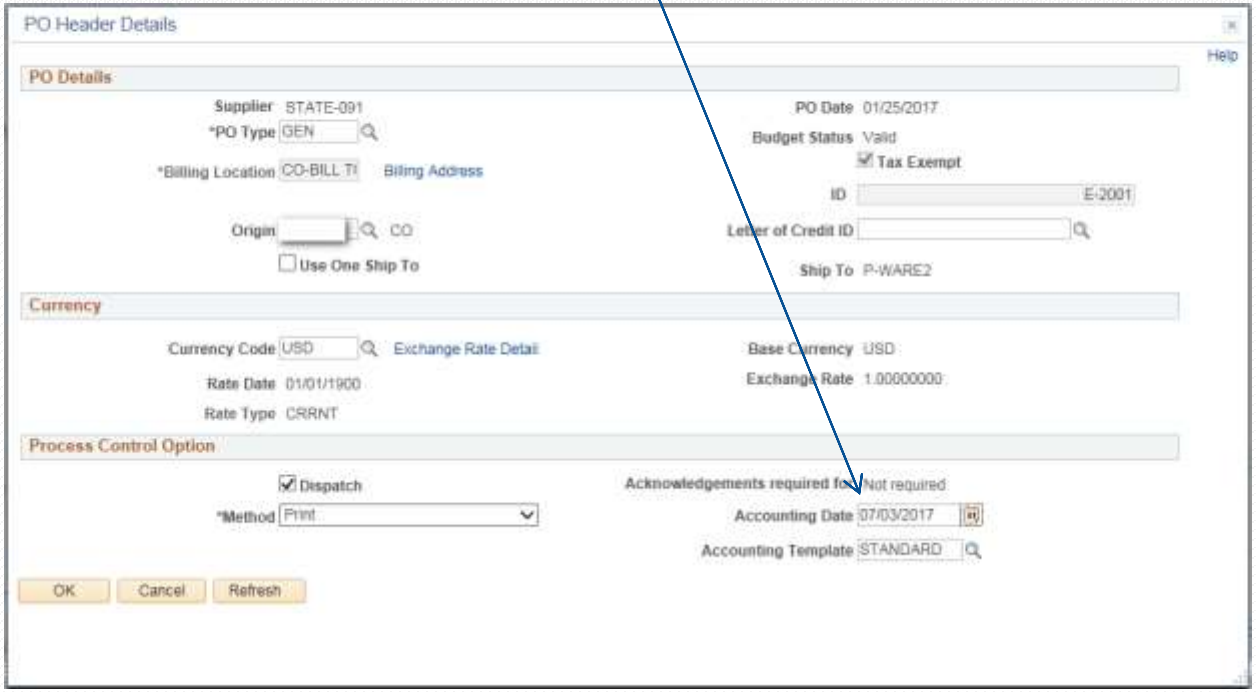
Watch Budget Dates

Open the PO and verify the new accounting date under these links: Header Details and PO Defaults



Header Details

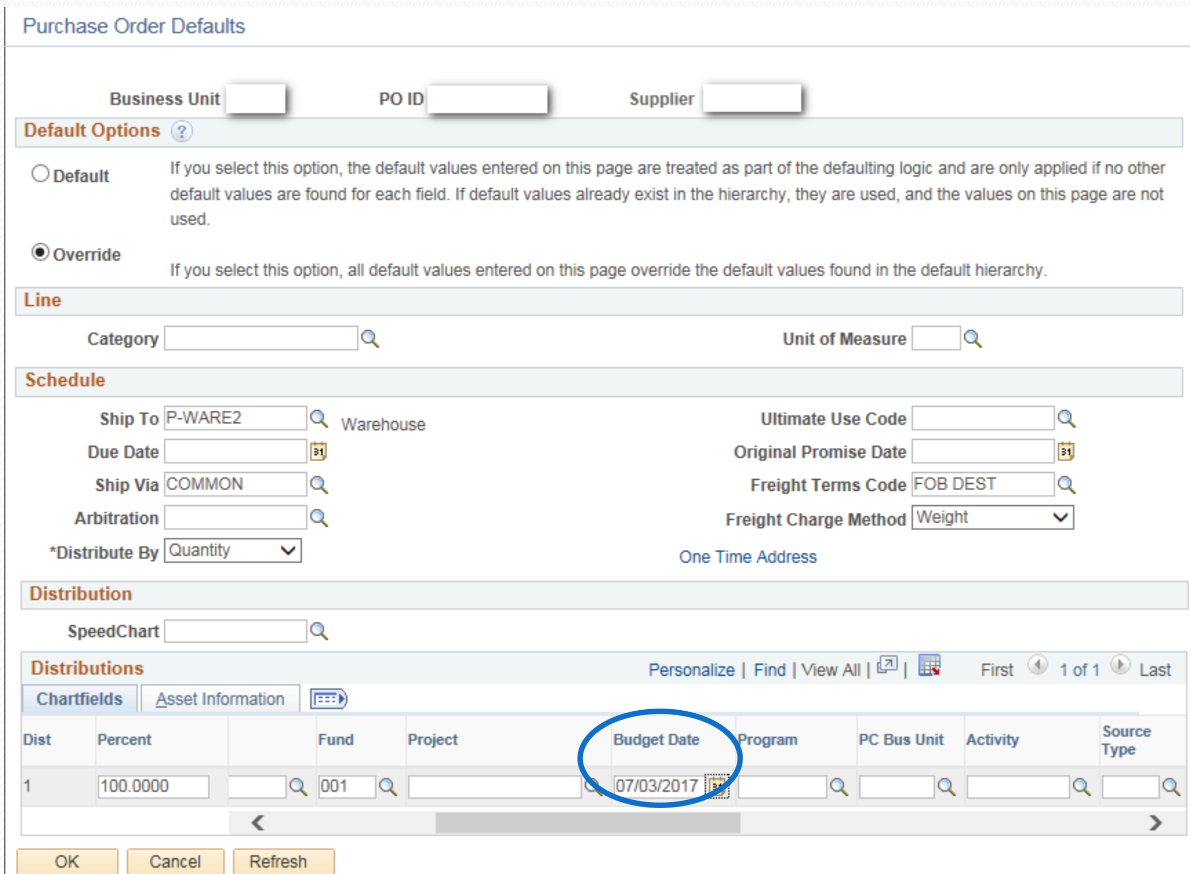
This date should have changed to the date you entered on the Reopening screen



If the date is correct, click "OK" or change the date first if it's not.

PO Details

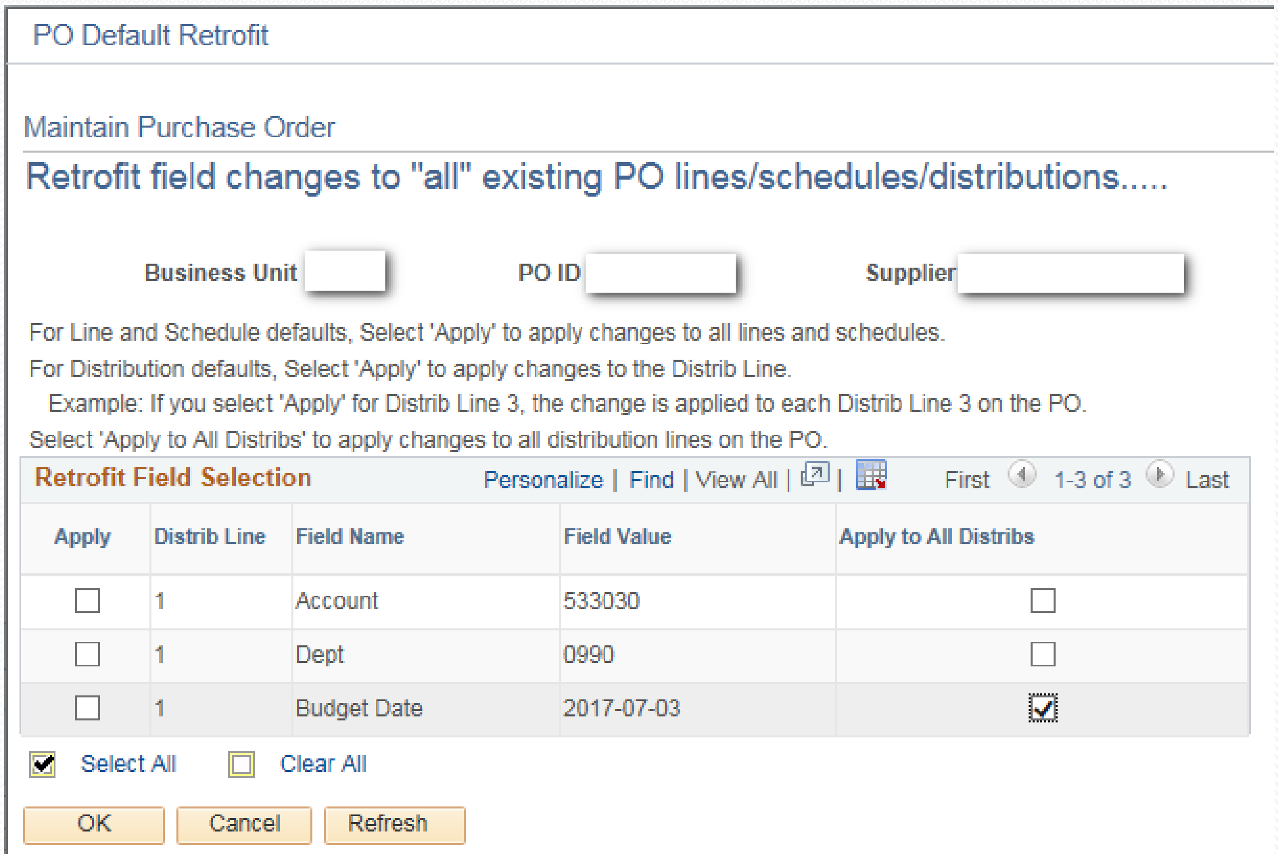
If you customized your PO Defaults screen as earlier suggested, it will be easy to find the budget date.



Correct this field as necessary.

Retrofit Budget Dates

Be sure to change only the budget date on this screen if you wish to keep all previous information intact.



PO Default Retrofit

Maintain Purchase Order

Retrofit field changes to "all" existing PO lines/schedules/distributions.....

Business Unit | **PO ID** | **Supplier**

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.

For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.

Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the PO.

Select 'Apply to All Distribs' to apply changes to all distribution lines on the PO.

Retrofit Field Selection — Personalize | Find | View All | First 1-3 of 3 Last

Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
☐	1	Account	533030	☐
☐	1	Dept	0990	☐
☐	1	Budget Date	2017-07-03	☑

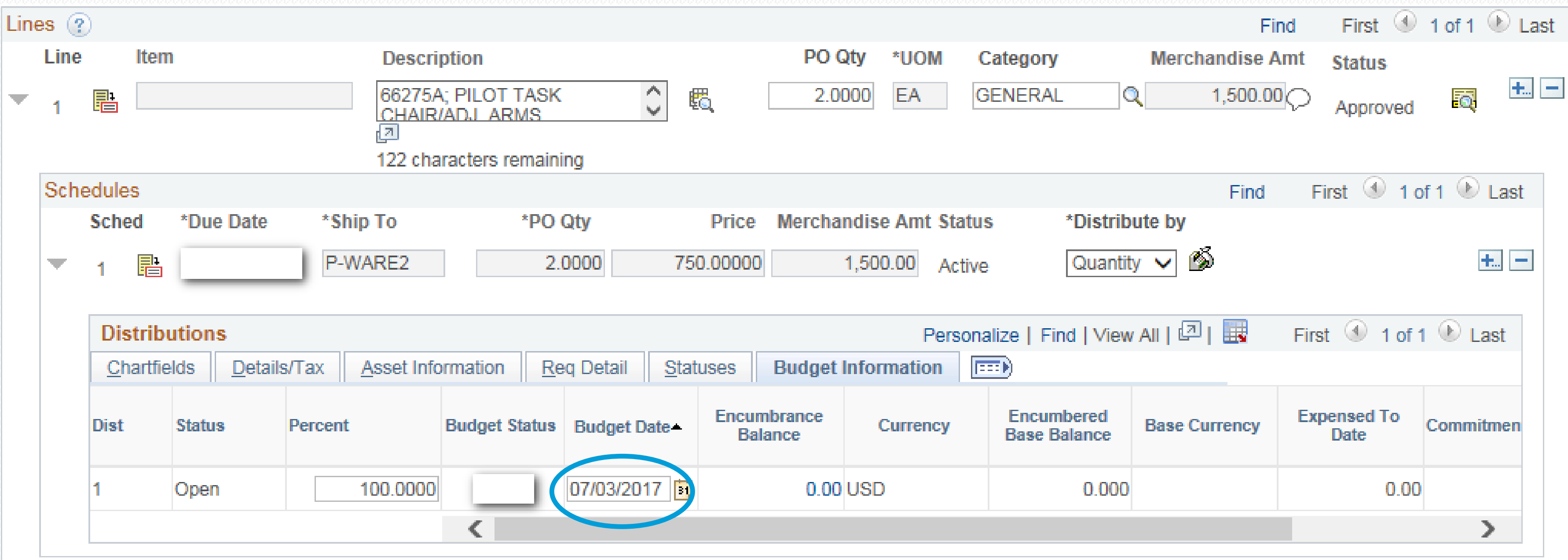
☑ Select All ☐ Clear All

OK | Cancel | Refresh

After checking the right box, click "OK". Save your PO on the main screen.

Verify Budget Dates

- If you have only one line and one schedule, you can turn to the Distribution page to verify the budget date changed.
- For multi-line POs, we recommend reviewing the PO under Express Purchase Order. Be sure to "Expand All."



Copying vs Reopening

- Copying old to new year
  - New biennium dates will automatically fill in if done in July
  - Lines that are fully paid can be deleted
  - Lines that are partially received and paid can be changed to the new quantity.
- Closing and Reopening
  - Have to watch budget dates closely
  - Less steps for POs that have never been received or paid
  - Partially or fully paid lines cannot be deleted – they must be closed again.

Reopen by Spreadsheet

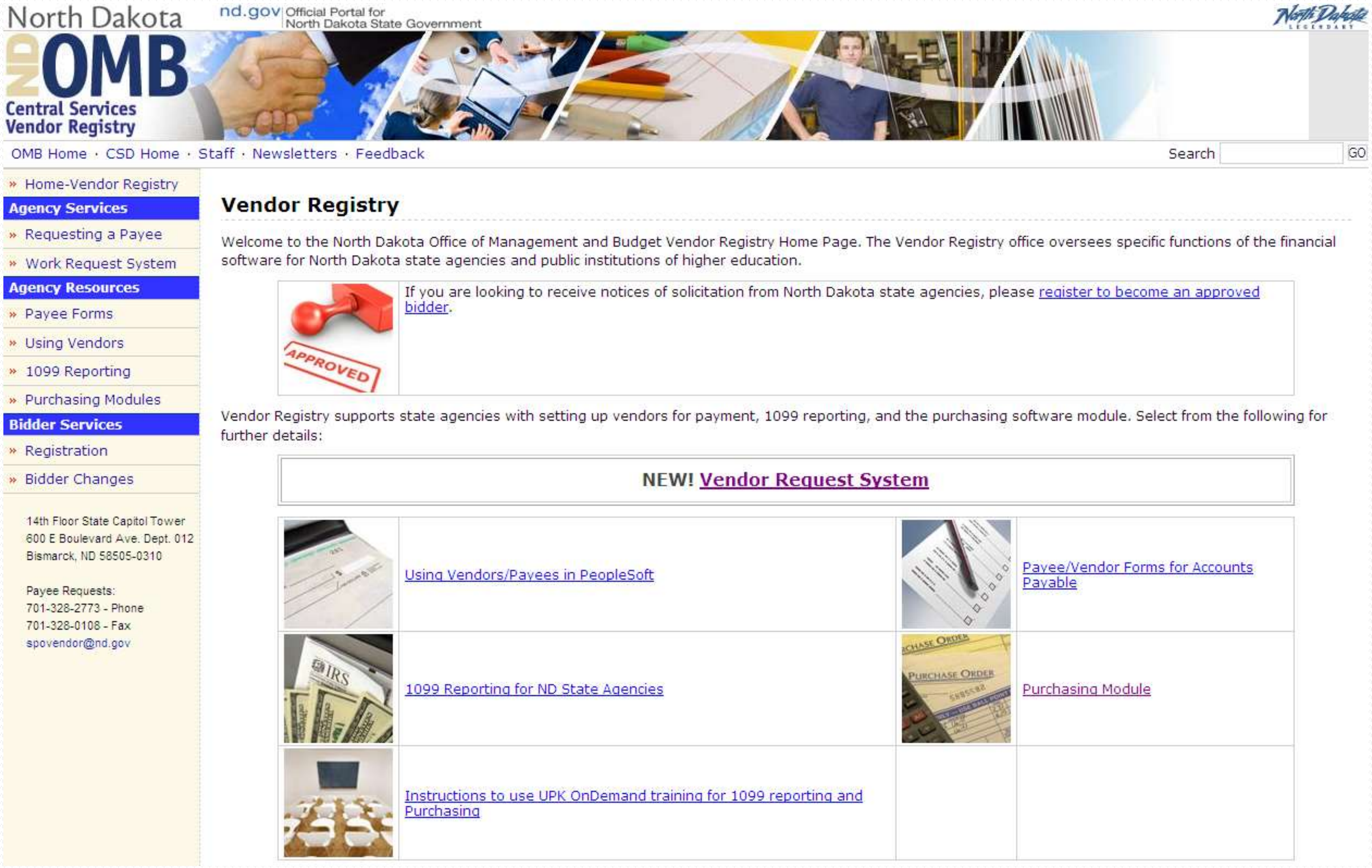
- On website at https://www.nd.gov/omb/agency/procurement/purchase-orders, Biennium End Procedures > "Spreadsheet to Mass Reopen POs in New Biennium"
- Instructions are on first tab of Excel spreadsheet
- Example:

	A	B	C
1	Business Unit	PO #	Line # to be Reopened
2	11000	0000045453	1
3	11000	0000042145	4
4	11000	0000041938	5
5	11000	0000045456	8
6	11000	0000045457	2
7	11000	0000045458	3
8	11000	0000045459	1
9	11000	0000045460	9
10	11000	0000045460	1
11	11000	0000045460	8
12	11000	0000045460	3
13	11000	0000045460	5
14	11000	0000045395	7
15	11000	0000045423	4
16	11000	0000044321	6
17	11000	0000046938	2
18	11000	0000044599	1
19	11000	0000039829	9

Reopen Spreadsheet con't.

- Save Excel spreadsheet, then submit it through the Vendor Registry Work Request System as a general request. Be sure to attach the spreadsheet!
- This can be done at any time after July 31^{st}.

Work Request System



Online Help

- Vendor Registry has several OnDemand topics to help you:
  - New to Receiving? (11.2.1 – Receive with a PO)
  - Help Entering PO Vouchers (4.1.8 – PO Vouchers)
  - Reopening Closed POs (11.4.9 – Reopen Closed POs)

Helpful Queries

- NDS_PO_DTL_BIENNIUM
  - This query gives line item detail of all purchase orders that are still active in this biennium. Run this to check on the status of your agency's POs at any time.

- NDS_TRUE_ENC_AMT
  - This query will give you the encumbrance amounts for a specified period of time. You may want to run this in July for the new 2019M01 to see if any POs were budget checked under the wrong period.

Repercussions

- What will happen if your agency does not follow the previous instructions?
  - It won't affect your bottom line expenditures at all.
  - But you will start your agency's accounting reports with encumbrances in error.
  - These errors will stay on reports for the entire biennium.
  - Vendor Registry cannot help agencies fix most encumbrance errors after the 2017 biennium is closed.

Good Luck!

- Tosha Werner, 328-1729
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