

# Biennium End Procedures

For Purchase Orders in PeopleSoft

# Dates to Remember

- June 16<sup>th</sup> – Have run first round of biennium query reports (NDS\_PO\_DTL\_BY\_BU)
- June 30<sup>th</sup> – Run second set of same query
- July 24<sup>th</sup> – Run query third and last time (NDS\_PO\_DTL\_BIENNIUM). Final decisions to be made on POs to be reopened in next biennium.
- July 26<sup>th</sup> – 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 not 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

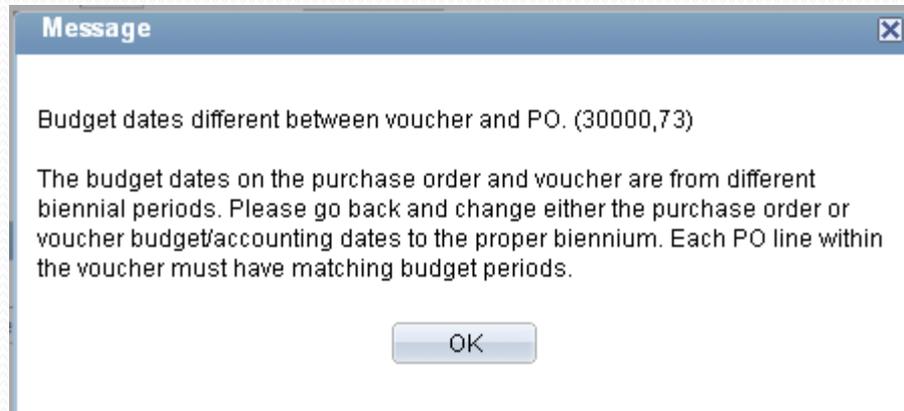
- Use the query you ran beginning of June to start narrowing down the number of active POs.
  - Close all POs that you safely can.
  - If the items are received by June 30, get the POs paid and make sure the budget dates match with the voucher.
  - We strongly recommend that agencies use receiving on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

# June 30<sup>th</sup> 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 24<sup>th</sup> 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 1<sup>st</sup>, 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

**PO Header Comments**

Unit: 11000 PO ID: 0000000134 Vendor: ZADERAKA-005

Retrieve Active Comments Only

\*Sort Method:  \*Sort Sequence:

**Comments** Find | View All First 1 of 1 Last

[Copy Standard Comments](#) Comment Status: Active

Send to Vendor  Shown at Receipt  Shown at Voucher

**Associated Document**

Attachment	Attach	View	Delete	Email
	<input type="button" value="Attach"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>	<input type="checkbox"/>

From -> PO 11000-0000000134

# 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.

The screenshot shows a software interface with the following elements:

- Navigation Tabs:** Invoice Information (selected), Payments, Voucher Attributes.
- Business Unit:** 11000
- Voucher ID:** NEXT
- Voucher Style:** Regular
- Invoice Number:** [Empty field]
- Invoice Date:** [Empty field]
- Action:** [Dropdown menu]
- Buttons:** Run, Print Invoice
- Budget Status:** [Empty field]
- Copy from a Source Document Section:**
  - PO Unit:** [Empty field]
  - Purchase Order:** [Empty field]
  - Copy PO:** [Button]
  - Worksheet Copy Option:** PO Receipt (dropdown menu is open)
- Vendor Information:**
  - Vendor:** [Empty field]
  - Name:** [Empty field]
  - Location:** [Empty field]
  - \*Address:** [Empty field]
  - [Advanced Vendor Search](#)
- \*Pay Terms:** 00 Now
- Control Group:** [Empty field]
- Accounting Date:** 07/05/2011
- \*Currency:** USD
- Total:** 0.00
- Buttons:** Calculate

The dropdown menu for 'Worksheet Copy Option' is open, showing the following options:

- Non PO Receipt
- None
- PO Receipt** (highlighted)
- Purchase Order Only
- Template
- Voucher

A blue arrow points from the text above to the 'PO Receipt' option in the dropdown menu.

# 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: 



 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
<input type="checkbox"/>	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 30<sup>th</sup> 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 30<sup>th</sup>, 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 26<sup>th</sup>, 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:

PO Header Details

PO Details

Supplier STATE-091 PO Date 01/25/2017  
\*PO Type GEN Budget Status Valid  
\*Billing Location CO-BILL Tr Billing Address Tax Exempt   
Origin CO ID E-2001  
 Use One Ship To Letter of Credit ID  
Ship To P-WARE2

Currency

Currency Code USD Exchange Rate Detail Base Currency USD  
Rate Date 01/01/1900 Exchange Rate 1.00000000  
Rate Type CRRNT

Process Control Option

Dispatch Acknowledgements required for Not required  
\*Method Print Accounting Date 07/03/2017  
Accounting Template STANDARD

OK Cancel Refresh

# Purchase Order Defaults

2. Under the [PO Defaults](#) link, make sure the budget date here changes to the new biennium as well.

Purchase Order Defaults

Business Unit  PO ID  Supplier

**Default Options** [?](#)

**Default** If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

**Override** If you select this option, all default values entered on this page override the default values found in the default hierarchy.

**Line**

Category  [Q](#) Unit of Measure  [Q](#)

**Schedule**

Ship To  [Q](#) Warehouse Ultimate Use Code  [Q](#)

Due Date  [B](#) Original Promise Date  [B](#)

Ship Via  [Q](#) Freight Terms Code  [Q](#)

Arbitration  [Q](#) Freight Charge Method  [V](#)

\*Distribute By  [V](#) One Time Address

**Distribution**

SpeedChart  [Q](#)

**Distributions** Personalize | Find | View All | [\[X\]](#) | [\[C\]](#) First [\[<\]](#) 1 of 1 [\[>\]](#) Last

[Chartfields](#) [Asset Information](#) [\[...\]](#)

Dist	Percent	Fund	Project	Budget Date	Program	PC Bus Unit	Activity	Source Type
1	<input type="text" value="100.0000"/>	<input type="text"/> <a href="#">Q</a> 001 <a href="#">Q</a>	<input type="text"/> <a href="#">Q</a>	<input type="text" value="07/03/2017"/> <a href="#">B</a>	<input type="text"/> <a href="#">Q</a>			

# Retrofit Changes

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

PO Default Retrofit

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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 Distributions' to apply changes to all distribution lines on the PO.

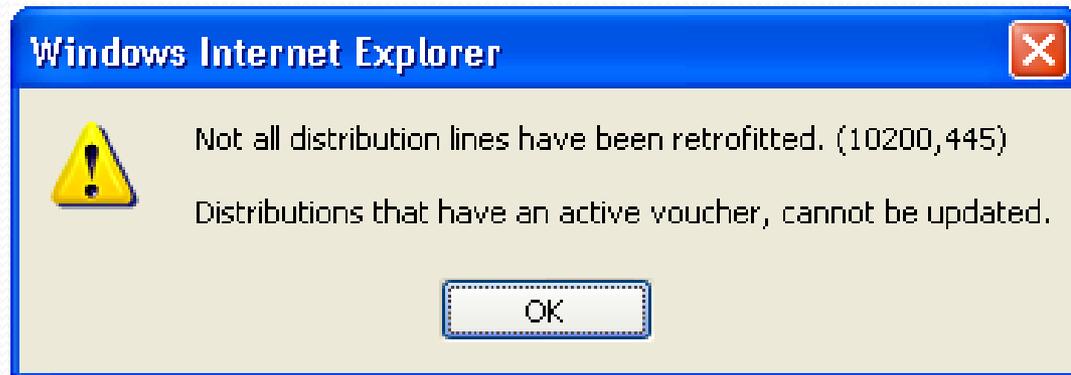
Retrofit Field Selection				Personalize   Find   View All      	First  1 of 1  Last
Apply	Distrib Line	Field Name	Field Value	Apply to All Distributions	
<input type="checkbox"/>	1	Budget Date	2017-07-03	<input checked="" type="checkbox"/>	

Select All  Clear All

OK Cancel Refresh

# 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.

Lines ? Find First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Merchandise Amt	Status
1		66275A; PILOT TASK CHAIR/ADJ ARMS 122 characters remaining	2.0000	EA	GENERAL	1,500.00	Approved

Schedules Find First 1 of 1 Last

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amt	Status	*Distribute by
1		P-WARE2	2.0000	750.00000	1,500.00	Active	Quantity

Distributions Personalize Find View All First 1 of 1 Last

Dist	Status	Percent	Budget Status	Budget Date	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency	Expensed To Date	Commitmen
1	Open	100.0000		07/03/2017	0.00	USD	0.000		0.00	

# 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 in a voucher dated in new biennium. 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 regular 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.

Reopen Closed POs

Run Control ID: Your\_Name [Report Manager](#) [Process Monitor](#)

**Process Request Parameters**

Last Close PO Run  
 Select POs to be Reopened

**Reopen PO Selection Criteria**

Reopen Request:	Specific Document
Business Unit:	<input type="text" value="11200"/>
Purchase Order:	<input type="text" value="0000002835"/>
PO Date:	All
Activity Date:	All

# Manual Reopen Process

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

Reopen Closed POs

Run Control ID TW      Report Manager      Process Monitor      Run

**Process Request Parameters**

Last Close PO Run  
 Select POs to be Reopened

**Reopen PO Selection Criteria**

Reopen Request: Specific Document  
Business Unit: 11000  
Purchase Order: 0000024934  
PO Date: All  
Activity Date: All

**Acctng Date Opt**

Open with Specified Accounting Date 07/03/2017  
 Open with Existing Accounting Date

Reopen Associated Requisitions ?

Save    Return to Search    Notify    Add    Update/Display

# 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](#)

Maintain Purchase Order

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**Purchase Order**

Business Unit   
PO ID   
Copy From

PO Status Approved ✘  
Budget Status Valid  
 Hold From Further Processing

---

**Header** ?

\*PO Date 07/03/2017  Supplier Search  
\*Supplier DACOTAH PA-002  Supplier Details  
\*Supplier ID 0000000203  DACOTAH PAPER CO  
\*Buyer

Doc Tol Status Valid

Receipt Status Not Recvd  
\*Dispatch Method Print

PO Reference contract items

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**Amount Summary** ?

Merchandise	2,282.84		<input type="button" value="Calculate"/>
Freight/Tax/Misc.	0.00		
Total Amount	2,282.84	USD	
Encumbrance Balance	Not Available	USD	

Header Details  
**PO Defaults**  
PO Activities  
Requisitions  
▼ Actions

Activity Summary  
Add Comments  
Add ShipTo Comments  
Document Status

# Header Details

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

The screenshot shows the 'PO Header Details' window with the following fields and values:

- PO Details:**
  - Supplier: STATE-091
  - \*PO Type: GEN
  - \*Billing Location: CO-BILL-TX
  - Origin: CO
  - PO Date: 01/25/2017
  - Budget Status: Valid
  - Tax Exempt:
  - ID: E-2001
  - Letter of Credit ID: [empty]
  - Ship To: P-WARE2
- Currency:**
  - Currency Code: USD
  - Rate Date: 01/01/1900
  - Rate Type: CRRNT
  - Base Currency: USD
  - Exchange Rate: 1.00000000
- Process Control Option:**
  - Dispatch
  - \*Method: Print
  - Acknowledgements required for: Not required
  - Accounting Date: 07/03/2017
  - Accounting Template: STANDARD

Buttons at the bottom: OK, Cancel, Refresh.

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.

Purchase Order Defaults

Business Unit  PO ID  Supplier

**Default Options** ?

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

**Line**

Category  Unit of Measure

**Schedule**

Ship To  Warehouse Ultimate Use Code

Due Date  Original Promise Date

Ship Via  Freight Terms Code

Arbitration  Freight Charge Method

\*Distribute By  One Time Address

**Distribution**

SpeedChart

**Distributions** Personalize | Find | View All | First 1 of 1 Last

Dist	Percent	Fund	Project	Budget Date	Program	PC Bus Unit	Activity	Source Type
1	100.0000	001		07/03/2017				

OK Cancel Refresh

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 Distributions' to apply changes to all distribution lines on the PO.

Retrofit Field Selection				
Apply	Distrib Line	Field Name	Field Value	Apply to All Distributions
<input type="checkbox"/>	1	Account	533030	<input type="checkbox"/>
<input type="checkbox"/>	1	Dept	0990	<input type="checkbox"/>
<input type="checkbox"/>	1	Budget Date	2017-07-03	<input checked="" type="checkbox"/>

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.”

Lines ? Find First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Merchandise Amt	Status
1		66275A; PILOT TASK CHAIR/ADJ ARMS 122 characters remaining	2.0000	EA	GENERAL	1,500.00	Approved

Schedules Find First 1 of 1 Last

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amt	Status	*Distribute by
1		P-WARE2	2.0000	750.00000	1,500.00	Active	Quantity

Distributions Personalize | Find | View All | First 1 of 1 Last

Chartfields | Details/Tax | Asset Information | Req Detail | Statuses | Budget Information

Dist	Status	Percent	Budget Status	Budget Date	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency	Expensed To Date	Commitmen
1	Open	100.0000		07/03/2017	0.00	USD	0.000		0.00	

# 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<sup>st</sup>.

# Work Request System

North Dakota  
**OMB**  
Central Services  
Vendor Registry

nd.gov Official Portal for  
North Dakota State Government



OMB Home · CSD Home · Staff · Newsletters · Feedback

Search  GO

» Home-Vendor Registry

**Agency Services**

» Requesting a Payee

» Work Request System

**Agency Resources**

» Payee Forms

» Using Vendors

» 1099 Reporting

» Purchasing Modules

**Bidder Services**

» Registration

» Bidder Changes

14th Floor State Capitol Tower  
600 E Boulevard Ave. Dept. 012  
Bismarck, ND 58505-0310

Payee Requests:  
701-328-2773 - Phone  
701-328-0108 - Fax  
spovendor@nd.gov

## Vendor Registry

Welcome to the North Dakota Office of Management and Budget Vendor Registry Home Page. The Vendor Registry office oversees specific functions of the financial software for North Dakota state agencies and public institutions of higher education.



If you are looking to receive notices of solicitation from North Dakota state agencies, please [register to become an approved bidder](#).

Vendor Registry supports state agencies with setting up vendors for payment, 1099 reporting, and the purchasing software module. Select from the following for further details:

### NEW! [Vendor Request System](#)



[Using Vendors/Payees in PeopleSoft](#)



[Payee/Vendor Forms for Accounts Payable](#)



[1099 Reporting for ND State Agencies](#)



[Purchasing Module](#)



[Instructions to use UPK OnDemand training for 1099 reporting and Purchasing](#)

# 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!

- Tasha Werner, 328-1729  
[twerner@nd.gov](mailto:twerner@nd.gov)