TO: All University Departments

FROM: William L. Harris, Director Purchasing Division

SUBJECT: Purchasing Shopping Cart/Requisition Deadlines for Fiscal Year 2014-15

DATE: March 9, 2015

PLEASE READ CAREFULLY

Shopping Carts/Requisitions received by the following designated cut-off dates will be processed on old year funds. The Purchasing Division will make every effort to process shopping carts/purchase requisitions received after the cut-off dates; however we cannot guarantee that purchases will be processed against current year funds. Those shopping carts/requisitions received before the deadlines will take first priority.

Encumbrances: Regular encumbrance balances not cleared by payment or account payable accruals will be forwarded to the new fiscal year and charged against the 2015-16 budget. Departments are responsible to cancel any open shopping carts/requisitions to release the pre-encumbrance. A SAP Report ZMM_BA_RPT is available to assist in managing shopping carts/requisitions and to identify open purchase orders.

Deadline 1 — April 6, 2015 — Shopping Carts/Requisitions for Lease Purchases, Equipment and Vehicles
This is the last day requisitions can be received in Purchasing for vehicles or a lease where the first payment is requested from Fiscal Year 2015-16.

Deadline 2 — April 13, 2015 — Non-Price Contract Goods, Services and Equipment
For purchase of goods, services and equipment in excess of $40,000 which are not on an existing price contract and delivery will be made prior to July 1st.

Deadline 3 — May 22, 2015 — Small dollar purchases that are on a Price Contract
Shopping Carts/requisitions for equipment and supplies which are on price contracts and will be delivered prior to July 1st.

Deadline 4 — June 1, 2015 — Small Dollar Purchases
Small dollar purchases where informal quotes (phone or fax) may be obtained and delivery made prior to July 1st.

Deadline 5 — June 30, 2015 — Online Confirming/Receiving must be posted by 4:30 p.m.
Last day to enter online receipts for all goods and services received prior to or on June 30 for Purchase Orders 43XXXXXXX or 47XXXXXXX.

Deadline 6 — July 1, 2015 — Online Confirming/Receiving must be posted by 4:30 p.m.
Last day to enter online confirmations/receipts for all goods and services received prior to or on June 30 for SAP Purchase Orders 45XXXXXXX or 48XXXXXXX, SRM Purchase Orders 75XXXXXXX and 78XXXXXXX and all 86XXXXXXX Purchase Orders. SAP Report ZMM_BA_RPT is attached for assistance. Important note for SRM Goods Confirmers: Due to backdating requirements for goods receiving/confirming documents during this time, SRM Goods Confirmers will need to use ECC T-code MIGO to create goods receipts for items received prior to or on June 30, 2015. For questions, or to receive temporary MIGO permissions to execute these, contact srmhelp@uky.edu. It is to departments' advantage to create required receiving/confirming documents on or prior to June 30th.

In order to complete the procurement process, each department MUST perform online confirming/receiving. Failure to post online confirming/receiving within the deadlines will result in payment being made on NEW YEAR FUNDS. It is a violation of UK policy to falsify documentation.
DATE RANGE IS IN 12 MONTH INCREMENTS OR LESS

NEXT, CREATE A VARIANT WITH THE DEPARTMENT DETAIL BY SELECTING: GoTo, Variants, Save As Variant
Complete the Variant Name and Meaning, then choose to protect by selecting the "deletion indicator". SAVE

NOTE: Only the creator of the variant will be able to address any changes to the SAVED variant.

Then each time you use the report, select your variant, make the necessary changes, like additional acct assignments to review and execute the report!
## Business Analysis Report

### General PO extract
- **Deletion Indicator**
- **Goods Receipt**
- **Delivery Completed**

**Document Data**
- **Purchasing Doc. Type**
- **Purch. Organization**
- **Purchasing Document**
- **Purchasing Group**
- **Outline Agreement**
- **Req. Tracking Number**
- **Storage Location**
- **Vendor**
- **Material**
- **Material Group**
- **Plant**

**Complete these sections with departmental details**

### PO extract against Cost Object
- **GL Account**
- **Business Area**
- **Cost Center**
- **Hierarchy Area**
- **WBS Element**
- **Order**
- **Fund**
- **Funds Center**
- **Plant**
- **ARRA Grants**

**This section narrows down the the cost objects used. But not required.**

### PO extract against Purchase Requisition creator

**Created by**

**User id's who created the requisition. But not required.**
Additional VARIANTs can be created (example below) through “Choose Layout” icon and create your own.

<table>
<thead>
<tr>
<th>Purch.Doc.</th>
<th>Item</th>
<th>DCI</th>
<th>Fln</th>
<th>GR</th>
<th>Doc. Date</th>
<th>Plant</th>
<th>GL acct</th>
<th>B</th>
<th>Choose Layout...</th>
<th>Change Layout...</th>
<th>Save Layout...</th>
<th>Manage Layouts</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Or select the “YEAR END” layout.

NOTE: Column Label DCI = delivery complete indicator set or not set
$In = \text{final invoice indicator set or not set}$

**NOTE:** Drill down functionality to PO History or include in the layout.

**NOTE:** ZERO amounts are the trigger to review further.