TO: All University Departments
FROM: William L. Harris, Director
Purchasing Division
SUBJECT: Purchasing Requisition Deadlines for Fiscal Year 2011-12
DATE: March 8, 2012

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 with exenuating circumstances however; we will not guarantee that purchases will be processed against current year funds. Those shopping carts/requisitions received before the deadlines will take first priority. Those shopping carts/requisitions received after the deadlines will be processed upon completion of the shopping carts/requisitions meeting the deadlines.

Encumbrances: Regular encumbrance balances not cleared by payment or account payable accruals will be forwarded to the new fiscal year and charged against the 2012-13 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. Departments must contact Purchasing to release encumbrances on an open purchase orders.

**Deadline 1 – April 2, 2012 – Shopping Carts/Requisitions for Lease Purchases, Furniture and Vehicles**
This is the last day shopping carts/requisitions can be received in Purchasing for furniture, vehicles or a lease where the first payment is requested from Fiscal Year 2012-13.

**Deadline 2 – April 2, 2012 - 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 – June 1, 2012 - Small Dollar Purchases and Price Contract Equipment & Services**
Small dollar purchases where informal quotes (phone or fax) may be obtained and delivery made prior to July 1st. Also purchase of equipment and supplies which are on Price contract and will be delivered prior to July 1st.

**Deadline 4 – June 30, 2012 – 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 43XXXXXX or 47XXXXXX.

**Deadline 5 – July 3, 2012 – 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 45XXXXXX or 48XXXXXX, SRM Purchase Orders 75XXXXXX and 78XXXXXX and all 88XXXXXX Purchase Orders.

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.
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!
EXECUTING THE BUSINESS ANALYSIS REPORT

Select the desired "Variant" or start by inserting data and press "Execute".

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### Business Analysis Report

**General PO extract**
- Deletion Indicator
- Goods Receipt
- Delivery Completed
- Document Date
- 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**

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### PO extract against Cost Object

- GL Account
- Business Area
- Cost Center
- Hierarchy Area
- WBS Element
- Order
- Fund
- Funds Center
- Plant
- [ARRAGrants]

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

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### PO extract against Purchase Requisition creator

- Created by

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

Or select the “YEAR END” layout.

NOTE: Column Label DCI = delivery complete indicator set or not set
**Fln** = 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.