

# *Monthly Fiscal Close Activities*

FISCAL ADMINISTRATORS MEETING

SEPT 2023



# Monthly Close

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## Why do a monthly close process?

- Fully sourced requisitions are no longer helpful **and** change orders reopen requisition commitments, causing confusion
- We can avoid a significant fiscal year close clean-up effort
- We can alleviate the burden of departments closing their own purchase orders

## What will be closed?

Requisitions that are **fully sourced**

Requisitions that are in **draft** status and have had **no activity** for **30 days**

Purchase Orders that are **fully sourced** and **fully paid** with **no activity** for **30 days**

Purchase Orders that are in **draft** status and have had **no activity** for **30 days**

Change Orders that have an **In Progress** status and have an initiation date greater than **30 days** prior to the date of closing activity

## When will the work be done

Between the **first** and **third** of every month, requisitions and purchase orders that meet the disclosed criteria will be closed by Central Procurement Staff.

## When will the process start?

The first close process will take place on October 1<sup>st</sup> and will cover all transactions from July 1, 2023 – August 31, 2023. The close process on November 1<sup>st</sup> will cover all transactions from September 1 to September 30.

# Closing Summary

## What does this mean for departments?

- Commitment reporting will be more accurate
- Departments are not required to close purchase orders –
  - Please note – departments will still have the ability and option to close purchase orders when and if desired

## Definitions

**Fully sourced:** Fully sourced is the status of a procurement transaction when the entire committed amount has been converted to an obligation.

**Fully invoiced:** Fully invoiced is the status of a purchase order when the entire obligation has been invoiced. The obligation does not have to be fully liquidated to show this status.

**Fully paid:** Fully paid is the status of a purchase order when the entire obligation has been invoiced and payment has been sent for the full obligation amount.

## Survey

## Anticipated Questions

**Q:** Will I be notified that one of my transactions is targeted for closing activities?

**A:** Not currently.

**Q:** What if one of my transactions is closed in error?

**A:** Because all activity will be done on transactions in the current fiscal year, all closed transactions can be opened again. You can navigate to your requisition or purchase order and reopen the transaction.

**Q:** What does “fully sourced” mean?

**A:** Fully sourced is the status of a procurement transaction when the entire committed amount has been converted to an obligation.

**Q:** What does “fully invoiced” mean?

**A:** Fully invoiced is the status of a purchase order when the entire obligation has been invoiced. The obligation does not have to be fully liquidated to show this status.

**Q:** What does “fully paid” mean?

**A:** Fully paid is the status of a purchase order when the entire obligation has been invoiced and payment has been sent for the full obligation amount.

# Tentative Calendar of Closing Activities

Date of Closing	Last Activity Dates
October 1, 2023	On or before August 31, 2023
November 1, 2023	On or before September 30, 2023
December 1, 2023	On or before October 31, 2023
January 1, 2024	On or before November 30, 2023
February 1, 2024	On or before December 31, 2023
March 1, 2024	On or before January 31, 2024
April 1, 2024	On or before February 28, 2024
May 1, 2024	On or before March 30, 2024
June 1, 2024*	On or before April 30, 2024

\* Fiscal year closing activities will be conducted separately but in a coordinated fashion with established monthly closing activities. All supplemental fiscal year closing activities will be clearly communicated to departments when confirmed.