PURCHASING & DISTRIBUTION SERVICES
Purchasing and Distribution Services

CONTACT INFORMATION

Primary Method of Communication –
E-mail: purchasing@utsa.edu

Main line: 458-4060
Fax line: 458-4061

Website: Purchasing and Distribution Services
http://www.utsa.edu/pds/
### IMPORTANT FY15-16 YEAR-END DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 8th</td>
<td>Last day Purchasing will accept an approved requisition/purchase order request <strong>Over $50,000</strong> using FY15-16 Funds**</td>
</tr>
<tr>
<td>August 5th</td>
<td>Last day Purchasing will accept an approved requisition/purchase order <strong>$15,000 and above</strong> using FY15-16 Funds**</td>
</tr>
<tr>
<td>August 16th</td>
<td>Last day Departments can submit a Purchase Order Correction (POC) for FY15-16 payment.</td>
</tr>
<tr>
<td>August 26th</td>
<td>Last day Departments can create and approve** a requisition/purchase order **below <strong>$15,000</strong></td>
</tr>
</tbody>
</table>

*Purchasing **will not** process any requisition received after the deadlines stated above. Orders received after these deadlines will be returned and asked to be recreated on Sept. 1st.

** All workflow approvals (budget, commodity, and foreign vendor) must be completed by COB (close of business) of deadline date.

Dates and process for creating FY17 purchases (prior to 9/1) have not been established. Updates will be communicated and posted on the Purchasing website.

* [http://www.utsa.edu/pds/](http://www.utsa.edu/pds/)
Purchasing & Distribution Services

Requisition Pre-Encumbrance Clean Up

- Departments should cancel requisitions created FY15-16 not sourced to a purchase order.

- Use Manage Requisition *(Main Menu > eProcurement > Manage Requisitions)*
  - Set Requisition Status to *Open*
  - Set “Date From” and “Date To” for a month view

- Departments can cancel these documents using Manage Requisition or notify Purchasing Office to cancel the requisition by email *(purchasing@utsa.edu)*

- Focus on reviewing open requisitions created Sept. 1st through June 30th.

- All requisitions created July and August *NOT* sourced to a Purchase Order by August 26th will be canceled by Purchasing Office.
Departments should **continue** reviewing current PO encumbrance balances and identify which PO’s should **NOT** be rolled and need to be closed/liquidated before year end.

Run the following PeopleSoft queries to review PO encumbrance balances. Departments **should only** focus on FY16 encumbrances.

- UTS_PO_OPEN_ENC_BY_CC
- UTS_PO_OPEN_ENC_BY_DEPT
- UTS_PO_OPEN_ENC_BY_PROJECT

Departments **must** send an email to the Purchasing Office (**purchasing@utsa.edu**) by **August 19th** with a list of PO(s) that **should be closed** for encumbrances created between June 1st and July 31st.

If **no** notification is received by the deadline above, Purchasing will automatically **roll** the purchase order encumbrance into the new fiscal year, if applicable.
In PeopleSoft, PO’s can be rolled between fiscal years.
The PO Roll process is completed in two stages

- **Stage 1:** Closing Purchase Order in FY16
  - If PO = $1000.00, Payments = $600.00, then PO is closed in FY16 with expenses totaling $600

- **Stage 2:** Encumber Remaining Balance in FY17
  - PO is encumbered for remaining value of $400

Purchase Orders that are not “Dispatched” by 8/26 cannot be rolled and will need to be recreated 9/1 (including the requisition).
Purchasing & Distribution Services

PO Encumbrance Roll Restrictions

- Criteria for Purchase Order Encumbrance Roll is based on Receiving and Payment Status of the PO

- If a purchase order has been fully received but partially paid, the remaining encumbrance will **NOT** roll.
  - **Ex.** Order Qty. 12, Received Qty. 12, Paid for Qty. 10
    - Open Quantity for payment 2 (system **will not** roll PO because all 12 have been received)

- Purchasing will work with departments to correct those PO’s the above rule effects before encumbrance roll
  - In the event a purchase order cannot be rolled departments will be responsible for creating a new requisition for remaining balance on Sept. 1st for final invoice(s).