

Purchasing (PO): *Month-end processing*

1.	<p>Open / Pending / Approved Requisitions: At the end of each month we recommend looking for requisitions that are not moving through workflow as you would expect.</p> <ol style="list-style-type: none">1. Navigation: eProcurement > Manage Requisitions2. In the “Search Requisitions” section, search by “Request Status”. The “Date From” field should be blank.3. For any requisitions that are in the “Open” status that you believe should not be, either:<ol style="list-style-type: none">3.1. Edit the Requisition, then select the “Save and Submit” button to start the approval process,3.2. Cancel the Requisition by selecting the “Cancel Requisition” from the “<Select Action ...” drop down list, OR3.3. Submit a SMART Service Desk ticket (ie Help Desk ticket) if you are not able to get the requisition moving through the workflow process or you cannot cancel the requisition.4. For any requisitions that are in the “Pending” status that you believe should not be, expand the requisition by selecting the arrow to the left of the requisition ID and then select the “Approvals” icon:<ol style="list-style-type: none">4.1. If there is an approver who has not approved the requisition, you may want to request the status from that approver.4.2. Cancel the Requisition by selecting the “Cancel Requisition” from the “<Select Action ...” drop down list if the requisition should not be approved.4.3. If there is an approver in the workflow that no longer works for your organization but the requisition appears to be assigned to that person, submit a SMART Service Desk ticket with the Category of “Purchasing” and Subcategory of “Workflow” requesting the requisition be re-assigned along with the new approver’s name and User ID.4.4. If the requisition is not moving and you cannot determine why, submit a SMART Service Desk ticket.5. For any requisitions that are still in the “Approved” status that you believe should have already sourced to a PO, check the following:<ol style="list-style-type: none">5.1. Expand the requisition section by selecting the triangle beside the requisition ID on the Manage Requisitions page. If the requisition lines have a status other than approved, the requisition is available to be closed and no further action is required. If there is a line that still has an “Approved” status, check the following.5.2. Check to see if the Requisition was sourced to a bid event and consequently has the “RFQ Required” check box checked. If the requisition is being bid, no further action is required.5.3. Check the Sourcing Workbench to see if the requisition is listed there with an error (see section two (2) of this document).5.4. If the requisition is not on the Sourcing Workbench, navigate to the requisition distribution lines and see if each distribution line on the requisition has an account code. The requisition will not source to a PO unless all requisition distribution lines have an account code.5.5. If the requisition is not sourcing to a purchase order and you cannot determine why, submit a SMART Service Desk ticket.
2.	<p>Sourcing Workbench errors: Each agency should navigate to the Sourcing Workbench and look for errors at least once a month. We would recommend that it be done more often than that, maybe on a weekly or daily basis, but at least once a month.</p> <ol style="list-style-type: none">1. Navigation: Purchasing > Purchase Orders > Stage/Source Requests > Sourcing Workbench2. Link to Job Aid for working vendor and contract errors: http://www.da.ks.gov/smart/Training/JobAid_SourcWorkbenchErrs_20110512.doc
3.	<p>Look for Open or Approved and not dispatched POs: At the end of each month we recommend looking for POs that are still in Open status and therefore have not been Approved/Dispatched.</p> <ol style="list-style-type: none">1. Review Purchase Orders that are still in “Open” status.2. Navigation: Purchasing > Purchase Orders > Add/Update POs3. From the Purchase Order search page enter the PO status of “Open” and select the “Search” button.4. The Buyer will need to review each PO and either:<ol style="list-style-type: none">4.1. Approve the PO so it can be dispatched; OR4.2. Cancel the PO if no longer needed. The PO cannot be canceled if the PO has a change order with vouchers against it. If appropriate, approve and close the PO instead.5. Review Purchase Orders that are still in Approved status and have not been Dispatched<ol style="list-style-type: none">5.1. Navigation: Commitment control > Review Budget Check Exceptions > Purchasing and Cost

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	<p>Management > Purchase Order</p> <p>5.2. On Purchase Order search page enter “Process Status” of “Errors Exist” and select the Search button. This will provide a list of POs that have a budget error. Selecting the link will take you to the “Purchase Order Exceptions” page and will indicate what the issue is.</p> <p>5.3. Work with your Accounting area to resolve any budget error issues.</p> <p>5.4. Once the budget error issues have been resolved, check to see if there are any remaining “Approved” POs that have not moved as you would have expected them to.</p> <p>5.5. Navigation: Purchasing > Purchase Orders > Add/Update POs</p> <p>5.6. From the Purchase Order search page enter the PO status of “Approved” and select the “Search” button.</p> <p>5.7. Under the “Header Details” link, insure that the “Dispatch” box under Process Control Option is checked.</p> <p>5.8. Submit a SMART Service Desk ticket if you are unable to determine why the PO has not moved.</p>
4.	<p>KS_PO_CLOSED_PO query: The PO Close monthly process runs on the Saturday following the first work day of the new month. The “KS_PO_CLOSED_PO” query will provide a list of POs that were closed during the PO Close monthly process.</p> <ol style="list-style-type: none"> 1. Navigation: Reporting Tools > Query > Query Viewer > KS_PO_CLOSED_POS 2. Link to Job Aid: http://www.da.ks.gov/smart/Training/JobAid_KS_PO_CLOSED_20110318.doc
5.	<p>KS_PO_MAY_CLOSE query: This report will provide a list of POs that may close during the next PO Close monthly process. The PO Close monthly process runs on the Saturday following the first work day of the new month. Agencies are encouraged to run this report prior to the PO Close monthly processes running.</p> <ol style="list-style-type: none"> 1. Navigation: Reporting Tools > Query > Query Viewer > KS_PO_MAY_CLOSE 2. Link to Job Aid: http://www.da.ks.gov/smart/Training/JobAid_PO_Close_20110310.doc
6.	<p>PO Budgetary Activity Report: This report is used to identify POs that have an outstanding encumbrance. We recommend that this report be reviewed on a monthly basis to identify purchase orders that still show encumbrances but should not.</p> <ol style="list-style-type: none"> 1. Navigation: Purchasing > Purchase Orders > Reports > Req and PO Budgetary Activity OR KS PO Budgetary Activity <ol style="list-style-type: none"> 1.1. See solutions article 741 for how to run this report. 2. Analyze the report to identify if the outstanding encumbrance is still valid, for example: <ol style="list-style-type: none"> 2.1. has the vendor been paid without the PO being associated to the voucher; 2.2. is the PO payment still outstanding and you believe it should have been paid; 2.3. is there an encumbrance remaining that needs to be released. 3. Depending on your analysis results you may need to release the remaining encumbrance by: <ol style="list-style-type: none"> 3.1. Manually Closing the PO, OR 3.2. Selecting the “Finalize” button on the last issued voucher if the accounting date is within an open period. See Solution Article 733 for an explanation as to why the voucher must have an accounting date in an open period.
7.	<p>PCard transactions: We recommend that individuals with the PCard Administrator role run the KS_PO_PCARD_STATUS report on a monthly basis. This report will provide a listing of PCard Transactions that have not moved to a voucher.</p> <ol style="list-style-type: none"> 1. Navigation: Reporting Tools > Query > Query Viewer > KS_PO_PCARD_STATUS 2. To review this report based on a monthly statement cycle, run the report by entering the Billing Date as the day after the billing cycle closes for each month. For example the billing cycle for June 2012 ends on June 21st so you would enter June 22nd as the Billing Date. Agencies are not limited to using only the statement date; this report can be run at any time with any date. 3. The report will provide a list of transactions that in the following statuses: Staged, Validated, Approved. <ol style="list-style-type: none"> 3.1. For those transactions in Staged status, you may want to contact the reconciler and ask for a status

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	<p>update.</p> <ol style="list-style-type: none">3.2. For those transactions in Validated, you may want to contact the Approver and ask for a status update.3.3. For those transactions in Approved status but have not been built to a voucher, you may want to contact the reconciler and see if the transactions are in budget validation error. If so, you will need to work with your accounting area to resolve those issues. Budget validation only requires that a budget ledger be established with the specific fund and budget unit.3.4. If you are unable to determine why the PCard transaction is not moving, log a SMART Service Desk ticket. <p>4. There are a number of documents that provide guidance for reconciling PCard transactions, links to those documents are provided below:</p> <ol style="list-style-type: none">4.1. P-Card and SMART: http://www.da.ks.gov/smart/Training/JobAid_P-Cards%20and%20SMART.ppt<ol style="list-style-type: none">4.1.1. This was an ASTRA presentation delivered by Donnita Thomas4.2. SMART Guidance for PCard: http://www.da.ks.gov/purch/Pcard/SMARTGuidanceforPCards.doc<ol style="list-style-type: none">4.2.1. This provides several links to documents discussing PCard issues.
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