



# MM Year End Purchase Requisition Cleanup Process

April 22, 2015

# AGENDA

1)	Welcome / Agenda	Phil Marchbanks, EBS Support	3 min.
2)	MM/AP Resources	Phil Marchbanks, EBS Support	2 min.
3)	Procurement Year-End Closing Schedule - dates of interest	Phil Marchbanks, EBS Support	5 min.
4)	Review Fiscal Year-End Procurement Document Cleanup work instruction Examples - Y_DRP_63000033 Conditions 1 - 6	Phil Marchbanks - EBS Support	15 min  45 min
5)	Q&A	Celeste King & Denice Henshaw - Procurement Services & Phil Marchbanks - EBS Support	50 min

<b>Module</b>	<b>Business Process Contact</b>	<b>EBS Functional Lead</b>
<b>Accounts Payable (AP)</b>	John Maloney 3-4373	Phil Marchbanks 3-7172
<b>Accounts Receivable (AR)</b>	Peter Scherer 3-4386	Joan Martin 3-7431
<b>Cash Management (CM)</b>	Tim Maguire – Operational Accting 3-4370 Charlie Chau -Treasury 3-3109	Joan Martin 3-7431
<b>Controlling ( CO)</b>	Bill Wagner 3-6986 Deliah Kwasitsu 3-2639	Chan Aaby 5-8402
<b>Funds Management (FM)</b>	Jeramy Patton 3-6961 Claudio Campuzano 3-6848	Cindy DeLozier 3-7232
<b>Fixed Assets (FA)</b>	Sharon Nickleberry Rogers 3-4362	Chan Aaby 5-8402
<b>General Ledger (GL)</b>	Bill Wagner 3-6986 Deliah Kwasitsu 3-2639	Cindy DeLozier 3-7232
<b>Grant Management (GM)</b>	Sheila Black-Craig 3-6863	Chan Aaby 5-8402
<b>Materials Management/Procurement (MM)</b> <i>Contracts and PO's/DPO's</i>	Jeff Blade 3-6858 Mahn Saechao 3-1075 Denice Henshaw 3-2299 Kelly Davis-McKernan 3-7574	Phil Marchbanks 3-7172
<b>Materials Management/Procurement (MM)</b> <i>Requisitions and Goods Receipt</i>	N/A	Phil Marchbanks 3-7172
<b>Project Systems (PS)</b>	Sharon Nickleberry Rogers 3-4362	Chan Aaby 5-8402
<b>Treasury (TR)</b>	Michael Montgomery 3-3104	Joan Martin 3-7431

# Procurement Year End Closing Schedule - Dates of Interest

- ▶ **Professional, Technical and Expert Services**  
(conversion of a standard Purchase Requisition (PR) to a standard Purchase Order along with all pertinent PTE contracting requirements)

- ▶ **Friday, June 5, 2015**

- ▶ **NOTE:** Last day requisitions will be accepted for FY 14/15 purchase orders (does not include DPO's)

- ▶ **Friday, June 5, 2015**

- ▶ Bureaus finish canceling unordered requisitions

- ▶ **Monday, June 29, 2015**

- ▶ Procurement Services will close all remaining requisitions) starting the morning of

- ▶ Last day for goods receipt in FY2015

- ▶ SAP Close down at 4:00 p.m.

- ▶ **Tuesday, June 30, 2015**

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the slide, creating a modern, layered effect. The text is positioned on the left side of the slide, set against a plain white background.

# Fiscal Year-End Procurement Document Clean Up

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- ▶ SAP Learning Center - MM - Materials Management / Procurement - Year-End Documents, Requisitioner, or Bureau Buyer Job Aids & Work Instructions <http://www.portlandoregon.gov/cao/62663>
- ▶ “Year End MM Document Cleanup Guide”, “Closing versus Cancelling a Requisition Line” in MM Year-End Documents
- ▶ MM Year End Y\_DRP\_63000033 Condition 2 Error”, MM Year End Y\_DRP\_63000033 Condition 4 Error”, “ME54N Who Has Approved and Who Still Needs To Approve”, “Closing a Purchase Order that has been Partially Received or Partially Invoiced”, and “How to Find a Purchase Order Associated with a Requisition”



# Fiscal Year-End Procurement Document Clean Up

- ▶ Requisitions must be closed before open purchase orders can be carried forward to new fiscal year
- ▶ Six conditions can cause problems with mass closure, with commitments and budgets in new year
- ▶ Purchase requisition listing report (Y\_DRP\_63000033)
- ▶ Use Condition1 - Condition6 layouts to identify different problems

# REQUISITION CONDITIONS

Condition	Why It's a Problem	How to Fix It	What's in the report layout
<p><b>1</b></p> <p><b>Unordered</b> Released but not converted to a PO</p>	<p>Requisition is pre-encumbering funds; expected goods or services may not have been ordered</p>	<ul style="list-style-type: none"> <li>Remind Buyer/Bureau Buyer to adopt the requisition to a purchase order</li> <li>- OR -</li> <li>Cancel the requisition by deleting its lines</li> </ul>	<p><u>Layout: /CONDITION1</u></p> <ul style="list-style-type: none"> <li>Changed on date &gt; 1 week ago</li> <li>PO=blank</li> <li>Deletion indicator=blank</li> <li>Incomplete = blank</li> <li>Closed=blank</li> <li>Purchase Requisition   Processing State=05</li> <li>Processing status=N</li> <li>Release indicator=02</li> </ul>
<p><b>2</b></p> <p><b>Partially ordered</b> PO quantity is less than requisition quantity</p>	<p>A partial pre-encumbrance may remain as a commitment against the WBS element or internal order, preventing closure of the cost object, even years later.</p>	<ul style="list-style-type: none"> <li>Export to Excel and calculate [Quantity Requested] – [Quantity Ordered] to find any line with an unordered quantity.</li> <li>Close the open quantity by deleting the requisition line.</li> </ul>	<p><u>Layout: /CONDITION2</u></p> <ul style="list-style-type: none"> <li>PO=not blank</li> <li>Deletion indicator=blank</li> <li>Incomplete = blank</li> <li>Closed=blank</li> <li>Processing status=B</li> <li>Via spreadsheet: Qty Ordered &lt; Qty Requested</li> </ul>
<p><b>3</b></p> <p><b>Unreleased</b> Not yet fully approved</p>	<ul style="list-style-type: none"> <li>Requisition is pre-encumbering funds; expected goods or services may not have been ordered</li> <li>Will get stuck in approver's inbox after July 1</li> </ul>	<ul style="list-style-type: none"> <li>Examine Release Strategy Tab in header to find out who next approver is, and ask them to approve the req.</li> <li>OR –</li> <li>Delete the requisition's lines.</li> </ul>	<p><u>Layout: /CONDITION3</u></p> <ul style="list-style-type: none"> <li>Changed On date &gt; a week ago</li> <li>Closed=blank</li> <li>Deletion indicator=blank</li> <li>Purchase Requisition Processing State=03</li> <li>Processing Status=N</li> </ul>

Condition	Why It's a Problem	How to Fix It	What's in the report layout
<p><b>4</b></p> <p><b>Release Refused</b></p> <p>Rejected by an approver</p>	<p>No further action, including closure, can take place on the requisition until rejected status is cleared</p>	<ul style="list-style-type: none"> <li>On Release Strategy tab, un-reject, make corrections, and re-save.</li> <li>This will create condition 3, which must be resolved.</li> </ul>	<p><u>Layout: /CONDITION4</u></p> <ul style="list-style-type: none"> <li>Purchase Requisition Processing State=08</li> </ul>
<p><b>5</b></p> <p><b>On Hold</b></p>	<p>Expected goods or services may not have been ordered</p> <p>NOTE: On Hold is very rare.</p>	<ul style="list-style-type: none"> <li>Open in ME52N, finish creating the <u>req.</u> and save.</li> <li>This will create condition 3, which must be resolved.</li> </ul>	<p><u>Layout: /CONDITION5</u></p> <ul style="list-style-type: none"> <li>Incomplete=X</li> </ul>
<p><b>6</b></p> <p><b>Order canceled</b></p> <p>Converted to a PO which has been canceled</p>	<ul style="list-style-type: none"> <li>Quantities on the deleted PO have been returned to the requisition</li> <li>their value is pre-encumbered again</li> <li>commitment may be affected if WBS element or internal order</li> </ul>	<ul style="list-style-type: none"> <li>Export to Excel. Copy the column of PO numbers to clipboard.</li> <li>Complete this step under Condition 6 in the PO cleanup table.</li> <li>Requisition lines with deleted PO lines need to be deleted (<u>trashcanned</u>) via ME52N.</li> </ul>	<p><u>Layout: /CONDITION6</u></p> <ul style="list-style-type: none"> <li>PO=not blank</li> <li>Closed=blank</li> <li>Deletion indicator=blank</li> <li>Processing status=B</li> <li>(Via spreadsheet) Copy PO numbers into PO listing report and filter for Deleted Lines</li> </ul>



Q & A