

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	235.350	1 of 2	April 29, 2009 Revised 7/1/16
Subject YEAR-END PROCEDURES DEPARTMENT OF ADMINISTRATIVE SERVICES – CENTRAL PROCUREMENT AND FLEET SERVICES ENTERPRISE			

1. Fiscal Year Processing Schedule

In order to ensure goods ordered through the Department of Administrative Services-Central Procurement and Fleet Services Enterprise (DAS-CPFSE) are received prior to the end of the fiscal year, and to allow enough lead time for slow deliveries that could cause resulting deliveries to be charged to next year's appropriation, the following schedule has been developed to assist departments in ordering goods through DAS-CPFSE.

As departments approach the last quarter of the fiscal year end, June 30th, departments are reminded that ALL expenditures must be completed by June 30th.

This includes:

- a) All purchases that require a bidding procedure by DAS-CPFSE, including issuance of purchase orders and delivery by June 30th.
- b) Department issued purchase orders and delivery by June 30th.
- c) Notice on ALL purchase orders (POs) that all merchandise/services must be delivered and completely received by June 30th.
- d) DAS-CPFSE will include on all April, May and June purchase orders to all vendors a message that reads, "To avoid payment delay, invoices must be received by July 31 for goods being delivered on or before June 30th."

2. Questions on any of the above should be directed to DAS-CPFSE at (515) 281-6366.

3. Steps to Prepare Pre-Encumbrances and Encumbrances for the Next BFY

The Non-Accounting Requisition (RQN) is the requisition document to be used prior to the BFY opening. Prepare the RQN as you would a Standard Requisition (RQS) with the following exception:

- a) In the header section, enter the next fiscal year in the Budget Fiscal Year field, leaving the Fiscal Year and Period fields blank. For the accounting section, do not enter anything in the BFY, FY, or Period fields.

If the PO is issued **prior** to July 1, use the copy forward command as normal with the following exception:

- b) After validating you will get the error "This posting is not allowed by BFY Profile P1, stage 1 (A2079)". Change the default event type for each accounting line from PR05 to PR07 and then revalidate.

If the PO is issued **after** July 1, use the copy forward command as normal.

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Create a DO from a Master Agreement using the URSRCHMA page as normal with the following exceptions:

- c) In the header section, enter the next fiscal year in the Budget Fiscal Year field, leaving the Fiscal Year and Period fields blank. For the accounting section, do not enter anything in the BFY, FY, or Period fields.
- d) Change the default event type for each accounting line from PR05 to PR07 to avoid the error "This posting is not allowed by BFY Profile P1, stage 1 (A2079)".

When the goods are received after July 1, use the copy forward command to create the PRC document and process that document as normal.

If the goods happen to be delivered prior to July 1, special steps will be required to close out this DO. Contact the I/3 Team for assistance if this should happen.

Create the appropriate encumbrance document (PO, CT, or SC) as normal with the following exceptions:

- e) In the header section, enter the next fiscal year in the Budget Fiscal Year field, leaving the Fiscal Year and Period fields blank. For the accounting section, do not enter anything in the BFY, FY, or Period fields.
- f) Change the default event type for each accounting line from PR05 to PR07 to avoid the error "This posting is not allowed by BFY Profile P1, stage 1 (A2079)".

4. Contact DAS-SAE at (515) 281-6616 with any questions.