



Purchasing

Online Purchasing dates to remember...

<p><u>4/16/2008</u></p> <p>Current and next F/Y (09) available</p>	<p>Fiscal Year 2008-2009 (09) is available for online purchasing as well as the current fiscal year 2007-2008 (08)</p> <ul style="list-style-type: none">▪ Use <u>Screen 30</u> (opening an online session) to establish the fiscal year session. The default year is the current fiscal year 2007-2008 (08)▪ Changing to F/Y 09 will cause the encumbrance to post to fiscal year 2008-2009 (09)▪ The fiscal year field on a requisition (screen 25A) or a Department Purchase order (DPO) (screen 22D) must match the fiscal year on Screen 30
<p><u>4/1/2008</u></p> <p>Standing Order renewal begins</p>	<p>Departments with current standing orders for fiscal year 2007-2008 will receive a renewal request for 2008-2009. See standing order procedure online at http://www.bsu.edu/purchasing/media/pdf/standing-orders-procedure.pdf</p> <ul style="list-style-type: none">▪ Departments review and submit proper renewal request to Purchasing by <u>4/22/08</u>▪ Purchasing Agents review/evaluate and may contact the requesting department▪ Departments receive copy of 2008-2009 standing order during June 2008▪ Vendors are mailed standing order for 2008-2009 during June 2008 <p>NOTE: Encumbrances against fiscal year 2007-2008 standing orders will not be carried into fiscal year 2008-2009.</p>
<p><u>6/30/2008</u></p> <p>Receiving must be entered for F/Y 08</p> <p>Missing receipt reports sent biweekly</p>	<p>Receiving during the fiscal year end must be posted in the online purchasing system by 6/30/2008 for encumbrances to clear in the fiscal year based on the following Accounting Procedures:</p> <ul style="list-style-type: none">▪ Invoices for Departmental PO's must be received in the Accounting Office by 6/30/08 to be recorded in F/Y 08. Invoices for DPO's received after 06/30/08 <u>will not be recorded in F/Y 2007-2008 (08)</u>▪ Invoices for Regular PO's must be received in the Accounting Office by 6/30/08 to be recorded at the invoice amount in F/Y 2007-2008 (08). If the invoice is not received in the Accounting Office by 6/30/08 but receiving has been entered into the Purchasing System, they will be recorded at the Purchase Order amount for F/Y08▪ Invoices for Standing PO's must be received in the Accounting Office by 7/10/08 to be recorded in F/Y 2007-2008 (08), after that date they will be charged to the F/Y 2008-2009 (09) standing purchase order.▪ Use <u>Screen 230</u> to post receiving and enter the <u>date</u> of the receipt of the purchase <p>Missing Receipts reports are sent to departments biweekly to indicate invoices posted with <u>no receiving posted</u> against a regular purchase order.</p>



<p><u>6/30/2008</u></p> <p>Review of open encumbrances and completion of orders</p>	<p>Review of open encumbrances for requisitions, purchase orders, and departmental purchase orders for fiscal year end 2007-2008 is recommended.</p> <ul style="list-style-type: none">▪ Use <u>Screen 21</u> (open commitments by account) to identify the age of the document.▪ Use <u>Screen 220</u> and <u>Screen 228</u> to review the regular purchase order or department purchase order▪ Use <u>Screen 250</u> and <u>Screen 258</u> to review the requisition <p>Completion of open orders is necessary when the purchasing system identifies missing or pending information against the purchase order. Reviewing open encumbrances will reduce the number of orders requiring completion. Missing or pending information as well as approvals that have been reset will not allow for the normal process of archiving. Archiving removes orders from the online system. Archiving is scheduled biannually through the purchasing system and affects departmental purchase orders and requisitions older than 12 months and regular purchase orders older than 18 months.</p> <ul style="list-style-type: none">▪ Use <u>Screen 21</u> (open commitments by account) to identify the age of the document▪ Use <u>Screen 222</u> for approvals that have been reset▪ Use <u>Screen 228</u> to identify the need to cancel a line item on an open order▪ Use <u>Screen 284</u> to review summary information on the order that includes posting and receiving of invoices▪ Contact the Purchasing Systems Coordinator for assistance with a departmental purchase order▪ Contact the Purchasing Agent for assistance with a requisition or regular purchase order
<p><u>7/1/2008</u></p> <p>F/Y 2008-2009 (09) begins</p>	<p>Fiscal Year 2008-2009 (09) is current for online purchasing.</p> <ul style="list-style-type: none">▪ On <u>Screen 30</u> (opening an online session) the default year will show 2008-2009 (09)▪ Standing Orders for F/Y 09 are now active for use as described in the standing order procedures available online at http://www.bsu.edu/purchasing/media/pdf/standing-orders-procedure.pdf



Central Stores

Central Stores Online ordering dates to remember...

<p><u>6/23/08</u></p> <p>End of Ordering for F/Y 08</p>	<p>For Central Stores Orders entered and approved by 4:00PM on 6/23/08:</p> <ul style="list-style-type: none">▪ Orders will be delivered on 6/25/08▪ Orders will be encumbered in F/Y 08 (2007-2008) <p>For Central Stores Orders entered and approved after 4:00PM on 6/23/08:</p> <ul style="list-style-type: none">▪ Orders will be delivered after 7/1/08▪ Orders will be encumbered in FY 09 (2008-2009)
<p><u>6/26 – 6/30</u> <u>2008</u></p> <p>Central Stores Closed for Inventory</p>	<p>Central Stores will be closed for physical inventory purposes during the period of 6/26/08 through 6/30/08.</p> <ul style="list-style-type: none">▪ The Central Stores Window will be closed during inventory▪ Deliveries for Central Stores orders will resume after inventory beginning on 7/1/08▪ Contact the Manager of Central Stores if you have questions concerning a Central Stores order