

20/30 Webinar Series #4 Researching POs in Preparation For Fiscal Close FAQs

Access/Process

(Q) Can only Change Order Preparer execute the closure of POs?

(A) Yes. Users must have the Change Order Preparer role in order to close POs in BearBuy.

(Q) Aren't fully invoice, fully matched being automatically closed? If they aren't should I be closing them?

(A) The Purchase Order Auto close process should be closing all POs that fully invoiced, fully matched and have had **no** activity for 60+days. We have experienced some closure delays recently. If you notice that your POs aren't being closed within the timeframe described above, you can either close the POs yourself or contact the BearBuy Help Desk.

Clarification/Terminology

(Q) What's the difference between cancelling a PO and closing a PO?

(A) You can only cancel POs if there have been no previous change orders performed on the PO, if nothing has been vouchered against it, and if there will absolutely be no need for the PO. You can close a PO regardless if there were previous changed orders against it or not and regardless if there are vouchers against the PO (only if all vouchers have a paid status).

Cancelling a PO is very definite. Once you cancel a PO there is absolutely no way to uncanceled it. Closing a PO, on the other hand, is a little more flexible. You can always reopen a previously closed PO.

(Q) What's the difference between finalizing a PO and closing a PO?

(A) Closing a PO is an change order you can perform if you wish to release the PO encumbrance. Finalizing is an action that must always be done after any change order is performed. Finalizing a PO, in essence, is saving your changes made on the PO. If you don't finalize a PO, your changes will not be saved. This will affect any new voucher/payment.

(Q) What can be done for Vouchers that have been sitting in payable status against a PO that has been fully invoiced?

(A) If you notice that you POs have vouchers with a payable status and aren't paying, please email the BearBuy help desk with the list of vouchers. AP will have to look into why these vouchers still have not paid.

(Q) If we see "Partially matched – Partially invoiced – with credits" on the report but the PO is from 2013 calendar or earlier, I assume we should just close it. Is that correct?

(A) If your department says to close anything more than 2 fiscal years old then closing this PO is logical. Otherwise, we recommend contacting the original shopper first to confirm the closure.

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Deadlines

(Q) What are the Fiscal Close Deadlines, calendar dates?

(A) The fiscal close deadlines and dates are set by the Controller's office. You can see the 2014 dates by viewing the Controller's Office fiscal close checklist site http://controller.berkeley.edu/sites/default/files/FiscalCloseChecklist_051214.pdf.

If your department is supported by Campus Shared Services, we recommend contacting your CSS support team. It may be that they have different dates/deadlines they have set in order to have enough time to meet the ones set by the Controller's Office.

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(Q) Where will this presentation be posted?

(A) The presentation, recording and all FAQ's will be posted on the BearBuy webpage *20/30 Webinar Training Series* section. That URL is <http://procurement.berkeley.edu/bearbuy/20-30-webinar-series>