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

1. About this Session

2. Closing POs
   • Identifying POs that meet closing criteria
   • Researching POs
   • Closing POs

3. Resources & Support

4. Question and Answer
About this Session

• Individuals responsible for clearing encumbrances and Change Order Preparers
• 30 Minutes
• Closing POs
• Question and Answer
Identifying POs that meet closing criteria
What?

What should be closed is first question that needs to be addressed. Your department may have a large number of POs, but which ones should be reviewed to be closed in preparation for fiscal close?

- All Purchase Orders with a remaining balance of <=$100, <=$50, etc.
- All Purchase Orders that should not be carried over into the new fiscal year
  - Contract end dates, no services needed in 2014-2015, etc

Once you’ve received clarification on what criteria qualifies POs to be closed you can go into BearBuy and pull up all related Pos.

Suggested Steps:
1. Using Advanced Document Search in BearBuy, pull up all POs that your department ‘owns’ that are still Open.
   - May be based on Org Node only
   - May be based on Org Node and another Chartstring code combined.
NAVIGATING IN BB

Created an Advanced Document Search with the following criteria:
- Search: ‘Purchase Orders’
- Workflow Status: Completed
- Custom Field Filter: Org Node - FEPRO
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Researching POs
Who?

Who is the PO contact that can give you the ‘okay to close PO’?

In your research, one piece of information you must consider, is who can give the okay to close this PO or keep it open.

- Shopper
-Submitter
-Manager
-Supervisor,
-Principle Investigator, etc

Suggested Steps:
1. From your Advanced Document Search in BearBuy, identify the contact for each Purchase Order.
   - If maintaining a spreadsheet (highly recommended!) update it to reference PO contact
2. Once identified, reach out to the contact (via BearBuy comments, via email, etc) asking if Purchase Order will be needed in FY14-15.
   - If yes, no need to take further action on Purchase Order
   - If no, next question should be – are there any outstanding invoices that need to be paid before PO is closed?
     - If yes, monitor PO until all outstanding invoices have paid
     - If no, this PO fits the closing criteria.
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Closing POs
How?

How can you perform a batch close process?

Once you have identified all the POs that should be closed you must do 1 last crucial review before you can officially close this PO.

- Check to make sure all vouchers against the Purchase Order in question have a status of ‘PAID’. If so, proceed!

Suggested Steps:

1. Within your PO spreadsheet, filter out those that should not be closed. Copy all PO #s that should be closed and paste all numbers in the Advanced PO Document Search bar.
2. From the search results, select all and from available actions, select close and hit go/ok.
   - In the pop up window enter why you are closing these POs
   - Exp. Fiscal Close PO closure process. This PO has been fully utilized, and all payments have been made. Ok to close.
   - NO NEED TO FINALIZE A PO WHEN JUST CLOSING!!
NAVIGATING ON SCREEN

- On your spreadsheet, filter out POs that do not need to be closed
- From the available POs, select all PO numbers and copy.
- Navigate to BearBuy and within Advanced PO Document Search, paste all POs (ctrl+v). Click the go button.
- Within the search results, click on the select all check box
- From available action, select the close options. Hit ok/go
- Enter closure note in pop-up window. Hit go/ok
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RESOURCES & SUPPORT
Training Resources

• The BearBuy website is the source for the most up to date news, announcements and training resources
  – procurement.berkeley.edu/bearbuy

• BearBuy YouTube Channel
  – youtube.com/user/BearBuyProcurement

• Need more assistance? Contact the BearBuy help desk!
  – (510) 664-9000 Option 1, Option 2, Option 1
  – Mon-Fri 8 AM to 5PM
  – Email BearBuy Help (bearbuyhelp@berkeley.edu)
Thanks For Watching!