

Pre-Upgrade and Post Upgrade Purchasing Instructions for Agencies

Pre-9.1 Upgrade Activities: Close All Purchase Orders, Requisitions, cancel/update Receipts

- Core-CT will be running the Requisition close process on a daily basis.
- Core-CT has updated the close days for all Business Units to zero days on 2/15/2013. The System will be available from 6:00 am to 4:00 pm on Saturday, February 16th & 23, and Monday February 18th 2013 so agencies can continue to pay and close POs. Normal daily batch schedule processing will be established for those days. There will be no one available at the helpdesk during these times. However, you can send an email to Financials.Readiness@ct.gov and someone will be monitoring this email box on both of these Saturdays should you have any problems.
- To assist agencies with closing POs, the PO Reconciliation report will be sent to the agencies on 2/19/2013.
- Access to E-Procurement and Purchasing will be removed at close of business on 2/25/2013.
- The last day to pay a PO voucher is Tuesday, February 26th; please note that your vouchers must be in approved status prior to 9:00 am.
- Agencies are encouraged to establish cut off dates for the issuance of requisitions that will need to be sourced to a PO and for Online POs that need to be paid for before system access is removed.

Close requisitions as follows:

1. The ITD-10s that have not sourced to a purchase order, will need to be canceled and closed by agency personnel and recreated in the new 9.1 version of the software after go live.
2. DAS-BID requisitions should have the status of pending or approved. These do not have to be closed.
3. e-Pro Requisitions that have not sourced to a purchase order will need to be canceled and closed by agency personnel and recreated in the new 9.1 version of the software.
4. Requisitions in budget error need to be updated to a valid accounting distribution canceled and closed.
5. Clear requisitions from the sourcing workbench and cancel and close.

Close POs as follows:

Prior to Closing POs run the PO Balance Report to obtain the remaining balances for POs that will need to be established. The navigation to the report is as follows:

Purchasing > Purchase Orders > Reports > PO Balance Report

<http://www.core-ct.state.ct.us/reports/finentries.asp?minorCat=Purchasing>

Purpose of the Report

The report displays a detail listing of all Purchase Orders (PO) by PO date in chronological order. Report output includes PO header information (PO number and date, Vendor ID and name, requisition, buyer, PO status, etc.) and PO line information (description, coding, quantity, encumbered, expended and unliquidated balances, etc.).

Ledger Group has been added to the run control. Project costing ledgers (POs by project) are now available. PO Budget Status has been added to provide the user with the ability to monitor POs in budget error. Merchandise Amount, Vouchered Amount and PO Balance fields have been added to provide the user with the ability to more effectively analyze/reconcile POs.

This report is used to review and analyze PO balance data. Filter the data that will provide information regarding the remaining balance on the PO and remaining obligation, do not include closed POs. You can also filter on buyer to reduce the data returned. The From Date and Through Dates provide additional filtering capabilities; if you are a PO business unit that issues high numbers of POs you may want to run this by fiscal year, to improve performance on running this report.

CT.gov State of Connecticut

Favorites | Main Menu > Purchasing > Purchase Orders > Reports > PO Balance Report

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PO Balance Report

Run Control ID: PO_BALANCE [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

*Business Unit:

Vendor ID:

*From Date:

*Through Date:

Buyer:

Ledger Group:

PO Balance Remaining
 Yes No All

Obligation Balance Remaining
 Yes No All

Include Closed PO's
 Yes No

Chartfield Criteria

Fund Code:	Department:	Account:	Program Code:	Project:	SID:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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1. Closing POs. Change Orders should be used to bring the PO Amount to that which has been expended. If change orders are not used, reporting off of POs will not be accurate. If agencies do not issue change orders and do not close the POs, the Core-CT staff will close the POs without issuing change orders, which will render your PO reporting to be inaccurate. POs must be closed by the close of business 2/25/13.

In some instances a PO will not qualify to close if there is a receipt that has not yet been paid or if the receipt was only partially vouchered (ordered a qty of 100, received qty of 100, only vouchered for a qty of 50). Agencies that use the retainage receipt will need to cancel their retainage receipts and recreate in version 9.1. As a reminder a voucher has to be to the "posted" stage before a PO will qualify for closure.

2. If the receipt has been created for the full amount of the PO and has not yet been vouchered, cancel the receipt, then proceed to close the PO.

3. If the receipt has been created for the full amount of the PO and only a portion of the receipt has been vouchered, update the receipt to what was vouchered, and then proceed to close the PO.
4. POs in budget error need to be updated to a valid accounting distribution canceled and closed.
5. PO & e-Procurement access will be removed on the evening of 2/25/13. Access for the following roles will be removed: Requesters, Requisition Amount Approvers 1, 2, 3, and 4, Budget Approvers, and Purchasing Approvers, in addition access to the Core-10 and DAS Bid functionality will be removed: CT Multi-Requester, CT ITD Approvers 1- 4, CT Req Bid Contract Creator, CT DAS Approver 1, CT F A Adhoc Approver, CT WF Req Adhoc Approver, and CT Catalog Viewer, Buyers, Program Buyers, Close Requisitions, PO Closers, PO Amount Approvers 1 and 2, Cancel Requisitions, PO Budget Approvers, General Receiver and Casual Receiver, Receiving Inspector, PO Module Viewer, PO Module Report Maker, Purchasing Error Processor.

The system will be unavailable from noon on 2/28/13 until 3/4/13 or further notice for all users.

Post-9.1 Upgrade Activities:

1. Prioritize the re-establishment of replacement POs, keep in mind that if you closed a PO for a project that was completed in 2007 but is not yet audited, re-establishing a replacement PO for this should be of a lower priority vs. you have a bill in Accounts Payable from a vendor that must be paid. When creating the replacement POs the following guidelines should be followed for consistency:
 - To recreate the POs in version 9.1 you can utilize the Copy PO functionality, in conjunction with the information provided on the PO Balance Report.
 - The PO Amount must be for the remaining amount of the PO being replaced.
 - The PO Header Comments field will be used to track re-established POs. The first Header Comment must begin with the BU and PO ID of the PO being replaced - no spaces or extraneous characters and the leading zeroes must be entered. For example, if OSCM1 is replacing PO #12345, the first Header Comment should be OSCM10000012345 Replaced PO. The "Send to Vendor, Shown at Receipt, and Shown at Voucher" checkboxes should be checked in case this PO is inadvertently sent to the vendor. This practice will allow queries to be written to find replacement POs.
 - The second PO Header Comment should include "This is a replacement PO; DO NOT SHIP" (if you have received the goods or service). The "Send to Vendor, Shown at Receipt, and Shown at Voucher" checkboxes should be checked in case this PO is inadvertently sent to the vendor.

- With version 9.1 we have tested that agencies will be able to copy a closed PO that has an expired contract into a new 9.1 PO. To accomplish this Core-CT will set the approval status of expired contracts to close. When creating these new POs you will need to change the Purchase Authority to Cont. PO, and remove the contract number for the contract field on the line details page. On the PO Header Defaults page the PO Type can be MYLR for a Multiple Year PO or GEN for a one time purchase. The expired contract number should be added into the Header comments as the third comment and the “Send to Vendor, Shown at Receipt, and Shown at Voucher” checkboxes should be checked in this case.
 - To ensure that the dispatch method is set to PRINT (this can be changed on the PO main page) the replacement PO should not be automatically dispatched to the vendor via email or fax. And when it is printed, ensure that it is not mailed to the vendor.
 - The PO Obligated Amount should be entered as the remaining balance. For example, if the original PO had an Obligated Amount of \$1200.00, and \$800.00 had been expended as of 2/25/13, the obligated amount on the replacement PO would be \$400. The PO Obligation Start and End dates should be entered as they were on the original PO.
2. While the Office of the State Comptroller strongly urges agencies to enter replacement POs in the manner prescribed above to comply with encumbrance accounting procedures, it also recognizes the urgency for payments to be made and the processing required to complete transactions. Therefore, the Accounts Payable Division will allow the use of a non-PO voucher through March 31, 2013, with the following conditions:
- Non-PO vouchers will be allowed for a one-time or final payment to pay for goods and services ordered before 2/26/13 and received by 3/31/13.
 - These vouchers must be entered, approved, budget checked and posted by 3/31/13.
 - The Voucher comments must contain the PO Business Unit and PO ID that had to be closed prematurely for the 9.1 upgrade. (Use the same format described in the replacement PO - no spaces or extraneous characters; beginning in the first position of the comment, enter the BU and PO ID without spaces or punctuation and include the leading zeros.)
 - No other waivers are granted. If the PO that was closed encompasses services to be provided through the end of the year, agencies are urged to set up a replacement PO as soon as PO access is restored after the 9.1 upgrade.