



**University of Kentucky
Purchasing Division**

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Frequently Asked Questions – Procurement End of Fiscal Year

Listed below are questions most commonly received from departments as they prepare for end of the fiscal year business closing. If needed, additional inquiries can be directed to UKPurchasing@uky.edu or SRMHelp@uky.edu for questions directly related to e-procurement or Shopping Carts. The year-end memo can be found on the Purchasing [website](#). University employees must login at the site using their LinkBlue ID and then navigate to the needed document(s).

1. Question: Our department will have need to make small-dollar purchases after Deadline 2. Can we still make these purchases?

Answer: Purchasing will continue to make efforts to process and place orders on a first-come, first-serve basis throughout the remainder of the fiscal year. Departments can continue to order items from e-catalogs as needed; the most important issue to remember is that goods or services ordered on current year funds must physically be delivered by June 30 and the Goods Confirmation created in accordance with Deadlines 3 and 4.

Some colleges and departments have more restrictive deadlines internal to their operations; contact your business office if needed for additional information.

If you have a large-dollar, complex, or unique order that may need processed on current fiscal funding, contact the Purchasing Officer responsible for the commodity or email UKPurchasing@uky.edu for guidance.

2. Question: We thought that our items would arrive by June 30 but have not. What happens to the order; do we need to re-create it after July 1?

Answer: Any purchase order within the current fiscal year, for which items are not delivered, is considered “open”. Unless the department requests otherwise, the order remains with the supplier for delivery post-July 1. Funds encumbered on the open purchase order roll to new year funding immediately after July 1. The open purchase order remains in effect, with the same PO number, and does not need re-created, but will be charged against new fiscal year funding.

3. Question: We need to create a “deferred” Shopping Cart now that will be on new funding in effect after July 1.

Answer: Deferred orders are only needed for items with a long delivery time, to be ordered in the current fiscal year, but assigned now against new year funding. They require special processing and access within SAP and should only be used if absolutely needed. Contact Purchasing for more information and access.

4. Question: Our items will not arrive by June 30. Can we go ahead and create the Goods Confirmation to secure it on this year's funding?

Answer: The Goods Confirmation can only be created after the goods or services are physically received by the department. Creation of the Goods Confirmation otherwise would be falsification of a transaction.

5. Question: My order is on a grant; do I need to abide by end of the fiscal year guidelines?

Answer: Some grant purchases are not constrained by end of the fiscal year closings. Contact your business or grants officer for more information or specifics related to your particular WBS Element-Grant.

6. Question: What is the most important thing to remember regarding purchasing and end-of-fiscal year deadlines?

Answer: The key item to remember for items ordered via purchase order is that goods and services must be physically received by departments and the Goods Confirmation must be created in accordance with Deadlines 3 or 4 as indicated in the memo. The date stamp of the Goods Confirmation expenses the order on the current year funding.

7. Question: Can I create the Goods Confirmation after June 30 for items that were received before?

Answer: See Deadlines 3 and 4 within the memo depending on the number sequence of your purchase order. Only certain types of purchase orders can have confirming done after June 30. Also, the Confirmation must be manually back-dated to June 30. After the Deadline 4 date, no confirming or receiving can be done on any purchase orders expensing them against previous fiscal year funding.

8. Question: Do the deadlines in the Purchasing Year-End Cutoff Memo apply to all procurement methods?

Answer: Processing deadlines for other procurement methods (P-card, PRD, etc.) can be found in the University-wide Closing Schedule when published on the University Financial Services (UFS) [website](#).

9. Question: I need to process an accrual. What do I do?

Answer: See the University-side Closing Schedule published on the UFS [website](#) for information on processing accruals.

10. Question: The supplier notified us they will not be able to deliver our goods before June 30; we want to cancel the order completely. Is this possible?

Answer: This may or may not be possible depending on the supplier and items. Typically, small-dollar goods from e-catalogs may be cancellable if the items have not shipped. Other items, such as furniture, are customized by job and are non-cancellable once they are in production. Contact the Purchasing Officer for guidance on your specific order.

11. Question: I have open encumbrances on my accounting reports from past orders that need closed. What do I do?

Answer: Requests for closing open encumbrances from past orders can be sent to SRMHelp@uky.edu. Please be sure to include the purchase order number(s).

12. Question: Are there reports that I can use to help identify open encumbrances?

Answer: Yes, reports ZMM_BA_RPT (Business Analysis Report) and Z_MMEKPO (Open PO Report) are available within SAP to assist with reviewing purchase orders or open encumbrances. Step-by-step help guides are available for each on the Purchasing [website](#). University employees must login at the site using their LinkBlue ID and then navigate to the Learning and Training Resources tile to access the help guides.