## AGENDA

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<th>TOPIC</th>
<th>OBJECTIVE</th>
<th>LEAD</th>
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<td>• Office Hours Schedule Change – Reminder</td>
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Reporting – Demo
R1514
Grant worktags
Grant Related Worktag Updates – PO/SI

What will happen to Purchase Orders and Supplier invoices after change is made to Grant related worktag?

- The purchase order will be locked down for changes when it has an associated supplier invoice.
- Supplier Invoices processed prior to grant worktag update will keep the ORIGINAL grant related worktags.
- In-flight and future invoices will be processed under NEW grant related worktags and the PO will keep the previous Worktags.
- It’s recommended to continue spending down on the PO if PO does not need a change.
- Action needed: When there is a need to change PO, submit Purchase Order – Change or Close form to close the existing PO and request a new PO for the remaining balance and in-flight/future invoices.

Fin Ops is working on a FAQ to be added to Procurement and GCA websites, and creating a GCA response template for when requests come in outlining to the submitter the impacts.
Year End Close
Year End Update

– 10 day close?
– Are the close steps the same?
– What is the equivalent of Dean’s Day?
– What new asks are there?
– Key concepts
  > Period close activities (largely the same)
  > Close operational accounting / adjustments only
  > Will there be surveys? (AR, Inventory)
Quick Updates