

PROCUREMENT OFFICE HOURS

March 12, 2024



AGENDA

#	TOPIC	OBJECTIVE	LEAD
1	Reporting	<ul style="list-style-type: none">• Demo R1514	Dinah
2	Grant Worktags	<ul style="list-style-type: none">• Grant related worktag updates – PO/Sl	Kele
3	Financial Reporting	<ul style="list-style-type: none">• Fiscal Year Close	Erick
4	Quick Updates	<ul style="list-style-type: none">• Update on Changes to Requisition Deliver-To Address• Office Hours Schedule Change – Reminder	Ray Dawn

Reporting – Demo

R1514

Grant worktags

Grant Related Worktag Updates – PO/SI

Error

1. Purchase Order

- Worktags do not match grant related worktags

- > 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

