



Procurement Services
Lucas Administrative Center 617
Nunn Drive
Highland Heights, KY 41099
(859) 572-5265 FAX (859) 572-6995

March 31, 2023

To: NKU Campus Departments

Subject: FY2022-23 Procurement Closing Schedule

The closing of our fiscal year FY23 is rapidly approaching. To assist you with this process, Procurement Services has established a schedule of cutoff dates and instructions for the year-end closing process that are listed below. These dates are established to ensure an orderly closing of the Procurement process for the fiscal year ending June 30, 2023. Please share this information with members of your department who may be affected by or involved with year-end closing Procurement closing process.

Please read carefully:

2022-2023 Purchase Requisitions (Old Year):

All requisitions for goods or services for FY2022-23, that require delivery prior to July 1st must be entered in SAP by **May 5, 2023 end of day**. There may be exceptions by referring to the process below but the hope is that the number of exceptions are limited to critical purchases only. Exceptions will be granted on a case-by-case basis.

Exception 1: Any requisition after due date of **May 5, 2023** in SAP, will require prior approval via email by the Director of Procurement Services, Blaine Gilmore - gilmoreb@nku.edu.

Exception 2: Any requisition after due date of **May 12, 2023** in SAP, will require prior approval via email by the Interim Comptroller - Comptroller's Office, Karen Mefford - meffordk@nku.edu

Exception 3: Any requisition after due date of **May 19, 2023** in SAP, will require prior approval via email by the VP for Admin. & Finance, CFO, Jeremy Alltop - alltopj1@nku.edu

Any requisitions for old year in SAP after the due date of **May 5, 2023** that doesn't have an exception approval email attached to the requisition from the list above, will be deleted by Procurement Services, and notification will be sent via email to the requisitioner.

Note: - Purchase requisitions for goods or services not delivered by June 30 will be charged to your new FY 2023-2024 budget. Any deliveries of "old-year" orders not received prior to June 30 will be encumbered and expended against your new FY 2023-2024 budget.

As a reminder there is no carry forward of any budgets. Therefore, it is imperative to plan accordingly for goods and services that are needed and to be mindful of your budgets. Also please

take note to delete all "HELD" old and new year requisitions in SAP by **June 30, 2023**. Held requisitions cannot be rolled into FY24 and will be deleted by Procurement Services without notification by **June 30, 2023**.

Departments are responsible for deleting any open requisitions to release encumbered funds for old year and must contact Procurement Services to release funds on a PO. Please send email to purchasing@nku.edu, prior to June 30,2023, otherwise open old PO45's and PO47's that are not received or invoiced by year end will be forwarded to the new year and charged to your FY24's budget.

Procurement Services will make every attempt to contact and assist departments with old year open PO45's and PO47's. However, it is imperative that each campus department review their budgets for open PO's before year end. This can be accomplished by using ZME2K.

Using ZME2K:

It is important for business units to review their open purchase orders monthly, and before year end. All campus departments should run ZME2K and review all outstanding 45 and 47 purchase orders in their budget. You can view all open PO's requiring goods receiving and/or invoicing on one layout. Please refer to the [Quick Reference Guide to ZME2K](#) for displaying purchasing documents. Please contact the Procurement Services office for assistance.

Purchase Order Receiving:

Special attention should be given to prompt processing of goods receipts for old year. Purchase orders need to be received in the system using MIGO_GR. To be charged against FY 2022-23, goods or services must be delivered prior to **June 30, 2023**, and the MIGO document must be processed by **July 7, 2023**.

Note: Please ensure that all equipment, goods or services are accurately received on campus by June 30, 2023.

Procurement Card:

All PCARD purchases \$2,500 or over will require a requisition in SAP by June 5, 2023. All small dollar purchases of \$1,000 or below, must be completed by June 16, 2023.

All PCARD purchases need to be made by June 16, 2023 in order to post with a June date as some charges can take 2-3 days to post on US Bank Access Online. Posting is a function of the merchant; therefore Procurement Services cannot guarantee any particular charge will be old year. Placing an order with a PCARD does not preclude the requirement of receiving the goods by **June 30**. All transactions must have a posting date of June 30th or they will be charged to FY 2023-2024, no exceptions. Please log-in to your account on US Bank Access Online <https://access.usbank.com> and code your charges as soon as they are posted. Please do not wait until the end of the month to reconcile charges.

The PCARD cycle for June will end on June 26, 2023, all VISA transactions must reconciled by end of day on **Monday, July 3, 2023**. VISA transactions for the last **4 days of June 27, 28, 29 and 30** must be reconciled by end of day on **Friday, July 7, 2023**. If you have any questions concerning

US Bank Access Online, please email Lisa Koors - koorsl2@nku.edu

Deferral:

Procard: All PCARD transactions that are for the new fiscal year FY24 will need to be deferred. Examples of deferred charges would be conference registrations or airline tickets for new-year travel and promotional items for new year events etc. Please send an email to Nikki Koeninger (koeningerk1@nku.edu) in Accounts Payable with the deferral information. Also please include the deferral information in the expense description in US Bank Access Online.

Requisitions: If a requisition covers services like subscriptions or memberships that cross fiscal years, the amount would be split between the fiscal years. Please contact Holly Vasquez (vasquezh1@nku.edu) in Procurement Services to assist with this process.

Purchase Requisitions (New Year): SAP for FY24 will OPEN on April 17, 2023

New Year Purchase requisitions for goods or services that are to be received after June 30 can be entered into SAP starting on April 17, 2023. New-year requests cannot exceed the allocation to a department. **The requisitions must be clearly marked "NEW YEAR FY24". Delivery of new-year orders may not be made until after July 1, 2023, and vendors will be instructed to do so on purchase orders.** The Office of the Comptroller is responsible for properly coding all expenditure documents to the proper fiscal year, especially if they materially affect the financial records. A \$500 threshold for materiality has been established as it relates to the recording of documents.

Outstanding Payables:

Departments are responsible for reporting to Procurement Services any outstanding payables on project and grant PO47's, and personal services contracts (PSC) for any work completed prior to June 30, 2023 that has not been invoiced and submitted for payment by **July 7, 2023**. This includes activity on PSC's, project accounts, and grant accounts that do not end on June 30. All old year payables not invoiced in SAP will be posted manually and charged against FY 2022-2023.

Year End Training Overview:

Procurement Services, AP and others will be going over the FY23 Closing Schedule as well as a Q&A session in Room 506 of the Lucas Admin Center. Please plan to attend as processes may have changed from prior years.

- Tuesday, April 4, 10 a.m. - noon
- Wednesday, April 12, 2-4 p.m.
- Tuesday, April 18, 10 a.m. - noon
- Wednesday, April 26, 2-4 p.m.
- Tuesday, May 2, 10 a.m. - noon

We look forward to working with each department and making this a smooth year end process. Any questions you have can be sent to purchasing@nku.edu

Thank you,

Procurement Services Team