

Procurement Year-End Process

**SRM & R/3 Purchasing activities allowed *now* until Thursday, June 30, 2022:**

- ❖ Creating purchasing documents. Refer to closing instructions:  
[http://www.oa.pa.gov/Policies/md/Documents/310\\_3.pdf](http://www.oa.pa.gov/Policies/md/Documents/310_3.pdf)
- ❖ Changing purchasing documents
- ❖ Receiving
- ❖ Invoicing

**NOTE: Cannot create Shopping Carts and Purchase Orders for assets on Thursday, June 30, 2022**

Information to Inventory Purchasers

*To eliminate significant issues associated with Fiscal Year End activities, please refrain from creating purchase requisitions from Wednesday, June 22, 2022, through Wednesday, June 29, 2022.*

**\*Please plan your inventory so you do not need to purchase during this period.**

**SRM & R/3 Purchasing activities allowed Friday, July 1, 2022, until 3:00 PM:**

- ❖ Creating *new* purchasing documents
- ❖ Changing the *newly* created purchasing documents
- ❖ Receiving on the *newly* created purchasing documents
- ❖ Invoicing on the *newly* created purchasing documents

***Reminder: Purchase Orders created prior to July 1, 2022, in awaiting approval status will not be able to be approved on July 1, 2022, through July 2, 2022, 6:00 AM or until blackout has been lifted.***

**NOTE: Cannot create Shopping Carts and Purchase Orders for assets.**

**ALL SHOPPING CARTS SHOULD BE APPROVED BY COB, MONDAY, JUNE 27, 2022**


**Blackout period begins Friday, July 1, 2022, at 3:00 PM through Saturday, July 2, 2022, at 6:00 AM *or until the blackout is lifted.***

**No purchasing/financial transactions of any kind are allowed during the blackout period(s).**


## **NOTICE TO PURCHASERS**

Determine whether you will receive these items by October 31, 2022.

**The R/3 PO displays accurate and current encumbrances.** Therefore, any document being reviewed for encumbrances requires user to go directly to R3.

Ensure that any line item that has been deleted (indicated by trash can ) has no encumbrance

- This can be done by selecting "Accounting documents".

All locked line items (indicated by lock ) will show the funds as being encumbered if any version of the purchase order was ordered.

### **SRM PO**

1. If you have determined that you will not be receiving these line items by October 31, 2022, go into SRM and delete the line items by selecting the trash can then select "Order".

2. If you have determined that you will be receiving these line items by October 31, 2022 and the SRM PO status = "SAVE", then you must "Change" and "Order" the PO. Once fully approved, the "lock(s)" will be removed from your R/3 PO.