

Business User Group

May 15, 2013
8:30 AM



Agenda Items

Fiscal Year End Schedule
PO & FA Clean Up / Received Not Vouchered
Procurement Presentation
9.1 Upgrade & Tools Release



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Announcements

Archiving (Lacey Pentland)
BUG Wiki (Lauren Dyer)



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Fiscal Year End Schedule
Bruce Snyder



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Accounting Year End Reminders

Accounts Payable

- Use the **Prior Year Voucher** Menus when paying for **all** goods or services received in the prior fiscal year.



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Accounting Year End Reminders

Year-End Checklist

- Review monthly checklist items.
- Review Balance Sheet account balances including Received Not Vouchered Payable (Object Code 211700) for all funds to ensure balances are correct.
 - Received Not Vouchered Report (R5509699)
- Review open Purchase Orders to ensure the order is valid. Open POs will be rolled over to July 1, 2013.
 - Allotment Status Encumbrance Detail Report (R5509730)
 - Open PO Detail by Branch/Plant (R43632)



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Accounting Year End Reminders

Year-End Checklist

- Review reports for any unusual account balances that need to be investigated and/or corrected before year end closing.
- Review the account used for the Treasurer's Credit Card Suspense transactions (usually object 486600) to determine the need for additional journal entries.



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Closing the Books

Tuesday, June 25, 2013:

- **LAST DAY TO POST FISCAL YEAR END 6-30-13 TRANSACTIONS.**
 - This includes purchase orders and purchase order receipts, fixed assets, voucher processing, journal entry activity, etc.
- Note:** No purchasing activity by anyone in the State of Nebraska without authorization until July 1, 2013.
- Agencies who require access to the system for specific June 30 business transactions can phone **Wes Mohling at 471-0601**. State Accounting will determine the best way to coordinate the completion of your year-end work. State Accounting will be monitoring the queues.



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Closing the Books

Wednesday, June 26, 2013:

- Normal transaction processing for Cash Deposits and Receipts Through the Treasurer's Office
- State Accounting will process only volume voucher payments and emergency payments
- Disbursements **without a purchase order** created and approved for new Fiscal Year '13 (FY 13-14) – **NO POSTING**. (Remember to use prior year payable menu for voucher processing when appropriate.)



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Closing the Books

Friday, June 28, 2013:

- Treasurer cut off for deposits at 9:00 A.M. Deposits after this should have a 7/1/13 GL date
- E1 will be unavailable for all agencies at 4:00 P.M. except State Accounting.
- State Accounting will roll-over outstanding purchase orders at June 30, 2013 into the new fiscal year.

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Closing the Books

Monday, July 1, 2013:

- No posting until Flash Memo is received that year end close is complete – anticipated by 7:00 A.M.
- State Budget provides partial allotment of new appropriations.
- Agencies should use prior year voucher processing menus when appropriate
- July 1, 2013 Allotment Status Report, with new fiscal year data, will be available on MREPORT
- Review purchase orders to determine year end rollover is correct

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Closing the Books

Payroll Manual Encumbrance

- **State Accounting will prepare the manual encumbrance for the July 10 payroll.**
- **State Accounting will liquidate payroll encumbrances following certification.**

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Closing the Books

Fiscal Year End (June 30, 2013) Closing Schedule Memo from State Accounting under Administrator's Correspondence at:
http://das.nebraska.gov/accounting/nis/admin_correspondence/FY13_ye_closing.pdf

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PO & FA Clean Up / Received Not Vouchered

Amy Wilson

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PO & FA Clean Up / Received Not Vouchered

Fixed Asset Clean Up

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PO & FA Clean Up / Received Not Vouchered

Run Fixed Asset Reports

- [Unposted Fixed Asset Transactions Report](#)
 - Report has to be blank by June 25
- [F/A No Cost Integrity](#)
 - Blank by June 25 (except for assets that are going to be received)
- [Auditor F/A Listing Report](#)
 - Run several times before year-end

*Click each report title above for training guides on how to run the report.



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PO & FA Clean Up / Received Not Vouchered

Purchase Order Clean Up



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PO & FA Clean Up / Received Not Vouchered

Look At All Open POs

- Run Open PO Detail by Branch/Plant Report (R43632) - Version NIS0004
 - ✓ Cancel POs that are not going to be received.



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PO & FA Clean Up / Received Not Vouchered

Cancel a Purchase Order

- Purchasing – Agencies >Purchase Orders – Agency> Work with Purchase Order
 - Enter Order Number in QBE Line, Find
 - Detail Revisions
 - Form
 - Cancel Order
 - Will require an attachment on why cancelling

Training guides :
http://das.nebraska.gov/nis/training_manuals/proc/L02_T01_01_Revising_a_Procurement_Document/Training%20Guide/Revising%20a%20Procurement%20Document_TRAIN.pdf



PO & FA Clean Up / Received Not Vouchered

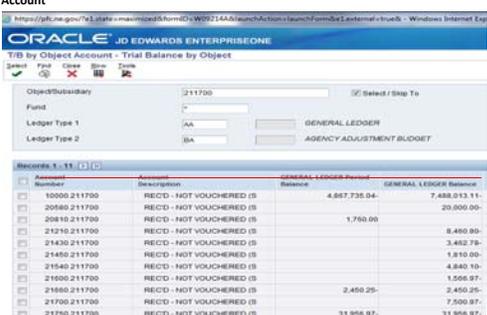
Reviewing Received Not Vouchered Object Account 211700



PO & FA Clean Up / Received Not Vouchered

Trial Balance by Object Account Inquiry

E1 Menu- Accounting > Inquiries & Reports > Accounting Inquiries > Trial Balance Inquiries > T/B by Object Account



Account Number	Description	Balance	GENERAL LEDGER Balance
10000 211700	RECD - NOT VOUCHERED (S)	4,687,735.04	7,488,213.11
20580 211700	RECD - NOT VOUCHERED (S)		20,000.00
20810 211700	RECD - NOT VOUCHERED (S)	1,760.00	
21210 211700	RECD - NOT VOUCHERED (S)		8,460.00
21430 211700	RECD - NOT VOUCHERED (S)		3,462.79
21450 211700	RECD - NOT VOUCHERED (S)		1,810.00
21540 211700	RECD - NOT VOUCHERED (S)		4,840.10
21600 211700	RECD - NOT VOUCHERED (S)		1,556.97
21660 211700	RECD - NOT VOUCHERED (S)	2,450.25	2,450.25
21700 211700	RECD - NOT VOUCHERED (S)		7,500.87
21750 211700	RECD - NOT VOUCHERED (S)	31,958.97	31,958.97



PO & FA Clean Up / Received Not Vouchered

Received Not Vouchered Report - R5509699 – Version NIS0001

E1 Menu :

Accounting > Inquiries & Reports > Accounting Reports > Received-Vouchered Reports > Received Not Vouchered Report

Purchasing – Agencies > Inquiries & Reports > Accounts Payable Reports > Received Not Vouchered Report



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PO & FA Clean Up / Received Not Vouchered

R5509699 STATE OF NEBRASKA
 NIS0001 Account Ledger Inquiry
 Received Not Vouchered
 Date Range 07/01/00 thru 05/07/13

Agency Number 005
 Fund 20580

Purchase Order	Purchase Type	Address Number	Doc Type	Document Number	Post Code	GL Date	Explanation - Alpha Name	Amount
00327700	OS	1414235	OV	483327	P	07/23/10	CK CONSULTING INC - PAYMENTS	20,000.00-
00327700	Total							20,000.00-



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PO & FA Clean Up / Received Not Vouchered

Correcting Received Not Vouchered Account when Vouchered w/o PO

- Reverse receipt the Purchase order
http://das.nebraska.gov/nis/training_manuals/proc/L08_T02_01_Reversing_Receipts/Training%20Guide/Reversing%20Receipts_TRAIN.pdf
 - Post the reverse receipt batch – O Batch Type
- Cancel the purchase order
http://das.nebraska.gov/nis/training_manuals/proc/L02_T01_01_Revising_a_Procurement_Document/Training%20Guide/Revising%20a%20Procurement%20Document_TRAIN.pdf
 - Text Attachment appears - Enter reason for change, date of the change, and the initials of the person who made the change.



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Procurement Technology Project
Connie Heinrichs



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Procurement Technology Project

Benefits

- **Elimination of Document Types**
- **Automated Routing**
 - based on:
 - NIGP Code
 - Organization within Agency
 - Dollar Value



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Procurement Technology Project

Benefits

- **Improved Approval/Review Process**
 - Notifications can be given to all Group Members
 - Approval by any Group Member removes notification from workfeed of all Members
 - “Send Back” capability (using ‘Comments’ feature)
 - Eliminates external emails
 - Retains history of document



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Procurement Technology Project

Benefits

- **Spend Management**
 - Supplier catalogs (commodity contracts)
 - Eliminates “estimated” quantities
 - Eliminates need for quantity increases
 - Can view actual spend amount against contracts
 - Prevents over-expenditures on service contracts

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Procurement Technology Project

Benefits

- **Improved Management of Processes**
 - Easier to view status and remaining steps to be completed
 - All related procurement documents are hyperlinked
 - Automatic generation of workfeed and email notifications
 - Reports provide real time information

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Procurement Technology Project

Workcart: Requisitions

Add more to your Workcart

- [Search Catalog](#) **Purchase item from a Commodity Contract**
Search the internal catalog of preferred items and suppliers to add into the Workcart
- [Connect to Supplier Website](#) **Purchase item from a Commodity Contract by Use this link for punchout** accessing the Supplier's website (pre-defined Suppliers)
- [Create Ad Hoc Request](#) **One-Time Purchase**
Add a good or service that is not in the catalog **Initiate creation of Contracts**
- [Request Deliverable Service](#)
Provide project details to request a project related service
- [Copy from Templates and Requisitions](#)
Select from Requisition templates and past Requisitions

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Procurement Technology Project

Search Catalog

- State Purchasing Bureau creates a Commodity Contract and an associated "Supplier Catalog"
- Agency Buyer selects items from the "Supplier Catalog" to create a Requisition
- Requisition routes for approvals
- Purchase Order is created/approved/issued
- Interface from Workday to Payroll and Financial Center

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Procurement Technology Project

Connect to Supplier Website

- State Purchasing Bureau will establish commodity contracts with specific Suppliers to create "punch out" functionality with access to Supplier's website and contracted items/pricing.
- Selected items will be pulled into a Requisition in Workday for processing.

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Procurement Technology Project

Ad Hoc Request (One-Time)

- Agency creates a Requisition for items not on contract
- Requisition routes for approvals
- Purchase Order is created/approved/issued
- Interface from Workday to Payroll and Financial Center

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Procurement Technology Project

Ad Hoc Request (Contract)

- Agency identifies requirement for a Commodity Contract or a Service Contract
- Agency creates requisition for Contract items
- Commodity Contract requisitions route through Agency to State Purchasing Bureau for Bid Process
- Service Contract requisitions route according to Agency designation/state statute

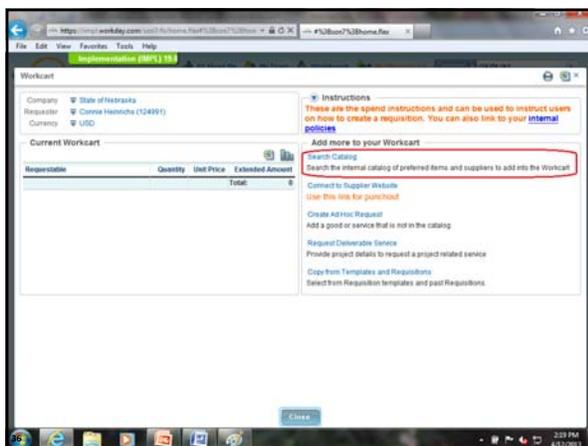
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Procurement Technology Project

Purchase Order from Service Contract

- Service Contracts will have specific line items for Purchase Order creation
- Agency creates Purchase Order from Service Contract
- Purchase Order is approved/issued
- Interface from Workday to Payroll and Financial Center

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9.1 Upgrade & Tools Release

Oracle

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