ARIZONA
PROCUREMENT PORTAL

Fiscal Year End/Beginning References

Some items and reminders we hope will help you accomplish current fiscal year end tasks and prepare for the new fiscal year.

<u>Current Fiscal Year End</u>

1. Finding open POs
   - Use _AZ_Report - 09 Outstanding PO's - Version 2 to find open POs. Please be courteous to other users and run the report for smaller increments of time (no more than 1 quarter). The report pulls data from the live system and will cause system-wide performance issues if you are pulling a large data set. Consider running the report early in the morning or late in the afternoon (before 10 or after 3). **You must have the Analyst (View) role to see the Analytics menu and run the report.**
     - The microlearning ADAPPML401 Purchase Order Query is available in TraCorp for assistance in running the report.
     - QRG Outstanding POs Query

2. Closing POs
   - In order to close a PO the total amount received must match the total amount invoiced.
     - QRG Closing and Cancelling POs
     - QRG How to Properly Balance Purchase Orders
     - QRG Creating a Return
   - If you have exhausted all other possibilities for closing the PO in APP you may submit a Liquidation Request to the Help Desk.
     - **Closing the PO and encumbrance will happen much faster if you can do it at your agency.**
     - You MUST include **the specific error** you are getting when you attempt to close or cancel the PO yourself.
     - Work with your accounting or finance staff to be sure the PO encumbrance has not already been liquidated in AFIS.
     - Most chart of account (COA) errors can be fixed with the assistance of your agency finance staff (an updated liquidation packet is coming with guidance on fixing chart of account errors).
     - GAO will deprioritize repeated liquidation requests if they have previously been returned to you because you or someone in your agency is able to resolve the problem and close the POs yourselves.
     - QRG Steps to Take Prior to Liquidation

3. Invoicing for June in July (check previous [communications from GAO](#) for the exact dates for this fiscal year's administrative adjustment period).
   - [QRG Processing Previous Fiscal Year Invoices](#)
   - [QRG Creating Change Orders](#)

Preparing for the New Fiscal Year

1. Requisitions for the new fiscal year may be staged now (note you cannot send new fiscal year requisitions through the approval process until July 1).
   - [QRG Staging a New Fiscal Year Requisition](#)

2. **ENHANCEMENT COMING SOON** Using the same PO for more than one fiscal year (your funding source must allow usage for more than one fiscal year).
   - If a PO has funding that crosses fiscal years, you will need to process a change order to check the new checkbox on the requisition header "PO Multi Year Funding" (also visible on the PO header). This allows you to add quantities or funds to the PO in future fiscal years, but only if the original funding is still valid.

3. Set new service and blanket POs to be received by dollar amount instead of by quantity.
   - Receiving service and blanket POs by dollar amount instead of by quantity will eliminate the problem of APP out of balance errors where the quantity left on the PO does not balance with the invoice amount paid. When this occurs the PO is no longer usable and must be liquidated manually.
   - [QRG Receiving by Dollar Amount](#)

We hope the above provides assistance with fiscal year end tasks and helps the new fiscal year go smoothly. If you have any PO or requisition questions send them to app@azdoa.gov or call 602-542-7600. If you have invoice questions please email vendors@azdoa.gov or contact your [agency GAO Liaison](#).