

**Subject:** 2023 Year-end processing note

To help facilitate fiscal year-end processing and the Purchasing Encumbrance Rollover procedures for FY 2023 please note the following:

Based on the regular closing schedule for FY 2023 released by Dave Baugh:

1. Purchase orders rolled into FY 2023 and still open will be closed.
2. All open purchase orders with an open encumbrance of less than **\$5,000** will be closed except for purchase orders created after **May 5, 2023**.
3. Requisition entry deadline for FY23 is **June 9, 2023**.
4. All open purchase orders with a funding distribution that has a change (new department ID, etc.) for the new fiscal year will be closed.
5. Purchases under **\$4,500** should be made using the ProCard (unless [restricted](#)).
6. June billing cycle ends on Wednesday, June 21, 2023. All transactions that need to be charged to FY23 must be posted to the PNC account by June 21<sup>st</sup>. It is recommended to place your year-end orders by **Friday, June 9<sup>th</sup>** as charges rarely post the same business day and can sometimes take several days to post.
  - Monday, June 26<sup>th</sup> - last day for departments to review/reallocate/approve June 2023 transactions in OnBase
  - Wednesday, June 28<sup>th</sup> - last day for ProCard and Business Ops to review June 2023 transactions in OnBase
  - All transactions that post after June 22<sup>nd</sup> will be funded from FY 2024.

The above applies to all purchase orders except for capital construction and sub-grants. It should be noted that any invoices received after the deadline for purchase orders that have been closed will require a new requisition and purchase order for payment in the new fiscal year.

For invoices received for Personal Services Contracts (PSC) that have closed, a Payment Request will have to be entered in PeopleSoft to process the payment **referencing the PSC number in the description**.

There are a few tasks that each department can do to facilitate this process:

1. First, be sure that receivers have been entered into the system only for the actual quantity received.
2. Contact vendors if the item has been received, but the invoice has not been received and ask them to submit the invoice immediately.
3. Review the PO Balances report in BI (FI>Individual>PO Balances) and submit a liquidation request form located on the following link [Liquidation Request Form \(smartsheet.com\)](#) for any purchase order that is no longer needed.

If you have any questions regarding purchase orders and the above process, please contact the buyer listed on the purchase order or send an email to [purchase@louisville.edu](mailto:purchase@louisville.edu).

**Announcements:**

Please see purchasing guidelines for Amazon Business located on the purchasing website found at [Amazon Business Purchase Guidelines](#).

Amber Horn – Director of Procurement Services  
Jennifer Steier – Director of Procurement Systems