**State of Kansas**

**PO Month End Checklist**

***Statewide Management, Accounting and Reporting Tool***

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| **Date Created:** | | 05/13/2015 |
| **Version:** | | 2.0 |
| **Last Updated Date:** | | 02/16/2021 |
| Tasks each should complete at the end of the month:   1. [Open / Pending / Approved Requisitions – Stalled in workflow](#Open) 2. [Sourcing Workbench Errors](#Sourcing) 3. [Un-Dispatched POs](#Undispatched) 4. [KS\_PO\_CLOSED\_PO](#Closed) 5. [KS\_PO\_MAY\_CLOSE](#May) 6. [PO Budgetary Activity Report – outstanding encumbrances](#Budgetary) 7. [PCard Transactions](#PCard) | | |
| 1. **Open / Pending / Approved Requisitions** | | |
| At the end of each month it is recommended that each agency look for requisitions that are not moving through workflow as expected using the **Manage Requisitions** page. | | |
| Navigation: Requisitions & PCards > Manage Requisitions > Manage Requisitions | | |
| In the **Search Requisitions** section, requisitions can be filtered by **Request Status**. |  | |

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| Options for managing a requisition unexpectedly still in **Open** status: | |
| **Submit the requisition to workflow** by selecting **Edit** from the **Select Action** dropdown of the requisition and clicking **Go.** | C:\Users\sharvey\AppData\Local\Temp\SNAGHTMLa1b165f.PNG |
| On the **Edit Requisition – Review and Submit** page that displays, select the **Save & Submit** button. | C:\Users\sharvey\AppData\Local\Temp\SNAGHTML1344a6aa.PNG  C:\Users\sharvey\AppData\Local\Temp\SNAGHTML1347899e.PNG |
| **Cancel the requisition** by selecting **Cancel** from the **Select Action** dropdown of the requisition and clicking **Go.** |  |
| Options for managing a requisition unexpectedly still in **Pending** status: | |
| **Check the workflow progress** of a requisition by either selecting the **Expand Section** arrow to the left of the Req ID and select the **Approvals** icon. |  |
| Or by selecting **Approvals** from the **Select Action** dropdown of the requisition and clicking **Go.** |  |
| Workflow progress is displayed on the **Approval Status** page. It shows what approvers are required in workflow and whom the requisition is currently awaiting approval from. |  |
| **Note:** If there is an approver showing in workflow that has left the organization, please submit a ManageEngine Service Desk request and provide the User ID of who should replace this approver. | |
| **Cancel the requisition** by selecting **Cancel** from the **Select Action** dropdown of the requisition and clicking **Go.** |  |
| Options for managing a requisition unexpectedly still in **Approved** status and not sourcing to a PO: | |
| **Check the line Source Status** of a requisition by selecting the **Req ID** link and being taken to the **Requisition Details** page**.** |  |
| If the Source Status is **Available**, and the requisition has completed workflow as approved for more than an hour, it’s likely the **RFQ Required** was selected. |  |
| **Note:** The **RFQ Required** being selected prevents a requistion from ever sourcing to a PO directly. **RFQ Required** should ONLY be selected on requisitions intended to go out for bid. | |
| Confirm **RFQ Required** was selected by selecting **Edit** from the **Select Action** dropdown of the requisition on the **Manage Requisitions** page and clicking **Go.** |  |
| Select the **Line Details** icon for each line on the **Edit Requisition – Review and Submit** page that displays. |  |
| Check if **RFQ Required** was selected on the **Line Details** page. |  |
| Or, if the Source Status is **Error** the requisition is likely stuck on the **Sourcing Workbench**. |  |
| Select the **Error** link to be taken to the **Sourcing Workbench – Sourcing Details** for Staging Information about the requisition error. |  |
| **Note:** For any issue that cannot be determined by the agency, please submit a ManageEngine Service Desk Request. | |
| 1. **Sourcing Workbench Errors** | |
| At least at the end of the month, if not more frequently, it is recommended that each agency check the Sourcing Workbench for requisitions not sourcing to POs due to errors. | |
| Navigation: Requisitions & PCards > Manage Requisitions > Sourcing Workbench OR POs & Receiving > Purchase Orders > Mange Purchase Orders > Sourcing Workbench | |
| Please see the job aid, [Working Errors on the Sourcing Workbench](https://www.smartweb.ks.gov/docs/default-source/po-job-aids/working-errors-on-the-sourcing-workbench.docx?sfvrsn=20cf273b_4), located on the SMART *Web* for more information about resolving the errors. | |
| 1. **Un-Dispatched POs** | |
| At the end of each month it is recommended that each agency look for Purchase Orders (POs) that are not dispatched as expected using the **Add/Update Purchase Orders** page. | |
| Navigation: POs & Receiving > Purchase Orders > Add/Update Purchase Orders > Find an Existing Value | |
| In the **Search Criteria** section, POs can be filtered by **PO Status**. |  |
| **Note:** Updates to the PO will need to be made by the POs Buyer or by a user who has been given authority to make changes for the listed Buyer by SMART Security via a ManageEngine Service Desk Request. | |
| Options for managing a PO unexpectedly still in **Open** status: | |
| **Approve the PO** so that it can be dispatched by selecting the **Approve** icon. |  |
| Or **cancel the PO** if no longer needed by selecting the **Cancel PO** icon. |  |
| **Note:** The PO cannot be canceled if the PO has vouchers against it and was put into **Open** status by a change order. | |
| Options for managing a PO unexpectedly still in **Approved** status: | |
| **Check the Budget Status** on the PO. If in **Error**, select the link for more information about the budget error. |  |
| Please see the job aid, [Reviewing Budget Check Exceptions](https://www.smartweb.ks.gov/docs/default-source/kk---commitment-control/reviewing-budget-check-exceptions.docx?sfvrsn=ccae203b_8), located on the SMART *Web* for more information about resolving the errors. | |
| **Check the Dispatch Method** on the PO. If the agency default is **Email** and that is the desired method for this PO, select the **Header Details** link to find out if the supplier record has an email for dispatch associated to it. |  |
| On the **PO Header Details** page check to see if there is an **Email ID** populated under the **Supplier/Contact Fax/Email** section.  If populated and accurate to where the PO should go, no change is needed. |  |
| If not populated or inaccurate to where the PO should go, there are options. |  |
| Use the **Email Override** feature to provide a one-off email for dispatch.  Please see job aid, [Modifying PO Email Destinations](https://www.smartweb.ks.gov/docs/default-source/po-job-aids/modifying-po-email-destinations.doc?sfvrsn=de63263b_11), for more information. |  |
| Or change the **Dispatch Method** to **Print** and notify the supplier via a different method. |  |
| 1. **KS\_PO\_CLOSED\_PO** | |
| The **PO Close** monthly process runs on the Saturday following the first work day of the new month. The **KS\_PO\_CLOSED\_PO** query will provide a list of the POs that were cloased during the PO Close monthy porcess. | |
| Navigation: POs & Receiving > PO Utilities > Query Viewer | |
| Please see the job aid [Using the KS\_PO\_CLOSED\_POS Query](https://www.smartweb.ks.gov/docs/default-source/po---po---queries/using-the-ks_po_closed_pos-query.pdf?sfvrsn=f4174bfa_10), located on the SMART *Web* for more information about running the query. | |
| 1. **KS\_PO\_MAY\_CLOSE** | |
| The **KS\_PO\_MAY\_CLOSE** query provides a list of POs that may close during the next **PO Close** monthly process run. Agencies are encouraged to run this report prior to the PO Close montly process running the Saturday following the firest work work day of the new month. | |
| Navigation: POs & Receiving > PO Utilities > Query Viewer | |
| Please see the job aid [Using the KS\_MAY\_CLOSE Query](https://www.smartweb.ks.gov/docs/default-source/po---po---queries/using-the-ks_po_may_close-query.pdf?sfvrsn=a1e10f11_10), located on the SMART *Web* for more information about running the query. | |
| 1. **PO Budgetary Activity Report** | |
| The **PO Budgetary Activity Report** is used to indentify POs that have an outstanding encumbrance. It is recommended that this report be reviewed monthly to indentfy puurchase orders carrying encumbrances that should not. | |
| Navigation: POs & Receiving > PO & Receiving Reports > KS PO Budgetary Activity | |
| Anlyze the report to identify if the oustanding balance is no longer valid, for example:   * Has the supplier been paid without the PO being associated? * Is the PO still needed for the payment for which it was encumbered? * Should the remaining encumbrance be released? | |
| If the encumbrance should be released based on the analysis, the procedure for release should be whether a contract was associated to the PO. | |
| If a contract IS associated to the PO, please see job aid [Closing a Contract PO Not Used in Full](https://www.smartweb.ks.gov/docs/default-source/po-job-aids/po-change-order-to-update-contract-spend.docx?sfvrsn=d129263b_4), located on the SMART *Web* for more information about returning the unspent purchasing amounts back to the contract. | |
| If a contract IS NOT associated to the PO, please see job aid [Manual PO Close Process](https://www.smartweb.ks.gov/docs/default-source/po-job-aids/manual-po-close-process_.doc?sfvrsn=ffc273b_6), located on the SMART *Web* for information about closing a PO. | |
| 1. **PCard Transactions** | |
| At least at the end of the month, if not more frequently, it is recommended that each agency run the **KS\_PO\_PCARD\_STATUS** report to view PCard transactions that have not yet been vouchered. | |
| Navigation: POs & Receiving > PO Utilities > Query Viewer | |
| To review this report based on a monthly statement cycle, enter the Billing Date as the first day of the billing cycle on the 21st of the month to be reviewed. However, this report can be ran for any date period. | |
| Please see job aid [Procurement Card Training Guide](https://www.smartweb.ks.gov/docs/default-source/po---p-cards---job-aids/procurement-cards-training-guide---01-14-14.doc?sfvrsn=10d3203b_8), located located on the SMART *Web* for information about processing PCard transactions. | |