

# WAYNE STATE UNIVERSITY

## Fiscal Operations

To: All University Employees

From: James Barbret, Associate Vice President for Fiscal Operations and Controller  
Kenneth Doherty, Assistant Vice President, Procurement & Strategic Sourcing

Subject: **FY 2012 General Fund Purchase Requisition, Change Order Request and Procard Deadlines REVISED**

Date: August 23, 2012

On July 27, 2012, we circulated a memorandum announcing a fiscal year-end cut off date for Requisitions of August 24, 2012. However, with the improved efficiencies gained through the implementation of the WayneBuy system, we are pleased to be able to extend this deadline by one week, through August 31, 2012. Procurement will be able to continue to accept **General Fund** requisitions through this date that have fully routed through departmental and any special approval queues. In addition, we have added information about the ability to process orders with enabled vendors that do not require Procurement's involvement, which particularly applies to Procurement Card holders. The updated memo with these changes appears below:

### **FY 2012 General Fund Requisition and COR Transactions**

As year-end approaches, timely departmental approvals of WayneBuy on-line Requisitions and CORs are critical to accurate and expedient fiscal year-end processing. To be reasonably assured that **General Fund** (indexes beginning with the digit 1) Requisitions (WayneBuy Catalog and non-Catalog reqs.) and CORs (WayneBuy Change Order Request Form) relating to the current fiscal year (October 1, 2011 through September 30, 2012) result in posted activity against a unit's FY 2012 operating budget, it is necessary that all departments and units "submit" WayneBuy Requisitions **by Friday, August 31, 2012 and CORs by September 21, 2012**. Please remember that "submission" involves ensuring that **all required on-line departmental approvals including any required special approvals (specific purchasing commodities as noted on Purchasing's website) occur by Friday, August 31, 2012 for Requisitions and Friday September 21, 2012 for CORs**. To ensure that "in-process" Requisitions are not inadvertently overlooked, all individuals responsible for approving Requisitions and CORs should periodically check their approval queues (WayneBuy Approval Tab) to verify that pending transactions are appropriately approved. Requisitions and CORs, which do not have **all** required unit, departmental and special approvals by August 31, 2012 or September 21, 2012, respectively, will be "disapproved" (not be processed as FY 2012 transactions) and returned systemically to the requestor. **Note:** As FY 2014 approaches next summer, we will reassess the cut off, which may be extended out to the first Friday in September.

**As an exception to the above**, those Requisitions against enabled vendors which do not require Procurement's approval can be processed up to **September 25, 2012** and will still be

encumbered to FY 2012. Enabled Vendors are those listed at the top of the Home Page of WayneBuy, and include OfficeMax, Fisher, and Dell (standard configurations only). The Requisitions must be below \$2,000, and the exception applies to traditional Requisitioner's and those with special privilege as a result of their Procard Holder status.

### **FY 2013 General Fund Requisition and COR Transactions**

As units begin to input FY 2013 General Fund Requisition (this only applies to goods that will be received or services performed during FY13), and COR transactions, **please note that the accounting date field in the Billing section of the Requisition Summary screen defaults to the current date so the accounting date must be manually changed to October 1, 2012 until October 1, 2012.** Click the "edit" button to change this date. Accordingly, for all General Fund Requisition and COR transactions that should be reflected as FY 2013 transactions, requestors must enter an accounting **date of October 1, 2012 or later in the accounting date field.**

A Job Aid which illustrates the process for making the aforementioned changes can be found at <http://purchasing.wayne.edu/waynebuy/training.php>.

### **Timing of Procard Transactions and Posting to Banner**

The last day for making Procard purchases with a reasonable expectation of the transactions being included in FY 2012 activity is September 25, 2012. Processing of these transactions is a matter of timing on the merchant's part. This is because Procard transactions are posted in Banner according to the merchant "post date" (the date the merchant actually processes the transaction). Accordingly, there is no assurance that purchases made on or prior to September 25<sup>th</sup> will be included in FY 2012. Likewise, purchases occurring between September 25<sup>th</sup> and 30<sup>th</sup> may **or may not** be recorded in FY 2012 dependent on the merchant "post date".

Your cooperation and adherence with the established requirements and deadlines is appreciated. Specific questions related to Requisitions and CORs should be addressed to Kenneth Doherty (7-3756), Heather RietKerk (7.3733), or Paula Reyes (7-3649). Procard questions should be directed to Michael Gleason at 7-3743. If you have questions about other aspects of this memorandum or other aspects of the fiscal close generally, please contact Tamaka Butler, Patricia Douglas, or Tony Miller at 7-3673. A summary of *Selected Key Dates and Deadlines* relating to the fiscal year-end close is attached and can also be accessed on the Fiscal Operations website at the following link: <http://fisops.wayne.edu/Current-Developments-and-Events.php>

cc: Rick Nork, Vice President Finance and Business Operations  
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