

## Open Encumbrance and Match Exceptions Reports Highlight Fiscal Year-End Cleanup Needs

It's time to prepare for Fiscal Year-End. Deaparuhn(1 Tm (It's time t)16(o pr9 -31.7rBls should run DirDC BT7T3 1 Tf15 0 0 15 3553.4883

If a PO has been issued and you have received the product or service but have yet to be invoiced by the vendor, reach out to the supplier to request the invoice and forward to Accounts Payable once it is received. If you have any questions about open PO's for iBuyNU Suppliers, contact [Keith Paddy](#) at 7-6963.

**Items Unavailable:** If you received notice from a supplier that an item on a particular order (either iBuyNU or non-catalog) is unavailable and will not ship and it is still showing on your Open Encumbrance Report, you must submit a Change Order Request to have the PO canceled or the appropriate line(s) on the PO canceled.

**Match Exceptions Report:** This report is titled *SC027–Match Exceptions Report by Department* in Cognos. Following are a couple of reasons why a Purchase Order or line(s) from a PO will appear on your Match Exceptions Report:

**Invoice Not Within Tolerance:** If an invoice has been entered that does not fall within tolerance, a payment will not be processed. Tolerance issues can be caused when the price listed on the invoice is 25% or more than the price listed on the Purchase Order. Discrepancies in quantity and unit of measure can also cause orders to appear on your Match Exceptions Report.

- If the price listed on the invoice is incorrect, contact the vendor to request a corrected invoice.
- If the invoice price is correct but does not match the price on the PO, submit a change order request to PRS to have the price adjusted.

**Open Receipts:** It is important that you enter receipts once your order has been received. (This is for non-catalog orders only.) If you have any open Purchase Orders on your Match Exceptions Report, confirm whether a receipt needs to be entered. If so, enter the receipt, and if there are no other issues with the PO, it will be removed from your Open Encumbrance Report within 15 days.

For more information on match exceptions, review the [Project Cafe Match Exception Report Explanation](#). For assistance locating or running the Open Encumbrance Report or Match Exceptions Report, contact the NUIT Support Center by dialing 847-491-HELP (4357), Option 2 or access a [Project Cafe Reporting training guide](#). If you

## Fiscal Year-End Key Dates



Last day for FY12 Requisitions to be approved and sourced into PO's. Any Requisitions

that have not been approved and sourced by 6:00 pm will be cancelled and closed.

All iBuyNU orders that were created in FY11, rolled to FY12 last year, and are not completed will be closed. All other iBuyNU PO's will be rolled to FY13.

FY13 opens at 7:00 am for the creation of Requisitions for goods and services to be received in the new fiscal year. Any Requisition created on or after this date will default to FY13. This is the first day to submit new blanket Requisitions.

All Purchase Orders created in FY11, then rolled to FY12, will be closed.

All One Time Service and Blanket Purchase Orders (except FM one-time service and grant sub-contracts) will be closed.

All remaining open Purchase Orders will be rolled into FY13.

For more information on fiscal year end procedures and other key dates please visit the [Office of Financial Operations web page](#).

