

# Fiscal Year-end Close and Purchasing Documents

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While requisitions and purchase orders are created in ESM, SAP purchasing documents that drive the encumbrance process in SAP are still created and maintained in SAP. The accounting for SAP purchase orders and requisitions during fiscal year-end close has not changed and the instructions as previously furnished and listed below should be followed.

As part of the fiscal year end close, existing purchasing documents with outstanding balances are carried forward to the new fiscal year. Below is a summary of the close schedule for purchasing documents and possible scenarios that may be encountered during the year-end close out.

## **Requisitions are carried forward at the close of business on June 30.**

All requisitions with an outstanding encumbrance are carried forward. Changes to requisitions that have been carried forward can be made immediately in the new fiscal year. Requisitions that have been fully converted into a purchase order and have a zero balance are not carried forward.

## **Purchase Orders are expected to be carried forward around July 14.**

In general, purchase orders entered with a document date in the previous fiscal year cannot be changed in the new fiscal year until the purchase orders are carried forward. If a change to a purchase order is required between July 1 and July 14, (before the mass carry forward) a purchase order can be carried forward individually only by special request. These requests should be limited to emergency scenarios only.

To request a carry forward, please contact Mary Carr McDonald, and Cindy Hartsell in the Controller's Office, by e-mail only, at, [mecarr@utk.edu](mailto:mecarr@utk.edu) and [chartse1@tennessee.edu](mailto:chartse1@tennessee.edu). ***Please send the email to both individuals listed above.*** A request to forward a purchase order cannot be made phone. Your e-mail request should contain instructions to "Carry forward to July Purchase Order (furnish document number) in the amount of \$\_\_\_\_\_.

Note that any purchase order for goods or services that has a document date on or after July 1; is already in the new fiscal year and the purchase order is available for changes immediately in July.

Note to Purchasing: purchase order line items with account assignment category of *U* are not affected by these fiscal year change restrictions. **However, do not change the account assignment category to *U* as a workaround because it causes an uncorrectable accounting error.**



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For other questions concerning year-end closing procedures, please see the schedule on the Controller's web site <http://controller.tennessee.edu/>.