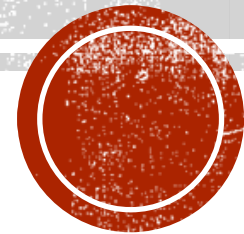


# **YEAR-END CLOSING PROCEDURES PURCHASING AND A/P**



NC BUSINESS SERVICES UPDATED 3.10.24

# CLOSING OUT AND RECONCILING CONTRACTS/PURCHASE ORDERS

## Pull a list of your current Contracts.

Go to View Purchasing

- View Contracts
- Select the Fiscal Year
- Add the budget code
- Click find

A screenshot of a web application's navigation menu. The menu is titled 'Logout' and contains several categories. The 'View Purchasing' category is expanded, and 'View Contracts' is highlighted in yellow. Other items in the menu include 'My Favorites', 'Accounts Payable System', 'Accounts Receivable System', 'Budget Development System', 'Financial System - District', 'Health and Welfare Benefits System', 'Payroll System', 'Personnel/Position Control System', 'Purchase Requisition Management', 'User Security and Approvals', 'View Purchase Orders', 'View Purchase Requisitions', 'View Vendor', and 'Year End Processing System'.

A screenshot of the 'View Contracts' search form. The form is titled 'View Contracts' and has a 'Help' button in the top right corner. It contains several search criteria fields: 'County' (33 - RIVERSIDE COUNTY), 'District' (07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT), 'From Contract Number', 'Contract Prefix', 'Contract Status', 'From Contract Created Date', 'Contract Amount', 'Contract User ID', 'From P.R. Number', 'Vendor Number', 'Vendor Name', 'Ship To Location', 'Worksite Location', 'Note Description', 'Contract Line Fiscal Year' (2024), and 'Include only Contracts having at least one line with a balance'. There is also a 'Category' field, 'Item Name', and 'Item Description' field. A 'Find' button is located at the bottom right of the form. A red arrow points from the 'Find' button in the navigation menu to the 'Find' button in the search form.



# CLOSING OUT AND RECONCILING CONTRACTS/PURCHASE ORDERS

## Pull a list of your current purchase orders!

- View Purchase Orders
- Select the Fiscal Year
- Add the budget code
- Click find

**View Purchase Orders**

Search Purchase Order Data

County: 33 - RIVERSIDE COUNTY District: 07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT

Fiscal Year: 2024 Vendor Number:

From P.O. Number:  To:  Vendor Name:

P.O. Type:  Ship To Location:

P.O. Prefix:  Worksite Location:

P.O. Status:  Category:

From P.O. Created Date:  To:  Item Name:

P.O. Amount:  Item Description:

From P.R. Number:  To:  Buyer User ID:

Note Description:  Include Payment History

Authorized Purchaser:

Fund	School	Resource	Project Year	Goal	Function	Object
11	EDD	1000				

**Find**

Logout

- My Favorites
- Accounts Payable System
- Accounts Receivable System
- Budget Development System
- Financial System - District
- Health and Welfare Benefits System
- Payroll System
- Personnel/Position Control System
- Purchasing System
  - Purchase Requisition Management
  - User Security and Approvals
  - View Purchasing**
    - View Contracts**
    - View Purchase Orders**
    - View Purchase Requisitions
    - View Vendor
- Year End Processing System



# Download the list to excel for more flexibility

## View Purchase Orders

Search Purchase Order Data

Total Rows: 92

Fiscal Year	P.O. Number	P.O. Type	P.O. Status	P.O. Amount	Vendor Number	Vendor Name	Worksite	Remaining Balance	P.R. Number(s)
2024	B0021702	O	A	0.00	103390	AMERICAN ELECTRIC SUPPLY	002	0.00	R0144157, R014707
2024	B0021705	O	A	2,200.00	35655	BATTERY SYSTEMS, INC.	002	499.24	R0144260, R014588
2024	B0021706	O	A	0.00	109296	BEACON SALES ACQUISITION, INC.	002	0.00	R0144261, R014588
2024	B0021711	O	A	3,128.68	29556	CARD INTEGRATORS	002	0.00	R0144268, R014677
2024	B0021719	O	A	5,000.00	15070	CHEVRON AND TEXACO CARD SER...	002	3,544.67	R0144269
2024	B0021724	O	A	1,535.00	15076	DUNN-EDWARDS PAINT CORP.	002	570.39	R0144273, R014633
2024	B0021728	O	A	0.50	101745	EXPRESS PIPE & SUPPLY CO. LLC	002	0.50	R0144276, R014633

Excel

Print

County: 33 - RIVERSIDE COUNTY

District: 07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT

Fiscal Year: 2024

P.O. Number: B0021702

Details Items Account Distribution Notes Authorized Purchaser Approvals Payment History Open P.O. Cost Distribution Received Items Assets Attachments

P.O. Type: O - OPEN

P.O. Status: A - APPROVED

P.O. Amount: 0.00

Category: null - null

Buyer User ID: 274561 VAZQUEZ, AMANDA

Recurs Annually

Update User ID: 243892 01/09/2024 10:50:22 AM

Override User ID:

Change Order Nbr: Printed? :

P.R. Requestor: TRAE BELL

P.O. Created Date: 07/06/2023 Tax Rate: Date Due: 06/30/2024

Vendor: 103390 - AMERICAN ELECTRIC SUPPLY

Vendor Address: 1 - 361 S MAPLE ST, CORONA, CA 92880

Vendor Phone Nbr: 951-734-7910 Fax Nbr: 951-737-9906

DIR Contractor Registration Nbr: CSLB License Nbr:

Bill To Location: CORPORATE - RIVERSIDE COMMUNITY COLLEGE DISTRICT

Ship To Location: NFAC - FACILITIES

Worksite Location: 002 - NORCO COLLEGE

Board Rpt. Desc:

Contact Name: SHERI COLOGGI

Contact Phone: 951-372-7089

Excel

Print

In Rev:  Rev Cmt: NUMBER OF LINE HAS BEEN CHANGED.



# RESEARCH

Please notice the highlighted column headers.

- Identify if your PO Status is:
  - (A)- Approved and available
  - OR
  - (F)- Finalized
- If it's finalized- **CONGRATS!** Move on to the next purchase order
- Is there is a remaining balance and your PO is open and available?
  - Determine if PO should be closed.



# RESEARCH CONT.

- Using your Purchase order spreadsheet, research each with Active Status and determine if they should be closed.
- Use View Purchase Order to reconcile invoices paid.
- Example: P0078771
  - opened for rental equipment
  - one payment has posted
  - available balance of \$ 919.56
- Are there outstanding invoices that haven't been applied?
  - If so, follow up with the vendor or AP to get the payment processed as soon as possible.
- Is there an upcoming invoice you know about?
  - Keep the PO open and re-visit.
- If all invoices have been received and payments posted.
  - VERIFY with budget manager/ supervisor.
  - Email [Accountspayable@rccd.edu](mailto:Accountspayable@rccd.edu) with a copy to your supervisor requesting to close any purchase orders that are no longer going to be used.


## View Purchase Orders

DISTRICT 07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTE: Generated from Galaxy screen on 03/12/2021 11:41 AM


PURCHASE ORDERS MATCHING SEARCH CRITERIA

P.O. Number	P.O. Type	P.O. Status	P.O. Amount	Vendor Number	Vendor Name	Worksite	Remaining Balance	P.R. Number(s)
P0078767	N	A	1,969.11	47686	PRECISION GLASS & MIRROR	1	1,969.11	R0126758, R0127391
P0078771	N	A	1,581.00	47612	SUNBELT RENTALS, INC.	1	919.56	R0126755
P0078772	N	A	260	15093	RIVERSIDE ELECTRIC MOTORS	1	260	R0126787

Menu View Purchase Orders 

Search Purchase Order Data

P.O. Number	P.O. Type	P.O. Status	P.O. Amount	Vendor Number	Vendor Name	Worksite	Remaining Balance	P.R. Num
P0078771	N	A	1,581.00	47612	SUNBELT RENTALS, INC.	001	919.56	R0126755

District: 07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT Fiscal Year: 2021 P.O. Number: P0078771 

Details Items Acct Distribution Notes Authorized Purchaser Approvals **Payment History** Open P.O. Cost Distribution

Type	Invoice Nbr./ Credit Memo Nbr	Vendor Status	Board Report Description	Invoice Date/ Credit Memo Date	Invoice Amount	Sales Use Tax Amount	Total Invoice Cost	Cumulative Payments				
I	106543536-0001	47612 A		10/22/2020	661.44	0.00	661.44	661.44				
	Line Nbr.	P.O. Line Nbr.	Item Name	Description	Quantity	Unit Price	U/M	Amount	Discount	Discount Amount	Freight	F
	0001	0001	RENTALS	EQUIPMENT	1.00	616.66	EACH	616.66	N	0.00	N	A
								Total:	616.66	0.00		
					Total:	661.44	0.00	661.44				

# ACCOUNTS PAYABLE PROCESS

## Requesting Department:

1. Contact vendor for invoices
2. Verify Purchase order number/Contract number is correct
3. Confirm PO has funds available in Galaxy
4. Use Adobe Sign to route invoices for approval
5. Review purchase order to confirm invoice has been paid
6. If you don't see the invoice paid, follow up with A/P
7. Send the previously signed invoice
8. Download from Adobe Sign along with Audit page and resend it

Adobe Sign approval flow	Invoices	
1	Admin Assistant	initial
2	VP/Dean/Director/Manager (Budget Director)	signature
3	Accounts Payable	Acceptor (initials)
4	Accounting Svcs Clerk (fund 12)	Copy



# ACCOUNTS PAYABLE YEAR-END ACCRUAL PROCESS

If it has been determined goods and services will not be delivered and/or services will not be rendered by 6/30/2024 then proceed as follows:

- Determine budget availability in the next fiscal year
- Review budget deadlines
  - Some grants will end 6/30/24 and do not allow carryover.

If budget is not an issue:

Request Purchasing and Accounts Payable to Roll over PO to the next fiscal year.

**Note: Blanket POs can't be rolled over.**





# ACCOUNTS PAYABLE YEAR END ACCRUAL PROCESS

- A/P will only accrue Contracts and Purchase orders in the next fiscal year with invoices or 3<sup>rd</sup> Party evidence.
- For all goods received by June 30<sup>th</sup> without an invoice, the accrual will only be setup when:
  - Department manager completes and signs a request for accrual
  - AND**
  - Vice President of Business Services signs the accrual request.

Please review POs and work with NC Business Services to ensure all your invoices are paid or accrued at Year-End



# RESEARCH CONTRACTS

## When reviewing **Contracts**

- Verify all invoices have been submitted for payment
- Review the contract term. (District contract period 5 years max).
- Determine if a new contract is needed and start the A/C transmittal process for the next fiscal year.
- Or plan on doing an Add-on to your existing contract for the next fiscal year.



## Process for Closing, Cancelling or Disencumbering POs

### Regular, Blanket and Contract Purchase Orders

If a PO has payments against it	Request to close/disencumber all remaining funds.	The request goes directly to Account Payable.
		<ol style="list-style-type: none"> <li>1. The request goes to A/P, with a copy to Purchasing.</li> <li>2. Once A/P verifies they have no outstanding invoices, they will reply to all,</li> <li>3. and at that time Purchasing will disencumber the specified amount requested.</li> </ol>
If a PO has payments against it	Request to disencumbered a specific amount.	<ol style="list-style-type: none"> <li>1. The request goes to A/P, with a copy to Purchasing.</li> <li>2. Once A/P verifies they have no outstanding invoices, they will reply to all,</li> <li>3. and at that time Purchasing will disencumber the specified amount requested.</li> </ol>
If the PO has never been used,	Request to Cancel	<ol style="list-style-type: none"> <li>1. The request goes to A/P, with a copy to Purchasing.</li> <li>2. Once A/P verifies they have no outstanding invoices, they will reply to all,</li> <li>3. and at that time Purchasing will disencumber the specified amount requested.</li> </ol>

YEAR-END  
PURCHASE  
ORDER  
CLOSED OUT

Due to the increasing number of projects, bids and RFPs, the Purchasing Department will be split in the following manner for only requisitions, contracts, POs, vendor maintenance and related emails.

Purchasing Temporary Alpha Split	
#'s, A - J	Amanda Vazquez
K - Z	Angela Aguilar

This split does not apply to bids, projects, RFPs or their related items – these will remain with Melinda Chavez and Melissa Griffith.

This above listed split begins immediately and will continue through to June 30, 2024. You will be notified if this split should change. Please feel free to share this information with other departments.

Please direct your emails and questions to the appropriate Purchasing Specialist.

**Riverside Community College District  
2023/24 Year-End  
Purchasing Deadlines**

The following due dates are being provided to help ensure delivery of goods and/or services by June 30, 2024.

**Please Note: District makes no assurance that goods ordered will be received on time. Please contact your vendor to ensure timely delivery of goods and/or services.**

If you have questions or need assistance, please contact via email or phone:

ASRCCD: Nancy Dizon at X8413 or Vacant at X8412

Purchasing: Angela Aguilar at X8776, Melinda Chavez at X8042, Melissa Griffith at X8645 or Amanda Vazquez at X8227

Accounts Payable: Mireya Vargas at X8663, Melody Fries at X8661, Genesis Nerl at X8660 or Vacant at X8664

NOW!	<b>Plan</b> expenditures through the end of the year. Review requisitions that may still be pending to assure that progress is being made towards becoming a PO. Contact Purchasing for help expediting orders. Review POs for goods and/or services that have not been received and contact vendor to ensure delivery by June 30, 2024. Review remaining balances on POs. If no longer needed, contact A/P to close the PO and disencumber funds.
April 12, 2024	<b>Last day</b> to enter AND approve 2023/24 requisitions for capital equipment orders (6000's object code). Orders must be received by June 30, 2024, so that payment can be applied to the 2023/24 budget.
April 12, 2024	<b>Last day</b> to enter AND approve 2023/24 <b>NEW OPEN</b> purchase requisitions. Orders entered after this date must be itemized, "modify purchase requisitions."
April 22, 2024 <b>TBD</b>	<b>First day</b> to enter 2024/25 requisitions. <u>Use the drop-down menu to change the "Fiscal Year" from 2024 to 2025.</u> This is only for goods and services to be received <i>after</i> June 30, 2024. Purchasing will not release 2024/25 POs until 7/1/24.
May 6, 2023 – 5:00 PM	<b>Last day</b> to enter AND approve <b>ALL OTHER</b> 2023/24 requisitions, including increases to existing open purchase orders and Concur Travel Requests. Orders must be received by June 30, 2024, so that payment can be applied to the 2023/24 budget.
June 24, 2024 – 5PM <b>TBD</b>	Internal Transfer Requisitions must be <b>fully routed</b> through approvals and be in " <b>approved</b> " status.
June 27, 2024 – 5:00 PM <b>TBD</b>	Galaxy will be offline for year-end processing. Any 2023/24 requisitions not fully approved will <b>automatically be canceled by Galaxy.</b>
June 30, 2024	Goods and services received on or before <b>June 30, 2024</b> , will be charged to the <b>2023/24 budget</b> . <b>Please note that we will be on a 4/10s schedule and will be closed on Fridays. The 4/10s schedule is contingent upon approval of our board.</b>
July 1, 2024	Goods and services received on or after <b>July 1, 2024</b> , will be charged to the <b>2024/25 budget</b> . <b>NO EXCEPTIONS!</b>
July 3, 2024 – Noon <b>TBD</b>	Galaxy will be back online for <b>2024/25 orders ONLY.</b>

**Purchasing  
Deadlines  
2023/24**



# PURCHASE ORDER DEADLINES CONT.

## INVOICES & REIMBURSEMENT CLAIMS - If you have questions, please contact A/P

May 10, 2024	<b>Last day</b> to submit <b>ALL expenses</b> : Galaxy invoices, Concur expense reports, or non-travel reimbursement claims to Budget Office for <b>expenses incurred through April 30<sup>th</sup></b> .
June 7, 2024	<b>Last day</b> to submit <b>ALL expenses</b> : Galaxy invoices, Concur expense reports, or non-travel reimbursements claims to Budget Office for <b>expenses incurred through May 31<sup>st</sup></b> .
July 8, 2024	<b>Last Day</b> to submit <b>ALL expenses</b> to Accounts Payable.
<b>ALL OTHER PURCHASES USING EXISTING POs (ORDERS PLACED BY PHONE, EMAIL, ONLINE, IN-STORE, etc.)</b> If you have questions or need assistance, please contact Purchasing	
June 7, 2024	<b>Last day</b> to place <b>ALL orders</b> (except for Office Depot and Amazon). Items must be received by June 30, 2024 so that payment can be applied the 2023/24 budget. Items received on or after July 1, 2024, will be charged to the 2024/25 budget.
June 12, 2024	<b>Last day</b> to place <b>Office Depot and Amazon orders</b> . Items must be received by June 30, 2024 so that payment can be applied the 2023/24 budget. Items received on or after July 1, 2024, will be charged to the 2024/25 budget.

## ACCOUNTS PAYABLE CONTACTS

TEMPORARY FEB. 21, 2024 - UNTIL POSITION FILLED

AP Specialist	Vendor Range	Campus Travel	Phone
<a href="mailto:Melody.Fries@rccd.edu">Melody.Fries@rccd.edu</a>	A-C, O	Riverside	Ext. 8661
<a href="mailto:Genesis.Neri@rccd.edu">Genesis Neri -Genesis.neri@rccd.edu</a>	D-N, P, Utilities	District Office	Ext. 8660
<a href="mailto:Mireya.Vargas@rccd.edu">Mireya.Vargas@rccd.edu</a>	R-Z, Q	Moreno Valley	Ext. 8663
<a href="mailto:accountspayable@rccd.edu">accountspayable@rccd.edu</a>	All general/billing inquiries		

# TIPS

- Maintain your spreadsheet and try to follow up weekly.
- Before requesting that a PO or contract is closed, **verify with your supervisor/manager.**
- PO's with an available balance that are complete, close them to unencumber funds and make them available for other purchases that your department needs.
- Pay attention to Purchasing deadlines.
- Emergency purchase orders after the deadline will be routed to the VP of Business Services and the Area Vice Chancellor or Associate Vice chancellor for the District office.
- Emergency Requisitions can be entered in Galaxy by the Galaxy Power User in your Area.



**LET'S GET STARTED!!!**

