

FMS- What's New in Procurement and Accounts Payable

Agenda

Purchase Orders and Receipt Thresholds

Closing & Reopening Purchase Orders

Spend Document Attachment Categories

Today's presenters

Caitlyn Boer

Accounting Manager
Financial Services

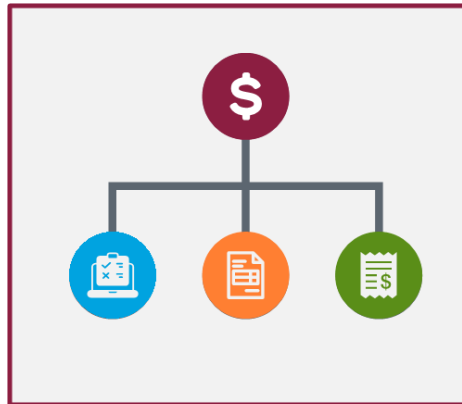
Tami Scanlon

Supply Chain Systems Specialist Sr.
Procurement

Purchase Order, Invoice, Receipt

Three Way Match

To process payment to a supplier, there must be a three-way match between the Purchase Order, Invoice, and Receipt for any Goods and Services procured with a purchase order.



Dollar Threshold for Receipts

Effective 07/27/2023

- The threshold for **Goods Orders** that require a receipt has been increased from orders greater than \$1,000 to orders greater than **\$10,000**.
- All service orders for any amount will continue to require a receipt.



Benefits to End Users

- Creates efficiency by not requiring users to process receipts for goods orders under \$10,000 and process timely supplier payments.

Questions – Receipt Threshold



Close and Reopen a Purchase Order

Effective 07/20/2023

FMS Users with the role of Department Data Entry Specialist - Spend may now Close and Reopen Purchase Orders.



Close a Purchase Order

Demos

Demo Close a Purchase Order

Demo Reopen a Purchase Order

Close and Reopen a Purchase Order

Additional Resources

- **Career Edge – FMS Close and Reopen a Purchase Order**
- **Close and Reopen a Purchase Order Work Instruction in the Workday Work Instructions and Information Worklet**



Benefits to End Users

- Creates efficiency by allowing Department Data Entry Specialists – Spend to Close and Reopen a Purchase Order.
- Submission of a Service Now ticket is no longer required.

Questions-Close and Reopen a Purchase Order



Procurement Document Attachment Categories

Effective 07/20/2023

The screenshot displays a web application interface for managing procurement documents. A dropdown menu is open, listing various attachment categories. The background shows a 'Services' section with a table and an 'Attachments' section with a file upload area.

Services

0 items

Order	Item	Spend Category	Extended Amount
Data			

Attachments

Sole Source.pdf
✓ Successfully Uploaded!

Attachment Category:

External:

Comment:

Attachment Categories:

- Bid Waiver
- Bonds
- Cancellation Confirmation from the Supplier
- Certificate of Insurance (COI)
- Conflict of Interest
- Contract
- Contract Amendment
- Federal Checklist
- Invoice
- Quote/Proposal
- Sole Source

Transactions with Document Categories

- Requisition
- Purchase Order
- Supplier Contract
- Receipt
- Return





Benefits

- Allows end users, Procurement, and Accounts Payable to easily identify attachments.

Questions – Document Categories

