FMS- What’s New in Procurement and Accounts Payable

July 2023
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
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.
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
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