To:            Campus Community

From:        Lillian Nash, University Controller

Date:   October 10, 2019

Re:         Open Operating POs

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

In my *Preparing for Workday Go-Live* memo dated October 10 you were encouraged to review and reconcile your department’s ledgers and to verify that all requisitions, invoices, travel expenses, and payroll transactions have been recorded accurately.

You were also asked to review the accuracy of any outstanding purchase order balances and their encumbrances so that budget balances can be accurately carried forward. **At this time there is a possibility that ALL Open Operating POs that are open on December 16 will be closed and you will need to requisition the open items in Workday after January 6.** To minimize the amount of manual work that would be required in January it is highly recommended that you place your purchases early enough to close out the PO by December 16. You should begin to perform your reviews now and continue to do so, at least weekly if not daily.

As a reminder Finance will be hosting Open Labs where requisitioners can get assistance with closing requisitions and adjusting purchase orders to clear their requisition queues. A representative from Accounts Payable and Procurement will be present to answer any questions. Please note the dates, times, and locations of these sessions:

|  |  |  |
| --- | --- | --- |
| Monday November 4 | 2-4pm | Overlook 3051 |
| Monday, November 11 | 2-4pm | University Hall - 5011 |
| Tuesday, November 19 | 2-4pm | University Hall – 5011 |

We hope to see you there!