To: Business Memos Listserv

From: James Shore, Sr. Associate Vice President for Finance & Administration and Budget Director
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Date: June 16, 2020

Subject: Status of FY21 Budget Load and Initiating FY21 UGAmart Requisitions

In our normal budget cycle, we would likely have loaded the FY21 budget into the financial systems by mid-June; however, we find ourselves in a unique situation this June not knowing exactly when UGA will receive an approved FY21 budget. We know that to meet the operational needs of your departments, you need to at least have the ability to begin initiating FY21 purchase requisitions while the budget is pending.

Until UGA receives an approved FY21 budget, departments may begin (on June 16) using the UGAmart workflow described below to create purchase requisitions with a budget reference (the “BudRef” chartfield) of 2021. Any FY21 requisition can move through the workflow approvals; however, the requisition cannot be budget checked and a purchase order cannot be released to the supplier until the FY21 budget has been loaded to the financial system. We currently estimate that UGA will not be able to release any FY21 purchase orders to suppliers prior to July 1, 2020. But, completing these requisition approvals in advance will expedite the process and minimize the turnaround time.

Please review the following information about entering FY21 requisitions and submit any questions you have to Claire Boyd at cboyd@uga.edu and Annette Evans at amevans@uga.edu.

We appreciate your patience given these unique circumstances and hope this ability to queue up purchase requisitions will be helpful.

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The numbered sections below the diagram explains the revised workflow to accommodate FY21 requisitions reaching Procurement.

1. Accounts Payable will expedite BudRef 2021 requisitions past Budget Check 2 (hard check) step.
2. Travel & Encumbrance, Post-Award Accounting and Property Control steps will flow as normal.
3. Procurement will review the requisition approve into a future fiscal year step, where it will be held until the FY21 budget is approved and loaded and Accounting has approved processing of FY21 purchase orders.

4. **Once the FY21 budget is approved and uploaded**, Procurement will send a comment to the department to confirm that the chartstring is valid for FY21.

5. Procurement will then approve the requisition, which will then flow to Budget Check 3.

6. If it passes, it will go on to become a purchase order (PO).

7. If it fails, it will flow to the Exception Management step, to be reviewed by Commitment Management, Procurement and the requesting department to resolve the chartstring issues.

Please remember these tips as you process FY21 requisitions:

1. The BudRef 2021 **must** be entered by the requisitioner when submitting an FY21 requisition

2. The anticipated 2021 chartstring should be used, to the best knowledge of the requisitioner. This includes any planned changes to accounting trees, new department IDs, etc. in the new fiscal year.

3. Requisitions will not be fully approved until the FY21 budget is loaded. FY21 purchase orders (POs) will be created and sent to the vendor and the financial management system **no earlier than July 1**.