Los Angeles County
Office of Education

9300 Imperial Highway, Downey, California 90242-2890 • (562) 922-6111

Debra Duardo, M.S.W., Ed.D., *Superintendent*

INFORMATIONAL BULLETIN # 5351

March 30, 2021

TO: Directors of Fiscal Services and Purchasing Managers
PeopleSoft Purchasing Districts
Los Angeles County K-12 School and Community College Districts
and Selected Charter Schools

FROM: Roberto Concepcion, Enterprise Financial Systems Consultant
Accounting and Financial Systems
Division of School Financial Services

SUBJECT: Purchase Orders and Requisitions for FY 2021-2022

Effective April 1, 2021, purchase orders (PO's) **and** requisitions (REQ's) may be entered into the PeopleSoft Financial System (PSFS) for fiscal year 2021-2022. Note: Waves 1, 2 & 3 agencies using the BEST Advantage System – Financial will receive subsequent communication on how to enter FY 2021-2022 PO's and REQ's in that system.

Attached are instructions for entering future year PO's and REQ's, even if the budget strings have not yet been loaded for the future year. Keep in mind that future-year requisitions cannot be sourced into POs until **after** they have been budget checked.

- Attachment No. 1: Building a PO for FY 2021-2022
- Attachment No. 2: Building a Requisition for FY 2021-2022

In addition, we encourage your attendance at the Purchasing, Advanced Purchasing, and Requisition training classes which will cover many important topics including the use of future year budget periods in the Purchasing module. The options for training are discussed in Informational Bulletin No. 5044 dated October 2, 2020.

The Los Angeles County Office of Education (LACOE) strongly recommends that you attend the Year-End Closing Webinars that will be held in May 2021. These webinars will provide important information on closing out the current and initiating the next fiscal year PO's and REQ's. Please see the **2020-21 PSFS Year-End Closing Live Webinars** Informational Bulletin No. 5349 dated March 26, 2021 for the dates.

If you have any questions about entering purchase orders and/or requisitions for FY 2021-2022, please contact SFS Purchasing at (562) 922-6825 or via e-mail at SFSPurchasing@lacoe.edu.

Approved:
Nkeiruka Benson, Director
Division of School Financial Services

RC:lt
Attachments

SFS-42-2020-2021

Division of School Financial Services

Building a PO for Fiscal Year 2021-2022

The following instructions apply to BOTH the Express & Standard Purchase Order (PO) panels.

- Before adding PO Line Items, change the **Accounting Date** to 07-01-2021. This field is located on the main tab in the Express PO panel and on the Header tab in Standard PO panel.
- When building your PO, ensure the **Budget Period** field in the Account distribution area reflects 2021-2022

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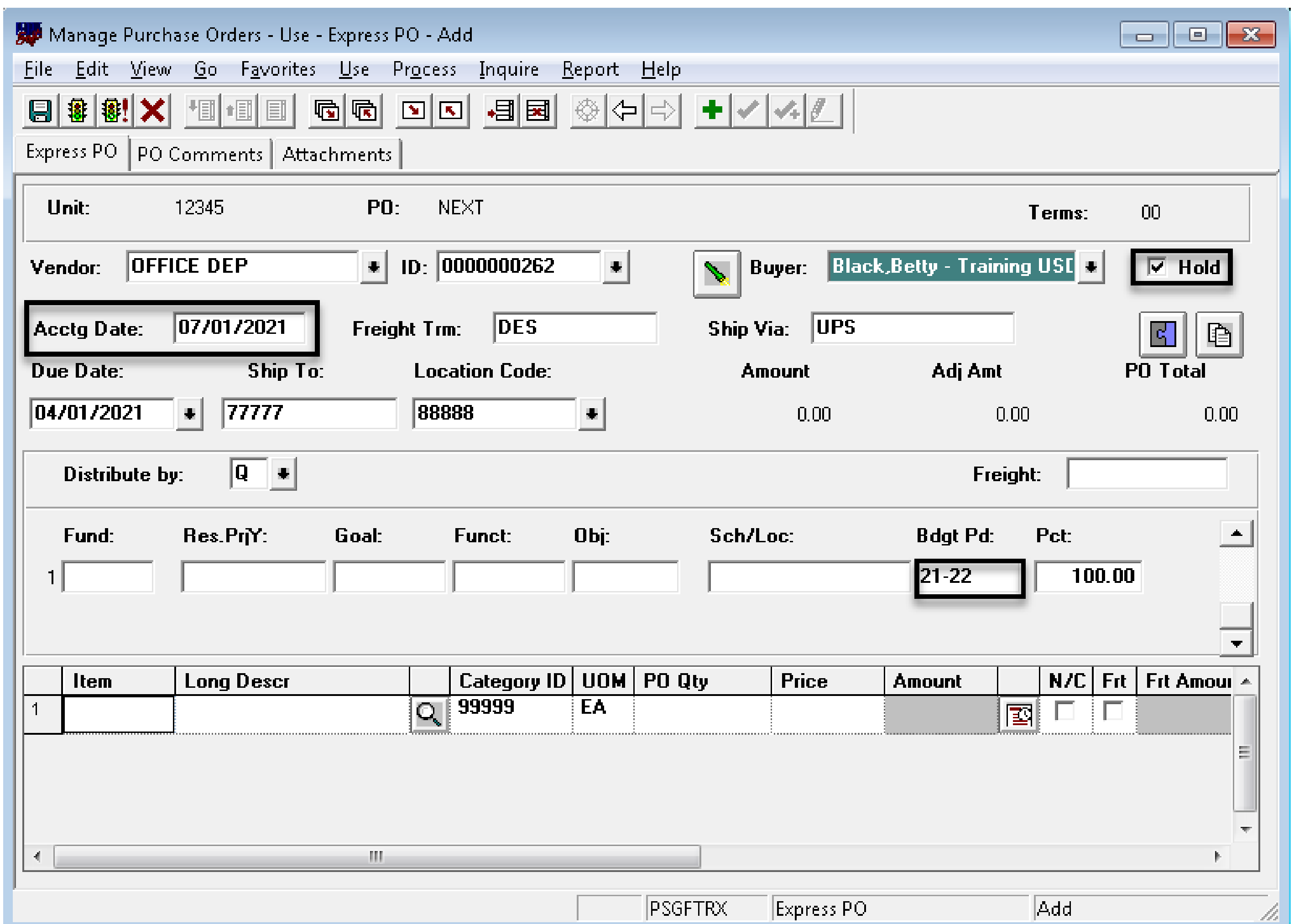
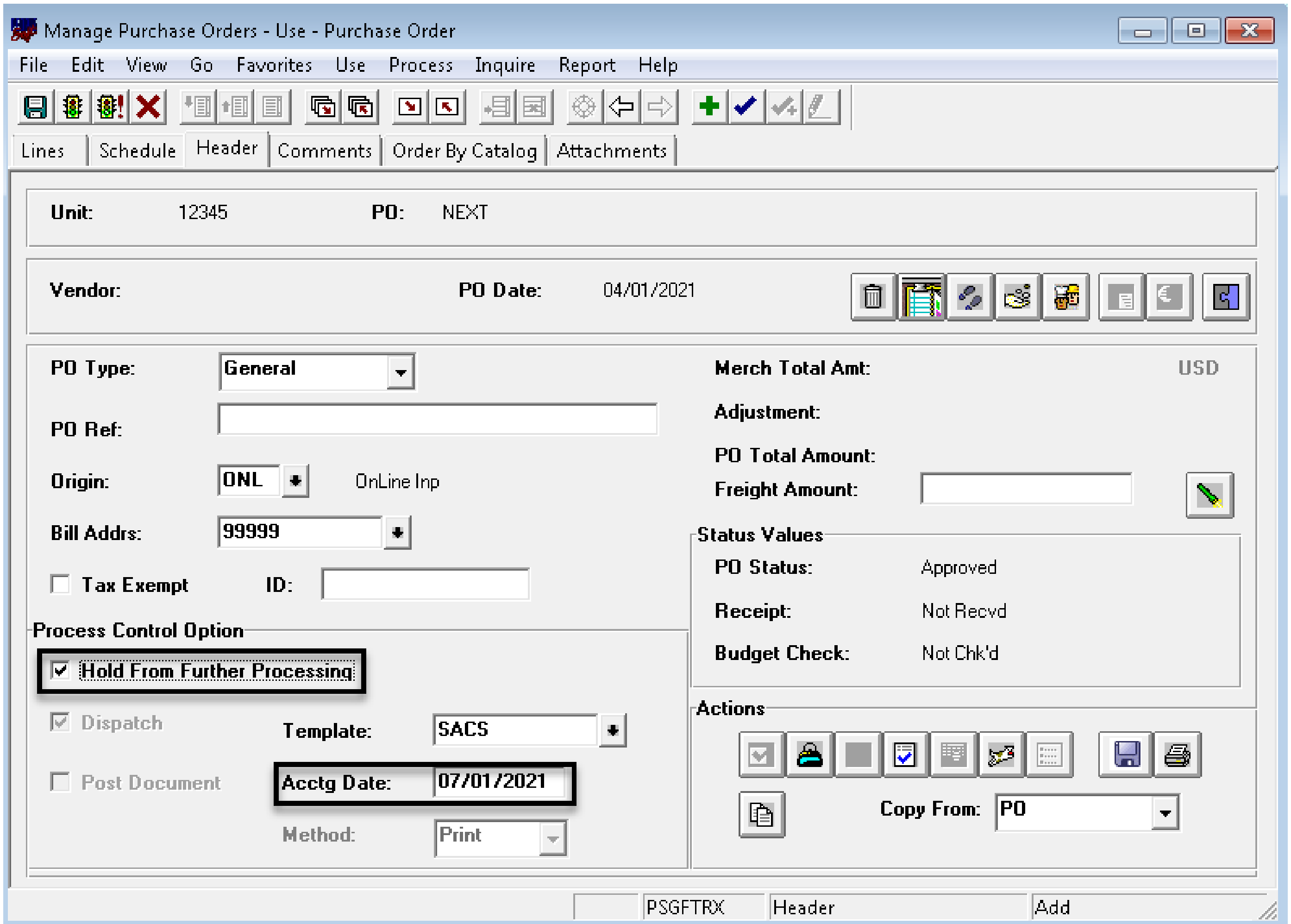
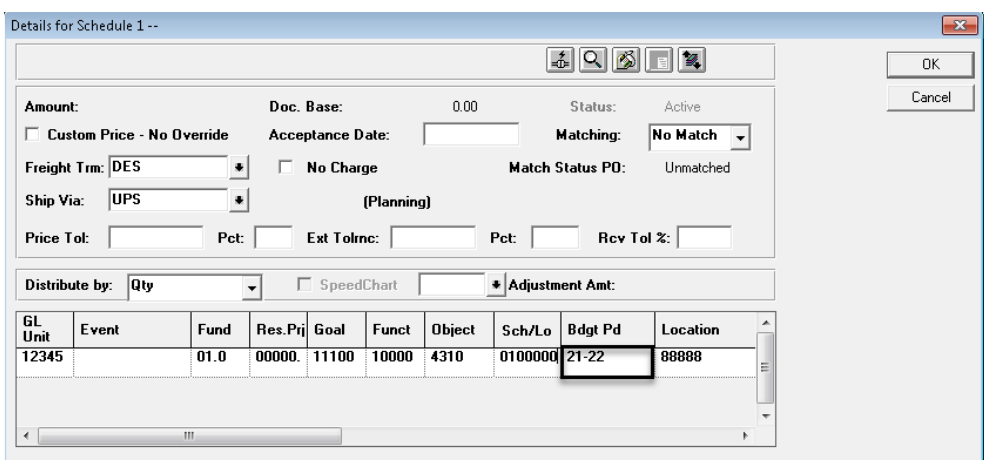
- Select **HOLD From Further Processing**.
- **SAVE** the PO.
- Panel screenshots are provided below to identify where the required fields are found.

EXPRESS PO



STANDARD PO

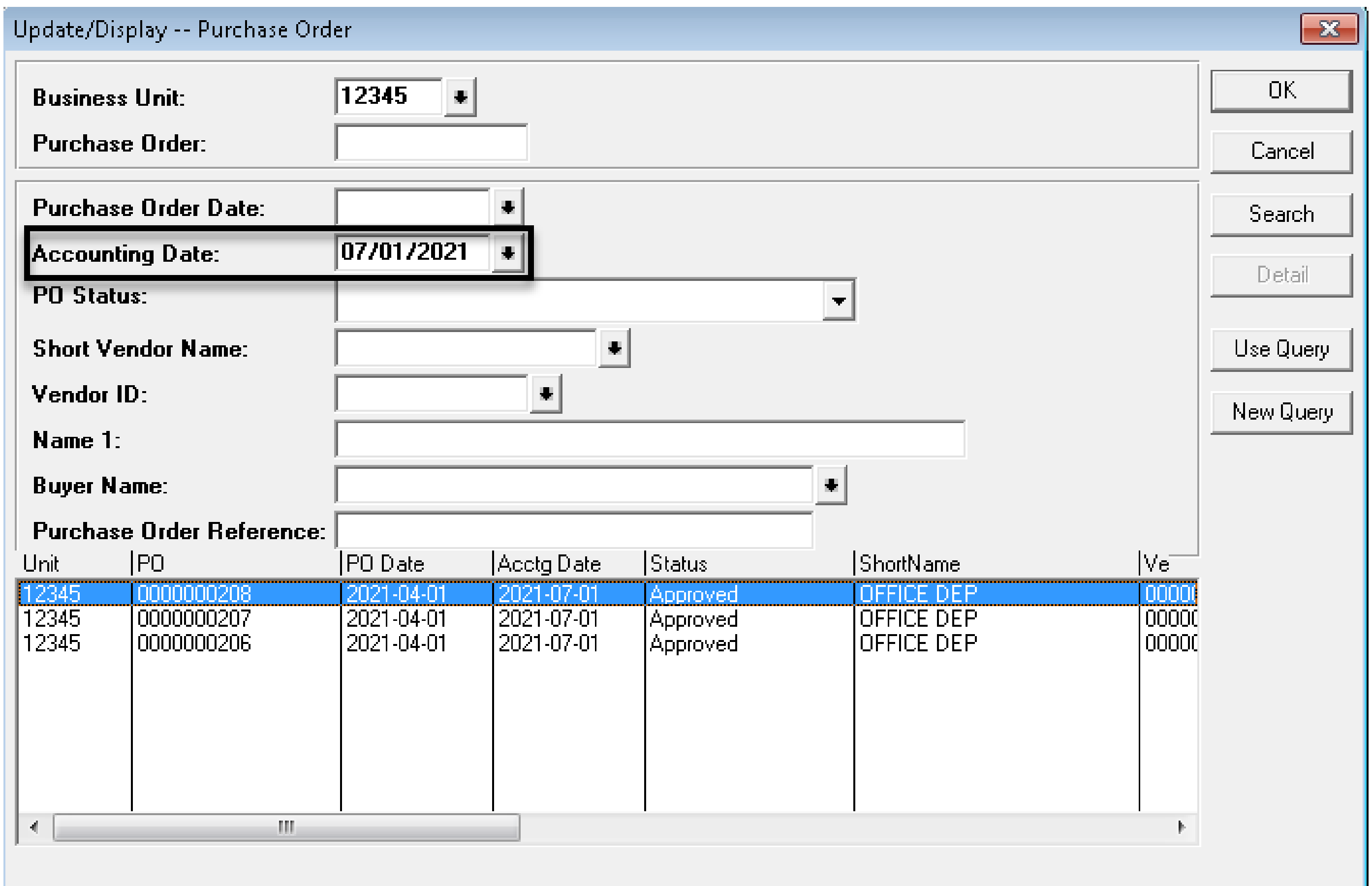

Manage Purchase Orders - Use - Purchase Order
File Edit View Go Favorites Use Process Inquire Report Help
Lines Schedule Header Comments Order By Catalog Attachments
Unit: 12345 PO: NEXT
Vendor: PO Date: 04/01/2021
PO Type: General
PO Ref:
Origin: ONL OnLine Inp
Bill Addrs: 99999
Tax Exempt ID:
Process Control Option
Hold From Further Processing
Dispatch
Template: SACS
Post Document
Acctg Date: 07/01/2021
Method: Print
Merch Total Amt: USD
Adjustment:
PO Total Amount:
Freight Amount:
Status Values
PO Status: Approved
Receipt: Not Recvd
Budget Check: Not Chk'd
Actions
Copy From: PO
PSGFTRX Header Add

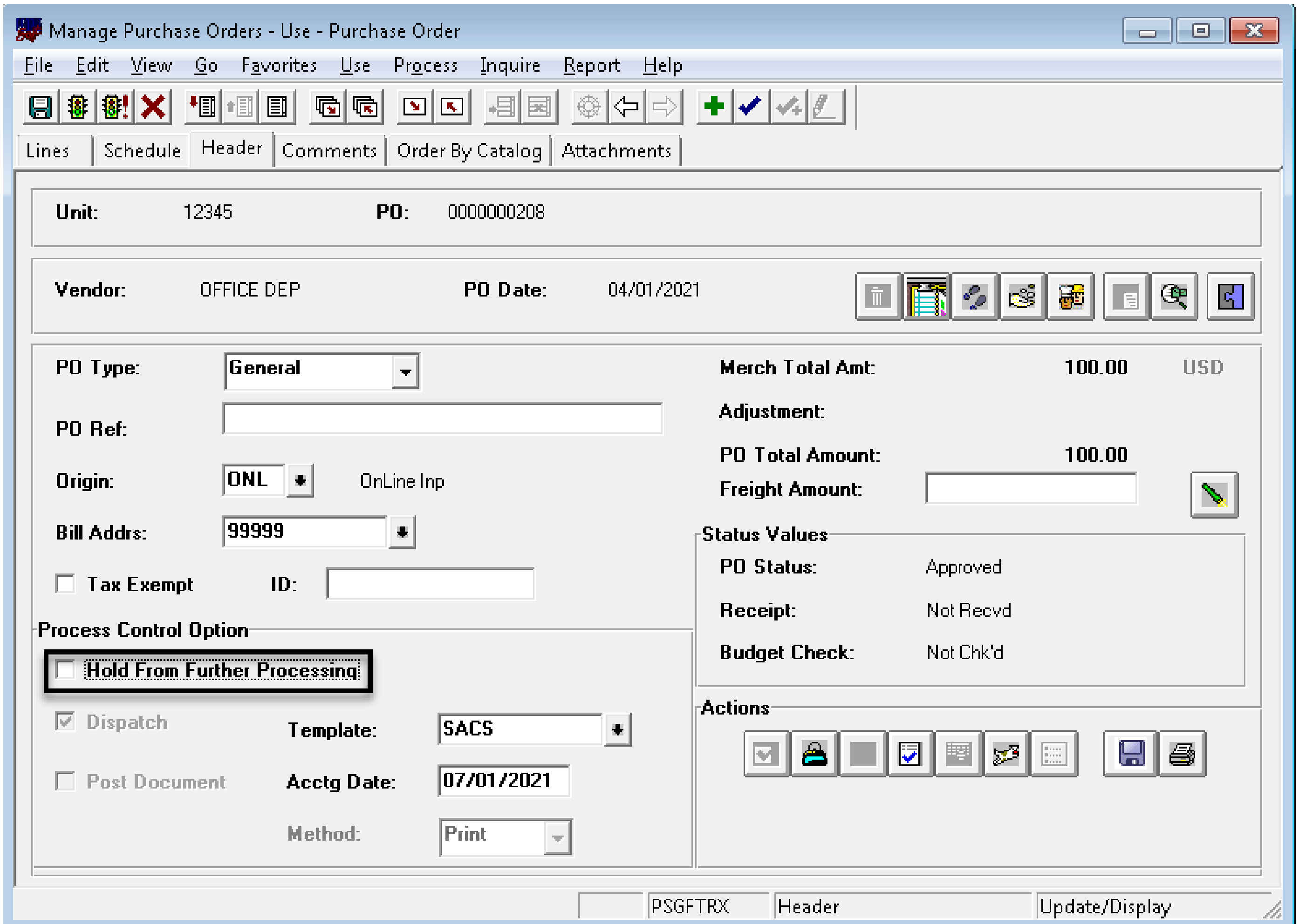

Details for Schedule 1 --
OK
Cancel
Amount: Doc. Base: 0.00 Status: Active
Custom Price - No Override Acceptance Date: Matching: No Match
Freight Trm: DES No Charge Match Status PO: Unmatched
Ship Via: UPS (Planning)
Price Tol: Pct: Ext Tolrnc: Pct: Rcv Tol %:
Distribute by: Qty SpeedChart Adjustment Amt:
GL Unit Event Fund Res.Prj Goal Funct Object Sch/Lo Bdgt Pd Location
12345 01.0 00000. 11100 10000 4310 0100000 21-22 88888

You will be able to print the PO, obtain an authorized signature, and send it to the Vendor.

Once your Account strings and Budget dollars for FY 21-22 are posted in PeopleSoft (sometime in May or June), you will need to modify the PO's as follows:

- Navigate to **Go – Administer Procurement – Manage Purchase Orders – Use - Purchase Order - Header - Update/Display** and enter 07-01-2021 in the **Accounting Date** field. Click on the **Search** button and a list of all of your PO's with an Accounting Date of 07-01-2021 will be displayed.
- Select the first one and uncheck the **Hold From Further Processing** box. SAVE the PO.
- Click on the **Next In List** button, and repeat the previous steps until all of your PO's with an Accounting Date of 07/01/2021 have been taken off HOLD.
- Panel screenshots are provided below to help you with the foregoing steps.





During the nightly batch processing, FY 2021-2022 PO's will be **Edited** and **Budget Checked**.

The following day, open the **Budget Control Exceptions (BCM)** panel (Navigation: **Go – Administer Procurement – Manage Purchase Orders – Use – Budget Control Exceptions**; click the Search button) and correct any outstanding BCM errors for these PO's.

Remember: Once your Account strings and Budget dollars for FY 2021-2022 are posted, you no longer have to place FY 2021-2022 PO's on HOLD.

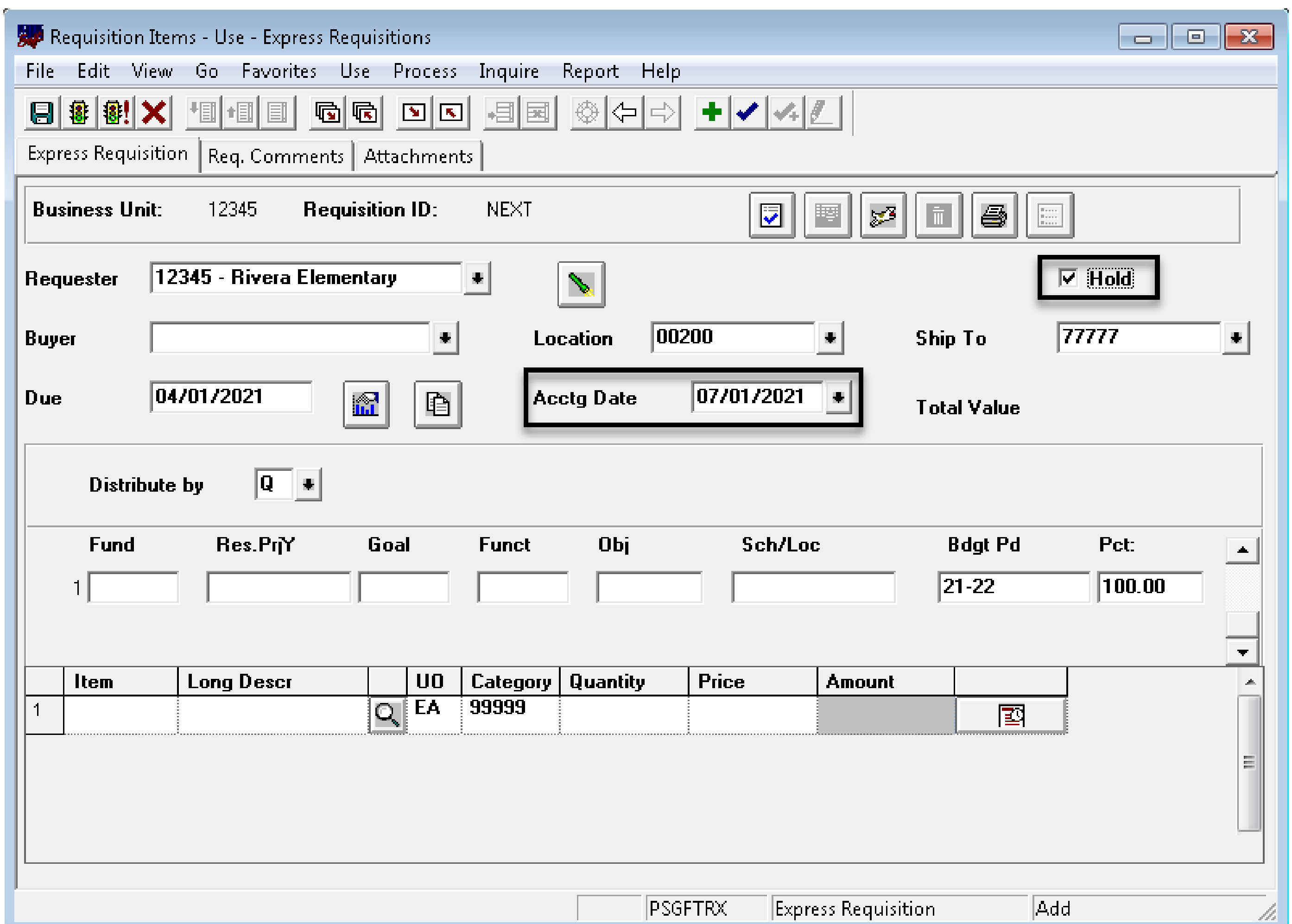
Division of School Financial Services

Building a Requisition for Fiscal Year 2021-2022

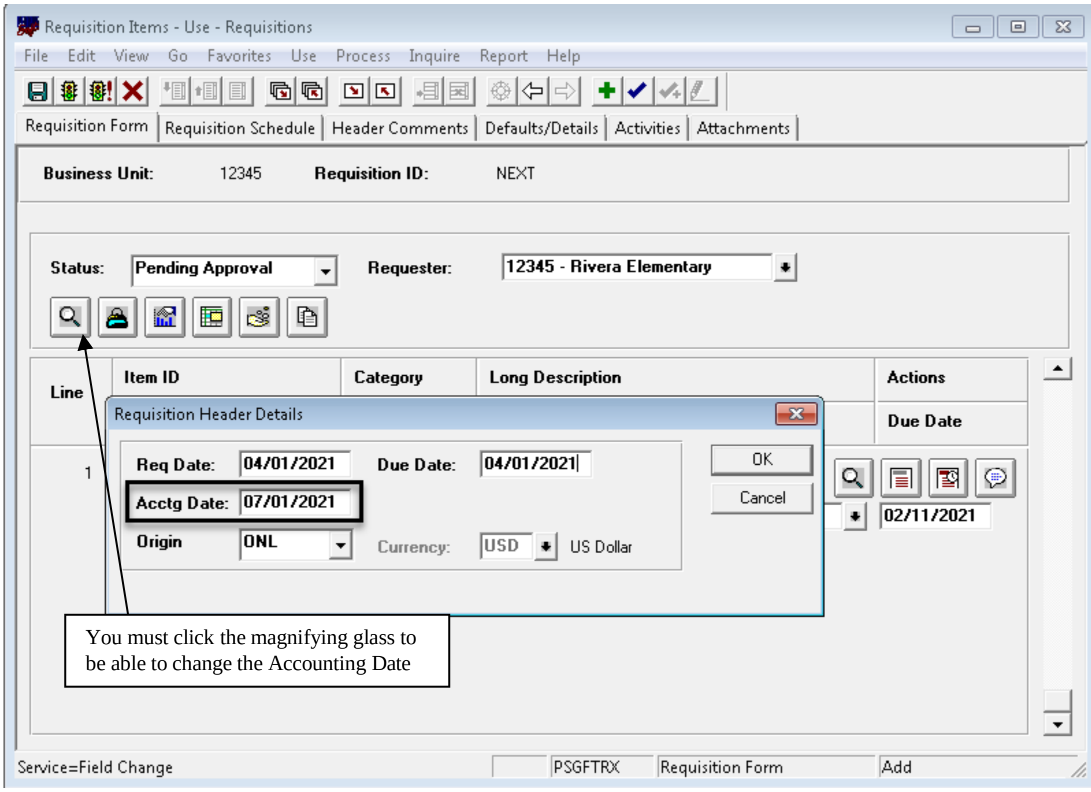
The following instructions apply to BOTH the Express & Standard Requisition panels:

- Before adding REQ Line Items, change the **Accounting Date** to 07-01-2021. This field is located on the Express Requisition tab of the Express Requisitions panel and on the Requisition Form tab of the Standard Requisition panel.
- When building your Requisition ensure the **Budget Period** field in the Account distribution area reflects **2021-2022**.
- Put the Requisition on **HOLD**.
- **SAVE** the Requisition.
- Panel screenshots are provided below to identify where the required fields are found.

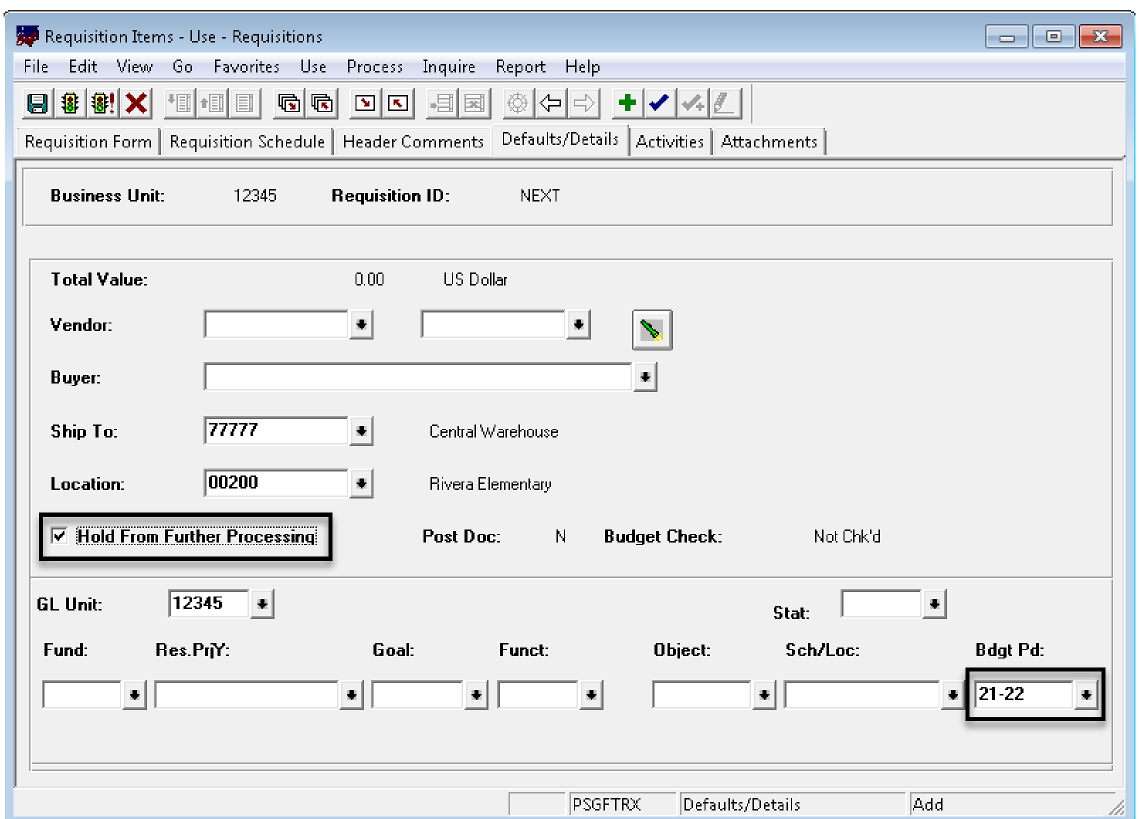
EXPRESS REQUISITIONS

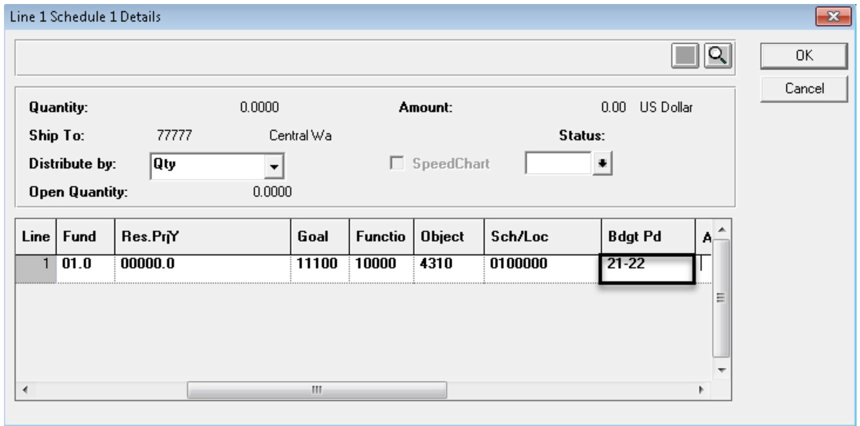


STANDARD REQUISITIONS



Go to the **Defaults/Details** panel

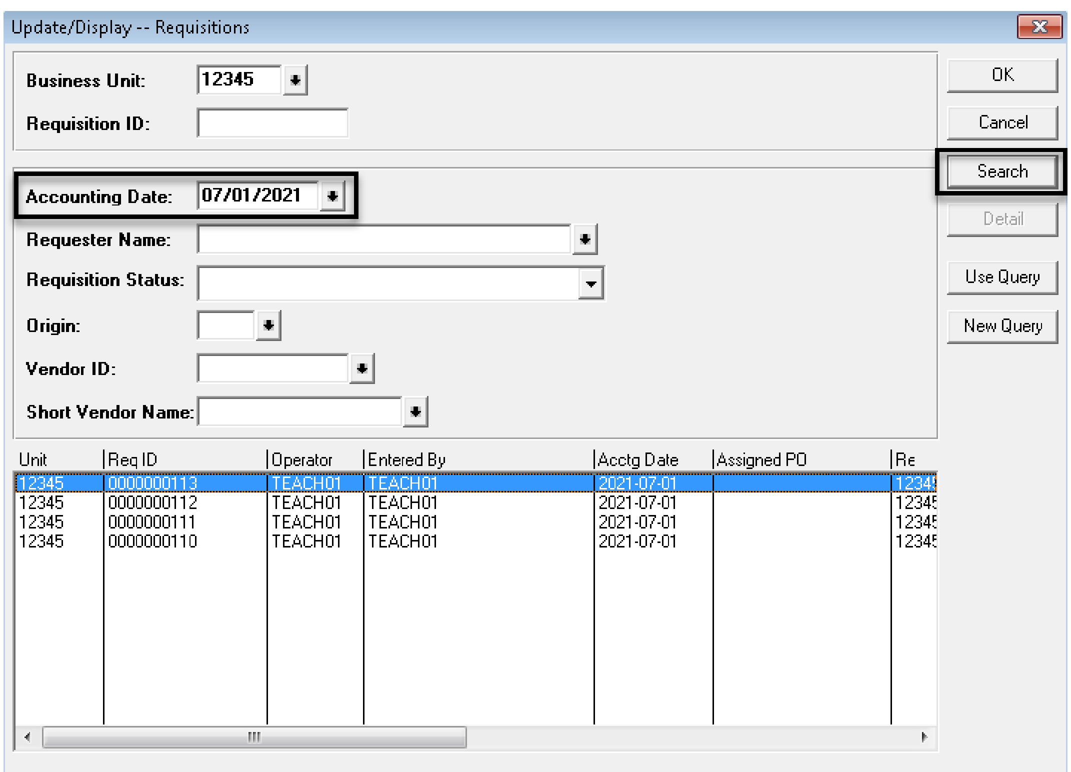


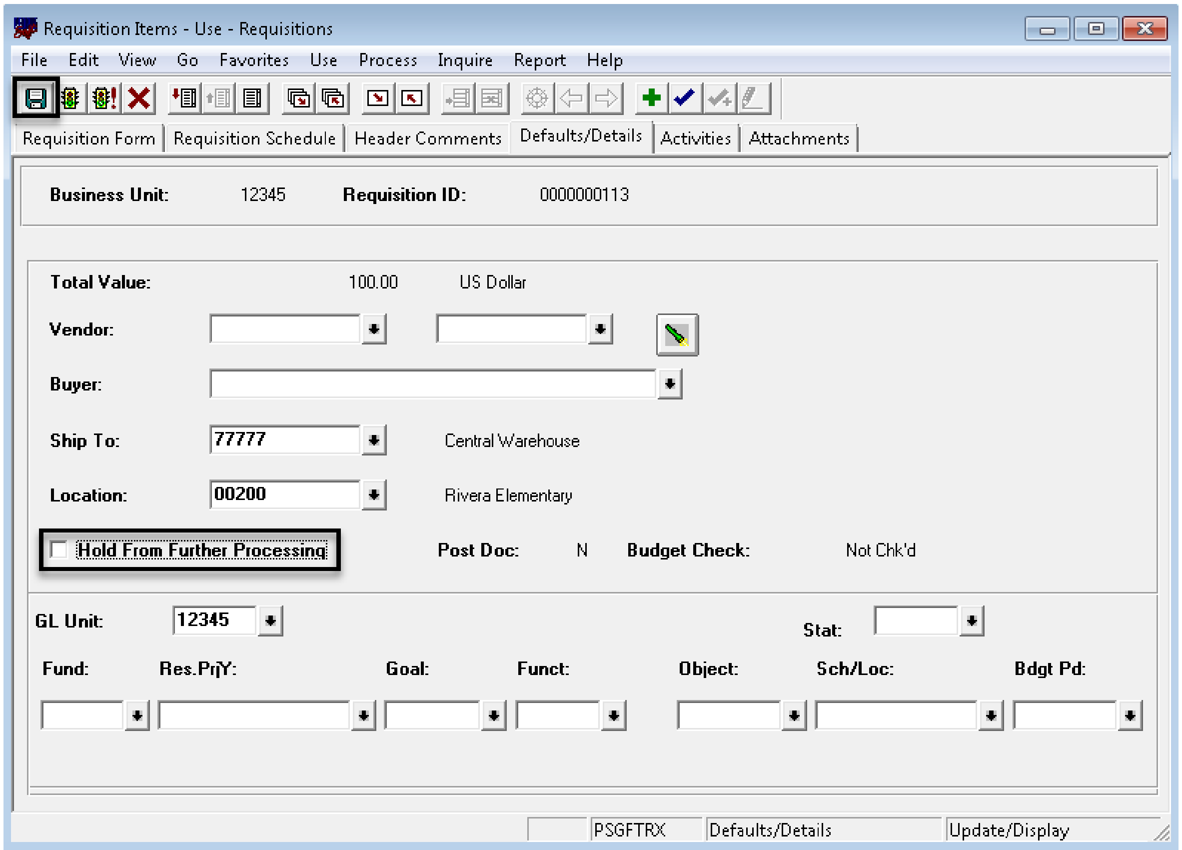


You will be able to print a copy of the requisition for your records. However, you will not be able to budget check or forward it for online approval.

Once your Accounting Department has notified you that your District's Account strings and Budget dollars for FY 2021-2022 are posted in PeopleSoft (sometime in May or June), you will need to modify these Requisitions as follows:

- Navigate to **Go – Administer Procurement – Requisition Items – Use – Requisitions – Default/Details - Update/Display** and enter 07-01-2021 in the **Accounting Date** field. Click on the **Search** button and a list of ALL Requisitions with Accounting Date 07-01-2021 will display.
- Select the first one and uncheck the **Hold From Further Processing** box. SAVE the Requisition.
- Click on the **Next In List** button, and repeat the previous instructions steps until all your Requisitions with Accounting Date of 07-01-2021 have been taken off HOLD.
- Panel screenshots are provided below to help you understand the foregoing steps.





During the nightly batch processing, your FY 2021-2022 Requisitions will be **Edited** and **Budget Checked**.

The following day, open the **Budget Control Exceptions** panel (Navigation: Go – Administer Procurement – Requisition Items – Use – Budget Control Exceptions; click the Search button) and correct any outstanding BCM errors for these Requisitions.

At this point, you will be able to forward your FY 2021-2022 Requisitions for online approval.

Use – Initiate Req Approval may be used to send multiple requisitions for approval.

Remember: Once your account strings and budget dollars for FY 2021-2022 are posted, you no longer have to put your FY 2021-2022 Requisition on HOLD.