



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF STATE PROCUREMENT**  
1509 West Seventh Street, Suite 300  
Little Rock, Arkansas 72201-4222  
Phone: (501) 324-9316  
Fax (501) 324-9311  
<http://www.arkansas.gov/dfa/procurement>

**MEMORANDUM**

**TO:** Agency Chief Fiscal Officers & Purchasing Agents  
**FROM:** Jane T. Benton, Director  
**SUBJECT:** 2009 Fiscal Year End Close Materials Management Guidance  
**DATE:** June 8, 2009

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The Department of Finance and Administration's AASIS Support Center (ASC) and the Office of State Procurement recommend the following guidance to assist agencies in preparing for the 2009 fiscal year end and addresses, primarily, the material management (purchase order) functionality.

All agencies should clean up purchasing documents before year-end to properly reflect their program activity level for FY 2009 by:

- Eliminating unwanted Purchase Orders
- Closing open Purchase Requisitions
- Reducing open Funds Reservations
- Deleting PO lines with discontinued account assignments (those carrying cost center, WBS Element, and/or Internal Order), which will no longer be valid in the new fiscal year

ASC will carry forward the following open commitments where there is sufficient budget in the new fiscal year to cover the commitment. NOTE: Agencies should be aware that POs and commitments carried forward into FY 2010 must pass a FY 2010 budget validation or they will be reversed and deleted in FY 2010 by ASC prior to the system being available for normal operations on Monday, July 6, 2009.

- Purchase Orders (POs) created in FY 2009 that do not have discontinued account assignments and pass budget validation in FY 2010.
- FY2009 Posted invoices that do not have discontinued account assignments and pass budget validation in FY 2010.

Exclusions from carry forward:

- **No held or blocked Purchase Orders (POs) will be carried forward from FY 2009 to FY 2010.**
- **No Purchase Requisitions will be carried forward from FY 2009 to FY 2010.**
- **No Purchase Orders (POs) created prior to FY 2009 will be carried forward even if line items were added in FY 2009.**
- **Purchase Orders (POs) created in FY 2009 will be carried forward if sufficient budget exists in FY 2010 to support the entire document.**

Follow correct accounting procedures. **A Goods Receipt (MIGO) transaction must not be keyed unless the goods or services have actually been received and an Invoice Receipt (MIRO) transaction must not be keyed unless the invoice has actually been received.**

Follow best business practices. **Purchase Orders which require account assignment information changes (cost center, internal Order, WBS Element, Asset number, and/or G/L Account), delete the existing line with the incorrect data and add a new line for the desired account assignment information.** This process ensures budget accuracy and avoids error that might otherwise result from changing the account assignment on an existing line item that has already been posted.

For procurement policy questions email [robin.rogers@dfa.arkansas.gov](mailto:robin.rogers@dfa.arkansas.gov) or access the website [www.arkansas.gov/dfa/procurement](http://www.arkansas.gov/dfa/procurement)

For AASIS courseware:

[http://www.state.ar.us/dfa/aasis/AASIS\\_Training/MATERIALSMGMT/aasis\\_training\\_POVIC.html](http://www.state.ar.us/dfa/aasis/AASIS_Training/MATERIALSMGMT/aasis_training_POVIC.html)

**If you have any questions regarding performing AASIS transactions, please call the AASIS help desk at (501) 683-2255 and log a ticket.**