

Year-End Reminders for Purchase Orders and Invoices

Finally Closed Purchase Orders That Should Not Be Carried Forward To FY26

Agencies should use *RPT-PO-001 NC PO Balance by Various COA Elements Report* to review POs that have an open balance but are not needed for invoicing in the next fiscal year. Those POs should be “Finally Closed” to avoid carry forward to the new fiscal year. PO lines that have \$0.00 remaining and are in a “Liquidated” funds status will not be picked up for Carry Forward to the new fiscal year. Change Orders to these lines after 3 p.m. June 30th will fail import from eProcurement.

QRG PO-15 PO Buyer Close - Steps to Finally Close a PO

As a reminder, any purchase orders that were converted from NCAS and begin with “EP” should be working towards payment and closeout. No additional funds or lines should be added to these converted purchase orders. Please communicate to your purchasing staff that these purchase orders should be moving towards a “Finally Closed” status.

Resolve Invoices Keyed to Future Year PO Lines

Agencies can use the *NC Invoiced Future PO Lines OTBI Report* to locate and correct these invoices. Unpaid invoices should be canceled and re-entered using the correct year PO line. Invoices that have been paid can be corrected using a \$0.00 invoice with a negative invoice line to the future year PO line and a positive invoice line to the current year PO line.

POs with invoices entered to future lines will cause the entire PO to fail in the PO budget carry forward process scheduled for July 1st. POs that fail budget carry forward will no longer be eligible for change orders, receiving, or invoicing in FY26 and will need to be finally closed and re-issued from eProcurement after 7/1/25.

Resolve Unvalidated Invoices

Agencies should use *RPT-AP-048 NC Unpaid Invoice Status Report* to find unvalidated invoices using the “Invoice Validation Status” column. Invoices in “Not validated” and “Needs revalidation” status will need appropriate action to validate the invoice. Holds should be resolved, and invoices should be validated, or the invoice should be canceled prior to 3 p.m. June 30th.

Validation or cancelation of these invoices after June 30th will require a manual update to the budget date field on each line of the invoice to the current budget period.

This task includes releasing the hold on Bank of America (BOA) Pcard/ WEX invoices and validating those by June 30th. **BOA Pcard invoices scheduled to interface after June 24th will be loaded to NCFS on July 2nd.** NCFS downtime will not impact WEX transactions, and they will load on regular schedule.