



Managing Fiscal Year-End Orders and Dates

To SmartBuy Plus (SBP) Users:

The end of the fiscal year is fast approaching (May 31) so we would like to make you aware of important information to insure a smooth close of FY22 and open to FY23.

Placing PO Requests for FY22

If you are spending funds out of the current fiscal year budget, as you place orders with vendors towards the end of the fiscal year be sure you specify to the vendor that the goods need to be received at Clark on or before May 31st. It is the date the goods are delivered or services provided that determines which fiscal year gets charged for the expense and it is important that you indicate the correct date you received the goods/service when you create the receipt in SBP.

Placing PO Requests for FY23

If you need to place an order prior to 6/1/22 for good or services that you will be receiving in FY23, you can still do so in SmartBuy Plus. On the PO Request Form, check the box next to "Please check box if goods/services will be provided in FY23".

During the checkout process, you will also need to change the "Banner Transaction Date" to 6/1/2022. The way you do that is to click on the requisition "General" section. At the top right of the General section there is a pencil icon. Click on the pencil icon button and change the Banner Transaction Date to 6/1/2022. Please note that when you do this it is important to instruct the vendor not to deliver the items until on or after June 1st.

If you are submitting a Corporate Traveler PO for FY 2022, do not change the "Banner Transaction Date" since the invoice will still need to be paid this fiscal year. Be sure to indicate the correct travel dates and the Accounts Payable staff will move FY23 travel to the pre-paid expense account.

Submitting Direct Pay Invoices that are paid in FY22 but should be expensed in FY23 – (Pre-Pays)

If you will be paying invoices that apply to FY23 prior to 6/1/22 (for example registration for a conference that takes place on June 10th but it needs to be paid now or before 6/1/22), please check the box next to "Please check box if FY23 expense (pre-paid)" and leave a note under the "Special Instructions" field of the Direct Pay Invoice Form indicating which portion of the invoice should be charged to FY23. Please do not change the Banner Transaction Date when submitting Direct Pay Invoices.

The end of the fiscal year is a critical time so please contact us with any questions or issues that arise. See list of contact information below.

Thank you for your cooperation,
Anne Randall, Paul Wykes, Michelle Bates, Tony Penny

Questions in regards to Change Orders for Purchase Orders:

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Questions in regards to Prepaid and Accrued Expenses:

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