



## SCHOOL DISTRICT OF OKALOOSA COUNTY TECHNICAL ASSISTANCE MEMORANDUM PURCHASING

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**FINANCE TAM:** 2023-038 (REV 6/21/23)  
**CONTACT:** Vince Windham  
Program Director - Purchasing  
**TELEPHONE:** 833-7668

**TO:** School Principals and Department Heads  
**FROM:** Julie Perry, Chief Financial Officer  
**DATE:** June 13, 2023  
**SUBJECT:** Fiscal Year Roll Procedures FY23 to FY24 - Purchasing (Updated in RED)

Fiscal year-end is rapidly approaching. Below you will find information and procedures to assist you in the transition from FY23 to FY24 in Purchasing. Many of these procedures differ from previous fiscal years. If you have questions on any of the new procedures, please contact the Purchasing Department for additional information.

### Year End Closing for Purchase Orders

Per TAM 2023-036, all fully approved requisitions submitted for FY23 by 4:00 PM on Thursday, June 29, 2023, will be approved and processed as a FY23 purchase order. All submitted requisitions that were not approved as purchase orders prior to the deadline on June 29, 2023, at 4:00 PM will be "Sent Back to the Originator" with a note to resubmit the requisition for FY24 when the files open. The tentative date for FY24 files to open is July 11, 2023, although this date could change.

### Bank of America P-Card Drafts

P-Card purchases that post within the June cycle date range (6/5/23-7/4/23) will be held and will be manually uploaded as drafts in FOCUS on or about July 5, 2023. The July P-Card drafts will be automatically uploaded daily beginning July 5, 2023. You will be able to begin working on your P-Card drafts as soon as they are uploaded to FOCUS. You will be able to upload your invoices and enter your funding for your P-Card drafts but you will not be able to "submit" these drafts for approval until Finance opens access in FOCUS to the FY24 budget, which is projected on or after July 11, 2023.

All June P-Card requisitions must be submitted for approval no later than Friday, July 21, 2023, and must be fully approved no later than Wednesday, July 26, 2023.

### Entering Drafts for FY24 Purchase Order Requests

You are able to enter drafts in FY23 for FY24 purchase order requests through 4PM on June 29, 2023. The draft screen "Submit" button will be de-activated after the deadline. If you choose to enter FY24 drafts ahead of time in FY23 please DO NOT submit these FY24 drafts until after the files open for FY24. When the FY24 files open you will go to your draft screen and submit each draft. It is anticipated that the FY24 files will open on or about July 11, 2023. As a reminder, if you are entering FY24 drafts prior to the June 29, 2023 deadline, please make sure that you change the Fiscal Year in the upper right corner on the Draft screen to FY2023-2024. If you forget this step your draft will not show up in FY24.

You will be able to begin entering drafts again for FY24 purchase order requests on July 1, 2024. The FOCUS system will automatically default to FY2023-2024 on July 1, 2023.

If you have FY23 Purchase Order drafts that you have not submitted and are not planning on submitting for FY23 please delete these drafts. To delete a draft, click on the red line next to your draft name and then hit the "OK" button. Any FY23 drafts that aren't processed prior to the 4PM deadline on June 30, 2023 will be deleted and will not carry over to FY24.

### **Manual Purchase Orders (PO)**

The FOCUS system will be closed from June 30, 2023, through approximately July 10, 2023, for fiscal year rollover procedures. During this time, you will not be able to enter or process any purchase orders online in the FOCUS system. During this time, we recommend that you use your District Visa for any items that are necessary and allowed per the Purchasing Card Manual. If you must use a purchase order and are not able to wait to enter the purchase request when the files open back up on or about July 11, 2023, we have a manual process that you can use for a purchase order during the time FOCUS is not available. If a manual purchase order is needed during this time the following procedures will be used:

- The school or department will complete the Manual PO form, including funding, as in past years, and will submit the completed requisition to the Purchasing Department. A manual PO template is available for bookkeepers to use to complete the Manual PO request. Purchasing will email a copy of the template to all bookkeepers.
- Once Purchasing receives the completed manual PO request we will assign a Manual PO# using the following format for the PO number (M001FY24, M002FY24, etc.), and will send the manual PO to the vendor after the PO has been approved and signed. Purchasing will also send a copy of the Manual PO back to the ordering School or Department after processing.
- The School or Department will enter the Manual PO into FOCUS and submit the draft after the system is opened for FY24. FOCUS will automatically assign a FOCUS generated PO# after all approvals are complete. The bookkeeper will need to include a comment in the "Comments" field stating the following: "Replacing Manual PO# MXXXXFY24" just as we required when we re-entered PO's when FOCUS went live back in October. The bookkeeper will also need to scan a copy of the Manual PO and attach the scanned file to the draft in the "Files" section. The file will need to be named the Manual PO number "MXXXXFY24" (Example). After completing the PO and attaching the file, the bookkeeper will submit the draft for approvals and assignment of a FOCUS system generated PO number.

Should you have any questions or need further assistance, please do not hesitate to contact Purchasing at 833-7668.

cc: Budget Bookkeepers