

MAY 2022



Reminder-Last day to Access iProcurement Stores for FY22

To accommodate the end of FY22 closing process the iProcurement stores will not be available after **June 17, 2022**. The stores will be available on July 1, 2022 for FY23 purchases. It is important to receive all iProcurement items as soon as they arrive on campus. If you experience any issues, including returns and credits, please contact [Procurement Services](#).



4/20/2022 BPUG Recording

For staff unable to attend the April 20, 2022 Business Process User Group webinar, the recording is now [available](#).

Agenda items:

- 1) FY22 Closing Schedule
- 2) Coming Soon to iProcurement: Amazon
- 3) Options for online payments: eStore and Blackthorn Events
- 4) Self-Support Worksheet Refresher
- 5) IT Purchases

Thank you to our panelists and attendees for another great conversation!

If you have any questions or have topics you would like covered at an upcoming meeting, please submit those to obo@uni.edu.



FY22 Closing Reminder

Encumbrances for all GEF (General Education Fund) accounts should be \$0. For all open POs for your department please confirm receipt of items. You will need to receive on all non-catalog requests and iProcurement Store purchases (i.e., Office Depot, CDW, Dell, Fisher Scientific, SupplyWorks, and/or WW Grainger).

Once all items are received on and invoices are paid, then you can request to have your PO final closed and any encumbrances would be released at that time. You can send your final closure requests to payables@uni.edu.

Your assistance in this critical year-end process is appreciated! Thank you in advance for getting your outstanding POs closed so we can have a successful FY22 close!

