This newsletter is intended to be the primary resource for updates regarding Ohio|Buys. We encourage you to read and share it with other active Ohio|Buys users in your agency.

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FISCAL YEAR END CLOSE REPORTS

As agencies prepare for Fiscal Year End Close, it is important for users to clean up requisition, change order, and purchase order transactions from FY21 in Ohio|Buys which are incomplete or otherwise in error. Completing this task is crucial to prevent old transactions from falling into budget error in the new FY.

There are three reports in Ohio|Buys that allow you to find and identify incomplete transactions for clean-up. From the Analytics > Browse Queries page, you can use the keyword “month” to find all three queries. The queries will only bring back data from the agencies/organizations within your user scope. Click the Extract icon for the query you would like to run. Review each transaction and determine whether it will be complete in time for fiscal year-end close or not. If not, you may want to cancel or delete the transaction. If you have any trouble during the clean-up process, please reach out to us via ohiosharedservice@ohio.gov as soon as possible for assistance.

The available clean-up queries are:

- **Requisitions still pending approval** – this will include anything that is not in “Ordered” status. (For ODOT users, this will bring back anything that is not in “ODOT Completed” status.)
  
  - We recommend that you filter this query by “Budget FY” (column H) to only show transactions in the current fiscal year and any blanks. This will prevent you from accidentally deleting work that is intended for future fiscal years.

- **Change order in progress** – this will also include anything that is not in “Ordered” status

- **POs not Dispatched** – this will include any PO that is currently “In Progress” and has not completed processing to an order.

AGENCY TRAINING UPDATE

There has been a shift in the schedule for May Sustainment training. See below or download from the Ohio|Buys website.
# Ohio|Buys Training Schedule: May 2021

<table>
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<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<tbody>
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<td>May 3</td>
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<td>May 6</td>
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<td><strong>Phase 1.5 Training</strong> (10AM-2:30PM)</td>
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<td><strong>Agency Office Hours</strong></td>
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<td>May 12</td>
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<td><strong>Webinar: Quick Quotes</strong> (9AM-11AM)</td>
<td><strong>Virtual Class: Procure to Pay &amp; Quick Quoting</strong> (9AM-3:30PM)</td>
<td><strong>Webinar: Blanket Orders</strong> (9AM-10AM)</td>
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<td><strong>Webinar: Quick Quotes</strong> (9AM-11AM)</td>
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<td><strong>Supplier Webinars: Accessing and Navigating</strong> (10AM-11AM)</td>
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<td><strong>Solicitations &amp; Contracts</strong> (9AM-3:30PM)</td>
<td><strong>Solicitations &amp; Contracts</strong> (9AM-3:30PM)</td>
<td><strong>Solicitations &amp; Amendments</strong> (2PM-3PM)</td>
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## Webinar Sessions
- Various Topics
- Procure to Pay & Quick Quoting
  - Formerly "Release 2"
- Solicitations & Contracts
  - Formerly "Release 3"
For More Information

In addition, please refer to:
New Hints and FAQs
Ohio|Buys Fact Sheet
Key Terms
Ohio|Buys Live Catalogs

Support

For log in or system issues please contact OBM Shared Services Center 614-338-4781 or 1-877-644-6771 OR ohiosharedservices@Ohio.gov Remember to put “OhioBuys” in the subject line!

In order to ensure that we can make this process as easy and efficient as possible, please send non-system/support questions to: ohiobuys@das.ohio.gov

To provide feedback that would benefit the program or to share success stories please visit the Ohio|Buys Feedback survey.

Thank you for your partnership and willingness to help build a solution that will not only benefit your agencies, but Ohio as a whole.

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