Agenda

• PSC FYE Deadlines (Posting / Payment / Accrual)
  ▪ If a deadline is missed, continue to send documents to PSC. PSC will continue to process after published deadlines but cannot guarantee payment/posting will occur by FYE.

• Reminders
Purchasing Services

- **Friday, May 14, 2021**

  - Last day to submit **PO/SPO requisitions** (over $10,000) to ensure the order is processed and paid using FY21 funds
FYE2021 – June Dates

Supplier Support

• **Friday, June 11, 2021 (deadline 6 pm)**

- Last day to submit information to request a **new supplier or update an existing supplier**
  - Use “Request New Supplier” form in CU Marketplace
  - Suppliers encouraged to update their own records through the portal; address changes can be sent to cusupplier@cu.edu
FYE2021 – June Dates

Payable Services Guidelines

- **Provide Clear (legible) documents**
- **Include all required documentation/signatures (SOW, Honorarium, etc.)**
- **Invoices must include PO number**
- **Processed first in / first out basis**
- **Check payment status: contact FinProHelp desk or look up in the system**
  - Refrain from sending in duplicate copies – slows us down
FYE2021 – June Dates

Payable Services

- **Friday, June 11, 2021 (deadline 6 pm)**
  To ensure payment in FY2021

  - Last day to submit all **Paper Forms (Payment Authorization, Non-employee Reimbursement-International, Study Subject Payment)**
    - Submit to [APIinvoice@cu.edu](mailto:APIinvoice@cu.edu); include all required documentation/filled out completely/signatures
    - Include W-9/W-8 form when submitting for payment

- Paper form payments are not accrued
FYE2021 – June Dates

Payable Services

- **Friday, June 11, 2021 (deadline 6 pm)**
  
  To ensure payment in FY21

- Last day to submit **PO/SPO Invoices**
  - Submit to APInvoice@cu.edu; subject to payment terms (typically N30)

- Last day to provide campus approval for **Payment Vouchers** in CU Marketplace (N00)

- CU Marketplace payments are included in the accrual process
FYE2021 – June Dates

Travel / Reimbursement

• **Friday, June 18, 2021 (deadline 6 pm)**
  To ensure reconciliation/payment in FY21

  ➢ Last day to provide campus approval for Employee Travel/Expense Reimbursements in Concur

  ➢ Last day to provide campus approval for Non-Employee Reimbursements in Concur

  ➢ Travel/Reimbursement payments are not accrued
FYE2021 – June Dates

Procurement Card

• Friday, June 18, 2021 – (deadline 6 pm)
  To ensure reconciliation/payment in FY21

  ➢ Last day to provide campus approval for Procurement Card Expense Reports in Concur

  ➢ Procurement Card transactions incurred by 6/30/21 will be accrued
FYE2021 – June Dates

PSC Systems

- **Friday, June 18, 2021 - (deadline 6 pm)**

  - Last day to **close Purchase Orders** so they do not roll forward to FY22
    - Send request to changeorder@cu.edu

  - Last day to **add money to SPOs** so they will roll forward and can be used in FY22
    - SPOs must have at least $1 balance in order to roll-forward
    - Email request to changeorder@cu.edu
FY2021 – June Dates

Payable Services

- **Friday, June 25, 2021 - (deadline 12 pm)**
  
  - Last day to submit requests to cancel AP checks
    
    - Submit Warrant Adjustment Form to PSC ([apinvoice@cu.edu](mailto:apinvoice@cu.edu))
    - WA Form should be complete and signed
**FY2021 Activity after June 30 (PO/SPO Invoice Accruals)**

**Payable Services**

- **Friday, July 2, 2021 - (deadline 12 pm)**
  - PO/SPO Invoices sent to PSC by *noon on July 2*, will be processed (input into the system) and accrued
    - Submit to [APIInvoice@cu.edu](mailto:APIInvoice@cu.edu)
    - Does not need to pay in order to be accrued for FY21 business
  
- Invoices for FY22 business should NOT be sent to the PSC until July 7, 2021
FY2021 Activity after June 30
(Payment Voucher Accruals)

Payable Services

- **Friday, July 2, 2021 - (deadline 6 pm)**

  - Last day to provide campus approval for Payment Vouchers in CU Marketplace
    - PV will be in the AP Form Review workflow step in CU Marketplace
    - Fully approved by all department fiscal/specialized approvers
    - Include all required documentation/signatures
    - Will be considered FY21 business and accrued
FY2021 Activity after June 30
(Procurement Card Accruals)

• **Friday, July 2, 2021 – (deadline 6 pm)**
  ➢ Last day to allocate Procurement Card Expenses in Concur for accruals – transactions dated June 30th or prior
  ➢ Speedtype accrual
    - Transaction assigned to expense report and allocated to a speedtype, accrual will be to the allocated speedtype
    - Transaction assigned to expense report but *not* allocated to a speedtype, accrual will be to the default speedtype
    - Transaction *not* assigned to an expense report, accrual will be to the default speedtype
  ➢ Account accrual
    - Transaction assigned to expense type, accrual will be to defined expense type/account code
    - Expense type is undefined, accrual will be to account code 552601 (Other Operating Supplies)
FY2021 Received but No Invoice  
(No Accruals)

Reminder – No Receipt Accruals by PSC

- The PSC will not generate a journal to create the expense in June – (accrual journal) for receipts with no invoice

- If you have incurred services or received goods AND do not have an invoice by July 2 (noon) – contact your campus Controller’s office about creating a manual journal entry
FY2021 Paper Forms
(No Accruals)

Reminder – No Paper Form Accruals by PSC (Payment Authorization, Non-employee Reimbursement-International, Study Subject Payment)

- Follow the June 11, 2021 (6 pm) deadline for payment and posting of FY21 paper form transactions
FY2021 Travel & Reimbursement (No Accruals)

Reminder – No Travel & Reimbursement Accruals

- Follow the June 18, 2021 (6 pm) deadline for posting and payment of FY21 travel/expense reimbursement transactions
FY2021 Accruals

- Procurement Card accruals (ACCESP) will be posted on Friday, July 9, 2021. You’ll see them on reports as of Monday, July 12, 2021.

- Invoice accruals (ACCAPMKT) will be posted on Monday, July 12, 2021. You’ll see them on reports as of Tuesday, July 13, 2021.
Reminders

**FY22 Activity**

- Do **NOT** send invoices/payment forms for processing until July 7, 2021

- PO/SPO Invoices received through July 2 at noon will be considered June business

- If a PO is invoiced partially and no further invoices will occur – please send request to close the PO ([changeorder@cu.edu](mailto:changeorder@cu.edu))
Reminders

Encumbrances

- Need balance remaining on PO/SPO to use in FY22
- PO/SPO encumbrances roll forward to July on June 30
- June statements run on July 1 will NOT show encumbrances
- POs created in June will have encumbrances on reports until June 30