

FOUR CAMPUSES UNITED **ALL FOUR:COLORADO**

Fiscal Year-End 2021 Procurement Service Center (PSC)



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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



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FYE2021 – May Dates

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

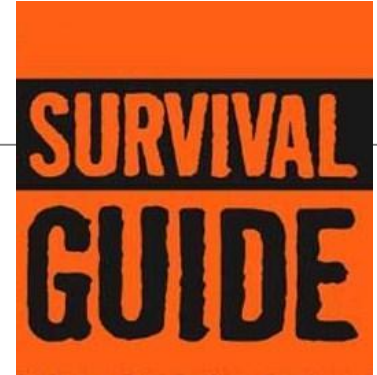


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FYE2021 – June Dates



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



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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 APInvoice@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



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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



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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



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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



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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)
 - WA Form should be complete and signed



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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 APInvoice@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



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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



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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



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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



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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



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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)



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





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