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Fiscal Year-End 2022

Procurement Service Center (PSC) Deadlines



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Today's Agenda

PSC FYE Deadlines

- Purchasing
- Supplier Support
- Payable Services
- Travel/Reimbursement
- Procurement Card
- PSC Systems
- Accruals



Reminders

- FY23 Activity
- Encumbrances

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.



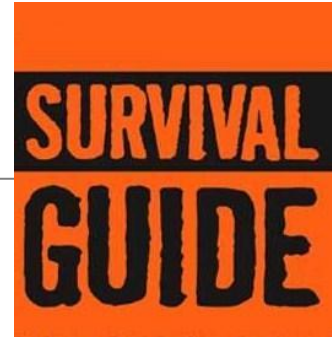
FYE 2022 – June PSC Dates

Supplier Support

- ***Friday, June 10, 2022 (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 are encouraged to update their own records through the self-service portal
 - Address changes can be sent to cusupplier@cu.edu



FYE 2022 – June PSC Dates



Payable Services Guidelines

- ***Submit clear and legible documents***
- ***Include all required documentation/signatures (SOW, Honorarium, etc.)***
- ***Invoices must include PO number (on the document)***
- ***Processed first-in/first-out basis***
- ***Check payment status***
 - ✓ Contact PSC Service Desk or look up in the system
 - ✓ Refrain from sending in duplicate copies of invoices to APInvoice
 - Backlogs the system and creates longer processing times



FYE 2022 – June PSC Dates

Payable Services

- **Friday, June 10, 2022 (deadline 6 pm)**
To ensure payment in FY22
- ✓ Last day to submit all **Paper Forms**
 - Submit forms to APIInvoice@cu.edu
 - Include all required documentation
 - Filled out forms completely including ALL signatures
 - Include W-9/W-8 form when submitting for payment
- ✓ **Paper Form payments are not accrued**



Paper Forms

- **Payment Authorization Form**
- **Study Subject Payment Form**
- **Non-Employee Reimbursement-International Form**



FYE 2022 – June PSC Dates

Payable Services

- **Friday, June 10, 2022 (deadline 6 pm)**
To ensure payment in FY22

- ✓ Last day to submit **PO/SPO Invoices**
 - Send 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



FYE 2022 – June PSC Dates

Travel / Reimbursement

- **Friday, June 17, 2022 (deadline 6 pm)**
To ensure reconciliation/payment in FY22
 - ✓ 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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FYE 2022 – June PSC Dates

Procurement Card

- **Friday, June 17, 2022 (deadline 6 pm)**
To ensure reconciliation/payment in FY22
 - ✓ Last day to provide campus approval for **Procurement Card Expense Reports** in Concur
 - ✓ Procurement Card transactions incurred by 6/30/22 will be accrued



FYE 2022 – June PSC Dates

PSC Systems



- **Friday, June 17, 2022 (deadline 6 pm)**
 - ✓ Last day to **close Purchase Orders** so they do not automatically roll-forward to FY23
 - Send requests to changeorder@cu.edu
 - ✓ Last day to **add money to SPOs** so they will roll-forward and can be used in FY23
 - SPOs must have at least \$1 balance in order to roll-forward
 - Send requests to changeorder@cu.edu



FYE 2022 – June PSC Dates

Payable Services

- ***Friday, June 24, 2022 (deadline 12 pm/noon)***
 - ✓ Last day to submit requests to **cancel AP checks**
 - Submit *Warrant Adjustment Form* (WA Form) to PSC at APInvoice@cu.edu
 - WA Form should be **fully completed** and **signed**



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FYE 2022 Activity after June 30

PO/SPO Invoice Accruals

Payable Services

- ***Friday, July 1, 2022 (deadline 12 pm)***
 - ✓ PO/SPO invoices sent to PSC by ***noon on July 1*** 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 FY22 business
 - ✓ Invoices for FY23 business should NOT be sent to the PSC until July 7, 2022 or later



FYE 2022 Activity after June 30

Payment Voucher Accruals

Payable Services

- ***Friday, July 1, 2022 (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**
 - Must be fully approved by all department fiscal/specialized approvers
 - Must include all required documentation/signatures
 - Will be considered FY22 business and accrued



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FYE 2022 Activity after June 30

Procurement Card Accruals

Procurement Card



- ***Friday, July 1, 2022 (deadline 6 pm)***
- ✓ Last day to allocate Procurement Card expenses in Concur for accrual – for transactions dated June 30th or prior
 - Speedtype accrual
 - Transactions assigned to an expense report and allocated to a speedtype, the accrual will be made to the **allocated** speedtype
 - Transactions assigned to an expense report but not allocated to a speedtype, accrual will be made to the default Speedtype
 - Transactions not assigned to an expense report, accrual will be made to the default Speedtype
 - Account accrual
 - Transaction assigned to expense type in an expense report, accrual will be made to defined expense type/account code
 - If expense type is undefined and not default populates in Concur), accrual will be made to account code *552601 – Other Operating Supplies*



FYE 2022 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 1 (noon) – contact your Campus Controller’s Office about creating a manual journal entry*



FYE 2022 Paper Forms

No Accruals

Reminder

- ***No Paper Form Accruals Completed by PSC***
 - ✓ Follow the June 10, 2022 (6 pm) deadline for payment and posting of FY22 paper form transactions

Paper Forms

- **Payment Authorization Form**
- **Study Subject Payment Form**
- **Non-Employee Reimbursement-International Form**



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FYE 2022 Travel & Reimbursement

No Accruals

Reminder

- ***No Travel & Reimbursement Accruals***
 - ✓ Follow the June 17, 2022 (6 pm) deadline for posting and payment of FY22 travel/expense reimbursement transactions



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FYE 2022 Accruals

Accruals

- Procurement Card accruals (ACCESP) will be posted by Friday, July 8, 2022
 - ✓ You'll see them on reports as of Monday, July 11, 2022
- Invoice accruals (ACCAPMKT) will be posted on Monday, July 11, 2022
 - ✓ You'll see them on reports as of Tuesday, July 12, 2022



More Reminders

FY23 Activity

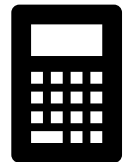
- Do **NOT** send invoices/payment forms for FY23 processing until July 7, 2022 or after
- PO/SPO invoices received through July 1 at noon will be considered June business of FY22
- If a PO is invoiced partially and no further invoices will occur – please send request to close the PO to changeorder@cu.edu



More Reminders

Encumbrances

- Must have balance remaining on PO/SPO to roll-forward and use in FY23
- PO/SPO encumbrances roll-forward to July on June 30
- June statements run on July 1 and later will no longer show encumbrances
- POs created in June will show encumbrances on reports through June 30





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