Fiscal Year-End 2022
Procurement Service Center (PSC) Deadlines
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 APInvoice@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

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**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 APIInvoice@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
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 APIInvoice@cu.edu
    - WA Form should be fully completed and signed
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
**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
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
**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