

# FOUR CAMPUSES UNITED **ALL FOUR:COLORADO**

***Fiscal Year-End 2023***

**Procurement Service Center (PSC) Deadlines**



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# Today's Agenda

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## PSC FYE Deadlines

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



## Reminders

- FY24 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 2023 – Purchasing Deadlines***

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## ▪ ***Monday, April 3, 2023***

- ✓ Last day to submit requisitions for purchases requiring **DOCUMENTED QUOTES** to ensure the order is processed and paid using FY23 funds
  - These are purchases of goods/services costing between **\$100,000 - \$500,000**

## ▪ ***Friday, April 14, 2023***

- ✓ Last day to submit all requisitions for **good/services over \$100,000 that do not require a solicitation** to ensure the order is processed and paid using FY23 funds (security and compliance reviews must be completed)
- ✓ Last day to submit for Change Orders that require a contract amendment



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# ***FYE 2023 – June PSC Dates***

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## ***Supplier Support***

- ***Friday, June 9, 2023 (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](mailto:cusupplier@cu.edu)



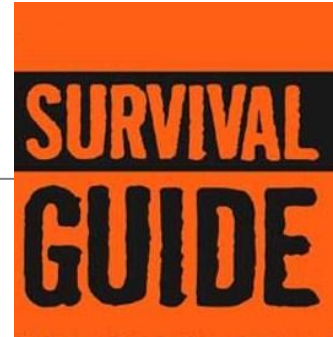
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# ***FYE 2023 – June PSC Dates***

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## ***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



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# FYE 2023 – June PSC Dates

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## Payable Services

- **Friday, June 9, 2023 (deadline 6 pm)**  
**To ensure payment in FY23**
  
- ✓ Last day to submit all **Paper Forms**
  - Submit forms to [APInvoice@cu.edu](mailto: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**



### **Paper Forms**

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



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# FYE 2023 – June PSC Dates

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## Payable Services

- **Friday, June 9, 2023 (deadline 6 pm)**  
**To ensure payment in FY23**
  - ✓ Last day to submit **PO/SPO Invoices**
    - Send to [APInvoice@cu.edu](mailto: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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# FYE 2023 – June PSC Dates

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## Travel / Reimbursement

- **Friday, June 9, 2023 (deadline 6 pm)**  
**To ensure reconciliation/payment in FY23**
  - ✓ 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 2023 – June PSC Dates***

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## ***Procurement Card***

- ***Friday, June 16, 2023 (deadline 6 pm)***  
***To ensure reconciliation/payment in FY23***
  - ✓ Last day to provide campus approval for **Procurement Card Expense Reports** in Concur
  - ✓ Procurement Card transactions incurred by 6/30/23 will be accrued



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# FYE 2023 – June PSC Dates

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## PSC Systems



- **Friday, June 9, 2023 (deadline 6 pm)**
  - ✓ Last day to **close Purchase Orders** so they do not automatically roll-forward to FY24
    - Send requests to [changeorder@cu.edu](mailto:changeorder@cu.edu)
  - ✓ Last day to **add money to SPOs** so they will roll-forward and can be used in FY24
    - SPOs must have at least \$1 balance in order to roll-forward
    - Send requests to [changeorder@cu.edu](mailto:changeorder@cu.edu)



# ***FYE 2023 – June PSC Dates***

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## ***Payable Services***

- ***Friday, June 30, 2023 (deadline 6 pm)***
  - ✓ Last day to submit requests to **cancel AP checks**
    - Submit *Warrant Adjustment Form* (WA Form) to PSC at [APInvoice@cu.edu](mailto:APInvoice@cu.edu)
    - WA Form should be fully completed and signed



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# ***FYE 2023 Activity through June 30***

## ***PO/SPO Invoice Accruals***

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### ***Payable Services***

- ***Friday, June 30, 2023 (deadline 12 pm)***
  - ✓ PO/SPO invoices sent to PSC by ***noon on June 30*** will be processed (input into the system) and accrued
    - Submit to [APInvoice@cu.edu](mailto:APInvoice@cu.edu)
    - Does not need to pay in order to be accrued for FY23 business
  - ✓ Invoices for **FY24** business should NOT be sent to the PSC until July 7, 2023 or later



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# ***FYE 2023 Activity after June 30***

## ***Payment Voucher Accruals***

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### ***Payable Services***

- ***Monday, July 3, 2023 (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 FY23 business and accrued



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# ***FYE 2023 Activity after June 30***

## ***Procurement Card Accruals***

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### ***Procurement Card***



- ***Monday, July 3, 2023 (deadline 6 pm)***
- ✓ Last day to allocate Procurement Card expenses in Concur for accrual – for transactions dated June 30<sup>th</sup> 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 2023 Received but No Invoice***

## ***No Accruals***

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### ***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 June 30 (noon) – contact your Campus Controller's Office about creating a manual journal entry*



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# ***FYE 2023 Paper Forms***

## ***No Accruals***

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### ***Reminder***

- ***No Paper Form Accruals Completed by PSC***
  - ✓ Follow the June 9, 2023 (6 pm) deadline for payment and posting of FY23 paper form transactions

#### ***Paper Forms***

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



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# ***FYE 2023 Travel & Reimbursement***

## ***No Accruals***

## ***Reminder***

- ***No Travel & Reimbursement Accruals***
  - ✓ Follow the June 9, 2023 (6 pm) deadline for posting and payment of FY23 travel/expense reimbursement transactions



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# ***FYE 2023 Accruals***

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## **Accruals**

- Procurement Card accruals (ACCESP) will run on Monday, July 10, 2023
  - ✓ You'll see them on reports as of Tuesday, July 11, 2023
- Invoice accruals (ACCAPMKT) will run on Tuesday, July 11, 2023
  - ✓ You'll see them on reports as of Wednesday, July 12, 2023



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# ***More Reminders***

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## ***FY24 Activity***

- Do **NOT** send invoices/payment forms for FY24 processing until July 7, 2023 or after
- PO/SPO invoices received through June 30 at noon will be considered June business of FY23
- If a PO is invoiced partially and no further invoices will occur – please send request to close the PO to [changeorder@cu.edu](mailto:changeorder@cu.edu)



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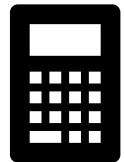
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# ***More Reminders***

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## ***Encumbrances***

- Must have balance remaining on PO/SPO to roll-forward and use in FY24
- 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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