

# Accounts Payable, Pcard and PO/Receiving Information for Year End FY21

Timeline												
Friday						Thursday					Tues	Wed
Aug-20	Aug-21	Aug-22	Aug-23	Aug-24	Aug-25	Aug-26	Aug-27	Aug-28	Aug-29	Aug-30	Aug-31	Sep-1
Deadline for getting check requests to AP, and expense reports in Concur.	Business office wrapping up FY21 transactions, including closing POs, recording Prepays;					Last check run in Banner;	Accruing FY21 expenses				Begin Workday processing	
	Preparing final check runs					Banner is frozen; Banner balances as of 8/26 will be migrated to Workday	Rolling appropriate PO with/without budget					
						All transactions subsequent to 8/26/21 will be entered in Workday	End user to enter receiver into CougarMart through end-of-day, <b>August 31, 2021</b>					

- 1) Effective immediately, **Check Requests** need to be sent to AP instead of entering in CougarMart; AP will process check requests since CougarMart will not be accessible for this function in preparation for moving to Workday.
  - a) Complete the Check Request Form, [Check Request Form](#)
  - b) Obtain approval signatures on the check request form.
  - c) Check Budget
  - d) Email form with attachments (invoice) to [acctspay@collin.edu](mailto:acctspay@collin.edu).
  - e) AP will process for FY21 as long as email is sent to AP by deadline. See (f) below.
  - f) Deadline for submitting check requests is Friday, **AUGUST 20**. Check requests received after August 20 may not be processed in FY21; if received beyond the deadline, the expense will be charged to Fiscal Year 2022.

## 2) Expense Reports

- a) **Non-Travel Expense Reports: for August Credit Card Processing; Updated Guidelines**
  - i) Enter Non-Travel Expense Report for August 26<sup>th</sup> credit card statement in **Workday** in September when Workday is available (you will be notified when system is available for end users). Instructions will be sent when the credit card statement notification is sent out at the end of August.
  - ii) Enter as a non-travel report.
  - iii) Attach your credit card statement.
  - iv) Add an expense line for each charge and attach the corresponding receipt.
- b) **Travel Expense Reports for travel before August 31, 2021**
  - i) Complete all travel expense reports in Concur for travel occurring through July and/or **August 20 deadline**. Travel expense reports received after the August 20 deadline, will be processed in Workday and charged to FY22.
- c) **Travel Expense Reports for travel after August 31, 2021**
  - i) All requests (Spend Authorization) entered in Concur for FY22 travel will need to be reentered into Workday as a spend authorization to process the expense report.
  - ii) Travel expenses processed in Concur for travel occurring after August 31, 2021 (i.e. Registration, Airfare, Prepaid Hotel) will be charged to **Prepaid** and expensed in Workday by AP after the trip in FY2022.

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- iii) For prepaid expense items, add a zero-dollar amount expense line item in Workday with a comment that expense was processed in Concur as a prepaid (see comment in ii above).

**3) Purchase Orders/Receivers** - Review all open PO's. If you have any PO's that can be closed, please do a Purchase Order-Change Order to request PO be closed. We would like to close as many PO's as possible prior to close of FY21.

**a) Receivers-prior to 9/1/21**

- i) Continue to receive items on POs in CougarMart through **August 31, 2021**. **It is imperative you receive items promptly and input the correct receipt date for proper year end cutoffs.**
- ii) Items received, but not paid for between August 20-August 31 will be accrued (expensed) in FY21.

**b) Receivers-after 9/1/21**

- i) For items received after August 31, 2021, you will receive instructions on receiving in Workday. There may be a blackout period before we're able to process receivers/pay invoices in Workday for approximately two weeks beyond fiscal year ending 8/31/2021.

**c) Rolling Purchase Orders**

- i) We are currently reviewing POs and will make a determination to roll the PO by the end of the fiscal year. There are no guarantees that rolled POs will roll with budget.
- ii) POs likely to roll include:
  - (1) Construction PO's
  - (2) CARES' funding PO's (charged directly to CARES)
  - (3) Start up and stabilization funded PO's
  - (4) Renewal and replacement funded PO's
  - (5) Grant funded PO's extending beyond August 31
  - (6) PO's not rolled will need to be re-entered into Workday by Requesters.

**4) Workday Processing:**

- a) Starting September 2021, all invoices and check runs (Settlement Runs) will be processed in Workday.
- b) Availability of the Workday system to enter requisitions, budget amendments, and expense requests will be determined and communicated Districtwide at a future date.
- c) **Please be patient**; it may take longer to process transactions, including employee reimbursements, as we close out FY21 and transition to Workday.