



Fiscal Year 2019 Year-end Deadlines

Summary of Finance Dates

Procurement	
Last day new supplier requests will be processed in FY2019	Friday, June 14, 2019
Last day to create FY2019 requisitions (must be approved by 5 p.m. or will be closed)	Thursday, June 20, 2019
Last day FY2019 Office Depot orders will be placed (disable punchouts)	Thursday, June 20, 2019
Last day FY2019 purchase orders to be sent to suppliers (by Procurement)	Friday, June 21, 2019
Final day to request to keep FY2019 purchase orders open (roll forward). Note: All open June purchase orders will roll forward.	Friday, June 21, 2019
First day FY2020 requisitions can be created	Monday, June 24, 2019
First day FY2020 purchase orders to be sent to suppliers	Thursday, June 27, 2019
Last day to receipt FY2019 purchase orders by 3 p.m. (only if you have the goods/svc)	Friday, June 28, 2019
FY2019 purchase orders designated to stay open will be applied to FY2020 funds	Friday, June 28, 2019
FY2019 purchase orders will be closed (unless requested to remain open)	Friday, June 28, 2019
Final full settlement run (Invoices/Expense Reports/Credit Card Transactions) for FY2019 - noon	Saturday, June 29, 2019
First day FY2020 Office Depot orders can be placed (re-enable punchouts)	Monday, July 1, 2019
Travel and Expense Reports	
Close of stale spend authorizations by end users	Ongoing
Last day to request a cash advance (to clear, the advance must be completed and approved by June 26, 2019)	Monday, June 3, 2019
Last day for FY2019 spend authorizations (must be fully approved)	Wednesday, June 19, 2019
Last day for FY2019 expense reports (must be fully approved and includes all FY2019 cash advance expense reports)	Wednesday, June 26, 2019
FY2019 expense reports in process or draft status will be closed at 5 p.m.	Wednesday, June 26, 2019
FY2019 spend authorizations will be mass closed at 5 p.m.	Wednesday, June 26, 2019
Disable new expense reports (until July 1)	Thursday, June 27, 2019
First day for FY2020 spend authorizations	Monday, July 1, 2019
First day for FY2020 expense reports	Monday, July 1, 2019

PROCUREMENT

Purchase Orders:

- **Procurement Services will close all FY2019 purchase orders on Friday, June 28, 2019**, unless the purchase order has been designated to remain open (roll) and re-obligate funds in FY2020. On Friday, June 28, 2019, all designated purchase orders will be rolled into FY2020.
- To request a purchase order roll into the next fiscal year, please submit a request to apinvoices@saintleo.edu and include the full purchase order number (in appropriate format - ex. PO-000190) by Friday, June 21, 2019.
- Please review the following purchase order report as early as possible and run again prior to Friday, June 21, 2019 to determine which FY2019 purchase orders should be designated to roll and re-obligate funds in FY2020 and which need to be receipted.
 1. SLU-Purchase Orders Missing Receipts

TRAVEL & EXPENSE REPORTS

Spend Authorizations:

- **FY2019 Spend Authorizations – last day to process in Workday is Wednesday, June 19, 2019.** All FY2019 Spend Authorizations will be closed by Wednesday, June 26, 2019. New spend authorizations will need to be processed in July 2019 to reinstate any that still have open travel dates. Please pay special attention to all 2019 spend authorizations where a cash advance was requested. These spend authorizations must be cleared by Wednesday, June 26, 2019.
- **FY2020 Spend Authorizations – First day to process in Workday is Monday, July 1, 2019.** Please review the following spend authorization and cash advance reports as early as possible to determine if you have any open spend authorizations or cash advances. An expense report for an open cash advance must be fully approved by June 26, 2019.
 1. My Spend Authorizations
 2. My Cash Advances

Expense Reports:

- **FY2019 Expense Reports – last day to process in Workday is June 26, 2019 at 5 p.m.** This means they must be fully approved. All in progress expense reports will be cancelled at 5 p.m., Wednesday, June 26, 2019, if not fully approved. New expense reports will need to be processed as a result of the cancellations on Monday, July 1, 2019. A journal entry will be made to expense the travel in the correct fiscal year.

ACCOUNTS PAYABLE

Supplier Invoices:

- Request that vendors/suppliers send 2019 invoices as early as possible, ideally by Monday, June 24, 2019, in electronic format.
- If a department receives an invoice that does not have a requisition assigned to it on or after Friday, June 21, 2019, write the cost center on the invoice and scan it to apinvoices@saintleo.edu.
- AP Specialist will denote a "2019" or a "2020" in the invoice memo field to indicate the appropriate expense period for accruals starting Monday, July 1, 2019.

POINTS OF CONTACT

Department	Point of Contact
Procurement Services:	Laura Solberg laura.solberg@saintleo.edu or 8218
Purchasing (Reqs/POs)	Melissa Henagan melissa.henagan@saintleo.edu or 8521
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Expense Reports	Melissa Crist melissa.crist@saintleo.edu or 7396
Settlements	Laura Cross laura.cross@saintleo.edu or 8211