



Fiscal Year 2020 Year-end Deadlines

Summary of Finance Dates

Procurement	
Last day new supplier requests will be processed in FY2020	Suspended-spending freeze
Last day to create FY2020 requisitions for services/goods purchased prior to freeze (must be approved by 5 p.m. or will be closed)	Thursday, June 18, 2020
Last day FY2020 Office Depot orders will be placed (disable punchouts)	Suspended-spending freeze
Last day FY2020 purchase orders to be sent to suppliers (by Procurement)	Suspended-spending freeze
Final day to request to keep FY2020 purchase orders open (roll forward). Note: All open June purchase orders will roll forward.	Friday, June 19, 2020
Last day to receipt FY2020 purchase orders by 3 p.m. (only if you have the goods/svc)	Friday, June 26, 2020
FY2020 purchase orders designated to stay open will be applied to FY2021 funds	Friday, June 26, 2020
FY2020 purchase orders will be closed (unless requested to remain open)	Friday, June 26, 2020
Final settlement run (invoices/expense reports/credit cards) for FY2020	Saturday, June 27, 2020
First day FY2021 requisitions can be created	Wednesday, July 1, 2020
First day FY2021 purchase orders to be sent to suppliers	Wednesday, July 1, 2020
First day FY2021 Office Depot orders can be placed (re-enable punchouts)	Wednesday, July 1, 2020
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 24, 2020)	Suspended-spending freeze
Last day for FY2020 spend authorizations (must be fully approved)	Suspended-spending freeze
Last day for FY2020 expense reports (must be fully approved and includes all FY2020 cash advance expense reports)	Wednesday, June 24, 2020
FY2020 expense reports in process or draft status will be closed at 5 p.m.	Friday, June 26, 2020
FY2020 spend authorizations will be mass closed at 5 p.m.	Wednesday, June 24, 2020
Disable new expense reports (until July 1)	Thursday, June 25, 2020
First day for FY2021 spend authorizations	Wednesday, July 1, 2020
First day for FY2021 expense reports	Wednesday, July 1, 2020

PROCUREMENT

Purchase Orders:

- **Procurement Services will close all FY2020 purchase orders on Friday, June 26, 2020**, unless the purchase order has been designated to remain open (roll) and re-obligate funds in FY2021. On Friday, June 26, 2020, all designated purchase orders will be rolled into FY2021.
- 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 – example: PO-000190) by Friday, June 19, 2020.
- Please review the following purchase order report as early as possible and run again prior to Friday, June 19, 2020, to determine which FY2020 purchase orders should be designated to roll and re-obligate funds in FY2021 and which need to be receipted.
 1. SLU-Purchase Orders Missing Receipts

TRAVEL & EXPENSE REPORTS

Spend Authorizations:

- **FY2020 Spend Authorizations – Suspended-spending freeze/COVID-19.** All FY2020 Spend Authorizations will be closed by Wednesday, June 24, 2020. New spend authorizations will need to be processed in July 2020 to reinstate any that still have open travel dates. Please pay special attention to all 2020 spend authorizations where a cash advance was requested. These spend authorizations must be cleared by Wednesday, June 24, 2020.
- **FY2020 Spend Authorizations – First day to process in Workday is Wednesday, July 1, 2020.** 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 24, 2020.
 1. My Spend Authorizations
 2. My Cash Advances

Expense Reports:

- **FY2020 Expense Reports – last day to process in Workday is June 24, 2020, at 5 p.m.** This means they must be fully approved. All in-progress expense reports will be canceled at 5 p.m., Wednesday, June 24, 2020, if not fully approved. New expense reports will need to be processed as a result of the cancellations on Wednesday, July 1, 2020. A journal entry will be made to expense the travel in the correct fiscal year.

ACCOUNTS PAYABLE

Supplier Invoices:

- Request that vendors/suppliers send 2020 invoices as early as possible, ideally by Monday, June 22, 2020, in electronic format.
- If a department receives an invoice that does not have a requisition assigned to it on or after Friday, June 19, 2020, write the cost center on the invoice and scan it to apinvoices@saintleo.edu.
- AP Specialist will denote a "2020" or a "2021" in the invoice memo field to indicate the appropriate expense period for accruals starting Wednesday, July 1, 2020.

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
Supplier Invoices	Kathy Fowler kathy.fowler@saintleo.edu or 7457
Suppliers	Shannon Cross Shannon.milder@saintleo.edu or 8520
Expense Reports	Melissa Crist melissa.crist@saintleo.edu or 7396
Settlements	Laura Cross laura.cross@saintleo.edu or 8211