

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



FY 2016-2017 Purchasing and Fiscal Close Deadlines

District Purchasing and Fiscal Close Deadlines

**Calendar applies to ALL Funds: General Fund, Community Education, Child Development,
Capital Outlay, ASG, and Foundation, etc.**

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
FY 2016-2017 CLOSING

DEADLINES APPLY TO ALL FUNDS (Restricted and Unrestricted!)

To see a list of funds in Workday and their fund type (Restricted/Unrestricted) type "Data Audit – Funds" in the Workday search box and hit enter – click on "Data Audit – Funds". A list of all funds, indicating each fund's type will generate.

DUE DATES/ACTIVITY DESCRIPTION

PURCHASING DEADLINES for FY 2016-2017 Requisitions, Supplier Contracts and 2017-2018 Purchases

March 1, 2017

- First day to input FY 2017-2018 Requisitions into Workday. **Special instructions on page 7.**

March 3, 2017

- **Requisition Due Date for Annual Supplies/Bids for 2017-2018 FY**
Note: A special template for Bid items for 2017-2018 has been created and is available in Workday. **Special instructions on page 8 and 9.**

COMMODITY: Community Education Brochures & Mailing, SC & IVC

April 3, 2017

- **Requisition Due Date for Annual Supplies/Bids for 2017-2018 FY**
Note: A special template for Bid items for 2017-2018 has been created and is available in Workday. **Special instructions on page 8 and 9.**

COMMODITY: Geology, & Marine Science Supplies

COMMODITY: Chemistry & Physics Supplies

COMMODITY: Custodial Services

COMMODITY: Equipment (**including furniture**), software and non- Office supplies – ALL FUNDS! (restricted and unrestricted)

April 15, 2017

➤ **Requisition Due Date for Annual Supplies/Bids for 2017-2018 FY**

Note: A special template for Bid items for 2017-2018 has been created and is available in Workday. Special instructions on page 8 and 9.

COMMODITY: Maintenance Supplies
COMMODITY: Pool Supplies
COMMODITY: Transportation Supplies

Also, for those that require a MULTI-YEAR CONTRACT (Renewal or Bid)

1st Class Postage Service
Custodial Supplies
Office Max
Biology (IVC, SC)

NOTE: If you have a maintenance contract in this particular area and do not wish to renew it, the Purchasing Department **MUST BE NOTIFIED** as many of these auto renew on July 1.

April 15, 2017

➤ **Deadline to submit 2016-2017 requisitions (other than punch outs.)**

This includes equipment (including furniture), software. Any requisition submitted after this date must be designated as an extreme emergency by the location's fiscal office before Purchasing will process. An example of an emergency is a water leak that occurs on May 4, 2017.

The respective fiscal office contacts are as follows:

<u>District Services</u>	<u>Kim McCord</u>
<u>Irvine Valley College</u>	<u>Davit Khachatryan</u>
<u>Saddleback College</u>	<u>Roxanne Metz</u>

May 1, 2017

- Workday Punch out Deadline. All orders from Workday punch out Suppliers Amazon, Graybar, B&H, and McKesson (**except Office Depot**) must be submitted by this date. Access to these punch outs through Workday will not be available from May 2, 2017 through June 30, 2017.

June 1, 2017

- Office Depot punch out Deadline. Orders must be submitted by this date. Orders and Credits not submitted by this date can be placed July 3, 2017. Access to this punch out thru Workday will not be available from June 2, 2017 thru June 30, 2017.

June 2, 2017

- **All FY 2016-2017 Paid in Advance, Blanket requisitions, Supplier Contracts and Spend Authorizations must be completed (submitted and approved).**

June 12, 2017

- Last day for **warehouse requisitions** (stores orders) to be expensed from FY 2016-2017 budgets.

June 12 - 30, 2017

- **Warehouse Stores closed for inventory.** No stores requisitions accepted; however, all other warehouse functions remain operational.

June 23, 2017

- **Cut-off date for college FY 2016-2017 credit card purchases.** Items not received by June 30 will be charged to new fiscal year.

June 26, 2017

- **Last Day to submit all FY 2016-2017 emergency requisitions – NO EXCEPTIONS**

Fiscal Close Deadlines for 2016-2017 fiscal year

March 3, 2017

- Local Revenue postings must be up to date**

May 19, 2017

- **Scholarship Award spreadsheet due to Accounts Payable by the Commencement date.**

June 1, 2017

- **Record Cash Sales documents will continue as normal through June 30, 2017. Continue to complete document for cash received. The cutoff date this year is June 30, 2017. All monies received through this date should have a Record Cash Sales document created and submitted.**

June 21, 2017

- **County Funds (010,011,400,401, 120, 680) Final date for District Office to issue**

checks and registers for FY 2016-2017 until July 1, 2017

June 22, 2017

- **Bags for deposit must be ready for pickup on June 22, 2017 for delivery to District Accounting.**

June 23 - 30, 2017

- **Record Cash Sale documents for cash received on June 30th must be submitted by July 6, 2017.**
- **Departments are required to email District Accounting (AccountsPayable@socccd.edu) by June 30 with a list of purchase orders and/or supplier contracts (other than those represented in the list noted on July 6, 2017 on page 4) you want closed and/or invoices that need to be requested because the goods or services have been delivered but it has not been received by the Central Receiving Warehouse in Workday. Please put "CLOSE POs and/or Contracts for (cost center number) in the subject line.**

Example: CLOSE POs for 72110, CLOSE Contracts for 72110 or CLOSE POs and Contracts for 72110.

To specifically review Purchase Orders.....

The SOCCCD – Open Purchase Orders report should be helpful.

Run the report by: requested by (person who initiated the requisition that turned into a purchase order)

Company would be SOCCCD or SC Foundation or IVC Foundation, etc.

Or

Run the report by: worktags

To specifically review Supplier Contracts.....

SOCCCD – Open Supplier Contracts

Run the report by: requested by (person who initiated the supplier contract)

Company would be SOCCCD or SC Foundation or IVC Foundation, etc.

Or Run the report by: worktags

July 6, 2017

- **All ACCRUAL requests must be turned in to District Accounting by 4 p.m.**

Restricted Funds (Grants and Categorical) that are ending June 30, 2017: Payroll accruals to be sent District Accounting for processing. Information received after this time will be expensed against the FY 2017-2018 budget.

Salary expenditures which are reported on timecards are not regularly accrued. Unless a special request is made, all time reported for classified hourly assignments and Summer Academic time sheets for the period of June 15 – June 30, 2017 will be reflected in FY 2017-2018. Salary accruals will be limited to categorical and grant programs that do not allow carry-over of funds and will not be accepted until after the time has been worked.

NOTE: District Accounting will NOT accrue stipends this year. All stipends must be approved by the Board of Trustees no later than the May 15, 2017 meeting of the Board. All stipend timesheets must be submitted to Payroll by June 15, 2017 in order to be expensed to FY 2016-2017 – NO EXCEPTIONS!

All goods received on or before June 30 and all services performed on or before June 30, must be expensed to the current fiscal year. All invoices or reimbursement requests for those goods or services must be received in District Accounting no later than 4 p.m. July 6, 2017.

Although the payments may be made after July 1, 2017, those expenses will still be recorded to the fiscal year in which goods and services were received. All expenses to be accrued must be completed prior to June 30. District accounting office will not accrue expenses unless goods are received or services are completed prior to June 30. All accruals will require that documentation, as follows, be provided prior to an accrual being made:

Conferences:	Approved spend authorization and expense report with receipts attached.
Consultants and date, Independent Contractors:	Supplier contract, board approval signed contract, W-9 for payee, & approved invoice.
Payment for Regular Purchases:	Purchase order, receiver & invoice.
Salaries & Benefits:	Approved time cards for time worked.

- Final receipts for Blanket purchase orders sent to the A/P email (AccountsPayable@socccd.edu).
- All FY 2016-2017 Blanket purchase orders are closed out.
- All remaining FY 2016-2017 supplier invoices due to District Accounting
- District Accounting will begin to close the 2016-2017 documents listed below.

All requisitions that are not successfully completed
All Blankets

**All fully invoiced fully paid purchase orders
 All fully expensed spend authorizations
 All fully invoiced fully paid supplier contracts
 Also, any purchase order or supplier contract as requested by a campus department.**

July 1 - 10, 2017

- **Monies received from July 1- 10, 2017 which were monies owed to college for goods and/or services rendered during fiscal year 2016-2017 but not paid to college by June 30, 2017, shall be a record cash sale document using the applicable fund, and revenue account RE9169 Manual Accounts Receivable Accrual. Your cost center and program is required as well.**

Example:

XXX	9169	42100	683000	RE9169
Fund	Ledger	Cost Center	Program	Revenue Category

Please enter the Workday account number in which the funds are to be deposited on the cash receipt as an attachment to record cash sale.

Example:

010	8850	42100	683000	RE8850
Fund	Ledger	Cost Center	Program	Revenue Category

011	8881	12055	695200	RE8881	FS422	
Fund	Ledger	Cost Center	Program	Revenue	Funding Source	Award Year

July 11, 2017

- **All Accounts Payable and accruals for 2016-2017 will be posted.**

July 12, 2017

- **Departments/Campus Fiscal Offices should run the SOCCCD Ledger Account Balance Summary Report to review their obligation balances to ensure accounts are not in a negative balance and prepare for any budget or expense transfers necessary to close out 2016-2017.**

July 14, 2017

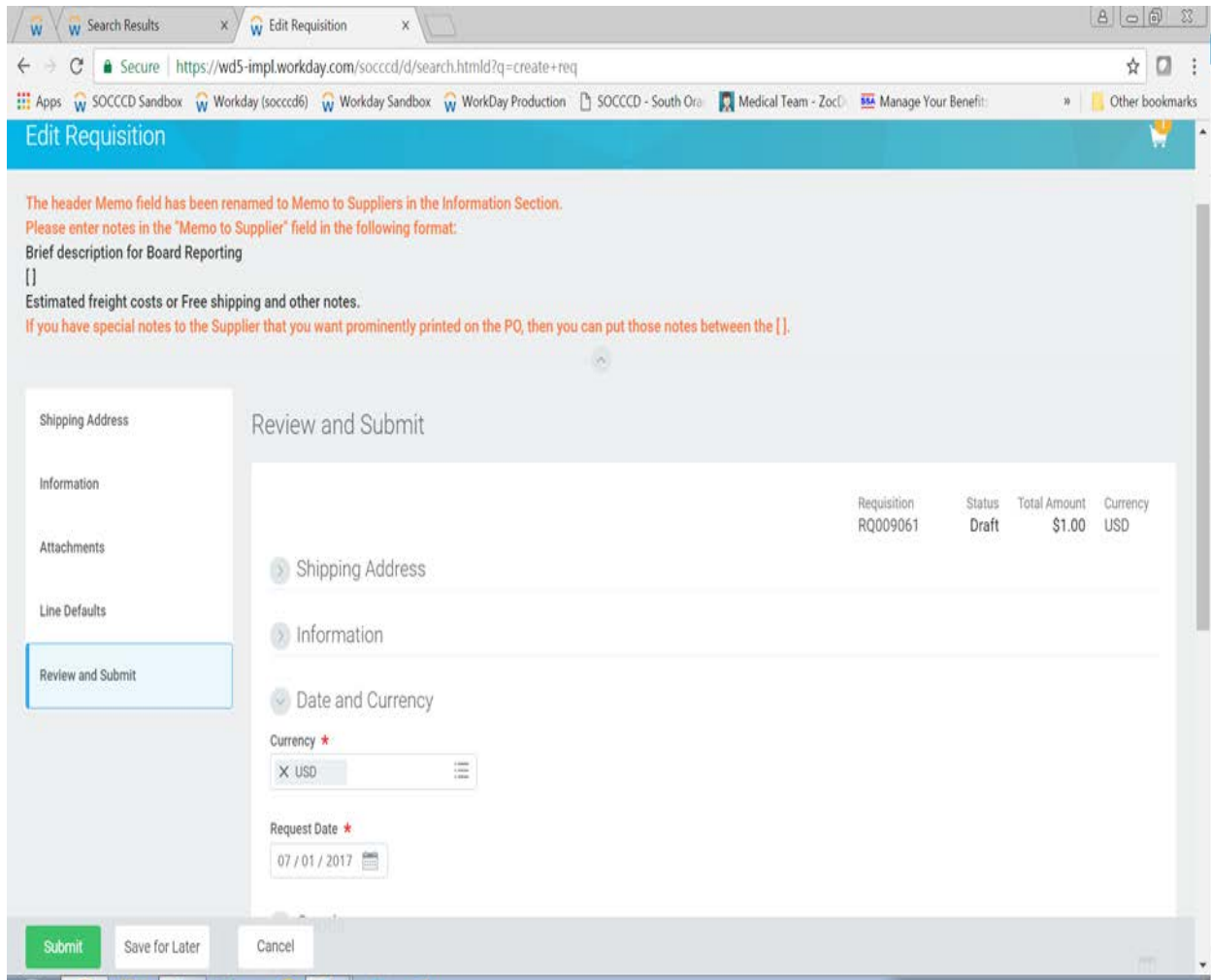
- **Last Day for Budget and Expense Transfers to be submitted and approved in Workday for 2016-2017 (Journals).**

** SPECIAL INSTRUCTIONS **

1. Requisitions for FY 2017-2018 can be keyed into the Workday system beginning March 1, 2017.

When creating PO with Receiving requisition-type – you must enter 07-01-2017 in the **request date** box in the requisition – screen shot below:

PO with Receiving



The screenshot shows the 'Edit Requisition' interface in a web browser. The browser address bar displays 'https://wd5-impl.workday.com/socccd/d/search.html?q=create+req'. The page title is 'Edit Requisition'. A message at the top states: 'The header Memo field has been renamed to Memo to Suppliers in the Information Section. Please enter notes in the "Memo to Supplier" field in the following format: Brief description for Board Reporting [] Estimated freight costs or Free shipping and other notes. If you have special notes to the Supplier that you want prominently printed on the PO, then you can put those notes between the []'. On the left, a navigation menu includes 'Shipping Address', 'Information', 'Attachments', 'Line Defaults', and 'Review and Submit' (which is highlighted). The main content area is titled 'Review and Submit' and contains a table with the following data:

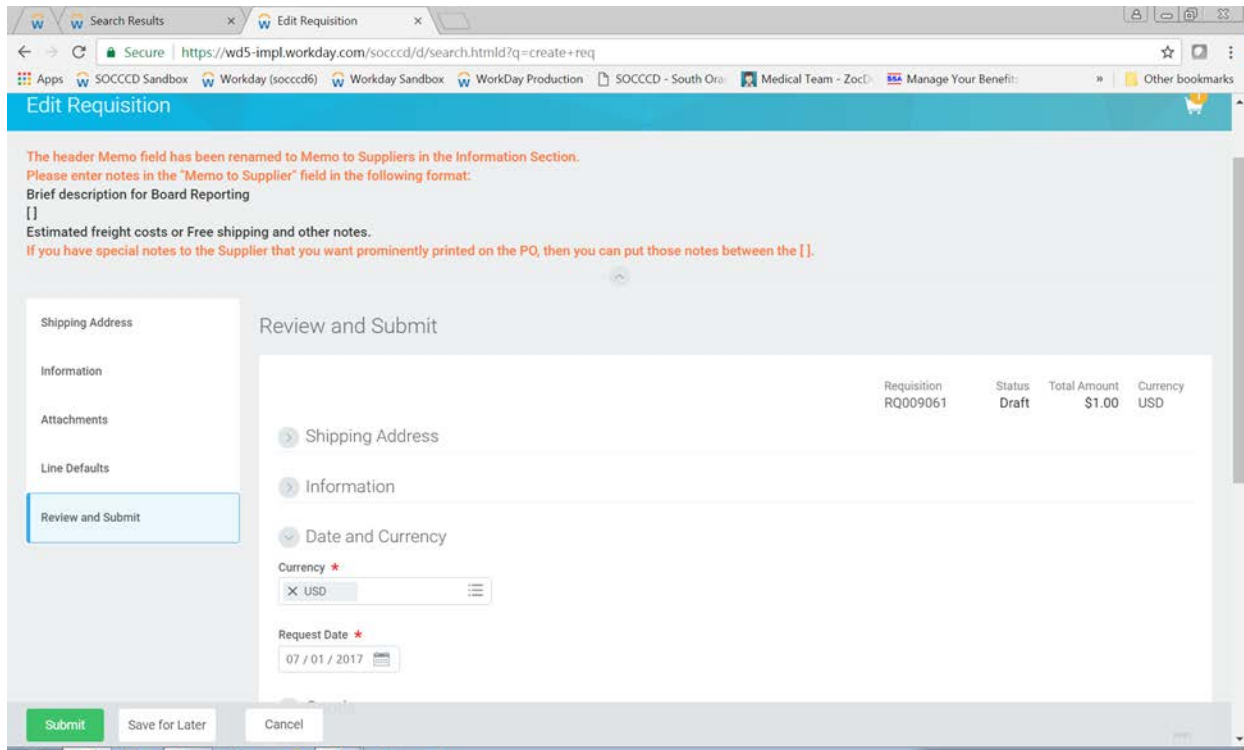
Requisition	Status	Total Amount	Currency
RQ009061	Draft	\$1.00	USD

Below the table, there are expandable sections for 'Shipping Address', 'Information', and 'Date and Currency'. The 'Date and Currency' section is expanded, showing 'Currency *' set to 'USD' and 'Request Date *' set to '07 / 01 / 2017'. At the bottom, there are three buttons: 'Submit', 'Save for Later', and 'Cancel'.

2. **All departments can begin creating open Blanket requisitions for fiscal year 2017-2018 beginning March 1, 2017:**

When creating a Blanket req-type – you must enter 07-01-2017 in the **request date** box in the requisition – screen shot of sample below

Blanket PO's



3. **CREATING SHARED REQUISITION TEMPLATES for Annual Bids (March 1 – June 30, 2017) in Workday for FY 2017-2018****

- A. Type in **Create Shared Requisition Template** in Workday search box.
- B. Choose **Create Shared Requisition Template**
- C. Fill in **Requisition Template Name** Box with: Commodity – Supplier – Date of 7.1.16
- D. Fill in **Requisition Currency** Box with: USD
- E. Check **User** Box under Template Access - **ALWAYS** enter **all** 3 names **below**

Bangs, Barbara * Vitale, Linda * Deo, Michelle

Enter good Lines with Supplier Name (one Supplier per Template)

F. Click **OK**, then **Done**

G. Email BBangs@socccd.edu that you have submitted a Commodity Template

The screenshot shows a Workday web interface for a Requisition Template. The title is 'Requisition Template Custodial - Champion - 7.1.16'. The page is divided into 'Template Details' and 'Template Access' sections. Below these is a 'Goods Lines' section with a table of 4 items.

Item	Item Description	Spend Category	Fulfillment Source	Supplier	Quantity	Unit of Measure	Current Unit Cost	Extended Amount	Memo	*Fund	*Cost Center
	#80 Crystal Clear Glass Cleaner 4GAL/CS, Lables for 32 Oz. Spray Bottles (NO SUB/VENDOR)	SP4300 Supplies	Purchase Order	Champion Chemical Company [Whittier]	30	Case	35.00	1,050.00		010 General Fund Unrestricted	12020 SC-Custodial Services
65-5		SP4300	Purchase	Chamoion	25	Each	45.35	1,133.75		010 General Fund	12020

H.

4. Supplier Contracts that require a prepayment for FY 2017-2018

Invoices for a prepayment on a Supplier Contract with a start date in FY 2016-2017 and an end date in FY 2017-2018 that are to be paid from the FY 2017-2018 Budget should be scanned and emailed to AccountsPayable@socccd.edu with “Supplier Contract #XXXXXXX Prepayment” in the subject line of the email. This will initiate a prepayment to be processed by District Accounting. Payment requests must be submitted to AccountsPayable@socccd.edu email account by **June 16, 2017**. Requests received June 17, 2017 or after will be processed in July 2017. Don't worry about your supplier contract for next year failing budget check - If your supplier contract fails the budget check District Accounting will override so the contract will complete and be eligible for payment.

When creating your supplier contract for next year please mention in the contract summary that this is a total or partial prepaid expense. This will help ensure it is processed appropriately.

5. **ITEM THAT REQUIRES PRE-PAYMENT BEFORE JULY 1, 2017 THAT IS NOT A SUPPLIER CONTRACT.** This includes memberships, subscriptions and software contracts. These requests will be processed from an **EXPRESS INVOICE** sent to **Accounts Payable @socccd.edu**. Email the invoice **CLEARLY MARKED AS**

EXPRESS INVOICE AND INCLUDE THE ACCOUNT WORKTAGS REQUIRED FOR EXPENSING THE TRANSACTION TO FY 2017-2018. A REQUISITION IS NOT REQUIRED FOR AN EXPRESS INVOICE AND SHOULD NOT BE CREATED.

When the invoice is entered into Workday by Accounts Payable, the transaction will automatically go to the cost center manager for approval. Subject line in the email to Accounts Payable should read: **EXPRESS INVOICE (AND THE NAME OF THE SUPPLIER TO WHOM THE PAYMENT WILL BE MADE)**