

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



FY 2019-2020 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 2019-2020 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.

**PURCHASING DEADLINES for FY 2019-2020
Requisitions, Supplier Contracts and 2019-2020 Purchases**

March 9, 2020

- First day to input FY 2020-2021 Requisitions into Workday. **Punchout requisitions can only be entered starting July 1, 2020.** When creating a PO with Receiving requisition-type – you must enter 07-01-2020 in the request date box in the requisition.

Special instructions on page 7.

April 10, 2020

- Deadline to notify Purchasing (purchasing-dept@socccd.edu) of any anticipated 2020-2021 purchases that are over the 2020 bid threshold of \$95,200. Although most items previously bid are now available on the punchouts, please let us know if you have any purchases over \$95,200 that you are not able to obtain from the current punchout suppliers.

May 1, 2020

- Deadline to submit 2019-2020 requisitions (other than punchouts).

This includes equipment (including furniture) and software. Any requisition submitted after this date must be designated as an extreme emergency by the location's fiscal office before Purchasing will process.

The respective fiscal office contacts are as follows:

District Services.....Kim McCord
Irvine Valley College.....Davit Khachatryan
Saddleback College.....Cory Wathen

May 28, 2020

- Workday punchout deadline. All orders from punchout suppliers with the exception of Office Depot must be submitted by this date. Access to these punchouts through Workday will not be available from June 1, 2020 through June 30, 2020.
- All FY 2019-2020 Paid in Advance, Blanket requisitions, Supplier Contracts and Spend Authorizations must be completed (submitted and approved).

June 4, 2020

- Workday Office Depot punchout deadline. All orders from Workday punchout for Office Depot must be submitted by this date. Access to the Office Depot punchout through Workday will not be available from June 5, 2020 through June 30, 2020.

June 11, 2020

- Cut-off date for college FY 2019-2020 credit card purchases. Items or services not received by June 30 will be charged to the new fiscal year.
- Last day for warehouse requisitions (stores orders) to be expensed from FY 2019-2020 budgets.

June 22 - 30, 2020

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

June 30, 2020

- Last day to submit all emergency requisitions for FY 2019-2020.
- Email District Purchasing (purchasing-dept@socccd.edu) with list of open purchase orders requiring action. Please put "FY 19-20 POs Requiring Action (and cost center)" in the subject line of your email.

Run 'SOCCCD – Open Purchase Orders' report to obtain list of open purchase orders and 'SOCCCD – Open Supplier Contracts' to obtain list of open supplier contracts and identify each business document with one of the following:

- (1) CLOSE – this means the purchase order is fully received & all invoices are paid. In the case of supplier contracts, all services rendered and invoices are paid.
- (2) REQUEST INVOICE – Items received but invoice has not been paid
- (3) RECEIVING NEEDED – Contact the warehouse for any items that have been physically received by your department but still need to be received in Workday.

Note all FY 2019-2020 purchase orders and supplier contracts will start being closed by Purchasing on July 6.

FISCAL DEADLINES for Fiscal Year 2019-2020

May 15, 2020

- All Scholarship Award spreadsheets due to Accounts Payable.

June 11, 2020

- Last day to submit invoice for supplier contracts that require prepayment.

See page 9 for details.

June 18, 2020

- IVC Bursar's Office and SC Student Payment Office bags for deposit must be ready for pickup on June 18, 2020 for delivery to District Accounting.

June 24, 2020

- County Funds (010, 011, 400, 401, 120, 680) Final date for District Office to issue checks and registers for FY 2019-2020 until July 1, 2020.

June 30, 2020

- Cutoff date to record cash sales for monies received by June 30, 2020 using the usual revenue ledger. All monies received through this date should have a Record Cash Sales document created and submitted. This is the same process you use throughout the majority of the fiscal year.

July 6, 2020

- All ACCRUAL requests must be turned in to District Accounting by 6 p.m.

Salary accruals will be limited to categorical and grant programs that are ending June 30, 2020. Colleges will identify payroll accruals appropriate for the closing of restricted funds and communicate to District Accounting – Adelfa Garcia (agarcia@socccd.edu).

NOTE: District Accounting will NOT accrue stipends. The following are stipend deadlines:

April 24, 2020 – Stipend paperwork due to HR for approval on May 18, 2020 Board meeting
June 12, 2020 – Stipend timesheets for Spring 2020 or prior semesters due to Payroll
June 18, 2020 – Stipend timesheets for Summer 2020 semester (5/26 - 6/14) due to Payroll

All goods received on or before June 30, 2020 must be recorded as received in Workday by Central Warehouse and all services performed on or before June 30, 2020 must be expensed to FY 2019-2020. All invoices or reimbursement requests for those goods or services must be received in District Accounting no later than 6 p.m. on July 6, 2020.

Although the payments may be made on or after July 1, 2020, 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 on or prior to June 30. District accounting will not accrue expenses unless goods are received or services are completed on or prior to June 30. All non-payroll accrual requests will require the following documentation:

- | | |
|---------------------|--|
| Conferences: | Approved spend authorizations and expense report with receipts attached in Workday. |
| Supplier Contracts: | Consultant with independent contractor agreement and supplier contract, board approval date, W-9 for payee & approved invoice. |
| Regular Purchases: | Purchase order, receiver & invoice. |

Purchase Reimbursements: Approved expense report with receipts attached in Workday.

- Final receipts for blanket purchase orders emailed to A/P (AccountsPayable@socccd.edu).
- All FY 2019-2020 blanket purchase orders closed out.
- All remaining FY 2019-2020 supplier invoices due to District Accounting.
- Purchasing will begin to close the 2019-2020 documents listed below:
 - All requisitions that are not successfully completed
 - All blanket purchase orders
 - All fully invoiced, fully paid purchase orders
 - Any purchase order or supplier contract as requested by a campus department
- Accounts Payable will close fully expensed spend authorizations.
- Accounts Receivable - Record Cash Sale for FY 2019-2020 received after June 30, 2020.

Monies received after June 30, 2020 for goods and/or services rendered during FY 2019-2020 but not paid to college by June 30, 2020 shall be a Record Cash Sale document using the applicable fund, revenue account RE9169 (Manual Accounts Receivable Accrual), and cost center.

Accounts Receivable transactions may include, but are not limited to abatements, credit memos, duplicating chargebacks, facilities rentals (do not include customer invoices that are created in Workday), graphics chargebacks, refunds, and postage.

When payment for FY 2019-2020 is received after June 30th and entered in Workday using RE9169, please notify Jaime Pritchett at jpritchett@socccd.edu and provide the cash sale number [CS0XXXXX], revenue account [REXXXX] of where the money belongs, and a brief explanation of what it is for.

Example:

Record Cash Sale entry [CS012345]

010	9169	42100	RE9169
<i>Fund</i>	<i>Ledger</i>	<i>Cost Center</i>	<i>Revenue</i>

Email to Jaime Pritchett

010	8850	42100	683000	RE8850
<i>Fund</i>	<i>Ledger</i>	<i>Cost Center</i>	<i>Program</i>	<i>Revenue</i>

AR, CS012345, For IVC facilities rental to XYZ company

July 13, 2020

- All Accounts Payable, Accounts Receivable, and Salary accruals for 2019-2020 will be posted by 6 p.m.

July 14, 2020

- Departments/Campus Fiscal Offices should run the SOCCCD Ledger Account Balance Summary Report to review their obligation balances to ensure accounts do not have negative balances and prepare for any budget amendments or journal entries necessary to close out FY 2019-2020.

July 20, 2020

- Last day for budget amendments and journal entries to be submitted and approved in Workday for FY 2019-2020.

** SPECIAL INSTRUCTIONS **

1. Requisitions for FY 2020-2021 can be keyed into the Workday system beginning March 9, 2020.

When creating PO with Receiving requisition-type – you must enter 07-01-2020 in the request date box in the requisition – screen shot below:

PO with Receiving

Review and Submit - Workday

wd5-impl.workday.com/socccd/inst/1302547687/rel-task/29975839.html

Edit Requisition

Please enter notes in the "Memo to Supplier" field in the following format:
Brief description for Board Reporting
[]
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 [].

Put your location (i.e. SCI 339) in the brackets ONLY for Office Depot Punchouts.

Applicable freight charges must be entered in the new Freight field in the Information Section when the requisition includes only one Supplier.
Add the freight charges to the "Memo to Suppliers" field when the requisition includes multiple suppliers.

Requisition	Status	Total Amount	Currency
RQ028507	In Progress	\$435.22	USD

> Shipping Address

> Information

< Date and Currency

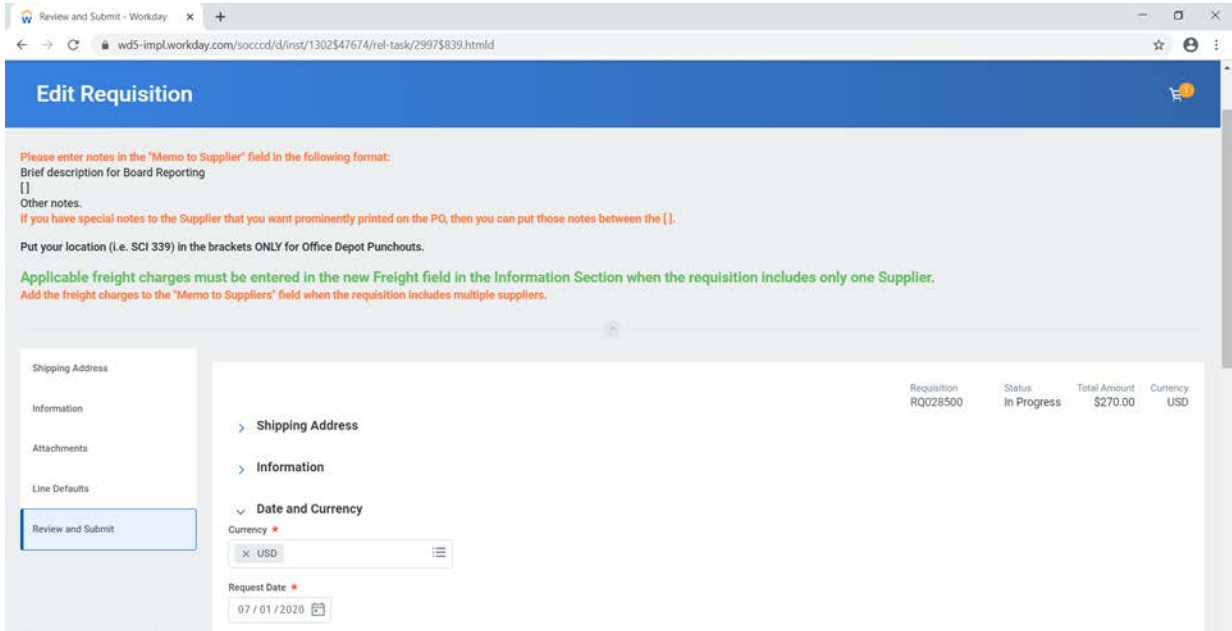
Currency *
x USD

Request Date *
07 / 01 / 2020

2. All departments can begin creating open Blanket requisitions for FY 2020-2021 beginning March 9, 2020.

When creating a Blanket PO req-type – you must enter 07-01-2020 in the request date box in the requisition – screen shot of sample below:

Blanket POs



3. Supplier Contracts that require a prepayment in FY 2019-2020

Invoices for a prepayment on a Supplier Contract with a start date in FY 2019-2020 and an end date in FY 2020-2021 that are to be paid from the FY 2020-2021 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 11, 2020. Requests received after June 11, 2020 will be processed in July 2020. If supplier contract fails budget, check the 'Request for Override' box for District Accounting to override and complete the payment process.

4. Items that require pre-payment before July 1, 2020 that are not supplier contracts or spend authorizations – these include memberships, subscriptions, and software contracts.

These requests will be processed from an EXPRESS INVOICE sent to AccountsPayable@socccd.edu. Email the invoice clearly marked as 'Express Invoice' and include the account worktags required for expensing the transaction to FY 2020-2021. 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. The 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)

5. Carry Forwards

Purchase Orders that are outstanding on June 30, but for which the goods or services have not been received, will be rolled forward to the new fiscal year as outstanding obligations. It is the responsibility of each cost center manager to ensure that adequate funds are budgeted in the new fiscal year to meet these outstanding obligations. To facilitate this process, colleges should run 'SOCCCD – Ledger Account Balance Summary' report for review.