



UNIVERSITY OF
ARKANSAS

University of Arkansas (UAF) Spend Fiscal Year End Timeline

FY22

Covered Topics

- Fiscal Year End
- Purchasing
- Accounts Payable
- Transaction vs Accounting Date
- Procurement Card
- Travel Expenses & Personal Reimbursement



UAF FISCAL YEAR END

What is Fiscal Year End?

- **What is the UAF Fiscal Year (FY)?**
 - Annual spend from July 1 - June 30 (Ex. July 1, 2021 - June 30, 2022 = FY22).
 - Fiscal Year End (FYE) processes and deadlines are established to help with budget planning and recognizing spend in the appropriate FY (Ex. FY22 spend should be reflected as FY22 funds).
 - Visit [Business Affairs](#) Year End Information and [Financial Affairs](#) Year End Information and plan accordingly.

- **What is the availability of Procurement and BSVC teams during FYE?**
 - Limited availability due to increased workload and time commitments
 - Email or Microsoft Teams Chat is the best contact method during this time. Allows our teams to look into the issue and secure a solution.
 - Please continue to be patient and considerate with our teams during this time.
 - Review the associated webpage, or contact the appropriate area:

Web	Contact
Supplier Services	supplier@uark.edu
Procurement	Procurement Coordinator
eProcurement	pcard@uark.edu
Travel	uatravel@uark.edu

What is Roll Forward?

- **Annual roll forward of open transactions (Requisitions, POs, Supplier Contracts) from previous FY to next FY.**
- **For roll forward from current FY22 to FY23:**
 - Departments should actively review all open spend before 6/30 and close any unneeded POs and Supplier Contracts.
 - Without closure, any open spend commitments will roll forward to the next FY and may impact budget/accounting.
 - After AP closes, Procurement will roll forward all open documents. All open spend commitments (requisitions)/obligations (purchase orders) that are dated before 6/30/2022 will be re-committed/obligated using FY23 funds.

How to Prepare?

Begin your processes early!

- Start Now: Resolve, close, or process all receipts, credit card verifications, expense reports, and submit invoices.
- Departments should actively review, and process reports to identify draft or in-progress transactions.
- Communicate issues with the associated BSVC unit, in a timely manner: Procurement, PCard, Supplier, and Travel.

Helpful Reports

Prepare with these helpful reports:

- RPT- Find Requisitions by Company (lists reqs, status)
- My Requisitions (track progress/status of *your* reqs)
- RPT - Find Purchase Orders (locate POs for your CC)
- RPT - Find Supplier Contracts (lists spend under contract)
- Find Expiring Supplier Contracts (filter by company, type, status, etc.)
- RPT - UAF - Supplier Invoices in Match Exception (lists invoices in match exception due to missing receipts or other reasons)
- RPT - Uninvoiced Purchase Orders with Receiving Entries (check status on invoices)

Scheduling Reports in Workday

Schedule a Report

Report ✕ RPT - Supplier Invoices in Match Exception - Missing Receipts ☰

Run Frequency ✶ Weekly Recurrence ▼

OK Cancel

1. Type **Schedule Report** in the search bar in Workday and click **Enter**. Under the search results, click **Schedule a Report**. Another option is to navigate to the report, then click the **Related Actions** icon ☰, then **Custom Report**, and then click **Schedule**.

2. Either **type the report name** or use the dropdown menu in the report field to select the report you want to schedule.

3. **Select the frequency** you would like the report to run **Best practice** run weekly or bi-weekly reporting

4. Click **OK**.

5. Click on each of the following tabs (Report Criteria, Schedule, Output) and enter the appropriate information.

6. **Report Criteria**- This allows you to **set the specific prompts or criteria** to pull the data and results you need. (Company, Cost Center, Cardholder, etc.)

Schedule a Report ☰

Request Name ✕ RPT - Supplier Invoices in Match Exception ☰

Report Name RPT - Supplier Invoices in Match Exception - Missing Receipts

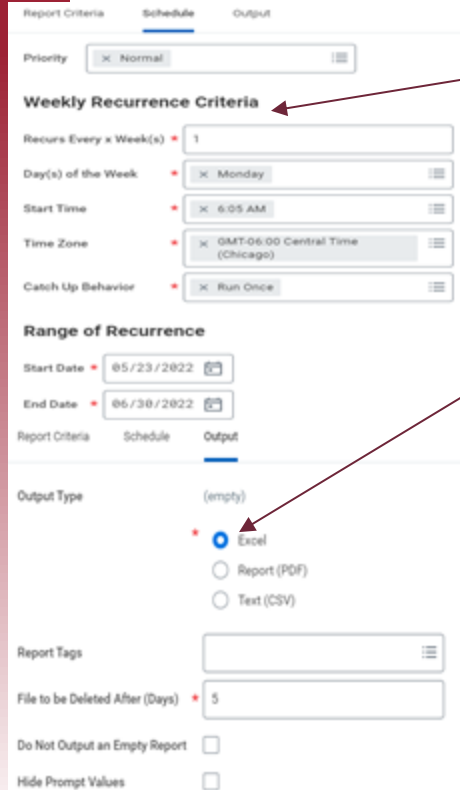
Run Frequency Weekly Recurrence

Report Criteria Schedule Output

8 Items ☰

Field	Value Type	Value
☰ Company	Specify Value	✕ University of Arkansas at Little Rock ☰
☰ Cost Center Hierarchies	Specify Value	☰
☰ Cost Center	Specify Value ▼	✕ CC001079 UALR Procurement Services ☰

Scheduling Reports in Workday - Cont.



The screenshot shows the 'Schedule' and 'Output' tabs of the report configuration interface. The 'Schedule' tab is active, showing settings for 'Weekly Recurrence Criteria' (Recurs Every x Week(s): 1, Day(s) of the Week: Monday, Start Time: 6:05 AM, Time Zone: GMT-06:00 Central Time (Chicago), Catch Up Behavior: Run Once) and 'Range of Recurrence' (Start Date: 05/23/2022, End Date: 06/30/2022). The 'Output' tab is also visible, showing 'Output Type' set to 'Excel' (selected), 'Report Tags' (empty), 'File to be Deleted After (Days)' set to 5, and checkboxes for 'Do Not Output an Empty Report' and 'Hide Prompt Values'.

7. **Schedule-** Use this tab to specify the frequency, time, and duration of the scheduled runs.
 - a. The **start date** must be in the future and there must be an **end date** selected. **Best practice** is to use the **fiscal year** as your date range.
8. **Output-** This allows you to specify the format of the delivered report (Excel, PDF, CSV) and add a report tag.
9. **Share-** select **Share Report Outcome with Others** then type the name of the individuals in the **Authorized Users** field. Reports should only be shared with those that need the data to complete their job duties. **Note-** Not all reports are shareable in Workday.
10. Click **OK** after each tab has been completed. The reports will be delivered to the **My Reports**, under your profile.

Mass Closing by Procurement Office

- **Requisitions & POs**
 - The Procurement Office performs a “Mass Close” action each month (and at FYE) to close out all fully sourced requisitions and fully paid POs for the UAF Shared Services Hierarchy.
- **Blanket POs**
 - Blankets are only mass closed at FYE (not monthly) and Blankets will not roll forward. Departments can create new Blanket POs for the new FY.
- **Supplier Contracts**
 - Only the fully paid contracts with end dates on or before 6/30/2022 will be mass closed at FYE.



PURCHASING AND SUPPLIERS

Requisition, Purchase Order, and Change Order Deadlines

Rule of thumb - plan and ensure your transactions are processed by the following dates.

June 15, 2022

Regular Requisitions/Purchase Orders and Sole Source Purchases

- Must be submitted and approved by June 15, 2022 to be encumbered for FY22.
- If you have received merchandise but have not received an invoice, contact the Supplier to make sure the invoice is received and paid in the correct fiscal year.
- Make sure you have completed all receiving entries for FY 2022 merchandise physically received by June 30th.

July 11, 2022

Personal Reimbursement Requests

- Must be submitted and approved by July 11, 2022 for FY22 expenses.

July 15, 2022

Receipts

- Goods and services received in June (with a June receipt date) must be approved by July 15, 2022.

PO Change Orders

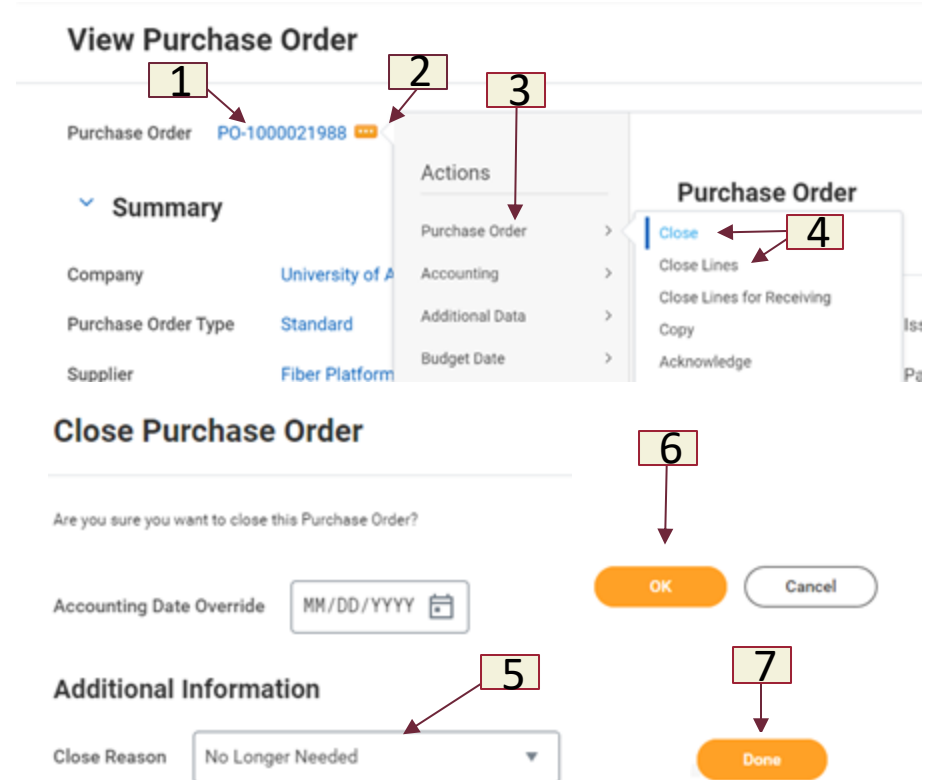
- A change order is a modification to a PO that changes the original scope. This may include changes to items ordered, pricing, worktags, etc.
- Must be submitted and approved by July 15, 2022 for FY22 expenses.

Closing Requisitions / Purchase Orders

- Requisitions and Purchase Orders do not automatically close.
- Best Practice is to regularly review POs, in your cost center, to identify those needing to be closed.
- Before closing a PO, verify that all invoices have been processed and paid.
- Fully sourced requisitions and fully paid POs can be closed. Closing POs will liquidate (zero out) any remaining balance and therefore release those funds as obligations.
- A closed PO can only be reopened in the fiscal year it was created. A new PO would have to be created for the remaining expenditure.
- **KEEP IN MIND:** Only items that have been completely paid, or are no longer needed, should be closed. Items with outstanding invoices or receiving should remain open.

Workday Process to Close POs

- Type the PO number in the search box or click the PO hyperlink if using a report.
 - Confirm** you have the correct PO number selected.
 - Note: only POs with a status of **Issued** can be closed.
- When the PO is displayed, click the Related Actions Icon, hover over Purchase Order, then click Close.
 - Note- You can close the entire PO or use **Close Lines** to select individual items to close.
- The page will then display the Close Purchase Order screen, asking “Are you sure you want to close this PO?”. To close the PO, select a reason, click OK, then Done.
 - Clicking **Cancel** will stop the Close process.



View Purchase Order

Purchase Order PO-1000021988

Summary

Company University of A
Purchase Order Type Standard
Supplier Fiber Platform

Actions

- Purchase Order
- Accounting
- Additional Data
- Budget Date

Purchase Order

- Close
- Close Lines
- Close Lines for Receiving
- Copy
- Acknowledge

Close Purchase Order

Are you sure you want to close this Purchase Order?

Accounting Date Override MM/DD/YYYY

Additional Information

Close Reason No Longer Needed

OK Cancel

Done



ACCOUNTS PAYABLE



Accounts Payable

Helpful Reports

Supplier Invoice Requests

These reports can be used to locate SINVR for your department

- My Supplier Invoice Requests
- Find Supplier Invoice Requests
- RPT – UAF – AP – Incomplete Supplier Invoice Requests

Supplier Invoices

These reports can assist in locating supplier invoices.

- RPT – Find Supplier Invoices
- RPT – UAF – AP – Incomplete Supplier Invoices
 - Used to see invoices currently in draft status or moving through approval process

Accounts Payable Deadlines

July 15

- All invoices including regular invoices, Supplier Invoice Requests, Utilities, Construction and Library must be in Accounts Payable along with receiving performed (when applicable). Received date needs to be June 30, 2022 or prior to be expensed in FY22
- FY22 Invoices submitted after **July 15** may not reflect as FY22 spend.
- **Any Supplier Invoice Requests in Draft status dated with invoice date before June 30, 2022 will be canceled on July 16th**



Accounts Payable

Helpful Reports

Match Exception Related Reports

RPT – UAF - Supplier Invoices in
Match Exception

- Detailed list all match exceptions

RPT – UAF – AP - Supplier Invoices in
Match Exception

- Can be used to get high level look of overall match exceptions by cost center. Report is drillable.

Accounts Payable Deadlines (continued)

July 21

- Accounts Payable closes for FY22
- Procurement Document Roll Forward will occur **after** AP Closes

Match Exceptions

- Departments should review and resolve all match exceptions to ensure expensing in FY22 and avoid payment delays.
- Match exceptions not resolved before Accounts Payable closes will be expensed in FY23.
- Match Process Guide available on [Accounts Payable website](#) to help users understand match exception reasons and tips to resolve exceptions (UARK email required to access).
- Match exceptions must be resolved for the invoice to be approved for payment. Contact Jonathan Smith, js159@uark.edu or 479-575-6182, if you need assistance resolving match exceptions.



TRANSACTION DATE VS ACCOUNTING DATE

Expense Transaction vs Accounting Dates

What is the transaction date?

- The date a travel event or credit card transaction occurred.

What is the accounting date?

- The date an expense report or P-Card verification is created in Workday.

Why it matters?

- If a transaction occurs on 06/20/22 but is not reconciled or verified until 07/01/22, the accounting date will be 07/01/22 and considered FY23 spend.



Expense Transaction vs Accounting Dates Cont

Travel or card transactions completed prior to 6/30 but not verified until after 6/30:

- Travelers and cardholders will be responsible, when creating an ER or verifying a credit card transaction in Workday, for changing the document date to a date before 6/30/22. Changing the document date is easier during creation as opposed to making changes after the fact.
- It is the responsibility of the cardholder and department approvers to make this change. Verifications and Expense Reports that are not changed and approved will be considered FY23 spend.
- Departments can use RPT - Find Procurement Card Transaction Verifications by Company and RPT - Find Expense Reports to identify PC verifications or Expense Reports with dates that may need to be changed.
- All FY22 credit card transactions and travel expense reports should be submitted in Workday before 7/11.

Critical: Quickly and accurately verify transactions and enter expense reports.

Changing Acct Date at Initiation of the PC Verification

*P-Card transactions verified between 6/20/2022 and 6/30/2022 should have been dated **before** 6/30/2022.*

Verification For *

Company *

Document Date *

Select All

Procurement Card Transactions 0 items

Select	Transaction	Transaction Date



Changing Acct Date at Initiation of the Expense Report

Pay To

Creation Options Create New Expense Report Copy Previous Expense Report
 Create New Expense Report from Spend Authorization

Final Expense Report for Spend Authorization

Memo

Company

Expense Report Date

Business Purpose

Cost Center

Designated

Grant

Program

Project

Agency

Additional Worktags

*Travel reconciled between 6/20/2022 and 6/30/2022
The Expense Report date should be **before** 6/30/2022.*

Identifying PC Verifications With Dates That Should Be Changed

RPT - Find Procurement Card Transaction Verifications by Company

Details

Company	University of Arkansas at Little Rock	CC Transaction On or Before	06/30/2022
Verification Date On or After	11/30/1999	CC Transaction Aging days greater than or equal to	0
CC Transaction On or After	05/01/2022	Verification is Intercompany	No

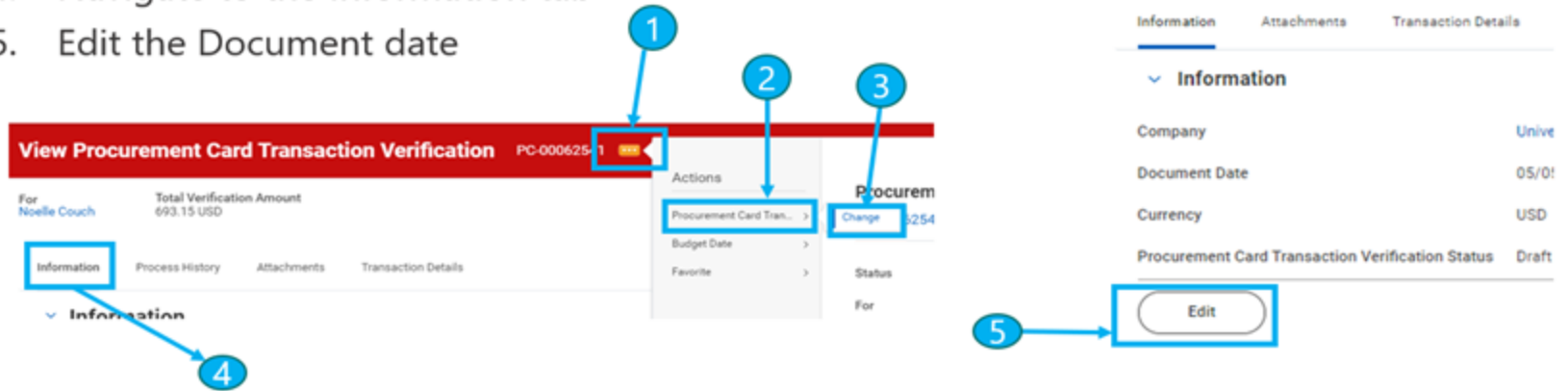
87 items

Verification Date	Status	Verification Step Awaiting Action	Worker	Verification Amount	Currency	Number of Transactions	Verification is Intercompany	P-Card Verification Line	Supplier	Credit Card Transaction	Transaction Date
05/12/2022	In Progress	Review Procurement Card Transaction Verification	Shelma Lynn Diaz	2,890.00	USD	1	No	PC-00144134 - 2,890.00 USD		05/06/2022 IN WHITE BEAR PHOTO 2,890.00 USD	05/06/2022

- Run RPT - Find Procurement Card Transaction Verifications by Company
- Set report criteria for verifications created after 7/1 and for the desired cardholder or cost center
- If the transaction date is before 6/30 but the verification is after 7/1 it needs to be updated

Changing Acct Date on Completed P-card Verifications

1. Click on the related action item beside the Procurement Card number
2. Select Procurement Card Transaction
3. Select Change
 - This will cause the p-card to be resubmitted for approval
4. Navigate to the Information tab
5. Edit the Document date



The screenshot shows the 'View Procurement Card Transaction Verification' page for PC-000625. The interface includes a red header bar, a main content area with tabs (Information, Process History, Attachments, Transaction Details), and a right-hand sidebar with an 'Information' tab selected. A context menu is open over the 'Actions' section, showing options like 'Procurement Card Transaction', 'Budget Date', and 'Favorite'. The 'Change' option is highlighted in the menu. In the sidebar, the 'Edit' button is highlighted.

View Procurement Card Transaction Verification PC-000625

For Noelle Couch Total Verification Amount: 693.15 USD

Information Process History Attachments Transaction Details

Information

Actions

- Procurement Card Transaction
- Budget Date
- Favorite

Change

Procurement Card Transaction Verification Status: Draft

Company: Univ

Document Date: 05/01

Currency: USD

Information Attachments Transaction Details

Information

Edit

Identifying Expense Report Dates That Should Be Changed

- Run RPT- Find Expense Reports
- Set report criteria for expense reports created after 7/1 and for the desired cost center
- Any ER created after July 1st should be reviewed for travel or transactions that took place before 6/30.
- This report may be changed in the future to include the travel or transaction dates.

RPT - Find Expense Reports

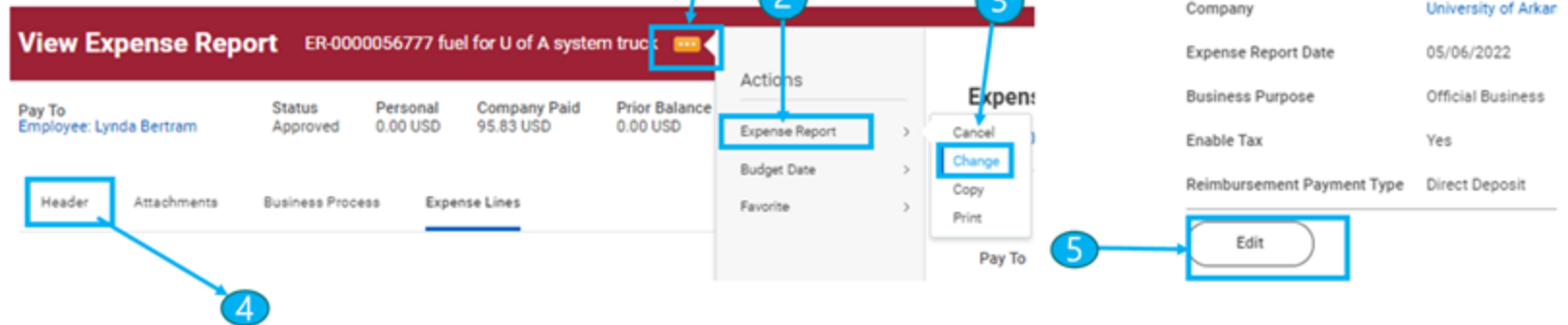
Company: University of Arkansas at Little Rock Report Date On or Before: 06/30/2022
 Report Date On or After: 05/01/2022

223 items

Expense Report Number	Company	Expense Report Status	Pay To	Payer Type	Expense Report Date	Memo	Total Amount	Currency	Expense Payee Paid	Credit Card Paid	Expense Report Approved By	Cost center
ER-0000057756	University of Arkansas at Little Rock	Draft	Employee: Omar Enrique Varela	Employee	05/12/2022	20th Annual ATINER - International Conference on Management	1,225.57	USD				CC001123 UALR Dean-Business
ER-0000057753	University of Arkansas at Little Rock	In Progress	External Committee Member: Caitlyn Jones (ECM)	External Committee Member	05/12/2022	guest	466.32	USD				CC001103 UALR Music Department

Changing Acct Date on Completed Expense Reports

1. Click on the related action item beside the Expense Report number
2. Select Expense Report
3. Select Change
 - This will cause the expense report to be resubmitted for approval
4. Navigate to the Header tab
5. Edit the Expense Report date



View Expense Report ER-0000056777 fuel for U of A system truck

Pay To Employee: Lynda Bertram	Status Approved	Personal 0.00 USD	Company Paid 95.83 USD	Prior Balance 0.00 USD
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Actions

- Expense Report
- Budget Date
- Favorite

Expenses

- Cancel
- Change
- Copy
- Print

Pay To

Header Attachments Business Process Expense Lines

Save the expense report to review any errors before you submit

Header	Attachments	Expense Lines
Expense Report Number		ER-0000056777
Memo		fuel for U of A syst
Company		University of Arkar
Expense Report Date		05/06/2022
Business Purpose		Official Business
Enable Tax		Yes
Reimbursement Payment Type		Direct Deposit

Edit



PROCUREMENT CARD TRANSACTIONS

P-Card Deadlines

Helpful Reports

My Procurement Card Transactions

- View all P-Card transactions

My Procurement Card Transaction Verifications

- Submit all that are in draft mode.

RPT - Find Procurement Card Transaction Verifications by Company

- To view verifications and locate those that are in a non-approved status or need to have accounting date changed.

- June 30
 - Credit card transactions prior to 6/15
 - Submit all outstanding verifications prior to this date by 6/30.
- July 11
 - Purchases made between 6/16 – 6/30 should be verified as soon as they populate in Workday. Verifications must be completed by 7/11. **Note-** If verified after 6/30 you will need to change the document date.

Remember!

- Transactions will only hit FY22 funds if they are verified in Workday prior to 6/30. June transactions may require adjustments to the accounting date.



TRAVEL EXPENSES

Travel and Personal Reimbursement

Helpful Reports

My Expense Reports/ RPT- Find Expense Reports

- Submit all drafted reconciliations

My Expense Transactions

- View all T-Card Transactions

RPT - Find Travel Card Verifications by Company

- Used for all Expense Reports, not just those with credit card related purchases
- Submit all drafted reconciliations
- Allows end-user to track approval and inboxes.

• June 30

- FY22 Expense Reports for travel credit card transactions **prior to 6/16** should be submitted.
- All outstanding FY22 reimbursements (personal and travel), Spend Authorizations, and Cash Advance Requests & Reconciliations should be submitted.
- Spend authorizations are closed 90 days after the return date. All spend authorizations that have been expensed for FY22 should be manually closed on or before 6/30. Spend authorizations closed on or after 7/1 will be reflected in FY23 commitments.
- Spend authorizations that have an Expense Report “In Progress” or outstanding cash advance cannot be closed.

Travel & Personal Reimbursement – Cont.

July 11

- Travel or personal reimbursements completed between 6/15 - 6/30 should be expensed as soon as the travel or purchase is completed. Note- If expensed after 6/30 you will need to change the Expense Report date.
- Credit card transactions dated 6/15 – 6/30 that should expense for FY22, should be submitted. Note- If expensed after 6/30 you will need to change the document date.
- Spend authorizations are closed 90 days after the return date.
- Spend authorizations closed on or after 7/1 will be reflected in FY23 commitments.

Note – Spend Authorization commitments do not carry forward into the next fiscal year. Project One is collaborating with Workday®, but currently, there is no ETA for a resolution.

Remember!

- Travel spend will only hit FY22 funds if the travel has been expensed in Workday prior to 6/30. June expenses may require changing the Expense Report Date.

Happy Fiscal New Year!

- Departments should **actively review all open spend** throughout the year. (Reqs, POs, Credit Card Transactions, Spend Authorizations, Expense Reports, Receipts, and Invoices). This includes:
 - Resolving in progress or drafted documents, issuing receivers, resolving match exceptions, and following up on open POs with suppliers.
 - **Schedule Workday reports** to run each week to help with the review process.
- The best practice for fiscal year end is to address or **resolve the current fiscal year spend by the end of May**.
- You can continue to transact in Workday through 6/30 but it may not be reflected as current year spend.
- **Contact the appropriate BSVC Team or Accounts Payable** with any questions or issues you may have regarding spend.
 - Email or Microsoft Teams Chat is the best contact method during this time.
 - Visit [Business Affairs](#) Year End Information and [Financial Affairs](#) Year End Information and plan accordingly.