Year End Planning and Training

Procurement Services and Accounts Payable
Year End Planning

- Start Planning Now
- Important Dates
- Purchase Orders
- Open Encumbrances
- PCards
- Accounts Payable
- Petty Cash
- Travel
- ETF
  - Outstanding deliveries: check with vendor on delivery date
  - Outstanding invoices: Request invoice from vendor
Important Dates
(Year End Calendar)

- **Mar 3:** ETF Requests due
- **Apr 5:** Requests over $50,000
- **April 26:** Requests $10k – $50,000
- **May 12:** Requests < $10,000
- **June 2:** Prepayments
- **June 13:** Liquidation Requests
- **June 15:** PCard Purchases
- **June 16:** ETF orders rec’d & invoiced
Purchase Order Reminders

- **Important Dates**
  - **Apr 5**: Requests over $50,000
  - **Apr 26**: Requests $10k – $50,000
  - **May 12**: Requests < $10,000
  - **June 2**: Prepayments
  - **June 13**: Liquidation Requests

- **Review Open POs**
  - Monitor Budget
  - If all items received and invoices paid, complete a change order for POs created since Nov 1, liquidation request for POs created prior to Nov 1
  - Ensure receiver complete in Banner for all items received

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**eReceiving**
Electronic receiving is used for all eVA purchase orders, except capital construction.

**eVA**
Virginia’s online system for soliciting and purchasing goods & services.

**Purchasing Card**
PCards allow departmental cardholders to conduct small dollar transactions.
Purchasing Card (PCard)

- All transactions POSTED by June 15
  - Must be signed off on by **July 5**
  - Allow additional time for transactions to post

- Reminders:
  - Contract or SWAM
  - Description
  - Budget and Sub-account code

- Coming Soon!
  - Annual PCard Training
Purchasing Card (PCard)

- Commonwealth Required Annual Training
  - Complete by **April 30th**

- Annual Usage Analysis
  - PCard Admin Team will complete (limit adjustments made as needed)
  - Exceptions (car rental, travel, etc)
    - Annual renewal

- Reminders for all PCard purchases:
  - Contract or SWAM
  - Budget and Sub-account code
  - PCard sign off
    - Don’t have to wait until cycle ends. Internal deadlines
Accounts Payable Reminders

- **Prepayments**
  - Due by June 2

- **Check open POs**
  - If invoices not received and paid yet, contact vendor and request invoice
  - Ensure all receivers completed in timely manner (3 days)
  - Don’t wait for AP to reach out about eReceiver

- **Petty Cash:**
  - June 1: Deadline to request reimbursement
  - July 6: Reconciliation due

- **Travel:**
  - Submit reimbursement in Chrome River promptly
  - FY23 travel: submit by July 6
Reminders

• Delegated authority up to $4,999 pending use of
  • Contract and/or
  • SWAM vendors

• Complete eReceivers within 3 days of receipt of goods/services

• All POs (ETF earlier due date)
  • Outstanding deliveries: check with vendor on delivery date
  • Outstanding invoices: Request invoice from vendor
Reminders

eVA:
- **PRIOR** to entering a requisition, ensure vendor is:
  - Registered in eVA
  - In Banner (if not in Banner, send vendor COV W9 and ensure receipt prior to entering requisition)

Change Orders:
- In Comments section, note what change is for, what line item changed, and amount of the increase or decrease

PCard:
- Select contract from the drop-down menu
- If no contract, note SWAM. If no contract or SWAM, add’l info.

Software:
- Submit Software Decision Analysis Questionnaire
- Allow 6 – 8 weeks review
Resources

- New Revamped Procurement Services Website
  - https://odu.edu/procurement
  - Training Site, Vendor and SWAM specific pages
- Help Desk
- Bi-Monthly Newsletters