

2023 Fiscal Year-End Information Session



2023 Fiscal Year-End Information Session


Agenda

- Schedule Review
 - Workday Approval Process Review
- Workday Resources
- Question and Answer

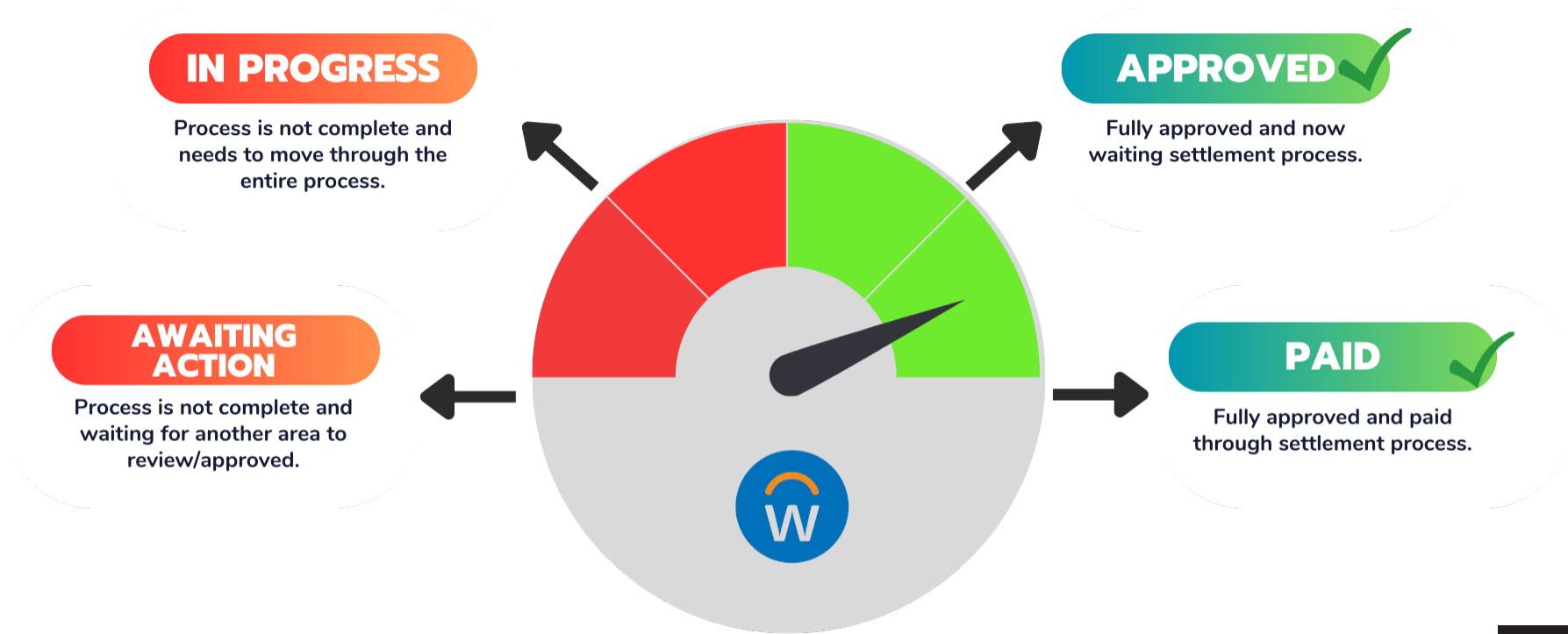


UCF Community Schedule for Fiscal Year End 2023

Date Review: May 15 – June 16

 FINANCIAL AFFAIRS UCF COMMUNITY SCHEDULE FOR FISCAL YEAR END 2023			
2023 Due Date	Description of Task	Contact Name	Department
Monday, May 15, 2023	Request Suppliers to send all open invoices.		Finance Business Centers
Friday, May 19, 2023	Begin evaluating and correcting 2023 Purchase Order balances for any changes.	Nicole Arft Nellie Nido	Finance Business Centers
Friday, June 9, 2023	Last day to submit FMD changes to be effective by 7/1/2023.	Melody Martinez	General Accounting
Thursday, June 15, 2023	Last day for 2023 Requisitions can be fully approved and sourced to a Purchase Order. All unapproved Requisitions will be canceled. Please note, if there are any issues with the req that require additional assistance, please contact the appropriate Finance Business Center or kNEXT representative prior to 06/15/2023.	Nicole Arft Nellie Nido	Finance Business Centers kNEXT COE - Procurement Services
Thursday, June 15, 2023	Last day for 2023 Punchouts requisitions to be fully approved and sourced to a Purchase Order.	Nicole Arft Nellie Nido	Finance Business Centers kNEXT COE - Procurement Services
Thursday, June 15, 2023	Last day for 2023 Purchase Order - Change Orders to be fully approved and issued.	Nicole Arft Nellie Nido	Finance Business Centers kNEXT COE - Procurement Services
Thursday, June 15, 2023	Last day for 2023 Internal Service deliveries (ISDs) to be fully approved.	Jessica Scheck	WES Team
Thursday, June 15, 2023	Last day to close Purchase Orders that are fully invoiced, verified, or low dollar (balances less than \$1,000). Please note, if there are multiple (10 or more) Purchase Orders requiring closure, please contact kNEXT prior to 06/15/2023. Open Purchase Orders with balances less than \$1,000 will be closed.	Nicole Arft	Finance Business Centers kNEXT
Friday, June 16, 2023	Mass close all open unapproved requisitions.	Nellie Nido	COE - Procurement Services
Friday, June 16, 2023	Mass close all open Purchase Orders with balances less than \$1,000.	Nellie Nido	COE - Procurement Services
Friday, June 16, 2023	Last day to complete the scanning of 2023 asset inventory.	Shella Mercado	Asset Management
Friday, June 16, 2023	Last day to submit lost forms for unscanned assets.	Shella Mercado	Asset Management

Approval Process: What does “Fully Approved” Mean?



Items waiting for kNEXT or Central Finance review/approval **are not** considered fully approved.

WORKDAY PROCESS: REQUISITIONS, CHANGE ORDERS, NON-PO PROCUREMENT VERIFICATIONS, SUPPLIER INVOICES (if changes made that do not match PO)

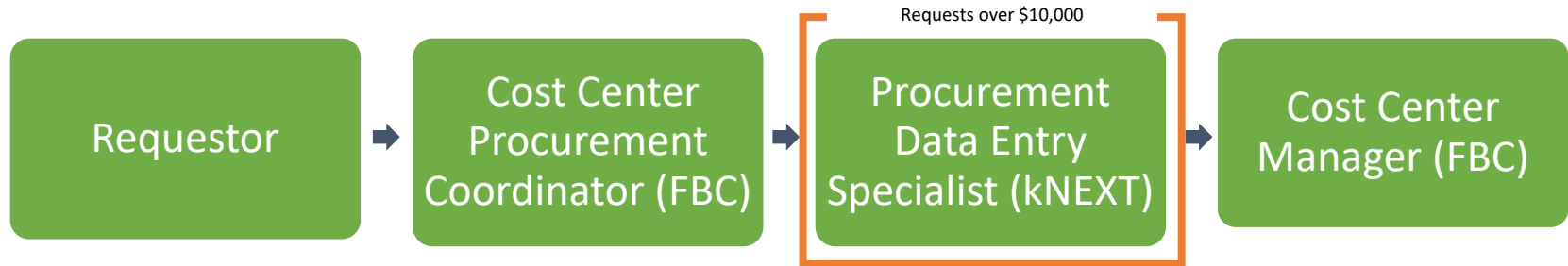
ROLES AND RESPONSIBILITIES



Requisitions <\$10,000

WORKDAY PROCESS: REQUISITIONS, CHANGE ORDERS, NON-PO PROCUREMENT VERIFICATIONS, SUPPLIER INVOICES (if changes made that do not match PO)

ROLES AND RESPONSIBILITIES



Requisitions >\$10,000

WORKDAY PROCESS: REQUISITIONS, CHANGE ORDERS, NON-PO PROCUREMENT VERIFICATIONS, SUPPLIER INVOICES (if changes made that do not match PO)

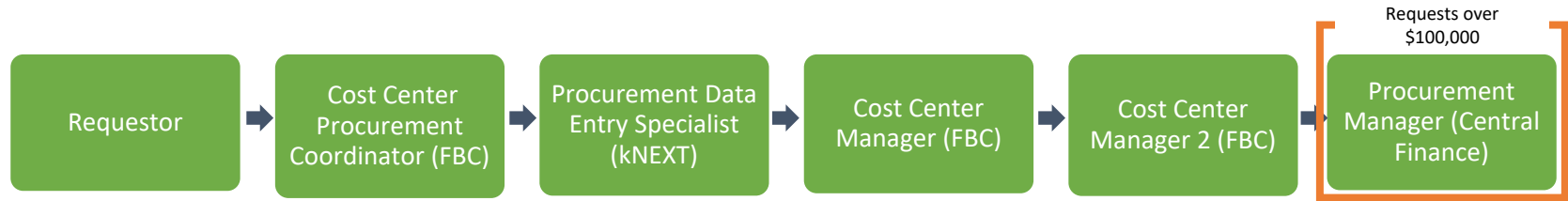
ROLES AND RESPONSIBILITIES



Requisitions >\$75,000

WORKDAY PROCESS: REQUISITIONS, CHANGE ORDERS, NON-PO PROCUREMENT VERIFICATIONS, SUPPLIER INVOICES (if changes made that do not match PO)

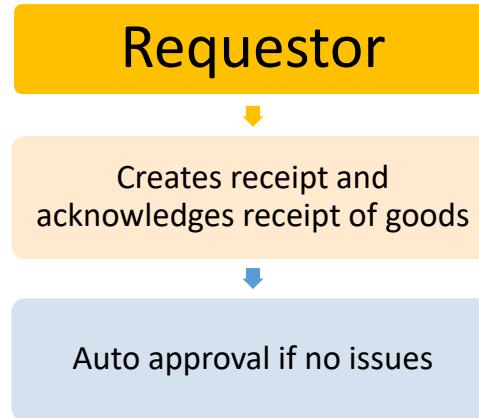
ROLES AND RESPONSIBILITIES



Requisitions >\$100,000

WORKDAY PROCESS: PUNCHOUT MATCH EXCEPTIONS

ROLES AND RESPONSIBILITIES



WORKDAY PROCESS: PUNCHOUT MATCH EXCEPTIONS

ROLES AND RESPONSIBILITIES



UCF Community Schedule for Fiscal Year End 2023

Date Review: June 22 - 23

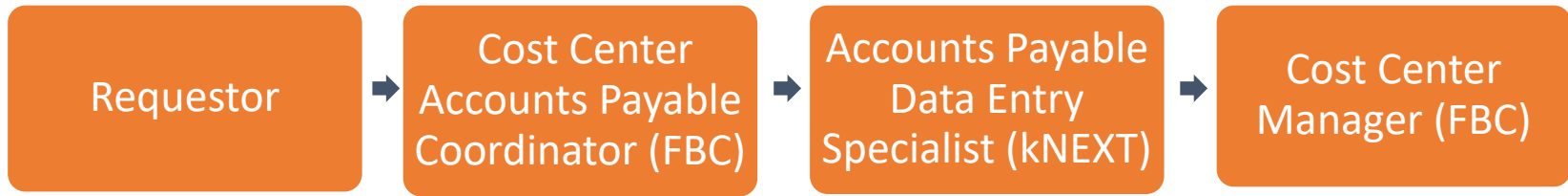


FINANCIAL AFFAIRS UCF COMMUNITY SCHEDULE FOR FISCAL YEAR END 2023

2023 Due Date	Description of Task	Contact Name	Department
Thursday, June 22, 2023	Last day for financial aid disbursements.	Michael Bell Danielle Darwich	Financial Aid
Friday, June 23, 2023	Ensure all timesheets are entered by 12:00pm and approved by 2:00pm for payroll ending 06/22/2023.	HR Business Centers	Human Resources
Friday, June 23, 2023	Last day for 2023 Supplier Invoices to be approved and processed for payment (PO and non-PO). Supplier Invoices submitted after 06/23/23 will be cancelled.	Nicole Arft	Finance Business Centers kNEXT
Friday, June 23, 2023	Last day for Procurement Card transactions dated on or before 6/30/23 to be verified and fully approved. Transactions not verified and fully approved will post against FY2024 budget.	Nicole Arft Justin Strobel Scott Sedlack	Finance Business Centers kNEXT COE - Travel COE - Card Pro
Friday, June 23, 2023	Last day to process all 2023 Budget Amendments, including carryforward amendments.	John Sprenkle	Budget Office
Friday, June 23, 2023	Last day to submit manual registration requests of assets. All documentation for support for the addition or conversion is to be submitted to ensure assets are property classified by year-end.	Sheila Mercado	Asset Management
Friday, June 23, 2023	Last day to fully approve Accounting Adjustments for 2023 transactions.		Finance Business Centers

WORKDAY PROCESS: NON-PO SUPPLIER INVOICES

ROLES AND RESPONSIBILITIES



Thresholds:

- >\$75,000 routes to CCM2 after CCM
- >\$100,000 routes to Procurement Manager after CCM2

WORKDAY PROCESS: NON-PO SUPPLIER INVOICES

ROLES AND RESPONSIBILITIES



Thresholds:

- >\$75,000 routes to CCM2 after CCM
- >\$100,000 routes to Procurement Manager after CCM2

WORKDAY PROCESS: NON-PO SUPPLIER INVOICES

ROLES AND RESPONSIBILITIES




Thresholds:

- >\$75,000 routes to CCM2 after CCM
- >\$100,000 routes to Procurement Manager after CCM2


UCF Community Schedule for Fiscal Year End 2023

Date Review: June 26 - 27

 FINANCIAL AFFAIRS UCF COMMUNITY SCHEDULE FOR FISCAL YEAR END 2023			
2023 Due Date	Description of Task	Contact Name	Department
Monday, June 26, 2023	Last day for Stop Payment Requests to be sent to General Accounting to be cancelled/voided and replaced in Fiscal Year 2023. (Tied to vendor's payable).	Rashida Pierre-Graham Laura Crouch	General Accounting COE - Accounts Payable
Monday, June 26, 2023	Last day to submit manual wire requests by 10am to be processed in FY 2023 (except payroll).	Sandrine Gatchev Laura Crouch	General Accounting COE - Accounts Payable
Monday, June 26, 2023	Last day for all ACH Replacements (except payroll) to be processed in FY2023.	Laura Crouch Melody Martinez	COE - Accounts Payable General Accounting
Monday, June 26, 2023	FY 2023 open Purchase Orders will be rolled forward and applied to FY2024 funds.	Nellie Nido	Procurement Services
Monday, June 26, 2023	2024 Payroll Obligations, including 2024 accrued obligations, will be loaded.	Melody Martinez	General Accounting
Tuesday, June 27, 2023	Last day to process Student Refunds in FY 2023.	Kelly D'Agostino	Student Accounts
Tuesday, June 27, 2023	Last Day to process on demand payroll checks.		Human Resources
Tuesday, June 27, 2023	First day 2024 Requisitions can be created (dated for 7/1/23).		Finance Business Centers kNEXT COE - Procurement Services
Tuesday, June 27, 2023	First day 2024 Purchase Orders to be sent to Suppliers (PO Date 7/1/23).		Finance Business Centers kNEXT COE - Procurement Services
Tuesday, June 27, 2023	First day 2024 Punchouts can be created (dated 7/1/23).		Finance Business Centers kNEXT COE - Procurement Services
Tuesday, June 27, 2023	First day FY2024 rolled forward Purchase Order - Change Orders can be created (dated for 7/1/23).		Finance Business Centers kNEXT COE - Procurement Services


UCF Community Schedule for Fiscal Year End 2023

Date Review: June 28 - 30

 FINANCIAL AFFAIRS UCF COMMUNITY SCHEDULE FOR FISCAL YEAR END 2023			
2023 Due Date	Description of Task	Contact Name	Department
Wednesday, June 28, 2023	Last day for FY2023 Settlement Run. Settlement Runs will be run daily Tuesday, June 13, 2023 through Wednesday, June 28, 2023	Laura Crouch	COE - Accounts Payable
Wednesday, June 28, 2023	Last day to submit and process 2023 Payroll Accounting Adjustments.	Melody Martinez	General Accounting
Friday, June 30, 2023	FY2024 Budget loaded and budget checking enabled.		Budget Office
Friday, June 30, 2023	Last day to make cash/check deposits. All campuses should complete prior to 10:00AM to ensure posting at the bank on 06/30/2023.	Ray Bacchus	Student Accounts
Friday, June 30, 2023	Perform year-end inventories in Auxiliaries. Please remove old, obsolete, and unusable items. Due date for inventory to Financial Affairs is no later than 07/08/2023. Cost Centers with significant resale purchases include: FO Central Stores Health Services A&SF Ticket Center Telecommunications The Spot Computer Store Printing Services Postal Services Rosen College Campus Card	Melody Martinez	General Accounting
Friday, June 30, 2023	Foundation deadline: All cash, checks or credit card payments must be in hand on or before June 30, 2023, to be included in contribution totals for fiscal year 2023. Please deliver funds received to the UCF Advancement - Records and Gifts Department no later than Friday, June 30, 2023, by 4pm. Xuyang Xie, Records and Gifts, Xuyang.Xie@ucf.edu or (407) 882-1219.	Xuyang Xie	Records and Gifts

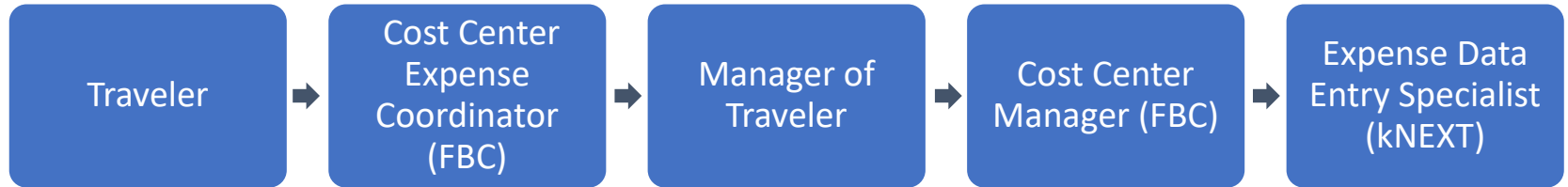
UCF Community Schedule for Fiscal Year End 2023

Date Review: July 3 - 12

 FINANCIAL AFFAIRS UCF COMMUNITY SCHEDULE FOR FISCAL YEAR END 2023			
2023 Due Date	Description of Task	Contact Name	Department
Monday, July 3, 2023	First Day FY2024 Expense Reports can be created.	Nicole Arft Justin Strobel Scott Sedlack	Finance Business Centers kNEXT COE - Travel COE - Card Pro
Friday, July 7, 2023	Last day to fully approve 2023 Manual Journal Entries.	Melody Martinez	General Accounting
Friday, July 7, 2023	Last day for FY2023 Expense Reports to be fully approved, including Expense Card transactions. Expense Reports in progress and not fully approved will post against FY2024 budget.	Nicole Arft Justin Strobel Scott Sedlack	Finance Business Centers kNEXT COE - Travel COE - Card Pro
Friday, July 7, 2023	Last day to fully approve Customer Transactions (Customer Invoices, Customer Cash Sales) with a transaction date on or before 6/30/23. Transactions in progress and not fully approved will post in FY2024.	Ray Bacchus	Student Accounts
Monday, July 10, 2023	Manual Journal Entries in progress and not fully approved will be cancelled.	Melody Martinez	General Accounting
Monday, July 10, 2023	Run June 2023 Depreciation.	Rashida Pierre-Graham	Asset Management
Wednesday, July 12, 2023	Deadline for Finance Business Center submission to Laura Crouch of either unpaid invoices or estimates for goods or services received by 06/30/2023 that are greater than or equal to \$10,000. These invoices and estimates will be used for financial statement accruals. If it is an estimate, please provide documentation supporting the estimate (for example, purchase orders, vendor quotes, etc.). (AP reporting in Workday? Is there functionality in Workday to prepare the accruals).	Laura Crouch Joel Levenson Shajuana Jenkins Melody Martinez	COE - Accounts Payable General Accounting
Wednesday, July 12, 2023	Last day to set up payable for Payroll period 06/23/2023 - 06/30/2023.	Melody Martinez	General Accounting

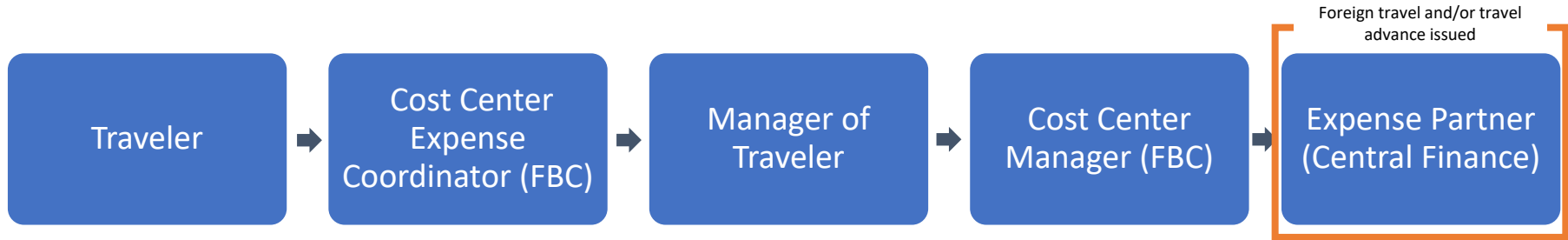
WORKDAY PROCESS: EXPENSE REPORTS

ROLES AND RESPONSIBILITIES



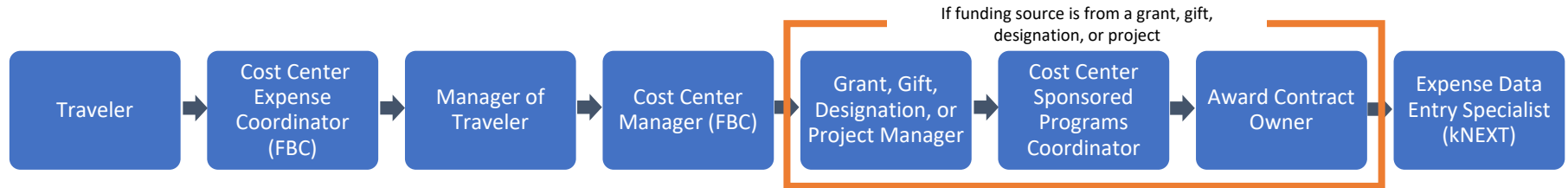
WORKDAY PROCESS: EXPENSE REPORTS

ROLES AND RESPONSIBILITIES




WORKDAY PROCESS: EXPENSE REPORTS

ROLES AND RESPONSIBILITIES



Additional Dates From Financial Aid Operations

 FINANCIAL AFFAIRS UCF COMMUNITY SCHEDULE FOR FISCAL YEAR END 2023			
2023 Due Date	Description of Task	Contact Name	Department
Monday, June 12, 2023	Last day to submit a FY2023 Scholarship journal to Student Financial Assistance for review in Workday. This would be for Foundation and Grant journals for Fall 22, Spring 23, Summer 23.	Michael Bell	Financial Aid Operations
Thursday, June 15, 2023	Last day to submit a FY2023 Scholarship Budget Amendment for SFA review and approval in Workday. Summer 23 BAs should only be for ACD hours. B term payments should be held until July 1 from FY2024.	Michael Bell	Financial Aid Operations
Saturday, July 1, 2023	Fall 23/Spring 24 Scholarship journals and Budget Amendments be held until July 1.	Michael Bell	Financial Aid Operations



Fiscal Year-End Resources

Workday Knowledge Articles

Procurement-Related:

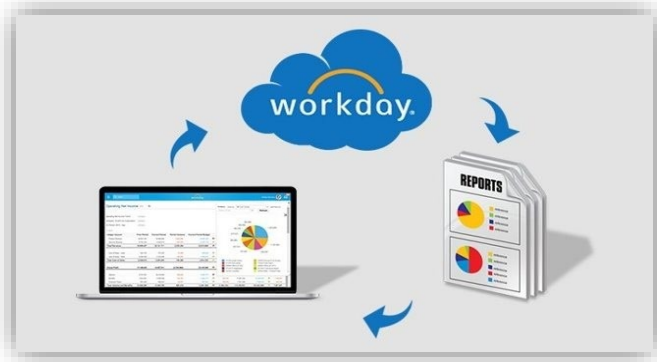
- [Create and Manage Purchase Requisitions](#)
- [Approve Purchase Requisitions](#)
- [Reconciling Personal Expense Card Charges](#)
- [Verify Procurement Card Transactions](#)
- [Create a Supplier Invoice](#)
- [Manage Supplier Invoices](#)
- [Create Supplier Invoice Requests](#)

Finance-Related:

- [Manage Customer Invoices and Payments](#)
- [Create a Manual Invoice for Grants](#)



Report Information



Important Common Reports

- UCF Find Credit Card Transactions
- UCF Find Purchase Orders
- UCF Find Requisitions
- UCF Find Supplier Invoices
- UCF Find Procurement Card Verifications Awaiting Persons

Note: It is important to reference knowledge articles for a listing of common reports related to specific business transactions.

Questions?





**Thank You
for Attending**

