

MAY 8, 2019

2019 YEAR-END EDITION

Campus Partners Quarterly

**Administrative Office Building (AOB), Shared Services
2601 E Colorado Ave, CampusPartners@du.edu**

Year-End Edition Newsletter

This is a special edition of our quarterly newsletter to communicate important year-end deadlines. DU's fiscal year ends June 30th; however, we need to have as many of the invoices and other transactions processed before that date to make sure year-end processes run smoothly. The deadlines outlined in this newsletter will help us process your transactions timely and help us to ensure our financial statements are accurate.

As always, reach out to us with any questions or concerns.

We are here for you!

Please just be a bit patient with us, as we constantly work to prioritize the needs of our groups.

With Genuine Support,
Tammy, Sandy, and Ashley

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From left to right: Sandy, Tammy, Ashley

Struggling with who to contact?

Tammy, Sandy, and Ashley have access to this email

Contact Knowledge Base	Contact Regarding:
CampusPartners@du.edu SharedServices@du.edu Vendor-Info@du.edu Sarah.Miller115@du.edu	Payments, Contracts, POs, P-Card Limit Increase Requests, Hiring, Budget and any other needs Pioneer Travel and Expense (Concur) and PioneerTime Vendors (status, W9/registration form) DU Purchasing Card (P-Card/Declining Balance Card) and Staples Business Advantage

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FY19 Invoices



If the Campus Partners team submits payments on behalf of your unit, please work to submit *all fiscal year 2019 invoices* to CampusPartners@du.edu by

Monday, June 10th

All submitted invoices must include an appropriate “okay to pay” signature for payment to be processed. In order to expedite this process, please also include the fiscal year (‘FY19’ or ‘FY20’), FOAP (fund, org, account), and the vendor ID on the invoice if possible.

Fiscal year 2019 invoices include payments for services performed and all items delivered through June 28, 2019. If the invoice is for services or items delivered after June 28th, the invoice is for fiscal year 2020.

Invoices that cross fiscal years should include a note when forwarded to Campus Partners so that an appropriate journal entry may be completed.

What if the Monday, June 10th deadline is missed?

Services provided/items delivered after June 10th justify a later invoice. In this case, take special care to ensure that all needed information is provided on the FY19 invoice. These invoices can be accepted until Tuesday, July 2nd.

Invoice Checklist:

- ✓ Vendor record up-to-date in Banner
- ✓ Related Contract/PO completed
- ✓ “Okay to Pay” approval signature
- ✓ Fiscal Year (‘FY19’ or ‘FY20’)
- ✓ Vendor ID
- ✓ FOAP
- ✓ Submitted to Campus Partners/AP

FY19 P-Card Reconciliation

FY19 Payments = Payments for services performed and all items delivered through June 28, 2019



Work to complete *fiscal year 2019 P-Card payments to vendors* by end of business day on

Monday, June 10th

Submit *all 2019 expense reports* in your queue by end of day on

Wednesday, June 12th

To make reconciliation smooth through year-end, start June with reconciliation of all expenses through May 31st and create three new expense reports (deadlines listed below):

1. June 1 – June 12
2. June 13 – June 30
3. July 1 – July 31

What if the Monday, June 10th deadline is missed?

Services provided/items delivered after June 10th justify a later payment. These payments should be processed by *Friday, June 28th*.

**Submit by
June 12th**

NOT SUBMITTED
FY19 Expenses through June 12 05/07/2019 \$0.00

**Submit by
July 2nd**

NOT SUBMITTED
June 13-June 30 05/07/2019 \$0.00

**Submit
after July
31st**

NOT SUBMITTED
July FY20 Expenses 05/07/2019 \$0.00

FY20 Contracts,
POs, and other
Deadlines

Please *submit all full-year FY20 contracts* into workflow or
to CampusPartners@du.edu by

Monday, May 13th

All FY19-expensed computer orders must be placed by

Monday, June 3rd

Final FY19 Purchase Order Change Order requests are due

Monday, June 10th

All FY19 departmental deposits are due by 3PM to
Cashier's Office by

Monday, June 24th

Pioneer Travel and Expense Higher-Level Approvers/Supervisors-

Remember to check your approval queue regularly throughout the conclusion of the fiscal year. Expenses through June 12th require final approval by

4PM on Tuesday, June 25th.