

WSU COLLEGE OF MEDICINE FISCAL YEAR END UPDATES FOR FY23

Structured Orders in June for routine Goods and Services	Placed ONLY on Wednesdays in June: June 7, 14, 21 and Friday, June 23 . It is highly recommended that you compile one Workday requisition and submit it on Tuesdays for approval routing. Please do not submit multiple requisitions. This increases processing time and workload and may result in some orders not being placed promptly. Use “Save for Later” or write down your Workday requisition number and continue to add to it until Tuesday.
Capital/Tax Exempt Orders	The Fiscal Year End deadline is March 31 to submit these orders to Pullman Purchase Services. Orders received after this date will not be given priority over other Fiscal Year End tasks since it is very unlikely the order would be processed, received, and payment processed in FY23.
Rush/Priority Orders	Only Rush/Priority Orders will be placed between June 26 and June 30. The remainder of June, these orders will be placed based on the Need By Date* entered on the Workday Requisition (*required). Please request only when necessary and the Need By Date must be included. Whether they are expensed in FY23 will depend on the receipt date. Orders must be received in Workday by Friday, June 30 to be expensed in FY23.
Create Receipt	Purchase Orders not in Received status in Workday by Requesting Department prior to Friday, June 23 will not be expensed against in the current FY23. This will result in expenditures being deducted in the next fiscal year budget when payments can be processed. Create Receipt need to be done by Friday, June 30 for goods and services received between June 24 and June 30th. Goods and Services must be received on or before June 30 to be expensed in FY23.
Invoices to be Paid	Deadline to submit invoices to Business & Finance Services for payment in FY23 is Monday, June 19 . Invoices received after this date will not be processed for payment until after July 10 by Business & Finance Services or Accounts Payable. Please inform your suppliers to expect this delay.
Other Payables	Participant Payments, Employee Reimbursements, Student Reimbursements are on the same deadline as Invoices. See above.
PCard Transactions	All PCard purchases received by Friday, June 23 need to be verified by this same date. This includes your purchases made by Business & Finance Services. Do Create Receipt on purchase orders for requests. Any PCard purchase not verified and approved in Workday by Friday, June 30 will not be expensed in FY23 and will result in a deduction of FY24 funds when processed.
Contracts	Business & Finance Services receives a large influx of contract requests. Please allow additional processing time – as much as 6-8 weeks. Contracts will be prioritized based on received date, start date, student related, and whether they would be submitted through Pullman Procurement and Contract Services. They also have a high volume in their queue and the likelihood of the contract being processed during Fiscal Year End decreases.
Travel – CTA Project	Deadline to Close outstanding CTA expenditures is Thursday, June 8 . Please notify Diane Sandquist-Hammond at medicine.travel@wsu.edu for assistance.
Travel – Verifications	CTA and PCard verifications for travel must be submitted and approved in Workday no later than Friday, June 30 to be expensed in FY23.
Travel – Expense Reports and Spend Authorizations	Every attempt will be made by Finance & Business Services to approve/process these transactions that are received by the end of business on Friday, June 23 . Travel transactions received after June 23 through July 7 will be prioritized by Finance & Business Services for processing based on travel date. Travel Occurring after June 30 will not be processed until after July 7 to be expensed in FY24.