To:            Campus Community

From:        Lillian Nash, University Controller

Date:   October 10, 2019

Re:         Preparing for Workday Go-Live

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The go-live date for Workday is Monday, January 6, 2020. In order to transition from PeopleSoft, it is necessary to shut down or “freeze” the majority of finance transactions that are performed in PeopleSoft as we migrate to Workday. The freeze period will start at the close of business on Monday, December 2, 2019 and end with go-live January 6, 2020. During the freeze many operations that are normally performed in PeopleSoft will be suspended. The operational areas affected include:

* Budget Transfers
* Vendor creation
* Requisitions
* Purchase Orders
* Quick Invoice
* Travel Authorizations and Reimbursements
* Payments

Our Workday Finance implementation requires the coordinated efforts of Finance and Accounting and campus departments to ensure that all financial activity is accurately transferred. Starting October 14 cutover activities will begin. During this time all departments should review and reconcile their ledgers, verifying that all requisitions, invoices, travel expenses, and payroll transactions have been recorded accurately. You will also need to review the accuracy of any outstanding purchase order balances and their encumbrances so that budget balances can be accurately carried forward.

During the months of November and December, please use Budget Overview and the MSU\_DEPT\_BALANCES\_BY\_ACCT query. If there are missing or incorrect transactions, please take the necessary action to ensure they are posted correctly. Actions to be taken may include budget or expense transfers, payroll adjustments, deposit corrections, receipting, and closing POs.

Finance will be hosting Open Labs where requisitioners can get assistance with closing requisitions and adjusting purchase orders to clear their requisition queues. A representative from Accounts Payable and Procurement will be present to answer any questions. Please note the dates, times, and locations of these sessions:

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| --- | --- | --- |
| Monday November 4 | 2-4pm | Overlook 3051 |
| Monday, November 11 | 2-4pm | University Hall - 5011 |
| Tuesday, November 19 | 2-4pm | University Hall – 5011 |

The following PeopleSoft cut over dates will assist you in planning your remaining expenditures for this year.

**BUDGET TRANSFERS:** It is recommended that in October you review your budgets and make all transfers needed for November/December spending. Budget transfers must be submitted to the Budget Office no later than November 15. All other budget transfers for spending that do not involve purchase orders must be submitted by November 22.  Please do not submit budget transfers between accounts in the same budget (parent) pool.

**SUPPLIER CREATION:** The last date to submit supplier creation requests that may be needed for requisitions is November 22 and quick invoices is December 16.

**PURCHASING:** It is strongly recommended that requisitions be entered and approved in PeopleSoft by November 22 to allow time for the Purchase Order to be dispatched. All operating requisitions will be *suspended* on December 2. Grants and Capital project requisitions will be *suspended* on December16. All requisitions including grants and capital projects must be approved by Dec 18 for PO conversion. Please plan to have the PO Requester or a Department Manager with the receiver role available.

**Any operating requisition that has not been converted into a purchase order by end of day December 2, will be cancelled.**  *Workday will be open for requisitions beginning January 6, 2020*.

**RECEIVING**: ***All goods and services must be physically received and have a receipt entered in PeopleSoft by December 16, 2019 in order to be processed in PeopleSoft.***

**PAYMENTS TO SUPPLIERS** – The final check run out of PeopleSoft will be December 23.

**Supplier Invoices** - Must be submitted to [Invoices@mail.montclair.edu](mailto:Invoices@mail.montclair.edu) by December 16 to ensure payment in PeopleSoft.

***No Purchase Order payment can be made without a receipt. Please be sure to check all open requisitions to make sure all receipts have been entered, please also confirm that invoices have been sent to Accounts Payable.***

**Quick Invoices -** Voucher cutoff time is 4:30pm December 16 for expenses other than travel.  This will allow time for all approvals and for the resolution of any processing issues.

Please pay attention to any PeopleSoft system notifications you may receive. Notifications for Approvals, Budget Errors, Missing Receipts and Invoices must be resolved in order for payments to be made.  Budget errors in particular MUST be resolved by December 17.  Unresolved budget issues will result in the quick invoice being cancelled and it will need to be re-entered in Workday.

**Travel Reimbursements –** Travel authorizations for trips concluding by December 16 must be submitted by Dec 6. Authorizations for trips concluding after December 16 will have to be entered and processed in Workday. Travel-related expenses must be submitted for reimbursement no later than December 16 to be paid out of PeopleSoft. All purchases that occur on or before December 6 are to be **approved by the departmental manager by December 13 and all receipts must be attached**.  Please plan for the approval process by such date.

Travel reimbursement requests received after this time will need to be processed in Workday.

**P-Card/TRAVEL CARD -** Please plan your travel accordingly with consideration given to available budget and budget transfers as described in the Budget Transfer section above. All purchases on the University’s cards that occur on or before December 31 will need to be approved in Works by January 10th.  All purchases made after December 31 will be approved in Workday.

Please note that P-Card and Travel card charges do not encumber funds in PeopleSoft and, if not tracked closely, can lead to overspent budget.  Overspent budgets, late approvals, and unallowable purchases are considered to be a misuse and subject to suspension or revocation of Travel-card privileges.

**CASH AND CASH RECEIPTS** – Cash and checks collected are to be deposited upon receipt.  All cash and checks received must be delivered to the Cashiers Office by 3PM on December 19 to be recorded into PeopleSoft. For cash and checks collected in Overlook, please drop off with General Accounting by 12 noon by December 19. Any receipts received after this period will be processed beginning January 6in Workday.

**ACCOUNT (Actuals) TRANSFERS** – Account (Actuals) Transfers must have all departmental approvals and be **awaiting General Accounting approval** by 4:30pm December 20 submission of account (actuals) transfers, ensure all budget transfers have been completed by dates noted above and there is available budget at the parent pool level to cover the accounts (actuals) transfer. Account (actuals) transfers not processed by December 20 will need to be entered in Workday after January 6.

**CATERING –** Complete your requisitions for catering orders needed by December 16 by December 6.  For emergency orders after December 6contact Cheri Jefferson for PeopleSoft access.  All orders must have a purchase order in order to be charged in PeopleSoft so please plan accordingly.

**PAYROLL REALLOCATIONS** – Any reallocations that are to be reflected for Pay Periods 1 – 11 of Fiscal 2020 need to be provided to Brittany Gannon at [gannonb@montclair.edu](mailto:gannonb@montclair.edu) by December 12. Any payroll reallocations for Pay Period 12 which is the last pay period of calendar year 2019 will be processed in Workday after January 6.

Your cooperation in meeting these deadlines is necessary and greatly appreciated. If you have a procurement need during the freeze period of have any purchasing or P-Card related questions contact the Office of Procurement Services at extension 4145. All other questions may be directed to the University Controller’s Office at extension 4199.

Workday will be open for processing on January 6, 2020. Workday training will begin in November. On the next page is a cut-over calendar for your reference.

Thank you for all your hard work and for helping to ensure a smooth Workday transition!

**CUT-OVER CALENDAR**

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| --- | --- |
| **Activities** | **Must be completed by:** |
| Budget transfers needed for purchase orders | Nov 15 |
| All other budget transfers | Nov 22 |
| Vendor creation for quick invoices | Dec 16 |
| Enter Requisition (operating/grants & capital) –exception for Grant emergencies | Dec 2/16 |
| Catering Requisitions | Dec 6 |
| Travel Reimbursements | Dec 16 |
| Supplier Invoices submitted to AP (invoices@montclair.edu) | Dec 16 |
| Quick invoice submission (Approvals and valid budget must be in place) | Dec 16 |
| Accounts (Actuals) Transfer | Dec 16 |
| Deposit Checks/Cash | Dec 19 |
| Enter Receipt in PeopleSoft and Provide Invoices to A/P | Dec 16 |
| Final Check Run | Dec 23 |
| Pcard and Travel Card transaction approval in Works | Jan 10 |