

To: Campus Community
From: Lillian Nash, University Controller
Date: December 6, 2019
Re: [Countdown to Go-Live!](#)

With just 4 weeks left until **January 6 go-live**, please be sure you and your staff are taking advantage of Workday Finance training. There are numerous opportunities to get prepared with in-person training and open labs.

Please pay careful attention to emails and the Workday 2020 website for specifics on training, open labs, resource documentation including cross walks to accounts, spend categories, revenue categories and cost centers, deadlines and milestones leading up to go-live.

Please use Budget Overview and the MSU_DEPT_BALANCES_BY_ACCT query to ensure that all financial activity is accurately transferred. If there are missing or incorrect transactions, please take the necessary action to ensure they are posted correctly. Actions to be taken may include expense transfers, payroll adjustments, deposit corrections, receipting, and closing POs.

The updated list of open POs will be distributed to each division manager on Monday December 9th.

Please keep in mind that we will be using a new chart of accounts -the Foundation Data Model (FDM) for all financial transactions including depositing funds at Student Accounts, postage and telephone transactions which interface with our financial system. Effective January 2, 2020, please use your new Workday cost center number for any of these transactions. Reminder the cross walk from PeopleSoft to Workday cost centers and accounts can be found on the Workday 2020 website. <https://www.montclair.edu/information-technology/finance/>

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

BUDGET TRANSFERS: The last day to submit budget transfers was November 22nd. Any budget transfers that need to occur will need to wait until January 6th.

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

PURCHASING: All **operating requisitions** have been *suspended* as of December 2. Grants and Capital project requisitions will be *suspended on December 16*. **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 24.

Supplier Invoices - Must be submitted to 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.

All other purchase reimbursements must be submitted and approved by the department manager by December 13th.

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 6 in 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 and send to– Invoices@Montclair.edu. For emergency orders after December 6 contact 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 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 began in November and there is scheduled training through the end of February 2020. 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

<u>Activities</u>	<u>Must be completed by:</u>
Budget transfers needed for purchase orders	Nov 15 Deadline passed
All other budget transfers	Nov 22 Deadline passed
Vendor creation for quick invoices	Dec 16
Enter Requisition (operating)	Dec 2 Deadline passed
Enter Requisition (grants & capital)	Dec 16
All Requisitions (capital, grants & operating) must be approved	Dec 18
Catering Requisitions (send to Invoices@Montclair.edu)	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 24
Pcard and Travel Card transaction approval in Works	Jan 10