



# Year End Planning and Training

## Procurement Services and Accounts Payable







# Year End Planning

- Start Planning Now
- Important Dates
- Purchase Orders
- Open Encumbrances
- PCards
- Accounts Payable
- Petty Cash
- Travel
- ETF
  - Outstanding deliveries: check with vendor on delivery date
  - Outstanding invoices: Request invoice from vendor



## Contracts & Purchasing

Contract Administration, Purchasing Guidance, Forms, and more.



## eReceiving

Electronic receiving is used for all eVA purchase orders, except capital construction.



## eVA Program

Virginia's online system for soliciting and purchasing goods & services.



## Purchasing Card

PCards allow departmental cardholders to conduct small dollar transactions.



## Surplus & Disposal

Equipment returns and proper inventory and disposal of ODU property.



## Laws & Policies

The Laws, Policies, and Procedures for Procurement Services.



## Vendor Guide

Information for vendors wishing to do business with the University.



## SWaM

A SWaM vendor is a certified Small, Women-owned or Minority-owned business.



## Procurement Training

We offer a multi-section training program that focuses on purchasing activity.

# Important Dates (Year End Calendar)

- **Mar 3:** ETF Requests due
- **Apr 5:** Requests over \$50,000
- **April 26:** Requests \$10k – \$50,000
- **May 12:** Requests < \$10,000
- **June 2:** Prepayments
- **June 13:** Liquidation Requests
- **June 15:** PCard Purchases
- **June 16:** ETF orders rec'd & invoiced





# Purchase Order Reminders



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- Important Dates
  - **Apr 5:** Requests over \$50,000
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  - **May 12:** Requests < \$10,000
  - **June 2:** Prepayments
  - **June 13:** Liquidation Requests
- Review Open POs
  - Monitor Budget
  - If all items received and invoices paid, complete a change order for POs created since Nov 1, liquidation request for POs created prior to Nov 1
  - Ensure receiver complete in Banner for all items received



# Purchasing Card (PCard)

- All transactions POSTED by June 15
  - Must be signed off on by **July 5**
  - Allow additional time for transactions to post
- Reminders:
  - Contract or SWAM
  - Description
  - Budget and Sub-account code
- Coming Soon!
  - Annual PCard Training







# Purchasing Card (PCard)

- Commonwealth Required Annual Training
  - Complete by **April 30<sup>th</sup>**
- Annual Usage Analysis
  - PCard Admin Team will complete (limit adjustments made as needed)
  - Exceptions (car rental, travel, etc)
    - Annual renewal
- Reminders for all PCard purchases:
  - Contract or SWAM
  - Budget and Sub-account code
  - PCard sign off
    - Don't have to wait until cycle ends. Internal deadlines





# Accounts Payable Reminders

- Prepayments
  - Due by June 2
- Check open POs
  - If invoices not received and paid yet, contact vendor and request invoice
  - Ensure all receivers completed in timely manner (3 days)
  - Don't wait for AP to reach out about eReceiver
- Petty Cash:
  - June 1: Deadline to request reimbursement
  - July 6: Reconciliation due
- Travel:
  - Submit reimbursement in Chrome River promptly
  - FY23 travel: submit by July 6



# Reminders

- Delegated authority up to \$4,999 pending use of
  - Contract and/or
  - SWAM vendors
- Complete eReceivers within 3 days of receipt of goods/services
- All POs (ETF earlier due date)
  - Outstanding deliveries: check with vendor on delivery date
  - Outstanding invoices: Request invoice from vendor





# Reminders

## eVA:

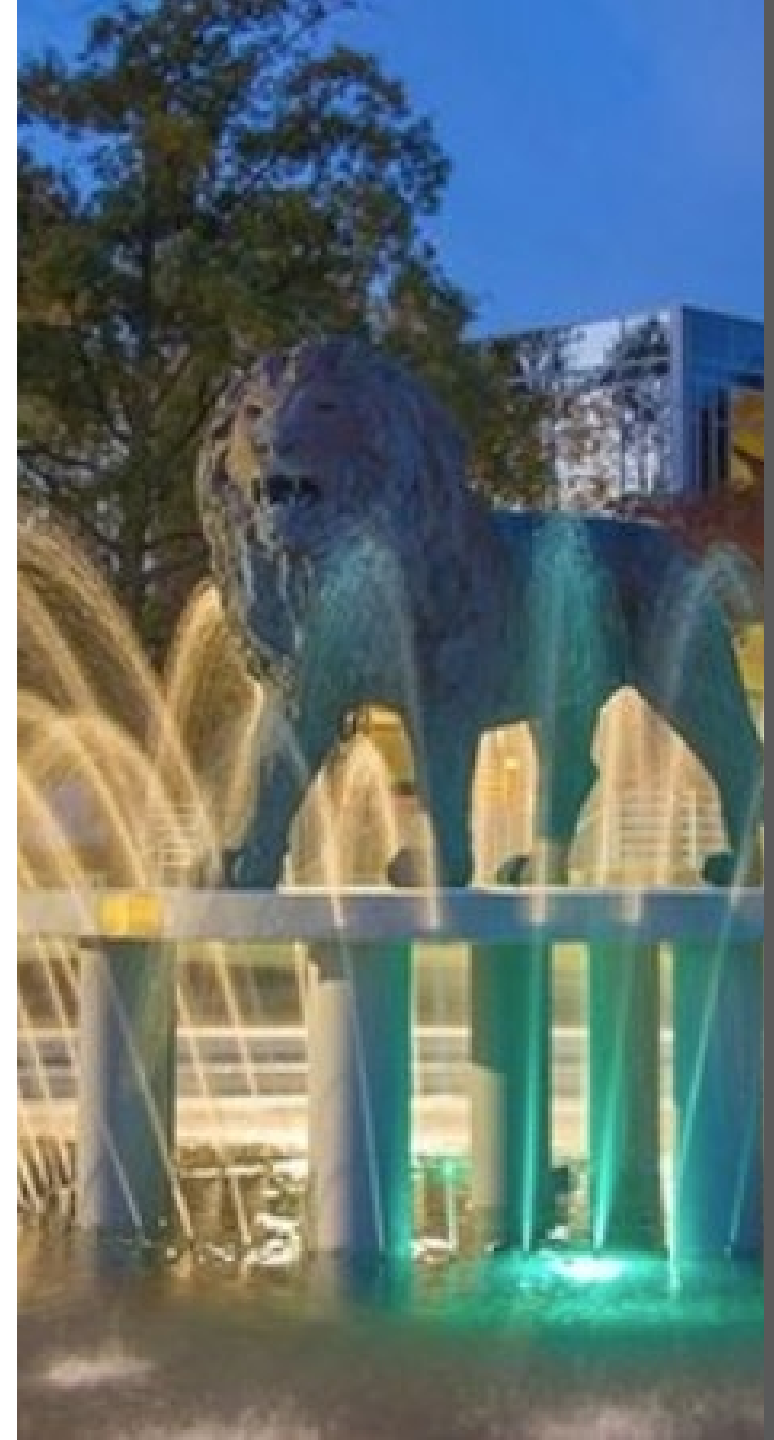
- **PRIOR** to entering a requisition, ensure vendor is:
  - Registered in eVA
  - In Banner (if not in Banner, send vendor COV W9 and ensure receipt **prior** to entering requisition)
- Change Orders:
  - In Comments section, note what change is for, what line item changed, and amount of the increase or decrease

## PCard:

- Select contract from the drop-down menu
- If no contract, note SWAM. If no contract or SWAM, add'l info.

## Software:

- Submit Software Decision Analysis Questionnaire
- Allow 6 – 8 weeks review





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## Resources

- New Revamped Procurement Services Website
  - <https://odu.edu/procurement>
  - Training Site, Vendor and SWAM specific pages
- Help Desk
- Bi-Monthly Newsletters



# Questions

