



Finance Cutover Timeline as of April 19, 2024

NOTE: These dates are based on our knowledge as of today and are subject to change. Any changes will be communicated ASAP.

Starting April 19, 2024, campus transition activities will begin. During this time, all departments should review and verify that all requisitions/POs, receipts, vendor invoices, business expenses, and customer billings are prepared for final processing.

PURCHASING:

The transition to Workday includes a **LOCKOUT PERIOD** from the close of business on Monday June 10, 2024, through July 1, 2024.

- **April 19 - May 29, 2024:** Marketplace users should be cleaning up their open and pending purchase orders.
- **May 29, 2024:** Requisitions for FY24 purchases must be entered and approved in Marketplace. Requisitions not approved by Purchasing by May 29 will be **canceled/closed** .
- **May 29 - June 10, 2024:** Marketplace receipts should be entered.
- **June 4, 2024:** all Pcard transactions must be posted by the Vendor and Pcards will be **inactivated** .
- **June 10, 2024:** Open FY24 Marketplace POs will be **canceled/closed** .

Any FY24 Marketplace PO that has an open balance at the end of business on June 10, 2024, will be CLOSED. DEPARTMENTS will need to enter a new PO in Workday after July 1, 2024.

P-CARDS: Purchasing Cards will be suspended at the close of business on June 4, 2024, through July 1, 2024. This is required to ensure the billing cycle can be processed using the existing Pcard log, approval, and payment procedures prior to Workday. **Credit Card corrections need to be approved and will be processed until June 14, 2024.**

If you need to make a purchase during this lockout period your options would be university purchase order (until 6/10), local field order, WSU Foundation (if allowable) or use personal credit card/funds and seek reimbursement. Any reimbursement would happen in July once Workday is operational.

If you are travelling during this lockout period your options would be to use personal credit card/funds and seek reimbursement, University purchase order, WSU Foundation (if allowable) or a travel advance. Any reimbursement would happen in July once Workday is operational.

RECEIVING: All goods and services must be physically received and have a receipt entered in Marketplace and invoice to Accounts Payable by June 10, 2024. Items expected to be received after June 10, 2024, will need a new FY25 PO in Workday after July 1, 2024.

PAYMENTS TO SUPPLIERS: The final ISRS check run will be June 11, 2024. Invoices and Payment Requests must be approved and submitted to accounspayable@winona.edu by June 10, 2024.

EMPLOYEE BUSINESS & TRAVEL EXPENSES: Employee expense reimbursements with all receipts attached must be approved by the departmental manager and submitted for processing by June 4, 2024.

Reimbursement requests received after June 4, 2024, will be processed after June 24, 2024. FY24 reimbursement requests must be completed in WarriorSpace. FY25 reimbursement requests must be completed in Workday.

STUDENT REIMBURSEMENTS: Student reimbursements with all receipts attached must be submitted and approved by June 10, 2024. Reimbursement requests received after June 10, 2024, will be processed after July 1, 2024.

NON-STUDENT (CUSTOMER) INVOICING: Invoices for services provided by Winona State to external customers must be finalized and mailed to customers by May 31, 2024.

LOCAL FIELD ORDER: Completed Field Order with invoice attached must be submitted and approved by June 10, 2024. Field Orders after June 10, 2024, must be completed in Workday after July 1, 2024.

1400 FORMS: Completed 1400 forms with invoice attached must be submitted and approved by June 10, 2024. 1400 forms after June 10, 2024, must be completed in Workday after July 1, 2024.

PETTY CASH requests must be processed by May 22, 2024.

REQUESTS FOR PURCHASE that: require formal bidding (RFP/Sealed Bids) over \$50,000; require multiple quotes or bids in the amount(s) of \$5,000 - \$50,000; or that are available for purchasing on existing State Contract or other collaborative purchasing agreements **must be submitted and approved by May 29, 2024.**

CONTRACTS: Approved and “Out for Signature” Contracts must be fully executed by June 14, 2024. Any contracts in “Draft” status need to be submitted for approval and signatures after July 1, 2024.

ALL REQUESTS NOT MEETING THE ABOVE DEADLINES WILL BE PROCESSED IN WORKDAY IN FY25.

Your cooperation in meeting these deadlines is necessary and greatly appreciated. Please see the following page for the cutover timeline, these dates are subject to change based on the requirements of Workday implementation activities.

Please direct your questions to purchasing@winona.edu

WSU ISRS-Workday Cutover Timeline	Complete by:
Transition activities begin April 19 <ul style="list-style-type: none"> • Reconcile open and pending POs • Prepare POs, invoices and travel expenses for final processing 	May 17, 2024
Petty Cash requests must be processed	May 22, 2024
1400 Forms in WarriorSpace must be submitted and approved	May 29, 2024
Requisitions for FY24 purchases must be entered and approved in Marketplace *this includes RFP/Sealed Bids and purchases that require multiple quotes	May 29, 2024
Invoices for services provided by Winona State to external customers must be finalized and mailed to customers. <ul style="list-style-type: none"> • Review all income contracts and submit requests for customer invoices as soon as the services are complete. • This also impacts the PSEO by Contract and Concurrent Enrollment billing for Spring 2024 	May 31, 2024
Employee Business/Travel Reimbursements must be submitted and approved (anything received after June 4 will be processed after July 1, 2024)	June 4, 2024
Purchasing cards will be administratively shut off	June 4, 2024 (end of day)
No Purchasing Card transactions	June 5 - July 1, 2024
Departments must review and/or close open Purchase Orders	June 10, 2024
All goods and services must be physically received and have receipt entered in Marketplace (any items to be received after June 10 will need a new FY25 PO after July 1, 2024) Provide invoices to A/P: accountspayable@winona.edu and enter receipts in Marketplace <i>No Purchase Order payment can be made without a receipt. Check all open POs to make sure all receipts have been entered. Confirm that invoices have been sent to Accounts Payable.</i>	June 10, 2024
Any FY24 Marketplace POs that have not been closed will be canceled/closed	June 10, 2024
FY24 Local Field Orders with invoice attached must be submitted and approved	June 10, 2024
Student Reimbursements with receipts attached must be submitted and approved	June 10, 2024
LOCKOUT dates for MarketPlace Requisitions/POs:	June 10 - July 1, 2024
Final Marketplace Check Run	June 11, 2024
Approved Contracts must be fully executed	June 14, 2024
WORKDAY GO-LIVE	July 1, 2024