



Jaggaer & Concur Fiscal Year End



Jaggaer Fiscal Year End

- Important deadlines in Jaggaer

5/31/24

and

6/10/24

5:00 pm, CST deadline for both



Jaggaer Fiscal Year End

- 5/31/24 Deadline
 - All Jaggaer requisitions entered into Jaggaer during FY24 (i.e. 5/31/24 or earlier), related to FY24 expenses must be fully approved, aka **through final SDA approvals** by 5:00pm CST, Friday, 5/31/24



Jaggaer Fiscal Year End

- 6/10/24 Deadline
 - All Jaggaer requisitions entered into Jaggaer 6/1/24 – 6/10/24, related to FY24 expenses must be fully approved, aka **through final SDA approvals** by 5pm CST, Monday, 6/10/24
- Note – users must request fiscal year review by AP



Jaggaer Fiscal Year End

- Ensuring expenses recorded in correct fiscal year
 - Refer to “How to Filter Requisitions for Year End” guide on Jaggaer Resources webpage so users can see where requisitions are sitting pending approval
 - <https://finance.tcu.edu/jaggaer-resources/index.php>
 - **It is the department’s responsibility to ensure all SDA approvals are completed by deadlines**



Jaggaer Fiscal Year End

- Requesting fiscal year review
 - Requesters must request fiscal year review if you know *all* SDA approvals will not be completed by 5/31/24
 - Example – If you create a payment request on 5/31/24, and your approver is out of the office on 5/31/24, you need to request a fiscal year review
 - Requesters must request fiscal year review for *all* eligible* FY24 transactions entered into Jaggaer 6/1/24 - 6/10/24

*Threshold applies



Jagger Fiscal Year End

- **Thresholds for fiscal year review**
 - Payment requests must be \$250+ to request fiscal year review
 - Requests under \$250 will be recorded in the fiscal year based on when requisitions completed all SDA approvals

Note: Effective 4-1-24 all payment requests \$25,000+ are reviewed by AP to ensure correct fiscal year

- Date goods received
- Date service(s) provided

- Requesting fiscal year review
 - New forms available in Jaggaer (effective 4/4/24)
 - Requesters can request a different fiscal year in the General section of the Requisition

The screenshot shows a web form titled "Edit General" with a close button (X) in the top right corner. The form is divided into a "General" section. The fields and their values are as follows:

Field	Value
Business Unit *	TCU
Cart Name *	Test5748
Description	
Prepared by	VCFA Payment Request
Prepared for	VCFA Payment Request
Cart Source	Manual
Request Different Fiscal Year	<input type="checkbox"/>

At the bottom of the form, there is a legend: "★ Required fields". To the right of the legend are two buttons: "Save" (orange) and "Close" (grey). The "Request Different Fiscal Year" checkbox and its label are highlighted with a red box in the original image.



- When requesting a different fiscal year
 - Select “Request Different Fiscal Year” box in requisition
 - **Comment in Jaggaer Requisition *Required*:**
 - Note “FY24” or “FY25” in comment and include reason for fiscal year review. Example: FY25, Service period begins 6/1/24
 - Budget code to expense account you want the expense to hit (6XXX)
 - Refer to Jaggaer Resources page for video demonstration
 - <https://finance.tcu.edu/jaggaer-resources/index.php>



Jagger Fiscal Year End

- For FY24 expenses, do not select Request Different Fiscal Year if all SDA approvals will be obtained by 5/31/24
- AP/Accounting will make final year end determination
 - Based on date goods received/service performed



- FY25 Expenses
 - Requests entered into Jaggaer beginning 6/1/24 will be recorded in FY25, unless department requests fiscal year review
 - Don't hold FY25 payments if payment is due based on supplier's terms
 - Submit in Jaggaer, selecting "Request Different Fiscal Year" in requisition
 - Comment with FY requested and reason is required
 - Example: FY25, services start 6/1/24



AP Invoices Fiscal Year End

- **Submissions to AP Invoice** – FY24 deadline = 6/10/24
 - Student payments
 - Non 6XXX Accounts
 - Credit Memos
- **Fiscal year based on date submitted to AP Invoices**
 - Request fiscal year other than date submitted by indicating fiscal year requested in Email subject line



AP Invoices Fiscal Year End

- Example email to AP Invoices
 - Email subject line = FY25 Greenwood INV#123456
 - All other information stays the same
 - Approvals
 - Budget codes
 - Attach invoice



Concur Fiscal Year End

- Important dates in Concur
 - 6/07/24 – FY2024 Expense Reports Due*
 - 6/10/24 – FY2024 Completion of PCard Statements*
 - 6/13/24 – Able to submit FY2025 Expense Reports

*5:00 pm, CST deadline



Concur Fiscal Year End

- 6/7/24 deadline in Concur
 - FY24 Expense Reports must complete Cost Object Approval (COA) by 5pm CST, Friday, 6/7/24
 - Deadline Includes
 - Travel Expense Reports
 - Non-Travel Reimbursement
 - Student Reimbursements
 - Guest Reimbursements
 - **It is the department's responsibility to ensure COA approvals are completed by deadlines**



Concur Fiscal Year End

- 6/10/24 deadline in Concur
 - FY24 PCard Statement Reports must complete Financial/Budget Approval by 5pm CST, Monday, 6/10/24
 - Deadline Includes
 - All PCard charges posted in FY24
 - **It is the department's responsibility to ensure Financial/Budget approvals are completed by deadlines**



Concur Fiscal Year End

- Fiscal year determined by
 - Dates of travel
 - Date of purchase of Goods
 - All PCard transactions posted in May will be recorded in FY24
 - TCU's Year End is 5/31/24, therefore
 - If traveled 5/25/24 – 5/31/24, expenses are FY24. If traveled 6/1/24 – 6/3/24, expenses are FY25
 - If travel bridges fiscal years, the year with the most travel dates determines the fiscal year
 - » If equal number of days in each year, record in FY24
 - If purchase of goods on personal or TCU travel card posted in May, expenses are FY24, if posted in June, expenses are FY25



- **Concur Audit Rules**
 - Report Type = TCU Travel Expenses
 - Requires Business Travel Start and End Dates
 - Concur will not allow submission of report before Business Travel End Date
 - Conference Registration Fees should be included on TCU Travel Expenses Report Type
 - Do not use Non-Travel Reimbursement Report Type



Concur Fiscal Year End

- 6/13/24 = Date Cost Object Approvers can begin approving FY25 Expense Reports in Concur
 - **For FY25 expense reports, the COA should not approve prior to 6/13/24**
 - If the COA approves FY25 expense reports prior to 6/13/24, expenses will be recorded in FY24
 - Requests to journal expenses to FY25 will not be granted



Concur Fiscal Year End

- Recommendations

- Request Travel and/or PCard if concerned with delay in FY25 processing
- Submit FY24 expense reports timely after returning from travel or purchasing
- Refer to “How to Identify Status of Concur Submissions” guide on Concur Travel & Expense webpage
 - <https://finance.tcu.edu/contracts-procurement-travel/travel-expense/index.php>
 - Guide found under Related Links section

- Recommendations

- Attend Concur Support Drop In Sessions
- Hosted by Leslie Bast and Alexis Trejo, Accounts Payable
 - 8am – 4pm
 - Room 1003 in The Harrison Administration Building
- Dates
 - Thursday, 4/11/24
 - Monday, 4/29/24
 - Tuesday, 5/14/24
 - Friday, 5/24/24





Concur Fiscal Year End

- Concur Support Drop In Sessions Information
 - This is in person assistance, not training
 - Users should bring laptop if able, and ensure all receipts are in Concur
 - AP can demonstrate how to create reports, but will not create reports for users
 - Please review the Getting Started with Concur resources on the Finance & Administration webpage, and complete your profile setup prior to attending drop in sessions
 - <https://finance.tcu.edu/contracts-procurement-travel/travel-expense/get-started-concur.php>
 - Sessions are to provide assistance, feedback regarding Concur should be sent to Concur@tcu.edu

- Sessions will be first come, first served



Questions?