

Preparation for Workday January 2022 Go-Live: KEY FINANCE DATES

September 15, 2021



In order to accurately capture all purchases and associated invoicing activity during the conversion from Banner to Workday, the following timetable has been developed. Please adhere to these dates as you manage purchase requisitions, purchase orders, P-Card and C-Card transactions, and invoices in preparation for the January 2022 transition.

Thank you in advance for your cooperation. If you have any questions, please contact [Patrick Johnson](#) or [Monica Wong](#).

Important Dates	Activity
October 1, 2021	Last day to submit requests that require the solicitation process, and BOT approval (exceeds \$250,000)
	Last day to submit Sole Source requests that require BOT approval (\$100,000 and above)
November 15, 2021	Last day to submit requests that require the solicitation process, but NO BOT approval (\$25,001 - \$250,000)
November 30, 2021	Last day to submit all other purchase requests (under \$25,000)
	Last day to submit purchase order change requests
December 10, 2021	Last day to make P-Card and C-Card purchases
	Last day to submit invoices to be paid against purchase orders
December 17, 2021	Last day for P-Card and C-Cardholders to post and reconcile transactions in CentreSuite
December 22, 2021	Last day to submit all other invoices not purchase order-related, including but not limited to direct pay requests
December 23, 2021	Last day to complete approvals in CentreSuite
January 2022 after Go-Live	Workday Enterprise System replaces Banner Enterprise System

Visit the [MC@Workday](#) website for training materials, FAQs, and all other updates.

Please do not reply to this email, as this mailbox is not monitored. Thank you.